



TRAINING GUIDE TO CAPTURE FACILITY PROFILES ON THE WEB- BASED SOFTWARE AND GENERATE REPORTS

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health

Department:
Health
REPUBLIC OF SOUTH AFRICA

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1. Log onto the web-based Ideal Clinic software

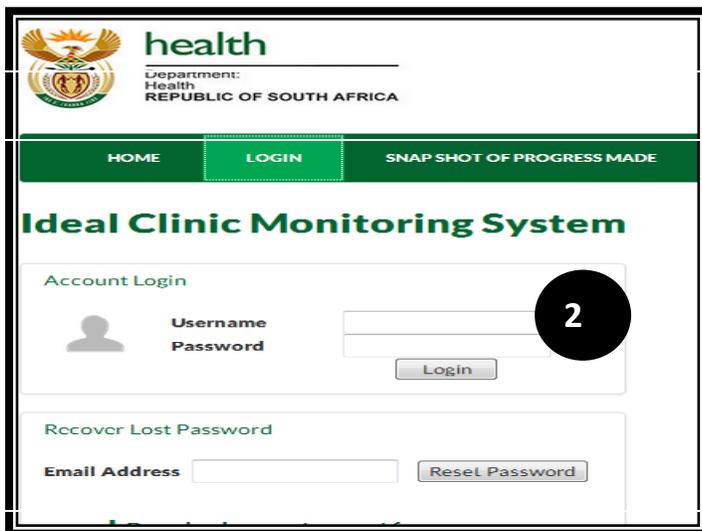


Go to the Department of Health's website <https://www.health.gov.za>, there is a tab named Ideal Clinic. Click on it to redirect you to the Ideal Clinic website:

<https://www.idealhealthfacility.org.za>

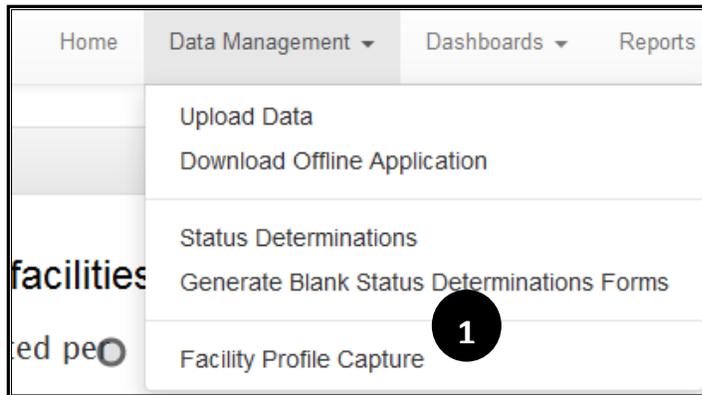
or you can access the site directly.

