GUIDELINES FOR SOFT LAUNCH OF
INTEGRATED DISEASE SURVEILLANCE PROGRAMME
SEGMENT OF
INTEGRATED HEALTH INFORMATION PLATFORM
NOVEMBER, 2018
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Instructions on use of Integrated Health Information Platform (IHIP) for reporting under Integrated Disease Surveillance Programme (IDSP)

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Introduction

Background

The 2015 Joint Monitoring Mission report of Integrated Disease Surveillance Programme (IDSP) strongly recommended review and redesign the IDSP surveillance system, including re-prioritization of the list of diseases under the IDSP; assessing the need for collecting more epidemiological data for action, and redefining the required surveillance deliverables. It also suggested integration of other disease surveillance platforms that must be explored to contribute towards more efficient EWAR.

The programme management implications included strengthening disease surveillance in the country with adequate resource allocation, redesigning and upgrading the portal system and dashboard for real-time visualization of data and display of key indicators in the public domain, ensuring adequate numbers of trained human resources and strengthening laboratory systems.

In December 2016, IDSP, under the oversight of National Center for Disease Control, Government of India, conducted the disease re-prioritization workshop and subsequently identified 33 priority health conditions for surveillance. In addition, the workshop was also called for an ICT Master Plan and Minimum Data Set for health conditions under surveillance to strengthen early outbreak detection and public health response. In May 2017, IDSP conducted a workshop to develop the Minimum Data Set for diseases and health conditions under IDSP. At the request of MoHFW/GoI, WHO Country Office supported the development and design of the Integrated Health Information Platform (IHIP).

Integrated Health Information Platform

The Integrated Health Information Platform (IHIP) is a web-enabled near-real-time electronic information system that is embedded with all applicable Government of India's e-Governance standards, Information Technology (IT), data & meta data standards to provide state-of-the-art single operating picture with geospatial information for managing disease outbreaks and related resources.
IHIP can provide:

- A single operating picture of public health surveillance for decision-makers and to monitor emerging and emerging public health threats, disasters and mass events.
- Union health ministry, State health ministries, local governments, municipalities real-time information on health surveillance from anywhere on any electronic device.
- Integrate data from various “registries” to provide real-time information on health surveillance from all across India for decision-makers to take action.
- Interpret geographic correlations of persons with their socioeconomic and demographics attributes.
- Geospatial Epidemiology and Health Surveillance that can describe and analyze geographic variations among diseases in the context of demographic, environmental, behavioral, socioeconomic, genetic, and infectious risk factors.
- Conduct public health surveillance in the context of One Health (human health + animal health + environment) including data from airports, seaports, train stations, humidity, rainfall precipitation and other real-time emergency alerts like tsunami, and earthquakes.

All data contained in IHIP has the public health surveillance attributes: Person, Place, Time and all data has geocoded for geographic reference.
Integrated Disease Surveillance Programme (IDSP) and IHIP

Integrated Disease Surveillance Programme (IDSP) is engineered to utilize IHIP through a secure web access for capturing disaggregate near real time surveillance data for their 33 plus disease conditions and will incorporate case based information with demographic, clinical, laboratory and preventive control measures under the programme.

Through IHIP, IDSP intends to receive person-level data from health facilities across all States and Union Territories on all health events. Many other national health programmes will similarly make use of the IHIP platform.

The platform has been launched initially in seven States viz. Uttar Pradesh, Himachal Pradesh, Odisha, Karnataka, Telangana, Kerala and Andhra Pradesh.

These draft guidelines are made for soft launch of IDSP segment of IHIP in the above States.
Instructions on use of Integrated Health Information Platform (IHIP) for reporting under Integrated Disease Surveillance Programme (IDSP)

(Soft launch of IHIP for IDSP)

The States are requested to ensure the availability of followings items to initiate reporting of data related to Integrated Disease Surveillance Programme (IDSP) using Integrated Health Information Platform (IHIP).

- Availability of working computer systems and regular internet connectivity at each health facility/reporting unit.
- Availability of adequate manpower trained for IHIP at every level for monitoring including identified data entry personnel at health facility for data entry.
- Proper mechanism to capture & record the requisite data for entering into IHIP including mandatory fields.

The process of data reporting on IHIP under IDSP, consists of following two key phases which needs to be followed subsequently in continuous manner.

**Step I** Verification of master data of health facilities (including examining of User IDs & Passwords, Creation of User Profiles, Health facility directory etc.) – This is a one-time initial activity to setup basic information.

