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# Kenya Master Health Facility List Kenya Documentation

*Release 0.1.0a2*

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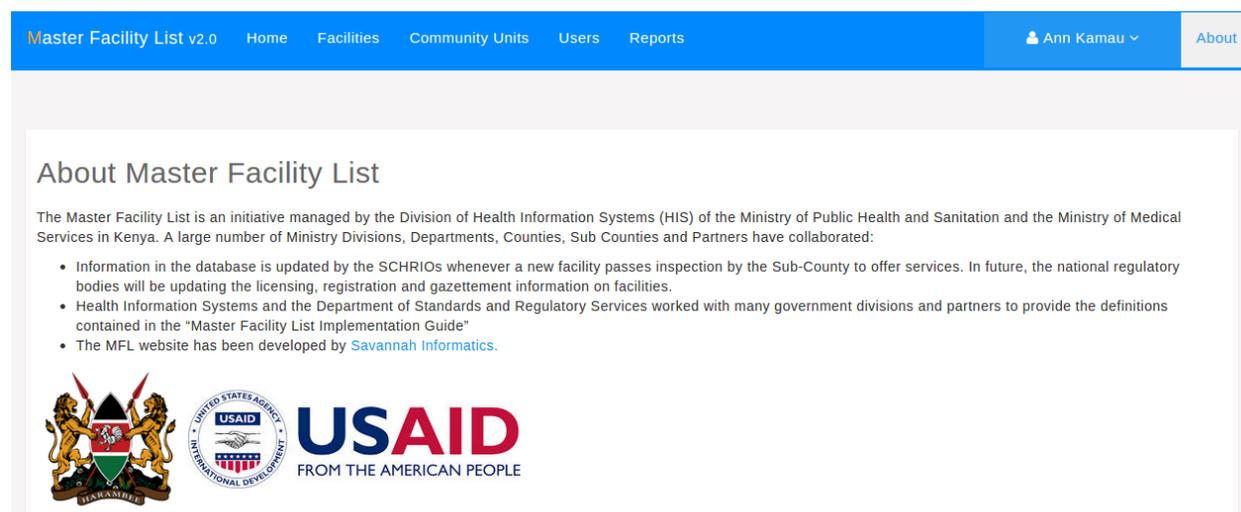
## Introduction

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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 available on the about section of the administration system.



The screenshot shows the top navigation bar of the Master Facility List v2.0 website. The navigation menu includes: Home, Facilities, Community Units, Users, Reports, Ann Kamau (user profile), and About. The main content area is titled "About Master Facility List" and contains the following text:

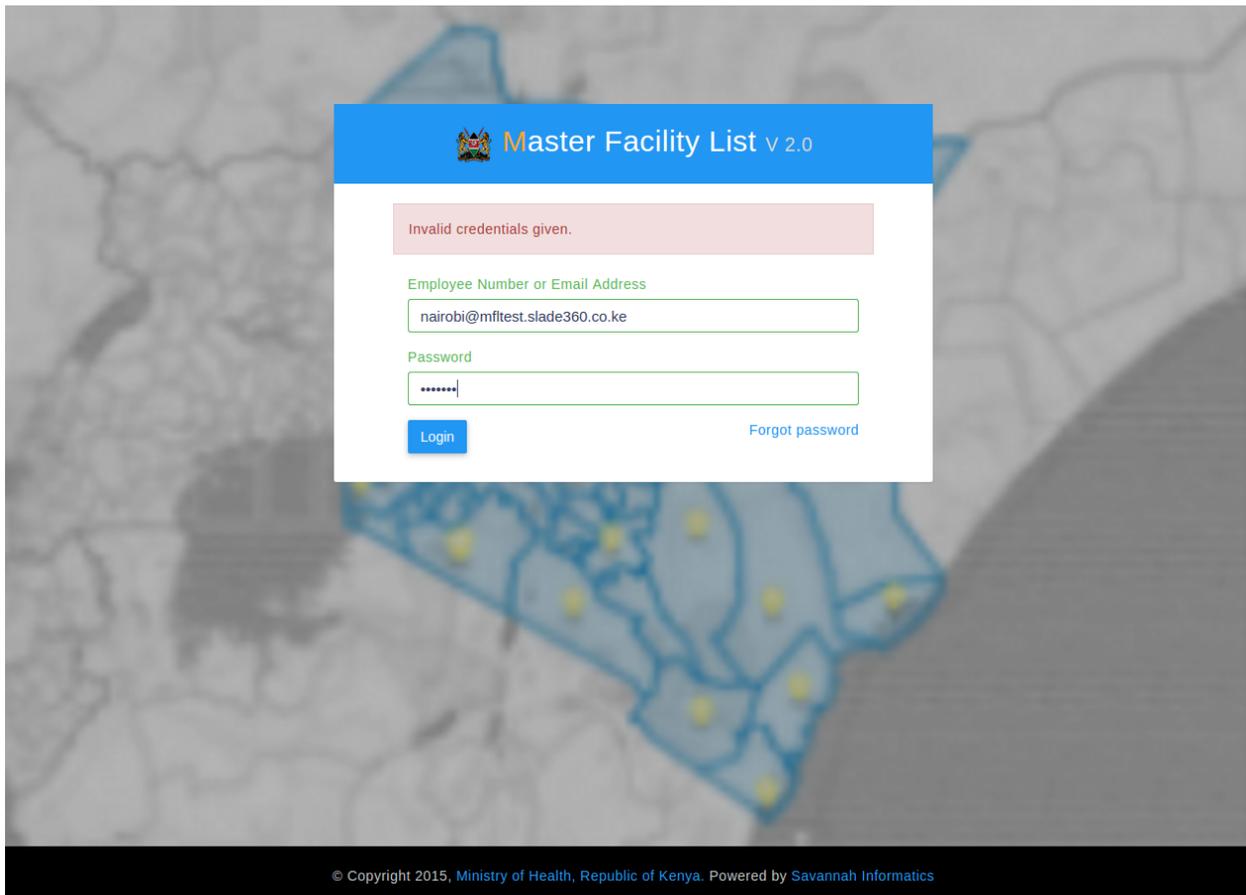
The Master Facility List is an initiative managed by the Division of Health Information Systems (HIS) of the Ministry of Public Health and Sanitation and the Ministry of Medical Services in Kenya. A large number of Ministry Divisions, Departments, Counties, Sub Counties and Partners have collaborated:

- Information in the database is updated by the SCHRIOs whenever a new facility passes inspection by the Sub-County to offer services. In future, the national regulatory bodies will be updating the licensing, registration and gazette information on facilities.
- Health Information Systems and the Department of Standards and Regulatory Services worked with many government divisions and partners to provide the definitions contained in the "Master Facility List Implementation Guide"
- The MFL website has been developed by [Savannah Informatics](#).

At the bottom of the content area, there are three logos: the Kenyan coat of arms, the USAID logo (United States Agency for International Development), and the text "USAID FROM THE AMERICAN PEOPLE".

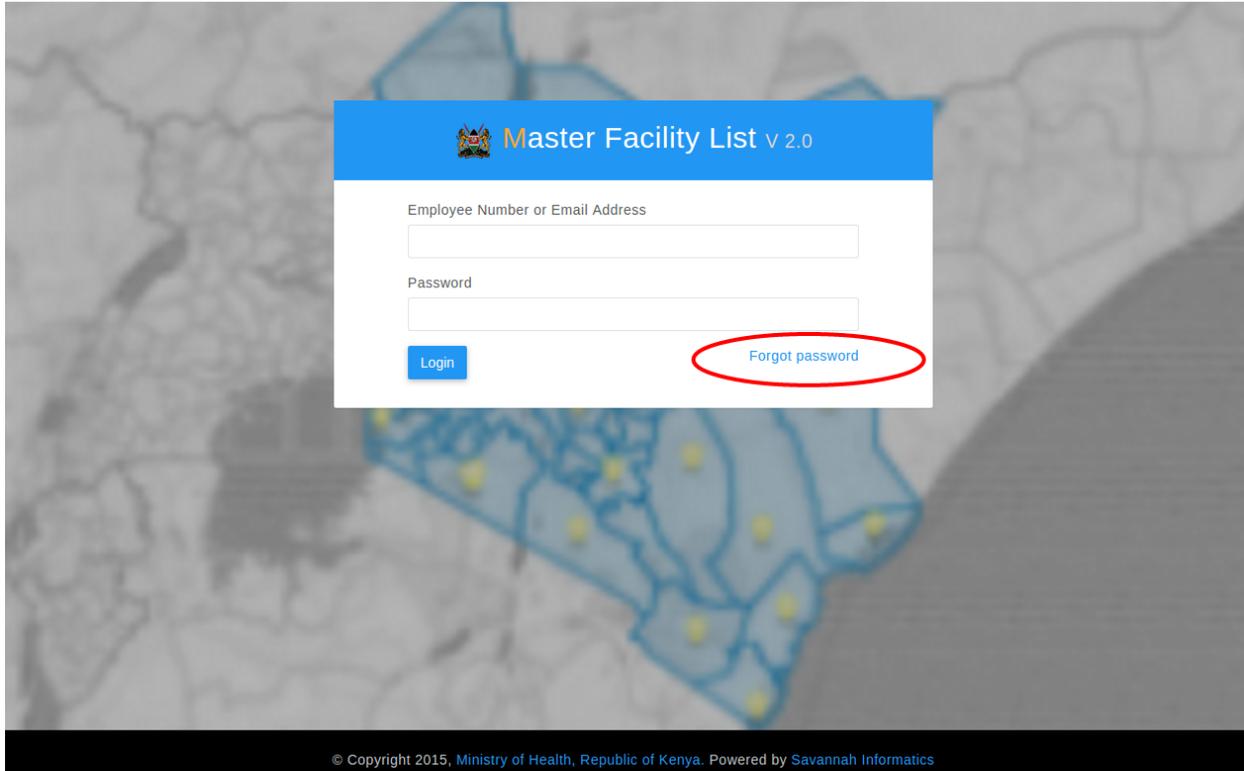
### 1.1 Login

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.



## 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

Master Facility List v2.0

### Request Password Reset

Email Address

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](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**

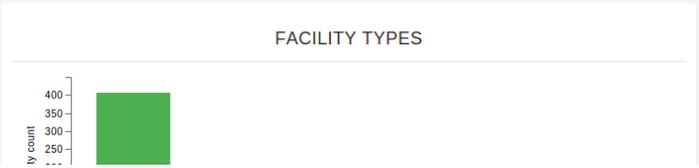
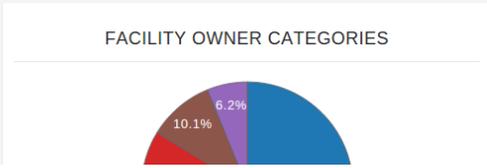
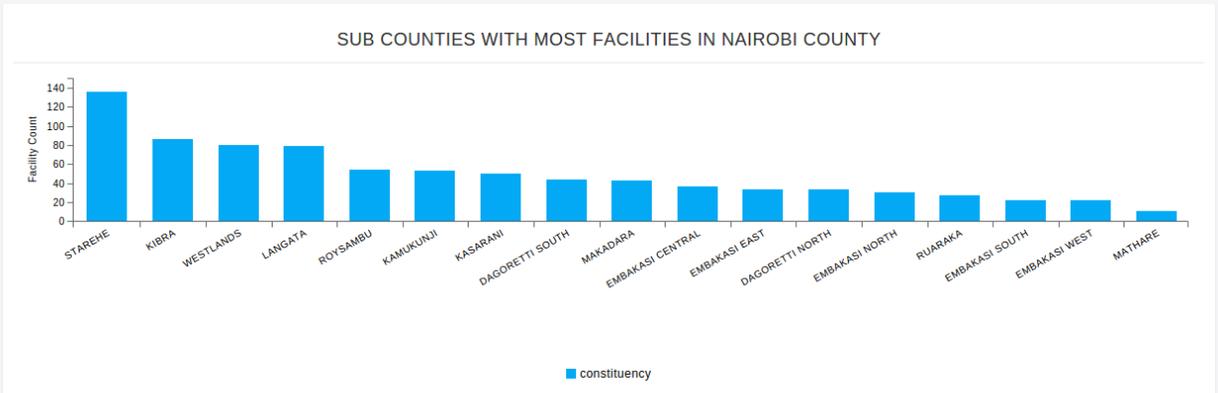
**Confirm Password**

Dashboard

**#0 Updated Facilities**  
Pending approval in Nairobi County

**Active Groups**  
County Health Records Information Officer

**Active Counties**  
Nairobi County





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## 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 **Facilities** Export Facilities **Add Facilities** Show Filter Panel

Approved Facilities  
Facilities Pending Approval  
Rejected Facilities  
Closed Facilities  
Synchronize Regulated Facilities

