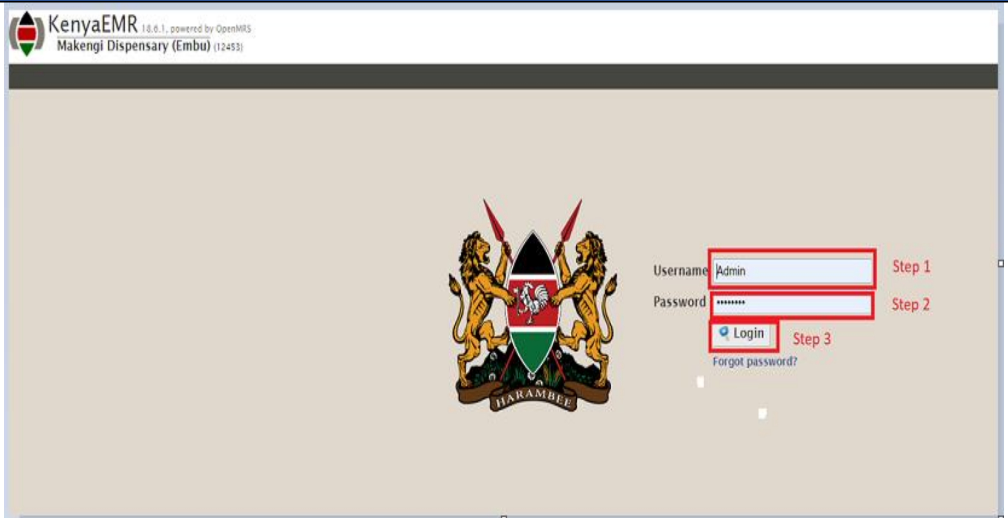
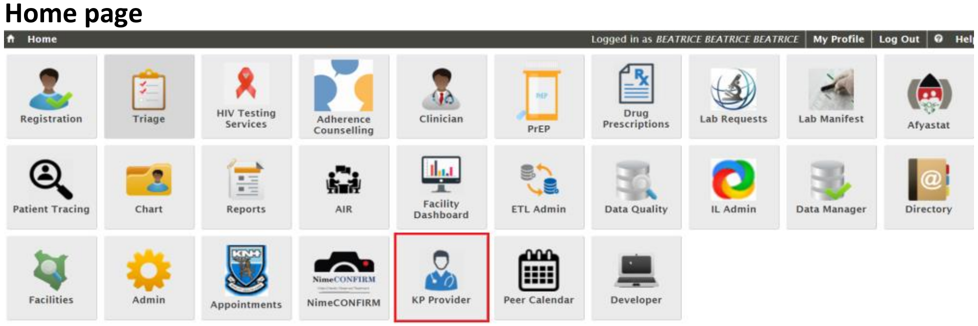
Key Population System Workflow (KenyaEMR Version 18.6.1 and above):

Last Updated: July 2023

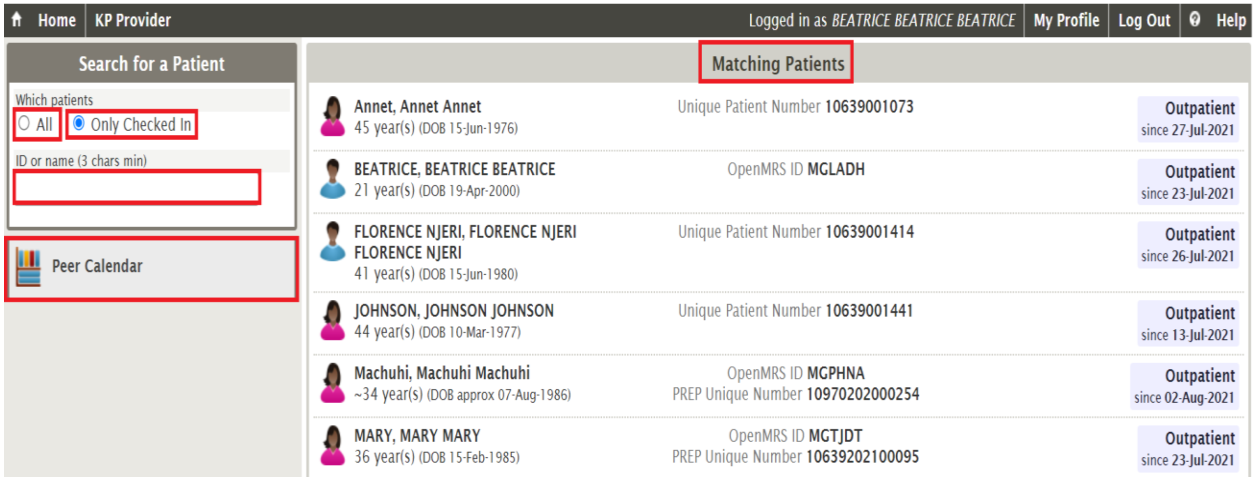
Tasks:	End to end navigation of Key Population System (KPS)
Objective:	Provide KPIF Navigation skills
Who:	KPS user
Required Materials:	Username, password, computer installed with KenyaEMR version 18.6.1 and above

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 clients' details in the system.

Steps

Step 1: Check the radio button **All**

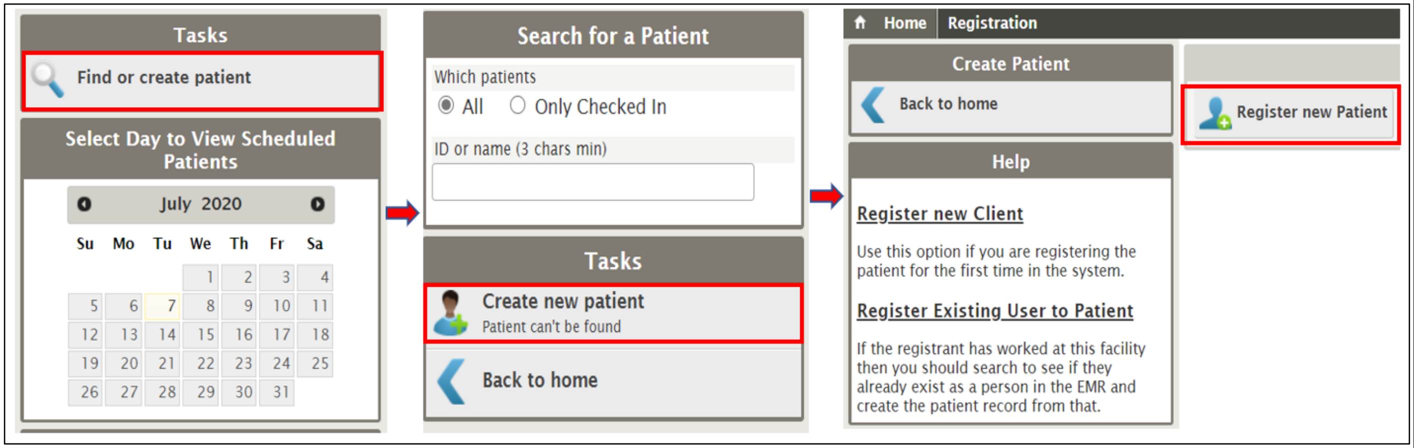
Step 2: Type the client's name on the name field. If there is no matching client, chances are that the client details do not exist in the system. Hence consider registering the client. ***(See next)***

NB: You can also search for 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

