



REPUBLIC OF KENYA

ADDING A FACILITY TO THE KMHFL LOGIN SITE



REPUBLIC OF KENYA



Session Objectives

By the end of this session the participants should be able to add a new facility in the KMHFL, using the details in the checklist populated by SCHMT.





The Facilities Menu

To access the KMHFL login site one need to have relevant login credentials.

The url for the live site is

<http://admin.kmhfl.health.go.ke>

The url for the Training site is

<http://admin.kmhfltraining.health.go.ke>






Add a New Facility

- To add a facility, it is important to search for the name of that facility first so that you do not do a double-entry of the facility; and if there is another existing facility that has a similar name, then you can make the facility you are adding unique.
- If the facility does not exist, go to the facilities menu then from the list click add facility

The Facilities Menu

 Facilities

[Export Facilities](#) [Add Facilities](#)

[Hide Filter Panel](#)

Search:

County:

Sub-County:

Constituency:

Ward:

Facility Code:

KEPH Level:

Facility Type:

Operation Status

Facility Owner

☐ Open Public Holidays

☐ Open Weekends

☐ Open 24 Hours

☐ Open 8:00 AM to 5:00 PM

Date From

Date to

[Search](#) [Reset](#)

Showing 1 - 30 of 10625 records

Code	Unique Name	Facility Type	Owner	County	Sub-County	Ward	Date Updated
23054	samawati	Dispensaries and clinic-out patient only	Private Practice - Clinical Officer	Nairobi	Langata	Nyayo Highrise	Thu, 03 Aug 2017 07:10 PM
23053	Chematch	Basic primary health care facility	Ministry of Health	Bomet	Bomet Central	Singorwet	Thu, 03 Aug 2017 08:18 AM
23052	Chebarus Health Centre	Basic primary health care facility	Ministry of Health	Uasin Gishu	Kesses	Tulwet/chiyat	Wed, 02 Aug 2017 08:29 PM
23051	Group One Health Centre	Basic primary health care facility	Public Institution	Nairobi	Kasarani	Njiru	Wed, 02 Aug 2017 05:11 PM
23048	Emboita Group 2 Hospital (Kasarani)	Primary care hospitals	Private Practice - General Practitioner	Nairobi	Kasarani	Mwiki	Wed, 02 Aug 2017 05:08 PM



Add a New Facility

On clicking the add facility button, a screen with sections labelled 1-5 will be displayed

1. Basic details
2. Geo locations
3. Facility contacts
4. Regulations
5. service





Adding a Facility—Facility Identify

Details within the section

1. Facility official name
2. Facility unique name
3. Facility type
4. Facility type details
5. Operation status
6. Owner category
7. Owner details

More ...

8. Beds and cots
9. Regulatory body of the facility
10. KEPH level
11. Facility catchment population
12. Hours of operation
13. Location details
14. Officer in-charge details



Adding a Facility Cont'd ...

Master Facility List v2.0 [Home](#) [Facilities](#) [Community Units](#) [Users](#) [Reports](#) [Mark Waruinge](#) [About](#)

[All Facilities](#)
[Approved Facilities](#)
[Facilities Pending Approval](#)
[Rejected Facilities](#)
[Closed Facilities](#)
[Synchronize Regulated Facilities](#)

