Kenya Master Health Facility List Kenya Documentation

Release 0.1.0a2

servicedesk@health.go.ke

April 21, 2016

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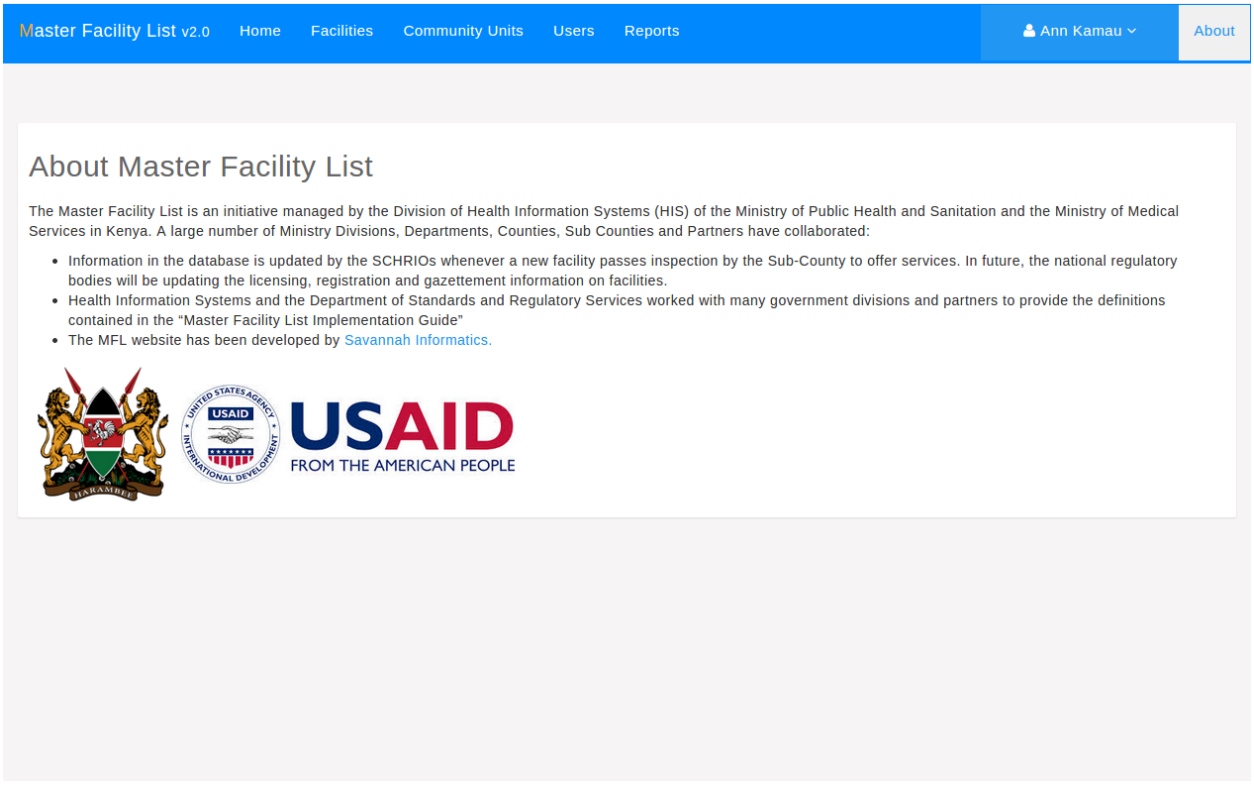
CHAPTER 1

Introduction

The Master Facility List (MFL) is a central repository of information on all the facilities in Kenya.

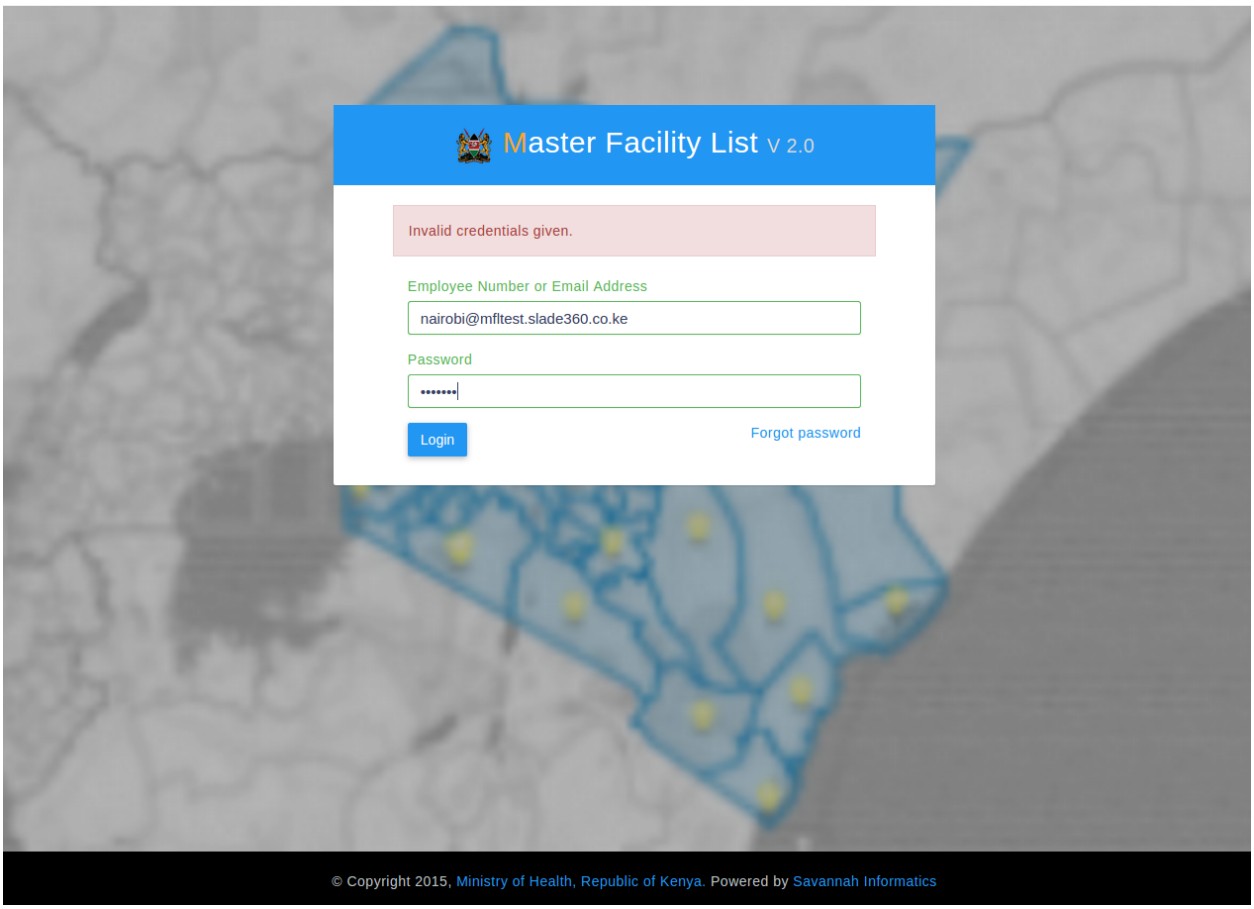
This user write-up provides guidelines of how to go about the administration module of the MFL.

More information about the MFL is avaialable on the about section of the admistration system.



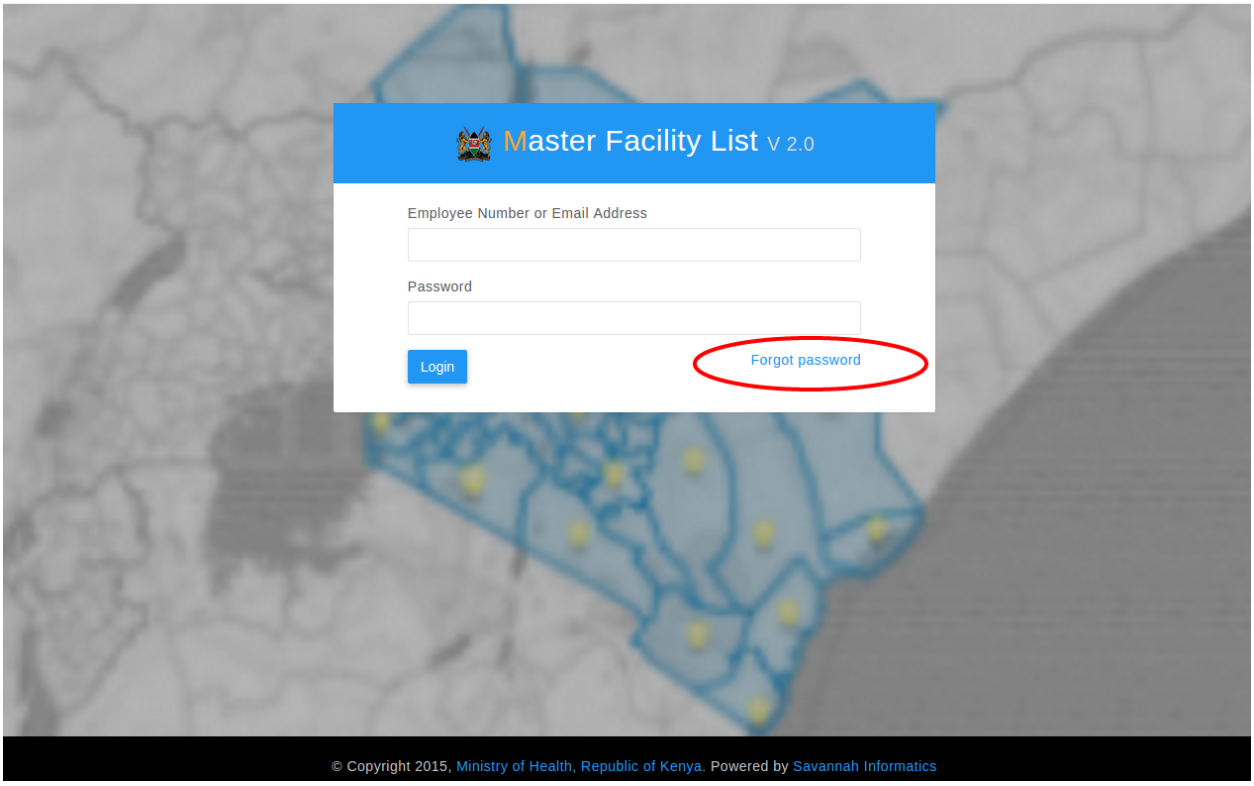
1.1 Login

In-order for a user to access the functionality of the administration system, one has to be logged in. A sample login screen is shown in the figure below. The *email* OR *employee number* plus the user password is required to login to the system. On pressing the `Login` button, the details entered are validated and one is allowed access if the details are correct. Otherwise, access is denied.


Master Facility List V 2.0
Invalid credentials given.
Employee Number or Email Address
nairobi@mfltest.slade360.co.ke
Password
Login
Forgot password
© Copyright 2015, Ministry of Health, Republic of Kenya. Powered by Savannah Informatics

1.2 Resetting a forgotten password

In case one has forgotten their password, on the login screen there is a `forgot password` link such as the one shown below.



On clicking the link, a screen where a person enters their email is displayed.

The user enters his/her email address in the space provided and on pressing the `Send Request` button an email with a link to reset the user password is sent to the email address provided.

A sample email is displayed below with the reset password link underlined in red:

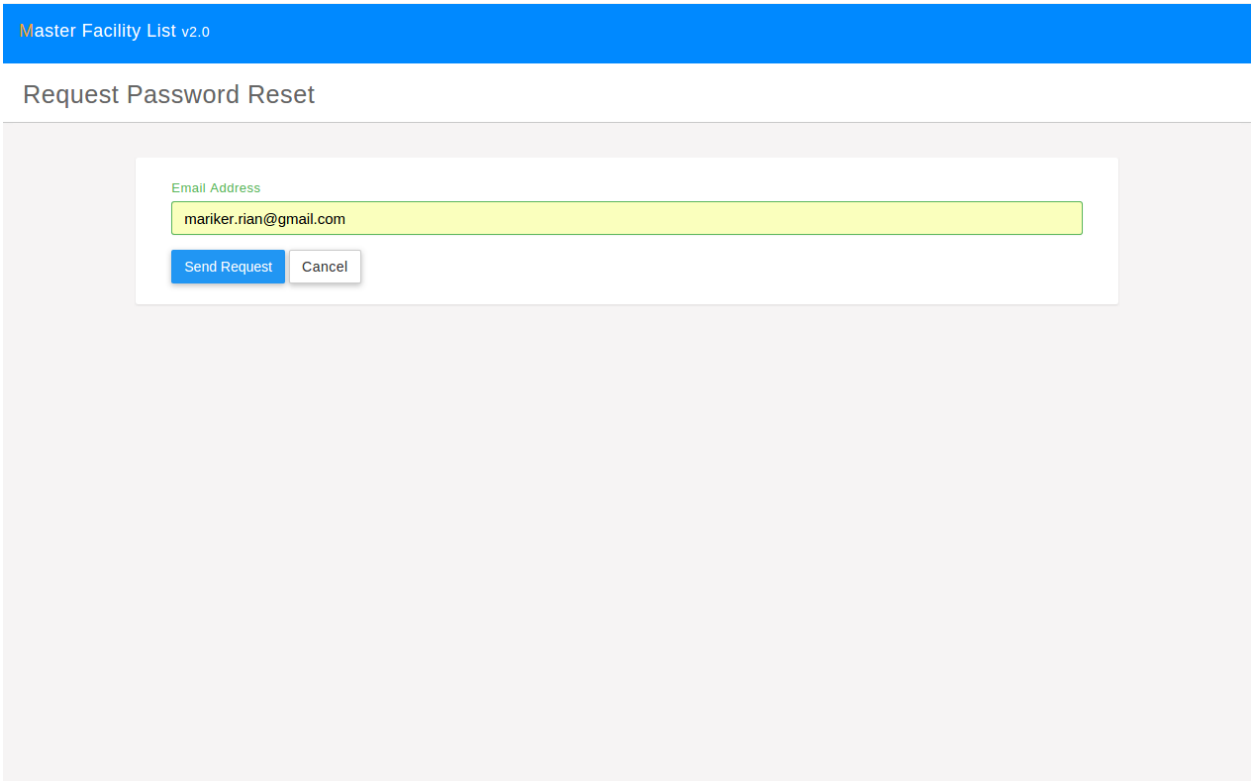
The user should click on the link and will be redirected back to the administration system where a screen similar to the one below will be displayed.

The user should enter a new password and rewrite it again in the confirm password field after which they will be redirected back to login on clicking `Confirm Password Reset` button

The user can login into the system with the password created.

1.3 Dashboard

Once a user is logged into the system, the first thing that they see is the dashboard. The dashboard is tailored based on the role of the user. Here is a sample of a County Health Records Officer Dashboard



Hi Dorcas,

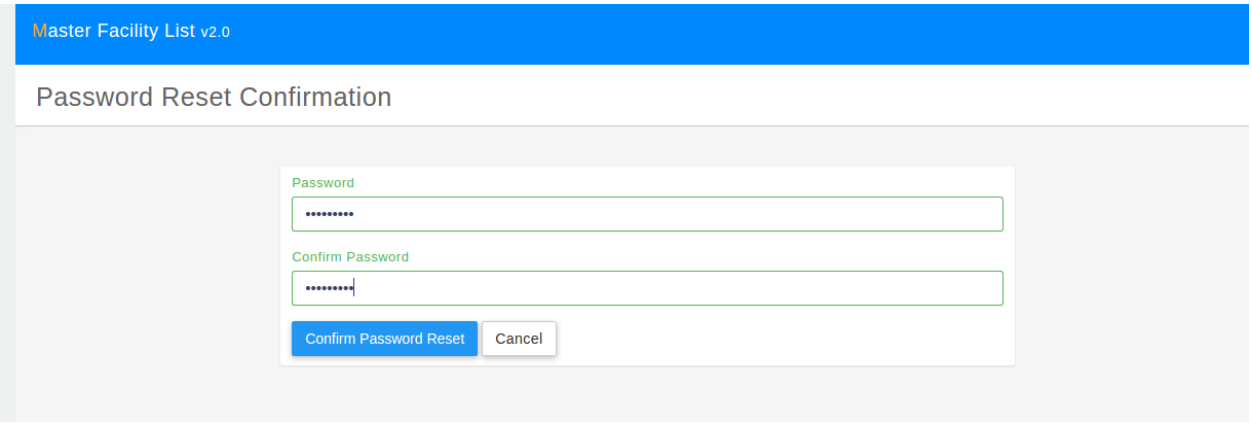
You are receiving this email because you had requested a password reset for your MFL v2 user account.

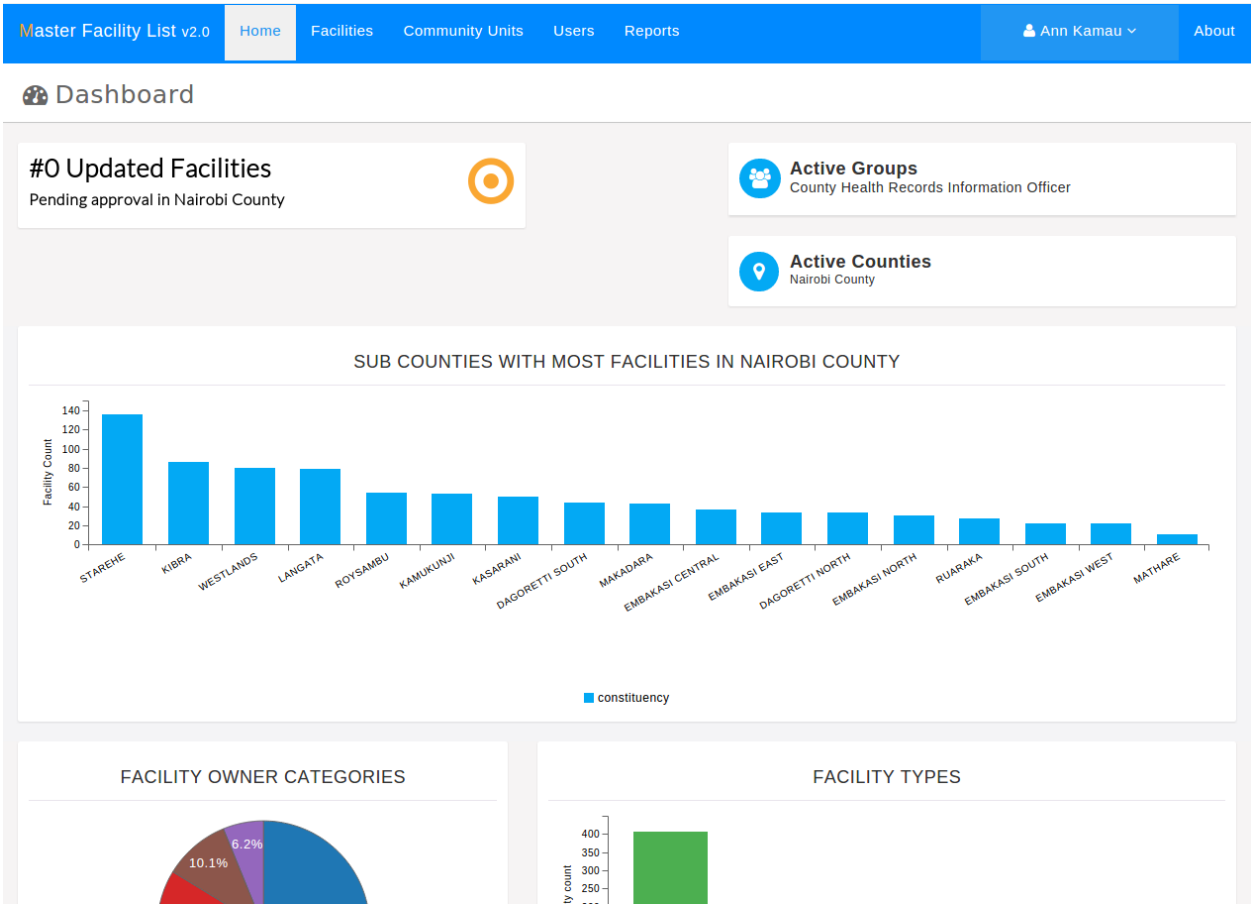
Please go to the following page and choose a new password:
https://mfl-admin.slade360.co.ke/#/reset_pwd_confirm/OTM5/45k-57db5edd8cc13a7192fe

Thanks for using our site!

Warm Regards,

The MFL Team http://www.ehealth.or.ke


Master Facility List v2.0
Password Reset Confirmation
Password
Confirm Password
Confirm Password Reset
Cancel


Master Facility List v2.0
Home
Facilities
Community Units
Users
Reports
Ann Kamau
About
Dashboard
#0 Updated Facilities
Pending approval in Nairobi County
Active Groups
County Health Records Information Officer
Active Counties
Nairobi County
SUB COUNTIES WITH MOST FACILITIES IN NAIROBI COUNTY
Facility Count
STAREHE
KIBRA
WESTLANDS
LANGATA
ROYSAMBU
KAMUKUNJI
KASARANI
DAGORETTI SOUTH
MAKADARA
EMBAKASI CENTRAL
EMBAKASI EAST
DAGORETTI NORTH
EMBAKASI NORTH
RUARAKA
EMBAKASI SOUTH
EMBAKASI WEST
MATHARE
constituency
FACILITY OWNER CATEGORIES
6.2%
10.1%
FACILITY TYPES

CHAPTER 2

Sub-County Health Records Officer (SCHRIO) Role

This is the officer who operates at the Sub-county level.

The main responsibility include:

1. Registering new facilities
2. Updating facility details
3. Upgrading and downgrading facilities
4. Creating the facility officers

Note: In order to try out the functions contained in this section, it is assumed that one has read the Introduction section and has logged into the system.

2.1 Viewing Facilities in User's Sub-County

To list facilities in the logged in user's sub-county one should click on the facilities link in the main navigation bar. The diagram below illustrates this action.

2.2 Creating Facilities

To create a new facility, the user should click the `Add Facility` button in the facilities grid shown above.

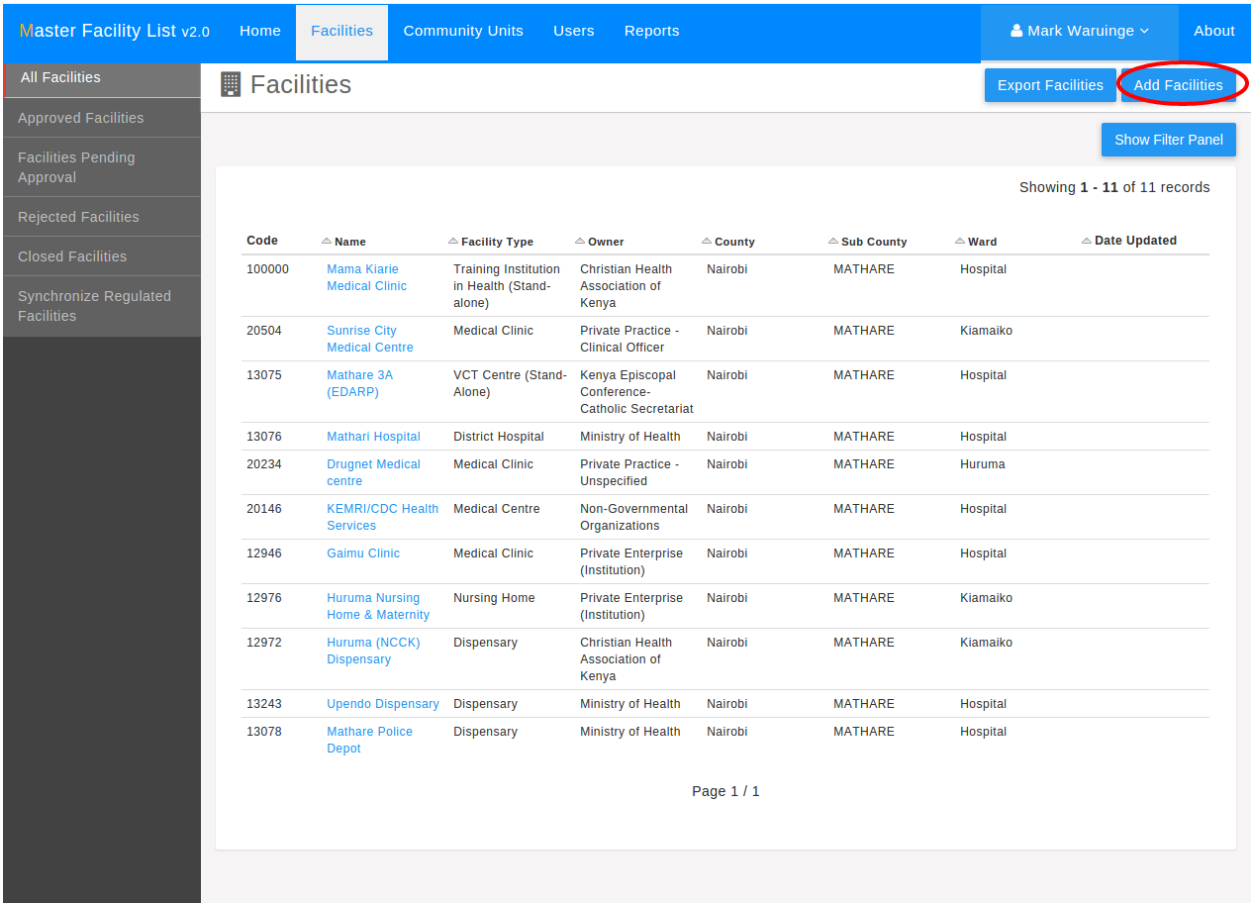
On clicking the button, a screen with sections labelled 1 to 5 is displayed.

2.2.1 1) Basic Details

This section contains the **basic (primary)** details of a facility. This section must be filled out in order to proceed to the other sections.

2.2.2 2) Geo-location Details

After filling in the basic details, one is allowed to proceed to the second section of the screen where a facility's geocodes are entered.


Master Facility List v2.0
Home
Facilities
Community Units
Users
Reports
Mark Waruinge
About
All Facilities
Approved Facilities
Facilities Pending Approval
Rejected Facilities
Closed Facilities
Synchronize Regulated Facilities
Facilities
Export Facilities
Add Facilities
Show Filter Panel
Showing 1 - 11 of 11 records
Code
Name
Facility Type
Owner
County
Sub County
Ward
Date Updated
100000 Mama Kiarie Medical Clinic Training Institution in Health (Stand-alone) Christian Health Association of Kenya Nairobi MATHARE Hospital
20504 Sunrise City Medical Centre Medical Clinic Private Practice - Clinical Officer Nairobi MATHARE Kiamaiko
13075 Mathare 3A (EDARP) VCT Centre (Stand-Alone) Kenya Episcopal Conference-Catholic Secretariat Nairobi MATHARE Hospital
13076 Mathari Hospital District Hospital Ministry of Health Nairobi MATHARE Hospital
20234 Drugnet Medical centre Medical Clinic Private Practice - Unspecified Nairobi MATHARE Huruma
20146 KEMRI/CDC Health Services Medical Centre Non-Governmental Organizations Nairobi MATHARE Hospital
12946 Gaimu Clinic Medical Clinic Private Enterprise (Institution) Nairobi MATHARE Hospital
12976 Huruma Nursing Home & Maternity Nursing Home Private Enterprise (Institution) Nairobi MATHARE Kiamaiko
12972 Huruma (NCCK) Dispensary Dispensary Christian Health Association of Kenya Nairobi MATHARE Kiamaiko
13243 Upendo Dispensary Dispensary Ministry of Health Nairobi MATHARE Hospital
13078 Mathare Police Depot Dispensary Ministry of Health Nairobi MATHARE Hospital
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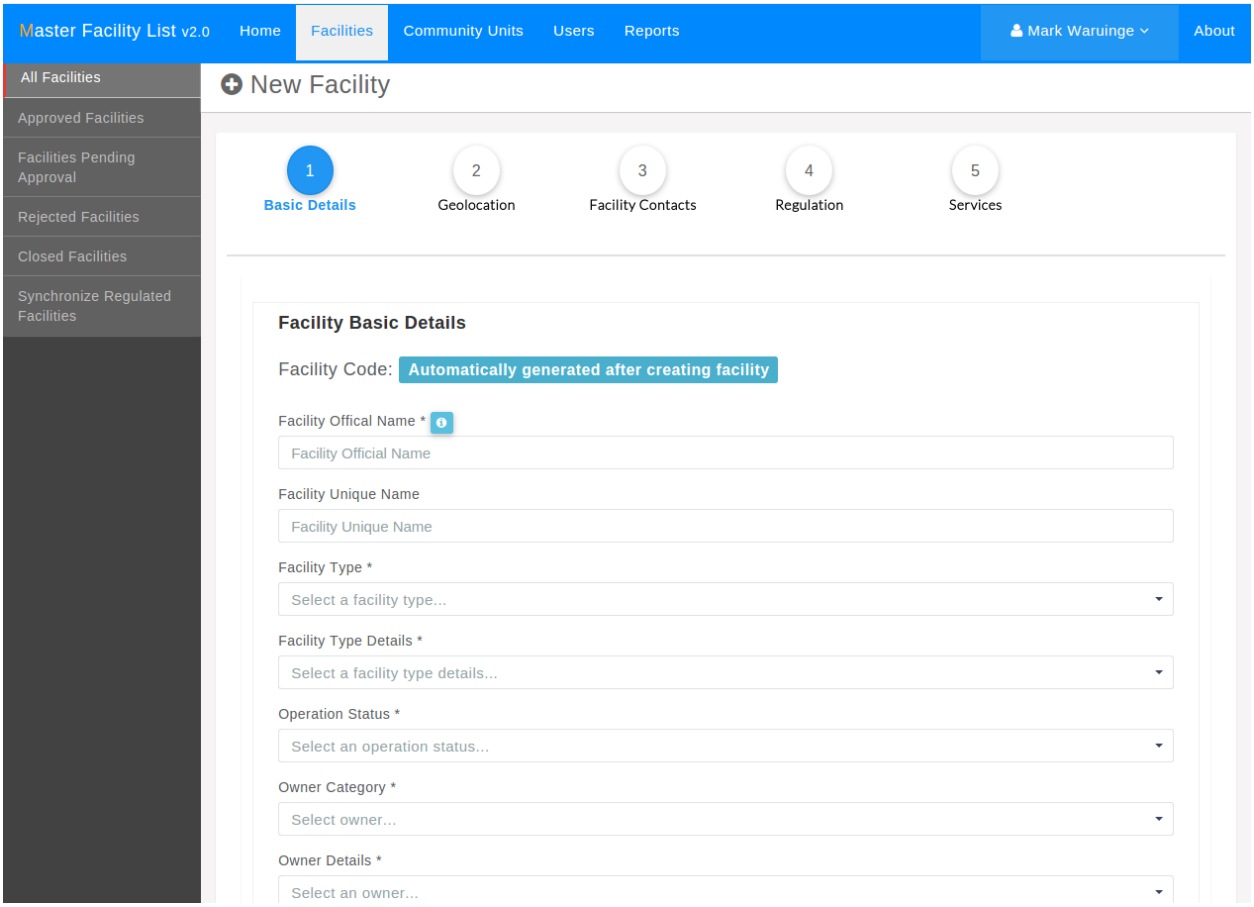
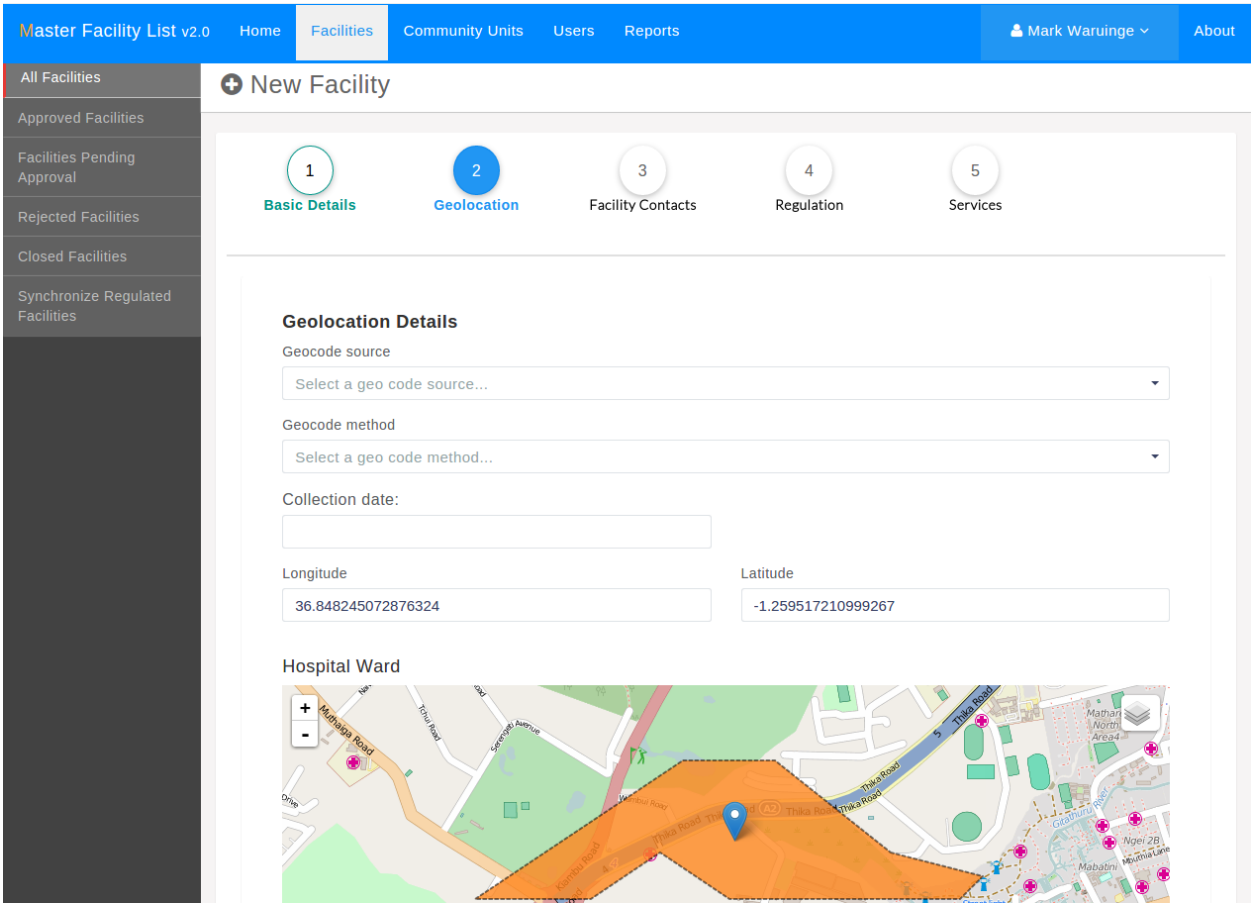

Master Facility List v2.0
Home
Facilities
Community Units
Users
Reports
Mark Waruinge
About
All Facilities
Approved Facilities
Facilities Pending Approval
Rejected Facilities
Closed Facilities
Synchronize Regulated Facilities
New Facility
1
Basic Details
2
Geolocation
3
Facility Contacts
4
Regulation
5
Services
Facility Basic Details
Facility Code:
Automatically generated after creating facility
Facility Offical Name *
Facility Official Name
Facility Unique Name
Facility Unique Name
Facility Type *
Select a facility type...
Facility Type Details *
Select a facility type details...
Operation Status *
Select an operation status...
Owner Category *
Select owner...
Owner Details *
Select an owner...

The marker on the map can be dragged in order to update the coordinates of a facility.



2.2.3 3) Facility Contacts Details

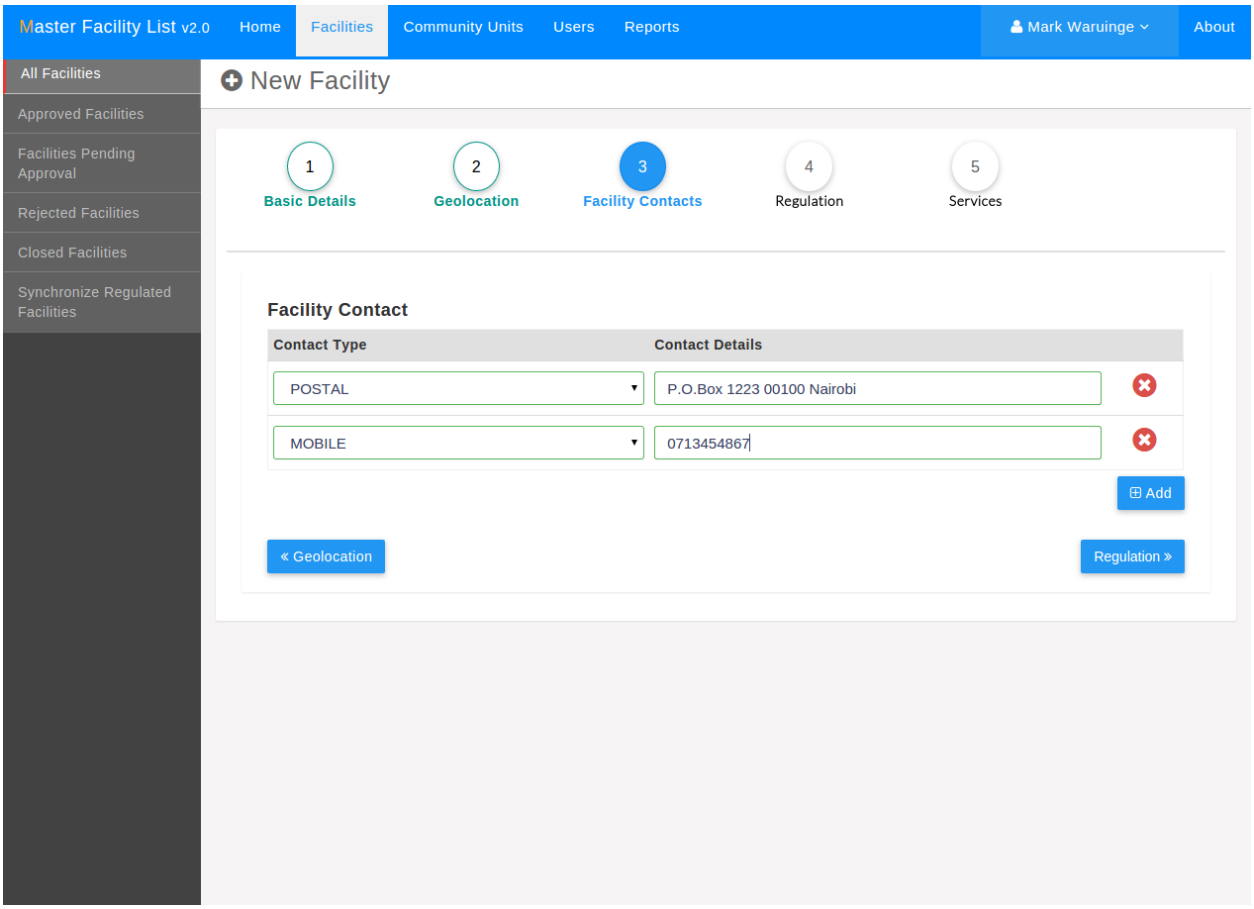
A facility's contacts are captured in this section. The contacts can be as many as a facility has e.g. postal, email, mobile, fax, landline etc.

2.2.4 4) Facility Regulation Details

This section captures the departments in a hospital such as laboratories and pharmacies. The departments are picked from the drop down menu.

2.2.5 5) Facility Service Details

This section captures the services offered in a facility. One picks a category from the widget on the left which populates the services under that category in the widget on the right. One can select the option level which a facility offers a certain service.


Master Facility List v2.0
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Community Units
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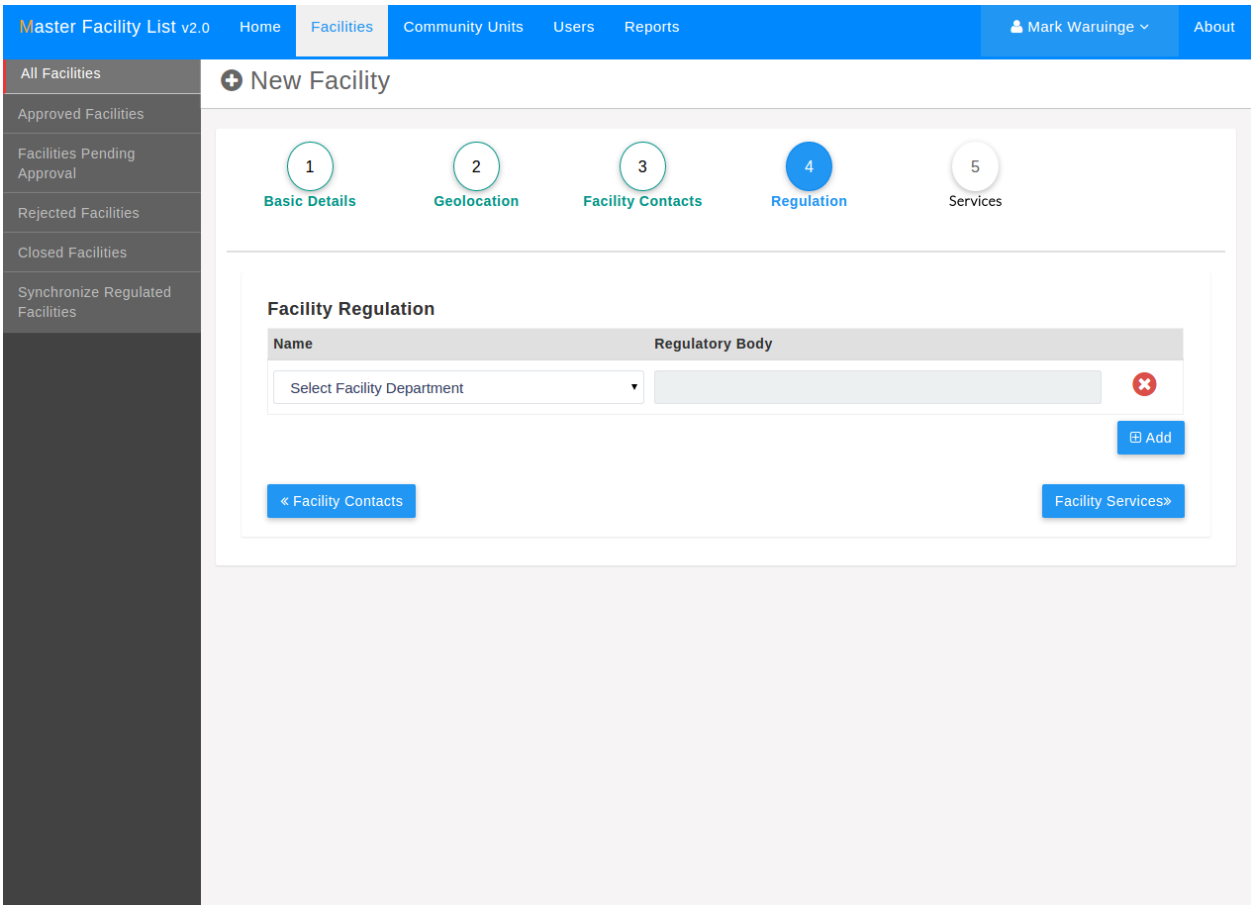
Reports
Mark Waruinge
About
All Facilities
Approved Facilities
Facilities Pending Approval
Rejected Facilities
Closed Facilities
Synchronize Regulated Facilities
New Facility
1
Basic Details
2
Geolocation
3
Facility Contacts
4
Regulation
5
Services
Facility Contact
Contact Type
Contact Details
POSTAL
P.O.Box 1223 00100 Nairobi
MOBILE
0713454867
Add
« Geolocation
Regulation »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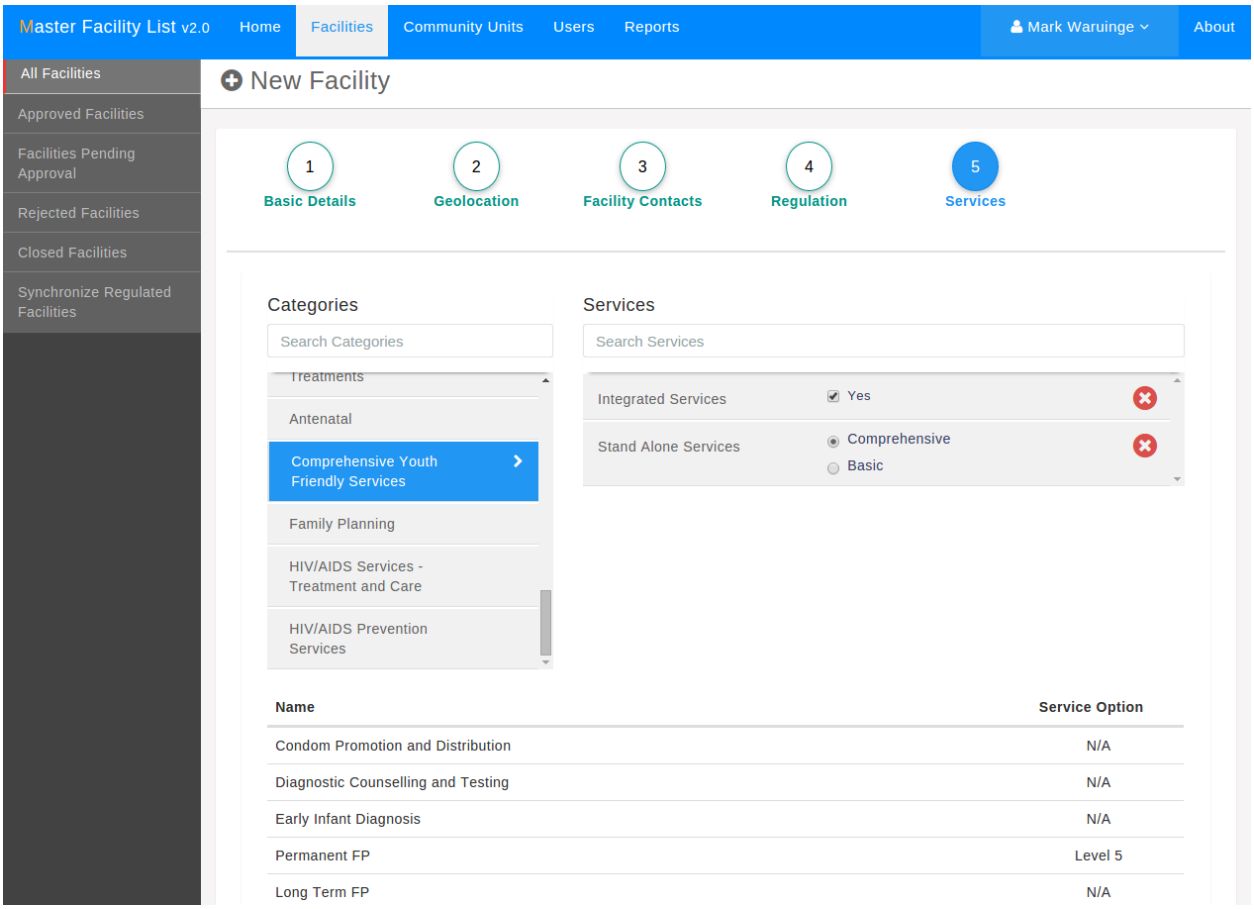
Facilities Pending Approval
Rejected Facilities
Closed Facilities
Synchronize Regulated Facilities
New Facility
1
Basic Details
2
Geolocation
3
Facility Contacts
4
Regulation
5
Services
Facility Regulation
Name
Regulatory Body
Select Facility Department
Add
« Facility Contacts
Facility Services»


Master Facility List v2.0
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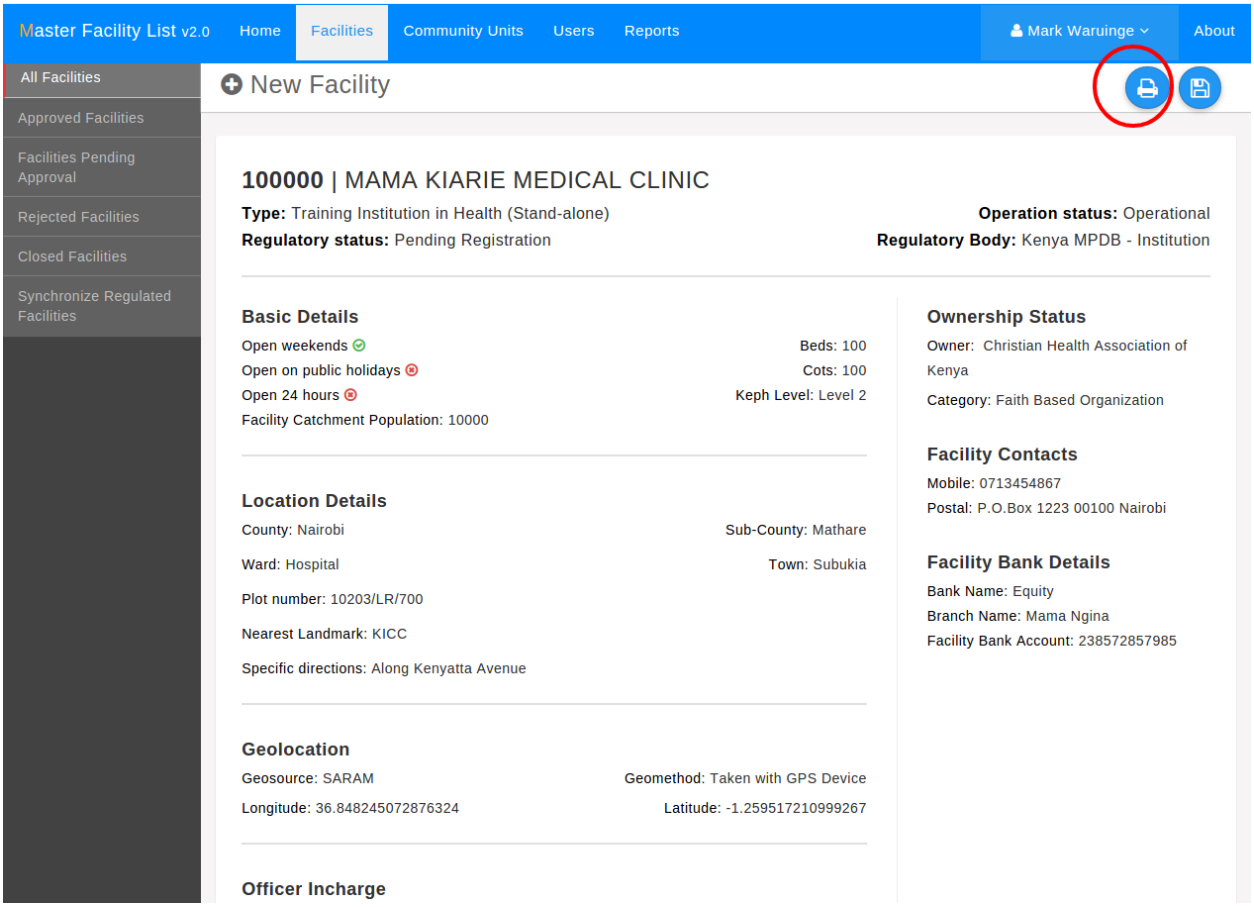
All Facilities
Approved Facilities
Facilities Pending Approval
Rejected Facilities
Closed Facilities
Synchronize Regulated Facilities
New Facility
1
Basic Details
2
Geolocation
3
Facility Contacts
4
Regulation
5
Services
Categories
Search Categories
Treatments
Antenatal
Comprehensive Youth Friendly Services
Family Planning
HIV/AIDS Services - Treatment and Care
HIV/AIDS Prevention Services
Services
Search Services
Integrated Services
Yes
Stand Alone Services
Comprehensive
Basic
Name
Service Option
Condom Promotion and Distribution
N/A
Diagnostic Counselling and Testing
N/A
Early Infant Diagnosis
N/A
Permanent FP
Level 5
Long Term FP
N/A

2.2.6 Facility Created

On clicking the `Submit` button after adding the services, the user is redirected to a screen where they can review the information entered. It is at this screen that the user can also print the facility's **cover report.**



2.3 Updating a Facilty's Details

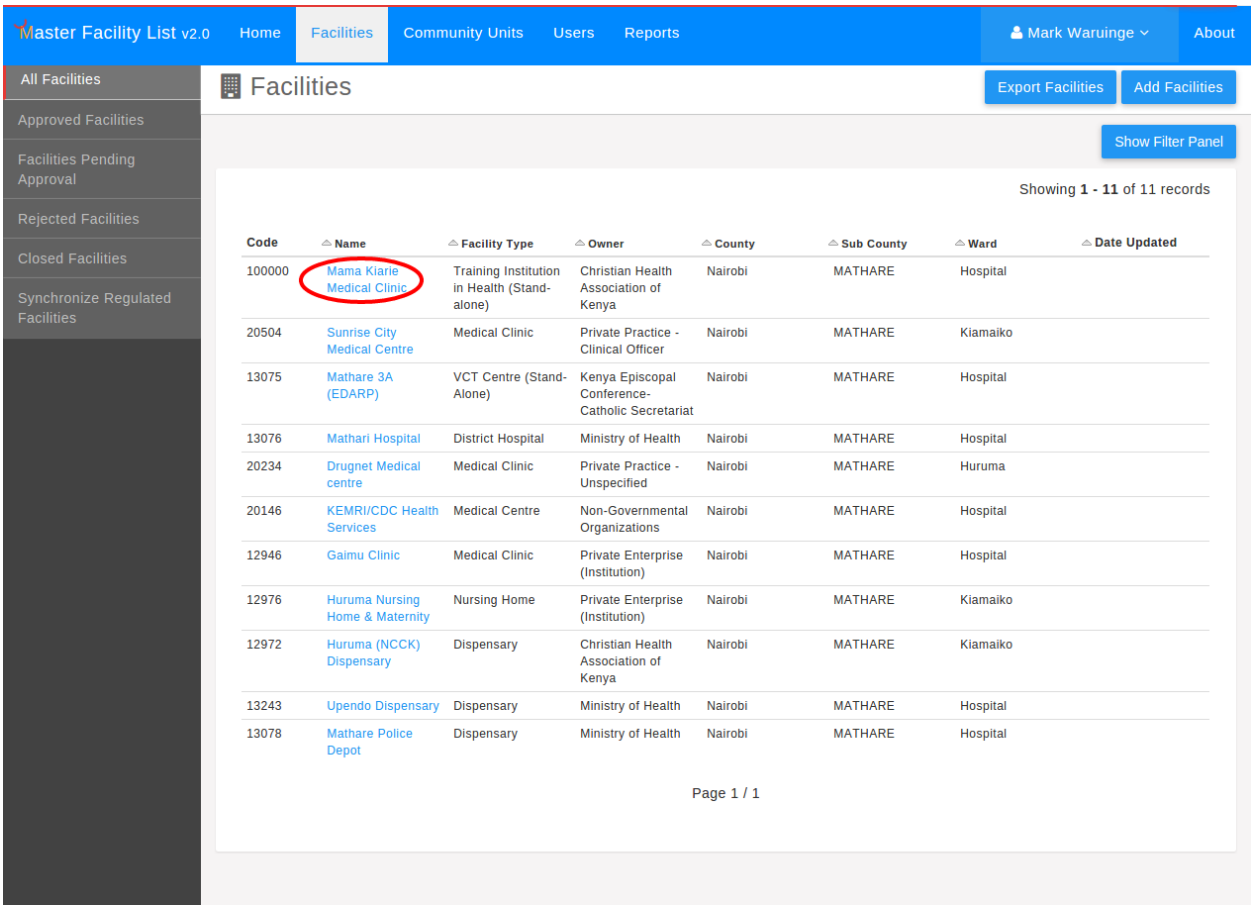
To update a facility, one can start by Viewing all facilities, then picking the desired facility from the list as shown below.

The process of editing a facility is very similar to the creation process, the only difference being there is an option out of the process by clicking the `Finish` button at the bottom of every screen as the figures below show:

2.4 Approved and Rejected Facilities

Once a facility is created or updated, it has to be approved by the County Health Records Information Officer (CHRIO).

To see the facilities that have been approved or those that have been rejected, the user should click on the `approved facilities` and the `rejected facilities` tabs respectively on the side bar as the screen below shows.


