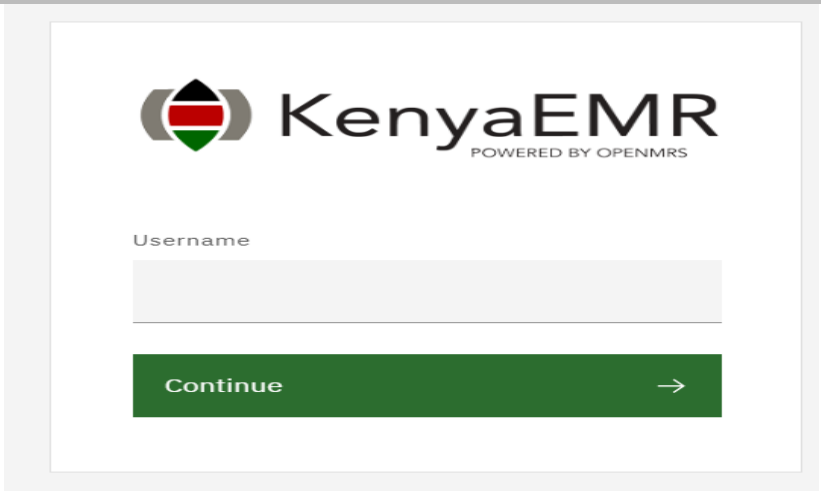
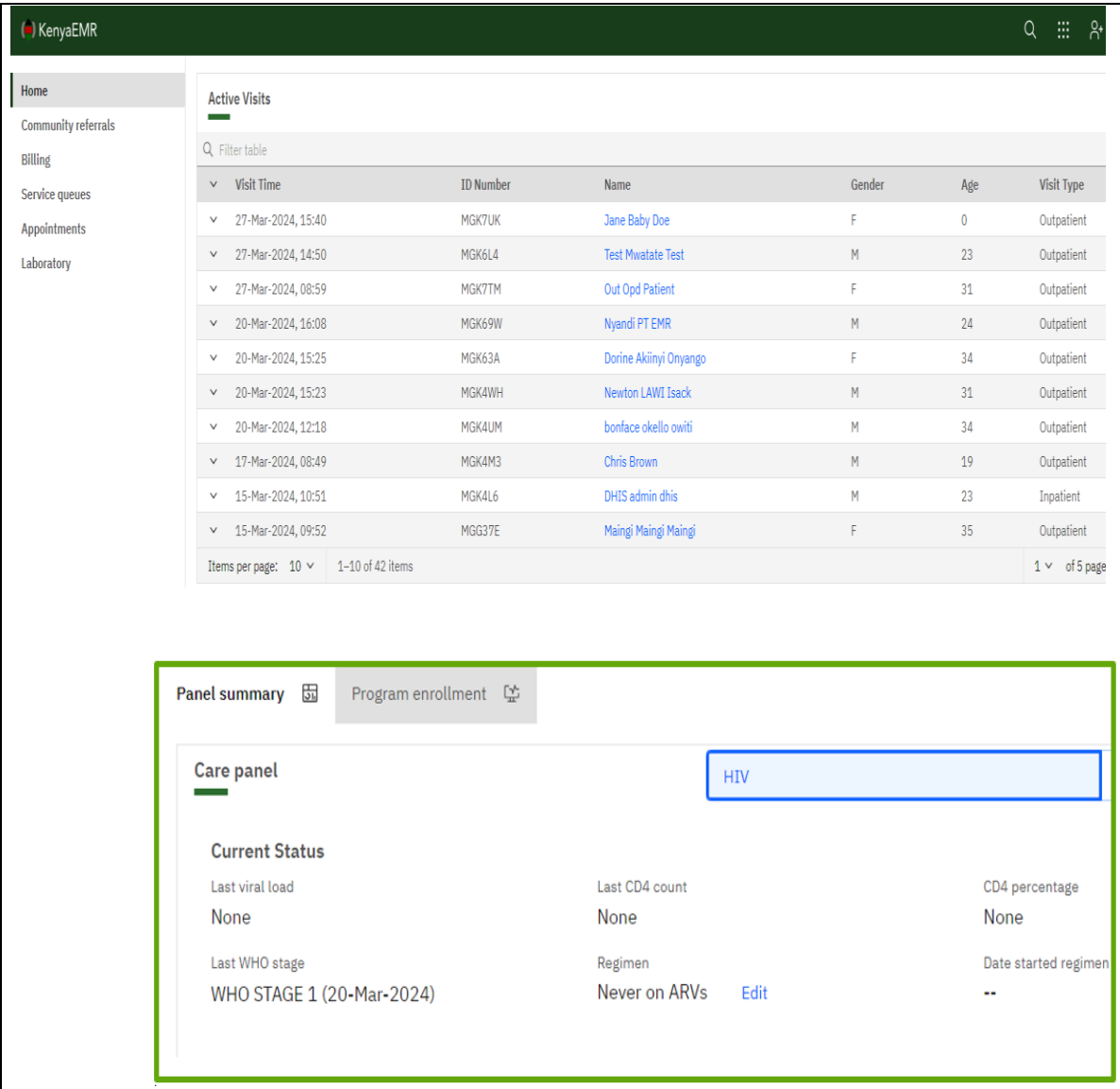
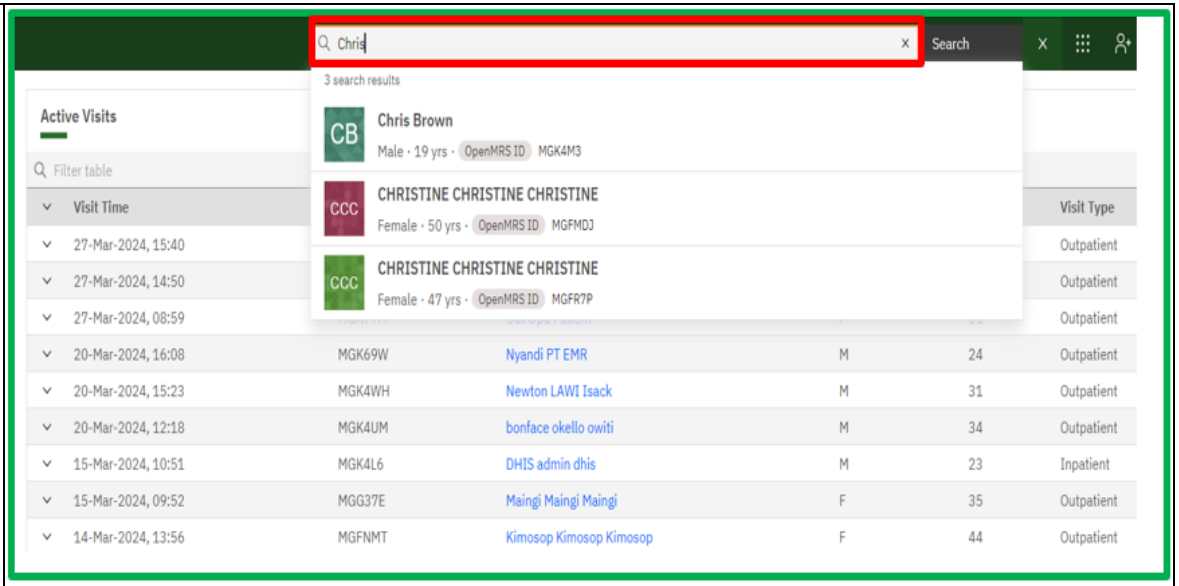
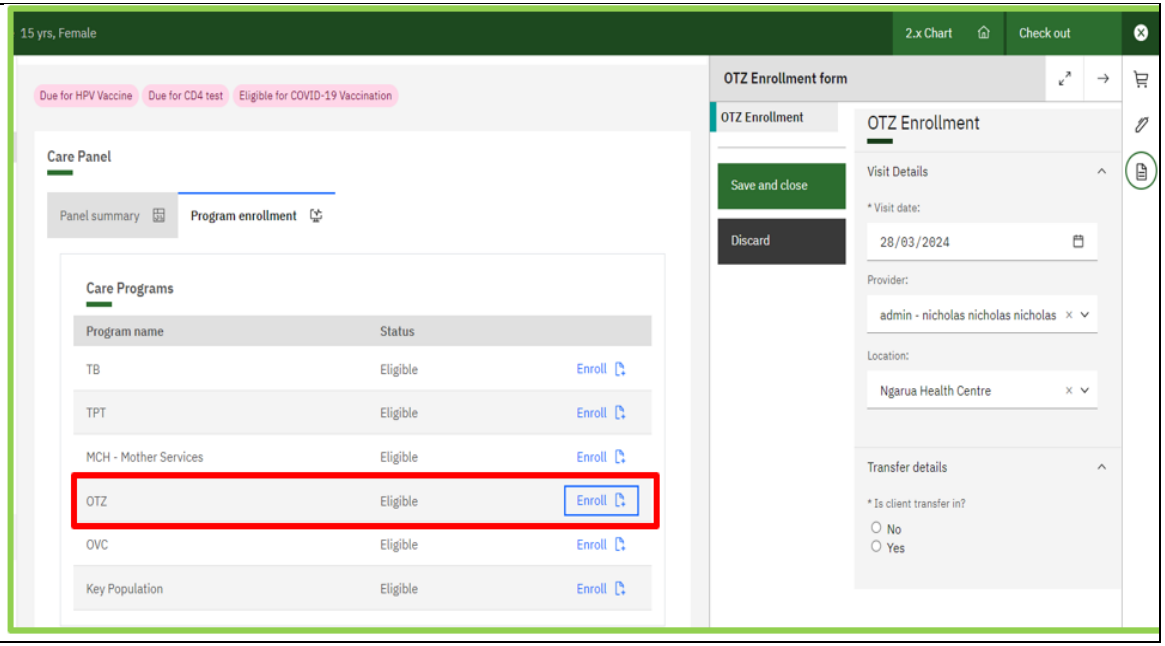
Tasks:	Using OTZ Module on KenyaEMR
Objective:	To support use of OTZ Module and provide necessary services using the module
Who:	Healthcare providers, Counselors, Peer Educators
Required Materials:	Functional KenyaEMR with OTZ module installed
Version:	KenyaEMR 3.x Version 18.7.2 and above
Last Updated:	Mar 2024

