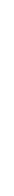


# INSTRUCTIONS FOR FILLING IN THE CHILD WISE TRACKING DATASHEET



# SHEET 1: BASIC PROFILE OF NRC

District	
Address of NRC	
Type of institution	
No. of Beds	
Date of establishment of NRC (dd.mmm.yyyy)	

# SELECT NAME OF THE DISTRICT FROM THE DROP DOWN MENU

The screenshot shows the Microsoft Excel interface with a data form. The form is located in columns F and G, rows 9 to 13. The form fields are:

Row	Column	Field Label	Value / Options
9	F	District	Dropdown menu (highlighted)
10	F	Address of NRC	Text input field
11	F	Type of institution	Text input field
12	F	No. of Beds	Text input field
13	F	Date of establishment of NRC (dd.mmm.yyyy)	Date input field

The dropdown menu for 'District' is open, showing the following options:

- Agra
- Aligarh
- Allahabad
- Ambedkarnagar
- Amethi
- Amroha
- Auraiya
- Azamgarh

# FILL IN OTHER DETAILS AS PLAIN TEXT AS SHOWN BELOW

The screenshot shows an Excel spreadsheet with a table containing the following data:

District	Lucknow
Address of NRC	BALRAMPUR DISTRICT HOSPITAL
Type of institution	DISTRICT HOSPITAL
No. of Beds	10
Date of establishment of NRC (dd.mmm.yyyy)	1.07.2015

The spreadsheet interface includes the following elements:

- Toolbar:** Copy, Format Painter, Clipboard, Font (Calibri, 11, Bold, Italic, Underline, Color, Background Color), Alignment (Wrap text, Merge & Center), Number (%, .00, .0), Styles (Conditional Formatting, Format as Table, Cell Styles), Cells (Insert, Delete, Format), Fill (Fill, Clear), and Editing (Sort & Filter, Find & Select).
- Formula Bar:** Contains the formula  $f_x$ .
- Grid:** Columns B through M and rows 1 through 10 are visible.
- Bottom Bar:** Shows the active sheet 'NRC PROFILE' and 'NRC'.



# **SHEET 2: CHILD WISE TRACKING**

# THE DATA SHEET WILL LOOK LIKE THIS

New-NRC child wise format - Excel

reema.chugh@outlook.com

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	Type of Medical Complications at Adm.(						
	SAM No. (First three letters of District)_SAM No)	Name of the child	Date of Birth (DD-MM-YYYY)	Date of Admission (DD-MM-YYYY)	Age (Months)	Sex (M/F)	Caste (SC/ST/OBC/GENERAL)	Referred By	AADHAR no. of the mother	Mobile no. of the caregiver	Admission Weight (In gms)	Admission MUAC (in mm)	Length/Height (in cms) at admission	W/H at Admission (SD)	Lethargy/Unconsciousness (Y/N)	Diarrhea with Dehydration (Y/N)	Septic Shock (Y/N)	Fast Breathing (Resp/min >40/mn >50/mn) (Y/N)	Hypothermia (35C/95F) (Y/N)	Fever (>=37.5C/>99.5F) (Y/N)	
2					0																
4					0																
5	3				0																
6	4				0																
7	5				0																
8	6				0																

NRC PROFILE | NRC | Sheet1

Ready

90%

# COLUMNS 1- 10, ARE RELATED TO BASIC CHILD PROFILE

HEADING	HOW TO FILL	HOW IT WILL APPEAR
SAM No.	SAM no. should include First three letters of District, followed by _ and then SAM No	<b>LUC_001</b>
Name of the child	Complete name of the child	<b>ABHAY SINGH</b>
Date of Birth	The format (DD-MM-YYYY)	<b>26-11-2016</b>
Date of Admission	The format (DD-MM-YYYY)	<b>28-11-2017</b>
Age (Months)	This is an automatically calculated figure	<b>12</b>
Sex	Specify as M/F. Select from drop down list	<b>M</b>
Caste	Specify as (SC/ST/OBC/GENERAL). Select from drop down list	<b>SC</b>
Referred By	Select from the drop down menu (ASHA, AWW, OPD, RBSK, SELF)	<b>OPD</b>
AADHAR no. of the mother	This is a 12 digit no. make sure to enter all 12 digits	<b>334536374567</b>
Mobile no. of the caregiver	This should be a 10 digit no. in case the mother's mobile no. is not available add father's or any other family members mobile no.	<b>9415667876</b>

