



MINISTRY OF HEALTH

Health Facility Summary Report for Malaria Commodities - MOH 743

County:			
Sub-County:			
Health Facility:			
KMHFL Code			
Facility KEPH Level:			
Start date:		End date:	

Malaria Commodities Health Facility Monthly Summary Report Instructions for Use

This summary report is filled by the health worker in-charge of malaria commodities or any other health worker as designated by the health facility in-charge.

Compiling a monthly health facility summary report for malaria commodities

- **County:** Write the name of the county where the health facility is located.
- **Sub-county:** Write the name of the sub-county where the health facility is located.
- **Facility Name:** Write the name of the health facility for which this summary report is being compiled.
- **KMHFL Code:** Write the Kenya master health facility list code of the health facility for which this summary report is being compiled.

Facility Type: Tick the circle that indicates the type of health facility for which this summary report is being compiled as follows:

- **Level 2 = dispensary**
- **Level 3 = health center**
- **Level 4 = sub-county hospital**
- **Level 5 = county hospital**
- **Level 6 = teaching & referral hospital.**

Period of Reporting: Write the beginning date of the month for which the summary report is being compiled and the end date of the same month for which the summary report is being compiled; in the following format: day-month-year (*dd-mm-yyyy*).

The reporting period is the most recent full calendar month (*from first day of the month to last day of the month*) in which the information is being reported.

Example: Beginning: **01/03/2024** Ending: **31/03/2024**

1. Completing the consumption data report section

Before commencing the exercise, obtain the following documents

- Latest stock control/ bin cards (or ones with the data for the full reporting period) for all antimalaria commodities.
- Copies of malaria commodities DARs from: ALL dispensing/ testing points in the health facility.

Commodity name/ Basic Unit: The malaria commodity name and its basic unit are pre-printed on the report.

Note: For ALs, the basic unit is one dose (6s, 12s, 18s and 24s); while for the other commodities a basic unit is tablet/ test/ piece/ ampoule/ vial.

For a commodity in use that is not included (including different pack size, strength, and/or dosage form) in the pre-printed names, then write the name, strength and basic unit in the extra blank rows provided.

"Beginning Balance (A): Enter the quantity in basic unit at the beginning of the reporting month. **This quantity is the same as the physical count at the end of the last reporting month, and is the usable quantity on hand on the last day of the previous month.**

Record AL in terms of doses, SP in terms of tablets, Artesunate injection in terms of vials, RDTs in terms of tests, LLINs in terms of pieces."

Quantity Received this Period (B): Enter the quantity in basic units of ALL malaria commodities received from the supplier (e.g. KEMSA, MEDS) within the period of reporting. This should only be for commodities received from the central store.

If the health facility did not receive a commodity during the reporting period, enter zero, (0) in the column for that commodity.

The quantities of malaria commodities received at the facility can be found in the quantity received column of the stock control/ bin card for each product, or can be found in the delivery note from the central supplier e.g. KEMSA or MEDS. **Do NOT include quantities issued from the BULK/ drug store to the dispensing/ testing point.**

NOTE: Ensure that you convert the quantity received to basic unit, regardless of the pack size that they come in.

"Total Quantity Dispensed (C): Record the quantity in basic units of each malaria commodity dispensed/ used/ issued for consumption within the reporting period. This information is obtained from the malaria commodities DAR for AL tablets, Artesunate injection and RDTs; from the ANC register for SP tablets; and ANC and CWC registers for LLINs. Enter zero (0) for commodities not consumed during the reporting period.

If several pages of the malaria commodities DAR have been used during the reporting month, ensure to use the final 'Cumulative used this month'" for the reporting month for AL doses, Artesunate injection vials and mRDTs. "

NOTE: SP tablets are dispensed as a dose of 3 tablets, each IPTp dose should be multiplied by three to obtain the number of tablets dispensed.

Losses (D): Record any quantity of malaria commodity lost due to damage, pilferage, missing and should be removed from physical inventory. Enter zero (0) for no losses occurred. DO NOT record quantities of malaria commodities that have expired.

Note: Reasons for the loss should be written in the "Comments" section. Any malaria commodities that are missing or pilfered should be documented and suspected theft investigated according to the government policy.

Positive Adjustments (E): Record quantities of malaria commodities that have been received into the health facility from any other source apart from the Central Store. This could be from the county store/ health facility/ donation/ return from community health unit. Positive adjustments should be recorded in the "Comments" as to where these quantities have come from. Positive adjustments should be recorded in the stock control/ bin card. Enter zero (0) for no positive adjustments.

