



Ministry of Health

# DIGITIZATION AND ACCESS OF eRECORDS USING iHRIS

*for Continuous Updating of Staff eFiles*



This guide supports the National and County governments to continually update staff e-files in iHRIS by scanning, indexing and uploading any missing records from a staff file including files for newly hired staff.





# **DIGITIZATION AND ACCESS OF eRECORDS USING iHRIS**

*"This publication is made possible by the generous support of the American people through the United States Agency for International Development (USAID). The contents are the responsibility of the Authors and do not necessarily reflect the views of USAID or the United States Government."*

# Foreword

Following the devolution of health services under the Constitution of Kenya 2010, the national Ministry of Health seconded more than 43,000 health workers to all 47 county governments. After effecting secondments, the Ministry of Health embarked on a task to prepare staff files for disbursement to the respective counties. The files would help county heads and Human Resources for Health (HRH) Officers in managing the seconded staff. Files were organized, arranged and packed in labeled boxes and dispersed to all the counties.

To ensure security of files on transit, especially long distances, the Ministry converted into electronic form, key documents identified by the Public Service Commission (PSC) as the most business-critical. This includes Application letters (PSC2 form), appointment letters, letters of promotion, confirmation letters, Unpaid leave, disciplinary documents and identification documents like identity cards, Personal identification numbers (PIN) and passport photos.

Over the last few years, the Ministry of Health has been rolling out the Integrated Human Resources for Health Information System (iHRIS) to the national and county governments. The system manages health workforce in the public sector. Besides managing health workers, the system also has a document management module (DMS) where these scanned documents are uploaded and stored. The documents are accessible online from iHRIS by HRH leaders and managers both at national and county levels.

The purpose of this “Digitization and Access of eRecords using iHRIS” guide is to provide step-wise user manual on how national and county level HR Managers/Officers will use iHRIS to access digitized records for newly hired staff. This guide is for users and does not substitute other laws and guidelines. The Ministry of Health wishes to issue the user guide to the national and county governments towards better management of HR records.

Dr. Nicholas Muraguri

**Principal Secretary, Ministry of Health  
Republic of Kenya**



Signed



Date

# A: Document Scanning Workflow

1

## File Extraction

1. Registry personnel retrieve files from the shelf and records in a ledger book.
2. Scanning personnel receive files from the registry personnel and sign off the ledger. N/ B retrieval should be done in sizable batches.

2

## File Preparation

1. Scanning personnel extracts documents to be scanned from the file.
2. He/ She notes the folio number of the document and ascertains the correctness of the Name of the document to be scanned.
3. Affix a sticker in the file to mark where the document has been extracted from.
4. Remove any pins and staples from the documents that have multiple pages.

3

## Document Scanning

1. Scan the document(s) identified and extracted from the file.
2. Record the Employment number in an Excel sheet and indicate whether or not each record indicated has been scanned.

4

## File Reconstruction

1. Return any staples to bind together documents that have multiple pages.
2. Re-file the documents to the same Folio number as guided by the stickers on the files.
3. Mark the file "Scanned" at the back with a Pen and indicate the scanning date.

5

## File Retraction

1. Files are handed back to registry personnel for placing back on the shelves.
2. Scanning Personnel sign on the ledger to confirm files have been returned.

6

## Indexing and Upload into iiHRIS

1. Index scanned documents using the protocol [Employment\_No\_Name\_of\_the\_document].
2. Upload the scanned documents into iHRIS and test access of the documents.

# B: Digitization Checklist

The key HRH records to digitize include, but are not limited to:-

- i) Application for employment letter or PSC2 form
- ii) Letter of first appointment
- iii) Letter of confirmation
- iv) Letters of promotion
- v) Copy of ID card
- vi) Passport photo
- vii) Copy of PIN certificate
- viii) Unpaid Leave
- ix) Disciplinary interdiction
- x) Academic certificates



# C: Digitization Steps

The steps to digitize the records are outlined below:-

1. Identify and record the staff file that needs to be digitized e.g. 2015100100
2. Extract the key documents to be scanned, ensuring the folio numbers are maintained
3. Scan each document and output it in PDF format except for the passport photo which should be stored in jpeg format
4. Index the image appropriately e.g. 2015100100\_Letter\_of\_first\_appointment, 2015100100\_Passport\_Photo
5. Log into iHRIS, and follow the following steps to locate the employee eFile whose records you want to scan.

