

NAMIBIA MASTER HEALTH FACILITY LIST

USER GUIDE

MAY 2018



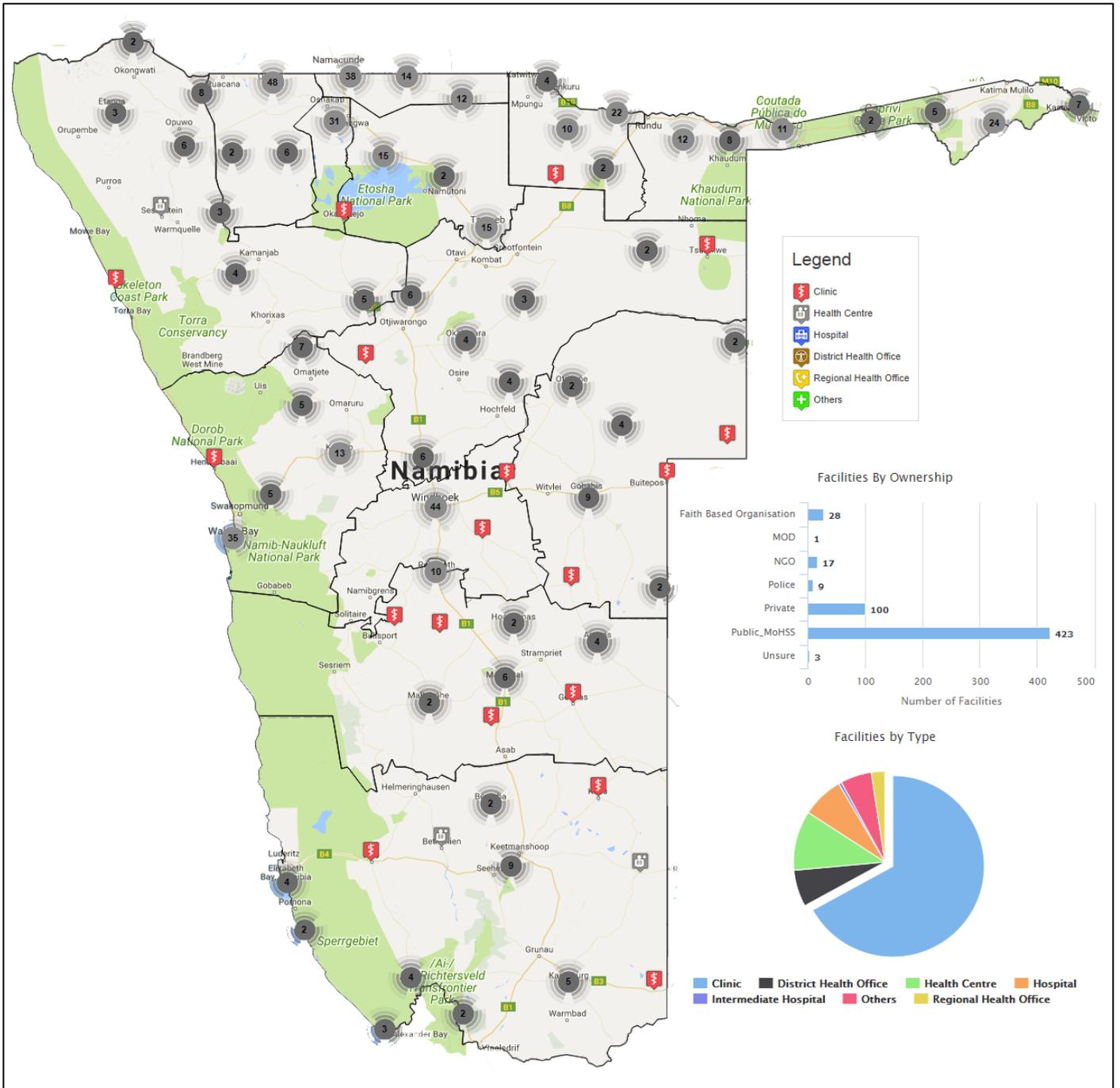


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Document History

Version	Date	Changes Made	Author
1.0	14 June 2018	Updates for v1.0 Handover	Steve Ollis, MCSP steve.ollis@mcsprogram.org

Abbreviations & Definitions

Abbreviations	Definition
API	Application Programming Interface
FAQ	Frequently Asked Question
MCSP	Maternal and Child Survival Program
MFL	Master Health Facility List
NGO	Non Governmental Organisation
PDF	Portable Document Format
USAID	United States Agency for International Development

Acknowledgement

This manual was made possible by the generous support of the American people through the United States Agency for International Development (USAID), under the terms of the Cooperative Agreement AID-OAA-A-14-00028. The contents are the responsibility of the authors and do not necessarily reflect the views of USAID or the United States Government.

