



USER'S MANUAL (version 3.0)

IHIP-IDSP WEB PORTAL (Software Version 10.0 Last Updated On: 11/02/2020)

For State Surveillance Officer / State Admin user

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Introduction

State level user has 2 important tasks to do in relation with IDSP

- 1. Monitor disease trend and
- 2. Monitor reporting status to ensure timely reporting by all the Reporting Units

The "Reports" and "View Map" will help state level user to pursue both of the above tasks easily.

In addition, IHIP web portal has data of all the Reporting Units (S form user Health Facilities, P form user Health Facilities and L form user Laboratories). Management of these data is also necessary to ensure that IHIP web portal helps the Program Managers at district and state level at its best. For this, "Administration" menu has been provided to complete all these tasks.

Moreover, state level user can flag an event using **Event Alert Form** and can also convert an Event Alert to an Outbreak and can select RRT Members for the **Outbreaks** to be investigated and has the authority to change the outbreak status.

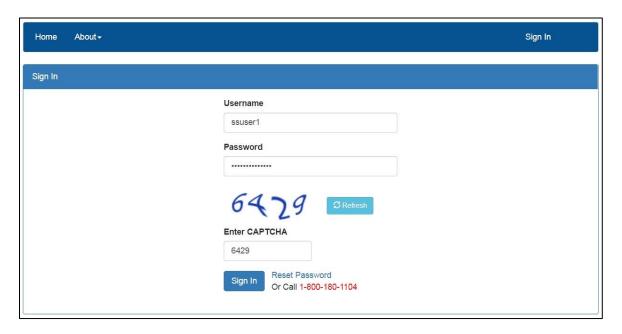
Let's see the above functions one by one.

1. Log in IHIP web portal using Health Facility user ID and password

i. Open any browser and go to IHIP web portal (https://ihip.nhp.gov.in/#!/) and then click on "Integrated Disease Surveillance Programme" in the left box or simply type "ihip.nhp.gov.in/idsp" or "idsp.nhp.gov.in" URL in address bar of the browser and click enter.



ii. Type the **Username**, **Password** given for the State level user; then enter 4-digit **captcha** as shown and click on "**Sign In**" button

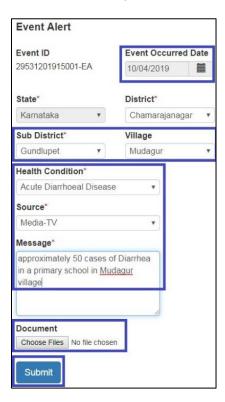


Log in ID of State level user account looks like is sso28, where "sso" stands for "State Surveillance Officer"; "28" is the two digit state specific code; another Log in ID of State level user account looks like stateadmin28, where "stateadmin" stands for "State Administration" & "28" is the two digit state specific code. Stateadmin log in ID has been given specifically for administration part of IHIP web portal

- 2. Data Entry in **Event Alert form**: Now we will see **how State level Officer can flag** an **event** through "Event Alert Form"
 - i. Click on "Forms" menu and then click on "Event Alert Form"



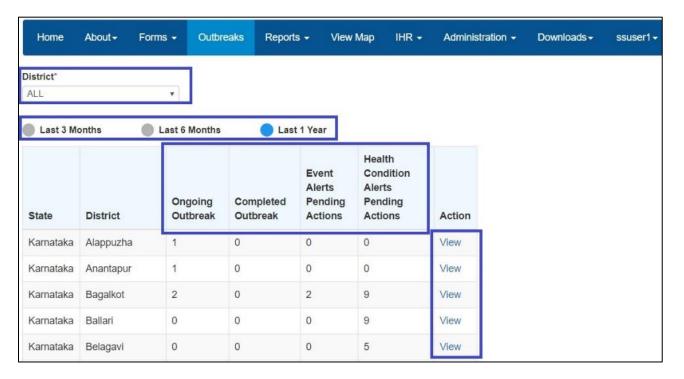
ii. Fill in the "Event Occurred Date", select the <u>District</u>, <u>Sub District</u> and <u>Village</u>, Select the "Health condition" (syndrome or disease) and "Source" which provided the information about the event and provide some details about the event in the "Message" text box; you may also upload any photo or document by clicking on "Choose Files". Click "Submit" to share the event data on server. Event Alert ID would be generated automatically.



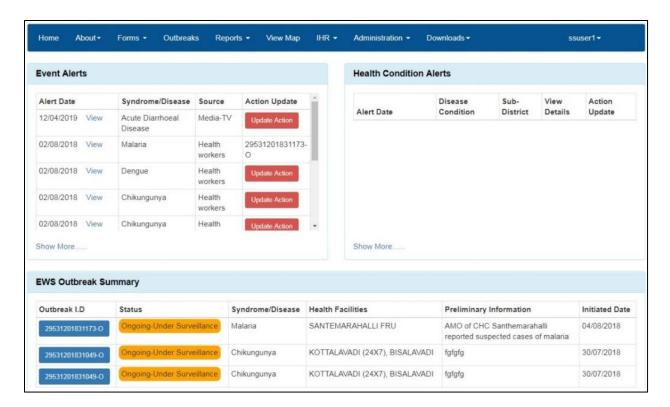
3. Understand and use Outbreaks menu:

Outbreaks Menu will help to monitor and respond to various Event alerts and Health Conditions alerts.

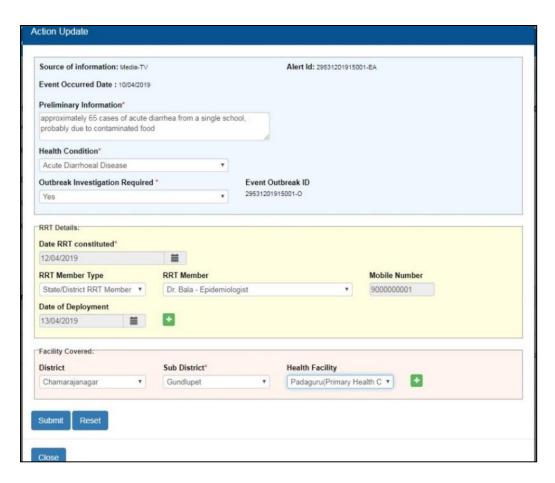
i. On clicking the Outbreak menu, the first page will show **District wise numbers of Ongoing and Completed Outbreaks**. There is filter on that page to select any particular district. The page also has the checks for 3 types of duration: Last 3 months, Last 6 months and Last 1 year. On clicking the "**View**" in front of a particular district, you will be directed to the Outbreak page of that district.



