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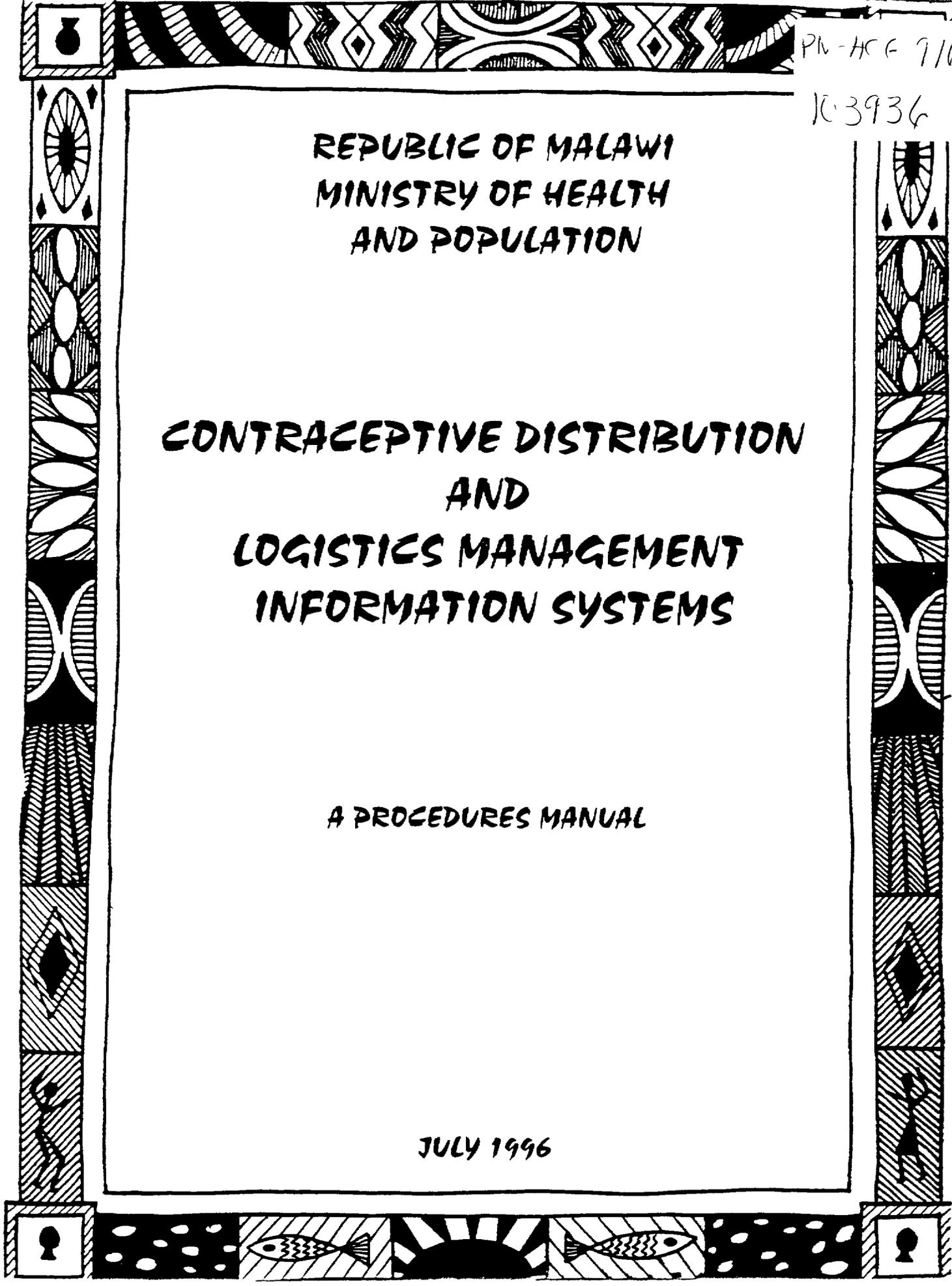
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REPUBLIC OF MALAWI  
MINISTRY OF HEALTH  
AND POPULATION

CONTRACEPTIVE DISTRIBUTION  
AND  
LOGISTICS MANAGEMENT  
INFORMATION SYSTEMS

A PROCEDURES MANUAL

JULY 1996



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“Dear Colleague”

The Contraceptive Distribution and Logistics Management Information System, the CDLMIS presented in this manual is the product of the efforts of many organizations working together as the Contraceptives Logistics Committee. Representatives from Family Health Unit, Community Health Sciences Unit, Central Medical Stores, AIDS Secretariat, Banja La Mtsogolo and National Family Welfare Council of Malawi comprise the Committee which has developed a system that integrates the existing medical supply system with a contraceptive logistics system which will ensure that all Malawians can obtain quality contraceptives when and where they need them. The Ministry of Health and Population fully endorses the CDLMIS and encourages all who work in and support the family planning programme use the CDLMIS to manage the system to the best of their abilities.

This very important manual fully describes the CDLMIS, the procedures and record keeping system to manage contraceptive supplies. By using the CDLMIS we can ensure that quality contraceptives will be available at all times to family planning users everywhere in the country. If each of us does our part in the management of contraceptive supplies our family planning and AIDS control activities will be successful.



W. O. Sangala  
Chief of Health Services

MINISTRY OF HEALTH & POPULATION

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*Illustrated by Chumwemwe J Chiwanda*

## **Introduction**

### ***WHO IS THIS MANUAL WRITTEN FOR?***

This manual was written for you and other personnel who manage contraceptive supplies. It is your job and the job of others in the family planning programme, to order, issue, distribute and store contraceptive supplies. You may be a family planning service provider, a family planning programme coordinator, a pharmacist, a pharmacist assistant, or a medical assistant. You may supervise family planning personnel, community-based distribution (CBD) agents, or CBD programme supervisors.

### ***WHY WAS THIS MANUAL WRITTEN FOR YOU?***

This manual was written to provide standardized procedures and guidelines for the management of contraceptive supplies. The manual will assist you to do some or all of the following activities, depending on your job:

- Determine supply needs
- Order, receive, and store supplies properly
- Distribute and maintain adequate supplies
- Record and report accurate information about supplies and their use
- Monitor logistics activities and supervise the personnel who carry them out

If all family planning personnel use these procedures to manage their contraceptive supplies, then quality contraceptives will be available at all times to family planning users everywhere in the country.

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## ***HOW SHOULD YOU USE THIS MANUAL?***

Use this manual to assist you in managing contraceptive supplies. Take the time to look over the whole manual and become familiar with its contents. Then refer to it as you carry out your responsibilities in managing contraceptives.

Each chapter of the manual describes a specific logistics management activity, including

- p The purpose of the logistics management activity,
- p When the activity should be carried out,
- p Instructions on how to complete the activity, and
- p Examples illustrating the activity

You will find a list of acronyms (abbreviations) and a glossary of logistics terms at the end of the manual. There are also annexes which include copies of all recording and reporting forms you should have to carry out your logistics responsibilities.

The following summary provides information on the contents of each chapter.

### **I An Overview of the Malawi Contraceptive Distribution and Logistics Management Information System**

This chapter describes the purpose and structure of the contraceptive distribution and information system.

### **II Logistics Management Responsibilities**

This chapter describes and lists the logistics job responsibilities for each designation of family planning and medical supply staff who manage contraceptives. Be sure to find your list of job responsibilities and refer to it on a regular basis.

### **III Storing Contraceptives**

This chapter provides guidelines for receiving and storing contraceptives and maintaining contraceptive quality.

### **IV Conducting A Physical Inventory**

This chapter describes how and when you should conduct physical inventories of your contraceptive stocks.

**V Recording and Reporting**

This chapter describes how to record and report logistics information using the standard CDLMIS forms

**VI Reviewing Stock Status**

This chapter describes how to calculate the how many months of stock you have in your facility. It helps you determine if your facility is overstocked, understocked, or properly stocked, and what actions to take, if necessary

**VII Calculating How Much to Order or Issue**

This chapter describes how to calculate the quantity of contraceptives to order or issue

**VIII Logistics Monitoring and Supervision**

This chapter provides guidelines for logistics monitoring and supervision, and steps for conducting a logistics supervisory visit

## **AN OVERVIEW OF THE MALAWI CDLMIS**

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### ***WHAT IS THE MALAWI CONTRACEPTIVE DISTRIBUTION AND LOGISTICS MANAGEMENT INFORMATION SYSTEM?***

The Malawi Contraceptive Distribution and Logistics Management Information System (CDLMIS) is a system of inventory management and recording and reporting that is integrated with the medical supply system. This system ensures that all Malawians are able to receive the contraceptives they want when they visit a family planning service delivery point or are visited by a community-based distribution (CBD) agent. Working in conjunction with the medical supply system, the purpose of the CDLMIS can be described as the Six Rights

#### **THE SIX RIGHTS**

The purpose of the CDLMIS is to ensure the supply of

the **RIGHT GOODS**

in the **RIGHT QUANTITIES**

in the **RIGHT CONDITION**

to the **RIGHT PLACE**

at the **RIGHT TIME**

at the **RIGHT COST**

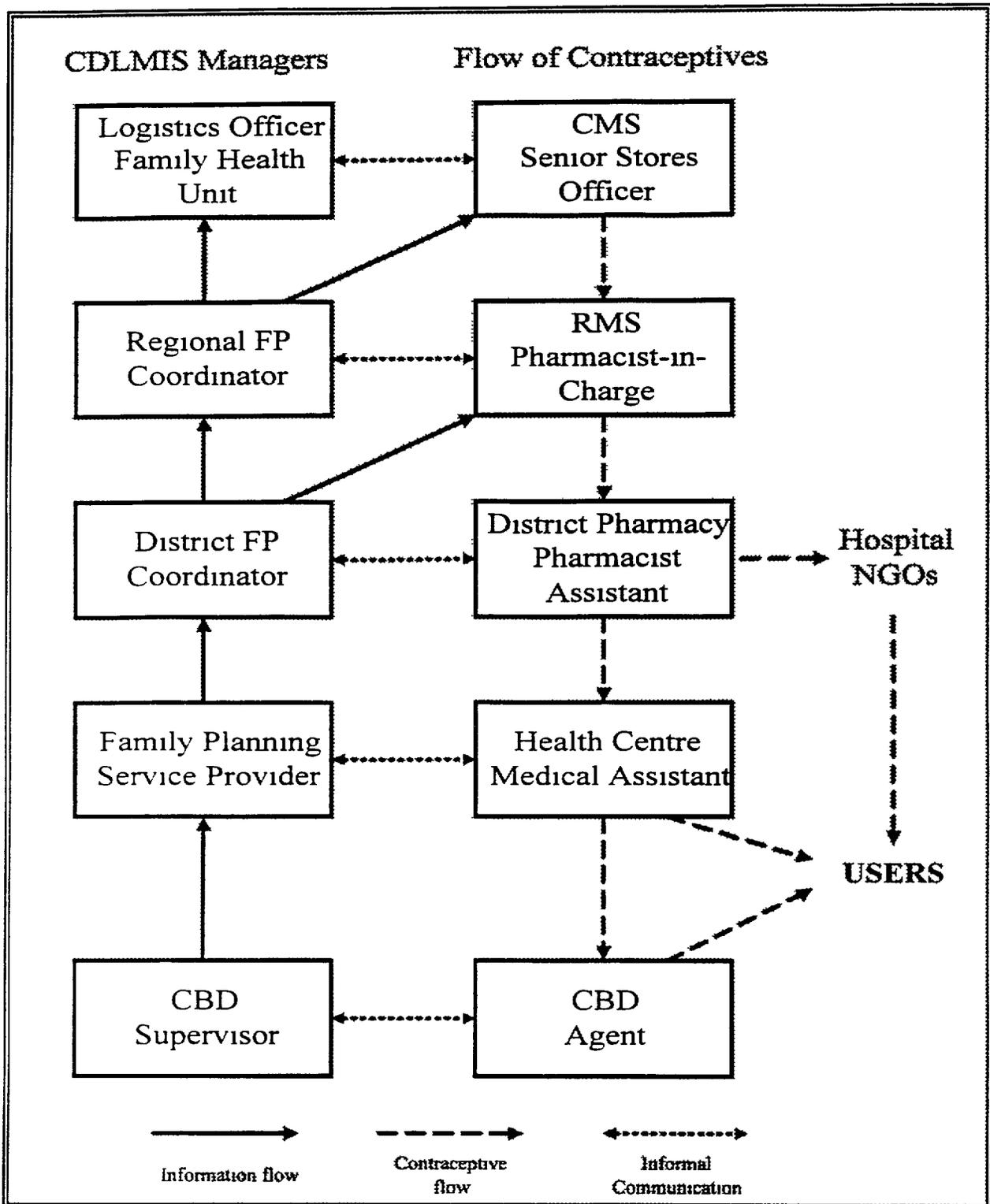
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***HOW DO CONTRACEPTIVES GET TO THE USERS?***

The diagram below illustrates the movement of contraceptives and the facilities and people involved in the movement of contraceptives from the Central Medical Stores to the users. Contraceptives are moved from the Central Medical Stores to the Regional Medical Stores, and then to the district pharmacies through the medical supply system. From the district, contraceptives may be issued to health centres, district hospitals, or non-governmental family planning programmes, which then directly serve family planning clients. Contraceptives are obtained from the health centres by CBD supervisors and given to CBD agents during their monthly meetings or supervisory visits for distribution to users. While the District AIDS Coordinators do not actually obtain or hold condoms for AIDS control, they coordinate with the health centre staff to ensure that there are sufficient condoms available for AIDS control campaigns.

***HOW DOES INFORMATION GET TO THE LOGISTICS MANAGERS?***

The family planning coordinators work with pharmacists and CBD supervisors work with health centre staff to coordinate the management and distribution of contraceptives. As contraceptives move through the medical supply system, information moves up the CDLMIS and is used by coordinators and supervisors to make supply decisions and to work with the pharmacists to order and issue contraceptives at the appropriate time in the appropriate quantities.



### WHAT HAPPENS IN THE CDLMIS?

The following table briefly outlines the personnel who manage the CDLMIS, the CDLMIS activities, and when these activities should take place at each level of the contraceptive logistics system

Who	Actions	When
CBD Agent	* Distributes contraceptives to clients and completes the <i>CBD Agent Client and Contraceptive Tally Sheet (Form LMIS-01)</i>	During the Month
	* Works with the CBD supervisor to complete the <i>CBD Agent Monthly Contraceptive Report (Form LMIS-02)</i>	Monthly
CBD Supervisor	<ul style="list-style-type: none"> <li>* Obtains contraceptives from the health centre medical assistant for distribution to CBD Agents</li> <li>* Meets with each CBD agent, calculates contraceptives needed by the CBD agent, and issues contraceptives</li> <li>* Maintains the <i>CBD Supervisor Monthly Contraceptive Worksheet (Form LMIS-03)</i></li> <li>* Completes the <i>CBD Supervisor Monthly Contraceptive Summary (Form LMIS-04)</i> and sends a copy to the health centre</li> </ul>	Monthly
Family Planning Service Provider	* Distributes contraceptives to clients and completes the <i>Family Planning Clinic Daily Tally Sheet (Form LMIS-05)</i>	During the Month
	* Completes the <i>Family Planning Clinic Monthly Contraceptive Report (Form LMIS-06)</i> and sends it to the District Family Planning Coordinator	Monthly
Medical Assistant	* Manages movement of contraceptives and records information about contraceptive transactions on the <i>Stock Card (Form LMIS-SC)</i>	During the Month
	* Assists the Family Planning Service Provider in completing the <i>Family Planning Clinic Monthly Contraceptive Report (Form LMIS-06)</i>	Monthly

Who	Actions	When
District FP Coordinator	<ul style="list-style-type: none"> <li>* Calculates district contraceptive needs</li> <li>* Works with the District Pharmacy Assistant to order contraceptives from the Regional Medical Stores</li> <li>* Completes the <i>District Quarterly Contraceptive Report (Form LMIS-08)</i> and sends it to the Regional Family Planning Coordinator</li> </ul>	Quarterly
	<ul style="list-style-type: none"> <li>* Calculates contraceptives needed by each health centre, hospital or NGO in the district</li> <li>* Maintains the <i>District Tracking Form and Worksheet (Form LMIS-07)</i></li> <li>* Coordinates contraceptive issues to health centres, hospitals, or NGOs with District Pharmacy Assistant</li> </ul>	Monthly
District Pharmacy Assistant	<ul style="list-style-type: none"> <li>* Manages movement of contraceptives and records information about contraceptive transactions on the <i>Stock Card (Form LMIS-SC)</i></li> </ul>	During the Month
	<ul style="list-style-type: none"> <li>* Assists the District Family Planning Coordinator to complete the <i>District Quarterly Contraceptive Report (Form LMIS-07)</i></li> </ul>	Quarterly
Regional FP Coordinator	<ul style="list-style-type: none"> <li>* Completes the <i>Regional Family Planning Coordinator Quarterly Contraceptive Report (Form LMIS-09)</i> and sends it to the Family Health Unit</li> <li>* Coordinates contraceptive issues to districts with Regional Pharmacist-In-Charge</li> </ul>	Quarterly
Regional Pharmacist-In-Charge	<ul style="list-style-type: none"> <li>* Manages movement of contraceptives and records information about contraceptive transactions on the <i>Stock Card (Form LMIS-SC)</i></li> </ul>	During the Quarter
	<ul style="list-style-type: none"> <li>* Assists the Regional Family Planning Coordinator to complete the <i>Regional Family Planning Coordinator Quarterly Contraceptive Report (Form LMIS-09)</i></li> </ul>	Quarterly

## II

### **Logistics Management Responsibilities**

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#### *WHO PLAYS A ROLE IN THE CDLMIS?*

Many family planning staff are involved in the operation of the Malawi CDLMIS. Family planning staff who may play a part in the CDLMIS include

At the central level

**Logistics Officer, Family Health Unit**  
**Senior Stores Officer, Central Medical Stores**

At the regional level

**Regional Health Officer**  
**Regional Family Planning Coordinator**  
**Pharmacist-In-Charge, Regional Medical Stores**  
**Regional AIDS Coordinator**

At the district level

**District Health Officer**  
**District Family Planning Coordinator**  
**District Pharmacy Assistant**  
**Matron**  
**District AIDS Coordinator**

At the health centre

**Family Planning Service Provider (includes hospital and NGO service providers)**  
**Medical Assistant**

In the CBD Programme

**CBD Supervisor**  
**CBD Agents**

The designations that are highlighted are those staff that usually have major responsibility for the management of contraceptives. If the person who holds this designation at your level or facility does not have responsibility for the management of contraceptives, **someone must be assigned this responsibility** to ensure that the system operates and that contraceptives are always available to users.

