How does Integration of PrEP Affect Family Planning Service Delivery? An Exploratory Assessment in Kenya

This workbook is designed to help you identify and report on the resources used to: 1) Introduce PrEP into Familly Planning Services, and 2) provide PrEP services to FP clients. The approach we will use to generate our cost estimates is known as *Activity-Based Costing*. Please complete the light orange cells on this sheet before proceeding to the "Scope" tab.

For detailed instructions, please see the document: "PrEP into FP Cost Estimation Template Instructions"

Interviewee Organization: <= *Enter the Organization name here (facility of County Health Mgmt Team)*

Notes: <= *Use this space for any notes you wish to make*

IRBNet #1888472, How does Integration of PrEP Affect Family Planning Service Delivery? An Exploratory Assessment in Kenya. Semi-structured interview guide for providers and managers. v 1.0; last revised February 10, 2022.

Please complete the table below to decribe the service delivery points that was involved/engaged with for introducing PrEP into family planning services

			# of PrEP into FP Service Delivery Sites Supported			
	Location	**Total # of PrEP into FP Service Delivery Sites Supported**	**# Dispensaries Supported**	**# Health Centres Supported**	**# Sub-county Hospitals Supported**	**# County General Hospitals Supported**
e.g.,	*Name of County*	*20*	*2*	*12*	*5*	*1*
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

Please use the following checklist to identify the activities that was involved/engaged with for introducing and/or supporting the provision of PrEP services into family planning services

Up-front / Preparation Activities to Introduce PrEP into FP Services

Activity No.	Description	*For each row below mark "Y" if the partner organization being interviewed was involved in this activity. Complete detail sheet for any activity marked "Y", Also complete Start MM/YYYY & Stop MM/YYYY fields*		
		Involved / Engaged (Y=Yes)	*Start MM/YYYY*	*Stop MM/YYYY*
E-1	Design of the PrEP into FP Service Model - includes: planning for implementation and selection of implementation site(s)			
E-2	Design of training materials including handouts, job aids, and guidelines for the PrEP into FP Model			
E-3	Training of service providers and others supporting the provision of PrEP into FP services			
E-4	Design/modification of reporting formats to reflect the provision of PrEP to FP clients			
E-Other1				
E-Other2				
E-Other3				

<= Were there any other up-front / preparation activities this partner organization was involved in which are not described above? (if yes, enter description and complete E-Detail (blank) Sheet for each one)

On-Going Recurring Activities to Sustain PrEP into Family Planning Service Provision

Activity No.	Description	*For each row below mark "Y" if the partner organization being interviewed was involved in this activity. Complete detail sheet for any activity marked "Y", Also complete frequency field*		
		Involved / Engaged (Y=Yes)	*Frequency*	*<= How often does this activity take place: daily, weekly, bi-weekly, monthly, bi-monthly, quarterly, semi-annually, annually*
S-1	Introducing PrEP service to FP clients			
S-2	Risk assessment and counseling FP clients on HIV risk			
S-3	Explaning PrEP use to acceptors and providing PrEP			
S-4	Resupply of PrEP to FP clients			
S-5	Reporting on PrEP service provision into M&E system			
S-6	Supportive supervision for PrEP service from County Health Team			
S-Other1				*<= Are there any other on-going/recurring activities this partner organization is involved related to this Model which are not described above? (if yes, enter description and complete S-Activity Detail (blank) Sheet for each one)*
S-Other2				
S-Other3				

Activity: **Design of the PrEP into FP Service Model - includes: planning for implementation and selection of implementation site(s)**

Interviewee Organization ***0***

Return to Activity Identification

When did this activity begin: Date 01-1900 *<= Insert date mm-yyyy (or approximate)*

When was this activity finished: 01-1900 *<= Insert date mm-yyyy (or approximate)*

Who were the people from *this partner organization* (by cadre) who engaged in *this activity*

	Staff Cadre (describe)	# of Persons in this Cadre Involved	Total Hours for this Cadre on this Activity
e.g.:	***Community Representative***	***5***	***80***
C-1			
C-2			
C-3			
C-4			
C-5			
C-6			
C-7			
C-8			
C-9			
C-10			

Which of these other resources from: were required to carry out this activity?

