



Republic of Namibia  
Ministry of Health and Social Services

# Namibia PMTCT Tracker User Guide

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*Version 0.02*

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# GENERAL INFORMATION

## Background

The Government of the Republic of Namibia (GRN) has committed to eliminating mother-to-child-transmission (e-MTCT) of HIV. In 2013, Namibia, led by the Ministry of Health and Social Services (MoHSS), adopted the Option B+ treatment guidelines for HIV-infected pregnant women with a goal to eliminate maternal to child transmission of HIV (eMTCT) in the country. As Namibia continues to expand and monitor coverage of prevention of mother-to-child transmission (PMTCT) of HIV Option B+ nationally, alignment of PMTCT and ART monitoring and evaluation (M&E) systems will assist the program to assess evolving program needs and maximize the potential live saving benefits of PMTCT and HIV Care and Treatment programs. Additionally, in order to assess impact of Option B+ on the health and lives of HIV-positive mothers and their exposed infants, efforts must be intensified to the measure retention HIV-infected mothers in care and to ascertain the final outcomes for exposed infants.

Presently, gaps identified within the current PMTCT system include an inability to a) longitudinally monitor mother-baby pairs throughout the PMTCT treatment cascade; b) assess coverage of Option B+ services; c) measure loss to follow-up and retention for mother-infant pairs who are enrolled in care and d) assess the outcomes of HEIs. Namibia's highly mobile population, and the inability of the current paper-based system to track patients across facilities further compound these challenges. Lastly, data from the paper-based system cannot be used to effectively validate and demonstrate Namibia's progress towards its eMTCT goals.

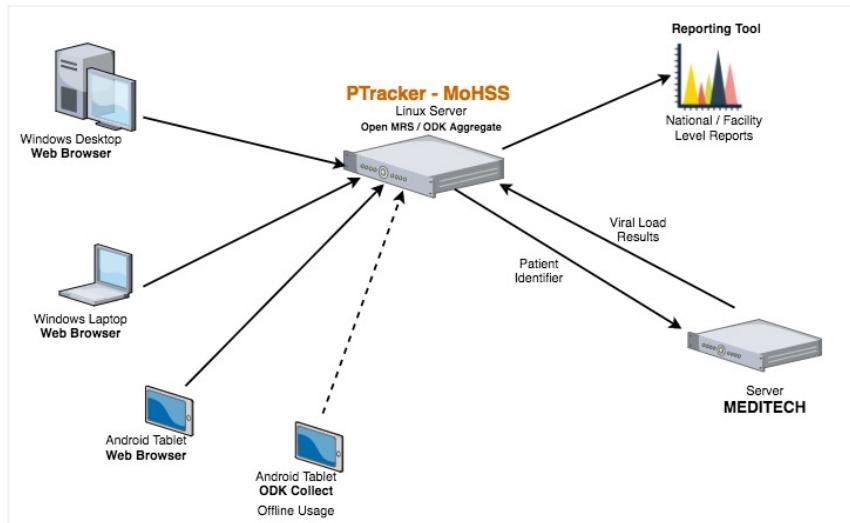
Namibia not only *requires* accurate data to demonstrate and validate progress on e-MTCT, but also a revision of the current M&E systems to allow for cohort monitoring and tracking of mother-baby pairs across the PMTCT clinical cascade (this entails tracking women from entry into ANC, through delivery and post-natal care until the infant's outcome is determined).

To address these challenges, the PMTCT Tracker (PTracker) has been developed as a patient-level electronic data capture and tracking system for the PMTCT program in Namibia. The main purpose of PTracker is to strengthen the existing M&E capabilities of Namibia's PMTCT program. This includes tracking HIV positive pregnant women across the continuum of care to monitor treatment and prophylaxis status to prevent mother to child transmission; creating the ability to conduct cohort analysis that will be used to monitor clinical outcomes and assess maternal and infant outcomes across the PMTCT cascade; facilitating monthly summary reporting at the facility level and nationally by automating monthly summary reports, to decrease the reporting burden on health care providers, identifying HIV positive women and their babies who are lost for follow-up and improved program retention; achieving interoperability in order to automate data transfer between PTracker, MEDITECH (for laboratory data) and DHIS2 and finally to utilize the improved programmatic data to estimate HIV prevalence among pregnant women attending ANC clinics within the country.

# PMTCT Tracker (PTracker) System

## System Overview

- PTracker is based on OpenMRS 2.0.3 Reference Application customized to meet Namibia needs.
- PTracker is web application with electronic forms for patient registration, ANC, Labor and Delivery (L&D), and post-natal care (PNC) visits.
- The application will be deployed on secured Linux server hosted by Ministry of Health and Social Services.
- On the server, side-by-side will be an ODK (Open Data Kit) aggregate server.
- The server will have PTracker electronic forms replicas for data collection using ODK collect client.
- Data using ODK will be pushed to sync with OpenMRS on submission.



## Scope of the system

### Electronic forms

- Registration of mothers and their exposed infants.
- Tracking of HIV mothers and their exposed infants across different facilities and generating lost to follow-up for program action and to improve retention.
- Offline data collection for places with spotty internet connectivity using handheld devices.
- Capture of the HIV test status and results, as well as ART initiation for the clients across ANC, L&D and PNC.
- Ascertaining retention and baby outcomes throughout the PMTCT cascade.
- Capture attendance of ANC, L&D and PNC clinics.

### Interoperability

- Result of DNA PCR tests and results for the exposed infants ending in the final outcome after 18 months of follow-up.

- Integration with MEDITECH for collection of viral load results (viral load counts) for patients based on their ART number & NIP sample requisition ID.

### Reporting tool

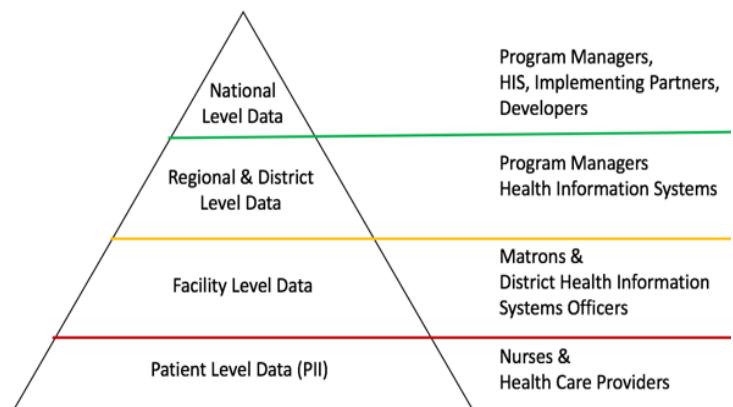
- Generate facility level reports daily and summary reports
- Generate national level summary report

## User Access Levels

PTracker uses the same privileges and roles as OpenMRS to control access to data within the system. Privileges define what can or cannot be done in the system (e.g., Edit People or Add User) while Roles are used to group privileges into a more manageable grouping. To make the system easier to manage, roles can contain other roles as well as privileges. Roles inherit all privileges that exist within the child roles.

PTracker has the following potential users (Facility staff) noted during our pilot site assessments:

- Senior Nurse or Nurse-in-Charges – Enter ANC and PNC patient data
- Nurses (midwives) – at district hospitals enter L&D patient data. In Health centers and clinic they also enter ANC and PNC data.
- Health Assistants – In high volume sites operating with limited staff, health assistants enter PNC (Mother-Baby follow up data) to help ease the nurses' workload
- Data clerks – Enter data retrospectively for ART sites
- Nursing Students – Enter ANC and PNC patient data
- Medical Students - At L&D enters patient data



Privileges for these facility staff can vary between facilities based on workload and staffing. For example, in smaller facilities, it will be possible to have a Health assistant with similar privileges as a nurse in a larger facility. Therefore, defining roles will provide an efficient way to manage user access level. Referencing the OpenMRS definition of User Access Level, the following privileges are defined in the table below.

Role	Privilege(s)	Users
Data Entry Clerk	Register Patient View patient Edit patient Add Encounters (follow-up visits) View/Run Reports	Nurses Health Assistants Medical Students Nursing Students

Role	Privilege(s)	Users
Facility Manager	Register Patient View Patient Edit patient Add Encounters (follow-up visits) Edit Encounters (follow-up visits) View/Run Reports	Facility In-charges RM&E/ HIS Staff
	View/Run Reports	PMTCT program managers (national) District program officers
System Administrator (The administrator's privileges will be restricted to the national level)	Configure System Add Users Edit User Account Information	National HIS Officers IT analyst

\*Encounters are follow-up ANC/PNC visits

#### Acknowledgment

- Adopted from [OpenMRS Wiki](#), last modified by [Rafal Korytkowski](#) on [2012-06-04](#)

# DATA ENTRY AND SUBMISSION IN PTRACKER

## Overview

To collect the data needed for the PMTCT Tracker (PTracker), the Nurses/Health Providers (End users) will be provided with either a Desktop, Laptop or Tablet Computer to record patient level data from existing patient Registers. Each user will have a unique username and password for accessing the system in order to record data. The computer/device is to remain plugged in and stored under lock and key within the health facility every day, including weekends. Each user will be held responsible for any damage done to the equipment while in his or her care.

The respective facility Nurse-in-Charges are responsible for overseeing the day-to-day use of PTracker equipment and ensuring that they are in good working order. Tablets and Laptops should be locked and secured and should only be used for data collection and reporting purposes.

Keeping the computers, tablets and the data stored on them is of upmost importance because the devices may contain protected health information (PHI). In the event that a computer or tablet is lost or stolen, this has to be reported **immediately** to the supervisor to ensure that appropriate measures are taken. PTracker tablets are encrypted (encoded for security) so that if they are lost or stolen, the information stored on them cannot be retrieved and the tablets can be deleted remotely to ensure that any data are kept confidential. The tablets are protected by a password that will be given to each user after training. The passwords must NOT be shared with anyone else. See SOP on **GUIDING PRINCIPLES FOR USE OF PTRACKER EQUIPMENT**.

## Data Sources for PTracker

Data obtained from the patient's registers are to be entered into the computers/tablets. There will be five (5) types of electronic forms in the system:

- 1) **Patient Registration Form**- Used to register a client at ANC, L&D or at Post Natal Care.
- 2) **Antenatal Visit Form** – Used to record ANC1 and follow-up visits.
- 3) **Labour & Delivery (Maternity) Form**- Used to record a maternity event.
- 4) **Postnatal Visit Form**- Used to record a postnatal visit for a mother
- 5) **Infant Postnatal Visit Form**- Used to record a postnatal visit for an HIV exposed infant

To record information, the user must make use of data already recorded in the Patient Registers at their facility. Users together with the national PMTCT coordinator must ensure that they have the most recent revised registers in use at their facility before rolling out of PTracker. The data source for the respective PTracker Electronic forms are as follows:

Form	Source of data & version
Patient Registration	Demographic details contained in <b>either</b> <ul style="list-style-type: none"> <li>▪ Antenatal Clinic/Care (ANC) Register (Rev.08/16)</li> <li>▪ Delivery Register (Rev. April 2016)</li> <li>▪ Mother Baby Follow up Care Register (Rev. 2012)</li> </ul>
Antenatal Visit	Antenatal Clinic/Care (ANC) Register (Rev.08/16)
Labour & Delivery	Delivery Register (Rev. April 2016)
Postnatal Visit	Mother Baby Follow up Care Register (Rev. 2012)
Infant Postnatal Visit	Mother Baby Follow up Care Register (Rev. 2012)

## Frequency of Reporting and Submitting Electronic Forms in PTracker

While data entry for PTracker is for all clients at ANC1 (first ANC visits) and at L&D, ANC and Post-natal care follow-up are only to be recorded for HIV positive clients and HIV exposed infants. In other words, every visit of HIV positive clients and their exposed infants are to be recorded and tracked in PTracker whereas universal reporting is required for all women, regardless of HIV status at first ANC and at L &D.

Users are expected to complete and submit forms of all clients in all in their respective registers at least **once every 24 hours**. For example, if a first ANC day occurs on a Monday all the data for first ANC visits collected that Monday should be recorded into the PTracker system by COB on Monday but **no later** than Friday of the same week. To minimize the potential interruption to patient work flow, It is recommended that data entry into PTracker occurs between 2pm and 4:30pm each day after patients have left the clinic.

## Review of Data in PTracker

Data accuracy is one of the central attributes that define the quality of data. Correct data is critical for the success of PTracker and for PMTCT program improvement.

The support staff will be responsible for reviewing the data entries on a regular basis so that any errors can be corrected quickly. Reviewing goes a long way in reducing data entry errors. During the beginning of data recording into PTracker, it is especially important that the support staff conduct thorough reviews of the records entered.

## PTracker Software Upgrade

PTracker version **1.1.1** is the version that has been rolled out for piloting. During the pilot and throughout the early stages of PTracker implementation, it is expected that we will find several bugs and fixes within the PTracker system that will need fixing to further improve the system. Users are therefore expected to document and report any errors or bugs they experience when using PTracker to the system administrator. Once errors are fixed or changes are made to the PTracker system, a new version will be released will be automatically available on desktops and laptops from the server. Manual download will be required for all PTracker tablets. Each user will be notified via the Whatsapp group, email or phone text messages of any errors or changes made to the system. PTracker support staff will be responsible for completing automatic or manual download of new releases of the PTracker software after being notified of the upgraded version of PTracker.

## Generating the PTracker ID

The PTracker ID will be unique across the entire program. It will have a combination of the facility code, the register label, the year and the register serial number. The basic element is the register serial number.

The formula will be as: 12345      A      17      0001



MFLC      Reg      Year      Serial No.

### Note:

The register label will vary depending on the entry point. If a client first encounter is ANC, the first register will be labeled "A", then "B", "C" and "D". For Labor and Delivery, it will be "L", then "M" and "N". For PNC, the labelling will start from "P" then "Q" and "R".

### Example:

Based on the above rule, the PTracker ID for

- ANC visit entry point will be 12345A170001
- L&D visit entry point will be 12345 L170001
- PNC visit entry point will be 12345P170001

See SOP on more details on **How to Generate PTracker ID in PTracker Manual**.

## Unlocking the Computers and Tablets

Every device is secured with a passcode to prevent unauthorized access to the data stored on the device. The passcode to unlock the devices is **9315**, the user name is **ptracker**.

## Access To PTracker Server

To access the PTracker server, you must enter the following address on your Web Browser's address bar, <https://ptracker.mhss.gov.na> this will load the PTracker Web Application and you will be required to login.

## Login to PTracker

In order to login and access the PTracker system, you must have authorized user credentials for your facility or duty station. If you have not already been assigned the necessary credentials, ask your immediate supervisor at your facility to request this the system administrator by submitting a **PTracker User Access Request Form**.

## When Going On Leave

In order to ensure continued usage of PTracker within the facility, all users must provide adequate notice time in order for replacement and training arrangements to be made in timely manner. It is recommended that leave of absence notice be given at least 2 weeks prior to going on leave.

### 2 weeks or more prior to leave of absence:

- a) Work with facility supervisor to identify interim replacement.

- b) If interim replacement does not have PTracker access, Facility supervisor should request user access for interim replacement using the **PTracker User Access Request Form**.
- c) Notify PTracker coordinator of absence.
- d) Notify PTracker WhatsApp group.
- e) If interim replacement is not trained on PTracker, notify the PTracker coordinator to make training arrangements.

You are strongly cautioned against providing unauthorized access to anyone that has not been trained or sensitized to the PTracker system. Unauthorized use or access of PTracker is a violation of privacy and akin to negligence thus punishable to the full extent of the law.

## When a New Health Provider Joins the Health Facility

If this person is to be working with elements of PTracker, this person will need to be trained, sensitized and on boarded on the PTracker system.

Before or on the date this person has joined the facility supervisor should;

- a) Request user access & credentials using the **PTracker User Access Request Form**.
- b) Notify PTracker coordinator of absence.
- c) Notify PTracker WhatsApp group.
- d) If the new staff member is trained on PTracker, notify the PTracker coordinator.

Remember existing PTracker users are **NOT** allowed to share access and credentials with anyone!!!

# ODK Collect

## Set-up

Click once on the **ODK Collect** application to open it on your tablet. The tablets should already be set up with a username and password to access the cross-sectional forms and upload new data to the server.

## ODK - Downloading a Questionnaire Form

There should be one form for PTracker on your tablet. This form may be revised during data collection and you may then need to download the most recent version of the form. The support staff will alert you if this is needed, and will tell you which form to download.

1. Select “Get Blank Form” from the ODK Collect homepage.
2. Select the most recent “PTracker Namibia” Form to download it to your device.
3. Ensure that all entries from the previous form have been finalized and sent to the server.
4. Go back to the main menu and select “Deleted Saved Form”.
5. Click on “BLANK FORMS” on the top right (to view blank forms as opposed to forms which you have already entered data for) and delete the older version of the form from your tablet by toggling/ticking it and clicking “Delete Selected”.

## ODK - Filling in forms

1. Select the “Fill Blank Form” option and select the current form. You should fill in the “PTracker Namibia Form” for all Registers listed herein as a source of data starting with the ANC Registers.
2. Navigate through the form by touching the screen and moving it right to left.
  - a. Swipe left to move forward through the form, swipe right to move backward through the form
3. To ensure data consistency, a series of entries will be crosschecked with the baseline data set. Should discrepancies occur, you will be asked to confirm our entry.
4. Ensure that **all questions are filled in**. All mandatory questions
5. When you have completed the questionnaire, you should tap “Save Form and Exit” but **unselect** the box “Mark form as finalized” initially (the box should not be checked). This will allow you to return to the form, check through it and make any necessary changes before uploading. Once the form has been finalized, you cannot make further edits.

## ODK - Checking and editing filled-in forms

When you have completed an interview and saved the questionnaire, you should then select “Edit Saved Form” from the main menu and click on the correct form. Look through the form, to make sure that all fields are completed and there are no mistakes. If the questionnaire is

ready to upload, then go to the last question and mark the form as finalized by ticking the box next to “Mark form as finalized” and then “Save Form and Exit”.

In some cases, you may not be able to complete an interview. In this case, you should exit out of the form by pressing the backwards error on the bottom left of the form. Select the option “Save Changes”. You should then try to finish the interview by phone, and as above, can reopen and edit the form by finding it under “Edit Saved Form” on the main menu. It is very important that you locate the correct questionnaire and confirm the *Patient PTracker ID* before making any changes.

## ODK - Sending completed forms

You should upload the data at the end of every working day. To upload completed forms to the server, select the “Send Finalized Form” option. You then select “Toggle All” and “Send Selected”. Once the forms have been successfully uploaded to the server, they will no longer appear on your device. This means that once they are sent they **cannot** be edited again. Therefore, pay close attention to Step 4 when filling in the forms so that only forms ready to be sent are marked as finalized.

## Internet and Cellular Data - Tablets

Not all tablets will have 3G/4G network but each facility will have at least one Wireless Network connection. If your tablet has this feature, you should keep this feature off until the end of the day. To turn off/on the feature, swipe down from the top right corner of the screen. Click the image of the airplane to enable/disable “Airplane mode”. When it is on the image will turn blue and the cellular data will be off. This will help preserve your battery. When you are ready to upload the data, you may turn on the 3G capabilities and after uploading the forms, you should turn it back off. If your team has some tablets that do not have 3G, the device with this feature should be used as a hotspot to allow uploading on devices without 3G.

