



Child Case Management App New User Guide

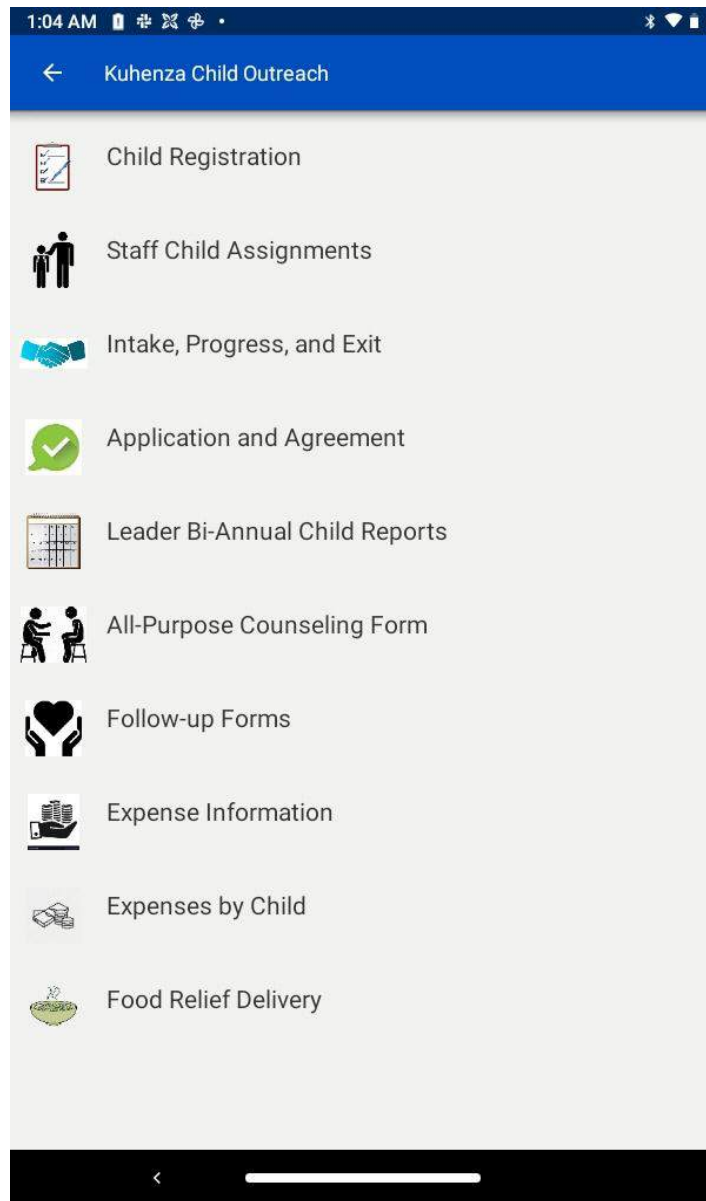




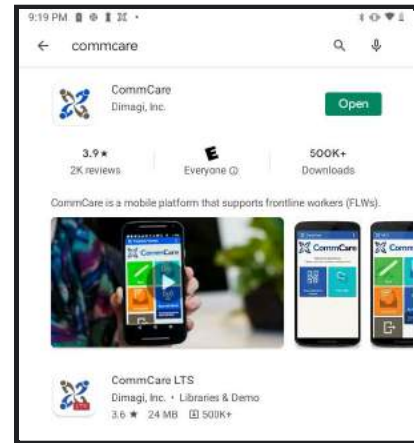
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Downloading the App

1. Using the Android App Store download the CommCare Application
2. Once it's downloaded select the application
3. To download your application onto the Commcare mobile app platform there are two options
 - 3a. Scan the application barcode
 - 3b. Enter the application code