Master Facility List v2.0
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Mark Waruinge
About
All Facilities
Approved Facilities
Facilities Pending Approval
Rejected Facilities
Closed Facilities
Synchronize Regulated Facilities
Facilities
Export Facilities
Add Facilities
Show Filter Panel
Showing 1 - 11 of 11 records
Code
Name
Facility Type
Owner
County
Sub County
Ward
Date Updated
100000 Mama Kiarie Medical Clinic Training Institution in Health (Stand-alone) Christian Health Association of Kenya Nairobi MATHARE Hospital
20504 Sunrise City Medical Centre Medical Clinic Private Practice - Clinical Officer Nairobi MATHARE Kiamaiko
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13078 Mathare Police Depot Dispensary Ministry of Health Nairobi MATHARE Hospital
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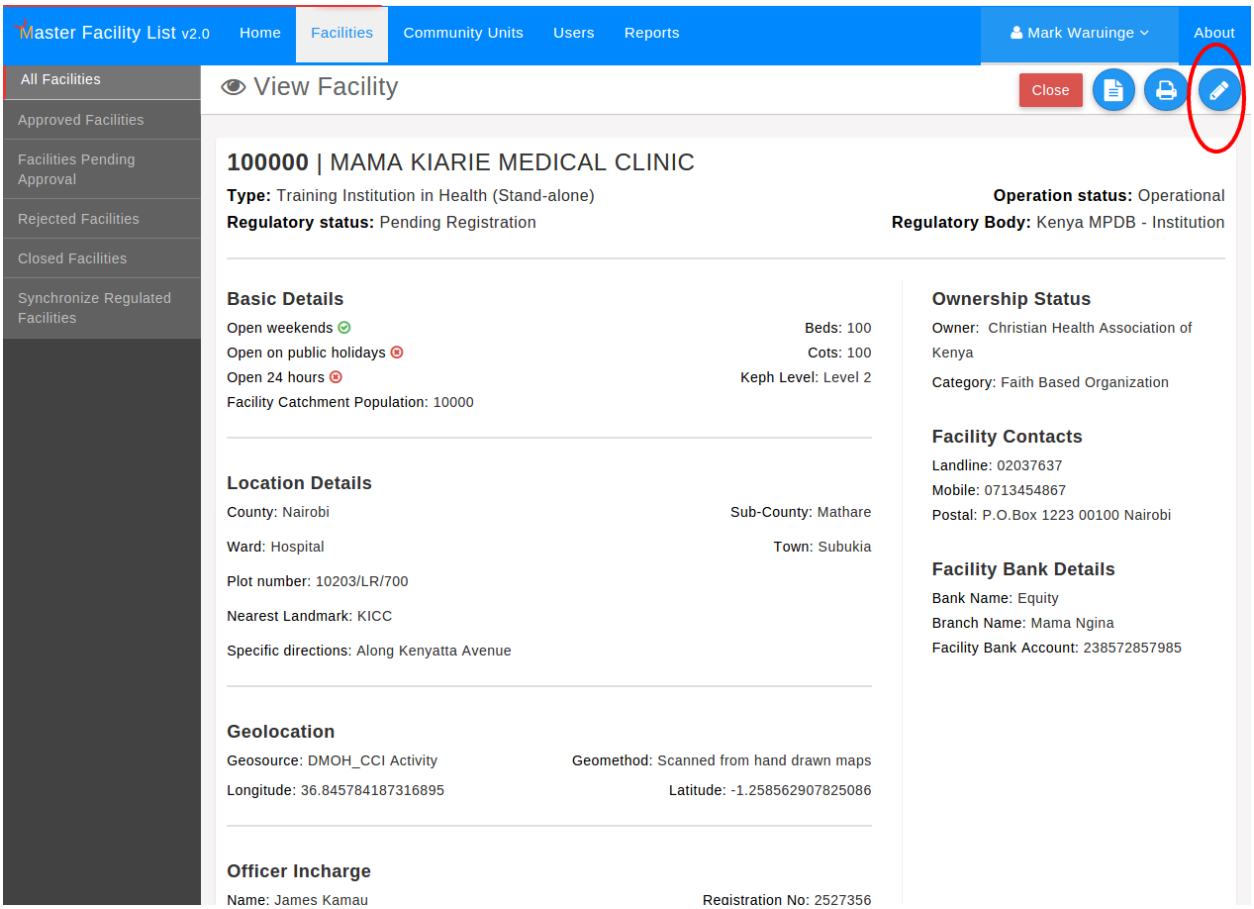
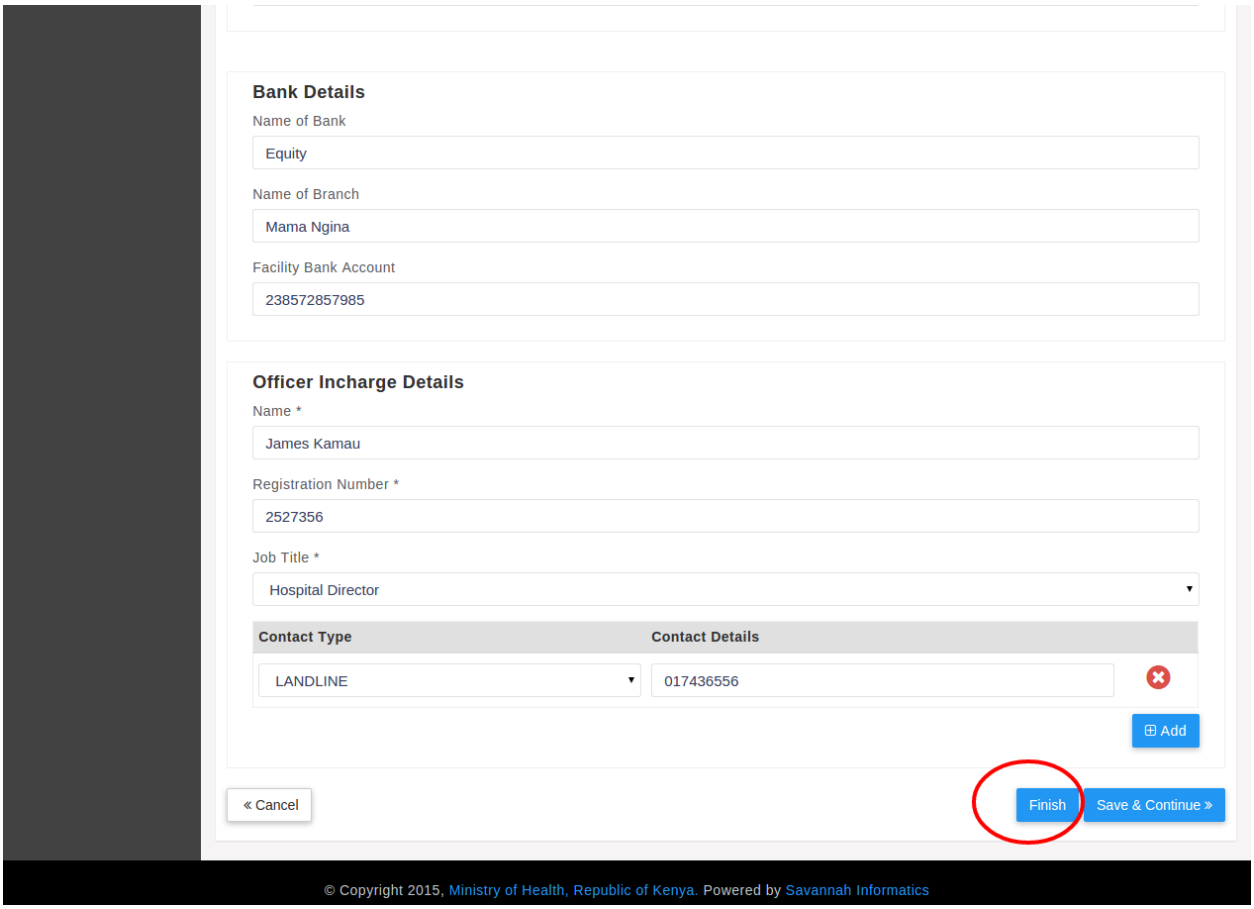
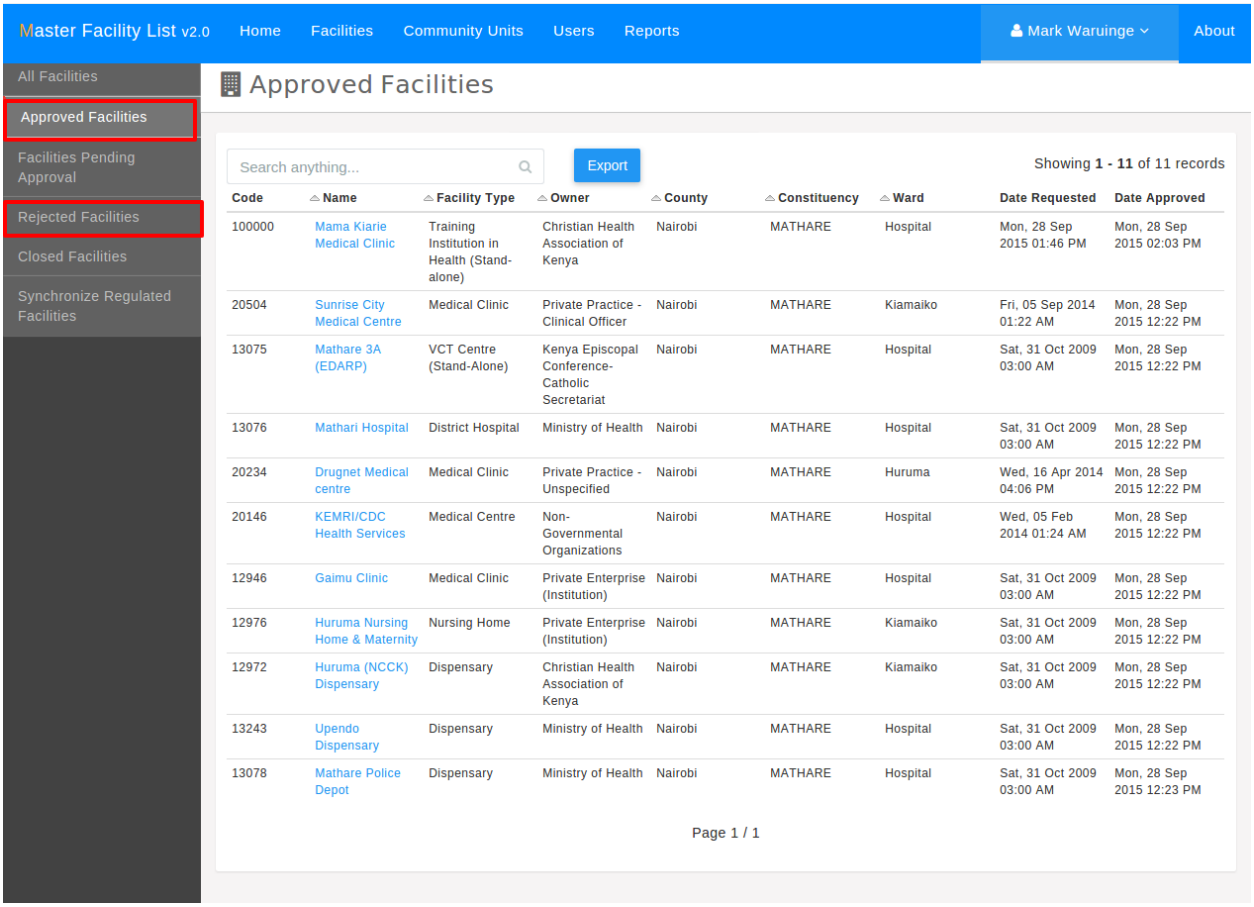

Master Facility List v2.0
Home
Facilities
Community Units
Users
Reports
Mark Waruinge
About
All Facilities
Approved Facilities
Facilities Pending Approval
Rejected Facilities
Closed Facilities
Synchronize Regulated Facilities
View Facility
Close
100000 | MAMA KIARIE MEDICAL CLINIC
Type: Training Institution in Health (Stand-alone)
Regulatory status: Pending Registration
Operation status: Operational
Regulatory Body: Kenya MPDB - Institution
Basic Details
Open weekends
Open on public holidays
Open 24 hours
Facility Catchment Population: 10000
Beds: 100
Cots: 100
Keph Level: Level 2
Location Details
County: Nairobi
Sub-County: Mathare
Ward: Hospital
Town: Subukia
Plot number: 10203/LR/700
Nearest Landmark: KICC
Specific directions: Along Kenyatta Avenue
Geolocation
Geosource: DMOH_CCI Activity
Geomethod: Scanned from hand drawn maps
Longitude: 36.845784187316895
Latitude: -1.258562907825086
Officer Incharge
Name: James Kamau
Registration No: 2527356
Ownership Status
Owner: Christian Health Association of Kenya
Category: Faith Based Organization
Facility Contacts
Landline: 02037637
Mobile: 0713454867
Postal: P.O.Box 1223 00100 Nairobi
Facility Bank Details
Bank Name: Equity
Branch Name: Mama Ngina
Facility Bank Account: 238572857985


Bank Details
Name of Bank
Equity
Name of Branch
Mama Ngina
Facility Bank Account
238572857985
Officer Incharge Details
Name *
James Kamau
Registration Number *
2527356
Job Title *
Hospital Director
Contact Type
Contact Details
LANDLINE
017436556
Add
« Cancel
Finish
Save & Continue »
© Copyright 2015, Ministry of Health, Republic of Kenya. Powered by Savannah Informatics


Master Facility List v2.0
Home
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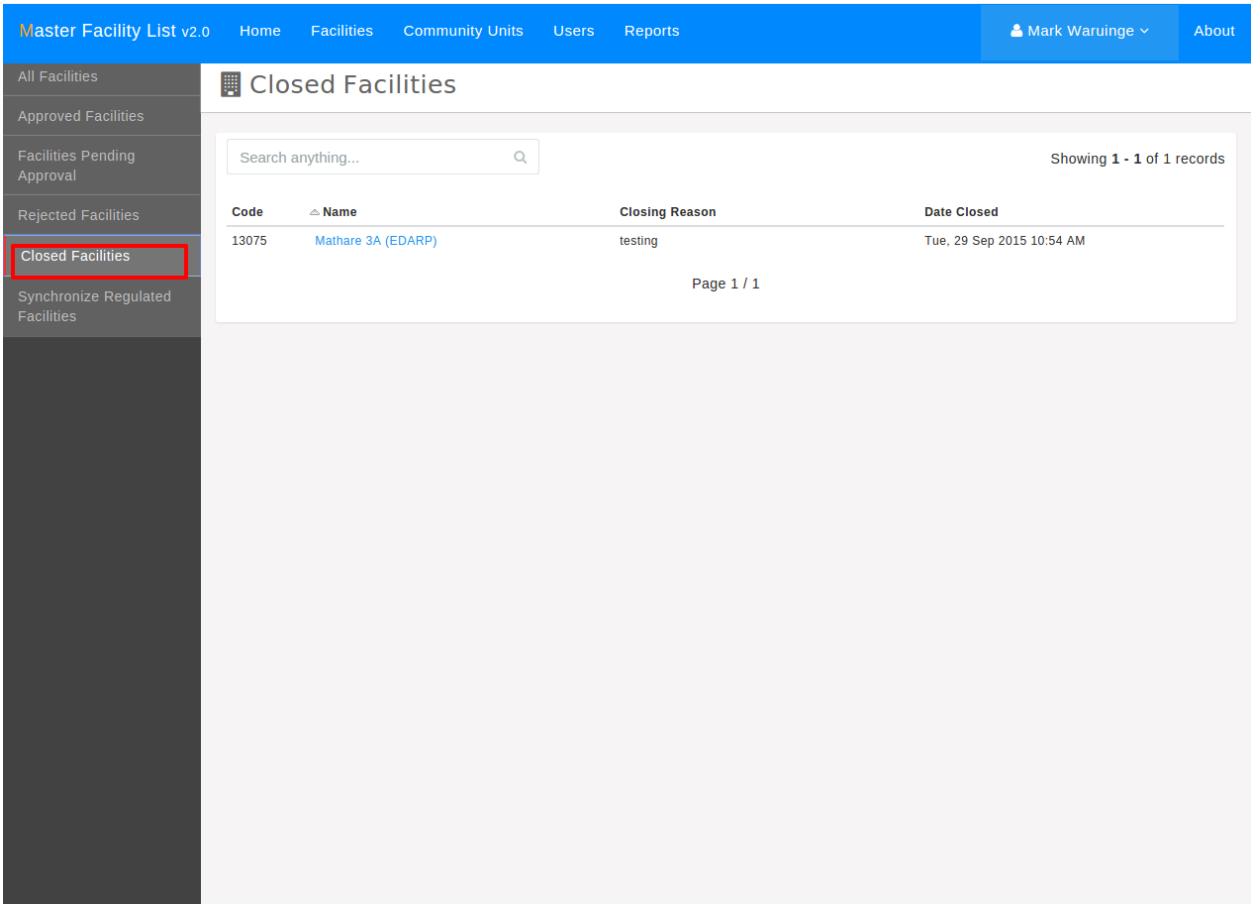
Users
Reports
Mark Waruinge
About
All Facilities
Approved Facilities
Facilities Pending Approval
Rejected Facilities
Closed Facilities
Synchronize Regulated Facilities
Approved Facilities
Search anything...
Export
Showing 1 - 11 of 11 records
Code
Name
Facility Type
Owner
County
Constituency
Ward
Date Requested
Date Approved
100000 Mama Kiarie Medical Clinic Training Institution in Health (Stand-alone) Christian Health Association of Kenya Nairobi MATHARE Hospital Mon, 28 Sep 2015 01:46 PM Mon, 28 Sep 2015 02:03 PM
20504 Sunrise City Medical Centre Medical Clinic Private Practice - Clinical Officer Nairobi MATHARE Kiamaiko Fri, 05 Sep 2014 01:22 AM Mon, 28 Sep 2015 12:22 PM
13075 Mathare 3A (EDARP) VCT Centre (Stand-Alone) Kenya Episcopal Conference-Catholic Secretariat Nairobi MATHARE Hospital Sat, 31 Oct 2009 03:00 AM Mon, 28 Sep 2015 12:22 PM
13076 Mathari Hospital District Hospital Ministry of Health Nairobi MATHARE Hospital Sat, 31 Oct 2009 03:00 AM Mon, 28 Sep 2015 12:22 PM
20234 Drugnet Medical centre Medical Clinic Private Practice - Unspecified Nairobi MATHARE Huruma Wed, 16 Apr 2014 04:06 PM Mon, 28 Sep 2015 12:22 PM
20146 KEMRI/CDC Health Services Medical Centre Non-Governmental Organizations Nairobi MATHARE Hospital Wed, 05 Feb 2014 01:24 AM Mon, 28 Sep 2015 12:22 PM
12946 Gaimu Clinic Medical Clinic Private Enterprise (Institution) Nairobi MATHARE Hospital Sat, 31 Oct 2009 03:00 AM Mon, 28 Sep 2015 12:22 PM
12976 Huruma Nursing Home & Maternity Nursing Home Private Enterprise (Institution) Nairobi MATHARE Kiamaiko Sat, 31 Oct 2009 03:00 AM Mon, 28 Sep 2015 12:22 PM
12972 Huruma (NCCK) Dispensary Dispensary Christian Health Association of Kenya Nairobi MATHARE Kiamaiko Sat, 31 Oct 2009 03:00 AM Mon, 28 Sep 2015 12:22 PM
13243 Upendo Dispensary Dispensary Ministry of Health Nairobi MATHARE Hospital Sat, 31 Oct 2009 03:00 AM Mon, 28 Sep 2015 12:22 PM
13078 Mathare Police Depot Dispensary Ministry of Health Nairobi MATHARE Hospital Sat, 31 Oct 2009 03:00 AM Mon, 28 Sep 2015 12:23 PM
Page 1 / 1

2.5 Closed Facilities

To list the facilities that have been closed, the user should click on the `closed facilities` tab on the side bar. The screen below illustrates that action.



2.6 Facility Officer's Management

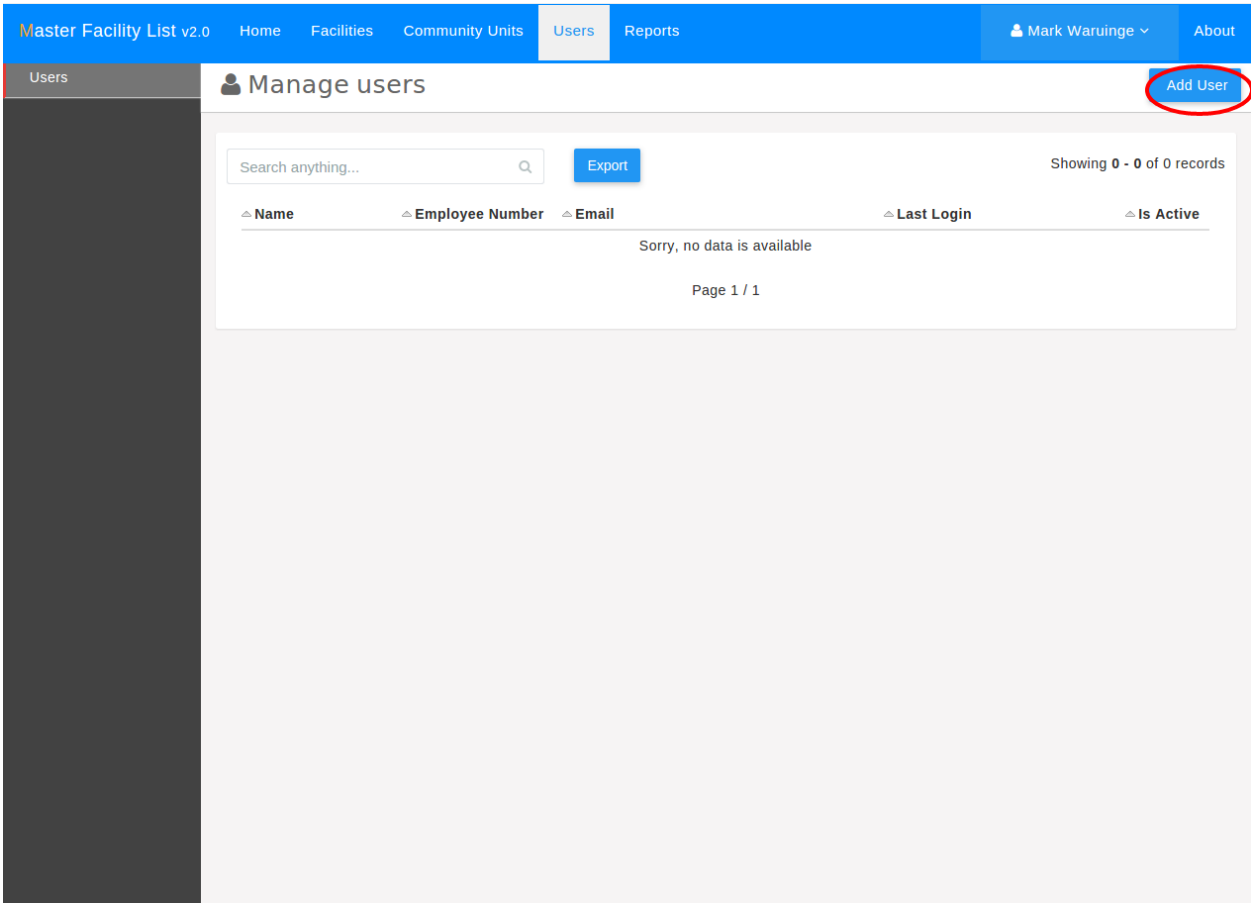
The Sub-county Health Records information officer can create users with read only rights to view facilities in the MFL administration system. These users are referred to as facility officers.

2.7 Viewing Users (Facility Officers)

To list facility officers the SCHRIO should click on the users tab on the main nagivation bar.

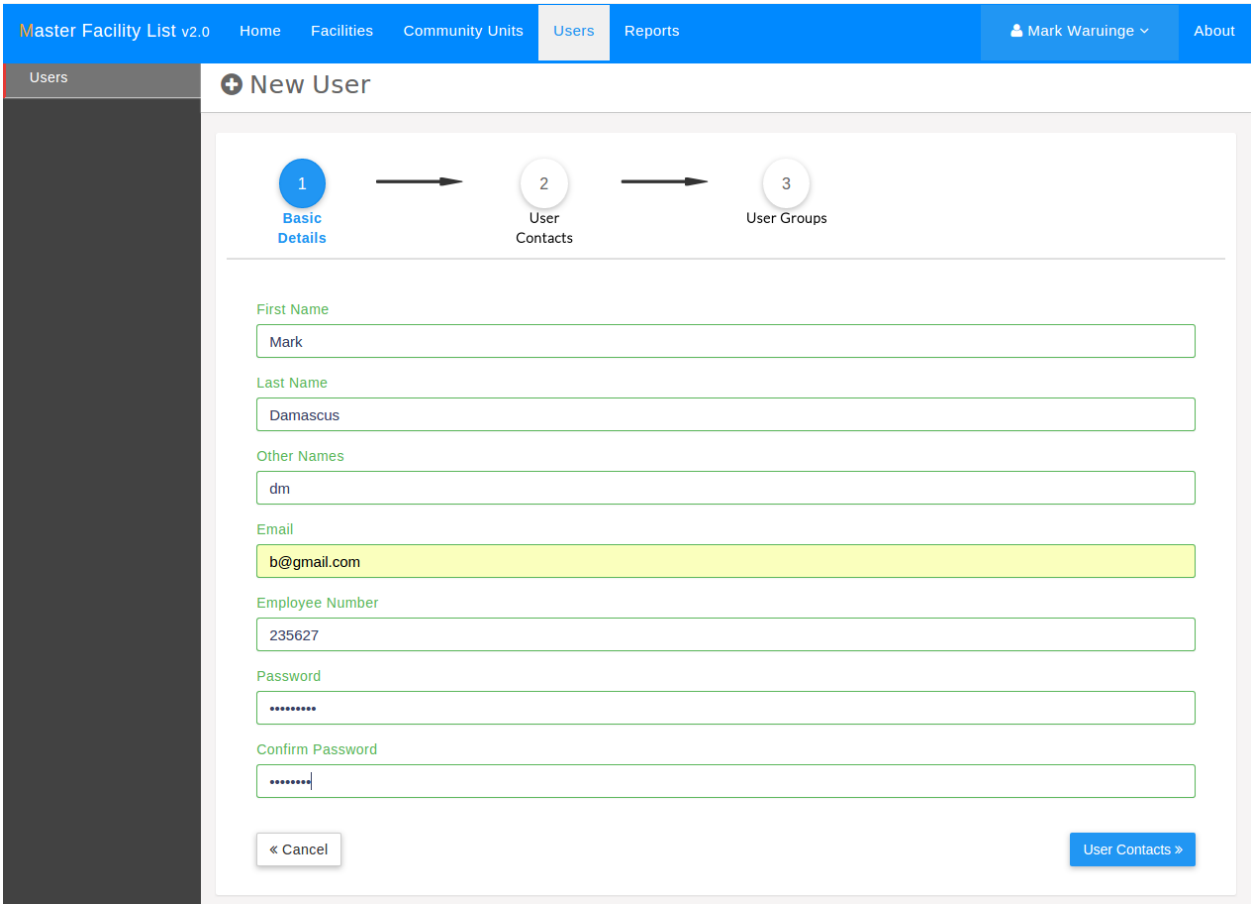
2.8 Adding Facility Officers

From the facility officers list screen above, the SCHRIO should click on the `Add User` button. On clicking the button a screen with three section labeled 1-3 appears.


Master Facility List v2.0
Home
Facilities
Community Units
Users
Reports
Mark Waruinge
About
Users
Manage users
Add User
Search anything...
Export
Showing 0 - 0 of 0 records
Name
Employee Number
Email
Last Login
Is Active
Sorry, no data is available
Page 1 / 1

2.8.1 1) Basic details

This is the first section of adding a facility officer. The primary details (names, email, employee number and password) are entered in this section.



2.8.2 2) User Contacts

In this section the facility officer's contacts are captured. The contacts can be as many as the officer has and could range from phone number, email to postal address among others.

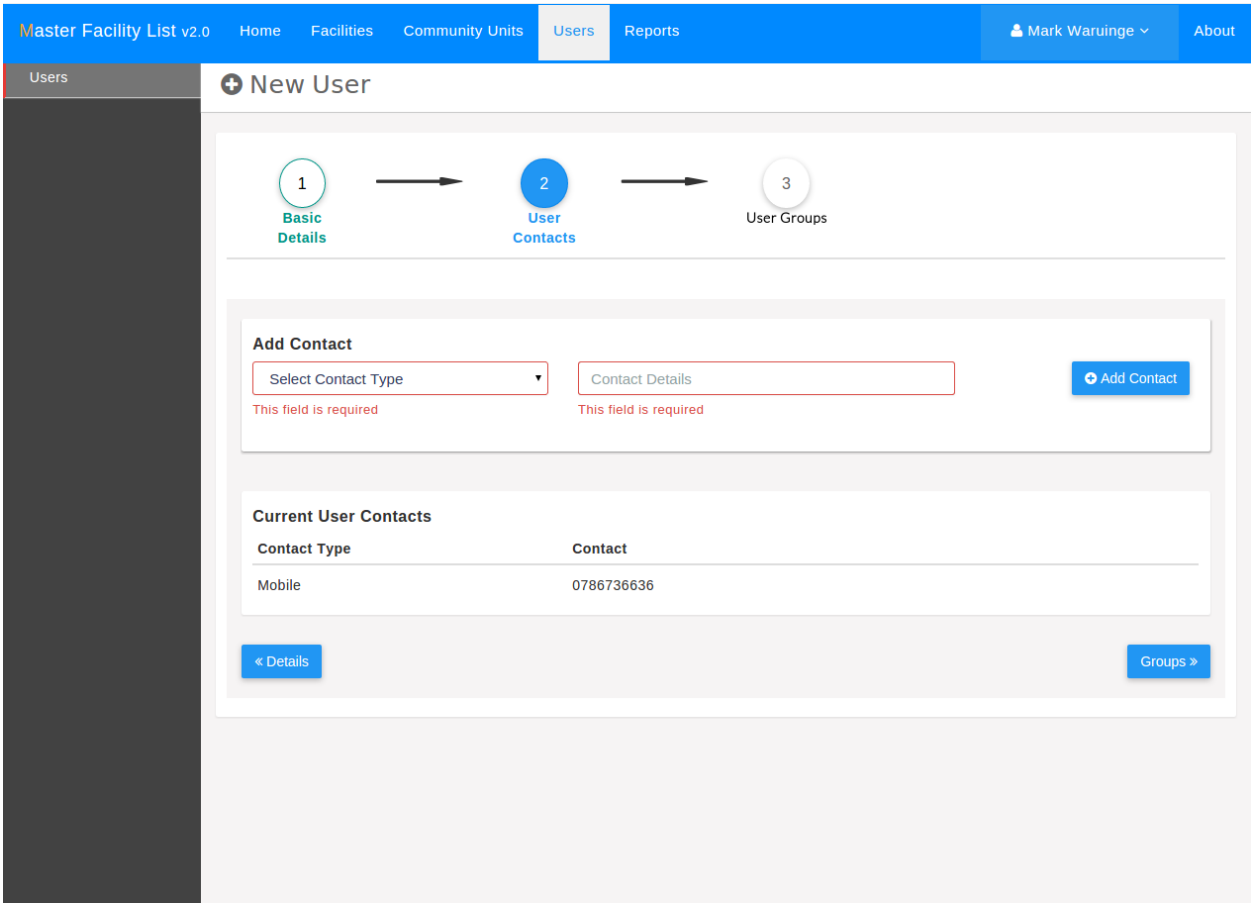
2.8.3 Assign Officer to Group

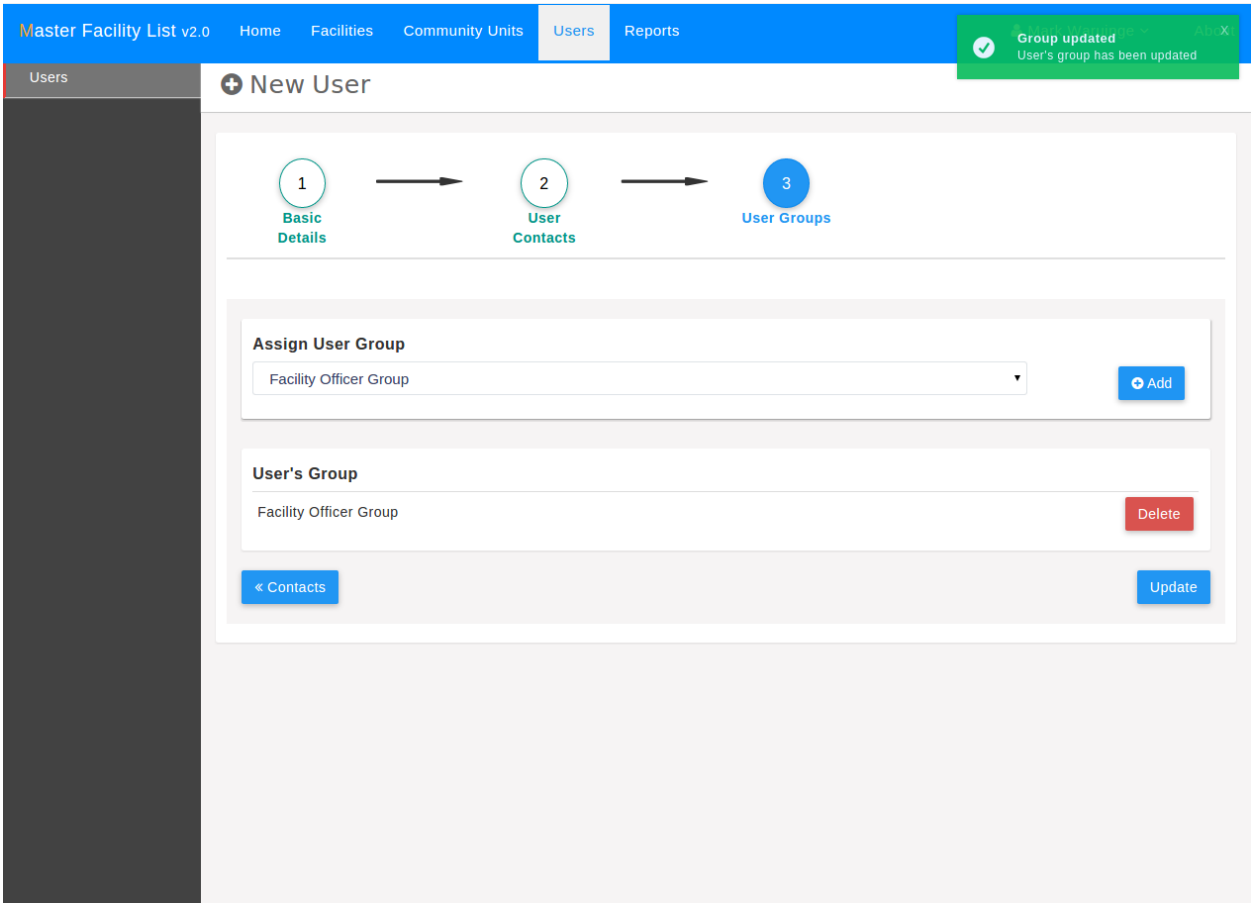
This is the final section to adding the facility officer. The SCHRIO assigns the officer the *facility officer group* and clicks the `Update` button.

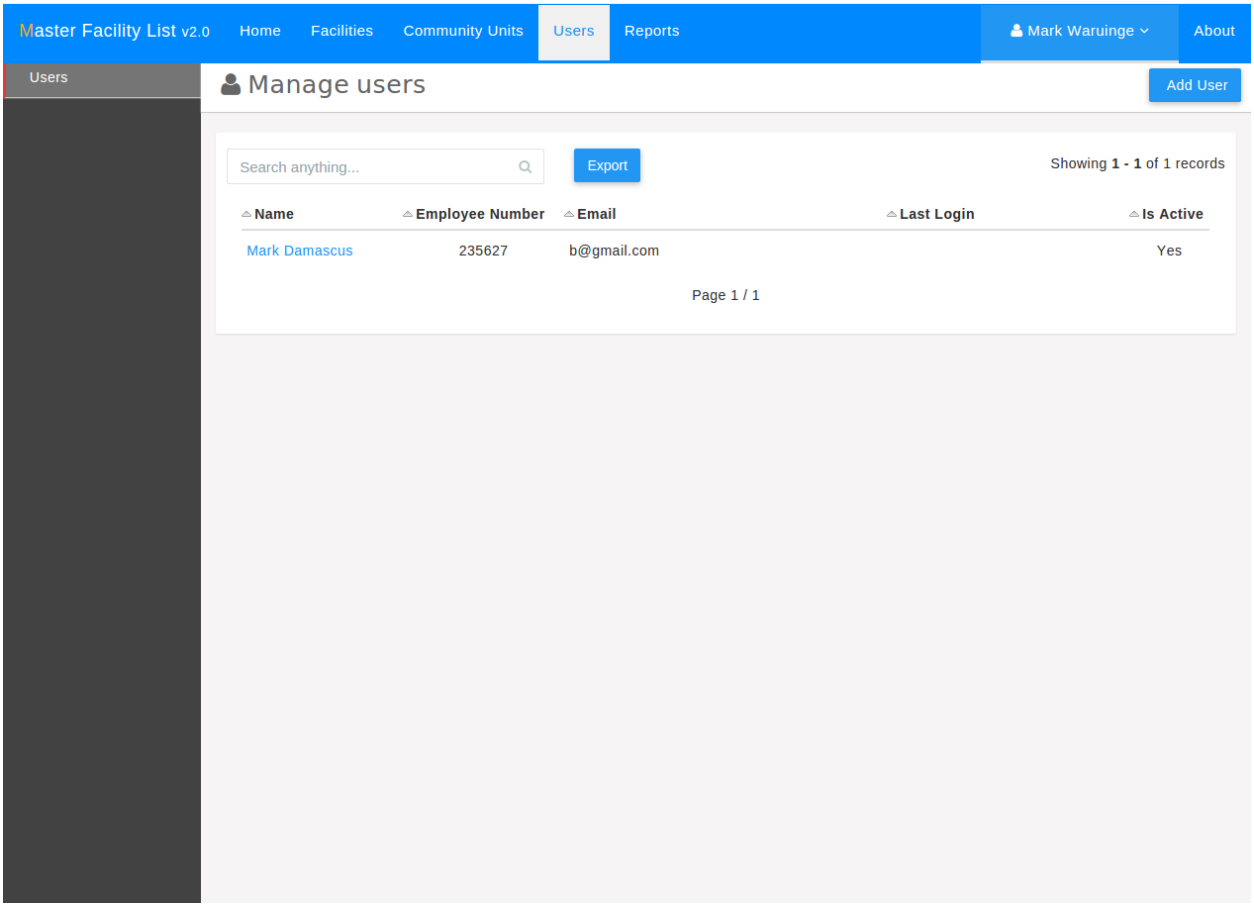
The SCHRIO is redirected to the list of users screen and the created officer appears in the list. This is an indication that the officer has been created and can login to the system.

2.9 Community Health Units Management

The SCHRIO is also charged with managing Community Health Units.

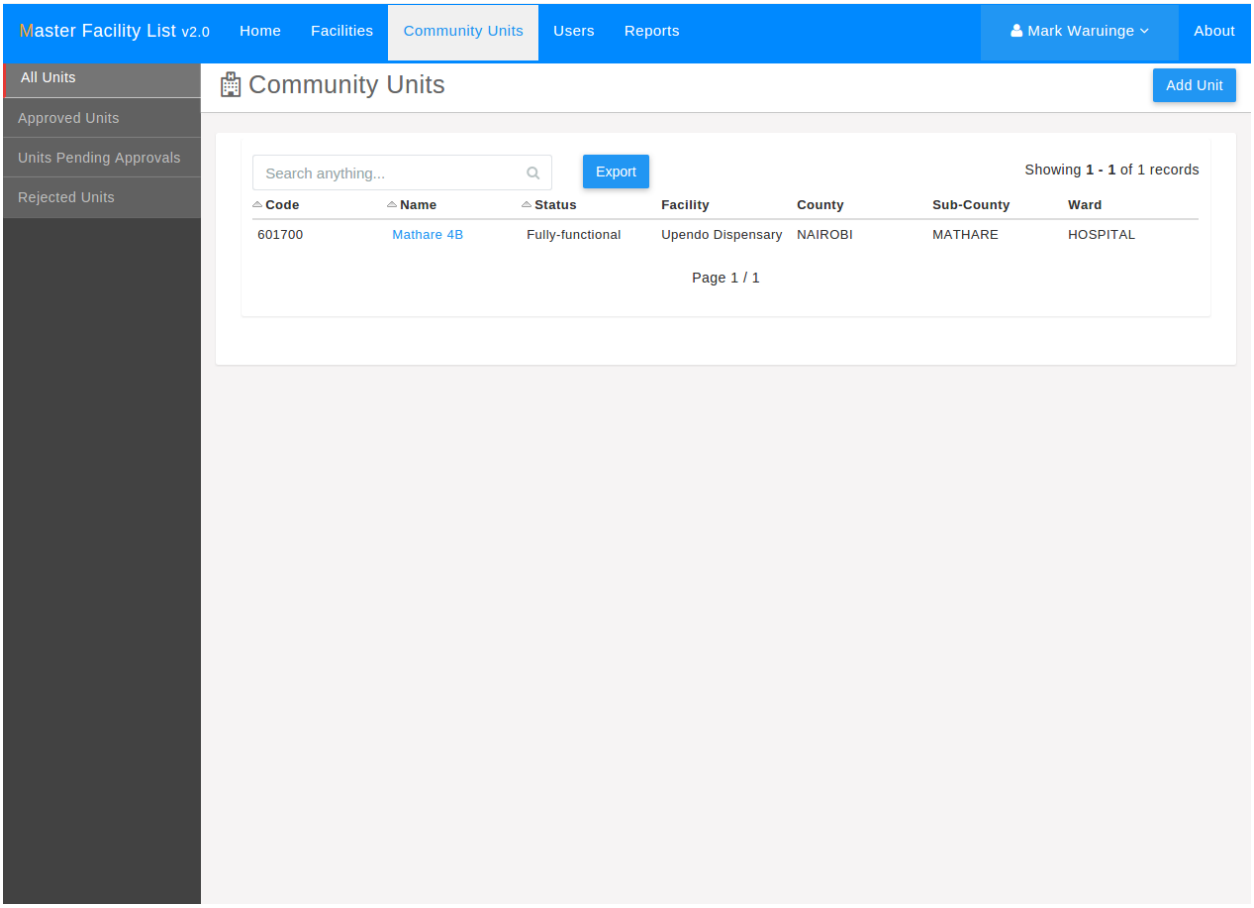

Master Facility List v2.0
Home
Facilities
Community Units
Users
Reports
Mark Waruinge
About
Users
New User
1
Basic Details
2
User Contacts
3
User Groups
Add Contact
Select Contact Type
This field is required
Contact Details
This field is required
Add Contact
Current User Contacts
Contact Type
Contact
Mobile
0786736636
« Details
Groups »


Master Facility List v2.0
Home
Facilities
Community Units
Users
Reports
Group updated
User's group has been updated
Users
New User
1
Basic Details
2
User Contacts
3
User Groups
Assign User Group
Facility Officer Group
Add
User's Group
Facility Officer Group
Delete
« Contacts
Update


Master Facility List v2.0
Home
Facilities
Community Units
Users
Reports
Mark Waruinge
About
Users
Manage users
Add User
Search anything...
Export
Showing 1 - 1 of 1 records
Name
Employee Number
Email
Last Login
Is Active
Mark Damascus
235627
b@gmail.com
Yes
Page 1 / 1

2.9.1 Viewing Community Health Units

To list community health units the SCHRIO click on the `Community Health Units` tab on the main navigation bar.



2.9.2 Creating Community Health Units

Creating Community Health Units is a two step process. From the Community Health Units list screen the SCHRIO clicks on `Add Unit` button.

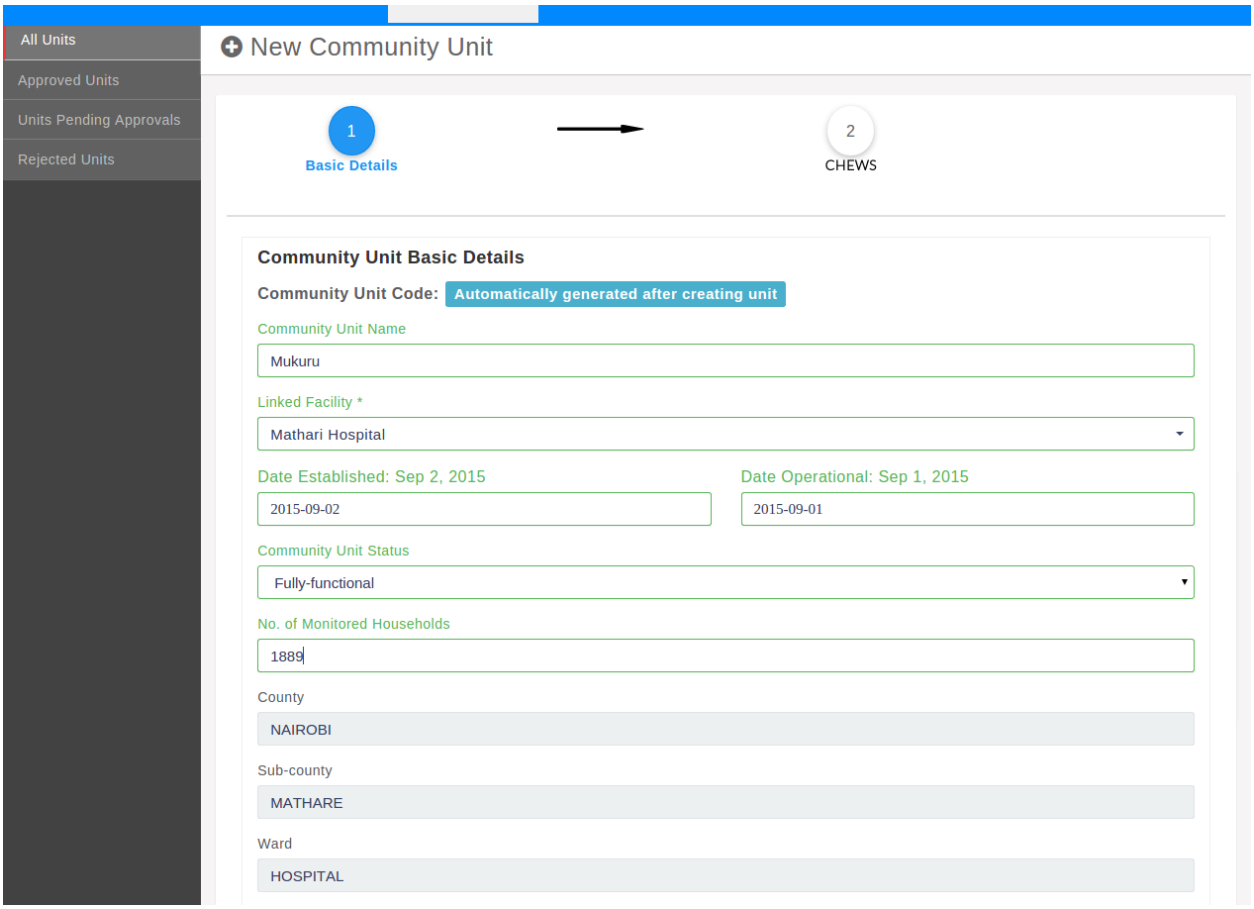
2.9.3 Basic Details

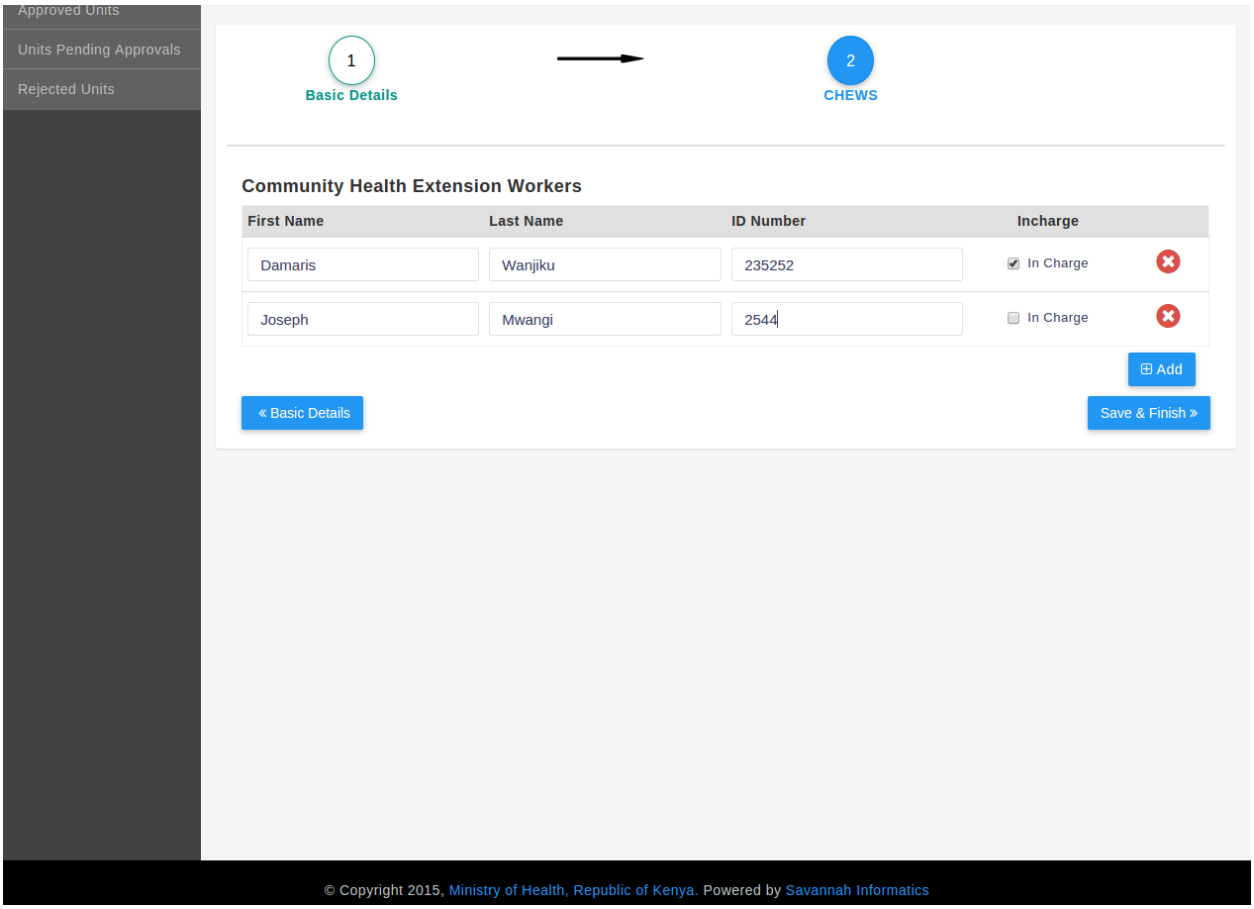
This is the first section where the primary details of the community health unit are captured. The details include: name, linked health facility, households monitored and the contacts

2.9.4 Adding Community health Extension Workers

This is the second and final step. In this section the Community Heath Extension workers belonging to the Community Health Unit are added.

After successfully creation of community health unit, the created unit should appear on the community health unit list screen.


All Units
Approved Units
Units Pending Approvals
Rejected Units
New Community Unit
1
Basic Details
2
CHEWS
Community Unit Basic Details
Community Unit Code:
Automatically generated after creating unit
Community Unit Name
Mukuru
Linked Facility *
Mathari Hospital
Date Established: Sep 2, 2015
2015-09-02
Date Operational: Sep 1, 2015
2015-09-01
Community Unit Status
Fully-functional
No. of Monitored Households
1889
County
NAIROBI
Sub-county
MATHARE
Ward
HOSPITAL


Approved Units
Units Pending Approvals
Rejected Units
1
Basic Details
2
CHEWS
Community Health Extension Workers
First Name
Last Name
ID Number
Incharge
Damaris
Wanjiku
235252
In Charge
Joseph
Mwangi
2544
In Charge
Add
« Basic Details
Save & Finish »
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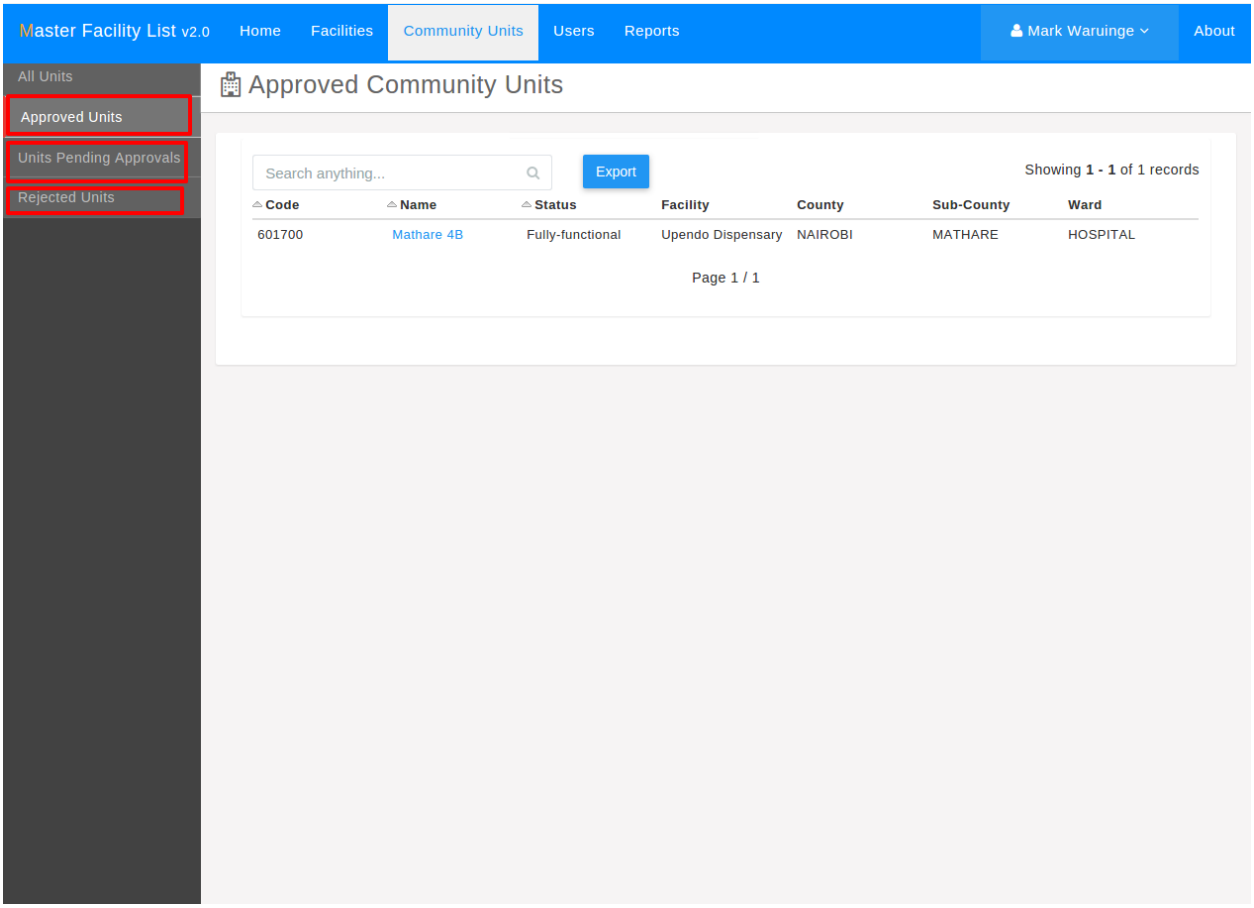
2.10 Updating Community Health Units

Updating a community health Unit is similar to the adding a community health unit process

2.11 Approved/Rejected Community Health Units

Just like the facilities, a created/updated community health unit has to be approved by the CHRIO before the updated details can be seen by the public. *However, this applies for community health units that have been approved before. For community health units that have not been been approved, updates made to them reflect on the public immediately.*

To list the approved units, the SCHRIO should click on the `approved units` tab from the side bar. Similary, to list the rejected community health units, the SCHRIO clicks on the `rejected units` tab on the side bar.



CHAPTER 3

County Health Records Officer (CHRIO) User Guide

The CHRIO operates at the county level and is tasked with the following responsibilities:

1. **Approving/Rejecting** newly created facilities
2. **Approving/Rejecting** updates made on existing facilities
3. **Publishing/Unpublishing** facilities
4. **Managing the Sub-county Health Record Information Officers** in their county

Note: In order to try out the functions contained in this section, it is assumed that one has read the Introduction section and has logged into the system.

3.1 Viewing Facilities

To list facilities click on the `facilities` tab in the main navigation bar.

In addition to getting the list of facilities in ones county, one can also perform filters on the list of facilities displayed such as filtering by the type of facility and exporting the resulting facilities into an excel file as the screen below shows.

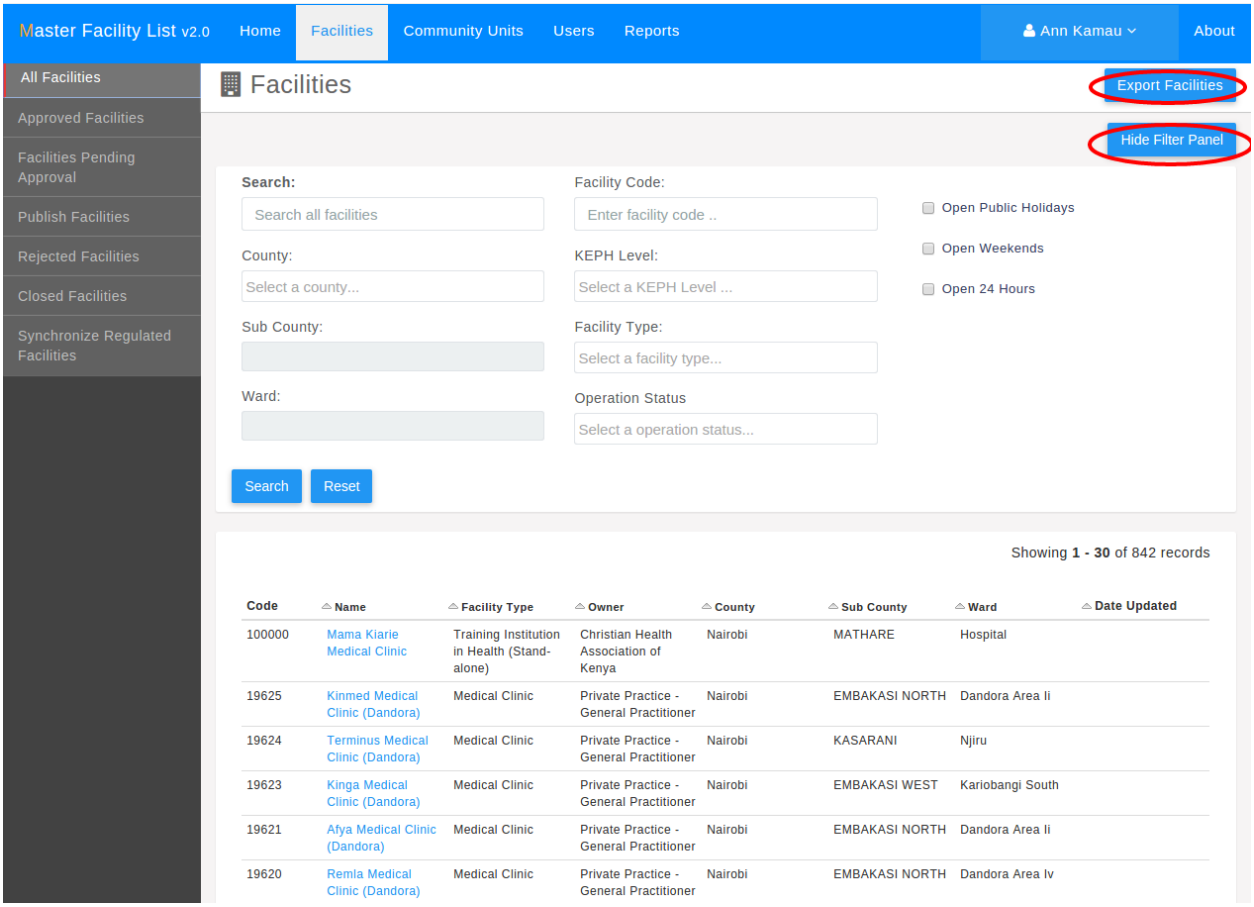
3.2 Approving/Rejecting Facilities

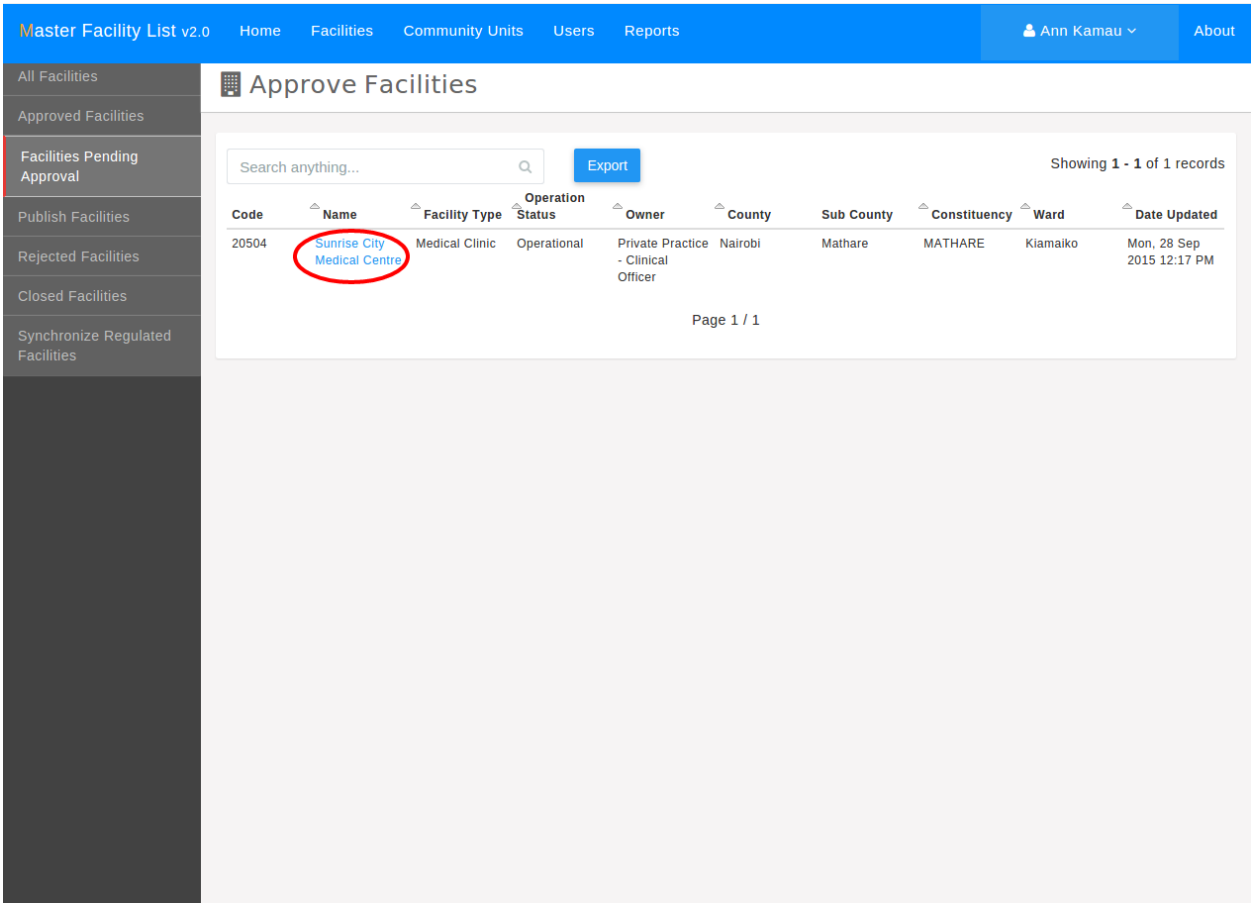
After the Sub-County Health Records Information Officer(SCHRIO) has registered a new or updated an existing facility, the facility has to be approved by the CHRIO. The CHRIO may choose to approve or reject the facility. If the CHRIO rejects a facility, the changes are discarded and the old details are retained.

