

REPUBLIC OF KENYA
MINISTRY OF HEALTH
DIVISION OF DISEASE SURVEILLANCE & RESPONSE

NATIONAL DAYS OF IMMUNIZATION AGAINST POLIO:

NOV 2013 ROUND

MICROPLAN

NAME OF DIVISION:

NAME OF SUB COUNTY:

NAME OF COUNTY:

Responsible (Name & Tel):

Date:

INSTRUCTIONS ON MICROPLANNING FOR POLIO SIAs

This document is designed to collect data from the “bottom up” and from the “top down.” Basic data on the location and size of target populations, and other information will be forwarded to the DIVISION level from each LOCATION. At the LOCATION level, religious, educational and other community leaders should be included for both information and advocacy purposes. Government workers from migration and animal health/agricultural sectors should also be invited to microplanning workshops, as they can contribute the names and locations of temporary and unofficial crossing points and rest stops for nomadic herders and other travelers.

Tables 1-4 are completed by the LOCATION with reference to the villages. To complete these tables prior to DIVISION workshops, several preparatory steps are required:

a/ An inventory of cold chain equipment should be completed in advance. Each Location should assess the number of working/functional vaccine carriers, cold boxes, functional refrigerators and freezers; this information should be brought to the DIVISION workshop. The gaps and needs will be calculated at the DIVISION level based on available capacity and need in each LOCATION.

b/ Border SUB-COUNTIES will be asked to convene meetings with paired cross-border districts to line list all of the communities within their respective areas.

Tables 5-11 should be completed at the Division level, with data from Tables 1-4. This information, is then aggregated for the Sub-County and then again for County. These data are then checked against the national macro-plan for consistency.

Table / Page	Completed by	Instructions
0. Coversheet	Division	Write County, District and Division name, and person responsible for Division Plan and phone number
1. List of all sites	Location	For each location, list every village, estate, seasonal settlement (and whether settled in wet/dry season), hard-to-reach settlement, and the target population for each. Where indicated, also list animal health, border post, and health posts as these may be used as temporary fixed posts. If these sites have a target population, list that also. Sometimes a village/location/division will have the same name; be sure you indicate the correct administrative unit. You will need to cross check your village list against other sources of data. (e.g. A list of villages from census at county level; veterinary services, education, fishery may have information on population movement).
2. Location mapping	Location	<p><u>General tips:</u></p> <ul style="list-style-type: none"> • Draw in pencil, so you can correct mistakes. As you add features, make adjustments to correct the location, scale, size of features already on the map. Add data until you have as accurate a map as possible. • After drawing your map, you may wish to copy it to a clean sheet when you are done. • Choose a symbol for each site and use the symbols consistently throughout the map. Make sure there is space on the paper for a “MAP KEY” or “LEGEND”. <p><u>Draw a location map:</u></p> <ol style="list-style-type: none"> 1. Draw an outline of the LOCATION. Label all bordering administrative units (e.g., District/County/Country). 2. Label the directions or draw a compass to indicate North, South, East, and West. 3. Draw major landmarks, such as highways, roads, bodies of water, rivers, streams, hills/mountains, tall residential buildings, churches, mosques. Their size and distance apart should be consistent with your scale. 4. Draw a symbol for every village in the appropriate location. Label each with the village name and target population. All villages should be listed in Tool 1, and all villages should be on the map. Use landmarks as reference points to check that the distance between villages is to scale. 5. Draw a symbol for every health post, hospital, schools, market areas, seasonal settlement, hard to reach settlement, animal health post and border points (these should already be listed in Tool 1). Label each one. 6. Identify the health center or location where vaccination teams will be organized daily. 7. Draw the borders of any grazing reserves. 8. Draw major transportation points including roads, airstrips, boat put-ins, railroads, bus stops, train stations, bridges. 9. Add anything not listed above which is significant for this location. 10. Draw and label a legend or map key, including all symbols. Write the name of the location and date completed at the top of the map. <p>Complete the Summary Tool on the right side of Tool 2 once you have completed Tool 4</p>
Table / Page	Completed by	Instructions

