



Republic of Namibia
Ministry of Health and Social Services

Namibia PMTCT Tracker User Guide

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Version 1.0*

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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).

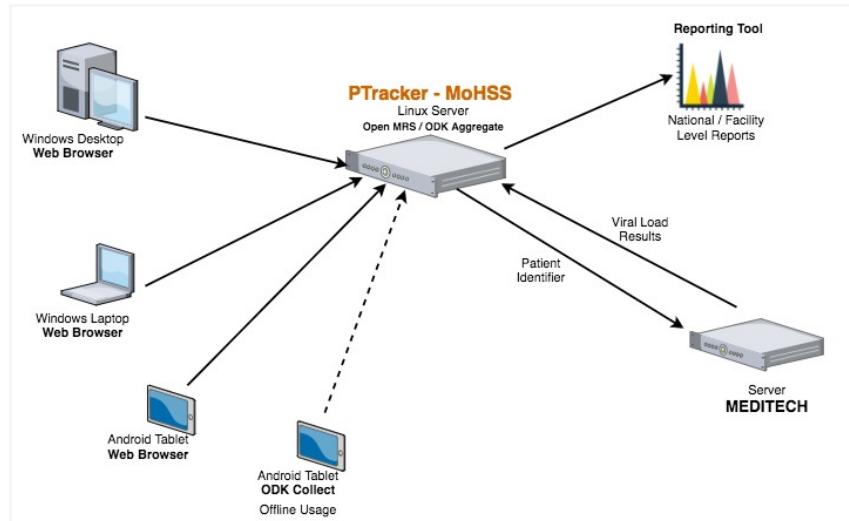
To address these challenges, the PMTCT Tracker (PTracker) has been developed as a patient-level electronic data capture and tracking system for the PMTCT program in Namibia. The main purpose of PTracker is to strengthen the existing M&E capabilities of Namibia's PMTCT program. This includes tracking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

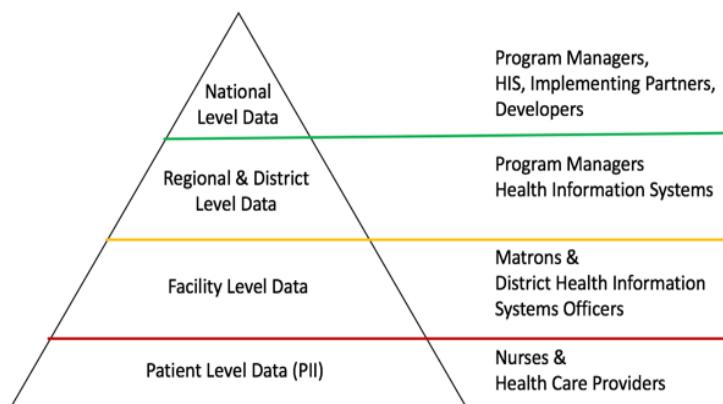
- Generate facility level reports daily and summary reports
- Generate national level summary report

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. The passcode to unlock the devices is **9315**, the user name is **ptracker**.

Access To PTracker Server

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

Login to PTracker

In order to login and access the PTracker system, you must have authorized user credentials for your facility or duty station. If you have not already been assigned the necessary credentials, ask your immediate supervisor at your facility to request 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

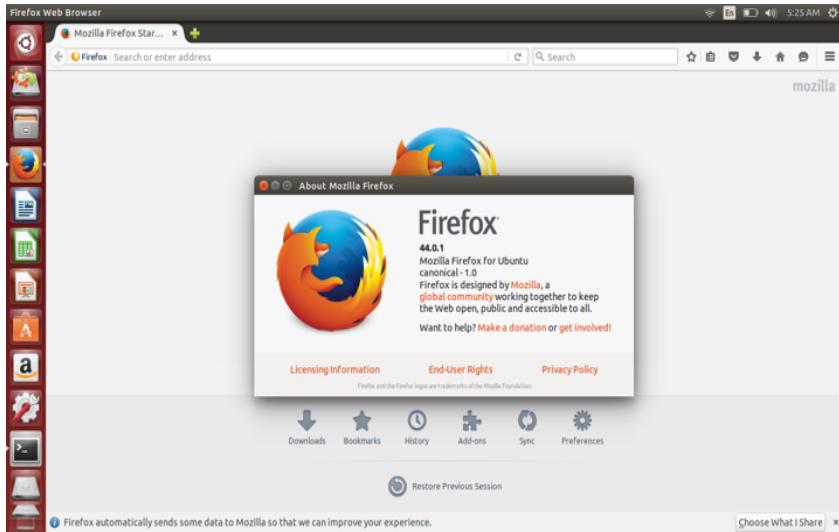
- 1) Boot your computer by pressing the power button. You will immediately be presented with the decryption screen after the POST & BIOS screens. Simply enter **ptracker** to decrypt the device.



- 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 for the standard user "PTracker" the password being **9315**.



- 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

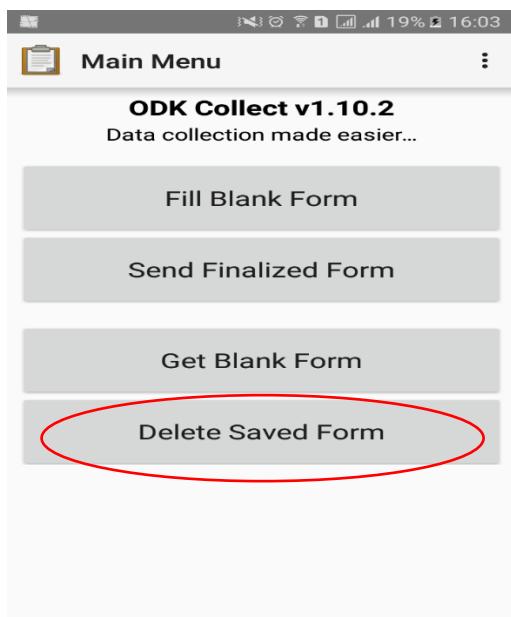
Set-up

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.

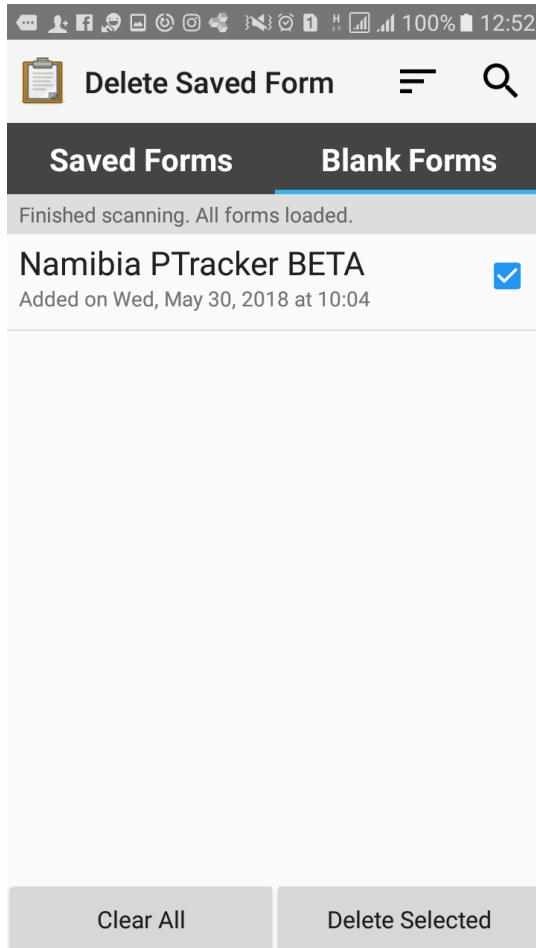
ODK - Downloading a Questionnaire Form

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.

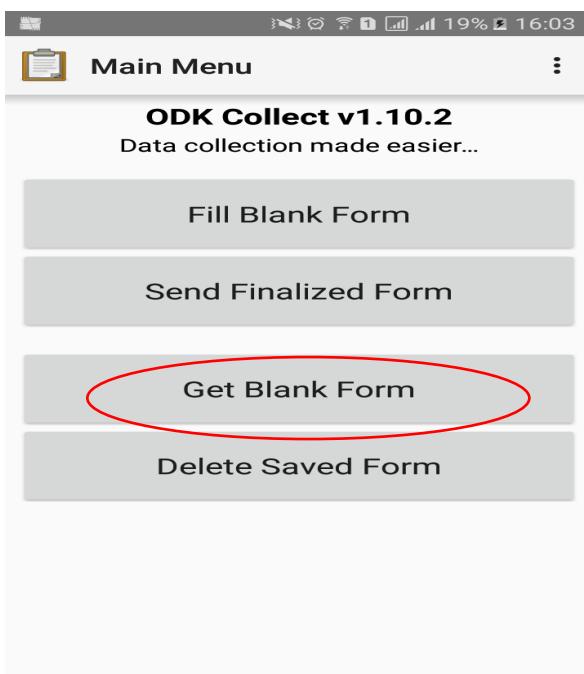
1. Ensure that all entries from the previous form have been finalized and sent to the server.
2. Go back to the main menu and select “Deleted Saved Form”.



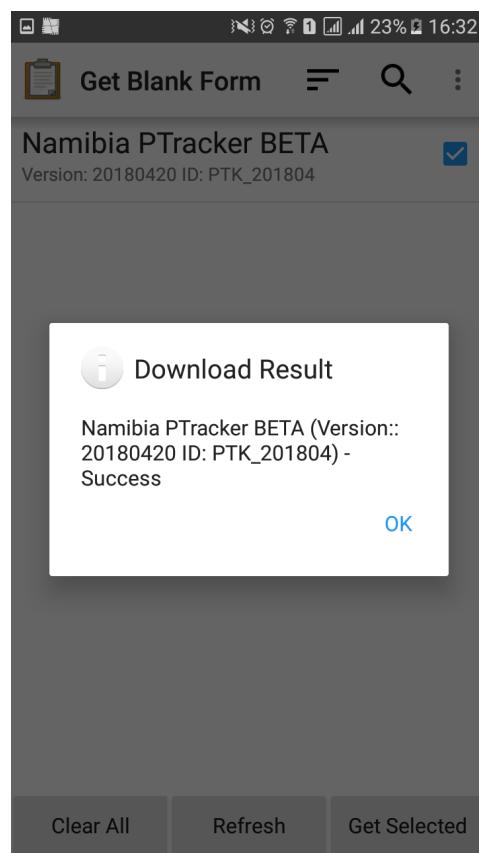
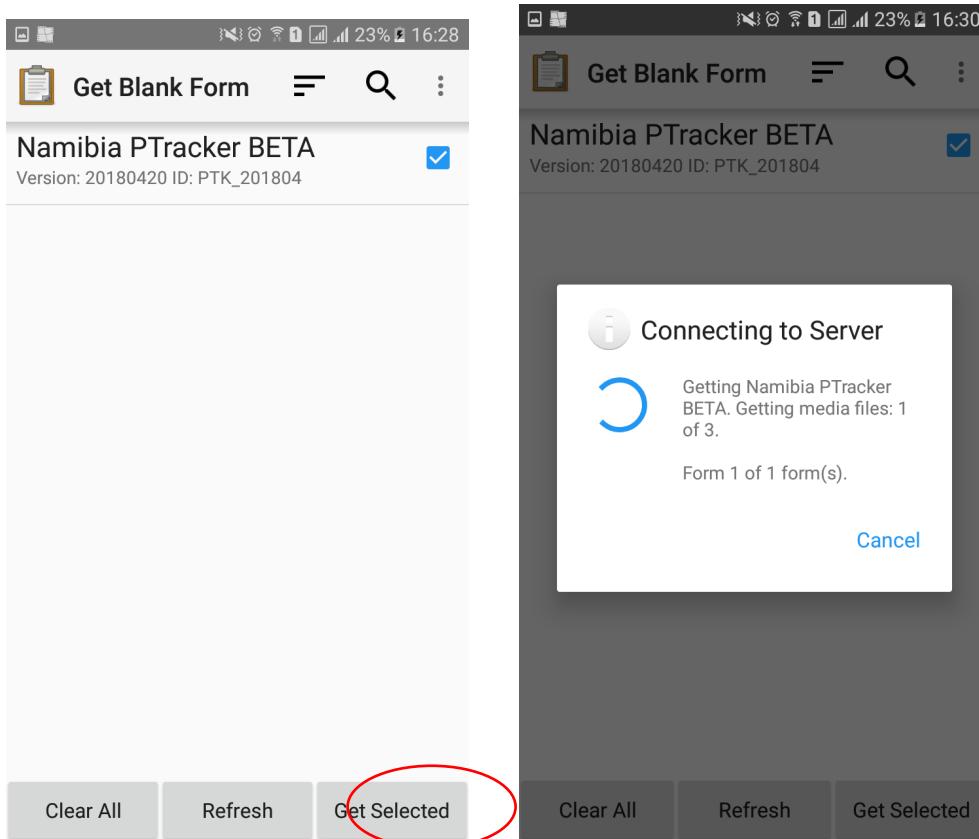
3. Click on “BLANK FORMS” on the top right (to view blank forms as opposed to forms which you have already entered data for) and delete the older version of the form from your tablet by toggling/ticking it and clicking “Delete Selected”.



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

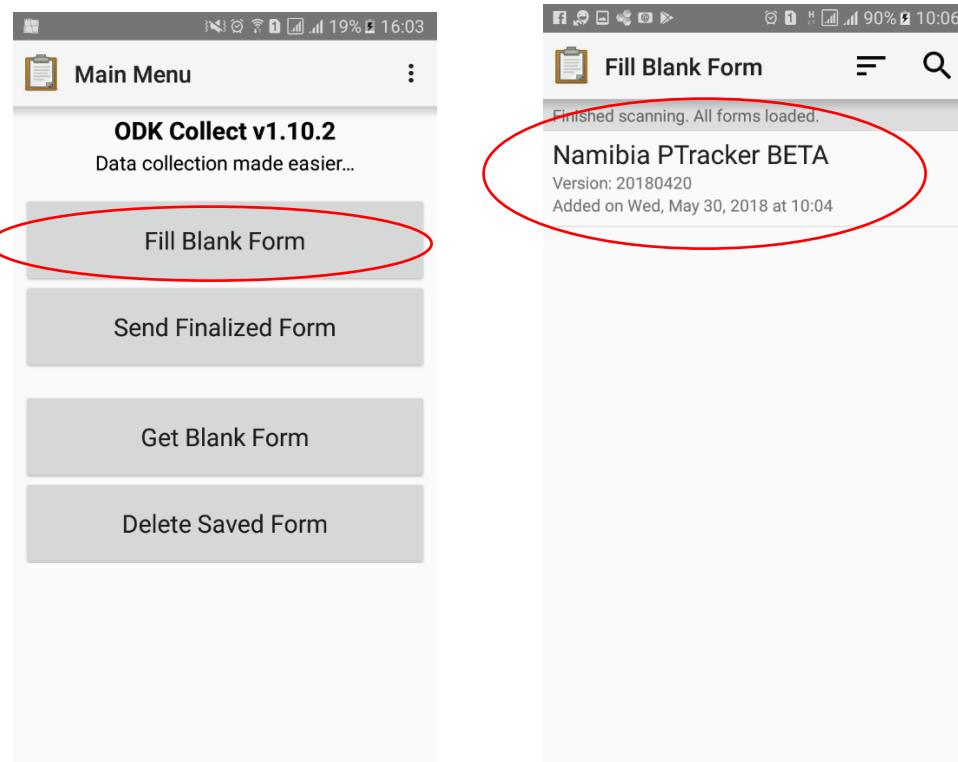


5. Select the most recent “PTracker Namibia” Form to download it to your device

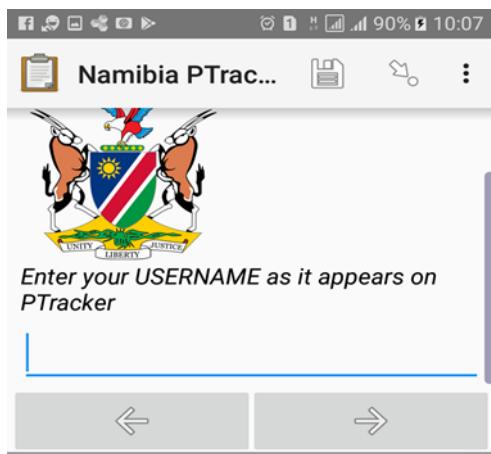


ODK - Filling in forms

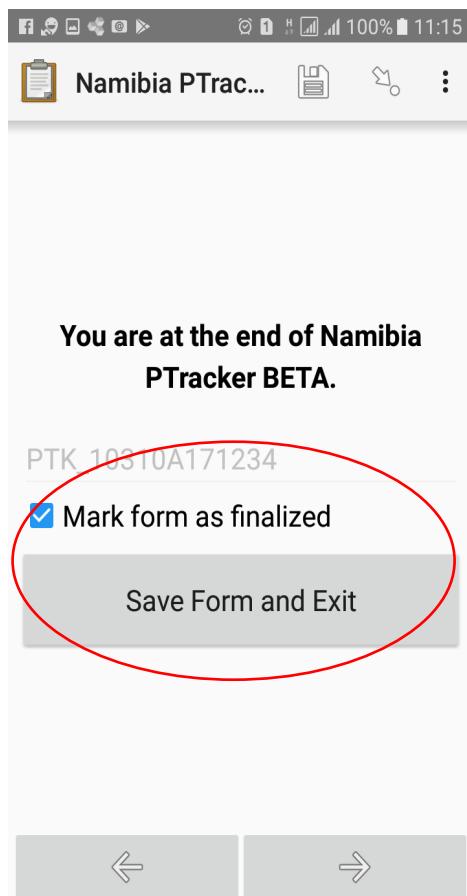
1. Select the “Fill Blank Form” option and select the current form. You should fill in the “PTracker Namibia Form” for all Registers listed herein as a source of data starting with the ANC Registers.



