

OPERATING PROCEDURES MANUAL :

MONTHLY REPORT SYSTEM

for the

NEPAL

FAMILY PLANNING AND MATERNAL CHILD HEALTH PROJECT

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U.S. Agency for International Development

Contract # 367-0135-C-00-2013-00

Kathmandu, Nepal

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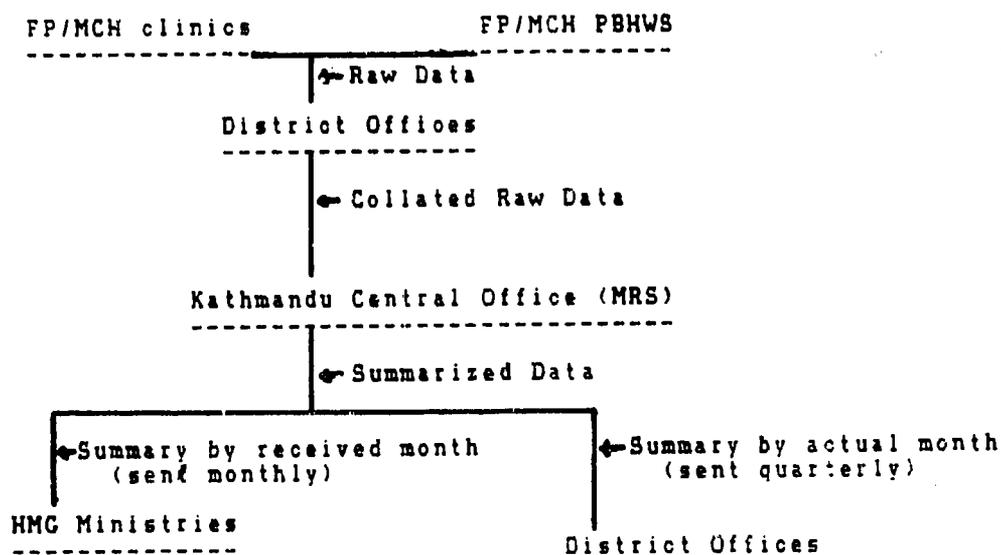
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MONTHLY REPORT SYSTEM (MRS)

Introduction

The Monthly Report System (MRS) has been written to support the summarization of monthly service statistic data. It forms the heart of a system of data collection and summarization that extends from the Family Planning clinics of Nepal, to the District Offices, to the Central Office in Kathmandu, and then back to the District Offices. Figure 1 shows a chart of the data flow.

Figure 1 - Flow of monthly service statistic data



Each link in this data flow has certain responsibilities to keep the entire process flowing.

Responsibilities

FP/MCH clinics and PBHWS are responsible for accurately recording the services they give each month and for getting this data to their supervising district office as soon as possible. If either of these responsibilities are ignored, the entire system will suffer. It is very important that this foundation data be correct and timely.

DISTRICT OFFICES are responsible for accurately transferring the clinic level data they receive onto the district form which is sent to Kathmandu. They are also responsible for following up on any clinic or PBHW which has not sent in a report. Towards this goal, each district office should keep a clinic report chart listing every clinic and PBHW that they supervise, followed by space for each month of the current fiscal year. As each report is received, they will need to check it off on the chart. It is then easy to see which clinic's or PBHW's reports are missing and a follow-up can be started. A fictitious chart is shown in Figure 2. It is clear from the chart that Budhanilkantha still needs to send in its report for Bhadra. Once it is received, an "X" will be written on the chart.

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Figure 2 - Fictitious clinic report chart

CLINIC OR PBHW	2039					2040						
	Shr	Bha	Asn	Kar	Man	Pau	Mag	Fal	Cha	Bev	Jes	Asd
Balaju	X	X										
Bir Hospital	X	X										
Budhanilkantha	X											
Chhetrapati	X	X										
Gokarna	X	X										

.....

While it is important that each district office follow up on missing reports, it is also important that the report to Kathmandu arrive on time. Therefore, the monthly report to Kathmandu should be sent no later than a certain date each month even if all the clinic's reports are not yet received. For instance, if a certain district office sends its reports on the 10th day of each month, then that district office should always send its reports by the 10th day of the month. Any reports received by the 9th day of the month will be included in the report. Any reports not received will be included in the following month's report.

