



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>

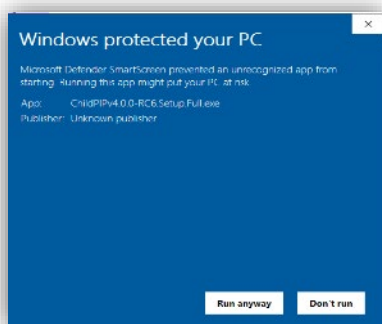
- Make a folder on your hard drive/desktop e.g. Child PIP v4 Software
- To that folder, download two files:
 1. Installation: **ChildPIPV4.0.1.Setup.Full.exe**
 2. Migration: **ChildPIP.MigrationTool-Production.exe**

2 Install the v4.0 Child PIP software

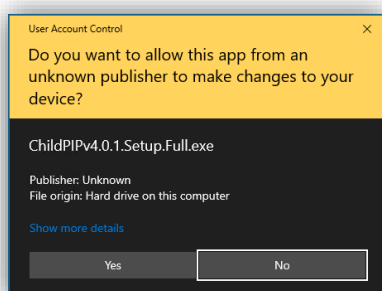
2.1 Run the installation file

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**

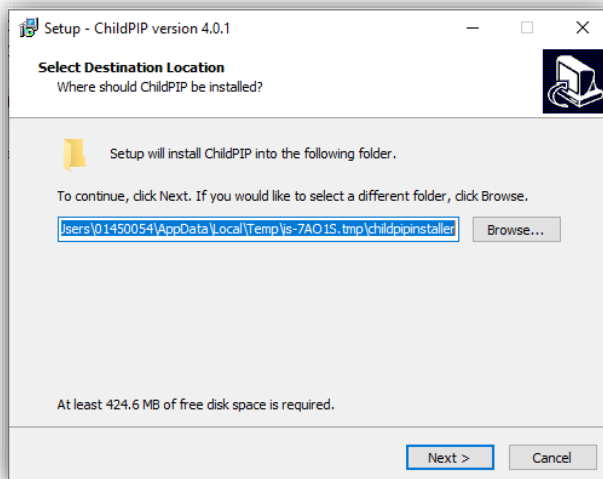


- Or you might get a user account control screen. Click **Yes**

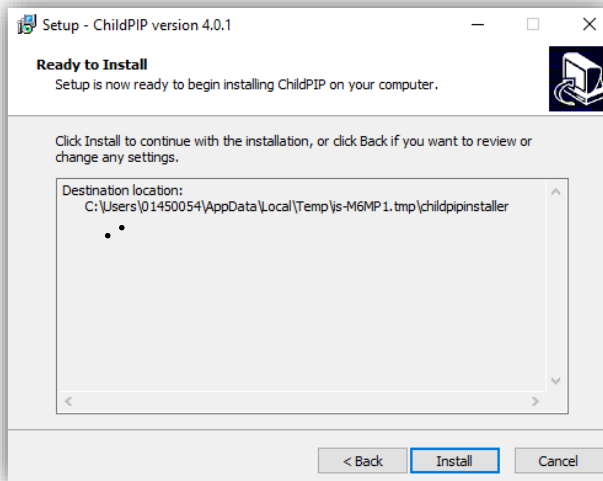


2.2 Select Destination Location

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

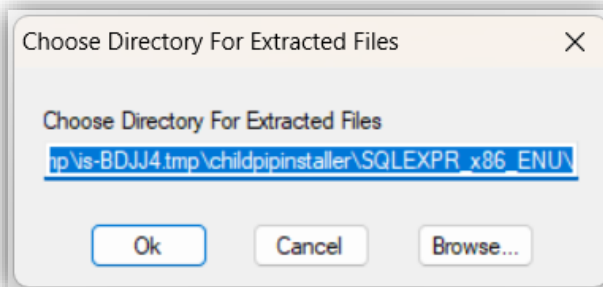


- Then click **Install**



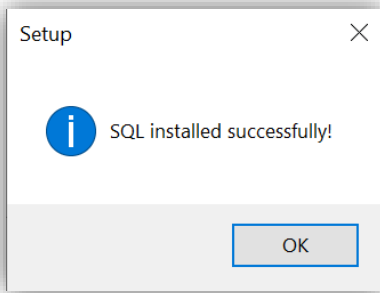
2.3 Select location for SQL Server (this is the database manager)

