



# User Manual



# National Council on Health

Federal Ministry of Health



## Introduction to the NCH platform

The NCH platform was developed to automate major processes required in the conduct of annual NCH meetings such as registration of NCH meeting delegates, submission and review of council memos, tracking implementation of council resolutions and disseminating reports to key stakeholders

## Intended use of the NCH platform

The platform will serve the following purposes to all users:

- Provision of relevant information and updates about the National Council on Health
- Provision of resources and guides to aid the conduct of the National Council on Health meetings
- Registration of delegates to attend the NCH meetings (state delegates and other delegates)
- Development, review and submission of council memos
- Dissemination of council resolutions
- Tracking and dissemination of implementation status updates of council resolutions

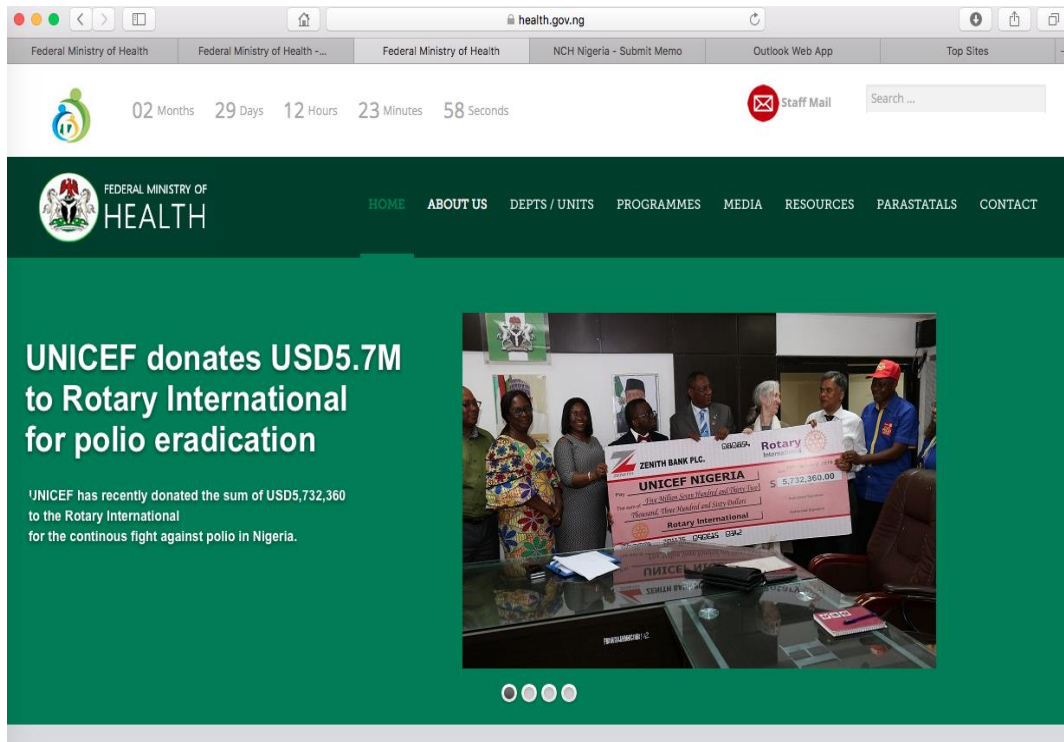
## Accessing the NCH platform

There are 6 steps required to access the NCH platform

1. To begin, you'll need to access the web site from an internet enabled computer by visiting

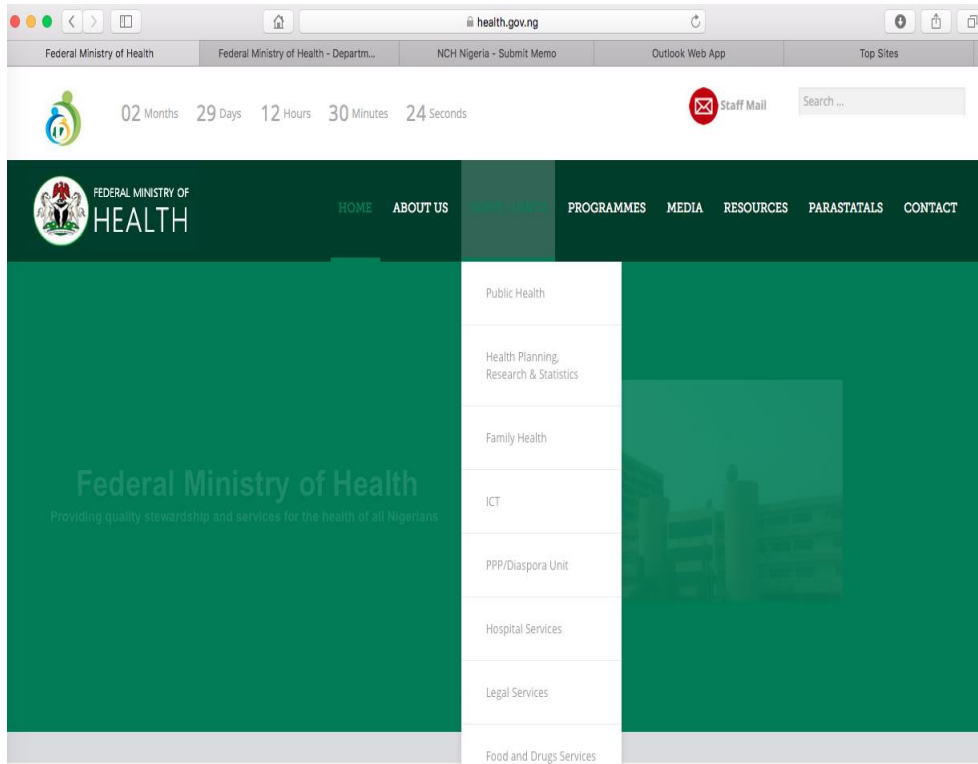
<http://health.gov.ng>

The page below will load up:



2. Click on the DEPTS/UNIT on the Top menu, select and click on the **HEALTH PLANNING, RESEARCH AND STATISTICS** as shown below





3. After clicking on the **Health Planning, Research, and Statistics** ; the following below page will be displayed.





The screenshot shows a web browser window with the URL [fmoconnect.gov.ng](http://fmoconnect.gov.ng). The page header is green with the Federal Ministry of Health logo and name. A navigation menu includes Home, About us, Departments/Units, Programmes, Media, Resources, Parastatals, Jobs, and Contact Us. The breadcrumb trail reads: You are here: [Home](#) > [Departments/Units](#) > [Health Planning, Research & Statistics](#).

### Department of Health Planning, Research & Statistics (DHPRS)

#### About The Department

The Health Planning, Research & Statistics Department ensures the achievement of the goals and objectives of the National Health Policy

#### Mission

To serve as the channel through which the Ministry performs its stewardship role and other statutory responsibilities necessary for achieving the goals and objectives of the National Health.

