Anti-Retroviral Dispensing Tool User Guide

(ADT)

Table of Contents

Preface

This guide contains instructions on how to use the Antiretroviral Dispensing Tool (ADT). ADT is used by facilities to provide services to the HIV/AIDS infected patients. The manual gives the instructions for *ADT version 2*.

For instructions as a Facility Administrator or a Pharmacist, refer to *Section 1: Facility Administrator and Pharmacist* of the guide. For the System Administrator, refer to *Section 2: System Administrator* of the guide.

How This Guide is organized

The manual is divided into two sections.

Section 1: Facility Administrator and Pharmacist

The chapters in this section will focus on the operations of both the facility administrator and the pharmacist. Both users have similar functions with a difference of the access level. The facility administrator has a higher access level and the privilege of accessing the system settings. Some modules to be covered include the patient, inventory, reports module etc.

Section 2: System Administrator

The chapters in this section will explain how the system administrator operates. He has the highest access level. Some of the modules to be covered include the migration, backup, update module etc.

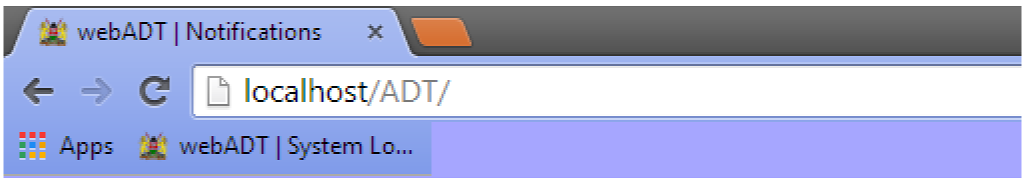
Section 1: Facility Administrator and Pharmacist

Chapter 1: Starting up ADT and User Module

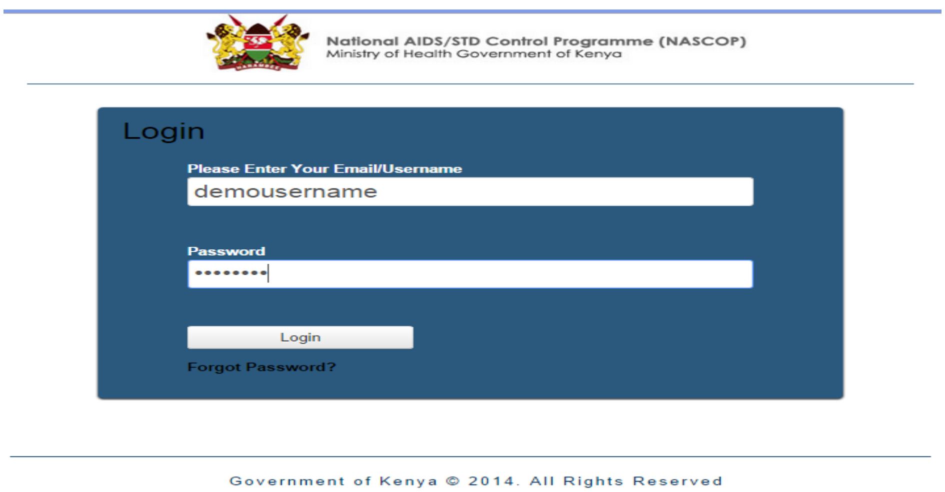
This chapter introduces you to the ADT system. It will focus on starting up ADT and the user module.

Starting up ADT

Open chrome browser and type in `localhost/ADT` or use one of the shortcuts created during the installation. You will find one of the shortcuts at the desktop and another on the bookmark bar of your chrome browser.



On starting ADT, the first window to be displayed is the login page. Use the credentials used in the previous version of ADT to log into the system.



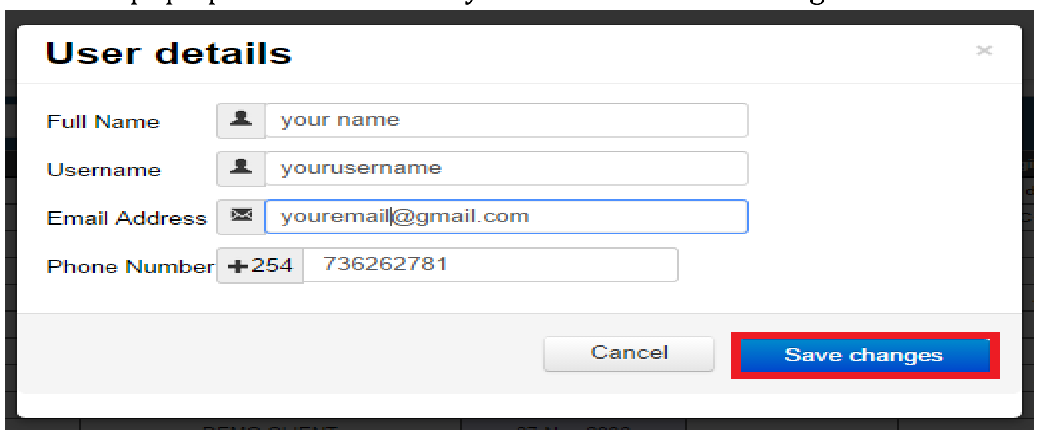
User Module

A user can edit profile, change and reset their password and logout of the system.

Edit Profile:

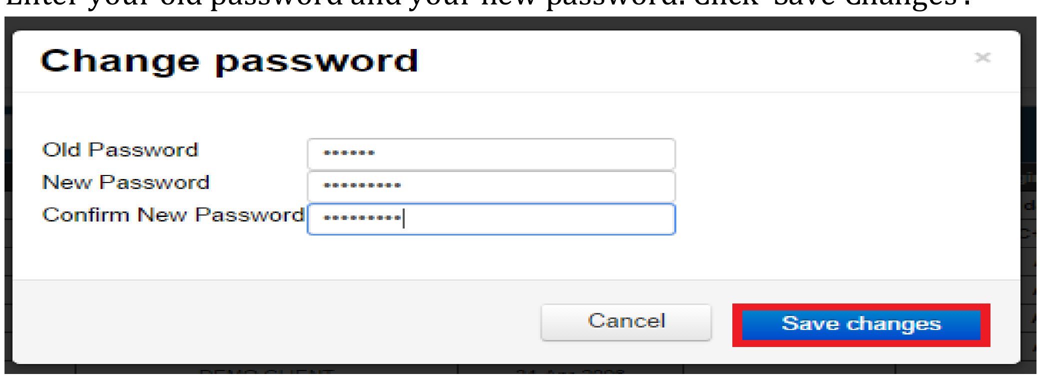
- Click Profile on the menu bar. Select 'Edit Profile'.

- This will pop up a modal to allow you edit. Click 'Save Changes'.



Change Password:

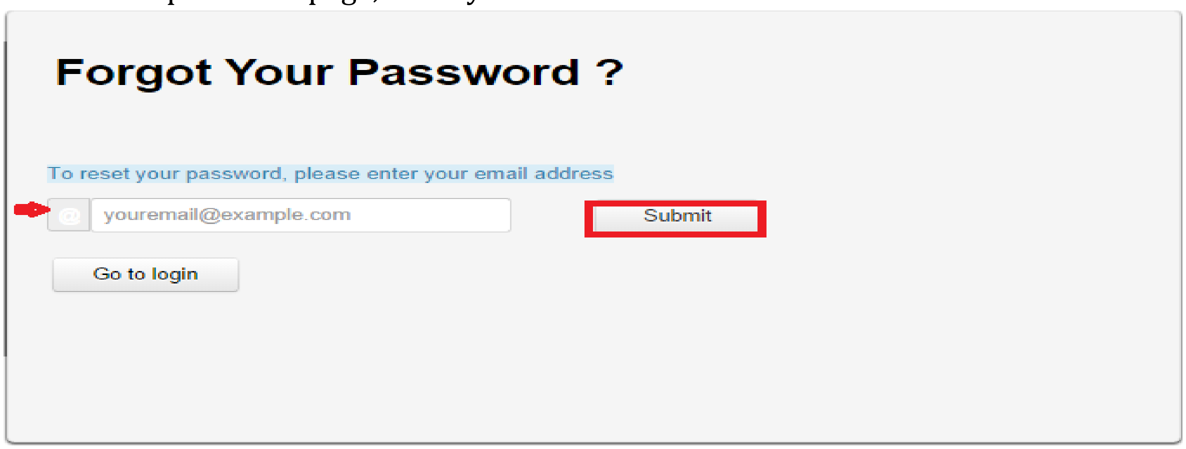
- Click Profile on the menu bar. Select 'Change Password'.
- Enter your old password and your new password. Click 'Save Changes'.



Reset Password:

- Go to the login page.
- Click the link at the bottom written 'Forgot Password?'

➢ In the reset password page, enter your email address. Click 'Submit'.

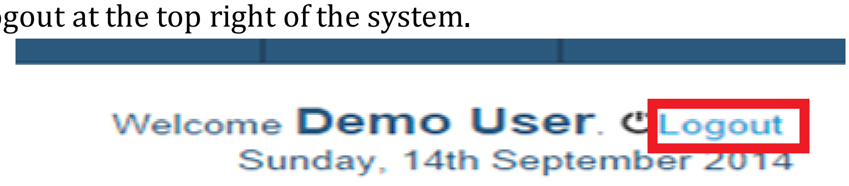


➢ On screen message confirming that an email has been sent will be displayed.

➢ Open your email address to retrieve your new password and use it to login. Change the password to one of your preference.

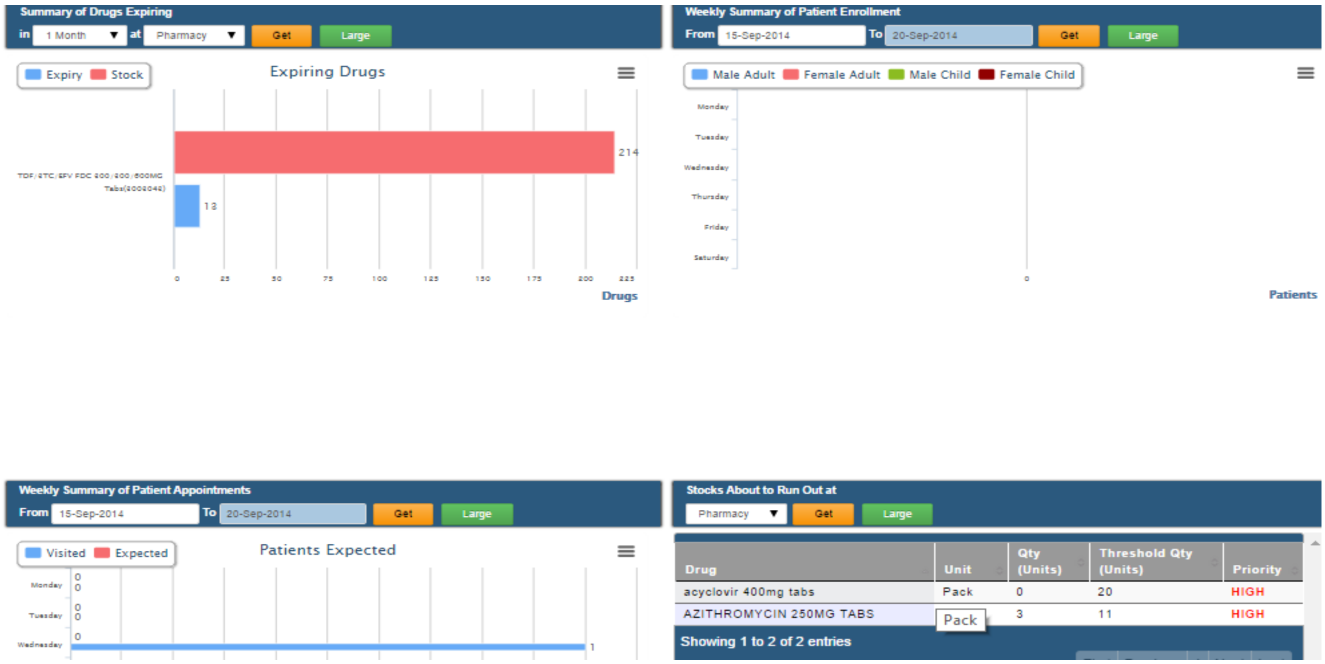
Logout:

➢ Click logout at the top right of the system.

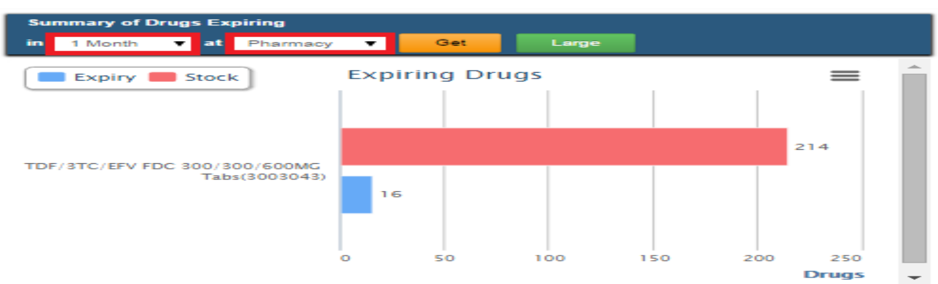


Chapter 2: Dashboard

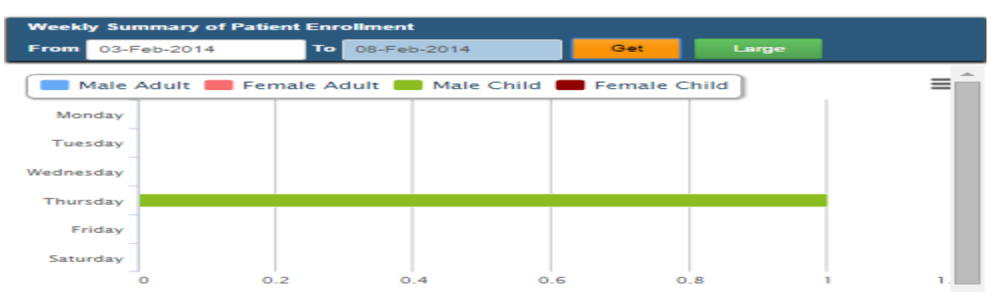
The dashboard displays some historical trends such as summary of the patient enrollment and appointments and current status of the stock running out and drugs expiring.



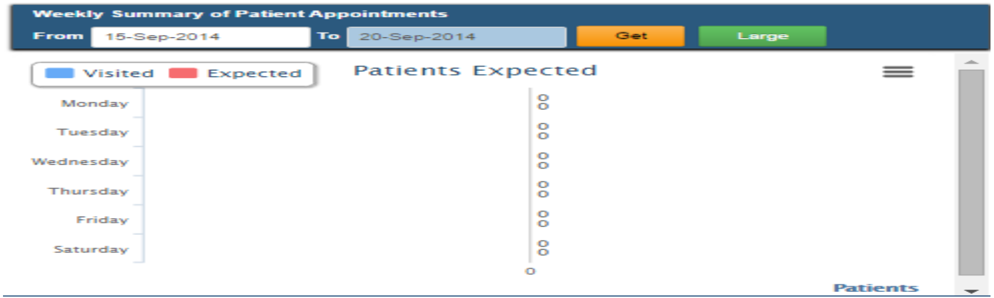
The *Summary of Drugs Expiring* gives all the drugs about to expire within the duration and the dispensing point chosen. In this case, 214 drugs in the pharmacy will expire in a month's time.



The *Summary of Patient Enrollment* shows a summary of patients enrolled in a given week.



The *Summary of Patient Appointment* shows a summary of patients who have had their appointment and those expected to come in that current week. The pharmacist can backdate to view the patients who had appointment in previous weeks.



The *Stock About to Run Out at* gives a summary of the drugs that are running out at the dispensing point selected. The stock is listed according to the priority. Below, the stock running out at the pharmacy with high priority.

Stocks About to Run Out at

Pharmacy Get Large

Drug	Unit	(Units)	Qty (Units)	Priority
acyclovir 400mg tabs	Pack	0	20	HIGH
AMOXYCILLIN 250MG /5MLS SUSP	Bottle	0	3	HIGH
AMOXYCILLIN 500MG CAPS	Capsule	19	47	HIGH
AZITHROMYCIN 250MG TABS	Tablet	3	14	HIGH
ZINC OXIDE OINTMENT	Pack	0	1	HIGH

Showing 1 to 5 of 5 entries

First Previous 1 Next Last

Note: the 'Large' button is used to show the summaries individually.

Chapter 3: Patient Module

This chapter will introduce you to all the operations related to a patient. This chapter describes how to:

- Add a patient to the system
- View and edit patient details
- Dispense to the patient
- Export patient master list

Patient Listing

It lists all patients in the facility. It consists of details such as the total number, name and medical number of the patients, next appointment, status which the patient is currently in and links to view and edit their details etc.

A pharmacist can:

- Choose the number of entries he wants to view at a time from the 'Show entries' (1)
- Search for patients from the 'Search' bar, (2)

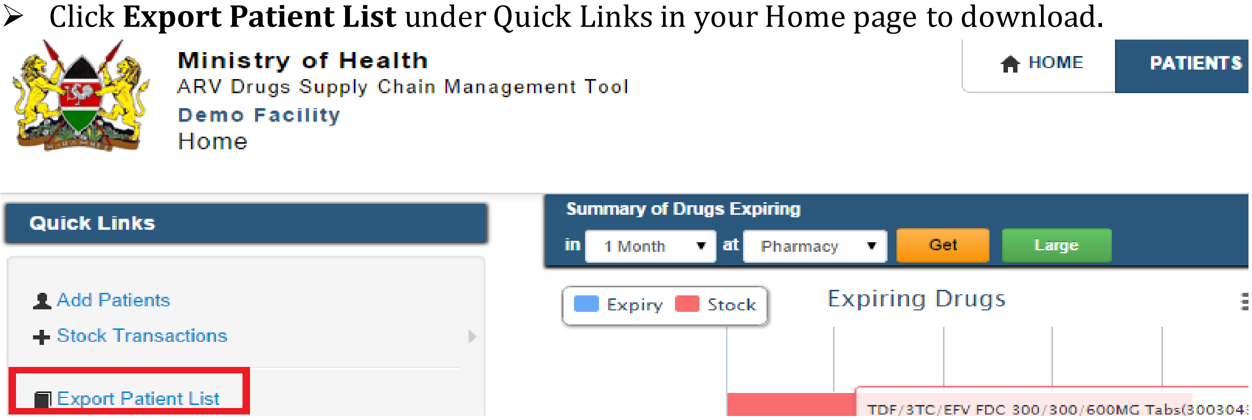
Show 10 entries (1) (2)Search:

CCC No	Patient Name	Next Appointment	Contact	Current Regimen	Status	Action
03	DEMO CLIENT	03-May-2007		d4T30/3TC/NVP	deceased	Detail | Edit | Disable
05	DEMO CLIENT	21-Jul-2014		AZT+3TC+NVP (>15YRS ADULT)	active	Detail | Edit | Disable
1003	DEMO CLIENT	11-Feb-2009		AZT/3TC/EFV	transfer out	Detail | Edit | Disable
109	DEMO CLIENT	08-Aug-2011		AZT/3TC/NVP	transfer out	Detail | Edit | Disable
11-1200	DEMO CLIENT	04-Feb-2013		ABC/3TC/EFV	transfer out	Detail | Edit | Disable
110	DEMO CLIENT	31-Dec-2013		AZT/3TC/NVP	transfer out	Detail | Edit | Disable

Export Patient Master List

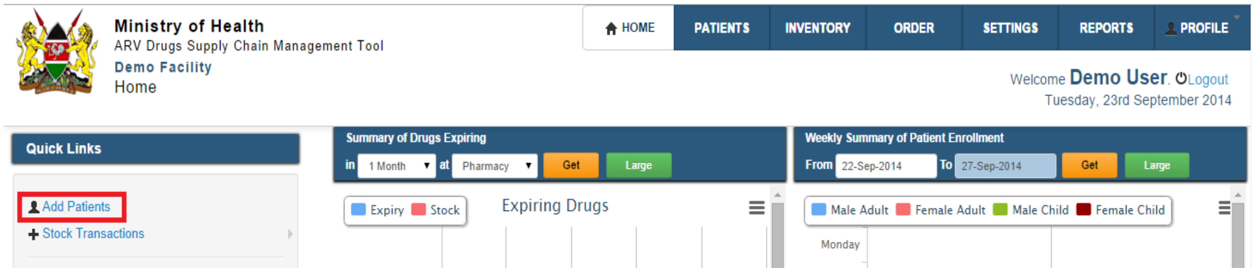
Patient master list hold the facility's patient information. To export the list:

- Click **Export Patient List** under Quick Links in your Home page to download.

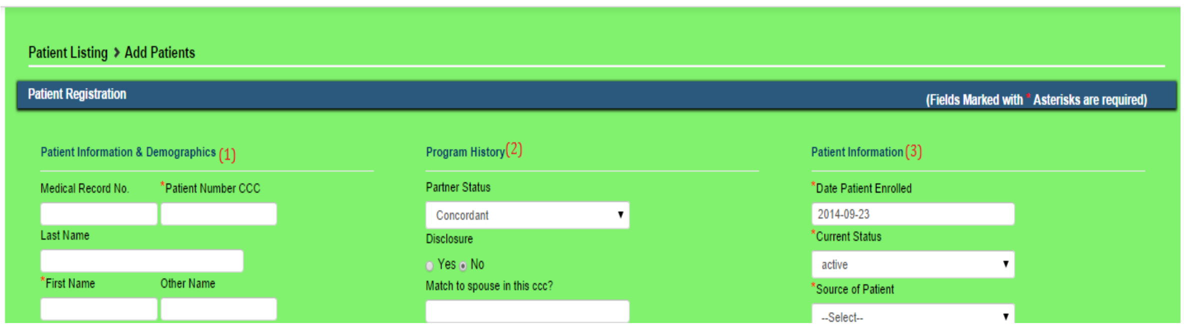


Add Patients

- Go to the 'Quick Links' in your Home page. Click 'Add Patients'



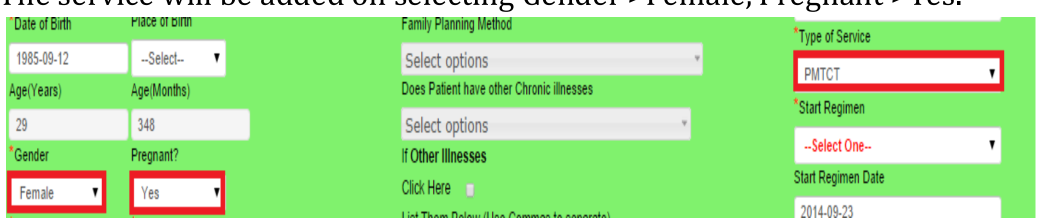
- Add Patient page will be displayed. Patient details are divided into three sections, program information and demographics (1), program history (2) and patient information (3). Below is a segment of the page.



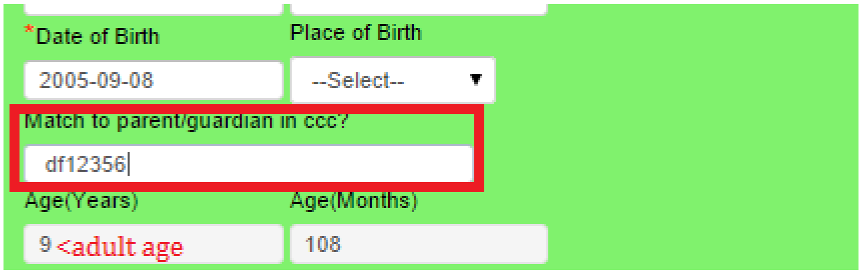
- Fill in all the details taking note of the describe areas below:

Note: this is applicable for both the **ADD** and **EDIT** patients.