One important note: if a clinic or PBHW has sent reports for two or more months to the district office in one month, they must not combine the reports into one report. They must report each set of data for each month on a separate line of the district office monthly form.

KATHMANDU CENTRAL OFFICE is responsible for entering all of the data received from the district offices into the MRS system. The procedures for entering, verifying, and summarizing this data are presented in detail later in this manual. The Central Office is also responsible for preparing summary reports.

Due to the 1-4 month lag time between the actual time the services are rendered and the time that the report is received in Kathmandu, two different reporting summaries are produced. One, the summary by actual month, will not be complete until 4 months after the actual date the services were rendered due to the long lag time. This summary report will be sent back to the districts quarterly. It is just as important for this report to be sent regularly to the district offices as it is for the district offices to regularly send in their reports to the Central Office. A time schedule might look like:

Report for Quarter	Date Completed and Sent By
1st Qtr 39/40 (Shr, Bha, Asn 2039)	15 Magh 2039
2nd Qtr 39/40 (Kar, Man, Pau 2039)	15 Baishakh 2039
3rd Qtr 39/40 (Mag, Fal, Cha 2039)	15 Shrawan 2040
4th Qtr 39/40 (Bai, Jes, Asd 2040) (and final FY 39/40)	15 Kartik 2040

The other report, the summary by month received, summarizes all the reports received by the Central Office in Kathmandu in one month. All reports received in one month, are summarized for this report which is sent to the concerned HMG ministries monthly. This report is already sent in a timely manner.

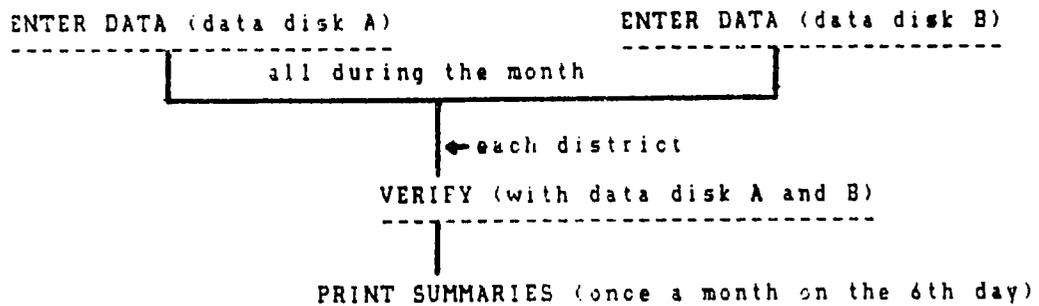
MRS CONTROL

The MRS CONTROL diskette is used for data entry, verification, and summarization. There are two versions, MRS CONTROL STANDARD which is used only for data entry on the Apple system without a Corvus, and MRS CONTROL CORVUS which is used for data entry, verification, and summarization on the Apple system which is connected to the Corvus.

MRS CONTROL is always used in Drive 1 with MRS DICTIONARY in Drive 2. Either boot the disk or else type "RUNC" to start the main menu. From then on you will be prompted for what to do.

The procedure to follow each month is diagrammed in Figure 3.

Figure 3 - Monthly Procedure



There is a set of data disks (A and B) for each district. Two persons are assigned to each district, one is responsible for Data A and the other person for Data B. One of these two persons is also responsible for the verification.

When the monthly data has been entered into both Data A and Data B, the person responsible for verification should take the two disks to the Corvus Apple system and run the verification program. Any errors detected must be corrected during the verification process. It is important that the person doing the verification be very careful to make the proper corrections. If there is any question, talk with the other person responsible for the district. If there is still disagreement, ask the supervisor to decide the value that should be entered. All districts should be verified by the 5th day of the month so that the national summary can be printed by the 6th day of the month.

Four summaries are currently available. They are:

- 1) FP SERVICES BY MONTH RECEIVED
- 2) FP SERVICES BY ACTUAL MONTH
- 3) MCH SERVICES BY MONTH RECEIVED
- 4) MCH SERVICES BY ACTUAL MONTH

MRS EXECUTIVE

MRS EXECUTIVE allows the supervisor to add new items into the services available, add new clinic types into the MRS DICTIONARY, add new operator names, as well as change the spellings of the services, the districts, the clinic types, and many other names. These options are listed below.