1. Select the 'LOGIN' tab

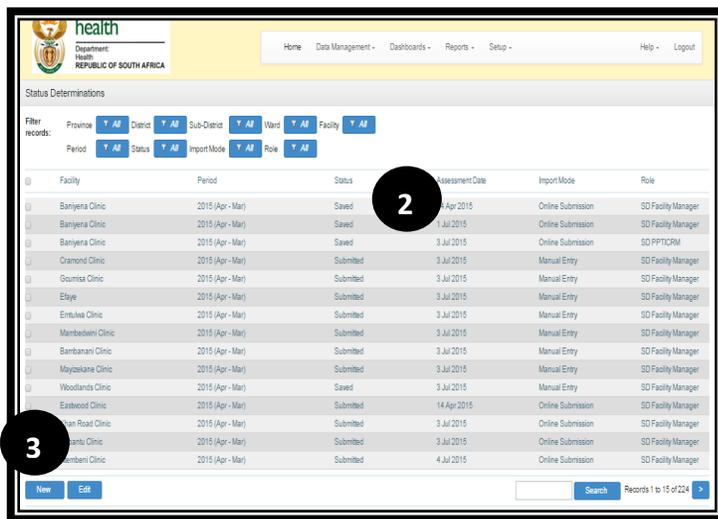


2. Enter your Username and Password in the text boxes provided and click on the 'Login' button.

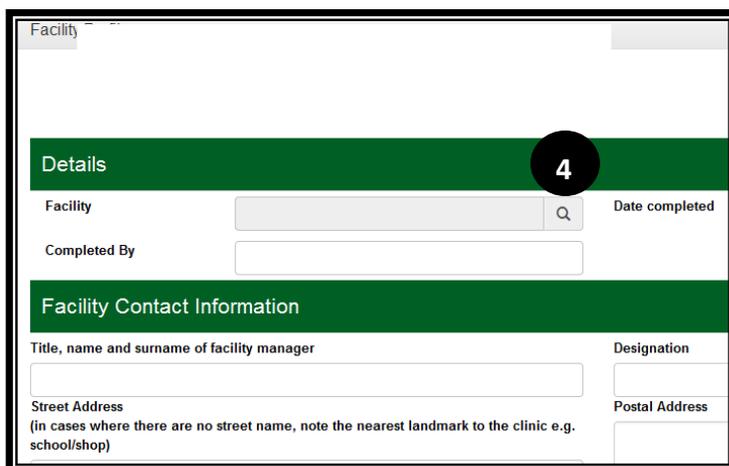
2. Capture facility profile online



1. Go to the Data Management tab and select 'Facility Profile Capture' option. A list of facilities that have already captured their facility profiles will appear.



2. A list of facilities for which the facility profiles have already been captured will appear.
3. Click on the 'New' button at the left bottom corner of the page to capture a new facility profile.



4. Click on the magnifying glass to select the facility name that you want to capture a facility profile for.

Facilities

Filter records: Province Sub District District Classification

Facility	Ward	Sub District	District
<input type="radio"/> Sinqobile Clinic	Unknown Ward	Pitsoy Ka Seme LM	G Sibande DM
<input type="radio"/> Mogopela A Clinic	Unknown Ward	Greater Taung LM	Ruth Segomotsi Mompoti DM
<input type="radio"/> Ikemeleng Clinic	Unknown Ward	Rustenburg LM	Bojanala Platinum DM
<input type="radio"/> Mathopestad Clinic	Unknown Ward	Kgetleng Rivier LM	Bojanala Platinum DM
<input type="radio"/> Mosweu Clinic	Unknown Ward	R Moiloa LM	Ngaka Modiri Molema DM
<input type="radio"/> White City Clinic	Unknown Ward	Ekurhuleni E2 SD	Ekurhuleni MM
<input type="radio"/> Ngabayena Clinic	Unknown Ward	Msinga LM	Umzinyathi DM
<input type="radio"/> Mngweni Dam Clinic	Unknown Ward	eThekwinii MM Sub	eThekwinii MM
<input type="radio"/> Midoroni Clinic	Unknown Ward	Makhado LM	Vhembe DM
<input type="radio"/> Midoroni Clinic	Unknown Ward	Moses Kotane LM	Bojanala Platinum DM

Records 1 to 10 of 3583

5. Type in the facility name in the search box for the facility that you want to capture the facility profile for.
6. Click on the search button.
7. Select the facility from the list that appears by clicking on the radio button.
8. Click the Select button

Facility Profile

Details

Facility Date completed

Completed By

Facility Contact Information

Title, name and surname of facility manager Designation

Street Address
(In cases where there are no street name, note the nearest landmark to the clinic e.g. school/shop)

Postal Address

The name of the facility will be inserted in the field named 'Facility'. Complete all the fields on the form.

Note that it is compulsory to fill in all the required fields

9. Always save regularly by selecting the 'save' button to ensure that data is not lost in cases where connectivity is lost.

10. Once all the fields have been completed, select the 'submit' button. Once the Facility Profile has been submitted no changes can be made anymore.

3. Retrieve a 'saved' Facility Profile

Status Determinations

Filter records: Province District Sub-District Ward Facility
 Period Status Import Mode Role

Facility	Period	Status	Assessment Date	Import Mode	Role
<input type="checkbox"/> Nellmapius	2015 (Apr - Mar)	Saved	2 Feb 2016	Manual Entry	SD PPTICRM PR
<input type="checkbox"/> Nellmapius	2015 (Apr - Mar)	Submitted	22 Dec 2015	Manual Entry	SD PPTICRM
<input type="checkbox"/> Nellmapius	2015 (Apr - Mar)	Submitted	2 Dec 2015	Manual Entry	SD PPTICRM
<input type="checkbox"/> Nellmapius	2015 (Apr - Mar)	Submitted	28 May 2015	Manual Entry	SD PPTICRM
<input type="checkbox"/> Nellmapius	2014 Q4 (Jan - Mar)	Submitted	17 Mar 2015	Manual Entry	SD Facility Manager
<input type="checkbox"/> Nellmapius	2014 Q3 (Oct-Dec)	Submitted	1 Oct 2014	Historic Upload	Self Assessment

New Edit Search Clear Records 1 to 6 of 6

Follow point 1 on page 3

1. Type the facility name that you have saved a Facility Profile for and you want to recall it to complete it and submit it.
2. Select the search button.
3. A list of all the SDs for that facility will come up. Click on the tick box next to the facility's Facility Profile. Select the one that you want to open.
4. Click the 'Edit' button.

