



National Health Mission  
SDA Complex, Kasumpti, Shimla-9  
Himachal Pradesh  
Dated: Shimla-171009, the

MISSION DIRECTOR (NHM)  
April 2020

30 APR 2020

New Shimla-9 (H.P.)

### OFFICE ORDER

Government of India has up-graded the [www.covid19.nhp.gov.in](http://www.covid19.nhp.gov.in) portal and provided a host of analytics for the States and the districts. As directed in the video conference held on dated 29<sup>th</sup> April, 2020 by the Secretary (MoHFW), Government of India with all the States and districts, this portal shall be the only source of information for the COVID-19 from 1<sup>st</sup> May onwards. The following action are required to be taken for the regular updation of the portal:

1. The Deputy Commissioners, Chief Medical Officers and the District Surveillance Officers have already been provided the login IDs to the portal.
2. The following fields pertaining to a concerned district needs to be updated with correct entries:
  - a. Complete details of all the contacts of positive case.
  - b. Dedicated COVID Care Centre (DCCC) Facilities, updation along with availability of logistics in these facilities on daily basis.
  - c. Edit /Add District Buffer of PPEs & N-95 Mask on daily basis.
  - d. Add /Edit status of Ambulance in the district.
  - e. Add/Edit Surveillance line list of District nCOV Passengers of your district.
  - f. Enter Migration details: Mobile No. District, Name, Migration Status & other field pertain to this format
3. The data pertaining to the category I and II COVID facilities and the data pertaining to hotspot analysis shall not be tempered with by the districts and shall be filled by the State Surveillance Officer on the portal.
4. A self explanatory presentation is being annexed with this order for the data updation related to positive case management, logistics and contact tracing.

All the Chief Medical Officers and District Surveillance Officers are directed to update the required entries on a daily basis. The State Surveillance Officer shall monitor the entries and intimate the undersigned in case of failure on part of districts to update

the entries. In case of any technical assistance, the State Surveillance Officer or the District Informatics Officer may be contacted.

*Nigam...*  
30/4/20  
Special Secretary (Health) cum  
Mission Director, NHM  
Himachal Pradesh, Shimla - 9

Endst. No.: As above.

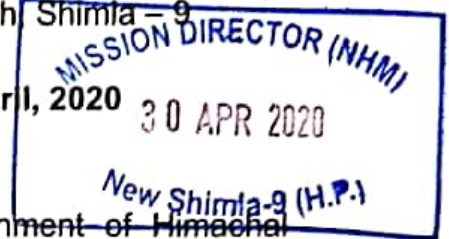
Dated Shimla-9 the

April, 2020

Copy for information and necessary action to:

1. The Additional Chief Secretary (Health) to the Government of Himachal Pradesh.
2. The Director Health Services, Himachal Pradesh for information.
3. All the Chief Medical Officers, in Himachal Pradesh.
4. The State Surveillance Officer, Himachal Pradesh.
5. All the District Surveillance Officers under IDSP, Himachal Pradesh.

*Nigam...*  
30/4/20  
Special Secretary (Health) cum  
Mission Director, NHM  
Himachal Pradesh, Shimla - 9



