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REPUBLIC OF BOLIVIA
MINISTRY OF PUBLIC HEALTH AND SOCIAL WELFARE
NATIONAL DIRECTORATE OF INDIVIDUAL CARE
UNFPA/PAHO/WHO REPRODUCTIVE HEALTH PROJECT

SECOND WORKSHOP ON THE LOGISTICS OF CONTRACEPTIVE SUPPLIES

OCTOBER 27-30, 1992
COCHABAMBA

Prepared by

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Republic of Bolivia
Ministry of Public Health and Social Welfare
National Directorate of Individual Care
UNFPA/PAHO/WHO Reproductive Health Project

Preliminary Report
Second Workshop on the Logistics of Contraceptive Supplies
October 27-30, 1992
Cochabamba

SUMMARY OF THE WORKSHOP

The primary purpose of this workshop was to provide training in contraceptive logistics to the heads of the UREs (Drug Redistribution Units), heads of the Directorate of Individual Care in the Health Units, and heads of the Training Centers located throughout the country. In addition, representatives from four nongovernmental organizations (NGOs) also attended the workshop.

The four-day event took place in the Hotel Aranjuez. According to the final evaluations that were conducted of the workshop, both the general and specific objectives (Annex A) were fully satisfied. Still pending, however, is a more exhaustive analysis of the current information system, which should include a study of the forms currently in use. Toward this end, we are proposing, with certain modifications, the analysis of the forms used by Cochabamba, which are included in Annex F to this report.

Half of the participants agreed that the material covered during the time programmed for the event was excessive, while the other half indicated such material to be appropriate. However, for future events and taking into consideration the participation of the public sector, the event will be scheduled to cover a fewer number of topics over a longer period of time. Although most of the topics were rated as interesting, those subjects that were of greatest interest and use to the participants were, in order of importance, Estimating Contraceptive Needs, Evaluation, Management of a Logistics System and Information Systems. The entire summary of the evaluations can be found in Annex D to this report.

In all of the subjects covered, emphasis was given to the importance of having in place a reliable information system to record contraceptives delivered/sold to final users and thus make it possible for estimates to be prepared based on real and reliable data.

Although there were a few communications problems between the central level, USAID and FPLM that were responsible for the fact that the representatives of the UREs failed to bring with them to the workshop the forms used by each to record logistics data, the forms currently used by the URE in Cochabamba were made available toward the end of the event and were shown to all of the participants. These forms, with certain modifications as indicated in the Recommendations Section, could be implemented in all other UREs and Health Units, as they contain most of the data necessary for establishing a basic system for collecting logistics data.

As a result of this workshop, participants were able to reflect on the subjects covered; compare their own current logistics system with that discussed in the workshop sessions; analyze the process by which they estimate needs and, in general, each of the activities of the logistics cycle; identify those problems common to all regions, together with their causes; and propose potential solutions which they felt could and should be implemented immediately. All of these items were set in an Action Plan, which is described in Annex E to this report.

It should be pointed out that some of the UREs, as in the case of Santa Cruz, felt that it was unnecessary to prepare an Action Plan, as the group representing this region suggested that it should be the responsibility of the central level to prepare such a plan and implement it on a country-wide basis. Generally speaking, this was the feeling of all of the other groups, although some did prepare a plan.

The Action Plan prepared by some of the UREs will be submitted to USAID/La Paz and to the various directors of each URE, as well as to the Directorate of Individual Care (DINAP) in La Paz.

It is hoped that the implementation of the material presented and the execution of the proposed Action Plan will enable those responsible to overcome problems involving inventory management, unrealistic orders, and overestimated calculations of contraceptives, among others, and make it possible to improve substantially all aspects of contraceptive logistics management.

The subjects covered are listed below:

- Management of a Logistics System, with emphasis on each of the individual components.
- Evaluation of a Family Planning Program.
- Information Systems: basic data that should be available to a family planning program.
- Methodology for Establishing Maximum and Minimum Levels in an Inventory Control System.
- Estimating Needs: 4 basic approaches.
- Indicators and Terms Related to Family Planning Programs: interpretation, use and application of data obtained from surveys and other population and health studies.

Most of the participants expressed their surprise at the fact that the General Manager of the CEASS (Central Supply Depot) did not attend the workshop, as they felt that many of the logistics problems occurring within the system have their origin in that particular agency. Accordingly, it would have been both timely and of considerable usefulness to discuss the supply situation with the Manager of the CEASS.

II. CONCLUSIONS AND RECOMMENDATIONS

Almost all participants were in agreement on the following:

There are no control mechanisms in place in the MOH as regards supplies: lack of standardized forms and an irregular or nonexistent supply process.

Storage norms are not standardized.

There is no standardized criterion for distribution: the UREs receive more than they request or need. In addition, there is no regular schedule for distribution or supply.

With regard to use, each Center has its own recording system.

Some of the recommendations formulated are contained in the previously mentioned Action Plan. The general recommendations deriving from this workshop, which were submitted for the consideration of USAID/La Paz, the DINAP and the directors of the UREs, are listed below:

1. Upon returning to their places of work, the participants should schedule a meeting with their directors and subordinate personnel in order to communicate to them the results of this training activity, describe what they have learned, and share that knowledge with pertinent members of the staff.

   Individuals Responsible for Implementation: Workshop Participants

2. USAID/La Paz has been asked to follow up on the recommendations proposed in the Action Plan in order to ensure their implementation in the shortest possible time. The most urgent recommendation is that involving the establishment of a Logistics Committee which would be made up of a representative from each of the organizations participating in the previous event (July 1992) and, if possible, a few members of the DINAP and UREs and whose function would be to analyze and study all of the problems occurring within the logistics system, together with their causes and proposed solutions, and to follow up on the implementation of those solutions. A second task would involve ensuring the continuity of all of the activities proposed by the Committee.

   Individuals Responsible for Implementation: USAID/La Paz (Jennifer Macías, Elba Mercado)
   Representatives from each organization

3. Coordinate the establishment of the Logistics Committee with the currently existing Service Subcommittee in order to clearly identify specific tasks for each. The primary purpose of the Logistics Committee will be to discuss problems involving logistics and to speed up the

proposal and implementation of solutions, which will in turn lead to a greater degree of standardization in the logistics systems used by the various organizations. These tasks will be carried out in coordination with the above-mentioned Subcommittee, to which all proposed solutions will be submitted.

Individuals Responsible for Implementation: USAID/La Paz (Jennifer Macías)
Representatives of each organization
FPLM II Advisor

4. Integrate/incorporate logistics as an element of program management in order to ensure greater coordination and give it the importance it deserves.

Individuals Responsible for Implementation: Directors of DINAP - UREs
Workshop Participants

5. Each URE and Training Center should report stock on hand for each method and relate this data to monthly consumption in order to determine the number of months of stock available at each site and facilitate the redistribution of contraceptives to those Centers or UREs requiring supplies on an emergency basis. In addition, this mechanism will help to avoid possible waste stemming from expired supplies.

