



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

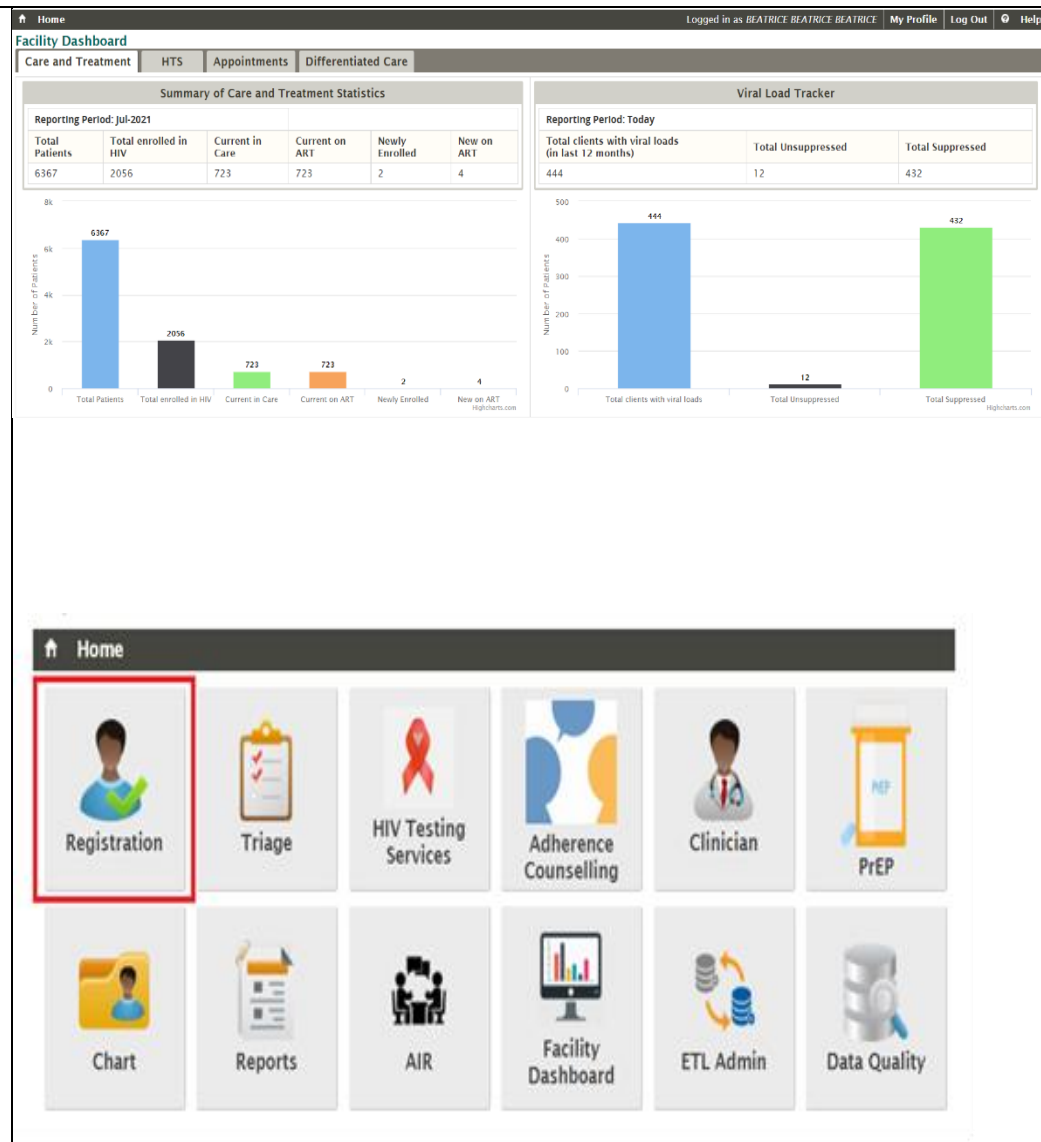
1. Login and Registration		
Log into KenyaEMR	<p>Before using OTZ module, the user is required to gain access into KenyaEMR system by supplying correct username and password.</p> <ul style="list-style-type: none"> • Enter Username • Enter Password • Click “Login” 	

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.