# **COVID-19 India Portal**

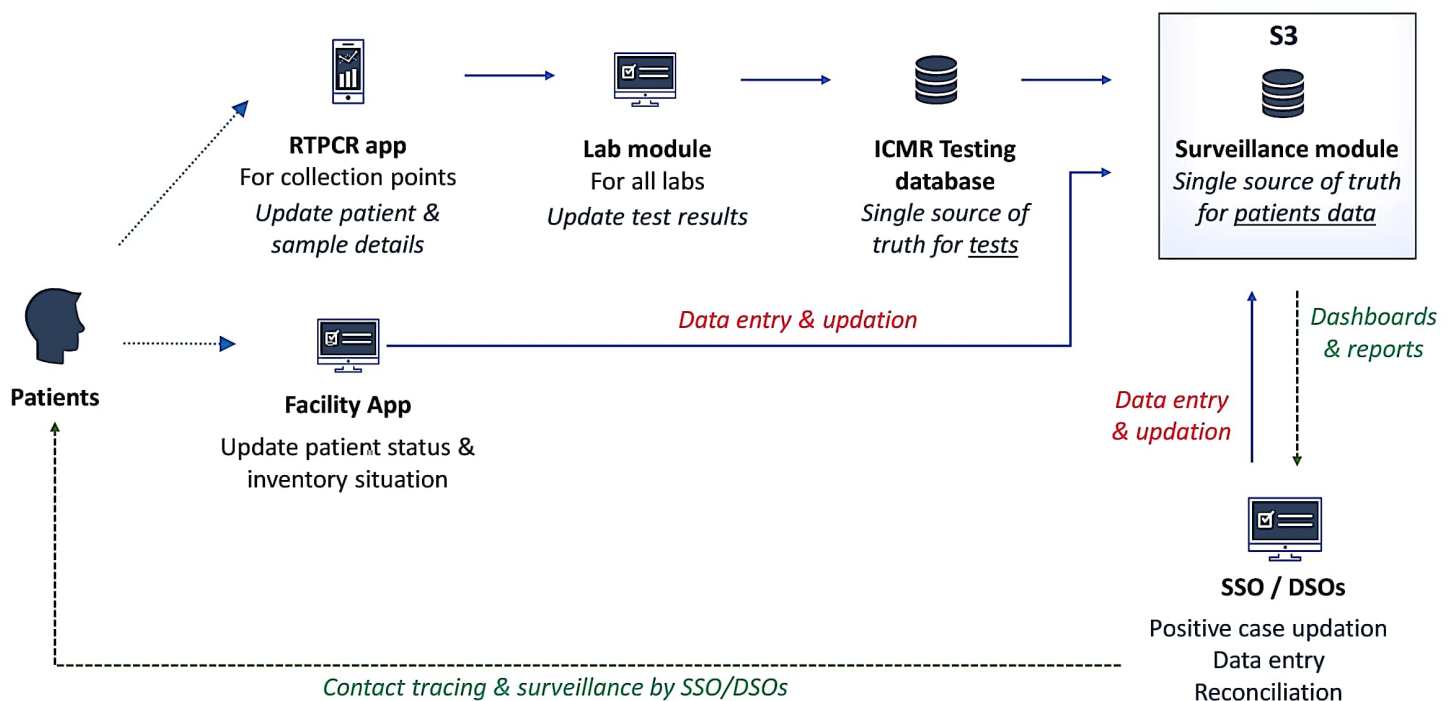
**Orientation for states and districts  
on dashboards and data updation**

**29<sup>th</sup> April 2020**

# Topics Covered

1. [Overall data flow for COVID-19](#)
2. Display, Data Updation & Digital Tools
  - a. [State dashboard navigation](#)
  - b. [Data updation on COVID Platform \(S3\)](#)
  - c. [Covid facility app \(being released\)](#)  
*(Part of S3 module for case management)*
  - d. [RT-PCR app \(already launched\)](#)  
*(Ensure adoption & effective usage for updating sample details)*
3. [Key asks from DSOs/SSO](#)

## Overall flow for data related to COVID-19



# COVID India portal: Data updation

# Key data updation modules

## I. Positive case management data updation

- a. [Workflow for positive case updation](#)
- b. Decision 1A - [Accept positive records where surveillance ID is available](#)
- c. Decision 1B - [Map surveillance ID with case ID and accept record](#)
- d. Decision 2- [State or District or both are blank](#)
- e. Decision 3- [Patient record does not belong to my state/district](#)
- f. Decision 4 - [Remove duplicates](#)
- g. Decision 5 - [Patient record is missing](#)

## II. Logistics data updation

- a. [Facility categorization – Cat I & II by State; Cat III by District \(Add / Edit\)](#)
- b. [Essential infra / services](#)
- c. [Ambulances](#)

