List of 35 Output Indicators					
Sr. No.	Indicator Name	Formula			
1	Bed Occupancy rate	Sum of daily census of patients admitted (measured at 12 midnight) x 100 / Number of operational beds x days in month			
2	Average length of stay	Total In patient Days/Total IPD patients discharged per month			
3	LAMA	Total number of patients who left against medical advice *100 / Total number of admissions per month			
4	Carried over admissions per bed ( COAPB )	(New admissions) - ( Discharges +Deaths+LAMA+Referrals ) / Number of sanctioned beds x No of days in month			
5	Call Response time	Total time interval for all call ( In minutes)/Total number of call sent for a month			
6	% of cancelled/postponed elective surgeries.	Number of cancelled/postponed elective surgeries *100/ Total no of sceduled elective surgeries per month			
7	% of Pre Anesthesia Checks Conducted in Surgeries	# of elective surgeries wherein preanesthetic checks conducted in given monthX 100 / # of elective surgeries in given month			
8	Surgical site sepsis rate	No of SSI for clean operations*100/Total conducted clean planned major surgeries in month			
9	Post operative complication rate	Number of post operative complications in planned major surgeries*100 / Total number of planned major surgeries per month			
10	% of Complications due to anaesthesia	No. of Complications due to Anaesthesia x 100/ No. of planned and emergency surgeries per month			
11	% of Sternotomy Infection	Number of patients undergoing sternotomy (for CABG or valve surgery) per month who developed sternal wound infection*100/Total no of CABG and Valve surgeries performed per month			
12	% of Repeat surgery within 30 days.	Number of patients requiring repeat surgery within 30 days of planned surgeries *100/ No of major planned surgeries for a month			
13	% of Patients undergoing PCNL requiring re-treatment for residual calculi	Number of patients undergoing PCNL per month requiring re-treatment for residual calculi X 100/ Total number of Patients undergoing PCNL per month			
14	% of patients undergoing CABG surgery who received a left internal mammary artery graft	Number of CABG patients receiving a left internal mammary artery graft per month*100/Total no of CABG Surgeries done			
15	% of Post operative deaths in Planned Major surgeries	No. of deaths before discharge in planned Major Surgeries x 100/ Total no. of Planned Major surgeries per month			
16	% of Post operative deaths in Emergency Major surgery	No. of deaths before discharge in emergency Major Surgeries x 100/ Total no. of Emergency Major surgeries per month			
17	No. of CABG surgery deaths before discharge x 100/ Total no. of CABG surgeries per month	# CABG deaths X 100/ total CABG performed in given nonth			

Sr. No.	Indicator Name	Formula		
18	% of patients undergoing valve surgery who died before discharge	No. of Patients undergoing valve surgery died before discharge x 100/ Total no. of Patients who have undergone valve surgery per month		
19	% of ICU deaths before discharge	No. of ICU deaths before discharge x 100/ Total no. of ICU admissions per month		
20	% of elective surgeries needing blood transfusion	Total number of major elective surgeries required blood transfusion X 100 /Total number of elective major surgeries per month		
21	% of SNCU deaths before discharge	No. of SNCU deaths before discharge x 100/ Total no. of SNCU admissions per month		
22	Average time in minutes taken in STEMI patients for initiating fibrinolytic therapy (clinical note depicting time of starting therapy) after arrival of the patient (Inpatient registration) at the hospital per month	Average time in minutes taken in STEMI patients for initiating fibrinolytic therapy		
23	Average time taken to do balloon angioplasty (operative note depicting time of starting therapy) in STEMI patients after arrival of the patient in the hospital(Inpatient registration) per month	Average time taken to do balloon angioplasty		
24	Ventilator Associated Pneumonia Rate	Total VAP cases* 1000/Total ventilator days for the month		
25	Rate of Catheter-associated UTI	Total cases of UTI secondary to catheterisation *1000/Total Foleys catheter days for the month		
26	% of Patients of acute coronary syndrome given dual anitplatelet therapy and statins	No. of Patients of acute coronary syndrome given dual anitplatelet therapy and statins at discharge *100 / Total number Patients of acute coronary syndrome discharged per month		
27	% of Drug reactions	Total Drug reactions* 100 / Total No of in patient days per month		
28	% of medication errors	Total medication errors in prescribing, transcribing, dispensing and administering the medication per month*100/Total No of in patient days per month		
29	% of Blood transfusion reactions	No of Blood Transfusion reactions*100 / No of Blood Units issued per month		
30	% of Health care providers given PEP as per protocol	Total number of health care providers receiving PEP as per protocol per month * 100 / Total number of health care providers reporting needle-stick injury per month		
31	# wrong side/ wrong patient surgery	# wrong side/ wrong patient surgery		
32	Bed turn over rate	Bed Turn over rate = Throughput per bed = (number of Discharges + deaths+LAMA+ referred out) in a given month / operational beds in that given month		

Sr. No.	Indicator Name	Formula
33	Turnaround time for lab investigations Haematology examination	The interval between collection of sample and report preparation/Total number of Haematology, Biochemistry, Serology & body fluid examinations carried out in a month
34	Dental Procedures	Total number of dental procedures apart from scaling and dental extractions/ Total number of dental procedures including scaling and dental extractions
35	Dialysis	Number of dialysis done/ Total number of CRF patients registered for dialysis

