

(Annexure to Rc NO 001/DRYSRKV/APVVP/2019 Dt 13.10.2019)

## DR YSR KANTI VELUGU PROGRAMME

### DETAILED GUIDELINES FOR IMPLEMENTAION OF PROFGRAMME

#### **PHASE1:**

Macro Activity: Preliminary Screening of all school children.

#### **Micro Action Plan:**

#### **PROCESS FOR PRELIMINARY SCREENING:**

1. As per Commissioner of School Education, Government of AP, there are **62,459 schools (Both Government and private) with 70,41,988 children.**
2. All the school children shall be screened preliminarily for identification of children with defective vision.
3. Preliminary screening will be carried out at schools by the Preliminary screening teams with the help of school teachers.
4. Preliminary screening team consists of one Public Health staff and one ASHA worker. For the purpose of preliminary screening public health staff includes MPHS(M), MPHS(F), MPHA(M), MPHEO, CHO, PHN(NT), APMO, DPMO
5. In case of urban areas preliminary screening team consist of one PHS, one urban ASHA. In case of non-availability of adequate public health staff, services of ANM, Nursing students can be utilised for this purpose
6. RBSK staff and vehicles can be utilised for urban areas for this purpose.
7. Each preliminary screening team shall screen around 200-250 students per day.
8. All the preliminary screening teams shall be trained for conducting preliminary screening.
9. Preliminary screening team shall be provided with material for screening and data sheets for noting the results of screening.
10. Preliminary screening shall be carried out from **10-10-2019 to 16-10-2019.** (Total 5 days, excluding Second Saturday and Sunday)
11. These sheets contain Name of the school and code, Name of the PHC, Name of the student, Aadhar Number and column for noting the screening results. These sheets will be supplied by DMHO to the PHCs. Format for data collection is enclosed.

12. Preliminary screening teams, after completion of screening, shall hand over the data sheets to the respective ANMs. ANMs, upon receipt of these filled in data sheets, shall upload the data through the tablets provided to them or through desktops at PHCs.

#### **PREPARATION OF MICRO ACTION PLAN:**

1. Micro action plan preparation is key for implementation of the programme. Every care shall be taken to prepare the action plan accurately and optimum use of resources.
2. PHC is the basic unit for preparation of micro action plan. In case of Urban areas eUPHC/UFWC is the basic unit. Medical officers are responsible for preparation and implementation of micro action plans.
3. Micro action plan shall consist of constitution of preliminary screening teams and allocation of schools to these teams.
4. Every school shall be allocated with the team. Based on number of students in the schools, allocation of teams shall be done.
5. Medical officers shall monitor the screening process and shall ensure that all the children in schools in PHC jurisdiction shall be screened.
6. Quality of screening is important and has to be ensured by PHC medical officer.
7. In case of urban areas, schools shall be distributed among the existing eUPHCs and UFWC and PP Units. Medical Officer eUPHC/ UFWC/PP Unit shall be responsible for allocation of schools to the preliminary screening teams
8. PHC medical officers shall be provided with mobility support for a period of 15 days.

#### **DISTRICT MICRO ACTION PLAN:**

1. At the District level, District task force for DR YSR KANTI VELUGU is constituted for the implementation of programme with the following officers
  - a. District Collector - Chairman
  - b. District Medical & Health officer- Nodal officer
  - c. District Coordinator of Hospital Services
  - d. Superintendent, Government teaching schools.
  - e. District Education Officer (For Phase I&II)
  - f. District Programme Manager NPCB
2. District Action Plan for phase I shall be consist of following

- a. Training action plan,
  - b. Logistic plan for supply of screening materials and others.
  - c. Monitoring and supervision plan.
3. District Task Force shall be responsible for
    - a. Preparation of micro action plans for each phase.
    - b. Ensuring availability all the man power and materials required for implementation of programme.
    - c. Conducting trainings.
    - d. Coordination with Government institutions, NGO hospitals, voluntary organisations and Vision centres empanelled with NPCB
    - e. Empanelment of private hospitals / private nursing colleges/private para medical institutions for involvement.
    - f. Implementation of action plan, supervision and quality assurance.
  4. District Task Force shall ensure that, as far as possible, screening in all schools shall be completed within first three/ four days, so that last two days /one day can be utilised for mop up screenings where missed children can be screened.
  5. District Task Force shall ensure the implementation of programme as per the action plans.