#### Functions & Objectives

- Development of Plans (Rolling, Medium and Perspective) and Preparation of Budgets.  
[see more...](#)

#### Divisions

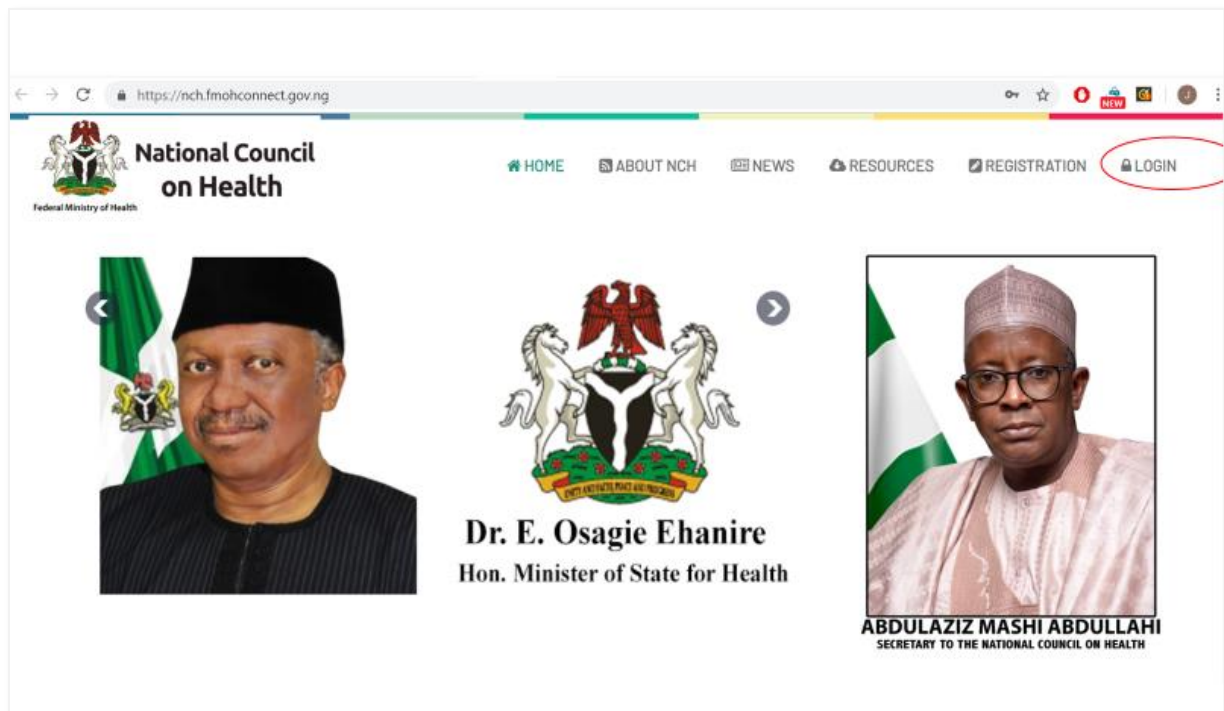
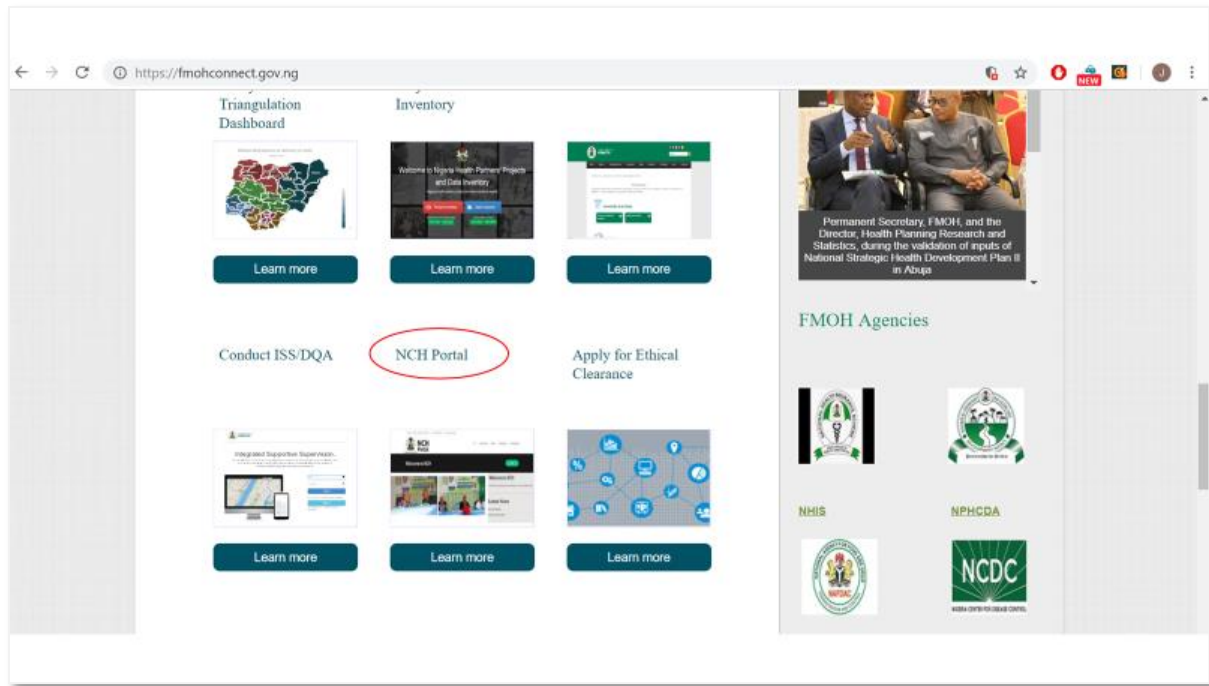
#### Director of DHPRS