# Database for Rajiv Gandhi Jeevandayee Arogya Yojana (RGJAY)



# Manual of Operations

Developed by

# Data Management and Statistical Unit

# INDIAN INSTITUTE OF PUBLIC HEALTH, DELHI



# Funded by: Public Health Department, Government of Maharashtra

Note: RGJAY has been renamed as Mahatma Jyotiba Phule Jan Arogya Yojana from 1st April 2017

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# Chapter 1: General Overview

#### About RGJAY

Rajiv Gandhi Jeevandayee Arogya Yojana (RGJAY) is a scheme to improve access of Below Poverty Line (BPL) and Above Poverty Line (APL) families (excluding White Card Holders as defined by Civil Supplies Department) to quality medical care for identified speciality services requiring hospitalization for surgeries and therapies or consultations through an identified Network of health care providers. (http://www.jeevandayee.gov.in/#) This scheme would be implemented throughout the state of Maharashtra in a phased manner for a period of 3 years. The insurance policy/coverage under the RGJAY for the eligible beneficiary families in 8 districts: Gadchiroli, Amravati, Nanded, Sholapur, Dhule, Raigad, Mumbai and Suburbs.

The hospitals that are empanelled under the Rajiv Gandhi Jeevandayee Arogya Yojana scheme <u>http://www.jeevandayee.gov.in/#</u> should follow a minimum quality criterion. This empanelment criteria has been developed by the Public Health Department, Government of Maharashtra in consultation with National Accreditation Board for Hospitals and Healthcare Providers (NABH). These criteria's are applicable for Maharashtra state, in public as well as private sector hospitals. In summary, this criteria has 6 sections and 35 parameters. The input data for the criteria are to be collected at each of the hospitals at the speciality/ward level. It is expected that the hospitals and staff who are trained to follow this criteria to maintain records and follow protocols as per the NABH standards.

To enable the hospitals to maintain the records of the set standards in a periodic basis ward wise paper forms have been developed (see annexure 1). The list of wards and the number of questions per ward is listed in Table 1. These forms are to be completed at the end of each month or before the 10<sup>th</sup> day of next month. . A database has been developed using a free software called CSPro (version 6.0) that can capture the data in a standardized format. This would enable the staff to enter data offline and transmit the information to the Public Health Department, Government of Maharashtra via email to a web based repository. A report can be also be generated at the hospital level on a monthly basis.

### Table 1. List of Wards

RAJIV GANDHI JEEVANDAYEE AROGYA YOJANA (RGJAY) NETWORK HOSPITALS INFORMATION REGARDING NO. OF QUESTIONS FOR A PARTICULAR WARD					
Name of ward	No. of questions				
Male Medical Ward	22				
Female Medical Ward	22				
Male Surgical Ward	30				
Female Surgical Ward	30				
Paediatric Ward	16				
Skin Ward	16				
Chest & Tb Ward	16				
Infectious Diseases Ward/Isolation ward	16				
"Ortho Ward"	30				
"ENT Ward"	30				

Trauma Ward	30
Ophthalmology Ward	30
Gynaecology Ward	30
Obstetric Ward(Pregnancy, PNC)	30
Nephrology Ward	16
Cardiology Ward	35
CVTS Ward	36
Genitourinary Ward	32
Neurosurgery Ward	30
Surgical Gastroenterology Ward	30
Oncology ward	16
Surgical Oncology Ward	30
Plastic Surgery Ward	30
Burns Ward	30
Paediatric Surgery Ward	30
Psychiatry Ward	16
Other ward	45
ICU	44
NICU/SNCU	29
PICU	31
ICCU	44
Casualty	15
Dental unit	11
Dialysis Unit	11
Laboratory	2



# Chapter 2: Installation of the database

This chapter briefs step by step description of installation process of CSPro software and the RGJAY database in the computers at the network hospitals.

## 2.1 System requirements:

The minimal configuration required for the computers:

Hardware:

- ✓ Pentium Processor
- ✓ 512 MB of RAM
- ✓ SVGA Monitor
- ✓ Mouse
- ✓ 100 MB of free hard disk space

#### Software:

- ✓ Microsoft Windows XP, Vista, 7 or 8
- ✓ Microsoft Office
- ✓ CSPro 6.0
- ✓ WinZip/WinRAR

### 2.2 Installation of CSPro:

- CSPro 6.0 needs to be installed on the computer which will be used for data entry using the RGJAY Database.
- CSPro can be downloaded from the following link (You require internet for this) <u>https://www.census.gov/population/international/software/cspro/userregistration.html?resour</u> <u>ce=cspro60.exe</u>
- Double click on "CSPro 6.0.exe" file to launch the setup wizard. The setup process takes you through a series of dialog boxes that prompt you for setup information.
- Complete the wizard with the default choices by pressing "Next" button. (Do not change any choice /option). The last screen of the wizard is with Finish Button. Click on "Finish" and CSPro is installed. This software will be installed by default in C:drive
- A shortcut of CSPro 6.0.exe is created in the desktop which means CSPro 6.0 has been installed in the computer.

### 2.3 Configuring the RGJAY folder:

- You have been provided with a zipped file named RGJAY.zip. Unzip/extract the given file.
- Copy this RGJAY folder to C: drive of the computer where CSPro 6.0 is installed.

