



## Installation and Getting Started Guide

### Hardware required

Even relatively old hardware will be suitable for this programme.

### Software required

Version 4.0 will run on Windows 7-11 software platforms.

Note: if you are planning a Windows upgrade, say from Windows 10 to Windows 11, do this **BEFORE** installing v4.0.

## 1 Get the program files

Open your web browser and go to: <https://www.up.ac.za/centre-for-maternal-fetal-newborn-and-child-healthcare/article/2857152/the-child-healthcare-problem-identification-programme>

- Make a folder on your hard drive/desktop e.g. Child PIP v4 Software
- To that folder, download two files:
  1. Installation: **ChildPIpv4.0.1.Setup.Full.exe**
  2. Migration: **ChildPIP.MigrationTool-Production.exe**

## 2 Install the v4.0 Child PIP software

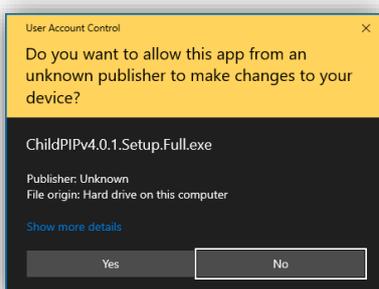
### 2.1 Run the installation file

Double click the ChildPIpv4.0.1.Setup.Full.exe file:

- You might get a message stating that this is an unrecognized app.
- To proceed, click **More**, then click **Run anyway**

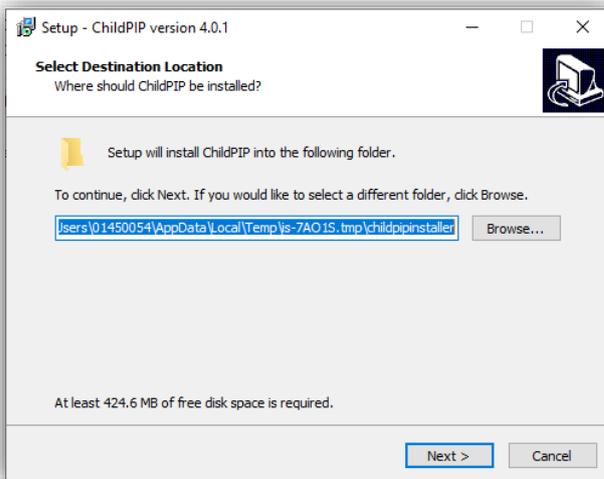


- Or you might get a user account control screen. Click **Yes**

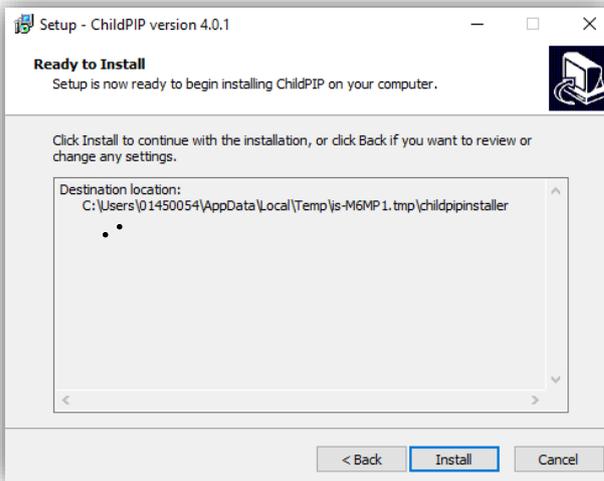


## 2.2 Select Destination Location

- Accept the default location and click **Next**

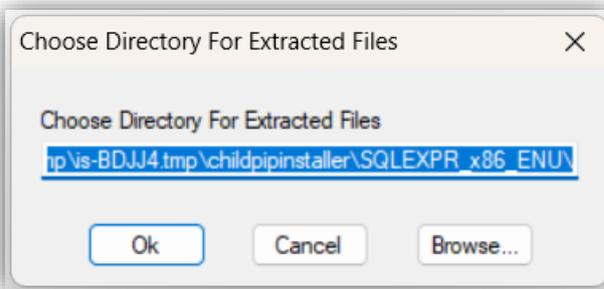


- Then click **Install**



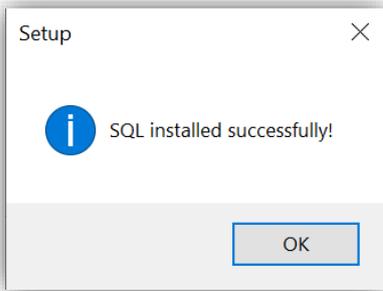
## 2.3 Select location for SQL Server (this is the database manager)

