



Republic of Namibia
Ministry of Health and Social Services

Namibia PMTCT Tracker User Guide

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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).

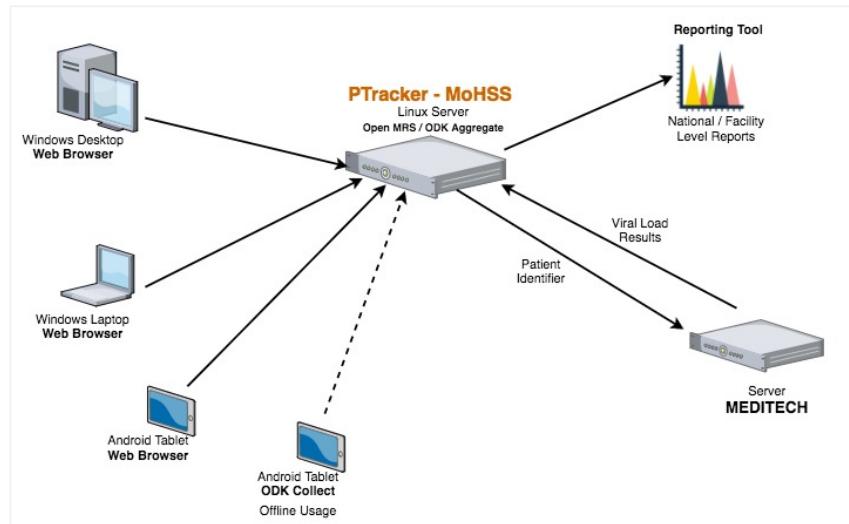
To address these challenges, the PMTCT Tracker (PTracker) has been developed as a patient-level electronic data capture and tracking system for the PMTCT program in Namibia. The main purpose of PTracker is to strengthen the existing M&E capabilities of Namibia's PMTCT program. This includes tracking 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

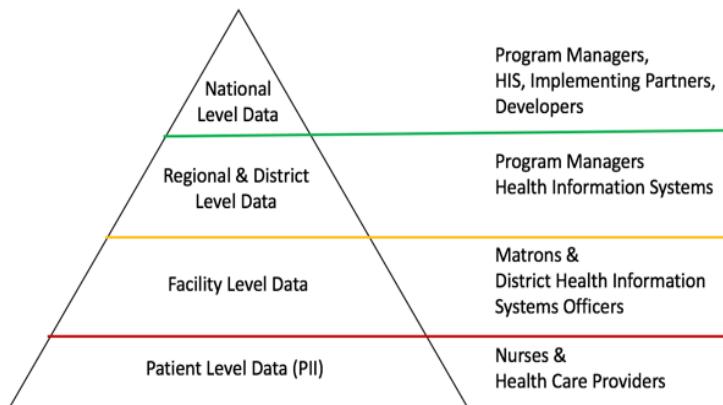
- Result of DNA PCR tests and results for the exposed infants ending in the final outcome after 18 months of follow-up.
- Integration with MEDITECH for collection of viral load results (viral load counts) for patients based on their ART number & NIP sample requisition ID.

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-Charge – 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 |
| 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/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 either <ul style="list-style-type: none"> ▪ Antenatal Clinic/Care (ANC) Register (Rev.08/16) ▪ Delivery Register (Rev. April 2016) ▪ Mother Baby Follow up Care Register (Rev. 04/16) |
| Antenatal Visit | Antenatal Clinic/Care (ANC) Register (Rev.08/16) |
| Maternity | Delivery Register (Rev. 04/2016) |
| Mother & Infant Postnatal Visit | Mother Baby Follow up Care Register (Rev. 04/16) |

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 data quality. 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

The most current version being used for national implementation is *PTracker* version 1.3.1. During the pilot and through the early stages of *PTracker* implementation, it is expected that we will find several bugs 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 (see support section). Once errors are fixed or changes are made to the *PTracker* system, a newer released versions 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* Endusers with the help of 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 for each pregnancy across the entire program. It will have a combination of the master facility list code (MFLC), the register label, the year and the register serial number. The basic element is the register serial number.

The formula will be as:



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 12345L170001
- PNC visit entry point will be 12345P170001

See 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. Contact the system administrator for the credentials to unlock the device.

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 system access from the system administrator by submitting a [PTracker User Access Request Form](#).

Password Resets

In order to ensure security of the system, all issued user accounts are automatically deactivated after two months of non-use. To reset passwords for any of the following reasons:

- a. The user knows their password but wants to change it to something new.
- b. The user is unable to sign in and wants to reset their password
- c. The user has forgotten his/her password and is unable to sign in

Please use contact *PTracker* Support staff via Whatsapp, text or call by using the numbers below:

081-467-3343 OR 081-467-3349

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, it is 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 sensitized, trained and on boarded onto the *PTracker* system.

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

- a) Notify *PTracker* support team of new user(s)
- b) If the new staff member will need training on *PTracker*, existing users can train new user.

- c) If multiple new users are at a facility, work together with the *PTracker* coordinator to train and onboard multiple new users.
- d) Request user access & credentials using the **PTracker User Access Request Form**.

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

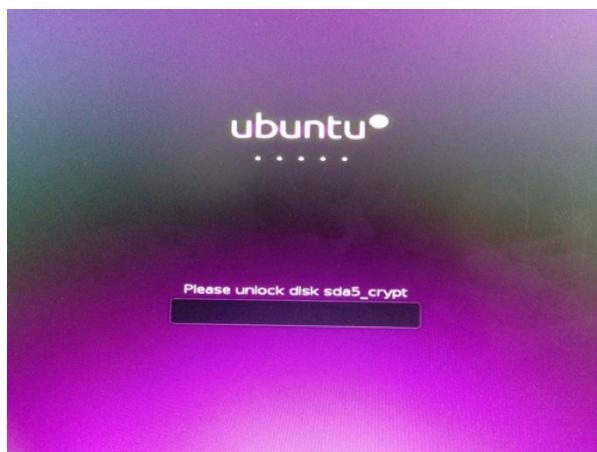
HOW TO USE UBUNTU DESKTOP FOR PTRACKER

What is Ubuntu?

Ubuntu is a free and open source operating system based on Debian (Linux Distribution). We make use of Ubuntu for PTracker because it reduces the number of operating system issues such as viruses, software upgrades and licensing. Ubuntu Desktop will be used as the main operating system for Laptops and Desktops at facilities where PTracker is being implemented.

Steps to start Ubuntu Desktop

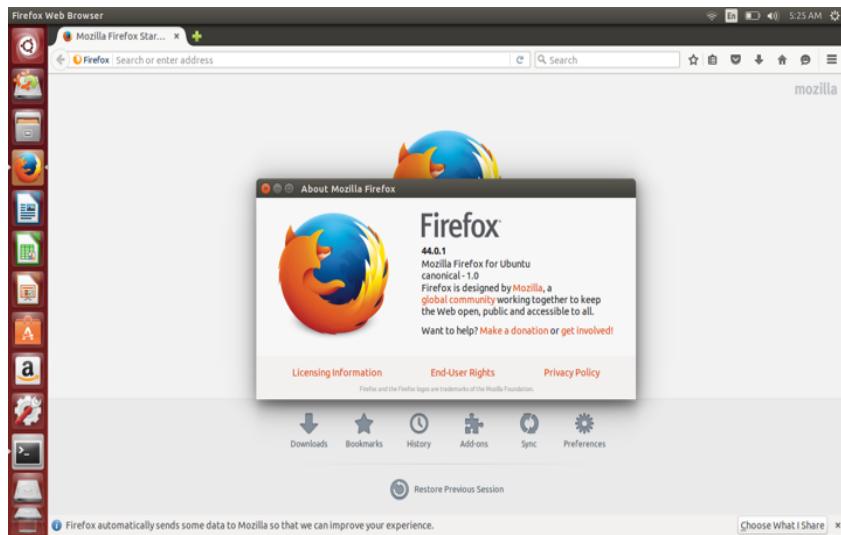
- 1) Boot your computer by pressing the power button. You will immediately be presented with the decryption screen after the POST & BIOS screens. Simply enter the **password** to decrypt the device.



- 2) After you have decrypted the computer, the operating system will boot up and display the login screen. Here you will need to enter the default login credentials/password for the standard user “PTracker”.



- 3) The computer should log you in. You may then proceed to the Firefox browser and navigate to the PTracker home page, <https://ptracker.mhss.gov.na>



ODK COLLECT

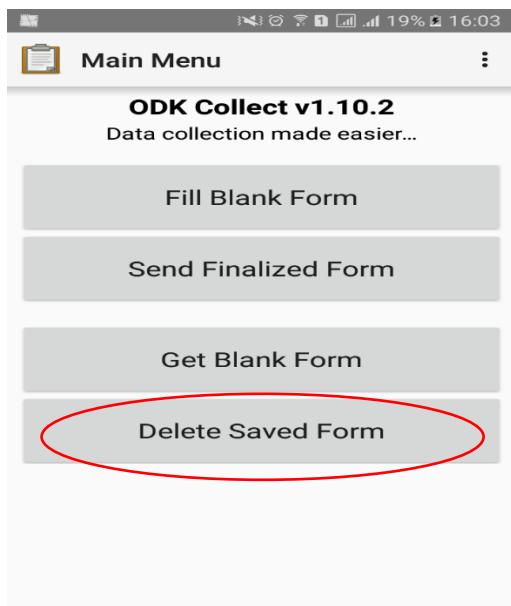
Set-up

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.

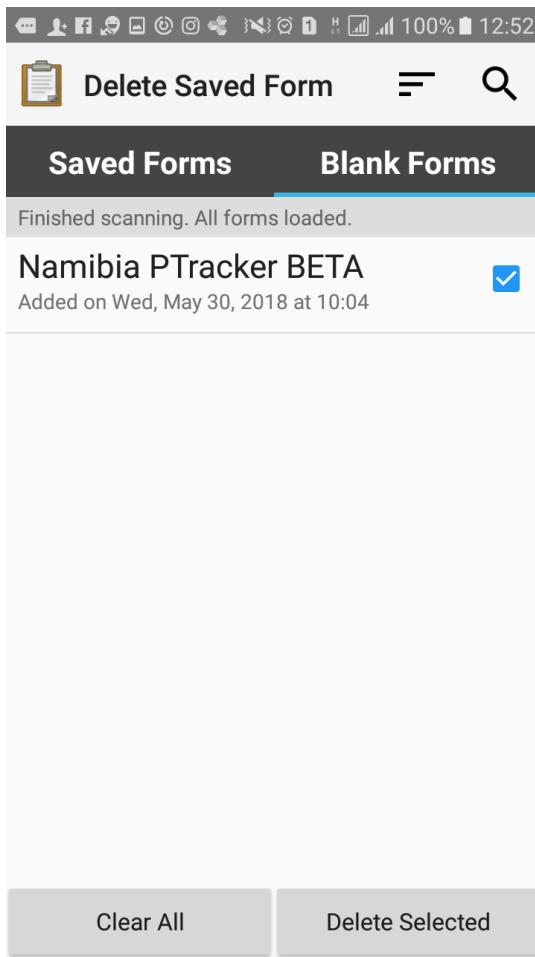
ODK - Downloading a Questionnaire Form

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.

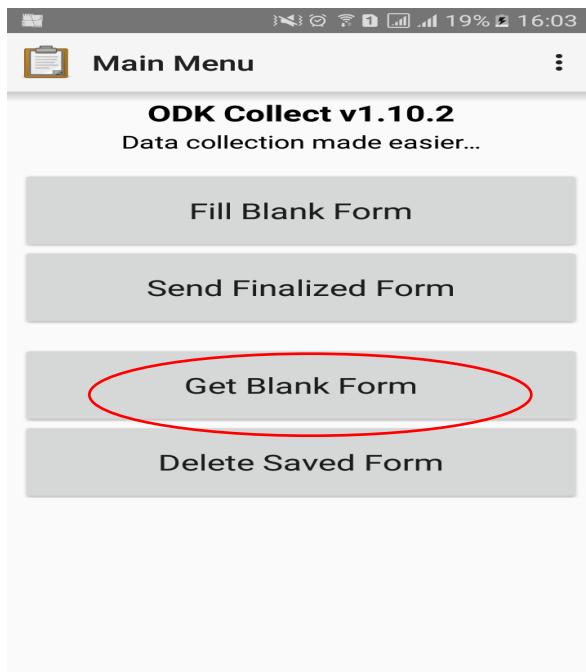
1. Ensure that all entries from the previous form have been finalized and sent to the server.
2. Go back to the main menu and select “Deleted Saved Form”.



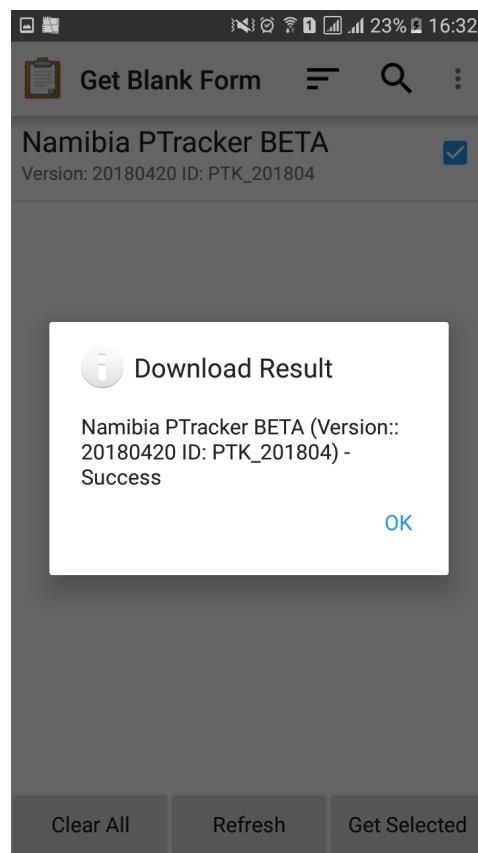
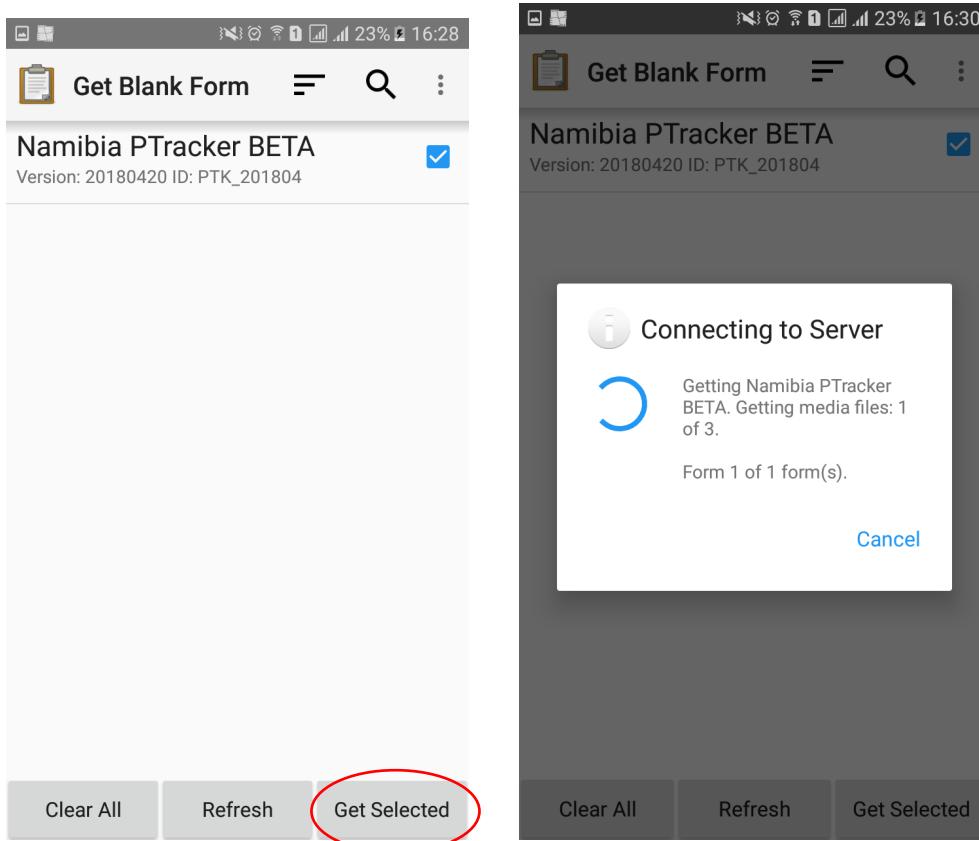
3. Click on “BLANK FORMS” on the top right (to view blank forms as opposed to forms which you have already entered data for) and delete the older version of the form from your tablet by toggling/ticking it and clicking “Delete Selected”.



4. Select “Get Blank Form” from the ODK Collect homepage

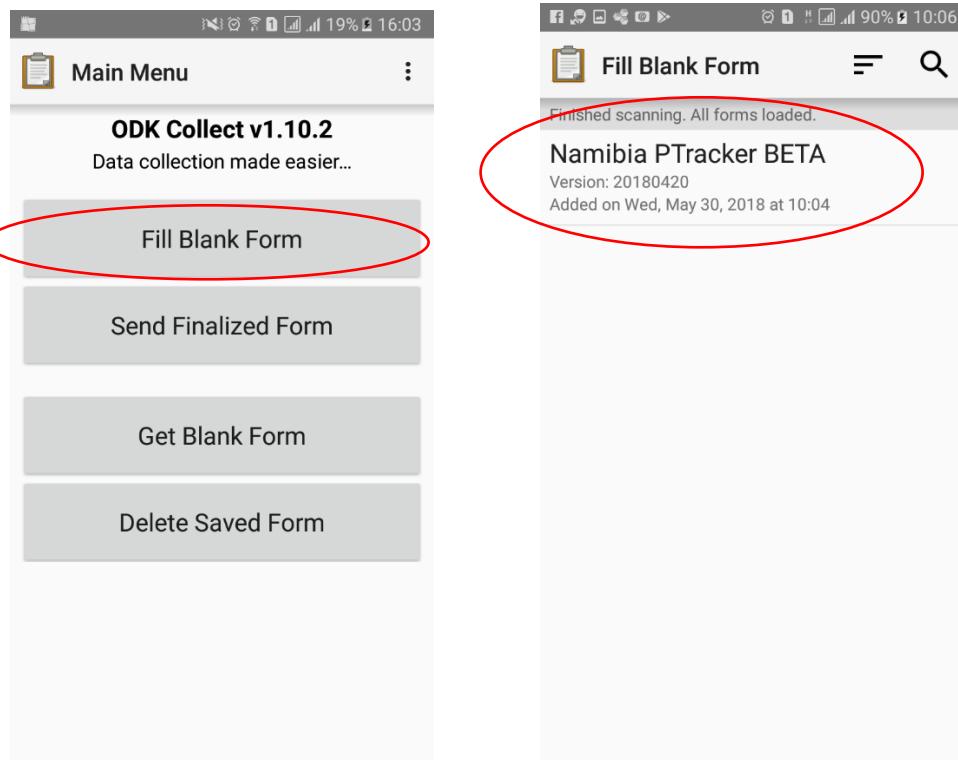


5. Select the most recent “PTracker Namibia” Form to download it to your device

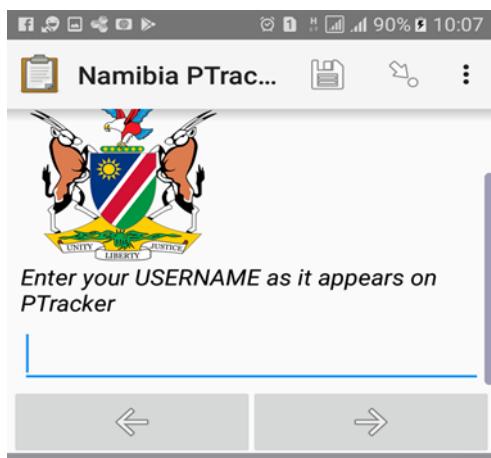


ODK - Filling in forms

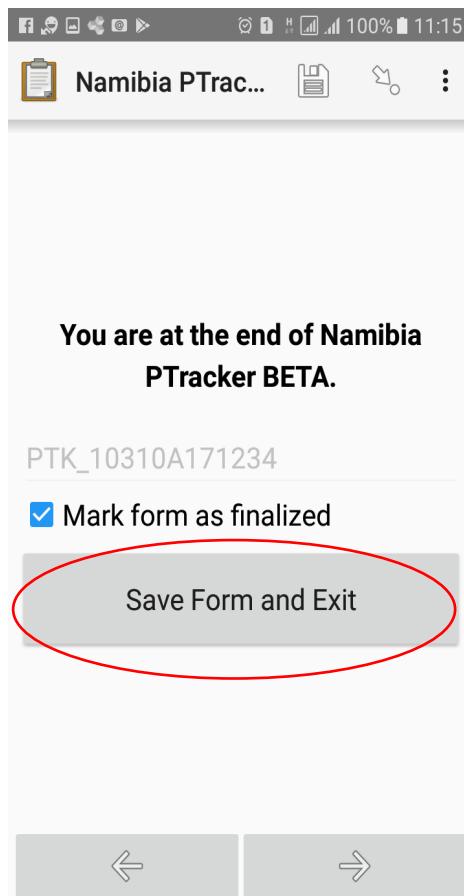
1. Select the “Fill Blank Form” option and select the current form. You should fill in the “PTracker Namibia Form” for all Registers listed herein as a source of data starting with the ANC Registers.



2. Enter your username as it appears on PTracker (NB: make sure u have “SYNC”ed the form before entering and ensure the username is correctly entered to avoid Invalid username entry errors).

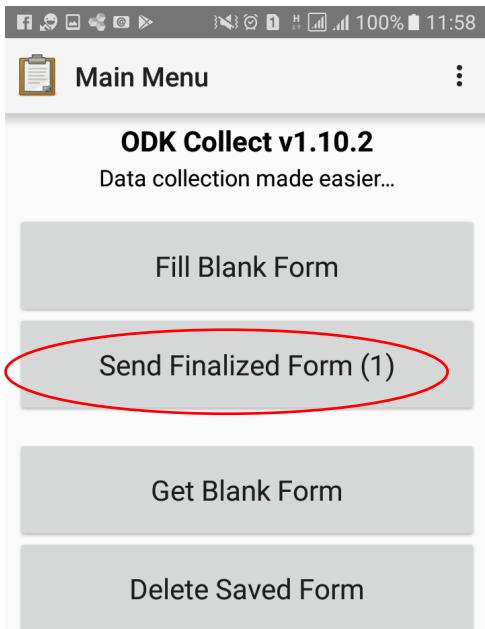


3. Navigate through the form by touching the screen and moving it right to left.
A Swipe left to move forward through the form, swipe right to move backward through the form
4. To ensure data consistency, a series of entries will be crosschecked with the baseline data set.
Should discrepancies occur, you will be asked to confirm our entry.
5. Ensure that **all questions are filled in**. All mandatory questions
6. When you have completed the questionnaire, you should **select** the box “Mark form as finalized” and then tap “Save Form and Exit”. Once the form has been finalized, you cannot make further edits.

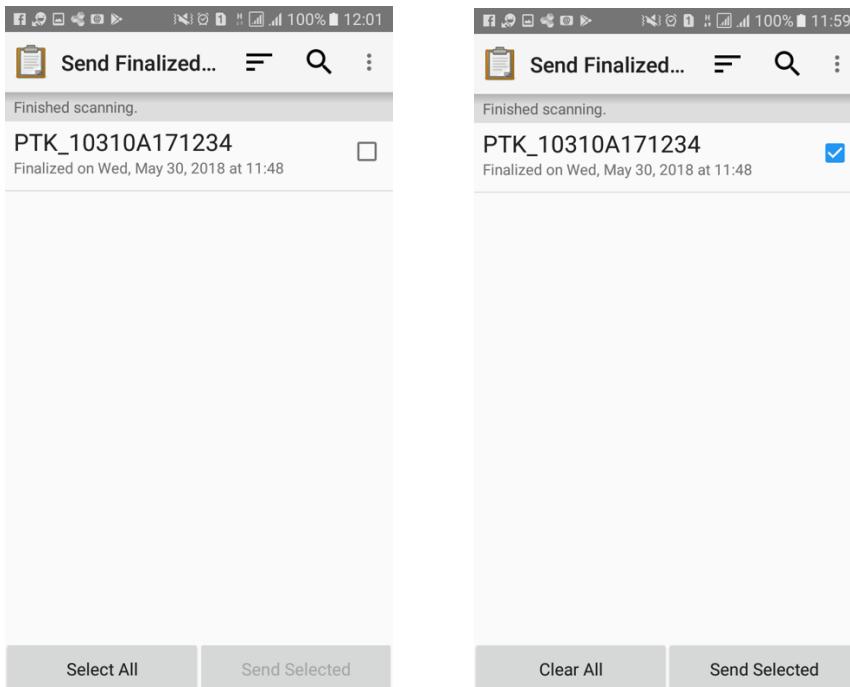


ODK - Sending completed forms

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 Health Information and Research Directorate (HIRD) Head Office (**Contact +264 81 4673343 or 081 4673349**) within twenty-four (24) hours of the incident taking place.

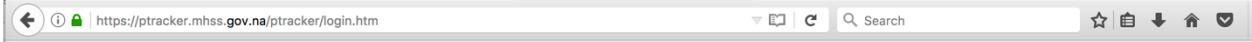
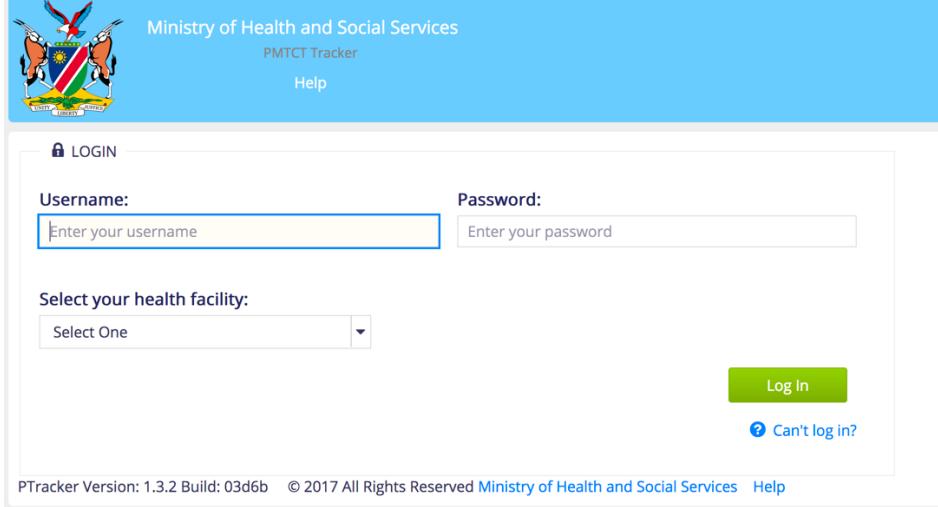
The Ministry of Health & Social Services Health Information and Research Directorate (HIRD) retain ownership of the equipment until further notice. Please do not repair, modify or disassemble the equipment without written authorization.