**Step II** Reporting of disease surveillance data (including event alerts & outbreak) - Continuous activity to be carried out in real time manner.
Step -I: Verification of master data of health facilities

During this one time activity, the following steps are to be performed before initiating the reporting on IHIP.

A) Examination of User IDs & Password:

1) Please ensure all User IDs & Passwords have been received for each health facility and for all reporting levels as per the existing hierarchy of health facilities in the State.
2) Please check all User IDs & Passwords issued regarding their functionality, in order to have role based access on IHIP Portal (http://idsp.nhp.gov.in).
3) Please change the password through the change password menu after first time login into IHIP application to ensure data security.
4) The given User IDs & Passwords are to be used for factual data entry only on IHIP Portal (http://idsp.nhp.gov.in) and NOT to be used for training or testing purpose.
5) Please ensure & confirm that appropriate form (S, P & L) & relevant user access has been provided to IHIP after successful login, based on the designation based hierarchy allocated to the user of the particular health facility.
6) Forgot Password option to be used for resetting the password through One Time Password (OTP) to be received as text SMS/email on mobile number /email as registered in the user profile, in case the password is forgotten.
7) For any problems, please call IDSP Help Desk at 1-800-180-1104. Please also report problems using https://idsp.nhp.gov.in/helpdesk/

B) Creation of User Profiles: The user profiles are required to identify the user/personnel associated with the User IDs as well as to get details of password, in case it is forgotten.

1) Please fill in relevant details in respect to the user profile such as Details of Health Facility, Mobile Number etc. of users associated with each health facility, district & State.
2) User profile details that need to be registered against each type of user are as follows :
<table>
<thead>
<tr>
<th>Account</th>
<th>Sr. No</th>
<th>Type of User</th>
<th>User profile details</th>
</tr>
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<tbody>
<tr>
<td>Health facility</td>
<td>1</td>
<td>Sub centre</td>
<td>ANM</td>
</tr>
<tr>
<td></td>
<td>2</td>
<td>Primary Health Center (P Form)</td>
<td>Medical Officer I/c (In-charge)</td>
</tr>
<tr>
<td></td>
<td>3</td>
<td>Primary Health Center (L Form)</td>
<td>Medical Officer I/c (In-charge)</td>
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<tr>
<td></td>
<td>4</td>
<td>Other health facilities (P Form)</td>
<td>In-charge of health facility or official designated for P form data collection (Physician)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>e.g. CHC, SDH, DH, MCH etc.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>5</td>
<td>Other health facilities (L Form)</td>
<td>In-charge of health facility or official designated for L form data collection (Microbiologist/ Lab technician)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>e.g. CHC, SDH, DH, MCH etc.</td>
<td></td>
</tr>
<tr>
<td>Administrative</td>
<td>6</td>
<td>Block (Sub-district)*</td>
<td>Block Health officer</td>
</tr>
<tr>
<td>office</td>
<td>7</td>
<td>District</td>
<td>District Surveillance Officer</td>
</tr>
<tr>
<td></td>
<td>8</td>
<td>State</td>
<td>State Surveillance Officer</td>
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*to be issued yet

C) Creation of Health facility directory:

1) Please cross-check the total number of health facilities & their different types as available in the IHIP with that actually existing in the State in terms of numbers & types.
2) Please examine & cross-check the mapping of Sub-centres (SC) with Primary Health Centres (PHC) and mapping of villages with Sub-centres (SC).
3) Health facility details including name, mobile, landline & email ID of officer in charge of health facility need to be updated from edit/update health facility option.
4) Each health facility can update Essential medicine list, emergency medicine list, equipment supplies, health workforce details and can also request new user IDs for health facility.
5) State and District user need to check different types & numbers of health facilities available in IHIP through health facility dashboard from administration module.
Step -II: Reporting of disease surveillance data under IDSP

- S Form (Suspected Case Form) from Sub Centres (Daily Data Entry should be done and back date data entry is not encouraged)

Login IDs begin with SC (for example SC36adb0020) for both Desktop version and Mobile app