- Accept the default location, and click **OK**



- This will install SQL Server (your Child PIP database manager) automatically (a number of screens will flash up as this happens)

You will get:



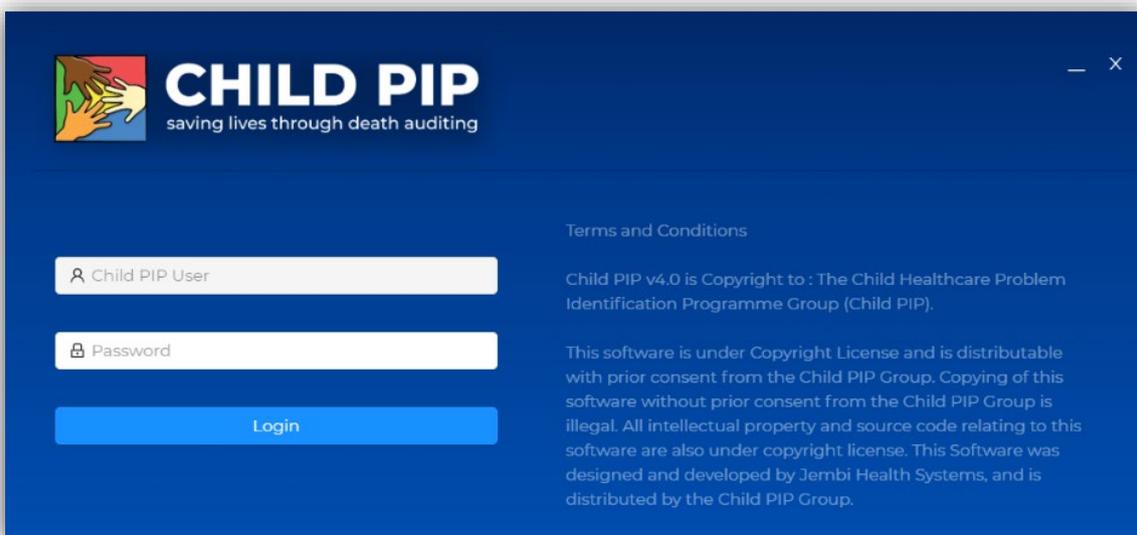
- Click **OK**
- Child PIP will now install automatically

## 2.4 Login to Child PIP

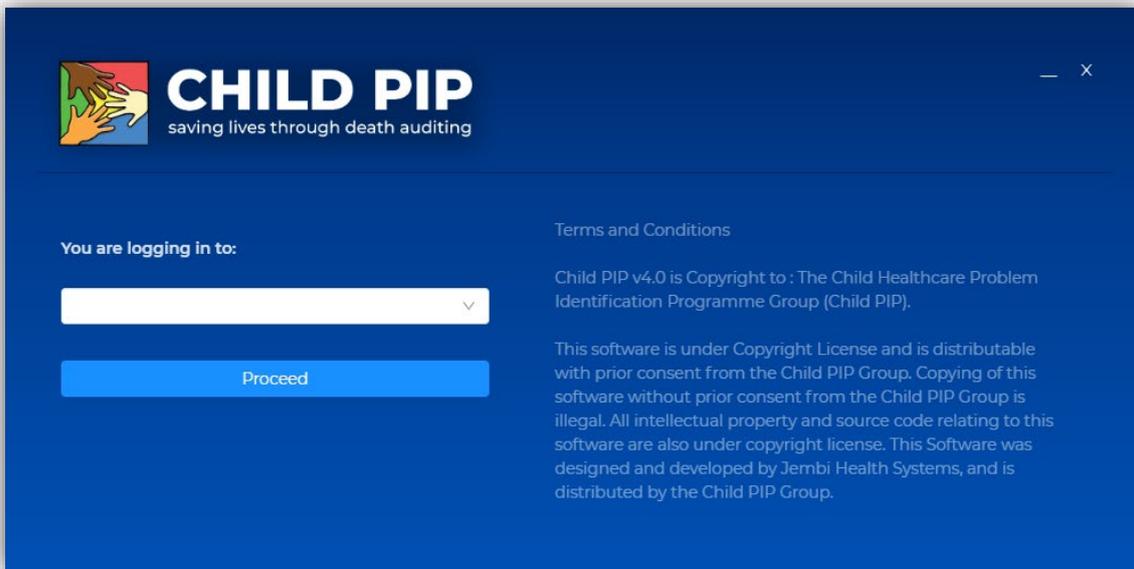
Once the above installation process finishes, you will see the Child PIP logo on your desktop.



Wait for at least 30 seconds and the login screen will appear.