[Home](#)
[Registration](#)

Tasks


[Find or create patient](#)


Select Day to View Scheduled Patients



August 2021


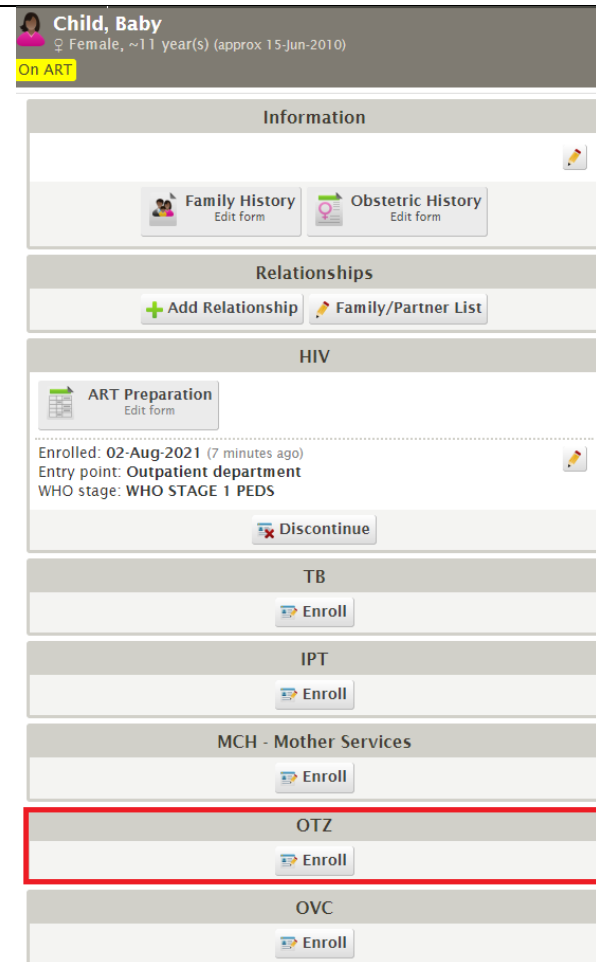
Su	Mo	Tu	We	Th	Fr	Sa
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29	30	31				

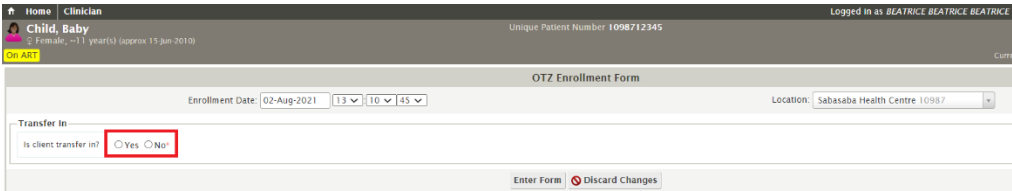
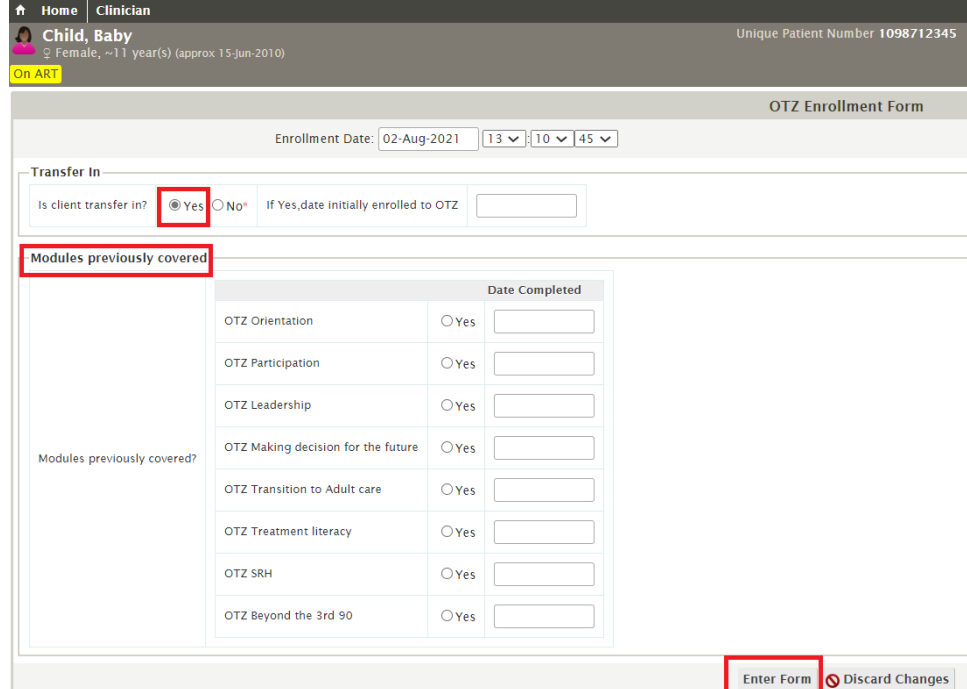
Active Visits

