

ANNEX 1. MAISHA 1 Reporting Tool

Name of Institution Institution's PC Number Category of Institution Sector

Number of Staff [Total] [Female] [Male] Reporting Period [Year] [Quarter]

Source of Funding Total Score Grade Received

Activity	Indicator	Disaggregation		Actual Output (Total)	Maximum Score	Self Assessment Score	Actual Score
		Male	Female				
Workplace policy on HIV prevention	Workplace policy developed				5		
	Workplace policy approved				5		
ACU constituted and membership appointed	-ACU formally constituted with at least 5 members - 40% membership drawn from senior and middle level				5		
	ACU meeting held each quarter				4		
Submit a work plan for the implementation of HIV and AIDS activities that target the MDA's staff (internal HIV and AIDS mainstreaming)	Completed work plan submitted to NACC				6		
Develop work plan with activities for engagement of clients and external stakeholders to be undertaken in MAISHA 2	Work plan with clear targets developed				6		
Allocation of budget to HIV and AIDS activities	Amount allocated to HIV and AIDS activities				10		
		Choose four (4) activities from the following rows labelled (a) to (h). Fill in as appropriate					
		Male	Female				
	# of condoms distributed by your institution to staff and family members				5		
	# of staff and family members trained on condom use and disposal by your institution				5		
	# of staff and family members counselled, tested received results of HIV test				10		
(c) Creating Comprehensive HIV and AIDS Knowledge	# of staff and family members reached with comprehensive knowledge on HIV and AIDS prevention				10		

(d) Adherence to Treatment and Care Literacy	# staff and family members receiving education on ART adherence				10		
(e) Referral of HIV related services such as PEP, VMMC, ART, PMTCT, or VCT	Proportion of staff and family members reporting uptake of the following services PEP, VMMC, PMTCT, ART or VCT				10		
(f) Promoting wellness amongst staff and family members	# of staff and family members given glucose, BMI and blood pressure checks by your institution				10		
(g) Stigma and Discrimination Sensitization	# of staff and family members sensitized on reducing stigma and discrimination towards PLWHIV				10		
(h) Putting in place non-discriminatory workplace benefits	# of workplace benefits, such as health insurance, catering to PLHIV				10		
Baseline survey on HIV and AIDS knowledge for staff members conducted	Baseline survey undertaken in accordance with NACC guideline.				7		
	Baseline survey report with results produced and submitted to NACC				10		
	Baseline survey report discussed by management and recommendations developed				4		
Submission of quarterly reports to NACC using the HIV & AIDS mainstreaming reporting tool and clearly indicating HIV and AIDS interventions implemented during the reporting quarter	Quarterly report submitted to NACC in line with PC requirements by the 15 th day after the end of the quarter				8		
TOTAL MARKS					100		

Prepared by:

Name.....Signature..... Date.....

Verified by:

Name.....Signature.....Date.....

MAISHA WORK PLAN

Name of Institution Institution's PC Number Category of Institution Sector

Activity	Indicator	Q1	Q2	Q3	Q4	Maximum Score
Workplace policy on HIV prevention	Develop workplace policy					5
	Approve workplace policy					5
ACU constituted and membership appointed	Formally constitute ACU with at least 5 members and 40% of membership drawn from senior and middle level					5
	Hold ACU meeting each quarter					4
Submit a work plan for the implementation of HIV and AIDS activities that target the MDA's staff (internal HIV and AIDS mainstreaming)	work plan completed and submitted to NACC					6
Develop work plan with activities for engagement of clients and external stakeholders to be undertaken in MAISHA 2	Develop work plan with clear targets					6
Allocation of budget to HIV and AIDS activities	Allocated amount to HIV and AIDS activities					10
Choose Four (4) activities for implementation from rows labelled (a) to (h)						
a) Condom Promotion	# of condoms distributed by your institution to staff and family members					5
	# of staff and family members trained on condom use and disposal by your institution					5
b) Counselling and testing	# of staff and family members counselled, tested received results of HIV test					10
(c) Creating Comprehensive HIV and AIDS Knowledge	# of staff and family members reached with comprehensive knowledge on HIV and AIDS prevention					10
(d) Adherence to Treatment and Care Literacy	# staff and family members receiving education on ART adherence					10
(e) Referral of HIV related services such as PEP, VMMC, ART, PMTCT, or VCT	Proportion of staff and family members reporting uptake of the following services PEP, VMMC, PMTCT, ART or VCT					10

(f) Promoting wellness amongst staff and family members	# of staff and family members given glucose, BMI and blood pressure checks by your institution					10
(g) Stigma and Discrimination Sensitization	# of staff and family members sensitized on reducing stigma and discrimination towards PLWHIV					10
(h) Putting in place non-discriminatory workplace benefits	# of workplace benefits, such as health insurance, catering to PLHIV					10
Baseline survey on HIV and AIDS knowledge for staff members conducted	Undertake baseline survey in accordance with NACC guideline.					7
	Submit Baseline survey report with results to NACC					10
	Baseline survey report discussed by management and recommendations developed					4
Submission of quarterly reports to NACC using the HIV & AIDS mainstreaming reporting tool and clearly indicating HIV and AIDS interventions implemented during the reporting quarter	Submit quarterly report to NACC in line with PC requirements by the 15 th day after the end of the quarter					8
TOTAL MARKS						100

Prepared by:

Name.....Signature..... Date.....

Verified by:

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