3. Individual team microplan	Location	<p>Team assignments should be made based on local knowledge of geography and population density. For rural areas a team can vaccinate 80 to 150 children per day depending on distance, terrain, security etc. For some urban areas, a house-to-house team can vaccinate 150-300 children per day while a team in a public place (e.g. market, station) can vaccinate up to 400-500 children in a day. Indicate the assigned areas on the map for each team by day. It is important you complete the first team plan for each day of the campaign before you start the 2nd team, and so on.</p> <p>Complete Table 3 specifying data for EACH team in a LOCATION.</p> <ol style="list-style-type: none"> 1. Write the names of the Location, Division, Sub-County, and County in the top section. 2. Specify the team number. 3. Circle whether the team will stay overnight in the field or not, if Yes, for how many nights, and complete all relevant contact information. 4. For each day, list the names of all sites to be visited, report the Target Pop from the highest of either census data or previous rounds for each site, calculate Total Target Pop (TP) of the day, the OPV requirement ($TP * 1.15$) and Vitamin A for both 6 - 11 months ($TP * 0.1 * 1.15$) and 12 - 59 months ($TP * 0.8 * 1.15$) 5. Indicate whether a cold box is required in addition to vaccine carrier, type of transport if needed for the given day and the hire costs or km to be covered where applicable. 6. For the total row, calculate the totals for columns C, D, E, and H. 7. Columns F and G: these items (for example, a vehicle or vaccine carrier) will be used on multiple days. Therefore only count the individual numbers required for the entire 5 days per team.
4. Summary Teams plan	Location	<ol style="list-style-type: none"> 1. For each team number in the LOCATION, please specify the strategy (fixed/outreach/transit/overnight) and enter the number of vaccinators and volunteers per team. The standard is one per team but for some sites (e.g. markets) may need 2 vaccinators or volunteers whereas some other places with few children (e.g. crossing points) may need only 1 vaccinator. 2. Copy the target population and estimated OPV doses from Table 3 for EACH team. 3. Enter the number of supply items needed per team: markers (1 per 250-300 children + 1 per supervisor); chalk (2-3 sticks per team per day + 10 per supervisor), vaccine carrier (1 per team), coolant packs (1 per Vaccine Carrier for daily teams, 2-4 per Vaccine Carrier for overnight teams, and 16-24 per Cold Box), forms and transport etc. Consider 2 serviettes per team / day for Vitamin A administrator and 1 waste paper bag per team per day. 4. Record the fuel needs, which are based on average of 20 km/liter for motorbike, 7-10 km/liter for vehicle, and 3-5 km/liter for lorry. If transport is hired, indicate the cost.
5. Division mapping	Division	<p>This map is to be used for supervisory, general planning and management purposes</p> <ol style="list-style-type: none"> 1. Referring to Table 2, and the official map provided, sketch out the perimeter of the LOCATIONS in the DIVISION using roads/highways, terrain/geography and landmarks as guides. 2. For each LOCATION, draw the approximate perimeters of each Sub-LOCATION using terrain/geography and landmarks as guides.
6. Personnel	Division	<ol style="list-style-type: none"> 1. List all LOCATIONS. 2. From Table 1, enter the total number of fixed posts, villages and Target Population. (Remember FIXED POST is counted as a team; they need a vaccine carrier too.) 3. Report the number of seasonal camps and border points. 4. From Table 4 (Team Summary), for each LOCATION, enter the total number of teams, vaccinators, volunteers, drivers and supervisors needed. At the bottom of the table indicate any supplemental teams that may provide support from the DIVISION.
7. Cold Chain	Division	<ol style="list-style-type: none"> 1. Using the information from table 4, report for each LOCATION the Total number of teams, OPV needed, vaccine carriers, cold boxes and water/ice packs required. 2. From LOCATION /DIVISION Cold Chain inventory, report number of functional vaccine carriers and cold boxes available. 3. Calculate the storage capacity required in refrigerator for OPV by: Total OPV doses required x 1.1 / 1000 in liters 4. Calculate the storage capacity required in freezer for water/ice packs by: Total number water/ice packs x 0.6 liters. 5. Check your refrigerator to approximate capacity available considering space requirements for routine (RI) vaccine stocks. Check your freezer to approximate number of water/ice packs can be stored. <p>NOTE: Absorption freezers can freeze only 2 - 8 water/ice packs/24hr; Compression freezer can freeze 20 - 40 water/ice packs /24 hr.</p>
Table / Page	Completed by	Instructions

