

## Job Aid: KPIF Mobile ( Last Updated: Sep 2020)

**Tasks:** KPIF Mobile navigation and data entry

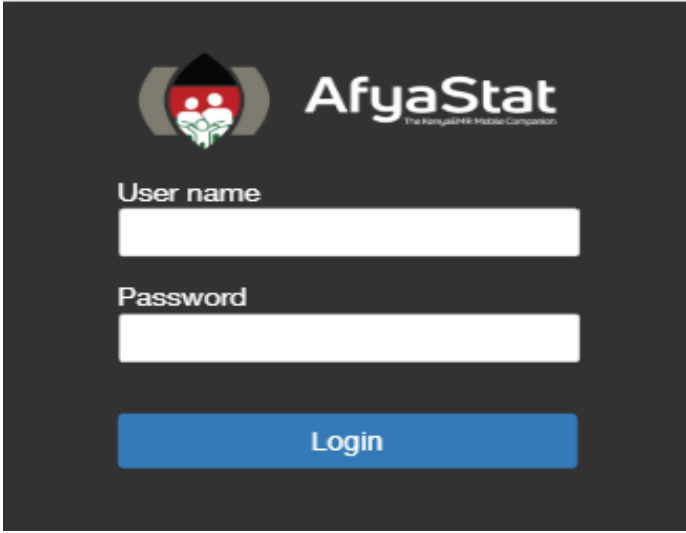
**Objective:** To provide KPIF services and document information using KPIF mobile application

**Who:** Healthcare providers, HRIO's and Data Clerks

**Required Materials:** Functional KPIF Mobile application, KenyaEMR Version 17.2.0 or above , Network

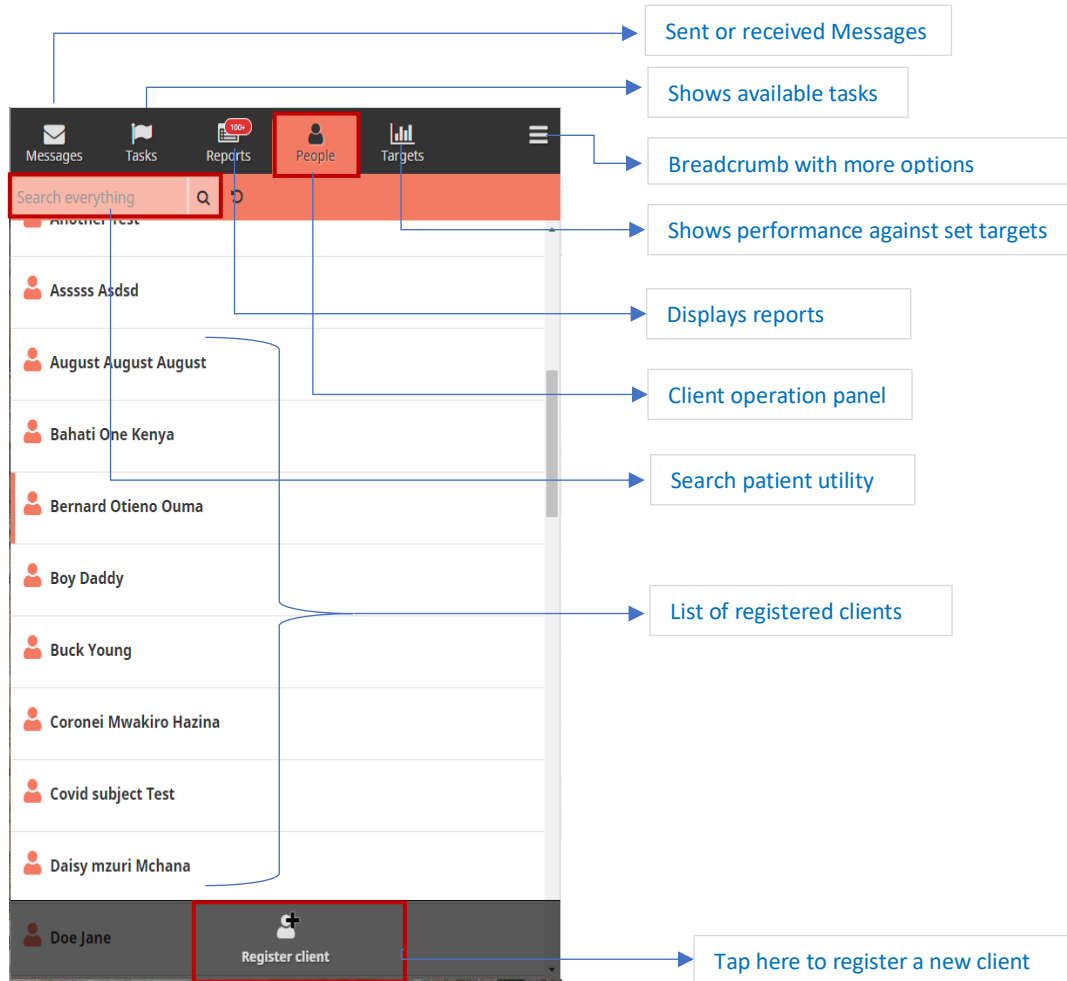
**EMR target version:** KenyaEMR 17.2.0 or higher

**Introduction:** This document provides detailed guide on the use of KPIF Mobile application on a mobile device. The guide has been accompanied by relevant screenshot images for illustration purposes. The step-by-step guide is clustered into groups of related workflows for ease of reference.

STEP	ACTION	INSTRUCTIONS
1.	<p style="text-align: center;"><b><u>How to log into KPIF Mobile</u></b></p> 	<p><b>Login</b>                      Start the application on your mobile devices.                      Enter Username                      Enter Password                      Click “Login”</p> <p><b>Assumptions:</b></p> <ol style="list-style-type: none"> <li>i. <i>that the application has been properly installed and configured on your mobile device.</i></li> <li>ii. <i>The username and password are already assigned to this user.</i></li> </ol>

2.

