Instructions:

1. JD CST/ CST in-charge at SACS will identify and disseminate excel reporting format attached, among the private Practitioner/Hospitals /clinics/consultants providing Anti Retro viral Therapy to people living with HIV.

2. JD CST/ CST incharge will collect report on quarterly basis from the various private Practitioner/Hospitals /clinics/consultants on the specified email Id made for private sectors reporting in their states.

3. JD CST/ CST incharge will be responsible for maintenance of private sector email Id to ensure confidentiality of data.

4. JD CST/ CST incharge after compilation of all reports received from private sector will share the single compiled report with M&E incharge at SACS for uploading it on SIMS portal under private sector section,

5. Already existing ARTC in PPP mode should continue their monthly MPR submission as usual and need not be included in this reporting system

6. Collection and compilation of reports from the private sector has to be done on quarterly basis and is mandatory as per Supreme Court guidelines.
Private sector reporting SOP in SIMS

1. Login to the SIMS portal with your regular credentials.
2. Go to the private sector PLHIV section available on the option bar.
3. Select the Financial Year
4. Select the quarter for which the data is being filled
5. Press on “Fill Data”
6. Fill Data as per the indicators mentioned, Number of Clinic, Hospital/Practitioners reported cannot be Zero
7. Upload the single consolidated Excel Sheet of reports collected from numbers mentioned in indicator (D)
8. Press “Save Data” button for final submission
9. The data entered in the indicators may be modified with the given option before submitting report to NACO.

10. Finally submit the report by pressing on “Submit to NACO”.
11. To make any changes in the submitted data contact CST division NACO. The changes could be possible after access to reset data is allowed from NACO.
12. To generate report fill the time period in the drop down menu
13. Press on “Generate Report”
14. The same report can be extracted in Excel form through “Export Data” button