TIER.Net

User Guide

Version 1.8

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CIDER

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1. Welcome

This guide includes training, support and all information you may need to get started with TIER.Net.

Acknowledgements
We thank WAMTech and the Centers for Disease Control and Prevention (CDC) for allowing us to draw on the ETR.Net learnings and manual template in the production of this resource.

We would like to thank the following organisations for their support of this project through funding, time, input and/or assistance in piloting of the software.

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2. What's new in version 1.8

- Comprehensive TB Module including reports and ETR export. Disabled by default but will be enabled for selected pilot sites
- All patient list
- Improvements to DES import and export
- Extra user defined variables added to patient and visit levels
- French and Portuguese language options
- Numerous new validations added
- Tighter security controls
- New reports such as Illustrated report, data capturer workload report, Patient appointment report, HCT report & 2 consecutive unsuppressed viral loads
- New reporting platform supporting better pagination and ability to export reports using PDF, word, excel
- Added support for multiple IPT episodes
- Redesigned HCT module
- Quarterly report and DHIS export optimised
- TIER.Net upgraded to .Net framework 4
- Added 'restart' tick box to ART visit data entry form, monthly report and patient list

3. Getting Started

3.1. Opening TIER.Net

Always start TIER.Net from the Windows Desktop, for entering, editing, or analysing data.
Open the program by double-clicking on the TIER.Net icon on the desktop that was created during the installation process.

3.2. Logging In

- To Log in, *Open* the **TIER.Net icon** on your desktop.

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- In the log in screen, *enter* your **Username** and **Password** *click* **OK**. The main display page will appear.
- TIER.Net is now activated, and the user can begin to enter patient data.

3.3. Navigating through TIER.Net

The following is a list of how to navigate through TIER.Net:

- To move from one field to the next, use the Tab key or the mouse
- The down arrows on selected fields provide the user with a drop down box. The drop down box provides hard coded fields. This will minimize the level of inputting errors. The program will not allow free text, with the exception of the Notes section.
- When information is entered incorrectly i.e. date, incorrect length of folder number, a red exclamation mark will appear at the end of the field indicating that this information will need to be reviewed prior to saving of the record
- In some instances, a pop up window will appear indicating what the error is and how to review it
- When entering data such as a date within in a field or to navigate between fields use the arrow keys on the keyboard or the mouse to move to the next field.
- When there are fields requiring you to enter a date, you will need to first click on the drop down window to activate the date calendar.
- You can either click on a date and then change to the correct date, or you can scroll using the calendar option

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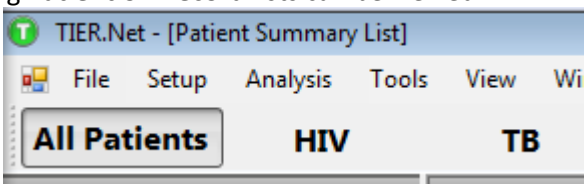
3.4. Patient on Record screen

The following **Patient on Record** lists can be viewed:

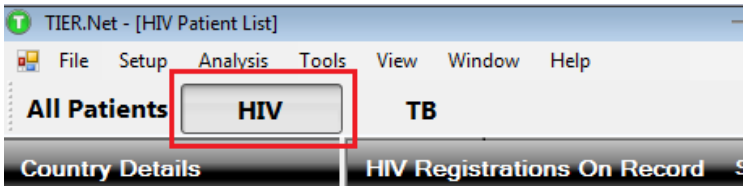


3.4.1. All Patients

- *Click* on the **All patients** tab
- This includes HIV and TB Module patients whether co-infected or not
    - On the far right of the screen it is indicated whether the patient has HIV or TB. If the patient is HIV positive, the HIV block will be highlighted in blue. If the patient has TB, the block will be highlighted in red. If the patient does not have either HIV or TB, the relevant block will be greyed out.
    - You can also take a shortcut to the patient information by clicking on **View/Edit**

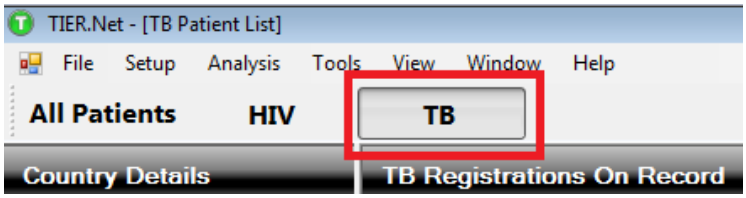
3.4.2. HIV

- *Click* on the HIV tab for the HIV Patients on Record



3.4.3. TB

- *Click* on the TB tab for the TB Patients on Record



Any existing records in the database will appear on the **Patients on Record** screen. Please make sure that the facility to be viewed is selected on the left under **Country Details** in order to view the Patients on Record. Although this screen can be customized it is preferable to use the default settings.

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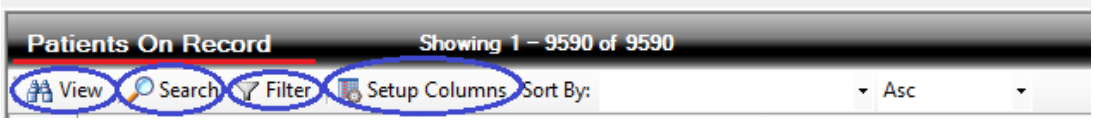
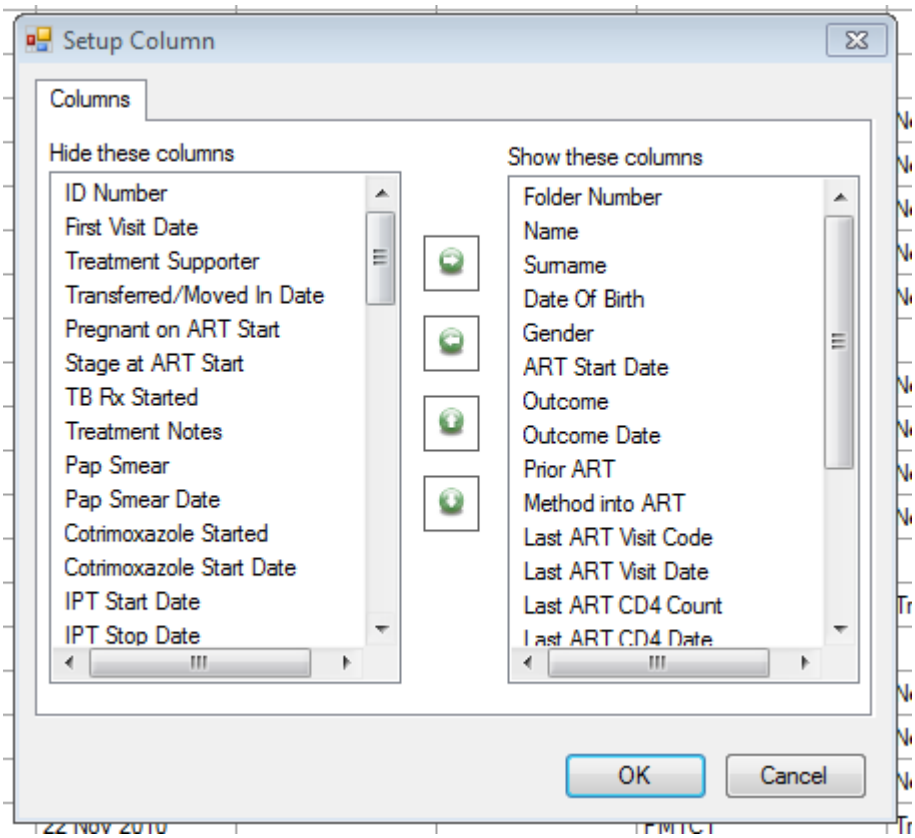


3.4.4. View
Clicking on this tab opens the patient selected in the patient list

3.4.5. Search
Search for a patient according to folder number, First name, Surname or Date of Birth.

3.4.6. Filter
The patient list can be filtered according to a particular field.

3.4.7. Setup Columns
To customize the screen, *click* the **Setup Columns tab.**



The **Setup Columns** allows one to show/hide any of the data variables in any order of preference.

- *Click* on desired variable and then use the arrow keys or click & drag to select the column to show/hide.
- These selected columns will be shown when running reports, queries and generating excel spread sheets.

3.4.6. Sort By

- In the **HIV** or **All patients** record list, you can select according to which variable you would like the list to be sorted by *clicking* on the **Sort By** drop down arrow

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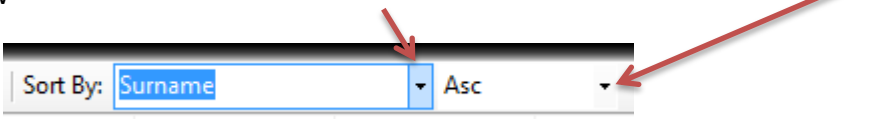
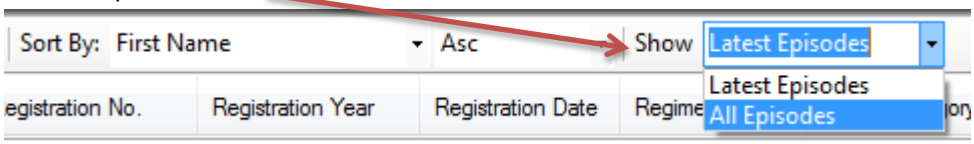
- You can also sort it to **Ascending (Asc)** or **Descending (Desc)** order, by clicking on the **Asc / Desc** drop down arrow



- In the TB record list, you can also sort according to a certain variable, and you can select which TB episodes (**all episodes or the latest episodes**) you would like to see in the list by selecting from the **Show** dropdown box



Refreshing the Patient List or view of Patients on Record

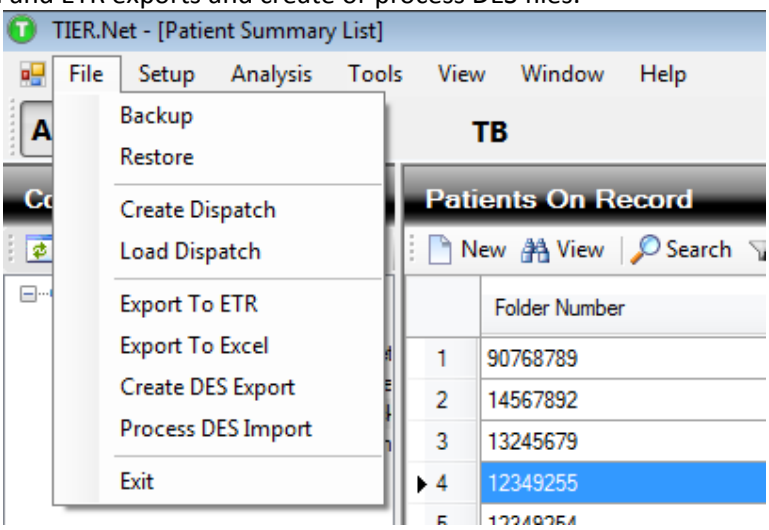
Click on **View, Patient list.** This will refresh the Patient on Records list to default view.

3.5. Drop down Menu Options

Please note that the ability to use some of the functions depends on access rights

3.5.1. File

In the FILE drop-down menu you are able to back up data, restore data, create and upload dispatches, create excel and ETR exports and create or process DES files.



**The load dispatch option, Restore and DES option is not available for users, but only administrators and implementers*

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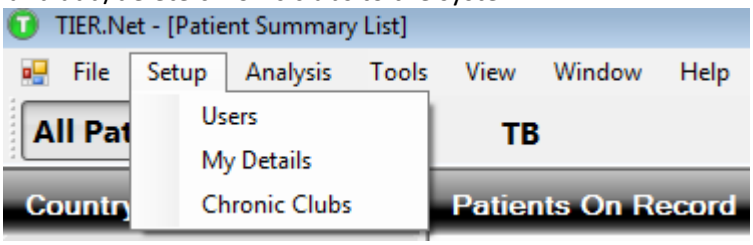
3.5.2. Setup

In the SETUP drop-down menu you are able to view and update user details, view your own user details information and add/delete chronic clubs to the system.



3.5.3. Analysis

This drop-down menu provides access to various reports available in TIER.Net. For the **HIV module** the reports include:

- Quarterly ART Report
- Monthly ART Report
- Multi-facility Club Report
- WHO Cohort Report (for countries outside of South Africa)
- WHO Cross Sectional Monthly Report (for countries outside of South Africa)
- Missed Appointment – Early Report
- Missed Appointment – Late Report
- Defaulter Report
- Two Consecutive Viral Load Report
- HCT Report
- Transferred out Report
- Patient Appointment List Report
- Waiting List for ART report
- ART Enrolment Graph
- Patient Total Graph

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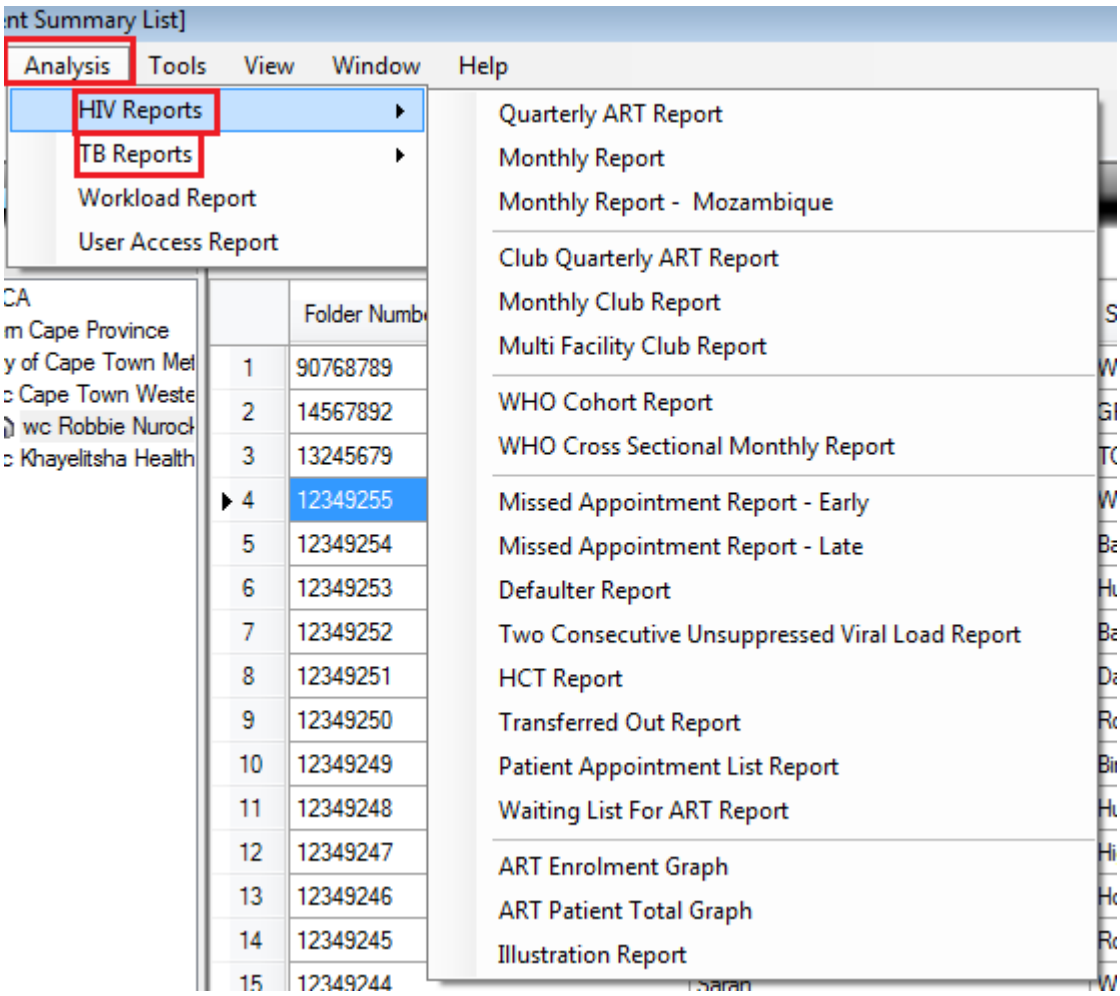
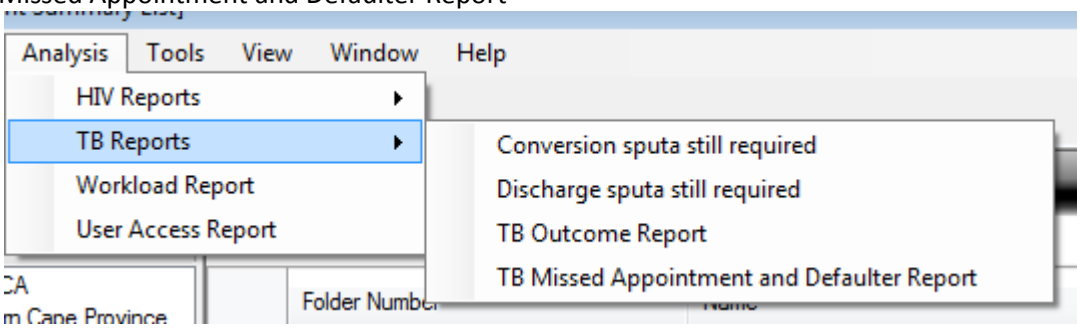


