



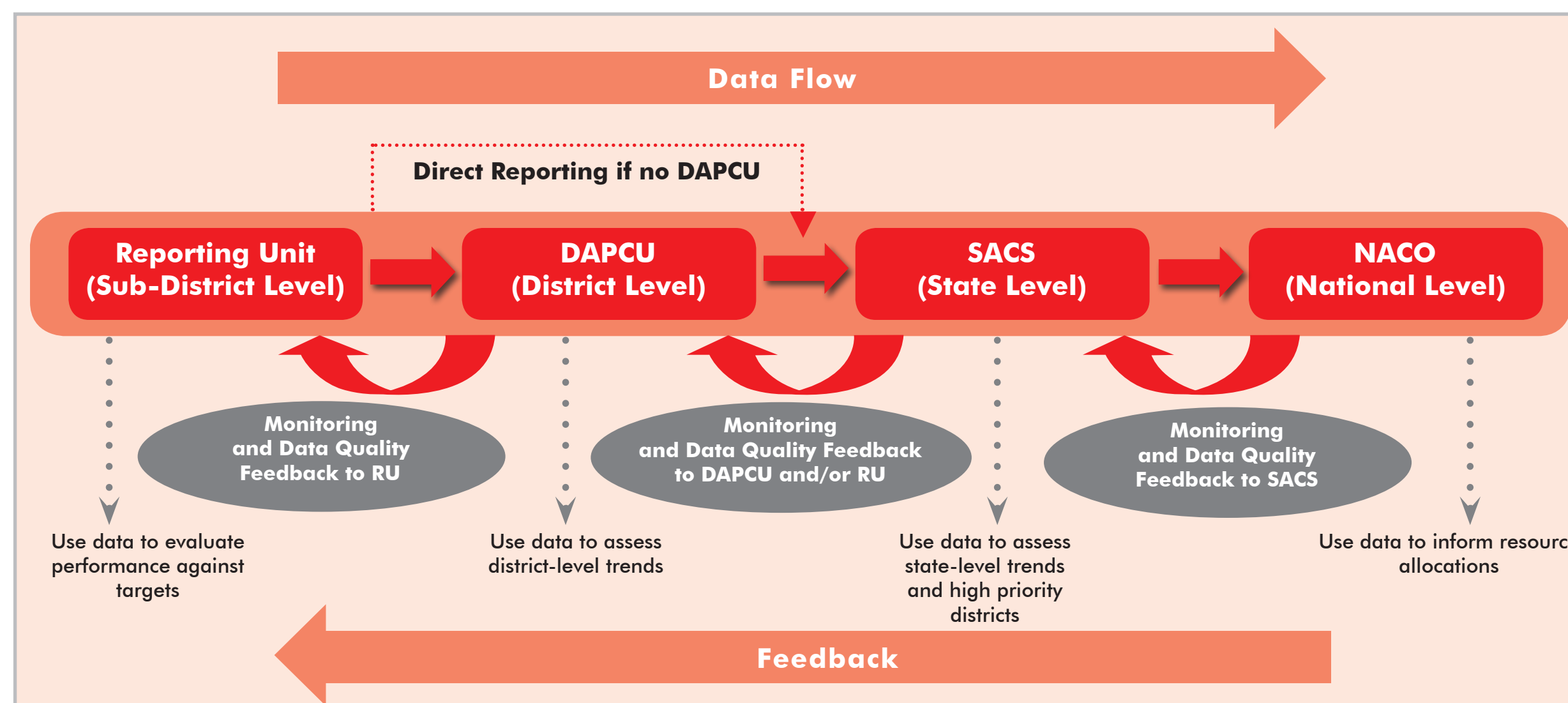
STRATEGIC INFORMATION MANAGEMENT SYSTEM (SIMS) – AN OVERVIEW

National AIDS Control Organisation
 India's voice against AIDS
 Department of AIDS Control
 Ministry of Health & Family Welfare, Government of India
 www.nacoonline.org