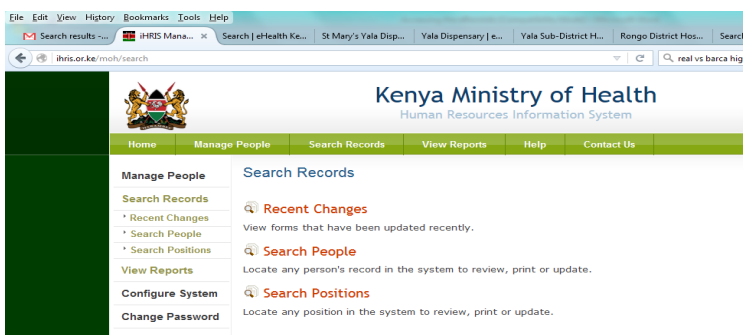
1.

On the left Menu, Go to "Search Records" to find a specific employee or Go to "View Reports" and click "Current Staff " to list all your county employees.



2.

a) If you click "Search Records", then you should see this screen.





- i) Click “Search People” to get the search screen.

- ii) Enter either Employee Number or ID or Surname in the relevant text box, depending on the available information and click “Search” button at the bottom.

#	Surname	First Name	Job Title	Position Title	Facility	Employee Status	Start Date	End Date	Employment No.
1	Akinoi	Itellu	Senior Support Staff	Senior Support Staff	Nyanza Provincial General Hospital (PGH)	Employee	1 February 2008		1990030786

- b) If you Clicked “View Reports” then you went to “Current Staff” report, you should see a full list of all your employees like this:

#	Surname	First Name	Job Title	Position Title	Facility	Employee Status	Start Date	End Date	Employment No.
1	Mwabacki	Ombui	1979029712	1 July 1956	Male	0733695909	Gucha, Kisumu, Nyanza, Kenya	mombui@yahoo.com	Clerical Officer[2] - General Office Services
2	Itellu	Gwara	Akinoi	1990030786	1 July 1964	Female	0728763375	Kisumu, Kenya	Senior Support Staff
3	Enlay	Anyona	Ingoro	1990030841	17 October 1959	Female	0727454933	Kakamega, Kakamega, Western, Kenya	Support Staff/27 Supervisor
4	Edward	Qusi	1979030901	1 July 1957	Male		Kisumu, Kenya		Clerical Officer[1]
5	Itellu	Adhiambo	Rangara	1990060333	19 September 1966	Female	0715042669	Bondo, Siaya, Nyanza, Kenya	Senior Deputy Chief Pharmacist

3. Click the Record of an employee whose eRecords you want to view. You should see the personal eFile open as follows:

Name / Nationality	
Surname:	Nduura
First Name:	Ernest
Other Names:	Mukira
Disability Type:	
Nationality:	Kenya
Residence:	Tharaka Nithi, Eastern, Kenya

Identification	
Identification Type:	Employment number
Identification Number:	201620020020
Date of Issue:	
Date of Expiration:	
Country of Issue:	
Place of Issue:	

Identification	
Identification Type:	National Id
Identification Number:	20002000
Date of Issue:	
Date of Expiration:	

4.

To upload a photo, click "Add PassPort Photo" link shown under "Individual Information" sub form. You should see the form on the side, click browse to select the indexed photo for that particular employee

Enter the description details of the photo and Confirm, then click save. You should see the photo immediately appear in the staff eFile.

5.

To add or upload other documents into the staff eFile, scroll down to the staff eFile and under the "Scanned Paper Documents" sub-form, click "Add Scanned Document"

6.

The page below opens. Click "Browse" under "Document", and write a Description name under the "Description" textbox

7.

After that, click "Confirm" and then click "Save". The document should now appear in the staff eFile.



# D: Accessing the Digitized eRecords

1.

