



National AIDS Control Organisation

India's response to HIV & Sexually Transmitted Infections
Ministry of Health & Family Welfare, Government of India
www.naco.gov.in



Ministry of Health & Family Welfare
Government of India



आज़ादी का
अमृत महोत्सव

National Data Hub

User Manual and Standard Operating Procedures



National AIDS Control Organisation,
Ministry of Health & Family Welfare,
Government of India

@NACO, MoHFW, GoI 2023

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सत्यमेव जयते

Ministry of Health and Family Welfare
Government of India

NATIONAL DATA HUB

User Manual and
Standard Operating Procedures



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FOREWORD

Effective and timely use of information is one of the keys to the success of the National AIDS and STD Control Programme (NACP). Since inception of the NACP, huge amount of data and other important information have been generated which are being stored and managed by the respective divisions of NACO at different places. This large volume of data/information is diverse in nature, and hence it is important that this data/information is secured and easily retrievable for effective use.

In this context, a central digital repository in the form of National Data Hub (NDH) has been developed to store all key reports, documents, publications, and approved programme data of NACO for internal use. NDH will act as a single access point to all information at NACO with ease of retrieval and sharing within NACO and with SACS of any State/ UT upon specific request.

This user manual provides the details of functionalities of NDH and Standard Operating Procedures (SOPs) for timely updating data/information that is generated periodically.

I am confident that all programme divisions will utilise NDH in the most efficient manner so as to enable evidence based decision making.


(V. Hekali Zhimomi)

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अपनी एचआईवी अवस्था जानें, निकटतम सरकारी अस्पताल में मुफ्त सलाह व जाँच पाएँ
Know your HIV status, go to the nearest Government Hospital for free Voluntary Counselling and Testing



सत्यमेव जयते

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निदेशक

Nidhi Kesarwani, I.A.S.
Director



NACO

राष्ट्रीय एड्स नियंत्रण संगठन
स्वास्थ्य और परिवार कल्याण मंत्रालय
भारत सरकार

National AIDS Control Organisation
Ministry of Health & Family Welfare
Government of India

PREFACE

Digital interventions play a very significant role in innovations and strategic planning in public health. The National AIDS and STD Control Programme (NACP) has been a forerunner in utilizing the strength of digital interventions effectively. Efficient use of technology for the management, storage, access and ease in sharing of data at NACO has resulted in the genesis of the idea of a central repository for all data related with NACO. The National Data Hub (NDH) was thus created to cater to the growing need of NACO for efficient use of its data.

This central repository is expected to contain all the possible digital data that have been collected and maintained by each of the divisions of NACO till date and future data/information that would be created under NACP. NDH is likely to grow as the programme divisions are liable to update the data in a timely manner. NDH is created in such a way that it is very user-friendly and secure. A single point and regulated access, ease of updation and sharing of the datasets by the respective divisions and the provisions of a potential growth both in size and in utilization of data are the salient features of NDH. This document details all the key features to act as a guide to effectively use NDH.

I hope all the programme divisions find this effort of the SI division very helpful for their data storage and its effective utilization.


(Nidhi Kesarwani)

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Government of India
Ministry of Health & Family Welfare
National AIDS Control Organisation
6th & 9th Floor, Chandralok Building,
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Acknowledgement

The National Data Hub (NDH) is going to be one of the crucial elements of the Strategic Information management that would propel NACO in its strive for excellence in the days to come. Acknowledgments of NACO are due for all the contributors, colleagues and developmental partners who were involved in the development of NDH.

We would like to express our deepest sense of gratitude to Ms. V. Hekali Zhimomi, Additional Secretary and Director General, NACO for her leadership and constant encouragement during the development of NDH.

We are very indebted to Ms. Nidhi Kesarwani, Director, NACO for her insightful suggestions, continuous encouragement, and support throughout the course of the development of NDH.

We are thankful to Dr. Anoop Kumar Puri, DDG (IEC and CST), Dr. U. B. Das, DDG (PMR, LS), Dr. Shobini Rajan, DDG (TI, BSD) for their guidance during the development of NDH.