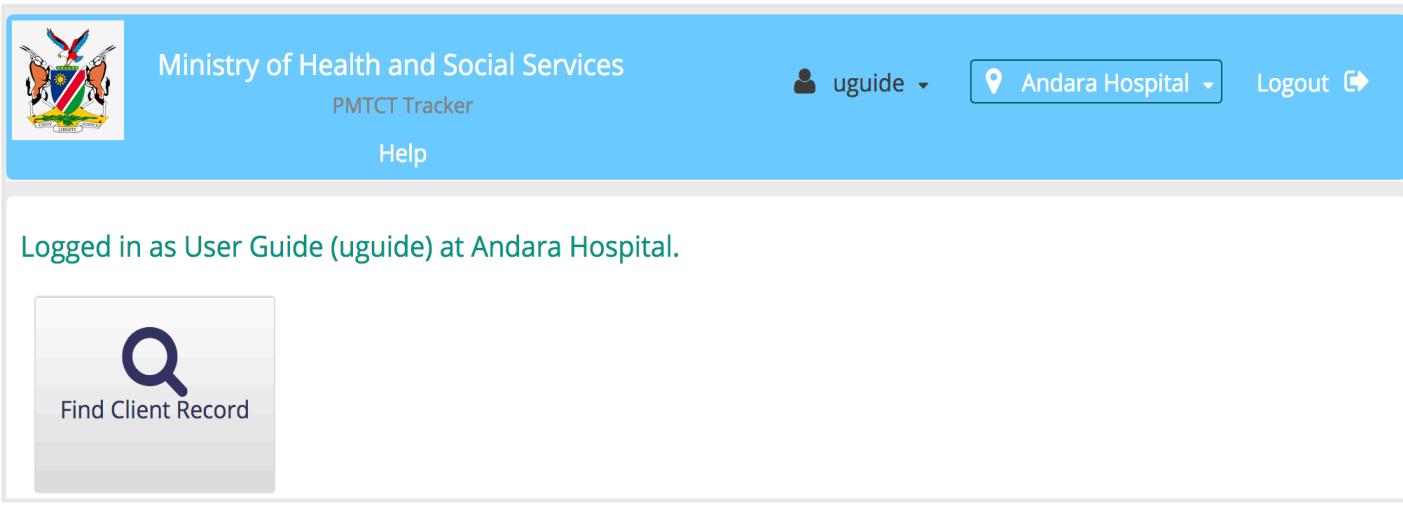
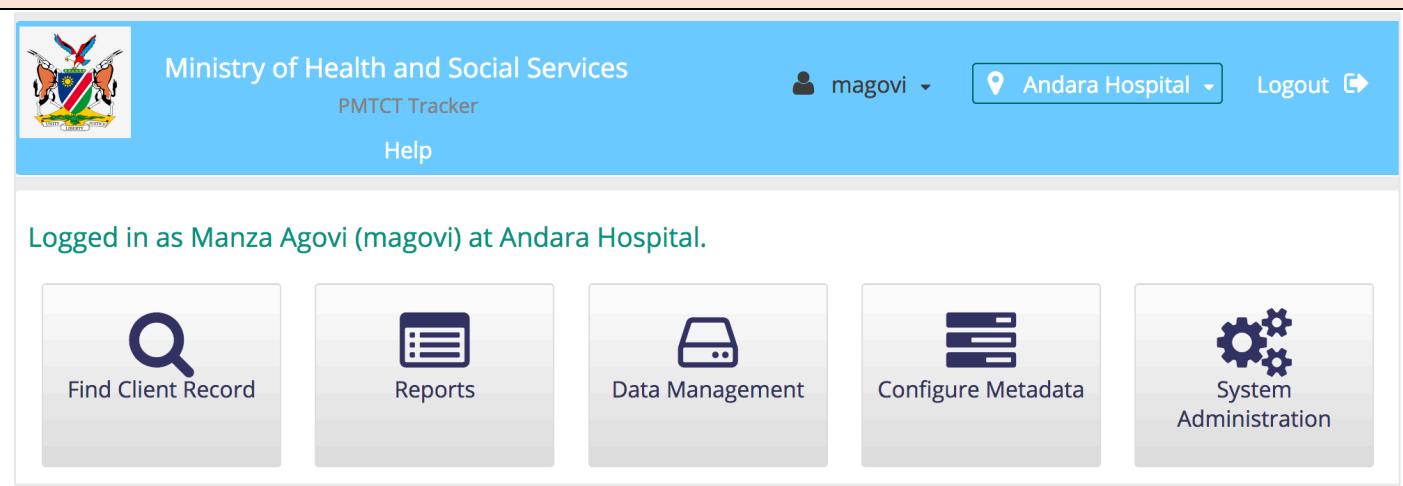
| Full Name | Date | Signature |
|-----------|------|-----------|
|-----------|------|-----------|

| Supervisor (Full Name) | Date | Signature |
|------------------------|------|-----------|
|------------------------|------|-----------|

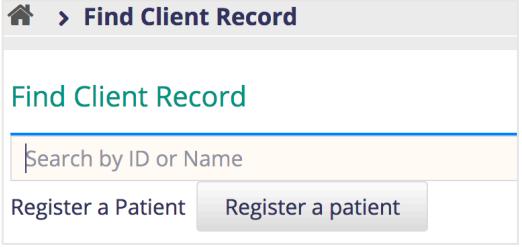
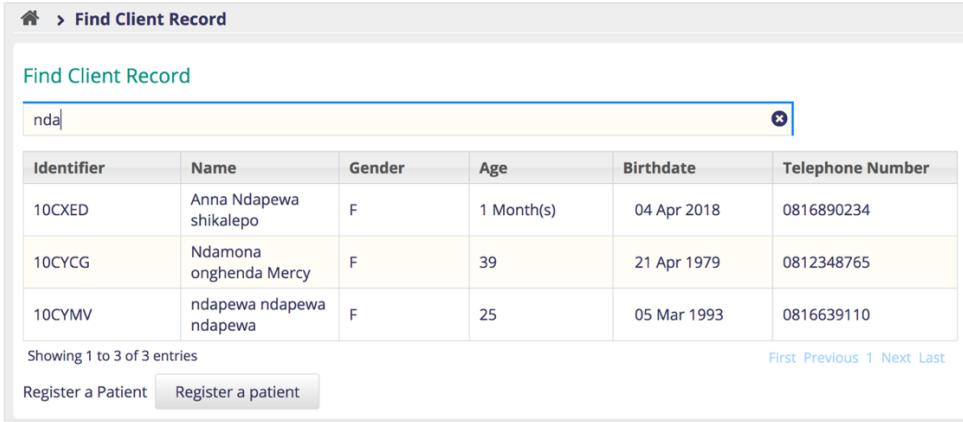
GETTING STARTED

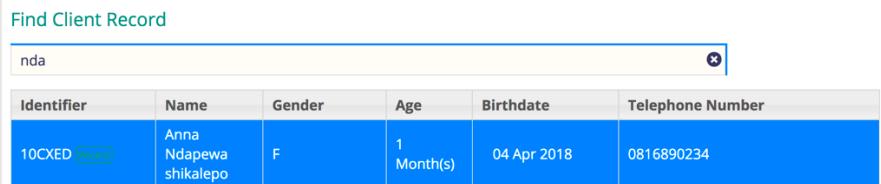
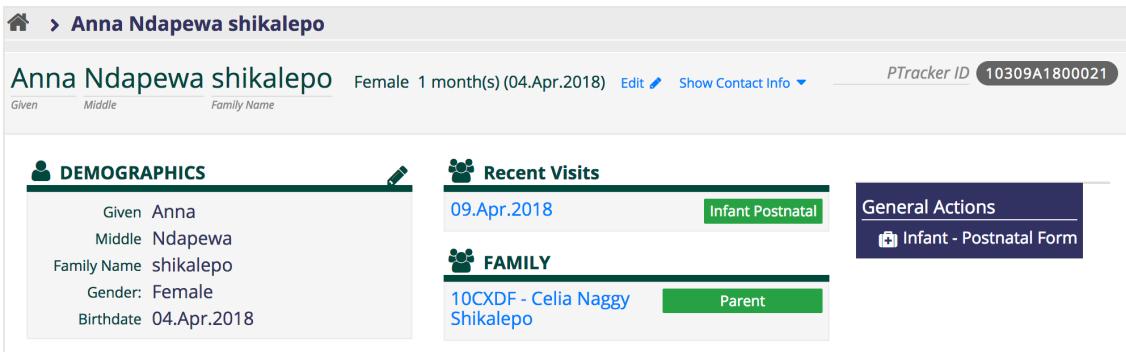
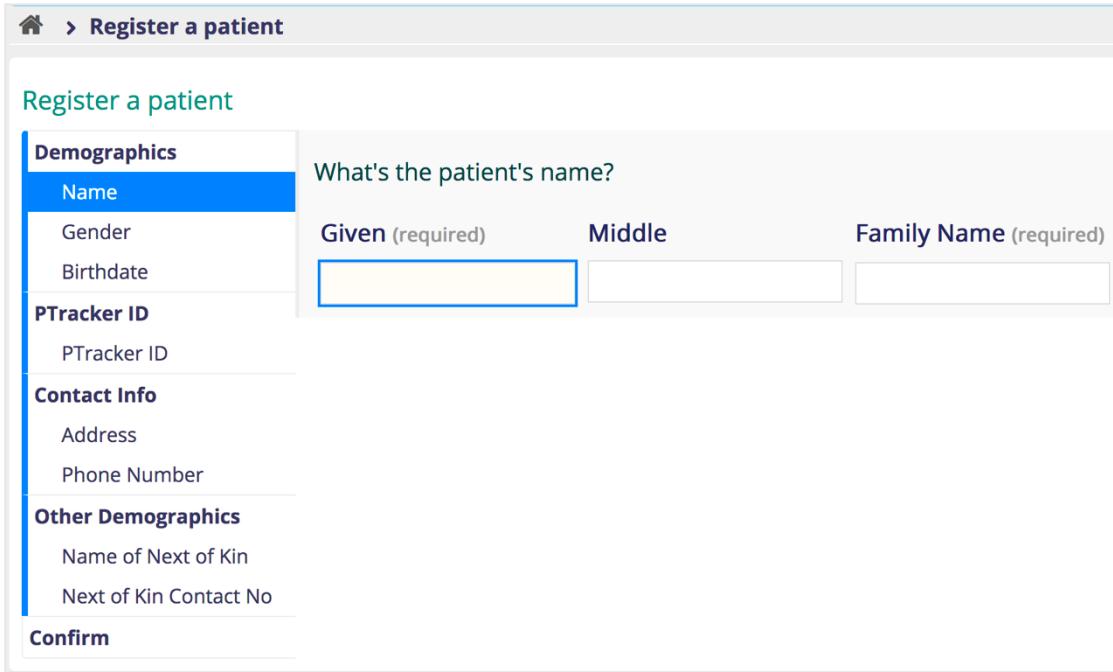
1. How to Login to PTracker

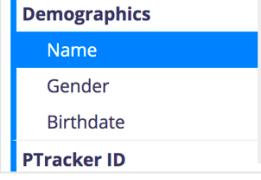
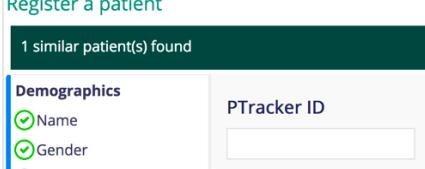
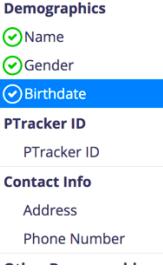
| Objective: | To successfully log in the PTracker as a user | | | | |
|------------------------------|--|------------------------------|--|-----------|--|
| Tasks: | <ul style="list-style-type: none"> Enter provided username and password Select correct user facility where service was provided | | | | |
| When: | Ready to start using the system | | | | |
| Who: | MCH staff who receive clients and all authorized users of PTracker. These users should have login access. | | | | |
| Required Materials: | Username, password, hardware with Firefox web browser or ODK collect application to access the PTracker application. | | | | |
| STEP | ACTION | | | | |
| 1. | Open up the Firefox web browser by clicking on the icon  | | | | |
| 2. | On the Firefox web browser enter the following web address https://ptracker.mhss.gov.na in the URL window and hit the Enter/Return key on your keyboard.  | | | | |
| 3. | The main PTracker login page will be displayed.  | | | | |
| 4. | Type in your assigned PTracker username and password. <table> <tr> <td>Username:</td> <td><input type="text" value="uguide"/></td> <td>Password:</td> <td><input type="password" value="....."/></td> </tr> </table> | Username: | <input type="text" value="uguide"/> | Password: | <input type="password" value="....."/> |
| Username: | <input type="text" value="uguide"/> | Password: | <input type="password" value="....."/> | | |
| 5. | Select the health facility providing the service. <table> <tr> <td>Select your health facility:</td> <td><input type="text" value="Andara Hospital"/></td> </tr> </table> | Select your health facility: | <input type="text" value="Andara Hospital"/> | | |
| Select your health facility: | <input type="text" value="Andara Hospital"/> | | | | |
| 6. | Select the login button to access PTracker Note: A successful Login requires you to enter your correct username, password <u>and</u> health facility selected | | | | |

| STEP | ACTION |
|------|---|
| | <p>When this page is displayed, then the login has been successful.</p>  <p>Logged in as User Guide (uguide) at Andara Hospital.</p> <p>Find Client Record</p> |
| 7. | <p>NOTE: Depending on your account setup and user level access, you may or may not see the REPORT button and other controlled user access levels available in PTracker. See section on PTracker User access levels.</p>  <p>Logged in as Manza Agovi (magovi) at Andara Hospital.</p> <p>Find Client Record</p> <p>Reports</p> <p>Data Management</p> <p>Configure Metadata</p> <p>System Administration</p> |

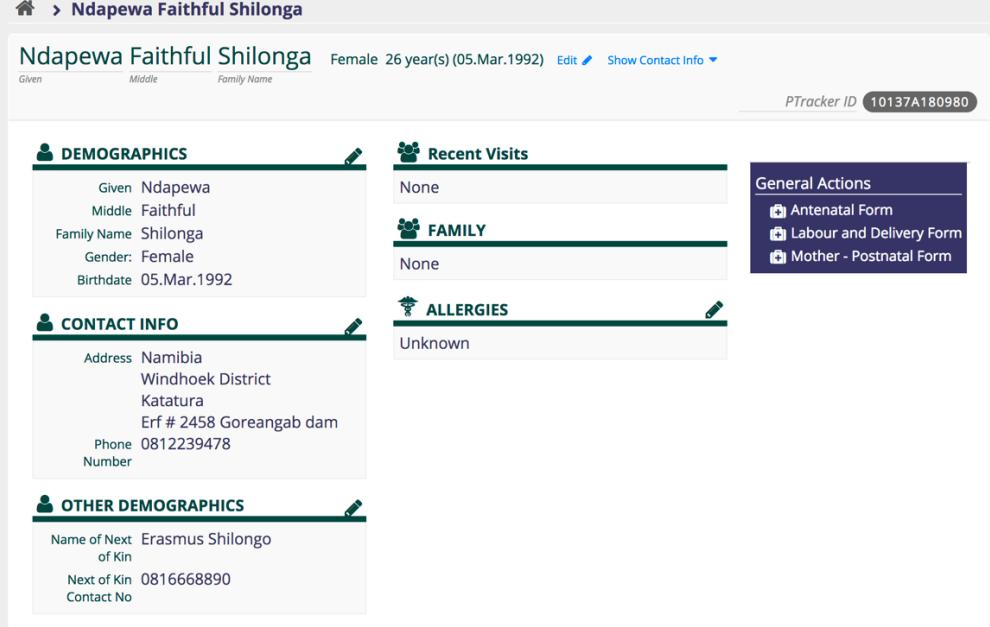
2. How to Register or Create a New Client Record in PTracker

| Objective: | Ensure that MCH clients have an electronic record in PTracker |
|----------------------------|---|
| Tasks: | Search to confirm that a client does not have an existing record Create a new client record |
| When: | When a NEW client arrives at MCH facility (ANC or Maternity or Post Natal Care) |
| Who: | MCH staff who receive clients. These users should have logins and data entry roles to create visits. |
| Required Materials: | 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 Find Client Record button.</p>  |
| | <p>From the Find Client Record page, enter the client's name into the search box.</p>  <p><i>For example, if a new client's name recorded in the register as or client gives her name as Ndapewa Shilonga. First search for the clients name by a part of the provided name. Entering "Nda" in the Search box returns a list of all records for clients whose names contain with "Nda".</i></p> |
| 2. |  <p>Tip: As you enter letters into the search box, the list of clients will automatically update to match your entered search term.</p> <p align="center">Avoid creating duplicate client records!</p> <p>Before creating a new client record, FIRST confirm that the client does not have an existing record in PTracker by searching for the client's name or previously used PTracker ID</p> |

| STEP | ACTION | |
|---|---|---|
| | If | Then |
| 3. | None of the retrieved client records matches the client searched for | Continue to Step 4 to create a new client record |
| | One or more PTracker client record(s) matches the client | Double-check the client's age, demographic information, 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. |
|  <p>The screenshot shows a search interface titled "Find Client Record". A search term "nda" is entered. Below the search bar is a table with columns: Identifier, Name, Gender, Age, Birthdate, and Telephone Number. A single row is highlighted in blue, representing the client "Anna Ndapewa shikalepo".</p> | | |
|  <p>The screenshot shows the client profile for "Anna Ndapewa shikalepo". The profile includes basic information: Given name Anna, Middle name Ndapewa, Family name shikalepo, Gender Female, and Birthdate 04.Apr.2018. It also shows recent visits (09.Apr.2018, Infant Postnatal) and a family member (10CXDF - Celia Naggy Shikalepo, Parent).</p> | | |
| 4. | <p>At bottom of the page, click the Register a patient button to navigate to the Register a Patient screen. The following page below will appear.</p>  <p>The screenshot shows the "Register a patient" form. The "Demographics" section is active, showing fields for Name, Gender, Birthdate, and PTracker ID. The "Name" field is highlighted with a blue border. To the right, there are fields for "Given (required)", "Middle", and "Family Name (required)". Below the demographics, there are sections for "Contact Info" (Address, Phone Number) and "Other Demographics" (Name of Next of Kin, Next of Kin Contact No). At the bottom is a "Confirm" button.</p> | |
| | | |

| STEP | ACTION | | |
|--|--|--|---|
| 5. | Enter the client's Given, Middle and Family Name in the first three fields. |  | What's the patient's name? Given (required) Ndapewa Middle Faithful Family Name (required) Shilonga |
| Note: The Given and the Family Names must be filled for you to successfully save this client's record in PTracker. As you enter demographic details of client being registered, PTracker system automatically filters existing clients with similar demographic details for you to review. In this example the DOB entered for Ndapewa Shilonga is 05 March 1993 . The System returns the following screen for review by the user. | | | |
| 6. | Click on the Review patient(s) button to review a quick summary of all similar patients shown during new client registration. |  | |
| | Use the Open button to review detailed records. |  | |
| |  Please review ALL similar patients to ensure that it is NOT same person being re-registered and to avoid creating duplicate records within the system. | | |
| 7. | Select the Gender of the client being registered (Male or Female). Record the Birthdate by keying in the day on the date field, use the dropdown menu to select the month and type in the year . If the Date of Birth is not known enter the estimated years and month below the Birthdate field. |  | What's the patient's birth date? Day 05 Month March Year 1993 Or Estimated Years Estimated Months |
| 8. | Enter the PTracker ID . See Section on How To Generate a PTracker ID Note: The PTracker ID contains: 1. First the Five Digit Facility code, then: 2. A one letter alpha marker, then: 3. Year of the register, then: 4. The Serial Number |  | |
| |  Remember to write the PTracker ID in the Register AND in Pink Book ANC | | |

| STEP | ACTION | | |
|------|---|---|---|
| 9. | Next fill in the client address. Select from the drop down menu the current country of residence for Country Field. Select the district from the drop down and then type in the Location and Address provided for the client. | <p>Register a patient</p> <p>Demographics</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Name <input checked="" type="checkbox"/> Gender <input checked="" type="checkbox"/> Birthdate <input checked="" type="checkbox"/> PTracker ID <input checked="" type="checkbox"/> PTracker ID <p>Contact Info</p> <ul style="list-style-type: none"> Address Phone Number <p>Other Demographics</p> <ul style="list-style-type: none"> Name of Next of Kin Next of Kin Contact No <p>Confirm</p> | <p>Country</p> <input type="text" value="Namibia"/> <p>District</p> <input type="text" value="Windhoek District"/> <p>Location</p> <input type="text" value="Katatura"/> <p>Address</p> <input type="text" value="Erf # 2458 Goreangab dam"/> |
| 10. | Enter the client phone number in the Contact Phone Number field. | <p>Demographics</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Name <input checked="" type="checkbox"/> Gender <input checked="" type="checkbox"/> Birthdate <input checked="" type="checkbox"/> PTracker ID <input checked="" type="checkbox"/> PTracker ID <p>Contact Info</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Address <input checked="" type="checkbox"/> Phone Number | <p>Contact Phone number</p> <input type="text" value="0812239478"/> |
| | <p>Hint: The phone number must <u>exactly</u> be a 10 numeric digit. Entering more than 10 digits or less than 10 digits will prompt an invalid error in the system</p> | | <p>Contact Phone number</p> <input type="text" value="08122309478"/> <p>Invalid.</p> |
| 11. | Enter Name of Next Kin and Next of Kin Contact No | <input type="text" value="Name of Next of Kin"/> <input type="text" value="Erasmus Shilongo"/> | <input type="text" value="Next of Kin Contact No"/> <input type="text" value="0816668890"/> |
| 12. | Select confirm by clicking on the Confirm button. The summary page will display all the entered details of the New Client being registered. Throughly review <u>every</u> detail on the summary page before confirming. | <input checked="" type="checkbox"/> Next of Kin Contact No Confirm | |
| | If you are ready to create a new client record, click Confirm button. (<i>This will save and submit all the information you entered for the client</i>). | | <input type="button" value="Confirm"/> |

| STEP | ACTION |
|------|--|
| 12. | <p>Demographics</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Name <input checked="" type="checkbox"/> Gender <input checked="" type="checkbox"/> Birthdate <p>PTracker ID</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> PTracker ID <p>Contact Info</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Address <input checked="" type="checkbox"/> Phone Number <p>Other Demographics</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Name of Next of Kin <input checked="" type="checkbox"/> Next of Kin Contact No <p>Confirm</p> <p>Name: Ndapewa, Faithful, Shilonga Gender: Female Birthdate: 05, March, 1992 PTracker ID: 10137A180980 Address: Namibia, Windhoek District, Katatura, Erf # 2458 Goreangab dam Phone Number: 0812239478 Name of Next of Kin: Erasmus Shilongo Next of Kin Contact No: 0816668890</p> <p>Confirm submission? Cancel Confirm</p> <p>If you are not ready to create a new client record, click the red Cancel button. This action will delete all the information you entered, and return you to the new registration screen)</p> <p> It is possible to edit client details before selecting confirm. Select any item on the left for editing. On satisfaction, select Confirm to get back to the summary page and click the confirm submission button</p> |
| 13. | <p>The client registration task is complete after clicking the green Confirm button to confirm the client's details entered at the time of registration . Once the page is submitted the summary page displays all Client's Details entered. See the below display.</p>  |

3. How to Record a First ANC (ANC1) visit in PTracker

| | |
|----------------------------|---|
| Objective: | Ensure that ALL MCH clients attending a First ANC have an ANC1 record in PTracker |
| Tasks: | <ul style="list-style-type: none"> a. Search for a registered client before an First ANC visit is recorded b. Create a new (First) ANC visit record |
| When: | When a client arrives for an ANC visit, has been newly registered or previously enrolled in PTracker |
| Who: | ANC nurses staff who receive clients. These users should have logins and data entry roles to create visits. |
| Required Materials: | Username, password, hardware with a Firefox web browser or ODK collect application to access the PTracker remotely installed, Antenatal Clinic/Care Register with client details for ANC visits (Gravida, Para, Last Normal Menstrual period (LNMP), HIV testing and ART initiation details, Next visit date). |

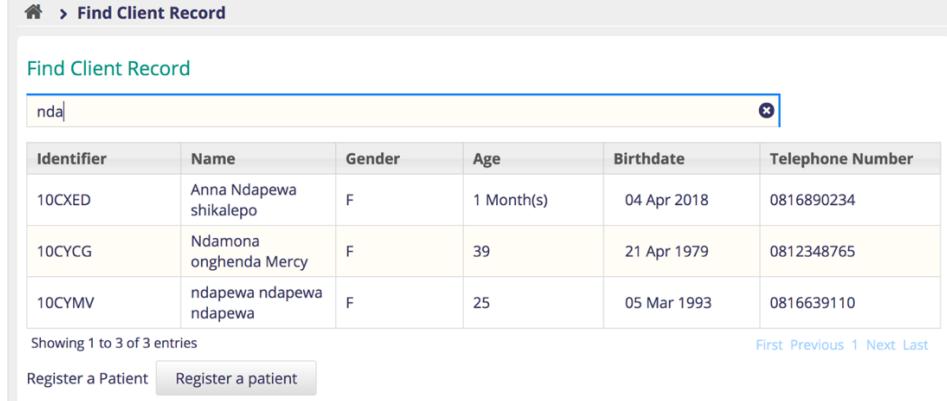
| STEP | ACTION | |
|------|--|--|
| | IF | THEN |
| 1. | a. Newly unregistered client on this visit. | See steps in Section 2. How to Register or Create a New Client Record in PTracker |
| | b. Client is already in PTracker from a previous registration or encounter | Go to step 2 |

