

Supply Chain Management Tools for Community Health Workers

produced by the Supply Chain Management Sub group of the CCM Taskforce

Data is essential in supply chain management and should be used for routine resupply, to prevent stock outs, inform response to emergency situations monitor performance, and forecast quantities required to sustain CHW programs nationally.

Typical data collected through Logistics Management Information Systems are:

- (1) Stock on hand
- (2) Consumption (or issues) data
- (3) Losses and adjustments
- (4) Days stocked out

It is important to limit the number of data items collected from the community level to only essential data so as to not overburden the CHWs with reporting. The number of data items collected depends on the design of the supply chain and literacy of the CHWs. At minimum stock on hand and consumption data should be collected.

Some tips for designing LMIS tools:

- Link reporting with resupply of products so that:
 - CHWs can appreciate how their data is used and are more likely to record and report logistics data.
- The right person must receive the report at the right time to ensure the information can be used to inform resupply quantities.
- Keep the format and data requirements as simple as possible.
- Where possible shift the task of calculating resupply quantities to the health center or resupply facility staff.
- Ensure that community-level logistics data reaches the district and central levels but is not aggregated with health center data to ensure that this information is available for quantification and supply planning for CHW programs.

The following tools are a range of simple tools, produced as resources by the Supply Chain Management Sub group of the CCM taskforce. It is important to consider the context of the program, the literacy level of the CHWs, the number of products they manage, frequency of reporting (monthly or less frequently) and who will receive the information and what they will use it for when selecting the most appropriate tool. Some of the tools should be used together, some are designed for less literate CHWs and some represent the ideal reporting form.

Each tool or form can be adapted to the country or program context. Additionally, for each tool there is a job aid highlighting how the tool can be filled in. This job aid can be adapted according to the changes made to the tool. The form of the job aid is hidden behind a white box with a very low opacity, which can be moved to the side, to allow editing of the form behind it, and then move the box back over the top.

The job aids are particularly useful for training CHWs in the resupply process and also as a reminder when the CHWs are in their own home.

Both the tools (forms) and the job aids are available as editable word documents as well as in pdf versions.

Generic resupply tools available on CCM central

Name of tool	Purpose	Data Collected	Used with
1. Stock Card	Tool used to record and track products in storage	Stock on hand, quantity received, quantity issued, losses and adjustments	Should be used in combination with the CHW Combined Stock Activity Report Form (b or c)
2. CHW Combined Stock Activity Report Form (3 versions: scenario 1, 2 and 3)	Tool used to report logistics data to the next higher level and requests new supplies		
i. CHW Combined Stock Activity Report Form (calculated consumption)	Used when CHWs do not record consumption, e.g. no stock card or consumption tracking tool	stock on hand, quantity received	
ii. CHW Combined Stock Activity Report Form (actual consumption)	Used when CHWs record consumption, e.g. stock card or others consumption tracking tool such as CHW receipt and stock status report	stock on hand, consumption	Best used in combination with the stock card or CHW receipt and stock status report
iii. CHW Combined Stock Activity Report Form (actual consumption and adjusted for stock outs)	Used when CHWs record consumption and stock outs, e.g. stock card	stock on hand, consumption, days stocked out	Best used in combination with the stock card
3. CHW Receipt and Stock Status Report	Tool for low literacy CHWs Tool used to record and report consumption and stock on hand data to the next higher level Should be used with a small number of products	Consumption, stock on hand data Recorded as tally data not as numbers	Serves as both a record and report so can be used alone