About MFL

A Master Facility List is a complete listing of health facilities in a country (both public and private) and is comprised of a set of administrative information and information that identifies each facility (signature domain). It consists of basic information on the service capacity of each facility (service domain). The set of identifiers in the signature domain serves to uniquely identify each facility in order to prevent duplication or omission of facilities from the list.

It also contains contact information, type of facility and other information that is useful for administrative purposes. The service domain contains a basic inventory of available services and facility capacity, providing essential information for health systems planning and management.

The “NAMIBIA Master Health Facility List” (MFL) is a web based application accessible via the internet, the application is compatible with any web browser like Mozilla Firefox, Google Chrome, Internet Explorer, Safari, etc. The MFL application is an easy to use application which houses a list of all health and community facilities throughout Namibia. This interactive application contains visual maps which can be filtered to pin point a particular facility.

The primary purpose of this manual is to set out instructions of the basic functionality of the MFL and how to navigate through the system. The following modules will be covered in this manual:

- Home
- Facilities List
- Downloads / API
- About
- FAQs
- Feedback
- Audit Trail
- Sign In

Home

The user must be connected to the internet to be able to access the MFL, in the address bar of the browser the user must type <https://mfl.mhss.gov.na> to access the application. Depending on the internet speed the application will load and the first page you will see is the home page. This page is divided into 3 sections, the first section shows an interactive map of Namibia, the second section shows a dashboard of the facilities and the third section shows the list of facilities by type and ownership.