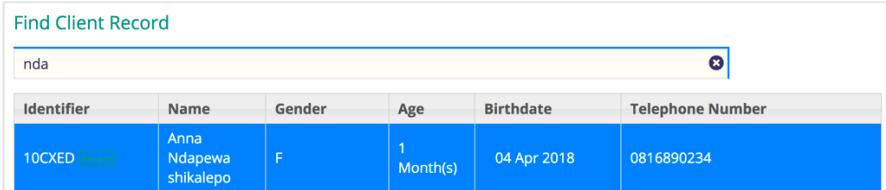
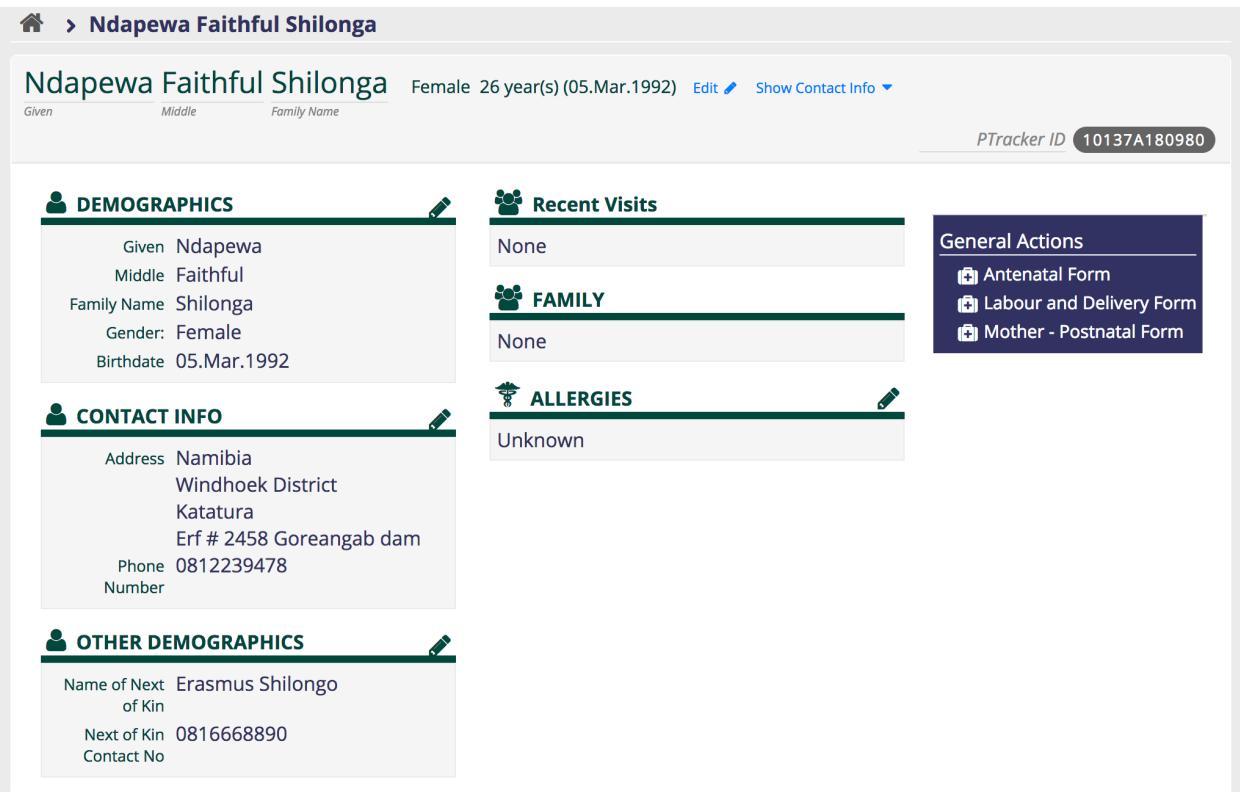
Avoid creating duplicate client records!

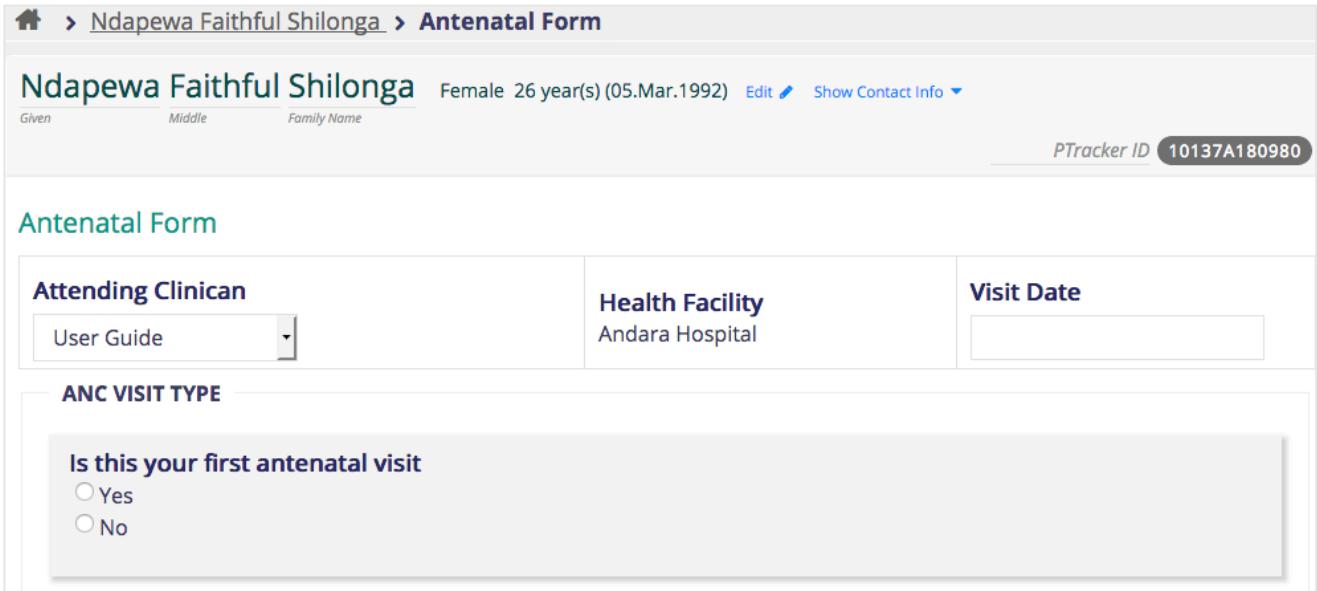
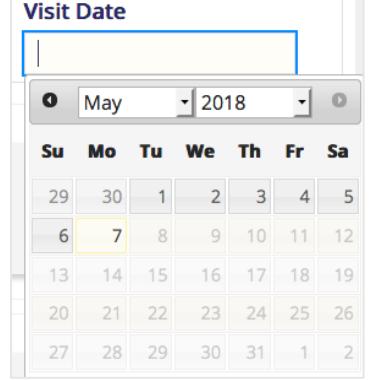
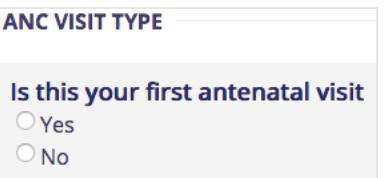
Before creating a new client record, **FIRST** confirm that the client does not have an existing record in PTracker by searching for the client's name or previously used PTracker ID

| | | |
|----|--|---|
| 2. | Navigate to the Search Client screen by clicking on the Find Client Record button. |  |
| | From the Find Client Record page, enter the client's name or Ptracker ID into the search box. |  |

*For example, if a new client's name recorded in the register as or client gives her name as **Ndapewa Shilonga**. **First** search for the clients name by a part of the provided name. Entering "**Nda**" in the Search box returns a list of all records for clients whose names contain with "**Nda**".*

| | |
|----|--|
| 3. |  |
| | |

| STEP | ACTION | |
|------|---|--|
| 4. | One or more PTracker client record(s) matches the client. | Double-check the client's age, demographic information, 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 in step 5. |
| |  <p>The screenshot shows a search result for 'nda' in the 'Identifier' field. The result table has columns: Identifier, Name, Gender, Age, Birthdate, and Telephone Number. The highlighted row contains: Identifier '10CXED', Name 'Anna Ndapewa shikalepo', Gender 'F', Age '1 Month(s)', Birthdate '04 Apr 2018', and Telephone Number '0816890234'.</p> | |
| 5. | <p>The client details page includes Demographic Details, Contact Info, Recent Visits, Family (Infant), and General Actions on the right. See the image below:</p>  <p>The client details page for Ndapewa Faithful Shilonga (Female, 26 years old, born 05 Mar 1992) shows the following sections:</p> <ul style="list-style-type: none"> DEMOGRAPHICS: Given name Ndapewa, Middle name Faithful, Family name Shilonga, Gender Female, Birthdate 05.Mar.1992. CONTACT INFO: Address Namibia, Windhoek District, Katatura, Erf # 2458 Goreangab dam, Phone number 0812239478. OTHER DEMOGRAPHICS: Name of Next of Kin Erasmus Shilongo, Next of Kin phone number 0816668890. Recent Visits: None. FAMILY: None. Allergies: Unknown. General Actions: Antenatal Form, Labour and Delivery Form, Mother - Postnatal Form. | |
| 6. | On the General Actions box on the right, select and click on the Antenatal Form , to fill in details of the first ANC visit form . | <p>General Actions</p> <ul style="list-style-type: none"> Antenatal Form Labour and Delivery Form Mother - Postnatal Form |

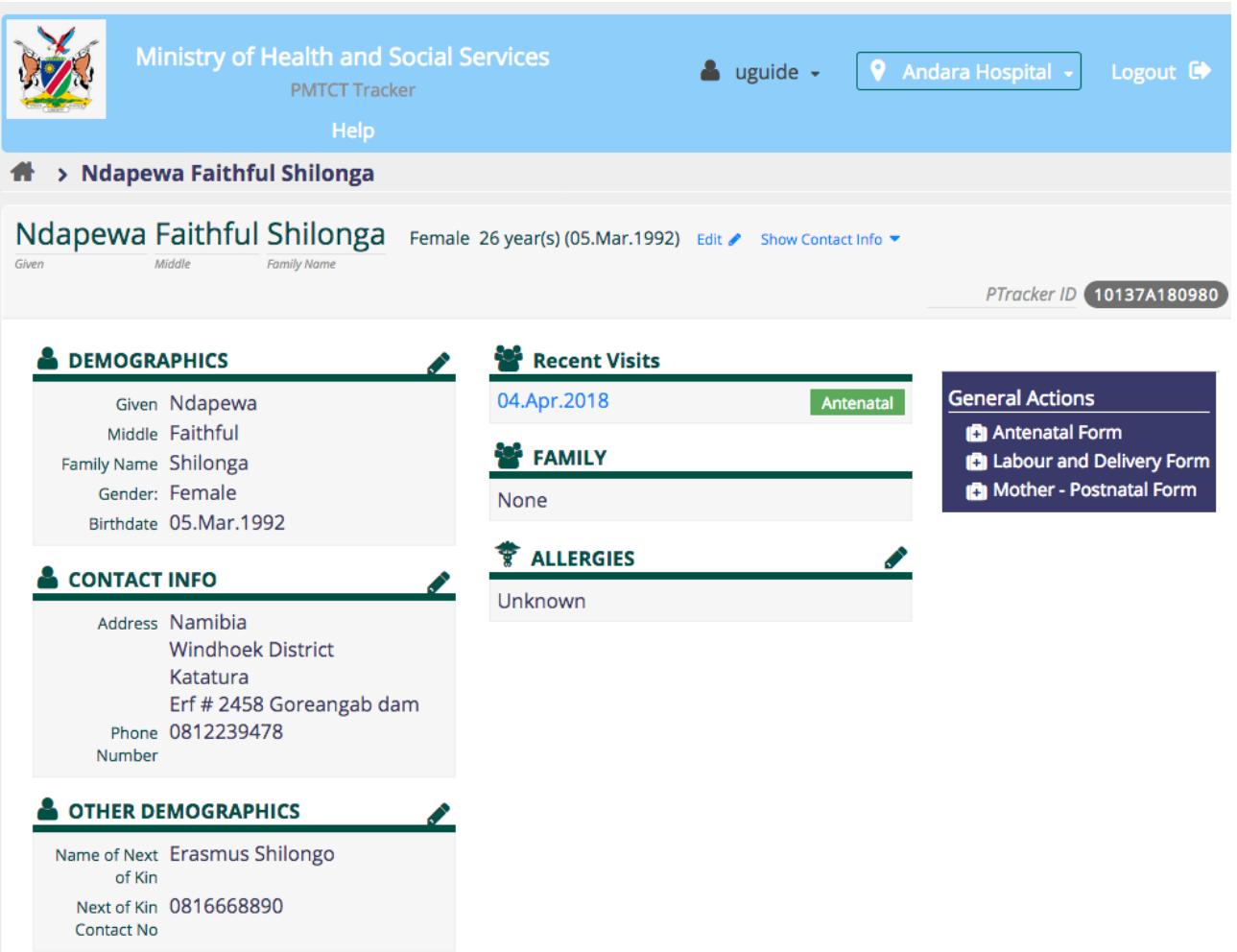
| STEP | ACTION | |
|------|--|---|
| | <p>Once you click the Antenatal Form, the screen below will appear.</p> | |
| 7. |  <p>The screenshot shows the Antenatal Form for Ndapewa Faithful Shilonga. At the top, there's a navigation bar with a home icon, the client's name, and a link to the Antenatal Form. Below that, the client's details are listed: Given Name (Ndapewa), Middle Name (Faithful), Family Name (Shilonga), gender (Female), age (26 years, 05.Mar.1992), and edit links. A PTracker ID (10137A180980) is also displayed. The main form area is titled "Antenatal Form". It includes fields for "Attending Clinician" (dropdown menu showing "User Guide"), "Health Facility" (Andara Hospital), and "Visit Date" (empty input field). Below these, the "ANC VISIT TYPE" section asks if this is the first antenatal visit, with "Yes" and "No" radio buttons.</p> | |
| 8. | <p>Begin with entering the Visit Date from the drop down menu for ANC encounter being recorded. This is a required field in PTracker.</p> |  <p>A calendar interface for selecting a date. The month is set to May 2018. The date 7 is highlighted in yellow, indicating it is selected or the current date.</p> |
| 9. | <p>Proceed with the ANC VISIT TYPE Section and select if the encounter being recorded is the client's <u>first ANC (ANC1)</u> visit for the current pregnancy.</p> <p>a. If “Yes” Enter the assigned PTracker ID and Continue to STEP 11.</p> <p>b. If “No” Enter the assigned PTracker ID from the Pink book and Continue to STEP 12.</p> <p>Note: Clients may have had previous ANC1 visits for a different pregnancy. For these clients, the date of the previous ANC1 visit should not be the same as the current ANC1 visit.</p> |  <p>The interface shows the "ANC VISIT TYPE" section with the question "Is this your first antenatal visit" and "Yes" and "No" radio buttons.</p>  <p>The interface shows the "PTRACKER ID CAPTURE" section with a "PTracker ID" input field containing the value "10137A180980".</p> |

| STEP | ACTION | | | | | | | | | | | | | |
|--|--|--|----|--------|--|-------------------------------------|--|--|------------------------------------|---------------------------|------------------------------------|---|---|---|
| | <p>Go to Details of Pregnancy Section then enter the following details as recorded in the ANC register.</p> <ul style="list-style-type: none"> a. Gravida and Para details b. Date of Last Normal Menstrual Period c. Expected Date of Delivery (EDD) | | | | | | | | | | | | | |
| 10. | <p>DETAILS OF PREGNANCY</p> <p>How many times have you been pregnant, including current pregnancy (Gravida)? *</p> <input type="text"/> <input type="checkbox"/> Gravida missing <p>How many babies have you delivered before (Para)? *</p> <input type="text"/> <input type="checkbox"/> Para missing <p>Date of last normal menstrual period (LNMP) *</p> <input type="text"/> <input type="checkbox"/> Date of last normal menstrual period missing <p>Estimated date of delivery (EDD) *</p> <input type="text"/> <input type="checkbox"/> Estimated date of delivery missing | | | | | | | | | | | | | |
| | <p>NOTE: . A user response is required for EVERY field in PTracker. If any of the fields are left blank or without a response (eg. LNMP), the user will be unable to submit the encounter in PTracker as shown in the example below. Therefore in situations where the data field is blank in the register, users are advised to choose a missing response during record entry into PTracker.</p> | | | | | | | | | | | | | |
| 11. | <h3>HIV Testing and ART Initiation</h3> <table border="1"> <thead> <tr> <th>IF</th> <th>ACTION</th> </tr> </thead> <tbody> <tr> <td>HIV Test Status is Tested for HIV during this visit</td> <td>Indicate the HIV test result</td> </tr> <tr> <td> <p>HIV TESTING AND ART INITIATION</p> <p>HIV test status</p> <ul style="list-style-type: none"> <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"/> Missing </td> <td> <p>HIV test result</p> <ul style="list-style-type: none"> <input type="radio"/> Negative <input type="radio"/> Positive <input type="radio"/> Unknown <input type="radio"/> Missing </td> </tr> <tr> <td>HIV Test result is Negative</td> <td>Proceed to Step 13</td> </tr> <tr> <td>HIV Test result is Positive</td> <td>Proceed to the Step 12.c to enter details of the ART initiation</td> </tr> <tr> <td>HIV test Status is Previously Known Positive (KP)</td> <td>Proceed to the Step 12.c to enter details of the ART initiation</td> </tr> </tbody> </table> | | IF | ACTION | HIV Test Status is Tested for HIV during this visit | Indicate the HIV test result | <p>HIV TESTING AND ART INITIATION</p> <p>HIV test status</p> <ul style="list-style-type: none"> <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"/> Missing | <p>HIV test result</p> <ul style="list-style-type: none"> <input type="radio"/> Negative <input type="radio"/> Positive <input type="radio"/> Unknown <input type="radio"/> Missing | HIV Test result is Negative | Proceed to Step 13 | HIV Test result is Positive | Proceed to the Step 12.c to enter details of the ART initiation | HIV test Status is Previously Known Positive (KP) | Proceed to the Step 12.c to enter details of the ART initiation |
| IF | ACTION | | | | | | | | | | | | | |
| HIV Test Status is Tested for HIV during this visit | Indicate the HIV test result | | | | | | | | | | | | | |
| <p>HIV TESTING AND ART INITIATION</p> <p>HIV test status</p> <ul style="list-style-type: none"> <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"/> Missing | <p>HIV test result</p> <ul style="list-style-type: none"> <input type="radio"/> Negative <input type="radio"/> Positive <input type="radio"/> Unknown <input type="radio"/> Missing | | | | | | | | | | | | | |
| HIV Test result is Negative | Proceed to Step 13 | | | | | | | | | | | | | |
| HIV Test result is Positive | Proceed to the Step 12.c to enter details of the ART initiation | | | | | | | | | | | | | |
| HIV test Status is Previously Known Positive (KP) | Proceed to the Step 12.c to enter details of the ART initiation | | | | | | | | | | | | | |

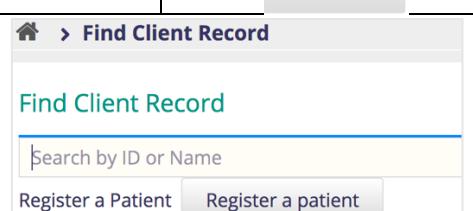
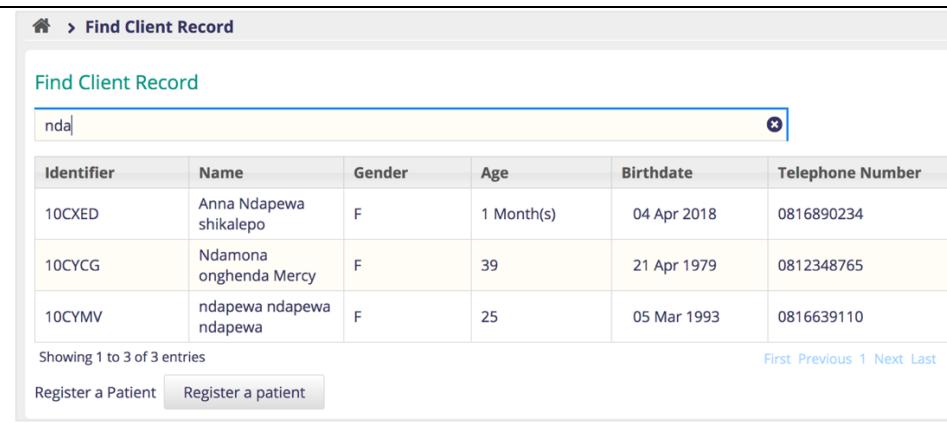
| | STEP | ACTION |
|--|---|--|
| NOTE: ART Unique number may not be available at the time of data entry for newly initiated clients. If unavailable, please select the missing option for ART start/initiation date. | | |
| 12c. | Client Already on ART before current Pregnancy | |
| | ART initiation <ul style="list-style-type: none"> <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 of ART <input type="radio"/> Missing | ART Unique Number <input type="text"/> <input type="checkbox"/> ART Unique Number missing |
| | Client Started on ART before current Pregnancy | ART start date <input type="text"/> <input type="checkbox"/> ART start date missing |
| | Client Refused ART In a few words Enter Reason for refusing ART in the text field | Reason for refusing ART initiation <input type="text"/> <input type="checkbox"/> Reason for refusing ART initiation missing |
| | Client not started due to Stockout of ART | Proceed to the Step 12.d to enter details of Viral Load Test |
| 12d. | Viral Load | |
| | Viral load test done is "YES" | Enter Viral load test date and Viral load results Viral load test date <input type="text"/> <input type="checkbox"/> Viral load test date missing Viral load results <ul style="list-style-type: none"> <input checked="" type="radio"/> Target Detected <input type="radio"/> Not Detected <input type="radio"/> Sample Rejected <input type="radio"/> Results Pending <input type="radio"/> Missing |
| | Viral load Target detected | Enter the Viral load copies Viral load (copies/ml) <input type="text"/> <input type="checkbox"/> Viral load copies missing |
| | Viral load Not detected or Sample Rejected | Proceed to Step 13 |

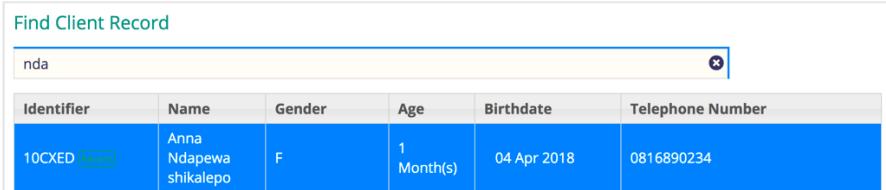
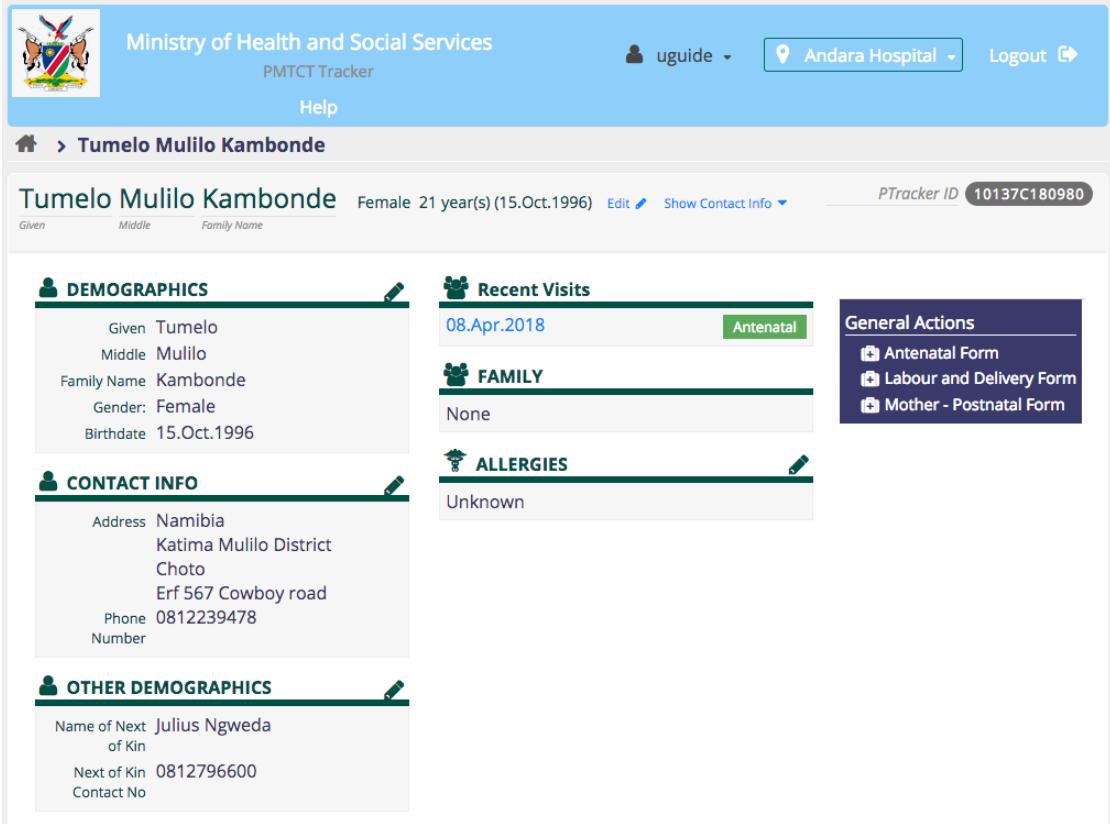
| STEP | ACTION | |
|------|---|---|
| | IF | THEN |
| 12d. | Viral load Results Pending Viral load results <input type="radio"/> Target Detected <input type="radio"/> Not Detected <input type="radio"/> Sample Rejected <input checked="" type="radio"/> Results Pending <input type="radio"/> Missing | Proceed to Step 13 NOTE: Note: This option should only be chosen if a Viral Load Test has been ordered but the results have not been returned by NIP to the facility |
| | Viral load test done is "NO" Viral Load test done? <input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> Unknown | |
| 12e. | HIV test Status is Not tested for HIV during this visit / Missing HIV TESTING AND ART INITIATION HIV test status <input type="radio"/> Tested for HIV during this visit <input type="radio"/> Previously known positive <input checked="" type="radio"/> Not tested for HIV during this visit <input type="radio"/> Missing | Proceed to Step 13 |
| 13. | Under Follow-up Section, enter Next Visit Date and details for the Facility of next appointment | FOLLOWUP Next Visit Date 08/08/2018 <input type="checkbox"/> Next visit date missing Facility of next appointment <input type="radio"/> This facility <input type="radio"/> In Transit <input checked="" type="radio"/> Transfer <input type="radio"/> Missing |
| 14. | If Client is transferring to another Clinic select Transfer and Select the facility of transfer for next appointment. | Enter Form |
| 15. | The client summary page appears (see next page) and displays the newly recorded ANC visit that occurred on 04 April 2018 under the Recent visits section. Note: To review the details of the recorded ANC visit or any other recorded encounter in PTracker, click on the blue highlighted visit to reveal details of the recorded visit. | |
| | To edit the details of the most recently submitted encounter, see section on HOW to Edit a previously submitted record in PTracker. | |