Negative Adjustment (F): Record quantities of malaria commodities that have been issued out of the health facility. This could be to another health facility within the county or out of the county/ link community health unit. Negative adjustments should be recorded in the "Comments" as to where these quantities have been taken to. Negative adjustments should be recorded in the stock control/ bin card. Enter zero (0) for no negative adjustments.

Physical Count (G): At the end of the reporting month, i.e. on the 28th, 29th, 30th or 31st, conduct a physical count of ALL usable malaria commodities. This should include all quantities that are in the bulk store and at the dispensing/ testing/ issuing point. Record this quantity in the stock/ bin card for each malaria commodity and also record in this report.

NOTE: The physical count for each malaria commodity should be equal to the ending balance for the reporting period obtained by the calculation: $G = A+B-C-D+E-F$

Record any discrepancies between the physical count and expected ending balance from the above calculation as adjustment. The reason for the adjustment should be written in the "Comments" section.

Quantity of Expired Commodities (H): Record ALL quantities of malaria commodities that expired during the reporting month and should be removed from physical inventory. Enter zero (0) if no malaria commodities expired within the reporting month.

Commodities with ≤ 6 months to Expiry (I): Record ALL quantities of malaria commodities that are at 6 months to expire or within 6 months to expire. Enter zero (0) if no malaria commodities ≤ 6 months to expiry.

Days out of stock this month (J): Record the number of days that any malaria commodity was stocked out during the reporting month. Enter zero (0) if malaria commodities were in stock during the entire reporting month.

2. Completing the Patient Summary section of the Report

Record the total number of patients under 5 years of age and above or equal to 5 years of age during the reporting month. This information is to be obtained from the column totals in the malaria commodities DAR.

Record the total number of patients that received AL and Artesunate injection at the health facility in each of the weight bands/ age category indicated during the reporting month.

AL weight band/ age category are as follows:

5 to <15 kg 1	5 to <25 kgs	25 to <35 kgs	≥35 kgs
<3 yrs	3 to <8 yrs	8 to <12 yrs	≥12 yrs

Artesunate injection weight band/ age category are as follows:

<20 kg	20 to <50 kg	≥50 kgs
<5 yrs	(5 to <15 yrs)	≥15 yrs

Total number of patients by weight band/ age category is found in the sections labelled "Treatment Sections 1 and 2" as Total patients by AL weight/ age category and Total patients by Artesunate inj weight/ age category at the bottom of each page in the Malaria Commodities DAR.

Record the number of days that the health facility was stocked out of ALL AL during the reporting month. Enter zero (0) if atleast one AL weight band was available.

Record the total number of women who received IPTp during the reporting month. This information will be obtained from the ANC register and should be a sum of ALL clients given IPTp1, IPTp2, IPTp3 and IPTp 4 during the reporting month.

Record the number of new antenatal clients seen during the reporting month. This information will be obtained from the ANC register.

Record the number of Pentavalent 1 clients seen during the reporting month. This information will be obtained from the CWC register.

Record the patient's data in this section from the Malaria Commodities daily activity register summaries

3. Completing the Malaria Diagnostics section of the Report

Record the results of testing using microscopy or RDTs. For microscopy, record positive, negative and total tested for the reporting period. For RDTs, record positive, negative, invalid and total tested for the reporting period. Record total not tested. This information can be obtained from the malaria commodities DAR.

4. Completing the ending section of the Report

Comments: Use this space to provide explanation on Losses, Adjustments, Discrepancies and any other issues, e.g. an expected increase in the number of patients requiring malaria commodities at the facility.

Report prepared by: The person(s) who has compiled the report should write their full name, designation, contact telephone and indicate the date report was compiled, after which they should sign the document.

Report reviewed by: After reviewing the report, the Sub-county Pharmacist should write his/her full name, contact telephone, designation and review date; and sign the report. This confirms that the report has been reviewed and is valid.

