SOP: How to Document OVC Services in KenyaEMR

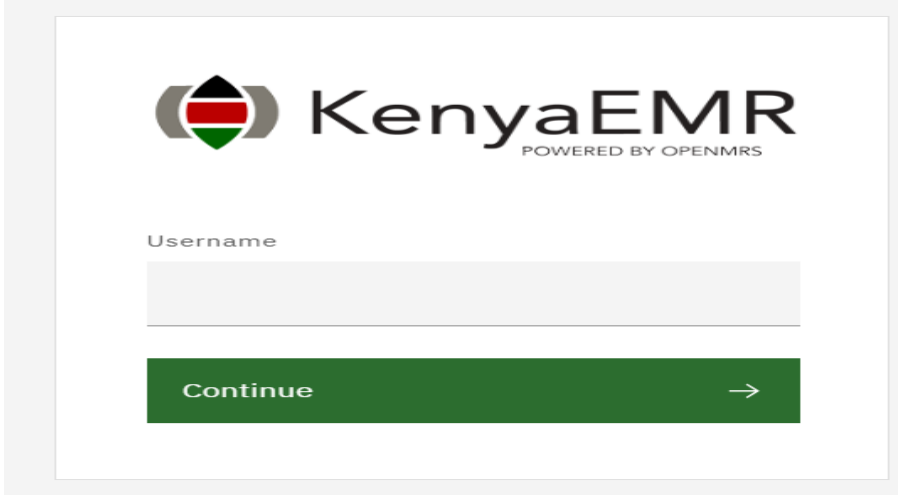|	
Tasks:	Using OVC Module on KenyaEMR
Objective:	To support use of OVC Module and provide necessary services using the module
Who:	Healthcare providers, Counselors, Peer Educators
Required Materials:	Functional KenyaEMR Version 18.7.2 and above with OVC module
Version:	KenyaEMR Version 18.7.2 and above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

Step	Action	Screen shots
Introduction	This document provides a detailed guide on the use of OVC module on the 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 OVC module. • Discontinue client from OVC module and, • Generate OVC reports.	

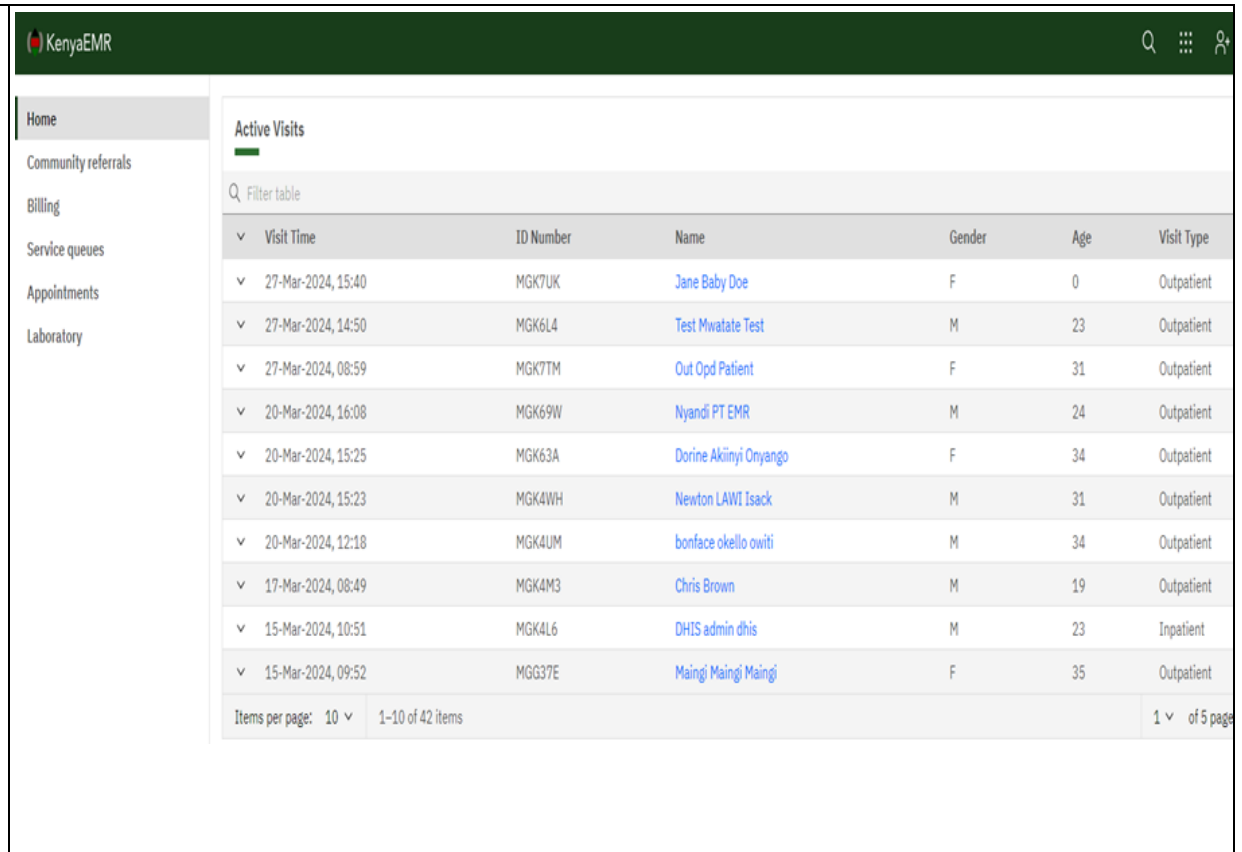|		
1. Login and Registration		
Log into KenyaEMR	Before using the OVC module, the user is required to gain access to the KenyaEMR system by providing the correct username and password. - Enter Username - Enter Password - Click "**Login**"	

