Integrated Health Information Platform
Integrated Disease Surveillance Programme
Ministry of Health and Family Welfare, Government of India

USER MANUAL FOR DISTRICT SURVEILLANCE OFFICERS

(Software Version: 9.9; website last updated on 14/11/2019)

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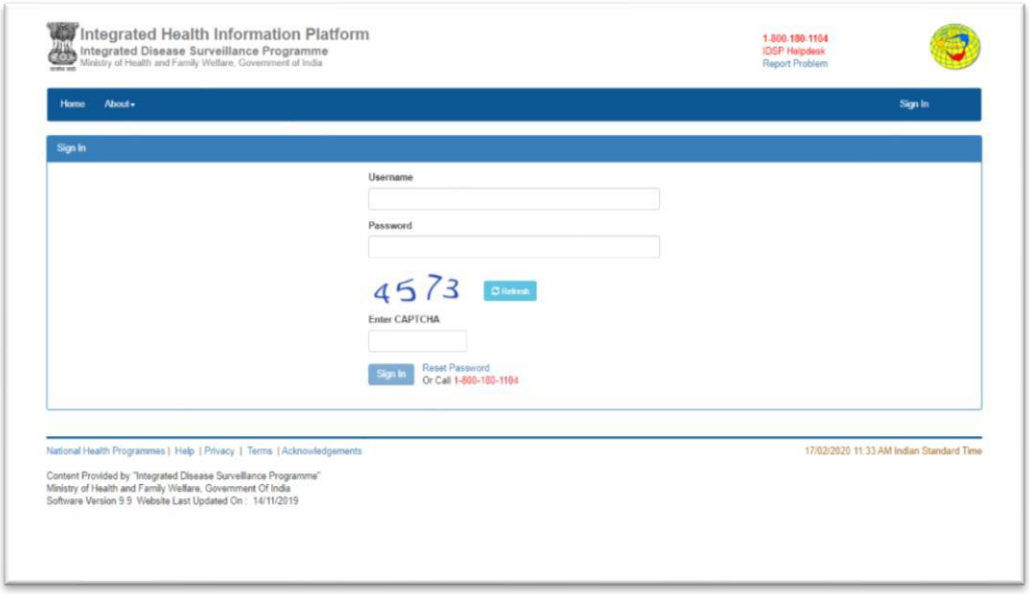
Login to the IHIP-IDSP web portal

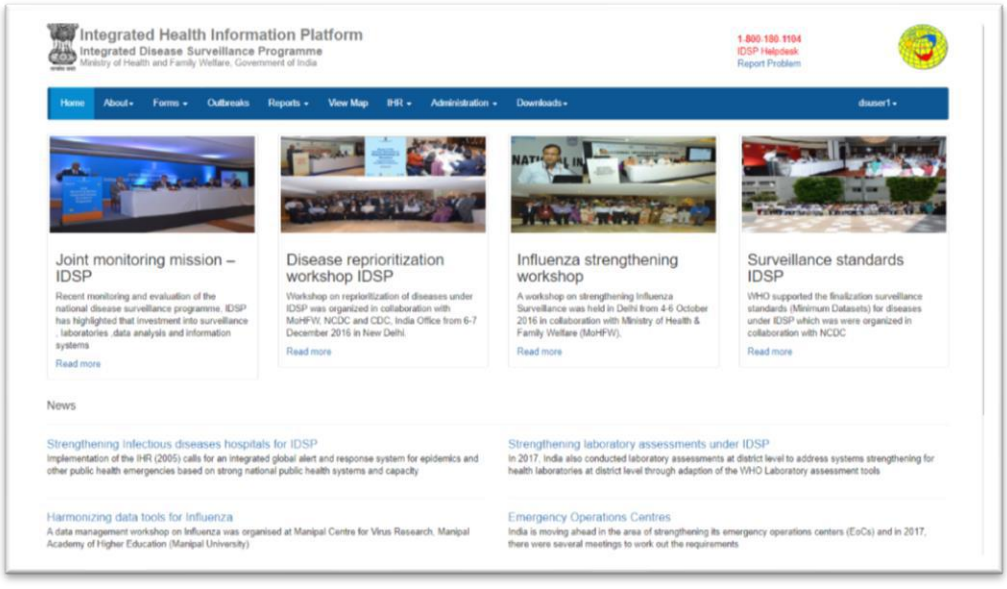
- Open web browser on your computer and type the following URL in the browser's address bar: https://ihip.nhp.gov.in/idsp/
- This will open the IHIP-IDSP login page, enter your 'Username', 'Password', 'CAPTCHA ' and click on 'Sign In'

Screenshot 1: Login screen



- The IHIP-IDSP home page will be displayed, with further information & 'Menu' bar showing available functionalities
- Click on the appropriate 'Menu' item to proceed further

Screenshot 2: Home page

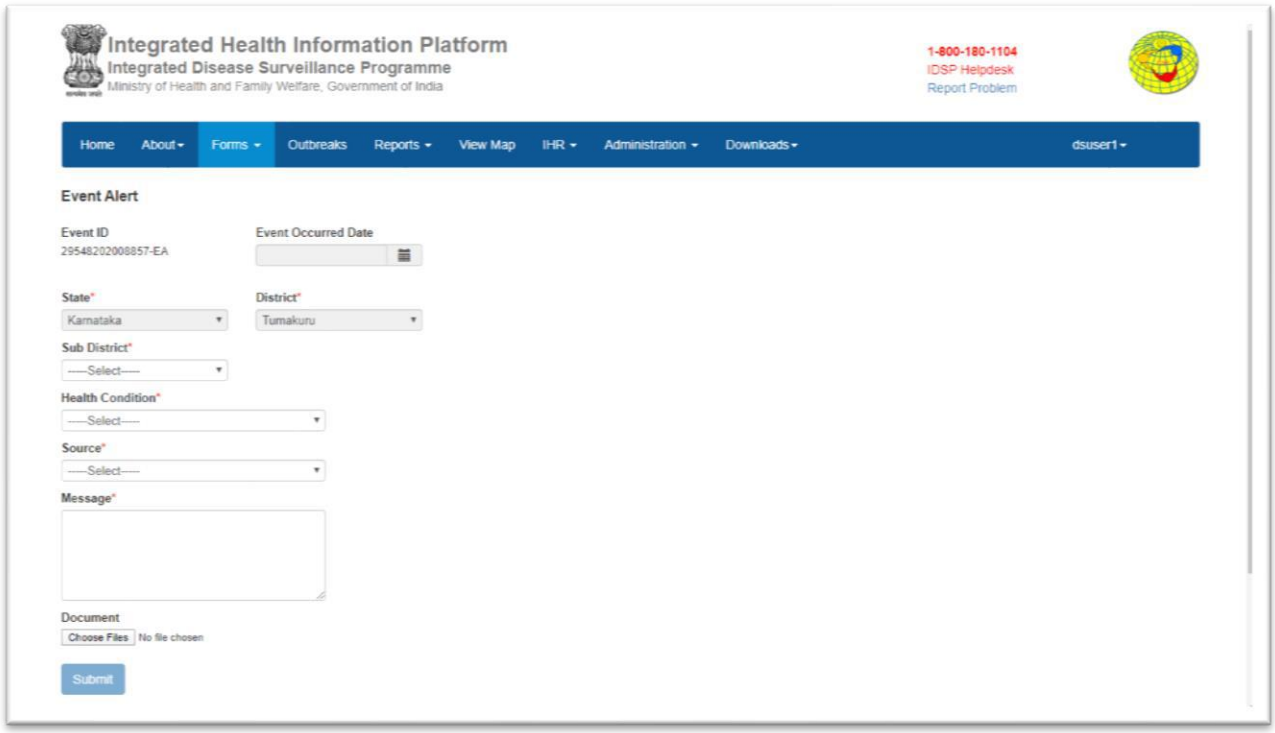


Forms

Event Alert Form

- Click the 'Forms' on menu bar & then click on sub menu 'Event Alert Form'
- This will open up 'Event Alert Form' to report any 'Event Alert'

Screenshot 3: Event Alert Form



- The 'Event ID' is auto generated & is ending with post-fix EA
- One has to enter the 'Event Occurred Date'
- 'State' & 'District' are pre-filled for the user and these are not editable
- Select the 'Sub District', 'Health Condition' and 'Source of Information' from the drop-down lists
- Type the details of the event in the 'Message' text box
- If you want to attach any document click on button 'Choose Files' and select the file/files to be attached in pop-up window
- Once all mandatory information (marked with *) is completed on the form, the button 'Submit' will become functional.
- Click on the button 'Submit' to submit the 'Event Alert Form' on the IHIP-IDSP portal