For the **TB Module**:

- Conversion sputa still required
- Discharge Sputa still required
- TB Outcome Report
- TB Missed Appointment and Defaulter Report



New reports include **Workload** and **User Access Reports**. All reports will be explained in detail in the **Reports Manual.**

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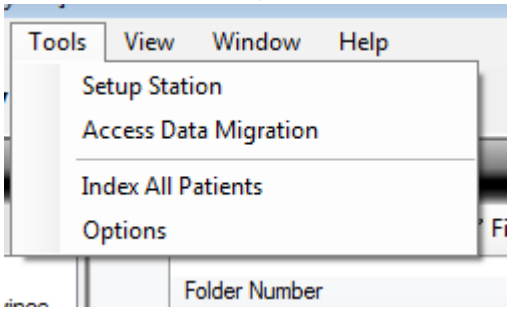
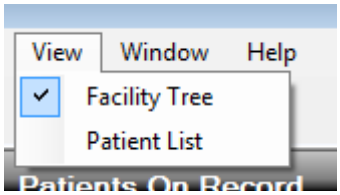
3.5.4. Tools

In the TOOLS drop –down menu options for Set-up Station, Access Data Migration, indexing of patients and Options can be accessed / modified.



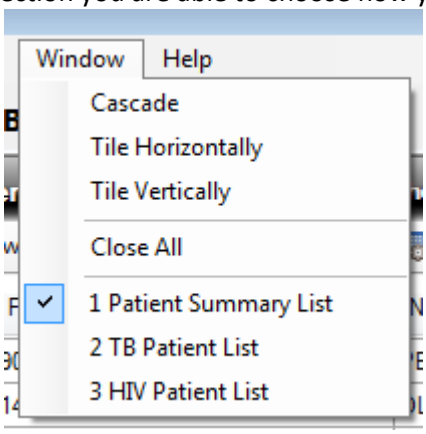
3.5.5. View

In this section you are able to choose how to view the screen; you can either chose Facility Tree – where you can view all accessible facilities or chose Patient List, to view by patients only.



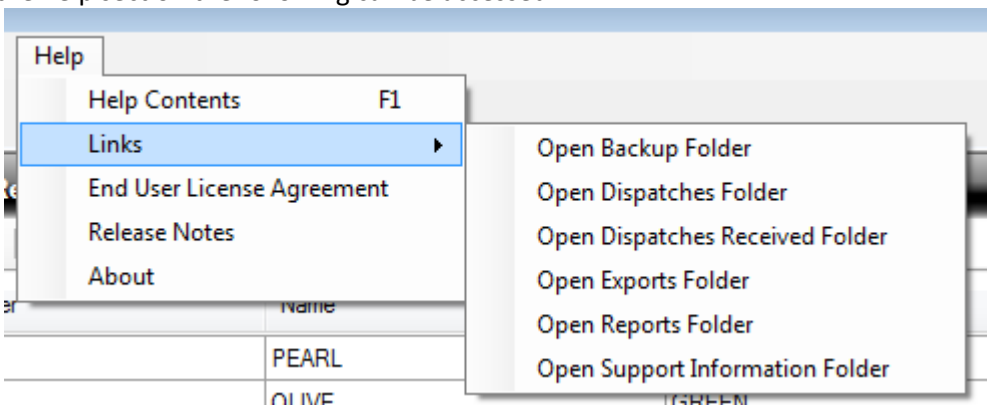
3.5.6. Windows

In this section you are able to choose how you want to view multiple windows when they are opened.



3.5.7. Help

Within the help section the following can be accessed:



- Help Contents (can also be opened by pressing F1 on the keyboard)
  - This will open the Help Guide

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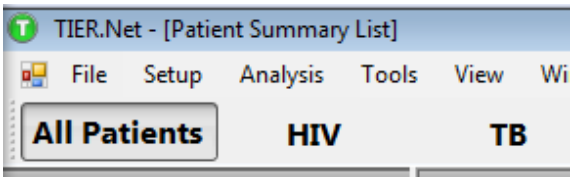
- Links to internal folders including:
  - Back ups
  - Dispatches
  - Exports
  - Reports
  - Support Information
- End User License Agreement
- Latest Release Notes
- About

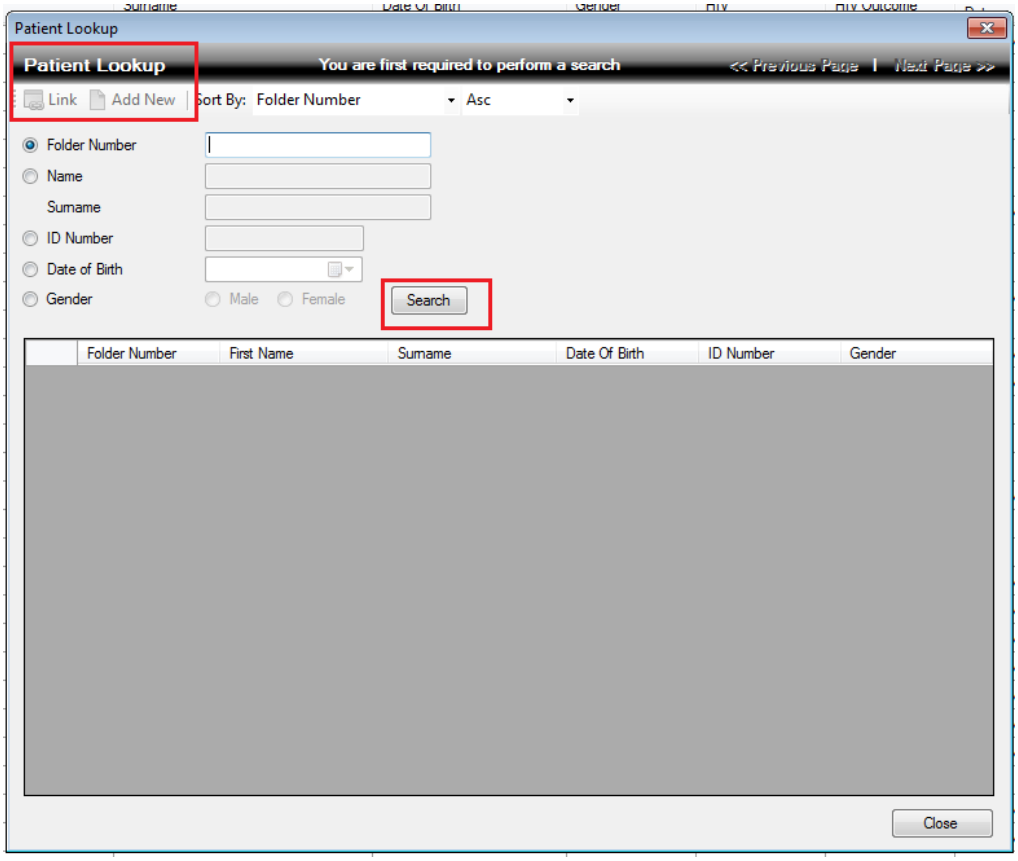
4. Entering a new patient

Entering a new patient in the HIV or TB module

- If your installation is set up to view more modules than just HIV, you will notice the All patients, HIV and TB module tabs below the file menu



- Select the appropriate tab pertaining to the specific patient episode you would like to enter (All patients show both HIV and TB)
- If your station has been set up for multiple clinics, you'll need to the select the facility under **Country Details** on the left pane. You cannot capture a new patient of the District/Sub-district, else continue to the next step
- On the main display page, *click* on **New** to enter a new patient
- The **Patient Lookup** window will appear
- You will be required to *Search* for a patient prior to capturing a new patient



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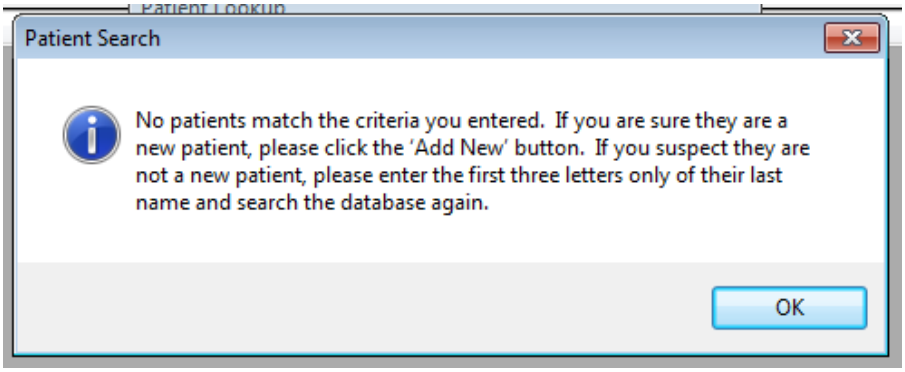
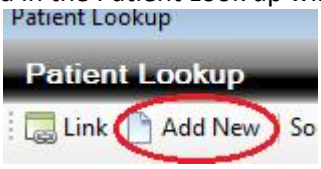
4.1. Search functionality

- You will need to search by either **Folder Number, Name, Surname, ID number, Date of Birth or Gender**
- The page defaults to search by **Folder Number**
- When searching according to Name or Surname, it is best to search the first 3 letters of the name
- Once you have selected how you will search and entered the information, *click* on **Search**
- If there is a record for the patient based on what was entered, *double click* on the record to open it or *click* on the record and *click* **Link** at the top left of the window, and continue capturing data for this existing patient
- If there is no previous record for the patient after the search, the **Patient Search** window will pop up explaining that no patient matching the criteria could be found



- *Click* **OK** and in the Patient Look up window *select* **Add New** at the top left corner



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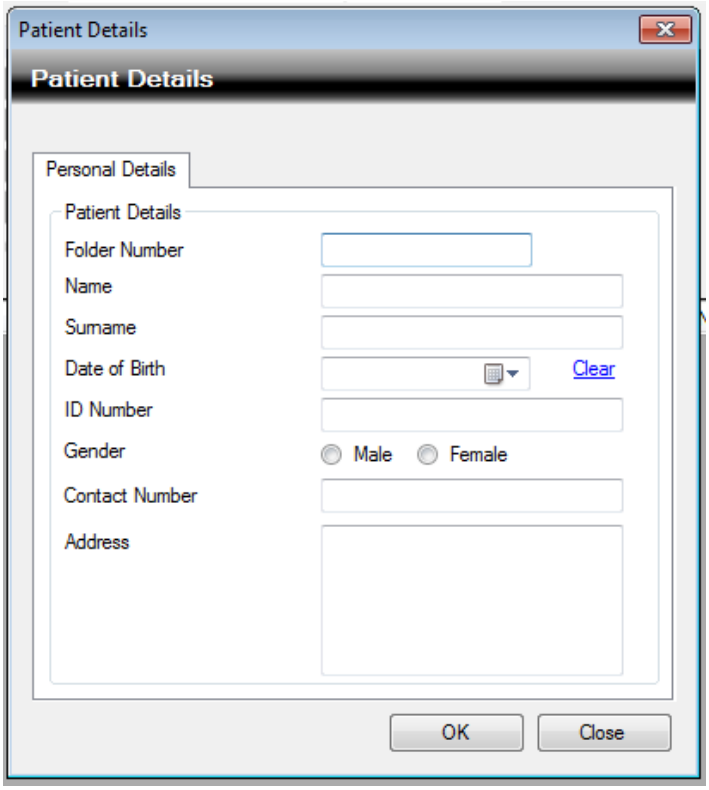
4.2. Adding a new patient

- After *clicking* **Add New** the **Patient Details** window will open



- The Patient Details section is broken down into 8 fields:
    - Folder Number
    - Name
    - Surname
    - Date of Birth
    - ID Number
    - Gender
    - Contact Number
    - Address

- *Enter* the **folder number, name, surname, ID number, date of birth, gender, contact number and address** for the patient that you are entering
- Reminders about capturing of Demographic data:
    - Enter the Date of Birth in day, month, year format (dd/mm/yyyy) in the Date of Birth field. Clicking on the drop down key will provide you with a picture calendar to assist in selecting dates.
        - A date of birth is a required field in TIER.Net
        - Be sure to verify the year the patient was born. If a patient who is an adult is entered with a DOB that is in the age range for a child, the patient will be inaccurately counted in the reports as a child.
    - Enter the Identification Number of the patient (if available) in the ID Number field
        - For South African facilities: Per South African Constitution, a person cannot be denied medical treatment if they are unable to produce an Identification Number. No patient can be denied treatment or medication at any government health facility. If the ID is not available it is NOT required

