

Instructions for Maintaining the Client Registration Record at the Adolescent Friendly Health Clinic

1. This register is to be used to record details of all clients visiting the Adolescent Friendly Health Clinics (AFHC) prior to consultation with Doctor/ Counsellor.
2. The following data will be recorded in the register:
 - The Unique Identification Number (U.Id. No) in column 2 (note on how to assign U.Id. No given below)
 - date of visit in column 3,
 - name of the client in column 4,
 - visit number in column 5,
 - address in column 6
 - contact number in column -7
3. This register must be marked confidential since it has the contact information of all clients visiting the clinic. The clients must be assured of confidentiality while collecting this information so that their contact details –address and phone number may be recorded for follow-up.

Note on Unique Identification Number (U.Id.No).

4. Each client visiting the facility should be assigned a **Unique Identification Number (U.Id.No)**.
 - a. This number is to be used for the client case sheet and service delivery register to maintain confidentiality.
 - b. The client must be informed that this U.Id.No is being assigned to ensure confidentiality and will be required in any future visits to the clinic
5. A uniform format shall be followed in all clinics for assigning the U.Id.No. The following steps have to be taken to generate the U.Id.No
6. A four digit client Id has to be created for example the first client will be 0001; 67th client will be 0067; 102nd client will be 0102; 912th client will be 0912 and so on and so forth
7. A 2 digit code has been generated for each state and UT in alphabetical order. Example Andaman and Nicobar Islands will be 01; Andhara Pradesh will be 02; Arunachal will be 03; Assam will be 04 and so on and so forth
8. Further, districts have also been allotted a similar 2 digit code in alphabetical order. For example districts in Assam may be coded in the following manner: Barpeta 01; Bongaigaon 02; Cachar 03; Darrang 04 and so on and so forth
9. The final part of the ID will be the year used in the financial year format for example 2011-12. 2012 -13 etc
10. An example of U. Id. No generated in AFHC in Darrang district of Assam will be as -
4 digit client id/ District Id/ State Id/ Year
Client 1/ District Darrang/ Assam/ 2011-12
0001/04/04/2011-12

11. For assigning the U.Id. No, the state and district code will stay constant and the client id will keep changing successively.
12. At the end of each month, total of number of clients must be recorded in the register.
13. The U.Id. No must continue on a rolling basis on the same page itself if there is space. There is no need to start a new page for a new month if there is space on the previous page.
14. The U.Id.No series should continue for one reporting year.

Instructions for Maintaining the Service Delivery Record at the Adolescent Friendly Health Clinic

1. This register is for recording the services provided to adolescent clients at the clinic.
2. Please record the name of the facility, block, district, start date (dd/mm/yy format) and end date on top of the register
3. Information recorded in this register must be confidential and the clients must also be assured of the same

Instructions for Recording Details in the Service Delivery Register

4. Record date in Column 1
5. The name or identification details should not be recorded in this register. The Unique Identification Number (U.Id.No) as assigned in the client registration register must be used for identification of the client in column 2 of the service delivery register
6. Column 3 is to record if the client has come directly to the clinic or has been referred. Please fill using the referral coding - Walk-in-1, Referral -2, Other Doctor- 2A, ANM-2B, ASHA-2C, Anganwadi Worker (AWW)/ SABALA-2D, School/ College-2E, NGO-2F, ICTC-2G, Teen Clubs-2G, PGE-2I, Suraksha Clinics (RTI/STI)- 2J, Others- 2K.
7. Record the age of the client in completed years in column 4, sex (M/F) in column 5 and marital status (M/U) in column 6.
8. Please record the complaint for which the client has come to the clinic in column 7 under the heading *Presenting Complaint*. This is important to understand the reason quoted by the client to seek services and the actual service sought.
9. Columns 8-15 are for recording any clinical service provided to the client. Clinical services like menstrual problems, management of RTI/STI, skin problems, ANC, IFA tablets, contraceptives, immunisation and any other may be recorded here. Please put a tick mark (✓) under the relevant service provided to the client.
 - a. Column 8-10, are to be filled by the Medical Officer on duty since menstrual problems, management of RTI/STI and skin problems may require a prescription.
 - b. Column 11-14 may be filled by MO, Counsellor, ANM/LHV/SN to record services of commodities like IFA tablets and contraceptives (1- condoms, 2- Oral Contraceptive Pills, 3- Emergency Contraceptive Pills, 4- Intra Uterine Device), Immunization (TT etc)
 - c. Column 15 is to record any other clinical service offered to the client besides the ones mentioned in columns 8-15. Please specify the service if mentioning in this section
10. Columns 16-31 are for recording any counselling service/s provided to the client. These may be filled by the Medical Officer /Counsellor or ANM/LHV/SN on duty since all these personnel are trained in offering counselling to adolescents on all these issues managed at the AFHC. Please put a tick mark (✓) under the relevant service for which counselling is provided to the client.