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2.4 Creating shortcuts for database, report and transfer file:

- Database shortcut: Within the RGJAY folder, there are many files with the name "RGJAYMain", but the file of interest would be the one named "RGJAYMain" with the icon of three bulbs. See the screenshot above. Right click on this file (RGJAYMain.pff) and choose the option, "Send to->Desktop (Create Shortcut)". This will create a shortcut of RGJAYMain.pff on the desktop of the computer. This is main shortcut to launch RGJAY Database Application.
- **Report file short cut:** All the reports generated at the hospital level will be stored by default in "C:\RGJAY\Software\Report\Reportfiles". In order to view the report, user has to go to the above location every time. To save time, create shortcut of this folder on desktop.Right click on the folder named "Reportfiles" and choose the option Send to Desktop (Create Shortcut)
- **Transfer file shortcut:** All ward wise data entered in the database for that hospital will be stored in C:\RGJAY\Software\hospfile". In order to send your data to the monitoring office the data file needs to be copied and transferred. You may choose to create a short-cut, of the path. Right

click on "hospfile" and choose the option send to-> Desktop (Create Short-cut). View the snapshot below

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# Chapter 3: Data Entry

The data collected on the paper forms for each of the network hospitals is entered in the RGJAY

database on monthly basis. The data is to be entered **before** the 10th of the succeeding month. For example the data of January should be entered into the database and completed by 10<sup>th</sup> of the February. This chapter gives the details of how the data needs to be entered. In the previous chapter (Section 2.4), a shortcut icon was created as "RGJAYMain".



### 3.1 Steps to enter data

**Important note:** If data is not available for a given field in any Ward form, please enter as "– 99" in the database. Please DO NOT enter as "Zero".

### Step 1: Login

To begin the data entry "Click" on the icon "RGJAYMain" on your desktop. The login window is opened which asks for hospital ID and the password. Each of the network hospital has been provided with a unique ID and a password to open the database. After entry of Hospital ID, the name of the hospital would be reflected automatically in the "Hospital Name" dialog box.

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After successful login you will see the mainpage **"RGJAY Project Option Menu"** as seen below: Each of the given tabs has a specific function:

For Help, press F1

👩 🙆 S

- Ward availability form (Entry) is meant for checking the functional wards for a given hospital.
- To view the available ward list, click on the second option. You may print the document for easy reference.

ADD Field = HOSPITALIDPASSW, Length: 8/10

Occurrence 1 of 1

EN 🔮 🏅 🔺 📀 😭 😓 🕄 🚺 12:37 P

• Entry period (Month-Year) form is used to enter the month and year of data entry. By completing this form we create a "case".

CSEntry - ( Apl File = RGJAYMain.ent, Data File = RGJAYMaindata.dat )		
File Mode Edit Navigation View Options Help		
	RGIAV Project Option Menu*** For HOSPITAL ID = HSI757 only Ward Availability form (Entry ) Click here to view the available ward list (View) Entry Period (Month-Year) Form Burns Ward Cardiology Ward Casualty Chest Tb Ward Casualty Chest Tb Ward Consulty Chest Tb Ward Dental unit Dialysis Unit ENT Ward Female Medical Ward Female Medical Ward Genitourinary Ward Goynac Ward ICCU ICU Infectious Diseases Ward/Isolation ward Laboroatory Male Medical Ward Neurosurgery Ward Neurosurgery Ward NCU/SNCU Dostetric Ward(Pregnancy, PNC) Consultant ward	
	Prov Provi P	1220 DM
		EN 🕑 En 🔄 🐿 😻 🐚 12:39 PM 04/02/2015

## Step 2: Ward availability checklist

Since, all the hospitals may not possess all the wards as displayed in the above page, the first step is to select the name of functional wards in a particular hospital, which can be done from the option **""Ward availability form"**. After clicking on this option a new page will open as below.



. ····································	leip				
Case Ward_Avail_QUEST_FORM ^ HOSPITALID_WARDAVAIL.	Hospital ID H.S.I.7,5,7,		<b>_</b>		
HOSPITALCODE     DISTRICT.     DISTRICT_NAME     DISTRICT_NAME     HOSPITALTYPE     BURNS_WARD	Hospital Name	SWASTHYA HOSI	PITAL MEDICAL RESEARCH CENTER	R	
CARDIOLOGYWARD	Hospital Code	S,W,A,			
CVISWARD.	District	_,1			
GENITOURINARY_WARD E	District Name	Ahmednagar			
	Hospital Type	2 1= Govrenme	nt ; 2= Private		
MEDICAL_NARD_FEMALE MEDICAL_WARD_MALE NEPHROLOGY_WARD		Enter 1 for Ye Enter 2 for No	S		
OBSTETRIC_WARD_PREGNAL	Burns Ward	1	Obstetric Ward(Pregnancy PNC)	1	
OPTHAL_WARD	Cardiology Ward	1	Opthal Ward	1	
PAEDIATRIC_SURGERY_NAI	Casualty	1	Ortho Ward	1	
PAEDIATRIC_WARD	Chest & Tb Ward	1	Paediatric Surgery Ward	1	
- PICU	CVTS Ward	1	Paediatric Ward	1	
SKIN_WARD	ENT Ward	1	Psychiatry Ward	1	
	Genitourinary Ward	1	PICU	1	
press F1		No Partials MODIFY	Field = HOSPITALID_WARDAVAIL	Occurrence 1 of 1	NUN

The ward availability form will look like, as shown in the snapshot below.