Log in to the system at [www.ihris.or.ke/moh](http://www.ihris.or.ke/moh)

Bookmarks Tools Help

iHRIS Mana... Search | eHealth Ke... St Mary's Yala Disp... Yala Dispensary | e... Yala Sub-District H... Rongo District Hos... Search | eHealth Ke... Ahero County Hos...

ce/moh/logout?autologout=1&message=You+have+been+logged+out+due+to+inactivity.

Kenya Ministry of Health  
Human Resources Information System

Help

Welcome

iHRIS Manage is a human resources management tool that enables an organization to design and manage a comprehensive human resources strategy. While primarily intended for managing health care workers, iHRIS Manage may be readily adapted to other types of workforces. iHRIS Manage is a free, Open Source software solution developed by [The Capacity Project](#), an innovative global initiative to help developing countries build and sustain the health workforce.

You have been logged out due to inactivity.  
**Please Log In**  
Enter your username and password.

Username: Password:

lindaodaga .....

[Forget username or password?](#) Login

2.

On the left Menu, Go to "Search Records" to find a specific employee or Go to "View Reports" and click "Current Staff" to list all your county employees.

Bookmarks Tools Help

iHRIS Mana... Search | eHealth Ke... St Mary's Yala Disp... Yala Dispensary | e... Yala Sub-District H... Rongo District Hos... Search | eHealth Ke... Ahero County Hos...

mo/CustomReports/view/reportViews

Kenya Ministry of Health  
Human Resources Information System

Home Manage People Search Records View Reports Help Contact Us Log out as HR

Manage People  
Search Records  
View Reports  
Configure System  
Change Password

Reports  
Current Staff  
Search  
Recommended Action Pending - List of all pending recommended actions.  
Pending Leave Requests - Pending leave requests awaiting supervisor approval.  
Pending Performance Reviews - List of all performance reviews that are pending approvals.  
Search by Personal No. - Search all person records in the system by use of their personal no.  
Search People - Search all person records in the system.  
Pending Training Needs - List of all training needs that are pending approvals.  
Staff Reports  
All Leave Requests - All leave requests with status.  
Attrition - Rates and causes of attrition.  
Current Staff - A list of all current staff.  
Staff per Tier/KPH Level - Staff distribution by facility tier.  
Cadre Breakdown - Total staff by cadre.  
Payroll Breakdown - Breakdown of staff by their Paystation.  
Gender - Gender disaggregated data for all current staff.  
Staff per Facility/Workstation - Number of staff by their workstation.  
No. of Entrants - No. of staff hired per year.  
DHIS2 Export - Total of staff by facility and job sub category for DHIS2.  
Age Distribution - Total of all staff by age range.  
Classification Breakdown - A total of all staff by classification.  
Hires per Year - Hire totals by year.  
Job Cadre Breakdown - Total staff by job.  
Nationality Breakdown - A list of all staff by nationality.  
Retirement Planning - Staff totals by retirement year.  
Emergency Contact List - List of all staff with emergency contact details.  
Home Contact List - All staff with home contact details.

3.

a) If you click "Search Records", then you should see this screen.

Bookmarks Tools Help

iHRIS Mana... Search | eHealth Ke... St Mary's Yala Disp... Yala Dispensary | e... Yala Sub-District H... Rongo District Hos... Search | eHealth Ke... Ahero County Hos...

h/search

Kenya Ministry of Health  
Human Resources Information System

Home Manage People Search Records View Reports Help Contact Us Log out as HR

Manage People  
Search Records  
Recent Changes  
Search People  
Search Positions  
View Reports  
Configure System  
Change Password

Search Records  
Recent Changes  
View forms that have been updated recently.  
Search People  
Locate any person's record in the system to review, print or update.  
Search Positions  
Locate any position in the system to review, print or update.

The Government of Kenya  
iHRIS Manage Version: 4.1.10.0

Then click "Search People" to get the search screen below:

Enter either Employee Number or ID or Surname in the relevant text box, depending on the available information and click "Search" button at the bottom.

**Kenya Ministry of Health**  
Human Resources Information System

Home Manage People Search Records View Reports Help Contact Us Log out as

**Search People**  
Search all person records in the system.

Choose options to limit results Save as default view

Employee Status

Facility

Job

National ID

Employment No.

