

# Malaria Elimination Demonstration Project, Mandla, Madhya Pradesh

## Sample Weekly Report

<b>WEEKLY UPDATE for MEDP, MANDLA</b>																														
<b>WEEK 91 – May 20 to 25 2019</b>																														
Workdone	Work planned for upcoming week	Open action items from FDEC India/Sun																												
<ul style="list-style-type: none"> <li>• MSAT strategy finalized. Microplanning complete. Awaiting FP/BS stock.</li> <li>• Order placed for BS/FP for MSAT.</li> <li>• Interviews concluded for 20 vacant VMW posts.</li> <li>• FDEC India BoD meeting successfully concluded.</li> <li>• IRS planning meeting concluded with DVBDC.</li> <li>• Office crockery status report reconciled.</li> <li>• HH data dump received from Swaas.</li> <li>• Feedback received from NIRTH on ASHA module. Revision done.</li> <li>• Newly received ACT and PQ stock uploaded in the system. Stock expiry status of all drugs reviewed, new request or ACTs to be raised by June 20 to the DMO.</li> </ul>	<ul style="list-style-type: none"> <li>• ASHA training module – send to NVBDCP for their review (<a href="#">awaiting feedback from GoMP</a>)</li> <li>• Keep looking for ACTs in the market*</li> <li>• Initiate MSAT (<a href="#">Target date – June 3</a>)</li> <li>• Release final results of VMW interviews.</li> <li>• Received two testimonials from community – document them.</li> <li>• MFC performance review of VMW Govind by May 30 and DO review by June 5.</li> </ul> <p><b>Admin</b></p> <ul style="list-style-type: none"> <li>• Insurance claim of Nischal Srivastava*<b>18</b> (<a href="#">Insurance policy requested, Sun involved. Claim rejected for Nischal</a>)</li> <li>• Leave policy and insurance issues with Innov and Sun*<b>11</b> (<a href="#">Leave policy received, to be discussed internally. Awaiting insurance details</a>)</li> <li>• Follow up with Sun commercial for placing the order for bags and aprons*<b>5</b></li> <li>• Create detailed work performance and leave status report for VMW Anupama Patel.</li> <li>• Fix the damp wall issue in the bathrooms.</li> </ul> <p><b>Accounts and Supply Chain</b></p> <ul style="list-style-type: none"> <li>• Update status on FP/BS order.</li> </ul> <p><b>IT and Data</b></p> <ul style="list-style-type: none"> <li>• Prepare DEO efficiency report for the last quarter*</li> <li>• Prepare data compilation of 30 point checklist for previous months*</li> <li>• Positive case entry glitch (<a href="#">Request raised with Swaas, awaiting response</a>)*</li> <li>• Flip book edits*</li> </ul> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th colspan="3" style="text-align: center;">Monthly recurring activities roster</th> </tr> <tr> <th style="text-align: center;">Deadline</th> <th style="text-align: center;">Item</th> <th style="text-align: center;">Responsibility</th> </tr> </thead> <tbody> <tr> <td rowspan="3" style="text-align: center;">2<sup>nd</sup> of every month</td> <td>Fever surveillance, cases &amp; IEC/BCC activities compilation</td> <td style="text-align: center;">Sekh</td> </tr> <tr> <td>DEO performance report</td> <td style="text-align: center;">Vinay</td> </tr> <tr> <td>Data backup in CDs/DVDs</td> <td style="text-align: center;">Each dept.</td> </tr> <tr> <td style="text-align: center;">Every Saturday</td> <td>Weekly report</td> <td style="text-align: center;">Harsh</td> </tr> <tr> <td style="text-align: center;">Every Monday</td> <td>Compilation and cleaning of last week's data</td> <td style="text-align: center;">Vinay</td> </tr> <tr> <td style="text-align: center;">10<sup>th</sup> of every month</td> <td>Monthly report</td> <td style="text-align: center;">Harsh</td> </tr> <tr> <td style="text-align: center;">After release of monthly report</td> <td>Update on the website – <a href="http://fdeci.org">fdeci.org</a></td> <td style="text-align: center;">Rahul</td> </tr> <tr> <td style="text-align: center;">17<sup>th</sup> of every month</td> <td>Positive cases compilation (fortnight)</td> <td style="text-align: center;">Sekh</td> </tr> </tbody> </table> <p>* The star indicates if the work is carried forward from previous week. Number of stars indicate number of weeks it has taken. This will help in prioritizing the action item.</p>	Monthly recurring activities roster			Deadline	Item	Responsibility	2 <sup>nd</sup> of every month	Fever surveillance, cases & IEC/BCC activities compilation	Sekh	DEO performance report	Vinay	Data backup in CDs/DVDs	Each dept.	Every Saturday	Weekly report	Harsh	Every Monday	Compilation and cleaning of last week's data	Vinay	10 <sup>th</sup> of every month	Monthly report	Harsh	After release of monthly report	Update on the website – <a href="http://fdeci.org">fdeci.org</a>	Rahul	17 <sup>th</sup> of every month	Positive cases compilation (fortnight)	Sekh	<ol style="list-style-type: none"> <li>1. Leave policy for Innov associates***</li> <li>2. Exchange laptops with Sun HQs (<a href="#">approval obtained, awaiting P.O</a>)</li> <li>3. HR management issue</li> </ol> <p>*** urgent requirement</p> <p><b>Follow up/Discuss on:</b></p> <ol style="list-style-type: none"> <li>1. IEC/BCC recommendations from ICMR NIRTH.</li> <li>2. MoUs with RMRC, MAHE</li> <li>3. Model paper</li> <li>4. ASHA training module</li> <li>5. MS/MT module</li> <li>6. One data one system enablement</li> </ol> <p><b>Important Dates:</b></p> <p><b>1. June 3 onwards (tentative):</b> MSAT exercise</p>