**Dr Emmanuel Meribole**  
Director, Health Planning, Research & Statistics

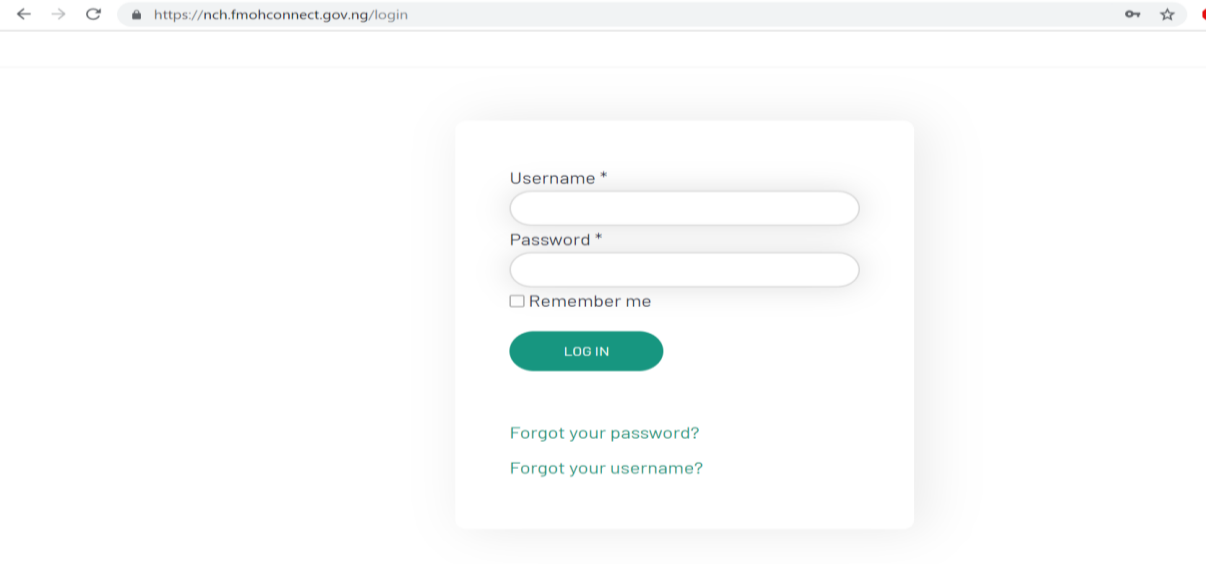
Dr. Emmanuel Meribole is a professional federal civil servant with more than twenty-seven (27) years of experience in public policy development and implementation. He is a public health expert with vast experience in policy and plan formulation and implementation; and monitoring and

4. Scroll to the bottom of the page, under the heading “platforms” and click on “NCH portal” as shown below. This will redirect you to the NCH website.





5. Click on the login menu at the top right corner of the screen, this will display the user login form where you will provide your access information to the website as shown below:



The screenshot shows a web browser window with the URL <https://nch.fmohconnect.gov.ng/login>. The login form is centered on the page and contains the following elements:

- A text input field labeled "Username \*".
- A text input field labeled "Password \*".
- A checkbox labeled "Remember me".
- A green button labeled "LOG IN".
- Two links: "Forgot your password?" and "Forgot your username?".

6. Enter your correct username and password and click on "Log in", and you will be logged in successfully! (If you forget your username or password, click on the "forgot your password" or "forgot your username" link and follow the instructions)

## User functions and navigational guides

The guide is divided into three parts according to major functions for the state/MDA users;

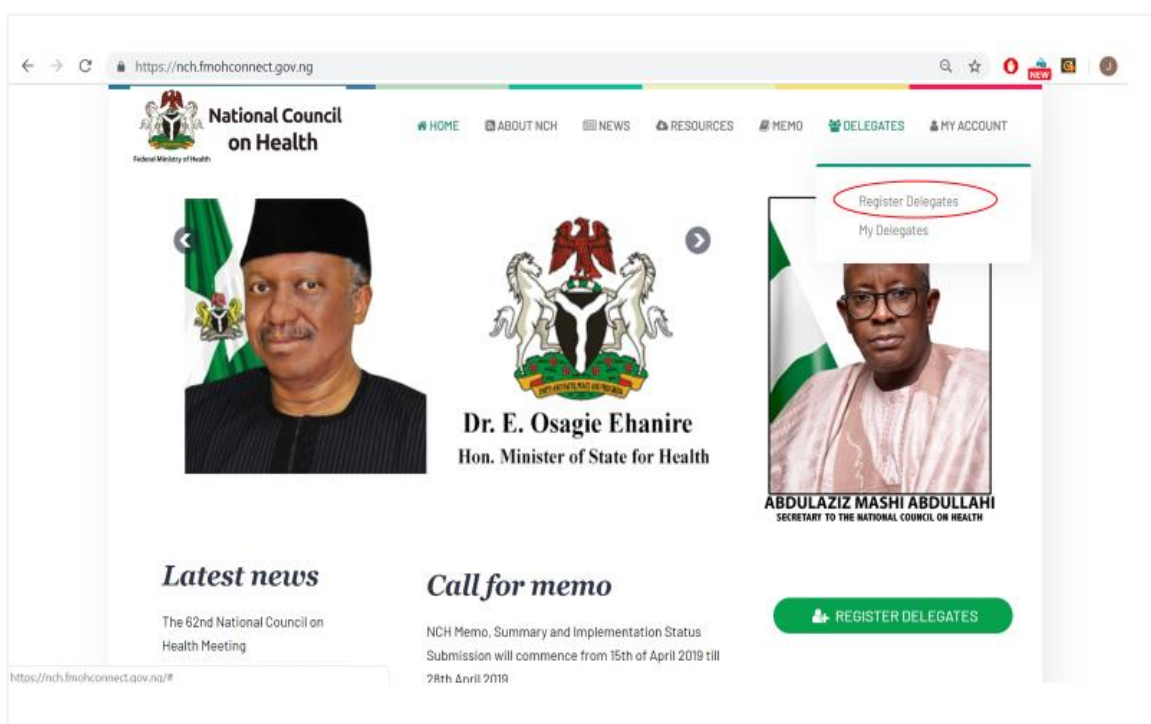
- I. **Registration of delegates to attend NCH meetings:** This function will enable states and MDAs register a maximum of Eight (8) delegates to attend NCH meetings. Users will be able to register delegates, edit delegate information and delete delegates
- II. **Development and submission of memos:** Here states and MDAs can create memos for the council meetings and submit them prior to the National Council on Health meetings. This function is only enabled at timelines stipulated by the NCH secretariat and will be disabled when the memo submission window is closed. Users will be able to create and submit memos, edit submitted memos (within the memo submission timelines), delete and download submitted memos

- III. **Tracking of NCH resolutions:** This function is enabled on a separate portal that allows users view resolutions applicable to them and their workplans and update the status of implementation of activities on the workplans.

## Registration of state delegates

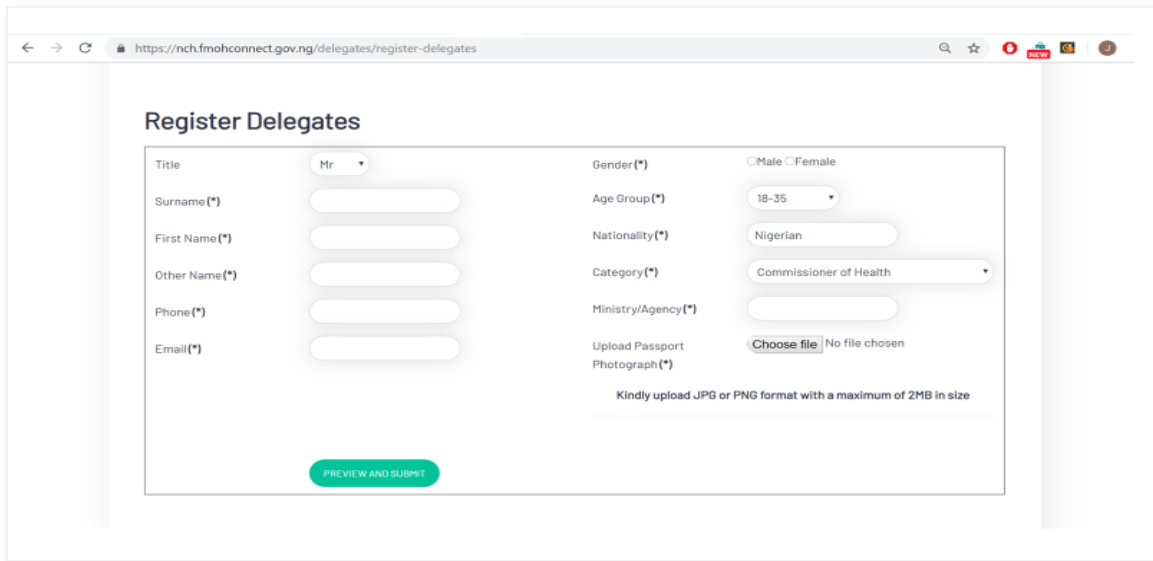
There are 3 steps required to register state delegates to attend NCH meetings

