

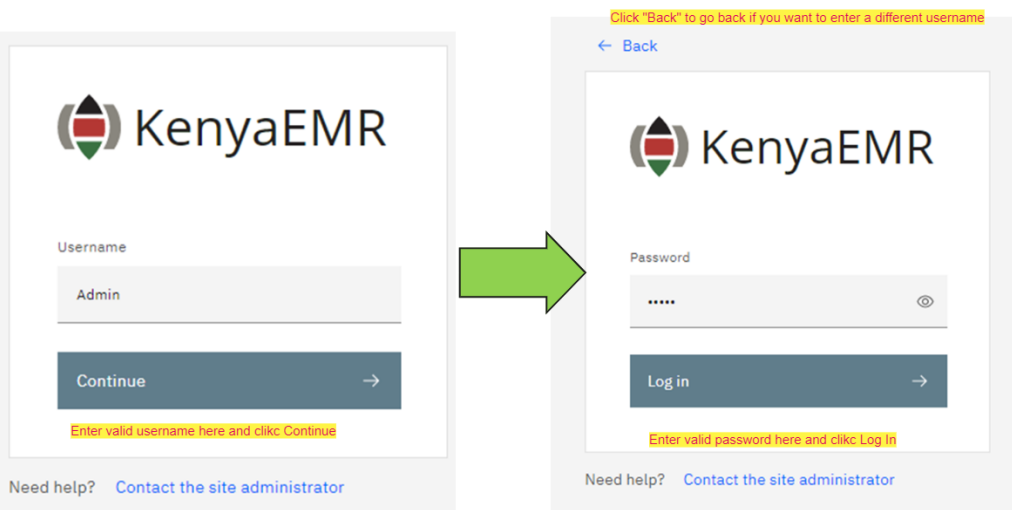
# SOP: How to Document Key and Vulnerable Population Module in KenyaEMR

[ Last updated: March 2024 ]

<b>Tasks:</b>	End to end navigation of Key and vulnerable population program
<b>Objective:</b>	Provide KVP Navigation skills
<b>Who:</b>	KVP Program User
<b>Required Materials:</b>	Username, password, computer with KenyaEMR 3.x (18.7.2) + installed, patient name, ID, and/or age

## Introduction:

KenyaEMR has been enhanced to support comprehensive documentation of Key and Vulnerable Population services. This guide provides step by step guide for documenting KVP information in KenyaEMR.

<p><b>Step 1</b></p>	<p><b>Login to KenyaEMR.</b></p> <p>Enter the application server URL system.  <b>"[ServerIpAddress:8080/openmrs]"</b>  and click on the load button or Enter key from the keyboard. On successful loading, you should be navigated to the system login page.</p> <p>Authenticate entry by providing username and password on the fields and click <b>"Login"</b> Upon successful login, you shall be navigated to KenyaEMR Home Page.</p> <p>Successful login will direct you to the KenyaEMR Home Page where the landing page is displayed based on the user role.</p>	 <p>The image shows two screenshots of the KenyaEMR login interface. The first screenshot shows the 'Username' field with 'Admin' entered and a 'Continue' button. A yellow tooltip below the field says 'Enter valid username here and click Continue'. The second screenshot shows the 'Password' field with masked characters and a 'Log in' button. A yellow tooltip above the field says 'Click "Back" to go back if you want to enter a different username'. A green arrow points from the first screenshot to the second. Both screenshots include a 'Need help? Contact the site administrator' link at the bottom.</p> <p><b>NB:</b> With valid username and password, clicking Log in will take you to the KenyaEMR home page. Otherwise, you will receive a prompt for wrong username or password. If you don't have valid login credentials, click "Contact the site administrator"</p>
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**Step 2**
**Locating KVP Program**


- From the landing page, select the client of interest from the active line list.
- If it's a new client **refer to registration guide**
- If a client is not available on the active line list, proceed to search for a client.