Individuals Responsible for Implementation: Coordinator of the UNFPA/PAHO/WHO Project
Heads of UREs and DINAP - Regions

6. Distribute the forms recommended in Annex F to all of the heads of UREs and Training Centers that participated in the workshop so that they can begin their analysis of those forms with a view toward eventual standardization. This in turn would make it possible to generate data that is similar in all regions and enable individual units to measure their performance and coverage.

Individuals Responsible for Implementation: Management staff of the DINAP in La Paz
Heads of UREs and Training Centers

7. Make detailed modifications to the Daily Register form, taking into account the fact that it should contain data on daily deliveries of contraceptives to users, so that this data can later be consolidated in the proposed monthly report (Annex F).

Individuals Responsible for Implementation: Management staff of the DINAP in La Paz
Coordinator of the UNFPA/PAHO/WHO Project
Heads of UREs and Training Centers

8. Consolidate the distribution system by having both the CEASS as well as the UREs agree to report the data required in each direction (consumption, stock on hand, number of months of stock on hand, expiration dates, availability of contraceptives in the CEASS, scheduled shipment dates and amounts to be shipped).

Individuals Responsible for Implementation: Management staff of the DINAP in La Paz
Coordinator of the UNFPA/PAHO/WHO Project
Heads of UREs and Training Centers
General Manager of the CEASS

9. Attempt to institute a requisition-based distribution system from the CEASS to the UREs in order to solve both the oversupply of contraceptives in most Centers as well as the undersupply existing in a few others. However, the Centers and the UREs should commit themselves to reporting on a timely basis all of the data mentioned in Recommendation No. 7.

Individuals Responsible for Implementation: Management staff of the DINAP in La Paz
Coordinator of the UNFPA/PAHO/WHO Project
Heads of UREs and Training Centers
General Manager of the CEASS

10. Institute quarterly supply intervals for shipping contraceptives from the CEASS to the UREs and monthly supply intervals for shipping supplies from the UREs to the lower levels, in order to ensure timely and realistic supply to the various levels and enable each level to maintain an adequate inventory of stock on hand.

Individuals Responsible for Implementation: Management staff of the DINAP in La Paz
Coordinator of the UNFPA/PAHO/WHO Project
Heads of UREs and Training Centers
General Manager of the CEASS

With regard to the forms proposed (Annex F), the following modifications are suggested:

- "NOTA DE VENTA" (Sales Memo): Okay.

- "KARDEX VALORADO" (Kardex Amount): Add a line for "stock máximo" (maximum stock) above the line for "stock mínimo" (minimum stock). To the extent possible, add a line (above the lines for maximum and minimum stock) to record the manufacturing or expiration date of the product being stored. It is assumed that if the logistics system is working properly, there should be no supplies in the warehouse with different manufacturing or expiration dates.

- "NOTA DE REMISION" (Memo of Shipment): More necessary than the lot number is the manufacturing or expiration date. Accordingly, it is suggested that the "NUMERO DE LOTE" (Lot Number) column be changed to read "FECHA DE VENCIMIENTO" (Expiration Date). If both columns are needed and it is possible to include them, the column for "NUMERO DE LOTE" (Lot Number) should be added to the "KARDEX VALORADO" (Kardex Amount) form in order to ensure consistency with the system. However, the project should analyze the usefulness of the Lot Number before it is officially added to the form.

- "FORMULARIO PEDIDO/EVALUACION Y CONTROL DE EXISTENCIAS" (Order/Inventory Evaluation and Control Form): Under "FECHA" (Date), it is necessary to specify the period, for example, from October 1 to October 30, 1992. It is suggested that a column to be titled "EXISTENCIA INICIAL" (Beginning Balance) be added between the columns titled "DESCRIPCION" (Description) and "ULTIMA RECEPCION" (Last Shipment Received), thus ensuring the availability of all necessary data on stock movement. The difference between the Beginning Balance, Last Shipment Received, and Current Stock on Hand columns will provide Total Consumption for the period.

- "INFORME DE RECAUDACIONES" (Collections Report): Okay.

- "RECETARIO/RECIBO" (Prescription Book/Receipt): If it is possible to create a separate receipt covering contraceptive supplies only, so much the better. This would facilitate and streamline the counting and control of these supplies. Overall, the form is adequate.

- "FORMULARIO DE REGISTRO DE EXISTENCIA" (Stock Register Form): Add a line entitled "EXISTENCIA MAXIMA" (Maximum Stock) above the line entitled "EXISTENCIA MINIMA" (Minimum Stock). This form contains information very similar to that contained in the above-described Kardex Amount form, but represents a report on movement, by individual product, occurring during a given period. In addition, it takes into account "MERMAS" (Shrinkage). It will be necessary to analyze here the desirability of maintaining two similar registers (Kardex Amount and this form) or conclude that it will be possible to use this form by adding to it the data contained in the Kardex Amount form.

- "NOTA DE MERMA" (Shrinkage Memo): Okay. This document is supposed to be filled out every time differences are detected between amounts recorded and amounts actually found on hand based on physical inventories taken.

- "FORMULARIO CONSOLIDADO MENSUAL/TRIMESTRAL: INSUMOS" (Consolidated Monthly/Quarterly Form: Commodities). This form was suggested by one of the groups to serve as the consolidating form for data recorded on the previously mentioned forms, including the "REGISTRO DIARIO" (Daily Register) form, which is not included in Annex F but which was reviewed by the participants during the workshop. The group suggests that this consolidated form should be the form to be forwarded to the central level from the UREs and the DINAP-La Paz and used as the basis for making decisions regarding distribution and resupply.

As part of the follow-up plan for this event, it is suggested that regular meetings be scheduled, preferably on a quarterly basis, in each URE and Training Center. Each meeting would be attended by the representative from each site that attended the workshop, together with the warehouse keeper and the individual in charge of logistics, in order to determine the extent to which the proposed solutions have been implemented and monitor the progress and impact of this training activity at the overall program level. In addition, such periodic meetings will make it possible to conduct a continuous evaluation of the project and promptly detect any problems or difficulties.

Also, it would be most productive if the results of such meetings were periodically drawn up in the form of minutes which could then be sent to the management staff of the DINAP in each region as well as to the central level, in order to facilitate improved supervision and information sharing.

We are grateful for the collaboration provided by Dr. Virginia Camacho H., Coordinator of the UNFPA/PAHO/WHO Reproductive Health Project at the MOH-DINAP; by Ms. Margarita Torres, Administrative Assistant with FPLM/Washington; and very especially by Ms. Jennifer Macías from USAID/La Paz. To all we wish to express our appreciation for the invaluable cooperation and support provided both prior to and during the event, as it contributed to our success in achieving the results mentioned herein.

III. BACKGROUND

During previous visits to the various programs operating in Bolivia, in addition to the information received indirectly from the public sector, several areas which could benefit from improvements were identified within the programs. These areas are listed below:

Irregular supply intervals for supplying the UREs and Training Centers.

