

STANDARD OPERATING PROCEDURES

Pre-Exposure Prophylaxis (PrEP) Quarterly Cohort Report

Purpose: Track all clients initiated on PrEP per PrEP cohort

For whom: All clients initiated on PrEP

When to use: Quarterly (every 3 months)

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

Source document: PrEP Client Register

DESCRIPTION OF VARIABLES

*Complete each of the tables below for the full PrEP client population and each subpopulation as specified. Client cohorts should be defined based on the month clients first started PrEP (for example, clients starting PrEP between June 1–June 30, 2019 should be assigned to the June 2019 cohort). The client cohorts to include can be identified via the “Months ago started on PrEP” column, as well as the specific year and month of PrEP initiation to be documented in the subsequent column. For example, if the current month is **June 2019**, cohorts 1–5 would be defined and recorded as shown below. Note: 1) Individuals newly testing HIV+ (column 7) will not receive PrEP at the current visit, so the **# tested for HIV** (column 6) may exceed the **# received PrEP** (column 5); and 2) Results in the **# stopped, lost to follow-up, and died** columns (columns 8–12) after the Cohort 1 time point are cumulative and must incorporate any results from previous time points for the cohort. Illustrative data are shown in the tables below to demonstrate how data are to be recorded and indicators calculated.*

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

- **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
- **Quarter of Report** (*ending month*): The ending month (mm) for the quarter. For example, if the quarter is April – June, the ending month is 06.
- **Year of Report** (*yyyy*): Year (yyyy) this report is being completed, e.g. 2019

BASELINE AND FOLLOW-UP TABLE FOR ALL PrEP CLIENTS

Include key populations clients and ALL other clients.

EXAMPLE: Baseline and Follow-up Table for ALL PrEP Clients

Cohort	Baseline						Follow-Up							
	Original Cohort			# transfers in	# transfers out	# net current cohort (Col. 1+2-3)	At Current Follow-Up Visit			Cumulative for Cohort				
	Months ago started on PrEP	Calendar year/month started PrEP (yyyy/mm)	# started PrEP at this clinic				# received PrEP	# tested for HIV	# newly tested HIV+	# stopped: HIV+ test	# stopped: no longer at substantial risk	# stopped: other reason	# lost to follow-up	# died
			Col: 1	2	3	4	5	6	7	8	9	10	11	12
1	1 mo.	2019/05	47	0	0	47	45	45	0	0	0	0	2	0
2	3 mos.	2019/03	28	0	1	27	22	23	1	2	2	0	1	0
3	6 mos.	2018/12	21	1	0	22	17	17	0	1	2	0	2	0
4	9 mos.	2018/09	8	0	1	7	4	5	1	1	1	0	1	0
5	12 mos.	2018/06	10	0	0	10	4	4	0	1	1	0	4	0

Original Cohort

- **Calendar year/month started on PrEP (yyyy/mm):** For each cohort, write the year (yyyy) and month(s) (mm) ago from the ending month for this quarter. For example, if this report is being completed in June 2019, write “2019/05” in the 1-month space. For 3, 6, 9, and 12 months ago, write: “2019/03,” “2018/12,” “2018/09,” and “2018/06.”
- **Column 1 – # started PrEP at this clinic:** Consult the Date of PrEP Initiation column in the PrEP Client Register. Count all clients who started PrEP during each cohort month and write the totals in column 1. For example, if 47 clients started PrEP during May 2015, write “47” in the 1-month space in column 1. If 28 clients started PrEP during March 2019, write “28” in the 3-months space in column 1. Include in each cohort ONLY clients who started PrEP during those months. (For example, do not include clients who started PrEP in April or February.)
- **Column 2 – # transfers in:** Consult the PrEP Client Register. For each cohort, use the date of clients’ first PrEP visits in this facility to determine the number of clients who have been added to the cohort in the register since the initial cohort month. For example, if a client who started PrEP 6 months ago (the 2018/12 cohort) had their first PrEP visit 2 months ago, count this client as transferred in.
- **Column 3 – # transfers out:** Consult the Transfer Out column in the Outcome section of the PrEP Client Register. For each cohort, count all clients who transferred out and write the total in column 3. For example, if 0 clients transferred out during May 2019, write “0” in the 1-month space in column 3.
- **Column 4 – # net current cohort (col. 1+2-3):** For each cohort, add columns 1 and 2, subtract column 3, and write the results in column 4. For example, if among 28 clients who started PrEP in March 2019, 0 clients transferred in, and 1 client transferred out, $28 + 0 - 1 = 27$. Write “27” in the 3-months space for column 4.

