**Appendix 4.**

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| **ID generation Team – By IS Team**  **Form filling team / Visits – OM Team** |

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| **ID will be generated at two points –** | |
| 1. **Labor room / OT (Inborn babies)** | 1. **SNCU (Outborn babies)** |

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| **Inborn**   * Babies born in KMC facilities will be given ID in the Labor room. * New born babies in Labor room or OT will either be shifted to SNCU or referred out / LAMA (left against medical advice). * In case baby is referred out, referral point’s name should be entered by ID generation team. * In case baby goes LAMA from Labor room, only 29th day visit should be generated in work plan. No other form will be filled out for such babies. * If baby is shifted to SNCU, until the end of time baby is in SNCU, ID generation team (IS Team) will update the status of the baby daily (either in SNCU or in KMC, where the baby will be shifted to). |
| **Outborn**   * Babies born at home & in non-KMC facilities, who will come to SNCU, an ID will be generated in SNCU. * until the end time baby is in SNCU, ID generation team (IS Team) will update the status of the baby daily (either the baby is in SNCU / referred out or shifted to KMC). * In case baby is referred out, referral point’s name will be entered by ID generation team. |

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| ***Referred out, Labor room LAMA, OT LAMA, SNCU LAMA, discharged babies might come to SNCU again***  *For such babies, previously generated IDs will be used for further visits.* |

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| ***SNCU*** | |
| In case baby goes LAMA from SNCU – | |
| **If KMC initiated, following visit will appear in work plan** -   1. Discharge visit within 24 hours at home 2. 7th day visit after discharge 3. 29th day of life visit | **If KMC is not initiated, only one visit will be in work plan.**   1. 29th day of life visit |

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| ***KMC UNIT*** |
| * Once the baby reaches the KMC unit (Inborn/Outborn), information will be shared with the OM team by e-mail / message. * Forms will be generated for babies admitted in KMC, i.e. on the day of admission (within 24 hours). * Before the baby is discharged, information will be shared with the OM team by e-mail / message. That form can be filled out by OM team (Discharge form). * In case of LAMA babies, OM team will be informed and within 24hrs OM team will fill out the discharge form at home. * 7th day visit after discharge and 29th day of life visit will appear in the work plan of these babies. |
| * In each form, there should be a check on the status of baby, i.e. Alive / Dead. In case if baby dies, form filling process will be stopped and pending due visits should not be reflected in work plan. Instead one single visit, due to a verbal autopsy, should appear in work plan, i.e. on 14th – 16th day after death. If verbal autopsy visit is done on 14th day, it must be updated in software. * In case any baby is readmitted to KMC unit, form C,D,E will be generated again using the previous ID of the baby. |

**In case baby dies only Verbal Autopsy visit date will appear in due visit plan of baby i.e. (in between 14th – 16th day after death)**

**KMC facility**

(Inborn ID generation)

29th Day of life visit only

29th day of life visit only

**If KMC initiated –**

* Discharge visit within 24hrs
* 7th day after discharge & 29th day of life visit
* Discharge visit within 24hrs at home.
* 7th day after discharge & 29th day of life visit
* Before discharge visit
* 7th day after discharge & 29th day of life visit

**Home birth, Non KMC facilities**

**Referred out, Labor room, SNCU LAMA, discharged readmitted babies**

**Discharge from KMC unit**

**Baby in SNCU**

ID generation (Outborn babies)

ID will not be generated for readmitted, LAMA babies

**Shifted to KMC**

LAMA

OM team will receive notification by email or message regarding the admission

OM team will receive notification by email or message regarding the discharge of baby

LAMA,

Referred out

Referred out

LAMA

If KMC not initiated 29th day of life visit only

**Baby birth**