Lack of standardized forms for recording activities and the delivery of commodities on a daily basis, as well as monthly and quarterly consolidated forms.

Inconsistent recording of consumption and number of users at the various levels.

Inconsistency between users recorded and consumption reported by method.

Differences between the levels of inventory kept in stock and the needs of each program.

Oversupply in most of the UREs and undersupply in some.

Following an analysis of these areas, most of which were observed and identified by the UNFPA Project Coordinator, they were in turn brought to the attention of USAID/Bolivia, with a view toward securing training support for the individuals responsible for the logistics management of commodities. Although USAID has not worked directly with the MOH in the field of logistics, it is felt that both the public and private sectors should coordinate activities and that both should have available the basic tools for ensuring the more efficient management of all of the various program commodities.

In addition, it is felt that both sectors are working toward achievement of a common goal, which is to serve the entire population of Bolivia by satisfying its general and reproductive health needs. Accordingly, it was suggested that all of the procedures governing the logistics management of family planning programs (storage, records, calculation of needs, etc.) were in need of improvement, consolidation, and strengthening, which should be instituted through training to be provided to the staff responsible for logistics management in each region.

It was thus that a recommendation was formulated with regard to a training initiative in the field of contraceptive logistics management aimed at all of personnel staff involved in supply management, with a view toward ensuring that contraceptives received from that date onward at each distribution outlet would benefit from more appropriate management. This in turn would ensure the availability of high quality supplies in amounts more in accordance with actual needs at the local level.

IV. ACTIVITIES AND ACHIEVEMENTS

Two members of the organizing team (FPLM) met in La Paz one week prior to the event to finalize preparations.

The primary activities carried out during the trip included meetings with the USAID/Bolivia officer in charge of coordinating the event, who provided invaluable collaboration in the preparation of the materials to be distributed (folders) and facilitated communications between FPLM and the MOH. In addition, last minute details involving the workshop agenda were finalized during these meetings.

Unfortunately, the coordinator of the UNFPA project was out of town and it was possible to meet with her on only one day during the weekend prior to the event. There was no time to discuss in detail any matters still pending

(forms, data/information to be brought to the workshop by the representatives from the UREs) and thus take the necessary corrective measures prior to the beginning of the workshop. Despite this fact, the results of the event were satisfactory.

The workshop was designed to provide practical and participatory training. All of the training sessions provided both general and specific information on the subjects listed above in Section I of this report.

To complement the theoretical sessions, exercises were designed in which every effort was made to make use of data specific to each URE. Since many of these UREs did not have available complete data for completing the exercises, which would have enabled them to compare the results obtained through the use of the various possible methods, the group of participants opted to use data from one of the NGOs and then subject that data to the various methods demonstrated during the classroom presentations.

At the conclusion of the exercises, participants analyzed both the results as well as the methodology used. They concluded that the exercises were useful for analyzing the various aspects of the logistical status of the program (inventory levels, amounts requested versus amounts consumed). Emphasis was given to the methodology used in the exercises in order to ensure that the procedures presented would be clearly understood.

The most important result that it was hoped would be achieved through this workshop was the development of an Action Plan to be proposed by the participants but, as previously mentioned, only three groups of a total of seven completed and submitted a plan to all of the participants and instructors.

Most of the participants absorbed with considerable interest the content of the course and agreed emphatically to implement all of the recommendations that they had designed as a group in order to contribute to the development of a consolidated logistics system and thus ensure a more efficient system of logistics management.

One important factor contributing significantly to the success of the workshop was the continuous communications existing between the organizers and USAID/Bolivia, as well as with the National Coordinator of the UNFPA/PAHO/WHO Project, which greatly facilitated our activities prior to the workshop and allowed us to devote more of our time to workshop content and implementation.

A total of 28 participants attended. Four speakers from the FPLM Regional Office for Latin America, CDC/Atlanta, and Fundacion San Gabriel divided up the various subjects and directed all of the sessions (see the agenda, Annex B).

ANNEXES:

A. GENERAL AND SPECIFIC OBJECTIVES OF THE WORKSHOP
B. LIST OF PARTICIPANTS AND INSTRUCTORS

C. WORKSHOP AGENDA
D. EVALUATION QUESTIONNAIRE AND RESULTS
E. ACTION PLAN PROPOSED BY PARTICIPANTS
F. FORMS PROPOSED

A. GENERAL AND SPECIFIC OBJECTIVES OF THE WORKSHOP

REPUBLIC OF BOLIVIA
MINISTRY OF HEALTH AND SOCIAL WELFARE
NATIONAL DIRECTORATE OF INDIVIDUAL CARE
UNFPA/PAHO/WHO REPRODUCTIVE HEALTH PROJECT

SECOND WORKSHOP ON THE LOGISTICS OF CONTRACEPTIVES
OCTOBER 27-30, 1992
COCHABAMBA, BOLIVIA

OBJECTIVES

GENERAL:

To provide to the participants, in their capacity as planners and programmers of services, the knowledge, skills and basic tools required for effectively administering the supplies for the reproductive health program.

SPECIFIC OBJECTIVES:

1. To manage methodologies for estimating and planning needs, using their own resources and the data available in each service center.

2. To become familiar with the methodology for inventory management, based on a system of maximum and minimum levels, to be established in accordance with the local needs.

3. To become familiar with the basic concepts making up a simple and efficient information system.

4. To establish a strategy at the level of all organizations that will lead to greater coverage and impact at the national level (work plans).

WORK METHODOLOGY:

- Classes
- Work groups

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B. LIST OF PARTICIPANTS AND INSTRUCTORS

REPUBLICA DE BOLIVIA
MINISTERIO DE PREVISION SOCIAL Y SALUD PUBLICA
DIRECCION NACIONAL DE ATENCION A LAS PERSONAS
PROYECTO UNFPA/OPS/OMS - SALUD REPRODUCTIVA

II TALLER SOBRE LOGISTICA DE SUMINISTROS DE ANTICONCEPTIVOS

COCHABAMBA
OCTUBRE 27 - 30, 1992

PARTICIPANTES

LA PAZ:

1. DR. ROBERTO BOHRT G.
2. DRA. VIRGINIA CAMACHO HUBNER
3. DRA. SUSANA ASPORT
4. DRA. SILVIA VARGAS
5. DR. JOSE ANTONIO SALAS
6. DRA. RUTH CALDERON
7. DR. JOSE LUIS DUEÑAS
8. LIC. MISAEL MIRANDA, GERENTE GENERAL CEASS

COCHABAMBA:

9. DR. ERWIN HOCHSTATTER
10. DRA. LOLA SALINAS
11. LIC. ELIZABETH VARGAS, URES
12. DR. CARLOS NAVA

SUCRE:

13. DR. JOSE LUIS CARBALLO
14. DRA. JULIA MORA
15. DRA. YOLANDA BELLIDO, URES

TARIJA:

16. DRA. NANCY OLGUIN
17. DRA. MIRZA FLORES, URES
18. DR. CARLOS ARZE

POTOSI:

19. DR. ANTONIO GUMIEL

SANTA CRUZ:

20. DR. HERNAN AÑEZ
21. DRA. EIDY ROCA
22. DR. SEGUNDO GUZMAN

ORURO:

23. DR. TITO VILLARROEL
24. DRA. DORA VILLEGAS, URES

TUPIZA:

25. DR. OSCAR SORUCO

CAJA NACIONAL DE SALUD - LA PAZ:

26. DR. EDDY VALDA

FUNDACION SAN GABRIEL - LA PAZ:

27. DR. OSCAR VIZCARRA

FEPADE:

28. SRA. ANA MARIA ROJAS

ASONGS:

29. DRA. JAMILA CABRERA

OPS - OMS:

30. DRA. MARTHA MEJIA

USAID/LA PAZ:

LIC. JENNIFER MACIAS
LIC. ISABEL STOUT

PROYECTO DE SALUD INFANTIL Y COMUNITARIA

SR. NED OLNEY

PONENTE INVITADO:

LIC. JOSE BARRAGAN

PONENTES DEL EXTRANJERO:

NORA C. QUESADA - FPLM II/JSI,COLOMBIA
CAMILO SALOMON - FPLM II/JSI, COLOMBIA
DIEGO E. BERRIO - CDC, ESTADOS UNIDOS
GABRIEL OJEDA - PROFAMILIA, COLOMBIA

ADMINISTRADORA:

MARGARITA TORRES - FPLM II/JSI, USA

C. WORKSHOP AGENDA

REPUBLIC OF BOLIVIA
MINISTRY OF PUBLIC HEALTH AND SOCIAL WELFARE
NATIONAL DIRECTORATE OF INDIVIDUAL CARE
UNFPA/PAHO/WHO REPRODUCTIVE HEALTH PROJECT

SECOND WORKSHOP ON THE LOGISTICS OF CONTRACEPTIVE SUPPLIES
OCTOBER 27-30, 1992
COCHABAMBA

WORKSHOP AGENDA

TUESDAY, OCTOBER 27:

8:00 - 9:00	BREAKFAST
9:00 - 9:30	Opening ceremony and welcome Lic. Jennifer Macias, USAID/Bolivia Dra. Virginia Camacho, UNFPA Project Coordinator Dra. Magaly de Zannier, Cochabamba Health Unit
9:30 - 9:45	Presentation of workshop objectives Explanation of procedures for developing the workplan Introduction of participants and reporters Nora Quesada, FPLM II
9:45 - 10:30	Current situation of family planning in Bolivia. 1989 survey data Dra. Virginia Camacho

MODULE I: MANAGEMENT OF THE LOGISTICS SYSTEM IN FAMILY PLANNING PROGRAMS

10:30 - 10:45	BREAK
10:45 - 12:00	MANAGEMENT OF A LOGISTICS SYSTEM Nora Quesada
12:00 - 14:00	LUNCH
14:00 - 15:30	DESCRIPTION OF THE LOGISTICS SYSTEM OF MOH WORK GROUPS. PRESENTATION Participants
15:30 - 15:45	BREAK

MODULE II: LOGISTICS INFORMATION SYSTEMS

15:45 - 17:00	INTRODUCTION TO LOGISTICS INFORMATION SYSTEMS Camilo Salomon, FPLM II
17:00 - 17:30	CONCLUSIONS AND RECOMMENDATIONS ABOUT SUBJECTS COVERED DURING THE DAY, BY ORGANIZATION Group participants

19:00	WELCOME DINNER

WEDNESDAY, OCTOBER 28:

8:00 - 9:00	BREAKFAST
9:00 - 9:10	REVIEW OF CONCLUSIONS AND RECOMMENDATIONS ABOUT SUBJECTS COVERED ON THE PRECEDING DAY Nora Quesada
9:10 - 10:30	CONTINUATION: LOGISTICS AND PLANNING INFORMATION SYSTEMS Camilo Salomon, FPLM II
10:30 - 10:45	BREAK
10:45 - 12:00	EXERCISES ON INFORMATION SYSTEMS: DESCRIPTION OF LOGISTICS INFORMATION SYSTEM. WORK GROUPS Participants
12:00 - 14:00	LUNCH
14:00 - 15:15	PRESENTATION: DESCRIPTION OF LOGISTICS INFORMATION SYSTEM Participants from each group
15:15 - 15:30	BREAK
MODULE III:	INVENTORY MANAGEMENT: MAXIMUM AND MINIMUM SYSTEMS; MONITORING SUPPLIES QUALITY
15:30 - 16:45	MONITORING CONTRACEPTIVE SUPPLIES QUALITY: VISUAL INSPECTION
16:45 - 17:15	CONCLUSIONS AND RECOMMENDATIONS ABOUT SUBJECTS COVERED DURING THE DAY Camilo Salomon, Diego Berrio, and group speaker

THURSDAY, OCTOBER 29:

8:00 - 9:00	BREAKFAST
9:00 - 9:10	REVIEW OF CONCLUSIONS AND RECOMMENDATIONS ABOUT SUBJECTS COVERED ON THE PRECEDING DAY Camilo Salomon
9:10 - 10:30	INVENTORY MANAGEMENT: MAXIMUM AND MINIMUM SYSTEMS Camilo Salomon
10:30 - 10:45	BREAK

10:45 - 12:00	EXERCISES ON MAXIMUM AND MINIMUM; WORK GROUPS; PRESENTATION OF RESULTS Participants
12:00 - 14:00	LUNCH

MODULE IV: ESTIMATING CONTRACEPTIVE NEEDS

14:00 - 15:15	4 BASIC FOCUS TO ESTIMATING CONTRACEPTIVE NEEDS Nora Quesada
15:15 - 15:45	BREAK
15:45 - 16:30	EXERCISES ON ESTIMATING CONTRACEPTIVE NEEDS; WORK GROUPS Participants
16:30 - 17:15	PRESENTATION OF RESULTS EXERCISES
17:15 - 17:45	CONCLUSIONS AND RECOMMENDATIONS ON SUBJECTS COVERED DURING THE DAY Nora Quesada, Camilo Salomon, Participants

<u>FRIDAY, OCTOBER 30:</u>

8:00 - 9:00	BREAKFAST
9:00 - 910	REVIEW OF CONCLUSIONS AND RECOMMENDATIONS OF SUBJECTS COVERED ON THE PRECEDING DAY Nora Quesada, Camilo Salomon
9:10 - 10:10	CONTRACEPTIVE PROCUREMENT TABLES: CPTs Diego Berrio, CDC

MODULE V: EVALUATION OF FAMILY PLANNING PROGRAMS

10:10 - 10:45	EVALUATION, INDICATORS AND PARAMETERS IN A FAMILY PLANNING PROGRAM. ESTIMATING USERS CONCEPT vs. COUPLE YEAR PROTECTION Jose Barragan, Fundación San Gabriel
10:45 - 11:00	BREAK
11:00 - 12:00	CONTINUATION: EVALUATION
12:00 - 14:00	FAREWELL LUNCH
14:00 - 15:00	WORK GROUPS: DISCUSSION AND ANALYSIS OF PARAMETERS USED BY THE MOH. PROPOSALS FOR CHANGES Participants
15:00 - 16:00	GENERAL CONCLUSIONS: FINAL ELABORATION OF THE WORK PLAN Group speakers, Nora Quesada

16:00 - 16:15	BREAK
16:15 - 17:00	CONCLUSIONS: FINAL EVALUATION, CLOSING CEREMONY AND PRESENTATION OF CERTIFICATES
17:00	RETURN TO CITIES OF ORIGIN

D. EVALUATION QUESTIONNAIRE AND RESULTS

PARTICIPANT EVALUATIONS

Second Workshop on Contraceptive Logistics
October 27-30, 1992
Cochabamba, Bolivia

COMPILATION OF DATA

1) What does the term "contraceptive logistics" mean to you?