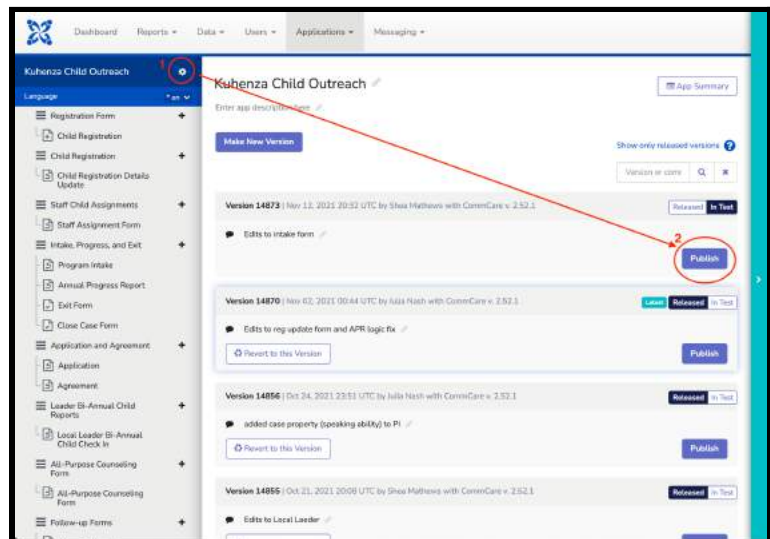


You can find these using the desktop version of CommCare.

4. Using CommCare's Desktop platform select the application you wish to add.

5. Once the application is open select the gear at the left hand side of the screen.

6. Select "Publish" on the most recent version of the app that has been released. Both the bar code and application code are available here when a new version of the application is made available here.





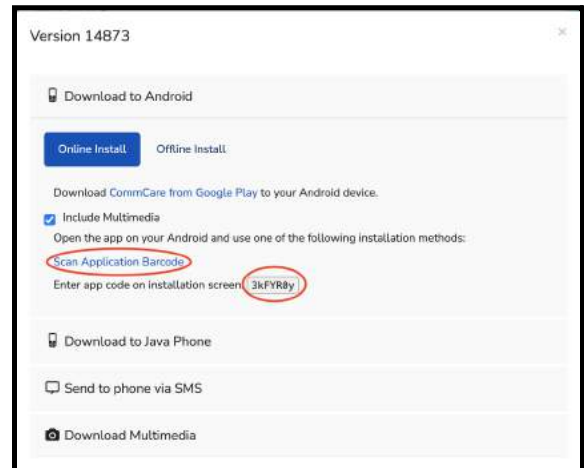
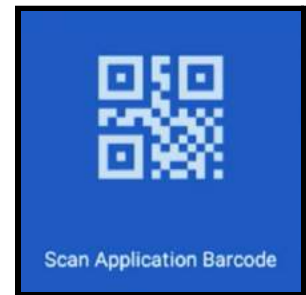
Option 1: Scanning an application barcode.

7a. On your desktop select “Scan Application Barcode”. The code will appear on your screen.

8a. Using your device you will also select “Scan Application Barcode”.

9a. Using your mobile device, scan the barcode, then select “Start Install”. It can take a few moments for the application to be downloaded successfully and that is normal.

***If connection is interrupted you can select the box at the bottom of the screen labeled “Keep trying if connection is interrupted.”*



Option 2: Using the 7 character application code

7b. On your desktop the application code is located towards the bottom of this page, below the “Scan Application Barcode” link.

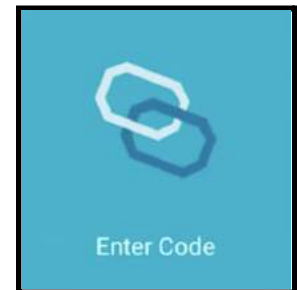
***Please note that the code will change every time a new version of the application has been created.*

8b. Using your mobile device you select “Enter Code”.

9b. On your mobile device enter the 7 character code, then select “Start Install”. It can take a few moments for the application to be downloaded successfully and that is normal.

***If connection is interrupted you can select the box at the bottom of the screen labeled “Keep trying if connection is interrupted.”*

10. The next screen that appears will allow you to download another app or manage the app you just downloaded (uninstall, update, or archive).





