STANDARD OPERATING PROCEDURES

Pre-Exposure Prophylaxis (PrEP) Monthly Summary Form

Purpose: Track all clients screened for PrEP (eligible and not eligible)

For whom: All clients screened for PrEP (eligible and not eligible)

When to use: Monthly

Responsible staff: The designated provider of PrEP service delivery (provider in-charge and/or data or Monitoring and Evaluation team member)

Source documents: PrEP Screening Log and PrEP Client Register

DESCRIPTION OF VARIABLES

Use data from the **PrEP Screening Log** *and* **PrEP Client Register** *to complete this form.*

- **Facility Name:** Name of the facility

- **Level of Facility:** Level of the facility, e.g. Regional Hospital

- **Facility Code:** Health facility code (if applicable)

- **District:** District where this facility is located

- **Province/Region:** Province or region where this facility is located

- **Month of Report:** Month (mm) this report is being completed

- **Year of Report:** Year (yyyy) this report is being completed

SECTION 1: ALL NEW PrEP CANDIDATES

Use data from the **PrEP Screening Log** *and* **PrEP Client Register** *to complete this section.*

1.1 Number of new clients **who received HIV testing for PrEP screening** during the period, **by gender and age**

- Take data from the PrEP Screening Log and calculate totals by gender and age for all NEW clients who <u>received HIV testing for PrEP screening</u> during this month.

- Record each total in the appropriate cell. For example, if there are 10 HIV negative females ages 30-34 for this month, write "10" in that cell.

- **Total** *(last column of table 1.1)*: For each row, add all the numbers across the row and write the total in the Total cell.

- **Total** *(last 2 rows of table 1.1)*: When you have completed totals for all age groups and

genders, add the totals for HIV negative and HIV positive down each column and write those totals in the last 2 rows of each column.

Table 1.1 Sample Data

Gender	Age Group (years)								
	15-19	20-24	25-29	30-34	35-39	40-44	45-49	50+	Total
Female									
HIV negative	5	4	15	10	8	7	3	1	53
HIV positive	3	8	10	6	6	5	1	0	39
Male									
HIV negative	7	10	16	12	9	6	4	0	64
HIV positive	4	11	5	3	5	2	2	1	33
Transgender									
HIV negative	1	2	0	3	1	0	0	0	7
HIV positive	0	1	1	1	2	1	0	0	6
Total									
HIV negative	13	16	31	25	18	13	7	1	124
HIV positive	7	20	16	10	13	8	3	1	78

1.2 Number of new clients who **received HIV tests for PrEP screening** during the period, **among key populations (KP), by age**

- Take data from the PrEP Screening Log and calculate totals by key population and age for all NEW clients who <u>received HIV testing for PrEP screening</u> during this month.

- Record each total in the appropriate cell. For example, if there are 23 HIV positive men who have sex with men (MSM) ages 25-29 for this month, write "23" in that cell.

- **Total** *(last column of table 1.2)***:** For each row, add all the numbers across the row and write the total in the Total cell. For example:

Table 1.2 Sample Data

KP Group	Age Group (years)								
	15-19	20-24	25-29	30-34	35-39	40-44	45-49	50+	Total

MSM									
HIV negative	5	8	16	6	5	4	1	0	45
HIV positive	9	15	23	2	3	5	1	0	58

- Do not include clients who are not members of key populations.

- MSM = Men who have sex with men; PWID = Persons who inject drugs; PP = Persons in prison

- **Total** *(last 2 rows of table 1.2)***:** When you have completed totals for all age groups and key populations, add the totals for HIV negative and HIV positive down each column and write those totals in the last 2 rows of each column.

1.3 Number of new clients determined to be **eligible for PrEP** during the period, **by gender and age**

- Take data from the PrEP Screening Log and calculate totals by gender and age for all NEW clients who received HIV testing and were determined to be eligible for PrEP during this month.

- Record each total in the appropriate cell. For example, if there are 3 females ages 20-24 who were tested for HIV and are eligible to receive PrEP for this month, write "3" in that cell.

- *No global recommendation for PrEP among adolescents has been developed.

- **Total** *(last column of table 1.3)***:** For each row, add all the numbers across the row and write the total in the Total cell.