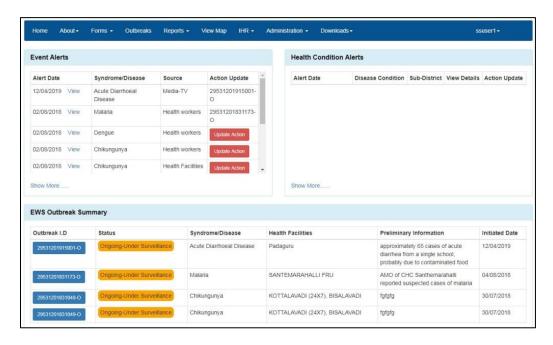
ii. "Outbreaks" page of the selected district has 3 parts: a) Event Alerts, b) Health Condition Alerts and c) EWS Outbreak Summary. One can click on "Show More......" to get the whole list of alerts/outbreaks summary. Health Workers / Medical Officer / IDSP Nodal Officer of the Health Facility / District / State / National level users can raise an Event Alert using Event Alert form from IHIP web portal. Health conditions alerts are generated depending upon the threshold set for each disease and when number of Laboratory confirmed cases for a particular disease cross threshold, Health Condition Alert is generated automatically. Each Event Alert and Health Condition Alert has unique ID ending with EA and HA respectively. (please see screenshot on next page)



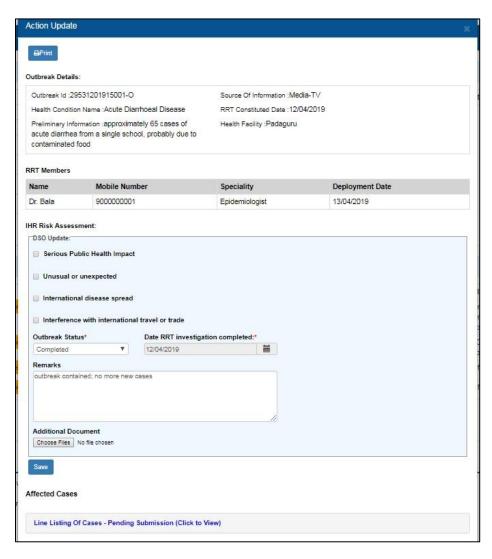
iii. Click on "Update Action" button in front of the Event Alert or Health Condition Alert. Fill in the details like "Preliminary Information", select the "Health Condition" and select "Yes" or "No" under "Outbreak Investigation Required". As soon as "Yes" is selected, an "Outbreak ID" will be generated, which is similar to Event Alert or Health Condition Alert except that the last 2 letter EA or HA will be replaced by "O". After that state level user need to select RRT members to be deployed for outbreak investigation and also need to select the Health Facility / Facilities, the areas of which are likely to be involved in the outbreak and they need to provide logistics and manpower support to RRT members for outbreak investigation and response. Click on "Submit". If one selects "No" for "Outbreak Investigation Required" then EA or HA will close here itself. (please see screenshot on next page)



iv. Once the event is converted to an Outbreak, it will appear under "EWS Outbreak Summary" with status as "Ongoing - Under Surveillance". The same outbreak details will also be visible under the EWS Outbreak Summary of the selected Health Facilities (P form Users).



v. Once the initiation of Outbreak investigation has been flagged by state level user, the health facility users and RRT member users need to update the details of Outbreak including the line listing of the cases / deaths and how they responded to control the outbreak. Once this is done and outbreak is under control, the status of the outbreak can be changed to "Ongoing-Contained" by state level user. And when no more 'New' cases are coming up after twice the duration of incubation period of the disease since the date of onset of the last case, then the status of the outbreak can be changed to "Completed" in which case, the Date on which RRT completed the investigation need to be mentioned. In addition to this, state level user also needs to select one or more out of the 4 conditions listed under IHR if relevant to the outbreak. State level user can also put his or her remarks and can attach any important document. State level user can also see the line listing of the affected cases/deaths uploaded by the health facility user or RRT member user. Click on "Save".

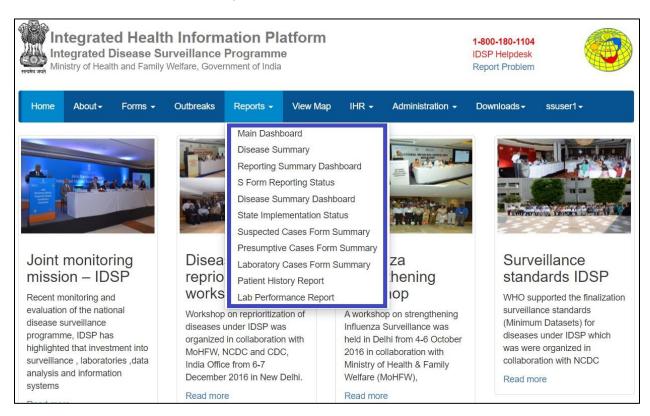


Once you click on "Save", the outbreak status of the selected outbreak will be changed to "Completed" with green color background under EWS Outbreak Summary. Once the outbreak is "Completed" and the "Save" button is clicked, no changes can be made after that.

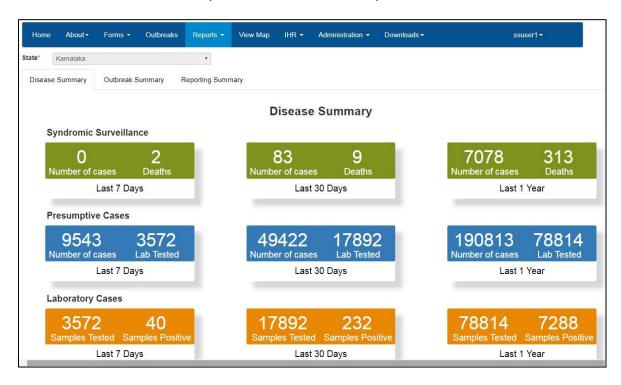
4. Understand and use various **Reports**: Now we will see the "**Reports**" section which can be used to generate various reports for analysis and monitoring

Various reports available under "Reports" menu are:

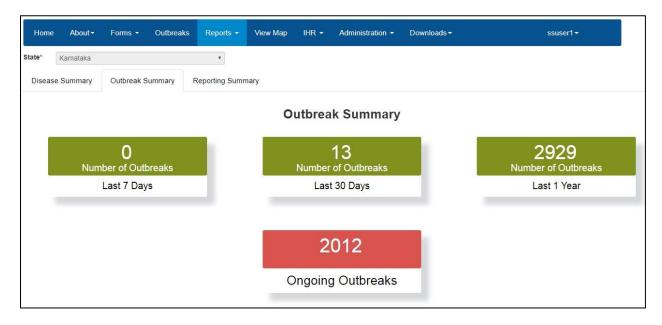
- i. Main Dashboard
- ii. Disease Summary
- iii. Reporting Summary Dashboard
- iv. S Form Reporting Status
- v. Disease Summary Dashboard
- vi. State Implementation Status
- vii. Suspected Cases Form Summary
- viii. Presumptive Cases Form Summary
- ix. Laboratory Cases Form Summary
- x. Patient History Report
- xi. Lab Performance Report