***Please be advised you can only have two applications downloaded to your mobile device. The Uninstall function is important for this reason in the case you need to uninstall an application that is how you would do so.*

11. Once the application has been downloaded you will login using your username and password provided to you by Kuzenza.



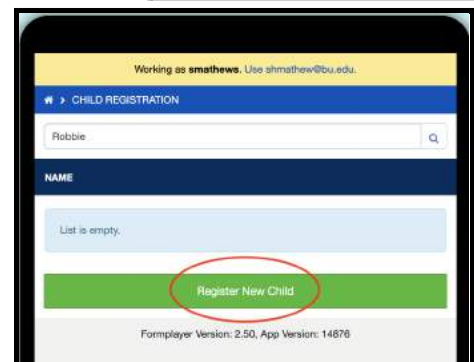
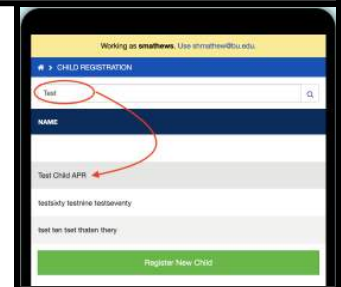
Updating the App

1. Login
2. On the application home screen select the three dots at the top right hand corner of the app.
3. Select update app. This may take a few minutes.
4. If there is a new version of the app to be downloaded please do so (a green “Update to version...” square will appear in the middle of the screen), if not a blue “Recheck” square will appear in the middle of the screen. This means your app is up to date and you can return to the home screen.



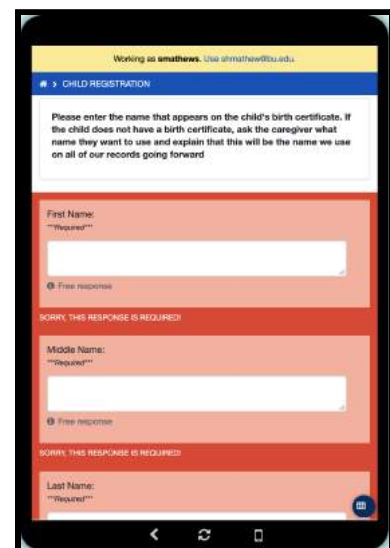
Registering Children

1. Login
2. Select start. This will bring you to a list of all the apps forms.
3. Select the Child Registration.
4. Search the name of the child you are registering to ensure that they have not already been registered by someone else. Please search all 3 parts of the child's name as sometimes another person may have registered the child with a different order of the name parts or different spellings. If you see a name that looks similar to the child you are registering please click on that name and go through the details together with the person you're speaking with to see if it's the same child. **If it IS the same child you do not need to complete the registration.**
5. If the child does not appear in the search, you can assume that they have not been registered and you can choose REGISTER NEW CHILD at the bottom of this page.
6. Now you will begin completing this form moving through question by question until the form is complete.



Important Notes:

- You will notice certain questions are required, meaning you must answer these before the app allows you to move forward or complete the form. However, please note that although not all of this information is required, we'd like you to enter it whenever possible so Kuhenza can have as much information as possible to help manage the child's care.
- When entering the child's phone number it should be exactly 12 digits long. This field is optional but will help us to make medical care referrals and follow up for the child.





- It is good practice to double check your answers before moving to the next page.
- When adding the child's age you can chose “date of birth known”, which will allow you to input the child's birth month, day, and year, “only the month and year are known” to input the child's birth month, and year, “only the year is known”, or “the child's age can only be estimated”.

- If you choose “the child's age can only be estimated”, please discuss the age estimate with the respondent and come up with your best guess together based on what is known about the child and how the child looks. Please don’t worry if you are not certain, this is only a guess and Kuhenza will know you have tried your best to estimate the age.

- This is a required answer. For example if you chose “only the year is known” you must type a year in the answer box (Ex. 2012), but if you selected “the child's age can only be estimated” you would have to type their estimated age (Ex. 9). If you don’t select anything you won’t be able to move on to complete this form.

- When entering the Child's Ward info please enter the place the child lives (required field). *Please note* that if the child is of school age and living at a boarding school, this should be where the child goes during school breaks. This should **not** be the ward where the child’s boarding school is.

- Please also note that children will be assigned to leaders based on their ward. So if I am a leader who lives in Watamu ward and I register a child and select "Watamu" as the child’s ward, I will then see that child in my list of children in the app who I need to counsel every 2 months. However, if I select a ward for the child that is not Watamu, such as Adu, I will not be able to see that child in my list of children in the app. Instead, a leader who lives in Adu and is part of this project will see the child’s name in his or her list for follow up counseling.

