RCH Portal Data Entry User Manual V1.1

DATA ENTRY SECTION USER MANAUAL MOHFW

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Executive Summary

Ministry of Health & Family welfare has introduced an innovative web based application called Mother and Child Tracking System (MCTS) with the objectives to

- (i) Facilitate timely delivery of all services to pregnant women and children
- (ii) Strengthen health care service delivery system,
- (iii) Improve service delivery coverage and
- (iv) Monitoring mechanism at all level.

MCTS has been implemented across the country and currently, all the States/UTs are reporting regularly on MCTS portal.

Due to the changing data requirements of National Reproductive and Child Health (RCH) programmers, the Ministry has designed RCH portal, wherein, Eligible Couples, Pregnant Women and Children will be tracked for health care service delivery to them. The RCH portal will transit MCTS portal in phase manner.

The RCH portal will further strengthen health care delivery system; improve service coverage and monitoring mechanism. The use of this information for early identification and management of basic complications during pregnancy, childbirth and post-partum period at field level will help in reducing the maternal, neonate and infant mortality rates and support to achieve the Millennium Development Goal (MDG) numbers four and five.

Data Entry Process Flow

Step 1: Identification Process of Beneficiaries

- The data collected through household surveys as well as through regular identification should be recorded in the integrated Reproductive Child Health (RCH) register version 1.1
- Subsequently this data should be transferred to the data entry point for entry into the RCH portal.

Step 2: Registration Process of Beneficiaries

- After the identification.
- The ANM will immediately register each beneficiary in her integrated RCH register version 1.1
- These beneficiaries will include those identified during household surveys, through regular identification by the ASHA between two household surveys and any new beneficiaries coming to Village Health and Nutrition Day (VHND) site directly.
- The ANM will not provide any ID number to the beneficiary.
- After recording in the register, this data will be transferred to the Data Entry Operator (DoE) RCH portal, and once entered the RCH portal will generate a unique ID number for each beneficiary which will be written on the RCH register afterwards.

Step 3: Recording Tool: Integrated RCH register Version 1.1

The ANM should use the Integrated RCH register to register beneficiaries and for updating services provided to each beneficiary. The RCH portal at the national level changes as per variables present in this register. States using state specific name based tracking system should incorporate necessary changes in their portal as per the need of this register and national level RCH portal. There is separate register for each village and if the ANM happens to be in charge of five villages she will be making five different registers.

A state can incorporate state specific variables if necessary for the state portal but all national level indicators should not be missed.

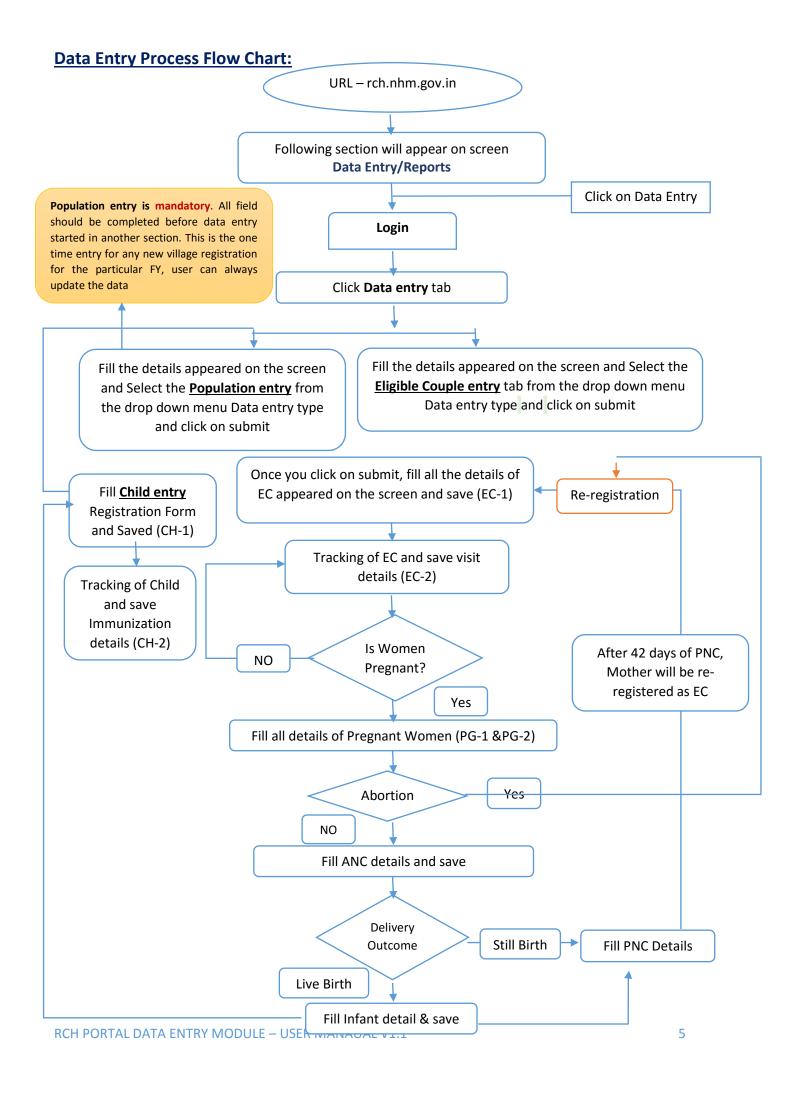
This register has the following parts:

- Village-wise information (Profile Entry)
- Section 1: Tracking of Eligible Couples and use of contraceptives
- Section 2: Tracking of Pregnant Women
- Section 3: Tracking of Children
- Section 4: Annexures

- ✓ Ready Reckoner Calendar for Calculation of Expected Date of Delivery (EDD)
 from the date of last menstrual period (LMP)
- ✓ National Immunization Schedule for Infants, Children and Pregnant Women
- ✓ Record of each immunization session (Sample summary tables for ANM for monthly reporting)
- ✓ Abbreviations

Responsibilities of Data Entry Operator

- Ensure that data is received from all ANMs in time
- Ensure timely data entry into the RCH portal for all beneficiaries registered in the integrated RCH register version 1.1
- Ensure that system has generated unique IDs for all beneficiaries and share the list with ANMs.
- Give feedback to ANMs on incomplete, unclear, or unreadable information.



Home Page

The URL for Reproductive & Child Health: http://rch.nhm.gov.in

The Main screen of the RCH application is as follows:

Click on Data Entry tab¹



LOGIN.....



Or else Direct URL for data entry:

http://rch.nhm.gov.in/RCH/Login.aspx?loginUrl=dataEntry

The Main screen of the application is as follows:

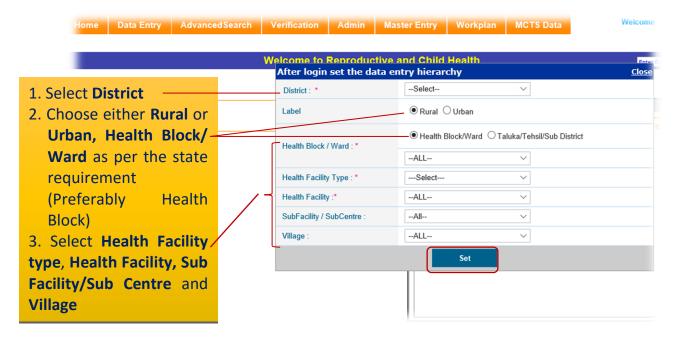
- Select the respective State
- Enter Username provided by state NIC team
- Enter Password
- Enter Image Code
- Click login



¹ (Note: The user ID and password will be provided to each state respectively. User id for district, blocks etc. will be provided by the state administrator.)

