



Operational Guidelines
**SWACHH SWASTH
SARVATRA**

स्वच्छ स्वस्थ सर्वत्र





Operational Guidelines
Swachh Swasth Sarvatra

A joint Initiative of the Ministry of Health and Family Welfare (MoHFW) and the
Ministry of Drinking Water and Sanitation (MDWS)

Under the Swachh Bharat Mission



INDEX



Background	4
Objectives and Scheme	6
Scope and Strategy	8
Activities	12
Timelines	14



BACKGROUND

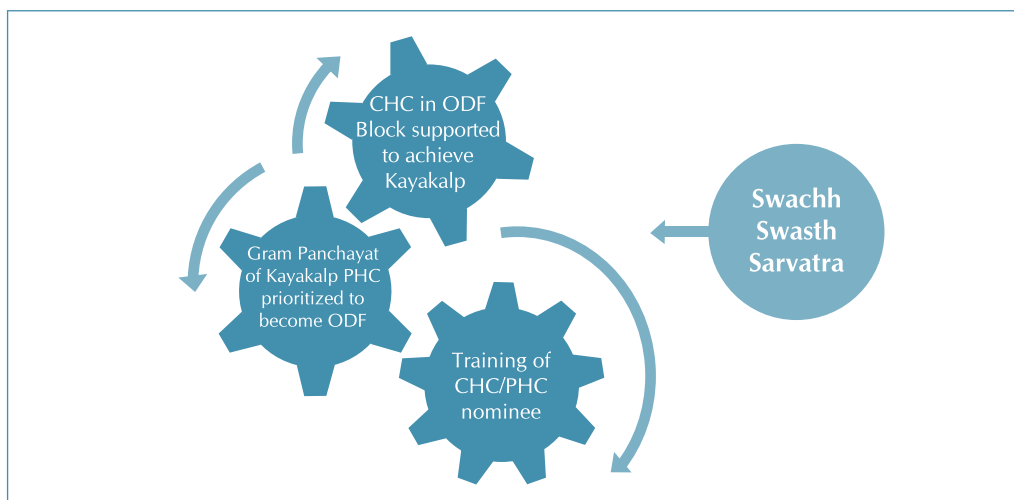
Diarrhoeal diseases are the fifth most common cause of death in India across all age groups. Unclean water and poor *sanitation practices* account for a plethora of diseases that both debilitate and greatly reduce economic productivity. Unsafe water, inadequate sanitation and poor hand washing practices contribute to 5% of (Disability Adjusted Life Years - DALYs). Unsafe water and inadequate *sanitation* disproportionately impacts the poor. The interconnectedness and the impacts that unsafe water and inadequate *sanitation* have on human *health* and general well-being requires intersectoral action.

The Swachh Bharat Mission is a national initiative focused on the twin objectives of constructing toilets and enabling behavioral change with the goal of making India Open Defecation Free (ODF) by October 2nd, 2019. To complement this effort and improve Health outcomes through sanitation and infection control the MoHFW launched the “Kayakalp Award Scheme” in May 2015. The scheme is intended to encourage and incentivize Public Health Facilities (PHFs) in the country to achieve a set of standards related to cleanliness, hygiene, Waste Management and infection control practices. High performing facilities are given cash awards and Certificate of Commendation based on periodic assessments using the Kayakalp assessment criteria¹.

In the first year, the scheme was introduced in District Hospitals (DH), and from 2016-17 the Kayakalp Initiative is being implemented in Community Health Centers (CHCs)/Sub Divisional Hospitals (SDHs) and Primary Health Centers (PHCs). Awards are given to the best facilities.

One of the key strategies of the Ministry of Drinking Water and Sanitation to achieve the goals of the Swachh Bharat Mission is the Total Swachhata Campaign (TSC), encompassing safe drinking water, proper disposal of human excreta, environmental sanitation, personal and food hygiene, solid and Liquid waste management activities and making Gram Panchayats Open Defecation Free (ODF) through construction of toilets and behavioral Change. To date over 700 blocks in the country have been declared Open Defecation Free (ODF).

