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| HCMP TASK LIST | | | |
| **Mar 28, 2012 Tasks identified** | | | |
| Task description | View | Task Allocated to | Task Status |
| 1. Value fill rate should be calculated based on value of commodities ordered vs. what was received. | Facility order details, DPF order details | Kariuki Jackson | Facility order details C  DPF order details C |
| 1. Display a listing of commodities from KEMSA that are expiring in less than 6 months. The listing should include the batch number and manufacturer | Facility potential expiries, DPF potential expiries, MOH potential expiries | Muriithi Kelvin | Facility potential expiries C |
| 1. Quantities of commodities expired plus the expiry date at Kemsa and facility level | Facility expiries , DPF expiries, MOH expiries | Muriithi Kelvin | Facility expiries C |
| 1. Ability to view nationwide commodity consumption. Aggregate in terms of county from the health facility data so that if there's need for reverse logistics, it can be done | commodity consumption Facility, commodity consumption DPF,MOH | Muriithi Kelvin | commodity consumption Facility C |
| 1. Ability to view stock levels at facility level & KEMSA for each commodity. | stock levels Facility, DPF,MOH | Kariuki Jackson | stock levels Facility C |
| 1. View a listing of all facility name, MFL no., Level of care, Owner (GoK, FBO e.g. KEC, CHAK, SUPKEM etc) getting supplies from KEMSA plus their respective drawing rights. | Clean DB |  |  |
| 1. Add a module for updating the drawing rights for facilities every financial year |  |  | P |
| 1. Report for stock levels at KEMSA and at the facilities for each commodity. |  |  | P |
| 1. Report showing consumption at facilities - aggregate per county and nationally | T | T | T |
| 1. A report of actual stock-outs per commodity at facility level per defined period + on a particular day | stock-outs Facility,DPF,MOH | Kariuki Jackson | I |
| 1. A report showing the drawing rights balances for facilities (annual drawing right-value of delivered commodities) |  |  | P |
| 1. A report for the value-fill rate for each facility. | T | T | T |
| 1. A report for the turn-around-time per facility (time between date of ordering & date of receiving commodities) | turn-around-time Facility, DPF, MOH | Kariuki Jackson | P |
| 1. A report showing a list of commodities at KEMSA's supply chain pipeline |  |  | P |
| 1. Delivery time from KEMSA i.e. time between dispatch from the warehouse and delivery at the facility and compared with the service level agreement between KEMSA and the contracted transporters | T | T | T |
| **HCMP User Feedback, 5/3/2012** | | | |
| Task | view | Task Allocated To | Task Status |
| 1. When capturing the delivery of commodities, the system should capture the details of the person who receives the goods. | Order delivery |  | C |
| 1. Incorporate the KEMSA delivery schedule in the system i.e. deadlines for submitting reports, dates of expecting deliveries, e.t.c |  |  | P |
| 1. The order quantity should be automatically suggested from the consumption of the reporting period i.e. (consumption\*4/3) - closing stock. For three months consumption + 1 month buffer stock. | Order view |  | C |
| 1. Order verification should be done at the District level. Order approval/rejection is done at this point and not at KEMSA. | Order verification DPF |  | C |
| 1. The order quantity should be accurately tied to the order unit size. |  |  | C |
| 1. Add a report showing expiries both at KEMSA and at the facilities | T | T | T |
| 1. Add an order fill-rate report that can be able to drill down to counties, districts and finally individual facilities | T | T | T |
| 1. Replace the current MFL List with a list of facilities supplied by KEMSA only | T | T | T |
| 1. Add a column that captures commodity stocks that are procured from other sources e.g. donations, e.t.c |  | Kariuki Jackson | P |
| **18th March at NASCOP boardroom** | | | |
| 1. DP report: Stock status at each facility |  |  | T |
| 1. DP report: Expiry reports to include cost per unit, quantity expired and total cost of expired stock |  |  | T |
| 1. DP report : Order fill rate Report   By order commodity  By order value  By quarter for all the facilities |  |  | T |
| 1. DP report :Accuracy Report – completeness of the order |  | Kariuki Jackson | P |
| 1. DP report : Timeliness of forwarding the facility order to the district |  |  | P |
| 1. DP report :Stock outs per facility |  |  | T |
| 1. DP report: Items with <6 months to expiry |  |  | T |
| 1. DP report: Workload to also be captured in the system as required by the Ministry as it is used to determine drawing rights (total outpatient visits & revisits and in patient bed days) |  |  | P |
| 1. DP report :Provision to alert DPF when goods ordered are at the facilities from Kemsa received |  | Kariuki Jackson | P |
| 1. DP report : Exception report for problematic deliveries |  | Kariuki Jackson | P |
| 1. Goods receipt function is to include commodities received from KEMSA or any other sources (meant specifically for that facility) |  |  | T |
| 1. Goods received or issued from other indirect sources (not meant directly for that facility) are to be captured as adjustments |  |  | T |
| 1. HCMP Visual Display: the term "DISPENSING" to be changed to"ISSUE" the term "DONATE" to change to "ADJUSTMENTS" add a button of “LOSSES” to reflect expiries, damage & theft |  |  | C |
| 1. Change the issue module to enable ordering till the quantity in stock is zero |  |  | C |
| 1. Change the issue module to enable ordering till the quantity in stock is zero |  |  | C |
| 1. During ordering adjustments to stock should only be made through the adjustment module and not by editing the value at that point All fields should be blocked expected the quantity to order field |  |  | C |
| 1. System should generate order quantity but allow editing (AMC computed over a 12 month period) X 4 months less Qty in stock i.e. **(AMC X 4)-Stock on Hand** |  |  | C |
| 1. Order list from HCMP to be arranged chronologically in the order the KEMSA SORF is |  |  | P |
| 1. During ordering, an email copy of the order to be sent to the DPF's, Facility Head, and DMOH for approval and forwarding. Mailing list to be sent and incorporated in the system |  |  |  |
| Division of Malaria | | | |
| Task Description | View | Task allocated to | Status |
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| Division of TB | | | |
| Task Description | View | Task allocated to | Status |
|  |  |  |  |
| Division of Reproductive Health |  |  |  |
| Task Description | View | Task Allocated to | Status |
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