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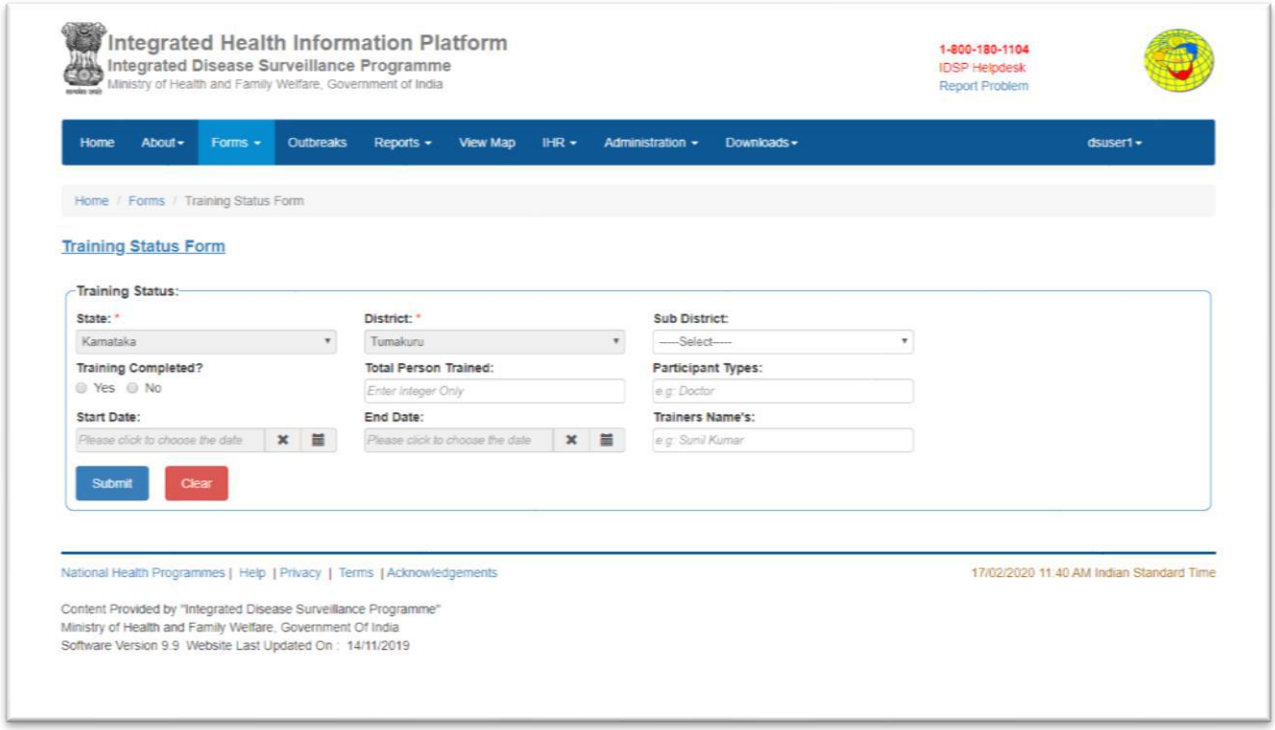
Training Status Form

- Click the 'Forms' on menu bar & then click on 'Training Status Form' this will display the form
- District/Sub district training details need to filled and submitted by this form to update the training status on the 'Implementation Status' report

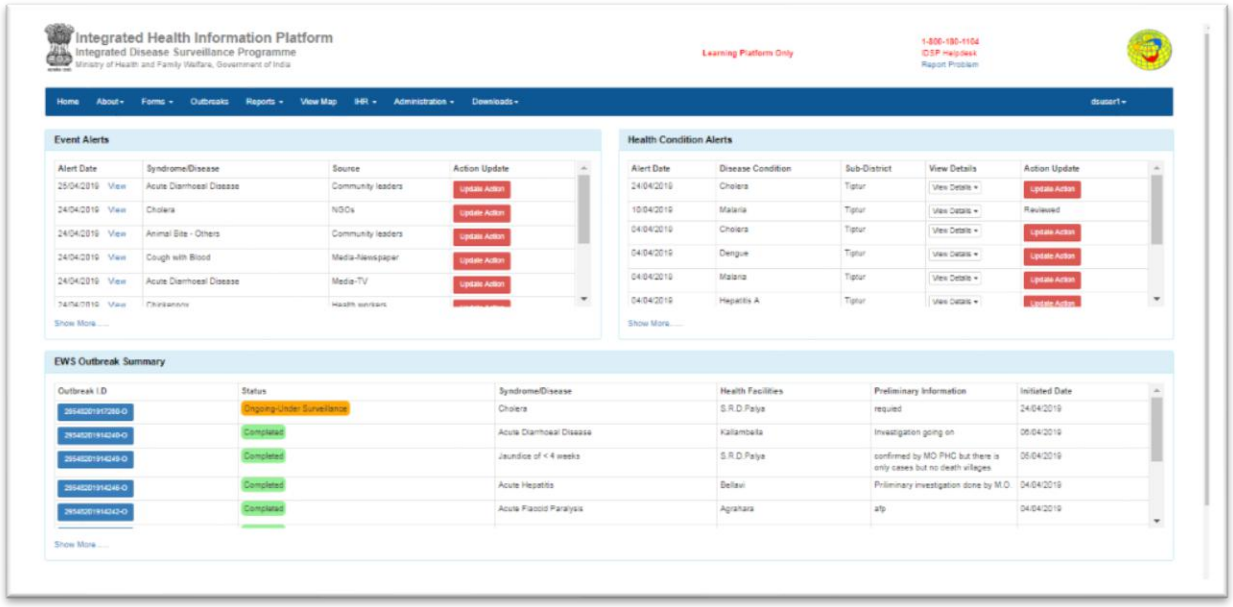
Screenshot 4: Training Status Form



Outbreaks

- This menu enables the District Surveillance Officer (DSO) to:
  - Examine reported 'Event Alert' & 'Health Condition Alert' in the district and 'Update Action' for these alerts
  - Examine 'EWS Outbreak Summary' & to provide 'DSO Update' for the ongoing outbreaks
  - To view the affected cases line-list
  - To print the 'EWS Outbreak Summary Report'

Screenshot 5: Outbreak screen



- 'Event Alert' is a piece of information submitted by a IHIP-IDSP portal user which he/she think important to be informed to the authorities with public health surveillance point of view
- 'Health Condition Alert' is a system generated alert that is raised when number of cases of a particular health condition goes beyond the pre-defined threshold limit
- 'EWS Outbreak' is an actioned 'Event Alert' or 'Health Condition Alert' which has been marked for 'Outbreak Investigation Required' by authorities (DSO/SSO/CSO) based on the available 'Preliminary Information'
- Under 'Outbreaks' menu the district level user is expected to take following actions:
    - 'Action Update' for 'Event Alert' or 'Health Condition Alert'
    - 'Action Update' for' EWS Outbreak'

Action Update for 'Event Alert' or 'Health Condition Alert'

- On clicking the button 'Update Action' a pop-up window will appear asking 'Action Update' from the DSO
- The DSO has to fill the 'Preliminary Information' regarding the event or health condition
- He has to select the 'Health Condition' from drop-down menu

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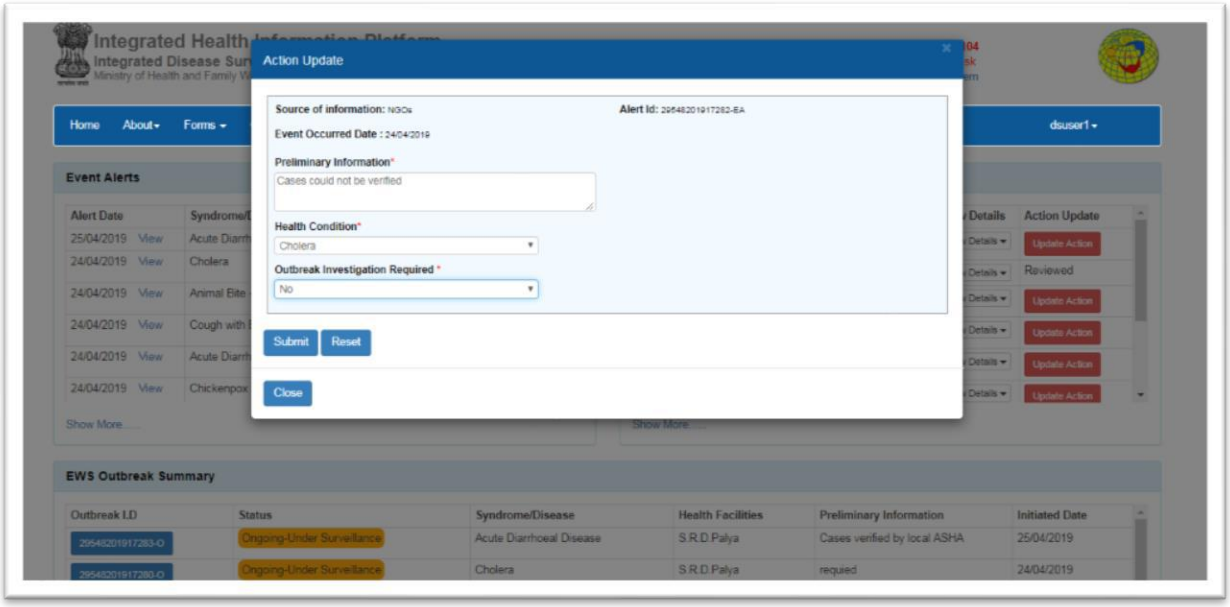
- Based on the information available DSO has to decide whether this event/health condition requires outbreak investigation or not
- If DSO select 'No' for the 'Outbreak Investigation Required' & submit the same. The 'Update Action' button will change to 'Reviewed' for this event/health condition. No further action is required for this event/health condition

Screenshot 6: Event Alert - Action update 1



- If DSO select 'Yes' for the 'Outbreak Investigation Required' the 'Event Outbreak ID' will be generated besides the selection box & the action update window will expend asking some more details
- Under 'RRT Details' the details to be filled are – 'Date of RRT constituted', 'RRT Member Type', 'Mobile Number' and 'Date of Deployment'
- Under 'RRT Member Type' one has to select whether the RRT member is 'State/District RRT Member' or 'Health Facility Officer'
    - The 'State/District RRT Members' are pre-registered in the system and list for them is available to choose from
    - For 'Health Facility Officers' – one has to choose the 'Sub District' & respective 'Health Facility' with name of designated MO

