



CHRISTIAN HEALTH ASSOCIATION OF KENYA

Musa Gitau Road, Off Waiyaki Way, Nairobi

CIRCULAR 1: SHA E-CONTRACTING + HMIS DEADLINE

REF: CHAK/CIR/001/2026

DATE: 27 September 2026

TO: All CHAK Member Health Institutions CEOs/Medical Superintendents/In-Charges

FROM: General Secretary and Chief Executive Officer

SUBJECT: MANDATORY: SHA E-Contracting Portal & HMIS Compliance — Deadline 30 Sept 2026
— Risk of No Payment from 1st October 2026

Dear Esteemed Member,

May the Lord's grace be upon us all. This comes as a reminder in relation to the two inter-related deadlines on 30th September 2026 (as at the time of dispatching this circular): E-Contracting by SHA (PHCF, SHIF, ECCIF, POMSF) and HMIS Compliance by DHA

WHAT YOU MUST COMPLY WITH BY 29 SEPT (Monday):

1. **E-contracting:** Apply on the SHA portal: <https://econtracting.sha.go.ke> — SHA CEO notice SPPP/SHA/002/2026-2027. Upload: KMPDC licence, facility registration, KRA PIN, bank details, staffing list.
2. **DHA HMIS compliance:** Ensure you are onboarded on an EMR/HMIS that is integrated to SHA/DHA with ability to process SHA payments (a certificate from DHA does not necessarily mean capacity to process SHA payments).

CONSEQUENCE OF NON-COMPLIANCE:

Facilities not contracted will not receive any SHA reimbursement from 1st October 2026.

CHAK SUPPORT:

We have set up a helpdesk:

1. That has reviewed all the HMIS service providers and assigned officers to support in troubleshooting any matters related to their onboarding
2. That has planned Webinars (next one on Monday 28th September 2026 at 3:30pm)
3. That has partnered with the SHA County coordinators to provide support in relation to the E-contracting processes

May I assure you of our continuous engagement and advocacy with all the relevant officers as we strive towards ensuring a smooth transition of services in line with our vision of providing health care for all to the Glory of God.

Yours Faithfully,



P.O. Box 30690- 00100, GPO Nairobi, **KENYA**

Telephone: +254 733-334419
or +254 722-203617

Email: secretariat@chak.or.ke
or gs@chak.or.ke

Website: www.chak.or.ke

CHRISTIAN HEALTH ASSOCIATION OF KENYA

Musa Gitau Road, Off Waiyaki Way, Nairobi

Dr. Chrisostim Barasa,
General Secretary and Chief Executive Officer,
Christian Health Association of Kenya

CC: Chair, CHAK Board of Directors
Chair, CBSL Board of Directors
Chair, CHAK Board of Trustees
Leadership, CHAK Churches