Screen appears as follows:

Before Start data entry, User firstly set the data entry hierarchy and click on 'Set' button.



After set the data entry hierarchy Main Menu screen appears.

Main Menu screen appears as follows:

Main Menu has a Menu Bar with various options i.e. Home, Data Entry, Content upload, Verification, Admin, Master Entry and Logout.

There is also a search section at the upfront of the page that can be used as quick search/Update If Eligible Couple/Pregnant Women/Child ID is available, to go directly to data entry screen without entering location details:

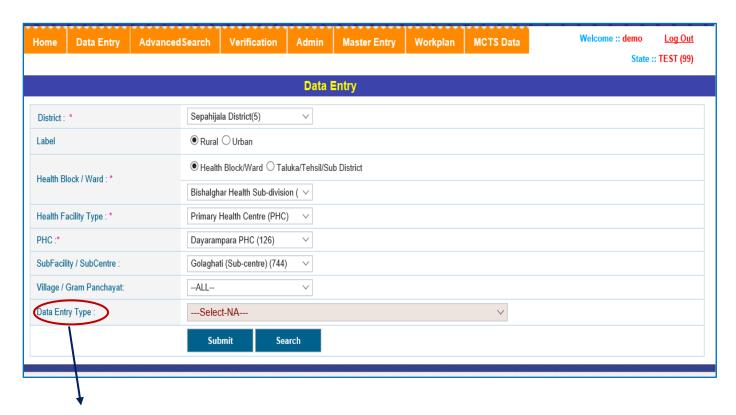


Data Entry

Click on the Data Entry tab of the Main Menu screen,



By clicking on the **Data Entry** tab of the Main Menu screen, the following screen will appear:



4. How to choose **Data Entry type**?

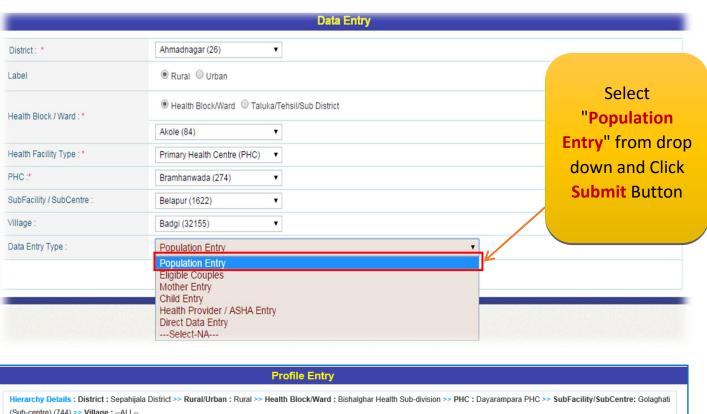
• **Population Entry** (This is the first step and mandatory field for new village registration at RCH Portal for Data Entry)

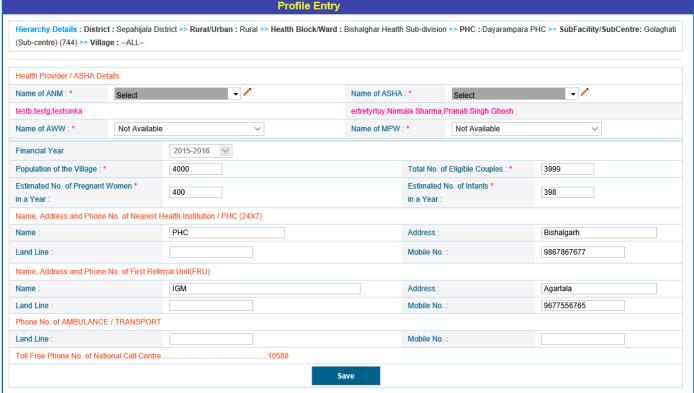
- Eligible Couples
- If pregnancy status of Women (Registered Eligible Couple) is confirmed, automatically it will shift to pregnant women section
- Pregnant Women
- Child Entry
- Health Provider/ASHA Entry
- Direct Data Entry



Population entry

Population Entry form will have information about estimated no. of ECs, Pregnant Women and Infants and will also contains details of the Health Provider and will be registered for current financial year only.

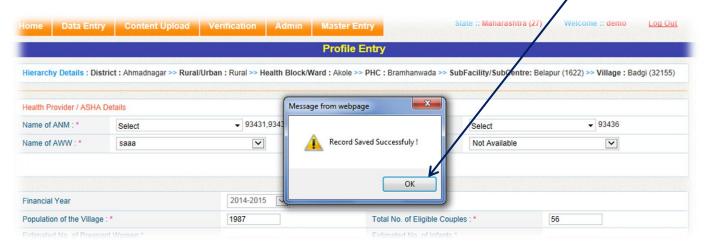




For Population Entry following fields are mandatory (*):-

- * Population of the Village.
- * Total no. of Eligible couples.
- * Estimated No. of Pregnant women in a Year.
- * Estimated No. Of Infant in a Year.
- * Health provider Names.

Fill all the details and Save and a confirmation message will appear, click OK.

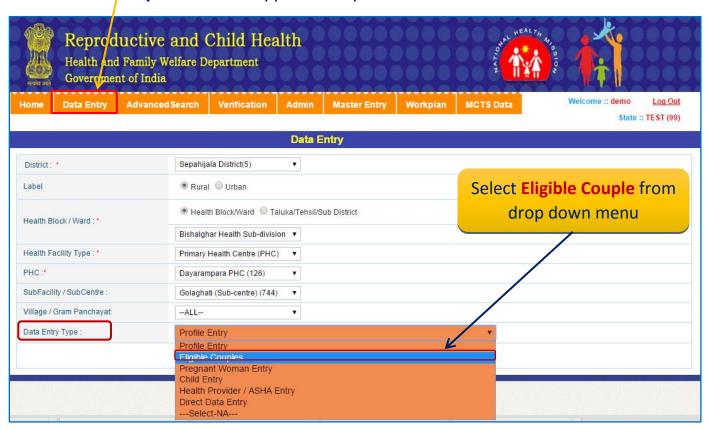


Eligible Couple Entry:

Case 1: For New Registration of Eligible Couple

Once user will fill and save **Population entry** details, next step is **Eligible Couples** from Data entry type drop down:

Click on **Data Entry** Tab that will appear on top of the screen.



Eligible Couple RCH ID Number (Auto generated), will be same for Pregnant Women as well. No any further ID will be generated for Pregnant Women. It means entry in Eligible Couple will be mandatory.

