USAID
FROM THE AMERICAN PEOPLE

MCHIP
Maternal and Child Health Integrated Program

Block-Level Routine Immunization Microplanning Tool

INSTRUCTION MANUAL FOR USING THE MICROPLANNING TOOL TO DEVELOP A BLOCK-LEVEL MICROPLAN

May 2014

The Maternal and Child Health Integrated Program (MCHIP) is the USAID Bureau for Global Health's flagship maternal, neonatal and child health (MNCH) program. MCHIP supports programming in maternal, newborn and child health, immunization, family planning, malaria, nutrition, and HIV/AIDS, and strongly encourages opportunities for integration. Cross-cutting technical areas include water, sanitation, hygiene, urban health and health systems strengthening.

This report was made possible by the generous support of the American people through the United States Agency for International Development (USAID), under the terms of the Leader with Associates Cooperative Agreement GHS-A-00-08-00002-00. The contents are the responsibility of the Maternal and Child Health Integrated Program (MCHIP) and do not necessarily reflect the views of USAID or the United States Government.

Table of Contents

Abbreviations

ANM	Auxiliary Nurse Midwife
ASHA	Accredited Social Health Activist
AWW	Anganwadi Worker
BCG	Bacillus Calmette-Guerin
BHW	Basic Health Worker
CDPO	Child Development Project Officer
CHC	Community Health Center
CMO	Chief Medical Officer
DPT	Diphtheria, Pertussis, Tetanus
ICDS	Integrated Child Development Services
JE	Japanese Encephalitis
LHV	Lady Health Visitor
MCHIP	Maternal and Child Health Integrated Program
MPW	Multi- Purpose Worker
NGO	Non Government Organization
NRHM	National Rural Health Mission
OPV	Oral Polio Vaccine
PHC	Primary Health Center
RI	Routine Immunization
TBA	Traditional Birth Attendant
TT	Tetanus Toxoid

Acknowledgements

Microplaning tool has been developed by MCHIP to assist the block managers to prepare a comprehensive microplan at the block level. Usually the preparation of the microplan is time consuming and tedious process because of manual entries. This tool is user friendly and self generates most of the formats by incorporating bare essential information and saves time. 'Instruction manual' is prepared to guide the block level health functionaries to use microplanning tool to develop comprehensive block level microplan.

The MCHIP India immunization team would like to acknowledge the support and contributions of the Ministry of Health and Family Welfare, Government of India, State Governments of Jharkhand and Uttar Pradesh, USAID India Mission, MCHIP immunization team at headquarters, colleagues who have been part of the MCHIP immunization team, health officials and frontline workers who have been a part of this endeavor and development partners from CARE, WHO, UNICEF, NIPI and PATH.

List of Contributors

Dr. Rajesh Singh
National Team Leader, RMNCH+A
MCHIP, India

Dr. Vijay Kiran
Senior Consultant, Immunization
MCHIP, India

Dr. Gunjan Taneja
State RMNCH+A Team Leader Jharkhand
MCHIP, India

Dr. Manish Jain
Team Leader Strategic Planning
Uttar Pradesh Technical Support Unit

Dr. Akshat Jain
Strategic Planning Expert
Uttar Pradesh Technical Support Unit

Michael Favin
Senior Technical Advisor, Immunization
MCHIP HQ

Ms. Anjali Vaishnav
Documentation Consultant
MCHIP, India

We would also like to acknowledge contribution of former collogues-
Dr. Karan Singh Sagar
Former Country Representative
MCHIP, India

Dr. Bhupendra Tripathi
Former Team Leader-Immunization
MCHIP, India

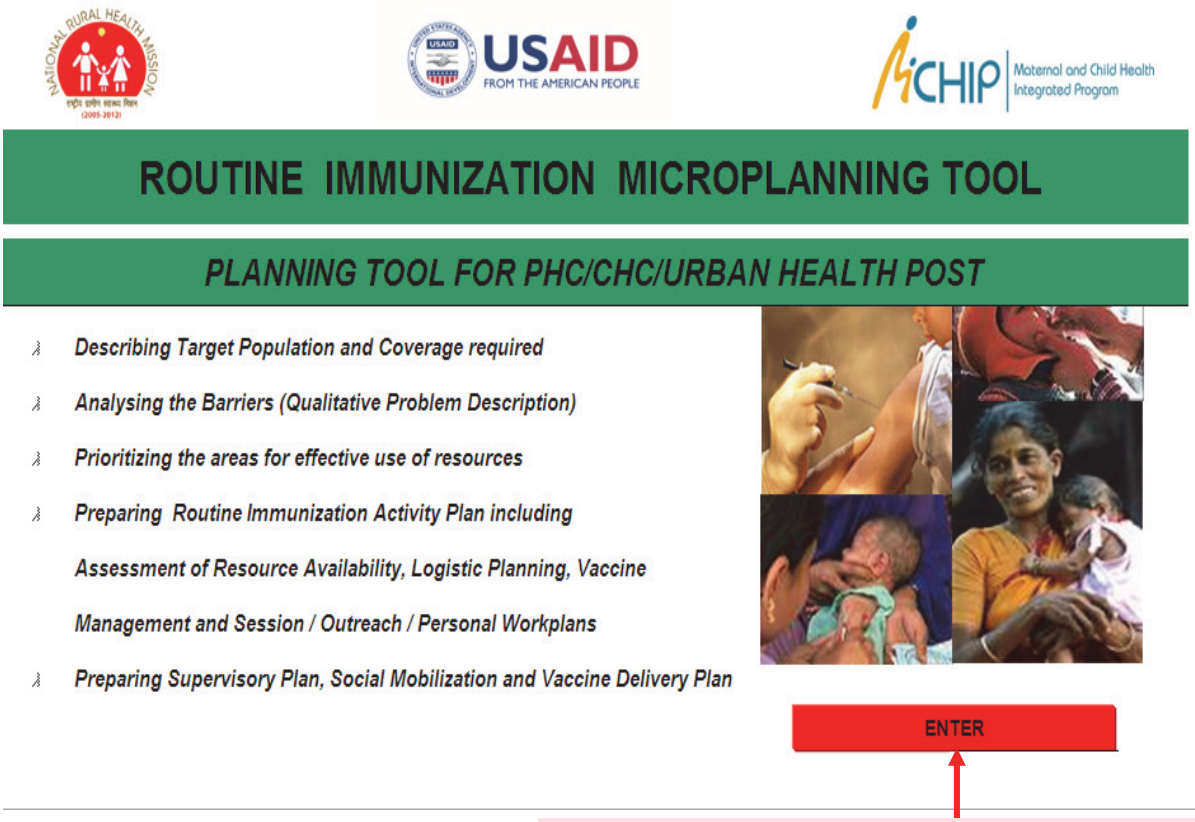
Introduction

MCHIP (the USAID-funded Maternal and Child Health Integrated Program) devised a Microsoft Excel-based microplanning tool designed to assist Block Managers develop a microplan for routine immunization (RI) activities. The tool incorporates all possible items that are necessary for comprehensive planning as well as National Rural Health Mission provisions and recent initiatives like Hepatitis B and Japanese Encephalitis vaccinations in selected states and districts.

The tool greatly facilitates local immunization planning by automatically: estimating target beneficiaries (pregnant women and infants) – annual and monthly.

- Identifying available human resource
- Estimating vaccine requirement and other logistics on monthly basis
- Developing a detailed ANM work plan
- Developing an immunization calendar, social mobilization plan and alternate vaccine delivery plan
- Day-wise vaccine and logistic distribution plan to assist cold chain handlers
- Preparing a supervisory plan.

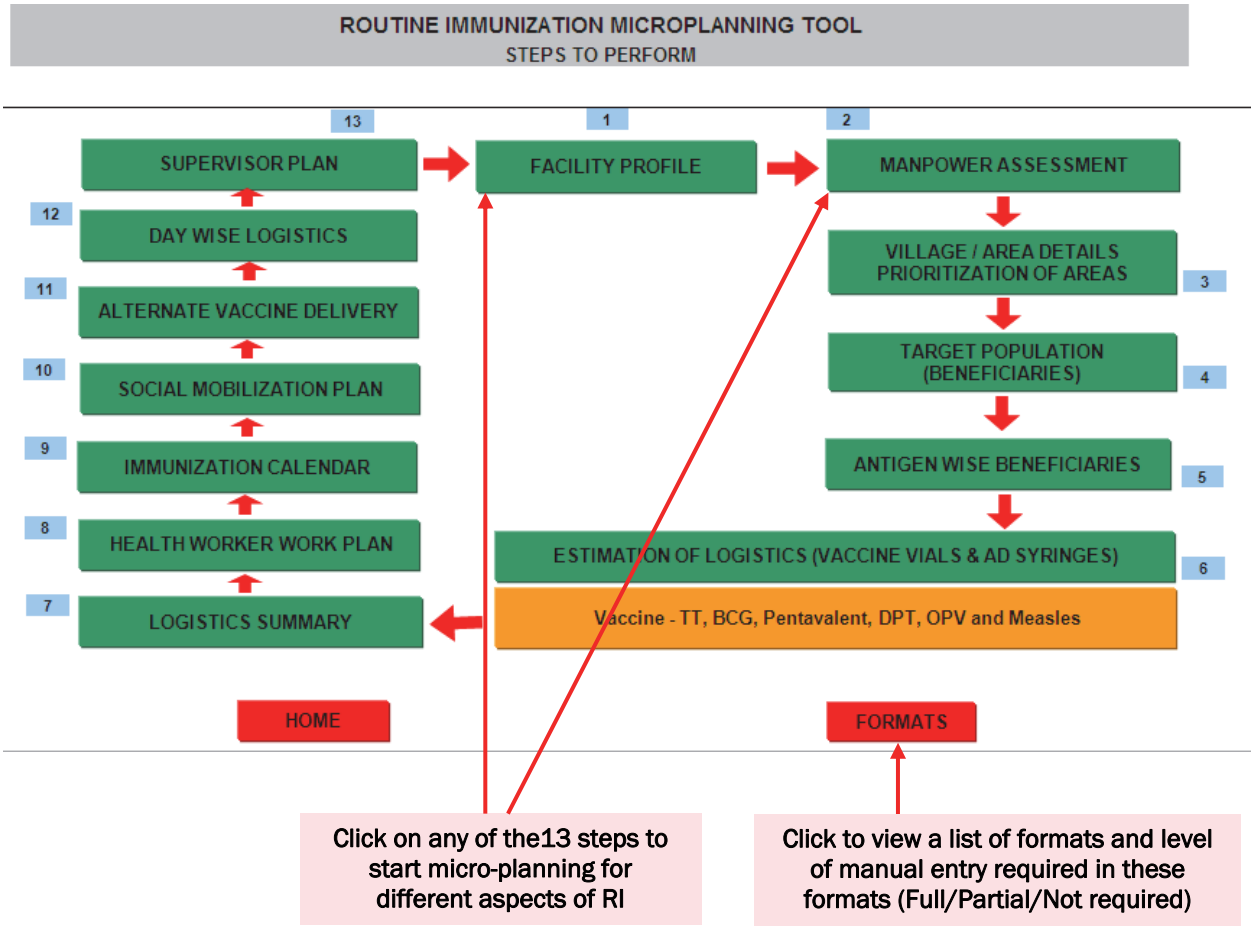
Home Page



Click to enter the tool and start micro planning

Background
Once you open the tool, first sheet is home page.
The home page introduces you to objectives and scope of the tool.

