## 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 <a href="www.drysrkv.ap.gov.in">www.drysrkv.ap.gov.in</a> website and login through the credentials of DMHO, After login the following page will be displayed As follows



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

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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

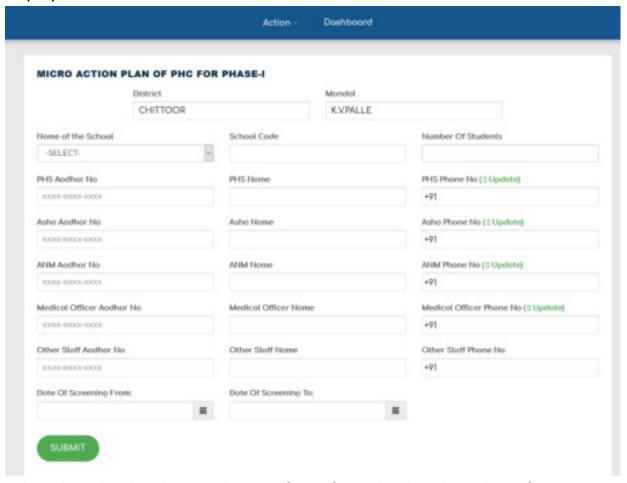
- 1. PHC action plan basically contains details of teams allotted to school for primary screening of children
- 2. After login to the website through PHC credentials , the following will be displayed,



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



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



- 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.
- 6. 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.
- 7. 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.
- 8. 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.