In this page, following information will be displayed by default. Hospital ID, Hospital name, Hospital code, District code, District name, Hospital type (Government or Private)

Enter "1" against the wards available in your hospital and Enter "2" against the wards that are not available. Once you complete all wards, a popup message displays and asks for accepting the case. See the snapshot:

- · · · · · · · · · · · · · · · · · · ·				
Case		Enter 2 for No		
CASUALTY				
CHESTIBWARD				
CVTSWARD	Burns Ward	1	Obstetric Ward(Pregnancy PNC)	
ENTWARD	Cardiology Ward	1	Opthal Ward	1
GYNAC WARD.			Orthe Word	1
ICCU.	Casualty		Ortho Ward	<b>E</b>
- ICU	Chest & Tb Ward	1	Paediatric Surgery Ward	1
INFECTIOUS_DISEASES_W			Decidiataria Mand	1
MEDICAL_WARD_FEMALE	CV IS Ward		Paediatric ward	
MEDICAL_WARD_MALE	ENT Ward		Psychiatry Ward	1
MEPHROLOGY_WARD	Combined and Mand	CSPro 5.0 Data Entry	BICH	1
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- ORTHO WARD	ICCO		Skill Wald	
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PAEDIATRIC_WARD	Inderstand Discourse Misselling Left	Yes <u>N</u> o	Surgical Openiogy Ward	
- PHYSCIATRY_WARD	Intectious Diseases ward/isolati	1	Surgical Oncology ward	
PICU	Medical Ward(Female)	1	Surgical Ward(Female)	1
PLASTIC_SURGERY_WARD.	Medical Ward(Male)	6	Surgical Ward(Male)	1
SUPCICAL CASTROENTEDO	wedical ward(wale)		Surgiour Hurd(maic)	-
SURGICAL ONCOLOGY WAR	Nephrology Ward	1	Dental Unit	1
SURGICAL_WARD_FEMALE.	Neurosurgen Ward		Dialysis Unit	1
SURGICAL_WARD_MALE	Neurosurgery Maru		a najata a na	
DENT_UNIT	NICU/SNCU	1	Laboratory	1
DIALYS_UNIT			Other Ward	1
LABRIRY				
OTHWRD.			Oncology Ward	1
TRAINA WARD.			Trauma Ward	
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Once you click on 'Yes' or accept the case, the software displays a message as shown below. Now, click on the cross button on the top left corner to exit and reach the main menu.

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**Note1:** This checklist form is entered only once for a particular hospital. Data entry can be done only for the wards that have been checked in this list. If a new functional ward is created in the hospital, it may be added to the database. To edit this checklist repeat the above procedure. The initial list will be replaced by the new list.

Note 2: If you want to view the list of wards available, Click on the option "Click here to view the available ward list (View)". You will see .txt document that can be printed or saved. See the snapshot

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CVTS Ward ENT Ward Genitourins Gynac Ward ICCU Infectious Medical Was Medical Was Nephrology Neurosurges NICU/SNCU Obstetric Ward For Help, pres	Diseases N d(Female) dd(Male) Ward cy Ward Vard(Pregna d s F1	Tard/Isolation	ward		Set: (none) NUM OVR Encoding: UTF-8 Size: 2090 bytes Pr	• os: (1,1)
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# Step 3: Choosing the data entry period

Click on the "Entry period form" to create a "case" for data entry for that particular month. A page as shown below opens. Now enter Month and Year as appropriate.

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File Mode Edit Navigation View Options Help		
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File Case E ESI757 CaseMake_FORM	Enter the month and year to make a new case	Month
- MONTH:	Hospital ID <u>BSI757</u>	☐ January ☐ C 2 February C 3 March
	Month	C 4 April C 5 May C 6 June
	Please Enter the month for which the hospital data is being entered For Example:	<ul> <li>○ 7 July</li> <li>○ 8 August</li> <li>○ 9 September</li> </ul>
	To enter the data for month of January, Choose January	C 10 October C 11 November C 12 December
	Year	
For Help, press F1	No Partials   ADD     Field = MONTH	Occurrence1 of 1         NUM           EN ● <sup>2</sup> →         • ⊕         ⊕         • ⊕         ●

🧶 CSEntry - ( Apl File = CaseMake.ent , Data Fil	le = HSI757.dat )	- 6 -
File Mode Edit Navigation View Option	ns Help	
He Case B BI757 CaseMake_FORM M ROSPITALID : HSI757	Enter the month and year to make a new case	
MONTH : 2 — REPYEAR : 2014 (CASEID : HSI757	Hospital ID H.S.I.7,5,7,	
	Month 2	
	Please Enter the month for which the hospital data is being entered	
	To enter the data for month of January, Choose January Year	
	Year 2014 2014 2.0.1.4 C 2015 2015 C 2016 2016 2016	
	C 2017 2017 C 2018 2018	
<u>د الله الم</u>	4 [	F
For Help, press F1	No Partials         ADD         Field = REPYEAR         Occurrence1 of 1	NUM
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nie Wode tait Navigstion View Options riep	
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Year Year 2.0.1.6 C 2015 2016 C 2016 2016 C 2017 2017 C 2018 2018	
r     m       For Help, press F1     No Partials       ADD     Field = REPYEAR       Occurrence 1 of 1       Partials       Partials	NUM

After entry of month and year, click "yes" to "Accept the case".

**Note 1**: The database will not allow to create "case" for the same month more than once for a given year. In case you enter the same month twice for a given year you will get an error message as shown below.