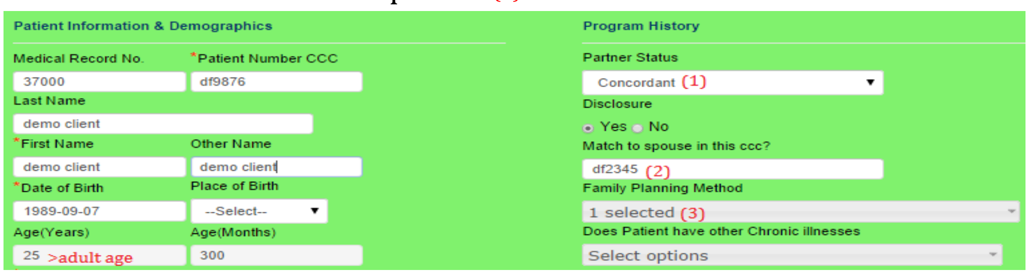
- Female patients who are pregnant are by default on the PMTCT service type. The service will be added on selecting Gender >Female, Pregnant >Yes.



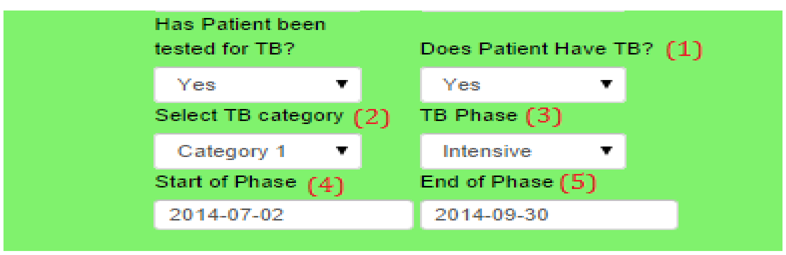
- Patients under the adult age defined facility must be matched with a parent/guardian. In the example, adult age of Demo Facility is 15 years hence any patient under 15 years must be matched to their parent/guardian CCC number.



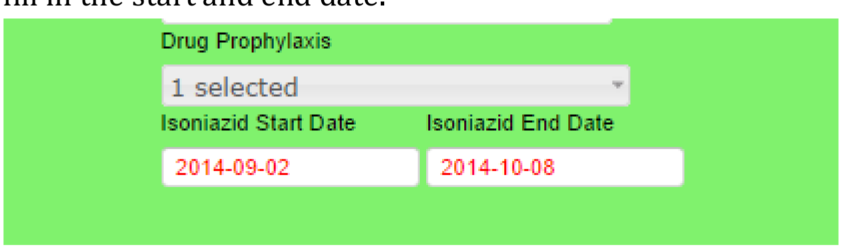
- For the patients who have attained the adult age, they have to give details of their partner status (1) and family planning methods (3). Concordant partners should be matched to their spouses (2).



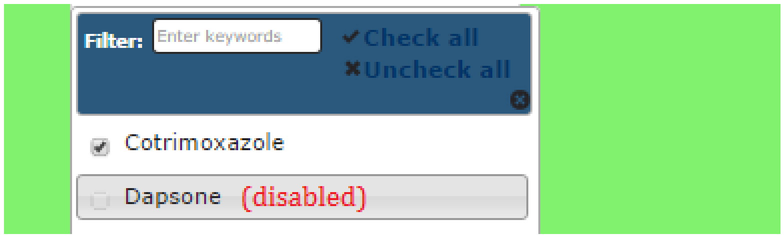
- Patients who have tested positive for TB(1) should be placed in the proper TB category (2) and TB phase(3) , giving the start (4) and the end(5) phase



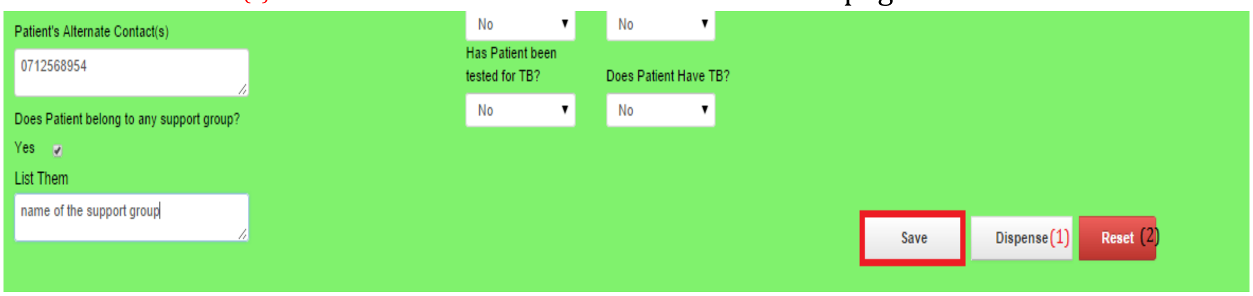
- For patients with drug prophylaxis and on isoniazid, the pharmacist has to fill in the start and end date.



A patient can either be on cotrimoxazole or dapsone. When one is selected, the other is disabled.

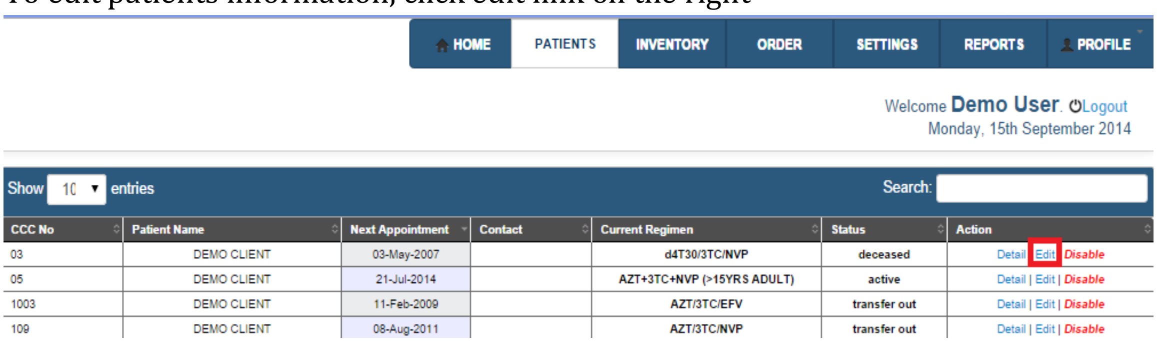


- Click ‘Save’ to complete the patient enrollment
- The Dispense (1) button takes the pharmacist to the dispensing page.
- The Reset (2) button is used to clear all the fields in the page.

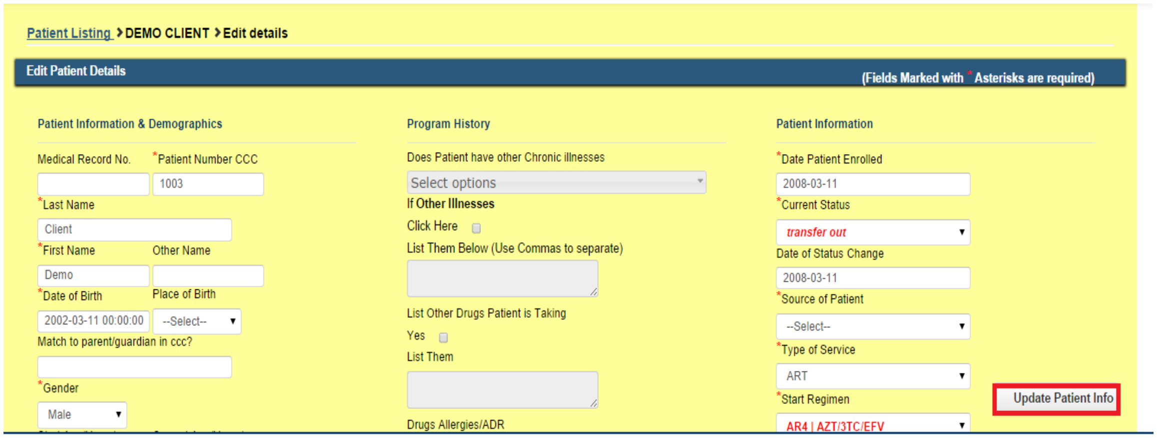


Edit Patients

- Click ‘Patients’ in the menu bar. It gives a listing of all patients in the facility.
- To edit patients information, click edit link on the right



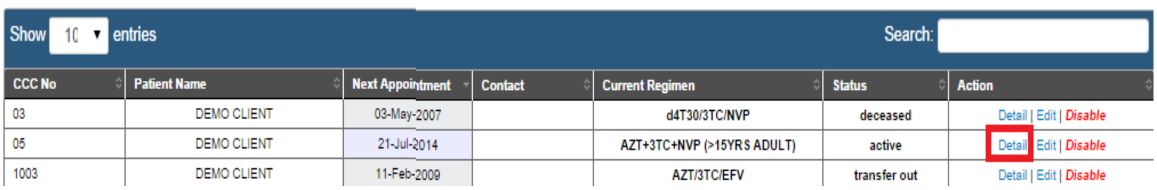
- Change the relevant details of the patient. Click ‘Update Patient Info’.



View Patient Details

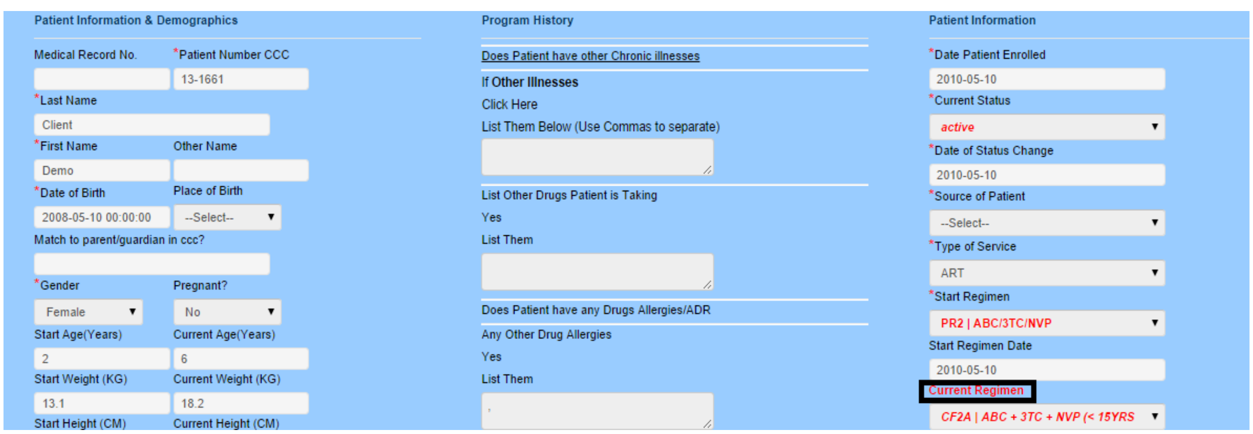
This shows all the details of the patient and his dispensing history. From the page, the pharmacist can navigate to viral load data, patient info report, edit patient and dispense to patient.

- ➢ Click 'Patient' in the menu bar.
- ➢ Go to 'Detail' link on the patient listing.



CCC No	Patient Name	Next Appointment	Contact	Current Regimen	Status	Action
03	DEMO CLIENT	03-May-2007		d4T30/3TC/NVP	deceased	Detail | Edit | Disable
05	DEMO CLIENT	21-Jul-2014		AZT+3TC+NVP (>15YRS ADULT)	active	Detail | Edit | Disable
1003	DEMO CLIENT	11-Feb-2009		AZT/3TC/EFV	transfer out	Detail | Edit | Disable

Patient Details: holds the data of the patient as had been filled in during the enrollment. Additional data include their current regimen.



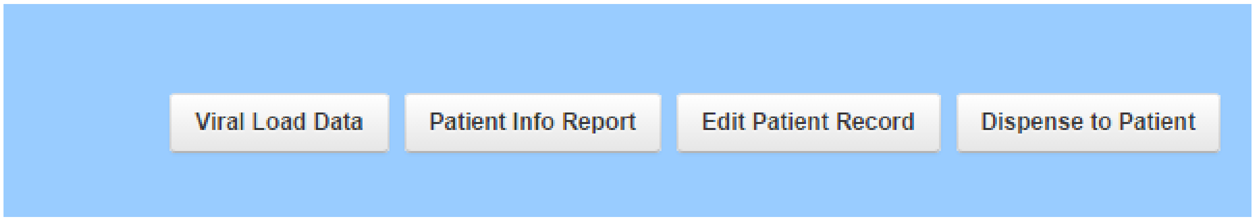
Dispensing History: gives a list of all the drugs previously dispensed to patient.

Dispensing History

Show 10 entries Search:

Date	Purpose of Visit	Dose	Duration	Action	Drug	Qty	Weight	Current Regimen	BatchNo	Pill Count	Adherence	Operator	Reasons For Change
2014-01-20	Routine Refill	1OD	60	Edit	COTRIMOXAZOLE 960MG Tabs	60	18.2	ABC + 3TC + NVP (< 15...	320980	0	0	joseph	
2014-01-20	Routine Refill	1TA...	60	Edit	NEVIRAPINE (NVP)200MG Tabs	90	18.2	ABC + 3TC + NVP (< 15...	ME201310...	0	0	joseph	
2014-01-20	Routine Refill	2.5BD	60	Edit	ABACAVIR 60MG/LAMIVUDINE...	285	18.2	ABC + 3TC + NVP (< 15...	k30568	15	0	joseph	

The four buttons in the image below are also found in the view patient details page. Click on any of the buttons to access more information as described below.



Viral Load Data

It provides the testing date and the results of patients. Viral load is done to test the level of HIV in patient blood and therefore determine when to start treatment or whether the medication being administered is effective.

Patient Info Report

Clicking the button allows access to the patient information summary.

Patient Summary

Patient Information

Art Number	First Name	Surname	Sex	Age	Date Therapy Started	Current Status	Last Viral Load Date	Last Viral Load Result
114	DEMO	CLIENT	Female	26	15-Dec-2005	transfer out	N/A	N/A

Patient Pill Count History (Last 12 Months)

Date of Visit	Drug Name	Qty. Dispensed	Pill Count	Missed Pills	Adherence(Pill Count)	Adherence(Missed Pills)	Adherence(Appointment)

Patient Regimen Change History

Date of Visit	Last Regimen Dispensed	Current Regimen	Reason for Change

Patient Appointment History

Date of Next Appointment	Days To Appointment
16-Jul-2013	Late By 426 Days (15-Sep-2014)

The following explains the segments of the patient summary:

Patient Information gives personal details including the patient number, age, names, his current status either being active, transfer or deceased and the viral load data.

Patient Information

Art Number	First Name	Surname	Sex	Age	Date Therapy Started	Current Status	Last Viral Load Date	Last Viral Load Result
05	DEMO	CLIENT	Female	18	30-May-2005	active	N/A	N/A

Patient Pill Count History (Last 12 Months) provides a list of all drugs dispensed to the patient for the last 12 months from the current date. For each drug, the pill count, missed pills and adherence is shown.

Patient Pill Count History (Last 12 Months)

Date of Visit	Drug Name	Qty. Dispensed	Pill Count	Missed Pills	Adherence(Pill Count)	Adherence(Missed Pills)	Adherence(Appointment)
23-Jun-2014	AZT/3TC/NVP FDC (300MG/150MG/200MG) TABS	60	0	-	0.00%	100%	0
23-Jun-2014	COTRIMOXAZOLE 960MG Tabs	30	0	-	0.00%	100%	0
28-Mar-2014	AZT/3TC/NVP FDC (300MG/150MG/200MG) TABS	120	0	-	0.00%	100%	0

Patient Regimen Change History shows the patient last regimen and current regimen dispensed giving reasons for the change ranging from pregnancy, clinical treatment failure and other reasons.

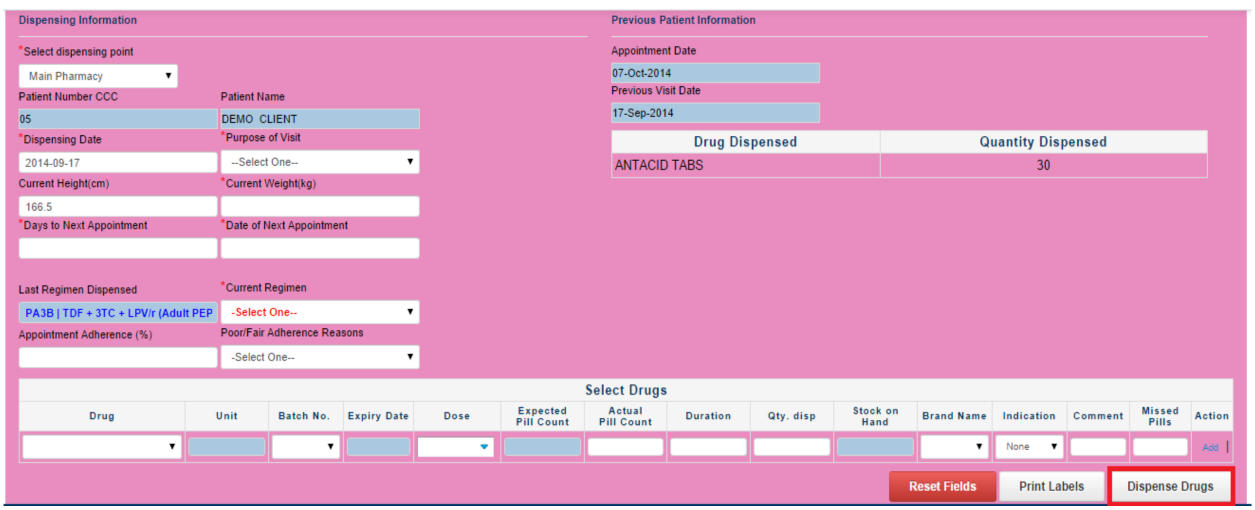
Patient Appointment History shows a list of patient's dates of next appointment and the number of days to or late for the appointment.

Patient Appointment History

Date of Next Appointment	Days To Appointment
07-Oct-2014	20 Days To
21-Jul-2014	Late By 58 Days (17-Sep-2014)

Dispense to Patient

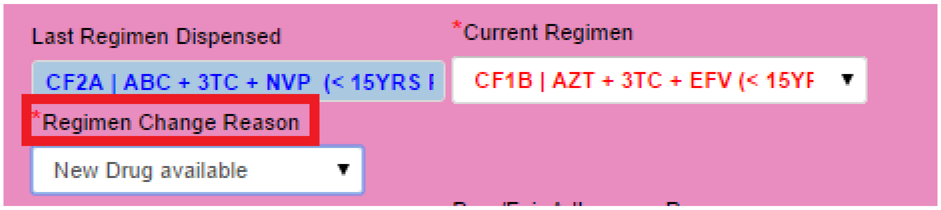
This button enables the pharmacist to dispense drugs to the patients. Fill in all the details prior to clicking the **Dispense Drugs** button.



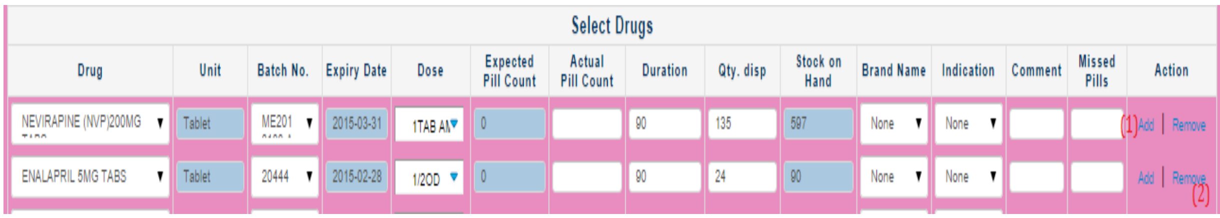
Note: take note of the following areas while dispensing:

- You must select the *dispensing point* before filling any other field.
- On selecting *routine refill* as the *purpose of visit*, the drugs dispensed during the last appointment are auto filled in the 'Select Drugs' section.

- If the patient has changed the *current regimen*, you must select the *regimen change reason*



- In the 'Select Drugs' section, to add a new drug click **Add** (1) and to remove drug from the list, click **Remove**(2)

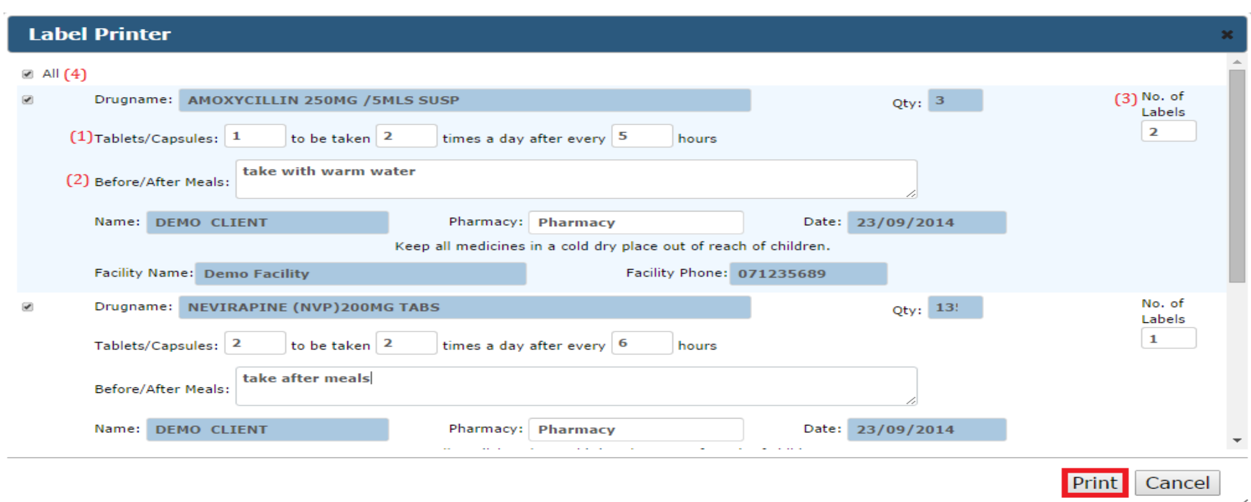


Print Label

When the pharmacist completes filling the dispensing details, he can print the drug labels before dispensing drugs to the patient. To do so, click **Print Labels** button.

In the print label window, the following can be done:

- Adjust the frequency in which drugs should be taken (1)
- Add instructions on how to take drugs (2)
- Select the number of labels to print per drug (3)
- Check **all** (4) to print all labels or check the needed labels individually.
- Click **Print** button to print



Chapter 4: Inventory Module

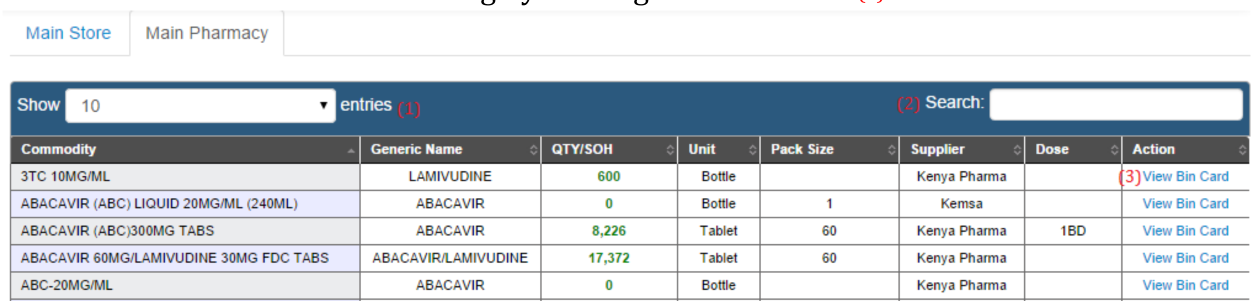
This chapter explains how to issue or receive stock from one point to another, generating pdf files for the stock issued and viewing the drugs and the amount available. The whole chapter will use illustrations from the Main Pharmacy

Drug Listing

Click **Inventory** on main menu. Select a service point to list drugs. Information such as the drug, quantity, unit, supplier etc. is shown.