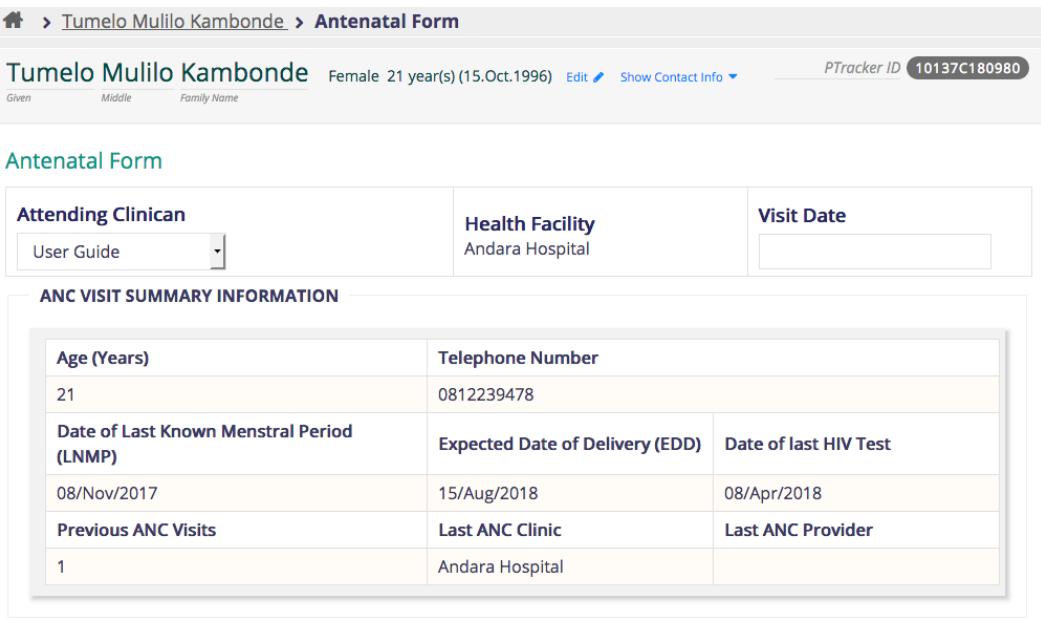
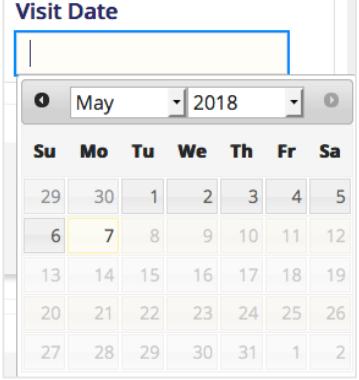
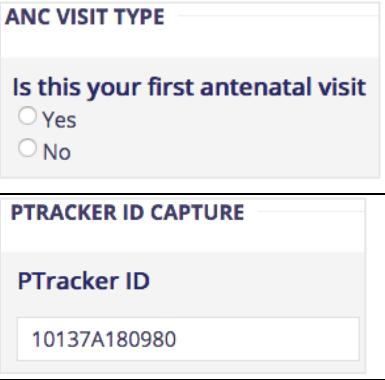


| STEP | ACTION |
|------|---|
| 16. |  <p>The screenshot shows a patient profile for Ndapewa Faithful Shilonga. The top navigation bar includes the logo of the Ministry of Health and Social Services, the text "Ministry of Health and Social Services PMTCT Tracker", user information ("uguide"), location ("Andara Hospital"), and a "Logout" button. Below the header, the patient's name "Ndapewa Faithful Shilonga" is displayed, along with gender ("Female"), age ("26 year(s) (05.Mar.1992)"), and links to "Edit" and "Show Contact Info". A "PTracker ID" badge shows "10137A180980".</p> <p>The main content area is divided into several sections:</p> <ul style="list-style-type: none"> DEMOCRAPHICS: Shows Given name (Ndapewa), Middle name (Faithful), Family Name (Shilonga), Gender (Female), and Birthdate (05.Mar.1992). CONTACT INFO: Shows Address (Namibia, Windhoek District, Katatura, Erf # 2458 Goreangab dam), Phone number (0812239478), and Next of Kin contact number (0816668890). OTHER DEMOCRAPHICS: Shows Name of Next of Kin (Erasmus Shilongo) and Contact No. Recent Visits: Shows a recent visit on 04.Apr.2018 for Antenatal care. FAMILY: Shows that there are no family members listed. ALLERGIES: Shows that allergies are unknown. General Actions: Includes links to Antenatal Form, Labour and Delivery Form, and Mother - Postnatal Form. |

4. How to Record a Follow-up ANC Visit

| Objective: | Ensure that ALL MCH clients have an ANC follow-up visit record in PTracker | | | | | | | | |
|--|---|--|--|--|---|--|--|--|--|
| Tasks: | c. Search for a registered client before a Follow-up ANC visit is recorded d. Create a Follow-up ANC visit record | | | | | | | | |
| When: | When a client arrives for an ANC Follow-up visit previously enrolled in PTracker | | | | | | | | |
| Who: | ANC nurses staff who receive clients. These users should have logins and data entry roles to create visits. | | | | | | | | |
| Required Materials: | Username, password, hardware with a Firefox web browser or ODK collect application to access the PTracker remotely installed, Antenatal Clinic/Care Register 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 | | | | | | | |
| | c. Newly unregistered client on this visit. | See steps in Section 2. How to Register or Create a New Client Record in PTracker | | | | | | | |
| | d. Client is already in PTracker from a previous registration or encounter | Go to step 2 | | | | | | | |
| Avoid creating duplicate client records! | | | | | | | | | |
| Before creating a new client record, FIRST confirm that the client does not have an existing record in PTracker by searching for the client's name or previously used PTracker ID | | | | | | | | | |
| 2. | Navigate to the Search Client screen by clicking on the Find Client Record button. | | | |  | | | | |
| | From the Find Client Record page, enter the client's name or Ptracker ID into the search box. | | | |  | | | | |
| | <i>For example, if a new client's name recorded in the register as or client gives her name as Ndapewa Shilonga. First search for the clients name by a part of the provided name. Entering "Nda" in the Search box returns a list of all records for clients whose names contain with "Nda".</i> | | | | | | | | |
| 3. |  | | | | | | | | |

| STEP | ACTION | |
|------|--|---|
| 4. | One or more PTracker client record(s) matches the client. | Double-check the client's age, demographic information, 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 in step 5. |
| |  <p>The screenshot shows a search interface titled "Find Client Record". A search bar contains the name "Anna". Below it is a table with columns: Identifier, Name, Gender, Age, Birthdate, and Telephone Number. A single row is highlighted in blue, corresponding to the search results above. The row contains the identifier "10CXED", the name "Anna Ndapewa shikalepo", gender "F", age "1 Month(s)", birthdate "04 Apr 2018", and telephone number "0816890234".</p> | |
| 5. | The client details page includes Demographic Details , Contact Info , Recent Visits , Family (Infant) , and General Actions on the right. In example below we will use the record of a client named " <i>Tumelo Kambonde</i> " |  <p>The screenshot shows the client details page for "Tumelo Mulilo Kambonde". The top navigation bar includes the Ministry of Health and Social Services logo, PMTCT Tracker, user info (uguide), location (Andara Hospital), and logout. The main content area shows the client's name, gender (Female), age (21 year(s) (15.Oct.1996)), and PTracker ID (10137C180980). The page is divided into sections: DEMOGRAPHICS (Given: Tumelo, Middle: Mulilo, Family Name: Kambonde, Gender: Female, Birthdate: 15.Oct.1996); CONTACT INFO (Address: Namibia, Katima Mulilo District, Choto, Erf 567 Cowboy road, Phone: 0812239478); OTHER DEMOGRAPHICS (Name of Next of Kin: Julius Ngweda, Next of Kin Contact No: 0812796600); Recent Visits (08.Apr.2018, Antenatal); FAMILY (None); ALLERGIES (Unknown); and General Actions (Antenatal Form, Labour and Delivery Form, Mother - Postnatal Form).</p> |
| 6. | On the General Actions box on the right, select and click on the Antenatal Form , to fill in details of the Follow-up ANC visit form . | General Actions <ul style="list-style-type: none">  Antenatal Form  Labour and Delivery Form  Mother - Postnatal Form |

| STEP | ACTION | |
|------|---|--|
| | <p>Once you click the Antenatal Form, the screen below will appear this screen containing the ANC VISIT summary information will appear. We can gather <u>Summary Information</u> about the client entered in from previous ANC visits. For example:</p> <ul style="list-style-type: none"> ▪ Client has had 1 previous ANC visits ▪ Client's date of last HIV Test was administered on 08th April 2018 ▪ Client EDD is 15th August, 2018 | |
| 7. |  <p>The screenshot shows the Antenatal Form page for 'Tumelo Mulilo Kambonde'. At the top, there is a navigation bar with a home icon, followed by 'Tumelo Mulilo Kambonde' and 'Antenatal Form'. Below this, the client's details are listed: Given Name (Tumelo), Middle Name (Mulilo), Family Name (Kambonde), Female, 21 years old (15.Oct.1996), Edit button, Show Contact Info dropdown, and PTracker ID (10137C180980). The main section is titled 'Antenatal Form' and contains two tables. The first table, 'Attending Clinician', shows a dropdown menu with 'User Guide' selected. The second table, 'Health Facility', shows 'Andara Hospital' as the facility. The third table, 'Visit Date', is empty. Below these are sections for 'ANC VISIT SUMMARY INFORMATION' and 'ANC VISIT DETAILS'.</p> | |
| 9. | <p>Begin with entering the Visit Date from the drop down menu for ANC encounter being recorded. This is a required field in PTracker.</p> |  <p>The screenshot shows a calendar interface for selecting a visit date. The month is set to May 2018. The date 7 is highlighted in yellow, indicating it is the current day or the day the form was filled out. Other dates are shown in grey.</p> |
| 10. | <p>Proceed with the ANC VISIT TYPE Section and select “No” as the option to record the encounter as an ANC Follow-up visit for the current pregnancy.</p> <p>Enter the assigned PTracker ID from the Pink book and continue to STEP 11.</p> |  <p>The screenshot shows two side-by-side forms. On the left, under 'ANC VISIT TYPE', there is a question 'Is this your first antenatal visit' with two radio button options: 'Yes' and 'No'. The 'No' option is selected. On the right, under 'PTRACKER ID CAPTURE', there is a field labeled 'PTracker ID' containing the value '10137A180980'.</p> |

| STEP | ACTION | | |
|------|---|---|--|
| | HIV Testing and ART Initiation | | |
| | IF | THEN | |
| 11a. | HIV Test Status is Tested for HIV during this visit, Indicate the result of the HIV test result at the Follow-up visit. | | HIV test result <input type="radio"/> Negative <input type="radio"/> Positive <input type="radio"/> Unknown <input type="radio"/> Missing |
| | HIV Test result is Positive | Proceed to the Step 11c to enter details of the ART initiation | |
| | HIV Test result is Negative, Unknown or Missing | Proceed to Step 11f | |
| | NOTE: HIV Test status question automatically appears on follow-up encounters ONLY if the HIV status on a <u>previous</u> encounter recorded in PTracker for the client is either Unknown, Negative or Missing | | |
| 11b. | HIV test Status is Previously Known Positive (KP) | | Proceed to the Step 11c to enter details of the ART initiation for the Client |
| 11c. | Client Already on ART before current Pregnancy | | ART Unique Number <input type="text"/> <input type="checkbox"/> ART Unique Number missing |
| | ART initiation <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 of ART <input type="radio"/> Missing | | ART start date <input type="text"/> <input type="checkbox"/> ART start date missing |
| | Client Started on ART before current Pregnancy | | NOTE: ART Unique number may not be available at the time of data entry for newly initiated clients. If unavailable, please select the missing option for ART start/initiation date. |
| | Client Refused ART In a few words Enter Reason for refusing ART in the text field | | Reason for refusing ART initiation <input type="text"/> <input type="checkbox"/> Reason for refusing ART initiation missing |
| | Client not started due to Stock out of ART | | Proceed to Step 11.d to enter details of Viral Load Test |
| 11d. | Viral Load | | |
| | Viral load test done is "YES" | | Enter Viral load test date and Viral load results |
| | Viral Load test done? <input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Missing | | Viral load test date <input type="text"/> <input type="checkbox"/> Viral load test date missing |
| | | | Viral load results <input type="radio"/> Target Detected <input type="radio"/> Not Detected <input type="radio"/> Sample Rejected <input type="radio"/> Results Pending <input type="radio"/> Missing |

| STEP | ACTION | |
|------|---|---|
| | If | Then |
| 11d. | Viral load Target detected Viral load results <input checked="" type="radio"/> Target Detected <input type="radio"/> Not Detected <input type="radio"/> Sample Rejected <input type="radio"/> Results Pending <input type="radio"/> Missing | Enter the Viral load copies <div style="border: 1px solid #ccc; padding: 5px; width: fit-content;"> Viral load (copies/ml) <div style="background-color: #e0f2e0; height: 15px; width: 100%; margin-bottom: 5px;"></div> <input type="checkbox"/> Viral load copies missing </div> |
| | Viral load Not detected or Sample Rejected Viral load results <input type="radio"/> Target Detected <input checked="" type="radio"/> Not Detected <input type="radio"/> Sample Rejected <input type="radio"/> Results Pending <input type="radio"/> Missing | Proceed to Step 12 |
| | Viral load Results Pending Viral load results <input type="radio"/> Target Detected <input type="radio"/> Not Detected <input type="radio"/> Sample Rejected <input checked="" type="radio"/> Results Pending <input type="radio"/> Missing | Proceed to Step 12 NOTE: This option should only be chosen if a Viral Load Test has been ordered but the results have not been returned by NIP to the facility |
| | 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 12 |
| 11e. | HIV test Status is Not tested for HIV during this visit / Missing HIV TESTING AND ART INITIATION HIV test status <input type="radio"/> Tested for HIV during this visit <input type="radio"/> Previously known positive <input checked="" type="radio"/> Not tested for HIV during this visit <input type="radio"/> Missing | Proceed to Step 11f |
| 11f. | STOP!!!!  | ANC follow-ups should only be recorded for HIV Positive Clients. Do NOT Record any <i>ANC Follow-up Visits</i> for Clients with HIV Negative Status , Missing HIV Status, Unknown HIV Status . |

| STEP | ACTION | |
|------|---|--|
| 12. | Under Follow-up Section, enter Next Visit Date and details for the Facility of next appointment | |
| | If Client is transferring to another Clinic select Transfer and Select the facility of transfer for next appointment. | |
| 13. | This task is complete when, after clicking on Enter Form . | Enter Form |
| 14. | The client summary page appears (see next page) and displays the newly recorded ANC Follow-up visit that occurred on 04 April 2018 under the Recent visits section. | <p>Note: To review the details of the recorded ANC Follow-up visit or any other recorded encounter in PTracker, click on the blue highlighted visit to reveal details of the recorded visit.</p> |
| | To edit the details of the most recently submitted encounter, see section on HOW to Edit a previously submitted record in PTracker . | |

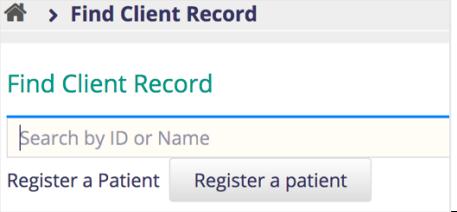
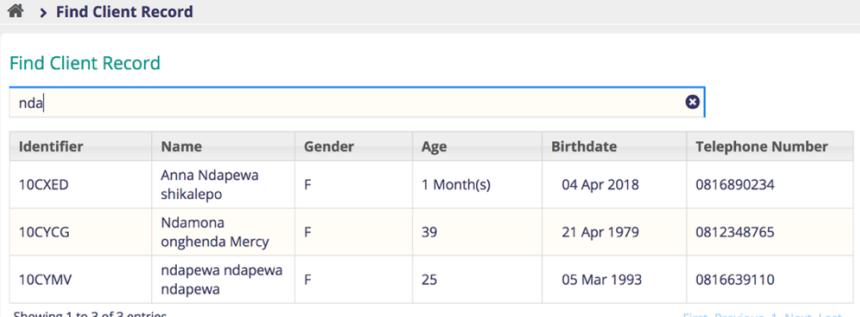
5. How to Record a L&D (Maternity) Visit in PTracker

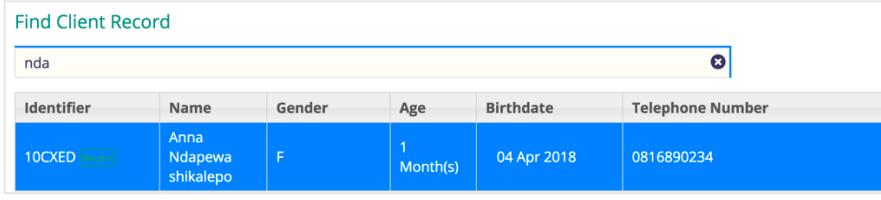
| | |
|----------------------------|--|
| Objective: | Ensure that ALL MCH client's at time of delivery have maternity details recorded in PTracker |
| Tasks: | <ul style="list-style-type: none"> a. Search to confirm that a client does not have an existing PTracker record b. Confirm an existing client 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 |
| When: | When a client arrives at Maternity (Labour & Delivery) ward |
| Who: | Maternity staff who are in the maternity ward. These users should have logins and data entry roles to create visits in PTracker. |
| Required Materials: | Username, password, hardware with an Firefox web browser or ODK collect application to access the PTracker remotely installed, Maternity Register 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. |

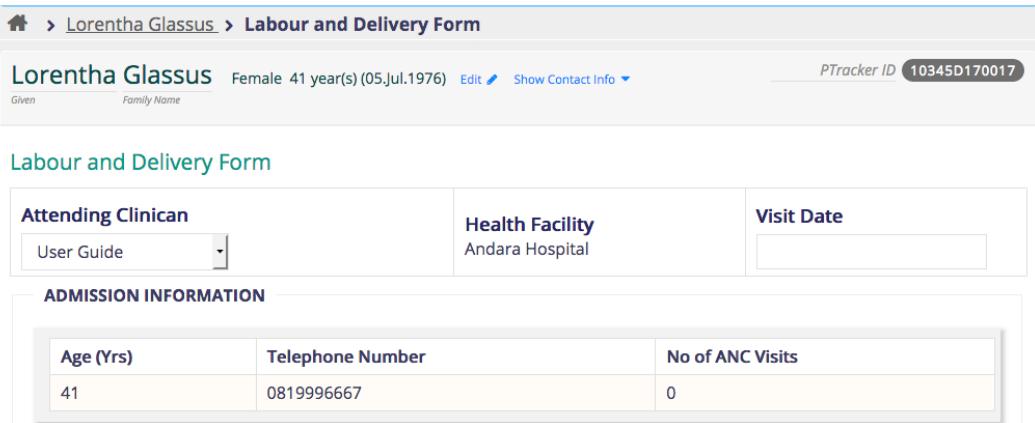
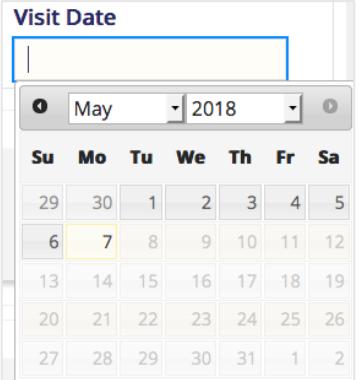
| STEP | ACTION | |
|------|---|--|
| | IF | THEN |
| 1. | e. Newly unregistered client on this visit. | See steps in Section 2. How to Register or Create a New Client Record in PTracker |
| | f. Client is already in PTracker from previous registration | Go to step 2 |

Avoid creating duplicate client records!

Before creating a new client record, **FIRST** confirm that the client does not have an existing record in PTracker by searching for the client's name or previously used PTracker ID

| | | |
|----|---|---|
| 2. | Navigate to the Search Client screen by clicking on the Find Client Record button. |  |
| | From the Find Client Record page, enter the client's name or Ptracker ID into the search box. |  |
| | <i>For example, if a new client's name recorded in the register as or client gives her name as Ndapewa Shilonga. First search for the clients name by a part of the provided name. Entering "Nda" in the Search box returns a list of all records for clients whose names contain with "Nda".</i> | |
| 3. |  | |

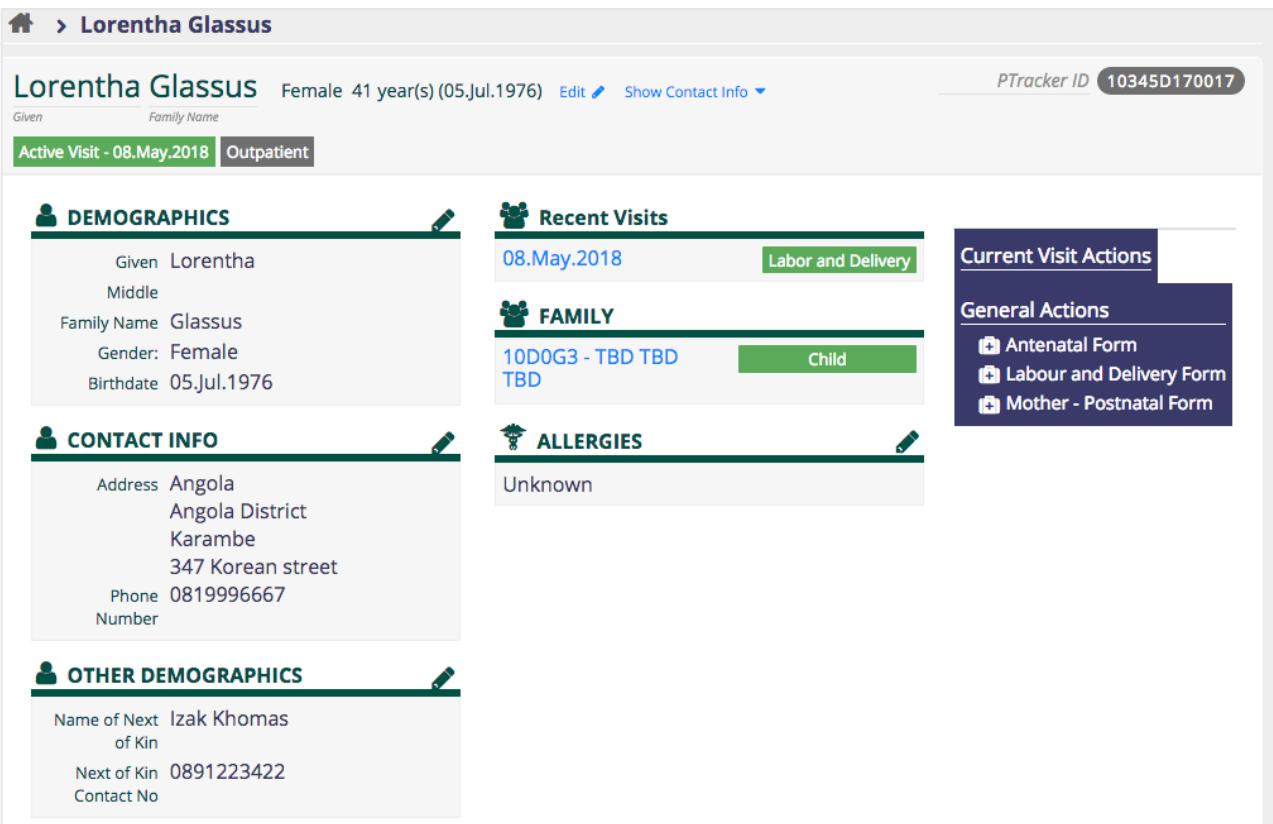
| STEP | ACTION | |
|------|---|---|
| 4. | One or more PTracker client record(s) matches the client. | Double-check the client's age, demographic information, and/or PTracker Identifier to be sure you have the correct record. You can click on the client highlighted row by moving the mouse over it to see a client's full record in step 5 . |
| | |  |
| 5. | The client details page includes Demographic Details , Contact Info , Recent Visits , Family (Infant) , and General Actions on the right. See the image below: | |
| |  | |
| 6. | On the General Actions box on the right, select and click on the Labor and Delivery Form , to fill in details of the Maternity visit . | General Actions <input checked="" type="checkbox"/> Antenatal Form <input checked="" type="checkbox"/> Labour and Delivery Form <input checked="" type="checkbox"/> Mother - Postnatal Form |

| STEP | ACTION | |
|------|---|--|
| | <p>Once you click the Labour and Delivery Form, the screen below will appear. As an example we will use the record of a maternity client named Lorentha Glassus with PTracker ID 10345D170017 to illustrate how to record a Maternity visit in PTracker.</p>  | |
| 7. | <p>If the Client has had previous ANC visits recorded in PTracker, the summary information will appear in the ADMISSION INFORMATION section. Since our client was newly registered at L&D, The only details we can gather from the admission section is minimal:</p> <ul style="list-style-type: none"> Client has NO previous ANC visits recorded in PTracker Client is 41 years of age | |
| 8. | Begin filling the L&D form by entering the Visit Date from the drop down menu for Maternity encounter being recorded. This is a required field in PTracker. |  |
| 9. | <p>Proceed with the DELIVERY INFORMATION Section and select if the has a pink book from ANC or not (booked)</p> <p>If “Yes” Enter the assigned PTracker ID and Continue to STEP 10.</p> <p>If “No” or “Missing” Enter the assigned PTracker ID from the Pink book and Continue to STEP 10.</p> <p>NOTE: ART Unique number may not be available at the time of data entry for newly initiated clients. If unavailable, please select the missing option for ART start/initiation date.</p> | <p>DELIVERY INFORMATION</p> <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"/> Missing</p> <p>PTRACKER ID CAPTURE</p> <p>PTracker ID</p> <p>10137A180980</p> |