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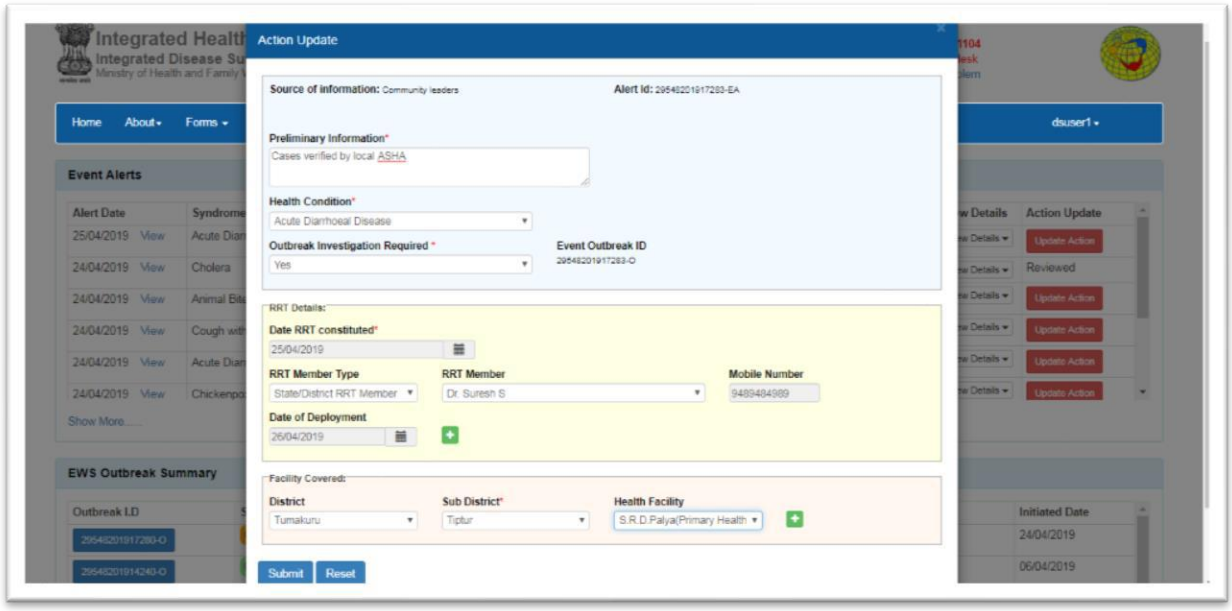
Screenshot 7: Event Alert - Action update 2



- Multiple RRT members may be assigned for a single outbreak by clicking + sign
- Under 'Facility Covered' one has to select the 'District', 'Sub District' and 'Health Facility
- Multiple health facilities may be selected to be covered by clicking + sign
- Once information in the window 'Action Update' is complete, click the submit button. One window titled 'Initiating Outbreak Investigation' will pop-up, click 'Submit' button once again to confirm submission
- On successful submission –
    - The event alert/health condition alert will be converted to 'EWS Outbreak' and this will get listed under 'EWS Outbreak Summary' with 'Status' as – 'Ongoing-Under Surveillance'.
    - 'Update Action' button in 'Event Alert' box under 'Action Update' column for this event will be replaced by 'Event Outbreak ID'

Action Update for 'EWS Outbreak Summary'

- Click on 'Outbreak ID' for outbreaks with status as 'Ongoing-Under Surveillance' or 'Ongoing-Contained' outbreak
- This will open an 'Action Update' window showing details such as – 'Outbreak Details', 'RRT Members', 'RRT Members Updates'
- Under 'RRT Members Update' the date-wise action updates submitted by RRT members/MOs will be visible under following headings:

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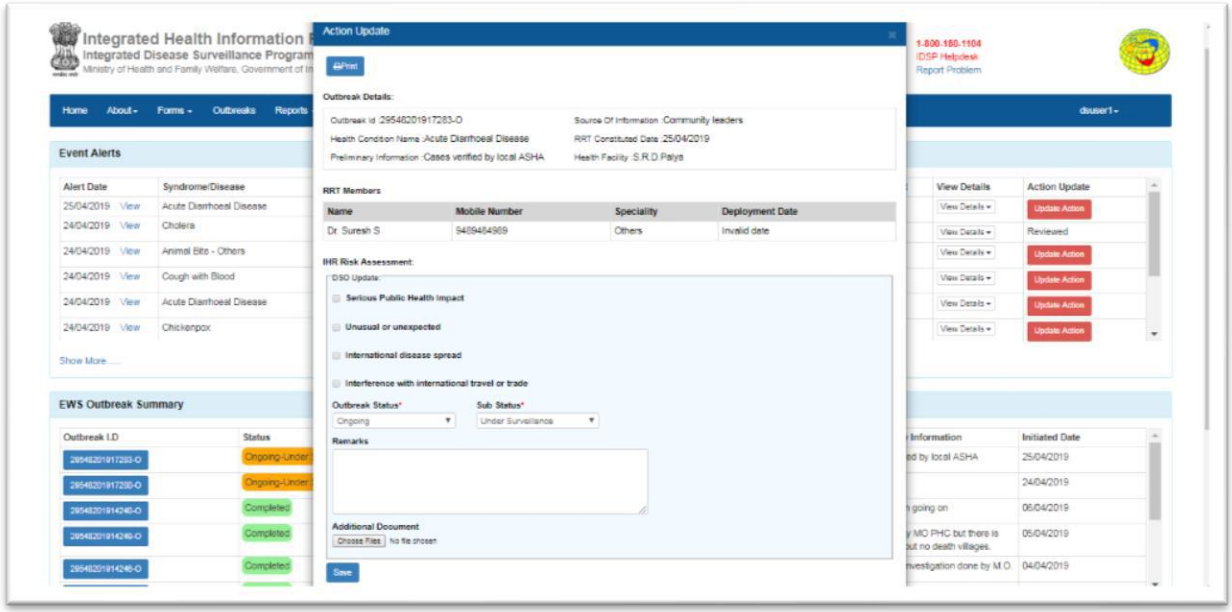
  - Event Information Update
  - Public Health Response
  - Information from other Sectors
  - Documents
- After reviewing the information submitted by RRT/MOs, DSO has to provide the further directions to them under 'DSO Update. in the form of:
  - IHR Risk Assessment
  - Outbreak Status
  - Sub Status
  - Remarks
  - Additional Documents
- Line listing of cases & List of death cases is also available at the bottom of the window
- DSO has to mark among the four conditions implying IHR Risk if situation warrants so

Screenshot 8: EWS Outbreak - Action update



- For 'Outbreak Status' DSO has to select either 'Completed' or 'Ongoing'
  - If 'Completed' is selected the field 'Sub Status' will change to 'Date RRT Investigation Completed'
  - If 'Ongoing' is selected, DSO has to select further 'Sub Status' either as 'Contained' or 'Under Surveillance'
- There is provision to mention 'Remarks' in the provided text box in needed

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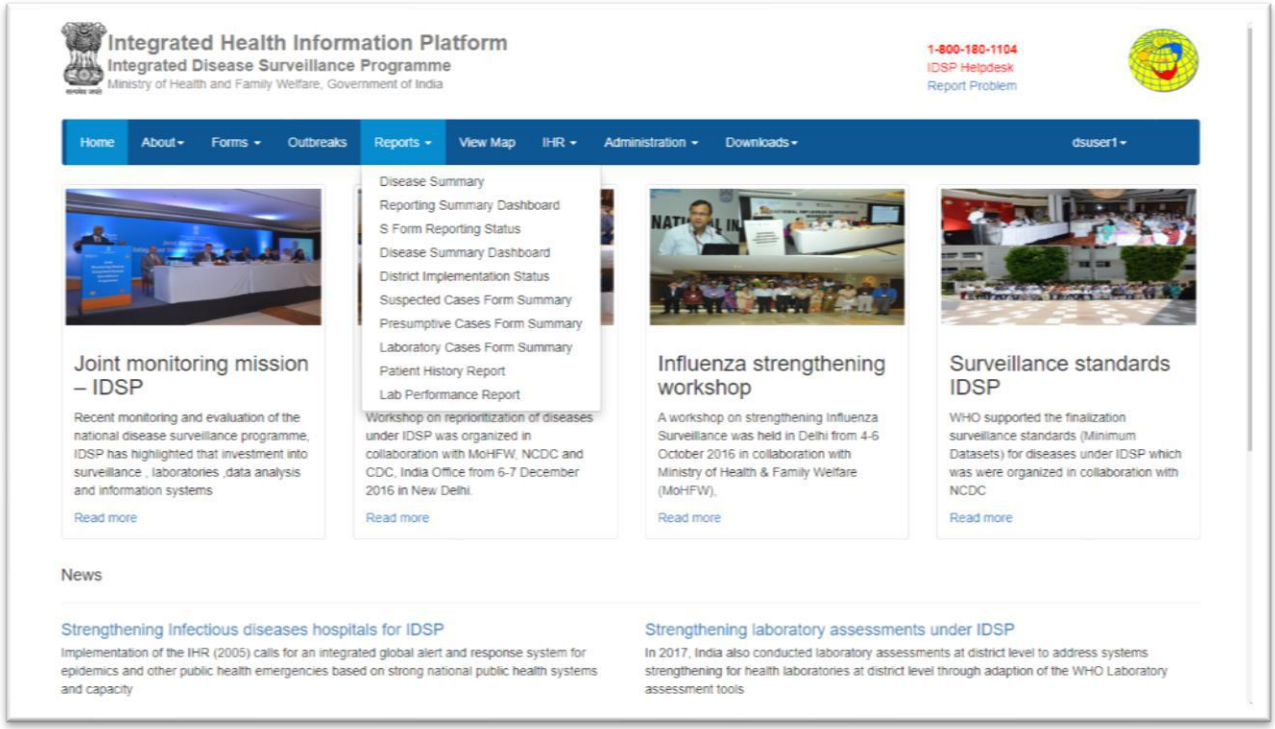
- If DSO want to attach any additional document he/she can click on 'Choose Files' to select & attach the documents
- Once all information is complete – click on the button 'Save' to save/submit the DSO updates.
- By clicking 'Print' button at the top of the 'Action Update' window, one can print the 'EWS Outbreak Summary Report' with line-listing of affected cases

Reports

- Different reports are available under 'Reports' menu as shown below:

Screenshot 9: Reports



Disease Summary

- Under this DSO can generate & print the 'Disease Summary' report for the whole district with filtering options available as 'Sub District'/'Health Facility'/'Diseases'/'Time range'
- For a particular disease the output window consist of – 'Number of Total Cases', 'Week/Month wise epidemic curve', 'Pathogen-wise Summary Pie diagram'