Note: Once a facility is approved, it is **automatically published** to the public website

3.2.1 Viewing Facilities Pending Approval

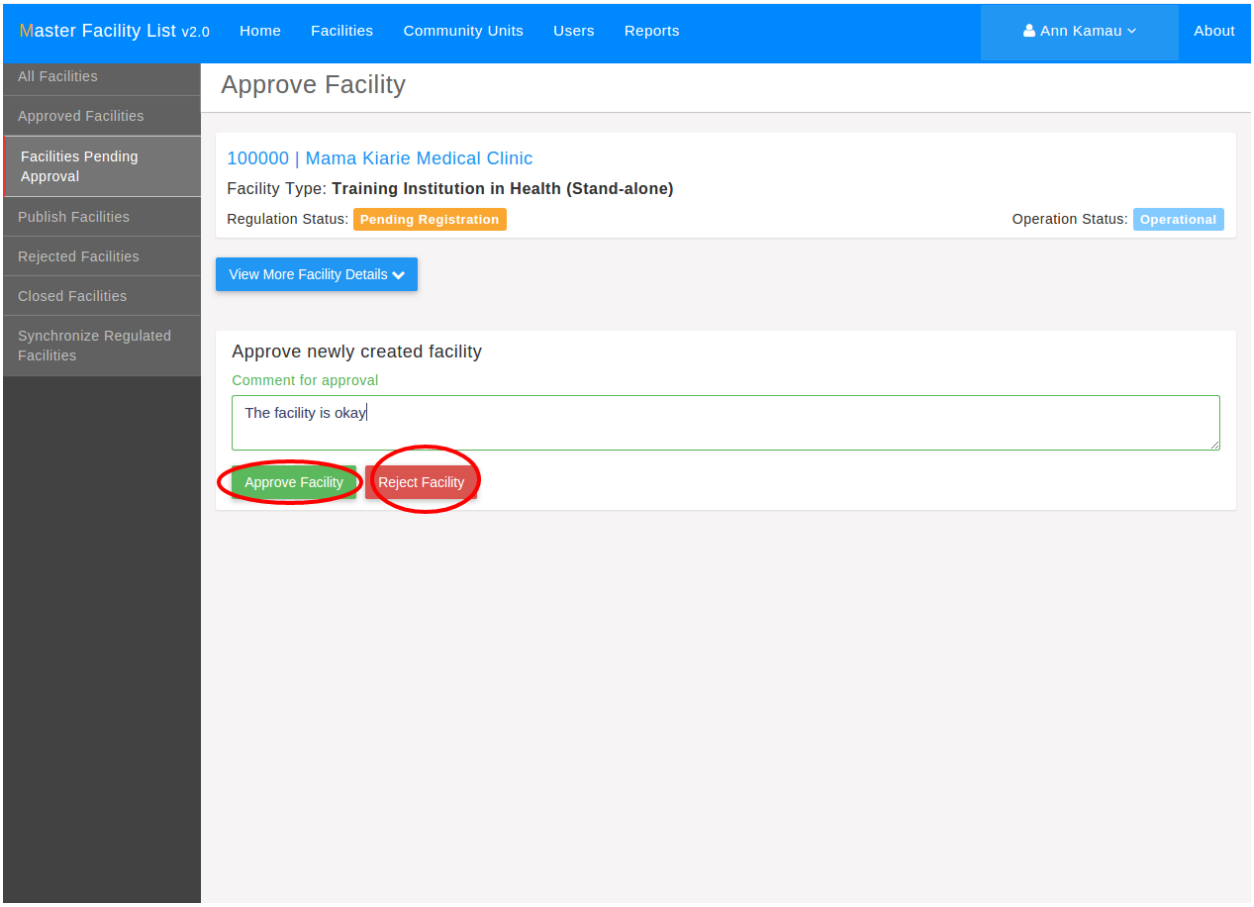
To list the facilities pending approval, CHRIO clicks on the `facilities pending approval` tab on the side bar as the screen below shows.


Master Facility List v2.0
Home
Facilities
Community Units
Users
Reports
Ann Kamau
About
All Facilities
Approved Facilities
Facilities Pending Approval
Publish Facilities
Rejected Facilities
Closed Facilities
Synchronize Regulated Facilities
Facilities
Export Facilities
Hide Filter Panel
Search:
Search all facilities
Facility Code:
Enter facility code ..
Open Public Holidays
Open Weekends
Open 24 Hours
County:
Select a county...
KEPH Level:
Select a KEPH Level ...
Sub County:
Facility Type:
Select a facility type...
Ward:
Operation Status
Select a operation status...
Search
Reset
Showing 1 - 30 of 842 records
Code
Name
Facility Type
Owner
County
Sub County
Ward
Date Updated
100000
Mama Kiarie Medical Clinic
Training Institution in Health (Stand-alone)
Christian Health Association of Kenya
Nairobi
MATHARE
Hospital
19625
Kinmed Medical Clinic (Dandora)
Medical Clinic
Private Practice - General Practitioner
Nairobi
EMBAKASI NORTH
Dandora Area Ii
19624
Terminus Medical Clinic (Dandora)
Medical Clinic
Private Practice - General Practitioner
Nairobi
KASARANI
Njiru
19623
Kinga Medical Clinic (Dandora)
Medical Clinic
Private Practice - General Practitioner
Nairobi
EMBAKASI WEST
Kariobangi South
19621
Afya Medical Clinic (Dandora)
Medical Clinic
Private Practice - General Practitioner
Nairobi
EMBAKASI NORTH
Dandora Area Ii
19620
Remla Medical Clinic (Dandora)
Medical Clinic
Private Practice - General Practitioner
Nairobi
EMBAKASI NORTH
Dandora Area Iv


Master Facility List v2.0
Home
Facilities
Community Units
Users
Reports
Ann Kamau
About
All Facilities
Approved Facilities
Facilities Pending Approval
Publish Facilities
Rejected Facilities
Closed Facilities
Synchronize Regulated Facilities
Approve Facilities
Search anything...
Export
Showing 1 - 1 of 1 records
Code
Name
Facility Type
Operation Status
Owner
County
Sub County
Constituency
Ward
Date Updated
20504
Sunrise City Medical Centre
Medical Clinic
Operational
Private Practice - Clinical Officer
Nairobi
Mathare
MATHARE
Kiamaiko
Mon, 28 Sep 2015 12:17 PM
Page 1 / 1

3.2.2 Approving /Rejecting Newly Created Facilities

From the list of facilities that are pending approval like the list shown above, the CHRIO clicks on the desired facility. A screen such as the one shown below appears.



3.2.3 Approving/Rejecting Facility Updates

From the list of facilities pending approval screen, the CHRIO clicks on the desired facility. A screen with details on the facility selected appears and the officer clicks on the `Approve/Reject` button as the image below illustrates.

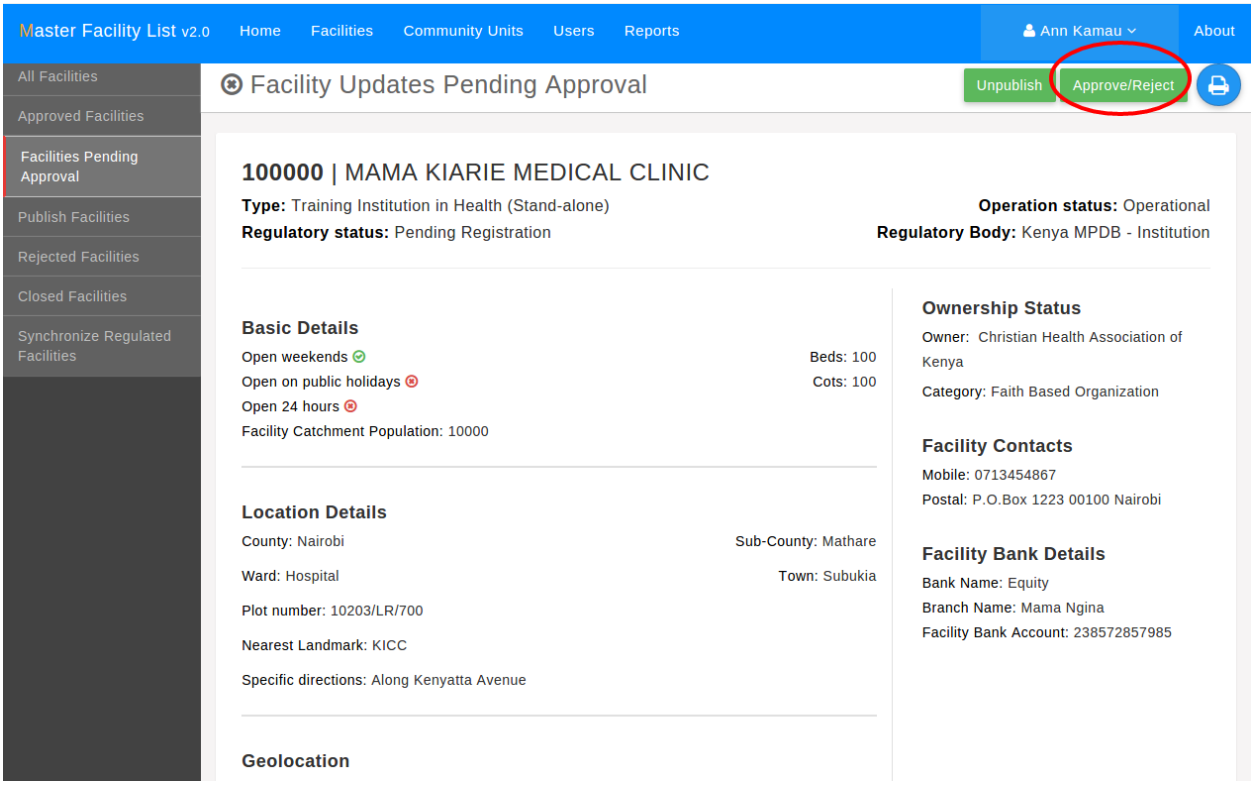
When the approve/reject button is clicked, another screen appears showing the details of the facility that have been updated. At the bottom of the screen, the CHRIO can choose to either approve or reject the updates.

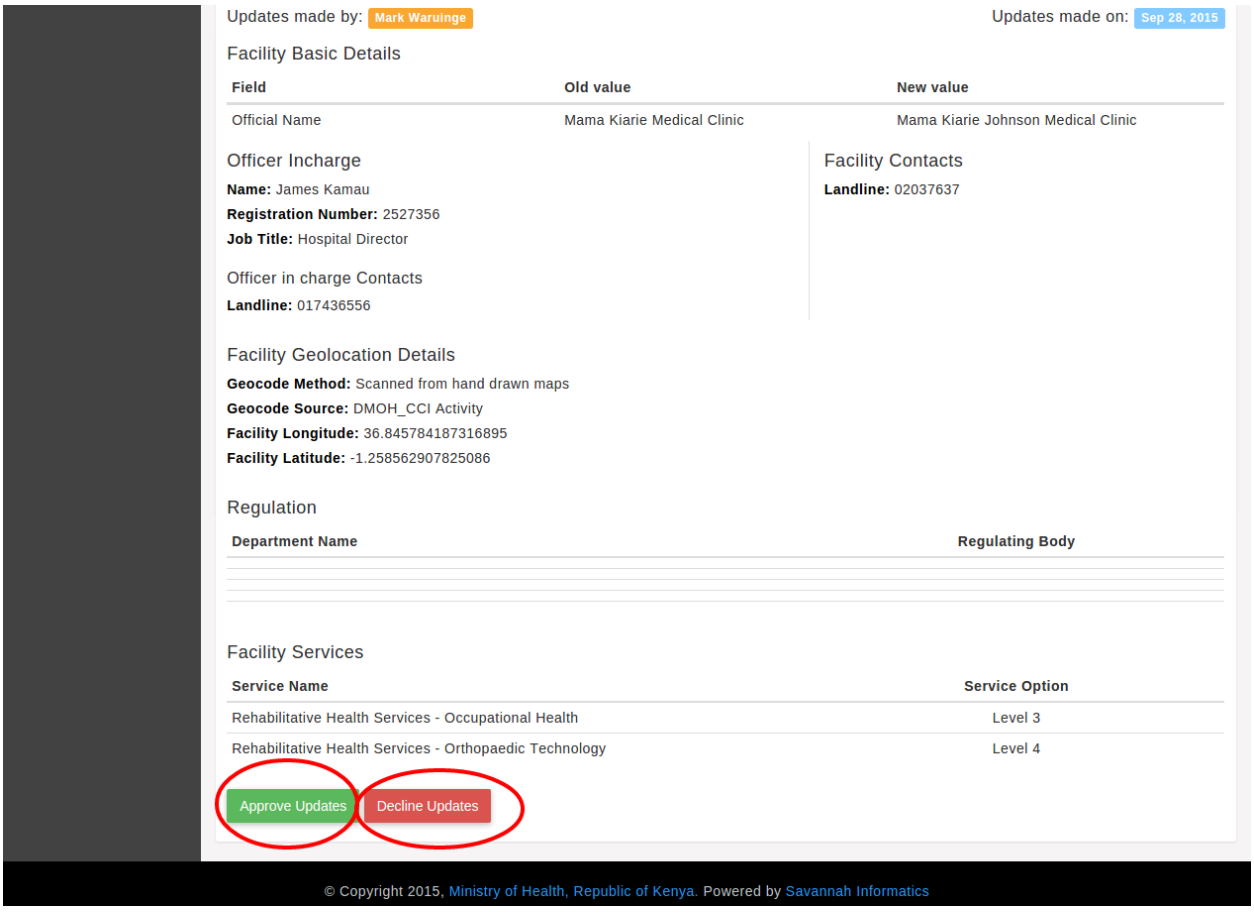
3.2.4 Viewing Approved Facilities

Once facilities are approved, they go to the approved facilities list which can be viewed by clicking on the `Approved Facilities` tab on the side-bar.

3.2.5 Viewing Rejected Facilities

Similarly, rejected facilities go to the rejected facilities list which can be retrieved through clicking the `Rejected Facilities` tab on the side-bar.


Master Facility List v2.0
Home
Facilities
Community Units
Users
Reports
Ann Kamau
About
All Facilities
Approved Facilities
Facilities Pending Approval
Publish Facilities
Rejected Facilities
Closed Facilities
Synchronize Regulated Facilities
Facility Updates Pending Approval
Unpublish
Approve/Reject
100000 | MAMA KIARIE MEDICAL CLINIC
Type: Training Institution in Health (Stand-alone)
Regulatory status: Pending Registration
Operation status: Operational
Regulatory Body: Kenya MPDB - Institution
Basic Details
Open weekends
Open on public holidays
Open 24 hours
Facility Catchment Population: 10000
Beds: 100
Cots: 100
Location Details
County: Nairobi
Sub-County: Mathare
Ward: Hospital
Town: Subukia
Plot number: 10203/LR/700
Nearest Landmark: KICC
Specific directions: Along Kenyatta Avenue
Geolocation
Ownership Status
Owner: Christian Health Association of Kenya
Category: Faith Based Organization
Facility Contacts
Mobile: 0713454867
Postal: P.O.Box 1223 00100 Nairobi
Facility Bank Details
Bank Name: Equity
Branch Name: Mama Ngina
Facility Bank Account: 238572857985


Updates made by: Mark Waruinge
Updates made on: Sep 28, 2015
Facility Basic Details
Field
Old value
New value
Official Name
Mama Kiarie Medical Clinic
Mama Kiarie Johnson Medical Clinic
Officer Incharge
Name: James Kamau
Registration Number: 2527356
Job Title: Hospital Director
Officer in charge Contacts
Landline: 017436556
Facility Contacts
Landline: 02037637
Facility Geolocation Details
Geocode Method: Scanned from hand drawn maps
Geocode Source: DMOH_CCI Activity
Facility Longitude: 36.845784187316895
Facility Latitude: -1.258562907825086
Regulation
Department Name
Regulating Body
Facility Services
Service Name
Service Option
Rehabilitative Health Services - Occupational Health
Level 3
Rehabilitative Health Services - Orthopaedic Technology
Level 4
Approve Updates
Decline Updates
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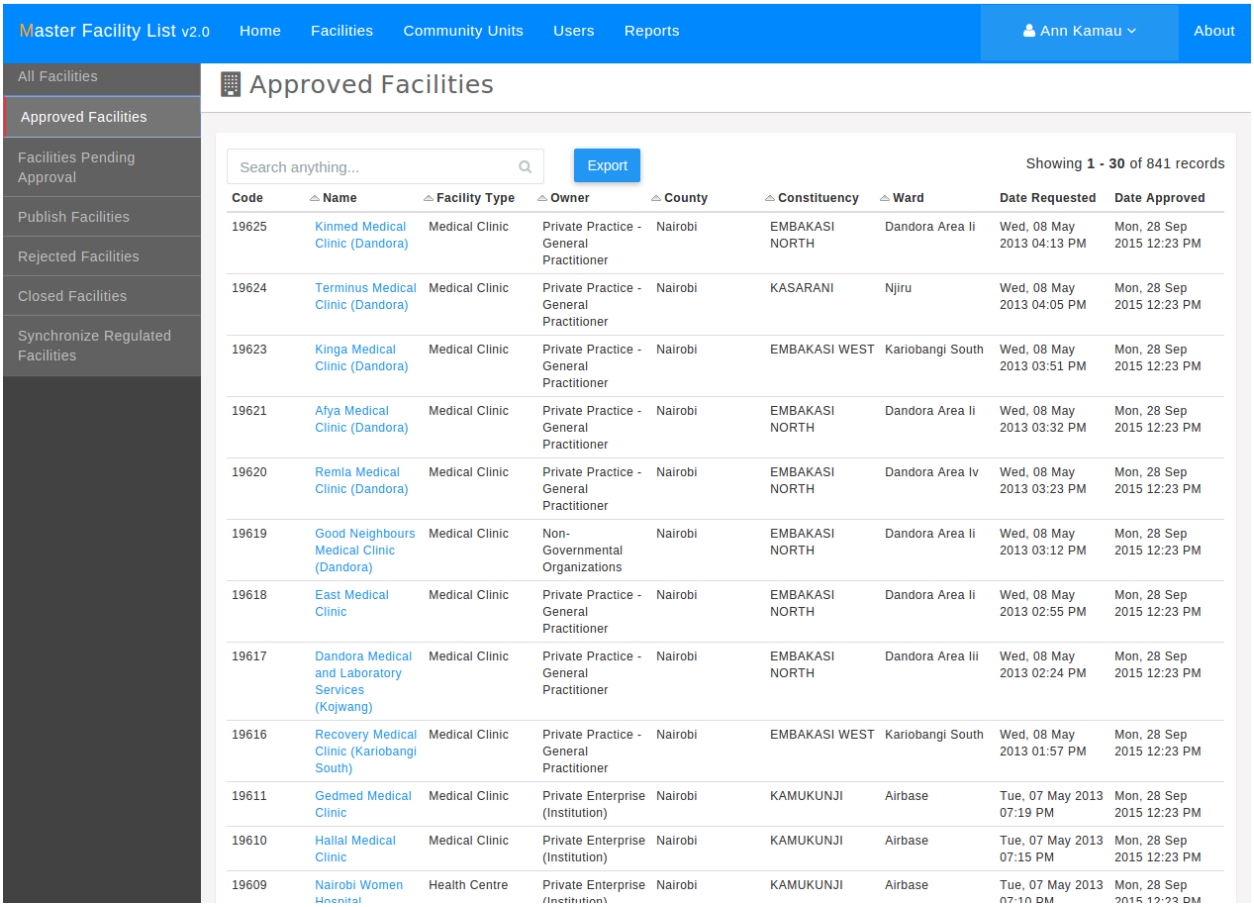
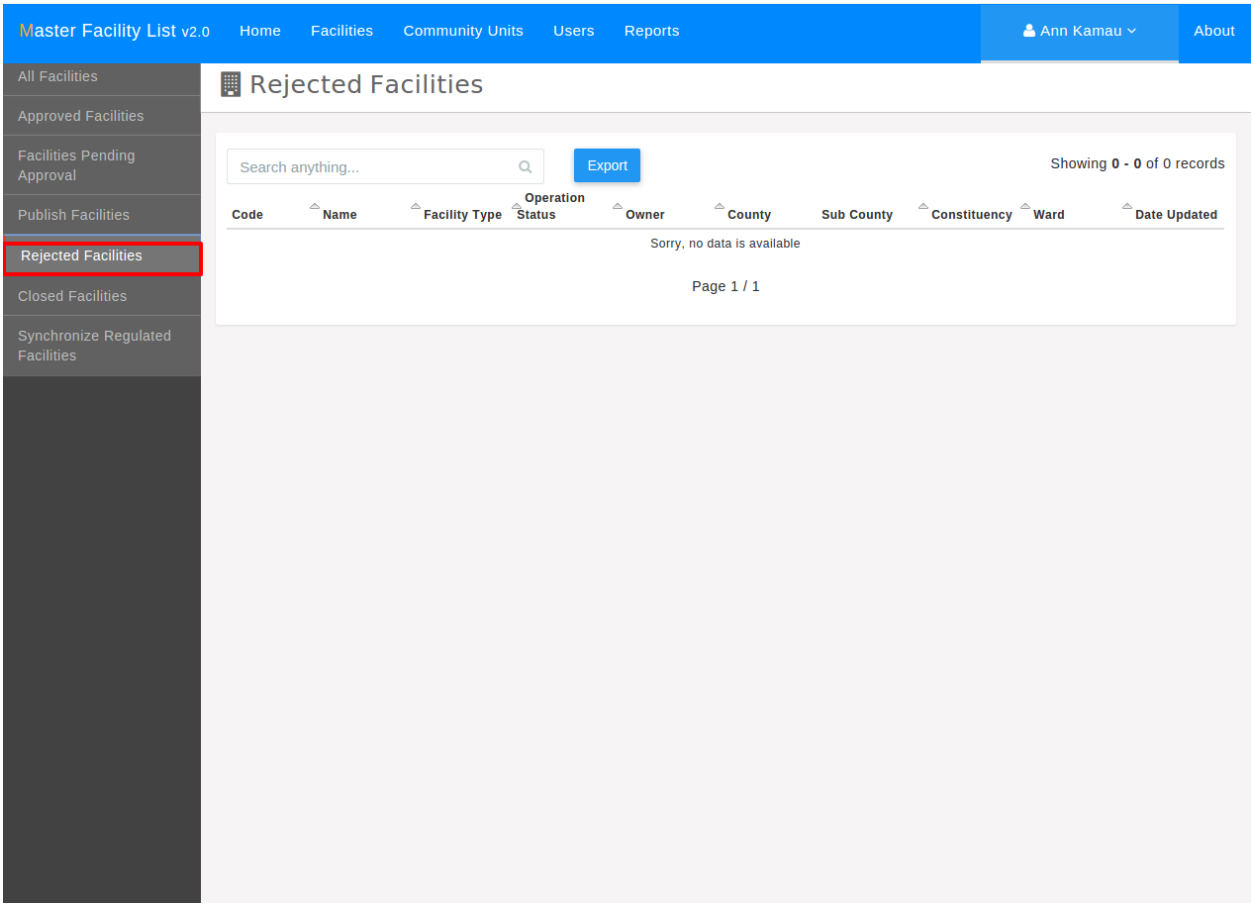


Code	Name	Facility Type	Owner	County	Constituency	Ward	Date Requested	Date Approved
19625	Kinmed Medical Clinic (Dandora)	Medical Clinic	Private Practice - General Practitioner	Nairobi	EMBAKASI NORTH	Dandora Area Ii	Wed, 08 May 2013 04:13 PM	Mon, 28 Sep 2015 12:23 PM
19624	Terminus Medical Clinic (Dandora)	Medical Clinic	Private Practice - General Practitioner	Nairobi	KASARANI	Njiru	Wed, 08 May 2013 04:05 PM	Mon, 28 Sep 2015 12:23 PM
19623	Kinga Medical Clinic (Dandora)	Medical Clinic	Private Practice - General Practitioner	Nairobi	EMBAKASI WEST	Kariobangi South	Wed, 08 May 2013 03:51 PM	Mon, 28 Sep 2015 12:23 PM
19621	Afya Medical Clinic (Dandora)	Medical Clinic	Private Practice - General Practitioner	Nairobi	EMBAKASI NORTH	Dandora Area Ii	Wed, 08 May 2013 03:32 PM	Mon, 28 Sep 2015 12:23 PM
19620	Remla Medical Clinic (Dandora)	Medical Clinic	Private Practice - General Practitioner	Nairobi	EMBAKASI NORTH	Dandora Area Iv	Wed, 08 May 2013 03:23 PM	Mon, 28 Sep 2015 12:23 PM
19619	Good Neighbours Medical Clinic (Dandora)	Medical Clinic	Non-Governmental Organizations	Nairobi	EMBAKASI NORTH	Dandora Area Ii	Wed, 08 May 2013 03:12 PM	Mon, 28 Sep 2015 12:23 PM
19618	East Medical Clinic	Medical Clinic	Private Practice - General Practitioner	Nairobi	EMBAKASI NORTH	Dandora Area Ii	Wed, 08 May 2013 02:55 PM	Mon, 28 Sep 2015 12:23 PM
19617	Dandora Medical and Laboratory Services (Kojwang)	Medical Clinic	Private Practice - General Practitioner	Nairobi	EMBAKASI NORTH	Dandora Area Iii	Wed, 08 May 2013 02:24 PM	Mon, 28 Sep 2015 12:23 PM
19616	Recovery Medical Clinic (Kariobangi South)	Medical Clinic	Private Practice - General Practitioner	Nairobi	EMBAKASI WEST	Kariobangi South	Wed, 08 May 2013 01:57 PM	Mon, 28 Sep 2015 12:23 PM
19611	Gedmed Medical Clinic	Medical Clinic	Private Enterprise (Institution)	Nairobi	KAMUKUNJI	Airbase	Tue, 07 May 2013 07:19 PM	Mon, 28 Sep 2015 12:23 PM
19610	Hallal Medical Clinic	Medical Clinic	Private Enterprise (Institution)	Nairobi	KAMUKUNJI	Airbase	Tue, 07 May 2013 07:15 PM	Mon, 28 Sep 2015 12:23 PM
19609	Nairobi Women Hospital	Health Centre	Private Enterprise (Institution)	Nairobi	KAMUKUNJI	Airbase	Tue, 07 May 2013 07:10 PM	Mon, 28 Sep 2015 12:23 PM


Master Facility List v2.0
Home
Facilities
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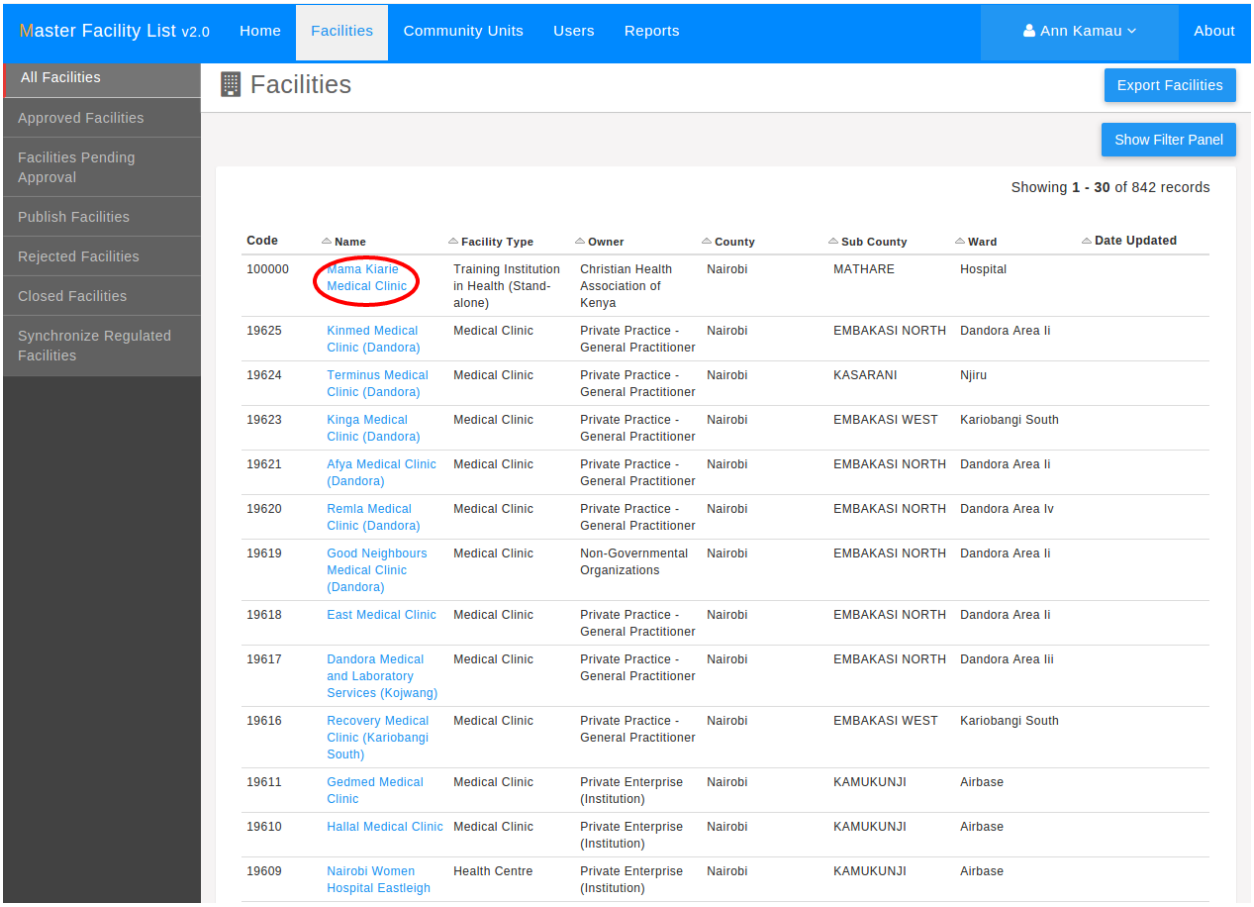
Ann Kamau
About
All Facilities
Approved Facilities
Facilities Pending Approval
Publish Facilities
Rejected Facilities
Closed Facilities
Synchronize Regulated Facilities
Rejected Facilities
Search anything...
Export
Showing 0 - 0 of 0 records
Code
Name
Facility Type
Operation Status
Owner
County
Sub County
Constituency
Ward
Date Updated
Sorry, no data is available
Page 1 / 1

3.3 Closing Facilities

To close a facility, the CHRIO can start by viewing facilities.



From the list of facilities, the desired facility is selected.

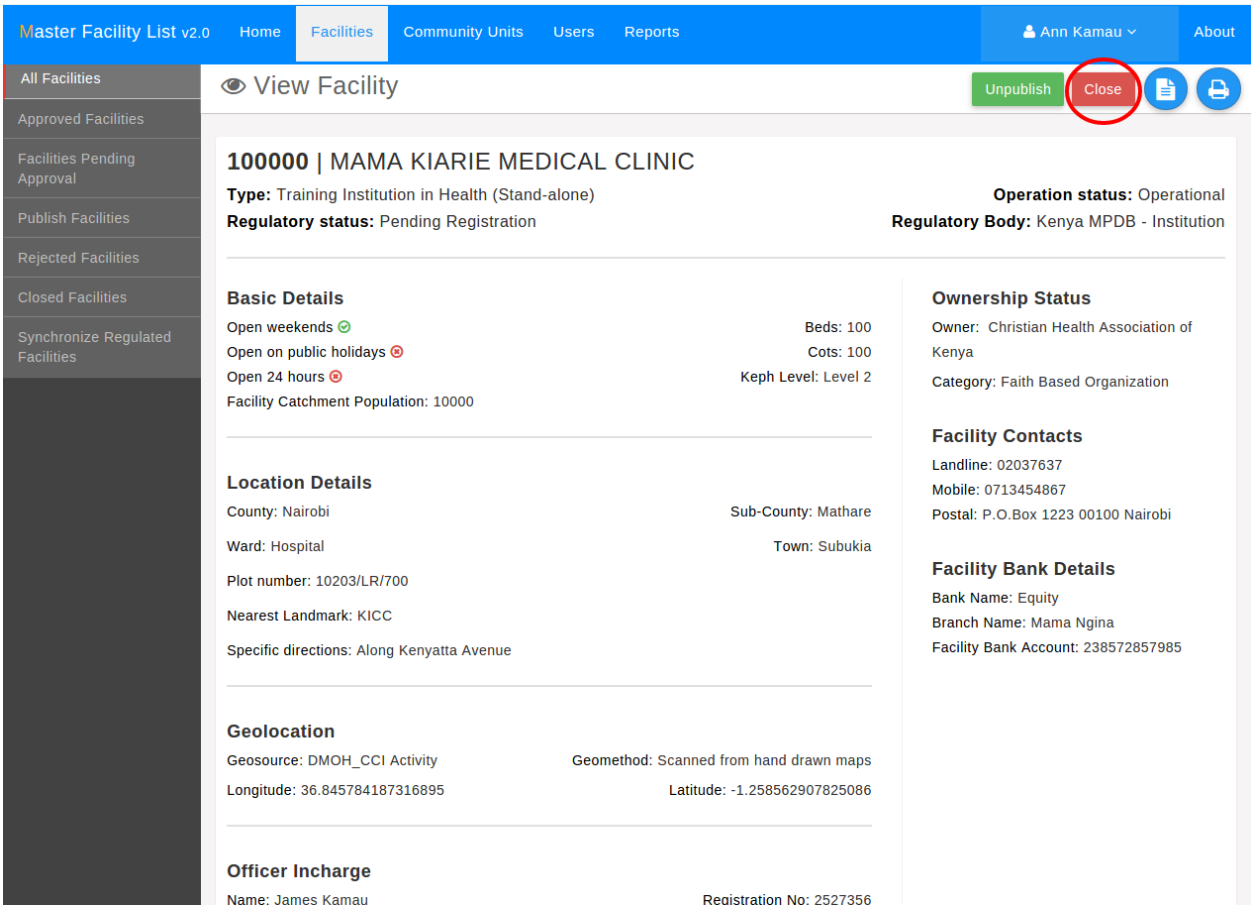
A screen with the details of the selected facility appears. The CHRIO should click on the `close` button as shown above. Another screen pops up with a form where the CHRIO fills in the details pertaining the closure of the facility and clicks on `Close Facility` button.

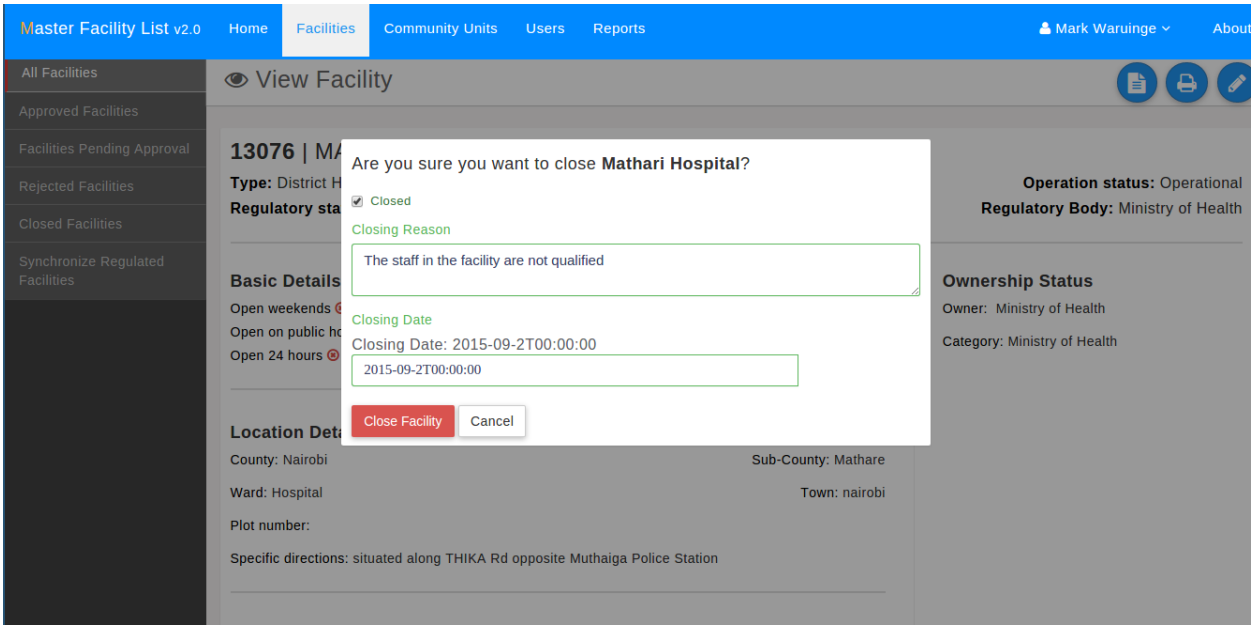
3.3.1 Viewing Closed Facilities

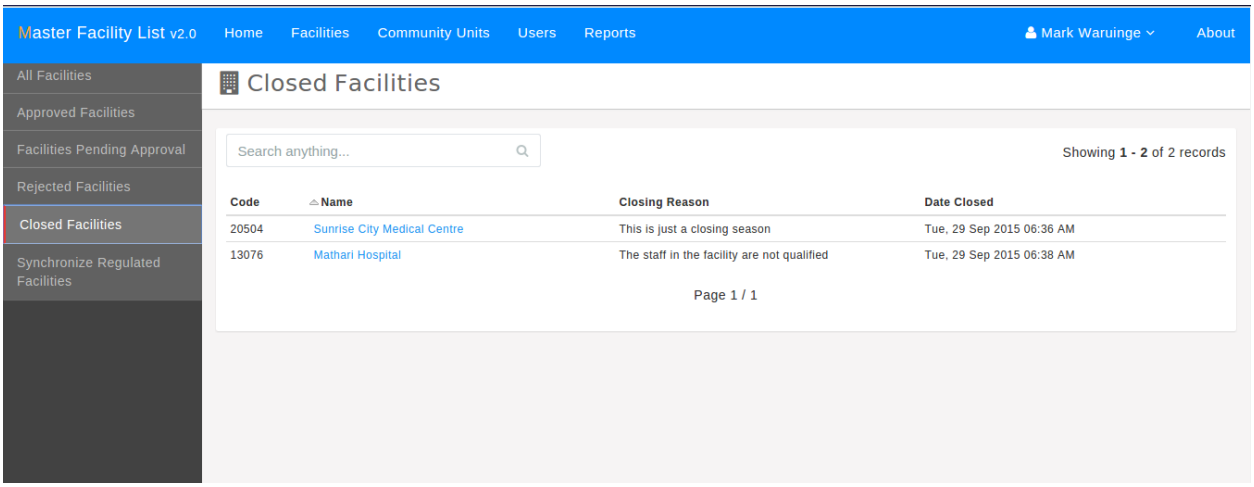
Closed facilities can be accessed through clicking the `closed facilities` on the side bar

3.4 Managing Sub-County Health Records Officers

The County Health Records Information Officers also has the responsibility of managing the sub-county health records information officers in their respective counties.

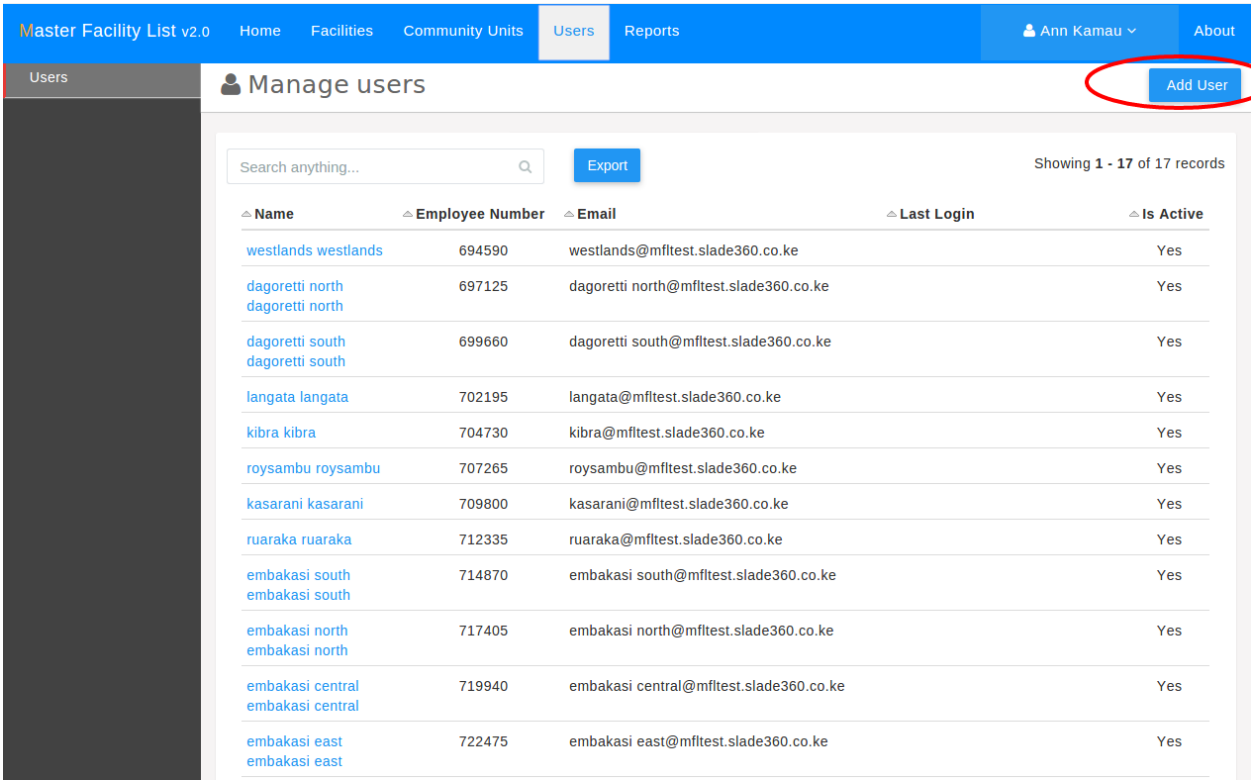

Master Facility List v2.0
Home
Facilities
Community Units
Users
Reports
Ann Kamau
About
All Facilities
Approved Facilities
Facilities Pending Approval
Publish Facilities
Rejected Facilities
Closed Facilities
Synchronize Regulated Facilities
View Facility
Unpublish
Close
100000 | MAMA KIARIE MEDICAL CLINIC
Type: Training Institution in Health (Stand-alone)
Regulatory status: Pending Registration
Operation status: Operational
Regulatory Body: Kenya MPDB - Institution
Basic Details
Open weekends
Open on public holidays
Open 24 hours
Facility Catchment Population: 10000
Beds: 100
Cots: 100
Keph Level: Level 2
Location Details
County: Nairobi
Sub-County: Mathare
Ward: Hospital
Town: Subukia
Plot number: 10203/LR/700
Nearest Landmark: KICC
Specific directions: Along Kenyatta Avenue
Geolocation
Geosource: DMOH_CCI Activity
Geomethod: Scanned from hand drawn maps
Longitude: 36.845784187316895
Latitude: -1.258562907825086
Officer Incharge
Name: James Kamau
Registration No: 2527356
Ownership Status
Owner: Christian Health Association of Kenya
Category: Faith Based Organization
Facility Contacts
Landline: 02037637
Mobile: 0713454867
Postal: P.O.Box 1223 00100 Nairobi
Facility Bank Details
Bank Name: Equity
Branch Name: Mama Ngina
Facility Bank Account: 238572857985


Master Facility List v2.0
Home
Facilities
Community Units
Users
Reports
Mark Waruinge
About
All Facilities
Approved Facilities
Facilities Pending Approval
Rejected Facilities
Closed Facilities
Synchronize Regulated Facilities
View Facility
13076 | MA
Type: District H
Regulatory sta
Are you sure you want to close Mathari Hospital?
Closed
Closing Reason
The staff in the facility are not qualified
Closing Date
Closing Date: 2015-09-2T00:00:00
2015-09-2T00:00:00
Close Facility
Cancel
Operation status: Operational
Regulatory Body: Ministry of Health
Basic Details
Open weekends
Open on public ho
Open 24 hours
Ownership Status
Owner: Ministry of Health
Category: Ministry of Health
Location Deta
County: Nairobi
Sub-County: Mathare
Ward: Hospital
Town: nairobi
Plot number:
Specific directions: situated along THIKA Rd opposite Muthaiga Police Station



3.4.1 Viewing Users

To get the list of users, the CHRIO should click on the users tab on the main navigation bar.

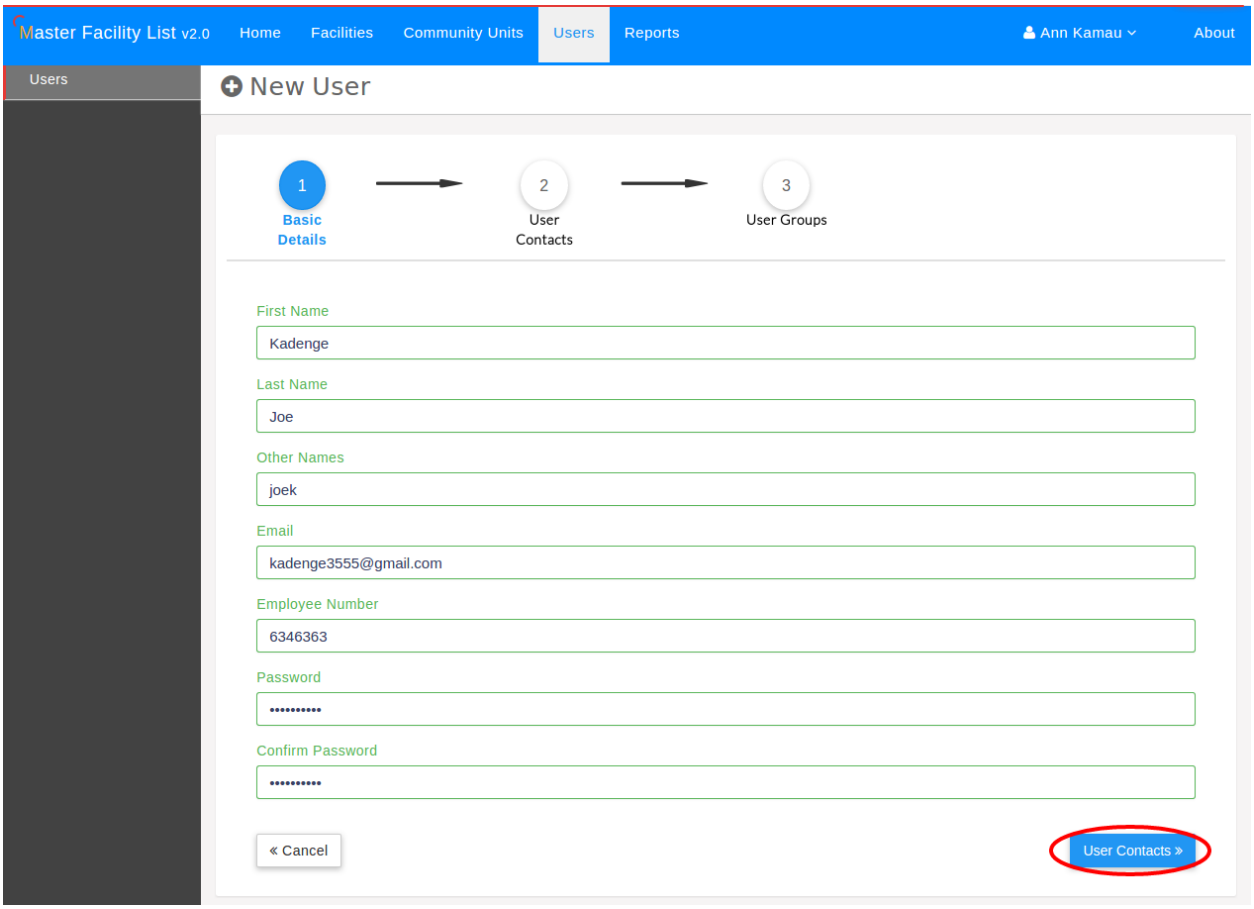


3.4.2 Creation Of SCHRIOs

Creation of SCHRIOs is a four step process. To initiate the process, the County Health Records Information Officer should click on the `Add User` button on the user list as the screen above indicates.

3.4.3 1) User basic details

In this section the CHRIO enters the primary details of the SCHRIO such as the name, email, employee number and password and clicks on the `User Contacts` button on the bottom of the screen.



3.4.4 2) User Contacts

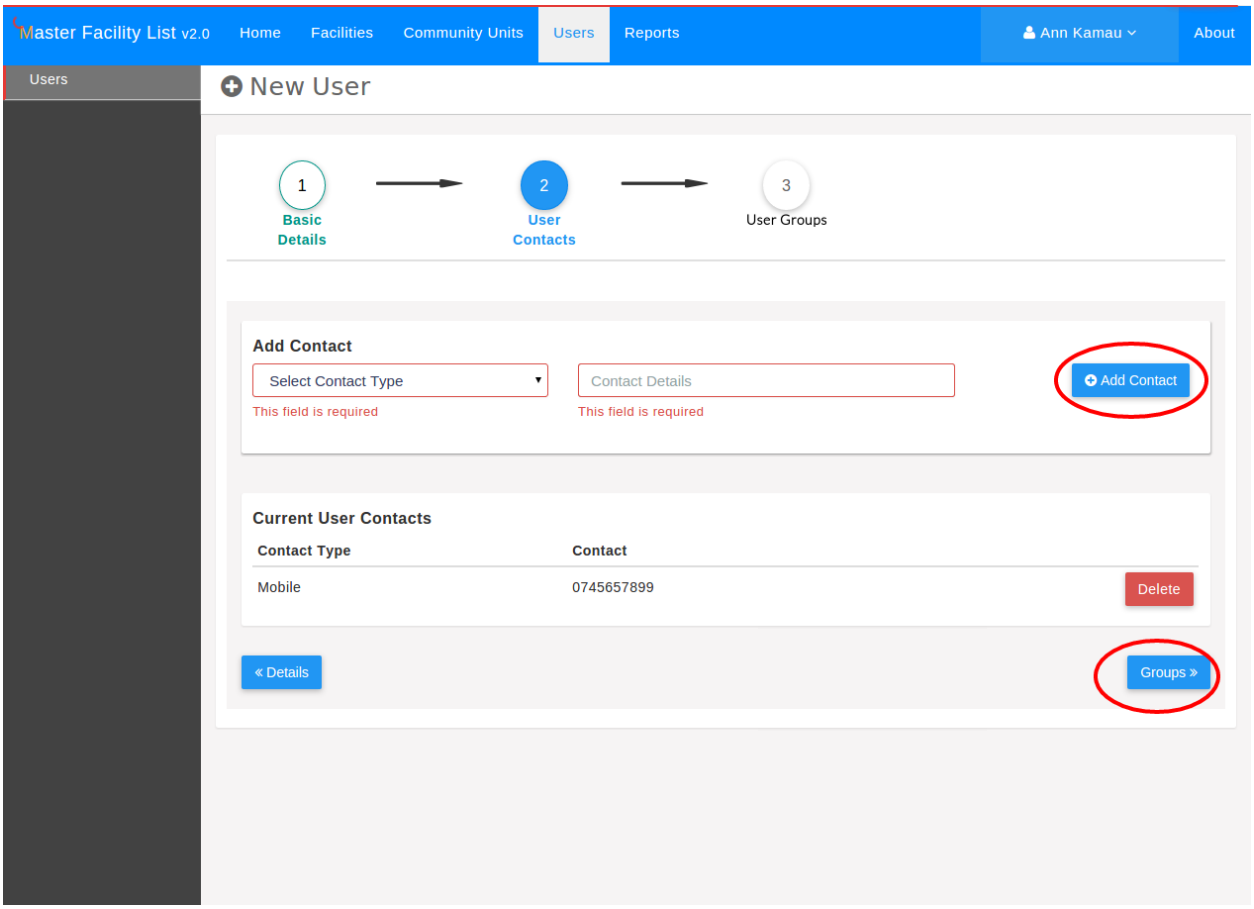
In this second section the user enters the contacts of the SCHRIO and clicks on the `Groups` button at the bottom of the screen .

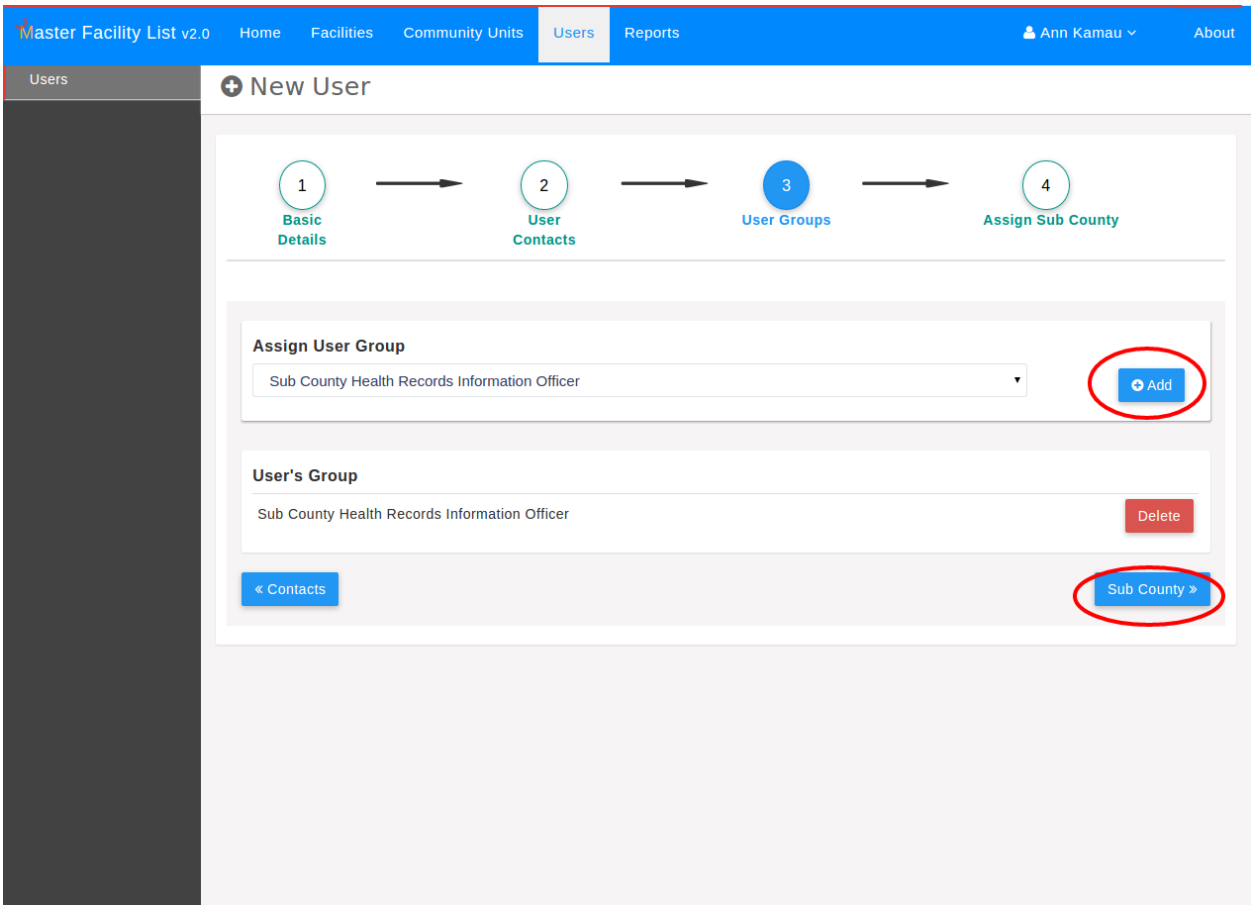
3.4.5 3) User groups

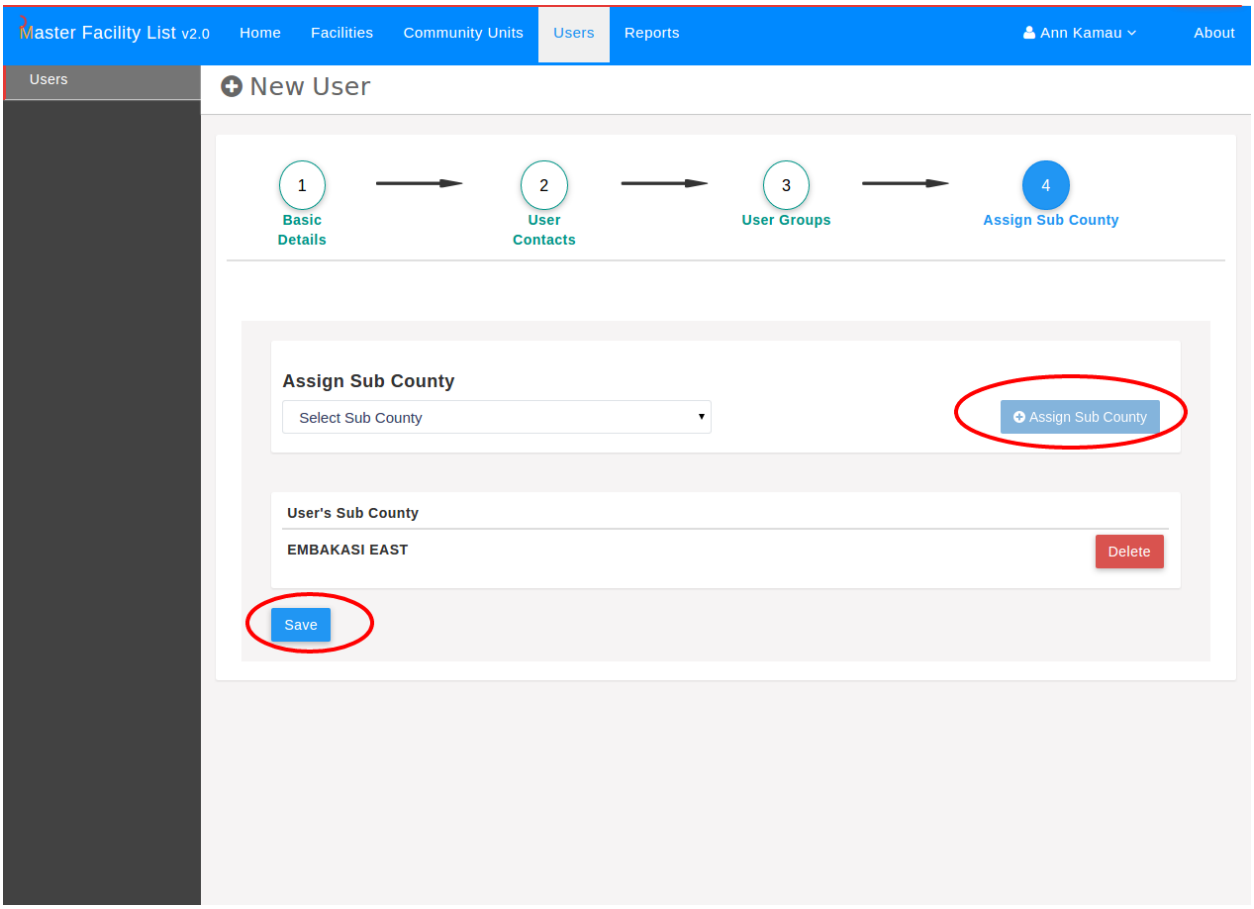
It is in this section that the created user is assigned the *Sub-county Health Records Information Officer group.* Once the CHRIO is done with this section, they should click on the `Sub County` button at the bottom of the screen.

