Health Management Information System (HMIS)
A digital initiative under National Health Mission (NHM)

GUIDELINES REGARDING AUTOMATIC COMPILATION OF HMIS DATA

Ministry of Health and Family Welfare
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1. Introduction

1.1. Introduction to Data Forwarding & Compilation

As per the guidelines shared by Ministry of Health & Family Welfare, all Government and Private health facilities are required to report data on Monthly basis in the specified formats provided. Data once reported by health facilities is to be forwarded to various levels within State and finally to the National level. Compilation activity for data reported only takes place at District level once data is forwarded to District level. Timelines for data reporting/forwarding applicable to various levels and data compilation have already been suggested by MoHFW and is subject to change as per the requirement of the project. The data forwarding levels are dependent on the source of data entry level as data entry in current HMIS system can be done from Facility, Block & District level.

1.2. Need for Auto-Compilation

There are many levels that are involved in aggregation of HMIS data for compilation at District level and forwarding from data entry level to national level. As observed in past few years the data forwarding and compilation activity by the HMIS users have not been performed as per the guidelines shared by MoHFW resulting in data disparity in various Standard, Live & Analytical reports, which beast the purpose of real time updation. Hence, to avoid dependency on data forwarding and compilation by HMIS users an automated mechanism to forward and compile data has been decided to be implemented.

1.3. Current Process of Data Forwarding and Compilation

The detailed diagram for data forwarding at various levels and data compilation is placed at Annexure-I with a brief on various modes of data.
2. Process for Automating Forwarding & Compilation Activity

The HMIS data have been broadly covered under 2 categories:

- Frozen Data (Editing Rights Seized)
- Non-Frozen Data (Editing Rights not Seized)

The process for Auto-Forward and Auto-Compilation for each of the 2 categories are explained in detailed below:

2.1. Process for Frozen Data (Editing Rights Seized)

The editing rights of HMIS data by HMIS users are seized for every past financial year. Also, data forwarding and compilation are also seized to avoid frequent changes in HMIS data at different level, which impacts the various reports of HMIS portal. There will be no scheduled process for auto-forwarding of data for frozen HMIS data, whereas the compilation will be performed by system only when there is a change in the data of any health facility. A separate module “Data Modification after Freezing” is being developed for ensuring compilation is performed when data is changed for frozen data and which will be sequentially followed by refreshing of linked reports.

2.2. Process for Non-Frozen Data (Editing Rights not Seized)

The process proposed in this document is applicable to only non-frozen data of HMIS where data editing rights are not seized for different financial year/s and months. A HMIS user have rights to initiate data entry for current/earlier month (non-frozen data), where HMIS data is not been reported before or cases where data has been reset to incorporate changes in reported data.

The non-frozen data has been further classified into 2 categories for formulating efficient and optimum auto-forward and auto-compilation process for entire data set:

A. Reporting for Current Month of Current Financial Year

B. Reporting for Earlier Months of any Financial Year

The above mentioned 2 categories have been explained in detail with help of flow diagrams to have a clear understanding of the procedure to be followed at various level to incorporate auto-forward & auto-compilation feature.

A. Reporting for Current Month of Current Financial Year

As per the suggestion of MoHFW, the data reporting for Current Month of Current Financial Year of every ending month is to get completed by 5th day of very next month. However, it has been observed that because of some technical limitations, lack of IT Infrastructure and non-availability of human resource, data is not been reported as per the timelines specified by MoHFW.
Taking into account the constraints as mentioned above in data reporting as per the timelines set by MoHFW, the proposed auto compilation module accounts the delay in timeline with all possible scenarios:

- Data Reporting within specified timeframe
- Data Reporting after triggered Auto-forwarding date
- Auto Forwarding & Compilation after Resetting of Data

The timelines as per the workflow diagram above is given below for Auto-Forwarding & Auto-Compilation for Data Entry source be Facility, Block or District level.