Standard Operating Procedure for recording Malaria fields in the Summary tools

Purpose

Tool	Column to be filled	Data Element contained in the column	How the Data element will be filled?	Steps to fill the data	Responsible person	Remark
MOH 743	Health facility details	>Health facility details >Reporting period	>Fill in the name of the county and sub-county >Fill in the health facility name >Fill in the health facility type in terms of levels >Fill in the period of reporting as beginning and ending	>Fill in the name of the county and sub-county >Fill in the health facility name >Fill in the health facility type in terms of levels 2, 3, 4, 5 or 6 using a tick (√) >Fill in the period of reporting as beginning (e.g. 01/09/2022) and ending (e.g. 30/09/2022) "	Facility staff-clinician, nurse, pharmacy staff	
MOH 743	Malaria commodity details	ALs, Inj Artesunate, mRDTs	>Fill in the beginning balance (A), the quantity received (B), the total quantity dispensed/ used/ issued (C), quantity of losses (D), quantity of positive adjustment (E), quantity of negative adjustment (F) and quantity of physical count (G) for AL 6, AL 12, AL 18, AL 24, Inj Artesunate and mRDT.	>Fill in the beginning balance (A) i.e. at the beginning of the reporting period for each item. This is also the closing balance of the previous reporting period, and will be availed from the previous month's report. >Fill in the quantity received during the reporting period for each item (B). The quantity received is the quantity received from the central warehouses (KEMSA/ MEDS), and may be availed from the bin/ stock card and/ or delivery note >Fill in the total quantity dispensed/ used during the reporting period for each item (C). Quantity dispensed/ used for all ALs, Inj Artesunate and mRDTs is consolidated from all DARs in use in the health facility and summarized in MoH 743 >Fill in the quantity of losses if any occurred during the reporting period for each item (D). Loss does not include expired commodities, and may include items lost due to pilferage/ damage >Fill in the quantity of positive adjustment during the reporting period for each item (E). A positive adjustment is a quantity brought in from another health facility >Fill in the quantity of negative adjustment during the reporting period for each item (F). A negative adjustment is a quantity that is removed from stock to be taken to another health facility >Fill in the quantity of physical count at the end of the reporting period for each item (G). This is also the ending balance for the reporting period. Beginning balance + quantity received - quantity dispensed - losses +/- positive/negative adjustment = ending balance/ physical count >Fill in the quantity of commodities that expired at the end of the reporting period for each item (H) >Fill in the quantity of commodities that are 6 months to expiry for each item (I) >Fill in the number of days that an item has been out of stock during the reporting period (J)	Facility staff-clinician, nurse, pharmacy staff	>MoH 240 is a laboratory register which is available for recording consumption of all laboratory commodities including mRDTs (used in facilities with a laboratory which are mainly the hospitals) >While MoH 645 is used for recording mRDT consumption in facilities where a laboratory is not available >In a high volume facility (hospitals) where MoH 240 is used in the laboratory while MoH 645 is being used at e.g. casualty, then while summarizing mRDT consumption should be consolidated from all DARs (MoH 645) and MoH 240 being used in the facility

<p>MOH 743</p>	<p>Malaria commodity details</p>	<p>SP tabs and LLIN</p>	<p>>Fill in the beginning balance (A), the quantity received (B), the total quantity dispensed/ used/ issued (C), quantity of losses (D), quantity of positive adjustment (E), quantity of negative adjustment (F) and quantity of physical count (G) for SP tabs and LLINs</p>	<p>">Fill in the beginning balance (A) i.e. at the beginning of the reporting period for each item. This is also the closing balance of the previous reporting period. >Fill in the quantity received during the reporting period for each item (B). The quantity received is the quantity received from the central warehouses (KEMSA/ MEDS), and may be availed from the bin/ stock card and/ or delivery note >Fill in the total quantity dispensed/ issued during the reporting period for each item (C). >Quantity of LLINs issued is a sum of the quantity issued to pregnant women and quantity issued to children <1year from MoH 711 >Quantity of SP tabs dispensed is availed by multiplying the quantity of pregnant women issued with IPTp from MoH 711 by 3 (one IPTp dose = 3 SP tabs) >Fill in the quantity of losses if any occurred during the reporting period for each item (D). Loss does not include expired commodities, and may include items lost due to pilferage/ damage >Fill in the quantity of positive adjustment during the reporting period for each item (E). A positive adjustment is a quantity brought in from another health facility >Fill in the quantity of negative adjustment during the reporting period for each item (F). A negative adjustment is a quantity that is removed from stock to be taken to another health facility >Fill in the quantity of physical count at the end of the reporting period for each item (G). This is also the ending balance for the reporting period. Beginning balance + quantity received - quantity dispensed - losses +/- positive/negative adjustment = ending balance/ physical count >Fill in the quantity of commodities that expired at the end of the reporting period for each item (H) >Fill in the quantity of commodities that are 6 months to expiry for each item (I) >Fill in the number of days that an item has been out of stock during the reporting period (J)</p>	<p>Facility staff- clinician, nurse, pharmacy staff</p>	
<p>MOH 743</p>	<p>>Patients on AL by weight band summary >Malaria diagnostic table >Stock out of all AL >IPTp >Report compilation and reviewing"</p>	<p>>Patients on AL by weight band summary >Malaria diagnostic table >Stock out of all AL >IPTp >Report compilation and reviewing"</p>	<p>>Fill in the number of patients corresponding to the four weight bands, diagnostics table, days facility was stocked out of all AL and number of pregnant women who received IPTp >Fill in details of the officer who has prepared the report and details of the officer reviewing the report"</p>	<p>>Fill in the number of patients under each weight band category. This information is availed from the DAR (MoH 645) from the section of weight / age category. >Fill in the diagnostic table with positive by microscopy, mRDT and total; negative by microscopy, mRDT and total; invalid by RDT and total; total tested by microscopy, RDT and total; and not tested. This information is availed from the DAR (MoH 645) >Fill in the number of days during the reporting period that the health facility was stocked out all AL weight bands; this information is availed from the bin/ stock cards >Fill in the number of pregnant women who received IPTp during the reporting period; this is availed from the MoH 711 >Comment to explain any losses and/ or adjustments. Report all discrepancies between physical count and expected ending balance. >The officer who has prepared the report should fill in his/her name, signature, designation, contact telephone and date when the report is prepared >The reviewing officer should review the report to verify if all information is filled in as necessary; following which fill in his/her name, signature, designation, contact telephone and date when he/she reviewed the report</p>	<p>Facility staff- clinician, nurse, pharmacy staff</p>	<p>The report is considered complete and valid when all necessary fields are filled out.</p>