BACKGROUND

- ◆ Web-based application for data entry at various levels including Reporting Unit (RU), District & State
- ◆ Provides differential data management rights to various users
- ◆ Ability to serve multiple users, data systems and data set versions
- ◆ Workflow similar to physical reporting system, but automatic aggregation to reduce manual error
- ◆ Both online and offline modes of data entry
- ◆ Once data is entered at the RU level, all higher levels can view the data in real time
- ◆ Ensures data quality checks across various reporting level
- ◆ Generates basic to advance reports using analytic tools (SAS, GIS)
- ◆ As of September 2012, there are over 15,000 reporting units registered in the SIMS

FLOW OF INFORMATION



COMPONENTS

Individual		
ART	HIV Sentinel Surveillance	
TI (Weekly)	Integrated Counselling & Testing Centre (ICTC)	
Monthly		Quarterly
Blood Bank	Viral Load	Blood Bank
ICTC	Targeted Intervention (TI)	RSTRL
ART	Sexually Transmitted Infections (STI)	RRC
IEC	Simplified STI/RTI	Dashboard
LWS-District	Adolescence Education Programme	
LWS-State	Community Care Centre (CCC)	
Lab-SRL	Drop-In-Centre (DIC)	
Lab-NRL	Early Infant Diagnosis (EID)	
Training	DAPCU-Qualitative & Quantitative	
Analysis/Reports		
Data Status Reports	◆ Monitoring reports	◆ Indicator reports
Data Item Reports (Draft/Forwarded mode at all level)	◆ Progress reports	◆ Standardized reports
	◆ Dashboard reports	◆ Customised reports
	◆ Alerts	
GIS	◆ District/State/Country level GIS mapping reports	

INSTRUCTIONS FOR DATA ENTRY & FORWARDING

Steps of Online Data Entry & Forwarding	Steps of Offline Data Entry & Forwarding
1) After logging into the SIMS online system, under MIS, select your format	1) Download the offline Excel format from "Download Offline link" in login screen
2) Select the financial year and the reporting month for which data needs to be entered	2) Open the Excel file and enter data
3) After the data entry screen appears, enter data	3) Save the Excel file in XML format
4) To save the data after entry, select "Save"	4) Login into SIMS website
5) On clicking the "Save" button the next sub-section opens for data entry	5) Select the financial year and the reporting month
6) On the last screen when user clicks the "Save" button the message "Data saved successfully" appears	6) After data entry screen appears select link for "Offline Data Entry" above the sub-section page
7) Select the "Back to Search" button, under the "Search" button, Data Status Filter - 'sub-district level draft', select the year and month for which data has been entered and then click "Search"	7) Select the saved XML file from the local computer
8) User gets various features of entered data. User needs to verify data, save, verify status, and add comment if required	8) Click the "Upload button" to save the data of XML file in the online SIMS report
9) If satisfied with entered data, with the approval of the competent authority, data may be forwarded to the next level by clicking "forward to upper level"	9) Follow steps 7 to 9 as mentioned in "Steps of Online Data Entry & Forwarding"

After being forwarded from SACS to NACO, data is finalized and ready for analysis