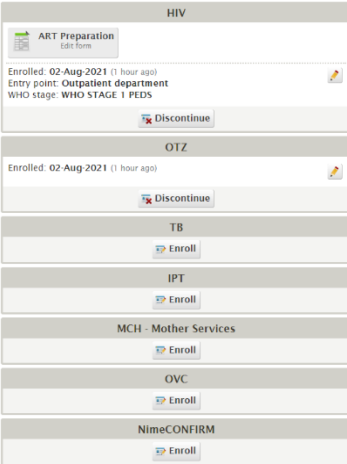
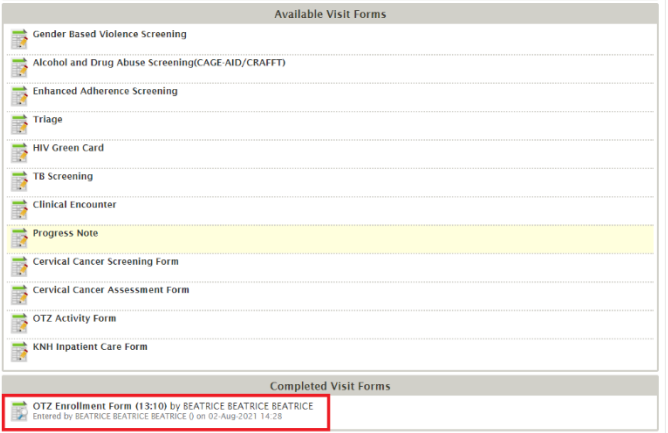
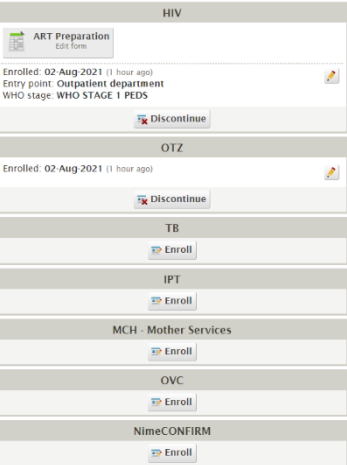
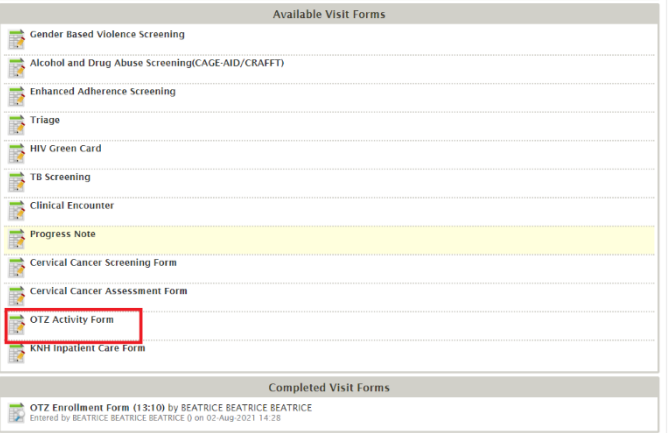
☐ Outpatient (12)