Republic of Kenya - Ministry of Health

Health Facility Monthly Summary Report for Malaria Commodities

MOH 743

County: _____

Sub-county: _____

Facility Name: _____

KMHFL Code: _____

Facility Type: Level 2

Level 3

Level 4

Level 5

Level 6

Period of Reporting: Beginning: _____
(Day/ Month/ Year)

Ending: _____
(Day/ Month/ Year)

Item Description	Basic Units	Beginning Balance	Quantity Received this Period	Total Quantity Dispensed	Losses (Excluding Expiries)	Positive Adjustments	Negative Adjustments	Physical Count	Quantity of Expired Commodities	Commodities with ≤ 6 months to Expiry	Days out of stock this month
		A	B	C	D	E	F	G	H	I	J
Malaria commodities											
Artemether-Lumefantrine 20/120 Tabs	6s										
Artemether-Lumefantrine 20/120 Tabs	12s										
Artemether-Lumefantrine 20/120 Tabs	18s										
Artemether-Lumefantrine 20/120 Tabs	24s										
Artesunate Injection 60mg	Vials										
Sulphadoxine Pyrimethamine Tabs 500/25mg	Tabs										
Quinine Tabs (200mg)	Tabs										
Quinine Tabs (300mg)	Tabs										
Quinine Inj (600mg/2ml)	Amps										
Dihydroartemesinin-Piperaquine Tabs 160mg	Tabs										
Dihydroartemesinin-Piperaquine Tabs 320mg	Tabs										
RDTs	Tests										
LLINs	Pieces										

Total patients under 5 yrs	Patients on AL by weight band/ age summary report				Patients on injectable artesunate by weight band/ age summary report		
	5 to <15 kg (<3 yrs)	15 to <25 kg (3 to <8 yrs)	25 to <35 kg (8 to <12 yrs)	35+ kg (≥12 yrs)	<20 kg (<5 yrs)	20 to <50 kg (5 to <15 yrs)	50+ kg (≥15 yrs)
Total patients equal to/ above 5 yrs	Patients given AL: _____				_____		

Number of days facility was stocked out of ALL the AL Packs: _____

Number of pregnant women receiving IPTp: _____

Number of new Antenatal clients: _____

Number of Pentavalent 1 clients: _____

MALARIA DIAGNOSTICS TABLE			
Results	Microscopy	RDT	Totals
Positive			
Negative			
Invalid			
Total tested			
Not tested			

Comments (including explanations of losses and adjustments): _____

Report Prepared by: _____ (Name of Reporting Officer) _____ (Signature) _____ (Designation)

Contact Telephone: _____ Date: _____

Report reviewed by: _____ (Sub-County Pharmacist) _____ (Signature) _____ (Designation)

Contact Telephone: _____ Date: _____

To be Submitted to the Sub-County by the 5th Day of Every Month