

Guideline for ARSH Monthly Report compiler Work Book

Background:

ARSH Monthly Report compiler work book is a excel database.The design is based on logical formulas. ARSH Monthly Report compiler work book has formula to

1. Check logical correction of each data of Block level ARSH facility monthly report.
2. Create auto calculated District Level ARSH compiler Sheet based on data enter for each facility in the same excel file.
3. Check whether all facility has submitted ARSH Monthly Report to calculate District level compiler ARSH Monthly Report or not.
4. Check whether all facility has submitted logically correct report or not to calculate District level compiler ARSH Monthly Report for particular month.
5. Calculate facility ARSH Compiler Report for each facility in the last of each facility sheet.

ARSH Monthly Report compiler work book have twenty-seven work sheets. Out of which 24 are for the maximum 24 ARSH clinics at District level and two sheets for District level and one is for facility level report status.

We are describing here rules and regulation to use ARSH Monthly Report compiler work book by District Data Manager or by assigned responsible person.

ARSH Monthly Report compiler work book have four type of work sheet. Rules are following to use different type of sheet.

1. **District Report:** This is first work sheet of ARSH Monthly Report compiler work book. This sheet is fully locked so no one can do any data entry and modification in this sheet. District Report is auto calculated District level compiler sheet for the district level. This sheet has sections for all twelve months from April to March of one financial year and also a compiler report for that financial year. Row 28,30,31,47 and 65 have indicator which will indicate Red when concern cells have logical incorrect values. If any cell of Row 28, 30, 31 and 47 is Red it means that any facility monthly report of that particular month is incorrect.
District Data Manager have to look sheet Report status to know which facility provided logically wrong report.

ARSH Consolidated Monthly Report												
District: <u>Ranchi</u>												
Month Name : <u>April</u> Year: <u>2013</u>												
Indicators (सूचक)	Male (किशोर)						Female (किशोरी)					
	Unmarried		Married		Total		Unmarried		Married		Total	
	10-14	15-19	10-14	15-19	10-14	15-19	10-14	15-19	10-14	15-19	10-14	15-19
Total no. of Clients registerd (निबधित लाभार्थी की कुल संख्या)	0	0	0	0	0	0	0	0	0	0	0	0
Flag (indicate Green for all logical correct data)		3	3	3		3	3	3	3	3	3	3
Clinical Services provided to the Clients (लाभार्थी को पदच चिकित्सीय (क्लीनिकल) सेवाएँ)												
Total no. of Clients who received clinical services (क्लीनिकल सेवाएँ प्राप्त लाभार्थी)	0	0	0	0	0	0	0	0	0	0	0	0
Menstrual Problems (मासिक धर्म)							0	0	0	0	0	0
RTI/STI Management (आर.टी.आई./एस.टी.आई. प्रबंधन)	1	0	0	0	1	0	0	0	0	0	0	0

Here you can see that “Flag” is red it means any section have wrong value.so you can check which section have wrong value. Now you have to scroll down to know. Here it is clear that clinical section have also red value it means clinical section have logically wrong value.

- Districts only:** we know that some information is only filled by District level so that information cannot be captured by facility monthly reports. District Data Manager has to enter that information in sheet by taking training and financial updates from DPM and DAM. “District only” sheet have also Place for doing data entry for April to March of a financial year and also a compiler sheet for that district is present in last of same sheet. Compiler section of that sheet has no formula so in the last of year they have to fill the compiler sheet for that information. All data from this sheet will go to District report sheet automatically. District Data Manager have to enter Value in all Yellow cells like Districts name after “District:” in Cell A2, Nodal Person Name and “contact No” in its nearest yellow cells. They can also edit Year from 2013 to 2014 and so on as or when financial year will change after March 2014.
- Report Status:** Report status work Sheet is also fully locked sheet so no one can do any editing but they can look it. District Data Manager will be able to know whether all facility have submitted report for the current month and that report is logically correct or not.