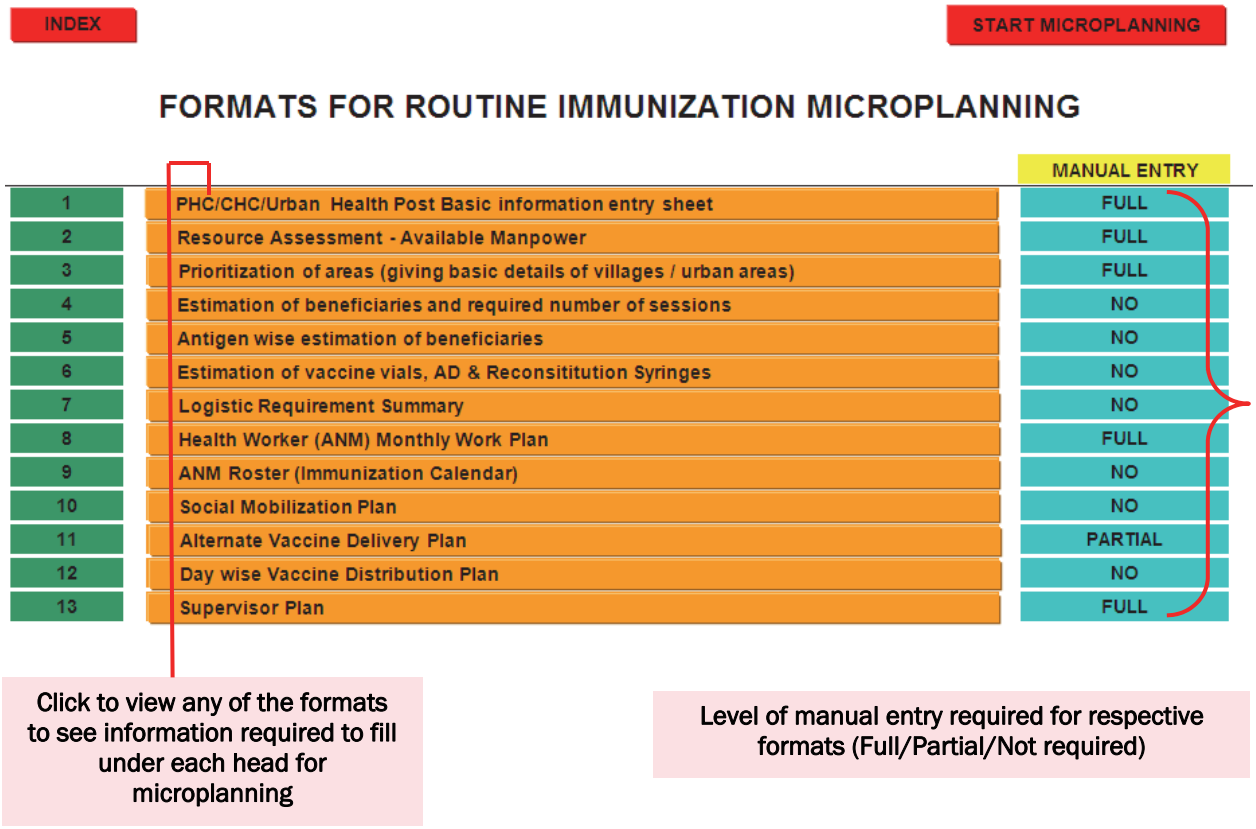
Index Page



Background
The next sheet after the home page is the menu, giving a list of steps to perform.

- This sheet provides a total of 13 steps, and access to view all the types of formats before you start developing a microplan.
- Click on the any particular step to initiate microplanning process.
- Click on “FORMATS” to view all the types of formats.
- If you are using this tool for first time, it is advisable to view all the formats so that you will have an idea of what all information is required to develop microplan

Formats for Immunization Microplanning

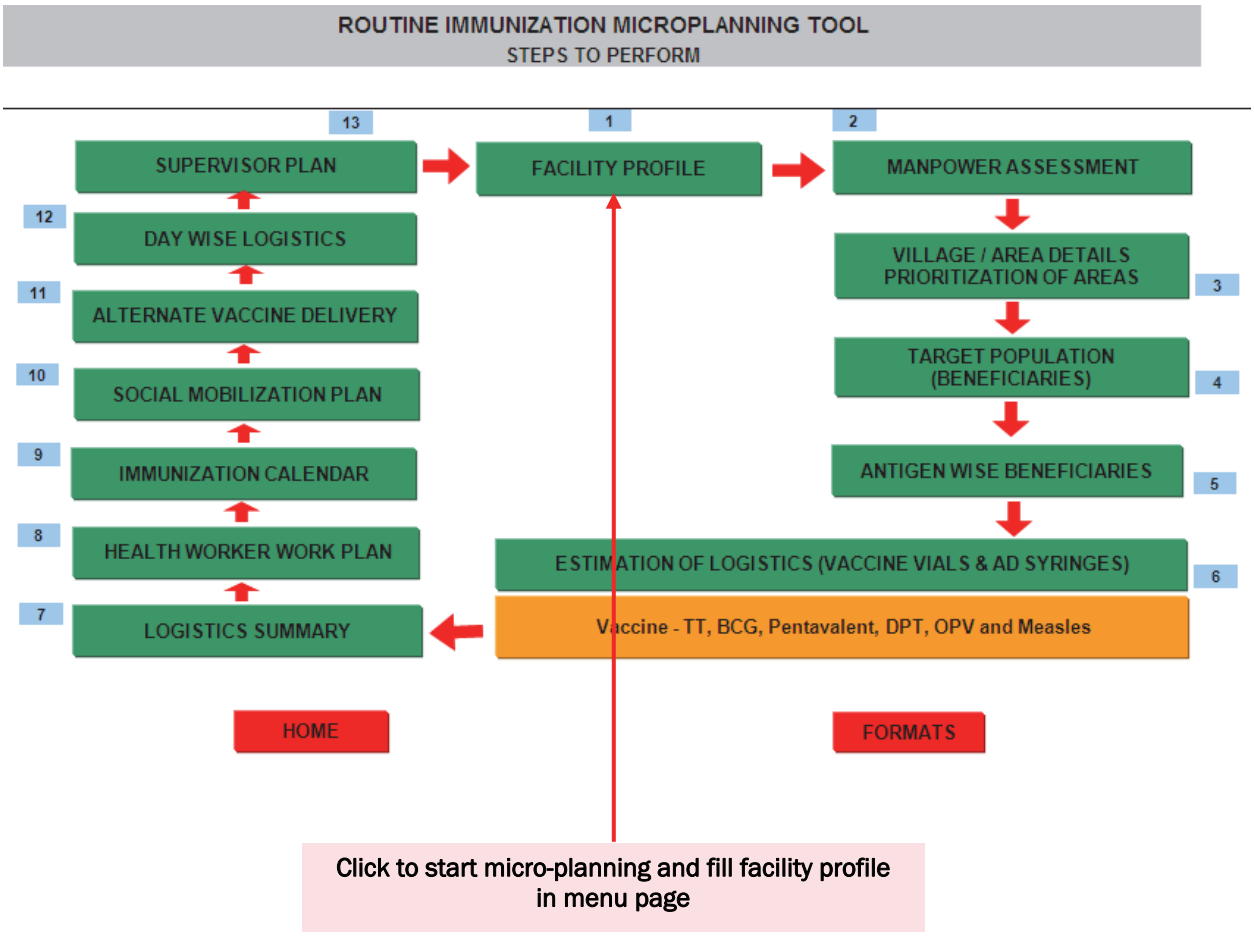


Background

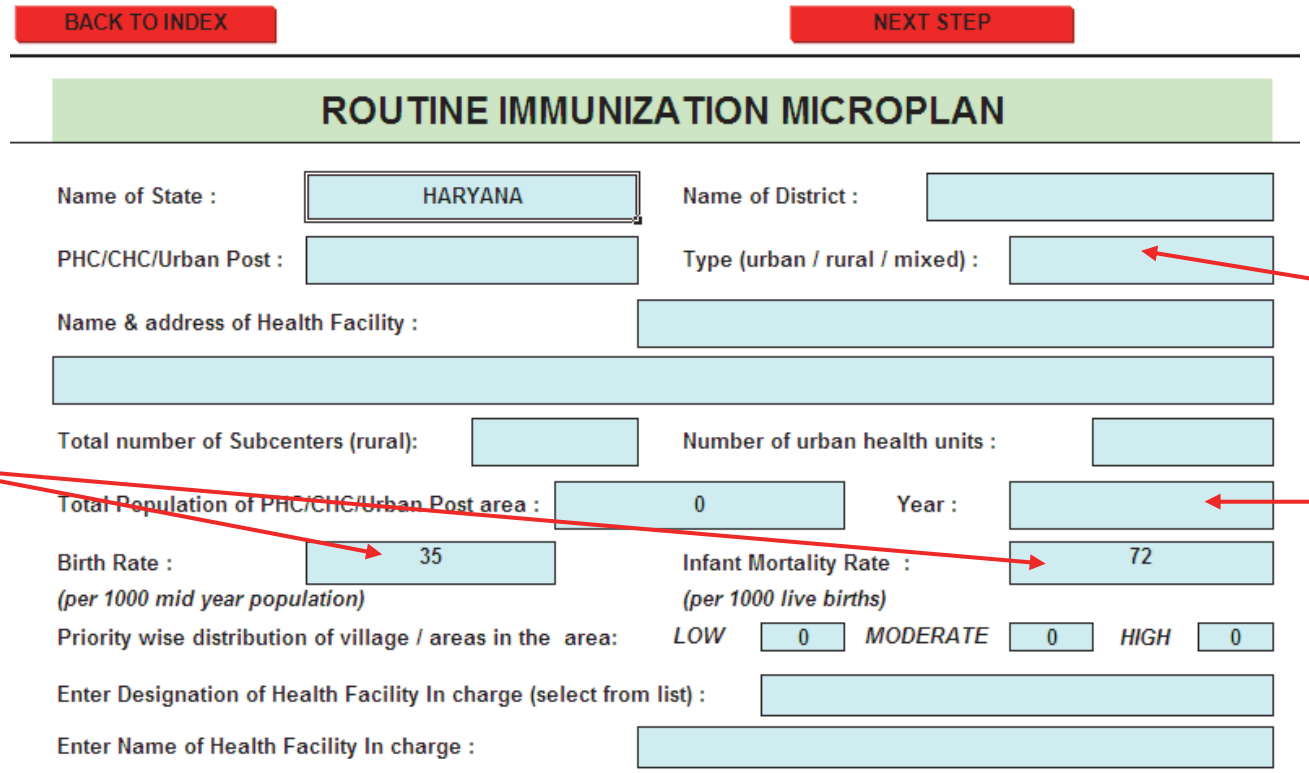
This sheet presents a list of 13 formats in microplanning and the level of manual entry required for each format. For example, information in formats 1,2,3,8 and 13 must be filled manually; format 11 requires a few manual entries; rest of the formats does not require any manual entries self-generates the information.

This sheet provides freedom to select and view any of the formats with options to switch back to 'INDEX' or 'START MICROPLANNING'

FACILITY PROFILE



FACILITY PROFILE



If the birth rate or infant mortality rate of the block is different from this, enter it. Otherwise standard rates for India, already entered, are used for estimation of beneficiaries.

Write the type of population of the block, whether totally urban, totally rural or mix of urban and rural.