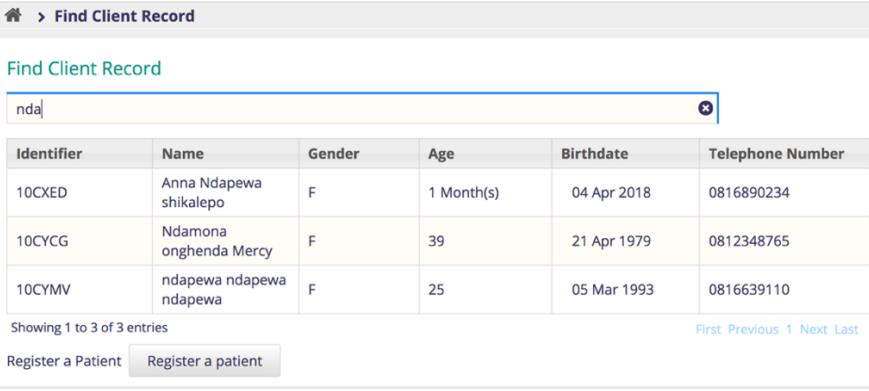
| STEP | ACTION | |
|--|---|---|
| | IF | THEN |
| 10 | HIV STATUS AT DELIVERY | |
| 10a. | HIV test status is Tested for HIV during this visit | Indicate the HIV test result |
| | HIV TESTING AND ART INITIATION <p>HIV test status</p> <ul style="list-style-type: none"> <input checked="" type="radio"/> 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"/> Missing | HIV test result <ul style="list-style-type: none"> <input type="radio"/> Negative <input type="radio"/> Positive <input type="radio"/> Unknown <input type="radio"/> Missing |
| | HIV Test result is Negative | Proceed to Step 13 |
| | HIV Test result is Positive | Proceed to the Step 11 to enter details of the ART initiation |
| 10b. | HIV Test result is Missing or Unknown | Proceed to Step 13 |
| | HIV test status is Previously Known Positive (KP) | Proceed to the Step 11 to enter details of the ART initiation |
| 10c. | HIV test status is Not Tested for HIV during this visit | Record the ANC Re-test HIV status ≥ 36 weeks |
| | | ANC Re-test HIV Status >= 36 weeks <ul style="list-style-type: none"> <input type="radio"/> Negative <input type="radio"/> Positive <input type="radio"/> Unknown <input type="radio"/> Not tested for HIV during this visit <input type="radio"/> Missing |
| | ANC Re-test HIV status ≥ 36 weeks is Negative | Proceed to Step 13 |
| | ANC Re-test HIV status ≥ 36 weeks is Positive | Proceed to the Step 11 to enter details of the ART initiation |
| | ANC Re-test HIV status ≥ 36 weeks is Unknown, Not Tested or Missing | Proceed to Step 13 |
| ART Initiation | | |
| 11. | Client Already on ART | Enter the ART Unique Number and ART start Date and proceed to Step 12 |
| | ART initiation <ul style="list-style-type: none"> <input checked="" type="radio"/> Already on ART <input type="radio"/> Started on ART during Labour and Delivery <input type="radio"/> Refused ART <input type="radio"/> Not started due to stockout of ART <input type="radio"/> Missing | ART Unique Number <input type="text"/> <input type="checkbox"/> ART Unique Number missing |
| | Client Started on ART during Labor and Delivery | ART start date <input type="text"/> <input type="checkbox"/> ART start date missing |
| Client Refused ART In a few words Enter Reason for refusing ART initiation in the text field provided | | Reason for refusing ART initiation <input type="text"/> <input type="checkbox"/> Reason for refusing ART initiation missing |

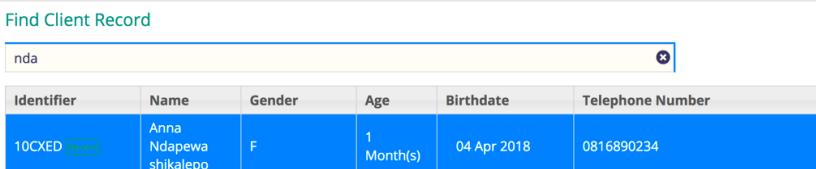
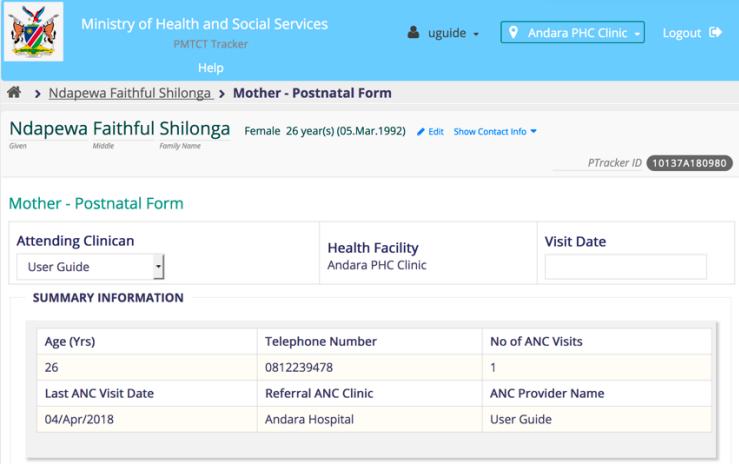
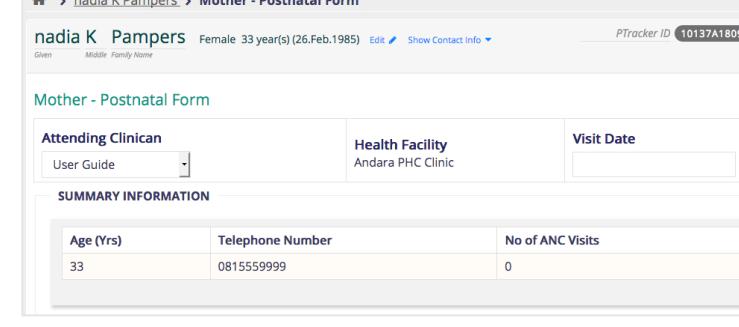
| STEP | ACTION | |
|------|---|--|
| | IF | THEN |
| | Viral Load | |
| 12. | Viral load test done is "YES" | Enter Viral load test date and Viral load results <div style="display: flex; justify-content: space-between;"> <div style="width: 60%;"> Viral load test date <input type="text"/> <input type="checkbox"/> Viral load test date missing </div> <div style="width: 30%;"> Viral load results <input type="radio"/> Target Detected <input type="radio"/> Not Detected <input type="radio"/> Sample Rejected <input type="radio"/> Results Pending <input type="radio"/> Missing </div> </div> |
| | Viral load Target detected | Enter the Viral load copies <div style="display: flex; justify-content: space-between;"> <div style="width: 60%;"> Viral load results <input checked="" type="radio"/> Target Detected <input type="radio"/> Not Detected <input type="radio"/> Sample Rejected <input type="radio"/> Results Pending <input type="radio"/> Missing </div> <div style="width: 30%;"> Viral load (copies/ml) <input type="text"/> <input type="checkbox"/> Viral load copies missing </div> </div> |
| | Viral load Not detected or Sample Rejected | Proceed to Step 13 |
| | Viral load Results Pending | Proceed to Step 13 NOTE: This option should only be chosen if a Viral Load Test has been ordered but the results have not been returned by NIP to the facility |
| | Viral load test done is "NO" | Proceed to Step 13 |
| 13. | In the MOTHER AND INFANT STATUS Section provide details of Mother's status at the time of record entry into PTracker. | MOTHER AND INFANT STATUS <div style="display: flex; justify-content: space-between;"> <div style="width: 60%;"> Mother's status <input checked="" 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"/> Missing * </div> </div> |
| | NOTE: If discharged is selected as an option then provide the date of discharge for the client. | Discharge Date <input type="text"/> |

| STEP | ACTION | | | | | |
|--|---|---|---|--|--|--|
| 14. | Indicate the Total number of babies born from this pregnancy and provide the baby details for the baby. | Number of babies born from this pregnancy <input type="text"/> * | | | | |
| | <p>Provide the birth details (Gender, DOB, Infant Status, Infant feeding at discharge) for each of the babies indicated in Step 14. NOTE: In the case of multiple births, provide the baby details for <i>each</i> baby born (eg. Child #1 & Child #2).</p> | Child # 1 <table border="1"> <tr> <td>Sex <input 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"/> Missing</td> <td>Infant Feeding at discharge <input type="radio"/> EBF=Exclusive Breastfeeding <input type="radio"/> RF=Replacement feeding <input type="radio"/> Missing</td> </tr> </table> | Sex <input 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"/> Missing | Infant Feeding at discharge <input type="radio"/> EBF=Exclusive Breastfeeding <input type="radio"/> RF=Replacement feeding <input type="radio"/> Missing |
| Sex <input 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"/> Missing | Infant Feeding at discharge <input type="radio"/> EBF=Exclusive Breastfeeding <input type="radio"/> RF=Replacement feeding <input type="radio"/> Missing | | | | | |
| 15. | If Infant Died (Neonatal Death) is selected under infant status | Enter Date of Death for that infant and Go to Step 17 Date of Death <input type="text"/> <input type="checkbox"/> Date of Death missing | | | | |
| | If Stillbirth is selected under infant status | Enter the Type of Stillbirth and Go to Step 17 <table border="1"> <tr> <td>Type of still birth <input type="radio"/> Fresh <input type="radio"/> Macerated <input type="radio"/> Missing</td> </tr> </table> | Type of still birth <input type="radio"/> Fresh <input type="radio"/> Macerated <input type="radio"/> Missing | | | |
| Type of still birth <input type="radio"/> Fresh <input type="radio"/> Macerated <input type="radio"/> Missing | | | | | | |
| | If infant status is Missing | Go to Step 17 | | | | |
| | Infant ARV Prophylaxis (ONLY For HIV exposed Babies) | | | | | |
| | If Infant Alive is selected under infant status and born to an HIV Positive Mother | Provide the ARV Prophylaxis status for the HIV exposed baby and go to Step 16 to record the infant PTracker ID. 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"/> Missing | | | | |
| | If Infant Alive is selected under infant status and born to an HIV Negative Mother | Proceed to Step 16 to record the infant PTracker ID | | | | |
| 16. | Create and enter the Infant PTracker ID. Record the Infant PTracker ID in the Pink book | Infant PTracker ID <input type="text" value="10345D1700171"/> | | | | |
| |  The infant PTracker ID is derived from the mother's PTracker ID. See section on How to create an Infant PTracker ID . | | | | | |

| STEP | ACTION |
|--|---|
| 17. | This task is complete when, after clicking on Enter Form . |
| | <p>The client summary page displays the newly recorded Mother and Labor Delivery details and infant registration from May 8th, 2018 under Recent visits as shown below.</p>  <p>The screenshot shows the PTracker client summary page for Lorentha Glassus. At the top, it displays her name, gender (Female), age (41 years), birthdate (05.Jul.1976), and PTracker ID (10345D170017). Below this, there's a section for 'Active Visit - 08.May.2018' and 'Outpatient'. The main content area is divided into several tabs: 'DEMOGRAPHICS', 'CONTACT INFO', 'OTHER DEMOGRAPHICS', 'Recent Visits', 'FAMILY', and 'ALLERGIES'. The 'Recent Visits' tab shows a visit on '08.May.2018' for 'Labor and Delivery' under 'TBD TBD'. The 'FAMILY' tab shows a child entry for '10D0G3 - TBD TBD' labeled 'Child'. On the right side, there are sections for 'Current Visit Actions' (with options for Antenatal Form, Labour and Delivery Form, and Mother - Postnatal Form) and 'General Actions'.</p> |
| 18. | <p>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.</p> <p>Note: To review the details of the recorded L&D or any other recorded encounter in PTracker, click on the blue highlighted visit to reveal details of the recorded visit.</p> |
|  | <p>To edit the details of the most recently submitted encounter, see section on HOW to Edit a previously submitted record in PTracker.</p> |

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

| Objective: | To ensure that the Mother's post natal care visits details are recorded in PTracker | |
|--|---|---|
| Tasks: | 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 | |
| When: | When a client (Mother) comes for PNC visits after delivery (maternity) from 6 days up to when infant is between 18-24 months old OR after cessation of breastfeeding. | |
| Who: | PMTCT staff. These users should have logins and data entry roles to create visits. | |
| Required Materials: | Username, password, hardware with a Firefox web browser or ODK collect application to access the PTracker remotely installed Mother Baby Follow up Care Register with client details for PNC visits (HIV testing and ART initiation details, ARV prophylaxis, demographic information, PTracker ID and Next visit date). | |
| STEP | ACTION | |
| | IF | THEN |
| 1. | a. Newly unregistered client on this visit. b. Client is already in PTracker from previous registration | See steps in Section 2. How to Register or Create a New Client Record in PTracker Go to step 2 |
| Avoid creating duplicate client records! | | |
| Before creating a new client record, FIRST confirm that the client does not have an existing record in PTracker by searching for the client's name or previously used PTracker ID | | |
| 2. | Navigate to the Search Client screen to confirm that the client exists in PTracker. by clicking on the Find Client Record button. |  |
| 3. | From the Find Client Record page, enter the client's name into the search box. <i>For example, if a new client's name is recorded in the register as or client gives her name as Ndapewa Shilonga. First search for the clients name by a part of the provided name. Entering “Nda” in the Search box returns a list of all records for clients whose names contain with “Nda”.</i> |  |

| STEP | ACTION | |
|------|---|--|
| | IF | THEN |
| 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. |
| |  | |
| 5. | Client does have an existing record | Proceed with step 7 |
| 6. | Client does not have an existing record | Proceed with steps to register or create a New Client Record. See steps in Section 2. How to Register or Create a New Client Record in PTracker |
| 7. | From the main client details page find the General Actions box on the right. Select and click on the Mother-Postnatal Form , to fill in details of the PNC visit for the Mother . | <div style="border: 1px solid #ccc; padding: 5px; background-color: #f0f0f0;"> General Actions <hr/> + Antenatal Form + Labour and Delivery Form + Mother - Postnatal Form </div> <p style="text-align: right;"></p> |
| 8. | Once you click the Mother-Postnatal Form the client's summary screen will appear as below. If recorded in PTracker, we can gather from Summary screen information about previous ANC visits and/or a maternity visit. See the examples below. | <ul style="list-style-type: none"> Only 1 previous ANC visit from April 4th, 2018 recorded by no Maternity visit for client in PTracker   <ul style="list-style-type: none"> No previous ANC visit recorded for client in PTracker |

| STEP | ACTION | | |
|------|--|---|--|
| 9. | Begin with entering the Visit Date from the drop down menu for PNC encounter being recorded. This is a required field in PTracker. | Visit Date | |
| 10. | Proceed with PTracker ID capture. Enter the assigned PTracker ID and Continue to STEP 11 . | PTRACKER ID CAPTURE PTracker ID <input type="text" value="10137A180980"/> | |
| 11. | HIV Testing and ART Initiation IF | | ACTION |
| 11a. | HIV Test Status is Tested for HIV during this visit | Indicate the HIV test result | |
| | HIV Test result is Negative or Unknown | | STOP!!!! Do NOT Record a <i>PNC Visit</i> for Clients with HIV Negative Status or with Missing HIV Status . |
| | HIV Test result is Positive | Proceed to the Step 11b. to enter details of the ART initiation | |
| | HIV test Status is Previously Known Positive (KP) | Proceed to the Step 11b. to enter details of the ART initiation | |
| | NOTE: ART Unique number may not be available at the time of data entry for newly initiated clients. If unavailable, please select the missing option for ART start/initiation date. | | |
| 11b. | Client Already on ART | ART Initiation <input checked="" type="radio"/> Already on ART <input type="radio"/> Started on ART in PNC <input type="radio"/> Refused ART <input type="radio"/> Not started due to stockout of ART <input type="radio"/> Missing | ART Unique Number <input type="checkbox"/> ART Unique Number missing |
| | Client started on ART in PNC | ART Initiation <input type="radio"/> Already on ART <input checked="" type="radio"/> Started on ART in PNC <input type="radio"/> Refused ART <input type="radio"/> Not started due to stockout of ART <input type="radio"/> Missing | ART start date <input type="checkbox"/> ART start date missing |
| | Client Refused ART In a few words Enter Reason for refusing ART in the text field | Reason for refusing ART initiation <input type="checkbox"/> Reason for refusing ART initiation missing | |
| | Client not started due to Stockout of ART | Proceed to Step 11c. to enter details of Viral Load Test | |

| STEP | ACTION | |
|------|--|--|
| 11c. | Viral Load | |
| | Has patient had a recent Viral load test is “YES” Has the patient had a recent viral load test? <input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Missing | Enter Viral load test date and Viral load results Viral load test date <input type="text"/> <input type="checkbox"/> Viral load test date missing Viral load results <input type="radio"/> Target Detected <input type="radio"/> Not Detected <input type="radio"/> Sample Rejected <input type="radio"/> Results Pending <input type="radio"/> Missing |
| | Viral load Target detected Viral load results <input checked="" type="radio"/> Target Detected <input type="radio"/> Not Detected <input type="radio"/> Sample Rejected <input type="radio"/> Results Pending <input type="radio"/> Missing | Enter the Viral load copies Viral load (copies/ml) <input type="text"/> <input type="checkbox"/> Viral load copies missing |
| | Viral load Not detected or Sample Rejected Viral load results <input type="radio"/> Target Detected <input checked="" type="radio"/> Not Detected <input type="radio"/> Sample Rejected <input type="radio"/> Results Pending <input type="radio"/> Missing | Proceed to Step 12 |
| | Viral load Results Pending Viral load results <input type="radio"/> Target Detected <input type="radio"/> Not Detected <input type="radio"/> Sample Rejected <input checked="" type="radio"/> Results Pending <input type="radio"/> Missing | Proceed to Step 12 NOTE: This option should only be chosen if a Viral Load Test has been ordered but the results have not been returned by NIP to the facility |
| 11d. | 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 12 |
| | HIV test Status is Not tested for HIV during this visit / Missing HIV TESTING AND ART INITIATION HIV test status <input type="radio"/> Tested for HIV during this visit <input type="radio"/> Previously known positive <input checked="" type="radio"/> Not tested for HIV during this visit <input type="radio"/> Missing | Proceed to Step 12 |

| STEP | ACTION | |
|------|--|-------------------|
| 12. | Under Follow-up Section, enter Next Visit Date and details for the Facility of next appointment | |
| | If Client is transferring to another Clinic select Transfer . | |
| | Select the facility of transfer for next appointment and Transfer out date | |
| 13. | This task is complete when, after clicking on Enter Form . | Enter Form |
| 14. | The client summary page appears (below)and displays the newly recorded PNC visit that occurred on 29 May 2018 under the Recent visits section. Note: To review the details of the recorded PNC visit or any other recorded encounter in PTracker, click on the blue highlighted visit to reveal details of the recorded visit. | |
| | | |
| | To edit the details of the most recently submitted encounter, see section on HOW to Edit a previously submitted record in PTracker . | |

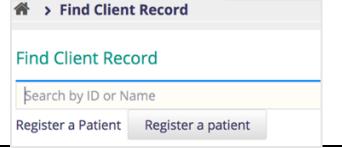
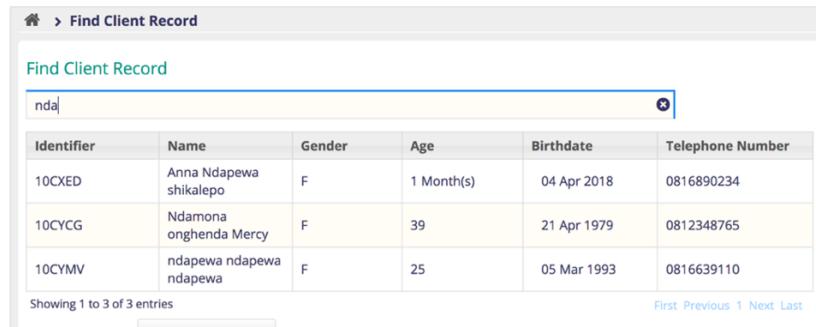
7. How to Record a Post Natal Visit for an HIV Exposed Infant in PTracker

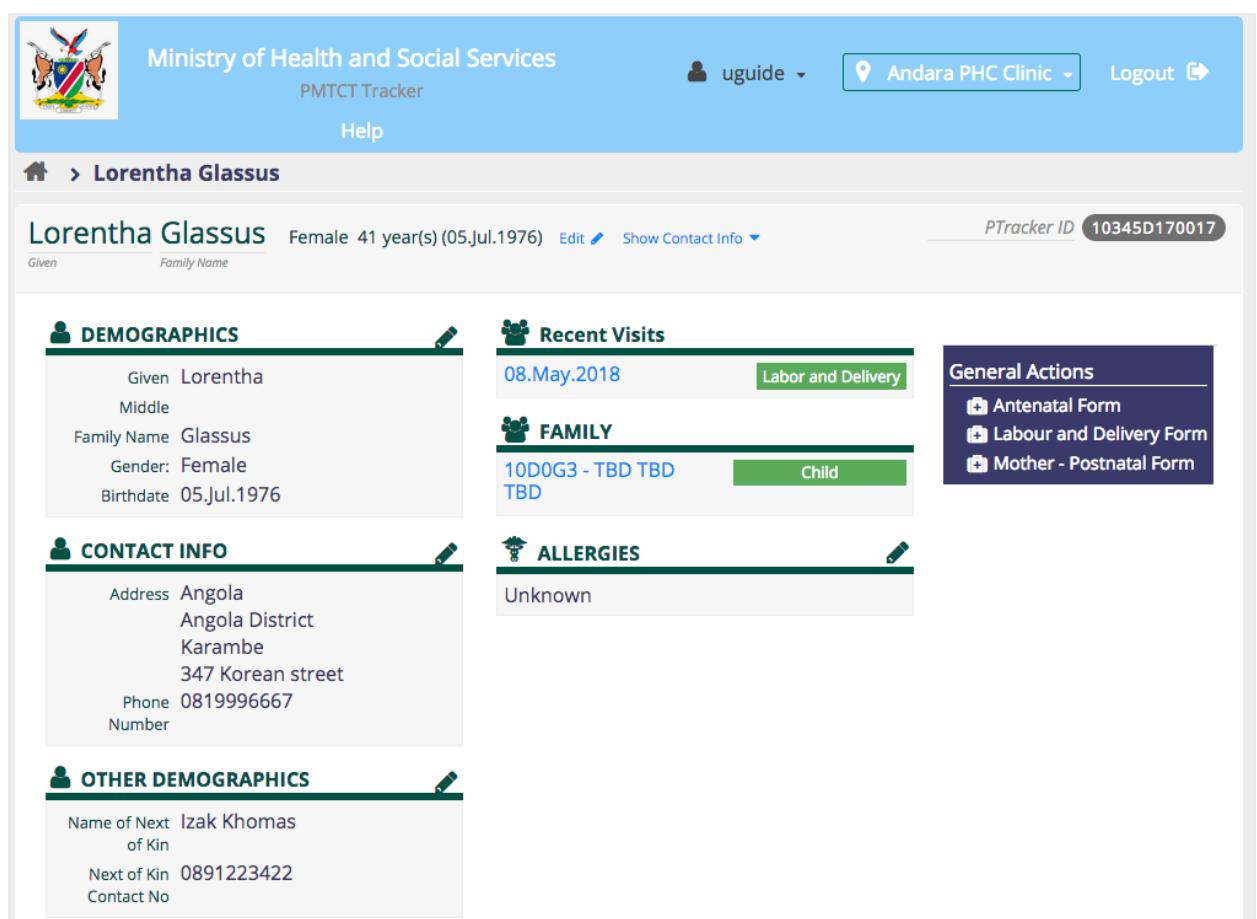
| | |
|----------------------------|---|
| Objective: | Ensure that details for an HIV exposed infant visit at postnatal care and follow-up (mother-baby follow-up visits) are recorded in PTracker |
| Tasks: | a. Enter client's (Baby) PNC details, either as linked to the mother who is already registered b. Create a new client record then enter details as recorded in register |
| When: | When an HIV exposed infant comes for a PMTCT visit or ensuing follow up visits at PNC from 6 days up to when infant is between 18-24 months old OR after cessation of breastfeeding |
| Who: | PMTCT staff. These users should have logins and have data entry roles to create visits. |
| Required Materials: | Username, password, hardware with a Firefox web browser or ODK collect application installed on tablets to access the PTracker, Mother Baby Follow up Care Register infant details for PNC visits (Demographics, PTracker ID, EID testing, ARV prophylaxis, visit date, breastfeeding and if infant is positive, ART Unique number and linkage details). |