All the programme divisions have pitched in with their inputs whenever necessary in the completion of the development of NDH. Our sincere gratitude is due to all the Deputy Directors and National Consultants, Consultants and Associate Consultants of the respective divisions for making NDH a reality by providing approved legacy data.

We also like to thank Dr. Melissa Nyendak and Dr. Upma Sharma from CDC India, Mr. Neeraj Jain, Dr. Asha Hedge, Mr. Haresh Patel and Dr. Nikhil Patil from PATH India for extending support in the development of NDH and continue to be an integral part of this important journey coordinating with different stakeholders for the same.

Finally, NACO would like to acknowledge the efforts of Mr. Sonoo Jha and Mr. Ganesh Kumar S. from Strategic Information Division for the development of concept note, coordinating the development process of NDH, and preparation of the SOP and user manual.

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NATIONAL DATA HUB

I. BACKGROUND

Under the National AIDS and STD Control Programme (NACP), large volumes of data/information are being generated as per requirement of the programme from all service facilities. Data/ information at NACO is also generated through consultation meetings, field visits, research, surveys etc. Currently, these data/information and other related important communications are stored at different places within the National AIDS Control Organisation (NACO).

To optimally utilize the NACP data/ information by NACO and to ease in access and sharing of this data/ information, a central digital repository 'National Data Hub' is developed.

2. NATIONAL DATA HUB URL

<http://naco.gov.in/>

3. ACCESS TO NATIONAL DATA HUB

Login ID and password to access the data hub will be with all Heads of Divisions (HoDs) at NACO. Data management and repository function will be looked after by the HoD of the SI Division at NACO.



Folder Navigation - National Data Hub

4. TYPES OF USERS

There will be two types of users.

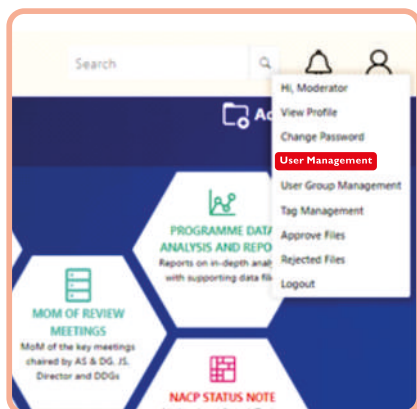
4.1 Administrator

Administrator has the following functionalities:

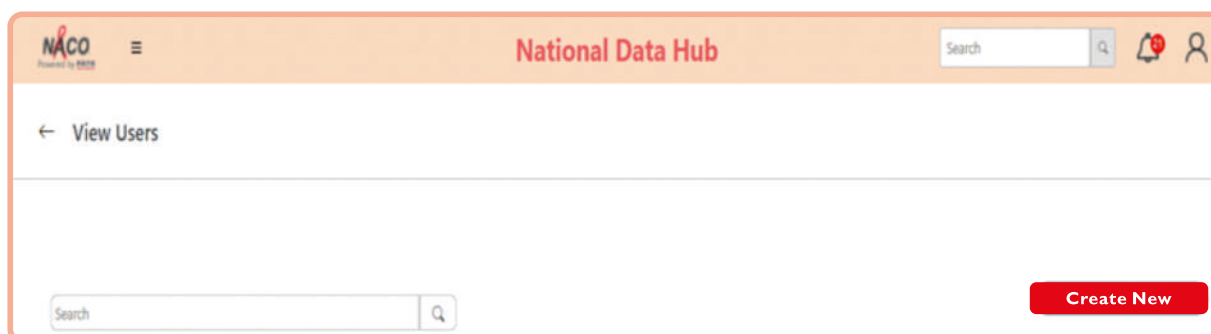
- **User Management:** - This includes user creation, editing, and deletion, as well as group creation, editing and deletion.
- **Tag Management:** - This includes creation, deletion, and editing of new tags, as well as creation, deletion and editing of new folders.
- **Content Monitoring:** - This includes review, approval/rejection of the uploaded files from all the users as well as monitoring the timely updation of NDH as per SOPs by the users.