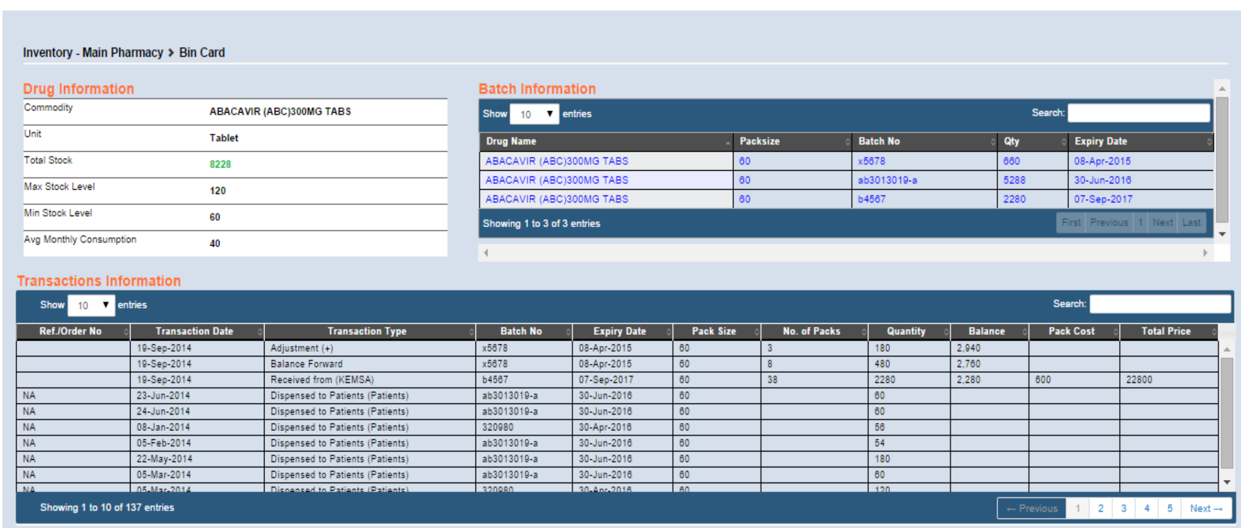
The pharmacist can:

- Choose the number of entries to view at a time (1)
- Search drugs from the search bar(2)
- Access more details of a drug by clicking View Bin Card (3)



View Bin Card

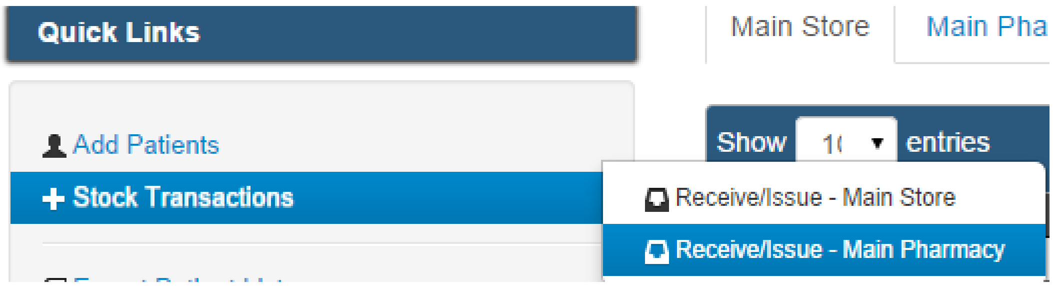
It provides drug information, transaction history in the past and the batch information



Stock Transactions

The transactions involved include receiving or issuing stock from the main store or pharmacy. To access the transactions:

- Click **Stock Transactions** under Quick Links in your Home page.
- Select the transaction you want to perform. For this example 'Receive/Issue-Main Pharmacy'

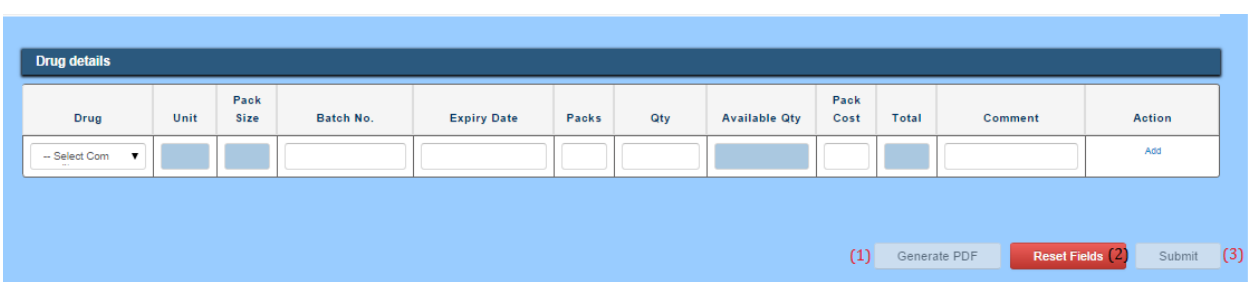


A new window for the Inventory in the Main Pharmacy will open. Details include Transaction details (1) and Drug Details (2) which will be described below.

Drug details

This is a table with drug details that are filled in by the user. Some of the details include the drug selected, unit, pack size, batch number etc.

On filling all the details, a user can generate a PDF (1) or submit transaction (3). In case of the need to clear fields, click the 'Reset' button (2)

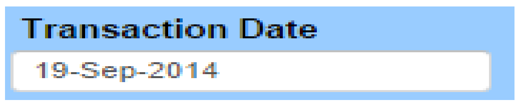


Note: to add a drug, click **Add** (1) and to remove a drug from the list click **Remove** (2)

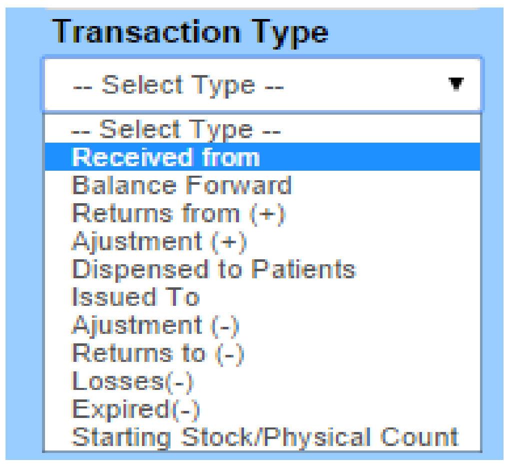
Transaction Details

Include:

Transaction Date is the current date when the transaction is being carried out.

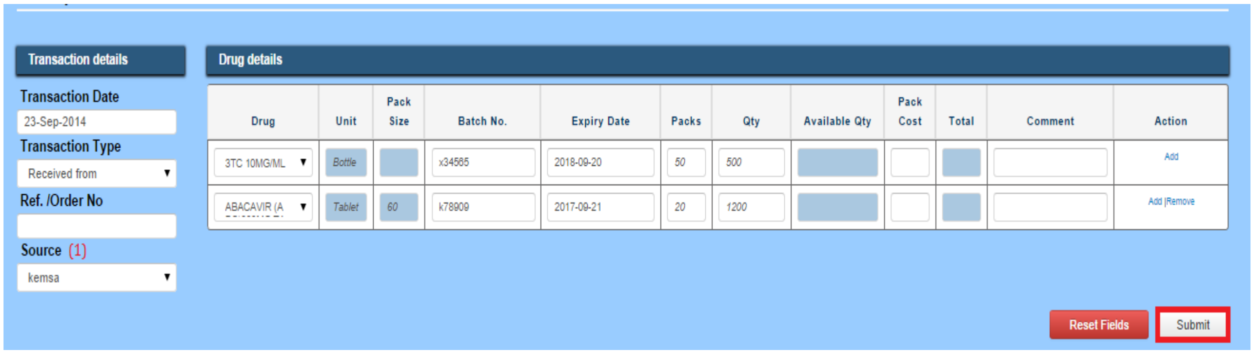


Transaction Type gives the user a list of transactions to do as explained below.



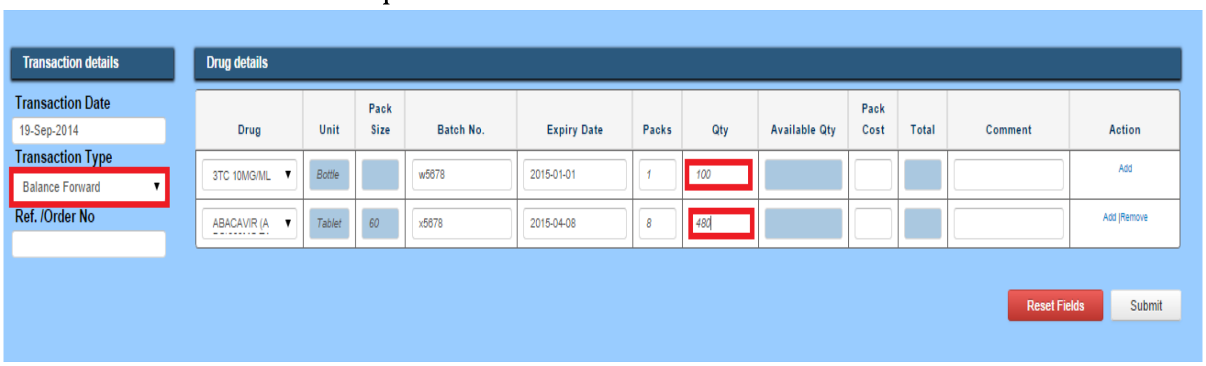
i. **Received from**: When selected, it allows the user to select the *Source* (1)of the drugs One then proceeds to enter the drugs they have received from the selected source, the batch number, expiry date, packs, quantity, pack cost and a comment .In the example, Received 3TC 10MG/ML and ABACAVIR(ABC) 300MG Tabs from Kemsa.

  - Click **Submit** button to complete transactions.



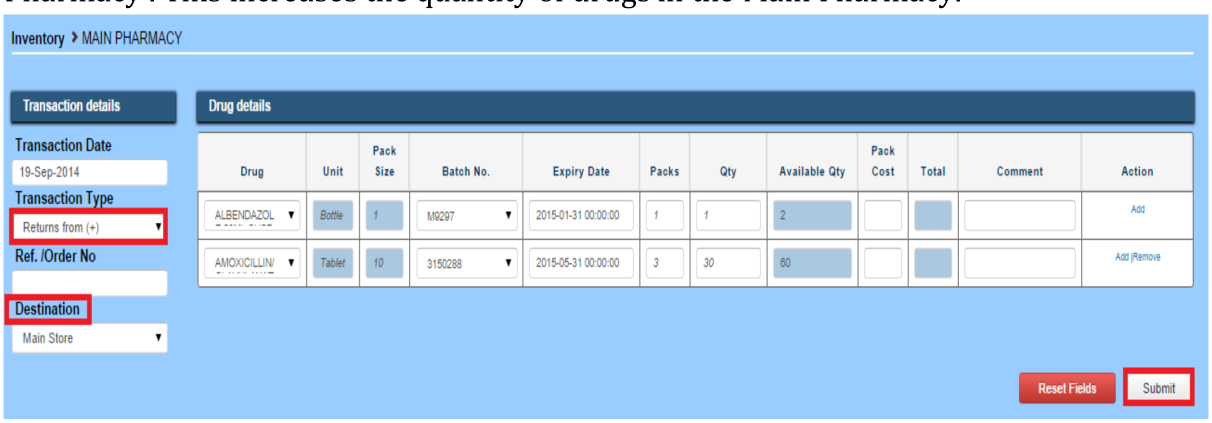
ii. **Balance Forward**: is the amount of drugs that had remained in stock at the time new stock was received. The user enters the each drug filling in the quantity remaining.

Click **Submit** button to complete the transaction.



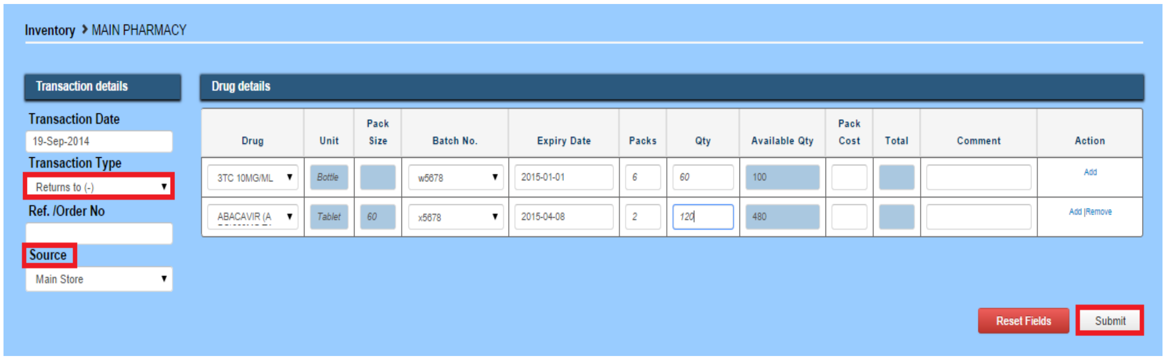
iii. **Returns(from/to)**

From: a user enters the drugs from the destination which they had been issued to. In this example, returns from the 'Main Store' are transferred back to the 'Main Pharmacy'. This increases the quantity of drugs in the Main Pharmacy.



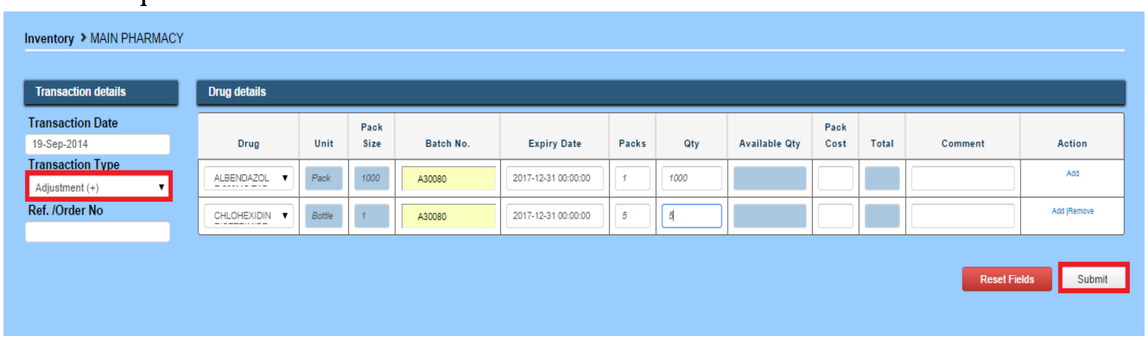
Click **Submit** button to complete the transaction.

To: a user returns drugs to the source from which they had received. This reduces the amount of drug at the point of transaction, in this example, the ‘Main Pharmacy’ and adds them back to the source, ‘Main Store’.



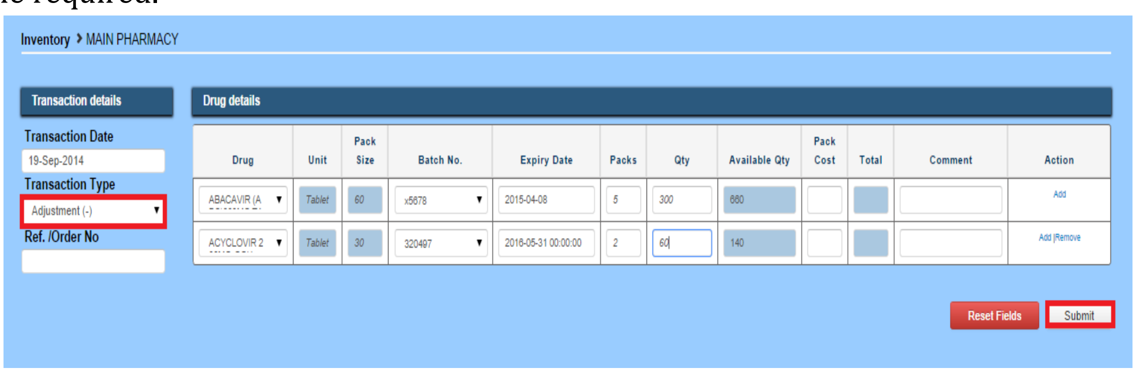
Click **Submit** button to complete the transaction.

iv. **Adjustment (+)**: adds the quantity of a particular drug if the quantity in stock is less than the required.



Click **Submit** button to complete.

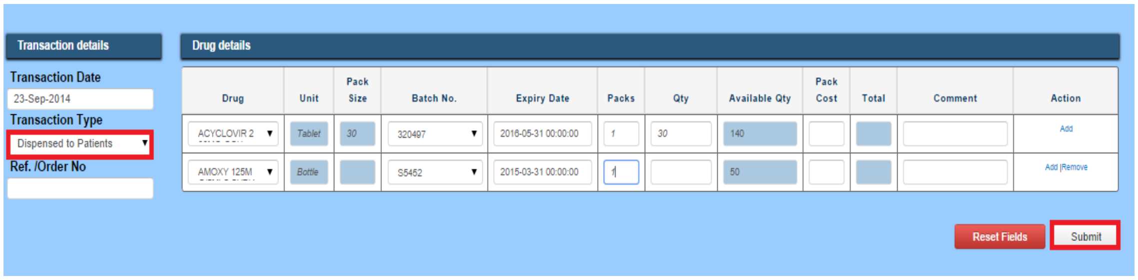
v. **Adjustment (-)**: deducts the quantity of a drug if the quantity in stock is larger than the required.



Adjustments are reflected in the Bin Card of the adjusted drug.
Click **Submit** button to complete.

vi. **Dispensed to Patients**: allows the pharmacist to enter the drugs that have been dispensed to the patients.

Click **Submit** button to complete.

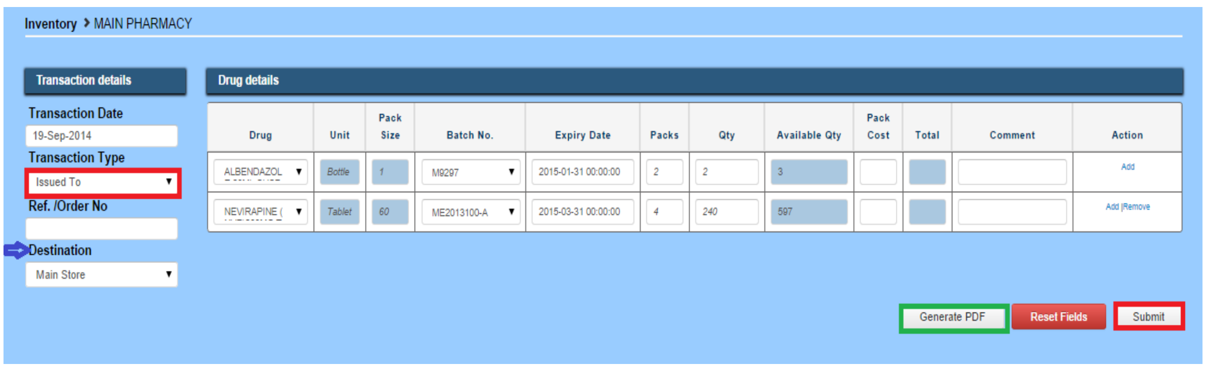


vii. **Issued to**: on selecting the transaction type, the 'Destination' field is displayed and allows the user to select one. One then proceeds to enter the drugs which they want to issue. Fill in all the relevant fields related to the drug.

Click 'Generate PDF' button to download the list of drugs issued or

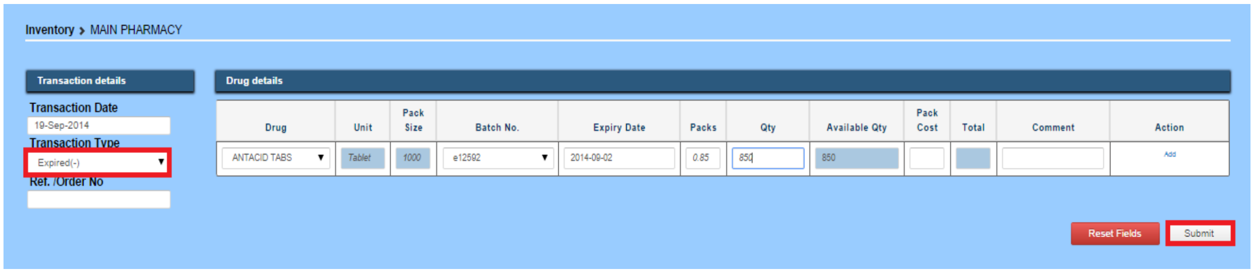
Click **Submit** button to complete transaction.

.

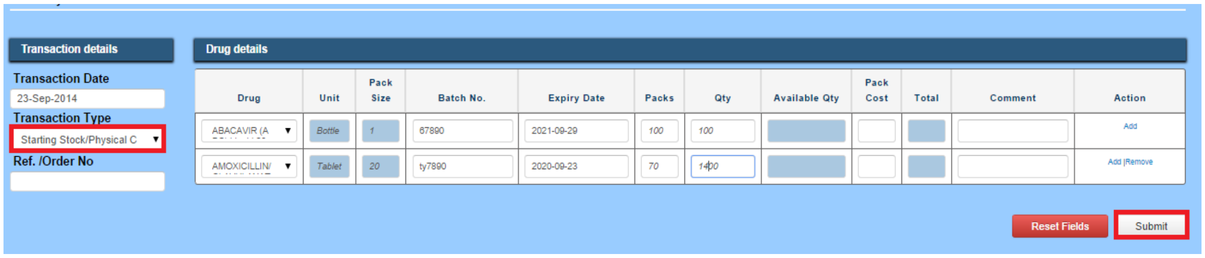


viii. **Losses**: allows deducting of the amount of drugs that may have gone missing from the stock. This adjusts the stock leaving only the available amount. To complete the transaction, click **Submit** button.

ix. **Expired**: this enables deduction of the expired drugs from the stock.



x. **Starting stock/Physical count**: this is done when the facility is starting on a new stock. Enter all the drugs and their relevant details. Click **Submit** button to complete.



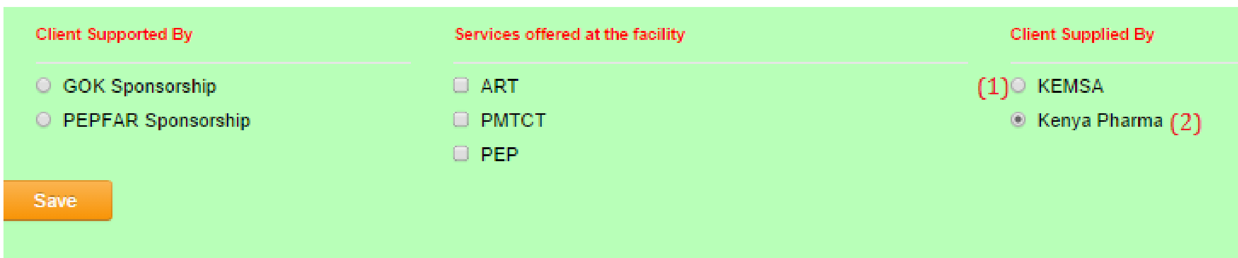
Chapter 5: Order Module

This chapter introduces the process of making MAPS and CDRR reports and ordering. Reports are submitted on the 5th day of the month to Kenya Pharma.

Facilities whose drug supplier is KEMSA make their reporting and ordering from NASCOP while those supplied by Kenya Pharma do it from the eSCM side.

To access the NASCOP or eSCM side:

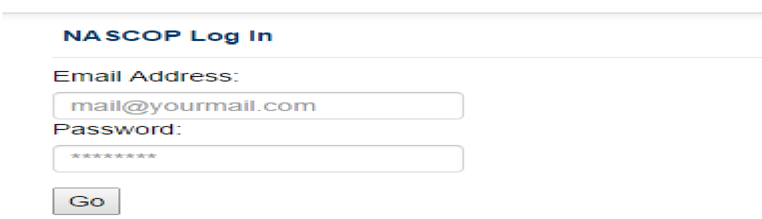
- Go to 'Settings' on the main menu
- Under Facility, click 'Facility Details'
- At the bottom of the details,
    - select KEMSA (1) to access the NASCOP side or
    - select Kenya Pharma (2) to access the eSCM side



NASCOP

To login, use credentials for your account created by NASCOP.