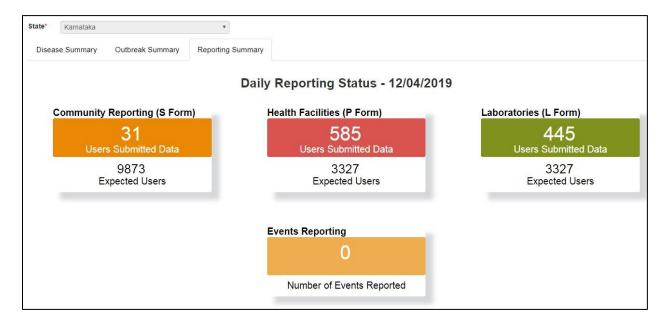
- i. Main Dashboard: it has 3 components
- a. **Disease summary page** will show number of cases / deaths entered through Syndromic, Presumptive and Laboratory surveillance systems for 3 time periods: last 7 days, last 30 days and last 1 year. On clicking on the particular tab, you will be redirected to the page of "Cases Summary" for the selected Surveillance system for the selected time period.



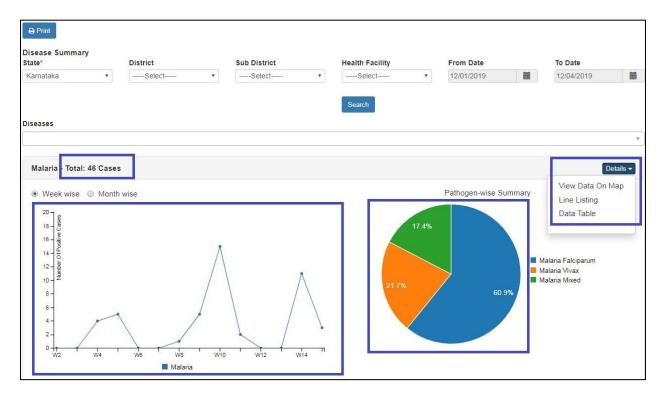
b. Outbreak summary will give summary about the number of outbreaks being flagged for 3 time periods: last 7 days, last 30 days and last 1 year. On clicking any of the 4 tabs, you will be redirected to the "Outbreaks" page.



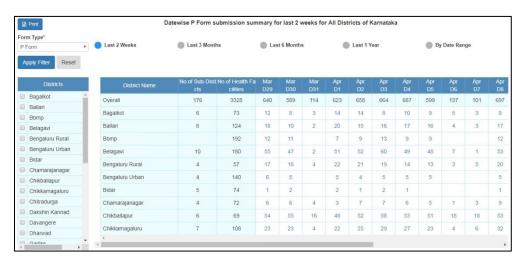
c. **Reporting Status Summary** shows the daily reporting status for 'today' specifically mentioning today's date. It shows how many reporting units are reporting out of total number of reporting units separately for S, P and L form users. It also shows how many events flagged 'today'.



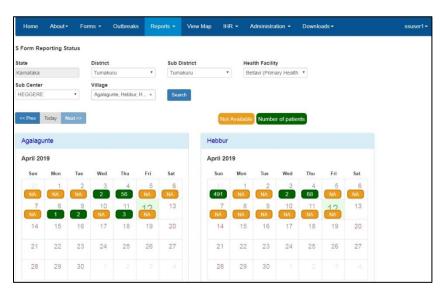
ii. Disease Summary report provides disease wise summary of laboratory confirmed cases in the form of Numbers, Epidemic Curve and pathogen wise distribution of cases in the form of Pie diagram. One can also locate the cases on map; one can get the line list of the cases and week wise case numbers in the form of Data Table.



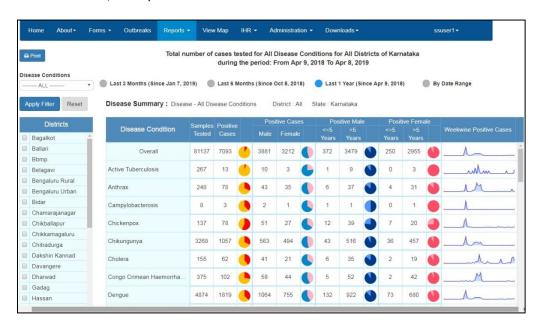
iii. Reporting Summary Dashboard provides district wise report of number of Reporting Units reporting out of total number of reporting units in the district with flexibility of selection of 4 different time periods: last 2 weeks, last 3 months, last 6 months and last 1 year. One can also select the "By Date Range" option if one wants to get the report for a particular time period. For "Last 2 weeks" time period, the report shows Day wise reporting status and for higher time periods, the report shows Week wise reporting status. State user can dig down in to a particular district to get the sub district wise reporting status of the selected district. The report can be generated for all 3 form types: S form, P form and L form separately.



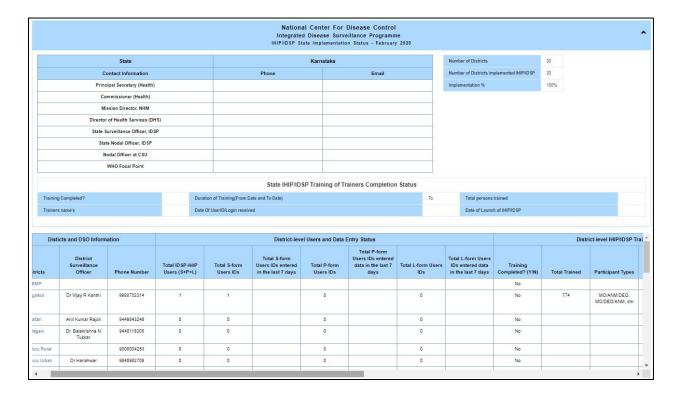
iv. S Form Reporting Status provides date wise and village wise summary of reporting of S form users (Health Sub Center's Users) of the selected health facility. This report helps in monitoring whether the S form users of the selected health facility have submitted their report on a particular date or not. If submitted then it will show a Number in Green color cell on that particular date; clicking on that Number will give you a pdf which provides syndrome wise summary (in numbers) of case details entered through S form on that date. If the user has not submitted even a single case on that day then it will show "NA".



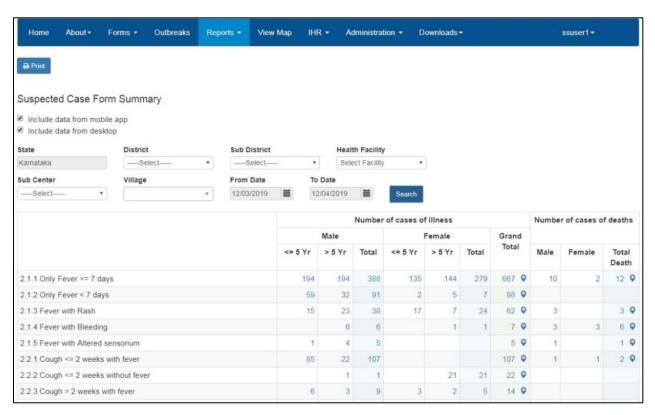
v. Disease Summary Dashboard shows disease wise summary of Laboratory Confirmed cases out of total samples tested. It also shows age wise and gender wise distribution of these cases and curve of week wise positive cases. There are 3 types of filters which can be changed by the user: Disease conditions, Time periods and Districts.



