



KENYA FOREST SERVICE

DOCUMENT TITLE: AIDS CONTROL UNIT

REF NO: KFS-ENCOM-008

ISSUE NO: 2

REVISION NO: 1

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ISSUE HISTORY

ISSUE	DESCRIPTION OF CHANGE	PROCESS OWNER	EFFECTIVE DATE
1	None, no change has been done.	Aids Control Unit Officer	1 st June 2010
2	Changes to conform to ISO 9001:2015	Aids Control Unit Officer	31 st May 2018

REFERENCED DOCUMENTS

S/NO	REF	TITLE
1.	QPM	Quality Policy Manual
2.	QPM -7	Product Realization
3.	PM	Procedure Manual
4.	WI	Work Instructions
5.	KFS/ACU/WI/01	Workplace Policy on HIV and AIDS
6.		
7.	KFS/ACU/WI/02	Workplace Counselling Policy
8.	KFS/ACU/WI/03	Workshop Checklist
9.		Human Resources Manual
10.	SP	Strategic Plan
11.	FCMA	Forest Conservation and Management Act 2016
12.		NACC Operations Guidelines 2013
13.		Kenya AIDS Strategic Framework (KASF) 2014/2015-2018/2019
14.		The Kenya HIV Testing Services Operational Guidelines ,NASCOP May 2016

COPY HOLDERS

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1. CCF
2. QMR
3. ACU Coordinator
4. ACU

RECORDS/ANEXXES

REC NO:

REC TITLE

HIV/AIDS Information Education and
Communication (IEC) materials

Workshop checklist

ACU Programme

Client Intake Form

Visitors Book

Referrals

Booking Diary

Workshop and Meeting Evaluation Analysis

Monthly and Annual Progress reports

Program Database

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1. TERMS AND DEFINITIONS

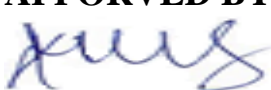
TERM	DEFINITION(S)
KFS	Kenya Forest Service
KPI	Key Performance Indicator
CSF	Critical Success Factor
CCF	Chief Conservator of Forests
DCCF	Deputy Chief Conservator of Forests
ACU	Aids Control Unit
NACC	National AIDS Control Council
NASCOP	National AIDS and STIs Control Programme
M&E	Monitoring and evaluation
KNASP	Kenya National AIDS Strategic Plan
KASF	Kenya AIDS Strategic Framework
EBIs	Evidence informed Behavioral Interventions
HIV	Human Immunodeficiency Virus
AIDS	Acquired Immune Deficiency Syndrome
MOH	Ministry of Health
BCC	Behaviour Change Communication
IEC	Information Education Communication

2. SCOPE

This procedure covers from HIV Testing Services, general counselling, organizing HIV and AIDS workshops, HIV and AIDS information and education materials and Chaplaincy within KFS.

3. PURPOSE

The purpose of this procedure is to ensure that Aids control Unit operations are done appropriately and in a timely, fair, transparent and professional manner.

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4. OBJECTIVES

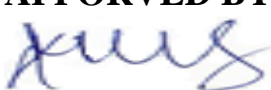
NB: Refer to the performance contract


CSF	KPI	TARGET (S)	DUE
Prevention - Evidence informed behavioral interventions (EBI's)	Number of clients reached	3,000	31 st March 2019
HIV Testing Services	Number of clients tested	200	31 st March 2019
Care and treatment	Number of clients referred for support services	5	31 st March 2019
	Number of condoms distributed and efficacy	100,000	31 st March 2019
Capacity building			
a) Training	Number of service providers trained	8	31 st March 2019
b) Establishment of Sub-ACU	Number of Sub-ACU established	2	31 st March 2019
c) Monitoring and evaluation	Improved service delivery	4 (quarterly)	31 st March 2019

5. RESPONSIBILITY AND AUTHORITY

5.1 Chief Conservator of Forests

Roles

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- a) Provide leadership and advocacy for mainstreaming of HIV and AIDS into the core functions on KFS
- b) Appoint ACU committee members and assign them responsibilities as per NACC guidelines
- c) Chair ACU committee
- d) Ensure that ACU Committee members routine job descriptions reflect the added responsibility of coordinating HIV programs and form part of performance appraisals, promotion interview and evaluations
- e) Clearly define the reporting lines of the ACU
- f) Mobilize resources, provide the ACU with MTEF line budget and AIE, and ring-fence the funds allocated for HIV activities
- g) Ensure continual capacity building of the ACU committee members for effective mainstreaming
- h) Building high level strategic alliances and partnership with key stakeholders to promote the implementation of mainstreaming programs
- i) Monitor and evaluate the implementation of programs

