

# MODULE 13:

## Record-keeping and Reporting



**DURATION:** 95 minutes (1 hour, 35 minutes)



### LEARNING OBJECTIVES:

By the end of this Module, participants will be able to:

- Explain the importance of record-keeping
- Understand how information collected and reported by Peer Educators can be used to make program improvements
- Fill in daily registers on individual counseling and group education activities
- Complete the monthly activity report



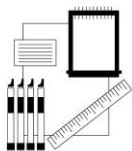
### CONTENT:

Session 13.1: Introduction: Why Do We Need Records?  
Session 13.2: Peer Educator Recording and Reporting Forms  
Session 13.3: Module Summary



### METHODOLOGIES:

- Large group discussion
- Interactive trainer presentation
- Small group work



### MATERIALS NEEDED:

- Flip chart
- Markers
- Tape or Bostik
- Copies of all Peer Educator recording and reporting forms and registers



### **WORK FOR THE TRAINER TO DO IN ADVANCE:**

- Read through the entire Module and make sure you are familiar with the training methodologies and content.
  - Adapt the content of the Module to your specific Peer Education Program, including the recording and reporting systems used.
  - If trainers are not also service providers, it may be useful to invite service providers and/or data officers from the clinic to explain the recording and reporting systems and forms in use.
  - Collect any recording and reporting forms and registers that Peer Educators will be using. Make copies for each participant.
-

## SESSION 13.1: Introduction: Why Do We Need Records? (15 minutes)

---



### TRAINER INSTRUCTIONS

**Methodologies: Large Group Discussion, Interactive Trainer Presentation**

- Step 1:** Review the Module learning objectives.
- Step 2:** Ask participants if they can list all of the people they talked to in the last 3 weeks. Since most will not be able to recall this information, make the point that if we do not write things down, we often do not remember them.
- Step 3:** Ask participants what kind of records they keep in their daily lives (e.g., medicine diary, calendar, child's health and immunization records, etc.). Ask participants why they keep these records.
- Step 4:** Discuss why it is important for Peer Educators to keep records and complete monthly reports. Give some examples of how Peer Educators and their supervisors may use data for program decision-making and improvement. Fill in, as needed, using the content below.

### KEY INFORMATION

---

Records are important because they can help us:

- Remember things we have done or need to do
- Plan what we need to do
- See what we have done
- See what we can do better
- Report to other people (such as our supervisor) what we have done
- See what the gaps are in our services and fill them

It is important for Peer Educators to understand the records that are kept in HIV care and treatment programs and to fill registers each day and reports each month because they will:

- Show what you have done during the month (e.g., how many people you have counseled, how many group education sessions you have led, how many pregnant women you have taken to the ART clinic, etc.)
- Show your supervisor what you have done
- Help you plan for the next month
- Help you follow up with clients from month to month
- Show how effective Peer Educators can be in helping PLHIV

The following are some illustrative examples of using data to improve the program:

- The monthly summary reports indicate that pregnant women only make up 5% of all of the clients Peer Educators counsel. Peer Educators and supervisors could think of ways to reach more pregnant women with services and support.
- The group education register shows that no men are coming to the group sessions. Peer Educators and supervisors could think of ways to reach more men with information.
- The monthly summary report shows that most clients are receiving pre-ART education sessions, but only half are receiving individual counseling at the 2-week follow-up visit. Peer Educators and supervisors could talk about why this might be happening and think of ways to make sure all clients get an individual counseling session at their 2-week follow-up visit.

## SESSION 13.2: Peer Educator Recording and Reporting Forms (70 minutes)

---



### TRAINER INSTRUCTIONS

**Methodologies: Interactive Trainer Presentation, Large Group Discussion, Small Group Work**

**Step 1:** **Note:** Adapt the content in this session to your specific Peer Education program. Use the actual forms that Peer Educators will be using in their day-to-day work.

Pass out copies of the forms Peer Educators will be using in their work. Orient participants on the different information they are expected to collect using the content below and the forms as guides.