4.1.1 User Management

A. User Creation:



Step 1: Admin can create new users by clicking on the profile icon on the top right corner as shown in the image by selecting the user management option.



Step 2: On clicking the user management option, the following window will be opened. Then click on the create new option.

A screenshot of a user creation form. The form contains the following fields: Name* (text input), Username* (text input), User-Groups (dropdown menu), Selected-User-Groups (dropdown menu), Role* (dropdown menu), Status* (dropdown menu, currently set to 'Active'), Mobile Number* (text input), and Email* (text input). Below the form are three buttons: 'OPEN FOLDER PERMISSION' (light blue), 'CANCEL' (light blue), and 'Submit' (red).

Step 3: Fill in the following format that will be opened. Click on the **submit button** upon filling the format. A new user is created.

B. Editing user profile

Name	Username	Role	Status	Created By	Updated By	Actions
ndf_u_naco	ndf_u_naco	User	Active	testuser	testuser	Details Delete
Moderator	data.naco1@gmail.com	Admin	Active	testuser	testuser	Details Delete
User	ndf.naco@gmail.com	User	Active	testuser	testuser	Details Delete

Step 1: Admin can access the list of users by clicking on the profile icon on the top right corner as shown in the above section by selecting the **user management** option.

Step 2: Click on the **details** option of the specific user whose details needs to be edited from the opened user profile list.

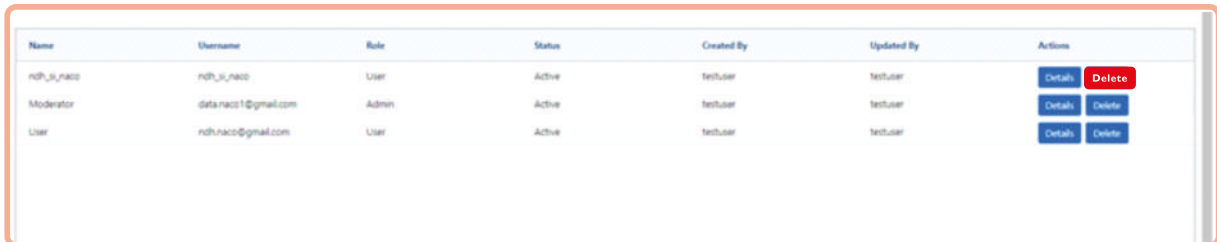
A screenshot of an 'Add User' form. The form contains the following fields: Name* (text input, value: 'Soono Jha'), Username* (text input, value: 'Jha'), User-Groups (dropdown menu), Selected-User-Groups (dropdown menu), Role* (dropdown menu, value: 'User'), Status* (dropdown menu, value: 'Active'), Mobile Number* (text input, value: '9911079167'), and Email* (text input, value: 'data.naco@gmail.com'). Below the form are three buttons: 'OPEN FOLDER PERMISSION' (light blue), 'CANCEL' (light blue), and 'Submit' (red).

Step 3: Update the format that will be opened and click the **update** button.

C. Deleting a user profile:

Step 1: Admin can access the list of users by clicking on the profile icon on the top right corner as shown in the above section by selecting the **User Management** option.

Step 2: Click on the **Delete** option of the specific user whose profile needs to be deleted from the opened user profile list.

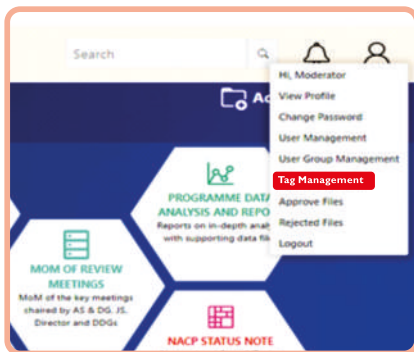


Name	Username	Role	Status	Created By	Updated By	Actions
ndp_u_naco	ndp_u_naco	User	Active	testuser	testuser	Details Delete
Moderator	data.naco1@gmail.com	Admin	Active	testuser	testuser	Details Delete
User	ndp.naco@gmail.com	User	Active	testuser	testuser	Details Delete