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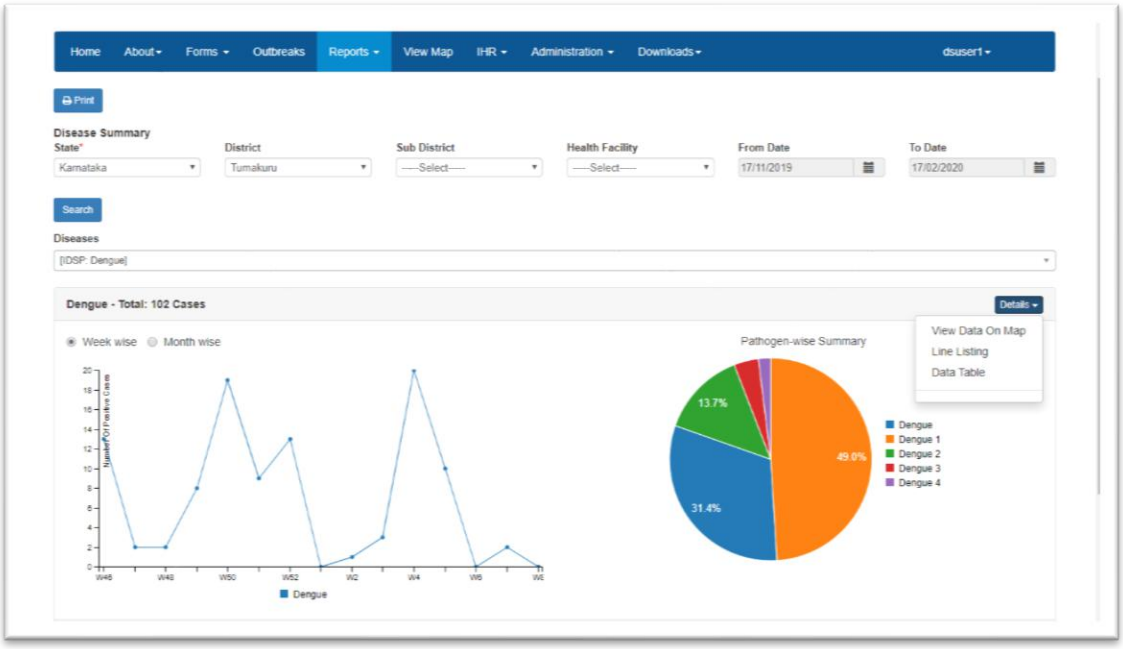
Screenshot 10: Reports - Disease Summary

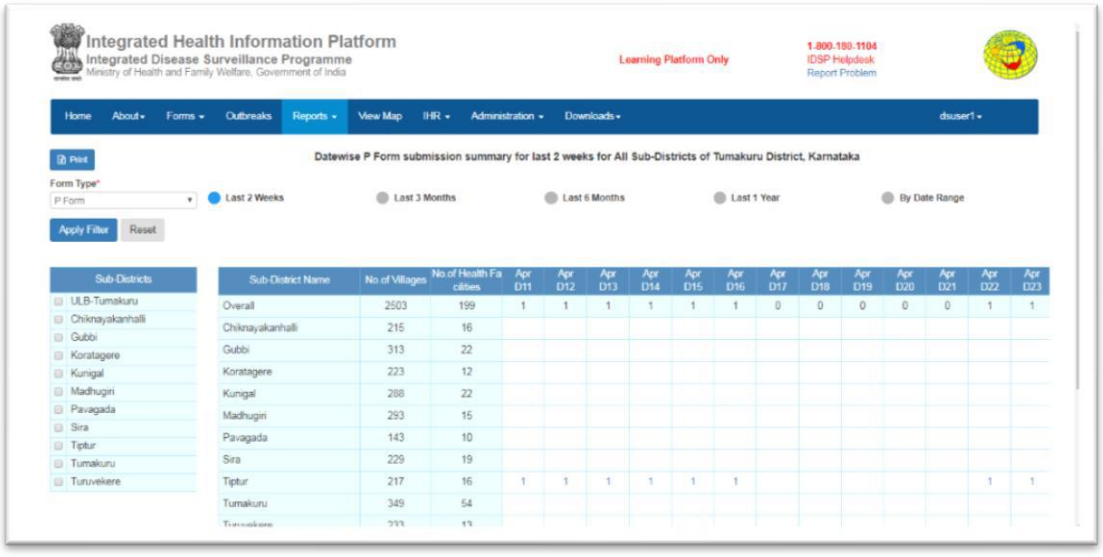


- Under 'Details' drop-down menu one can see the – 'View Data On Map', 'Line Listing' and 'Data Table'

Reporting Summary Dashboard

- Under this DSO can generate & print the 'Week/Month wise' S/P/L Form submission summary with filtering options as 'Sub District'/'Time range'
- DSO can further see the details of the health facilities who have submitted/not submitted the report by clicking on reported figures & selecting appropriate options

Screenshot 11: Reports - Reporting Summary Dashboard



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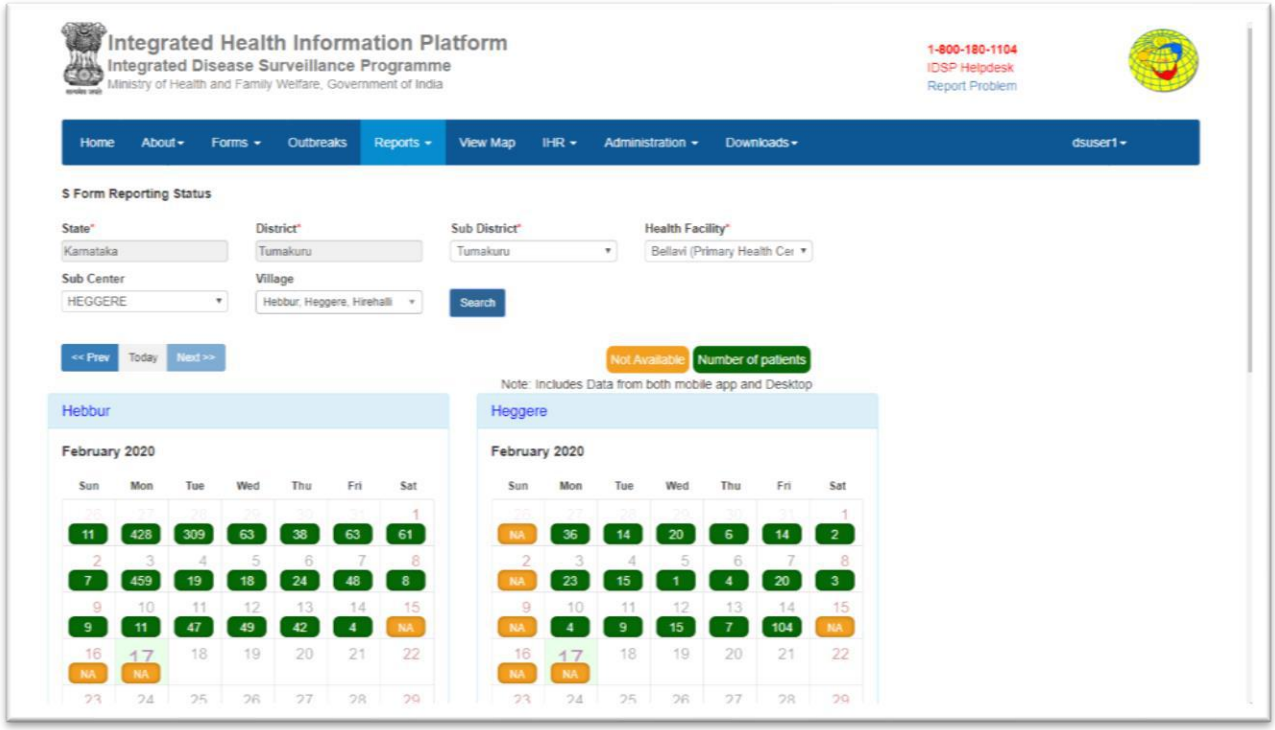
S Form Reporting Status

- Under this DSO can see the 'Village-wise' & 'Day-wise' S Form Reporting Status for any particular health facility area
- On clicking on a particular day – 'S Form Submission Report' for that day can be printed

Screenshot 12: Reports - S Form Reporting Status



Disease Summary Dashboard

- Under this DSO can generate & print the report for 'Total number of cases tested for different disease conditions' with details such as positive cases, age & gender distribution & week-wise trend for positive cases
- Filtering options available are 'Disease Conditions'/'Sub Districts'/'Time range'

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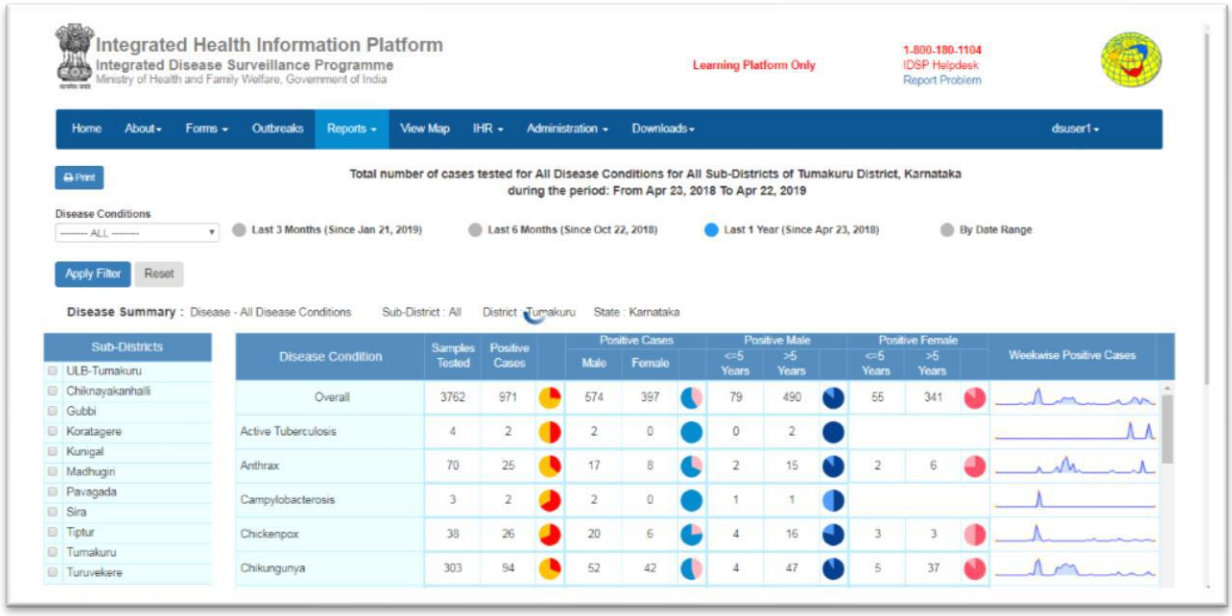
Screenshot 13: Reports - Disease Summary Dashboard