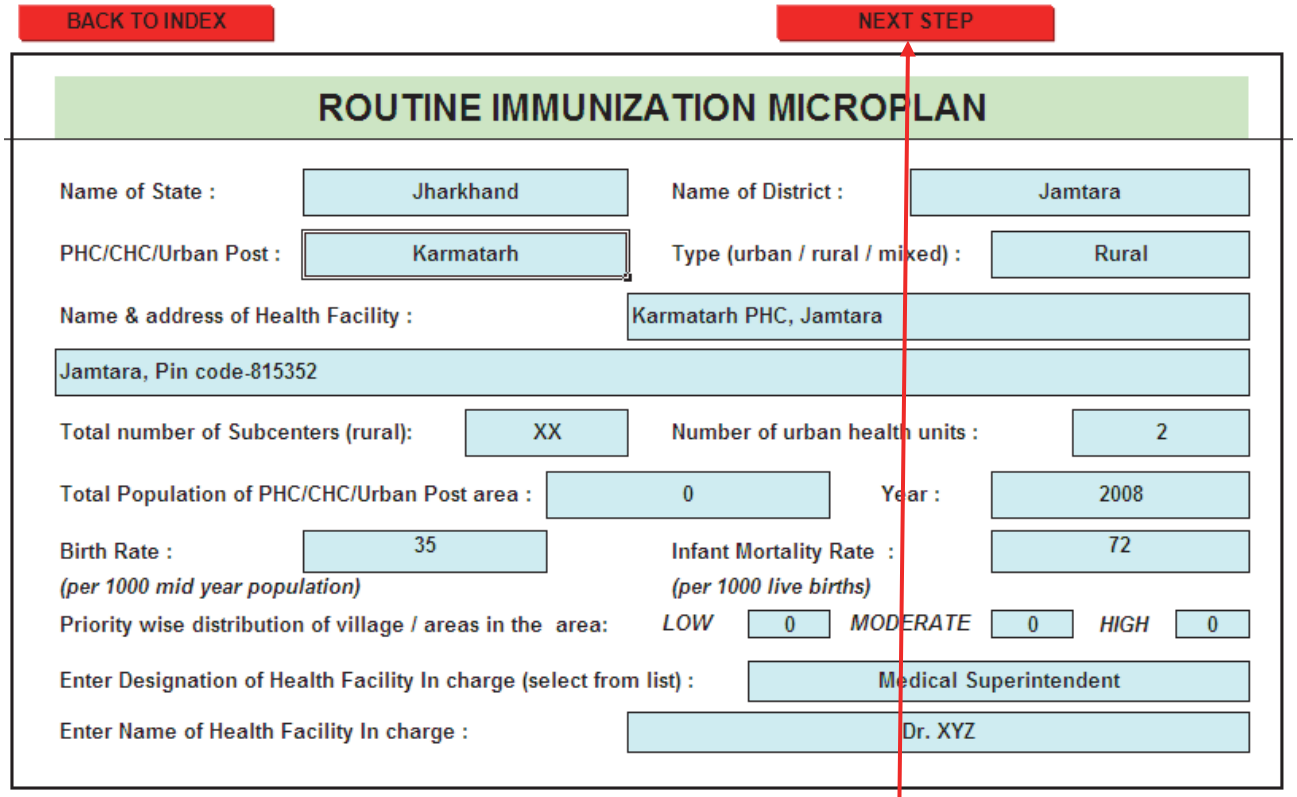
Write the year covered by the microplan.

Background

This sheet represents profiles of each healthcare facility (block). It includes demographic details and information about facility in-charge.

- Fill in all the details in all blank spaces (light blue cells) starting with the name of the state and name of the district, to the name of facility in-charge.
- Once you click on these empty cells, detailed instructions for each entry will appear to guide you on what information to fill in.
- Some cells have drop-down menu to fill the details from default options. The details of "total population" and "priority-wise distribution of villages" will be auto generated from other linked sheets.

The completed facility format will look like the sample given below.



This completes your 'BLOCK PROFILE' format, to access the next format, click on 'NEXT STEP' on the top, right hand side.

BLOCK-LEVEL HUMAN RESOURCE

BACK TO INDEX | PREVIOUS STEP | NEXT STEP

AVAILABLE HUMAN RESOURCE

State : District :

Facility : Year :

Name of Health Facility in charge :

Cadre	Sanctioned	Filled Posts	Vacant	Remarks
Health Department				
Superintendent / Deputy CMO				
Medical Officers	0	0		
- At Health Facility				
- At Additional / New PHC				
- On Contractual basis				
Health Inspector				
Health Supervisor	0	0		
- Male				
- Female (LHV)				
Staff Nurse				
Health Worker Female (ANM)				
On basis of Health Facility	0	0		
- At health facility				
- At Additional / New PHC				
- At Subcenters				
- Post partum Centers (U)				
- Health Posts / Units (U)				

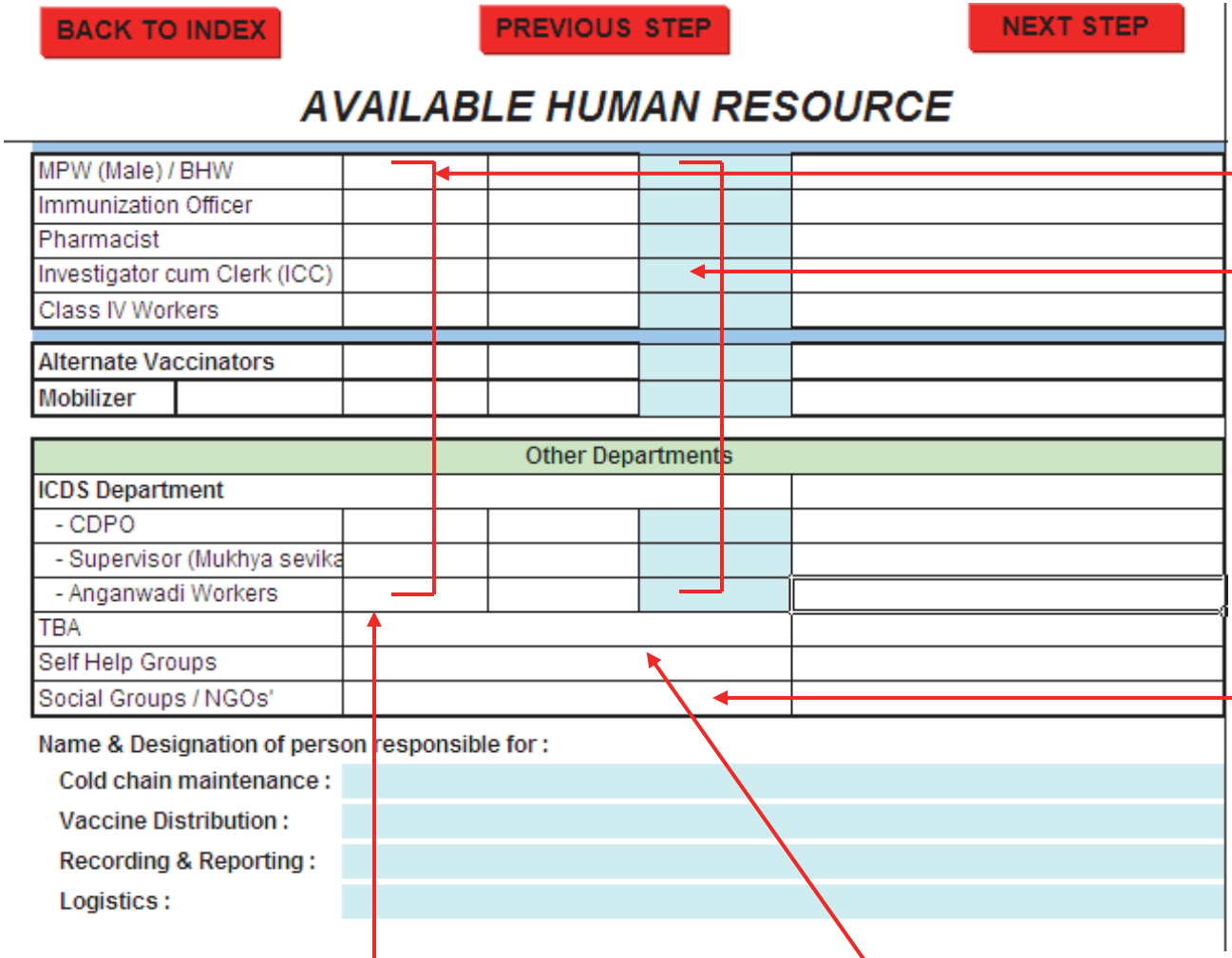
Enter number of posts sanctioned for Superintendent/Deputy CMO for this particular block.

Enter number of Superintendent/Deputy CMO actually posted in the block.

If you want to make any comment, write in this cell.

Background
This format represents the human resource status at block level against the sanctioned strength. Also, information from the ICDS sector should be filled-in at the end of format. The above information will be available with the concerned block or district level official.

BLOCK-LEVEL HUMAN RESOURCE STATUS (CONTINUED)



Enter number of personnel sanctioned for this block.

Enter number of MPW/BHW actually posted in the block.

Write number of social and non-government organizations working in health sector, in the block, in order to engage them in social mobilization.

A traditional birth attendant is defined as a person who assists the mother during childbirth and who initially acquired her skills by delivering babies herself or through an apprenticeship to other TBAs*.

A Self-help group (registered or unregistered) is a homogenous group with similar social and economic backgrounds for mutual aid and accomplishment of a common purpose.

**Definition by WHO*

Guidance to fill information

Cadre- Medical Officer
Entries for Medical Officers (sanctioned and filled) should be made on the basis their posting, i.e. whether they are posted at health facility or at additional/new PHCs. Also, if there are any Medical Officers that have been posted on a contractual basis, they should be entered separately.

Cadre- Health Supervisor/Health Inspector
Entries for the post of Health Inspectors and Health Supervisors (sanctioned and filled) should be made separately for male and female supervisors/LHV.

Cadre- Staff Nurse
Similarly, entries for staff nurses should be made on the basis on of sanctioned numbers and actually filled posts.

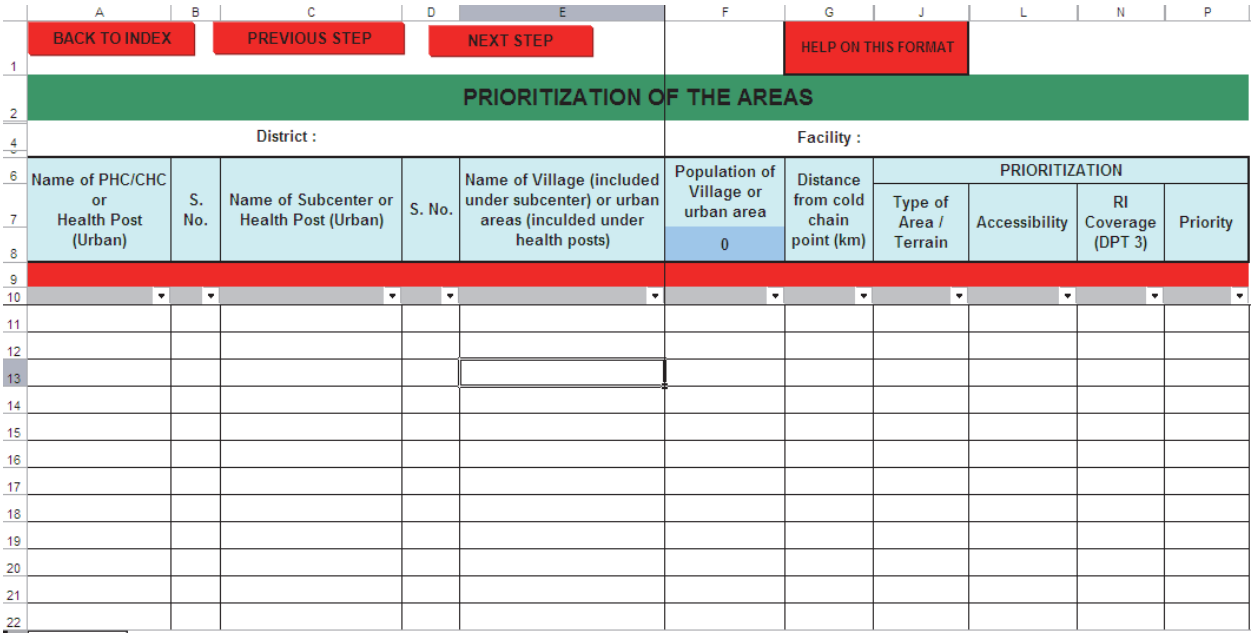
Cadre- ANM
Entry for Health Worker Female (ANM) should be similar to that of Medical Officers, on the basis of posting. Enter the number of ANMs posted at different types of health facilities. The number of ANMs posted on a contractual basis should be indicated separately.

Other Cadres
Enter the number of MPW/BHW, Immunization Officers, pharmacists and investigators cum clerk posted for this particular block. Similarly, enter the numbers for alternate vaccinators and mobilizers.
**Mobilizers: Mobilizers are voluntary workers who provide assistance to health workers in mobilizing and tracking beneficiaries. Under NHM, they are named as ASHAs. They have different names in some states (i.e., Sahiya, Sahyogini and Link Worker).*

Information for ICDS department and TBA
Enter number of Child Development Project Officers, supervisors and Anganwadi Workers under ICDS department (both sanctioned and filled). Also fill the number of traditional birth attendants, self-help groups and NGOs working in the block region.
Traditional birth attendants may serve as mobilizers and may update the records of health workers regarding the new births or pregnant women in the community.