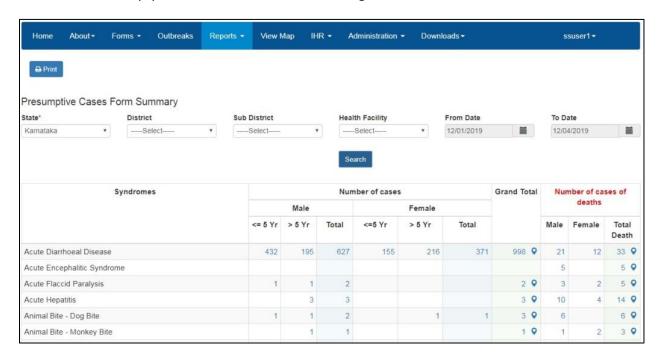
vi. State Implementation Status gives information regarding important contact details of state and district and district wise total number of users and data entry status, training status and infrastructure status.



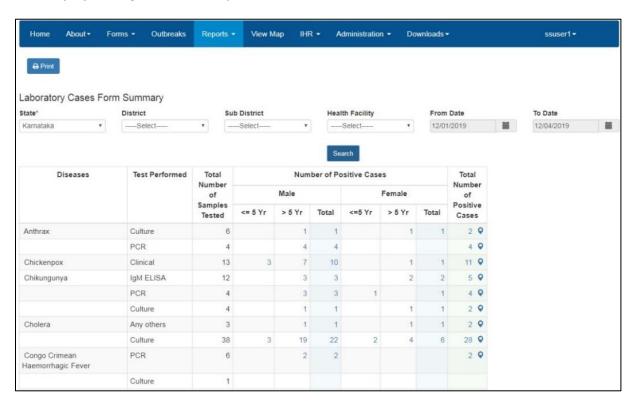
vii. Suspected Cases Form Summary shows the data in aggregate i.e. number of cases entered through S form (desktop &/or mobile app depending upon check box selected). The table also shows distribution of the numbers in age and in gender. On clicking the number you can get the complete line list (only the cases entered through mobile app) and you can also get the distribution of the cases on map by clicking on the marker just besides the number. One can also see the aggregate of deaths with gender wise distribution on right side of table. Line list of the reported deaths can be seen at the bottom of the page (not shown in the screen shot).



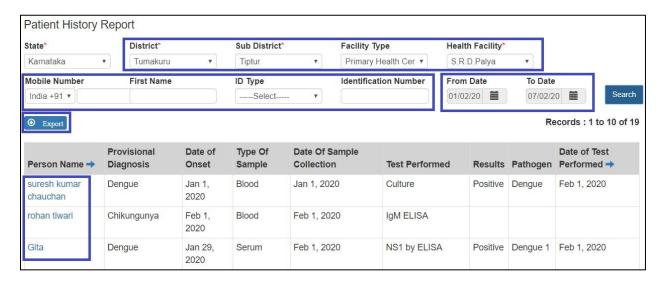
viii. Presumptive Cases Form Summary shows the data in aggregate i.e. number of cases entered through P form users. The upper part shows syndrome wise aggregate numbers. The lower part shows the disease wise aggregate numbers (not shown in the screen shot below). The table also shows distribution of the numbers in age and in gender. On clicking the number you can get the complete line list (only the cases entered through "Add Patient Record" of P form) & you can also get the distribution of the cases on map by clicking on the marker just besides the number. One can also see the aggregate of deaths with gender wise distribution on right side of table. Similarly, you can click on death numbers to get their line list.



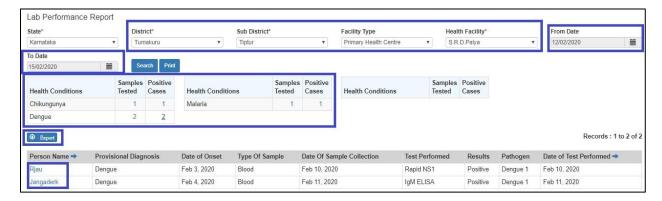
ix. Laboratory Cases Form Summary shows the data in aggregate i.e. number of cases (disease wise) entered L for users. The report show the number of test/s performed for a particular disease (with the type/s of the test/s performed) along with number of positive samples (and distribution of the positive cases in Age and Gender). On clicking the number, you can get the complete line list of the positive cases and you can also get the distribution of the cases on map by clicking on the marker just besides the number.



x. Patient History Report lists the cases entered through P form or L form for the selected dates for the selected facility or lab. User can find the history of a particular patient or group of patients by one of the 3 identification data fields like 'Mobile Number' or 'First Name' or 'ID Type' & 'Identification Number'. By clicking on the Name of the patient (under 'Person Name' column), user can get patient's history in PDF. One can also 'export' the listed case/s displayed on the page. This report is more useful to user of the Health Facility or Laboratory.

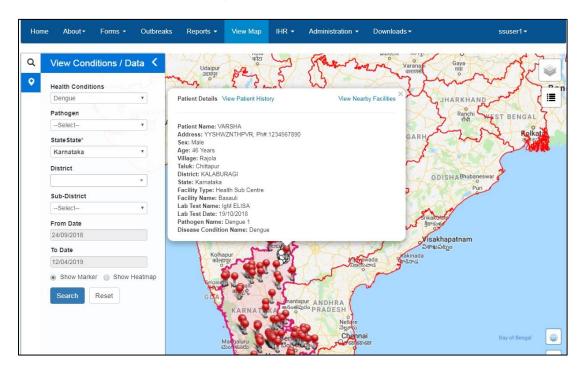


xi. Lab Performance Report displays the table showing the summary of number of tests done for a particular disease and number of positive cases for the selected lab for selected dates. On clicking the numbers, user can get the line list of those cases. By clicking on the Name of the patient (under 'Person Name' column), user can get patient's history along with the result of the test in PDF. One can also 'export' the listed case/s displayed on the page. This report is more useful to user of the Health Facility or Laboratory.