8. Transport	Division	<p>1. For each LOCATION, report number of Vaccine storage points (e.g. Health facilities or rapid cold chain points) and the number of teams.</p> <p>2. Within each of the three column headings for Supply Distribution, Vaccination Teams and Supervision, provide the total number of each type of transport required, the estimated mileage, and then quantity of fuel required or funds for transport hire.</p> <p>3. Security costs should be estimated and specified under the other category.</p> <p>4. Calculate the total for each transport type and complete the table at bottom of page.</p>
9. Social Mobilisation	Division	<p>1. List the village heads or equivalent influential persons for village in the Division.</p> <p>2. For each person, provide the following information:</p> <ol style="list-style-type: none"> How can that person support the SIA? What must be done to get the influential person to support the SIA? What are the required resources? How will you benefit from their support? <p>3. Do the same for opinion leaders, traditional leaders, religious leaders, head-master/mistress, business persons, and community-based organizations.</p> <p>Complete the information as you did above.</p>
10. Cross border plan	Division	<p>This table will be used at cross-border meetings prior to the campaign.</p> <p>1. Complete the section at the top with the place and time of the meeting and the names of the bordering DIVISION/DISTRICT from each participating country.</p> <p>2. In the left table, list all villages within your DIVISION/DISTRICT along the country border and the target population of each (these should also be listed in Table 1).</p> <p>3. In collaboration with your border-country counterpart, determine which country will vaccinate a given village based upon local conditions (e.g. accessibility, security, politics, proximity to the closest health facility distributing vaccine).</p> <p>4. In the right table, list all the border country villages and their target populations which will be vaccinated by teams from your DIVISION/DISTRICT. Report the team number, vaccination date, and estimate the OPV doses (target *1.15), markers and transport type required to reach the cross-border villages.</p> <p>5. Ensure the data for these cross-border villages are included on the LOCATION map (table 2) and that the daily team assignments are adjusted to include the neighboring villages.</p> <p>6. Update the individual team plans (Table 3) to include the cross-border villages. Include the target population, estimated OPV doses, transport requirements, etc. and note the cross-border status in the comments field.</p>
11. Budget	Division	<p>From the Summary in Table 5, calculate the cost for each activity conducted at this level.</p>
11. Contact & Supervisors List	Division	<p>Complete the tables with the information about key persons and supervisors.</p>

1. List of Fixed posts, Villages, Markets, Nomadic/Pastoral camps and Border posts by Location

Tool 1

NB: List ALL Fixed posts & villages (2009 census) in each location with their target populations. On the back, list markets, seasonal camps (nomadic, etc.) and any hard to reach areas and borders points.

Location	Location	Location	Location	Location
<i>Health Facility (name)</i>	<i>Health Facility (name)</i>	<i>Health Facility (name)</i>	<i>Health Facility (name)</i>	<i>Health Facility (name)</i>
1	1	1	1	1
2	2	2	2	2
3	3	3	3	3
<i>Village/Estate (Name/Target Pop)</i>	<i>Village/Estate (Name/Target Pop)</i>	<i>Village/Estate (Name/Target Pop)</i>	<i>Village/Estate (Name/Target Pop)</i>	<i>Village/Estate (Name/Target Pop)</i>
1	1	1	1	1
2	2	2	2	2
3	3	3	3	3
4	4	4	4	4
5	5	5	5	5
6	6	6	6	6
7	7	7	7	7
8	8	8	8	8
9	9	9	9	9
10	10	10	10	10
11	11	11	11	11
12	12	12	12	12
13	13	13	13	13
14	14	14	14	14
15	15	15	15	15
16	16	16	16	16

