ANM ASHA Reallocation & Deactivation form:-

Click on the **Data Entry** tab of the Main Menu screen,

1. **Select District**
   - Choose either **Rural** or **Urban, Health Block/ Ward** as per the state requirement (Preferably Health Block)

2. Select **Health Facility type**, **Health Facility, Sub Facility/Sub Centre** and **Village**.
3. Select Data Entry type option “Health Provider/ASHA Entry” and click Submit.
ANM ASHA Reallocation & Deactivation Form:-

On submit, the **Health Provider / ASHA Migration** Form will be opened. Click option **ANM ASHA Reallocation & Deactivation** on the form.

In this Form **All** field is mandatory. Enter the Health Provider / ASHA Id to search a particular record of Health Provider.
Choose Process for Health Provider:-

In the “Choose Process” dropdown list, there are four types of Processes:-

1. Reallocate
2. Deactivate
3. Link
4. Delink
1. Process: Reallocate

In the Reallocate process, choose option “Transfer” and click on button “Search by ID”. Reallocate Process means Health Provider is transferred from one hierarchy (location) to another hierarchy.
Steps of Reallocate Process:-

a. Click Edit button and change status “Active” to “InActive” and then press “Transfer Health Provider” button.

*Note:* If Status is “Active” and user clicks on Transfer Health Provider Button then New Hierarchy will not open. i.e. Reallocation cannot be done if status is “Active”.
b. After Status Change Active to Inactive then **Status Change Successfully** message shows.
c. On clicking **Transfer Health Provider** button, New Hierarchy grid is displayed.
d. Fill New Hierarchy where ANM/ASHA is transferred, Click Save button and save the Record after **Record Save Successfully** then New location has been added successfully on particular Health Provider ID.
2. **Process :- Deactivate**

In this Deactivate process, choose option “Deactivate” from the dropdown list of Choose Process. Deactivate Process means Health Provider will be deactivated from current hierarchy permanently.

Then choose Option(reason) for Deactivation.
Steps of Deactivate Process:

a. Click **Deactivate** button. Confirmation message will be displayed. On clicking OK button, record will be Deactivated successfully.
Once the Id is deactivated, it will display the deactivation date in the column “Inactive Date”.
Note: If Status is already InActive of a particular Id and user clicks DeActive button then following message is shown:
3. **Process :- Link**

In this Link process choose option “Map to Different Location” from the dropdown list. **Link Process** means Health Provider is Active in one location and also linked with other location.
Steps of Link Process:-

a. Click on **Link Health Provider** button if the Status is “Active”. Then New Hierarchy grid is shown.
Fill Hierarchy and click save button then Link record will be saved successfully and After **LinkRecord Successfully** then New location has been added successfully on particular Health Provider ID.
Note: If Status is Inactive then Health Provider cannot be linked with new Hierarchy on clicking **Link Health Provider** button.
4. **Process: Delink**

In this Delink process, choose option “Release Linked ANM” from the dropdown list. Delink Process means any Health Provider linked in one or more location can be released from that location. Click “Search By Id”. Grid will be displayed with all locations of ANM/ASHA to which she is mapped.
Steps of Delink Process:-

a. If Status is “Active” then click Delink button on the hierarchy which has to be released.
Click on Delink button to “Delink” record successfully and Status Change Active to InActive Successfully:
Note: If Status is Inactive then health provider cannot be delinked from that hierarchy.

10.21.51.12 says:
You Cannot Delink because Health Provider is not linked at any location
[ ] Prevent this page from creating additional dialogs.
User Manual file of ANM ASHA Reallocation & Deactivation:
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