

COVID-19 (nCorona) Virus Outbreak Control and Prevention State Cell
Health & Family Welfare Department
Government of Kerala

GUIDELINES ON LDMS SUPPORTIVE SUPERVISION and DAILY REPORTING OF DISTRICT AND STATE SUMMARY OF COVID-19

No.31/F2/2020 H&FWD 14th October 2020.

Kerala state had published detailed guidelines for COVID-19 (then named as novel coronavirus-nCorona) on 26th January, 2020 four days before the first case was identified in Kerala. Surveillance and preparedness had also started and the first case was identified on January 30th, 2020. The district health administration continues to be the focal point of all the activities for prevention and control of COVID-19. The terms of reference (TOR) of the state level committees were issued on 3rd February, 2020 and were replicated at the district level for effective administration and management.

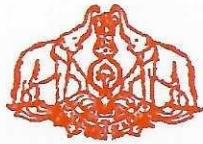
Surveillance, testing, contact tracing, quarantine, patient care, communication, materials and logistics, transportation and training are some of the major activities coordinated at the district level. Sample collection and testing is the key driver of the activities for prevention and control and needs to be reviewed and evaluated daily. The number of laboratories and tests conducted in all the districts are increasing and requires daily attention.

In this regard the district health administration shall ensure that the prevention and control activities at the district level are implemented and reported to the state level in a comprehensive and timely manner.

The COVID District Surveillance Officer (COVID DSO) shall conduct the following activities through the surveillance unit to ensure that the district level activities are coordinated, reviewed at the district level with DMO, DPM and the teams working in the district. The DSO shall communicate the validated information to the state level in a comprehensive and timely manner.

The Additional Director Health Services (ADHS, Public Health), Directorate of Health Services and Director State Public Health Laboratory (SPHL) shall ensure that the consolidation of all the prevention and control activities of the districts are done and reviewed meticulously at the state level daily.

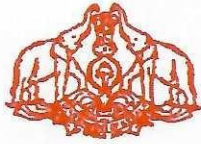
The stakeholders are Sample collection teams, transportation and data uploading teams, their supervisory designated officers, laboratory teams and



validating officers at laboratories. From the management side, the District Surveillance unit, COVID DSO, DMO, ADHS PH, Director Public Health Laboratories, PD KSACS are the supportive supervising officers. All the stakeholders shall take appropriate actions to ensure prompt functioning and validation at their respective level and ensure the works are done in time.

The following guidelines and timelines shall be followed to ensure smooth coordination.

1. The sample collection teams and the data entry operator shall upload the data promptly. Their supervisory officers shall do validation checks and ensure timely data entry daily.
2. The supervisory officers at the District Surveillance Unit and DSO shall ensure that at the periphery in all the Laboratories including in Private Sector laboratories the work is completed in a time bound manner. The DSO may conduct a meeting with all the Laboratories and decide a cycle of sample collection, testing, data feeding and reporting so that as per the time lines all laboratories will work daily in a coordinated manner.
3. The COVID DSOs shall ensure that their respective districts are maintaining adequate testing counts in the districts to ensure effective control measures. They shall ensure that **all the tests performed are reported** by the testing facilities both in the government and the private sector through the online portal on a real time basis (Lab Diagnosis and Management System, LDMS). DSO may conduct a call with the Laboratories at 10 am, 12 noon, before sending a report by 2 pm, 4 pm and 6 pm. (This suggestion is indicative, in this way DSOs and team may decide appropriate timing)
4. All supervisory officers shall refer the data from the Lab Diagnosis Management System for validation and analysis at the respective levels i.e. Laboratories, district and state level. Accordingly, the DSO shall send the reports.
5. The DSOs (Covid) shall conduct regular supervisory visits to the testing laboratories to ensure that the testing standards are met.
6. The COVID DSO shall submit **Annexure-1** to the **ADHS and Director SPHL at 2pm daily** after analysing the surveillance, patient status and testing activities in their respective districts.
7. The DSO (Covid) shall conduct regular meetings with Laboratories and the data entry operators and the supervising officers to build their capacities and facilitate smooth functioning.
8. ADHS PH and Director SPHL shall coordinate with all the districts every day in the FN session to facilitate and sort out the issues to enable the laboratories and Surveillance unit of the district to report by 2 pm.
9. The summary of surveillance, quarantine, testing, training activities, logistics and other key activities shall be reviewed district wise by the ADHS (PH) and



state surveillance unit daily by and recommend specific measures for prevention and control of COVID-19.

10. ADHS PH State surveillance unit every day randomly check the reports and various aspects and separately submit the report regarding the random verification to the Government.
11. ADHS and Director SPHL shall ensure that the districts are maintaining proper testing counts in the districts to ensure effective control measures.
12. The DMOs and DSOs shall review the logistics, human resources, infrastructure and facilities for COVID inpatient and outpatient care in districts and take adequate measures to ensure that deficiencies do not arise.


Principal Secretary



Annexure-1

DISTRICT SUMMARY OF COVID-19

District Name:.....**Reporting Time:**.....

CUMULATIVE SUMMARY OF DISTRICT AS ON __/__/2020 AT _____

Cumulative tests done	Cumulative number of new positives detected	Cumulative number of cases recovered

DAILY SUMMARY (FROM __: __ pm __/__/2020 TO __: __ pm __/__/2020)

Number of tests completed	Number of new positive cases detected	Number of patients discharged	Number of persons under quarantine	Number of patients currently hospitalised	Number of patients with ventilator support

***DETAILS OF TESTS CONDUCTED IN DISTRICT FROM __: __ pm __/__/2020 TO __: __ pm __/__/2020**

SUMMARY OF GOVERNMENT SECTOR AND PRIVATE SECTOR TESTING

Type of Test	Number of samples completed testing	Number of new positives detected
RTPCR Routine		
CBNAAT/XPERT		
TRUENAT		
ANTIGEN Routine		
ANTIGEN Surveillance		
TOTAL		

*source- STATE PORTAL- LDMS/HEALTHMON



***CATEGORY OF NEW POSITIVE CASES DETECTED FROM** __: __ pm __/__/2020
TO __: __pm __/__/2020

CATEGORY OF PATIENT	NUMBER OF NEW CASES
Persons with history of travel	
Persons with history of contact	
Health care workers	
Persons with no known history of exposure to infection	
TOTAL	

*Source - STATE PORTAL- LDMS/HEALTHMON

PREPARED BY: _____ signature _____ (District
surveillance officer)

APPROVED BY: _____ signature _____ (District Medical
Officer)