5.2 HIV and AIDS, Alcohol and Drug Abuse Committee

Roles

- a) Ensure mainstreaming of HIV and AIDS in all departments/divisions/section
- b) Coordinate HIV and AIDS activities in KFS
- c) Planning and budgeting for HIV and AIDS programmes
- d) Develop and implement a costed workplan for HIV and AIDS activities
- e) Ensure that workplace policy on HIV and AIDS is developed, reviewed and implemented in KFS
- f) Conduct and compile HIV and AIDS statistical data and analysis for use in KFS
- g) Liaise with NACC for technical support
- h) Network with stakeholders and other ACUs for sharing of best practices and lessons learnt
- i) Initiate and encourage effective HIV prevention, care and treatment services
- j) Develop, acquire and disseminate sector specific information education and communication (IEC) material

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- k) Mobilize resources for HIV and AIDS mainstreaming through MTEF processes and/or proposal development
- l) Create linkages, partnership and networks
- m) Monitoring and evaluation of the implementation of programmes in line with the Kenya National AIDS Strategic Program Monitoring Framework
- n) Submit quarterly reports to CCF for onward forwarding to NACC
- o) Ensure meaningful involvement of people living with HIV and AIDS in ACU operations

5.3 ACU Coordinator


Roles


- a) Oversee the operations of the ACU and implementation of programmes and activities
- b) Spearhead the drafting of performance contract indicators on HIV and AIDS based on performance contract guidelines , KNASP and ACU workplan
- c) Sign up performance contract with CCF
- d) Secretary to the ACU committee and supervise the secretariat
- e) Establish, strengthen and operationalize sub ACUs where necessary
- f) Participate in pillar II of the Kenya National AIDS Strategic Plan III (KNASP III), which focuses on mainstreaming HIV/AIDS issues in sectoral programmes, National public sector coordination forums and other relevant networking forums
- g) Brief the CCF on implementation status of ACU activities on regular basis

5.4 Human Resource Officer

Roles

- a) Spearhead mobilization of staff for workplace HIV activities
- b) Submission of reports to NACC
- c) Keeping records of all staff
- d) Coordinate distribution of IEC and Behaviour Change Communication (BCC) materials
- e) Link between gender, disability , drug and substance abuse and HIV and AIDS committee of KFS

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5.5 Monitoring & Evaluation Officer

Roles

- a) Provide technical support in ACU planning and budgeting
- b) Collecting, recording and analyzing of data
- c) Prepare and submit ACU reports
- d) Ensure adherence and quality standards as prescribed by various HIV and AIDS programme implementation guidelines
- e) Identify challenges and strategies to be use to make informed decisions
- f) Deputize the ACU coordinator

5.6 Finance/Accounts Officer


Roles


- a) Preparing books of accounts
- b) Preparing financial statements reports
- c) Implementing financial and Accounting policies
- d) Preparing monthly financial reports and cash request forms
- e) Custodian of assets register
- f) Ensure procurement processes are adhered
- g) Ensuring proper finance and accounts documentation

5.7 Program/Prevention Officer

Roles

- a) Oversee and coordinate the implementation of HIV and AIDS behavioral programmes
- b) Participate in appropriate forums and meetings and thematic groupings as required
- c) Provide support for HIV programming
- d) Assist in supporting the implementation of a monitoring and evaluation framework and practices for KFS response to HIV and AIDS
- e) Liaise with other partners, as necessary, for the planning and implementation of joint programmes

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- f) Follow up on appropriate referrals, linkages and appropriate completions.

5.8 HIV Testing Service Provider

Roles

- a) Conduct HIV Testing Services
- b) Provide necessary linkages and referrals
- c) Make follow-ups and provide support appropriately
- d) Ensure quality provision of HIV Testing Services as per current HTS guidelines
- e) Ensure adequate supply and acquisition of necessary HTS commodities and consumables
- f) Collect, collate, analyze and submit HTS reports to relevant authorities/partners and Ministry of Health
- g) Enhance linkages and network with other health service providers
- h) Develop and maintain referral directory
- i) Ensure safety as per Ministry of Health Occupational Health and Safety Policy Guidelines

5.9 Care and Treatment Officer

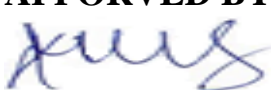
Roles


- a) Oversee implementation of comprehensive care and treatment
- b) Ensure MOH standards are adhered to in conducting HIV Testing Services
- c) Ensure follow-ups and completion of referrals
- d) Provide technical advice on provision of HIV Testing, care and treatment and other ailments
- e) Act as a link between KFS and other Health service providers