<table>
<thead>
<tr>
<th>Data Forwarding Timelines - Reporting at Facility level</th>
<th>Levels</th>
<th>Manual processing “M”</th>
<th>Auto processing “A”</th>
</tr>
</thead>
<tbody>
<tr>
<td>Facility</td>
<td>1st - 15th day of month</td>
<td>Midnight of 15th - last day of month</td>
<td></td>
</tr>
<tr>
<td>Block/ Sub District</td>
<td>1st - 20th day of month</td>
<td>Midnight of 20th - last day of month</td>
<td></td>
</tr>
<tr>
<td>District</td>
<td>1st - 25th day of month</td>
<td>Midnight of 25th - last day of month</td>
<td></td>
</tr>
<tr>
<td>State</td>
<td>1st - last day of month</td>
<td>Last day of month</td>
<td></td>
</tr>
</tbody>
</table>
Guidelines Regarding Automation of HMIS Data Compilation

Data Forwarding Timelines (Reporting from Block Level)

<table>
<thead>
<tr>
<th>Levels</th>
<th>Manual processing &quot;M&quot;</th>
<th>Auto processing &quot;A&quot;</th>
</tr>
</thead>
<tbody>
<tr>
<td>Block/ Sub District</td>
<td>1st - 20th day of month</td>
<td>Midnight of 20th - last day of month</td>
</tr>
<tr>
<td>District</td>
<td>1st - 25th day of month</td>
<td>Midnight of 25th - last day of month</td>
</tr>
<tr>
<td>State</td>
<td>1st - last day of month</td>
<td>Last day of month</td>
</tr>
</tbody>
</table>

Data Forwarding Timelines (Reporting from District Level)

<table>
<thead>
<tr>
<th>Levels</th>
<th>Manual processing &quot;M&quot;</th>
<th>Auto processing &quot;A&quot;</th>
</tr>
</thead>
<tbody>
<tr>
<td>District</td>
<td>1st - 25th day of month</td>
<td>Midnight of 25th - last day of month</td>
</tr>
<tr>
<td>State</td>
<td>1st - last day of month</td>
<td>Last day of month</td>
</tr>
</tbody>
</table>

Data Compilation Timelines (All Levels)

<table>
<thead>
<tr>
<th>Level</th>
<th>Manual Compilation &quot;MC&quot;</th>
<th>Auto processing &quot;AC&quot;</th>
</tr>
</thead>
<tbody>
<tr>
<td>District</td>
<td>1st - 25th day of month</td>
<td>Midnight of 25th &amp; last day of month</td>
</tr>
</tbody>
</table>

**Auto Compilation Check**

The Auto Compilation would be applicable to all the districts, but the system would perform a check if the data at district needs to be auto-compiled. The following are the 2 possible cases, where the check by the system would be performed to decide if Auto-Compilation is to be executed for the district under consideration.

**Case - 1:** The manual compilation of HMIS data at District level has never been performed by HMIS user. In such cases, the Auto Compilation shall be performed for the particular district.

**Case - 2:** If compilation activity has been already performed before for the district under consideration, the system would run a check to decide if the compilation is to be executed for the district or not.

The no. of facilities included in already compiled Month Consolidation in the district will be compared (A) with the sum of facilities resting at District Draft (B), District Forward (C) & State Forward (D) Level for the same district. The following action will be taken by system for deciding on Auto Compilation:

If, \((A) = (B + C + D)\) --> No Auto-Compilation would be performed

If \((A) \neq (B + C + D)\) --> Auto-Compilation would be performed

To ensure more accuracy in terms of deciding for Auto-Compilation by the system, the check can be performed for individual facility type as well as explain the work flow diagram below:
Auto Compilation Check

Case – 1:
If Monthly Consolidation is not done by District

Auto Compilation shall be done

Case – 2:
If Monthly Consolidation is done by District

Existing District Consolidation (A) ≠ Sum of facilities resting at District Draft (B), District Forward (C) & State Forward (D)

A facility reporting data for latest month shall have first 15 days of the month to report HMIS data and forward data to next level. If manual forwarding is done by the HMIS user then a flag “M” gets tagged to it forwarding state or else the HMIS data would be auto forwarded to next level on 16th day, if not forwarded by the HMIS in first 15 days of the month under consideration and would be tagged with “A” flag.