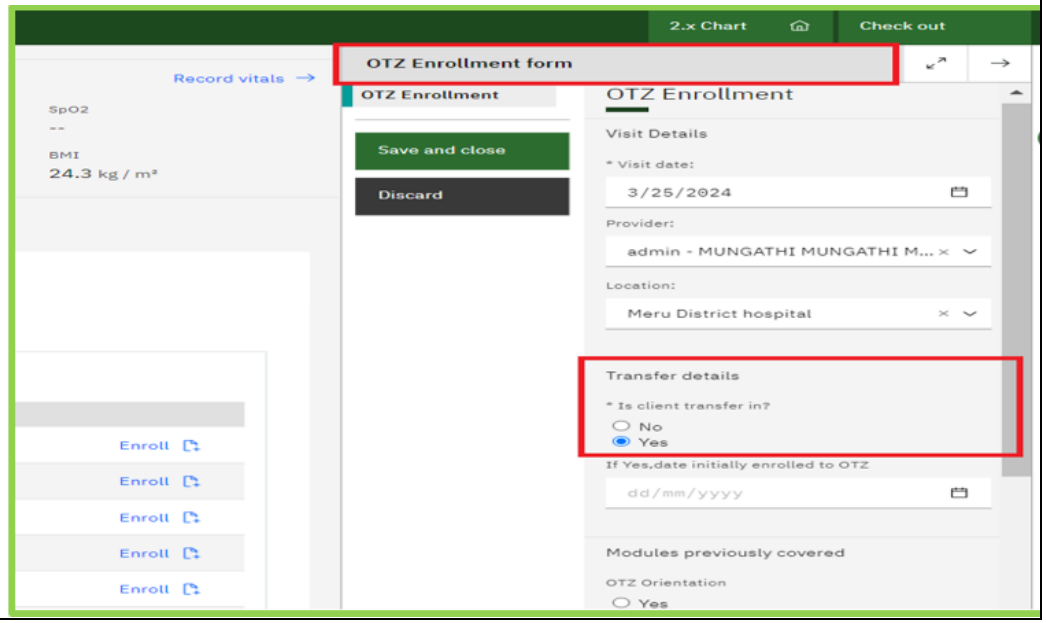
Step	Action	Screen shots
Introduction	This document provides detailed workflow for use of OTZ module on KenyaEMR system. The guide has been accompanied by relevant screenshot images for illustration purposes. The step-by-step guide is clustered into groups of related workflows for ease of reference.	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	