Facility wise report submission Status during April 2013 to March 2014																									
District: <u>Ranchi</u>																									
S.No	Facility Name	Apr-13		May-13		Jun-13		Jul-13		Aug-13		Sep-13		Oct-13		Nov-13		Dec-13		Jan-14		Feb-14		Mar-14	
		Report submitted	Report Correct	Report submitted	Report Correct	Report submitted	Report Correct	Report submitted	Report Correct	Report submitted	Report Correct	Report submitted	Report Correct	Report submitted	Report Correct	Report submitted	Report Correct	Report submitted	Report Correct	Report submitted	Report Correct	Report submitted	Report Correct	Report submitted	Report Correct
1	Facility: DH Ranchi	Yes	X	No	✓	No	✓	No	✓	No	✓	No	✓	No	✓	No	✓	No	✓	No	✓	No	✓	No	✓
2	Facility:	No	✓	No	✓	No	✓	No	✓	No	✓	No	✓	No	✓	No	✓	No	✓	No	✓	No	✓	No	✓
3	Facility:	No	✓	No	✓	No	✓	No	✓	No	✓	No	✓	No	✓	No	✓	No	✓	No	✓	No	✓	No	✓

Here you can see that for example “DH Ranchi” have submitted report but “cross X” indicates it is logically incorrect for month of April-13.

- Other 24 Work sheet:** we tried to put work sheet for the maximum of 24 facility reports. First is for DH and other “A to W” for other facility (ARSH clinics)of same District.

ARSH Consolidated Monthly Report														
Facility: DH Ranchi			Month Name : April Year: 2013											
Staffs at AFHC			Name				Whether trained on ARSH?				Contact No			
Medical Officer (Male)														
Medical Officer (Female)														
Staff Nurse (if more than one, provide details for all)														
ANM/LHV (if more than one, provide details for all)														
Counsellor (if more than one, provide details for all)														
Indicators (सूचक)			Male (किशोर)						Female (किशोरी)					
			Unmarried		Married		Total		Unmarried		Married		Total	
			10-14	15-19	10-14	15-19	10-14	15-19	10-14	15-19	10-14	15-19	10-14	15-19
Total no. of Clients registerd (निबधित लाभार्थी की कुल संख्या)							0	0					0	0
Flag (indicate Green for all logical correct data)														
Clinical Services provided to the Clients (लाभार्थी को पदच चिकित्सीय (क्लीनिकल) सेवाएँ)														
Total no. of Clients who received clinical services (क्लीनिकल सेवाएँ प्राप्त लाभार्थी)							0	0					0	0
Menstrual Problems (मासिक धर्म)													0	0
RTI/STI Management (आर.टी.आई / एस्.टी.आई. प्रबंधन)			1				1	0					0	0
Skin Problems (त्वचा संबंधी समस्याएँ)							0	0					0	0

Once District Data Manager get information from Report status sheet that some facility like DH submitted incorrect report then she/he can go to the DH sheet and correct the logical incorrect values. Here you can see that DH have incorrect value in clinical section because total no of clients received clinical services in blank but still one client received clinical services for RTI/STI. Now Data manager have to correct information with the help of reporting person from DH. It may be possible he has to write one in "clients received clinical services" cells or he has to remove one from RTI/STI section.

Data manager does edit facility name because that facility name will appear in the report status section as facility name.

Data Manger can also edit Year of report as or when required for next reporting year.

Data Manager has to enter data in appropriate sheet of a facility at appropriate month. Some cells are locked so it is not possible to use copy and paste for whole sheet. Data Manager can copy only those set of data which is only open for data entry. Data Manager has to attentive while doing copy or Paste but doing data entry is best option.

Definition of Common Rule of District and facility reports:

1. Column and it cells after indicator(Age group) will indicate Red when sum of values of "Client received clinical services", "Client received counselling services", "Clients referred to other facility" and "client referred to ARSH clinic by ARSH Trained Staffs" in same column is less than cell value of same column for "Total number of Client Registered" OR any cell value of same column for "Client received clinical services", "Client received counselling services", "Clients referred to other facility" and "client referred to ARSH clinic by ARSH Trained Staffs" is greater than cell value in same column of "Total number of Client Registered".
2. Column and it cells after indicator "Total no of client registered" will indicate Red when any section ("Client received clinical services", "Client received counselling services" and "Clients referred to other facility") have logically incorrect data.
3. Column and it cells for "Clinical services provided to the client" will indicate Red when sum of values from "Menstrual problem" to "safe abortion" will less than value of " Client received clinical services" OR any Value from "Menstrual problem" to "safe abortion" is greater than value of "Client received clinical services".

4. Column and its cells for "Counselling services provided to the client" will indicate Red when sum of values from "nutrition" to "other" will be less than value of "Client received counselling services" OR any Value from "nutrition" to "other" is greater than value of "Client received counselling services".
5. Column and its cells for "Referral to other facility" will indicate Red when sum of values from "ICTC" to "others" will be less than value of "client referred to other facility" OR any Value from "ICTC" to "other" is greater than value of "Referral to other facility".