





Tasks:	Using OTZ Module on KenyaEMR
Objective:	To support use of OTZ Module and provide necessary services using the module
Who:	Healthcare providers, Counselors, Peer Educators
Required Materials:	Functional KenyaEMR with OTZ module installed
Version:	KenyaEMR Version 18.6.1 and above
Last Updated:	July 2023

Step	Action	Screen shots
Introduction	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.	Refer to images
Learning Objectives	 By the end of this session, you will be able to: Successfully log into KenyaEMR Enroll clients in OTZ module. Complete OTZ activity form Discontinue client from OTZ module and Generate OTZ reports 	K







	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" 	HARAMBER	Username Password Q Login Forgot password?







	Step 1:	Home Facility Dashboard				Logged in as BEATRICE BEATRI	ICE BEATRICE My Profile Log Out		
	After a successful login, the KenyaEMR landing page	Care and Treatment HTS Appointments Differentiated Care							
	(Dashboard) will be opened.	Su	nmary of Care and Treatme	nt Statistics		Viral Load Tracker			
	(Dashboard) will be opened.	Reporting Period: Jul-2021			Reporting Period: Toda	Reporting Period: Today			
		Total Total enrolled Patients HIV	in Current in Curre Care ART	nt on Newly Enrolled	New on Total clients with vira	Total Unsuppr	essed Total Suppressed		
	Requirement: Client MUST be enrolled in HIV module	6367 2056	723 723	2	444	12	432		
cessing OTZ Services	before they can access OTZ services.	8k			500	444			
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		n Home n Home Registration Registration		HIV Testing Services	Adherence	Clinician			
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		2	<u></u>	HIV Testin Services	Adherence	Clinician			
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		Registration	Triage	HIV Testin Services	Counselling				
		Registration	Triage	Services	Adherence	Clinician			
		2	<u></u>	HIV Testing Services	Counselling				
		Registration	Triage	Services	Counselling Facility		PrEP		
		Registration	Triage	Services	Counselling				







	ft	Home	Re	egist	ratio	n		
				1	Fask	s		
 Client already enrolled in HIV Care aged 10yrs to 19yrs, or Up to 24 years for existing clients in the OTZ program. 	<	Find or create patient Select Day to View Scheduled Patients						
		0		Aug	ust 2	2021		0
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		8	9	10	11	12	13	14
			16					21
						26	27	28
	L	29	30	31				
			4	Acti	ve V	isits		
		 Outpatient (12) Close Visits 						
		ᇌ See	n Pat	ients	5			
	 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 	 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. 	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. Sele U U U U U U U U U U U U U	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. Select Da Su Mo 1 2 8 9 15 16 22 23 29 30	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. Select Day to Particular to the DTZ Particular to the DTZ program. Select Day to Particular to the DTZ Particular to the DTZ	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. Select Day to Vie Patient • August 2 Su Mo Tu We 1 2 3 4 8 9 10 11 15 16 17 18 22 23 24 25 29 30 31 Active V	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. Select Day to View So Patients • August 2021 Su Mo Tu We Th 1 2 3 4 5 8 9 10 11 12 15 16 17 18 19 22 23 24 25 26 29 30 31 Active Visits • Outpatient (12) • Close Visits	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. Select Day to View Sched Patients • August 2021 Su Mo Tu We Th Fr 1 2 3 4 5 6 8 9 10 11 12 13 15 16 17 18 19 20 22 23 24 25 26 27 29 30 31







Accessing OTZ Module	 Step 4: OTZ module on client homepage To access OTZ module on client homepage, check in the client. 	Child, Baby © Female, ~11 year(s) (approx 15-jun-2010) On ART Information
	 The OTZ module will now be available on the client home page as highlighted. Click on the 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 	Family History Ent form Enter form Enter form Enter form Enter form Image: Who stage: Entrol Image: Enter form Image: Enter form
		OVC







OTZ Enrollment Form	Select Yes if the client is a transfer-in and No if the client is not a transfer-in	Home Clinica Clinica Copyed in as SLATRICE SEATRICE Child, Baby Stranding, -1 year(1) toprorx 15 pin 2010) Critical	CE BLATRICE Curre
	 If Yes, indicate modules previously covered by checking the radio button against each. Using the 	ft Home Clinician Image: Child, Baby Unique Patient Number 10987123 Image: Gridd, Baby Unique Patient Number 10987123	t34 5
OTZ Enrollment Form	 calendar indicate date when the modules were covered. Click Enter to save the OTZ enrollment form 	OTZ Enrollment Form Enrollment Date: 02-Aug-2021 13 v 10 v 45 v Transfer In Is client transfer in? Pes No* If Yes,date initially enrolled to OTZ Modules previously covered Date Completed OTZ Orientation OYes	
		Modules previously covered?OTZ ParticipationOYesImage: Comparison of the start	
		Enter Form 🔊 Discard Change	ges