If you are responsible for the management of contraceptives, find the description of your responsibilities below. This list of responsibilities should be helpful to you in understanding your job as it relates to managing the logistics system.

If you supervise staff who manage the logistics system, this list should help you ensure that the responsible staff person knows and is performing the job of managing contraceptives.

### ***WHAT ARE YOUR LOGISTICS MANAGEMENT RESPONSIBILITIES?***

The following are descriptions of the logistics management responsibilities for each of the family planning staff usually responsible for managing the logistics system. Review the list for your designation and add any logistics responsibilities that you have that may not be included. Refer to this list each month to ensure that you are fulfilling your responsibilities and playing your part in helping the logistics system work effectively and efficiently.

### **REGIONAL FAMILY PLANNING COORDINATOR**

In matters related to contraceptive logistics management, the Regional Family Planning Coordinator will

- 1 Receive *District Quarterly Contraceptive Reports (Form LMIS-08)* and review them for accuracy. Assess the stock status of District Pharmacies and take action as needed. File reports.
- 2 Complete the *Regional Family Planning Coordinator Quarterly Report (Form LMIS-09)* on a quarterly basis and submit copies to the central level Family Health Unit, Central Medical Stores and Regional Medical Stores. Maintain a copy at the region.
- 3 Work with the Regional Pharmacist-In-Charge to assess contraceptive stock status for each brand of contraceptive at the regional level quarterly and inform the central level Family Health Unit and the Central Medical Stores if the region is overstocked or understocked.



- 4 Work with the Regional Pharmacist-In-Charge, to ensure that storage guidelines for contraceptives are being followed by the Regional Medical Stores.
- 5 Conduct supervisory visits to each district quarterly and provide feedback and on-the-job training as necessary.
- 6 Monitor logistics-related activities at the regional level and coordinate contraceptive issues to the District Pharmacy with the Regional Pharmacist-In-Charge quarterly.

**REGIONAL PHARMACIST-IN-CHARGE**

In matters related to contraceptive logistics management, the Pharmacist-In-Charge at the Regional Medical Stores

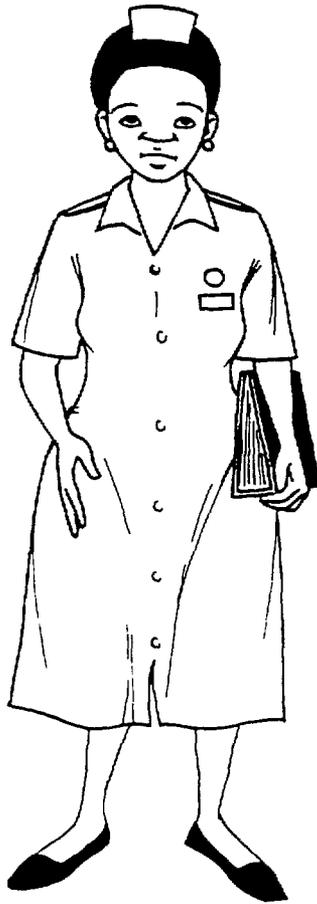
- 1 Store contraceptives in the Regional Medical Stores in accordance with contraceptive storage guidelines
- 2 Record all issues and receipts of contraceptives on the *Stock Card (Form LMIS-SC)*
- 3 Conduct a physical inventory of contraceptives quarterly
- 4 Work with the Regional Family Planning Coordinator to assess contraceptive stock status for each brand of contraceptive at the regional level quarterly and inform Central Medical Stores and the Logistics Officer at the Family Health Unit if overstocked or understocked
- 5 Issue contraceptives to the District Pharmacies quarterly per orders according to "first expiry first out" distribution
- 6 Coordinate with Regional Family Planning Coordinator on issues related to contraceptive management



### ***DISTRICT FAMILY PLANNING COORDINATOR***

In matters related to contraceptive logistics management, the District Family Planning Coordinator will

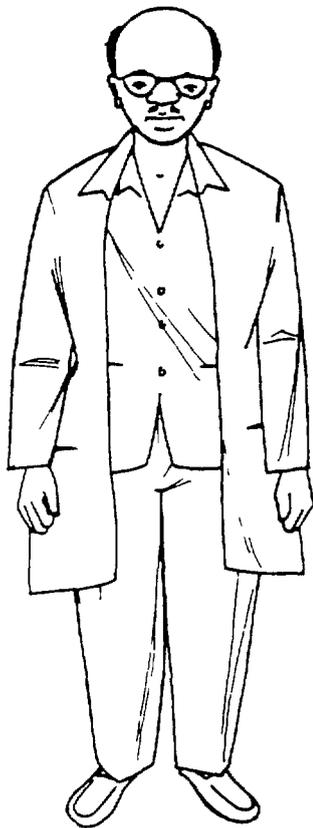
- 1 Receive the *Family Planning Clinic Monthly Contraceptive Reports (Form LMIS-06)* from health centres and other service delivery sites and review reports for accuracy and completeness. Keep reports easily accessible in a file.
- 2 Using the *Family Planning Clinic Monthly Contraceptive Report (Form LMIS-06)*, review the stock status and calculate contraceptives needed by each health centre, hospital or NGO monthly. Enter the amount on the report.
- 3 Work with the District Pharmacy Assistant to coordinate contraceptive issues to health centres, hospitals, or NGOs.
- 4 Track contraceptives dispensed to users using the *District Tracking Form and Worksheet (Form LMIS-07)*. Use worksheet to calculate quantities of contraceptives to send to health centres, hospitals, or NGOs.
- 5 Work with the District Pharmacy Assistant to assess contraceptive stock status for each brand of contraceptive at the district level monthly and inform Regional Medical Stores if overstocked or understocked.
- 6 Complete the *District Quarterly Contraceptive Report (Form LMIS-08)* and calculate district contraceptive needs quarterly. Submit report to Regional Family Planning Coordinator.
- 7 Work with the District Pharmacy Assistant to order contraceptives from the Regional Medical Stores.
- 8 Work with the District Pharmacy Assistant to ensure that storage guidelines for contraceptives are being followed by the District Pharmacy.
- 9 Monitor logistics-related activities at district level.
- 10 Conduct supervisory visits to health centres and provide feedback and on-the-job training as necessary.



***DISTRICT PHARMACY ASSISTANT***

In matters related to contraceptive logistics management, the District Pharmacy Assistant will

- 1 Store contraceptives in the District Pharmacy in accordance with contraceptive storage guidelines
- 2 Record all issues and receipts of contraceptives on the *Stock Card (Form LMIS-SC)*
- 3 Conduct a physical inventory of contraceptives monthly
- 4 Work with the District Family Planning Coordinator to assess contraceptive stock status for each brand of contraceptive at the district level monthly and inform Regional Medical Stores if overstocked or understocked

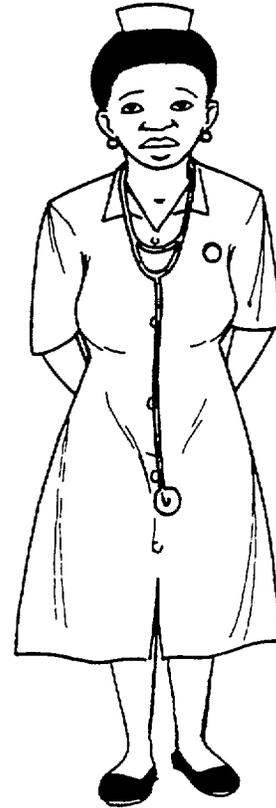


- 5 Issue contraceptives to the health centres, hospitals, and NGOs monthly as requested by the District Family Planning Coordinator according to "first expiry, first out" distribution
- 6 Order contraceptives from the Regional Medical Stores quarterly
- 7 Coordinate with District Family Planning Coordinator on issues related to contraceptive management

***FAMILY PLANNING SERVICE PROVIDER***

In matters related to contraceptive logistics management, the Family Planning Service Provider will

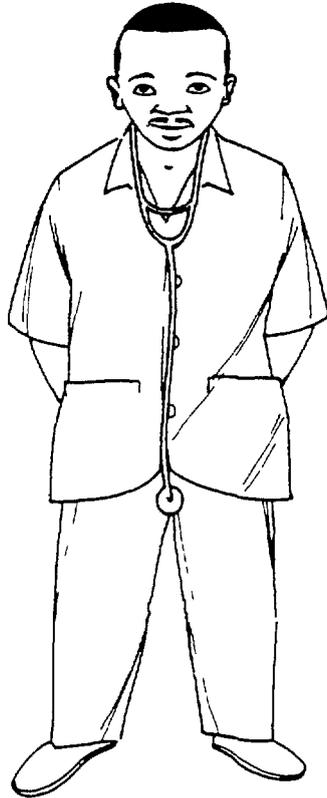
- 1 Distribute contraceptives to clients in units according to dispensing protocols and in accordance with "first expiry, first out" distribution
- 2 Record contraceptives distributed on *Family Planning Clinic Daily Tally Sheet (Form LMIS-05)* as they are distributed during the month
- 3 Receive *CBD Supervisor Monthly Contraceptive Summary (LMIS-04)* reports and maintain for use in completing *Family Planning Clinic Monthly Contraceptive Report (Form LMIS-06)*
- 4 Working with the Medical Assistant, complete the *Family Planning Clinic Monthly Contraceptive Report (Form LMIS-06)* monthly and submit it to the District Family Planning Coordinator monthly
- 5 Coordinate the supply of condoms with DAC during AIDS prevention campaigns



### ***HEALTH CENTRE MEDICAL ASSISTANT***

In matters related to contraceptive logistics management, the Medical Assistant will

- 1 Store contraceptives in the health centre in accordance with contraceptive storage guidelines Encourage storage of contraceptives with other drugs in the health centre store



- 2 Record all issues and receipts of contraceptives on the *Stock Card (Form LMIS-SC)*
- 3 Issue contraceptives to CBD Program Supervisors on request according to "first expiry, first out" distribution
- 4 Conduct a physical inventory of contraceptives monthly
- 5 Work with the Family Planning Service Provider to complete the *Family Planning Clinic Monthly Contraceptive Report (Form LMIS-06)*

**COMMUNITY-BASED DISTRIBUTION SUPERVISOR**

In matters related to contraceptive logistics management, the CBD Supervisor will

- 1 Calculate the quantity of each contraceptive needed by CBD Agents and request and receive contraceptives from Medical Assistant
- 2 Meet with all CBD Agents during the last week of each month at a designated location to complete LMIS forms and issue contraceptives
- 3 Total dispensed to user information from Form LMIS-01 and record totals on Form LMIS-02
- 4 Calculate the quantity of each contraceptive to issue to each CBD Agent and issue
- 5 Complete Form LMIS-03
- 6 Provide feedback and on-the-job training to CBD Agents during monthly meetings and during supervisory visits
- 7 Return contraceptives not issued to CBD Agents during the monthly meetings to Medical Assistant immediately
- 8 Complete Form LMIS-04 and submit to the Family Planning Service Provider no later than the 5th day of the following month
- 9 Ensure adequate supply of LMIS forms for CBD Agent and self



### **COMMUNITY-BASED DISTRIBUTION AGENT**

In matters related to contraceptive logistics management, the CBD Agent will

- 1 Distribute contraceptives to clients in units according to dispensing protocols
- 2 Store contraceptives following storage guidelines
- 3 Record the quantities of contraceptives given to clients on the *CBD Agent Client and Contraceptive Tally Sheet (Form LMIS-01)*
- 4 Bring *CBD Agent Client and Contraceptive Tally Sheet (Form LMIS-01)* to monthly meetings with CBD supervisor
- 5 Bring contraceptives not given to clients during the month to the monthly meeting with CBD Supervisor
- 6 Work together with the CBD Supervisor to complete the *CBD Agent Monthly Contraceptive Report (LMIS-02)*



## III

## Storing Contraceptives

### WHAT IS THE PURPOSE OF STORAGE?

The purpose of storage is to protect contraceptive quality and package integrity while at the same time making contraceptives available for use. If not stored properly the shelf life of a contraceptive may be shortened.

### WHAT IS SHELF LIFE?

**The shelf life is the length of time a product may be stored under ideal conditions without affecting its usability, safety, purity, or potency.**

Each brand of contraceptive has a shelf life determined by the manufacturer. When the product reaches the end of its shelf life it has expired and should not be distributed. You should be familiar with the shelf life of each brand of contraceptive you handle. Refer to the table below to determine when the contraceptives you have in storage will expire.

METHOD	SHELF LIFE
Lo Femenal	5 years
Ovrette	3 years
Depo Provera	3 years (US manufacture) 5 years (European manufacture)
Copper T 380A	7 years
NORPLANT	3 years (US manufacture) 5 years (European manufacture)
Conceptrol	5 years
Condoms	5 years

Write the expiry date directly on the contraceptive carton. Other brands of contraceptives not noted above may be available in Malawi. Always check for the expiry dates before dispensing contraceptives and do not dispense contraceptives that have already expired.

***HOW DO YOU DETERMINE THE EXPIRY DATE?***

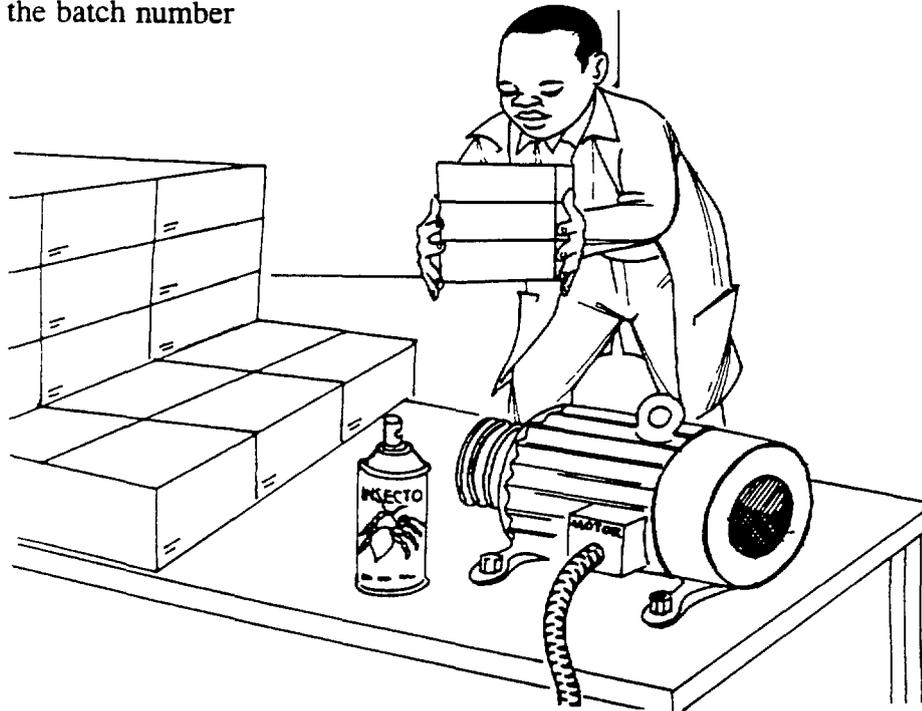
<b>TASK</b>	<b>Determining contraceptive expiry date</b>	
<b>COMPLETED BY</b>	All staff handling contraceptives	
<b>PURPOSE</b>	To determine if a contraceptive has or has not expired	
<b>WHEN TO PERFORM</b>	Whenever contraceptives are received	
<b>ACTIONS</b>		<b>EXAMPLES</b>
IF	THEN	
Manufacturing date is printed on product or its packaging	Add the number of years of the shelf life to the manufacturing date to get the expiry date	If you receive condoms with a manufacturing date of 2/94, add the shelf life (5 years) to this date. The expiry date will be 2/99
No manufacturing date is printed on the product or its packaging	Find the printed expiry date on the carton, box or unit	If you receive Lo-Femenal there is no manufacturing date on the carton, but there is an expiry date

**WHAT ARE PROPER STORAGE GUIDELINES?**

<b>AT THE REGIONAL MEDICAL STORES</b>	
<b>TASK</b>	Storing Contraceptives
<b>COMPLETED BY</b>	Regional Pharmacist-In-Charge
<b>PURPOSE</b>	To protect contraceptive quality and package integrity while at the same time making them available for use
<b>WHEN TO PERFORM</b>	When contraceptives are being stored
<b>STORAGE GUIDELINES</b>	<b>NOTES</b>
(1) Store contraceptives separately from other medical supplies, office supplies, insecticides, and chemicals	Contraceptives stored separately make them more accessible for distribution  Fumes from insecticides and chemicals may reduce contraceptive shelf life
(2) Secure contraceptives from water damage.	Water can destroy contraceptives or their packaging making them unacceptable to users. Repair leaks in storage area
(3) Store contraceptives in a dry, well-ventilated storage area - out of direct sunlight	Heat and ultraviolet radiation from sunlight will reduce contraceptive shelf life especially condoms
(4) Store condoms away from electric motors and fluorescent lights	Electric motors and fluorescent lights produce the chemical ozone which damages condoms
(5) Clean and disinfect storeroom regularly	A clean storeroom prevents pests from eating contraceptives or their packaging
(6) Stack contraceptive cartons - at least 10 cm off the floor - 30 cm away from walls - no more than 2.5 m high	Proper stacking promotes air circulation and reduces possible damage from water or moisture  Use shelves or pallets when possible  Limiting stacking height will prevent crushing cartons at bottom of stack and reduce potential injury to personnel
(7) Store contraceptives in a manner accessible for FEFO distribution, counting, and general management	FEFO or "first expiry first out" is a distribution procedure where contraceptives which are older or which will expire soonest are issued to other facilities or dispensed to users before newer contraceptives

<b>AT THE REGIONAL MEDICAL STORES</b>	
<b>(8) Arrange cartons so that identification labels and expiry dates are visible.</b>	<p>If shipping cartons do not show expiry dates determine expiry date from manufacturing date. If outer carton does not have dates look for date on inner boxes or units.</p> <p>Write expiry dates on cartons in large numbers.</p>
<b>(9) Separate damaged or expired contraceptives.</b>	Damaged or expired contraceptives take up valuable space and make FEFO distribution difficult.
<b>(10) Ensure that fire safety equipment is available and accessible.</b>	Working fire extinguishers or buckets of water or sand are appropriate. Fire extinguishers should be checked once a month to ensure they are in working condition.
<b>(11) Ensure security.</b>	It is important to secure contraceptives from theft while still making them accessible to authorized personnel.