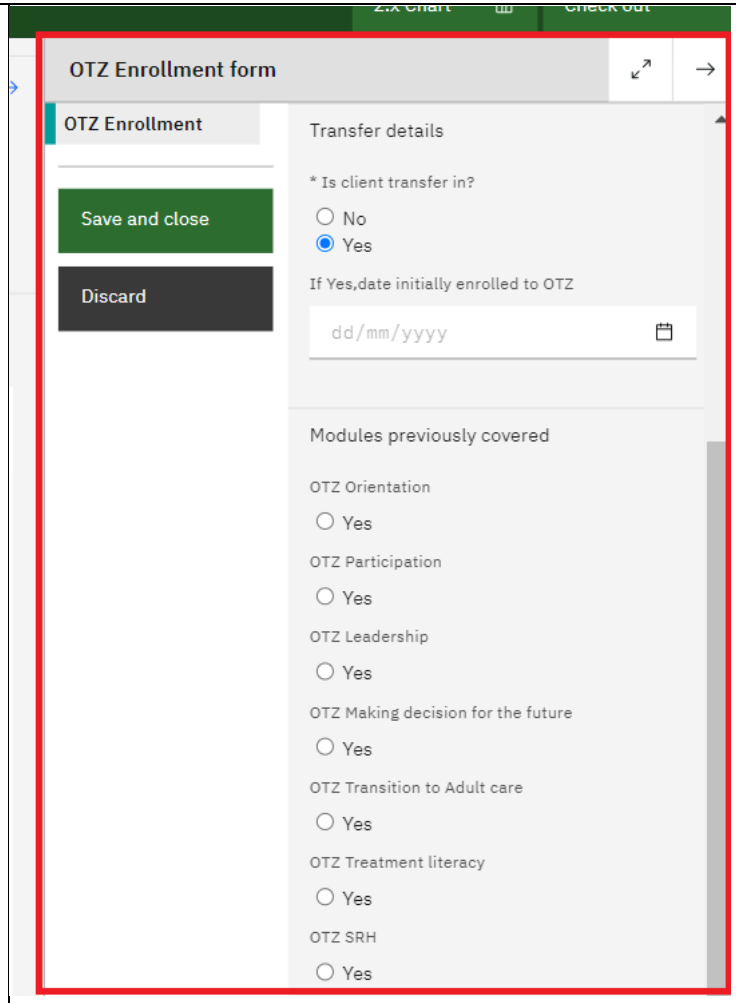
1. Login and Registration		
Log into KenyaEMR	Before using OTZ module, the user is required to gain access into KenyaEMR system by supplying correct username and password. • Enter Username • Enter Password • Click “Login”	