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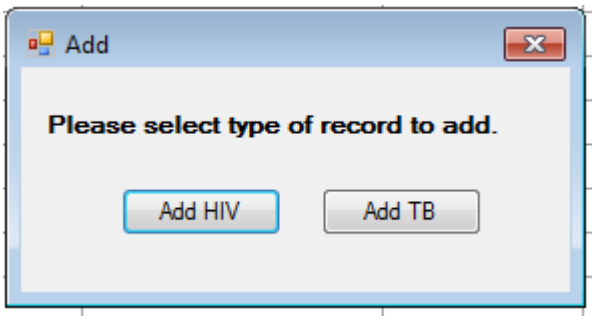
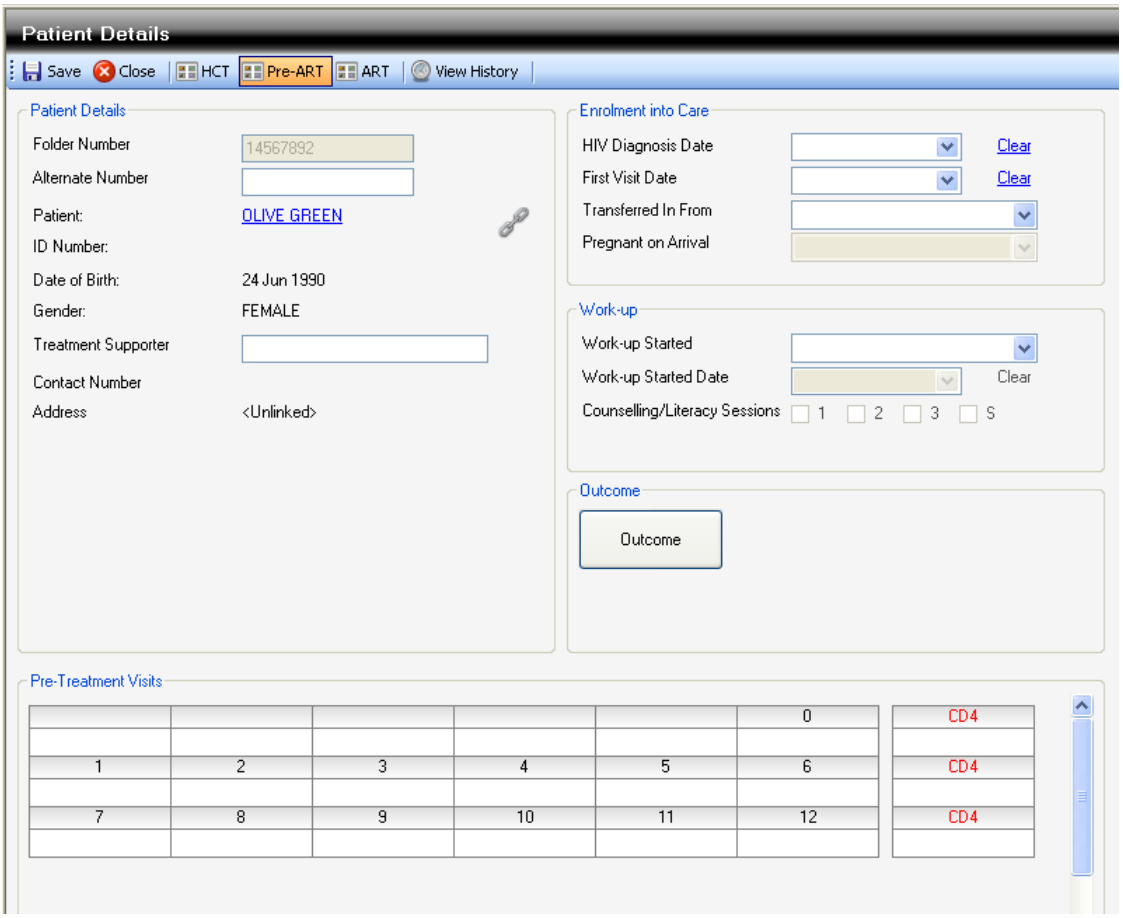
- To enter the Gender of a patient select choose either the Male or Female radio button next to the field marked Gender
- If there is a contact number and address, enter these as well
- *Click* **OK**
- If installation is set up to view the All patients, HIV and TB Modules, the **Add** window will open, giving the option to add HIV or TB data
- If installation is set up with just the HIV module, the **Patient details** window will open



- *Click* **Add HIV or Add TB**

  - **Add HIV:** The **Patient Details** page in **Pre-ART** will open by default
  - Follow the instructions on how to enter HIV data in the **"Entering HIV Module Data"** section of this document



  - **Add TB:** The **TB Registration Details** window will open
  - Continue to the **"Entering TB Module data"** section of this document to know how to capture TB module data

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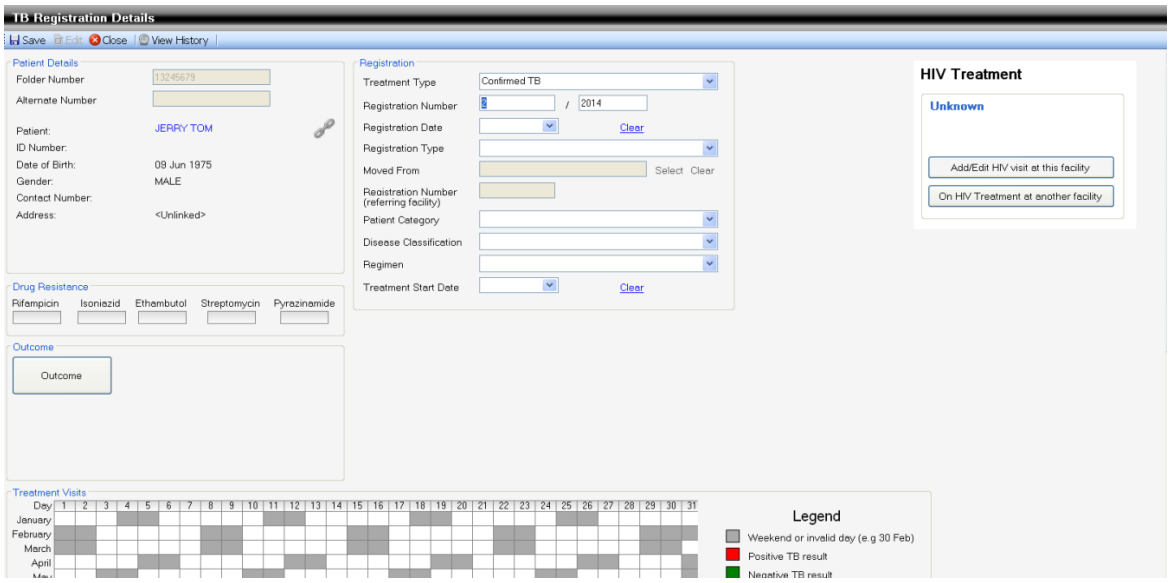
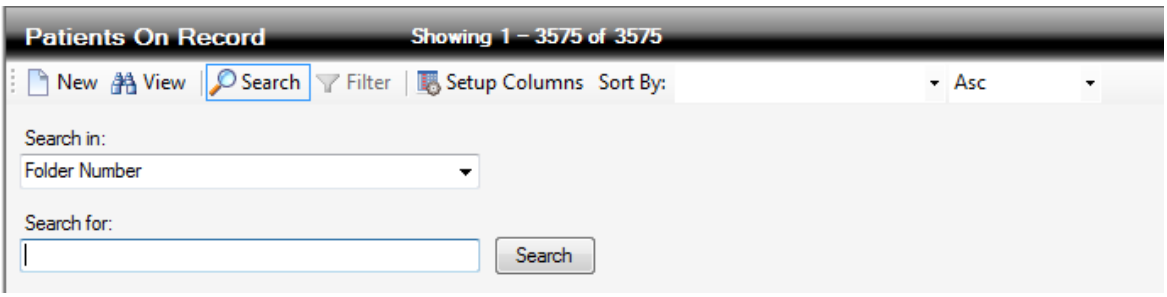


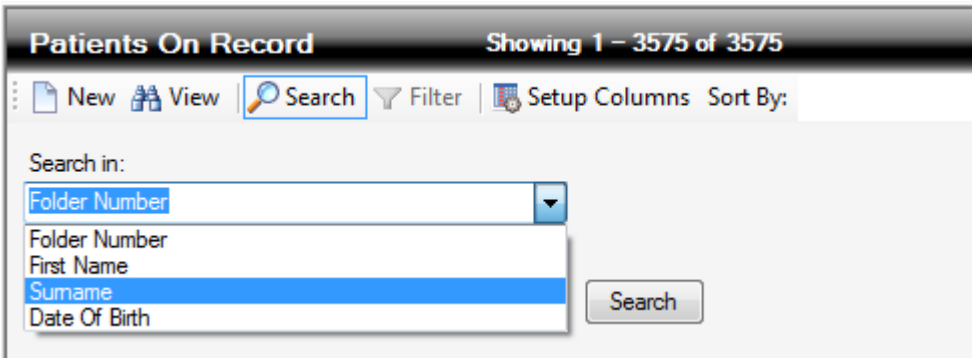
** The fields **Alternate Number** and **Treatment Supporter** are not required fields, and the information is not always available. However if this information is provided in the patients folder please enter it.*

5. Finding and updating an existing patient record

The following section will explain how to locate a patient who has already been entered into TIER.Net.



- On the Patients on Record display page, *click* on the **Search** option



- From the drop down box select how you want to search for a patient
- Enter the data for that field
- *Click* on **Search**

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- The patient should appear
- If the patient does not appear, search for the patient using different criteria
- Double click on the patient to open the patient treatment screen
- Enter the updated information in the treatment visit summary
- Be sure to save your changes

6. Entering HIV Module Data

Entering HIV data of an existing or new patient

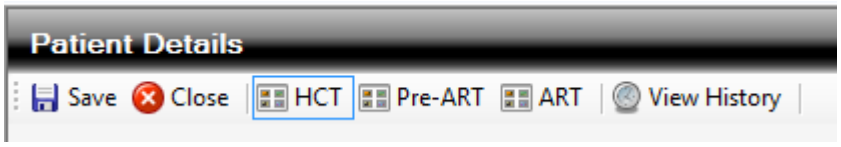
- Follow the instructions in **Finding and updating an existing patient record**
- In the **TB Treatment** pane of the of the HIV Patient Details page, *click* **Add/Edit TB visit at this facility**

OR

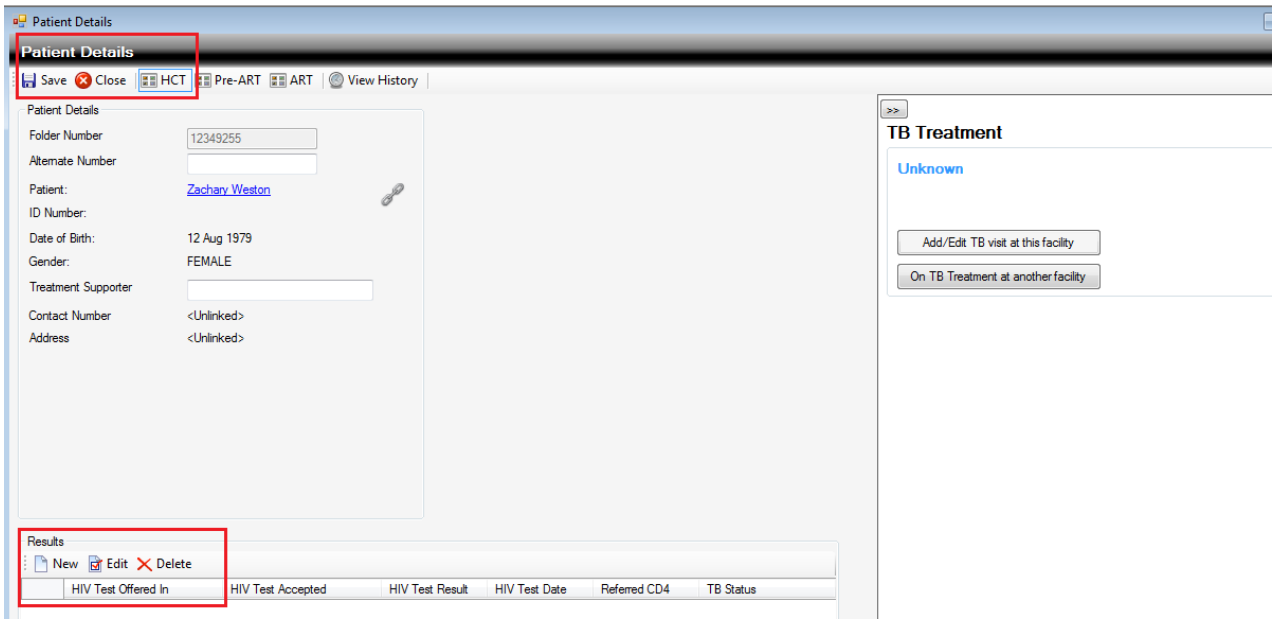
- Follow the instructions in the "**Entering a new Patient"** section of this document

6.1. Entering HCT data

- *Click* on the **HCT** Tab.



- HCT Patient Details Page will open
- On the far right is the **TB Treatment** pane (Please refer to the section called TB and IPT Treatment for details about this pane)



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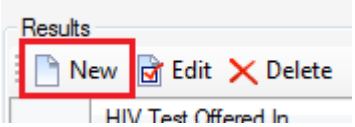
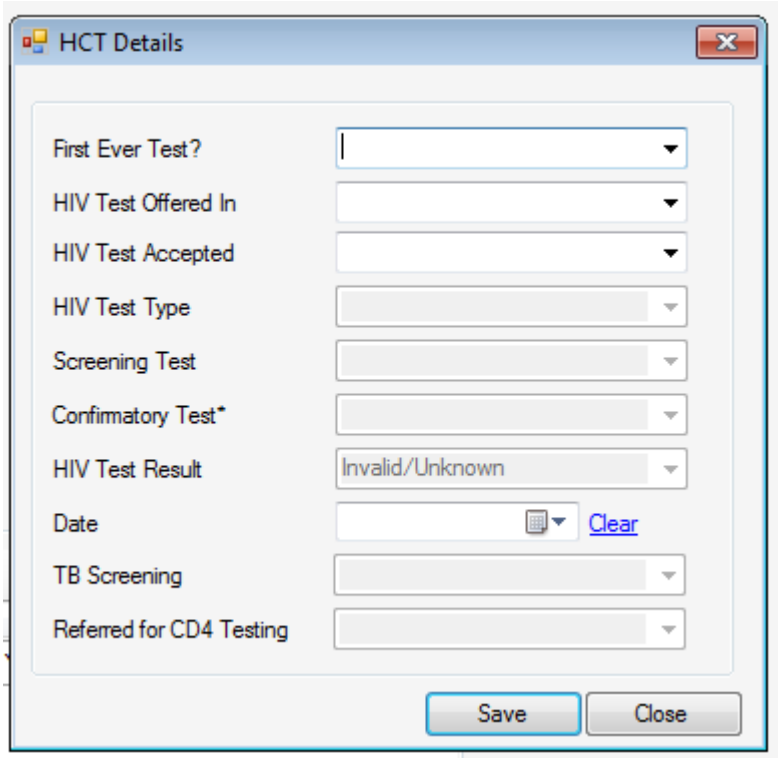
- *Click* on the **New** tab in the Results box to capture a new HCT test.



- The HCT details window will open, ready for capture.



Capture the relevant information and *click* on **Save** once complete.