If a product is received that has no manufacturing or expiry date, contact Central Medical Stores with the batch number



**NEVER STORE CONTRACEPTIVES NEAR INSECTICIDE OR ELECTRIC MOTORS™**

<b>AT THE DISTRICT PHARMACY &amp; HEALTH CENTRE STORES</b>	
<b>TASK</b>	<b>Storing Contraceptives</b>
<b>COMPLETED BY</b>	District Pharmacy Assistant, Health Centre Medical Assistant
<b>PURPOSE</b>	To protect contraceptive quality and package integrity while at the same time making them available for use
<b>WHEN TO PERFORM</b>	When contraceptives are being stored
<b>STORAGE GUIDELINES</b>	<b>NOTES</b>
(1) <b>Store contraceptives on separate shelves from other medical supplies, office supplies, insecticides, and chemicals</b>	Contraceptives stored separately make them more accessible for distribution. Fumes from insecticides and chemicals may reduce contraceptive shelf life.
(2) <b>Secure contraceptives from water damage</b>	Water can destroy contraceptives or their packaging making them unacceptable to users. Repair leaks in storage area.
(3) <b>Store contraceptives in a dry, well-ventilated storage area - out of direct sunlight</b>	Heat and ultraviolet radiation from sunlight will reduce contraceptive shelf life especially condoms.
(4) <b>Store condoms away from electric motors and fluorescent lights</b>	Electric motors and fluorescent lights produce the chemical ozone which damages condoms.
(5) <b>Clean and disinfect storeroom regularly</b>	A clean storeroom prevents pests from eating contraceptives or their packaging.
(6) <b>Stack contraceptive cartons or boxes off the floor on shelves</b>	Proper stacking promotes air circulation and reduces possible damage from water or moisture. Shelves should be used.
(7) <b>Store contraceptives in a manner accessible for FEFO distribution, counting, and general management</b>	FEFO or "first expiry first out" is a distribution procedure where contraceptives which are older or which will expire soonest are issued to other facilities or dispensed to users before newer contraceptives.
(8) <b>Arrange cartons so that identification labels, expiry dates are visible.</b>	If shipping cartons do not show expiry dates determine expiry date from manufacturing date. If outer carton does not have dates look for date on inner boxes or units.  Write expiry dates on cartons in large numbers.
(9) <b>Separate damaged or expired contraceptives</b>	Damaged or expired contraceptives take up valuable space and make FEFO difficult.

AT THE DISTRICT PHARMACY & HEALTH CENTRE STORES	
(10) <b>Ensure that fire safety equipment is available and accessible</b>	Working fire extinguishers or buckets of water or sand are appropriate. Fire extinguishers should be checked once a month to ensure they are in working condition.
(11) <b>Ensure security.</b>	It is important to secure contraceptives from theft while still making them accessible to authorized personnel.



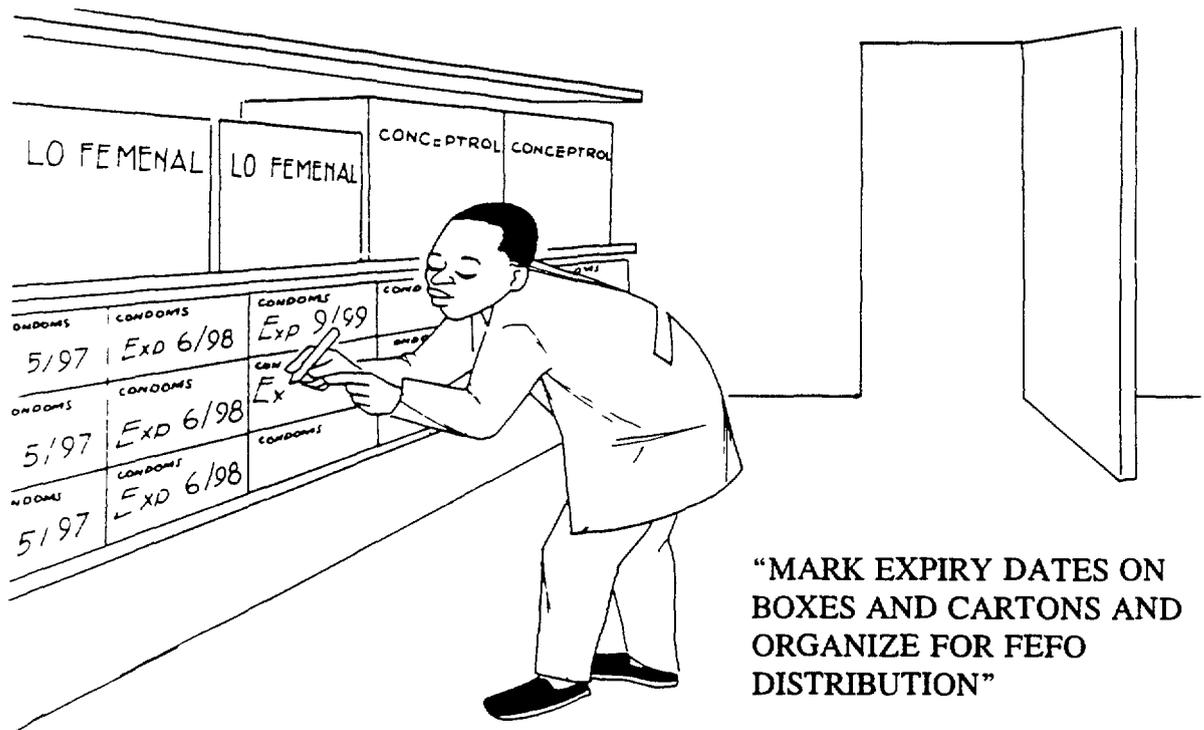
**“ALWAYS KEEP YOUR STORE NEAT AND TIDY”**

<b>FOR CBD AGENTS</b>	
<b>TASK</b>	<b>Storing Contraceptives</b>
<b>COMPLETED BY</b>	CBD Agents
<b>PURPOSE</b>	To protect contraceptive quality and package integrity while at the same time making them available for use
<b>WHEN TO PERFORM</b>	When contraceptives are being stored
<b>STORAGE GUIDELINES</b>	<b>NOTES</b>
(1) <b>Store contraceptives in container supplied by the CBD programme.</b>	1 The contraceptive bag keeps contraceptives clean and easy to find and helps protect them from damage  2 After returning from visiting clients take contraceptives from the bag and keep them in the container  3 Keep contraceptives away from children
(2) <b>Secure contraceptives from water damage</b>	Water can destroy contraceptives or their packaging making them unacceptable to users
(3) <b>Store contraceptives out of direct sunlight</b>	Heat and ultraviolet radiation from sunlight will damage contraceptives
(4) <b>Keep contraceptives in a safe place.</b>	This avoids theft or misuse by children or others
(5) <b>Ensure security</b>	Keep contraceptives locked in the container in your home

### WHAT IS "FEFO" AND HOW DO YOU FOLLOW IT?

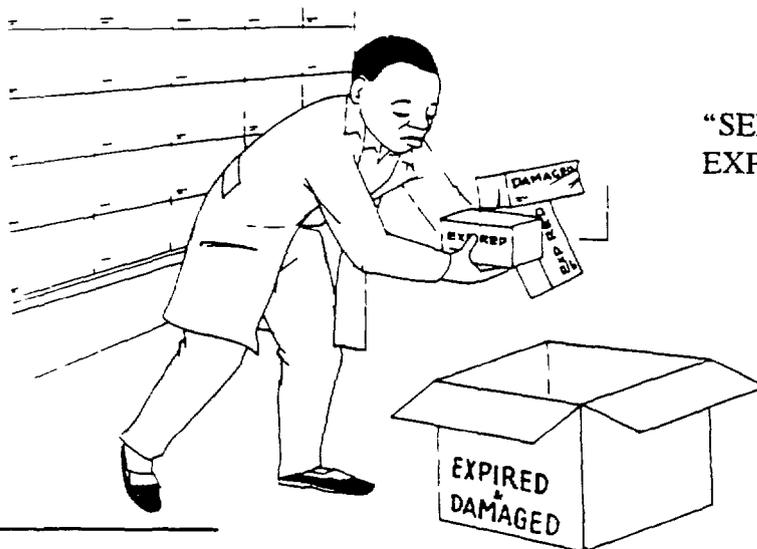
**FEFO** means **FIRST EXPIRY, FIRST OUT** Always issue those contraceptives that will expire first Never follow ~~FIFO~~, First In, First Out

<b>TASK</b>	<b>Distributing contraceptives according to FEFO</b>
<b>COMPLETED BY</b>	Regional Pharmacist-In-Charge, District Pharmacy Assistants Medical Assistants
<b>PURPOSE</b>	To ensure that contraceptives are distributed before they expire
<b>WHEN TO PERFORM</b>	Whenever contraceptives are issued
<b>STEPS</b>	<b>ACTIONS</b>
1	Mark expiry dates on outside of cartons or boxes
2	Place cartons or boxes so stocks first to expire are stacked in front or on top of stocks that will expire later
3	Issue stocks from front to back or top to bottom so older stocks are issued first



**WHAT DO YOU DO WITH DAMAGED AND EXPIRED STOCK?**

<b>TASK</b>	<b>Handling of damaged or expired contraceptives</b>	
<b>COMPLETED BY</b>	Regional Pharmacist-In-Charge District Pharmacy Assistants Medical Assistants	
<b>PURPOSE</b>	To remove unusable contraceptives from storage so they are not distributed to clients	
<b>WHEN TO PERFORM</b>	Whenever damaged or expired contraceptives are discovered	
<b>STEPS</b>	<b>ACTIONS</b>	
1	Stack damaged or expired contraceptives separately from usable stocks in an unused box or on an unused shelf.	
2	Write "damaged" or "expired contraceptives" on the box or shelf	
3	Note the quantity of expired or damaged stock as an adjustment on the appropriate <i>Stock Card (Form LMIS-SC)</i> and subtract the quantity from the "Quantity On Hand" column	
4	IF	Then
	At the Health Centre	Inform the District Health Officer of the quantity of expired or damaged stock and send the stock to the District Pharmacy
	At the District Pharmacy	Inform the District Health Officer of the quantity of expired or damaged stock and await orders for disposal
	At the Regional Medical Stores	Inform the Central Medical Stores of the quantity of expired or damaged stock and await orders for disposal



**"SEPARATE DAMAGED OR EXPIRED CONTRACEPTIVES"**

**WHAT DO YOU DO WHEN YOU RECEIVE CONTRACEPTIVES?**

<b>TASK</b>	<b>Receiving Contraceptives</b>	
<b>COMPLETED BY</b>	Regional Pharmacist-In-Charge, District Pharmacy Assistant Medical Assistant	
<b>PURPOSE</b>	To ensure only the right brand quantity, and quality of contraceptives are received and recorded	
<b>WHEN TO PERFORM</b>	Each time contraceptives are received	
<b>STEPS</b>	<b>ACTIONS</b>	
1	Ensure that there is sufficient storage space.	
2	Prepare and clean space to receive and store the supplies.	
3	Inspect to see if any contraceptives are damaged or expired.	
	IF	THEN
	Not damaged or expired	<ol style="list-style-type: none"> <li>1 Count the number of cartons, boxes, or units received</li> <li>2 Enter the date and quantity received in <i>Stock Card (Form LMIS-SC)</i>.</li> <li>3 Mark boxes with expiry dates.</li> <li>4 Arrange contraceptives in storage area to facilitate FEFO distribution.</li> </ol>
	Damaged or expired	<ol style="list-style-type: none"> <li>1 Separate damaged or expired stock from usable stock</li> <li>2 If damage or expiry discovered while delivery truck still there, refuse delivery and note problem on CMS requisition book</li> <li>3 If damage or expiry discovered after delivery truck has departed follow procedures for handling damaged or expired stock listed above</li> </ol>

IV

**Conducting A  
Physical Inventory**

**WHAT IS A PHYSICAL INVENTORY?**

Physical inventory is the process of counting by hand the total number of each brand of contraceptive in your store or health facility at any given time.

When you count and record contraceptives, they should always be counted and recorded by the following units of issue

METHOD	UNIT OF ISSUE
Lo-Femenal	Cycle
Ovrette	Cycle
Depo-Provera*	Vial
Copper T-380A	Piece
NORPLANT*	Set
Conceptrol	Piece
Condoms	Piece

**HOW DO YOU CONDUCT A PHYSICAL INVENTORY?**

<b>TASK</b>	<b>Conducting a physical inventory</b>	
<b>COMPLETED BY</b>	Regional Pharmacist-In-Charge District Pharmacy Assistants Medical Assistants	
<b>PURPOSE</b>	<ol style="list-style-type: none"> <li>1 To verify the quantity of usable stock available for distribution</li> <li>2 To identify discrepancies between actual supplies and the <i>Stock Card</i></li> <li>3 To detect expired items</li> <li>4 To provide opportunity for store re-organization</li> </ol>	
<b>WHEN TO PERFORM</b>	<ol style="list-style-type: none"> <li>1 Quarterly at region</li> <li>2 Monthly at the district and health centre (on the last day of the month or quarter)</li> <li>3 Any time you think there may be discrepancies in the amounts of usable stocks available</li> </ol>	
<b>STEPS</b>	<b>ACTIONS</b>	<b>NOTES</b>
1	Separate and count any expired or damaged contraceptives	Record the amount of damaged or expired contraceptives in the "Losses/Adjustments" Column (F) of the <i>Stock Card (Form LMIS-SC)</i>  In the "Remarks" Column (H) provide a brief explanation for the expiry or damage
2	Count <u>every brand</u> of contraceptive <u>by hand</u>	Be sure to include stock held in storerooms in cabinets in desks or in racks
3	On the <i>Stock Card</i> , record the date of the physical inventory, the words "Physical Inventory," any losses or adjustments and the quantities counted in red ink	Record any losses or adjustments in Column (F) of the <i>Stock Card (Form LMIS-SC)</i>  Record the quantity counted in the "Quantity on Hand" Column (G)  In the "Remarks" Column (H) provide a brief explanation for the loss or adjustment
4	Mark the expiry date clearly, with large, dark numbers on each box or carton	These steps may have been taken during routine receipt and management of contraceptives However if unmarked stocks are found during a physical inventory, proceed with these steps
5	Re-organize contraceptives according to expiry dates to comply with FEFO (first expiry, first out) distribution	

Any losses and adjustments should be written on the *Stock Card (Form LMIS-SC)* before the entry for the physical inventory. After recording a physical inventory on the Stock Card, skip a line on the Stock Card, leaving it blank, and begin recording the next months transactions on the next line.

Refer to the instructions for filling in the *Stock Card (Form LMIS-SC)*



“DURING PHYSICAL INVENTORY COUNT EVERY BRAND BY HAND  
AND RECORD QUANTITIES ON STOCK CARD”

## V

## **Recording and Reporting**

### ***WHAT IS THE MALAWI LMIS?***

One component of the Malawi CDLMIS is a logistics management information system (LMIS) of records and reports that are used to collect and transmit information about contraceptives dispensed to clients and contraceptives in storage

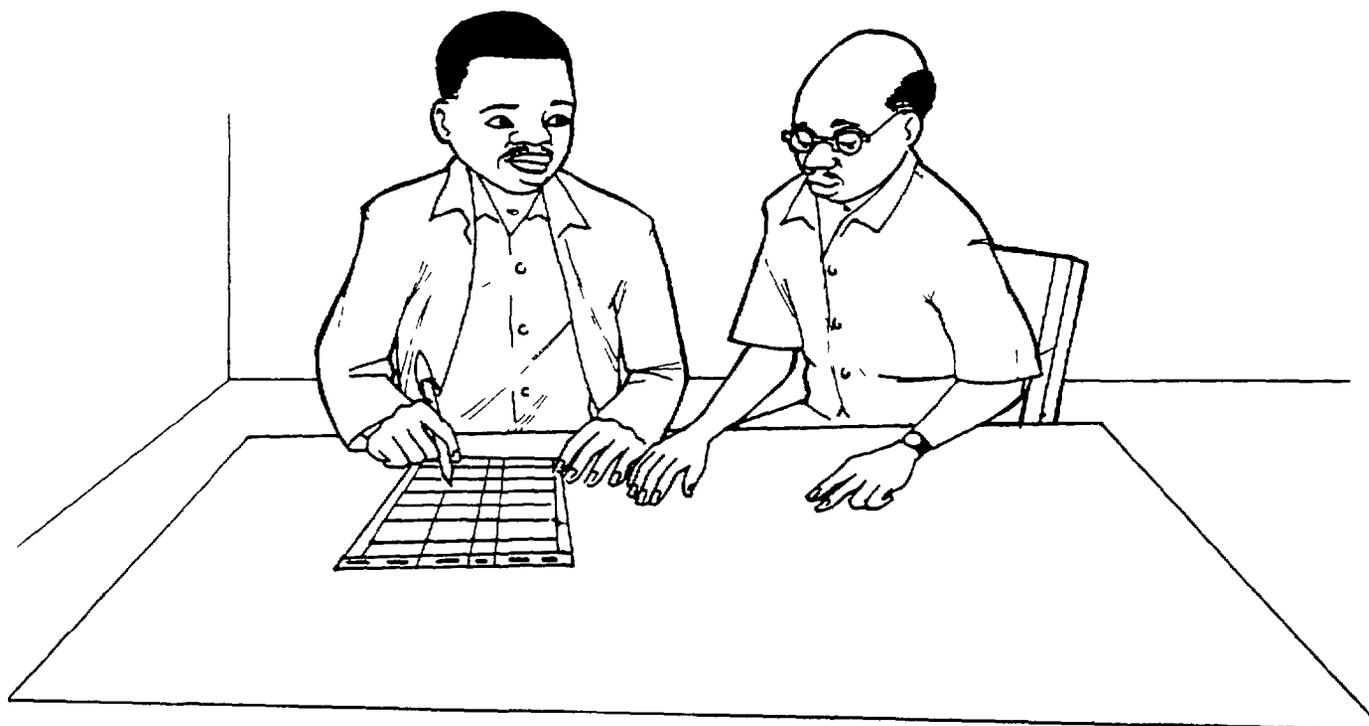
The following table lists all the records and reports that are part of the CDLMIS and the people who are responsible for completing them, by level

<b>Level</b>	<b>Designation</b>	<b>Records and Reports</b>	<b>Form No.</b>
CBD	CBD Agent	<i>CBD Agent Client and Contraceptive Tally Sheet</i>	LMIS-01
	CBD Supervisor	<i>CBD Agent Monthly Contraceptive Report</i>	LMIS-02
		<i>CBD Supervisor Monthly Contraceptive Worksheet</i>	LMIS-03
		<i>CBD Supervisor Monthly Contraceptive Summary</i>	LMIS-04
Health Centre	Family Planning Service Provider	<i>Family Planning Clinic Daily Tally Sheet</i>	LMIS-05
		<i>Family Planning Clinic Monthly Contraceptive Report</i>	LMIS-06
	Medical Assistant	<i>Stock Card</i>	LMIS-SC
District	District Family Planning Coordinator	<i>District Tracking Form and Worksheet</i>	LMIS-07
		<i>District Quarterly Contraceptive Report</i>	LMIS-08
	District Pharmacy Assistant	<i>Stock Card</i>	LMIS-SC

Level	Designation	Records and Reports	Form No
Region	Regional Family Planning Coordinator	<i>Regional Family Planning Coordinator Quarterly Contraceptive Report</i>	LMIS-09
	Regional Pharmacist-In-Charge	<i>Stock Card</i>	LMIS-SC

### ***HOW DO YOU FILL IN THE CDLMIS FORMS?***

Below you will find detailed instructions for completing the *Stock Card, LMIS-SC*, and *Forms LMIS-06 to LMIS-09*. Refer to these instructions when completing the forms at your level or when you provide supervision and on-the-job training to family planning service providers. Instructions for completing the CDLMIS forms at the CBD level are included in the annex of this manual.