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

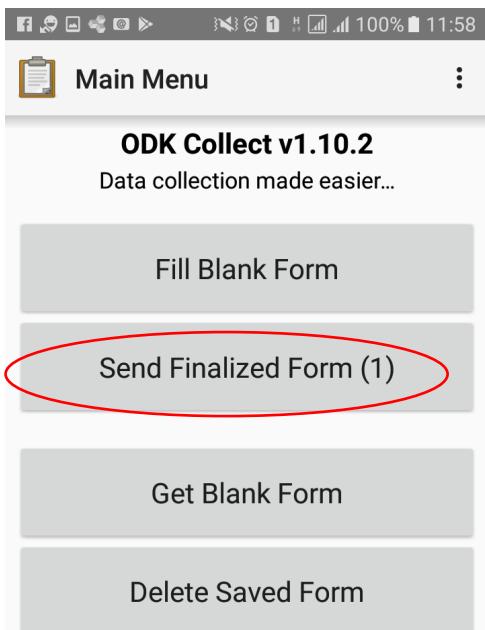


3. Navigate through the form by touching the screen and moving it right to left.
A Swipe left to move forward through the form, swipe right to move backward through the form
4. To ensure data consistency, a series of entries will be crosschecked with the baseline data set.
Should discrepancies occur, 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.

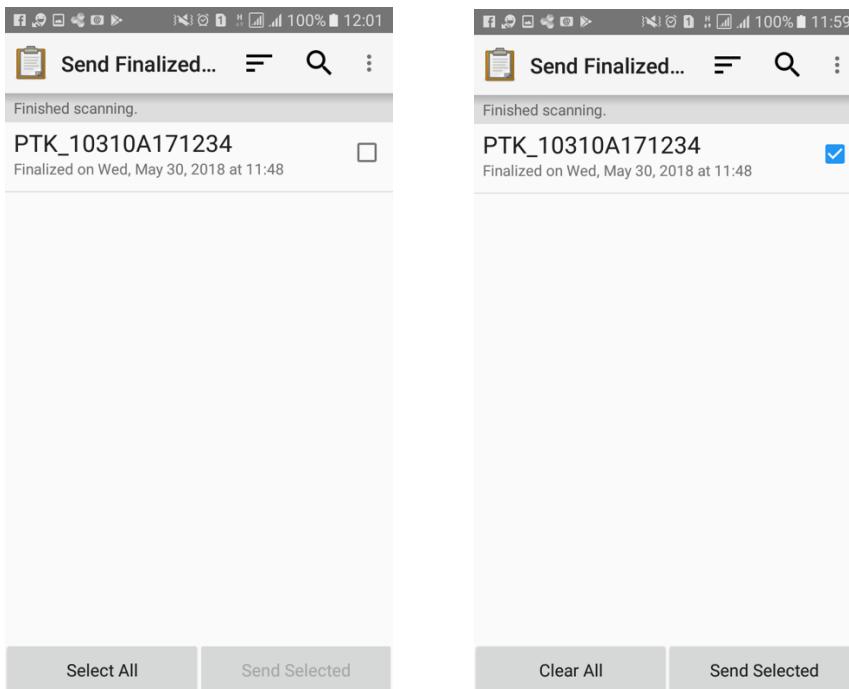


ODK - Sending completed forms

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.

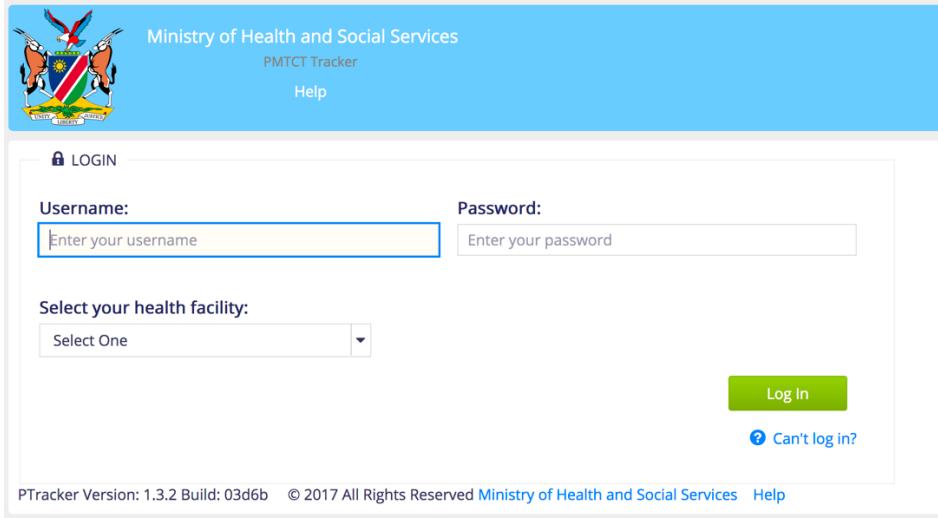
The Ministry of Health & Social Services Health Information and Research Directorate (HIRD) retain ownership of the equipment until further notice. Please do not repair, modify or disassemble the equipment without written authorization.

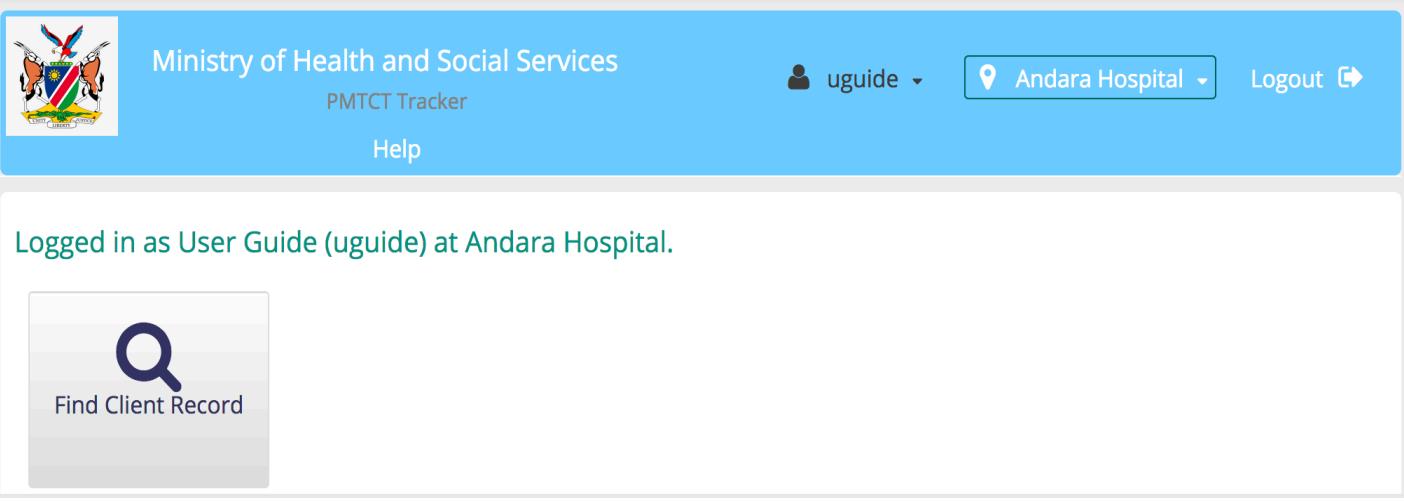
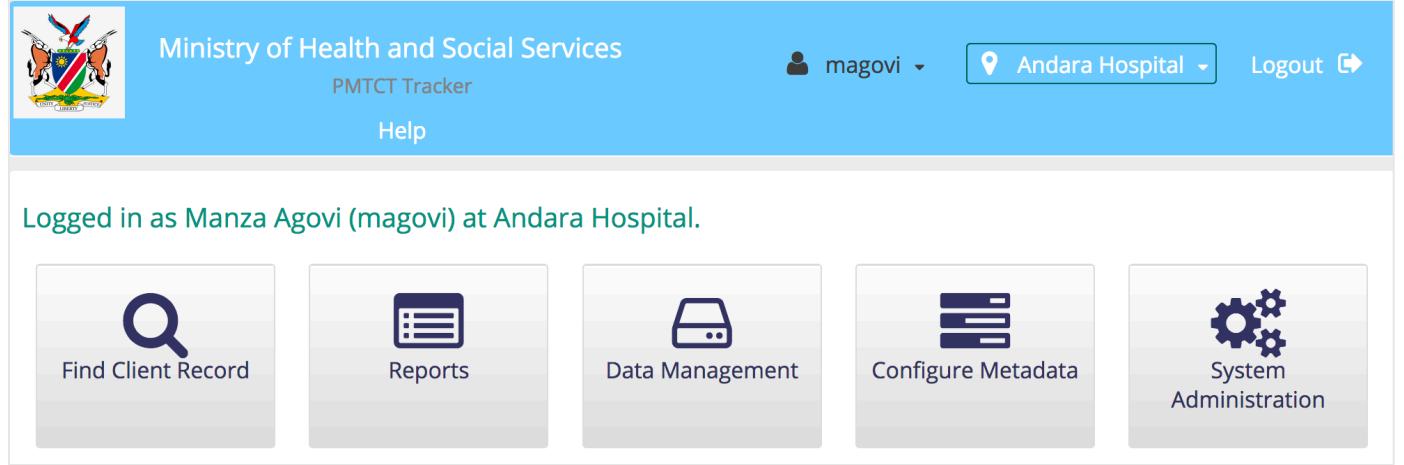
Full Name	Date	Signature
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Supervisor (Full Name)	Date	Signature
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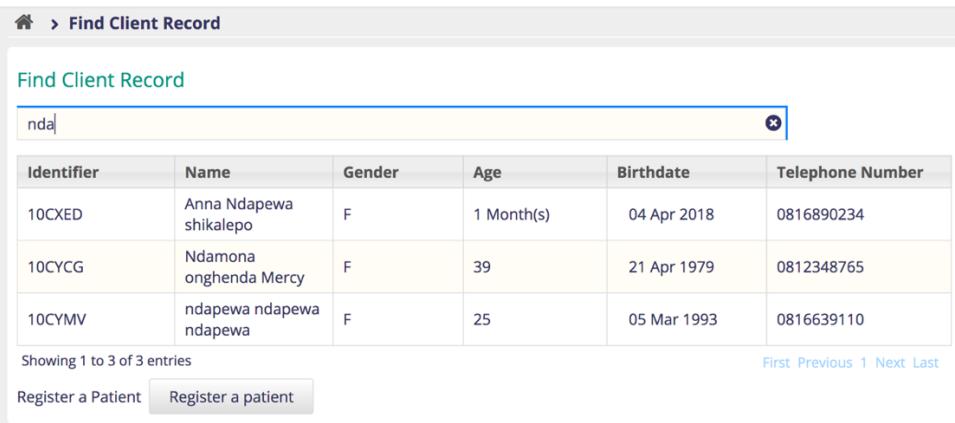
GETTING STARTED

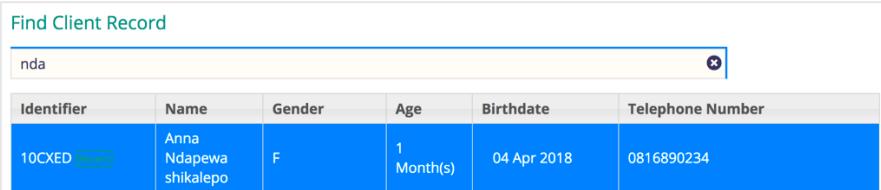
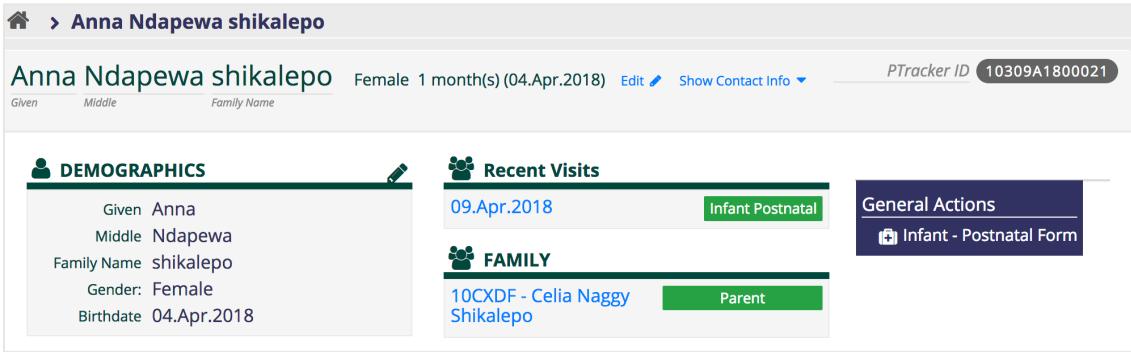
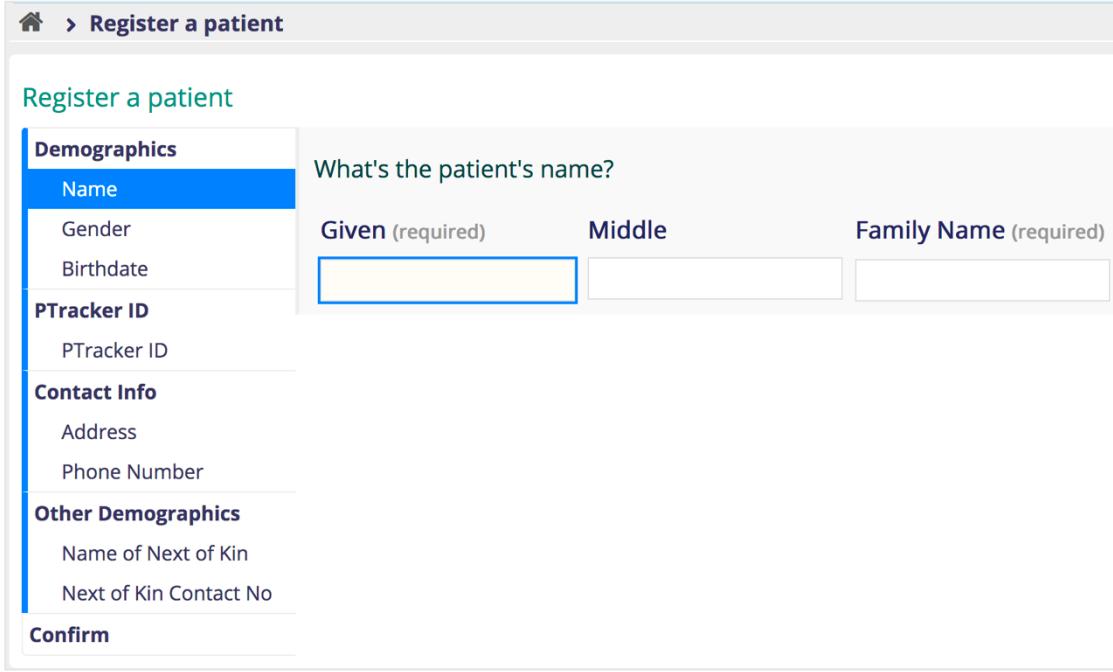
1. How to Login to PTracker

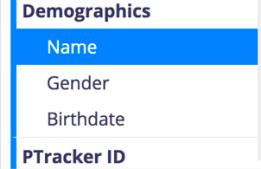
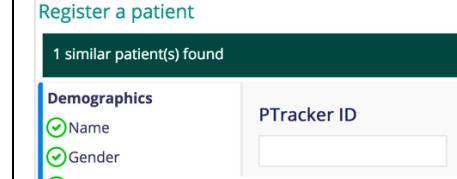
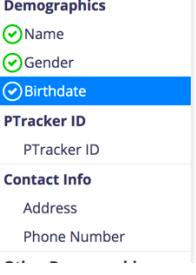
Objective:	To successfully log in the PTracker as a user				
Tasks:	<ul style="list-style-type: none"> Enter provided username and password Select correct user facility where service was provided 				
When:	Ready to start using the system				
Who:	MCH staff who receive clients and all authorized users 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.	<p>Open up the Firefox web browser by clicking on the icon</p> 				
2.	<p>On the Firefox web browser enter the following web address https://ptracker.mhss.gov.na in the URL window and hit the Enter/Return key on your keyboard.</p> 				
3.	<p>The main PTracker login page will be displayed.</p> 				
4.	<p>Type in your assigned PTracker username and password.</p> <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.	<p>Select the health facility providing the service.</p> <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.	<p>Select the login button to access PTracker</p> <p>Note: A successful Login requires you to enter your correct username, password <u>and</u> health facility selected</p> <p style="text-align: right;">Log In</p>				

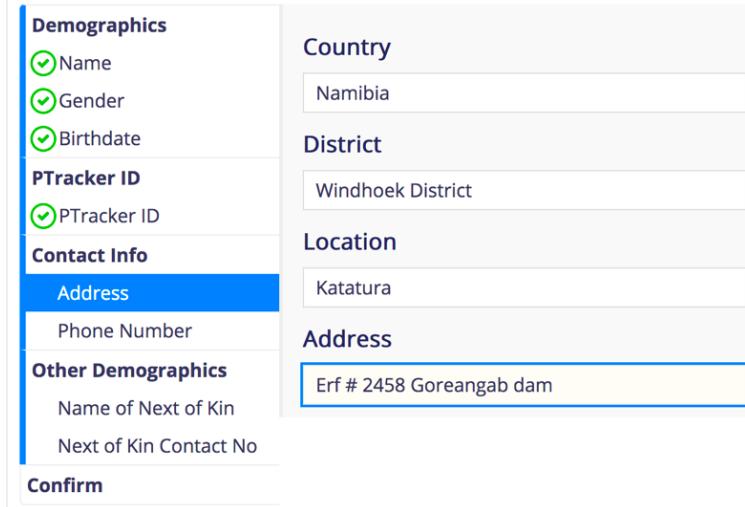
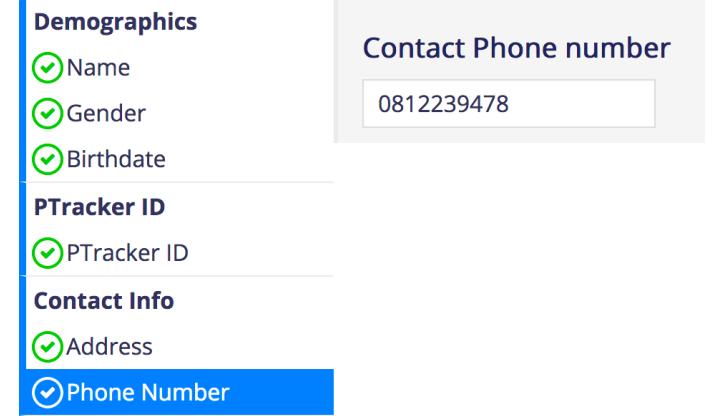
STEP	ACTION
	<p>When this page is displayed, then the login has been successful.</p>  <p>Logged in as User Guide (uguide) at Andara Hospital.</p> <p>Find Client Record</p>
7.	<p>NOTE: Depending on your account setup and user level access, you may or may not see the REPORT button and other controlled 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 in the search bar. 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". The row contains the identifier "10CXED", name "Anna Ndapewa shikalepo", gender "F", age "1 Month(s)", birthdate "04 Apr 2018", and telephone number "0816890234".</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. On the left, there are tabs for "Demographics", "Contact Info", and "Other Demographics". The "Demographics" tab is active, showing fields for "Name", "Gender", "Birthdate", and "PTracker ID". The "Name" field is currently selected. To the right of the tabs, there is a large input field asking "What's the patient's name?" with sub-fields for "Given" (required), "Middle", and "Family Name" (required). Below these fields is a large empty text input box. At the bottom of the form, there are "Confirm" and "Cancel" buttons.</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) Middle Family Name (required) Given: Ndapewa Middle: Faithful Family Name: Shilonga
<p>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.</p>			
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.	<p>Next fill in the client address. Select from the drop down menu the current country of residence for Country Field.</p> <p>Select the district from the drop down and then type in the Location and Address provided for the client.</p>	<p>Register a patient</p> 	
10.	<p>Enter the client phone number in the Contact Phone Number field.</p>		
	<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>		
11.	<p>Enter Name of Next Kin and Next of Kin Contact No</p>	<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.	<p>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.</p> <p>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>).</p>		