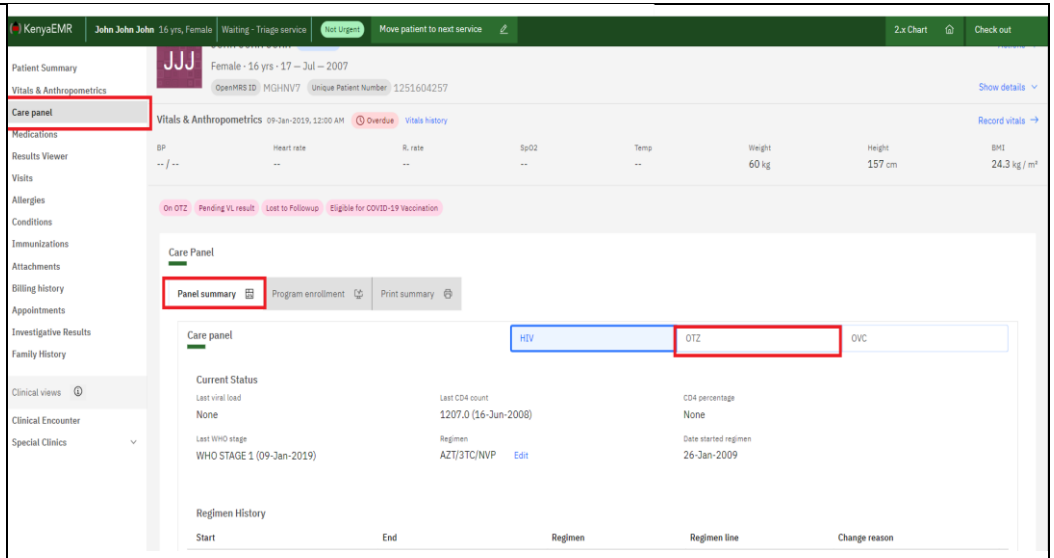
Accessing OTZ Services	**Step 1:** After a successful login, the KenyaEMR landing page (Dashboard) will be opened. Requirement: Client MUST be enrolled in HIV module before they can access OTZ services.	