6. RESOURCES, INPUTS AND OUTPUTS

6.1. Resources

- Finances
- Personnel
- Infrastructure

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6.2. Inputs (HTS)

- HTS provider receives client and gives a code
- Registering of code
- Pre test counselling
- Client asked for consent before testing

6.3. OUTPUT:

- Testing is done if consent is given
- Testing is cancelled if the consent is denied
- Results is given to the client
- Post test counselling is done and where applicable referral and linkage is done

6.4. INPUT: (GENERAL COUNSELLING)


- Client received and signs visitors book
- Indicates his/her name of counsellor /is allocated to them
- Client intakes
- Client takes any necessary action


6.5. OUTPUTS:

- Client determines next visit where applicable
- Client is booked where applicable

6.6. INPUTS: (ACU WORKSHOP)

- Identification of training needs
- Preparation of budget to ACU coordinator board for approval

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6.7. OUTPUT:

- If approved facilitators are identified and value confirmed
- If not returns to M&E
- Facilitators and participants receive official invitation
- Ensuring items listed in the workshop checklist are done
- Purchase of workshop materials
- Preparation of report incorporating workshop evaluation analysis

6.8. INPUT: (HIV/AIDS- IEC MATERIALS)


- Drafting of letters to request articles for IEC materials
- Receiving and filing of articles
- Dummy copy is typed and forwarded to procurement.


6.9. OUTPUT:

- Meeting convened to go through assembled articles
- Selection, editing, of relevant articles and consent forms signed where applicable
- Final copies are received from procurement, packed and distributed.
- Distribution list is signed

6.10. INPUT: (ACU MATERIALS)

- Discussion of type of material to be printed in the conveyed meeting
- Generation, assembling, editing of materials
- Forwarding of dummy copy to procurement

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- Sending of dummy copy for proof reading and amendment making

6.11. OUTPUT:

- Proof of dummy copy for printing
- Packing, dissemination and distribution of materials
- Signed distribution list is received.

7. CRITERIA OF MEASUREMENT

NB: Refer to Performance progress reports

8. RISK AND OPPORTUNITIES

NB: Refer to the Service's Risk register

9. EVALUATION OF PROCESS

NB: Refer to the Monitoring and Evaluation Reports

10. DETAILS OF PROCEDURE

6.1 HIV Testing Services Process

6.1.1 The clients are received by HTS provider at the reception and given a code.

6.1.2 The HTS provider registers the code.

6.1.3 Pre test counselling is done before the actual testing.

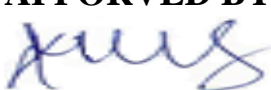
6.1.4 The client is asked for consent before testing.


6.1.5 If the client does not give consent the test is cancelled.

6.1.6 If the client gives consent testing is done.

6.1.7 Result is released to the client

6.1.8 Post test counselling is done; where applicable referral and linkages for support is done.

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6.1.9 Follow-ups on completion of referrals is done

6.2 General Counselling Process

6.2.1 Clients are received at the ACU office

6.2.2 Client indicates name of counsellor they wish to see or a counsellor is allocated as per the ACU programme.

6.2.3 Client intake is done by filling the client intake form by the client.

6.2.4 Counsellor undertakes counselling/takes any necessary action as per the need of the counselee and records maintained e.g. referrals.

6.2.5 The counsellor determines the date of the next visit where applicable.

6.2.6 The client is booked in the Booking Diary where applicable.

6.3 Liaising with Development Partners

6.3.1 The ACU officers liaise with development partners on issues of HIV/AIDS and training of service providers.

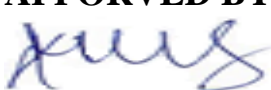
6.3.2 This is through meetings, workshops, seminars, proposals among others.


6.4 Workshops Process

6.4.1 Needs are Identified as per performance targets.

6.4.2 The M&E ACU prepares a budget to the ACU Coordinator for approval.

If, not approved, the M&E is informed

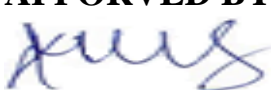
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- 6.4.3 If approved, facilitators are identified and venue confirmed.
- 6.4.4 The participants and facilitators receive official invitations.
- 6.4.5 The officer preparing the workshop refers to the standard workshop checklist and ensures that the listed items are done.
- 6.4.6 The workshop materials are purchased through the procurement division.
- 6.4.7 The opening/closing speech is prepared per the workshop theme and also the workshop evaluation questionnaire distributed, collected and analyzed.
- 6.4.8 A report is prepared to the relevant authority after the workshop which incorporates the workshop evaluation analysis.

