## Abbreviations

### Introduction
- Phone basics
- Phone notifications
- Phone components
- How to take care of your smart phone

### How to start
- What is a module?

### Household management
- Part-1: Add a household
- Part-2: Add family members

### Home visit scheduler

### Daily feeding

### Growth monitoring

### Due list

### Take home ration

### AWC management

### MPR (monthly progress report) list

### Ask for help
ABBREVIATIONS
<table>
<thead>
<tr>
<th>ASR</th>
<th>Annual Status Report</th>
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<tr>
<td>AWW</td>
<td>Anganwadi Worker</td>
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<tr>
<td>AWC</td>
<td>Anganwadi Center</td>
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<tr>
<td>CAS</td>
<td>Common Application Software</td>
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<tr>
<td>GPS</td>
<td>Global Positioning System</td>
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<tr>
<td>ICDS</td>
<td>Integrated Child Development Service</td>
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<td>ICT-RTM</td>
<td>Information and Communication Technology Enabled Real Time Monitoring</td>
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<td>MPR</td>
<td>Monthly Progress Report</td>
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<td>POSHAN</td>
<td>PM’s Overarching Scheme for Holistic Nourishment</td>
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<tr>
<td>THR</td>
<td>Take Home Ration</td>
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<td>VHSND</td>
<td>Village Health Sanitation and Nutrition Day</td>
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POSHAN Abhiyaan is a multi-ministerial convergence mission with the vision to ensure attainment of malnutrition free India by 2022. Anganwadi Workers (AWWs) are the mainstay of the Anganwadi services delivery system. The Ministry of Women and Child Development is implementing the Information and Communication Technology enabled Real Time Monitoring System (ICT-RTM) for improving the service delivery and ensuring better supervision of schemes by deploying the Common Application Software (CAS) solution across the country covering all Anganwadi Centers (AWCs).

This monitoring system is based on a common application software named ICDS-CAS available in the smart phone provided to AWWs.

In the context of Anganwadi services, ICDS-CAS shall help in achieving the following objectives:

- Improvement in efficiency and effectiveness of Anganwadi Workers by embedding job aids and tools in their smart phones e.g., pertaining to nutrition counseling of pregnant women, Infant and Young Child Feeding (IYCF) practices, etc.;
- Individual child-based tracking for nutrition status;
- Automated growth chart generation;
- Automation of ICDS registers;
- Monitor timeliness and quality of service delivered to the beneficiaries;
- Provide reports and dashboards based on real time information and alerts to various stakeholders for prompt action and decision making.

This manual is designed to help Anganwadi Workers use the ICDS-CAS application on their phones for the implementation of ICT-RTM.
Phone basics

- To turn the phone ON or OFF, press the Power button for a long duration.
- The long button is for sound. Pressing on top will increase sound and pressing on bottom will decrease sound.
- To go back to the home screen, press the middle Home button.
- To go back to previous screen, press the Back button.
Phone notifications

1. Battery needs charging

Battery is fully charged

Battery is charging

Never force the adapter into the phone. Insert it gently. Charge your phone often so it stays on during your home visit.

Check signal strength

Check Network: The more the number of bars, the better is the tower strength.

The little letters next to the network show signal quality:

- 2G signal: E
- 3G signal: 3G or H or H+
- 4G signal: 4G or VoLTE

Check the date and time of the phone. It must be correct to sync the data with the server.
Phone components

**SIM Card**
The small plastic card that stores the phone number and makes the connection to the phone network. This chip sends data to the server.

**SD Card**
The small chip that holds multimedia files. This is where ICDS-CAS saves and stores pictures, audio and images.

**Battery**
Must be charged to keep the phone powered. If the battery gets too low, the phone will shut down and charging take at least 15-30 minutes before the phone turns back on.

These phone components must never be removed from the phone.
How to take care of your smart phone

**DOs**

- Keep smart phone in a safe place when not in use.
- Keep phone dry. Keep it safe from rain, water and moisture. Keep it away from places like ponds, wells etc.
- Clean the phone regularly with a soft cloth.
- Charge your phone regularly.
- Follow the instruction in the user manual to use the phone.

**DON'Ts**

- Don’t keep smart phone in a purse or a closed container for a long time unless it is switched off.
- Charging mobile phone in closed space can be a fire hazard and shorten the lifespan of the phone.
- Do not keep the phone near the dining place.
- Never leave phone in the open unsupervised. It can lead to theft. Don’t lend your phone to others.
HOW TO START
Log into the application, sync with server and view all eight modules on the modules screen

- Type Anganwadi username;
- Type password;
- If you have forgotten the username or password, contact the helpdesk.

- Enter/Exit Application from this screen.
- Sync with server and upload the completed forms.
What is a module?

A module is a lot like a register. Just like a register, inside each module, there are different forms to fill about a specific subject area. This application has eight modules. Each module has a different purpose.

**Household Management**
Collect the information about children, women and other members of all the households in the feeder area of Anganwadi. Maintain these information and keep them updated.

**Daily Feeding**
Record daily attendance for children 3-6 years old. Do keep track of their activities and meals at the AWC.