1. To begin, log into your state profile and move your mouse pointer to the “delegates” menu option. A drop-down menu option will appear” as shown below, select “register delegates”. This option will reveal a form for registration of delegates



2. Fill the form as appropriate and click on “preview and submit” at the bottom of the page. A preview of the information you have filled will be displayed on your screen.



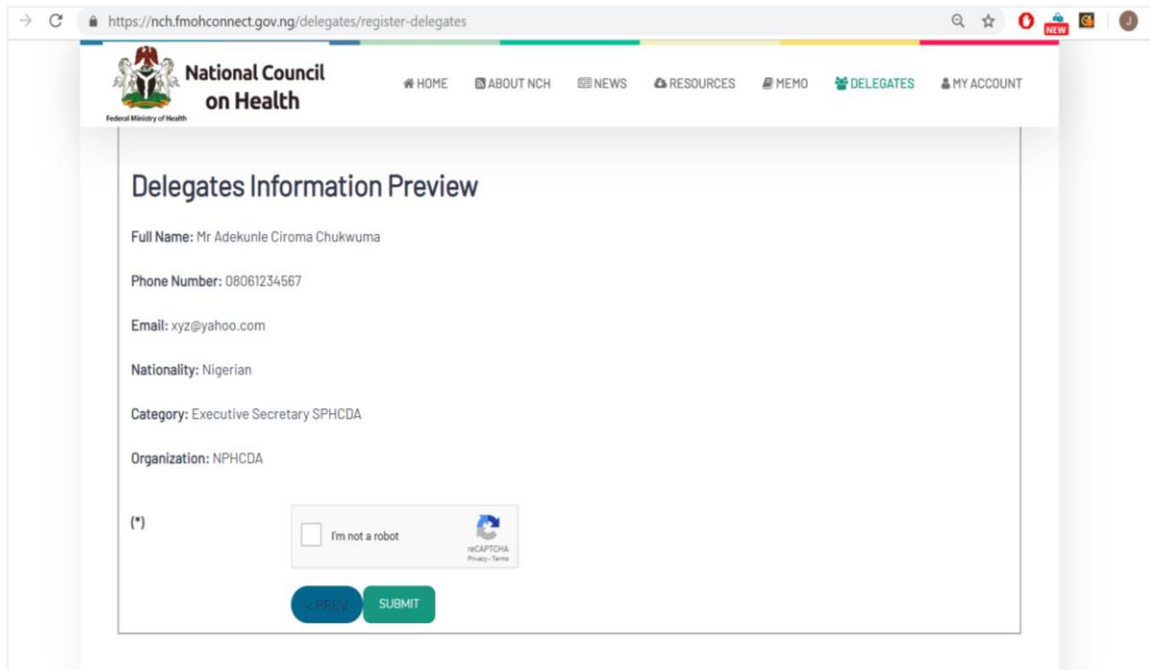


The screenshot shows a web browser window with the URL <https://nch.fmhconnect.gov.ng/delegates/register-delegates>. The page title is "Register Delegates". The form contains the following fields:

- Title: Mr (dropdown)
- Surname (\*): text input
- First Name (\*): text input
- Other Name (\*): text input
- Phone (\*): text input
- Email (\*): text input
- Gender (\*):  Male  Female
- Age Group (\*): 18-35 (dropdown)
- Nationality (\*): Nigerian (dropdown)
- Category (\*): Commissioner of Health (dropdown)
- Ministry/Agency (\*): text input
- Upload Passport Photograph (\*):  No file chosen

Below the form, there is a note: "Kindly upload JPG or PNG format with a maximum of 2MB in size". At the bottom of the form is a green button labeled "PREVIEW AND SUBMIT".

- Review the data provided and if accurate, click on "submit" to register the delegate. Otherwise select "prev" to edit delegate information

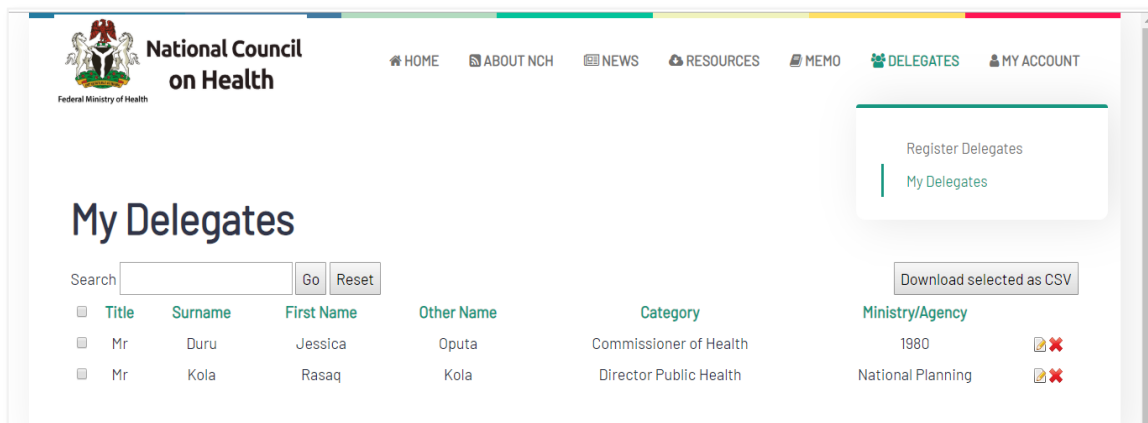


The screenshot shows the "Delegates Information Preview" page on the NCH website. The page header includes the National Council on Health logo and navigation links: HOME, ABOUT NCH, NEWS, RESOURCES, MEMO, DELEGATES, and MY ACCOUNT. The main content area displays the following information:

- Full Name: Mr Adekunle Ciroma Chukwuma
- Phone Number: 08061234567
- Email: xyz@yahoo.com
- Nationality: Nigerian
- Category: Executive Secretary SPHCDA
- Organization: NPHCDA

At the bottom of the preview area, there is a CAPTCHA section with the text "I'm not a robot" and a "SUBMIT" button.