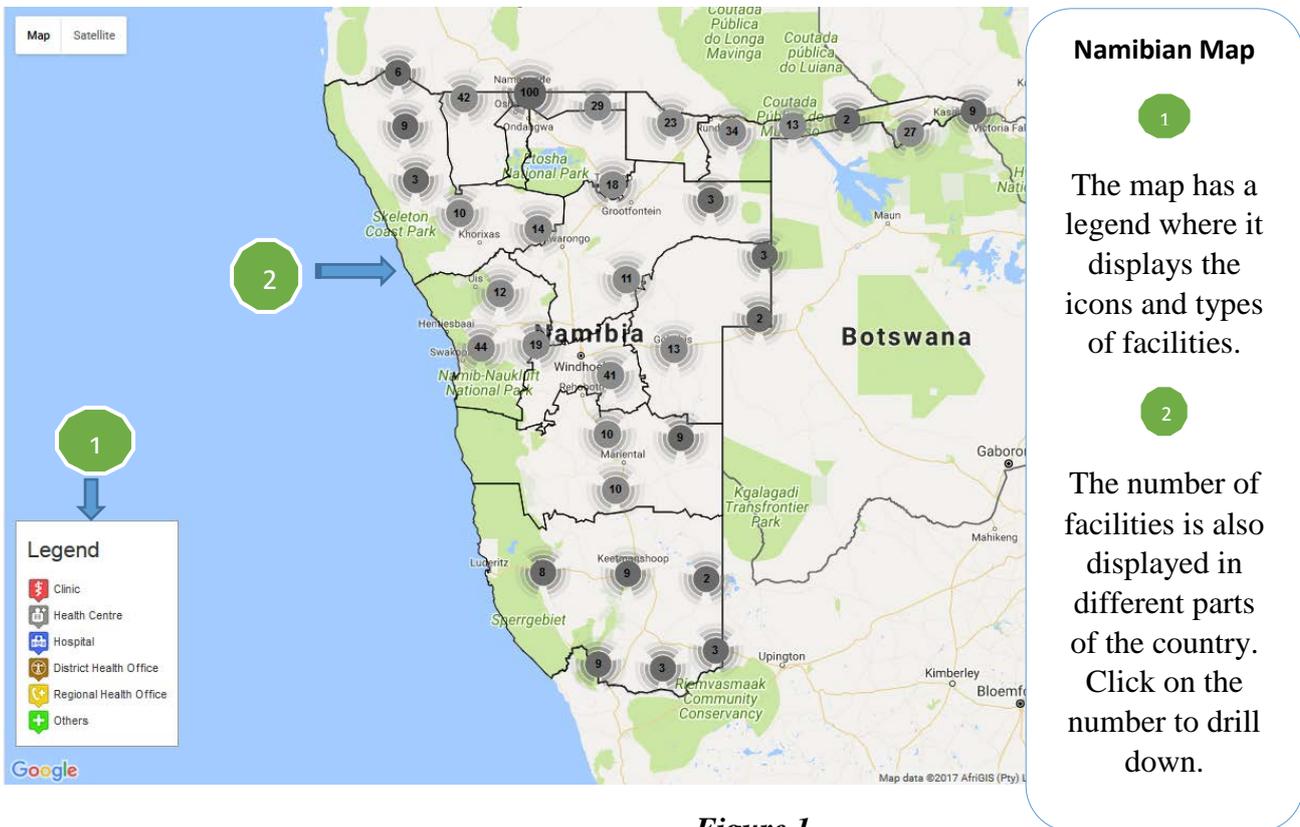


Figure 1

Main Menu

The main menu is at the top of all pages on the system, all links are clickable and the default is the home menu. The following are the menus: Home, Facilities List, Downloads / API, About, FAQs, Feedback, and Audit Trail.



Figure 2

Click on the menu item to be redirected to the relevant page. To open multiple tabs, press and hold the Ctrl key and click on the menu item.

Audit Trail

The audit trail is part of the main menu on the far right, when you click on it a pop information box appears. This information box contains messages of who did what at what time. It keeps logs on modifications done by activity, users and time.

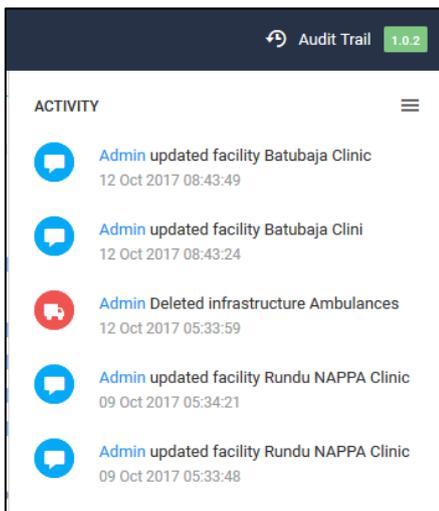


Figure 3

Map

The Namibian map is the first section of the home page of the home page displayed on the left side, this is an interactive map and the user can zoom in and out of the map. There are numbers displayed on the map, these numbers represents the number of facilities in that area.

The Legend block indicates the meaning of the icons, each icon is a type of facility. There are six types of facilities, as shown below:

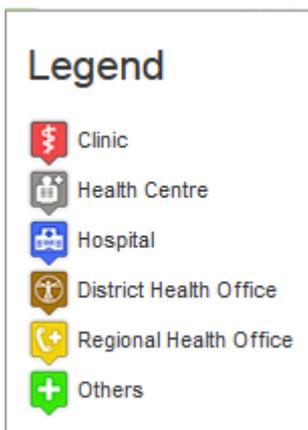


Figure 4

The user can drill down on the map by clicking on the number  displayed on the map, clicking the number the map will zoom in and display the facilities in that area. Below is an example:

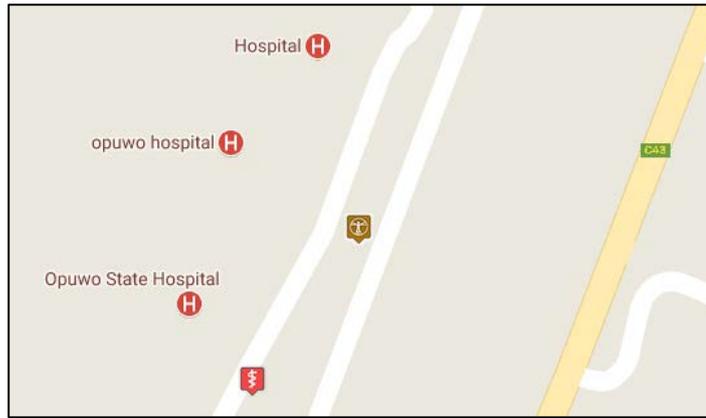


Figure 5

The maps show that 4 facilities (3 Hospitals and 1 Clinic)

Dashboard

The second section displays a mini dashboard which contains a graph and a pie chart, the graph shows the total number of facilities by ownership and the pie chart shows percentages by type. Hover your mouse over any bar/chart on the graph and a pop up info will be display. On the pie chart the user can click on the type to deselect it and it will be removed from the chart.

