REPUBLIC OF KENYA

MINISTRY OF HEALTH

<u>FACILITY</u>
CONSUMPTION DATA REPORT AND REQUEST (F-CDRR) FOR ANTI-TUBERCULOSIS, LEPROSY MEDICINES & NUTRITION COMMODITIES

Facility Name:

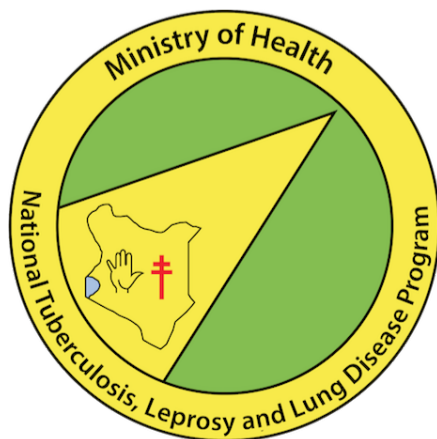...

Facility Code:

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County:

....

Sub County:

....

September 2017

COMPLETING THE FACILITY CONSUMPTION DATA REPORT AND REQUEST FOR ANTI-TUBERCULOSIS, ANTI-LEPROSY MEDICINES & NUTRITION COMMODITIES

This data reporting tool is filled by the person in charge of aggregating and reporting on anti-TB and anti-Leprosy medicines for the entire health facility as designated by the facility in-charge.

1) **When to perform**:

At the end of every reporting period i.e. at the end of every month

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

2) **To be filled on the second page of the F-CDRR book**:

Facility name: Write the name of your health facility.

Facility code: Write your Master Facility List (MFL) code.

County: Write the county where the health facility is located.

Sub County: Write the sub county where the health facility is located.

3) **To be filled on each report:**

Facility name: Write the name of your health facility where the commodities are dispensed.

Facility type: Write the type of facility as dispensary (DISP), health centre (HC), sub County Hospital (SCH), County Referral Hospital (CRH) or National Referral Hospital (NRH)

County: Write the county where the facility is located.

Agency: Indicate by ticking the appropriate box the supporting agency i.e. MOH, Mission, NGO, private or other

Beginning Date (of reporting period): Write the first day of the month and the year (in format dd-mm-yyyy) for the period for which the report is being prepared.

Ending Date (of reporting period): Write the last day, of the month and the year (in format dd-mm-yyyy) for the period for which the report is being prepared.

Commodity/Unit: The commodity and its unit are pre-printed on the report. The commodities are divided into three sections i.e. TB commodities (which include Rifabutin and Cotrimoxazole for Cotrimoxazole preventive therapy amongst TB patients infected with HIV), Leprosy medicines and MDR TB medicines and nutrition commodities.

Beginning Balance at the start of the Quarter (A): Enter the total Quantity (as per the defined unit) of each _usable_ commodity on hand in the facility on the last day of the _previous_ month (reporting period). **The Beginning balance should be equal to the Physical count at the end of the previous month.** If it is not, indicate the loss or adjustment in the respective columns of this F-CDRR and explain in the _Comments_ section.

Received this month (B): Enter the Total Quantity (as per the defined unit) of each commodity received by your health facility from an external supplier (e.g. KEMSA) within the month

If no stock was received at the facility during the period, enter a zero ("0") in this column. **The quantities of each commodity received by the facility can be found in the Quantity _Received_ column of the Bin card.** _**Do NOT include quantities issued from the Bulk/ Drug store to the dispensing area.**_

Quantity Dispensed (C): Record the total Quantity dispensed to the patients/clients within the month.

If no quantities of a commodity were dispensed to clients / patients during the month, enter "0" in the Quantity dispensed column for that commodity.

Do NOT write the quantities that were issued to the Dispensing area from the Bulk or Drug Store.

The total quantities of each commodity dispensed to clients/patients are recorded in the <u>Total Quantity Dispensed</u> row of the DADR.
If several pages of the DADR have been used over the month, aggregate the figures in this Total Quantity Dispensed row across all the pages used that month for each commodity.

Positive Adjustments (D): Enter the quantity of positive adjustment (in the defined unit) to the stock balance of the commodity. <u>The reason for the positive adjustment should be written in the *"Comments" section.*</u>
A positive **adjustment** refers to stocks of commodities your facility received from other health facilities within the month.

Negative Adjustment (E): A negative adjustment refers to stocks of commodities you issued from your facility to other health facilities within the month.

Adjustments should be recorded in the Bin card when they occur.

Note: Excess quantities counted when stock-taking are also a positive adjustment while quantities of stock found to be missing when stock-taking are indicated as a negative adjustment.

Losses (F): Enter the quantity (in the defined unit) of any loss of stock of the commodity at the facility. Losses include defective, damaged or expired drugs and should be separated from the usable stock. <u>In the Comments section, indicate the actual number of units lost and explain the reason for the loss.</u>

<u>Any missing commodity unaccounted for should be documented and suspected theft investigated according to the government's policy</u>.