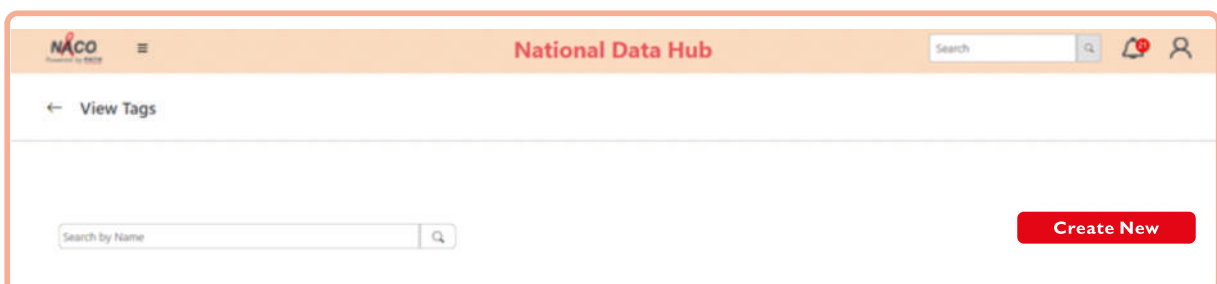
Creation, editing, and deletion of user groups can be done in the same way as in the case of individual user.

4.1.2 Tag Management

A.Tag Creation:



Step 1: Admin can create tags by clicking on the profile icon on the top right corner as shown in the image by selecting the **Tag Management** option.



Step 2: On clicking the **Tag Management** option, the following window will be opened. Then click on the **create new** option.

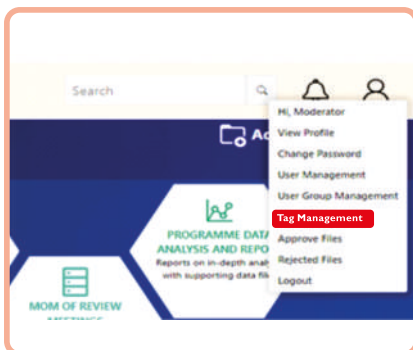
Step 3: Fill in the following format that will be opened. Click the **submit** button upon filling the format to create a new tag.

B. Editing Tag

Meta-Tag	Status	Description	Created By	Updated By	Actions
TI	Active	0611	testuser	testuser	Details Update
IEC	Active	0612	testuser	testuser	Details Update
Mainstreaming & Partnership	Active	0613	testuser	testuser	Details Update
ETH	Active	0614	testuser	testuser	Details Update
HCTS	Active	0615	testuser	testuser	Details Update
BID	Active	0617	testuser	testuser	Details Update
CST	Active	0618	testuser	testuser	Details Update

Step 1: Admin can access the list of tags by clicking on the profile icon on the top right corner as shown in the above section by selecting the **Tag Management** option.

Step 2: Click on the **Details** option of the specific tag that needs to be edited from the list.

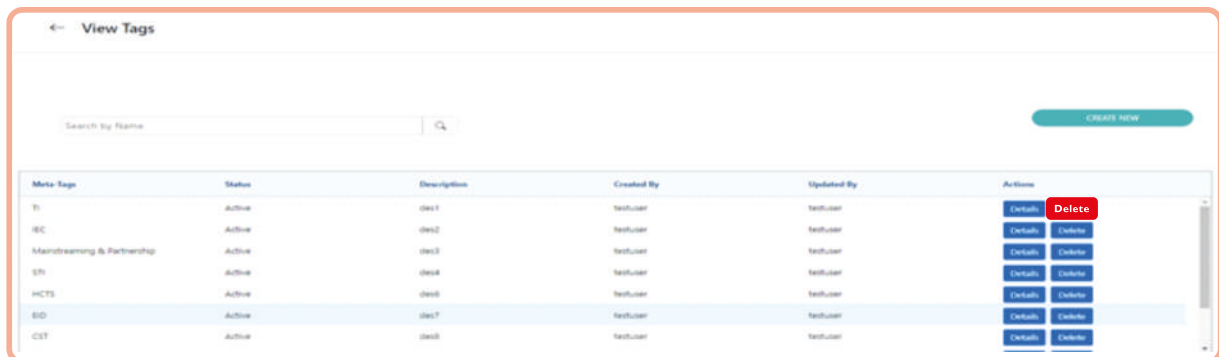


Step 3: Update the format which will be opened and click on the **update** button.