## III. Contact tracing data updation

- a. [Line-listed contacts for confirmed cases](#)

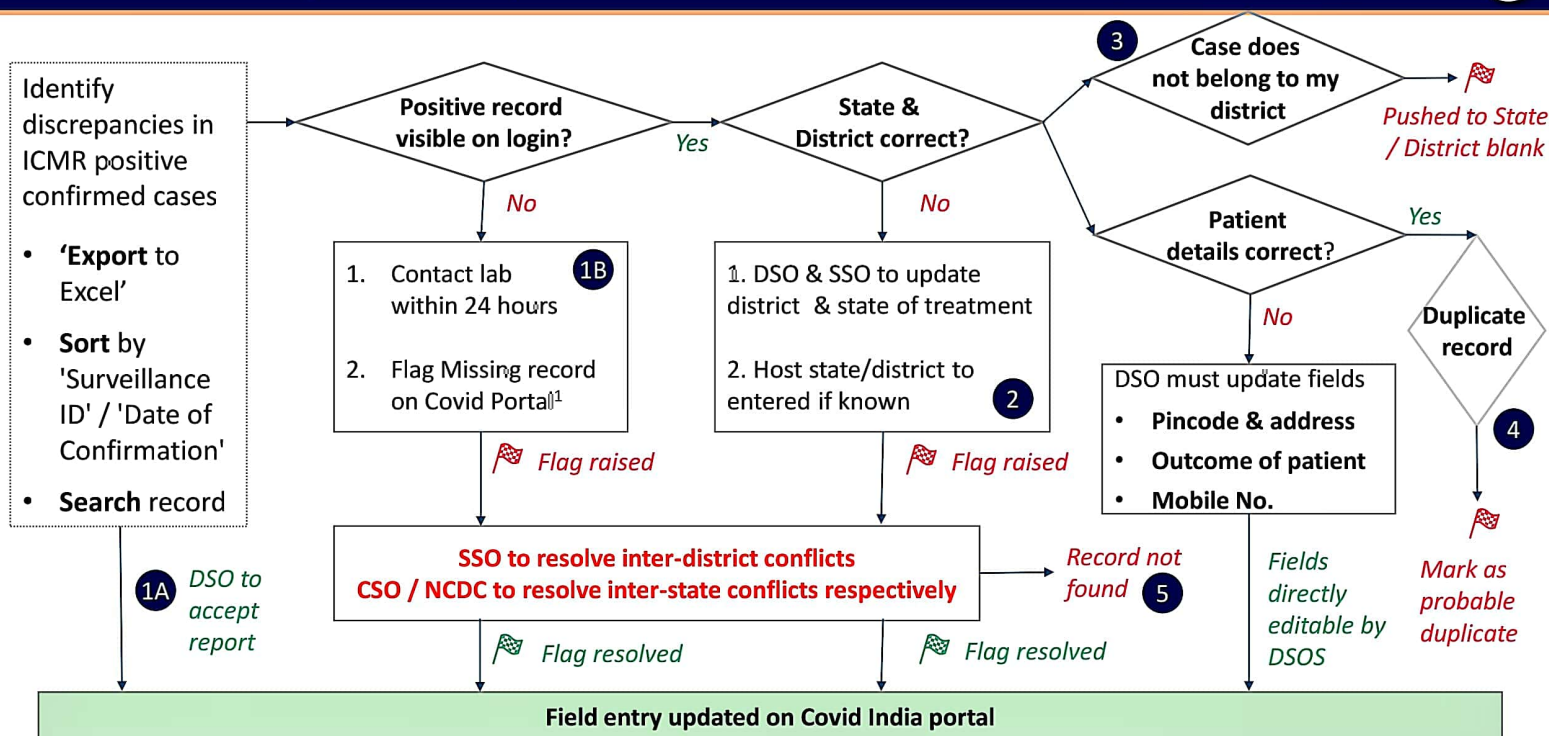


# Positive Case Management Data Update



# Workflow for updation of positive cases

1



<sup>1</sup>In case the patient details have not been entered in the lab module, even after 24 hours of query intimation by DSO – Lab will receive a show case notice under punitive action