### Patient Search and Registration



#### Searching for a client

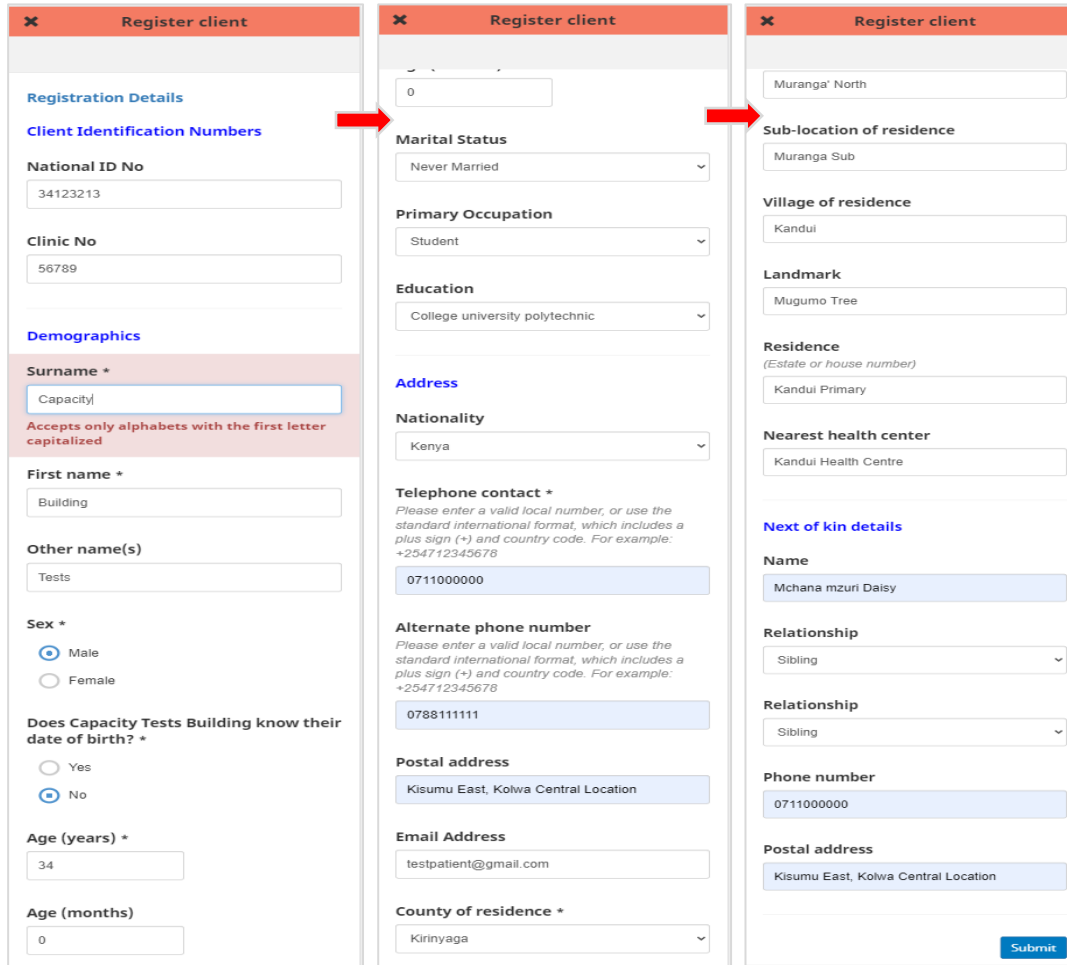
A client whose details already exist in the system can be searched using client's Name.

#### Registering new client.

- Navigate to People Tab
- Search the patient (to eliminate chance of duplication)
- If not found, scroll to the bottom of the page and tap "Register Patient" Icon or the (+) sign. This will open a client registration page

3.

### Client Registration form



**Register client**

**Registration Details**

**Client Identification Numbers**

National ID No  
34123213

Clinic No  
56789

**Demographics**

**Surname \***  
Capacity|  
Accepts only alphabets with the first letter capitalized

**First name \***  
Building

**Other name(s)**  
Tests

**Sex \***  
 Male  
 Female

**Does Capacity Tests Building know their date of birth? \***  
 Yes  
 No

**Age (years) \***  
34

**Age (months)**  
0

**Register client**

0

**Marital Status**  
Never Married

**Primary Occupation**  
Student

**Education**  
College university polytechnic

**Address**

**Nationality**  
Kenya

**Telephone contact \***  
Please enter a valid local number, or use the standard international format, which includes a plus sign (+) and country code. For example: +254712345678  
0711000000

**Alternate phone number**  
Please enter a valid local number, or use the standard international format, which includes a plus sign (+) and country code. For example: +254712345678  
0788111111

**Postal address**  
Kisumu East, Kolwa Central Location

**Email Address**  
testpatient@gmail.com

**County of residence \***  
Kirinyaga

**Register client**

Muranga' North

**Sub-location of residence**  
Muranga Sub

**Village of residence**  
Kandui

**Landmark**  
Mugumo Tree

**Residence**  
(Estate or house number)  
Kandui Primary

**Nearest health center**  
Kandui Health Centre

**Next of kin details**

**Name**  
Mchana mzuri Daisy

**Relationship**  
Sibling

**Relationship**  
Sibling

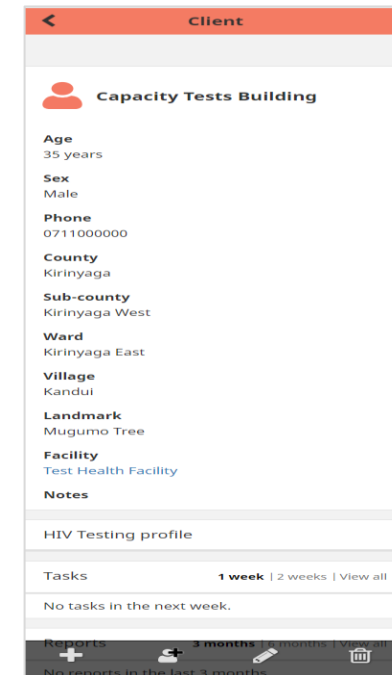
**Phone number**  
0711000000

**Postal address**  
Kisumu East, Kolwa Central Location

**Submit**

### Registration process:

- Enter the correct National ID
- Correct clinic number
- Capture all the demographics
- Specify accurate address information and the Next of Kin.
- Tab "Submit" after verifying that all the required details are accurately captured in the summary page as shown below.



