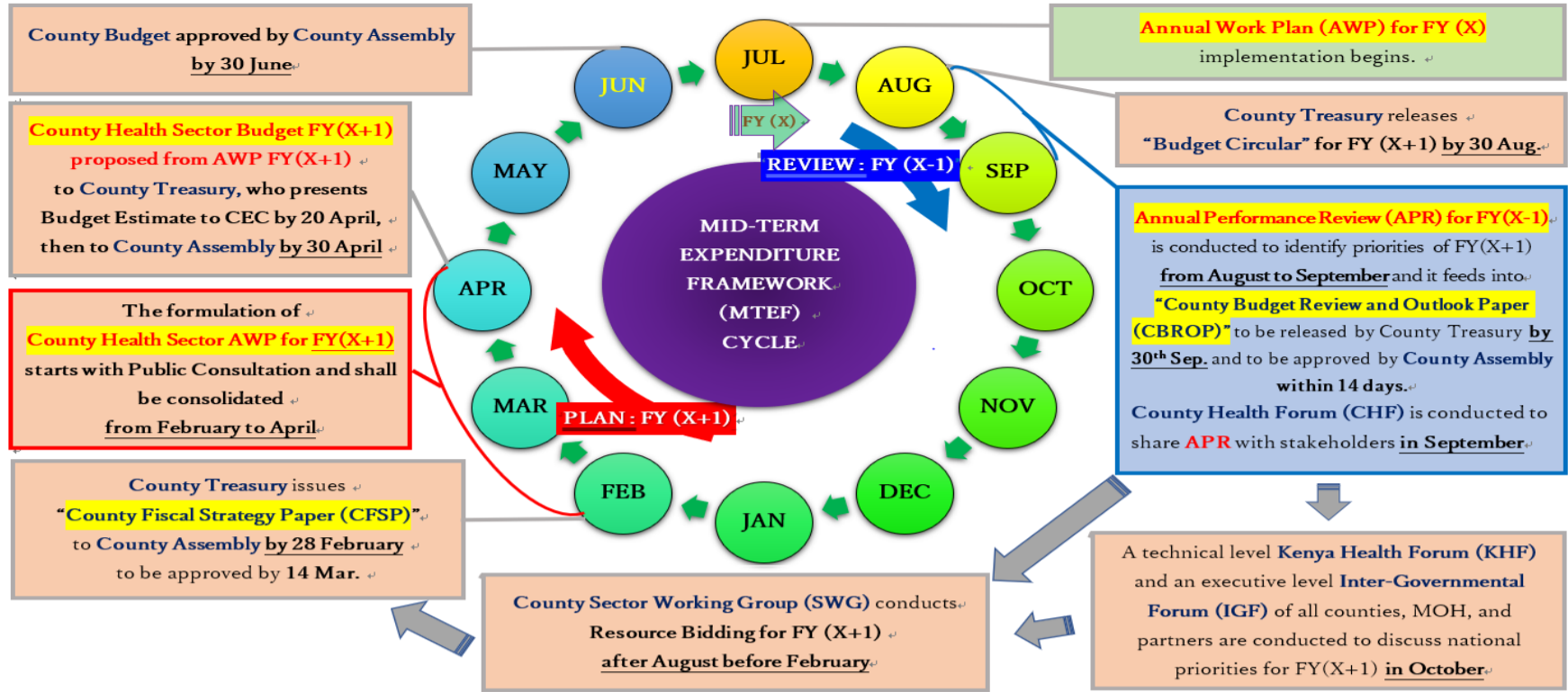


# County Department of Health – MTEF Cycle Management Calendar



| Annual work flow of MTEF cycle and actions by County Department of Health |            |              |  | Work descriptions/ methods  | Engaged by |      |       |     |                    | Outputs   |
|---|------------|--------------|--|---|------------|------|-------|-----|--------------------|---|
| For FY (X-1)  | For FY (X) | For FY (X+1) | Related Activities by other players  |   | CEC/CO     | CHMT | SCHMT | HMT | HFCs/Disseminators |   |
|   |            |              | County Plan for FY (X) is launched and National Treasury disburses budget to County (monthly)          | 1 <With monthly disbursement of approved budget, CDOH start implementing AWP focusing on prioritized activities>  |            |      |       |     |                    | County Plan   |
|   |            |              | Monthly Meeting and Data Review (for June of FY (X-1))   | 2 The community units provide Health data and information of the previous month to the facility in charges by the beginning of the month. Health facilities report Health data and information to sub-county by 5th of the month. After Data Review (6 & 7th), the data is entered in DHIS2 by sub-county by 15th. County Health Management Team (CHMT) checks it in DHIS2. |            |      |       |     |                    | Report on Chalkboard MOH506<br>CHA takes MOH505 & Reports to Sub-County<br>Facility reports to Sub-County<br>DHIS2 data updated |
|   |            |              | 4th QTR Performance Report of FY (X) is discussed by CHMT + SCHMT and Support Supervision is conducted | 3 On the basis of submitted HFs' monthly reports, CHMT and SCHMT compiles 4th QTR performance report and discuss at QTR meeting. This is followed by supportive supervision to HFs (duration: 1-2 weeks) and giving feedback to HFs. The work is reflected in APR of FY(X-1).   |            |      |       |     |                    | QTR Performance Reports by CHMT/SCHMT   |
|   |            |              | Stakeholder Meeting for 4th QTR of FY (X-1)  | 4 CHMT provides health information on 4th quarter of FY (X-1) to the stakeholders including the partners.   |            |      |       |     |                    | Minutes of the meeting  |
|   |            |              | Dialogue Day (⇒ Action Day)  | 5 CHAs organize a dialogue day with CHWs and CHCs at the community to discuss issues, give their views, and agree on the action to be taken quarterly. Action Days may follow to put into action of what was discussed and agreed on the dialogue days.   |            |      |       |     |                    | Minutes of the meeting  |
|   |            |              | Monthly Meeting and Data Review (for July)   | 6 Same as Work 2 above  |            |      |       |     |                    | Same as Work 2  |
|   |            |              | County Treasury releases Budget Circular   | 7 <Circular for FY (X+1) is distributed to all department>  |            |      |       |     |                    | Budget Circular for FY(X+1)   |
|   |            |              | Annual Performance Review for FY (X-1)   | 8 SCHMT distributes APR template and organizes sensitization workshop for all the Health Facility levels  |            |      |       |     |                    | APR template prepared and distributed to HFs  |
|   |            |              | Monthly Meeting and Data Review (for Aug.)   | 9 Same as Work 2 above  |            |      |       |     |                    | Same as Work 2  |
|   |            |              | Annual Performance Review for FY (X-1) and reporting   | 10 APRs are prepared by HFs, SCHMT and CHMT to be consolidated as an input to CBROP   |            |      |       |     |                    | Draft County Health APR   |
|   |            |              | County Health Forum (CHF)  | 11 County Health Forum is conducted to share and discuss APR with stakeholders.   |            |      |       |     |                    | County Health APR   |
|   |            |              | County Treasury releases CBROP   | 12 <APR is summarised in Health Sector MTEF Report, which feeds into CBROP>   |            |      |       |     |                    | CBROP   |
|   |            |              | Monthly Meeting and Data Review (for Sep.)   | 13 Same as Work 2 above   |            |      |       |     |                    | Same as Work 2  |