MOBILE APP – S FORM (DATA ENTRY) \\

a) S Form (Suspected Cases form)
   1. Open the IHIP App in your mobile phone/tablet and login with your user id and password
   2. After successful login tap on Get Started, you will be asked for “Do you want to collect data” (Yes/No)
   3. For NIL reporting of a particular day, press NO and to enter data press YES
   4. On Tapping Yes, you can enter the data by tapping the desired village name from the list of villages (already updated on the desktop version)
   5. Tap on Location icon (📍) in the right side of Name for getting the geographical location of house and enter the house name/number and tap on “+” icon for next options
   6. Tap on the Yes option for reporting illness at “Is there anyone sick at home”.
   7. On tapping Yes, type in the New Person Name and click on “+” icon or Select the Person Name from the available list if entered earlier.
   8. Select the Gender, tap on top Right Side Arrow in the screen for more details
   9. Select the date of birth/enter age, tap on Right Side Arrow in the screen for more details
   10. Select the Syndrome from the list else tap on “››” for more syndromes, tap on top Right Side Arrow on the screen for final submission on data by tapping Yes/No
   11. Application will ask you to continue to submit the data, in case location is not capture-able.
   12. After submission you will get a message “Form saved successfully”, tap OK to continue and tap on “Go to Next house” or “End”.
13. Keep entering the data, even if there is no internet connectivity; once connectivity is available press “sync” manually on regular basis after completion of Data Entry.

14. For any problems, please call IDSP Help Desk at 1-800-180-1104. Please also report problems using https://idsp.nhp.gov.in/helpdesk/

b) S Form (Death form)

1. Open the IHIP App in your mobile phone/tablet and login with your user id and password
2. After successful login tap on Get Started, you will be asked for “Do you want to collect data” (Yes/No)
3. On Tapping Yes, you can enter the data by tapping the desired village name from the list of villages
4. Tap on the Yes option for reporting Death.
5. Tap on Location icon in the right side of Name for getting the geographical location of house and enter the house name/number and tap on “+” icon for next options
6. Enter the name in New Person Name, tap on “+” option for entering more details
7. Select the Gender, tap on Right Side Arrow in the screen for more details
8. Select the date of birth/enter age, tap on Right Side Arrow in the screen for more details
9. Select the Syndrome from the list else tap on “>>” for more syndromes, tap on Right Side Arrow in the screen for final submission on data by tap Yes/No
10. Enter the Date of Death (Deaths due to syndromes under surveillance in IDSP within last 30 days) from the calendar and tap on Set, tap on Right Side Arrow in the screen for final submission on data by tap Yes/No.
11. Application will ask you to continue to submit the data, in case location is not capture-able.
12. After submission you will get a message “Form saved successfully” message, tap OK to continue and tap on “Go to Next house” or “End”.
13. Keep entering the data, even if there is no internet connectivity; once connectivity is available press “sync” manually on regular basis after completion of Data Entry.
**Mobile App – S Form (Event Alert)**

1. Open the IHIP App in your mobile phone/tablet and login with your user id and password
2. To report any Event Alert, tap on 3 Bars in the left top corner of the application for opening Event Alert Form
3. Select the Event Occurred Date from Calendar and tap on Set
4. Select the Health Condition
5. Select the Source of Information
6. Enter the available details in the message box
7. Upload the documents/images by tapping on Choose File from your device storage
8. After submission you will get a message **“Form saved successfully”** message.

➢ **S Form (Suspected Case Form) from Sub Centres (Daily Data Entry should be done and back date data entry is not encouraged)**

Login IDs begin with SC (for example SC36adb0020) for both Desktop version and Mobile app

**Desktop Version – S Form (Data Entry)**

1. In browser open the IHIP portal ([http://idsp.nhp.gov.in](http://idsp.nhp.gov.in))
2. Click on Sign In option in the right corner of Menu Bar and Login with the given login ID & password
3. Click on “Forms” tab and then click on “Suspected Cases Form”. Following options will come on the screen:

   a. **S Form (Suspected Cases form)**
      1. Click on the S Form
      2. Select the desired village from the drop menu before data entry
      3. Enter the No of Cases against the desired Disease/Syndrome
      4. On filling the details successfully, click Save

   b. **Reporting Deaths**
      1. Click on Reporting Deaths
      2. Enter data accurately and completely as much as available (field with * sign are mandatory to fill)
3. Enter the death details (*Deaths due to syndromes under surveillance in IDSP within last 30 days*)
4. On filling the details successfully, click **Save**

c. **Click SUBMIT** (only after clicking submit the data filled for the S form and Reporting Death will be submitted successfully)
   – *before submitting ensure all the details are filled correctly as details once submitted cannot be edited*