**Home Visit Scheduler**
Plan home visits to pregnant and lactating women, and children up to 2 years of age.

**Growth Monitoring**
Record the weight of children. The app shows underweight status automatically.
**Take Home Ration**
Record the distribution of rations

**Due List**
Creates a list of beneficiaries to be mobilized or notified for an upcoming VHSND to provide certain services. Record vaccination data during VHSND day.

**AWC Management**
- Record infrastructure details, VHSND survey and visitor book details.
- Watch video library

**MPR List**
Part-1: Add a household

In Part-1: Scroll through the existing households before adding a new household. Record the religion, caste poverty level and capture the GPS coordinates of the home.
Part-2: Add family members

In Part-2: Press the plus button to add each family member; their age, sex, marital and disability status. Scan an Aadhaar card to prepopulate key questions, if available.
Plan home visits for pregnant women, lactating women and children

1. Select the case
2. Pick the form
3. Fill the form

Use the Home Visit Scheduler to track visits due for pregnant women and young children. Visit types include birth preparedness, delivery, post-natal care, exclusive breastfeeding and complementary feeding.
Daily form to track AWC open status, attendance and meal Distribution

1. Center open

2. Attendance

Which children were present today?
- Kani
- Kuntal
- Suhar
- Suki

3. Hot meal

Which children were served lunch today?
- Kani
- Kuntal
- Suhar
- Suki

4. Activities

Select activities conducted today:
- Prayer and Checking Personal Hygiene
- Free Conversation
- Cognitive Activities

5. Take picture

Use the PSE Form to register daily attendance for children between three and six years old, track activities and meal distribution at the AWC.
GROWTH MONITORING

Track the growth and malnutrition status of every child over time

1. GM case list
2. Enter weight
3. Nutrition status calculated
4. Weight to Age automatically graphed

In the growth monitoring case list, children are displayed with boxes representing their four most recent weight indicators. Green indicates that their weight is ‘normal’ according to age, yellow as ‘moderately malnourished’ and red as ‘severely malnourished.’

Every weight recorded is mapped on a child’s growth chart, accessible in the child’s case details.
1. Pick the due list

2. View due and done

3. Note the new immunization given

View beneficiaries due for immunizations today, tomorrow, in 2 days, etc.
Track the growth and malnutrition status of every child over time

1. THR case list

- Dimple
  - Child: Kaushal
  - THR not distributed yet

- Dina
  - Child: Aziz
  - THR not distributed yet

- Ahana
  - Child: Mundresh
  - THR not distributed yet

- Dimple
  - Child: Mundresh
  - Last THR distributed 1 days ago

- Rishesh
  - Child: Tri
  - Last THR distributed 1 days ago

2. Days’ worth of THR distributed

AWWs must note the number of days’ worth of THR they distribute at any given point in time. This number will display in Case Details, helping AWWs keep track of who is eligible for more THR each month.
Track the growth and malnutrition status of every child over time

AWWs can record/view the following information in this module:

- **Infrastructure details**: Record infrastructure details regarding the AWC like availability of functional toilet, availability of clean drinking water, etc.
- **VHSND survey**: Record details regarding people who attended the last VHSND and the services that were provided to the beneficiaries
- **Visitor register**: Record visits conducted by supervisors/officials
- **Video library**: AWWs can use this section to show counselling videos to beneficiaries or go through application training videos for self-learning and understanding
- **MPR (Monthly Progress Report)**: Displays monthly report for date range 1st – 30th of the month
- **ASR (Annual Status Report)**: Displays the annual report based on records entered by the AWW in the application
- **Aggregate data**: Displays aggregate data for various indicators based on records entered by AWW in the application since the first day of usage till present
VHSND Survey

Visitor Register

Video Library

MPR

ASR

Aggregate Data

Questions:

1. Was ANM/MPW present for the most recent VHNDS?
   - Yes
   - No

Options:

- Lady supervisor
- ANM
- ICDS supervisor
- Health supervisor
- Medical officer

Video Library Options:

- Which type of videos do you want to see?
  - Counseling
  - Training

MPR Options:

- Details of Births and Deaths during the month (part 2 of 4)
  - Resident Females
  - Resident Males
  - Migrant Females
  - Migrant Males

 Aggregate Data

- Total infant deaths
- Total deaths

Annual Status Report (ASR)

- Details of Annual Family Survey (0-5 months)
  - Boys:
    - ST: ---
    - SC: ---
    - Other: ---
    - Total: ---
    - Minority: ---
    - Disabled: ---
  - Girls:
    - ST: ---
    - SC: ---
    - Other: ---
    - Total: ---
    - Minority: ---
    - Disabled: ---
MPR (MONTHLY PROGRESS REPORT) LIST

Track the growth and malnutrition status of every child over time

The MPR List module displays an exhaustive list for mother and child deaths in the Anganwadi worker’s catchment area for the past 30 days. The module also captures details of child births in the catchment area for the past 30 days. This module helps the Aanganwadi worker in tracking the infant and maternal mortality rate for her catchment area on a monthly basis.
• In case of any difficulty in using the application, please contact your Supervisor or Block Helpdesk.
• If the phone is not working, please call the Block Helpdesk.
• Write the phone numbers of your Supervisor and Block Helpdesk here.

**Supervisor**

Name: ........................................................................................................................................................................

Phone number: ...........................................................................................................................................................

**Block Helpdesk**

Name: ........................................................................................................................................................................

Phone number: ............................................................................................................................................................