- 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:



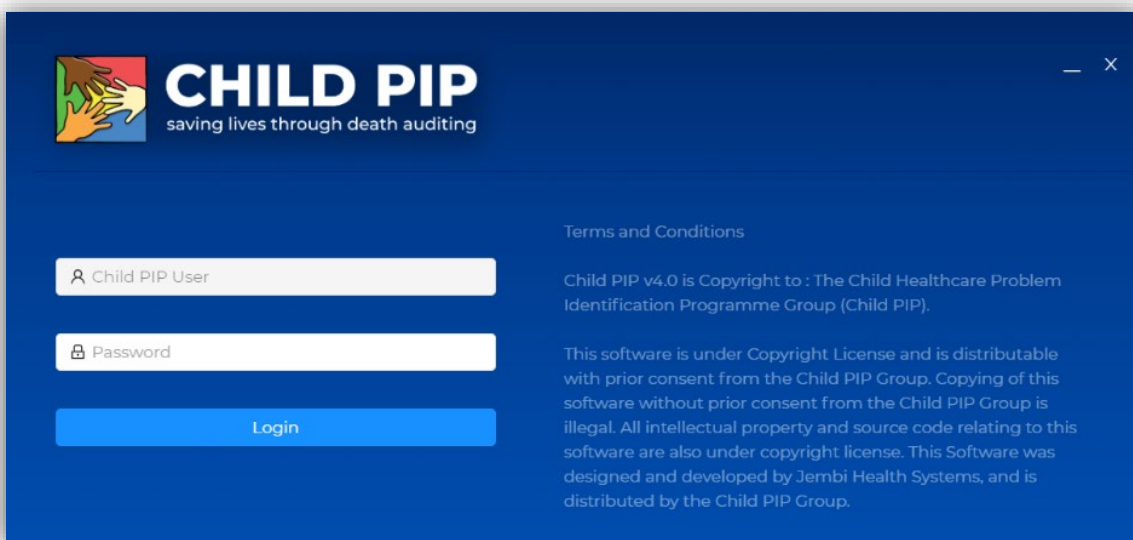
- Click **OK**
- Child PIP will now install automatically

2.4 Login to Child PIP

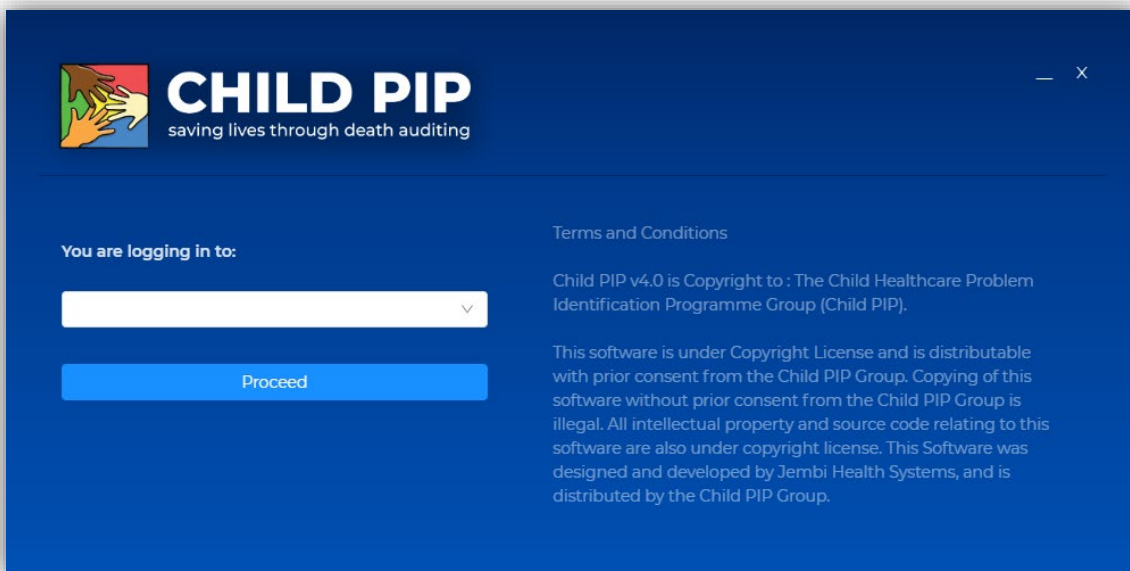
Once the above installation process finishes, you will see the Child PIP logo on your desktop.