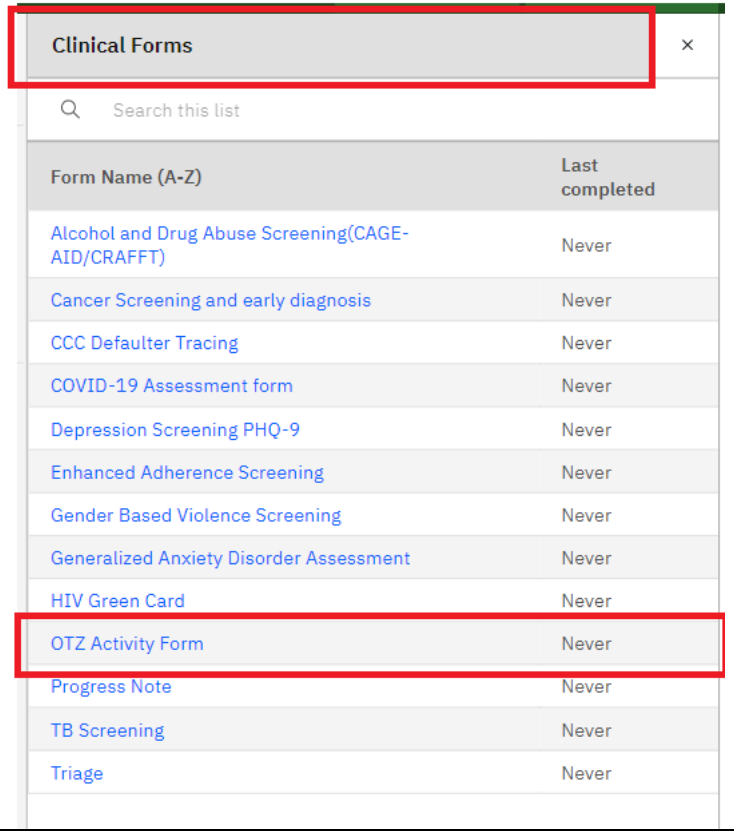
Searching for eligible OTZ clients	**Step 3: Search for client newly eligible for OTZ services.** • Client already enrolled in HIV Care aged 10yrs to 19yrs, or • Up to 24 years for existing clients in the OTZ program.	