A *LMIS-SC, Stock Card*

<b>TASK</b>	<b>Filling in the Stock Card</b>		
<b>COMPLETED BY</b>	Regional Pharmacist-In-Charge, District Pharmacy Assistant, Medical Assistant		
<b>PURPOSE</b>	1 To maintain a continuous record of all contraceptive transactions 2 To record results of a physical inventory		
<b>WHEN TO PERFORM</b>	Each time you 1 receive or issue contraceptives 2 record a loss or adjustment 3 conduct a physical inventory		
<b>NOTE</b>	Complete one stock card per brand of contraceptive Enter only one transaction on each line		
<b>STEPS</b>	<b>ACTIONS</b>	<b>NOTES</b>	<b>EXAMPLES</b>
Always start the top of each page of the Stock Card with the words "Balance Forward" and the quantity brought forward for the last entry of the previous Stock Card			
1	<b>Code</b> Enter the code number of the item as listed in the CMS catalogue	The CMS catalogue contraceptive codes Lo-Femenal - CS0002 Ovrette - CS0006 Condom - CS0036 Spermicide CS0020 (Conceptrol®) Copper T CS0024 Depo-Provera® - CS0012 Norplant® - CS0040	CS0036
2	<b>Product</b> Enter the name of the contraceptive	One Stock Card should be used for each contraceptive	Product Condom
3	<b>Date</b> Enter the date of the transaction		12/4/96
4	<b>Voucher To/From</b> Enter the waybill or delivery note number of the item received or issued	Get this from the Requisition for Medical Supplies or issue voucher that accompanies the item	Voucher # 0039
5	<b>Batch Number</b> Enter the batch or lot number for the contraceptive	Get this from the carton or box in which the product was shipped	Batch number BA0056

6	<p><b>Quantity Received</b> Enter the exact amount of the product received on this date</p>	<p>1 Stock returned from lower level facilities or transferred from one facility to another should be recorded as a receipt</p> <p>2 Condoms returned to the District Pharmacy by the DAC should be recorded as a receipt</p>	<p>Condoms received 50,000</p>
7	<p><b>Quantity Issued</b> Enter the exact amount of the product issued on this date</p>		<p>Condoms issued 6,000</p>
8	<p><b>Losses/Adjustments</b> Enter the exact amount of losses or adjustments (additions) to inventory on this date</p>	<p>Always use a (-) sign to indicate losses and a (+) sign to indicate adjustments (additions)</p> <p>Loss might be theft, expiry damage</p>	<p>Condom losses/adjustments (-) 2,000</p>
9	<p><b>Quantity on Hand</b> Add any receipts or adjustments and subtract any issues or losses from the existing "Quantity on Hand" to determine the new "Quantity on Hand "</p> <p>Write this figure in the "Quantity on Hand" column (G) for this date</p>	<p>This column should always represent the amount of this item presently in your store</p> <p>When conducting a physical inventory always record the exact amount counted If the physical count does not match the amount recorded in this column review the issues and receipts against the delivery vouchers check the math note the adjustment in the "Losses/Adjustment" column and update the figure in this column</p> <p>Record losses or adjustments discovered during a physical inventory before and on a separate line from the physical inventory entry Record the physical inventory on the Stock Card in red ink</p>	<p>Condoms quantity on Hand = 143,000</p> <p>Physical Inventory = 143,000</p>

10	<b>Remarks</b> 1. If an item is received enter the origin. 2. If an item is issued, enter the destination 3. If there is a loss or adjustment for an item, provide a brief explanation 4. If conducting a physical inventory, sign your name		1 Received (Origin) RMS 2 Issued (Destination) Namwera 3 Loss/Adjustment Damaged by water 4 Physical Inventory <i>John Makowa</i>
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After recording a physical inventory on the Stock Card, skip a line on the Stock Card, leaving it blank and begin recording the next months transactions on the next line

There should be one stock card for each brand of contraceptive you store. When you have completed both sides of a stock card for a product, attach a new stock card to the top of the old card and write the words "Balance Forward" on the line and the quantity brought forward from the old card in the first "Quantity on Hand" space on the new card



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**B Form LMIS-05, Family Planning Daily Tally Sheet**
**WHAT IS THE PURPOSE OF FORM LMIS-05?**

The *Family Planning Daily Tally Sheet (Form LMIS-05)* is the form used by family planning service providers to record information about family planning clients and the contraceptive methods they receive. Each time a client is given a contraceptive method the appropriate circle is ticked. Using the dispensing protocols listed below the quantities of contraceptives dispensed to clients can be calculated.

The information on quantities of contraceptives dispensed to clients collected on the *Family Planning Daily Tally Sheet (Form LMIS-05)* is very important in managing contraceptive supplies and is reported to the District Family Planning Coordinator on the *Family Planning Clinic Monthly Contraceptive Report (Form LMIS-06)*. A copy of the *Family Planning Daily Tally Sheet (Form LMIS-05)* can be found in the annex of this manual.

**Dispensing Protocols for Contraceptives**

Method	New Client	1st Visit This Year	Revisits This Year	Restarting Clients	Changing Methods
Oral Contraceptives (cycles)	2	6	6	2	2
Condoms (pieces)	20	40	40	20	20
Spermicide Tabs (pieces)	20	40	40	20	20

**C LMIS-06, Family Planning Clinic Monthly Contraceptive Report**

The following are instructions for completing *Form LMIS-06, Family Planning Clinic Monthly Contraceptive Report*. While this form is completed by the family planning service provider, the District Family Planning Coordinator should refer to these instructions when supervising the provider and giving on-the-job training in completing this form.

<b>TASK</b>	<b>Filling in Form LMIS-06, Family Planning Clinic Monthly Contraceptive Report</b>		
<b>COMPLETED BY</b>	Family Planning Service Provider		
<b>PURPOSE</b>	To report information on stocks, losses/adjustments, and quantities dispensed by the health centre and CBD agents to the district. This form is also used by the District Family Planning Coordinator to calculate the quantity of contraceptives required at the health centre.		
<b>WHEN TO PERFORM</b>	No later than the 10th day of the following month.		
<b>MATERIALS NEEDED</b>	To complete Form LMIS-06, you will need health centre Stock Cards, completed Form LMIS-04 received from all CBD Supervisors for the reporting month, and completed Form LMIS-05 for the reporting month.		
<b>STEPS</b>	<b>ACTION</b>	<b>NOTES</b>	<b>EXAMPLE</b>
1	<b>Facility</b> Enter the name of your facility.	MOH clinic, NGO clinic	Facility Monkey Bay Clinic
2	<b>District</b> Enter the name of the district your facility is located in.		District Mangochi
3	<b>Month</b> Enter the month for which data are being reported.		Month June
4	<b>Year</b> Enter the year for which data are being reported.		Year 1996
The names of each contraceptive and the unit appears in the first two columns. Complete Columns (A) through (K).			
5	<b>Beginning Balance</b> Enter the amount of each contraceptive on hand at the beginning of the reporting month in Column (A).	This figure should be the same as the figure in Column (K) of the previous month's Form LMIS-06.	Condoms 4,500

6	<b>Received</b> Enter the amount of each contraceptive received by the clinic from the district pharmacy during the reporting month in Column (B)	Cross-check this figure with the amount recorded as received on the Stock Card	Condoms 6,000
7	<b>Quantity Dispensed - Clinic</b> Enter the amount of each contraceptive dispensed by the clinic to clients during the reporting month in Column (C)	Get this figure by totaling the quantities dispensed on Form LMIS-05	Condoms 4,000
8	<b>Quantity Dispensed - CBD</b> Enter the amount of each contraceptive dispensed by all CBD Agents during the reporting month in Column (D)	This figure is the figure from Column (B) of Form LMIS-04 received from all CBD Supervisors  This amount is not the same as the amount issued to CBD Supervisors	Condoms 1,200
9	<b>Quantity Dispensed - Total</b> Add the figures in Columns (C) and (D) and enter the total in Column (E)		Condoms 4,000 + 1,200 = 5,200
10	<b>Losses/Adjustments - Clinic</b> Enter the amount of each contraceptive reported as a loss or adjustment by your clinic during the reporting period in Column (F)	Get this figure from the losses/adjustments column of the clinic Stock Card  If there are no losses or adjustments enter a 0 (zero) in the column	Condoms (-) 60
11	<b>Losses/Adjustments - CBD</b> Enter the amount of each contraceptive reported as a loss or adjustment by all CBD Agents during the reporting period in Column (G)	This figure is the figure from Column (C) of Form LMIS-04 received from all CBD Supervisors  If there are no losses or adjustments enter a 0 (zero) in the column	Condoms 0
12	<b>Losses/Adjustments - Total</b> Add the figures in Columns (F) and (G) and enter the total in Column (H)	If there are no losses or adjustments enter a 0 (zero) in the column	Condoms (-) 60
13	<b>Stock on Hand - Clinic</b> Enter the amount of usable contraceptives on hand at the clinic on the last day of the reporting month in Column (I)	Conduct a physical inventory at the end of the month prior to completing this column  Cross-check the amount entered in Column (I) with the amount entered on the Stock Card	Condoms 3 990

14	<b>Stock on Hand - CBD</b> Enter the amount of usable contraceptives all CBD Agents have on hand on the last day of the reporting month in Column (I)	This figure is the figure from Column (A) of Form LMIS-04 received from all CBD Supervisors	Condoms 1,250
15	<b>Stock on Hand - Total</b> Add the figures in Columns (I) and (J) and enter the total in Column (K)		Condoms 5 240
16	<b>Quantity Required.</b> Do not fill in this column This column is not completed by health centre personnel	The quantity required is calculated by the District Family Planning Coordinator	
17	<b>Explanation of Losses/ Adjustments</b> Provide a brief explanation of any losses or adjustments that occurred during the reporting month at the clinic	Provide an explanation for losses or adjustments that occurred only at the clinic  Do not provide any explanation for losses or adjustments that may have occurred by the CBD Agents	60 condoms damaged by water
18	<b>Submitted By/Designation</b> Enter your name and designation		Dinah Damaso, Clinic Nurse
19	<b>Signature/Date</b> Write your signature and enter the date when the form was completed		<i>Dinah Damaso</i> 9 July 1996
20	<b>Verified By/Designation/ Signature/Date.</b> Leave these spaces blank	This will be verified and signed by the District Family Planning Coordinator	

LMIS-06 comes in duplicate and is bound in a book. The white copy of the form should be sent to the District Family Planning Coordinator. The yellow copy should remain in the book in the health centre.

The District Family Planning Coordinator should review Form LMIS-06 carefully when received from the family planning service provider. Use the following equation when reviewing Form LMIS-06.

$$\text{Column (A)} + \text{Column (B)} - \text{Column (E)} \pm \text{Column (H)} = \text{Column (K)}$$

REPUBLIC OF MALAWI  
MINISTRY OF HEALTH AND POPULATION

Family Planning Clinic Monthly Contraceptive Report

Facility	Monkey Bay Clinic						Month	June					
District	Mangochi						Year	1996					
Contraceptive	Unit	Beginning Balance (A)	Received (B)	Quantity Dispensed			- Losses or + Adjustments			Stock on Hand			Quantity Required (L)
				Clinic (C)	CBD (D)	Total (E)	Clinic (F)	CBD (G)	Total (H)	Clinic (I)	CBD (J)	Total (K)	
Lo Femenal	cycle												
Ovrette	cycle												
Condom	piece	4500	6000	4000	1200	5200	(-) 60	0	(-) 60	3990	1250	5240	
Spermicide	piece												
Copper T	piece												
Depo Provera*	vial												
NORPLANT*	set												

Explanation of Losses/Adjustments (if any) 60 condoms damaged by water

Submitted by Dinah Damaso Designation Clinic Nurse Signature Dinah Damaso Date 9 July 1996  
 Verified by \_\_\_\_\_ Designation \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

D *LMIS-07, District Tracking Form and Worksheet*

<b>TASK</b>	<b>Filling in Form LMIS-07, District Tracking Form and Worksheet</b>		
<b>COMPLETED BY</b>	District Family Planning Coordinator		
<b>PURPOSE</b>	1 To organize information received from health centres on Form LMIS-06 2 To assist in calculating quantity required (LMIS-06) for each health centre 3 To monitor usage of contraceptives at each facility in the district		
<b>WHEN TO PERFORM</b>	Monthly as you receive LMIS-06 reports from the service delivery facilities in the district		
<b>MATERIALS NEEDED</b>	To complete Form LMIS-07, you will need completed Form LMIS-06 for all health centres in your district for the reporting month		
<b>STEPS</b>	<b>ACTIONS</b>	<b>NOTES</b>	<b>EXAMPLES</b>
1	<b>Product</b> Enter the name of the contraceptive	Use one worksheet for each contraceptive	Product Condom
2	<b>Year</b> Enter the present year	Use one worksheet each year	Year 1996
3	<b>Facility</b> Enter the name of each of the facilities you supply contraceptives to	List both government and NGOs  If you have more than 15 health centres reporting use additional LMIS-07 forms	Facility 1 Nkope Clinic 2 Malindi Clinic 3 Namwera Clinic 4 Malembo Clinic
4	<b>Quantities Dispensed To Users</b> Enter the total amount of each contraceptive dispensed to users from clinics and through CBD Agents	These figures come from Columns (C) and(D) of Form LMIS-06	June 1996 Nkope Clinic Clinic 5,200 CBD 580 Malindi Clinic Clinic 4,800 CBD 460 Namwera Clinic Clinic 5,300 CBD 1,010 Malembo Clinic Clinic 5,600 CBD 675

5	<b>Quantities Dispensed to Users: Total.</b> Add the figures for each clinic and CBD Agents and enter	This figure comes from Column (E) of Form LMIS-06	Npoke Clinic 5,780 Malindi Clinic 5,260 Namwera Clinic 6,310 Malembo Clinic 6,275
6	<b>Total</b> Add the figures for each column and enter the total in the boxes at the bottom of each column.		Total for Condoms for 4 facilities in June 1996 Clinics 20,900 CBDs 2,725 TOTAL 23,625

LMIS-07 is a double-sided form printed on cardboard. One form is used for each year. The form is a record that remains with the District Family Planning Coordinator.

Chapter VI shows you how to use the information in LMIS-07 to determine the stock status for each contraceptive at the district level. Chapter VII shows you how to use this information to determine the quantity of each contraceptive to issue to your health centres and how to determine the quantity of contraceptives you need at the district to maintain adequate stocks.

### ***HOW DO YOU COMPLETE LMIS-07 IF YOU DO NOT RECEIVE ALL LMIS-06 FORMS FROM YOUR HEALTH CENTRES?***

<b>TASK</b>	Completing Form LMIS-07 when you do not have all LMIS-06 forms from all health centres
<b>COMPLETED BY</b>	District Family Planning Coordinator
<b>PURPOSE</b>	To complete Form LMIS-07 when all data is not available
<b>WHEN TO PERFORM</b>	When not all LMIS-06 forms are received by the 15th of the month following the report month
<b>STEPS</b>	<b>ACTIONS</b>
1	Enter the figures from the last report received for that health centre in the columns for the current month
2	Place an asterisk (*) next to the substitute data and note that this is substitute data at the bottom of LMIS-07

If you do not receive reports from health centres on a routine basis, follow-up with those health centres not reporting, and provide supervision and on-the-job training as necessary.