**Client**

**Capacity Tests Building**

**Age**  
35 years

**Sex**  
Male

**Phone**  
0711000000

**County**  
Kirinyaga

**Sub-county**  
Kirinyaga West

**Ward**  
Kirinyaga East

**Village**  
Kandui

**Landmark**  
Mugumo Tree

**Facility**  
Test Health Facility

**Notes**

HIV Testing profile

**Tasks** **1 week** | 2 weeks | View all

No tasks in the next week.

**Reports** **3 months** | 6 months | View all

No reports in the last 3 months.

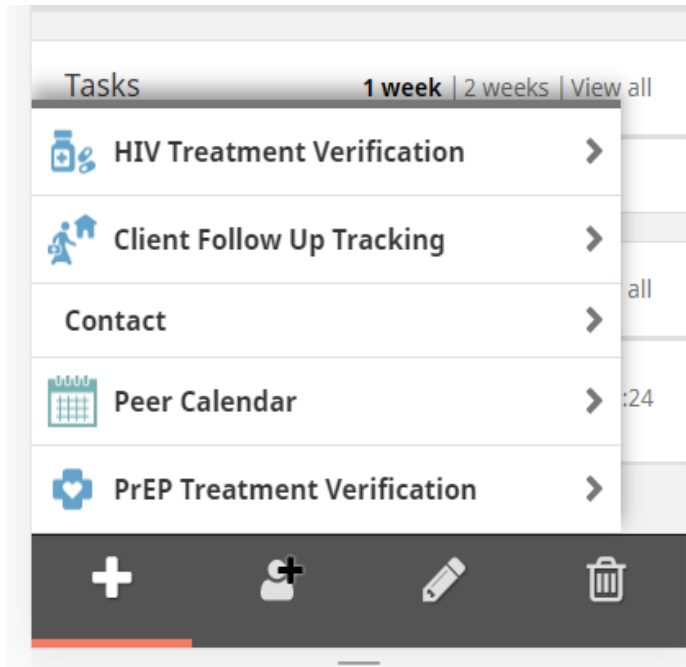
COMPLETION OF ENCOUNTER FORMS

4.

**Completing encounter forms**

All the necessary KPIF encounter forms have been inbuilt into the mobile application. The forms are made available on role basis i.e. there are encounter forms that may not be available to a peer educator while the same may be available for a peer navigator.

The forms are listed in the application as below:

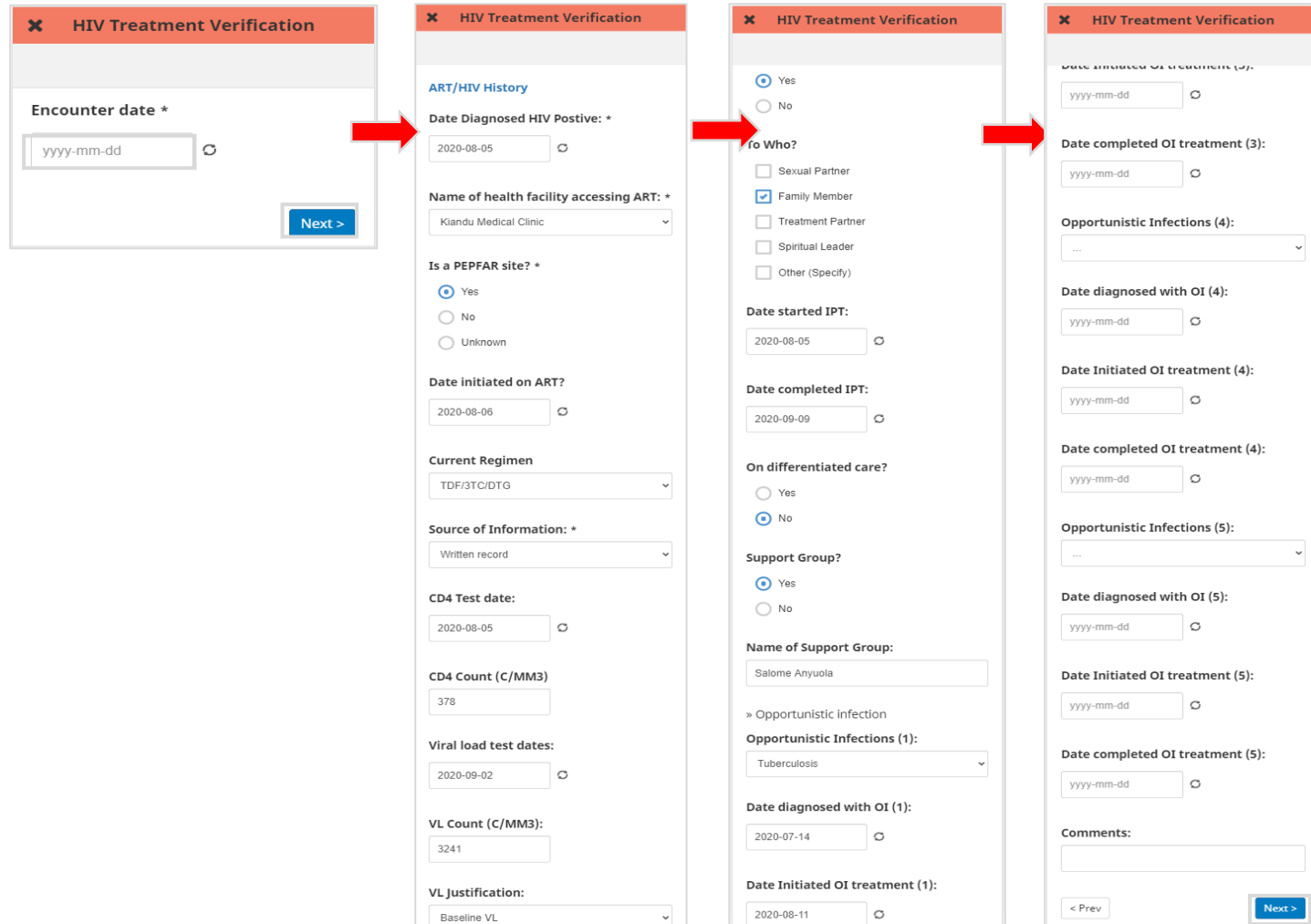


Additional functionalities are available for editing or deleting forms that are already filled for a particular client.