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>  <p>Ndapewa Faithful Shilonga Female 26 year(s) (05.Mar.1992) Edit Show Contact Info</p> <p>PTracker ID (10137A180980)</p> <table border="1"> <tr> <td>DEMOGRAPHICS</td> <td>Recent Visits</td> <td>General Actions</td> </tr> <tr> <td>Given Ndapewa Middle Faithful Family Name Shilonga Gender: Female Birthdate 05.Mar.1992</td> <td>None</td> <td>Antenatal Form Labour and Delivery Form Mother - Postnatal Form</td> </tr> <tr> <td>CONTACT INFO</td> <td>FAMILY</td> <td></td> </tr> <tr> <td>Address Namibia Windhoek District Katatura Erf # 2458 Goreangab dam Phone 0812239478 Number</td> <td>None</td> <td></td> </tr> <tr> <td>OTHER DEMOGRAPHICS</td> <td>ALLERGIES</td> <td></td> </tr> <tr> <td>Name of Next of Kin Erasmus Shilongo Next of Kin Contact No 0816668890</td> <td>Unknown</td> <td></td> </tr> </table>	DEMOGRAPHICS	Recent Visits	General Actions	Given Ndapewa Middle Faithful Family Name Shilonga Gender: Female Birthdate 05.Mar.1992	None	Antenatal Form Labour and Delivery Form Mother - Postnatal Form	CONTACT INFO	FAMILY		Address Namibia Windhoek District Katatura Erf # 2458 Goreangab dam Phone 0812239478 Number	None		OTHER DEMOGRAPHICS	ALLERGIES		Name of Next of Kin Erasmus Shilongo Next of Kin Contact No 0816668890	Unknown	
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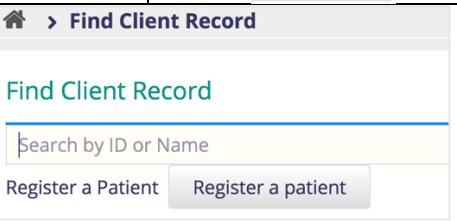
3. How to Record a First ANC (ANC1) visit in PTracker

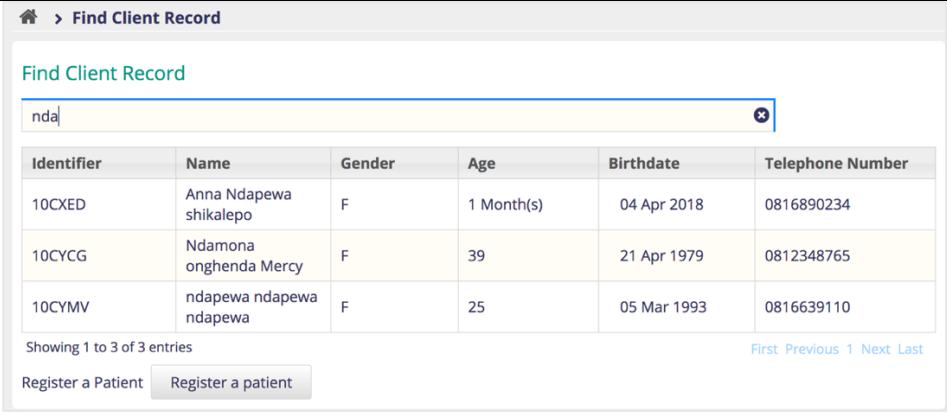
Objective:	Ensure that ALL MCH clients attending a First ANC have an ANC1 record in PTracker
Tasks:	<ul style="list-style-type: none"> a. Search for a registered client before an First ANC visit is recorded b. Create a new (First) ANC visit record
When:	When a client arrives for an ANC visit, has been 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).

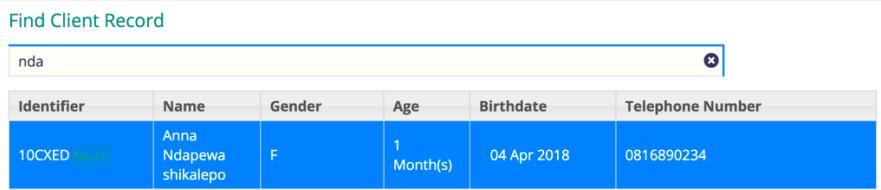
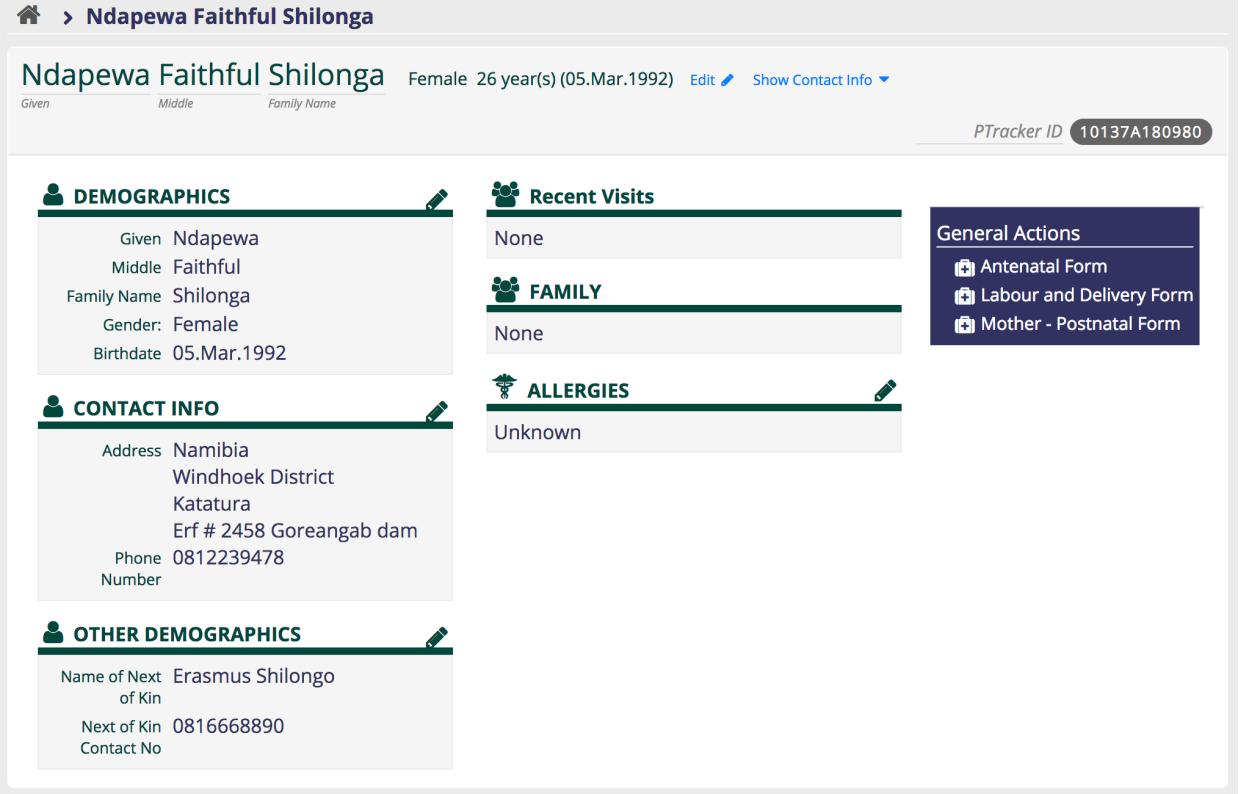
STEP	ACTION	
	IF	THEN
1.	a. Newly unregistered client on this visit.	See steps in Section 2. How to Register or Create a New Client Record in PTracker
	b. Client is already in PTracker from a previous registration or encounter	Go to step 2

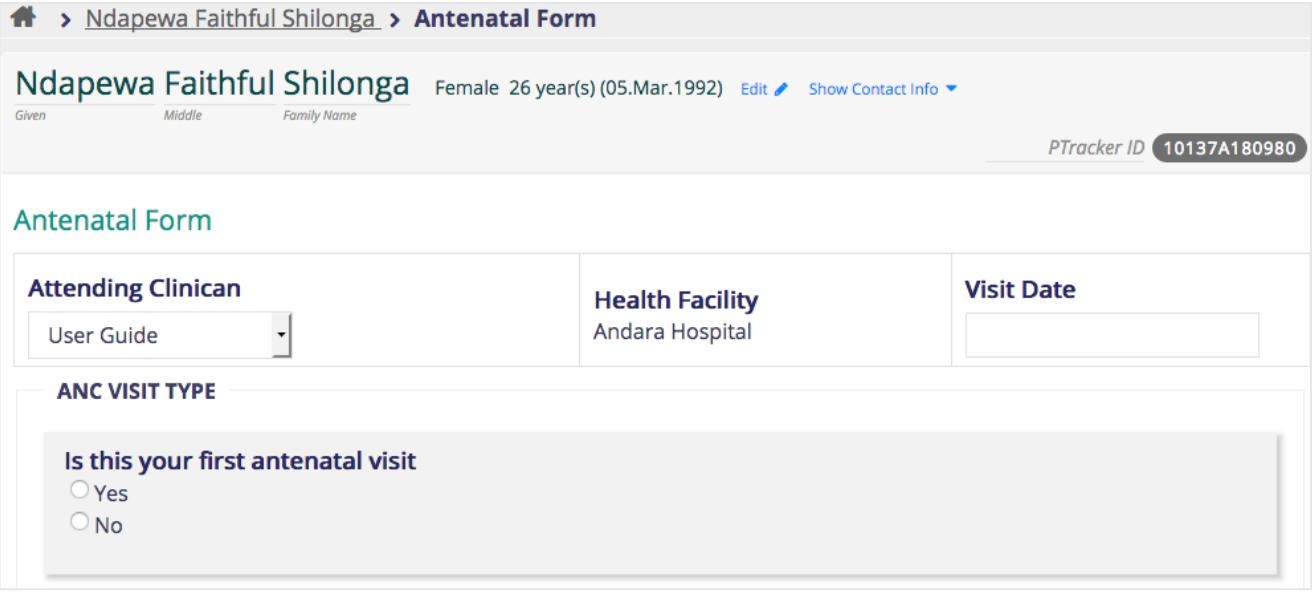
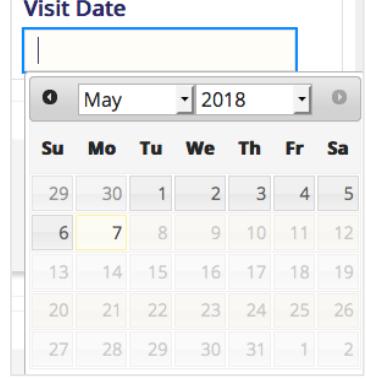
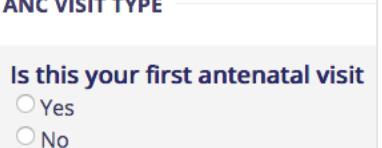
Avoid creating duplicate client records!

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

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

3.	
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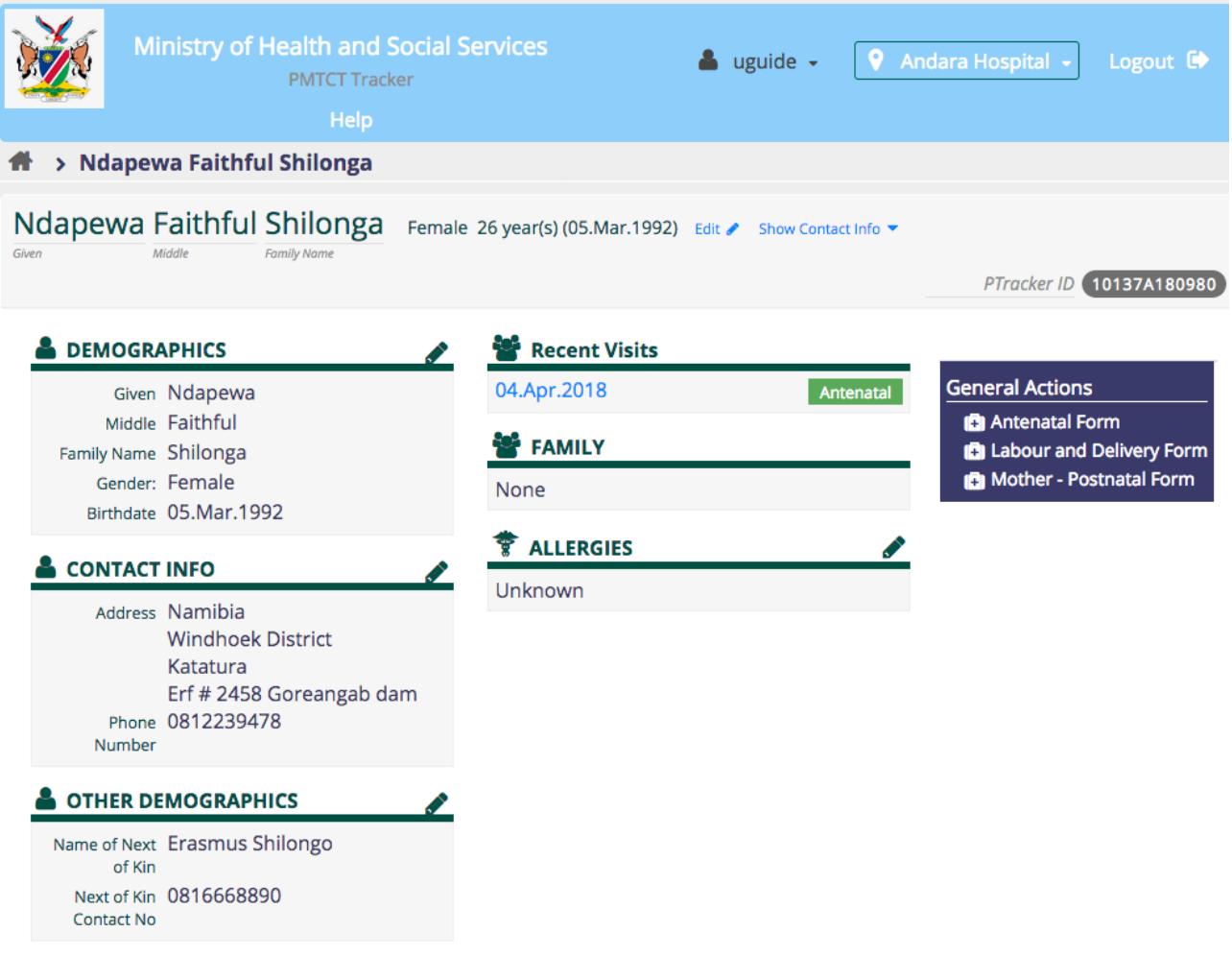
STEP	ACTION	
4.	One or more PTracker client record(s) matches the client.	Double-check the client's age, demographic information, and/or PTracker Identifier to be sure you have the correct record. You can click on the client highlighted row by moving the mouse over it to see a client's full record in step 5.
		
5.	<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> 	
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 .	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.</p>	
7.		
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>	
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>	

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													
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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 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 profile includes basic demographic information: Given Name Ndapewa, Middle Name Faithful, Family Name Shilonga, Gender Female, and Birthdate 05.Mar.1992. The contact info section lists an address in Windhoek District, Katatura, Erf # 2458 Goreangab dam, and a phone number 0812239478. The other demographics section lists the name of the next of kin as Erasmus Shilongo and the contact number 0816668890. The recent visits section shows an antenatal visit on 04.Apr.2018. The family section indicates no family members listed. The allergies section shows unknown allergies. General actions include Antenatal Form, Labour and Delivery Form, and Mother - Postnatal Form.</p>

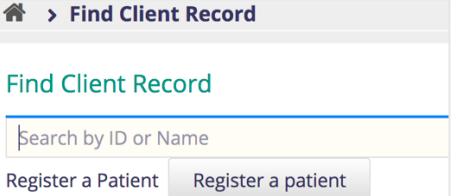
4. How to Record a Follow-up ANC Visit

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.