REPUBLIC OF MALAWI  
MINISTRY OF HEALTH AND POPULATION

District Tracking Form and Worksheet

Product	Condoms	Year	1996
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Facility	QUANTITIES DISPENSED TO USERS																	
	January			February			March			April			May			June		
	Clinic	CBD	Total	Clinic	CBD	Total	Clinic	CBD	Total	Clinic	CBD	Total	Clinic	CBD	Total	Clinic	CBD	Total
1 Nkope Clinic																5,200	580	5,780
2 Malindi Clinic																4,800	460	5,260
3 Namwera Clinic																5,300	1,010	6,310
4 Malembo Clinic																5,600	675	6,275
5																		
6																		
7																		
8																		
9																		
10																		
11																		
12																		
13																		
14																		
15																		
<b>TOTAL</b>																20,900	2,725	23,625

E *LMIS-08 District Quarterly Contraceptive Report*

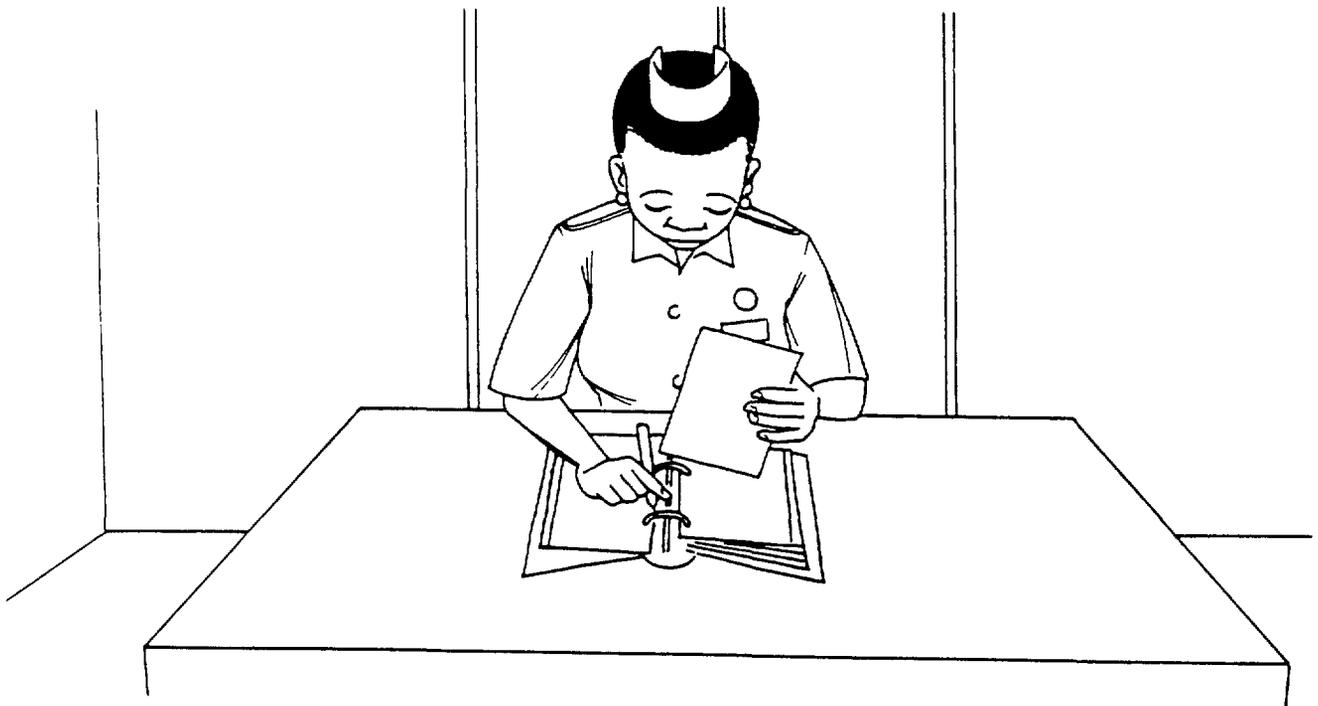
<b>TASK</b>	<b>Filling in Form LMIS-08, District Quarterly Contraceptive Report</b>		
<b>COMPLETED BY</b>	District Family Planning Coordinator, District Pharmacy Assistant		
<b>PURPOSE</b>	1 To report dispensed to user data to the regional level 2 To calculate order quantities for the district and place an order for contraceptives		
<b>WHEN TO PERFORM</b>	No later than the 15th day of the beginning of the next quarter		
<b>MATERIALS NEEDED</b>	To complete Form LMIS-08 you will need completed Form LMIS-07 for the reporting quarter district Stock Card and completed Form LMIS-06 from the previous month		
<b>STEPS</b>	<b>ACTIONS</b>	<b>NOTES</b>	<b>EXAMPLES</b>
1	<b>District</b> Enter the name of your district		District <b>Mangochi</b>
2	<b>Quarter</b> Tick the quarter this report represents		Quarter <b>Apr-Jun</b> ✓
3	<b>Year</b> Enter the year this quarter represents		Year <b>1996</b>
The names of each contraceptive and unit appear in the first two columns Complete Columns (A) through (H)			
4	<b>Beginning Balance</b> Enter the amount of each contraceptive you had on the first day of the quarter in Column (A)	Beginning balance should equal Column (G) of the previous quarter's report  The beginning balance should be the same as the beginning balance for the quarter listed on <i>LMIS-SC the Stock Card</i>	Condoms <b>25,000</b>
5	<b>Received</b> Enter the amount of each contraceptive received during the quarter being reported in Column (B)	Get this figure from the <i>Stock Card</i>	Condoms <b>10 000</b>

6	<b>Quantity Dispensed - Clinic.</b> Enter the quantity of each contraceptive dispensed to clients from all clinics during the reporting quarter in Column (C).	Add the Quantity Dispensed - Clinic totals from the bottom of <i>Form LMIS-07</i> for the three months of the quarter	Condoms 18,000
7	<b>Quantity Dispensed - CBD:</b> Enter the quantity of each contraceptive dispensed to clients by all CBD Agents during the quarter in Column (D)	Add the Quantity Dispensed - CBD totals from the bottom of <i>Form LMIS-07</i> for the three months of the quarter	Condoms 6,400
8	<b>Quantity Dispensed - Total:</b> Add the figures in Columns (C) and (D) and enter in Column (E)	This figure should be the same as the Quantity Dispensed - Total totals from the bottom of <i>Form LMIS-07</i> for the three months of the quarter	Condoms 24,400
9	<b>Losses or Adjustments.</b> Enter the total amount of losses and adjustments at the district pharmacy in Column (F)	This figure should be the total losses or adjustments from the district pharmacy stock card for the quarter  If there are no losses or adjustments enter a zero (0) in the column	Condoms (-) 200
10	<b>Stock on Hand</b> Enter the amount of each contraceptive on hand on the last day of the quarter being reported in Column (G)	Conduct a physical inventory prior to completing this column	Condoms 10,400
11	<b>Quantity Required</b> Multiply the figure in Column (E) by 2 then subtract the figure in Column (G) and enter the quantity required in Column (H)	Formula $(E \times 2) - G = H$  If the result of the calculation is a negative number the district is overstocked with that contraceptive Do not order	Condoms $24\,400 \times 2 = 48\,800$  $48\,800 - 10\,400 = 38,400$

12	<b>Explanation of Losses/ Adjustments</b> Provide a brief explanation of any losses or adjustments.	This information should come from the District Pharmacy Stock Card	200 condoms expired
13	<b>Submitted By/Designation/ Signature/Date:</b> Print your name, designation, sign and print the date.		Valerie Myoni, District Family Planning Coordinator <i>Valerie Myoni</i> 12 July, 1996
14	<b>Verified By/Designation/ Signature/Date</b> Leave this blank.	The Regional Family Planning Coordinator will review this form and complete the spaces with signature and date	

Work with the District Pharmacy Assistant to complete this form. Once you have determined the quantity required, the District Pharmacy Assistant should place an order for the amount of contraceptives requested.

LMIS-08 comes in 4 copies and bound in a book. Send the white and blue copy to the Regional Family Planning Coordinator. Send the green copy to the Regional Medical Stores. Keep the yellow copy in the book.



REPUBLIC OF MALAWI  
MINISTRY OF HEALTH AND POPULATION

District Quarterly Contraceptive Report

District	Mangochi	Quarter (tick one)				Year	1996		
		Jan Mar	Apr-Jun ✓	Jul-Sep	Oct-Dec				
Contraceptive	Unit	Beginning Balance (A)	Received (B)	Quantity Dispensed			- Losses or + Adjustments (F)	Stock on Hand (G)	Quantity Required [(E x 2) - G] (H)
				Clinic (C)	CBD (D)	Total (E)			
Lo-Femenal	cycle								
Ovrette	cycle								
Condom	piece	25,000	10,000	18,000	6,400	24,400	(-) 200	10,400	38,400
Spermicide	piece								
Copper T	piece								
Depo-Provera®	vial								
NORPLANT®	set								

Explanation of Losses/Adjustments (if any) 200 condoms expired

Submitted by Valerie Myoni Designation District FP Coord Signature V Myoni Date 6 July 1996

Verified by \_\_\_\_\_ Designation \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Note Do not remove yellow copy from book Send white and blue copies to the Regional FP Coordinator Send green copy to RMS

F *LMIS-09, Regional Family Planning Coordinator Quarterly Contraceptive Report*

<b>TASK</b>	<b>Filling in Form LMIS-09, Regional Family Planning Coordinator Quarterly Contraceptive Report</b>		
<b>COMPLETED BY</b>	Regional Family Planning Coordinator, Regional Pharmacist-In-Charge		
<b>PURPOSE</b>	To assist the region in determining and monitoring its stock status		
<b>WHEN TO PERFORM</b>	Determining stock status can be done at any time. However, it should always be done by the 20th day of the beginning of the next quarter after all district reports have been received and aggregated.		
<b>MATERIALS NEEDED</b>	To complete Form LMIS-09, you will need completed Form LMIS-08 from all the districts in your region for the quarter. RMS Stock Card.		
<b>STEPS</b>	<b>ACTIONS</b>	<b>NOTES</b>	<b>EXAMPLES</b>
1	<b>Region:</b> Enter the name of the region for which this report is prepared		Region <b>North</b>
2	<b>Quarter:</b> Tick the quarter this report represents		Quarter <b>Apr-Jun</b> ✓
3	<b>Year:</b> Enter the year which the quarter ticked represents		Year <b>1996</b>
Names of contraceptives and units appear in first two columns (A) through (D)			
4	<b>Quantity Dispensed:</b> Enter the total amount of each contraceptive dispensed to clients by all clinics and CBD Agents in your region in Column (A)	Get this figure by aggregating the district totals from Form LMIS-08 Column (E) for all districts in your region for the quarter.	Condoms <b>120,000</b>
5	<b>Average Monthly Consumption:</b> Divide the figure in Column (A) by 3 and enter in Column (B)	This figure is divided by 3 which represents the three months of the quarter.	Condoms 120 000 ÷ 3 <b>=40,000</b>

6	<b>Stock on Hand at RMS:</b> Enter the amount of each contraceptive on hand at the Regional Medical Store on the last day of the quarter in Column (C)	This figure comes from the RMS <i>Stock Card LMIS-SC</i> . Always conduct a physical inventory before recording the amount in this column.	Condoms 160,000
7	<b>Months of Supply on Hand</b> Divide the figure in Column (C) by the figure in Column (B) and enter in Column (D)		Condoms 160 000 ÷ 40 000 = 4
8	<b>Submitted By/Designation/Signature/Date</b> Print your name and designation, sign your name and print the date on which this report is prepared.		Sarah Banda Regional Family Planning Coordinator <i>Sarah Banda</i> 18 July, 1996

After completing the report, attached one copy of each *District Quarterly Contraceptive Report* (Form LMIS-08) used in preparing this report to the white copy of your report and send it to the Logistics Officer at the Family Health Unit. Send the blue copy of the LMIS-09 to CMS. Send the green copy to the RMS.

Use the results found in Column D to discuss stock status with the Regional Medical Stores Pharmacist and determine if any action is required.

**WHAT ACTION IS REQUIRED OF THE CDLMIS FORMS?**

The following table will tell you what action is required after completing each of the forms in the CDLMIS

<b>Form</b>	<b>When to Submit</b>	<b>Where to Submit</b>
LMIS-01	This form stays with the CBD Agent	Do not send this form anywhere
LMIS-02	This form stays with the CBD Supervisor It is completed by the CBD Supervisor along with the CBD Agent	Do not send this form anywhere
LMIS-03	This form stays with the CBD Supervisor	Do not send this form anywhere
LMIS-04	By the 5th day of the next month	1 Send the white copy to the health centre 2 Maintain yellow copy in book
LMIS-05	This form stays at the health centre	Do not send this form anywhere
LMIS-06	By the 10th day of the next month	1 Send white copy to District FP Coordinator 2 Maintain yellow copy in book
LMIS-07	This form stays at the district	Do not send this form anywhere
LMIS 08	By the 15th day of the beginning of the next quarter For example if you complete LMIS-08 for the quarter Jan-Mar 1996 you should complete and submit it by the 15th of April 1996	1 Send white and blue copy to Regional FP Coordinator 2 Send the green copy to the Regional Medical Stores 3 Maintain yellow copy in book
LMIS 09	By the 20th day of the next quarter	1 Attach one blue copy of each Form LMIS- 08 used to complete the report to white copy of Form LMIS-09 Send white copy with attachments to Logistics Officer at FHU 2 Send blue copy of LMIS-09 to CMS 3 Give green copy to Regional Medical Stores
LMIS SC (Stock Card)	This form stays at the facility with the contraceptive stocks	Do not send this form anywhere

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July 1996

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## VI

### **Reviewing Stock Status**

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#### ***WHAT IS YOUR STOCK STATUS?***

When you review your stock status you are determining how much of each brand of contraceptive you have available at your facility. You can review your stock status by simply counting the stock available, such as in a physical inventory (See Chapter IV for procedures for conducting a physical inventory). This gives you an absolute quantity of stock available. But when managing contraceptive stocks, it is much more useful to know how long the stocks will last and if you have enough stock available until you receive your next order. We usually refer to this as **months of stock**. This chapter covers procedures you can use to determine how much of each brand of contraceptive you have in relation to the rate at which these contraceptives are dispensed to users.

#### ***WHAT IS MONTHS OF STOCK?***

Months of stock is the number of months a contraceptive will last based on the present consumption rate. When you review your stock status, you need to determine how many months of stock you have in your facility. When you have 3 months of stock of a particular brand of contraceptive in your facility and if you use about the same per month then you know that the contraceptive will last approximately 3 months.

By reviewing your stock status you will be able to know if your facility is understocked, overstocked, or adequately stocked. If you are understocked, you may have to place an emergency order (See Chapter VII for procedures for placing an emergency order). If you are overstocked, it may be necessary to redistribute the stock to where it is needed.

To assist you in maintaining adequate stocks, a **maximum months of stock** and an **emergency order point** have been established. The maximum months of stock is the largest amount of each brand of contraceptive a facility should hold at any time. If a facility has more than the maximum then it is overstocked and risks having stocks expire before they are distributed. The emergency order point is the level at which the risk of stocking out is very great and an emergency order should be placed immediately.

The maximum months of stock and emergency order points for the different levels of the Malawi CDLMIS are

Level	Maximum Months of Stock	Emergency Order Point
Region	12 months	3 months
District	6 months	1 month
Health Centre	3 months	0.5 months (2 weeks)
CBD Agents	2 months	no emergency order point

### ***HOW DO YOU DETERMINE MONTHS OF STOCK?***

To determine how many months each brand of contraceptive will last, you need to compare the amount of the contraceptive that you have in storage (Stock On Hand) with how much you usually dispense in a month's time (Average Monthly Consumption Rate). The following formula illustrates how to determine how many months of stock of each brand of contraceptive are available at the facility

$$\frac{\text{STOCK ON HAND}}{\text{AVERAGE MONTHLY CONSUMPTION RATE}} = \text{MONTHS OF STOCK}$$

### ***HOW DO YOU REVIEW STOCK STATUS AT THE REGION?***

Each time you complete the *Regional Family Planning Coordinator Quarterly Contraceptive Report (Form LMIS-09)*, you calculate the "Months of Stock on Hand" when completing Column D of the report. This figure tells you how many months the stock of each contraceptive that is currently in stock at the Regional Medical Store will last. (See Chapter V for instructions on completing the *Regional Family Planning Coordinator Quarterly Contraceptive Report (Form LMIS-09)*.) After calculating the months of stock of each contraceptive available at the region, it is important to evaluate your answers to determine if any actions should be taken. The table below will help you decide if any action should be taken.

<b>TASK</b>	<b>Determining what actions to take once stock status has been determined for each contraceptive in the Regional Medical Store</b>	
<b>COMPLETED BY</b>	Regional Family Planning Coordinator, Regional Medical Stores Pharmacists	
<b>PURPOSE</b>	To correct any overstocking or understocking discovered after determining stock status	
<b>WHEN TO PERFORM</b>	After completing <i>Form LMIS-09 Regional Family Planning Coordinator Quarterly Contraceptive Report</i>	
<b>NOTE</b>	The months of stock can be found in Column D of <i>Form LMIS-09 Regional Family Planning Coordinator Quarterly Contraceptive Report</i>	
<b>SITUATION</b>	<b>INTERPRETATION</b>	<b>DECISIONS</b>
Months of stock is between 12 and 6 months	Stock status is adequate	No action required.
Months of stock is greater than 12 months	The Regional Medical Store is overstocked with that contraceptive	<ol style="list-style-type: none"> <li>1. Contact the Central Medical Stores and let them know that your region is overstocked. The Central Medical Store may want to transfer stock from your region to another region that may be understocked.</li> <li>2. Contact the Logistics Officer, MOH/FHU and inform him of the situation.</li> </ol>
Months of stock is between 6 and 3 months	The Regional Medical Stores is understocked but should have enough stock until the next delivery is received. However, if demand increases unexpectedly, it may be necessary to place an emergency order.	<ol style="list-style-type: none"> <li>1. Monitor the stocks and review the stock status monthly.</li> <li>2. Inform the Central Medical Stores and the Logistics Officer, MOH/FHU, of your stock status.</li> </ol>
Months of stock is at or less than 3 months	The Regional Medical Store is seriously understocked with that contraceptive. The stock level is at or below the Emergency Order Point of 3 months.	<ol style="list-style-type: none"> <li>1. Contact the Regional Pharmacist-In-Charge <i>immediately</i> and request that he contact the Central Medical Stores for an emergency order.</li> <li>2. Contact the Logistics Officer MOH/FHU and inform him of the situation.</li> </ol>

**HOW DOES THE REGION REVIEW DISTRICT STOCK STATUS?**

Each quarter when you received Form LMIS-08, the District Quarterly Contraceptive Report, you should review the stock status of the district reporting. This is an important monitoring activity to ensure that there are always adequate stocks available in all the districts in your region. To review the stock status of the district using information from Form LMIS-08, follow the procedures outlined below.

<b>TASK</b>	Reviewing District Stock Status		
<b>COMPLETED BY</b>	Regional Family Planning Coordinator		
<b>PURPOSE</b>	To determine the number of months of stock at the district levels		
<b>WHEN TO PERFORM</b>	Each time you receive <i>Form LMIS-08 District Quarterly Contraceptive Report</i>		
<b>NOTE</b>	Use the data on <i>Form LMIS-08 the District Quarterly Contraceptive Report</i> to assist you in reviewing district stock status. Follow these procedures for each brand of contraceptive.		
<b>STEPS</b>	<b>ACTIONS</b>	<b>NOTES</b>	<b>EXAMPLES</b>
1	Divide the Total Quantity Dispensed for a particular brand of contraceptive by 3 to get the average monthly consumption rate (AMCR)	Get Total Quantity Dispensed from Column (E) on Form LMIS-08	From the Thyolo District report for Oct-Dec  Total Quantity Dispensed for Lo-Femenal is 696 cycles  $696 \div 3 = 232$ cycles is the current AMCR for Lo-Femenal in Thyolo District
2	Divide the Stock on Hand for the contraceptive by the average monthly consumption rate for this contraceptive	Get Stock on Hand from Column (G) on Form LMIS-08	From the Thyolo District report for Oct-Dec  Stock on Hand for Lo-Femenal is 1044  $1044 \div 232 = 4.5$ months of stock of Lo-Femenal in Thyolo District
3	Write the number of months of stock next to the name of the contraceptive on Form LMIS-08		

After calculating the months of stock for the district, then you need to determine what actions to take. Use the following guidelines to help you decide if any action is needed.