C. Deleting a user profile:

Step 1: Admin can access the list of tags by clicking on the profile icon on the top right corner as shown in the above section by selecting **Tag Management** option.

Step 2: Click on the **Delete** option of the specific tag that needs to be deleted from the list.



The screenshot shows a 'View Tags' interface with a search bar and a 'CREATE NEW' button. Below is a table of meta-tags:

Meta-Tag	Status	Description	Created By	Updated By	Actions
E1	Active	0001	testuser	testuser	Details Delete
IEC	Active	0002	testuser	testuser	Details Delete
Mainstreaming & Partnership	Active	0003	testuser	testuser	Details Delete
STI	Active	0004	testuser	testuser	Details Delete
HCT5	Active	0005	testuser	testuser	Details Delete
BD	Active	0007	testuser	testuser	Details Delete
CST	Active	0008	testuser	testuser	Details Delete

4.1.3 Content monitoring

Content/data/information will be uploaded by the users. The uploaded data/information will be reviewed by the admin as per the following steps:

Step 1: Admin can reach the review section of the files uploaded by the users by clicking on the profile icon on the top right corner as shown in the image by selecting **Approve Files** option.

Step 2: Admin can download the file and check whether the file is updated as per the SOP and then can decide either to accept or to reject the file to be included in NDH. In case of rejection, a notification will be sent to user with comment from the admin to reupload the file as per the SOP.



The screenshot shows a 'Document Approval' interface with three buttons: 'Download Selected', 'Approve Selected', and 'Reject Selected'. Below is a table of documents:

Name	Size	Uploaded By	Uploaded On	Actions
<input type="checkbox"/> FY 2021-22 NACP Status note-India (1).pdf	1020.93 KB	data.nacp1@gmail.com	Jun 28, 2022 4:47:04 PM	<input type="checkbox"/> Download Approve Reject

4.2 User

User has content management and sharing functionality which includes creation and editing of new folders as well as adding approved contents to NDH as per the SOP and assigning access to the content of the folder to all/specific users/group of users within NDH.

Steps for Content Management and Content Sharing

Step 1: User can create a sub-folder by clicking on the component icon on home page.