Showing 1 - 11 of 11 records

Code	Name	Facility Type	Owner	County	Sub County	Ward	Date Updated
100000	<a href="#">Mama Kiarie Medical Clinic</a>	Training Institution in Health (Stand-alone)	Christian Health Association of Kenya	Nairobi	MATHARE	Hospital	
20504	<a href="#">Sunrise City Medical Centre</a>	Medical Clinic	Private Practice - Clinical Officer	Nairobi	MATHARE	Kiamaiko	
13075	<a href="#">Mathare 3A (EDARP)</a>	VCT Centre (Stand-Alone)	Kenya Episcopal Conference-Catholic Secretariat	Nairobi	MATHARE	Hospital	
13076	<a href="#">Mathari Hospital</a>	District Hospital	Ministry of Health	Nairobi	MATHARE	Hospital	
20234	<a href="#">Drugnet Medical centre</a>	Medical Clinic	Private Practice - Unspecified	Nairobi	MATHARE	Huruma	
20146	<a href="#">KEMRI/CDC Health Services</a>	Medical Centre	Non-Governmental Organizations	Nairobi	MATHARE	Hospital	
12946	<a href="#">Gaimu Clinic</a>	Medical Clinic	Private Enterprise (Institution)	Nairobi	MATHARE	Hospital	
12976	<a href="#">Huruma Nursing Home &amp; Maternity</a>	Nursing Home	Private Enterprise (Institution)	Nairobi	MATHARE	Kiamaiko	
12972	<a href="#">Huruma (NCKK) Dispensary</a>	Dispensary	Christian Health Association of Kenya	Nairobi	MATHARE	Kiamaiko	
13243	<a href="#">Upendo Dispensary</a>	Dispensary	Ministry of Health	Nairobi	MATHARE	Hospital	
13078	<a href="#">Mathare Police Depot</a>	Dispensary	Ministry of Health	Nairobi	MATHARE	Hospital	

Page 1 / 1

Master Facility List v2.0 Home **Facilities** Community Units Users Reports Mark Waruinge About

All 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 Official Name \*

Facility Unique Name

Facility Type \*

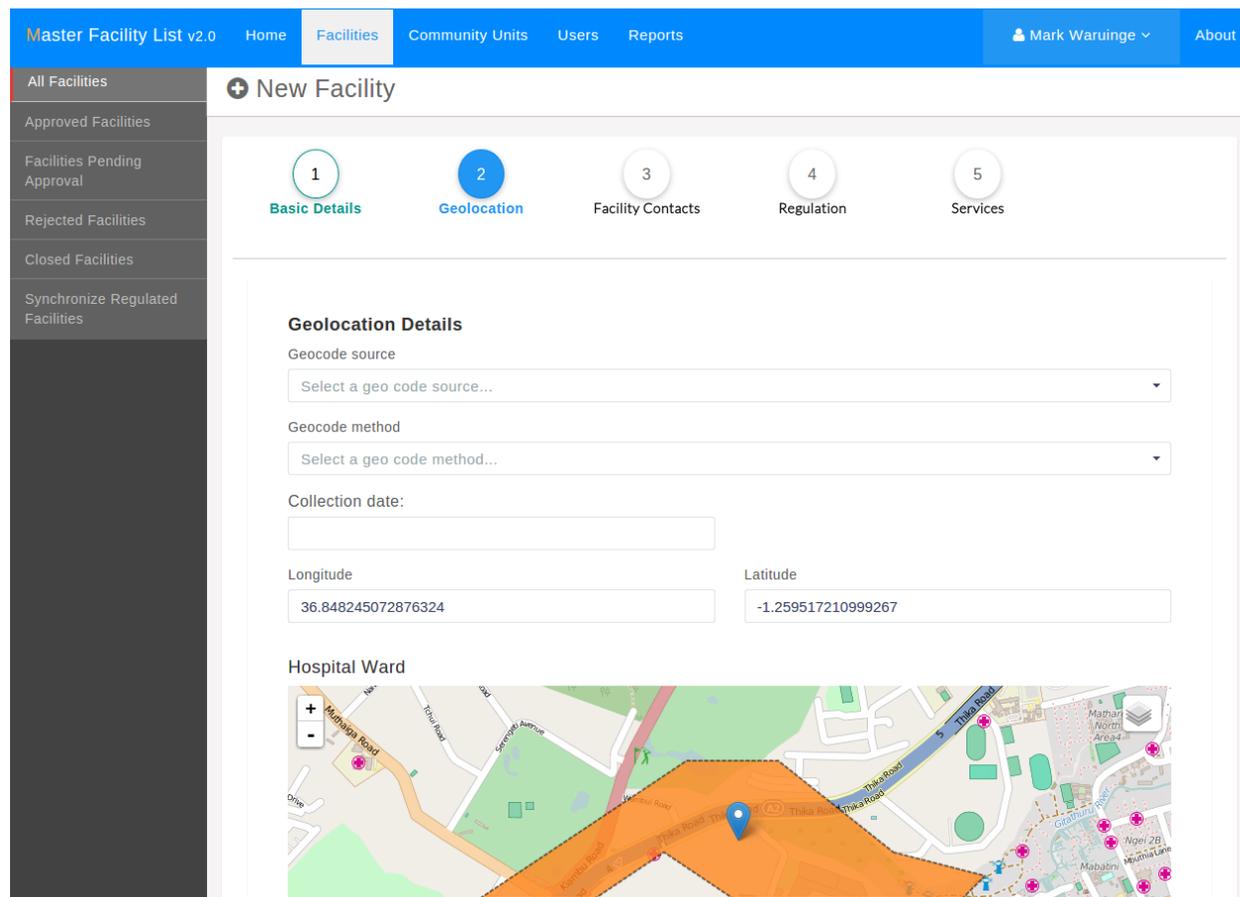
Facility Type Details \*

Operation Status \*

Owner Category \*

Owner Details \*

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 Home **Facilities** Community Units Users Reports Mark Waruinge About

All Facilities **+ New Facility**  
Approved Facilities  
Facilities Pending Approval  
Rejected Facilities  
Closed Facilities  
Synchronize Regulated Facilities

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	✕

The screenshot displays the 'New Facility' page in the 'Master Facility List v2.0' application. The top navigation bar includes 'Home', 'Facilities', 'Community Units', 'Users', and 'Reports', along with a user profile for 'Mark Waruinge'. The left sidebar lists facility statuses: 'All Facilities', 'Approved Facilities', 'Facilities Pending Approval', 'Rejected Facilities', 'Closed Facilities', and 'Synchronize Regulated Facilities'. The main content area is titled '+ New Facility' and features five numbered steps: 1. Basic Details, 2. Geolocation, 3. Facility Contacts, 4. Regulation (highlighted), and 5. Services. Below these steps is a 'Facility Regulation' form. The form has two columns: 'Name' and 'Regulatory Body'. Under 'Name', there is a dropdown menu labeled 'Select Facility Department'. Under 'Regulatory Body', there is a text input field with a red 'X' icon. An 'Add' button is located to the right of the input field. At the bottom of the form, there are two navigation buttons: '< Facility Contacts' and 'Facility Services>'. The page background is light gray.

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**

**Categories**

Treatments

Antenatal

Comprehensive Youth Friendly Services >

Family Planning

HIV/AIDS Services - Treatment and Care

HIV/AIDS Prevention Services

**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**.

Master Facility List v2.0 Home **Facilities** Community Units Users Reports Mark Waruinge About

All Facilities **+ New Facility**

Approved Facilities  
Facilities Pending Approval  
Rejected Facilities  
Closed Facilities  
Synchronize Regulated Facilities

### 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 <span style="color: green;">✔</span>	Beds: 100
Open on public holidays <span style="color: red;">✘</span>	Cots: 100
Open 24 hours <span style="color: red;">✘</span>	Keph Level: Level 2
Facility Catchment Population: 10000	

---

**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: SARAM	Geomethod: Taken with GPS Device
Longitude: 36.848245072876324	Latitude: -1.259517210999267

---

**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

**Officer Incharge**

## 2.3 Updating a Facility'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 Home **Facilities** Community Units Users Reports Mark Waruinge About

All Facilities **Facilities** Export Facilities Add Facilities

Approved Facilities Show Filter Panel

Facilities Pending Approval

Rejected Facilities

Closed Facilities

Synchronize Regulated Facilities

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 (NCKK) 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	

Page 1 / 1

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) **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

**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	017438556

« Cancel

Finish Save & Continue »

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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

### Approved Facilities

Search anything... [Export](#) Showing 1 - 11 of 11 records

Code	Name	Facility Type	Owner	County	Constituency	Ward	Date Requested	Date Approved
100000	<a href="#">Mama Klarle Medical Clinic</a>	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	<a href="#">Sunrise City Medical Centre</a>	Medical Clinic	Private Practice - Clinical Officer	Nairobi	MATHARE	Kiamaiko	Fri, 05 Sep 2014 01:22 AM	Mon, 28 Sep 2015 12:22 PM
13075	<a href="#">Mathare 3A (EDARP)</a>	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	<a href="#">Mathari Hospital</a>	District Hospital	Ministry of Health	Nairobi	MATHARE	Hospital	Sat, 31 Oct 2009 03:00 AM	Mon, 28 Sep 2015 12:22 PM
20234	<a href="#">Drugnet Medical centre</a>	Medical Clinic	Private Practice - Unspecified	Nairobi	MATHARE	Huruma	Wed, 16 Apr 2014 04:06 PM	Mon, 28 Sep 2015 12:22 PM
20146	<a href="#">KEMRI/CDC Health Services</a>	Medical Centre	Non-Governmental Organizations	Nairobi	MATHARE	Hospital	Wed, 05 Feb 2014 01:24 AM	Mon, 28 Sep 2015 12:22 PM
12946	<a href="#">Gaimu Clinic</a>	Medical Clinic	Private Enterprise (Institution)	Nairobi	MATHARE	Hospital	Sat, 31 Oct 2009 03:00 AM	Mon, 28 Sep 2015 12:22 PM
12976	<a href="#">Huruma Nursing Home &amp; Maternity</a>	Nursing Home	Private Enterprise (Institution)	Nairobi	MATHARE	Kiamaiko	Sat, 31 Oct 2009 03:00 AM	Mon, 28 Sep 2015 12:22 PM
12972	<a href="#">Huruma (NCKK) Dispensary</a>	Dispensary	Christian Health Association of Kenya	Nairobi	MATHARE	Kiamaiko	Sat, 31 Oct 2009 03:00 AM	Mon, 28 Sep 2015 12:22 PM
13243	<a href="#">Upendo Dispensary</a>	Dispensary	Ministry of Health	Nairobi	MATHARE	Hospital	Sat, 31 Oct 2009 03:00 AM	Mon, 28 Sep 2015 12:22 PM
13078	<a href="#">Mathare Police Depot</a>	Dispensary	Ministry of Health	Nairobi	MATHARE	Hospital	Sat, 31 Oct 2009 03:00 AM	Mon, 28 Sep 2015 12:23 PM

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## 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.

The screenshot shows the 'Master Facility List v2.0' application. The top navigation bar includes 'Home', 'Facilities', 'Community Units', 'Users', and 'Reports'. A user profile for 'Mark Waruinge' is visible in the top right. The left sidebar contains several menu items, with 'Closed Facilities' highlighted by a red box. The main content area is titled 'Closed Facilities' and features a search bar and a table of records. The table has columns for 'Code', 'Name', 'Closing Reason', and 'Date Closed'. One record is shown: Code 13075, Name Mathare 3A (EDARP), Closing Reason testing, and Date Closed Tue, 29 Sep 2015 10:54 AM. The page indicates 'Showing 1 - 1 of 1 records' and 'Page 1 / 1'.

Code	Name	Closing Reason	Date Closed
13075	Mathare 3A (EDARP)	testing	Tue, 29 Sep 2015 10:54 AM

## 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 navigation 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 sections 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.

The screenshot shows the 'New User' form in the Master Facility List v2.0 application. The form is titled 'New User' and has a progress indicator with three steps: 1. Basic Details (active), 2. User Contacts, and 3. User Groups. The form fields include: First Name (Mark), Last Name (Damascus), Other Names (dm), Email (b@gmail.com), Employee Number (235627), Password (masked with dots), and Confirm Password (masked with dots). Navigation buttons include '< Cancel' and 'User Contacts >'.

## 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  Add Contact

This field is required This field is required

**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

**User's Group**

Facility Officer Group

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
<a href="#">Mark Damascus</a>	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.

Master Facility List v2.0 Home Facilities **Community Units** Users Reports Mark Waruinge About

All Units Approved Units Units Pending Approvals Rejected Units

Community Units Add Unit

Search anything... Export Showing 1 - 1 of 1 records

Code	Name	Status	Facility	County	Sub-County	Ward
601700	Mathare 4B	Fully-functional	Upendo Dispensary	NAIROBI	MATHARE	HOSPITAL

Page 1 / 1

## 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 Health 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

Linked Facility \*

Date Established: Sep 2, 2015

Date Operational: Sep 1, 2015

Community Unit Status

No. of Monitored Households

County

Sub-county

Ward

Approved Units  
Units Pending Approvals  
Rejected Units

1 Basic Details → 2 CHEWS

### Community Health Extension Workers

First Name	Last Name	ID Number	Incharge
<input type="text" value="Damaris"/>	<input type="text" value="Wanjiku"/>	<input type="text" value="235252"/>	<input checked="" type="checkbox"/> In Charge <span>✕</span>
<input type="text" value="Joseph"/>	<input type="text" value="Mwangi"/>	<input type="text" value="2544"/>	<input type="checkbox"/> In Charge <span>✕</span>

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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 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. Similarly, to list the rejected community health units, the SCHRIO clicks on the `rejected units` tab on the side bar.

