



PN. ACB-770
96114

Report 1

S
T
I
M
I
S
I
C
D
I
C
I

TRAINING CONCEPTS AND PLAN

Community Systems Foundation
1130 Hill Street
Ann Arbor, MI 48104
Phone 313-761-1357
Fax 313-761-1356

This report was produced with support from the United States Agency for International Development, Global Programs, Field Support and Research, Office of Health and Nutrition under the Food Security and Nutrition Monitoring Project (IMPACT), Contract No. DAN 5110-C -00-0014-00, Activity No. 246-108.

a



REPORT 1

MIS

ICDS

CONTENTS

- Concept Paper on Strengthening ICDS MIS
- ICDS PRS: A Plan for National Institutionalization
- Terms of Reference for National Working Group
- Terms of Reference for State Working Groups
- Executive Seminar Training Plan for ICDS MIS
- User's Workshop Training Plan for ICDS MIS
- Training Equipment for ICDS MIS



S
MIS
S
ICDS
I

**CONCEPT
PAPER
ON
STRENGTHENING
ICDS MIS**

December 1993

NATIONAL



ICDS Management Information System

A Concept Paper on Strengthening ICDS MIS

Integrated Child Development Services

December 1993

ABBREVIATIONS AND ACRONYMS

CTC	Central Technical Committee
CDPO	Child Development Project Officer
DWCD	Department of Women and Child Development
NIC	National Informatics Centre
NICNET	NIC Network
NIPCCD	National Institute for Public Cooperation and Child Development
ICDS	Integrated Child Development Services
IMIS	Integrated Management Information System
GOI	Government of India
MOHRD	Ministry of Human Resources Development, GOI
MMR	Monthly Medical Report
MPR	Monthly Progress Report

CONTENTS

I. BACKGROUND	1
A. Introduction	
B. National Plan to Monitor and Evaluate ICDS	
II. FEATURES OF A GOOD NUTRITION INFORMATION SYSTEM	4
A. Objectives	
B. Scope	
C. Strategy	
D. Five Critical Success Factors	
E. Features	
III. KEY ICDS MEASURES OF PERFORMANCE	7
A. Input, Process and Output	
B. Impact	
IV. GOALS AND CHALLENGES	8
A. Goals	
B. Universalisation and Sustainability	
C. Effectiveness and Efficiency	
D. Integration	
V. EXISTING SYSTEMS AND INSTITUTIONAL ROLES	9
VI. EXISTING AUTOMATION MODELS	10
A. Computerized Systems	
B. System Integration, Adaptation and Refinement	
VII. RECOMMENDED STEPS TOWARD STRENGTHENING ICDS MIS	10
A. Perception and Understanding	
B. Motivation for Action	
C. Technical Capabilities	
D. Resources for Nutrition MIS	
E. Resources for Action	

I. BACKGROUND

A. Introduction

1.01 Two important policy instruments of the National Nutrition Policy¹ which focus on long term institutional and structural changes are: (a) improved nutrition surveillance and (b) monitoring of nutrition intervention programmes. The strategy of the policy is to strengthen nutrition information systems to assist decision makers with the assessment of the impact of ongoing programmes and provide early warning for potential high-risk conditions.

1.02 Annexure I of the National Nutrition Policy describes eleven intervention programmes to combat malnutrition:

- ◆ Integrated Child Development Services
- ◆ Special Nutrition Programme
- ◆ Balwadi Nutrition Programme
- ◆ Wheat Based Supplementary Nutrition Programme
- ◆ Tamil Nadu Integrated Nutrition Programme
- ◆ Mid-Day Meal Programme
- ◆ Nutritional Anaemia Prophylaxis Programme
- ◆ Prophylaxis Programme Against Blindness Due to Vitamin A Deficiency
- ◆ Goitre Control Programme
- ◆ National Diarrhoeal Diseases Control Programme
- ◆ Functions of the Food & Nutrition Board

1.03 While each of these intervention programmes plays an important part in the implementation strategy of the nutrition policy, ICDS is the largest and most important. The scheme began with 33 pilot projects in 1975. By December 1992, it had expanded to 2765 sanctioned projects operating in more than 250,000 villages and poor urban areas

¹Department of Women & Child Development, Ministry of Human Resource Development, Government of India, New Delhi, 1993.

with a coverage of beneficiaries for supplementary nutrition of 69.40 lakhs of children below 3 years, 83.13 lakhs of children 3-6 years old, and 30.08 lakhs of pregnant and nursing mothers. In this decade, the Government of India plans to continue to expand the program to reach all needy young children in the country.

1.04 ICDS has an extensive network for gathering community-level information on program implementation. *Anganwadi* workers register services as they are provided and forward periodic summaries to their supervisors. This source of data is an important asset to ICDS planners and managers. The size and complexity of ICDS calls for an automation strategy to support the national plan to monitor and evaluate ICDS. This concept paper discusses ways to improve MIS for ICDS.

B. National Plan to Monitor and Evaluate ICDS

1.05 A major effort has been made by the Department of Women and Child Development (DWCD), Ministry of Human Resources Development, Government of India, to implement a monitoring system for ICDS. Under the national plan to monitor ICDS, *anganwadi* workers compile standardized monthly and half-yearly reports based on their register data. These reports are forwarded through supervisors to Child Development Project Officers (CDPOs) who are responsible for ICDS project management. The CDPOs consolidate the *anganwadi* reports into project reports and forward the reports to the state and central ICDS headquarters. In general, these reports quantify the status of key indicators pertaining to the major components of ICDS service delivery.

1.06 As ICDS has expanded rapidly, ICDS administrators have looked to an automation strategy to support the national plan for monitoring ICDS. The first stage of automation planning was made in 1985 when DWCD introduced the Integrated Management Information System (IMIS).² IMIS focused on ways to standardize ICDS monitoring reports to

²Manual on Integrated Management Information System for ICDS, Department of Women's Welfare, Ministry of Human Resource Development, Government of India, New Delhi, 1986.

gather data from projects in all states. Before IMIS was introduced, each state had its own format for reporting ICDS data. This made it difficult to summarize and evaluate ICDS performance at the national level. Once the IMIS uniform formats were introduced, it was possible to combine ICDS data into a national database. In addition to improving data collection, IMIS also suggested ways to use ICDS data to monitor operations. The system described ways to set action flags to monitor key performance indicators. The implementation of IMIS was the first successful step in streamlining the collection and reporting of *anganwadi* data.

1.07 Subsequently, DWCD worked with various related government departments to improve on the IMIS data set. After considerable research and discussion, DWCD amended the data collection forms by sharpening their focus on key indicators:

- ◆ services provided to under threes
- ◆ services provided to women in the community
- ◆ community participation in ICDS activities
- ◆ the integration of social welfare and health related activities
- ◆ the quality of preschool education activities.

In 1991, DWCD introduced an improved set of monitoring formats. These revised formats are now being used uniformly in all projects for data collection. This has been a major contribution by DWCD to the depth and scope of the ICDS monitoring plan.

1.08 In addition to improvements in the data set, DWCD has entrepreneured the computerization and decentralization of ICDS data collection. The department has taken steps to use NICNET, the Union government's national computer network, for data entry at the state, district, and eventually, block levels from where data will be transmitted electronically to the state and central levels.

1.09 As ICDS data are gradually becoming available in a uniform, timely fashion from all projects across the country, the focus of the ICDS monitoring plan needs to converge on the important issue of how to make the best use of the data to support operations management and policy making.