# **GUIDING PRINCIPLES FOR USE OF PTRACKER EQUIPMENT**

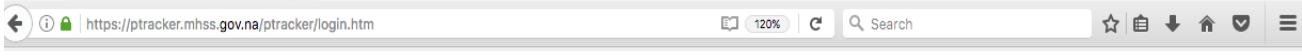
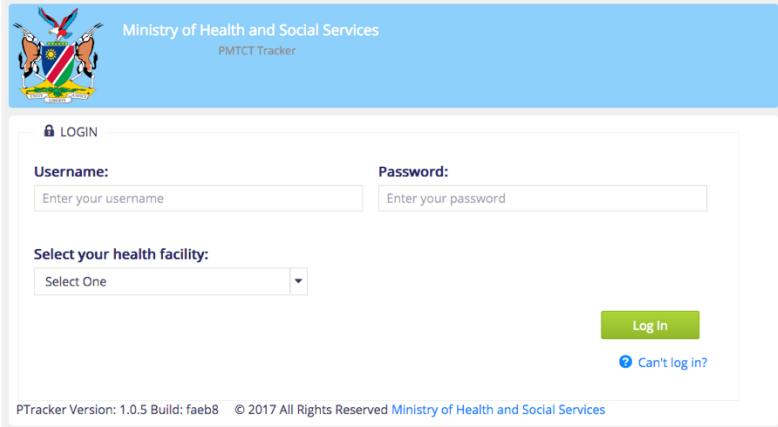
1. Users may not use PTracker equipment to transmit, nor make any statement that may be construed to have been made by the Ministry of Health and Social Services (MoHSS).
2. The PTracker equipment must not be used for any personal activities such as accessing Facebook, Instagram, Viber, Twitter and other social media.
3. PTracker equipment is intended solely for Namibia PMTCT related work.
4. Stolen, lost and/or damage of PTracker Equipment while in your possession must be reported immediately to PTracker Coordinator. You are required to complete documentation required by MoHSS and its agents to certify the loss. If any equipment or component thereof is not returned or its loss documented, you may be required to pay the replacement cost.
5. The MoHSS will conduct its own investigation to determine negligence or non-negligence on the part of the staff in case of lost and/or damages to equipment.
6. Before negligence or non-negligence is recognized, the staff responsible will be held liable for the equipment or repairs until proven otherwise.
7. All users are under oath of secrecy to protect patient data and ensure that the equipment is transferred to authorized recipients only.
8. PTracker laptops and tablets should only be charged with the provided charger, power banks etc., users shall by no means connect the tablets onto any other device such as car radio, even for charging purposes, laptops or any other electronic devices.
9. All users must report to the Namibian Police any stolen and or lost equipment in their possession. It is the responsibility of the user to submit the case number and incident report taken by the Namibian Police to the Ministry of Health & Social Services Directorate of Special Programmes Head Office within twenty-four (24) hours of the incident taking place.

The Ministry of Health & Social Services Directorate of Special Programmes (DSP) retain ownership of the equipment until further notice. Please do not repair, modify or disassemble the equipment without written authorization

## **GETTING STARTED**

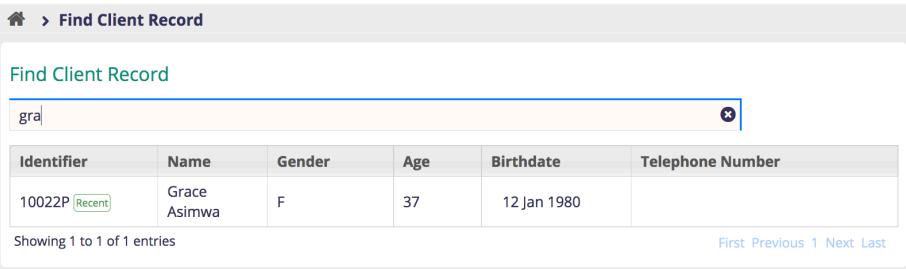
# 1. How to Login to PTracker

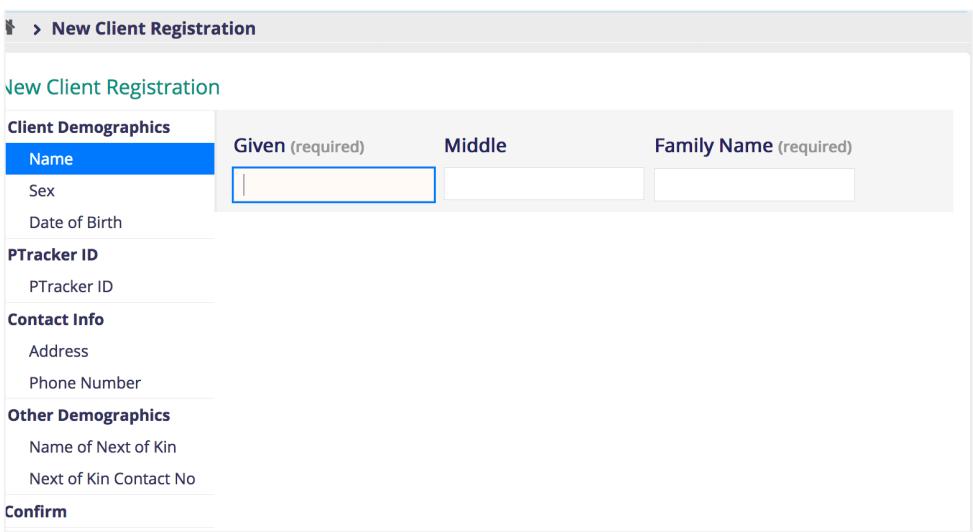
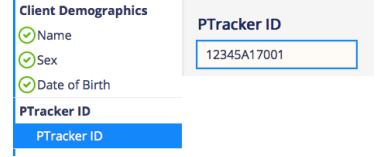
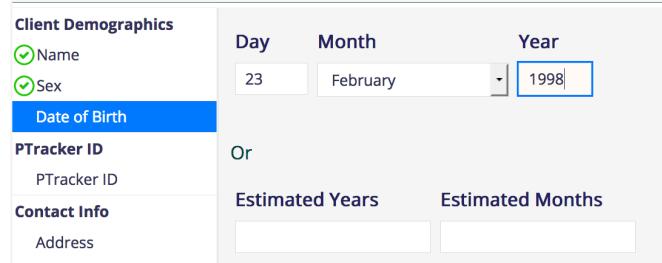
<b>Objective:</b>	To successfully log in the PTracker as a user
<b>Tasks:</b>	<ul style="list-style-type: none"> <li>Enter provided username and password</li> <li>Select correct user facility where service was provided</li> </ul>
<b>When:</b>	Ready to start using the system
<b>Who:</b>	MCH staff who receive clients and all authorized users of PTracker. These users should have logins.
<b>Required Materials:</b>	Username, password, hardware with Firefox web browser or ODK collect application to access the PTracker application.

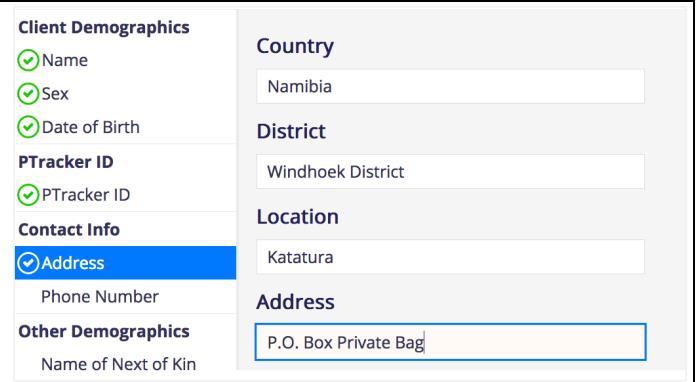
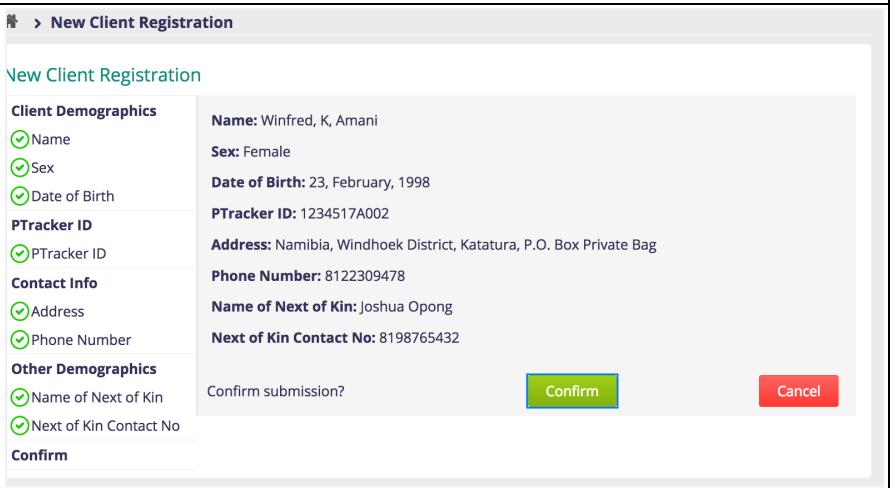
STEP	ACTION		
1.	<p>Open up the Firefox web browser by clicking on the icon</p> 		
2.	<p>On the Firefox web browser enter the following web address <a href="https://ptracker.mhss.gov.na">https://ptracker.mhss.gov.na</a> in the URL window and hit the <b>Enter/Return</b> key on your keyboard.</p> 		
3.	<p>The main PTracker <b>login page</b> will be displayed.</p> 		
4.	<p>Type in your assigned username and password.</p> <table border="1"> <tr> <td><b>Username:</b> manza</td> <td><b>Password:</b> .....</td> </tr> </table>	<b>Username:</b> manza	<b>Password:</b> .....
<b>Username:</b> manza	<b>Password:</b> .....		
5.	<p>Select the health facility providing the service</p> <table border="1"> <tr> <td>Select your health facility: Andara Hospital</td> </tr> </table>	Select your health facility: Andara Hospital	
Select your health facility: Andara Hospital			
6.	<p>Select the login button to access PTracker</p> <table border="1"> <tr> <td><b>Log In</b></td> </tr> </table>	<b>Log In</b>	
<b>Log In</b>			

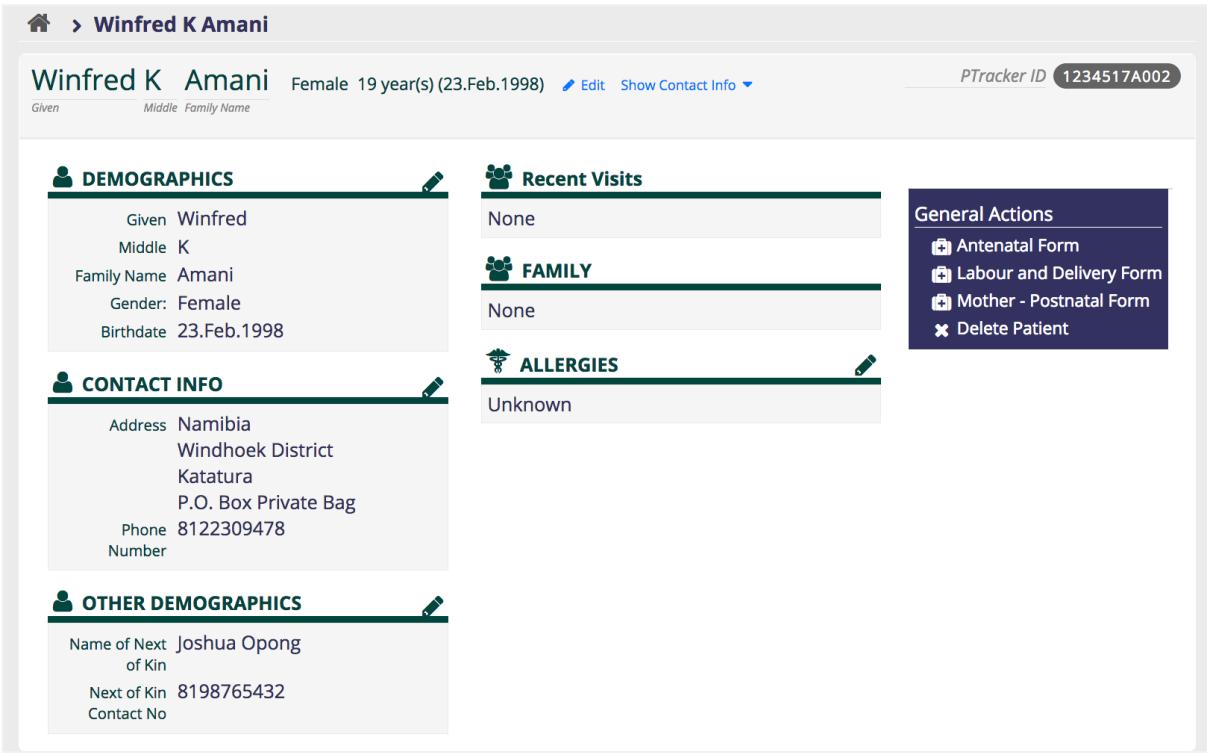
STEP	ACTION
6.	<p>When this page is displayed, then the login has been successful.</p> <p>Logged in as Manza A (manza) at Andara Hospital.</p> <p><b>NOTE:</b> Depending on login account setup, a change of password might be required!</p>

## 2. How to Register or Create a New Client Record in PTracker

<b>Objective:</b>	Ensure that MCH clients have an electronic record in PTracker						
<b>Tasks:</b>	Search to confirm that a client does not have an existing record Create a new client record						
<b>When:</b>	When a <b>NEW</b> client arrives at MCH (ANC or Maternity or Post Natal Care)						
<b>Who:</b>	MCH staff who receive clients. These users should have logins.						
<b>Required Materials:</b>	Username, Password, Hardware with Firefox Web browser or ODK collect application, Client Name, Client Sex, Client Date of Birth or Age, Address, Phone Number, Client's Mother's First Name, Place of Birth, Next of Kin and Other Contacts.						
STEP	ACTION						
1.	<p>Navigate to the Search Client screen by clicking on the <b>Find Client Record</b> button.</p> 						
2.	<p>From the <b>Find Client Record</b> page, enter the client's name into the search box.</p> <p><i>For example, a new client arriving at reception (or name recorded in the register) gives his name as <b>First Middle Fam</b>. Entering "gra" in the Search box returns a list of one records for clients whose names begin with "gra."</i></p> <div style="border: 1px solid #ccc; padding: 10px;">  <p><b>Tip:</b> As you enter letters into the search box, the list of clients will automatically update to match your search term.</p> <p><b>Avoid creating duplicate client records!</b></p> <p>Before creating a new client record, confirm that the client does not have an existing record in P Tracker by searching for the client's name.</p> </div>						
3.	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>If</th><th>Then</th></tr> </thead> <tbody> <tr> <td>No PTracker client records matches the client</td><td>Continue to <b>Step 4</b> to create a new client record</td></tr> <tr> <td>One or more PTracker client record(s) matches the client</td><td>Double-check the client's age, sex, and/or PTracker Identifier to be sure you have the correct record. You can click on the client highlighted row by moving the mouse over it to see a client's full record if needed.</td></tr> </tbody> </table> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px;">  </div>	If	Then	No PTracker client records matches the client	Continue to <b>Step 4</b> to create a new client record	One or more PTracker client record(s) matches the client	Double-check the client's age, sex, and/or PTracker Identifier to be sure you have the correct record. You can click on the client highlighted row by moving the mouse over it to see a client's full record if needed.
If	Then						
No PTracker client records matches the client	Continue to <b>Step 4</b> to create a new client record						
One or more PTracker client record(s) matches the client	Double-check the client's age, sex, and/or PTracker Identifier to be sure you have the correct record. You can click on the client highlighted row by moving the mouse over it to see a client's full record if needed.						

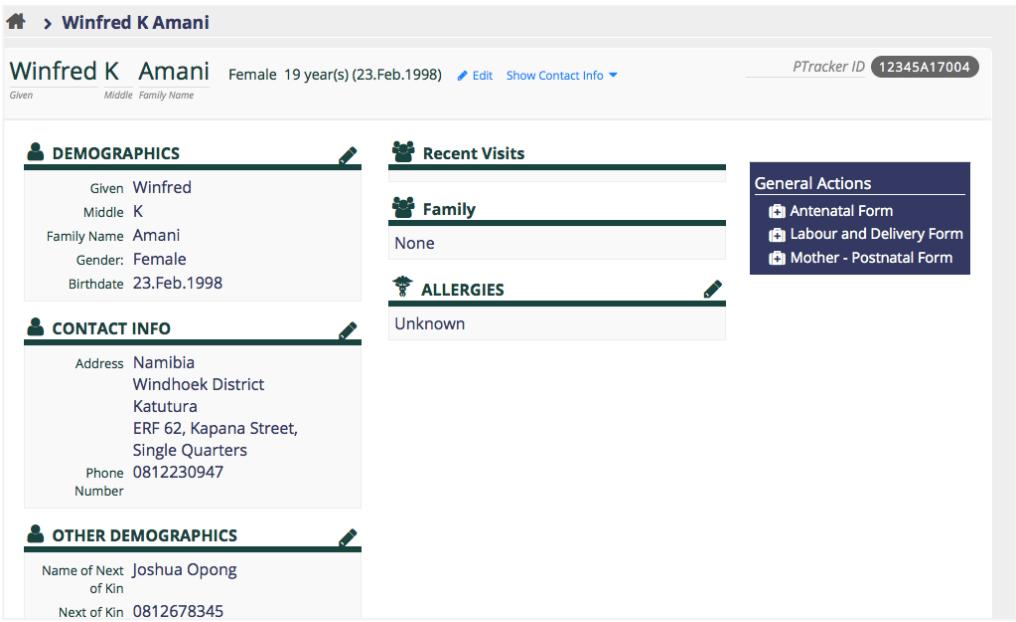
STEP	ACTION						
4.	<p>Click the  icon to go to the home page. Then navigate to the <b>New Client Registration</b> screen by clicking on the New Client Registration app.</p> <p>The page below will appear ...</p>  <div style="float: right; margin-top: -100px;">  </div>						
5.	<p>Enter the client's <b>Given</b>, <b>Middle</b> and <b>Family Name</b> in the first three fields.</p>  <p><b>Note:</b> The <b>Given</b> and the <b>Family Names</b> <i>must</i> be filled for you to successfully save this client's record in PTracker. As you type the client names, PTracker filters client with similar names for you to review if it is the same person to avoid creating duplicate clients.</p>						
6.	<p>Enter the <b>PTracker ID</b>. <i>See Section on How To Generate a PTracker ID</i></p> <p>Note: The PTracker ID contains:</p> <ol style="list-style-type: none"> <li>1. First the Five Digit Facility code, then:</li> <li>2. A one letter alpha marker, then:</li> <li>3. Year of the register, then:</li> <li>4. The Serial Number</li> </ol>  <p><b>Remember to write the PTracker ID on the Register and in Pink Book</b></p>  <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 5px;">Select the <b>Sex</b> of the client, Male or Female.</td> <td style="padding: 5px;"><b>Sex</b> (required)</td> </tr> <tr> <td></td> <td style="padding: 5px;">Date of Birth</td> </tr> <tr> <td></td> <td style="padding: 5px;"><b>PTracker ID</b></td> </tr> </table>	Select the <b>Sex</b> of the client, Male or Female.	<b>Sex</b> (required)		Date of Birth		<b>PTracker ID</b>
Select the <b>Sex</b> of the client, Male or Female.	<b>Sex</b> (required)						
	Date of Birth						
	<b>PTracker ID</b>						
7.	<p>Enter the <b>Date of Birth</b> by keying in the <b>day</b> on the date field, use the dropdown menu to select the <b>month</b> and type in the <b>year</b>.</p> <p>If the date of birth is not known enter the the estimated <b>years</b> and <b>month</b> below the date of birth field.</p> 						