Ending Balance (G): This is the stock at the end of the period as reflected on the stock card. It is calculated as indicated in the formula below

$G = (A + B + D) – (C + E + F)$

Physical Count (H): Enter the total sum (in the defined unit) of usable commodity counted physically in the facility. This should be done at the close of business on the last day of the reporting period and should include quantities from <u>all the dispensing points</u> in the facility.
Note: The Physical count for each commodity should be equal to the expected Ending balance obtained by the calculation above:

Write the Physical count and report any differences between the Physical count and the expected Ending balance from the calculation as Adjustments or Losses. <u>The reason for the adjustments or losses should be written in the "Comments" section.</u>

Earliest Expiry Date (6 months): During the physical count, note and record for each commodity, the Quantity that will expire in <u>less than six months</u>, and write the expiry date (in the format mm/yyyy). Should there be several short expiry batches, record the dates of each.

Quantity Needed (I): Write the Quantity (in the defined unit) of each commodity required for re-supply for patients. This is determined as follows:

Quantity required for re-supply I = (C x 3) – G i.e. multiply the reporting period's consumption by 3, and then subtract from it the Physical count.

Collection and reporting tools: Indicate the tools required by tool type (DADR, F-CDRR) and page numbers. For a DADR, indicate the size of the book required in number of pages.

Patient Summaries: Indicate the number of patients every month by the following categories: New, Retreatment, Leprosy, MDR, IPT, CPT, NF and RF disaggregated as Adults and Paediatrics.

Supply Box Commodities: Indicate for RHZE and RH tablets, the beginning balances, amount into and out of the supply boxes, amount withdrawn to the district store and ending balances.

Comments: Enter any explanations for the information provided in the report here.
Compiled by: The person responsible for preparing this report should write their full name, designation, contact telephone and date of signing, and then sign

MINISTRY OF HEALTH
NATIONAL TUBERCULOSIS, LEPROSY AND LUNG DISEASE PROGRAM
FACILITY LEPROSY, TUBERCULOSIS COMMODITIES CONSUMPTION DATA REPORT & REQUEST FORM

Facility Name: _____ **MFL No.** _____ **County**: _____

Facility Type: ☐ DISP ☐ HC ☐ SCH ☐ CRH ☐ NRH

Agency: ☐ MOH ☐ MISSION ☐ NGO ☐ PRIVATE ☐ OTHER _____

Beginning Date (of Reporting Period): _____   **Ending Date (of Reporting Period):** _____

Commodity	Unit	Beginning Balance (at the start of Month)	Received this Month	Quantity Dispensed	Positive Adjustment	Negative Adjustment	Losses	Ending Balance	Physical Count	Earliest Expiry Date (6 months) Date	Qty	Quantity Needed for Resupply
		A	B	C	D	E	F	G	H	Date	Qty	I
Drug Sensitive TB												
TB Patient Packs	Packs											
R/H/Z/E 150/75/400/275 mg	Tablets											
R/H/Z/E 75/50/150 mg	Tablets											
R/H 75/50 mg	Tablets											
Ethambutol 400 mg	Tablets											
Ethambutol 100 mg	Tablets											
Pyrazinamide 500 mg	Tablets											
Rifampicin 300 mg	Tablets											
Rifampicin 150 mg	Tablets											
Prophylaxis												
Isoniazid 300 mg	Tablets											
Isoniazid 100 mg	Tablets											
Isoniazid syrup 50mg/5ml	Bottle											
Isoniazid 100mg/5ml	Bottle											
Pyridoxine 25 mg	Tablets											
Pyridoxine 50 mg	Tablets											
Leprosy												
MB Adult Blister	Packs											
MB Child Blister Packs	Packs											
PB Adult Blister Packs	Packs											
PB Child Blister Packs	Packs											
Drug Resistant TB												
Capreomycin 1 gm vial	Vial											
Kanamycin 1 gm vial	Vial											
Cycloserine 250mg	Tablets											
Levofloxacin 250mg	Tablets											
Levofloxacin 500mg	Tablets											
Prothionamide 250mg	Tablets											
Para-aminosalicylic acid 4mg	Satchets											
Bedaquiline 100mg	Tablets											
Clofazimine 100mg	Capsule											
Linezolid 600mg	Tablets											
Delaminid 50mg	Tablets											
Nutritional Food Supplements												
RUTF (Ready to use Therapeutic Feed)												
FBF (Fortified Blended Foods)												
Ancillary Medicines (Other)												

Collection or Reporting tool	DAR		CDRR
	50 page	100 page	FCDRR
Quantiy Requested			

Patient Summaries

	New	Retreatment	Leprosy	MDR	XDR/BDQ	IPT
Adult						
Children						

Supply Box Commodities

Commodity	Beginning Ballance	Amount into Supply Box	Amount out of Supply Box	Amount withdrawn to county store	Ending Balance
A	B	c	D	E	F
RHZE Tablets					
RH Tablets					

COMMENTS:

Date: _____

Compiled By: _____   **Designation:** _____

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