<sup>2</sup>Patient details to be entered for missing record include 'Name', 'Age', 'Gender', 'Lab Name', 'Date of positive test confirmation' & screenshot of Lab module confirmation

# Updation of positive cases – Mapped Surveillance ID

1

## Objective

Accept confirmed positive records belonging to your State/District, then edit fields (patient outcome, pincode)

## Decision 1A

Patient record is available, surveillance ID is mapped

**Positive Cases Data Updation**

Already accepted Pending for acceptance BHOPAL Mapped Surveillance ID

Please accept the positive cases listed below in your district. Edit option enable after the acceptance

| Action | Surveillance ID | ICMR ID | Lab Patient ID | Name                            | Age | Gender | Contact Number | Nationality | Contact List |
|--------|-----------------|---------|----------------|---------------------------------|-----|--------|----------------|-------------|--------------|
| ACCEPT | 12345           | 67890   | 11111111111111 | Sunil Yadav s/o Ramsharan Yadav | 32  | Male   | 9876543210     | INDIA       | VIEW ADD     |
| ACCEPT | 12345           | 67890   | 11111111111111 | Sunil Yadav s/o Ramsharan Yadav | 32  | Male   | 9876543210     | INDIA       | VIEW ADD     |
| ACCEPT | 12345           | 67890   | 11111111111111 | Sunil Yadav s/o Ramsharan Yadav | 32  | Male   | 9876543210     | INDIA       | VIEW ADD     |
| ACCEPT | 12345           | 67890   | 11111111111111 | Sunil Yadav s/o Ramsharan Yadav | 32  | Male   | 9876543210     | INDIA       | VIEW ADD     |

**Acceptance Process of Positive Case**

| ICMR Unique ID | Name                            | Age | Gender |
|----------------|---------------------------------|-----|--------|
| 96235          | Sunil Yadav s/o Ramsharan Yadav | 32  | Male   |

Choose any one

☒ Accept ☐ Probable Duplicates ☐ Case does not belong to this District

Acceptance

Enter Remarks

UPDATE

**Step 1:** Select district, and then select "Mapped Surveillance ID" from drop-down menu

**Step 2:** Click "Accept" if case belongs to your district. Pop-up window opens as below with three options

**Step 3:** Select "Accept"

**Step 4:** Click "Update" to save record - colour changes from Red to Grey.

If any discrepancy, send email to [rectify-positives@gov.in](mailto:rectify-positives@gov.in) & [query-positives@gov.in](mailto:query-positives@gov.in)

# Updation of positive cases – Unmapped surveillance ID

1

## Objective

Mapping "Surveillance ID" to all positive cases

## Decision 1B

Patient record is available but surveillance ID is missing

**Positive Cases Data Updation**

BHOPAL • Unmapped Surveillan • Search by Ward name

SEARCH EXPORT

Please accept the positive cases listed below in your district. Edit option enable after the acceptance

| Action | Surveillance ID | ICMR ID | Lab Patient ID | Name         | Age | Gender | Contact Number | Nationality |
|--------|-----------------|---------|----------------|--------------|-----|--------|----------------|-------------|
| ACCEPT | UPDATE CASE ID  | 66001   | 66001          | Md. Sarfaraz | 24  | Male   | 9876543210     | India       |
| ACCEPT | UPDATE CASE ID  | 66002   | 66002          | Md. Sarfaraz | 24  | Male   | 9876543210     | India       |

**Update Case ID**

ICMR Test ID: 66001

| Name         | Gender | Age | Address   |
|--------------|--------|-----|---|
| Md. Sarfaraz | Male   | 24  | H.No.-76, B-7 Bag Umra Dula Indira Colony, Bhopal |

Case ID for NCDC \*

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GET NCDC DATA

| Name(NCDC) | Gender(NCDC) | Age(NCDC) | Address |
|------------|--------------|-----------|---------|
| Sidak Puri |              | 0         |         |