Click on 'Submit' button

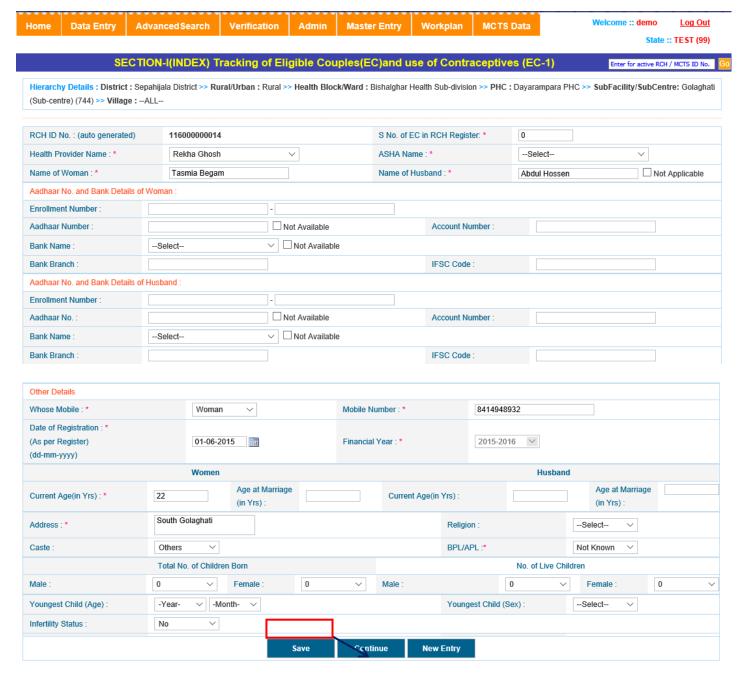


The following details will appear on the screen "Section-I(Index) Tracking of Eligible Couples (EC) and use of Contraceptives (EC-1)"

For Eligible Couple Registration following information is mandatory (*).

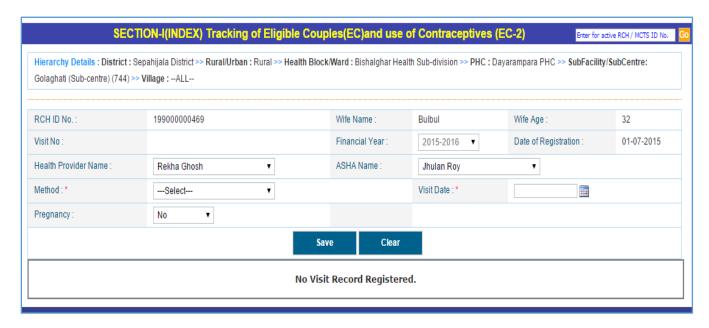
- ✓ Register serial no
- ✓ Date of Registration (As per RCH register)
- ✓ Financial Year.
- ✓ Select ANM/ASHA.

- ✓ Name of Wife.
- ✓ Name of Husband.
- ✓ Address.
- ✓ Select Whose Mobile.
- ✓ Mobile Number.
- ✓ Wife Age (Current).
- ✓ Husband Age (Current).
- √ 'Year' is disabled as it is picked from "Date of registration" automatically.



Fill all the details of Eligible Couples and click "Save" button a confirmation message will appear, click **OK.**

- ✓ On Saving Eligible Couple , Eligible Couple RCH ID Number is auto generated by computer
- ✓ After saved the record, Click "Continue" button than page will be Redirected to the Eligible Couple Tracking² in Section-I(Index) Tracking of Eligible Couples (EC) and use of Contraceptives (EC-2) page.



In Tracking of Eligible Couple form, the following information is mandatory (*):-

- ✓ Visit Date (date should be greater than or equal to registration date).
- ✓ Method.
- ✓ Year is disabled and dipslayed according to date of visit.
- ✓ During updation
 - o Cannot update previous visit's (already entered) pregnant status to Yes.
 - Visit date should be greater than previous visit date.
- ✓ If the fields, pregnant and pregnant test status are equal to one of the following combinations:-
 - Yes Not Done
 - Yes Positive
 - Don't know Positive

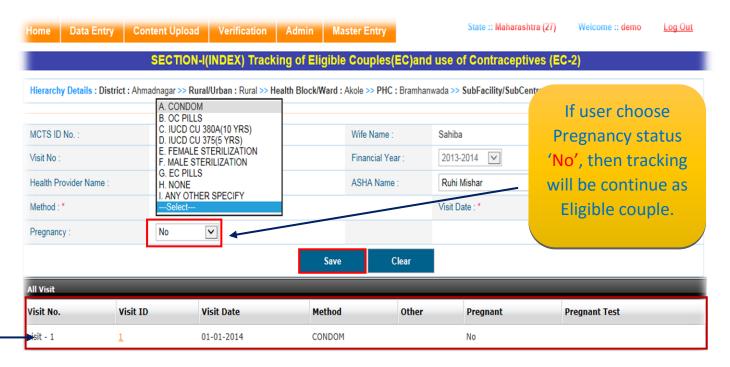
The record will be redirected to **Mother Registration** Page else the record will remain in Eligible tracking form.

² Note: Eligible couple becomes in-eligible, if wife is pregnant, age of wife is above 50, divorced, widow.

[✓] Pregnant Women after Date of Delivery + 42 days become Eligible Couple.

[✓] Pregnant Women immediately after Abortion become Eligible couple.

Fill all details of visit and "Save" the details of Eligible Couples appeared on the screen below.



Click on Save button and a confirmation message will appear, click ok. Records can be visible at the bottom of the screen.

If user choose Pregnancy status "Yes", Pregnancy test option will appear on screen, Yes Pregnancy Test: Pregnancy: Negative Positive Save Clear



Choose any option for "Pregnancy Test" from drop down and Click on Save button and a confirmation message will appear, click ok. Records can be visible at the bottom of the screen.

Eligible Couple Search

Case 2: Search Eligible Couple for Registration -

This form provides Search facility for registered Eligible Couples as well as Unregistered Eligible Couple. Go to Data Entry tab, Fill all Hierarchy and select Data Entry type.



Click on Search tab and below screen "List of Eligible Couple" screen will be appear:



i) Search for Registered Eligible Couple –This button is used to Search already registered Eligible Couple. Click on "Search for Registered Eligible Couple" button and below screen will be appear:



the visits of EC. (Follow updation step same as page number -13)

ii) Search for Unregistered Pregnant Women —This button is used to Search Unregistered Pregnant Women whose pregnancy status is 'Yes' but record cannot be updated on Tracking of Pregnant women section and 'Date of Registration' is not entered. So these types of PW are unregistered. Click on "Search for Un-Registered Pregnant Women" button and below screen will be appear:

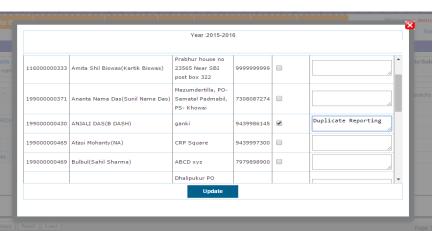


- ✓ On searching the Record, two link buttons are provided on the record.
 - **Registration No. Link Button** (1990000xxx)—Redirects to tracking page to track the visits of EC. (Follow updation step same as page number -13)
 - View Report Redirects to Reporting page to view all details of of EC. below screen will be appear:



iii) Mark For deletion: User can mark a record for deletion in case of wrong entry. Enter

RCH PORTAL DATA ENTRY MODULE - USER



remarks for deletion and click on " Updat appear, click OK. Records can be deleted.	e" button	than a	confirmation	message	Wil

Change Eligible Couples Eligibility Status/Shift to New Financial Year

Here we can change eligibility of eligible couple as well as shift all previously registered eligible couples for new financial year. Click "Change Eligible Couple Status/Shift to new Financial Year" button, below screen will be appear:



(a) Change Eligible Couple Eligibility Status - This radio button is used to change the eligibility status such as Eligible, Not Eligible, Pregnant, Divorced and Widow etc.