¹ www.kayakalpindia.com



To complement and leverage the gains made so far, the Ministry of Health & Family Welfare and Ministry of Drinking Water & Sanitation, have launched a joint initiative - Swachh Swasth Sarvatra.

These operational guidelines are intended for Mission Directors, Programme officers of the National Health Mission, District Collectors, Chief Medical Officer and Facility in-charges of concerned CHCs and PHCs to guide and support them in implementation of this joint initiative.

The objective of the Swachh Swasth Sarvatra is to maximize gains through convergence and collaboration, funding support and capacity building in

- (i) Enabling Gram Panchayats where Kayakalp awarded PHCs are located to become ODF²
- (ii) Strengthening Community Health Centres (CHC) in ODF blocks to achieve a high level of cleanliness to meet Kayakalp standards through a support of Rs 10 Lakhs under NHM³
- (iii) Build capacity through training in Water, Sanitation and Hygiene (WASH) to nominees from such CHCs and PHCs.

² Declared Open Defecation Free and verified by state through two independent assessments.

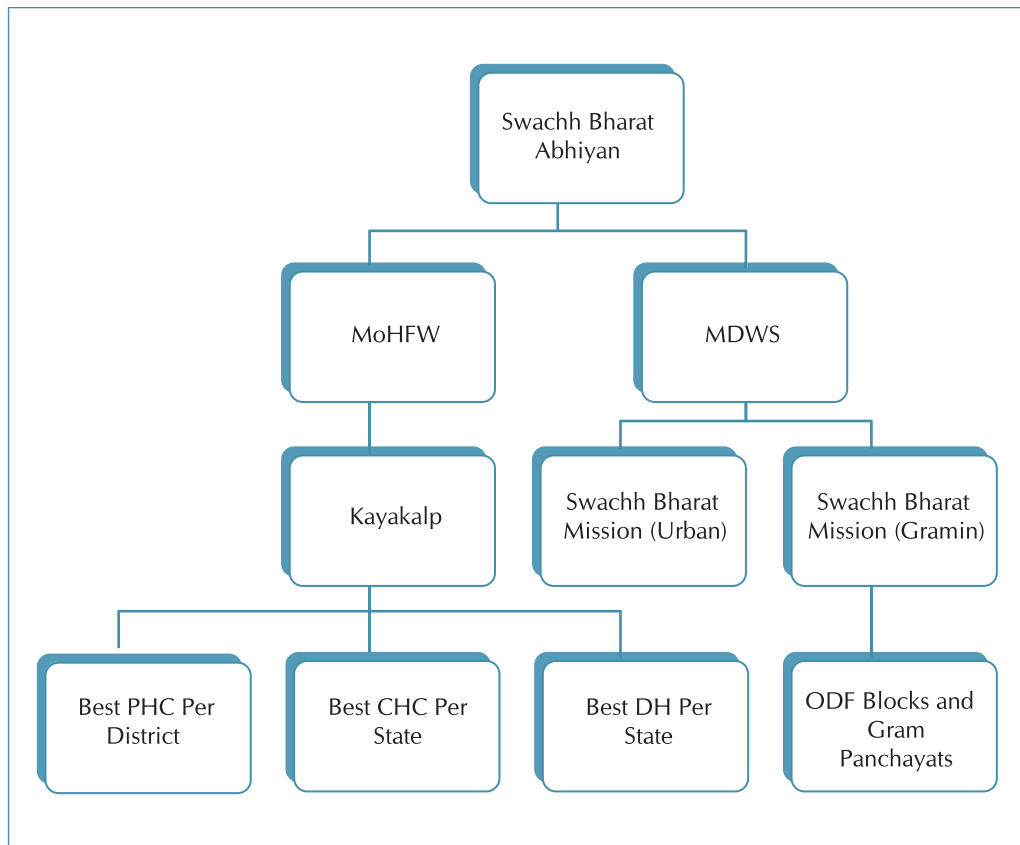
³ 'High level of cleanliness' at Public Health Facilities is achieved by reaching a score of over 70% against Kayakalp criteria in an external assessment