- Enter your email in the email address field
- Enter your password in the password field
- Click 'Go' button

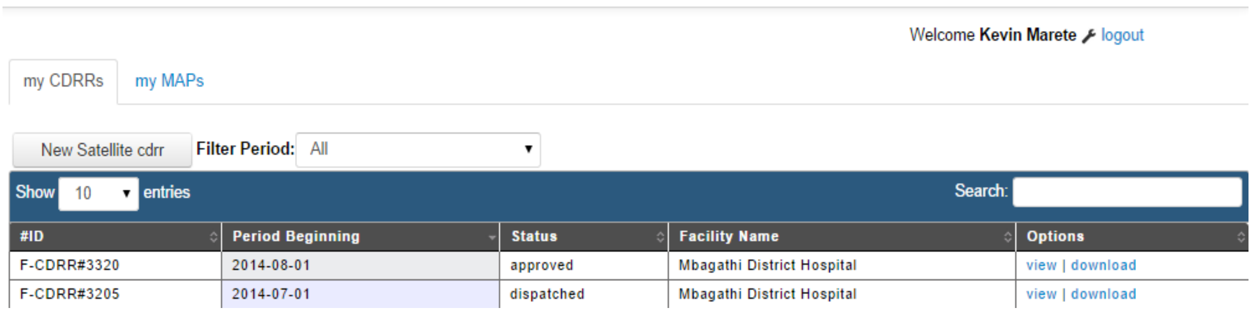


eSCM

To sign in, use the credentials your account created by Kenya Pharma

- Enter your username in the username field
- Enter your password in the password field
- Click 'Go' button

On login, a user views two links, one for My CDRRs and another for My MAPs each showing the CDRRs and MAPs that have been prepared in the past and their statuses. The example below shows two CDRRs such as an 'approved' or 'dispatched' status.



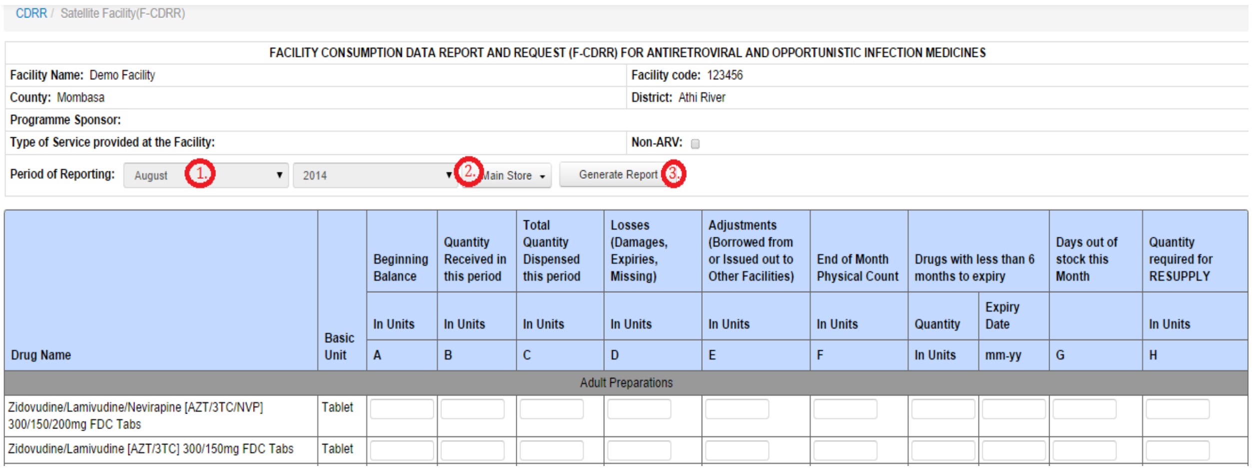
#ID	Period Beginning	Status	Facility Name	Options
F-CDRR#3320	2014-08-01	approved	Mbagathi District Hospital	view | download
F-CDRR#3205	2014-07-01	dispatched	Mbagathi District Hospital	view | download

My CDRRs

CDRRs (Consumption Data Report and Request) are monthly reports made by facilities about their drug consumption. There are two types of CDRRs generated relative to the facility type. If it is a central site, D-CDRR (District Store Consumption Data Report and Request) reports are prepared. For the satellites and standalone sites, they prepare the F-CDRRs (Facility Consumption Data Report and Request).

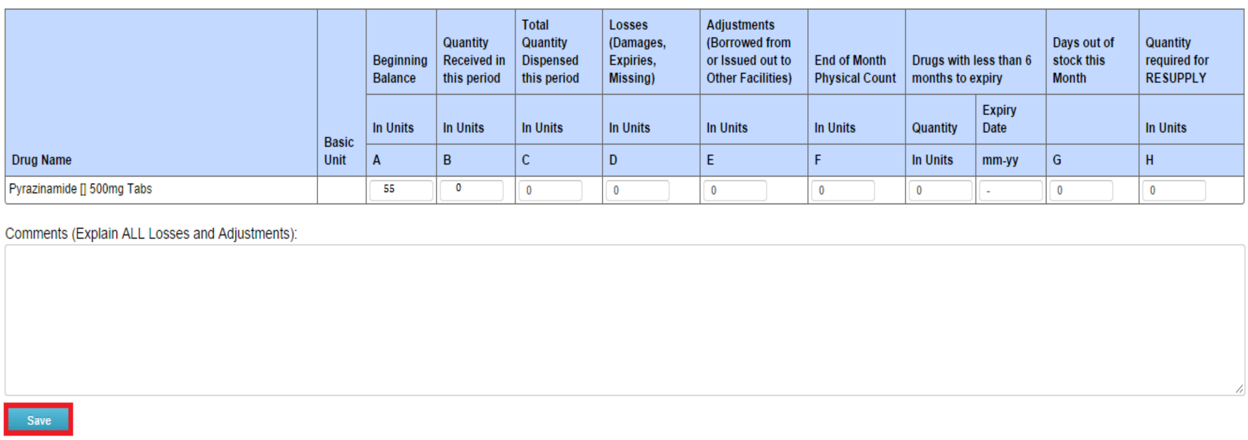
To prepare a new CDRR:

- Click 'New Satellite cdrr' button
- A new form will be displayed with the reporting period of the previous month as in 1.
- Select the service point, main store or main pharmacy or both, 2.
- Click 'Generate Report' button, 3.

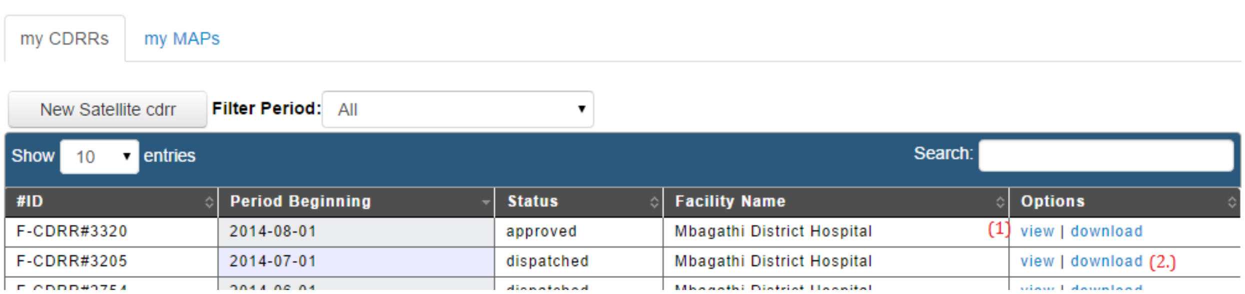


This auto-calculates the consumption of each drug for the last one month.

- When the report has been generated, click 'Save' button at the bottom of the page.

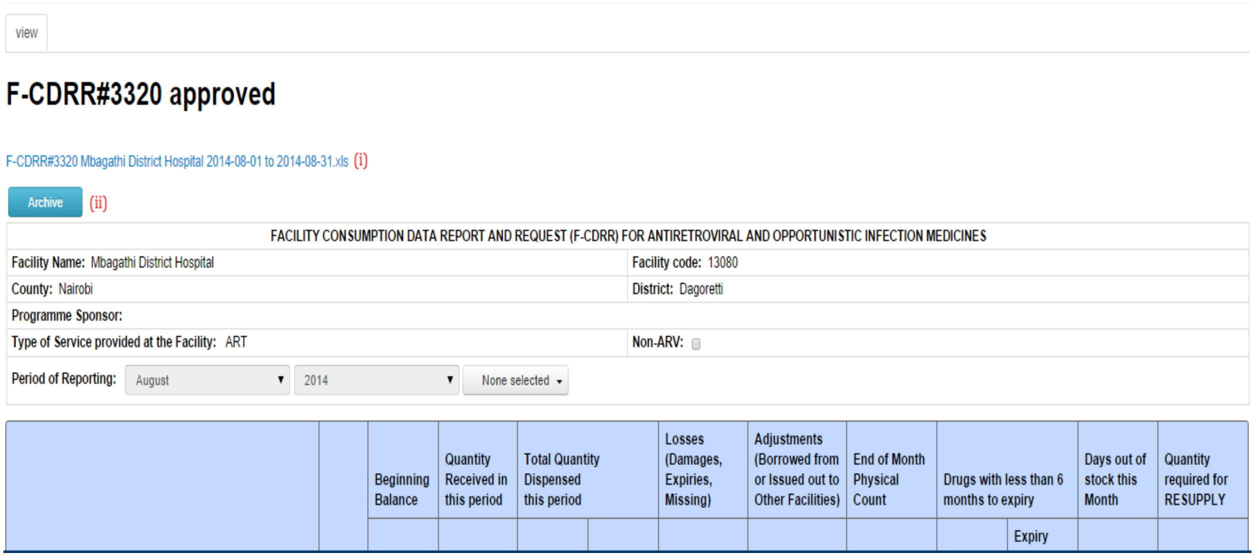


To view or download the past CDRRs:



- Click 'View' link as in (1).

  While in the view, the user can download the form from the link (i) or 'archive' by clicking the archive button (ii)



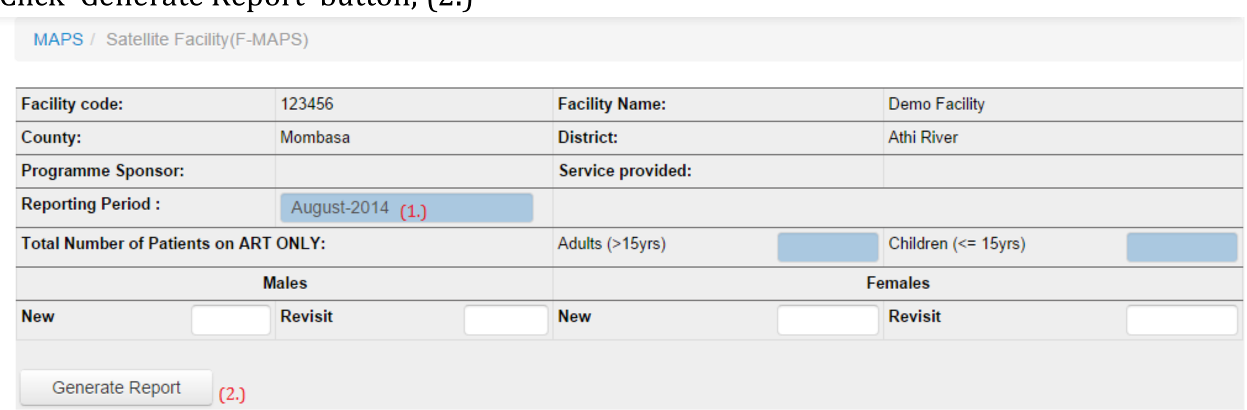
➢ Click 'Download', (2).

My MAPS

MAPS (Monthly ARV Patients Summary) are monthly reports made by facilities summarizing the number of patients on ARVs. There are two types of MAPS generated. If the facility is a central site, D-MAPS (District Store Monthly ARV Patients Summary) reports are prepared. For the satellites and standalone sites, they prepare the F-MAPS (Facility Monthly ARV Patients Summary).

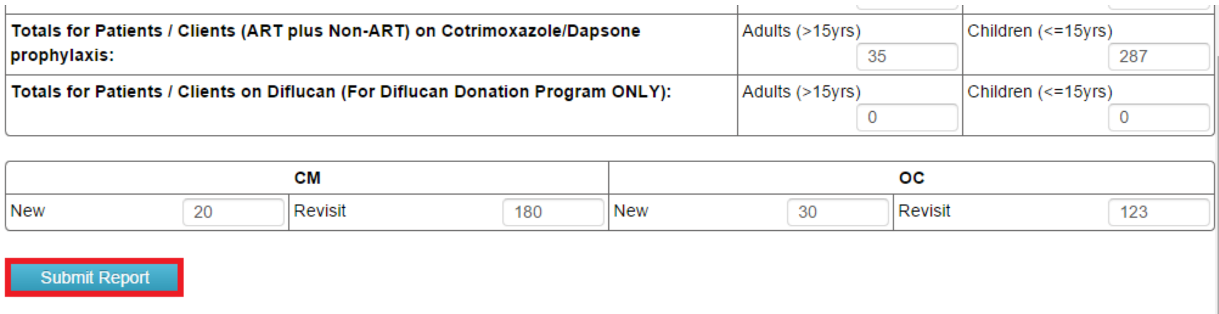
To prepare new MAPS:

- ➢ Click 'New Satellite maps' button
- ➢ A new form will be displayed with the reporting period of the previous month as in (1.)
- ➢ Click 'Generate Report' button, (2.)

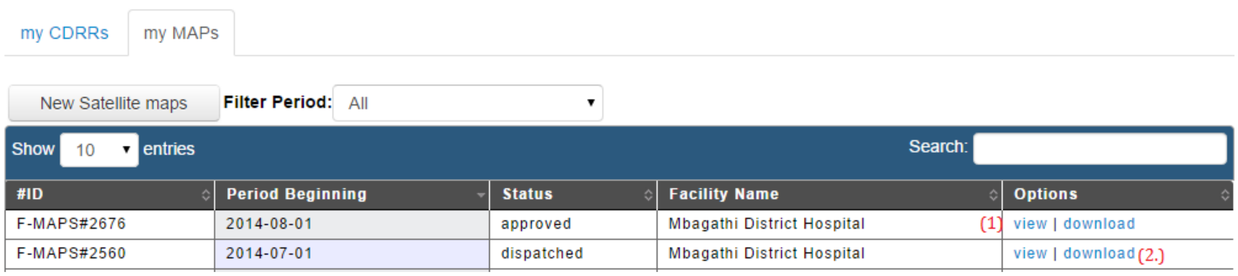


This auto-calculates the number of patients on each regimen for the last one month.

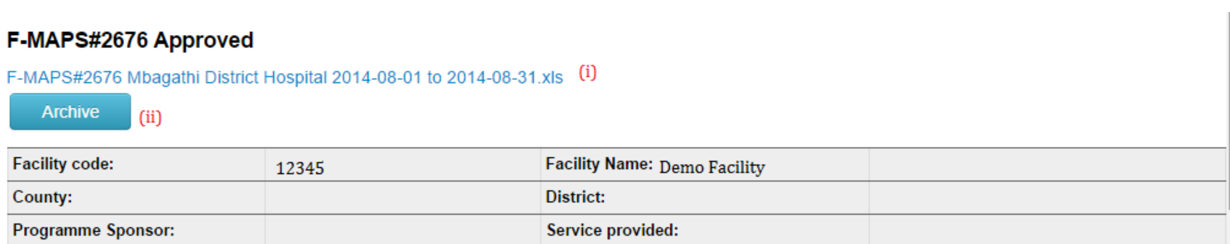
- When the report has been generated, click ‘Submit Report’ button at the bottom of the page.



To view or download the past MAPS:



- Click ‘View’ link as in (1).
  While in the view, the user can download the form from the link (i) or ‘archive’ by clicking the archive button (ii)



- Click ‘Download’, (2).

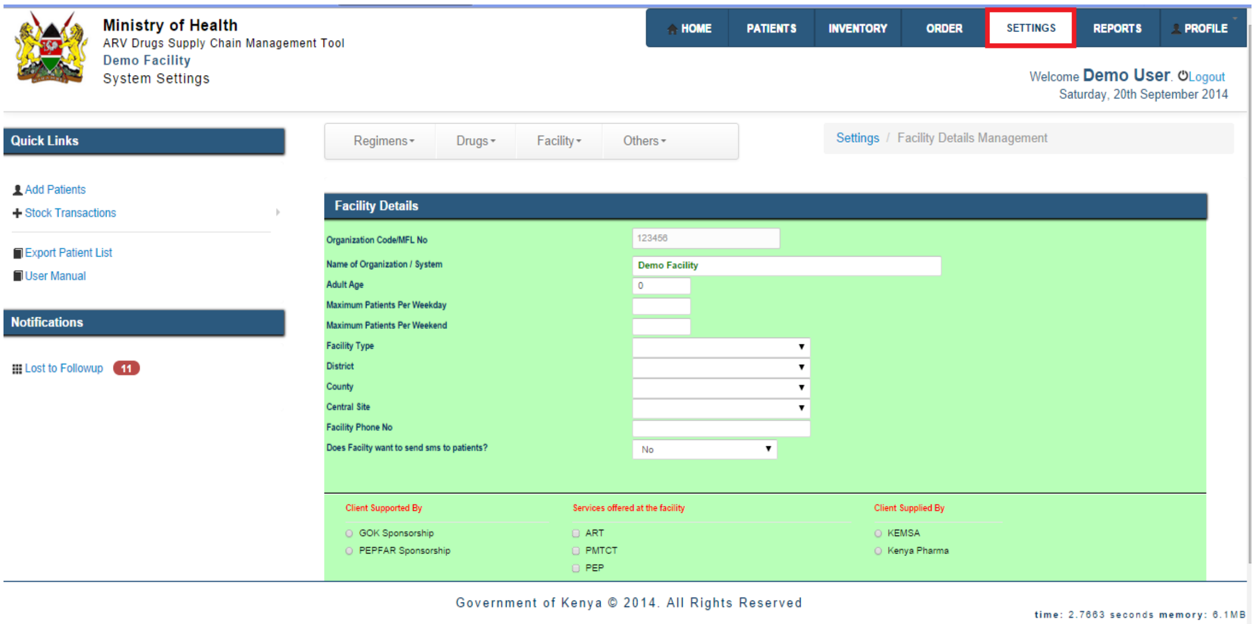
To update the list of MAPS or CDRRs

- Click the settings icon at the top left, select ‘Update Records’ or ‘Update Settings’. This synchronizes the system with NASCOP or Kenya Pharma and gives the list of the previous MAPS or CDRRs.

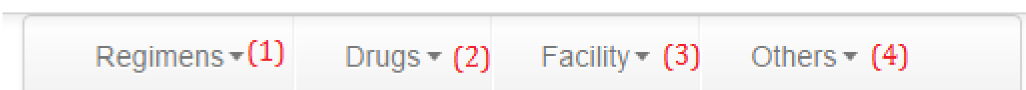
When done with the reporting and ordering, click ‘logout’ link to leave the system.

Chapter 6: Settings Module

This chapter explains all the settings of the system. The system settings are only accessible to the Facility Administrator who can add, edit, delete, enable and disable services, drugs and users.



To perform the aforementioned activities, click any of the four links shown below to access the various activities.



Regimens (1)

Information under regimens includes the list of regimens, the drugs under each regimen etc.

The list of events includes:

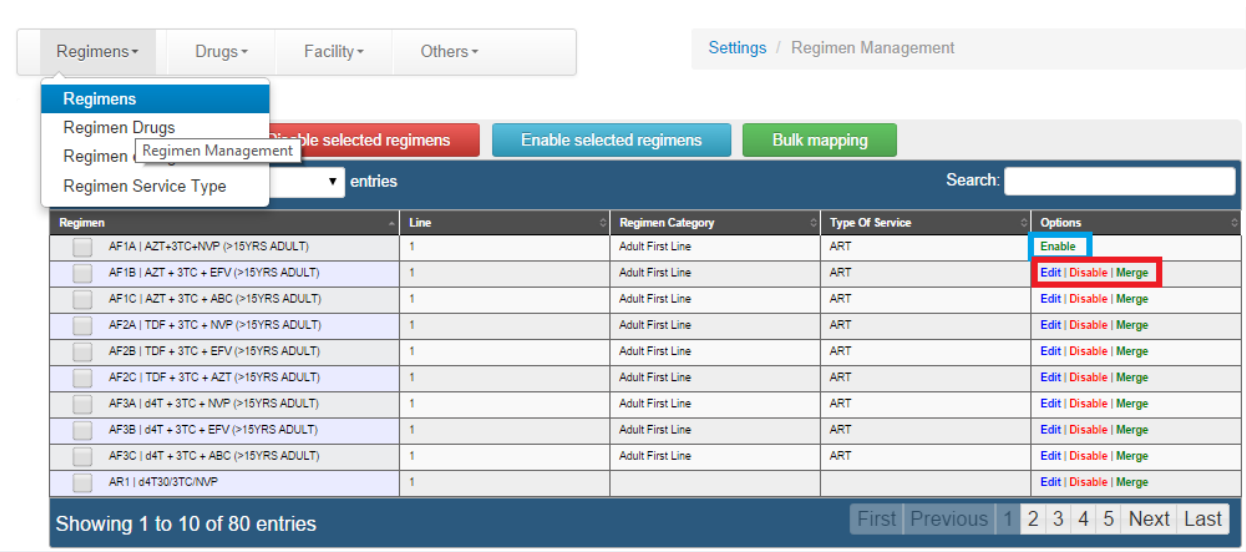
- Regimens
- Regimen Drugs
- Regimen Change Reasons
- Regimen Service Types

All the events mentioned above follow the same procedure of viewing, editing, enabling, disabling with an exception of **Regimens** that allows **Merge** of duplicate regimens and **Bulk Mapping**. Described below is **Regimens** used as the illustration.

Regimens

A user can view a list of regimens in the facility, add a new regimen, enable or disable regimens, merge and map regimens.

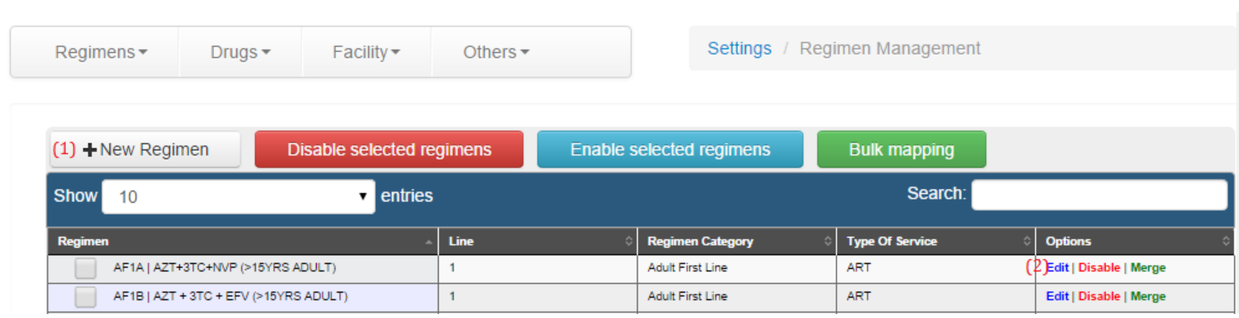
The regimen listing shows the regimen name, the regimen category such as adult first line, the type of service in which the regimen belongs and the actions which a user can take on an individual regimen including enable, disable edit etc.



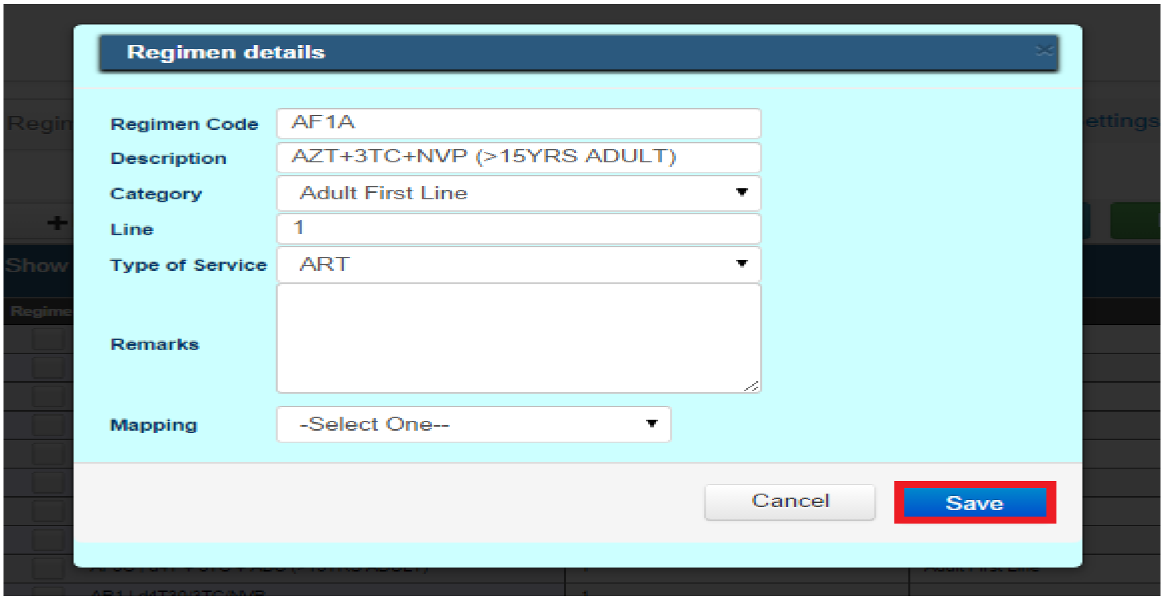
New Regimen/Edit: New Regimen allows the user to add a new regimen into the list. Edit enables updating of the existing regimens.