Location	Location	Location	Location	Location
<i>Markets (place & day)</i>	<i>Markets (place & day)</i>	<i>Markets (place & day)</i>	<i>Markets (place & day)</i>	<i>Markets (place & day)</i>
1	1	1	1	1
2	2	2	2	2
3	3	3	3	3
<i>Seasonal Settlements / Hard-Reach</i>	<i>Seasonal Settlements / Hard-Reach</i>	<i>Seasonal Settlements / Hard-Reach</i>	<i>Seasonal Settlements / Hard-Reach</i>	<i>Seasonal Settlements / Hard-Reach</i>
1	1	1	1	1
2	2	2	2	2
3	3	3	3	3
4	4	4	4	4
5	5	5	5	5
6	6	6	6	6
7	7	7	7	7
<i>Animal Health Post</i>	<i>Animal Health Post</i>	<i>Animal Health Post</i>	<i>Animal Health Post</i>	<i>Animal Health Post</i>
1	1	1	1	1
2	2	2	2	2
3	3	3	3	3
<i>Borders Points (if applicable)</i>	<i>Borders Points (if applicable)</i>	<i>Borders Points (if applicable)</i>	<i>Borders Points (if applicable)</i>	<i>Borders Points (if applicable)</i>
1	1	1	1	1
2	2	2	2	2
3	3	3	3	3
4	4	4	4	4
5	5	5	5	5
6	6	6	6	6

12. Contact numbers of key people & Teams' Supervisors at Division level

Designation	Name	Mobile #
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		

SUPERVISORS FOR TEAMS' SUPERVISION

Supervisor (Name)	Mobile No.	Teams' ID
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		

2. LOCATION MAPPING:**Tool 2****SUMMARY (to be completed at the end)****Population & Infrastructure**

Target population (Polio SIAs) _____

Hosp./Health Facilities (No.) _____

Villages/Estates (No.) _____

Seasonal camps /
hard to reach areas (No.) _____**Human resources planned**

Vaccination teams (No.) _____

Vaccinators (No.) _____

Volunteers (No.) _____

Drivers (No.) _____

Supervisors (No.) _____

Mobilisers (No.) _____

Supplies required

OPV (doses) _____

Indelible markers (No.) _____

Chalk (No.) _____

Vaccine carriers (No.) _____

Vitamin A (blue) 100,000 IU (doses) _____

Vitamin A (red) 200,000 IU (doses) _____

Scissors (No.) _____

Cold boxes (No.) _____

Water/Ice packs (No.) _____

Tally sheet (No.) _____

Summary sheet (daily) _____

Supervisory check list _____

Transport required

Vehicles (No.) _____

Motorbikes (No.) _____

Boat / Other (No.) _____

Bordering location only

Villages from border country (or sub-county) (No.) _____

Target pop of border country (or sub-county) village _____

3. INDIVIDUAL TEAM MICROPLAN / MOVEMENT PLAN AT LOCATION

Tool 3

Location: _____

Team ID: _____

Division: _____

Sub County: _____

County: _____

Supervisor (Name & mobile no.): _____

Vaccinator (Name & mobile no.): _____

Over night (circle)	Yes / No
# nights	

Day No.	Site (e.g. village, estate, school etc.) to be visited by team	Target Population (Polio SIAs) Estimated		OPV Required (doses)	Markers Required (no.)	Vaccine Carrier or Cold Box Required (specify)	Vitamin A Capsules (Blue) 100 000 IU (doses)	Vitamin A Capsules (Red) 200,000 IU (doses)	No. of Scissors (no.)	Transport Type If Required (specify)	Mileage (Km) or Hire (Ksh) (specify)	Comments
		per village	total									
	(names) A	B	C	D	E	F	G	H	I	J	K	L
Day 1												
Day 2												
Day 3												
Day 4												
Day 5												
Total						VC (No.): CB (No.):					Km: Ksh:	

4. SUMMARY TEAM'S MICROPLAN AT LOCATION

Tool 4

Location: _____

Division: _____

Sub-county: _____

County: _____

Staff & Supplies & Transport needs	VACCINATION TEAMS							SUPERVISION (at Location level)
	Team ID:	Team ID:	Team ID:	Team ID:	Team ID:	Team ID:	TOTAL	
Fixed, Overnight, ...								
Vaccinator (No.)								
Volunteer (No.)								
Supervisor (No.)								
Target Pop Estimated (No.)								
OPV needs (doses)								
Indelible Marker (No.)								
Vitamin A (blue) capsules (No.)								
Vitamin A (red) capsules (No.)								
Scissors (No.)								
Chalk (No.)								
Vaccine Carrier (No.)								
Cold Box (No.)								
Water/Ice Pack (No.)								
Tally Sheet (No.)								
Summary Sheet (daily)								
In-Process Monitoring Form (No.)								
Supervisory Check-List Form (No.)								
Vehicle (No.)								
Motorbike (No.)								
Other (specify): (No.)								
Fuel (Lt)								
Hire (Ksh)								