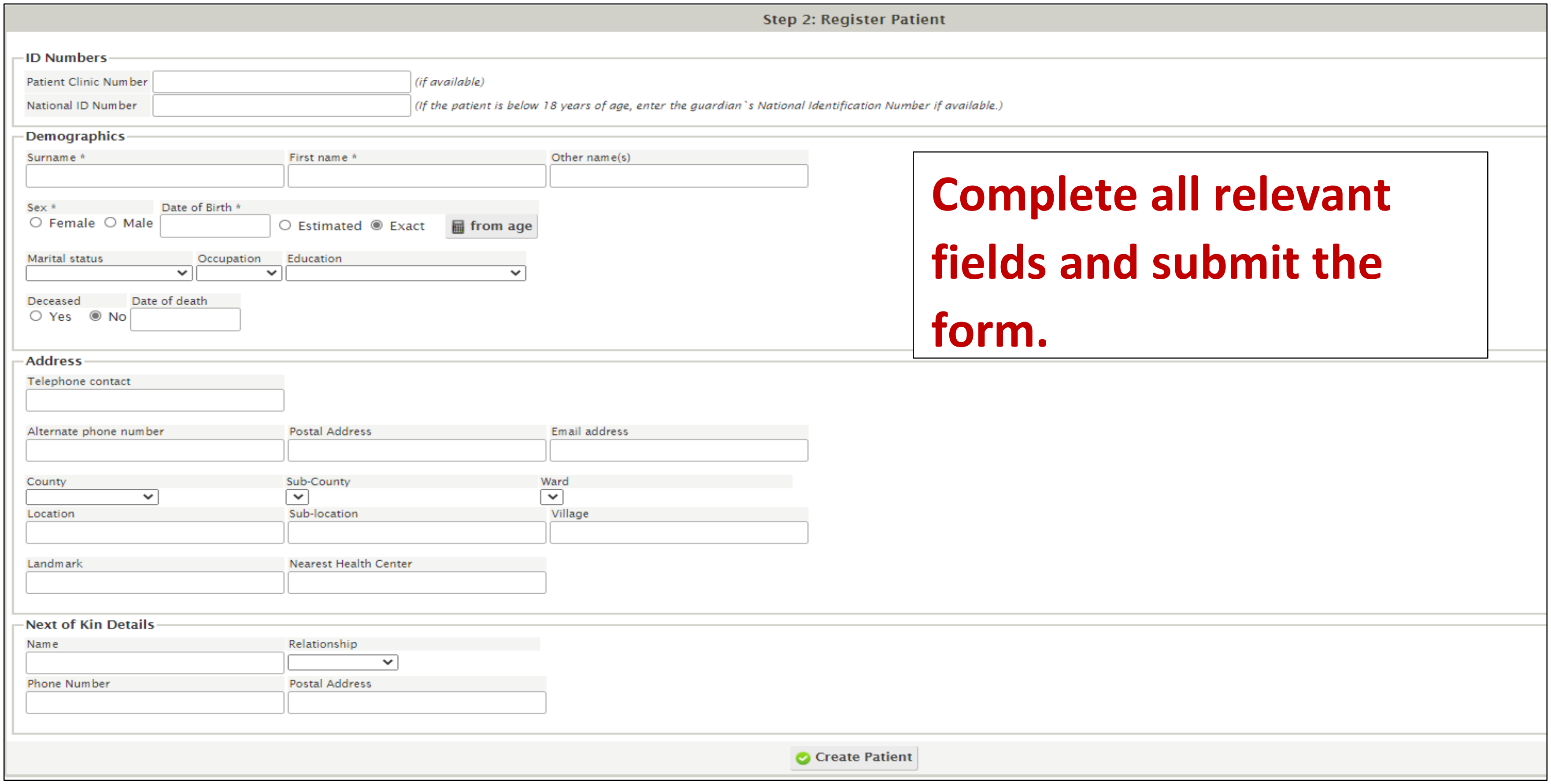
This step illustrates how to register a new patient in KenyaEMR. It is important to search from the client to be sure the record does not exist.



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**

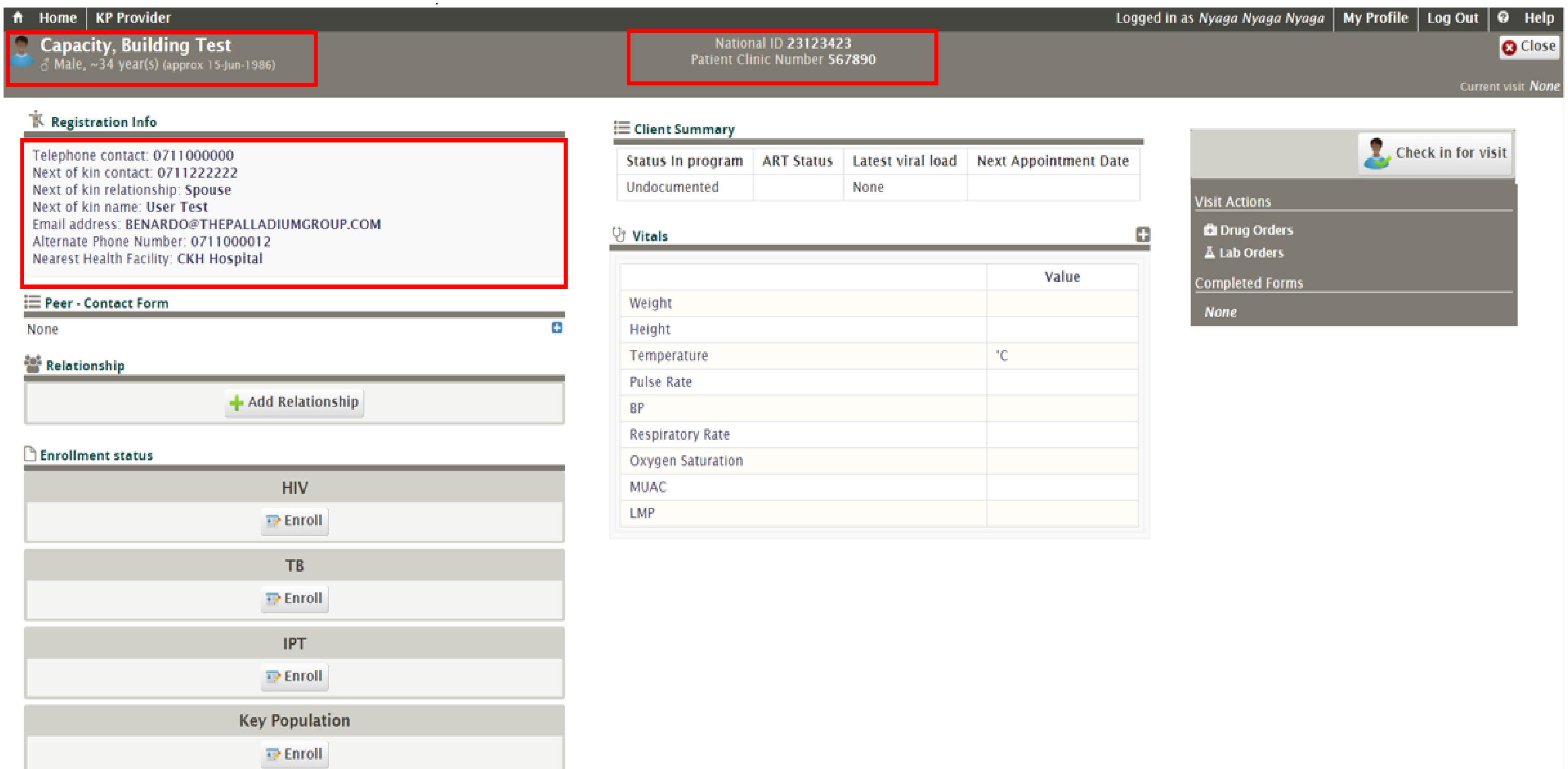
Completing client's registration date



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 the 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.

1.6	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.

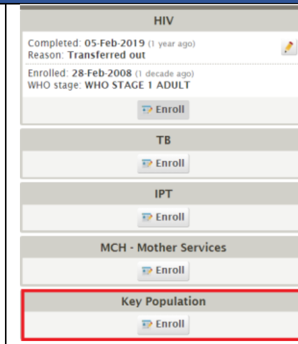


SECTION 2: CLIENT ENROLMENT INTO KP SERVICE

2.1

Enrolment into KP Service.
On the service menu, locate Key Population and click "**Enroll**" 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.