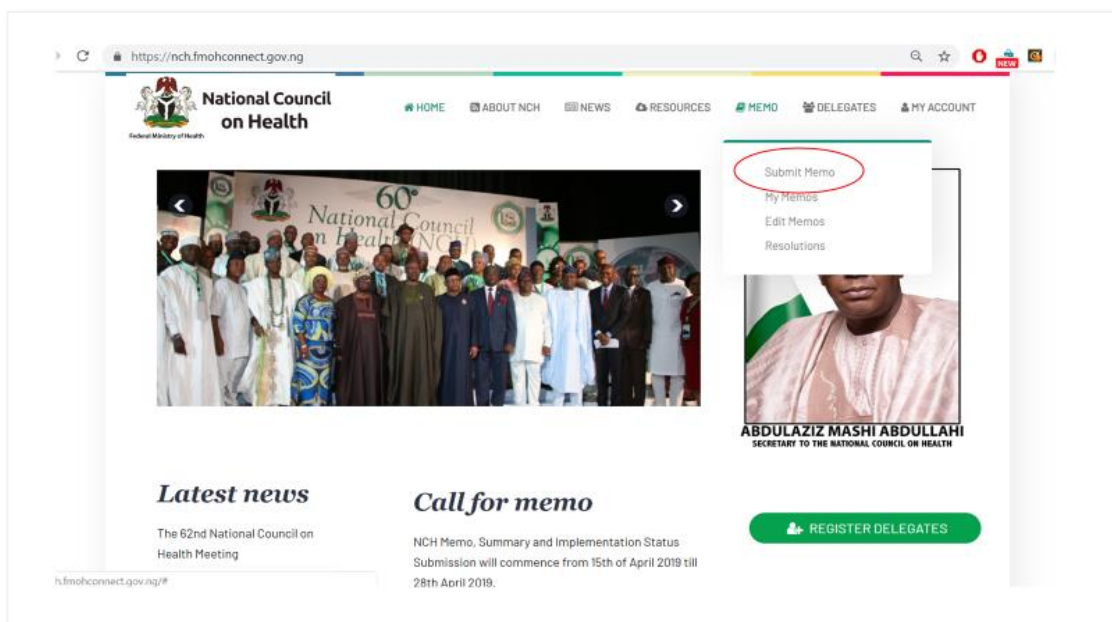
Users can also manage registered delegates; you will be able to edit or delete registered delegates using the “My Delegates” menu as shown below;



## Development and submission of memos

Once logged in, you will be able to develop and submit memos. To do this, follow the underlisted 4 steps.

1. Place the mouse pointer on the “Memo” menu option and select “submit memo” from the drop-down menu.



2. A memo writing template will be displayed on your screen as seen below. Fill this form accordingly and note the character limit on each text box as you cannot exceed these limits. If you have an appendix to submit, you will be provided with an option to upload the appendix. Click on “submit” after all boxes have been filled.