|   |            |              | 1st QTR Performance Report of FY (X) is discussed by CHMT + SCHMT and Support Supervision is conducted | 14 On the basis of submitted HFs' monthly reports, CHMT and SCHMT compiles 1st QTR performance report and discuss at QTR meeting. This is followed by supportive supervision to HFs (duration: 1-2 weeks) and giving feedback to HFs.   |            |      |       |     |                    | QTR Performance Reports by CHMT/SCHMT   |
|   |            |              | Stakeholder Meeting for 1st QTR  | 15 1st Quarter performance report is shared with stakeholders   |            |      |       |     |                    | Minutes of the meeting  |
|   |            |              | Dialogue Day (⇒ Action Day)  | 16 Same as Work 5 above   |            |      |       |     |                    | Same as Work 5  |
|   |            |              | Kenya Health Forum (KHF) /Intergovernmental Forum (IGF)  | 17 Priorities set in the CHF and national priorities are discussed at a technical forum of KHF, and an executive forum of IGF will adopt priorities for FY (X+1) as "Communique".   |            |      |       |     |                    | County Health APR   |
|   |            |              | Monthly Meeting and Data Review (for Oct.)   | 18 Same as Work 2 above   |            |      |       |     |                    | Same as Work 2  |
|   |            |              | County Resource Bidding  | 19 <County Sector Working Group (SWG) headed by Chief Officers estimates resource requirements for the sector and link available resources to the critical priorities of the sector.>   |            |      |       |     |                    | Resource Bidding Report   |
|   |            |              | Monthly Meeting and Data Review (for Nov.)   | 20 Same as Work 2 above   |            |      |       |     |                    | Same as Work 2  |
|   |            |              | Monthly Meeting and Data Review (for Dec.)   | 21 Same as Work 2 above   |            |      |       |     |                    | Same as Work 2  |
|   |            |              | 2nd QTR Performance Report of FY (X) is discussed by CHMT + SCHMT and Support Supervision is conducted | 22 On the basis of submitted HFs' monthly reports, CHMT and SCHMT compiles 2nd QTR performance report and discuss at QTR meeting. This is followed by supportive supervision to HFs (duration: 1-2 weeks) and giving feedback to HFs.   |            |      |       |     |                    | QTR Performance Reports by CHMT/SCHMT   |
|   |            |              | Stakeholder Meeting for 2nd QTR  | 23 2nd Quarter performance report is shared with stakeholders   |            |      |       |     |                    | Minutes of the meeting  |
|   |            |              | *Revised/ Supplementary Budget approved  | 24 <Budget Department> Supplementary Budget can be submitted and approved anytime after July. Once it is done, Health AWP can be re-aligned/ reprioritize its plans to the revised budget.  |            |      |       |     |                    | Revised Budget Document   |
|   |            |              | *AWP for FY (X) is re-aligned with Supplementary Budget once it is approved                            | 25 <AWP would be re-aligned if/when supplementary budget is approved>   |            |      |       |     |                    | Revised AWP   |
|   |            |              | MoH distributes AWP templates  | 26 <MOH distributes AWP template to CHMTs>  |            |      |       |     |                    | AWP templates (common format)   |
|   |            |              | Review of AWP FY(X)  | 27 CHMT reviews current AWP to re-align with Revised Budget.  |            |      |       |     |                    | Minutes of the meeting  |
|   |            |              | Dialogue Day (⇒ Action Day)  | 28 Same as Work 5 above   |            |      |       |     |                    | Same as Work 5  |
|   |            |              | Revise, print and distribute AWP templates   | 29 CHMT revises AWP template for FY(X+1) to customize to fit County situation, and print out for distribution to SCHMT and HFs. CHMT plans for sensitization meeting of AWP.  |            |      |       |     |                    | AWP templates for guidance and for filling prepared   |