OBJECTIVES OF SCHEME

- ❖ To build on and leverage achievements of complementary initiatives under Swachh Bharat Mission and Kayakalp implemented by the MDWS and MoHFW respectively.
- ❖ To prioritize convergent actions to achieve ODF in geographical locations where public health facilities have demonstrated the drive and initiative to achieve high standards of cleanliness.
- ❖ To strengthen CHCs in ODF blocks to achieve a high level of cleanliness to meet Kayakalp criteria through a support of Rs 10 Lakhs under NHM.
- ❖ To enable knowledge sharing and capacity building at field level between two departments.
- ❖ To enable positive health outcomes through improved sanitation and demonstrating a decline in water borne diseases.
- ❖ To enhance involvement of public health care facilities in community cleanliness and hygiene.
- ❖ To incentivize good performing public health facilities and Panchayati Raj Institutions/Urban Local Bodies.
- ❖ To sustain the gains of convergent action under Swachh Bharat Mission.

Overview of the activities under joint initiative





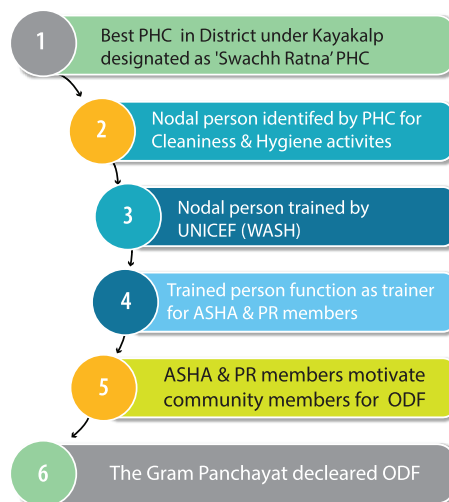
SCOPE AND STRATEGY

The scheme is aimed to be an inter-ministerial joint initiative involving the Ministry of Health & Family Welfare (MoHFW) & Ministry of Drinking Water & Sanitation (MDWS) to achieve high levels of Sanitation & Hygiene in and around Public Health Care facilities. In the first phase the activities under the Swachh Swasth Sarvatra will be initiated in CHCs in or nearest to the ODF block and Gram Panchayats in or nearest to Kayakalp award winning PHCs. Thus in the first year of the intervention (2017-2018), CHCs located in over 700 blocks that have been declared ODF and Gram Panchayats/Nagar Panchayats within which the Kayakalp PHCs (one each in 670 districts) are located will be included in the scheme. Subsequently, the scheme may be progressively extended to additional blocks and public health facilities.

PHC Level

3.1.1 Under the Kayakalp scheme, one PHC in each district receives an award for meeting quality standards including for cleanliness and hygiene. The list of such PHCs will be provided to the Department of Drinking Water and Sanitation of the State Government by NHM Mission Directors. MDWS will then undertake to make the Gram Panchayat within which each PHC is located, Open Defecation Free.

3.1.2 In order to ensure convergence, one nodal officer at the state level will be identified to co-ordinate with her/his counterpart in the Department of Drinking Water and Sanitation.

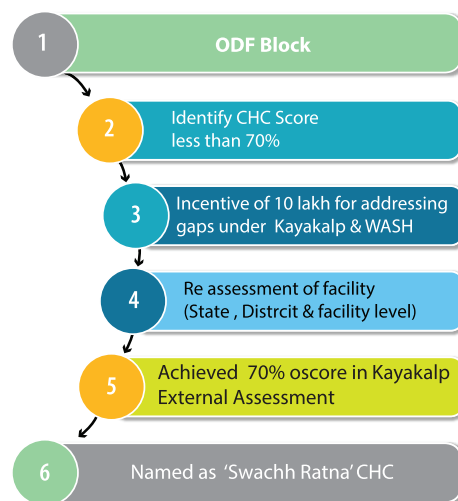


The state would also provide directives to each PHC to identify a nodal officer responsible for such convergence efforts.