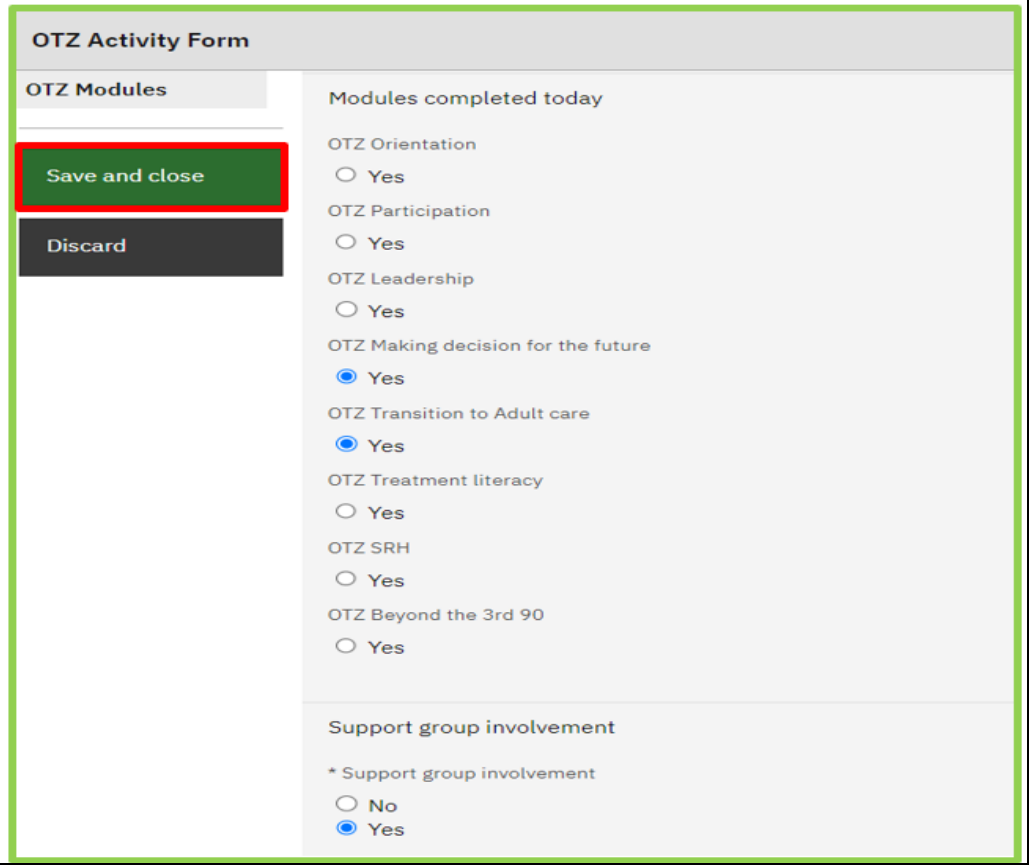
Accessing OTZ Module	**Step 4: OTZ module on client homepage** • To access OTZ module on client homepage, **check in** the client. • The OTZ module will now be available on the client care panel, under program enrollment as highlighted. Click on the enroll button to enroll the clients in the OTZ module. • Note: OTZ service highlighted will not be available for newly created patients until you successfully enroll the client into the HIV service	

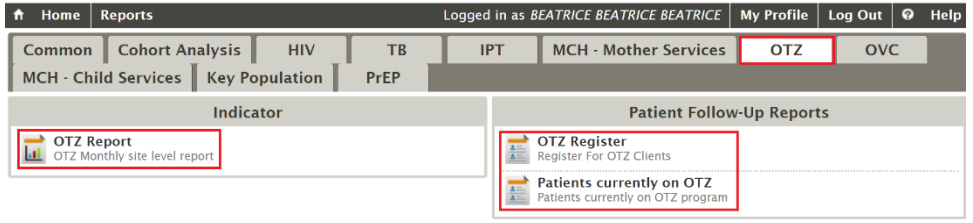
OTZ Enrollment Form	Select **Yes** if the client is a transfer-in and **No** if the client is not a transfer-in	