		HIV	Available Visit Forms
	• To confirm successful enrollment, the OTZ	ART Preparation Edit form	Gender Based Violence Screening
	enrollment form is listed under completed forms	Enrolled: 02-Aug-2021 (1 hour ago) Entry point: Outpatient department WHO stage: WHO STAGE 1 PEDS	Alcohol and Drug Abuse Screening(CAGE AID/CRAFFT) Enhanced Adherence Screening
OTZ Enrollment Form		Discontinue	Triage
		OTZ	HIV Green Card
		Enrolled: 02-Aug-2021 (1 hour ago)	
		Te Discontinue	The Screening
		ТВ	
		😨 Enroll	Progress Note
		IPT	Cervical Cancer Screening Form
		😨 Enroll	Cervical Cancer Assessment Form
		MCH - Mother Services	TZ Activity Form
		😨 Enroll	KNH Inpatient Care Form
		OVC	Completed Visit Forms
		😨 Enroll	OTZ Enrollment Form (13:10) by BEATRICE BEATRICE BEATRICE BEATRICE BEATRICE D on 02-Aug-2021 14:28
		NimeCONFIRM	
		😨 Enroll	
	After successful enrollment of the client in the OTZ	HIV	Available Visit Forms
			Gender Based Violence Screening
	module, the OTZ activity form will automatically be	ART Preparation Edit form	Gender Based Violence Screening Alcohol and Drug Abuse Screening(CAGE-AID/CRAFFT)
OTZ Activity Form		ART Preparation	Gender Based Violence Screening
OTZ Activity Form	module, the OTZ activity form will automatically be	ART Preparation Estrolet. 02-Aug-2021 (1 hour age) Entrolet. 02-Aug-2021 (2 hour age)	Gender Based Violence Screening Alcohol and Drug Abuse Screening(CAGE-AID/CRAFFT)
OTZ Activity Form	module, the OTZ activity form will automatically be	ART Preparation Ext form Enrolled: 02-Aug-2021 () hour apo) Enrolled: 02-Aug-2021 () hour apo)	Cender Based Violence Screening Alcohol and Drug Abuse Screening(CAGE-AID/CRAFFT) Enhanced Adherence Screening
OTZ Activity Form	module, the OTZ activity form will automatically be	Enrolled: 02-Aug-2021 () hour ago) Enrolled: 02-Aug-2021 () hour ago) Enrolled: Aug-2021 () hour ago) Enrory point: Outpatient department WHO stage: WHO STAGE 1 PEDS	Cender Based Violence Screening Image: Alcohol and Drug Abuse Screening(CAGE-AID/CRAFFT) Image: Enhanced Adherence Screening Image: Triage
OTZ Activity Form	module, the OTZ activity form will automatically be	ART Preparation Ext form Enrolled: 02-Aug-2021 () hour apo) Enrolled: 02-Aug-2021 () hour apo)	Cender Based Violence Screening Alcohol and Drug Abuse Screening(CAGE-AID/CRAFFT) Enhanced Adherence Screening Triage Triage HV Green Card
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	 Click OTZ Activity Form to update OTZ services provided today (Select all that apply), 	OTZ Activity Form
Completing Activity forms	 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 	Previously completed(Recent) Completed(Today) 072 Orientation 0 Yes 072 Darticipation 0 Yes 072 Leadership 0 Yes 072 Making decision for the future 0 Yes 072 Transition to Adult care 0 Yes 072 SRH 0 Yes 072 Beyond the 3rd 90 0 Yes Tatended support group? 0 Yes Remarks:
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 	Indicator OTZ Register For OTZ Clients OTZ Monthly site level report OTZ Register for OTZ Clients Patients currently on OTZ program







		ft Home Reports	Logged in as BEATRICE BEATRICE BEATRICE My Profile Log Out
	Click on any of the OTZ Reports and request	Tasks	Summary
	report for the period of interest as highlighted.	Request report	Request Report
Requesting OTZ Reports	You can also request a line list of OTZ clients	Back to home OTZ	Z Report
	under "Patients Currently on OTZ" report.		e Range rt Date: End Date: Time taken
	 The report will generate and appear under finished. Click on either view, CSV or Excel to 		Request S Cancel
	access the reports		Kequested By Report File name Status Time taken None
		Tasks	Summary
	Request report	Request report	Name: OTZ Report Description: OTZ Monthly site level report
		C Back to home	Queue
			Requested By Report file name Status Time taken None
			Finished
			Requested By Report file Status Time taken
			02-Aug-2021 BEATRICE, OTZ COMPLETED 00:00:07 15:04 BEATRICE BEATRICE Report_Data 2021 View CSV Excel







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 	 Home Clinician Child, Baby ♀ Female, ~11 year(s) (approx 15-Jun-2010) On ART On OTZ
	form	Information
		Edit form
		Relationships
		🕂 Add Relationship 💉 Family/Partner List
		HIV
		ART Preparation Edit form
		Enrolled: 02-Aug-2021 (2 hours ago) Entry point: Outpatient department WHO stage: WHO STAGE 1 PEDS
		The Discontinue
		OTZ
		Enrolled: 02-Aug-2021 (2 hours ago)
		Discontinue







	• Using the drop-down menu, select the reason	🕈 Home Clinician		Logged in as BEATRICE BEATRICE BEATRICE
Discontinuation from OTZ Module	for discontinuation and enter the form to save the discontinuation encounter	Child, Baby Q Female, ~11 year(s) (approx 15-jun-2010) On ART On OTZ	Unique Patient Number 1098712345	Curre
			OTZ Discontinuation Form	
		Date: 02-Aug-2021		Location: Sabasaba Health Centre 10987
		Discontinue OTZ Reason for discontinuation: Opt out of OTZ		
			Enter Form 🛇 Discard Changes	

THE END