**Key Population System Workflow (KenyaEMR Version 17.5.1 and above):**

*Last Updated: Aug 2021*

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<th>End to end navigation of Key Population System (KPS)</th>
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<td>Provide KPIF Navigation skills</td>
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<td>Who:</td>
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<td>Required Materials:</td>
<td>Username, password, computer installed with KenyaEMR version 17.5.1 and above</td>
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### SECTION 1: LOGIN AND CLIENT REGISTRATION

#### 1.1 Login to KPS

**Step 1:** Enter the application server URL system e.g. “localhost:8080/openmrs” and click on the load button or Enter key from the key board.

On successful loading, you should be navigated to the system login page.

Authenticate entry by proving username (**Step 1**) and password (**Step 2**) on the fields, then (**Step 3**) click “Login” button.

#### 1.2 Home page

Upon successful login, you shall be navigated to the facility dashboard. Locate and Click “Home”. this will take you to the KenyaEMR Home Page from where you will locate the KP Provider module as shown.

To Register client click “Registration” tab
1.3 Home page: Searching for existing client.

This step illustrates how to search for a client whose details already exist in the system. This is a very important step to eliminate double registration and duplication of client’s details in the system.

Steps
Step 1: Check the radio button All

Step 2: Type the client’s name on the name field. If there is no matching client, chances are that the client details do not exist in the system. Hence consider registering the client. (See next)

NB: You can also search from KP clients who are already checked in for the visit in the system. Clicking this option will automatically list out all clients with active visits in the system.
1.4

**Home page: Patient Registration**
This step illustrates how to register a new patient in KenyaEMR. It is important to search from the client to be sure the record does not exist.

**Steps.**
Click on **Find or Create Patient**
On the next screen click **Create New Patient**
Click **Register new patient.**
This will open a client registration screen where all the registration details are captured.
1.5 Capturing client’s registration details

Completing client’s registration date

Steps

i. Capture all the details required in each section of the form beginning with Clinic Number (if assigned) and National ID (if available).

ii. Capture date of birth either by specifying the reported age or by capturing the exact date using the date picker. Specify Marital status, Occupation and Education from the provided drop downs. Skip the Deceased section.

iii. Capture the client address as detailed as possible. Review all the entries before submitting the form.

iv. When all the fields are Click Create Patient when done to submit the form.

Complete all relevant fields and submit the form.
Click Home and select **KP Provider** Module from the Home screen to continue with the KP Services.

The following screen is supposed to appear with the registration details captured in the previous form above.
2.1 **Enrolment into KP Service.**
On the service menu, locate Key Population and click “Enrol” to open up the KP enrolment form named “Contact Form”.

On the Contact form (see below), specify the first contact date (step1), Key population type, Unique Identifier Code*, Alias (if available) and all the remaining fields as required. Submit once complete.

2.2 **How to generate Unique Identifier Code**
Unique Identifier Code (UIC) is a 2-character code that is assigned to every KP client at enrolment, which consist of **county code**, **sub-county code**, **ward code**, **IP code** and the **hotspot code**.

- To proceed, click on the “Generate Identifier” button. This will open the code generation window (see below).

- Enter all the required information into all the fields and click “Generate”. The system will use the provided information to generate the correct UIC for the patient (see Step 2 below)
Complete the rest of the forms and submit.

2.3

2.4 Assigning client to peer educator through the Relationship Feature

Step:
- Under relationships, click “Add Relationship”
- Search and specify the name of the peer-educator you want to assign. (The Peer Educators must exist in the system prior to this step)
- Specify the relationship type to patient
- Enter the relationship start date (NB: End Date should only be completed when the relationship ends i.e when the client is reassigned to a different PE)
- Click Save to submit the form.

NB: Where available fill in the Alias name and click “Save” before proceeding with the rest of the sections.
Confirmation of a created peer to peer relationship. There is provision to edit or delete the relationships.