To add or edit:

- ➢ Click New Regimen, (1) button to add.
- ➢ Click Edit link, (2) to update regimen info.

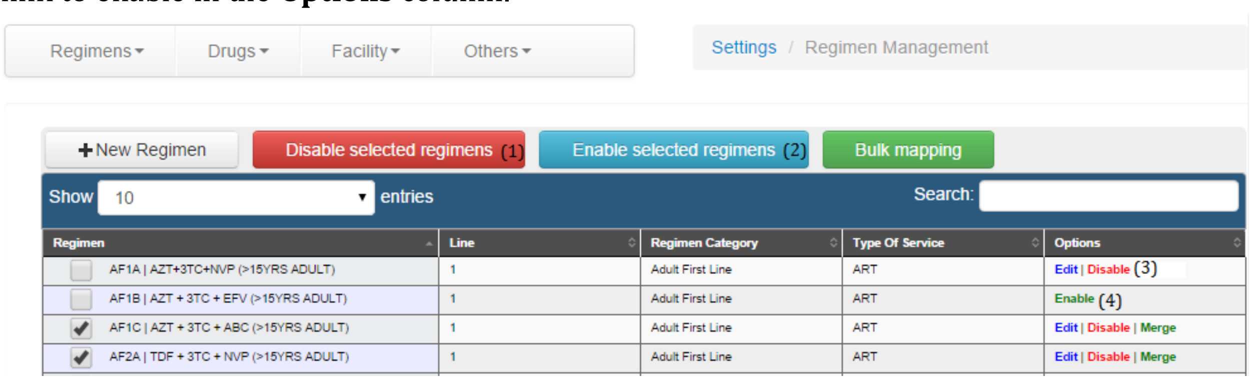


The two will open a similar window to the one below. Fill in or update the details of the regimen. On completing, click '**Save'** button.



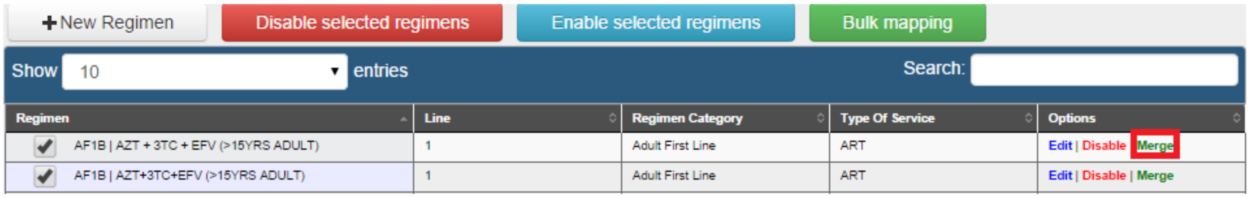
Enable/Disable selected regimens:

- Check the list of regimens you want to disable or enable
- Click the 'Disable selected regimens'(1) button to disable or click 'Enable selected regimens' (2) button to enable regimens
- To disable or enable a single regimen, click 'Disable' (3) link to disable and 'Enable' (4) link to enable in the **Options** column.



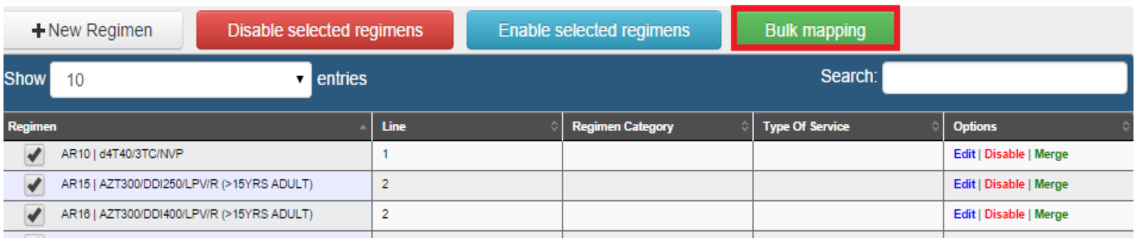
Merge: is done when there are two or more duplicate regimens.

- Check duplicate regimens,
- Click Merge on one of the drugs

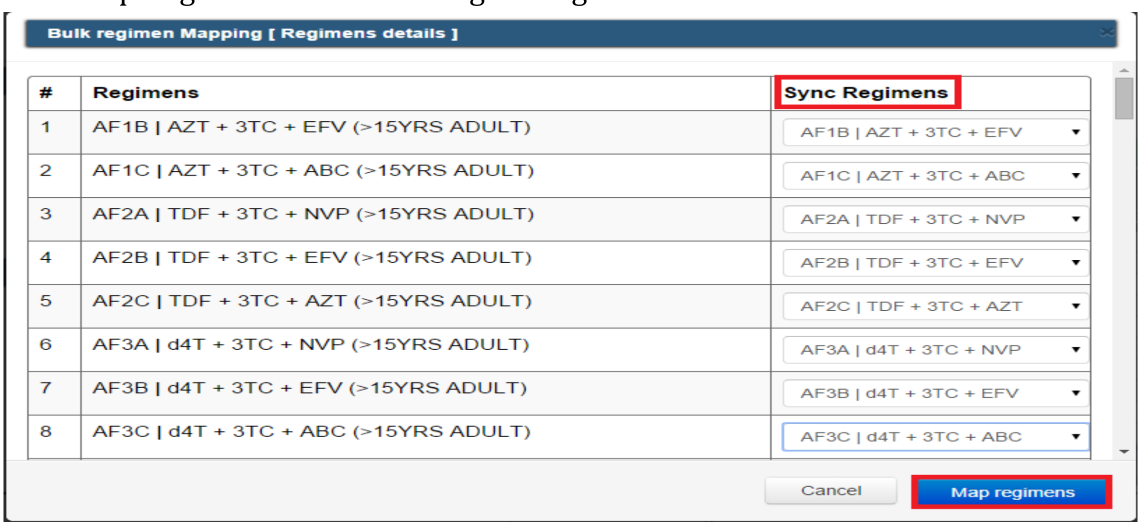


Bulk mapping: is mapping of a list of regimens at once. Mapping is done to ensure that the regimen codes in the facility and Kenya Pharma are similar.

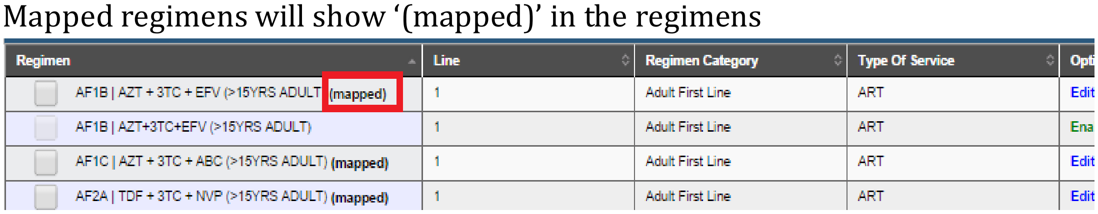
- Check the list of regimens to be mapped
- Click **Bulk mapping** button



- A new window will pop allowing you to select similar regimens in the **sync regimens** column
- Click Map Regimens after matching the regimens.



- On success, an on-screen message will be shown confirming the success
- Mapped regimens will show '(mapped)' in the regimens



Drugs (2)

Gives all drug related information including drugs classification, codes among others as explained below.

The list of events includes:

- Drug Classification
- Drug codes
- Drug consumption
- Drug Doses
- Drug Instructions
- Drug Indications
- Drug sources
- Drug Destinations
- Generic Names
- Brand Names
- Drug Running Balance

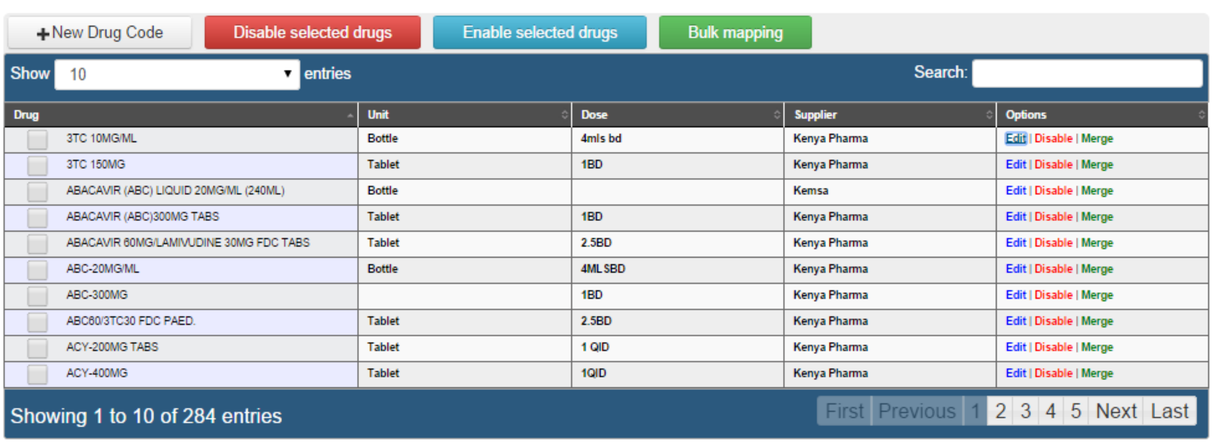
All the events mentioned above follow the same procedure of viewing, editing, enabling, disabling with an exception of: **Drug Codes** that allows **merge** of duplicate drugs and **Bulk Mapping**; **Drug Consumption** that updates the consumption of drugs in a facility; **Drug Running Balance** that fixes any varying quantity of drugs in the stock.

The illustrations below will focus on the three exceptions:

Drug Codes

A user is able to view and define the drug details including the unit, dose, supplier etc. as shown in the drug codes listing.

➢ Select Drug Codes from the Drugs dropdown.

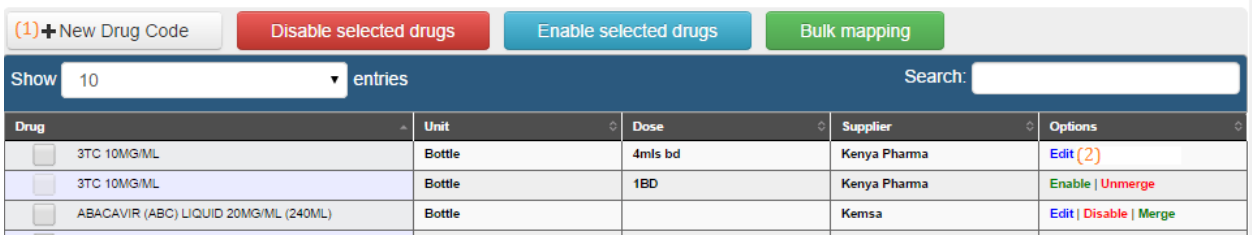


A user can do the following while in the Drug Codes:

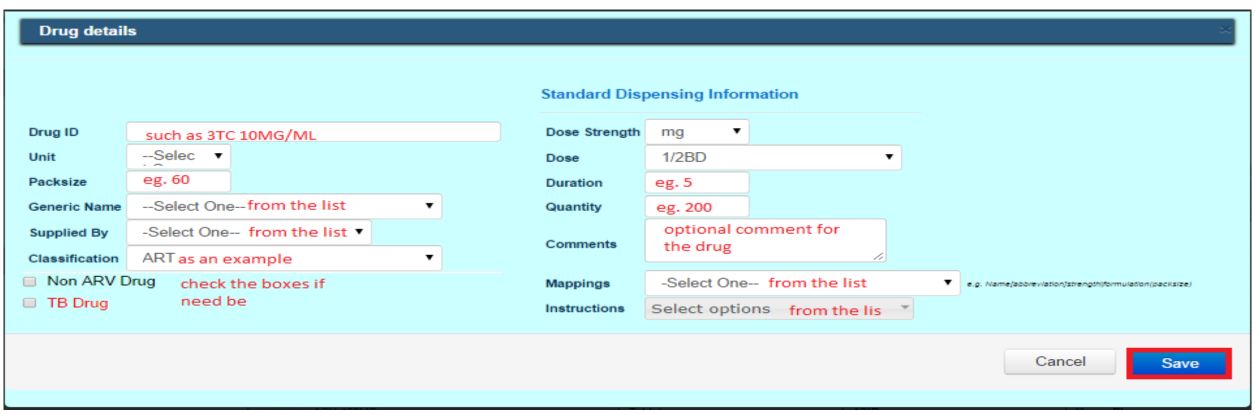
New Drug Code/Edit: New Drug Code allows the user to add a new drug into the list. Edit enables updating of the existing drugs.

To add or edit:

- Click New Regimen, (1) button to add.
- Click Edit link, (2) to update regimen info.

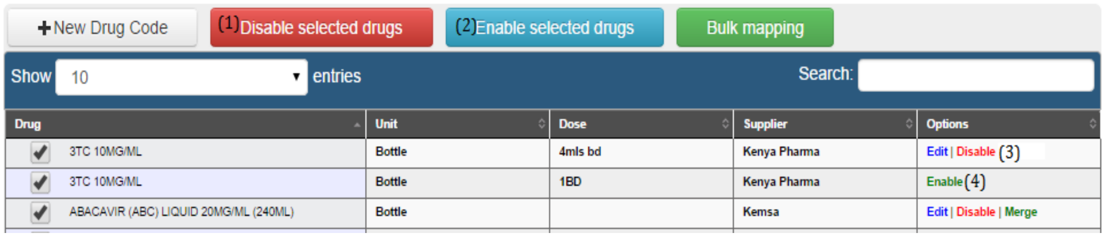


The two will open a similar window to the one below. Fill in or update the details of the regimen. On completing, click '**Save**' button.



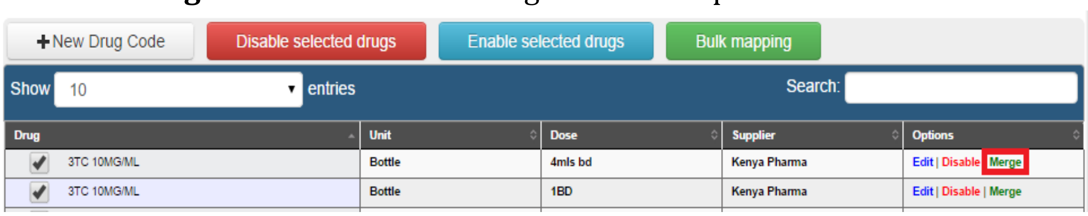
Enable/Disable selected drugs:

- Check the list of drugs to disable or enable
- Click the 'Disable selected drugs'(1) button to disable or click 'Enable selected drugs' (2) button to enable regimens
- To disable or enable a single drug, click 'Disable' (3) link to disable and 'Enable' (4) link to enable in the **Options** column.



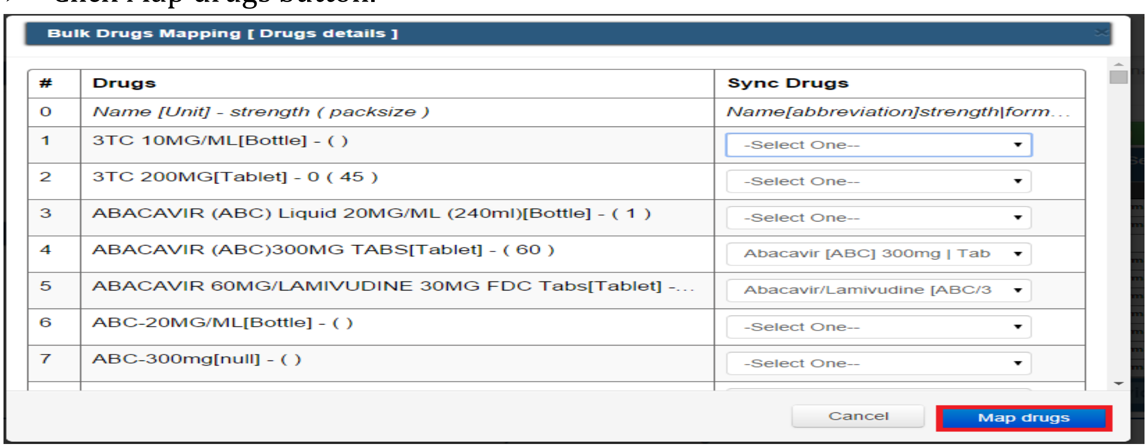
Merge: is done when two or more drugs are similar.

- Check the drugs to merge
- Click **merge** link on one of the drugs from the 'Options' column

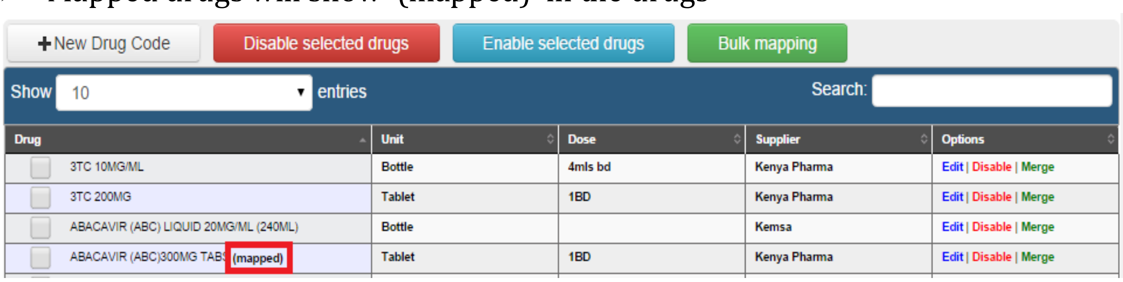


Bulk mapping: is mapping of a list of drugs at a go.

- Click **Bulk mapping** button.
- A new window will pop allowing you to select similar drugs in the **sync drugs** column. Gives a list of all drugs in the pharmacy
- Match the drugs you want to map
- Click Map drugs button.



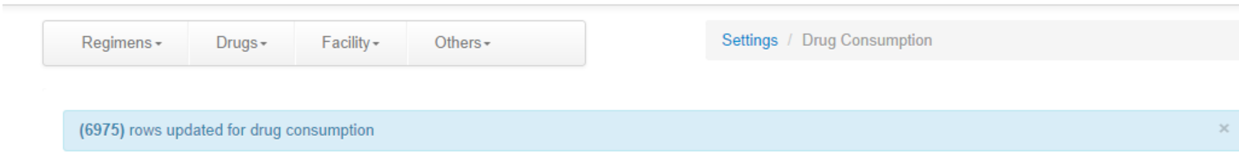
- On success, an on-screen message will be shown confirming the success
- Mapped drugs will show '(mapped)' in the drugs



Drug Consumption

- Select 'Drug Consumption' from the list

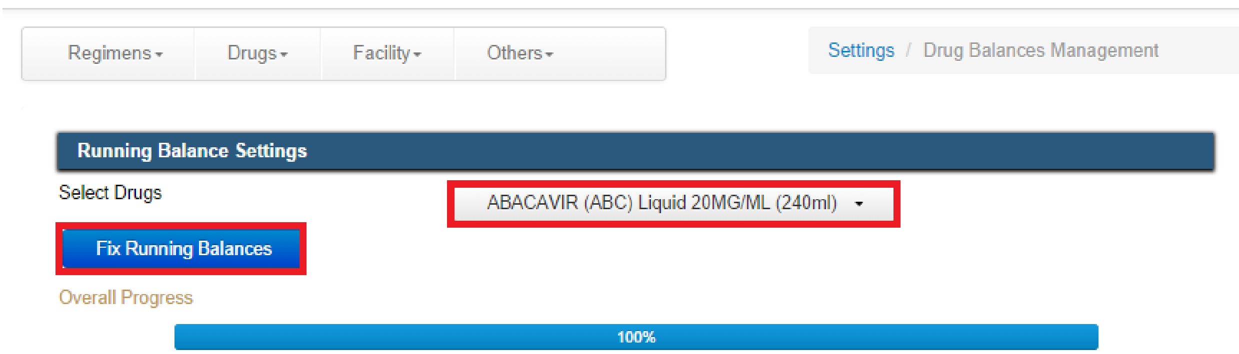
A loading image will be shown. It updated the consumption of drugs and gives a message with the number of rows updated.



Drug Running Balances

Used to correct the amount of drugs in the stock

- Click 'Drug Running Balances'
- Select the drugs that need to be fixed from the list. Click 'Fix Running Balances' button. The overall progress bar will show the progress as the drugs are fixed.



Facility

This will explain all the facility settings which an administrator can manipulate.

The list of events includes:

- Facility Details
- Facility Users
- Facility Patient Sources
- Facility Supporters

Facility Users, patient sources and supporters follow the same procedure of viewing, editing, enabling, disabling. Facility Details give information concerning the Facility and can be modified.

This section will use the illustration of facility users and facility details:

Facility Details

The facility administrator can view and add the details of the facility.

- If the facility is being sponsored, the administrator selects the sponsor from the list of 'Client Supported By'(1)
- One can check the services offered by the facility under 'services offered at the facility'(2)
- The administrator can also select the facility suppliers under 'Client supplied by' (3)
- Click 'Save' to finish

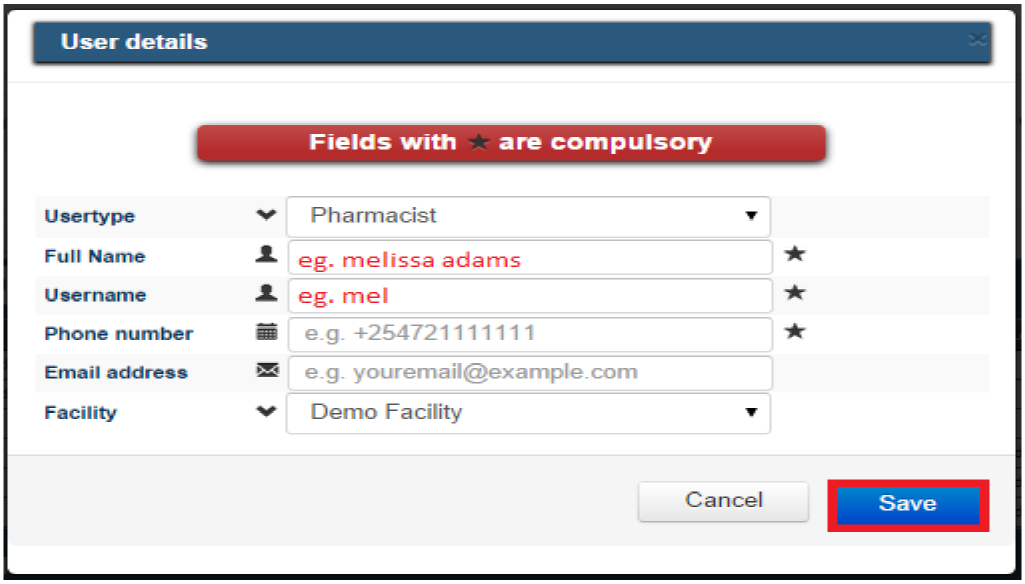
Facility Users

- Select 'Facility Users'

A list of users is displayed and the Facility administrator can add or disable a user.

New user:

- Click 'New User' button
- Enter the details of the user in the fields. Click 'Save'.



Note: if the facility has access to internet, the new user needs to activate the account and obtain the password from their email. When there is no internet, a default password is given to the new user. On logging in, a user should change the password to that of their preference.