5. DIVISION MAPPING:**Tool 5****SUMMARY (to be completed at the end)****Population & Infrastructure**

Target population (Polio SIAs) _____

Locations (No.) _____

Hosp./Health Facilities (No.) _____

Villages/Estates (No.) _____

Seasonal camps/Hard-to-Reach (No.) _____

Human resources planned

Vaccination teams (No.) _____

Vaccinators (No.) _____

Volunteers (No.) _____

Drivers (No.) _____

Team Supervisors (No.) _____

Divisional Supervisors (No.) _____

Mobilisers (No.) _____

Supplies required

OPV (doses) _____

Vitamin A (blue) capsules (doses) _____

Vitamin A (red) capsules (doses) _____

Indelible markers (No.) _____

Chalk (No.) _____

Vaccine carriers (No.) _____

Cold boxes (No.) _____

Water/Ice packs (No.) _____

Scissors (No.) _____

Tally sheet (No.) _____

Daily Summary sheet (No.) _____

In-Process Monitoring Forms (No.) _____

Supervisory check list (No.) _____

Transport required

Vehicles (No.) _____

Motorbikes (No.) _____

Boats (No.) _____

Fuel (Lt) _____

Bordering location only

Villages from border country or sub-county (No.) _____

Target pop of border country or sub-county villages _____

6. POPULATION & HUMAN RESOURCES

Tool 6

Complete this TOOL with the information collected in other TOOLS

Location (Names)	Fixed posts No. (Tool 1)	Village, Estate, Site (No.) (Tool 1)	Target Population Polio SIAs (Tool 4)	Seasonal Camps Hard to Reach areas No. (Tool 1)	Border Points if applicable. No. (Tool 10)	Teams No. (Tool 4)	Vaccinators No. (Tool 4)	Volunteers No. (Tool 4)	Drivers No.	Supervisors No. (Tool 4)	Mobilisers No. (Tool 9)
1.											
2.											
3.											
4.											
5.											
6.											
7.											
8.											
Division level/office											
Total (for the Division)											

7. COLD CHAIN AT SUB COUNTY LEVEL

Tool 7

Location (Names)	Number of Teams	OPV Needs (Doses)	Vaccine Carriers			Cold Box			Water/Ice packs	Storage Capacity (Lt) in Refrigerator (for OPV)			Storage Capacity (Lt) in Freezer (for ice-pack)		
			Required (Tool 4)	Available	Shortfall	Required (Tool 4)	Available	Shortfall	Required (Tool 4)	Required	Available	Shortfall	Required	Available	Shortfall
1.															
2.															
3.															
4.															
5.															
6.															
7.															
8.															
Sub County level															
Total Sub County level															

8. TRANSPORT AT SUB COUNTY LEVEL

Tool 8

Location (Names)	Health Facility / Storage Points (No.)	Supply Distribution			Vaccination Team's (Tool 4)			Supervision (Tools 4 & 5)		
		Transport Required (#)	Mileage (km)	Fuel (Lt) / Rental (KHS)	Transport if Required (#)	Mileage (Km)	Fuel (Lt) / Rental (KHS)	Transport Required (No.)	Mileage (Km)	Fuel (Lt) / Hire (Ksh)
1.		Vehicle:								
		Motorbike:								
		Boat:								
		Other (specify)								
2.		Vehicle:								
		Motorbike:								
		Boat:								
		Other (specify)								
3.		Vehicle:								
		Motorbike:								
		Boat:								
		Other (specify)								
4.		Vehicle:								
		Motorbike:								
		Boat:								
		Other (specify)								
5.		Vehicle:								
		Motorbike:								
		Boat:								
		Other (specify)								
Division level / Office		Vehicle:								
		Motorbike:								
		Boat:								
		Other (specify)								
Total (for the Division)	Supply distribution	Vehicle	Motorbike	Boat	Other:	Mileage	Fuel (Lt)	Hire (Ksh)	Comments	
	Vaccination team's									
	Supervision									

