



REPUBLIC OF KENYA

KMHFL BUSINESS PROCESS



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Session Objectives

By the end of this session the participants will be able to:

- Define what is meant by a “new” facility on the KMHFL.
- Outline the steps that are followed in:
 - updating a newly established facility to the KMHFL
 - adding an existing facility to KMHFL





Adding a New Facility to the KMHFL

- A facility not on the KMHFL will be termed “new.”
- A “new facility” may be:
 - A newly established facility
 - An existing facility not captured on the KMHFL





Adding a Newly Established Facility

A newly established facility must undergo certain regulatory processes before it can be completely added to the KMHFL:

Step 1:

- SCHMT inspects the new facility
- Upon SCHMT's approval and recommendation of the new facility, SCHMT, using the KMHFL Facility Checklist:
 - ✓ Collects the bio-data of the facility
 - ✓ Determines the type and level of services that will be offered
 - ✓ Takes the facility's GPS reading
 - ✓ Fills this information in on the KMHFL New Facility Checklist



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Adding a Newly Established Facility

Step 2:

- The SCHRIO enters the facility details from the Facility Checklist into the KMHFL Web Application software.
- Upon data entry, the system:
 - ✓ Assigns the next unique code number for the facility
 - ✓ Adds the facility to the KMHFL
 - ✓ Allows the SCHRIO to print out the facility details to be sent to the regulatory bodies and the Ministry Headquarters for licensing or registration of the facility





Approval of facility

Step 3:

The County HRIO logs into the system where he/she checks the validity of the data and approves or rejects the facility

- If the facility is rejected the CHRIO must give a reason for rejection so that the sub-county HRIO can be able to make corrections and re-submit it back for approval
- If the facility is approved all the details of the facility appear as edited. “It is only after approval by the CHRIO that the details of the facility appear on the system”





Adding a Newly Established Facility

Step 4: Regulatory Module of KMHFL

- National Regulatory Level
 - Boards and Councils
 - Chief Health Administrative Officers through the P.S.
 - ✓ Receive requests from CHMT to either license, register or gazette a facility.
 - ✓ Regulatory bodies are able to get information
 - ✓ National regulators then move to either license, gazette, register or reject the added facilities.



✓ Ensures allocation of the appropriate facility type and possibly KEPH level



Summary of Adding a Facility

- The CHMT receives requests to register facilities from the regulatory bodies.
- CHMT asks the SCHMT to inspect the facilities.
- The SCHMT fills in the facility checklist and hands it over to the SCHRIO who then adds the facility to the KMHFL.
- The CHRIO approves or rejects the facility





Updating an Existing Facility

- For an existing facility, the CHMT, using the New Facility Checklist:
 - ✓ Update the facility bio-data.
 - ✓ update the services offered.
 - ✓ Collect/Correct geocodes
 - ✓ Assign the appropriate KEPH level.
- SCHRIO enters the data into the system by searching either the facility name or the facility code and adds the new information:
 - ✓ Facility updated details appear on the KMHFL.



Thank you