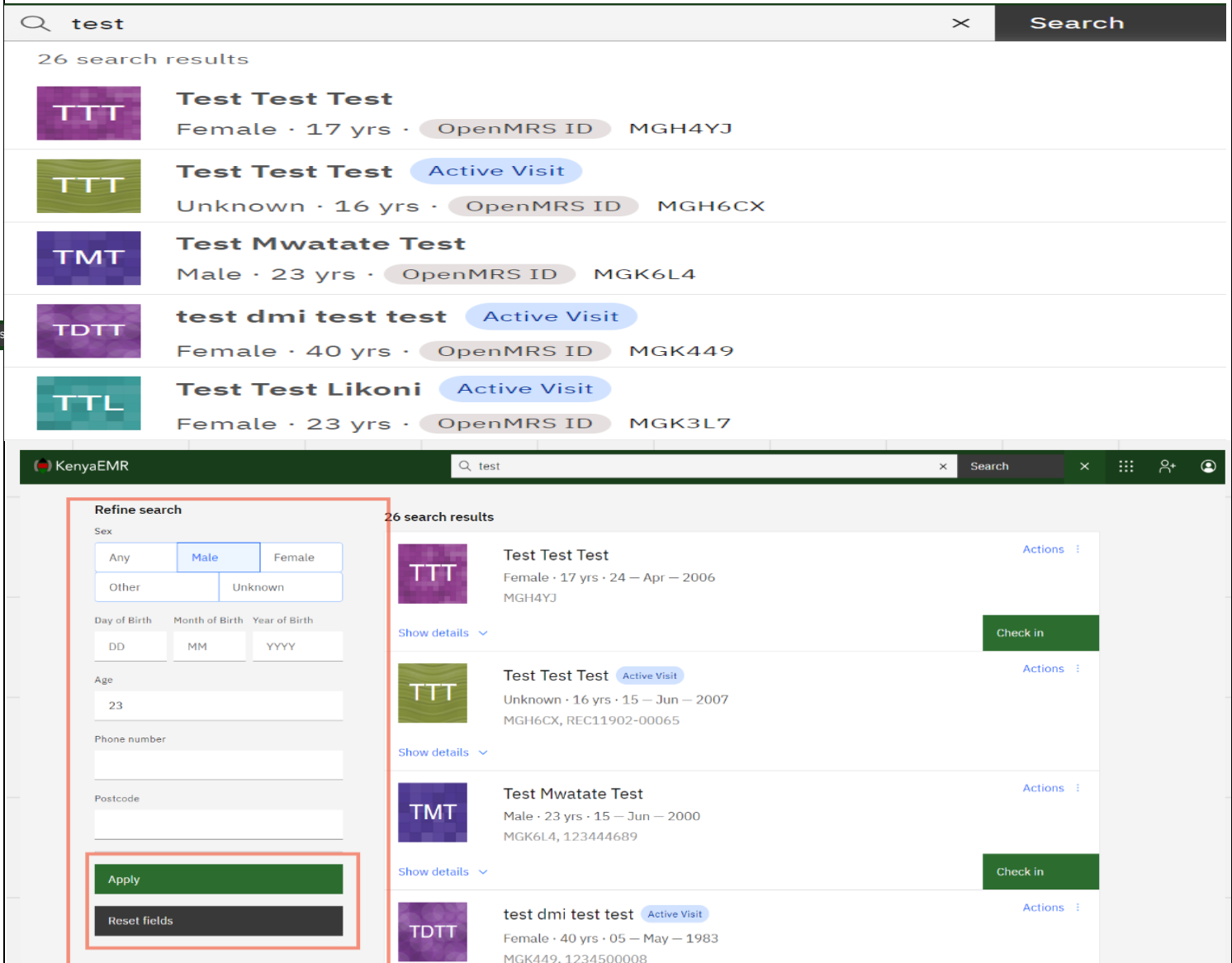
**Active Visits**

Filter table

Visit Time	ID Number	Name	Gender	Age	Visit Type
Today, 16:23	MGFKEJ	Maringich Maringich Maringich	M	18	Outpatient
20-Mar-2024, 17:21	MGK67Y	my email Gmail	F	24	Outpatient
20-Mar-2024, 16:08	MGK69W	Nyandi PT EMR	M	24	Outpatient
20-Mar-2024, 15:34	MGK647	Rose Awino James	F	27	Outpatient
20-Mar-2024, 15:25	MGK4VK	hesbon atieno atieno	M	31	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

### Step 3 Searching for patient

- List of clients scheduled for the day will be listed on the screen as shown.
- If the patient of interest is not listed, you need to search for the patient. Click on the “Search” button  “located at the top right to open the search window.
- Enter the name or Patient ID in the field provided. A list of possible matches will be displayed as you type the identifier.
- To conduct a refined search, input the patient’s name on the search button then press “ENTER” to search.
- Under refine search, specify the sex of the client, date of birth (if known), age of the client, phone number (if available) and postal code where applicable. Upon entering the details, click on ‘Apply’ else click on ‘Reset Fields’