****A note on HIV test type:**

- If the HIV test type "Rapid (In Facility)" is chosen, HIV test result will be disabled and you will be required to capture both the screening and confirmatory tests. HIV test result will be automatically populated based on your screening and confirmatory selection
- If any other HIV test type is selected, the Screening and Confirmatory Test will be disabled and you can enter the HIV test result directly

- The HCT record will be saved and visible in the **Results** grid. You may click on the result and click on edit or delete if you wish to do so
- *Click* on **Save** under **Patient Details** to save and close this patient and return to the home screen

6.2. Entering Pre-ART data

Capturing Pre-ART information

- *Click* on the **Pre-ART** Tab if the Pre-ART Patient details window is not open by default

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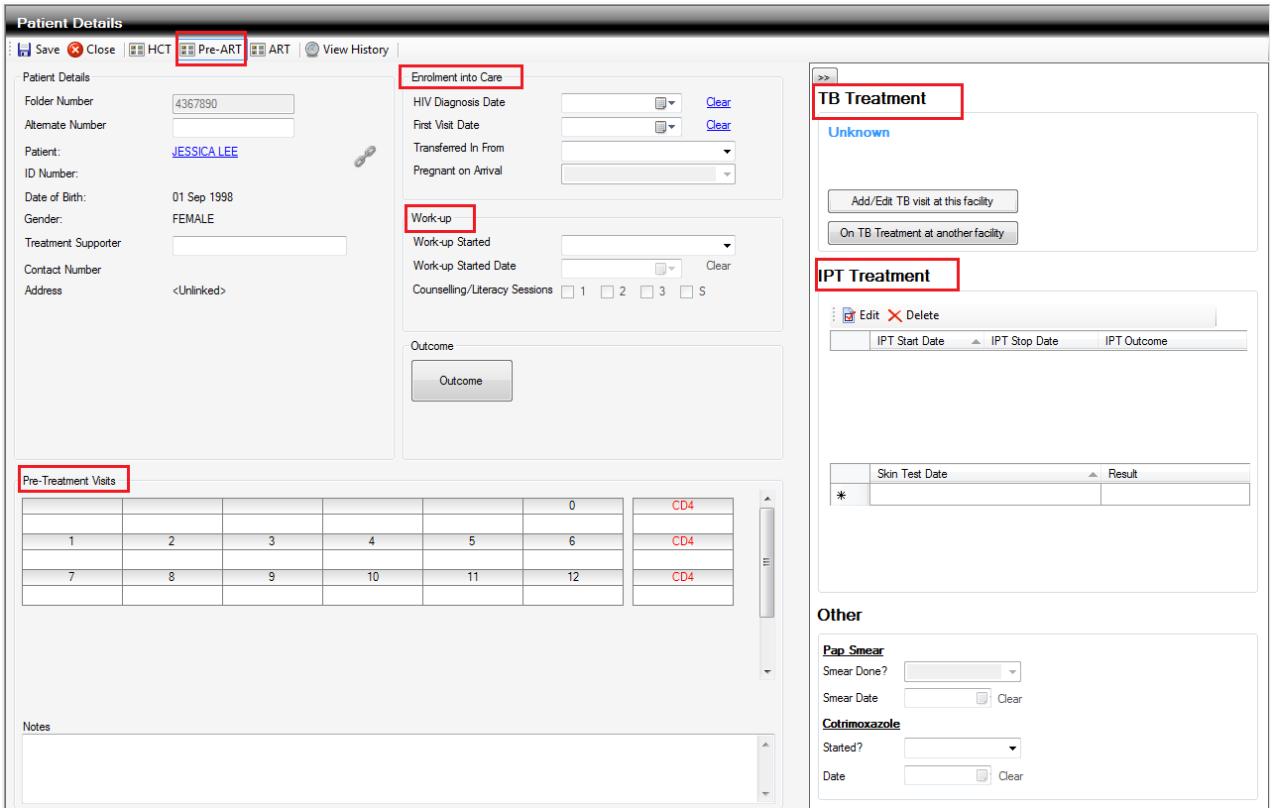
- The Pre-ART Patient Details window will open
- On the far right is the **TB and IPT Treatment** pane. All IPT and TB information entered will reflect here (Please refer to the section called TB and IPT Treatment for details about this pane)



6.2.1. Enrolment into care

- **HIV Diagnosis date:** *Enter* the date that the patient tested positive for HIV
- **First Visit Date:** *Enter* the first date the patient was seen in your facility in this field
  - This date may be the same date as the diagnosis date
  - Check the first time a note was written in the patient folder
- **Transferred In From:** If patient is a transfer-in from another service or facility, *select* the appropriate option from the drop-down box
- **Pregnant on Arrival:** *Select* **Yes, No or Unsure** from the drop down box
- **ALL** of these fields must be completed

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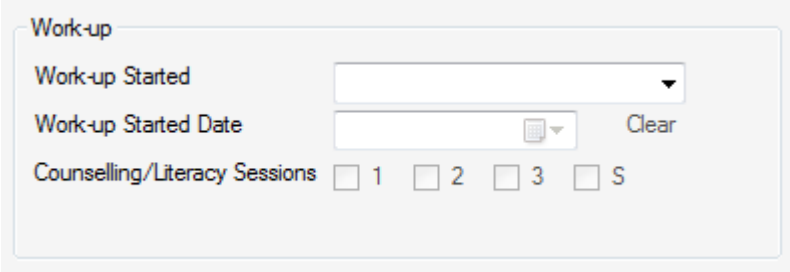
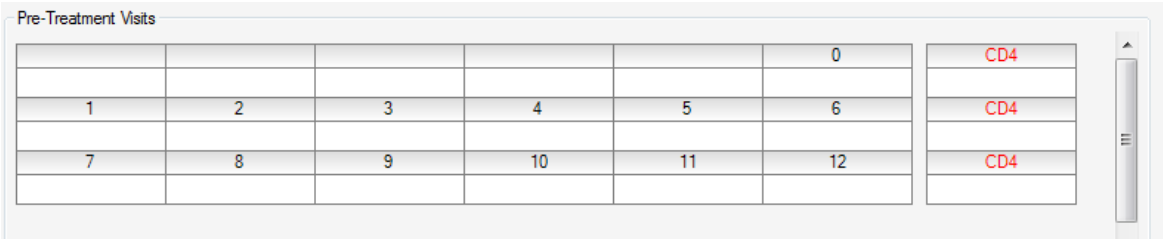
6.2.2. Work-up

- If the patient has been cleared to start treatment, meaning the clinician has indicated that the patient is ready to start, *enter* **Yes** from the drop down list in the **Work-up Started** field. If the patient has not been cleared *enter* **No**. If you are unsure, *select* **Unknown**
- *Enter* the date that the patient's work up began in the **Work Up Started Date** field
    - You cannot select YES to work up started, IF you don't have the Work up date
- As the patient completes his or her counselling session, *click* the corresponding radio button next to the **Counselling/Literacy Session** field. The **S** indicates that the patient has been signed off to start treatment
    - Once the patient starts treatment you will need to *select* the ART tab from the main display page on the TIER.Net.



6.2.3. Pre-ART Visits

- *Click* on the cell of the month which you would like to add a visit



- The Pre-ART visit details screen will open

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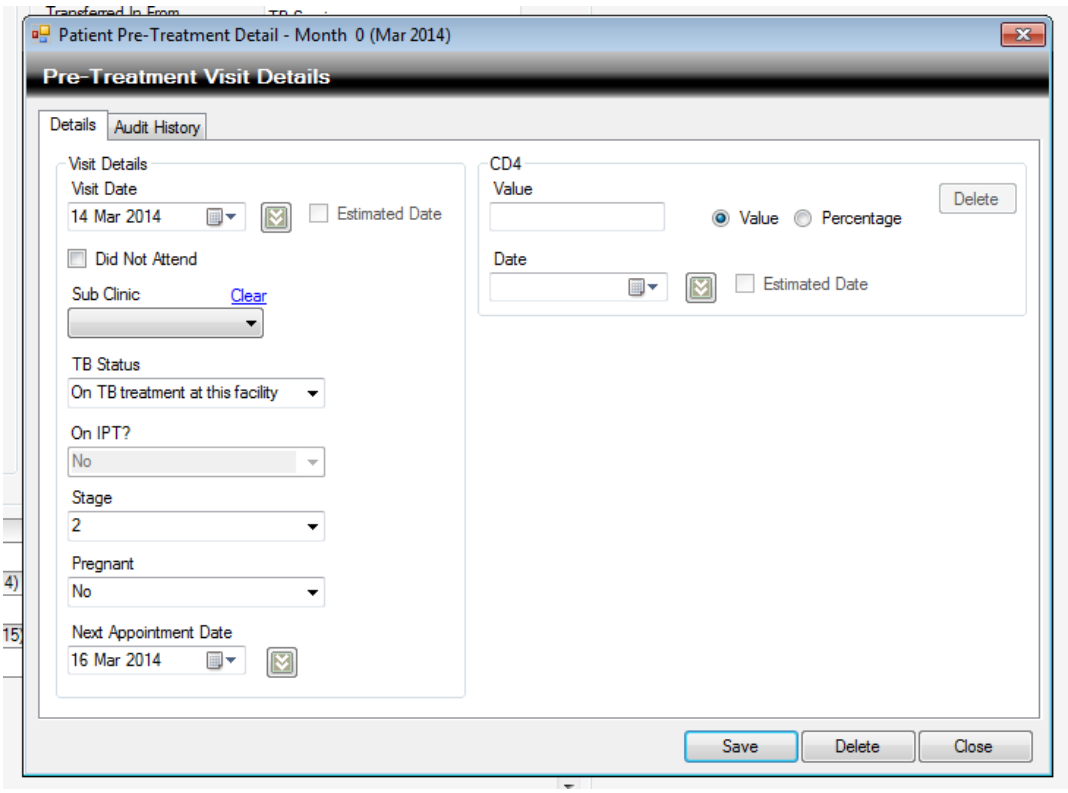
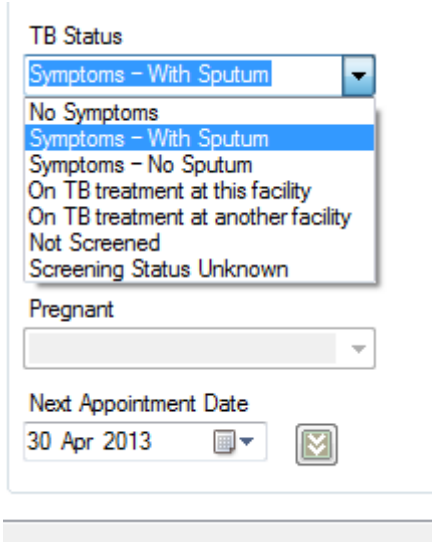


- *Enter* the **visit date**
- *Check* **Did Not Attend** if the patient did not attend this scheduled visit month
- *Enter* the **TB Status** for the patient from the drop down list. If the screening status has not been documented *select* Screening Status Unknown



- *Enter* if the patient is on **IPT** or not. If the patient is on IPT, and you *select* **Yes,** you will need to capture the **start date** in the **Patient IPT** window that opens
- If IPT status is entered, this will also reflect in the **TB Treatment** / **IPT Treatment** pane on the far right of the Patient Details window

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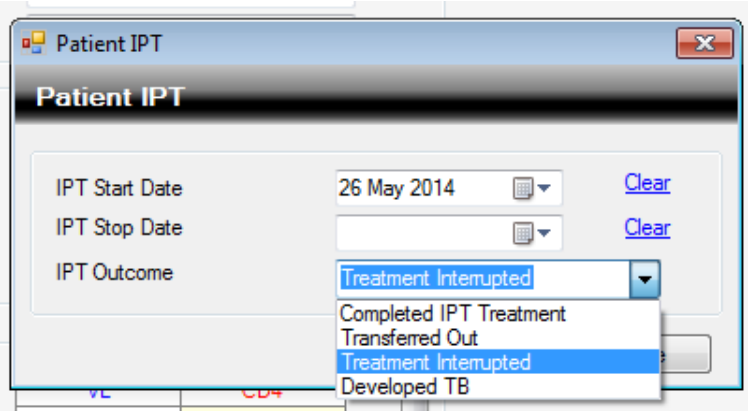
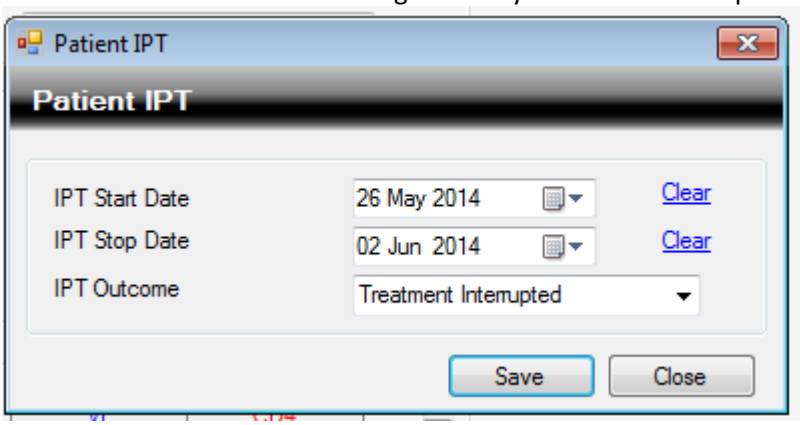


- *Enter* the **WHO Stage** information from the drop down menu – enter either **1, 2, 3, 4 or Unknown**
- *Enter* the **Pregnancy status** for the patient – enter **Yes, No or Unknown** in the **Pregnant field**
- *Enter* the patients next scheduled visit in the field marked **Next Appointment Date**
    - This is a required field – if no date is documented in the patient stationary, you must return the patient folder to the clinician for clarification
- *Enter* the patients **CD4 value** and the **date** in CD4 section. Be sure to click on the **Value** or **Percentage** radio button when entering the CD4 count
- *Click* **Save**
- You will need to repeat this process for all documented Pre-ART visits in the folder

- If at the next visit the IPT status changes to **no** you will need to capture the **stop date** and **outcome**



6.2.4. Outcome

- Please refer to the section on Outcomes for both Pre-ART and ART patients

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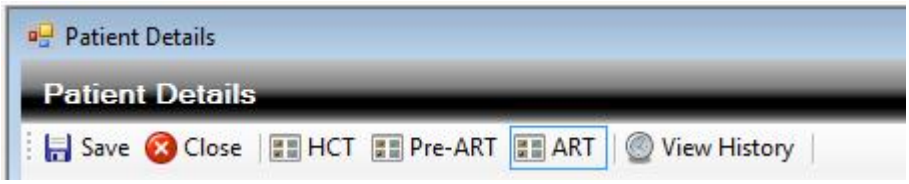
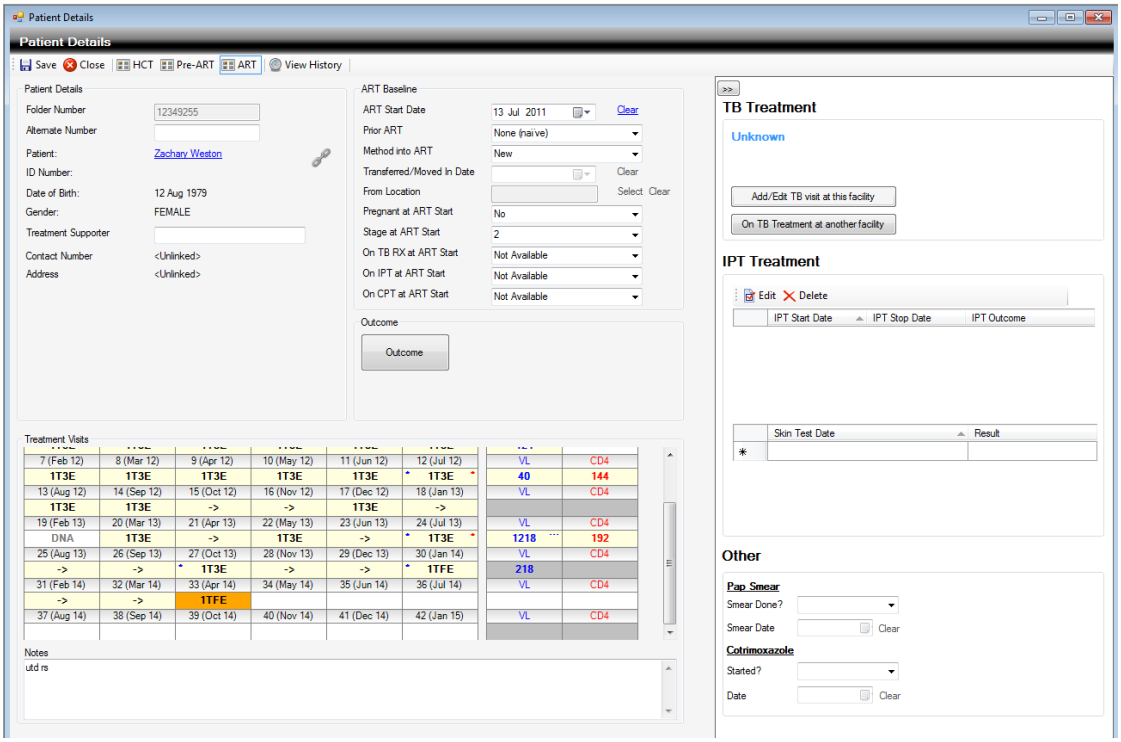
6.3. Entering ART data