3.4.6 4) User Sub-County

In this final section the SCHRIO is assigned a sub-county with the CHRIO's county and the CHRIO click on the `Save` button.

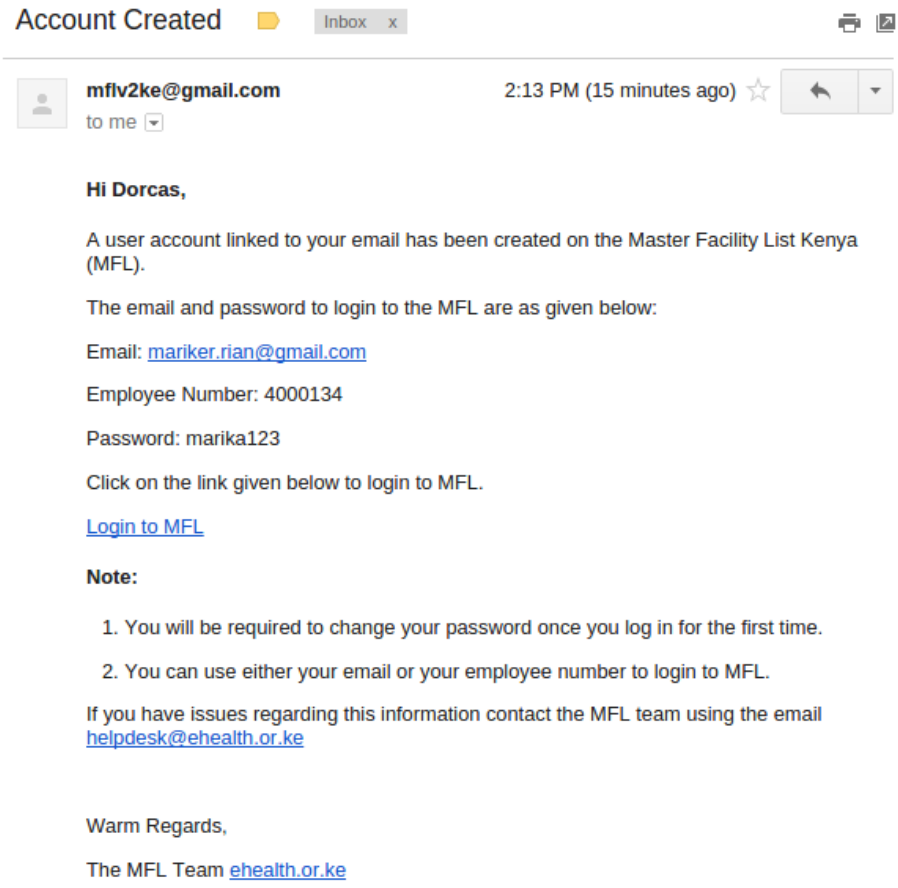

Master Facility List v2.0
Home
Facilities
Community Units
Users
Reports
Ann Kamau
About
Users
New User
1
Basic Details
2
User Contacts
3
User Groups
Add Contact
Select Contact Type
This field is required
Contact Details
This field is required
Add Contact
Current User Contacts
Contact Type
Contact
Mobile
0745657899
Delete
« Details
Groups »


Master Facility List v2.0
Home
Facilities
Community Units
Users
Reports
Ann Kamau
About
Users
New User
1
Basic Details
2
User Contacts
3
User Groups
4
Assign Sub County
Assign User Group
Sub County Health Records Information Officer
Add
User's Group
Sub County Health Records Information Officer
Delete
« Contacts
Sub County »


Master Facility List v2.0
Home
Facilities
Community Units
Users
Reports
Ann Kamau
About
Users
New User
1
Basic Details
2
User Contacts
3
User Groups
4
Assign Sub County
Assign Sub County
Select Sub County
Assign Sub County
User's Sub County
EMBAKASI EAST
Delete
Save

3.4.7 Email Sent to the user

An email will be sent to the added Sub-county Health Records Information Officer with instruction on how to login to the system.



Account Created Inbox x

mflv2ke@gmail.com 2:13 PM (15 minutes ago)

to me

Hi Dorcas,

A user account linked to your email has been created on the Master Facility List Kenya (MFL).

The email and password to login to the MFL are as given below:

Email: mariker.rian@gmail.com

Employee Number: 4000134

Password: marika123

Click on the link given below to login to MFL.

Login to MFL

Note:

1. You will be required to change your password once you log in for the first time.
2. You can use either your email or your employee number to login to MFL.

If you have issues regarding this information contact the MFL team using the email helpdesk@ehealth.or.ke

Warm Regards,

The MFL Team ehealth.or.ke

3.4.8 Created user listed in the user grid

Once the SCHRIO is added successfully, they will be added to the list of users.

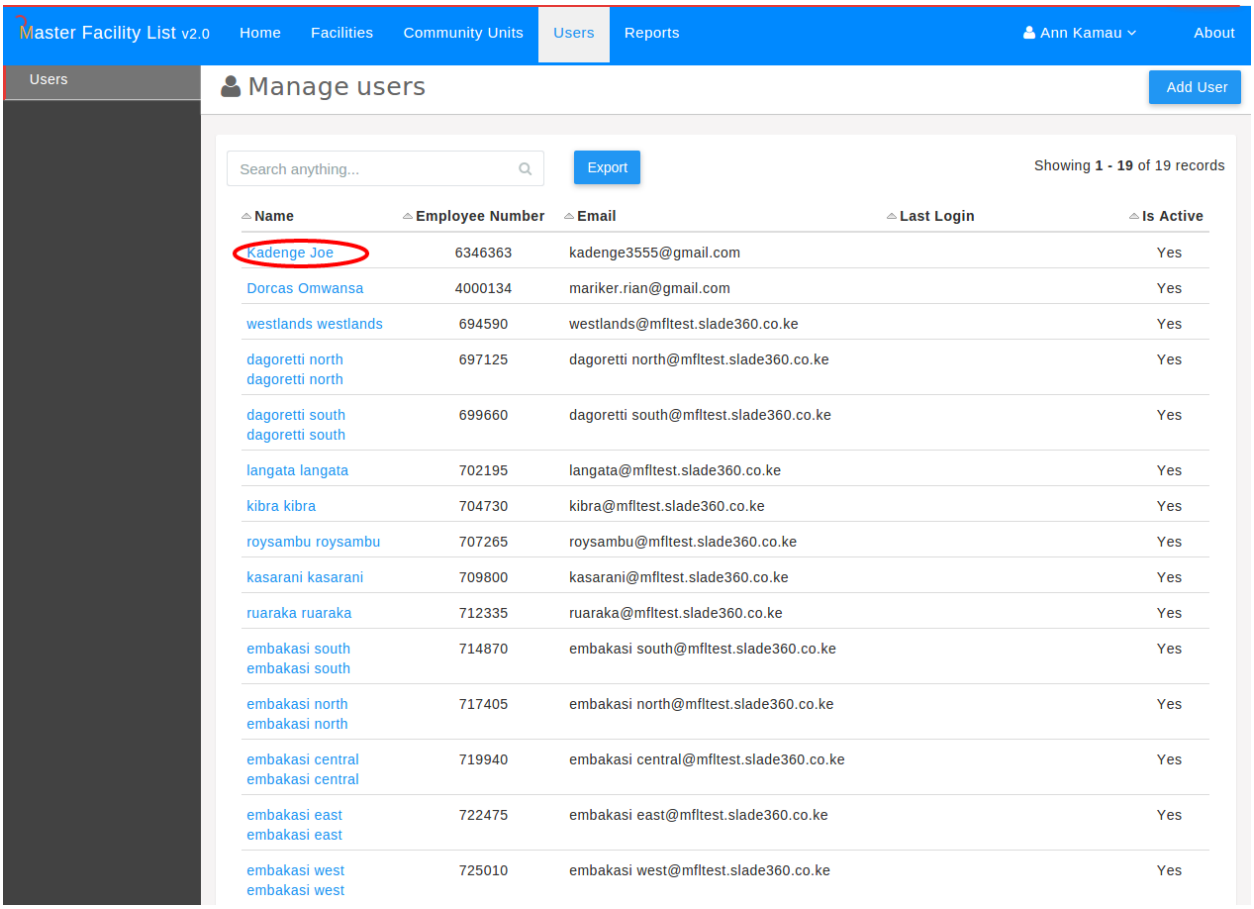
3.4.9 Updating and Deactivation of SCHRIOs Details

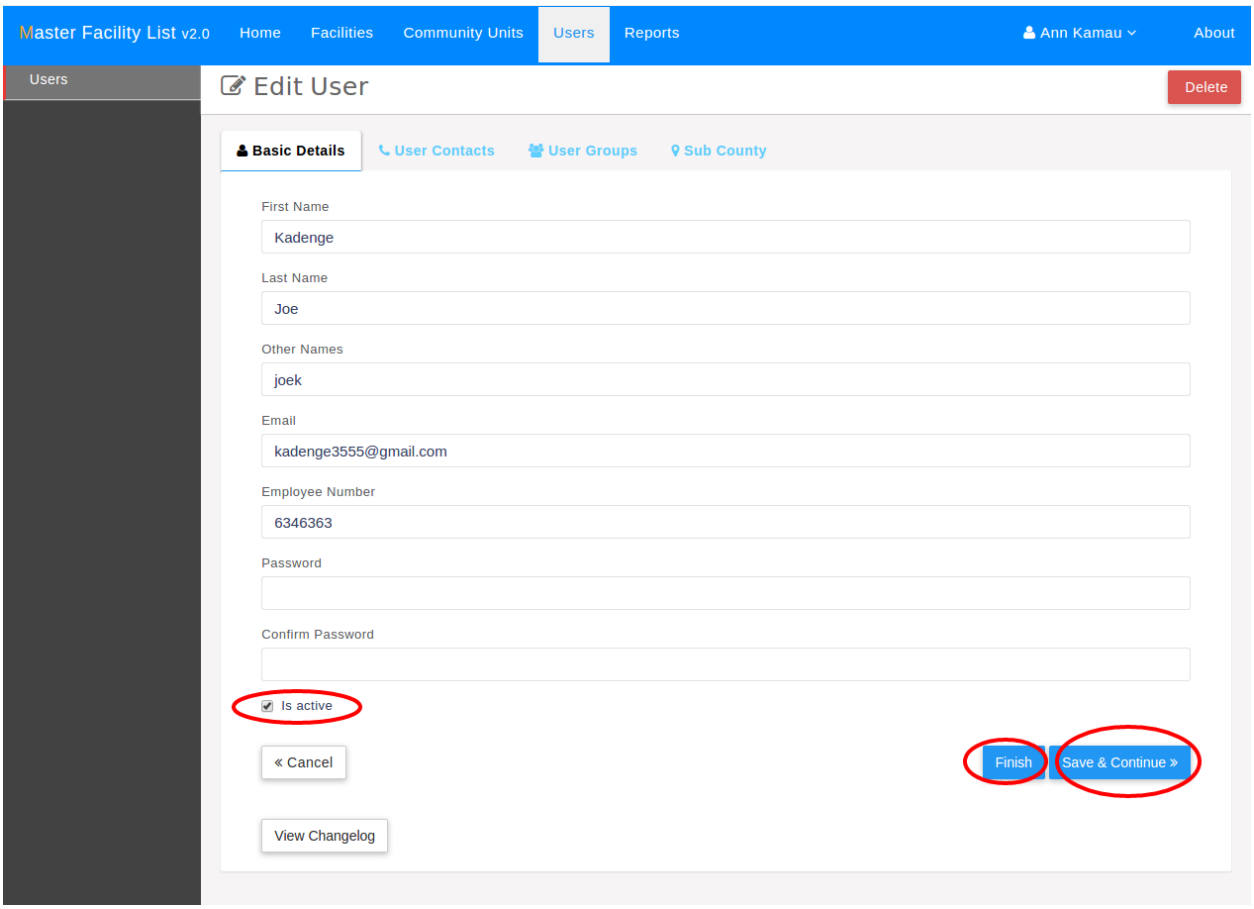
Updating a SCHRIO's details is similar to adding the SCHRIO.

Note: The CHRIO can be able to change the SCHRIO's password by filling in the password field in the update user form. If the CHRIO has no intention of changing the user's password, this field should be left blank.

Deactivating a user

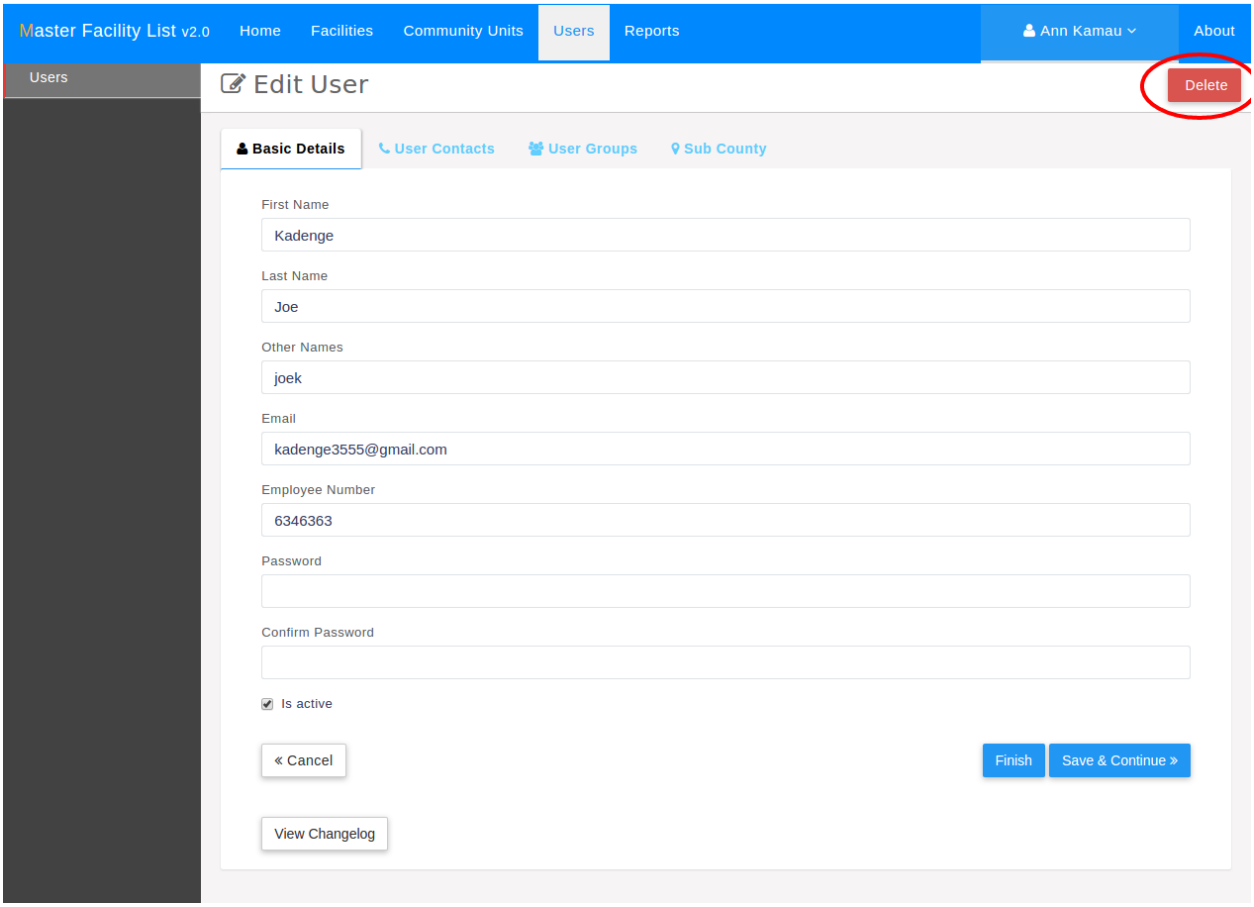
To deactivate the SCHRIO the CHRIO *unchecks* the `Is Active` button on the update user form.


Master Facility List v2.0
Home
Facilities
Community Units
Users
Reports
Ann Kamau
About
Users
Manage users
Add User
Search anything...
Export
Showing 1 - 19 of 19 records
Name
Employee Number
Email
Last Login
Is Active
Kadenge Joe 6346363 kadenge3555@gmail.com Yes
Dorcas Omwansa 4000134 mariker.rian@gmail.com Yes
westlands westlands 694590 westlands@mfltest.slade360.co.ke Yes
dagoretti north dagoretti north 697125 dagoretti north@mfltest.slade360.co.ke Yes
dagoretti south dagoretti south 699660 dagoretti south@mfltest.slade360.co.ke Yes
langata langata 702195 langata@mfltest.slade360.co.ke Yes
kibra kibra 704730 kibra@mfltest.slade360.co.ke Yes
roysambu roysambu 707265 roysambu@mfltest.slade360.co.ke Yes
kasarani kasarani 709800 kasarani@mfltest.slade360.co.ke Yes
ruaraka ruaraka 712335 ruaraka@mfltest.slade360.co.ke Yes
embakasi south embakasi south 714870 embakasi south@mfltest.slade360.co.ke Yes
embakasi north embakasi north 717405 embakasi north@mfltest.slade360.co.ke Yes
embakasi central embakasi central 719940 embakasi central@mfltest.slade360.co.ke Yes
embakasi east embakasi east 722475 embakasi east@mfltest.slade360.co.ke Yes
embakasi west embakasi west 725010 embakasi west@mfltest.slade360.co.ke Yes


Master Facility List v2.0
Home
Facilities
Community Units
Users
Reports
Ann Kamau
About
Users
Edit User
Delete
Basic Details
User Contacts
User Groups
Sub County
First Name
Kadenge
Last Name
Joe
Other Names
joek
Email
kadenge3555@gmail.com
Employee Number
6346363
Password
Confirm Password
Is active
« Cancel
Finish
Save & Continue »
View Changelog

3.4.10 Deleting a user

To delete a user, the CHRIO starts by selecting the desired user from the users list. A screen with the details of the user appears. At the top of the screen the `Delete` button can be seen as the screen below shows.



When the CHRIO clicks on the `Delete` button, a screen pops up. If the CHRIO is sure that they want to delete the user, they click on the `Delete` button.

The user is deleted and no-longer appears in the users' list.

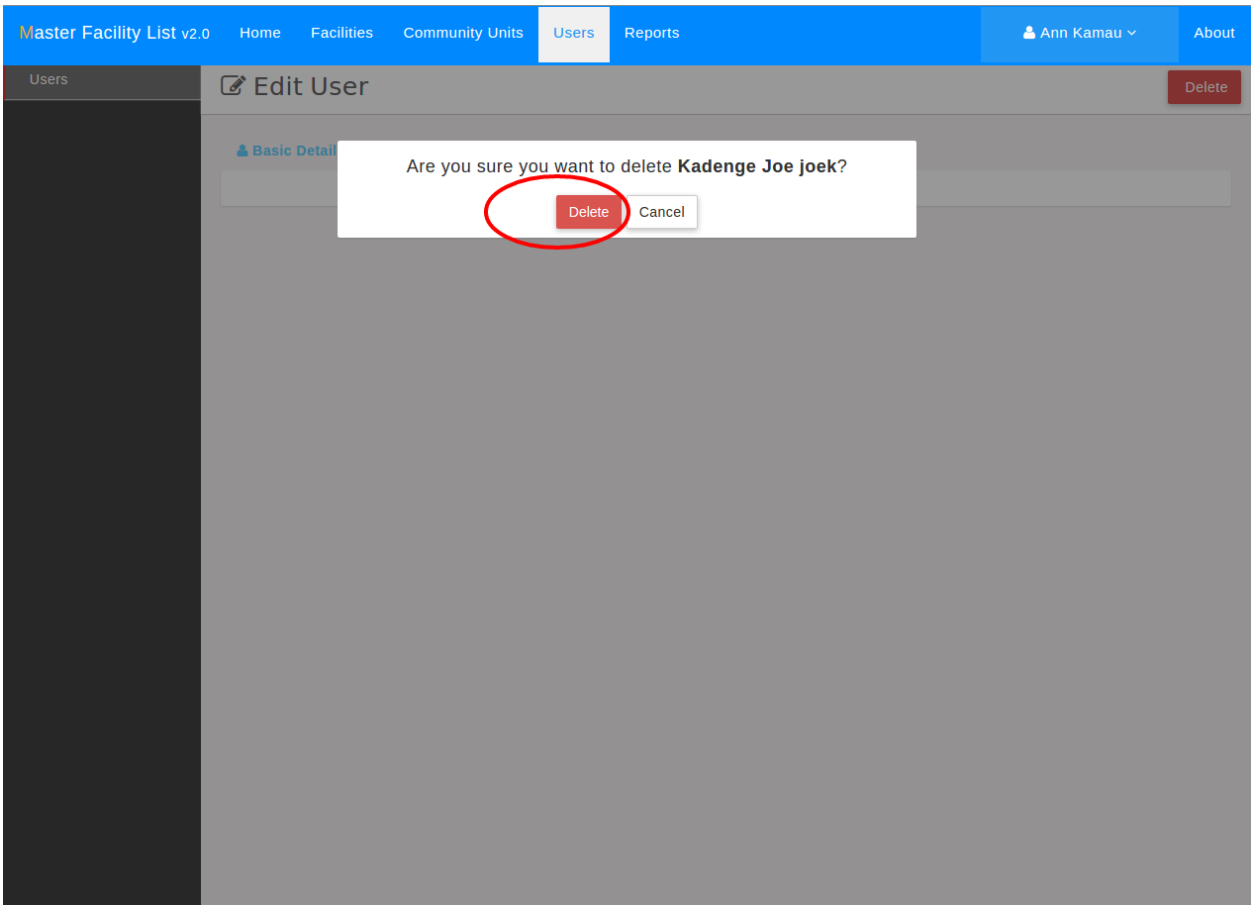
3.5 Community Health Units (CHUs) Management

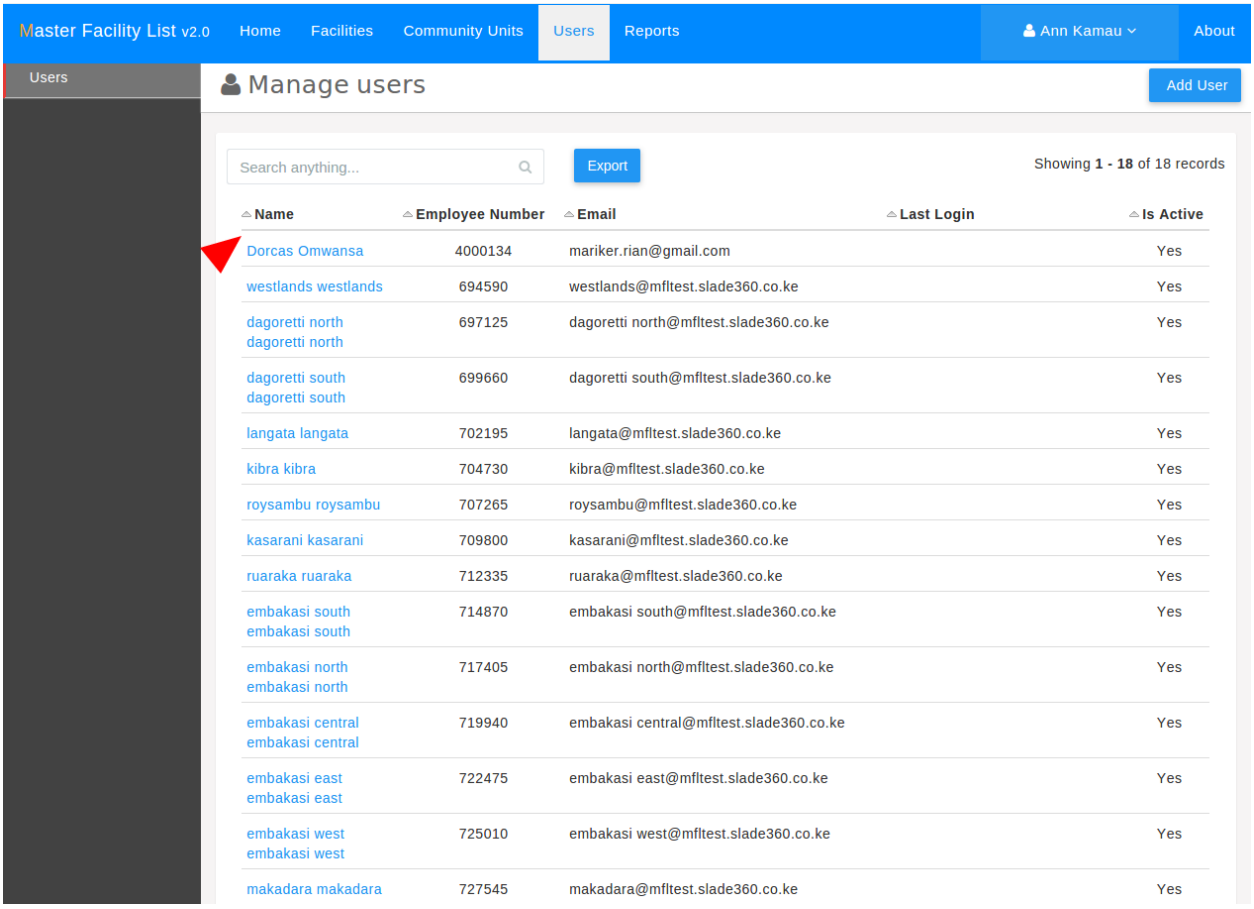
It is the duty of the Community Health Records Information Officer to approve community health units when they meet the required standards and reject them if they don't.

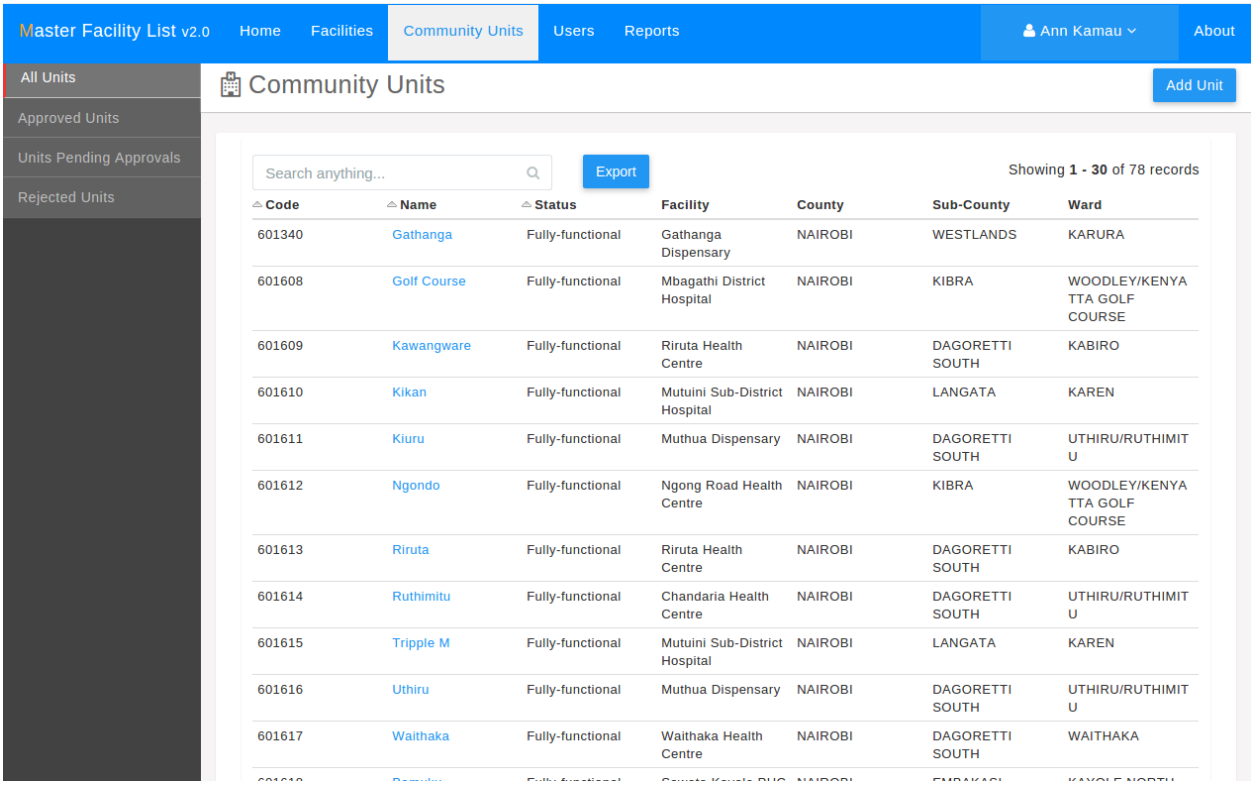
To list community health units, the CHRIO clicks on the `community units` tab on the main navigation bar as the screen below shows.

3.6 Approval/Rejection of Community Health Units

Newly created community health units have to be approved before they can be seen by the public.

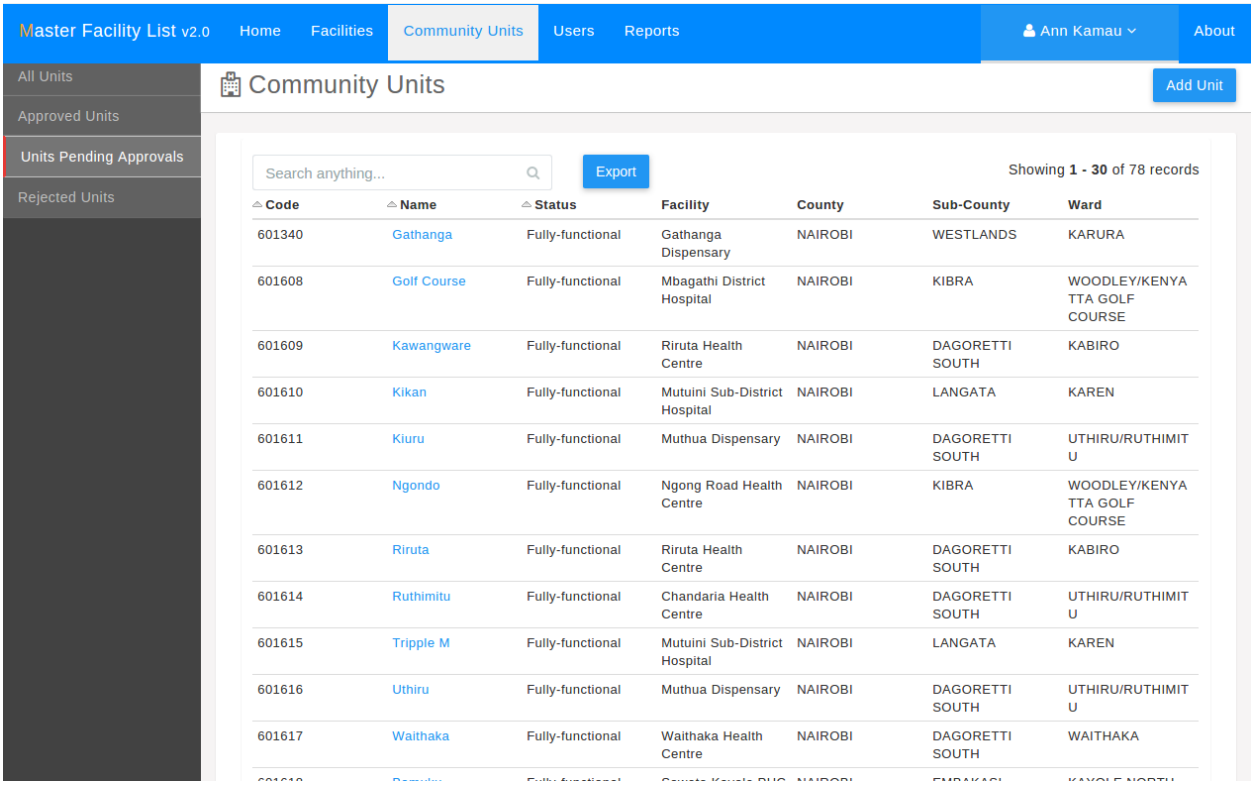

Master Facility List v2.0
Home
Facilities
Community Units
Users
Reports
Ann Kamau
About
Users
Edit User
Delete
Basic Detail
Are you sure you want to delete Kadenge Joe joek?
Delete
Cancel


Master Facility List v2.0
Home
Facilities
Community Units
Users
Reports
Ann Kamau
About
Users
Manage users
Add User
Search anything...
Export
Showing 1 - 18 of 18 records
Name
Employee Number
Email
Last Login
Is Active
Dorcas Omwansa 4000134 mariker.rian@gmail.com Yes
westlands westlands 694590 westlands@mfltest.slade360.co.ke Yes
dagoretti north dagoretti north 697125 dagoretti north@mfltest.slade360.co.ke Yes
dagoretti south dagoretti south 699660 dagoretti south@mfltest.slade360.co.ke Yes
langata langata 702195 langata@mfltest.slade360.co.ke Yes
kibra kibra 704730 kibra@mfltest.slade360.co.ke Yes
roysambu roysambu 707265 roysambu@mfltest.slade360.co.ke Yes
kasarani kasarani 709800 kasarani@mfltest.slade360.co.ke Yes
ruaraka ruaraka 712335 ruaraka@mfltest.slade360.co.ke Yes
embakasi south embakasi south 714870 embakasi south@mfltest.slade360.co.ke Yes
embakasi north embakasi north 717405 embakasi north@mfltest.slade360.co.ke Yes
embakasi central embakasi central 719940 embakasi central@mfltest.slade360.co.ke Yes
embakasi east embakasi east 722475 embakasi east@mfltest.slade360.co.ke Yes
embakasi west embakasi west 725010 embakasi west@mfltest.slade360.co.ke Yes
makadara makadara 727545 makadara@mfltest.slade360.co.ke Yes


Master Facility List v2.0
Home
Facilities
Community Units
Users
Reports
Ann Kamau
About
All Units
Approved Units
Units Pending Approvals
Rejected Units
Community Units
Add Unit
Search anything...
Export
Showing 1 - 30 of 78 records
Code
Name
Status
Facility
County
Sub-County
Ward
601340 Gathanga Fully-functional Gathanga Dispensary NAIROBI WESTLANDS KARURA
601608 Golf Course Fully-functional Mbagathi District Hospital NAIROBI KIBRA WOODLEY/KENYATTA GOLF COURSE
601609 Kawangware Fully-functional Riruta Health Centre NAIROBI DAGORETTI SOUTH KABIRO
601610 Kikan Fully-functional Mutuini Sub-District Hospital NAIROBI LANGATA KAREN
601611 Kiuru Fully-functional Muthua Dispensary NAIROBI DAGORETTI SOUTH UTHIRU/RUTHIMITU
601612 Ngondo Fully-functional Ngong Road Health Centre NAIROBI KIBRA WOODLEY/KENYATTA GOLF COURSE
601613 Riruta Fully-functional Riruta Health Centre NAIROBI DAGORETTI SOUTH KABIRO
601614 Ruthimitu Fully-functional Chandaria Health Centre NAIROBI DAGORETTI SOUTH UTHIRU/RUTHIMITU
601615 Tripple M Fully-functional Mutuini Sub-District Hospital NAIROBI LANGATA KAREN
601616 Uthiru Fully-functional Muthua Dispensary NAIROBI DAGORETTI SOUTH UTHIRU/RUTHIMITU
601617 Waithaka Fully-functional Waithaka Health Centre NAIROBI DAGORETTI SOUTH WAITHAKA

3.6.1 Viewing Units Pending Approval

To see the community health units that are pending approval the CHRIO clicks on the `Units Pending Approval` tab from the side bar.



To approve a community health unit, the CHRIO selects the desired CHU from the list of CHUs pending approval.

A screen with details of the selected CHU comes up.The CHRIO should click on the `Approve/Reject` button on top of the screen as the image below illustrates.

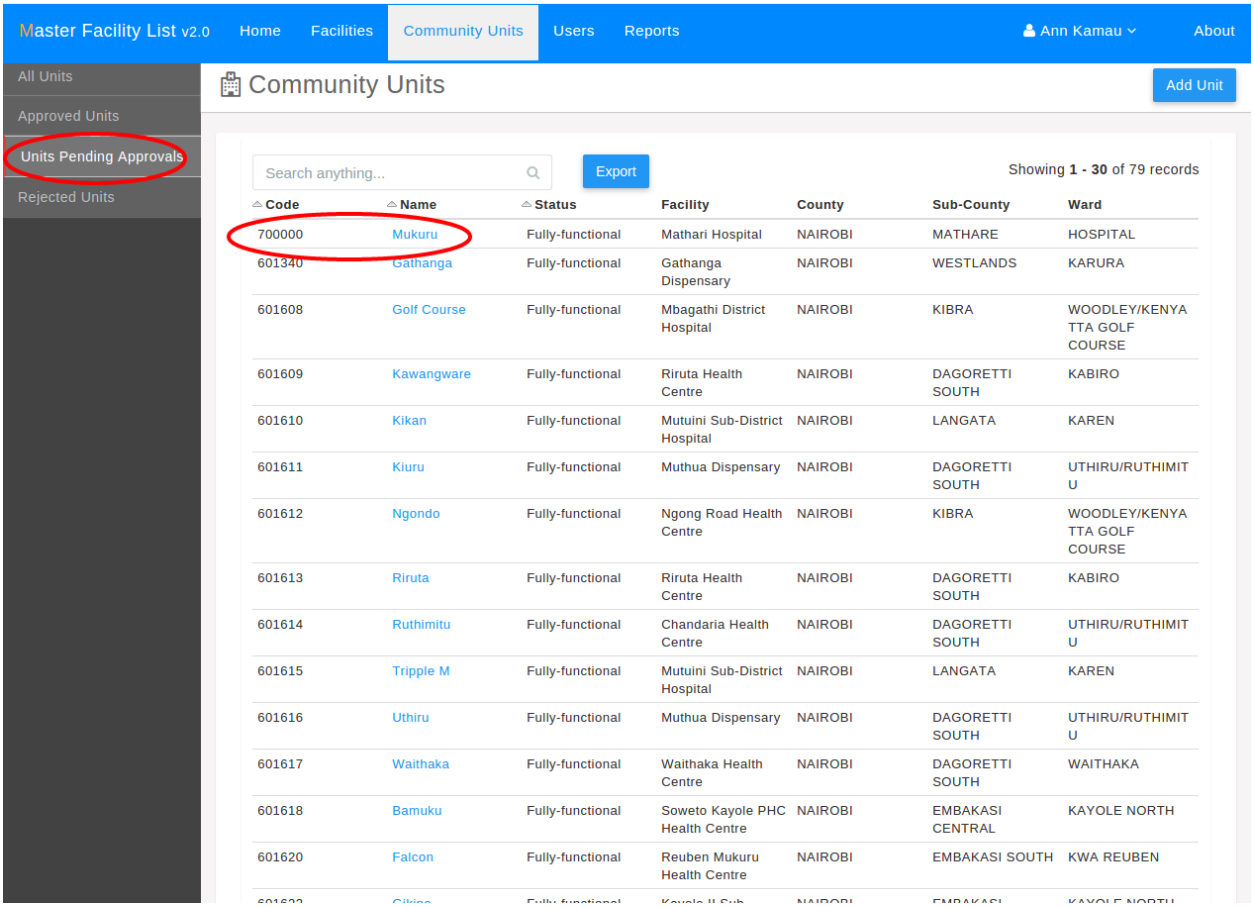
In the screen that follows, the CHRIO fills in the reason for approving or rejecting and clicks on the `Approve Community Unit` if approving the CHU or the `Reject Community Unit` button if rejecting the CHU.

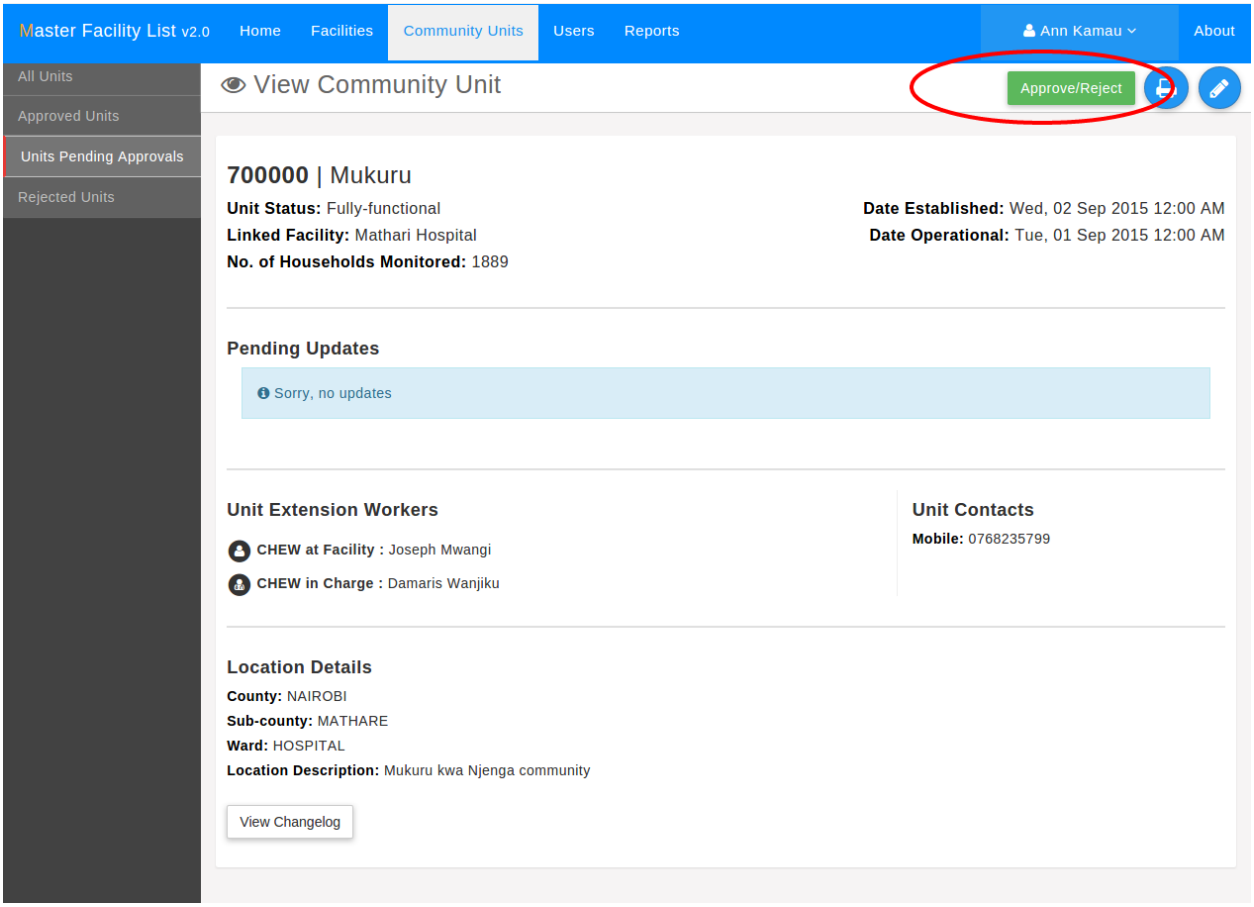
3.6.2 Viewing Approved Community Health Units

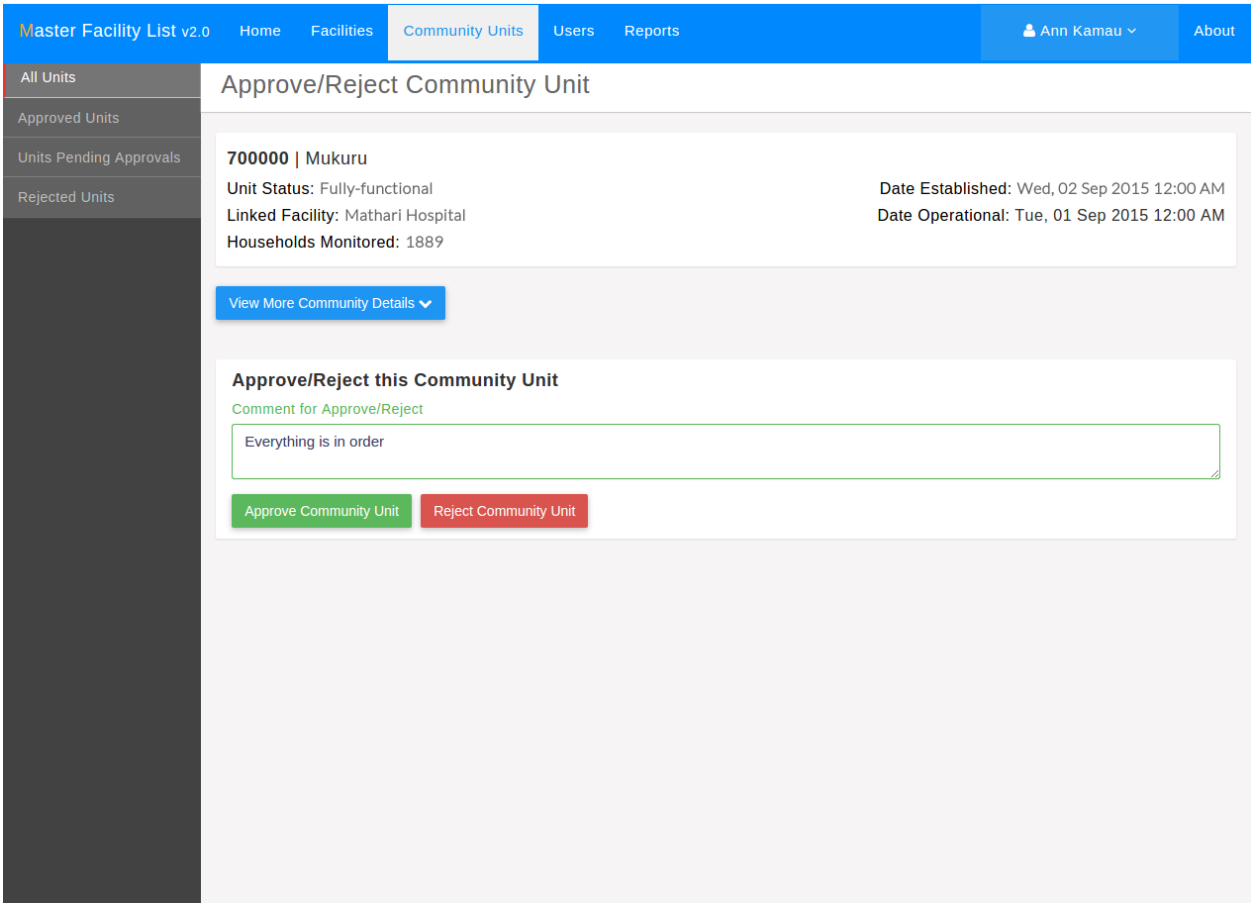
Community Health Units that have been approved can be seen through clicking the `Approved Units` link in the side bar as the screen below shows.

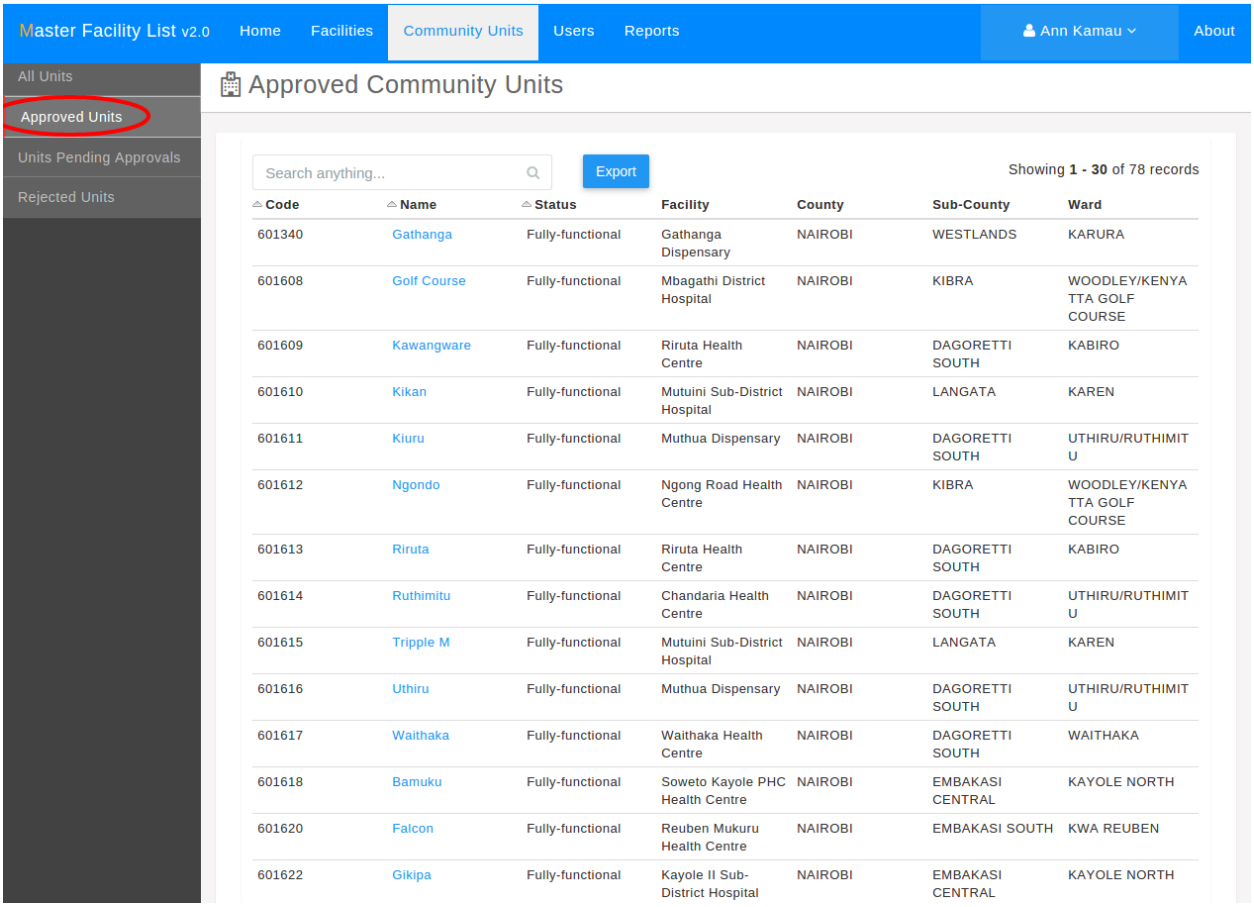
3.7 Viewing Rejected Community Health Units

Rejected CHUs can be viewed by clicking on the `Rejected Units` tab from the side bar.


Master Facility List v2.0
Home
Facilities
Community Units
Users
Reports
Ann Kamau
About
All Units
Approved Units
Units Pending Approvals
Rejected Units
Community Units
Add Unit
Search anything...
Export
Showing 1 - 30 of 79 records
Code
Name
Status
Facility
County
Sub-County
Ward
700000 Mukuru Fully-functional Mathari Hospital NAIROBI MATHARE HOSPITAL
601340 Gathanga Fully-functional Gathanga Dispensary NAIROBI WESTLANDS KARURA
601608 Golf Course Fully-functional Mbagathi District Hospital NAIROBI KIBRA WOODLEY/KENYATTA GOLF COURSE
601609 Kawangware Fully-functional Riruta Health Centre NAIROBI DAGORETTI SOUTH KABIRO
601610 Kikan Fully-functional Mutuini Sub-District Hospital NAIROBI LANGATA KAREN
601611 Kiuru Fully-functional Muthua Dispensary NAIROBI DAGORETTI SOUTH UTHIRU/RUTHIMITU
601612 Ngondo Fully-functional Ngong Road Health Centre NAIROBI KIBRA WOODLEY/KENYATTA GOLF COURSE
601613 Riruta Fully-functional Riruta Health Centre NAIROBI DAGORETTI SOUTH KABIRO
601614 Ruthimitu Fully-functional Chandaria Health Centre NAIROBI DAGORETTI SOUTH UTHIRU/RUTHIMITU
601615 Tripple M Fully-functional Mutuini Sub-District Hospital NAIROBI LANGATA KAREN
601616 Uthiru Fully-functional Muthua Dispensary NAIROBI DAGORETTI SOUTH UTHIRU/RUTHIMITU
601617 Waithaka Fully-functional Waithaka Health Centre NAIROBI DAGORETTI SOUTH WAITHAKA
601618 Bamuku Fully-functional Soweto Kayole PHC Health Centre NAIROBI EMBAKASI CENTRAL KAYOLE NORTH
601620 Falcon Fully-functional Reuben Mukuru Health Centre NAIROBI EMBAKASI SOUTH KWA REUBEN


Master Facility List v2.0
Home
Facilities
Community Units
Users
Reports
Ann Kamau
About
All Units
Approved Units
Units Pending Approvals
Rejected Units
View Community Unit
Approve/Reject
700000 | Mukuru
Unit Status: Fully-functional
Linked Facility: Mathari Hospital
No. of Households Monitored: 1889
Date Established: Wed, 02 Sep 2015 12:00 AM
Date Operational: Tue, 01 Sep 2015 12:00 AM
Pending Updates
Sorry, no updates
Unit Extension Workers
CHEW at Facility : Joseph Mwangi
CHEW in Charge : Damaris Wanjiku
Unit Contacts
Mobile: 0768235799
Location Details
County: NAIROBI
Sub-county: MATHARE
Ward: HOSPITAL
Location Description: Mukuru kwa Njenga community
View Changelog


Master Facility List v2.0
Home
Facilities
Community Units
Users
Reports
Ann Kamau
About
All Units
Approved Units
Units Pending Approvals
Rejected Units
Approve/Reject Community Unit
700000 | Mukuru
Unit Status: Fully-functional
Linked Facility: Mathari Hospital
Households Monitored: 1889
Date Established: Wed, 02 Sep 2015 12:00 AM
Date Operational: Tue, 01 Sep 2015 12:00 AM
View More Community Details
Approve/Reject this Community Unit
Comment for Approve/Reject
Everything is in order
Approve Community Unit
Reject Community Unit


Master Facility List v2.0
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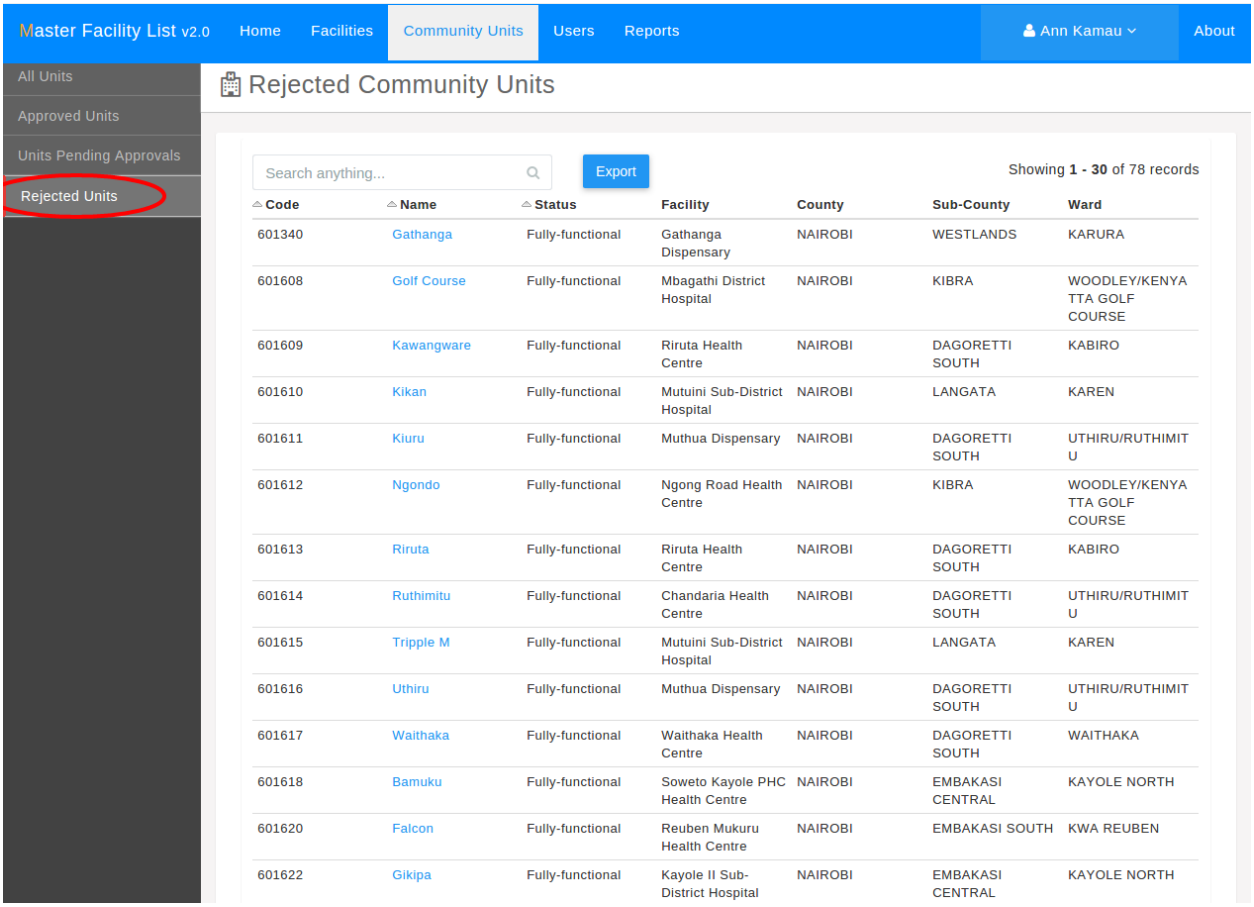
Ann Kamau
About
All Units
Approved Units
Units Pending Approvals
Rejected Units
Approved Community Units
Search anything...
Export
Showing 1 - 30 of 78 records
Code
Name
Status
Facility
County
Sub-County
Ward
601340 Gathanga Fully-functional Gathanga Dispensary NAIROBI WESTLANDS KARURA
601608 Golf Course Fully-functional Mbagathi District Hospital NAIROBI KIBRA WOODLEY/KENYATTA GOLF COURSE
601609 Kawangware Fully-functional Riruta Health Centre NAIROBI DAGORETTI SOUTH KABIRO
601610 Kikan Fully-functional Mutuini Sub-District Hospital NAIROBI LANGATA KAREN
601611 Kiuru Fully-functional Muthua Dispensary NAIROBI DAGORETTI SOUTH UTHIRU/RUTHIMITU
601612 Ngondo Fully-functional Ngong Road Health Centre NAIROBI KIBRA WOODLEY/KENYATTA GOLF COURSE
601613 Riruta Fully-functional Riruta Health Centre NAIROBI DAGORETTI SOUTH KABIRO
601614 Ruthimitu Fully-functional Chandaria Health Centre NAIROBI DAGORETTI SOUTH UTHIRU/RUTHIMITU
601615 Tripple M Fully-functional Mutuini Sub-District Hospital NAIROBI LANGATA KAREN
601616 Uthiru Fully-functional Muthua Dispensary NAIROBI DAGORETTI SOUTH UTHIRU/RUTHIMITU
601617 Waithaka Fully-functional Waithaka Health Centre NAIROBI DAGORETTI SOUTH WAITHAKA
601618 Bamuku Fully-functional Soweto Kayole PHC Health Centre NAIROBI EMBAKASI CENTRAL KAYOLE NORTH
601620 Falcon Fully-functional Reuben Mukuru Health Centre NAIROBI EMBAKASI SOUTH KWA REUBEN
601622 Gikipa Fully-functional Kayole II Sub-District Hospital NAIROBI EMBAKASI CENTRAL KAYOLE NORTH



Code	Name	Status	Facility	County	Sub-County	Ward
601340	Gathanga	Fully-functional	Gathanga Dispensary	NAIROBI	WESTLANDS	KARURA
601608	Golf Course	Fully-functional	Mbagathi District Hospital	NAIROBI	KIBRA	WOODLEY/KENYATTA GOLF COURSE
601609	Kawangware	Fully-functional	Riruta Health Centre	NAIROBI	DAGORETTI SOUTH	KABIRO
601610	Kikan	Fully-functional	Mutuini Sub-District Hospital	NAIROBI	LANGATA	KAREN
601611	Kiuru	Fully-functional	Muthua Dispensary	NAIROBI	DAGORETTI SOUTH	UTHIRU/RUTHIMITU
601612	Ngondo	Fully-functional	Ngong Road Health Centre	NAIROBI	KIBRA	WOODLEY/KENYATTA GOLF COURSE
601613	Riruta	Fully-functional	Riruta Health Centre	NAIROBI	DAGORETTI SOUTH	KABIRO
601614	Ruthimitu	Fully-functional	Chandaria Health Centre	NAIROBI	DAGORETTI SOUTH	UTHIRU/RUTHIMITU
601615	Tripple M	Fully-functional	Mutuini Sub-District Hospital	NAIROBI	LANGATA	KAREN
601616	Uthiru	Fully-functional	Muthua Dispensary	NAIROBI	DAGORETTI SOUTH	UTHIRU/RUTHIMITU
601617	Waithaka	Fully-functional	Waithaka Health Centre	NAIROBI	DAGORETTI SOUTH	WAITHAKA
601618	Bamuku	Fully-functional	Soweto Kayole PHC Health Centre	NAIROBI	EMBAKASI CENTRAL	KAYOLE NORTH
601620	Falcon	Fully-functional	Reuben Mukuru Health Centre	NAIROBI	EMBAKASI SOUTH	KWA REUBEN
601622	Gikipa	Fully-functional	Kayole II Sub-District Hospital	NAIROBI	EMBAKASI CENTRAL	KAYOLE NORTH

CHAPTER 4

The National Administrator Role

This is the officer who operates at the national level.