Surname

Search

**Kenya Ministry of Health**  
Human Resources Information System

Home Manage People Search Records View Reports Help Contact Us Log out as HR Manager

**Search People**  
Search all person records in the system.

Results limited by: Employment No.: 1990030786

Results found : 1

#	Surname	First Name	Job Title	Position Title	Facility	Employee Status	Start Date	End Date	Employment No.
1	Akumu	Nelly	Senior Support Staff	Senior Support Staff	Nyanza Provincial General Hospital (POH)	Employee	1 February 2008		1990030786

Choose options to limit results Save as default view

Employee Status

Facility

Job

National ID

Employment No.

Surname

Search

b) If you Clicked "View Reports" then you go to "Current Staff" report, you should see a full list of all your employees like this:-

**Kenya Ministry of Health**  
Human Resources Information System

Home Manage People Search Records View Reports Help Contact Us Log out as HR Manager

**Current Staff**  
A list of all current staff.

Results limited by: County Id: [Kisumu, Nyanza, Kenya]

Results found : 2327

#	Surname	First Name	Job Title	Position Title	Facility	Employee Status	Start Date	End Date	Employment No.
1	Mesback	Ombui	1979029712	1 July 1956	Male	0733695909	Gucha, Kisumu, Nyanza, Kenya	mombui@yahoo.com	Clerical Officer(2) - General Office Services
2	Nelly	Goara	Akumu	1990030786	1 July 1964	Female	0728763375	Kisumu	Senior Support Staff
3	Balax	Arsona	Inara	1990030841	17 October 1959	Female	0727454935	Kakamega, Kakamega, Western, Kenya	Support Staff Supervisor

4.

Click the Record of an employee whose eRecords you want to view. You should see the personal eFile open as on the side.

**View Person: Muriuki, Gregory**

Individual Information

\*Hide | Set Position | Add Demographic Information | Add Resume | Add Identification

Edit This Information

Update this information

View Name History

Name / Nationality

Surname: Muriuki

First Name: Gregory

Other Names: Githua

Disability Type:

Nationality: Kenya

Residence: Nakuru, Nakuru, Rift Valley, Kenya

Passport Photo

Identification

Edit This Information

Update this information

View Photo History

Identification Type: Employment number

Identification Number: 201610010010

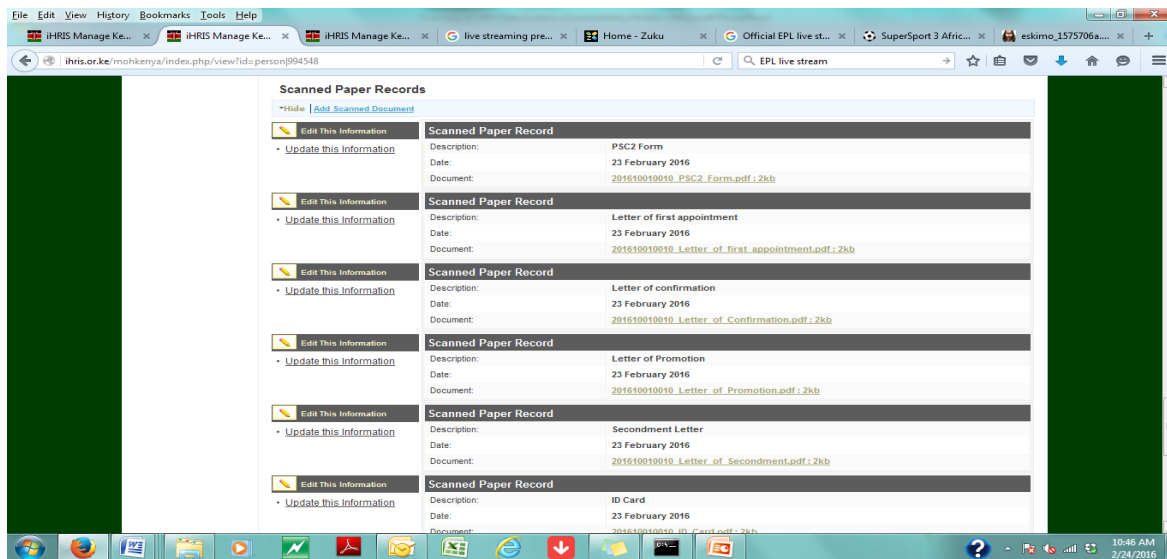
Date of Issue:

Date of Expiration:

Country of Issue:

5.