# DATA ENTRY IN FIRST 10 COLUMN

New-NRC child wise format - Excel

reema.chugh@outlook.com

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	Type of Medical Complications at Adm.(Y/N)									
	SAM No. (First three letters of District)_SAM No)	Name of the child	Date of Birth (DD-MM-YYYY)	Date of Admission (DD-MM-YYYY)	Age (Months)	Sex (M/F)	Caste (SC/ST/OBC/GENERAL)	Referred By	AADHAR no. of the mother	Mobile no. of the caregiver	Admission Weight (In gms)	Admission MUAC (In mm)	Length/Height (in cms) at admission	W/H at Admission (SD)	Lethargy/Unconsciousness (Y/N)	Diarrhea with Dehydration (Y/N)	Septic Shock (Y/N)	Fast Breathing (Resp/min >40/min >50/min) (Y/N)	Hypothermia (35C/95F) (Y/N)	Fever (>=37.5C/>99.5F) (Y/N)	Irritable/Restless (Y/N)	Any other		
1	LUC_1	ABHAY SINGH	26 Nov 2016	28 Nov 2017	12	M	SC	OPD	334536374567	9415667876														
2					0																			
3	3				0																			
4	4				0																			
5	5				0																			
6	6				0																			

NRC PROFILE NRC



# COLUMNS 11-14- CHILD ADMISSION ANTHROPOMETRIC DETAILS

Type of Medical Complications at Adm.(Y/N)																							
SAM No. (First three letters of District)_SAM No)	Name of the child	Date of Birth (DD-MM-YYYY)	Date of Admission (DD-MM-YYYY)	Age (Months)	Sex (M/F)	Caste (SC/ST/OBC/GENERAL)	Referred By	AADHAR no. of the mother	Mobile no. of the caregiver	Admission Weight (In gms)	Admission MUAC (in mm)	Length/Height (in cms) at admission	W/H at Admission (SD)	Lethargy/Unconsciousness (Y/N)	Diarrhea with Dehydration (Y/N)	Septic Shock (Y/N)	Fast Breathing (Resp/min >40/mm >50/mm) (Y/N)	Hypothermia (35C/95F) (Y/N)	Fever (>=37.5C/>99.5F) (Y/N)	Irritable/Restless (Y/N)	Any other		
LUC_1	ABHAY SINGH	26 Nov 2016	28 Nov 2017	12	M	SC	OPD	334536374567	9415667876	5600	11.3	72	-3										
				0																			
				0																			
				0																			
				0																			
				0																			

HEADING	HOW TO FILL	HOW IT WILL APPEAR
Admission weight	Record weight in grams	5600
Admission MUAC	Record the MUAC in cm	11.3
Length / height at Admission	Record length/height in cm	72
W/H at admission	Select from the drop down list (-1,-2,-3, -4)	-3

The sheet is colour coded and will automatically indicate if the child is SAM or not. Red indication in MUAC and W/H score suggests child is SAM

# COLUMNS 15-23- MEDICAL COMPLICATION DETAILS

- Lethargy/Unconsciousness (Y/N)
- Diarrhea with Dehydration (Y/N)
- Septic Shock (Y/N)
- Fast Breathing (Resp/min >40/mn >50/mn) (Y/N)
- Hypothermia (35C/95F) (Y/N)
- Fever (>=37.5C/>99.5F) (Y/N)
- Irritable/Restless (Y/N)
- Any other (NA / Detail )

Record as YES or NO, SELECT FROM THE DROP DOWN LIST

M	N	O	P
Length/Height (in cms) at admission	W/H at Admission (SD)	Lethargy/Unconsciousness (Y/N)	Diarrhea with Dehydration (Y/N)
			Typ
	YES NO		