The screenshot shows the 'Master Facility List v2.0' web application. The top navigation bar includes 'Home', 'Facilities', 'Community Units', 'Users', and 'Reports'. The user 'Mark Waruinge' is logged in. The left sidebar has three tabs: 'All Units', 'Approved Units', 'Units Pending Approvals', and 'Rejected Units'. The 'Approved Units' tab is selected, and the main content area displays 'Approved Community Units'. A search bar and an 'Export' button are visible. The table below shows one record:

Code	Name	Status	Facility	County	Sub-County	Ward
601700	Mathare 4B	Fully-functional	Upendo Dispensary	NAIROBI	MATHARE	HOSPITAL

Showing 1 - 1 of 1 records  
Page 1 / 1

---

## 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

**Facilities** [Export Facilities](#) [Hide Filter Panel](#)

**Search:**  **Facility Code:**   Open Public Holidays

**County:**  **KEPH Level:**   Open Weekends

**Sub County:**  **Facility Type:**   Open 24 Hours

**Ward:**  **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	Remia 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

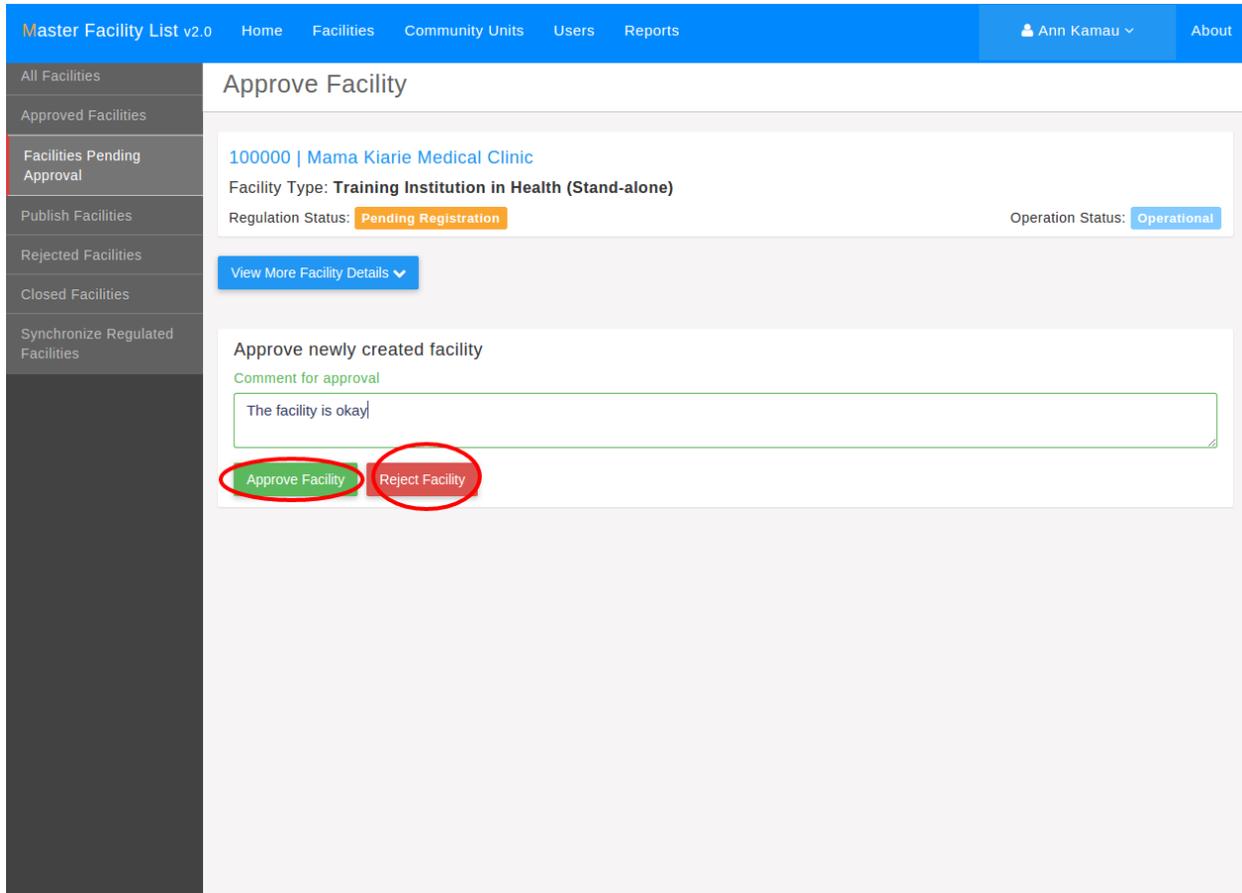
Search anything...  [Export](#) Showing 1 - 1 of 1 records

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	Kilimaiko	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

Facility Updates Pending Approval Unpublish Approve/Reject

**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 Beds: 100  
 Open on public holidays Cots: 100  
 Open 24 hours   
 Facility Catchment Population: 10000

**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

**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**

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 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

Master Facility List v2.0 Home Facilities Community Units Users Reports Ann Kamau About

All Facilities **Approved Facilities**

Approved Facilities

Facilities Pending Approval

Publish Facilities

Rejected Facilities

Closed Facilities

Synchronize Regulated Facilities

Search anything...  [Export](#) Showing 1 - 30 of 841 records

Code	Name	Facility Type	Owner	County	Constituency	Ward	Date Requested	Date Approved
19625	<a href="#">Kinmed Medical Clinic (Dandora)</a>	Medical Clinic	Private Practice - General Practitioner	Nairobi	EMBAKASI NORTH	Dandora Area li	Wed, 08 May 2013 04:13 PM	Mon, 28 Sep 2015 12:23 PM
19624	<a href="#">Terminus Medical Clinic (Dandora)</a>	Medical Clinic	Private Practice - General Practitioner	Nairobi	KASARANI	Njiru	Wed, 08 May 2013 04:05 PM	Mon, 28 Sep 2015 12:23 PM
19623	<a href="#">Kinga Medical Clinic (Dandora)</a>	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	<a href="#">Afyta Medical Clinic (Dandora)</a>	Medical Clinic	Private Practice - General Practitioner	Nairobi	EMBAKASI NORTH	Dandora Area li	Wed, 08 May 2013 03:32 PM	Mon, 28 Sep 2015 12:23 PM
19620	<a href="#">Remla Medical Clinic (Dandora)</a>	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	<a href="#">Good Neighbours Medical Clinic (Dandora)</a>	Medical Clinic	Non-Governmental Organizations	Nairobi	EMBAKASI NORTH	Dandora Area li	Wed, 08 May 2013 03:12 PM	Mon, 28 Sep 2015 12:23 PM
19618	<a href="#">East Medical Clinic</a>	Medical Clinic	Private Practice - General Practitioner	Nairobi	EMBAKASI NORTH	Dandora Area li	Wed, 08 May 2013 02:55 PM	Mon, 28 Sep 2015 12:23 PM
19617	<a href="#">Dandora Medical and Laboratory Services (Kojwang)</a>	Medical Clinic	Private Practice - General Practitioner	Nairobi	EMBAKASI NORTH	Dandora Area lii	Wed, 08 May 2013 02:24 PM	Mon, 28 Sep 2015 12:23 PM
19616	<a href="#">Recovery Medical Clinic (Kariobangi South)</a>	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	<a href="#">Gedmed Medical Clinic</a>	Medical Clinic	Private Enterprise (Institution)	Nairobi	KAMUKUNJI	Airbase	Tue, 07 May 2013 07:19 PM	Mon, 28 Sep 2015 12:23 PM
19610	<a href="#">Hallal Medical Clinic</a>	Medical Clinic	Private Enterprise (Institution)	Nairobi	KAMUKUNJI	Airbase	Tue, 07 May 2013 07:15 PM	Mon, 28 Sep 2015 12:23 PM
19609	<a href="#">Nairobi Women Hospital</a>	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   Community Units   Users   Reports   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.

The screenshot shows the 'Facilities' page in the Master Facility List v2.0 application. The page has a blue header with navigation links: Home, Facilities, Community Units, Users, Reports, and a user profile for Ann Kamau. A sidebar on the left lists facility statuses: All Facilities, Approved Facilities, Facilities Pending Approval, Publish Facilities, Rejected Facilities, Closed Facilities, and Synchronize Regulated Facilities. The main content area displays a table of facilities with columns: Code, Name, Facility Type, Owner, County, Sub County, Ward, and Date Updated. The first row, with Code 100000, is 'Mama Klarie Medical Clinic', which is circled in red. Other facilities listed include Kinmed Medical Clinic (Dandora), Terminus Medical Clinic (Dandora), Kinga Medical Clinic (Dandora), Afya Medical Clinic (Dandora), Remia Medical Clinic (Dandora), Good Neighbours Medical Clinic (Dandora), East Medical Clinic, Dandora Medical and Laboratory Services (Kojwang), Recovery Medical Clinic (Kariobangi South), Gedmed Medical Clinic, Hallal Medical Clinic, and Nairobi Women Hospital Eastleigh.

Code	Name	Facility Type	Owner	County	Sub County	Ward	Date Updated
100000	Mama Klarie 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	Remia Medical Clinic (Dandora)	Medical Clinic	Private Practice - General Practitioner	Nairobi	EMBAKASI NORTH	Dandora Area IV	
19619	Good Neighbours Medical Clinic (Dandora)	Medical Clinic	Non-Governmental Organizations	Nairobi	EMBAKASI NORTH	Dandora Area II	
19618	East Medical Clinic	Medical Clinic	Private Practice - General Practitioner	Nairobi	EMBAKASI NORTH	Dandora Area II	
19617	Dandora Medical and Laboratory Services (Kojwang)	Medical Clinic	Private Practice - General Practitioner	Nairobi	EMBAKASI NORTH	Dandora Area III	
19616	Recovery Medical Clinic (Kariobangi South)	Medical Clinic	Private Practice - General Practitioner	Nairobi	EMBAKASI WEST	Kariobangi South	
19611	Gedmed Medical Clinic	Medical Clinic	Private Enterprise (Institution)	Nairobi	KAMUKUNJI	Airbase	
19610	Hallal Medical Clinic	Medical Clinic	Private Enterprise (Institution)	Nairobi	KAMUKUNJI	Airbase	
19609	Nairobi Women Hospital Eastleigh	Health Centre	Private Enterprise (Institution)	Nairobi	KAMUKUNJI	Airbase	

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** View Facility Unpublish **Close** [Print] [Share]

**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 ✔ Beds: 100  
 Open on public holidays ⊘ Cots: 100  
 Open 24 hours ⊘ Keph Level: Level 2  
 Facility Catchment Population: 10000

**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

**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

**Officer Incharge**  
 Name: James Kamau Registration No: 2527356

**Master Facility List v2.0** Home **Facilities** Community Units Users Reports Mark Waruinge About

**All Facilities** View Facility [Print] [Share] [Edit]

**13076 | MATHARI HOSPITAL**  
**Type:** District Hospital **Operation status:** Operational  
**Regulatory status:** Pending Registration **Regulatory Body:** Ministry of Health

**Basic Details**  
 Open weekends ⊘  
 Open on public holidays ⊘  
 Open 24 hours ⊘

**Closing Reason**  
 The staff in the facility are not qualified

**Closing Date**  
 Closing Date: 2015-09-2T00:00:00  
 2015-09-2T00:00:00

**Location Details**  
 County: Nairobi Sub-County: Mathare  
 Ward: Hospital Town: nairobi  
 Plot number:  
 Specific directions: situated along THIKA Rd opposite Muthaiga Police Station

**Ownership Status**  
 Owner: Ministry of Health  
 Category: Ministry of Health

Are you sure you want to close **Mathari Hospital**?  
 Closed  
 Close Facility Cancel

Master Facility List v2.0 Home Facilities Community Units Users Reports Mark Waruinge About

All Facilities Closed Facilities

Approved Facilities

Facilities Pending Approval

Rejected Facilities

Closed Facilities

Synchronize Regulated Facilities

Search anything... Showing 1 - 2 of 2 records

Code	Name	Closing Reason	Date Closed
20504	Sunrise City Medical Centre	This is just a closing season	Tue, 29 Sep 2015 06:36 AM
13076	Mathari Hospital	The staff in the facility are not qualified	Tue, 29 Sep 2015 06:38 AM

Page 1 / 1

### 3.4.1 Viewing Users

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

Master Facility List v2.0 Home Facilities Community Units Users Reports Ann Kamau About

Users Manage users Add User

Search anything... Export Showing 1 - 17 of 17 records

Name	Employee Number	Email	Last Login	Is Active
westlands westlands	694590	westlands@mfttest.slade360.co.ke		Yes
dagoretti north dagoretti north	697125	dagoretti north@mfttest.slade360.co.ke		Yes
dagoretti south dagoretti south	699660	dagoretti south@mfttest.slade360.co.ke		Yes
langata langata	702195	langata@mfttest.slade360.co.ke		Yes
kibra kibra	704730	kibra@mfttest.slade360.co.ke		Yes
roysambu roysambu	707265	roysambu@mfttest.slade360.co.ke		Yes
kasarani kasarani	709800	kasarani@mfttest.slade360.co.ke		Yes
ruaraka ruaraka	712335	ruaraka@mfttest.slade360.co.ke		Yes
embakasi south embakasi south	714870	embakasi south@mfttest.slade360.co.ke		Yes
embakasi north embakasi north	717405	embakasi north@mfttest.slade360.co.ke		Yes
embakasi central embakasi central	719940	embakasi central@mfttest.slade360.co.ke		Yes
embakasi east embakasi east	722475	embakasi east@mfttest.slade360.co.ke		Yes

### 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.

The screenshot shows the 'New User' form in the Master Facility List v2.0 application. The form is titled 'New User' and shows a progress indicator with three steps: 1. Basic Details, 2. User Contacts, and 3. User Groups. The 'Basic Details' step is active. The form fields are: First Name (Kadenge), Last Name (Joe), Other Names (joek), Email (kadenge3555@gmail.com), Employee Number (6346363), Password (masked with dots), and Confirm Password (masked with dots). At the bottom, there is a 'Cancel' button and a 'User Contacts >' button, which is circled in red.