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:

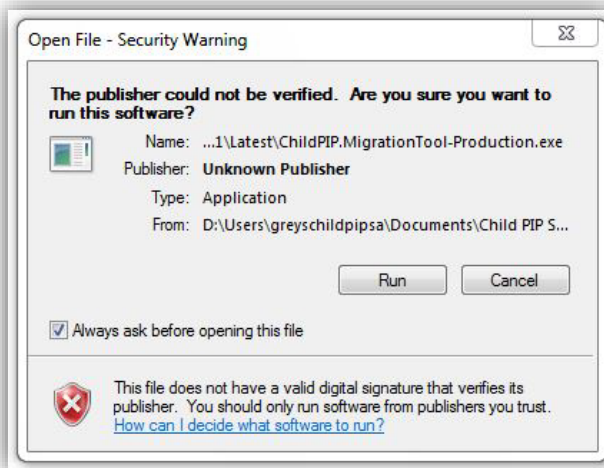
1. Make sure your v3.1 data is up-to-date and do not enter any further data on 3.1 after successful migration!
2. Make a careful note of EXACTLY which was your last data entered
 - a. Last monthly tally
 - b. Last death
3. Backup your v3.1 data AND create a v3.1 export file
4. You must have installed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

THEN:

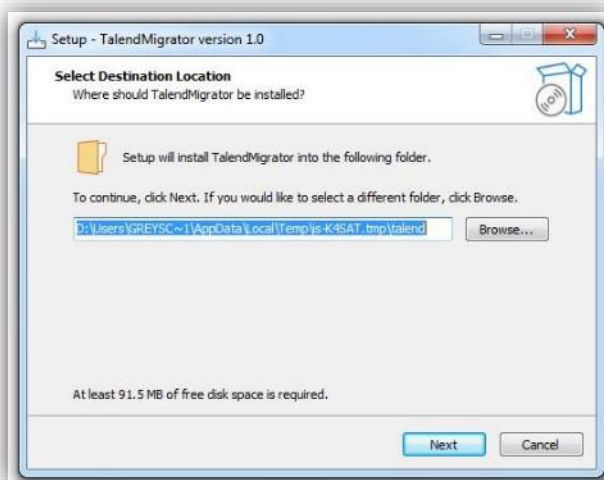
1. Close v3.1
2. Close any other open programmes

You are now ready for your data migration!

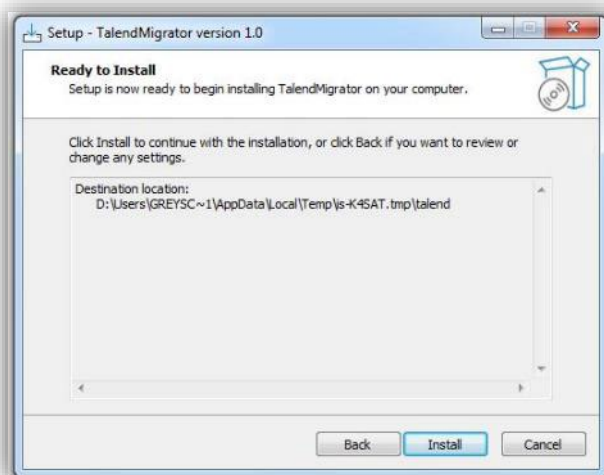
3. Double click the migration file **ChildPIP.MigrationTool-Production.exe**
 - Follow the on-screen instructions. Click **Run**



