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Ministry of Health, Nutrition & Indigenous Medicine

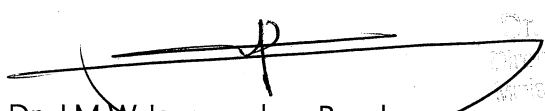
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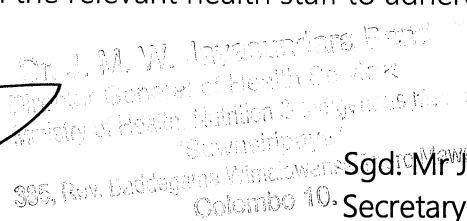
All Provincial Directors of Health Services,
All Regional Directors of Health Services,
Director/National Institute of Health Services,
All Medical Officers/ Maternal and Child Health,
Chief Medical Officers of Health/ Municipal Council- Colombo, Kandy, Galle
All Medical Officers of Health,
All Heads of Institution,

Guidelines for the end users of electronic Reproductive Health Information System (eRHMIS)

Please find the attached circular issued in order to emphasize roles and responsibilities of relevant health staff categories in Implementing the electronic Reproductive Health Information system.

Kindly bring this to the notice of all the relevant health staff to adhere to the Guidelines.


Dr. J.M.W. Jayasundara Bandara
Director General of Health Services


Sgd: Mr Janaka Sugathadasa
Secretary - Health

- CC : Deputy Director General – Public Health Services 11
Deputy Director General _ Public Health Services 1
Deputy Director General -Medical Services 1
Deputy Director General – Medical services 11
Director – Maternal and Child Health
Director – Primary Health Care
Director – Environment and Occupational Health
Chief Epidemiologist
Director – Administration 111
Commisioner of Municipal Council – Colombo, Kandy , Galle

Gen. Circular Letter NO. 02-199/2017

My No: FHB/EU/Cir/2017
Director General of Health Services
Ministry of Health
Suwasiripaya
Colombo 10
2017-10-19

Provincial Directors of Health Services,
Regional Directors of Health Services,
Director National Institute of Health Sciences
Chief Medical Officer of Health/ Municipal Council Colombo, Kandy, Galle
All Heads of Medical Institutions
All Medical Officers Maternal and Child Health
All Medical Officers of Health

**Implementation of electronic Reproductive Health Information System
(eRHMIS)**

Family Health Bureau (FHB) of the Ministry of Health was established in 1968 and functions as the national focal point for the reproductive, maternal, newborn, child, adolescents, youth health programme (RMNCAHY) in Sri Lanka.

The Reproductive Health Management Information System (RHMIS) was initiated in 1986 by Family Health Bureau, Ministry of Health for monitoring, evaluating and planning of maternal and child healthcare services in Sri Lanka. Some of the core indicators to monitor Sustainable Development Goals (SDGs) and certain other indicators that are used by the Ministry of Health are based on this information system.

This system is well established as a totally paper-based system throughout the country receiving RMNCAHY programme data from all Medical Officers of Health areas. To further improve the quality of this system, Family Health Bureau, Ministry of Health has is developing a web based electronic information management system (eRHMIS) to replace the paper based system. The eRHMIS will be implemented in all districts in a phase manner.

Phase 1: Digitalization of the Monthly Statement of Public Health Midwife (H524) and Quarterly MCH Clinic Return (H527) at MOH level

Phase 2: Incorporation of school health information and family planning new acceptor information

Phase 3: Capturing data from the field level service providers using mobile devices and shifting from aggregated to individual data and integration to a national data system

This circular is issued in order to emphasize roles and responsibilities of relevant health staff categories in implementing the eRHMIS. Adherence to the instructions given in this circular is expected to improve the quality of RMNCAHY data and monitoring of RMNCAHY services at all levels including MOH, district, Provincial and Central ministerial level.

User responsibilities

Users in the phase 1 of eRHMIS include; all MOOH/AMOOH/PHNSS/SPHMM/DO/DA/SSO/PPA/PPOs at MOH level, PDHSs/RDHSs/Provincial and District CCPs/MOOMCH/RSPHNOs/ DO/DA/SSO/PPA/PPOs attached to the MCH units at provincial and regional level.

1. User account in eRHMIS is issued by FHB to the position/designation of the officer concerned, not for the person.
2. All users are responsible to maintain their user accounts securely and confidentially.
3. User is responsible for any system misuse performed using his/her account. Password should be kept securely by user.
4. Under no circumstances a user should divulge his/her password to a third party.
5. All users are requested to 'log in' to the system using the user account created for his/her designation. Using someone else's user account is illegal.
6. When a person is leaving his/her position/designation, user account has to be transferred to the successor.
7. The person who is newly accepting a user account should change profile details and password immediately.
8. If a person leaves position/designation, he/she should not log into the system using his/her previous user accounts.

Specific roles and responsibilities of each public health staff category:

Divisional level:

1. Medical Officer of Health:

All Medical Officers of Health (MOH) and Additional Medical Officers of Health:

1. Shall ensure that all statements and returns are received by 5th of the following month
2. Shall ensure that all statements and returns are entered to the web based system by 15th of the following month (Entries should be done by either the PHNS or SPHM or DO/PPA)
3. Shall ensure that all statements and returns are validated before completing the entries Shall ensure that all returns are entered in a timely manner before granting approval
4. Shall ensure that all H524 and H527 are completely entered by and approved by logging in through his/her user account by 20th of the month.
5. Shall ensure that all monthly returns (H 524) are entered by PHM level and clinic returns (H 527) entered, completed and approved by the MOH by 20th of the following month.
6. Shall monitor indicators at MOH/PHM level and the performance of all subordinate staff regularly and conduct performance reviews on a monthly, quarterly and annual basis with the participation and assistance of the supervisory staff.