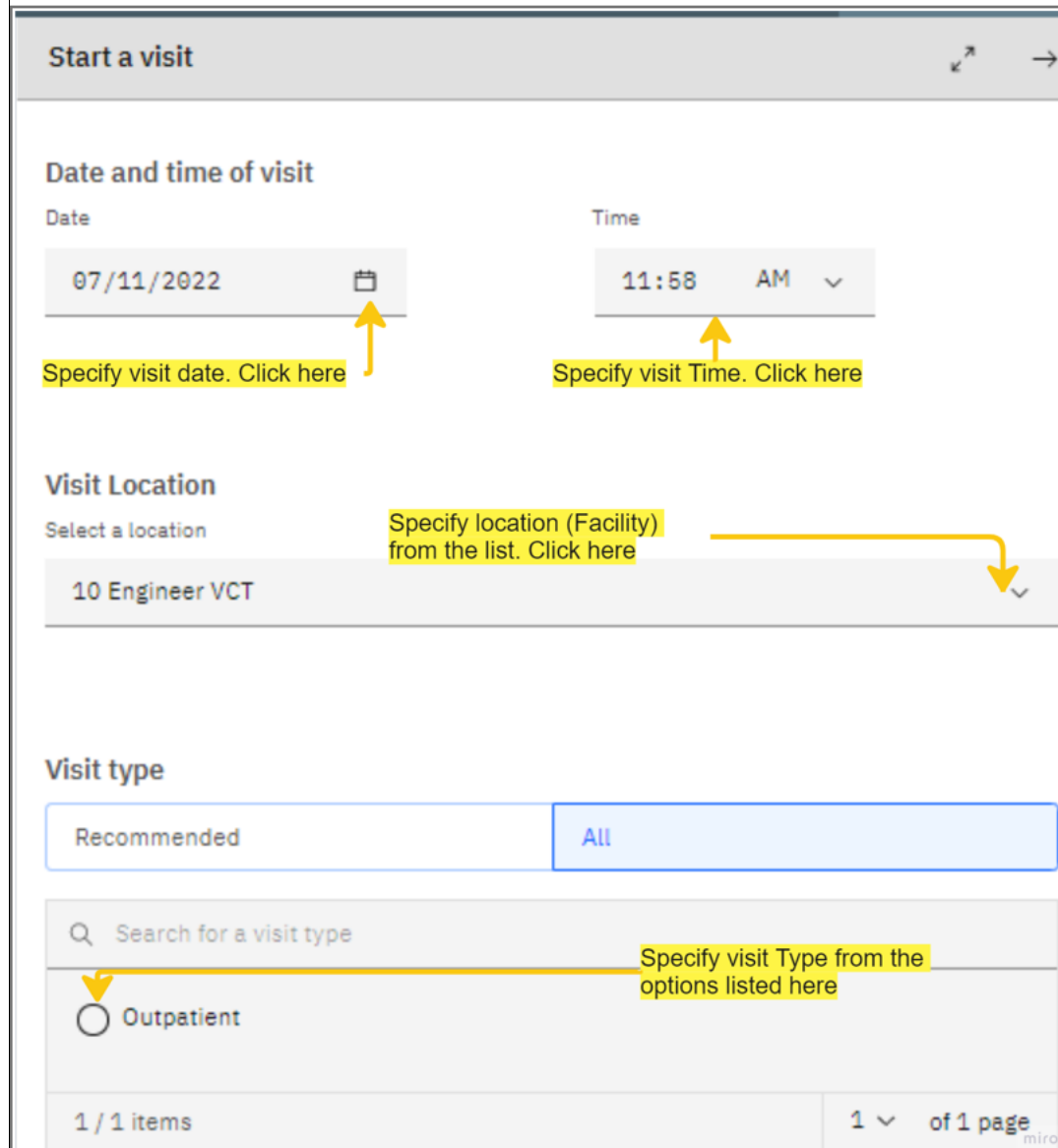


The screenshot displays the KenyaEMR search interface. At the top, a search bar contains the text "test" and a "Search" button. Below the search bar, 26 search results are listed, each with a patient ID icon (e.g., TTT, TMT, TDTT, TTL), name, sex, age, and OpenMRS ID. A "Refine search" panel is visible on the left, containing fields for Sex (Male, Female, Other, Unknown), Day of Birth (DD), Month of Birth (MM), Year of Birth (YYYY), Age (23), Phone number, and Postcode. The "Apply" button is highlighted with a red box, and the "Reset fields" button is also visible. The search results on the right show details for the selected patient, including "Show details" and "Check in" buttons.

**Step 4**


**Check in the patient.**


- To start the process of Enrolling to KP Program, you need to Check-in the client by clicking the checking button shown.



**Start a visit**

**Date and time of visit**

Date: 07/11/2022 


Time: 11:58 AM 

Specify visit date. Click here

Specify visit Time. Click here

**Visit Location**

Select a location

10 Engineer VCT 

Specify location (Facility) from the list. Click here

**Visit type**

Recommended All

Search for a visit type

Outpatient

Specify visit Type from the options listed here

1 / 1 items 1 of 1 page miro

2.x Chart ⌂ Check in ✕

Start a visit ✕ 🛒

**Billing**

Is patient exempted from payment?  
 Yes  No

Payment methods

Select payment method ^

- Cash
- Insurance
- Mobile Money
- Waiver

**Queue Location**

Select a queue location

CCC ▾

**Service**

Select a service

Triage service ▾

**Priority**

Emergency  Not Urgent  Urgent

Discard Check in

Indicate if patient is exempted from paying or not.  
If yes, indicate reason for exemption.  
If No, proceed to select payment method

Select the preferred mode of payment

Select the service point

Select the the service the client is receiving

Select the priority level of the client based on their health condition

Click check in upon completion of all required details

STEP 5

Enrolment into KVP Service.

- While on the patient summary dashboard, navigate to the care panel on the left as shown on the diagram.”.