- *Click* on the **ART** Tab



- The ART **Patient Details** page will open
- On the far right is the **TB and IPT Treatment** pane (Please refer to the section called TB Treatment for details about this pane)



**Continue to the next section on entering ART Baseline data*

6.3.1. ART baseline data

Capturing ART Baseline information

6.3.1.1. ART Start Date

- *Enter* the **ART Start Date** in the DD/MM/YYYY format. *Click* the drop down key to use the calendar feature to select the date.
- You will access a calendar date format click on the appropriate data, month, year
- You can change the date without using the calendar field once you have selected a date (such as today's date) and then change to the appropriate date
- This is the date of the patient's first ever experience with triple therapy

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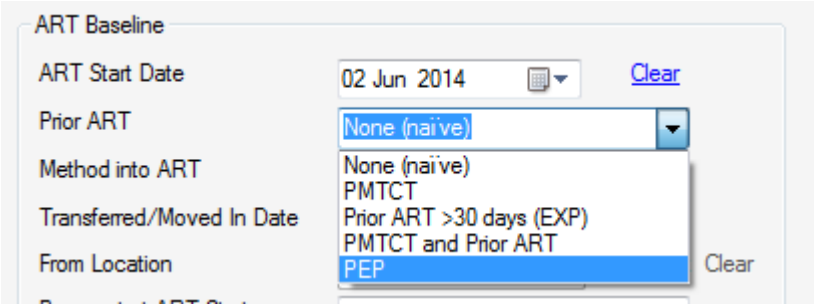
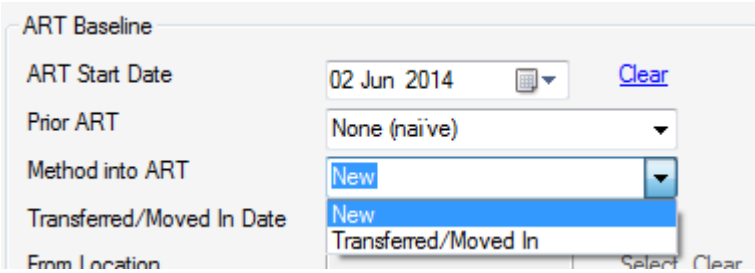
6.3.1.2. Prior ART

- To enter the **Prior ART information**, *click* on the **drop down arrow**. Select what Prior exposure (if any) the patient has had to ARV's from the drop down list



6.3.1.3. Method into ART - Transfer In

- Select New if this patient is taking triple therapy for the first time
- *Select* **Transferred/Moved In** if this patient has started ART at one facility and has now transferred to another facility



6.3.1.4. Transferred/Moved in Date

- If Transferred/Moved In is selected the next field, Transferred/Moved In field will become 'active', *enter* the patients transfer in date
- With Transfer In/Moved In patients, the ART start date must be prior to their transfer in date

6.3.1.5. Location

- *Enter* the patients **Transfer/Moved In location** by clicking on the **Select** button next to the field From Location
- If you are unsure of the name of the facility, you can use the search fields to locate the facility name
- The simplest method is to type the first few letters of the clinic in the **Search for** box
- Then *click* the green arrow
- The location or site should appear in the list
- *Click* on the site
- *Click* **Select** to choose the site

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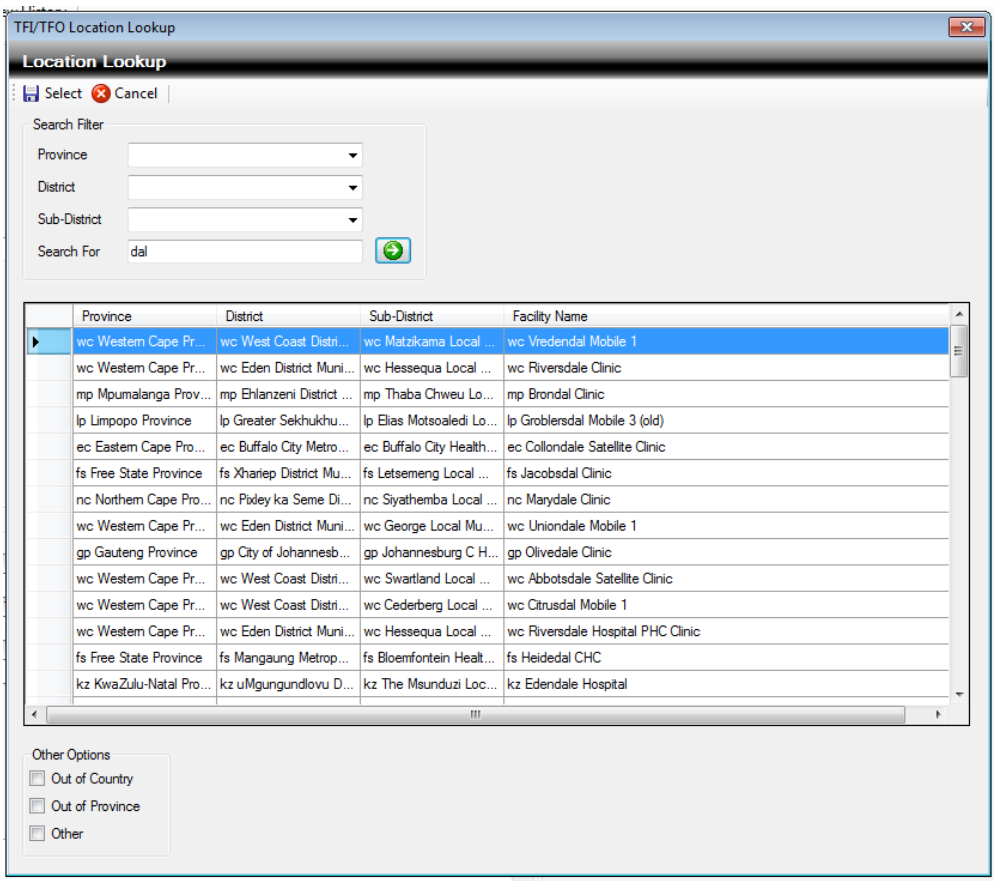

- If the patient is out of country, out of province, or other, you can check the boxes listed at the bottom of the screen, then *click* **Select**

6.3.1.6. Pregnant at ART Start

If the patient has been entered as a female, the Pregnant on ART Start field will become active. If the field is active you will have the following choices from the drop down menu:

- **Yes** – the patient was pregnant when she started ART
- **No** –the patient was not pregnant when she started ART
- **Not sure** – this field can be selected if pregnancy status is unknown

6.3.1.7. Stage at ART Start

- *Select* the number that corresponds with the patients **WHO Stage** at ART start
- If this information is not known, *select* **Unknown** from the drop down field

6.3.1.8. TB treatment at ART Start

- *Select* the patients **TB Rx at ART start** from the drop down box
- If this information is unknown, select Not Sure
- If **Yes** is selected a pop up window reminder will appear instructing the user to complete the TB section in the patient summary, the IPT box will also be disabled

6.3.1.9. On IPT at ART Start (INH)

- *Select* if the patient was started on Izoniazid Prevention Therapy (IPT) at ART Start from the drop down box
- If this information is unknown, *select* **Not Sure**

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6.3.1.10. On CPT at ART Start

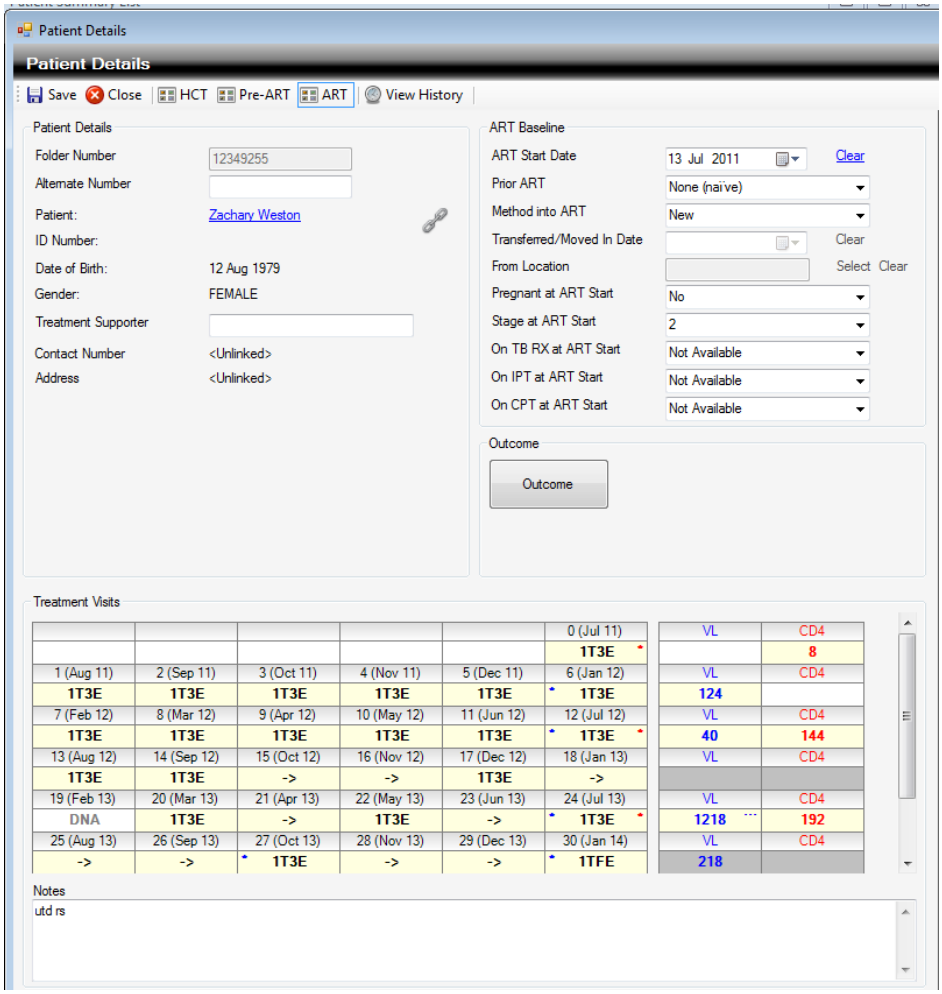
- *Select* if the patient was started on cotrimoxazole prophylaxis (CPT) at ART Start from the drop down box
- If this information is unknown, *select* **Not Sure**

6.3.2. Treatment visits

Now that the patient details and ART history have been entered, it is now possible to enter a patient's treatment visits and patient outcomes. Unlike the patient details and ART sections, the treatment visits section will be used at each patient visit and the outcomes section will be used to document whether a patient has become lost to follow up, transferred out or died.

This section is used to enter patient visit information. There are several fields that must be completed in order for the patient to be counted. Please pay close attention when entering patient information as it will determine the information generated in the monthly and quarterly reports.

- When entering patient baseline information, be sure that the start date month corresponds with the month and year in the first visit field (Month 0).



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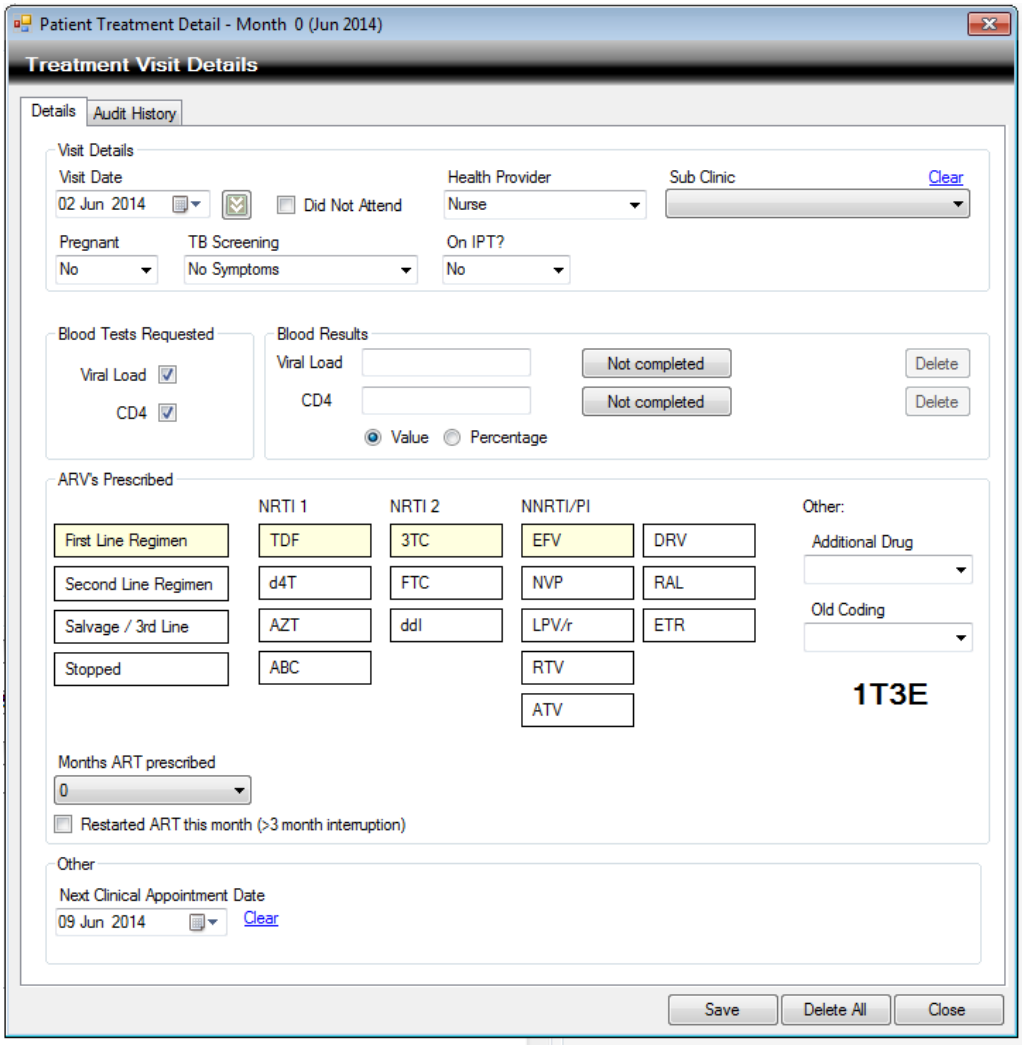
Entering Treatment Visit data

- To begin entering treatment visits, double click in the field below the month that corresponds with the visit month. In the case of the first visit it would be in the Month 0
- The Patient Treatment Detail window will open.



6.3.2.1. Visit Date

- If entering patient information in back capture mode, the Visit date will be automatically estimated and the Estimated Date box will be checked
- If entering in live mode, enter the visit date in field Visit Date
- You can also select either Today or Yesterday by clicking on the double arrow icon next to the visit date. This helps in clinics where capturing is entering may be delayed by a day or 2

6.3.2.2. Did Not Attend

- If a patient has NOT attended clinic (they missed a visit) select Did Not Attend
    - Please note: Stopped can only be used when a patient's medication has been stopped by a clinician
    - If a patient has not attended clinic and is now being restarted by a clinician, they may be attending clinic, but not receiving medication. In this instance, the patient would be entered as a Stopped until the medication is restarted

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6.3.2.3. Pregnancy Status

- If the patient is Female, enter the patient's pregnancy status for this specific visit in the field labelled **Pregnant**
- If the pregnancy status is unknown, select Unknown from the drop down menu.