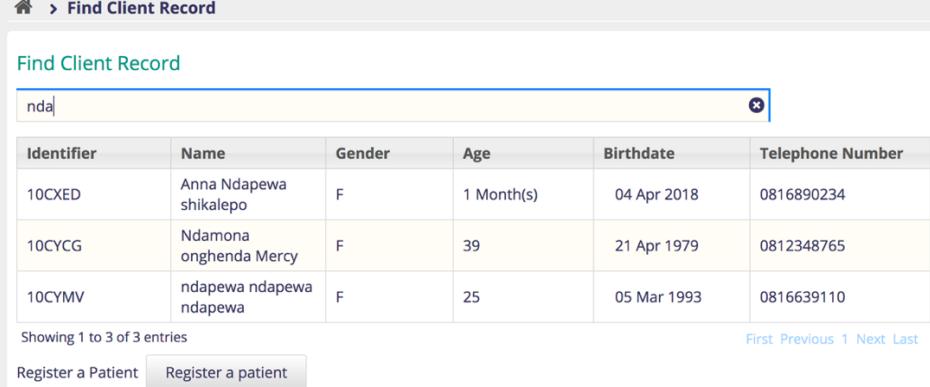
STEP	ACTION	
	If	Then
1.	c. Newly unregistered client on this visit.	See steps in Section 2. How to Register or Create a New Client Record in PTracker
	d. Client is already in PTracker from a previous registration or encounter	Go to step 2

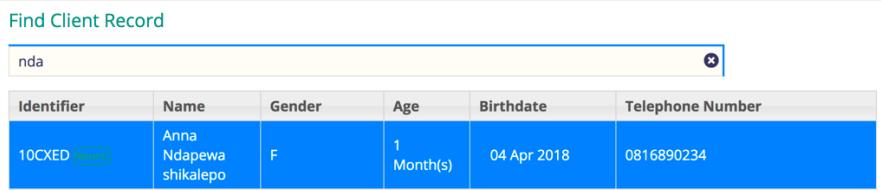
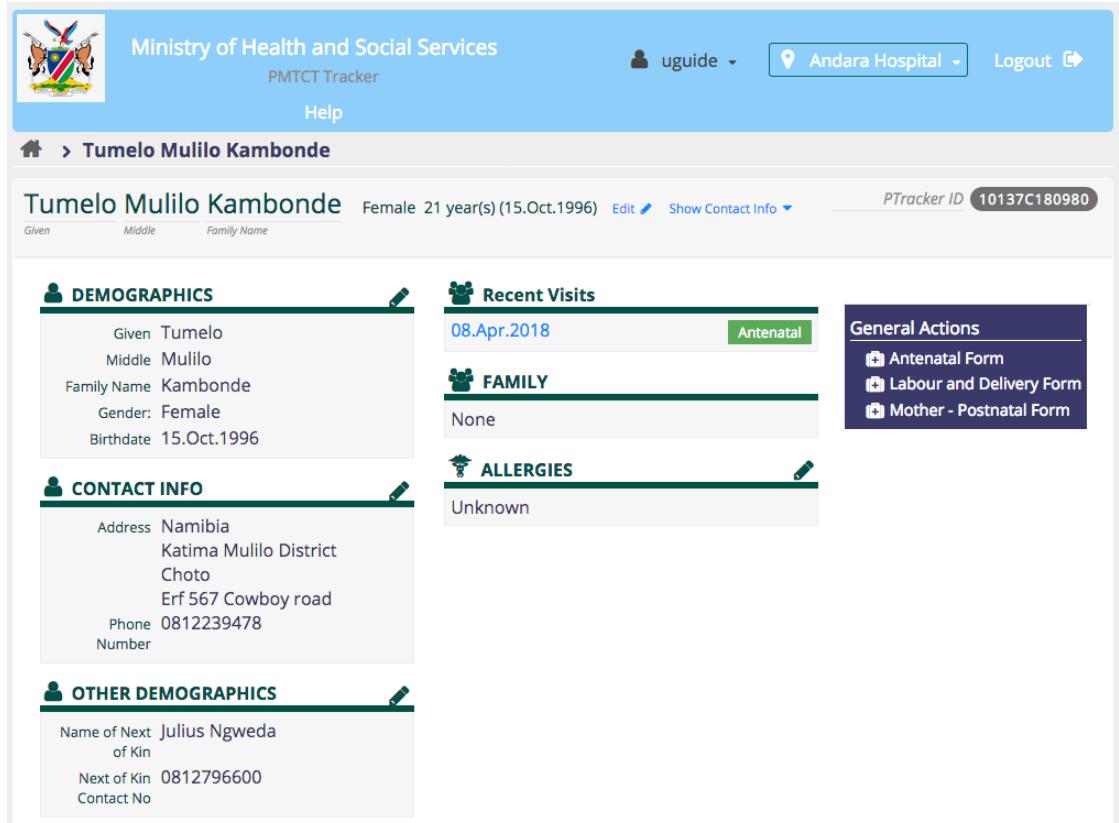
Avoid creating duplicate client records!

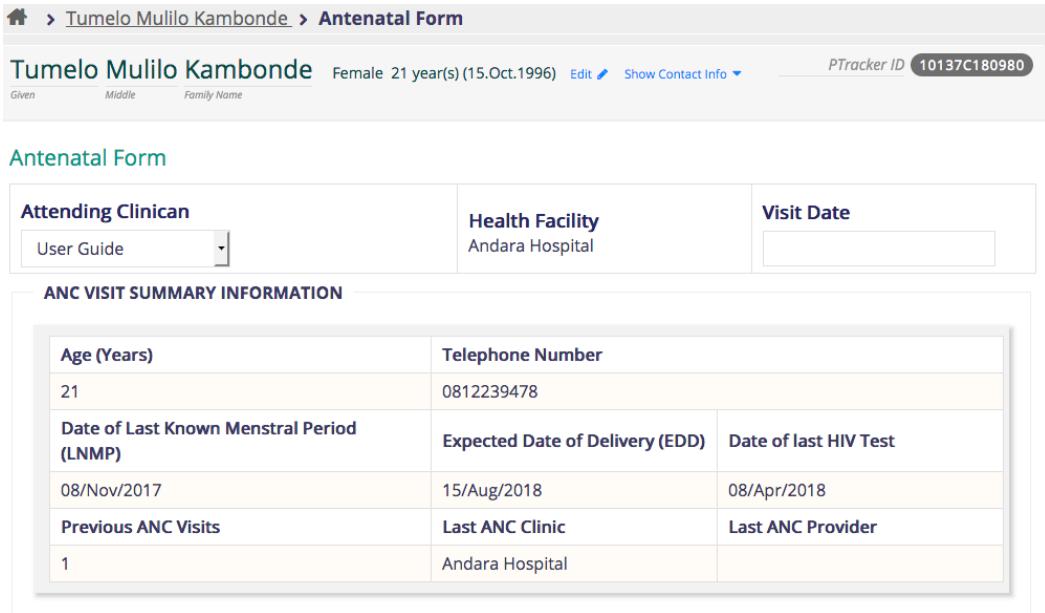
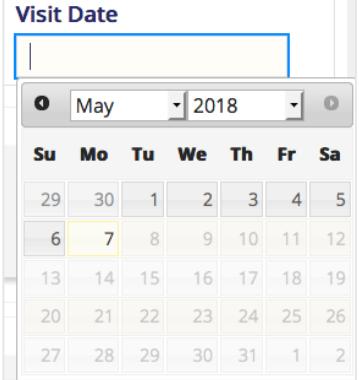
Before creating a new client record, **FIRST** confirm that the client does not have an existing record in PTracker by searching for the client's name or previously used PTracker ID

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.	

*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**".*

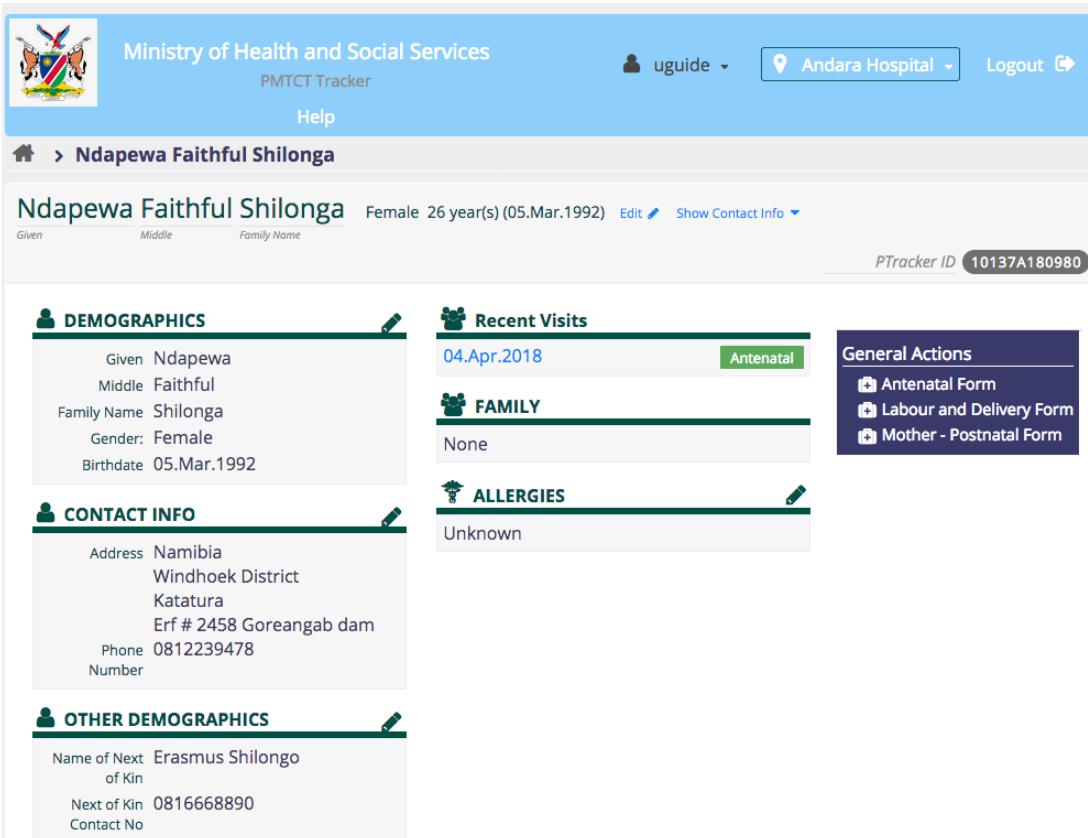
3.	

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.
		
5.	<p>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> 	
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 Summary Information 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(s) (15.Oct.1996), Edit, Show Contact Info, and PTracker ID 10137C180980. The main section is titled 'Antenatal Form' and contains fields for 'Attending Clinician' (dropdown menu showing 'User Guide'), 'Health Facility' (Andara Hospital), and 'Visit Date' (empty input field). Below this is the 'ANC VISIT SUMMARY INFORMATION' section, which displays the following data:</p> <table border="1"> <thead> <tr> <th>Age (Years)</th> <th>Telephone Number</th> </tr> </thead> <tbody> <tr> <td>21</td> <td>0812239478</td> </tr> <tr> <th>Date of Last Known Menstral Period (LNMP)</th> <th>Expected Date of Delivery (EDD)</th> <th>Date of last HIV Test</th> </tr> <tr> <td>08/Nov/2017</td> <td>15/Aug/2018</td> <td>08/Apr/2018</td> </tr> <tr> <th>Previous ANC Visits</th> <th>Last ANC Clinic</th> <th>Last ANC Provider</th> </tr> <tr> <td>1</td> <td>Andara Hospital</td> <td></td> </tr> </tbody> </table>	Age (Years)	Telephone Number	21	0812239478	Date of Last Known Menstral Period (LNMP)	Expected Date of Delivery (EDD)	Date of last HIV Test	08/Nov/2017	15/Aug/2018	08/Apr/2018	Previous ANC Visits	Last ANC Clinic	Last ANC Provider	1	Andara Hospital	
Age (Years)	Telephone Number																
21	0812239478																
Date of Last Known Menstral Period (LNMP)	Expected Date of Delivery (EDD)	Date of last HIV Test															
08/Nov/2017	15/Aug/2018	08/Apr/2018															
Previous ANC Visits	Last ANC Clinic	Last ANC Provider															
1	Andara Hospital																
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 'Visit Date' input field with a dropdown arrow. A calendar overlay is displayed, showing the month of May 2018. The date '7' is highlighted in yellow, indicating it is the selected date.</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>ANC VISIT TYPE</p> <p>Is this your first antenatal visit</p> <p><input type="radio"/> Yes <input type="radio"/> No</p> <p>PTRACKER ID CAPTURE</p> <p>PTracker ID</p> <p>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 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?	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 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
	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		<p>FOLLOWUP</p> <p>Next Visit Date</p> <p>08/08/2018 <input type="checkbox"/> Next visit date missing</p> <p>Facility of next appointment</p> <ul style="list-style-type: none"> <input type="radio"/> This facility <input type="radio"/> In Transit <input checked="" type="radio"/> Transfer <input type="radio"/> Missing
	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.	<p>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>  <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>		
	 <p>To edit the details of the most recently submitted encounter, see section on HOW to Edit a previously submitted record in PTracker.</p>		

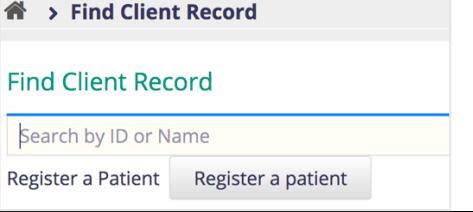
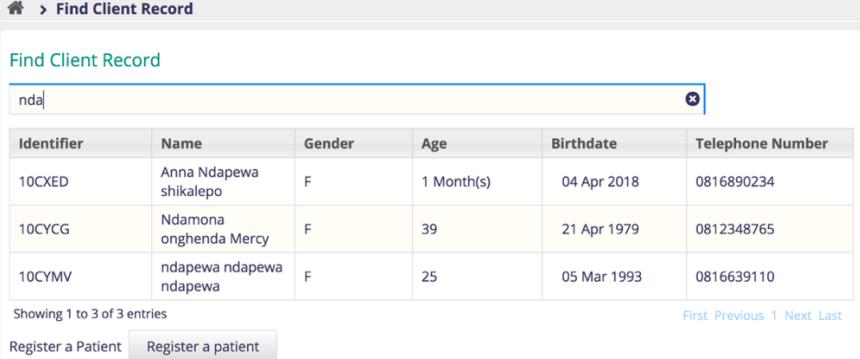
5. How to Record a L&D (Maternity) Visit in PTracker

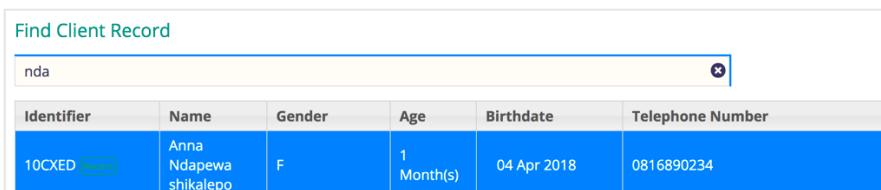
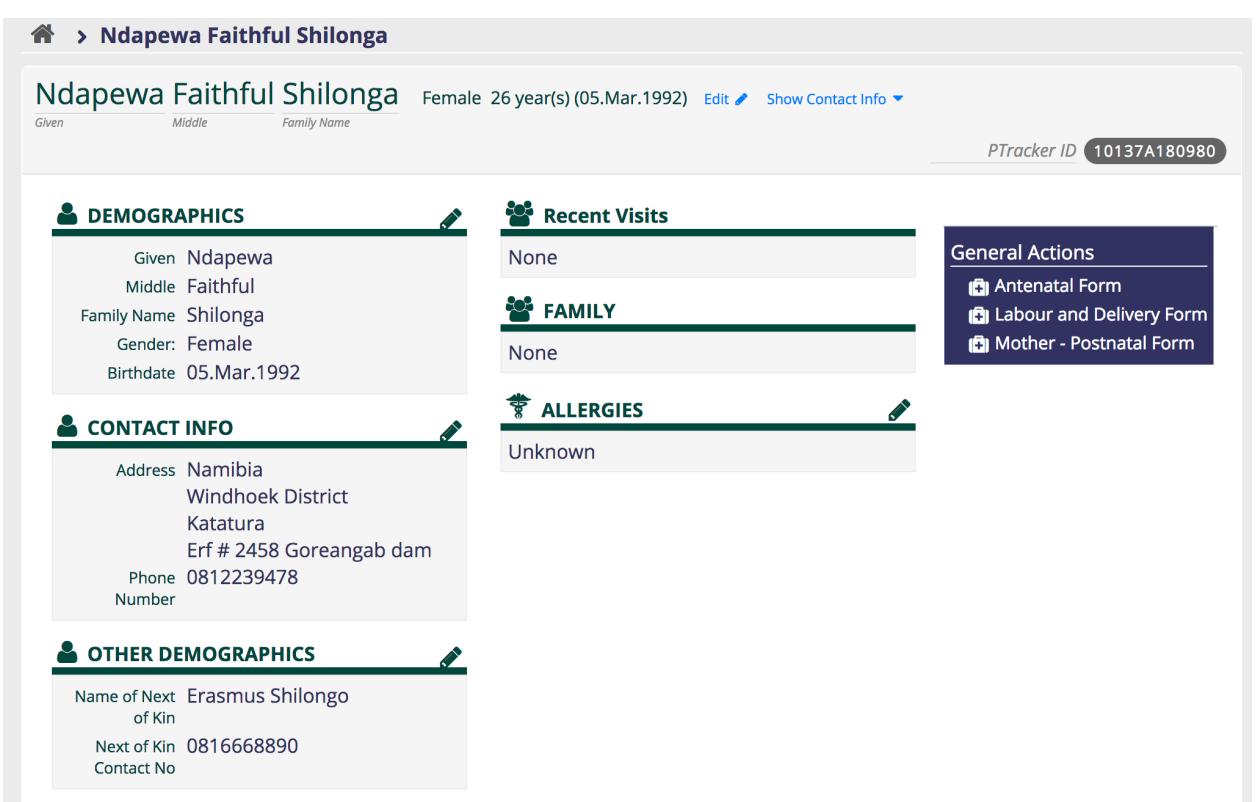
Objective:	Ensure that ALL MCH client's at time of delivery have maternity details recorded in PTracker
Tasks:	<ul style="list-style-type: none"> a. Search to confirm that a client does not have an existing PTracker record b. Confirm an existing client does not have delivery details recorded in PTracker 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.		