	Resource	Quantity	Unit	
e.g.:	***Refreshments***	***45***	***persons***	
	Meeting Rooms (time/mtg)		hours	*<= estimated average per mtg*
Mtgs	Meeting Rooms (# of mtgs)		# mtgs	
	Size of space used for mtgs		sq mtrs	*<= estimated average per mtg*
	Refreshments		persons	*<= estimated average per mtg*
Comm	Air time		minutes/mo.	*<= include time for on-line meetings*
	Transportation (distance/trip)		kms	*<= estimated average per trip*
Trans	Transportation (# of trips)		trips	
	Transport allowances		person-trips	
Publ	Printing/photocopying		pages	
Per Diems	Per Diems for participants		person-days	
Lodging	Lodging for participants		person-days	
Oth-1				*<= Were there any other resources your organization provided to support this activity? (if yes, complete details to left)*
Oth-2				
Oth-3				
Oth-4				
Oth-5				

Distribution of Staff Cadre Time by County Supported

Nairobi County	Kitui County	Kakamega County	Other (Descibe in Col O)
20	*20*	*40*	

Activity: Introducing PrEP service to FP clients

Interviewee Organization 0

Return to Activity Identification

When did *this partner organization* begin supporting *this activity for the PrEP into FP Model?* Date _____ *<= Insert date mm/yyyy (or approximate)*

Who are the people *from this partner organization* engaged in *this activity for the PrEP into FP Model*?

According to Activity Identification worksheet this activity occurs: ***0***

	Staff Cadre (describe)	# of Persons in this Cadre Involved	Total Hours per *month* for this Cadre on this Activity
e.g.:	***Community Representative***	***5***	***40***
C-1			
C-2			
C-3			
C-4			
C-5			
C-6			
C-7			
C-8			
C-9			
C-10			

What *other resources* from *this partner organization* are required to carry out *this activity in a* ***typical month***

According to Activity Identification worksheet this activity occurs: ***0***

	Resource	Quantity/***month***	Unit	
e.g.:	***Info Sheets***	***50***	***pieces***	
Media	Pamphlets		pieces	
	Info Sheets		pieces	
	Posters		pieces	
	Banners		pieces	
Oth-1				*<= Were there any other resources this organization provided to support this activity? (if yes, complete details to left)*
Oth-2				
Oth-3				
Oth-4				
Oth-5				
Oth-6				

Distribution of Staff Cadre Time by County Supported

Nairobi County	Kitui County	Kakamega County	Other (Descibe in Col O)
10	*10*	*20*	

Distribution of Resource by County Supported

Nairobi County	Kitui County	Kakamega County	Other (Descibe in Col O)
		20	*30*

Activity: **Provision of PrEP servcies to FP clients (includes conducting & counseling on HIV risk assessment, explaining how to properly use PrEP, and re-supplying PrEP users). Separate section for each action**

Interviewee Organization | *0*

Return to Activity Identification

In the green shaded cells below, please indicate the estimated time (***in minutes***) this person spends with a client per encounter in the delivery of PrEP services to FP clients(can vary by health system level). If staff cadre not in direct contact with clients for the step in the service process, please enter "0"

Risk assessment and counseling FP clients on HIV risk

According to Activity Identification worksheet this activity occurs: ***0***

	Staff Cadre (describe)	County 1 Dispensaries	County 1 Health Centres	County 1 Sub-county Hospitals
e.g.:	*Community Representative*			
C-1				
C-2				
C-3				
C-4				
C-5				
C-6				
C-7				
C-8				
C-9				
C-10				

Explaning PrEP use to acceptors and providing PrEP

According to Activity Identification worksheet this activity occurs: **0**

Staff Cadre (describe)

	Community Representative	County 1 Dispensaries	County 1 Health Centres	County 1 Sub-county Hospitals
e.g.:				
C-1				
C-2				
C-3				
C-4				
C-5				
C-6				
C-7				
C-8				
C-9				
C-10				

Resupply of PrEP to FP clients

According to Activity Identification worksheet this activity occurs: **0**

Staff Cadre (describe)

	Community Representative	County 1 Dispensaries	County 1 Health Centres	County 1 Sub-county Hospitals
e.g.:				
C-1				
C-2				
C-3				
C-4				
C-5				
C-6				
C-7				
C-8				
C-9				
C-10				

County 1 General Hospitals	County 2 Dispensaries	County 2 Health Centres	County 2 Sub-county Hospitals	County 2 General Hospitals	County 3 Dispensaries	County 3 Health Centres	County 3 Sub-county Hospitals

County 1 General Hospitals	County 2 Dispensaries	County 2 Health Centres	County 2 Sub-county Hospitals	County 2 General Hospitals	County 3 Dispensaries	County 3 Health Centres	County 3 Sub-county Hospitals

County 1 General Hospitals	County 2 Dispensaries	County 2 Health Centres	County 2 Sub-county Hospitals	County 2 General Hospitals	County 3 Dispensaries	County 3 Health Centres	County 3 Sub-county Hospitals

County 3 General Hospitals	Other (define in Col Q)

County 3 General Hospitals	Other (define in Col O)

County 3 General Hospitals	Other (define in Col O)