**MONITORING AND SUPERVISION:**

1. Deputy DMHOs, DTCO, Additional DMHO(A&L), Additional DMHO,DMO, DIO shall be allocated with the PHCs for supervision and monitoring during the above period. These officers shall verify the following components closely and submit their check lists online.
  - a. Preparation of micro action plans for PHCs
  - b. Shall ensure that all the staff engaging in screening are trained adequately.
  - c. Shall ensure that required vision kits for screening, Consumables and IEC materials are supplied in advance.
  - d. Shall ensure all the students in the school are being covered under Preliminary screening
  - e. Shall ensure that preliminary screening being conducted with adequate care and appropriate training to the staff.
2. If the supervisory officers not satisfied with the quality of preliminary screening in any school, they may schedule the screening again with consultation with District Committee.

3. Mobility support shall be provided to the supervisory officers, who don't have mobility support from department, for a period of 15 days.

**TRAININGS:**

1. Trainings shall be conducted for Deputy DMHO. Deputy DEO, Programme Officers and medical officers district level as per the schedule.
2. Trainings shall be conducted for the all the staff involved in preliminary screening, head masters and MEOs at Mandal level as per the schedule.
3. Detailed action plan for trainings is enclosed.

**DATA MANGEMENT PLAN:**

1. Dedicated website for data uploading, information dissemination, reports display, is being designed and made available by 25.09.2019
2. Credentials for login and uploading the data will be provided at ANM level and Medical Officer Level.
3. PHC level micro action plans shall be uploaded in to website by the cut-off date mentioned in the programme time lines (enclosed)
4. District level micro action plans shall be uploaded in to website by the cut-off date mentioned in the programme time lines
5. District action plan shall be uploaded in to website on or before the cut-off date mentioned in programme times lines.
6. Data uploading shall be done by ANM immediately on receipt of data sheets from the preliminary screening teams.
7. Medical officers and Supervisory officer of concerned PHC is responsible for uploading the screening data by the ANMs
8. Data of all children in the PHC jurisdiction shall be completed by 17.10.2019.
9. All the supervisory officers shall upload data on monitoring and supervisory visits in to above website.

**INTER AND INTRA DEPARTMENTAL COORDINATION:**

1. All the divisions within the Health Medical & Family Welfare department shall be coordinated for implementation of the programme.
2. School education department shall be coordinated at district level, Mandal level and school level for implementation of the programme.

3. DMHO&DPM shall conduct as many as possible coordination meetings at district level with District education officer and Deputy DEOs for effective implementation of programme.
4. At Mandal level, Programme officers/deputy DMHOs shall conduct coordination meeting with Deputy DMHOs, MEOs and Head Masters.

**Time lines for PHASE I of the programme.**

S.No	Activity	Cut Off Date
1	State Task force meeting	12.09.2019
2	VC with all DMHOs, DCHS&DPM	13.09.2019
3	Conducting State level work shop with ToT	17.09.2019
4	Conducting District level workshop with all programme officers, Deputy DMHOs, DEO and Deputy DEOs,PMOO	18.09.2019 to 20.09.2019
5	Preparation of District action plan	20.09.2019
6	Conducting Mandal level workshops by Pos/Deputy DMHOs with all Medical Officers, MEOs and Head Masters of High Schools	22.09.2019
7	Completion of website and providing logins to all the staff (RTGS)	23.09.2019
8	Preparation and uploading the PHC wise micro action plan by MOs	18.09.2019 To 25.09.2019
9	Uploading the District action plan	25.09.2019
10	Completion of trainings to field staff & Teachers	30.09.2019
11	Distribution of screening material	03.10.2019
12	Conducting district coordination meeting with DEO, Deputy DEOs	04.10.2019 To 05.10.2019
13	Launch of programme	10.10.2019
14	Preliminary screening of children	10.10.2019 To 16.10.2019
15	Completion of data uploading	17.10.2019

**DR YSR KANTI VELUGU PROGRAMMEE  
PRELIMINARY SCREENING DATA SHEET**

Name of the District:

Name of the PHC:

Name of the school:

School Code:

S.No	Name of the Student	Student ID	Sex	Having Glasses Y-Yes N-No	Right Eye N-Normal A-Abnormal	Left Eye N-Normal A-Abnormal	Any other eye problem Y-Yes N-No
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