UPDATE CLOSE

**Step 1:** Select district, then select "Unmapped Surveillance"

**Step 2:** Select "Update Case ID", then pop-up window opens

**Step 3:** Enter Case ID for NCDC and click on "Get NCDC Data"

**Step 4:** Contact lab if case ID unavailable. If case ID found, click "Update" to save & follow steps as per 1A.

If Case ID or surveillance ID is not available with the lab, or in case of any other discrepancy, send email to [rectify-positives@gov.in](mailto:rectify-positives@gov.in) & [query-positives@gov.in](mailto:query-positives@gov.in)

# Updation of positive cases – blank state/district

1

## Objective

Update mapping for blank districts and States

## Decision 2

Patient record is available & state/district are incorrect or blank

**Positive Cases Data Updation**

BHOPI State or District or Both

Please accept the positive cases listed below in your district. Edit option enable after the acceptance

| Action                  | Surveillance ID | ICMR ID | Lab Patient ID | Name             | Age | Gender | Contact Number | Nationality |
|-------------------------|-----------------|---------|----------------|------------------|-----|--------|----------------|-------------|
| UPDATE STATE & DISTRICT | 6               | 1316    | C-99           | Andre Carli      | 69  | Male   | 00000000000    | Italy       |
| UPDATE STATE & DISTRICT | 13              | 1319    | C-102          | Lombardi Picunni | 70  | Female |                | Italy       |
| UPDATE STATE & DISTRICT | 189             | 3843    | nCoV-16        | AGIT KUSWATO     | 27  | Male   |                | Indonesia   |
| UPDATE STATE & DISTRICT | 188             | 3846    | nCoV-17        | SUWATO SUSTRO    | 62  | Male   |                | Indonesia   |
| UPDATE STATE & DISTRICT | 187             | 3850    | nCoV-18        | ODINGH MISKHTAR  | 64  | Male   |                | Indonesia   |
| UPDATE STATE & DISTRICT | 186             | 3854    | nCoV-20        | HIDAYATH         | 51  | Male   |                | Indonesia   |

**Update State And District**

Status Updated. Pending for Approval

ICMR Unique ID: 1316 Name: Andre Carli

State: Chandigarh District: CHANDIGARH

CLOSE

**Step 1:** Select district

**Step 2:** Select "State or District or Both blank" in dropdown

**Step 3:** Click "Update State & District"

**Step 4:** New pop-up will open for entering correct state / district details

**Step 5:** Click on 'Close' to flag for approval. After approval from SSO, follow steps in 1A or 1B in case Surveillance ID is available/unavailable

If any discrepancy, send email to [rectify-positives@gov.in](mailto:rectify-positives@gov.in) & [query-positives@gov.in](mailto:query-positives@gov.in)

# Updation of positive cases – case does not belong to me

1

## Objective

Flag cases that do not belong to your district, the case is then shifted to list of unidentified cases

## Decision 3

Patient record in my State / District login does not belong to me

**Positive Cases Data Updation**

Already accepted Pending for acceptance Bhopal Mapped Surveillance ID

Please accept the positive cases listed below in your district. Edit option enable after the acceptance

| Action | Surveillance ID | ICMR ID | Lab Patient ID | Name                           | Age | Gender | Contact Number | Nationality | Contact List |
|--------|-----------------|---------|----------------|--------------------------------|-----|--------|----------------|-------------|--------------|
| ACCEPT | 1001            | 100101  | 1001010101     | Sumi Yadav s/o Ramsharan Yadav | 32  | Male   | 9876543210     | Indian      | VIEW ADD     |
| ACCEPT | 1002            | 100201  | 1002010101     | Sumi Yadav s/o Ramsharan Yadav | 32  | Male   | 9876543210     | Indian      | VIEW ADD     |
| ACCEPT | 1003            | 100301  | 1003010101     | Sumi Yadav s/o Ramsharan Yadav | 32  | Male   | 9876543210     | Indian      | VIEW ADD     |
| ACCEPT | 1004            | 100401  | 1004010101     | Sumi Yadav s/o Ramsharan Yadav | 32  | Male   | 9876543210     | Indian      | VIEW ADD     |