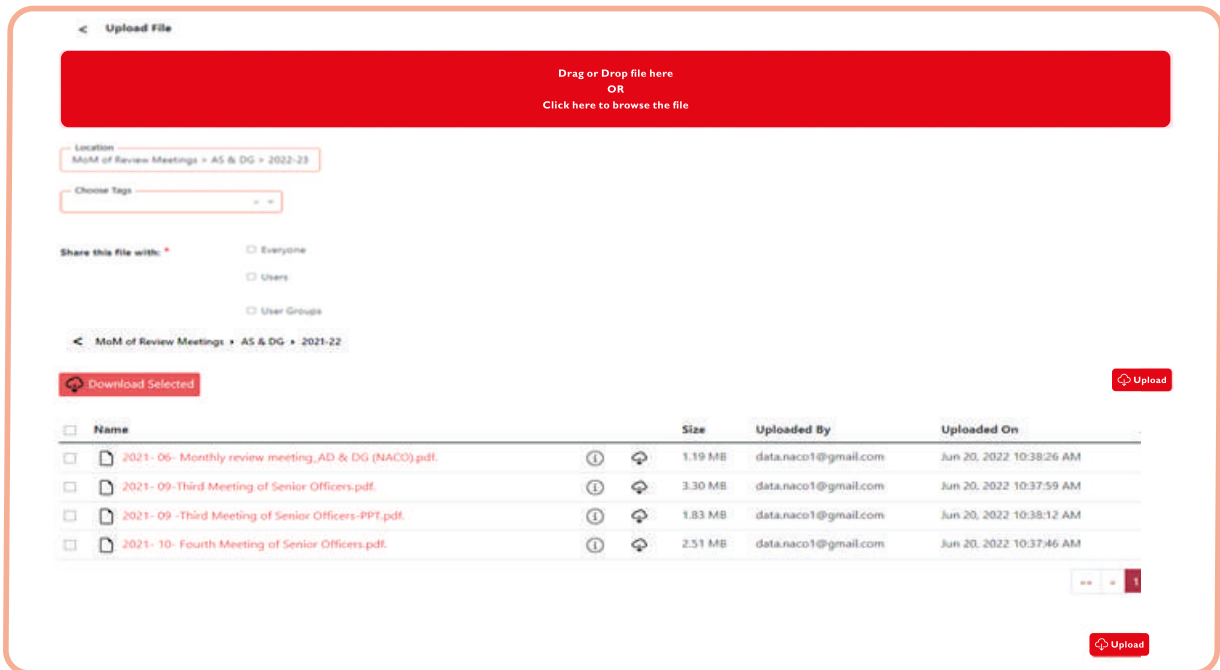


The form contains the following fields and options:

- Category Name* (text input)
- Short Name* (text input)
- Folders With File* (dropdown menu with options: No, Yes)
- Description* (text area)
- Users (dropdown menu)
- Selected-Users (text input)
- User-Groups (dropdown menu)
- Selected-User-Groups (text input)
- CANCEL button
- Submit button

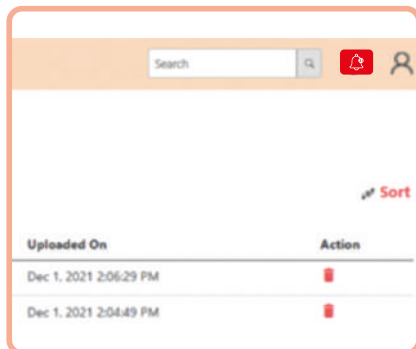
Step 2: Update the format that will be opened and click on the **Submit** button. If **Folder with File** is selected as **No**, then upload file page will open or if **Folder with File** is **Yes** then another layer of sub-folder will be created. Repeat the same for the creation of new sub-folders and to upload more files.

Step 1: User can create a sub-folder by clicking on the component icon on home page.



Step 3: User can upload the file by clicking on the 'Drag or Drop file here' option or on the 'Click here to browse the file' option. Once the file is selected, choose the options under the 'Share this file with' option to share/restrict the sharing of the file about to uploaded and the click on the Upload button to upload the file.

5. NOTIFICATION



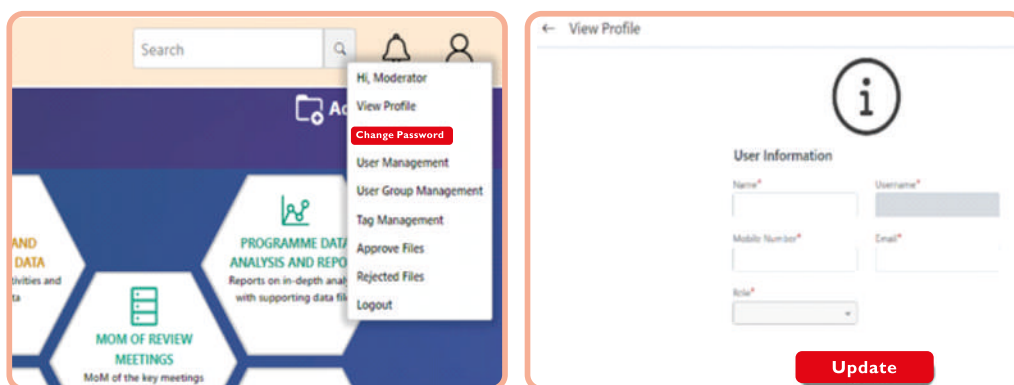
There are provisions for two types of notifications; first is the email notification for a new admin/user created and the second is status update for each of the users/admin in their respective user/admin landing page of NDH.