District Implementation Status

- This report show the implementation status of IHIP-IDSP module in the District / Sub Districts
- The details consist of Manpower / Data Entry / Training / Infra Structure
- This report is under construction

Suspected Cases Form Summary

- This report consists of number of cases/deaths reported for syndromes listed under ‘S Form’. With further sub division into Male/Female & <=5 Yr/ >5 Yr age-groups
- Filtering options available are ‘Sub District’/Health Facility’/’Sub Center’/’Village’/’Time range’
- Further the option is available to include data from ‘Mobile App’ /’Desktop’/’Both’

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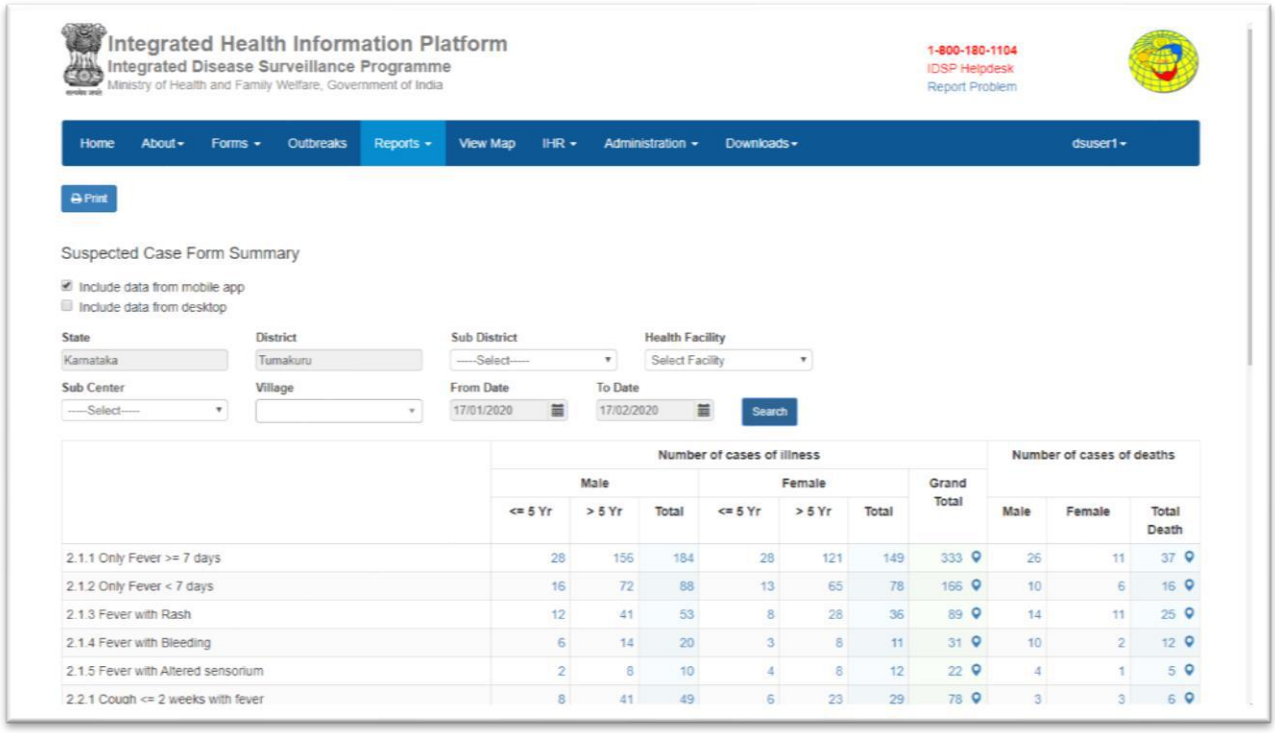
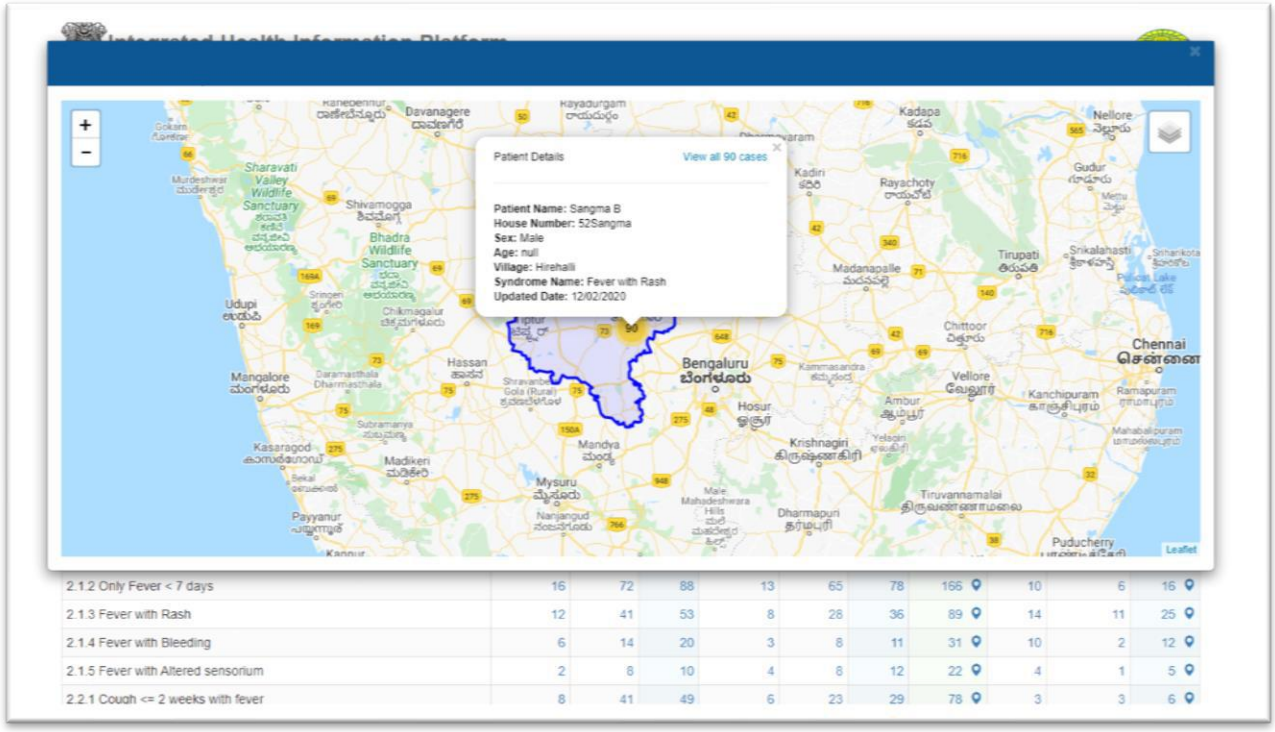
Screenshot 14: Reports - Suspected Cases Form Summary 1



- By clicking on reported figures – the detailed line-listing/map can be generated for the cases reported from mobile application

Screenshot 15: Suspected Cases Form Summary 2



- 'List of Reported Deaths' also available under this report

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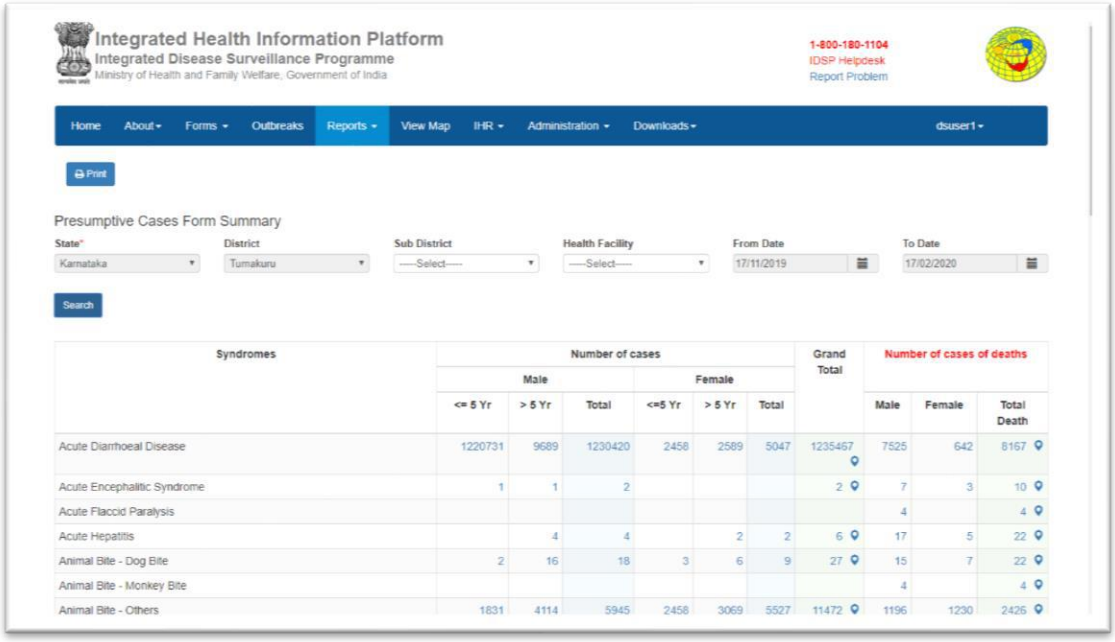
Presumptive Cases Form Summary