- Leave the username '**Child PIP User**' as is
- For Password type **chip4**
- Click **Login**
- Leave the logged in screen open:



**Stop here!!!**

For **current users**, go to Step 3 (**Data Migration**)

For **new users**, go to Step 4 (**New Facility Setup**)

### 3 Data Migration: CURRENT USERS

To get all your old v3.1 data into v4.0, you must **MIGRATE** your v3.1 data into v4.0 using the special tool **ChildPIP.MigrationTool-Production.exe**

This is a once only step!

Therefore, before doing so:

1. Make sure your v3.1 data is up-to-date and do not enter any further data on 3.1 after successful migration!
2. Make a careful note of EXACTLY which was your last data entered
  - a. Last monthly tally
  - b. Last death
3. Backup your v3.1 data AND create a v3.1 export file
4. You must have installed v4.0 on the same computer as your v3.1 programme

THEN:

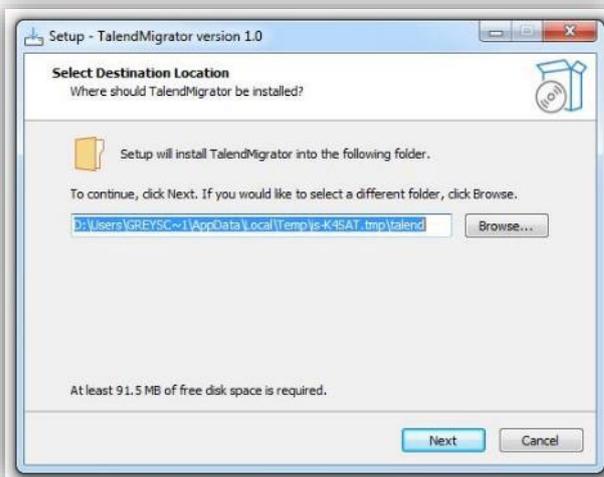
1. Close v3.1
2. Close any other open programmes

You are now ready for your data migration!

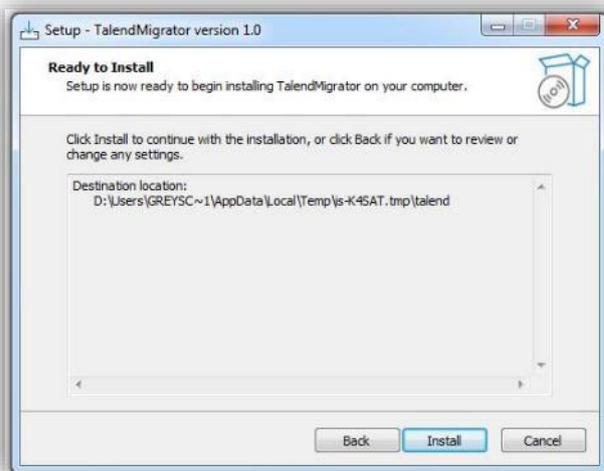
3. Double click the migration file **ChildPIP.MigrationTool-Production.exe**
  - Follow the on-screen instructions. Click **Run**



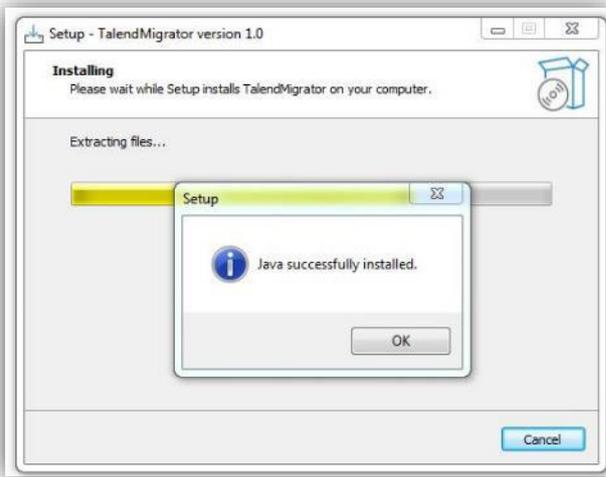
- Accept the default destination. Click **Next**