II. FEATURES OF A GOOD NUTRITION INFORMATION SYSTEM

A. Objectives

2.01 A good nutrition MIS has the following three objectives: (a) to improve targeting of service delivery, (b) to strengthen the capacity of planners to use existing resources for nutrition improvement and (c) to empower communities with increased access to resources for nutrition security.

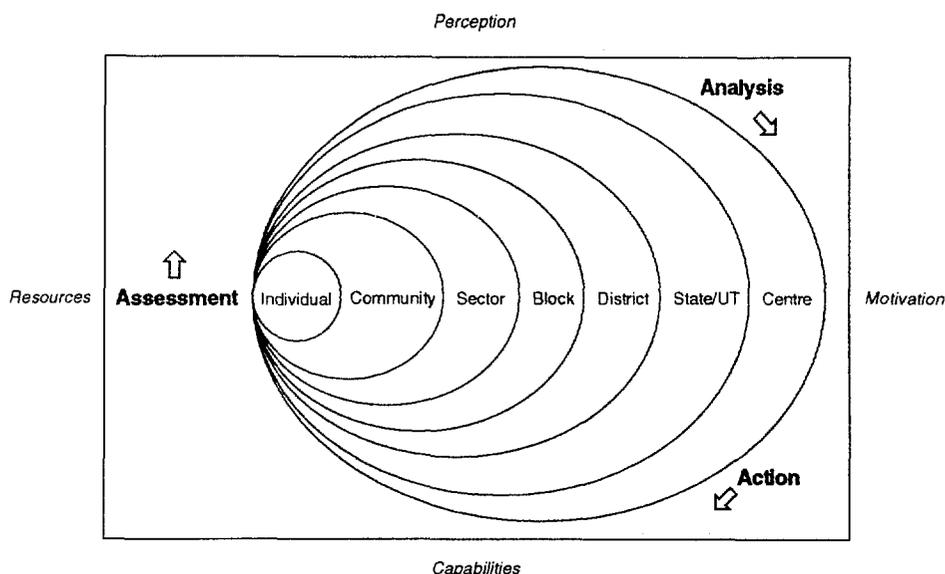
2.02 For ICDS, these objectives can be achieved through improved use of the data collected and reported regarding community-level nutrition activities.

B. Scope

2.03 The scope of a good nutrition MIS begins at the level of the individual and extends to all levels of decision making which effect the nutrition security of the individual.

2.04 For ICDS, the key levels are: community, sector, block, district, state and national. Various functionaries are involved at each level. At the community level, the *anganwadi* worker and community leaders, such as, *mahila mandal* leaders, are the key ICDS functionaries. At the sector level, the ICDS supervisor and community health workers are responsible for integrating ICDS and health care services. At the district and state levels, various health and social welfare officers are responsible for the administration of ICDS. At the national level,

the nodal agency for ICDS is DWCD which is responsible for the planning and coordination of all nutrition-related programmes.



C. Strategy

2.05 A good nutrition MIS strategy is based on the Assessment-Analysis-Action approach³ to problem solving. This cyclical approach to problem solving is based on the repeated assessment of a situation-specific nutrition problem, analysis of the causes of the problem, followed by action based on available resources and information, then re-assessment of the situation, refined analysis and better actions.

2.06 The Triple-A problem-solving strategy can be applied at all levels of ICDS decision making to improve the quality and impact of the services being provided. This strategy can integrate community-based nutrition decision making with higher levels of planning and administration. The framework for nutrition decision making can be strengthened at the district, state and national levels as the strategy

³A UNICEF Nutrition Information Strategy, Improving Decision-Making at Household, Community and National Levels, Draft 4, Nutrition Section, UNICEF, New York, July 1993.

provides a better understanding of the underlying causes of nutrition problems at the community level.

D. Five Critical Success Factors

2.07 The implementation of a good nutrition MIS is subject to five critical success factors among the users of the system:

- ◆ **Perception.** An understanding of the nature of nutrition problems and the causes of these problems.
- ◆ **Motivation.** Effective demand for nutrition-related information and motivation to act based on the information.
- ◆ **Technical Capabilities.** Ability to capture and analyze nutrition-relevant information.
- ◆ **Resources for the System.** Human, economic and organizational resources to establish and maintain a nutrition information system.
- ◆ **Resources for Action.** Human, economic and organizational resources to take action based on nutrition information.

E. Features

2.08 The design of a good nutrition MIS is based on user-specified demands for information where the volume, frequency and detail of the data collected are kept to a minimum.

2.09 A good nutrition MIS provides data quality control through data entry logic and range checks and data validation. The data entry process provides for rapid feedback on logical inconsistencies to the individuals responsible for data collection and data entry. The quality of surveillance data are analyzed and validated by periodic sample surveys.

2.10 A good nutrition MIS provides for flexible report generation based on user-specified needs. The user is able to query the data base for a given data set from a specified time period, at a specified level

of detail, sorted in a specified order and presented in a specified format, such as, a table, graph, feedback letter or map.

2.11 A good nutrition MIS provides for localized adaptation of the system to specific user needs while maintaining consistency within the core data base of the system. For ICDS, this means that state governments would have the flexibility to add state-specific indicators to the core set of national ICDS indicators while maintaining the consistency of the core data set.

2.12 A good nutrition MIS provides for an archive of data to facilitate research and evaluation of programme trends. As the nutrition MIS is enhanced over time, the consequences of adding, modifying and deleting indicators are considered while maintaining the comparability of historical data to the enhanced data sets.

III. KEY ICDS MEASURES OF PERFORMANCE

A. Input, Process and Output

3.01 The ICDS data set includes a broad set of input, process and output indicators which can be used to manage operations. These indicators include the number of beneficiaries and participants in various activities, the status of staff appointment and training and inventory of supplies and equipment.

B. Impact

3.02 ICDS impact indicators include the number of severely and moderately malnourished children in various age groups. With adequate data quality assurance measures, these impact indicators can provide a valuable data source for estimating the nutritional status of children in the country. It is important to consider the value of this

information for area-specific planning given the extensive penetration of ICDS across the country.

IV. GOALS AND CHALLENGES

A. Goals

4.01 DWCD's *National Plan of Action -- A Commitment to the Child*⁴ includes the following nutrition goals to be achieved between 1990 and 2000:

- ◆ reduction of severe and moderate malnutrition among under-fives by half
- ◆ reduction of low birth weight
- ◆ reduction/control of micro-nutrient deficiencies
- ◆ institutionalization of growth promotion
- ◆ improved infant feeding
- ◆ improved dissemination of knowledge and supporting services to increase food production to ensure household food security

4.02 By strengthening the ICDS MIS, the ICDS data base can provide a valuable data source to monitor these nutrition goals.

B. Universalisation and Sustainability

4.03 Under the Eighth Five-Year Plan, ICDS will be extended to all development blocks throughout the country. As the scheme expands, the operations management aspects of programme activities shall become more numerous and complex. The MIS can assist in streamlining the management of the large data sets and in providing useful information to the right people at the right times.

⁴Department of Women & Child Development, Ministry of Human Resource Development, Government of India, New Delhi, 1992.

C. Effectiveness and Efficiency

4.04 The MIS can assist in monitoring the effectiveness of ICDS interventions by providing feedback on various aspects of key impact indicators. The MIS can assist in monitoring the efficiency of ICDS management processes by providing data on the status of input, process and output indicators.

