Making or Updating Home Visit Planner and Initiating home visits

Integrated Child Development Services

Register 8

HomeVisitsPlanner

	Name	Code
District		
ICDSProject(Block)		
Sector		
Village/Ward		
AnganwadiCentre		
AnganwadiWorker		
AnganwadiHelper		

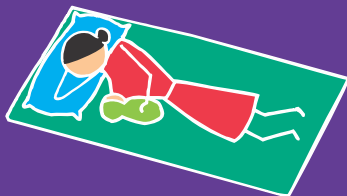**MinistryofWomen&ChildDevelopment
GovernmentofIndia**

Ministry of Women & Child Development
Government of India, 2018

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Review questions
Updating or preparing Register 1 and Map

Welcome participants to the second meeting

Explain that before starting the today's session we review what we have planned in last meeting.

Ask any participant to read the card and briefly discuss each point.

Ask:

How many of you have updated the map? And how many of you have updated EDD in register 1 with the help of LMP?

Check few Registers to see if it is correctly filled. If it is not completed, then motivate them to complete it as soon as possible.

Ask:

Please tell me one by one, how many communities in your area belong to SC/ST/Minority or backward class? Is there any child or pregnant woman of any community whose name is missing ?

If there is any left out family then ask to link them with the nearby AWW centre and help them in doing so.

Updating or preparing Register 1 and Map

- **Are the boundaries of your AWC clearly demarcated?**

- **Have you faced any difficulty in updating the map?**

- **Have you faced any difficulty in drawing EDD from LMP?**

- **Did you find any new pregnant woman?**

- **Did you find any new child?**

Today's Topic
Making or Updating the Home Visit Planner

Display the card.
Tell the participants that today we will make or update the Home Visit Planner.

Ask:

Is there anyone who has never made or used a Home Visit Planner (Reg 8)?

Check to examine a few registers and ask the workers to divide in two groups:
- **Group A: Those who have never made a Home Visit Planner (the register is blank, or almost blank).**
- **Group B: Those who are already using a Home Visit Planner (the register has names filled in).**

For Group A, first help them make the transfer sheet and then the Home Visit Planner, with the help of Cards 2 - 5. This group will require more facilitation.

For Group B, facilitate in updating the planner, using card no 6.

First, explain the task to Group B and let them start. While they are doing this, facilitate the work in Group A. Select a few experienced AWW from this group to helping Group A.

Bring both the groups together after the group work, and use Card 7 onwards to explain the use of the home visit planner.

Today's Topic

Making or Updating Home Visit Planner

Show the card and ask them to open survey register 1 and data transfer sheet. Tell them that today we will learn to prepare the home visit planner with the help of data transfer sheet.

Ask,

Do you know the objective of data transfer sheet?

After listening to them, explain to them about data transfer sheet, with the help of the points given on the right side.

Task:

With the help of points on the right side, help the participants in preparing the data transfer sheet. Ask the participants to fill the data transfer sheet in the meeting itself. If there is shortage of time then ensure that every worker transfers names of all pregnant women and children from at least 20 families and that they learn how to fill this properly. Ask them to finish remaining work at home.

For more guidance, use the guidelines for the revised MIS of the program

Objective of the data transfer sheet:

Data transfer sheet helps in writing the names of pregnant women and children in the home visit planner and other registers according to their DoB or EDD. If we do this exercise correctly, we will save time that we normally spend looking for names in any service registers. We can also easily add new pregnant women or infants in the same sequence. The data transfer sheet helps in all these tasks.

Task: transferring the names of PW and children from the family survey register to data transfer sheet –

- From the details of the families listed in the beginning of Register no 1, find PW and children.
- In case of children, write the name of the child and her DoB in the data transfer sheet against the space provided for the same year and month (of DoB). Also write child's family/ HH number, individual serial number and sex.
- In case of pregnant women, according to her date of expected delivery (EDD), write her name against the space provided for the same year and month as the EDD.
- Ensure that you have transferred the names of all pregnant women and children below one year of age in the correct space in the data transfer sheet and that no one is left out.

Group A
What is data transfer sheet and how to prepare it?

Data Transfer Sheet
(Resident Children and Pregnant Women Only)

TS1

	Sr no HH	Sr no Ind	DoB	Age Yrs	Age Mo	Name	Sex		Sr no HH	Sr no Ind	DoB	Age Yrs	Age Mo	Name	Sex
2017								**2018**							
January								January							
February								February							
March								March							

What is a Home Visit Planner?