CSEntry - ( Apl File = CaseMake.ent , Data File = HS	51757.dat )		
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File         Case           -••         HSI757           -••         CaseMake_FORM           -••         HOSPITALID: HSI757	Enter the month	and year to make a new case	
MONTH : 2 REPYEAR : 2016 CASEID : HSI757	Hospital ID	H.S.I.7,5,7,	
	Month		.2
	Entry Message (W 92101)		×
	unique.	22015' auplicate an existing case: Case ids must b	e Year
	Year	[2,0,1	C 2014 2014 ○ 2015 2015 C 2016 2016 C 2017 2017
			○ 2018 2018
For Heip, press F1		INO Partials ADD Field = REPYEAK	Uccurrence 1 of 1 NUM
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Note 2: If you click on a particular ward, without completing the "data entry period form" the software

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File Mode Edit Navigation View Options Help	
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For Help, press F1	NUM
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will not allow you to enter data and a popup message is displayed, directing you to fill the data period form first. See the snapshot

Once a "Case" has been successfully created, exit from this page to reach the Main menu page to proceed for data entry (A case is applicable for all wards of that hospital).

CSEntry - ( Apl File = RGJAYMain.ent , Data File = RGJAYMaindata.dat )		
File Mode Edit Navigation View Options Help		
File Mode Edit Navigation View Options Help	***RGIAY Project Option Menu***         For HOSPITAL ID = HSI895 only         Ward Availability form (Entry )         Click here to view the available ward list (View)         Entry Period (Month-Year) Form         Burns Ward         Cardiology Ward         Cardiology Ward         Casaulty         Chest Tb Ward         Dental unit         Dialysis Unit         ENT Ward         Female Surgical Ward         Genitourinary Ward         Gynac Ward         ICCU         ICU         Infectious Diseases Ward/Isolation ward         Laboroatory         Male Medical Ward         Nephrology Ward         Nephrology Ward         Neurosurgery Ward         NICU/JSNCU         Obstetric Ward(Pregnancy, PNC)         Casalogy ward	
For Help, press F1	ADD   Field = HOSPITALIDPASSW, Length: 8/10	Occurrence1 of1 NUM
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## Step 4: Choosing the ward

Choose on the ward you want to enter the data from the main menu page (as shown above). Data entry for only functional wards is allowed. If you click on a particular ward which is not functional for that hospital then the following error message will be displayed:

CSEntry - ( Apl File = NICUSNCU.ent , Data File	e = HSI4034.dat )
	e men P
File	•
	Fotry Message (U-13)
	This ward is not in this hospital, Please Check Ward Availability data

If the ward is functional in that particular hospital, then the case will be displayed as shown below. Click on the relevant case as shown by the arrow (i.e. for the month and year for which the data has to be entered). For example HSI757 12015 means, for this hospital the data for January 2015 is to be entered.



#### Step 5: Data entry

The page with the questionnaire related to that particular ward will be opened. In this page, hospital ID, month and year will be displayed by default. For example, if the cardiology ward is functional, the following page will be opened:

CSEntry - ( Apl File = CARDIOLOGY_WARD	.ent , Data File = HSI757.dat )	- J J 💽
ile Mode Edit Navigation View Opt	ons Help	
<mark>☞    ·   ·   · · · · · · · · </mark>		
File Case		
E C RGJAY_MONITORING_QUEST_F *		
HOSPITALID	CARDIOLOGY WARD	
@ MONTH		
- 🔁 REPYEAR	Note: Do not enter "0" if a particular field is Missing	
OPR_BEDS_CARDIOW		
ADM_MTH_CARDIOW		
PTS_ADM_CARDIOW	2.0.1.5 Enter "-99", if a particular field is MISSING / NOT AVAILABLE / NOT COLLED	CIED
IPD_DISCH_CARDIOW		
IPDANGIO_DISCH_CARDIO		
LAMA_CARDIOW		C 2.2
ABSCON_CARDIOW	pperational Beds	1,0
ACS_DISCH_CARDIOW		
REFF_CARDIOW		0.0
DEATHS_CARDIOW	er of admissions per month	9,0
PO_DEATH_PLAN_CARDIOW E		
PO_DEATH_EMER_CARDIOW	ining patients (daily census of patients) admitted measured at 12 midnight for the month (Total monthly inpatient days)	8
PO_ANGIO_DEATH_CARDIO		
ELEC_MJSURG_CARDIOW		
EMER_MJSURG_CARDIOW	tients discharged in a month	,2,0
PC_ELECSURG_CARDIOW		10-10-00-00-00-00-00-00-00-00-00-00-00-0
RFT_ELECSURG_CARDIOW.		
WRONG_SURG_CARDIOW	tients discharged after Angioplasty procedure	4.0
INF_EMER_MJSURG_CARDI		
- INF_ELEC_MJSURG_CARDI		-
INF_TOTAL_MJSURG_CARD	er of patients who left against medical advice per month	3,0
PAC_1DAY_CARDIOW		
UCATH_DPM_CARDIOW		0.0
CAUTI_CARDIOW	er of pauents who absconded per month	z,u
MEDI_ERROR_CARDIOW		
TRANSF_CARDIOW	ar Patients of acute coronary syndrome discharged per month	16
TRANSF_REAC_CARDIOW		L
DRUG_REAC_CARDIOW		
STEMI_CARDIOW *	ir referred out	1,3
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or Help, press F1	No Partials MODIFY Field = OPR_BEDS_CARDIOW Occurrence1 of 1	NUM
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You may choose to hide the left hand side information by dragging the line indicated below or using key board shortcut of Ctrl+J.