6.5 HIV and AIDS Information Education Communication /Behavioral Change Communication Materials

- 6.5.1 Letters are drafted and sent to conservancies/stations and partners to request for articles for the HIV and AIDS IEC/BCC materials.
- 6.5.2 The articles are received and filed.
- 6.5.3 A meeting is convened to go through the assembled articles.
- 6.5.4 Relevant articles are selected and edited for the respective issue and consent forms signed where applicable.
- 6.5.5 A dummy copy is typed and forwarded to Procurement to send to printers.
- 6.5.6 A dummy copy is received from the printers for proof reading and necessary amendments.

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6.5.7 The final copies are received from procurement division, packed and distributed to all conservancies, stations, stakeholders and partners.

6.5.8 The signed distribution list is received from the HOCs.

6.6 ACU Materials

6.6.1 The Head of ACU convenes a meeting to discuss the type of ACU materials to be printed and sourced.

6.6.2 The ACU materials are generated, assembled and edited.

6.6.3 The dummy copy is typed and forwarded to Procurement to send to printers.

6.6.4 A dummy copy is received from the printers for proof reading and makes necessary amendments.

6.6.5 The dummy is approved for printing.

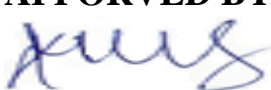
6.6.6 Printed copies are received from printers.