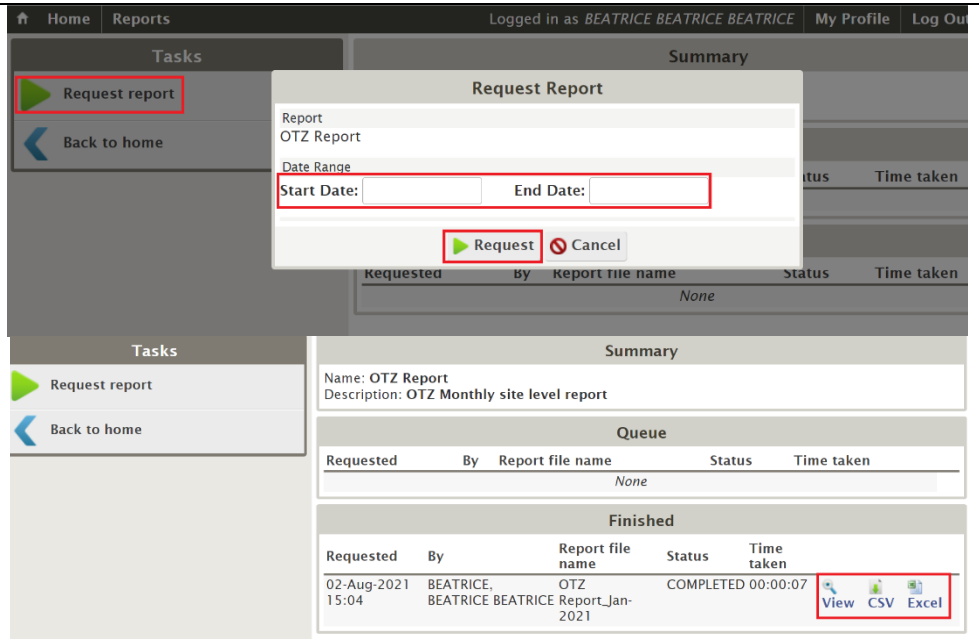
OTZ Enrollment Form	• If **Yes,** indicate modules previously covered by checking the radio button against each. Using the calendar indicate date when the modules were covered. • Click **Enter** to save the OTZ enrollment form	

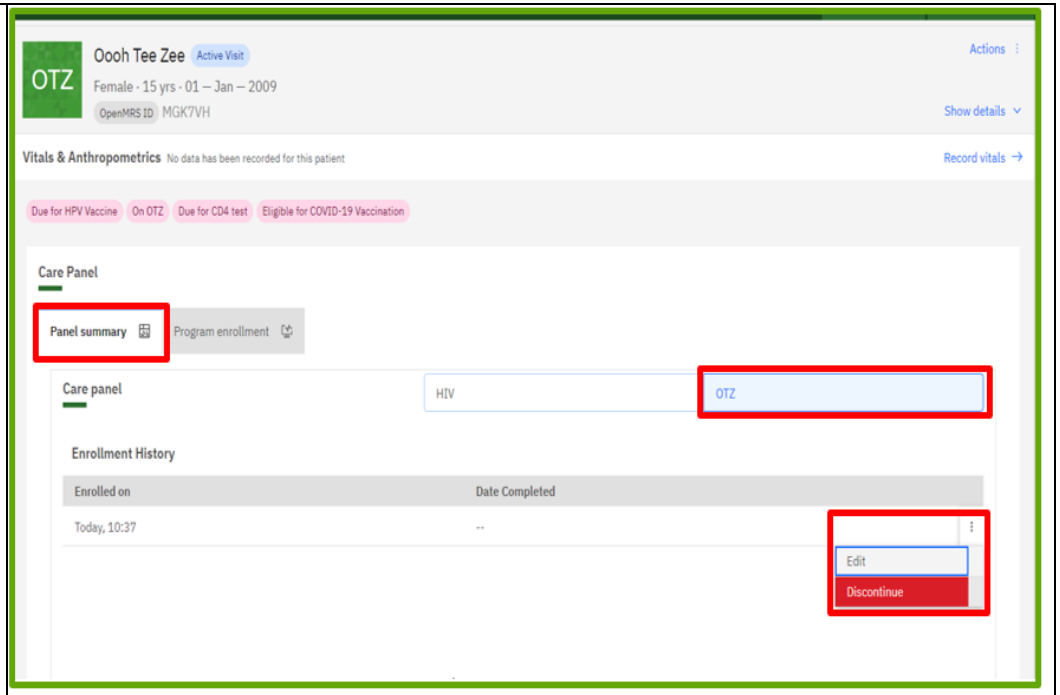
OTZ Enrollment Form	• To confirm successful enrollment, Under care panel, panel summary, you will see **OTZ as highlighted**	