<b>TASK</b>	<b>Determining what actions to take once stock status has been determined for each contraceptive in the district</b>	
<b>COMPLETED BY</b>	Regional Family Planning Coordinator	
<b>PURPOSE</b>	To monitor district stock status and advise district to correct any overstocking or understocking discovered after determining stock status	
<b>WHEN TO PERFORM</b>	After completing reviewing <i>Form LMIS-08 the District Quarterly Contraceptive Report</i>	
<b>SITUATION</b>	<b>INTERPRETATION</b>	<b>DECISIONS</b>
Months of stock is between 6 and 3 months	Stock status is adequate	No action required.
Months of stock is greater than 6 months	The district is overstocked with this contraceptive	Contact the District Family Planning Coordinator to discuss the stock status of this contraceptive. Suggest that the District Family Planning Coordinator discuss the situation with the District Pharmacy Assistant and coordinate any necessary actions.  If any stock will expire in the next few months, you may want to transfer some stock to another district that may be able to distribute it sooner.
Months of stock is between 3 and 1 months	The district pharmacy is understocked but should have enough stock until the next delivery is received	Contact the District Family Planning Coordinator and discuss the stock status of this contraceptive.  Suggest that the District Family Planning Coordinator work with the District Pharmacy Assistant to monitor stocks closely as any unusual increase in demand could bring stock levels to the emergency order point
Months of stock is at or less than 1 month	The district pharmacy is seriously understocked with this contraceptive. The stock level is at or below the Emergency Order Point of 1 month	Contact the District Family Planning Coordinator and request that the coordinator and the District Pharmacy Assistant <i>place an emergency order immediately</i>

***HOW DO YOU DETERMINE THE STOCK STATUS OF THE DISTRICT?***

Since the district pharmacy issues contraceptives to health centres, hospitals and NGOs monthly, but receives contraceptives from the region quarterly, it is very important that the District Family Planning Coordinator and the District Pharmacy Assistant review the stock status of the district pharmacy monthly. This will ensure that there are always adequate quantities of contraceptives available.



**“SINCE WE ISSUE MONTHLY  
WE SHOULD CHECK OUR STOCK STATUS MONTHLY”**

<b>TASK</b>	<b>Determining months of stock on hand for each brand of contraceptive at the district pharmacy</b>		
<b>COMPLETED BY</b>	District Family Planning Coordinator District Pharmacy Assistant		
<b>PURPOSE</b>	To determine if the district pharmacy is adequately stocked to meet the needs of lower level facilities before receiving its next order		
<b>WHEN TO PERFORM</b>	At the end of each month after receiving Forms LMIS-06 the <i>Family Planning Clinic Monthly Contraceptive Reports</i> and completing issues to the health centres hospitals, and NGOs		
<b>NOTE</b>	Use <i>Form LMIS-07 District Tracking Form and Worksheet</i> and <i>Form LMIS-SC Stock Card</i> for the district pharmacy to assist you in reviewing district stock status Follow these procedures for each brand of contraceptive		
<b>STEPS</b>	<b>ACTIONS</b>	<b>NOTES</b>	<b>EXAMPLES</b>
1	Add the Total Quantities Dispensed to Users from the current month and the two most recent months for the contraceptive	These figures come from the monthly totals found at the bottom of LMIS-07	Total condoms dispensed in the Mangochi District in January 12 345 February 12 452 March <u>12 532</u> 37 329  Total condoms dispensed is 37 329 pieces
2	Divide the total by 3 to get the average monthly consumption rate		$37\ 329 - 3 = 12\ 443$ pieces average monthly consumption for condoms in Mangochi District
3	Divide the Stock on Hand for the contraceptive by the average monthly consumption rate for this contraceptive	Get the Stock on Hand from the <i>Stock Card LMIS SC</i>	Stock on Hand for condoms at end of March is 60 900 pieces $60\ 900 - 12\ 443 = 4\ 8$ months of stock
4	Write the number of months of stock under the Total column for the current month		

After calculating the months of stock for the district, then you need to determine what actions to take Use the following guidelines to help you decide if any action is needed

<b>TASK</b>	<b>Determining what actions to take once stock status has been determined for each contraceptive in the district</b>	
<b>COMPLETED BY</b>	District Family Planning Coordinator District Pharmacy Assistant	
<b>PURPOSE</b>	To correct any overstocking or understocking discovered after determining stock status	
<b>WHEN TO PERFORM</b>	At the end of each month, after receiving Forms LMIS-06 the <i>Family Planning Clinic Monthly Contraceptive Reports</i> and completing issues to the health centres hospitals and NGOs	
<b>SITUATION</b>	<b>INTERPRETATION</b>	<b>DECISIONS</b>
Months of stock is between 6 and 3 months	Stock status is adequate	No action required
Months of stock is greater than 6 months	The district is overstocked with this contraceptive	If some or all stock will expire in the next few months, notify the Regional Family Planning Coordinator and the Regional Pharmacist-In-Charge who may want to transfer some stock to another district that may be able to distribute it sooner
Months of stock is between 3 and 1 month	The district pharmacy is understocked but should have enough stock until the next delivery is received	Monitor stocks closely as any unusual increase in demand could bring stock levels to the emergency order point
Months of stock is at or less than 1 month	The district pharmacy is seriously understocked with this contraceptive The stock level is at or below the Emergency Order Point of 1 month	<b><i>Place an emergency order immediately</i></b>

## ***HOW DOES THE DISTRICT REVIEW THE STOCK STATUS OF THE HEALTH CENTRE?***

Each month when you received *Form LMIS-06, the Family Planning Clinic Monthly Contraceptive Report*, you should review the stock status of the health centre reporting. This is an important monitoring activity to ensure that there are always adequate stocks available in all the health centres in your district. To review the stock status of a health centre using information from Form LMIS-06, follow the procedures outlined below.

<b>TASK</b>	<b>Determining the number of months stock on hand for each brand of contraceptive at each health centre, hospital, or NGO which receives contraceptives from the district</b>		
<b>COMPLETED BY</b>	District Family Planning Coordinator		
<b>PURPOSE</b>	To determine if the health centres, hospitals, and NGOs are maintaining adequate contraceptive stocks		
<b>WHEN TO PERFORM</b>	Each time a <i>LMIS-06 Family Planning Clinic Monthly Contraceptive Report</i> is received		
<b>NOTE</b>	Use <i>Form LMIS-06 Family Planning Clinic Monthly Contraceptive Report</i> to assist you in reviewing health centre stock status. Follow these procedures for each brand of contraceptive.		
<b>STEPS</b>	<b>ACTIONS</b>	<b>NOTES</b>	<b>EXAMPLES</b>
1	Divide the Total Stock on Hand quantity for a contraceptive by the Total Quantity Dispensed of that contraceptive in that month.	Get Total Stock on Hand from Column (K) on Form LMIS-06. Get Total Quantity Dispensed from Column (E) on Form LMIS-06.	Total Stock on Hand in March for Monkey Bay Clinic is 5432 pieces.  Total Quantity Dispensed in March is 2980.  $5432 - 2980 = 1.8$ months of stock of condoms.
2	Write the number of months of stock next to the name of the contraceptive on Form LMIS-06.		

<b>TASK</b>	<b>Determining what actions to take once stock status has been determined for each contraceptive in the health centre</b>	
<b>COMPLETED BY</b>	District Family Planning Coordinator	
<b>PURPOSE</b>	To monitor the stock status at the health centres and to correct any overstocking or understocking discovered after determining stock status	
<b>WHEN TO PERFORM</b>	At the end of each month after receiving Form LMIS-06 the <i>Family Planning Clinic Monthly Contraceptive Report</i> , from a health centre	
<b>SITUATION</b>	<b>INTERPRETATION</b>	<b>DECISIONS</b>
Months of stock is between 3 and 1 months	Stock status is adequate	No action required
Months of stock is greater than 3 months	The health centre is overstocked with this contraceptive	Contact the Family Planning Service Provider and discuss the stock status of this contraceptive  If some or all of the stock will expire in the next few months, you may want to transfer some stock to another health centre that may be able to distribute it sooner
Months of stock is between 1 month and 2 weeks (0.5 months)	The health centre is understocked but should have enough stock until the next delivery is received	Contact the Family Planning Service Provider and discuss the stock status of this contraceptive.
The number of months is at or less than 2 weeks (0.5 months)	The health centre is seriously understocked with this contraceptive The stock level is at or below the Emergency Order Point of 2 weeks	Contact the Family Planning Service Provider and discuss the stock status of this contraceptive. <i>An emergency order should be sent immediately.</i>

## VII

### **Calculating How Much to Order or Issue**

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#### ***WHO ORDERS AND ISSUES IN THE CDLMIS?***

In the Malawi CDLMIS, contraceptives move down the system from the Central Medical Stores to the Regional Medical Stores, from the Regional Medical Stores to the District Pharmacies, and from the District Pharmacies to the health centres, hospitals and NGO service delivery sites. These service sites provide contraceptives directly to users. Determining how much of each brand of contraceptive to order and issue is a critical element in the management of contraceptive supplies. In Malawi,

- ▶ The Central Medical Stores determines how much of each contraceptive to give to each Regional Medical Store. Procedures for this are *not* included in this manual.
- ▶ Each month the District Family Planning Coordinator determines how much of each contraceptive brand each health centre, hospital or NGO service site should receive based on the information sent in their monthly report.
- ▶ At the end of each quarter, the District Family Planning Coordinator determines how much of each contraceptive to order for the district and requests that the District Pharmacy Assistant place the order to the Regional Medical Store.

The ordering and issuing of contraceptives in the CDLMIS is integrally linked to the reporting system. If the District Family Planning Coordinator does not receive a *Form LMIS-06 Family Planning Clinic Monthly Contraceptive Report* from a health centre, she can not determine how many contraceptives the health centre needs. It also makes it more difficult for the District Family Planning Coordinator to determine how many contraceptives the district should order. It is very important that reports are submitted on time to ensure a consistent supply of contraceptives. If you are at the District level and do not receive the reports you need from the health centres, follow-up with those centres and make every effort necessary to get the reports.

## HOW DOES THE DISTRICT DETERMINE WHAT TO ISSUE TO THE HEALTH CENTRES?

<b>TASK</b>	Calculating the quantities for each contraceptive to issue to the health centres, hospitals, and NGOs		
<b>COMPLETED BY</b>	District Family Planning Coordinator		
<b>PURPOSE</b>	To determine the quantity of each contraceptive brand to request the District Pharmacy Assistant to issue to each health centre hospital or NGO		
<b>WHEN TO PERFORM</b>	Every month after receiving Form LMIS-06 and entering the information into Form LMIS-07		
<b>NOTE</b>	Calculating the quantity required is the last activity in completing Form LMIS-06 which is submitted by each health centre hospital or NGO These steps should be taken for each contraceptive brand reported		
<b>STEPS</b>	<b>ACTIONS</b>	<b>NOTES</b>	<b>EXAMPLES</b>
1	Add the total quantity dispensed to users for the particular contraceptive for the most recent three months, including the total just reported, for that health centre	This information can be found on Form LMIS-07	The totals dispensed to users for condoms April 4 200 May 4 600 June 5 200 The 3 month total is 14 000 condoms
2	Subtract the current stock on hand of the particular contraceptive from the 3 month total to get the quantity required	The Stock on Hand figure can be found in Column (K) on the most recent Form LMIS 06	Stock on Hand is 2 975 $14\ 000 - 2\ 975 = 11\ 025$ condoms required
3	Enter the quantity required in Column (L) on Form LMIS-06		
4	Inform the District Pharmacy Assistant of the Quantity Required of this and all other contraceptives required and request that he issue these quantities to the health centre hospital or service delivery point		

### ***HOW DOES THE DISTRICT CALCULATE ITS ORDER?***

At the end of every quarter, the District Family Planning Coordinator should determine how much of each brand of contraceptive is needed to ensure adequate contraceptive supply in the district. The District Family Planning Coordinator does this by completing Column H of Form LMIS-08, the *District Quarterly Contraceptive Report*.

<b>TASK</b>	Calculating the contraceptive quantity required for the district		
<b>COMPLETED BY</b>	District Family Planning Coordinator		
<b>PURPOSE</b>	To determine the quantity of each contraceptive brand to request the District Pharmacy Assistant to order from the Regional Medical Store		
<b>WHEN TO PERFORM</b>	At the end of each quarter when completing <i>Form LMIS-08 District Quarterly Contraceptive Report</i> . Calculating the quantity required should always be done after completing issues to all health centres		
<b>NOTE</b>	Calculating the "Quantity Required" is the same as completing the Column H of Form LMIS-08		
<b>STEPS</b>	<b>ACTIONS</b>	<b>NOTES</b>	<b>EXAMPLES</b>
1	Multiply the Total Quantity Dispensed for the quarter by 2	The Total Quantity Dispensed is the figure found in Column E on Form LMIS-08 for the particular contraceptive	If the Total Quantity Dispensed for condoms for the quarter is 24 400 then $24\ 400 \times 2 = 48\ 800$
2	Subtract the Stock on Hand from the result of Step 1. The result of this computation is the Quantity Required	Stock on Hand is the figure found in Column G on Form LMIS-08	If the Stock on Hand is 10 400 condoms then $48\ 800 - 10\ 400 = 38\ 400$ condoms are required
3	Enter this amount on the Quantity Required Column H on Form LMIS-08		
4	Inform the District Pharmacy Assistant of the Quantity Required of this and all other contraceptives and request that he place an order for this quantity from the Regional Medical Stores		

## ***HOW DOES THE DISTRICT PLACE AN EMERGENCY ORDER?***

When the stock status in your facility is at or below the emergency order point, it is time to place an emergency order. See Chapter VI for the emergency order point for your facility. An emergency order is a non-routine order. If reporting, ordering and issuing procedures are being followed, emergency orders should not occur frequently. However, should an emergency order be necessary, follow the procedures outlined below.

<b>TASK</b>	<b>Placing an emergency order</b>
<b>COMPLETED BY</b>	District Family Planning Coordinator, Pharmacy Assistant
<b>PURPOSE</b>	To order supplies when stock levels are at or below the emergency order point
<b>WHEN TO PERFORM</b>	Any time the stock levels of any contraceptive is at or below the emergency order point
<b>STEPS</b>	<b>ACTIONS</b>
Use as much dispensed to user data as you have available for the quarter	
1	Complete Form LMIS-08 as you would each quarter when completing a routine order
2	Write the words "EMERGENCY ORDER" in red ink at the top of Form LMIS-08
3	Complete a Requisition for Medical Supplies form for the order and write the words "EMERGENCY ORDER" in red ink at the top
4	Call the Regional Family Planning Coordinator and the Pharmacist-In-Charge and inform them of the emergency order
5	Fax or hand carry the Emergency Order Form LMIS-08 to the Regional Family Planning Coordinator. Fax or hand carry the Emergency Order Requisition for Medical Supplies to the Pharmacist In Charge

An emergency order does not replace a routine order. If you have made an emergency order in the last quarter, make your routine order on the normal ordering schedule.

### ***HOW DOES THE HEALTH CENTRE PLACE AN EMERGENCY ORDER?***

Family Planning Service Providers and Medical Assistants at the health centres should be instructed on how to place an emergency order should the need arise. When the stock status at the health centre is at or below the emergency order point, the health centre staff should place an emergency order using the following procedures:

<b>TASK</b>	<b>Placing an emergency order</b>
<b>COMPLETED BY</b>	Family Planning Service Providers Medical Assistants
<b>PURPOSE</b>	To order supplies when stock levels are at or below the emergency order point
<b>WHEN TO PERFORM</b>	Any time the stock level of any contraceptive is at or below the emergency order point
<b>STEPS</b>	<b>ACTIONS</b>
	Use as much dispensed to user data as you have available
1	Complete Form LMIS-06
2	Write the words "EMERGENCY ORDER" in red ink at the top of Form LMIS-06
3	Complete the EDP Checklist and write the words "EMERGENCY ORDER" in red ink at the top
4	Take the completed LMIS-06 to the District Family Planning Coordinator and the EDP Checklist to the District Pharmacy Assistant and pick up the stocks needed

## VIII

# **Logistics Monitoring and Supervision**

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### ***INTRODUCTION***

Two of the most important responsibilities logistics personnel carry out are monitoring and supervision. Monitoring and supervision are the backbone of an effective logistics system. Without continuous monitoring of logistics activities and supervision of the personnel who carry out these responsibilities, overall quality of the logistics system may weaken, which in turn may jeopardize the quality of service provided to users.

### ***WHAT IS "MONITORING"?***

**Monitoring** is checking on a regular basis to ensure that assigned activities are carried out.

### ***WHY MONITOR LOGISTICS ACTIVITIES?***

There are several reasons why logistics activities should be monitored on a regular basis:

- ▶ To ensure that clients are getting the contraceptives they want when they need them
- ▶ To ensure that planned logistics activities are being carried out according to schedule,
- ▶ To ensure that all records are correctly maintained and reports are submitted timely,
- ▶ To determine the quantity of supplies to issue to CBDs, and
- ▶ To re-supply

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***WHAT IS "SUPERVISION"?***

**Supervision** is the process of ensuring that personnel have the knowledge and skills required to carry out their responsibilities effectively, and providing immediate on-the-job training as needed

***WHY SUPERVISE LOGISTICS PERSONNEL?***

There are several reasons logistics personnel should be supervised

- ▶ To ensure they have the knowledge and skills they need to effectively manage the logistics system,
- ▶ To identify performance weaknesses and to improve performance by providing immediate on-the-job training as needed, and
- ▶ To ensure that established logistics guidelines and procedures are being followed

Most supervisors agree that if they are to be truly effective supervisors they must have the same knowledge and skills as the people they supervise. In the logistics system this means that supervisors must be able to effectively carry out all of the responsibilities of the personnel at the level below them. See Chapter II for a detailed list of the responsibilities of the personnel you supervise.

***IS THERE A DIFFERENCE BETWEEN MONITORING AND SUPERVISION?***

Yes, there is a difference, but it is not a very large one. An easy way to think about the difference between monitoring and supervision is this:

**MONITOR** logistics **ACTIVITIES**

**SUPERVISE** the **PEOPLE** who carry out these activities

In general it is safe to say that most logistics activities can be monitored by reviewing records and reports which can frequently be done from your office. For example, by checking reports you can determine if a facility is maintaining stock balances between max-min levels,

or if there are unusual quantities of contraceptives expiring or lost. Effective supervision, on the other hand, can only take place in the presence of logistics personnel. You should plan to spend time supervising and providing on-the-job training each time you visit personnel you supervise, whether they are in the same office or at a district or SDP facility.