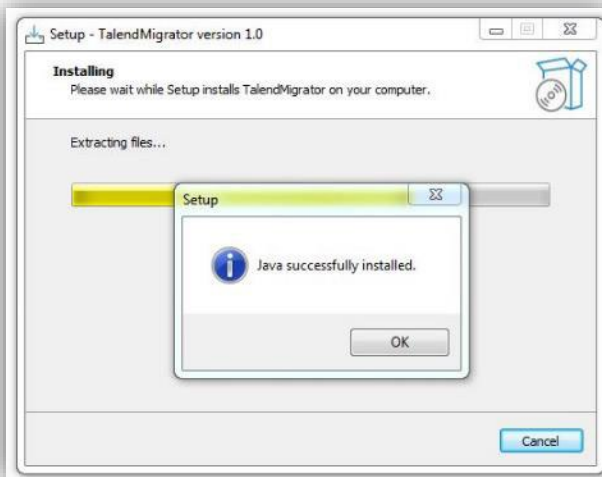
- Accept the default destination. Click **Next**



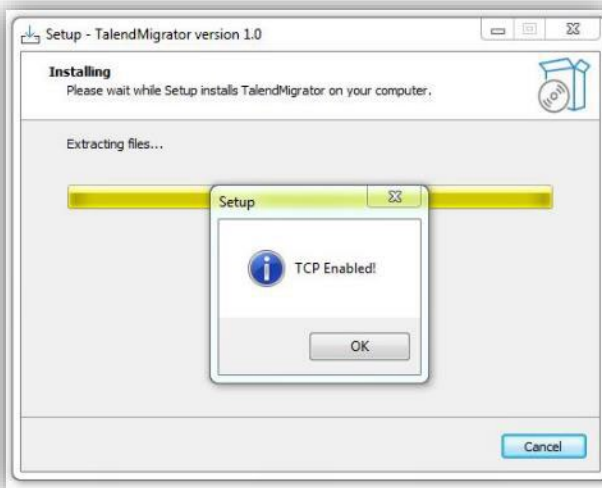
- Then Install



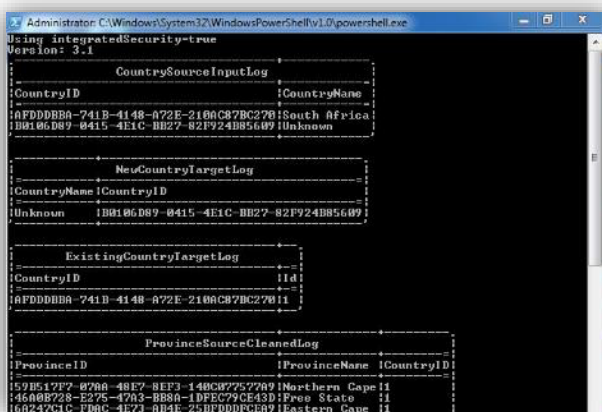
- Java installs. Click **OK**



- Then migrator installs. Click **OK**



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

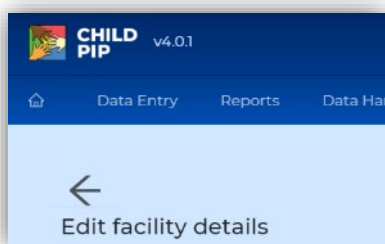


Data scrolls, with some pauses, across this black window, and the process may take some time. Be patient!