6.6.7 The materials are packed, disseminated and distributed to all conservancies, counties and stations.

6.6.8 The signed distribution list is received from the assistant Chief Conservator of Forests.

1. PROCESS FLOW CHART (HTS)

ACTIVITY	RESPONSIBILITY
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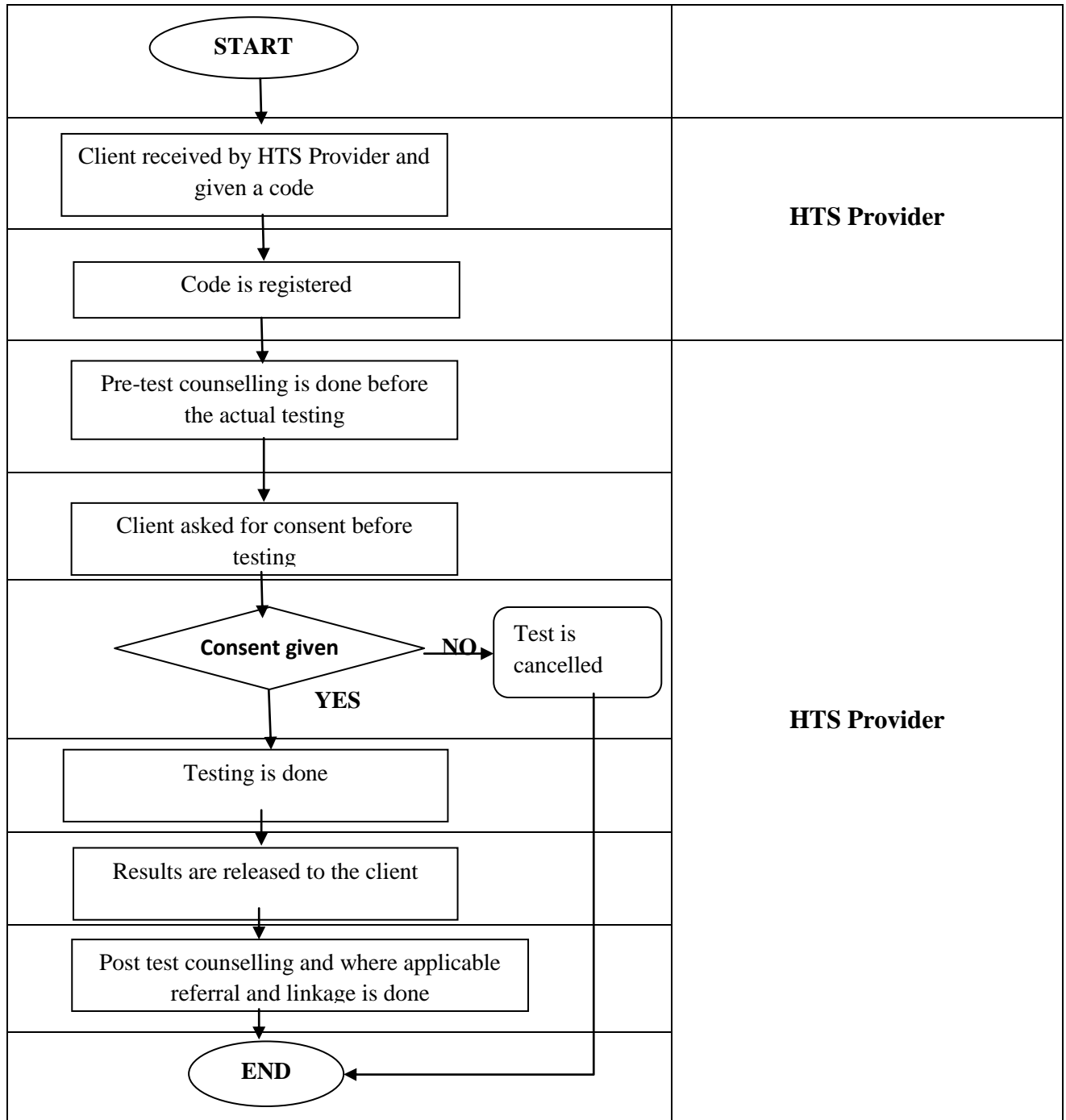
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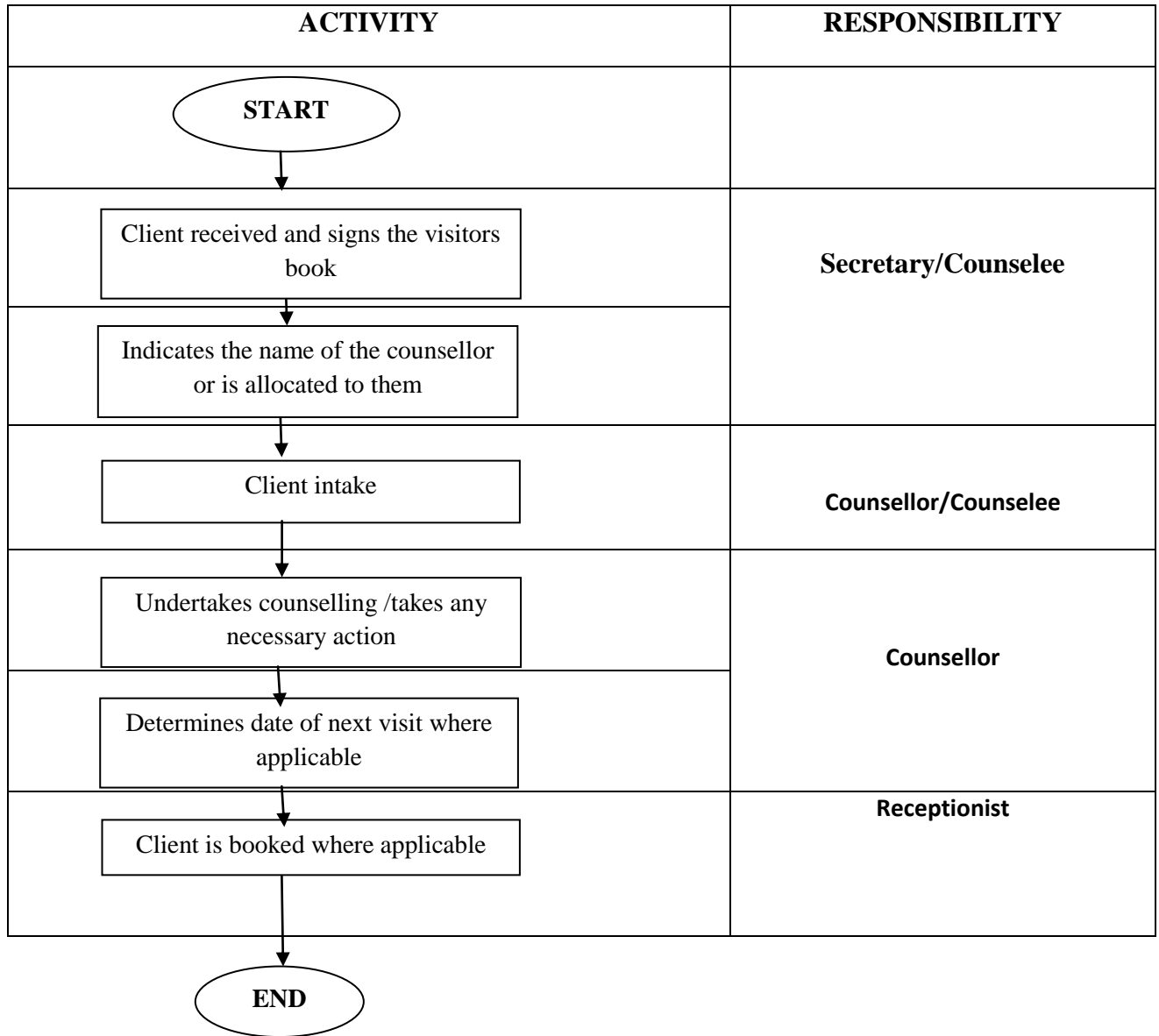