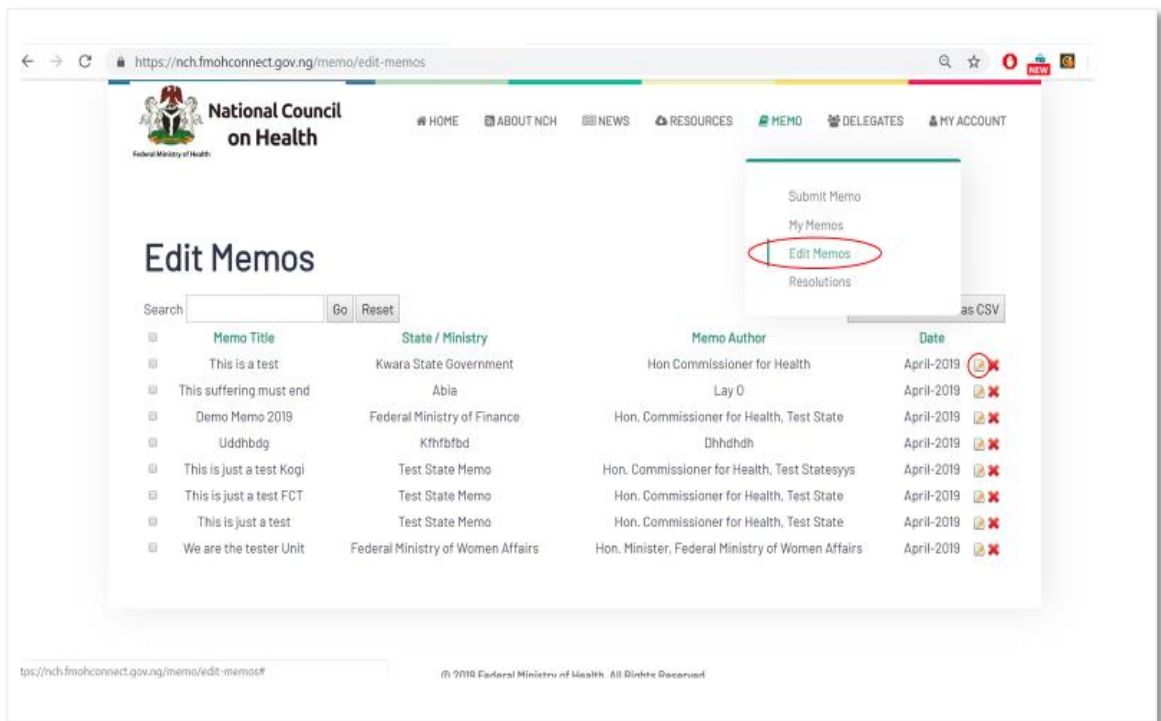
### Memo Submission

This is the property of the National Council on Health

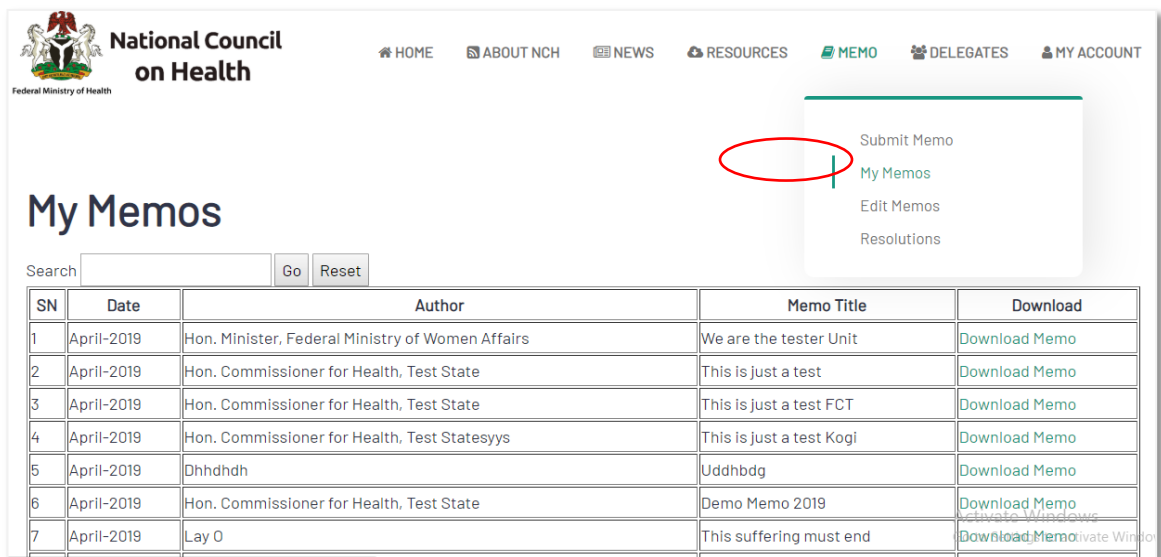
Date	<input type="text" value="April-2019"/>		
State / Ministry(*)	<input type="text" value="Enter your State/Ministry"/>		
Memo Title(*)	<input type="text" value="Enter title of your memo here"/>		
Memo Author(*)	<input type="text" value="Enter the name of the author here"/>		
Purpose of the memo(*)	<div style="border: 1px solid #ccc; padding: 5px; min-height: 60px;">State clearly the reason for the memo either seeking approval of Council or informing the Council of progress made either at federal or state level</div> <p style="font-size: small; margin-top: 5px;">0/200</p>	Points to Note(*)	<div style="border: 1px solid #ccc; padding: 5px; min-height: 60px;">Simple points to note in the memo</div> <p style="font-size: small; margin-top: 5px;">0/300</p>
Introduction(*)	<div style="border: 1px solid #ccc; padding: 5px; min-height: 60px;">A brief and concise information about the contents of the memo</div> <p style="font-size: small; margin-top: 5px;">0/1500</p>	Prayers(*)	<div style="border: 1px solid #ccc; padding: 5px; min-height: 60px;">Important highlights of the memo for noting by Council and, as well, state what the Council is being requested to do ultimately on the memo</div> <p style="font-size: small; margin-top: 5px;">0/300</p>
Issues and Justification(*)	<div style="border: 1px solid #ccc; padding: 5px; min-height: 60px;">State the main issues raised in the memo and the reasons to back them up</div>	Proposed Steps(*)	<div style="border: 1px solid #ccc; padding: 5px; min-height: 60px;">State a maximum of five (5) steps to achieve the memo</div>

Once a memo has been submitted successfully, you will receive a confirmation message that your memo has been submitted and you will also be able to download a PDF copy already in an approved format.

3. After submission, submitted memos can be edited within the approved date for submission. To do this, click on the “edit memo” submenu to view all your memos. A page will open as shown below. Select the edit icon beside the memo to be edited and edit as required.



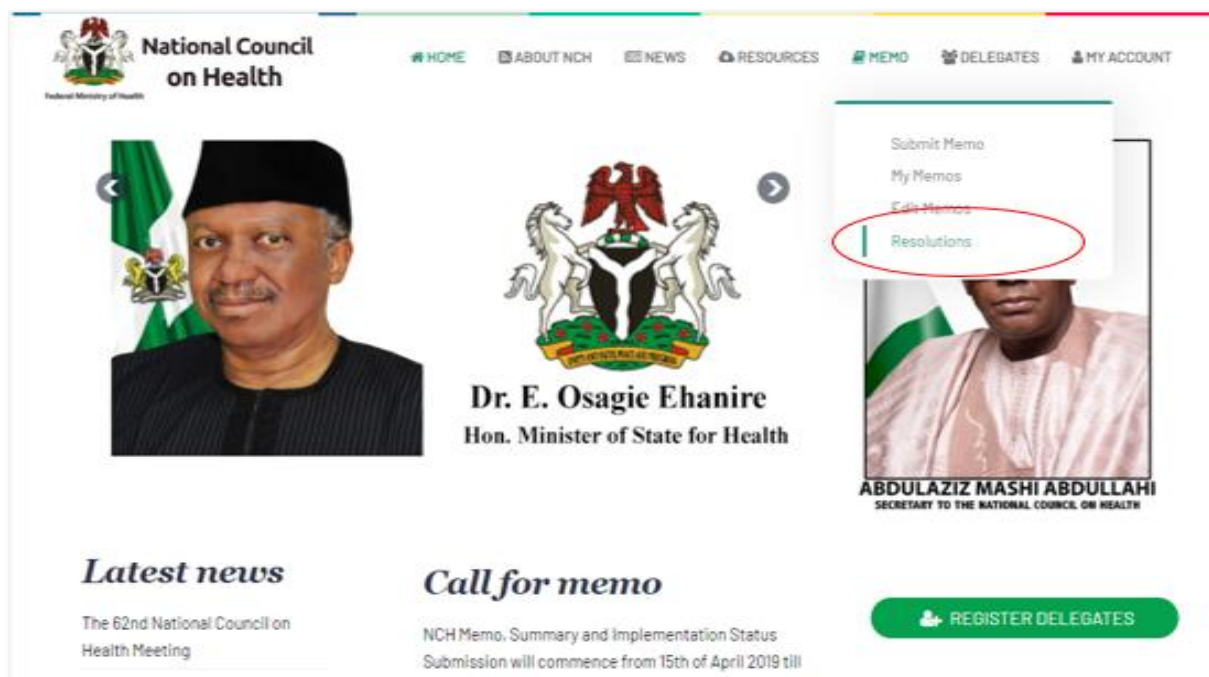
4. Click on the “my memo” sub-menu to view and download all your submitted memos.