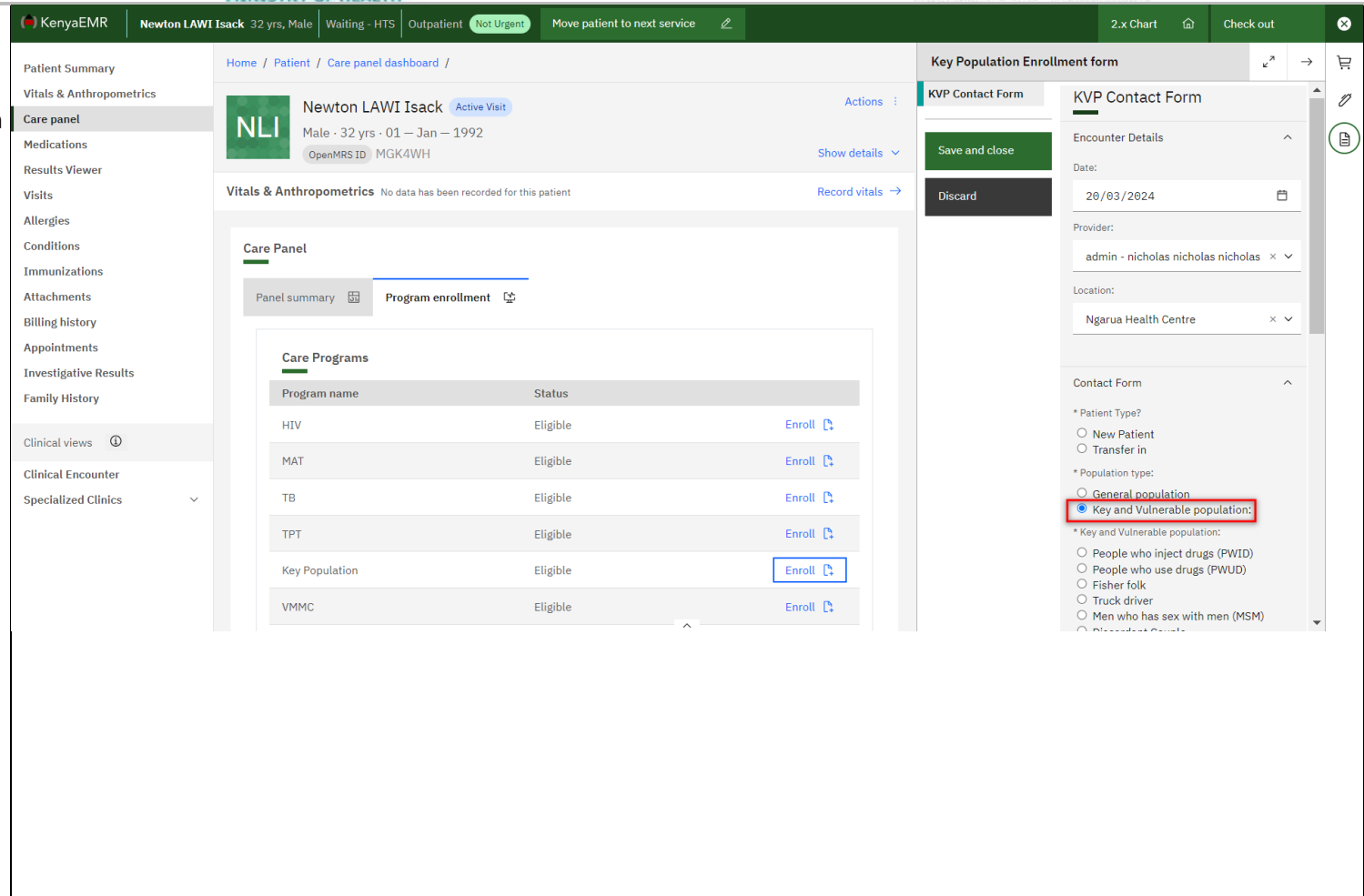
The screenshot shows the KenyaEMR interface for patient 'Newton LAWI Isack'. The left sidebar contains a 'Care panel' menu item, which is highlighted with a red box. The main content area shows the 'Care Panel' section with a 'Program enrollment' button, also highlighted with a red box. Below this is a table of 'Care Programs' with columns for 'Program name', 'Status', and 'Enroll'. The 'Key Population' row is highlighted with a red box, and its 'Enroll' button is also highlighted with a red box. Yellow callout boxes with arrows point to the 'Care panel' menu item, the 'Program enrollment' button, and the 'Enroll' button for 'Key Population'.

Program name	Status	Enroll
HIV	Eligible	Enroll
MAT	Eligible	Enroll
TB	Eligible	Enroll
TPT	Eligible	Enroll
Key Population	Eligible	Enroll
VMMC	Eligible	Enroll

**STEP 6**
**Enrolment into KVP Service Cont....**

Once you click on 'Enroll' as directed in the above step, KVP Contact form will open. Fill the form accordingly and upon completion click on 'Save and close'

**NB: Key and Vulnerable question as highlighted is used to validate the questions and services related to the typology of interest. All the mandatory questions have an asterisk.**



The screenshot displays the KenyaEMR interface for patient **Newton LAWI Isack** (32 yrs, Male, Waiting - HTS, Outpatient, Not Urgent). The interface includes a sidebar with navigation options like Patient Summary, Vitals & Anthropometrics, and Care panel. The main content area shows the patient's profile and a table of Care Programs.

Program name	Status	Action
HIV	Eligible	Enroll
MAT	Eligible	Enroll
TB	Eligible	Enroll
TPT	Eligible	Enroll
Key Population	Eligible	Enroll
VMMC	Eligible	Enroll

The **KVP Contact Form** is open on the right side of the screen. It includes fields for Date (20/03/2024), Provider (admin - nicholas nicholas nicholas), and Location (Ngarua Health Centre). Under the 'Contact Form' section, the 'Key and Vulnerable population' option is selected and highlighted with a red box.

**\* Patient Type?**  
 New Patient  
 Transfer in

**\* Population type:**  
 General population  
 **Key and Vulnerable population:**  
**\* Key and Vulnerable population:**  
 People who inject drugs (PWID)  
 People who use drugs (PWUD)  
 Fisher folk  
 Truck driver  
 Men who has sex with men (MSM)