D. Integration

4.05 The MIS can augment the integration of ICDS with related development activities by providing the capacity to share relevant programme implementation indicators with other development initiatives, such as, empowerment of *mahila mandals* for community leadership in nutrition security, opportunities for community-based development through *panchayti raj*, involvement of adolescent girls in ICDS activities and other synergistic programmes.

V. EXISTING SYSTEMS AND INSTITUTIONAL ROLES

5.01 DWCD serves as the nodal central government agency for nutrition. The department plans and coordinates nutrition intervention programmes with other departments and government agencies. DWCD's ICDS Monitoring Cell and the ICDS Central Technical Committee (CTC) jointly monitor ICDS activities. CTC focuses on health-related ICDS indicators.

5.02 Each state and union territory has a state government agency for ICDS administration. These state administrations work with DWCD to implement and monitor ICDS activities.

5.03 The National Institute for Public Cooperation and Child Development (NIPCCD) has a division for Monitoring and Evaluation which conducts periodic surveys and evaluations of ICDS activities.

5.04 The National Informatics Centre (NIC) provides DWCD with technical support in the process of streamlining and decentralizing ICDS data entry using computer technology.

5.05 The National Institute of Nutrition (NIN) and other research institutions conduct periodic surveys and studies on ICDS activities which contribute to the understanding of ICDS programme implementation issues.

VI. EXISTING AUTOMATION MODELS

A. Computerized Systems

6.01 Various computerized systems have been developed and tested for ICDS data entry and reporting for both DWCD and CTC. The objectives of these systems have been to assist in managing the large quantities of data collected under ICDS and to report on key indicators. Headway has been made in testing a prototype system with built-in data quality checks and programme management feedback mechanisms.

B. System Integration, Adaptation and Refinement

6.02 There is a need for the MIS Coordinating Committee to review the salient features of these various computer systems and to adapt them into a fully-integrated software tool consistent with the functional requirements specified by the committee.

VII. RECOMMENDED STEPS TOWARD STRENGTHENING ICDS MIS

7.01 The following recommendations describe steps to enable ICDS to achieve and sustain the five critical success factors for an effective MIS.

A. Perception and Understanding

7.02 **ICDS Data Base.** All ICDS data -- nutrition, health and social welfare indicators -- should be integrated into a common data base. This archive of pooled nutrition data sets should be carefully maintained to facilitate trend analysis and macro-level planning. The structure of the data base should provide for comparability of ICDS data to related health and nutrition data bases. The ICDS data base should be provided as a public data resource to research institutions.

7.03 **Advocacy through Improved Data Presentation.** ICDS data should be readily accessible in user-specified formats to enhance nutrition advocacy through improved data presentation. The ICDS MIS report generator should provide a user-friendly interface to generate graphs, maps, feedback letters and tables. The data should be available in relevant disaggregated user-specified sub-sets, like geographic area, subpopulations (rural, urban, tribal) and other classifications.

7.04 **Information Dissemination.** The status of key ICDS indicators should be made available to a wider audience through enhanced information dissemination, including, monitoring and evaluation reports and periodic ICDS newsletters at various levels.

B. Motivation for Action

7.05 **Data Usage.** Timely feedback of ICDS data needs to be targeted to functionaries with keen sensitivity to their information needs. The devolution of data usage needs to be extended to the widest group possible, with special attention to the information required at the community level. An analysis needs to be carried out on the volume, frequency and format of existing and potential data usage at each level

of the system: community, sector, block, district, state and national. This analysis should examine how data are captured and recorded by the *anganwadi* worker and options to simplify what data are recorded at the community level.

7.06 **Targets, Incentives and Recognition.** Innovative methods to motivate functionaries need to be developed within the ICDS MIS. These methods should encourage timely data collection and usage with built-in control measures for accurate reporting and prompt action.

7.07 **Key Indicators.** The ICDS MIS should provide a method to convert the large ICDS data set to sub-sets of user-specified key indicators to simplify the data management process. Whereas the ICDS data set contains several hundred indicators, the MIS needs to assist managers to focus on critical indicators where action needs to be taken.

7.08 **Trigger Points.** The ICDS MIS should provide a method to specify trigger points for specified actions. The trigger points and their resulting actions should be user-specified to assist ICDS administrators in initiating corrective action based on the data reported.

C. Technical Capabilities

7.09 **Stabilization and Management of the MIS Design Process.** The process of the design and enhancement of the ICDS MIS should be controlled by the MIS Coordinating Committee. The committee should stabilize the design process by generating a detailed *Functional Requirements Document* to serve as the guide for all system specifications and enhancements. This document should describe each feature of the MIS and all related details about data usage.

7.10 **Decentralized Data Entry and Feedback.** The process of decentralization of data entry should be accelerated. The data entry process should be enhanced by decentralized feedback to appropriate levels.

7.11 **Data Quality Assurance.** The ICDS data entry process should be enhanced with logic and range consistency checks. Once entered, the data sets should be periodically cross-checked by validation surveys.

7.12 **Data Analysis and Research.** A research team should be given the responsibility for on-going analysis of ICDS data. The objectives of the research should be to reveal seasonal and long-term trends of key indicators, to study the underlying causes of major problems and to assist planners and administrators in taking corrective action.

D. Resources for Nutrition MIS

7.13 **ICDS Management and Data Usage Analysis.** Resources need to be provided to continue analysis of ICDS management routines and the information needs at all levels of the system.

7.14 **Software Development and Adaptation.** Resources need to be provided for software development and adaptation to meet the system design specifications developed and maintained by the MIS Coordinating Committee.

7.15 **Hardware Upgradation.** Resources need to be provided to upgrade and maintain the hardware required to support the system design specifications developed by the MIS Coordinating Committee.

7.16 **MIS Coordinators.** An MIS Coordinator is required within the ICDS administrative team of each state and union territory to manage the operation of the MIS. Each MIS Coordinator should be assisted by two MIS assistants/data entry operators.

7.17 **Courseware Development and Training.** Resources need to be provided for courseware development and MIS training for each level of the ICDS training system (AWTC, MLTC) and for senior level administrators, MIS coordinators, and data entry operators.

7.18 **Technical Support Network.** A technical support network needs to be created to assist state-level MIS coordinators in operation of the system. This network should consist of technical assistance by telephone and office visits on request by MIS coordinators. The technical support network should assist the MIS Coordinating Committee in the management of user requests for changes in the design of the system.

E. Resources for Action

7.19 **Resource Allocation.** The system should be used at the central, state and community levels to rationalize equitable resource allocation for ICDS activities. Analysis of resource requirements to achieve ICDS targets should be a continuous process. The system can provide ways to efficiently utilize ICDS resources.

7.20 **Advocacy for Resources.** Information from the system can play a critical advocacy role in revamping the perception and understanding of the impact of nutrition security on development programmes. Often the reallocation of resources can be as important as the generation of new resources where several development programmes converge, as is the case with ICDS. The system can help macro- and micro-level planners understand the opportunities for resource sharing with other development programmes, such as, the Public Distribution System, rural employment schemes and women's development programmes.