- a. Column 31 is to record counselling for any other problem besides the ones mentioned in columns 16-30. Please specify the service for which client was offered counselling if mentioning in this section
11. Column 32 is to record referrals out of the clinic. Please use the coding to record the reason for referral. The coding for referral are : 1 - ICTC, 2- Suraksha/ RTI/STI Clinic, 3- Skin OPD, 4 - ObGyn Department, 5 - MTP, 6 - Psychiatrist
12. Column 33 is for recording any follow-up action for the client. This may be used to record any specific observation or mention the follow-up date assigned to the client for the next visit.
13. At the end of the month, please maintain a record of the following:
 - a. Total number of clients (male/female) offered services
 - b. Total by age group (10-14 and 15-19)
 - c. Total by marital status
 - d. Total for each of the clinical services provided (there may be duplication in numbers since one client may have been offered more than one service)
 - e. Total for each of the counselling services provided (there may be duplication in numbers since one client may have been offered more than one service)
 - f. Total number of clients referred by type of service
14. The total number of clients offered services should tally with the client service register where the U.Id.No is generated
15. The person in-charge of the AFHC must sign the consolidated records after verification at the end of the month
16. The monthly report for service delivery at the AFHC for reporting to the district should be prepared based on the information recorded in this register. This report has to be send to the district by 5th of the following month.

Instructions for Maintaining the Outreach Service Delivery Record at the Adolescent Friendly Health Clinic

1. This register is to be maintained at the AFHC to record the outreach services
2. In this register, please record the details of each outreach visit in one row. For each outreach activity, please record the following:
 - a. Date of Visit
 - b. Venue of the Outreach activity – All details of venue of the outreach session like school, college, NGO, NYKS/NSS, community etc must be recorded here
 - c. Mode of outreach – All outreach efforts whether directly to any institution like school, college, NGO or NYK/NSS group or with any teams like the School Health Team, Mobile Medical Unit etc must be recorded here with the proper coding. Coding for the mode of outreach - Direct in schools- 1, Direct in colleges-2, VHNDs- 3, School Health Team- 4, Mobile Medical Unit- 5, Teen Clubs- 6, Youth Clubs/Gymnasium-7, SHGs- 8, Vocational Training Centres- 9, Youth Festivals-10, Health Mela-11, Others-12.
 - d. Topics discussed – Please mention the topic(s) discussed during the session. Coding for the topics are as follows:

Healthy Diet and Nutrition- 1	RTI, STI and HIV/AIDS- 11
Anaemia, Causes and Prevention- 2	Substance Abuse (alcohol, drug, smoking, tobacco etc.)- 12
Health and Hygiene - 3	Peer Pressure- 13
Growth and Development in Adolescents- 4	Life Skills (Personality development, communication, Self Confidence, Grooming, etc.)- 14
Puberty and Bodily Changes- 5	Importance of Education- 15
Age at marriage- 6	Career Counseling- 16
Contraception- 7	Stress and Depression- 17
Menstruation and Menstrual Hygiene- 8	Violence and Sexual Abuse- 18
Early Pregnancy, Unsafe Abortions and its consequences- 9	Any other topic (specify)- 19
Immunisation and Micronutrient supplementation- 10	
 - e. No. of clients participated – Please record the number of boys and girls (both in-school and out-of-school) in the group session.
 - f. Activity – Please detail the type of activity besides group session/ lecture that was facilitated as part of the outreach initiative as per the list provided. Coding for the activities- Group discussion-1, Role Play- 2, Street Theatre- 3, Quiz contest- 4, Slogan writing- 5, Painting competition- 6, Song & dance competition- 7, Any other (specify)- 8.
3. The person in-charge of the AFHC must sign the consolidated records after verification at the end of the month
4. The monthly report for outreach from the AFHC for reporting to the district should be prepared based on the information recorded in this register.

Instructions for Maintaining the Stock Register at the Adolescent Friendly Health Clinic

1. This register is to be used to maintain the daily record of stocks for drugs and supplies at the AFHC.
2. Please use a separate sheet for recording a specific drug/ supply e.g. IFA, Tab. Albendazole, condoms, OCPs, ECPs etc.
3. This register should form the basis for assessing requirement for the clinic and indenting for monthly supplies.
4. The person in-charge of the AFHC must sign the consolidated records after verification at the end of the month.
5. The records from this register are to be used to submit the monthly stock and supplies report and indent to the district by 5th of the following month.

Instructions for Submission of ARSH Formats at Different Levels

It is important for States/UTs to be able to report accurate, timely and comparable data to MoHFW for monitoring and supportive supervision of the existing programme and scale up. In order to ensure accurate and timely submission of data, specific date(s) for submission of consolidated reports on ARSH need to be followed as mentioned below.

1. Adolescent Friendly Health Clinics (AFHCs) to send monthly consolidated reports to the districts by 5th of the following month. This report to be submitted on the Facility Level Consolidated Monthly Format. This report has to be compiled from the Service Delivery Registers and the Outreach service Delivery Register used at AFHCs.
2. A consolidated Stock report has to be submitted to the district by 5th of the following month. This record has to be compiled from the Stock Register maintained at AFHCs.

A. AFHC Level formats for reporting to District

S. No.	Form Name	Periodicity	Source of Information	Submission Date
1	Facility Level Consolidated Monthly format	Monthly	Service Delivery Register at the AFHC, Outreach Service delivery Record at AFHC	5 th of following month
2	Stock Record	Monthly	Stock Register (for each item) at AFHC	5 th of following month

3. District Level Consolidated Monthly Report to be compiled for each district in the States/UTs. This District Level Consolidated Monthly Report has to be generated by 10th of the following month based on the Facility Level Consolidated Monthly Formats sent from each AFHC in the district.
4. A consolidated report on stock position to be compiled at district level by 10th of the following month based on the Stock position submitted monthly by each AFHC.

B. ARSH Formats at the States/UTs

S. No.	Form Name	Periodicity	Source of Information	Submission Date
3	District Level Consolidated Monthly report	Monthly	Facility Level Consolidated Monthly format	10 th of following month
4	Stock Record	Monthly	Consolidation of monthly stock record	10 th of following month

5. States/UTs to submit Consolidated Quarterly Report to the MoHFW by 20th of month following the respective quarter (e.g. 1st Quarter report submitted on 20th April). This report to be compiled based on District Level Monthly Reports.
6. States/UTs to submit Consolidated Report for the Financial Year by 30th April.

C. ARSH Formats for reporting to MoHFW

S. No.	Form Name	Periodicity	Source of Information	Submission Date
5	State Level Consolidated Quarterly Report	Quarterly	District level Consolidated Monthly reports for that quarter	20 th of month following respective quarter
6	Annual Consolidated Report	Annual	State level Consolidated Quarterly Reports	30 th April