+ New Facility

1
Basic Details

2
Geolocation


3
Facility Contacts

4
Regulation

5
Services

Facility Basic Details

Facility Code: **Automatically generated after creating facility**

Facility Official Name * 

Facility Unique Name

Facility Type *

Facility Type Details *

Operation Status *

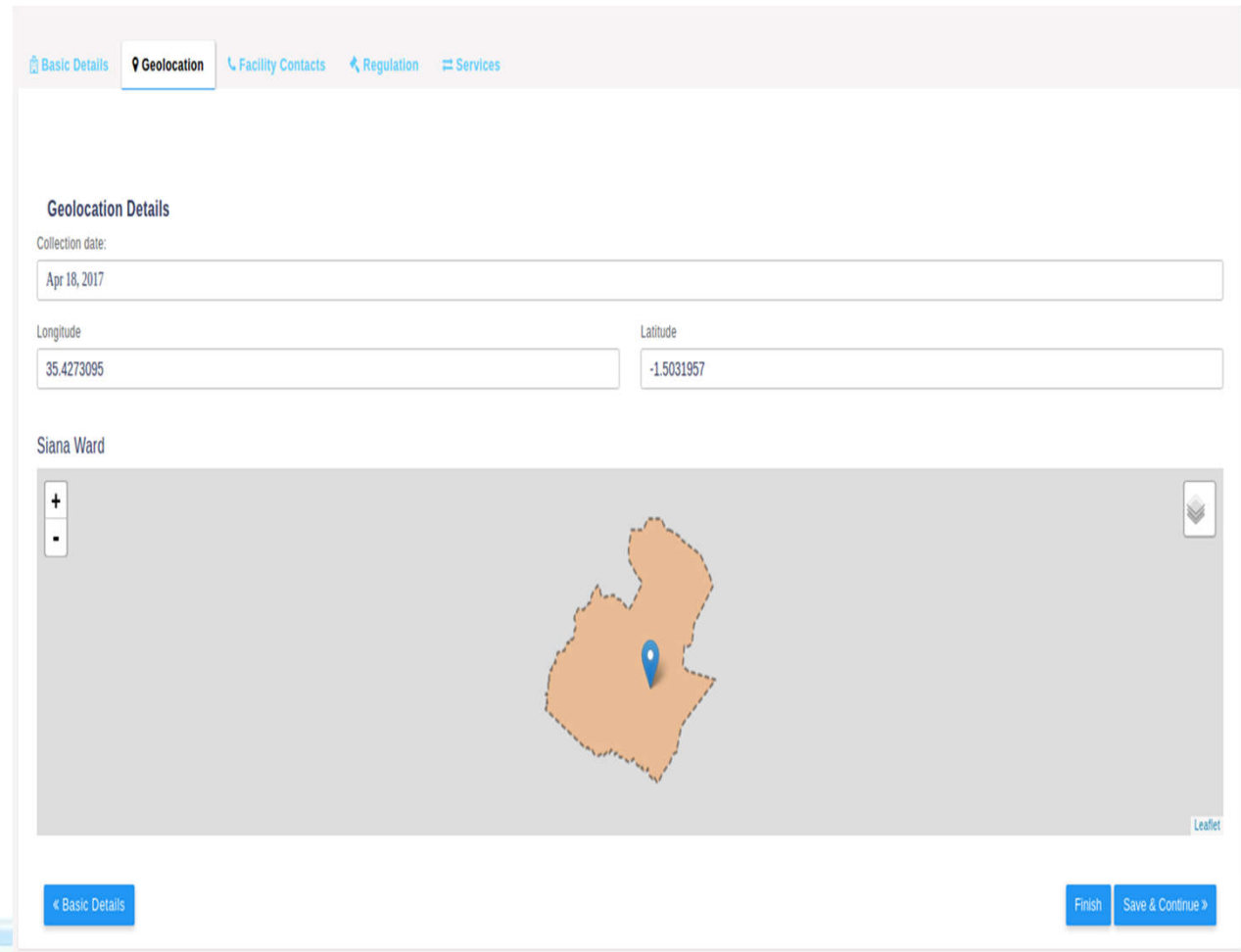
Owner Category *

Owner Details *

Adding a Facility—Geo Location Details

Details:

- Collection date
- Longitude and latitude



The screenshot shows a web application interface for adding a facility. The top navigation bar includes links for 'Basic Details', 'Geolocation' (which is active), 'Facility Contacts', 'Regulation', and 'Services'. The main form is titled 'Geolocation Details' and contains the following fields:

- Collection date:** A text input field containing 'Apr 18, 2017'.
- Longitude:** A text input field containing '35.4273095'.
- Latitude:** A text input field containing '-1.5031957'.

Below the input fields, there is a map section labeled 'Siana Ward'. The map shows a grey background with an orange outline of the ward and a blue location pin. To the left of the map are zoom in (+) and zoom out (-) buttons. To the right is a map controls button. At the bottom left of the map area is a 'Leaflet' logo. At the bottom of the form, there are two buttons: '« Basic Details' and 'Finish Save & Continue »'.



