



Office of Health Standards Compliance
Ensuring quality and safety in health care

Annexure B
 Annual Returns System
 User Help Guide



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CEO

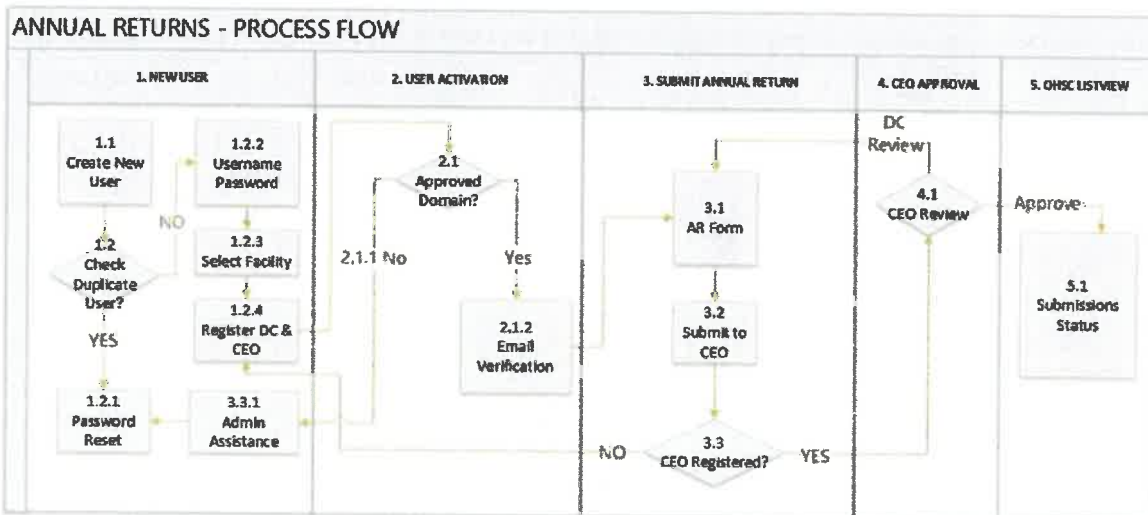
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1. Introduction

The following guide has been developed to be used in conjunction with the completion of the Annual Returns Form in addressing the following:

- To ensure complete and accurate collection of data and information
- To ensure uniformity and common understanding of collection of data
- To improve and standardize data collected overtime
- To ensure that the data collected informs management decision making
- To reference relevant documents that facilities can refer to when completing the facility profile tool

2. System Process Flow





Office of Health Standards Compliance
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Data Capture User Help Guide

3. Register Screen

Welcome to OHSC - Annual Returns



Welcome to the OHSC - Annual Returns. This system is only accessible to and intended only for the use of OHSC employees. No person (operator or janitor), organization or agency may in any way gain unauthorized access or attempt to gain unauthorized access to any part of this database or database or attempt to deliver any unauthorized, damaging or malicious code to this database without our express written consent.

Users guilty of offenses described in sections 89 to 94 of the Electronic Commerce Act and 199.01(1) of the Access to Information Act shall be held personally liable by means of civil and other charges for any damages or losses we might incur from such actions.

Account Login

Username
 Password

Recover Lost Password

Email Address

Register New Facility Users



Register New Facility Users

Additional Facility Details	
First Name	Surname
Email	Facility
Diagnosis	<input type="checkbox"/> Should your facility be submitting returns covered by OHSC to er@ohsc.nh.ca?
CEO First Name	CEO Surname
CEO Email	

Click the **"Register"** button in order to add a new facility and relevant system users.

Register

Input name, surname, email address and the facility.

The system will notify in case of any conflict due to duplication, pre-existing facilities or users.

As a data capturer you will have the ability to initiate an user account for a CEO.

4. Email Notification

Email Notifications will contain the following information:

- A link to the Annual Returns System.
- Username and password

Hi, Kholofelo Makomane1,

Thank you for registering your facility with the OHSC Annual Returns System. Please login to the system with the below details to activate your account. Note: You will be asked to change your password.