Facility Profile

Save Submit Close

Details

Facility Date completed

Completed By

Facility Contact Information

Title, name and surname of facility manager Designation

Street Address Postal Address

(In cases where there are no street name, note the nearest landmark to the clinic e.g. school/shop)

5. The Facility Profile form for that facility will then appear and you can continue to capture the SD.
6. Select the 'submit' button once all the fields have been completed.

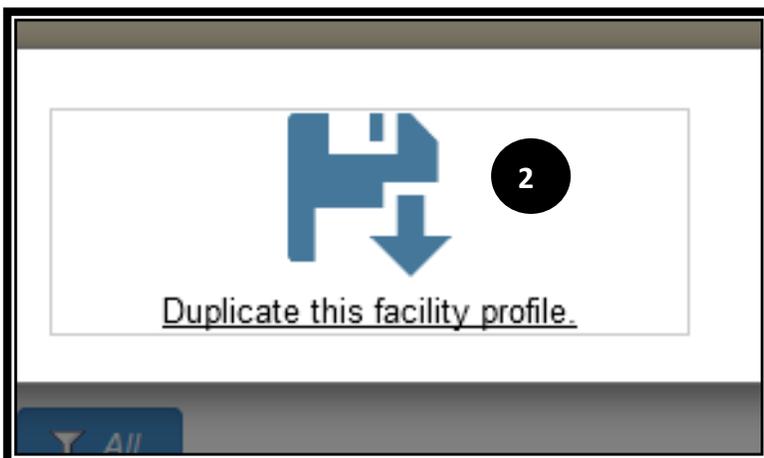
4.Updating Facility Profiles

Assessment Date	Import Mode	Actions
3 Aug 2016	Manual Entry	 1
22 Aug 2016	Manual Entry	 
2 Aug 2016	Manual Entry	 
2 Aug 2016	Manual Entry	 

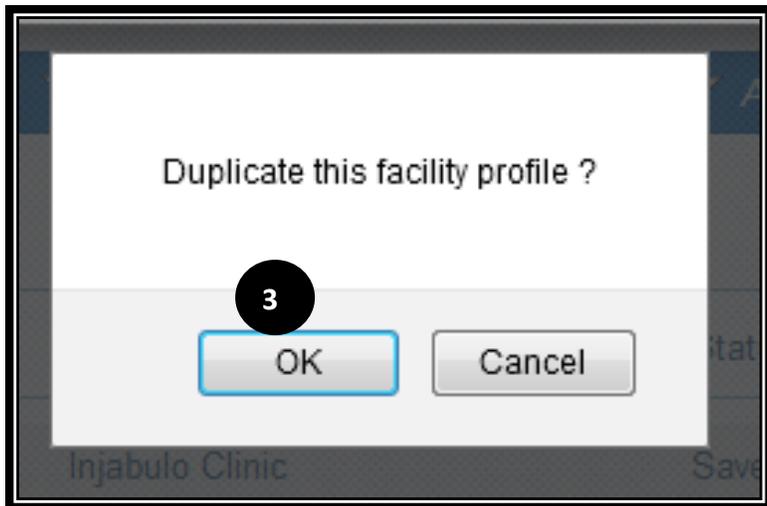
All Facility Profiles must be updated at a minimum annually or when any changes have taken place.

To update a facility profile, follow the steps on page 5 for 'Retrieve a saved Facility Profile' to retrieve the last 'submitted' Facility Profile.

1. On the right hand side of the 'submitted' Facility profile an icon is visible that will allow you to 'duplicate' (make a copy of the last Facility profile and place it in a 'saved' status that will allow you to edit the profile) the Facility profile. Click on this icon