The main responsibility include:

1. User account management
2. User Roles management
3. Management of all matters regarding system setup

Note: In order to try out the functions contained in this section, it is assumed that one has read the Introduction section and has logged into the system.

4.1 County Management

To begin on system setup the National Administrator should click the `System Setup link` on the main navigation bar this opens up a screen with a

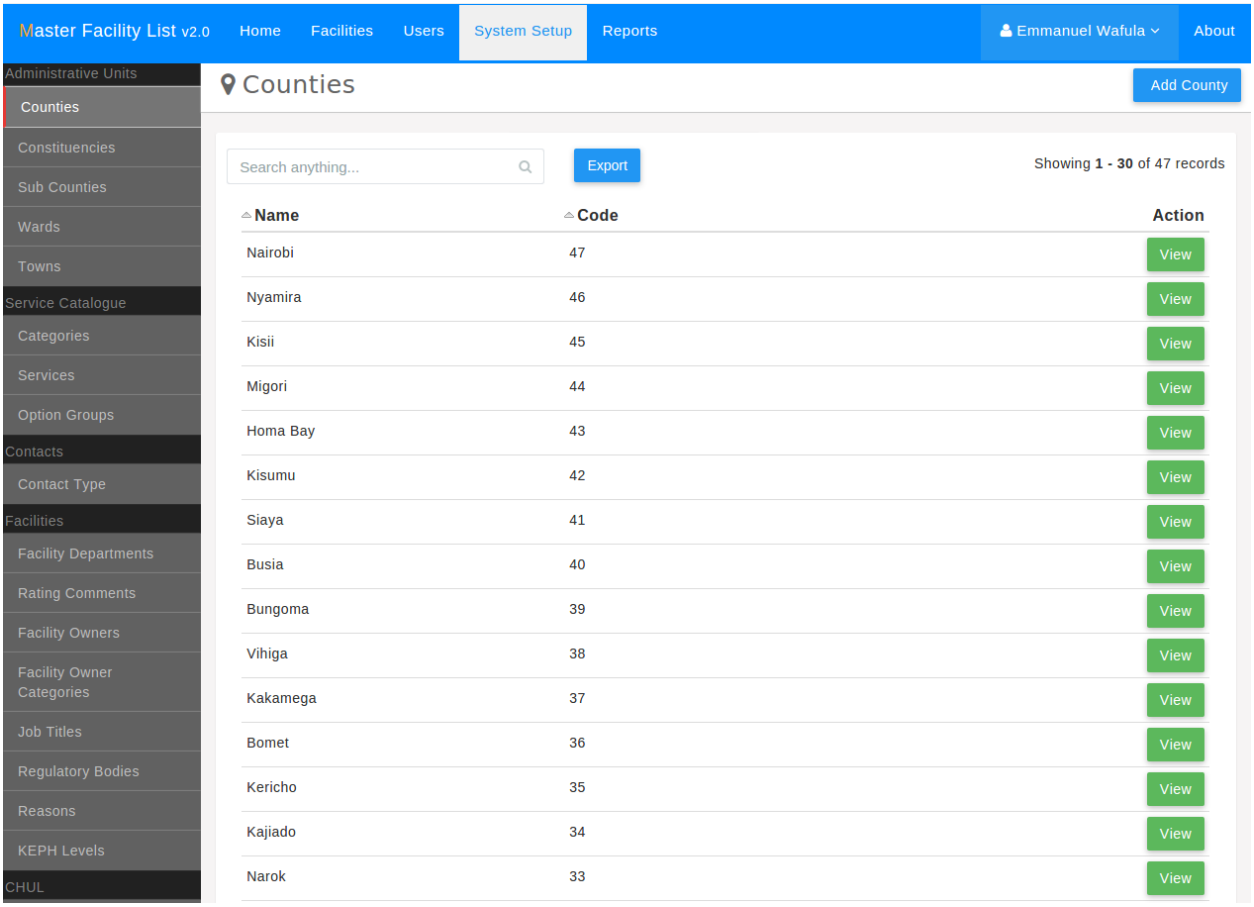
`Counties link` on the sidebar with a list of all the counties in Kenya. On the top right of the screen below a user can click the Add County button to add a new county or click view in the list to view a particular county and to edit details of the same.

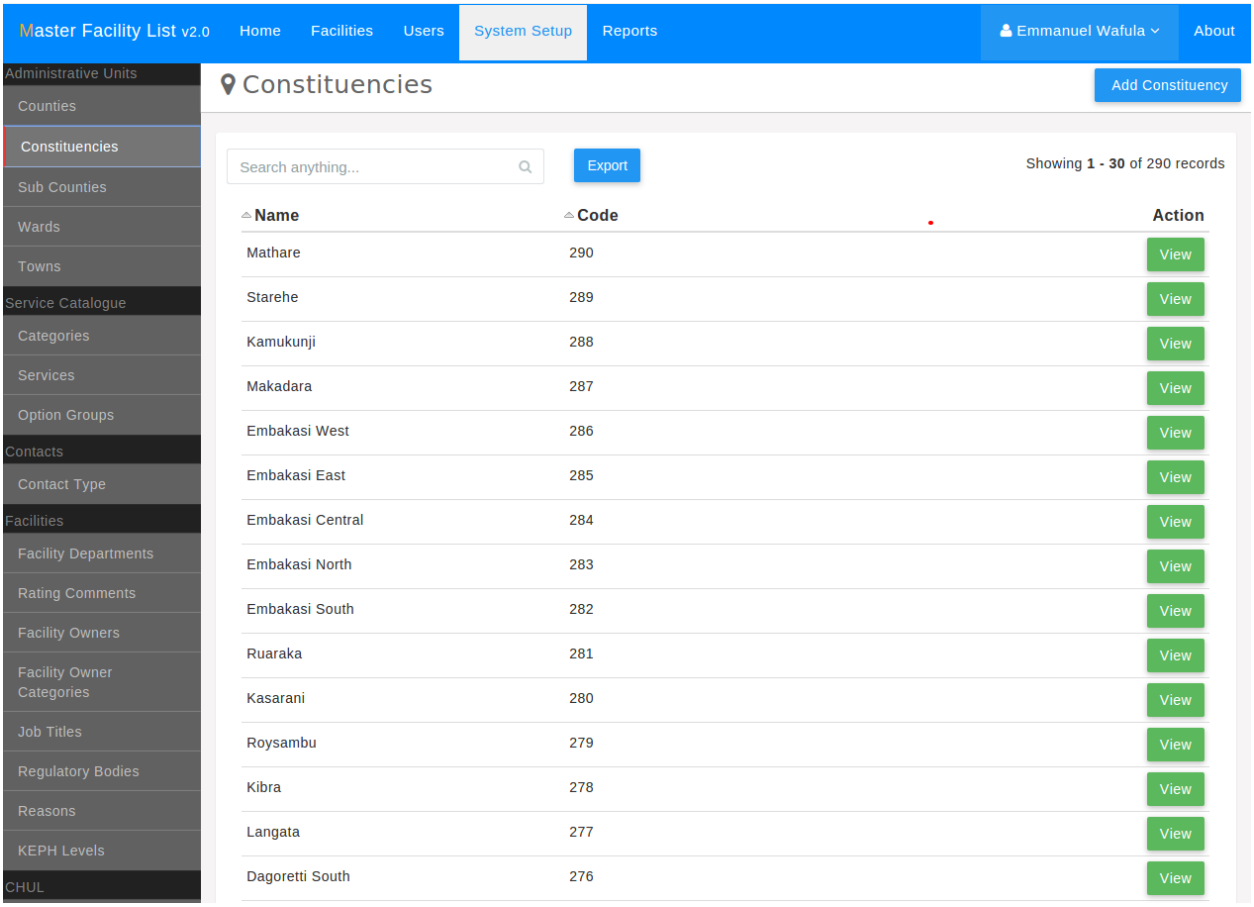
4.2 Constituency Management

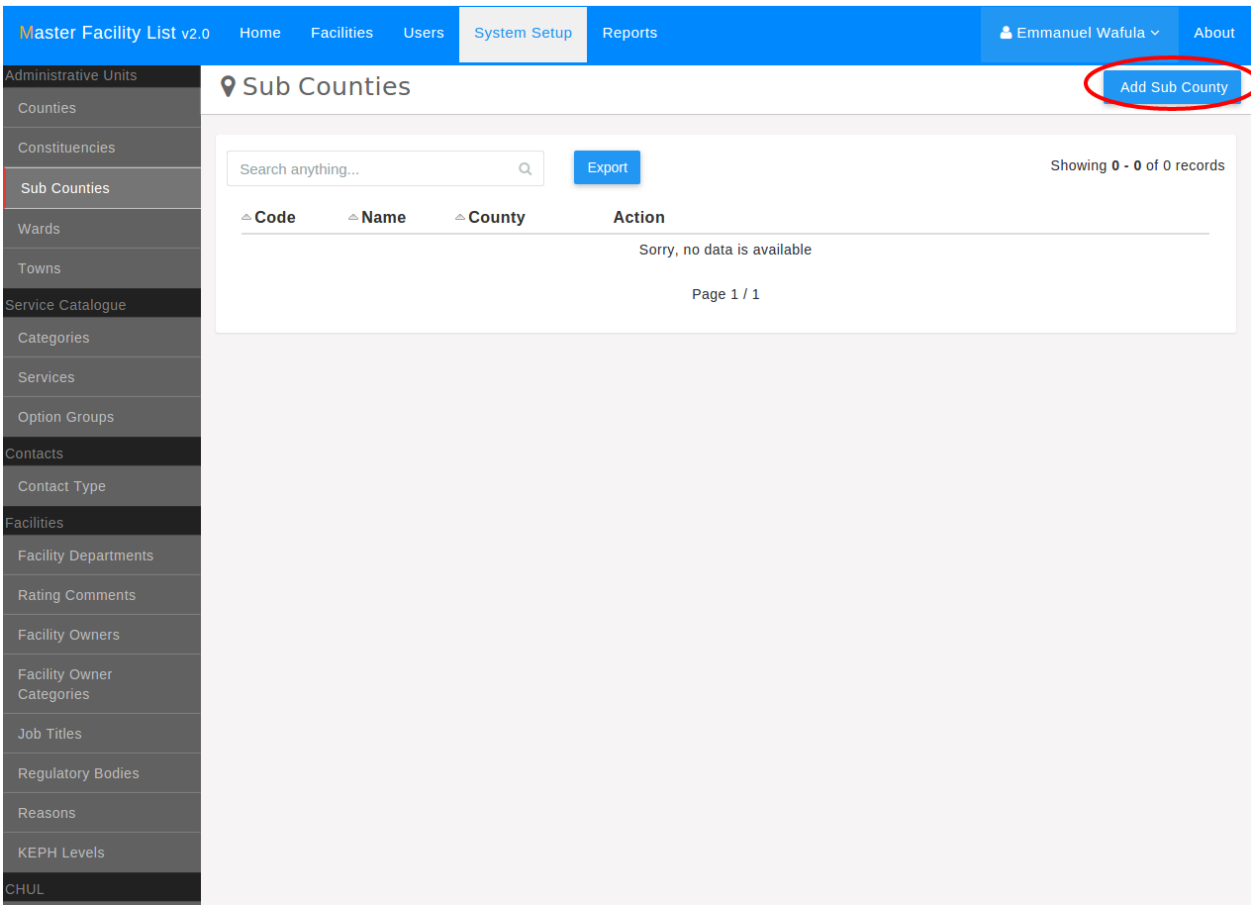
The next link on the sidebar is the `Constituencies link`. The National Administrator can carry out the same tasks as in County, using the `Add Constituency` button in the top right of the image below. To view and edit details of a constituency the user clicks the View button in the grid aligned to the particular constituency record of interest to the user.

4.3 Sub-County Management

To manage sub-counties, the National Administrator clicks `Sub-Counties link` on the sidebar that list all sub-counties with a view button. The user clicks the view button if they would like to view details of the single sub-county or edit details of the same. To the top right of the Sub-county list is the `Add Sub-county` button which user clicks to take them to the view where they input details of a new Sub-county and save these details.

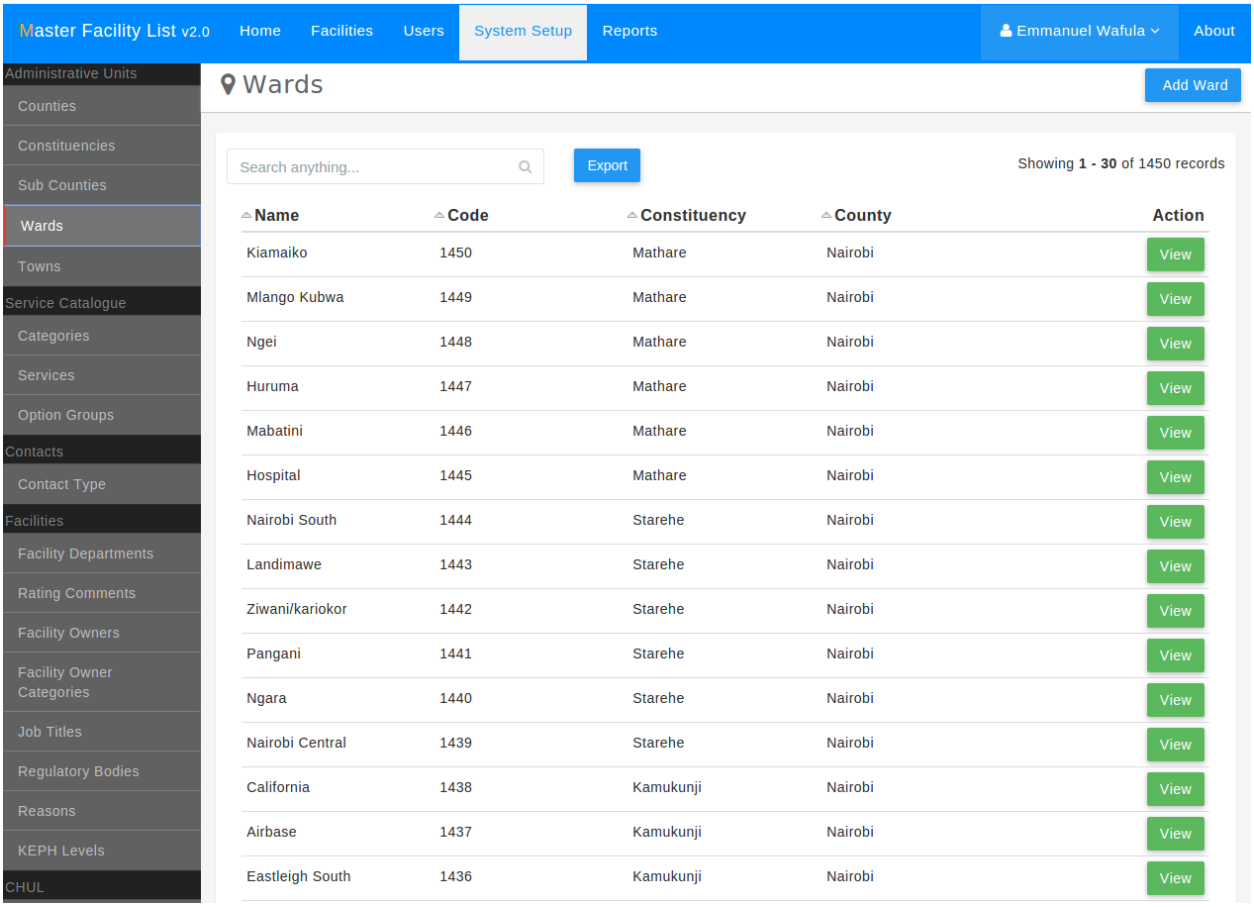

Master Facility List v2.0
Home
Facilities
Users
System Setup
Reports
Emmanuel Wafula
About
Administrative Units
Counties
Constituencies
Sub Counties
Wards
Towns
Service Catalogue
Categories
Services
Option Groups
Contacts
Contact Type
Facilities
Facility Departments
Rating Comments
Facility Owners
Facility Owner Categories
Job Titles
Regulatory Bodies
Reasons
KEPH Levels
CHUL
Counties
Add County
Search anything...
Export
Showing 1 - 30 of 47 records
Name
Code
Action
Nairobi 47 View
Nyamira 46 View
Kisii 45 View
Migori 44 View
Homa Bay 43 View
Kisumu 42 View
Siaya 41 View
Busia 40 View
Bungoma 39 View
Vihiga 38 View
Kakamega 37 View
Bomet 36 View
Kericho 35 View
Kajiado 34 View
Narok 33 View


Master Facility List v2.0
Home
Facilities
Users
System Setup
Reports
Emmanuel Wafula
About
Administrative Units
Counties
Constituencies
Sub Counties
Wards
Towns
Service Catalogue
Categories
Services
Option Groups
Contacts
Contact Type
Facilities
Facility Departments
Rating Comments
Facility Owners
Facility Owner Categories
Job Titles
Regulatory Bodies
Reasons
KEPH Levels
CHUL
Constituencies
Add Constituency
Search anything...
Export
Showing 1 - 30 of 290 records
Name
Code
Action
Mathare 290 View
Starehe 289 View
Kamukunji 288 View
Makadara 287 View
Embakasi West 286 View
Embakasi East 285 View
Embakasi Central 284 View
Embakasi North 283 View
Embakasi South 282 View
Ruaraka 281 View
Kasarani 280 View
Roysambu 279 View
Kibra 278 View
Langata 277 View
Dagoretti South 276 View


Master Facility List v2.0
Home
Facilities
Users
System Setup
Reports
Emmanuel Wafula
About
Administrative Units
Counties
Constituencies
Sub Counties
Wards
Towns
Service Catalogue
Categories
Services
Option Groups
Contacts
Contact Type
Facilities
Facility Departments
Rating Comments
Facility Owners
Facility Owner Categories
Job Titles
Regulatory Bodies
Reasons
KEPH Levels
CHUL
Sub Counties
Add Sub County
Search anything...
Export
Showing 0 - 0 of 0 records
Code
Name
County
Action
Sorry, no data is available
Page 1 / 1

4.4 Wards Management

For wards management the National Administrator clicks the `Wards link` on the sidebar pulling up a view like the previous admin units. The `Add Ward` button is to the top right for adding a new ward. The view button in the grid inline with a particular record is to enable a user view and edit details of a particular ward.



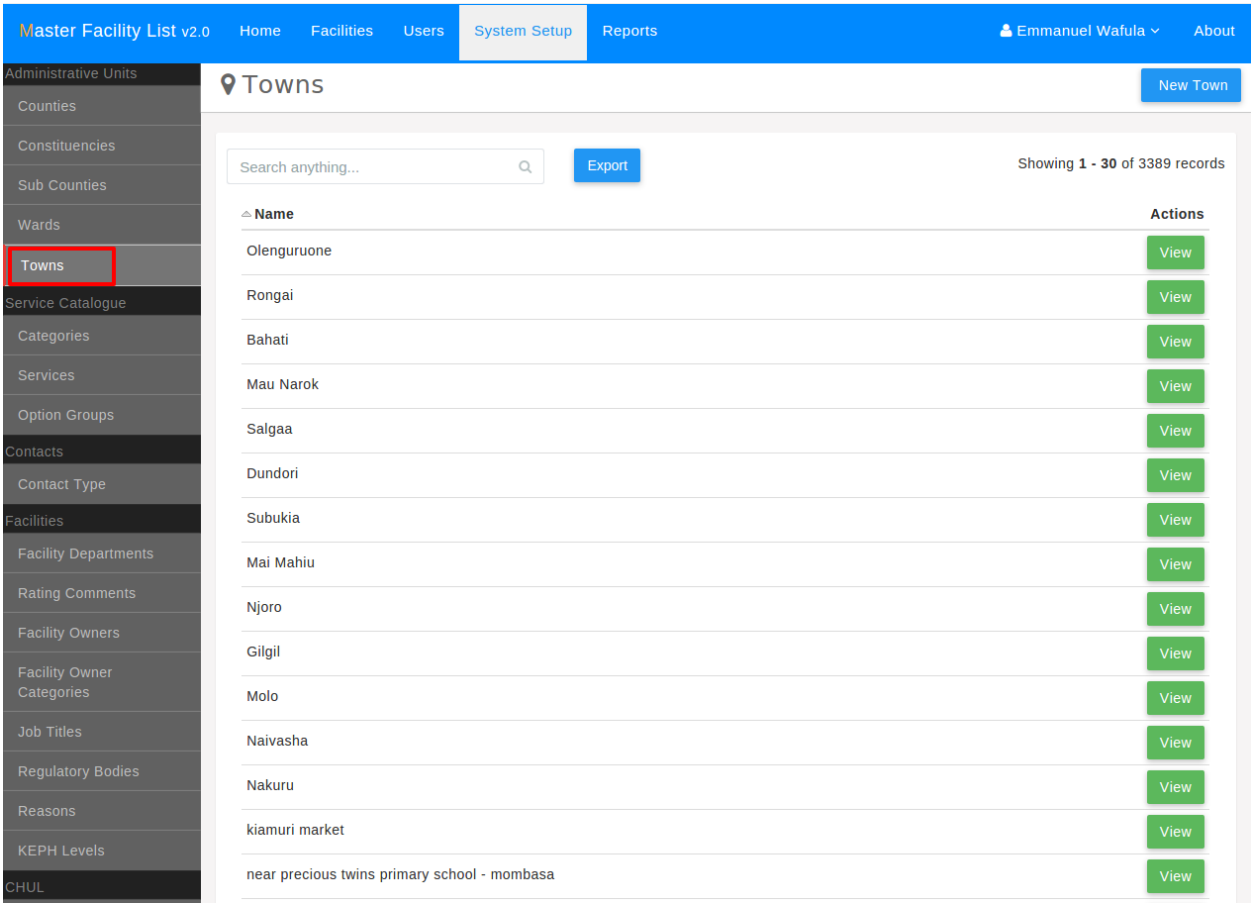
4.5 Towns Management

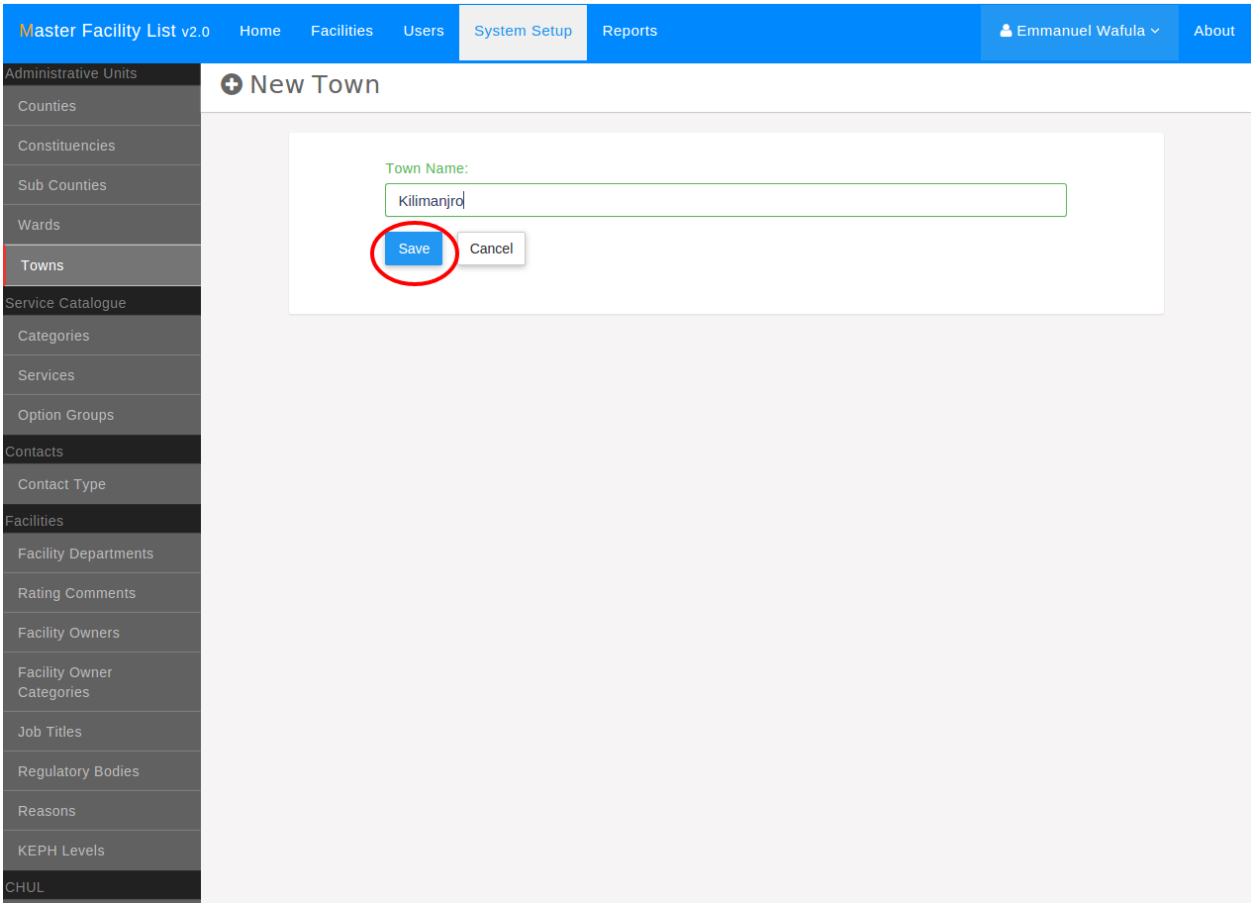
To carry out towns management, the National Administrator clicks the `Town link` on the sidebar. This lists all towns in a grid. To the top right is the `New Town` button enabling a user add a new town. In the towns grid there is an inlined View button in each record to enable a user view and make edits to records of a particular town.

Below is the next view after a user clicks the `New Town` button, which is a form requiring the user to input the name of the new town after which they click the Save button in order to save the town as shown below.

4.6 Service Catalog Management

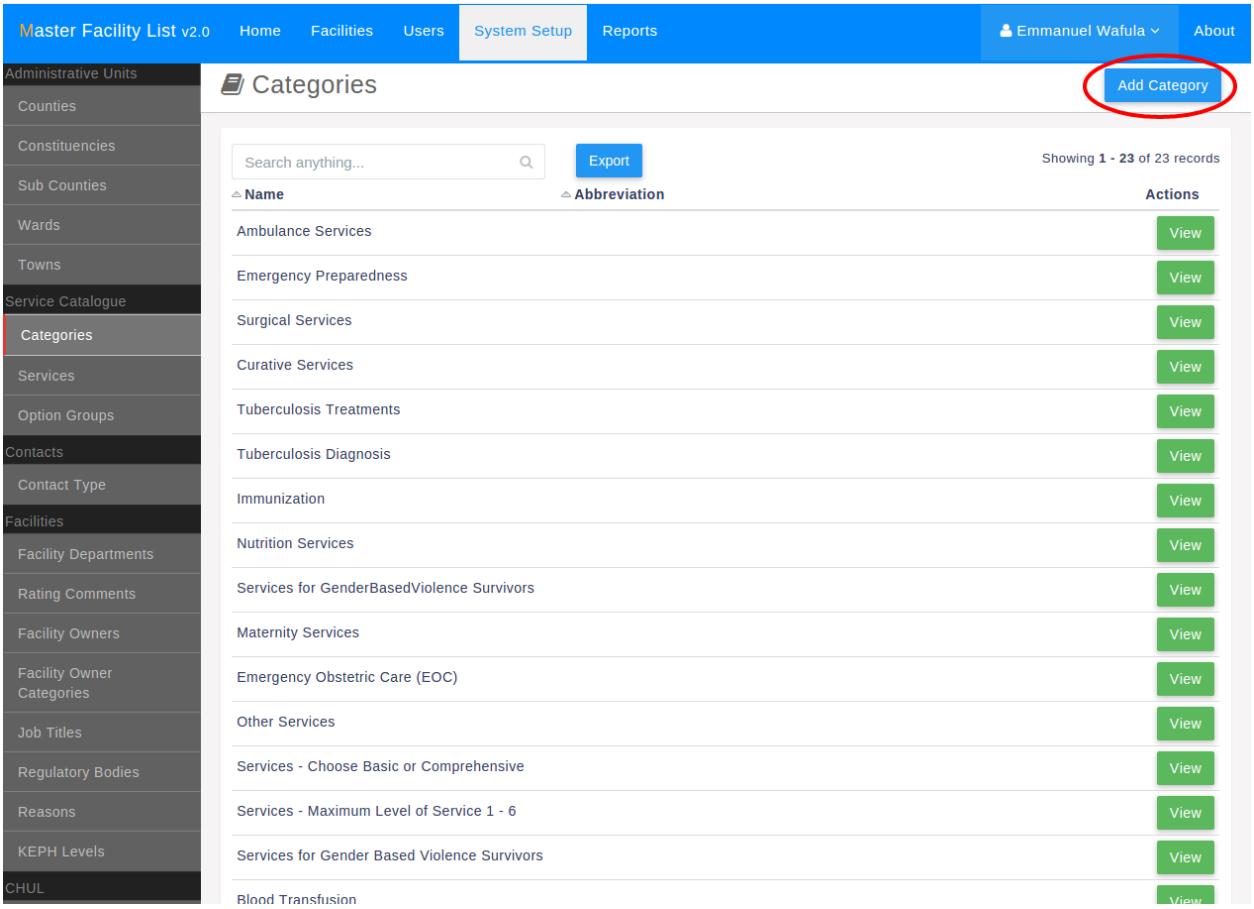
Another task of the National Administrator includes management of the service catalogue. The service catalogue constitutes: service categories, health services and service options. The link to manage these three items the National Administrator clicks the `System Setup link` on the navigation bar and goes to the next sidebar sub-menu which is Service Catalogue after administrative unit sub-menu.


Master Facility List v2.0
Home
Facilities
Users
System Setup
Reports
Emmanuel Wafula
About
Administrative Units
Counties
Constituencies
Sub Counties
Wards
Towns
Service Catalogue
Categories
Services
Option Groups
Contacts
Contact Type
Facilities
Facility Departments
Rating Comments
Facility Owners
Facility Owner Categories
Job Titles
Regulatory Bodies
Reasons
KEPH Levels
CHUL
Towns
New Town
Search anything...
Export
Showing 1 - 30 of 3389 records
Name
Actions
Olenguruone
Rongai
Bahati
Mau Narok
Salgaa
Dundori
Subukia
Mai Mahiu
Njoro
Gilgil
Molo
Naivasha
Nakuru
kiamuri market
near precious twins primary school - mombasa
View


Master Facility List v2.0
Home
Facilities
Users
System Setup
Reports
Emmanuel Wafula
About
Administrative Units
Counties
Constituencies
Sub Counties
Wards
Towns
Service Catalogue
Categories
Services
Option Groups
Contacts
Contact Type
Facilities
Facility Departments
Rating Comments
Facility Owners
Facility Owner Categories
Job Titles
Regulatory Bodies
Reasons
KEPH Levels
CHUL
New Town
Town Name:
Kilimanjro
Save
Cancel

4.6.1 Service Categories

The first item on the Service Catalogue sub-menu is `Categories link` which is where service categories are managed. When the link is clicked it lists the service categories' names, codes e.t.c. To view and edit details of one of the service categories the National Administrator clicks the View button inlined with the relevant record. To add a new category, the Natinal Administrator clicks the Add Category button on the top right of the screen.

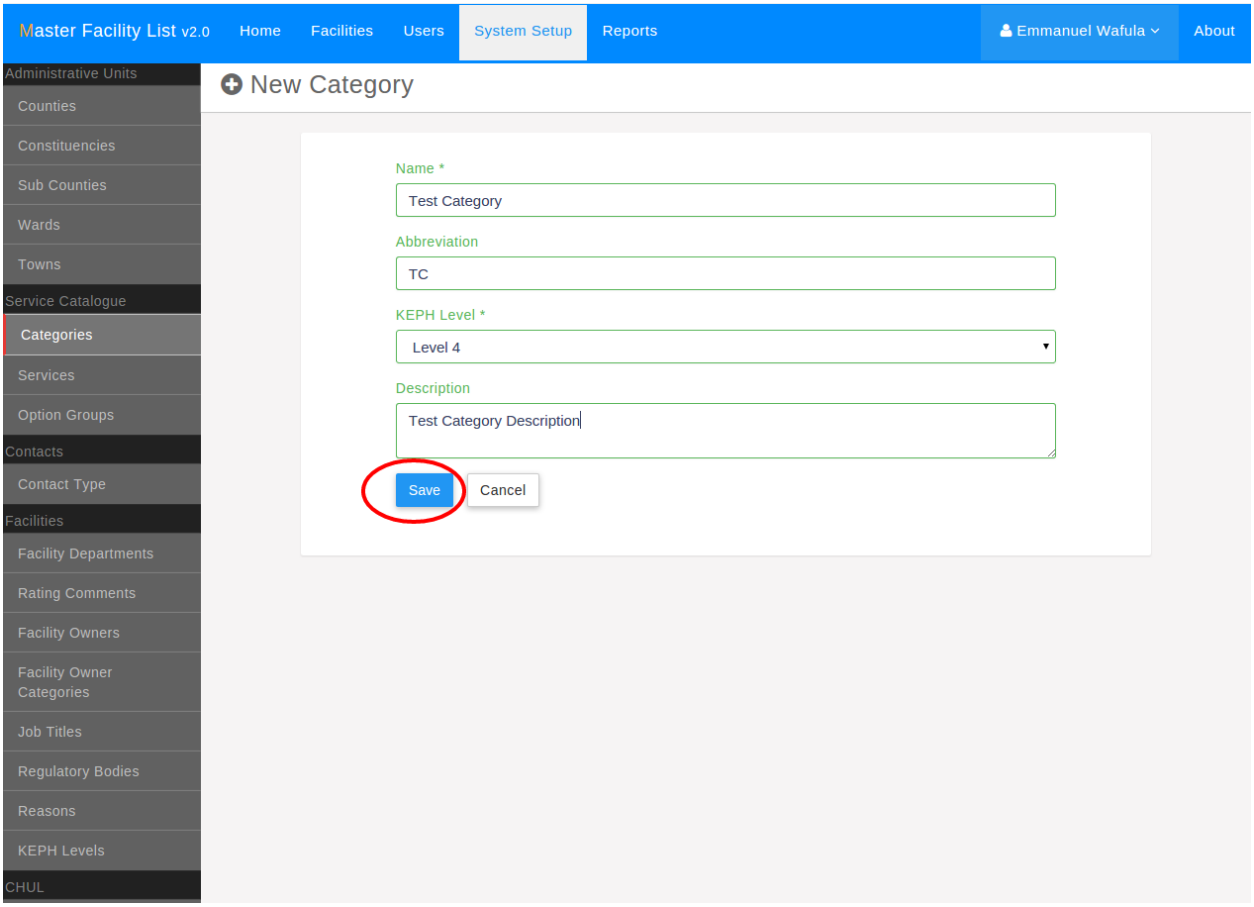


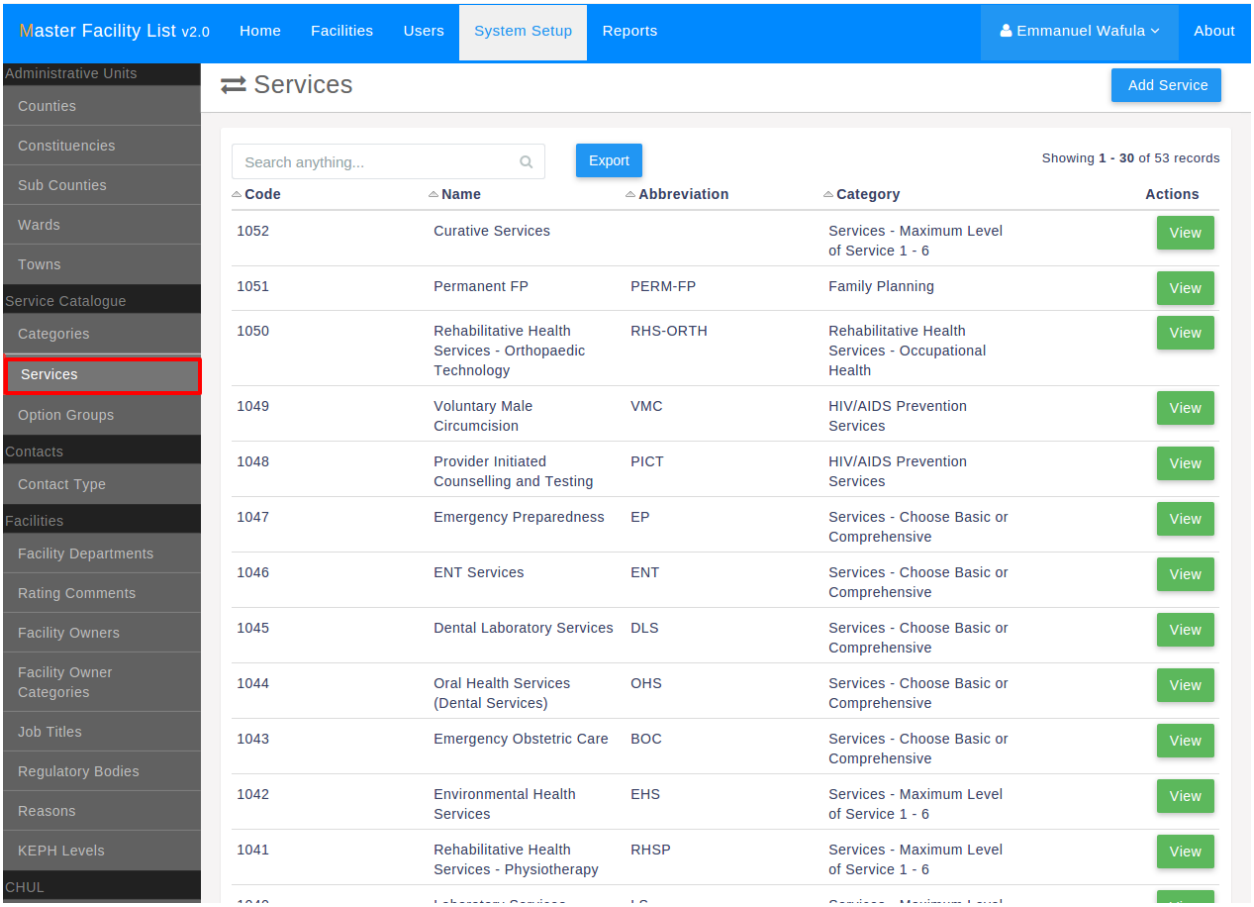
On clicking the `Add Category link` the view below is brought up, for user to enter the details of the new service category including: category name, abbreviation, KEPH level and a brief description of the same. The National Administration then clicks the `Save` button below the form to save details of the new service category.

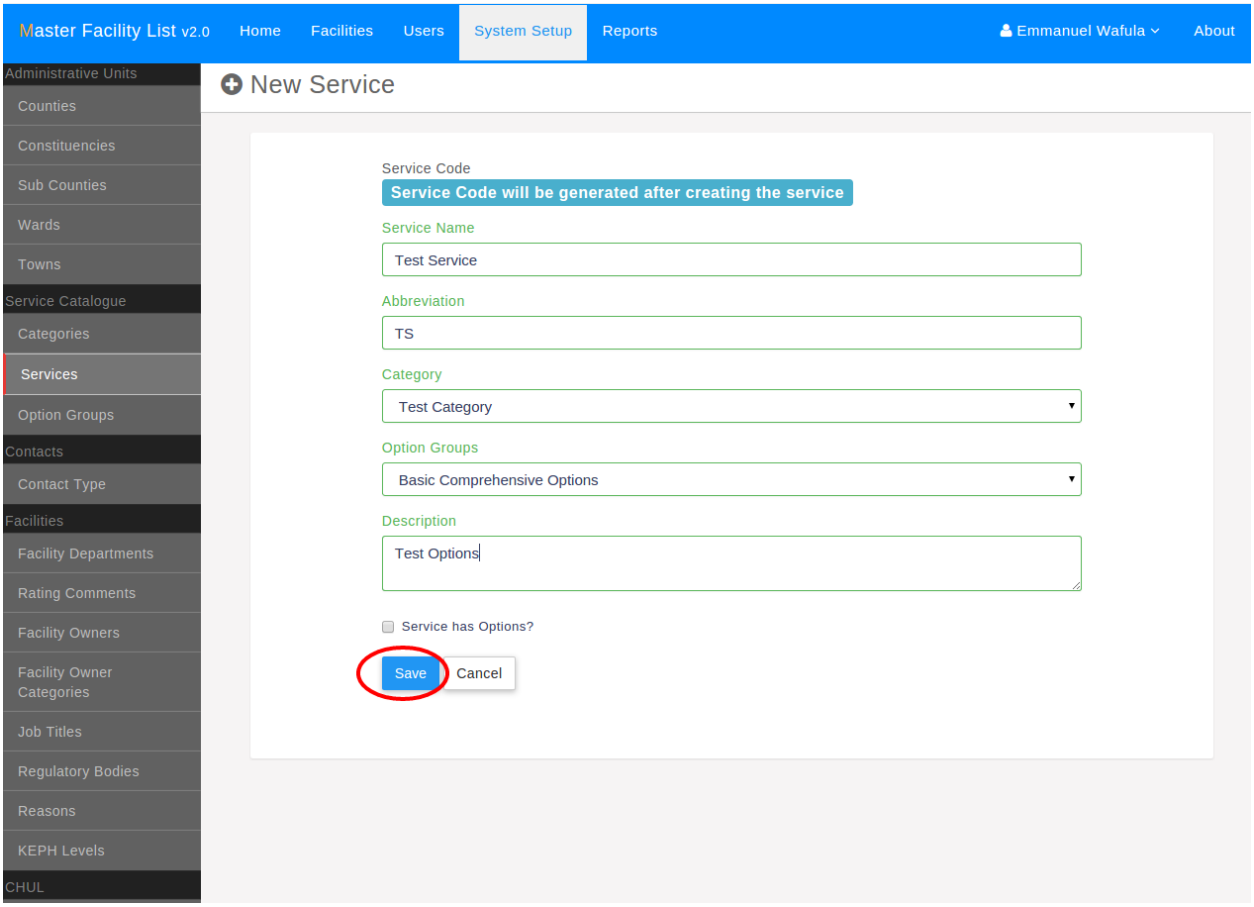
4.6.2 Services

The next item on the service catalogue sub-menu is the `Services link`. The National Administrator clicks this link that brings up grid listing services with view button to view and edit details of a particular service. To the top right of services listing view is the `Add Service` button. The National Administrator clicks this button to add a new service.

On clicking of the `Add Service link` the view below is brought up, consisting of a form where the National Administrator input the details of the new service including: name, category, option group and brief description of the health service. When finished the user clicks the save button to save the new service and its details.


Master Facility List v2.0
Home
Facilities
Users
System Setup
Reports
Emmanuel Wafula
About
Administrative Units
Counties
Constituencies
Sub Counties
Wards
Towns
Service Catalogue
Categories
Services
Option Groups
Contacts
Contact Type
Facilities
Facility Departments
Rating Comments
Facility Owners
Facility Owner Categories
Job Titles
Regulatory Bodies
Reasons
KEPH Levels
CHUL
New Category
Name *
Test Category
Abbreviation
TC
KEPH Level *
Level 4
Description
Test Category Description
Save
Cancel


Master Facility List v2.0
Home
Facilities
Users
System Setup
Reports
Emmanuel Wafula
About
Administrative Units
Counties
Constituencies
Sub Counties
Wards
Towns
Service Catalogue
Categories
Services
Option Groups
Contacts
Contact Type
Facilities
Facility Departments
Rating Comments
Facility Owners
Facility Owner Categories
Job Titles
Regulatory Bodies
Reasons
KEPH Levels
CHUL
Services
Add Service
Search anything...
Export
Showing 1 - 30 of 53 records
Code
Name
Abbreviation
Category
Actions
1052 Curative Services Services - Maximum Level of Service 1 - 6 View
1051 Permanent FP PERM-FP Family Planning View
1050 Rehabilitative Health Services - Orthopaedic Technology RHS-ORTH Rehabilitative Health Services - Occupational Health View
1049 Voluntary Male Circumcision VMC HIV/AIDS Prevention Services View
1048 Provider Initiated Counselling and Testing PICT HIV/AIDS Prevention Services View
1047 Emergency Preparedness EP Services - Choose Basic or Comprehensive View
1046 ENT Services ENT Services - Choose Basic or Comprehensive View
1045 Dental Laboratory Services DLS Services - Choose Basic or Comprehensive View
1044 Oral Health Services (Dental Services) OHS Services - Choose Basic or Comprehensive View
1043 Emergency Obstetric Care BOC Services - Choose Basic or Comprehensive View
1042 Environmental Health Services EHS Services - Maximum Level of Service 1 - 6 View
1041 Rehabilitative Health Services - Physiotherapy RHSP Services - Maximum Level of Service 1 - 6 View


Master Facility List v2.0
Home
Facilities
Users
System Setup
Reports
Emmanuel Wafula
About
Administrative Units
Counties
Constituencies
Sub Counties
Wards
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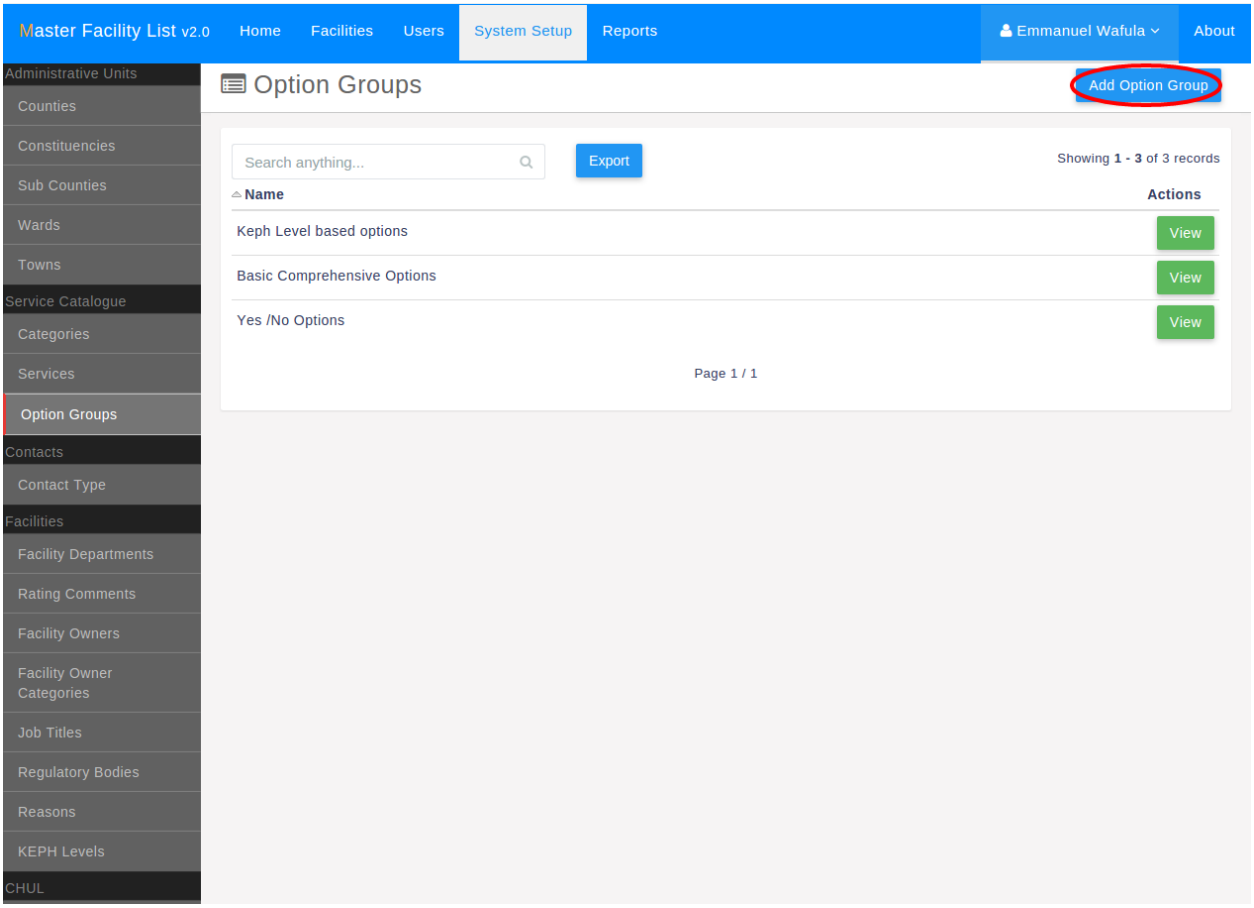
Categories
Services
Option Groups
Contacts
Contact Type
Facilities
Facility Departments
Rating Comments
Facility Owners
Facility Owner Categories
Job Titles
Regulatory Bodies
Reasons
KEPH Levels
CHUL
New Service
Service Code
Service Code will be generated after creating the service
Service Name
Test Service
Abbreviation
TS
Category
Test Category
Option Groups
Basic Comprehensive Options
Description
Test Options
Service has Options?
Save
Cancel

4.6.3 Option Groups

The final item on the service catalogue sub-menu is the `Option Group link`. The National Administrator clicks this link to list the option groups. Each record in the inlist has a view button, which the National Administrator clicks to view and or edit the details of the option group. On the top right of the option list view is the `Add Option Group link` that the National Administrator clicks to add a new option group.

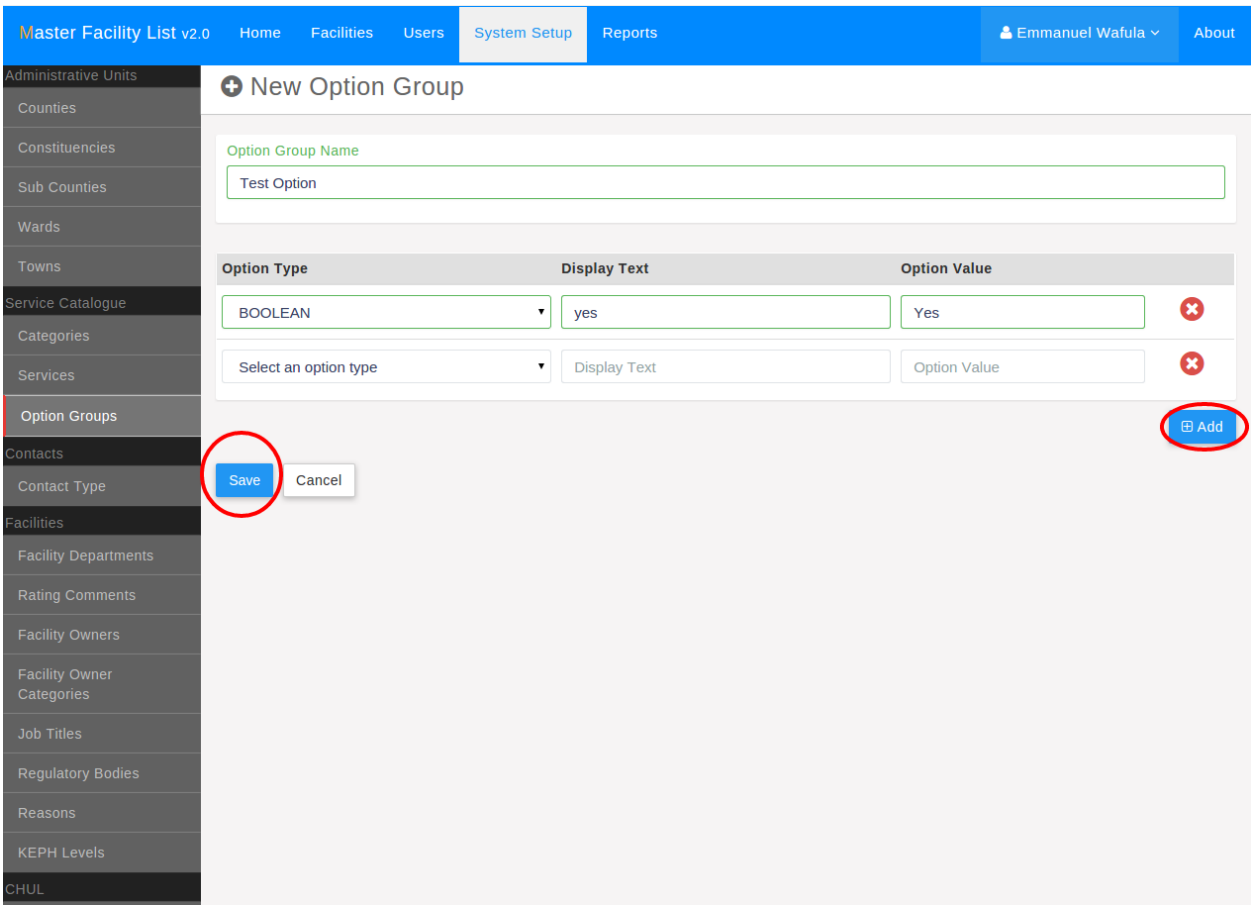


On clicking the `Add Option Group link` the view below is brought up with a form where the National Administrator enters the details of the new option group being created including the option name, and options within the option groups. The National Administrator clicks the `Add button` to add a new row where details of an option including its type, display text and value can be entered. Finally to save the details the National Administrator clicks the `save` button.

4.7 Contact Types Management

Contact types for all contacts (users, facilities e.t.c) are centrally managed here. They are available at the contact types section of the system setup.

New contact types can be added and existing ones updated or removed.