5.

**Completing HIV Treatment Verification form.**

- Specify encounter date and tap “Next”
- On the next page, specify ARV history details as illustrated below and tap “Next”.
- Verify captured information on the summary before you submit.



The image displays four sequential screenshots of the HIV Treatment Verification form, connected by red arrows indicating the flow of the process.

**Screenshot 1: Encounter date \***  
 A date input field with a placeholder 'yyyy-mm-dd' and a 'Next >' button.

**Screenshot 2: ART/HIV History**  
 Fields include:  
 - Date Diagnosed HIV Positive: \* (2020-08-05)  
 - Name of health facility accessing ART: \* (Kiambu Medical Clinic)  
 - Is a PEPFAR site? \* (Yes selected)  
 - Date initiated on ART? (2020-08-06)  
 - Current Regimen (TDF/3TC/DTG)  
 - Source of Information: \* (Written record)  
 - CD4 Test date: (2020-08-05)  
 - CD4 Count (C/MM3) (378)  
 - Viral load test dates: (2020-09-02)  
 - VL Count (C/MM3): (3241)  
 - VL Justification: (Baseline VL)

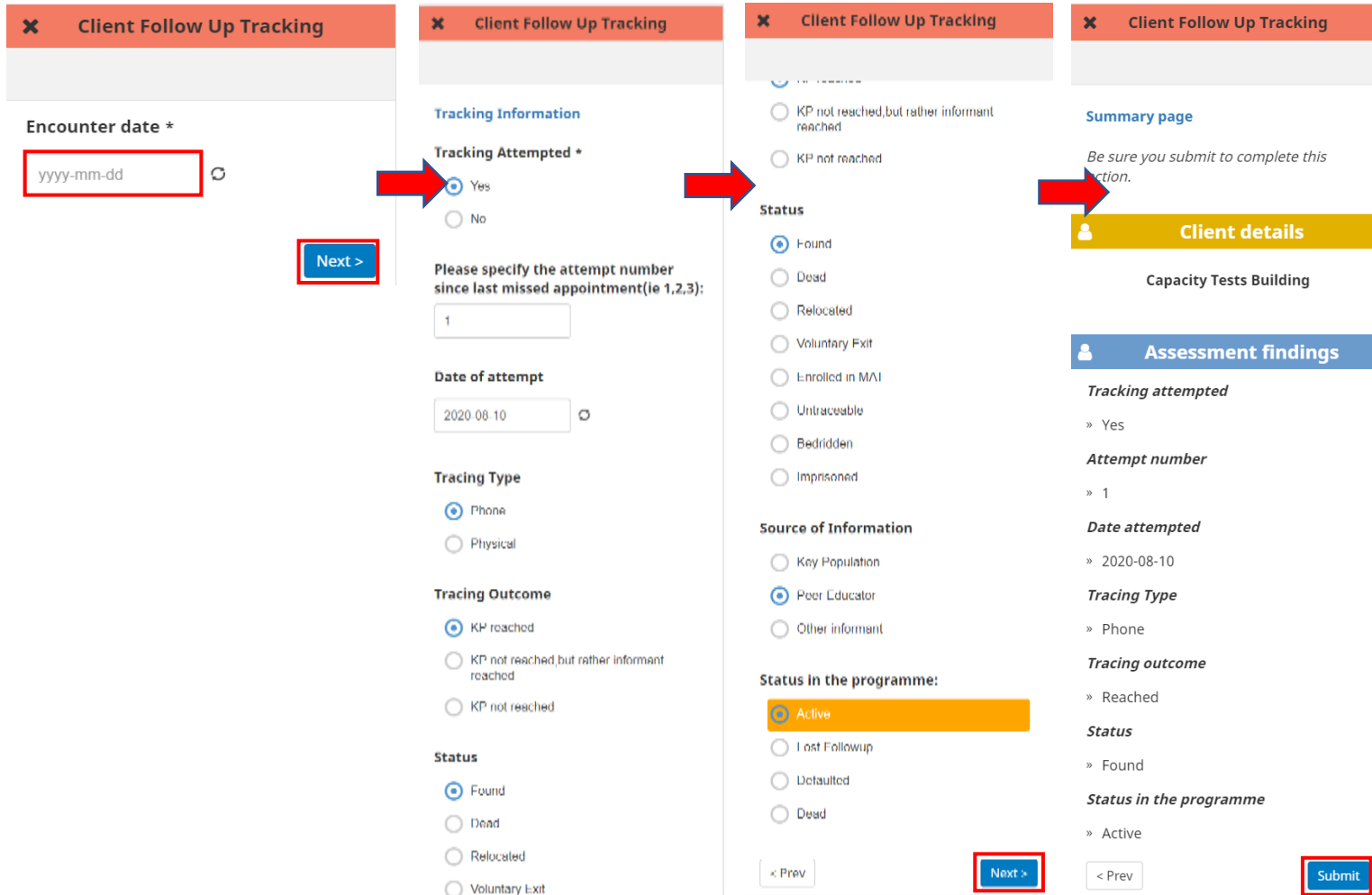
**Screenshot 3: Who?**  
 Fields include:  
 - Yes/No radio buttons (Yes selected)  
 - Who? (Family Member selected)  
 - Date started IPT: (2020-08-05)  
 - Date completed IPT: (2020-09-09)  
 - On differentiated care? (No selected)  
 - Support Group? (Yes selected)  
 - Name of Support Group: (Salome Anyuola)  
 - Opportunistic Infection (Tuberculosis)  
 - Date diagnosed with OI (1): (2020-07-14)  
 - Date Initiated OI treatment (1): (2020-08-11)

**Screenshot 4: Summary**  
 Fields include:  
 - Date initiated OI treatment (3): (yyyy-mm-dd)  
 - Date completed OI treatment (3): (yyyy-mm-dd)  
 - Opportunistic Infections (4): (...)  
 - Date diagnosed with OI (4): (yyyy-mm-dd)  
 - Date Initiated OI treatment (4): (yyyy-mm-dd)  
 - Date completed OI treatment (4): (yyyy-mm-dd)  
 - Opportunistic Infections (5): (...)  
 - Date diagnosed with OI (5): (yyyy-mm-dd)  
 - Date Initiated OI treatment (5): (yyyy-mm-dd)  
 - Date completed OI treatment (5): (yyyy-mm-dd)  
 - Comments: (text area)  
 - < Prev and Next > buttons

6.