ICDS
MIS
ICDS
ICDS

**ICDS PRS:
A PLAN
FOR
NATIONAL
INSTITUTION-
ALIZATION**

ICDS PROGRESS REPORTING SYSTEM
A Plan for National Institutionalization

INDIA
Integrated Child Development Services Scheme

Prepared by

Kris S. Oswalt
Community Systems Foundation
1130 Hill Street
Ann Arbor, MI 48104-3399

CURRENCY EQUIVALENTS

Currency Unite = Indian Rupee (Rs)

US\$ 1.00 = Rs 28.50

Rs 1.00 = US\$ 0.035

WEIGHTS AND MEASURES

Metric System

FISCAL YEAR

April 1 - March 31

ABBREVIATIONS AND ACRONYMS

CARE	Cooperative for American Relief Everywhere
CDPO	Child Development Project Officer
NIC	National Informatics Centre
NICNET	NIC Network
NIPCCD	National Institute for Public Cooperation and Child Development
ICDS	Integrated Child Development Services
IMIS	Integrated Management Information System
GOI	Government of India
MOHRD	Ministry of Human Resources Development, GOI
MMR	Monthly Medical Report
MPR	Monthly Progress Report
PRS	ICDS Progress Reporting System
UNICEF	United Nations Children's Fund
USAID	United States Agency for International Development
WCD	Department of Women and Child Development, MOHRD, GOI

Table of Contents

- I. BACKGROUND
 - A. Introduction
 - B. National Plan to Monitor and Evaluate ICDS
 - C. ICDS Progress Reporting System
 - D. Other Related MIS Activities
 - E. USAID Role and Assistance Strategy

- II. THE PLAN
 - A. Objectives
 - B. Scope
 - C. Strategy
 - D. Description of Tasks
 - E. Description of Technical Assistance

- III. COSTS, FINANCING AND IMPLEMENTATION
 - A. Cost Estimates
 - B. Recurrent Cost Implications
 - C. Implementation Schedule

- IV. BENEFITS AND RISKS
 - A. Benefits
 - B. Risks

TABLES

- I. ICDS PRS regional groups
- II. Costs by component
- III. Implementation schedule

ANNEXES

1. Detailed costs by component
2. Detailed implementation schedules

I. BACKGROUND

A. Introduction

1.01 The Integrated Child Development Services (ICDS) scheme is the largest program of its kind in the world. The scheme began with 33 pilot projects in 1975. By March 1992, it had expanded to 2696 sanctioned projects operating in more than 250,000 villages and slums. ICDS now covers about half of the country's target population. In this decade, the Government of India hopes to continue to expand the program to reach all needy children in the country below the age of six.

1.02 ICDS has an extensive network for gathering village-level information on program implementation. Anganwadi workers register services as they are provided and forward monthly summaries to their supervisors. This source of data is an important asset to ICDS planners and managers.

1.03 The size and complexity of ICDS calls for an automation strategy to support the national plan to monitor and evaluate ICDS.

B. National Plan to Monitor and Evaluate ICDS

1.04 A major effort has been made by the Women and Child Development Department (WCD), Ministry of Human Resources Development, Government of India, to implement a monitoring system for ICDS. Under the national plan to monitor ICDS, anganwadi workers compile standardized monthly and half-yearly reports based on their register data. These reports are forwarded through supervisors to Child Development Project Officers (CDPOs) who are responsible for ICDS project management. The CDPOs consolidate the anganwadi reports into project reports and forward the reports to the state and central ICDS headquarters. In general, these reports quantify the status of key indicators pertaining to the major components of ICDS service delivery.

1.05 As ICDS has expanded rapidly, ICDS administrators have looked to an automation strategy to support the national plan for monitoring ICDS. The first stage of automation planning was made in

~~2~~

1985 when WCD introduced the Integrated Management Information System (IMIS). IMIS focused on ways to standardize ICDS monitoring reports to gather data from projects in all states. Before IMIS was introduced, each state had its own format for reporting ICDS data. This made it difficult to summarize and evaluate ICDS performance at the national level. Once the IMIS uniform formats were introduced, it was possible to combine ICDS data into a national database. In addition to improving data collection, IMIS also suggested ways to use ICDS data to monitor operations. The system described ways to set action flags to monitor key performance indicators. The implementation of IMIS was the first successful step in streamlining the collection and reporting of anganwadi data.

1.06 Subsequently, WCD worked with various related government departments to improve on the IMIS data set. After considerable research and discussion, WCD amended the data collection forms by sharpening their focus on key indicators:

- o services provided to under threes
- o services provided to women in the community
- o community participation in ICDS activities
- o the integration of social welfare and health related activities
- o the quality of preschool education activities.

In 1991, WCD introduced an improved set of monitoring formats. These revised formats are now being used uniformly in all projects for data collection. This has been a major contribution by WCD to the depth and scope of the ICDS monitoring plan.

1.07 In addition to improvements in the data set, WCD has entrepreneured the computerization and decentralization of ICDS data collection. The department has taken steps to use NICNET, the Union government's national computer network, for data entry at the state, district, and eventually, block levels from where data will be transmitted electronically to the state and central levels.

1.08 As ICDS data are gradually becoming available in a uniform, timely fashion from all projects across the country, the focus of the ICDS monitoring plan now begins to converge on the important issue of how to make the best use of the data to support operations management and policy making.

C. ICDS Progress Reporting System

1.09 Over the last seven years, USAID/India has collaborated with WCD to study the potential benefits of various innovations. One of these innovations has been an improved management information system to monitor ICDS activities and to evaluate their impact. Community Systems Foundation provided technical assistance to develop this system, called the ICDS Progress Reporting System (PRS). (See the enclosed user's guide for a description of the system.)

1.10 By the end of the project last year, ICDS PRS had been successfully tested in two project states, Maharashtra and Gujarat, and at the central level. The evaluation of ICDS PRS has shown that the system has significant potential to improve ICDS performance. ICDS administrators familiar with the system have readily seen this, and have indicated their interest in adapting the system in their states and union territories. At the end of the USAID-assisted project, technical assistance was provided to conduct orientation training in the use of ICDS PRS in an additional nine states and union territories: Kerala, Tamil Nadu, Pondicherry, Rajasthan, Delhi, Uttar Pradesh, Bihar, West Bengal, and Arunachal Pradesh.

1.11 This proposal recommends that ICDS take advantage of an opportunity to adopt and replicate this successful innovation in which the GOI and USAID have made a significant investment.

D. Other Related MIS Activities

1.12 NIPCCD. The National Institute for Public Cooperation and Child Development (NIPCCD) supports ICDS MIS activities in two areas: (a) training and (b) monitoring and evaluation. NIPCCD is responsible for curriculum development for all levels of ICDS MIS training. NIPCCD carries out the training of CDPOs and monitors the training of supervisors and anganwadi workers. NIPCCD also plays an important role in the monitoring and evaluation of ICDS activities. For example, NIPCCD conducted a study on the monitoring of social components of ICDS. The findings of this study led to the introduction of new social component indicators in the revised CDPO MPR format.

1.13 Monthly Medical Report. Each ICDS project submits two monthly reports: the CDPO Monthly Progress Report (MPR) and the Monthly Medical Report (MMR). Currently, these reports are generated and analyzed independently. Opportunities may exist to improve ICDS monitoring by comparing and combining MPR and MMR data.

1.14 National Informatics Centre. The National Informatics Centre (NIC) has the responsibility to provide support to ICDS in the development and maintenance of its automation plan for ICDS monitoring. NIC is in the process of making a significant contribution to the scheme by providing a network of computers for ICDS data entry. At present, this network called NICNET includes nodes at each state and district across the country. In the near future, NIC plans to offer nodes at each block. This network provides an important opportunity to build an effective communications bridge between ICDS functionaries in the field and administrators at headquarters.

