



GOVERNMENT OF WEST BENGAL  
Department of Health & Family Welfare  
Swasthya Bhawan, Gn-29, Sector - V  
Salt-Lake City, Kolkata – 7000091

Memo No: **HFW-NHM-282/2020/2186**

Dated: **29.07.2021**

**ORDER**

**Sub:** Entry of data on deliveries, birth dose immunization and PNC in MatriMaa Portal on daily basis

MatriMaa web application has been implemented for monitoring RCH services on real time as well as to facilitate and ensure timely delivery of full range of healthcare services to all pregnant women and new born/infants under aegis of (RMNCAH+N). The data to be uploaded in the MatriMaa Portal mandatorily and can be classified into the following categories.

1. Delivery data and registration of newborns
2. Updation of the services rendered to the newborns, viz., birth dose immunization services
3. Post-natal care services.

It is decided that all delivery data including birth dose immunization and post-delivery PNC services should be entered in the MatriMaa portal at the facility itself within a maximum period of 48 (Forty Eight) hours after the delivery

The SoP to be followed is as follows:

1. The information to be captured in the above portal is noted in the annexed template to be filled up by the nursing personnel both at the labour room and at the maternity wards and sent to the Data Entry Operator/Executive Assistant of the facility for uploading in the MatriMaa Portal.
2. Data Entry Operator engaged by SBHI for Civil Registration has been entrusted for data entry in high case load facilities, wherever available. The copy of the ToR is enclosed herewith for reference. In all other cases, the Superintendent of respective facilities will nominate a Data Entry Operator / Executive Assistant under NHM for this specific purpose of data entry in MatriMaa portal. DPA engaged for Civil Registration system posted at Deputy CMOH-II/CMOH Office will be responsible for daily monitoring of the data entry in MatriMaa Portal from delivery points.
3. MSVP/Superintendent together with Nursing Superintendent of Medical Colleges/ Other secondary tier hospitals as well as BMOH & the Senior PHN/PHN in case of BPHC/RH would be responsible to ensure that all such data is entered at the facility level within maximum timeline of 48 (forty-eight) hours of the child birth. Data flow mechanism from the labour room and the maternity ward is to be worked out by the MSVP/Superintendent / BMOH of the facility.

4. As a first step, daily summary data (denominator) will be entered in the MatriMaa Portal every day for the last working day (midnight census).

The summary data element is as follows:

- i. Total Delivery
- ii. Live Birth
- iii. Still Birth
- iv. Maternal Death
- v. Infant Death

5. Backlog daily summary data should be uploaded on the current day. After entering summary data as mentioned above, users will enter beneficiary specific delivery details, Post Natal Care and birth dose immunization services.

6. Two options are available for Mother-child data entry

- Option 1: delivery details of an **already MatriMaa registered Pregnant Woman** (user may search the PW by her MatriMaa ID, phone number and AADHAAR number as well)
- Option 2: delivery details of the those PWs who were **not previously registered in MatriMaa**, Viz., Homeless people, mentally disabled, person from other State who comes for delivery for the 1<sup>st</sup> time etc.)
  - Under Option 2, provision has been created to automatically generate a temporary ID of the mother ----- e.g. T10000300421
    - T = for temporary id
    - 1 = mother id starts with 1
    - 0000 = dynamic sl. no. of the year
    - 300421 = delivery date in dd/mm/yy format

- The Assistant Superintendent looking after RCH services at health facility level is entrusted to monitor data flow and data entry in MatriMaa Portal.
- Facility In Charges of all the tiers that is Primary, Secondary and Tertiary levels should review data entry in MatriMaa Portal every month in terms of its timeliness and completeness.
- At ULB level, data entry in MatriMaa Portal will be monitored by Health Officer, PHN, Epidemiologist/NUHM Manager and PHN. At district level, Epidemiologist/NUHM Manager is entrusted to monitor the data entry in MatriMaa Portal for its timeliness and completeness.
- ACMOH of the sub-divisions will supervise and monitor data uploaded in MatriMaa Portal and review all the blocks and ULBs under their jurisdiction.
- DSMs of the Districts will be responsible for day-to-day monitoring on software and data related issues of the MatriMaa Portal under guidance of Deputy CMOH-III.

- Entire system will be monitored by District RCH team (Dy, CMOH III, DMCHO, and DPHNO) under the supervision of CMOH. CMOH will assign individual responsibility in this regard.

This order will take immediate effect.

Enclosure:

1. List of data elements for the delivery point module
2. PPT on SoP
3. ToR of CRS DEO

Yours faithfully

  
Director of Health Services

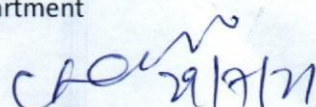
Govt. of West Bengal

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Copy forwarded for kind information to:

1. Mission Director, NHM & Secretary, Govt of West Bengal
2. Director of Medical Education, Govt of West Bengal
3. Additional Mission Director, NHM
4. SFWO & Joint DHS (FW)
5. OSD (Nursing)
6. Principal (All Medical Colleges)
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8. ADHS(MH), Health & FW Department
9. ADHS(EPI), Health & FW Department
10. Director, SBHI
11. DADHS(CH), Health & FW Department
12. DADHS (SH),
13. SNO, NUHM
14. Programme Officer – I, NHM
15. Programme Officer – II, NHM
16. DFWO, Kolkata
17. Dy. CMOH I (All Districts)
18. Dy. CMOH II (All Districts)
19. Dy. CMOH III (All Districts)
20. DMCHO (All Districts)
21. DPHNO (All Districts)
22. ACMOH, (All Sub-divisions)
23. Superintendent (All MCH, DH, SDH, SGH, SSH)
24. BMOH, (All Blocks) with a request to share with all stakeholders
25. DPMU, (All Districts including Health Districts) with a request to share with all stakeholders)
26. Sr. PA to Secretary, Health & FW Department
27. Health Specialist, UNICEF
28. IT Cell with a request to upload a copy of this order in the website of the Department
29. Office Copy

  
Director of Health Services

Govt. of West Bengal