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:

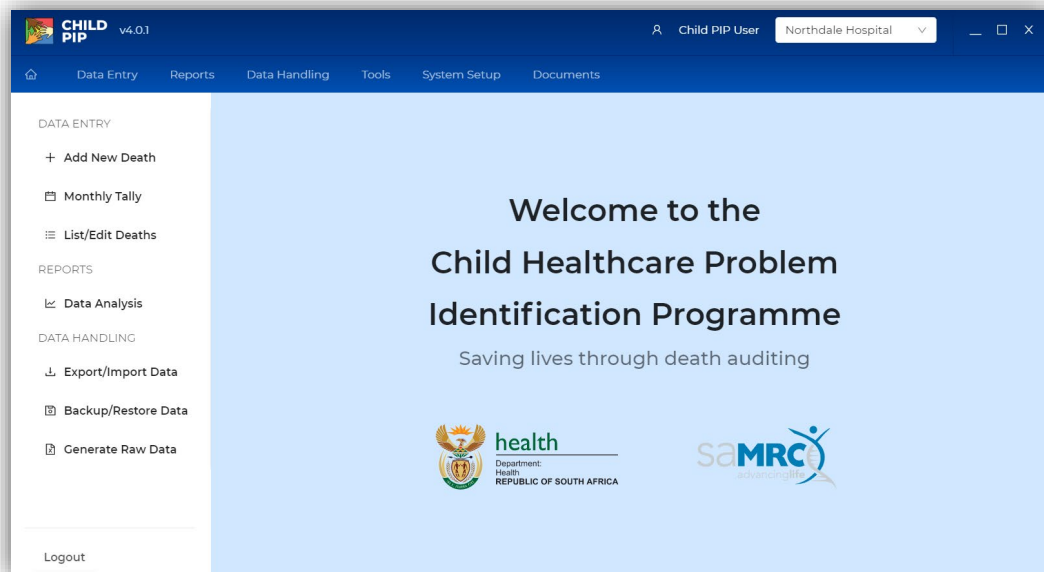
“Your hospital initials then a coherent ward name”

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

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



Go to Step 6!

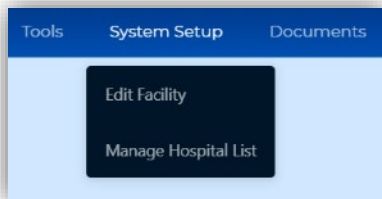
5 Clean up your database: for CURRENT USERS, post migration

5.1 Find duplicate wards and monthly tallies

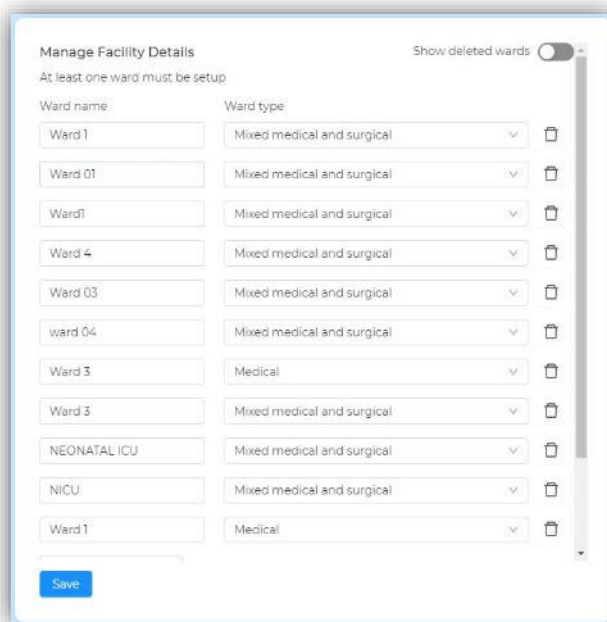
Many hospitals have the same ward entered more than once, but named differently e.g. “**paediatric**” and “**Pediatric**”. Often the same monthly tally data have been entered into both ward names, creating duplicate data in your and the national database i.e. the same month e.g. January 2022 is entered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

Now is the right time to sort this out!