STEP	ACTION
8.	<p>Next fill in the client address. "Namibia" is <b>prefilled</b> for the <b>Country</b> Field.</p> <p>Select the district from the drop down and then type the <b>Location</b> and <b>Address</b>.</p> 
9.	<p>Enter the client phone number in the <b>Contact Phone Number</b> field.</p> <p><b>Hint:</b> The phone number must exactly be a 10 numeric digit.</p> 
10.	<p>Enter <b>Name of Next Kin</b></p> 
11.	<p>Enter <b>Next of Kin Contact</b></p> 
12.	<p>Select <b>Confirm</b> on the left. This sample summary page display the details of the New Client registered. Throughly review <b>every</b> detail on the summary page before confirming.</p> <p>If you are ready to create a new client record, click <b>Confirm</b> button. (<i>This will save and submit all the information you entered to the client detail page</i>).</p> <p>If you are not ready to create a new client record, click <b>Cancel</b> button.</p> <p>(<i>This will delete all the information you entered, and return you to the new registration screen</i>)</p>  <p> Hint: It is possible to edit client details <b>before</b> selecting confirm. Select any item on the left for editing. On satisfaction, select <b>Confirm</b> to get back to the summary page and click the <b>confirm submission</b> button.</p>

STEP	ACTION
13.	<p>This task is complete when, <b>after</b> clicking on <b>Confirm</b>, the client summary page appears and displays the correct <b>Client Details</b>.</p> <p>These details include the client's <b>Demographic Details</b>, <b>Recent Visits</b>, <b>Families</b>, <b>Allergies</b>, and <b>General Actions</b> on the right. See the image below</p>  <p>The screenshot shows the client summary page for Winfred K Amani. At the top, it displays the name 'Winfred K Amani', gender 'Female', age '19 year(s) (23.Feb.1998)', and PTracker ID '1234517A002'. Below this, there are four main sections: 'DEMOGRAPHICS' (Given Name: Winfred, Middle Name: K, Family Name: Amani, Gender: Female, Birthdate: 23.Feb.1998), 'CONTACT INFO' (Address: Namibia, Windhoek District, Katatura, P.O. Box Private Bag, Phone: 8122309478, Number), 'OTHER DEMOGRAPHICS' (Name of Next of Kin: Joshua Opong, Next of Kin: 8198765432, Contact No), 'Recent Visits' (None), 'FAMILY' (None), and 'ALLERGIES' (Unknown). On the far right, a 'General Actions' sidebar includes options: Antenatal Form, Labour and Delivery Form, Mother - Postnatal Form, and Delete Patient.</p>

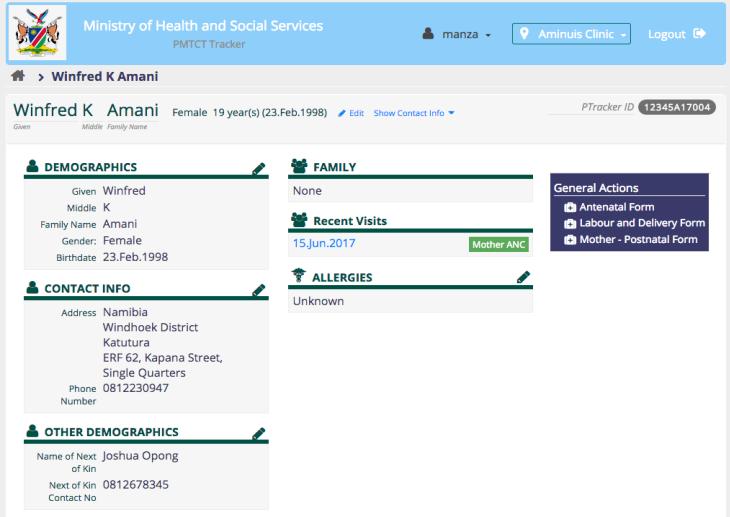
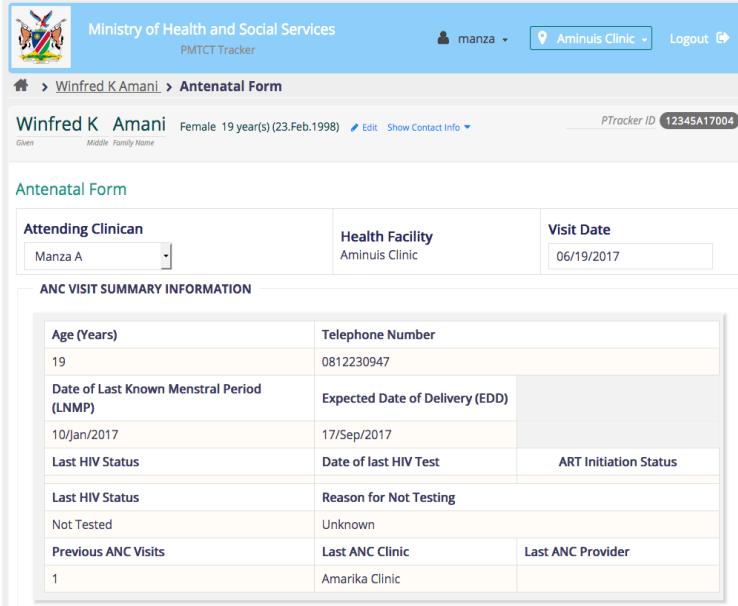
### 3. How to Record a First ANC visit in PTracker

<b>Objective:</b>	Ensure that ALL MCH clients attending first ANC have an ANC1 visit record in PTracker	
<b>Tasks:</b>	a. Search for a registered client before an ANC visit is recorded b. Create a new (First) ANC visit record	
<b>When:</b>	When a client arrives for an ANC visit, has been registered (previously enrolled) in PTracker	
<b>Who:</b>	ANC nurses staff who receive clients. These users should have logins and data entry roles to create visits.	
<b>Required Materials:</b>	Username, password, hardware with a Firefox web browser or ODK collect application to access the PTracker remotely installed, <b>Antenatal Clinic/Care Register</b> with client details for ANC visits (gravida, para, Last Normal Menstrual period (LNMP), HIV testing and ART initiation details, Next visit date)	
STEP	ACTION	
1.	If	Then
	a. Newly unregistered client on this visit.	See steps in Section 2. <b>How to Register or Create a New Client Record in PTracker</b>  <b>Note:</b> Only complete a new client registration after checking and searching for client in Ptracker
	b. Client is already in PTracker from previous registration	<b>Go to step 2</b>
2.	Navigate to the <b>Search Client</b> screen to confirm that the client exists in PTracker. by clicking on the <b>Find Client Record</b> button. 	
3.	From the <b>Find Client Record</b> page, enter the client's name into the search box. <i>For example, a client arriving at reception (or name recorded in the register) gives his name as First Middle Fam. Entering "Win" in the Search box returns a list of one records for clients whose names begin with "win."</i> 	
4.	One or more PTracker client record(s) matches the client	Double-check the client's age, sex, and/or PTracker Identifier to be sure you have the correct record. Click on the client highlighted row by moving the mouse over it to open the client detail page in <b>step 5</b> .
		

STEP	ACTION
5.	<p>The client details page includes <b>Demographic Details, Contact Info, Recent Visits, Family (Infant), and General Actions</b> on the right. See the image below:</p>  <p>The screenshot shows a client details page for 'Winfred K Amani'. The main area displays demographic information: Given Name Winfred, Middle Name K, Family Name Amani, Gender Female, Birthdate 23.Feb.1998. Below this are sections for 'CONTACT INFO' (Address: Namibia, Windhoek District, Katutura, ERF 62, Kapana Street, Single Quarters; Phone Number: 0812230947) and 'OTHER DEMOGRAPHICS' (Name of Next of Kin: Joshua Opong, Next of Kin: 0812678345). To the right, there are sections for 'Recent Visits' (None), 'Family' (None), and 'General Actions' (Antenatal Form, Labour and Delivery Form, Mother - Postnatal Form).</p>
6.	<p>On the <b>General Actions</b> box on the right, select and click on the <b>Antenatal Form</b>, to fill in details of the <b>first ANC visit form</b>.</p> <div data-bbox="854 938 1192 1118" style="border: 1px solid black; padding: 5px;"> <b>General Actions</b> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Antenatal Form</li> <li><input type="checkbox"/> Labour and Delivery Form</li> <li><input type="checkbox"/> Mother - Postnatal Form</li> </ul> </div>
7.	<p>Once you click the <b>Antenatal Form</b>, this screen will appear.</p>  <p>The screenshot shows the 'Antenatal Form' screen. It includes fields for 'Attending Clinician' (Praise Zimunya), 'Health Facility' (Amarika Clinic), and 'Visit Date' (06/16/2017). Below these, there is a section for 'DETAILS OF PREGNANCY'.</p>
8.	<p>Go to <b>Details of Pregnancy</b> Section and select if the client's visit is a <u><b>first (ANC1)</b></u> visit</p> <div data-bbox="187 1567 620 1709" style="border: 1px solid lightgray; padding: 5px;"> <b>DETAILS OF PREGNANCY</b> <p>Is this your first antenatal visit</p> <p><input type="radio"/> Yes <input type="radio"/> No</p> </div>
9.	<p>a. If "Yes"</p> <div data-bbox="187 1866 541 1971" style="border: 1px solid lightgray; padding: 5px;"> <p>Is this your first antenatal visit</p> <p><input checked="" type="radio"/> Yes <input type="radio"/> No</p> </div> <p>Then enter <b>Gravida</b> and <b>Para</b> details as recorded in the register</p> <div data-bbox="732 1843 1494 2016" style="border: 1px solid lightgray; padding: 5px;"> <p>How many times have you been pregnant, including current pregnancy (Gravida)? *</p> <p>2</p> <p>How many babies have you delivered before (Para)? *</p> <p>1</p> </div>

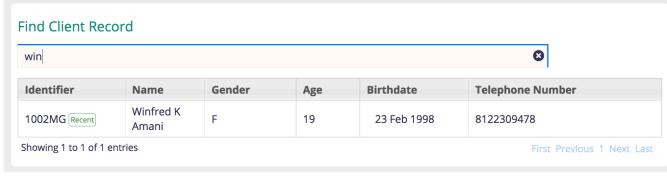
STEP	ACTION													
9.	b. Enter <b>Date of Last Normal Menstrual Period</b> details  Please note the system will automatically calculate and input the <b>Expected Date of Delivery (EDD)</b> when you enter the <b>LNMP</b> .	<div style="border: 1px solid #ccc; padding: 10px;"> <p>Date of last normal menstrual period (LNMP) 09/13/2016 *</p> <p>Estimated date of delivery (EDD) 06/20/2017 *</p> </div>												
	<p><b>Tip:</b> The file is editable, if the calculated date is different from the recorded date in the register, change the date accordingly.</p> 													
10.	If No  <div style="border: 1px solid #ccc; padding: 5px;"> <b>DETAILS OF PREGNANCY</b>             Is this your first antenatal visit  <input type="radio"/> Yes  <input checked="" type="radio"/> No         </div>	Then proceed to <b>Step 12.</b>												
12.	<b>HIV Testing and ART Initiation</b> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">IF</th> <th style="text-align: center;">ACTION</th> </tr> </thead> <tbody> <tr> <td>Enter <b>HIV Test Status</b>   <b>Tested for HIV during this visit</b>   <div style="border: 1px solid #ccc; padding: 5px;"> <b>HIV TESTING AND ART INITIATION</b>   <b>HIV test status</b>  <input checked="" type="radio"/> Tested for HIV during this visit  <input type="radio"/> Previously known positive  <input type="radio"/> Not tested for HIV during this visit  <input type="radio"/> Unknown         </div> </td> <td>Select the <b>result of the HIV test:</b>   <div style="border: 1px solid #ccc; padding: 5px;"> <b>HIV test result</b>  <input checked="" type="radio"/> Negative  <input type="radio"/> Positive  <input type="radio"/> Unknown         </div> </td></tr> <tr> <td>HIV Test result is <b>Negative</b></td> <td>Proceed to <b>Step 13</b></td></tr> <tr> <td>HIV Test result is <b>Positive</b></td> <td>Proceed to the next <b>Step</b></td></tr> <tr> <td><b>Client started ART during this visit.</b>   <b>Note:</b> ART Unique number may not be available at the time of data entry for newly initiated clients. If available, please provide the ART Unique number and ART start/initiation date.</td> <td>Enter <b>ART Initiation</b> details   <div style="border: 1px solid #ccc; padding: 5px;"> <b>ART initiation</b>  <input checked="" type="radio"/> Started ART during this visit  <input type="radio"/> Refused ART  <input type="radio"/> Not started due to stockout  <input type="radio"/> Unknown   <b>ART Unique Number</b> 1234517001   <b>ART start date</b> 06/08/2017         </div> </td></tr> <tr> <td><b>Client Refused ART</b></td> <td>Enter <b>Reason for refusing ART Initiation</b> in the text field   <div style="border: 1px solid #ccc; padding: 5px;"> <b>ART initiation</b>  <input type="radio"/> Started ART during this visit  <input checked="" type="radio"/> Refused ART  <input type="radio"/> Not started due to stockout  <input type="radio"/> Unknown   <b>Reason for refusing ART initiation</b>  <input type="text"/> </div> </td></tr> </tbody> </table>		IF	ACTION	Enter <b>HIV Test Status</b>  <b>Tested for HIV during this visit</b>  <div style="border: 1px solid #ccc; padding: 5px;"> <b>HIV TESTING AND ART INITIATION</b>   <b>HIV test status</b>  <input checked="" type="radio"/> Tested for HIV during this visit  <input type="radio"/> Previously known positive  <input type="radio"/> Not tested for HIV during this visit  <input type="radio"/> Unknown         </div>	Select the <b>result of the HIV test:</b>  <div style="border: 1px solid #ccc; padding: 5px;"> <b>HIV test result</b>  <input checked="" type="radio"/> Negative  <input type="radio"/> Positive  <input type="radio"/> Unknown         </div>	HIV Test result is <b>Negative</b>	Proceed to <b>Step 13</b>	HIV Test result is <b>Positive</b>	Proceed to the next <b>Step</b>	<b>Client started ART during this visit.</b>  <b>Note:</b> ART Unique number may not be available at the time of data entry for newly initiated clients. If available, please provide the ART Unique number and ART start/initiation date.	Enter <b>ART Initiation</b> details  <div style="border: 1px solid #ccc; padding: 5px;"> <b>ART initiation</b>  <input checked="" type="radio"/> Started ART during this visit  <input type="radio"/> Refused ART  <input type="radio"/> Not started due to stockout  <input type="radio"/> Unknown   <b>ART Unique Number</b> 1234517001   <b>ART start date</b> 06/08/2017         </div>	<b>Client Refused ART</b>	Enter <b>Reason for refusing ART Initiation</b> in the text field  <div style="border: 1px solid #ccc; padding: 5px;"> <b>ART initiation</b>  <input type="radio"/> Started ART during this visit  <input checked="" type="radio"/> Refused ART  <input type="radio"/> Not started due to stockout  <input type="radio"/> Unknown   <b>Reason for refusing ART initiation</b>  <input type="text"/> </div>
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	IF	ACTION
12 b)	Previously Known Positive	Select ART initiation response
	Currently taking ARV	Enter ART unique number and ART start date and Viral Load Test
	<p>ART initiation</p> <input checked="" type="radio"/> Already on ART before current pregnancy <input type="radio"/> Started on ART in ANC current pregnancy <input type="radio"/> Refused ART <input type="radio"/> Not started due to stockout or ART <input type="radio"/> Unknown	<p>ART Unique Number</p> <input type="text" value="1234517001"/> <p>ART start date</p> <input type="text" value="06/08/2017"/> <p>Viral Load test done?</p> <input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Unknown
	Started ART during this visit	
	<p>ART initiation</p> <input type="radio"/> Already on ART before current pregnancy <input checked="" type="radio"/> Started on ART in ANC current pregnancy <input type="radio"/> Refused ART <input type="radio"/> Not started due to stockout or ART <input type="radio"/> Unknown	
	Viral load test done is "YES"	Enter Viral load test date and Viral load results
	<p>Viral Load test done?</p> <input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Unknown	<p>Viral load test date</p> <input type="text"/> <p>Viral load results</p> <input checked="" type="radio"/> Target Detected <input type="radio"/> Not Detected <input type="radio"/> Sample Rejected <input type="radio"/> Results Pending
	Viral load Target detected	Enter the viral load copies
	<p>Viral load results</p> <input checked="" type="radio"/> Target Detected <input type="radio"/> Not Detected <input type="radio"/> Sample Rejected <input type="radio"/> Results Pending	<p>Viral load</p> <input type="text"/> copies/ml
	Viral load Not detected or Sample Rejected	<p style="color: red;">Proceed to Step 13</p>
	<p>Viral load results</p> <input type="radio"/> Target Detected <input type="radio"/> Not Detected <input checked="" type="radio"/> Sample Rejected <input type="radio"/> Results Pending	<p style="color: red;">Proceed to Step 13</p> <p>Note: Only choose this option if a Viral Load Test has been ordered but the results have not been returned by NIP to the facility.</p>
	Viral load test done is "NO"	<p style="color: red;">Proceed to Step 13</p>
	<p>Viral Load test done?</p> <input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> Unknown	
12 c)	Not tested for HIV during this visit	<p style="color: red;">Proceed to Step 13</p>
12 d)	Unknown	<p style="color: red;">Proceed to Step 13</p>

STEP	ACTION	
13.	Under <b>Follow-up</b> Section, enter <b>Next Visit Date</b> and <b>Facility of next appointment</b>	<p><b>FOLLOWUP</b></p> <p><b>Next Visit Date</b> 06/20/2017</p> <p><b>Facility of next appointment</b></p> <ul style="list-style-type: none"> <li><input checked="" type="radio"/> This facility</li> <li><input type="radio"/> In Transit</li> <li><input type="radio"/> Transfer</li> <li><input type="radio"/> Unknown</li> </ul>
14.	If Client is transferring to another Clinic select <b>Transfer</b> and Select the facility of transfer for next appointment.	<p><b>Facility of next appointment</b></p> <ul style="list-style-type: none"> <li><input type="radio"/> This facility</li> <li><input type="radio"/> In Transit</li> <li><input checked="" type="radio"/> Transfer</li> <li><input type="radio"/> Unknown</li> </ul> <p><b>Transfer to</b> Anker Clinic</p>
15.	This task is complete when, after clicking on <b>Enter Form</b> .	<b>Enter Form</b>
16.	The client summary page appears and displays the <b>recorded ANC visit</b> under <b>Recent visits</b> for <b>15<sup>th</sup> Jun 2017</b>	 <p><b>Note:</b> To review the details of the recorded ANC visit, click on the blue highlighted visit to reveal details of the recorded visit.</p>
17.		