**Desktop Version – S Form (Event Alert)**

1. In browser open the IHIP portal ([http://idsp.nhp.gov.in](http://idsp.nhp.gov.in))
2. Click on Sign In option in the right corner of Menu Bar and Login with the given login ID and password
3. Click on “Forms” tab and then click on “Event Alert Form”. Event alert form will come on the screen:
   a. Start filling the form by entering the Event Occurred Date, Health Condition, Source of Information and provide the available details in the message box or uploading the relevant Document if any (image/document file)
   b. **Click SUBMIT**

- **P Form (Presumptive Case Form) from Health Facility - PHC and above (Daily Data Entry should be done and back date data entry is not encouraged)**

Login IDs begin with HF (*for example HF36adb0020*)

**P Form (Data Entry)**

1. In browser open the IHIP portal ([http://idsp.nhp.gov.in](http://idsp.nhp.gov.in))
2. Login with the given login ID and password
3. Click on “Forms” tab and then click on “Presumptive Cases Form”. Following options will come on the screen:
   a. **Add Patient Record**
      1. Enter the patient details accurately and completely (field with * sign are mandatory to Enter)
      2. Enter the Provisional Diagnosis details
      3. User must try to enter the Provisional Diagnosis from the Disease listed in the drop down menu. In case, no diagnosis
can be made, Syndromic diagnosis can be entered from the same drop down list
4. If Lab testing required check on “Do you want to collect Samples”
5. Enter the necessary Laboratory details for “Test suspected for” and then, click Save
6. Then click SUBMIT (Cases subjected to lab testing will be auto forwarded to the same linked health facility in order to get lab testing details) – (only after clicking “Submit Button” the data entered will be submitted successfully) – before submitting ensure all the details are Entered correctly as details once submitted cannot be edited.

b. Add Death Record
5. Enter data accurately and completely as much as available (field with * sign are mandatory to Enter)
6. Enter the death details, probable cause of death with date of death and remarks if any (Deaths occurred in that facility due to Syndromes/diseases under surveillance in IDSP)
7. On Entering the details successfully, click Save
8. Then click SUBMIT (Line list of the reported death details can be seen) –(only after clicking “Submit button” the data Entered will be submitted successfully) – before submitting ensure all the details are Entered correctly as details once submitted cannot be edited

c. Record Aggregate Data
1. Enter the aggregate data for enlisted conditions only, where there is high OPD load (on an average of 200 OPD patients per day); however, for the rest of the cases, case based entry has to be done.
2. On Entering the details successfully, click Save
3. Click “Submit button” (only after clicking submit the data Entered will be submitted successfully) – before submitting ensure all the details are Entered correctly as details once submitted cannot be edited
**P Form (Event Alert)**

1. In browser open the IHIP portal (http://idsp.nhp.gov.in)
2. Click on Sign In option in the right corner of Menu Bar and Login with the given login ID and password
3. Click on “Forms” tab and then click on “Event Alert Form”. Event alert form will come on the screen:
   c. Start filling the form by entering the Event Occurred Date, Health Condition, Source of Information and provide the available details in the message box or uploading the relevant Document if any (image/document file)

   Click SUBMIT

- L Form (Laboratory Case Form) from Health Facility – Laboratory linked with Health Facility

Login IDs begin with LB (for example LB36adb0020)

**L Form (Data Entry)**

1. In browser open the IHIP portal (http://idsp.nhp.gov.in)
2. Login with the given login ID and password
3. Click on “Forms” tab and then click on “Laboratory Cases Form”. Following options will come on the screen:
   a. Line List of the Auto Forwarded Lab testing cases forwarded from the linked health facility can be seen on the screen
   b. Click on “Edit” next to patient name, form opens, enter date of test performed, test result and remarks (if any)
   c. Click “Update”
   d. Then click “Submit” (once submitted the lab test details of the respective patients shall be auto updated on the linked health facility P form Login also)

4. The laboratory can create a new record only if the patient did not have a P form entry or came from another health facility for laboratory testing. If new case, will be required to be registered in L form, patient should be initially searched & tracked through “search patient” menu with registered ID number, Mobile number or landline number in order to avoid duplication (to avoid multiple registrations of same patient)

5. The data entry of lab test performed should be done within 7 days of sample put for testing.
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For any problems, please call IDSP Help Desk at 1-800-180-1104

Please also report problems using https://idsp.nhp.gov.in/helpdesk/