**Acceptance Process of Positive Case**

ICMR Unique ID Name Age Gender

100101 Sumi Yadav s/o Ramsharan Yadav 32 Male

Choose any one

☐ Accept ☐ Probable Duplicates ☒ Case does not belong to this District

**Case does not belong to this District**

Remarks

OR UPDATE

**Step 1:** Select district & "Mapped surveillance ID" from drop-down menu

**Step 2:** Click "Accept". Pop-up for acceptance process opens in system

**Step 3:** Select "Case does not belong to District". Enter remarks, if any.

**Step 4:** Click on "Update" to save changes. Case record will be pushed to blank State/District view

If any discrepancy, send email to [rectify-positives@gov.in](mailto:rectify-positives@gov.in) & [query-positives@gov.in](mailto:query-positives@gov.in)

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# De-duplication of positive cases

1

## Objective

Flag all duplicates in confirmed positive case records, then records shifted to "Marked as probable duplicate"

## Decision 4

Process to identify & flag duplicate case records

The screenshot displays two screenshots of the 'SPECIAL SURVEILLANCE SYSTEM - S3' web application. The top screenshot, titled 'Positive Cases Data Update', shows a table of positive cases with columns for Action, Surveillance ID, ICMR ID, Lab Patient ID, Name, Age, Gender, Contact Number, Nationality, and Contact List. A red banner at the top indicates 'Already accepted' and 'Pending the acceptance'. The bottom screenshot, titled 'Acceptance Process of Positive Case', shows a form for accepting a case. It includes a table for 'Probable Duplicates' with columns for ICMR Unique ID, Name, Age, and Gender. A red banner at the top indicates 'Already accepted' and 'Pending the acceptance'. The bottom screenshot shows a form for accepting a case, with a table for 'Probable Duplicates' and a 'Get details' button.

**Step 1:** Select district and the select "Mapped Surveillance ID"

**Step 2:** Click "accept" and pop-up window will appear.

**Step 4:** Select "Probable Duplicate"

**Step 4:** Enter ICMR IDs of all records of the same patient & select "Get details".

**Step 5:** "Update" to save. Cases will now appear in "marked as duplicate" in drop-down menu.

If any discrepancy, send email to [rectify-positives@gov.in](mailto:rectify-positives@gov.in) & [query-positives@gov.in](mailto:query-positives@gov.in)

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# Updation of positive cases

1

## Objective

Missing patient records can be pulled from master line-list of unidentified state/district cases

## Decision 5

Patient record is missing

The screenshot shows the 'Positive Cases Data Updation' interface. At the top, there's a dropdown for 'State or District or Both' with 'Bihar' selected. Below this is a table of cases with columns: Action, Surveillance ID, ICMR ID, Lab Patient ID, Name, Age, Gender, Contact Number, and Nationality. The table lists several cases, including 'Andre Carli' (Italy), 'Lombardi Picunni' (Italy), 'AGIT KUSWATO' (Indonesia), 'SUWATO SUSTRO' (Indonesia), 'ODINGH MISKHTAR' (Indonesia), and 'HIDAYATH' (Indonesia). Each row has an 'UPDATE STATE & DISTRICT' button. A pop-up window titled 'Update State And District' is shown, displaying 'Status Updated. Pending for Approval' and fields for 'ICMR Unique ID' (1316), 'Name' (Andre Carli), 'State' (Chandigarh), and 'District' (CHANDIGARH). A 'CLOSE' button is at the bottom right of the pop-up.