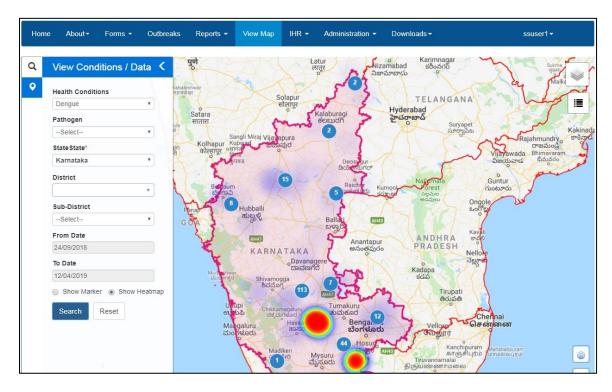


5. Use and understand **View Map**:

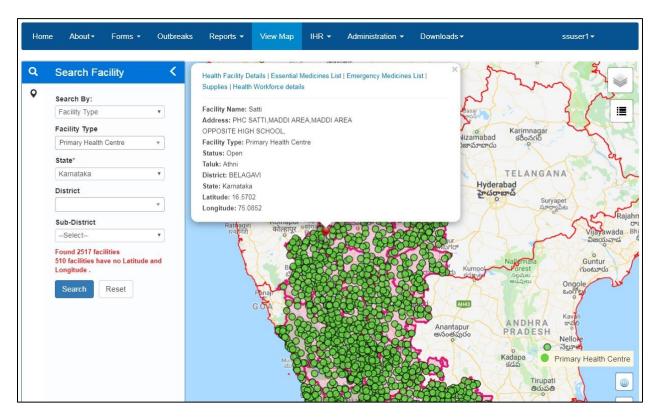
i. "View Map" will help to get the disease/pathogen wise distribution of cases on Map; one can get the details of the patient by clicking on a particular marker; one can also locate the health facilities near to the selected case/marker.



ii. "Heat Map" will help the state user to identify the areas where disease cases have been clustered.



iii. "Search Facility" can help to locate different health facilities on map. One can click on the spot of the health facility to get more details of the health facilities like Essential and Emergency Medicines List, Supplies, Health Workforce Details etc.



Please note:

- a. In "Reports" and "View Map", you can change the "From Date" and "To Date" depending upon your requirement of report or map for a particular time period. You can also change different other filters like "District", "Sub District", "Health Facility".
- b. In "Reports" menu, each report has "Print" button in left upper side. You can click the same to print or download the pdf of the data you are seeing on the Report page after clicking on search.

6. Understand and use **Administration** menu:

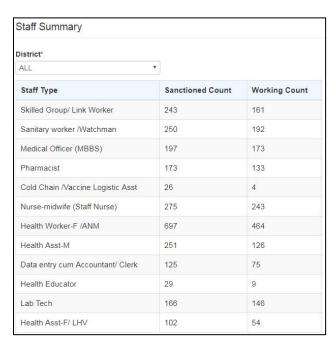
Administration menu has 10 submenus:



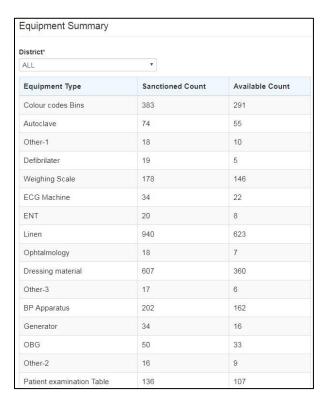
- i. Staff Summary
- ii. Equipment Summary
- iii. Essential Medical Supplies Summary
- iv. Manage User Accounts
- v. Manage health Facilities
 - a. Request for New RRT User
 - b. Using various Filters and Facility Count under "Search Facilities"
 - c. Actions [Edit Facility Details, Essential Medicines List, Emergency Medicines List, Supplies, Health Workforce Details and Health Facility Delete Request]
- vi. Login History
- vii. Usage Summary
- viii. List of Health Facility Update Request
- ix. Profile Update Status
- x. Sub Center Village Mapping

some of the above submenus represent functionality (# iv, v, viii, x) and some of them just serve as Admin type of reports (# I, ii, iii, vi, vii, ix) that the state admin should know.

i. Staff Summary: State user can see the state total of "Sanctioned Count" and "Working Count" of different "Staff Type". State user can select a specific district from district filter.



ii. Equipment Summary: State user can see the state total of "Sanctioned Count" and "Available Count" of different "Equipment Type". State user can select a specific district from district filter.



iii. Essential Medical Supplies Summary: State user can see summary count of the Essential Medical Supplies available in the state. State user can select a specific district from district filter.

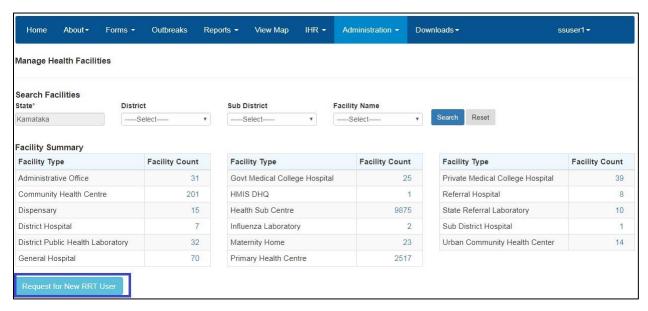


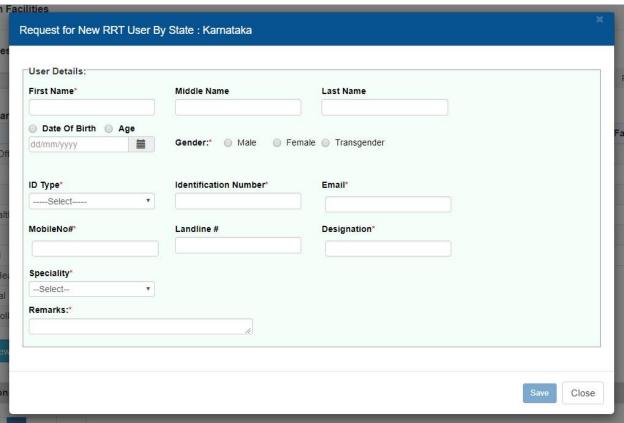
iv. Manage User Accounts: State user can manage the user account of any user of any health facility / officer or admin user. Different filters can be used to list the specific users. State admin can change the details of any user by 'Edit → Edit User Details'; State admin can change the password of any user by 'Edit → Reset Password'. State admin can also add new user by 'Add New User'.



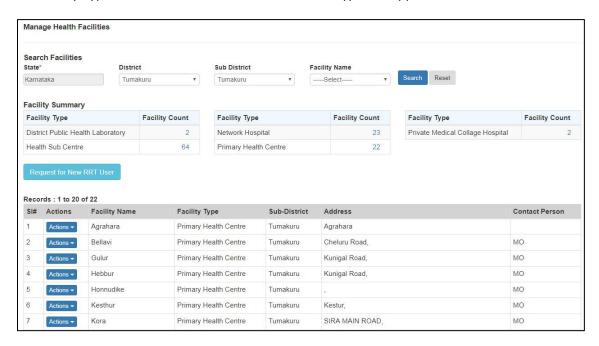
v. Manage Health Facilities:

a. State User can **Request for New RRT User**. As the state admin has the sole authority of approving or rejecting various requests from district, request generated by state admin gets approved automatically as soon as they generate the request.