Tell the participants that today they will learn how to use the Home Visit Planner correctly.

Display the card, and ask all participants to open their Home Visit planners.

Use the text on the right to explain the purpose of the Home Visit Planner.

Explain each part of a typical page in the planner, using the text on the right.

Explain that today, they will fill names of children and mothers in the planner, and learn how to use it.

Purpose of the Home Visit Planner

It is most important to ensure that every family receives the right information at the right time. This will enable families to take the right decisions about health care and make adequate preparations as required. To do this, we need to have a good and updated plan that tells us when we should visit each family, a record of the visit already made to a family and a record of which family requires what kind of help and support. To help us plan in this manner, we have been given the Home Visit Planner.

Structure of the register:

- Rows are for mothers and children
- Columns are for different periods of pregnancy and the first two years of the child (read column headings)
- Thus, you can start following a mother during pregnancy and continue in the same row until the child is two years old
- Columns 1 and 2 are for serial number and names of the mother and child. In column 2, you can also write EDD and Date of Delivery
- There are six rows per page, which means you can follow six pairs of mothers and children until the child is 2 years old
- There are cells in each row, where you can write something – we will tell you what to write
- Each cell has a small space at the top, for writing the name of the calendar month – we will tell you how to use it

Group A
What is a Home Visit Planner?

Section 1: Home Visit Planner- Pregnancy to 24 months

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1	2	3	4	5	6	7	8	9	10	11	12
SerialNo. ofFamily and Individual	NamesofMothersand Children	Pregnancy 4-6months (Anycontact sufficient-preferably 2times)	Pregnancy 7-9months (Atleasttwo homevisits)	DayofBirth (Presenceatbirth, orhomevisitatth e earliesttthereafter)	Firstweek 1-7days (2homevisits; manymoreiffbaby wasbornweak)	Firstmonth 8-30days (3homevisits; moreifbaby wasbornweak)	Infant 1-5months (Anycontact sufficient-preferably 2-3times)	Infant 6-8months (1homevisit everymonthon ore ifrequired)	Infant 9-11months (1-2homevisits)	Child 12-17months (1-2homevisits)	Child 18-24months (Anycontact sufficient- 2-3times)
FamilyNo.	*CalendarMonth*										
IndNo.	Mother:										
	EDD:										
	DateofDelivery:										
IndNo.	Child:										
FamilyNo.	*CalendarMonth*										
IndNo.	Mother:										
	EDD:										
	DateofDelivery:										
IndNo.	Child:										
FamilyNo.	*CalendarMonth*										

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Filling the Home Visit Planner with the help of the transfer sheet

Explain that we will now use the Data transfer Sheet that they have prepared to fill names in the Home Visit Planner (HVP).

Use the instructions on the right to guide them how to transfer names in the HVP sheets.

Task:

Instruct the participants to transfer names and other details of women and children from the data transfer sheet to the home visit planner. Give sufficient time to complete this task. Help those workers who find this work difficult. For those workers who are very slow, insist on transferring names and details of at least 3-5 children and ask them to complete the remaining work at home.

For further guidance, you can also take help of program MIS guidelines.

1. Find the name of the child who is the oldest in the list in the data transfer sheet. Enter the name of this child in Column 2 of the first page of the home visit planner.

2. Enter the date of birth in the same column (same as date of delivery)

3. Enter the household number of the child's family in Column 1

4. Find the next child in the data transfer sheet and enter the details in the same manner in the next row of the first page.

5. Repeat until all children's names have been transferred to the home visit planner, in the same sequence as in the transfer sheet. If you have 30 children less than one year old in your catchment area, five pages of your planner will be used. The last child will be the youngest child in your area – the one who was born most recently.

6. Next, find the name of the first pregnant woman in the data transfer sheet – the one who is likely to be the first to deliver. Write her name and details in the home visit planner in the row immediately after the name of the last child. Enter her EDD in Column 2.