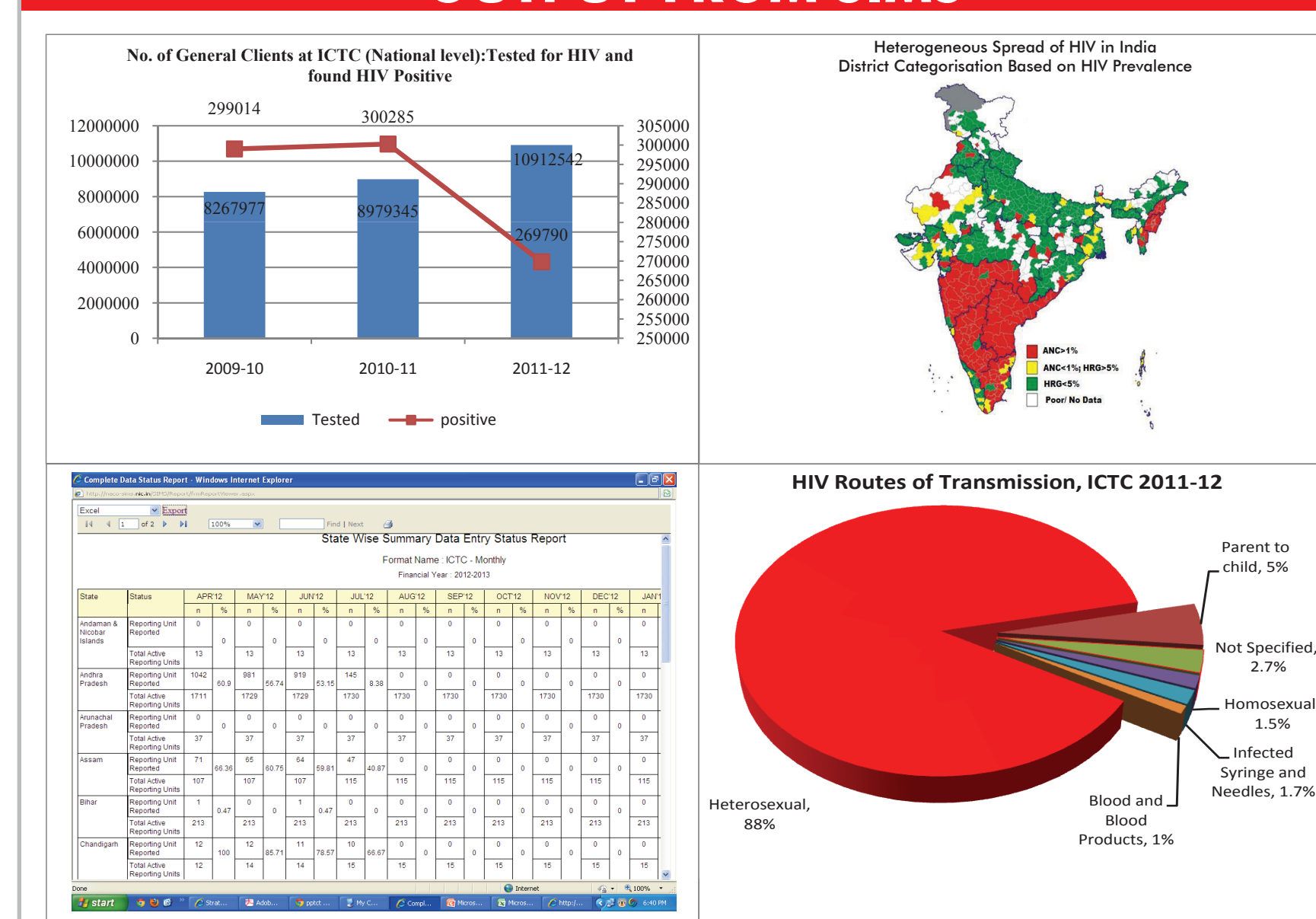
DO

- consult Data Definition to clarify doubts on indicator definitions
- ask DAPCU/SACS to reset data if modifications need to be made in a forwarded report
- use "add comment" function to make notes about entered data
- contact upper admin level (SACS or DAPCU M & E officer, or M & E Division of NACO) to reset password
- re-login if encountering a "server busy" message. If problem persists, contact help desk. Refresh page by pressing Ctrl+F5 while if encountering a system error
- in case of system access issues, contact SACS M&E Officer or SIMS helpdesk support

DON'T

- exit a sub-section without saving data
- use browsers other than Internet Explorer
- enter data in stock section of SIMS offline Excel formats
- use wrong password more than two times
- use old offline formats for data entry. Instead, download offline formats every month to avoid system compatibility issues
- upload offline Excel format, instead upload XML format