- Kuhenza volunteers may be able to see children in more than one ward, depending on which wards Kuhenza has assigned them.

- When entering info on the nature of the Child’s disability select all that apply. If missing body parts or other were selected you will need to describe both in their designated

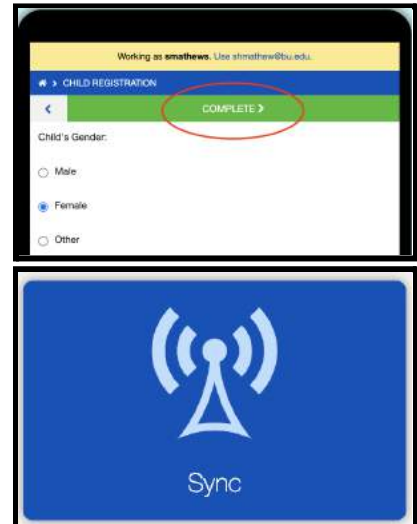


boxes. For missing body parts you want to make sure you state the body part that is missing.

7. Double check your responses, then Submit the form, by selecting the green finish bar at the top of the screen. This will save this form and return you to the home screen.

8. Sync with Server so Kuhenza's staff will be able to see the child in their apps and contact the family for follow-up counseling as needed.

***If you've registered the child in your own ward, you will be able to see the child in your list of children needing Bi-Monthly counseling.*



Updating registration information

1. Login in using the credentials assigned to you by Kupenda or Kuzenza.

2. Select start.

3. Select Child Registration.

4. Search the name of the child you wish to update.

5. Select the child

6. Double check the information on the child's information page to ensure you have selected the correct child.

7. If this information matches, select "Continue"

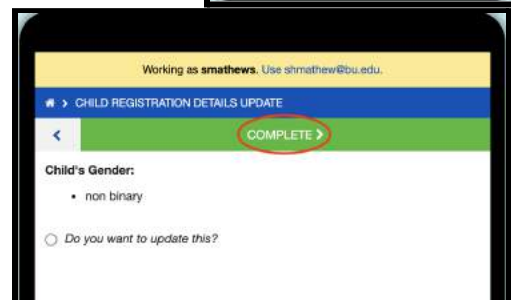
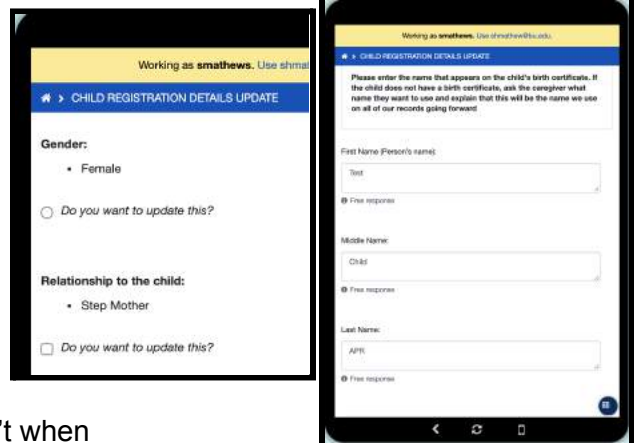
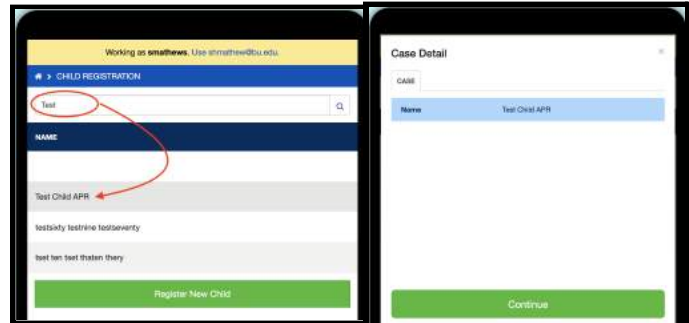
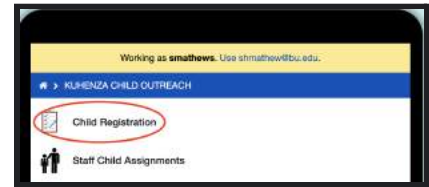
8. Select "Child Registration Details Update".