6.3.2.4. Health Provider

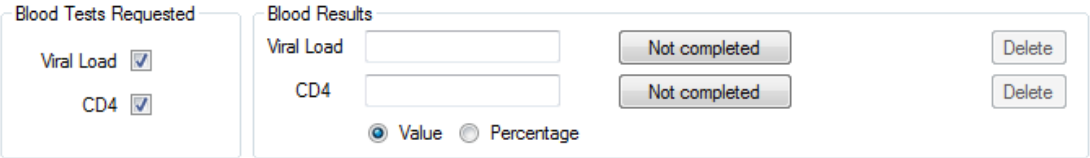
- This field is used to identify what type of provider visit the patient had
- From the drop down arrow select Nurse, Doctor, Club Facilitator or Unknown.

6.3.2.5. Sub Clinic

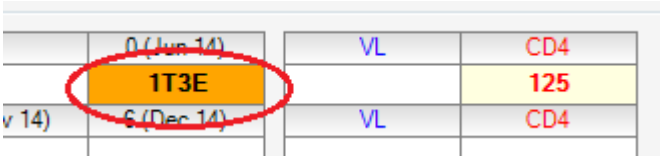
- This field is used when chronic clubs are being captured into TIER.Net. These clubs have been manually entered by an administrator or Implementer
- If the field is blank this indicates that no club names have been captured. Please refer to the section on Entering Club patients

6.3.2.6. Blood Tests Requested and Blood Results

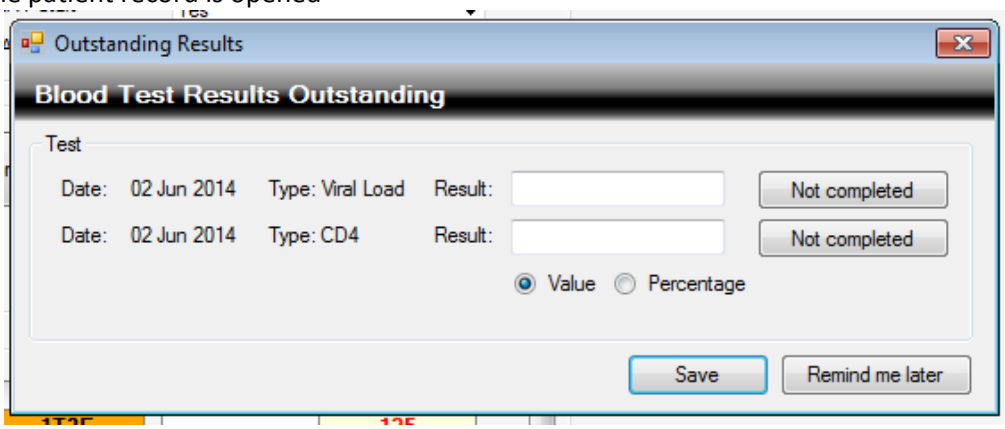
- When a clinician requests either a CD4 and/or a Viral Load blood test be drawn, as indicated in the clinical stationery, the clerk is to place a tick next to the appropriate boxes



- Once the visit has been saved the next time the user opens the patient record the visit where the tests were requested will appear in bright orange. This indicates that there are blood results against this visit that have not been captured



- In addition, a reminder pop up window will appear asking that the results of the tests be entered when the patient record is opened



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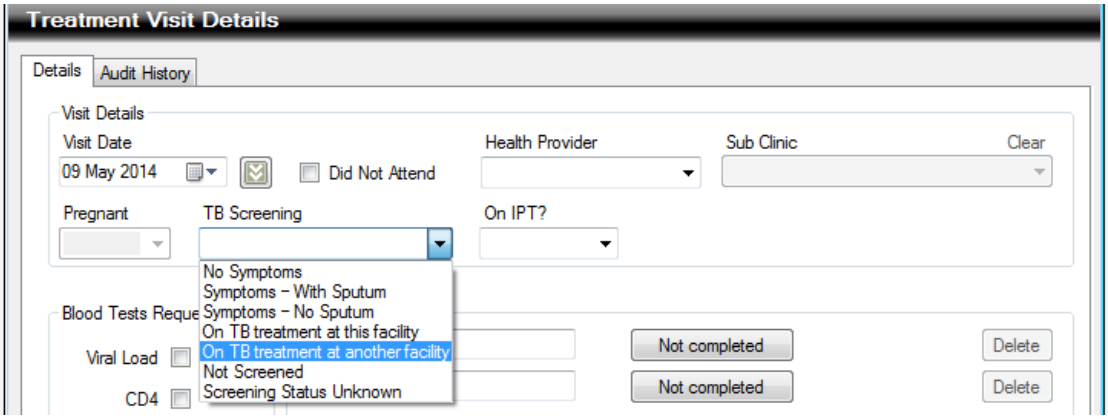
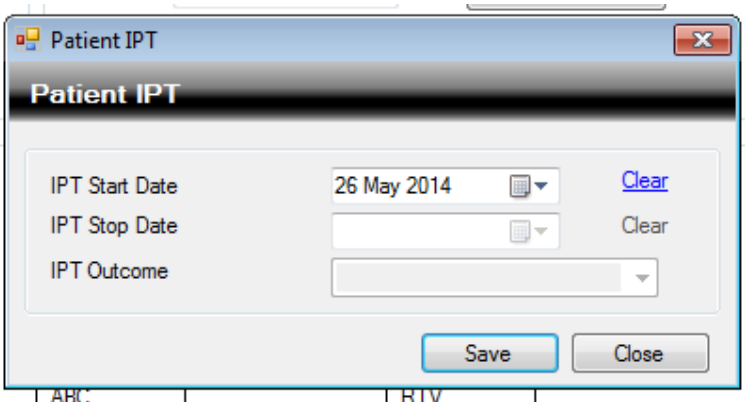
- Capture the results in the pop up window if available
    - If the results are being captured for a paediatric patient then the percentage radio button should be selected
    - When back capturing from the paper register a code 124 was suggested to be recorded where LDL was captured
    - In all other cases please capture the actual value as available on the laboratory form
    - If the results form from the laboratory shows a value <50 or <100 or any other value with a less than sign please record the result one below that value i.e. 49 or 99 in the above example
- If the blood results are not available for any reason (lab rejected specimens, patient refusal, bloods not done, results not returned) select Not Completed
- If, at a future visit the results are available, then it is possible to click on the Re-enable button to re-activate the Result field in order to capture
- Once the results have been captured, *select* **Save**
- It is also possible to select Remind me later; by clicking on this option, the system will remind the user the next time the patient visit is opened that there are outstanding results.

6.3.2.7. TB Screening and Prevention

Enter the patients TB Status in the field labelled TB Status. There are several options available in the drop down menu, please be sure to correctly enter if the patient has been screened, if they have symptoms etc. If this information is unavailable, please select Screening Status Unknown.



6.3.2.8. On IPT



- If a patient is on IPT, select yes from the drop down menu. When the option yes is selected a pop up window will appear asking for the IPT Start Date
- If on the next visit a different IPT option is selected, the pop up window will again appear asking for the date of either starting or stopping

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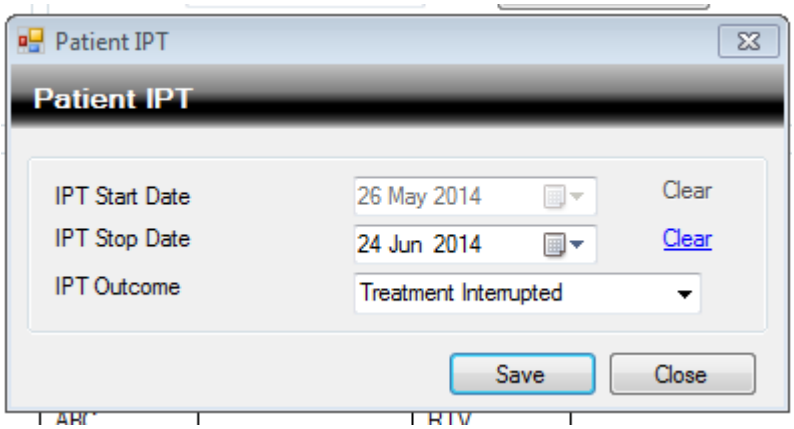
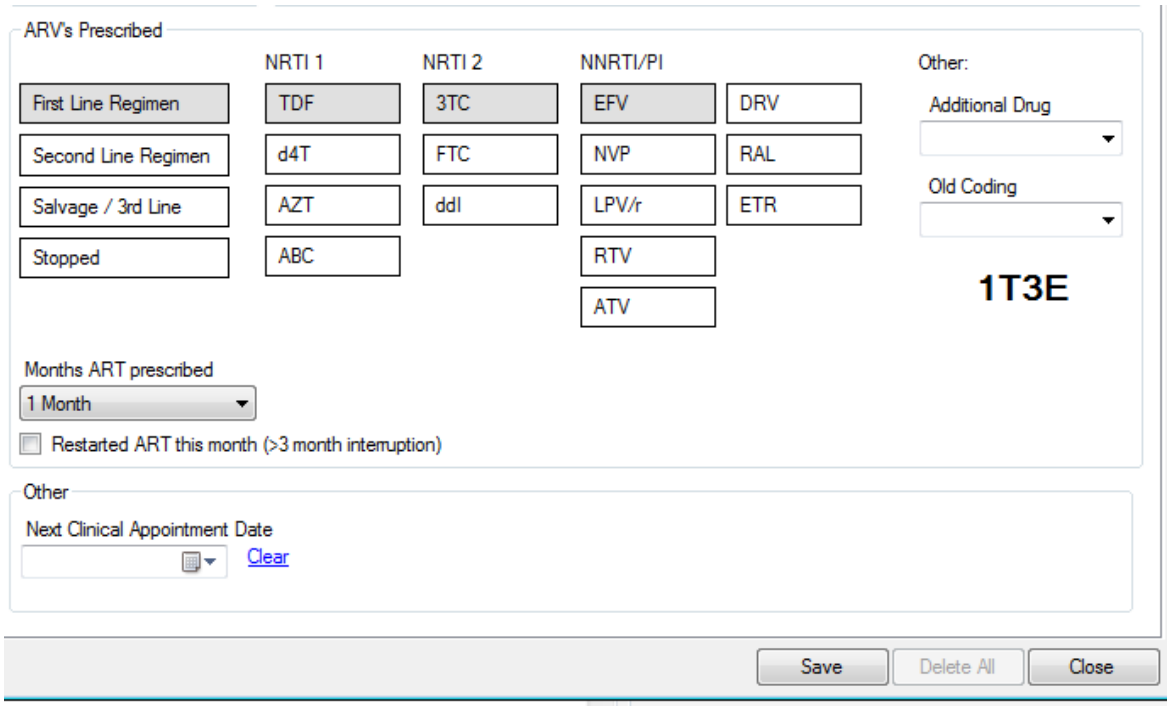
- If the Stop date is captured it will be necessary to select the IPT Outcome from the drop down menu, including:
  - Completed IPT Treatment
  - Transferred Out
  - Treatment Interrupted
  - Developed TB



6.3.2.9. ARV's Prescribed



Regimen 1 or Regimen 2

- If the patient is on Regimen 1, click on the field labelled Regimen 1 or if the patient is on Regimen 2
- In most instances patients should have 3 drugs selected for their regimen

Salvage

- If the patient is on Salvage therapy, click on the Salvage field and then select the names of the drugs that the patient has been prescribed

Stopped

- If the patient has been medically stopped (drugs stopped for clinical reasons), please select Stopped.

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Treatment Regimen

- Click on the drugs that have been prescribed for the patient
    - In most instances 3 drugs will need to be captured, however in some instances a patient may only be on <3 or > 3 drugs
- If you hover over the mouse over the drug abbreviations, the full generic and brand name of each drug will appear.

Additional Drug

- If a patient is on more than 3 drugs, select the 4thdrug from the Additional Drug field
- Only one drug can be selected from this drop down field

Old Coding

- If entering from the patient register where the old coding is used (1a, 1b, 1c etc.), as per the 2004 South African ART Clinical Guidelines, select the drug regimen from the drop down box in the Old Coding field

Number of Months Prescribed

- Select the number of months of medication that is being prescribed by the clinician from the drop down menu in the Months ART prescribed field.

Restarted ART this month

- This box should be ticked, if the patient is restarting ART at the same facility

Next Clinical Appointment

- Enter the next Clinical Appointment Date in the Next Clinical Appointment Date field.

Once all information has been captured, be sure to *Click* **Save** to continue.

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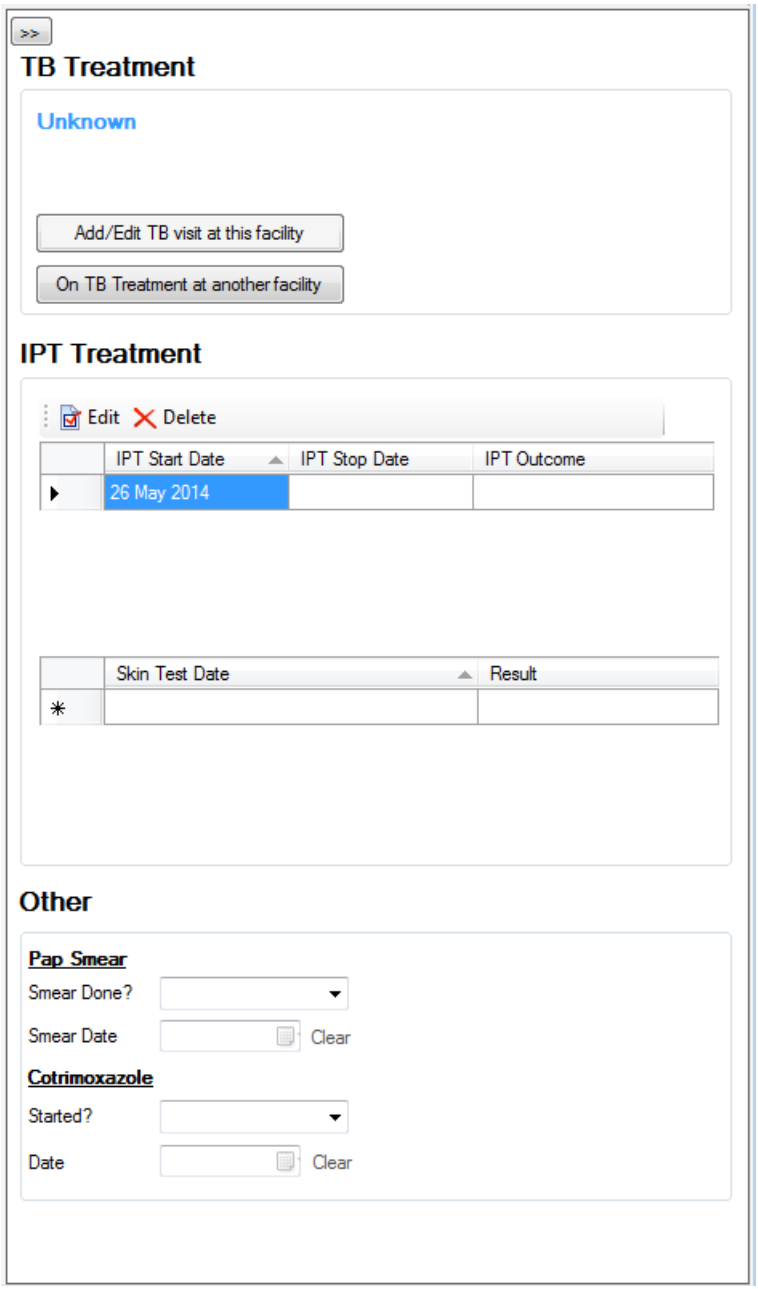
6.4. TB and IPT Treatment pane