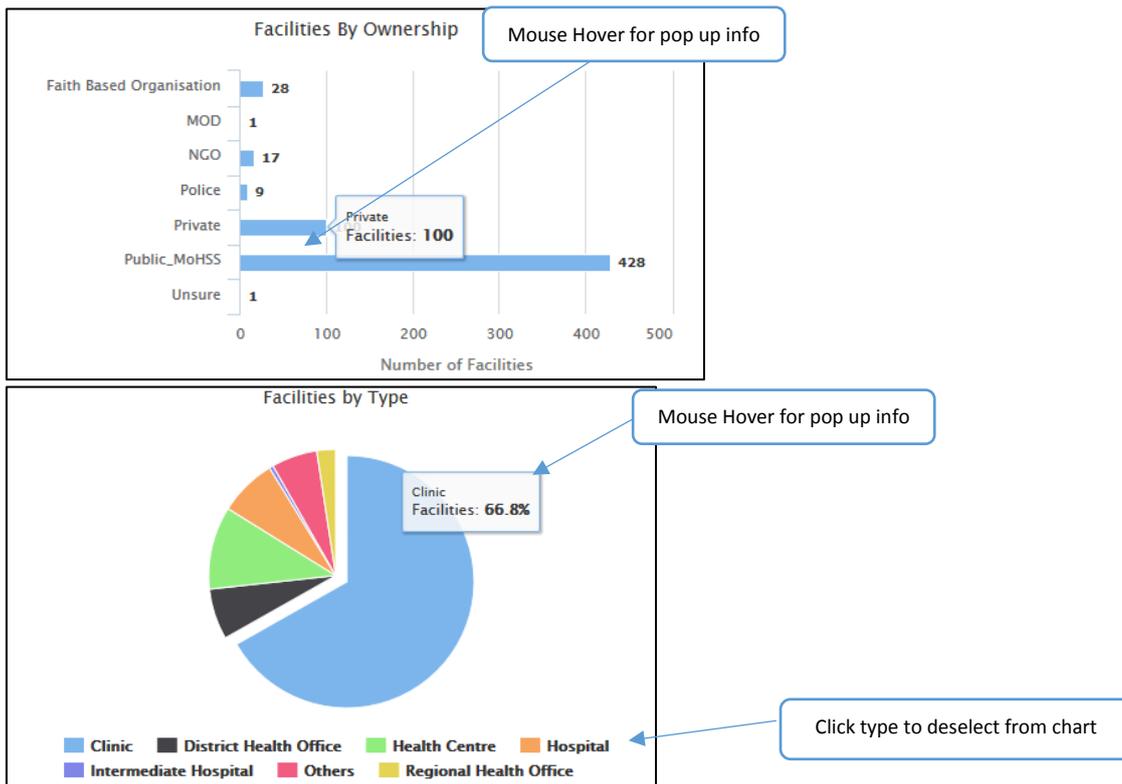


Figure 6

Facilities by Type and Ownership

The third section is a combined table that shows the matrix of the facility type and ownership, the table can collapse by clicking the down arrow ∇ or expand by clicking the up arrow \blacktriangle . The table is for information only by showing the user the number of private/public (Ownership) hospitals (Type).

Facilities By Type And Ownership							
Types	Faith Based Organisation	MDD	NGO	Police	Private	Public, MoHSS	Unsure
Hospital	7	1	0	0	8	27	0
Health Centre	6	0	8	0	9	38	1
Clinic	14	0	9	2	81	284	0
Regional Health Office	0	0	0	0	0	14	0
District Health Office	0	0	0	0	0	38	0
Intermediate Hospital	0	0	0	0	0	3	0
Others	1	0	0	7	2	24	0

Figure 7

Partners

Below are the sections of the home page is the logos of partners involved in the development of the MFL application, the three partners that are involved are USAID, Maternal and Child Survival Program, and MEASURE Evaluation. The logos are not clickable, it is for information only.



Figure 8

Footer

The footer contains links to certain information, clicking on the links redirects the user to either websites or other pages on the application. Click the About, Terms, and Contact links to read more about the system. Click on the links on the left to be redirected to the websites.



Figure 9

Sign In

Admin users of the system are able to sign into the system by clicking on the Sign In link located on the top right of the home page. Click the link and you will be redirected to a page where you need to fill in your username and password.



Figure 10

The user will be redirected to the login page, use the login credentials from the registration process to be able to login.

Login Screen

Use these instructions to access the MFL system, all users who have access to the system are registered with a user name and a password, the combination of the user name and password are used as credentials.