1-1 It lies within the realm of medical administration.

2-1 It is a branch of administration which permits the management of contraceptives (ordering, utilization, control, and supervision) and the application of a good information system.

3-1 Selection, procurement, storage, distribution and use of supplies

4-1 Contraceptive logistics includes the basic elements of selection, procurement, distribution, use and performance of contraceptives in accord with a systematic program by levels.

5-1 The appropriate request of necessary quantities [of contraceptives], according to defined programs which facilitate the adequate distribution of supplies to health departments, districts, and organizations in optimal quantitative and qualitative conditions.

6-1 The administration of a supply system ("para SR").

7-1 Procuring adequate supplies at a low cost in an appropriate location.

8-1 Procuring adequate supplies at a low cost in an appropriate location.

9-1 It is a system through which one procures the correct quantities and determines the needs, choice, distribution and use of contraceptives, and through which pertinent information is gathered enabling one to make a series of appropriate decisions.

10-1 It is the appropriate, responsible, and guaranteed administration/management of supplies.

11-1 It refers to the process of the procurement, estimation, storage, distribution, and use of contraceptive supplies.

12-1 It is the adequate and timely procurement of contraceptive supplies at an appropriate cost.

13-1 The procurement of correct quantities of family planning supplies at an opportune time in an appropriate location and at the lowest possible cost.

14-1 It is the management of adequate quantities in an appropriate location and at a low cost.

15-1 The procurement of adequate quantities of family planning supplies, in the appropriate location and at the lowest possible cost.

16-1 I understand it is a system related to activities that select, obtain, distribute and use family planning supplies.

17-1 The management of supplies to assure they arrive to the desired place on time and at low cost.

18-1 It is a system to procure adequate supplies, management and use of supplies.

19-1 Not legible to read.

20-1 It is a part of the Administration that plans the development of a program in the best conditions.

21-1 It i. a branch of the Administration which has the objective of planning adequate the program management.

22-1 Obtain correct quantities of contraceptives in a short time at low price in the appropriate place.

2a) Which of the themes discussed were the most interesting, and why?

1-2a Quality control and the entire section concerning contraceptive needs estimation.

2-2a The information system, since it is one of the most important elements to the functioning of the program.

3-2a Evaluation of programs because it was focused on the actual ability within our jobs.

4-2a All were interesting. They gave us the opportunity to increase our management knowledge and improve the logistics and distribution supplies management.

5-2a Needs estimation, in order to make timely requests (it facilitates meeting requirements.)

6-2a Inventories (maximums - minimums)

7-2a Description of the logistics system; information management system; CPTs

8-2a Information management system; CPTs; logistics system.

9-2a All had interesting content, but I think they could have emphasized more after obtaining the results of jobs interpretation.

10-2a Logistics Management

11-2a Contraceptive needs estimation; CPTs; I had special interest on the evaluation topic but the development of this topic did not give any indicators as we would desire.

12-2a Information system

13-2a Needs estimation, because it allows to program correct technical needs.

14-2a Learning to manage contraceptive needs.

15-2a Contraceptive needs estimation because it permits to program technical needs correctly. Evaluation, because permits to assess the program's impact.

16-2a To establish maximum and minimum, the method used to program supplies because these are tools that help to obtain a methodic work.

17-2a Module III - Administration of Inventories and Monitoring quality of contraceptive supplies.

18-2a System to get an adequate order; management and use of supplies.

19-2a Monitor the supplies quality; CPT's; methods for estimation needs because it permits adequate objectively to the actual needs.

20-2a All of them because have the same goal.

21-2a Contraceptive logistics system administration because it permits to manage with order. Evaluation of programs, because it permits to solve problems according to the needs in the estimated time.

2b) Which were the least interesting, and why?

1-2b Everything was interesting.

2-2b None, in that all were of equal interest to me.

4-2b Least interesting: The theme which least interested me was that concerning to the design of the logistics form since it dealt with a module that actually we use in the URES.

5-2b & 12-2b All of the themes were interesting.

13-2b & 15-2b Everything was interesting and increased my knowledge.

14-2b All of the themes are important and applicable.

15-2b All of them were interested and increase my knowledge.

18-2b ENDSA data, bad presentation and were incomplete.

19-2b Exercises about information system because it was applied to the work that has been done at the Health Centers.

3a) Themes that you consider should have been included:

5-3a organization

10-3a contraceptive needs estimation

11-3a split national forms of CEAS and propose an improvement

13-3a adequate storage (if it was indeed included in the text, it was not explained)

15-3a adequate storage even it is included in the text it was not explained.

16-3a methods of supervising the national use of medicines.

19-3a MIS information system

21-3a Flow of information

3b) Themes that you consider should have been discussed in further detail:

14

1-3b CPT management and knowledge

2-3b estimation and projection

4-3b practical exercises

5-3b family planning

6-3b four methods of needs estimation

9-3b analysis of the exercises performed.

11-3b needs estimation--the four methods of needs estimation should be discussed in more detail

12-3b evaluation

13-3b more practice on the exercises

14-3b management of CPTs

15-3b more time/practice to spend on the exercises

17-3b use of forms

18-3b evaluation; data analysis

19-3b CPTs

20-3b administration of inventory; monitoring supplies quality

21-3b contraceptive logistics system administration; evaluation of programs

22-3b exercise orientation, but time factor did not permit it

4) The order in which the themes were presented was:

a.	Good	05
b.	Adequate	14
c.	Inadequate	03

5) Considering the time available during the workshop:

a.	An appropriate number of themes were covered	10
b.	Too few themes were covered	02
c.	Too many themes were covered	10

6) In general, the exercises seemed to be:

a.	Excellent	05
b.	Good	15
c.	Fair	02

Excellent: 8-6 Evaluation, family planning programs, manual

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Good:	1-6	Maximums and Minimums
	9-6	Logistical information, maximums-minimums systems; progression of needs; CPTs
	10-6 & 11-6	Contraceptive needs estimation
	11-6 & 12-6	There was not enough time
	13-6 & 14-6	Contraceptive Procurement Tables
Fair:	6-6	The Services Form was disorganized
	15-6	All (bad coordination)

7) How would you evaluate the materials that you received during the workshop?

a. Excellent 12
b. Good 10
c. Fair 0

Excellent:	2-7	slides and handouts
	9-7	all of the materials, since it will be possible to consult them whenever and as necessary
	12-7	models concerning logistical systems; evaluation of the logistical system
Good:	1-7 & 11-7	Manual
	3-7	Contents
	10-7	All
	14-7	Contraceptive needs and estimation
Fair:	6-7	The necessity of using condoms for protection against AIDS *The rest of the exercises were good or excellent.