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



You might get something like:

A screenshot of a web form titled 'Manage Facility Details'. At the top right, there is a toggle switch for 'Show deleted wards' which is currently turned off. Below the title, a message states 'At least one ward must be setup'. The form contains a table with two columns: 'Ward name' and 'Ward type'. There are 12 rows of data. The 'Ward name' column contains the following values: 'Ward 1', 'Ward 01', 'Ward1', 'Ward 4', 'Ward 03', 'ward 04', 'Ward 3', 'Ward 3', 'NEONATAL ICU', 'NICU', and 'Ward 1'. The 'Ward type' column contains the following values: 'Mixed medical and surgical', 'Mixed medical and surgical', 'Mixed medical and surgical', 'Mixed medical and surgical', 'Mixed medical and surgical', 'Mixed medical and surgical', 'Medical', 'Mixed medical and surgical', 'Mixed medical and surgical', 'Mixed medical and surgical', and 'Medical'. Each row has a trash icon to its right. At the bottom left of the form is a blue 'Save' button.

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”

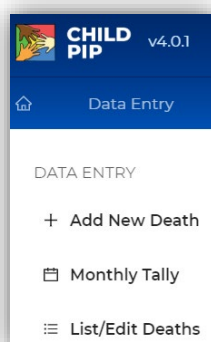
e.g. for Grey's Hospital children's cardiology ward **GH A1 Cardiology** or in a District Hospital **FH Children's Ward**

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:

List/Edit Deaths

Folder No:

Deaths Between:

Date of Birth:

Admission date:

Sex:

1899-12-30

2022-09-14

Select date

Select date

Show

No data

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

List/Edit Deaths

Folder No:

Deaths Between:

Date of Birth:

Admission date:

Sex:

1899-12-30

2022-09-14

Select date

Select date

Show

Download

| Hospital | Ward | Folder No. | Date of Birth | Admission date | Date of Death | Age | Underlying Cause |
|-----------------|------------------|------------|---------------|----------------|---------------|-----------|------------------------------|
| Grey's Hospital | GH E1 Neurology | 080724 | 2009-04-07 | 2009-03-02 | 2009-03-05 | 7 months | TB: Pulmonary |
| Grey's Hospital | GH E2 PICU | 160423 | 2016-04-23 | 2018-06-07 | 2018-06-08 | 25 months | Other Nervous System (spec |
| Grey's Hospital | GH A1 Cardiology | 130829 | 2013-08-29 | 2017-02-22 | 2017-02-23 | 42 months | Heart failure, Pulmonary oed |
| Grey's Hospital | GH E2 PICU | 070801 | 2007-08-01 | 2019-09-13 | 2019-09-17 | 12 years | Other Nervous System (spec |