Disable/Enable:

- Click 'Disable' link for the user that needs to be disabled or 'Enable' link for the user to be enabled.

Others

This shows a list of any other event that an administrator can manipulate. The list of events includes:

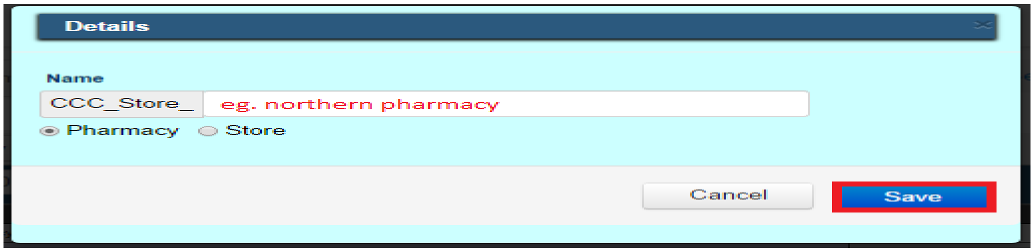
- CCC Store/Pharmacy
- Manual/Auto Scripts
- Non-adherence Reasons
- Patient Merging
- PEP Reasons
- Transaction Types
- Visit Purpose

CCC Store/pharmacy, Non-Adherence reasons, PEP reasons, Transaction Types and Visit purpose operates in a similar manner. Manual/Auto Scripts and Patient merging have different procedures from the others.

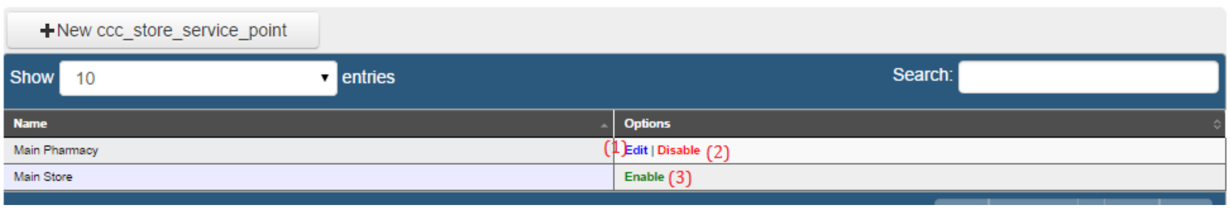
CCC Store/Pharmacy

These are the service points from which the facilities dispense their drugs to the patient.

- Select 'CCC Store/Pharmacy'
- A facility adds the service points depending on the number it has. To add a new service point, click the 'new_ccc_store_service_point'
- Enter the name and select whether it is a pharmacy or store. Click 'Save' button.



- Click the relevant links to edit (1), enable (2) or disable(3) the service points.



Manual/Auto Scripts

This runs to sync data that could not be synchronized automatically.

- Click Manual/Auto scripts from the dropdown. A loading image will be displayed indicating the synchronization in progress.
- An on-screen message will be displayed showing what has been updated.

Patient Merging

This is done when an individual patient has duplicate account.

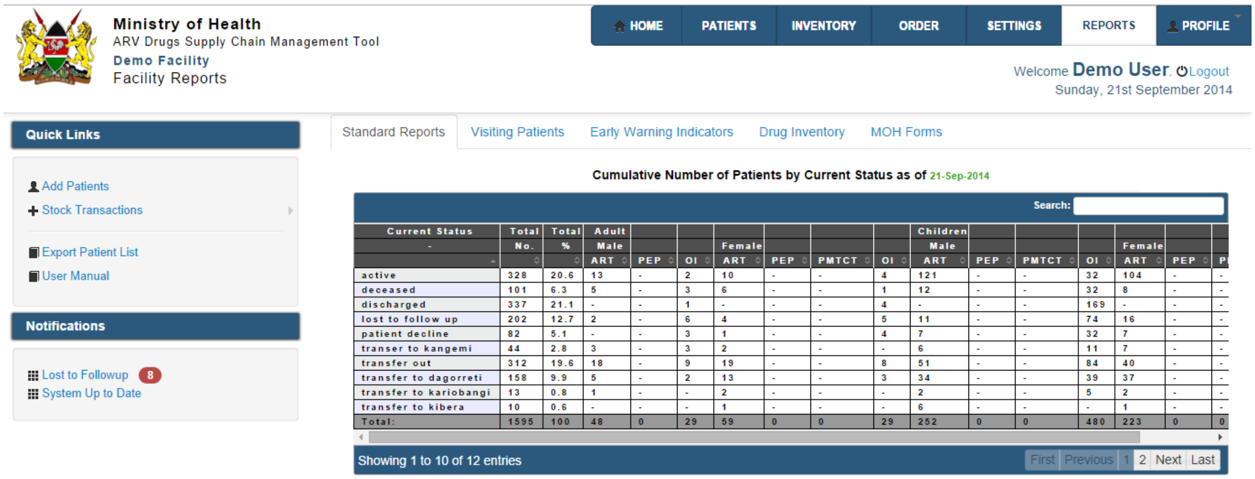
- Select 'Patient Merging'

Check the CCC No's that holds the details of the patient. Click 'merge'. After merging, one of the accounts will be disabled

Regimens
Drugs
Facility
Others
Settings / Patient Merging
Show 10 entries
Search:
CCC No
Patient Name
Options
03
Demo Client
Merge
05
Demo Client
Merge

Chapter 7: Reports Module

This chapter explains the kind of reports a user can generate from the system.



Current Status	Total	Total	Adult							Children						
-	No.	%	Male			Female				Male				Female		
			ART	PEP	OI	ART	PEP	PMTCT	OI	ART	PEP	PMTCT	OI	ART	PEP	P
active	328	20.6	13	-	2	10	-	-	4	121	-	-	32	104	-	-
deceased	101	6.3	5	-	3	6	-	-	1	12	-	-	32	8	-	-
discharged	337	21.1	-	-	1	-	-	-	4	-	-	-	169	-	-	-
lost to follow up	202	12.7	2	-	6	4	-	-	5	11	-	-	74	16	-	-
patient decline	82	5.1	-	-	3	1	-	-	4	7	-	-	32	7	-	-
transer to kangemi	44	2.8	3	-	3	2	-	-	-	6	-	-	11	7	-	-
transfer out	312	19.6	18	-	9	19	-	-	8	51	-	-	84	40	-	-
transfer to dagorreti	158	9.9	5	-	2	13	-	-	3	34	-	-	39	37	-	-
transfer to kariobangi	13	0.8	1	-	-	2	-	-	-	2	-	-	5	2	-	-
transfer to kibera	10	0.6	-	-	-	1	-	-	-	6	-	-	-	1	-	-
Total:	1595	100	48	0	29	59	0	0	29	252	0	0	480	223	0	0

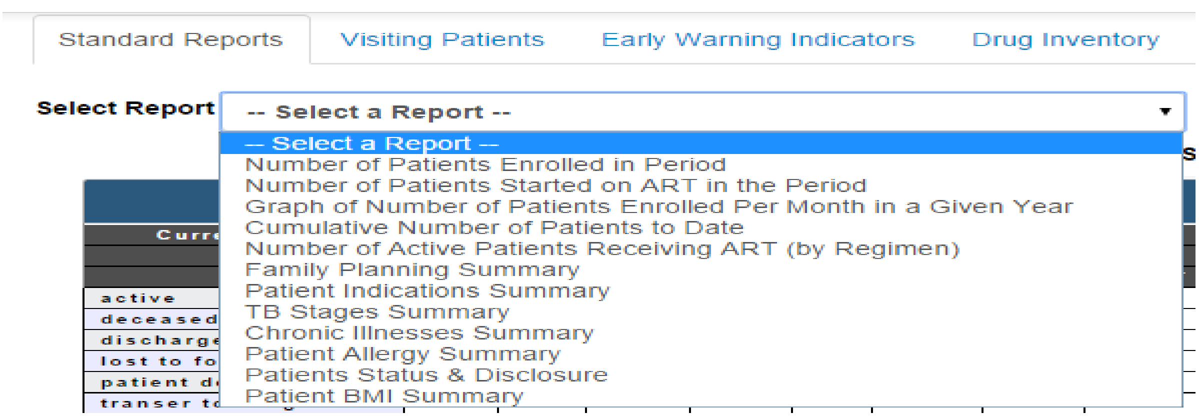
The types of reports include:

Standard Reports

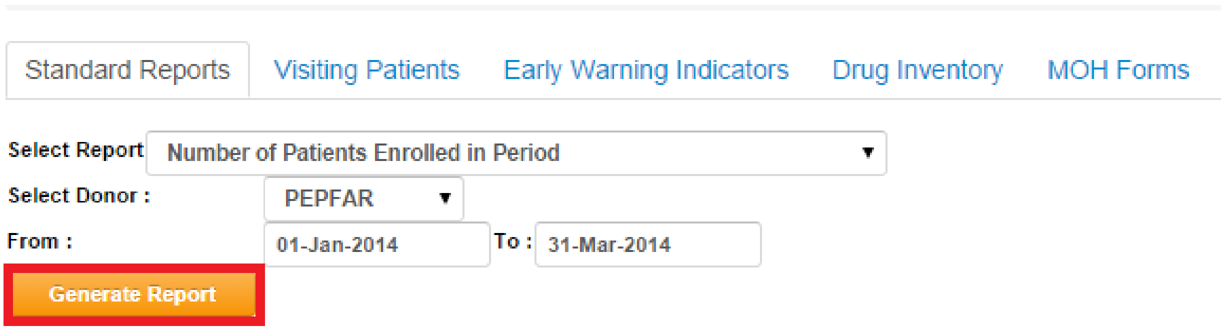
Gives summary reports such as patients enrolled in a period, TB stages, cumulative number of patient to date etc.

By default, reports display the standard reports.

- ➢ Select the type of report to be generated.

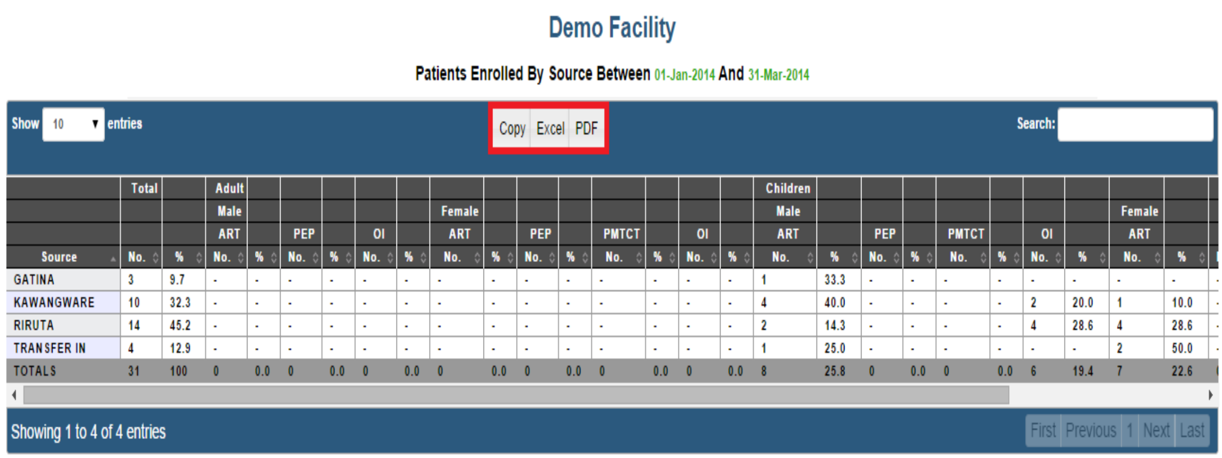


- ➢ Select the donor, GOK or PEPFAR, and the range of dates. In this example, number of patients enrolled in a period of three months from 1st January to 311st March 2014 with PEPFAR as the donor.



Note: to generate the other types of report under Standard Reports list, follow the same instructions as above

Report results are as shown below. The user can save the results as the file of their choice such as excel or pdf.



Demo Facility

Patients Enrolled By Source Between 01-Jan-2014 And 31-Mar-2014

Show 10 entries Copy Excel PDF Search:

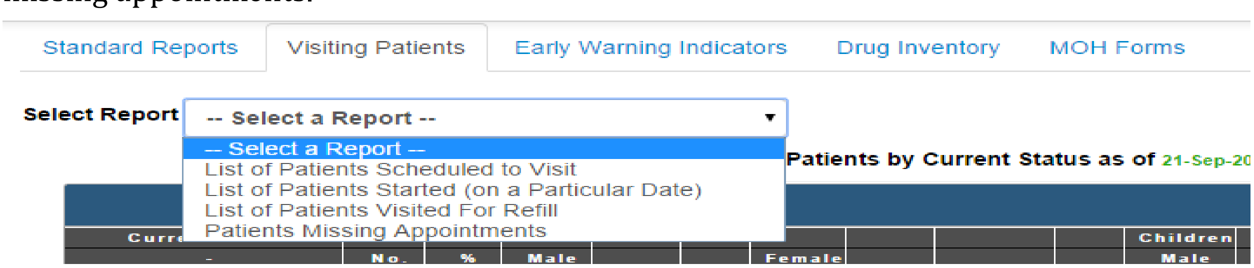
	Total		Adult														Children									
			Male						Female								Male								Female	
			ART		PEP		OI		ART		PEP		PMTCT		OI		ART		PEP		PMTCT		OI		ART	
Source	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%
GATINA	3	9.7	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1	33.3	-	-	-	-	-	-	-	-
KAWANGWARE	10	32.3	-	-	-	-	-	-	-	-	-	-	-	-	-	-	4	40.0	-	-	-	-	2	20.0	1	10.0
RIRUTA	14	45.2	-	-	-	-	-	-	-	-	-	-	-	-	-	-	2	14.3	-	-	-	-	4	28.6	4	28.6
TRANSFER IN	4	12.9	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1	25.0	-	-	-	-	-	-	2	50.0
TOTALS	31	100	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	8	25.8	0	0.0	0	0.0	6	19.4	7	22.6

Showing 1 to 4 of 4 entries First Previous 1 Next Last

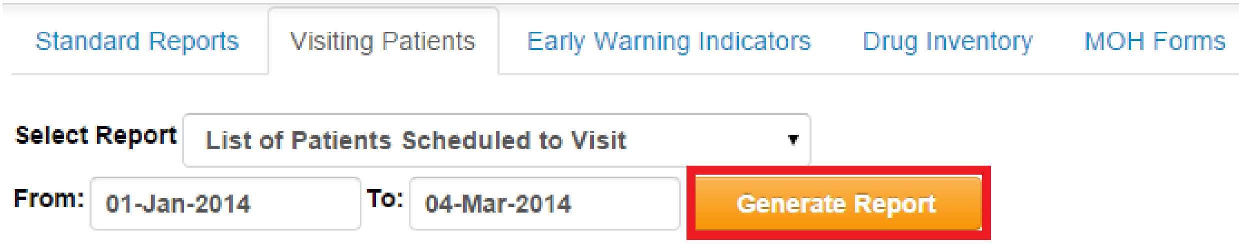
Visiting Patients

To generate reports of the patients who have visited the facility for drugs,

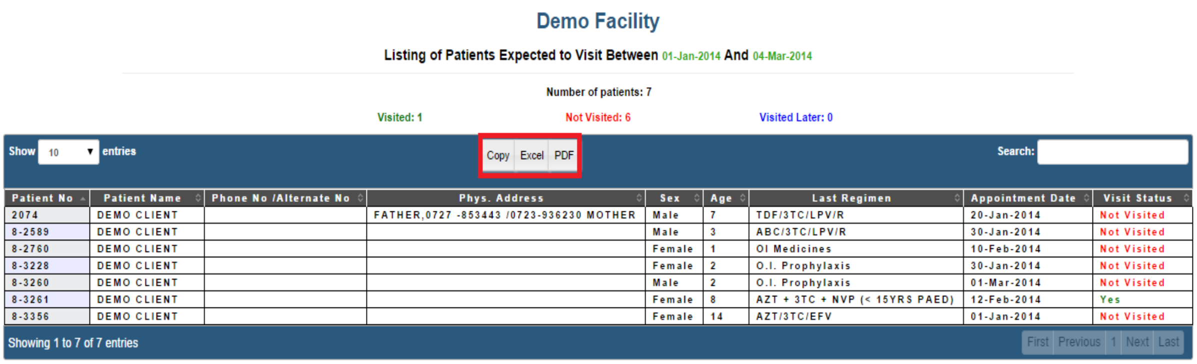
- Select the type of report you want to generate. Such reports are patients scheduled to visit, patients started on a particular day, patients visited for refill and those missing appointments.



- On selecting the type, choose the range of dates. In this example, generating a report for the patients scheduled to visit from 1st January to 4th March 2014.
- Click 'Generate Report' button



Note: to generate the other types of report under Visiting Patients, follow the same instructions as above.
The report results are:


Demo Facility

Listing of Patients Expected to Visit Between 01-Jan-2014 And 04-Mar-2014

Number of patients: 7

Visited: 1 Not Visited: 6 Visited Later: 0

Show 10 entries Copy Excel PDF Search:

Patient No	Patient Name	Phone No /Alternate No	Phys. Address	Sex	Age	Last Regimen	Appointment Date	Visit Status
2074	DEMO CLIENT		FATHER,0727 -853443 /0723-936230 MOTHER	Male	7	TDF/3TC/LPV/R	20-Jan-2014	Not Visited
8-2589	DEMO CLIENT			Male	3	ABC/3TC/LPV/R	30-Jan-2014	Not Visited
8-2760	DEMO CLIENT			Female	1	OI Medicines	10-Feb-2014	Not Visited
8-3228	DEMO CLIENT			Female	2	O.I. Prophylaxis	30-Jan-2014	Not Visited
8-3260	DEMO CLIENT			Male	2	O.I. Prophylaxis	01-Mar-2014	Not Visited
8-3261	DEMO CLIENT			Female	8	AZT + 3TC + NVP (< 15YRS PAED)	12-Feb-2014	Yes
8-3356	DEMO CLIENT			Female	14	AZT/3TC/EFV	01-Jan-2014	Not Visited

Showing 1 to 7 of 7 entries First Previous 1 Next Last

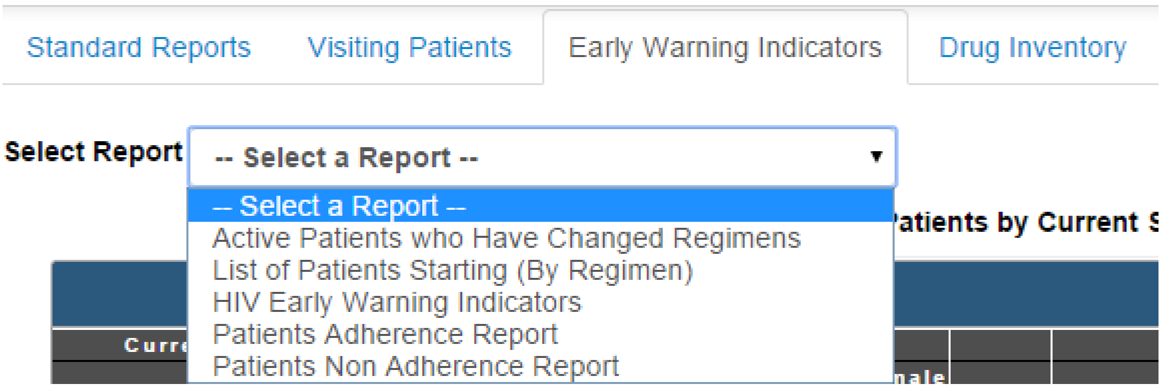
A user can then download the results as an excel file or a PDF file or copy the results to the destination of their choice such as word document.

Early warning Indicators

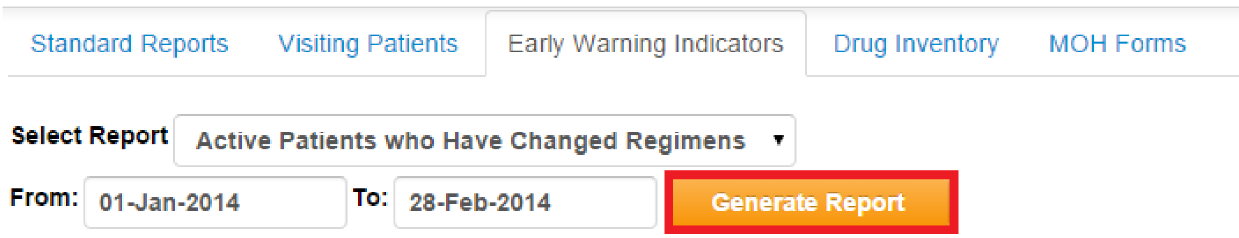
This allows generating of reports related to patients' adherence to drugs, patients who may have changed the regimens etc.

To generate such reports:

- Click 'Early Warning Indicators'
- Select the type of report to generate. Such are active patients who have changed regimen, list of patients starting (by regimen), HIV early warning indicator, patients' adherence and non-adherence reports.

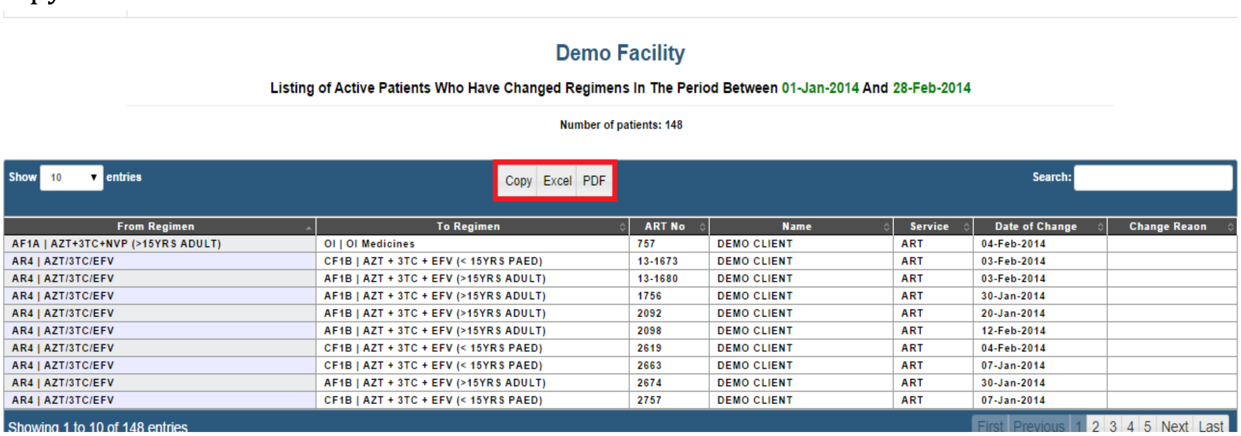


- Define the range of dates. This example will generate reports for active patients who have changed regimens from the 1st January to end of February 2014.
- Click 'Generate Report'



Note: other types of report under Early Warning Indicators' list are generated following the above instructions

The results are as shown below. The user can then save them as PDF or excel file or copy them to a file of their choice



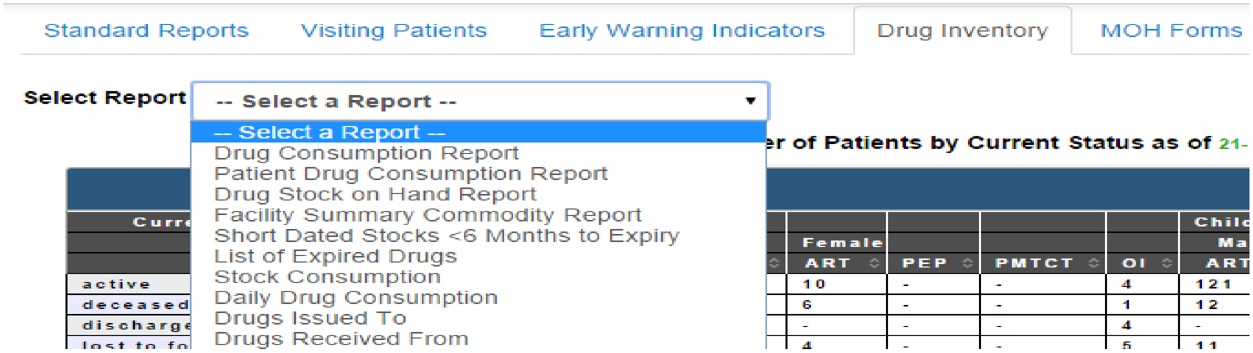
From Regimen	To Regimen	ART No	Name	Service	Date of Change	Change Reaon
AF1A | AZT+3TC+NVP (>15YRS ADULT)	OI | OI Medicines	757	DEMO CLIENT	ART	04-Feb-2014	
AR4 | AZT/3TC/EFV	CF1B | AZT + 3TC + EFV (< 15YRS PAED)	13-1673	DEMO CLIENT	ART	03-Feb-2014	
AR4 | AZT/3TC/EFV	AF1B | AZT + 3TC + EFV (>15YRS ADULT)	13-1680	DEMO CLIENT	ART	03-Feb-2014	
AR4 | AZT/3TC/EFV	AF1B | AZT + 3TC + EFV (>15YRS ADULT)	1756	DEMO CLIENT	ART	30-Jan-2014	
AR4 | AZT/3TC/EFV	AF1B | AZT + 3TC + EFV (>15YRS ADULT)	2092	DEMO CLIENT	ART	20-Jan-2014	
AR4 | AZT/3TC/EFV	AF1B | AZT + 3TC + EFV (>15YRS ADULT)	2098	DEMO CLIENT	ART	12-Feb-2014	
AR4 | AZT/3TC/EFV	CF1B | AZT + 3TC + EFV (< 15YRS PAED)	2619	DEMO CLIENT	ART	04-Feb-2014	
AR4 | AZT/3TC/EFV	CF1B | AZT + 3TC + EFV (< 15YRS PAED)	2663	DEMO CLIENT	ART	07-Jan-2014	
AR4 | AZT/3TC/EFV	AF1B | AZT + 3TC + EFV (>15YRS ADULT)	2674	DEMO CLIENT	ART	30-Jan-2014	
AR4 | AZT/3TC/EFV	CF1B | AZT + 3TC + EFV (< 15YRS PAED)	2757	DEMO CLIENT	ART	07-Jan-2014	

Showing 1 to 10 of 148 entries
First Previous 1 2 3 4 5 Next Last

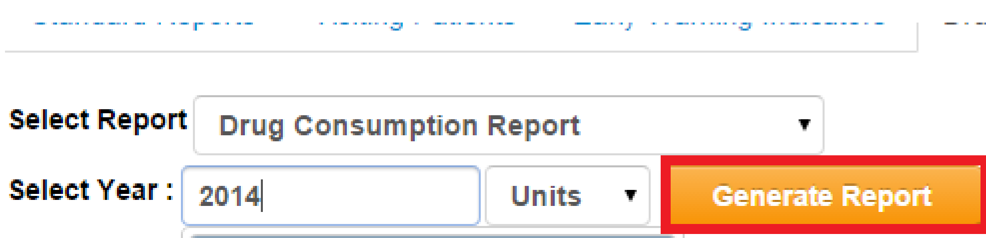
Drug Inventory

Generates reports related to the drug consumption by the facility and its patients

- Click 'Drug Inventory'
- Select the report to be generated. The reports under drug inventory include drug consumption report, patient drug consumption report, drug stock on hand report, facility summary commodity report etc.