9. COMMUNICATION & SOCIAL MOBILISATION**Tool 9**

Complete for each Division

Communication Micro Planning Matrix

No	1. To whom do you want to pass the message- Target (list all)	2. What do you need them to do for you	3. What information/ messages does the target require (Key Messages)	4. How do you reach the target (channel of communication)	5. Who can support in reaching this target	6. Resources Required	7. Responsible person
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							

Transborder meeting place: _____ Bordering country(ies): _____

Date: _____ Bordering location/districts: _____

KENYA				Border country Name:										
Kenyan villages along border	Target Pop. (Polio SIAs)	Country covering	Date of vaccination	Border country's villages to be covered by Kenyan teams	Target Pop (Polio SIAs)	Kenyan Team ID	Date of vaccination	OPV required (doses)	Vitamin A 100,000 IU (capsules)	Vitamin A 200,000 IU (capsules)	Scissors (no.)	Markers required (no.)	Transport type if required	Comments
1.														
2.														
3.														
4.														
5.														
6.														
7.														
8.														
9.														
10.														
Total	Kenyan villages covered by Kenyan teams are in Kenya's microplan. Other villages will be in border country's microplan													

11. BUDGET
Tool 11

Please use exchange rate of 1 US\$ =

85

Ksh

Supplies				TOTAL	
Items	Quantity (#)	Unit cost (Ksh)		(Ksh)	(US\$)
<i>Chalk</i>					
<i>Scissors</i>					
<i>Printing of tools/Forms</i>					
<i>Printing of guidelines</i>					
<i>Photocopies</i>					
Sub total					
Distribution				(Ksh)	(US\$)
<i>Fuel (Lt)</i>		<i>Rental/Allowance</i>			
<i>Vaccine distribution</i>					
<i>Material distribution</i>					
<i>Drivers</i>					
Sub total					

Personnel				TOTAL	
	Number	# Days	Daily allowance	(Ksh)	(US\$)
<i>Vaccinators</i>					
<i>Vaccinators (overnight)</i>					
<i>Volunteers</i>					
<i>Teams' driver</i>					
<i>Teams' driver (overnight)</i>					
<i>Drivers (supervisors)</i>					
<i>Supervisors (teams)</i>					
<i>Supervisors (upper level)</i>					
<i>Mobilisers</i>					
Sub total					

Transport				TOTAL	
	Quantity (Lt)	Rental (Ksh)		(Ksh)	(US\$)
<i>Fuel for vaccination</i>					
<i>Hire for vaccination</i>					
<i>Fuel for supervision</i>					
<i>Hire for supervision</i>					
<i>Fuel for Soc Mob</i>					
<i>Hire Soc Mob</i>					
Sub total					

Planning & Training				TOTAL	
	# participants	# days	Allowance	(Ksh)	(US\$)
<i>Microplanning (exercise)</i>					
<i>Micro plan (compilation)</i>					
<i>Training vaccinators</i>					
<i>Training volunteers</i>					
<i>Training supervisors</i>					
<i>Training of Mobilisers</i>					
<i>Printing material</i>					
Sub total					

Social Mobilisation				TOTAL	
	Quantity (#)	Unit cost (Ksh)		(Ksh)	(US\$)
<i>Town criers</i>					
<i>Banners</i>					
<i>Flyers</i>					
<i>Meetings</i>					
Sub total					

TOTAL OPERATIONAL COSTS				TOTAL	
				(Ksh)	(US\$)
<i>Supplies</i>					
<i>Supply distribution</i>					
<i>Personnel</i>					
<i>Transport</i>					
<i>Planning & Training</i>					
<i>Social Mobilisation</i>					
TOTAL					

12. Contact numbers of key people & Teams' Supervisors at Division level

Designation	Name	Mobile #
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		

SUPERVISORS FOR TEAMS' SUPERVISION

Supervisor (Name)	Mobile No.	Teams' ID
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		