In the last section, fill in the name of persons responsible for cold chain maintenance, vaccine distribution, recording and reporting and logistics. The name and designation of In-charge will be self-generated from the information entered in previous sheet under the signature section.

PRIORITIZATION OF AREAS



Background

This is one of the most important formats in microplanning, so it should be filled carefully. The information entered in this format helps in generating estimates for village/urban areas of beneficiaries, logistics and prioritization of the areas as per immunization coverage and accessibility.

While filling in the information, ensure that all the areas are included in the drop down lists. All the columns in this format are to be filled manually. This format will guide you at each and every step to fill the required information (click on 'HELP ON THIS FORMAT' on the right hand side of format).

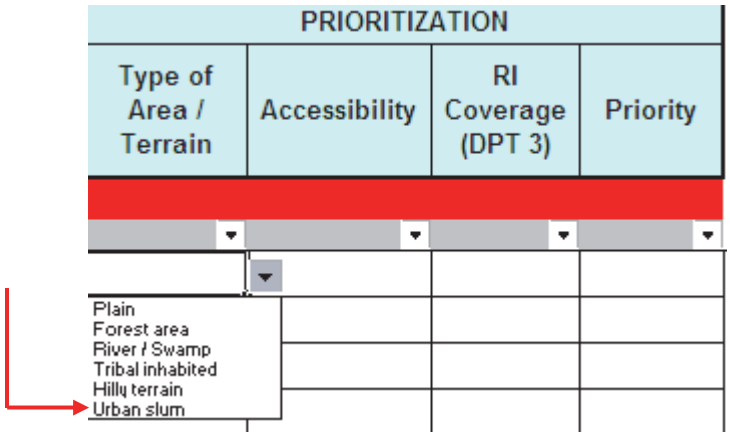
Guidance to fill information

Column A to G

- Enter the name of PHC/CHCs or Urban Health Posts for this block. In the next column enter the name of sub-centers or Urban Health Units, and in next column add the name of village or urban area. Enter the serial numbers in columns B and D.
- Enter the population of village/urban in sixth column (Column F). You can get population numbers from headcount (Survey Data) from Anganwadi Worker or from latest 'Census of India' data. Correct population numbers will give correct estimate of beneficiaries, which would help in planning to improve immunization coverage.
- In next column (Column G), enter the distance of particular village/ urban area from Block Headquarters or the Block cold chain point. If the cold-chain point is not available in the block and vaccines are distributed from an adjacent block or other area, give the distance from that particular point to the village. This is important because it assists in proper planning for 'Alternate Vaccine Delivery (AVD) mechanism'. The distance also is an important factor to prioritize the area.

Column J, L and N

- Areas are prioritized on the basis of information filled in these three columns (Column J, L & N). The priority criteria is decided on the basis of
  - Type of Area or Terrain (Column J)
  - Accessibility (Column L)
  - RI coverage for DPT 3rd dose. (Column N)

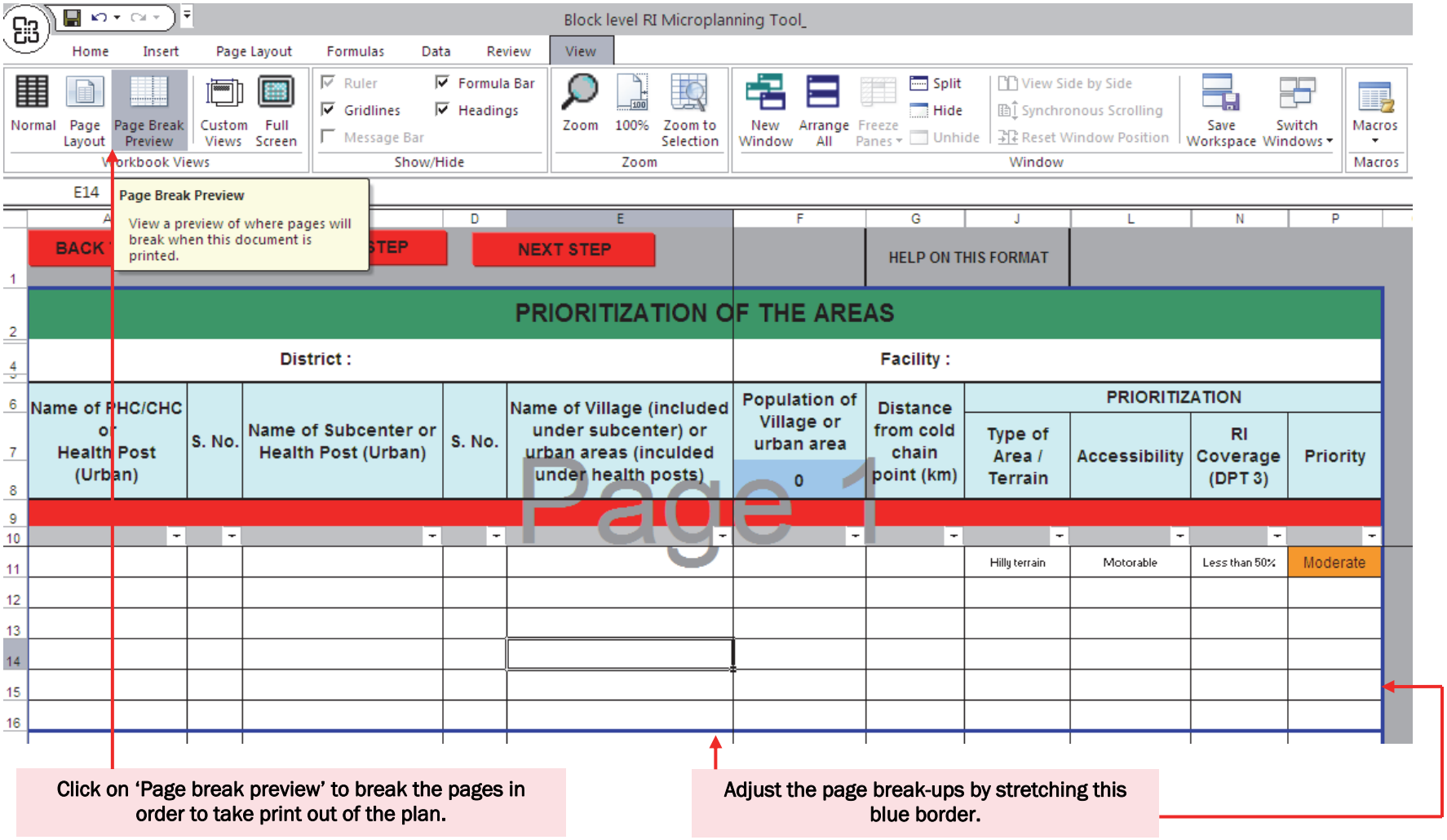


- Select one of the options from the drop down menu (with cells) in these three columns.
- Detailed scoring pattern for Prioritization is given in the following table

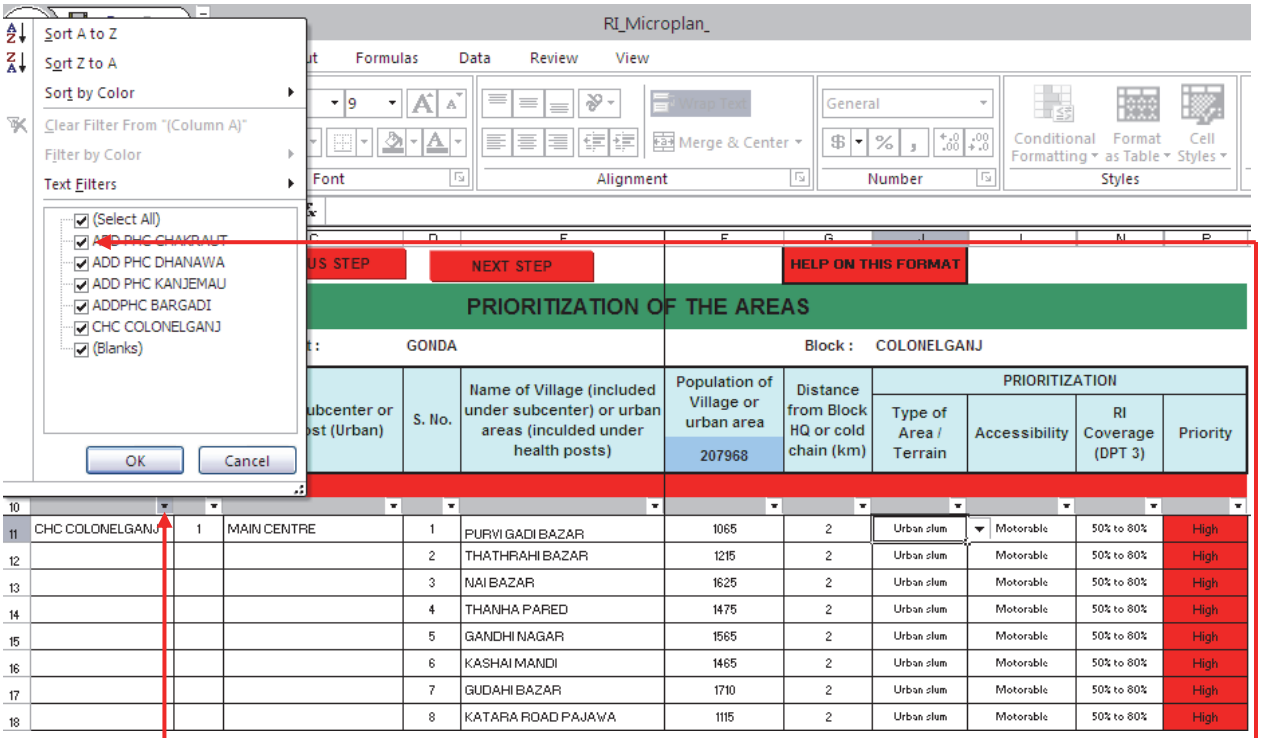
POPULATION	SCORE	DISTANCE	SCORE	AREA/ TERRAIN	SCORE	ACCESSIBILITY	SCORE
Less than 1000	1	Less than 5 Km	1	Plain	1	Motorable	1
1000 to 3000	2	5 to 10 Km	2	Forest	2	Partially Motorable	2
More than 3000	3	More than 10 Km	3	River/Swamp	3	Mixed	3
				Tribal	4	Only cycle	4
				Hilly	5	Only Walking	5
				Urban Slum	7		

Total Score:	Less than 6	Low Priority
	6 to 10	Moderate Priority
	More than 10	High Priority

- The tool calculates final scores on the basis of scoring criteria shown above. Calculated scores reflect priorities (Low/Moderate/High) in last column (Column P) with the color coding, i.e. green for low, orange for moderate and red for high priority.
- After completing the entry for one village / urban area in one row, get on to the next row for next village/area. Entries in Column A, B & C are to be repeated if the area is included under same PHC area and sub center/health unit. You can either retype the names or select the cell and press CTRL+'D' to duplicate the entry.
- Likewise enter the name of next sub-center/health unit and fill the information as detailed above. Ensure that no cell is left blank for any village/urban area.
- Once entries are completed for all villages/urban areas, you may make a printout of the plan. Go to 'VIEW' on Tool Bar and select 'Page Break Preview'. You may adjust the page breaks by stretching the blue line border breaking the pages. Give print command once you are done with page adjustments.