9. This form looks almost identical to the child registration form. You will see all the information that has already been entered for this child in their registration.

- To update any of the information, simply enter the new/updated information into the correct field
- Or select yes to fields which ask "Do you want to update this?"
- You also have the opportunity here to add any information that you didn't when first completing the child's registration. Ex.) Adding another caregiver, or a Local Leader, etc.

10. Once finished updating information for the child, select finish at the top of the screen.

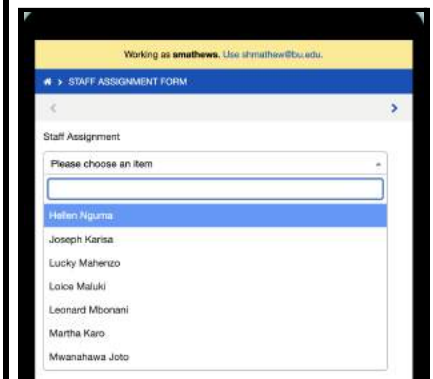
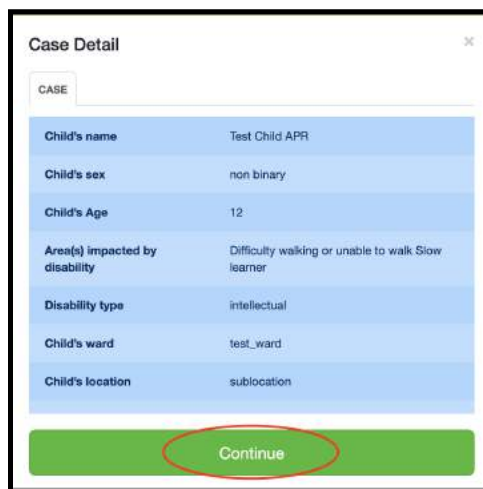
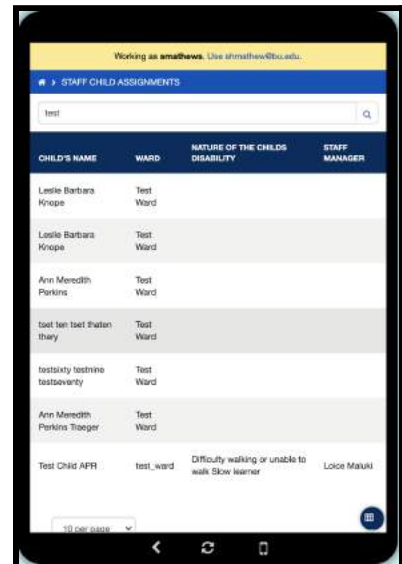
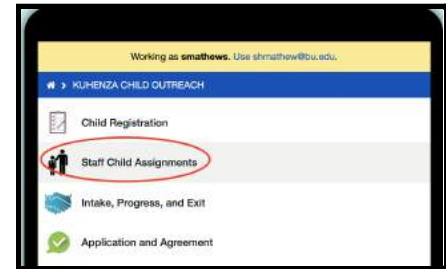
11. Sync with Server.



Assigning Children to Staff

1. Login in using the credentials assigned to you by Kupenda or Kuhenza.
2. Select start.
3. Select “Staff Child Assignment”.
4. Search the name of the child you wish to assign to a staff members case list.
5. Select a child
6. Double check the information on the child's information page to ensure you have selected the correct child.
7. If this information matches, select “Continue”,
8. Select “Staff Assignment Form”.
9. Click on the drop down menu and select the staff member you wish to assign to this child.
10. Submit the form, by selecting the green “Finish” bar at the top of the screen.
11. Sync with Server

Note: If a staff member has retired, quit, or gone on holiday you may want to reassign their children to a different staff member. To do this you go through the same process.



Example: Our staff member Joseph is going on holiday, and we want to reassign his child to Madame Karo.

1. Search the child's name in the “Staff Child Assignment” module.



2. Click through the “Staff Assignment” form, selecting Martha Karo's name from the drop down menu
3. Sync with Server

Once you do this, the child will begin to appear in Madam Karo's case list details and will no longer appear in Joseph's list.