To login on the MFL system, follow these steps:

1. Go to the preferred browser (Mozilla Firefox  or Chrome )

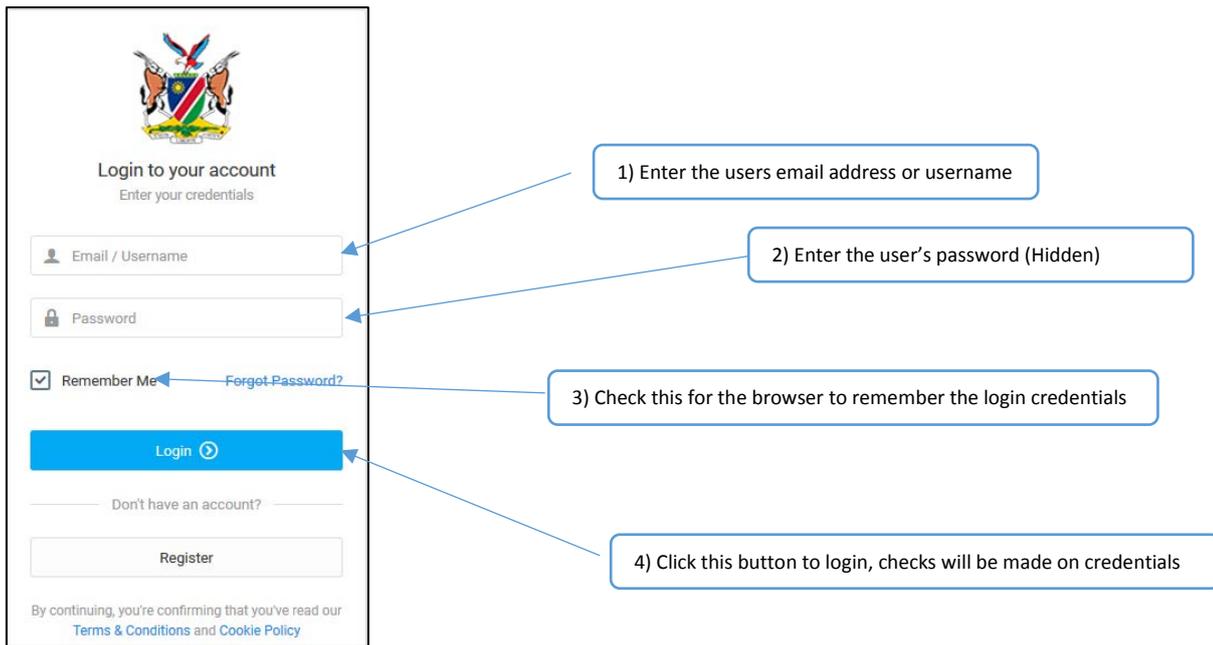
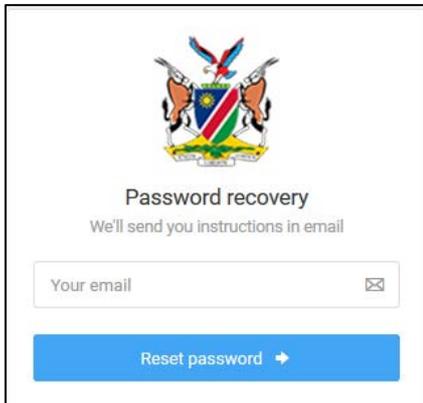


Figure 11

Forgot Password?

In the event that a user forgot their password, follow the steps below:

1. Click on the Forgot Password? Link [Forgot Password?](#)
2. The password recovery screen will be displayed as below:



The screenshot shows a web interface for password recovery. At the top center is the coat of arms of Namibia. Below it, the text reads "Password recovery" and "We'll send you instructions in email". There is a text input field with the placeholder text "Your email" and a small envelope icon on the right side. Below the input field is a blue button with the text "Reset password" and a right-pointing arrow.