Adding a Facility—Address Details

Details:

- Contact type
e.g. e-mail
- Contact e.g.
telephone
number
- Facility officer
in-charge
details

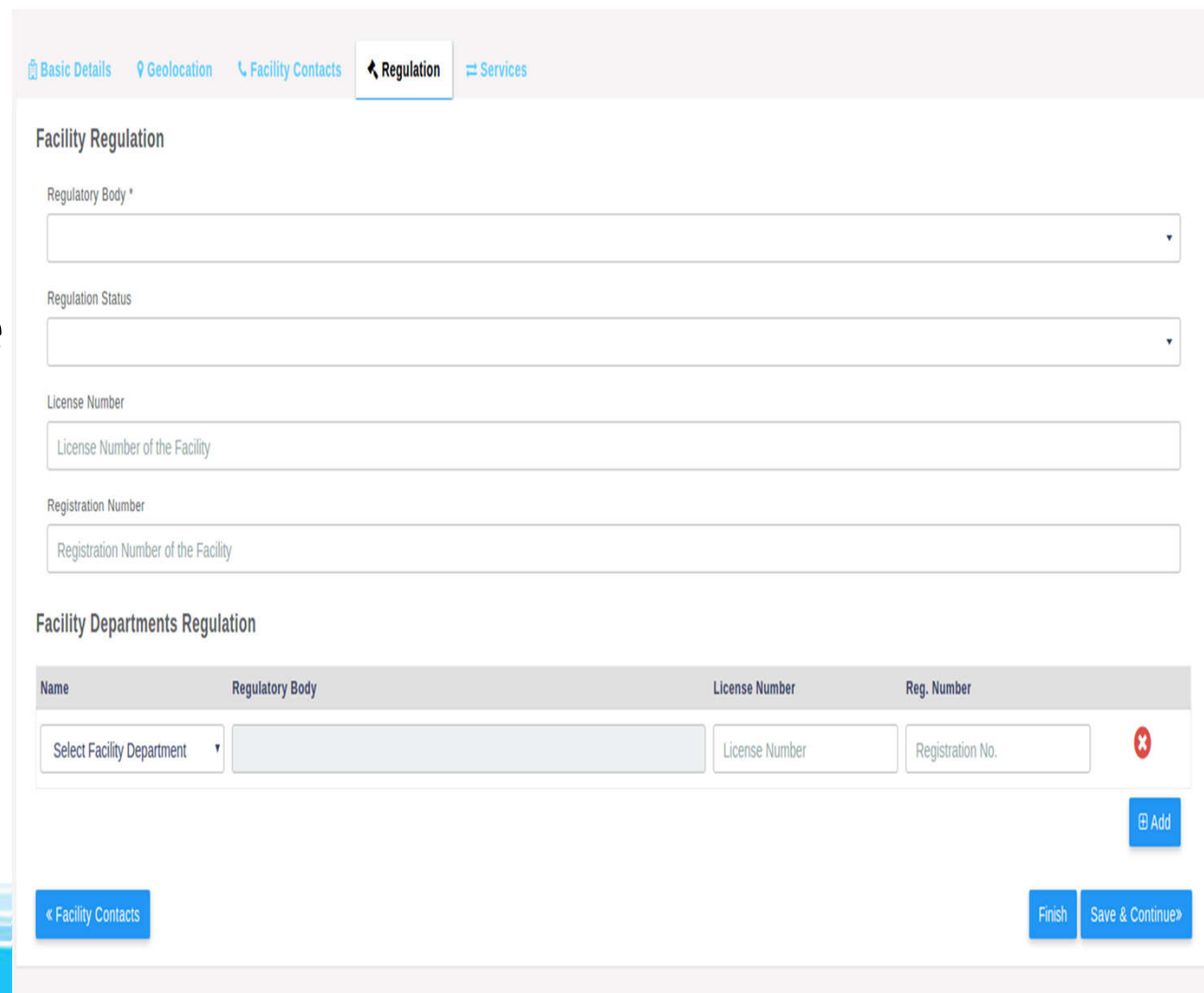
The screenshot shows a web application interface for adding a facility. At the top, there is a navigation bar with tabs: 'Basic Details', 'Geolocation', 'Facility Contacts' (which is active), 'Regulation', and 'Services'. Below the navigation bar, the main form is titled 'Facility Contact'. It contains two sections: 'Contact Type' and 'Contact Details'. The 'Contact Type' section has a dropdown menu labeled 'Select Contact Type'. The 'Contact Details' section has a text input field labeled 'Contact Details'. There is a blue 'Add' button with a plus icon to the right of the 'Contact Details' field. Below this, there is a section titled 'Facility Officer In-Charge Details'. It contains three fields: 'Name *' (text input), 'Registration Number/License Number' (text input), and 'Job Title *' (dropdown menu labeled 'Select Job Title'). Below these fields, there is another 'Contact Type' and 'Contact Details' section, similar to the one above, but with a red 'X' icon next to the 'Contact Details' field. At the bottom of the form, there are three buttons: 'Geolocation' (with a left arrow), 'Finish', and 'Save & Continue' (with a right arrow).