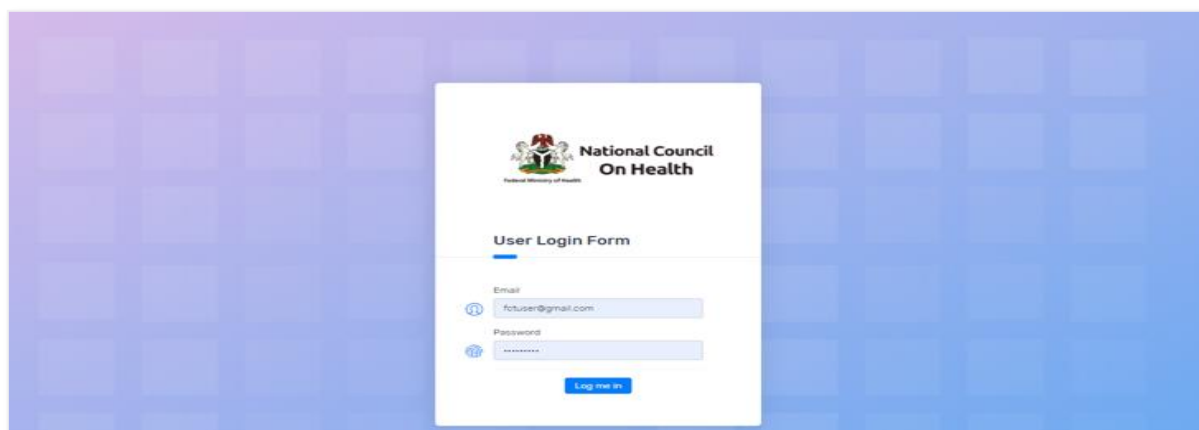
### Tracking of NCH resolutions

There are 6 steps required to access council resolutions for your state

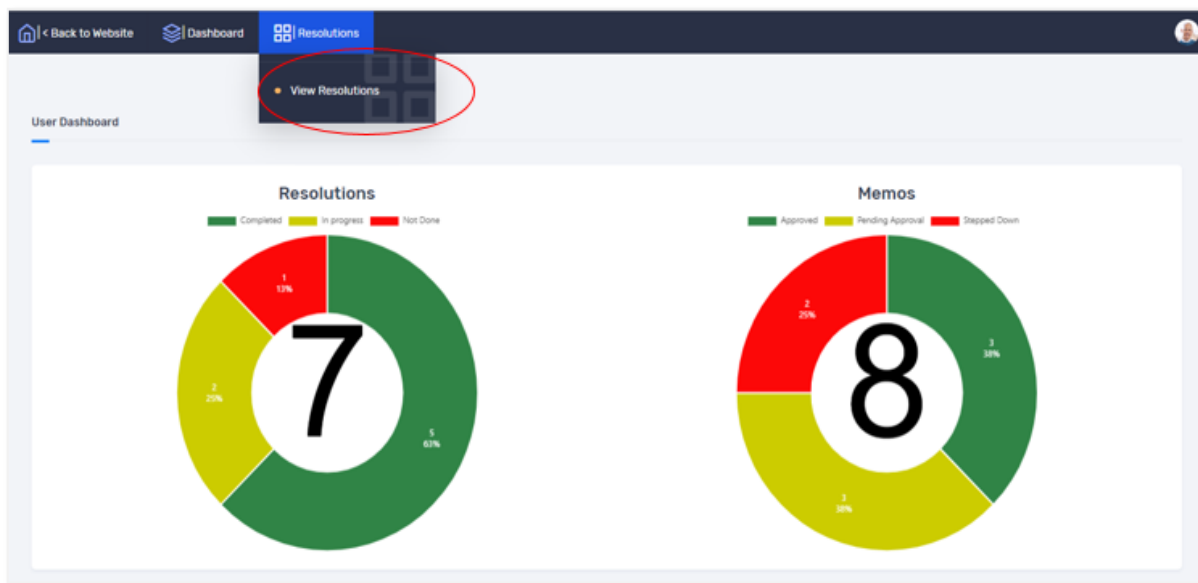
1. Once logged in, on the home page, move the mouse pointer to the “Memo” menu option and select “Resolutions” from the drop-down menu. This will redirect you to the resolutions portal



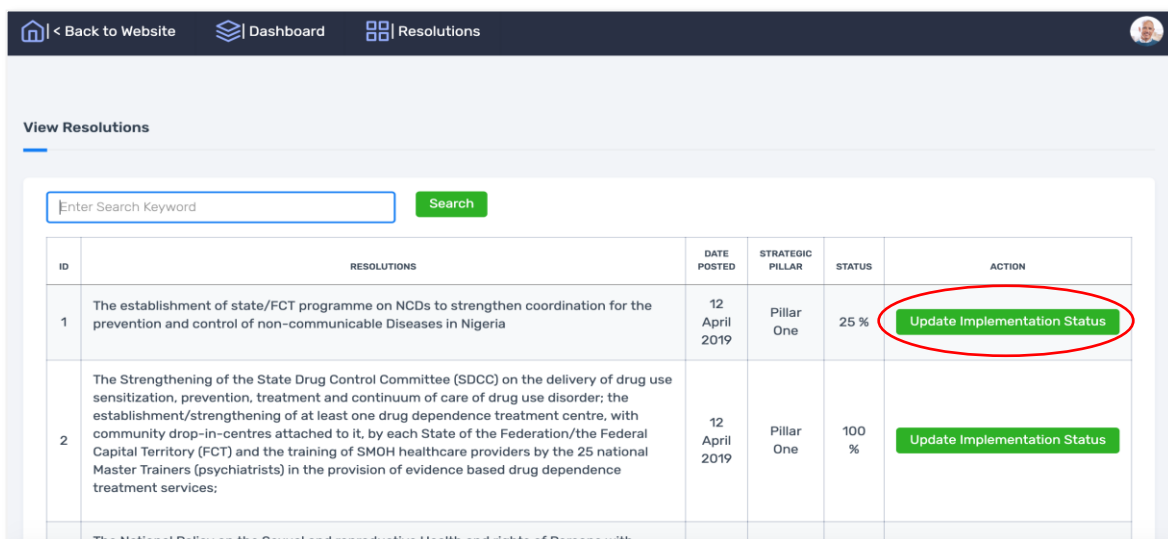
2. On the portal, you will be prompted to enter your login details again, enter your correct username and password and select “log me in”.



- Once logged in successfully, you will have access to your dashboard. The dashboard shows the summary of activities for your State or Ministry. Go to the “Resolution” menu option and select “view resolution” from the submenu



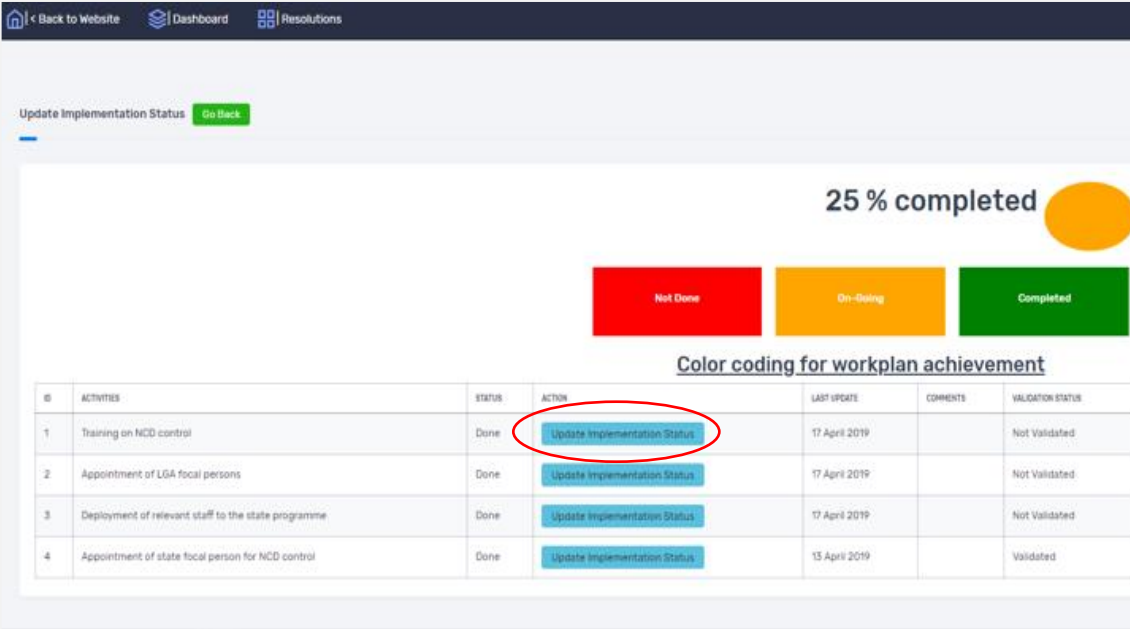
- You will be able to view all resolutions assigned to your state. Select “update implementation status” on a resolution in order to update the current status of the resolution.