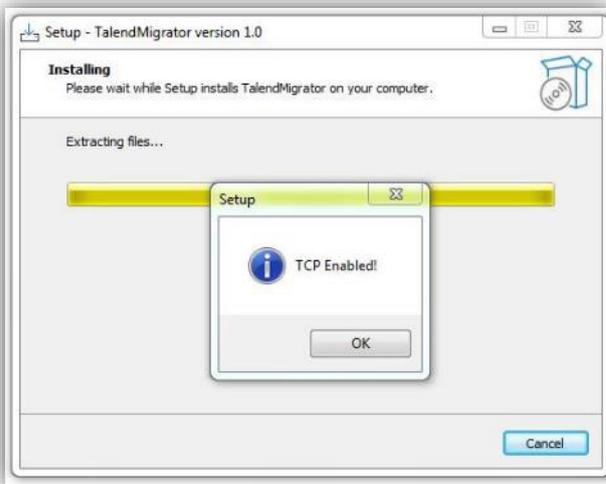
- Then Install



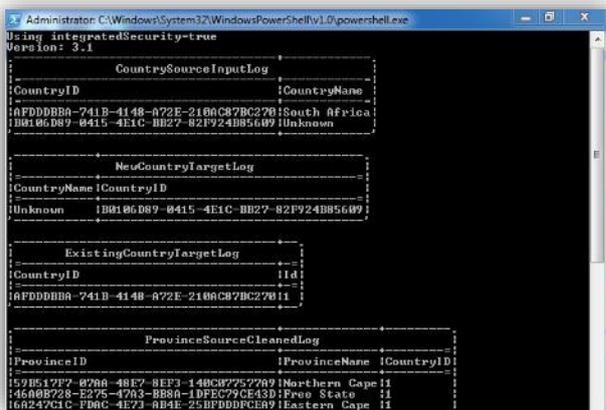
- Java installs. Click **OK**



- Then migrator installs. Click **OK**



- The migration runs, bringing all your v3.1 data into v4.0

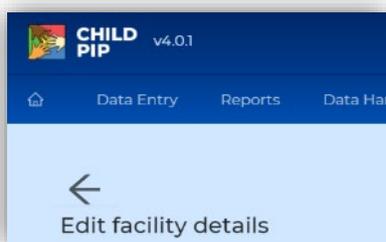


Data scrolls, with some pauses, across this black window, and the process may take some time. Be patient!

## Once migration is complete:

- Close the v4.0 programme
- Restart v4.0 and login
- Leave the username '**Child PIP User**' as is
- For Password type **chip4**
- Click **Login**
- On the next screen, click the dropdown, and select **Add New Facility**
- Click the **Proceed** button
- Select your facility from the list of facilities
- Check that your wards and 'population served' have migrated and click **Save**

A '**Facility saved**' message appears on the top right of the screen and then fades.



- Click the **Home** icon or **Back** arrow to take you to the Home screen



**Stop here! Pause! Now go to Step 5**

## 4 New facility setup: NEW USERS

For **new users** of Child PIP (no previous data ever entered for your site, OR unable to install version 4.0 on your old v3.1 computer):

### 4.1 After login as in Step 2.4

- Click the dropdown, and select **Add New Facility**
- Click the **Proceed** button
  1. Select your facility from the list of facilities, and click the **Add** button
  2. Enter the Ward Name(s)

Please ensure that your Ward names are entered correctly and consistently, according to your hospital management's policy.

If there is no policy in place, we suggest the following format:

“Your hospital initials then a coherent ward name”

e.g. for Northdale Hospital children's ward **NDH Ward F**

CHILD PIP

← Edit facility details

Northdale Hospital  
KwaZulu-Natal  
Country: South Africa  
District: uMgungundlovu District Municipality  
Subdistrict: Msunduzi Local Municipality  
Facility Type: District Hospital

Manage Facility Details Show deleted wards

At least one ward must be setup

Ward name	Ward type
NDH Ward F	Mixed medical and surgical

[Add additional ward](#)

Populations served: Rural, Periurban, Urban

[Save](#)

[Back](#) [Next](#)

3. Select Ward Type
4. Select Populations served
5. Click **Save**

A “**Facility saved**” message, appears on the top right of the screen and then fades.

- Click **Next** icon or the **Back** icon or **Back Arrow**
- This takes you to the Home screen

CHILD PIP v4.01

Child PIP User Northdale Hospital

Data Entry Reports Data Handling Tools System Setup Documents

DATA ENTRY

- + Add New Death
- Monthly Tally
- List/Edit Deaths

REPORTS

- Data Analysis

DATA HANDLING

- Export/Import Data
- Backup/Restore Data
- Generate Raw Data

Logout

Welcome to the  
Child Healthcare Problem  
Identification Programme

Saving lives through death auditing

health Department of Health REPUBLIC OF SOUTH AFRICA

saMRC advancing life

Go to Step 6!