Master Facility List v2.0
Home
Facilities
Users
System Setup
Reports
Emmanuel Wafula
About
Administrative Units
Counties
Constituencies
Sub Counties
Wards
Towns
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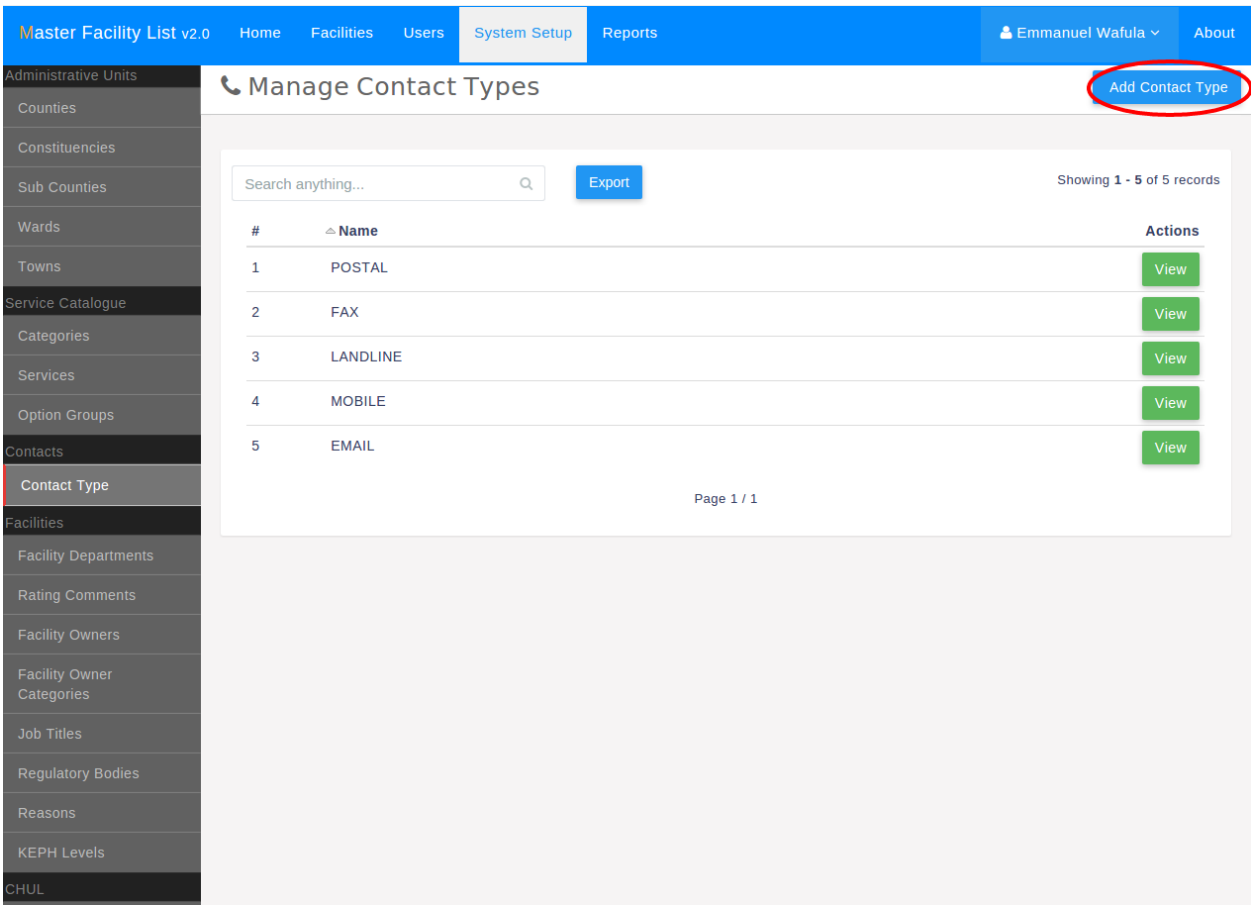
Categories
Services
Option Groups
Contacts
Contact Type
Facilities
Facility Departments
Rating Comments
Facility Owners
Facility Owner Categories
Job Titles
Regulatory Bodies
Reasons
KEPH Levels
CHUL
New Option Group
Option Group Name
Test Option
Option Type
Display Text
Option Value
BOOLEAN
yes
Yes
Select an option type
Display Text
Option Value
Add
Save
Cancel


Master Facility List v2.0
Home
Facilities
Users
System Setup
Reports
Emmanuel Wafula
About
Administrative Units
Counties
Constituencies
Sub Counties
Wards
Towns
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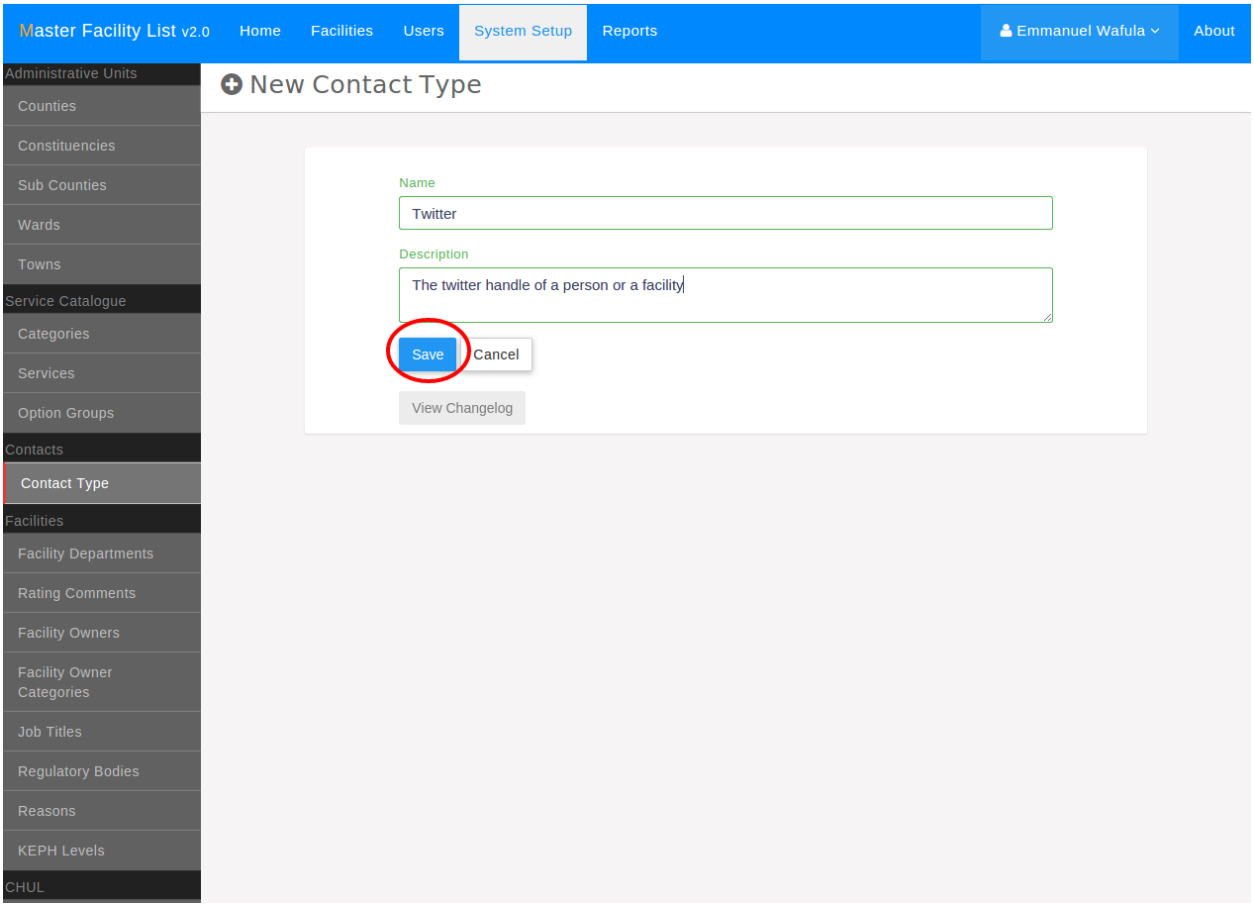
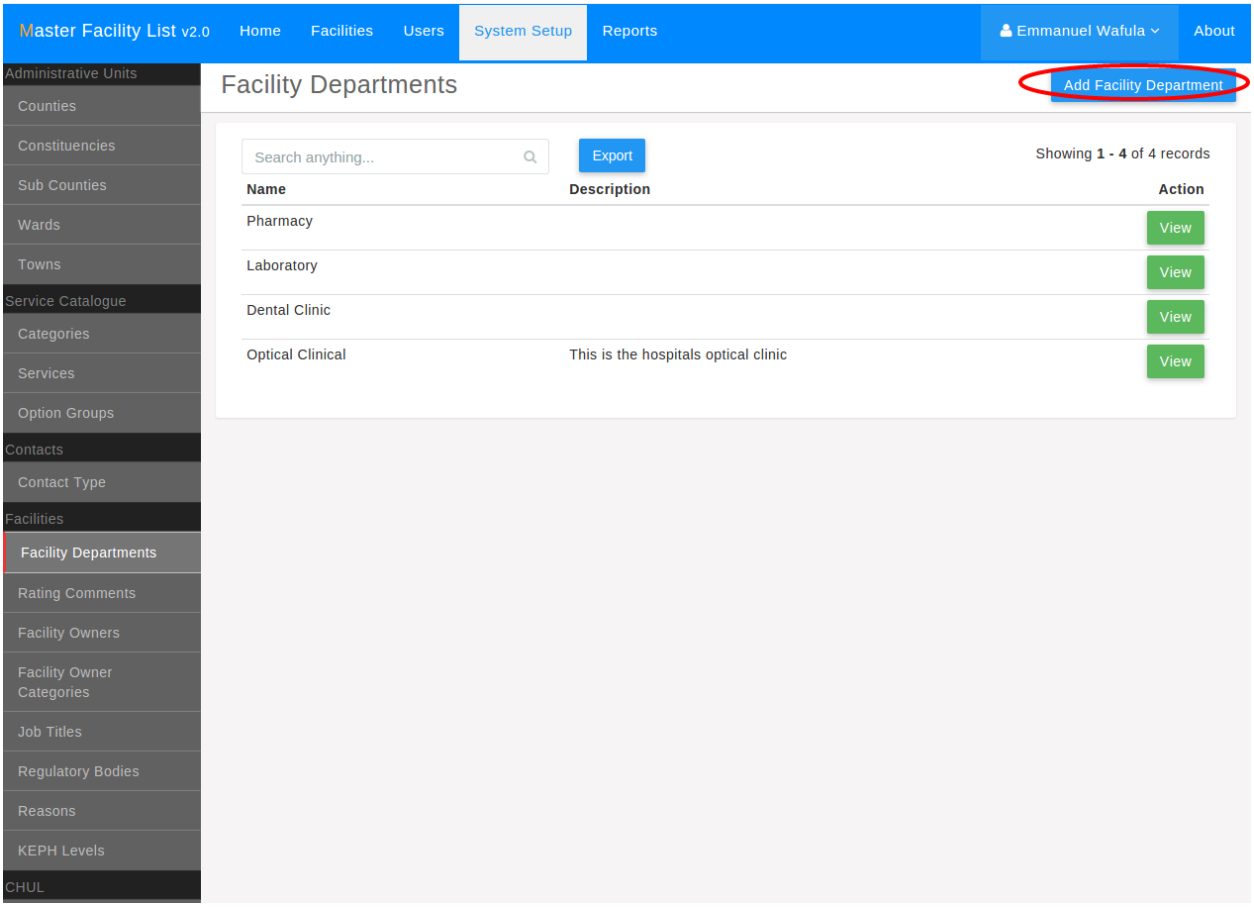
Services
Option Groups
Contacts
Contact Type
Facilities
Facility Departments
Rating Comments
Facility Owners
Facility Owner Categories
Job Titles
Regulatory Bodies
Reasons
KEPH Levels
CHUL
Manage Contact Types
Add Contact Type
Search anything...
Export
Showing 1 - 5 of 5 records
Name Actions
1 POSTAL View
2 FAX View
3 LANDLINE View
4 MOBILE View
5 EMAIL View
Page 1 / 1


Master Facility List v2.0
Home
Facilities
Users
System Setup
Reports
Emmanuel Wafula
About
Administrative Units
Counties
Constituencies
Sub Counties
Wards
Towns
Service Catalogue
Categories
Services
Option Groups
Contacts
Contact Type
Facilities
Facility Departments
Rating Comments
Facility Owners
Facility Owner Categories
Job Titles
Regulatory Bodies
Reasons
KEPH Levels
CHUL
New Contact Type
Name
Twitter
Description
The twitter handle of a person or a facility
Save
Cancel
View Changelog

4.8 Facility Departments Management

Departments are the various sections in a facility that may have different regulation from the main facility. They serve as choices when entering a facility's regulation.

Facility departments are available at the `facility departments` section of the `system setup`.



New entries can be added while existing ones can be updated or removed.

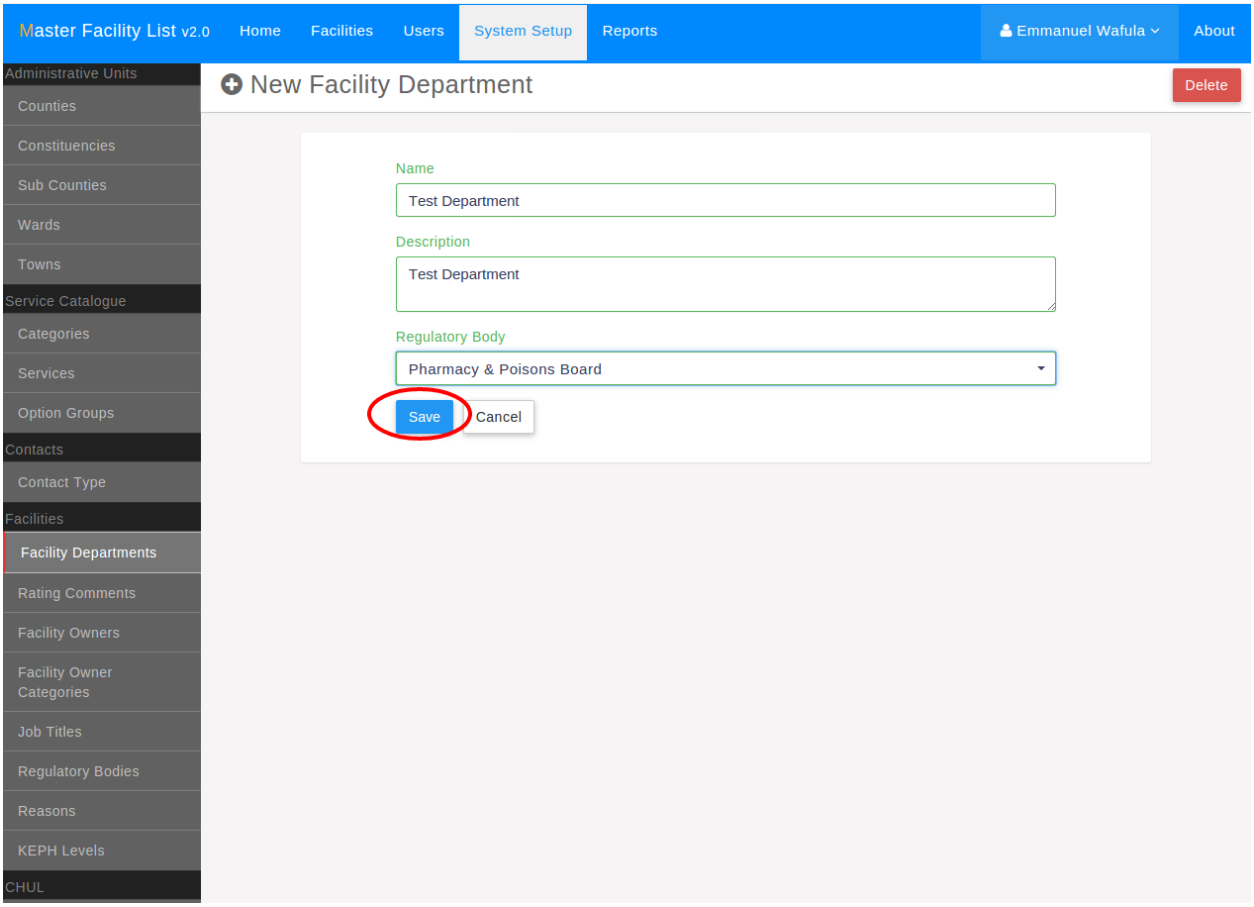
4.9 Public Feedback on Facilities

Users of the public side of MFL can rate and comment on facility services. This feedback is available on the `rating comments` section of the `system setup`.

4.10 Facility Owner Categories

These are the categories in which facility owners are grouped. They can be accessed in the `facility owner categories` section of the `system setup`.

Existing entries can be updated or removed while new categories can be added.


Master Facility List v2.0
Home
Facilities
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System Setup
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Emmanuel Wafula
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Administrative Units
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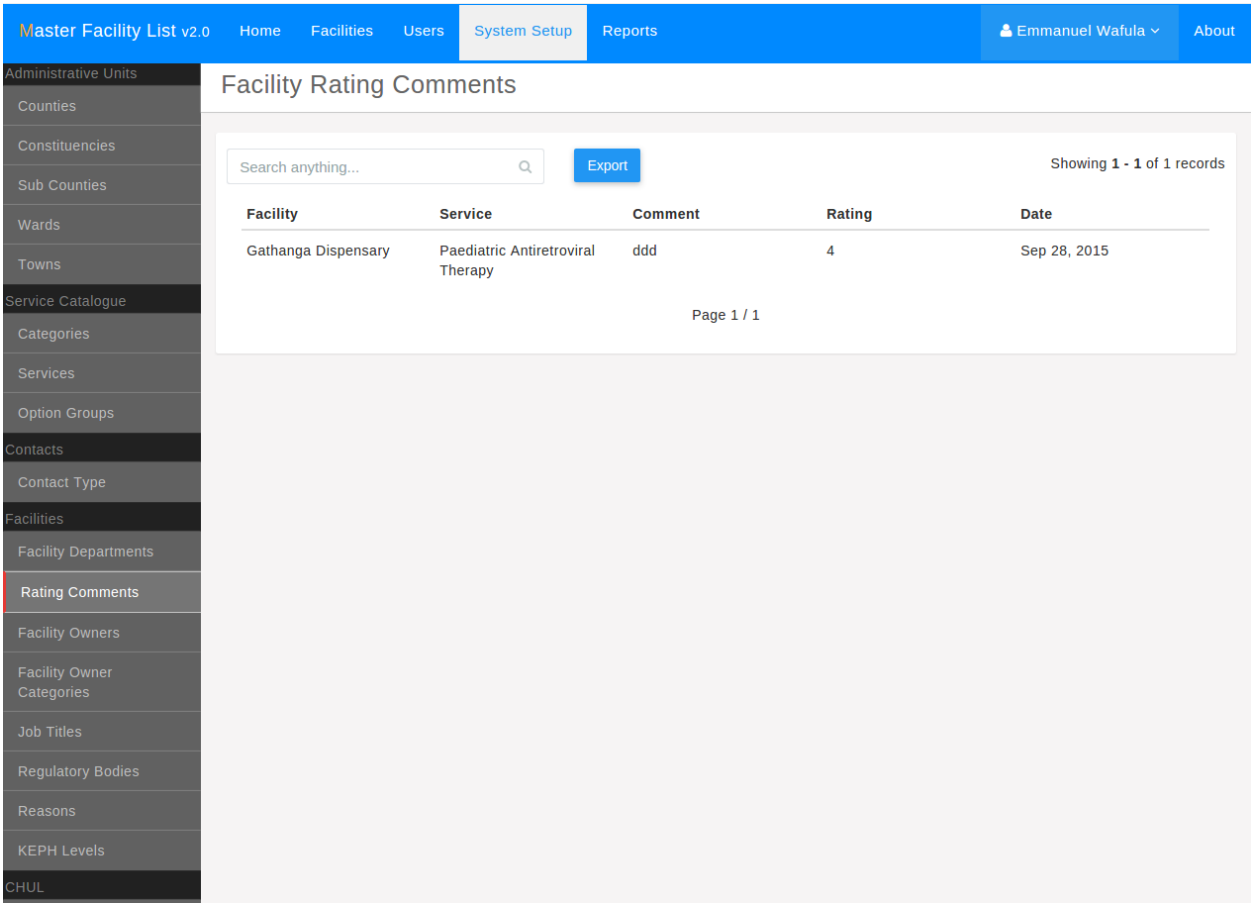
Constituencies
Sub Counties
Wards
Towns
Service Catalogue
Categories
Services
Option Groups
Contacts
Contact Type
Facilities
Facility Departments
Rating Comments
Facility Owners
Facility Owner Categories
Job Titles
Regulatory Bodies
Reasons
KEPH Levels
CHUL
New Facility Department
Delete
Name
Test Department
Description
Test Department
Regulatory Body
Pharmacy & Poisons Board
Save
Cancel


Master Facility List v2.0
Home
Facilities
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System Setup
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Emmanuel Wafula
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Administrative Units
Counties
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Sub Counties
Wards
Towns
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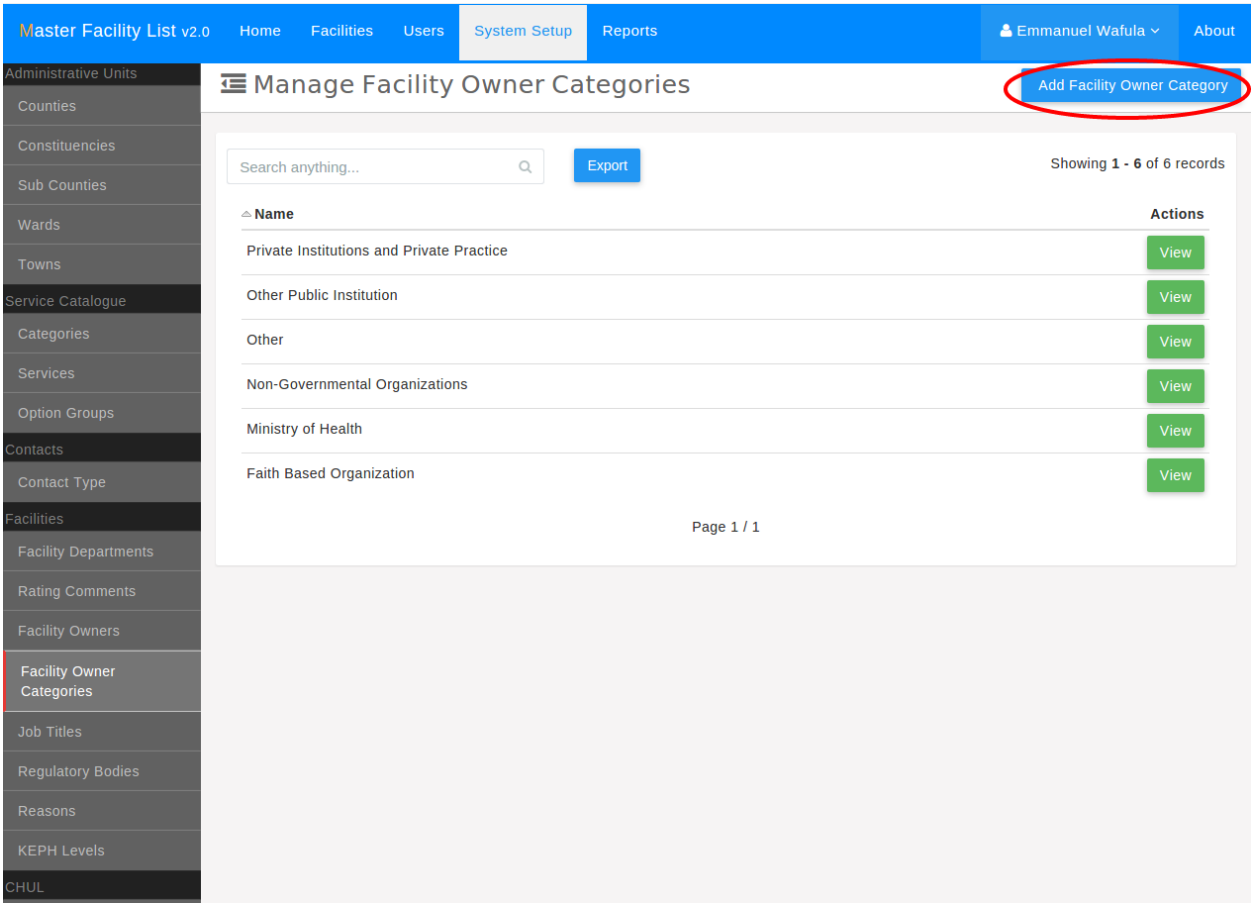
Contacts
Contact Type
Facilities
Facility Departments
Rating Comments
Facility Owners
Facility Owner Categories
Job Titles
Regulatory Bodies
Reasons
KEPH Levels
CHUL
Facility Rating Comments
Search anything...
Export
Showing 1 - 1 of 1 records
Facility
Service
Comment
Rating
Date
Gathanga Dispensary
Paediatric Antiretroviral Therapy
ddd
4
Sep 28, 2015
Page 1 / 1


Master Facility List v2.0
Home
Facilities
Users
System Setup
Reports
Emmanuel Wafula
About
Administrative Units
Counties
Constituencies
Sub Counties
Wards
Towns
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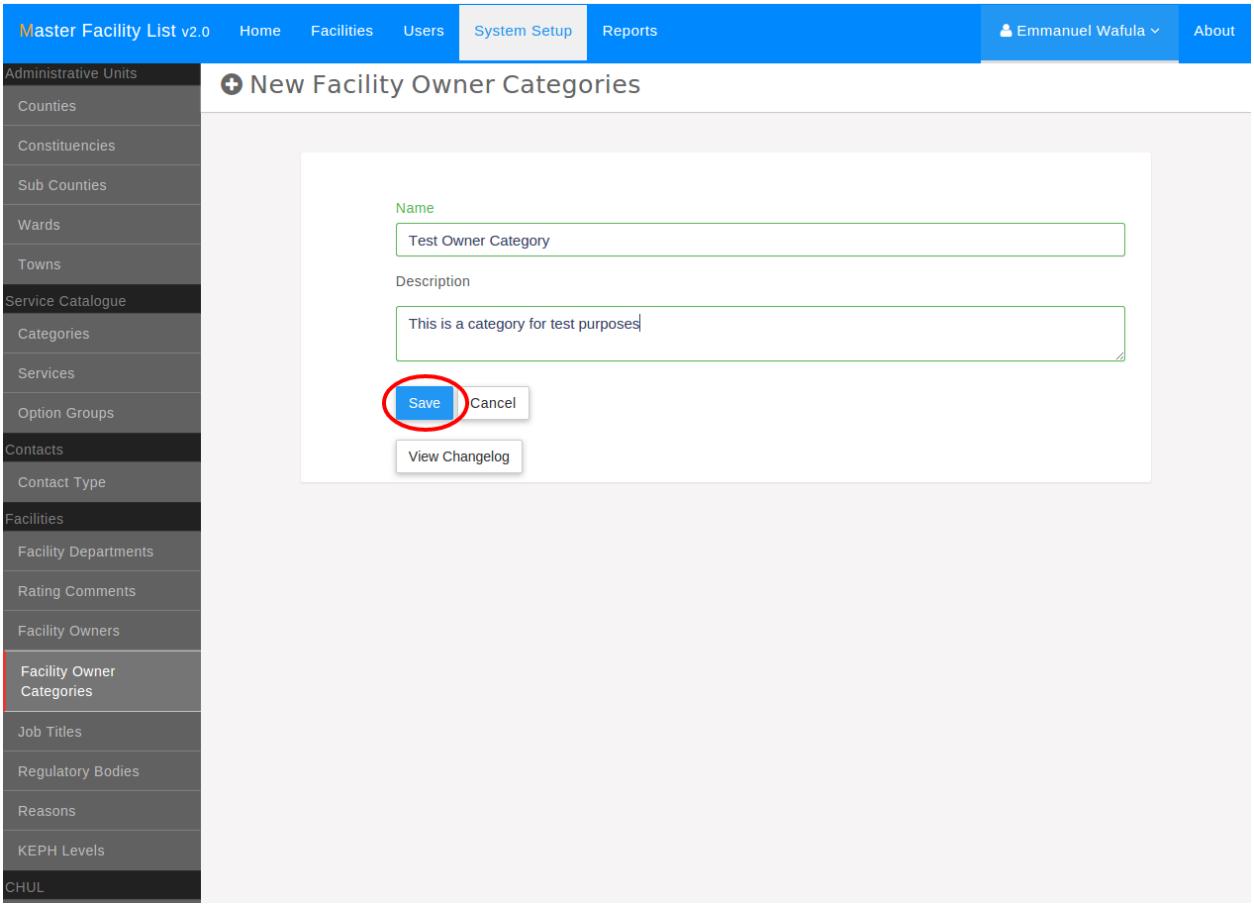
Services
Option Groups
Contacts
Contact Type
Facilities
Facility Departments
Rating Comments
Facility Owners
Facility Owner Categories
Job Titles
Regulatory Bodies
Reasons
KEPH Levels
CHUL
Manage Facility Owner Categories
Add Facility Owner Category
Search anything...
Export
Showing 1 - 6 of 6 records
Name
Actions
Private Institutions and Private Practice
View
Other Public Institution
View
Other
View
Non-Governmental Organizations
View
Ministry of Health
View
Faith Based Organization
View
Page 1 / 1


Master Facility List v2.0
Home
Facilities
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System Setup
Reports
Emmanuel Wafula
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Administrative Units
Counties
Constituencies
Sub Counties
Wards
Towns
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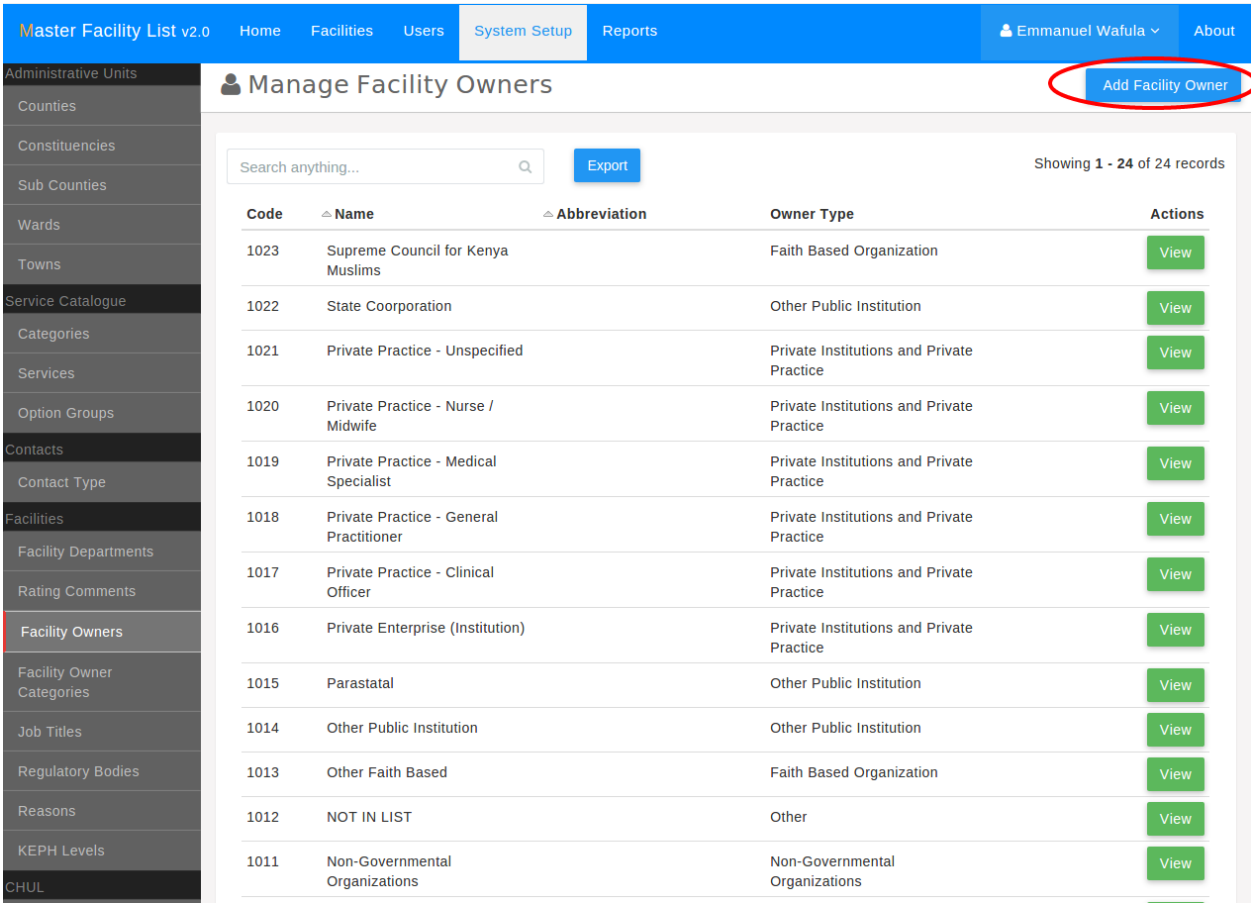
Categories
Services
Option Groups
Contacts
Contact Type
Facilities
Facility Departments
Rating Comments
Facility Owners
Facility Owner Categories
Job Titles
Regulatory Bodies
Reasons
KEPH Levels
CHUL
New Facility Owner Categories
Name
Test Owner Category
Description
This is a category for test purposes
Save
Cancel
View Changelog

4.11 Facility Owners

These are individual owners of facilities. They are tied to a facility category. The `facility owners` section of the `system setup` manages them.



New entries can be added while existing ones updated or removed.

4.12 Job Title Management

These are job titles used when entering information e.g. facility officers. They can be managed via the `job titles` section of `system setup`.

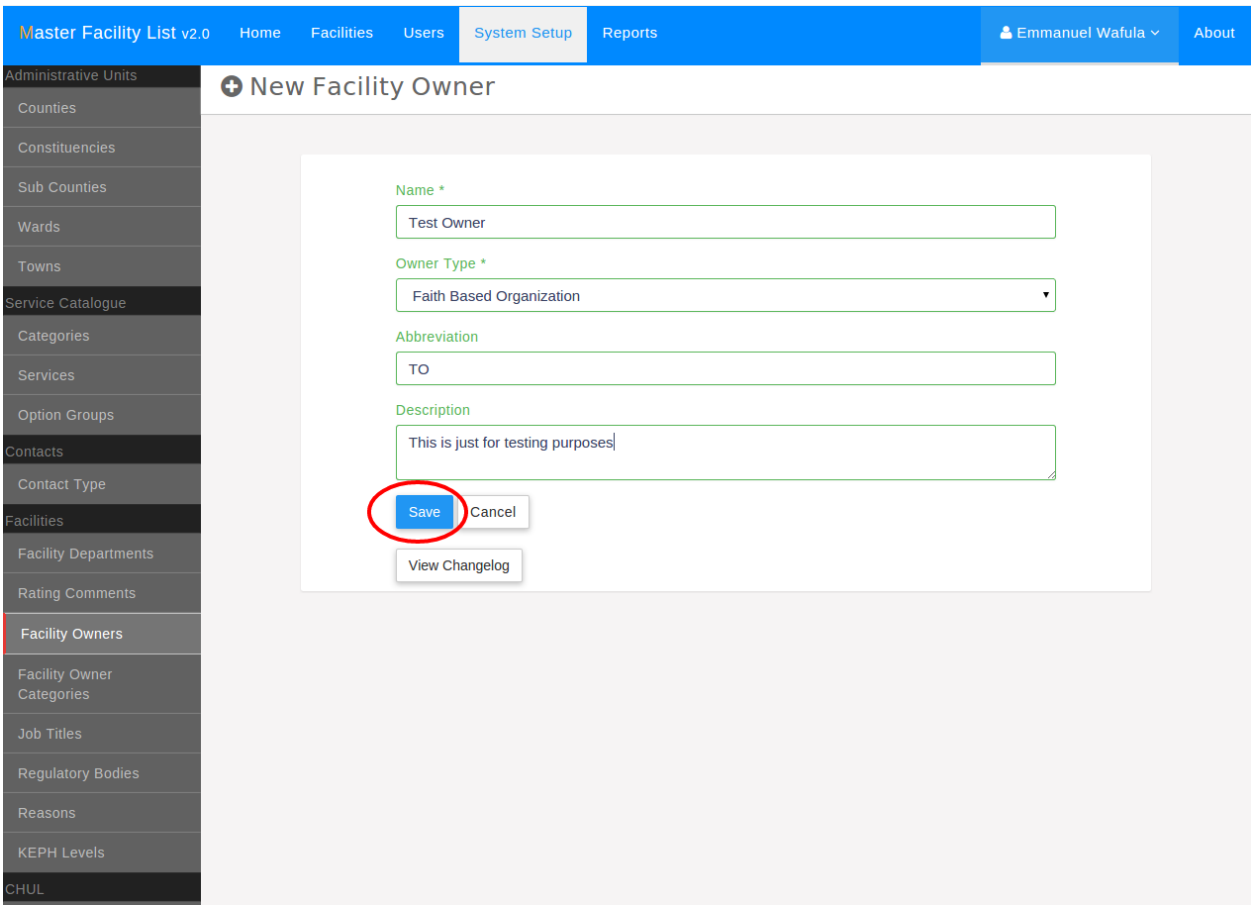
New titles can be created while existing ones updated or removed.

4.13 Regulatory Body Management

Regulatory bodies are the ones that register and regulate facilities. They give MFL updates on facility's regulation status.

Their management can be accessed via the `regulatory bodies` section of the `system setup`.

New bodies can be added while existing ones updated or removed.


Master Facility List v2.0
Home
Facilities
Users
System Setup
Reports
Emmanuel Wafula
About
Administrative Units
Counties
Constituencies
Sub Counties
Wards
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Categories
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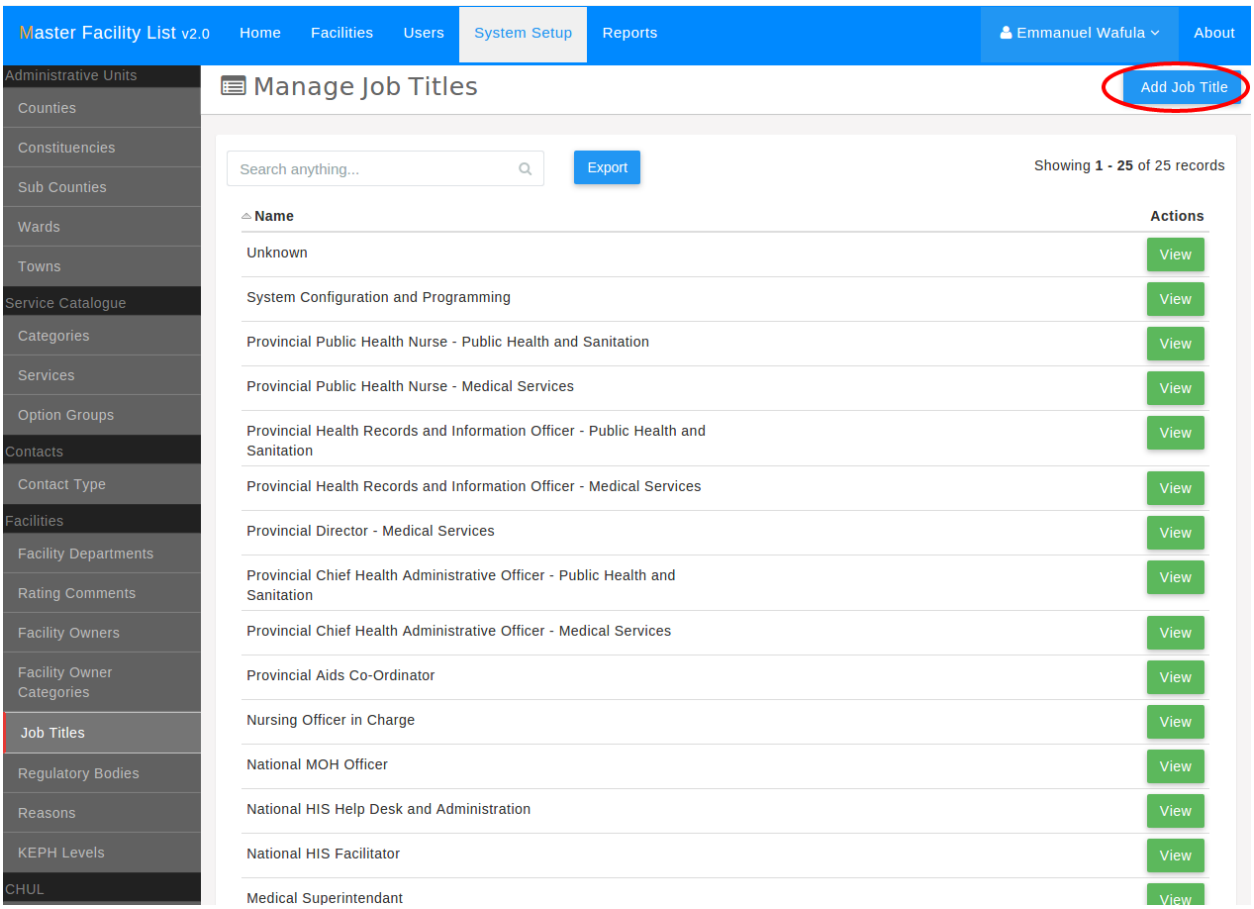
Contacts
Contact Type
Facilities
Facility Departments
Rating Comments
Facility Owners
Facility Owner Categories
Job Titles
Regulatory Bodies
Reasons
KEPH Levels
CHUL
New Facility Owner
Name *
Test Owner
Owner Type *
Faith Based Organization
Abbreviation
TO
Description
This is just for testing purposes
Save
Cancel
View Changelog


Master Facility List v2.0
Home
Facilities
Users
System Setup
Reports
Emmanuel Wafula
About
Administrative Units
Counties
Constituencies
Sub Counties
Wards
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Categories
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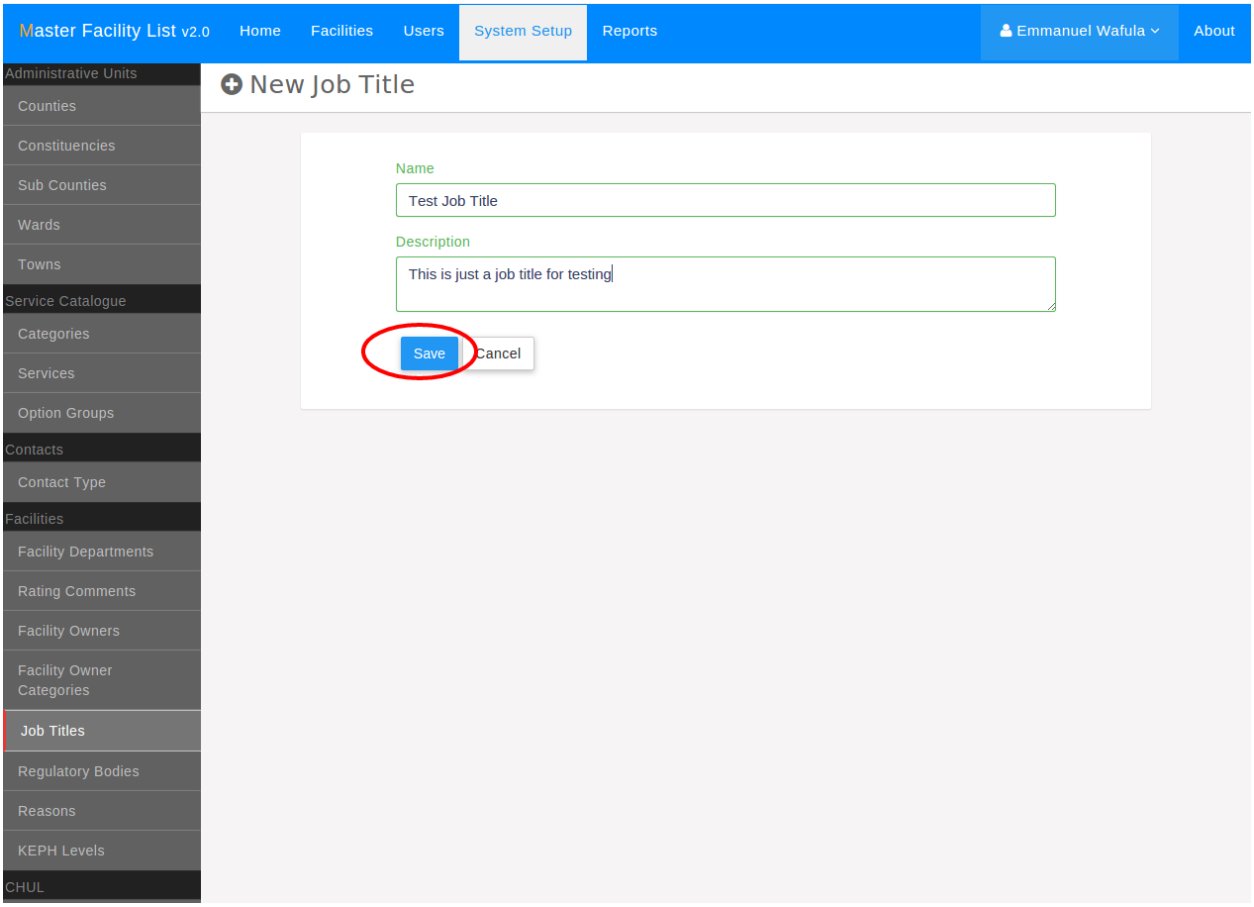
Option Groups
Contacts
Contact Type
Facilities
Facility Departments
Rating Comments
Facility Owners
Facility Owner Categories
Job Titles
Regulatory Bodies
Reasons
KEPH Levels
CHUL
Manage Job Titles
Add Job Title
Search anything...
Export
Showing 1 - 25 of 25 records
Name
Actions
Unknown
System Configuration and Programming
Provincial Public Health Nurse - Public Health and Sanitation
Provincial Public Health Nurse - Medical Services
Provincial Health Records and Information Officer - Public Health and Sanitation
Provincial Health Records and Information Officer - Medical Services
Provincial Director - Medical Services
Provincial Chief Health Administrative Officer - Public Health and Sanitation
Provincial Chief Health Administrative Officer - Medical Services
Provincial Aids Co-Ordinator
Nursing Officer in Charge
National MOH Officer
National HIS Help Desk and Administration
National HIS Facilitator
Medical Superintendant
View


Master Facility List v2.0
Home
Facilities
Users
System Setup
Reports
Emmanuel Wafula
About
Administrative Units
Counties
Constituencies
Sub Counties
Wards
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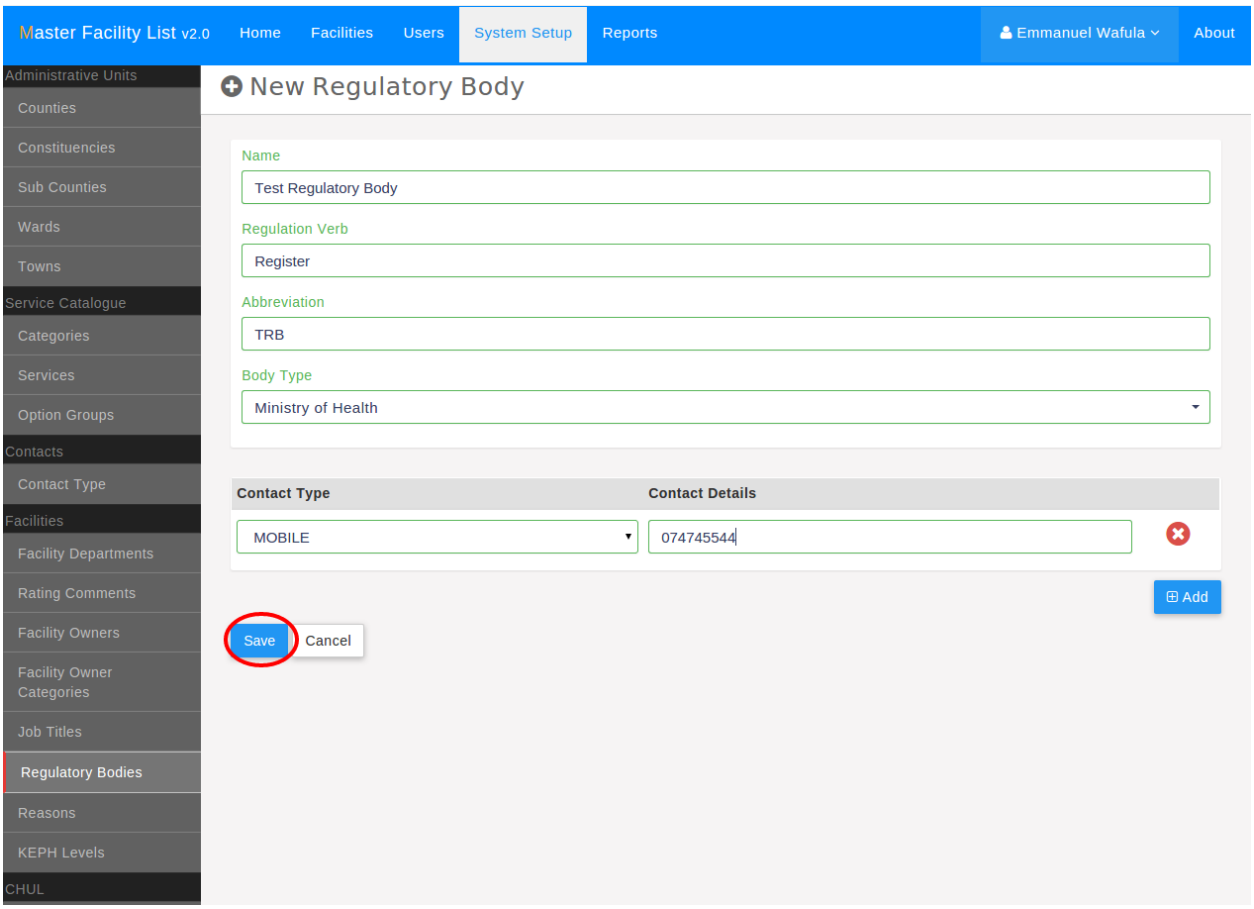
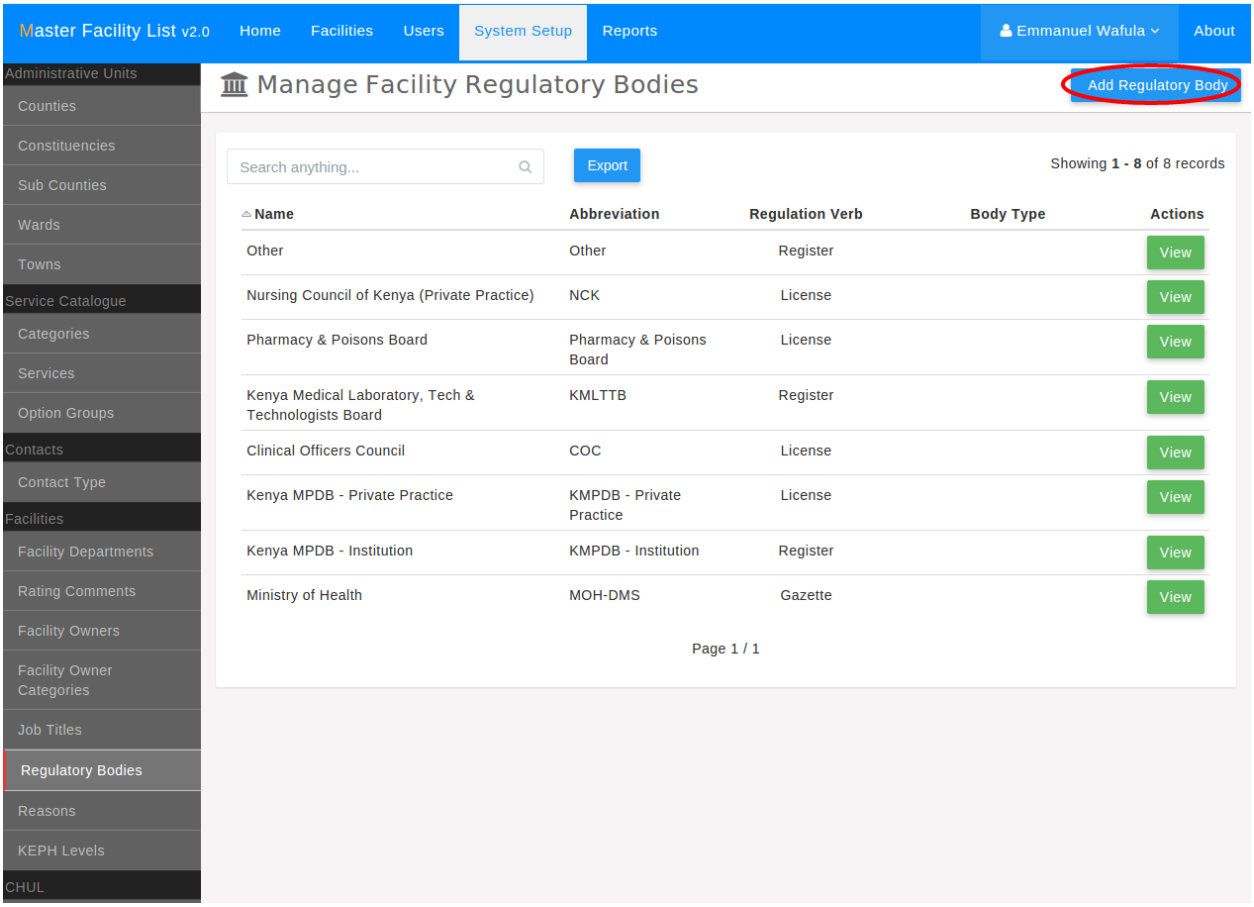
Facility Owners
Facility Owner Categories
Job Titles
Regulatory Bodies
Reasons
KEPH Levels
CHUL
New Job Title
Name
Test Job Title
Description
This is just a job title for testing
Save
Cancel


Master Facility List v2.0
Home
Facilities
Users
System Setup
Reports
Emmanuel Wafula
About
Administrative Units
Counties
Constituencies
Sub Counties
Wards
Towns
Service Catalogue
Categories
Services
Option Groups
Contacts
Contact Type
Facilities
Facility Departments
Rating Comments
Facility Owners
Facility Owner Categories
Job Titles
Regulatory Bodies
Reasons
KEPH Levels
CHUL
New Regulatory Body
Name
Test Regulatory Body
Regulation Verb
Register
Abbreviation
TRB
Body Type
Ministry of Health
Contact Type
Contact Details
MOBILE
074745544
Add
Save
Cancel


Master Facility List v2.0
Home
Facilities
Users
System Setup
Reports
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About
Administrative Units
Counties
Constituencies
Sub Counties
Wards
Towns
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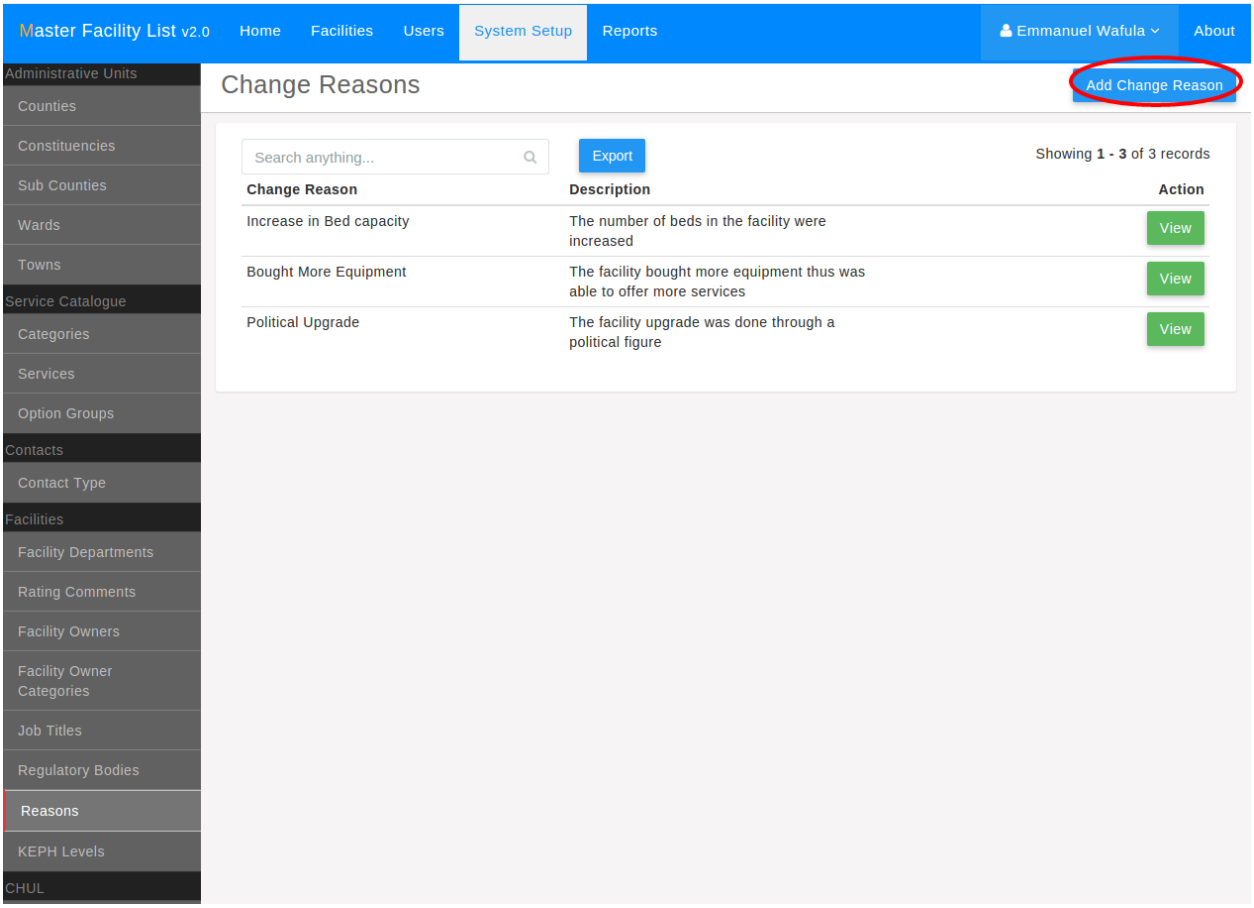
Categories
Services
Option Groups
Contacts
Contact Type
Facilities
Facility Departments
Rating Comments
Facility Owners
Facility Owner Categories
Job Titles
Regulatory Bodies
Reasons
KEPH Levels
CHUL
Manage Facility Regulatory Bodies
Add Regulatory Body
Search anything...
Export
Showing 1 - 8 of 8 records
Name
Abbreviation
Regulation Verb
Body Type
Actions
Other
Other
Register
View
Nursing Council of Kenya (Private Practice)
NCK
License
View
Pharmacy & Poisons Board
Pharmacy & Poisons Board
License
View
Kenya Medical Laboratory, Tech & Technologists Board
KMLTTB
Register
View
Clinical Officers Council
COC
License
View
Kenya MPDB - Private Practice
KMPDB - Private Practice
License
View
Kenya MPDB - Institution
KMPDB - Institution
Register
View
Ministry of Health
MOH-DMS
Gazette
View
Page 1 / 1

4.14 Upgrade/Downgrade Reasons Management

These are the reasons used by CHRIOS/SCHRIOS when upgrading or downgrading facilities. They can be accessed from the `Reasons` section of `system setup`.



Reasons can be created, updated or removed.

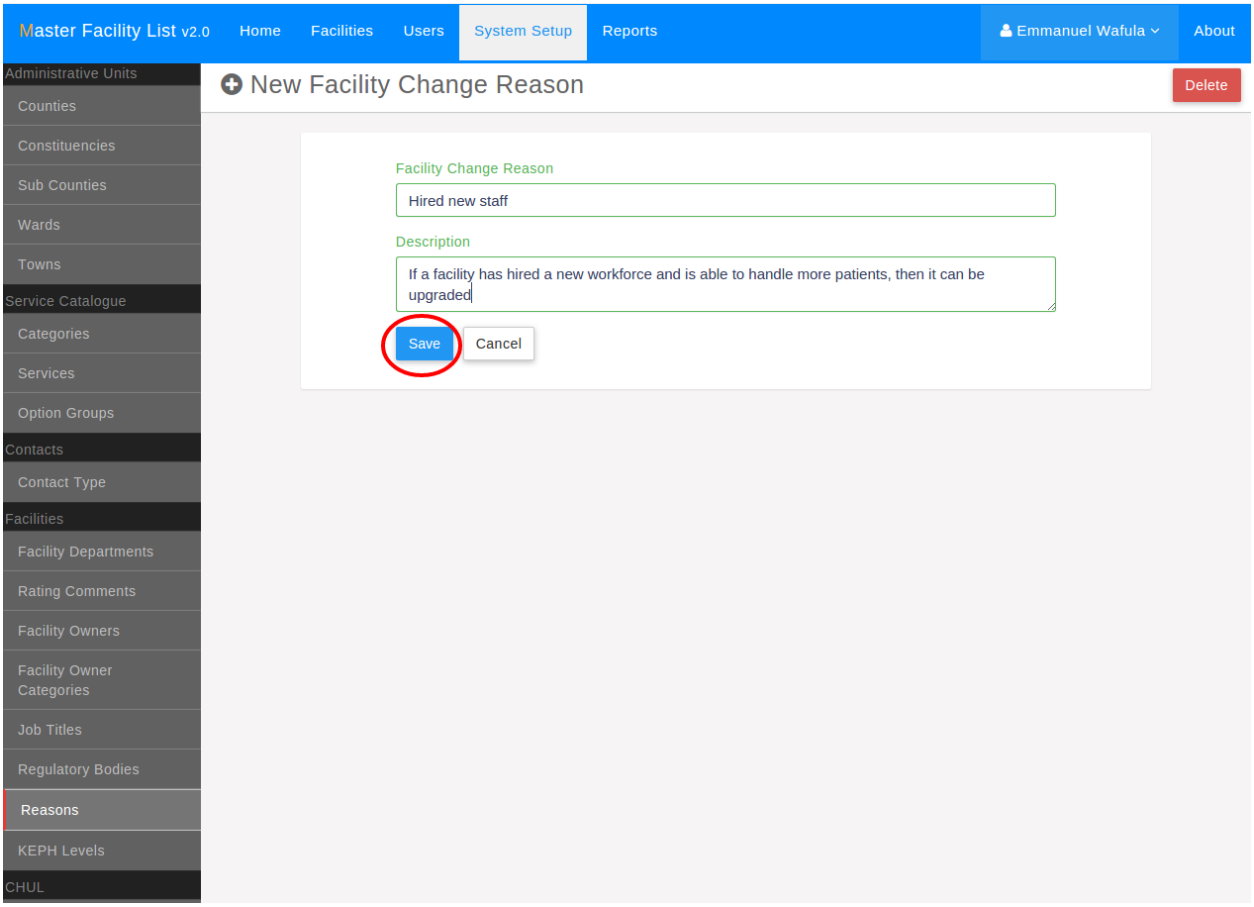
4.15 KEPH Levels Management

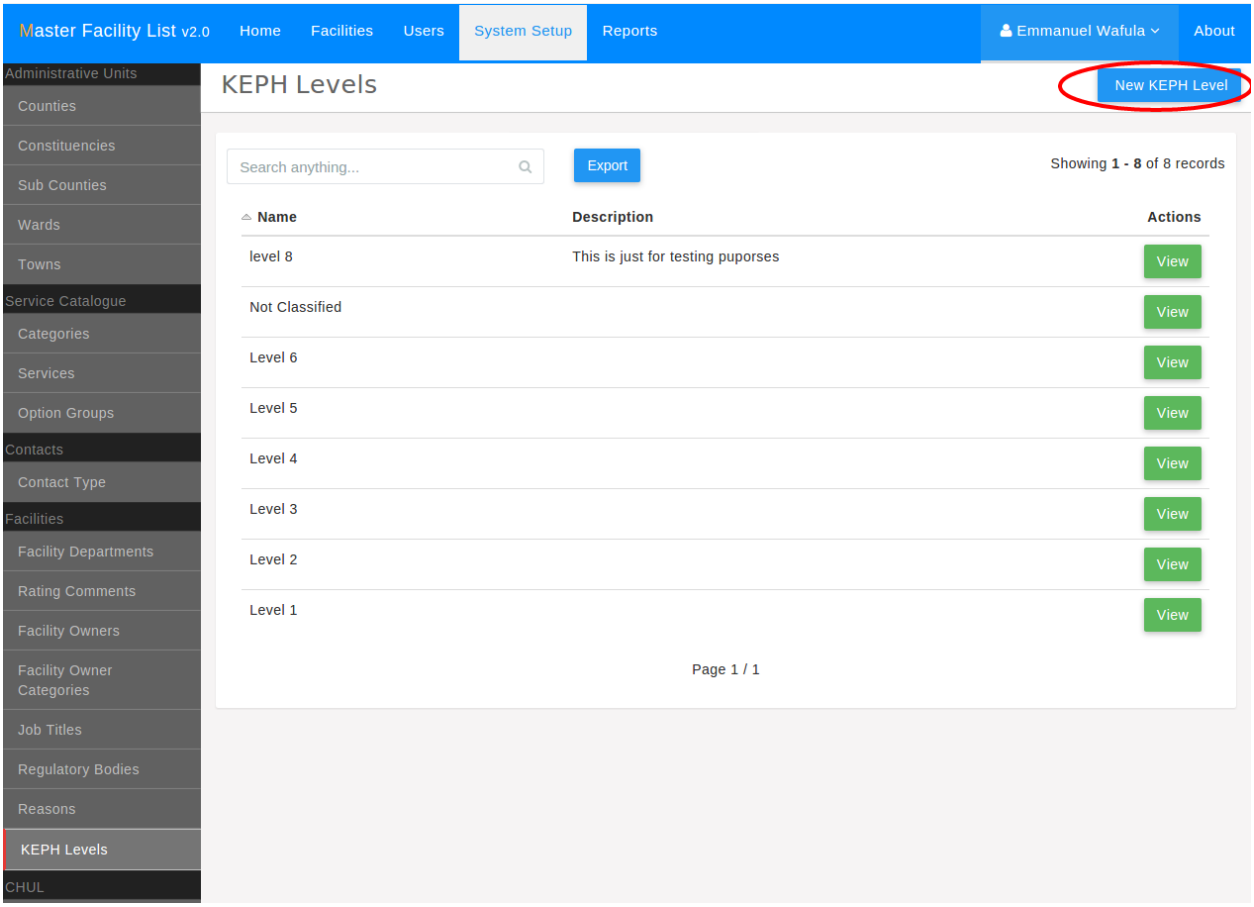
Facility KEPH levels can be managed from the `KEPH Levels` section of the `system setup`.