### 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  **Add Contact**

This field is required This field is required

**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

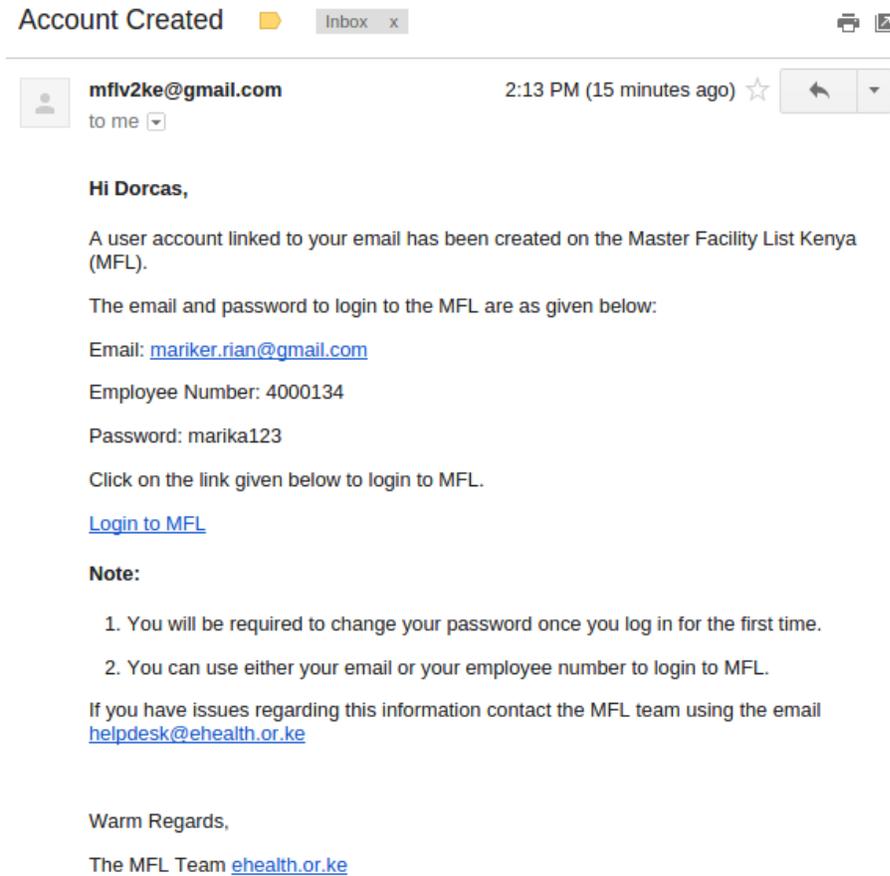
1 Basic Details → 2 User Contacts → 3 User Groups → 4 Assign Sub County

**Assign Sub County**  
Select Sub County

**User's Sub County**  
EMBAKASI EAST

### 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.



### 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
<b>Kadenge Joe</b>	6346363	kadenge3555@gmail.com		Yes
Dorcas Omwansa	4000134	mariker.rian@gmail.com		Yes
westlands westlands	694590	westlands@mftest.slade360.co.ke		Yes
dagoretti north dagoretti north	697125	dagoretti north@mftest.slade360.co.ke		Yes
dagoretti south dagoretti south	699660	dagoretti south@mftest.slade360.co.ke		Yes
langata langata	702195	langata@mftest.slade360.co.ke		Yes
kibra kibra	704730	kibra@mftest.slade360.co.ke		Yes
roysambu roysambu	707265	roysambu@mftest.slade360.co.ke		Yes
kasarani kasarani	709800	kasarani@mftest.slade360.co.ke		Yes
ruaraka ruaraka	712335	ruaraka@mftest.slade360.co.ke		Yes
embakasi south embakasi south	714870	embakasi south@mftest.slade360.co.ke		Yes
embakasi north embakasi north	717405	embakasi north@mftest.slade360.co.ke		Yes
embakasi central embakasi central	719940	embakasi central@mftest.slade360.co.ke		Yes
embakasi east embakasi east	722475	embakasi east@mftest.slade360.co.ke		Yes
embakasi west embakasi west	725010	embakasi west@mftest.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

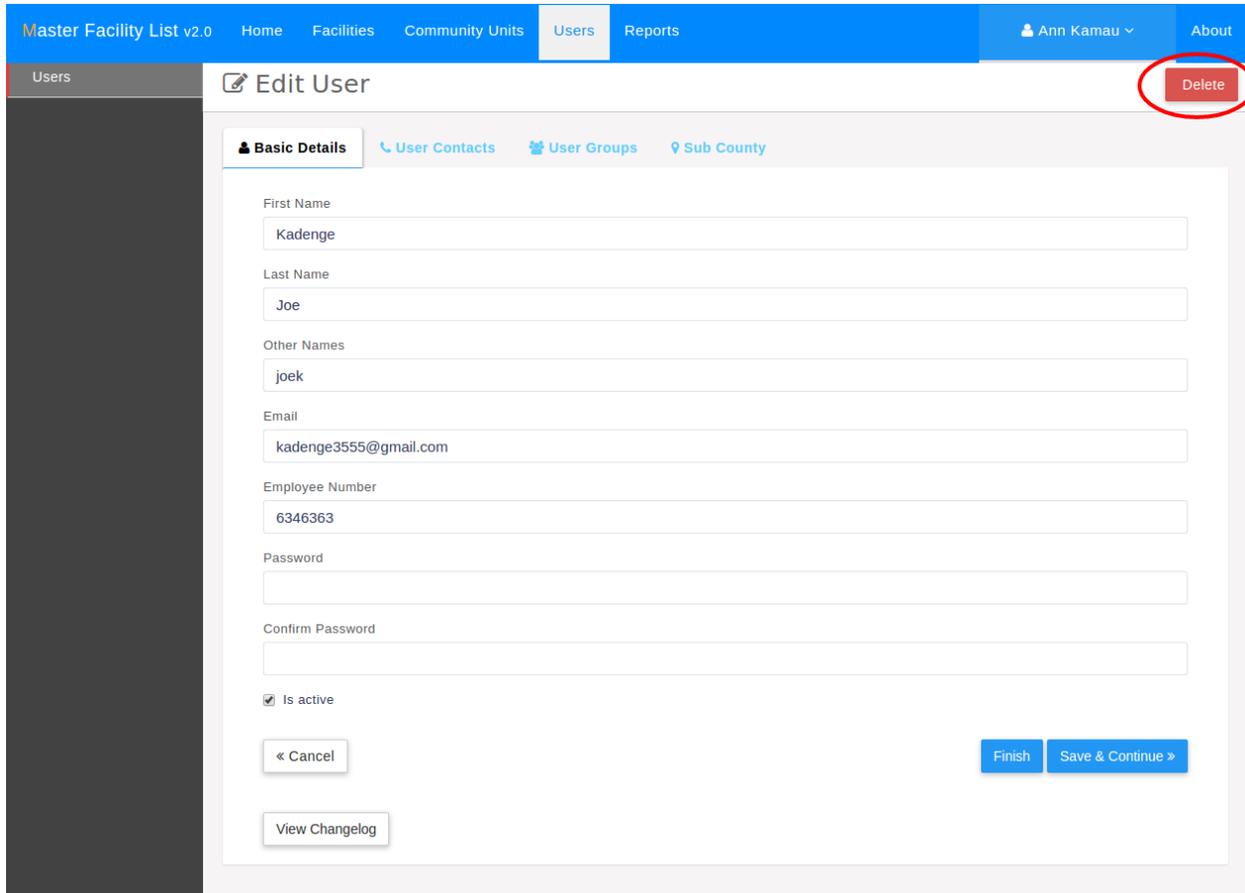
Is active

« 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.



The screenshot shows the 'Edit User' interface. At the top, there is a navigation bar with 'Master Facility List v2.0', 'Home', 'Facilities', 'Community Units', 'Users', and 'Reports'. A user profile 'Ann Kamau' and an 'About' link are visible on the right. The main content area is titled 'Edit User' and has a 'Delete' button circled in red. Below the title are tabs for 'Basic Details', 'User Contacts', 'User Groups', and 'Sub County'. The 'Basic Details' tab is active, showing fields for First Name (Kadenge), Last Name (Joe), Other Names (joek), Email (kadenge3555@gmail.com), Employee Number (6346363), Password, and Confirm Password. There is a checked checkbox for 'Is active'. At the bottom, there are buttons for 'Cancel', 'Finish', 'Save & Continue', and 'View Changelog'.

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.

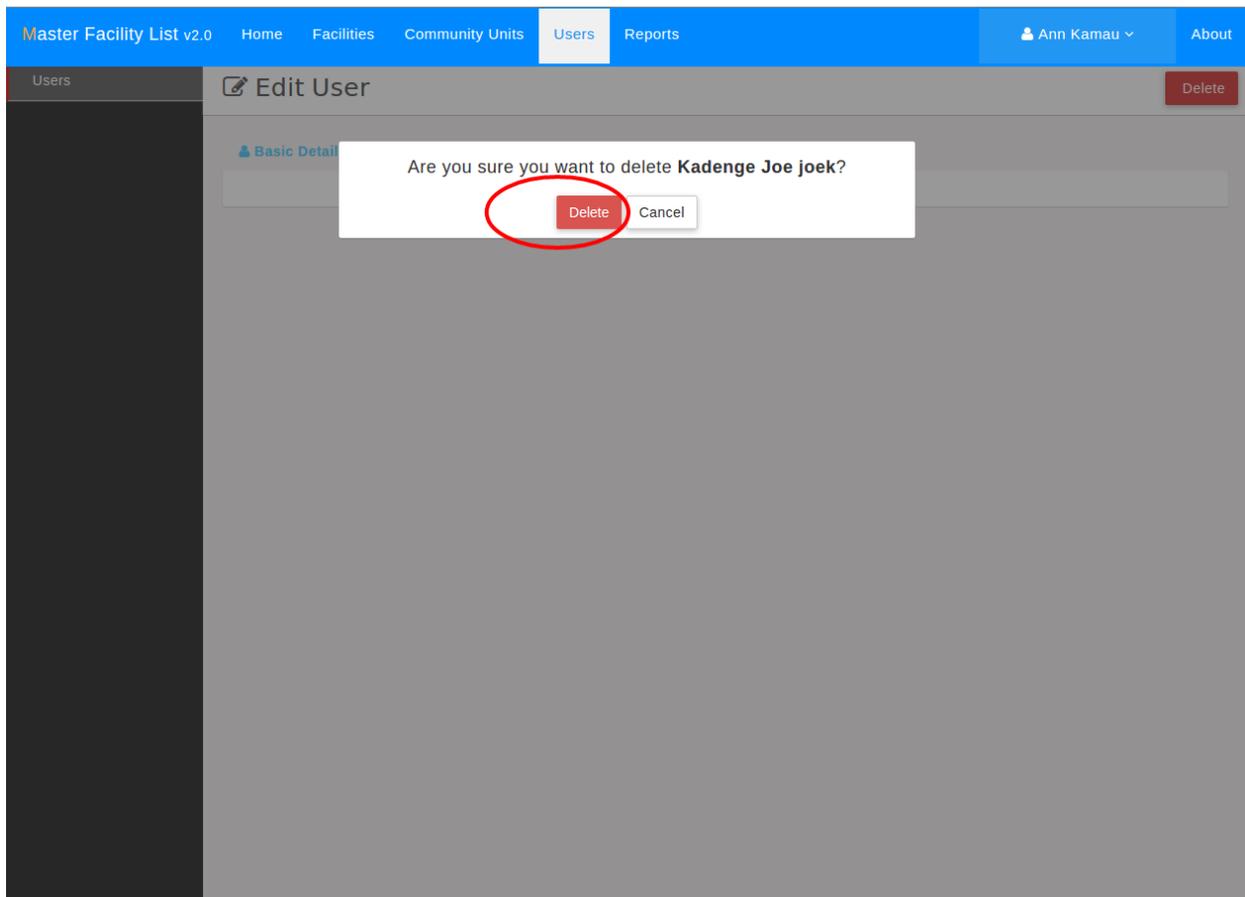
## 3.5 Community Health Units (CHUs) Management