On the landing page, the notification alert will be on the top right-hand corner in the form of a bell icon with a number on it for the admin as well as for the user. Detail

of the notifications to Admin and Users in their respective landing pages are as given in the table below:

Admin	User
<ul style="list-style-type: none"> List of uploaded files by users List of files that are suggested for modification (rejected with comments) to users and pending for re-upload as per the SOP 	<ul style="list-style-type: none"> List of files that are successfully uploaded as per the SOP List of files that are suggested for modification (rejected with comments) by Admin as per SOP.

6. UPDATE PROFILE/CHANGE PASSWORD /FORGOT PASSWORD



There are provisions for two types of notifications; first is the email notification for a new admin/user created and the second is status update for each of the users/admin in their respective user/admin landing page of NDH.

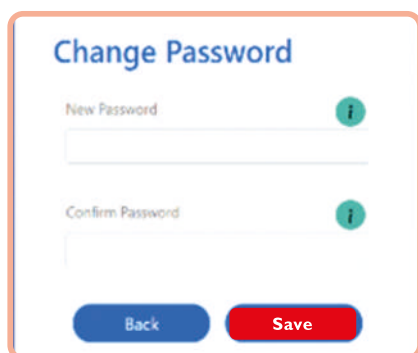
On the landing page, the notification alert will be on the top right-hand corner in the form of a bell icon with a number on it for the admin as well as for the user. Detail of the notifications to Admin and Users in their respective landing pages are as given in the table below:

6.1 Update Profile

Step 1: Click on the **View Profile** option given at the profile icon as shown in the image.

Step 2: Update the format with new mobile number/ email ID and click on the **Update** option to update the profile information.

6.2 Change Password



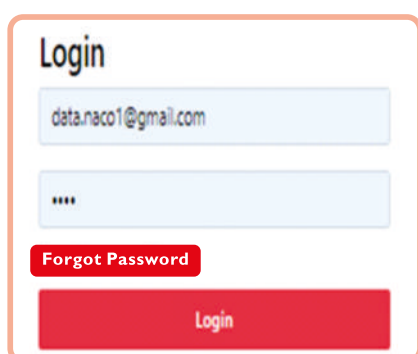
The screenshot shows a 'Change Password' form with two input fields: 'New Password' and 'Confirm Password'. Each field has a green information icon to its right. At the bottom of the form are two buttons: a blue 'Back' button and a red 'Save' button.

Password can be changed by the admin/user by the following steps:

Step 1: click on the **Change Password** option given at the profile icon as shown in the image.

Step 2: Update the format with the new password and click on the **save** button to change the password.

6.3 Forgot Password



The screenshot shows a 'Login' form with two input fields: one for the email address (containing 'data.naco1@gmail.com') and one for the password (containing four asterisks). Below the password field is a red button labeled 'Forgot Password'. At the bottom of the form is a large red button labeled 'Login'.

Admin/User can click on the **Forgot the Password** option on the login screen. System generates a random password, and a Notification is sent to user by email to the registered email ID. The user can login with the password in the notification email and can change the password after the login process is completed.

STANDARD OPERATING PROCEDURE FOR NATIONAL DATA HUB

1. Definitions:

Head of Division: Senior most officer and in-charge of respective programme division at NACO.

Officers: Permanent and contractual staffs in all divisions of NACO who have access to National AIDS Control Programme (NACP) data.

Custodian of National Data Hub: NACO is the custodian.

File Name: File name refers to the short name of dataset/report/tool/presentation etc of the concerned file.

2. Scope

This SOP applies to all officers' have access of National Data Hub.

3. Goal

The main goal of this SOP is to update the National Data Hub on regular basis and to streamline the access of Hub as well as to facilitate maximum use of electronic record at NACO.

4. Access of National Data Hub

Login id and password to access the data hub will be with all HoD at NACO. Data management and repository function will be look after by HoD SI at NACO.