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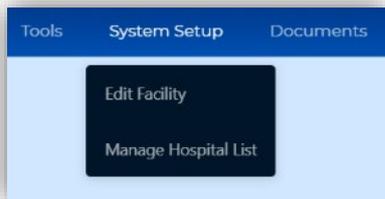
## 5 Clean up your database: for CURRENT USERS, post migration

### 5.1 Find duplicate wards and monthly tallies

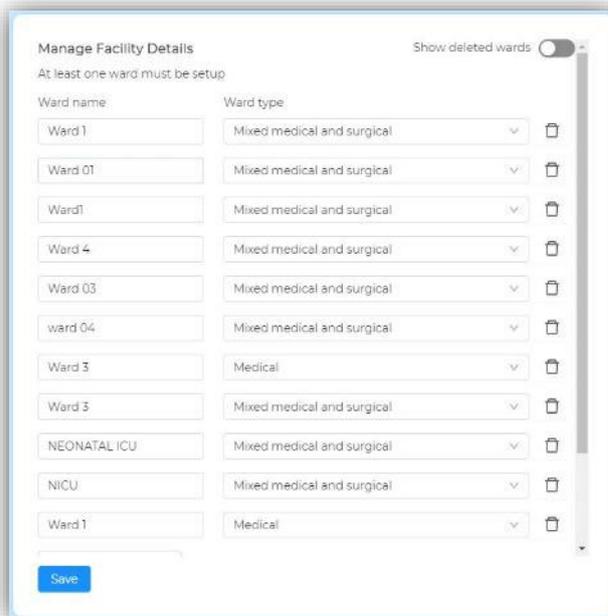
Many hospitals have the same ward entered more than once, but named differently e.g. “**paediatric**” and “**Pediatric**”. Often the same monthly tally data have been entered into both ward names, creating duplicate data in your and the national database i.e. the same month e.g. January 2022 is entered twice.

Now is the right time to sort this out!

- Go to **System Setup** and click **Edit Facility**



You might get something like:



Here, several of the wards are duplicated, and duplicate monthly tallies may well have been entered.

In a smaller hospital it might look like this:

If this is the case in your hospital, in addition to the **duplicate wards**, you may have **duplicate data** in your database (double admissions/double deaths).

### 5.1.1 Find and delete duplicate Monthly Tallies

If you find duplicate Monthly Tallies, please ask your provincial co-ordinator for assistance with this.

### 5.1.2 Merge or delete duplicate wards

If you find duplicate wards, please ask your provincial co-ordinator for assistance with this.

Please note:

It is very important that the wards in Child PIP are named consistently and ideally according to your hospital management's policy, and not in an informal/casual manner.

Please check with hospital management and **rename your ward(s) if necessary**.

If there is no policy in place, we suggest the following format:

“Your hospital initials then a coherent ward name”

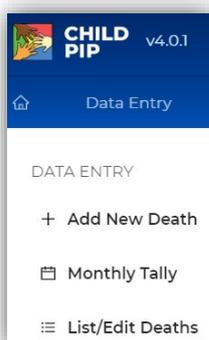
e.g. for Grey's Hospital children's cardiology ward **GH A1 Cardiology** or in a District Hospital **FH Children's Ward**

## 5.2 Find and delete duplicate deaths

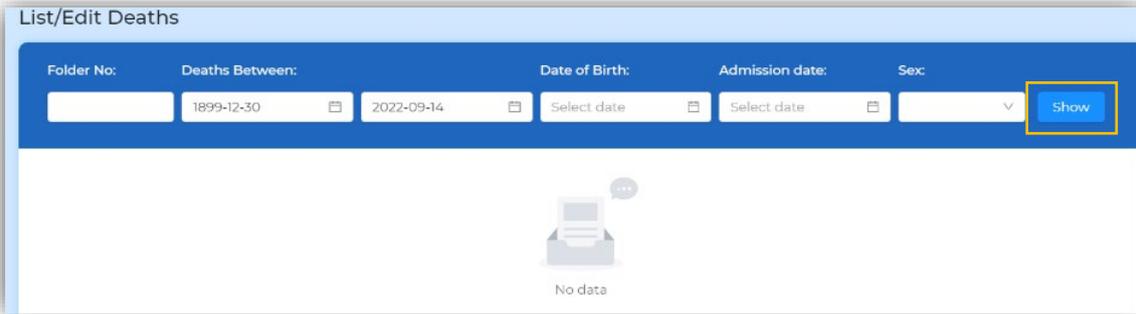
If your hospital has had more than one data capturer, it is possible that deaths could have been entered more than once. This creates duplicate death data in your database

Now is a good time to sort this out!