Home	Data Entry	Content Upload	Verification	Admin	MCTS Data	State :: Maharashtra (27)	Welcome :: mcts-helpdesk	Log Out		
	Change Eligible Couple Eligibility Status / Shift to new Financial Year									
Hierarchy Details: District: Ahmadnagar >> Rural/Urban: Rural >> Health Block/Ward: Akole >> PHC: Bramhanwada >> SubFacility/SubCentre: Belapur (1622) >> Village: Badgi (32155)										
Change Eligible Couple Eligibility Status Shift to new Financial Year										
Registrati	ion No. :									
Year:		20	014-2015 ▼		Statu	is:	Active ▼			
Registrati	ion No :				MCT	S ID No:				
Name :					Hust	pand Name:				
				Se	earch	Clear				

 Firstly choose radio button for Click "Change Eligible Couple Eligibility Status" and click "Search" button, below screen will be appear:



After Select one option from drop down, Click "Save" button, a confirmation message will appear, click "OK". Updated records can be visible at the bottom of the screen:

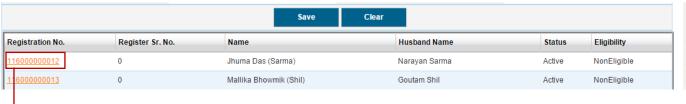


(b)Shift to New Financial Year- This radio button is used to shift previous financial eligible couple to current financial year as well as here we can change eligibility of eligible couple also.

• Choose radio button for Click "Shift to new Financial Year" and select "Active" stats from dropdown.



Click "Search" button, a table on below screen will be appear:

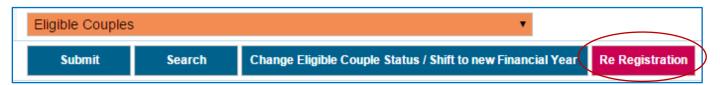


- ✓ On searching the Record, one link button are provided on the table.
 - ➤ Registration No. Link Button (1990000xxx)—Click on Registration No., the detial will be show on above screen. For change Eligibility status "Enter Register Serial No." and select "Eligible" option using "Eligible Couple Eligibility Option"dropdown and click on "Save" button.

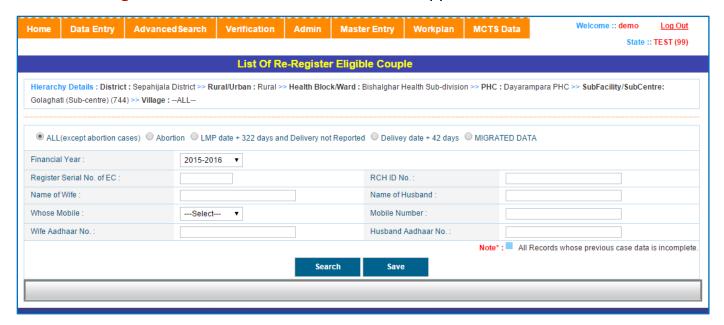


After clicking on "Save" button, record will move to Eligible couple section. It can appear on List of Eligible Couple Screen after clicking "Search for Registered Eligible Couple" option and user can update these EC record. (Follow updation step same as page number -15)

Re-registration - Re-registration button is used to re-register previously registered eligible couple who has completed his/her cycle. In this section firstly search previously registered eligible couple and again register.



Click on **Re-registration** tab and below screen will be appear:



For Eligible Couple Re-Registration choose following option:

- All (Except abortion cases)
- Abortion
- LMP dat+322 Days and Delivery not Reported
- Delivery date+42 days
- Migrated Data

(i) If User can select first option "All (Except abortion cases)" and select financial year. Here is many more parameter like RCH ID no., Register Serial No. of EC, Name of Wife or Husband, Aadhar Number etc for search the records.

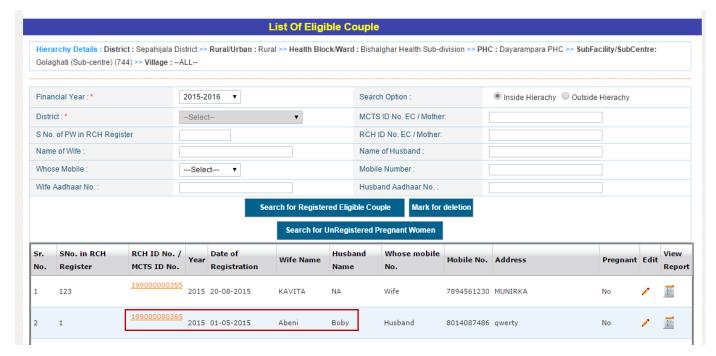


Click on "Search" button, a table will be appeared below at bottom of the screen.

In this table choose a record and enter date for registration in "**Enter Registration Date**" field and click on "Save" button.



After clicking on "Save" button record will saved and a confirmation message will appear, click "OK", than saved records will move to Eligible couple section. It can appear on List of Eligible Couple Screen after clicking "Search for Registered Eligible Couple" button. User can update these EC record. (Follow updation step same as page number -15)

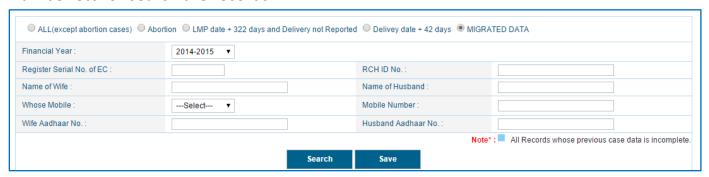


(ii) If User can choose option "Abortion", or "LMP dat+322 Days and Delivery not Reported" or "Delivery date+42" days and search the records, same screen will be appear for register EC. Enter the registration date and click on "Save" button.



After clicking on "Save" button record will saved and a confirmation message will appear, click "OK", than saved records will move to Eligible couple section. It can appear on List of Eligible Couple Screen after clicking "Search for Registered Eligible Couple" button. User can update these EC record. (Follow updation step same as page number -15)

iii) If User can choose option "**Migrated Data**" select financial year. Here is many more parameter like RCH ID no., Register Serial No. of EC, Name of Wife or Husband, Aadhar Number etc for search the records.



