


<b>Tasks:</b>	Using OTZ Module on KenyaEMR
<b>Objective:</b>	To support use of OTZ Module and provide necessary services using the module
<b>Who:</b>	Healthcare providers, Counselors, Peer Educators
<b>Required Materials:</b>	Functional KenyaEMR with OTZ module installed
<b>Version:</b>	KenyaEMR Version 17.5.1 and above
<b>Last Updated:</b>	August 2021

Step	Action	Screen shots
<b>Introduction</b>	<p>This document provides detailed workflow for use of OTZ module on KenyaEMR system. The guide has been accompanied by relevant screenshot images for illustration purposes.</p> <p>The step-by-step guide is clustered into groups of related workflows for ease of reference.</p>	Refer to images

<b>Learning Objectives</b>	<p>By the end of this session, you will be able to:</p> <ul style="list-style-type: none"><li>• Successfully log into KenyaEMR</li><li>• Enrol clients in OTZ module</li><li>• Complete OTZ activity form</li><li>• Discontinue client from OTZ module and</li><li>• Generate OTZ reports</li></ul>	
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## 1. Login and Registration

### Log into KenyaEMR

Before using OTZ module, the user is required to gain access into KenyaEMR system by supplying correct username and password.

- Enter Username
- Enter Password
- Click "Login"

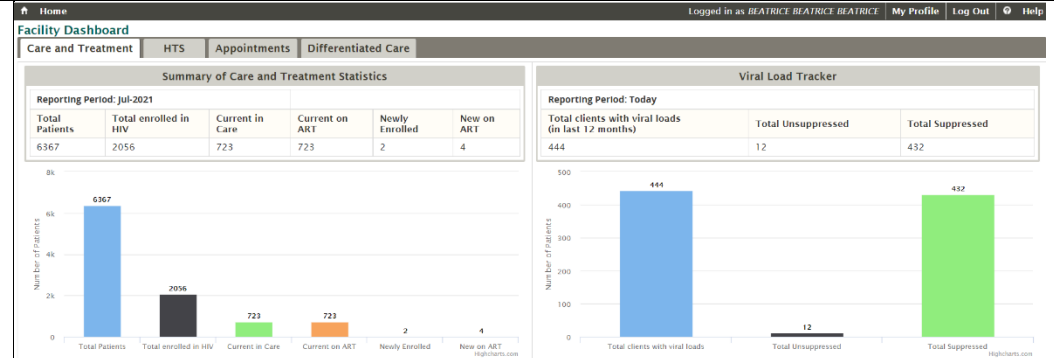


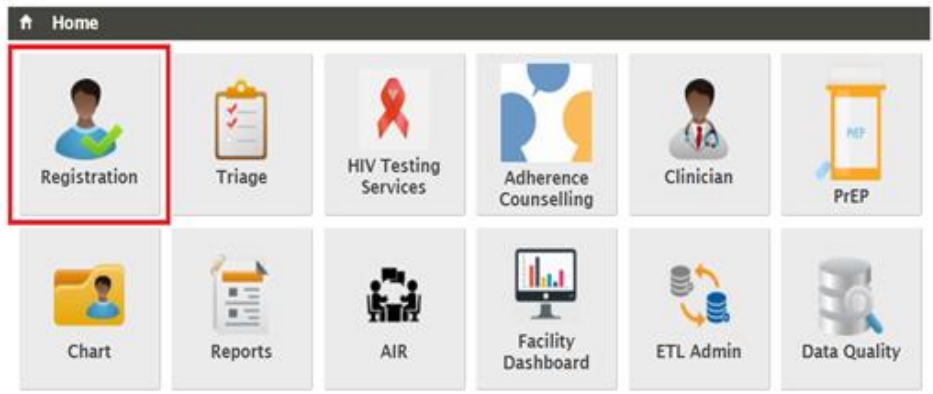
### Accessing OTZ Services

#### Step 1:

After a successful login, the KenyaEMR landing page (Dashboard) will be opened.

Requirement: Client MUST be enrolled in HIV module before they can access OTZ services.





Searching for eligible OTZ clients

**Step 3: Search for client newly eligible for OTZ services.**

- Client already enrolled in HIV Care aged 10yrs to 19yrs, or
- Up to 24 years for existing clients in the OTZ program.

The screenshot shows a mobile application interface with a dark header containing a home icon and the text 'Home' and 'Registration'. Below the header is a 'Tasks' section with a red-bordered button that says 'Find or create patient' next to a magnifying glass icon. Underneath is a 'Select Day to View Scheduled Patients' section featuring a calendar for August 2021. The calendar has a grid with days of the week (Su, Mo, Tu, We, Th, Fr, Sa) and dates from 1 to 31. The number '2' is highlighted in yellow. Below the calendar is an 'Active Visits' section with a checkbox for 'Outpatient (12)' and a 'Close Visits' button with a plus icon. At the bottom is a 'Seen Patients' section with a small profile picture icon.