| Action                  | Surveillance ID | ICMR ID | Lab Patient ID | Name             | Age | Gender | Contact Number | Nationality |
|-------------------------|-----------------|---------|----------------|------------------|-----|--------|----------------|-------------|
| UPDATE STATE & DISTRICT | 6               | 1316    | C-99           | Andre Carli      | 69  | Male   | 0000000000     | Italy       |
| UPDATE STATE & DISTRICT | 13              | 1319    | C-102          | Lombardi Picunni | 70  | Female |                | Italy       |
| UPDATE STATE & DISTRICT | 169             | 3843    | nCoV-16        | AGIT KUSWATO     | 27  | Male   |                | Indonesia   |
| UPDATE STATE & DISTRICT | 188             | 3846    | nCoV-17        | SUWATO SUSTRO    | 62  | Male   |                | Indonesia   |
| UPDATE STATE & DISTRICT | 187             | 3850    | nCoV-18        | ODINGH MISKHTAR  | 64  | Male   |                | Indonesia   |
| UPDATE STATE & DISTRICT | 186             | 3854    | nCoV-20        | HIDAYATH         | 51  | Male   |                | Indonesia   |

**Step 1:** Select district and the select "State or District or Both blank"

**Step 2:** Search record using patient name.

**Step 3:** Select "Update state & district"

**Step 4:** New pop-up will open for entering correct state / district details

**Step 5:** Click on 'Close' to flag for approval. After approval from SSO/NCDC, case moves to "mapped or unmapped category" (Same as decision 2)

If any discrepancy, send email to [rectify-positives@gov.in](mailto:rectify-positives@gov.in) & [query-positives@gov.in](mailto:query-positives@gov.in)



# Logistics Data Updation

# Categorization of facilities – Add a facility

## Objective

Categorized facilities into Dedicated Covid Hospitals, Dedicated Covid Health Centre, & Covid Care Centre

## "Add Dedicated Facility"

**Step 1:** 'Entry Forms' drop-down > 'Add Dedicated Facility'

**Step 2:** State to enter Cat 1 – DCH & Cat 2 – DCHC. District to enter Cat 3 - CCC

**Step 3:** List of all facilities in State / District can be viewed on top left

**Step 4:** Enter all Facility details

**Step 5:** Enter Infra/ supplies position

**For all DCHC & CCC, data entry must also be done for mapped referral facility**

If any discrepancy, send email to [rectify-positives@gov.in](mailto:rectify-positives@gov.in) & [query-positives@gov.in](mailto:query-positives@gov.in)

# Categorization of facilities – Edit a facility

## Objective

Categorize all uncategorized facilities into DCH, DCHC, & CCC

"Edit a facility"

&

"Update details of converted facilities" (incl. supplies)

| S. No. | Action | Facility Type                      | Category            | Facility Id. | Name of the facility                                       | District | Entire Hospital/Dedicated Block | Functionality Status | Notified | Document |
|--------|--------|------------------------------------|---------------------|--------------|--|----------|---------------------------------|----------------------|----------|----------|
| 1      |        | Dedicated COVID Care Center / DCCC | Other than Hospital | 16987        | D.A.V.V. ADIMJATI KALVAN VIBHAG HOSTEL KHANDWA ROAD INDORE | INDORE   |                                 | Functional           |          | 42       |

COVID dedicated Hospitals with ICU beds :

District Name: BHOPAL

Name of the facility: District Hospital + People Hospital Khanpur + LH Medical college + Rani Laxmi Bai Hospital

Present Category Type: Uncategorized

New Category Type: Select Facility Type

UPDATE

**Step 1:** Select among four options:

- "Convert a facility" from uncategorised to categorised
- "Upgrade a category" from Cat 3 to Cat 2 to Cat 1
- "Update details of converted facilities" to edit any field details
- Change to uncategorised

**Step 2:** Click on green edit button. Pop-up for facility will open.

**Step 3:** Search by Name of facility, category of facility and district of facility

**Step 4:** Select facility type and click 'confirm' to save changes on portal

# State and district buffer stock

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## Objective

Monitor stock of essential supplies at facility, district & state level

## Details of inventory buffer stock (N95, PPE)

**Step 1:** 'Entry Forms' drop-down > 'Add/ Edit State *OR* District Buffer of PPEs & N95'

**Step 2:** Search State *OR* District

**Step 3:** Buffer stock details at State *OR* District

Inventory of  
essential  
supplies

State Level Buffer Stocks

Note: \* All fields are required

State

Madhya Pradesh

SAVE

Pt. 3 PPE & N95 masks

Number of PPEs available as buffer stock at the state level (Other than those in hospitals)