At Current Follow-Up Visit

- **Column 5 – # received PrEP:** Consult the Follow-Up Visit section of the PrEP Client Register. For each cohort, use clients’ most recent follow-up visits to count all clients who were prescribed PrEP. Write the totals in column 5. For example, if among clients who started PrEP in March 2019, 22 were prescribed PrEP during their most recent follow-up visits, write “22” in the 3-months space for column 5.

- **Column 6 – # tested for HIV:** Consult the Follow-Up Visit section of the PrEP Client Register. For each cohort, use clients' most recent follow-up visits to count all clients who were tested for HIV. Write the totals in column 6. For example, if among clients starting PrEP in March 2019, 23 were tested for HIV during their most recent follow-up visits, write “23” in the 3-months space for column 6.
- **Column 7 – # newly tested HIV+:** Consult the Follow-Up Visit section of the PrEP Client Register. For each cohort, use clients' most recent follow-up visits to count all clients whose HIV test results were positive at those visits – code Pos in the Register. Write the totals in column 7. For example, if among clients starting PrEP in March 2019, 1 client's HIV test result was positive, write “1” in the 3-months space for column 7.

Cumulative for Cohort

Use the most recent data for each client. For example, if a client stopped PrEP and then re-initiated, do not count that client as having stopped PrEP. If a client stopped PrEP, then re-initiated, and then stopped again, count that client as having stopped PrEP.

- **Column 8 – # stopped: HIV+ test:** Consult the Stopped PrEP and Re-initiated PrEP sections of the PrEP Client Register. For each cohort, count all clients who stopped PrEP because they tested positive for HIV – code H in the Register. Write the totals in column 8. For example, if among clients starting PrEP in March 2019, 2 clients stopped PrEP due a positive HIV test (code H) – at any previous point in time – write “2” in the 3-months space for column 8.
- **Column 9 – # stopped: no longer at substantial risk:** Consult the Stopped PrEP and Re-initiated PrEP sections of the PrEP Client Register. For each cohort, count all clients who stopped PrEP because they were no longer at substantial risk – code R in the Register. Write the totals in column 9. For example, if among clients starting PrEP in March 2019, 2 clients stopped PrEP because they were no longer at substantial risk – at any previous point in time – write “2” in the 3-months space for column 9.
- **Column 10 – # stopped: other reason:** Consult the Stopped PrEP and Re-initiated PrEP sections of the PrEP Client Register. For each cohort, count all clients who stopped PrEP for other reasons – codes S, C, AB, and O in the Register. Write the totals in column 10. For example, if among clients starting PrEP in March 2019, no clients stopped PrEP for other reasons – at any previous point in time – write “0” in the 3-months space for column 10.

- **Column 11 – # lost to follow-up:** Consult the Outcome section of the PrEP Client Register. For each cohort, count all clients who were lost to follow-up and write the total in column 11. For example, if among clients starting PrEP in March 2019, 1 client was lost to follow-up – at any previous point in time – write “1” in the 3-months space for column 11.
- **Column 12 – # died:** Consult the Outcome section of the PrEP Client Register. For each cohort, count all clients who died and write the total in column 12. For example, if among clients starting PrEP in March 2018, 0 clients died – at any previous point in time – write “0” in the 3-month space for column 12.

SUMMARY OF COHORT OUTCOMES TABLE FOR ALL PrEP CLIENTS

Round up or down to the nearest whole number for all percentages.

EXAMPLE: Summary of ALL Cohort Outcomes

Cohort	Months ago started on PrEP	Calendar year/month started PrEP (yyyy/mm)	Percent of cohort alive and on PrEP [Col. 5/Col. 4] * 100	Percent receiving HIV test [Col. 6/(Col. 5 + Col. 7)] * 100	Percent testing HIV+ this visit [Col. 7/(Col. 5 + Col. 7)] * 100	Percent stopped: HIV+ [Col. 8/Col. 4] * 100	Percent no longer at substantial risk [Col. 9/Col. 4] * 100	Percent lost to follow-up [Col. 11/Col. 4] * 100
1	1 mo.	2019/05	96%	100%	0	0	0	4%
2	3 mos.	2019/03	85%	100%	4%	7%	7%	4%
3	6 mos.	2018/12	77%	100%	0	5%	9%	9%
4	9 mos.	2018/09	71%	100%	20%	14%	14%	14%
5	12 mos.	2018/06	40%	100%	0	10%	10%	40%

- **Calendar year/month started on PrEP (yyyy/mm):** For each cohort, write the year (yyyy) and month (mm) from the previous table.

