

# STATE NODAL OFFICER MODULE

- SaQsham is an online portal where in nation-wide health centers and public health facilities can come up for national level certification.
- This provides a step-by-step approach for conducting Quality assessment by providing a holistic view to all stakeholders on methodology and scope of work.

## SaQsham Link:

<https://saqsham.nhsrindia.org>

## State Nodal Officer Profile on SaQsham

Profile

Nodal Officer West Bengal Profile

Full Name: Nodal Officer West Bengal

Email Id: statenodaluser@gmail.com

State: West Bengal

User Role: State Nodal Officer

User Type: State Nodal Officer

Mobile No: 9971070669

Designation: Director

Address:

Update Profile

Nodal Officer West Bengal Task

Pending Requests for NODAL: 0

Pending Requests for MD: 0

## Provisions for the State Nodal User on SaQsham

- Approval/Rejection of the Registration Request of the SQAUs of his/her state.
- Approval for the Application submitted by the facility.
- Update the application incase of any changes needed.
- Revert the application to the Facility Level incase any changes from the Facility is required.
- Acceptance/Rejection of the Assessment Schedule for assessment of the facility in his district.
- Upload of MD Letter.
- Pull Request functionality for submitted application.

## State Nodal Profile Update on SaQsham portal

Update Profile

Email Id: statenodaluser@gmail.com

Mobile No: 9971070669

Designation: Director

Address: Address

Validate

Close

User has the provision to update the following data by clicking on the Profile Update button on the Profile Page –

- Email ID
- Mobile Number
- Designation
- Address

An OTP will be sent to both Email ID and Mobile Number, to validate the authentication.

# Approval/Rejection of the Registration Request Process

State Nodal Users will receive the registration requests for SQAUs

## Approval of the Registration Request

1. On to Left Click on HR Management Menu, Under HR Management Menu, click on 'Provisional User List' Menu.

2. All the registration requests will be shown on this page for his/ her State.

3. To approve/reject the request, click on the 'Approve/Reject' button under the Action column for the respective registration request.

4. To approve the registration request, click on the 'Confirm' button. The user can enter his remarks in the text field provided.

5. Once you have confirmed the registration request, the user will receive an email on the registered email ID with the credentials.

## Rejection of the Registration Request

1. On to Left Click on HR Management Menu, Under HR Management Menu, click on 'Provisional User List' Menu.

2. All the registration requests will be shown on this page.

3. To approve/reject the request, click on the 'Approve/Reject' button under the Action column for the respective registration request.

4. To reject the registration request, click on the 'Reject' button. The user can enter his remarks in the text field provided.

5. Once you have rejected the registration request, you can view it under the 'Reject' Status in the Status filter.

# Application Management Process

**1. Go to SaQsham URL and enter your Login Credentials as provided through mail.**

You will be able to view the DQAU Profile.

**2. On Top Left Side of the screen Menu Appears. Click on the Services Menu, Under the Services Menu, click on 'Manage Application' Menu to view the applications submitted by the Facilities.**

**3. To start working on an application, click on the 'Receive Request' button under the 'Action' column.**

**4. Next, to proceed with the application, click on the 'Proceed' button under the 'Action' column.**

The user will be able to see the Program details along with the departments for which application is submitted.

**8. On the next page, the user will be able to view the Details of Facility along with Bed & Service details. User can update the Bed & Service details of the Facility, if he wishes to. Next, click on the 'Save and Proceed' button.**

**7. Once the reports are added that needs to be submitted with the application, click on the 'Save and Proceed' button.**

**6. Next, the user will be able to view the uploaded reports with their scores. The user has the option to edit these reports or can add a new report. To add a new report, the user can click on the 'Add More' button.**

**5. The user has the option to update the Program for Certification, if he wishes to, and the Departments as well. If no changes are required click on 'Save & Proceed' button.**

**9. Next, the user can view the Document Verification Checklist and their respective documents submitted by the facility along the application.**

**10. The user has the provision to remove the uploaded document and to upload another, if he wishes and can also enter remarks for each point of the DVR. Once updated, click on Save and Proceed.**

**11. On the last tab, the user can Preview Hospital Data Sheet, Preview Document Checklist, Preview report. The user has the option to either 'Accept & Send to Next Level' or to 'Revert Application' back to the facility, in case some changes are needed from facility.**

**12. Click on 'Submit Application' button once the application is complete. Your application for the Assessment of facility will move to the next approving Authority.**

# Application Pull Request Process

**1. Go to SaQsham URL and enter your Login Credentials as provided through mail.**

You will be able to view the DQAU Profile.