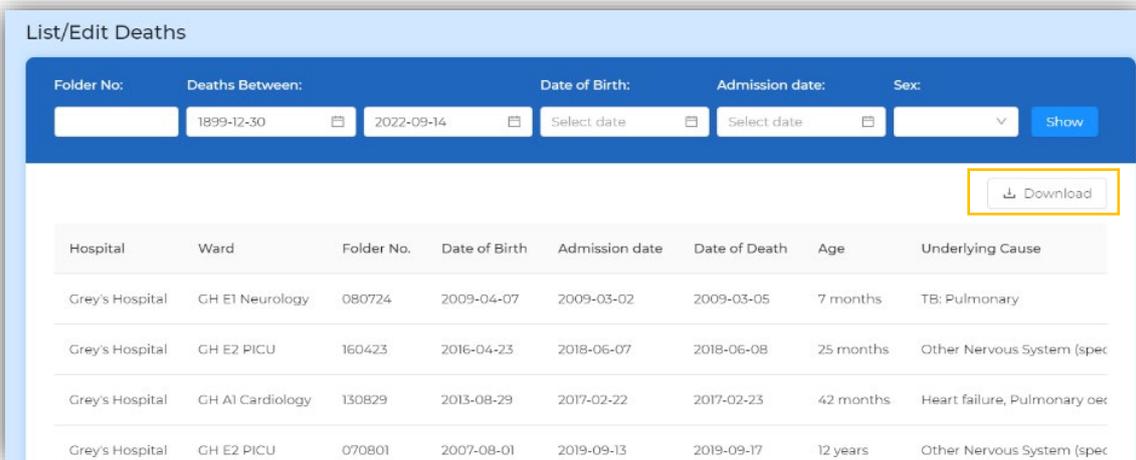
- To check for duplicate death entries, use the **List/Edit Deaths** button.
- On your Home screen, click **List/Edit Deaths**



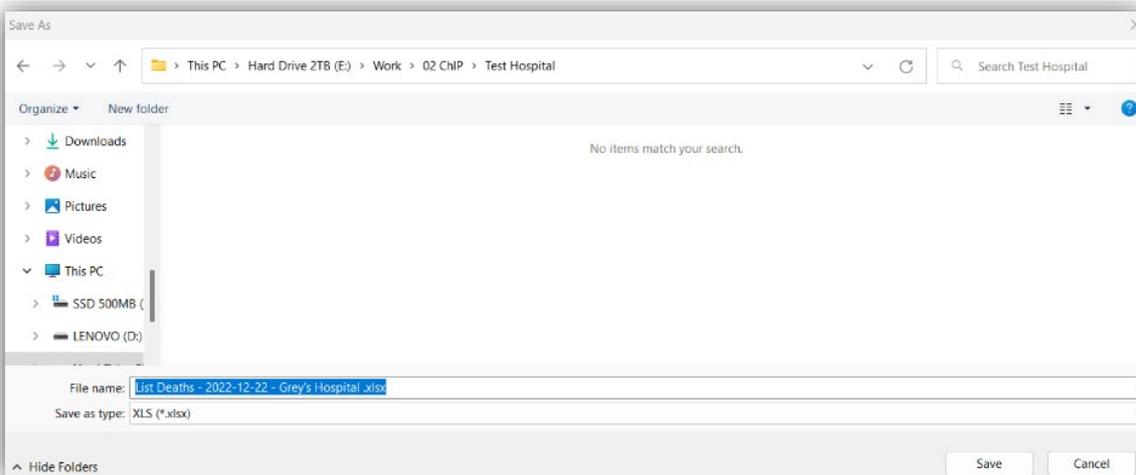
- You will get:



- Click **Show**, and you will get:



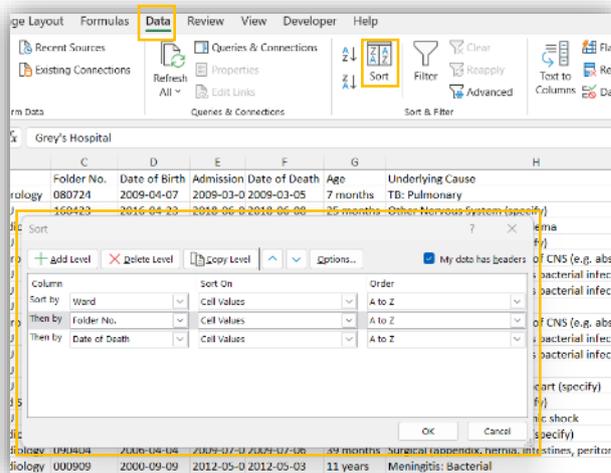
- Click **Download**  
You will get a Windows screen for you to save an automatically created Excel file. Make a folder on your hard drive to save it to. Here the folder is called 'Test Hospital'. Click **Save**



You will get:

	A	B	C	D	E	F	G	H	I	J	K
1	Hospital	Ward	Folder No.	Date of Birth	Admission Date	Date of Death	Age	Underlying Cause	Weight Category	Residential Subdistrict	Sex
2	Grey's Hospital	GH E1 Neurology	080724	2009-04-07	2009-03-0	2009-03-05	7 months	TB: Pulmonary	Unknown	Unknown	Male
3	Grey's Hospital	GH E2 PICU	160423	2016-04-23	2018-06-0	2018-06-08	25 months	Other Nervous System (specify)	NAM/Normal	Unknown	Male
4	Grey's Hospital	GH A1 Cardiology	130829	2013-08-29	2017-02-2	2017-02-23	42 months	Heart failure, Pulmonary oedema	SAM	Unknown	Female
5	Grey's Hospital	GH E2 PICU	070801	2007-08-01	2019-09-1	2019-09-17	12 years	Other Nervous System (specify)	NAM/Normal	Unknown	Male
6	Grey's Hospital	GH E1 Neurology	941019	1994-10-19	2005-03-1	2005-03-23	10 years	Other inflammatory disease of CNS (e.g. abscess)	NAM/Normal	Unknown	Male
7	Grey's Hospital	GH E2 PICU	151207	2015-12-07	2017-07-1	2017-07-18	19 months	Septicaemia, possible serious bacterial infection	NAM/Normal	Unknown	Male
8	Grey's Hospital	GH E2 PICU	180325	2018-03-25	2022-04-2	2022-04-22	49 months	Septicaemia, possible serious bacterial infection	MAM	Unknown	Female
9	Grey's Hospital	GH E2 PICU	060503	2006-05-03	2006-08-1	2006-08-10	3 months	Hypoglycaemia	Unknown	Unknown	Male
10	Grey's Hospital	GH E1 Neurology	081031	2008-10-31	2009-01-2	2009-02-09	3 months	Other inflammatory disease of CNS (e.g. abscess)	NAM/Normal	Unknown	Male
11	Grey's Hospital	GH E2 PICU	041118	2004-08-26	2014-08-2	2014-08-26	10 years	Septicaemia, possible serious bacterial infection	NAM/Normal	Msunduzi Local Municipality	Female
12	Grey's Hospital	GH E2 PICU	050311	2005-03-01	2012-07-0	2012-07-01	7 years	Septicaemia, possible serious bacterial infection	NAM/Normal	uMngeni Local Municipality	Female
13	Grey's Hospital	GH E2 PICU	161016	2016-10-16	2019-02-0	2019-02-20	28 months	TB: Meningitis	NAM/Normal	Unknown	Female
14	Grey's Hospital	GH E2 PICU	190107	2019-01-07	2019-02-1	2019-02-11	1 months	Congenital disorders of the heart (specify)	NAM/Normal	Unknown	Female

- Sort your deaths by Ward (if relevant), Folder number and Date of Death (ask for help on this step if you need it!). Click **OK**.



- Scroll through the sorted list, concentrating on the Folder Numbers, and you may find something like:

84	Grey's Hospital	GH A1 Cardiology	100602	2010-06-02	2010-11-0	2010-11-03	5 months	Septicaemia, possible serious bacterial infection	Unknown	Inkosi Langaibalele Loc	Male
85	Grey's Hospital	GH A1 Cardiology	100612	2012-06-10	2014-02-1	2014-02-13	20 months	Other Oncology/Haematology (specify)	MAM	Msinga Local Municipal	Male
86	Grey's Hospital	GH A1 Cardiology	100614	2010-06-14	2010-10-1	2010-10-17	4 months	Pneumonia, ARI	MAM	Okhahlamba Local Mun	Female
87	Grey's Hospital	GH A1 Cardiology	100614	2010-06-14	2010-10-1	2010-10-17	4 months	Pneumonia, ARI	MAM	Okhahlamba Local Mun	Female

Highlighted above is clearly a duplicate entry.

- Find all duplicates and make a list (or you can print your sorted spreadsheet)
- Go back to your v4.0 Home screen and select **List/Edit deaths**
- Enter the folder number and click **Show**

- You will get:

List/Edit Deaths

Folder No: 100614 Deaths Between: 1899-12-30 Date of Birth: 2022-09-14 Admission date: Select date Sex: Show

Download

Hospital	Ward	Folder No.	Date of Birth	Admission date	Date of Death	Age	Underlying Cause	Weight C
Grey's Hospital	CH A1 Cardiology	100614	2010-06-14	2010-10-14	2010-10-17	4 months	Pneumonia, ARI	MAM
Grey's Hospital	CH A1 Cardiology	100614	2010-06-14	2010-10-14	2010-10-17	4 months	Pneumonia, ARI	MAM

- Select each in turn to view, and decide which to delete, then after selecting, click **Delete**

Edit Death Delete

Admission General health Cause of death Modifiable factors

**Tracking**

Folder no: 100614 Residential Subdistrict: Okhahlamba Local Municipality Ward: CH A1 Cardiology