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** Manage users Add User

Search anything... Export Showing 1 - 18 of 18 records

Name	Employee Number	Email	Last Login	Is Active
<a href="#">Dorcas Omwansa</a>	4000134	mariker.rian@gmail.com		Yes
<a href="#">westlands westlands</a>	694590	westlands@mftest.slade360.co.ke		Yes
<a href="#">dagoretti north dagoretti north</a>	697125	dagoretti north@mftest.slade360.co.ke		Yes
<a href="#">dagoretti south dagoretti south</a>	699660	dagoretti south@mftest.slade360.co.ke		Yes
<a href="#">langata langata</a>	702195	langata@mftest.slade360.co.ke		Yes
<a href="#">kibra kibra</a>	704730	kibra@mftest.slade360.co.ke		Yes
<a href="#">roysambu roysambu</a>	707265	roysambu@mftest.slade360.co.ke		Yes
<a href="#">kasarani kasarani</a>	709800	kasarani@mftest.slade360.co.ke		Yes
<a href="#">ruaraka ruaraka</a>	712335	ruaraka@mftest.slade360.co.ke		Yes
<a href="#">embakasi south embakasi south</a>	714870	embakasi south@mftest.slade360.co.ke		Yes
<a href="#">embakasi north embakasi north</a>	717405	embakasi north@mftest.slade360.co.ke		Yes
<a href="#">embakasi central embakasi central</a>	719940	embakasi central@mftest.slade360.co.ke		Yes
<a href="#">embakasi east embakasi east</a>	722475	embakasi east@mftest.slade360.co.ke		Yes
<a href="#">embakasi west embakasi west</a>	725010	embakasi west@mftest.slade360.co.ke		Yes
<a href="#">makadara makadara</a>	727545	makadara@mftest.slade360.co.ke		Yes

Master Facility List v2.0 Home Facilities **Community Units** Users Reports Ann Kamau About

**All Units** Community Units Add Unit

Approved Units  
Units Pending Approvals  
Rejected Units

Search anything... Export Showing 1 - 30 of 78 records

Code	Name	Status	Facility	County	Sub-County	Ward
601340	<a href="#">Gathanga</a>	Fully-functional	Gathanga Dispensary	NAIROBI	WESTLANDS	KARURA
601608	<a href="#">Golf Course</a>	Fully-functional	Mbagathi District Hospital	NAIROBI	KIBRA	WOODLEY/KENYA TTA GOLF COURSE
601609	<a href="#">Kawangware</a>	Fully-functional	Riruta Health Centre	NAIROBI	DAGORETTI SOUTH	KABIRO
601610	<a href="#">Kikan</a>	Fully-functional	Mutuini Sub-District Hospital	NAIROBI	LANGATA	KAREN
601611	<a href="#">Kiuru</a>	Fully-functional	Muthua Dispensary	NAIROBI	DAGORETTI SOUTH	UTHIRU/RUTHIMIT U
601612	<a href="#">Ngondo</a>	Fully-functional	Ngong Road Health Centre	NAIROBI	KIBRA	WOODLEY/KENYA TTA GOLF COURSE
601613	<a href="#">Riruta</a>	Fully-functional	Riruta Health Centre	NAIROBI	DAGORETTI SOUTH	KABIRO
601614	<a href="#">Ruthimitu</a>	Fully-functional	Chandaria Health Centre	NAIROBI	DAGORETTI SOUTH	UTHIRU/RUTHIMIT U
601615	<a href="#">Tripple M</a>	Fully-functional	Mutuini Sub-District Hospital	NAIROBI	LANGATA	KAREN
601616	<a href="#">Uthiru</a>	Fully-functional	Muthua Dispensary	NAIROBI	DAGORETTI SOUTH	UTHIRU/RUTHIMIT U
601617	<a href="#">Waithaka</a>	Fully-functional	Waithaka Health Centre	NAIROBI	DAGORETTI SOUTH	WAIHAKA

### 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.

The screenshot shows the 'Community Units' page in the Master Facility List v2.0 application. The page has a blue header with navigation links: Home, Facilities, Community Units (selected), Users, Reports, Ann Kamau (user profile), and About. A left sidebar contains tabs for All Units, Approved Units, Units Pending Approvals (selected), and Rejected Units. The main content area shows a table of units pending approval, with a search bar and an 'Export' button. The table displays 17 units, all with a status of 'Fully-functional'.

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/KENYA TTA GOLF COURSE
601609	Kawangware	Fully-functional	Riruta Health Centre	NAIROBI	DAGORETTI SOUTH	KABIRO
601610	Kikan	Fully-functional	Mutuiini 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/KENYA TTA 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	Mutuiini 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	WATHAKA

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/KENYA TTA 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/KENYA TTA 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	WAIHAKA
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

**700000 | Mukuru**

**Unit Status:** Fully-functional **Date Established:** Wed, 02 Sep 2015 12:00 AM  
**Linked Facility:** Mathari Hospital **Date Operational:** Tue, 01 Sep 2015 12:00 AM  
**No. of Households Monitored:** 1889

**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

Approve/Reject

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 Date Established: Wed, 02 Sep 2015 12:00 AM  
Linked Facility: Mathari Hospital Date Operational: Tue, 01 Sep 2015 12:00 AM  
Households Monitored: 1889

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 Home Facilities **Community Units** Users Reports 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/KENYA TTA 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/RUTHIMIT U
601612	Ngondo	Fully-functional	Ngong Road Health Centre	NAIROBI	KIBRA	WOODLEY/KENYA TTA GOLF COURSE
601613	Riruta	Fully-functional	Riruta Health Centre	NAIROBI	DAGORETTI SOUTH	KABIRO
601614	Ruthimitu	Fully-functional	Chandaria Health Centre	NAIROBI	DAGORETTI SOUTH	UTHIRU/RUTHIMIT U
601615	Tripple M	Fully-functional	Mutuini Sub-District Hospital	NAIROBI	LANGATA	KAREN
601616	Uthiru	Fully-functional	Muthua Dispensary	NAIROBI	DAGORETTI SOUTH	UTHIRU/RUTHIMIT U
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

Master Facility List v2.0 Home Facilities **Community Units** Users Reports Ann Kamau About

All Units  
Approved Units  
Units Pending Approvals  
**Rejected Units**

### Rejected 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/KENYA TTA 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/RUTHIMIT U
601612	Ngondo	Fully-functional	Ngong Road Health Centre	NAIROBI	KIBRA	WOODLEY/KENYA TTA GOLF COURSE
601613	Riruta	Fully-functional	Riruta Health Centre	NAIROBI	DAGORETTI SOUTH	KABIRO
601614	Ruthimitu	Fully-functional	Chandaria Health Centre	NAIROBI	DAGORETTI SOUTH	UTHIRU/RUTHIMIT U
601615	Tripple M	Fully-functional	Mutuini Sub-District Hospital	NAIROBI	LANGATA	KAREN
601616	Uthiru	Fully-functional	Muthua Dispensary	NAIROBI	DAGORETTI SOUTH	UTHIRU/RUTHIMIT U
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

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## The National Administrator Role

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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** 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

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

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	<a href="#">View</a>
Starehe	289	<a href="#">View</a>
Kamukunji	288	<a href="#">View</a>
Makadara	287	<a href="#">View</a>
Embakasi West	286	<a href="#">View</a>
Embakasi East	285	<a href="#">View</a>
Embakasi Central	284	<a href="#">View</a>
Embakasi North	283	<a href="#">View</a>
Embakasi South	282	<a href="#">View</a>
Ruaraka	281	<a href="#">View</a>
Kasarani	280	<a href="#">View</a>
Roysambu	279	<a href="#">View</a>
Kibra	278	<a href="#">View</a>
Langata	277	<a href="#">View</a>
Dagoretti South	276	<a href="#">View</a>

The screenshot displays the 'Sub Counties' management interface. The top navigation bar includes 'Master Facility List v2.0', 'Home', 'Facilities', 'Users', 'System Setup', and 'Reports'. The user profile 'Emmanuel Wafula' and an 'About' link are visible in the top right. The left sidebar lists various administrative units, with 'Sub Counties' selected. The main content area features a search bar, an 'Export' button, and a table with columns for 'Code', 'Name', 'County', and 'Action'. A message states 'Showing 0 - 0 of 0 records' and 'Sorry, no data is available'. The 'Add Sub County' button is circled in red.

## 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.

The screenshot shows the 'Wards' management interface. The top navigation bar includes 'Master Facility List v2.0', 'Home', 'Facilities', 'Users', 'System Setup', and 'Reports'. The user is identified as 'Emmanuel Wafula'. The sidebar on the left lists various administrative units, with 'Wards' highlighted. The main content area features a search bar, an 'Export' button, and a table of 1450 records. The table columns are Name, Code, Constituency, County, and Action. Each record has a 'View' button next to it.

Name	Code	Constituency	County	Action
Kiamaiko	1450	Mathare	Nairobi	<a href="#">View</a>
Mlango Kubwa	1449	Mathare	Nairobi	<a href="#">View</a>
Ngei	1448	Mathare	Nairobi	<a href="#">View</a>
Huruma	1447	Mathare	Nairobi	<a href="#">View</a>
Mabatini	1446	Mathare	Nairobi	<a href="#">View</a>
Hospital	1445	Mathare	Nairobi	<a href="#">View</a>
Nairobi South	1444	Starehe	Nairobi	<a href="#">View</a>
Landimawe	1443	Starehe	Nairobi	<a href="#">View</a>
Ziwani/kariokor	1442	Starehe	Nairobi	<a href="#">View</a>
Pangani	1441	Starehe	Nairobi	<a href="#">View</a>
Ngara	1440	Starehe	Nairobi	<a href="#">View</a>
Nairobi Central	1439	Starehe	Nairobi	<a href="#">View</a>
California	1438	Kamukunji	Nairobi	<a href="#">View</a>
Airbase	1437	Kamukunji	Nairobi	<a href="#">View</a>
Eastleigh South	1436	Kamukunji	Nairobi	<a href="#">View</a>

## 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

Search anything... [Export](#) Showing 1 - 30 of 3389 records

Name	Actions
Olenguruone	<a href="#">View</a>
Rongai	<a href="#">View</a>
Bahati	<a href="#">View</a>
Mau Narok	<a href="#">View</a>
Salgaa	<a href="#">View</a>
Dundori	<a href="#">View</a>
Subukia	<a href="#">View</a>
Mai Mahiu	<a href="#">View</a>
Njoro	<a href="#">View</a>
Gilgil	<a href="#">View</a>
Molo	<a href="#">View</a>
Naivasha	<a href="#">View</a>
Nakuru	<a href="#">View</a>
kiamuri market	<a href="#">View</a>
near precious twins primary school - mombasa	<a href="#">View</a>

The screenshot shows the 'New Town' form in the Master Facility List v2.0 application. The top navigation bar includes 'Master Facility List v2.0', 'Home', 'Facilities', 'Users', 'System Setup', and 'Reports'. The user 'Emmanuel Wafula' is logged in. The left sidebar lists various administrative units, with 'Towns' selected. The main content area displays the 'New Town' form with a 'Town Name' field containing 'Kilimanjoro' and 'Save' and 'Cancel' buttons. The 'Save' button is circled in red.

## 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 National Administrator clicks the `Add Category` button on the top right of the screen.

The screenshot shows the 'Master Facility List v2.0' interface. The top navigation bar includes 'Home', 'Facilities', 'Users', 'System Setup', and 'Reports'. The user 'Emmanuel Wafula' is logged in. The left sidebar lists various menu items, with 'Categories' highlighted under the 'Service Catalogue' section. The main content area displays a table of service categories with columns for 'Name', 'Abbreviation', and 'Actions'. The 'Add Category' button is circled in red in the top right corner.

Name	Abbreviation	Actions
Ambulance Services		<a href="#">View</a>
Emergency Preparedness		<a href="#">View</a>
Surgical Services		<a href="#">View</a>
Curative Services		<a href="#">View</a>
Tuberculosis Treatments		<a href="#">View</a>
Tuberculosis Diagnosis		<a href="#">View</a>
Immunization		<a href="#">View</a>
Nutrition Services		<a href="#">View</a>
Services for GenderBasedViolence Survivors		<a href="#">View</a>
Maternity Services		<a href="#">View</a>
Emergency Obstetric Care (EOC)		<a href="#">View</a>
Other Services		<a href="#">View</a>
Services - Choose Basic or Comprehensive		<a href="#">View</a>
Services - Maximum Level of Service 1 - 6		<a href="#">View</a>
Services for Gender Based Violence Survivors		<a href="#">View</a>
Blood Transfusion		<a href="#">View</a>

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.