 Close Visits

 Seen Patients

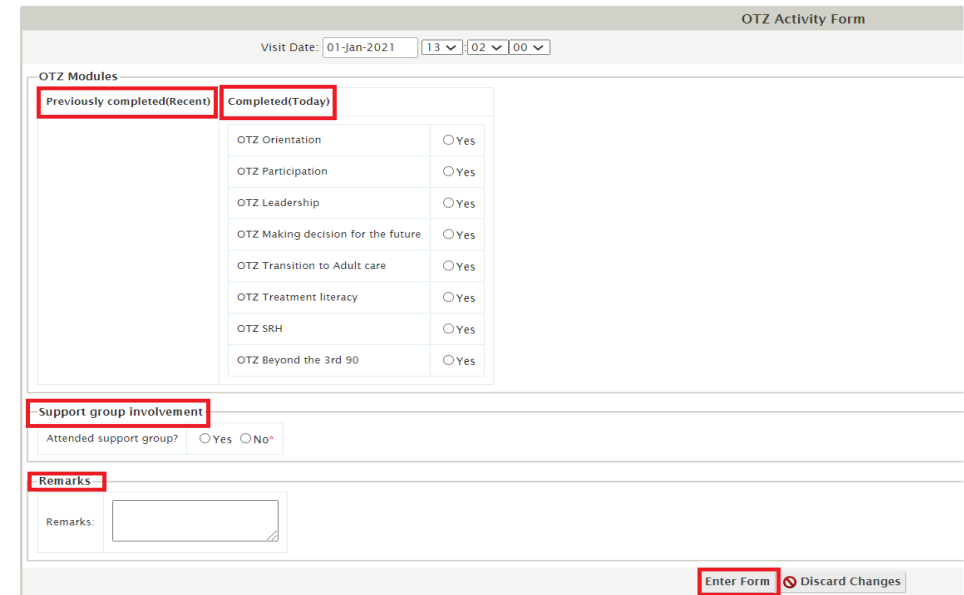
Accessing OTZ Module	<p>Step 4: OTZ module on client homepage</p> <ul style="list-style-type: none"> To access OTZ module on client homepage, check in the client. The OTZ module will now be available on the client home page as highlighted. Click on the enroll button to enroll the clients in the OTZ module. Note: OTZ service highlighted will not be available for newly created patients until you successfully enroll the client into HIV service 	 <p>Child, Baby ♀ Female, ~11 year(s) (approx 15-Jun-2010) On ART</p> <p>Information</p> <p>Family History Edit form Obstetric History Edit form</p> <p>Relationships</p> <p>+ Add Relationship Family/Partner List</p> <p>HIV</p> <p>ART Preparation Edit form</p> <p>Enrolled: 02-Aug-2021 (7 minutes ago) Entry point: Outpatient department WHO stage: WHO STAGE 1 PEDS</p> <p>Discontinue</p> <p>TB</p> <p>Enroll</p> <p>IPT</p> <p>Enroll</p> <p>MCH - Mother Services</p> <p>Enroll</p> <p>OTZ</p> <p>Enroll</p> <p>OVC</p> <p>Enroll</p>
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<p>OTZ Enrollment Form</p>	<p>Select Yes if the client is a transfer-in and No if the client is not a transfer-in</p>	
<p>OTZ Enrollment Form</p>	<ul style="list-style-type: none"> 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 	

<p>OTZ Enrollment Form</p>	<ul style="list-style-type: none"> To confirm successful enrollment, the OTZ enrollment form is listed under completed forms 		
<p>OTZ Activity Form</p>	<ul style="list-style-type: none"> 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