8) How would you rate the logistical component (organization, planning, and punctuality) of this workshop?

a. Excellent 04
b. Good 14
c. Deficient 04

9) What is your evaluation of the workshop?

07 a. Excellent--well-prepared and complete presentations
14 b. Good--organization, content, and participant support could have been better
01 c. Poor--too much improvising and lack of in-depth discussion of themes

10) How would you rate the following:

	a. Good	b. Acceptable	c. Poor
10a Lodging	20	0	0
10b Meals	13	07	0
10c Conference Facility	05	05	10

Note: two evaluations did not provide responses to question #10.

11) Additional comments:

1-11 I would like to thank all of you for teaching us additional material. Thank you.

2-11 The workshop appeared to be very well organized, and met the stated objectives. Nevertheless, and although this does not reflect on the evaluation of the training team, the participants undermined the success of the workshop by their tardiness and lack of respect toward those who were speaking.

6-11 The presentation on Monday concerning information systems was held at 4:30 when everyone was exhausted and asleep. The two presenters (Salomon and Berrio) seem beginner and without much experience, some of the exercises seemed very disorganized. Salomon in particular did not know how to explain concepts.

7-11 The panelists should be informed of the data first and also be more informed about the local work system where the workshop is going to be held before start working in order to get a good end, with more objective conclusions.

9-11 My congratulations to the organizers and commentators. I do not have additional comments with regard to the content of the workshop, since it was good. Something that may perhaps be improved, however, is the level of discussion and atmosphere in the working groups.

15-11 It would be helpful to allow for two-three additional days in order to clarify the concepts, I believe we are now more confusing in some themes. It was noticed that within the training group existed some discrepancies including the methodology to teach/criteria.

17-11 Time was too short to cover such important themes.

18-11 Lack of preliminary information about the workshop. Wrong participants selection (heterogeneous). Coordination and inconsistency problems in the training group. Excellent personal disposition of the training group. We value their personal effort very much. The central level (participants) is completely different from the reality.

19-11 It was not an adequate relationship between the agenda and the work plan requested. Lack of integration of the coordinating team. The traditional methodology did not permit dynamic participation of the group. Sometimes the trainers underestimated the ability of the Bolivians, comments showed lack of respect to the country. An excessive time was given to the theoretic presentations and the important theme for the participants was not emphasized. I consider that any workshop should be prepared based on the country's needs, specially if this is a contribution. It would be more positive, if the presentations of CDC had more time. The country needs consultant assistance until a system is consolidated.

20-11 Have more time to develop different themes.

22-11 Thank deeply the valued cooperation of all members of the coordination group, without any exception, professionals with high spirit of collaboration. Suggest if possible, that these workshops should be organized at all levels.

SECOND WORKSHOP ON THE LOGISTICS OF CONTRACEPTIVE SUPPLIES
OCTOBER 27-30, 1992
COCHABAMBA

FINAL RESULTS OF THE EVALUATION OF THE WORKSHOP

Tabulation based on 22 questionnaires:

1. WHAT IS YOUR UNDERSTANDING OF CONTRACEPTIVE LOGISTICS?

In general, all participants agreed that logistics is understood to be a cycle or series of components (selection, procurement, distribution, storage and use) that must function in a coordinated and interrelated fashion to ensure the proper management of commodities as well as to ensure that those commodities will reach the right place, at the right time, where they are needed and at the least possible cost.

2. OF ALL THE SUBJECTS COVERED, WHICH WAS OF MOST INTEREST TO YOU?

- Estimating needs	7
- Evaluation	6
- Management of a logistics system	5
- Information systems	5
- All subjects	4
- Maximum and minimum levels	3
- Contraceptive procurement tables	3
- Quality control	3
- Forms	1

WHICH SUBJECT WAS OF LEAST INTEREST TO YOU?

- ENDSA Data: Poorly presented and incomplete	1
- Evaluation	1
- Exercises in information systems	2
- Management of a logistics system	1

3. SUBJECTS WHICH YOU FEEL SHOULD HAVE BEEN:

INCLUDED	COVERED IN GREATER DEPTH	
- Information system currently in use in the country	- Inventory management	2
- Information flow chart	- Contraceptive procurement tables	1
- Methods for supervising the use of drugs	- Monitoring the quality of supplies	2
- Storage	- Forms management	3
- Decision by the CEASS on national level forms and proposal for improvement	- Exercises: all	4
	- Evaluation: data analysis	1
	- Evaluation	2
- Forms currently used by the MOH	- Estimating needs	4
- Organization	- Planning	1

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4. SEQUENCE IN WHICH THE SUBJECTS WERE PRESENTED:

Very adequate	5
Adequate	13
Inadequate	4

5. CONSIDERING THE AVAILABLE TIME, IN THIS WORKSHOP:

An adequate number of subjects were covered	10
Not enough subjects were covered	2
An attempt was made to cover too much	10

6. IN GENERAL, EXERCISES APPEARED TO YOU TO BE:

Very good	7
Good	13
Fair	2

7. HOW WOULD YOU EVALUATE THE MATERIALS RECEIVED DURING THE WORKSHOP?

Very good:	ALL	13
Good:	ALL	8
Fair:	Needs for condoms for AIDS prevention programs	-

8. WHAT IS YOUR OPINION AS TO THE FUNCTIONING OF THE LOGISTICAL COMPONENT OF THIS WORKSHOP (ORGANIZATION, PLANNING AND PUNCTUALITY)?

Excellent	5
Good	13
Poor	4

9. HOW WOULD YOU EVALUATE THIS WORKSHOP?

EXCELLENT: Presentations well prepared, complete, understandable. Good organization	7
GOOD, but could be improved in the area of organization and support for participants	14
POOR: there was a lot of improvisation and the subjects should have been covered in greater depth	1

10. WHAT IS YOUR OPINION OF THE ORGANIZATION OF THE WORKSHOP AS REGARDS:

	Good	Fair	Poor
- Lodging	22		
- Meals	15	7	
- Classroom	7	5	10

11. ANY OTHER REMARKS THAT YOU WOULD LIKE TO MAKE WITH REGARD TO THE WORKSHOP:

POSITIVE:

- Thanks to all of you for having teaching us something new.
- Excellent. [You showed] considerable interest in providing us your experiences.
- I am grateful for the invaluable cooperation of the members of the coordinating team, with their profound spirit of collaboration. I suggest this type of workshop for all levels.
- Excellent level of individual willingness by all members of the training team. We greatly appreciate your personal efforts.
- Workshop well organized. Accomplished established objectives.