7. Similarly, write names and details of the rest of the pregnant women one after the other in the same sequence as in the Data Transfer Sheet

Group A
Filling the Home Visit Planner with the help of the transfer sheet

1	2	3	4	5
SerialNo. ofFamily and Individual	NamesofMothersand Children	Pregnancy 4-6months (Anycontact sufficient-preferably 2times)	Pregnancy 7-9months (Atleasttwo homevisits)	DayofBirth (Presenceatbirth, orhomevisitatth e earliestthereafter)
FamilyNo.	*CalendarMonth*			
IndNo.	**Mother:**			
	EDD:			
	DateofDelivery:			
IndNo.	**Child:**			
FamilyNo.	*CalendarMonth*			

Group B
Filling the Home Visit Planner with the help of the transfer sheet

Show the card and ask the participants to open their HVP.

Ask them to check whether the register has been accurately filled:
- Are all pregnant women and children under one year old included in the register?

Check the pregnancy (Reg 5) and immunization registers (Reg 6) , as well as the updated survey register (Reg 1). If any new pregnant women and children are found from any of these registers whose names are presently not mentioned in Reg 8, ask them to include such names in Reg 8.
- Are the names in the correct sequence?
    - Is the first name in the register the oldest child in the register?
    - Is the last name in the register the name of the last registered pregnant woman in the area?

If the names are not correct in sequence, tell them to continue with the list of names as it is, and continue to follow them up as they are doing now. But instruct them to write down the name of the last registered pregnant woman on a fresh page in the register, and henceforth to add names of newly registered pregnant women in the same sequence after this woman's name.
- For pregnant women whose delivery is completed, have they written the names of their children in the register?

If names of children have not been written, show them how to write the names of children, and tell them to now start making home visits for these children.

For those workers whose registers are in good condition, and who know how to update and use the registers, ask them to join you in facilitating Group A.
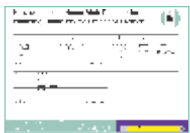
Group B
Updating the Home Visit Planner

- **Ensure that all pregnant women and children are included in Reg 8.**

- **Ensure that names of children are entered for all pregnant women who have delivered.**

- **Ensure names are in the correct sequence.**

If names are in wrong sequence and it is difficult to correct, start by recording the name of the last registered pregnancy on a fresh page. Henceforth, add newly registered pregnant women after the name of this woman, in the right sequence.

How to use the Home Visit Planner for Planning Home visits: Pregnant Women

After completion of the work ask group A and B to sit together.

Explain:

'In order to know whom to visit, it is necessary to know the months of pregnancy and the age of the child at any time.'

Ask:

'Do you know, for each of the pregnant women in the register, when she will be in the 8th month? Do you know, for each of your children, when she will be in the 7th month? If I tell you that you must visit all children who are currently 3 months old, how will you find them?'

Explain:

'We will make it simple for ourselves to know the age of any child or the months of pregnancy of any woman at any time. For this, we will first fill the row for 'calendar months' for each mother and child.'

Using the instructions on the right, guide them to correctly fill the row 'calendar months' in their own registers. Use the displayed card to illustrate and explain.

Use the next card to explain how to fill the row 'calendar months' for children.

Task : for pregnant women, ask the workers to fill 'calendar months' for columns 3 & 4 of the home visit planner. Ask every participant to fill it at least for 3- 4 women. They may finish the remaining work at home.

Filling the row 'calendar months'-

A. For pregnant women

We have to fill the row 'Calendar months' in columns 3 and 4, since these are for pregnant women. Column 3 is for second trimester (4-6 months) and Column 4 is for third trimester (7-9 months).

1. Look at the EDD and find the likely month of delivery. This will be the 9th month.
   Example: Ramadevi has EDD of 23 April 2017. April is the 9th month.

2. Count the eighth and seventh months.
   Example: For Ramadevi , the 9th month is April, so the 8th month is March and the 7th month is February.

   Write the names of the three calendar months in the 'calendar months' row of Column 4 for that woman. These are the months when she will be in the third trimester.
   Example: For Ramadevi , write 'Feb-Mar-Apr' in the row 'calendar months' in Col 4

3. Count backwards three more months and write the names of these three months in Column 3. These are the months that she will be in the second trimester.
   Example: For Ramadevi , these months will be January, December and November. Write 'Nov-Dec-Jan' in the row 'calendar months' in Col 3.

   Now, if you want to visit the woman in her second trimester or in her third trimester, you know during which month you must visit!

For any pregnant woman, you can fill up the 'calendar months' for columns 3 and 4, as soon as you have registered, and have come to know her LMP/EDD.