Link: <https://ar.ohsc.mobi/>
 USERNAME: Makomane1
 PASSWORD: 8ctA@0M1

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5. System Access

Welcome to OHSC - Annual Returns



Welcome to the OHSC - Annual Returns. This system is only accessible to and intended only for the use of OHSC employees.
 No person (natural or juristic), organization or entity may in any way gain unauthorized access or attempt to gain unauthorized access to any part of this system or deliver or attempt to deliver any unauthorized, damaging or malicious code to this system without our express written consent.
 Users guilty of offences detailed in sections 85 to 88 of the Electronic Communications and Transactions Act of 2002 will be held criminally liable for means of theft and other charges for any damages or losses we might incur from such actions.

Account Login

Username
 Password



Enter user credentials provided on email and click the "Login" button.

Recover Lost Password

Email Address

Facility



RESET PASSWORD

Forgot Password?

Provide your email address and facility, then click on the "Reset Password" button to recover your password or username.

Register New Facility Users

REGISTER

Step 1: Open the System

Users can access the Annual Returns System via the link sent by email.

Step 2: Login

All users will also receive unique login details via the same email and enter your Username and Password

Link: <https://ar.ohsc.mobi/>
 USERNAME: Makomane1
 PASSWORD: 8ctA@0M1

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6. Home Screen

The screenshot shows the OHSC Home Screen. At the top left, a dashed box labeled "Main menu : Home, Submissions and My Facilities" points to the navigation links "Home", "Submissions", and "My Facilities". In the center is the OHSC logo with the text "Office of Health Standards Compliance". On the top right, a user profile icon is labeled "Leago Sebanyoni" and "Details of logged in User". Below the navigation is a section titled "OHSC - Annual Returns Active Submissions" with a year selector set to "2017", which is also annotated with a dashed box labeled "Year of submission". At the bottom left is the OHSC logo, and at the bottom right is the text "Software version: 1.2".

6. New Submissions

The screenshot shows the "New Submissions" screen. It features a list of three hospital entries, each with a trash icon to its left: "Postmasburg Hosp", "Tshwaragano Hosp", and "Tshwaragano Hosp". Below the list are three blue buttons: "NEW", "EDIT", and "EXPORT". The "NEW" button is circled in red.

6. Period of Submission

Home Submissions My Facilities

Edit a Facility Return

Period 2017 Period for the return

Facility Tshwaragano Hosp Name of facility

CANCEL



6. Submission Screen

Office of Health Standards Compliance

Home Submissions My Facilities

Submissions

Filter records: Province ALL District ALL Sub-District ALL
Facility ALL Period ALL Status ALL

Facility Tshwaragano Hosp

Period	Status	Annual Return
2017	Draft	

Click here to open the submission form

SEARCH Records 1 to 1 of 1

NEW EDIT EXPORT

7. Submission Form

OHSC - Annual Returns Submission 2017

A Facility Overview | Contact Information | Infrastructure | Hours of Operation | Governance, Budget/Expenditure & Quality Info | Services Offered | Submit

Facility name: 17 Easelen Str
 Province: Gauteng
 District: Johannesburg MM
 Subdistrict: Johannesburg F SO
 Facility owner: City Municipality
 Facility classification: Clinic
 Number of beds - approved:
 Number of beds - usable:
 Actual functioning: Clinic
 Surrounding area: Urban
 Common languages:
 Afrikaans
 English
 isiNdebele
 isiXhosa
 isiZulu
 Sesuto
 Setswana
 Shesha
 Shona
 Shwani
 Sotho
 Tshivenda
 Xitsonga
 Zulu
 Other

GPS Latitude: -28 1909
 GPS Longitude: 28 0443

Next Save Cancel

A Enter the facility details, such as location and common languages.

Click "Next" to complete the following part of the form.

Click "Save" to capture the rest of the form later.