KenyaEMR Landing Page	**Step 1:** After a successful login per role base, the KenyaEMR landing page opens. The landing page comprises of Active Patient Visits: To access OVC Module Click **Home** and then click **Specific patient in Question, Check in the patient, go to Care panel, program enrollment as highlighted**	

KenyaEMR

Home
Community referrals
Billing
Service queues
Appointments
Laboratory

Active Visits

Q Filter table

	Visit Time	ID Number	Name	Gender	Age	Visit Type
∨	27-Mar-2024, 15:40	MGK7UK	Jane Baby Doe	F	0	Outpatient
∨	27-Mar-2024, 14:50	MGK6L4	Test Mwatate Test	M	23	Outpatient
∨	27-Mar-2024, 08:59	MGK7TM	Out Opd Patient	F	31	Outpatient
∨	20-Mar-2024, 16:08	MGK69W	Nyandi PT EMR	M	24	Outpatient
∨	20-Mar-2024, 15:25	MGK63A	Dorine Akiinyi Onyango	F	34	Outpatient
∨	20-Mar-2024, 15:23	MGK4WH	Newton LAWI Isack	M	31	Outpatient
∨	20-Mar-2024, 12:18	MGK4UM	bonface okello owiti	M	34	Outpatient
∨	17-Mar-2024, 08:49	MGK4M3	Chris Brown	M	19	Outpatient
∨	15-Mar-2024, 10:51	MGK4L6	DHIS admin dhis	M	23	Inpatient
∨	15-Mar-2024, 09:52	MGG37E	Maingi Maingi Maingi	F	35	Outpatient