## 4. How to Record a Follow-up ANC Visit

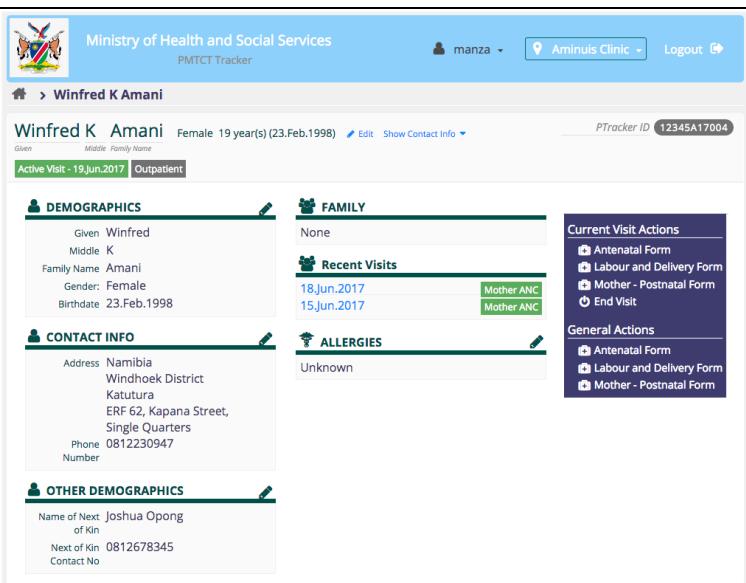
<b>Objective:</b>	Ensure that ALL MCH clients attending ANC clinic have an ANC follow-up visit record in PTracker
<b>Tasks:</b>	c. Search for a registered client before a follow-up ANC visit is recorded d. Create a follow-up ANC visit record
<b>When:</b>	When a client arrives for an ANC follow-up visit at the ANC Clinic
<b>Who:</b>	ANC nurses staff who receive clients. These users should have logins and data entry roles to create visits.
<b>Required Materials:</b>	Username, password, hardware with a Firefox web browser or ODK collect application to access the PTracker remotely installed, <b>Antenatal Clinic/Care Register</b> with client's follow-up visit details (HIV testing and ART initiation details, Adherence to ART, Viral load test and test results, Next visit date)

STEP	ACTION	
	<b>If</b>	<b>Then</b>
1.	c. New unregistered (Not registered) client on this visit.	See steps in Section 2. <b>How to Register or Create a New Client Record in PTracker</b>  <b>Note:</b> Only complete a new client registration after checking and searching for client in PTracker
	d. Client is already in PTracker from previous registration	<b>Go to step 2</b>
2.	Navigate to the <b>Search Client</b> screen to confirm that the client exists in PTracker. by clicking on the <b>Find Client Record</b> button.	 <span style="font-size: small;">Find Client Record</span>
3.	From the <b>Find Client Record</b> page, enter the client's name into the search box.  <i>For example, a client arriving at reception (or name recorded in the register) gives his name as First Middle Fam. Entering "Win" in the Search box returns a list of one records for clients whose names begin with "win."</i>	
4.	One or more PTracker client record matches the client	Double-check the client's age, sex, and/or PTracker Identifier to be sure you have the correct record. Click on the client highlighted row by moving the mouse over it to open the client detail page in <b>step 5</b> .
		

STEP	ACTION
5.	<p>The client details page includes <b>Demographic Details, Contact Info, Recent Visits, Family (Baby),</b> and <b>General Actions</b> on the right. See the image below:</p>
6.	<p>On the <b>General Actions</b> box on the right, select and click on the <b>Antenatal Form</b>, to fill in details of the <b>follow-up ANC visit</b> form.</p> <div style="border: 1px solid #ccc; padding: 5px; width: fit-content;"> <b>General Actions</b> <ul style="list-style-type: none"> <li><b>Antenatal Form</b></li> <li><b>Labour and Delivery Form</b></li> <li><b>Mother - Postnatal Form</b></li> </ul> </div>
7.	<p>Once you click the <b>Antenatal Form</b>, this screen containing the ANC VISIT summary information will appear. We can gather <b>Summary Information</b> about the client entered in from previous ANC visits. For example,</p> <ul style="list-style-type: none"> <li>▪ Client has had 3 previous ANC visits</li> <li>▪ Client is HIV positive from a test administered on 17<sup>th</sup> June 2017</li> <li>▪ Client is currently on ARV and was initiated on the same day she tested positive</li> <li>▪ Client EDD is 17<sup>th</sup> September 2017</li> </ul>

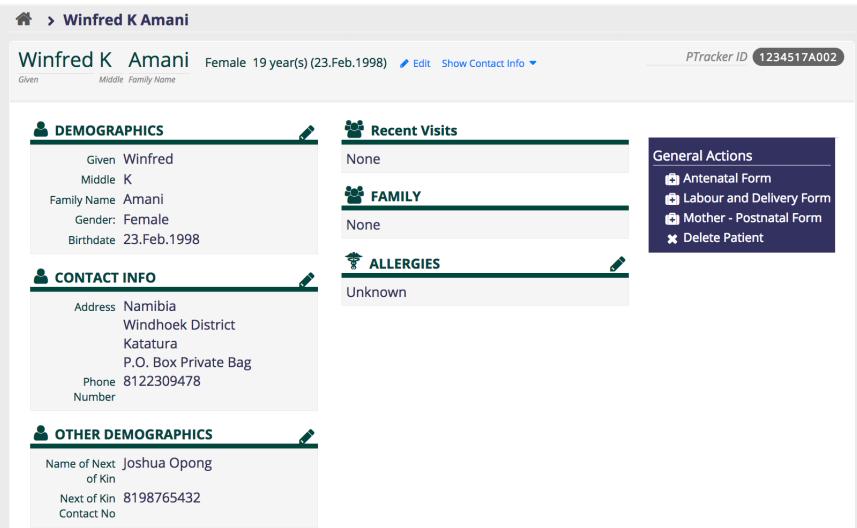
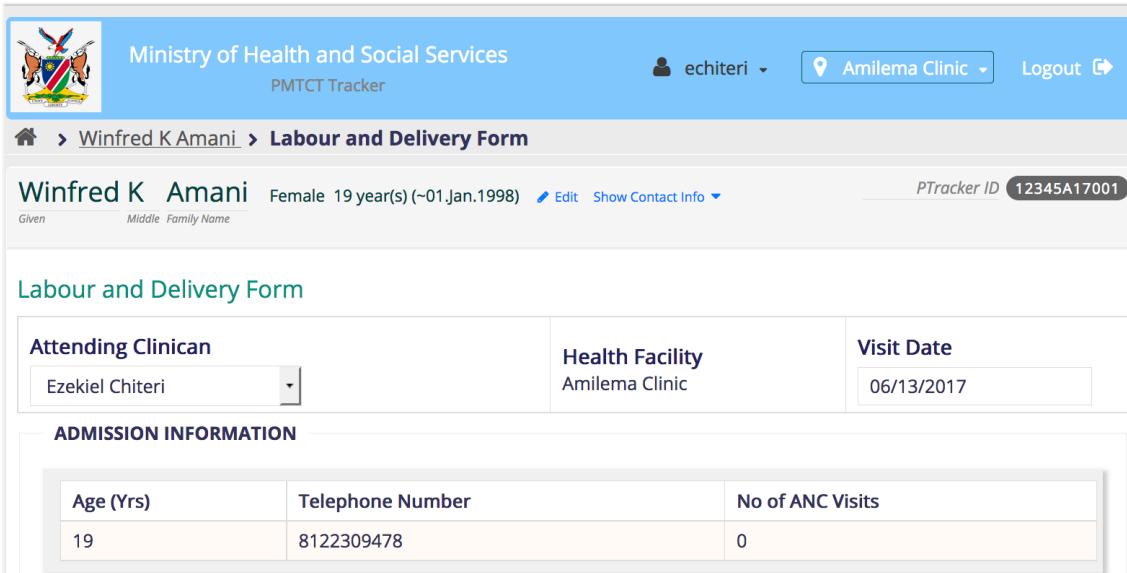
STEP	IF	ACTION
8	a. Client HIV stats is <b>New Positive</b> (that is client newly tested positive for HIV during a follow-up visit) and has no first ANC record in PTracker either because of <ul style="list-style-type: none"> <li>- Client attended a previous ANC visit at another facility without PTracker,</li> </ul> <b>OR</b> <ul style="list-style-type: none"> <li>- Client is a ‘visitor’ at the facility and has received previous ANC care elsewhere.</li> </ul>	Indicate that this is not the first ANC visit and continue to <b>step 9</b> .
	b. Client is <b>New Positive</b> (that is client newly tested positive during a follow-up visit) and has a first ANC record in PTracker	Indicate that this is not the first ANC visit and continue to <b>step 9</b> .
	c. Client is <b>New Positive</b> (that is client newly tested positive during a follow-up visit) and this is their first ANC visit.	Indicate that this is the first ANC record and follow steps in Section 3 <b>How to Record a First ANC Visit in PTracker</b>
9	<b>HIV Testing and ART Initiation</b>	
	a. <b>HIV status is New Positive</b> <b>OR</b> b. <b>Known Positive (KP) and ART status is Unknown</b>	Select <b>ART initiation</b> response
	<b>Currently taking ARV</b>  <b>ART initiation</b> <input checked="" type="radio"/> Already on ART before current pregnancy <input type="radio"/> Started on ART in ANC current pregnancy <input type="radio"/> Refused ART <input type="radio"/> Not started due to stockout or ART <input type="radio"/> Unknown	Enter <b>ART unique number</b> and <b>ART start date</b> and <b>Viral Load Test</b>  <b>ART Unique Number</b> 1234517001  <b>ART start date</b> 06/08/2017  <b>Viral Load test done?</b> <input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Unknown
	<b>Started ART during this visit</b>  <b>ART initiation</b> <input type="radio"/> Already on ART before current pregnancy <input checked="" type="radio"/> Started on ART in ANC current pregnancy <input type="radio"/> Refused ART <input type="radio"/> Not started due to stockout or ART <input type="radio"/> Unknown	 <b>Note:</b> ART Unique number may not be available at the time of data entry for newly initiated clients. If available, please provide the ART Unique number and ART start/initiation date.
	Viral load test done is “YES”  <b>Viral Load test done?</b> <input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Unknown	Enter <b>Viral Load test date</b> and <b>Viral load results</b>  <b>Viral load test date</b>  <b>Viral load results</b> <input checked="" type="radio"/> Target Detected <input type="radio"/> Not Detected <input type="radio"/> Sample Rejected <input type="radio"/> Results Pending

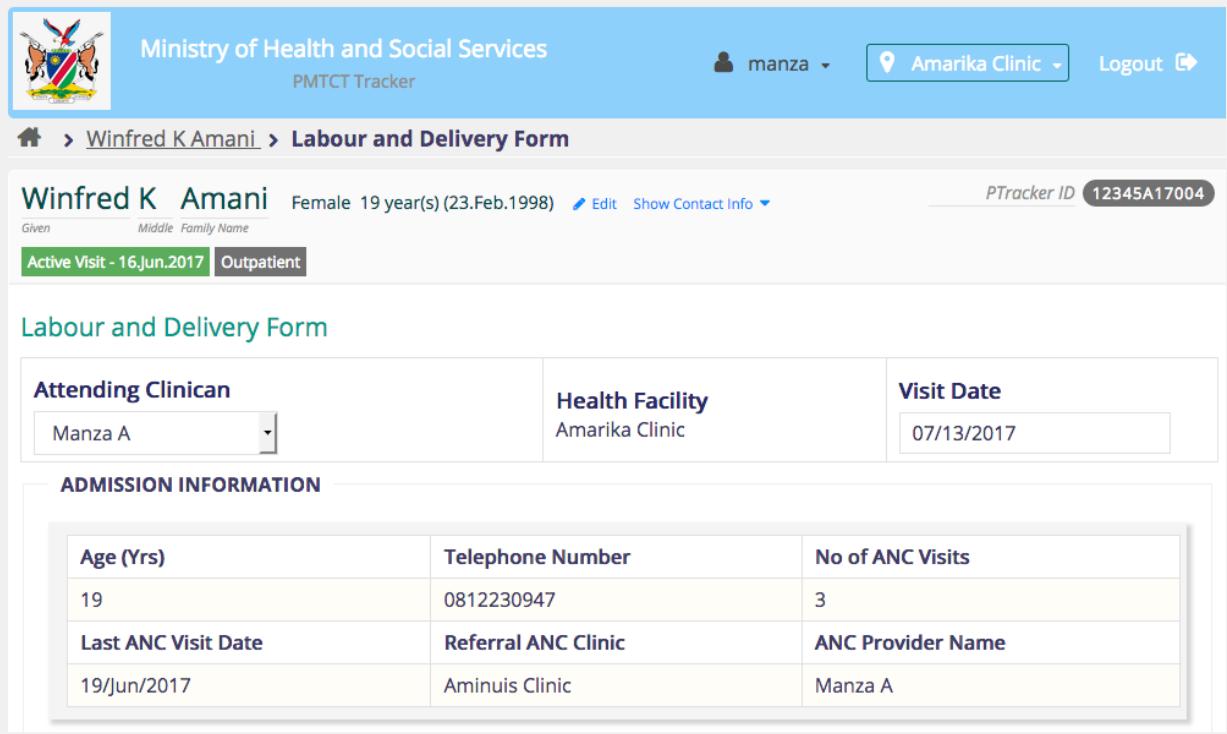
STEP	IF	ACTION				
9b.	Viral load <b>Target detected</b> <b>Viral load results</b> <input checked="" type="radio"/> Target Detected <input type="radio"/> Not Detected <input type="radio"/> Sample Rejected <input type="radio"/> Results Pending	Enter the viral load copies  <b>Viral load</b>  copies/ml				
	Viral load <b>Not detected or Sample Rejected</b> <b>Viral load results</b> <input type="radio"/> Target Detected <input type="radio"/> Not Detected <input checked="" type="radio"/> Sample Rejected <input type="radio"/> Results Pending	<b>Proceed to Step 10</b>				
	Viral load <b>Results Pending</b> <b>Viral load results</b> <input type="radio"/> Target Detected <input type="radio"/> Not Detected <input type="radio"/> Sample Rejected <input checked="" type="radio"/> Results Pending	<b>Proceed to Step 10</b>				
	Viral load test done is " <b>NO</b> "  <b>Viral Load test done?</b> <input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> Unknown	<b>Proceed to Step 10</b>				
	<b>Client Refused ART</b>	Enter <b>Reason for refusing ART Initiation</b> in the text field  <b>ART initiation</b> <input type="radio"/> Started ART during this visit <input checked="" type="radio"/> Refused ART <input type="radio"/> Not started due to stockout <input type="radio"/> Unknown  <b>Reason for refusing ART initiation</b>				
9c.	<b>HIV status is Known</b> <b>Positive and ART status is Previously recorded</b>	Indicate if <b>Viral load test was done</b> and <b>Viral Load test date</b> , <b>Viral load results</b> and <b>Viral Load Copies/mL</b>				
		<table border="1"> <tr> <td><b>Viral Load test done?</b> <input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Unknown</td> <td><b>Viral load test date</b>  [Text Field]</td> </tr> <tr> <td><b>Viral load results</b> <input checked="" type="radio"/> Target Detected <input type="radio"/> Not Detected <input type="radio"/> Sample Rejected <input type="radio"/> Results Pending</td> <td></td> </tr> <tr> <td><b>Viral load</b>  [Text Field]  copies/ml</td> <td></td> </tr> </table>	<b>Viral Load test done?</b> <input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Unknown	<b>Viral load test date</b>  [Text Field]	<b>Viral load results</b> <input checked="" type="radio"/> Target Detected <input type="radio"/> Not Detected <input type="radio"/> Sample Rejected <input type="radio"/> Results Pending	
<b>Viral Load test done?</b> <input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Unknown	<b>Viral load test date</b>  [Text Field]					
<b>Viral load results</b> <input checked="" type="radio"/> Target Detected <input type="radio"/> Not Detected <input type="radio"/> Sample Rejected <input type="radio"/> Results Pending						
<b>Viral load</b>  [Text Field]  copies/ml						

STEP	IF	ACTION
9d.	HIV status is Negative OR Unknown	<p style="text-align: center;"><b>STOP!!!!</b> </p> <p>Do <b>NOT</b> Record a <i>Follow-up ANC Visit</i> for Clients with <b>HIV Negative Status</b> or clients with <b>Unknown HIV Status</b></p>
10	Under <b>Follow-up</b> Section, enter <b>Next Visit Date</b> and <b>Facility of next appointment</b>	<p><b>FOLLOWUP</b></p> <p><b>Next Visit Date</b> 06/20/2017</p> <p><b>Facility of next appointment</b></p> <ul style="list-style-type: none"> <li><input checked="" type="radio"/> This facility</li> <li><input type="radio"/> In Transit</li> <li><input type="radio"/> Transfer</li> <li><input type="radio"/> Unknown</li> </ul>
11	If Client is transferring to another Clinic select <b>Transfer</b> and Select the facility of transfer for next appointment.	<p><b>Facility of next appointment</b></p> <ul style="list-style-type: none"> <li><input type="radio"/> This facility</li> <li><input type="radio"/> In Transit</li> <li><input checked="" type="radio"/> Transfer</li> <li><input type="radio"/> Unknown</li> </ul> <p><b>Transfer to</b> Anker Clinic</p>
12	This task is complete when, after clicking on <b>Enter Form</b> .	<p style="text-align: center;"><b>Enter Form</b></p>
13	The client summary page appears and displays the <b>recorded ANC visit</b> and ANC follow-up visit under <b>Recent visits</b> . The example shown on the right shows two visits for Winfred K Amani on <b>18<sup>th</sup> June 2017</b> and a follow-up visit on <b>15<sup>th</sup> June 2017</b>	
14	 <b>Note:</b> Clients with no previous ANC visit recorded will only have follow-up visits records reflected.	

## 5. How to Record a L&D (Maternity) Visit in PTracker

<b>Objective:</b>		Ensure that ALL MCH client's at time of delivery have a Labour & delivery (L&D) details recorded in PTracker
<b>Tasks:</b>		a. Search to confirm that a client does not have an existing PTracker record b. Confirm an existing client does not have delivery details recorded in PTracker c. Create a new client record then enter a L&D record as recorded in L&D register
<b>When:</b>		When a client arrives at Maternity (Labour & Delivery) ward
<b>Who:</b>		Maternity staff who are in the maternity ward. These users should have logins and data entry roles to create visits in PTracker.
<b>Required Materials:</b>		Username, password, hardware with an Firefox web browser or ODK collect application to access the PTracker remotely installed, <b>Delivery Register</b> with Client details for L&D (Client's particulars, HIV status in L&D, Client ART number, Delivery particulars, Mother & baby information at discharge) PTracker ID
STEP	ACTION	
1.	If	Then
	e. Newly unregistered client on this visit.	See steps in Section 2. <b>How to Register or Create a New Client Record in PTracker</b>  <b>Note: Only complete a new client registration after checking and searching for client in Ptracker</b>
2.	Navigate to the <b>Search Client</b> screen to confirm that the client exists in PTracker. by clicking on the <b>Find Client Record</b> button.	 Find Client Record
3.	From the <b>Find Client Record</b> page, enter the client's name into the search box.  <i>For example, a client arriving at reception (or name recorded in the register) gives his name as First Middle Fam. Entering "Win" in the Search box returns a list of one records for clients whose names begin with "win."</i>	
4.	One or more PTracker client record(s) matches the client	Double-check the client's age, sex, and/or PTracker Identifier to be sure you have the correct record. Click on the client highlighted row by moving the mouse over it to open the client detail page in <b>step 5.</b>
		

STEP	ACTION
5.	The client summary page appears and displays the correct <b>Client Details</b> . These details include the client's <b>Demographic Details, Recent Visits, Families, Allergies, and General Actions</b> on the right. See the image below  
6.	If confirmed that client has an existing PTracker record proceed to <b>Step 7</b>
7.	On the <b>General Actions</b> box on the right, select or click on the <b>Labour and Delivery Form</b> , to fill in details of the <b>Labour and Delivery visit</b> form. 
8a.	Once you click the <b>Labour and Delivery Form</b> , this screen containing the client's summary information will appear.  