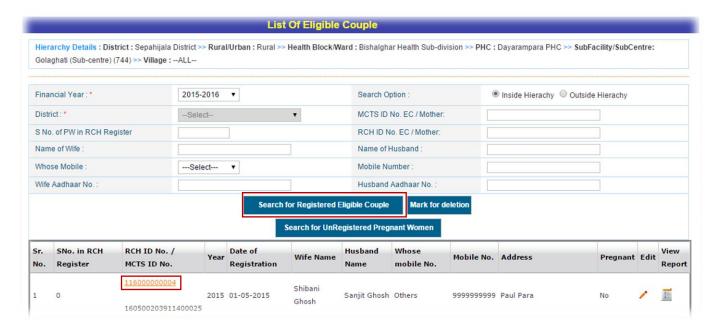
Click on "Search" button, a table will be appeared below at bottom of the screen. In this table some records with having blue color. All those records having with blue color to be updated within 60 days of Re-Registration.



Choose a record and enter date for registration in "Enter Registration Date" field and click on "Save" button.

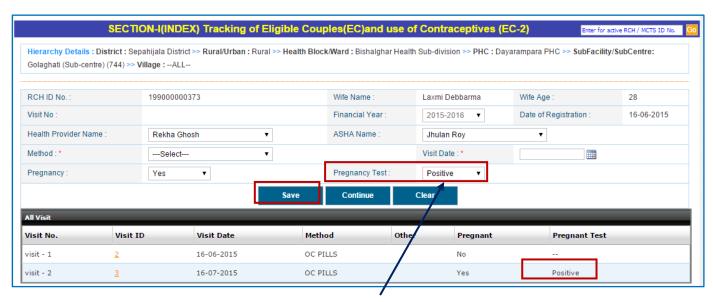
After clicking on "Save" button record will saved and a confirmation message will appear, click "OK", than saved records will move to Eligible couple section. It can appear on List of RCH PORTAL DATA ENTRY MODULE – USER MANAUAL V1.1

Eligible Couple Screen after clicking "Search for Registered Eligible Couple" button. User can update/edit these EC record. (Follow updation step same as page number -15)

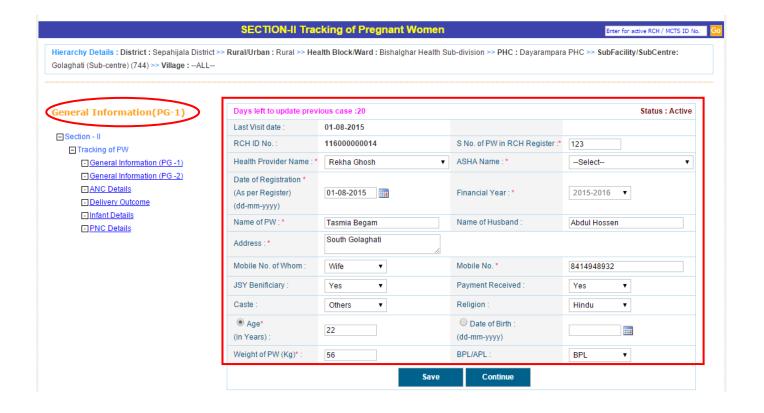


Tracking of Pregnant women:

After saved the record, of EC Registration, page redirected to the Eligible Couple Tracking in Section-I(Index) Tracking of Eligible Couples (EC) and use of Contraceptives (EC-2) page.



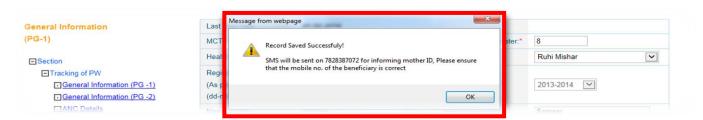
If user selects **Pregnancy test** option '**Positive**' and click on '**Save**' button, a confirmation message will appear, click OK. Records can be visible at bottom of the table. After saved the records, click on '**Continue**' button, **System will automatically shift to Tracking of Pregnant Women, General Information (PG-1) page.**



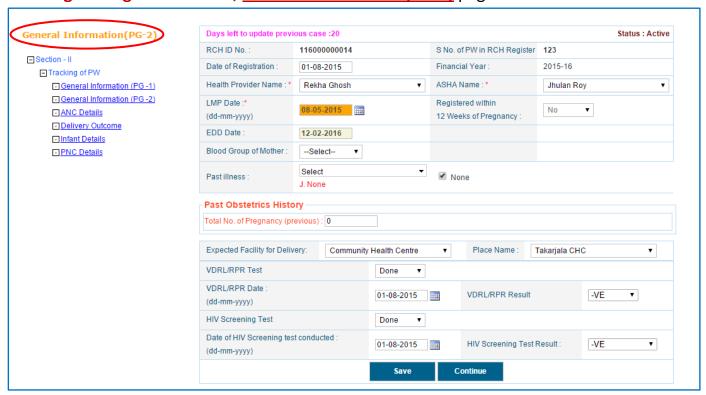
For Registration of Pregnant Women following information is mandatory (*).

- Sr. No. of RCH (As per Register)
- Health Provider Name
- * ASHA Name
- Registration date should be greater than visit date
- Financial Year ('Year' is disabled and displayed according to 'Date of registration')
- Name of Pregnant Women
- * Address
- * Mobile no.
- Age
- ★ Weight of PW (Kg)

Once user will click at 'Save' button, a message will appear on the screen as mentioned below



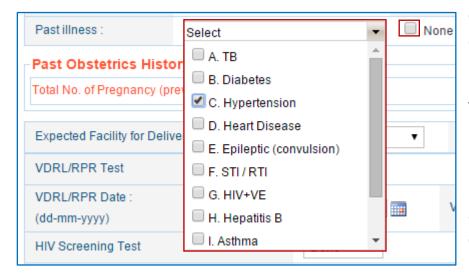
After saved the records, click on 'Continue' button, System will automatically shift to Tracking of Pregnant Women, General Information (PG-2) page:



Following information is mandatory (*) for Tracking of Pregnant women

- Health Provider Name
- ASHA Name

Past illness: If pregnant women suffering from any general illness; select the appropriate



option of past illness from the dropdown.

If there is a history of more than one general illness, check mark on multiple option which is available in dropdown.

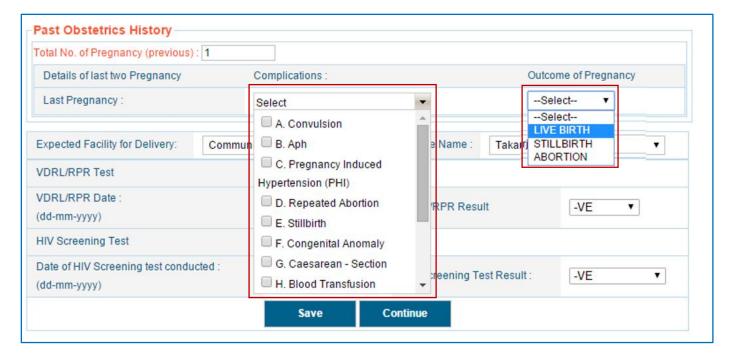
If there is no past history of any illness, Mark on 'None' option.