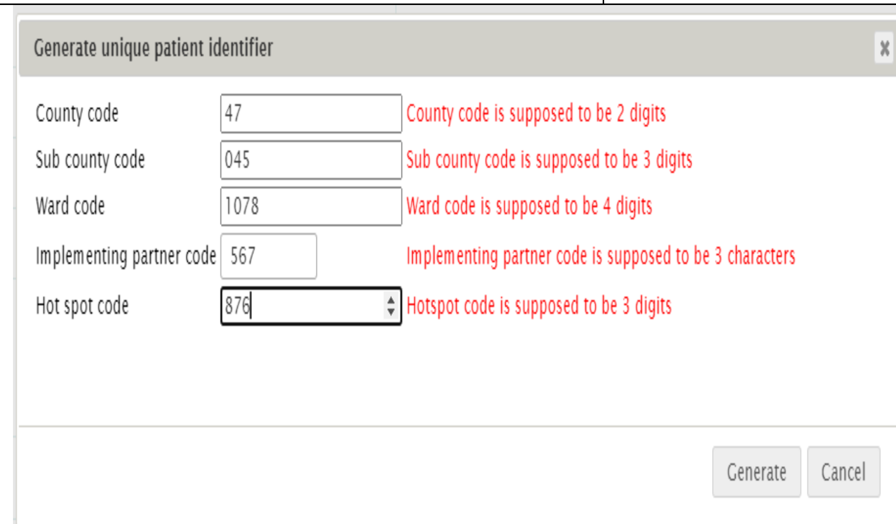


2.2

*** 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**.

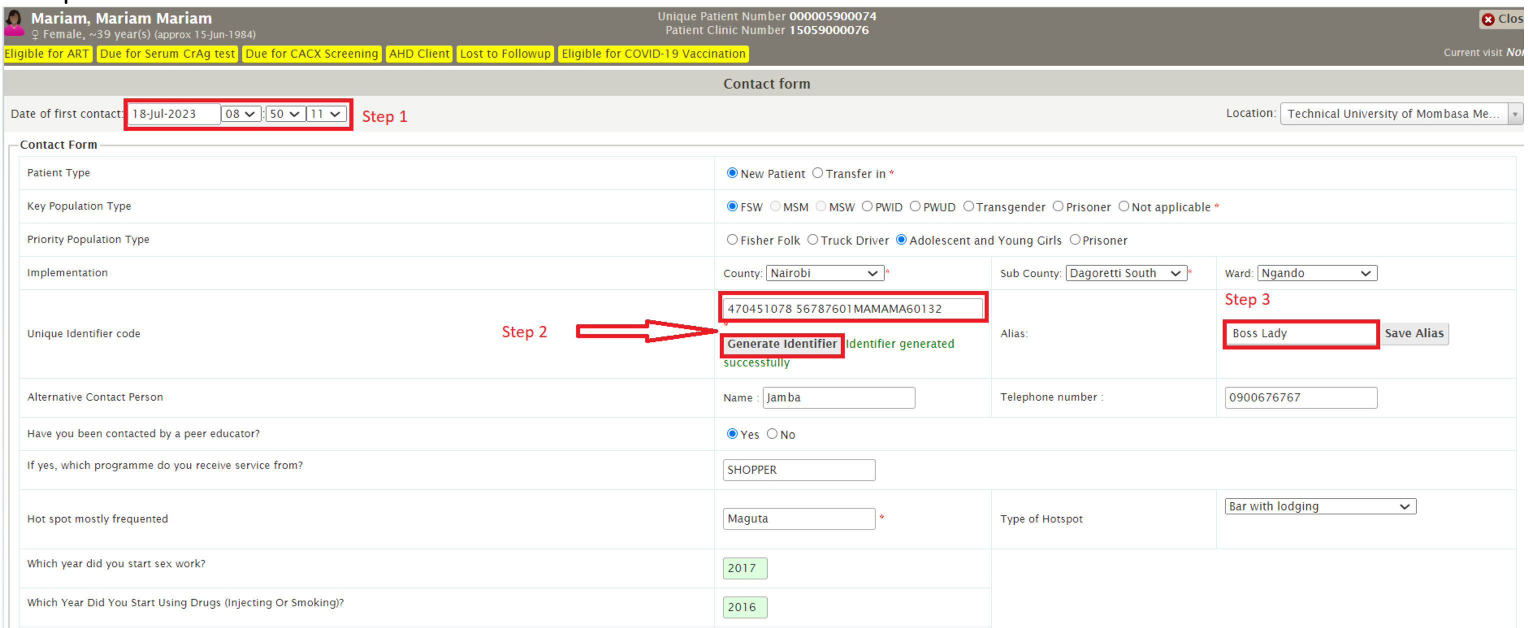
- To proceed, click on the "Generate Identifier" button. This will open the code generation window (see below).

- 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)



2.3

Complete the rest of the forms and submit.



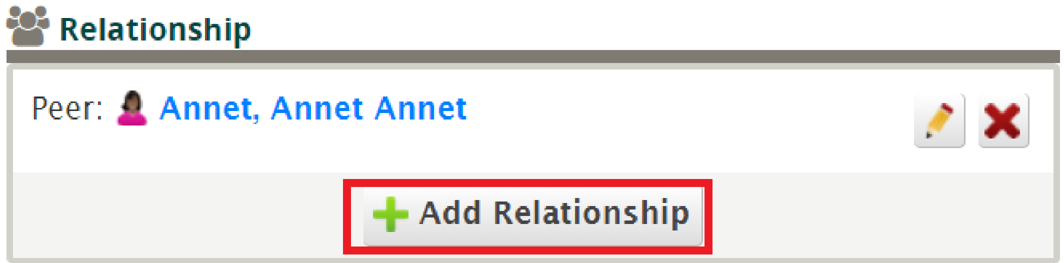
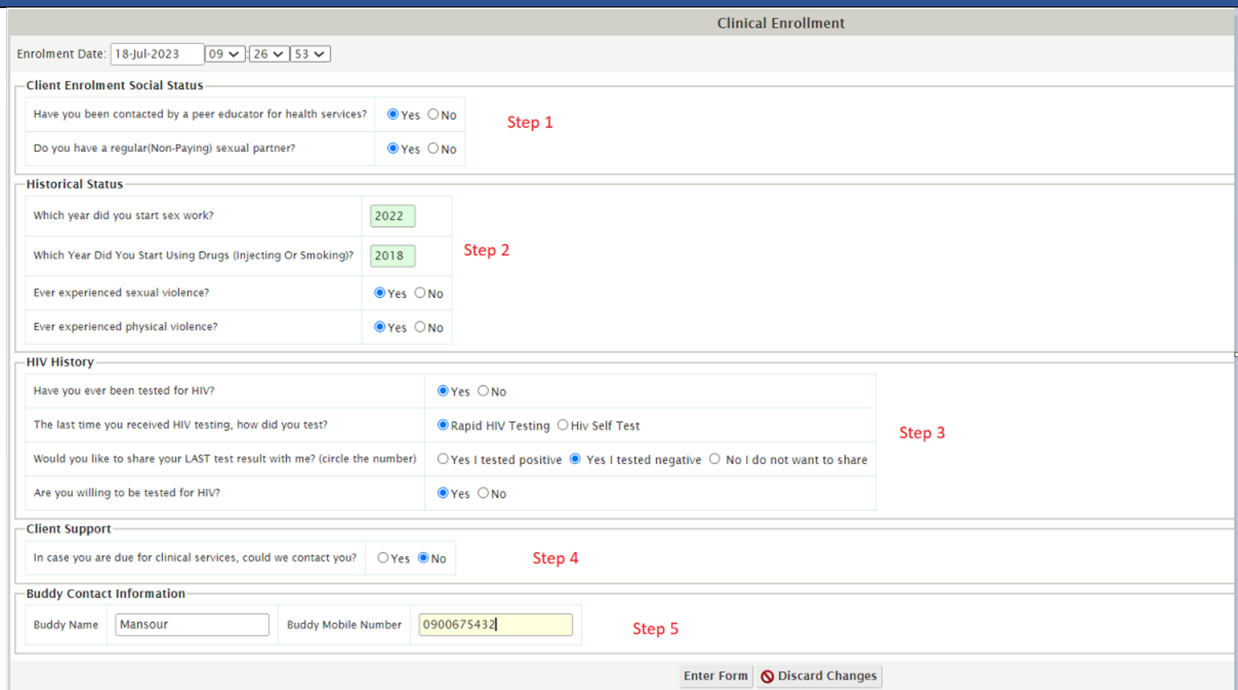
NB: Where available fill in the Alias name and click "Save" before proceeding with the rest of the sections.

