GOVERNMENT OF WEST BENGAL
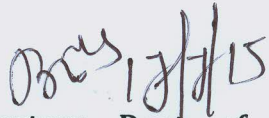## DEPARTMENT OF HEALTH & FAMILY WELFARE
WBSAP&CS
1st Floor, Swasthya Bhawan, Wing-B, GN-29, Sector-V, Salt Lake, Kolkata-700091

Ph.: 2333-0526, Fax: 2357-0122, Website : www.wbhealth.gov.in/wbsapcs

Memo. No.ACS/4D-015-2010/ **620**   Date: 17-07-2015

ORDER

For better tracking of positive ANC/PNC cases, web based PPTCT line-listing has been introduced which has been hosted at WBSAP&CS official website (www.wbsapcs.wbhealth.gov.in). All ICTCs dealing with positive ANC/PNC clients are hereby directed enter information of all cases in the prescribed format after logging in to the website. Initially all of you have to enter the data from April'14 to July'15 within 31/07/2015 for individual client whatever has happened to her and her baby with respect to PPTCT program. Then data entry will continue as you are doing PPTCT line-listing in this web based format only. All of you are hereby directed to edit or update data as soon as it happens in PPTCT cascades.

**Joint Secretary Dept of H&FW and
Additional Project Director**

Annexures:

1) **Protocol for web based PPTCT Line-List data entry**
2) **User IDs and Passwords of Stand alone ICTCs**

Memo. No.ACS/4D-015-2010/ **620/1(12)**   Date: 17-07-2015

Copy forwarded for Necessary information and action thereafter

1. The Project Director-WBSAP&CS
2. The Joint Director-BSD-WBSAP&CS
3. The Joint Director-CST-WBSAP&CS
4. The CMOH-All districts
5. The MSVP................................MCH (All MCH)
6. The Dy CMOH2.............................District (All Districts)
7. IT Cells
8. The PPTCT Consultant-WBSAP&CS
9. The Asst Director-ICTC-WBSAP&CS
10. The Asst Director-PPTCT-WBSAP&CS
11. The MO-IC-All Stand alone ICTCs
12. Guard file

**Joint Secretary Dept of H&FW and
Additional Project Director**

Protocol for web based PPTCT line list data entry:

- At first, the website <u>wbsapcs.wbhealth.gov.in</u> is to be opened. The link <u>PPTCT linelist</u> will be visible at the left corner which is to be clicked.
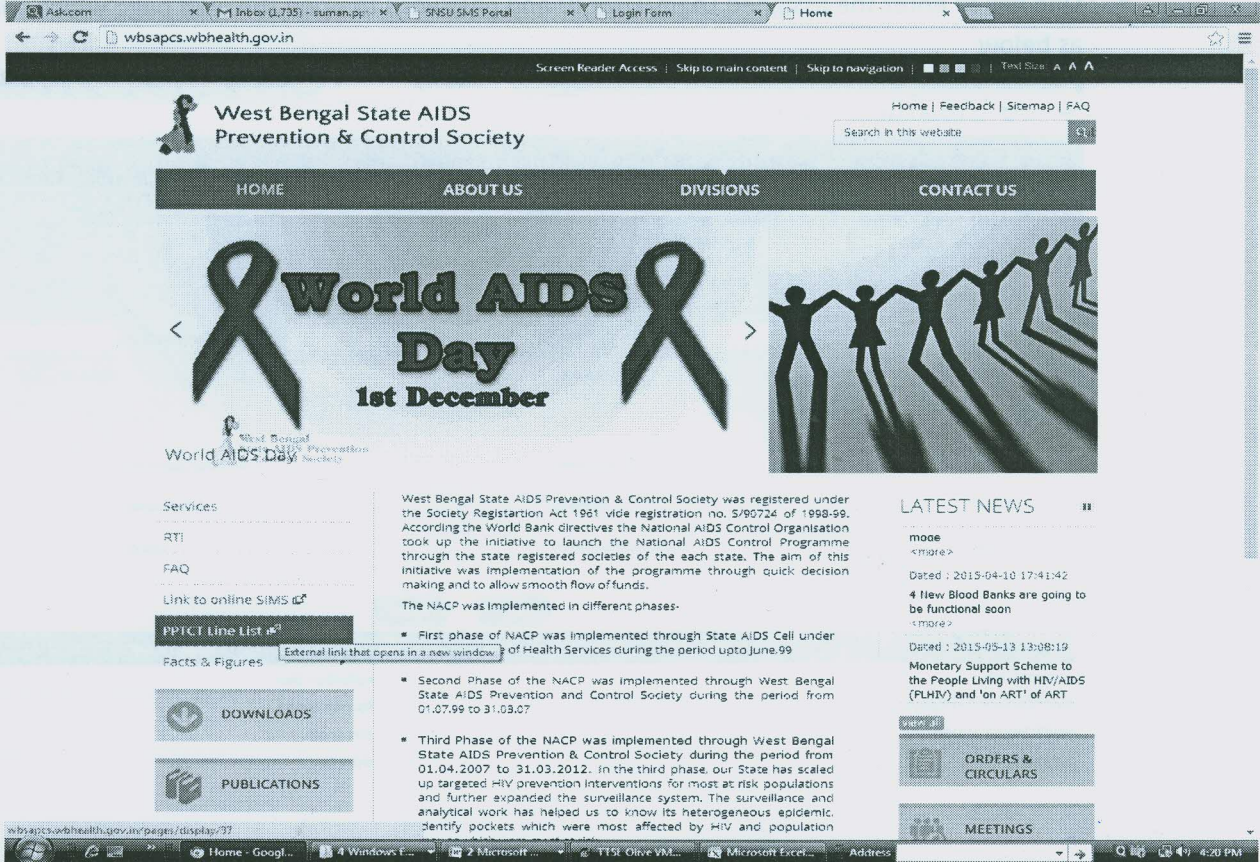
- Then an option "Click" will be visible which is to be clicked again to get the login page. Alternatively one can visit wbhealth.gov.in website in the right side of it subdomain of WBSAP&CS can be clicked to enter the webpage. The login ID and password will be visible as follows
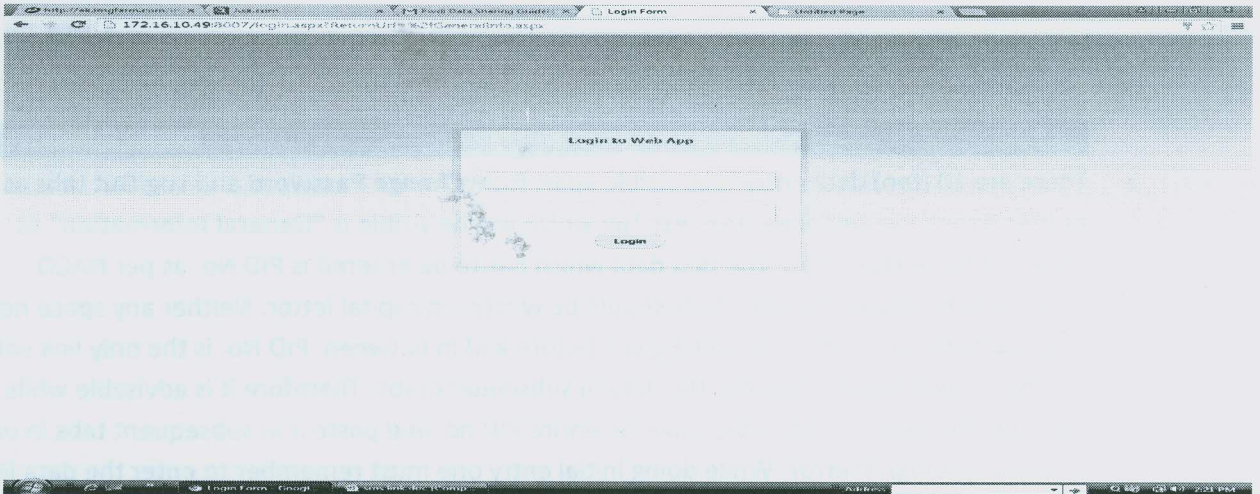
- One has to enter the assigned Login/User ID and password to open the web page which will look as below