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7. Submission Form

OHSC - Annual Returns Submission 2017

Facility Overview | **B** Contact Information | Infrastructure | Hours of Operation | Governance, Budget/Expenditure & Quality Info | Services Offered | Submit

Full name of person in charge: Data Capture
 Title of person in charge: Mr.
 Designation: Director of Data Capturing
 Street address: 54 Soupanburg Road
 Postal address: P.O Box 82786, Pretoria West, 1539
 Email: dc@ohsc.org.za
 Telephone: 012 987 4525
 Cellphone: 082 457 2987
 Fax: 012 987 4528

Next Save Cancel

B Enter the facility details.

Click "Next" to complete the following part of the form.

Click "Save" to capture the rest of the form later.

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7. Submission Form

OHSC - Annual Returns Submission 2017

Facility Overview | Contact Information | Infrastructure | Hours of Operation | Governance, Budget/Expenditure & Quality Info | Services Offered | Submit

Year facility built: 2011

Type of building: Ambulance

Is other please specify: Masonry Building and Kivaic Facade

Year facility was last renovated: 2007

Class of building: 7000

Number of stories: Single

Is multiple please include number: 36

Is the facility fully shielded with a parking? Yes

Is an shade tree: Selected

Is the electricity backup system functional? Yes

Describe the outdoor areas that are visible to the general public or system if open to public outdoor: and operation of

Does the facility have emergency water? Yes

Is there standing water per construction codebook? Yes

Does the facility have a sewage system? Yes

Does the facility have a functional waste disposal? Yes

Does the facility have functional water conservation? Yes

Does the facility have a functional and visible health information system? Yes

If yes, list the health information systems available at the facility:

Does the facility have a permanent entrance? Yes

What entrance type:

Does the facility have an emergency entrance? Yes

Buttons: Back, Save, Next

C Capture the facility structural details and describe the surrounding environment.

7. Submission Form

OHSC - Annual Returns Submission 2017

Facility Overview | Contact Information | Infrastructure | Hours of Operation | Governance, Budget/Expenditure & Quality Info | Services Offered | Submit

Out patients - per day

Emergencies - per day

Pharmacy - per day

Out patients - per week

Emergencies - per week

Pharmacy - per week

Buttons: Back, Save, Next

D Capture the capacity details of the facility

7. Submission Form

OHSC - Annual Returns Submission 2017

[Facility Overview](#)
[Contact Information](#)
[Infrastructure](#)
[Hours of Operation](#)
[Governance, Budget/Expenditure & Quality Info](#)
[Services Offered](#)
[Submit](#)

EMS inter-facility transfer rate

Theatre utilisation rate

In patient deaths per speciality

Adverse events rate

*Rate of adverse events data follow

Theatre cancellations

Is a functional hospital board in place?

Yes
 No

Budget in financial year

Expenditure in previous financial year

Expenditure per patient-day equivalent

Expenditure on Human Resources

Expenditure on medicines

Expenditure on laboratory services

Self-assessment score

90's assessment date performed

Patient satisfaction survey date performed

E Capture the administrative details of the facility.

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7. Submission Form

OHSC - Annual Returns Submission 2017

[Facility Overview](#)
[Contact Information](#)
[Infrastructure](#)
[Hours of Operation](#)
[Governance, Budget/Expenditure & Quality Info](#)
[Services Offered](#)
[Submit](#)

Inpatient Services

- Anesthetics
- Day surgery service
- Dermatology
- Endocrinology
- General Internal Medicine
- General Surgery
- Gynaecology
- Maternal health including obstetrics
- Military/ Veterans Unit
- Mental health
- Nephrology
- Orthopaedics
- Otorhinolaryngology
- Paediatrics
- Pathology
- Plastic and reconstructive surgery
- Podiatry
- Pulmonary
- Radiation Oncology
- Rheumatology
- Skin and Dermatology
- Speech and Language Therapy
- Spinal Surgery
- Thoracic Surgery
- Trauma Surgery
- Urology
- Vascular surgery