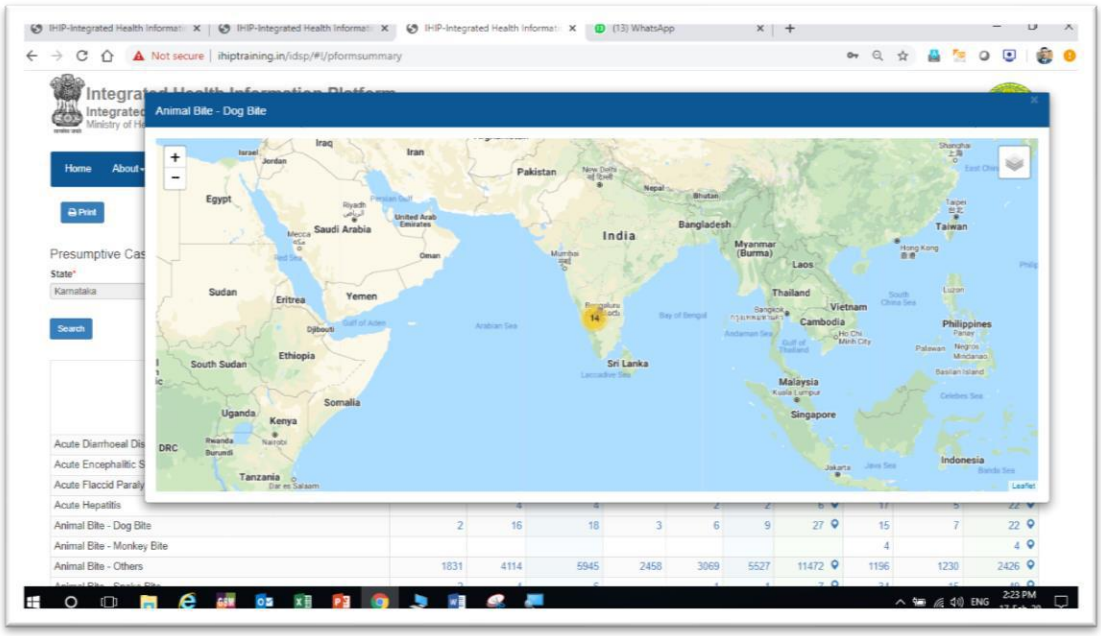
- This report consists of number of cases/deaths reported for syndromes/disease conditions listed under 'P Form'. With further sub division into Male/Female & <=5 Yr/>5 Yr age-groups
- Filtering options available are 'Sub District'/'Health Facility'/'Time range'

Screenshot 16: Presumptive Cases Form Summary 1



- By clicking on reported figures – the detailed line-listing/map can be generated for the cases reported except for the aggregate data

Screenshot 17: Presumptive Cases Form Summary 2



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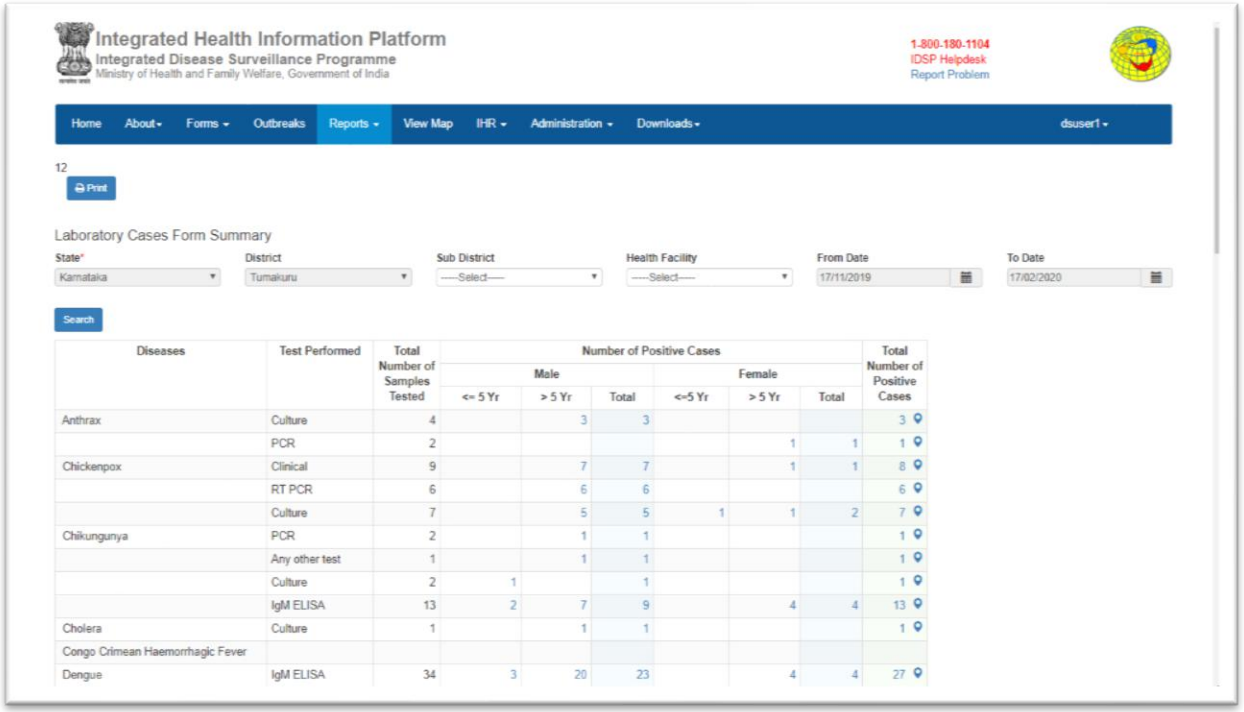
Laboratory Cases Form Summary

- This report consists of Diseases/Test performed/Total Number of sample tested/Number of Positive cases. With further sub division into Male/Female & <=5 Yr/>5 Yr age-groups
- Filtering options available are 'Sub District'/Health Facility'/'Time range'

Screenshot 18: Laboratory Cases Form Summary



Diseases	Test Performed	Total Number of Samples Tested	Number of Positive Cases						Total Number of Positive Cases
			Male			Female			
			<= 5 Yr	> 5 Yr	Total	<=5 Yr	> 5 Yr	Total	
Anthrax	Culture	4		3	3				3
	PCR	2					1	1	1
Chickenpox	Clinical	9		7	7		1	1	8
	RT PCR	6		6	6				6
	Culture	7		5	5	1	1	2	7
Chikungunya	PCR	2		1	1				1
	Any other test	1		1	1				1
	Culture	2	1		1				1
	IgM ELISA	13	2	7	9		4	4	13
Cholera	Culture	1		1	1				1
Congo Crimean Haemorrhagic Fever									
Dengue	IgM ELISA	34	3	20	23		4	4	27

- By clicking on reported figures – the detailed line-listing/map can be generated for the cases

Patient History Report

- Under this report, for a defined search criteria, details of patient/patients attended the health facility can be generated

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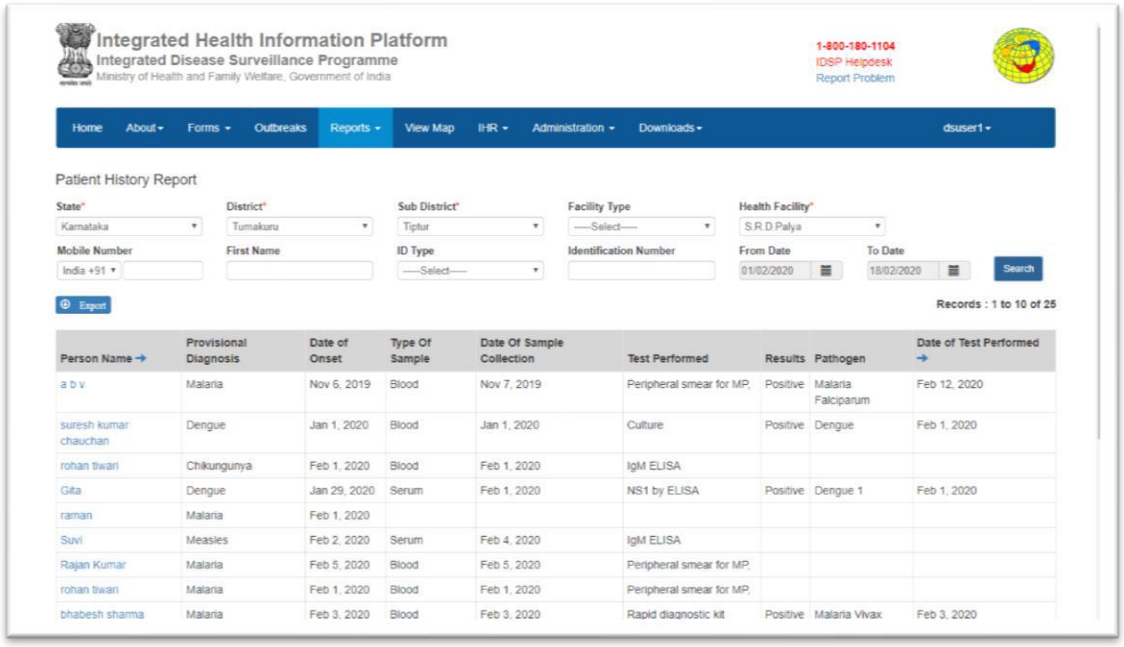
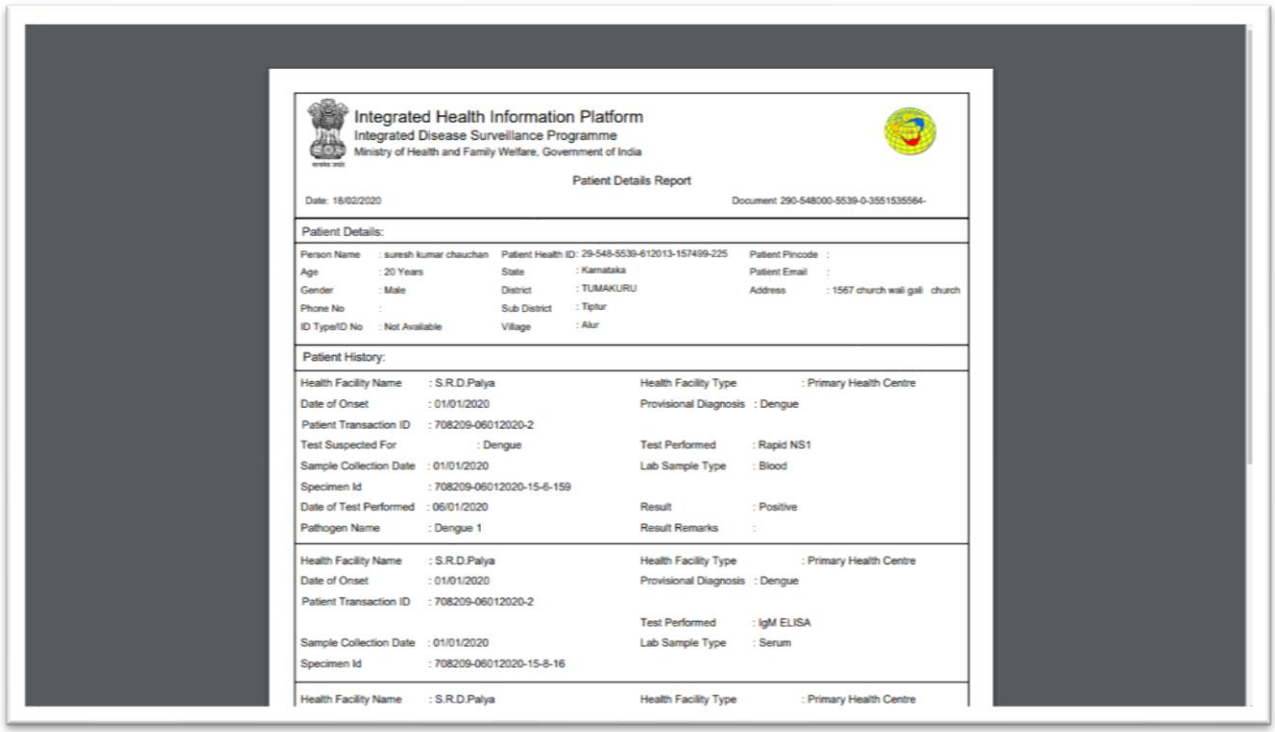
Screenshot 19: Patient History Report 1