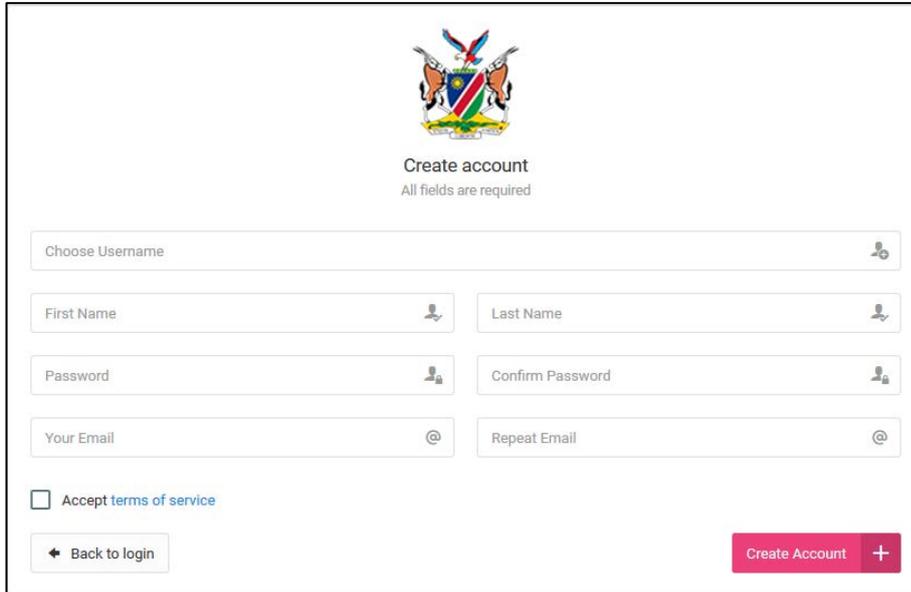
Figure 12

3. Type your email address in the text box
4. Click on the Reset Password button
5. To cancel the process and go back to the home page, click on the Back to website link

Register

Users can register themselves and be granted guest access, but only a system administrator is able to assign a level of access beyond this which would allow for editing of the data in the system. Below are the steps on how to register a user:

1. Click on the Register button from the Login screen, the screen below will be displayed:



The screenshot shows a registration form titled "Create account" with the subtitle "All fields are required". At the top center is the coat of arms of Namibia. Below the title are several input fields: "Choose Username", "First Name", "Last Name", "Password", "Confirm Password", "Your Email", and "Repeat Email". Each field has a small icon to its right. Below the fields is a checkbox labeled "Accept terms of service" with a link to "terms of service". At the bottom left is a "Back to login" button with a left-pointing arrow. At the bottom right is a pink "Create Account" button with a plus sign.

Figure 13

2. Type the Username, First Name, Last Name, and Email address in the text boxes
3. Type the password in the password text box and the confirm password text box
4. Read through the terms of service by clicking the link on terms of service, accept the terms by clicking inside the checkbox
5. Click the Create Account button to save the details entered
6. In the event that you want to cancel the registration of a user, click the Back to login button
7. After registration, you will receive an email in the account you provided during registration, which will request that you click on a link to confirm this registration. After doing so, you will be allowed to login to the site with the credentials you registered with.

Facilities List

Follow the steps below to access the facilities list screen:

1. Click on the Facilities List menu link in the main menu panel



2. Filter the search results by using the Filter form section, all filters are dropdowns for ease of use. The region and the district are interactive. E.g Districts will be pre-populated based on the selected region.

Figure 14

3. Click the Search button to submit the filters, the facility list will be displayed based on the results
4. To clear the filters, click on the Clear Form button
5. By default the facilities list displays all the facilities that are added on the system

Facility List

Filter:

show: 10

Facility Code	Region ID	Region	District ID	District	Name	Latitude	Longitude
10101	10590	Zambezi Region	10598	Katima Mulilo District	Batubaja Clinic	-18.206	23.876
10102	10590	Zambezi Region	10598	Katima Mulilo District	Dulalo Health Centre	17.712	24.529
10103	10590	Zambezi Region	10598	Katima Mulilo District	Chetto Clinic	-17.953	22.559
10104	10590	Zambezi Region	10598	Katima Mulilo District	Chinchimani Clinic	-17.986	24.118
10105	10590	Zambezi Region	10598	Katima Mulilo District	Choi Clinic	-17.856	23.364
10106	10590	Zambezi Region	10598	Katima Mulilo District	Good Health Medical Health Centre	-17.5	24.277
10107	10590	Zambezi Region	10598	Katima Mulilo District	IBbu Clinic	-17.962	24.321
10108	10590	Zambezi Region	10598	Katima Mulilo District	Impalita Clinic	-17.764	25.177
10109	10590	Zambezi Region	10598	Katima Mulilo District	Isize Clinic	-17.568	24.544
10110	10590	Zambezi Region	10598	Katima Mulilo District	Rumba Clinic	-17.69	24.901

Showing 1 to 10 of 584 entries

1 2 3 4 5 ... 58

Figure 15

6. Click on the Excel All Fields button to create an excel file of the facility list
7. Click on the Map View to visualize the facilities on a map
8. To search for a specific facility, type the name of the facility in the Filter text box
9. The number of facilities to display on this page can be determined by selecting either 10, 25, 50 or 100 rows in the Show dropdown
10. The facility list can be copied to the clipboard by clicking on the Copy button
11. The facility list can be saved as Excel or PDF by clicking on the Excel or PDF button.
12. To control what to see on the facility list, the user must click on this menu item , this will hide the selected column names.