STEP	ACTION								
	<p>If the Client has had previous ANC visits recorded in PTracker, the summary information will appear as below. We can gather <b>Summary Information</b> about the client entered in from previous ANC visits. For example,</p> <ul style="list-style-type: none"> <li>▪ Client has had 3 previous ANC visits</li> <li>▪ Client's last ANC visit occurred on 19<sup>th</sup> June 2017 at Aminuis Clinic</li> </ul>								
8b.									
9.	<p>Enter the details on whether the client was booked for ANC or not, that is whether client has a pink book or not.</p> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;"> <p>Was this client booked (Does Client have a pink book?) at ANC?</p> <p><input type="radio"/> Yes  <input type="radio"/> No  <input type="radio"/> Unknown</p> </div>								
10a.	<p style="text-align: center;"><b>HIV Testing and ART Initiation</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center; background-color: #e0e0e0;">IF</th> <th style="text-align: center; background-color: #e0e0e0;">ACTION</th> </tr> </thead> <tbody> <tr> <td> <p>Enter <b>HIV Test Status</b></p> <p>a) Tested for HIV during this visit</p> <p><b>HIV TESTING AND ART INITIATION</b></p> <div style="border: 1px solid #ccc; padding: 5px; background-color: #f0f0f0;"> <p>HIV test status</p> <p><input checked="" type="radio"/> Tested for HIV during this visit  <input type="radio"/> Previously known positive  <input type="radio"/> Not tested for HIV during this visit  <input type="radio"/> Unknown</p> </div> </td> <td> <p>Select the <b>result of the HIV test:</b></p> <div style="border: 1px solid #ccc; padding: 5px; background-color: #f0f0f0;"> <p><b>HIV test result</b></p> <p><input checked="" type="radio"/> Negative  <input type="radio"/> Positive  <input type="radio"/> Unknown</p> </div> </td> </tr> <tr> <td>HIV Test result is <b>Negative</b></td> <td>Proceed to <b>Step 13</b></td> </tr> <tr> <td>HIV Test result is <b>Positive</b></td> <td>Proceed to the next <b>Step</b></td> </tr> </tbody> </table>	IF	ACTION	<p>Enter <b>HIV Test Status</b></p> <p>a) Tested for HIV during this visit</p> <p><b>HIV TESTING AND ART INITIATION</b></p> <div style="border: 1px solid #ccc; padding: 5px; background-color: #f0f0f0;"> <p>HIV test status</p> <p><input checked="" type="radio"/> Tested for HIV during this visit  <input type="radio"/> Previously known positive  <input type="radio"/> Not tested for HIV during this visit  <input type="radio"/> Unknown</p> </div>	<p>Select the <b>result of the HIV test:</b></p> <div style="border: 1px solid #ccc; padding: 5px; background-color: #f0f0f0;"> <p><b>HIV test result</b></p> <p><input checked="" type="radio"/> Negative  <input type="radio"/> Positive  <input type="radio"/> Unknown</p> </div>	HIV Test result is <b>Negative</b>	Proceed to <b>Step 13</b>	HIV Test result is <b>Positive</b>	Proceed to the next <b>Step</b>
IF	ACTION								
<p>Enter <b>HIV Test Status</b></p> <p>a) Tested for HIV during this visit</p> <p><b>HIV TESTING AND ART INITIATION</b></p> <div style="border: 1px solid #ccc; padding: 5px; background-color: #f0f0f0;"> <p>HIV test status</p> <p><input checked="" type="radio"/> Tested for HIV during this visit  <input type="radio"/> Previously known positive  <input type="radio"/> Not tested for HIV during this visit  <input type="radio"/> Unknown</p> </div>	<p>Select the <b>result of the HIV test:</b></p> <div style="border: 1px solid #ccc; padding: 5px; background-color: #f0f0f0;"> <p><b>HIV test result</b></p> <p><input checked="" type="radio"/> Negative  <input type="radio"/> Positive  <input type="radio"/> Unknown</p> </div>								
HIV Test result is <b>Negative</b>	Proceed to <b>Step 13</b>								
HIV Test result is <b>Positive</b>	Proceed to the next <b>Step</b>								

	IF	ACTION
10a.	<p><b>Client started ART during this visit.</b></p> <p><b>Note:</b> ART Unique number may not be available at the time of data entry for newly initiated clients. If available, please provide the ART Unique number and ART start/initiation date.</p>	<p>Enter <b>ART Initiation</b> details</p> <p><b>ART initiation</b></p> <ul style="list-style-type: none"> <li><input checked="" type="radio"/> Started ART during this visit</li> <li><input type="radio"/> Refused ART</li> <li><input type="radio"/> Not started due to stockout</li> <li><input type="radio"/> Unknown</li> </ul> <p><b>ART Unique Number</b></p> <input type="text" value="1234517001"/> <p><b>ART start date</b></p> <input type="text" value="06/08/2017"/>
	<p><b>Client Refused ART</b></p>	<p>Enter <b>Reason for refusing ART Initiation</b> in the text field</p> <p><b>ART initiation</b></p> <ul style="list-style-type: none"> <li><input type="radio"/> Started ART during this visit</li> <li><input checked="" type="radio"/> Refused ART</li> <li><input type="radio"/> Not started due to stockout</li> <li><input type="radio"/> Unknown</li> </ul> <p><b>Reason for refusing ART initiation</b></p> <input type="text"/>
10b.	<p><b>Previously known positive</b></p> <p><b>Currently taking ARV</b></p> <p><b>ART initiation</b></p> <ul style="list-style-type: none"> <li><input checked="" type="radio"/> Already on ART before current pregnancy</li> <li><input type="radio"/> Started on ART in ANC current pregnancy</li> <li><input type="radio"/> Refused ART</li> <li><input type="radio"/> Not started due to stockout or ART</li> <li><input type="radio"/> Unknown</li> </ul>	<p>Select <b>ART initiation</b> response</p> <p>Enter <b>ART unique number</b> and <b>ART start date</b> and <b>Viral Load Test</b></p> <p><b>ART Unique Number</b></p> <input type="text" value="1234517001"/> <p><b>ART start date</b></p> <input type="text" value="06/08/2017"/> <p><b>Viral Load test done?</b></p> <ul style="list-style-type: none"> <li><input checked="" type="radio"/> Yes</li> <li><input type="radio"/> No</li> <li><input type="radio"/> Unknown</li> </ul>
	<p><b>Started ART during this visit</b></p> <p><b>ART initiation</b></p> <ul style="list-style-type: none"> <li><input type="radio"/> Already on ART before current pregnancy</li> <li><input checked="" type="radio"/> Started on ART in ANC current pregnancy</li> <li><input type="radio"/> Refused ART</li> <li><input type="radio"/> Not started due to stockout or ART</li> <li><input type="radio"/> Unknown</li> </ul>	
10b.	<p><b>Viral load test done is “YES”</b></p> <p><b>Viral Load test done?</b></p> <ul style="list-style-type: none"> <li><input checked="" type="radio"/> Yes</li> <li><input type="radio"/> No</li> <li><input type="radio"/> Unknown</li> </ul>	<p>Enter <b>Viral Load test date</b> and <b>Viral load results</b>.</p> <p><b>Viral load test date</b></p> <input type="text"/> <p><b>Viral load results</b></p> <ul style="list-style-type: none"> <li><input checked="" type="radio"/> Target Detected</li> <li><input type="radio"/> Not Detected</li> <li><input type="radio"/> Sample Rejected</li> <li><input type="radio"/> Results Pending</li> </ul>
	<p><b>Viral load Target detected</b></p> <p><b>Viral load results</b></p> <ul style="list-style-type: none"> <li><input checked="" type="radio"/> Target Detected</li> <li><input type="radio"/> Not Detected</li> <li><input type="radio"/> Sample Rejected</li> <li><input type="radio"/> Results Pending</li> </ul>	<p>Enter the <b>Viral load copies/ml</b></p> <p><b>Viral load</b></p> <input type="text"/> <p>copies/ml</p>
	<p><b>Viral load Not detected or Sample Rejected</b></p> <p><b>Viral load results</b></p> <ul style="list-style-type: none"> <li><input type="radio"/> Target Detected</li> <li><input type="radio"/> Not Detected</li> <li><input checked="" type="radio"/> Sample Rejected</li> <li><input type="radio"/> Results Pending</li> </ul>	<p><b>Proceed to Step 11</b></p>

IF		ACTION					
10b.	Viral load <b>Results Pending</b>  Viral load results <input type="radio"/> Target Detected <input type="radio"/> Not Detected <input type="radio"/> Sample Rejected <input checked="" type="radio"/> Results Pending	Proceed to Step 11					
	Viral load test done is "NO"  Viral Load test done? <input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> Unknown	Proceed to Step 11					
10 c.	Not tested for HIV during this visit	Proceed to Step 11					
10 d.	Unknown	Proceed to Step 11					
11.	Go to <b>Mother and Infant Status</b> Section and enter <b>Mother's status</b>  <b>Then enter the number of babies born from this pregnancy.</b> In the case of multiple births for <i>each</i> baby born, you will have to indicate the baby information.  <b>Note: Both of these fields are required fields for data entry.</b>	<b>MOTHER AND INFANT STATUS</b>  <b>Mother's status</b> <input type="radio"/> Still in Care <input type="radio"/> Mother Died (Maternal Death) <input type="radio"/> Transferred Out (Still Alive) <input type="radio"/> Discharged (Still Alive) <input type="radio"/> Unknown <span style="color:red;">*</span> <b>Number of babies born from this pregnancy</b> <input type="text" value="1"/> <span style="color:red;">*</span>					
12.	a. Infant Status is alive  <b>Infant Status</b> <input checked="" type="radio"/> Infant alive <input type="radio"/> Infant Died (Neonatal Death) <input type="radio"/> Stillbirth <input type="radio"/> Unknown	Enter <b>Date of Birth, Infant feeding at time of discharge</b>  <table border="1"> <tr> <td>Child # 1</td> <td>Gender <input checked="" type="radio"/> Female <input type="radio"/> Male</td> <td>Date of Birth <input type="text"/></td> </tr> <tr> <td>Infant Status <input checked="" type="radio"/> Infant alive <input type="radio"/> Infant Died (Neonatal Death) <input type="radio"/> Stillbirth <input type="radio"/> Unknown</td> <td>Infant Feeding at discharge <input type="radio"/> EBF=Exclusive Breastfeeding <input type="radio"/> RF=Replacement feeding <input type="radio"/> Unknown</td> </tr> </table>	Child # 1	Gender <input checked="" type="radio"/> Female <input type="radio"/> Male	Date of Birth <input type="text"/>	Infant Status <input checked="" type="radio"/> Infant alive <input type="radio"/> Infant Died (Neonatal Death) <input type="radio"/> Stillbirth <input type="radio"/> Unknown	Infant Feeding at discharge <input type="radio"/> EBF=Exclusive Breastfeeding <input type="radio"/> RF=Replacement feeding <input type="radio"/> Unknown
Child # 1	Gender <input checked="" type="radio"/> Female <input type="radio"/> Male	Date of Birth <input type="text"/>					
Infant Status <input checked="" type="radio"/> Infant alive <input type="radio"/> Infant Died (Neonatal Death) <input type="radio"/> Stillbirth <input type="radio"/> Unknown	Infant Feeding at discharge <input type="radio"/> EBF=Exclusive Breastfeeding <input type="radio"/> RF=Replacement feeding <input type="radio"/> Unknown						
<b>For Alive HIV exposed babies with a HIV Positive Mother</b>							
Enter if Infant Received ARV Prophylaxis and the Infant PTracker ID	<b>Infant Received ARV</b> <input checked="" type="radio"/> ARV Prophylaxis daily up to 6 weeks <input type="radio"/> Refused ARV Prophylaxis <input type="radio"/> Stock-out of ARV Prophylaxis <input type="radio"/> Unknown  <b>Infant PTracker ID</b> <input type="text"/>						
<b>For Alive non-HIV exposed babies (Mother is HIV negative)</b>							
	Enter the <b>Infant Ptracker ID</b> and proceed to <b>step 13</b>	<b>Infant PTracker ID</b> <input type="text"/>					

	STEP	ACTION					
12.	b. Infant Died (Neonatal Death)  Enter Date of Death and any of the details you may have about that infant.	<p>Child # 1</p> <table> <tr> <td>Gender <input checked="" type="radio"/> Female <input type="radio"/> Male</td> <td>Infant Status <input type="radio"/> Infant alive <input checked="" type="radio"/> Infant Died (Neonatal Death) <input type="radio"/> Stillbirth <input type="radio"/> Unknown</td> <td>Infant Feeding at discharge <input type="radio"/> EBF=Exclusive Breastfeeding <input type="radio"/> RF=Replacement feeding <input type="radio"/> Unknown</td> </tr> <tr> <td>Infant Received ARV <input type="radio"/> ARV Prophylaxis daily up to 6 weeks <input type="radio"/> Refused ARV Prophylaxis <input type="radio"/> Stock-out of ARV Prophylaxis <input type="radio"/> Unknown</td> <td>Date of Death  <input type="text"/></td> </tr> </table>	Gender <input checked="" type="radio"/> Female <input type="radio"/> Male	Infant Status <input type="radio"/> Infant alive <input checked="" type="radio"/> Infant Died (Neonatal Death) <input type="radio"/> Stillbirth <input type="radio"/> Unknown	Infant Feeding at discharge <input type="radio"/> EBF=Exclusive Breastfeeding <input type="radio"/> RF=Replacement feeding <input type="radio"/> Unknown	Infant Received ARV <input type="radio"/> ARV Prophylaxis daily up to 6 weeks <input type="radio"/> Refused ARV Prophylaxis <input type="radio"/> Stock-out of ARV Prophylaxis <input type="radio"/> Unknown	Date of Death  <input type="text"/>
Gender <input checked="" type="radio"/> Female <input type="radio"/> Male	Infant Status <input type="radio"/> Infant alive <input checked="" type="radio"/> Infant Died (Neonatal Death) <input type="radio"/> Stillbirth <input type="radio"/> Unknown	Infant Feeding at discharge <input type="radio"/> EBF=Exclusive Breastfeeding <input type="radio"/> RF=Replacement feeding <input type="radio"/> Unknown					
Infant Received ARV <input type="radio"/> ARV Prophylaxis daily up to 6 weeks <input type="radio"/> Refused ARV Prophylaxis <input type="radio"/> Stock-out of ARV Prophylaxis <input type="radio"/> Unknown	Date of Death  <input type="text"/>						
c. Still birth	<p>Enter Type of still birth</p> <table> <tr> <td>Type of still birth <input type="radio"/> Fresh <input type="radio"/> Macerated <input type="radio"/> Unknown</td> </tr> </table>	Type of still birth <input type="radio"/> Fresh <input type="radio"/> Macerated <input type="radio"/> Unknown					
Type of still birth <input type="radio"/> Fresh <input type="radio"/> Macerated <input type="radio"/> Unknown							
d. Unknown	<p>Child # 1</p> <table> <tr> <td>Gender <input checked="" type="radio"/> Female <input type="radio"/> Male</td> <td>Date of Birth  <input type="text" value="06/18/2017"/></td> </tr> <tr> <td>Infant Status <input type="radio"/> Infant alive <input type="radio"/> Infant Died (Neonatal Death) <input type="radio"/> Stillbirth <input checked="" type="radio"/> Unknown</td> <td>Infant Feeding at discharge <input type="radio"/> EBF=Exclusive Breastfeeding <input type="radio"/> RF=Replacement feeding <input type="radio"/> Unknown</td> </tr> <tr> <td>Infant PTracker ID  <input type="text"/></td> <td></td> </tr> </table>	Gender <input checked="" type="radio"/> Female <input type="radio"/> Male	Date of Birth  <input type="text" value="06/18/2017"/>	Infant Status <input type="radio"/> Infant alive <input type="radio"/> Infant Died (Neonatal Death) <input type="radio"/> Stillbirth <input checked="" type="radio"/> Unknown	Infant Feeding at discharge <input type="radio"/> EBF=Exclusive Breastfeeding <input type="radio"/> RF=Replacement feeding <input type="radio"/> Unknown	Infant PTracker ID  <input type="text"/>	
Gender <input checked="" type="radio"/> Female <input type="radio"/> Male	Date of Birth  <input type="text" value="06/18/2017"/>						
Infant Status <input type="radio"/> Infant alive <input type="radio"/> Infant Died (Neonatal Death) <input type="radio"/> Stillbirth <input checked="" type="radio"/> Unknown	Infant Feeding at discharge <input type="radio"/> EBF=Exclusive Breastfeeding <input type="radio"/> RF=Replacement feeding <input type="radio"/> Unknown						
Infant PTracker ID  <input type="text"/>							
	 <b>Important:</b> The infant PTracker ID is derived from the mother's PTracker ID. See SOP on How to assign an Infant PTracker ID.						
13.	This task is complete when, after clicking on Enter Form	<b>Enter Form</b>					
14.	The client summary page appears and displays the Mother and Labor Delivery details and infant registration from June 13 <sup>th</sup> , 2017 under Recent visits as shown below.						

[Home](#) > Winfred K Amani

Winfred K Amani

Given Middle Family Name

Female 19 year(s) (~01.Jan.1998) Show Contact Info ▾

PTracker ID 12345A17001

**DEMOCRAPHICS**

Given Winfred  
Middle K  
Family Name Amani  
Gender: Female  
Birthdate ~01.Jan.1998

**CONTACT INFO**

Address Namibia  
Windhoek District  
Katarura  
Phone 8122309478  
Number

**OTHER DEMOCRAPHICS**

Name of Next Joshua Opong  
of Kin  
Next of Kin 8198765432  
Contact No

**Recent Visits**

2017-06-13 Mother Labor and Delivery

**Family**

TBD TBD TBD (2017-06-13)

Child

**ALLERGIES**

Unknown

**General Actions**

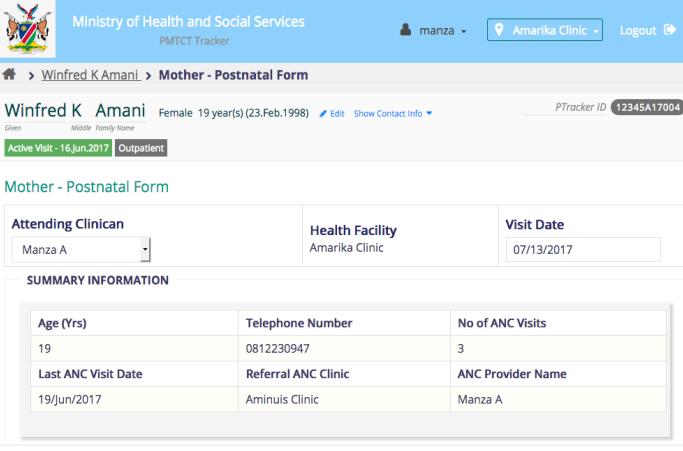
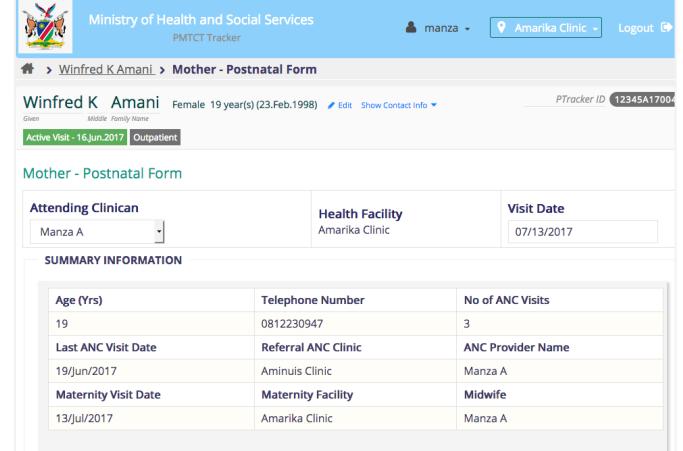
- Antenatal Form
- Labour and Delivery Form
- Mother - Postnatal Form
- Delete Patient



**Note:** The infant or child's record appears **Under Family a Green Tab** as "**TBD TBD TBD**". The child's name in the record will remain as "**TBD TBD TBD**" until the name is edited. Editing of the child's record can be done during Post Natal Care (PNC) follow-up visits when the infant's legal name has been determined.