Scroll to the bottom of the e-file and you will see the eRecords listed as below.

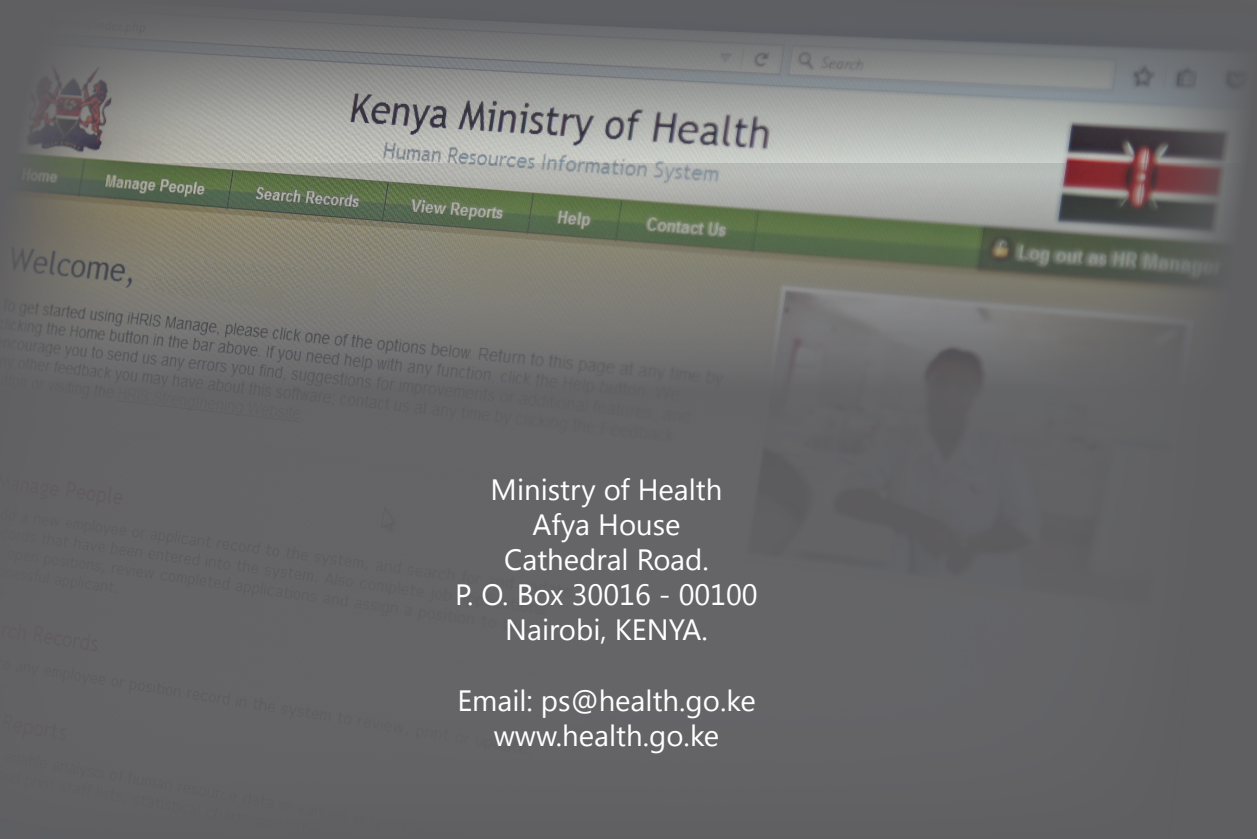


6.

Click on any of the records to down load. One can save on another disk, email, or print to file.



REPUBLIC OF KENYA  
Ministry of Health



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[www.health.go.ke](http://www.health.go.ke)



TOWARD KENYA'S SUSTAINABLE HEALTH WORKFORCE