2. A prompt box will appear 'Duplicate this facility profile'. Click on the prompt box

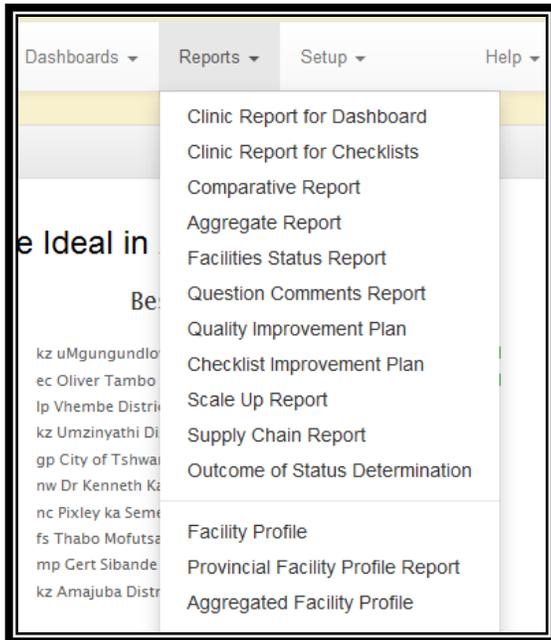


2. The next prompt box will appear 'Duplicate this facility profile?'. Select 'OK' to duplicate the Facility Profile.

A screenshot of a web form titled "Facility Profile". The form has a green header bar with the text "Details". Below the header, there are several input fields: "Facility" (with "Scottsville Clinic" and a search icon), "Date completed" (with "2016-09-19"), and "Completed By" (with "R Steinhobel"). Below this is another green header bar with the text "Facility Contact Information". Underneath, there are fields for "Title, name and surname of facility manager" (with "Botha"), "Designation" (with "Facility manager"), "Street Address" (with "10th"), "Postal Address" (with "12th avenue"), and "Landline Telephone Number". In the top right corner, there are three buttons: "Save" (blue), "Submit" (orange), and "Close" (grey). A black circle with the number "4" is placed over the "Date completed" field, and another black circle with the number "5" is placed over the "Submit" button.

4. The 'submitted' Facility Profile will now open in a 'saved' status that will allow you to edit the data on the form. Very important: **Remember to change the 'Date Completed' to the current date**
5. Update the Facility Profile and select the 'submit; button once you have updated all the fields

5. Generate reports



1. There are 3 reports available for the data that has been captured under the facility profile's capturing section
 - **Facility Profile**
 - **Provincial Facility Profile Report**
 - **Aggregated Facility Profile**
2. To generate the reports go to the 'Report' tab
3. Select from the drop-down list the report you want to generate



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IDEAL CLINIC PROGRAMME

FACILITY PROFILE FOR PRIMARY HEALTH CARE FACILITIES

Facility Name	Richmond Clinic
Province	KwaZulu-Natal
District	uMgungundlovu DM
Sub district	Richmond LM
Ward	Ubuntu Ward 1
Rural/urban or semi urban	Peri-Urban
Type of facility	Clinic
Date profile completed	2016-08-02

Facility Contact Information	
Title, name and surname of facility	Stein
Designation	Facility Manager
Street Address	2234 de Beer
Postal Address	Same as Street address

To generate the Facility profile report, select the 'Facility Profile' report from the drop down list under the reporting section.

The Facility profile report generates a report for a specific facility by populating all the data that has been captured under the facility profile capturing section onto one report

Province	District	Sub-District	Facility Name	Type	Date completed	Name & surname of facility manager	Designation	Street address
KwaZulu-Natal	uMgungundlovu	Richmond LM	Richmond Clinic	Clinic	2016-	Stein	Facilit	223
KwaZulu-Natal	uMgungundlovu	The Msunduzi LM	Pata Clinic	Clinic	2016-	Mahla	Facilit	nea
KwaZulu-Natal	uMgungundlovu	The Msunduzi LM	Scottsville Clinic	Clinic	2016-	Botha	Facilit	10t
KwaZulu-Natal	Umzinyathi DM	Endumeni LM	Wasbank Clinic	Clinic	2016-	Stein	Facilit	223
KwaZulu-Natal	Umzinyathi DM	Nquthu LM	Hlathi Dam Clinic	Clinic	2016-	Stein	Facilit	223

To generate the Provincial Facility profile report, select the 'Aggregated Facility Profile' report from the drop down list under the reporting section.

The Aggregated Facility profile report generates an aggregated report for all the facilities in a province/sub district/district, depending on which filters were selected.

Note that the data has been separated onto 3 separate sheets as there is a lot of data.

Province / District	# of Facilities	# Facility profiles completed	Population in catchment area	Pre schools	Primary schools	Secondary schools	Tertiary institutions	Number of pick up points	Tarmacked direct access road	Gravel direct access road
KwaZulu-Natal	598	5	600008	60	97	43	9	207	2	3
uMgungundlovu DM	52	3	600000	40	51	19	5	97	2	1
Umzinyathi DM	51	2	8	20	46	24	4	110	0	2
Total	3491	5	600008	60	97	43	9	207	2	3

To generate the Provincial Facility Profile report, select the 'Provincial Facility Profile Report' report from the drop down list under the reporting section.

The Provincial Facility Profile Report generates a summary of the facility profile data per province and district. This report also provides information on the number of facility profiles that have been submitted per province/district to enable province/districts to track the progress on data capturing for facility profiles.

Note that the data has been separated onto 3 separate sheets as there is a lot of data.