- Clicking the name of a particular patient will display the detailed treatment history of that patient

Screenshot 20: Patient History Report 2



Laboratory Performance Report

- This report shows the performance of a particular lab during a defined period.

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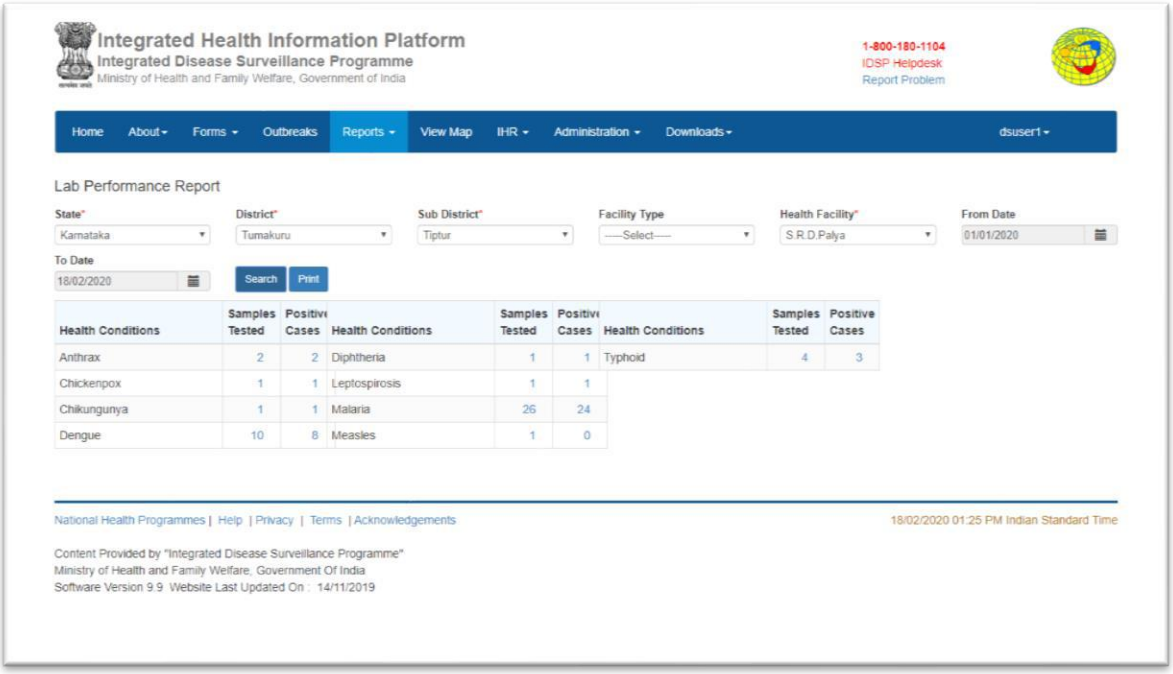
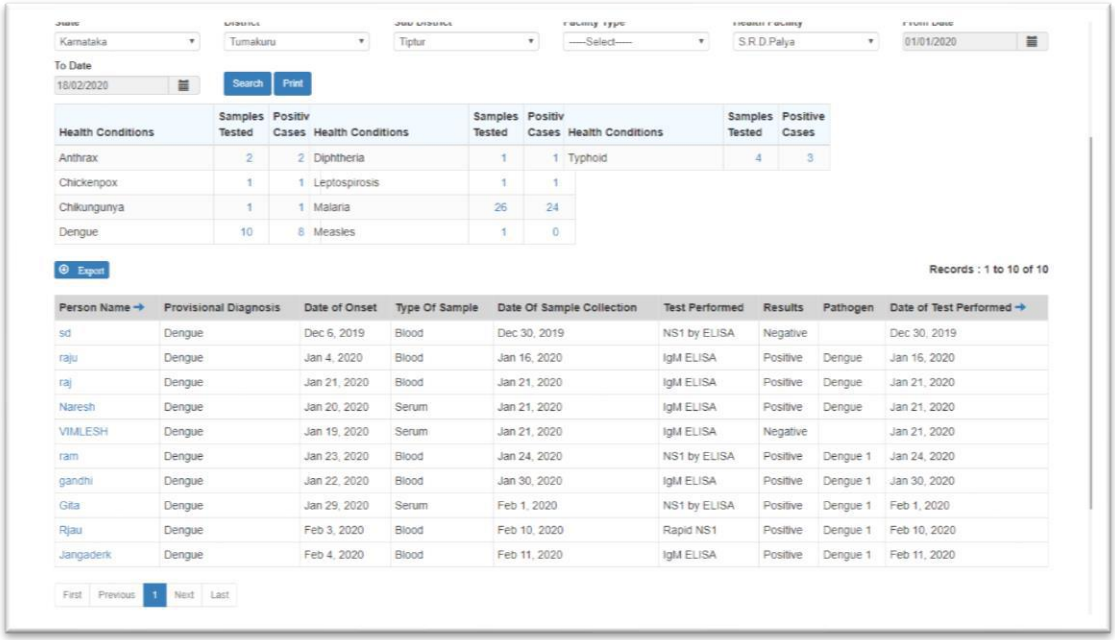
- The cases included are only those belonging to that particular District / Sub District.

Screenshot 21: Lab Performance Report 1



- On clicking any hyperlinked number the list of these cases is displayed.
- This list can be downloaded also.

Screenshot 22: Lab Performance Report 2



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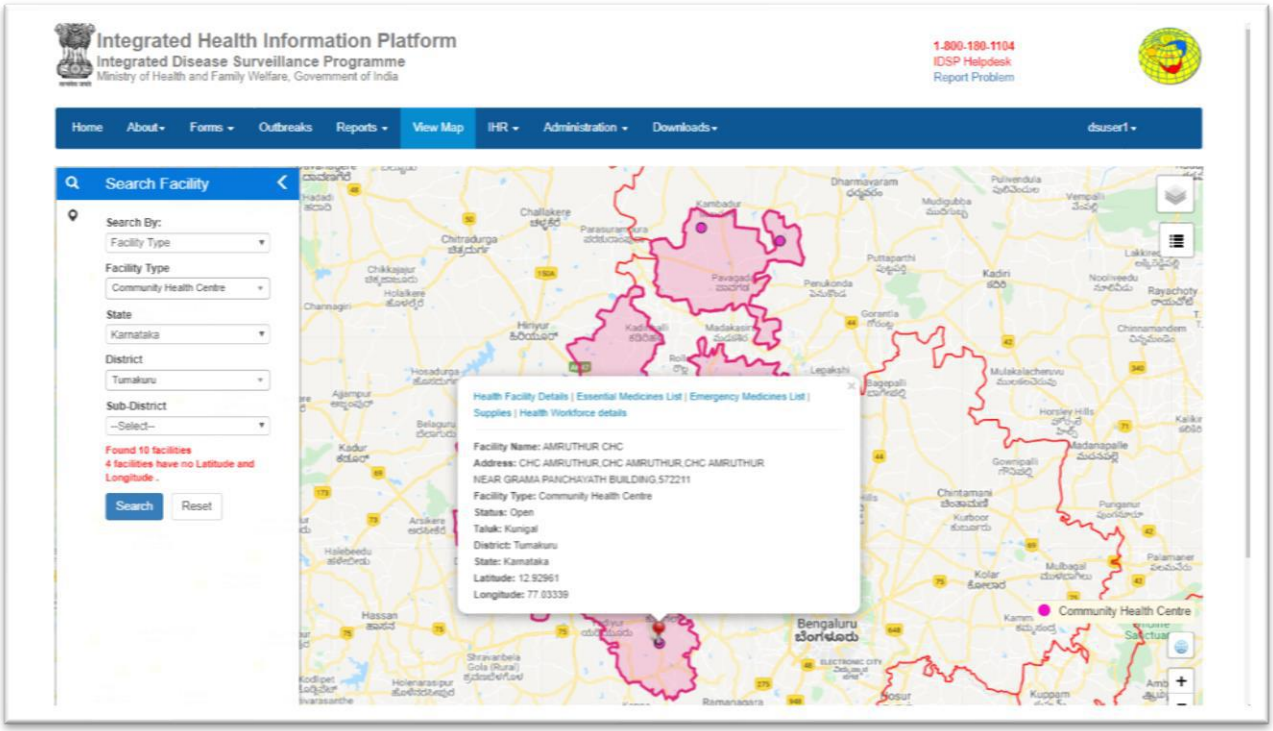
View Map