Number of N95 masks available as buffer stock at the state level (Other than those in hospitals)

Number of PPEs available as buffer stock at the state level (Other than those in hospitals)

Number of N95 masks available as buffer stock at the state level (Other than those in hospitals)

District Level Buffer Stocks

Note: \* All fields are required

District Name

INDORE

SAVE

Pt. 3 PPE & N95 masks

Number of PPEs available as buffer stock at the District level (Other than those in hospitals)

Number of N95 masks available as buffer stock at the District level (Other than those in hospitals)

Number of PPEs available as buffer stock at the District level (Other than those in hospitals)

Number of N95 masks available as buffer stock at the District level (Other than those in hospitals)

## Other infrastructure elements updation – Ambulance

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### Objective

Monitoring capacity of quarantine facilities & number of ambulances

### "Add/ Edit Ambulance"

Entry Forms > Add/ Edit Ambulance

**Step 1:** Click on 'Entry Forms' drop-down > 'Add/ Edit Ambulance'

**Step 2:** Select District in Ambulance Form

**Step 3:** Fill ambulance form & click 'Save'

- Add number of ALS
- Advanced ALS
- BLS ambulance

| Ambulance Form                      |   |                                       |
|-------------------------------------|---|---------------------------------------|
| State/UT *                          | District *  | No. of ALS ambulance                  |
| Madhya Pradesh ▼                    | --Select District-- ▼                             | <input type="text"/>                  |
| No. of BLS ambulance                | Any other ambulance other than C, D and Dial 102* | No. of ALS with functional ventilator |
| <input type="text"/>                | <input type="text"/>                              | <input type="text"/>                  |
| Remarks                             |   |                                       |
| <input type="text"/>                |   |                                       |
| <input type="button" value="SAVE"/> |   |                                       |

# Contact Tracing Data Updation

# Contact tracing data updation

III

## Objective

All contacts of positive confirmed cases must be provided for surveillance purpose

## Contact tracing of positive confirmed

The screenshot shows the 'SPECIAL SURVEILLANCE SYSTEM - SS' interface. The top section displays 'Data Received from ICMR through API' with tabs for 'Updated Record' and 'Pending Record'. Below this is a table of contacts with columns: Surveillance ID, Real ID, Lab Patient ID, Name, Age, Gender, Number, Nationality, and Contact List. The table lists four contacts, each with a 'View' button. A 'Step 1' callout points to the 'Mapped Surveill' dropdown and the 'SEARCH' button.

The bottom section shows the 'Update Contacts' form. It has two main sections: 'Positive Case Details' and 'Contact Details of above Positive Case'. The 'Positive Case Details' section contains a table with columns: Name, Age, Gender, Contact No., State, District Name, Nationality, and Date of Sample Tested. The 'Contact Details of above Positive Case' section contains a table with columns: Name, Age, Gender, Risk, Contact No., Symptomatic, and Traceability. A 'Step 2' callout points to the 'Add' button in the 'Contact Details' section. A 'Step 3' callout points to the 'Add' button in the 'Contact Details' section. A 'Step 4' callout points to the 'Submit' button at the bottom of the form.

**Step 1:** Select mapped, unmapped and search

**Step 2:** Click on Add under Contact list to edit identified contacts

**Step 3:** Fill details of contacts- Name, Age, Gender, Risk, Contact no., symptomatic & traceability in the tab and add the contact

**Step 4:** Submit the record

If any discrepancy, send email to [rectify-positives@gov.in](mailto:rectify-positives@gov.in) & [query-positives@gov.in](mailto:query-positives@gov.in)



Thank You