Online HIS List Management User guide

Background:	*To standardize management and tracking of all HIS deployments, a self-service portal for HIS list management has been developed and integrated into SPOT. This gives partners the power to add new and update existing HIS facility profiles on their own without having to contact HMIS partner.*
Objectives:	*To guide Service Delivery Partners (SDPs) on how to manage their own HIS list form supported facilities*
Target Users:	*HIS, M&E, HRIO, HMIS champion at partner level*
Requirements:	*Sufficient user access rights, Internet connectivity, correct URL to HIS list management portal*
Assumption:	*This manual assumes that the user is duly registered in DWH and can access SPOT portal.*

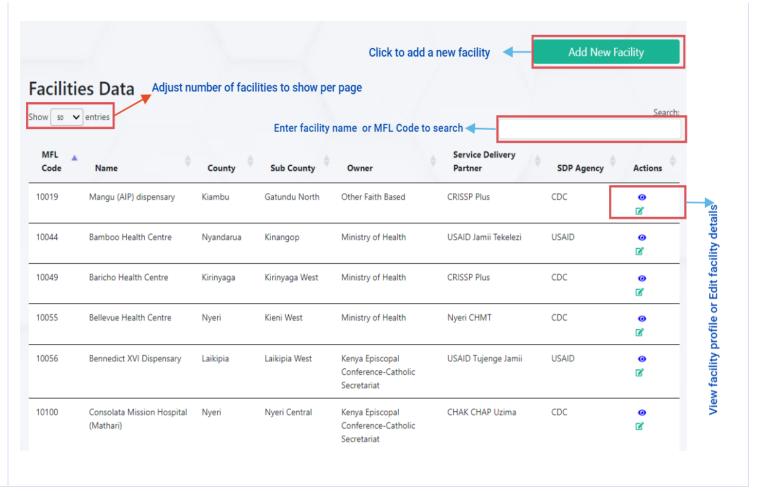| Area	Illustration

Summary
To add new facility or **Edit** existing ones, a user needs to be connected to the internet and access the correct URL to HIS List Management portal i.e. https://prod.kenyahmis.org:3001
 	
Any changes made to HIS list must undergo approval by the partner DWH steward.
	The workflow involves the following set of processes:
	   i. Access HIS List portal.
	   ii. Edit/ view facility profile for existing facility.
	   iii. Click "Add New Facility" for new facility.
	   iv. Specify facility HIS deployment details.
	   v. Save the record.
	   vi. Changes under approval.
	   vii. Updates effected in the database.
	
	NB: You will only be able to view and make changes to facilities that are supported under your organization.

**Step 0.
HIS List Home page**

Using the HIS home page, you can add new facility, search for existing facility, view facility profile and edit facility details.

To add new or edit details of existing facility, you are required to login into the portal using your DWH credentials.

NB: Contact your local DWH steward to obtain the credentials if you don't have already

The screenshot shows the following annotations and interface:

- Click to add a new facility → **Add New Facility**
- Adjust number of facilities to show per page
- Enter facility name or MFL Code to search →
- View facility profile or Edit facility details

Facilities Data

Show 50 entries

Search:

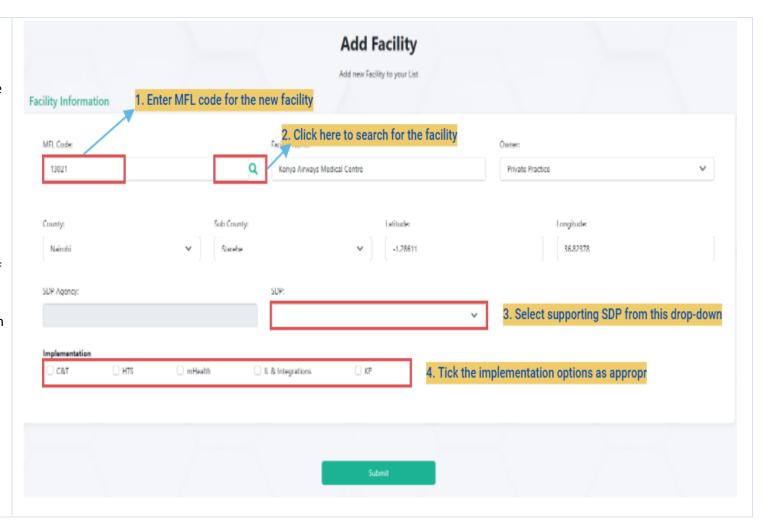| MFL Code	Name	County	Sub County	Owner	Service Delivery Partner	SDP Agency	Actions
10019	Mangu (AIP) dispensary	Kiambu	Gatundu North	Other Faith Based	CRISSP Plus	CDC	👁 ✏
10044	Bamboo Health Centre	Nyandarua	Kinangop	Ministry of Health	USAID Jamii Tekelezi	USAID	👁 ✏
10049	Baricho Health Centre	Kirinyaga	Kirinyaga West	Ministry of Health	CRISSP Plus	CDC	👁 ✏
10055	Bellevue Health Centre	Nyeri	Kieni West	Ministry of Health	Nyeri CHMT	CDC	👁 ✏
10056	Bennedict XVI Dispensary	Laikipia	Laikipia West	Kenya Episcopal Conference-Catholic Secretariat	USAID Tujenge Jamii	USAID	👁 ✏
10100	Consolata Mission Hospital (Mathari)	Nyeri	Nyeri Central	Kenya Episcopal Conference-Catholic Secretariat	CHAK CHAP Uzima	CDC	👁 ✏

1. Adding a new facility

- You are required to login using DWH credentials before you can add or update a facility.
- Click "Add New Facility" from Step0 above.
- Enter the MFL code for the new facility
- Click on Search (magnifier glass icon). The system will look up that facility from MFL database. If found, the rest of the details will be auto filled. The system will also notify you if the site already exists in the list.

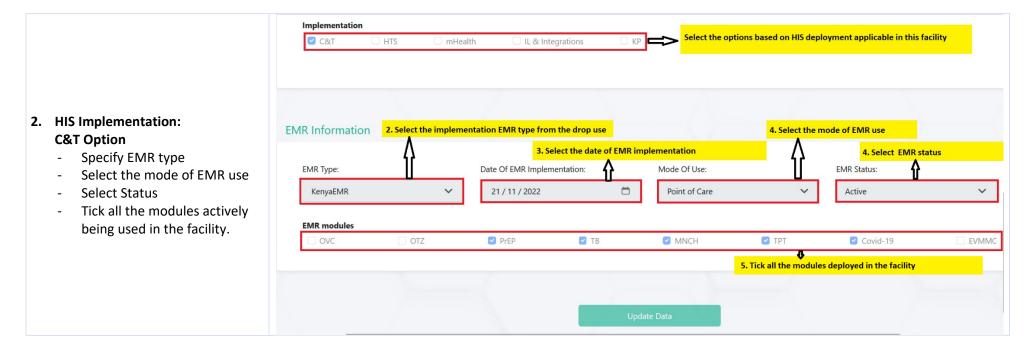**NB: This process requires internet connectivity.**

- Tick all the Implementations as appropriate and scroll down to provide more information.

Add Facility

Add new Facility to your List

Facility Information

1. Enter MFL code for the new facility

2. Click here to search for the facility

MFL Code:		Facility Name:	Owner:
13021	Q	Kenya Airways Medical Centre	Private Practice

County:	Sub County:	Latitude:	Longitude:
Nairobi	Starehe	-1.28611	36.82378

SDP Agency:

SDP:

3. Select supporting SDP from this drop-down

Implementation

☐ C&T   ☐ HTS   ☐ mHealth   ☐ IL & Integrations   ☐ KP

4. Tick the implementation options as appropr

Submit

2. HIS Implementation:
C&T Option
- Specify EMR type
- Select the mode of EMR use
- Select Status
- Tick all the modules actively being used in the facility.