1.15 Other Donor Activities. Several donor agencies are working with WCD to support ICDS activities: The World Bank, UNICEF, CARE, U.N. World Food Program; and the foreign aid agencies of Norway and Sweden. These agencies are involved in various aspects of the implementation of ICDS activities. ICDS PRS can be used to facilitate ICDS administrators in using data from the filed to report on donor-specific activities. For example, the ICDS PRS report generator can sort out user-specified data sets, such as only new tribal projects which are being funded by the World Bank project in Andhra Pradesh.

E. USAID Role and Assistance Strategy

1.16 The principal objective of this plan is to assist the Central and State Governments in the adoption and maintenance of a national ICDS monitoring strategy which improves the cost-effective and timely implementation of ICDS activities.

1.17 The technical assistance strategy is to build up capacity within ICDS to effectively gather and use village-generated ICDS data to monitor performance.

1.18 Project-District-State-Central. This plan aims to expand and stabilize ICDS PRS down to the project level based on the standardized monthly and half-yearly project data collection forms. This approach aims to accelerate and strengthen the efforts made thus far in the collection and use of ICDS data. This strategy is expected to bring about pivotal changes in the capability of ICDS administrators to use village-level data to monitor ICDS.

1.19 Anganwadi-Supervisor-Project-District. After ICDS PRS is institutionalized at the project level and above, it may be feasible to expand the strategy to improve ICDS monitoring below the project level to the anganwadi. The USAID appraisal of ICDS monitoring and evaluation recognizes the need to optimize the use of both ICDS functionaries and beneficiaries through steps toward improving anganwadi worker and supervisor work routines. Once ICDS PRS is stabilized at the project level and above, there are convincing technical grounds for adaptation of ICDS PRS to the anganwadi level in districts where work routines are being studied. Anganwadi monthly progress reports could be collected by supervisors and entered into the system at the block level on a NICNET node. The system could generate feedback to supervisors and anganwadi workers. The CDPO MPR could be automatically summarized and generated from the anganwadi reports. At this level, the system could provide a reliable and cost-effective means to gather and analyze ways to improve service coverage by changing current work routines.

II. THE PLAN

A. Objectives

2.01 Software Technical Support for ICDS PRS. A detailed plan is presented here to institutionalize ICDS PRS by building up the capacity within the government to run and maintain ICDS PRS. The first objective is to identify and train a core ICDS PRS software technical assistance group to be made responsible by WCD for the implementation and maintenance of the system at the central level, and in each state.

2.02. MIS Expansion. The second objective is to expand the system to all states and union territories through orientation training to senior ICDS officers and hands-on training to system users. (By the end of the USAID-assisted project, ICDS PRS had been introduced through orientation seminars in nine states and union territories in addition to the two pilot states, but the system was not made operational in these additional states before time and funding ran out.)

2.03. GIS Expansion. The third objective is to adapt the in-built geographic information system (GIS) analysis capabilities of ICDS PRS to each state through the digitization of state, district, and block level maps and the integration of these maps with ICDS data.

2.04. Adaptation of State-Specific Indicators. The fourth objective is to adapt the system to state-specific monitoring requirements, especially with respect to the key indicators of state-level programs which are not part of the national CDPO monthly progress report.

2.05. Coordination with Related MIS Activities. The fifth objective is to assist WCD to coordinate the efforts of related MIS activities of the Union government and other multilateral and bilateral organizations in the stabilization and institutionalization of ICDS PRS, i.e. MIS activities of the Ministry of Health and Family Welfare, National Informatics Centre, and National Institute for Public Cooperation and Child Development. Other donors, such as, The World Bank, UNICEF and CARE, are making

significant contributions to ICDS over the next decade and have shown an interest in the potential of ICDS PRS.

2.06. Improved Monitoring through Use of ICDS PRS Data. The sixth objective is to work with state-level ICDS administrators and managers to strengthen the monitoring of ICDS activities by data quality improvement and more effective data utilization. ICDS PRS provides access to key ICDS performance indicators in a wide variety of well-focused formats: tables, charts, maps, ordered lists, and exception reports. Technical assistance is required to assist ICDS functionaries in using the data for trend analysis and decision support.

2.07. Improved Evaluation through Use of ICDS PRS Data. The seventh objective is to work with state and national-level ICDS administrators and managers to strengthen the evaluation of ICDS activities by using ICDS PRS data for time series and cross-sectional analysis of ICDS trends.

B. Scope

2.08 The plan covers all states and union territories where ICDS projects have been sanctioned. In March 1992, ICDS comprised 2696 projects in more than 250,000 anganwadis. The plan provides for the expansion of the MIS as ICDS expands to new blocks.

2.09 The plan commences in December 1992 with start-up activities at WCD and begins state-level implementation on 1 January, 1993. The plan extends through 24 months of phased expansion and stabilization. By the end of two years, ICDS PRS will be fully expanded throughout all ICDS projects. At this stage, the ICDS institutional framework will have the means and skills to provide on-going technical support for the system.

C. Strategy

2.10 The overall strategy is based on an effort to adapt and replicate ICDS PRS to maximize the potential use of the system while taking advantage of the significant investment made in the development and testing of the system. The system was successfully

piloted in Maharashtra and Gujarat under the USAID-assisted ICDS project. This plan aims to institutionalize the system by providing technical assistance to expand the system and by creating the software technical support team required to maintain the system. The strategy also provides technical assistance to strengthen the use of ICDS PRS data for decision support.

2.11 The implementation strategy of the plan comprises five elements. First, a software development team will work with WCD to identify and train a core software support group for ICDS PRS which will have the principal responsibility for the implementation of the plan. Second, this software support group will join forces with the software development team to expand the system nationwide. Third, as ICDS PRS is introduced in each state, a local software support group will be identified and trained to provide on-site and telephone technical assistance. Fourth, management and research analysis training will be provided to explore ways to use ICDS data to improve ICDS performance. Fifth, regularly scheduled refresher and advanced training in the use of ICDS PRS will be offered as part of the ICDS training program for CDPOs, district programme officers, and headquarters administrators at both the state and central levels.

2.12 The strategy for expansion of ICDS PRS is based on a time-bound, comprehensive plan which aims to reach the most needy regions of ICDS first. As stated in the GOI's appraisals of the nutritional status in India, malnutrition of pre-school children is most severe in Andhra Pradesh, Bihar, Gujarat, Madhya Pradesh, Maharashtra, Karnataka, Orissa and Rajasthan. This plan for expansion of ICDS PRS reaches these states first.

2.13 The plan begins with the rapid transfer of the technology to support the system to a core software support group. Then, in the first 15 months of the plan, all states and union territories will receive orientation training and begin the initial stages of the implementation of the system. By the end of the next 6 months, all states will have had the opportunity to begin to use the system to improve the quality of ICDS data by rapid feedback to the field. And, by the end of 24 months, the system will be operational in all states and will become a reliable source of fundamental ICDS performance data.

2.14 The strategy is subject to a commitment by ICDS administration to develop and sustain adequate long-term institutional support for ICDS PRS. The plan calls for the appointment and training of adequate senior-level staff within WCD to take advantage of the potential use of the system.