## Accessing OTZ Module

### Step 4: OTZ module on client homepage

- To access OTZ module on client homepage, **check in** the client
- The OTZ module will now be available on the client home page as highlighted. Click on enroll button to enroll the clients in the OTZ module
- Note: OTZ service highlighted will not be available for newly created patients until you successfully enroll the client into HIV service

**Child, Baby**  
♀ Female, ~11 year(s) (approx 15-Jun-2010)  
On ART

**Information**

Family History Edit form    Obstetric History Edit form

**Relationships**

+ Add Relationship    Family/Partner List

**HIV**

ART Preparation Edit form

Enrolled: 02-Aug-2021 (7 minutes ago)  
Entry point: Outpatient department  
WHO stage: WHO STAGE 1 PEDS

Discontinue

**TB**

Enroll

**IPT**

Enroll

**MCH - Mother Services**

Enroll

**OTZ**

Enroll

**OVC**

Enroll

**OTZ Enrollment Form**

Select **Yes** if the client is a transfer-in and **No** if the client is not a transfer-in

Home | Clinician  
 Child, Baby  
 Female, ~11 year(s) (approx 15-Jun-2010) Unique Patient Number 1098712345  
 On ART

OTZ Enrollment Form  
 Enrollment Date: 02-Aug-2021 | 13 | 10 | 45 | Location: Sabasaba Health Centre 10987

Transfer In  
 Is client transfer in?  Yes  No

Enter Form Discard Changes

**OTZ Enrollment Form**

- If **Yes**, indicate modules previously covered by checking the radio button against each. Using the calendar indicate date when the modules were covered.
- Click **Enter** to save the OTZ enrollment form

Home | Clinician  
 Child, Baby  
 Female, ~11 year(s) (approx 15-Jun-2010) Unique Patient Number 1098712345  
 On ART

OTZ Enrollment Form  
 Enrollment Date: 02-Aug-2021 | 13 | 10 | 45 |

Transfer In  
 Is client transfer in?  Yes  No If Yes, date initially enrolled to OTZ:

Modules previously covered

	Date Completed
OTZ Orientation	<input type="radio"/> Yes <input type="text"/>
OTZ Participation	<input type="radio"/> Yes <input type="text"/>
OTZ Leadership	<input type="radio"/> Yes <input type="text"/>
OTZ Making decision for the future	<input type="radio"/> Yes <input type="text"/>
OTZ Transition to Adult care	<input type="radio"/> Yes <input type="text"/>
OTZ Treatment literacy	<input type="radio"/> Yes <input type="text"/>
OTZ SRH	<input type="radio"/> Yes <input type="text"/>
OTZ Beyond the 3rd 90	<input type="radio"/> Yes <input type="text"/>

Enter Form Discard Changes

### OTZ Enrollment Form

- To confirm successful enrollment, the **OTZ enrollment form** is listed under completed forms

The screenshot shows a patient profile with the following enrollment status:

- HIV**: ART Preparation (Enrolled: 02-Aug-2021, Discontinue button)
- OTZ**: (Enrolled: 02-Aug-2021, Discontinue button)
- TB**: (Enroll button)
- IPT**: (Enroll button)
- MCH - Mother Services**: (Enroll button)
- OVC**: (Enroll button)
- NimeCONFIRM**: (Enroll button)

**Available Visit Forms** (from top to bottom):

- Gender Based Violence Screening
- Alcohol and Drug Abuse Screening(CAGE/AID/CRAFT)
- Enhanced Adherence Screening
- Triage
- HIV Green Card
- TB Screening
- Clinical Encounter
- Progress Note
- Cervical Cancer Screening Form
- Cervical Cancer Assessment Form
- OTZ Activity Form
- KNH Inpatient Care Form

**Completed Visit Forms** (from top to bottom):

- OTZ Enrollment Form (13:10) by BEATRICE BEATRICE BEATRICE (Entered by BEATRICE BEATRICE BEATRICE 0 on 02-Aug-2021 14:28)

### OTZ Activity Form

- After successful enrollment of the client in the OTZ module, the **OTZ activity form** will automatically be availed under available forms.