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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

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- 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

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	<a href="#">View</a>
1051	Permanent FP	PERM-FP	Family Planning	<a href="#">View</a>
1050	Rehabilitative Health Services - Orthopaedic Technology	RHS-ORTH	Rehabilitative Health Services - Occupational Health	<a href="#">View</a>
1049	Voluntary Male Circumcision	VMC	HIV/AIDS Prevention Services	<a href="#">View</a>
1048	Provider Initiated Counselling and Testing	PICT	HIV/AIDS Prevention Services	<a href="#">View</a>
1047	Emergency Preparedness	EP	Services - Choose Basic or Comprehensive	<a href="#">View</a>
1046	ENT Services	ENT	Services - Choose Basic or Comprehensive	<a href="#">View</a>
1045	Dental Laboratory Services	DLS	Services - Choose Basic or Comprehensive	<a href="#">View</a>
1044	Oral Health Services (Dental Services)	OHS	Services - Choose Basic or Comprehensive	<a href="#">View</a>
1043	Emergency Obstetric Care	BOC	Services - Choose Basic or Comprehensive	<a href="#">View</a>
1042	Environmental Health Services	EHS	Services - Maximum Level of Service 1 - 6	<a href="#">View</a>
1041	Rehabilitative Health Services - Physiotherapy	RHSP	Services - Maximum Level of Service 1 - 6	<a href="#">View</a>

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Administrative Units

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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.

The screenshot displays the 'Option Groups' management interface. The top navigation bar includes 'Master Facility List v2.0', 'Home', 'Facilities', 'Users', 'System Setup', 'Reports', 'Emmanuel Wafula', and 'About'. The left sidebar contains a tree view of system components, with 'Option Groups' under 'Service Catalogue' highlighted in red. The main content area shows a list of three option groups: 'Keph Level based options', 'Basic Comprehensive Options', and 'Yes /No Options'. Each entry has a green 'View' button. An 'Add Option Group' link is circled in red in the top right corner. The interface also includes a search bar, an 'Export' button, and pagination information ('Showing 1 - 3 of 3 records', 'Page 1 / 1').

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

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Service Catalogue

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- Option Groups**

Contacts

- Contact Type

Facilities

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- 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	✕

Save Cancel

Add

Master Facility List v2.0 Home Facilities Users System Setup Reports Emmanuel Wafula About

Administrative Units Manage Contact Types Add Contact Type

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

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CHUL

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

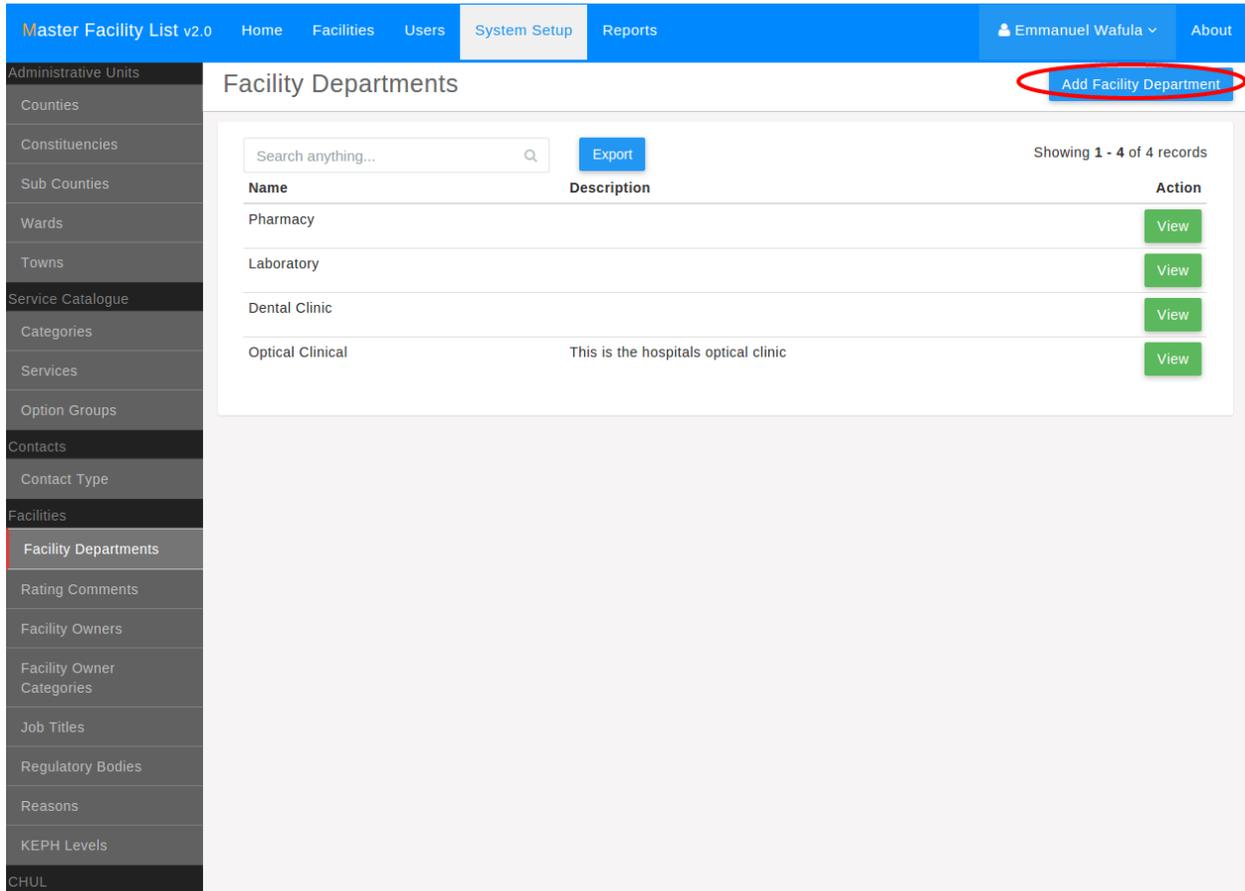
Page 1 / 1

The screenshot shows the 'New Contact Type' form in the Master Facility List v2.0 application. The form is located in the 'System Setup' section of the navigation menu. The form has two input fields: 'Name' with the value 'Twitter' and 'Description' with the value 'The twitter handle of a person or a facility'. Below the input fields are three buttons: 'Save', 'Cancel', and 'View Changelog'. The 'Save' button is circled in red. The left sidebar shows the navigation menu with 'Contact Type' selected under the 'Contacts' section. The top navigation bar includes 'Master Facility List v2.0', 'Home', 'Facilities', 'Users', 'System Setup', 'Reports', 'Emmanuel Wafula', and 'About'.

## 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`.



The screenshot shows the 'Facility Departments' management interface. The top navigation bar includes 'Master Facility List v2.0', 'Home', 'Facilities', 'Users', 'System Setup', and 'Reports'. The user 'Emmanuel Wafula' is logged in. The left sidebar lists various system setup categories, with 'Facility Departments' selected. The main content area displays a table of existing departments:

Name	Description	Action
Pharmacy		<a href="#">View</a>
Laboratory		<a href="#">View</a>
Dental Clinic		<a href="#">View</a>
Optical Clinical	This is the hospitals optical clinic	<a href="#">View</a>

At the top of the table, there is a search bar labeled 'Search anything...', an 'Export' button, and a status indicator 'Showing 1 - 4 of 4 records'. A red circle highlights the 'Add Facility Department' button in the top right corner of the table area.

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.

The screenshot shows the 'New Facility Department' form in the Master Facility List v2.0 application. The top navigation bar includes 'Home', 'Facilities', 'Users', 'System Setup', and 'Reports'. The user 'Emmanuel Wafula' is logged in. The left sidebar lists various administrative units and facilities, with 'Facility Departments' selected. The form contains the following fields:

- Name:** Text input field containing 'Test Department'.
- Description:** Text input field containing 'Test Department'.
- Regulatory Body:** Dropdown menu with 'Pharmacy & Poisons Board' selected.
- Buttons:** 'Save' and 'Cancel' buttons at the bottom of the form.

The 'Save' button is circled in red. A 'Delete' button is visible in the top right corner of the form area.

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- Towns

Service Catalogue

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- Services
- Option Groups

Contacts

- Contact Type

Facilities

- Facility Departments
- Rating Comments**
- Facility Owners
- Facility Owner Categories
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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 Manage Facility Owner Categories Add Facility Owner Category

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

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CHUL

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

The screenshot shows the 'New Facility Owner Categories' form in the Master Facility List v2.0 application. The interface includes a top navigation bar with 'Home', 'Facilities', 'Users', 'System Setup', and 'Reports' tabs, and a user profile for Emmanuel Wafula. A left sidebar lists various administrative units and categories, with 'Facility Owner Categories' highlighted. The main form area contains a 'Name' field with the value 'Test Owner Category', a 'Description' field with the value 'This is a category for test purposes', and three buttons: 'Save', 'Cancel', and 'View Changelog'. The 'Save' button is circled in red.

## 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.

The screenshot displays the 'Manage Facility Owners' page. The top navigation bar includes 'Master Facility List v2.0', 'Home', 'Facilities', 'Users', 'System Setup', and 'Reports'. The user 'Emmanuel Wafula' is logged in. The left sidebar lists various system setup categories, with 'Facility Owners' highlighted. The main content area features a search bar, an 'Export' button, and a table of 24 records. A red circle highlights the 'Add Facility Owner' button in the top right corner.

Code	Name	Abbreviation	Owner Type	Actions
1023	Supreme Council for Kenya Muslims		Faith Based Organization	<a href="#">View</a>
1022	State Cooperation		Other Public Institution	<a href="#">View</a>
1021	Private Practice - Unspecified		Private Institutions and Private Practice	<a href="#">View</a>
1020	Private Practice - Nurse / Midwife		Private Institutions and Private Practice	<a href="#">View</a>
1019	Private Practice - Medical Specialist		Private Institutions and Private Practice	<a href="#">View</a>
1018	Private Practice - General Practitioner		Private Institutions and Private Practice	<a href="#">View</a>
1017	Private Practice - Clinical Officer		Private Institutions and Private Practice	<a href="#">View</a>
1016	Private Enterprise (Institution)		Private Institutions and Private Practice	<a href="#">View</a>
1015	Parastatal		Other Public Institution	<a href="#">View</a>
1014	Other Public Institution		Other Public Institution	<a href="#">View</a>
1013	Other Faith Based		Faith Based Organization	<a href="#">View</a>
1012	NOT IN LIST		Other	<a href="#">View</a>
1011	Non-Governmental Organizations		Non-Governmental Organizations	<a href="#">View</a>

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.

The screenshot shows the 'New Facility Owner' form in the Master Facility List v2.0 application. The form is located in the 'System Setup' section of the navigation menu. The form fields are as follows:

- Name \***: Text input field containing 'Test Owner'.
- Owner Type \***: Dropdown menu with 'Faith Based Organization' selected.
- Abbreviation**: Text input field containing 'TO'.
- Description**: Text area containing 'This is just for testing purposes'.

At the bottom of the form, there are three buttons: 'Save' (highlighted with a red circle), 'Cancel', and 'View Changelog'.

Master Facility List v2.0   Home   Facilities   Users   System Setup   Reports   Emmanuel Wafula   About

Administrative Units   **Manage Job Titles**   Add Job Title

Search anything...   Export   Showing 1 - 25 of 25 records

Name	Actions
Unknown	View
System Configuration and Programming	View
Provincial Public Health Nurse - Public Health and Sanitation	View
Provincial Public Health Nurse - Medical Services	View
Provincial Health Records and Information Officer - Public Health and Sanitation	View
Provincial Health Records and Information Officer - Medical Services	View
Provincial Director - Medical Services	View
Provincial Chief Health Administrative Officer - Public Health and Sanitation	View
Provincial Chief Health Administrative Officer - Medical Services	View
Provincial Aids Co-Ordinator	View
Nursing Officer in Charge	View
National MOH Officer	View
National HIS Help Desk and Administration	View
National HIS Facilitator	View
Medical Superintendent	View

The screenshot shows the 'New Job Title' form in the Master Facility List v2.0 application. The top navigation bar includes 'Home', 'Facilities', 'Users', 'System Setup', and 'Reports'. The user 'Emmanuel Wafula' is logged in. The left sidebar lists various administrative units and facilities, with 'Job Titles' highlighted. The main form contains two text input fields: 'Name' with the value 'Test Job Title' and 'Description' with the value 'This is just a job title for testing'. Below the fields are 'Save' and 'Cancel' buttons, with the 'Save' button circled in red.