How to use the Home Visit Planner for Planning Home visits: Pregnant Women

1	2	3	4	5
SerialNo. ofFamily and Individual	NamesofMothersand Children	Pregnancy 4-6months (Anycontact sufficient-preferably 2times)	Pregnancy 7-9months (Atleasttwo homevisits)	DayofBirth (Presenceatbirth, orhomevisitatth e earliestthereafter)
FamilyNo.	CalendarMonth			
IndNo.	Mother:			
	EDD:			
	DateofDelivery:			
IndNo.	Child:			
FamilyNo.	CalendarMonth			

Use the instructions on the right to explain how to fill the row 'calendar months' for children.

Task
For every child in the home visit planner, fill 'calendar months' for column 5 and onward. Ensure that each worker fills this for at least 3 – 4 children and learns how to fill this. They may finish the remaining work at home.

For learning how to fill 'calendar months' for pregnant women and children, you may also use the manuals for the revised program MIS.

Filling the row 'calendar months'-

B. For children

1. We have to fill the row 'Calendar months' in column 5 onwards, since these are for the delivery or post-delivery period. These can be filled only after the delivery is over.

2. Look at the Date of Delivery and write this date in the row 'calendar months' for Column 5.

Example: If Raju is a child born on 12 Oct 2017, write '12.10.2017' in Column 5.

Count the dates of the next 6 days and write in the dates in the row for 'calendar months' in Column 6.

Example: For Raju, these dates will be '13-18 Oct' Count the dates until the child completes 1 month and write in Column 7.

Example: For Raju, these dates will be '19 Oct – 11 Nov' Count the months until the child completes 6 months and write in Column 8

Example: For Raju, these months will be 'Nov-Dec-Jan-Feb-Mar' and so on, until all columns are filled. Now, if you want to visit a particular child, you know during which month and which day you must visit!

You can fill up the 'calendar months' for columns 5 onwards as soon as the child has been delivered and you know the Date of Birth.

How to use the Home Visit Planner for Planning Home visits: Children

6	7	8	9	10	11	12
Firstweek 1-7days (2homevisits; manymoreifbaby wasbornweak)	**Firstmonth 8-30days** (3homevisits; moreifbaby wasbornweak)	**Infant 1-5months** (Anycontact sufficient-preferably 2-3times)	**Infant 6-8months** (1homevisit everymonthor m ore ifrequired)	**Infant 9-11months** (1-2homevisits)	**Child 12-17months** (1-2homevisits)	**Child 18-24months** (Anycontact sufficient- 2-3times)

Action points for the next month - 1
Complete the remaining work on the HVP

Show the card and explain that they should complete any unfinished work to get the home visit planner ready for use. Explain the following -

- Group 'A' should complete transferring all names of children less than one year old, and currently pregnant women from Data Transfer Sheet to Home Visit planner

- Group 'B' should also complete writing the names of the remaining left out children and pregnant women in the Home Visit Planner.

- Complete the work of calculating and writing dates in the cells for 'calendar month' for all children and pregnant women

Explain that the planner will be used in every monthly meeting to plan for the next month's work, so it is important to get it completely ready.

They should bring the planners with them in every monthly meeting.

Tell the workers that you will check their planners when you visit their villages during the next month, and you will also check them at the next monthly meeting.

Action points for the next month - 1
Complete the remaining work on the HVP

- **Complete the transfer of names in the Home Visit Planner.**

- **Include the names of left-out pregnant women and children in the Home Visit Planner.**

- **Fill the 'calendar month' column.**

Initiating home visits

Explain that we will now start making home visits regularly.

Display the card and explain each point

1. For a start, this month, we will identify and visit all women who are about to deliver during the current month. We will visit them as soon as possible, because we do not know when exactly they will deliver.

Ask how many such women are likely to be there in each village. Explain that there will not be more than 2-3 such women for each worker.

Explain

2. Then, we will visit them again immediately after the delivery. We should try and visit them at the earliest after delivery. If possible visit on the day of delivery

Explain, that during the home visits, they should talk to the family, try and understand the situation there. In the next meeting, we will then discuss what everyone has observed and learnt during their respective home visits.

Action points for the next month - 2
Initiating home visits

- **We will visit all women due to deliver next month, before their delivery**

- **We will visit them again immediately after the delivery**