View Facility

Click on the View button on a facility list row to view the selected facility in detail, the screen will display the following:

Itomba Clinic	
Facility Code	10110
District	Katima Mulilo District
Name	Itomba Clinic
Contact Person	
Phone Number	
Alt Phone Number	0
Address	
Latitude	-17.69
Longitude	24.901
Active	Yes
Location Comment	
Service delivery site type	Clinic
Location Owner	Public MoH/SS

This is the facility information block and contains all important details relating to the facility

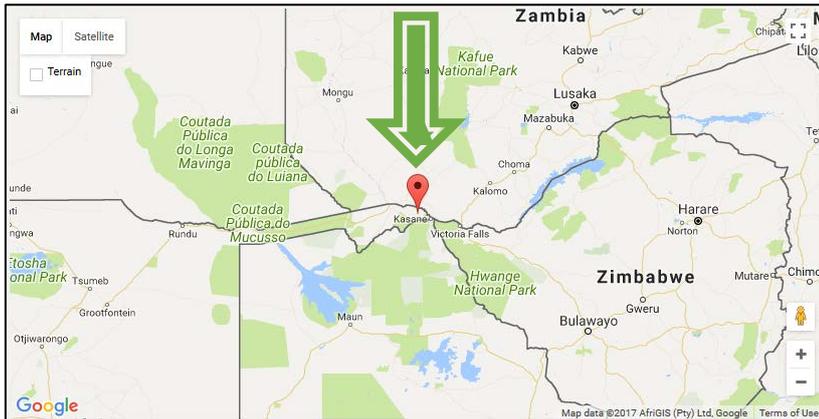


Figure 16

The two blocks below displays a list of services and infrastructure, it show what a facility has:

Facility Infrastructure	
<input type="checkbox"/>	Ambulances
<input type="checkbox"/>	Beds
<input type="checkbox"/>	Mortuary
<input type="checkbox"/>	Electricity
<input type="checkbox"/>	Running Water
<input checked="" type="checkbox"/>	Health Extension Workers
<input type="checkbox"/>	Back Up Generator

A list of infrastructure at the facility

Facility Services	
<input checked="" type="checkbox"/>	HIV Testing Services
<input type="checkbox"/>	General Clinical Service
<input type="checkbox"/>	Expanded Programme on Immunizations
<input type="checkbox"/>	Anti Retroviral Therapy Main Site
<input type="checkbox"/>	Preventing Mother To Child Transmission Services
<input type="checkbox"/>	Special surgeries (Transplant,plastic surgery, neuro surgery etc.)
<input type="checkbox"/>	Speech Therapy

A list of services provided at the facility

Figure 17

To go back to the facility list page, click on the Back button



Downloads / API

This page is an API information page, it allows users to be able to download data from the MFL using certain methods. Click on the Downloads/API menu to access this page.

API DOCUMENTATION

The Namibia Master Health Facility API allows you to call methods that respond in REST. The API mainly retrieves data from this platform.

The data itself is data of Namibia Master Health Facility List, that contains mandatory, core and other attributes, so the values can vary from each instance but **name, type, geo_data, ownership, code and date_modified** are mandatory attributes that are available on each facility.

1. FACILITIES

1.1 getting all facilities

Get all of facilities, returning with details of each of facility. By default, it will be retrieve with Json format

URL Sample

<http://mfl.mhss.gov.na/api/facilities.json>

<http://mfl.mhss.gov.na/api/facilities.xml>

GET Parameters (optional)

`format` - parameter that is used to change return format. `[json/xml]`

1.2 Get all facilities within boxed geographical area (Region)

Get all of facilities within boxed geographical area (Region), returning with details of each of facility. By default, it will be retrieve with Json format

<http://mfl.mhss.gov.na/api/facilities/region/:id.json>

<http://mfl.mhss.gov.na/api/facilities/region/:id.xml>

Figure 19

This page is informative and useful for when another system wants to access the MFL facility data.

About

Read through this page to find out more information about the MFL system.