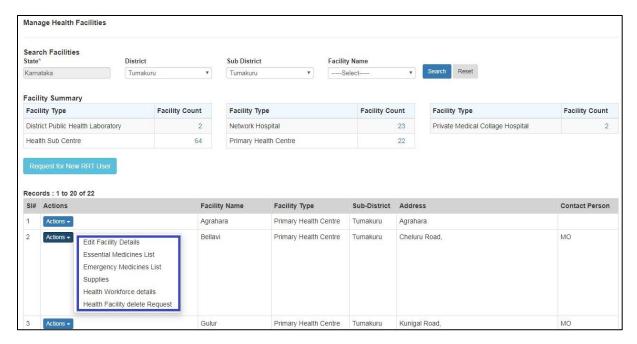




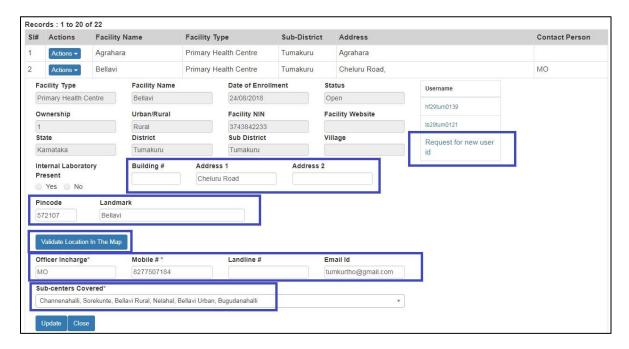
b.State user can **search for a particular facility** or **a group of facilities** by using various filters of District, Sub District and Facility Name. On clicking the "Facility Count" number against any "Facility Type", list of all the health facilities of this Type will appear below.



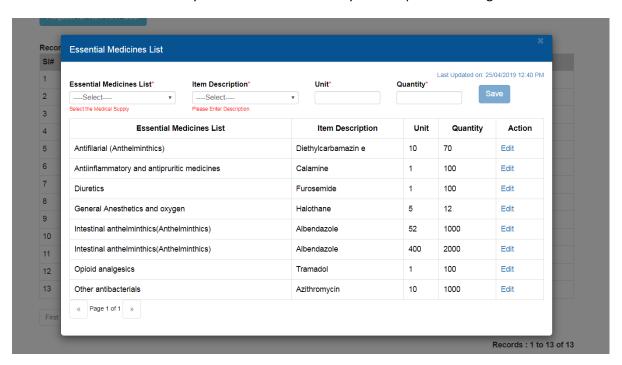
c. Each listed health facility has "Actions" button to the left of their names. "Actions" button has 6 functions to do in relation with that health facility, which are: "Edit Facility Details", "Essential Medicines List", "Emergency Medicines List", "Supplies", "Health Workforce Details" and "Health Facility Delete Request". We'll see them once by one. Usually, all of these functions will be administered by District Admin & / or Health Facility user. State Admin has a supervisory role in it, but all the same functionalities have been given to state admin as well.



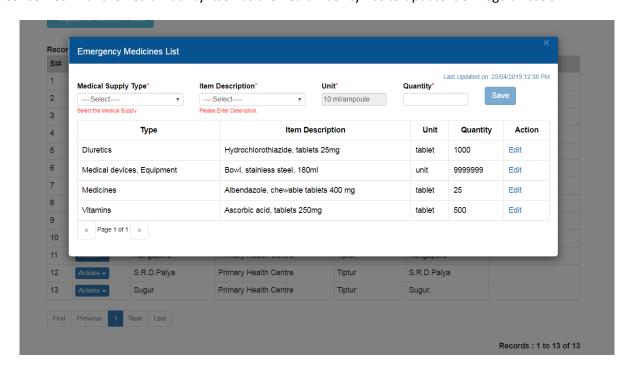
c1. "Edit Facility Details" under "Actions" button will help the state user to update Address of the facility, Name and contact details of Officer In charge of the Facility, mapping of the health facility with sub health facility / village (Mapping of PHC to Sub Centers & Mapping of Sub Centers to Villages) and validate location of the facility in Map. State user can also "Request for new user id" for the health facility selected.



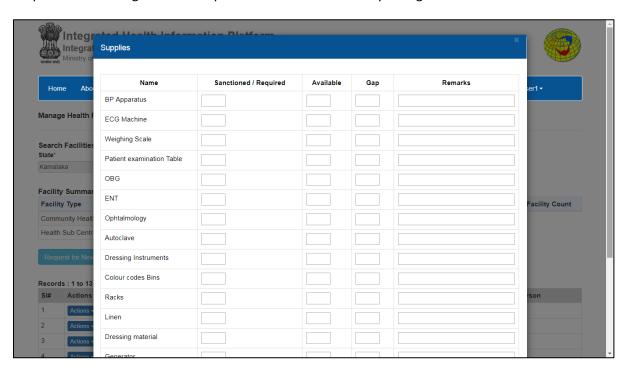
c2. "Essential Medicines List" under "Actions" button will help the state user to update the types and quantity of various Essential Medicines available at the Health Facility. This function is basically more concerned with the health facility itself as the health facility has to update it on regular basis.



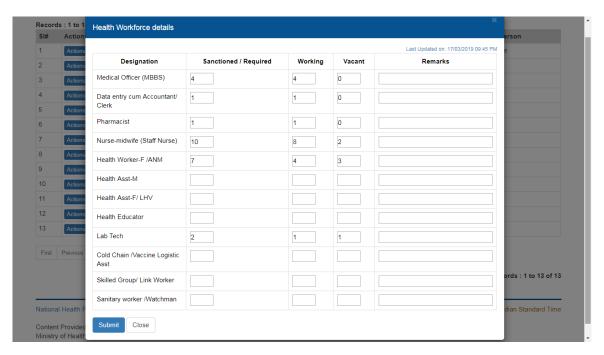
c3. "Emergency Medicines List" under "Actions" button will help the state user to update the types and quantity of various Emergency Medicines available at the Health Facility. This function is basically more concerned with the health facility itself as the health facility has to update it on regular basis.