- **Total** *(last row of table 1.3)***:** When you have completed totals for all age groups and genders, add the totals down each column and write those totals in the last row of each column. For example:

Table 1.3 Sample Data

Gender	Age Group (years)								
	15-19*	20-24	25-29	30-34	35-39	40-44	45-49	50+	Total
Female	4	3	10	8	3	2	1	0	31
Male	5	11	15	5	4	3	1	0	44
Transgender	1	2	0	3	1	0	0	0	7
Total	10	16	25	16	8	5	2	0	82

Note: No global recommendation for PrEP among adolescents has been developed

1.4 Number of clients determined to be **eligible for PrEP** during the period, **by KP group and age**

- Take data from the PrEP Screening Log and calculate totals by key population and age for all NEW clients who received HIV testing and were determined to be eligible for PrEP during this month.

- Record each total in the appropriate cell. For example, if there are 2 transgendered people ages 15-19 who were tested for HIV and are eligible to receive PrEP for this month, write "2" in that cell.

- **Total** *(last column of table 1.4):* For each row, add all the numbers across the row and write the total in the Total cell. For example:

Table 1.4 Sample Data

KP Group	Age Group (years)								
	15-19	20-24	25-29	30-34	35-39	40-44	45-49	50+	Total
MSM	**5**	**7**	**14**	**6**	**3**	**2**	**1**	**0**	**38**
Transgender	**2**	**5**	**4**	**1**	**1**	**0**	**0**	**0**	**13**

- Do not include clients who are not members of key populations.

- MSM = Men who have sex with men; PWID = Persons who inject drugs; PP = Persons in prison

- **Total** *(last row of table 1.4)*: When you have completed totals for all age groups and key populations, add the totals down each column and write those totals in the last row of each column.

1.5 Number of clients who **started PrEP** during the period, **by gender and age**

- Take data from the PrEP Client Register and calculate totals by gender and age for all NEW clients who started PrEP during this month.

- Record each total in the appropriate cell. For example, if there are 12 males ages 25-29 who started PrEP for this month, write "12" in that cell.

- **Total** *(last column of table 1.5)*: For each row, add all the numbers across the row and write the total in the Total cell. For example:

Table 1.5 Sample Data

Gender	Age Group (years)								
	15-19	20-24	25-29	30-34	35-39	40-44	45-49	50+	Total
Female	3	3	8	8	2	1	1	0	26
Male	4	9	12	5	3	3	1	0	37

- **Total** *(last row of table 1.5)***:** When you have completed totals for all age groups and genders, add the totals down each column and write those totals in the last row of each column.

1.6 Number of clients who **started PrEP** during the period, **by KP group and age**

- Take data from the PrEP Client Register and calculate totals by key population and age for all NEW clients who <u>started PrEP</u> during this month.

- Record each total in the appropriate cell. For example, if there are 12 men who have sex with men (MSM) ages 25-29 who started PrEP for this month, write "12" in that cell.

- **Total** *(last column of table 1.6)***:** For each row, add all the numbers across the row and write the total in the Total cell. For example:

Table 1.6 Sample Data

KP Group	Age Group (years)								
	15-19	20-24	25-29	30-34	35-39	40-44	45-49	50+	Total
MSM	5	7	12	4	2	2	1	0	33
Transgender	2	4	3	1	1	0	0	0	11

- Do not include clients who are not members of key populations.

- MSM = Men who have sex with men; PWID = Persons who inject drugs; PP = Persons in prison

- **Total** *(last row of table 1.6)***:** When you have completed totals for all age groups and key populations, add the totals down each column and write those totals in the last row of each column.

SECTION 2: PrEP FOLLOW-UP SERVICES

*Use data from the **PrEP Client Register** to complete this form.*

2.1 Number of returning PrEP clients **receiving follow-up HIV testing** during the period, **by gender and age**

- Take data from the PrEP Client Register and calculate totals by gender and age for all returning PrEP clients who received <u>follow-up HIV testing</u> during this month.

- Record each total in the appropriate cell. For example, if there are 8 HIV negative females ages 30-34 for this month, write "8" in that cell.