Edema at Adm. (0, 1+, 2+, 3+)

Record as 0, 1+, 2+, 3+ SELECT FROM THE DROP DOWN LIST

V	W
Any other (NA / Detail)	Edema at Adm. (0, 1+, 2+, 3+)
	0 1+ 2+ 3+



# COLUMNS 24-53

## APPETITE TEST, TARGET WEIGHT GAIN AND DAILY WEIGHT GAIN

**APPETITE TEST** - Record as PASS, FAIL, NA, SELECT FROM THE DROP DOWN LIST

**TARGET WEIGHT GAIN** – This is automatically calculated based on admission weight, do not enter anything in this

**DAILY WEIGHT GAIN** – This is to be entered daily soon after weighing the children. The weight is to be recorded in grams. These are colour coded the moment child will reach his/ her target weight gain the sheet column will automatically turn green. There are 28 columns for entering daily weight gain as a child can be admitted to NRC for a maximum of 28 days.

W	X	Y	Z
Edema at Adm. (0, 1+, 2+, 3+)	Appetite Test (Pass/Fail)	Target weight (gms)	Day 1
		0	
		0	
		0	



## **COLUMNS 54-59: DISCHARGE DETAILS**

**DATE OF DISCHARGE** –The format (DD-MM-YYYY)- **9-12-2017**

**DISCHARGE WEIGHT**–Record weight in grams – **6500g**

**DISCHARGE MUAC**– Record MUAC in cm – **11.6cm**

**DISCHARGE LENGTH/HEIGHT**- Record length/height in cm – **72cm**

**W/H AT DISCHARGE** – Select from the drop down list (-1,-2,-3, -4) : **-3SD**

**OUTCOME INDICATOR** - Select from the drop down list ( Discharge with target weight gain, Discharge with partial weight gain, defaulter, death, medical transfer, non responder) - **Discharge with target weight gain**

**MUAC & W/H SCORE is column are colour coded to indicate severity of malnutrition at time of discharge**



# COLUMN 60-85: FOLLOWUP DETAILS

**Due Date:** This is automatically calculated based on date of discharge: **24-12-2017**

**Actual Follow- Up:** This is to be entered in dd/mmm/yy format. Please enter the date on which child actually comes for the follow up visit : **30-12-2017**

**MUAC (In cm):** Record MUAC in cm, measured on 1<sup>st</sup> FU visit : **11.6cm**

**Weight (In gms) :** Record weight in grams, measured on 1<sup>st</sup> FU visit: **6800g**

**Length/Height (in cms) :** Record length in cm, measured on 1<sup>st</sup> FU Visit: **73cm**

**W/H at Follow Up (SD) :** Select from drop down list, calculated based on weight and height measurement on 1<sup>st</sup> FU visit: **-3SD**

**SIMILARLY FILL IN THE DATA FOR SUBSEQUENT FOLLOW UP VISITS. THE MOMENT CHILD WILL REACH THE PROGRAMME EXIT CRITERIA i.e. MUAC = 12.5 cm or W/H score >-1SD. THE DATA SHEET WILL NOT PERMIT FURTHER ENTRY .**





In case a child reaches the exit criteria in 3<sup>rd</sup> follow up, then no more follow ups are required for this child. The sheet will automatically become black

1	A	B	Follow Up-1				Follow Up-2				Follow Up-3				Follow Up-4											
			Weight (In gms)	Length/Height (in cms)	W/H at Follow Up (SD)	Due Date	Actual Follow-Up	MUAC (In cm)	Weight (In gms)	Length/Height (in cms)	W/H at Discharge (SD)	Due Date	Actual Follow-Up	MUAC (In cm)	Weight (In gms)	Length/Height (in cms)	W/H at Discharge (SD)	Due Date	Actual Follow-Up	MUAC (In cm)	Weight (In gms)	Length/Height (in cms)	W/H at Discharge (SD)			
2	SAM No. ((First three letters of District)_SAM No)	Name of the child																								
3	1		6800	73	-3	14 Jan 2018	20 Jan 2018	12	7300	74	-2	4 Feb 2018	5 Feb 2018	12.4	7800	74	-1	20 Feb 2018								
4	2																									
5	3																									
6	4																									