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Counties  
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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 Regulatory Body

Name  
Test Regulatory Body

Regulation Verb  
Register

Abbreviation  
TRB

Body Type  
Ministry of Health

Contact Type	Contact Details
MOBILE	074745544

Save Cancel Add

Master Facility List v2.0 Home Facilities Users System Setup Reports Emmanuel Wafula About

**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		<a href="#">View</a>
Nursing Council of Kenya (Private Practice)	NCK	License		<a href="#">View</a>
Pharmacy & Poisons Board	Pharmacy & Poisons Board	License		<a href="#">View</a>
Kenya Medical Laboratory, Tech & Technologists Board	KMLTTB	Register		<a href="#">View</a>
Clinical Officers Council	COC	License		<a href="#">View</a>
Kenya MPDB - Private Practice	KMPDB - Private Practice	License		<a href="#">View</a>
Kenya MPDB - Institution	KMPDB - Institution	Register		<a href="#">View</a>
Ministry of Health	MOH-DMS	Gazette		<a href="#">View</a>

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## 4.14 Upgrade/Downgrade Reasons Management

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

The screenshot shows the 'Change Reasons' page in the Master Facility List v2.0 system. The page has a blue header with navigation links: Home, Facilities, Users, System Setup, and Reports. The user is Emmanuel Wafula. The left sidebar shows a list of menu items, with 'Reasons' highlighted. The main content area is titled 'Change Reasons' and contains a search bar, an 'Export' button, and a table with 3 records. The table has columns for 'Change Reason', 'Description', and 'Action'. The 'Action' column contains 'View' buttons for each record. A red circle highlights the 'Add Change Reason' button in the top right corner.

Change Reason	Description	Action
Increase in Bed capacity	The number of beds in the facility were increased	<a href="#">View</a>
Bought More Equipment	The facility bought more equipment thus was able to offer more services	<a href="#">View</a>
Political Upgrade	The facility upgrade was done through a political figure	<a href="#">View</a>

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.

The screenshot shows the 'New Facility Change Reason' form in the Master Facility List v2.0 application. The interface includes a blue navigation bar at the top with the following items: 'Master Facility List v2.0', 'Home', 'Facilities', 'Users', 'System Setup', 'Reports', 'Emmanuel Wafula', and 'About'. A left sidebar contains a list of menu items: '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', and 'CHUL'. The 'Reasons' menu item is highlighted in red. The main content area is titled '+ New Facility Change Reason' and features a 'Delete' button in the top right corner. The form itself has two input fields: 'Facility Change Reason' with the value 'Hired new staff' and 'Description' with the text 'If a facility has hired a new workforce and is able to handle more patients, then it can be upgraded'. At the bottom of the form are 'Save' and 'Cancel' buttons, with the 'Save' button circled in red.

Master Facility List v2.0 Home Facilities Users System Setup Reports Emmanuel Wafula About

Administrative Units

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Contacts

- Contact Type

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- 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	<a href="#">View</a>
Not Classified		<a href="#">View</a>
Level 6		<a href="#">View</a>
Level 5		<a href="#">View</a>
Level 4		<a href="#">View</a>
Level 3		<a href="#">View</a>
Level 2		<a href="#">View</a>
Level 1		<a href="#">View</a>

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The screenshot shows the 'New KEPH Level' form in the Master Facility List v2.0 application. The form is located in the 'System Setup' section of the navigation menu. The form contains two text input fields: 'KEPH Name' with the value 'level 8' and 'KEPH Description' with the value 'This is just for testing puporses'. Below the fields are two buttons: 'Save' and 'Cancel'. The 'Save' button is highlighted with a red circle. The left sidebar shows the navigation menu with 'KEPH Levels' selected. The top navigation bar includes 'Home', 'Facilities', 'Users', 'System Setup', 'Reports', 'Emmanuel Wafula', and 'About'.

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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Service Catalogue  
Categories  
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Option Groups

Contacts  
Contact Type

Facilities  
Facility Departments  
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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

Countries  
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
----------	-----	---------	--------	------

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## 4.17 Document Management

Documents are extra supplementary 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.

The screenshot displays the 'Manage Documents' page. The top navigation bar includes 'Master Facility List v2.0', 'Home', 'Facilities', 'Users', 'System Setup', and 'Reports'. The user 'Emmanuel Wafula' is logged in. The left sidebar lists various system setup categories. The main content area features a search bar, an 'Export' button, and a table with the following data:

Name	Description	Link	Actions
Testing	Test document	<a href="https://mfl-documents.s3.amazonaws.com/cybercrimes_bill.pdf?Signature=ZKWUCdYH9E0QgnRQffHMdh8deo4%3D&amp;Expires=1443522790&amp;AWSAccessKeyId=AKIAIIU MATEKDY3KOFYA">https://mfl-documents.s3.amazonaws.com/cybercrimes_bill.pdf?Signature=ZKWUCdYH9E0QgnRQffHMdh8deo4%3D&amp;Expires=1443522790&amp;AWSAccessKeyId=AKIAIIU MATEKDY3KOFYA</a>	<a href="#">View</a>

The page indicates 'Showing 1 - 1 of 1 records' and 'Page 1 / 1'. A red circle highlights the 'Add Document' button in the top right corner.

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 Manage Documents Delete

- 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
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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 Users System Setup Reports Emmanuel Wafula About

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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		<a href="#">View</a>
Other		<a href="#">View</a>
Scanned from hand drawn maps		<a href="#">View</a>
Calc from 1:50,000 scale topographic maps		<a href="#">View</a>
Calc from proximity to school, village,markets		<a href="#">View</a>
Taken with GPS Device		<a href="#">View</a>

Page 1 / 1

The screenshot shows the 'New GeoCode Method' form within the 'Master Facility List v2.0' application. The top navigation bar includes 'Home', 'Facilities', 'Users', 'System Setup', and 'Reports'. The user 'Emmanuel Wafula' is logged in. The left sidebar lists various administrative units and facilities. The main content area contains a form with two text input fields: 'Geocode Method Name' (containing 'Test geo-code method') and 'Description' (containing 'Test Geo-code Method'). Below the fields are 'Save' and 'Cancel' buttons, with the 'Save' button highlighted by a red circle.

## 4.19 Geo-Code Source Management

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

The screenshot shows the 'GeoCode Sources' page in the 'System Setup' section. The page includes a search bar, an 'Export' button, and a table of 181 records. The 'Add Geocode Sources' link is highlighted with a red circle.

Name	Abbreviation	Description	Actions
ministry			<a href="#">View</a>
DMOH_CCI Activity			<a href="#">View</a>
DHMT Nakuru			<a href="#">View</a>
SARAM			<a href="#">View</a>
012			<a href="#">View</a>
Gatu			<a href="#">View</a>
0			<a href="#">View</a>
DMOH-CCI Activity			<a href="#">View</a>
NA			<a href="#">View</a>
0000			<a href="#">View</a>
HMIS GPS			<a href="#">View</a>
saram survey			<a href="#">View</a>
00			<a href="#">View</a>
Health records & information office			<a href="#">View</a>
taken by Dhrio laikipia/Nyahururu			<a href="#">View</a>

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. Permissions 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 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 GeoCode Source

Geocode Source Name

Geocode Source Abbreviation

Description

The screenshot displays the 'Manage groups' interface. At the top, a blue navigation bar contains the application title 'Master Facility List v2.0' and menu items: Home, Facilities, Users, System Setup, and Reports. On the right of the navigation bar, the user 'Emmanuel Wafula' is logged in, with an 'About' link. A sidebar on the left shows 'Users' and 'Groups' options. The main content area is titled 'Manage groups' and features a search bar with the placeholder 'Search anything...', an 'Export' button, and a status indicator 'Showing 1 - 9 of 9 records'. Below this is a table with a single column header 'Name' and nine rows of group names. The 'Add Group' button in the top right corner of the main content area is circled in red.

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

Group Name:

Is Regulator? ⓘ  Is National? ⓘ  
 Is Administrator? ⓘ  Is County Level? ⓘ  
 Is Sub-county Level? ⓘ

---

**Available Permissions**  
Search Available Permissions:

- Can change facility contact
- 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

➔ ➜

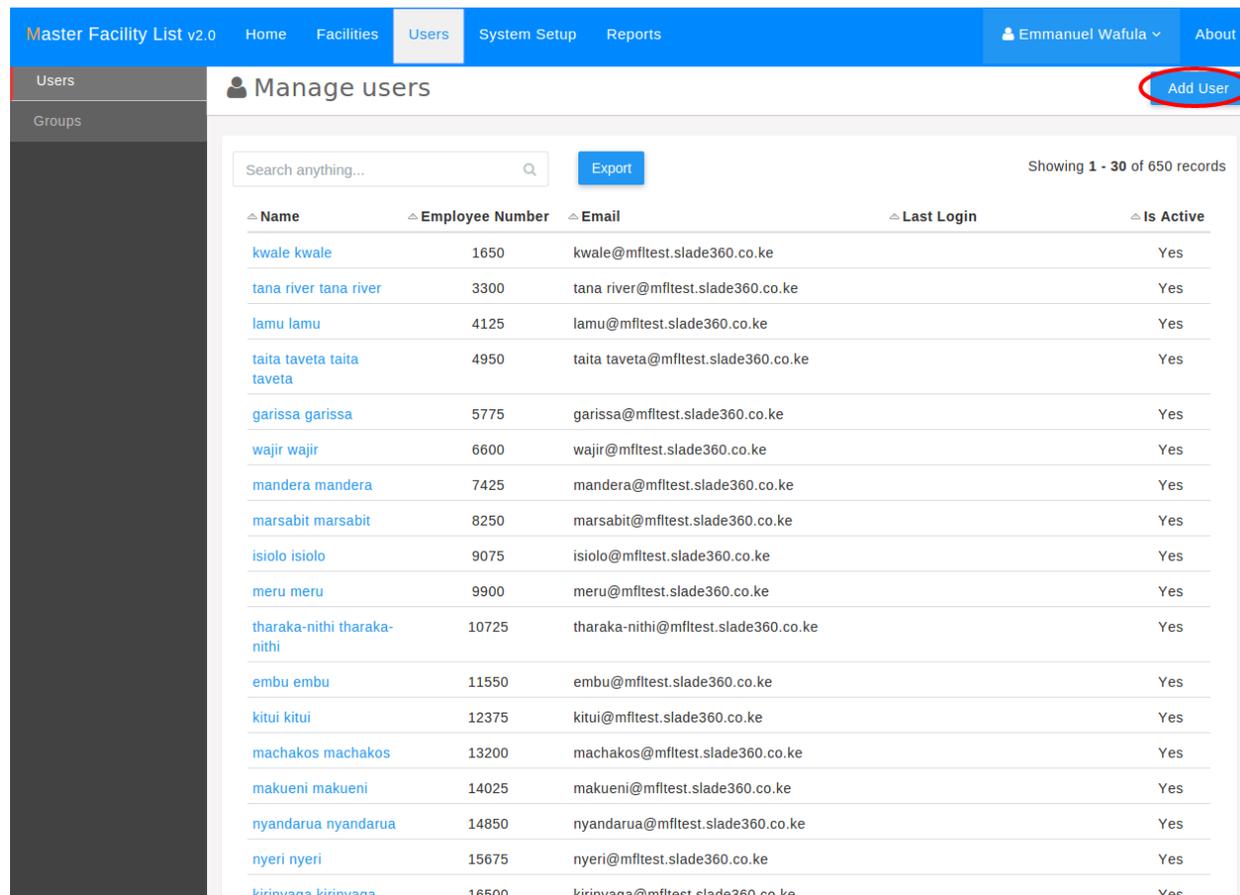
**Assigned Permissions**  
Search Assigned Permissions:

- 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

## 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.



The screenshot displays the 'Manage users' page. The top navigation bar includes 'Master Facility List v2.0', 'Home', 'Facilities', 'Users', 'System Setup', and 'Reports'. The user 'Emmanuel Wafula' is logged in. The 'Add User' button is circled in red. The main content area shows a table of users with the following data:

Name	Employee Number	Email	Last Login	Is Active
kwale kwale	1650	kwale@mfttest.slade360.co.ke		Yes
tana river tana river	3300	tana river@mfttest.slade360.co.ke		Yes
lamu lamu	4125	lamu@mfttest.slade360.co.ke		Yes
taita taveta taita taveta	4950	taita taveta@mfttest.slade360.co.ke		Yes
garissa garissa	5775	garissa@mfttest.slade360.co.ke		Yes
wajir wajir	6600	wajir@mfttest.slade360.co.ke		Yes
mandera mandera	7425	mandera@mfttest.slade360.co.ke		Yes
marsabit marsabit	8250	marsabit@mfttest.slade360.co.ke		Yes
isiolo isiolo	9075	isiolo@mfttest.slade360.co.ke		Yes
meru meru	9900	meru@mfttest.slade360.co.ke		Yes
tharaka-nithi tharaka-nithi	10725	tharaka-nithi@mfttest.slade360.co.ke		Yes
embu embu	11550	embu@mfttest.slade360.co.ke		Yes
kitui kitui	12375	kitui@mfttest.slade360.co.ke		Yes
machakos machakos	13200	machakos@mfttest.slade360.co.ke		Yes
makueni makueni	14025	makueni@mfttest.slade360.co.ke		Yes
nyandarua nyandarua	14850	nyandarua@mfttest.slade360.co.ke		Yes
nyeri nyeri	15675	nyeri@mfttest.slade360.co.ke		Yes
kirinyaga kirinyaga	16500	kirinyaga@mfttest.slade360.co.ke		Yes

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

Last Name

Other Names

Email

Employee Number

Password

Confirm Password

**+ 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 >**

The screenshot displays the 'New User' form interface. At the top, a progress bar indicates four steps: 1. Basic Details, 2. User Contacts, 3. User Groups (the current step), and 4. Assign County. The 'Assign User Group' section features a dropdown menu with 'County Health Records Information Officer' selected and a blue 'Add' button circled in red. Below this, the 'User's Group' section shows the same group name with a red 'Delete' button. At the bottom of the form, there are blue navigation buttons: '< Contacts' and 'County >', with the latter also circled in red. A dark sidebar on the left contains 'Users' and 'Groups' menu items.