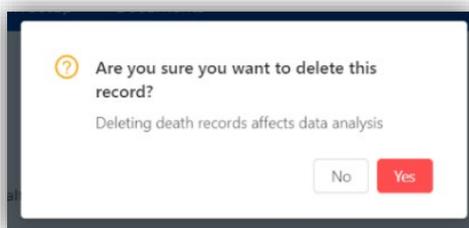
**Patient**

Date of birth: 2010-06-14 Age: 4 months Sex: Female Re-admission: No Dead on arrival: No

Date of admission: 2010-10-14 Time of admission: 14 : 55 Length of stay (days): 3

Date of Death: 2010-10-17 Time of Death: Unknown When death occurred: Weekend/Public Holiday

- You will get



- Click **Yes**. Then **Show**, again

List/Edit Deaths

Folder No: 100614 Deaths Between: 1899-12-30 Date of Birth: 2022-09-14 Admission date: Select date Sex: Show

Download

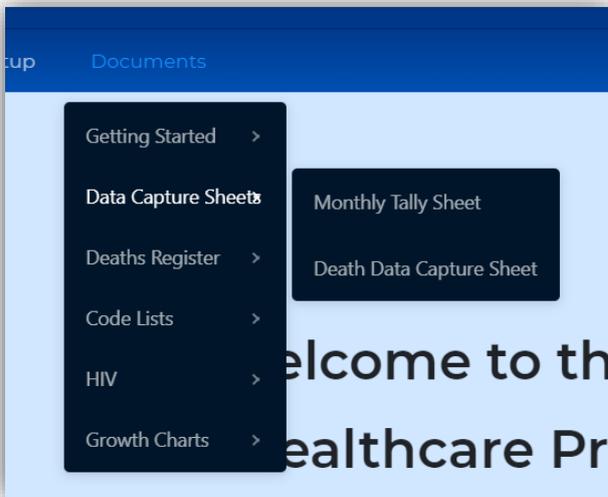
Hospital	Ward	Folder No.	Date of Birth	Admission date	Date of Death	Age	Underlying Cause	Weight C
Grey's Hospital	CH A1 Cardiology	100614	2010-06-14	2010-10-14	2010-10-17	4 months	Pneumonia, ARI	MAM

- The duplicate is deleted! Do this for all the duplicates you may have!

## 6 Using your new version 4.0

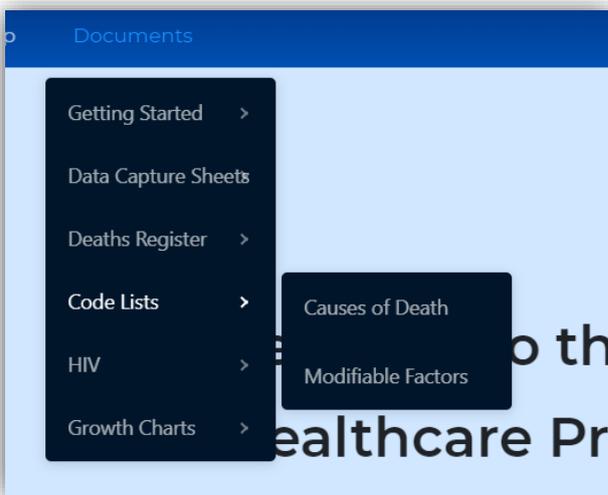
### 6.1.1 Print out and use the new Monthly Tally and Death Data Capture sheets for data gathering

- Go to **Documents/Data Capture Sheets** and select each in turn to print



### 6.1.2 Print out and use the new Diagnostic code and Modifiable Factor code lists

- Go to **Documents/Code Lists** and select each in turn to print



### 6.1.3 Start entering data

- Using your completed Monthly Tally and Death Data Capture sheets, start entering data from where you left off in v3.1

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## 7 Once started

### 7.1.1 Export data

Export data **only once you have cleaned up the ward names and deleted duplicate monthly tally and death data.**

Child PIP v4.0 names the export file differently, so you do not have to rename it for emailing:

File name: `KwaZulu-Natal_uMgungundlovu_DM_Grey's_Hospital_Child_PIP_v4.0.1_2022_12_22.chip`

### 7.1.2 Send your data to your district office, Child PIP provincial co-ordinator and Child PIP national co-ordinator

Send your data file as soon as your Child PIP v4.0 is fully installed and migrated and cleaned. Thereafter, export at least twice a year in February and August.

When emailing your v4.0 export file for the first time, please indicate whether you have sorted out your

1. Ward Names
2. Duplicate Monthly Tallies
3. Duplicate Deaths

Files arriving without this indication will not be imported. This is to improve and protect the quality, accuracy, and reliability of the National Child PIP Database!

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Thank you and good luck!



The Child PIP Exco and TTT

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