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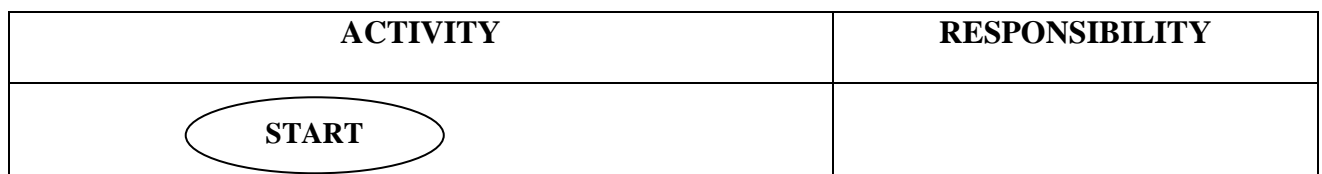
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PROCESS FLOW CHART (GENERAL COUNSELLING)

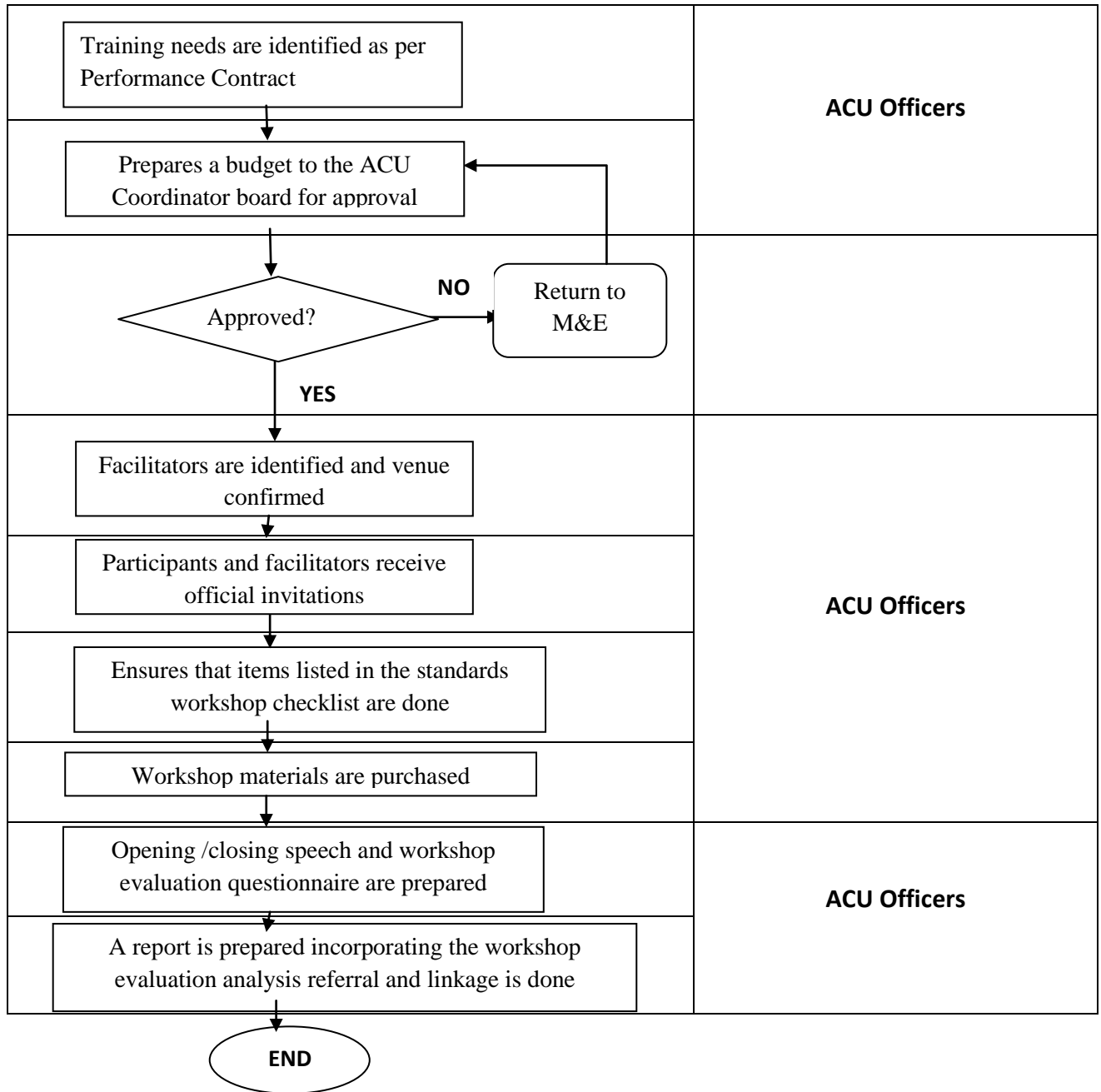


PROCESS FLOW CHART (ACU WORKSHOP)