## 6. How to Record a Mother's Post Natal Care Visit PTracker

<b>Objective:</b>	To ensure that the client's (Mother) post natal care (PNC) and follow up visit details are recorded in PTracker	
<b>Tasks:</b>	a. Enter client's (Mother) PNC visit details b. Create a new client record – if not previously registered- then enter details as recorded in Mother-Baby Follow Up Care register	
<b>When:</b>	When a client (Mother) comes for PNC visits and ensuing follow up visits after delivery (maternity) from 6 days up to when infant is between the ages of 18-24 months old.	
<b>Who:</b>	PMTCT staff. These users should have logins and data entry roles to create visits.	
<b>Required Materials:</b>	Username, password, hardware with an Firefox web browser or ODK collect application to access the PTracker remotely installed <b>Mother Baby Follow up Care Register</b> with client details for PNC (Breastfeeding status) HIV testing and ART initiation details, Next visit date Nevaraprine prophylaxis, demographic information, PTracker ID)	
STEP	ACTION	
1.	IF	THEN
	a. Newly unregistered client on this visit.	See steps in Section 2. <b>How to Register or Create a New Client Record in PTracker</b>  <b>Note:</b> Only complete a new client registration after checking and searching for client in Ptracker
	b. Client is already in PTracker from previous registration	<b>Go to step 2</b>
2.	Navigate to the <b>Search Client</b> screen to confirm that the client exists in PTracker. by clicking on the <b>Find Client Record</b> button.	 Find Client Record
3.	From the <b>Find Client Record</b> page, enter the client's name into the search box.  <i>For example, a client arriving at reception (or name recorded in the register) gives his name as First Middle Fam. Entering "Win" in the Search box returns a list of one records for clients whose names begin with "win."</i>	
4.	One or more PTracker client record matches the client	Double-check the client's age, sex, and/or PTracker Identifier to be sure you have the correct record. Click on the client highlighted row by moving the mouse over it to open the client detail page in <b>step 6</b> .
		
5.	Client does not have an existing record	<b>Proceed with step 6</b>

STEP	ACTION
	<p>The client details page includes <b>Demographic Details</b>, <b>Contact Info</b>, <b>Recent Visits</b>, <b>Family (Infant)</b>, and <b>General Actions</b> on the right. See the image below:</p> 
6.	
7.	<p>On the <b>General Actions</b> box on the right, select and click on the <b>Mother-Postnatal Form</b>, to fill in details of the <b>PNC visit for the Mother</b>.</p> <div style="border: 1px solid #ccc; padding: 5px; margin-left: 20px;"> <b>General Actions</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Antenatal Form</li> <li><input type="checkbox"/> Labour and Delivery Form</li> <li><input checked="" type="checkbox"/> Mother - Postnatal Form</li> </ul> </div>
8.	<p>Once you click the <b>Mother-Postnatal Form</b> the client's summary screen will appear as below. If recorded in PTracker, we can gather from <b>Summary screen</b> information about previous ANC visits and/or a maternity visit. See the two different examples below.</p> <ul style="list-style-type: none"> <li>• Only previous ANC visits recorded but no Maternity visit (eg. Home birth) in PTracker</li> <li>• Both Previous ANC visits and Maternity visit has been recorded in PTracker</li> </ul> <div style="display: flex; justify-content: space-around;"> <div style="width: 45%;">  </div> <div style="width: 45%;">  </div> </div>

STEP	ACTION	
	HIV TESTING AND ART INITIATION	
	IF	ACTION
	<p>a. HIV status is New Positive OR b. Known Positive (KP) and ART status is Unknown</p> <p><b>Currently taking ARV</b></p> <p>ART initiation</p> <ul style="list-style-type: none"> <li><input checked="" type="radio"/> Already on ART before current pregnancy</li> <li><input type="radio"/> Started on ART in ANC current pregnancy</li> <li><input type="radio"/> Refused ART</li> <li><input type="radio"/> Not started due to stockout or ART</li> <li><input type="radio"/> Unknown</li> </ul> <p><b>Started ART during this visit</b></p> <p>ART initiation</p> <ul style="list-style-type: none"> <li><input type="radio"/> Already on ART before current pregnancy</li> <li><input checked="" type="radio"/> Started on ART in ANC current pregnancy</li> <li><input type="radio"/> Refused ART</li> <li><input type="radio"/> Not started due to stockout or ART</li> <li><input type="radio"/> Unknown</li> </ul>	Select ART initiation response
		<p>Enter ART unique number and ART start date and Viral Load Test</p> <p>ART Unique Number 1234517001</p> <p>ART start date 06/08/2017</p> <p>Has the patient had a recent viral load test?</p> <ul style="list-style-type: none"> <li><input type="radio"/> Yes</li> <li><input type="radio"/> No</li> <li><input type="radio"/> Unknown</li> </ul>
9.	 <p><b>Note:</b> ART Unique number may not be available at the time of data entry for newly initiated clients. If available, please provide the ART Unique number and ART start/initiation date.</p> <p>Recent Viral load test done is “YES”</p> <p>Has the patient had a recent viral load test?</p> <ul style="list-style-type: none"> <li><input checked="" type="radio"/> Yes</li> <li><input type="radio"/> No</li> <li><input type="radio"/> Unknown</li> </ul>	Enter Viral Load test date and Viral load results
		<p>Viral load test date</p> <p>Viral load results</p> <ul style="list-style-type: none"> <li><input checked="" type="radio"/> Target Detected</li> <li><input type="radio"/> Not Detected</li> <li><input type="radio"/> Sample Rejected</li> <li><input type="radio"/> Results Pending</li> </ul>
	<p>Viral load Target detected</p> <p>Viral load results</p> <ul style="list-style-type: none"> <li><input checked="" type="radio"/> Target Detected</li> <li><input type="radio"/> Not Detected</li> <li><input type="radio"/> Sample Rejected</li> <li><input type="radio"/> Results pending</li> </ul>	Enter the Viral load copies/ml
		<p>Viral load</p> <p>copies/ml</p>
	<p>Viral load Not detected or Sample Rejected</p> <p>Viral load results</p> <ul style="list-style-type: none"> <li><input type="radio"/> Target Detected</li> <li><input type="radio"/> Not Detected</li> <li><input checked="" type="radio"/> Sample Rejected</li> <li><input type="radio"/> Results Pending</li> </ul>	<p><b>Proceed to Step 10</b></p>
	<p>Viral load Results Pending</p> <p>Viral load results</p> <ul style="list-style-type: none"> <li><input type="radio"/> Target Detected</li> <li><input type="radio"/> Not Detected</li> <li><input type="radio"/> Sample Rejected</li> <li><input checked="" type="radio"/> Results Pending</li> </ul>	<p><b>Proceed to Step 10</b></p>
	<p>Viral load test done is “NO”</p> <p>Viral Load test done?</p> <ul style="list-style-type: none"> <li><input type="radio"/> Yes</li> <li><input checked="" type="radio"/> No</li> <li><input type="radio"/> Unknown</li> </ul>	<p><b>Proceed to Step 10</b></p>

	IF	ACTION
9.	Client Refused ART	<p>Enter <b>Reason for refusing ART Initiation</b> in the text field then proceed to <b>Step 10</b></p> <p><b>ART initiation</b></p> <ul style="list-style-type: none"> <li><input type="radio"/> Started ART during this visit</li> <li><input checked="" type="radio"/> Refused ART</li> <li><input type="radio"/> Not started due to stockout</li> <li><input type="radio"/> Unknown</li> </ul> <p><b>Reason for refusing ART initiation</b></p> <input type="text"/>
9c.	HIV status is Known Positive and ART status is previously recorded	<p>Indicate if <b>viral load test was done</b> and <b>Viral Load test date</b> and <b>Viral load results</b> then proceed to <b>Step 10</b></p> <p><b>Has the patient had a recent viral load test?</b></p> <ul style="list-style-type: none"> <li><input checked="" type="radio"/> Yes</li> <li><input type="radio"/> No</li> <li><input type="radio"/> Unknown</li> </ul> <p><b>Viral load results</b></p> <ul style="list-style-type: none"> <li><input checked="" type="radio"/> Target Detected</li> <li><input type="radio"/> Not Detected</li> <li><input type="radio"/> Sample Rejected</li> <li><input type="radio"/> Results pending</li> </ul> <p><b>Viral load</b></p> <input type="text"/> copies/ml
9d.	HIV status is Negative OR Unknown	<p style="text-align: center;"><b>STOP!!!!!!</b> </p> <p>Do <b>NOT</b> Record a <i>PNC Visit</i> for Clients with <b>HIV Negative Status</b> or clients with <b>Unknown HIV Status</b></p>
10.	Enter the details of <b>Breastfeeding Status</b>	<p><b>BREASTFEEDING</b></p> <p><b>Breastfeeding Status</b></p> <ul style="list-style-type: none"> <li><input type="radio"/> Exclusive Breastfeeding</li> <li><input type="radio"/> Mixed Feeding</li> <li><input type="radio"/> Complementary Feeding</li> <li><input type="radio"/> Unknown</li> </ul> <p style="color: red;">*</p>
11.	Under <b>Follow-up Section</b> , enter <b>Next Visit Date</b> and <b>Facility of next appointment</b>	<p><b>FOLLOWUP</b></p> <p><b>Next Visit Date</b></p> <input type="text" value="06/20/2017"/> <p><b>Facility of next appointment</b></p> <ul style="list-style-type: none"> <li><input checked="" type="radio"/> This facility</li> <li><input type="radio"/> In Transit</li> <li><input type="radio"/> Transfer</li> <li><input type="radio"/> Unknown</li> </ul>
12.	If Client is transferring to another Clinic select <b>Transfer</b> and Select the facility of transfer for next appointment.	<p><b>Facility of next appointment</b></p> <ul style="list-style-type: none"> <li><input type="radio"/> This facility</li> <li><input type="radio"/> In Transit</li> <li><input checked="" type="radio"/> Transfer</li> <li><input type="radio"/> Unknown</li> </ul> <p><b>Transfer to</b></p> <input type="text" value="Anker Clinic"/>

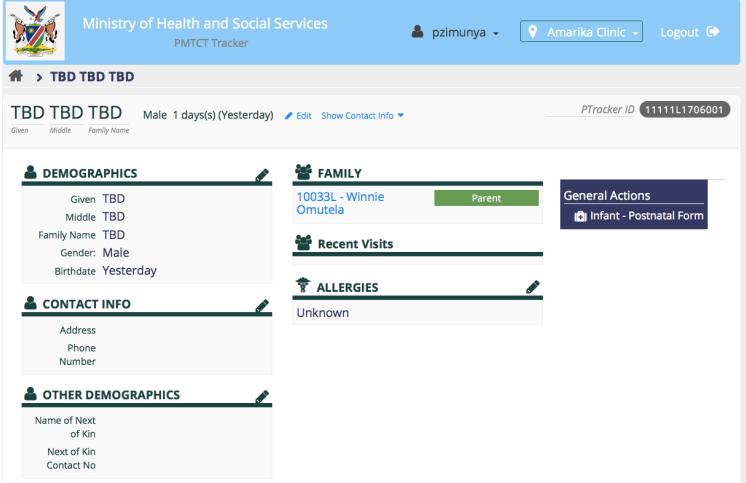
STEP	ACTION	
13.	This task is complete when, after clicking on <b>Enter Form</b> .	<b>Enter Form</b>
14.	The client summary page appears and displays the <b>recorded Mother PNC visit</b> under <b>Recent visits</b> . The example shown on the right shows two visits for Labor Delivery on <b>7<sup>th</sup> May 2017</b>	
	<p><b>Ministry of Health and Social Services</b> PMTCT Tracker</p> <p><b>labor Delivery</b> Female 34 year(s) (~01.Jan.1983) Edit Show Contact Info</p> <p><b>DEMOCRAPHICS</b></p> <ul style="list-style-type: none"> <li>Given: labor</li> <li>Middle:</li> <li>Family Name: Delivery</li> <li>Gender: Female</li> <li>Birthdate: ~01.Jan.1983</li> </ul> <p><b>CONTACT INFO</b></p> <ul style="list-style-type: none"> <li>Address: Namibia</li> <li>Phone: 0814438990</li> <li>Number:</li> </ul> <p><b>OTHER DEMOCRAPHICS</b></p> <ul style="list-style-type: none"> <li>Name of Next of Kin:</li> <li>Contact No:</li> </ul> <p><b>FAMILY</b></p> <ul style="list-style-type: none"> <li>None</li> </ul> <p><b>Recent Visits</b></p> <ul style="list-style-type: none"> <li>07.May.2017 Mother PNC</li> </ul> <p><b>ALLERGIES</b></p> <ul style="list-style-type: none"> <li>Unknown</li> </ul> <p><b>General Actions</b></p> <ul style="list-style-type: none"> <li>Antenatal Form</li> <li>Labour and Delivery Form</li> <li>Mother - Postnatal Form</li> </ul>	

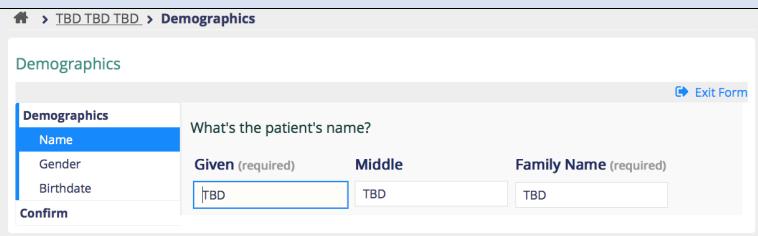
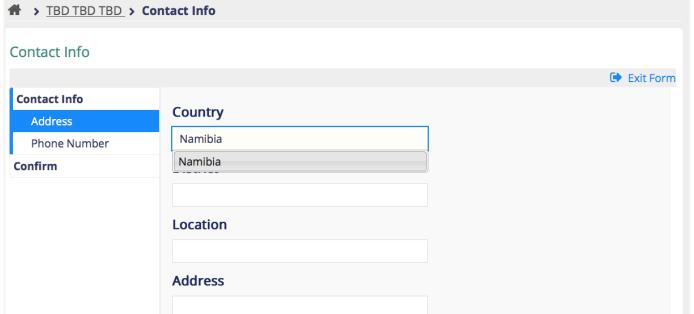
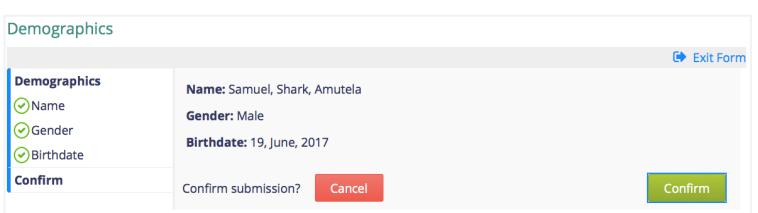


**Note:** Clients with no previous PNC visit recorded will only have one PNC follow-up visit records reflected after first entry.

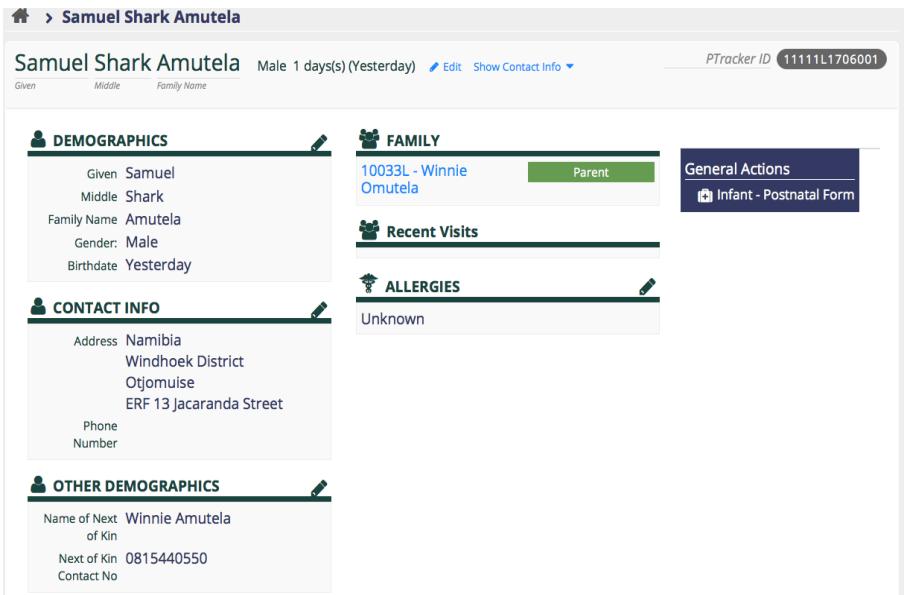
## 7. How to Record a Post Natal Visit for an HIV Exposed Infant in PTracker