2.4

Assigning client to peer educator through the Relationship Feature

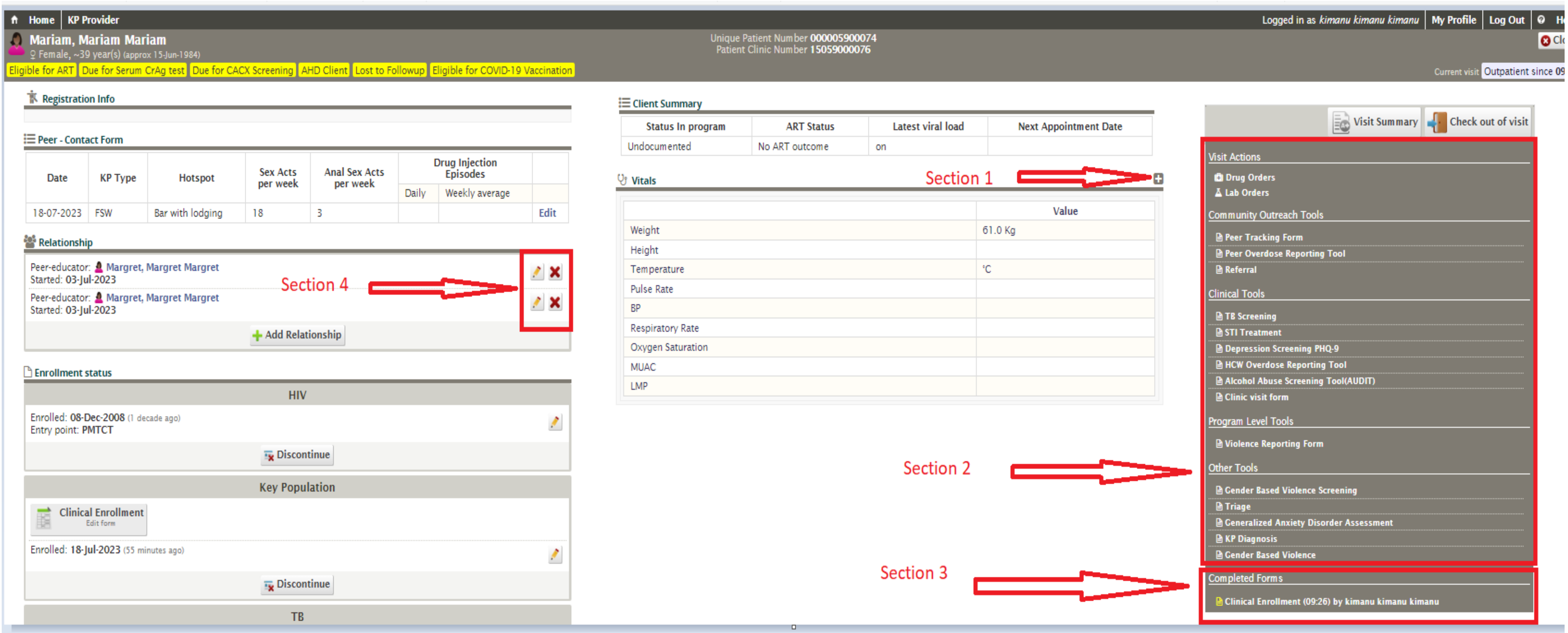
Step:

- 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.

		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

3.2

KP Client Home page and Clinical Workflow



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.

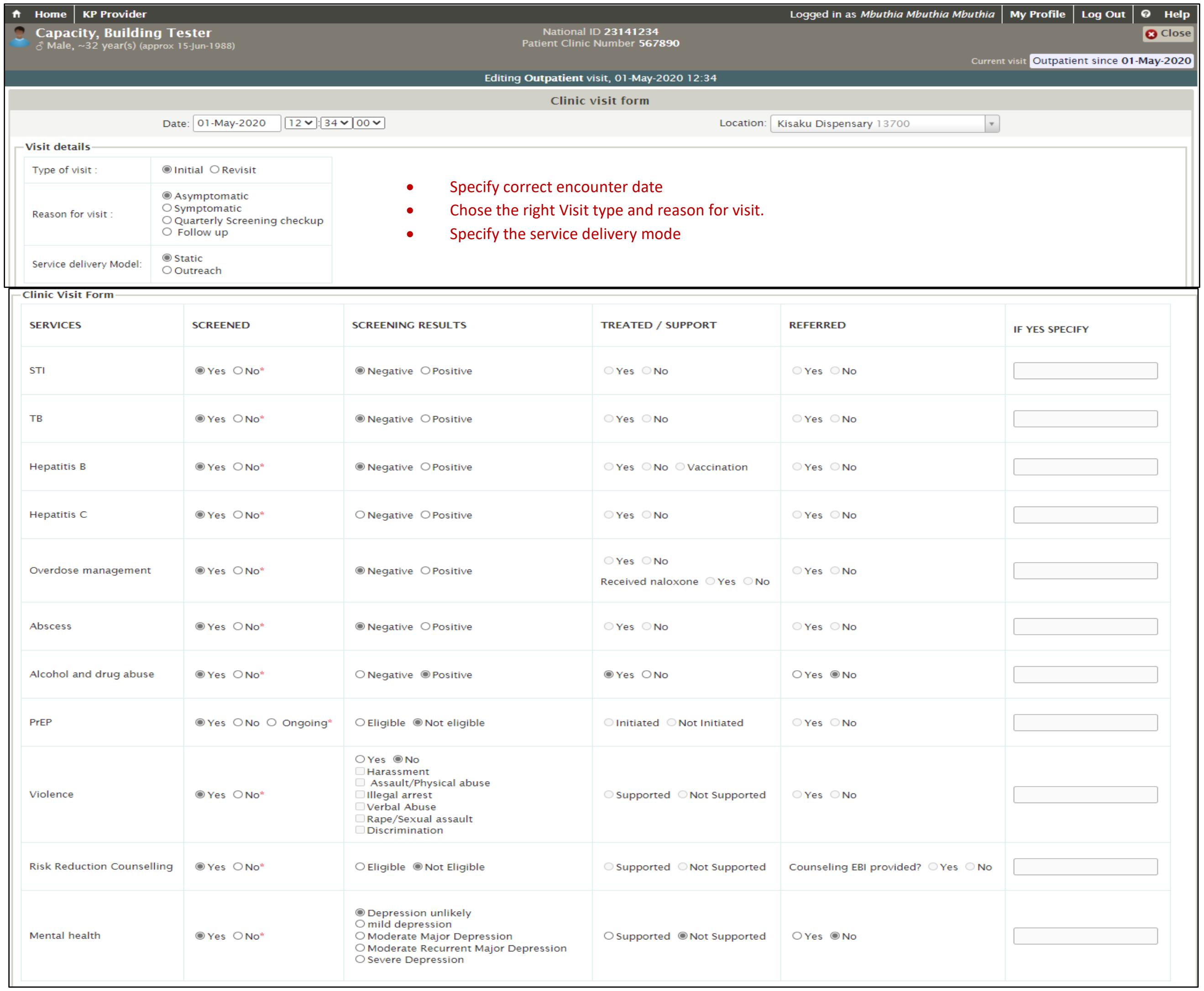
Section 3: All the completed encounter forms are shown here

Section 4: Allows for editing Peer-Contact details

SECTION 4: COMPLETING VARIOUS ENCOUNTER FORMS

4.1

Completing a clinical visit form



Home | KP Provider | Logged in as *Mbuthia Mbuthia Mbuthia* | My Profile | Log Out | Help

Capacity, Building Tester
Male, ~32 year(s) (approx 15-Jun-1988)
National ID **23141234**
Patient Clinic Number **567890**
Close
Current visit Outpatient since **01-May-2020**

Editing **Outpatient** visit, 01-May-2020 12:34

Clinic visit form

Date: 01-May-2020 12 : 34 : 00 Location: Kisaku Dispensary 13700

Visit details

Type of visit :	Initial / Revisit
Reason for visit :	Asymptomatic / Symptomatic / Quarterly Screening checkup / Follow up
Service delivery Model:	Static / Outreach