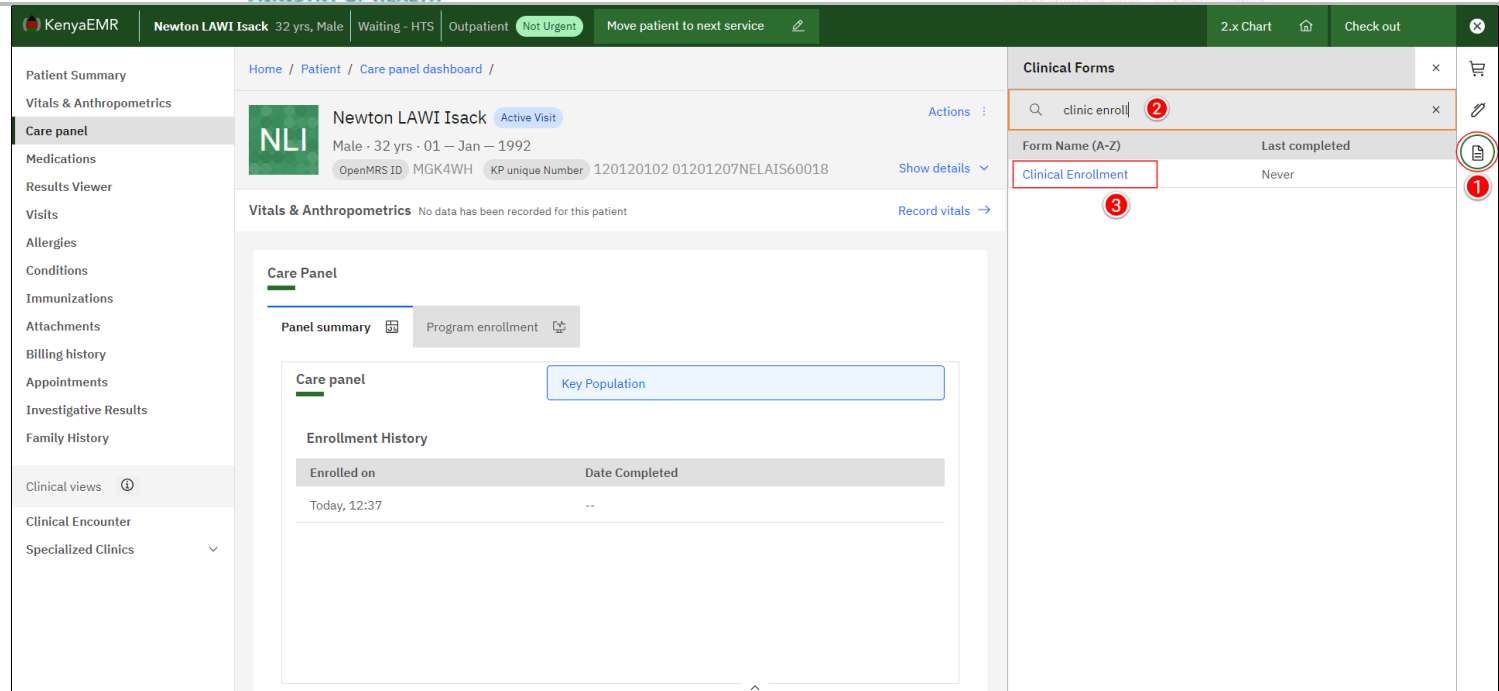


**STEP 7**
**Enrolment into KVP Service Cont....**

To access the KVP forms, first click on 'Clinical forms' as highlighted 1.

Search for the 'Clinical Enrollment' by typing the name of the form in the search button as highlighted 2.

Under the form name locate for the Clinical enrollment form.



The screenshot displays the KenyaEMR interface for patient Newton Lawi Isack. The top navigation bar includes 'KenyaEMR', patient name 'Newton LAWI Isack', age '32 yrs, Male', status 'Waiting - HTS', and 'Outpatient' with a 'Not Urgent' tag. A 'Move patient to next service' button is also visible. On the right, there are '2.x Chart' and 'Check out' options.

The left sidebar contains a menu with categories like 'Patient Summary', 'Vitals & Anthropometrics', 'Care panel', 'Medications', 'Results Viewer', 'Visits', 'Allergies', 'Conditions', 'Immunizations', 'Attachments', 'Billing history', 'Appointments', 'Investigative Results', 'Family History', 'Clinical views', 'Clinical Encounter', and 'Specialized Clinics'.

The main content area shows the patient's profile with a green 'NLI' ID card, name 'Newton LAWI Isack', and 'Active Visit' status. It includes fields for 'OpenMRS ID', 'MGK4WH', and 'KP unique Number'. Below this is the 'Vitals & Anthropometrics' section, which is currently empty.

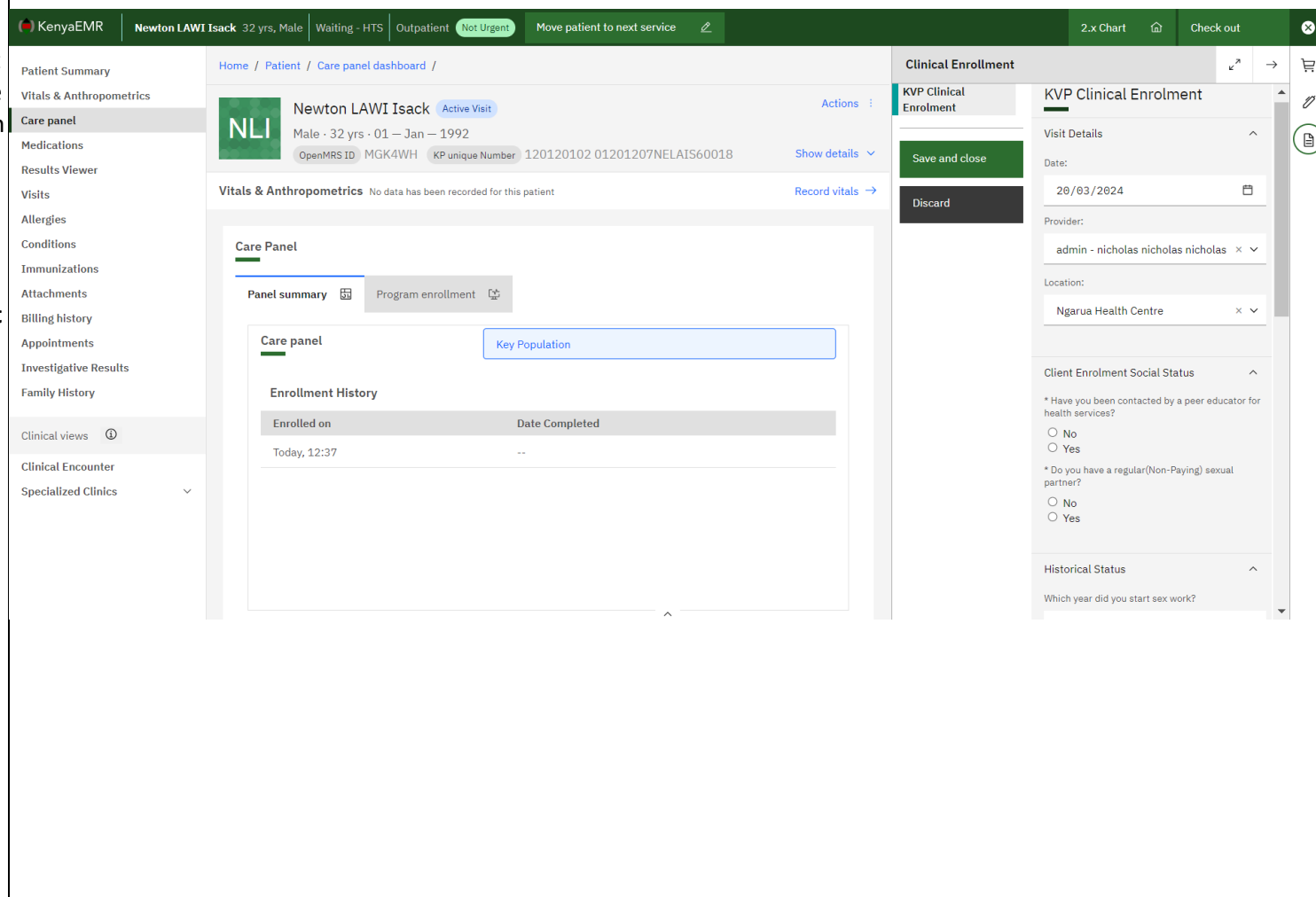
The 'Care Panel' section is active, showing 'Panel summary' and 'Program enrollment' tabs. Under 'Care panel', there is a 'Key Population' button. The 'Enrollment History' table is empty, with columns for 'Enrolled on' and 'Date Completed'.