- 3.1.3 A representative from PHC (to be nominated by facility – In charge) will be trained in Water, Sanitation and Hygiene (WASH) related activities facilitated by MDWS.
- 3.1.4 The role of the PHC nodal officer for the Swachh Swasth Sarvatra is to facilitate linkages and promote joint action through community platforms such as the Rogi Kalyan Samities and the Village Health, Sanitation, and Nutrition Committees including the ASHA.
- 3.1.5 The MDWS would, through its own institutional structures undertake activities such as community and individual behaviour change interventions and toilet construction, in the Gram Panchayat of the PHC area and its villages.
- 3.1.6 If the Gram Panchayat area in which the PHC is located, is already declared ODF, the adjoining Gram Panchayat could be taken up by MDWS.
- 3.1.7 Such PHCs would be designated as Swachh Ratna PHCs.

CHC Level

- 3.1.8 The MDWS has declared over 700 blocks as ODF. This has been achieved by the community exercising drive and initiative. This effort also contributes to reduced episodes of illness, saving costs and suffering. As a reciprocal gesture, and to complement the community's effort, the MoHFW will support states to ensure that the CHC which serves the community in each of the 700 ODF Block is strengthened to meet high standards of cleanliness and quality.
- 3.1.9 The list of these blocks is already in the public domain and would be provided to the State Health Mission by the DDWS.
- 3.1.10 The States would undertake, on a priority basis, an assessment of the CHCs in these specific blocks



under the Kayakalp scheme. If there is no CHC in the block, then the CHC that caters to the maximum population of the ODF block would be selected for assessment.

- 3.1.11 MDWS may also get a gap analysis undertaken, within the facility, using WASH specific criteria.
- 3.1.12 All selected CHCs will be provided with an additional funding of Rs 10,00,000 through the Programme Implementation Plan (PIP) route under the National Health Mission (NHM), to address gaps identified after Kayakalp Assessment. The state and district Quality Assurance committees under National Health Mission will support the CHC in closing such gaps and enable the facility to achieve a score of at least 70%.
- 3.1.13 The verification of the score will be done through existing or external assessment under Kayakalp.
- 3.1.14 A representative from CHC (to be nominated by Facility –In charge) will be trained in Water, Sanitation and Hygiene (WASH) related activities facilitated by MDWS.
- 3.1.15 Conditionality for Financial support:
 - (i) Financial support would not be provided, if the CHC has already been declared a Kayakalp Awardee or has received a commendation under the Kayakalp scheme.
 - (ii) The financial support will be a one-time grant only.
- 3.1.16 Where the CHC located in the ODF block is already a Kayakalp award winner (prize or commendation Award) it will not be eligible under this Initiative. In such cases, the adjoining CHC could be taken up.
- 3.1.17 Such CHCs would be designated as Swachh Ratna CHCs.

3.2 Key Activities

3.2.1 At PHC Level

- ❖ Identifying nodal institutional points between State Health Mission and counterparts in the MDWS, within existing mechanisms.
- ❖ Exchange of lists of Kayakalp awardees and Gram Panchayats.
- ❖ MDWS to facilitate training of PHC representatives.

- ❖ State to provide enabling order to MO I/C PHCs to support such training.
- ❖ Nodal officer to orient ASHA and ANM to the scheme to enable coordination at community level with MDWS interventions as required.