New KEPH levels can be created while existing ones can be updated or removed.

4.16 Public Feedback on Community Units

Feedback given by users of the public side of MFL can be viewed by administrator. This can be accessed by visiting the `CHU rating comments` section in `system setup`.


Master Facility List v2.0
Home
Facilities
Users
System Setup
Reports
Emmanuel Wafula
About
Administrative Units
Counties
Constituencies
Sub Counties
Wards
Towns
Service Catalogue
Categories
Services
Option Groups
Contacts
Contact Type
Facilities
Facility Departments
Rating Comments
Facility Owners
Facility Owner Categories
Job Titles
Regulatory Bodies
Reasons
KEPH Levels
CHUL
New Facility Change Reason
Delete
Facility Change Reason
Hired new staff
Description
If a facility has hired a new workforce and is able to handle more patients, then it can be upgraded
Save
Cancel


Master Facility List v2.0
Home
Facilities
Users
System Setup
Reports
Emmanuel Wafula
About
Administrative Units
Counties
Constituencies
Sub Counties
Wards
Towns
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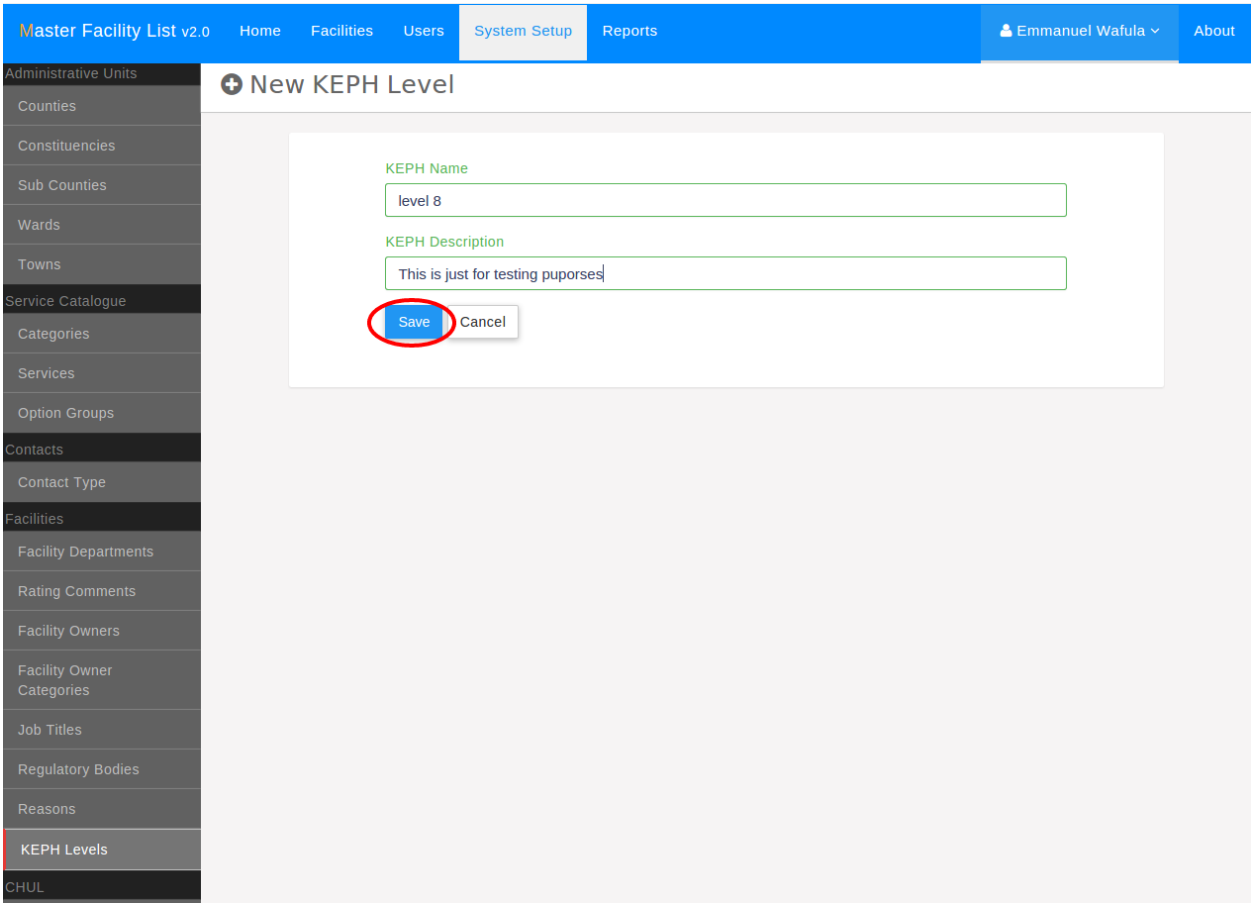
Categories
Services
Option Groups
Contacts
Contact Type
Facilities
Facility Departments
Rating Comments
Facility Owners
Facility Owner Categories
Job Titles
Regulatory Bodies
Reasons
KEPH Levels
CHUL
KEPH Levels
New KEPH Level
Search anything...
Export
Showing 1 - 8 of 8 records
Name
Description
Actions
level 8
This is just for testing puporses
View
Not Classified
View
Level 6
View
Level 5
View
Level 4
View
Level 3
View
Level 2
View
Level 1
View
Page 1 / 1


Master Facility List v2.0
Home
Facilities
Users
System Setup
Reports
Emmanuel Wafula
About
Administrative Units
Counties
Constituencies
Sub Counties
Wards
Towns
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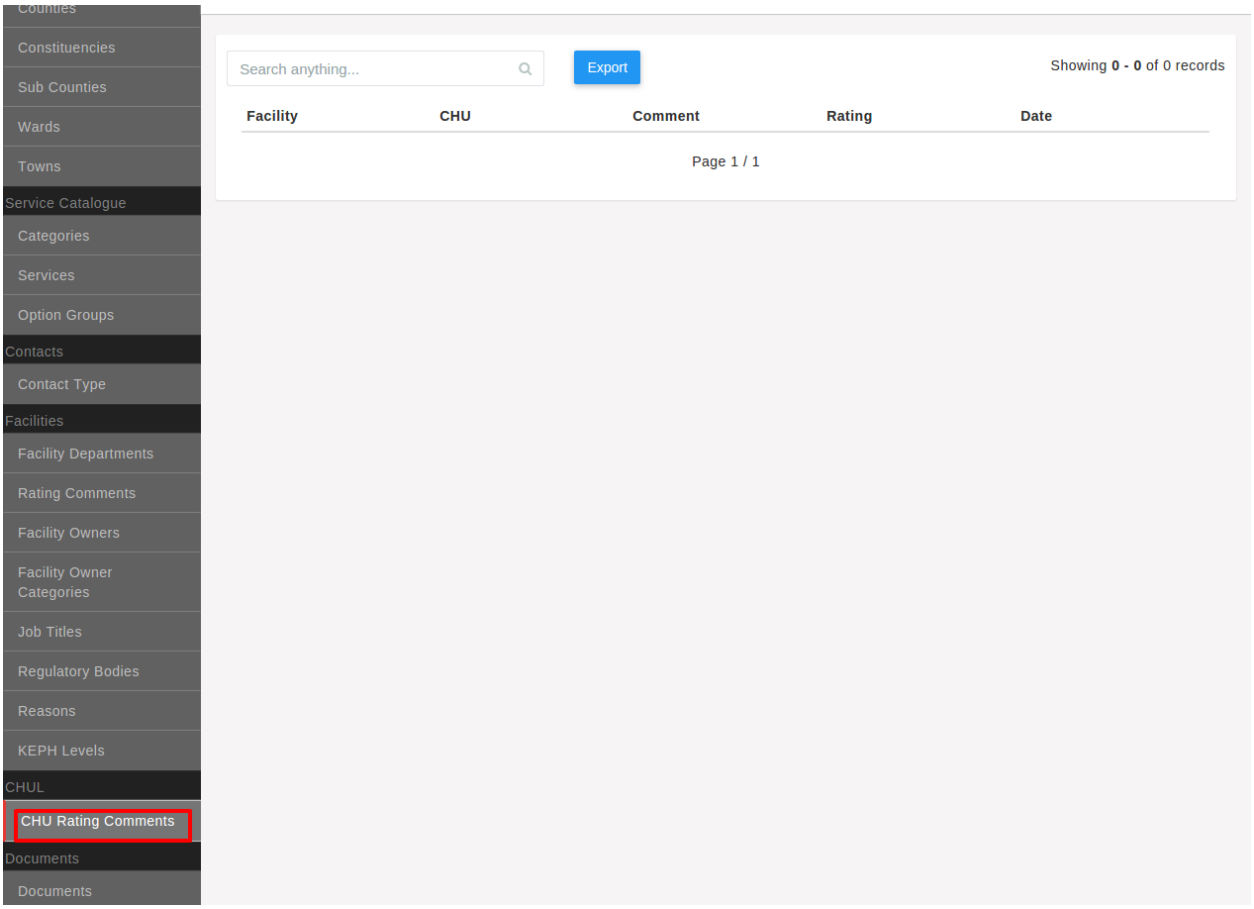
Contacts
Contact Type
Facilities
Facility Departments
Rating Comments
Facility Owners
Facility Owner Categories
Job Titles
Regulatory Bodies
Reasons
KEPH Levels
CHUL
New KEPH Level
KEPH Name
level 8
KEPH Description
This is just for testing puporses
Save
Cancel

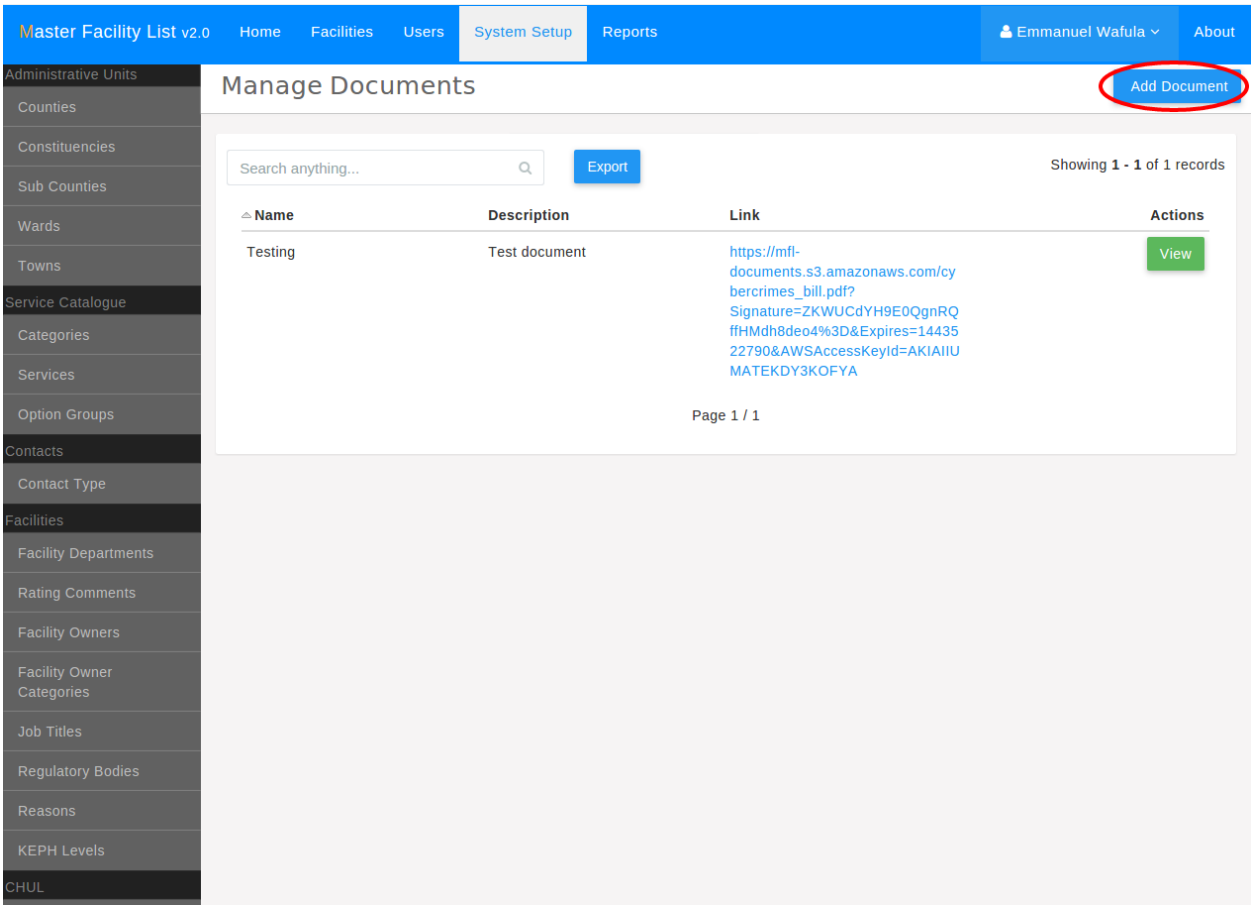

Counties
Constituencies
Sub Counties
Wards
Towns
Service Catalogue
Categories
Services
Option Groups
Contacts
Contact Type
Facilities
Facility Departments
Rating Comments
Facility Owners
Facility Owner Categories
Job Titles
Regulatory Bodies
Reasons
KEPH Levels
CHUL
CHU Rating Comments
Documents
Documents
Search anything...
Export
Showing 0 - 0 of 0 records
Facility
CHU
Comment
Rating
Date
Page 1 / 1

4.17 Document Management

Documents are extra supplimentary material provided that accompany the MFL e.g. the Implementation Guide.

The national administrator can create, view, update and delete such documents. To manage documents, select the `documents` section in the `system setup` screen.

The first screen shows a list of the available documents in MFL.

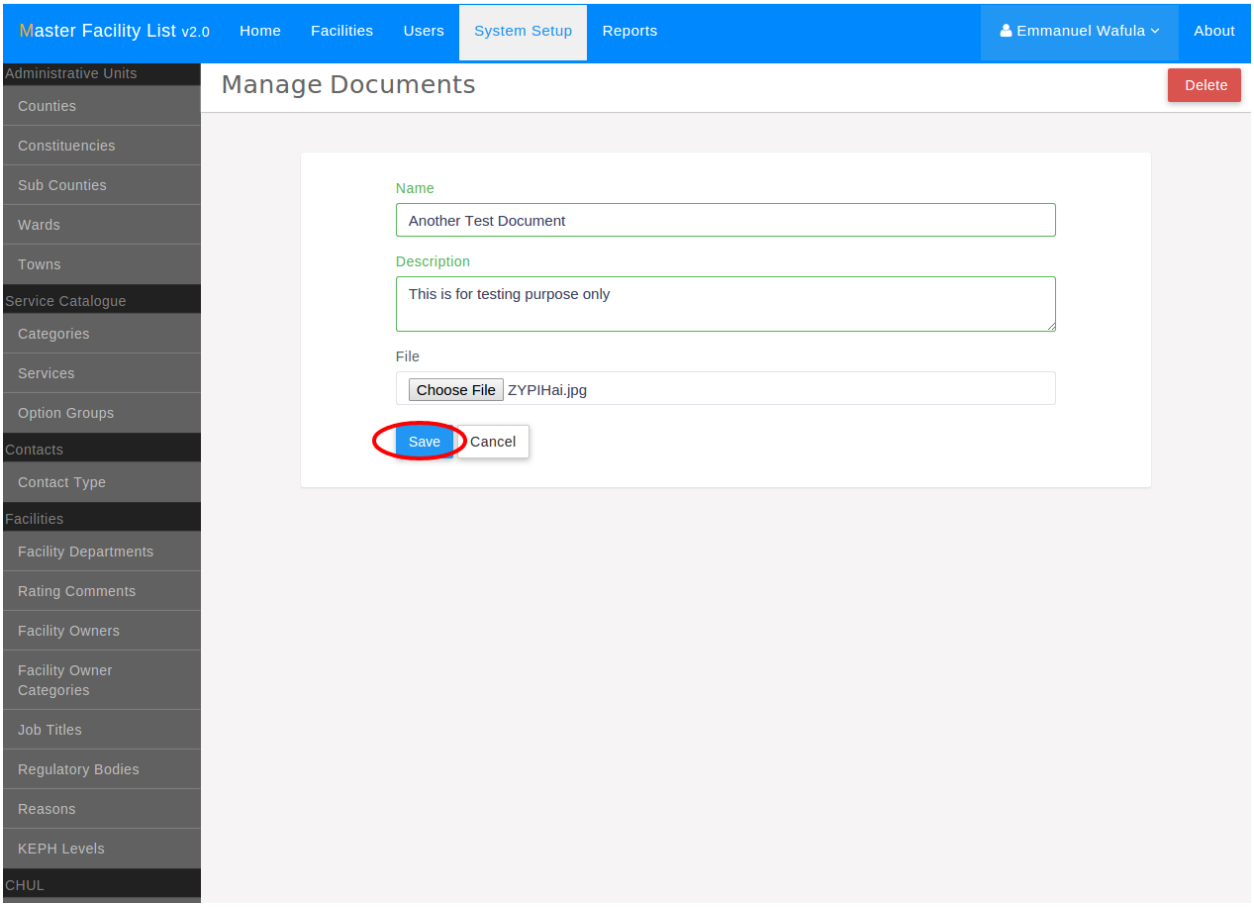


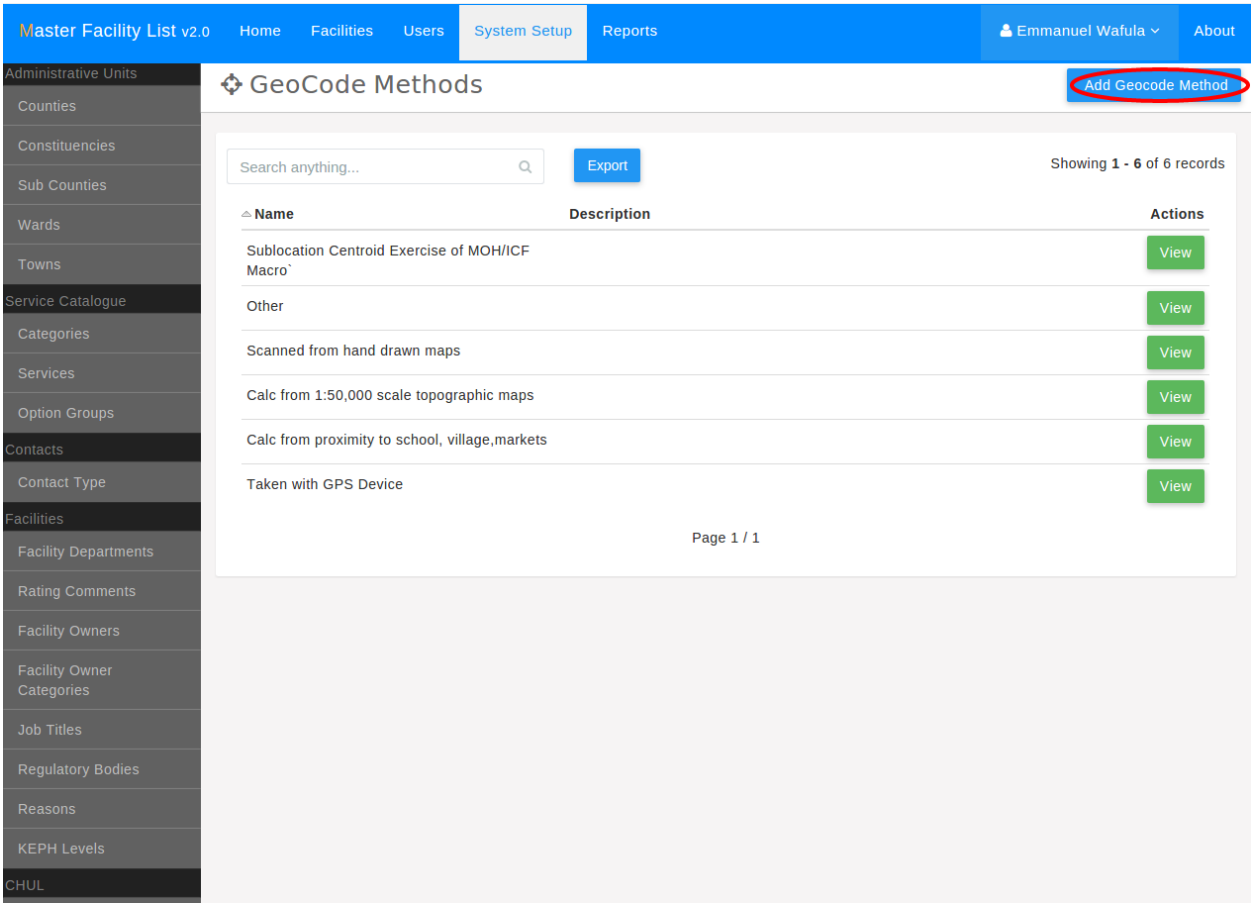
To create a new document, select the add document button and provide the name, description and file of the new document.

4.18 Geo-code Method Management

Geo-code methods are the methods used to collect facility geo-coordinates. To manage them, select the `geocode methods` section in `system setup`.

To create a new method, select the `add geocode method` button and fill in the details in the resulting screen.


Master Facility List v2.0
Home
Facilities
Users
System Setup
Reports
Emmanuel Wafula
About
Administrative Units
Counties
Constituencies
Sub Counties
Wards
Towns
Service Catalogue
Categories
Services
Option Groups
Contacts
Contact Type
Facilities
Facility Departments
Rating Comments
Facility Owners
Facility Owner Categories
Job Titles
Regulatory Bodies
Reasons
KEPH Levels
CHUL
Manage Documents
Delete
Name
Another Test Document
Description
This is for testing purpose only
File
Choose File
ZYPIHai.jpg
Save
Cancel


Master Facility List v2.0
Home
Facilities
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System Setup
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Emmanuel Wafula
About
Administrative Units
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Constituencies
Sub Counties
Wards
Towns
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Contacts
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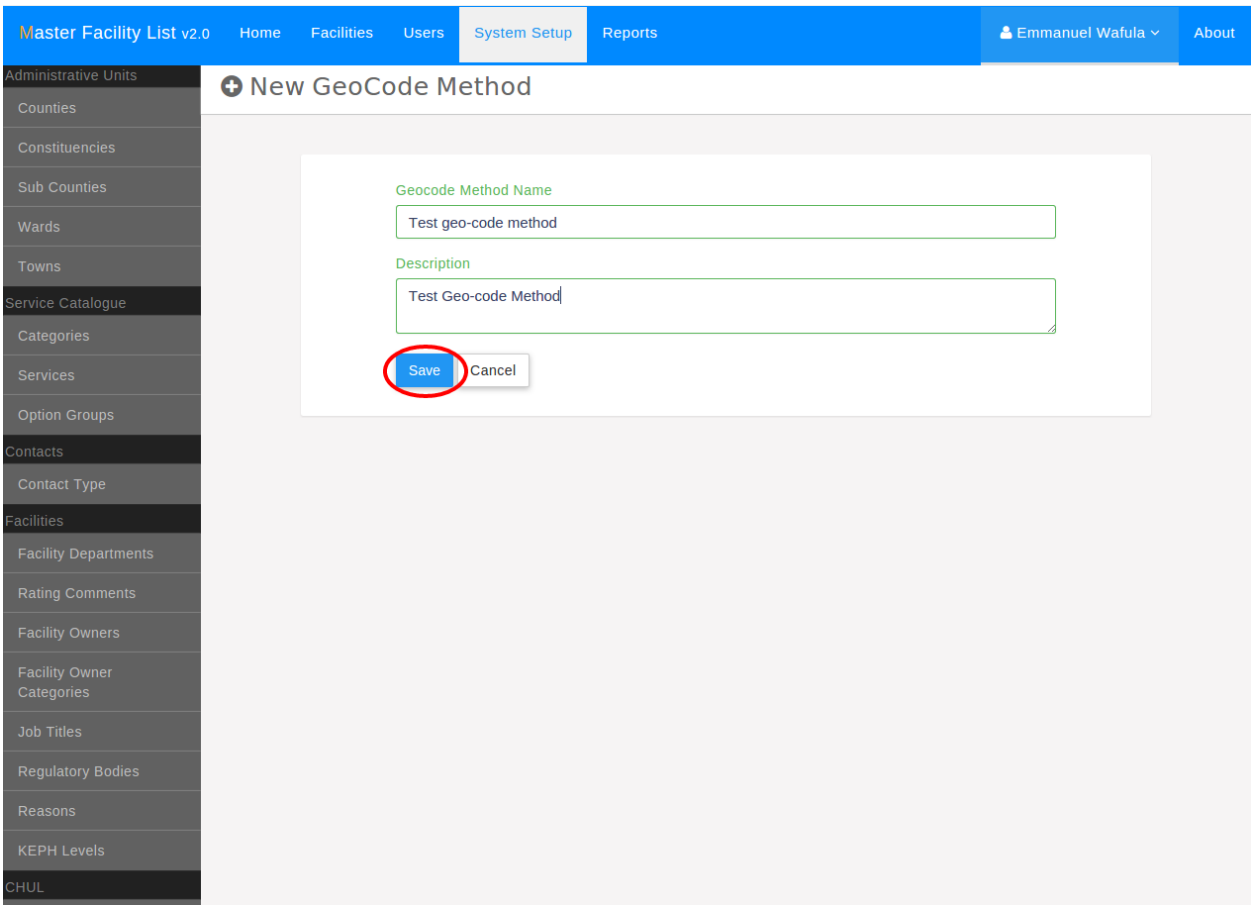
Facilities
Facility Departments
Rating Comments
Facility Owners
Facility Owner Categories
Job Titles
Regulatory Bodies
Reasons
KEPH Levels
CHUL
GeoCode Methods
Add Geocode Method
Search anything...
Export
Showing 1 - 6 of 6 records
Name
Description
Actions
Sublocation Centroid Exercise of MOH/ICF Macro`
View
Other
View
Scanned from hand drawn maps
View
Calc from 1:50,000 scale topographic maps
View
Calc from proximity to school, village,markets
View
Taken with GPS Device
View
Page 1 / 1


Master Facility List v2.0
Home
Facilities
Users
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Emmanuel Wafula
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Administrative Units
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Constituencies
Sub Counties
Wards
Towns
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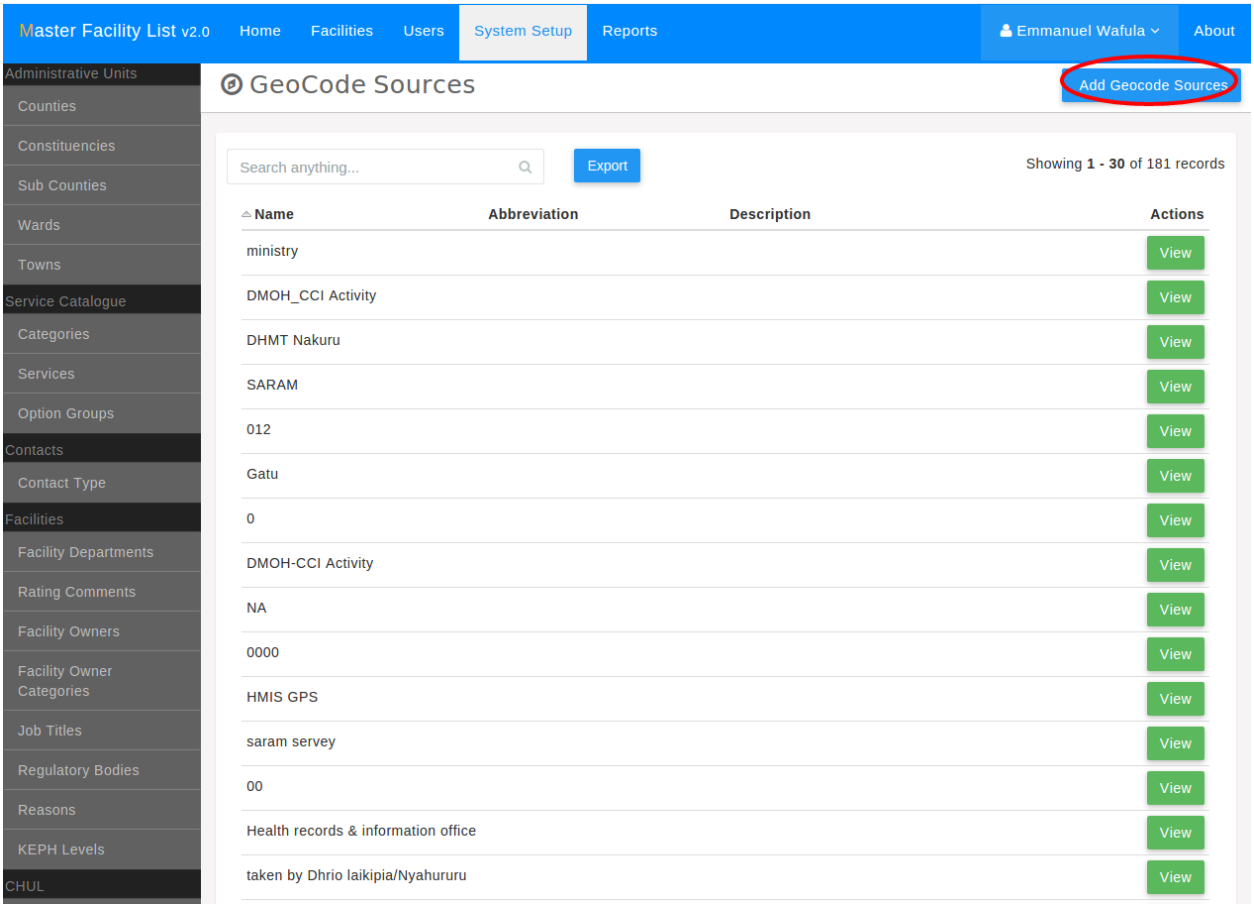
Categories
Services
Option Groups
Contacts
Contact Type
Facilities
Facility Departments
Rating Comments
Facility Owners
Facility Owner Categories
Job Titles
Regulatory Bodies
Reasons
KEPH Levels
CHUL
New GeoCode Method
Geocode Method Name
Test geo-code method
Description
Test Geo-code Method
Save
Cancel

4.19 Geo-Code Source Management

Geo-code sources are the origins of the facility geo-coordinates. They accessible via the `geocode sources` section in `system setup`.



The add geocode sources link brings up a screen to create a new geocode source.

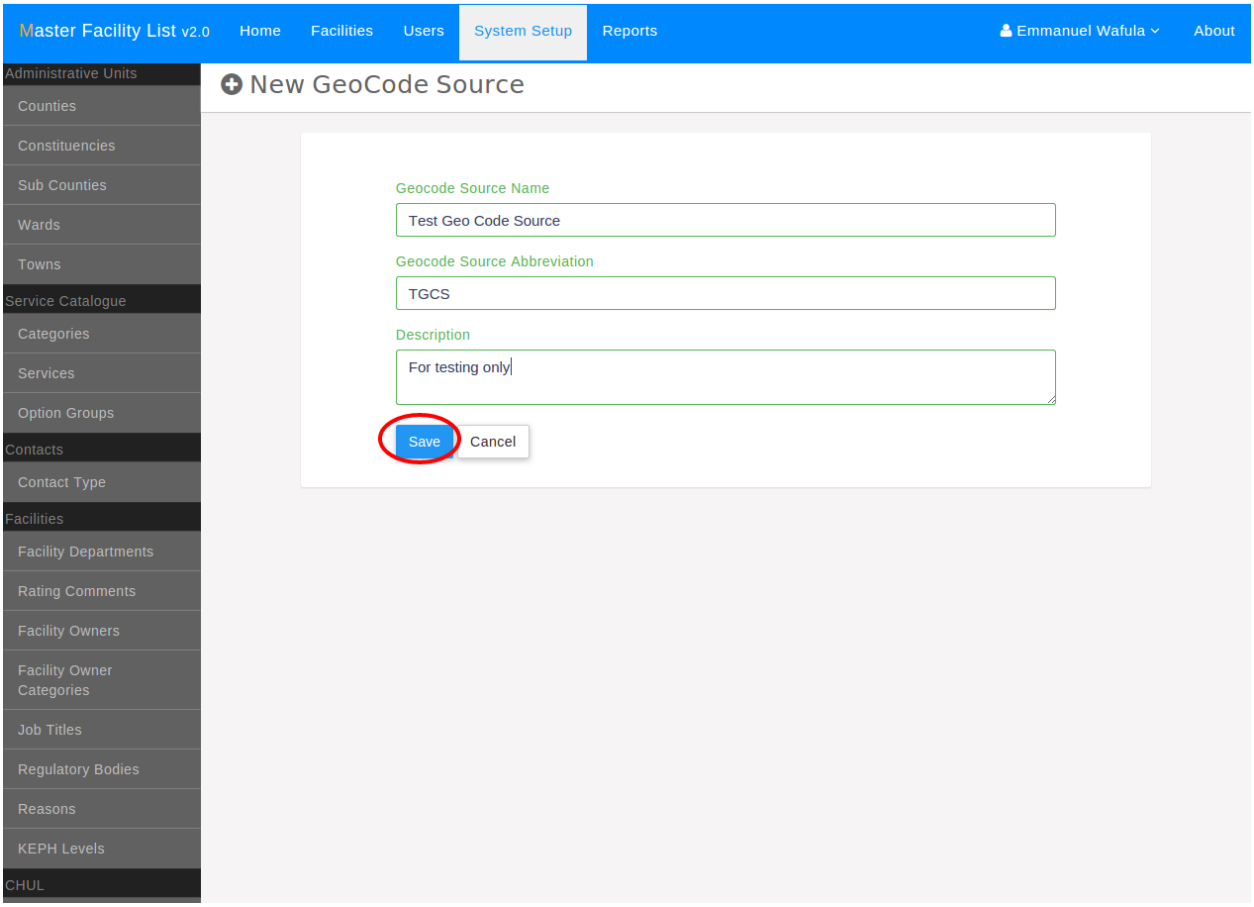
4.20 Group Management

A group is a collection of permissions that is assigned to users. Permissons are not assigned to users directly. Users are assigned groups and get the permissions in the assigned group.

To manage groups, click on the `users` link in the top navigation bar. In the resulting screen, select `groups` in the left navigation bar. This will show a list of groups in the system.

To create a group select the add group link in while in the groups viewing page. To

edit an existing group, select the group by clicking on the group's name.


Master Facility List v2.0
Home
Facilities
Users
System Setup
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Emmanuel Wafula
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Administrative Units
Counties
Constituencies
Sub Counties
Wards
Towns
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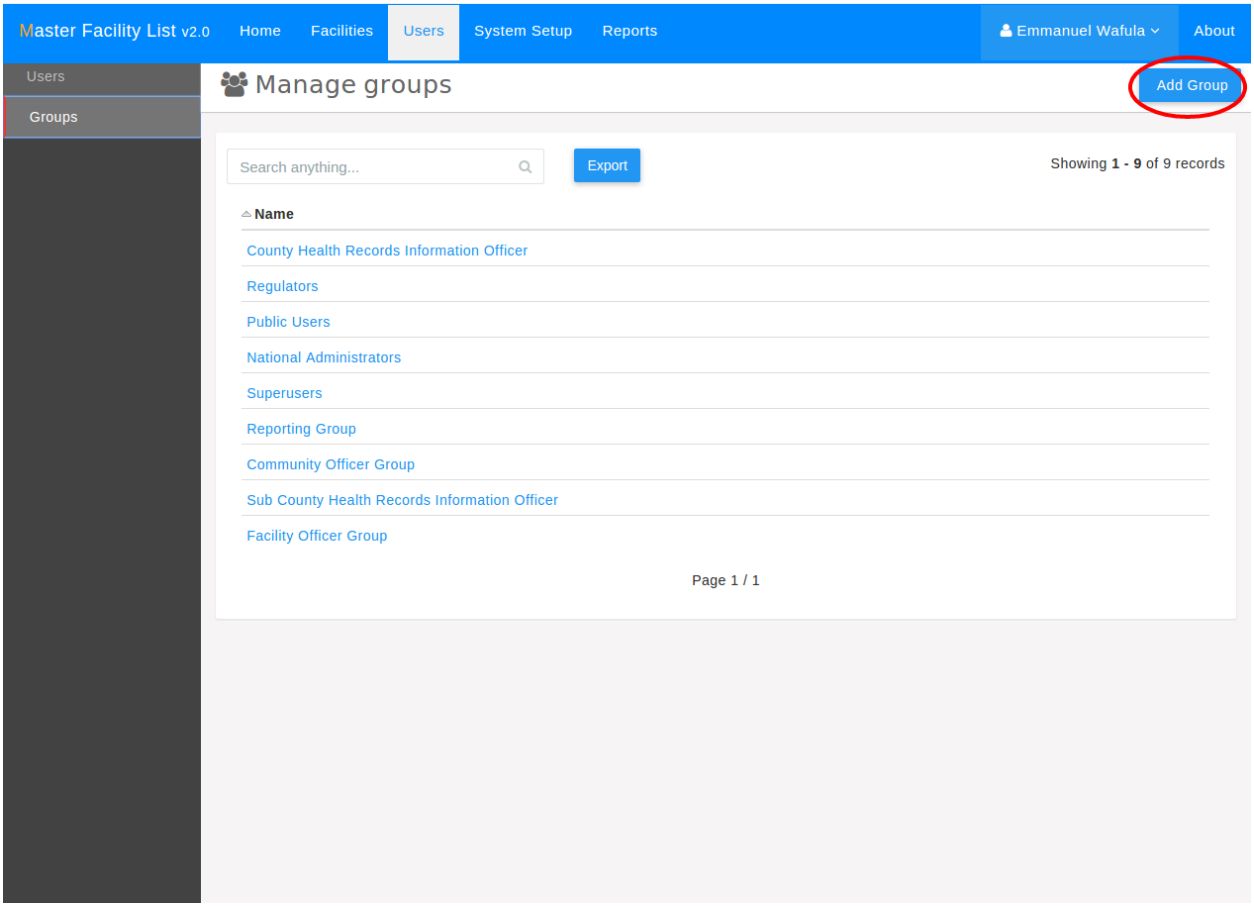
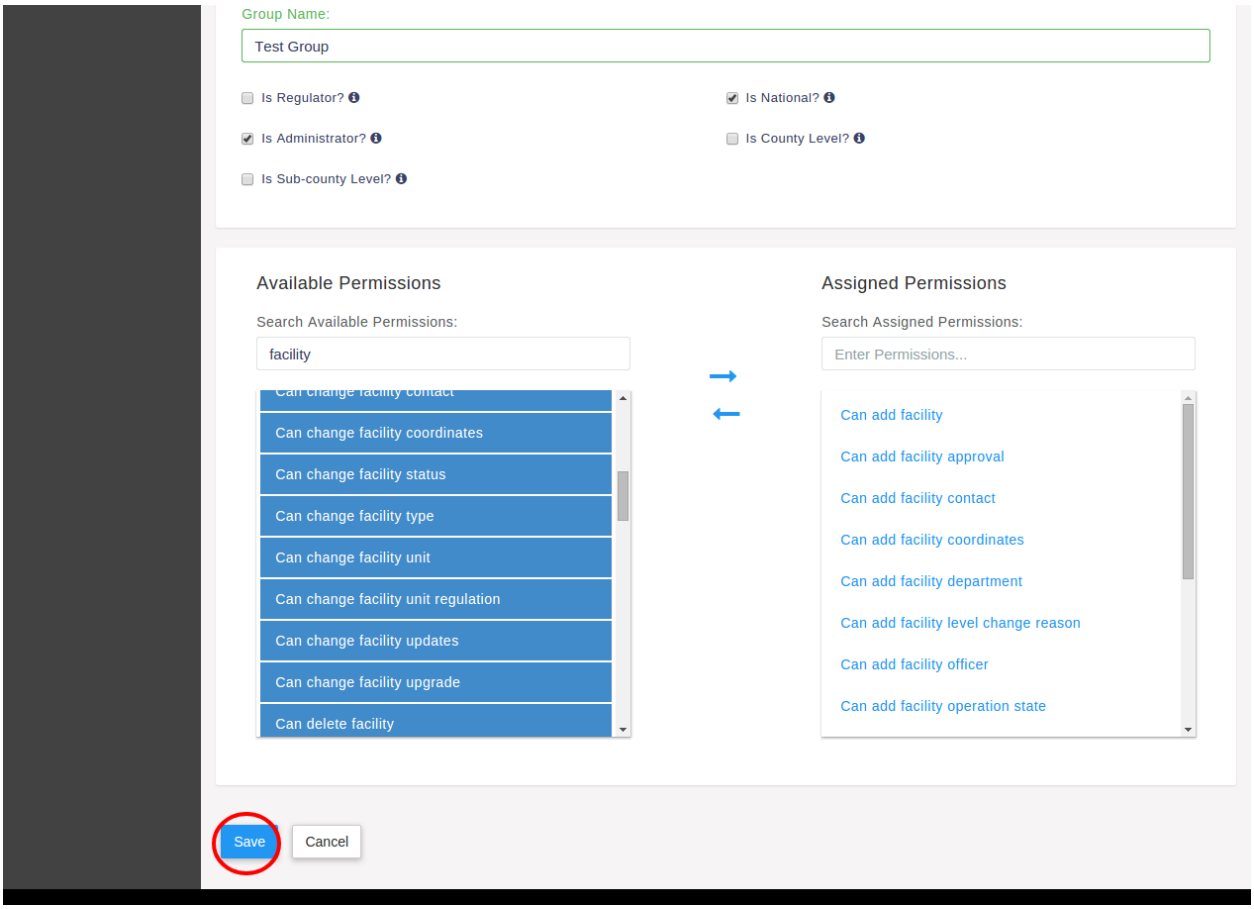
Option Groups
Contacts
Contact Type
Facilities
Facility Departments
Rating Comments
Facility Owners
Facility Owner Categories
Job Titles
Regulatory Bodies
Reasons
KEPH Levels
CHUL
New GeoCode Source
Geocode Source Name
Test Geo Code Source
Geocode Source Abbreviation
TGCS
Description
For testing only
Save
Cancel

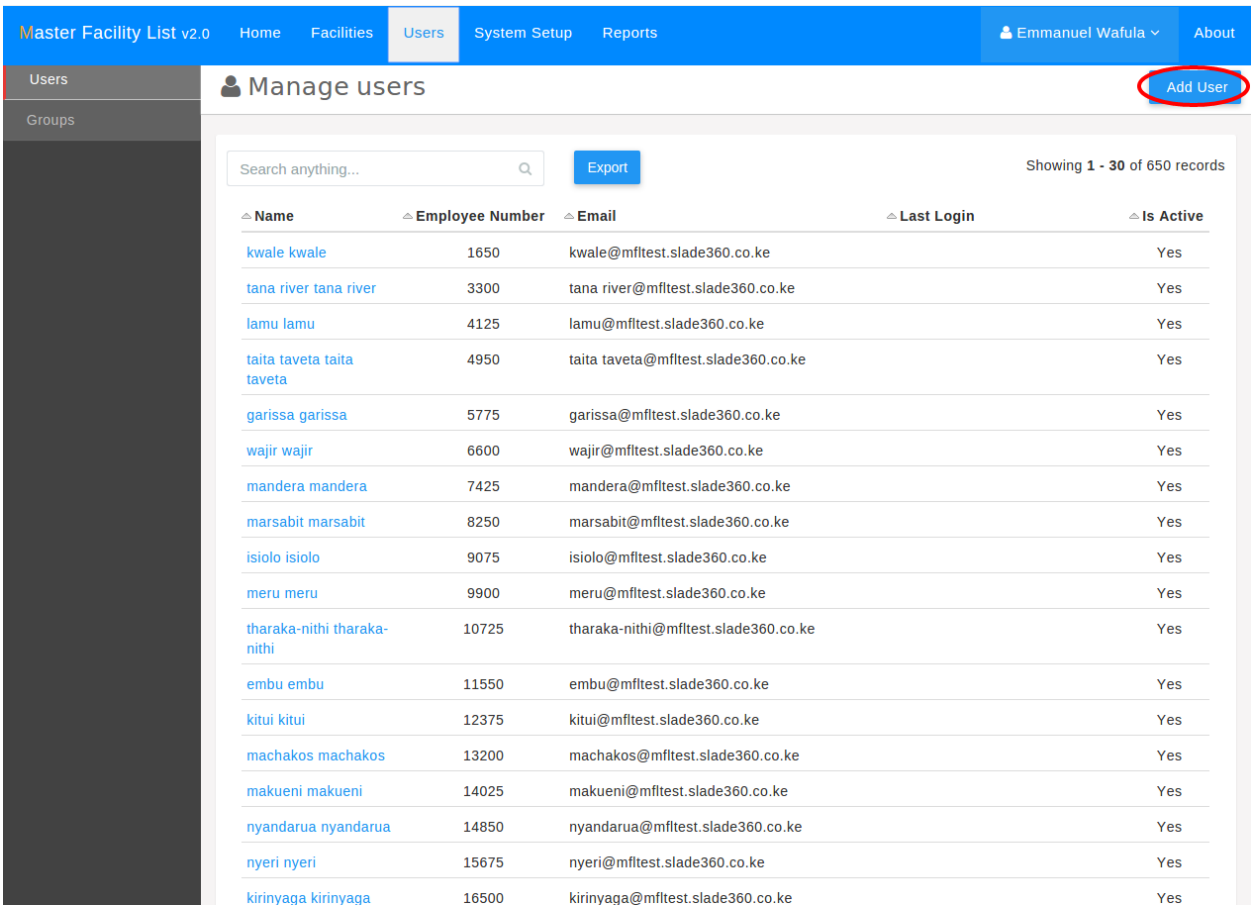

Master Facility List v2.0
Home
Facilities
Users
System Setup
Reports
Emmanuel Wafula
About
Users
Groups
Manage groups
Add Group
Search anything...
Export
Showing 1 - 9 of 9 records
Name
County Health Records Information Officer
Regulators
Public Users
National Administrators
Superusers
Reporting Group
Community Officer Group
Sub County Health Records Information Officer
Facility Officer Group
Page 1 / 1


Group Name:
Test Group
Is Regulator?
Is National?
Is Administrator?
Is County Level?
Is Sub-county Level?
Available Permissions
Search Available Permissions:
facility
Can change facility coordinates
Can change facility status
Can change facility type
Can change facility unit
Can change facility unit regulation
Can change facility updates
Can change facility upgrade
Can delete facility
Assigned Permissions
Search Assigned Permissions:
Enter Permissions...
Can add facility
Can add facility approval
Can add facility contact
Can add facility coordinates
Can add facility department
Can add facility level change reason
Can add facility officer
Can add facility operation state
Save
Cancel

4.21 User Management

The national administrator can be able to view all users in the system. To access user management, select `users` in the top navigation bar. The resulting screen shows a list of users in the system.

To create a new user, click the `add user button`.

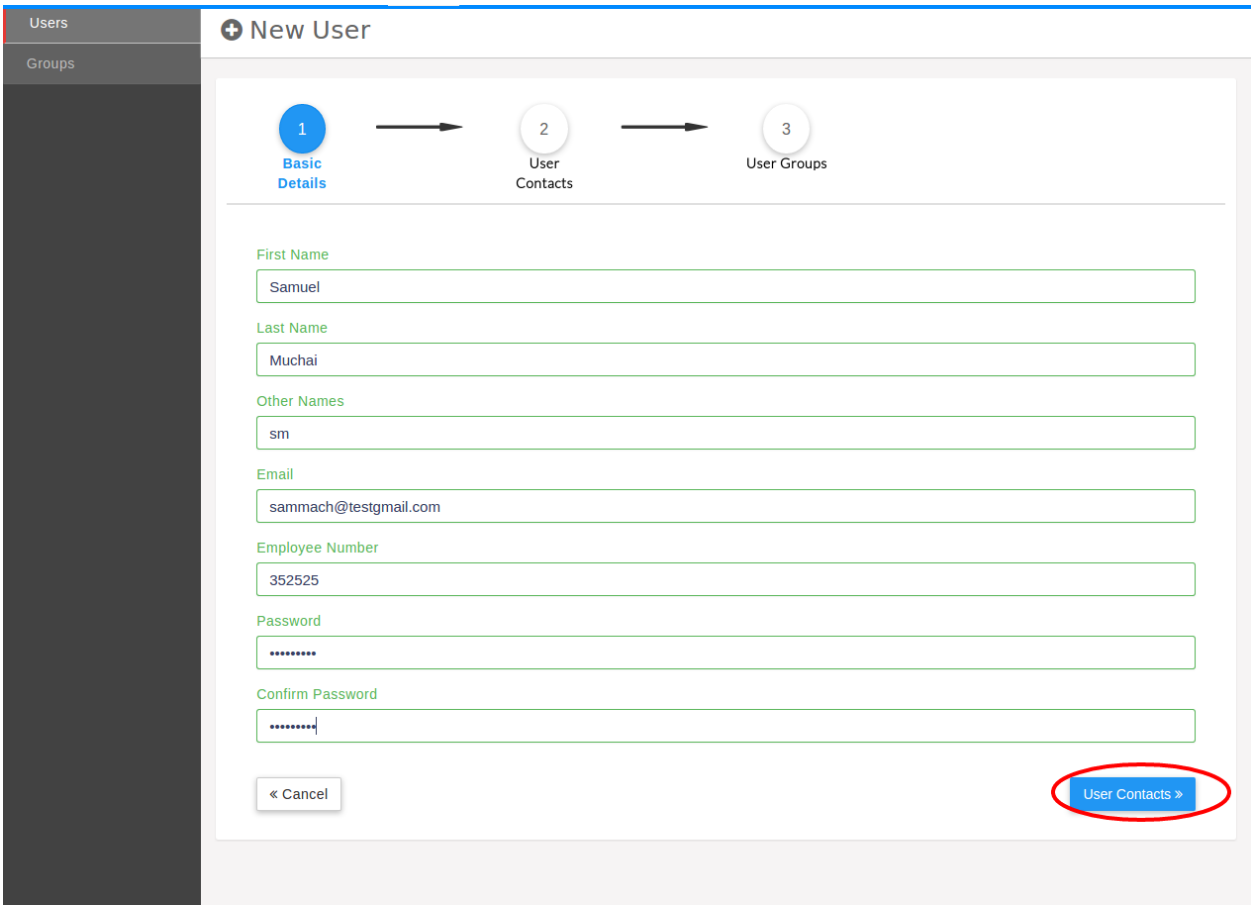


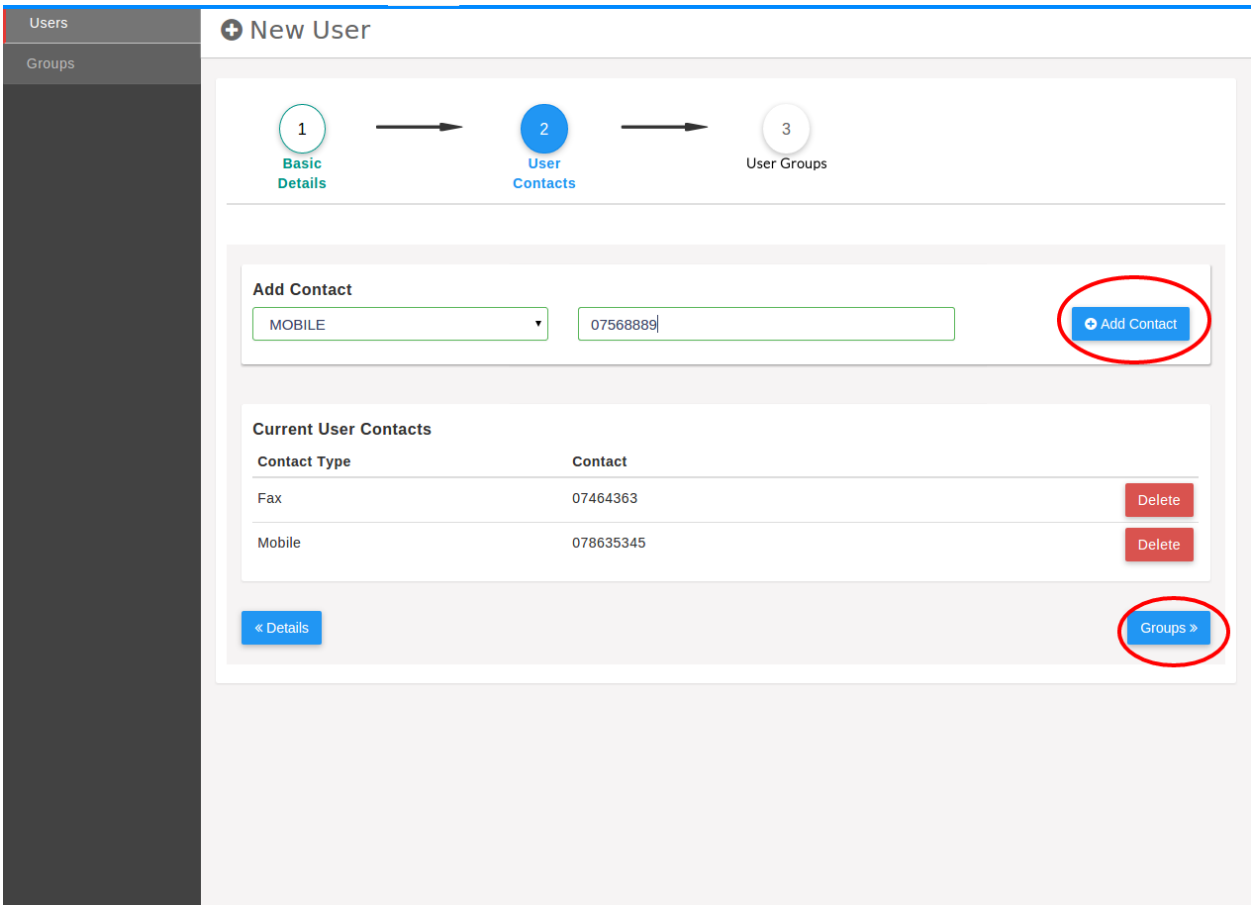
Creating a user has at least three steps : basic details, contacts and assigning groups. The basic details comprise of the users names, password, email e.t.c.

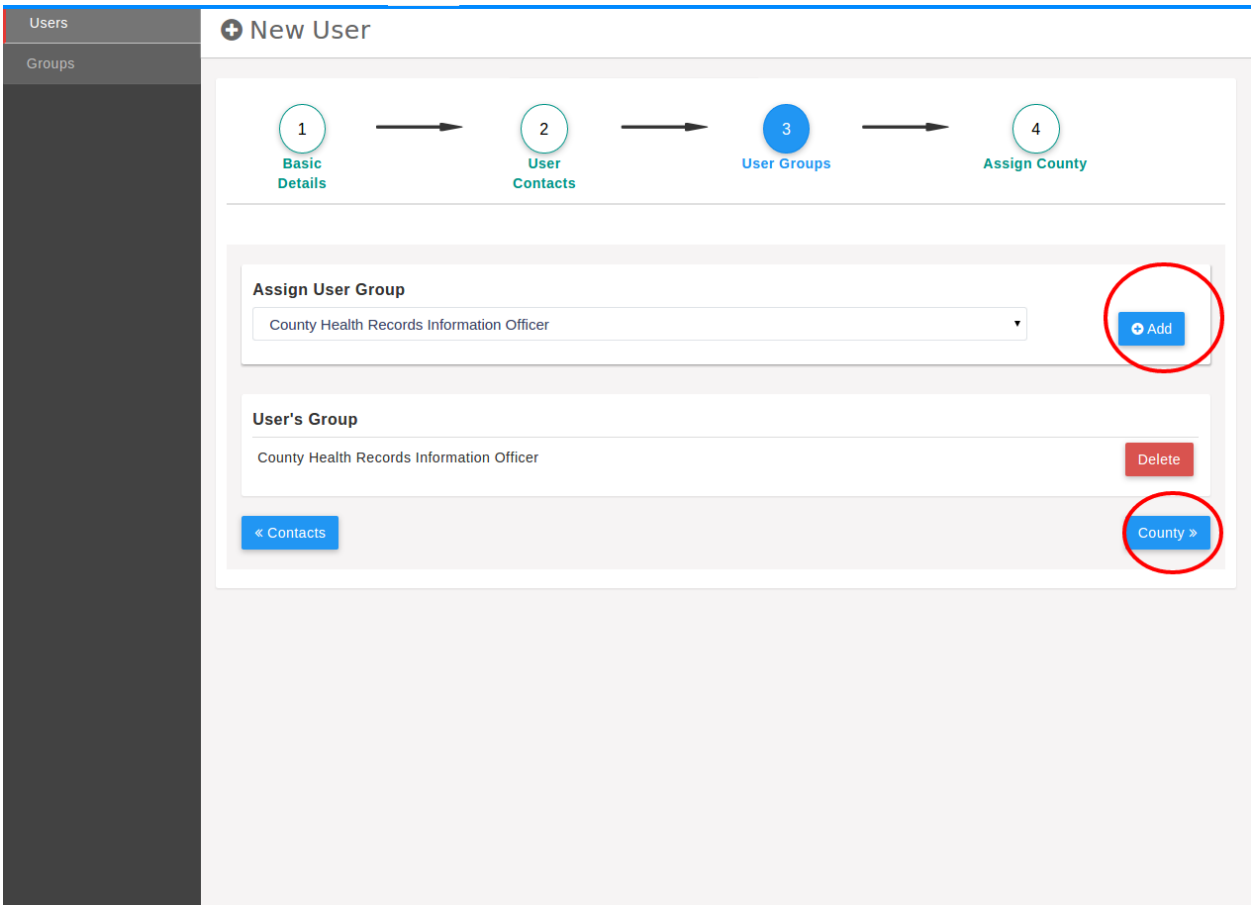
The user contacts are next after basic details.