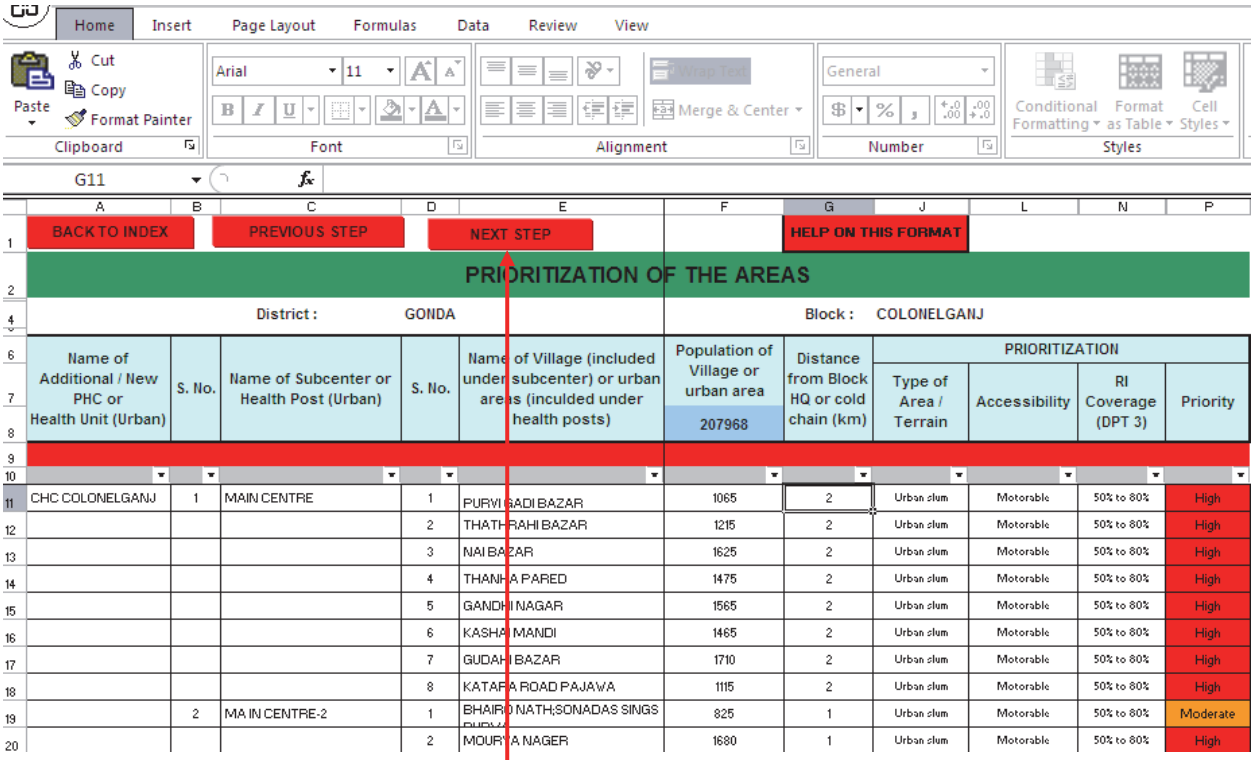
- An important feature available in the sheet is to filter the specific information required. For this, drop-down lists are provided in all columns in Row 10. If you want to see all the villages included under a particular PHC/CHC or Urban Health Post, click on the down arrow key in Column A, Row 10. This will show you the list of all PHCs'/Posts that you have entered.
- Select the one which you want to see. By doing so, entries from chosen PHC/Post will be visible and remaining rows will hide. To revert to all villages, again click on same down arrow and select "ALL" on the top of list.



Step 1: Click here to see list of CHC's/PHC's entered in the format.

Step 2: Click here to see information for the particular CHC/PHC.

- Similarly, it could be done for filtering villages/areas of particular sub centers\health units and also to look into villages/areas with specific features with respect to Area/Terrain, Accessibility and RI coverage.
- By filtering out the priority areas, you can get priority-wise list of villages/ areas. It helps in close monitoring and supervision of high-priority areas.
- Click on NEXT STEP to go to next format after completing the entry in this format.



Click here to visit the next format after completing entries in this sheet.

ESTIMATION OF BENEFICIARIES AND NUMBER OF IMMUNIZATION SESSIONS

BACK TO INDEX | PREVIOUS STEP | NEXT STEP | HELP ON THIS FORMAT

Estimation of Beneficiaries and number of Immunization Sessions

District : GONDA | Block : COLONELGANJ | Year : 2011-2012

Indicators used for Estimation of beneficiaries : | Birth Rate : 35 | Infant Mortality Rate : 72

Name of Additional / New PHC or Health Unit (Urban)	Name of Subcenter or Health Post (Urban)	Name of Village (included under subcenter) or urban areas (included under health posts)	ANNUAL BENEFICIARIES		MONTHLY BENEFICIARIES		Number of Immunization Sessions required every month	Comment
			Pregnant Women	Infants	Pregnant Women	Infants		
TOTAL	TOTAL		8099	7110	763	680	164	
CHC COLONELGANJ	MAIN CENTRE	PURVI GADI BAZAR	42	36	4	3	1	
		THATHRAHI BAZAR	47	41	4	4	1	
		NAI BAZAR	63	55	6	5	2	
		THANHA PARED	57	50	5	5	1	
		GANDHI NAGAR	61	53	6	5	2	
		KASHAI MANDI	57	50	5	5	1	
		GUDAHI BAZAR	66	58	6	5	2	
		KATARA ROAD PAJAWA	43	38	4	4	1	
	MA IN CENTRE-2	MOURYA NAGER	32	28	3	3	1	
		#REF!	65	57	6	5	2	
		C-H-C CLENIC						
		SEDAR BEJAR,NAI BESTI	65	57	6	5	2	
		SEKROURA PURVI	69	61	6	6	2	

Background

This is a self-generating format, i.e. the user doesn't need to fill the format. All the information entered in the previous formats will appear in this format. This format gives an estimation of beneficiaries (pregnant women and infants) in village and urban areas on an annual and monthly basis. Thus, it facilitates better planning and resource management.

Interpretation

The total numbers of estimated beneficiaries and immunization sessions required per month are given in Row 11.

- Estimated beneficiaries are calculated on the basis of population and other demographic indicators (birth rates and mortality rates).
- Immunization sessions required are calculated on the basis of the number of estimated beneficiaries to be reached out on monthly basis in a particular area.
- If -"VALUE#" appears in the cells, it indicates an error and is because of some blank cells in the previous formats. To correct this, you may check for entries done in previous formats by clicking on "PREVIOUS" at the top of format.
- All other features are available as in previous formats (BACK TO INDEX, PREVIOUS STEP, NEXT STEP and HELP) at the top of the format.
- A "drop-down key" is available in Row 11 for "number of additional PHC/health units" and "number of sub centers/health posts" to select a particular area and see the results.

ANTIGEN WISE ESTIMATION OF BENEFICIARIES

BACK TO INDEX | PREVIOUS STEP | NEXT STEP | HELP ON THIS FORMAT

Antigen wise Estimation of Beneficiaries (Doses of vaccines required every month)

District : GONDA Block : COLONELGANJ

Name of Additional / New PHC or Health Unit (Urban)	Name of Subcenter or Health Post (Urban)	Name of Village (included under subcenter) or urban areas (inculded under health posts)	Priority	Antigen wise number of beneficiaries every month (Vaccine Doses required)									
				TT Pregnant Women (2 Doses)	Infants						DT (one dose)	TT (10& 16) (2 doses)	Vitamin A (9 doses)
					BCG (one dose)	OPV (5 doses)	DPT (4 doses)	Hepatitis B (3 doses)	JE (one dose)	Measles (one dose)			
TOTAL	TOTAL	TOTAL	TOTAL	1526	680	3400	2720	2040	680	680	680	1360	6120
CHC COLONELGANJ	MAIN CENTRE	PURVI GADI BAZAR	High	8	3	15	12	9	3	3	3	6	27
		THATHRAHI BAZAR	High	8	4	20	16	12	4	4	4	8	36
		NAI BAZAR	High	12	5	25	20	15	5	5	5	10	45
		THANHA PARED	High	10	5	25	20	15	5	5	5	10	45
		GANDHI NAGAR	High	12	5	25	20	15	5	5	5	10	45
		KASHAI MANDI	High	10	5	25	20	15	5	5	5	10	45
		GUDAHI BAZAR	High	12	5	25	20	15	5	5	5	10	45
		KATARA ROAD PAJAWA	High	8	4	20	16	12	4	4	4	8	36
	MA IN CENTRE-2	MOURYA NAGER	Moderate	6	3	15	12	9	3	3	3	6	27
		#REF!	High	12	5	25	20	15	5	5	5	10	45
		C-H-C CLENIC	Moderate										
		SEDAR BEJAR;NAI BESTI	High	12	5	25	20	15	5	5	5	10	45

Total

Village wise

Number of estimated beneficiaries as per antigens

Background

Because this is also self-generating format, manual entries are not required. This format provides antigen-wise estimation of beneficiaries, which assists Block Manager, supervisors and health workers to plan for immunization sessions and inventory management. In addition, this format also prioritizes the villages and urban areas on the basis of number of estimated beneficiaries.

SUB CENTER AND VILLAGE/AREA WISE ESTIMATION OF VACCINE VIALS AND OTHER LOGISTICS (MONTH WISE)

BACK TO INDEX | PREVIOUS STEP | NEXT STEP | HELP ON THIS FORMAT

Subcenter & Village / Area wise Estimation of Vaccine Vials and other Logistics (Month wise)

District : GONDA Block : COLONELGANJ Year : 2011-2012

Name of Additional / New PHC or Health Unit	Name of Subcenter or Health Post (Urban)	Name of Village or urban areas	VACCINE VIALS						Diluents		AD Syringes *(except Hepatitis B & JE)*		Recons-titution Syringes	Immunization Cards
			TT *(10 dose vial)*	BCG *(10 dose vial)*	OPV *(20 dose vial)*	DPT *(10 dose vial)*	Measles *(5 dose vial)*	DT *(10 dose vial)*	Normal Saline	Sterile Water	0.1 ml	0.5 ml	*(For BCG & Measles)*	
TOTAL	TOTAL	TOTAL	474	190	275	474	274	190	190	274	867	7729	464	950
CHC COLONELGANJ	MAIN CENTRE	PURVI GADI BAZAR	2	1	1	2	1	1	1	1	4	36	2	5
		THATHRAHI BAZAR	3	1	2	3	2	1	1	2	5	44	3	5
		NAI BAZAR	3	1	2	3	2	1	1	2	6	58	3	7
		THANHA PARED	3	1	2	3	2	1	1	2	6	55	3	6
		GANDHI NAGAR	3	1	2	3	2	1	1	2	6	58	3	7
		KASHAI MANDI	3	1	2	3	2	1	1	2	6	55	3	6
		GUDAHI BAZAR	3	1	2	3	2	1	1	2	6	58	3	7
		KATARA ROAD	3	1	2	3	2	1	1	2	5	44	3	5
	MA IN CENTRE-2	MOURYA NAGER	2	1	1	2	1	1	1	1	4	33	2	4
		#REF!	3	1	2	3	2	1	1	2	6	58	3	7
		C-H-C CLENIC												
		SEDAR BEJAR;NAI BESTI	3	1	2	3	2	1	1	2	6	58	3	7
		SEKROURA PURVI	4	1	2	4	2	1	1	2	7	66	3	7
		BABUGANJ;BALEKRAM	3	1	2	3	2	1	1	2	6	58	3	7

Background

This self-generating format generates village/urban area-wise estimations of:

- Vaccine vials required for all antigens
- Diluents for BCG &measles
- Immunization cards
- AD syringes (both 0.1 ml for BCG & 0.5 ml for other vaccines)
- Reconstitution syringes for BCG &measles

This format assists block-level Immunization Officers and cold chain handlers to estimate their monthly requirements of vaccines and logistics and therefore facilitates timely indenting (ordering) from the district. This format takes into consideration the wastage factor for logistics. All other features are same as in previous formats.