D. Description of Tasks

2.15 ICDS PRS Institution Building at the Central Level. The first task in the implementation of the plan is to identify and train the technical support group for ICDS PRS within the central headquarters of ICDS at WCD. The steps to institution building include:

(a) Appointment of a National MIS Coordinator. The institutionalization of ICDS PRS requires the full-time support of a senior-level MIS coordinator. This ICDS administrator should be given the responsibility to operate and maintain the system on a national scale with the support of WCD's computer cell.

(b) Executive Seminar. An executive seminar will be conducted on ICDS PRS for the senior ICDS administrators from WCD. This seminar will include a live demonstration of the features of the system. This training activity will be carried out through the technical assistance of the software development team proposed in this plan.

(c) Users' Workshop. A users' workshop will be conducted on ICDS PRS for the ICDS staff at WCD assigned to operate and maintain the system. The workshop will be conducted by the software development team.

2.16 ICDS PRS Regional Groups. The expansion of ICDS PRS will be administered in regional groups to make the best use of technical support resources and to foster inter-state collaboration by ICDS functionaries in their use of the system. Table I illustrates possible regional working groups. These groups were formed based on geographic proximity and shared administrative objectives. For example, the four World Bank-assisted states comprise one group. Each group contains a major metropolitan area which can serve as the location for regional training activities and

as a likely source of reliable private sector software technical support.

2.17 Implementation Activities Phased by Group.

Implementation activities will be phased by group. The activities for each group will include: executive seminars, system enhancement with state-specific indicators, training of trainers, hardware installation, and users' workshops.

(a) Executive Seminars. The first activity in each group will be a series of executive seminars in each state/UT to introduce ICDS PRS to the senior ICDS administrators. During these live demonstrations of the system, the administrators will be requested to make suggestions for adaptations of the system to state-specific monitoring requirements.

(b) State-Specific Indicators. After the executive seminars, the software development team will work with the results of the seminars to enhance each state's version of ICDS PRS with the key indicators identified in the seminar. These changes will be made and documented while maintaining the uniformity of the national ICDS database.

(c) Training of Trainers. During and after the executive seminars, the software development team will work with the state ICDS officials to identify a private sector software firm to provide software support for ICDS PRS. Agreements shall be made with these firms to provide on-site and telephone technical support in the operation of the system. Each firm shall provide a minimum of three days of support per month. Two persons shall be identified by the firm to provide this technical support. These two persons shall have microcomputer database management skills and be available at an office near the ICDS state headquarters. Once the individuals of each of the firms are identified, training shall be provided by the software development team to these software support groups. One combined regional training session shall be organized per group of states.

(d) Hardware Installation. Microcomputer hardware is available in most state ICDS headquarters either through NIC or from other sources. This plan does not provide for additional hardware. However, in states where hardware is currently being provided from

other sources, installation must take place before users' workshops can begin.

(e) Users' Workshops. Users' workshops will be conducted to provide hands-on training to computer operators in all features of ICDS PRS data entry, file management and report generation. The training team will include technical assistance from the software development team and the two individuals assigned to ICDS PRS from the software support group who were trained in (c) above.

(f) Follow-Up Workshops. After a period of stabilization, each state will be revisited for follow-up workshops. Experience has shown that many important issues arise after the system has been installed and in use for a few months. Usually users do not have enough experience with the system during their first exposure to formulate suggestions for enhancements. A critical part of this implementation plan for ICDS PRS is the provision of adequate support for three follow-up users' workshops spaced at intervals of about three months.

2.18 ICDS PRS Data Utilization Training. Management training will be provided to investigate ways to strengthen ICDS monitoring and evaluation methodologies through the utilization of ICDS PRS data. These training activities will focus on options for procedures to (a) monitor ICDS field activities and (b) evaluate ICDS performance by using the data gathered and reported by ICDS PRS. Case studies will be examined to determine which management and evaluation strategies are most useful at different levels of ICDS administration. The validity and cost-effectiveness of these strategies shall be tested and compared to other options, such as data from sample surveys. Then, based on feedback from these tests, improved management approaches will be suggested for introduction into the work routines of ICDS functionaries. Two data utilization workshops will be conducted under each year of this plan for a total of four workshops.

E. Description of Technical Assistance

2.18 Technical assistance is required to institutionalize ICDS PRS. The team should consist of a team of MIS specialists

based in New Delhi which will be accountable for the successful installation and operation of the system in ICDS project areas. The team will work with WCD and the state ICDS management cells to coordinate the implementation of the MIS in support of the national monitoring and evaluation plan for ICDS.

2.19. Senior MIS Advisor. An MIS advisor is required to lead the technical assistance team with overall responsibility for the implementation of the system nationwide. The advisor will play the key role in planning training and installation, training of trainers, and identification and training of software support groups at each site. The MIS advisor will work with the technical assistance team to develop the training materials for executive seminars and user's workshops. The MIS advisor will lead the MIS technical assistance team in the design and implementation of software enhancements requested by ICDS administrators and users of the system.

2.20. Senior Nutrition/Management Advisors. These advisors are required to assist ICDS administrators in the use of ICDS PRS for monitoring and evaluation through training activities on data utilization. These advisors shall be skilled in evaluation techniques for nutrition programs with analytical strengths in management and statistics.

2.21. Senior Systems Analyst/Management Specialist. A systems analyst is required to carry out the software installation and training plan. The analyst will report to the MIS advisor. He/she will lead a team of systems analysts, programmers and trainers who will work together to train ICDS functionaries in how to use ICDS PRS. The analyst will have management and statistical analysis skills so as to be able to work with ICDS administrators and managers in the use of ICDS data for decision support. The analyst will play a key role in carrying out technical software enhancements and refinements based on any design modifications specified by the MIS advisor and agreed on by ICDS administrators. The senior analyst will supervise the two systems analysts/programmers in executing software modifications.

2.22. Systems Analysts/Programmers. Two systems analysts/programmers are required to assist the MIS advisor and senior systems analyst in the implementation of the system. These specialists will have the communication and training skills required

to provide hands-on training to users. The systems analysts/programmers will work with the senior systems analyst to execute software modifications.

2.23. Trainers. Two trainers are required to assist the MIS advisor and systems analysts in the implementation of the system. These specialists will have the communication and training skills required to provide hands-on training to users. The trainers will work with the senior systems analyst to implement ICDS PRS.

III. COSTS, FINANCING AND IMPLEMENTATION

A. Cost Estimates

3.01 Cost Summaries. The total cost of the plan is estimated at about US\$ 388,350 in the first year and \$237,633 in the second. No duties or taxes are anticipated and none have been included in the cost estimates.

3.02 A summary of costs of the proposed plan by component appears in Table II. Detailed costs by component, categories of expenditure and year appear in Annex 1.

Component	Year 1	Year 2
Technical Assistance	245,310	180,995
Training	123,840	36,509
Software Support Groups	19,200	20,160
Total	388,350	237,663

Costs by component.

B. Recurrent Cost Implications

3.03 The recurrent costs of the plan include (a) software support groups in each state; (b) salaries for the national MIS coordinator and related MIS staff in WCD; and (c) a minimum of one follow-up users' workshop per year for each state or regional group of states.

C. Implementation Schedule

3.04 The implementations schedule begins with one month of start-up activities at WCD beginning in December 1992. These activities are a series of training activities as summarized in Table III. The details of the implementation schedule for each group appear in Annex 2.