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Searching for eligible OVC clients	**Step 2: Search for client eligible for OVC services.** ● Client already enrolled in HIV Care ● Age 0 to 18 years Select the Client	
	2. Enrolment into OVC	
Accessing OVC Module	**Step 4: Enroll client for OVC services.** OVC module is accessible on client homepage (if they meet requirements above) ● The OVC module will now be available on the client care panel as highlighted. ● Click on enroll button to access OVC enrollment form. ● Fill in the OVC enrolment form and click save and close the form.	
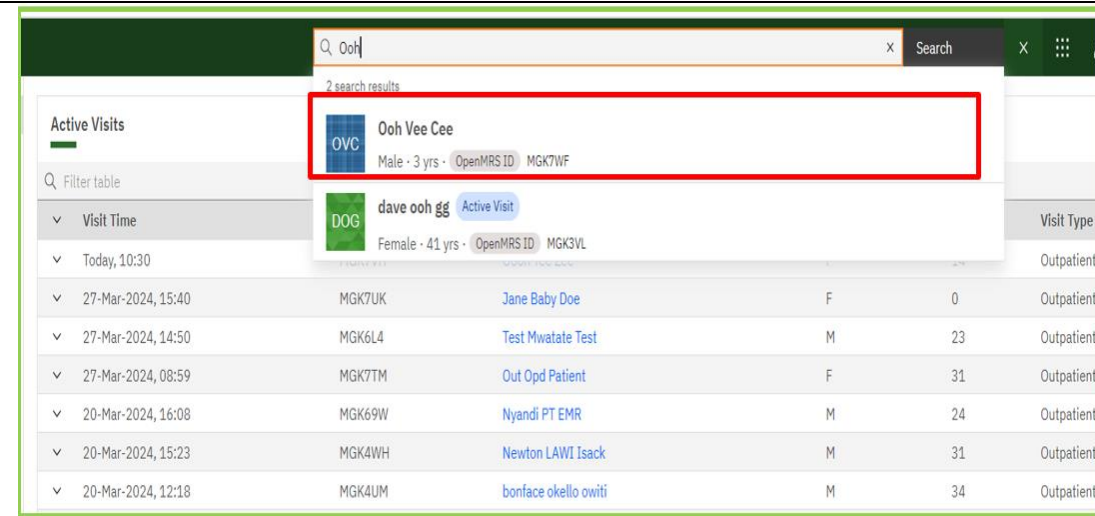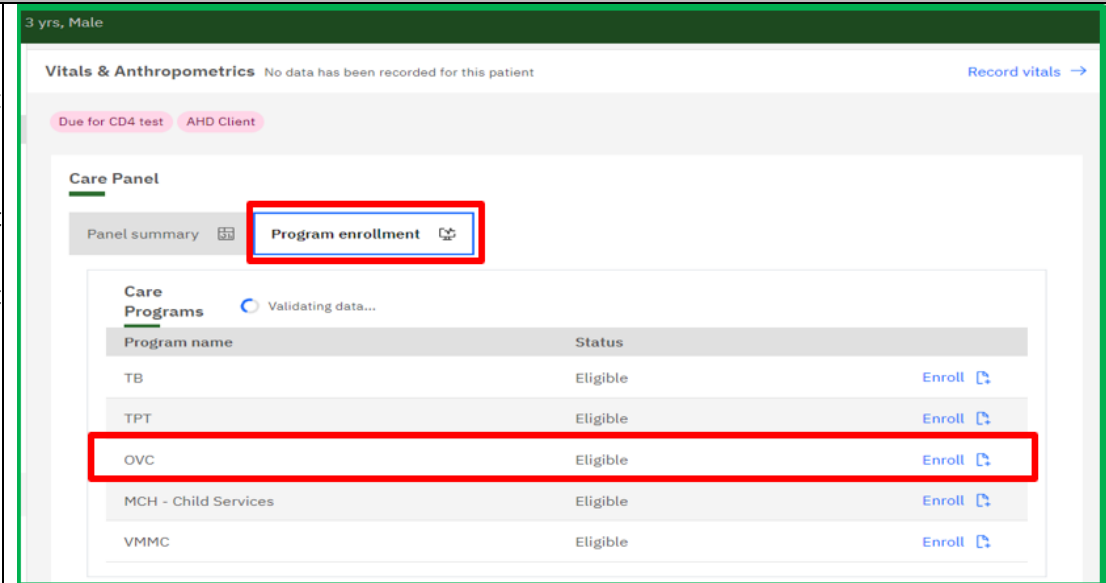
OVC Enrollment Form	Fill in the OVC enrolment form and click enter to save the form. **NB**: For normal Paed/Adult HIV care program interventions, use the existing encounter forms under MCH, HTS, Green card services, etc.	
	3. OVC Reporting Services	
Accessing OVC Reports	● Under reports, click on the OVC tab and select "Patients Currently on OVC" report. ● Click on the report to request it	

Patients currently on OVC Report	● Once the report is successfully generated, you can choose to open it using Comma Separated Value (CSV) format or you can view it within the browser by selecting "View". The screenshot shows the appearance of the line list:	
Discontinuation from OVC Module	Discontinue from OVC module at the age of 18years or 20 years if the client is still a student. ● Go to the Care panel, then click panel summary, click the three dots as shown by the arrow under OVC module to access OVC discontinuation form ● Using the drop-down menu, select the exit reason and enter the form to save the discontinuation and close the encounter	

THE END