SEntry - ( Apl File = CARDIOLOGY_WARD.	D.ent , Data File = HSI757.dat )	- 6
File Mode Edit Navigation View Opti	otions Help	
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File Case		*
- RGJAY MONITORING QUEST F *		
HOSPITALID.	ISI757 CARDIOLOGY WARD	
MONTH.		
REPYEAR	Note: Do not enter " 0 " if a particular field is MISSING	
OFR_BEDS_CARDIOW		
ADM_MTH_CARDIOW		interaction 1
PTS_ADM_CARDIOW	2 0 1 5 Enter " - 99 ", if a particular field is MISSING / NOT AVAILABLE / NOT COLL	ECTED
IPD_DISCH_CARDIOW		
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LAMA_CARDIOW		
ABSCON_CARDIOW	perational Beds	1,0
ACS_DISCH_CARDIOW		
REFF_CARDIOW	ar of admissions per month	9.0
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PO_DEATH_PLAN_CARDIOW =		
PO_DEATH_EMER_CARDIOW	aining patients (daily census of patients) admitted measured at 12 midnight for the month (Total monthly inpatient days)	
PO_ANGIO_DEATH_CARDIO		
ELEC_MUSURG_CARDIOW		
EMER MOSURG_CARDIOW	itients discharged in a month	2,0
DET ELECSURG_CARDIOW		
WDONG SUDG CARDIOW.	tion to discharged offer America last supervised	4.0
THE EVED MISTING CADDI	ments discharged after Angioplasty procedure	4,0
THE FLEC MISTING CARDI		
INF TOTAL MISHEG CARD	ar of patients who left against medical advice per month	30
PAC 1DAY CARDIOW		
UCATH DPM CARDIOW		
CAUTI CARDION	er of patients who absconded per month	, 2,0
MEDI_ERROR_CARDIOW		
TRANSF_CARDIOW	ar Batianta of equite serences, sundrome discharged per month	16
TRANSF_REAC_CARDIOW	in Fatients of acute coronary syndrome discharged per month	<b>U</b>
DRUG_REAC_CARDIOW		
- STEMI_CARDIOW +	- I referred out	1,3 -
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For Help, press F1	No Partials MODIFY Field = OPR_BEDS_CARDIOW Occurrence1 of 1	NUM
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View after adjusting the screen where the full question can be seen on the screen.

CSEntry - ( Apl File = CARDIOLOGY_WARD.ent , Dat	ta File = HSI757.dat )		
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Hospital ID <u>H.S.T.7.5.7</u>		CARDIOLOGY WARD	An
Month	1	Note: Do not enter " 0 " if a particular field is M	ISSING
Year	2,0,1,5	Enter " - 99 " , if a particular field is MISSING / NOT AVA	ILABLE / NOT COLLECTED
1. Total No of Operational Beds			, , <b>1</b> ,0
2. Total number of admissions pe	r month		, ,9,0
3. Sum of remaining patients (dail	y census of patients) admitted m	easured at 12 midnight for the month (Total monthly inpatient	days)
4. Total IPD patients discharged in	n a month		,2,0
5. Total IPD patients discharged a	fter Angioplasty procedure		
6. Total number of patients who le	ft against medical advice per mo	onth	,,3,0
7. Total number of patients who a	bsconded per month		, ,2,0
8. Total number Patients of acute	coronary syndrome discharged	per month	,1,6
9. Total number referred out			1,3
For Help, press F1		No Partials MODIFY Field = OPR_BEDS_CARDIOW	Occurrence1 of 1 NUM
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Enter the values against each question. Only numerical values up to "4 digits" are permissible. After entry into each box, click on the "down" arrow in your key board to quickly proceed from one question to other (or you may choose the "Tab" option of your keyboard).

When you enter the last question for that ward/page and press the "down" arrow key of your keyboard, the following message will pop-up: "Accept this case?"

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I number of patients who absconded per	quarter		, ,3,0
I number referred out			, 3,0
I Number of deaths			3,0
ber of emergency and planned n	Entry 83	post operative complications	<b>1</b> ,0
e to anaesthesia per month(speci 📀 🗛	cept this case?		
mber of PAC conducted 1 day be		quarter	, 1,5
tal Urinary Catheter days per qua	(es <u>N</u> o		7,6,6
al number of CAUTI cases per quarter(doo	tors discretion)	4	2,0
tal medication errors in prescribing, trans	ribing, dispensi	ng and administering the medication per quarter	<b>,</b> , <b>1</b> ,0
al number of transfusion units issued per	quarter		, ,3,4
mber of blood transfusion reactions per q	uarter		

It means database is asking whether you want to save the data or not. If you want to save it, then click on **"Yes"**. Otherwise click **"No"**. If you choose **"No"** it means that you want to edit the input data or remain on the same page. Once the data is edited or completed, Click on **"Yes"** option to go to the main menu.

### Step 6: Entering another ward data

On completing the entry for any given ward and saving the data, the screen will go back to the "case" page as shown below. Click on the X as shown by the arrow to go back to the menu page.

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Fie 50077 22015 			
		C:\RGURY\Software\hospfile\H51757.dat Cases 3	
For Help, press PL		No Partiels	RUM
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To enter data for another ward for the same month, choose the ward from the main page and repeat Steps 4 and 5.

## Step 7: Exiting the database

If at any point of time you want to close the database or you want to close the database after entering the data for all wards in any particular month, the "Quit" option from the main menu page can be used to exit, or press the "Q" button of the key board to exit.