Adding a Facility—Regulatory Details

Details:

Facility unit name which is picked from the drop-down menu e.g. lab unit must be regulated by KMLTTB.



The screenshot shows a web application interface for adding a facility, specifically the 'Regulatory Details' section. The top navigation bar includes links for 'Basic Details', 'Geolocation', 'Facility Contacts', 'Regulation' (which is highlighted), and 'Services'. The main form is titled 'Facility Regulation' and contains several input fields: 'Regulatory Body *' (a dropdown menu), 'Regulation Status' (a dropdown menu), 'License Number' (a text field with placeholder text 'License Number of the Facility'), and 'Registration Number' (a text field with placeholder text 'Registration Number of the Facility'). Below these fields is a section titled 'Facility Departments Regulation' which contains a table. The table has four columns: 'Name', 'Regulatory Body', 'License Number', and 'Reg. Number'. The first row of the table shows a dropdown menu for 'Select Facility Department', a text field for 'Regulatory Body', a text field for 'License Number' with placeholder text 'License Number', and a text field for 'Reg. Number' with placeholder text 'Registration No.'. There is a red 'X' icon next to the 'Reg. Number' field. Below the table is a blue 'Add' button. At the bottom of the form, there are three buttons: 'Facility Contacts', 'Finish', and 'Save & Continue'.

Basic Details Geolocation Facility Contacts Regulation Services

Facility Regulation

Regulatory Body *

Regulation Status

License Number

Registration Number

Facility Departments Regulation

Name	Regulatory Body	License Number	Reg. Number
Select Facility Department		License Number	Registration No.