3.2.2 At CHC Level

- ❖ Map CHC located within ODF blocks or CHC catering to most population of the ODF block.
- ❖ Facility to undertake internal assessment using Kayakalp assessment.
- ❖ Based on assessment, gaps need to be identified & action plan generated.
- ❖ State to validate internal assessment and provide the financial support of Rs 10 lakhs to meet gaps so as to meet requirement of Kayakalp.
- ❖ Once the facility has an average score of over 70%, in internal assessment, peer assessment will be carried out.
- ❖ District award nomination committee would collates and analyze peer assessment score & recommend for external assessment if facility receives a score of over 70%.
- ❖ External assessment of facility would be carried out by team nominated by state level award committee under Kayakalp Scheme as per guidelines.
- ❖ Once these facilities achieve a score of 70% based on Kayakalp assessment scores, they are expected to aspire for the National Quality Assurance Standards (NQAS) Certification

3.3 Scaling up and Sustaining Kayakalp and ODF status

The Swachh Swasth Sarvatra can only be considered successful if all activities are sustained in selected blocks, GPs, CHCs and PHCs, CHS are sustained and scaled up to adjoining areas. While the Initiative would be scaled up to other Blocks in the next phase, both Ministries would focus on scaling up its own interventions as this also offers an opportunity for convergence and showcasing best practices at such convergence.

For scaling up the activities and maintaining motivation, the state and district will enable partnership between awarded/felicited facilities and ODF blocks and GPs to improve performance using existing resources.



Activities for which the amount of Rs 10 Lakh may be utilized

1. Improving the aesthetic of the hospital building including painting, cladding of exterior and minor repair work.
2. Improving housekeeping activities.
3. Procurement of cleaning equipment and materials.
4. Improving condition of toilets and use of housekeeping checklist.
5. Construction of new toilets/urinals if required.
6. Improving drainage/ sewage system of the facility.
7. Implementing uniform signage system of the facility.
8. Printing and display of IEC material regarding sanitation & Hygiene.
9. Facility management activities such as pest and animal control, removal of junk material, landscaping, correction of water logging, improving illumination level and maintenance of open areas/corridors.
10. Biomedical and General waste management activities including of procurement of additional equipment required waste management.
11. Equipment and material liquid infectious waste management.
12. Waste disposal services.
13. Maintenance/repair for furniture and fixtures.
14. Installation of water storage/water conservation system.

15. Procuring materials for improving infection control practices such as hand rub, personal protective equipment, disinfectants etc.
16. Monitoring activities of cleaning, waste management and infection control practices.
17. Instituting hospital infection surveillance activities.
18. Training of staff on Hygiene, infection control & waste management.
19. Improving support services, related to laundry, kitchen and security.

Funds may not be utilized for

1. As this will be one time grant, this amount should not be used for hiring or paying salary to existing staff.
2. Major construction or purchases, purchasing of drugs etc.
3. Purchase of any type of diagnostic, therapeutic & rehabilitation equipment, etc.
4. Grant will not be used for any pending payments of contractual agencies under various programs/scheme.

Records of expenses and Utilization Certificate are to be maintained separately.

Timeline:

The initiative is to be implemented in FY 2017-18. A tentative activity wise chart is given:

Sl. No.	Activity	Responsibility	Dec-16	Jan-17	Feb-17	Mar-17
1	Defining the institutional Framework	MoHFW-MDWS				
2	Formal Launch and dissemination of the program	MoHFW-MDWS				
3	Sharing of list of Blocks & PHC	MoHFW-MDWS				
4	Issue of instructions to and guidelines to states	MoHFW-MDWS				
5	Gap Assessment and action planning	Facility level				
6	Submitting PIP and Obtaining approval under NHM	MoHFW				
7	Training & Capacity Building	MoHFW-MDWS-UNICEF				
8	Gap Closure and improvement	Facility level				
9	Verification and Award of ODF/ Swachh Ratna CHC	State level				
10	Scaling up and sustaining	MoHFW-MDWS				





Ministry of Health and Family Welfare
Government of India
Nirman Bhavan, New Delhi