SECTION 3: KP CLIENT CLINICAL ENROLMENT AND ENCOUNTERS

3.1 Steps

- **Step 1**: Complete client enrolment social status, check radio button.
- **Step 2**: Complete client historical status: fill in sex and drug debut year where applicable, check radio button on sexual or physical violence.
- **Step 3**: Select HIV history testing.
- **Step 4**: Select client support if contacted for clinical appointment.
- **Step 5**: Complete buddy contact information.
- Click “Save” button to submit KP enrolment.
The KP client home page provides summarized information about client that helps the provider in decision making. It also provides various clinical tools to be used during a clinical encounter. The home page comprises the following key sections:

**Section 1:** This section allows provider to capture client vital signs

**Section 2:** Provides a list of available tools (forms) to be completed by provider as needed.

**Section 3:** All the completed encounter forms are shown here

**Section 4:** Allows for editing Peer-Contact details
SECTION 4: COMPLETING VARIOUS ENCOUNTER FORMS

4.1 Completing a clinical visit form

Complete Visit details
Select radio button for; Type of visit, Reason for visit and Service Delivery Model
Complete clinic visit details by selecting respective radio button for services screened, Screening results, Treated/support offered, Referred, if Yes Specify.

- Specify correct encounter date
- Chose the right Visit type and reason for visit.
- Specify the service delivery mode
Complete the details under HIV Testing Services.

Under Self-Testing indicate the correct details including the supplied self-test kits.

Where Client tests HIV positive, the Care and Treatment section will be enabled, otherwise it remains unavailable.

Complete Other services section and specify capture the commodities provided on this visit.

Set the next appointment date and sign off under Clinician sign off and date.

Click Enter Form to save.
4.2 Completing Depression Screening Form

For each question select applicable assessment rating.

Note: PHQ-9 rating is picked automatically based on the responses above.

4.3 Completing HCW Overdose Reporting Tool

Steps
Complete peer overdose reporting tool ought to be completed by Peer educator; Type the physical location where overdose happened, select incident site, name of incident.
hotspot, select drop down type of site, if Naloxone was provided, Select specific drug use, Remarks, outcome, reported by and witnessed by specific with dates. Then click “Save” to submit form.
SECTION 5: PEER CALENDAR FUNCTION

5.1 Capturing Services provided to a client by the Peer Educator

Accessing Peer Calendar

Peer calendar can be accessed from to sections i.e:

i. KP provider Tab
   - Click KP Provider
   - On the patient search screen, locate Peer Calendar button and click
   - Peer educator search screen will be displayed

ii. Peer Calendar Tab
   - Locate Peer calendar tab on the homepage
   - Click to display the peer educator search screen

Searching for a peer educator

Steps:
- Specify the date of interest
- Enter the PE name or ID

Wait for the matching PE to be displayed
### Registering a client by a peer educator

**Step 1: Search for client**
- Specify the Date of interest
- Enter the client Name or ID
- Wait for the marching client (Peer) to be displayed

**Step 2: Capturing monthly client services**
- From the list of peers assigned to this PE, identify the correct peer, and click Enter Form as highlighted to capture the details of provided services for a particular month

### NB:
1. **Prep Verification form**: This is only available if the client is HIV Negative, receiving PrEP services in ANOTHER facility other than this DiCe.
2. **HIV Treatment verification form**: This is only available if a HIV positive client but receives HIV care in ANOTHER facility and NOT in the dice where the KP services are offered.
6.1 Accessing KP Report panel in KenyaEMR

Accessing KP reports
To access Reports, click “Reports” tab to navigate to the reports page from the reports home page.

Click on the Key Population tab to reveal available KP reports as shown here.

Available reports include:
- MoH 731B Report
- Monthly Report
- Outreach worker summary
- KP Cohort register
- Peer tracking register
Report generation

Steps
1. Click report to be generated
2. Click Request Report button
3. Select start date from calendar menu
4. Select end date from calendar menu
5. Click Request button
6. Select preferred output method i.e., View, CSV, or Excel

NB: The same procedure applies to all other reports.
6.3 **Sample KPIF Report Output - MoH 731 Plus**

This is a sample KPIF report generated and viewed in Excel.

![Sample KPIF Report Output - MoH 731 Plus](image)

**THE END**