

Government of Tripura
Office of the District Magistrate & Collector
Khowai District : Tripura

NO. 889-911 / F.VII(14)-DM/KH/GL(IMMU)/12

15/01/2014
Dated, 9th February, 2012.

MEMORANDUM

**Subject:-Provision of package of MCH Services assisted by MCTS:
House to House Survey and IEC Campaign**

In pursuance of the instructions of the Chief Secretary, Govt. Of Tripura vide Minutes of meeting taken by Hon'ble C.M. on 23.12.2013 NO.F.3(5-2583)-FWPM/SHFWS/12, dt. 2nd January, 2014 and D.O. letter No.F.2(1)-CS(HFW)/2014, dated 7th January, 14.(copies enclosed) the following instructions are hereby issued.

The collection of data for all Mothers and Children, ASHA and AWC wise, was collected as per instructions issued from this office vide No.532-43/F.VII(14)-DM/KH/GL(IMMU)/12, 14.11.2013. Subsequently it has been ensured by CMO, Khowai that all pregnant mothers and children (under age 1) found in the records of AWW have been enrolled in MCTS as well. This data is expected to be up to date till Nov,2013. For new entrants in December and children older than 1 year, data collection shall take place during a **house to house survey and IEC campaign** that shall be conducted from **Feb 3rd to Feb 15th 2014**. The following are the step by step processes that shall be followed

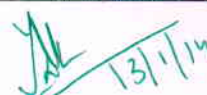
- 1) **House to House Survey:** The MCTS 80 column report shall be drawn for all mothers from L.M.P. from 1st January, 2008 to till date (enclosed format) printed with an **extra blank column of Household ROR number** (presently MCTS does not incorporate ROR number but NIC is working for incorporation of the same) and shall be given as prefilled survey sheets for ASHA wise teams by MOIC. There shall be one team per ASHA and since, presently, there may be 2 or more AWC under once ASHA's jurisdiction, there may be more than one AWW in one team.
- 2) **How to capture ROR:** These teams shall first enter the ROR number of all mothers and children found already in the prefilled survey form which essentially means that these children/mothers are already registered under MCTS. They shall take the help of Panchayat Secretary to access the ROR register in the GP/VC office to do this task. There after they shall plan their visit such that they can visit each and every house to find any child under 5 years of age or pregnant or nursing mother (with child under 12 months) who has been missed in the MCTS survey form. They shall bring the details of new entrants (in the same format in blank paper) back to Panchayat office and find their ROR as described above.
- 3) **Collection of data in 80 column report to update MCTS database:** The house to house survey format shall be updated regarding the mother


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and child services given as indicated in the MCPC (mother and child protection card). This includes data for new entrants as well.

- 4) **IEC campaign:** The door to door visit by the AWW and ASHA team shall be capitalised also for conducting wide scale publicity on MCH services. A flyer describing all service and facilities available under National Health Mission shall be given to all households that have eligible couples, pregnant and lactating mothers and those with children under 5 years. ASHA & MPW shall be trained to deliver a 10 minutes long presentation. A register shall be maintained to get signatures of one member of the household who paid audience to IED team consisting of ASHA and AWWs (format is enclosed).
- 5) **Printing of material:** The flyer as discussed above shall be printed as per requirement in Bengali and Kokborok and a proper plan shall be prepared at the district level by CMO based on population status. The flyers must be distributed indicating HSC and ASHA wise allocation latest by the 31st Jan to the ASHAs. This means that it shall be made available to the institutions (PHC/RH/SDH/CHC) by 25th Jan.
- 6) **Training of ASHA and AWW:** Joint trainings shall be conducted at Block level for all ASHA and AWWs as well as Panchayat Secretaries as per instructions given above immediately after the completion of IPPI program but preferably before 25th January. The BDOs shall be responsible for conducting the training with coordination with MOIC and CDPO concerned. ASHAs and AWW shall be clearly made to rehearse the matter of the pamphlet.
- 7) **Monitoring and Evaluation:** The following methodology shall be followed to ensure 100% coverage of target population under I.E.C. with measurable & verifiable indication of success.

Goal category	Goal	Measurable and verifiable indicator (MVI)	Methodology
Short term	I.E.C.:100% coverage for eligible couples and mothers with children under 5 years.	At least 95% ROR households shall be covered. At least 80% of sample survey of targeted group shall be aware of 80% of the IEC materials.	Register to be maintained as Annexure II shall bear signatures for all households covered by independent Survey authority e.g. RRC, NRHM or PHFI, Delhi.
Short term	Updation of MCTS data based up to Feb-14 and ensuring full use of MCTS.	100% of manual work plan for the month of Feb-14 and onwards shall match the MCTS generated work plan.	MO,I/C shall check all work plans of each Sub-Centre (ASHA wise) and send a certificate for the month of February till April or beyond till 100%

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			similarity is achieved.
Long term	Increase in institutional delivery	5% increase in institutional delivery every month from the previous month base. Achievement of 100% institutional delivery by Sept, 2015.	HMIS reporting and MCTS reporting
Long term	100% delivery of MCH services.	Meeting targets of ANC-I, II, III, IV, TT-1 & II and routine child immunization in HMIS reporting and MCTS reporting.	HMIS and MCTS reporting.

Encl: As stated

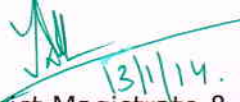

 (Tanusree Deb Barma)
 District Magistrate & Collector
 Khowai District : Tripura

To

1. The Chief Medical Officer, Khowai
2. The SDMO, Khowai / MOI/C, Teliamura Rural Hospital
3. The DISE, Khowai
4. The SDM, Khowai / Teliamura for necessary action.
5. The BDO, Khowai/Teliamura/Padmabil/Tulashikar/Kalyanpur/Mungiakami.
6. The CDPO, Khowai/Teliamura/Padmabil/Tulashikar/Kalyanpur/Mungiakami

Copy to:-

6. The Chief Secretary, Tripura
7. The Addl. Chief Secretary, Tripura
8. The Principal Secretary, SW & SE Deptt. Govt. of Tripura, Agartala.
9. The Secretary, Health & Family Welfare Deptt. Govt. of Tripura, Agartala
10. The Mission Director, NRHM, Gurkhabasti, Agartala.


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Annexure II Format of register to be signed by audience of the household where IEC campaign and house to house visit is conducted

<p>Cover Page Information</p> <p>Team Head (ASHA):</p> <p>AWW names:</p> <p>Names of AWCs covered by the team:</p> <p>NP/ GP/VC Wards covered under the team:</p> <p>Target: Total Households to be covered as per AWWs survey:</p> <p>Days on which survey was conducted:</p> <p>Total Households covered through House to House Visits:</p>						
SI No	Date of IEC	Name of Head of Family as per ROR	Name of Mothers/ Women to be covered	No of Children under 5 in the household	Signature of Audience	Remarks

FORMAT FOR SURVEY

Name of GP/NC:-

Name of AWC:-

Name of ASHA:-

Name of HSC:-

Prefilled to de downloaded from MCTS portal

Sl.No	ROR NO	Identification Details			ANC Details			Pregnancy Outcome				
		MCTS ID No	Name	Husband's Name	Name of ASHA	LMP date	1st ANC date	2nd ANC date	3rd ANC	TT1 Date	TT2 Date	Delivery Date
	Enter after verification from Panchayat ROR register											
1												
4												
7												
13												
14												
19												

N.B.:- If the ROR Number is not found, then put the reason in the column of ROR No.