Child has achieved W/H Z SCORE of -1SD, that means he has reached the exit criteria, so no more follow ups required

Date of the exit from the programme will be the last follow up visit date on which child reached either MUAC =12.5cm or W/H Z Score >-1 SD, which in this case is 5-2-2017

# DAILY WEIGHT GAIN PLOT

- ✓ This is automatically generated in the datasheet based on daily weight entries.
- ✓ Weight gain plot of one child can be seen at a time
- ✓ To check the weight gain progress of the child click on the column showing SAM ID (COLUMN CH)
- ✓ From the drop down list select the ID, whose graph you wish to see

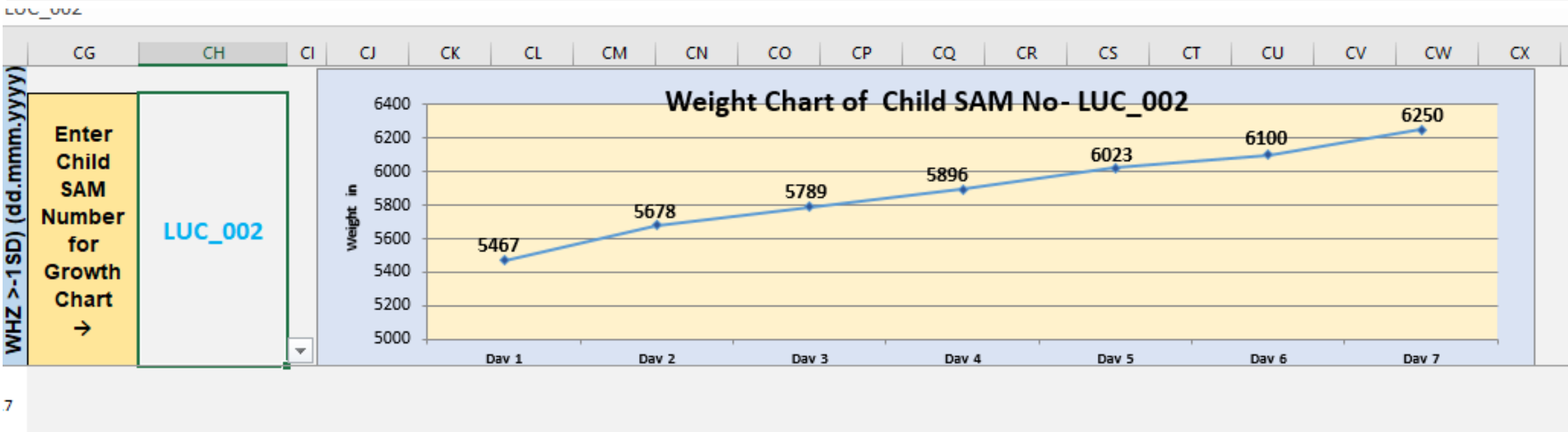
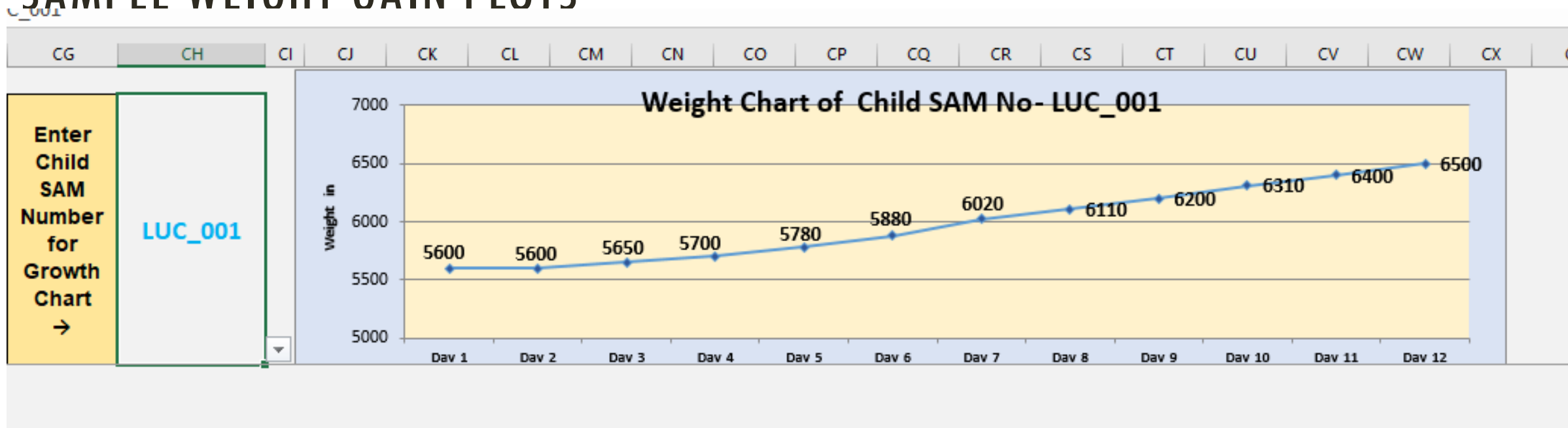
CH2    LUC\_001