At minimum, Peer Educators should complete:

- Daily registers for individual counseling sessions
- Daily registers for group education sessions
- Monthly summary report

**Step 2:** Walk participants through each of the forms, one by one, explaining each column and the information to be filled in. Be sure to make this activity participatory (for example, stopping to ask participants why we would need to know each specific item of information). Also review the points in the “Record-keeping Basics” box below.

Discuss how the reports will be collected, reviewed and used to make program improvements by Peer Educators, supervisors and the multidisciplinary team (for example, through monthly meetings).

**Step 3:** Break participants up into small groups of 4. Give locally realistic scenarios for participants to practice filling out each form. The trainers should assist the small groups as needed.

**Step 4:** Bring the large group back together. Ask participants what they think will be most challenging about keeping good records. Then ask participants to think of ways to support each other in filling out daily and monthly forms and reports. Record on flip chart and reiterate the importance of good record-keeping.

### KEY INFORMATION

---

**There are at least 3 important forms for Peer Educators to fill out:**

- Daily register for individual counseling sessions
- Daily register for group education sessions
- Monthly summary report

In addition, and depending on the Program, Peer Educators also may need to fill in forms related to:

- Client follow-up (phone calls, home visits, etc.)
- Adherence and psychosocial support assessments
- Attendance records
- Others

**Daily register for individual counseling sessions** (see *Appendix 13A* for a sample and adapt to your own setting):

Peer Educators can record all one-on-one counseling sessions on this form. The form includes the following information:

- The date of the individual counseling session
- The name of the client counseled
- The age of the client
- The sex of the client
- The client's ART, ANC or under-5 number
- The type of individual counseling provided to the client (for example, pre-ART, 2-week follow-up, monthly review, general counseling, home visit, adherence counseling, post-test support, PMTCT, caring for HIV-infected child or other)
- Whether the client is an adult, a pregnant woman or a child
- Any referrals made (for example, a pregnant woman was taken to the ART clinic, a child was taken to the ART clinic, the client was referred to a support group, etc.)

**Daily register for group education sessions** (see *Appendix 13B* for a sample and adapt to your own setting):

Peer Educators can record all group education sessions – in the clinic or in the community – on this form. The form includes the following information:

- The date of the group session
- The type of group session (for example, pre-ART session 1, pre-ART session 2, pre-ART for children and caregivers, PMTCT, support group, community education and others)
- The number of adults (male, female) and children (male, female) attending the session

**Monthly activity report** (see *Appendix 13C* for a sample and adapt to your own setting):

Each Peer Educator fills in this report once per month and gives it to their Supervisor. This report is a summary of the information contained in the 2 daily registers. The monthly activity report shows the main activities the Peer Educator has done in the month.

Monthly reports should be reviewed by supervisors and shared and discussed with the multidisciplinary team. Everyone should review the monthly reports to see what is going well and what improvements could be made based on the data. Remember, there is no point in collecting data if we do not use it to improve our program!

The monthly activity report includes the following information:

- The Peer Educator's name, clinic name, month and year
- Total number of individual counseling sessions held during the month
  - By type of counseling session
  - By type of client (adult, pregnant woman, child/caregivers)
- Total number of referrals made during the month
  - By type of referral
  - By type of client
- Total number of home visits made during the month (if this is part of the Peer Educator's role)
  - By type of visit
  - By type of client
- Total number of group education sessions held during the month
  - By type of group session
  - Total number of participants

The monthly summary reports should be discussed by Peer Educators and supervisors (for example, through monthly meetings). A summary of Peer Educator activities should also be presented to the entire multidisciplinary team and discussed on a regular basis.

#### **Record-keeping Basics**

- Write neatly.
- Write in blue or black ink.
- Cross-out mistakes neatly.
- Write corrections clearly.
- Keep forms and registers in a clean, dry place.
- If you have to hand in a report, always make a photocopy for your records.
- Ask another Peer Educator, a supervisor or member of the multidisciplinary team for help.