- **Total** *(last column of table 2.1)*: For each row, add all the numbers across the row and write the total in the Total cell. For example:

Table 2.1 Sample Data

Gender	Age Group (years)								
	15-19	20-24	25-29	30-34	35-39	40-44	45-49	50+	Total
Female									
HIV negative	3	2	6	8	2	1	1	0	23
HIV positive	0	1	2	0	0	0	0	0	3

- **Total** *(last 2 rows of table 2.1)*: When you have completed totals for all age groups and genders, add the totals for HIV negative and HIV positive down each column and write those totals in the last 2 rows of each column.

2.2 Number of returning PrEP clients **receiving follow-up HIV testing** during the period, **by KP group and age**

- Take data from the PrEP Client Register and calculate totals by key population and age for all returning PrEP clients who received <u>follow-up HIV testing</u> during this month.

- Record each total in the appropriate cell. For example, if there are 6 HIV negative men who have sex with men (MSM) ages 20-24 for this month, write "6" in that cell.

- **Total** *(last column of table 2.2)*: For each row, add all the numbers across the row and write the total in the Total cell. For example:

Table 2.2 Sample Data

	Age Group (years)

Standard Operating Procedures Version 1.0 March 2019: PrEP Monthly Summary Form

KP Group	15-19	20-24	25-29	30-34	35-39	40-44	45-49	50+	Total
MSM									
HIV negative	4	6	10	4	2	1	1	0	28
HIV positive	1	1	2	0	0	1	0	0	5

- Do not include clients who are not members of key populations.

- MSM = Men who have sex with men; PWID = Persons who inject drugs; PP = Persons in prison

- **Total** *(last 2 rows of table 2.2)*: When you have completed totals for all age groups and key populations, add the totals for HIV negative and HIV positive down each column and write those totals in the last 2 rows of each column.

2.3 Number of clients **currently receiving PrEP** from this facility, **by gender and age**

- Take data from the PrEP Client Register and calculate totals by gender and age for all clients <u>currently receiving PrEP</u> during this period.

- Record each total in the appropriate cell. For example, if there are 9 males ages 20-24 who are currently receiving PrEP in this facility for this month, write "9" in that cell.

- **Total** *(last column of table 2.3)*: For each row, add all the numbers across the row and write the total in the Total cell. For example:

Table 2.3 Sample Data

Gender	Age Group (years)								
	15-19	20-24	25-29	30-34	35-39	40-44	45-49	50+	Total
Female	3	3	8	8	2	1	1	0	26
Male	4	9	12	5	3	3	1	0	37

- **Total** *(last row of table 2.3)*: When you have completed totals for all age groups and genders, add the totals down each column and write those totals in the last row of each column.

2.4 Number of clients **currently receiving PrEP** from this facility, **by KP group and age**

- Take data from the PrEP Client Register and calculate totals by key population and age for all clients <u>currently receiving PrEP</u> during this month.

- Record each total in the appropriate cell. For example, if there are 12 men who have sex with men (MSM) ages 25-29 currently receiving PrEP for this month, write "12" in that cell.

- **Total** *(last column of table 2.4)*: For each row, add all the numbers across the row and write the total in the Total cell. For example:

Table 2.4 Sample Data

KP Group	Age Group (years)								
	15-19	20-24	25-29	30-34	35-39	40-44	45-49	50+	Total
MSM	5	7	12	4	2	2	1	0	33
Transgender	2	4	3	1	1	0	0	0	11

- Do not include clients who are not members of key populations.

- MSM = Men who have sex with men; PWID = Persons who inject drugs; PP = Persons in prison

- **Total** *(last row of table 2.4)*: When you have completed totals for all age groups and key populations, add the totals down each column and write those totals in the last row of each column.

BOTTOM OF FORM

- **Form completed by:** Name of the person completing this form (first and surnames)

- **Title:** Title of the person completing this form

- **Date:** Date that this form is completed, day (dd), month (mm), and year (yyyy), e.g. 30/04/18

- **Form verified by:** Name of the person verifying this form (first and surnames)

- **Title:** Title of the person verifying this form

- **Date:** Date that this form is verified, day (dd), month (mm), and year (yyyy)