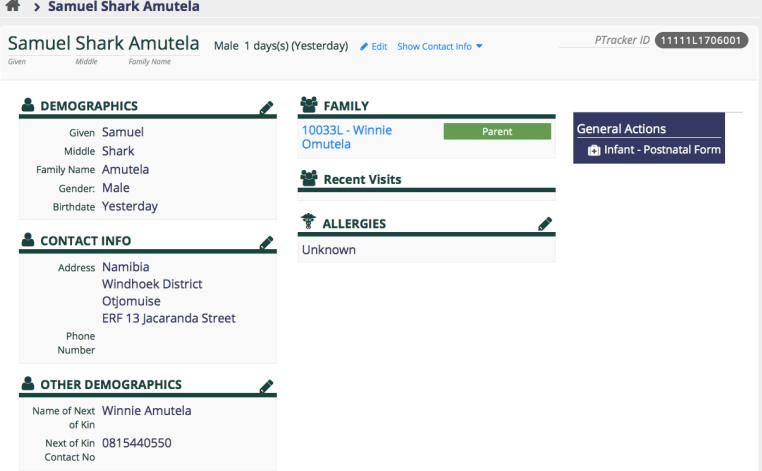
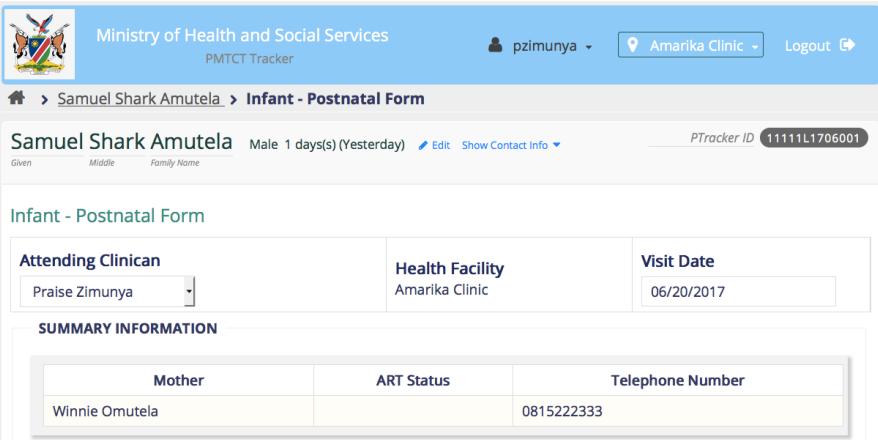
<b>Objective:</b>		Ensure that details for an HIV exposed infant visit at post natal care and follow-up (mother-baby follow-up visits) are recorded in PTracker
<b>Tasks:</b>		Enter client's PNC details, either as linked to the mother who is already registered or Create a new client record then enter details as recorded in register
<b>When:</b>		When exposed infant comes for PNC visits and ensuing follow up visits after delivery (maternity) from 6 days up to when infant is between the ages of 18-24 months old.
<b>Who:</b>		PMTCT staff. These users should have logins.
<b>Required Materials:</b>		Username, password, hardware with an Firefox web browser or ODK collect application to access the PTracker remotely installed <b>Mother Baby Follow up Care Register</b> with exposed infant details for PNC, HIV testing and ART initiation details, Nevaraprine prophylaxis, demographic information, Next visit date, PTracker ID and ART Unique number (if infant is positive).
STEP	<b>ACTION</b>	
1.	<b>IF</b>	<b>THEN</b>
	c. Newly unregistered HIV exposed infant on this visit.	See steps in Section 2. <b>How to Register or Create a New Client Record in PTracker</b>  <b>Note:</b> Only complete a new client registration after checking and searching for client in PTracker
	d. Infant is already in PTracker from previous registration at L&D	<b>Go to step 2</b>
2.	Navigate to the <b>Search Client</b> screen to confirm that the Infant exists in PTracker by clicking on the <b>Find Client Record</b> button.	 Find Client Record
3.	From the <b>Find Client Record</b> page, enter the client's name (Mother's name) into the search box. <i>For example, a client arriving at reception (or name recorded in the register) gives his name as First Middle Fam. Entering "Win" in the Search box returns a list of one records for clients whose names begin with "win."</i>	
	<b>Important:</b> Search by the mother's name or by the infant's name if known at the time of the visit.	
4.	If one or more PTracker client record(s) matches the client.	Double-check the client's age, sex, and/or PTracker ID to be sure you have the correct record. Click on the client highlighted row by moving the mouse over it to open the client detail page in <b>step 6</b> .
		
5.	If client or infant has an existing record	<b>Proceed with step 7</b>

STEP	ACTION	
6.	<p>If the search was done by the infant's mother's name then a summary page with the <b>Mother's Details</b> appears including the infant's record (<b>TBD TBD TBD</b>) located under <b>Family</b> section as shown below.</p>  <p>In the example above the infants mother name is <b>Winnie Omutela</b>. We can gather from the <b>Summary Information</b> that Winnie has a child but name is not yet registered in PTracker.</p>	
7.	<p>Click on Infant's record <b>TBD TBD TBD</b> highlighted in blue. The infant's PTracker record with summary details will appear as below. The infant summary page shows a linkage to the record of <b>Winne Omutela</b>, the infant's mother.</p> 	
8.	<p>To edit the following details of the <b>Infant's Record</b></p> <p><b>Demographics</b>,  <b>DEMOGRAPHICS</b></p> <p><b>Contact</b>  <b>CONTACT INFO</b></p> <p><b>Other Demographics</b>  <b>OTHER DEMOGRAPHICS</b></p> <p>Do this if the Infants demographic details have not been previously recorded</p>	<p>Click on the edit button  and follow Instructions in <b>steps 9a to 9d</b> to update the infants page as if you were registering a new client.</p> <p>Also see steps in Section 2. <b>How to Register or Create a New Client Record in PTracker</b></p>

STEP	ACTION
9.	<p>a. Enter in the <b>Infant's Given and Family name, Gender, and Date of Birth</b></p> 
	<p>b. Enter the <b>Infants Address, and Phone Number (Mother's Phone number)</b></p> 
	<p>c. Enter in <b>Other Demographics</b> for the Infant</p> 
	<p>d. Editing of the Infants summary page is complete after clicking on <b>Confirm Button to confirm each submission</b></p> 

 **Note:** Clicking on the **Exit Form** button  on this page allows you exit the edit page without saving your form!

10.	<p>The edited infant's summary page is shown here with Infants name updated from <b>TBD TBD TBD</b> to <b>Samuel Shark Amutela</b> with the mother listed as <b>Winnie Omutela</b>.</p> <p> <b>Note:</b> The only form that can be entered for the infant is the <b>Infant-Postnatal Form</b>.</p> 
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STEP	ACTION		
11.	<p>After entering the infant's <b>Demographic Details</b>, go to the <b>General Actions</b> box</p> <p><b>General Actions</b> <input checked="" type="checkbox"/> Infant - Postnatal Form</p> <p>on the right and click on the <b>Infant-PostNatal Form</b>.</p>		
12.	<p>The Infant's summary information is shown on the screen and should appear as below:</p> 		
13.	<p>Enter <b>HIV Exposure Status</b> of the Infant as <b>Currently Exposed</b> (HIV Positive Mother) and proceed to <b>Step 14</b></p> <p>If HIV Exposure Status is <b>currently unexposed</b> (HIV Negative Mother) or <b>unknown</b>.</p>	<p><b>EXPOSURE AND PROPHYLAXIS INFORMATION</b></p> <p><b>HIV Exposure Status</b></p> <ul style="list-style-type: none"> <li><input checked="" type="radio"/> Currently Exposed</li> <li><input type="radio"/> Currently Unexposed</li> <li><input type="radio"/> Unknown</li> </ul> <p><b>STOP!!!!!! STOP</b></p> <p>Do <b>NOT</b> Record a <i>PNC Visit</i> for Infants with <b>HIV Negative Mothers</b> or Infants with <b>Unknown HIV Exposure Status</b></p>	
14.	<p>Enter <b>ARV Prophylaxis (Nevirapine)</b> status of the infant and enter the <b>ARV Prophylaxis Adherence</b>.</p>		<p><b>ARV Prophylaxis status</b></p> <ul style="list-style-type: none"> <li><input checked="" type="radio"/> Receiving ARV prophylaxis</li> <li><input type="radio"/> Never received ARV prophylaxis</li> <li><input type="radio"/> Stopped ARV prophylaxis according to guideline</li> <li><input type="radio"/> Unknown</li> </ul> <p><b>ARV Adherence</b></p> <ul style="list-style-type: none"> <li><input checked="" type="radio"/> Good</li> <li><input type="radio"/> Fair</li> <li><input type="radio"/> Poor</li> <li><input type="radio"/> Unknown</li> </ul>

STEP	ACTION	
15.	<p>Enter the <b>Cotrimoxazole (CTX) Prophylaxis</b> status of the infant, the <b>CTX Adherence</b>. Also indicate if the <b>Infant was tested for HIV</b> during the PNC visit.</p>	<p><b>CTX Prophylaxis status</b></p> <input checked="" type="radio"/> Receiving CTX prophylaxis <input type="radio"/> Never received CTX prophylaxis <input type="radio"/> Stopped CTX prophylaxis <input type="radio"/> Unknown <p><b>CTX Adherence</b></p> <input checked="" type="radio"/> Good <input type="radio"/> Fair <input type="radio"/> Poor <input type="radio"/> Unknown <p><b>Was this infant tested for HIV during this visit?</b></p> <input checked="" type="radio"/> Tested for HIV during this visit <input type="radio"/> Not tested for HIV during this visit <input type="radio"/> Unknown
16.	<b>If</b>	<b>Then</b>
	a. <b>Tested for HIV during this visit</b>	Go to <b>step 17</b>
	b. <b>Not tested for HIV during this visit</b>	Go to <b>Infant Status Section in Step 19</b>
c. <b>Unknown</b>	Go to <b>Infant Status Section in Step 19</b>	
17.	<p>Enter details on <b>What kind of test was used?</b></p> <p><b>What kind of test was used?</b></p> <input checked="" type="radio"/> DNA PCR <input type="radio"/> Rapid Test <input type="radio"/> Unknown	
	If <b>DNA PCR</b> Proceed to <b>step 18</b>	
	If <b>Rapid Test</b> Proceed to <b>step 18</b>	
	If <b>Unknown</b> Proceed to <b>step 19</b>	
<p>Enter response on HIV test result on <b>PCR or Rapid Test</b></p>		
<p>a. If <b>Negative</b></p>		Go to <b>Infant Status Section in Step 19</b>
18.	<p>b. If <b>Positive</b></p>	<p>Select response to if a confirmatory test was done</p> <p><b>Was a confirmatory test performed during this visit?</b></p> <input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Unknown
		<p>If <b>Yes</b>, indicate the result of the confirmatory test</p> <p><b>What was the final test result (18 months and over)?</b></p> <input type="radio"/> NEGATIVE <input checked="" type="radio"/> POSITIVE <input type="radio"/> Unknown
<p>If Confirmatory test is <b>Positive</b> record whether the infant was linked to ART</p> <p><b>Was this infant linked to ART</b></p> <input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Unknown		<p>Then enter the <b>Infant ART Number</b></p> <p><b>Infant ART Number</b></p> <input type="text"/>
<p>c. If results is <b>Unknown</b></p>		Go to <b>Infant Status Section Step 19</b>
<b>Infant Status</b>		
19.	<p>Record the <b>Infant Status</b> and the <b>Next visit date</b> if infant is <b>Still in Care</b> or a <b>Transfer In</b> client.</p>	<p><b>Infant outcome status</b></p> <input checked="" type="radio"/> Still in Care <input type="radio"/> Transfer In <input type="radio"/> Transferred Out <input type="radio"/> Lost to Follow Up <input type="radio"/> Dead <input type="radio"/> Unknown <p><b>Next visit date</b></p> <input type="text"/>

STEP	ACTION
20.	<p>If infant is <b>Transferring Out</b> to another Clinic select <b>Transfer</b> facility and indicate the <b>Transfer out Date</b>.</p> <p>Likewise if infant is Transferring In from another Clinic select <b>Transfer in</b> from facility and indicate the <b>Transfer In Date</b>.</p>
21.	<p>If infant is dead, indicate the <b>Date of Death</b>.</p>
22.	<p>This task is complete when, after clicking on <b>Enter Form</b>.</p>
23.	<p>The client summary page appears and displays the <b>recorded PNC visit</b> on <b>19<sup>th</sup> June 2017</b> shown under <b>Recent visits</b> in the example shown below for <b>Samuel Amutela</b>.</p>



Ministry of Health and Social Services  
PMTCT Tracker

manza Biro Clinic Logout

> Samuel Shark Amutela

**Samuel Shark Amutela**

Given Middle Family Name

Male 1 days(s) (Yesterday)  Show Contact Info

PTracker ID 11111L1706001

**DEMOGRAPHICS**

Given: Samuel  
Middle: Shark  
Family Name: Amutela  
Gender: Male  
Birthdate: Yesterday

**FAMILY**

10033L - Winnie Omutela Parent

**General Actions**

Infant - Postnatal Form

**CONTACT INFO**

Address: Namibia  
Windhoek District  
Otjomuise  
ERF 13 Jacaranda Street  
Phone Number

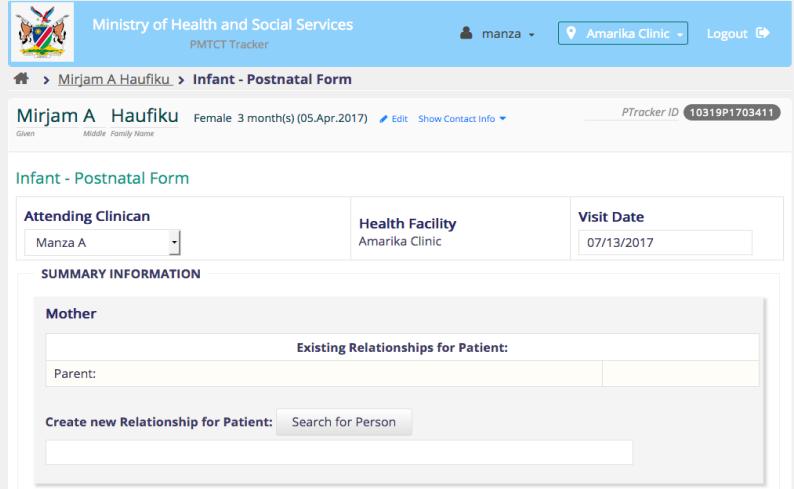
**ALLERGIES**

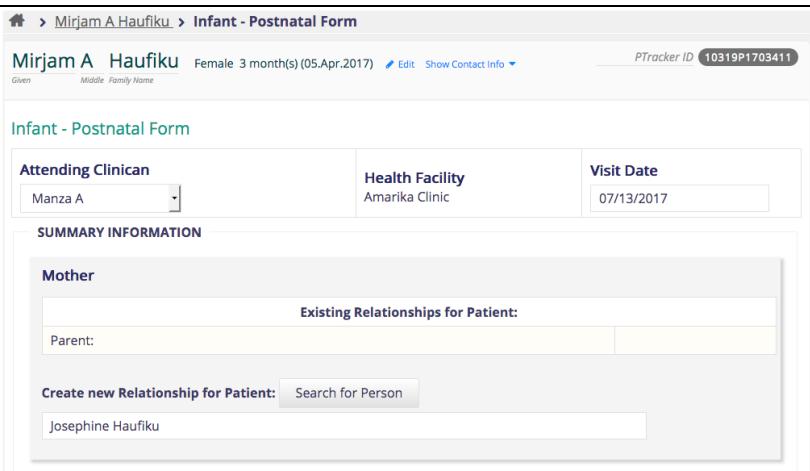
Unknown

**OTHER DEMOGRAPHICS**

Name of Next Kin: Winnie Amutela  
Next of Kin: 0815440550  
Contact No:

## 8. How to link an HIV Exposed Infant's record to a Mother's record at a PNC Visit

<b>Objective:</b>	Ensure that details for an HIV positive mother and her exposed infant, previously not registered, are linked at post natal care and recorded in PTracker.
<b>Tasks:</b>	<ul style="list-style-type: none"> <li>To link the newly created infant's record at PNC to the mother's record during a PNC visit for a Mother-baby pair.</li> </ul>
<b>When:</b>	When an exposed infant, not previously registered on PTracker at any facility, comes for a PNC visit after delivery (maternity) from 6 days to 18-24 months old.
<b>Who:</b>	PMTCT staff. These users should have logins.
<b>Required Materials:</b>	Username, password, hardware with an Firefox web browser or ODK collect application to access the PTracker remotely installed <b>Mother Baby Follow up Care Register</b> with HIV positive mother and exposed infant details for PNC, HIV testing and ART initiation details, Nevaraprine prophylaxis, demographic information, Next visit date, PTracker ID and ART Unique number (if infant is positive).
STEP	ACTION
1.	<p style="text-align: center;"><b>Follow these steps BEFORE linking Mother to Exposed Infant.</b></p> <p>a. First create a new client record the exposed Infant's Mother (who should not be previously registered ) in PTracker. See steps in <b>Section 2. How to Register or Create a New Client Record in PTracker</b></p> <p>b. After registering the mother's demographic details, record the mother's PNC visit as recorded in MBFU register. See steps in <b>Section 6. How to Record a Mother's Post Natal Care Visit in PTracker</b>.</p> <p>c. Create a new client record for the infant. See steps in <b>Section 2. How to Register or Create a New Client Record in PTracker</b>. <b>Remember the Infant's PTracker ID has to be generated from the mother's PTracker ID!!!</b></p>
2.	<p>After registering the infant, go to the <b>General Actions</b> box on the right and click on the <b>Infant-PostNatal Form</b>.</p> <div style="display: flex; align-items: center;"> <span style="border: 1px solid #ccc; padding: 5px; margin-right: 10px;">General Actions</span> <span style="border: 1px solid #ccc; padding: 2px 10px; background-color: #f0f0f0;">Infant - Postnatal Form</span> </div>
3.	<p><b>The Infant's Postnatal Form</b> is shown on the screen and should appear as:</p> 

STEP	ACTION		
4.	To link the baby to the mother, go to <b>Summary Information tab</b> then <b>Create new relationship for Infant</b> and <b>click Search for Person</b>		
5.	After clicking <b>Search for Person</b> , the page should appear as shown. As you enter the mother's name, her summary details should appear, then click on her details. In this case the search was made for <b>Josephine Haufiku</b> .		
6.	When you click on the mother's details, the <b>Infant Postnatal Form</b> page will be updated as is shown here		
<p> <b>Note:</b> The link between mother and baby (creating a relationship) can only be done from the <b>Infant Postnatal Form</b>.</p>			
7.	Follow <b>Steps 13-23 in Section 7 (How to record a Post Natal Visit for an HIV Exposed Infant in PTracker)</b> to record the details of the infant's PNC visit.		
8.	This task is complete when, after clicking on <b>Enter Form</b> .		<b>Enter Form</b>
9.	The client summary page appears and displays the <b>recorded PNC visit</b> on <b>12 July 2017</b> shown under <b>Recent visits</b> in the example shown below for <b>Mirjam Haufiku</b> . You can the Mother's record ( <b>Josephine Haufiku</b> ) linked to the Infant's record.		



&gt; Mirjam A Haufiku

**Mirjam A Haufiku**Given *Mirjam*Middle *A*Family Name *Haufiku*Gender: *Female*Birthdate *05.Apr.2017*

Female 3 month(s) (05.Apr.2017)

Edit

Show Contact Info ▾

PTracker ID **10319P1703411**

Active Visit -

13.Jul.2017

Outpatient

**DEMOGRAPHICS**Given *Mirjam*Middle *A*Family Name *Haufiku*Gender: *Female*Birthdate *05.Apr.2017* **Recent Visits**

12.Jul.2017

Infant PNC

**FAMILY**1003A5 - Josephine F.  
Haufiku

Parent

**Current Visit Actions**

Infant - Postnatal Form

End Visit

**General Actions**

Infant - Postnatal Form

**CONTACT INFO**Address *Namibia  
Windhoek District  
Katutura  
Erf No.420, 7 de Laan*Phone  
Number **ALLERGIES**

Unknown

**OTHER DEMOGRAPHICS**Name of Next *Josephine Haufiku*  
of Kin  
Next of Kin *0815666777*  
Contact No

# HOW TO GENERATE PTRACKER ID

Namibia PMTCT Tracker Identifier (PTracker ID) provide the capability to uniquely identify patients across facilities. They guarantee the uniqueness of individuals seeking health services in different health facilities across Namibia. More importantly, it enables us to uniquely track clients who would otherwise be lost to follow-up from the onset of pregnancy and through the PMTCT clinical cascade. Being able to track clients can improve patient safety, the quality of care as well as strengthen the delivery of health services.