|   |            |              | Monthly Meeting and Data Review (for Jan.)   | 30 Same as Work 2 above   |            |      |       |     |                    | Same as Work 2  |
|   |            |              | Public consultation  | 31 Public consultation to share the County priorities including Health for FY (X+1).  |            |      |       |     |                    | Minutes of the meeting  |
|   |            |              | Sensitization of AWP for SCHMT, HMT, HFs and CUs   | 32 AWP as well as PBB budget preparation is guided by CHMT during Sensitization Workshop for SCHMT and HMT. SCHMT sensitize HFs and CUs for preparation of AWP/ Budget by each unit.  |            |      |       |     |                    | AWP template for Sub-County   |
|   |            |              | Planning by HFs  | 33 SCHMT guides HFs to prepare AWP. HFs uses AWP template for HF.   |            |      |       |     |                    | AWP template for Health facilities  |
|   |            |              | Situation analysis for CUs   | 34 CU situation analysis is done by CHEWS supported by HFs and SCHMT. The work is reflected into AWP template for Community Units submitted to Sub-Counties.  |            |      |       |     |                    | AWP template for Community Unit   |
|   |            |              | County Fiscal Strategy Paper (CFSP)  | 35 <CFSP for FY (X+1) is issued by County Treasury to County Assembly.>   |            |      |       |     |                    | CFSP  |
|   |            |              | Monthly Meeting and Data Review (for Feb.)   | 36 Same as Work 2 above   |            |      |       |     |                    | Same as Work 2  |
|   |            |              | AWP Stakeholders Forum   | 37 Inviting stakeholders (partners) to share AWP to request external support plan, which is reflected into final AWP.   |            |      |       |     |                    | Minutes of the meeting  |
|   |            |              | Consolidation of AWP at Sub-County and County Level  | 38 Sub-Counties consolidate HFs' AWP into Sub-County AWP to submit to CHMT for further consolidation  |            |      |       |     |                    | Sub-County AWP  |
|   |            |              | Submission of Consolidated County AWP with Budget to CEC and County Treasury                           | 39 CHMT consolidated Sub-Counties' AWP into County Health AWP to submit for approval by CEC, then submit to County Government   |            |      |       |     |                    | AWP   |
|   |            |              | Monthly Meeting and Data Review (for Mar.)   | 40 Same as Work 2 above   |            |      |       |     |                    | Same as Work 2  |
|   |            |              | 3rd QTR Performance Report of FY (X) is discussed by CHMT + SCHMT and Support Supervision is conducted | 41 On the basis of submitted HFs' monthly reports, CHMT and SCHMT compiles 3rd QTR performance report and discuss at QTR meeting. This is followed by supportive supervision to HFs (duration: 1-2 weeks) and giving feedback to HFs.   |            |      |       |     |                    | QTR Performance Reports by CHMT/SCHMT   |
|   |            |              | Stakeholder Meeting for 3rd QTR  | 42 3rd Quarter performance report is shared with stakeholders   |            |      |       |     |                    | Minutes of the meeting  |
|   |            |              | Dialogue Day (⇒ Action Day)  | 43 Same as Work 5 above   |            |      |       |     |                    | Same as Work 5  |
|   |            |              | County Budget estimate is consolidated   | 44 <Finance Department consolidates the budget estimate to submit to County Assembly>   |            |      |       |     |                    | County Budget Estimates   |
|   |            |              | Monthly Meeting and Data Review (for Apr.)   | 45 Same as Work 2 above   |            |      |       |     |                    | Same as Work 2  |
|   |            |              | Monthly Meeting and Data Review (for May)  | 46 Same as Work 2 above   |            |      |       |     |                    | Same as Work 2  |
|   |            |              | County Budget (X+1) is approved  | 47 <County Assembly approves the budget for X+1>  |            |      |       |     |                    | Approved Budget   |