**2. On Top Left Side of the screen Menu Appears. Click on the Services Menu, Under the Services Menu, click on 'Manage Application' Menu to view the applications submitted by the Facilities.**

**3. To pull an application (in case no action is being taken by the DQAU & SQAU), click on the 'Pull Request' button under the 'Action' column.**

**4. Next, to proceed with the application, click on the 'Proceed' button under the 'Action' column.**

The user will be able to see the Program details along with the departments for which application is submitted.

**8. On the next page, the user will be able to view the Details of Facility along with Bed & Service details. User can update the Bed & Service details of the Facility, if he wishes to. Next, click on the 'Save and Proceed' button.**

**7. Once the reports are added that needs to be submitted with the application, click on the 'Save and Proceed' button.**

**6. Next, the user will be able to view the uploaded reports with their scores. The user has the option to edit these reports or can add a new report. To add a new report, the user can click on the 'Add More' button.**

**5. The user has the option to update the Program for Certification, if he wishes to, and the Departments as well. If no changes are required click on 'Save & Proceed' button.**

**9. Next, the user can view the Document Verification Checklist and their respective documents submitted by the facility along the application.**

**10. The user has the provision to remove the uploaded document and to upload another, if he wishes and can also enter remarks for each point of the DVR. Once updated, click on Save and Proceed.**

**11. On the last tab, the user can Preview Hospital Data Sheet, Preview Document Checklist, Preview report. The user has the option to either 'Accept & Send to Next Level' or to 'Revert Application' back to the facility, in case some changes are needed from facility.**

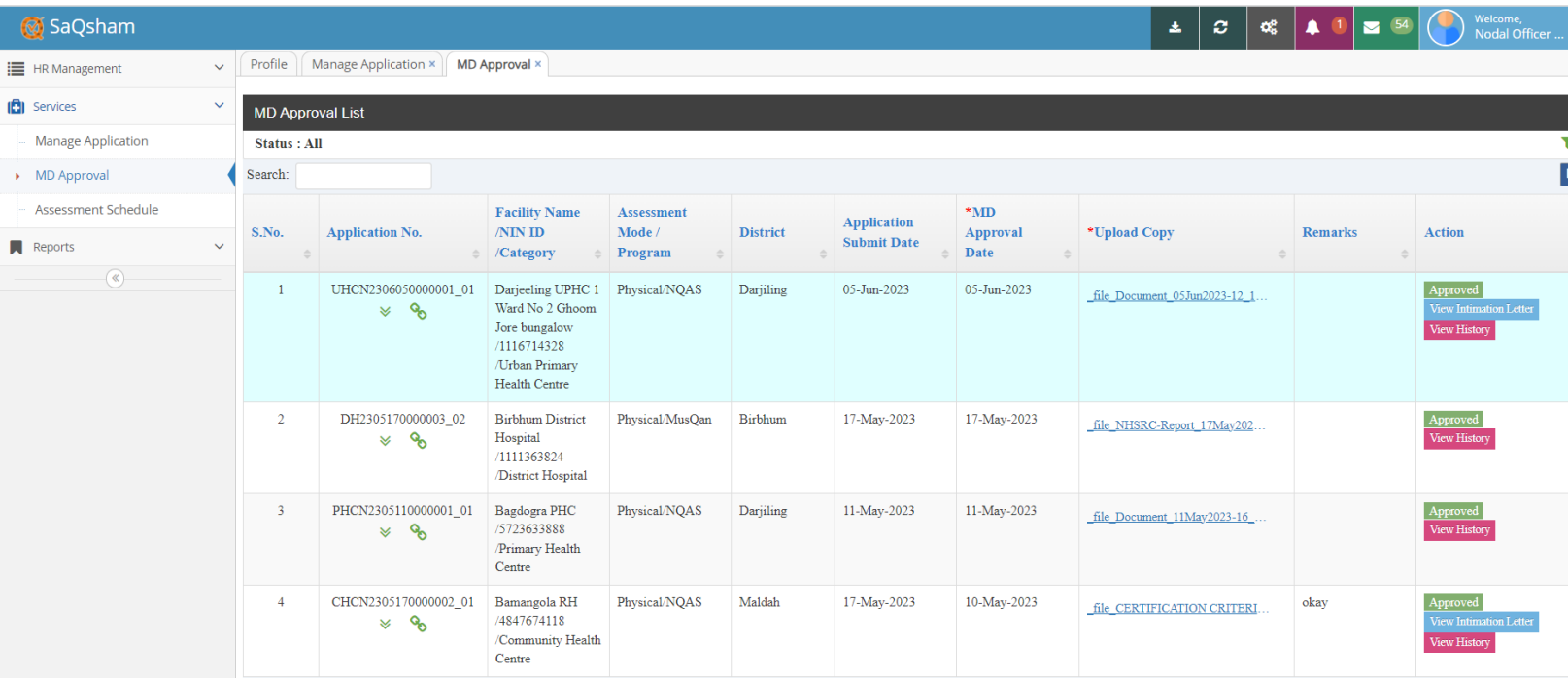
**12. Click on 'Submit Application' button once the application is complete. Your application for the Assessment of facility will move to the next approving Authority.**

# MISSION DIRECTOR MODULE

## Provisions for the Mission Director User on SaQsham

## MD Approval Process

To Provide the approval for the Application submitted by the facility and forwarded from the DQAU ,  
SQUAU & State Nodal.



S.No.	Application No.	Facility Name /NIN ID /Category	Assessment Mode / Program	District	Application Submit Date	*MD Approval Date	*Upload Copy	Remarks	Action
1	UHCN2306050000001_01	Darjeeling UPHC 1 Ward No 2 Ghoom Jore bungalow /1116714328 /Urban Primary Health Centre	Physical/NQAS	Darjiling	05-Jun-2023	05-Jun-2023	<a href="#">file_Document_05Jun2023-12_1...</a>		<a href="#">Approved</a> <a href="#">View Intimation Letter</a> <a href="#">View History</a>
2	DH2305170000003_02	Birbhum District Hospital /1111363824 /District Hospital	Physical/MusQan	Birbhum	17-May-2023	17-May-2023	<a href="#">file_NHSRC-Report_17May202...</a>		<a href="#">Approved</a> <a href="#">View History</a>
3	PHCN2305110000001_01	Bagdogra PHC /5723633888 /Primary Health Centre	Physical/NQAS	Darjiling	11-May-2023	11-May-2023	<a href="#">file_Document_11May2023-16_...</a>		<a href="#">Approved</a> <a href="#">View History</a>
4	CHCN2305170000002_01	Bamangola RH /4847674118 /Community Health Centre	Physical/NQAS	Maldah	17-May-2023	10-May-2023	<a href="#">file_CERTIFICATION CRITERI...</a>	okay	<a href="#">Approved</a> <a href="#">View Intimation Letter</a> <a href="#">View History</a>

1. Click on 'MD Approval' menu under Services Menu.

2. The Application requests will be shown on this list page.

3. To approve the Application, enter MD Approval Date and Upload the copy of same with remarks and click on the 'Approve' button under the Action column.

5. Once you have approved the Application, the application will be now forwarded to the next level for further processing.

# Assessment Schedule Process

## Acceptance of Assessment Schedule

1. Click on Services. Under Services Menu, click on 'Assessment Schedule' Menu.

2. Click on the 'Action' button dropdown and select 'Assessment Schedule' button.

3. The user will be able to view the Proposed Dates under the 'Proposed Date Previous Details' tab.

The user will be able to view the previous proposed dates under the 'Proposed Date Previous Details' tab.

4. To accept the schedule, click on the 'I Agree' button.

5. Your acceptance will go to the NHSRC Certification Unit.

## Re-scheduling of Assessment Schedule

1. Click on Services. Under Services Menu, click on 'Assessment Schedule' Menu.

2. Click on the 'Action' button dropdown and select 'Assessment Schedule' button.

3. The user will be able to view the Proposed Dates under the 'Proposed Date Previous Details' tab.

The user will be able to view the previous proposed dates under the 'Proposed Date Previous Details' tab.

4. To Re-Schedule the assessment dates, click on the 'Re-Schedule Dates' checkbox.

5. Options to enter the dates will appear. The user can enter the dates by clicking on the checkbox. And enter the reason to re-schedule in 'Remarks'.

6. Click on 'I Want to Re-Schedule' button and your options will be sent to the Certification Unit.

# Help Desk

Email ID – [saqshamqueries@gmail.com](mailto:saqshamqueries@gmail.com)

Mobile Number: 8383885334, 9717093388