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PROCESS FLOW CHART (HIV AND AIDS IEC MATERIALS)

ACTIVITY	RESPONSIBILITY
START	

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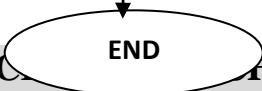
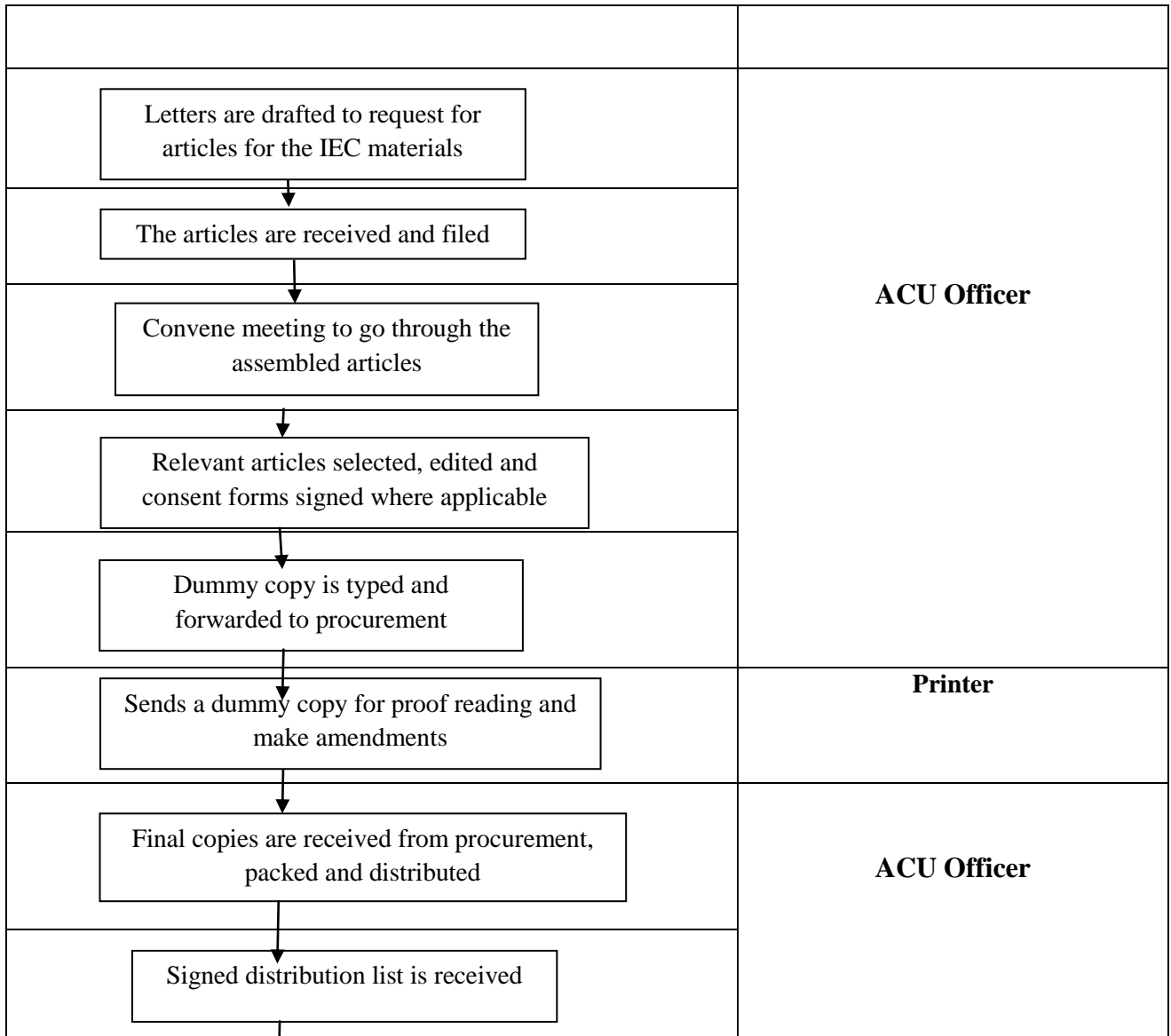
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PROCEDURE CHART (ACU MATERIALS)