The Block can hold the data for reviewing and forwarding from 16th to 20th day of the month. If data is forwarded till 20th day it shall get tagged with flag “M” otherwise auto scheduler shall forward the data through night run process to next level which is District level with a flag “A”. In case of Data Entry from Block level, the Block/ Sub-district will have time from 1st to 20th day of the month for data entry and forwarding to next level.

Note: The Auto- compilation check is only applicable for data under “A. Reporting for Current Month of Current Financial Year”. For other categories the compilation method is defined in respective section.

a. Data Reporting within specified Timeframe

A facility reporting data for latest month shall have first 15 days of the month to report HMIS data and forward data to next level. If manual forwarding is done by the HMIS user then a flag “M” gets tagged to it forwarding state or else the HMIS data would be auto forwarded to next level on 16th day, if not forwarded by the HMIS in first 15 days of the month under consideration and would be tagged with “A” flag.

The Block can hold the data for reviewing and forwarding from 16th to 20th day of the month. If data is forwarded till 20th day it shall get tagged with flag “M” otherwise auto scheduler shall forward the data through night run process to next level which is District level with a flag “A”. In case of Data Entry from Block level, the Block/ Sub-district will have time from 1st to 20th day of the month for data entry and forwarding to next level.
Guidelines Regarding Automation of HMIS Data Compilation

District shall have 5 days’ time for reviewing, filling of DHQ format and compiling data, i.e. from 21\textsuperscript{st} to 25\textsuperscript{th} day of the month. If data is compiled and forwarded till 25\textsuperscript{th} day it shall get tagged with flag “MC” otherwise auto scheduler shall auto-compile and forward the HMIS data through night run process to next level which is State level with flag “AC” after doing the Auto Compilation check. In case of Data Entry from district level, the District will have time from 1\textsuperscript{st} to 25\textsuperscript{th} day of the month for data entry, compilation and forwarding to next level.

State can hold the data for reviewing and resetting for getting the same corrected by 26\textsuperscript{th} to last day of the month. If data is forwarded till last day it shall get tagged with flag “M” otherwise auto scheduler shall forward the data through night run process to next level which is National level with flag “A”.

b. Data reporting after triggered auto forwarding date

If a facility reports data for latest month after the triggered timeline i.e. after 15\textsuperscript{th} day of the month. Auto scheduler shall run the process for forwarding data to next level from mid night of 15\textsuperscript{th} to last day of every month with flag “A”.

Block shall have the rights to forward data manually or resetting for getting the same corrected by 16\textsuperscript{th} to 20\textsuperscript{th} day of the month. If data is forwarded till 20\textsuperscript{th} day it shall get tagged with flag “M” otherwise auto scheduler shall forward the data through night run process to next level which is District level with flag “A”.

District & State shall have same rights as mentioned in Data Reporting within Timeframe.

c. Auto Forwarding & Compilation after Resetting of Data

State shall reset data before its forwarded (i.e. 26\textsuperscript{th} to last day of the month) to National Level and likewise it can be done at any various levels. Data reset shall be done by various levels according to the timelines as specified timeline as resetting of data after forwarding shall give user only a days’ time to reset it for immediate lower level or else the night run auto scheduler shall again forward the data to next level if triggered timeline is crossed.