- There are 10 (ten) data entry tabs visible apart from **Change Password** and **Log Out** tabs as soon as user opens the webpage. The first Tab which will be visible is **"General Information"** as shown in the screen shot. The first data which has to be entered is PID No. as per NACO prescribed protocol. The alphabets should be written in capital letter. Neither any space nor any punctuations like ,-: etc. should be given before and in between. PID No. is the only link with which user will be able to enter the data in subsequent tabs. Therefore it is advisable while entering the data in other tabs, copy the entire PID no. and paste it in subsequent tabs in order to avoid typological error. While doing initial entry one must remember to enter the data like Name of ANC/PNC, PID No., Mobile Number of the client (enter the mobile number which is really in use), relevant addresses as mentioned under **General Information** Tab. In the same breath user has to enter the date of testing, contact number (mobile No.) of one ICTC staff taking care of the client and mobile number of PPTCT ORW looking after the linkage of the

client. All these items are mandatory to be filled up under **Testing details** tab while doing first entry if data available. Similarly the name of ART centre to which the client is being referred and the valid mobile number of a counsellor of that ART counsellor (or any other responsible staff of that ART centre) under **ART Details** tab are to be filled during first entry. These few information are available during first visit and have to be entered by the user mandatorily.

- While entering the data some broader guidelines are to be followed. While writing the name like name of the ANC/PNC, spouse's name, father's name, infant's name, they should be written preferably in capital letters with single space in between the name and surname. If middle exists, one has to type full middle name like KUMAR not KR. Similarly while typing mobile no. type only the ten digit number without any space in between and before. Do not use any area code like 91 or 0 before the mobile number. Wherever in any item, dropdown menu has been provided , one has to choose one out of the options provided. If no option is found in dropdown menu as per reality, the item should be left vacant. Similarly while giving date for particular incident, calendar option has been provided. You have to choose proper date carefully from the calendar itself.

- After entering available data under one tab one has to click on the save button before switching to other tab. If one is willing to edit or update data under one tab click on the edit option in the dropdown list of the clients. Then one can make necessary changes and save it further.

- Similarly while updating data in a particular tab which were partially filled earlier one has to click edit option against the PID number in the dropdown list for already entered data and update the data and save it further. Do not start retyping under a particular tab where partial data was entered earlier. In that case there will be double entry against same PID no. which is not acceptable. Only for those tabs where one has not entered anything before should be typed from PID no. Please note that PID no. of positive pregnant woman is pre requisite while entering data under any tab.

- Pregnancy and PPTCT interventions are continuum of care. Therefore whenever any intervention/incident happens to the positive pregnant woman or her baby has to be computed in the linelist without delay.

- Before starting data entry for the first time it is advisable to look at all the tabs and items under it so that one can get himself or herself acquainted with what are the items available under these ten Tabs. Users are further requested to change the password as soon as they are logged in for the first time. Users may click **Change Password** tab, type the new password and retype it for changing password. After changing password, user has to send SACS the changed password via mail to the following mail IDs
  suman.pptct@gmail.com

  saibal.maiti@gmail.com

  bsd.wbsapcs@gmail.com

- Before entering the data of a positive pregnant woman one has to look for whether same name exists or not in the dropdown list. This means whether any other user has already entered the data of that particular client. If namesake is found, user may search other demographic profile

of the client in the other tab as well using enlisted PID no. This is to avoid duplication of positive testing. Furthermore if the client is tested positive at other ICTC, user has to find out whether same PID number exists in the drop down list. If the PID number is found in the list click edit option and enter necessary data as per knowledge of the user.