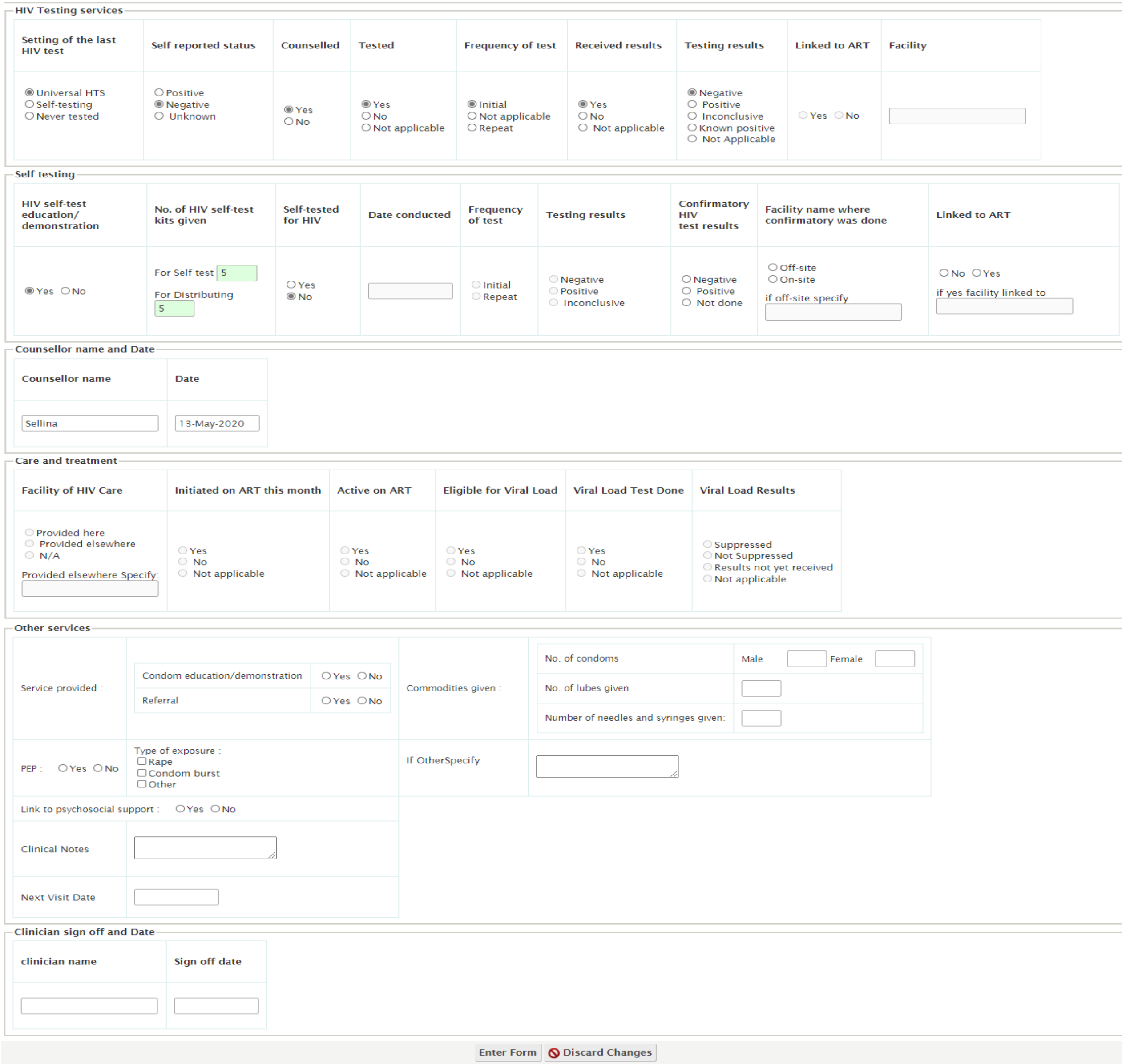
- Specify correct encounter date
- Chose the right Visit type and reason for visit.
- Specify the service delivery mode

Clinic Visit Form

SERVICES	SCREENED	SCREENING RESULTS	TREATED / SUPPORT	REFERRED	IF YES SPECIFY
STI	Yes No*	Negative Positive	Yes No	Yes No	
TB	Yes No*	Negative Positive	Yes No	Yes No	
Hepatitis B	Yes No*	Negative Positive	Yes No Vaccination	Yes No	
Hepatitis C	Yes No*	Negative Positive	Yes No	Yes No	
Overdose management	Yes No*	Negative Positive	Yes No Received naloxone Yes No	Yes No	
Abscess	Yes No*	Negative Positive	Yes No	Yes No	
Alcohol and drug abuse	Yes No*	Negative Positive	Yes No	Yes No	
PrEP	Yes No Ongoing*	Eligible Not eligible	Initiated Not Initiated	Yes No	
Violence	Yes No*	Yes No Harassment Assault/Physical abuse Illegal arrest Verbal Abuse Rape/Sexual assault Discrimination	Supported Not Supported	Yes No	
Risk Reduction Counselling	Yes No*	Eligible Not Eligible	Supported Not Supported	Counseling EBI provided? Yes No	
Mental health	Yes No*	Depression unlikely mild depression Moderate Major Depression Moderate Recurrent Major Depression Severe Depression	Supported Not Supported	Yes No	

Complete Visit details
Select the radio button for; Type of visit, Reason for visit and Service Delivery Model Complete

Complete clinic visit details by selecting the respective radio button for services screened, Screening results, Treated /support offered, and Referred, if Yes Specify.



HIV Testing services

Setting of the last HIV test	Self reported status	Counselled	Tested	Frequency of test	Received results	Testing results	Linked to ART	Facility
Universal HTS, Self-testing, Never tested	Positive, Negative, Unknown	Yes, No	Yes, No, Not applicable	Initial, Not applicable, Repeat	Yes, No, Not applicable	Negative, Positive, Inconclusive, Known positive, Not Applicable	Yes, No	

Self testing

HIV self-test education/ demonstration	No. of HIV self-test kits given	Self-tested for HIV	Date conducted	Frequency of test	Testing results	Confirmatory HIV test results	Facility name where confirmatory was done	Linked to ART
Yes, No	For Self test 5; For Distributing 5	Yes, No		Initial, Repeat	Negative, Positive, Inconclusive	Negative, Positive, Not done	Off-site, On-site; if off-site specify	No, Yes; if yes facility linked to

Counsellor name and Date

Counsellor name	Date
Sellina	13-May-2020

Care and treatment

Facility of HIV Care	Initiated on ART this month	Active on ART	Eligible for Viral Load	Viral Load Test Done	Viral Load Results
Provided here, Provided elsewhere, N/A; Provided elsewhere Specify:	Yes, No, Not applicable	Yes, No, Not applicable	Yes, No, Not applicable	Yes, No, Not applicable	Suppressed, Not Suppressed, Results not yet received, Not applicable

Other services

Service provided : Condom education/demonstration Yes No; Referral Yes No

Commodities given : No. of condoms Male Female; No. of lubes given; Number of needles and syringes given:

PEP : Yes No; Type of exposure : Rape, Condom burst, Other

If OtherSpecify

Link to psychosocial support : Yes No

Clinical Notes

Next Visit Date

Clinician sign off and Date

clinician name	Sign off date

Enter Form | Discard Changes

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.