### ***WHAT IS ON-THE-JOB TRAINING?***

On-the-job training is helping someone improve their performance by demonstrating the correct way to do a task. On-the-job training is informal and takes place on the job, working closely with the worker. Effective on-the-job training should take place as soon as a performance problem is identified.

### ***IS THERE A GUIDELINE FOR PROVIDING LOGISTICS MONITORING AND SUPERVISION?***

The following guideline should help you monitor logistics activities and provide the necessary supervision.

**GUIDELINE FOR  
MONITORING AND SUPERVISION  
IN THE MALAWI CONTRACEPTIVE DISTRIBUTION AND  
LOGISTICS MANAGEMENT INFORMATION SYSTEM**

**INSTRUCTIONS FOR USE**

*This is a guideline for use in monitoring logistics activities and supervising the personnel who carry them out. Use these guidelines to monitor and supervise personnel at your level and those you supervise at levels below you. Based on your findings you should make logistics-related decisions. If your findings point out a knowledge or skill deficiency in the personnel who carry out logistics activities, provide immediate on-the-job training to correct the knowledge/skill deficiencies.*

=====0=====0=====0=====0=====0=====

- 1 Are logistics records being filled in completely and accurately? Are reports being submitted timely and to the appropriate places?

*(If not, do personnel know the how to fill in forms? Do they know the procedures for submitting records? If not, provide on-the-job training.)*

- 2 Are contraceptives being ordered and issued according to established policies?

*(If not, do personnel know the established policies regarding ordering and issuing? If not, provide on-the-job training.)*

- 3 Storage of contraceptives

- a Is storage area clean?
- b Is storage area safe from water damage?
- c Is storage area well lighted and well-ventilated?
- d Are condoms stored away from electric motors and florescent lights?
- e Are cartons/boxes stored off the floor?
- f Are cartons/boxes stacked away from walls?
- g Are cartons/boxes marked with expiry dates?
- h Are contraceptives stored in a manner to facilitate FEFO distribution?
- i Are contraceptives stored separately from medical supplies, office supplies, insecticides, and chemicals?

*(If not, do personnel have the required knowledge/skills related to storage? If not, identify knowledge/skill deficiencies and provide on-the-job training.)*

- 4 Are contraceptives being issued according to FEFO guideline (FIRST EXPIRY, FIRST OUT)?

*(If not, do personnel understand principle of FEFO? If not, explain the principle of FEFO and provide ideas on how contraceptives should be stored to facilitate FEFO distribution )*

- 5 Have procedures to dispose of expired or damaged contraceptives been undertaken?

*(If not do personnel know the procedures? If not, review the procedures )*

- 6 Are stock levels at each facility adequate (not above the maximum quantity, not at an emergency order level)?

*(If you think there is a problem contact your supervisor who will take the necessary actions to correct the situation )*

- 7 Check the Months of Stock on hand for each brand of contraceptive

Use the formula

#### CALCULATING MONTHS OF STOCK

<b>BALANCE ON HAND</b>	=	<b>MONTHS OF STOCK</b>
_____		<b>ON HAND</b>
<b>AVERAGE MONTHLY CONSUMPTION RATE</b>		

- 8 Are personnel correctly determining ORDER and ISSUE QUANTITIES for each brand of contraceptive?

*(If not identify the knowledge/skill deficiency and provide on-the-job training )*

- 9 Are physical inventories being conducted and properly recorded in the Stock Card?

*(If not do personnel know how to conduct a physical inventory and why it is important to do so? If not take a physical count of stock with the personnel and emphasize the importance of conducting routine physical inventories Demonstrate how to record physical inventory in the Stock Card )*

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## **List of Acronyms**

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AMCR - average monthly consumption rate

CBD - Community Based Distribution

CDLMIS - Contraceptive Distribution and Logistics Management Information System

CMS - Central Medical Stores

DAC - District AIDS Coordinator

DHO - District Health Officer

EDP - Essential Drug Programme

EOP - emergency order point

FEFO - First-Expiry/First-Out

FHU - Family Health Unit

FP - Family Planning

LMIS - Logistics Management Information System

MOH - Ministry of Health

NGOs - Non-governmental organizations

RAC - Regional AIDS Coordinator

RHO - Regional Health Officer

RMS - Regional Medical Stores

SC - Stock Card

## **Glossary of Terms**

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**Average Monthly Consumption Rate** The average amount of a contraceptive that is dispensed to users each month

**Brand** A specific product identified by a distinctive name and packaging given to it by the manufacturer For example, Lo-Femenal and Ovrette are **brands** of oral contraceptives

**Coordination** The process of working together on specific activities to achieve a common goal

**Dispensed to Client** The provision of an item of supply to its ultimate user by a provider  
The same as dispensed to user

**Emergency Order** Non-routine order that is placed when stock levels fall below the emergency order point before the routine order period (See Chapter VII )

**First-Expiry/First-Out (FEFO)** A method of managing contraceptive supplies in a storage facility to ensure that the oldest stock is issued before newer stock (See Chapter III )

**Issue** The provision of an item of supply from one storage facility to another

**Level** The specific location in the health system hierarchy, this may be the central region, district or service delivery point level (See Chapter I )

**Logistics** The science of procuring maintaining and transporting supplies

**Logistics System** The structure through which a quantity of supplies is moved to different levels according to a schedule Information about the quantities issued or dispensed to users at each level is gathered to determine the quantity and schedule of future deliveries

**Maximum Months of Stock** The number of months of stock above which stock levels should not rise in a given facility (See Chapters VI )

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**Method** A contraceptive (method), such as oral contraceptives, condoms or injectable

**Monitoring** Checking on a regular basis to ensure that assigned logistics activities are carried out (See Chapter IX )

**Months of Stock** A measurement of stock quantity that indicates the number of months a contraceptive will be available based on the present consumption rate

**Overstock** Refers to a situation in which a storage facility has more stock than is recommended

**Physical Inventory** The process of counting by hand the total number of each brand of contraceptive in your store or health facility at any given time (See Chapter IV )

**Recording** The process of entering information or data on a form or record (See Chapter V )

**Reporting** The process of transmitting information, usually by submitting a document, form or report on regular (monthly quarterly or annual) basis (See Chapter V )

**Service Delivery Point** Any facility in the logistics system that provides services directly to clients

**Shelf Life** The length of time a product may be stored under ideal conditions without affecting the usability, safety purity or potency of the item (See Chapter III )

**Stock on Hand** Stored quantities of usable stock

**Stock Out** Refers to a situation in which a storage facility has no stock on hand

**Stock Status** The number of months of stock available for distribution at a facility at a given time (See Chapter VI )

**Supervision** The process of ensuring that logistics personnel have the knowledge and skills required to carry out their responsibilities effectively, and providing immediate on-the-job training as needed

## ANNEXES

- A-1 LMIS-01, CBD Agent Client and Contraceptive Tally Sheet
- A-2 LMIS-02, CBD Agent Monthly Contraceptive Report
- A-3 LMIS-03, CBD Supervisor Monthly Contraceptive Worksheet
- A-4 LMIS-04, CBD Supervisor Monthly Contraceptive Summary
- A-5 LMIS-05, Family Planning Clinic Daily Tally Sheet
- A-6 LMIS-06, Family Planning Clinic Monthly Contraceptive Report
- A-7 LMIS-07, District Tracking Form and Worksheet
- A-8 LMIS-08, District Quarterly Contraceptive Report
- A-9 LMIS-09, Regional Family Planning Coordinator Quarterly Contraceptive Report
- A-10 LMIS-SC, Stock Card
- A-11 Visual Indicators of Contraceptive Quality Problems
- A-12 Goal & Objectives of the Regional and District Level CDLMIS Workshop

**ANNEX A-1**

<b>TASK</b>	<b>FILLING IN FORM LMIS-01, CBD Agent Client and Contraceptive Tally Sheet</b>
<b>COMPLETED BY</b>	CBD Agent
<b>PURPOSE</b>	To collect information about family planning clients and the numbers of contraceptive methods they receive
<b>WHEN TO PERFORM</b>	Each time contraceptives are given to clients
<b>STEP 1</b>	<b>DZINA LA MLANGIZI</b> Write the name of the CBD Agent
<b>STEP 2</b>	<b>MWEZI</b> Write the month for which the form is being completed
<b>STEP 3</b>	<b>CHAKA</b> Write the year in which the form is being completed
<b>STEP 4</b>	<b>WOLERA ATSOPANO</b> Draw a diagonal line through a circle to indicate which contraceptive was given to a new client. A new client is a client who is using a contraceptive for the first time
<b>STEP 5</b>	<b>WOLERA AKALE</b> Draw a diagonal line through a circle to indicate which contraceptive was given to continuing clients
<b>STEP 6</b>	<b>NJIRA ZOPEREKEDWA</b> Draw a diagonal line through a circle to indicate the number of each contraceptive given to a client For orals one diagonal line equals 1 cycle For condoms one diagonal line equals 10 pieces For foaming tablets one diagonal line equals 10 pieces
<b>STEP 7</b>	<b>WOTUMIRIZIDWA KUCHIPATALA WOLERA ATSOPANO</b> Draw a diagonal line through a circle to indicate that a new client was referred to hospital for any of the reasons in the first column
<b>STEP 8</b>	<b>WOTUMIZIDWA KUCHIPATALA WOLERA AKALE</b> Draw a diagonal line through a circle to indicate that a continuing client was referred to hospital for any of the reasons listed in the first column

- STEP 9**      **MAYANKHO A KUCHIPATALA**  
 Draw a diagonal line through a circle to indicate that a client referred to hospital has reported back to you with a signed feedback form
- STEP 10**    **CHIWERENGERO CHA MWEZI ONSE CHA WOLERA ATSOPANO**  
 Add the number of diagonal lines for each of the contraceptive methods given to new clients and write the total
- STEP 11**    **CHIWERENGERO CHA MWEZI ONSE CHA WOLERA AKALE**  
 Add the number of diagonal lines for each of the contraceptive methods given to continuing clients and write the total
- STEP 12**    **CHIWERENGERO CHA MWEZI ONSE CHA NJIRA**  
 Add the number of each contraceptive method given to both new and continuing clients and write the total
- STEP 13**    **CHIWERENGERO CHA ZOTSALA POTH A PA MWEZI**  
 Count the quantity of each contraceptive remaining at the end of the month and write the total
- STEP 14**    **CHIWERENGERO CHA OTUMIZIDWA ONSE**  
 Write the total number of clients referred by CBD Agents for each of the reasons listed in the column on the left
- STEP 15**    **CHIWERENGERO CHA MAYANKHO ONSE**  
 Write the total number of clients referred to hospital who reported back to you with a signed feedback form
- STEP 16**    **CHIWERENGERO CHA MWEZI ONSE CHA WOLERA ATSOPANO**  
 Add the number of new clients for all methods and write the total
- STEP 17**    **CHIWERENGERO CHA MWEZI ONSE CHA WOLERA AKALE**  
 Add the number of continuing clients for all methods and write the total
- STEP 18**    **CHIWERENGERO CHA MWEZI ONSE CHA WOTUMIZIDWA ONSE**  
 Add the number of referred clients and write the total
- STEP 19**    **CHIWERENGERO CHA MWEZI ONSE CHA MAYANKHO ONSE**  
 Add the number of referred clients and write the total

REPUBLIC OF MALAWI  
MINISTRY OF HEALTH AND POPULATION

CBD Agent Client and Contraceptive Tally Sheet

DZINA LA MALNGIZI					MWEZI					CHAKA
NJIRA	WOLERA ATSOPANO		WOLERA AKALE		NJIRA ZOPEREKEDWA					
MAPIRITSI A MPHAWU ZIWIRI	OOOOO	OOOOO	OOOOO	OOOOO	M modzi aimira paketi imodzi					
	OOOOO	OOOOO	OOOOO	OOOOO	OOOOO	OOOOO	OOOOOO	OOOOO	OOOOO	OOOOO
	OOOOO	OOOOO	OOOOO	OOOOO	OOOOO	OOOOO	OOOO	OOOOO	OOOOO	OOOOO
	OOOOO	OOOOO	OOOOO	OOOOO	OOOOO	OOOOO	OOOOO	OOOOO	OOOOO	OOOOO
	OOOOO	OOOOO	OOOOO	OOOOO	OOOOO	OOOOO	OOOOO	OOOOO	OOOOO	OOOOO
MAPIRITSI A MPHAMVU IMODZI	OOOOO	OOOOO	OOOOO	OOOOO	M modzi aimira paketi imodzi					
	OOOOO	OOOOO	OOOOO	OOOOO	OOOOO	OOOOO	OOOOO	OOOOO	OOOOO	OOOOO
	OOOOO	OOOOO	OOOOO	OOOOO	OOOOO	OOOOO	OOOOO	OOOOO	OOOOO	OOOOO
	OOOOO	OOOOO	OOOOO	OOOOO	OOOOO	OOOOO	OOOOO	OOOOO	OOOOO	OOOOO
	OOOOO	OOOOO	OOOOO	OOOOO	OOOOO	OOOOO	OOOOO	OOOOO	OOOOO	OOOOO
MAKONDOMU	OOOOO	OOOOO	OOOOO	OOOOO	M modzi ayimira Makondomu 10					
	OOOOO	OOOOO	OOOOO	OOOOO	OOOOO	OOOOO	OOOOO	OOOOO	OOOOO	OOOOO
	OOOOO	OOOOO	OOOOO	OOOOO	OOOOO	OOOOO	OOOOO	OOOOO	OOOOO	OOOOO
	OOOOO	OOOOO	OOOOO	OOOOO	OOOOO	OOOOO	OOOOO	OOOOO	OOOOO	OOOOO
	OOOOO	OOOOO	OOOOO	OOOOO	OOOOO	OOOOO	OOOOO	OOOOO	OOOOO	OOOOO
THOBU	OOOOO	OOOOO	OOOOO	OOOOO	M modzi ayimira Mapiritsi 10					
	OOOOO	OOOOO	OOOOO	OOOOO	OOOOO	OOOOO	OOOOO	OOOOO	OOOOO	OOOOO
	OOOOO	OOOOO	OOOOO	OOOOO	OOOOO	OOOOO	OOOOO	OOOOO	OOOOO	OOOOO
	OOOOO	OOOOO	OOOOO	OOOOO	OOOOO	OOOOO	OOOOO	OOOOO	OOOOO	OOOOO
	OOOOO	OOOOO	OOOOO	OOOOO	OOOOO	OOOOO	OOOOO	OOOOO	OOOOO	OOOOO
WOTUMIRIZIDWA KUCHIPATALA					MAYANKHO A KU CHIPATALA					
WOKAY ESEDW A MTHUPI	OOOOO	OOOOO	OOOOO	OOOOO	OOOOO	OOOOO	OOOOO	OOOOO	OOOOO	OOOOO
	OOOOO	OOOOO	OOOOO	OOOOO	OOOOO	OOOOO	OOOOO	OOOOO	OOOOO	OOOOO
	OOOOO	OOOOO	OOOOO	OOOOO	OOOOO	OOOOO	OOOOO	OOOOO	OOOOO	OOOOO
WOSANKHA NJIRA ZINA	OOOOO	OOOOO	OOOOO	OOOOO	OOOOO	OOOOO	OOOOO	OOOOO	OOOOO	OOOOO
	OOOOO	OOOOO	OOOOO	OOOOO	OOOOO	OOOOO	OOOOO	OOOOO	OOOOO	OOOOO
	OOOOO	OOOOO	OOOOO	OOOOO	OOOOO	OOOOO	OOOOO	OOOOO	OOOOO	OOOOO
AZOVUTA ZINA	OOOOO	OOOOO	OOOOO	OOOOO	OOOOO	OOOOO	OOOOO	OOOOO	OOOOO	OOOOO
	OOOOO	OOOOO	OOOOO	OOOOO	OOOOO	OOOOO	OOOOO	OOOOO	OOOOO	OOOOO
	OOOOO	OOOOO	OOOOO	OOOOO	OOOOO	OOOOO	OOOOO	OOOOO	OOOOO	OOOOO

CHIWERENGERO CHA MWEZI ONSE

	ATSOPANO	AKALE	NJIRA	ZOTSALA POTHA PA MWEZI		OTUMIZIDWA ONSE	MAYANKHO ONSE
MAPIRITSI A MPHAMVU ZIWIRI					OKAYESEDW A MTHUPI		
MAPIRITSI A MPHAMVU IMODZI					NJIRA ZINA		
MAKONDOMU					ZOBVUTA ZINA		
THOBU					TOTALA		
TOTALA							

**ANNEX A-2**

<b>TASK</b>	<b>FILLING IN FORM LMIS-02, CBD Agent Monthly Contraceptive Report</b>
<b>COMPLETED BY</b>	CBD Supervisor together with CBD Agent
<b>PURPOSE</b>	<ol style="list-style-type: none"><li>1 To calculate the quantity of contraceptives to give to CBD Agent</li><li>2 To report balance of contraceptives with CBD Agents</li><li>3 To report the total amount of contraceptives CBD Agents gave to clients</li></ol>
<b>WHEN TO PERFORM</b>	Form LMIS-02 should be completed no later than the 5th day of the following month
<b>STEP 1</b>	<b>PROGRAMME NAME</b> Write the name of your CBD programme EXAMPLE Ekwendeni CBD Programme
<b>STEP 2</b>	<b>LOCATION</b> Write the name of the area where your CBD Agents are sited EXAMPLE Ekwendeni
<b>STEP 3</b>	<b>MONTH</b> Write the month for which you are reporting EXAMPLE September
<b>STEP 4</b>	<b>YEAR</b> Write the year for which you are reporting EXAMPLE 1996
<b>STEP 5</b>	<b>BEGINNING BALANCE</b> Write the Book Balance from Column H of the previous month's report in Column A EXAMPLE Condoms 100
<b>STEP 6</b>	<b>QUANTITY DISPENSED</b> Write the amount of each contraceptive CBD Agent gave to clients during the reporting month in Column B EXAMPLE 80

- STEP 7      LOSS OR ADJUSTMENT**  
Write the amount of each contraceptive CBD Agent reported as a loss or an addition Use a (-) sign if a loss and a (+) sign if an addition  
EXAMPLE (-) 10
- STEP 8      ENDING BALANCE**  
Subtract the figure in Column B from the figure in Column A and add or subtract the figure in Column C and enter the remainder in Column D  
EXAMPLE  $100 - 80 - 10 = 10$
- STEP 9      MAXIMUM STOCK**  
Add the figure in Column B from the previous month's report to the figure in Column B from the reporting month and write the total in Column E  
EXAMPLE    Quantity Dispensed Previous Month = 60  
              Quantity Dispensed Reporting Month = 80  
  