NEGATIVE:

- Lack of preliminary information regarding the workshop.
- Poor selection of participants (heterogeneous group).
- Problems involving coordination and cohesiveness among the training team.
- The central level (of the participants) is completely "out of touch" with reality.
- Inadequate relationship between the workshop agenda and the work plan requested.
- Traditional methodology (instructor-imposed criteria) impeded the active participation of the group.
- At one point the capability of Bolivians was underestimated; comments [were made] that showed a lack of respect for the country.
- Excessive time spent on theoretical presentations and no effort was made to prioritize the subject matter in accordance with the interests of the participants.
- The time allotted was too short to cover such interesting topics.
- Considerable differences of opinion were observed among the members of the training team, even with respect to methodology and criteria.
- A certain degree of uneasiness was observed among the participants as a result of the attitude taken by the coordinator of the course, who showed a certain smugness and lack of respect for Bolivians.
- It is advisable for the team of instructors for [a] course to be strong, compact and cohesive. Unfortunately, certain discrepancies were noted which affected implementation of the course.
- The presentation on Information Systems made on Tuesday was initiated too late (16:30), when we were all tired.
- Berrío and Salomón appeared to be novices without much experience.
- Several of the exercises were very disorganized.
- The participants detracted from the proper flow of the workshop as a result of their lack of punctuality and failure to respect the person speaking.

SUGGESTIONS:

- Make available more time to cover the various subjects.
- Increase the time allotted for breaks.
- Design future workshops based on the country's needs.

- It would have been better if more time had been allotted for the CDC presentations: it was evident that [the speaker] had significant experience in the subject matter.
- It will be necessary for the country to receive advisory assistance until such time as the system has been consolidated. It would be quite beneficial to consider the possibility of [requesting] support from the CDC.
- Establish working groups prior to the workshop: much time was lost in performing this task.
- Group together in the various rooms people of similar [temperaments, tendencies, tastes]: I didn't like the person assigned to me.
- Expand the next workshop by one additional day.
- The potential input of the CDC in Atlanta appeared to me to be a good idea: it would be advisable to keep in mind the possibility of CDC collaboration in future efforts involving the subject matter covered.
- Improve coordination with regard to upper levels.
- Improve the classrooms designated for group work.
- Panelists should be better informed with regard to local data and systems, so that it will be possible to obtain better results and more objective conclusions.

E. ACTION PLAN PROPOSED BY PARTICIPANTS

ANNEX E
ACTION PLAN

The action plan proposed by the participants is based on the following outline:

1. Identification of problems
2. Identification of the causes of those problems
3. Viable solutions for overcoming those problems

Although in most cases this plan neither includes a specific time frame nor identifies the individuals responsible for implementation, it was agreed, following discussion, that the first step would be to suggest that the central level prepare an Action Plan based on the needs manifested by the group during the workshop and that that Plan should be implemented at the national level as soon as possible.

ACTION PLAN: HEALTH UNITS IN COCHABAMBA, ORURO AND POTOSI

1. **SELECTION PROCESS**

- The regional units currently receive commodities by allocation, which does not conform to local programming or, more importantly, to program demand. The program takes as its parameters the number of women of reproductive age, number of services centers that provide this type of care, coverage rates, etc.

- Because supply is made by allocation, there is no compliance with the selection criterion by the Regional Units, much less by the Districts.

- Lack of knowledge of selection criteria applied by the central level for procurement of these commodities.

PROPOSAL

- Supply of commodities should be based on regional selection, with reference to community demand and in accordance with local programming, taking into account several necessary parameters:

  - Multidisciplinary Selection Committee

  - Quality control

  - Sufficient supply of commodities

  - Cost of commodities

2. **PROCUREMENT PROCESS**

- Through the Ministry of Health (MOH)

- At the community level

Procurement of commodities is carried out by levels on the basis of :

- Allocation
- Donation
- Purchase based on demand projections

There is no real and effective coordination between the commodities requested by the regional units from the central level, either in terms of quality, quantity or regularity of shipments, since programming in the regional units is done annually.

PROPOSAL

Greater control over shipments from the central level, which should be made with appropriate regularity, respect for regional programming, and appropriate quality control in all components.

3. **STORAGE**

- Storage conditions are not optimal
- There are no norms covering maintenance for storerooms and warehouses
- Space is not distributed by product or by the particular characteristics of each commodity
- No monitoring is performed to detect flaws in the commodities
- Minimum levels of inventory are not maintained

PROPOSALS

- Improve the condition of storage infrastructure
- Create or institute norms for storeroom maintenance. Create specific storage areas by commodity
- Apply quality control standards
- Maintain adequate levels of inventory
- Provide appropriate training for personnel
- Institute cross-referenced control of shipments and stock on hand

4. **USE**

Control books are based on daily record levels and lists (daily deliveries). Supplies are requested based on demand.

PROPOSAL

Supplies should be based on:

Demographic data
Consumption history
Supply capacity
Service statistics

Correctly determine maximum and minimum levels of commodities, for [preparation of] the corresponding requisition.

5. **DISTRIBUTION**

Cover local demand in accordance with programming and adhere to the previously listed steps, including stipulated regularity of shipments.

ACTION PLAN: **HEALTH UNITS FROM TUPIZA, SUCRE AND TARIJA**

PROBLEMS	CAUSES	SOLUTIONS	RESPONSIBLE	TIMEFRAME
Procurement: By allocation Large percentage of shipments of drugs close to, or already beyond, their expiration date	Local level programming is omitted CEASS?	Adhere to regional programming The central level should ensure the prompt and appropriate delivery of products	Regional heads of UREs Central level	Nov. 92
Storage: Inadequate storerooms	Lack of budget	Assignment of budget	F.I.S. Health Units	June 93
Distribution: Irregularity in shipments from the central level to the UREs Limited geographic accessibility from region to some districts Insufficient financial support for distribution	CEASS? Poor means of transportation Lack of budget	Timely delivery in accordance with programming Quarterly delivery Assignment of budget to UREs	CEASS, UREs UREs CEASS	Quarterly

Use and Consumption: Improper use of commodities	Lack of information	Allotment of resources for mass media promotion	UREs Regional Team	Continuous
Information System: Lack of analysis of information Limited [ability to] process forms at the various levels	The UREs have only recently begun operating Limited coordination between UREs and regional team	Coordinate activities by means of monthly monitoring meetings and provide feedback to all levels	UREs, Regional Team	Monthly

ACTION PLAN: THIS ACTION PLAN DID NOT SPECIFY WHO PREPARED IT

PROBLEM	CAUSE	SOLUTION	RESPONSIBLE
Selection No options available	Lack of participation by operating level	Greater participation	Central level
Estimating Needs No real estimation	Lack of knowledge of needs of operating levels	Coordination in programming	Central level and operating level
Procurement Not possible to make adjustments	Rigid annual allocations	Coordination Punctuality	Central and operating levels
Storage Poor quality infrastructure Oversupply	Lack of norms Failure to use maximum and minimum levels	Design national level norms Monitoring, application of logistics	CEASS/UREs MOH All levels
Distribution What they want, when they want it, how they want it	Poor programming By allocation	Baseline Bottom-up programming	Central level
Use Lack of historical records	Lack of standard instruments (forms)	Apply recording and information system	All levels

FEEDBACK:

- THERE IS NO INFORMATION
- THERE IS NO MOTIVATION

Cause: Lack of feedback.