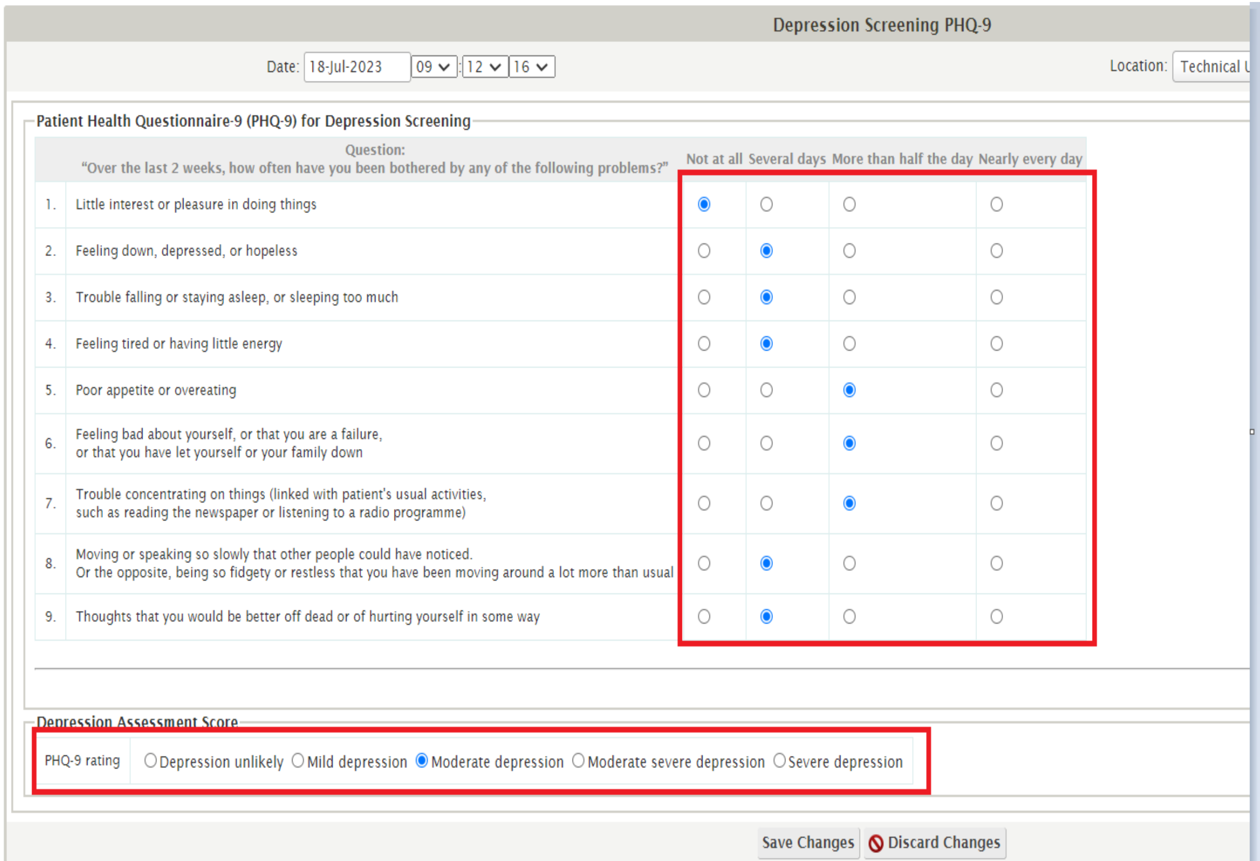
Complete **Other services** section and specify capture the commodities provided on this visit.

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



Depression Screening PHQ-9

Date: 18-Jul-2023 09 : 12 16 Location: Technical U

Patient Health Questionnaire-9 (PHQ-9) for Depression Screening

	Question: "Over the last 2 weeks, how often have you been bothered by any of the following problems?"	Not at all	Several days	More than half the day	Nearly every day
1.	Little interest or pleasure in doing things				
2.	Feeling down, depressed, or hopeless				
3.	Trouble falling or staying asleep, or sleeping too much				
4.	Feeling tired or having little energy				
5.	Poor appetite or overeating				
6.	Feeling bad about yourself, or that you are a failure, or that you have let yourself or your family down				
7.	Trouble concentrating on things (linked with patient's usual activities, such as reading the newspaper or listening to a radio programme)				
8.	Moving or speaking so slowly that other people could have noticed. Or the opposite, being so fidgety or restless that you have been moving around a lot more than usual				
9.	Thoughts that you would be better off dead or of hurting yourself in some way				

Depression Assessment Score

PHQ-9 rating: Depression unlikely / Mild depression / Moderate depression / Moderate severe depression / Severe depression

Save Changes | Discard Changes

For each question select the applicable assessment rating

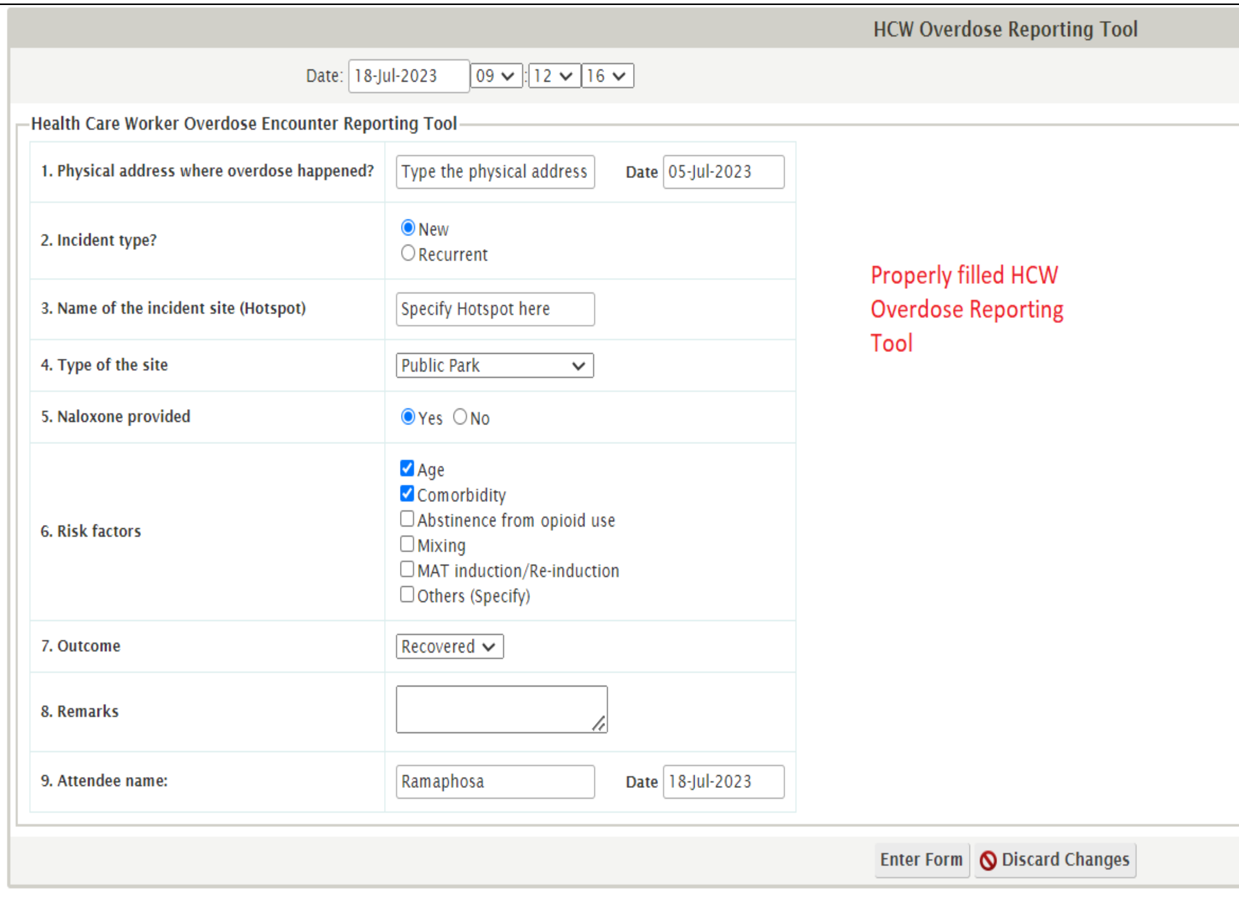
Note: PHQ-9 rating is picked automatically based on the responses above

4.3

Completing HCW Overdose Reporting Tool

Steps

Complete peer overdose reporting tool ought to be completed by the Peer educator; Type the physical location where the overdose happened, select incident site, name