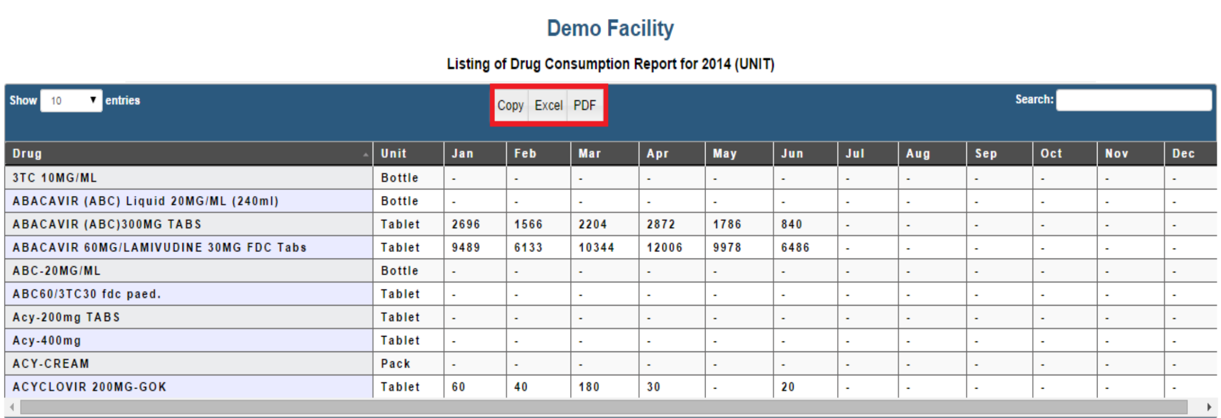


- ➢ Define the year. In this example, drug consumption report of the year 2014 in units.
- ➢ Click 'Generate Report'



Note: to generate the other types of report under Drug Inventory list, follow the same instructions as above

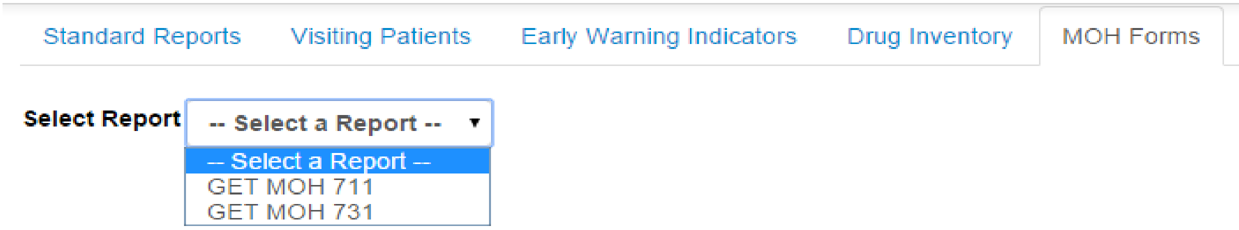
Report results are as shown below. The user can then save them as PDF or excel file or copy them to a file of their choice



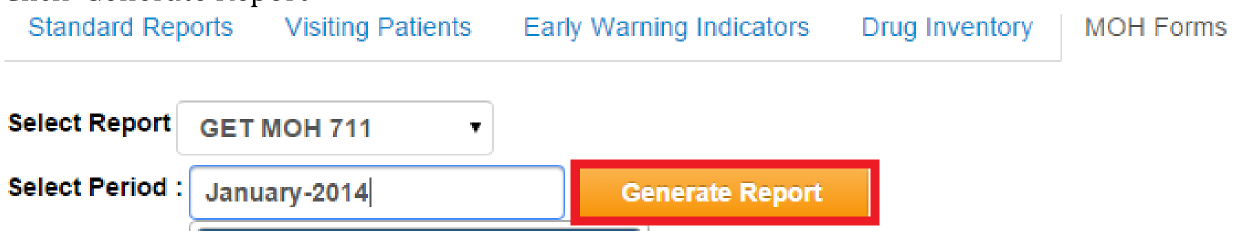
Drug	Unit	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
3TC 10MG/ML	Bottle	-	-	-	-	-	-	-	-	-	-	-	-
ABACAVIR (ABC) Liquid 20MG/ML (240ml)	Bottle	-	-	-	-	-	-	-	-	-	-	-	-
ABACAVIR (ABC)300MG TABS	Tablet	2696	1566	2204	2872	1786	840	-	-	-	-	-	-
ABACAVIR 60MG/LAMIVUDINE 30MG FDC Tabs	Tablet	9489	6133	10344	12006	9978	6486	-	-	-	-	-	-
ABC-20MG/ML	Bottle	-	-	-	-	-	-	-	-	-	-	-	-
ABC60/3TC30 fdc paed.	Tablet	-	-	-	-	-	-	-	-	-	-	-	-
Acy-200mg TABS	Tablet	-	-	-	-	-	-	-	-	-	-	-	-
Acy-400mg	Tablet	-	-	-	-	-	-	-	-	-	-	-	-
ACY-CREAM	Pack	-	-	-	-	-	-	-	-	-	-	-	-
ACYCLOVIR 200MG-GOK	Tablet	60	40	180	30	-	20	-	-	-	-	-	-

MOH forms

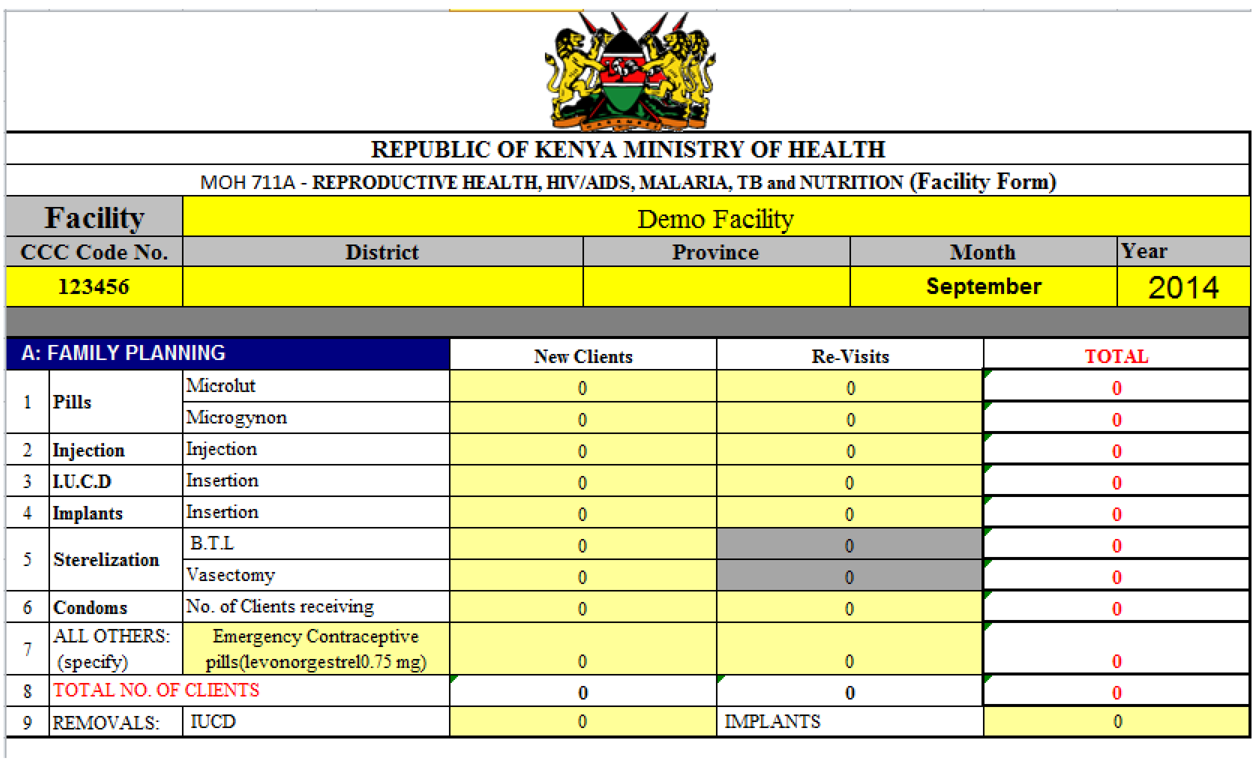
- ➢ Click 'MOH forms'
- ➢ Select the type of form to download either GET MOH 711 or GET MOH 731



- Choose the date for which to obtain the report. The example will generate MOH form for January 2014
- Click 'Generate Report'



This will download an excel file with results such as the ones shown below



REPUBLIC OF KENYA MINISTRY OF HEALTH

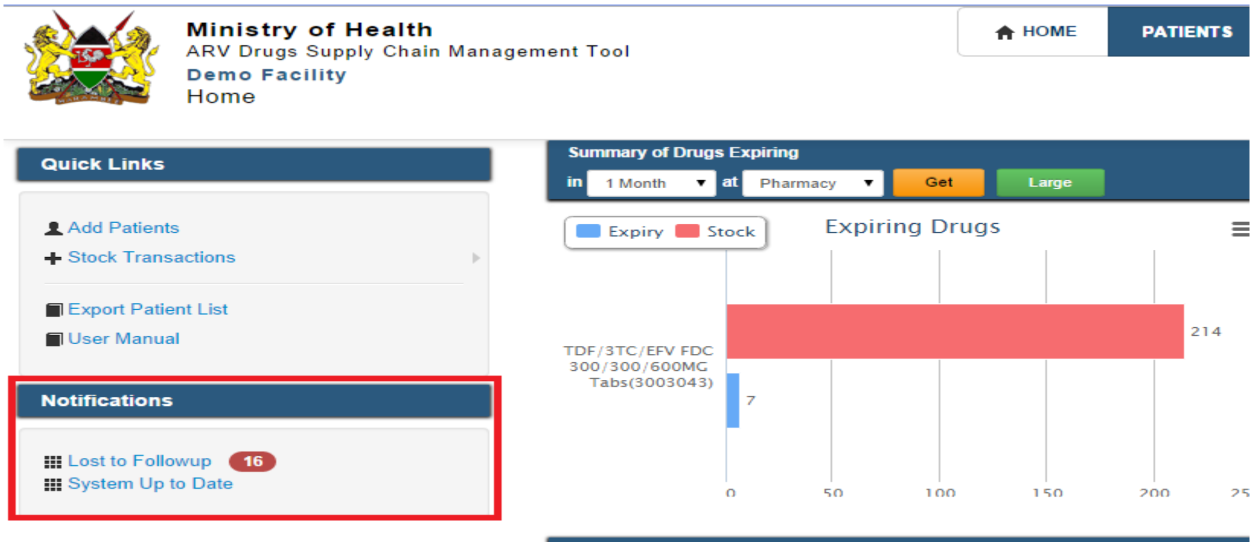
MOH 711A - REPRODUCTIVE HEALTH, HIV/AIDS, MALARIA, TB and NUTRITION (Facility Form)

Facility	Demo Facility			
CCC Code No.	District	Province	Month	Year
123456			September	2014

A: FAMILY PLANNING			New Clients	Re-Visits	TOTAL
1	Pills	Microlut	0	0	0
		Microgynon	0	0	0
2	Injection	Injection	0	0	0
3	I.U.C.D	Insertion	0	0	0
4	Implants	Insertion	0	0	0
5	Sterelization	B.T.L	0	0	0
		Vasectomy	0	0	0
6	Condoms	No. of Clients receiving	0	0	0
7	ALL OTHERS: (specify)	Emergency Contraceptive pills(levonorgestrel0.75 mg)	0	0	0
8	TOTAL NO. OF CLIENTS		0	0	0
9	REMOVALS:	IUCD	0	IMPLANTS	0

Notifications

They are found in the homepage. They include lost to follow-up, errors and system up to date



Lost to Followup: shows cumulative number of the patients that missed their appointment by 90 or more days.

Show 10 entries Search:

CCC NO	Patient Name	Contact	Date Enrolled	Next Appointment	Current Regimen	Status	Action
2138	DEMO CLIENT		21-Nov-2011	23-Jun-2014	AZT+3TC+NVP (>15YRS ADULT)	LOST TO FOLLOW UP	Detail | Edit | Disable
2512	DEMO CLIENT		02-Jul-2007	23-Jun-2014	AZT + 3TC + NVP (< 15YRS PAED)	LOST TO FOLLOW UP	Detail | Edit | Disable
285	DEMO CLIENT		04-Oct-2010	23-Jun-2014	AZT+3TC+NVP (>15YRS ADULT)	LOST TO FOLLOW UP	Detail | Edit | Disable
4415	DEMO CLIENT		14-May-2008	24-Jun-2014	ABC + 3TC + NVP (< 15YRS PAED)	LOST TO FOLLOW UP	Detail | Edit | Disable

Errors: lists all the errors that the pharmacist may have made in the process of dispensing drugs to patients, editing their details among others. They include patients without start regimen, patients with incorrect current regimen etc.

System Up to Date: shows that the system is the latest version.

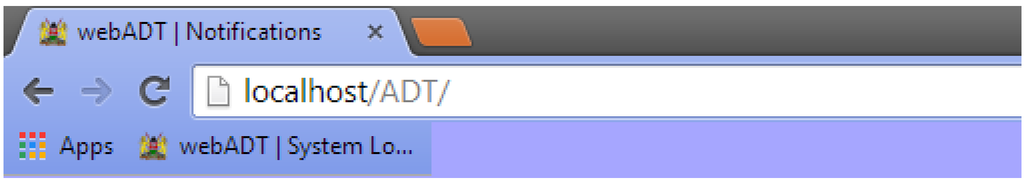
Section 2: System Administrator

Chapter 8: Starting up ADT and User Module

This chapter will focus on how the system administrator gets started with the system and the dashboard

Starting up ADT

Open chrome browser and type in `localhost/ADT` or use one of the shortcuts created during the installation. You will find one of the shortcuts at the desktop and another on the bookmark bar of your chrome browser.



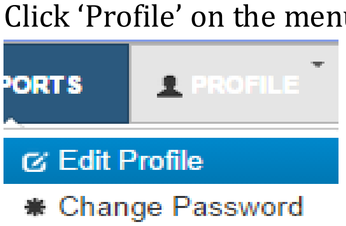
This will take you to the login page. Use the facility's system administrator's credentials.

User Module

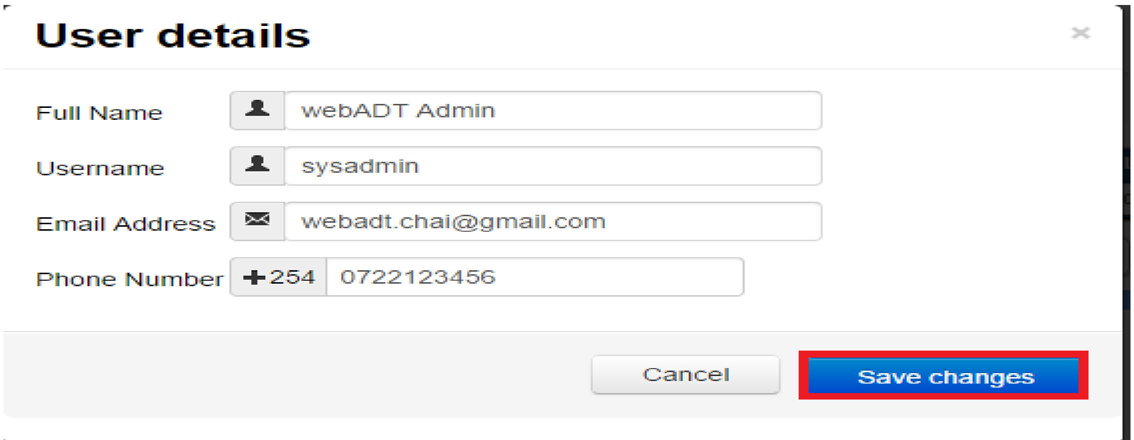
An admin can edit profile, change the password and logout of the system.

To edit profile:

- Click 'Profile' on the menu bar. Select 'Edit Profile'.

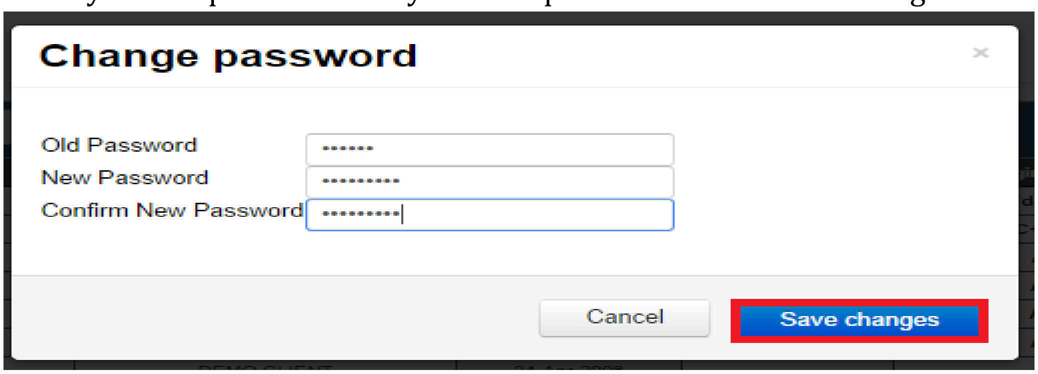


This will pop up a modal to allow you edit. Click 'Save Changes'.



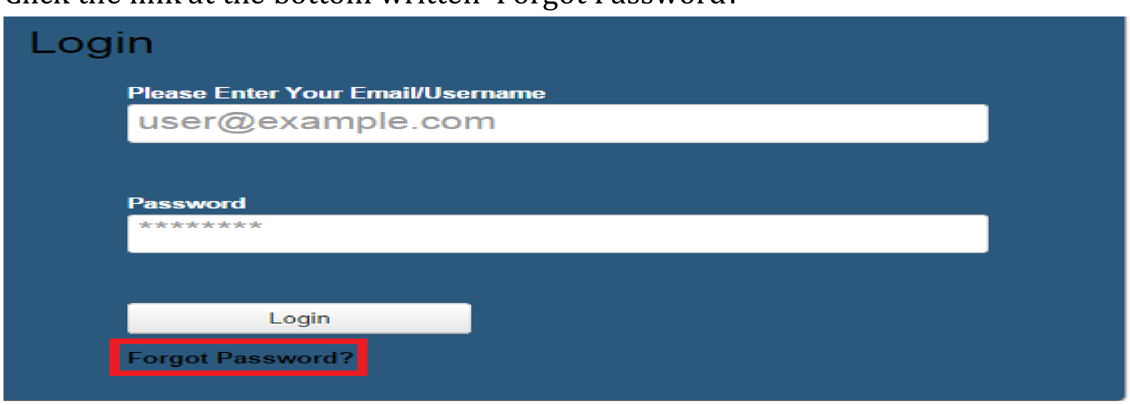
To change password:

- Click profile on the menu bar. Select 'Change Password'.
- Enter your old password and your new password. Click 'Save Changes'.

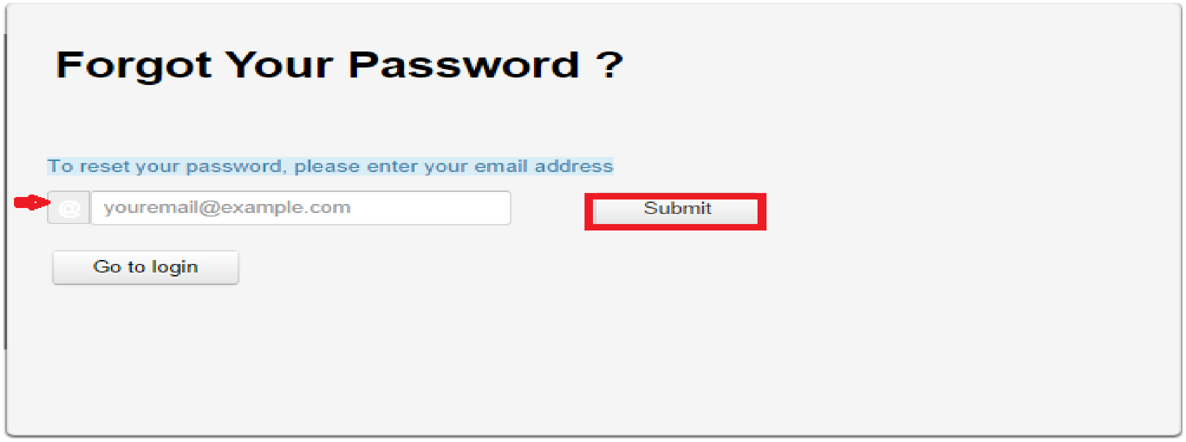


To reset your password:

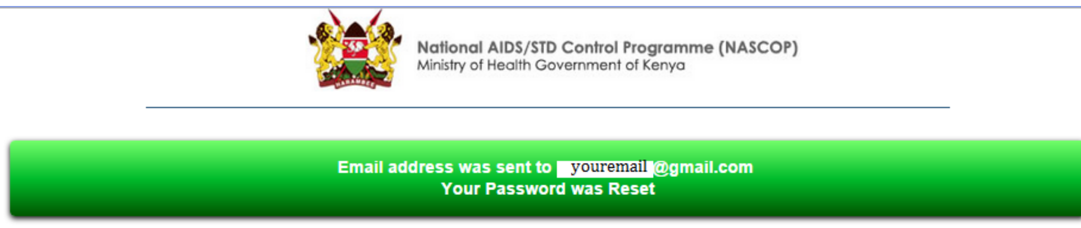
- Go to the login page.
- Click the link at the bottom written 'Forgot Password?'