CSEntry - ( Apl File = RGJAYMain.ent , Data File = RGJAYMaindata.dat )		- @ -
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He Mode Lat Navgaton View Options Hep	Gynac Ward ICCU       Image: Constraint of the second	ion 1.2 ) CAL
For Help, press F1	ADD Field = HOSPITALIDPASS	W, Length: 8/10 Occurrence 1 of 1 NUM
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## 3.2 Data entry for the next month

- To enter data for the next month, repeat Step 1 and Step 3. Step 2 can skipped if the functioning wards are the same for the given hospital.
- Once a case is created repeat steps from 4 to 7.
- Note: Data entry for any month will be blocked after a period of time. For example data entry for January for the year 2015 will be allowed only up to 10<sup>th</sup> February, 2015.

## 3.3 Timelines

Data entry will be done month wise and submission of data file will also be done monthly /quarterly by the hospital to the centre.

On 4<sup>th</sup> day of month- Collection of required information of previous month by the ward-in-charge or assigned hospital staff

On  $7^{th}$  day – Entry of data into the database by Data entry personnel after confirmation of the completed forms by the MO in-charge

On 10<sup>th</sup> day- Data to be freezed (no further changes will be allowed)

On 11<sup>th</sup> day- Data to be sent by email/copied into web portal by data entry personnel or by MO

# Chapter 4: Report Generation

Once the data entry is complete, the next step is to look for the report in terms of the outcome indicators. This chapter gives the detailed description of how the monthly reports can be generated and veiwed.

## 4.1. List of Indicators

The below table provides a list of quality indicators with the detail of its calculation for your reference.

Sr. No.	Section	Indicator Name	Formula
1		Bed Occupancy rate	Sum of daily census of patients admitted (measured at 12 midnight) x 100 / Number of operational beds x days in month
2		Average length of stay	Total In patient Days/Total IPD patients discharged per month
3	Utilization	LAMA	Total number of patients who left against medical advice *100 / Total number of admissions per month
4		Carried over admissions per bed ( COAPB )	(New admissions) – ( Discharges +Deaths+ LAMA+ Referrals) / Number of sanctioned beds x No of days in month
5		Call Response time	Total time interval for all call (In minutes)/ <b>Total number of call sent for a month</b>
6		% of Cancelled/postponed elective surgeries.	Number of cancelled/postponed elective surgeries *100/ Total no of scheduled elective surgeries per month
7		% of Pre-anesthesia Checks Conducted in Surgeries	# of elective surgeries wherein pre anaesthetic checks conducted in given month X 100 / # of elective surgeries in given month
8		Surgical site sepsis rate	No of SSI for clean operations*100/Total conducted clean planned major surgeries in month
9	Surgical	Post-operative complication rate	Number of post-operative complications in planned major surgeries*100 / Total number of planned major surgeries per month
10		% of Complications due to anaesthesia	No. of Complications due to Anaesthesia x 100/ No. of planned and emergency surgeries per month
11		% of Sternotomy Infection	Number of patients undergoing sternotomy (for CABG or valve surgery) per month who developed sternal wound infection*100/ <b>Total no of CABG</b> and Valve surgeries performed per month
12		% of Repeat surgery within 30 days.	Number of patients requiring repeat surgery within 30 days of planned surgeries *100/ No of major planned surgeries for a month

13		% of Patients undergoing	Number of patients undergoing PCNL per month
		PCNL requiring re-	requiring
		treatment for residual	re-treatment for residual calculi X 100/ Total
		calculi	number of Patients undergoing PCNL per month
14		% of patients undergoing	Number of CABG patients receiving a left internal
		CABG surgery who	mammary artery graft per month*100/ <b>Total no of</b>
		received a left internal	CABG Surgeries done
		mammary artery graft	
15		% of Post-operative	No. of deaths before discharge in planned Major
		deaths in Planned Major	Surgeries x 100/ Total no. of Planned Major
		surgeries	surgeries per month
16		% of Post-operative	No. of deaths before discharge in emergency Major
		deaths in Emergency	Surgeries x 100/ Total no. of Emergency Major
		Major surgery	surgeries per month
17		No. of CABG surgery	# CABG deaths X 100/ total CABG performed in
		deaths before discharge x	given month
		100/ Total no. of CABG	
		surgeries per month	
18		% of patients undergoing	No. of Patients undergoing valve surgery died
		valve surgery who died	before discharge x 100/ Total no. of Patients who
	Deaths	before discharge	have undergone valve surgery per month
19		% of ICU deaths before	No. of ICU deaths before discharge x 100/ Total
		discharge	no. of ICU admissions per month
20		% of elective surgeries	Total number of major elective surgeries required
		needing blood	blood transfusion X 100 /Total number of elective
		transfusion	major surgeries per month
21		% of SNCU deaths before	No. of SNCU deaths before discharge x 100/ Total
		discharge	no. of SNCU admissions per month
22		Average time in minutes	Average time in minutes taken in STEMI patients
		taken in STEMI patients	for initiating fibrinolytic therapy
		for initiating fibrinolytic	
		therapy (clinical note	
		depicting time of starting	
		therapy) after arrival of	
		the patient (Inpatient	
		registration) at the	
		hospital per month	
23		Average time taken to do	Average time taken to do balloon angioplasty
		balloon angioplasty	
		(operative note depicting	
	Critical care	time of starting therapy)	
		in STEMI patients after	
		arrival of the patient in	
		the hospital(Inpatient	
		registration) per month	