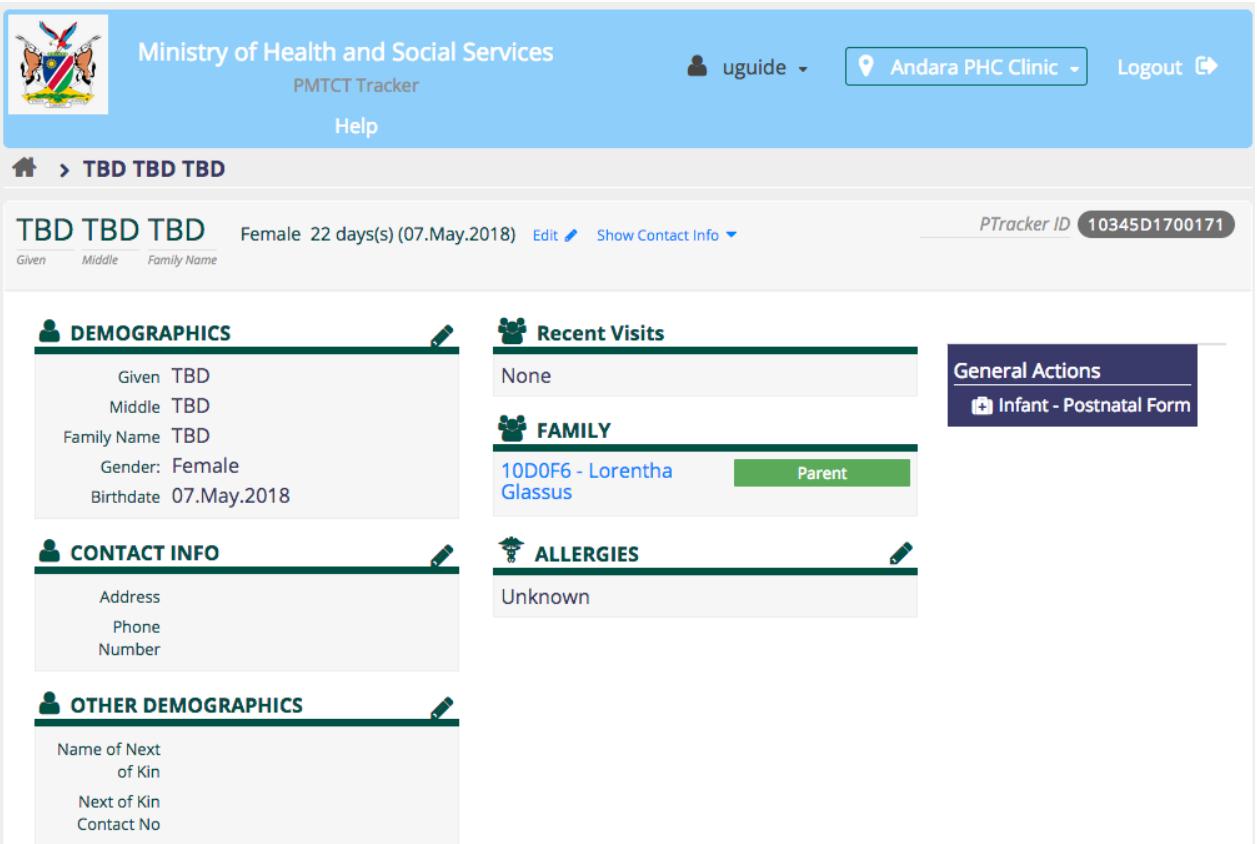
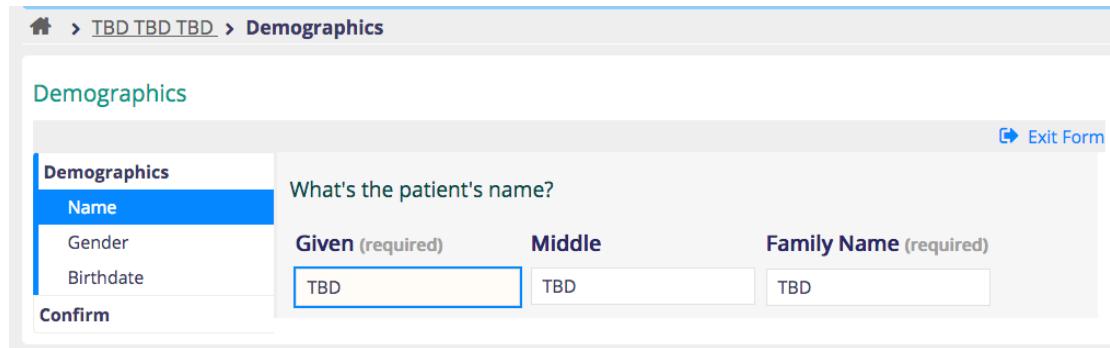
| STEP | ACTION | |
|------|---|--|
| | IF | THEN |
| 1. | a. Newly unregistered HIV exposed infant on this visit. | See steps in Section 2. How to Register or Create a New Client Record in PTracker |
| | b. Infant is already in PTracker from previous registration at Maternity. | Go to step 2 |

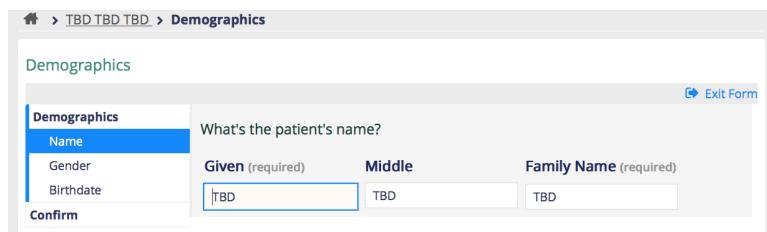
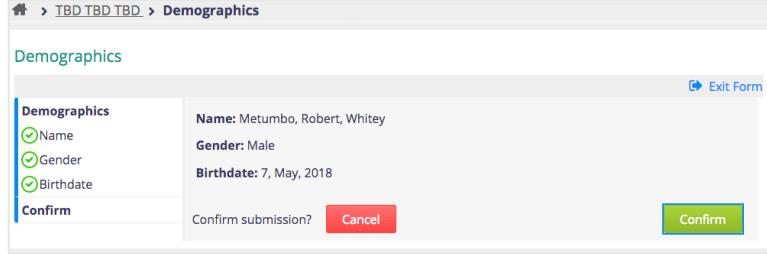
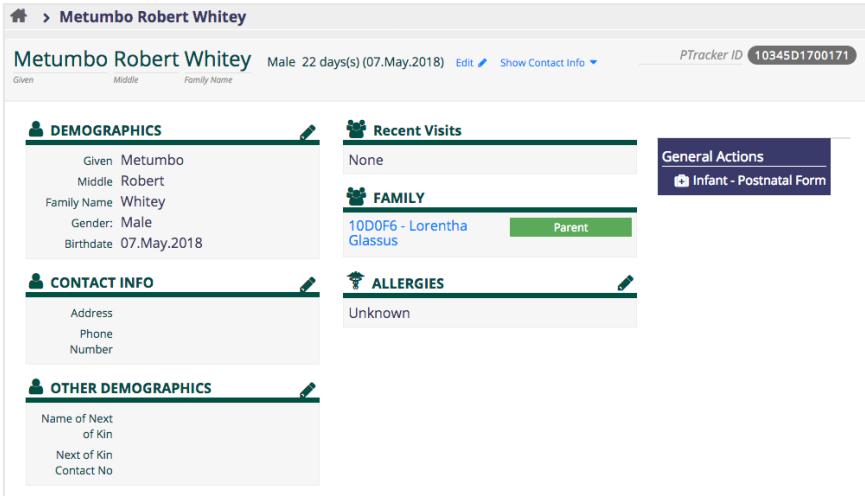
Avoid creating duplicate client records!

Before creating a new client record for an infant, **FIRST** confirm that the infant does not have an existing record in PTracker by searching for the infant's name or previously used PTracker ID

| | |
|--|---|
| <p>2.</p> <p>Navigate to the Search Client screen to confirm that the Infant exists in PTracker by clicking on the Find Client Record button.</p> <p>From the Find Client Record page, enter the client's name into the search box.</p> <p>From the Find Client Record page, enter the client's name (Mother's name) or PTracker ID into the search box. <i>For example, if a mother's name is recorded in the register as or client gives her name as Ndapewa Shilonga. First search for the clients name by a part of the provided name. Entering "Nda" in the Search box returns a list of all records for clients whose names contain with "Nda".</i></p> |  |
| |  |
| |  |

| STEP | ACTION | | | | | | | | | | | | | |
|------------|--|--|------------|-------------|------------------|-----|-----------|------------------|--------|------------------------|---|------------|-------------|------------|
| | IF | THEN | | | | | | | | | | | | |
| 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. | | | | | | | | | | | | |
| |  <p>Find Client Record</p> <p>ndna</p> <table border="1"> <thead> <tr> <th>Identifier</th> <th>Name</th> <th>Gender</th> <th>Age</th> <th>Birthdate</th> <th>Telephone Number</th> </tr> </thead> <tbody> <tr style="background-color: #0070C0; color: white;"> <td>10CXED</td> <td>Anna Ndapewa shikalepo</td> <td>F</td> <td>1 Month(s)</td> <td>04 Apr 2018</td> <td>0816890234</td> </tr> </tbody> </table> | | Identifier | Name | Gender | Age | Birthdate | Telephone Number | 10CXED | Anna Ndapewa shikalepo | F | 1 Month(s) | 04 Apr 2018 | 0816890234 |
| Identifier | Name | Gender | Age | Birthdate | Telephone Number | | | | | | | | | |
| 10CXED | Anna Ndapewa shikalepo | F | 1 Month(s) | 04 Apr 2018 | 0816890234 | | | | | | | | | |
| |  <p>Important: Search by the mother's name or by the infant's name if known at the time of the visit.</p> | | | | | | | | | | | | | |
| 5. | Client (infant) has an existing record | Proceed with step 7 | | | | | | | | | | | | |
| | <p>If the search was done by the infant's mother's name eg. Lorentha Glassus, then a summary page with the Mother's Details appears including the infant's record (TBD TBD TBD) located under Family section as shown below.</p>  <p>Ministry of Health and Social Services PMTCT Tracker uguide Andara PHC Clinic Logout</p> <p>Lorentha Glassus Female 41 year(s) (05.Jul.1976) Edit Show Contact Info PTracker ID 10345D170017</p> <p>DEMOCRAPHICS Given Lorentha Middle Family Name Glassus Gender: Female Birthdate 05.Jul.1976</p> <p>CONTACT INFO Address Angola Angola District Karambe 347 Korean street Phone 0819996667 Number</p> <p>OTHER DEMOCRAPHICS Name of Next Izak Khomas of Kin Next of Kin 0891223422 Contact No</p> <p>Recent Visits 08.May.2018 Labor and Delivery</p> <p>FAMILY 10D0G3 - TBD TBD Child</p> <p>ALLERGIES Unknown</p> <p>General Actions Antenatal Form Labour and Delivery Form Mother - Postnatal Form</p> | | | | | | | | | | | | | |
| 6. | <p>In the example above the infants mother name is Lorentha Glassus. We can gather from the Summary Information that Lorentha has a child but name is not yet registered in PTracker.</p> | | | | | | | | | | | | | |

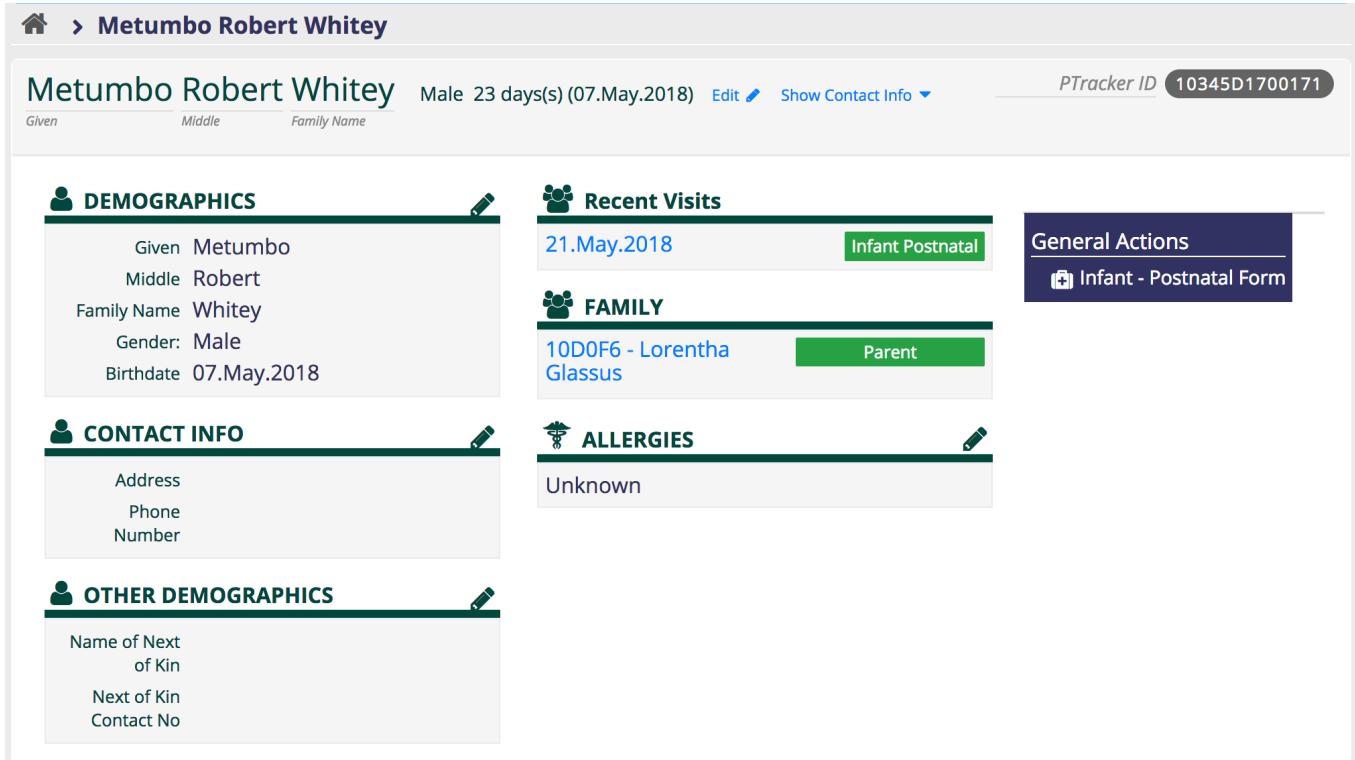
| STEP | ACTION |
|------|---|
| 7. | <p>Click on Infant's record TBD TBD TBD highlighted in blue. The infant's PTracker record with summary details will appear as below. The infant summary page shows a linkage to the record of Lorentha Glassus, the infant's mother.</p>  |
| 8. | <p>To edit the following details of the Infant's Record</p> <p>Demographics,  DEMOGRAPHICS</p> <p>Contact  CONTACT INFO</p> <p>Other Demographics  OTHER DEMOGRAPHICS</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 step 9 to update the infants page as if demographic details of the infant are now available as shown below.</p> <p>if you are registering a new client. see steps in Section 2. How to Register or Create a New Client Record in PTracker</p>  |

| STEP | ACTION | |
|--|--|---|
| 9. | Enter in the Infant's Given and Family name, Gender, and Date of Birth |  |
| | Editing of the Infants summary page is complete after clicking on Confirm button to confirm submission. |  |
|  Note: Clicking on the Exit Form button on this page allows you exit the edit page without saving your form! | | |
| 10. | The edited infant's summary page is shown here with Infants name updated from TBD TBD TBD to Metumbo Robert Whitey with the mother listed as Lorentha Glassus . |  |
| | If Infant does not have an existing record | Proceed with steps to register or create a New Client Record. See steps in Section 2. How to Register or Create a New Client Record in PTracker |
| 11. | From the main client details page find the General Actions box on the right. Select and click on the Infant-Postnatal Form , to fill in details of the PNC visit for the Infant |  |
|  Note: The only form that can be entered for the infant is the Infant-Postnatal Form . | | |

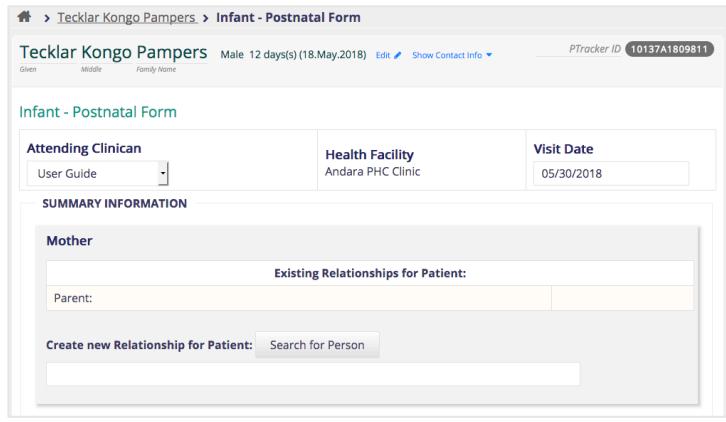
| STEP | ACTION |
|--|--|
| | <p>Once you click the Infant-Postnatal Form the Infant's summary information is shown on the screen as shown on the next page. Since this infant is already linked to the mother, the mother's name and contact information is shown as well.</p> |
| 13. | |
| 14. | <p>Begin with entering the Visit Date from the drop down menu for PNC encounter being recorded. This is a required field in PTracker.</p> |
| EXPOSURE AND INFANT PROPHYLAXIS | |
| 15. | <p>Enter HIV Exposure Status of the Infant as Currently Exposed (HIV Positive Mother) and proceed to Step 16</p> <p>HIV Exposure Status is currently unexposed (HIV Negative Mother) or unknown STOP!!!</p> <p>Do NOT Record a PNC Visit for Infants with HIV Negative Mothers or Infants with Missing HIV Exposure Status</p> |
| 16. | <p>Enter ARV Prophylaxis (Nevirapine) status of the infant and the ARV Prohylaxis Adherence</p> |

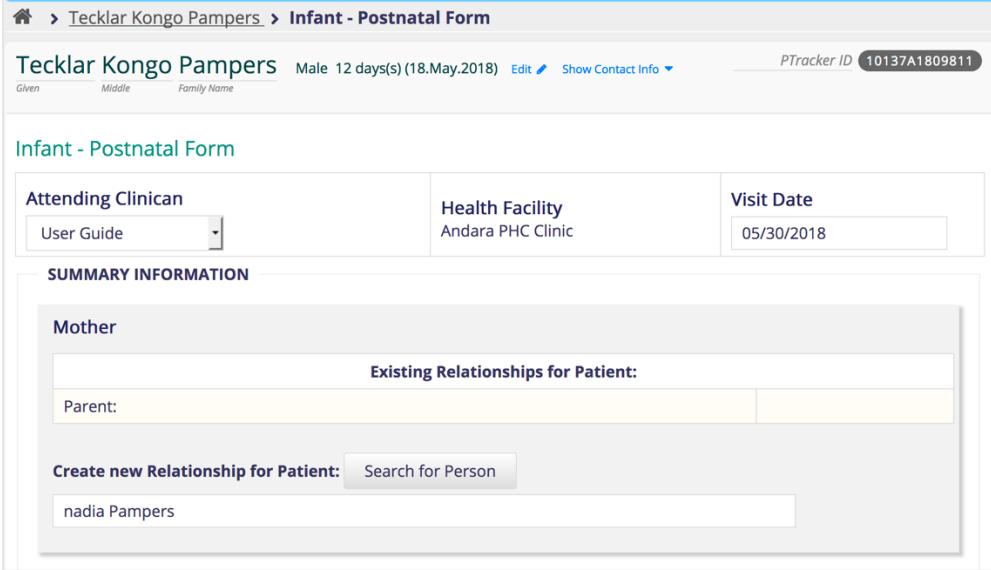
| STEP | ACTION | |
|------|--|---|
| 17. | Enter the Cotrimoxazole (CTX) Prophylaxis status of the infant, the CTX Adherence . | CTX Prophylaxis status <input checked="" type="radio"/> Received CTX prophylaxis <input type="radio"/> Never received CTX prophylaxis <input type="radio"/> Stopped CTX prophylaxis <input type="radio"/> Missing CTX Adherence <input type="radio"/> Good <input type="radio"/> Fair <input type="radio"/> Poor <input type="radio"/> Starting prophylaxis on this visit <input type="radio"/> Missing |
| 18. | Also indicate if the Infant was tested for HIV during the PNC visit being recorded . | Was this infant tested for HIV during this visit? <input type="radio"/> Tested for HIV during this visit <input type="radio"/> Not tested for HIV during this visit <input type="radio"/> Missing |
| | IF | THEN |
| | a. Tested for HIV during this visit | Go to Step 19 |
| | b. Not tested for HIV during this visit | Go to Breastfeeding Section in Step 24 |
| | c. Missing | Go to Breastfeeding Section in Step 24 |
| 19. | Enter details on what kind of test was used . | What kind of test was used? <input type="radio"/> DNA PCR <input type="radio"/> Rapid Test <input type="radio"/> Missing |
| | | If DNA PCR , proceed to Step 20 to enter test result |
| | | If Rapid Test , proceed to Step 20 to enter test result |
| | | If Missing , proceed to Breastfeeding Section in Step 24 |
| 20. | Enter response on HIV test result on PCR or Rapid Test | |
| | a. If " Negative " or " Results pending " or " Missing " | Go to Step 21 |
| | b. If Positive PCR or Rapid test result | Go to Step 21 |
| 21. | Indicate if a confirmatory test was performed | Was a confirmatory test performed during this visit? <input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Missing |
| | If " Yes ", Go to Step 22 to enter test result response for the Confirmatory test performed. | What was the final test result for the confirmatory test? <input type="radio"/> Negative <input type="radio"/> Positive <input type="radio"/> Results Pending <input type="radio"/> Missing |
| | If " No " or " Results pending " or " Missing " | Go to Breastfeeding Section in Step 24 |
| 22. | Enter response on Confirmatory test performed | |
| | a. If " Negative " or " Results pending " or " Missing " | Go to Breastfeeding Section in Step 24 |
| | b. If Positive Confirmatory test result | The final PMTCT outcome is Positive . Go to Step 23 |

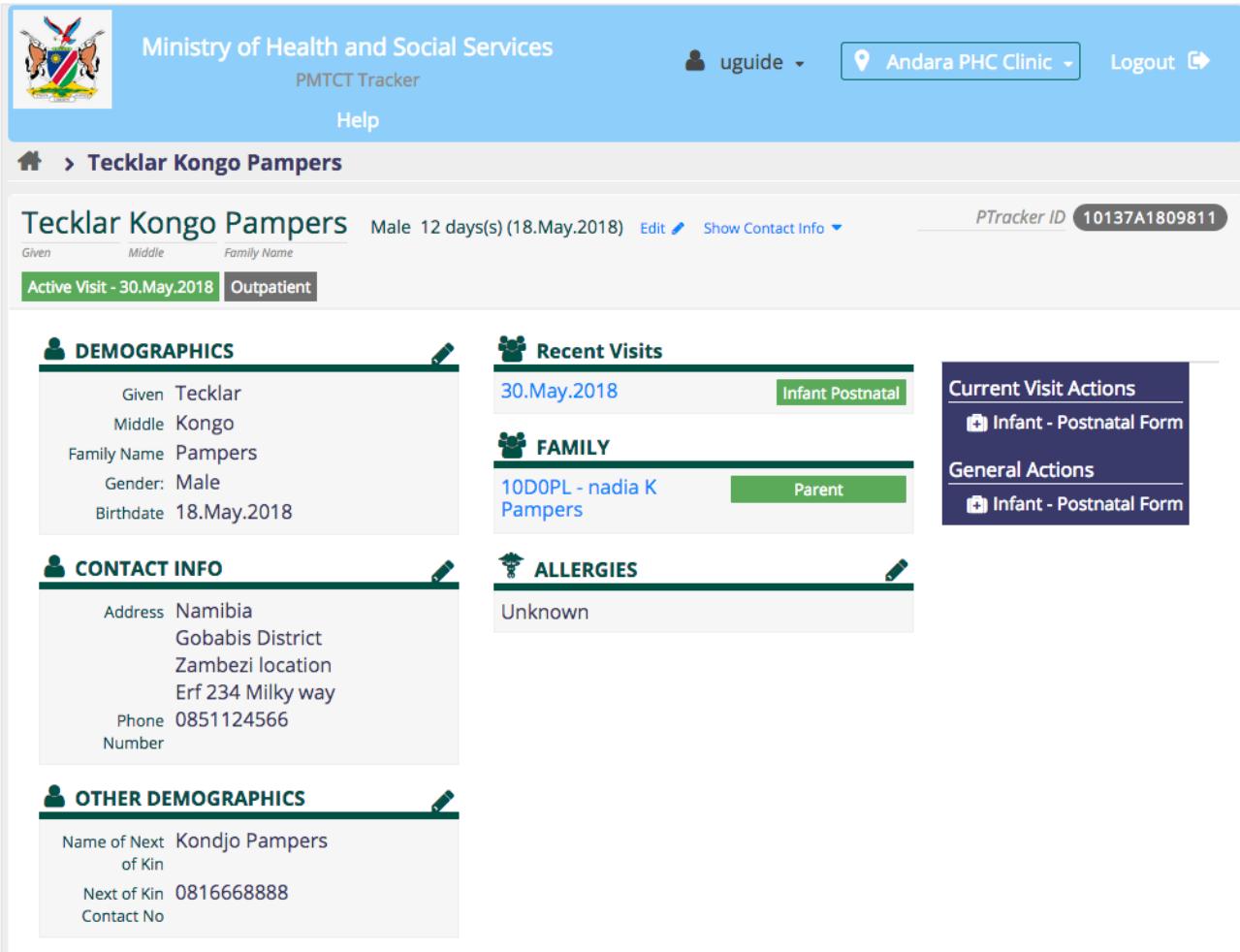
| STEP | ACTION | |
|---|---|--|
| 23. | <p>Indicate whether the Infant was linked to ART</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> Was this infant linked to ART <input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Missing </div> | <p>Then enter the Infant ART Unique Number and proceed to Step 24.</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> Infant ART Unique Number <input type="text"/> </div> <p><input type="checkbox"/> Infant ART Unique Number missing</p> |
| 24. | <p>Enter the details of the Infant's Breastfeeding Status and then proceed to the next step (Step 25)</p> <p>Note: Infant Breastfeeding status is a required field in PTracker</p> | <p>Breastfeeding Status</p> <ul style="list-style-type: none"> <input type="radio"/> Exclusive Breastfeeding <input type="radio"/> Mixed Feeding <input type="radio"/> Complementary Feeding <input type="radio"/> Other <input type="radio"/> Missing |
| | <p>If "Other" breastfeeding is chosen as a response</p> | <p>Briefly describe the other infant feeding method in a few words in the text box provided and proceed to Step 25.</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> Other infant feeding method <input type="text"/> </div> <p><input type="checkbox"/> Other feeding method missing</p> |
| 25. | INFANT STATUS | |
| | <p>Record the Infant outcome Status at for the visit being recorded</p> | <p>Infant outcome status</p> <ul style="list-style-type: none"> <input type="radio"/> Still in Care <input type="radio"/> Transfer In to ART Clinic <input type="radio"/> Confirmed HIV negative infant (discharged from PMTCT) <input type="radio"/> Transferred Out <input type="radio"/> Lost to Follow Up <input type="radio"/> Dead <input type="radio"/> Missing |
| | IF | |
| | <p>a. Infant is still in care, record the Next visit date and proceed to Step 26 to submit the form.</p> | <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> Next visit date <input type="text"/> </div> <p><input type="checkbox"/> Next visit date missing</p> |
| <p>b. Infant Transfer to ART Clinic, record the ART clinic infant was transferred to, the date of transfer and the next visit date for the ART clinic visit. Proceed to Step 26 to submit the form.</p> | <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> Transferred in from <input type="text" value="Choose a Location..."/> </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> Transfer in date <input type="text" value="Transfer in date"/> <p><input type="checkbox"/> Transfer in date missing</p> </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> Next visit date <input type="text"/> </div> <p><input type="checkbox"/> Next visit date missing</p> | |
| <p>c. Confirmed HIV negative (discharged from PMTCT), record the date when infant was confirmed HIV negative and discharged from PMTCT and Proceed to Step 26 to submit the form.</p> | <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> Date of event <input type="text"/> </div> <p><input type="checkbox"/> Date of event missing</p> | |

| STEP | ACTION | |
|------|--|---|
| | IF | THEN |
| 25. | d. Transferred out to , record the PHC clinic the infant was transferred to, the date when transfer occurred and Proceed to Step 26 to submit the form. | <p>Transferred out to</p> <p>Choose a Location...</p> <p>Transfer out date</p> <p><input type="checkbox"/> Transfer out date missing</p> |
| | e. Infant is “ Lost to Follow-up ”, “ Dead ” or “ Missing ” | Proceed to Step 26 to submit the form |
| 26. | This task is complete when, after clicking on Enter Form . | Enter Form |
| 27. | The Infant summary page below appears and displays the newly recorded PNC visit under the Recent visits section. |  <p>The screenshot shows the PTracker Infant summary page for Metumbo Robert Whitey. At the top, it displays basic information: Given Name (Metumbo), Middle Name (Robert), Family Name (Whitey), Gender (Male), and Birthdate (07.May.2018). Below this, there are four main sections: DEMOGRAPHICS, CONTACT INFO, OTHER DEMOGRAPHICS, and a summary of RECENT VISITS, FAMILY, and ALLERGIES. The RECENT VISITS section highlights a blue link for "21.May.2018 Infant Postnatal". A sidebar on the right contains "General Actions" and a link to "Infant - Postnatal Form".</p> |
| | <p>Note: To review the details of the recorded PNC visit or any other recorded encounter in PTracker, click on the blue highlighted visit to reveal details of the recorded visit.</p> <p>To edit the details of the most recently submitted encounter, see section on HOW to Edit a previously submitted record in PTracker.</p> |  |