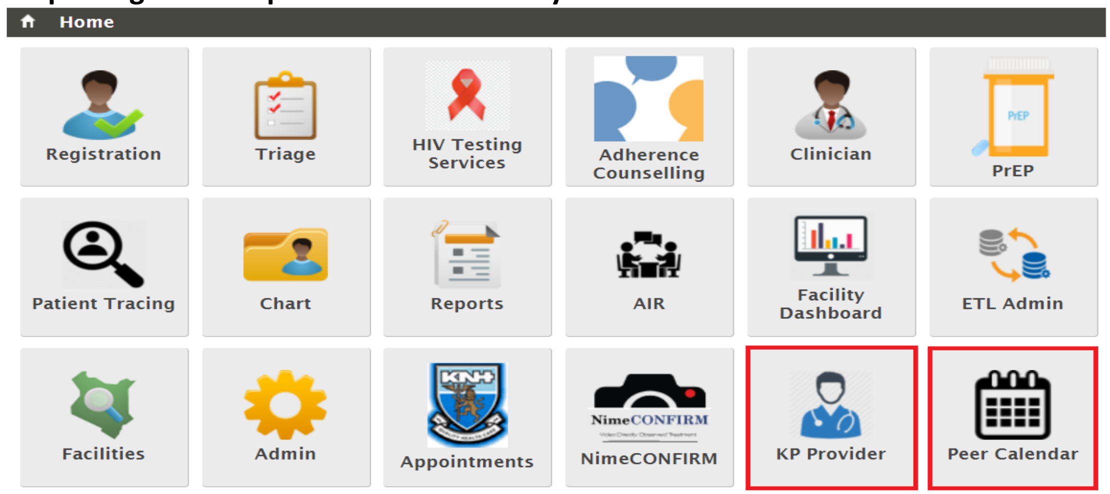


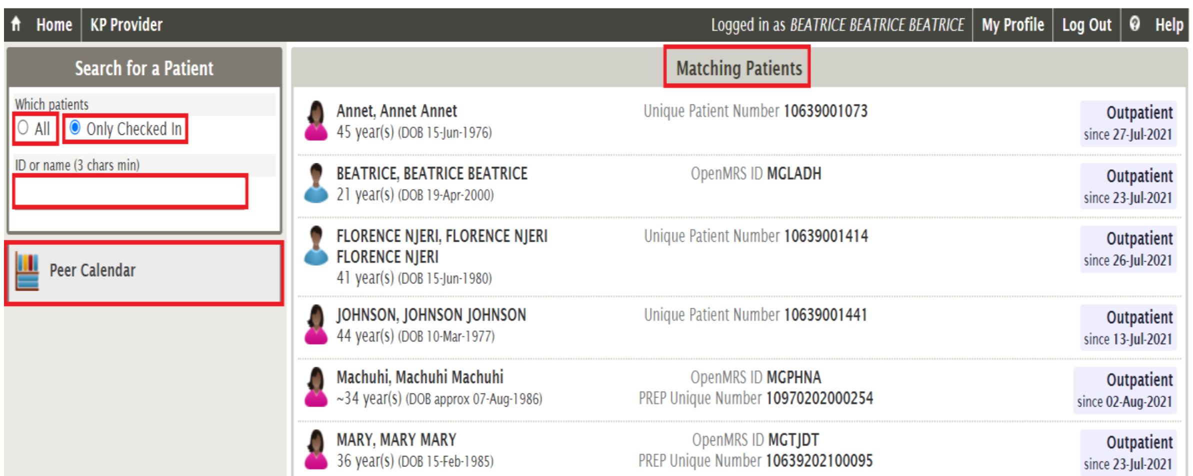
of incident hotspot, select drop-down type of site, if Naloxone was provided, select specific drug use, Remarks, outcome, reported by and witnessed by specific with dates. Then click "**Save**" to submit the form.

SECTION 5: PEER CALENDAR FUNCTION

5.1

Capturing Services provided to a client by the Peer Educator





<u>Accessing Peer Calendar</u>

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

<u>Searching for a peer educator</u>

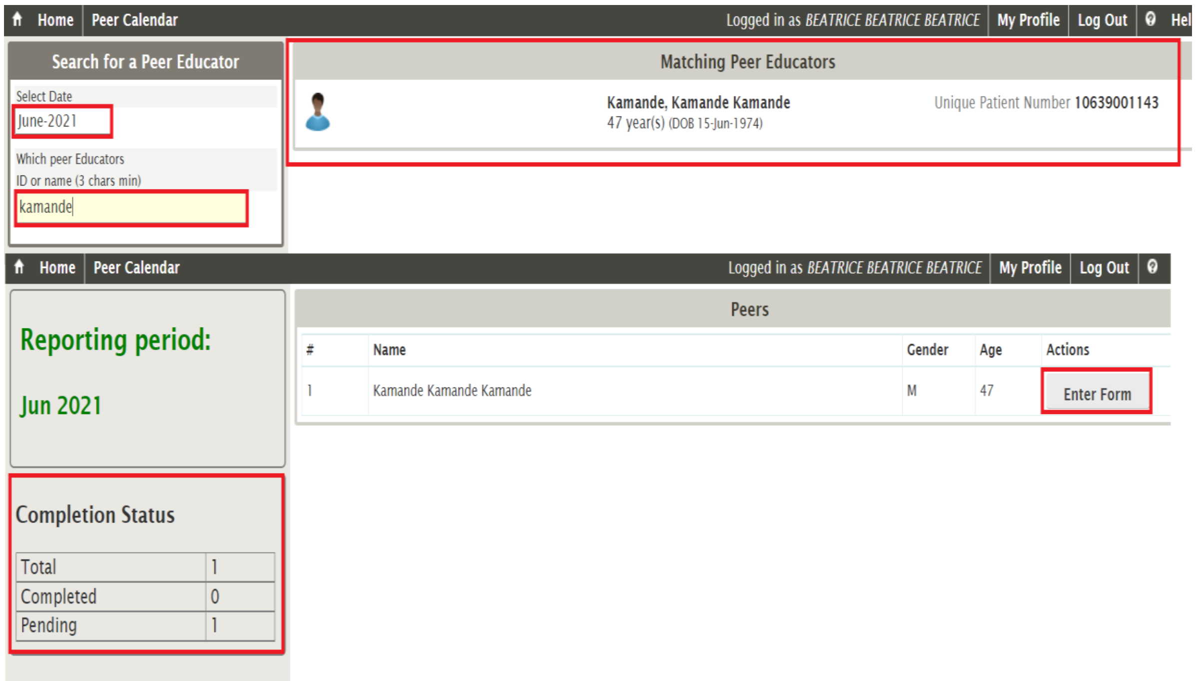
Steps:
- Specify the date of interest
- Enter the PE name or ID

Wait for the matching PE to be

displayed

	 Home Peer Calendar Logged in as BEATRICE BEATRICE Search for a Peer Educator Select Date Which peer Educators ID or name (3 chars min) Matching Peer Educators None	

5.2



<u>Registering a client by a peer educator</u>

<u>Step 1: Search for the client</u>

- Specify the Date of interest
- Enter the client's 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

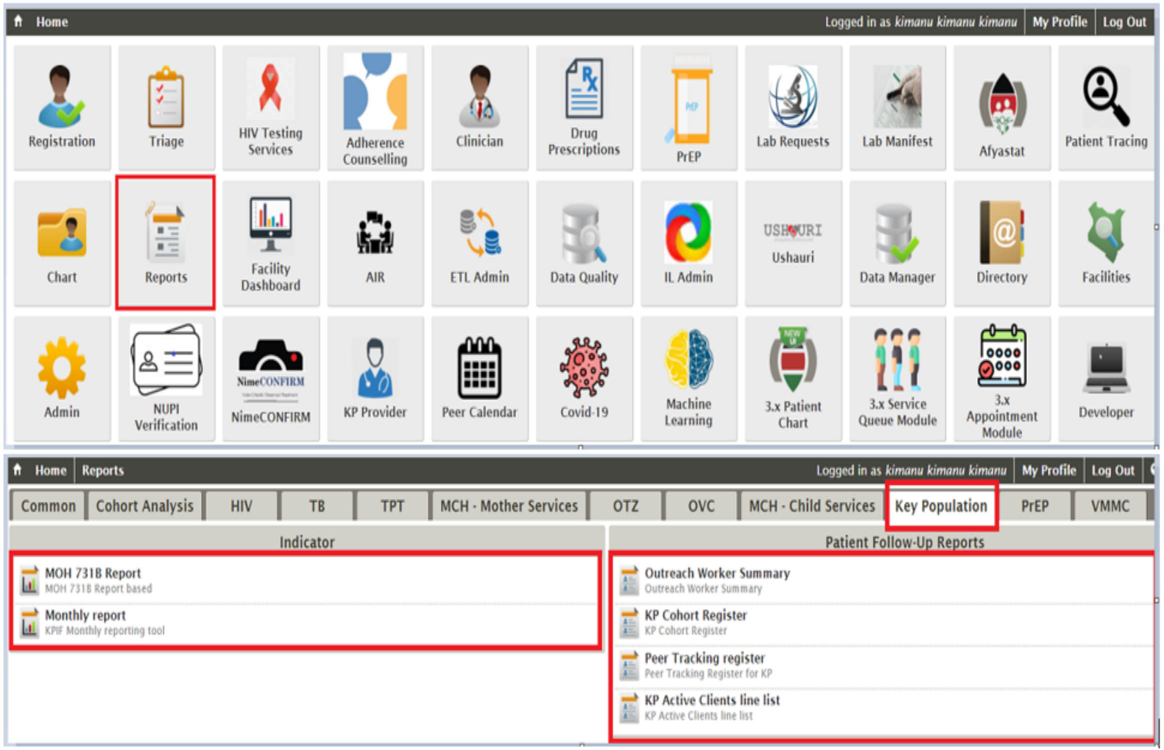
NB:

