

HOW TO UPLOAD THE DISTRICT ACTION PLAN

1. District action plans basically contain the data about how the Primary Health Centers (both rural and urban) are tagged to the supervisory officers and details of trainings in PHC.
2. DMHOs shall prepare the district action plan in the format already communicated vide this office Rc 001/DRYSRKV/APVVP/2019 Dt 13.09.2019. While preparing the action plan it shall be important that AADHAR number of every supervisory officer shall be noted.
3. DMHOs shall go to the www.drysrkv.ap.gov.in website and login through the credentials of DMHO, After login the following page will be displayed As follows

The screenshot shows the user interface of the DMHO portal. At the top, there is a navigation bar with the user's email 'kvnodalofficerap@gmail.com', a notification bell icon, the user ID 'DMO_2450', and a 'Log Out' button. Below this is a header section with three main elements: a profile picture of Dr. YSR Kanti Velugu with his name in Telugu 'డా. వైయస్ఆర్ కంటివెలుగు', the official logo of the Government of Andhra Pradesh, and the text 'Department of Health, Medical & Family Welfare, Government of Andhra Pradesh'. To the right of the logo is a profile picture of Sri Aka Kall Krishna Srinivas, identified as the Hon'ble Deputy Chief Minister for Health, Family Welfare & Medical Education Department. A blue navigation bar contains three menu items: 'Action', 'Dashboard', and 'Reports'. The main content area features a 'WELCOME' message for 'DR.YSR KANTI VELUGU' and a paragraph describing the goal of 'Comprehensive and sustainable Universal Eye Care to all the people (5 crore) in the state by conducting eye screening and provision of appropriate interventions like distribution of Spectacles, Surgeries in case of Cataract, Glaucoma, Retinopathy, corneal disorders etc in a Phased manner.' At the bottom, a footer contains the copyright notice: 'Copyright © 2010 Real Time Governance Society (RTGS). All Rights Reserved. Privacy Policy | Terms & Conditions.'

4. Shall go to **Action** button and click on it , then following option will be available in drop box,
 - District Action Plan
 - Update PHC action plan
 - Update District Action Plan

5. Click on the **District Action plan**, then following display will be seen

The screenshot shows the 'DISTRICT ACTION PLAN FOR PHASE-I' form. The fields are populated as follows:

Field	Value
Supervisor/ Author No	XXXX-XXXX-XXXX
Supervisor Name	
Supervisor Phone No (Update)	+91
District	VIZIANAGARAM
Name of PHC	[Dropdown menu open]
PHC-Devupalli	
PHC Name	Devupalli
Training Conducting From Date	24-09-2019

The dropdown menu for 'Name of PHC' is open, showing the following options:

- Devupalli
- Sangaveedhi Bobbili
- Govindapuram
- Gollapalli Bobbili
- Pedankalam
- Poolbagh Colony

The 'Devupalli' option is highlighted in blue. The 'SUBMIT' button is visible at the bottom of the form.

6. Then enter the AADHAR number of one supervisory officer, then his/her name and phone number will be populated in the screen(If phone number is presently not used by the supervisory officer , then it can be changed).

7. Dropdown box appear with caption “**Name of the PHC**” will be displayed and one of the PHCs allocated to supervisory officer has to be choose in the box.

SCREEN SHOT

8. Five boxes and will be displayed with PHC name in one box. Details in the four boxes has to be filled with the details of training place for the staff and teachers, name of master trainer and training date. Now choose the next PHC allotted to supervisory officer in Name of the PHC dropdown box and fill all the details. This process shall be repeated until all the PHCs allotted to supervisory officer is completed and submit the data.
9. This process shall be repeated for all the supervisory officers. By the completion of all supervisory officers all the PHCs/UPHCs shall be tagged to supervisory officers.
10. Once all the PHCs/ UPHCs are tagged then, it will appear on the screen as District Action Plan is completed (**this provision has to be enabled**).
11. After completion of DAP, it can be edited by going in Action tab and after drop down click on the edit District Action Plan.

HOW TO UPLOAD THE PHC ACTION PLAN

1. PHC action plan basically contains details of teams allotted to school for primary screening of children
2. After login to the website through PHC credentials , the following will be displayed,



3. Click on the Action tab on the menu bar, then following drop down box will be appeared.



- Click on the PHC Action Plan in dropdown box, then following will be displayed.

The screenshot shows a web form titled "MICRO ACTION PLAN OF PHC FOR PHASE-I". At the top, there are navigation links for "Action" and "Dashboard". Below the title, there are two dropdown menus for "District" (selected as "CHITTOOR") and "Mandal" (selected as "K.V.PALLE"). The form is organized into three columns. The first column contains a dropdown for "Name of the School" (currently showing "-SELECT-"). The second column contains "School Code" and "Number Of Students" (both empty text boxes). The third column contains "PHS Phone No (+91)", "Asho Phone No (+91)", "ANM Phone No (+91)", and "Medical Officer Phone No (+91)", each with a green "Update" link. Below these are fields for "PHS Aadhar No", "Asho Aadhar No", "ANM Aadhar No", "Medical Officer Aadhar No", and "Other Staff Aadhar No", each with a placeholder "XXXX-XXXX-XXXX". Corresponding name fields ("PHS Name", "Asho Name", "ANM Name", "Medical Officer Name", "Other Staff Name") are also present. At the bottom, there are "Date Of Screening From" and "Date Of Screening To" fields with calendar icons. A green "SUBMIT" button is located at the bottom left of the form.

- Select the school in the jurisdiction of PHC from the dropdown box of Name of the schools. After selection of schools, school code and number of students will be automatically populated.
- AADHAR Numbers of Public health staff, ANM and ASHA shall be filled in the boxes provided. Name and Phone number will be populated automatically. However in case of phone number is not using by the staff, it shall be edited.
- In case of utilizing the services of any staff in place of PHS, AADHAR number of them can be filled in the PHS box. Similarly, If any other staff/student services utilized in place of ASHA or ANM (In view of shortage), their AADHAR number has to be filled in the respective boxes.
- In case , if additional staff is utilized in addition to the ANM, ASHA and PHS then their aadhar number has to be filled in the box provided for this purpose

9. After entering the details of staff allocated for screening, details of dates allocated for screening shall be filled in and submit the details. This process shall be repeated till all the schools in the PHC jurisdiction are completed.