

STATE QUALITY ASSURANCE UNIT 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>

SQAU Profile on SaQsham

Full Name	Dr Rahul Kumar	User Type	SQAU
Email Id	2stateqacjharkhand@gmail.com	Mobile No	9431116040
State	Jharkhand	Designation	-
User Role	SQAU	Address	State Quality Assurance Unit, National Health Mission Office, Namkum, Ranchi, Jharkhand, 834010

Update Profile

Dr Rahul Kumar Task

Pending Requests for SQAU: 0

Provisions for the SQAU User on SaQsham

1. Approval/Rejection of the Registration Request of DQAU and facility types DHs, SDHs and CHCs of his/her state.
2. Approval for the Application submitted by
3. the facility and forwarded from the DQAU.
4. Update the application incase of any changes needed.
5. Revert the application to the Facility Level incase any changes from the Facility is required.
6. Acceptance/Rejection of the Assessment Schedule for any assessment of the facilities in his State.
7. Pull Request functionality for submitted application.

SQAU Profile Update on SaQsham

Update Profile

Email Id	2stateqacjharkhand@gmail.com
Mobile No	9431116040
Designation	Select Value
Address	State Quality Assurance Unit, National Health Mission Office, Namkun

✓ 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

SQAU Users will receive the registration requests for facility types DHs, SDHs ,CHCs & DQAU's

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 SQAU 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), 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.

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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.

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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

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