1. ***Prep Verification form:*** *This is only available if client is <u>HIV Negative</u>, receiving PrEP services in <u>ANOTHER</u> facility other than this DiCe.*
2. ***HIV Treatment verification form:*** *This is only available if a HIV positive client but receives HIV care in <u>ANOTHER</u> facility and <u>NOT</u> in the dice where the KP services are offered.*

SECTION 6: KP REPORTING

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.

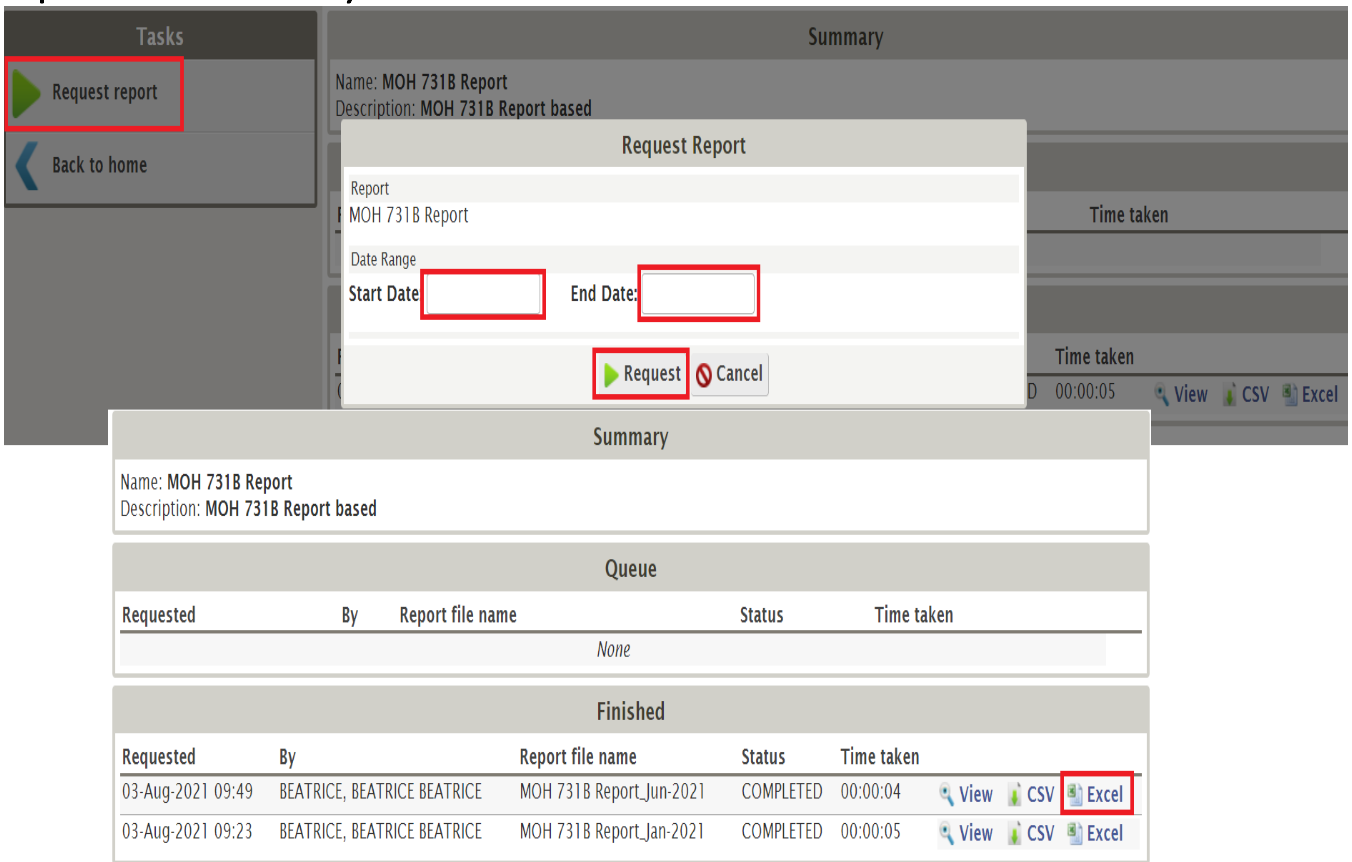
Click on the Key Population tab to reveal available KP reports as shown here.

Available reports include:

- MoH 731B Report
- Monthly Report
- Outreach worker summary
- KP Cohort register
- Peer tracking register
- KP Active client linelist

6.2

Report Generation in KenyaEMR



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.

National AIDS & STI Control Program- NASCOP

Key Populations reporting form (MOH 731Plus)

COUNTY:____________________ **SUB-COUNTY**__________________________ **WARD:** ________________________ **FACILITY/ DICE: Tombe Health Centre (Manga)** **MFL CODE: 14151**

MONTH: January **YEAR: 2019**

1. ACTIVE KEY POPULATIONS							
1.1 Number of active Key Populations in the pro	FSW		MSW	PWID	PWUD	TRANSMAN	TRANSWOMAN
Active 15 - 19	0	0	0	0	0	0	0
Active 20 - 24	2	0	0	1	0	0	0
Active 25 - 29	1	0	0	0	0	0	0
Active 30+	3	0	0	0	0	0	0
Total_active_KeyPops	6	0	0	1	0	0	0

2. HIV TESTING SERVICES							
2.1 HIV Testing	FSW	MSM	MSW	PWID	PWUD	TRANSMAN	TRANSWOMAN
Tested15 - 19	0	0	0	1	0	0	0
Tested 20 - 24	1	0	0	1	0	0	0
Tested 25 - 29	1	0	0	0	0	0	0
Tested 30+	2	0	0	0	0	0	0
Total_Tested	4	0	0	2	0	0	0
Tested_Facility	2	0	0	1	0	0	0
Tested_Community	1	0	0	0	0	0	0
Tested_New (1st testers)	4	0	0	2	0	0	0
Tested_Repeat	2	0	2	2	0	0	0
Self-tested for HIV							
Known positives (Active)	4	0	0	1	0	0	0
2.2 Receiving Positive Results	FSW	MSM	MSW	PWID	PWUD	TRANSMAN	TRANSWOMAN
Positive 15 - 19	0	1	0	1	0	0	0
Positive 20 - 24	0	1	0	1	0	0	0
Positive 25 - 29	1	0	0	0	0	0	0

4.8 Peer Education	FSW	MSM	MSW	PWID	PWUD	TRANSMA
Receiving peer education						

4.9 Clinical Services	FSW	MSM	MSW	PWID	PWUD	TRANSMA
Receiving clinical services						

5.0 CARE & TREATMENT						
5.1 Current on Pre-ART	FSW	MSM	MSW	PWID	PWUD	TRANSMA
On Site	FSW	MSM	MSW	PWID	PWUD	TRANSMA
On Pre-ART 15 - 19						
On Pre-ART 20 - 24						
On Pre-ART 25 - 29						
On Pre-ART 30+						
Total on site						
Off-Site						
On Pre-ART 15 - 19						
On Pre-ART 20 - 24						
On Pre-ART 25 - 29						
On Pre-ART 30+						
Total off site						
Total on Pre-ART						

THE END