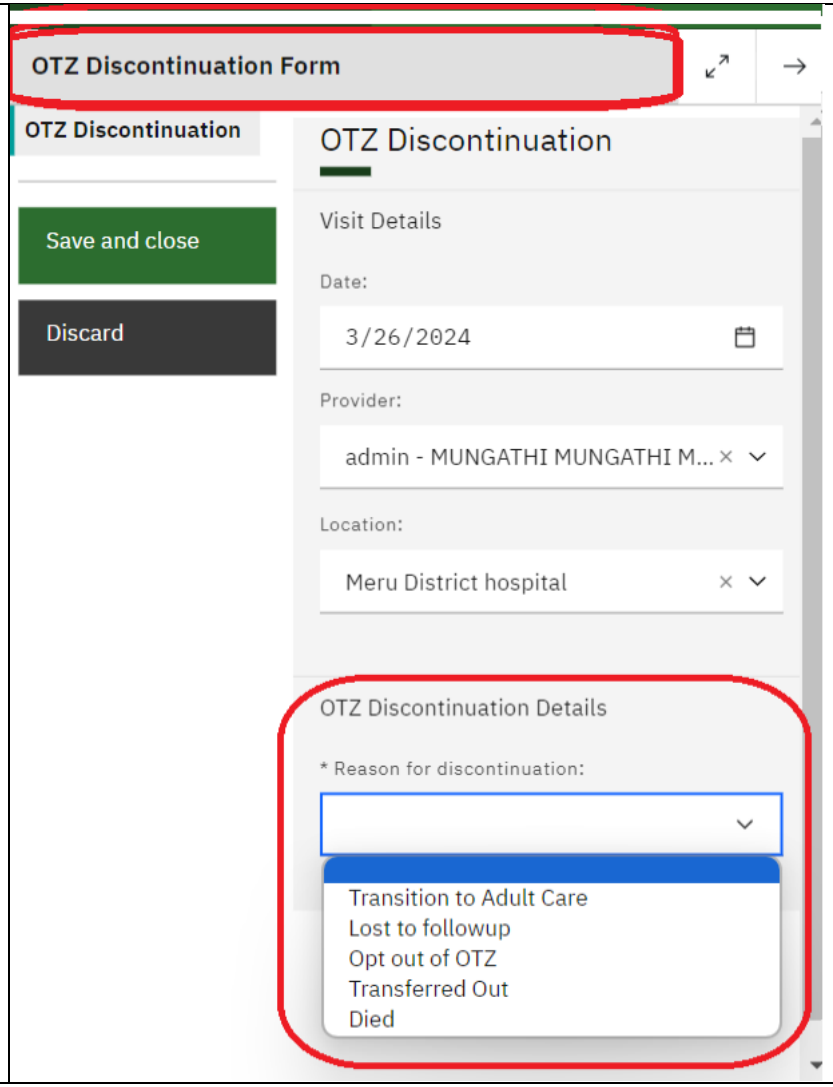
OTZ Activity Form	• After successful enrollment of the client in the OTZ module, the **OTZ activity form** will automatically be availed under Clinical forms.	

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	

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	

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	

Discontinuation from OTZ Module	• To discontinue a client from OTZ for one reason or the other follow the procedure below. • Go to Care panel, then click panel Summary under OTZ module , click on three dots as shown with the arrow to access OTZ discontinuation form	

Discontinuation from OTZ Module	• Using the drop-down menu, select the reason for discontinuation and enter the form to save the discontinuation encounter	

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