Re-compilation shall be done manually as per the timeline specified in “Data Compilation Timelines” table. If not done so the auto scheduler shall compile data and forward it to next level, if triggered timeline is crossed with appropriate flags.
B. Reporting for Earlier Months of any Financial Year

In case data reporting by health facilities for any month other than current month of current financial year, which would mean reporting of past month the auto compilation module shall have feature of auto data forwarding and compilation at various levels for these cases, which is different from the process proposed for “Reporting for Current Month of Current Financial Year”. Various possible scenarios for such reporting are analyzed in the work flow diagram below:

The proposed auto compilation for “Reporting for Earlier Months of any Financial Year” for possible scenarios are mentioned below:

a. Data Reporting
b. Auto Forwarding & Compilation after Resetting of Data
a. Data reporting

Reporting earlier month’s data other than current month shall be done by any facility, any day provided they have access to add the data. Here, Auto forwarding “A” will be done on daily basis through night run process if Manual forwarding “M” is not done on the next day after the data is received at a particular level. Auto forwarding shall be done at all levels on daily basis i.e. Facility, Block, District and State.

Manual compilation “MC” of the data is to be done for the data available at District level. Compilation of the data available at District level is to be done on the same day of receiving, if not done same the Auto Compilation “AC” process shall be initiated in the following night run as Auto forwarding “A” and consolidation of the data will be done.

In this case, the compilation procedure shall have same logic as specified in “Data Modification after Freezing” to over utilization of resources. Consolidation of the data available at District level will be done on daily basis for data reported for all new reporting facilities. This consolidation figure shall be updated with main Monthly Consolidated table to show actual data at District level in terms of Data reporting.

b. Auto Forwarding & Compilation after Resetting of Data

Resetting of data shall be done at all levels and same is to be done by the subsequent lower level till it reaches to the data originator for doing desired changes. If data originator makes desired changes on the same day of data resetting, it will get posted in the system and if the changes are not done on the same day, the data shall get forwarded to next level and the next day to another level till the time data reaches District level, the compilation shall be done through night run process and will get forwarded to next level, till it reaches National level.
3. Report Formulation

Reports are to be generated for inspecting the activities of the State at various levels. These reports shall provide an in-depth picture to inspect problems persisting regarding data forwarding and compilation. Currently two reports have been suggested to view the performance via Auto Compilation feature. These reports are discussed broadly below.

3.1. Compilation Status Report

This report shall give District wise a brief overview pertaining to Manual or Auto compilation done for various months and financial year for a particular State. It shall be considered critical if no. of districts where Auto Compilation is done greater than no. of districts where Manual Compilation is done.

3.2. Log Report

Log report is an essential report and shall provide data regarding Manual or Auto Forwarding/Compilation at various levels like, Block, District, State, etc. On the basis of available filters for forwarding and compilation activity reports shall be generated for any State, District, Block and Facility.
4. Confirmation/ Verification

Following reports/ processes needs to be verified to ensure that all the above steps have been performed as per the work flow detailed out in section 2 of this document.

4.1. Analysis of reports

Analysis of following reports is to be done to ensure that the Auto Compilation activities are being performed/ completed as expected. Reports to be analyzed are mentioned below:

A. Data Filled Status Report

This report shows the status of data at different level. This is to ensure that data for all months is appearing in State-Forward column in the report. This scenario shall be seen after end of every month for the data reported for earlier month.