## SESSION 13.3: Module Summary (10 minutes)

---



### TRAINER INSTRUCTIONS

**Methodologies: Large Group Discussion, Interactive Trainer Presentation**

- Step 1:** Ask participants what they think are the key points of this Module. What information will they take away from the Module?
- Step 2:** Summarize the key points of the Module using participant feedback and the content below.
- Step 3:** Ask if there are any questions or clarifications.
- Step 4:** Review the learning objectives with participants and make sure all are confident with their skills and knowledge in these areas.
- Step 5:** If there are areas participants do not fully understand or in which they need more help, go back and review the session before moving to the next Module.

### KEY INFORMATION

---



#### THE KEY POINTS OF THIS MODULE INCLUDE:

- Keeping good records can help Peer Educators show the work they have done, plan for what do next and follow up with clients.
- It is important for Peer Educators to keep good records of their work and to submit monthly reports on time to their supervisor. These reports should be discussed and shared among Peer Educators, supervisors and the multidisciplinary team.
- There are at least 3 important forms for Peer Educators to fill out on a regular basis:
  - Daily register for individual counseling sessions
  - Daily register for group education sessions
  - Monthly summary report
- Peer Educators should help each other to fill out the forms and ask each other, their supervisor or other members of the multidisciplinary team if they have questions.

# APPENDIX 13A: Sample Daily Register for Individual Counseling Sessions

(adapt to your local setting)

Date	Client's Name	Age	Sex	ART # or ANC # or Under 5 clinic #	Type of Individual Counseling Session (tick "A" for adult client and "C" for child client)														Referrals and Linkages							
					Pre-ART adherence counseling		2 week review post ART initiation		Monthly ART review or refill		Post HIV test counseling and support		Missed appointment/lost to follow-up counseling		PMTCT		Counseling for caregivers of HIV-exposed or HIV-infected infants and children		Psychosocial support		Other		Pregnant woman walked to ART clinic	Child walked to ART clinic	Informed/referred for support group meeting	
					A	C	A	C	A	C	A	C	A	C	A	C	A	C	A	C	A	C	A	C	A	C
<b>TOTALS:</b>																										



## APPENDIX 13C: Sample Monthly Reporting Form (adapt to your local setting)

---

**Name of Peer Educator:**

**Name of Health Facility:**

**Reporting Month:**

<b>Individual sessions</b>  Totals for the month	Pre-ART adherence counseling	Adult	
		Child	
	2 week review post-ART initiation	Adult	
		Child	
	Monthly ART review of refill	Adult	
		Child	
	Post HIV test counseling and support	Adult	
		Child	
	Missed appointments/lost to follow-up counseling	Adult	
		Child	
	PMTCT	Adult	
		Child	
	Counseling for caregivers of HIV-exposed or HIV-infected infants and children	Adult	
		Child	
Psychosocial support	Adult		
	Child		
Other	Adult		
	Child		
<b>Referrals</b>  Totals for the month	Pregnant women walked to ART clinic		
	Children walked to ART clinic		
	People invited/referred to support group meeting	Adult	
Child			

<b>Group sessions</b>  Totals for the month	Pre-ART Session #1	Total # of sessions		
		Number of participants (in all sessions)	Adult	
			Pregnant	
			Child	
	Pre-ART Session #2	Total # of sessions		
		Number of participants (in all sessions)	Adult	
			Pregnant	
			Child	
	Pre-ART Session #3	Total # of sessions		
		Number of participants (in all sessions)	Adult	
			Pregnant	
			Child	
	PMTCT	Total # of sessions		
		Number of participants (in all sessions)	Adult	
			Pregnant	
			Child	
	Support group meeting	Total # of sessions		
		Number of participants (in all sessions)	Adult	
			Pregnant	
			Child	
	Other	Total # of sessions		
Number of participants (in all sessions)		Adult		
		Pregnant		
		Child		

**Comments and Notes:**

**Peer Educator's Signature:**

**Supervisor's Signature:**