- 1) EDIT CLINIC TYPES
- 2) EDIT MOVEMENT KEYS
- 3) EDIT MONTH NAMES
- 4) EDIT OPERATOR NAMES
- 5) EDIT REPORTING STATUS CODES
- 6) EDIT SERVICES
- 7) EDIT REGIONS
- 8) EDIT DISTRICTS
- 9) EDIT INPUT CONTROLS
- 10) EDIT DISTRICT INFO

Whenever any changes are made, the MRS DICTIONARY that these changes were made on should be copied (using COPYA) to the other MRS DICTIONARY diskettes. The supervisor is also responsible for backing up the Corvus on a weekly basis.

A full description of the format and content of all the data files is provided in Appendix A. Listings are kept on file at FP/MCH. Any questions about this program should be addressed to Royce Jones at the HFP Office of USAID/Nepal.

APPENDIX A

DATA FILE: MOVEMENT KEYS

DISKETTE MRS DICTIONARY

TYPE Sequential

CONTENTS 12 items (2X6)

COMMENTS This file contains the ASCII codes that are used for cursor movement. It is read by subroutine 500.

ITEMS 0 UP CODE 1 1 UP CODE 2
2 DOWN CODE 1 3 DOWN CODE 2
4 LEFT CODE 1 5 LEFT CODE 2
6 RIGHT CODE 1 7 RIGHT CODE 2
8 CHOOSE CODE 1 9 CHOOSE CODE 2
10 FINISHED CODE 1 11 FINISHED CODE 2

DATA FILE: MONTH NAMES

DISKETTE MRS DICTIONARY

TYPE Sequential

CONTENTS: 36 items (3X12)

COMMENTS: This file contains the names of the Nepalese months (max 8 letters), an abbreviation for each month (max 3 letters), and the western equivalent of each month (max 7 letters). It is read by subroutine 530.

ITEMS: 0 BAISHAKH 1 EAI 2 APR/MAY
3 JESTHA 4 JES 5 MAY/JUN

33 CHAITRA 34 CHA 35 MAR/APR

DATA FILE: OPERATOR NAMES

DISKETTE MRS DICTIONARY

TYPE Sequential

CONTENTS: 24 items (2X12)

COMMENTS: This file contains the names of the operators (max 20 letters) and an abbreviation for each operator's name (max 3 letters). It is read by subroutine 560.

ITEMS: 0 Operator #1 1 Abbreviation
2 Operator #2 3 Abbreviation

22 Operator #12 23 Abbreviation

DATA FILE: REPORTING STATUS CODES

DISKETTE: MRS DICTIONARY

TYPE: Sequential

CONTENTS: 16 items (2X8)

COMMENTS: This file contains the reporting status codes (max 20 letters). It is read by subroutine 590.

ITEMS	0	Reporting Status Code #0	1	Abbreviation
	2	Reporting Status Code #1	3	Abbreviation
	14	Reporting Status Code #7	15	Abbreviation

DATA FILE: CLINIC TYPES

DISKETTE: MRS DICTIONARY

TYPE: Sequential

CONTENTS: 16 items

COMMENTS: This file contains the names of the different clinic types (max 15 letters). It is read by subroutine 620.

ITEMS	0	Clinic type #0
	1	Clinic type #1
	15	Clinic type #15

DATA FILE: SERVICES

DISKETTE: MRS DICTIONARY

TYPE: Sequential

CONTENTS: 52 items (2X26)

COMMENTS: This file contains the names of the services rendered (max 25 letters) and an abbreviation for each service (max 8 letters). It is read by subroutine 650.

ITEMS	0	Service #0	1	Abbreviation
	2	Service #1	3	Abbreviation
	50	Service #25	51	Abbreviation

DATA FILE: REGIONS

DISKETTE: MRS DICTIONARY

TYPE: Sequential

CONTENTS: 46 items (2X23)

COMMENTS: This file contains the names of the regions of Nepal (max 25 letters) and an abbreviation for each name (max 8 letters) it is read by subroutine 680.