On the right, the 'Clinical Forms' panel is open, showing a search bar with 'clinic enroll' and a red circle '2' next to it. Below the search bar is a table with columns 'Form Name (A-Z)' and 'Last completed'. The 'Clinical Enrollment' form is listed with 'Never' as the last completed date, and a red circle '3' is next to it. A red circle '1' is also present near the top right of the Clinical Forms panel.

**STEP 7**
**Enrolment into KVP Service Cont....**

Once you click on the clinical enrollment form, fill it accordingly and click on 'Save and close' to save your form else click on 'Discard' if you don't want to save the changes.

**NB: KVP Clinical enrollment form is used to open all the other KVP forms. It should be filled after filling KVP Contact form.**



The screenshot displays the KenyaEMR interface for patient Newton LAWI Isack. The top navigation bar shows the patient's status as 'Waiting - HTS' and 'Outpatient' with a 'Not Urgent' tag. The main content area is divided into several sections:

- Patient Summary:** Displays the patient's name, age (32 yrs, Male), and visit status (Active Visit). It also shows identification numbers: OpenMRS ID (MGK4WH), KP unique Number (120120102 01201207NELAIS60018), and a 'Show details' link.
- Vitals & Anthropometrics:** A section indicating that no data has been recorded for this patient, with a 'Record vitals' link.
- Care Panel:** A section with tabs for 'Panel summary' and 'Program enrollment'. Under 'Panel summary', there is a 'Key Population' button. Below this is an 'Enrollment History' table:
 

Enrolled on	Date Completed
Today, 12:37	--
- Clinical Enrollment:** A sidebar form titled 'KVP Clinical Enrolment' with the following fields:
  - Save and close** (green button)
  - Discard** (dark grey button)
  - Visit Details:** Date (20/03/2024)
  - Provider:** admin - nicholas nicholas nicholas
  - Location:** Ngarua Health Centre
  - Client Enrolment Social Status:**
    - \* Have you been contacted by a peer educator for health services?
      - No
      - Yes
    - \* Do you have a regular(Non-Paying) sexual partner?
      - No
      - Yes
  - Historical Status:** Which year did you start sex work?

**STEP 8**
**Record KVP Clinical Encounter**

Click on the 'Clinical forms' as described above and locate the clinic visit form to fill the KVP Encounter.

KenyaEMR | Newton LAWI Isack 32 yrs, Male | Waiting - HTS | Outpatient | Not Urgent | Move patient to next service

**Patient Summary** [Patient / Patient Summary dashboard /](#)

**Vitals & Anthropometrics**

**Care panel**

**Medications**

**Results Viewer**

**Visits**

**Allergies**

**Conditions**

**Immunizations**

**Attachments**

**Billing history**

**Appointments**

**Investigative Results**

**Family History**

**Clinical views** ⓘ

**Clinical Encounter**

**Specialized Clinics** ▾

NLI

**Newton LAWI Isack** Active Visit

Male · 32 yrs · 01 – Jan – 1992


OpenMRS ID: MGK4WH | KP unique Number: 120120102 01201207NELAIS60018

Actions ⓘ

Show details ▾

**Vitals & Anthropometrics** No data has been recorded for this patient Record vitals →


**Conditions**



There are no conditions to display for this patient

[Record conditions](#)

**Active Medications**



There are no active medications to display for this patient

[Record active medications](#)