Resource Valuation Worksheet

<= 1) Select entire table to left (A3:I243), 2) sort by Resource Name, Quantity, 3) complete cols F:I with organization assistance for any row with Quantity >0, 4) if you wish, you can hide rows where Quantity=0

Source	Resource Label	Resource Name	Quantity	Unit	Unit Value	Unit (KSh. or USD)	Funder/Donor	Source of Data
E-1	C-1	0	0	per hour				
E-1	C-2	0	0	per hour				
E-1	C-3	0	0	per hour				
E-1	C-4	0	0	per hour				
E-1	C-5	0	0	per hour				
E-1	C-6	0	0	per hour				
E-1	C-7	0	0	per hour				
E-1	C-8	0	0	per hour				
E-1	C-9	0	0	per hour				
E-1	C-10	0	0	per hour				
E-1	Mtgs	Meeting Rooms (time/mtg)	0	hours				
E-1	Mtgs	Size of space used for mtgs	0	sq mtrs				
E-1	Mtgs	Refreshments	0	persons				
E-1	Comm	Air time	0	minutes/mo.				
E-1	Trans	Transportation (distance/trip)	0	kms				
E-1	Trans	Transport allowances	0	person-trips				
E-1	Publ	Printing/photocopying	0	pages				
E-1	Per Diems	Per Diems for participants	0	person-days				
E-1	Lodging	Lodging for participants	0	person-days				
E-1	Oth-1	0	0	0				

E-1	Oth-2	0	0	0				
E-1	Oth-3	0	0	0				
E-1	Oth-4	0	0	0				
E-1	Oth-5	0	0	0				
E-2	C-1	0	0	per hour				
E-2	C-2	0	0	per hour				
E-2	C-3	0	0	per hour				
E-2	C-4	0	0	per hour				
E-2	C-5	0	0	per hour				
E-2	C-6	0	0	per hour				
E-2	C-7	0	0	per hour				
E-2	C-8	0	0	per hour				
E-2	C-9	0	0	per hour				
E-2	C-10	0	0	per hour				
E-2	Mtgs	Meeting Rooms (time/mtg)	0	hours				
E-2	Mtgs	Size of space used for mtgs	0	sq mtrs				
E-2	Mtgs	Refreshments	0	persons				
E-2	Comm	Air time	0	minutes/mo.				
E-2	Trans	Transportation (distance/trip)	0	kms				
E-2	Trans	Transport allowances	0	person-trips				
E-2	Publ	Printing/photocopying	0	pages				
E-2	Per Diems	Per Diems for participants	0	person-days				
E-2	Lodging	Lodging for participants	0	person-days				
E-2	Oth-1	0	0	0				
E-2	Oth-2	0	0	0				
E-2	Oth-3	0	0	0				
E-2	Oth-4	0	0	0				
E-2	Oth-5	0	0	0				
E-3	C-1	0	0	per hour				

E-3	C-2	0	0	per hour				
E-3	C-3	0	0	per hour				
E-3	C-4	0	0	per hour				
E-3	C-5	0	0	per hour				
E-3	C-6	0	0	per hour				
E-3	C-7	0	0	per hour				
E-3	C-8	0	0	per hour				
E-3	C-9	0	0	per hour				
E-3	C-10	0	0	per hour				
E-3	Mtgs	Meeting Rooms (time/mtg)	0	hours				
E-3	Mtgs	Size of space used for mtgs	0	sq mtrs				
E-3	Mtgs	Refreshments	0	persons				
E-3	Comm	Air time	0	minutes/mo.				
E-3	Trans	Transportation (distance/trip)	0	kms				
E-3	Trans	Transport allowances	0	person-trips				
E-3	Publ	Printing/photocopying	0	pages				
E-3	Per Diems	Per Diems for participants	0	person-days				
E-3	Lodging	Lodging for participants	0	person-days				
E-3	Oth-1	0	0	0				
E-3	Oth-2	0	0	0				
E-3	Oth-3	0	0	0				
E-3	Oth-4	0	0	0				
E-3	Oth-5	0	0	0				
E-4	C-1	0	0	per hour				
E-4	C-2	0	0	per hour				
E-4	C-3	0	0	per hour				
E-4	C-4	0	0	per hour				
E-4	C-5	0	0	per hour				
E-4	C-6	0	0	per hour				