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

## 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 KMPDB.

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

The screenshot shows the 'Master Facility List v2.0' application. The navigation bar includes 'Home', 'Facilities' (selected), and 'Reports'. The user is identified as 'John Mureithi'. The left sidebar lists various facility status categories, with 'All Facilities' highlighted. The main area shows a table of facilities with the following data:

Code	Name	Facility Type	Owner	County	Sub County	Ward	Date Updated
100000	Mama Kiarle Medical Clinic	Training Institution in Health (Stand-alone)	Christian Health Association of Kenya	Nairobi	MATHARE	Hospital	
19609	Nairobi Women Hospital Eastleigh	Health Centre	Private Enterprise (Institution)	Nairobi	KAMUKUNJI	Airbase	
19594	Mtaro Estate Dispensary and Family Planning	Dispensary	Non-Governmental Organizations	Kiambu	JUJA	Juja	
19589	Chiromo Medical Centre	Medical Clinic	Private Enterprise (Institution)	Nairobi	WESTLANDS	Parklands/highridge	
19586	Dr Giddie	Medical Clinic	Private Practice - General Practitioner	Nairobi	WESTLANDS	Karura	
19584	Dr Asmeeta Patel	Medical Clinic	Private Practice - Medical Specialist	Nairobi	WESTLANDS	Karura	
19579	Dr Sc Patel	Medical Clinic	Private Practice - General Practitioner	Nairobi	WESTLANDS	Karura	
19577	Dr Chimney Olende	Medical Clinic	Private Practice - General Practitioner	Nairobi	WESTLANDS	Karura	
19573	Dr Maroo	Medical Clinic	Private Practice - General Practitioner	Nairobi	WESTLANDS	Karura	
19567	Dr Gichuru Mwangi	Medical Clinic	Private Practice - Medical Specialist	Nairobi	WESTLANDS	Parklands/highridge	
19565	Dr Eliud Njuguna (Parklands)	Medical Clinic	Private Practice - Medical Specialist	Nairobi	WESTLANDS	Parklands/highridge	
19562	Abraham Memorial Nursing Home (Westlands)	Maternity Home	Private Enterprise (Institution)	Nairobi	WESTLANDS	Kangemi	
19561	Bodaki Health Centre	Health Centre	Private Practice - Medical Specialist	Nairobi	WESTLANDS	Kangemi	
19558	Dr D I Patel	Medical Clinic	Private Practice -	Nairobi	WESTLANDS	Parklands/highridge	

## 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 screenshot displays the 'Regulate Facilities' page. The sidebar on the left includes options: All Facilities, Approved Facilities, Facilities Pending Approval, Rejected Facilities, Closed Facilities, **Regulate Facilities** (highlighted), and Synchronize Regulated Facilities. The main content area features a search bar, an 'Export' button, and a table with the following data:

Code	Name	Facility Type	Operation Status	Owner	County	Sub County	Constituency	Ward	Date Updated
100000	Mama Kiarie Medical Clinic	Training Institution in Health (Stand-alone)		Christian Health Association of Kenya	Nairobi	Mathare	MATHARE	Hospital	Mon, 28 Sep 2015 01:46 PM

Page 1 / 1

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
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 ✔️      Beds: 100

Open on public holidays ⊘      Cots: 100

Open 24 hours ⊘      Keph Level: Level 2

Facility Catchment Population: 10000

**Ownership Status**

Owner: Christian Health Association of Kenya

Category: Faith Based Organization

---

**Location Details**

County: Nairobi      Sub-County: Mathare

Ward: Hospital      Town: Subukia

Plot number: 10203/LR/700

Nearest Landmark: KICC

Specific directions: Along Kenyatta Avenue

**Facility Contacts**

Landline: 02037637

Mobile: 0713454867

Postal: P.O.Box 1223 00100 Nairobi

---

**Geolocation**

Geosource: DMOH\_CCI Activity      Geomethod: Scanned from hand drawn maps

Longitude: 36.845784187316895      Latitude: -1.258562907825086

**Facility Bank Details**

Bank Name: Equity

Branch Name: Mama Ngina

Facility Bank Account: 238572857985

---

**Officer Incharge**

Name: James Kamau

Registration No: 2527356

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

---

## 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 sidebar 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

Facility Report by Owner [Export To Excel](#)

Search Owner..

Owner	Number of Facilities
Test Owner	0
Supreme Council for Kenya Muslims	12
State Corporation	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
Christian Health Association of Kenya	215

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)

Master Facility List v2.0 Home Facilities Community Units Reports Dennis kubasu About

**Facility Reports** Hide Sidebar Export Facilities

**Facility Reports**

Advanced Search

Administrative Units:

County:

Sub County:

Ward:

Facility Details:

KEPH Level:

Facility Type:

Facility Owner Category:

Facility Owner:

Operation Status:

Facility 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.

The screenshot shows the 'Facility Reports' page in the Kenya Master Health Facility List application. The page includes a navigation menu at the top with 'Home', 'Facilities', 'Community Units', and 'Reports'. The 'Reports' section is active, and the user is logged in as 'Dennis kubasu'. A sidebar on the left lists various report categories, and the main content area displays an 'Advanced Search' section with filters for County (NAIROBI), Sub County (STAREHE), and Ward (LANDIMAWE). The search results table shows 7 records, with the first few rows visible. The 'Export Facilities' button is highlighted with a red box.

Code	Name	Facility Type	Owner	County	Sub County	Ward	Date Updated
18593	SDA Health Services Likoni Road Clinic	Medical Clinic	Christian Health Association of Kenya	Nairobi	STAREHE	Landimawe	
18357	Kemsa Staff Clinic	Dispensary	Ministry of Health	Nairobi	STAREHE	Landimawe	
18277	British American Tobacco Kenya Clinic	Medical Clinic	Private Enterprise (Institution)	Nairobi	STAREHE	Landimawe	
13040	Landmawe Medical Services	Medical Clinic	Private Enterprise (Institution)	Nairobi	STAREHE	Landimawe	
13121	Ngaira Rhodes Dispensary	Dispensary	Local Authority	Nairobi	STAREHE	Landimawe	
13161	Nairobi Remand Prison Health Centre	Dispensary	Other Public Institution	Nairobi	STAREHE	Landimawe	
13097	Mow Dispensary	Dispensary	Other Public Institution	Nairobi	STAREHE	Landimawe	

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

	A	B	C	D
1	<b>Owner</b>	<b>Number_of_facilities</b>		
2	Test Owner	0		
3	Supreme Council for Kenya Muslims	12		
4	State <u>Cooperation</u>	3		
5	Private Practice - Unspecified	195		
6	Private Practice - Nurse / Midwife	838		
7	Private Practice - Medical Specialist	149		
8	Private Practice - General Practitioner	345		
9	Private Practice - Clinical Officer	467		
10	Private Enterprise (Institution)	1241		
11	<u>Parastatal</u>	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-Catholic	377		
20	Humanitarian Agencies	5		
21	Company Medical Service	73		
22	Community Development Fund	38		
23	Community	86		
24	Christian Health Association of Kenya	345		
25	Armed Forces	21		
26	Academic (if registered)	33		
27				

## 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:

The screenshot shows the 'Admin Offices' management interface. The top navigation bar includes 'Admin Offices' and 'Add Admin Office' buttons. The main content area shows a table of admin offices with columns for County, Sub-county, First Name, Last Name, Job-title, National, and Phone Number. Each row has a 'View' button.

County	Sub-county	First Name	Last Name	Job-title	National	Phone Number	Actions
Garissa	Lagdera	sds	ds	Provincial Health Records and Information Officer - Public Health and Sanitation	No	25209835	<a href="#">View</a>
		WERWR	WERWER	System Configuration and Programming	Yes	E9340803	<a href="#">View</a>
Kisii	Bomachoge Chache	xcz	ascsa	Hospital Director	No	0768676767	<a href="#">View</a>
Nairobi	Langata	asfa	asf	System Configuration and Programming	No	575775	<a href="#">View</a>
Nairobi	Langata	asfa	asf	System Configuration and Programming	No		<a href="#">View</a>
Nairobi	Langata	asfa	asf	System Configuration and Programming	No		<a href="#">View</a>
Nairobi	Langata	asfa	asf	System Configuration and Programming	No		<a href="#">View</a>
Nairobi	Langata	asfa	asf	System Configuration and Programming	No		<a href="#">View</a>

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.

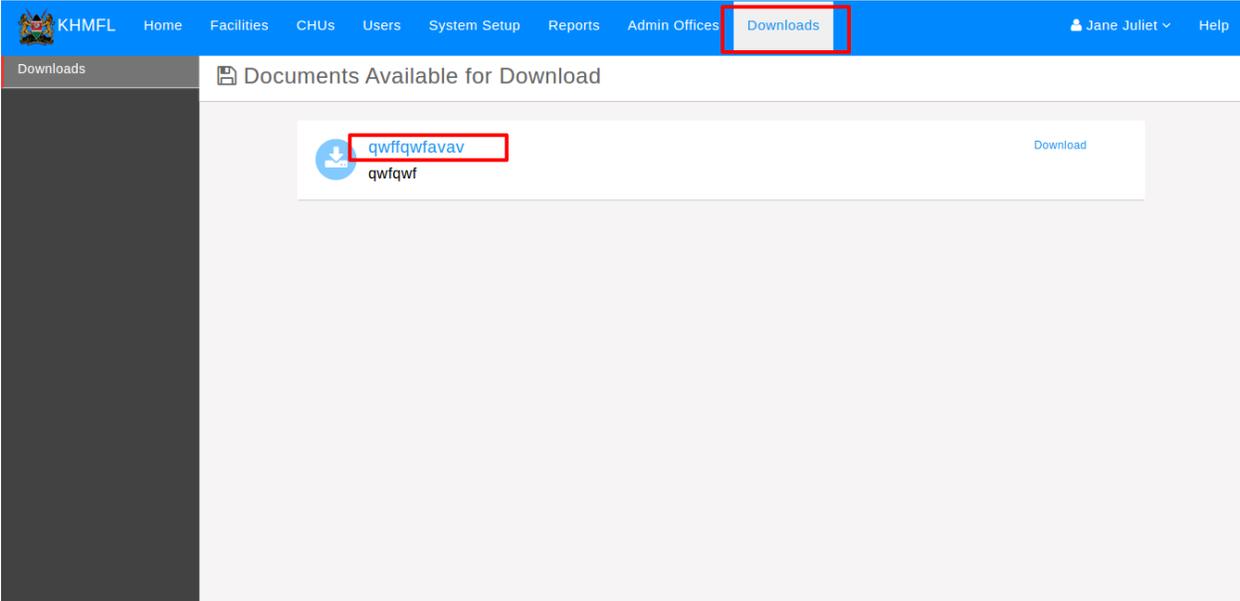
**Note:** To view the contacts of the admin offices in the rest of the country to to the reports section.



## 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:

The screenshot displays the KMFHL web application interface. The top navigation bar includes 'Home', 'Facilities', 'CHUs', 'Users', 'System Setup', 'Reports', 'Admin Offices', and 'Downloads'. The user profile 'Jane Juliet' and a 'Help' link are visible on the right. The left sidebar contains several menu items, with 'Synchronize Regulated Facilities' highlighted. The main content area is titled 'Synchronize Regulated Facilities' and shows a table with the following columns: Facility Name, Regulatory Body, Registration Number, Facility Type, Facility owner, and No. of Possible Matches. The table is currently empty, displaying 'Showing 0 - 0 of 0 records' and 'Sorry, no data is available'. The page number 'Page 1 / 1' is shown at the bottom of the table area.

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.

The screenshot shows the 'Synchronize Regulated Facilities' page. The left sidebar contains navigation options: All Facilities, Approved Facilities, Facilities Pending Approval, Rejected Facilities, Closed Facilities, Synchronize Regulated Facilities (highlighted), and Feedback on Facilities. The main content area has a header 'Synchronize Regulated Facilities' and a sub-header 'Showing 1 - 1 of 1 records'. Below this is a table with the following data:

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

An 'Update' button is located to the right of the table row, highlighted with a red box. Below the table, it says 'Page 1 / 1'.

The screenshot shows the 'Synchronize Regulated Facilities' page with detailed information for the facility 'Upendo Health'. The details are as follows:

- Facility Name:** Upendo Health
- Facility Type:** Dispensary
- Regulatory Body:** Kenya MPDB - Institution
- Facility Owner:** Ministry of Health
- Registration Number:** 48853

Below the details is a section titled 'Probable Matches' with a table:

Facility Official Name	Facility Unique Name	MFL Code
Makadara Health Centre	Makadara Health Centre	13056

The 'Makadara Health Centre' text in the first column and the 'Validate' button are highlighted with red boxes.

**Note:** On clicking validate, the facility will 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