IV. BENEFITS AND RISKS

A. Benefits

4.01 The plan could have a notable impact on the effectiveness of ICDS monitoring and evaluation. Despite improvements in the types of ICDS data collected and reported, the use of these data for ICDS monitoring and evaluation is improving only gradually, thus thwarting the principal objective of the time spent by field functionaries in recording and reporting ICDS performance statistics. Through the use of ICDS PRS, several information technologies can become more widely available for ICDS management--data quality control; rapid feedback reporting; performance comparison by region and time period; and database queries based on project attributes, such as project age or user-specified category.

4.02 ICDS PRS could be used to improve the quality of data reported by automatically checking for logic and range consistency and requesting corrections through feedback letters to CDPOs. In most cases, CDPO's receive no feedback on the quality of data submitted in their reports. Therefore, reports are being sent routinely without special attention to the elimination of errors. District and state ICDS officers can use ICDS PRS to assist CDPOs in correcting errors made in the transcription and summarization of anganwadi data in the CDPO MPR.

4.03 ICDS PRS can provide ready access to key performance indicators in a variety of relevant formats. Often, ICDS administrators require specific subsets of data for monitoring or evaluation purposes: only tribal projects, only new projects, only projects with performance below a user-specified target level. ICDS PRS can readily provide access to these types of subsets of data. The system can also provide important trend analyses to study the movement of key indicators over time.

B. Risks

4.04 There are three main risks. The main risk to the plan is inadequate and unsustainable implementation capacity which may result in lower than desired use of the system. The objectives of

this plan can only be met on the condition that the Union and State Governments provide suitable institutional support to the system.

4.05 Another risk is inadequate institutional capacity to maintain the system with respect to user demands for system enhancements at the central and state levels. Without careful control of software changes ICDS PRS will not maintain its viability as a national, uniform MIS. For example, if changes are made at one user's site which alter the uniform nature of the database structure or coding, and these changes are not faithfully tested, documented and distributed to all users, system maintenance will fail and the system will gradually disintegrate.

4.06 A third risk is the difficulty involved in data verification in this type of village-level data. Despite efforts to improve data quality in ICDS PRS pilot areas which resulted in noticeable reductions in logic and range errors, it was found that the data reported sometimes do not accurately reflect field conditions. For example, in some anganwadis visited and studied, the feeding registers did not indicate any absenteeism month after month--a highly unlikely situation. This may signify a problem in how attendance is registered and reported rather than a data quality problem related to how figures are transcribed from the anganwadi registers to the CDPO MPR forms. For ICDS PRS to be useful, other MIS improvement strategies need to focus on ways to verify and validate field data.

4.07 The plan aims to build up the capacity within ICDS to reduce these risks through competent software technical support and through training in the use of ICDS PRS data by ICDS functionaries.



S
MIS
S
D
C
I

NATIONAL

**TERMS OF
REFERENCE
FOR
NATIONAL
WORKING
GROUP ON
ICDS MIS**

December 1993

National Working Group on ICDS MIS

A national ICDS MIS working group was established by December 1993 to strengthen the ICDS MIS. The first working group meeting was convened in February 1994 by the Director of Child Development, Department of Women and Child Development, Ministry of Human Resources Development, Government of India. Other members include: Chairman, Central Technical Committee on ICDS (AIIMS); Joint Director, Monitoring and Evaluation, National Institute for Public Cooperation and Child Development; Principal Systems Analyst, National Information Center Network (NICNET); and Child Development Programme Officer, UNICEF/India.

The primary objective of the national working group is to reorient and strengthen the development and expansion of ICDS MIS to yield reliable information on programme outcome indicators of programme effectiveness related to nutrition, health and early childhood development. This group aims to strengthen strategies for use of the data collected in the ICDS monthly progress reports for analysis and action at appropriate administrative levels of the programme. The group also aims to broaden the focus of analysis and action from the current analysis of inputs to include the analysis of relevant process, outcome and impact indicators.

The terms of reference of the working group are:

- a. To facilitate strengthening of the management information system in ICDS, at different levels, to improve both programme efficiency and effectiveness and to provide a mechanism for monitoring the State Plans of Action (SPACs) for women and children.
- b. To enhance the focus on monitoring goals for malnutrition reduction, with emphasis on young children (under three years of age), as embodied in the National Plan of Action for children, and the National Nutrition Policy, with particular emphasis on the establishment and maintenance of a national/ state/ district/ block data base of ICDS MIS data to facilitate trend analysis.
- c. To strengthen the capacity at different levels for improved programme planning, management and monitoring through the development of regularly scheduled regional management training programmes.
- d. To promote capacity building for the process of assessment, analysis and action for malnutrition reduction, spiraling up from communities to project, district, state and national levels.
- e. To facilitate networking of a core technical support group and trainers to enable adaptation of MIS to suit state specific monitoring requirements while maintaining the integrity of the national ICDS MIS data base.
- f. To share and integrate quantitative programme information being generated by different data sources to enable policy formations based on improved programme integration.
- g. To strengthen ICDS MIS with respect to the following areas:
 - monitoring programme inputs (food, supplies)
 - monitoring programme support (staffing, training)
 - monitoring institutional capacity for programme support (training centers)
 - monitoring programme outputs and physical/financial progress
 - monitoring programme impact (nutrition status)



ICDS MIS
ICDS MIS

**TERMS OF
REFERENCE
FOR
STATE
WORKING
GROUPS ON
ICDS MIS**

Action Schedule for Process of Development of State Work Plan to Strengthen ICDS MIS

Activity 1 Establish State Working Group on ICDS MIS

- Task 1 Brainstorming session with state ICDS officials to develop outline of POA
- Task 2 Planning meeting with partners (NIC, related programme officials)
- Task 3 Nominate membership; define terms of reference for the working group
- Task 4 Convene first meeting to initiate/monitor activities below

Activity 2 Adapt National Software Model to State Specific Functions

- Task 1 Analyze the national ICDS Functional Requirements Document
- Task 2 Develop state ICDS Functional Requirements Document
- Task 3 Adapt software to state specifications
- Task 4 Install supplemental hardware/software to meet state specifications

Activity 3 Improve Access and Quality of ICDS Data

- Task 1 Establish state-level ICDS data base (at least 5 years of data at project level)
- Task 2 Analyze and test methods to validate ICDS data
- Task 3 Upgrade CDPO training module on ICDS MIS
- Task 4 Check project level data for logical/range consistency
- Task 5 Feedback logical/range inconsistencies to CDPOs for correction

Activity 4 Strengthen Use of ICDS Data

- Task 1 Reduce data sets to key indicators related to MDGs
- Task 2 Analyze/test methods to present ICDS data to monitor specific goals
- Task 3 Provide management training seminars for senior ICDS officials
- Task 4 Provide hands-on workshops for ICDS MIS coordinators, data operators
- Task 5 Feedback ICDS data to appropriate levels on a regular basis

Activity 5 Technical Support Group

- Task 1 Establish a technical support group to provide training, software support
- Task 2 Provide training to these core trainers
- Task 3 Establish a cyclical training schedule
- Task 4 Establish a dial-up technical support service