24		Ventilator Associated Pneumonia Rate	Total VAP cases* 1000/Total ventilator days for the month
25		Rate of Catheter- associated UTI	Total cases of UTI secondary to catheterisation *1000/Total Foleys catheter days for the month
26		% of Patients of acute coronary syndrome given dual anti platelet therapy and statins	No. of Patients of acute coronary syndrome given dual anti platelet therapy and statins at discharge *100 / Total number Patients of acute coronary syndrome discharged per month
27		% of Drug reactions	Total Drug reactions* 100 / Total No of in patient days per month
28		% of medication errors	Total medication errors in prescribing, transcribing, dispensing and administering the medication per month*100/Total No of in patient days per month
29		% of Blood transfusion reactions	No of Blood Transfusion reactions*100 / No of Blood Units issued per month
30	Adverse events	% of Health care providers given PEP as per protocol	Total number of health care providers receiving PEP as per protocol per month * 100 / <b>Total</b> <b>number of health care providers</b> reporting needle- stick injury per month
31		# wrong side/ wrong patient surgery	# wrong side/ wrong patient surgery
32		Bed turnover rate	Bed Turnover rate = Throughput per bed = (number of Discharges + deaths+ LAMA+ referred out) in a given month / <b>operational beds in that</b> <b>given month</b>
33	Miscellaneous	Turnaround time for lab investigations haematology examination	The interval between collection of sample and report preparation/Total number of Haematology, Biochemistry, Serology & body fluid examinations carried out in a month
34		Dental Procedures	Total number of dental procedures apart from scaling and dental extractions/ Total number of dental procedures including scaling and dental extractions
35		Dialysis	Number of dialysis done/ Total number of CRF patients registered for dialysis

### 4.2 Procedure to generate reports

To generate monthly report of your hospital, click on "Report" in the main menu page. A dialog box is displayed mentioning the file directory where the report has been created and stored in the computer.



Now click on the Report option to generate the report (as viewed in the screenshot below)



When you click on OK the report will automatically be generated at the specified location and the screen will be go off by default.

4.3 Procedure to view the report in excel sheet:

The reports generated get stored by default in the "Reportfiles" of RGJAY folder with the file extension .dat.

**Step 1:** Click on shortcut for the folder named "Reportfiles" placed on desktop. Identify the appropriate file to view. The name of the file will be as follows: HospitalID\_Excel\_XXXXXXXt.dat

For example, if Hospital ID is HSI1120 and report date is 7 January 2015, then file name would be: HSI1120\_Excel\_07022015.dat

**Step 2:** Now open a new excel sheet and drag the .dat file to the excel sheet. The report with all the outcome indicators will be automatically fitted in the excel sheet.



Step 3: Save the excel sheet for your records.

### 4.4. Understanding Report structure:

The excel sheet will display the monthly computed report with, each row representing a particular month of a year and the indicator is represented in the column. This will be the default format.

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If you want to view in long format, use the Transpose command in Excel as follows.

- Select all filled rows.
- Copy the selected rows
- Open a new sheet in the same workbook
- Right click on first cell, Choose "Paste Special".
- Choose Transpose option.

Here in this format each row indicates an indicator and each column indicates a particular month of a year.

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1 Hospital ID	HSI757						
2 Hospital Name	SWASTHYA HOSPITAL MEDICAL RESEARCH CENTER						
3 Month	1						
4 Year	2015						
5 Bed Occupancy rate	2.35						
6 Average length of stay	0.22						
7 LAMA	13.41						
8 Carried over admissions per bed ( COAPB )	139.01						
9 Call Response time	5.57						
10 % of cancelled/postponed elective surgeries	63.46						
11 % of Pre Anesthesia Checks Conducted in Surgeries	180.4						

# Chapter 5. Data Backup and Restore

## 5.1 Data Backup:

Data backup is to done periodically and systematically to protect your data from loses. Backups are useful primarily for two purposes:

- Disaster recovery: for the recovery of data in the case of accidental breakage of computer.
- Data recovery: To recover information files when they have been deleted or corrupted.

Backup needs to be done on a weekly basis in external hard drive / CD/ Pen Drive or Email. This chapter briefs on the back up procedures. Copy the RGJAY folder from C: Drive and paste it on the destination (External HDD/DVD/Pen drive etc). After copying on destination, rename RGJAY with RGJAY\_Date of Backup.

## 5.2 Data Restore:

The word restore means to return something to its former condition. Data restore comes in picture when you have some need to restore.

**Scenario 1:** When there is a need to shift data from one computer to other computer.

- Go to the new computer with windowsand MS office installed
- Install CSPro 6.0
- Install Winzip
- Copy the RGJAY from the old computer from C: drive and paste on new computer's C: drive.
- Make shortcut of RGJAYMain.Pff (Section 2.4)

Scenario 2: When computer is crashed and need to be restored with last backup.

- Choose recent backup folder saved in your external harddrive
- Paste this folder in C: drive
- Remove any date from RGJAY folder name
- Make the shortcut of RGJAYMain.pff if necessary

# Chapter 6: Data Transfer from Hospital to monitoring office

The RGJAY is a monitoring unit whose work is to monitor and analysis of data from all the empaneled hospitals of Maharashtra. The data analysis at the centre level is possible only when the database generated information are shared with the RGJAY centre on a regular basis.

## 6.1 Steps to transfer hospital data:

- You may recall that you created a Hospfile short cut in section 2.4
- Double click on hospfile short-cut on your desktop
- You will always view only one file with .dat extention with your hospital ID. This file contains the ward level data entered by you.
- Copy the file and Log in to FTP system.
- After successful login you will find a place to paste the file



# 6.2 Troubleshooting in data transfer: