

OPERATIONAL GUIDELINE OF MAA GRUHA PROJECT

SPECIAL INITIATIVES FOR PROMOTION OF INSTITUTIONAL DELIVERY IN INACCESSIBLE AREAS

A. Rationale:

Geographical barrier/Lack of communication hinders transportation of expectant Mothers to hospital in the last stage of labour or in emergency. Suitable place & cost factors involved in staying outside before delivery is also not up to their reach because of their poor economic status. So, in spite of provision given under JSY, institutional delivery is not reported to have increased.

These problems can be approached through establishing **MAA GRUHA** (Maternity Waiting Home) especially for people living in most difficult pockets.

B. Objectives:

- To establish alternative support infrastructure for addressing communication problems in difficult and inaccessible pockets for ensuring institutional delivery.
- To increase institutional delivery in the difficult and inaccessible pockets ultimately minimising maternal & newborn mortality & morbidity.

C. MAA GRUHA

It is a temporary home for expectant mothers where they can wait for safe delivery preferably 7 -10 days before EDD. On onset of labour, they are to be shifted to nearby health facility having at least BeMOC facilities for delivery. No post-partum cases will be allowed to stay at this Home. Ideally it should be located nearer to the hospital.

D. Salient Features

- Maa Gruha project implementing through PPP mode
- Provision of one ANM-cum-Coordinator, three lady health assistant & one cook-cum-attendant for each project.
- Accommodation facilities for expectant mothers & her escorts (one).
- Provision of food for expectant mothers, dependant/escorts(one)
- Lady Health Care Assistant for attending cases in shifts.
- Provision for shifting of cases from Maternity Waiting Home to hospital.
- Recreation facilities at Maternity Waiting Home like TV, CDplayer etc.

E. Major activities

- a) Arrangement of venue for operation of Maa Gruha for expectant mothers & her escorts, in case Govt. venue is not available.
- b) The Maa Gruha will be managed by ANM, three Lady Health Assistants and Cook under the project.
- c) Line listing of the pregnant women in the tagged villages with reference to RCH register available with the ANMs of the cornered areas.

- d) Mobilization of pregnant women from the tagged villages before 7-10 days of their expected date of delivery (EDD).
- e) Facilitate to avail free referral transportation support for the pregnant women.
- f) Follow up with the pregnant women of the tagged villages till their delivery.
- g) Regular health checkup of pregnant women and record keeping at Maa Gruha.
- h) Counseling to pregnant women about safe delivery, newborn care, kangaroo mother care, child immunization, complementary feeding practice, family planning, health & hygiene practice etc.
- i) Health education sessions through IPC & audiovisual aids.
- j) Regular diet provision as per the diet chart for admitted pregnant women and their attendants.
- k) Proper maintenance and cleanliness of Maa Gruha and ensure available of basic services as per provision.
- l) Ensure client friendly environment in the Maa Gruha
- m) Submission of monthly & quarterly report time to time.
- n) Record maintenance and updation, documentation of best practices etc.

F. Key deliverables:

- a) Minimum 90% pregnant women in average are admitted from the tagging villages by end of the year.
- b) There is no vacancy of maximum 60 days of any position in the project throughout the year.
- c) Minimum 80% Inst. Delivery against number of admission cases in a year.

G. Targeted beneficiary:

- The pregnant mother those are from the Sub centre with more than 20% of Home delivery will be eligible for admission in the Maa Gruha. Such Sub centres will be identified and listed by DDM and will be submitted to CDMO through ADMO (FW) for final notification.
- The pregnant mother, from the notified villages those are inaccessible and no road connectivity with the main road are also eligible to admission in the Maa Gruha.
- The facility would not be extended to any person other than from notified area.

H. Transportation:

- Home to Maa Gruha & then to Hospital by 102/108
- Hospital to Home 102/108

I. Escort:

- Only one escort is to be accepted to remain with the client.
- She / He may be her dependant, relative.
- She may also be ASHA/ Equivalent Worker of that area.

J. Intake capacity of the Maternity Waiting Home

It will accommodate 6 pregnant mothers at any point of time and average 20 cases in a month. However, in no case, the annual Bed of occupancy rate should not be less than 80%. If, admission is

more than the sanctioned strength, then the expenditure incurred on such cases with all personal details & related documents may be placed before the Executive committee, ZSS for approval for reimbursement under RCH-II Untied fund.

K. Period of stay at Maa Gruha

- Cases may be advised to be admitted in the MWH for at least **seven days** before the expected date of delivery or as advised by the Medical Officer/ANM Concerned.
- A client will stay at Maa Gruha up to a Maximum period of 10 days and if required, another seven days more may be extended, after the approval of MO I/C.

L. Case card: The admission details of the beneficiary will maintain in the case card

- Case card should be maintained in a **printed book** consisting of 100 pages for 100 pregnant women as per designed format at (**Annexure –I**)

M. Data validation and Reporting:

- The implementing NGO will be submitted the Line listing report of the pregnant mother in the designed format at **Annexure-II** to DPMU and copy to MD, NHM by 2nd of every month with a soft copy in excel sheet. The implementing NGO will submit the physical & financial report quarterly as per the format attaché at **Annexure-III**
- The scan copy of the entire beneficiary list from admission register will be submitted to the CDMO for data validation and the district will submit the report to MD, NHM by 15th of every month.
- At district level DDM and DMRCH will verify at least 10% of the beneficiaries as per the data validation checklist format at **Annexure-IV** and report to ADMO (FW) by 10th of every month. Validation will be made with MCTS and also by telephonic calls to ANM/ ASHA for cross verification. Scrutiny will be made in respect of their residence.
- The validation will be ensure, the beneficiaries admitted in the Maa Gruha are belongs to the define area or not.
- The monitoring & checklist format for monitors and officers are attached at **Annexure-V**

N. Manpower provision for the Maa Gruha Project:

Sl. No.	Category of Staff	No of post	Eligibility Qualification
1	ANM	1	<ul style="list-style-type: none"> • Age- She must have attained the age 21 years and should not be above 60 years of age as on the date of Advt. • Minimum Qualification-The candidates must have passed the HSC examination & shall have undergone one & half year ANM course from Institution recognized by Govt. and approved INC and must have registered in the Odisha Nursing Council. • He/She should have passes Odia language in M.E standard.

2	Lady Assistant Health	3	<ul style="list-style-type: none"> • Age- She must have attained the age 21 years and should not be above 60 years of age as on the date of Advt. • Minimum Qualification-Minimum +2 pass from any stream. • He/She should have passes Odia language in M.E standard.
3.	Cook Attendant -cum-	1	<ul style="list-style-type: none"> • Age- She must have attained the age 21 years and should not be above 60 years of age as on the date of Advt. • Minimum Qualification- Minimum 7th Standard.

The Staff so engaged / recruited/ appointed by the Agency shall be exclusively on the pay roll of the Agency and shall under no circumstances this staff will ever have any claim, whatsoever for appointment with the Government. The Agency shall be solely responsible for the performance and conduct of the staff notwithstanding the source of hiring such staff. The Agency shall be fully responsible for adhering to provisions of various laws applicable on them including labour laws. In case the Agency fails to comply with the provisions of applicable laws and thereby any financial or other liability arises on the Government by Court orders or otherwise, the Agency shall be fully responsible to compensate/ indemnify to the Government for such liabilities. For realization of such damages, Government may even resort to the provisions of any Act, which is in force or other laws as applicable on the occurrence of such situations.

The selected Agency must complete the above recruitment process within 15 days after getting the sanction letter. Following terms and conditions must be followed during the recruitment process by the Agency:

- Recruitment must be through the process of walk-in-interview.
- The list of the selected manpower must be submitted to the DPMU & PPP Cell, NHM.
- In case of any change of the staff made by the Agency (**with valid justification**) one month notice will be serving to the particular staff. However, in case of resignation made by the staff, she must intimate to the Agency by giving one month notice. During the notice period fresh staff shall be deployed by the Agency. The entire process must be communicated to the CDM&PHO-cum-DMD and PPP Cell, NHM, Odisha.
- If any staff wants to resign immediately without serving one month notice, then the staff is required to deposit one month remuneration before the Agency or her last month remuneration may not be released by the Agency.

O. Infrastructure Specification for Maa Gruha:

- In case non-available of space within the Govt. Health Facility campus (Govt. building), the partner Agency has to take private house on rent basis with minimum size of 800 Sq. Ft for operation of Maa Gruha. The distance should

not be more than 2 KM from the nearest Govt. Health Facility.

- It should have provision of six beds for accommodating six pregnant women.
- It should have separate provision of kitchen & office room with electricity connection.
- The house should have the provision of proper toilet & running water facility.
- Adequate privacy and safety of the admitted cases must be ensured while selection of venue for the Maa Gruha.

P. Role of ASHA & her incentives provision:

- ASHA will touch with the Maa Gruha personnel about the status of pregnant mother in her areas.
- In case of ASHA serve the role of escort of the beneficiary and accompanying mother to the Maa Gruha then she will be eligible to get her usual incentives as per the JSY norm, even if she is not present during the institutional delivery at hospital.

Q. District & State level monitoring & review plan:

Each MAA GRUHA should be monitored at least 4 times in a year by district level Officers. Similarly the Block level officers have to monitor at least twice in a month by using the key indicator in the prescribed format at **(Annexure-H)**



CASE CARD OF MAA GRUHA PROJECT

S.NO.....

Registration Number : _____

Background Information

Name : _____

Mobile No: _____ Mobile No. (ASHA) : _____

Terms of Pregnancy including current (Mention No's): _____

History of earlier deliveries (Mention in no) : At institution _____ at home _____

Delivery conducted by (Mention nos.): By ANM/LHV _____ by Dhai _____ By Relatives _____

Nos. of live Children (current) : _____

Death of any of her children : During delivery (no) _____ Within 7 days _____ 8 days-29days _____ 1 month -1year _____

Admission Details

Date of admission: _____ Date of EDD _____

Escorts accompanying the Client: 1) Family member 2) Relatives 3) ASHA

4) Others (Specify)

Counselling Record

Date	Subject of focus	Signature of Counsellor

Medical Record

Date	Complaints	Prescription & advice

Discharge Report to Beneficiary.

S.NO.....

Date of discharge : _____ Total nos. of days stayed _____

Shifted from MWH to _____

Date of delivery : _____ Normal/CS

Outcome: Live /still birth , Boy/Girl

If, referred to where : SDH/DHH/Others (specify)

Signature of Coordinator.

Monthly reporting Format

District	Month	Location of MWH	Total no of Mother admitted during the month	Continuing PW from last month	No of cases readmitted	Total PWs for the month
1	2	3	4	5	6	7

Age-group			Category				Avg. dist. in Km.	No of cases from target Area	No of cases from non target areas	Avg. days stay at MWH	Accompanied by	
8	9	10	11	12	13	14	15	16	17	18	19	20
<18	18-45	45+	PTG	ST	SC	Oth.					ASHA	Oth.

Inst. Delivery				Referred	Continuing PW for next month	No of caes left before delivery	Nature of delivery		Outcome		Mode of travel		Cases having MCP Card
21	22	23	24	25	26	27	28	29	30	31	32	33	34
PTG	ST	SC	Oth.				Nor	CS	live birth	still birth	Govt	Other	

Signature of Coordinator

PHYSICAL & FINANCIAL PROGRESS REPORT

(To be submitted quarterly at CDMO with a copy to respective Block MO)

Reporting period :

Name of the Project :

Name of the Reporting Agency:

Contact details :

Physical Progress :

Beneficiaries

Period	Nos. of cases admitted
During the Quarter	

Period of stay at Maternity Waiting Home

Period	Nos. of days (after one night) stayed in Maternity Waiting Home (mention nos. of Beneficiaries)										
	1	2	3	4	5	6	7	8	9	10	More than 10 days
During the Quarter											

Services

Services	During the Quarter
Counselling Sessions Organised	
Physicians attended (Nos. of days)	

Financial Status:

Heads of account	Allotted Budget	Expenditure during the Quarter(In Rs)	Balance amount with the Organisation
Personnel cost			
House rent			
Fooding			
Service charges to NGO			

Non recurring expenses			
Total			

UC submitted of amount :

Problems faced if any : _____

Suggestion for improvement if any: _____

List of Beneficiaries with detail address enclosed.

Signature of the Coordinator

Data validation format

Maternity Waiting Home: Quality Parameters

Verification of Beneficiary (Randomly select 5 beneficiaries from Admission register and tally with MCTS/ RCH register) Validation of services provided to be done with reference to registers and findings of field inspection- 10 marks

Sl	Name	Address	MCTS/ RCH No	Date of Admission	Date of discharge	Verification status (Correct/ Not Correct)
1						
2						
3						
4						
5						
Score -	To give zero if a fake case is found & report to appropriate authority for necessary action other wise give 5					

2 No of beneficiaries admitted during last month as per criteria (Total 10 marks)

Sl No	Particular	Total mark	Mark Secured
1	Total Admission (avg. case load 20/month as per guideline)	More than 20= 5 marks. 15 to 20 = 3 marks 10 to 14= 2 marks otherwise 0	
2	% of cases from tagged villages	80 % or above = 5 Less than eighty percent 0 mark	