All HIV sections include a TB Treatment pane containing:

- a tab linking you to the TB module for easy capture of TB information for the selected patient
- a label describing the patients TB status (Unknown, Registration Date, Outcome, etc.)
- IPT Treatment section, where all visit information regarding IPT is reflected

In this way one can easily toggle between HIV and TB data for one patient



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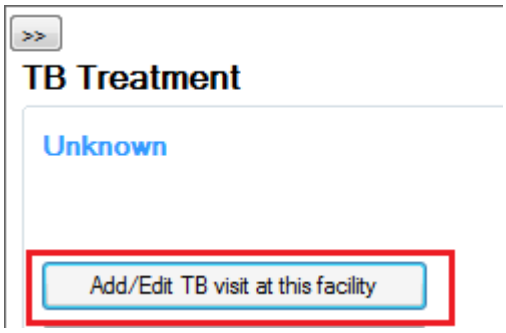
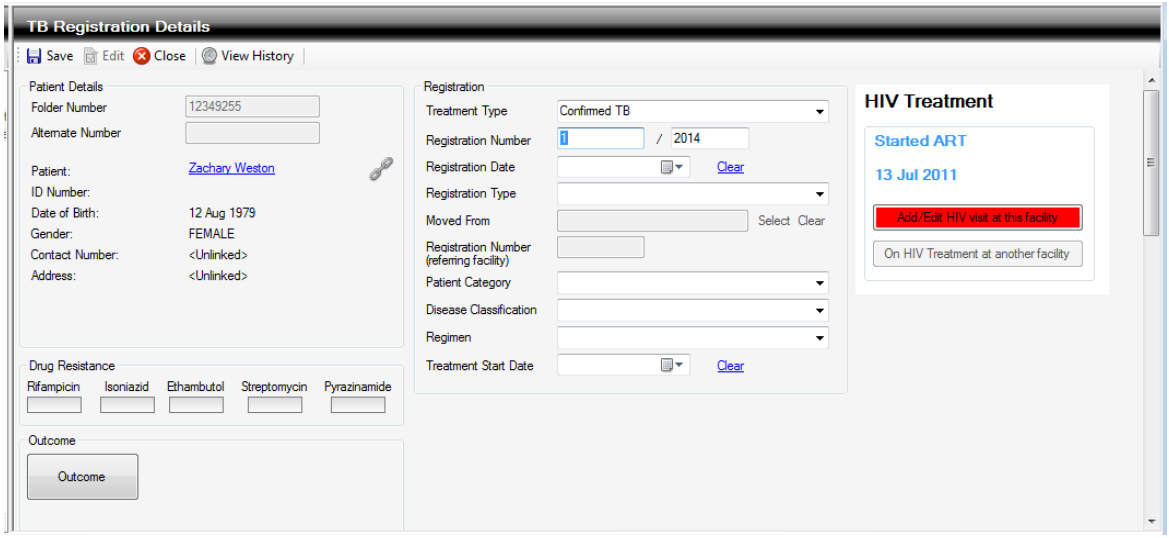
Add/Edit TB Visit at this facility

- If you click on **"Add/Edit TB Visit at this facility"** , the TB Registration Visit Details Page will open



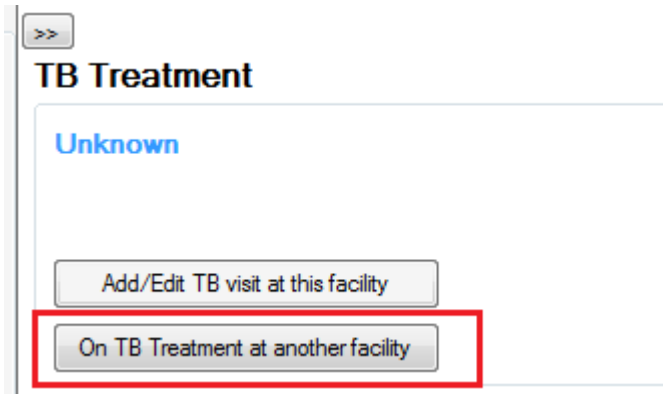
TB Registration Details Window example



- You would then follow the instructions of how to enter TB module data in the "**Entering TB Module data"** section of this document

On TB Treatment at another Facility

- It is possible for a patient to be on HIV treatment at your facility but receive TB treatment at another
- In this case you would click on the **"On TB Treatment at another Facility"** tab



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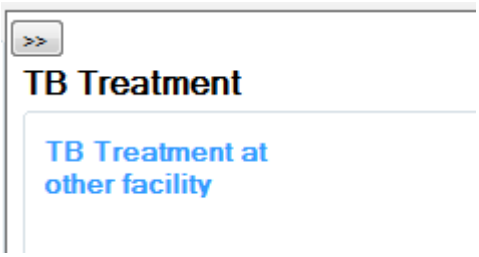
- By selecting this option, it will now reflect that the patient is on TB Treatment elsewhere

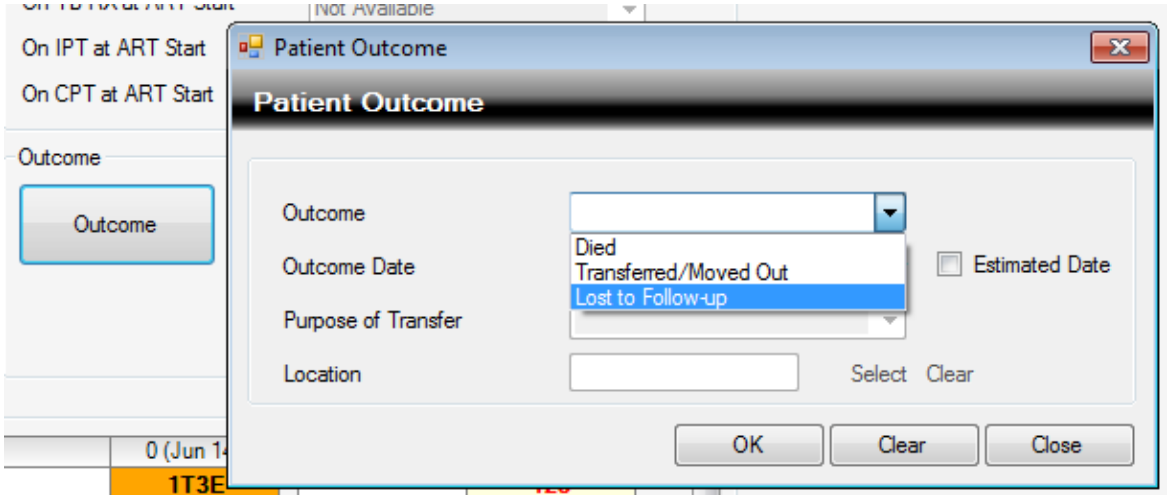


6.5. Outcome

In this section a patient outcome can be documented. It is important to note that once a patient outcome has been documented it is possible to change the outcome if the outcome is no longer valid.

For example if a patient is captured as a lost to follow up (LTF) patient and the patient returns to the clinic, the outcome can be cleared and the treatment regimen and visit history can be entered.
Please note that this information is historically recorded in the system, so if a patient was a LTF and has returned, please enter their LTF up history in the Notes Section.

Click on the **Outcome** field to select the appropriate outcome



6.5.1. Died

- Select Died from the drop down box
- Enter the Outcome Date and *click* **OK**. If the exact date is unknown, click the radio button next to Estimated Date field
- *Click* **OK** to continue

6.5.2. Transferred/Moved Out

- Select Transferred/Moved Out from the facility look up window
- Enter the Outcome Date
- From the Purpose of Transfer drop down field, select if the patient is transferring out to another HIV/ART site or if they are transferring out for other reasons
- Please enter the reason in the Notes section
- Enter the patients Transfer/Moved Out location by clicking on the Select button next to the field From Location and clicking on the Transfer/Moved Out location.

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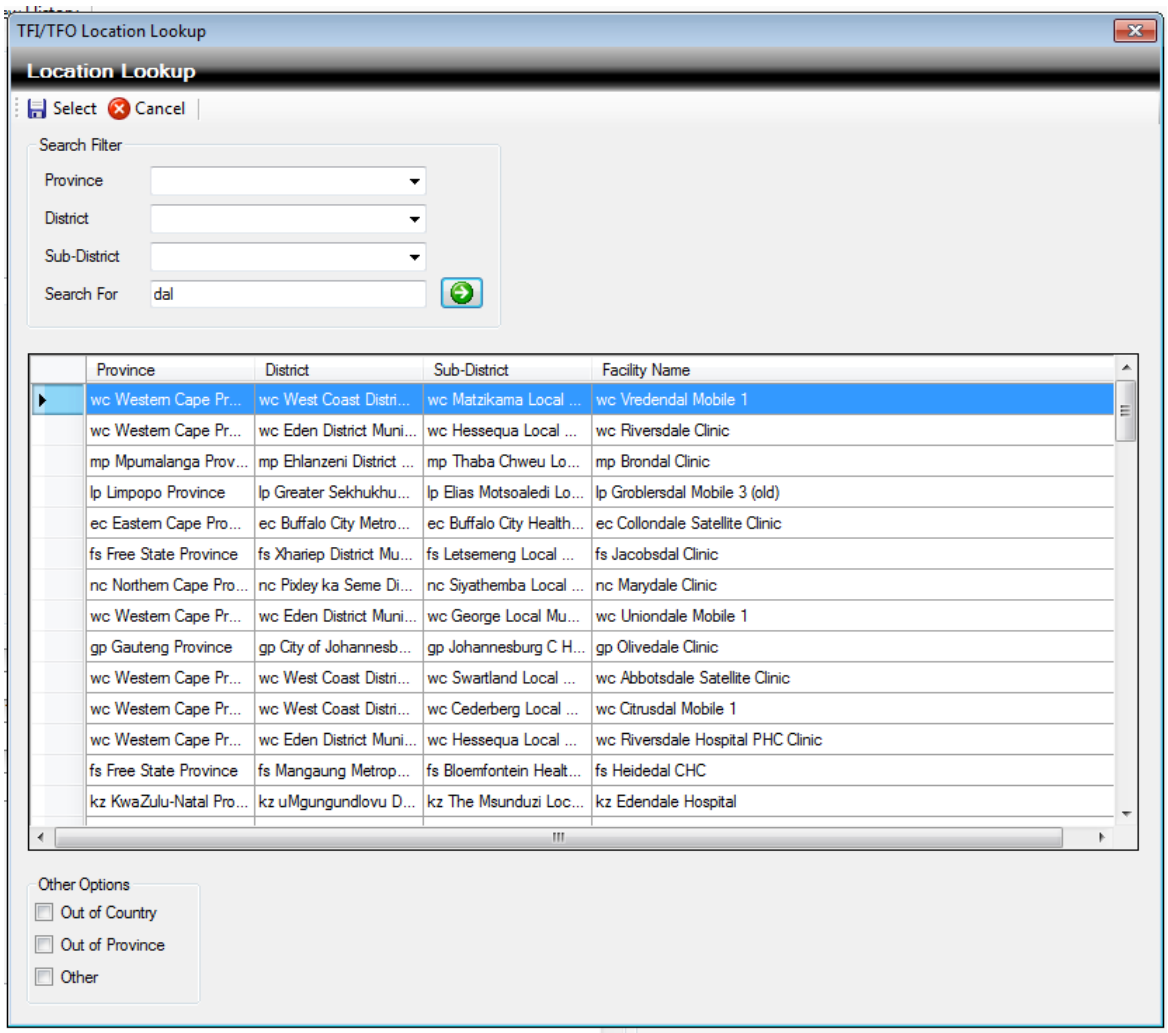

6.5.3. Lost to Follow Up

- Select Lost to Follow Up from the drop down box
- The outcome date will be automatically captured using the TIER.Net algorithm
- *Click* **OK** to continue

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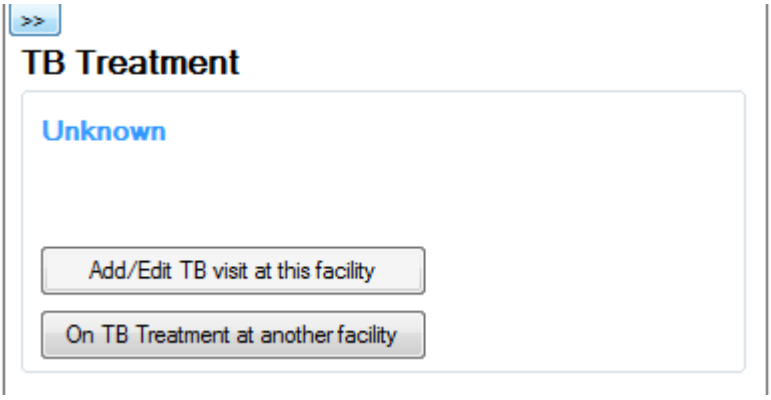
7. Entering TB Module Data

Entering TB data of an existing or new patient

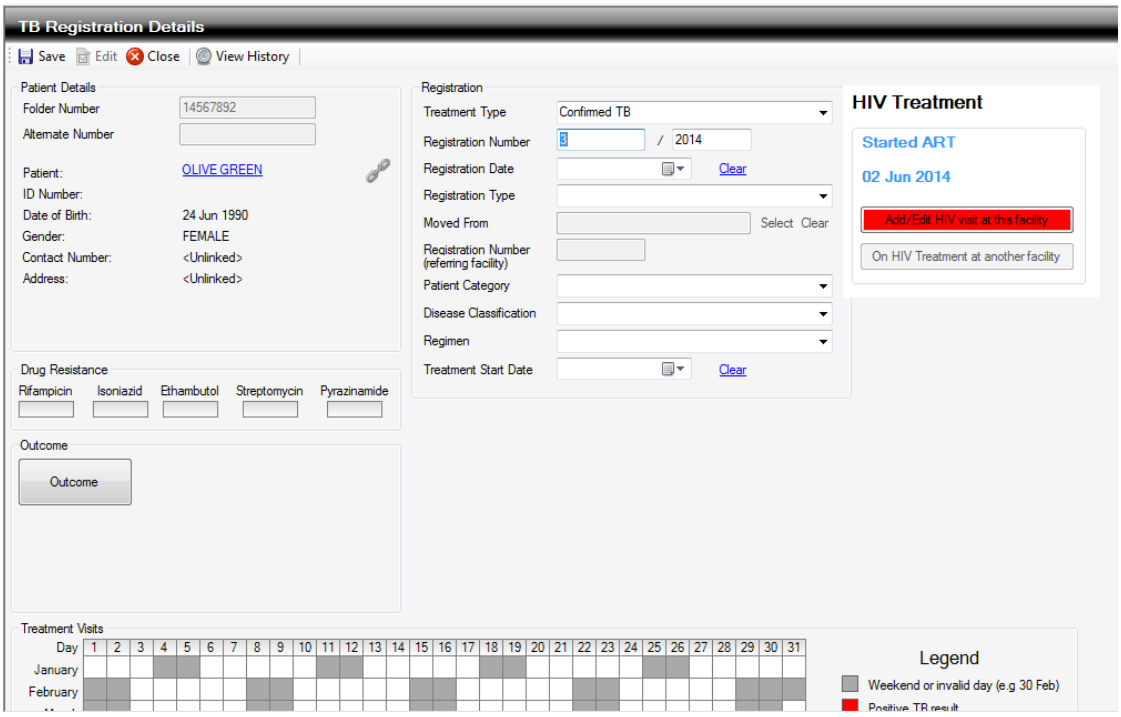
- Follow the instructions in **Finding and updating an existing patient record**
- In the **TB Treatment** pane of the of the HIV Patient Details page, *click* **Add/Edit TB visit at this facility**