Past Obstetrics History: If beneficiaries is the first time pregnant, enter value in text box

'0' but if pregnant women was pregnant earlier/before the current pregnancy then enter 1 or 2 for last 1 or 2 pregnancy details. Once enter

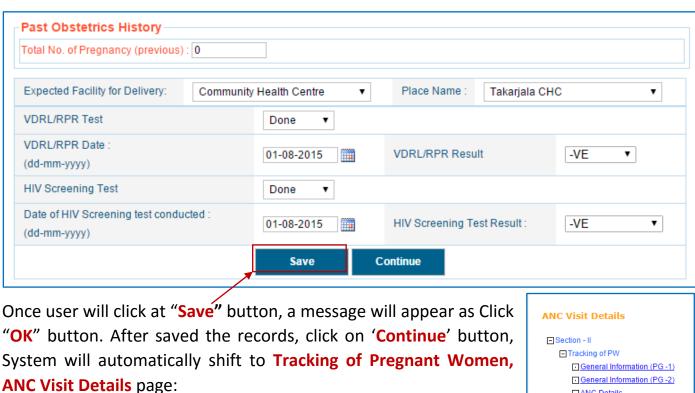


the value in text box of 'Past Obstetrics History' 1 or 2 and press tab button, last pregnancy details and complication dropdown appear on screen.



If there is any complications during past pregnancy, check mark on multiple option which is available in dropdown of 'Complication' and select 'Outcome of pregnancy'.

After entered 'Past Obstetrics History', complete other details like 'Expected place of delivery', Place Name, VDRL and HIV test result and date.

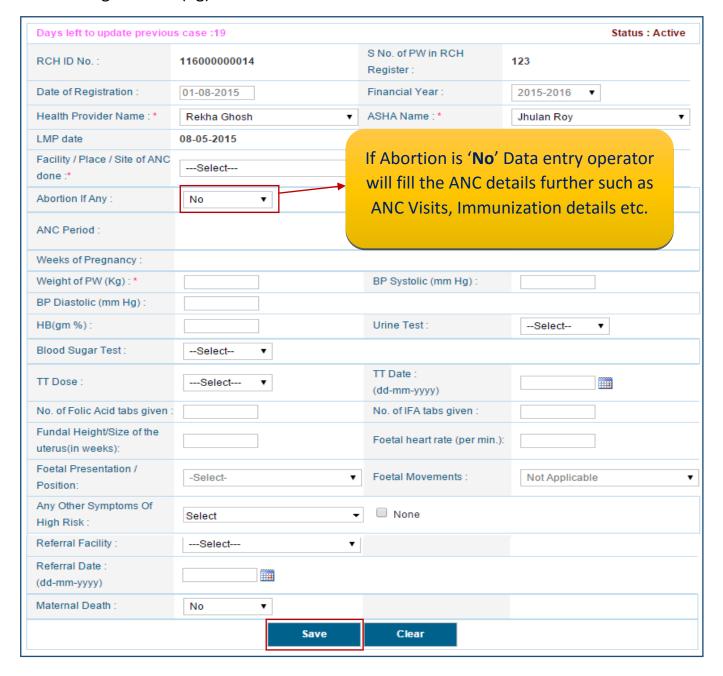


When clicked on ANC Details and If LMP date is not present for respective record it will always redirect to General Information (PG-2) rather than ANC Details.

General Information (PG -2) □ ANC Details Delivery Outcome Infant Details → PNC Details

ANC Visit Details - For ANC Details following information is mandatory (*).

- Health Provider Name
- * ASHA Name
- ★ Facility/Place/Site of ANC done
- ANC Date (dd/mm/yyyy)
- Weight of PW (Kg)



After filling all the details of ANC Visit page, click on "Save" button a confirmation message will appear, click OK.

After complete fill ANC Visit details Click on 'Save' button and a confirmation message will appear, click ok. Records can be visible at the bottom of the screen.



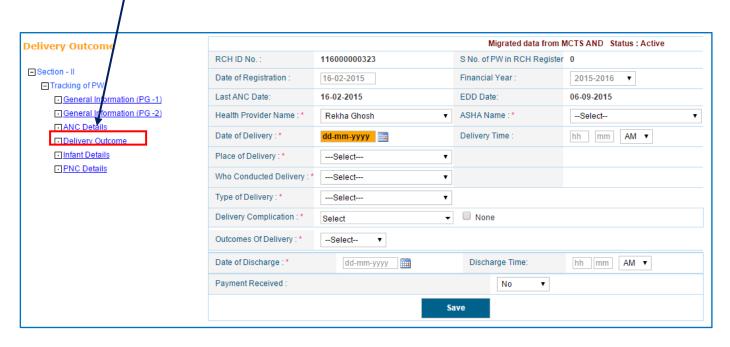
 ANC date and month of pregnancy should be greater than previous ANC date and month of pregnancy.

Abortion Case: RCH ID No. 127000819739 SNo. Of RCH: 424242 Registration Date 01-04-2014 Financial Year 2014-2015 If the Abortion is 'Yes' ✓ ASHA Name : * **~** Health Provider Name: * Not Available Not Available EDD Date 25-02-2014 02-12-2014 User fill abortion Facility Place ~ details in respective Yes Abortion If Any field. Abortion Date:* dd-mm-yyyy **~** Abortion Type :* ---Select---Click at "Save" button, Weeks of Pregnancy a message will appear ~ No Clear click OK. Records can visible be at the **ANC Period** ANC Date Weeks of Pregnancy TT Date TT Dose FA Given **Abortion Abortion Date** bottom of the screen. 1 <u>Abortion</u> 32 08-10-2014 Yes

- Then respective mother registration will close and page will redirect to PNC
- After PNC (42 days) beneficiary will be consider as eligible couple and user must reregister the beneficiary as eligible couple.
- This RCH ID will carry forward for re-registration

Delivery Outcome

Click on **Delivery Outcome** and fill all the details respectively



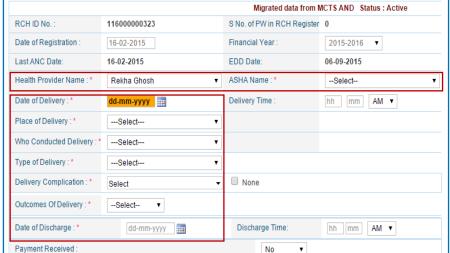
For **Delivery Outcome** Services following information is mandatory (*), User fill all the

details respectively

- Health Provider Name
- ASHA Name
- Date of Delivery
- Place of Delivery
- Who Conducted Delivery
- * Type of delivery
- Delivery Complication
- Outcomes of Delivery
- * Date of discharge.
- * IF Delivery Complication is death mother records gets deleted.
 - Select Death Reason from dropdown
- * Once the delivery outcome record is saved successfully, then it is redirected to **Infant Details**.

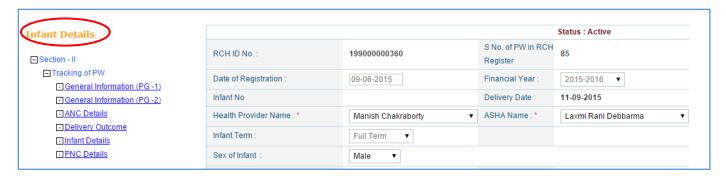
Note: If at least one ANC date is not present for respective record it will always redirect to ANC Detail rather than Delivery Outcome.