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

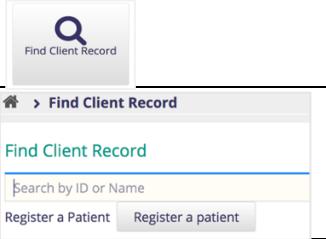
| Objective: | Ensure that details for an HIV positive mother and her exposed infant, previously not registered, are linked when recording a postnatal care (PNC) visit in PTracker. |
|----------------------------|--|
| Tasks: | <ul style="list-style-type: none"> To link the newly created infant's record at PNC to the mother's record during a PNC visit for a Mother-baby pair. |
| When: | 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. |
| Who: | PMTCT staff. These users should have logins and data entry roles to create visits. |
| Required Materials: | Username, password, hardware with a Firefox web browser or ODK collect application to access the PTracker remotely installed Mother Baby Follow up Care Register with client details for PNC visits (HIV testing and ART initiation details, ARV prophylaxis, demographic information, Mother's PTracker ID and Next visit date). |
| STEP | ACTION |
| 1. | <p style="color: blue;">Follow these steps BEFORE linking a Mother to her Exposed Infant(s)</p> <p>a. First create a new client record for the exposed Infant's Mother (who may OR may not be previously registered) in PTracker. If mother is not previously registered see steps in Section 2. How to Register or Create a New Client Record in PTracker.</p> <p>b. After registering the mother's demographic details, record the mother's PNC visit as recorded in MBFU register. See steps in Section 6. How to Record a Mother's Post Natal Care Visit in PTracker.</p> <p>c. If this is a newly unregistered HIV exposed infant, create a new client record for the infant. See steps in Section 2. How to Register or Create a New Client Record in PTracker.</p> <p style="color: blue;">Remember the Infant's PTracker ID has to be generated from the mother's PTracker ID!!!</p> |
| | <p>2.</p> <p>After registering the infant, go to the General Actions box on the right. Select and click on the Infant-Postnatal Form, to fill in details of the PNC visit for the Infant.</p> |
| | <p>3.</p> <p>The Infant's Postnatal Form is shown on the screen and should appear as below. An infant who is <u>already linked</u> to the mother, will have the mother's name and contact information displayed under Summary information.</p>  |

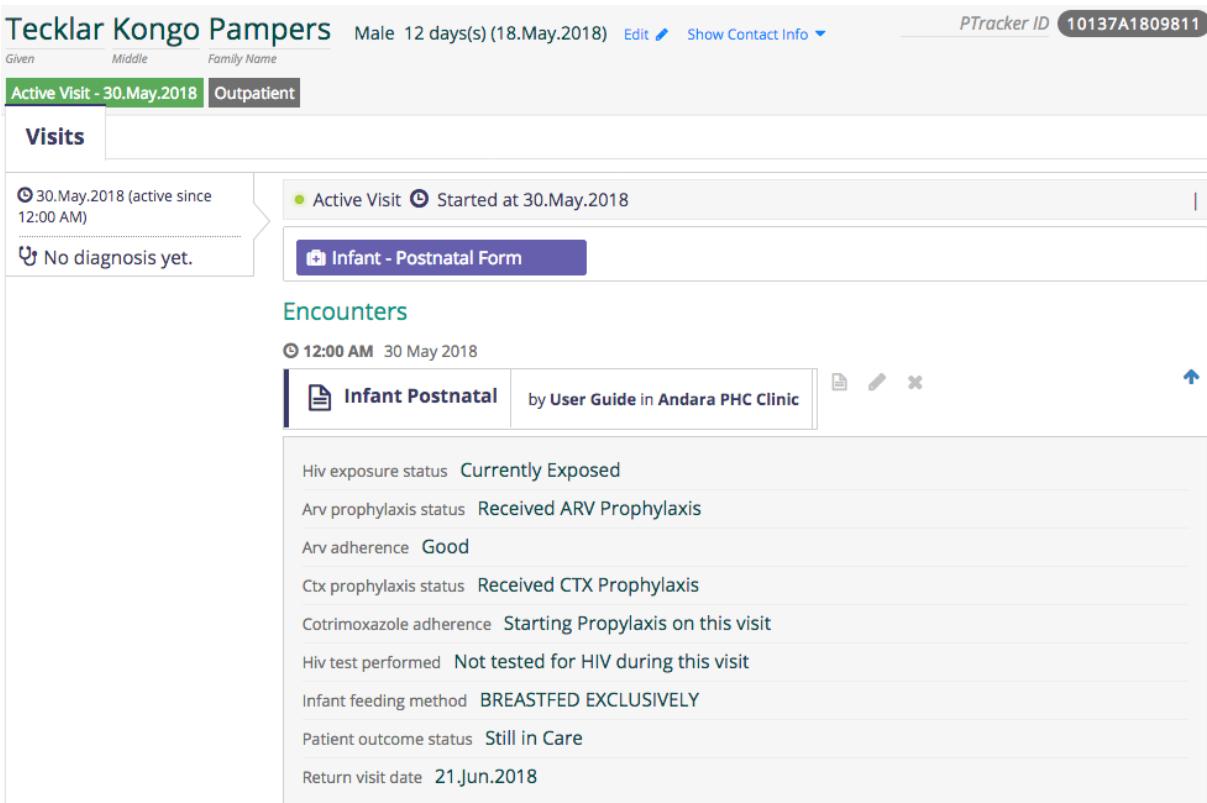
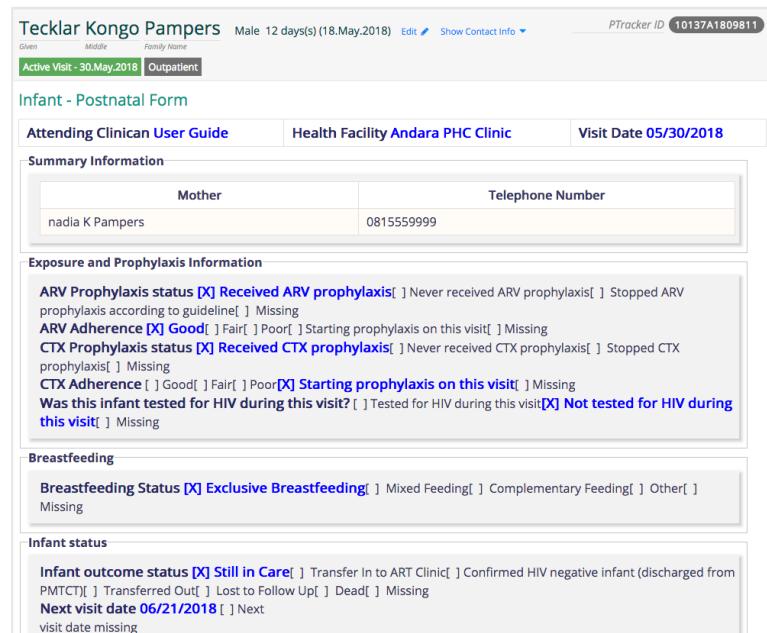
| STEP | ACTION |
|--|--|
| 4. | To link the baby to the mother, go to Summary Information tab then Create new relationship for Infant and click Search for Person  |
| 5. | After clicking Search for Person , the page should appear as shown. As you enter the mother's name, her summary details should appear, then click on her details. In this case the search was made for Nadia Pampers .  |
| 6. | First verify the Mother's Birthdate and the Given Names to ensure it is the correct mother. Click on the mother's details to update the Infant Postnatal Form as is shown below.  |
|  | Note: The link between mother and baby (creating a relationship) can only be done from the Infant's Postnatal Form. |

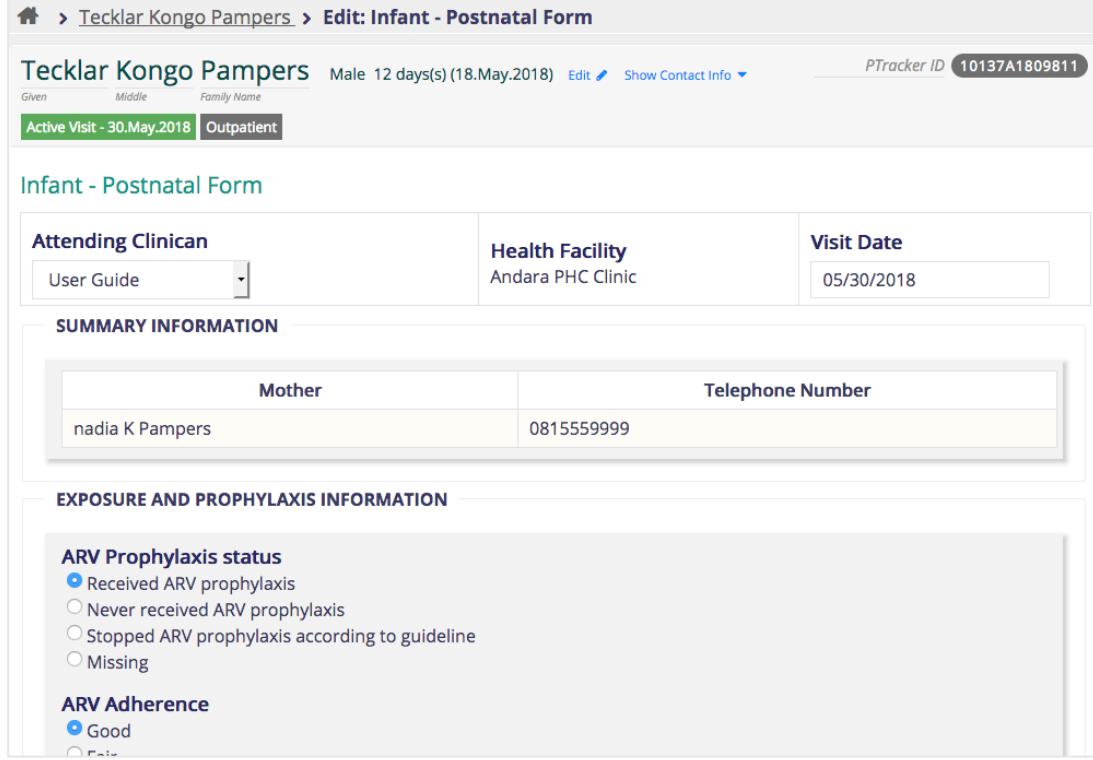
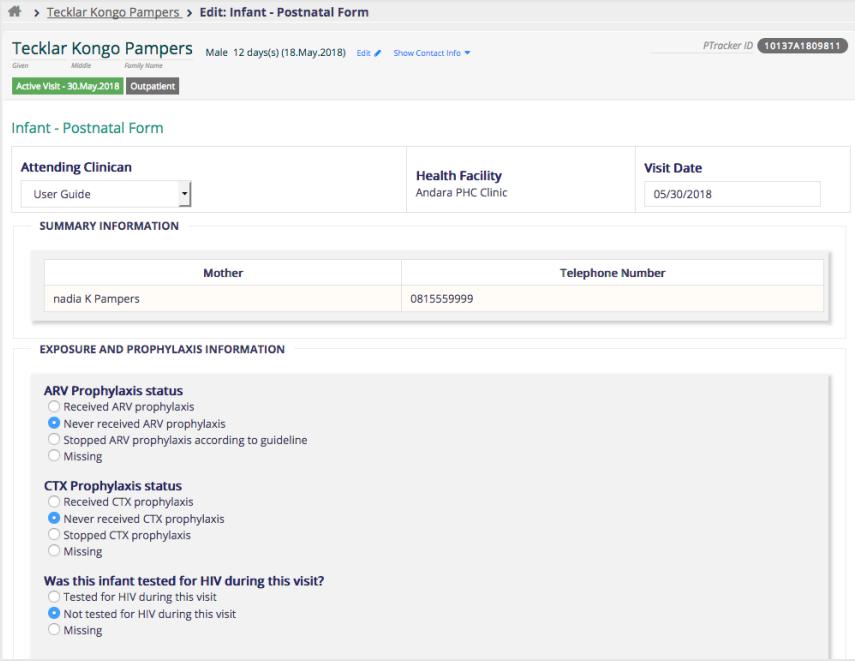
| STEP | ACTION | |
|------|--|-------------------|
| 7. | Follow Steps 13-27 in Section 7 (How to record a Post Natal Visit for an HIV Exposed Infant in PTracker) to record the details of the infant's PNC visit. | |
| 8. | This task is complete when, after clicking on Enter Form . | Enter Form |
| 9. | <p>The client summary page appears and displays the recorded PNC visit on 30th May 30, 2018 is shown under Recent visits for Tecklar Kongo Pampers. This infant has now been successfully linked to his Mother's record (Nadia K Pampers) as noted under the Family Section shown below</p>  <p>Demographics: Given: Tecklar Middle: Kongo Family Name: Pampers Gender: Male Birthdate: 18.May.2018</p> <p>Contact Info: Address: Namibia Gobabis District Zambezi location Erf 234 Milky way Phone: 0851124566 Number:</p> <p>Other Demographics: Name of Next of Kin: Kondjo Pampers Next of Kin: 0816668888 Contact No:</p> <p>Recent Visits: 30.May.2018 (Infant Postnatal)</p> <p>Family: 10D0PL - nadia K Pampers (Parent)</p> <p>Current Visit Actions: Infant - Postnatal Form</p> <p>General Actions: Infant - Postnatal Form</p> | |

9. How To Edit/View a Previously Captured Encounter In PTracker

| | |
|----------------------------|---|
| Objective: | To edit or view a previously submitted encounter (ANC, Maternity, PNC) in PTracker. |
| Tasks: | a) View a submitted client's encounter. b) Edit a submitted client's encounter . |
| When: | When user what review a submitted for OR edit a form to correct a data error |
| Who: | Facility staff with logins and who have data entry roles to create visits. |
| Required Materials: | Username, password, hardware with a Firefox web browser or ODK collect application installed on tablets to access the PTracker. |

| STEP | ACTION |
|------|---|
| 1. | <p>Navigate to the Search Client screen to find the client whose record you want to view or edit by clicking on the Find Client Record button.</p>  |
| 2. | <p>Once you locate the Clients Record, navigate to the main summary page shown below as shown below.</p>  |
| 3. | <p>Click on the most recent visit date you want to view or edit. In this example I want to view/edit the Infant postnatal care visit recorded for 30th May 2018 for the infant named Tecklar Kongo Pampers.</p>  |

| STEP | ACTION |
|------|--|
| | <p>To view a summary of the details in a previously recorded encounter, click on the blue arrow sign pointing downwards. </p>  |
| 4. | <p>Alternatively, you can click on the page icon  to view all the details in a previously recorded encounter.</p>  |

| STEP | ACTION |
|------|--|
| 5. | <p>To edit the following details of a previously recorded encounter, click on edit button  to update or change previously recorded data elements. Once clicked it will take you to edit form as shown below</p>  |
| 6. | <p>In this example, the ARV prophylaxis status on the infant form is edited from “Received ARV prophylaxis” to “Never received ARV prophylaxis”</p>  |

| STEP | ACTION | |
|---|--|-------------------|
| 7. | Editing is complete after clicking on Enter Form and the changes are submitted. | Enter Form |
| 8. | To view submitted changes Repeat Step 4 above. | |
| Note: You can <u>only</u> edit the most recently recorded encounter. For example, if you enter a first ANC visit for September 1 st , 2017 and record a follow-up visit on October 30 th 2017 th . You can only edit the ANC encounter visit in October recorded in PTracker NOT the ANC visit in recorded in September. | | |

HOW TO GENERATE A PTRACKER ID

Rationale

The PMTCT Tracker Identifier (PTracker ID) provides the capability to uniquely identify pregnancies, not patients, across different health facilities providing MCH and PMTCT services in Namibia. In PTracker, pregnancy implies the beginning of PMTCT visit (ANC), including birth (L&D) and Postnatal care (both Mother PNC and Infant PNC). This definition means that the pregnancy can end at L&D upon death of an infant, or at Infant PNC when the infant seroconverts, dies, turns 18 months without sero conversion etc. Having an identifier for each pregnancy per individual, enables us to uniquely track that pregnancy from the onset and through the PMTCT clinical cascade to determine the outcome of the infant(s) born from that pregnancy. Consequently, tracking the pregnancy allows us to track the clients who would otherwise be lost to follow-up, so that data on these outcomes can be used to improve patient safety, the quality of care as well as strengthen the delivery of health services.

The PTracker ID should be generated and assigned to each pregnancy recorded for a patient at the time of recording the patient details into the ANC, Maternity or MBFU Care Registers during a visit before electronic data entry in PTracker. Multiple PTracker ID's may be assigned to an individual with multiple or repeat pregnancies in PTracker.

Mother PTracker ID

The Mother's PTracker ID is a 12 digit number that should consist of the following:

1. Five Digit Master Facility List Code [MFL] (**12345**) provided to each facility . See list of MFL codes for each facility in the appendix.
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 one 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 assigned in the patient 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

The infant PTracker ID is a 13-digit number given to HIV exposed Infants at the time of registration at maternity or at PNC.

The Infant PTracker ID should consists of the following:

1. The 12-digit mother's PTracker ID (eg.**10305L170004**)
2. The sequential one digit baby number (starting at **1, 2..... 9**)

Example 3.

Using the ANC scenario in example 1 above, if one baby is born from that pregnancy then the baby's PTracker ID will be



Resulting in :

10305L1700041

Infant PTracker ID for Multiple Births

If multiple babies (twins, triplets etc.) 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**

Summary

All women (either expectant at ANC or at Maternity or PNC) will have a

- PTracker ID (12 digits) assigned for each pregnancy either at ANC, LD or PNC
- The 12 digit ID is made up of the:

Facility code +Register letter + Year of Registration + Serial Number

All infants will have an

- A 13 digit Infant PTracker ID assigned at the time of birth or at PNC
- The 13 digit ID is made up of the

Mother PTracker ID +Sequential Baby Number

Note: If a baby is registered at PNC without any mother to link to. That baby will be assigned a 12 digit PTracker ID using the steps for a Mother PTracker ID.

SUPPORT

PTracker Support

For any helpdesk issues regarding the use of the PTracker System, internet connectivity and hardware, call the support numbers below, these are manned by the PTracker support team.

PTRACKER 1: 081-467-3343

PTRACKER 2: 081-467-3349

You can also make use of the WhatsApp forum by posting helpdesk issues on the [MOHSS PTracker Whatsapp group](#). All users are encouraged to join the group for prompt support, announcements and assistance on the use of the system. Please note, this group is solely for PTracker support. Forwarded advertisements and other unrelated postings are not allowed on the group.

Additionally, for guidance on clinical practice in PMTCT, you can also make use of the nurse mentors, clinical mentors, PHC supervisors, PMTCT program Nurse Mentor, Kaarina Nangula (kshaniningwah@gmail.com).

Frequently Asked Questions (FAQ)

Q: How do I change my password from the default one?

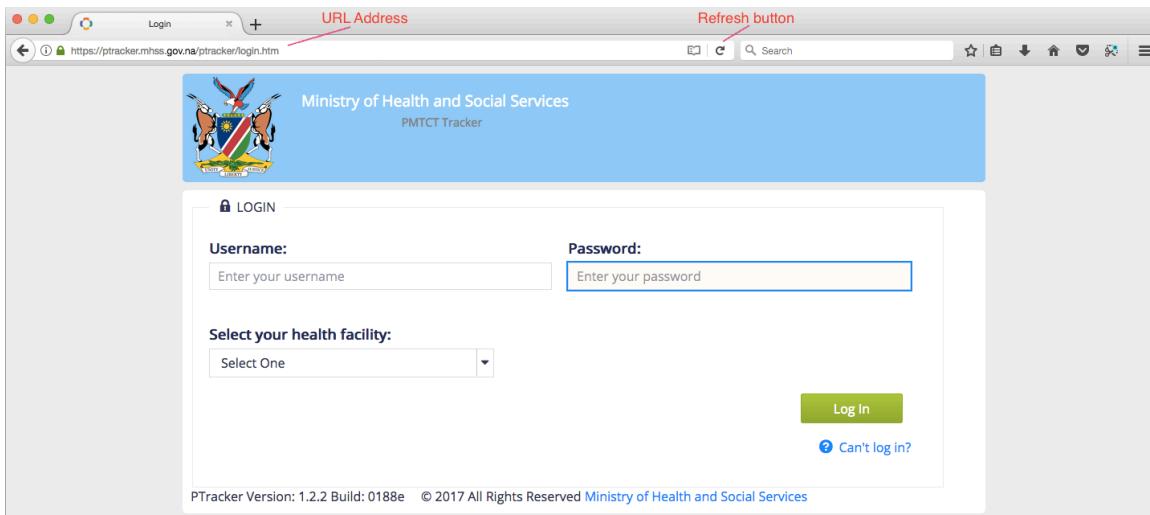
A: You have to log in first with your username (usernames contain lowercase letters only) and your default password provided. When logging in for the first time, a change password page will prompt you to enter a new password. **Your new password should have at least 8 characters or more. These should consist of capital letters, small letters and numbers.**

Q: I have forgotten my password.

A: Call the PTracker System Administrator on (**0814673343/0814673349**) to reset the password. The Administrator will reset your password to the default password which you will then be required to change upon successful login.

Q: I cannot connect to PTracker on the web.

A: 1. First check if the URL address (<https://ptracker.mhss.gov.na>) has been entered correctly – **if it is** click the refresh button (see image below).



2. Check if the device is connected to a Network. If using WIFI, ensure that the adapter to your router is plugged into a power source and turned on).
3. If you still cannot connect, close the page and restart your device, open Firefox browser and navigate to the PTracker URL (<https://ptracker.mhss.gov.na>) , also see URL on **Page 10** of the **PMTCT Tracker User Guide**.
4. If you still cannot connect, close the page, restart the router by disconnecting from the power source and then re-connecting it to a power source. Wait a few minutes for a connection before attempting to connect to the PTracker URL.
5. If you still cannot connect, call the PTracker System Administrator
(081 4673343 OR 081 4673349)

Q: Can I enter data using another person's user account

A: No!!! It is not advisable to use another person's account, you have to request for your own user account from the administrator.

Q: How do I get a PTracker user account?

A: You fill in the PTracker access form and have your supervisor fill in the request section. Then either scan it and send by email to the PTracker system administrator (email??) or take a clear picture of the filled in form and send it on WhatsApp to the system administrator (Do not post it to the main forum). The administrator will create an account and will send you the details.

Q: How do I correct information on a form that I have just submitted?

A: A submitted form **can now** be edited in PTracker. See section on How to Edit an encounter in PTracker in manual. **Note:** You can only edit the most recently recorded encounter. For example, if you enter a first ANC visit for September 1st, 2017 and record a follow-up visit on October 30th 2017th . You can only edit the ANC encounter visit in October recorded in PTracker NOT the ANC visit in recorded in September.