E-4	C-7	0	0	per hour				
E-4	C-8	0	0	per hour				
E-4	C-9	0	0	per hour				
E-4	C-10	0	0	per hour				
E-4	Mtgs	Meeting Rooms (time/mtg)	0	hours				
E-4	Mtgs	Size of space used for mtgs	0	sq mtrs				
E-4	Mtgs	Refreshments	0	persons				
E-4	Comm	Air time	0	minutes/mo.				
E-4	Trans	Transportation (distance/trip)	0	kms				
E-4	Trans	Transport allowances	0	person-trips				
E-4	Publ	Printing/photocopying	0	pages				
E-4	Per Diems	Per Diems for participants	0	person-days				
E-4	Lodging	Lodging for participants	0	person-days				
E-4	Oth-1	0	0	0				
E-4	Oth-2	0	0	0				
E-4	Oth-3	0	0	0				
E-4	Oth-4	0	0	0				
E-4	Oth-5	0	0	0				
S-5	C-1			per hour				
S-5	C-2			per hour				
S-5	C-3			per hour				
S-5	C-4			per hour				
S-5	C-5			per hour				
S-5	C-6			per hour				
S-5	C-7			per hour				
S-5	C-8			per hour				
S-5	C-9			per hour				
S-5	C-10			per hour				
S-5	Media	Pamphlets	0	pieces				

S-5	Supplies	Info Sheets	0	pieces				
S-5	Supplies	Posters	0	pieces				
S-5	Supplies	Banners	0	pieces				
S-5	Oth-1							
S-5	Oth-2							
S-5	Oth-3							
S-5	Oth-4							
S-5	Oth-5							
S-5	Oth-6							
S-1	C-1			per hour				
S-1	C-2			per hour				
S-1	C-3			per hour				
S-1	C-4			per hour				
S-1	C-5			per hour				
S-1	C-6			per hour				
S-1	C-7			per hour				
S-1	C-8			per hour				
S-1	C-9			per hour				
S-1	C-10			per hour				
S-1	Media	Pamphlets	0	pieces				
S-1	Supplies	Info Sheets	0	pieces				
S-1	Supplies	Posters	0	pieces				
S-1	Supplies	Banners	0	pieces				
S-1	Oth-1							
S-1	Oth-2							
S-1	Oth-3							
S-1	Oth-4							
S-1	Oth-5							
S-1	Oth-6							
S-2	C-1			per hour				
S-2	C-2			per hour				
S-2	C-3			per hour				
S-2	C-4			per hour				
S-2	C-5			per hour				
S-2	C-6			per hour				
S-2	C-7			per hour				

S-2	C-8			per hour				
S-2	C-9			per hour				
S-2	C-10			per hour				
S-2	Media	Pamphlets	0	pieces				
S-2	Supplies	Info Sheets	0	pieces				
S-2	Supplies	Posters	0	pieces				
S-2	Supplies	Banners	0	pieces				
S-2	Oth-1							
S-2	Oth-2							
S-2	Oth-3							
S-2	Oth-4							
S-2	Oth-5							
S-2	Oth-6							
S-3	C-1			per hour				
S-3	C-2			per hour				
S-3	C-3			per hour				
S-3	C-4			per hour				
S-3	C-5			per hour				
S-3	C-6			per hour				
S-3	C-7			per hour				
S-3	C-8			per hour				
S-3	C-9			per hour				
S-3	C-10			per hour				
S-3	Media	Pamphlets	0	pieces				
S-3	Supplies	Info Sheets	0	pieces				
S-3	Supplies	Posters	0	pieces				
S-3	Supplies	Banners	0	pieces				
S-3	Oth-1							
S-3	Oth-2							
S-3	Oth-3							
S-3	Oth-4							
S-3	Oth-5							
S-3	Oth-6							
S-4	C-1			per hour				
S-4	C-2			per hour				
S-4	C-3			per hour				

S-4	C-4			per hour				
S-4	C-5			per hour				
S-4	C-6			per hour				
S-4	C-7			per hour				
S-4	C-8			per hour				
S-4	C-9			per hour				
S-4	C-10			per hour				
S-4	Media	Pamphlets	0	pieces				
S-4	Supplies	Info Sheets	0	pieces				
S-5	Supplies	Posters	0	pieces				
S-4	Supplies	Banners	0	pieces				
S-4	Oth-1							
S-4	Oth-2							
S-4	Oth-3							
S-4	Oth-4							
S-4	Oth-5							
S-4	Oth-6							
S-6	C-1			per hour				
S-6	C-2			per hour				
S-6	C-3			per hour				
S-6	C-4			per hour				
S-6	C-5			per hour				
S-6	C-6			per hour				
S-6	C-7			per hour				
S-6	C-8			per hour				
S-6	C-9			per hour				
S-6	C-10			per hour				
S-6	Media	Pamphlets	0	pieces				
S-6	Supplies	Info Sheets	0	pieces				
S-6	Supplies	Posters	0	pieces				
S-6	Supplies	Banners	0	pieces				
S-6	Oth-1							
S-6	Oth-2							
S-6	Oth-3							
S-6	Oth-4							
S-6	Oth-5							

S-6	Oth-6							