**Completing Client Follow Up Tracking encounter form (Where tracking was Attempted).**

- Select the encounter date from the date picker and tap “Next”
- Fill in all the tracking information as illustrated below and tap “Next”
- Verify entered details on the summary page before tapping “submit” to save the form.



The image displays four sequential screenshots of the 'Client Follow Up Tracking' mobile application form, illustrating the user flow from date selection to the final summary page. Red boxes highlight the 'Next >' and 'Submit' buttons, and red arrows indicate the progression between screens.

**Screenshot 1: Date Selection**  
 - Title: Client Follow Up Tracking  
 - Field: Encounter date \* (Date picker showing yyyy-mm-dd)  
 - Button: Next >

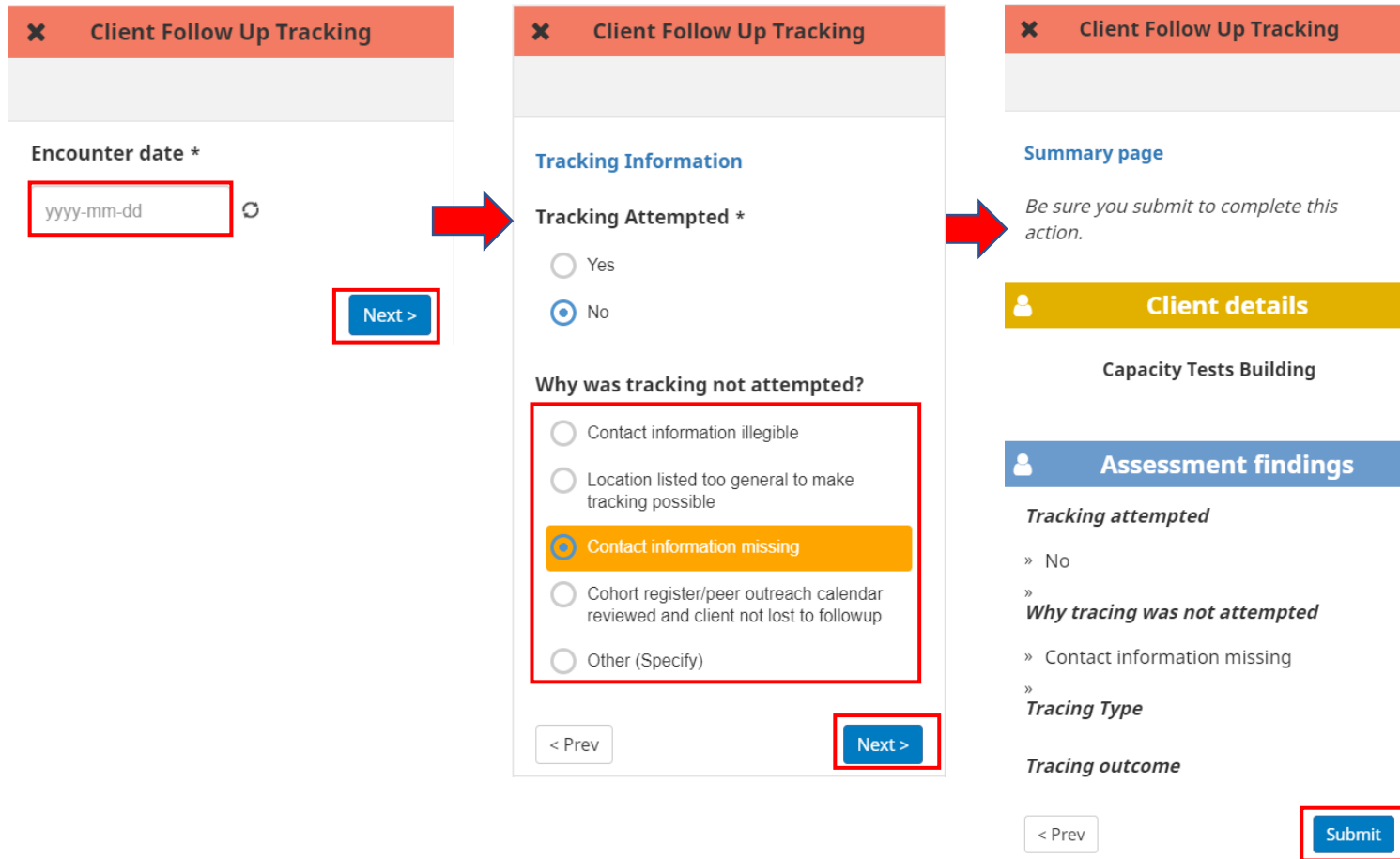
**Screenshot 2: Tracking Information**  
 - Title: Client Follow Up Tracking  
 - Section: Tracking Information  
 - Field: Tracking Attempted \* (Radio buttons: Yes, No)  
 - Field: Please specify the attempt number since last missed appointment (ie 1,2,3): (Input field with value 1)  
 - Field: Date of attempt (Date picker showing 2020-08-10)  
 - Section: Tracing Type (Radio buttons: Phone, Physical)  
 - Section: Tracing Outcome (Radio buttons: KP reached, KP not reached, but rather informant reached, KP not reached)  
 - Section: Status (Radio buttons: Found, Dead, Relocated, Voluntary Exit)  
 - Button: Next >

**Screenshot 3: Status and Source of Information**  
 - Title: Client Follow Up Tracking  
 - Section: Status (Radio buttons: Found, Dead, Relocated, Voluntary Exit, Enrolled in MAI, Untraceable, Bedridden, Imprisoned)  
 - Section: Source of Information (Radio buttons: Key Population, Peer Educator, Other informant)  
 - Section: Status in the programme: (Radio buttons: Active, Lost Followup, Defaulted, Dead)  
 - Buttons: < Prev, Next >