Solution: Implement feedback.
Responsible: Central level and all levels.

F. FORMS PROPOSED FOR THE LOGISTICS SYSTEM

MINISTERIO DE PREVISION SOCIAL Y SALUD PUBLICA
CENTRAL DE ABASTECIMIENTO DE SUMINISTROS
"C E A S S"

Nº 000298

FECHA .....

ALMACEN .....

NOTA DE VENTA

CONTADO	CREDITO

NOTA VENTA	COD. CLIENTE	VENDEDOR

SEÑORES: .....

CODIGO	DESCRIPCION	CANTIDAD	PRECIO UNITARIO	SUB TOTAL

SON: .....

.....

TOTAL	
DESCUENTOS	
TOTAL A PAGAR	

NOTA: NO SE ADMITEN RECLAMOS DESPUES DE ENTREGADA LA MERCADERIA.

CENTRAL DE ABASTECIMIENTOS Y SUMINISTROS
CEASS

Fol. CS Nº 5

KARDEX--VALORADO

ARTICULO _____ Nº _____

UNIDAD _____

AÑO _____ STOCK MINIMO: _____

FECHA			Nº de Documento o Factura	DETALLE	ENTRADAS		SALIDAS			INVENTARIO	
DIA	MES	AÑO			CANT.	COSTO UNITARIO	CANTIDAD	COSTO UNITARIO	IMPORTE	CANTIDAD	COSTO TOTAL

OBSERVACIONES: _____

ARTICULO: _____

MINISTERIO DE PREVISION SOCIAL Y SALUD PUBLICA
CENTRAL DE ABASTECIMIENTO DE SUMINISTROS
"C E A S S"

Nº 001151

FECHA .....

ALMACEN .....

NOTA DE REMISION

AUTORIZADO POR : .....

DESTINOS/PROGRAMAS : .....

U R E S : .....

SON : .....

REMITIDO A : .....

.....

ITEM	CODIGO	D E S C R I P C I O N	UNIDAD MEDIDA	CANTIDAD	NUMERO DE LOTE	PRECIO UNITARIO	PRECIO TOTAL

NOMBRE TRANSP.	VIA	GUIA Nº	BULTOS	PESO KG.
	AEREA			
	CAMION			
	FECC.			

ENTREGUE CONFORME:

ALMACENES

RECIBIDO EN DESTINO

NOTA INGRESO .....

FECHA .....

NOMBRE .....

FIRMA/SELLO .....

Vo. Bo. RESPONSABLE SISTEMA

MINISTERIO DE PREVISION SOCIAL Y SALUD PUBLICA
CENTRAL DE ABASTECIMIENTO DE SUMINISTROS
"C E A S S"

Nº .....

FECHA .....

FORMULARIO PEDIDO/EVALUACION Y CONTROL DE EXISTENCIAS

URES : .....

ITEM	CODIGO	D E S C R I P C I O N	ULTIMA RECEPCION	EXISTENCIA ACTUAL	CANTIDAD SOLICITADA

....
RESPONSABLE SISTEMA ADMINISTRADOR

OBSERVACIONES/ NOTAS: .....

.....

.....

.....

MINISTERIO DE PREVISION SOCIAL Y SALUD PUBLICA
CENTRAL DE ABASTECIMIENTO DE SUMINISTROS
"C E A S S"

Nº 00431

FECHA.....

LUGAR.....

INFORME DE RECAUDACIONES

INSTITUCION: ..... RESPONSABLE: .....

D E S C R I P C I O N	Nº DE RECIBO De: A:	IMPORTE Bs		OBSERVACIONES
		TOTAL		

EFECTIVO Bs. _____

CHEQUES Bs. _____

TOTAL Bs. _____

HECHO POR	CONTABILIDAD	URES/DISTRITO	GCIA, ADMINIST. FINAN.

MINISTERIO DE PREVISION SOCIAL Y SALUD PUBLICA

UNIDAD SANITARIA .....

DISTRITO .....

CENTRO / PUESTO DE SALUD .....

Nº .....

FECHA .....

RECETARIO / RECIBO

NOMBRE DEL PACIENTE: ..... EDAD .....

DOMICILIO ..... PATOLOGIA TRATADA .....

RP

NOMBRE DEL MEDICAMENTO	INDICACIONES	CANTIDAD		VALOR UNITARIO	VALOR TOTAL
		PRESCRITA	EXPENDIDA		

SELLO Y NOMBRE DEL MEDICO

MINISTERIO DE PREVISION SOCIAL Y SALUD PUBLICA
CENTRAL DE ABASTECIMIENTO DE SUMINISTROS
"C E A S S"

Nº .....
FECHA .....
ALMACEN .....

FORMULARIO DE REGISTRO DE EXISTENCIA

CODIGO Nº : .....
NOMBRE DEL PRODUCTO : .....
TIPO DE ENVASE : .....
PRESENTACION FARMACEUTICA : .....
UBICACION : .....
EXISTENCIA MINIMA : .....
PERIODO (S) REVISION : .....

FECHA	ENTRADAS	SALIDAS	MERMAS	SALDO	NUMERO Y CLAVE DOC.	EXPENDIDO A: RECIBIDO DE:	FECHA EXPIRACION

UNIDAD SANITARIA DE COCHABAMBA
UNIDAD REGIONAL DE SUMINISTROS
URES

Nº : ________

NOTA DE MERMA

FECHA: ______________

CODIGO	DESCRIPCION	CAUSA	CANTIDAD	PRECIO UNITARIO	TOTAL
	T O T A L				

SON : ______________________________

OBSERVACIONES: ______________________________

HECHO POR
JEFE DE ALMACENES

VºBº JEFE URES

VºBº ADM.URES

MPSSP BOLIVIA
DINAP

FORMULARIO CONSOLIDADO MENSUAL/TRIMESTRAL: INSUMOS

Región Provincia Distrito
Nombre Establecimiento Existencia Máxima
Informe (mes, trimestre) del al Existencia Mínima
Fecha Entregado Fecha Recibido

PRODUC-TO	SALDO INICIAL	RECIBI-DO	ENTRE-GADO	AJUSTE	SALDO FINAL	CANTID. REQUER.
PF ORAL						
MICROG.						
OTROS						
DIUs						
OTROS						
CONDON						
CA CER-VIX						
LAMINA VIDRIO						
GUANTES						
SPRAY						
IRA						
ASA						

Explicación del Ajuste:

Observaciones:

DRAFT