ICDS MIS
ICDS MIS

**EXECUTIVE
SEMINAR
TRAINING
PLAN
FOR
ICDS MIS**



EXECUTIVE SEMINAR TRAINING PLAN MANAGEMENT INFORMATION SYSTEM in ICDS

TRAINING EQUIPMENT

1. Over Head Projector
2. Computer System attached with a Data-show

Hardware Requirements

- 386 or above
- 33 MHz or more
- Hard Disk with 80 MB Capacity
- 3.5 inch Floppy Disk Drive
- Color Monitor
- Standard QWERTY keyboard
- Mouse

Software Requirements

- Operating System (Windows 3.1 or Above)
- Word Processor (MS-Word for Windows or Word Perfect for Windows)
- DBMS (Foxpro 2.6)
- Statistical Package (SPSS)
- ICDS MIS Packages (*Progress Reporting System* for Windows)
- Geographic Information System (Atlas GIS or Map Info)

Sessionwise Details

Session 1 Status of ICDS MIS

Duration: 1 Hour

Session Objectives :

- Introduction
- Presentation of State Plan of Action
- Status of ICDS MIS in the State

Session 2 Options to Strengthen MIS

Duration: 1 Hour

Session Objectives :

- Role of ICDS in National Nutrition Strategy
- Goal Monitoring with Key Indicators from ICDS
- Options to Strengthen ICDS MIS

Session 3 Discussions on MIS Options

Duration: 1 Hour

Session Objectives :

- Key Indicators for Monitoring and Adaptation of MPR, HYPR to meet State Specific Requirements.
- Data Quality Improvement and Data Use.
- Programme Support Capacity and MIS Training Plan.
- Review of Options.

Session 4 Demonstration of Software Tools

Duration: 2 Hours

Session Objectives:

- ICDS Background
- Various Computerization Efforts
- Using *PRS for Windows* effectively
- Information Presentation
- Quality of Information
- Value of Information in Decision Making
- Data Validation and Verification
- Geographic Information System
- Statistical Package for Social Sciences (SPSS)
- Resources for the System

Session 5 Work Plan to Strengthen ICDS MIS

Duration: 1 Hour

Session Objectives:

- Motivation for Action
- State Level Hands on Training Plan
- Conclusions and wrap-up



ICDS MIS
ICDS MIS

**USER'S
WORKSHOP
TRAINING
PLAN
FOR
ICDS MIS**



USERS WORKSHOP TRAINING PLAN MANAGEMENT INFORMATION SYSTEM in ICDS

Course Prerequisites

Awareness level: Basic Knowledge of computers and ICDS programme
Years of Experience: Nil

Objectives of the Course

What a participant will achieve at the end of the Course:

At the end of the course the participant will be proficient with *PRS for Windows*.

Course Coverage:

This Course gives an in-depth coverage of Data entry and Report Generation through *PRS for Windows*. It starts with the fundamentals of computers and goes on to the functioning of MS-Windows.

Hardware Requirements

1. Computer system attached with a Data-show (one)

Processor	Intel/NEC 33 MHz and above
RAM	16 MB
Hard Disk	80 MB
Monitor	14" VGA (Color)
Keyboard	Standard QWERTY and a Mouse

2. Computer system (One for every Two Participants)

Processor	Intel/NEC 25 MHz and above
RAM	8 MB
Hard Disk	40 MB
Monitor	14" VGA
Keyboard	Standard QWERTY and a Mouse

3. One Color Printer Compatible with System No. 1

Software Requirements

1. Operating System - Windows 3.1 or Windows - 95
2. Word Processor - MS-Word or Word Perfect for Windows
3. DBMS - Foxpro 2.6
4. ICDS MIS Tools - PRS for Windows Ver. 4.0
5. GIS - Atlas GIS or Map Info
6. Statistical Packages - SPSS

Duration of the Course

No. Of Days: 5
No. Of Hours: 30

Teaching Aids

Over Head Projector
A PC attached with a Data-show
White Board

Sessionwise Breakup

Duration includes Theory and Practical Sessions

Topic	Duration of Topic
1. Overview of Computer System	2 Hrs.
2. Basic Windows Concepts	4 Hrs.
3. Main Windows Manager Programs	4 Hrs.
4. Using <i>PRS for Windows</i>	6 Hrs.
5. Report Generation through <i>PRS for Windows</i>	6 Hrs.
6. Advanced Features	4 Hrs.
7. Feed back and Help Facility	4 Hrs.

Sessionwise Details

Session no: 1

Session Topic: Overview of Computer System

Session Objectives:

- What is data, process and information ?
- Classes of Computer Systems
- Hardware and Software
- Peripheral Devices
- What is Operating System?
- Graphics User Interface (GUI)

Session no: 2

Session Topic: Basic Windows Concepts

Session Objectives:

- Why use Windows ?
- Running programs simultaneously
- Program Manager
- Communication among Windows Programs

- File Manager
- Starting and Leaving Windows
- Summary
- Practical Assignments

Session no: 3

Session Topic: Main Windows Manager Programs

Session Objectives:

- Program Manager
- File Manager
- Print Manager
- Control Panel
- Windows Accessory Programs
- Practical Assignments

Session no: 4

Session Topic: Using *PRS for Windows*

Session Objectives:

- Starting and Leaving *PRS for Windows*
- Understanding Basic Functions
- Data Entry (Addition of Records)
- Validations and Logical Check
- Modification and Viewing Records
- Printing Checklist
- Data Backup and Retrieval
- Summary
- Practical Assignments

Session no: 5

Session Topic: Report Generation through *PRS for Windows*

Session Objectives:

- Creating, Copying, Opening and Closing Reports
- Report Layout Window
- Report Writer Objects

- Toolbox
- Manipulating Objects
- Defining Objects
- Object Menu
- Report Menu
- Saving Reports
- Running Reports
- Report Formats
- Measures of Performance
- Defining Filters
- Sort Order
- Modifying
- Report Objects
- Summary
- Practical Assignments

Session no: 6

Session Topic: Advanced Features

Session Objectives:

- Using Graph Wizard
- Using Map Wizard
- Using Letter Mail Merge Wizard
- Object Linking and Embedding (OLE)
- Modifying General Preferences of the System
- Modifying Table Structures
- Indexing Tables
- Utilities

Session no: 7

Session Topic:

Session Objectives: Feed back and Help Facility

- Feed back
- On Line Help
- Using Users Guide
- Technical Support



ICDS MIS
ICDS MIS

**TRAINING
EQUIPMENT
FOR
ICDS MIS**



TRAINING EQUIPMENT

Over Head Projector

Standard OHP to display A4 size Transparencies

Hardware Requirements

1. IBM Compatible Desk-top/Lap-top Computer system attached with a Data-show (one)
 - Processor - Intel/NEC 33 Mhz and above
 - RAM - 16 MB
 - Hard Disk - 80 MB
 - Monitor - 14" VGA (Color)
 - Keyboard - Standard QWERTY and a Mouse

2. IBM Compatible Desk-top Computer system (One for every Two Participants)
 - Processor - Intel/NEC 25 Mhz and above
 - RAM - 8 MB
 - Hard Disk - 40 MB
 - Monitor - 14" VGA
 - Keyboard - Standard QWERTY and a Mouse

3. One Color Printer Compatible with System No. 1

Software Requirements

1. Operating System - Windows 3.1 or Windows - 95
2. Word Processor - MS-Word for Windows or Word Perfect for windows
3. DBMS - Foxpro 2.6
4. ICDS MIS Tools - PRS for Windows Ver. 4.0
5. GIS - Atlas GIS or Map Info
6. Statistical Packages - SPSS

White Board