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<th>Step</th>
<th>Action</th>
<th>Screen shots</th>
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<tr>
<td>Introduction</td>
<td>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. The step-by-step guide is clustered into groups of related workflows for ease of reference.</td>
<td>Refer to images</td>
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<td>Learning Objectives</td>
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<tr>
<td>By the end of this session, you will be able to:</td>
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<tr>
<td>• Successfully log into KenyaEMR</td>
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<td>• Enrol clients in OTZ module</td>
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<td>• Complete OTZ activity form</td>
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<td>• Discontinue client from OTZ module and</td>
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<td>• Generate OTZ reports</td>
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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.
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
Select **Yes** if the client is a transfer-in and **No** if the client is not a transfer-in.

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

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

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
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.
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
Discontinuation from OTZ Module

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