- In the reset password, enter your email address. Click 'Submit'.



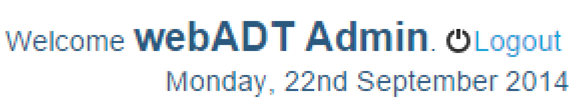
On screen message confirming that an email has been sent will be displayed.



Open your email address to retrieve your new password and use it to login. Change the password to one of your choice.

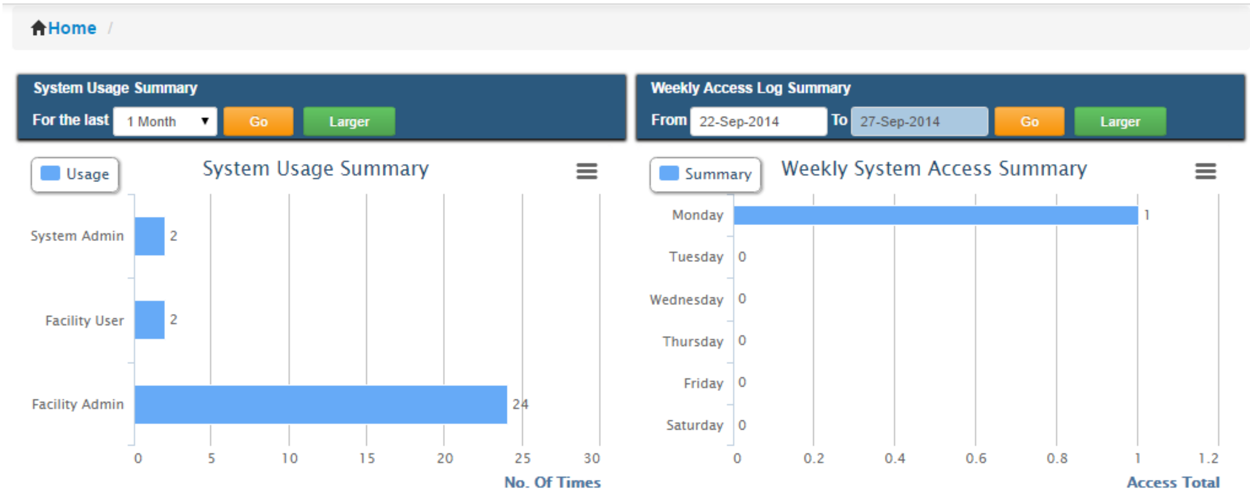
To logout of the system:

- Click logout at the top right of the system.

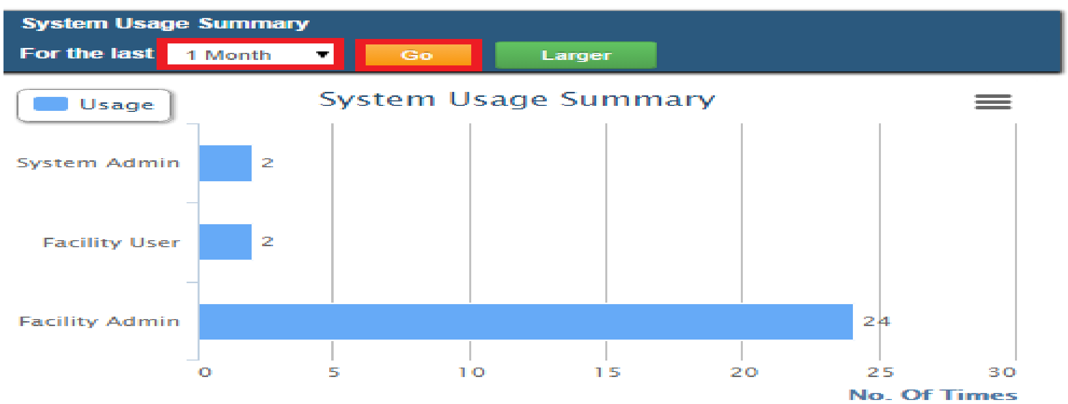


Chapter 9: Dashboard

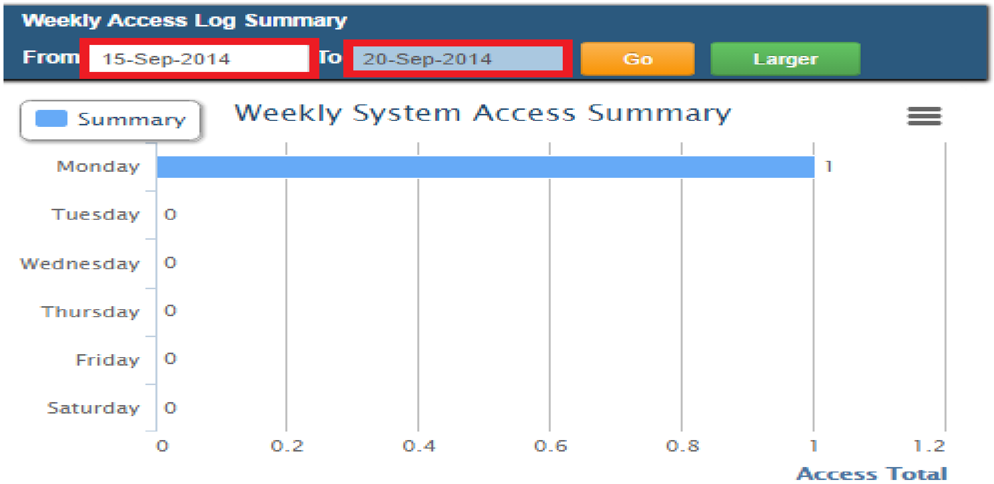
The dashboard shows the summary of system usage and that of weekly logs.



System Usage Summary: shows how often the facility users use the system. The example below displays the system usage for the last one month.

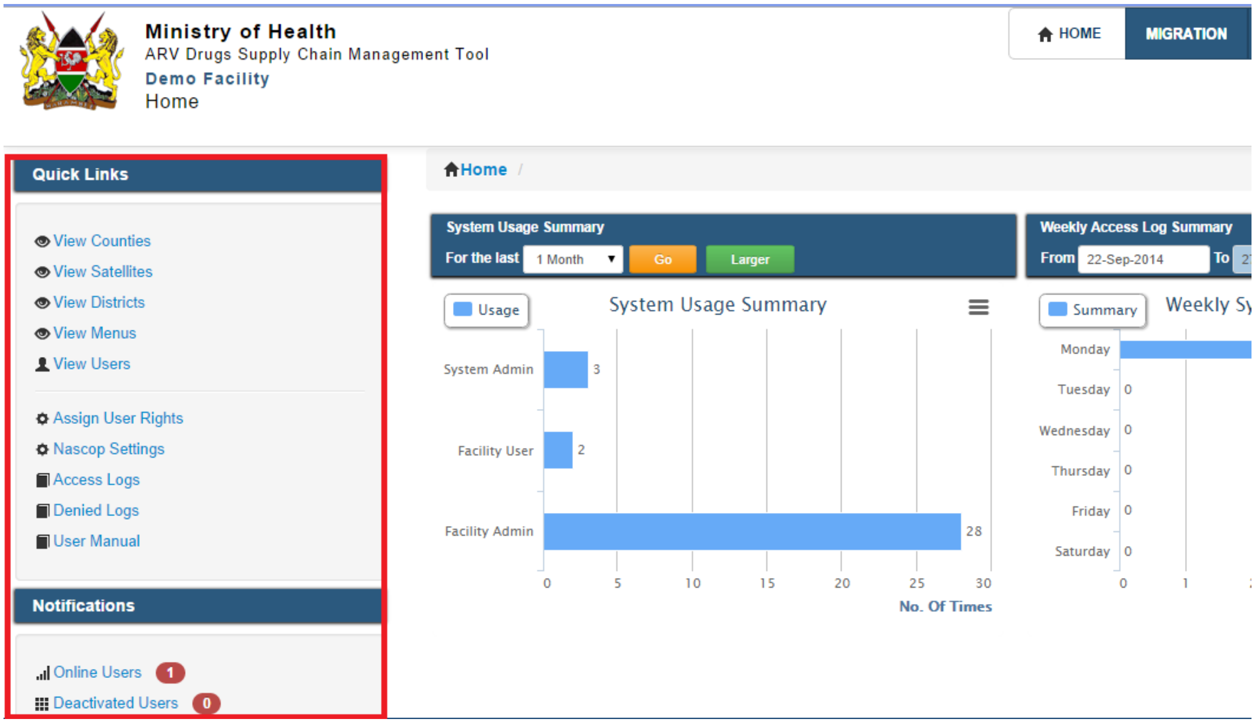


Weekly Access Log Summary: shows the weekly access of the system by all users. In the example, the summary of the system access for the week beginning on 15th to 20th September 2014.


Weekly Access Log Summary
From 15-Sep-2014 To 20-Sep-2014 Go Larger
Summary
Weekly System Access Summary
Monday 1
Tuesday 0
Wednesday 0
Thursday 0
Friday 0
Saturday 0
0 0.2 0.4 0.6 0.8 1 1.2
Access Total

Chapter 10: Quick Links and Notifications

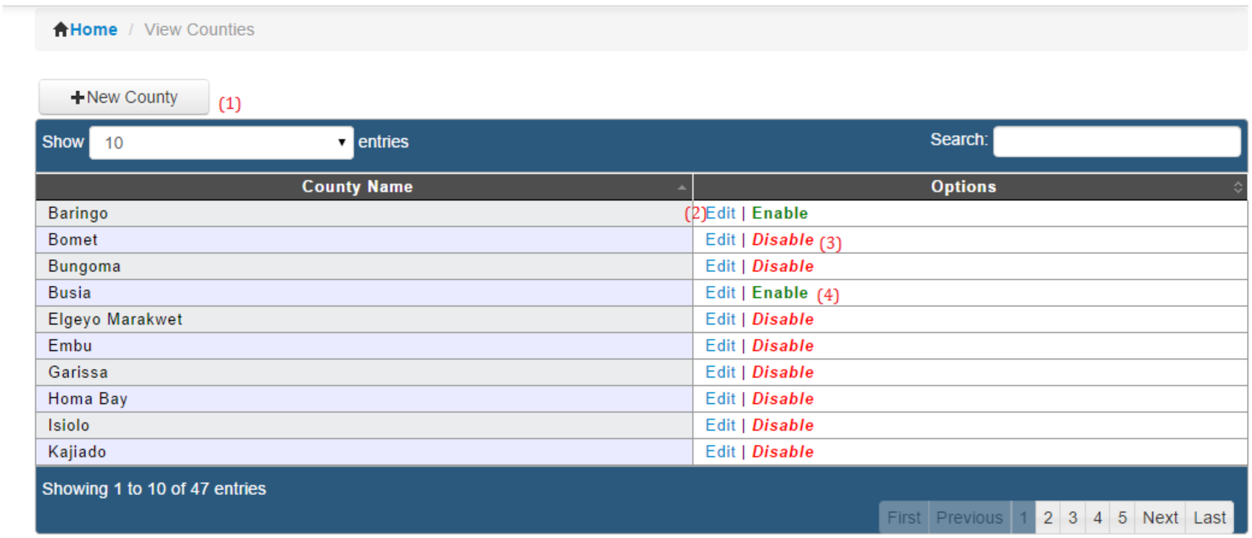
The quick links and notifications can be accessed from the homepage. They allow the administrator to view counties, satellites, online users among others.



Quick Links

View Counties: lists the counties from the facility database. The administrator can:

- ➢ Add a new county by clicking the ‘New County’ button, (1)
  This displays a new window which the admin enters the name of the county and saves it by clicking ‘Save’ button.
- ➢ Edit the name of the county. Click the ‘Edit’, (2)
- ➢ To disable a county, click ‘Disable’, (3)
- ➢ To enable a county, click ‘Enable’,(4)



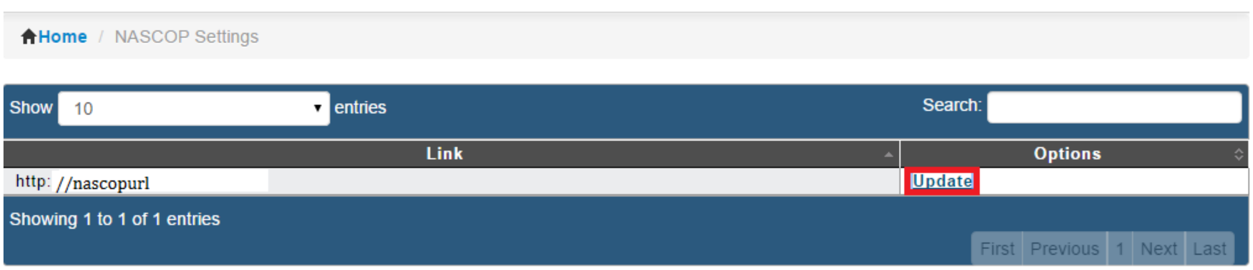
County Name	Options
Baringo	(2)Edit | Enable
Bomet	Edit | Disable (3)
Bungoma	Edit | Disable
Busia	Edit | Enable (4)
Elgeyo Marakwet	Edit | Disable
Embu	Edit | Disable
Garissa	Edit | Disable
Homa Bay	Edit | Disable
Isiolo	Edit | Disable
Kajiado	Edit | Disable

Note: the above process described for the '*View Counties*' is also applied in:

- View Satellites
- View Districts
- View Menus
- View Users
- Assign User Rights

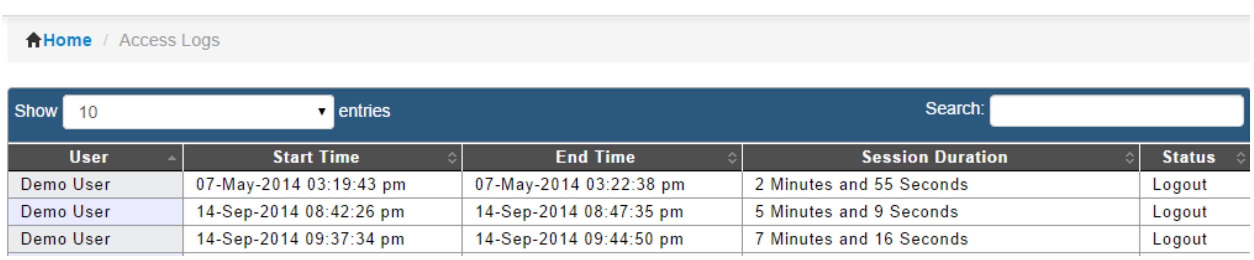
NASCOP Settings: provides the system administrator with the link to NASCOP.

To update the URL, click 'Update'



Link	Options
http: //nascopurl	Update

Access and Denied Logs: list the users who have accessed the system and those who have been denied the rights to access the system respectively. In this example, the list of users who accessed the system

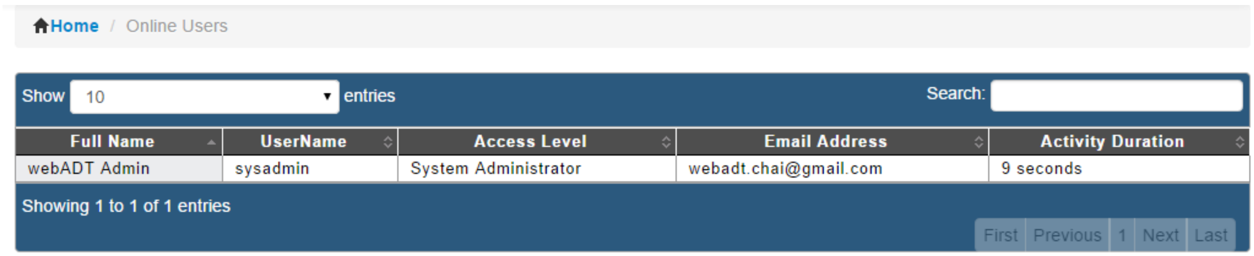


User	Start Time	End Time	Session Duration	Status
Demo User	07-May-2014 03:19:43 pm	07-May-2014 03:22:38 pm	2 Minutes and 55 Seconds	Logout
Demo User	14-Sep-2014 08:42:26 pm	14-Sep-2014 08:47:35 pm	5 Minutes and 9 Seconds	Logout
Demo User	14-Sep-2014 09:37:34 pm	14-Sep-2014 09:44:50 pm	7 Minutes and 16 Seconds	Logout

User Manual: allows the admin to access the user manual from the system.

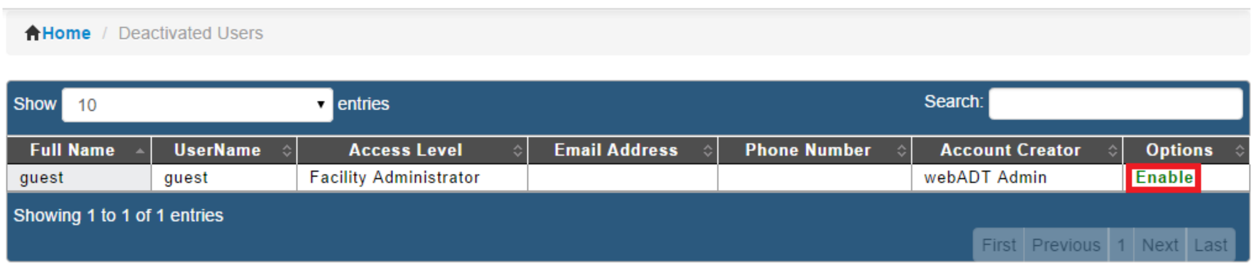
Notifications

Online users: lists the users who are accessing the system at the moment



Deactivated users: lists the users who have been deactivated hence cannot access the system

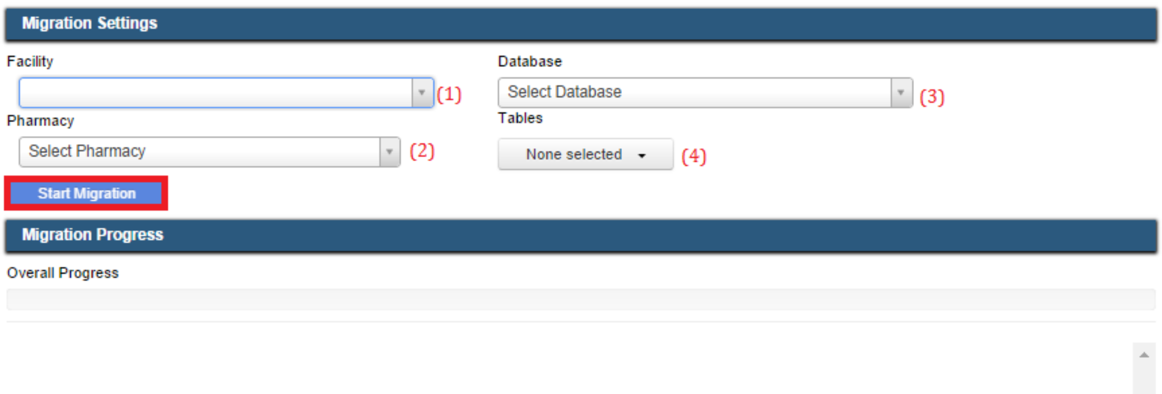
To enable the user, click 'Enable'



Chapter 11: Migration Module

This chapter explains how to migrate database. Migration is only done during the installation of the ADT system.

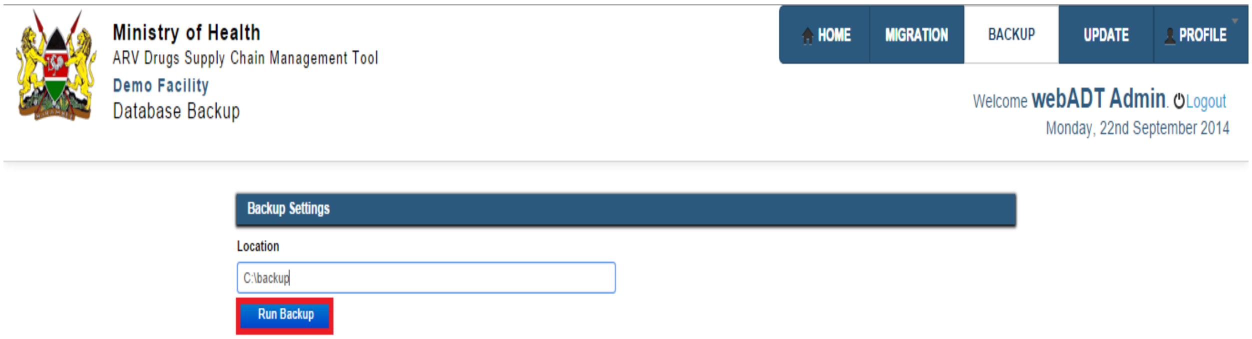
- Click Migration on the main menu
- Select the facility name where installation is taking place, (1)
- Select the pharmacy name, (2)
- Select the database to migrate, (3)
- Select the tables that need to be migrated, (4)
- Click Start Migration. The overall progress will be shown in real time as the migration continues.



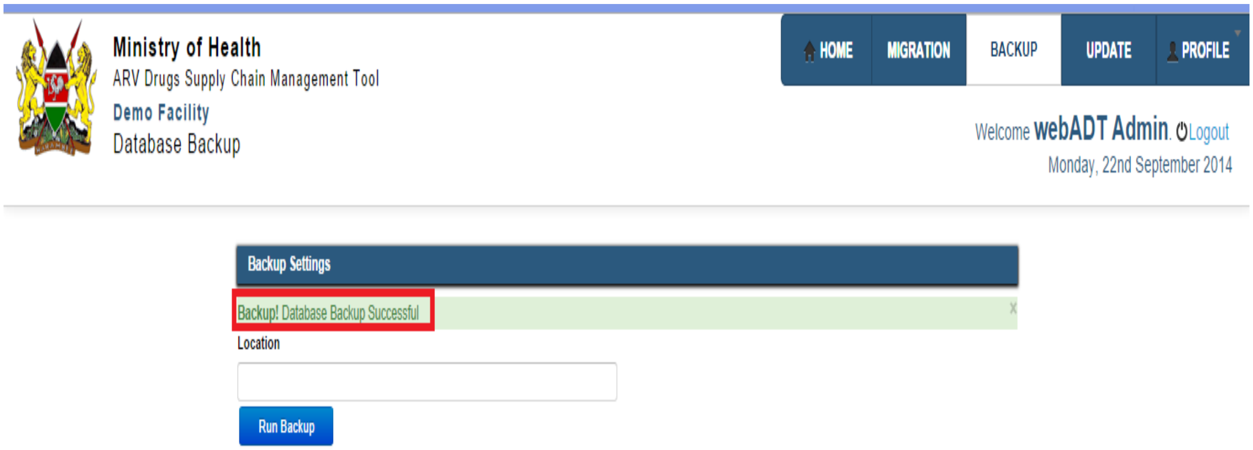
Chapter 12: Backup Module

This chapter explains how the administrator can do backup for the facility database.

- Create a folder which will hold the backup databases in the location of your choice. Example, backup folder in local disk C.
- Copy the location of the folder to the field given in the backup settings in ADT
- Click Run Backup button.



On completing the backup, a success message will be displayed.



Chapter 13: Update Module

This chapter shows the list of system updates and their dates. The administrator is able to see the last time the system was updated and the corresponding hash value.

- ➢ Click 'Update' from the main menu to view

Show 10 entries Search:

#	Hash value	Timestamp
1	288765ad85627c2d0a72ecf3237ae3232245e2b7	2014-09-21 15:21:06
2		2014-09-20 20:03:23
3		2014-09-20 09:39:21
4		2014-09-20 09:12:45
5		2014-09-20 08:45:30
6		2014-09-20 08:44:59
7		2014-09-20 08:31:42

Showing 1 to 7 of 7 entries FirstPreviousNextLast