



Job Aid: Completing the Patients per Regimen Report for ART Facility

Purpose: To make informed program wide decisions related to commodity use such as forecasting, scale-up of programs, or other medium- or long-term planning.

In addition to the logistics data, commodity managers, program managers and others at all program levels require information on the number of patients on treatment by regimen. This job aid will guide you through the process of completing the Patients per regimen Report.

The Pharmacy and M&E department will both need to be involved in preparing this report, however the pharmacy (ART/PMTCT) focal person is responsible for ensuring that the form is completed accurately and submitted on time. However, note that if the report is not submitted, the facility will not be resupplied.

This form is completed in duplicate and effort should be made to ensure that the forms are printed legibly and submitted. However, for facilities using e-copies of the PPR, electronic copies should be submitted. This report should be uploaded on the NHLMIS platform.

Task: Completing the Patients per Regimen Report

Completed by: Pharmacy (ART/PMTCT) focal person

Purpose: To collect information on the number of patients on each regimen to guide national ARV drug selection, quantification, and procurement decisions.

When to perform: End of the reporting or ordering cycle (every two months)

Materials needed: Previous PPR report, Electronic Medical Record (EMR), ART register, pharmacy daily worksheet, calculator, and pen.

Patients per Regimen Report

| Steps | Actions | Notes |
|-------|---|---|
| 1 | Facility Name: Write the name of the facility | e.g. Dalhatu Araf Specialist Hospital, Lafia, Nasarawa State. |
| | Facility Code: Write the facility code | e.g. NAS012 |
| 2 | Reporting period: Write in the dates of the reporting period. Date format is dd/mm/yy | Reporting Period Start: First day of the period e.g. 01/01/21 Reporting Period End: Last day of the period e.g. 28/02/21 |
| 3 | Data Entry: All data should be segregated by age | Example: Pediatric Patients (0-9years), Adult & Adolescent (≥ 10 Years) |
| 4 | Total Number of Patients (last review period): From the previous PPR report, fill the total number of patients on treatment at the end of the last reporting period (A) . | The total number of patients from the last report should be completed for each regimen and treatment category. Example: If the number of patients on TDF/3TC/DTG (adult & Adolescent first line) at the end of last reporting period was 250, then 250 will be entered in this column in TDF/3TC/DTG under adult & Adolescent first line 1 st line All Active Patients on ART should be captured even if they did not visit the facility within the review Period |
| 5 | New patients, Transfer in, switch/ substitute in (+): Fill in the total number of patients placed on a regimen per treatment category for the reporting period (B) . | Collaborate with M&E to aggregate total number of New patients, Transfer in, switch/ substitute in (+) per regimen for the period. The ART register is a useful document to assess this indicator. |
| 6 | LTFU, Dead, transfer out, switch/ substitute out (-): Fill in the total number of patients removed from the system per | Collaborate with M&E to aggregate total number of LTFU, Dead, Transfer out, |

| | | |
|---|--|---|
| | regimen per treatment category for the reporting period (C) . | switch/ substitute out (-) per treatment category for the period. The ART register is a useful document to assess this indicator. |
| 7 | HIV-exposed infants: Number of clients on Nevirapine Suspension Only should be separated from Number of Clients on Nevirapine and Zidovudine Suspension | Do not double count these figures. It is either a client is on NVP Suspension Only or on both AZT+NVP Suspension. Any client on AZT Suspension therefore would be dispensed NVP Suspension |
| 8 | Cumulative (Current): Write in the total number patients (after all additions and deductions) (D) | D=A+B-C |
| 9 | Summary: Ensure cumulative numbers of patients in the summary add up to the numbers of patients in each treatment category | For example: The cumulative number of Adult & Adolescent patients on ART should be the sum of the number of Adult & Adolescent Patients on First Line, Second Line and Third Line ART Regimens |

The task is complete when:

- ❑ The facility name, report period, date prepared, prepared by and compiled by lines are filled in
- ❑ The total number of patients (last review period); New patients, Transfer in, switch/ substitute in (+); and LTFU, Dead, transfer out, switch/ substitute out (-); and cumulative (Current) columns per drug regimen have been recorded
- ❑ The person completing and approving the report has written his/her full name, signed, and dated the report
- ❑ A copy of the report has been sent with the Combined Report & Requisition form (Antiretroviral and OI drugs) to the Logistics Management Coordination Unit (LMCU) and a copy filed at the facility
- ❑ The report has been uploaded on the NHLMIS Platform.