**Clinical Forms** ×

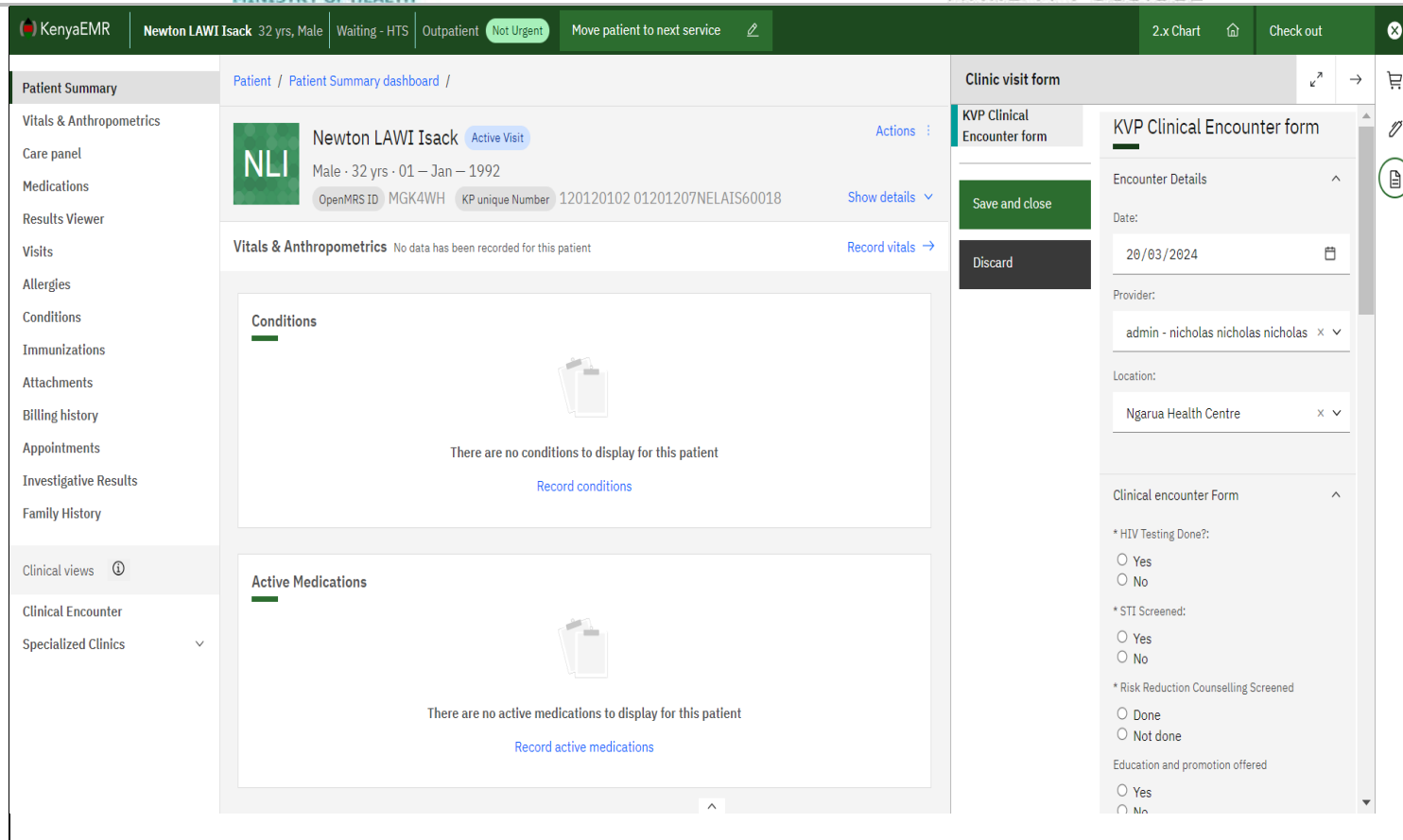
Search this list

Form Name (A-Z)	Last	Clinical forms ⓘ
Alcohol Abuse Screening Tool(AUDIT)	Never	
Cancer Screening and early diagnosis	Never	
Clinic visit form	Never	
Clinical Encounter	Never	
Depression Screening PHQ-9	Never	
Gender Based Violence	Never	
Gender Based Violence Screening	Never	
Generalized Anxiety Disorder Assessment	Never	
HCW Overdose Reporting Tool	Never	
HIV Self Test Form	Never	
HTS Eligibility Screening Form	Never	
HTS Initial Form	Never	
HTS Retest Form	Never	
KP Diagnosis	Never	
Peer Overdose Reporting Tool	Never	
Peer Tracking Form	Never	
Progress Note	Never	
Referral	Never	
STI Treatment	Never	

**STEP 8b**

**Record KVP Clinical Encounter cont.....**

Once you click the form will open as shown. This will be used to fill all the KVP services offered to the client. Once done, click on 'Save and close' to move to the next step.