<table>
<thead>
<tr>
<th>Month</th>
<th>Sub District-Draft</th>
<th>Sub District-Forward</th>
<th>District-Forward</th>
<th>State-Forward</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>SC PHC CHC SDH DH</td>
<td>SC PHC CHC SDH DH</td>
<td>SC PHC CHC SDH DH</td>
<td>SC PHC CHC SDH DH</td>
</tr>
<tr>
<td>April</td>
<td>0 0 0 0 0 0 0 0</td>
<td>0 0 0 0 0 0 0 0</td>
<td>0 0 0 0 0 0 0 0</td>
<td>1862 252 59 27 19</td>
</tr>
<tr>
<td>May</td>
<td>0 0 0 0 0 0 0 0</td>
<td>0 0 0 0 0 0 0 0</td>
<td>0 0 0 0 0 0 0 0</td>
<td>1862 252 59 27 19</td>
</tr>
<tr>
<td>June</td>
<td>0 0 0 0 0 0 0 0</td>
<td>0 0 0 0 0 0 0 0</td>
<td>0 0 0 0 0 0 0 0</td>
<td>1862 252 59 27 19</td>
</tr>
<tr>
<td>July</td>
<td>0 0 0 0 0 0 0 0</td>
<td>0 0 0 0 0 0 0 0</td>
<td>0 0 0 0 0 0 0 0</td>
<td>1862 252 59 27 19</td>
</tr>
<tr>
<td>August</td>
<td>0 0 0 0 0 0 0 0</td>
<td>0 0 0 0 0 0 0 0</td>
<td>0 0 0 0 0 0 0 0</td>
<td>1862 252 59 27 19</td>
</tr>
<tr>
<td>September</td>
<td>0 0 0 0 0 0 0 0</td>
<td>0 0 0 0 0 0 0 0</td>
<td>0 0 0 0 0 0 0 0</td>
<td>1862 252 59 27 19</td>
</tr>
<tr>
<td>October</td>
<td>0 0 0 0 0 0 0 0</td>
<td>0 0 0 0 0 0 0 0</td>
<td>0 0 0 0 0 0 0 0</td>
<td>1862 252 59 27 19</td>
</tr>
<tr>
<td>November</td>
<td>0 0 0 0 0 0 0 0</td>
<td>0 0 0 0 0 0 0 0</td>
<td>0 0 0 0 0 0 0 0</td>
<td>1862 252 59 27 19</td>
</tr>
<tr>
<td>December</td>
<td>0 0 0 0 0 0 0 0</td>
<td>0 0 0 0 0 0 0 0</td>
<td>0 0 0 0 0 0 0 0</td>
<td>1862 252 59 27 19</td>
</tr>
<tr>
<td>January</td>
<td>0 0 0 0 0 0 0 0</td>
<td>0 0 0 0 0 0 0 0</td>
<td>0 0 0 0 0 0 0 0</td>
<td>1862 252 59 27 19</td>
</tr>
<tr>
<td>February</td>
<td>0 0 0 0 0 0 0 0</td>
<td>0 0 0 0 0 0 0 0</td>
<td>0 0 0 0 0 0 0 0</td>
<td>1862 252 59 27 19</td>
</tr>
<tr>
<td>March</td>
<td>0 0 0 0 0 0 0 0</td>
<td>0 0 0 0 0 0 0 0</td>
<td>0 0 0 0 0 0 0 0</td>
<td>1862 252 59 27 19</td>
</tr>
</tbody>
</table>

B. Uploaded and Committed Report

Analysis of data uploaded and committed report is to be done regarding confirmation of data forwarding activity. If State had forwarded the data to National level, report shows “Level 4” for all districts within a State. If any other level is shown in the report, it means data is not been forwarded till National level. Sample for Uploaded & Committed report with definition of levels is mentioned below:

<table>
<thead>
<tr>
<th>District</th>
<th>Status</th>
<th>Apr</th>
<th>May</th>
<th>June</th>
<th>July</th>
<th>Aug</th>
<th>Sep</th>
<th>Oct</th>
<th>Nov</th>
<th>Dec</th>
<th>Jan</th>
<th>Feb</th>
<th>Mar</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>State committed</td>
<td>5</td>
<td>5</td>
<td>5</td>
<td>5</td>
<td>5</td>
<td>5</td>
<td>5</td>
<td>5</td>
<td>5</td>
<td>5</td>
<td>5</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>To be committed by state</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>To be committed by district</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>District not uploaded.</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>District</td>
<td>level</td>
<td>level</td>
<td>level</td>
<td>level</td>
<td>level</td>
<td>level</td>
<td>level</td>
<td>level</td>
<td>level</td>
<td>level</td>
<td>level</td>
<td>level</td>
</tr>
<tr>
<td>1</td>
<td>4</td>
<td>4</td>
<td>4</td>
<td>4</td>
<td>4</td>
<td>4</td>
<td>4</td>
<td>4</td>
<td>4</td>
<td>4</td>
<td>4</td>
<td>4</td>
<td>4</td>
</tr>
</tbody>
</table>
C. Comparison of Facility Consolidated with District Consolidated