1	A SAM No. (First three letters of District)_SAM No)	B Name of the child	Follow Up-3				Follow Up-4				CF Date of Discharge from Program (if child has reached MUAC 12.5cm or WHZ >-1SD) (dd.mmm.yyyy)	CG Enter Child SAM Number for Growth Chart →	CH	CJ Weight Chart of (				
			BU Actual Follow- Up	BV MUAC (In cm)	BW Weight (In gms)	BX Length/Height (in cms)	BY W/H at Discharge (SD)	BZ Due Date	CA Actual Follow- Up	CB MUAC (In cm)					CC Weight (In gms)	CD Length/Height (in cms)	CE W/H at Discharge (SD)	
2	LUC_001		5 Feb 2018	12.4	7800	74	-1	20 Feb 2018										
3	LUC_002																	
4	LUC_003																	
5																		

Weight Chart of (

Day	Weight (gms)
Day 1	5600
Day 2	5600
Day 3	5650
Day 4	5700
Day 5	5780

# SAMPLE WEIGHT GAIN PLOTS



# ERROR MESSAGE

- ❖ Sometime while selecting child's id for growth chart an error message may appear due to datasheet being empty initially. However on a repeat selection of the same ID, the child's growth chart will appear as desired.
- ❖ An error may also appear while saving the sheet, please ignore and click 'ok'.

The screenshot shows the Microsoft Excel interface with a worksheet titled "New-NRC child wise format (1) - Excel". The ribbon is set to "Home". The worksheet contains a table with columns for "SAM No.", "Name of the child", "MUAC (in cm)", "Weight (in gms)", and "Enter Child SAM". A "Weight Chart of Child SAM No- LUC\_004" is displayed on the right side of the chart area. An error message dialog box is overlaid on the chart, stating: "Microsoft Excel\n\nExcel found a problem with one or more formula references in this worksheet.\n\nCheck that the cell references, range names, defined names, and links to other workbooks in your formulas are all correct." The dialog box has an "OK" button.

# GENERAL INSTRUCTIONS

- Always save the file after entering data for a child/ for a day
- Keep a backup of the saved file in a pendrive on daily basis so that data is accessible even if computer becomes non functional
- Shared the complete record of a month with state on the last date of every month
- Continue entry in the same file even after sharing the file with the state. Maintain continuity in entering the data as it is done in case of NRC register.
- Once completely in place, this will replace NRC register from use
- In case of any query, please contact
  - Ms. Reema Chugh (7982863439/9953642436)
  - Mr. Abhishek (8077757526/9045112244)