Implementation

☑ C&T ☐ HTS ☐ mHealth ☐ IL & Integrations ☐ KP ⟹ Select the options based on HIS deployment applicable in this facility

EMR Information

2. Select the implementation EMR type from the drop use

4. Select the mode of EMR use

3. Select the date of EMR implementation

4. Select EMR status

EMR Type:	Date Of EMR Implementation:	Mode Of Use:	EMR Status:
KenyaEMR ▼	21 / 11 / 2022 📅	Point of Care ▼	Active ▼

EMR modules

☐ OVC ☐ OTZ ☑ PrEP ☑ TB ☑ MNCH ☑ TPT ☑ Covid-19 ☐ EVMMC

5. Tick all the modules deployed in the facility

Update Data

Implementation

☐ C&T ☑ HTS ☐ mHealth ☐ IL & Integrations ☐ KP

3. HIS Implementation:

HTS Option
- Specify all details as regards HTS implementation. i.e.
  - o Name of HTS application in use
  - o Deployment
  - o Status

HTS Information

Where HTS option is selected, the section below will appear.
- Select HTS solution used in the facility
- Select deployment type
- Select HTS status i.e. active, stalled or discontinued

HTS Information

HTS Use:	Deployment:	HTS Status:
AfyaSTAT ⌄	⌄	⌄

Submit

4. HIS Implementation:

mHealth Option
- Tick all the applicable options for the facility based on the mHealth solutions deployed in the facility.

Implementation

☐ C&T ☐ HTS ☑ mHealth ☐ IL & Integrations ☐ KP

Where mHealth option is selected, the section below will appear.
- Tick all the mHealth solutions deployed in the facility

MHealth Information

MHealth Information

☐ Ushauri   ☐ Nishauri   ☐ C4C   ☐ MLab   ☐ ART Directory   ☐ PSurvey

Submit

5. **HIS Implementation: IL & Integrations and KP Option** - This provides additional options for IL Participating systems and integration section. Tick as appropriate for the facility being added/ updated. **KP Option** - There are no additional sections where KP option is selected.	
6. **Submitting the data**	Once all the information is captured and verified. Click on "Submit" to save the details. You will be notified that the request has been sent to your steward for approval. The approval outcomes are: - Approved: Means the changes have been accepted and committed to the database - Rejected: Means the changes have been rejected. The existing records will not change. Here is a sample notification email from the portal:

NB: This is a sample message that will be sent to your steward for approval.	**DWH-HIS Management Portal** **Greetings!** You are receiving this email because a Facility with MFL code **88886** has been modified or added by user **mary kilewe**. Please review these changes and approve them before the changes can be reflected. To view changes navigate to Facility Edits
7. Approval of HIS list update Your steward will review your request to add or update a facility record and determine approval or rejection. If approved, you will receive an email notification communicating the same. Return to the portal and search for the updated facility to confirm the changes.	**DWH-HIS Management Portal** **✓ Approved!** You are receiving this email because you requested approval for edits made to Facility with MFL code **88880**. Your edits were approved. Changes you made now reflect on the portal! To view Facility navigate to Facility Info

If the request is rejected, an email notification will be sent back to you on the same. Here is a sample rejection message.	**DWH-HIS Management Portal** ✕ Rejected! You are receiving this email because you requested approval for edits made to Facility with MFL code **99996**. Your edits were rejected. Reasons provided for the rejection are : To view Facility navigate to Facility Info
To prevent unauthorized update to the list, the system will display the following warning while locking all the fields. Contact your steward to grant you necessary access rights.	ⓘ Only Organisation stewards and HIS approvers are allowed to edit. Please contact the steward of this organisation to make changes

THE END