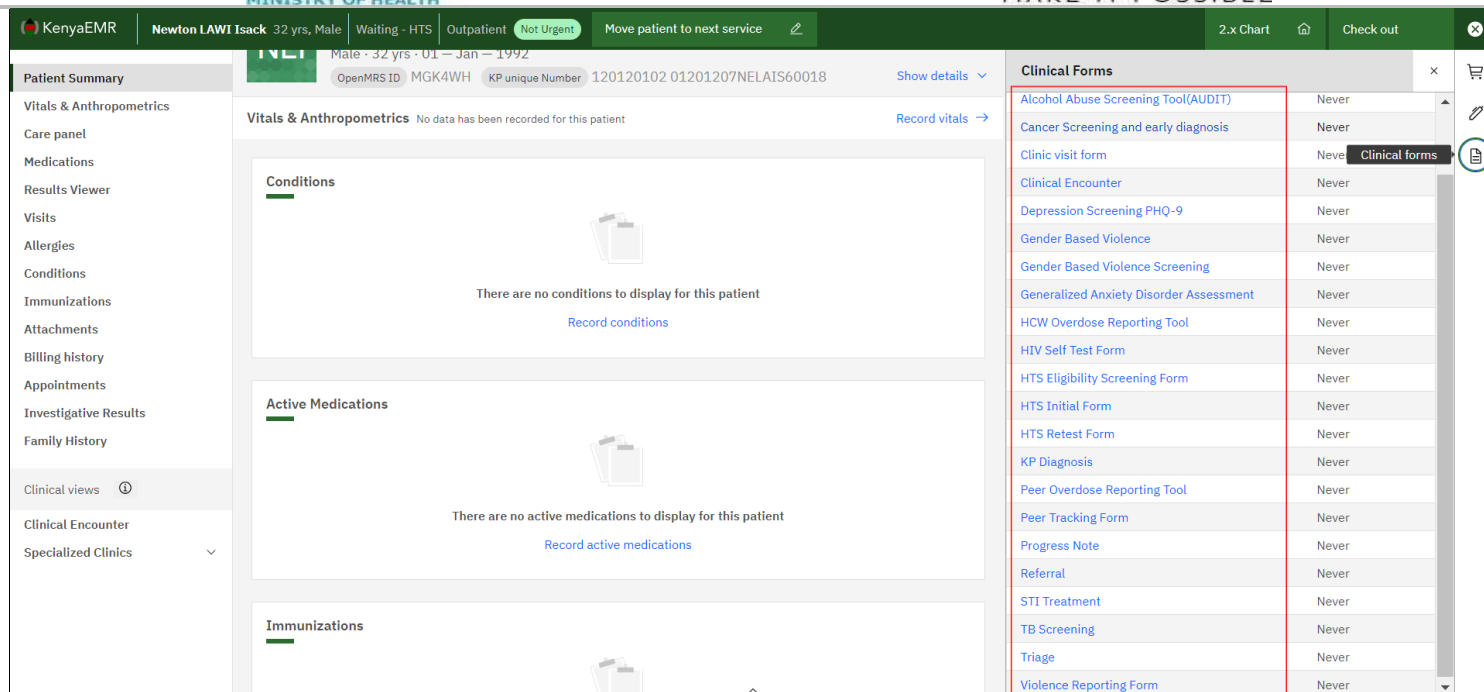


The screenshot displays the KenyaEMR interface for patient Newton LAWI Isack. The top navigation bar includes the patient's name, age (32 yrs, Male), status (Waiting - HTS), location (Outpatient), and urgency (Not Urgent). A 'Move patient to next service' button is also present. The main content area is divided into three sections: Patient Summary, Vitals & Anthropometrics, and Active Medications. The Patient Summary section shows the patient's name, age, gender, and date of birth (Jan - 1992). The Vitals & Anthropometrics section indicates that no data has been recorded for this patient. The Active Medications section also shows no active medications. On the right side, the 'Clinic visit form' is open, displaying the 'KVP Clinical Encounter form'. This form includes fields for Date (20/03/2024), Provider (admin - nicholas nicholas nicholas), and Location (Ngarua Health Centre). Below these fields are three sections with radio button options: '\* HIV Testing Done?' (Yes/No), '\* STI Screened?' (Yes/No), and '\* Risk Reduction Counselling Screened' (Done/Not done). There is also a section for 'Education and promotion offered' with Yes/No options. At the bottom of the form, there are 'Save and close' and 'Discard' buttons.

**STEP 9**

**Recording assessment forms**

Click on the 'clinical forms' as highlighted to access all other KVP forms. i.e. KP Diagnosis, Opioid Overdose reporting tool, Violence reporting tool, Peer tracking record, Depression Screening PHQ-9  
Click on the form of interest and fill it in accordingly.  
Once filled click on 'Save and close' to save your changes.



The screenshot shows the KenyaEMR interface for a patient named Newton LAWI Isack, 32 years old, male, with a status of 'Waiting - HTS' and 'Outpatient'. The patient's details include an OpenMRS ID of MGK4WH and a KP unique number of 120120102 01201207NELAIS60018. The interface is divided into several sections:

- Patient Summary:** A sidebar menu with options like Vitals & Anthropometrics, Care panel, Medications, Results Viewer, Visits, Allergies, Conditions, Immunizations, Attachments, Billing history, Appointments, Investigative Results, Family History, Clinical views, Clinical Encounter, and Specialized Clinics.
- Vitals & Anthropometrics:** A section indicating 'No data has been recorded for this patient' with a 'Record vitals' button.
- Conditions:** A section indicating 'There are no conditions to display for this patient' with a 'Record conditions' button.
- Active Medications:** A section indicating 'There are no active medications to display for this patient' with a 'Record active medications' button.
- Immunizations:** A section with a 'Record immunizations' button.
- Clinical Forms:** A table on the right side of the screen listing various forms and their completion status. The 'Clinical forms' tab is selected and highlighted with a red box. The forms listed are:
 

Form Name	Status
Alcohol Abuse Screening Tool(AUDIT)	Never
Cancer Screening and early diagnosis	Never
Clinic visit form	Never
Clinical Encounter	Never
Depression Screening PHQ-9	Never
Gender Based Violence	Never
Gender Based Violence Screening	Never
Generalized Anxiety Disorder Assessment	Never
HCW Overdose Reporting Tool	Never
HIV Self Test Form	Never
HTS Eligibility Screening Form	Never
HTS Initial Form	Never
HTS Retest Form	Never
KP Diagnosis	Never
Peer Overdose Reporting Tool	Never
Peer Tracking Form	Never
Progress Note	Never
Referral	Never
STI Treatment	Never
TB Screening	Never
Triage	Never
Violence Reporting Form	Never

**THE END**