MAISHA 1 WORK PLAN

Name of Institution …….....**Institution's PC Number**……**Category of Institution**……**Sector**…….....

Activity	Indicator	Q 1		Q 2		Q 3		Q 4		Maximum Score
Workplace policy on HIV prevention	Develop workplace policy									**5**
	Approve workplace policy									**5**
ACU constituted and membership appointed	Formally constitute ACU with at least 5 members and 40% of membership drawn from senior and middle level									**5**
	Hold ACU meeting each quarter									**5**
Submit a work plan for the implementation of HIV and AIDS activities that target the MDA's staff (internal HIV and AIDS mainstreaming)	work plan completed and submitted to NACC									**5**
Develop work plan with activities for engagement of clients and external stakeholders to be undertaken in MAISHA 2	Develop work plan with clear targets									**5**
Allocation of budget to HIV and AIDS activities	Allocated amount to HIV and AIDS activities	**Ksh**		**Ksh**		**Ksh**		**Ksh**		**10**
Choose Four (4) activities for implementation from rows labelled (a) to (h)										
Under the column 'Male (M) and Female (F)' indicate the quarterly targets		**M**	**F**	**M**	**F**	**M**	**F**	**M**	**F**	
a) Condom Promotion	# of condoms distributed by your institution to staff and family members									**5**
	# of staff and family members trained on condom use and disposal by your institution									**5**
b)Counselling and testing	# of staff and family members counselled, tested received results of HIV test									**10**
(c) Creating Comprehensive HIV and AIDS Knowledge	# of staff and family members reached with comprehensive knowledge on HIV and AIDS prevention									**10**
(d) Adherence to Treatment and Care Literacy	# staff and family members receiving education on ART adherence									**10**
(e) Referral of HIV related services such as PEP, VMMC, ART, PMTCT, or VCT	Proportion of staff and family members reporting uptake of the following services PEP, VMMC, PMTCT, ART or VCT									**10**

(f) Promoting wellness amongst staff and family members	# of staff and family members given glucose, BMI and blood pressure checks by your institution									**10**
(g) Stigma and Discrimination Sensitization	# of staff and family members sensitized on reducing stigma and discrimination towards PLWHIV									**10**
(h) Putting in place non-discriminatory workplace benefits	# of workplace benefits, such as health insurance, catering to PLHIV									**10**
Baseline survey on HIV and AIDS knowledge for staff members conducted	Undertake baseline survey in accordance with NACC guideline.									**5**
	Submit Baseline survey report with results to NACC									**5**
	Baseline survey report discussed by management and recommendations developed									**4**
Submission of quarterly reports to NACC using the HIV & AIDS mainstreaming reporting tool and clearly indicating HIV and AIDS interventions implemented during the reporting quarter	Submit quarterly report to NACC in line with PC requirements by the 15th day after the end of the quarter									**6**
TOTAL MARKS										**100**

Prepared by:

Name……..Signature……..... Date…….....

Verified by:

Name…….....Signature…….....Date.....