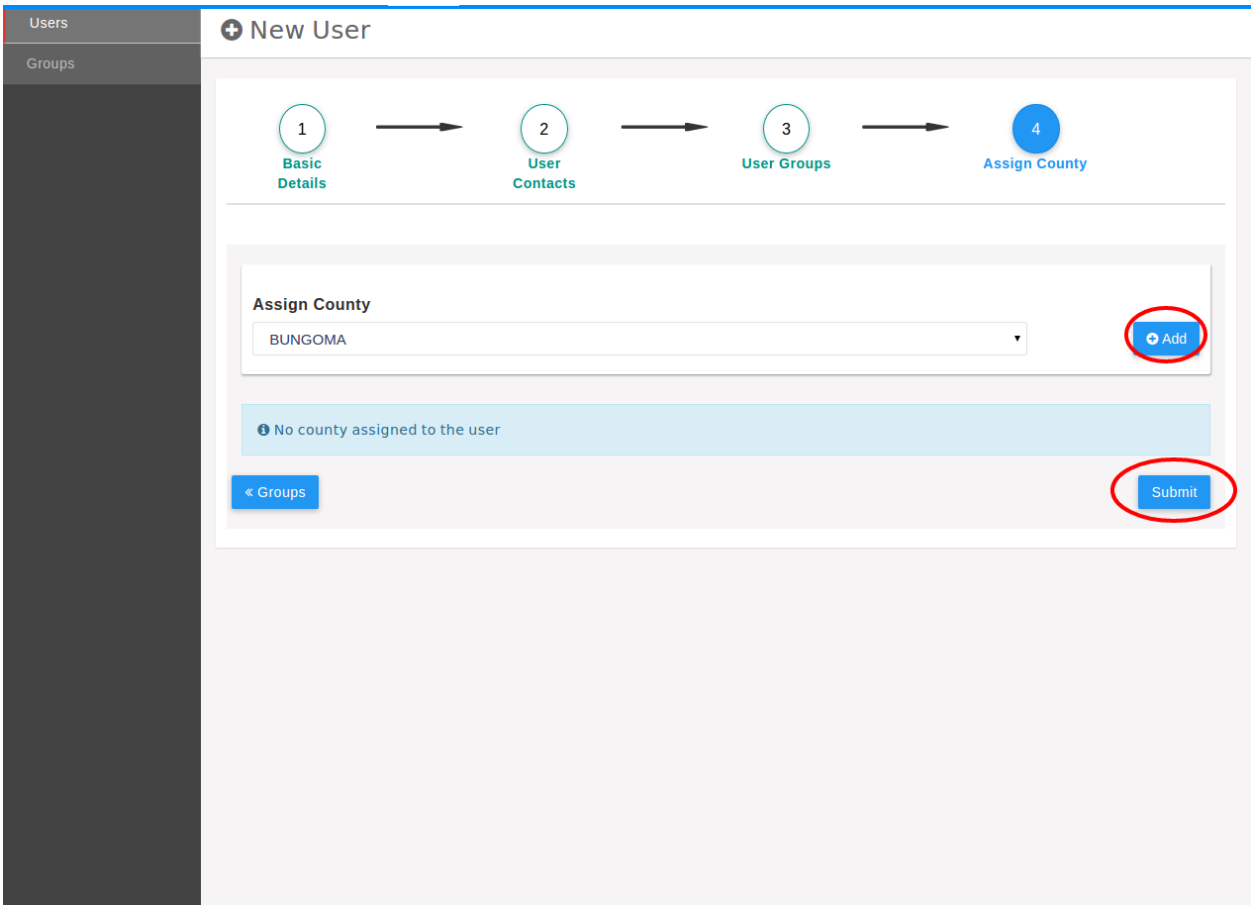
Assigning groups to users comes after updating their contacts. A user can belong to one or more groups.

Depending on the group selected, the user is assigned an administrative unit. For example, if the user's group is a County Health Records Information Officer, then the user is assigned a county as shown below.


Users
Groups
New User
1
Basic Details
2
User Contacts
3
User Groups
First Name
Samuel
Last Name
Muchai
Other Names
sm
Email
sammach@testgmail.com
Employee Number
352525
Password
Confirm Password
« Cancel
User Contacts »


Users
Groups
New User
1
Basic Details
2
User Contacts
3
User Groups
Add Contact
MOBILE
07568889
Add Contact
Current User Contacts
Contact Type
Contact
Fax
07464363
Delete
Mobile
078635345
Delete
« Details
Groups »


Users
Groups
New User
1
Basic Details
2
User Contacts
3
User Groups
4
Assign County
Assign User Group
County Health Records Information Officer
Add
User's Group
County Health Records Information Officer
Delete
« Contacts
County »


Users
Groups
New User
1
Basic Details
2
User Contacts
3
User Groups
4
Assign County
Assign County
BUNGOMA
Add
No county assigned to the user
« Groups
Submit

CHAPTER 5

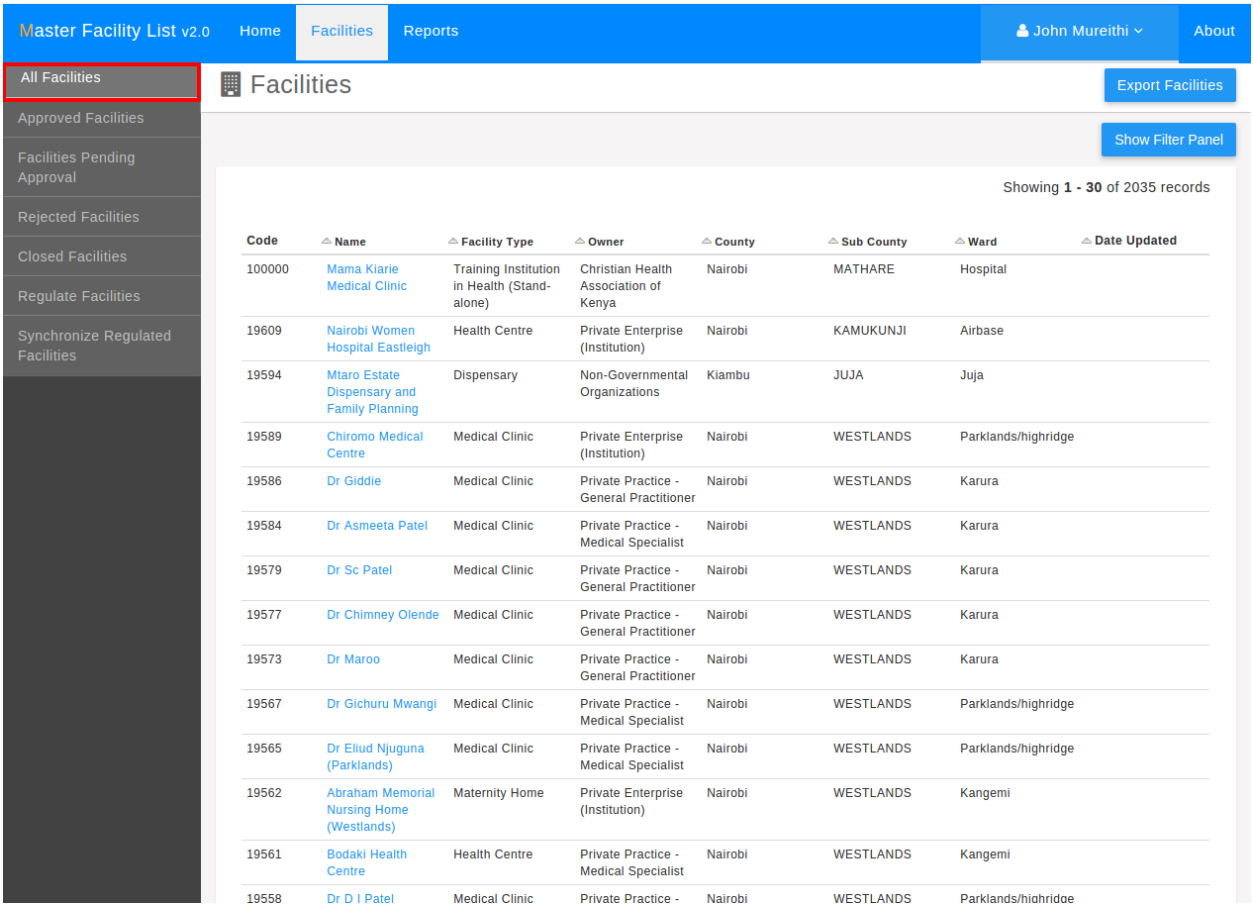
The Regulators Role

This role encompasses the regulatory users who update the licensure details of facilities.

5.1 Viewing Facilities

A regulatory user is only allowed to see facilities under their regulatory body. E.g a regulatory user belonging to Kenya Medical Practitioners and Dentists Board (KMPDB) will only see facilities regulated by by KMPDB.

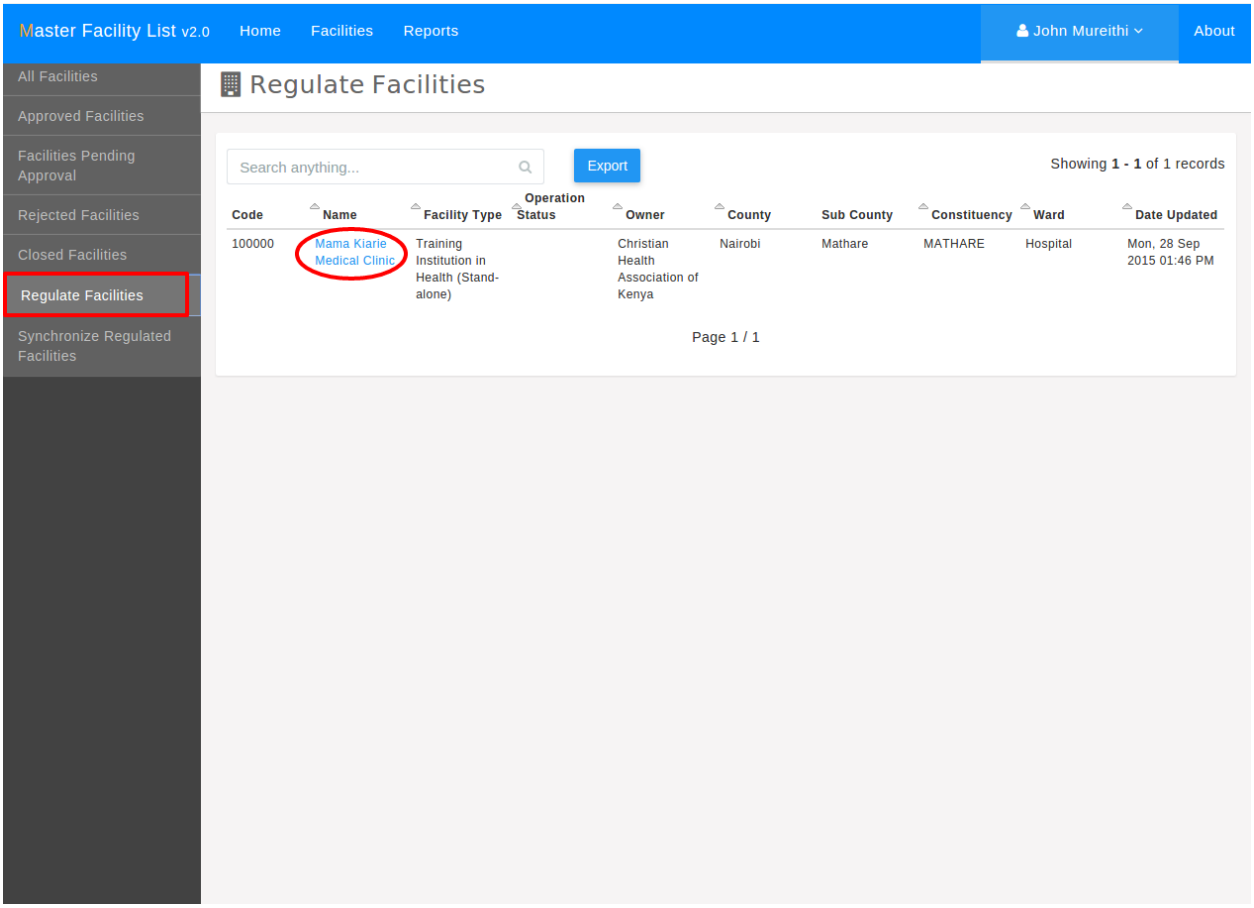
To list facilities the user clicks on the `facilities` tab on the main navigation bar as the screen below shows.



5.2 Updating the Regulatory Details of A Facility

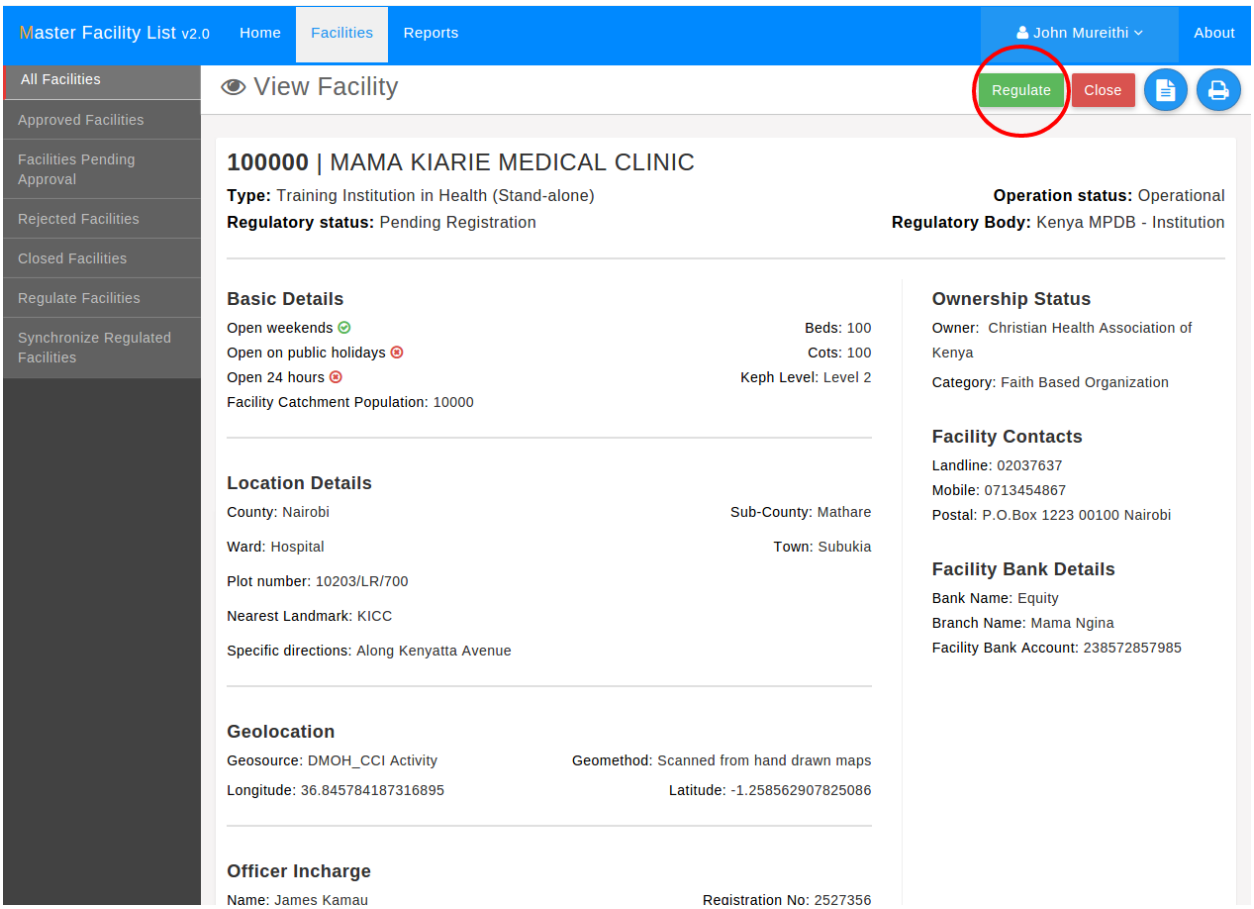
5.2.1 View Unregulated Facilities

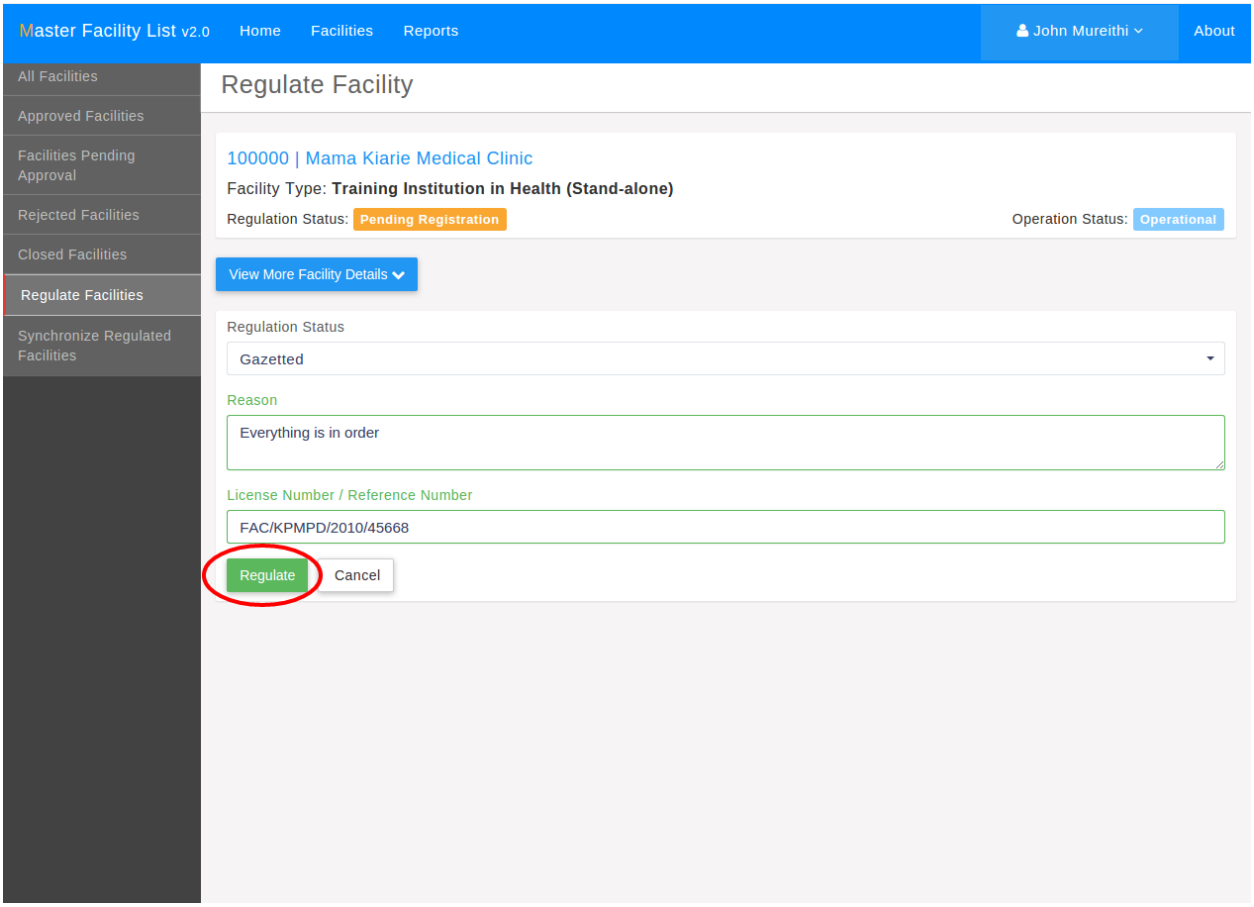
To do this the user should click on `regulate facilities` tab on the side-bar. Below is a screen showing expected results.



The user then clicks on the desired facility and a screen with the facility details such as the one below appears.

Once the user clicks on the regulate button on the detailed facility screen above, a screen where regulatory details can be entered appears. The user fills in the regulation status, the reason (which is optional) and the license or the reference number. On clicking the `regulate` button the regulatory details are updated in the system


Master Facility List v2.0
Home
Facilities
Reports
John Mureithi
About
All Facilities
Approved Facilities
Facilities Pending Approval
Rejected Facilities
Closed Facilities
Regulate Facilities
Synchronize Regulated Facilities
View Facility
Regulate
Close
100000 | MAMA KIARIE MEDICAL CLINIC
Type: Training Institution in Health (Stand-alone)
Operation status: Operational
Regulatory status: Pending Registration
Regulatory Body: Kenya MPDB - Institution
Basic Details
Open weekends
Open on public holidays
Open 24 hours
Facility Catchment Population: 10000
Beds: 100
Cots: 100
Keph Level: Level 2
Location Details
County: Nairobi
Sub-County: Mathare
Ward: Hospital
Town: Subukia
Plot number: 10203/LR/700
Nearest Landmark: KICC
Specific directions: Along Kenyatta Avenue
Geolocation
Geosource: DMOH_CCI Activity
Geomethod: Scanned from hand drawn maps
Longitude: 36.845784187316895
Latitude: -1.258562907825086
Officer Incharge
Name: James Kamau
Registration No: 2527356
Ownership Status
Owner: Christian Health Association of Kenya
Category: Faith Based Organization
Facility Contacts
Landline: 02037637
Mobile: 0713454867
Postal: P.O.Box 1223 00100 Nairobi
Facility Bank Details
Bank Name: Equity
Branch Name: Mama Ngina
Facility Bank Account: 238572857985


Master Facility List v2.0
Home
Facilities
Reports
John Mureithi
About
All Facilities
Approved Facilities
Facilities Pending Approval
Rejected Facilities
Closed Facilities
Regulate Facilities
Synchronize Regulated Facilities
Regulate Facility
100000 | Mama Kiarie Medical Clinic
Facility Type: Training Institution in Health (Stand-alone)
Regulation Status: Pending Registration
Operation Status: Operational
View More Facility Details
Regulation Status
Gazetted
Reason
Everything is in order
License Number / Reference Number
FAC/KPMPD/2010/45668
Regulate
Cancel

CHAPTER 6

Facility Officer/Reports Role in MFL

This is documentation for both a Facility Officer and the Reporting Role.

The main tasks include:

1. Viewing major reports.
2. Filtering to obtain refined and more relevant data.
3. Export reports in formats such as Excel.

Note: In order to try out the functions contained in this section, it is assumed that one has read the Introduction section and has logged into the system.

6.1 Reports Available

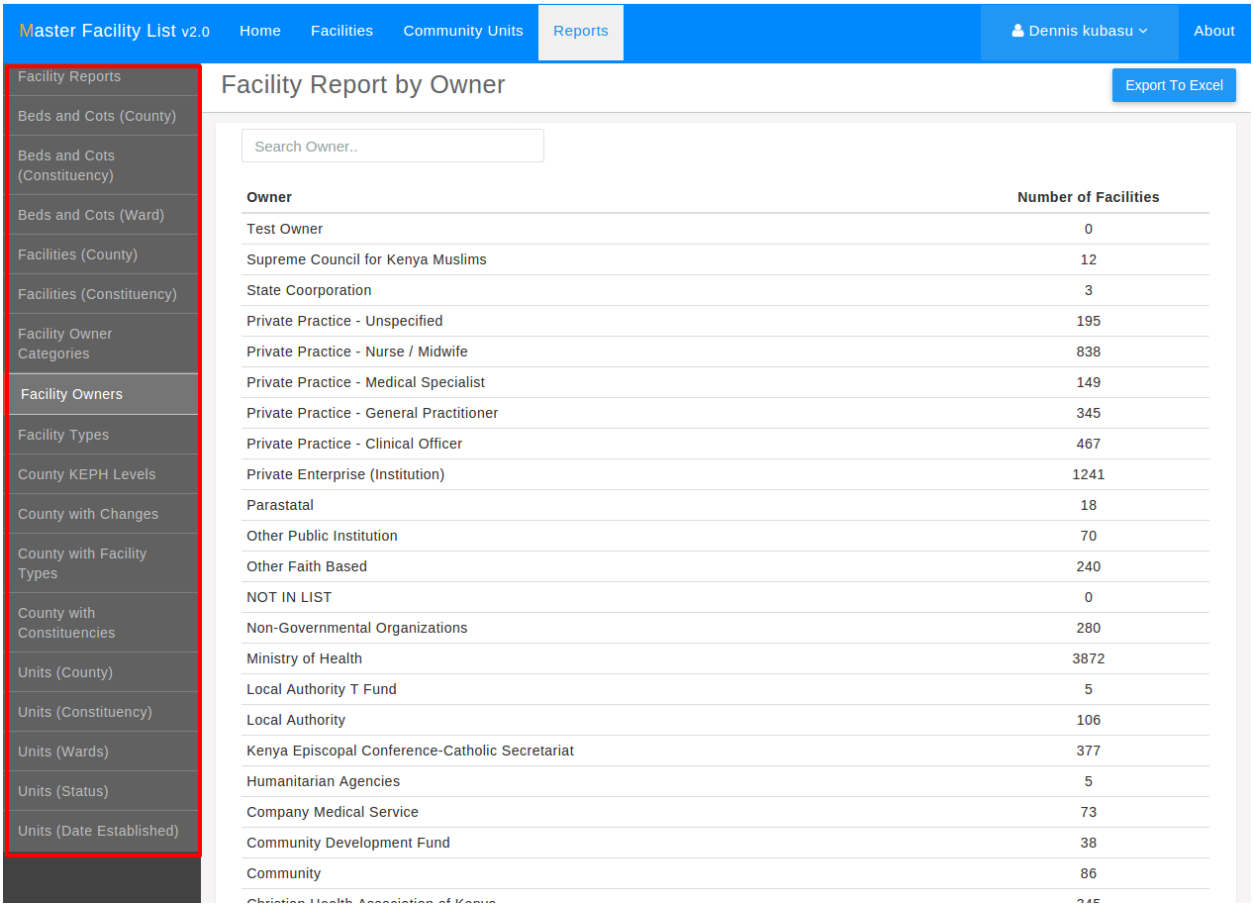
To view all available categories of reports, a logged in user should click the `Reports link` on the main navigation bar. This opens up a view with a s idebar listing possible reports user can view. An example is facility owners report, clicked from the sidebar shows a grid listing names of different categories of facility owners and the number of facilities each owns respectively. For most of the other reports a user simply selects the link from the sidebar and views the report with an option of *Exporting* the report in Excel format.

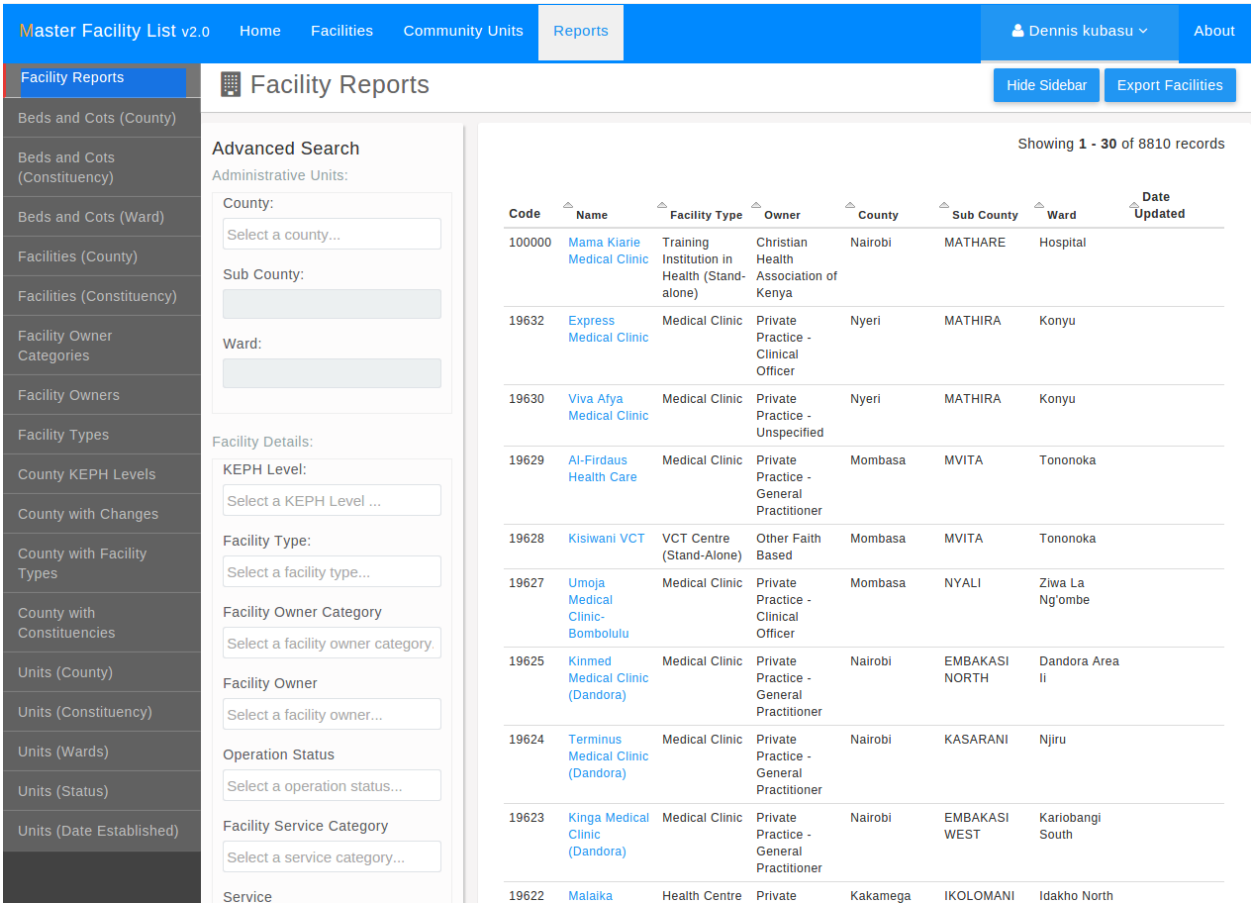
6.2 Facilities Report

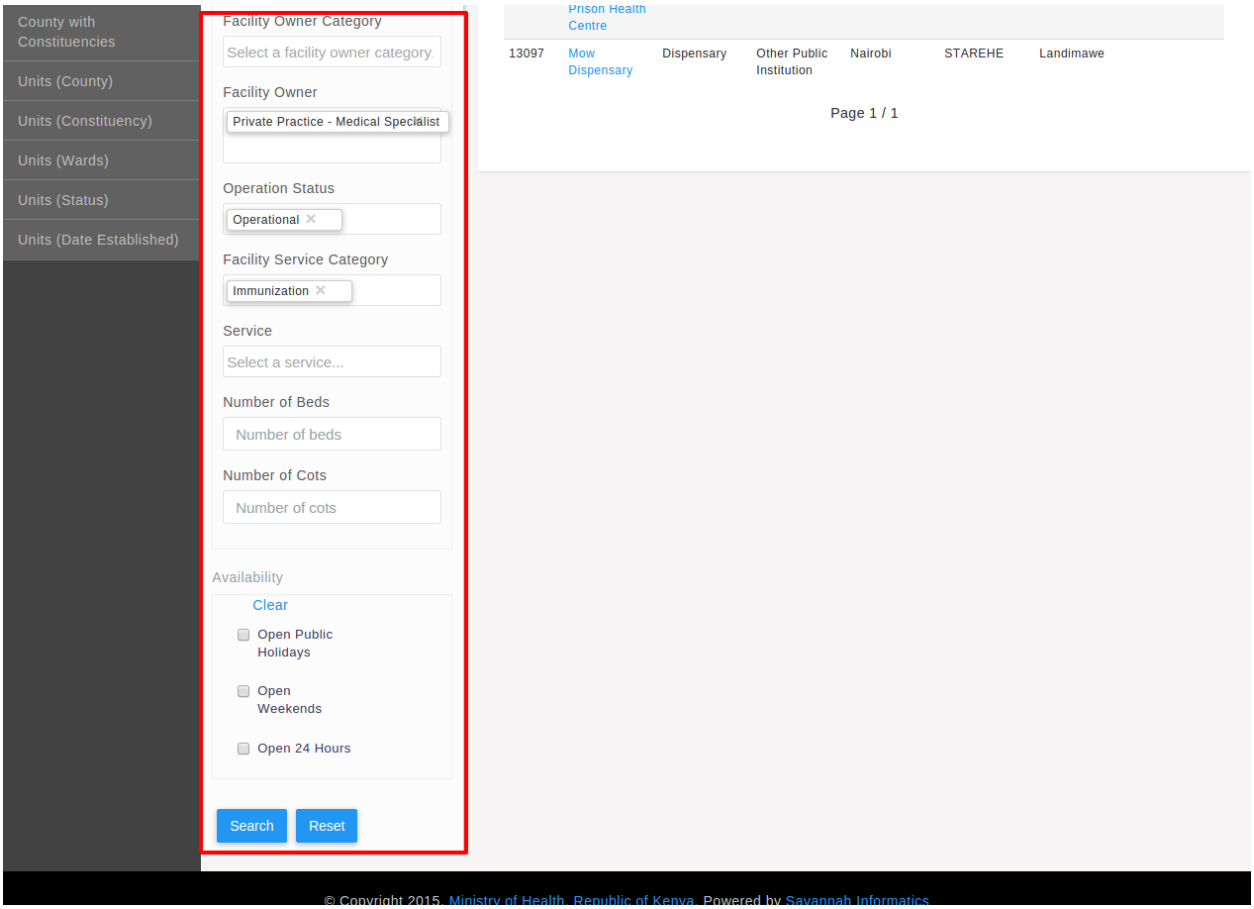
The report of focus is the *facilities reports* which is slightly dissimilar from other reports, in that it has an **advanced search** pane to the left that helps a logged in user to filter facilities based on different criteria including facilities found in a particular County, Sub-county to ward level; as well as KEPH levels to name a few.

6.3 Filtering Reports

Once a user has entered values to filter the list of facilities, they click the `Search` button and facilities matching the filtering criteria are displayed.


Master Facility List v2.0
Home
Facilities
Community Units
Reports
Dennis kubasu
About
Facility Reports
Beds and Cots (County)
Beds and Cots (Constituency)
Beds and Cots (Ward)
Facilities (County)
Facilities (Constituency)
Facility Owner Categories
Facility Owners
Facility Types
County KEPH Levels
County with Changes
County with Facility Types
County with Constituencies
Units (County)
Units (Constituency)
Units (Wards)
Units (Status)
Units (Date Established)
Facility Report by Owner
Export To Excel
Search Owner..
Owner
Number of Facilities
Test Owner 0
Supreme Council for Kenya Muslims 12
State Coorporation 3
Private Practice - Unspecified 195
Private Practice - Nurse / Midwife 838
Private Practice - Medical Specialist 149
Private Practice - General Practitioner 345
Private Practice - Clinical Officer 467
Private Enterprise (Institution) 1241
Parastatal 18
Other Public Institution 70
Other Faith Based 240
NOT IN LIST 0
Non-Governmental Organizations 280
Ministry of Health 3872
Local Authority T Fund 5
Local Authority 106
Kenya Episcopal Conference-Catholic Secretariat 377
Humanitarian Agencies 5
Company Medical Service 73
Community Development Fund 38
Community 86


Master Facility List v2.0
Home
Facilities
Community Units
Reports
Dennis kubasu
About
Facility Reports
Beds and Cots (County)
Beds and Cots (Constituency)
Beds and Cots (Ward)
Facilities (County)
Facilities (Constituency)
Facility Owner Categories
Facility Owners
Facility Types
County KEPH Levels
County with Changes
County with Facility Types
County with Constituencies
Units (County)
Units (Constituency)
Units (Wards)
Units (Status)
Units (Date Established)
Facility Reports
Hide Sidebar
Export Facilities
Advanced Search
Administrative Units:
County:
Select a county...
Sub County:
Ward:
Facility Details:
KEPH Level:
Select a KEPH Level ...
Facility Type:
Select a facility type...
Facility Owner Category
Select a facility owner category
Facility Owner
Select a facility owner...
Operation Status
Select a operation status...
Facility Service Category
Select a service category...
Service
Showing 1 - 30 of 8810 records
Code
Name
Facility Type
Owner
County
Sub County
Ward
Date Updated
100000 Mama Kiarie Medical Clinic Training Institution in Health (Stand-alone) Christian Health Association of Kenya Nairobi MATHARE Hospital
19632 Express Medical Clinic Medical Clinic Private Practice - Clinical Officer Nyeri MATHIRA Konyu
19630 Viva Afya Medical Clinic Medical Clinic Private Practice - Unspecified Nyeri MATHIRA Konyu
19629 Al-Firdaus Health Care Medical Clinic Private Practice - General Practitioner Mombasa MVITA Tononoka
19628 Kisiwani VCT VCT Centre (Stand-Alone) Other Faith Based Mombasa MVITA Tononoka
19627 Umoja Medical Clinic-Bombolulu Medical Clinic Private Practice - Clinical Officer Mombasa NYALI Ziwa La Ng'ombe
19625 Kinmed Medical Clinic (Dandora) Medical Clinic Private Practice - General Practitioner Nairobi EMBAKASI NORTH Dandora Area Ii
19624 Terminus Medical Clinic (Dandora) Medical Clinic Private Practice - General Practitioner Nairobi KASARANI Njiru
19623 Kinga Medical Clinic (Dandora) Medical Clinic Private Practice - General Practitioner Nairobi EMBAKASI WEST Kariobangi South
19622 Malaika Health Centre Private Kakamega IKOLOMANI Idakho North


County with Constituencies
Units (County)
Units (Constituency)
Units (Wards)
Units (Status)
Units (Date Established)
Facility Owner Category
Select a facility owner category
Facility Owner
Private Practice - Medical Specialist
Operation Status
Operational
Facility Service Category
Immunization
Service
Select a service...
Number of Beds
Number of beds
Number of Cots
Number of cots
Availability
Clear
Open Public Holidays
Open Weekends
Open 24 Hours
Search
Reset
Prison Health Centre
13097 Mow Dispensary Dispensary Other Public Institution Nairobi STAREHE Landimawe
Page 1 / 1
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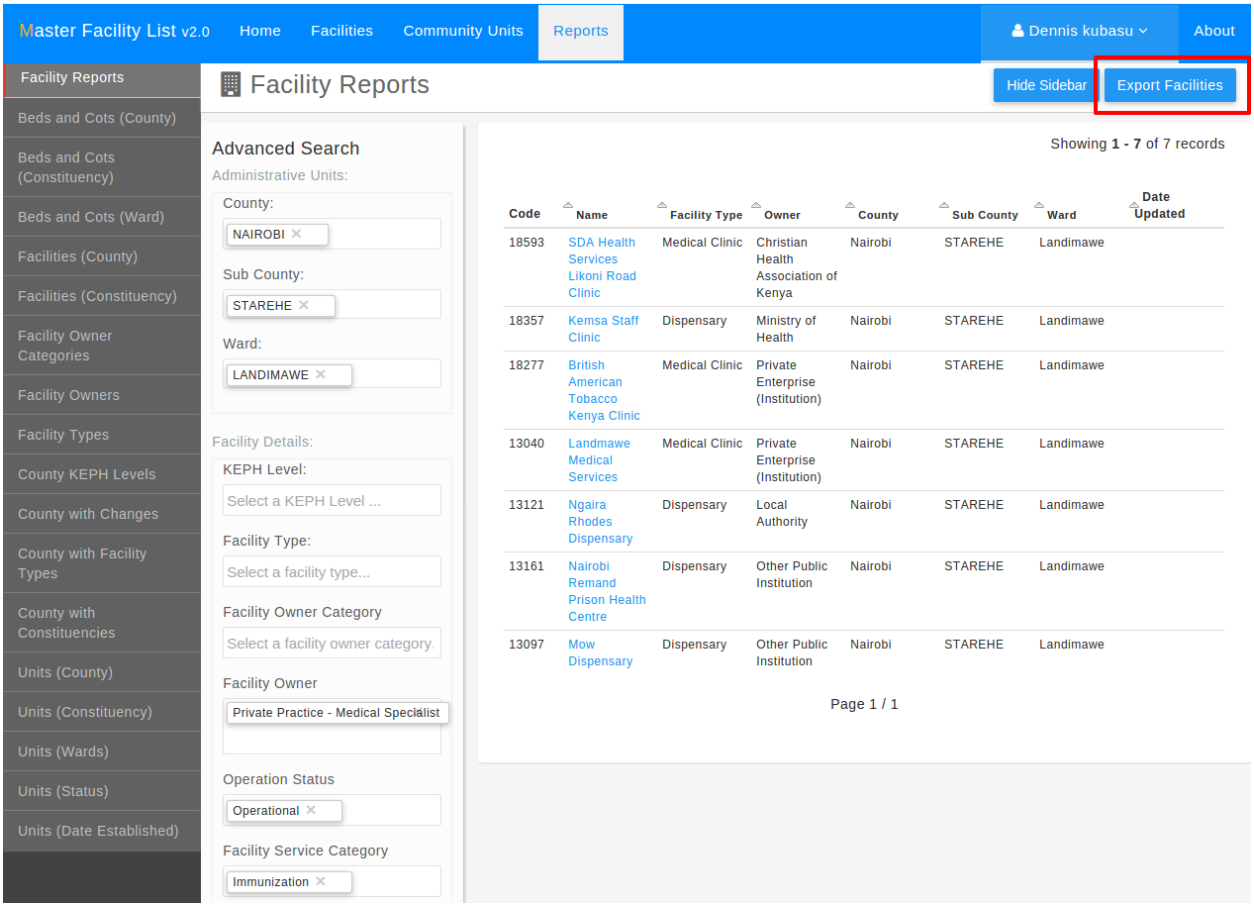
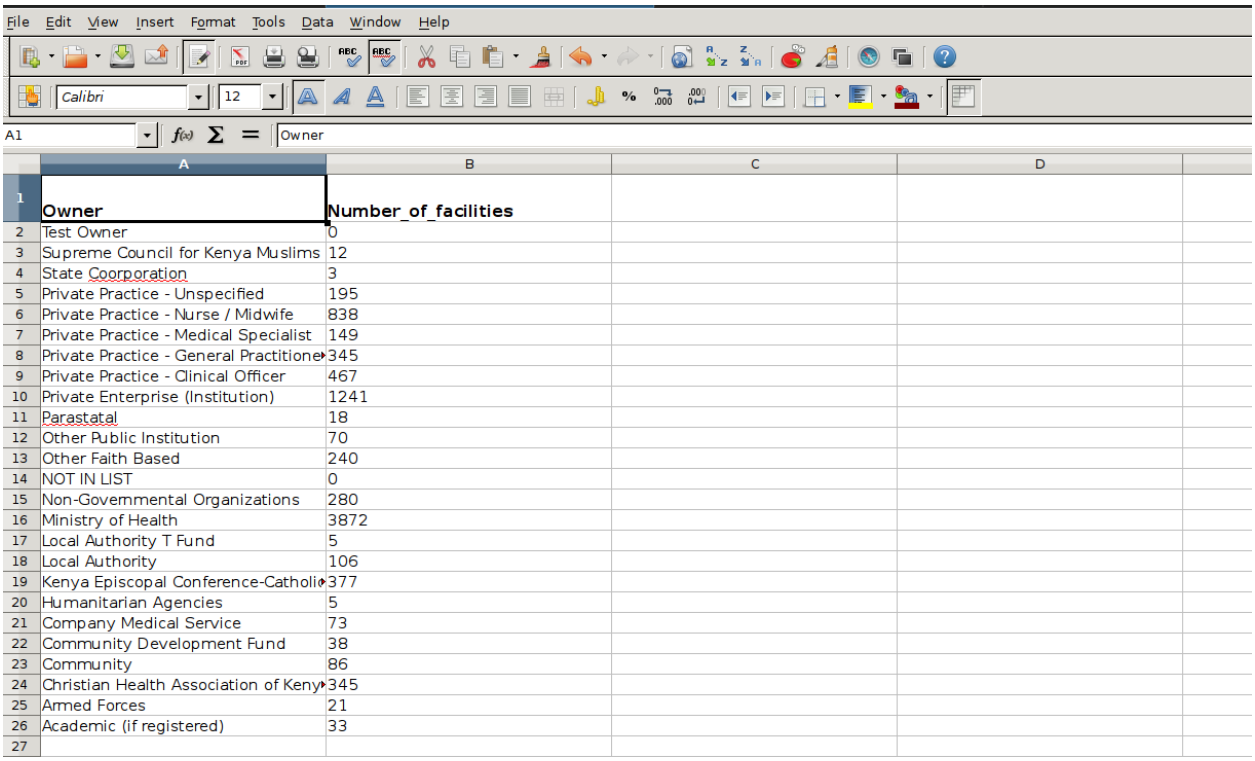
6.4 Exporting Reports

On obtaining the results the user can view the relevant data as filtered, and there is also the option of exporting the results to **excel** for all intents and purposes.



Below is a sample *excel export* after facilities list has been filtered using values shown in the diagram above.



	Owner	Number_of_facilities
2	Test Owner	0
3	Supreme Council for Kenya Muslims	12
4	State Coorporation	3
5	Private Practice - Unspecified	195
6	Private Practice - Nurse / Midwife	838
7	Private Practice - Medical Specialist	149
8	Private Practice - General Practitione	345
9	Private Practice - Clinical Officer	467
10	Private Enterprise (Institution)	1241
11	Parastatal	18
12	Other Public Institution	70
13	Other Faith Based	240
14	NOT IN LIST	0
15	Non-Governmental Organizations	280
16	Ministry of Health	3872
17	Local Authority T Fund	5
18	Local Authority	106
19	Kenya Episcopal Conference-Catholi	377
20	Humanitarian Agencies	5
21	Company Medical Service	73
22	Community Development Fund	38
23	Community	86
24	Christian Health Association of Keny	345
25	Armed Forces	21
26	Academic (if registered)	33
27		

CHAPTER 7

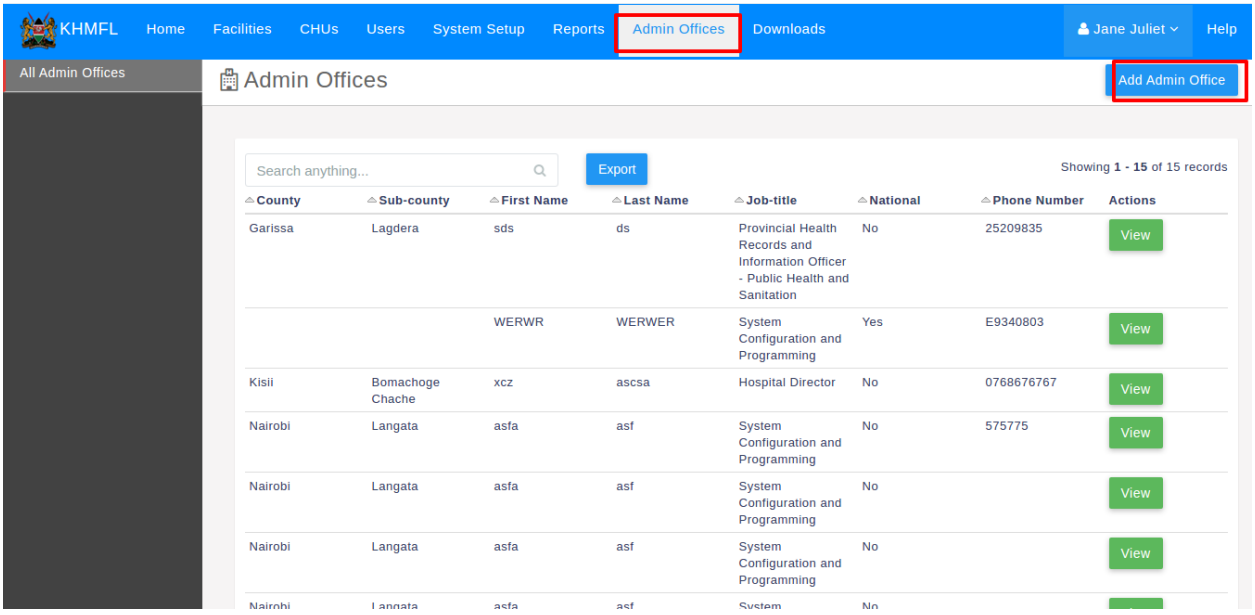
Administration Offices

There are 3 types of administration offices:

1. National Admin Offices
2. County Admin Offices
3. Sub-county Admin Offices

7.1 Listing and Creating Admin Offices

To create an admin office click on the `Admin Offices` tab on the main navigation bar. A screen with a list of all the admin offices in your area will be shown like the one shown below:



Click on the `Add Admin Office` button on the top right hand corner. Fill in the details in the form that will be provided in the next screen and click on save. You will be redirected back to the listing of admin offices in your area.

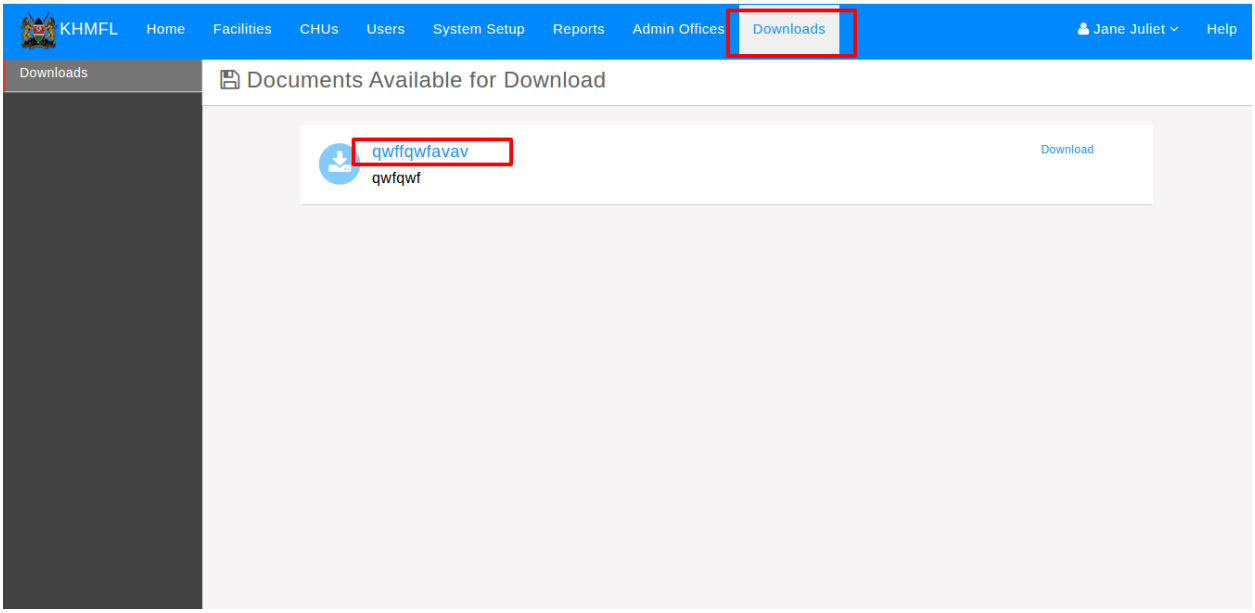
Note: To view the contacts of the admin offices in the rest of the country to to the reports section.

CHAPTER 8

Downloads

There are various documents that will be availed to the CHRIOS, SCHRIOs among other people. these documents will appear on the `downloads` section of the admin site.

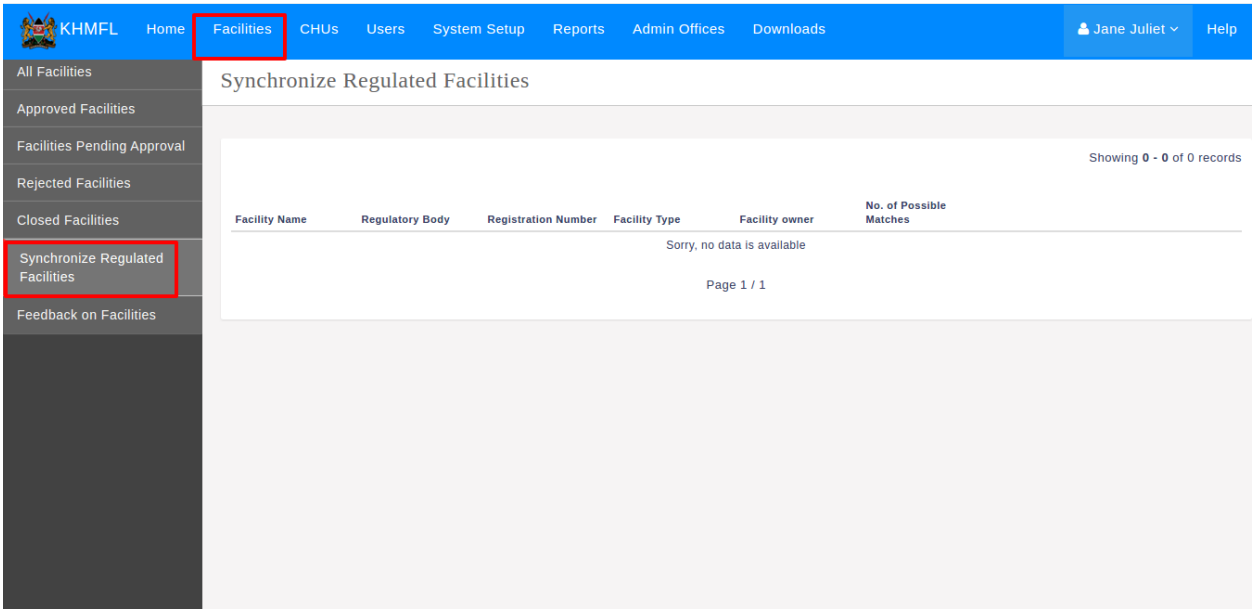
To download a document click on its name as shown below:



Synchronization with regulators

The Kenya Master Health Facility List will be communicating with the regulator's system to determine the facilities that have been registered by the regulators and not yet in the KMFHL. Such facilities will be pushed to MFL under the `regulators sync` section.

The regulator sync tab is located in the facilities side-bar as the screen-shot below shows:



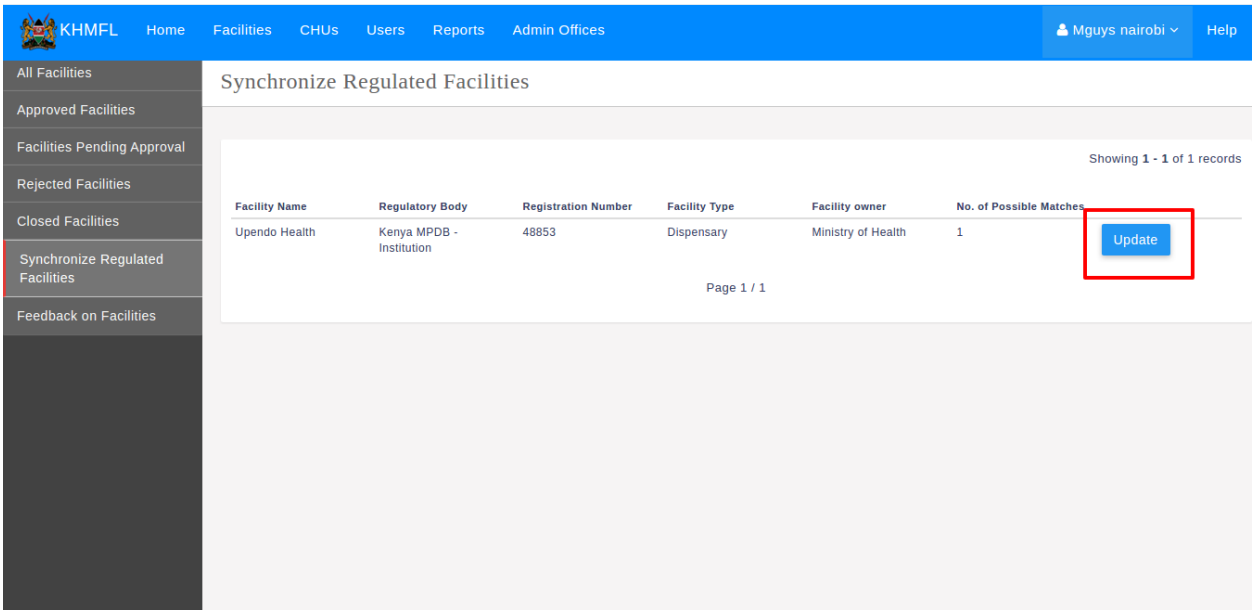
If facilities have been pushed to KMFHL, the list will look as follows:

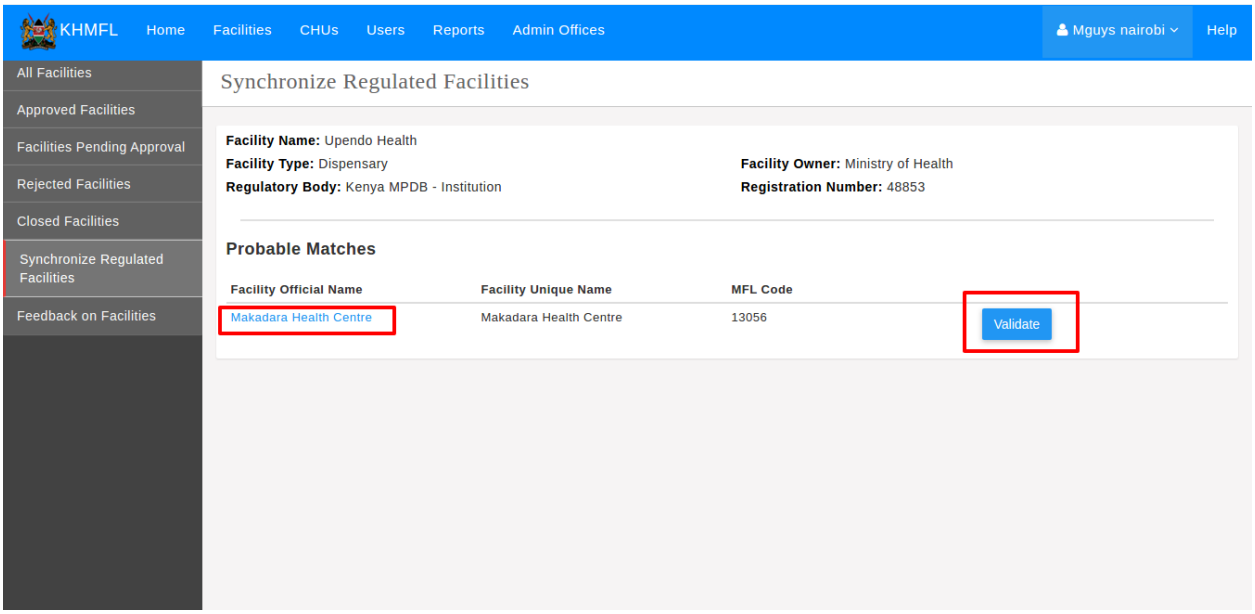
To indicate that a facility is in MFL click on the `update` button on the screen as shown above.

A screen with possible matches such as the one shown below will appear. Go through the list and pick the facility that matches the one pushed by regulators and click on `validate`.

To see further details of the facility `click on the name of the facility`. If there is need to print the facility details, the print button will be provided in the facilities page.

Note: If the desired facility is not in KMFHL, follow the process of registering a new facility and the come back to this screen and follow the steps above again.


KHMFL
Home
Facilities
CHUs
Users
Reports
Admin Offices
Mguys nairobi
Help
All Facilities
Approved Facilities
Facilities Pending Approval
Rejected Facilities
Closed Facilities
Synchronize Regulated Facilities
Feedback on Facilities
Synchronize Regulated Facilities
Showing 1 - 1 of 1 records
Facility Name
Regulatory Body
Registration Number
Facility Type
Facility owner
No. of Possible Matches
Upendo Health
Kenya MPDB - Institution
48853
Dispensary
Ministry of Health
1
Update
Page 1 / 1


KHMFL
Home
Facilities
CHUs
Users
Reports
Admin Offices
Mguys nairobi
Help
All Facilities
Approved Facilities
Facilities Pending Approval
Rejected Facilities
Closed Facilities
Synchronize Regulated Facilities
Feedback on Facilities
Synchronize Regulated Facilities
Facility Name: Upendo Health
Facility Type: Dispensary
Regulatory Body: Kenya MPDB - Institution
Facility Owner: Ministry of Health
Registration Number: 48853
Probable Matches
Facility Official Name
Facility Unique Name
MFL Code
Makadara Health Centre
Makadara Health Centre
13056
Validate

Note: On clicking validate, the facility will be be updated with a registration number from the regulators and the regulators will be able to get the MFL code of the facility. The facility will then disappear from the regulator synchronization screen

The screen will be visible to the national level officers, the CHRIOs and the SCHRIOs.

1. It is the duty of the SCHRIOs to match the pushed facilities to the ones in MFL.
2. The CHRIO ensures that the facilities pushed have been resolved(matched to the correct facility in MFL).
3. The national officers oversee this process