The screenshot shows the 'View Resolutions' page with a search bar and a table of resolutions. The table has columns for ID, RESOLUTIONS, DATE POSTED, STRATEGIC PILLAR, STATUS, and ACTION. The 'Update Implementation Status' button for the first resolution is circled in red.

ID	RESOLUTIONS	DATE POSTED	STRATEGIC PILLAR	STATUS	ACTION
1	The establishment of state/FCT programme on NCDs to strengthen coordination for the prevention and control of non-communicable Diseases in Nigeria	12 April 2019	Pillar One	25 %	<a href="#">Update Implementation Status</a>
2	The Strengthening of the State Drug Control Committee (SDCC) on the delivery of drug use sensitization, prevention, treatment and continuum of care of drug use disorder; the establishment/strengthening of at least one drug dependence treatment centre, with community drop-in-centres attached to it, by each State of the Federation/the Federal Capital Territory (FCT) and the training of SMOH healthcare providers by the 25 national Master Trainers (psychiatrists) in the provision of evidence based drug dependence treatment services;	12 April 2019	Pillar One	100 %	<a href="#">Update Implementation Status</a>

- A list of activities for implementing the selected resolution will pop-up on your screen. Click “Update implementation status” to update the status of implementation of each activity.



Update Implementation Status [Go Back](#)

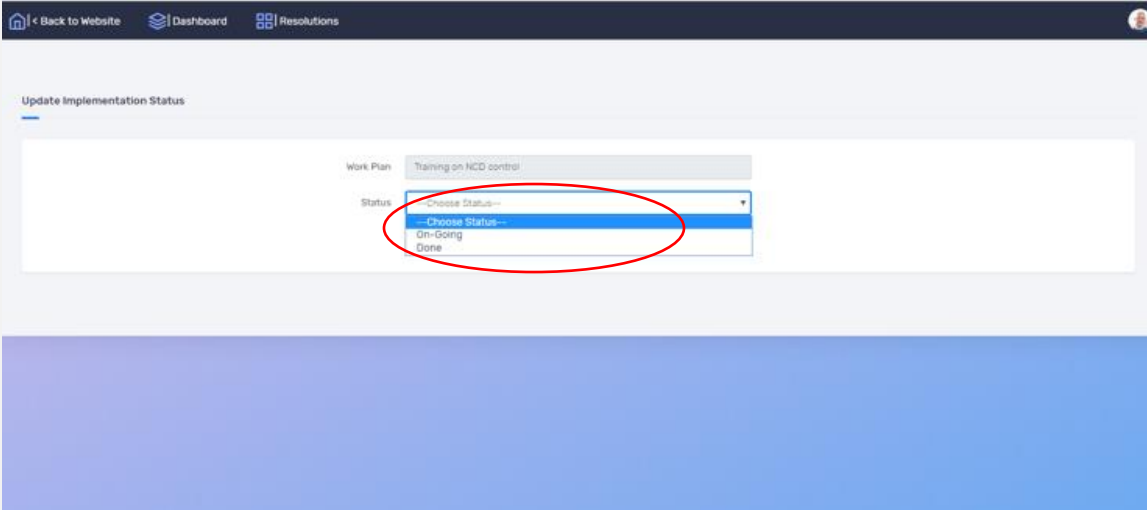
25 % completed

Not Done On-Going Completed

Color coding for workplan achievement

ID	ACTIVITIES	STATUS	ACTION	LAST UPDATE	COMMENTS	VALIDATION STATUS
1	Training on NCD control	Done	Update Implementation Status	17 April 2019		Not Validated
2	Appointment of LGA focal persons	Done	Update Implementation Status	17 April 2019		Not Validated
3	Deployment of relevant staff to the state programme	Done	Update Implementation Status	17 April 2019		Not Validated
4	Appointment of state focal person for NCD control	Done	Update Implementation Status	15 April 2019		Validated

- Select the appropriate implementation status and click on save changes.

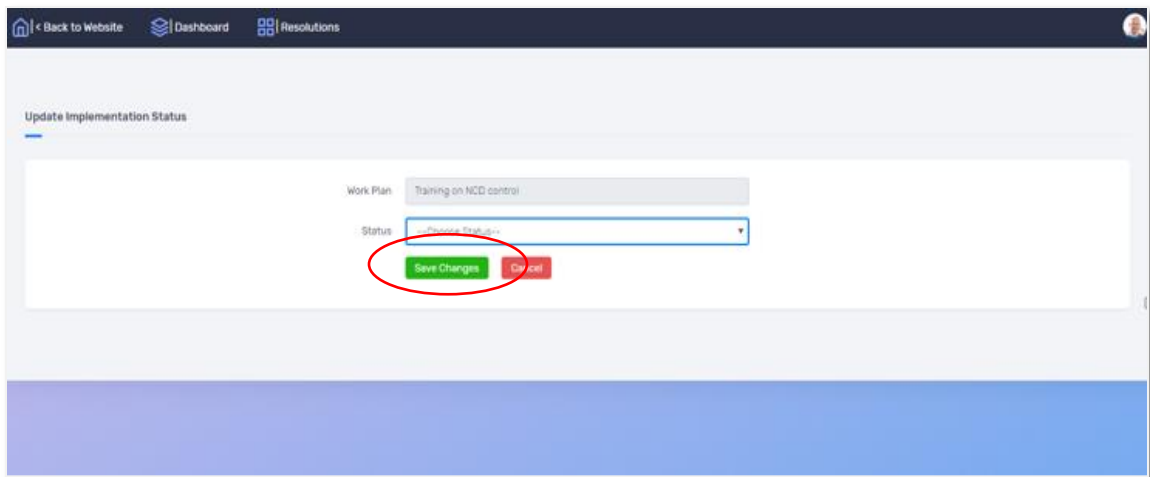


Update Implementation Status

Work Plan: Training on NCD control

Status:

On-Going  
Done



For support and more Information:

Email: [help@nch.fmohconnect.gov.ng](mailto:help@nch.fmohconnect.gov.ng)

Or call: 08060127997 , 08064030476 , 08037290095.