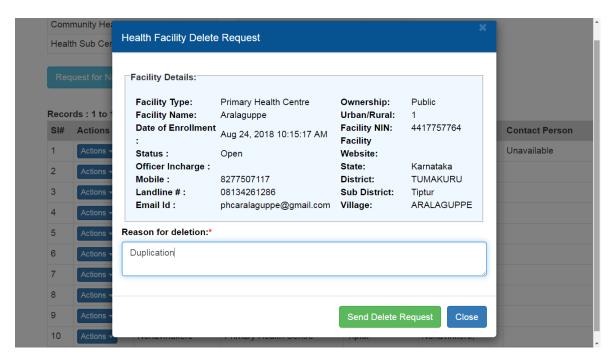
c4. "**Supplies**" under "Actions" button will help the state user to update Sanctioned / Required quantity of the equipment and Available quantity of the same at the Health Facility. This function is basically more concerned with the health facility itself as the health facility has to update it. It's usually a one-time process but it might need an update whenever there is any change.



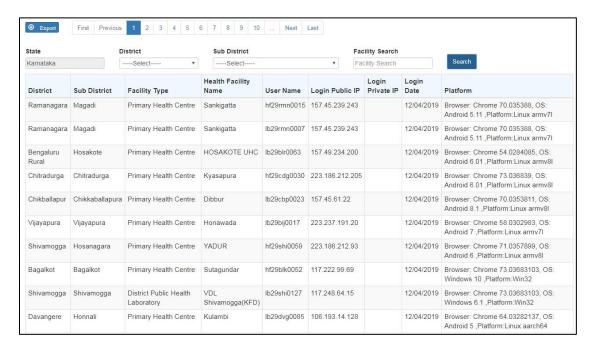
c5. "Health Workforce Details" under "Actions" button will help the state user to update Sanctioned / Required number of Health Staff and Available number of the same at the Health Facility. This function is basically more concerned with the health facility itself as the health facility has to update it. It's usually a one-time process but it might need an update whenever there is any change.



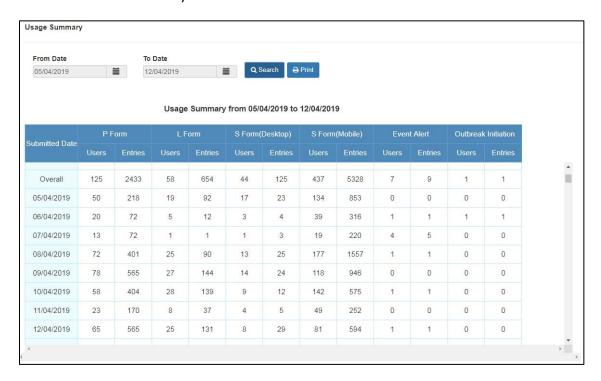
c6. One can also request for "Health Facility Delete Request" if a particular facility is duplicated on IHIP web portal or the facility is not a reporting unit under the program or it does not exist at all. Basically, it's function of district admin to identify such facilities and raise deletion requests to be approved by state admin.



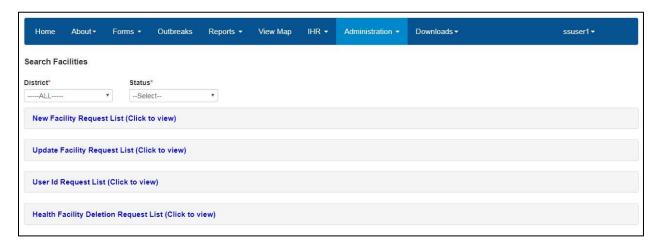
vi. Login History: State user can monitor and export "Login History" of all listed portal users under the state.

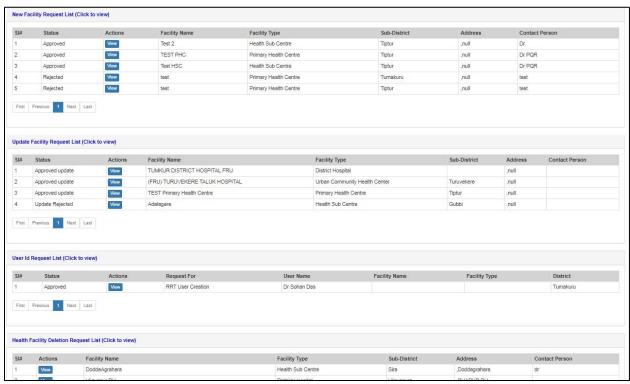


vii. Usage Summary: it provides date wise and user type (P form user /L form user / S form-desktop user / S form-Mobile user etc.) wise summary of number of users doing the entries and number of entries done by these users.

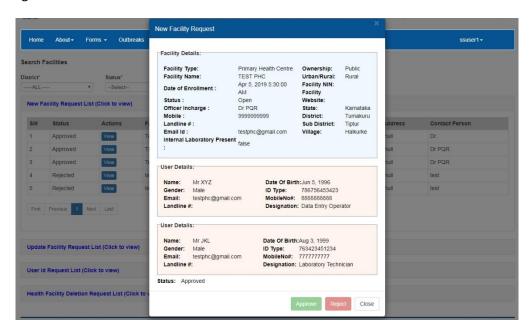


viii. List of Health Facility Update Request: List of 4 types of Health Facility Update Requests is visible on this page. "New Facility Request List", "Update Facility Request List", "User ID Request List" and "Health Facility Deletion Request List". State user can see the whole list and can also see their status. State admin user has the authority to Approve or Reject the request generated by health facility user or district admin. District and Status filters can be used to shortlist the requests.

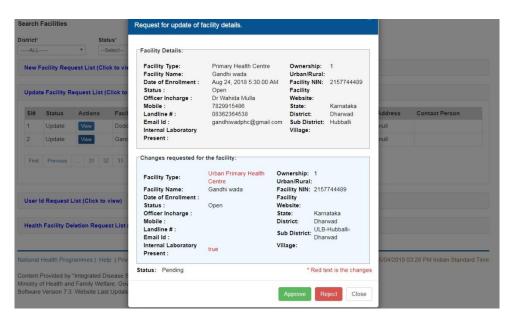




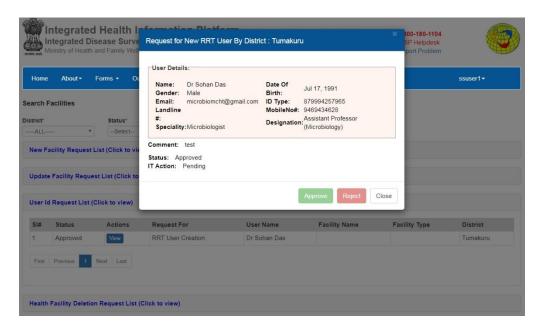
a. After clicking on "New Facility Request List", state admin can see the list of requests for creating New Health Facilities in the IHIP-IDSP web portal data base, the requests being raised by district admins of various districts. State admin can click on "View" button to see the details of the request (Details of the proposed New Health Facility) and can "Approve" or "Reject" the request using buttons of the same names.



b. After clicking on "Update Facility Request List", state admin can see the list of requests for updating the details of the Health Facilities in the IHIP-IDSP web portal data base, the requests being raised by district admins of various districts. State admin can click on "View" button to see the details of the request (Details of the Health Facility along with changes / update required; changes requested are in Red Text) and can "Approve" or "Reject" the request using buttons of the same names.