**Screenshot 4: Summary page**  
 - Title: Client Follow Up Tracking  
 - Section: Summary page  
 - Text: Be sure you submit to complete this action.  
 - Section: Client details (Yellow bar)  
 - Text: Capacity Tests Building  
 - Section: Assessment findings (Blue bar)  
 - Section: Tracking attempted (Radio button: Yes)  
 - Section: Attempt number (Text: » 1)  
 - Section: Date attempted (Text: » 2020-08-10)  
 - Section: Tracing Type (Text: » Phone)  
 - Section: Tracing outcome (Text: » Reached)  
 - Section: Status (Text: » Found)  
 - Section: Status in the programme (Text: » Active)  
 - Buttons: < Prev, Submit

7. **Completing Client Follow Up Tracking encounter form (Where tracking was NOT attempted).**

- Select the encounter date from the date picker and tap “Next”
- Specify why tracking was not attempted and tap “Next”
- Verify entered details on the summary page before tapping “submit” to save the form.



The image displays three sequential screenshots of the 'Client Follow Up Tracking' mobile application form, illustrating the steps for completing the form when tracking was not attempted.

**Screenshot 1: Date Selection**  
The form shows the 'Encounter date \*' field with a date picker set to 'yyyy-mm-dd'. A red box highlights the date field, and a red arrow points to the 'Next >' button, which is also highlighted with a red box.

**Screenshot 2: Tracking Information**  
The form shows the 'Tracking Information' section. The 'Tracking Attempted \*' question has the 'No' option selected. Below this, the 'Why was tracking not attempted?' section has the 'Contact information missing' option selected. A red box highlights this selection. A red arrow points from the 'Next >' button in this screenshot to the 'Submit' button in the final screenshot.

**Screenshot 3: Summary page**  
The form shows the 'Summary page' with the instruction 'Be sure you submit to complete this action.' Below this are sections for 'Client details' (Capacity Tests Building) and 'Assessment findings' (Tracking attempted: No; Why tracing was not attempted: Contact information missing; Tracing Type; Tracing outcome). A red box highlights the 'Submit' button at the bottom right.

8.

**Completing Client Contact information form**

- Complete the client contact details as illustrated below
- Select the correct population type from the drop-down menu
- Fill all other sections are necessary. Review the entered information and Submit.

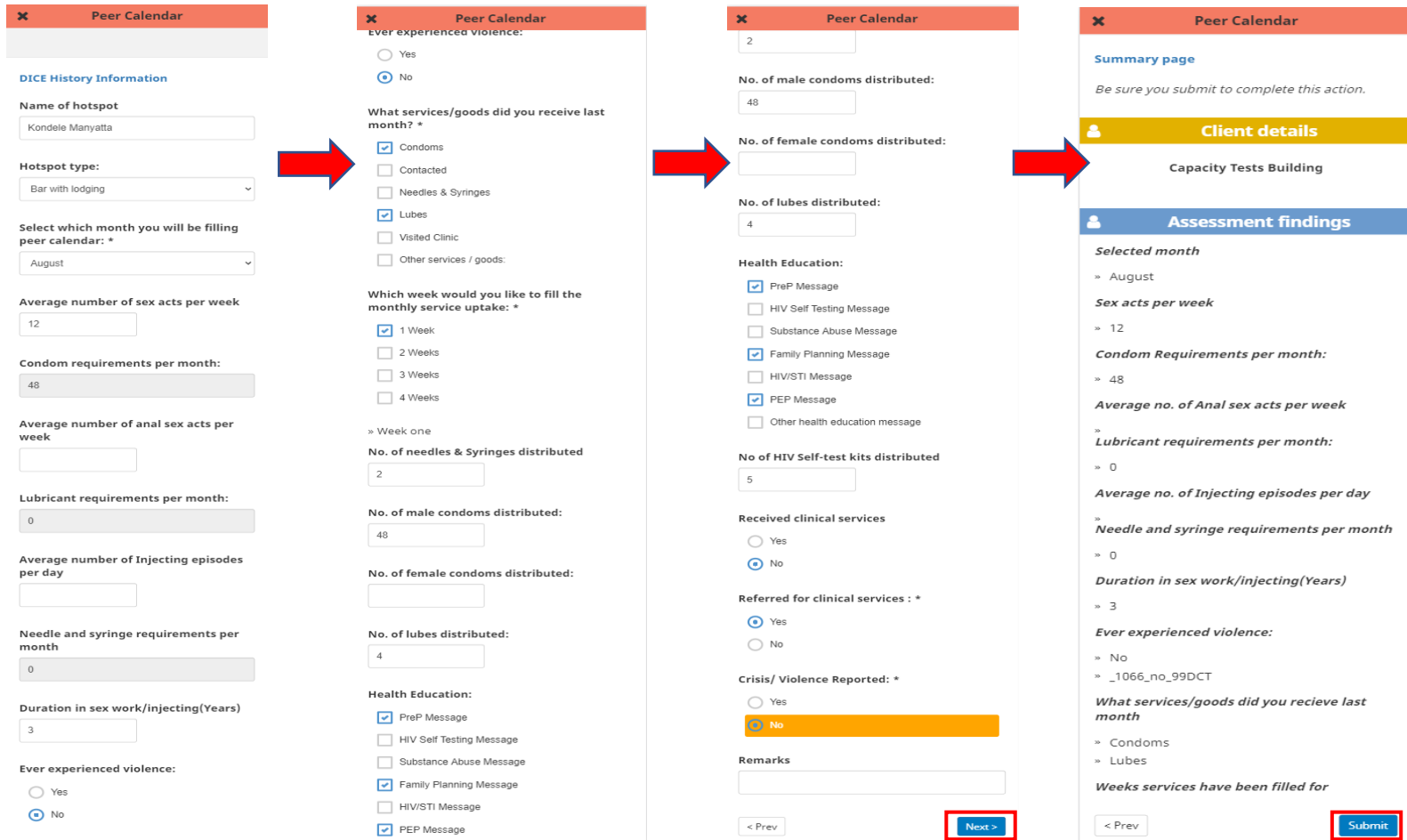
✕ Contact	✕ Contact	✕ Contact
<p><b>General Information</b></p> <p><b>Key Population Type: *</b></p> <p>MSW</p> <p><b>Alias</b></p> <p>Johnson</p> <p><b>Alternative contact person:</b></p> <p>Jackson Kin</p> <p><b>Alternative contact person phone number:</b></p> <p>0781222111</p>	<p><b>Have you been contacted by a peer educator?</b></p> <p><input type="radio"/> Yes</p> <p><input checked="" type="radio"/> No</p> <p><b>Hotspot mostly frequented:</b></p> <p>Kondele Majengo</p> <p><b>Type of spot mostly frequented?</b></p> <p>Bar with lodging</p> <p><b>What year did you start sex work?</b></p> <p>2017</p>	<p><b>Which year did you start using using drugs(injecting or smoking)?</b></p> <p></p> <p><b>On average, how many sex acts do you have per week?</b></p> <p>6</p> <p><b>On average, how many anal sex acts do you have per week?</b></p> <p></p> <p>&lt; Prev</p> <p><b>Submit</b></p>