ACTIVITY	RESPONSIBILITY
<p style="text-align: center;">START</p> <p style="text-align: center;">↓</p>	

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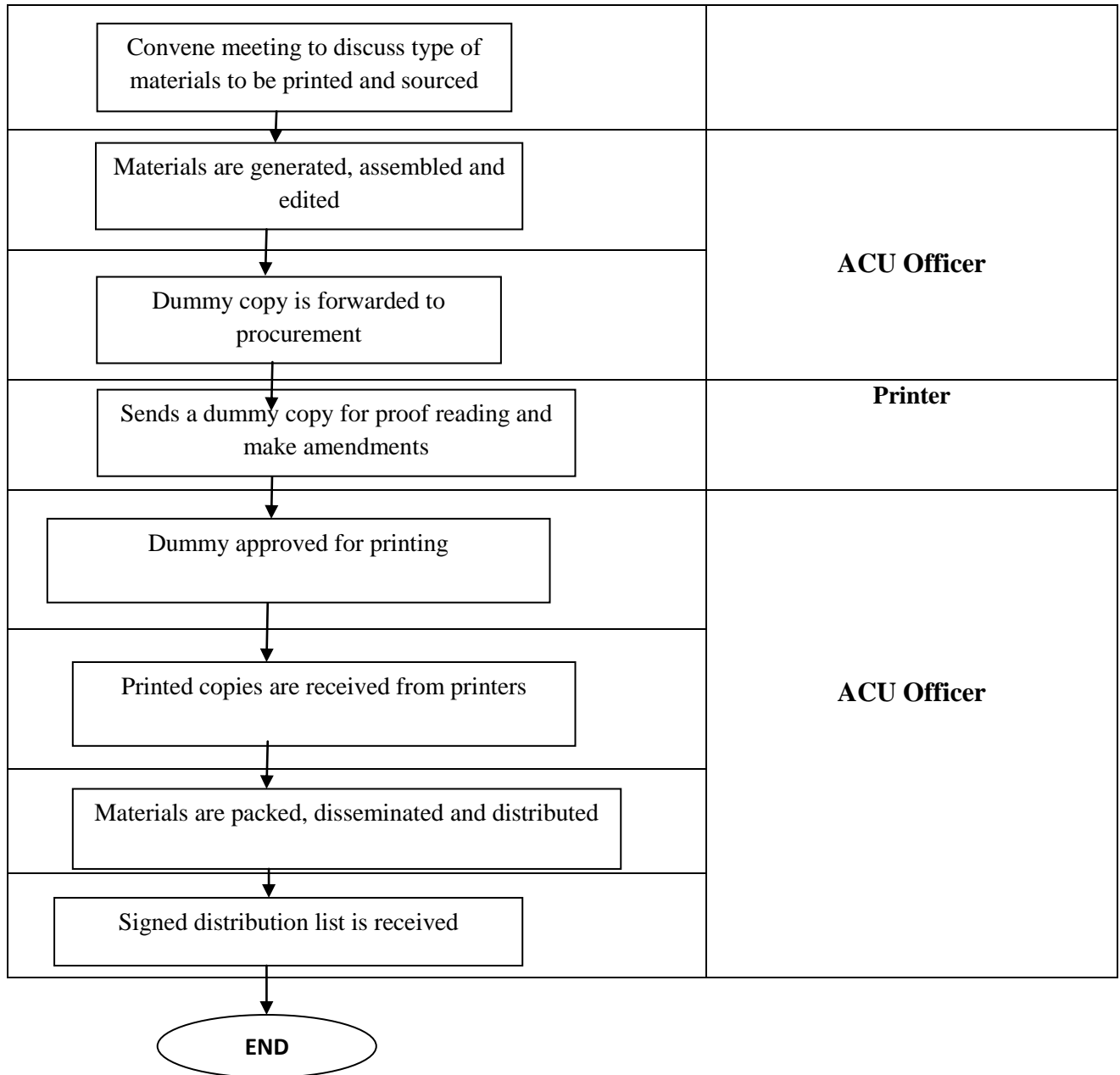
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