ABOUT THE NAMIBIA MASTER HEALTH FACILITY LIST

The Namibia Master Facility List (MFL) is a complete listing of health and community facilities in the country (both public and private) and is comprised of a set of administrative information and information that identifies each facility (signature domain). It consists of basic information on the service capacity of each facility (service domain). The set of identifiers in the signature domain serves to uniquely identify each facility in order to prevent duplication or omission of facilities from the list.

The MFL also contains contact information, type of facility and other information that is useful for administrative purposes. The service domain contains a basic inventory of available services, infrastructures, and facility capacity, providing essential information for health systems planning and management.

The Namibia MFL is an easy-to-use, interactive, web-based application accessible via the internet; the application is compatible with any web browser such as Mozilla Firefox, Google Chrome, Internet Explorer, Safari, etc., and contains visual maps which can be filtered to pin point a particular facility.

Figure 20

FAQs

This screen contains answers of frequently asked questions, this helps users in getting answers to common questions.

FREQUENTLY ASKED QUESTIONS

- How do I report a missing Health Facility?

Click on the "Feedback" link. Fill in your name, your email, and contact number. In the "Requirement" box, enter details to explain the missing health facility, including name, district and region, and any other information you may have about the health facility. Click "Submit" to submit the information.
- How do I report that there are some Health Facility details that are not correct or need to be changed?

Click on the "Feedback" link. Fill in your name, your email, and contact number. Enter details to explain what data for the health facility needs changing. Include the health facility name, code, district and region. Click "Submit" to submit your feedback.
- How do I report if a Health Facility is listed as closed or not operating when the Health Facility is operating?

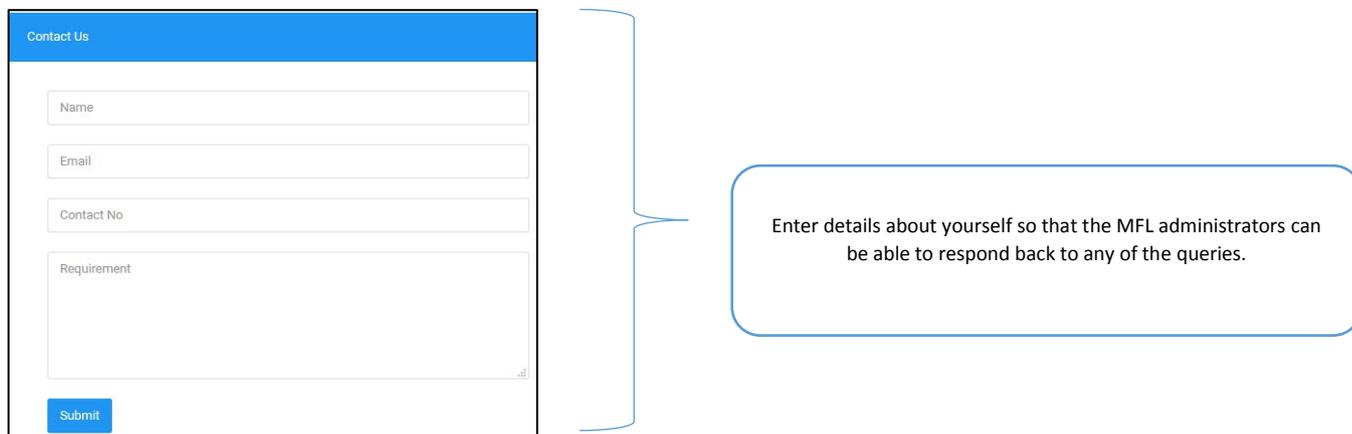
Click on the "Feedback" link. Fill in your name, your email, and contact number. Enter details to explain the health facility operations, including health facility name, code, district and region. Click "Submit" to submit the information.
- We have a system that includes a facility list. How do we integrate with the Namibia MFL?

The Namibia MFL allows you to retrieve information from the system via application programming interfaces (APIs). Click on the "Downloads/API" link and follow the instructions to retrieve the information you are interested in.

Figure 21

Feedback

Click the Feedback menu link on the main menu to send an email to administrators of the MFL, enter certain details on the form like name, email, contact and a message. To send the email click on the Submit button.



The image shows a web form titled "Contact Us" with a blue header. The form contains four input fields: "Name", "Email", "Contact No", and "Requirement". Below these fields is a blue "Submit" button. A blue callout box on the right side of the form contains the text: "Enter details about yourself so that the MFL administrators can be able to respond back to any of the queries."

Figure 22