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*

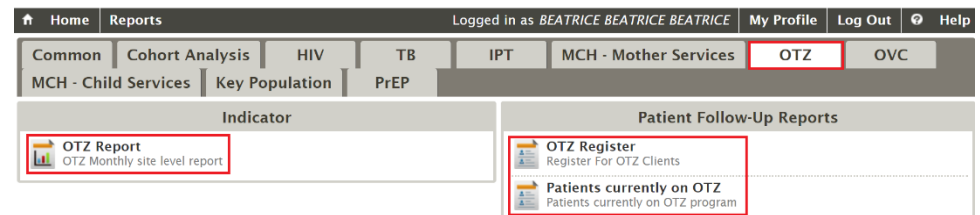
Remarks

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

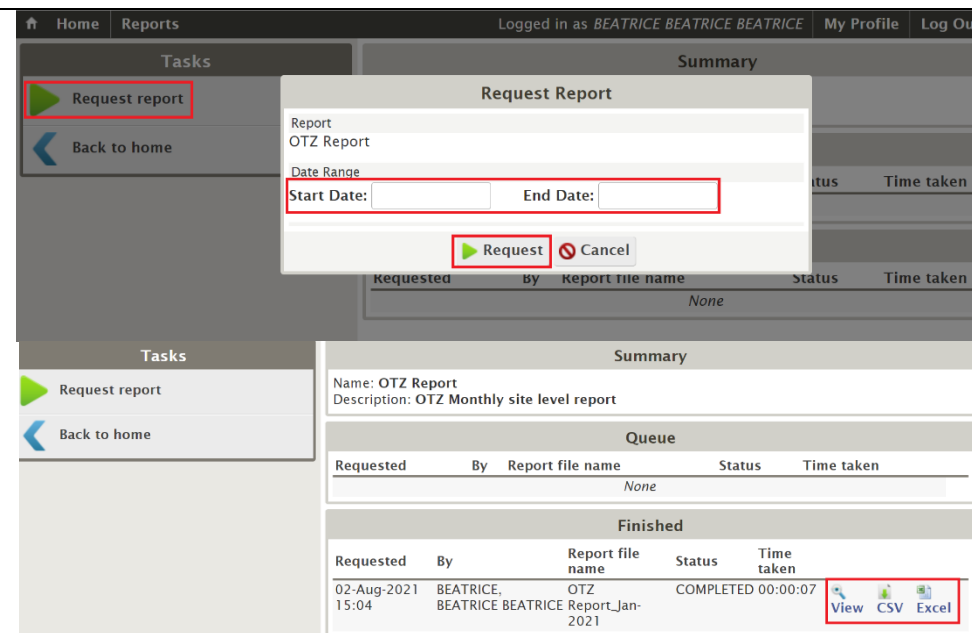
Patient Follow-Up Reports

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 shows the KeHMIS Reports interface. The user is logged in as BEATRICE BEATRICE BEATRICE. The 'Request Report' dialog is open, showing the 'OTZ Report' and a date range selection. The 'Request' button is highlighted. Below the dialog, the 'Finished' report list is visible, showing a report for '02-Aug-2021' by 'BEATRICE, BEATRICE BEATRICE' with a status of 'COMPLETED' and a time taken of '00:00:07'. The 'View', 'CSV', and 'Excel' buttons are highlighted for this report.

Requested	By	Report file name	Status	Time taken
02-Aug-2021 15:04	BEATRICE, BEATRICE BEATRICE	OTZ Report_Jan-2021	COMPLETED	00:00:07

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

[Home](#)
[Clinician](#)


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


On ART
On OTZ

Information


Family History
Edit form


Obstetric History
Edit form

Relationships



Add Relationship


Family/Partner List

HIV


ART Preparation
Edit form

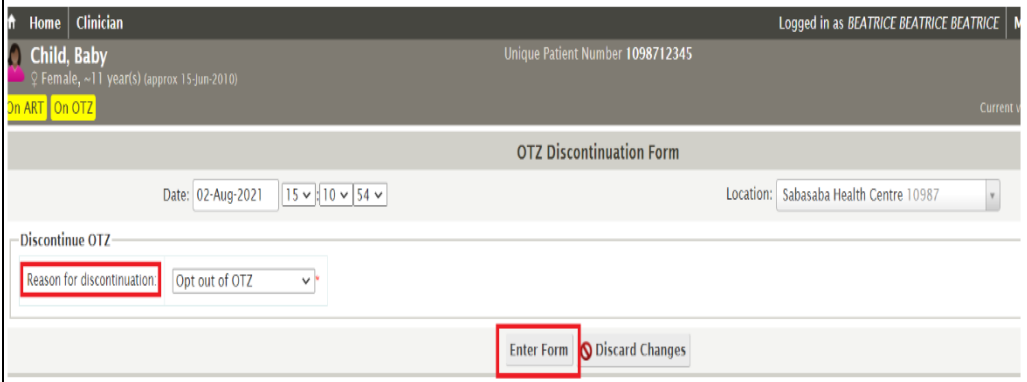
Enrolled: 02-Aug-2021 (2 hours ago)
 Entry point: **Outpatient department**
 WHO stage: **WHO STAGE 1 PEDS**


Discontinue

OTZ

Enrolled: 02-Aug-2021 (2 hours ago)


Discontinue

<p>Discontinuation from OTZ Module</p>	<ul style="list-style-type: none"> Using the drop-down menu, select the reason for discontinuation and enter the form to save the discontinuation encounter 	
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THE END