Search Facility

- This can be access by clicking on icon on left side of the screen
- Under this option one can create location map of health facilities by:
  - Facility Type
  - Facility Name
  - PIN
- Filtering options available are 'State'/ 'District'/'Sub District'
- By clicking on any of the displayed health facility following details can be seen
  - Health Facility Details
  - Essential Medicines List
  - Emergency Medicines List
  - Supplies
  - Health Workforce details

Screenshot 23: View Maps - Search Facility



View Conditions / Data

- This can be access by clicking on icon on left side of the screen

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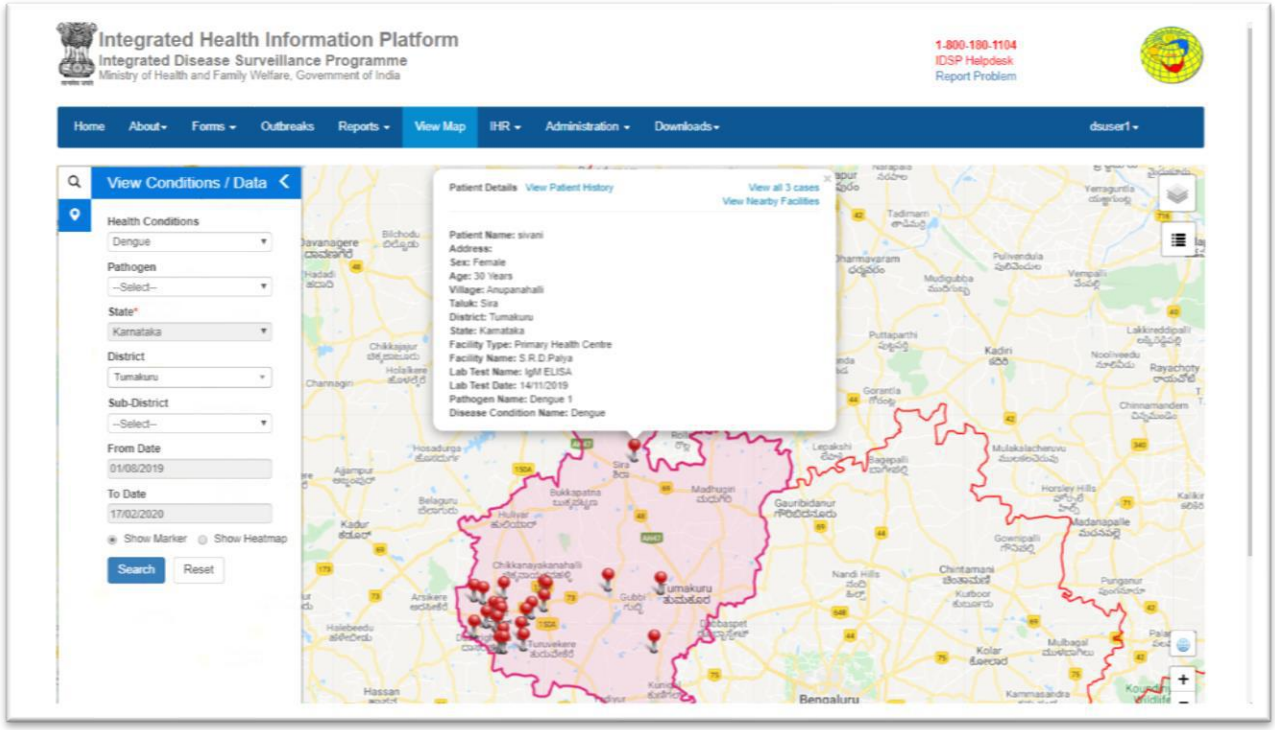
- Under this option Marker/Heatmap for cases of different disease conditions can be created

Screenshot 24: View Maps - View Conditions



- Filtering options available are 'Pathogen'/'State'/'District'/'Sub District'/'Time range'
- By clicking on any case 'Marker' – Patient's details can be seen with options to 'View Patient History', 'View Nearby Facilities' & to 'View all Cases' for that locality

Administration

- Please refer to "USER MANUAL FOR ADMINISTRATION MENU"

Downloads

- Following sub menu are available:
  - Download App – Android Version
  - ToT Documents
  - Black Forms – S Form/P Form/L Form
  - User Guides
  - Video Tutorials

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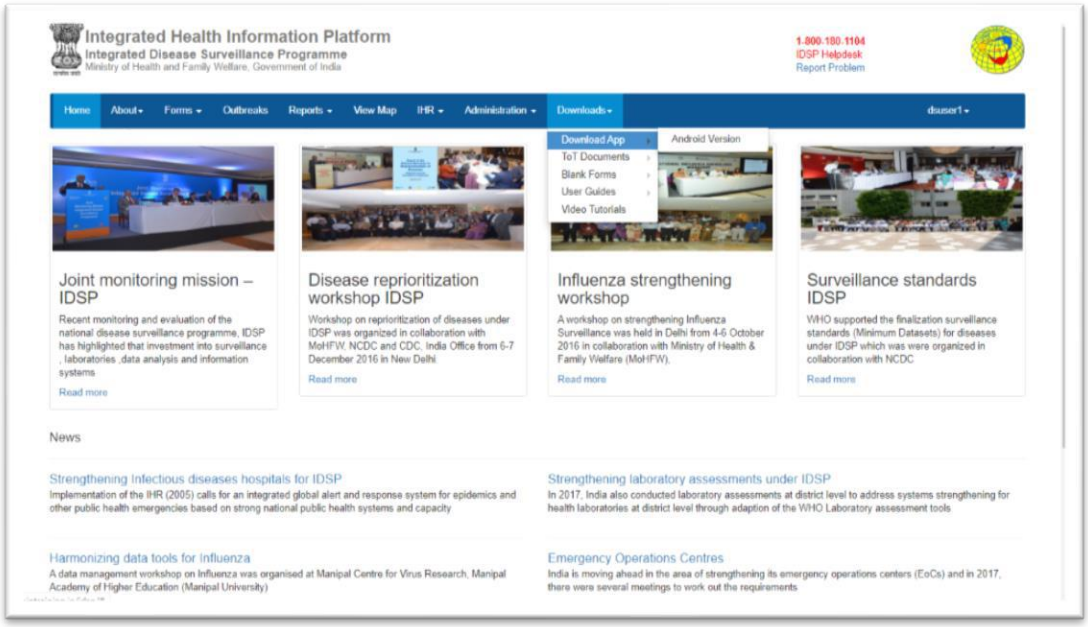
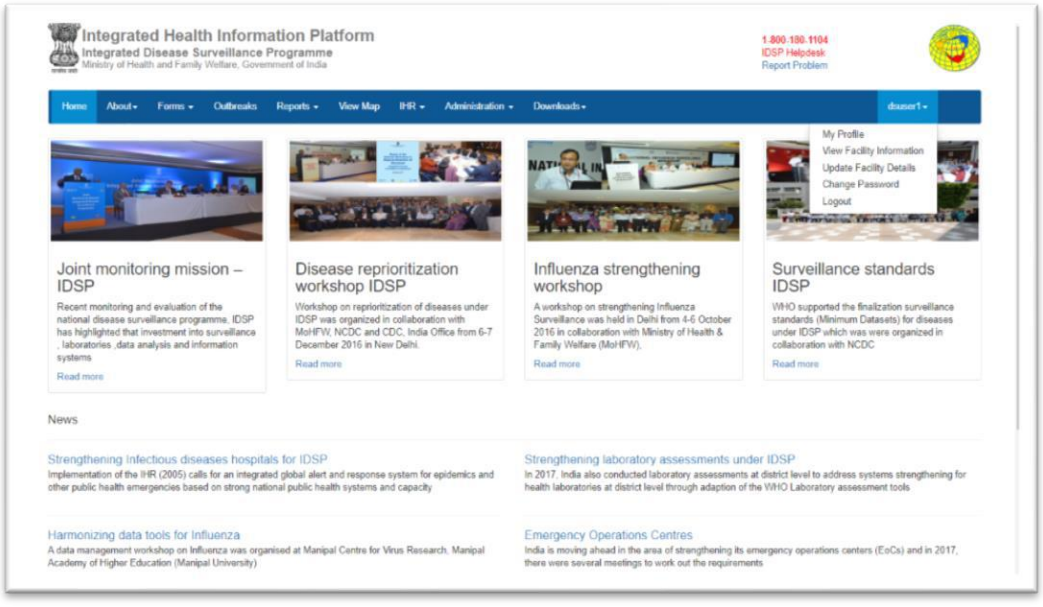
Screenshot 25: Downloads



User's menu

- My Profile – User can update the profile here
- View Facility Information – User can view the facility information
- Update Facility Details – Clicking on this option opens the 'Manage Health Facilities' web page under 'Administration' menu
- Change Password – User can change the password here
- Logout – User can logout from the portal by clicking this option

Screenshot 26: Users' menu



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