LOGISTIC REQUIREMENTS SUMMARY SHEET

BACK TO INDEX | PREVIOUS STEP | NEXT STEP | HELP ON THIS FORMAT

LOGISTIC REQUIREMENT SUMMARY SHEET

State :	U.P.	District :	GONDA
Block / Planning Unit :	COLONELGANJ	Year :	2011-2012
Total Population of the Block :	207968		
Total number of subcenters :	23	Total number of urban health units :	0
Available Health Workers (ANMs') :	21	Available Contractual vaccinators :	0
Number of Immunization Sessions REQUIRED / MONTH	165	PLANNED / MONTH	192

Estimated Beneficiaries :	Annual	Monthly
Pregnant Women	8099	763
Infants	7110	680

Logistic Requirement	Monthly requirement (as per estimated targets)	Monthly requirement (as per HW Work Plan & vaccine distribution plan)	Required Monthly Stock (including 25% buffer)
Vaccine Requirement (in vials):			
BCG (10 dose)	190	190	253
DPT (10 dose)	474	476	634
OPV (20 dose)	275	276	368
Measles (5 dose)	274	275	366
DT (10 dose)	190	190	253
TT (10 dose)	474	524	697
Diluents (in ampoules):			
Normal Saline (for BCG)	190	190	253
Distilled Water (for Measles)	274	275	366

LOGISTIC REQUIREMENTS SUMMARY SHEET (CONTINUED…)

BACK TO INDEX | PREVIOUS STEP | NEXT STEP | HELP ON THIS FORMAT

LOGISTIC REQUIREMENT SUMMARY SHEET

Syringes (for injectable vaccines) :			
0.1 ml AD syringes (for BCG)	867	870	1158
0.5 ml AD syringes	7729	7765	10328
Reconstitution syringes (for BCG & Measles)	464	465	619

Vitamin A solution (100 ml bottles)	Annual Requirement	Annual requirement + Wastage
For initial 5 doses (till 3 years of age)	640	704
For subsequent 4 doses (between 3-5 years)	569	626
TOTAL REQUIREMENT	1209	1330

Immunization Cards - Annual Requirement	8099	Including Wastage	8909

Hepatitis B Immunization Summary			
Hepatatis B (10 dose)	360	361	481
0.5 ml AD syringes for Hepatatis B	2315	2325	3093
Japanese Encephalitis Immunization Summary			
Japanese Encephalitis (5 dose)	274	275	366
0.5 ml AD syringes for JE vaccine	867	870	1158
Reconstitution syringes (for JE vaccine)	274	275	366

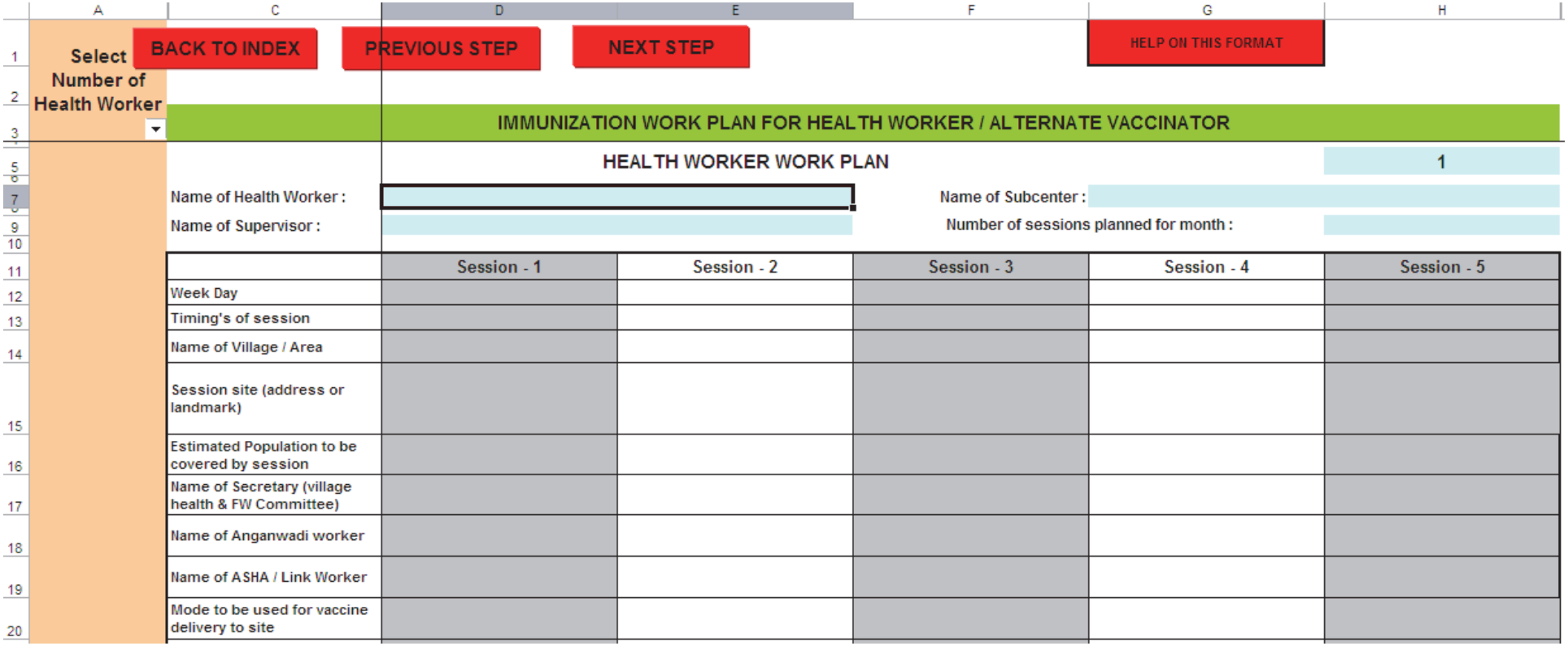
DR. P. K. SINGH
Medical Superintendent

Logistic Requirements Summary Sheet

Background
This sheet summarizes logistics requirements (including vaccines, AD syringes, reconstitution syringes and vitamin A), generated from previous sheets.

- Rows at top of the sheet give basic information about health facilities covered under the block, manpower, total population, and number of immunization sessions required and planned.
- Information from Row 26 onwards shows monthly requirements for vaccine vials.
  - As per the estimated targets (obtained from sheets on Sub center and Village/area-wise Estimations of Vaccine Vials and other Logistics).
  - As per Health Worker Work Plan and Vaccine Distribution Plan (This gets filled from the Health Worker Work Plans and is obtained from the "Session Day-wise Vaccine and Logistic Distribution Plan" sheet).
  - Required Monthly Stock (including 25% buffer) – an extra 25% in buffer stock is considered necessary to prevent stock-outs caused by unforeseen shortages or demands.
- Vitamin A is estimated in 2 sections, one for the initial 5 doses and the second for doses 6 to 9.
- The last two sections give requirements for forecasting Hepatitis B & JE needs.

IMMUNIZATION WORK PLAN FOR HEALTH WORKER AND ALTERNATE VACCINATORS



Select Number of Health Worker

BACK TO INDEX | PREVIOUS STEP | NEXT STEP | HELP ON THIS FORMAT

IMMUNIZATION WORK PLAN FOR HEALTH WORKER / ALTERNATE VACCINATOR

HEALTH WORKER WORK PLAN 1

Name of Health Worker :

Name of Subcenter :

Name of Supervisor :

Number of sessions planned for month :

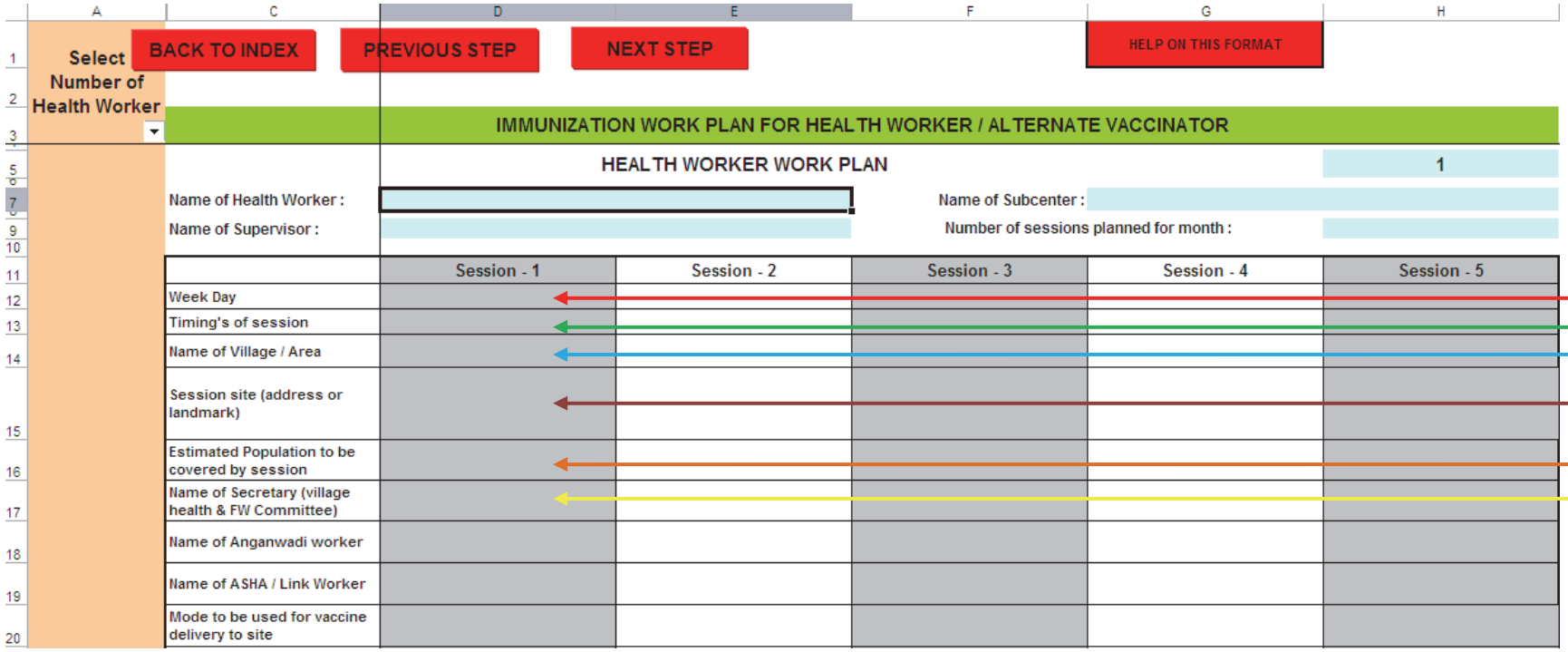
	Session - 1	Session - 2	Session - 3	Session - 4	Session - 5
Week Day					
Timing's of session					
Name of Village / Area					
Session site (address or landmark)					
Estimated Population to be covered by session					
Name of Secretary (village health & FW Committee)					
Name of Anganwadi worker					
Name of ASHA / Link Worker					
Mode to be used for vaccine delivery to site					

Background

This is one of the most important formats, and it has to be filled manually. The information required to complete this format should be finalized in consultation with supervisors and health workers. There are separate formats for each health worker, which allow entering information for up to 50 health workers. Please note that the format plans for immunization activities only.

The format allows planning for 10 sessions. If fewer than 10 sessions are planned, the remaining cells may be left blank. The sheet has page separators according to individual health worker's plans to make printing convenient. It is important to fill information in all the cells.

Instructions for filling the format



Enter the day of month on which session will be organized. For e.g. 1st Wednesday or 3rd Saturday etc.

Enter the time of session. For e.g. 9am-4pm or 2pm-6pm.

Enter the name of village or urban area (or name of health facility if it is a fixed session)

Enter the exact address of session site in village or urban area whichever you have entered above

Enter the population which is to be served by this session. This is important to estimate session wise logistics

Enter the name of secretary of village health and family welfare committee constituted under panchayat raj

Enter the name of Anganwadi worker of village or urban area. If no anganwadi worker is posted, leave the cell blank

Enter the name of ASHA/link worker who have responsibility for mobilization & tracking of beneficiaries

Enter the mode of vaccine transportation to the session site e.g. cycle, auto or through ANM

Write the name of person who is responsible for transportation of vaccines and logistics to session site

Write the name of Self Help Group (SHG)/mahila mandal/local NGO. If there is no such body in the area, leave the cell blank

Notes:

- **Estimated population to be covered by the session**: If total population of a village is 2700 and two sessions are to be organized (first on 1st Wednesday and second on 3rdWednesday), then enter these two sessions in different columns. Suppose the first session serves population of 1300 living in one community cluster, and the second session population covers 1400; then enter the populations under different sessions instead of writing the total of 2700. This is important because session-wise planning of logistics and vaccines would be done for this population.
- **Name of ASHA or Link Worker**: Enter the name of mobilizer including Sahiya, Sahyogini or other local mobilizer who is supposed to receive honorarium mobilizing the beneficiaries (provision under NHM).