If other, please specify

Outpatient Services

- Pharmacy
 - Audiology
 - Occupational Therapy
 - Physiotherapy
 - Podiatry
 - Speech and Language Therapy
 - Social services
 - Optometry
 - Dentistry
 - Dietetics
 - Laboratory
 - Pathology
 - Radiology
 - Blood Bank
 - CT/MD
 - MRI/CT
 - X-ray
 - X-ray Assistant and emergency services
- Outpatient Services**
- General Care
 - Immunisation
 - TB treatment
 - MCT
 - ART treatment
 - PMCT
 - Contraceptive services
 - Termination of pregnancy procedures
 - Post exposure prophylaxis
 - Cervical screening
 - Syphilis management for STIs
 - Dental
 - Mental health
 - Occupational Health - that

F This tab displays all the service that are available on the system.

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8. Submitting the complete form to the CEO

Facility Overview Contact Information

Submit

Submit

< Back Save

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8. Submitting to CEO Data Capture(No CEO Record)

If however the CEO's details does not exist on the system you will see the below message and should add a CEO onto the system. G on the "Administration tab in order to create a new account for the CEO.

Please register facility CEO before submitting

Logout of the system in order to Register a CEO Facility account. Provide the CEO's Name, Surname and Email Address then click the "Register".

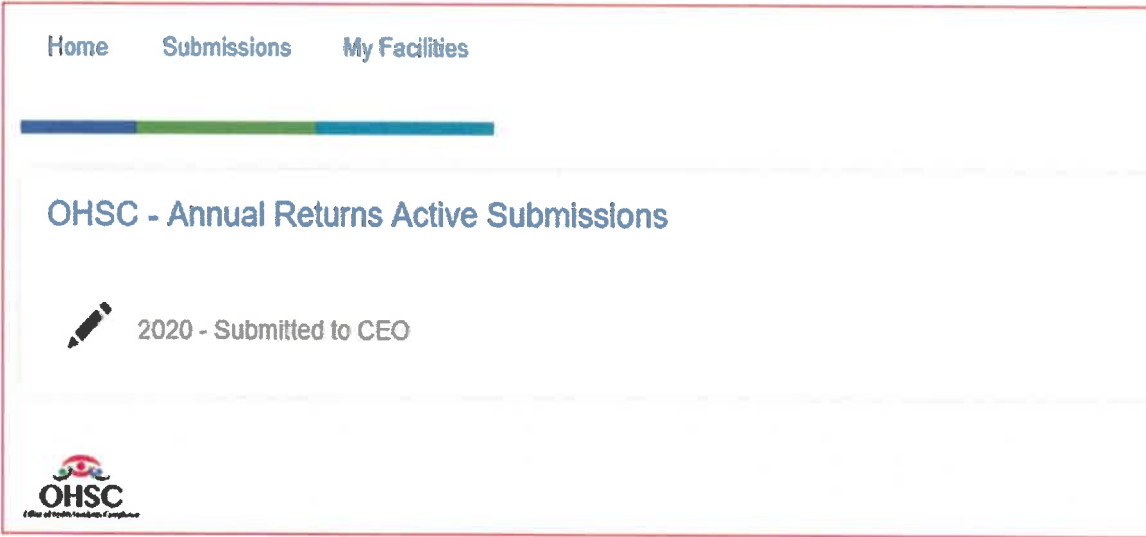
Register New Facility Users

Account Holder Details

First Name	Surname
Email	Facility
Username	
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