7. Make sure that system generated Maternal and Child Health Return (H509) is maintained in a file in the MOH office.
8. Shall be responsible for displaying system generated maps, charts, graphs in relevant places as per instructions given in previous circulars (e.g. Divisional circular Pub. 100, Maps and charts at health offices)

2. Public Health Nursing Sister (PHNS):

All Public Health Nursing Sisters

1. Shall ensure that all statements and returns are received by 5th of the following month
2. Shall be responsible to maintain quality timeliness, accuracy and completeness of data
3. Shall ensure that all statements and returns are entered to the web based system by 15th of the following month.
4. Shall assist MOH/AMOH to approve data set by checking completeness, report rate summary and provide feedback
5. Shall make sure that frequent supervisions are done to improve data quality by checking all available returns, records and registers
6. Shall assist MOH/AMOH to monitor indicators at MOH/PHM level and the performance of all subordinate staff regularly and conduct performance reviews based on eRHMS data
7. Assist MOH/AMOH to update and maintain maps, chart and graphs in the MOH office

3. Supervising Public Health Midwife (SPHM):

All SPHMs

1. Shall ensure that all statements and returns are received by 5th of following month
2. Shall be responsible to maintain quality timeliness, accuracy and completeness of data
3. Shall ensure that all statements and returns are entered to the web based system by 15th of the following month.
4. Shall assist MOH/AMOH to approve data set by checking completeness, report rate summary and providing feedbacks
5. Shall make sure that frequent supervisions are done to improve data quality by checking all available returns, records and registers
6. Shall assist MOH/AMOH to monitor indicators at MOH/PHM level and the performance of all subordinate staff regularly and conduct performance reviews based on eRHMS data
7. Shall assist MOH/AMOH to maintain maps, chart and graphs in the MOH office

**4. Development Officer/ Development Assistant/ Programme Planning Officer/
Programme Planning Assistant**

All DA/DO/PPA/PPOs attach to MCH Units

1. Shall ensure to maintain a comprehensive updated RMNCAYH data base at the MOH office at all times
2. Shall enter data to the system with the assistance of PHNS, SPHM
3. Shall assist MOH/AMO to maintain maps, chart and graphs in the MOH office

Regional level:

Regional Director of Health Services

RDHSs shall

1. Ensure that all MOOH/AMOOH have completed their entries by 20th of the following month
2. RDHS should grant approval by 25th of the month
3. Ensure the quality of data through supervisions, frequent reviews and feedback
4. Ensure that all MOOH are having adequate facilities for the smooth functioning of the system
5. Make sure that monthly/quarterly MCH reviews are carried out regularly by using eRHMS data

Consultant Community Physician (CCP) /Medical Officer Maternal and Child Health (MOMCH)

1. Coordinate with MOH/AMOH and other administrative authorities to provide necessary facilities to function the eRHMS system.
2. Periodically coordinate with Family Health Bureau for system updates
3. Frequent monitoring and supervision to improve the data quality
4. Make sure all district data are approved by 25th of the month
5. Should be responsible for the display of system generated maps, charts and graphs in relevant offices
6. Ensure utilization of data for planning and supervision processes.
7. Provide technical assistance and guidance whenever necessary
8. Ensure all MOH staff is trained on the eRHMS system
9. Coordinate with FHB to arrange capacity building
10. Carry out local surveys/audits/research using eRHMS data

Regional Supervising Public Health Nursing Officer


All RSPHNOs should

1. Assist the CCP/MOMCH to ensure that all entries are carried out and approval of database is done on time
2. Assisting district MCH team to ensure the quality of data
3. Assist maintaining system generated 509 in the respective MOH areas at RDHS level

Roles and responsibilities of Family Health Bureau (FHB)

1. eRHMS system software, data and related information are intellectual properties of Family Health Bureau (FHB), Ministry of Health. No one should reproduce the system, use data for publication or any other form of presentation without written consent of Director, Maternal and Child Health (MCH).
2. FHB monitors and keep records of all user activities through the system. Any misbehaviour or intention to harm the system is strictly prohibited. If such activities are detected, FHB has the right to deactivate the account and take necessary action.
3. Approval for the re-demarcation, addition or deletion of MOH areas to the system will be granted only with the approval of Director General of Health services. PHM areas, PHI areas, and clinic re demarcation, system updates to be requested in writing through the PDHS.
4. FHB will provide six user accounts for a MOH and five for a district MCH team. Additional user 'log in' will be provided only by written request made to the Director MCH through RDHS/PDHS.
5. Training will be provided by FHB on request made by the relevant health staff

Family Planning Consolidated Return (H 1159), Monthly Statement of Public Health Midwife Master Sheet (H 524 master sheet) and Quarterly MCH Clinic Return Master Sheet (H 527 master sheet) preparation are no longer expected. However, Consolidated Quarterly Return on Family Planning New Acceptors (H 1200B), Quarterly Statement of Supervisory Staff (RHMS C), Quarterly School Health Return (H797), Monthly Stock Return (H1158) should be sent to the FHB as usual through the paper based system until further instructions are given.


Dr. J. M. W. Jayasundara Bandara
Director General of Health Services

Copy:

1. Secretary - Health, Nutrition and Indigenous Medicine
2. DDG/PHS1
3. DDG/PHS 11
4. DDG Planning
5. DDG MS 1
6. DDG MS II
7. DDG Admin III
8. Director Information
9. Chief Epidemiologist
10. Director/HEB
11. Director – Nutrition Coordination Unit
12. Director- Nutrition Division
13. Commissioner of Municipal Councils – Colombo, Kandy, Galle