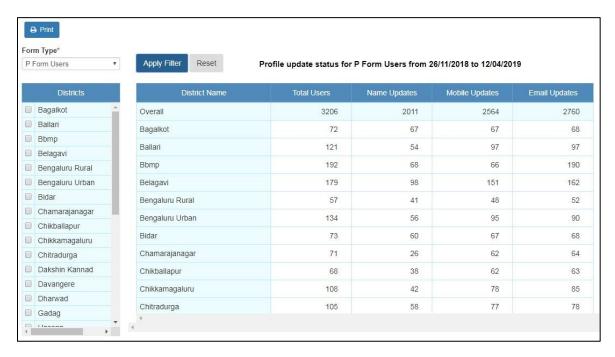
c. After clicking on "User ID Request List", state admin can see the list of requests for creating New User IDs in the IHIP-IDSP web portal data base, the requests being raised by district admins of various districts. State admin can click on "View" button to see the details of the request (Details of the Users for whom the request is generated) and can "Approve" or "Reject" the request using buttons of the same names. The new user IDs can be for health facilities or it can be for RRT members as well.



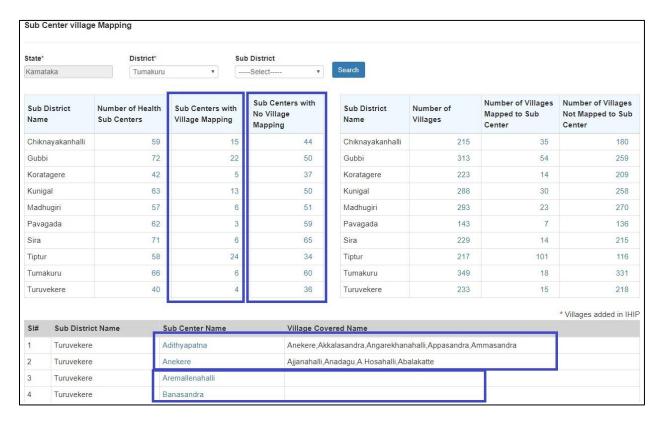
d. After clicking on "Health Facility Deletion Request List", state admin can see the list of requests for deleting the Health Facilities from the IHIP-IDSP web portal data base, the requests being raised by the health facility user or district admins of various districts. State admin can click on "View" button to see the details of the request (Details of the Health Facility proposed for deletion along with reason for deletion) and can "Approve" or "Reject" the request using buttons of the same names.



ix. Profile Update Status provides district wise report of number of users who have updated their Name & / or Mobile Number & / or Email ID out of total number of user in the district. State user can dig down to a particular district to get the sub district wise reporting status of the selected district. The report can be generated for S form, P form, L form users and for others separately.

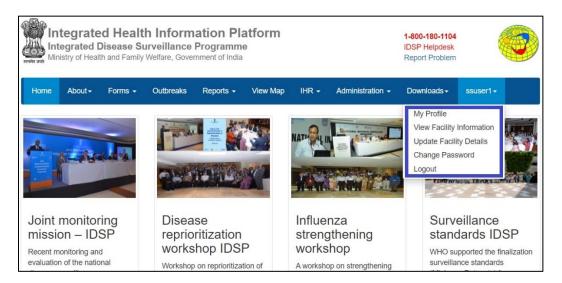


x. Subcenter Village Mapping: On first look, it serves as a report, but on second look it gives the user functionality of cross validating the quantity and quality of Subcenter to Village Mapping. This report lists all the subcenters which have been mapped with one or more village: state admin can cross validate this mapping and correct the same if required by simply clicking on name of that subcenter and correcting the mapping. Report also lists the subcenters which have not been mapped with any village: state admin can directly complete their mapping with village/s simply by clicking on name of subcenter and then selecting the villages under it or can direct district admin user to do the same.



7. User Profile Menu / User Menu

The user menu will be represented by the user ID of the user. This menu has various sub menus like My Profile, View Facility Information, Update Facility Details, Change Password and Logout.



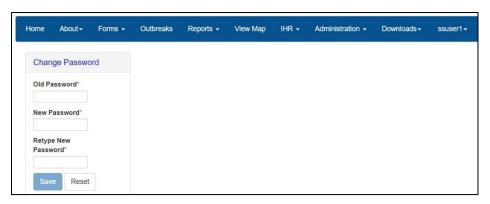
i. On My Profile / Update Profile page, the user can update his or her profile. [this is the 1st thing that the user needs to do on very first log in]. The personnel who is going to manage this user account will fill in his or her details on this page. The user needs to fill in at least mandatory data fields (marked with red asterisk *) and then click on 'Update' button to update the profile. If there is any change in User in future, then the new user needs to use 'My Profile' to update his or her profile.



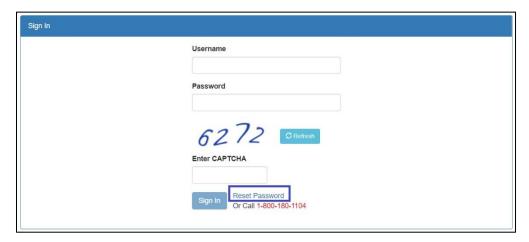
ii. **View Facility Information** is not relevant for admin user, so it won't show anything more than user details and name of the state etc.



- iii. **Update Facility Details** will divert you to 'Manage Health Facilities' only which have already been discussed under 'Administration Menu' section.
- iv. With 'Change Password', user can change the password to log in this web portal.



- v. By clicking 'Logout', user will come of the user account of his or her facility.
 - Reset Password: In case the user forgets the password then the user can click on "Reset Password" link on Sign In page, which will direct the user to enter his or her username. Once the user enters the correct Username, he or she will receive a One Time Password (OTP) on his or her registered mobile number [the mobile number updated on 'My Profile' or "Update Profile' page]. On entering the OTP, the user will be directed to change the password.



8. IDSP Helpdesk

- i. One toll free number (1-800-180-1104) is being displayed on the on the upper part of any page of this web portal. One can dial in this number directly in case the user faces any technical issue in relation with the web portal.
- ii. The user can also click on "Report Problem" which will open another form in which the user can describe the technical error or problem in details and can also upload any screenshot or photo or document to better describe the issue so that the programmers can understand the issue well to resolve it as soon as possible.



iii. State admin can see any problem raised by any of the users of the state by 'Dashboard'. They can also search a specific Problem by username or mobile number of user name registered in My Profile or by Docket Number using 'Search Requests'. They can go through the detail of any problem by 'Search Requests' or by simply clicking on numbers in Dashboard Table and then clicking on Docket number of the problem. State admin has the authority to Reopen or Close a problem request. They can put their comments and attach any document or screenshot if they want.