Add

Facility Contacts Finish Save & Continue





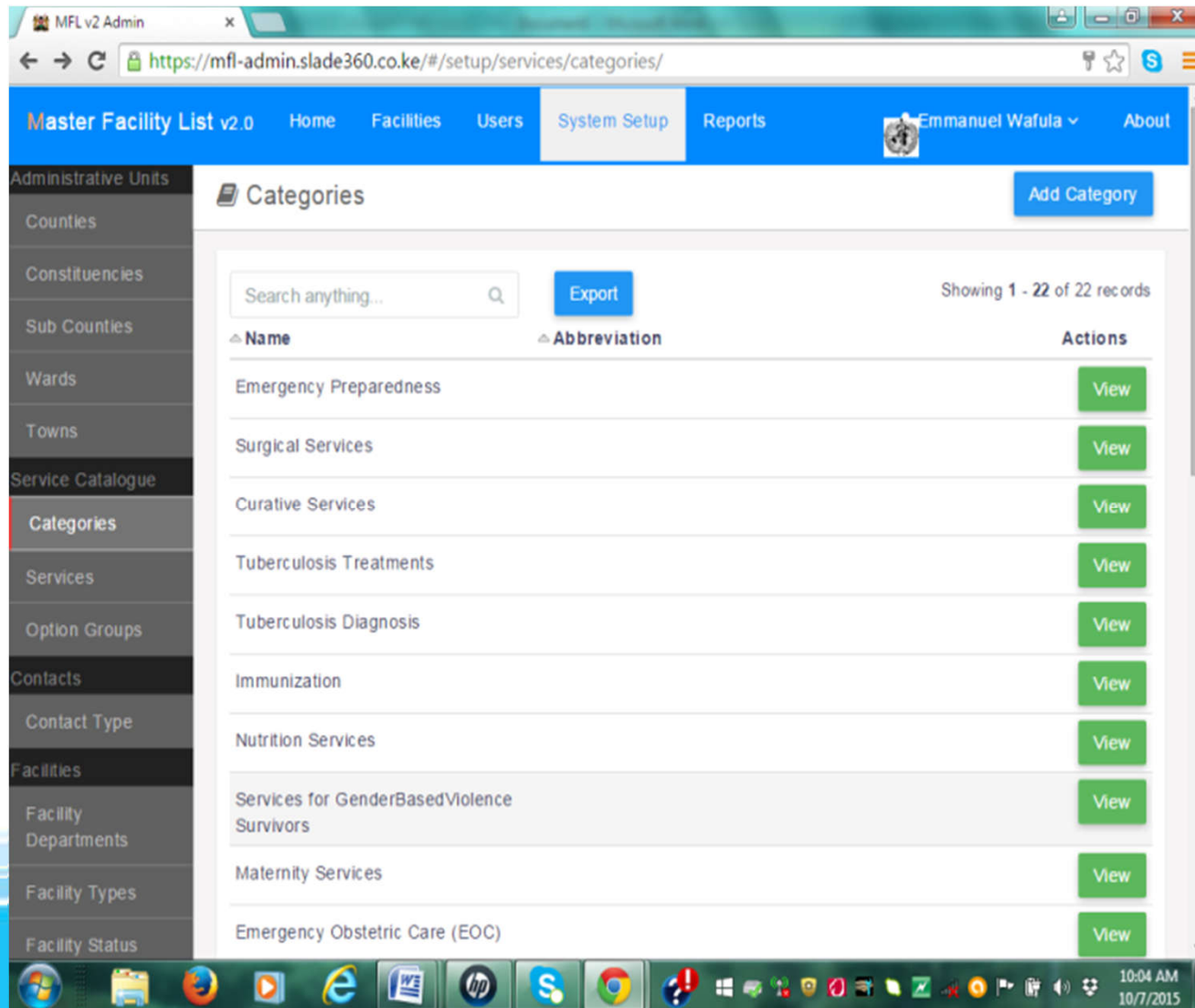
Adding a Facility—Services

- If a facility is offering a service, click on the service area, then pick from the service list, the level of service. Either basic or comprehensive, YES/NO
- Basic or comprehensive e.g. Maternity care



Adding a Facility—Services

How to select/remove a service



- Click on [Yes](#) to tell the system that the service is offered at the facility.
- Click on the red button on a service already added to the facility

Adding a Facility—Page Navigation

The screenshot displays the 'Master Facility List v2.0' web application. The top navigation bar includes links for Home, Facilities, Community Units, Users, Reports, a user profile for Mark Waruinge, and an About page. A left sidebar lists facility statuses: All Facilities, Approved Facilities, Facilities Pending Approval, Rejected Facilities, Closed Facilities, and Synchronize Regulated Facilities. The main content area is titled '+ New Facility' and features a five-step navigation process: 1. Basic Details, 2. Geolocation, 3. Facility Contacts, 4. Regulation (the current step), and 5. Services. The 'Facility Regulation' section contains a form with two main fields: 'Name' and 'Regulatory Body'. The 'Name' field includes a dropdown menu labeled 'Select Facility Department'. The 'Regulatory Body' field is currently empty and has a red 'X' icon next to it. Below the form, there are three buttons: '< Facility Contacts' on the left, 'Add' in the center, and 'Facility Services>' on the right.

Adding a Facility—Print Cover Letter

 View Facility

Edit

Print

Regulate

Upgrade

Close

20504 | Sunrise City Medical Centre

Type: Dispensaries and clinic-out patient only

Regulatory status: Pending License

License Number:



Correction
Template



Cover
Letter



Facility
Details

Operational status: Operational


MPDB - Private Practice


Registration Number:

Basic Details

Open weekends 

Open on public holidays 

Open 24 hours 

Open from 8 A.M to 5 P.M 

Beds: 0

Cots: 0

Date Established: Mar 17, 2016

Keph Level: Level 2

Ownership Status

Owner: Private Practice - Clinical Officer

Category: Private Practice

Facility Contacts

Mobile: 0705000007



Thank You