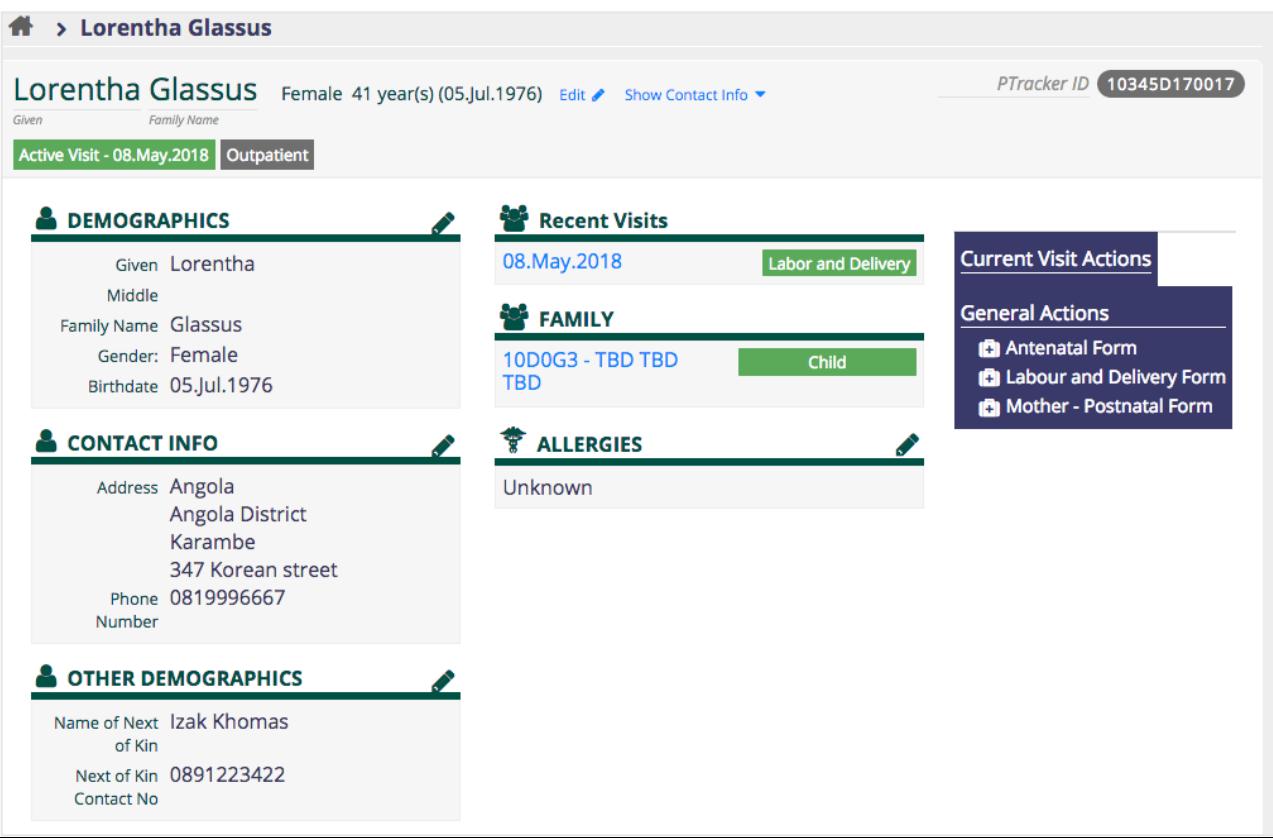
STEP	ACTION	
4.	One or more PTracker client record(s) matches the client.	Double-check the client's age, demographic information, and/or PTracker Identifier to be sure you have the correct record. You can click on the client highlighted row by moving the mouse over it to see a client's full record in step 5 .
		
5.	<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> 	
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 <ul style="list-style-type: none"> Antenatal Form Labour and Delivery Form 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>

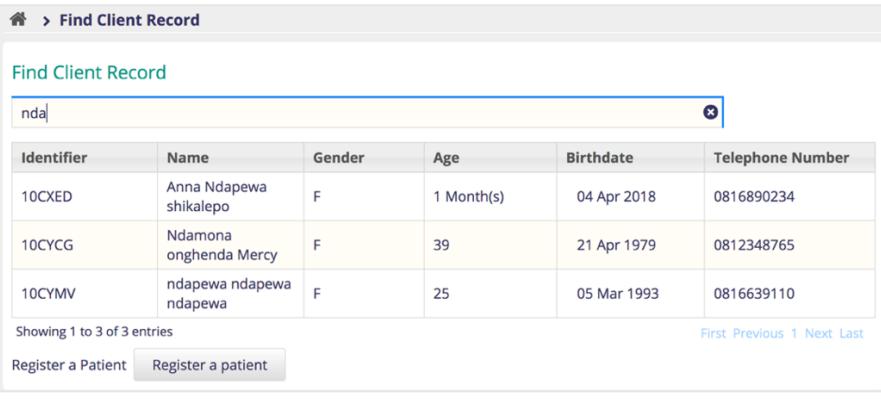
STEP	ACTION	
	IF	THEN
10	HIV STATUS AT DELIVERY	
10a.	HIV test status is Tested for HIV during this visit	Indicate the HIV test result
	HIV TESTING AND ART INITIATION <p>HIV test status</p> <ul style="list-style-type: none"> <input checked="" type="radio"/> Tested for HIV during this visit <input type="radio"/> 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

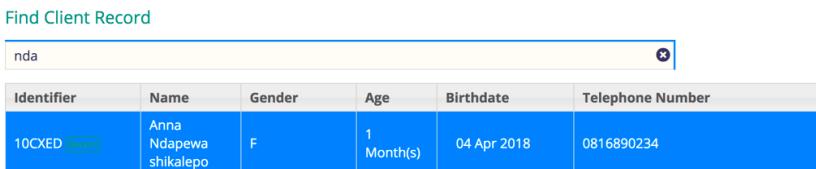
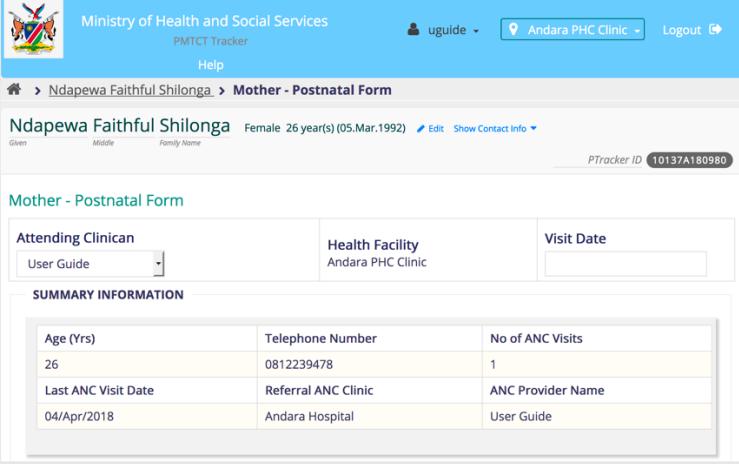
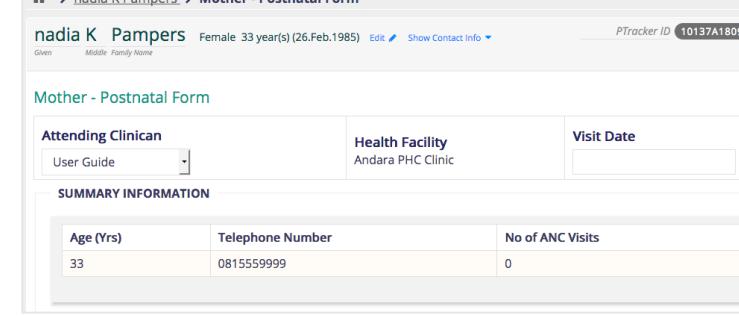
STEP	ACTION	
	IF	THEN
	Viral Load	
12.	Viral load test done is "YES"	Enter Viral load test date and Viral load results <div style="display: flex; justify-content: space-between;"> <div style="flex: 1;"> Viral Load test done? <input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Missing </div> <div style="flex: 1;"> Viral load test date <input type="text"/> <input type="checkbox"/> Viral load test date missing </div> </div> <div style="display: flex; justify-content: space-between;"> <div style="flex: 1;"> 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="flex: 1;"> 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="flex: 1;"> Viral load (copies/ml) <input type="text"/> </div> <div style="flex: 1;"> <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 <p>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</p>
	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
	NOTE: If discharged is selected as an option then provide the date of discharge for the client.	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 *
	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>	<p>Child # 1</p> <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	<p>Enter Date of Death for that infant and Go to Step 17</p> <p>Date of Death <input type="text"/> <input type="checkbox"/> Date of Death missing</p>				
	If Stillbirth is selected under infant status	<p>Enter the Type of Stillbirth and Go to Step 17</p> <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	<p>Provide the ARV Prophylaxis status for the HIV exposed baby and go to Step 16 to record the infant PTracker ID.</p> <p>Infant Received ARV</p> <ul style="list-style-type: none"> <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	<p>Infant PTracker ID</p> <div style="border: 1px solid blue; padding: 2px; width: fit-content;"> <input type="text" value="10345D1700171"/> </div>				
	 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 .	Enter Form
18.	<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), and birthdate (05.Jul.1976). Below this, there are tabs for 'Active Visit - 08.May.2018' and 'Outpatient'. The main content area is divided into several sections: 'DEMOGRAPHICS' (Given Name: Lorentha, Middle Name: , Family Name: Glassus, Gender: Female, Birthdate: 05.Jul.1976); 'CONTACT INFO' (Address: Angola, Angola District, Karambe, 347 Korean street, Phone: 0819996667, Number:); 'OTHER DEMOGRAPHICS' (Name of Next of Kin: Izak Khomas, Next of Kin Contact No: 0891223422); 'Recent Visits' (Visit Date: 08.May.2018, Location: Labor and Delivery, Status: Child); 'FAMILY' (Record ID: 10D0G3 - TBD TBD, Status: Child); and 'ALLERGIES' (Unknown). On the right side, there is a sidebar titled 'Current Visit Actions' with options for 'General Actions': Antenatal Form, Labour and Delivery Form, and Mother - Postnatal Form.</p>	
	<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 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																												
1.	IF	THEN																											
	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 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 to confirm that the client exists in PTracker. by clicking on the Find Client Record button.																												
	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>																													
3.	 <p>The screenshot shows the 'Find Client Record' interface. In the search bar, the letters 'nda' are typed. Below the search bar is a table with columns: Identifier, Name, Gender, Age, Birthdate, and Telephone Number. Three entries are listed:</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> <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> <tr> <td>10CYCG</td><td>Ndamona onghenda Mercy</td><td>F</td><td>39</td><td>21 Apr 1979</td><td>0812348765</td></tr> <tr> <td>10CYMV</td><td>ndapewa ndapewa ndapewa</td><td>F</td><td>25</td><td>05 Mar 1993</td><td>0816639110</td></tr> </tbody> </table> <p>At the bottom of the interface, there are buttons for 'Register a Patient' and 'Register a patient'.</p>					Identifier	Name	Gender	Age	Birthdate	Telephone Number	10CXED	Anna Ndapewa shikalepo	F	1 Month(s)	04 Apr 2018	0816890234	10CYCG	Ndamona onghenda Mercy	F	39	21 Apr 1979	0812348765	10CYMV	ndapewa ndapewa ndapewa	F	25	05 Mar 1993	0816639110
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10CYMV	ndapewa ndapewa ndapewa	F	25	05 Mar 1993	0816639110																								

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; margin-bottom: 10px;"> General Actions <hr/> [+] Antenatal Form [+] Labour and Delivery Form [+] Mother - Postnatal Form </div> 
8.	<p>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.</p> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;">  </div> <div style="width: 45%;"> <ul style="list-style-type: none"> • Only 1 previous ANC visit from April 4th, 2018 recorded by no Maternity visit for client in PTracker </div> </div> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;">  </div> <div style="width: 45%;"> <ul style="list-style-type: none"> • No previous ANC visit recorded for client in PTracker </div> </div>	

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.	<div style="border: 1px solid #ccc; padding: 5px; width: 150px;"> Visit Date <input type="text"/> <div style="background-color: #f0f0f0; border: 1px solid #ccc; padding: 2px; margin-top: 2px;"> <input type="button" value="May"/> 2018 </div> <table border="1" style="margin-top: 2px; border-collapse: collapse; font-size: 8px;"> <tr><td>Su</td><td>Mo</td><td>Tu</td><td>We</td><td>Th</td><td>Fr</td><td>Sa</td></tr> <tr><td>29</td><td>30</td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr> <tr><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td></tr> <tr><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td></tr> <tr><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td></tr> <tr><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td>1</td><td>2</td></tr> </table> </div>	Su	Mo	Tu	We	Th	Fr	Sa	29	30	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	1	2
Su	Mo	Tu	We	Th	Fr	Sa																																						
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13	14	15	16	17	18	19																																						
20	21	22	23	24	25	26																																						
27	28	29	30	31	1	2																																						
10.	Proceed with PTracker ID capture. Enter the assigned PTracker ID and Continue to STEP 11 .	<div style="border: 1px solid #ccc; padding: 5px; width: 150px; margin-bottom: 10px;"> PTRACKER ID CAPTURE PTracker ID <input type="text" value="10137A180980"/> </div>																																										
11.	HIV Testing and ART Initiation																																											
	IF	ACTION																																										
11a.	HIV Test Status is Tested for HIV during this visit <div style="border: 1px solid #ccc; padding: 5px; width: 200px; margin-bottom: 10px;"> HIV TESTING AND ART INITIATION HIV test status <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 </div> 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 .	Indicate the HIV test result <div style="border: 1px solid #ccc; padding: 5px; width: 150px; margin-bottom: 10px;"> HIV test result <input type="radio"/> Negative <input type="radio"/> Positive <input type="radio"/> Unknown <input type="radio"/> Missing </div>																																										
	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																																										
	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																																										
	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 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 .	

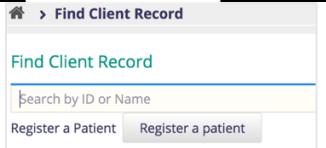
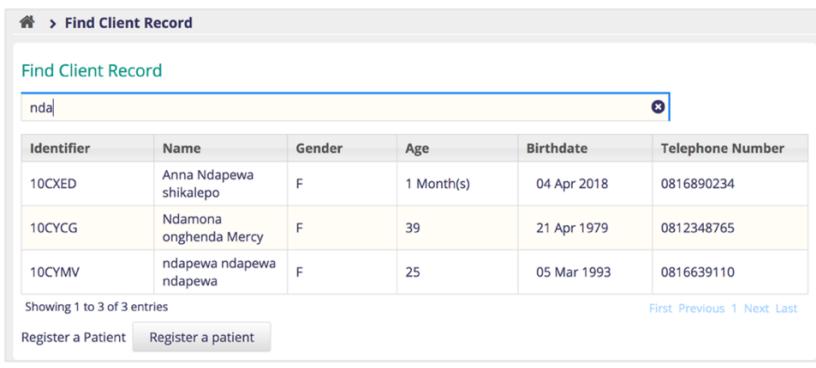
7. How to Record a Post Natal Visit for an HIV Exposed Infant in PTracker

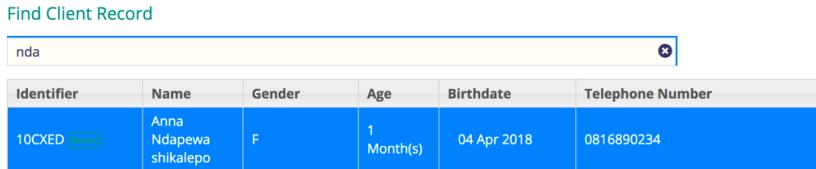
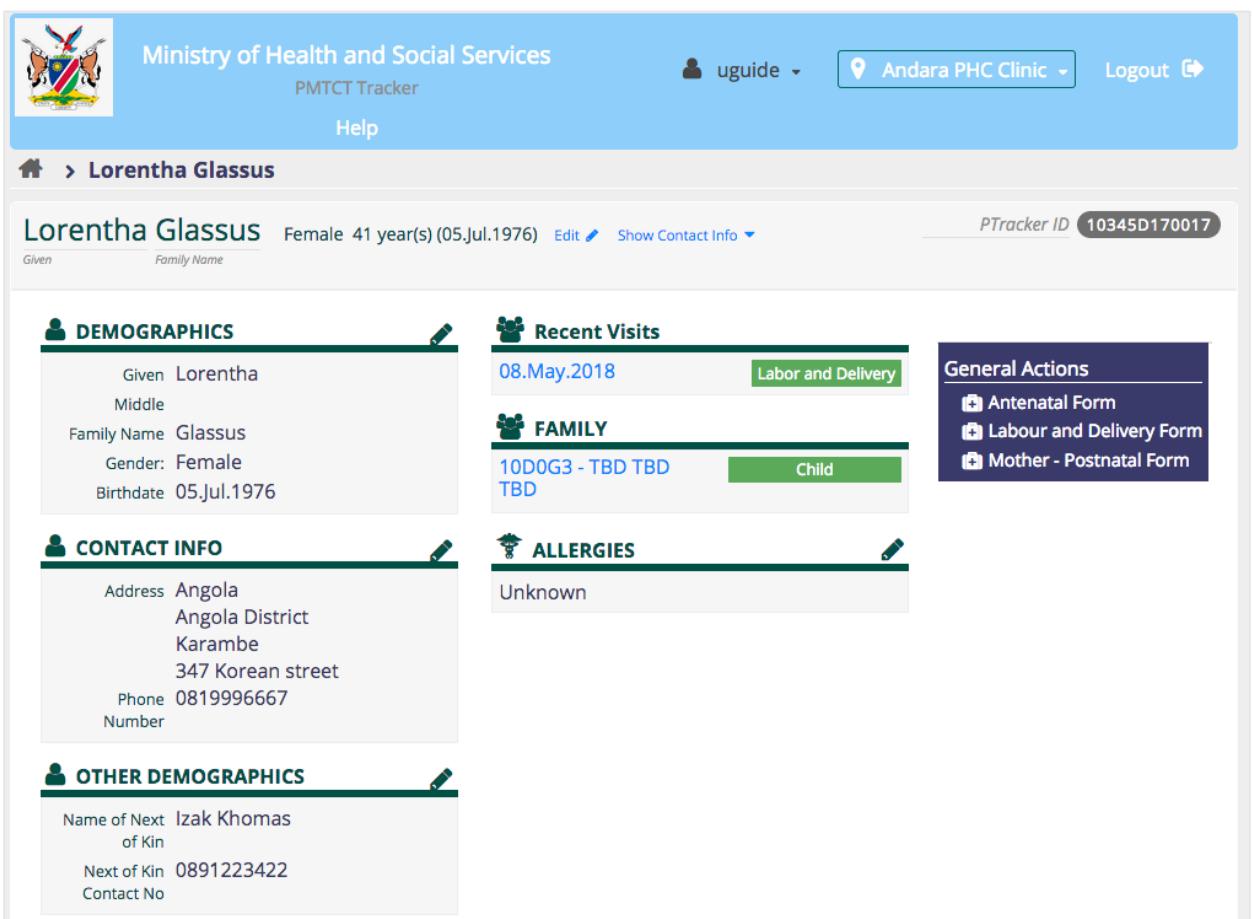
Objective:	Ensure that details for an HIV exposed infant visit at postnatal care and follow-up (mother-baby follow-up visits) are recorded in PTracker
Tasks:	a. Enter client's (Baby) PNC details, either as linked to the mother who is already registered b. Create a new client record then enter details 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).