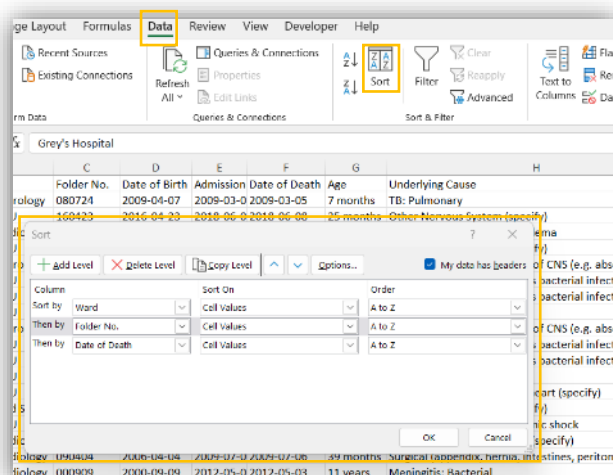
- Click Download

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 |
|----|-----------------|------------------|------------|---------------|----------------|---------------|-----------|---|-----------------|-----------------------------|--------|
| | Hospital | Ward | Folder No. | Date of Birth | Admission Date | Date of Death | Age | Underlying Cause | Weight Category | Residential Subdistrict | Sex |
| 1 | Grey's Hospital | GH E1 Neurology | 080724 | 2009-04-07 | 2009-03-0 | 2009-03-05 | 7 months | TB: Pulmonary | Unknown | Unknown | Male |
| 2 | 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 |
| 3 | 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 |
| 4 | 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 |
| 5 | 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 |
| 6 | 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 | Female |
| 7 | 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 |
| 8 | Grey's Hospital | GH E2 PICU | 060503 | 2006-05-03 | 2006-08-1 | 2006-08-10 | 3 months | Hypoglycaemia | Unknown | Unknown | Male |
| 9 | 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 |
| 10 | 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 |
| 11 | 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 |
| 12 | Grey's Hospital | GH E2 PICU | 161016 | 2016-10-16 | 2019-02-0 | 2019-02-20 | 28 months | TB: Meningitis | NAM/Normal | Unknown | Female |
| 13 | 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 Langalibalele Local Municipality | 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 Municipality | 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 Municipality | 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 Municipality | 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: | Deaths Between: | Date of Birth: | Admission date: | Sex: | |
|------------|-----------------|----------------|-----------------|-------------|--|
| 100614 | 1899-12-30 | 2022-09-14 | Select date | Select date | <input type="text" value="v"/> <button>Show</button> |

[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

[Admission](#) [General health](#) [Cause of death](#) [Modifiable factors](#) [Delete](#)

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

Are you sure you want to delete this record?

Deleting death records affects data analysis

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

List/Edit Deaths

| Folder No: | Deaths Between: | Date of Birth: | Admission date: | Sex: | |
|------------|-----------------|----------------|-----------------|-------------|--|
| 100614 | 1899-12-30 | 2022-09-14 | Select date | Select date | <input type="text" value="v"/> <button>Show</button> |

[Download](#)

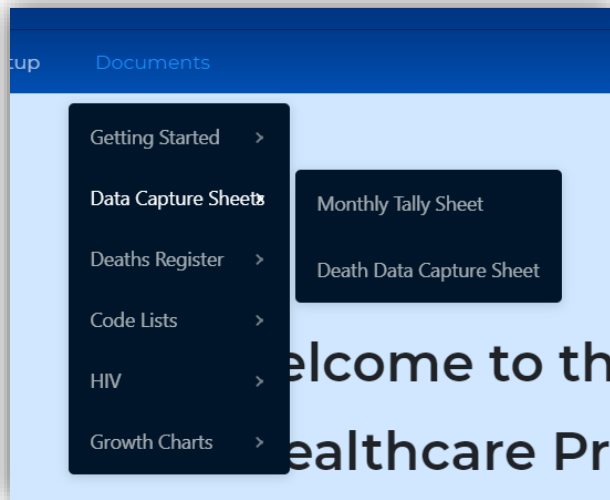
| Hospital | Ward | Folder No. | Date of Birth | Admission date | Date of Death | Age | Underlying Cause | Weight C |
|-----------------|------------------|------------|---------------|----------------|---------------|----------|------------------|----------|
| Grey's Hospital | CH A1 Cardiology | 100614 | 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

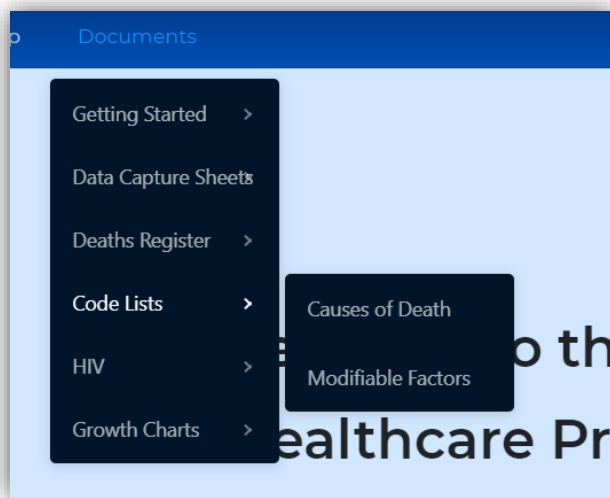
6.1.1 Print out and use the new Monthly Tally and Death Data Capture sheets for data gathering

- 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

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!

Thank you and good luck!



The Child PIP Exco and TTT