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DATE	PLACE WITH STAFF	OBSERVATIONS	ACTION TAKEN/PLANNED	STAFF
20/05/2019 (Monday)	MANDLA Cluster Mandla Urban MFC Anjali Mishra VMWs Munni Nanda, Sangeet Patel, Shivan Kacchwaha, Sayra Bano Mansoori	<p>1.1 VMWs Munni and Sangeet were participating in a haat bazaar camp.</p> <p>1.2 The camp was organized close to the Deen Dayal Upadhyay's Community Health Camp. The camp refers the fever patients to our T4 booth for blood tests.</p> <p>1.3 The market organizes itself by 3-4 PM and people start coming from 4 PM and stay there till the sun sets.</p> <p>2.1 VMW Shivam was on a half day leave today on the account of exams. Post lunch, he has visited 27 HHs till now, cross checked 8 HHs, all OK.</p> <p>2.2 He has good repo in the village. Feedback is good.</p> <p>2.3 This village had some discrepancies during LLIN distribution. Same was communicated to the ANM but no resolution was done.</p> <p>3.1 VMW Sayra was not found on the field as per her ATP.</p> <p>3.2 Villagers told that she visited today but cannot say where she is at the moment. The feedback and quality of IEC was good.</p> <p>3.3 MFC told that she applied for a half day leave on account of stomach ache which was rejected by her. No application was uploaded on the SOCH app.</p> <p>3.4 MFC has issued a notice to the VMW.</p> <p>4.1 MFC Anjali has produced positive results in her cluster after her promotion from VMW.</p> <p>4.2 She is regularly verifying all SOCH data of her VMWs. Significant improvement is seen in all 11 VMWs of this cluster. Upon her joining, she was given charge to discipline this cluster.</p> <p>4.3 She is regularly filling the MFC checklist and monitoring daily reports of the VMWs on Cluster-level WhatsApp group.</p>	<p>1.3 Change the timings of Haat Bazaars from 2 PM to 4 PM as Summer timings.</p> <p>2.3 VMW has been asked to check all LLINs of the village with the ration card and submit a report in 15 days.</p>	Sekh Nisar
21/05/2019 (Tuesday)		<ul style="list-style-type: none"> <li>Interviews for 20 vacant VMW positions at Mandla office. Candidates screened using a written test and a 2-tier F2F interview system.</li> <li>Meeting held with DVBC Rajesh Verma for the upcoming IRS 2019 plans in Mandla.</li> </ul>		
22/05/2019 (Wednesday)	BICCHIYA Cluster Madhopur MFC Naresh Kevat VMWs Nirottam Patel, Arun Jhariya, Anupama Patel	<p>1.1 VMW Nirottam was found as per his ATP in proper dress code. Today morning he received a call from the nearby village and diverted is ATP with approval from MFC to test the patient. Malaria negative.</p> <p>1.2 It should be noted that RDTs are getting difficult to interpret in extreme heat. The results can be read up-to 30 minutes following which the result strip gets smeared.</p> <p>1.3 Cross checked visited HHs with app data – all OK.</p> <p>1.4 Not too confident on dosages.</p> <p>1.5 Went to the nearby village where the VMW tested the patient, found a 10 yr old boy named 'Ajay'. He is feeling better after administration of PCM. The family has good knowledge about signs, symptoms, and prevention from malaria. They are also using the LLIN.</p> <p>2.1 VMW Arun Jhariya was found as per his micro ATP. Good feedback received from the community.</p> <p>2.2 Cross checked data from his mobile app – all OK.</p> <p>2.3 His ACT stock is expiring in June 2019 – we have taken note of the ACT stock and will replace the entire batch during MFC monthly meeting of July 2019.</p>	<p>1. We need to organize a refresher training for all VMWs in July-August as part of mid-year review.</p>	Harsh
24/05/2019 (Friday)	BICCHIYA Cluster Mocha VMWs Sourabh Janghela, Krish Kr Patel, Anand Yadav, Chiranjeev Markam	<p>1.1 VMW Sourabh was found as per his micro ATP doing ACD in the mobile app.</p> <p>1.2 He has been transferred to this location 20 days ago. Currently he is introducing himself to the villages. Cross checked few HHs from the 54 visited today, all OK.</p> <p>2.1 VMW Krish was AWOL post lunch from the field.</p> <p>2.2 VMW told on the phone that he requested a leave from the MFC on account of marriage in the family, it was rejected, hence he came home after lunch.</p> <p>3.1 VMW Anand was on medical leave last month owing to a RTA. He resumed duty on 28<sup>th</sup> April.</p> <p>3.2 He is visiting as per his ATP. He has visited 67 HHs today, cross checked 8 HHs – all information in the mobile app is correct.</p> <p>3.3 Village has received LLINs but people are not using them regularly.</p> <p>4.1 VMW Chiranjeev was found as per his ATP. His ATP today is a village in the buffer zone of Kanha National Park.</p> <p>4.2 Cross checked HHs closer to the forest area, they are regularly using the LLINs.</p> <p>4.3 Work is good.</p>	<p>2.2 MFC instructed to mark half day leave and issue a notice.</p> <p>3.3 VMW has been asked to check the LLINs with the ration cards and put special emphasis on IEC for LLIN usage.</p>	Sekh Nisar
25/05/2019 (Saturday)		MFCs of target villages for the MSAT were called to the office today and the micro-plan was discussed.		