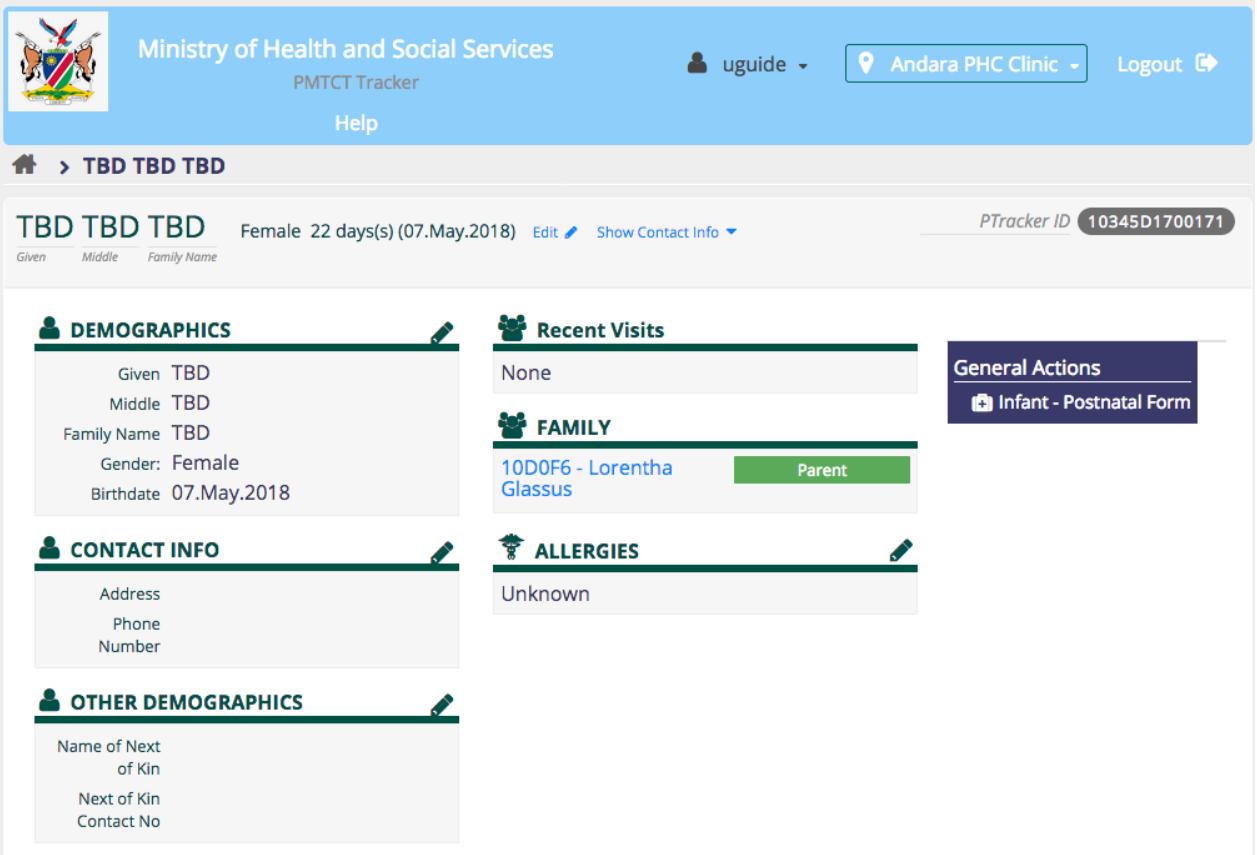
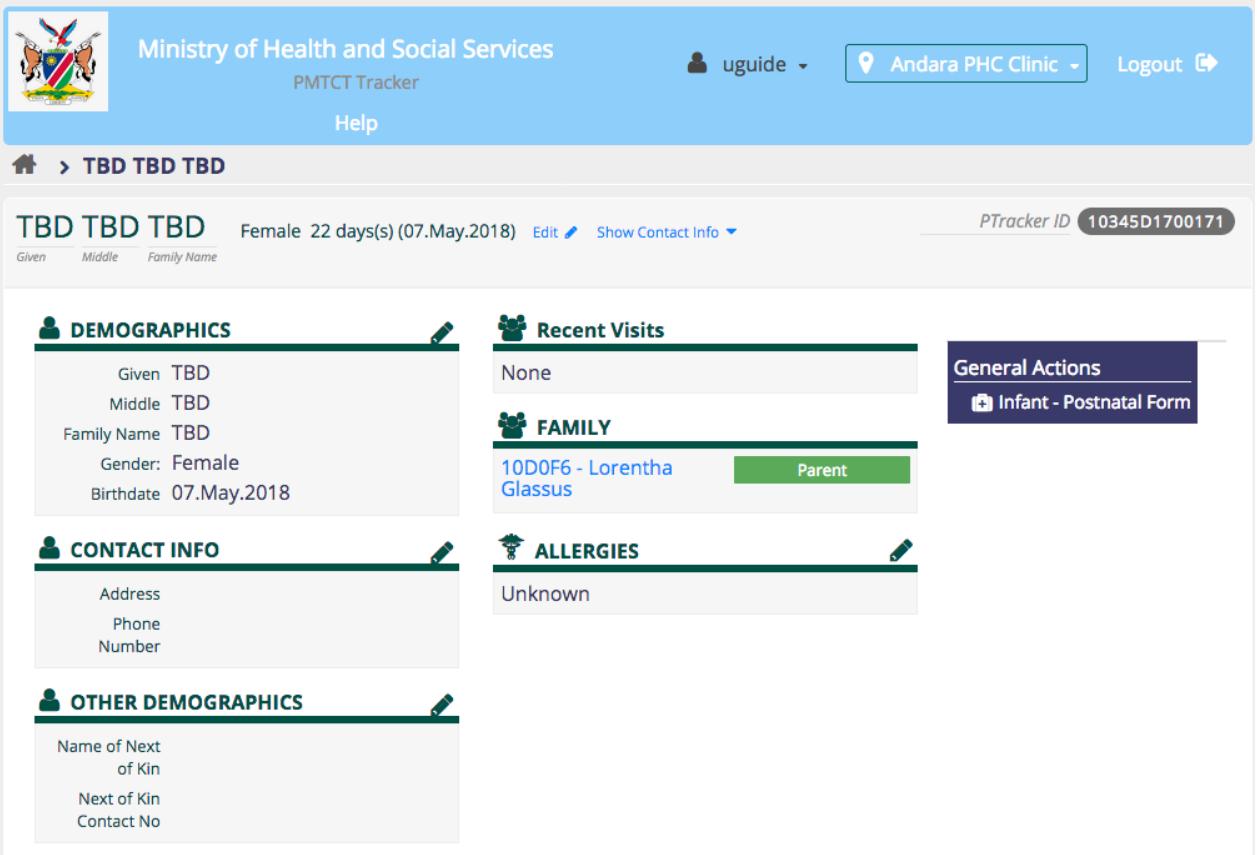
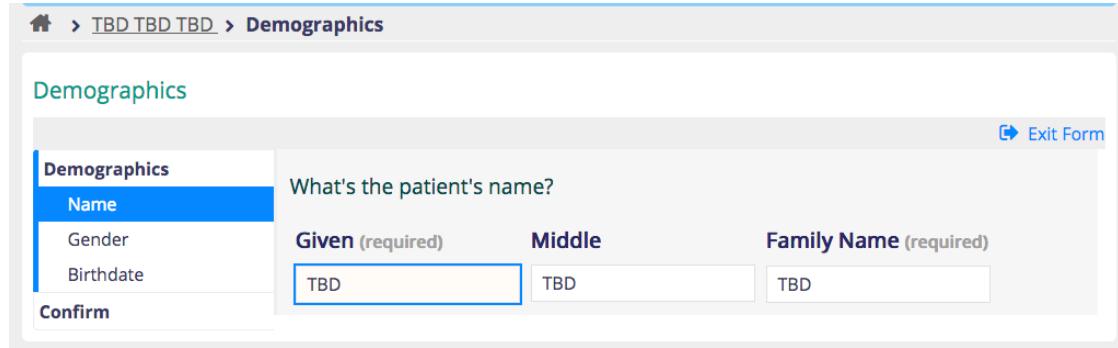
STEP	ACTION	
	IF	THEN
1.	a. Newly unregistered HIV exposed infant on this visit.	See steps in Section 2. How to Register or Create a New Client Record in PTracker
	b. Infant is already in PTracker from previous registration at Maternity.	Go to step 2

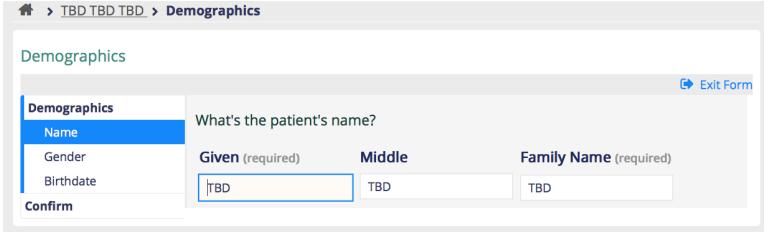
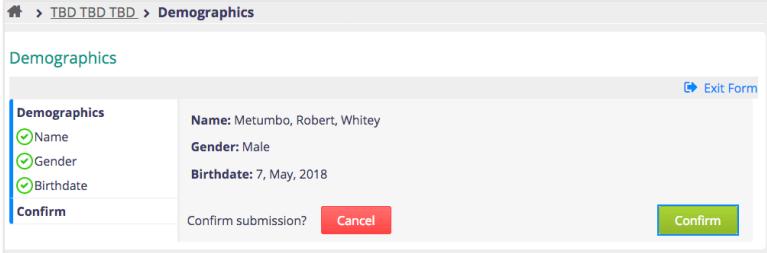
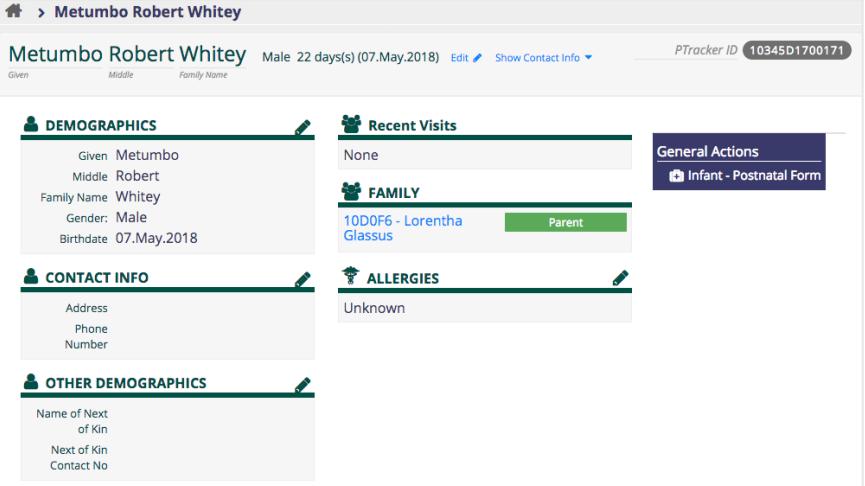
Avoid creating duplicate client records!

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>nda</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: blue;"> <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									
	 Important: Search by the mother's name or by the infant's name if known at the time of the visit.													
5.	Client (infant) has an existing record	Proceed with step 7												
	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.													
6.	 <p>Ministry of Health and Social Services PMTCT Tracker</p> <p>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</p> <p>Given Lorentha Middle Family Name Glassus Gender: Female Birthdate 05.Jul.1976</p> <p>CONTACT INFO</p> <p>Address Angola Angola District Karambe 347 Korean street Phone 0819996667 Number</p> <p>OTHER DEMOCRAPHICS</p> <p>Name of Next Izak Khomas of Kin Next of Kin 0891223422 Contact No</p> <p>Recent Visits</p> <p>08.May.2018 Labor and Delivery</p> <p>FAMILY</p> <p>10D0G3 - TBD TBD Child</p> <p>General Actions</p> <ul style="list-style-type: none"> + Antenatal Form + Labour and Delivery Form + Mother - Postnatal Form <p>ALLERGIES</p> <p>Unknown</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.													

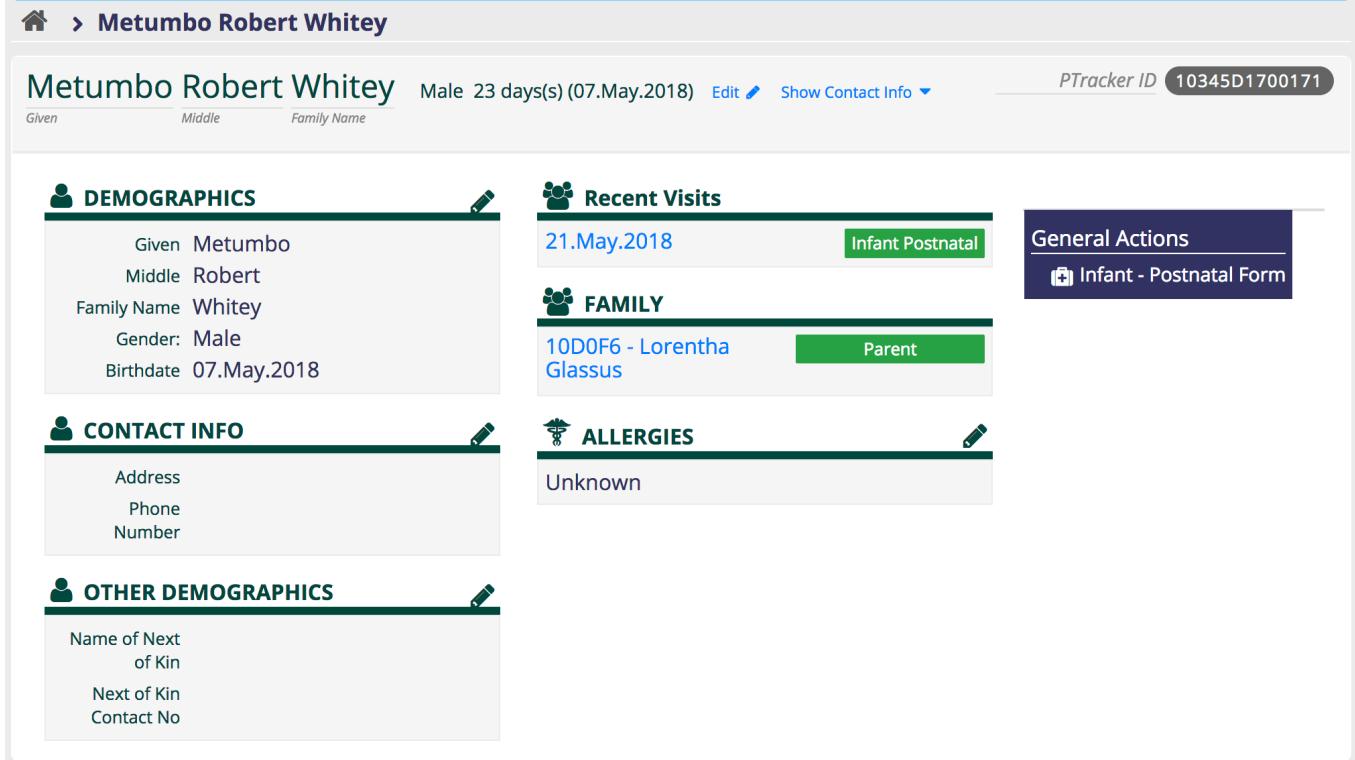
STEP	ACTION	
	<p>Click on Infant's record TBD TBD TBD highlighted in blue. The infant's PTracker record with summary details will appear as below. The infant summary page shows a linkage to the record of Lorentha Glassus, the infant's mother.</p> 	
7.		
8.	<p>To edit the following details of the Infant's Record</p> <p>Demographics, </p> <p>Contact, </p> <p>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 .	
11.	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
12.	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 .	