After completing entries for one health worker, you may move towards the next. A copy of this work plan is to be available with health worker, so that s/he is aware of session schedule in the area. To take print out, go to 'print preview', and print a single work plan per page (the print area need not be adjusted).

To view the work plan for a particular health worker (suppose for 47th health worker), the serial number of the health worker needs to be selected from the drop-down list with first left-most column (Column A). Again, to revert back to see all the work plans, select "all" from same drop-down list.

Click on "NEXT STEP" to move forward.

IMMUNIZATION CALENDAR (ANM ROSTER)

BACK TO INDEX | PREVIOUS STEP | NEXT STEP | HELP ON THIS FORMAT

IMMUNIZATION CALENDAR (ANM ROSTER)

District : GONDA Block : COLONELGANJ Year : 2011-2012

No.	Name of Health Worker	Name of Supervisor		Session 1	Session 2	Session 3	Session 4	Session 5	Session 6
1	SMT DHANARAJ SINGH	D. S. TIWARI	DAY	WEDNESDAY-1	SATERDAY-1	WEDNESDAY-2	SATERDAY-2	WEDNESDAY-3	SATERDAY-3
			Village / Area	PURVI GADI BAZAR	THATHRAHI BAZAR	NAI BAZAR	THANHA PARED	GANDHI NAGAR	KASHAI MANDI
2	SMT PUSHPA AGRAWAL	D S TIWARI	DAY	WEDNESDAY-1	SATERDAY-1	WEDNESDAY-2	SATERDAY-2	WEDNESDAY-3	SATERDAY-3
			Village / Area	BHAIRO NATH;	MOURYA NAGER	C-H-C CLENIC	SEDAR BEJAR;NAI BESTI	SEKROURA PURVI	BABUGANJ;BALEKRAM PURWA
3	SMT GEETA SHRIVASTAV	MOHAN DUBEY	DAY	WEDNESDAY-1	SATERDAY-1	WEDNESDAY-2	SATERDAY-2	WEDNESDAY-3	SATERDAY-3
			Village / Area	C.H.C. CLINIC	CHAHATAI PURWA; JANKI	SHAKROURA PASCHIMI	BHIMBHA PURWA; KUNNU	C.H.C.	VOTAN PURWA; GAJJU
4	SMT URMILA DEVI MISHRA	D S TIWARI	DAY	WEDNESDAY-1	SATERDAY-1	WEDNESDAY-2	SATERDAY-2	WEDNESDAY-3	SATERDAY-3
			Village / Area	PIPERI;KANDHI;	SURYVANSAN PURWA;	RAM PURWA;	CHRIHAN PURWA;	BAKIYAN PURWA;	LONIYAN PURWA;

Background
This format self generates the information and develops a calendar for immunization activities and a detailed roster for ANMs from every block. The format does not accept any manual entries.

A printed copy of this calendar should be displayed at health facilities and cold chain units for better execution by all concerned and also the calendar acts as a 'PULL' factor from community

SOCIAL MOBILIZATION PLAN

BACK TO INDEX | PREVIOUS STEP | NEXT STEP | HELP ON THIS FORMAT

Social Mobilization Plan

District : GONDA Block : COLONELGANJ

S. No. of ANM	Name of Health Worker (ANM)	Name of Subcenter or Health Post (Urban)	Day	Name of Village or urban areas	Name of Secretary (Village Health and Welfare Committee)	Name of Anganwadi Worker	Name of ASHA worker or Link worker	Name of locally active Self Help Group / Mahila Mandal / Social Group / NGO
1	SMT DHANARAJ SINGH	MAIN CENTRE-1	WEDNESDAY-1	PURVI GADI BAZAR			JANAK LALI	
2	SMT PUSHPA AGRAWAL	MAIN CENTRE-2	WEDNESDAY-1	BHAIRO NATH;			SAVITRI DEVI	SONADAS SINGS PURWA
3	SMT GEETA SHRIVASTAV	SAKROURA	WEDNESDAY-1	C.H.C, CLINIC				BERAGI PURWA; SHURJI PURWA;
4	SMT URMILA DEVI MISHRA	NARAYEN PUR MAJHA	WEDNESDAY-1	PIPERI;KANDHI;		SUSHILA	SAPNA SINGH	KERIBNDA PURWA; BERYEAN PURWA;MALIYAN PURWA; BADLE PURWA
5	SMT URMILA YADAV	NACHANI	WEDNESDAY-1	MEHDI HATA;		ANOOP KUMARI MAURY	REKHA RANI	MISKAUT; SHARI PURWA; NACHANI DARJI; KANJAR PURWA;
6	SMT KRISHNA SINGH	CHAKROUT	WEDNESDAY-1	AHIRAN PURWA;		SADHANA TIWARI	USHA SINGH	KORI PURWA; LALA PURWA; PANDIT PURWA; JHALIEN PURWA; TEPARA; SHADKIEN GAON;

Click here to see drop-down menu and select a particular option to see specific information.

Background

- This format self generates a social mobilization plan on the basis of information filled in “health worker work plan” format. It provides a list of health workers, AWW, ASHA and self-help groups/NGO’s who provide support to immunization activities for mobilization and tracking of beneficiaries in each village/urban area. This plan can be used by supervisors to ensure support from all concerned mobilizers and NGOs/SHGs in a particular area.
- The format has a provision to filter and view information of a particular area, health worker and immunization session day through a drop-down list in Row 8 from Columns A to D. To revert and see the complete list, select “ALL” from the same drop-down list.

ALTERNATE VACCINE DELIVERY PLAN

BACK TO INDEX | PREVIOUS STEP | NEXT STEP | HELP ON THIS FORMAT

Plan for Alternate Vaccine Delivery to the Session sites

District : GONDA Block : COLONELGANJ

S. No. of ANM	Name of Health Worker	Name of Subcenter o Health Post (Urban)	Day	Name of Village (included under subcenter) or urban areas (inculded under health posts)	Exact address of session site (enter all sites if more than one session is organized in any area in a month)	Mode to be used for vaccine delivery (e.g. ANM, Hired Car, Rickshaw etc.)	Name of Person responsible for vaccine delivery to session site	Approximate Expenditure to be incurred in vaccine delivery (Rs.)
								0.00
1	SMT DHANARAJ SINGH	MAIN CENTRE-1	WEDNESDAY-1	PURVI GADI BAZAR	DR.RAMTEEJ			
2	SMT PUSHPA AGRAWAL	MAIN CENTRE-2	WEDNESDAY-1	BHAIRO NATH;	BHAIRO BABA			
3	SMT GEETA SHRIVASTAV	SAKROURA	WEDNESDAY-1	C.H,C, CLINIC	CHC			
4	SMT URMILA DEVI MISHRA	NARAYEN PUR MAJHA	WEDNESDAY-1	PIPERI;KANDHI;	PIPARI S.C			
5	SMT URMILA YADAV	NACHANI	WEDNESDAY-1	MEHDI HATA;	MEHDIHATA ANNANTRAAM			
6	SMT KRISHNA SINGH	CHAKROUT	WEDNESDAY-1	AHIRAN PURWA;	ADD; CHAKROUT			
7	SMT MEERA CHAUBEY	SHISHA MAU	WEDNESDAY-1	SHISHA MAU;	UP CHANDR SISAMAOU			
8	REETASINGH	KANJEY MAU	WEDNESDAY-1	BAB DUDH NATH PURWA;	UP CHANDE KANJAMOW			

Enter the estimated expenditure for vaccine delivery to immunization session sites

Background

This format self generates information and helps to plan an alternate vaccine delivery mechanism for every immunization session. The format requires manual entry for "approximate expenditure to be incurred in vaccine delivery" (last column) on the basis of distance between cold chain points and immunization session sites and local rates. Total expenditure estimated for vaccine delivery would appear in the yellow cell in top of this column (Row 9).

Similar to previous formats, there is a provision to filter and see the specific information (For a particular health worker, sub center or session day) from drop-down buttons provided in Row 9 (Columns A to D). To revert back and see the complete list, select "ALL" from the same drop-down list.

SESSION DAY-WISE VACCINE VIAL AND LOGISTIC DISTRIBUTION PLAN

BACK TO INDEX | PREVIOUS STEP | NEXT STEP | HELP ON THIS FORMAT

SESSION DAY WISE VACCINE VIAL AND LOGISTIC DISTRIBUTION PLAN

District : GONDA Block : COLONELGANJ

S. No.	Name of Health Worker	Name of Village / Urban area where session is planned to be organized	Day	Vaccine vials to be distributed on the session day								Diluents		AD syringes		Recons. Syringes
				BCG	DPT	OPV	Measles	TT	DT	Hep B	JE	[illegible]	[illegible]	0.1 ml	0.5 ml	
	TOTAL	TOTAL	TOTAL	190	476	276	275	524	190	361	275	190	275	870	7765	465
1	SMT DHANARAJ SINGH	PURVI GADI BAZAR	WEDNESDAY-1	1	2	1	1	3	1	2	1	1	1	4	36	2
2	SMT PUSHPA AGRAWAL	BHAIRO NATH;	WEDNESDAY-1	1	2	1	1	2	1	2	1	1	1	4	33	2
3	SMT GEETA SHRIVASTAV	C.H.C, CLINIC	WEDNESDAY-1													
4	SMT URMILA DEVI MISHRA	PIPERI;KANDHI;	WEDNESDAY-1	1	2	1	1	3	1	2	1	1	1	4	36	2
5	SMT URMILA YADAV	MEHDI HATA;	WEDNESDAY-1	2	5	3	3	5	2	4	3	2	3	9	91	5
6	SMT KRISHNA SINGH	AHIRAN PURWA;	WEDNESDAY-1	1	3	2	2	3	1	2	2	1	2	5	44	3
7	SMT MEERA CHAUBEY	SHISHA MAU;	WEDNESDAY-1	1	3	2	2	3	1	2	2	1	2	5	47	3
8	REETASINGH	BAB DUDH NATH PURWA;	WEDNESDAY-1	1	3	2	2	4	1	2	2	1	2	6	58	3
9	NIRMALA SINGH	RAM SHAHAY PURWA;	WEDNESDAY-1	1	2	1	1	2	1	1	1	1	1	3	22	2
10	BITTOO DEVI	RUDOULIYA PURVI;	WEDNESDAY-1	1	3	2	2	3	1	2	2	1	2	5	44	3
11	ROOP RANI	AHIRAN PURWA;	WEDNESDAY-1	1	2	1	1	3	1	2	1	1	1	4	36	2

Number of vaccine vials, diluents, AD syringes and reconstitution syringes required of a session

