

USAID AMPATH Uzima



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Introduction

This document provides a guide for filing of OVC documents at AMPATHPlus Implementing Partner level. It is expected that all case workers will follow this procedure in filing of expected documents as illustrated below.

Preliminaries

Implementing partners shall print or produce a list of OVC with their respective CHV and Care Givers' three names and national identity card numbers or assigned household identifiers to guide the filing process.

Structure of the OVC Filing System

Level	OVC FILING																																																
1	CHV	John Sonko Muguna [CHV#1]																																															
2	Household grouping	Samson Juma Rasta ID: 13089756 [Household#1]																Peter Karatasi Mauzo ID: 14089756 [Household#2]																															
3	OVC Files	House hold[#1]						Evelyn Naira Kamau [OVC#0000111] Age 7 yrs.										John Musa Kamau [OVC#0000222] Age 4 yrs.								House hold[#2]						Shaleen Nanjero Mauzo [OVC#1111111] Age 4 yrs.										Philip Kanairo Mauzo [OVC#222222] Age 14 yrs.							
	Filing Order																																																
4	OVC Documents	1	2	3	4	5	6		1	2	3	4	5	6	7	8			1	2	3	4	5	6	7	8		1	2	3	4	5	6		1	2	3	4	5	6	7	8							
		Case Closure Check list (where applicable)	Copy of NHIF card, Clinic Card, VL report (where applicable)	Care giver status/service monitoring forms (F1B, Caseplan, NHIF, Viral Load etc)	Updated HH Case Plans	OVC House Hold CPARA Assessment form	OVC Caregiver consent form	Exit form where applicable form (FIAs, VL status, PRS where applicable)	Education progress reports	OVC annual benefits summary form	OVC needs assessment form	Copy of birth certificate	OVC registration form		Exit form where applicable form (FIAs, VL status, PRS where applicable)	Education progress reports	OVC annual benefits summary form	OVC needs assessment form	Copy of birth certificate	OVC registration form		Case Closure Check list (where applicable)	Copy of NHIF card, Clinic Card, VL report (where applicable)	Care giver status/service monitoring forms (F1B, Caseplan, NHIF, Viral Load etc)	Updated HH Case Plans	OVC House Hold CPARA Assessment form	OVC Caregiver consent form	Exit form where applicable form (FIAs, VL status, PRS where applicable)	Education progress reports	OVC annual benefits summary form	OVC needs assessment form	Copy of birth certificate	OVC registration form		Exit form where applicable form (FIAs, VL status, PRS where applicable)	Education progress reports	OVC annual benefits summary form	OVC needs assessment form	Copy of birth certificate	OVC registration form									

OVC Filing Instructions

The OVC filing system will be structured along active CHV, the filing will be according to CHV first names following the alphabetical order e.g. a, b, c, d ...z.

- Level 1.** Group all OVC files according to households covered by one CHV.
- Level 2.** Group all OVC files according to Household under one care giver. Arrange the files according to the assigned Household identifiers in ascending order e.g. 130, 139, 209, 401...999.
- Level 3.** For each household arrange OVC files starting with the Household file/s, followed by OVC file/s of the eldest to the youngest child.
- Level 4.** File contents for each individual OVC client according to the illustration above.