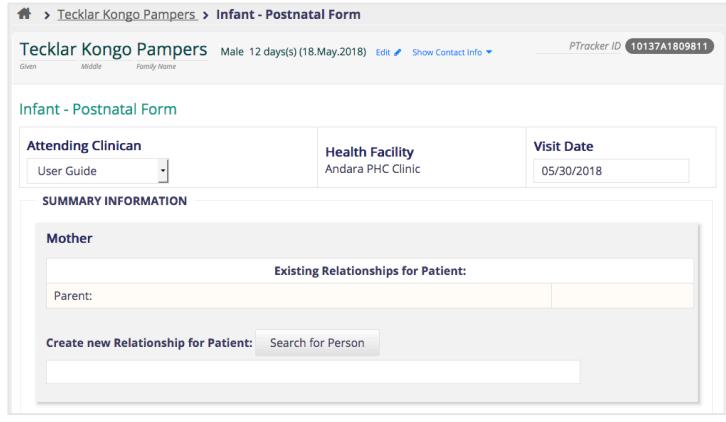
STEP	ACTION
13.	<p>Once you click the Infant-Postnatal Form the Infant's summary information is shown on the screen as shown on the next page. Since this infant is already linked to the mother, the mother's name and contact information is shown as well.</p>
14.	<p>Begin with entering the Visit Date from 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>

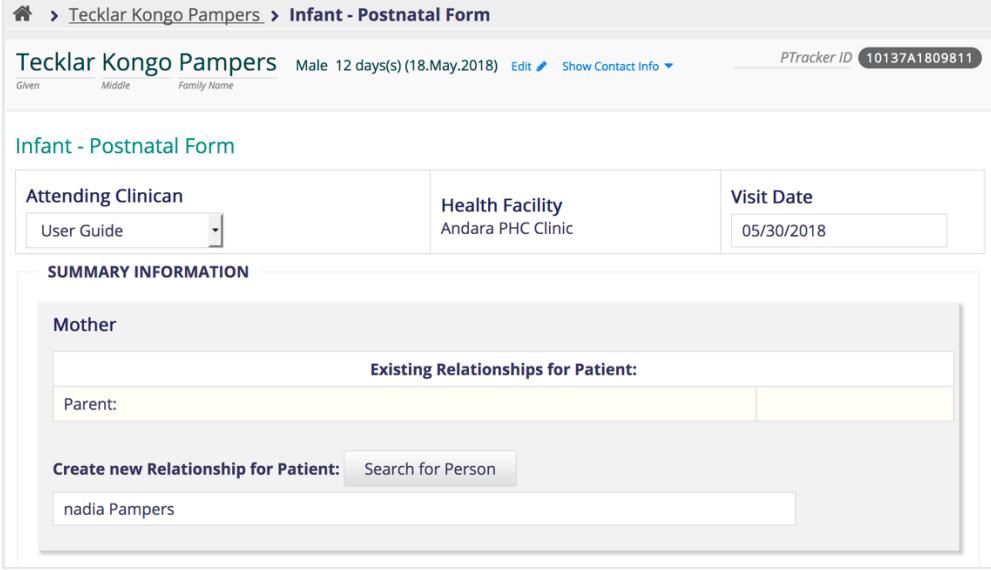
STEP	ACTION	
17.	Enter the Cotrimoxazole (CTX) Prophylaxis status of the infant, the CTX Adherence .	CTX Prophylaxis status <input checked="" type="radio"/> Received CTX prophylaxis <input type="radio"/> Never received CTX prophylaxis <input type="radio"/> Stopped CTX prophylaxis <input type="radio"/> 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

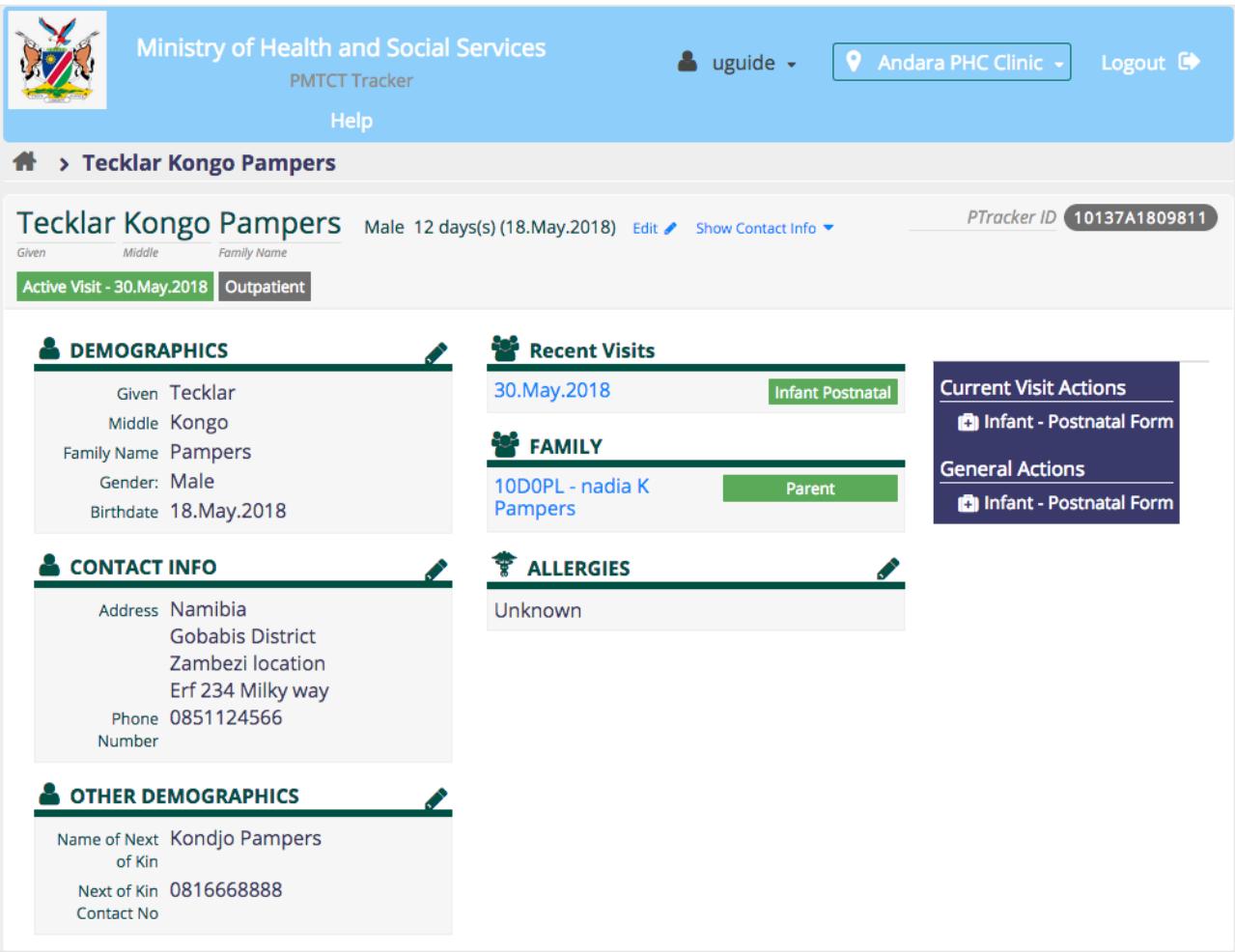
STEP	ACTION	
23.	<p>Indicate whether the Infant was linked to ART</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> Was this infant linked to ART <input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Missing </div>	<p>Then enter the Infant ART Unique Number and proceed to Step 24.</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> Infant ART Unique Number <input type="text"/> <input type="checkbox"/> Infant ART Unique Number missing </div>
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> <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"/> <input type="checkbox"/> Other feeding method missing </div>
	INFANT STATUS	
	<p>Record the Infant outcome Status at for the visit being recorded</p>	<p>Infant outcome status</p> <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	THEN
25.	<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"/> <input type="checkbox"/> Next visit date missing </div>
	<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..."/> Transfer in date <input type="text"/> <input type="checkbox"/> Transfer in date missing </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> Next visit date <input type="text"/> <input type="checkbox"/> Next visit date missing </div>
	<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"/> <input type="checkbox"/> Date of event missing </div>

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>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

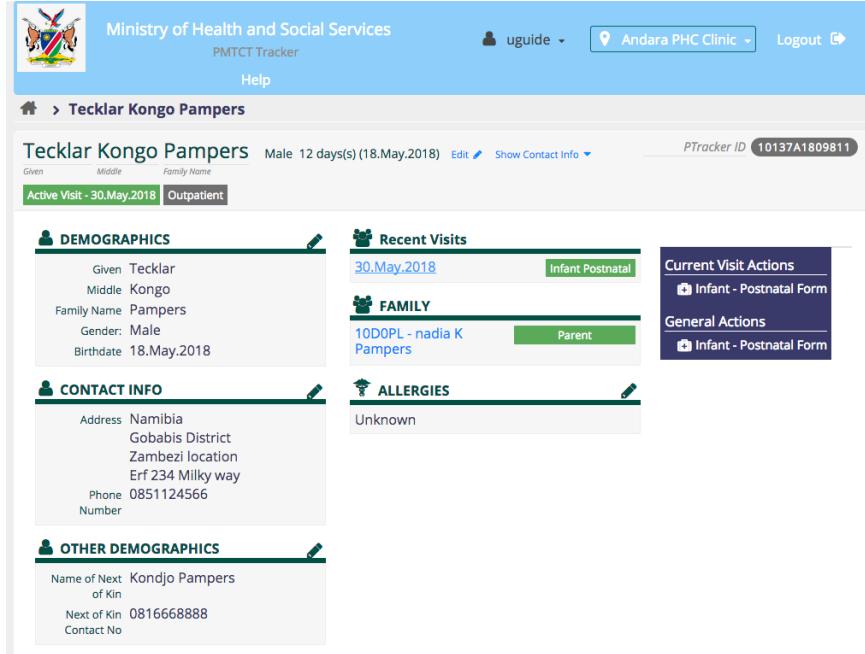
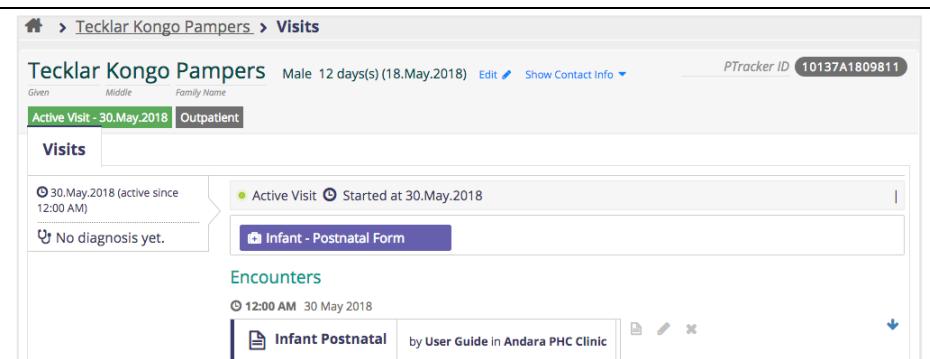
Objective:	Ensure that details for an HIV positive mother and her exposed infant, previously not registered, are linked when recording a postnatal care (PNC) visit in PTracker.		
Tasks:	<ul style="list-style-type: none"> To link the newly created infant's record at PNC to the mother's record during a 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> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 75%; vertical-align: top; padding-right: 10px;"> </td><td style="width: 25%; vertical-align: top; background-color: #d9e1f2; padding: 5px;"> General Actions Infant - Postnatal Form </td></tr> </table>		General Actions Infant - Postnatal Form
		General Actions Infant - Postnatal Form	
3.	<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> 		

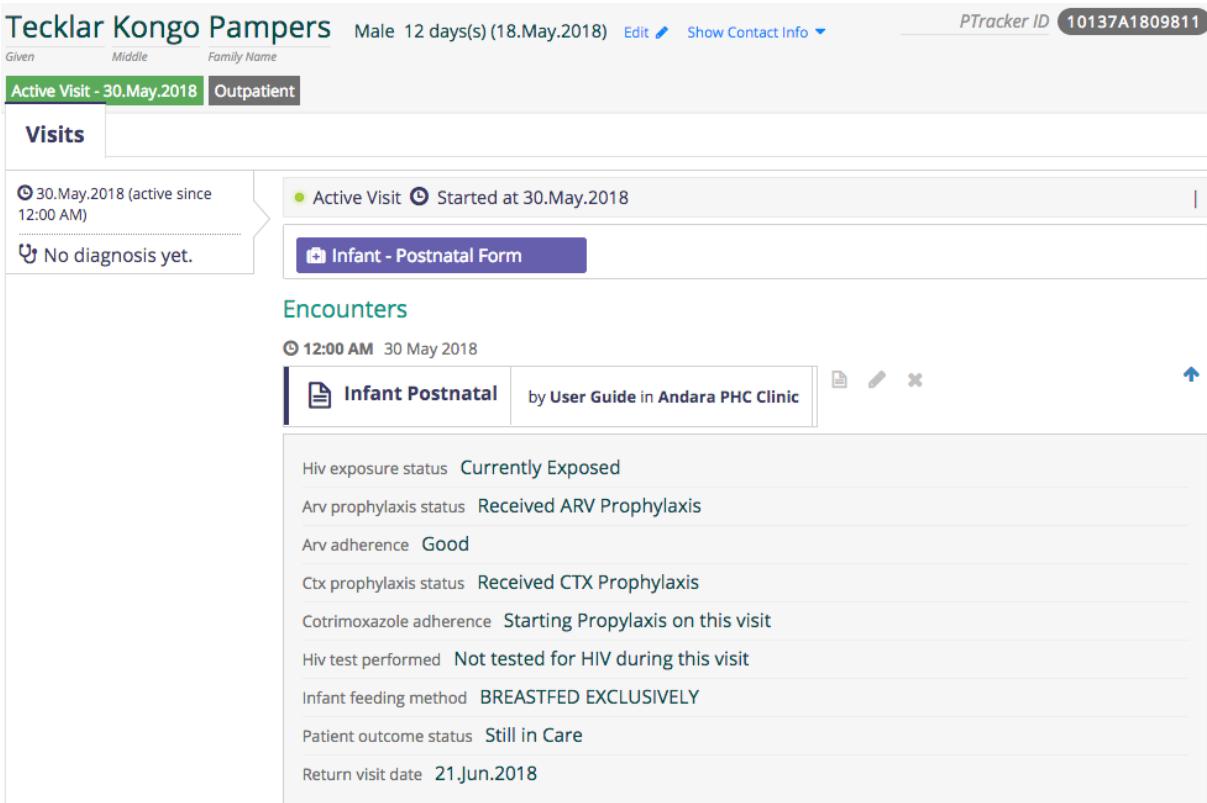
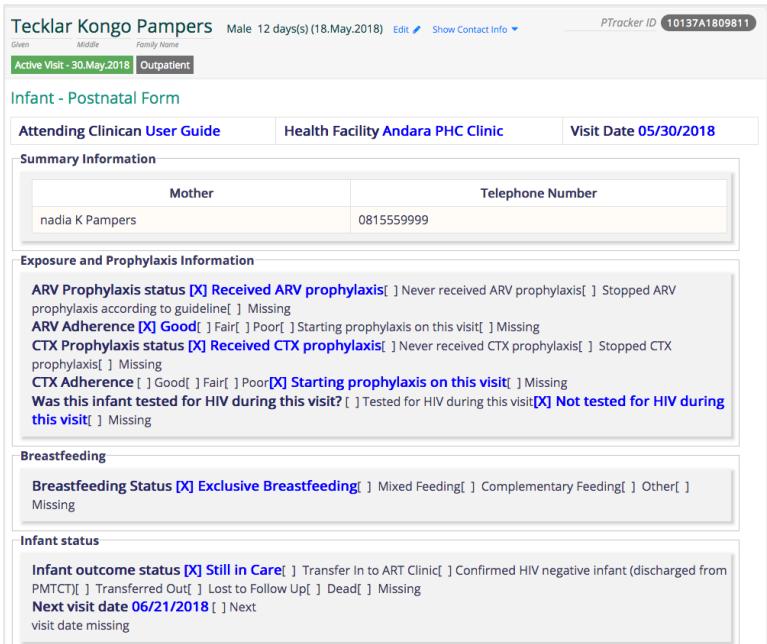
STEP	ACTION
4.	To link the baby to the mother, go to Summary Information tab then Create new relationship for Infant and click Search for Person 
5.	After clicking Search for Person , the page should appear as shown. As you enter the mother's name, her summary details should appear, then click on her 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.

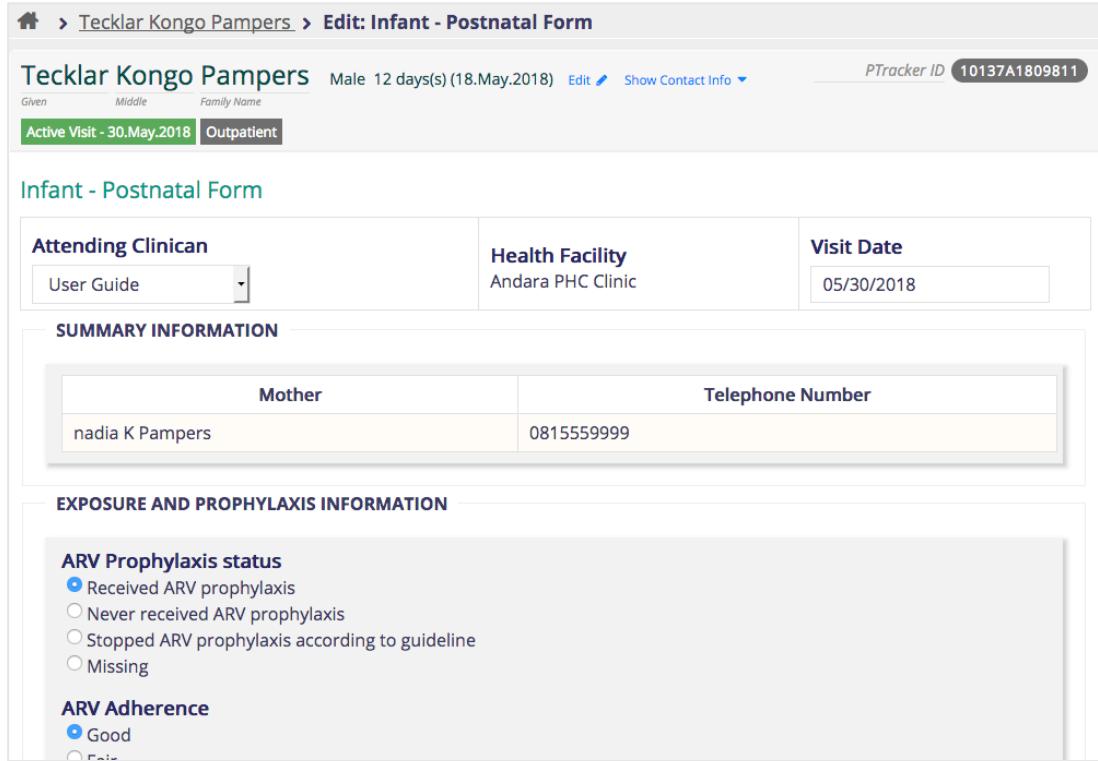
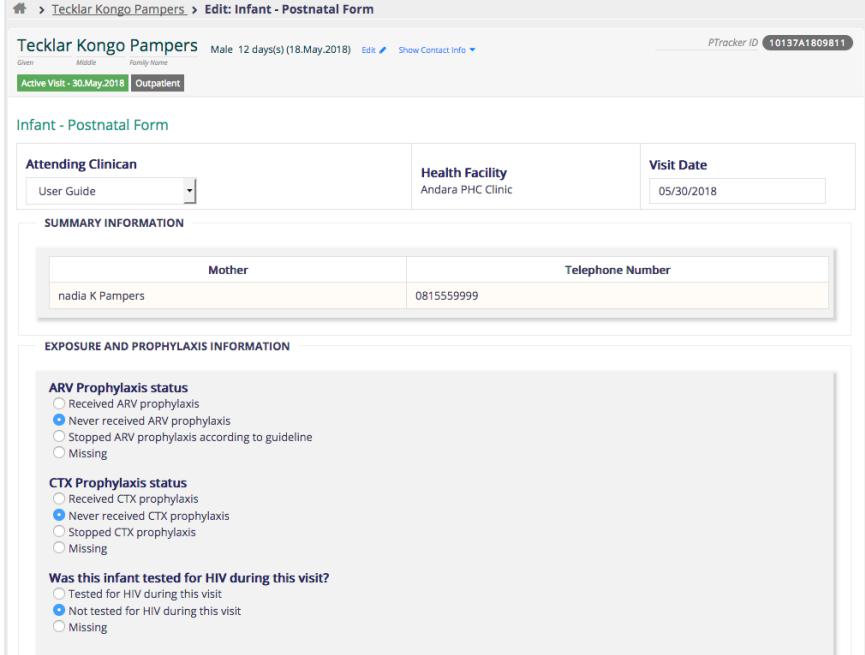
STEP	ACTION
7.	Follow Steps 13-27 in Section 7 (How to record a Post Natal Visit for an HIV Exposed Infant in PTracker) to record the details of the infant's PNC visit.
8.	This task is complete when, after clicking on Enter Form .
	<p>The client summary page appears and displays the recorded PNC visit 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 Contact No: 0816668888</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.	