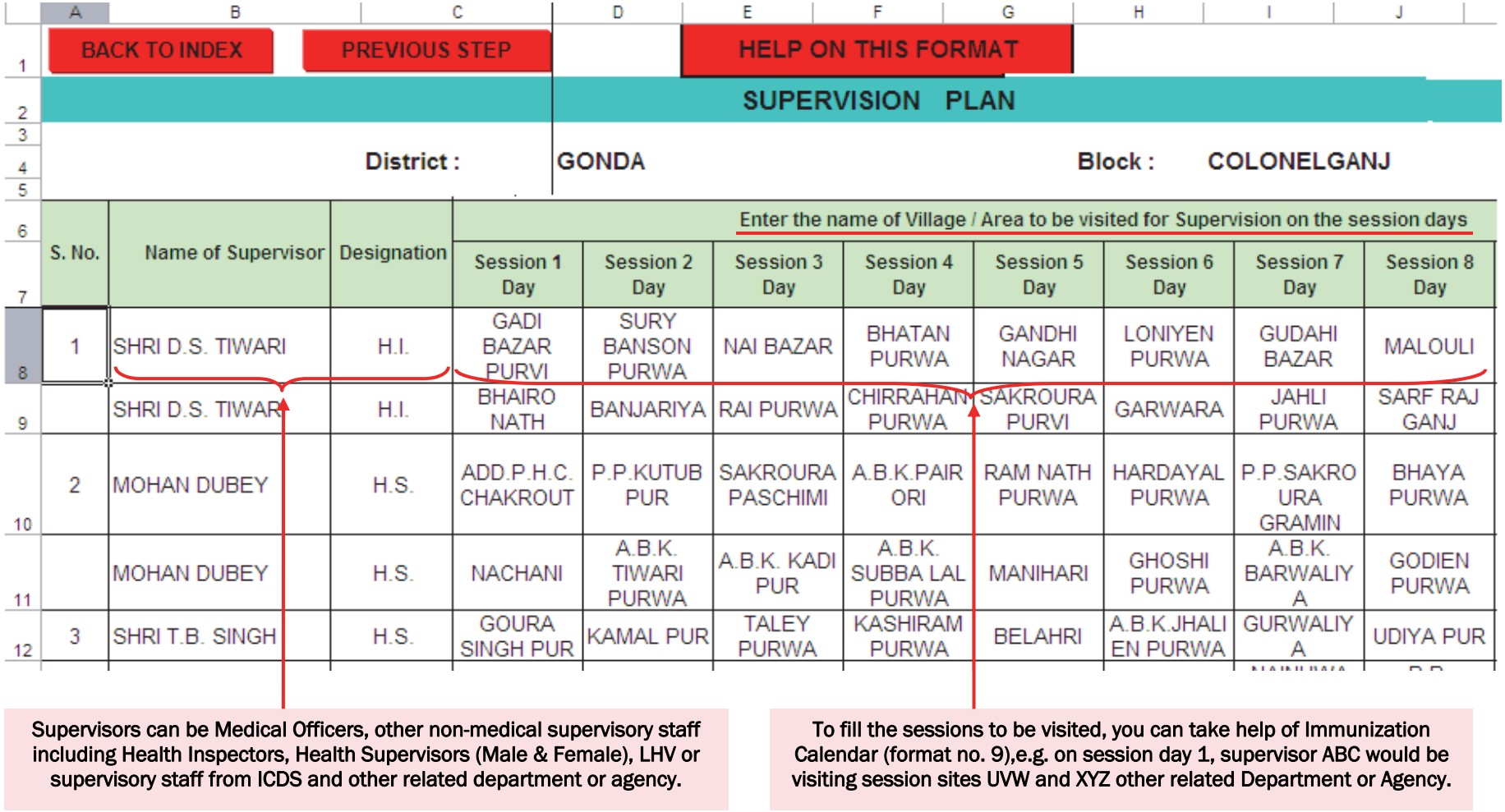
Background

This format self generates the distribution plan for vaccine vials and logistics per immunization session, indicating the number of vaccine vials, diluents (for BCG and measles), AD syringes and reconstitution syringes *(refer to the figure)*.This is developed on the basis of information in previous formats.

It therefore helps to improve vaccine and logistics planning.

Similar to the previous format, provision to filter and see particular information is available in Row 9 (Column A to D). Click on “NEXT STEP” for next format.

SUPERVISION PLAN



BACK TO INDEX | PREVIOUS STEP | HELP ON THIS FORMAT

SUPERVISION PLAN

District : GONDA Block : COLONELGANJ

S. No.	Name of Supervisor	Designation	Enter the name of Village / Area to be visited for Supervision on the session days							
			Session 1 Day	Session 2 Day	Session 3 Day	Session 4 Day	Session 5 Day	Session 6 Day	Session 7 Day	Session 8 Day
1	SHRI D.S. TIWARI	H.I.	GADI BAZAR PURVI	SURY BANSON PURWA	NAI BAZAR	BHATAN PURWA	GANDHI NAGAR	LONIYEN PURWA	GUDAHI BAZAR	MALOULI
	SHRI D.S. TIWARI	H.I.	BHAIRO NATH	BANJARIYA	RAI PURWA	CHIRRAHAN PURWA	SAKROURA PURVI	GARWARA	JAHLI PURWA	SARF RAJ GANJ
2	MOHAN DUBEY	H.S.	ADD.P.H.C. CHAKROUT	P.P.KUTUB PUR	SAKROURA PASCHIMI	A.B.K.PAIR ORI	RAM NATH PURWA	HARDAYAL PURWA	P.P.SAKROURA GRAMIN	BHAYA PURWA
	MOHAN DUBEY	H.S.	NACHANI	A.B.K. TIWARI PURWA	A.B.K. KADI PUR	A.B.K. SUBBA LAL PURWA	MANIHARI	GHOSHI PURWA	A.B.K. BARWALIYA	GODIEN PURWA
3	SHRI T.B. SINGH	H.S.	GOURA SINGH PUR	KAMAL PUR	TALEY PURWA	KASHIRAM PURWA	BELAHRI	A.B.K.JHALIEN PURWA	GURWALIYA	UDIYA PUR

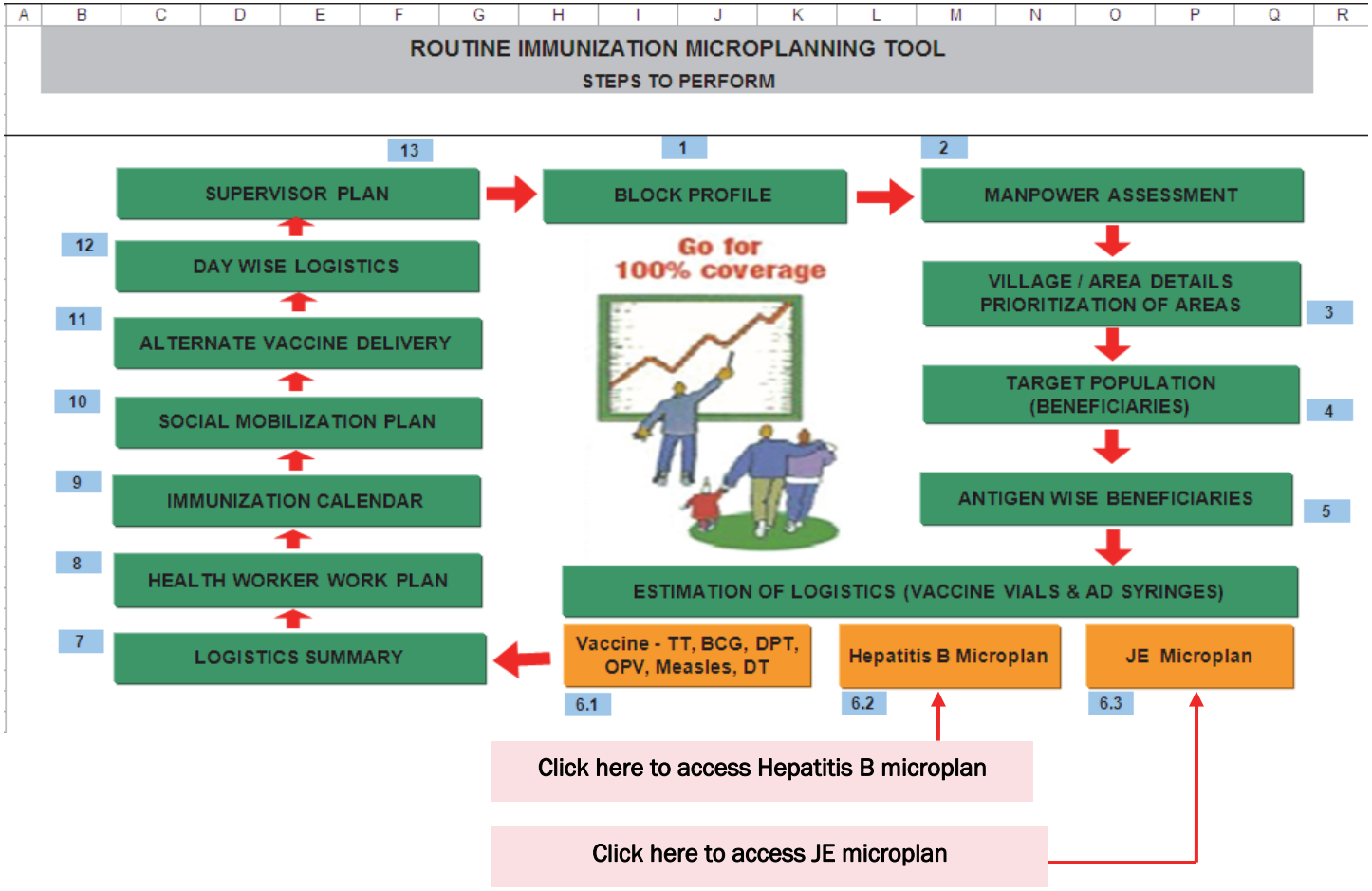
Supervisors can be Medical Officers, other non-medical supervisory staff including Health Inspectors, Health Supervisors (Male & Female), LHV or supervisory staff from ICDS and other related department or agency.

To fill the sessions to be visited, you can take help of Immunization Calendar (format no. 9),e.g. on session day 1, supervisor ABC would be visiting session sites UVW and XYZ other related Department or Agency.

Background

This format plans supervisory visits to the immunization sessions for monitoring and supervision. This is the last format in Routine Immunization Micro-planning for the block and requires manual entries. After completing the format, you can print a copy and display the same at the health facility. Click on “BACK TO INDEX” to access the Hepatitis B and JE micro-plans

HEPATITIS B AND JAPANESE ENCEPHALITIS IMMUNIZATION MICROPLANS



Background
You can take printed copies for either or both of Hepatitis B* and/or Japanese Encephalitis vaccination micro-plans, if they are included in Routine Immunization in the district/block. Neither of these self-generated formats accepts any manual entries.
* Hepatitis –B was made universalin2011.

BACK TO INDEX

HELP ON THIS FORMAT

HEPATITIS B IMMUNIZATION MICROPLAN

District : GONDA

Block / Unit : COLONELGANJ

Name of Additional / New PHC or Health Unit (Urban)	Name of Subcenter or Health Post (Urban)	Name of Village (included under subcenter) or urban areas (inculded under health posts)	Estimated Beneficiaries for Hepatitis B Immunization	Hepatitis B vials required (10 dose vial)	0.5 ml AD syringes required
TOTAL	TOTAL	TOTAL	2040	360	2315
CHC COLONELGANJ	MAIN CENTRE	PURVI GADI BAZAR	9	2	10
		THATHRAHI BAZAR	12	2	14
		NAI BAZAR	15	2	17
		THANHA PARED	15	2	17
		GANDHI NAGAR	15	2	17
		KASHAI MANDI	15	2	17
		GUDAHI BAZAR	15	2	17
		KATARA ROAD PAJAWA	12	2	14
	MA IN CENTRE-2	MOURYA NAGER	9	2	10
		#REF!	15	2	17
		C-H-C CLENIC			
		SEDAR BEJAR;NAI BESTI	15	2	17
		SEKROURA PURVI	18	3	20
		BABUGANJ;BALEKRAM PUR	15	2	17
		C-H-C CLENIC			
		SEFDERGANJ; EEDGAH;SU	18	3	20

Click to see the drop down menu and filter to see particular information/plan

BACK TO INDEX

HELP ON THIS FORMAT

JAPANESE ENCEPHALITIS IMMUNIZATION MICROPLAN

District : GONDA

Block / Unit : COLONELGANJ

Name of Additional / New PHC or Health Unit (Urban)	Name of Subcenter or Health Post (Urban)	Name of Village (included under subcenter) or urban areas (inculded under health posts)	Estimated Beneficiaries for JE Immunization	JE vials required (5 dose vial)	0.5 ml AD syringes required	Reconstitution syringes required
TOTAL	TOTAL	TOTAL	680	274	867	274
CHC COLONELGANJ	MAIN CENTRE	PURVI GADI BAZAR	3	1	4	1
		THATHRAHI BAZAR	4	2	5	2
		NAI BAZAR	5	2	6	2
		THANHA PARED	5	2	6	2
		GANDHI NAGAR	5	2	6	2
		KASHAI MANDI	5	2	6	2
		GUDAHI BAZAR	5	2	6	2
		KATARA ROAD PAJAWA	4	2	5	2
	MA IN CENTRE-2	MOURYA NAGER	3	1	4	1
		#REF!	5	2	6	2
		C-H-C CLENIC				
		SEDAR BEJAR;NAI BESTI	5	2	6	2
		SEKROURA PURVI	6	2	7	2
		BABUGANJ;BALEKRAM PU	5	2	6	2
		C-H-C CLENIC				
		SEFDERGANJ; EEDGAH;SU	6	2	7	2

Click to see the drop down menu and filter to see particular information/plan