The screenshot shows a patient profile with the following enrollment status:

- HIV**: ART Preparation (Enrolled: 02-Aug-2021, Discontinue button)
- OTZ**: (Enrolled: 02-Aug-2021, Discontinue button)
- TB**: (Enroll button)
- IPT**: (Enroll button)
- MCH - Mother Services**: (Enroll button)
- OVC**: (Enroll button)
- NimeCONFIRM**: (Enroll button)

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### Completing Activity forms

- Click OTZ Activity Form to update OTZ services provided today (Select all that apply),
- View the previously completed services and update support group involvement and remarks
- After updating all fields, click on enter to save the OTZ Activity Form

OTZ Activity Form

Visit Date: 01-Jan-2021 13:02:00

OTZ Modules

Previously completed(Recent)	Completed(Today)
	OTZ Orientation <input type="radio"/> Yes
	OTZ Participation <input type="radio"/> Yes
	OTZ Leadership <input type="radio"/> Yes
	OTZ Making decision for the future <input type="radio"/> Yes
	OTZ Transition to Adult care <input type="radio"/> Yes
	OTZ Treatment literacy <input type="radio"/> Yes
	OTZ SRH <input type="radio"/> Yes
	OTZ Beyond the 3rd 90 <input type="radio"/> Yes

Support group involvement

Attended support group?  Yes  No\*

Remarks

Remarks:

Enter Form Discard Changes

### Accessing OTZ Reports

- To access OTZ reports and register, navigate to KenyaEMR home page and click on Report Icon
- Then navigate to the OTZ section to access the OTZ line list, OTZ Report and OTZ Register

Home Reports Logged in as BEATRICE BEATRICE BEATRICE My Profile Log Out Help

Common Cohort Analysis HIV TB IPT MCH - Mother Services OTZ OVC

MCH - Child Services Key Population PrEP

Indicator

OTZ Report  
OTZ Monthly site level report

Patient Follow-Up Reports

OTZ Register  
Register For OTZ Clients

Patients currently on OTZ  
Patients currently on OTZ program

## Requesting OTZ Reports

- Click on any of the OTZ Reports and request report for the period of interest as highlighted.
- You can also request a line list of OTZ clients under “Patients Currently on OTZ” report.
- The report will generate and appear under finished. Click on either view, CSV or Excel to access the reports

The screenshot displays the 'Reports' page in a web application. The user is logged in as 'BEATRICE BEATRICE BEATRICE'. The page has a 'Tasks' sidebar with 'Request report' and 'Back to home' options. A 'Request Report' dialog box is open, showing 'Report: OTZ Report' and 'Date Range' fields for 'Start Date' and 'End Date'. The 'Request' button is highlighted. Below the dialog, the 'Summary' section shows 'Name: OTZ Report' and 'Description: OTZ Monthly site level report'. The 'Queue' section is empty. The 'Finished' section contains a table with one entry:

Requested	By	Report file name	Status	Time taken	
02-Aug-2021 15:04	BEATRICE, BEATRICE BEATRICE	OTZ Report_Jan-2021	COMPLETED	00:00:07	<a href="#">View</a> <a href="#">CSV</a> <a href="#">Excel</a>

**Discontinuation from OTZ Module**

- Immediately the client turns 25 years, discontinue from OTZ module.
- Go to homepage, then click discontinue under OTZ module to access OTZ discontinuation form

The screenshot shows a clinical interface for a patient named "Child, Baby", a female, approximately 1.1 years old (born approx 15-Jun-2010). The interface includes navigation tabs for "Home" and "Clinician", and status indicators for "On ART" and "On OTZ".

The main content area is divided into several sections:

- Information:** Contains "Family History" and "Obstetric History" buttons, both labeled "Edit form".
- Relationships:** Contains "+ Add Relationship" and "Family/Partner List" buttons.
- HIV:** Contains an "ART Preparation" button labeled "Edit form". Below it, the text reads: "Enrolled: 02-Aug-2021 (2 hours ago)", "Entry point: Outpatient department", and "WHO stage: WHO STAGE 1 PEDS". A "Discontinue" button is located below this text.
- OTZ:** The "OTZ" header is highlighted with a red box. Below it, the text reads: "Enrolled: 02-Aug-2021 (2 hours ago)". A "Discontinue" button is located below this text and is also highlighted with a red box.

**Discontinuation from OTZ Module**

- Using the drop-down menu, select the reason for discontinuation and enter the form to save the discontinuation encounter

The screenshot shows a web-based interface for a patient named Child, Baby (Female, -11 years). The page title is "OTZ Discontinuation Form". At the top, there are navigation links for "Home" and "Clinician", and a login status "Logged in as BEATRICE BEATRICE BEATRICE". The patient's unique number is 1098712345. The form includes a date field set to "02-Aug-2021" and a location dropdown set to "Sabasaba Health Centre 10987". Under the "Discontinue OTZ" section, there is a "Reason for discontinuation:" label and a dropdown menu currently showing "Opt out of OTZ". At the bottom right of the form, there are two buttons: "Enter Form" and "Discard Changes". Red boxes highlight the "Reason for discontinuation:" label, the dropdown menu, and the "Enter Form" button.

End