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> 
	<p>From the Find Client Record page, enter the client's name into the search box.</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?

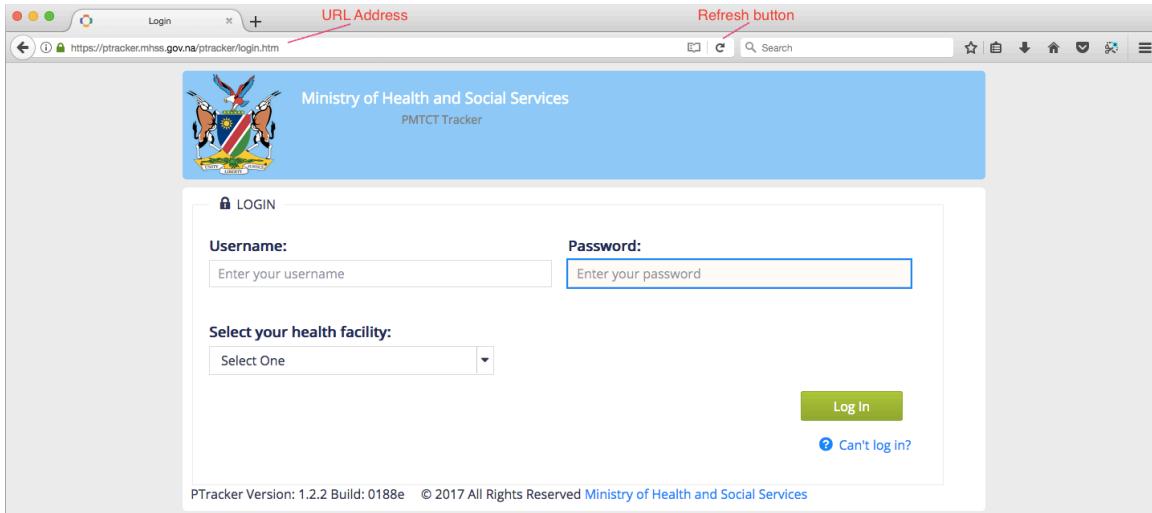
A: You have to log in first with your username (usernames contain lowercase letters only) and your default password provided. When logging in for the first time, a change password page will prompt you to enter a new password. **Your new password should have at least 8 characters or more. These should 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 **9315**, the user name is **ptracker**, also see the **PMTCT Tracker User Guide**.

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	Tsumkwе 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	Mavulumu 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:

/ /20__

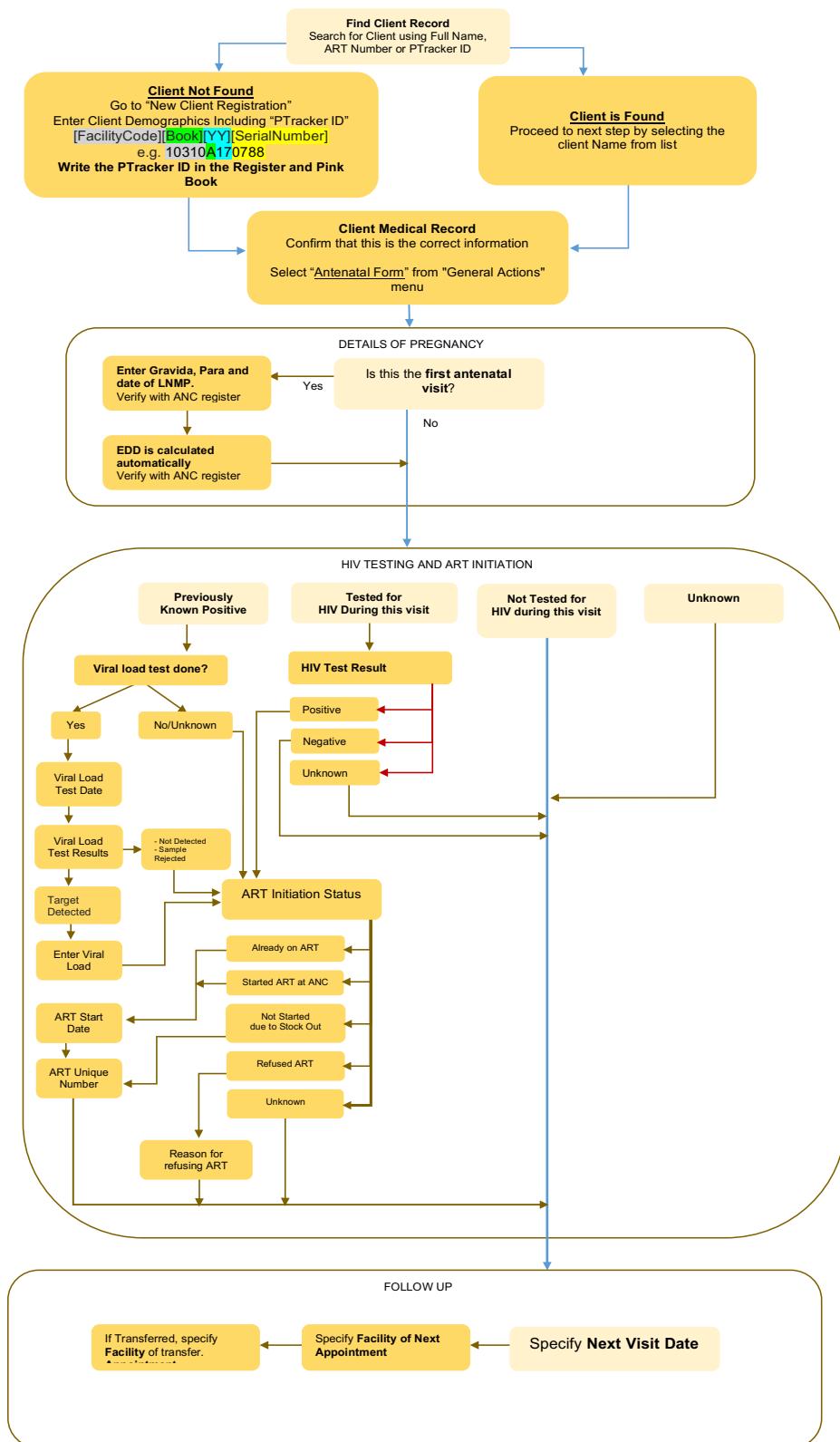
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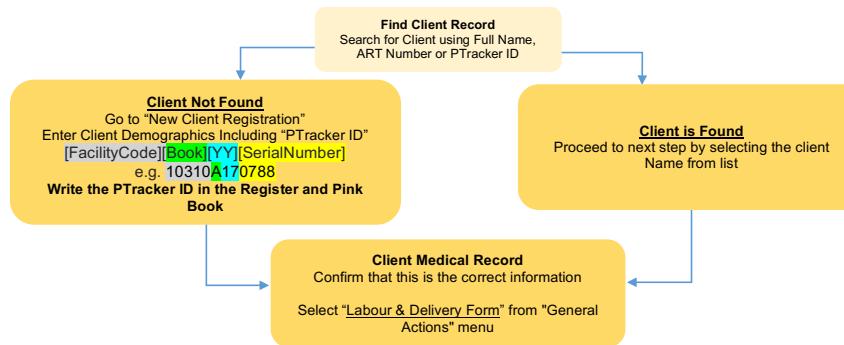


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ANC Visit

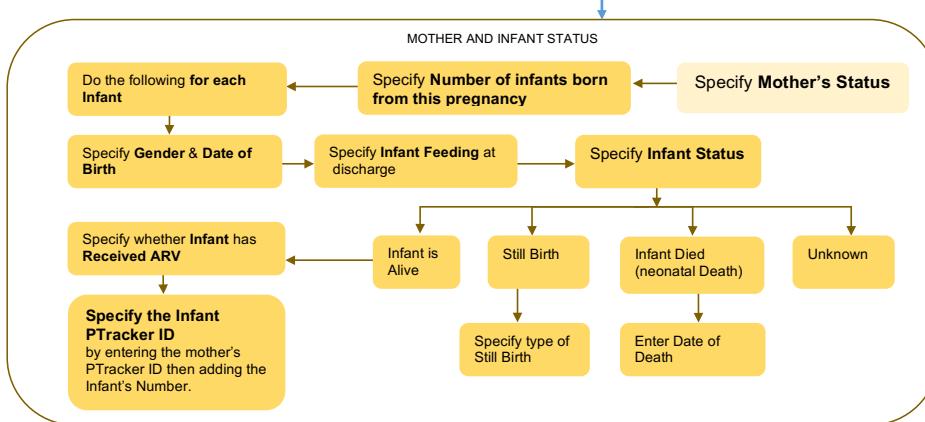
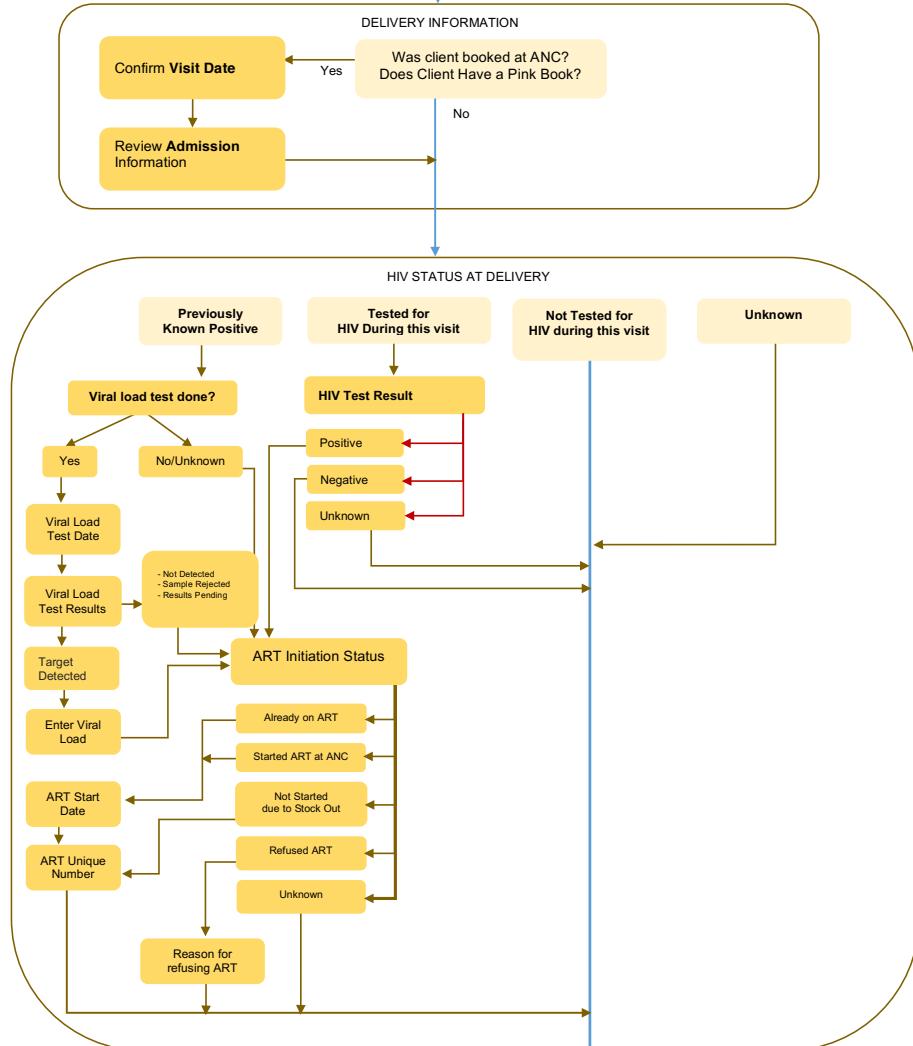


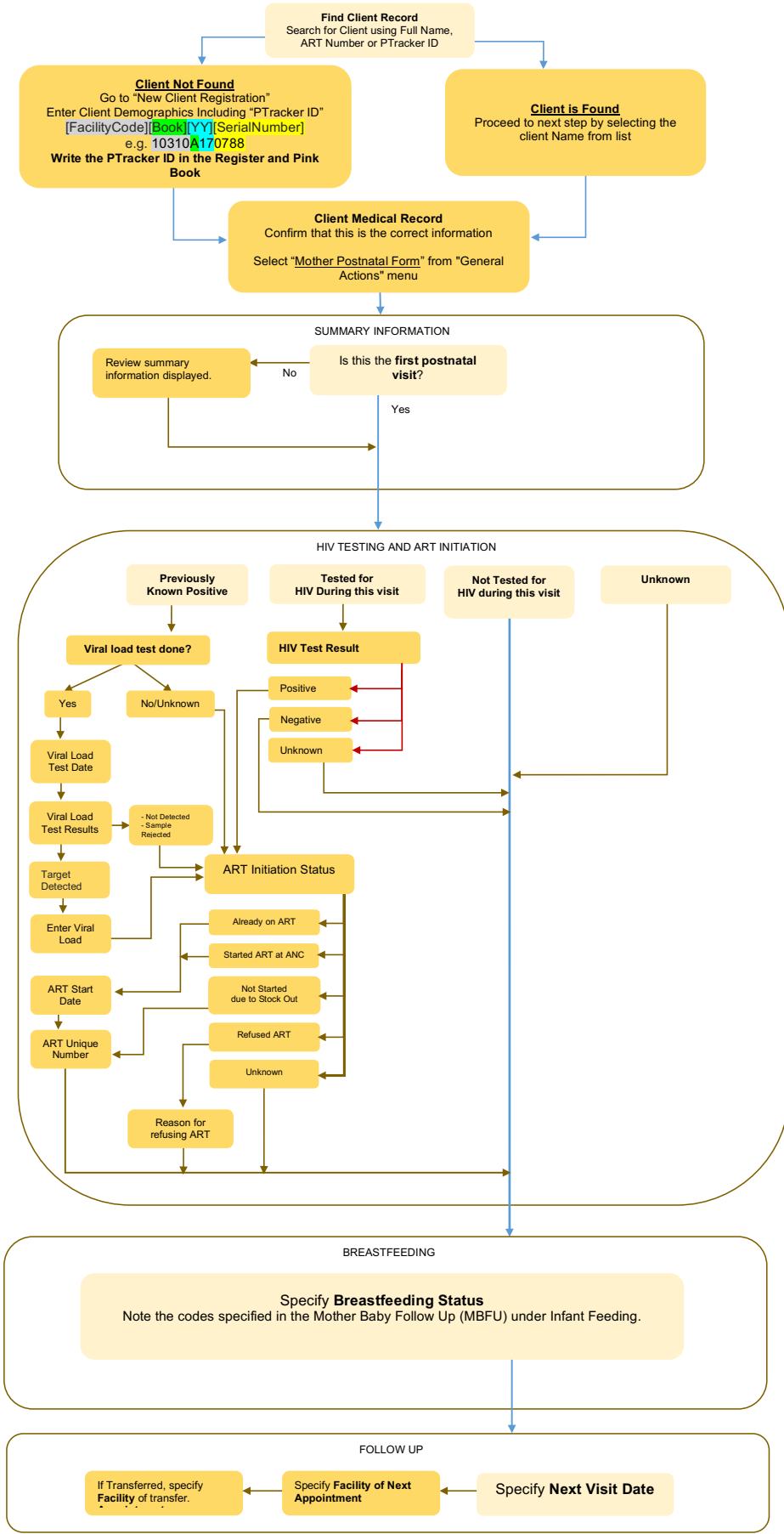


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Labour & Delivery Visit

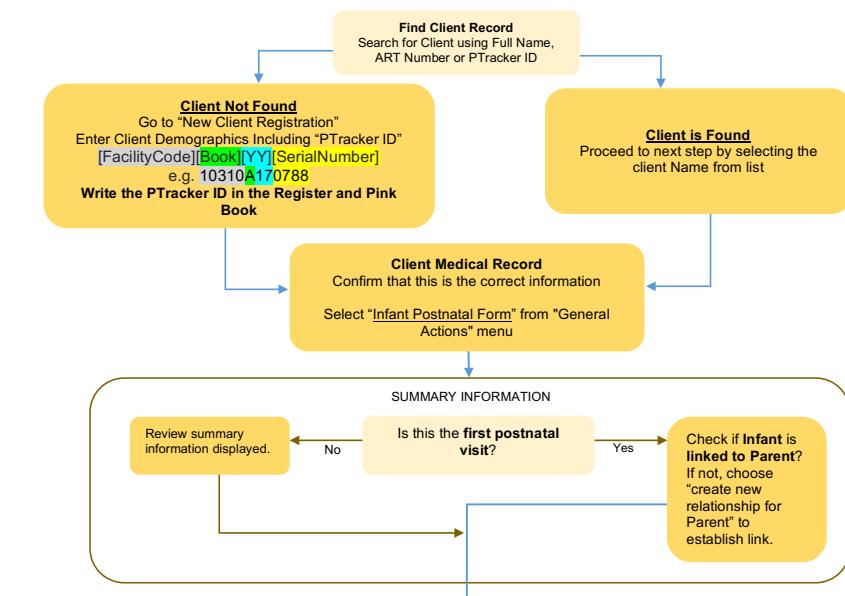




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July 2017

**PNC
Visit**



Ministry of Health and Social Services

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Version 1.2
July 2017

Infant PNC Visit