Note: In case of Death of the Pregnant Women, Status is to be changed to Close and record is to be shifted in the archive.



Infant Details

Once delivery outcome record saved successfully, it will automatically redirect to **Infant Details page**, If Delivery date is not present for respective record it will always redirect to Delivery Outcome rather than Infant Details.



For Infant Details following information is mandatory (*), remaining field will be fill up by

data entry operator.

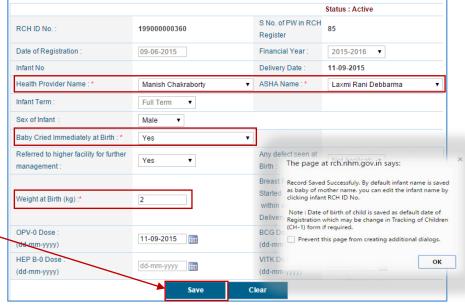
Health Providers Name

ASHA Name

 Baby Cried immediately at birth

Weight at Birth

After completing Infant Details Click on 'Save' button and a confirmation message will appear, click OK. Records can be visible at the bottom of the screen.



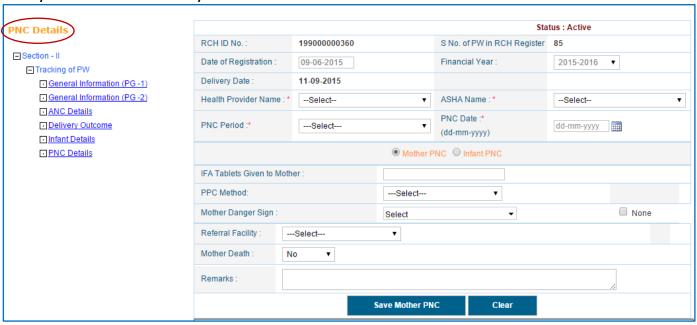


In this page 'Infant RCH ID no.' will be auto generated by system. By default infant name is saved as baby of mother name. It can edit the infant name by clicking 'Infant Id No.', If User can clicking on 'Infant Id No.' page automatically redirect to Child registration. (Please refer page no. for updating child registration form)

Note: Date of birth of Infant is saved as default date of registration which may be change in tracking of children (CH-1) form if required.

PNC Details

When clicked on **PNC Details** and If Delivery date is not present for respective record it will always redirect to Delivery Outcome rather than PNC Details.

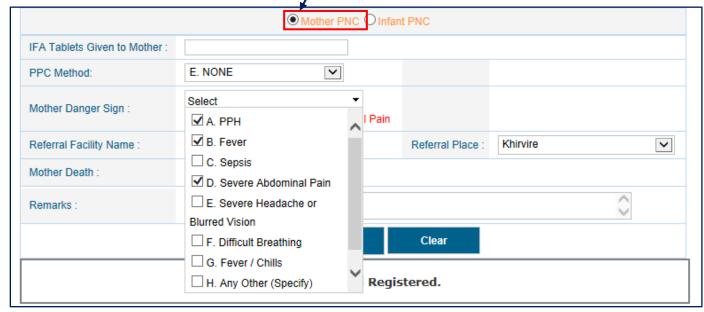


For PNC Services following information is mandatory (*)

- ✓ Health Provider name
- ✓ ASHA name
- ✓ PNC Period
- ✓ PNC date
- ✓ Weight of Infant



Choose option 1- Mother PNC - Select Mother PNC radio button,

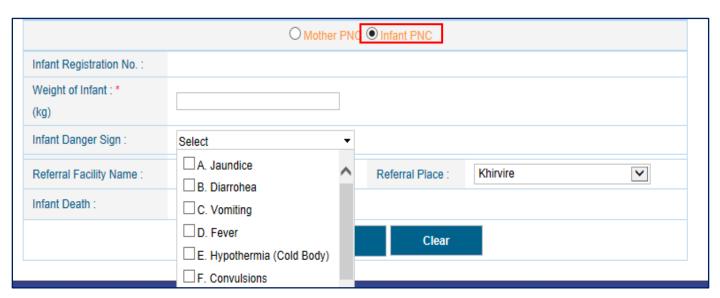


Fill PNC visit, Mother Danger Sign (Multiple selection) and other detail, after fill all the details Click on 'Save Mother PNC' button

After click 'Save Mother PNC' button a confirmation message will appear, click OK. Records can be visible at the bottom of the screen.



<u>Choose option 2- Infant PNC</u> - Select <u>Infant PNC</u> radio button, fill PNC visit and other detail.

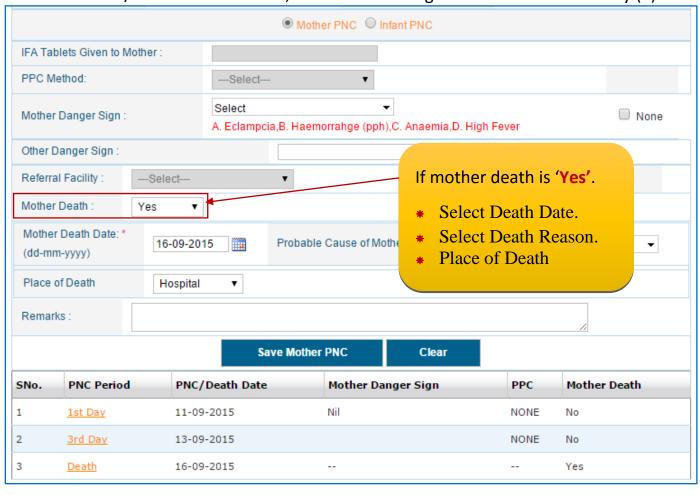


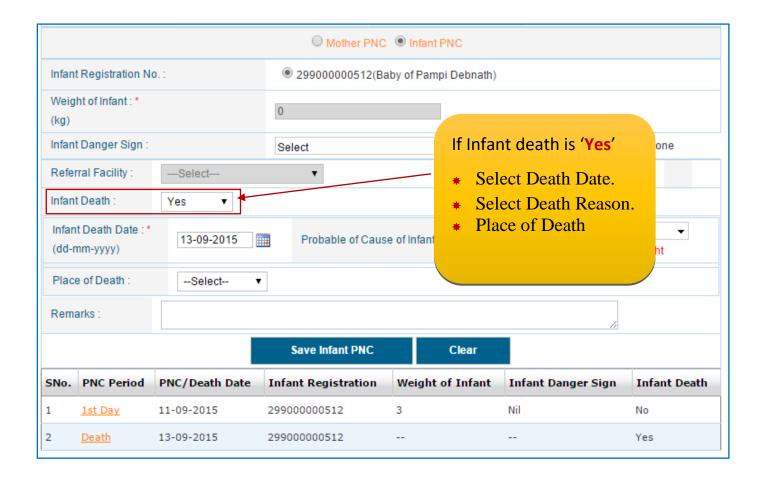
Fill PNC visit details for infant like **Weight of infant (Kg)**, **Infant Danger Sign** (Multiple selection) and other detail then Click on 'Save Infant PNC' button³, a confirmation message will appear, click **OK**. Records can be visible at the bottom of the screen.