- **Percent of cohort alive and on PrEP:** For each cohort, divide Baseline/Follow-Up Table column 5 by column 4, multiply by 100, and write the result in the appropriate space. For example, if for the 3-months cohort 23 clients received PrEP (column 5) among the net current cohort of 27 clients (column 4), $23/27 \times 100 = 85\%$. Write “85%” in the 3-months space in this column.
- **Percent of cohort receiving HIV test:** For each cohort, divide Baseline/Follow-Up Table column 6 by column 5 plus column 7, multiply by 100, and write the result in the appropriate space. For example, if for the 3-months cohort 23 clients were tested for HIV (column 6), 22 clients received PrEP (column 5) and 1 client tested positive for HIV (column 7), $23/22 + 1 \times 100 = 100\%$. Write “100%” in the 3-months space in this column.
- **Percent testing HIV+ this visit:** For each cohort, divide Baseline/Follow-Up Table column 7 by column 5 plus column 7, multiply by 100, and write the results in the appropriate space. For example, if for the 3-months cohort 1 client tested positive for HIV (column 7) among 22 clients who received PrEP (column 5), $1/22 + 1 \times 100 = 4\%$. Write “4%” in the 3-months space in this column.
- **Percent stopped: HIV+:** For each cohort, divide Baseline/Follow-Up Table column 8 by column 4, multiply by 100, and write the results in the appropriate space. For example, if for the 3-months cohort 2 clients stopped PrEP because they tested positive for HIV (column 8) among the net current cohort of 27 clients (column 4), $2/27 \times 100 = 7\%$. Write “7%” in the 3-months space in this column.
- **Percent no longer at substantial risk:** For each cohort, divide Baseline/Follow-Up Table column 9 by column 4, multiply by 100, and write the results in the appropriate space. For example, if for the 3-months cohort 2 clients stopped PrEP because they were no longer at substantial risk (column 9) among the net current cohort of 27 clients (column 4), $2/27 \times 100 = 7\%$. Write “7%” in the 3-months space in this column.
- **Percent lost to follow-up:** For each cohort, divide Baseline/Follow-Up Table column 11 by column 4, multiply by 100, and write the results in the appropriate space. For example, if for the 3-months cohort 1 client was lost to follow-up (column 11) among the net current cohort of 27 clients (column 4), $1/27 \times 100 = 4\%$. Write “4%” in the 3-months space in this column.

KEY POPULATIONS CLIENTS

1. **Men Who Have Sex with Men (MSM):** Use the process and calculations described above to complete this table and the **Summary of MSM Cohort Outcomes** table. Include only clients listed as MSM in the Key Populations column of the PrEP Client Register.
2. **Transgender Persons (TG):** Use the process and calculations described above to complete this table and the **Summary of TG Cohort Outcomes** table. Include only clients listed as TG in the Key Populations column of the PrEP Client Register.
3. **Sex Workers (SW):** Use the process and calculations described above to complete this table and the **Summary of SW Cohort Outcomes** table. Include only clients listed as SW in the Key Populations column of the PrEP Client Register.
4. **Persons Who Inject Drugs (PWID):** Use the process and calculations described above to complete this table and the **Summary of PWID Cohort Outcomes** table. Include only clients listed as PWID in the Key Populations column of the PrEP Client Register.
5. **Persons in Prison (PP):** Use the process and calculations described above to complete this table and the **Summary of PP Cohort Outcomes** table. Include only clients listed as PP in the Key Populations column of the PrEP Client Register.
6. **ALL PrEP Key Populations Clients (MSM+TG+SW+PWID+PP):** Combine data from tables #1 – #5 (MSM, TG, SW, PWID, PP) to complete this table. For example, if in the 3-months cohort 8 men who have sex with men (MSM), 2 transgender persons (TG), 3 sex workers (SW), 5 persons who inject drugs (PWID), and 0 persons in prison (PP) started PrEP (column 1 in the baseline section of the table), $8+2+3+5+0 = 18$. Write “18” in the 3-months space for Column 1 of this table.
7. **Summary of ALL Key Populations Client Cohort Outcomes:** Enter cohort dates and calculate percentages using the calculations described above (and indicated in column headings). Include only MSM, TG, SW, PWID, and PP clients.

BOTTOM OF FORM

- **Form completed by:** Name of the person completing this report (first and surnames)
- **Title:** Title of the person completing this report
- **Date:** Date the report is completed, day (dd), month (mm), and year (yyyy), e.g. 30/04/2019
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