Q: How do I link a mother and a baby who have come for a first PNC visit?

A: First register the mother and then enter the mother's PNC visit from the register. Then register the baby and open the Infant PNC form for the baby.

Enter the visit date, then go to the create relationship section. Click on **Search for Person** button, it will take you to the search page where you have to type in the name of the mother. Click on the mother's name that will appear in the table below. This action will take you back into the Infant PNC form with the mother's name showing.

Enter the rest of the details of the visit and submit form. Once the form is saved, it will take you to the infant's summary page where the mother's name will show under the family tab. Also see **PTracker User Guide** for detailed steps.

Q: How do I enter data for a visit for a person who is already registered on the PTracker system?

A: You first search for the client by name or PTracker ID. Click on the client's name on the search table below. This will take you to the clients Electronic Medical Record (EMR) where you will see the client's demographic details and previous visits. Then open the type of form/visit you want to enter at that time.

Q: Do I record data on the Mother PNC form when it is only the baby who has come for follow up?

A: No, Even though the Mother PNC form is entered for all the times that the mothers comes in **with** the baby for follow up, If it is only the baby that comes for follow-up enter the details that are recorded on the MBFU register for the Infant.

Q: Do I enter a visit for an infant that was not tested during the visit?

A: Yes, as long as that visit is recorded in the Mother Baby Follow Up Register then it should be recorded onto PTracker.

Q: Which one is the Visit Date needed on PTracker?

A: The visit date is the day that the client came for MCH or PMTCT services. This is recorded as the **Admission Date** on the L&D Register, **Date of Visit** on the ANC Register and **Date of Visit** on the MBFU Register.

Q: What do I do when I have skipped a number in assigning a PTracker ID?

A: You can leave the ID as it is and skip that number when you reach it on the serial numbering. Ensure that the numbers in the register match those entered in PTracker as well.

Q: What is the pin code for the laptop, desktop or tablet?

A: 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 as given during training or equipment setup.

Q: What do I do when I find errors or bugs within the system?

or

What do I do when there are new changes to the system?

A: Please report it to the PTracker System Administrator (**0814673343 OR 0814673349**).

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 and be automatically available on desktops and laptops from the server. Users will be notified via the WhatsApp group, email or phone text messages of any downtime during the upgrade. Users will also be provided with release notes of the changes made to the system and also updated in the **PMTCT Tracker User Guide**.

APPENDIX

Facility Codes

| Region | Facility Name | Master Facility code |
|---------------|--------------------------------|-----------------------------|
| Erlango | Okombahe Clinic | 10160 |
| Erlango | Omaruru Clinic | 10162 |
| Erlango | Omaruru District Hospital | 10163 |
| Erlango | Omatjete Clinic | 10164 |
| Erlango | Uis Clinic | 10174 |
| Erlango | Arandis Clinic | 10133 |
| Erlango | Henties Bay Clinic | 10147 |
| Erlango | Swakopmund District Hospital | 10168 |
| Erlango | Tamariskia Clinic | 10171 |
| Erlango | Dr. Sam Nuyoma Health Centre | 10139 |
| Erlango | Hakhaseb Clinic | 10144 |
| Erlango | Otjimbingwe Clinic | 10165 |
| Erlango | Spitzkoppe Clinic | 10167 |
| Erlango | Tubusis Clinic | 10173 |
| Erlango | Usakos District Hospital | 10175 |
| Erlango | Coastal Clinic | 10137 |
| Erlango | Kuisebmund Health Centre | 10149 |
| Erlango | Narraville Clinic | 10155 |
| Erlango | Walvis Bay Clinic | 10177 |
| Erlango | Walvis Bay District Hospital | 10178 |
| Hardap | Aranos Clinic | 10182 |
| Hardap | Gochas Clinic | 10186 |
| Hardap | Gibeon Clinic | 10185 |
| Hardap | Kalkrand Clinic | 10190 |
| Hardap | Maltahohe Clinic | 10192 |
| Hardap | Mariental Clinic | 10194 |
| Hardap | St. Mary's Rehoboth Hospital | 10203 |
| Hardap | Stampriet Clinic | 10204 |
| Hardap | Klein Aub Clinic | 10191 |
| Hardap | Rehoboth Health Centre | 10198 |
| Hardap | Rehoboth District Hospital | |
| Hardap | Rietoog Clinic | 10201 |
| Hardap | Schlip Clinic | 10202 |
| Hardap | Maxuili Clinic | 12214 |
| Kavango East | Katutura Health Centre | 10309 |
| Kavango East | Rundu Intermediate Hospital | 10282 |
| Kavango East | Rundu Clinic | 10281 |
| Kavango East | Ndama Clinic | 10271 |
| Kavango East | Mupini Health Centre | 10263 |
| Kavango East | Katutura Intermediate Hospital | 10310 |
| Kavango East | Andara District Hospital | 10234 |
| Kavango East | Biro Clinic | 10236 |
| Kavango East | Divundu Clinic | 10239 |
| Kavango East | Mayara Clinic | 10255 |
| Kavango East | Mutjiku Clinic | 10264 |
| Kavango East | Old Bagani Clinic | 10279 |
| Kavango East | Omega Clinic | 10280 |
| Kavango East | Shadikongoro Clinic | 10286 |

| Region | Facility Name | Master Facility Code |
|---------------|----------------------------|-----------------------------|
| Kavango East | Mbambi Clinic (Nyangana) | 10256 |
| Kavango East | Ndonga Linena Clinic | 10272 |
| Kavango East | Nyangana District Hospital | 10276 |
| Kavango East | Nyangana Clinic | 10277 |
| Kavango East | Sauyemwa Clinic | 10285 |
| Kavango East | Kandjara Clinic | 10244 |
| Kavango East | Karukuta Clinic | 10248 |
| Kavango East | Katere Clinic | 10249 |
| Kavango East | Mabushe Clinic | 10252 |
| Kavango East | Kaisosi Clinic | 10243 |
| Kavango East | Kayengona Clinic | 10251 |
| Kavango East | Nkarapamwe Clinic | 10274 |
| Kavango East | Sauyemwa Clinic | 10285 |
| Kavango East | Sambyu Health Centre | 10284 |
| Kavango West | Bunya Health Centre | 10237 |
| Kavango West | Mpora Clinic | 10556 |
| Kavango West | Mbambi Clinic (Nkurenkuro) | 10257 |
| Kavango West | Mpungu Health Centre | 10261 |
| Kavango West | Nankudu Clinic | 10267 |
| Kavango West | Nankudu Hospital | 10268 |
| Kavango West | Nkurenkuru Health Centre | 10275 |
| Kavango West | Nzinze Clinic | 10278 |
| Kavango West | Rupara Health Centre | 10283 |
| Kavango West | Sikarosompo Clinic | 10290 |
| Kavango West | Tondoro Health Centre | 10292 |
| Kavango West | Yinsu Clinic | 10293 |
| Khomas | Okuryangava Clinic | 10318 |
| Khomas | Otjomuise Clinic | 10319 |
| Khomas | Groot Aub Clinic | 10319 |
| Khomas | Donkerhoek Clinic | 10302 |
| Khomas | Hakahana Clinic | 10306 |
| Khomas | Khomasdal Health Centre | 10313 |
| Khomas | Robert Mugabe Clinic | 10325 |
| Khomas | Wanaheda Clinic | 10332 |
| Khomas | Windhoek Central Hospital | 10333 |
| Kunene | Anker Clinic | 10336 |
| Kunene | Fransfontein Clinic | 10342 |
| Kunene | Khorixas Clinic | 10344 |
| Kunene | Khorixas District Hospital | 10345 |
| Kunene | Outjo District Hospital | 10360 |
| Kunene | Kamanjab Health Centre | 10343 |
| Kunene | Outjo Clinic | 10359 |
| Ohangwena | Ongenga Clinic | 10393 |
| Ohangwena | Ongha Health Centre | 10394 |
| Ohangwena | Engela District Hospital | 10371 |
| Ohangwena | Engela Clinic | 10370 |
| Ohangwena | Eenhana Clinic | 10365 |
| Ohangwena | Eenhana District Hospital | 10366 |
| Ohangwena | Epembe Clinic | 10372 |

| Region | Facility Name | Master Facility Code |
|---------------|--------------------------------------|-----------------------------|
| Ohangwena | Epinga Clinic | 10373 |
| Ohangwena | Omundaungilo Clinic | 10386 |
| Ohangwena | Onambutu Clinic | 10388 |
| Ohangwena | Ongula yaNetanga Clinic | 10395 |
| Ohangwena | Oshandi Clinic | 10397 |
| Ohangwena | Oshikunde Clinic | 10399 |
| Ohangwena | Endola Clinic | 10369 |
| Ohangwena | Eudafano Clinic | 10374 |
| Ohangwena | Odibo Health Centre | 10375 |
| Ohangwena | Okambebe Clinic | 10379 |
| Ohangwena | Omungwelume Clinic | 10387 |
| Ohangwena | Onekwaya Clinic | 10392 |
| Ohangwena | Ekoka Clinic | 10368 |
| Ohangwena | Okongo Clinic | 10381 |
| Ohangwena | Okongo District Hospital | 10382 |
| Ohangwena | Omboloka Clinic | 10385 |
| Omaheke | Aminuis Clinic | 10400 |
| Omaheke | Epako Clinic | 10403 |
| Omaheke | Gobabis District Hospital | 10406 |
| Omaheke | Otjinene Health Centre | 10412 |
| Omaheke | Witvlei Clinic | 10415 |
| Omusati | Etilyasa Clinic | 10422 |
| Omusati | Indira Gandhi Health Centre | 10426 |
| Omusati | Okahao Clinic | 10433 |
| Omusati | Okahao District Hospital | 10432 |
| Omusati | Okalongo Health Centre | 10435 |
| Omusati | Onheleiwu Clinic | 10453 |
| Omusati | Oshikuku St Martin District Hospital | 10456 |
| Omusati | Outapi Clinic | 10462 |
| Omusati | Outapi District Hospital | 10461 |
| Omusati | Ilyateko Clinic | 10425 |
| Omusati | Okatseidhi Clinic | 10438 |
| Omusati | Onesi Health Centre | 10451 |
| Omusati | Ongulumbashe Clinic | 10452 |
| Omusati | Tsandi Clinic | 10468 |
| Omusati | Tsandi District Hospital | 10467 |
| Oshana | Ou Nick Health Centre | 10489 |
| Oshana | Enkono Clinic | 10474 |
| Oshana | Okaku Clinic | 10476 |
| Oshana | Okatana Health Centre | 10478 |
| Oshana | Onamutayi Clinic | 10483 |
| Oshana | Ongwediva Health Centre | 10571 |
| Oshana | Ondangwa Health Centre | 10484 |
| Oshana | Oshakati Health Centre | 10487 |
| Oshana | Oshakati Intermediate Hospital | 10488 |
| Oshikoto | Opwu District Hospital | 10351 |
| Oshikoto | Opwu Clinic | 10350 |
| Oshikoto | Orumana Clinic | 10352 |
| Oshikoto | Omuthiya Clinic | 10500 |

| Region | Facility Name | Master Facility Code |
|---------------|---------------------------------|-----------------------------|
| Oshikoto | Omuthiya Hospital | 10503 |
| Oshikoto | Onandjokwe District Hospital | |
| Oshikoto | Lombard Clinic | 10494 |
| Oshikoto | Oshivelo Clinic | 10512 |
| Oshikoto | TsumebClinic | 10514 |
| Oshikoto | Tsumeb District Hospital | 10515 |
| Otjozondjupa | Gam Clinic | 10520 |
| Otjozondjupa | Mangetti Dune Health Centre | 10526 |
| Otjozondjupa | Omatako Clinic | 10538 |
| Otjozondjupa | Poly Clinic | 12183 |
| Otjozondjupa | Tsumkwe Clinic | 10546 |
| Otjozondjupa | Grootfontein Private Hospital | 10523 |
| Otjozondjupa | Nau-Aib Clinic | 10528 |
| Otjozondjupa | Okahandja District Hospital | 10530 |
| Otjozondjupa | Okakarara Clinic | 10531 |
| Otjozondjupa | Okakarara District Hospital | 10532 |
| Otjozondjupa | Okondjatu Clinic | 10536 |
| Otjozondjupa | Orwetoveni Clinic | 10539 |
| Otjozondjupa | Grootfontein District Hospital | 10522 |
| Zambezi | Bukalo Health Centre | 10102 |
| Zambezi | Katima Mulilo Clinic | 10115 |
| Zambezi | Katima Mulilo District Hospital | 10114 |
| Zambezi | Mavuluma Clinic | 10120 |
| Zambezi | Ngweze Clinic | 10125 |
| Zambezi | Sangwali Health Centre | 10128 |
| Zambezi | Sibbinda Health Centre | 10131 |
| Zambezi | Chinchimani Clinic | 10104 |
| Zambezi | Choi Clinic | 10105 |
| Zambezi | Impalila Clinic | 10108 |
| Zambezi | Isize Clinic | 10109 |
| Zambezi | Kasheshe Clinic | 10113 |
| Zambezi | Linyanti Clinic | 10116 |
| Zambezi | Lisikili Clinic | 10117 |
| Zambezi | Masokotwane Clinic | 10119 |
| Zambezi | Muyako Clinic | 10122 |
| Zambezi | Ngoma Clinic | 10124 |
| Zambezi | Sachona Clinic | 10127 |
| Karas | Aus Clinic | 10207 |
| Karas | Luderitz Clinic | 10222 |
| Karas | Luderitz District Hospital | 10221 |
| Karas | Ariamsvlei Clinic | 10205 |
| Karas | Karasburg Clinic | 10214 |
| Karas | Karasburg District Hospital | 10215 |
| Karas | Noordoewer Health Centre | 10224 |
| Karas | Warmbad Clinic | 10232 |
| Karas | Aroab Health Centre | 10206 |
| Karas | Berseba Clinic | 10209 |
| Karas | Bethanie Health Centre | 10210 |
| Karas | Daan Viljoen Clinic | 10212 |

| Region | Facility Name | Master Facility Code |
|---------------|---------------------------------|-----------------------------|
| Karas | Keetmanshoop/Tseiblaagte Clinic | 10217 |
| Karas | Keetmanshoop NAPPA Clinic | 12221 |
| Karas | Keetmanshoop District Hospital | 10218 |
| Karas | Koes Clinic | 10220 |
| Karas | Tses Clinic | 10231 |
| Karas | Oranjemund Clinic | 10233 |
| Karas | Rosh Pinah Clinic | 10229 |



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

USER ACCESS REQUEST & SUBMISSION FORM
Namibia PMTCT TRACKER (PTracker)

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:

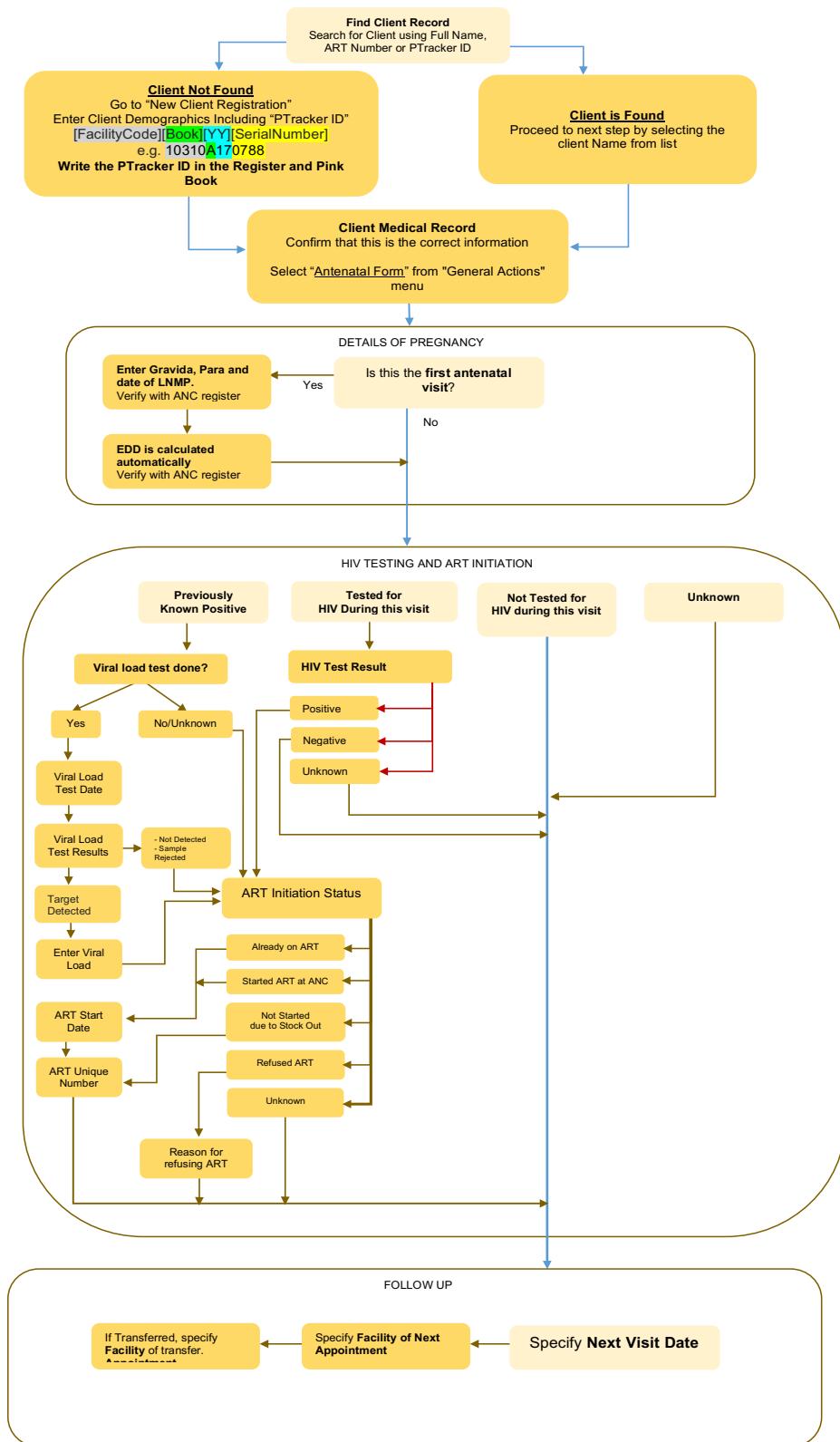
REQUESTED BY- SIGNATURE:

REQUESTED BY- DATE SIGNED:

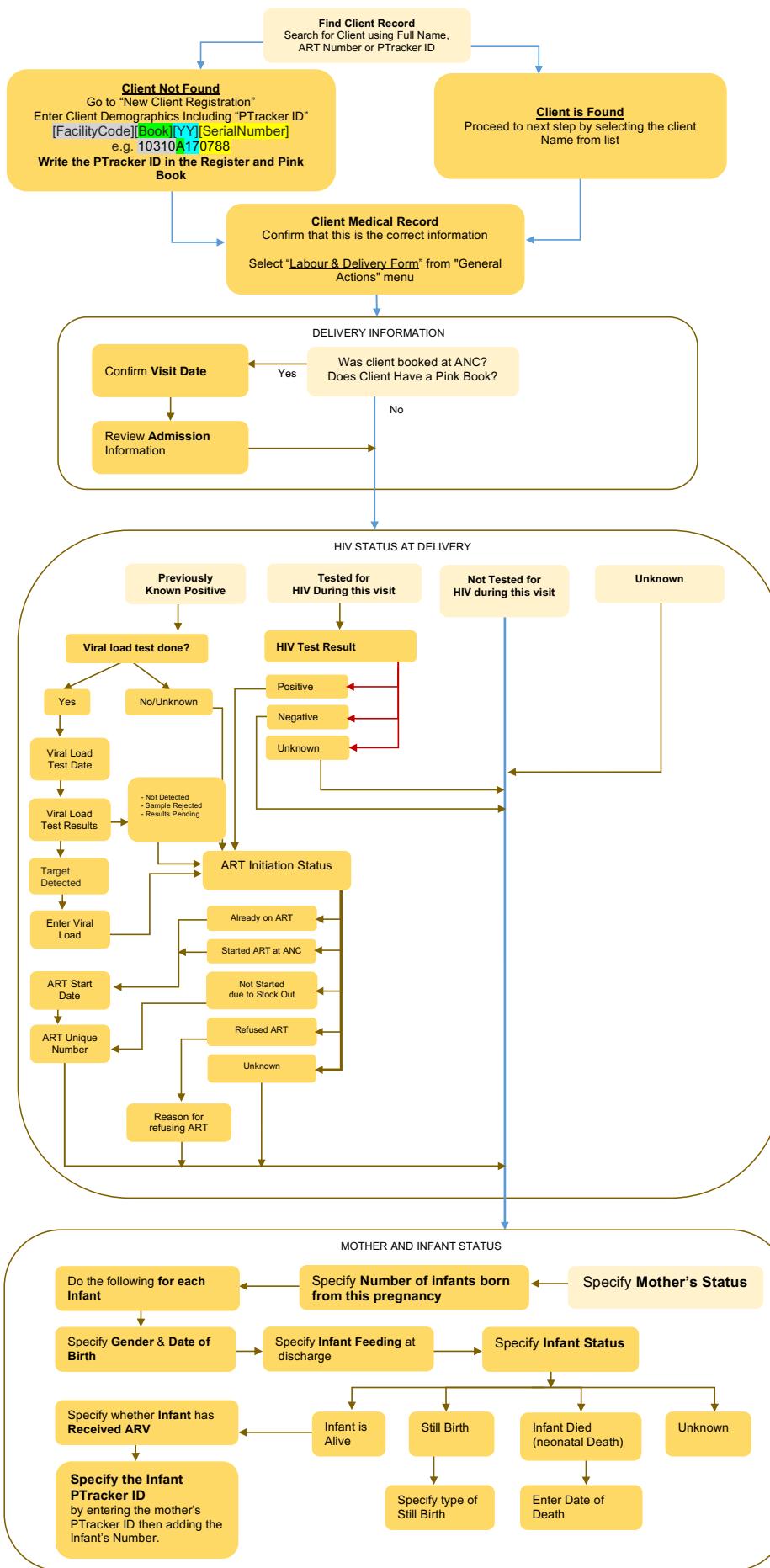
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PTRACKER FLOW CHARTS

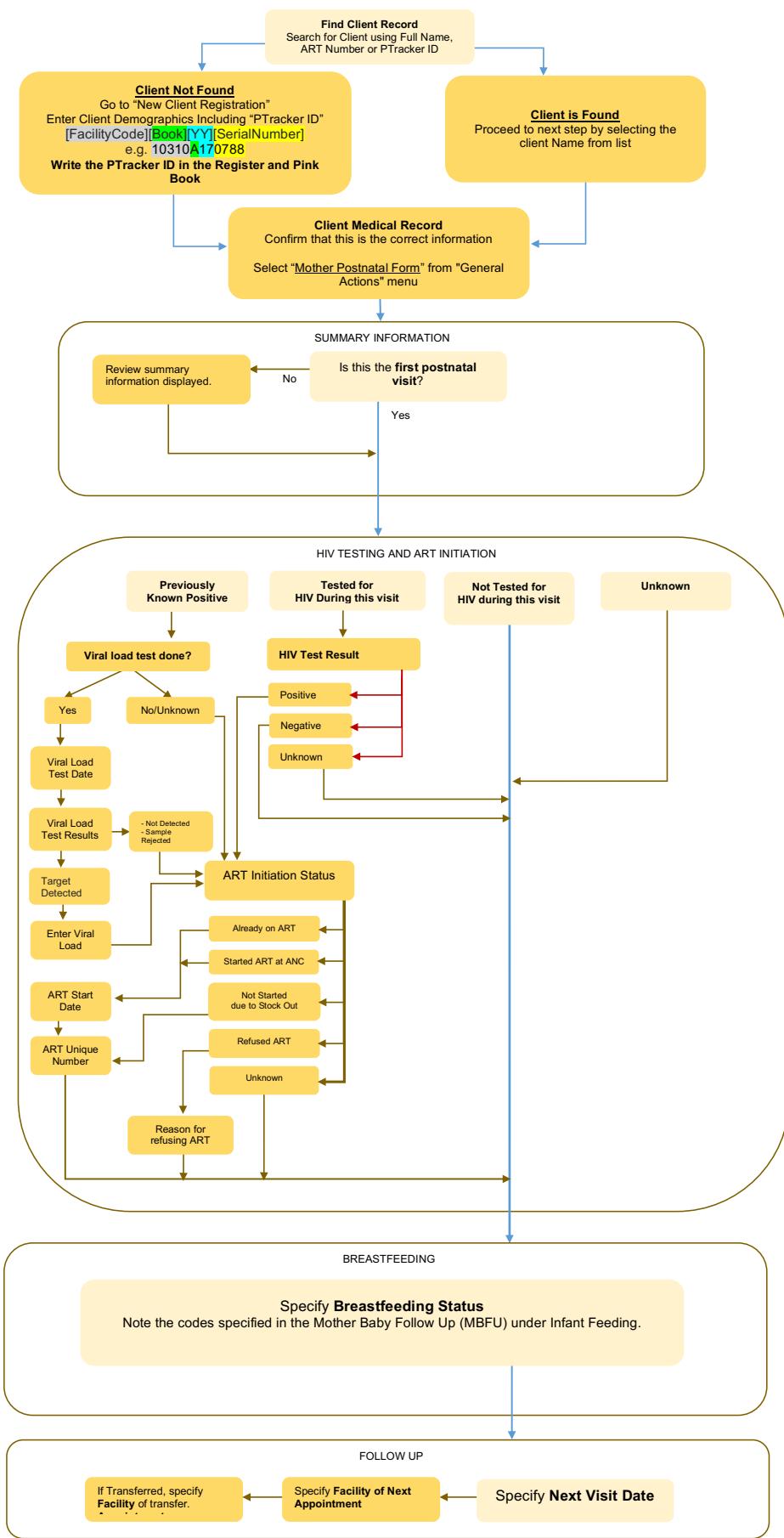
ANC Visit



Labour & Delivery Visit



PNC Visit



Infant PNC Visit