ITEMS:	0	Zone	#0	1	Abbreviation
	2	Zone	#1	3	Abbreviation
	24	Zone	#13	27	Abbreviation
	28	Dev Reg.	#0	29	Abbreviation
	36	Dev Reg.	#4	37	Abbreviation
	38	Terasi		39	Abbreviation
	40	Hille		41	Abbreviation
	42	Mountains		43	Abbreviation
	44	Nepal		45	Abbreviation

DATA FILE: DISTRICTS

DISKETTE: MRS DICTIONARY

TYPE: Sequential

CONTENTS: 150 items (2X75)

COMMENTS: This file contains the names of the 75 districts of Nepal (max 15 letters) and an abbreviation for each name (max 6 letters) It is read by subroutine 710.

ITEMS:	0	District	#0	1	Abbreviation
	2	District	#1	3	Abbreviation

148	District #75	149	Abbreviation
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DATA FILE: INPUT CONTROLS

DISKETTE: MRS DICTIONARY

TYPE: Random Access. length 27

CONTENTS: 16 records, one for each input control string

COMMENTS: This file contains the input control strings. There is one string for each clinic type. Each control string consists of 26 zeros or ones indicating which of the 26 services is offered by that clinic. It is read by subroutine 740.

DATA FILE: DATE

DISKETTE: MRS DICTIONARY

TYPE: Sequential

CONTENTS 2 items

COMMENTS: This file contains two items. The first is a string representing the base year (2038). The second item is a five digit number representing the current date in the form YMMDD. It is read by subroutine 710.

DATA FILE: DISTRICT INFO

DISKETTE MRS DICTIONARY

TYPE. Random access, length 98

CONTENTS 75 records, one for each district

COMMENTS: This file contains the summary information of district characteristics. Each record contains a total of 24 items.

Item #	Name	Max # of Bytes Including Return
0	Number of data disks	2
1	Zone number	3
2	D R number	3
3	Geog. reg. number	3
4	1981 population	7
5	Number of panchayats	4
6	Number of clinics of type #0	4
21	Number of clinics of type #15	4
22	Date of last name change	6
23	Date of last data change	6

DATA FILE: REGION INFO

DISKETTE: MRS DICTIONARY

TYPE. Random access, length 98

CONTENTS 23 records, one for each region

COMMENTS: This file contains the summary information of region characteristics. Each record contains a total of 18 items.

Item #	Name	Max # Bytes Including Return
0	1981 Population	9
1	Number of panchayats	5
2	Number of clinics of type #0	5
17	Number of clinics of type #15	5

DATA FILE: Clinic Names (one file for each district)

DISKETTE Corvus volumes 51-55 (15 districts per volume)

TYPE Sequential

CONTENTS One string for each clinic in district

COMMENTS These files contain the clinic names in each district. The first item in each file is the number of names in that file. Each clinic name string is coded as TrameYYYYMMSSS**D where:

T = clinic type (A-P)
name = clinic name
YYYY = year established
MM = month established
SSS = number of staff
** = unused
D = data disk number of clinics data

Districts 0-14 are on volume 51, districts 15-29 are on volume 52, and so on

DATA FILE: Clinic Data (one file for each clinic)

DISKETTE District Data Disk

TYPE Binary (saved by subroutine 100)

CONTENTS 637 integer items

COMMENTS Each file contains the data for one clinic. Items 0 through 623 store numbers for each of the possible 26 services rendered during each of the possible 24 months that the system is active. Item 624 is used to store the last two operators to change the clinic's data. The other items are currently unused.

DATA FILE: Regional Summaries (16 files for each region or district, one file for each clinic type)

DISKETTE: Corvus volumes 2-50 (2 regions or districts per volume)

TYPE: Binary (saved by subroutine 100)

CONTENTS: 648 floating point items

COMMENTS: Each file contains the summary data for one clinic type of one district or region. Items 0-647 store the numbers for each service (items 1-25) and the number of clinics reported (item 0). The 26th item for each month is not currently being used. Twenty-six (26) items are stored for each of the 24 months. Districts 0 and 1 are on volume 2, districts 2 and 3 are on volume 3, and so on. District 74 and region 0 are on volume 39, regions 1 and 2 are on volume 40, and so on. This data is written during summarization.

DATA FILE: Clinic Register (one file for each district)

DISKETTE: Corvus volumes 56-59 (20 districts per volume)

TYPE: Random access, length 25

CONTENTS: One string for each clinic in the district

COMMENTS: Each file contains the register strings for each clinic.
A register string consists of 24 reporting codes, one for
each month. This data is written during summarization.