OUTPUT FROM SIMS



ROLES & RESPONSIBILITIES BY REPORTING LEVEL

	Reporting Unit	DAPCU	SACS (with DAPCU)	SACS (without DAPCU)	NACO
Applicable Formats	<ul style="list-style-type: none"> ◆ ICTC ◆ STI ◆ CCC ◆ DIC ◆ Blood Bank ◆ RSTRL ◆ TI ◆ ART 	<ul style="list-style-type: none"> ◆ Simplified STI/RTI ◆ LWS-District ◆ Lab-SRL ◆ DAPCU-Qualitative & Quantitative 	<ul style="list-style-type: none"> ◆ Lab-NRL ◆ IEC ◆ AEP ◆ Data Triangulation ◆ LWS-Lead Agency ◆ RRC ◆ Training 	<ul style="list-style-type: none"> ◆ Simplified STI/RTI ◆ Lab-SRL ◆ LWS-Lead Agency ◆ RRC ◆ Training ◆ LWS-District ◆ Lab-NRL ◆ IEC ◆ AEP ◆ Data Triangulation 	<ul style="list-style-type: none"> ◆ Annual Action Plan ◆ Data Triangulation
Activities	<ul style="list-style-type: none"> ◆ Data Entry ◆ Verify data before submitting by reviewing the Verification Report ◆ Forward data when complete (automatically to DAPCU or SACS if no DAPCU) ◆ Basic analysis 	<ul style="list-style-type: none"> ◆ Review forwarded data (internally and externally) ◆ If error found, provide feedback to RU and reset form as needed (so that data can be re-entered) ◆ Forward data to SACS when basic analysis is complete 	<ul style="list-style-type: none"> ◆ Review forwarded data (internally and externally) ◆ If error found, provide feedback to DAPCU and reset form as needed (so that data can be re-entered) ◆ Forward data to NACO when basic analysis is complete 	<ul style="list-style-type: none"> ◆ Review forwarded data (internally and externally) ◆ If error found, provide feedback to RU and reset form as needed (so that data can be re-entered) ◆ Forward data to NACO when basic analysis is complete 	<ul style="list-style-type: none"> ◆ Review forwarded data (internally and externally) ◆ If error found, provide feedback to SACS and reset form as needed (so that data can be re-entered) ◆ Basic analysis
Persons/Departments Responsible	<ul style="list-style-type: none"> ◆ Counsellor: Data entry ◆ Centre In-charge: Verification 	<ul style="list-style-type: none"> ◆ M&E Assistant: Monitoring of RUs ◆ DAPCU Programme Manager (DPM): Verification of entered data and feedback to RUs 	<ul style="list-style-type: none"> ◆ Division Head, DD (M&E) and M&E Officer in collaboration with relevant programme divisions: Monitoring of DAPCUs and verification of forwarded data ◆ Project Director: Approval before submission to NACO 	<ul style="list-style-type: none"> ◆ Division Head, DD (M&E) and M&E Officer in collaboration with relevant programme divisions: Monitoring of RUs and verification of forwarded data ◆ Project Director: Approval before submission to NACO 	<ul style="list-style-type: none"> ◆ Division Head, Programme Officer, Technical Officer/M&E Officer and M&E Division User in collaboration with relevant programme divisions: Monitoring and verification of forwarded data ◆ DDG (M&E): Final approval of submitted data
Timeline for Submission	◆ By 5th of next month	◆ By 7th of next month	◆ By 10th of next month	◆ By 10th of next month	◆ By 15th of next month

System Requirements:
 Minimum 512Kbps internet connection
Supported Browsers:
 Internet Explorer 6.0 and Above
MS-Office 2003 or higher.
Resolution: 1024 x 746 (Minimum), 1440 x 900 (Best)
Antivirus Software:
 Required
Processor: Intel Pentium D925 or higher
RAM: 2x512 MB DDR II 533 MHz