 $60 + 80 = 140$
- STEP 10     QUANTITY REQUIRED**  
Subtract the figure in Column D from the figure in Column E and write the remainder in Column F  
EXAMPLE  $140 - 10 = 130$
- STEP 11     QUANTITY RECEIVED**  
Write the amount of each contraceptive you gave to the CBD Agent in Column G This figure should be the same as the figure in Column F  
EXAMPLE 130
- STEP 12     BOOK BALANCE**  
Add the figures in Column D and G and write the total in Column H  
EXAMPLE  $10 + 130 = 140$
- STEP 13     EXPLANATION OF LOSSES AND ADJUSTMENTS**  
Write a brief sentence explaining the reason for the loss or adjustment  
EXAMPLE 10 condoms damaged by water
- STEP 14     CBD AGENT NAME, SIGNATURE AND DATE**  
Request the CBD Agent to print his/her name, sign, and write the date  
EXAMPLE    Rose Moyo (printed)  
              Rose Moyo (signature)  
              4 May 1996

**STEP 15 SUPERVISOR NAME, SIGNATURE AND DATE**

Print your name sign, and write the date

EXAMPLE Chimwemwe Nyirenda (printed)  
Chimwemwe Nyirenda (signature)  
4 May, 1996

**NOTE** When you have completed filling this form, count the amount of each contraceptive the CBD Agent has brought to the meeting The amount they have may or may not be the same as the figure in Column D

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MINISTRY OF HEALTH AND POPULATION

CBD Agent Monthly Contraceptive Report

Programme Name	Ekwendeni CBD Programme	Month	September
Location	Ekwendeni	Year	1996

Contraceptive	Unit	Beginning Balance (A)	Quantity Dispensed (B)	Loss or + Adjustment (C)	Ending Balance [A B ± C] (D)	Maximum Stock (E)	Quantity Required [E D] (F)	Quantity Received (G)	Book Balance [D+G] (H)
Lo-Femenal	cycle								
Ovrette	cycle								
Condom	piece	100	80	( ) 10	10	140	130	130	140
Spermicide	piece								

Explanation of Losses/Adjustments (if any)

10 condoms destroyed by water damage

CBD Agent Name Rose Moyo

Signature Rose Moyo

Date 4 May, 1996

Supervisor Name Chimwemwe Nyirenda

Signature Chimwemwe Nyirenda

Date 4 May, 1996

Note Column H, Book Balance, may be less than the actual physical count after delivery, since distribution for the current month may have already begun

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### ANNEX A-3

<b>TASK</b>	<b>FILLING IN FORM LMIS-03, CBD Supervisor Monthly Contraceptive Worksheet</b>
<b>COMPLETED BY</b>	CBD Supervisor
<b>PURPOSE</b>	To collect information from all CBD Agents
<b>WHEN TO PERFORM</b>	Each month, after meeting with all CBD Agents
<b>STEP 1</b>	<b>PRODUCT</b> Write the name of the contraceptive Use one form for each contraceptive EXAMPLE Condom
<b>STEP 2</b>	<b>MONTH</b> Write the month for which data are being collected Use one form for each contraceptive EXAMPLE July
<b>STEP 3</b>	<b>YEAR</b> Write the year for which data are collected EXAMPLE 1996
<b>STEP 4</b>	<b>CBD NAME (Column A)</b> Write the names of each CBD Agent you supervise in Column A EXAMPLE 1 Doreen Malilo 2 Lynette Banda 3 Ruth Mijoni 4 Bernard Kamanga
<b>STEP 5</b>	<b>BOOK BALANCE (Column B)</b> Write the figures from Column H of each CBD Agent's Form LMIS-02 in Column B for each contraceptive EXAMPLE 1 140 2 130 3 120 4 110

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MINISTRY OF HEALTH AND POPULATION

CBD Supervisor Monthly Contraceptive Worksheet

Product	CONDOM	Month	JULY	Year	1996
CBD Name (A)	Book Balance (B)	Quantity Dispensed (C)	- Losses or + Adjustments (D)		
1 Doreen Malilo	140	80	(-) 10		
2 Lynette Banda	130	90	0		
3 Mary Mjoni	120	70	0		
4 Bernard Kamanga	110	80	(-) 2		
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
TOTALS	500	320	(-) 12		

## ANNEX A-4

<b>TASK</b>	<b>FILLING FORM LMIS-04, CBD Supervisor Monthly Contraceptive Summary</b>
<b>COMPLETED BY</b>	CBD Supervisor
<b>PURPOSE</b>	To provide data to the health centre about activities of all CBD Agents in your programme
<b>WHEN TO PERFORM</b>	Form LMIS-04 should be completed no later than the 5th day of the following month
<b>STEP 1</b>	<b>LOCATION</b> Write the name of the area where your CBD Agents are sited EXAMPLE Kabudula
<b>STEP 2</b>	<b>PROGRAMME NAME</b> Write the name of your CBD programme EXAMPLE World Vision
<b>STEP 3</b>	<b>MONTH</b> Write the month for which data are being reported EXAMPLE June
<b>STEP 4</b>	<b>YEAR</b> Write the year for which you are reporting EXAMPLE 1996
<b>STEP 5</b>	<b>BOOK BALANCE FOR ALL AGENTS</b> Get this figure from the TOTALS of Column B from Form LMIS-03 for each contraceptive EXAMPLE LoFemenal - TOTAL 180 Ovrette - TOTAL 90 Condoms - TOTAL 600 Foaming Tablets - TOTAL 250
<b>STEP 6</b>	<b>TOTAL DISPENSED BY ALL AGENTS DURING MONTH</b> Get this figure from the TOTALS of Column C from Form LMIS-03 for each contraceptive EXAMPLE LoFemenal - TOTAL 220 Ovrette - TOTAL 110 Condoms - TOTAL 800 Foaming Tablets - TOTAL 120

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**STEP 7**

**TOTAL LOSSES/ADJUSTMENTS**

Get this figure from the TOTALS of Column D of Form LMIS-03 for each contraceptive

EXAMPLE   LoFemenal - TOTAL 0  
              Ovrette - TOTAL (-) 1  
              Condoms - TOTAL (-) 10  
              Foaming Tablets - TOTAL 0

**STEP 8**

**SUPERVISOR NAME/SIGNATURE/DATE**

Print your name, sign and write the date

EXAMPLE   Atupele Naphini (printed)  
              Atupele Naphini (signature)  
              3 July, 1996

REPUBLIC OF MALAWI  
MINISTRY OF HEALTH AND POPULATION

CBD Supervisor Monthly Contraceptive Summary

Location	Kabudula	Month	June
Programme Name	World Vision	Year	1996

Product	Unit	Book Balance for All Agents (A)	Total Dispensed by All Agents During Month (B)	Total - Losses or + Adjustments (C)
Lo-Femenal	cycle	180	220	0
Ovrette	cycle	90	110	(-) 1
Condom	piece	600	800	(-) 10
Spermicide	piece	250	120	0

Supervisor Name Atupele Naphini

Signature \_\_\_\_\_

Date 10 May 1996

Note Do not remove yellow copy from book Send white copy to clinic

REPUBLIC OF MALAWI  
MINISTRY OF HEALTH AND POPULATION

Family Planning Clinic Daily Tally Sheet

Name of Clinic		Month		Year	
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Method of Contraception	New Clients	Subsequent Clients		Restarting Clients	Changing Method
		1st Visit This Year	Revisits This Year		
Lo-Femeral	0000 0000 0000 0000 0000	0000 0000 0000 0000 0000	0000 0000 0000 0000 0000	0000 0000	0000
Ovrette	0000 0000 0000 0000 0000	0000 0000 0000 0000 0000	0000 0000 0000 0000 0000	0000 0000	0000
All Other Oral	0000 0000 0000 0000 0000	0000 0000 0000 0000 0000	0000 0000 0000 0000 0000	0000 0000	0000
Copper T	0000 0000 0000 0000 0000	0000 0000 0000 0000 0000	0000 0000 0000 0000 0000	0000 0000	0000
Other IUCDs	0000 0000 0000 0000 0000	0000 0000 0000 0000 0000	0000 0000 0000 0000 0000	0000 0000	0000
Deprovera & Injectible	0000 0000 0000 0000 0000	0000 0000 0000 0000 0000	0000 0000 0000 0000 0000	0000 0000	0000
NORPLANTx	0000 0000 0000 0000 0000	0000 0000 0000 0000 0000	0000 0000 0000 0000 0000	0000 0000	0000
Tubal Ligation	0000 0000 0000 0000 0000				
Vaccines	0000 0000 0000 0000 0000				
Condom Issue & Registered Client	0000 0000 0000 0000 0000	0000 0000 0000 0000 0000	0000 0000 0000 0000 0000	0000 0000	0000
Condom Issue & Unregistered Client	0000 0000 0000 0000 0000	0000 0000 0000 0000 0000	0000 0000 0000 0000 0000	0000 0000	0000
Spermicide Tap	0000 0000 0000 0000 0000	0000 0000 0000 0000 0000	0000 0000 0000 0000 0000	0000 0000	0000
All Other Method	0000 0000 0000 0000 0000	0000 0000 0000 0000 0000	0000 0000 0000 0000 0000	0000 0000	0000
Clients Counsellor	0000 0000 0000 0000 0000	0000 0000 0000 0000 0000	0000 0000 0000 0000 0000	0000 0000	0000

Notes

- (1) Write contraceptive units/cycles issued on top of the zeros
- (2) Subsequent clients first visit this year are those whose last visit was registered this year
- (3) Subsequent clients revisits this year are those who are visiting for the second third or fourth time this year
- (4) Restarting clients are those who decided to resume after a long period of discontinuation

B Age of New Clients

Method	> 20	20-24	25-29	30-34	35-39	40-44	45-49	>49
Oral	ooooo ooooo							
IUCD s	ooooo ooooo							
Depo Provera®	ooooo ooooo							
NORPLANT®	ooooo ooooo							
Vasectomy	ooooo ooooo							
Tubal Ligation	ooooo ooooo							
Other	ooooo ooooo							

C Parity of New Clients

Method	0	1	2	3	4	5	6	7	8	9
Oral	ooooo	ooooo ooooo								
IUCD s	ooooo	ooooo ooooo								
Depo Provera®	ooooo	ooooo ooooo								
NORPLANT®	ooooo	ooooo ooooo								
Tubal Ligation	ooooo	ooooo ooooo								
Other	ooooo	ooooo ooooo								

D Reasons for Discontinuation (Discontinuing Clients Only)

Method	Want Another Child	Abnormal Bleeding	Pelvic Infection	Severe Headache	Pregnancy	High Blood Pressure	Other Side Effects	Other Reason
Oral	ooooo ooooo	ooooo ooooo	ooooo ooooo	ooooo ooooo	ooooo ooooo	ooooo ooooo	ooooo ooooo	ooooo ooooo
IUCD s	ooooo ooooo	ooooo ooooo	ooooo ooooo	ooooo ooooo	ooooo ooooo	ooooo ooooo	ooooo ooooo	ooooo ooooo
Depo Provera®	ooooo ooooo	ooooo ooooo	ooooo ooooo	ooooo ooooo	ooooo ooooo	ooooo ooooo	ooooo ooooo	ooooo ooooo
NORPLANT®	ooooo ooooo	ooooo ooooo	ooooo ooooo	ooooo ooooo	ooooo ooooo	ooooo ooooo	ooooo ooooo	ooooo ooooo
Others	ooooo ooooo	ooooo ooooo	ooooo ooooo	ooooo ooooo	ooooo ooooo	ooooo ooooo	ooooo ooooo	ooooo ooooo

REPUBLIC OF MAI AWI  
MINISTRY OF HEALTH AND POPULATION

Family Planning Clinic Monthly Contraceptive Report

Facility		Month	
District		Year	

Contraceptive	Unit	Beginning Balance (A)	Received (B)	Quantity Dispensed			Losses or + Adjustments			Stock on Hand			Quantity Required (L)
				Clinic (C)	CBD (D)	Total (E)	Clinic (F)	CBD (G)	Total (H)	Clinic (I)	CBD (J)	Total (K)	
Lo Femenal	cycle												
Ovrette	cycle												
Condom	piece												
Spermicide	piece												
Copper T	piece												
Depo-Provera®	vial												
NORPLANT®	set												

Explanation of Losses/Adjustments (if any) \_\_\_\_\_

Submitted by \_\_\_\_\_ Designation \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Verified by \_\_\_\_\_ Designation \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Note Do not remove yellow copy from book Send white copy to the District FP Coordinator

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MINISTRY OF HEALTH AND POPULATION

Form LMIS 07

ANNEX A-7

District Tracking Form and Worksheet

Product		Year	
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Facility	QUANTITIES DISPENSED TO USERS																	
	January			February			March			April			May			June		
	Clinic	CBD	Total	Clinic	CBD	Total	Clinic	CBD	Total	Clinic	CBD	Total	Clinic	CBD	Total	Clinic	CBD	Total
1																		
2																		
3																		
4																		
5																		
6																		
7																		
8																		
9																		
10																		
11																		
12																		
13																		
14																		
15																		
<b>TOTAL</b>																		

10

*mb*

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MINISTRY OF HEALTH AND POPULATION

District Quarterly Contraceptive Report

District			Quarter (tick one)				Year		
			Jan Mar	Apr Jun	Jul Sep	Oct Dec			
Contraceptive	Unit	Beginning Balance (A)	Received (B)	Quantity Dispensed			- Losses or + Adjustments (F)	Stock on Hand (G)	Quantity Required [(F x 2)-G] (H)
				Clinic (C)	CBD (D)	Total (E)			
I o-Femenal	cycle								
Ovrette	cycle								
Condom	piece								
Spermicide	piece								
Copper T	piece								
Depo-Provera®	vial								
NORPLANI®	set								

Explanation of Losses/Adjustments (if any) \_\_\_\_\_

Submitted by \_\_\_\_\_ Designation \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Verified by \_\_\_\_\_ Designation \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Note Do not remove yellow copy from book Send white and blue copies to the Regional IPC coordinator Send green copy to RMS



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MINISTRY OF HEALTH AND POPULATION

Regional Family Planning Coordinator Quarterly Contraceptive Report

Region	Quarter (tick one)				Year
	Jan-Mar	Apr-Jun	Jul-Sep	Oct-Dec	

Contraceptive	Unit	Quantity Dispensed (A)	Average Monthly Consumption [A - 3] (B)	Stock on Hand at RMS (C)	Months of Supply on Hand [C - B] (D)
Lo-Femenal	cycle				
Ovrette	cycle				
Condom	piece				
Spermicide	piece				
Copper T	piece				
Depo-Provera*	vial				
NORPLANT*	set				

Submitted by \_\_\_\_\_

Designation \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Note Do not remove yellow copy from book Send white copy to MOH/FHU Send blue copy to CMS Send green copy to RMS



## ANNEX A-11

### VISUAL INDICATORS OF CONTRACEPTIVE QUALITY PROBLEMS

#### Oral Contraceptives

Do not use the pills in a packet if

- a pill crumbles when it is pushed through the aluminum backing
- the aluminum packaging for any of the pills is broken
- the packet is missing pills
- some pills are not the correct color

#### Condoms

Do not use condoms if

- the condom packets are sticky or brittle
- condoms or their lubricant have discolored

Condoms can be damaged by prolonged exposure to sunlight, temperatures over 40°C, humidity ozone (produced by smog, electric motors, and fluorescent lights), or contact with any oil (e.g. mineral or vegetable oils). Chemical products should not be stored in the same warehouse with condoms, as petroleum vapors and various types of liquid solvents damage the condoms.

#### IUDs

Do not use if

- sterile packaging has been broken or perforated
- there are missing parts

Because IUDs are made of plastic they should be protected from heat or direct sunlight. All product contents should be in the sterile wrapper and the insert information must be legible. It is acceptable for the copper on copper-bearing IUDs to darken. (Note Shelf life is different from use life many IUDs are now effective for up to eight years after insertion even if the shelf life was near expiry.)

#### Injectables

Do not use if

- vials are cracked or broken
- contents do not return to suspension after shaking

Vials will remain potent and stable up to the expiry date if stored at room temperature (15-30°C). If contents separate shake to restore suspension.

95

## **Implants**

Do not use if  
the implant's sterile packaging is broken  
some of the capsules are missing

The implants must be protected from excessive heat and direct sunlight, and must be stored in a dry place

## **Foaming Tablets**

Do not use if  
the package has broken or tablets are missing  
the package is puffy (this indicates a moisture leak)  
the foil laminate has cracks  
the tablets vary in color  
the tablets are soft, crumbly wet or damp

## **Diaphragms**

Do not use if  
the diaphragm looks dirty  
the diaphragm shows holes or cracks when held up to a light

Since diaphragms are latex they should be stored in the same storage conditions as condoms

## **Spermicidal Jelly**

Do not use if  
the jelly tube is wrinkled or leaking  
the applicator cannot be screwed easily onto the top of the tube

## **Spermicidal Foam**

Do not use if  
tip is clogged so that foam cannot be released  
there is little or no pressure in the can  
foam is of uneven consistency or has separated

The can of foam should not be exposed to intense heat or extreme fluctuations in temperature or humidity. It should be stored upright

## ANNEX A-12

### Malawi Contraceptive Distribution and Logistics Management Information System Regional and District Level Workshop

#### WORKSHOP GOAL

To prepare regional and district-level family planning and AIDS control personnel with the knowledge and skills required to effectively manage the Malawi Contraceptive Distribution and Logistics Management Information System

#### WORKSHOP OBJECTIVES

By the end of the workshop, regional and district-level personnel will be able to

- 1 Describe the purpose and components of the Malawi Contraceptive Distribution and Logistics Management Information System
- 2 Identify their individual responsibilities in the Malawi Contraceptive Distribution and Logistics Management Information System and describe them in relation to the logistics responsibilities of others
- 3 Store and issue contraceptives according to guidelines
- 4 Conduct regular physical inventories and record adjustments as necessary
- 5 Complete all logistics records and reports accurately and submit them to the appropriate places according to a reporting schedule
- 6 Assess contraceptive stock status at the regional, district and health centre levels
- 7 Calculate contraceptive order quantities for the district and issue quantities for the health centres
- 8 Coordinate logistics management activities at the regional and district levels regarding the ordering, issuing and storage of contraceptives
- 9 Monitor logistics activities on a regular basis
- 10 Provide regular logistics supervision and immediate on-the-job training as required