PTracker ID should be generated and assigned to each patient record at the time of recording the patient details into the ANC, Delivery or MBFU Care Registers during a visit **before** electronic data entry in PTracker.

## Mother PTracker ID

The Mother's PTracker ID should consist of the following:

1. Five Digit Master Facility List Code [MFLC] (**12345**) provided to each facility.
2. A one letter register label (A) for the facility registers so as to distinguish between multiple registers which may be in use at a facility at the same time. This distinction largely pertains to integrated sites that may have multiple ANC registers in use at the same time. Thus, the range of alpha markers is as follows:
  - **ANC register** - (A, B, C, D) representing ANC register
  - **L&D register** - (L, M, N) representing L&D/ Delivery register
  - **Mother Baby Follow up register at PNC** - (P, Q, R) representing MBFU/PNC register.

Note: The register label will vary depending on the entry point. If a client first encounter is ANC, the first register will be labelled "A", then "B", "C" and "D". For Labor and Delivery, it will be "L", then "M" and "N". For PNC, the labelling will start from "P" then "Q" and "R". If there is only register in use at your facility then only one letter should be used for the register.

3. Two digit year of the register (YY)
4. Four digit patient serial number in the register (SSSS)

### Example 1.

For example, if an ANC client is visiting Groot Aub Clinic (Facility code- **10305**) is recorded in the first ANC Register (**A**) in use at the facility in 2017 (**17**) and assigned a serial number 0004 in the ANC register at the time of first ANC then the PTracker ID will be



### Example 2.

If a new client, not previously registered at ANC at Groot Aub or elsewhere, delivers at Groot Aub Clinic (10305) and recorded as the first Delivery 0001 in their Delivery Register (L) in 2017 (17) then the PTracker ID will be

**10305L170001**

## Infant PTracker ID

This infant PTracker ID is given to HIV exposed and non-exposed infants at time of registration during maternity or at PNC.

The Infant PTracker ID consists of the following:

1. The 12-digit mother's PTracker ID ([10305L170001](#))
2. The sequential one digit baby number (starting at [1, 2..... 9](#))

### Example 3.

Using the delivery scenario in **example 2** above, if one baby is born from that pregnancy then the baby's PTracker ID will be



If multiple babies are born from one pregnancy, then the baby's PTracker ID is assigned sequentially. Using the delivery scenario in **example 3**. Instead of one baby, let's assume twins were born from that pregnancy. The PTracker ID's for twins will be:

- Baby 1: 10305L1700041  
Baby 2: 10305L1700042

### To summarize

All women (either expectant at ANC or mother at L&D and PNC) will have a

- PTracker ID (12 digits) assigned at time of registration either at ANC, LD or PNC  
Facility code +Register letter + Year of Registration + Serial Number=

All infants will have an

- Infant PTracker ID (13 digits) assigned at the time of birth  
Mother PTracker ID +Sequential Baby Number

# **FACILITY CODES**

# **Rundu Intermediate Hospital**

**Facility Code: 10282**

**Rundu Clinic**

**Facility Code: 10281**

**Ndama Clinic**

**Facility Code: 10271**

**Mupini Health Centre**

**Facility Code: 10263**

# **Engela District Hospital**

## **Facility Code: 10371**

**Engela Clinic**

**Facility Code: 10370**

# **Ongha Health Centre**

**10394**

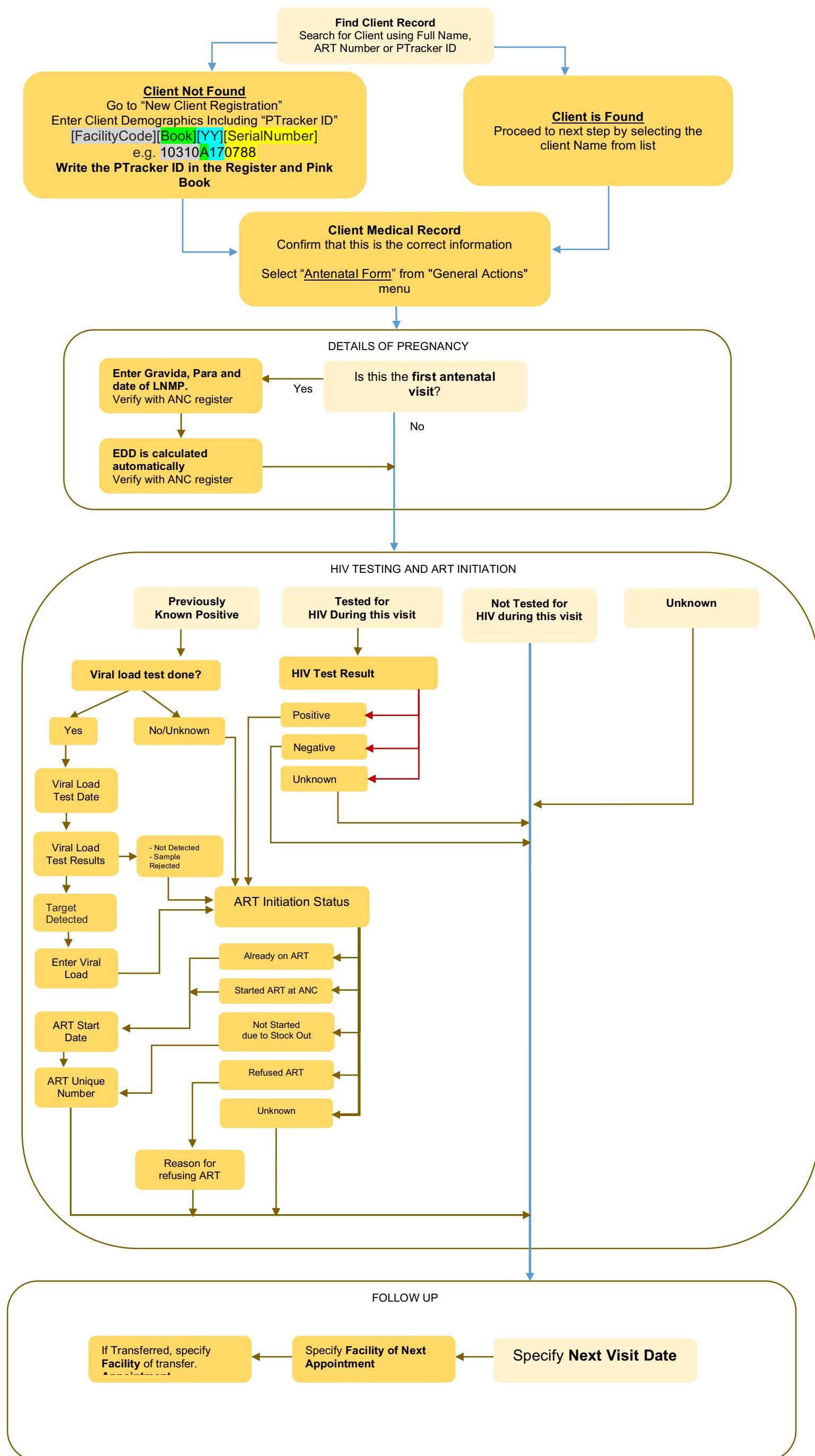
# Ongenga Clinic

10393

## **APPENDIX**

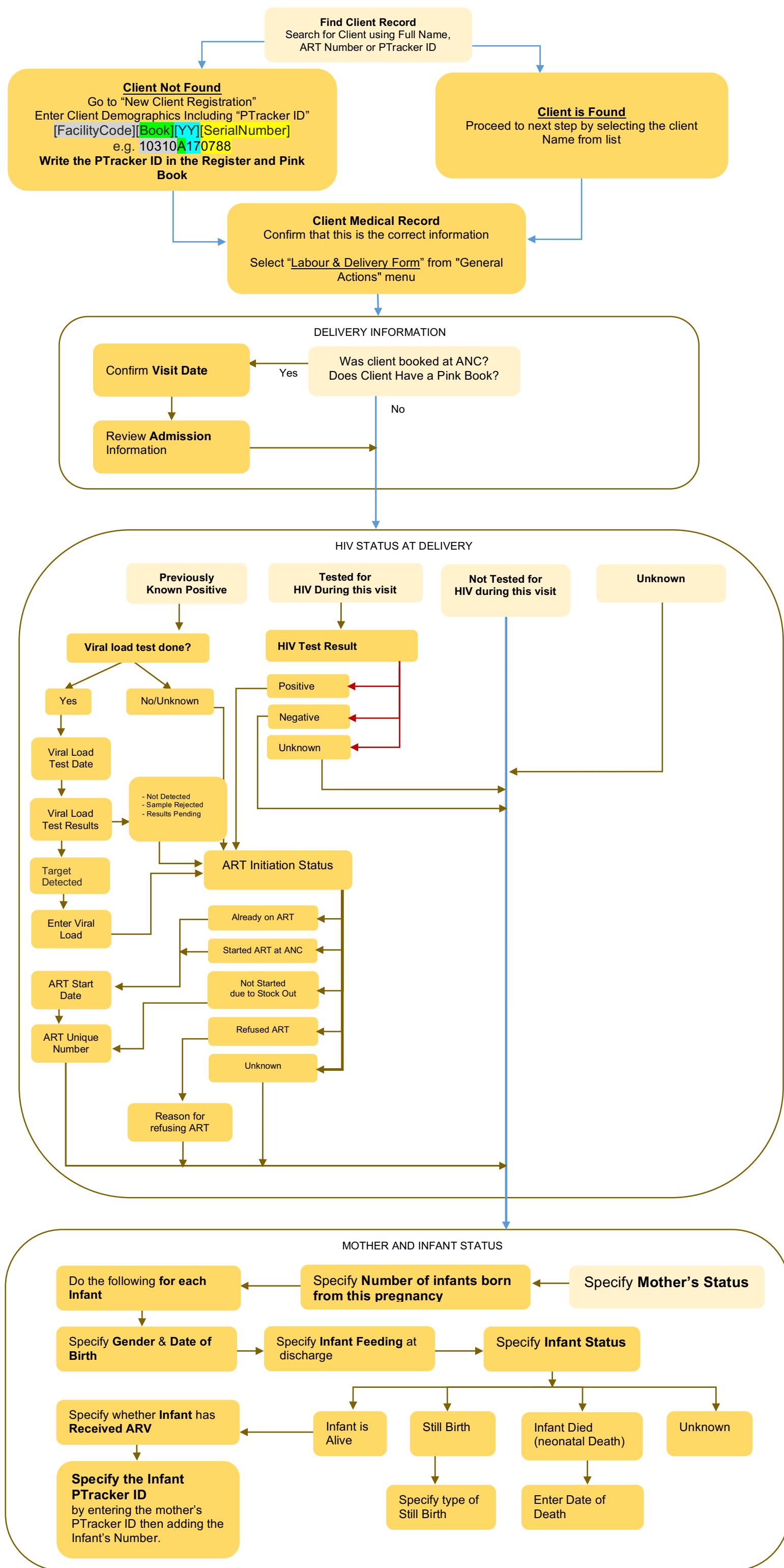


# ANC Visit

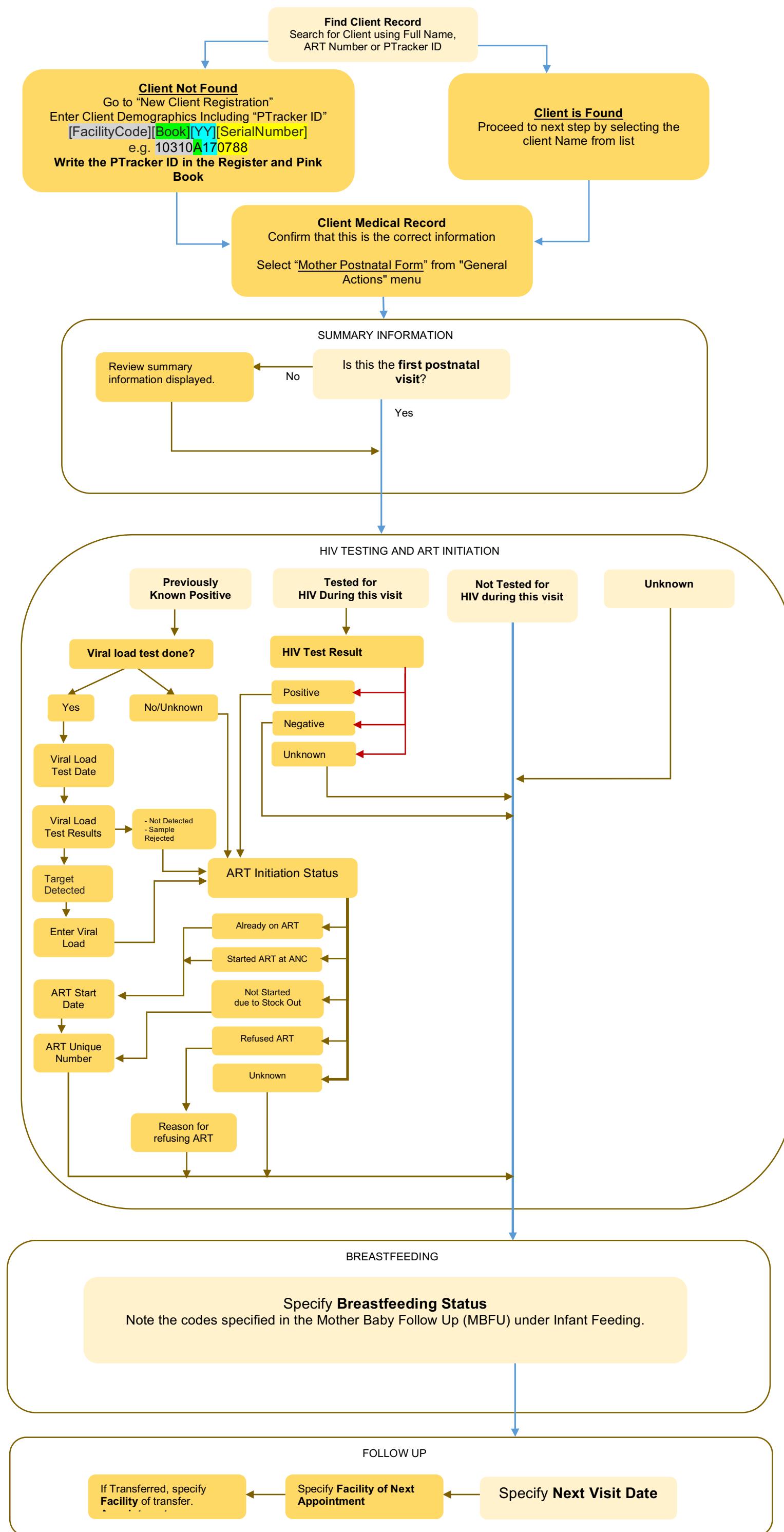




# Labour & Delivery Visit

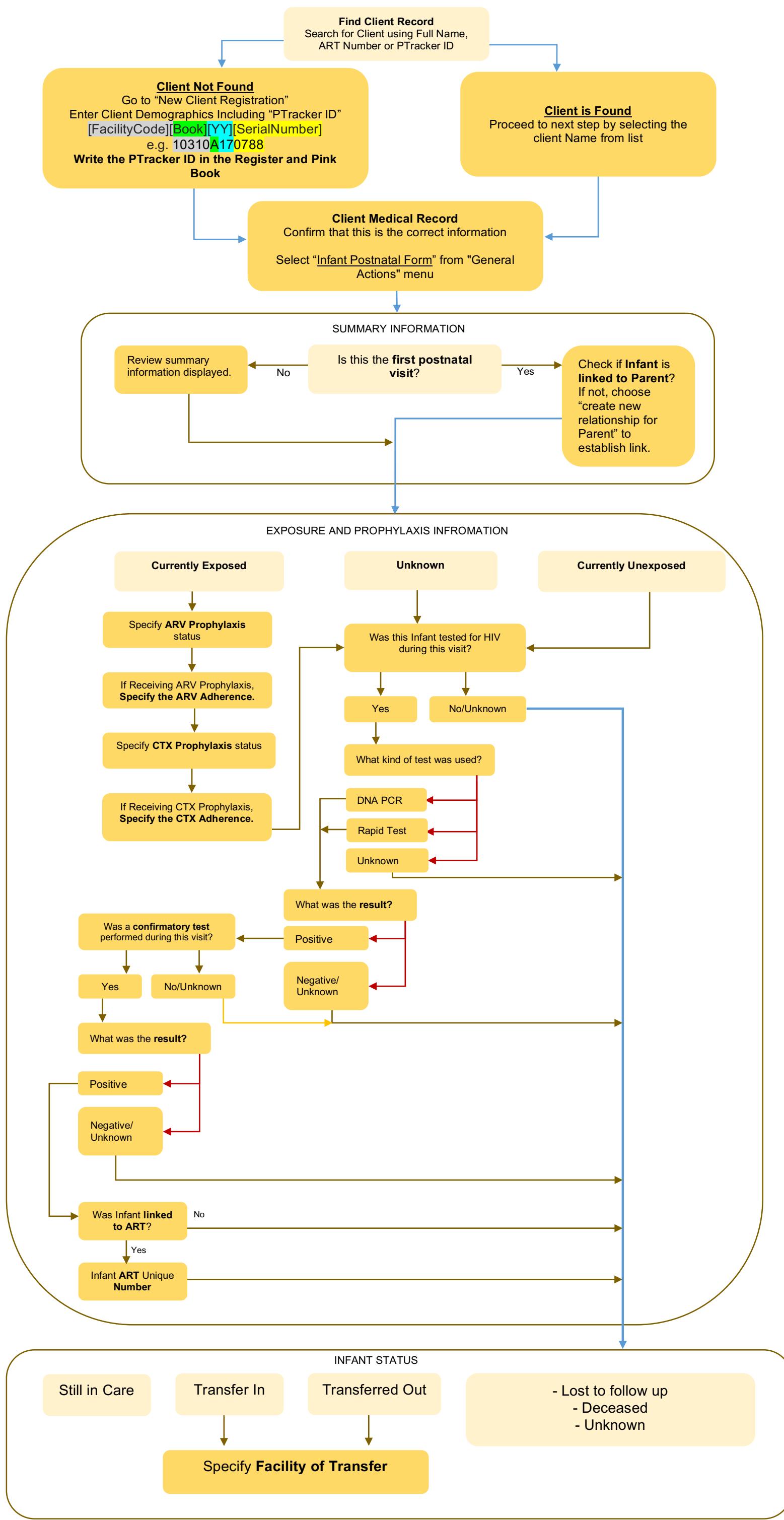


# PNC Visit





# Infant PNC Visit





REPUBLIC OF NAMIBIA

*Ministry of Health and Social Services*

Private Bag 13198  
Windhoek  
Namibia

Ministerial Building  
Harvey Street

Tel: 264 0612032725  
Fax: 264 061 234968

Namibia PMTCT Tracker (PTracker)

**USER ACCESS REQUEST & SUBMISSION FORM**

FULL NAME:	
STAFF NUMBER:	
ID/PASSPORT NUMBER:	
INSTITUTION:	
OFFICE/FACILITY:	
DUTY STATION:	
CONTACT NUMBER:	
MOBILE CONTACT NUMBER:	
START DATE:	/ /20__
STOP DATE:	/ /20__
SIGNATURE:	
DATE SIGNED:	/ /20__
REQUESTED BY- FULL NAME:	
REQUESTED BY- POSITION:	
REQUESTED BY- MOTIVATION:	
REQUESTED BY- SIGNATURE:	
REQUESTED BY- DATE SIGNED:	/ /20__