9.

### Using a Peer Calendar

- Specify the DiCE History information e.g. Hotspot, Hotspot type etc
- Complete the rest of the variables as expected and tap "Next."
- Verify entered information and tap "Submit" When done



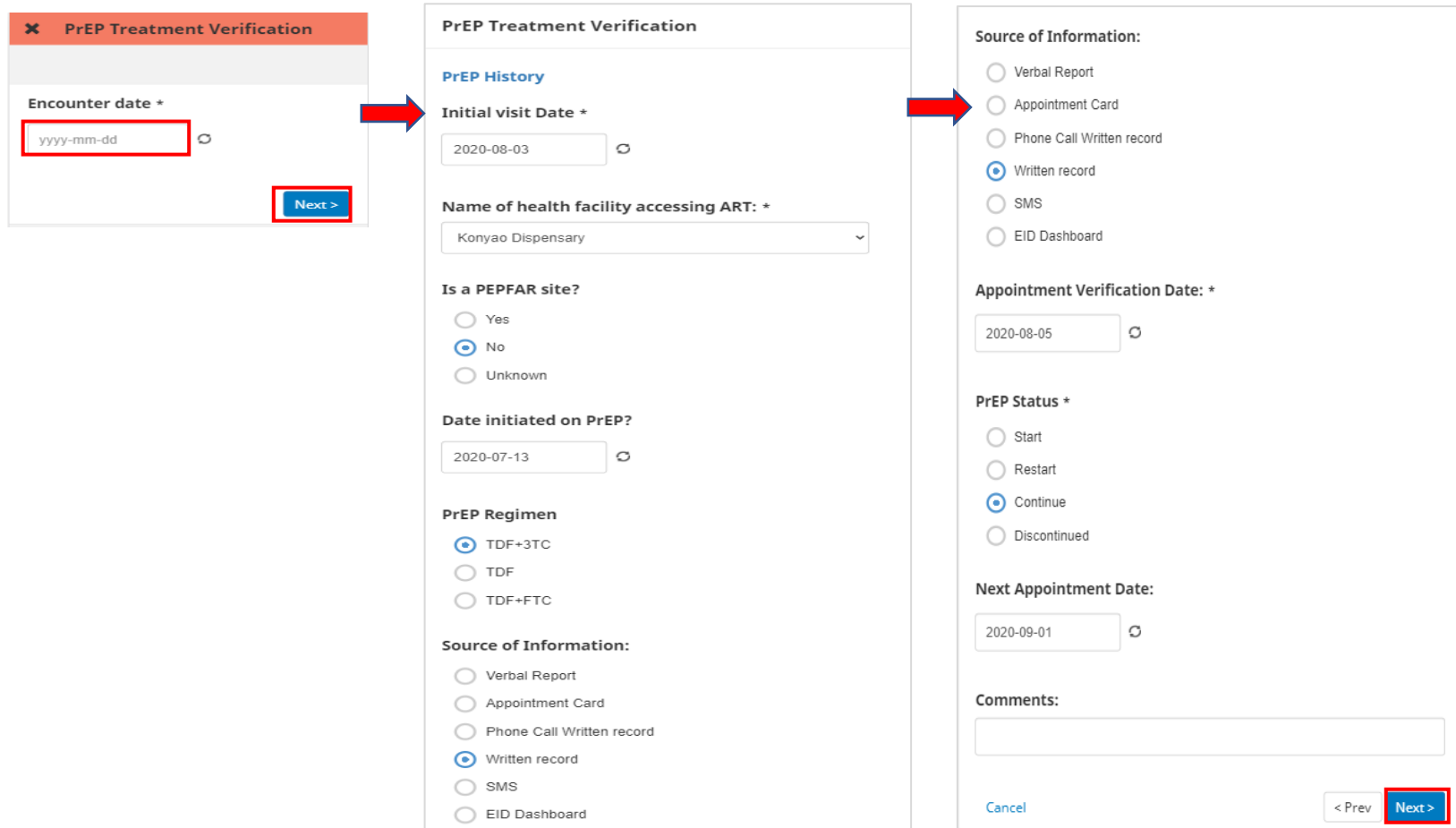
The screenshots illustrate the following steps in the Peer Calendar form:

- Initial Form:** Fields for Name of hotspot (Kondele Manyatta), Hotspot type (Bar with lodging), Select which month you will be filling peer calendar: (August), Average number of sex acts per week (12), Condom requirements per month (48), Average number of anal sex acts per week, Lubricant requirements per month (0), Average number of Injecting episodes per day, Needle and syringe requirements per month (0), Duration in sex work/injecting(Years) (3), and Ever experienced violence: (No).
- Service Selection:** Fields for Ever experienced violence: (No), What services/goods did you receive last month? (Condoms, Lubes), Which week would you like to fill the monthly service uptake: (1 Week), No. of needles & Syringes distributed (2), No. of male condoms distributed (48), No. of female condoms distributed, No. of lubes distributed (4), Health Education: (PreP Message, Family Planning Message, PEP Message), No of HIV Self-test kits distributed (5), Received clinical services (No), Referred for clinical services: (Yes), and Crisis/ Violence Reported: (No).
- Navigation:** The 'Next >' button is highlighted in red, indicating the transition to the next screen.
- Summary Page:** Shows the 'Client details' (Capacity Tests Building) and 'Assessment findings' for the selected month (August), including Sex acts per week (12), Condom Requirements per month (48), Average no. of Anal sex acts per week, Lubricant requirements per month (0), Average no. of Injecting episodes per day, Needle and syringe requirements per month, Duration in sex work/injecting(Years) (3), Ever experienced violence: (No), What services/goods did you receive last month (Condoms, Lubes), and Weeks services have been filled for.