Please register facility CEO before submitting

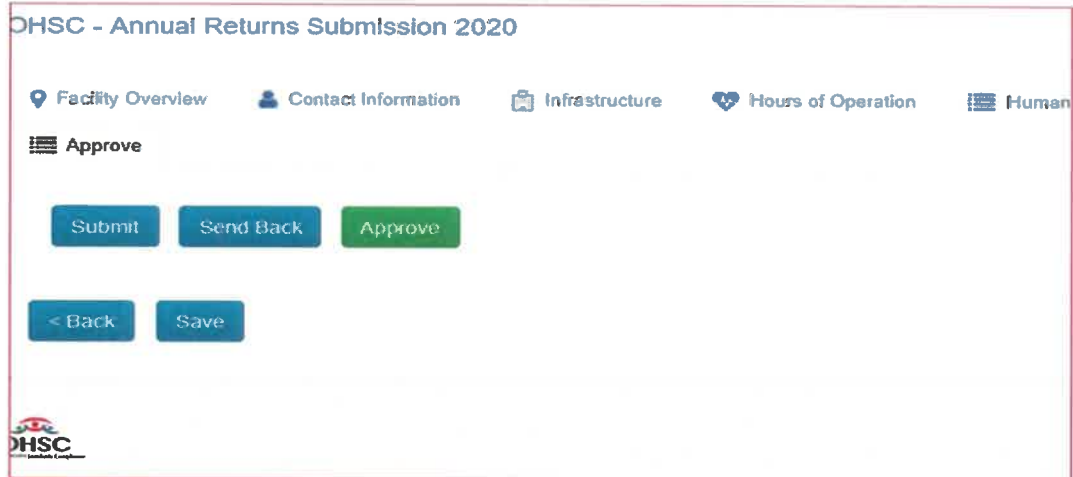
8. Submission Phase – Annual Returns submitted to CEO



The screenshot shows a web interface with a navigation bar at the top containing 'Home', 'Submissions', and 'My Facilities'. Below the navigation bar is a horizontal progress bar with three segments: blue, green, and blue. The main heading is 'OHSC - Annual Returns Active Submissions'. Below this heading is a list of submissions, with one entry: '2020 - Submitted to CEO', accompanied by a pencil icon. At the bottom left of the page is the OHSC logo with the tagline 'OHSC | One of Health's Most Important Partners'.

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9. Submission Phase - CEO



The screenshot shows a detailed submission page titled 'OHSC - Annual Returns Submission 2020'. At the top, there is a navigation menu with icons and labels for 'Facility Overview', 'Contact Information', 'Infrastructure', 'Hours of Operation', and 'Human Resources'. Below this menu is a section titled 'Approve' with a list icon. Underneath the 'Approve' section are three buttons: 'Submit' (blue), 'Send Back' (blue), and 'Approve' (green). Below these buttons are two more buttons: '< Back' (blue) and 'Save' (blue). The OHSC logo is visible in the bottom left corner.

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9. Submission Phase - CEO

Home Support ▾

OHSC - Annual Returns Active Submissions

2017 - Sent Back

OHSC - Annual Returns Active Submissions

2017 - Approved

When the CEO sends back the submission form the status changes to the either "Sent Back", when they approve the form the screen indicates "Approved".

10. Approval phase

Home Submissions My Facilities

OHSC - Annual Returns Active Submissions

2020 - Approved by CEO

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11. Copy of submitted returns

Selection the relevant submission

<input type="checkbox"/>	Tishwaragano Hosp	2017	Draft	
<input checked="" type="checkbox"/>	Tishwaragano Hosp	2018	Draft	

NEW EDIT EXPORT SEARCH Records 1 to 9 of 9

Click on "Export"

11. Copy of submitted returns

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Export

Field Selection

Available Fields

Exported Fields

- Submission_ID
- person_on_charge_name
- person_on_charge_title
- person_on_charge_designation
- email
- telephone
- cellphone
- fax
- year_facility_built

Click here to export

11. Copy of submitted returns



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11. Copy of submitted returns

RETURNS SUBMITTED

Submission ID	Person in Charge Name	Person in Charge Title	Person in Charge Designation	Postal Address	Email	Telephone	Cellphone	Fax	Year Facility Built
1
2
3
4
5



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14. Logout



Click the "Logout" to exit the system.

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CONTACT DETAILS

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