3 Knowledge and Skill of ANM/ Lady Health Assistant (LHA)- Total 5 marks

Sl No	Skill test	Mark	Mark secured
1	Measurement of Blood Pressure	1	
2	Hemoglobin Estimation(To be assessed after supply of instrument)	1	
3	Testing urine for glucose and protein(To be assessed after supply of instrument)	1	
4	Weight measurement	1	
5	Temperature monitoring	1	

Score - The awarded score against each component will be either 1 or 0

4 Knowledge of ANM (Total 5 marks)

SI No	Knowledge base	Status	Mark secured
1	Knowledge on referral protocol		

score If yes- 5, No -0

5 Bed Occupancy Rate (consider data for last 3 months)- Total 5 marks

Indicator	Formula	Status	Mark secured
Bed Occupancy rate (BOR):	Cumulative IP days x100		

score 80% & above -5 , 60% to 80%-3 less than 60%-0 mark

6 Left Against Medical Advise (consider data for last 3 months)- 5 marks

Indicator	Formula	Status	Mark Secured
% of cases LBD	$\frac{\text{No. of cases left before delivery}}{\text{Total No. of cases admitted}} \times 100$		

Score less than 20% -5 or 0

7 Length of Stay (consider data for last 3 months)-5 marks

Indicator	Formula	Status	Mark secured
Length of Stay	$\frac{\text{Cumulative IP Days}}{\text{No. of Admission}}$	14	

Score Average length 3 to 5 days- 3 mark, 6 to10 days- 5 mark, 11 to 15 days - 2 mark otherwise 0

8 Infrastructure Facilities (Total 5 marks)

	Particular	Mark	Mark Secured
1	Having adequate room/space for six bed with kitchen & office room		
2	Facility with drinking water with water purifier or filter		
3	Attached toilet and bathroom with running water facility		
4	Electricity with power back up		
5	Supply of Mosquito net to pregnant women		

Score-One mark for each indicator (Awarded marks in respect of the individual items will be either 1 or 0)

9 Overall observation on housekeeping and cleanliness services (5 marks)

Sl.No	Score	Mark	Mark secured
1	Outstanding	5	
2	Very good	3	
3	Good	2	
4	Average	1	
5	Poor	0	

10 Food Quality (5 marks)

Sl.No	Score	Mark	Mark Secured
1	Outstanding	5	
2	Very good	3	
3	Good	2	
4	Average	1	
5	Poor	0	

11 Knowledge about Maa Gruha project (5 marks)

1	Up to date Record mantainance
2	Knowledge of staff about Maa Gruha and budget provision

Remarks: Out of 60 marks (Total)

Sl.No	Score	Mark	Remark awarded
1	Outstanding	90% above	
2	Very good	80 to 89%	
3	Good	70 to 79%	
4	Average	60 to 69%	
5	Poor	Less than 60 %	

Monitoring Format for Officers

1. Name of the observer:
 2. Designation:
 3. Maa Gruha location:
 4. District:
- Observation Remarks**
5. No of Expected date of delivery (EDD) mother Present:
 6. Register maintained -
 - a. Staff attendance register : Fully/Partially/not maintained
 - b. Admission Register of EDD mother : Fully/Partially/not maintained
 7. Case card keeping properly : Yes /No
 8. Counselling record of the case card is filled up properly: Yes /No
 9. Medical record of the case card filled : Fully/Partially/not filled
 Comments, if, any.....
 10. Fooding standard (from EDD mother):Very good / good /Average/Below Average
 Comments, if, any.....
 11. Cleanliness of the Maa Gruha: very good / good /Average/Below Average
 Comments, if, any.....
 12. Logistic facility : very good / good /Average/Below Average
 Comments, if, any.....
 13. Condition of the toilet : very good / good /Average/Below Average/No toilet
 14. Condition of the bathroom :
 Very good / good /Average/Below Average / No bath room
 Comments, if, any.....
 15. Water facility : very good / good /Average/Below Average
 Comments, if, any.....
 16. Water filter is functional : Yes /No/Filter not available
 17. Inverter is functional : Yes /No/ Inverter not available
 18. Use of mosquito net : Yes /No /mosquito net not available
 19. Part time Doctor's visit to the Maa Gruha: Everyday/occasional/Not at all
 Comments, if, any.....
 20. Response of the Maa Gruha staff towards observer:
 Very good / good /average/Below Average
 21. Coordination of Maa Gruha's staff with Health Dept: regular/occasional/Not at all

Signature of the observer