10.

**Completed PrEP Verification form**

- Specify the correct encounter date and tab “Next”
- Enter all the required details under “PrEP History” and tap “Next”.
- Verify entered information under “Summary Page” and submit when satisfied. Otherwise tap “Prev” to return to the form and edit accordingly.



The screenshot displays the 'PrEP Treatment Verification' form in three stages, connected by red arrows indicating the flow of the process.

**Stage 1: Encounter date \***

- Input field: yyyy-mm-dd
- Next button: Next >

**Stage 2: PrEP Treatment Verification**

**PrEP History**

- Initial visit Date \*: 2020-08-03
- Name of health facility accessing ART: \* Konyao Dispensary
- Is a PEPFAR site? No
- Date initiated on PrEP? 2020-07-13
- PrEP Regimen: TDF+3TC
- Source of Information: Written record

**Stage 3: Source of Information:**

- Verbal Report
- Appointment Card
- Phone Call Written record
- Written record
- SMS
- EID Dashboard

**Appointment Verification Date: \*** 2020-08-05

**PrEP Status \***

- Start
- Restart
- Continue
- Discontinued

**Next Appointment Date:** 2020-09-01


**Comments:**

Buttons: Cancel, < Prev, Next >

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**Client Home Page**

- The home page contains summary information about the current client displayed.
- The information includes:
  - o Client biodata and demographics
  - o HIV Testing profile
  - o Tasks associated with client
  - o Reports (based on the encounters completed). This is categorised into 3 months, 6 months, or All.
- Additional actions are available on this page i.e.
  - o Additional encounter forms
  - o Adding contact
  - o Editing existing encounter forms
  - o Deleting existing form.



**Capacity Tests Building**





<b>Age</b>	<b>Sex</b>	<b>Phone</b>
35 years	Male	0711000000
<b>County</b>	<b>Sub-county</b>	<b>Ward</b>
Kirinyaga	Kirinyaga West	Kirinyaga East
<b>Village</b>	<b>Landmark</b>	
Kandui	Mugumo Tree	
<b>Facility</b>	<a href="#">Test Health Facility</a>	
<b>Notes</b>		


HIV Testing profile

<b>Tasks</b>	<b>1 week</b>   2 weeks   <a href="#">View all</a>
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No tasks in the next week.

<b>Reports</b>	<b>3 months</b>   6 months   <a href="#">View all</a>
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 <b>PrEP Treatment Verification</b>	14:52
 <b>HIV Treatment Verification</b>	14:23
 <b>Client Follow Up Tracking</b>	14:02
 <b>Client Follow Up Tracking</b>	13:52
<b>Contact</b>	13:24




New action



Add contact



Edit



Delete

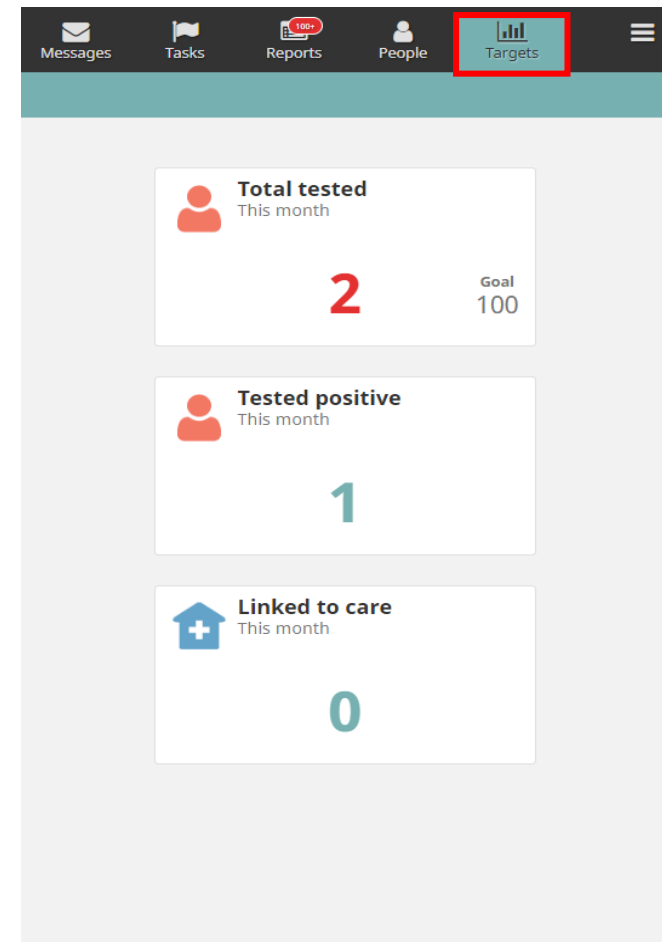
12.

### KPIF Target Monitoring

The application provides for target monitoring functionalities that provide real-time status on the progress towards target achievement.

#### Steps:

- Start the application
- Login
- Navigate to the “**Target**” tab as shown



13

### Breadcrumb additional features

To see more options/features; click on the breadcrumb and a list of more features will appear

- **Reports:** will give detailed information about all activities done and all forms submitted and the person who submitted them
- **Guide tour:** this is a walkthrough on all the mobile app features
- **About:** Details of the app; version, name of the user logged in, database information e.t.c
- **Reporting bug:** this features allows you to report any bugs identified in the app
- **Log out:** enables a user to logout of the app
- **Sync now:** this feature syncs all the submitted forms to the KenyaEMR server (Status of sync is also indicated with the time)