5. Process of updating the National Data Hub

Data will be uploaded by concerned division of NACO in consultation with SI Division, if required.

Timeline, format of file and responsibility of updating the information on NDH

Component	Format for File Name	Timeline	Responsibility
Programme Data- Data generated through routine program monitoring.	YYYY-MM- File Name	Yearly	Concerned division

Component	Format for File Name	Timeline	Responsibility
Surveillance Data- HIV Sentinel Surveillance, IBBS, and Other Surveillance data.	YYYY-MM- File Name	Within 5 working days of data freezing	SI Division
Research and Evaluation Data- NACO Research Activities and Survey Data	YYYY- Institute Name-Study Name	Within 5 working days of data freezing	SI Division
Programme Data Analysis and Report- Reports on in-depth analysis with supporting data files	YYYY- Analysis short title	Same day after approval from Competent Authority	All Division
Monitoring and Evaluation Report- M&E Reports Submitted at National & International Forums	YYYY-MM- Report Name	Within 2 working days after approval from Competent Authority	SI Division
Data Sharing Monitoring- Data shared with partners, SACS, Students and other than NACO officials.	YYYY- Organization Name – file name	Monthly	SI Division
NACP Status note- National and State/UT wise NACP progress status reports, State/UT Scorecard etc.	YYYY-MM- File name	Monthly	SI Division

Component	Format for File Name	Timeline	Responsibility
NACO Officials Tour Report- Detailed Tour Report including Action Taken Report	YYYY-MM-State Name-Chairing officer name	Same day after approval from Competent Authority	PMR Division
Annual Action Plan - Division- wise approved Annual Action Plan	YYYY- file Name	Within 2 working days after approval from Competent Authority	Finance Division
MoM of Review Meetings- MoM of the key meetings chaired by AS & DG, JS, Director and DDGs	YYYY-MM-Meeting Name- Chair Name	Same day after approval from the Competent Authority	All Division
Other Meeting/Event Details- Information regarding important Meetings/ Events held	YYYY-MM-Meeting/Event Name	Daily	All Division
OM/OO/ Important Communication- Includes important communication within NACP, MoHFW, Other Ministry, Partner etc.	YYYY-MM-Communication from-Communication to-Communication short subject	Same day	All Division
Partner Coordination- Documents on NACO Partners' MoU, Work Plan, Progress Report etc.	YYYY- MM-Partner Name-File Name	Monthly	SI Division

Component	Format for File Name	Timeline	Responsibility
Published Reports, Tools and Presentation: Standard NACP Presentation, Supervisory checklists for FieldVisits etc.	YYYY-MM-File Name	Monthly	All division
Knowledge Base Articles- All information related to IT applications available at NACO.	YYYY-MM-File Name	Yearly	IT Division
Media Files- Photos/ Videos of key Meetings and FieldVisits	YYYY-MM-File Name	Monthly	All Division
Supply Chain Management- Stock status of all the commodities under NACP	YYYY-MM-File Name	Monthly	SCM Division
Programme Management and Review- Overall coordination and programme management under NACP	YYYY-MM-File Name	Monthly	PMR Division

6. Format of Programme/Surveillance/Research Data

Programme Data should be reporting unit wise, and research and surveillance data should be individual level.

7. Sharing of information available in Data Hub

Sharing of information available in National Data Hub will be done as per SOP for NACP Data Sharing at NACO & SACS.

8. Content updation monitoring:

Access to files/data and updation of content will be monitored by SI Division (Data Analysis & Use).

REFERENCE

1. Standard Operating Procedure for NACP Data Management at NACO, SACS and NACP establishment (available at NACO website:

http://naco.gov.in/sites/default/files/SOP_for_data_management.pdf)

2. Standard Operating Procedure for NACP Data Sharing at NACO and SACS (available at NACO website:

http://naco.gov.in/sites/default/files/SOP_for_data_sharing_0.pdf)

NATIONAL DATA HUB DEVELOPMENT

National AIDS Control Organisation, MoHFW, Government of India

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Dr. Nikhil Patil, Associate, Monitoring & Evaluation, PATH

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