This report shows month wise comparison of Facility consolidated data with District Consolidated data for MIS data items for a particular financial year. If the difference between FC & DC is zero for last month, then Auto Compilation activities have been performed correctly as per expectation. Sample report is mentioned below:

<table>
<thead>
<tr>
<th>District</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>level 4</td>
<td>level 4</td>
<td>level 4</td>
<td>level 4</td>
</tr>
<tr>
<td></td>
<td>level 4</td>
<td>level 4</td>
<td>level 4</td>
<td>level 4</td>
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<td>level 4</td>
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<tr>
<td></td>
<td>level 4</td>
<td>level 4</td>
<td>level 4</td>
<td>level 4</td>
</tr>
<tr>
<td></td>
<td>level 4</td>
<td>level 4</td>
<td>level 4</td>
<td>level 4</td>
</tr>
</tbody>
</table>

- **Data committed by state** Level 4
- **Data committed by District** Level 3
- **Data uploaded but not committed by District** Level 2
- **Data not uploaded** Level 1

<table>
<thead>
<tr>
<th>Data Items</th>
<th>April 14-15</th>
<th>May 14-15</th>
</tr>
</thead>
<tbody>
<tr>
<td>Facility Consolidated(FC)*</td>
<td>District Consolidated(DC)</td>
<td>(FC - DC)**</td>
</tr>
</tbody>
</table>
Annexure - I

- **Draft Mode:** The MIS monthly data is displayed as draft modes, when data is entered/ uploaded from any level but not submitted/ forwarded. The Monthly MIS data can be in draft mode at Facility, Sub district or at District.

- **Forward Mode:** As and when the Monthly data is forwarded from one level to next level, the Monthly data appears in forwarded mode in previous level.

There are two type of scenarios for draft and forward mode which are listed below:

  a. **Data Entry – Facility level**

     Flow of Monthly MIS Data for data entry done at facility level are mentioned below:

     a. Data entered by facility level user in the HMIS portal. (*Facility Draft*)
     b. Data is forwarded from facility level to Sub district/ Block level. (*Facility Forward*)
     c. Sub district/ Block level user forwards data to District level. (*Sub district Forward*)
     d. Post filling of DHQ format the MIS data is compiled at District level and Monthly consolidated report is generated. (*Monthly Consolidation*)
     e. District level user forwards data to State level. (*District Forward*)
     f. State level user finally forwards data to National level. (*State Forward*)

<table>
<thead>
<tr>
<th>Facility Level Data Entry</th>
</tr>
</thead>
<tbody>
<tr>
<td>Facility Level</td>
</tr>
</tbody>
</table>

- **Draft Mode**
  - Data entry from facility level
- **Forward Mode**
  - Data forwarded to Sub district/ Block level
  - Data forwarded to District level
  - Data forwarded to State level
  - Data forwarded to National level

  b. **Data Entry – Sub district/ Block level**

     Data flow channels for data entry done at Sub district/ Block level are mentioned below:

     a. Data entered by Sub district/ Block level in the HMIS portal. (*Sub district/ Block Draft*)
     b. Sub district/ Block level user forwards data to District level. (*Sub district Forward*)
c. Post filling of DHQ format the MIS data is compiled at District level and Monthly consolidated report is generated. (*Monthly Consolidation*)
d. District level user forwards data to State level. (*District Forward*)
e. State level user finally forwards data to National level. (*State Forward*)

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c. **Data Entry – District level**

Data flow channels for data entry done at District level are mentioned below:

a. Data entered by District level in the HMIS portal. (*District Draft*)
b. Post filling of DHQ format the MIS data is compiled at District level and Monthly consolidated report is generated. (*Monthly Consolidation*)
c. District level user forwards data to State level. (*District Forward*)
d. State level user finally forwards data to National level. (*State Forward*)