³ Note: If Mother/Infant death is yes, following fields are mandatory

In Case Mother / Infant death is 'Yes', then the following fields become mandatory (*)

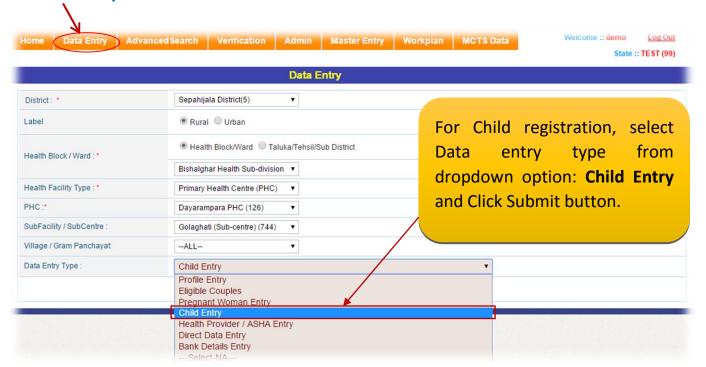




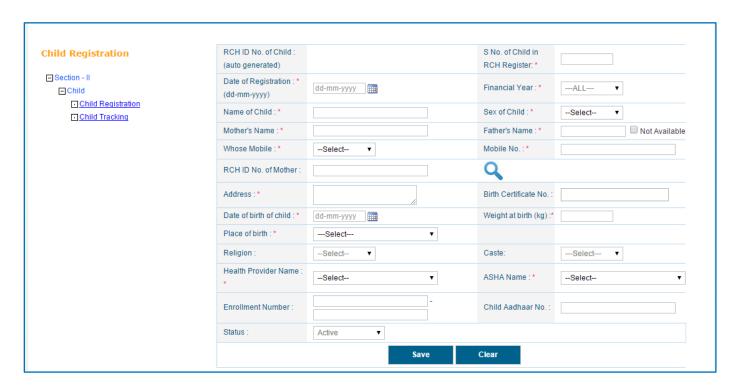
Child Entry

Two ways access to this page:

(1) Go to Data Entry Page choose Child entry on the basis of selected Hierarchy. Click on the Data Entry tab of the Main Menu screen

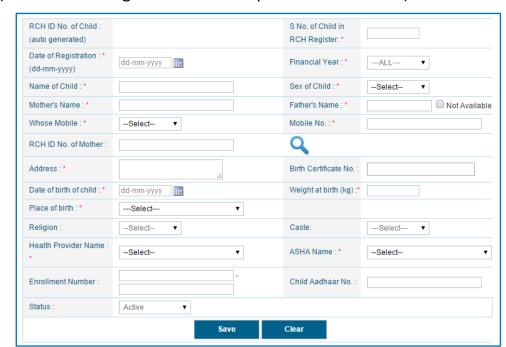


By clicking on the **Submit** button, the following screen will appear:



For Child Registration following information is mandatory (*)

- * S. No. of RCH (As per Register).
- * Registration Date (Date should be greater than or equal to date of birth).
- Name of child
- Mother's name.
- * Father name.
- Sex of Child
- Whose Mobile.
- * Mobile no.
- * Address.
- Health ProviderName
- ASHA Name
- Date of Birth.
- Weight (Kg)
- Birth Place.



For Mother details link with child, Enter mother ID and Click Seare () icon.



Once click Search icon (\(\), the following screen will appear –



In this screen, **Registration number** will be appear in the table. This Registration No. is mother's RCH ID. Click on Registration number, current screen automatically closed and all mendatory information like Mother name, Father Name, Mobile number, Address, date of birth and place of birth will be auto fill up. Remaining field will be enter as pre RCH Register.

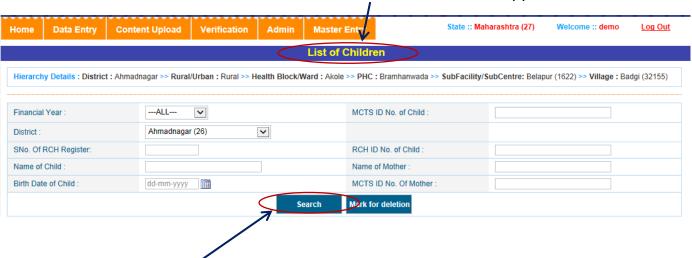
Search Child Records -

Go to Data Entry Page choose Child entry on the basis of selected Hierarchy. Click on the **Data Entry** tab of the Main Menu screen:



- 1. Select **District**
- 2. Choose either **Rural** or **Urban, Health Block/ Ward** as per the state requirement (Preferably Health Block)
- 3. Select Health Facility type, Health Facility, Sub Facility/Sub Centre and Village
- 4. Go to Data Entry tab, Fill all Hierarchy and select Data Entry type.





List of Children

<u>Search</u>: When <u>Search</u> button is clicked, it displays details of children who are registered in Infant details or who are registered directly on the basis of selected Hierarchy on Data Entry page.

✓ In search Record we have two link button



o Registration No. Link Button (2270000XXXX)— Redirect to Child Tracking to add Immunization services.

Mark For deletion: User can delete particular record of Child Registration in case of wrong entry, Search record.



Child Tracking Data Entry

Tracking of child entry form provides information about Immunization services for Registered Infants and children.

For Tracking of Child data entry, following information is mandatory.

- ✓ Select ANM/ASHA.
- ✓ Immunization.
- ✓ Immunization Date.
- ✓ In details of Immunization have two link button
 - Edit Link Button Update Child Data Entry.
 - Select Redirect to Child Medical Tracking (In case Measles-1)

Update Child Data Entry.



After completing Child Details Click on Save button and a confirmation message will appear, click OK. Records can be visible at the bottom of the screen.



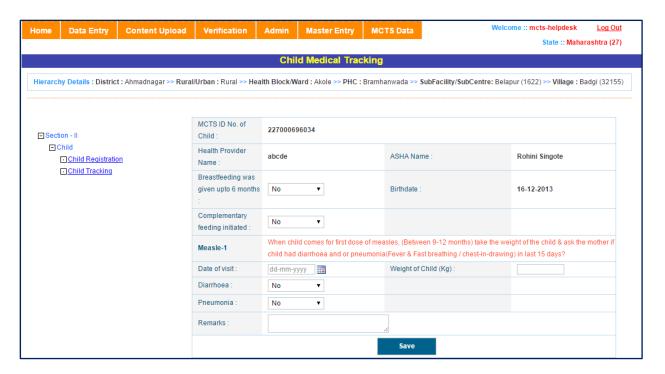
Child Medical Tracking

When child data of following immunisation is entered, it is redirected to child medical tracking page.

✓ In case Measles-1.

For Child Medical Tracking form, Please fill following information as mention below:

- ✓ Date of Visit.
- ✓ Weight of child.
- ✓ Diarrhea
- ✓ Pneumonia



After completing Child Tracking details Click on Save button and a confirmation message will appear, click OK. Records can be visible at the bottom of the screen



(2)Through Infant Details page when user click on Infant Registration No. (Please refer page