OR

- Follow the instructions in **Entering a new Patient**

- The **TB Registration Details** page will open



At the bottom of the **TB Registrations Details** page is the **Test Results** window which displays which test results have been entered for this patient and the **Previous Tuberculosis Registrations**

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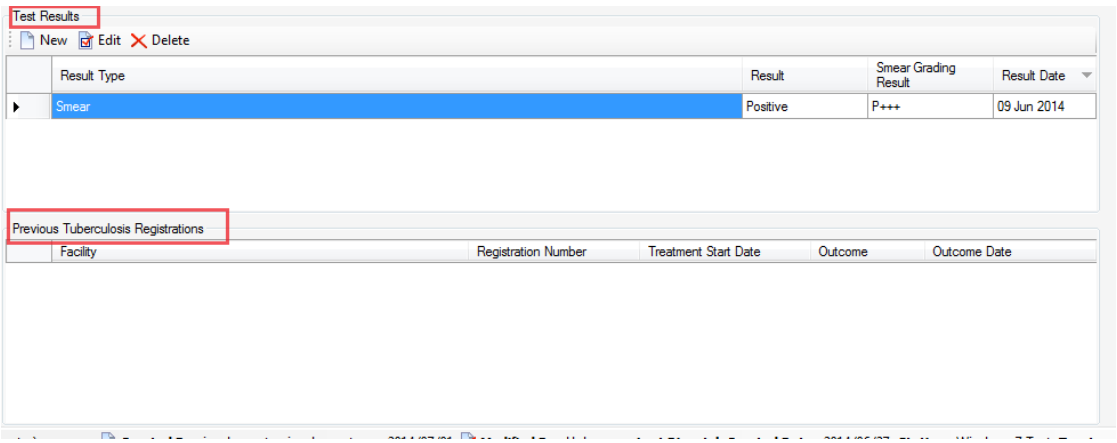
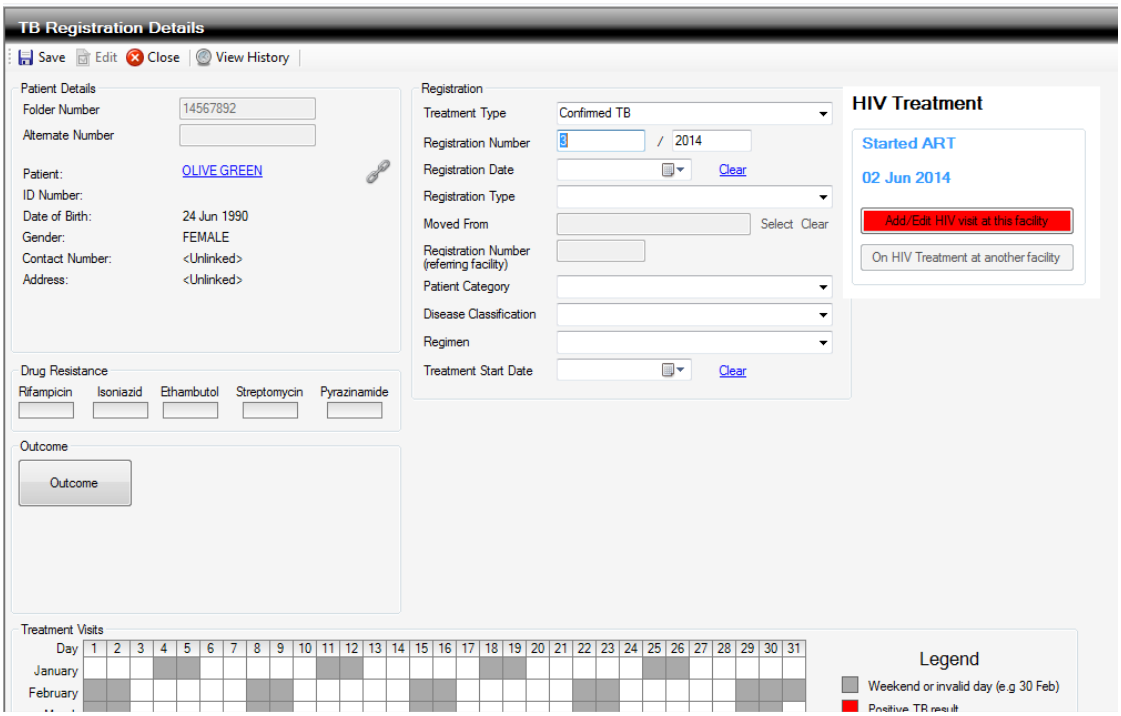


7.1. TB Registration data

- After adding a new patient or clicking the "**Add/Edit TB visit"** tab in the TB Treatment pane, the **TB Registration Details** page will open
- On the far right of this window is the HIV treatment pane. By clicking on the **"Add/Edit HIV visit at this facility"** tab



7.1.1. Treatment Type

- *Select* the **Treatment type**:
  - **Confirmed TB**
  - **Chemoprophylaxis (HIV negative child)**
  - **Chemoprophylaxis (HIV negative adult or child)**

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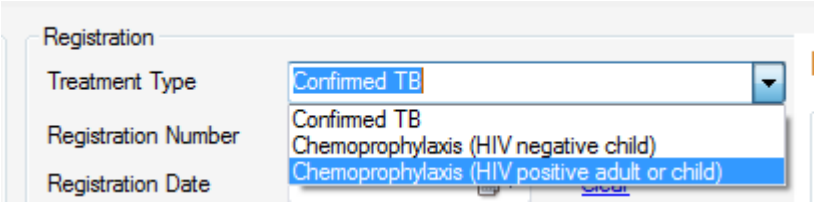


7.1.2. Registration Number

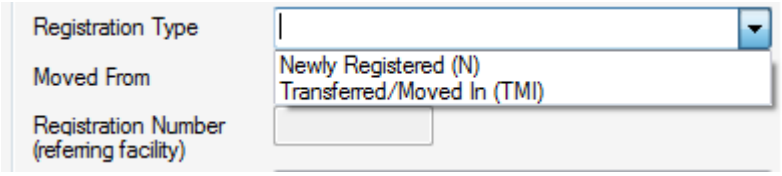
- *Enter* the registration number as per the TB register. Alternatively the registration number automatically defaults to the next TB registration as per the database

7.1.3. Registration Date

- *Enter* the **Registration Date** in the DD/MM/YYYY format. *Click* the drop down key to use the calendar feature to select the date
- You will access a calendar date format click on the appropriate data, month, year
- You can change the date without using the calendar field once you have selected a date (such as today's date) and then change to the appropriate date

7.1.4. Registration Type

- *Select* the **Registration Type** from the dropdown box
- If this is the patient's first TB episode, *select* **Newly Registered.** A patient can have more than one TB episode and therefore



7.1.5. Moved From

- If Transferred/Moved In is selected the next field, Transferred/Moved In field will become 'active'
- If you are unsure of the name of the facility, you can use the search fields to locate the facility name
- The simplest method is to type the first few letters of the clinic in the **Search for** box
- Then *click* the green arrow
- The location or site should appear in the list
- *Click* on the site
- *Click* S**elect** to choose the site

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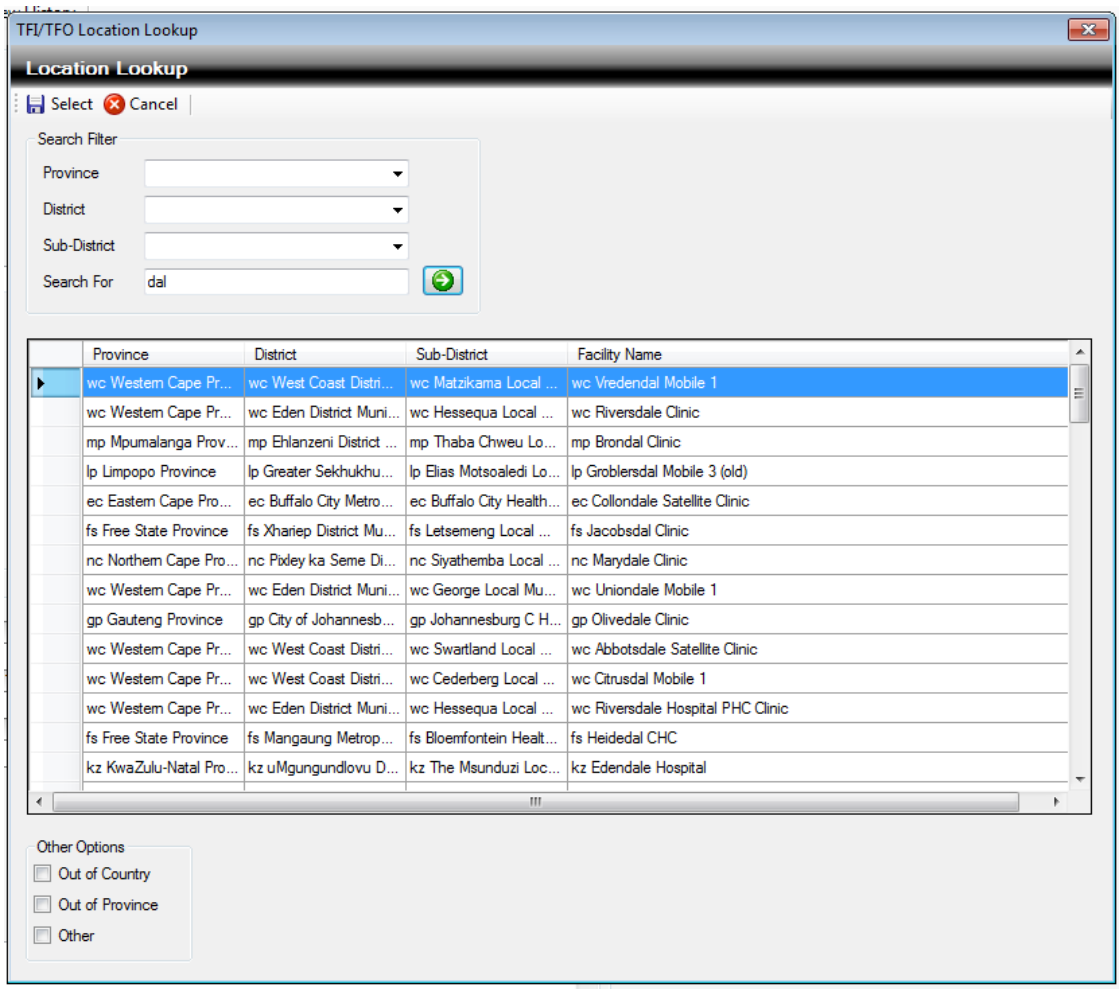
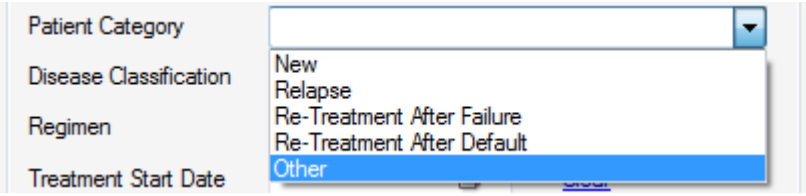


7.1.6. Registration Number from referring facility

- If the patient has received treatment elsewhere and is continuing treatment at your facility and the registration type is TFI, *enter* the patient **Registration Number** (from the referring facility)

7.1.7. Patient Category

- A patient can either have a new TB episode and thereafter have more episodes
- *Select* one of the following that are applicable to the patient at the specific TB episode registration:
  - New
  - Re-Treatment after Failure
  - Re-Treatment after Default
  - Other



7.1.8. Disease Classification

- This refers to the type of TB. It can be:
  - Pulmonary TB

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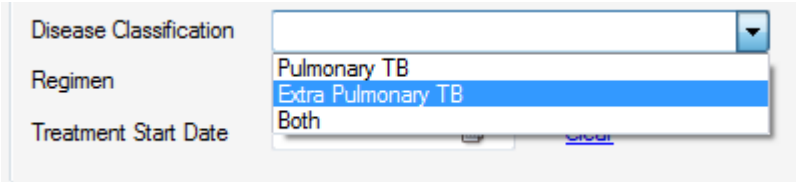
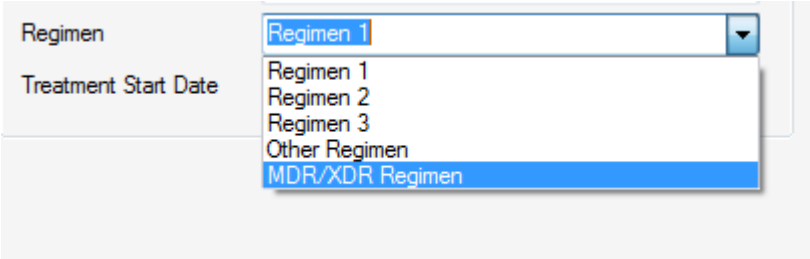
- Extra Pulmonary TB
- Both Pulmonary and extra Pulmonary TB



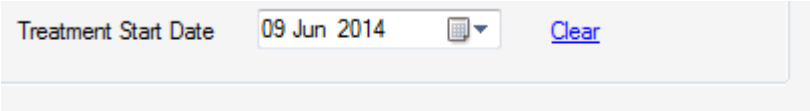
7.1.9. Regimen

- From the Regimen drop down box select the treatment regimen the patient is on:
  - Regimen 1
  - Regimen 2
  - Regimen 3
  - Other Regimen - A regimen other than Regimens 1, 2 or 3 if patient is sensitive or resistant to drugs one of the standard regimens
  - MDR/XDR Regimen - Treatment for drug resistant and multi-drug resistant TB



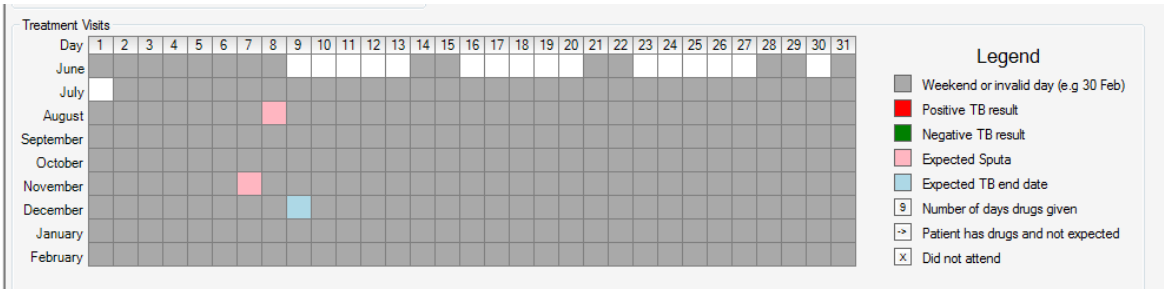
7.1.10. Treatment Start Date

- This refers to the date that the patient starts TB treatment
- Select the date from the Calendar



7.1.11. Treatment Visits

- In the Treatment Visit Details box below, the Treatment Start date box will be blank



- *Click* on the white treatment start date block. In this example, it is 9 June
- The **Visit Details** window will open

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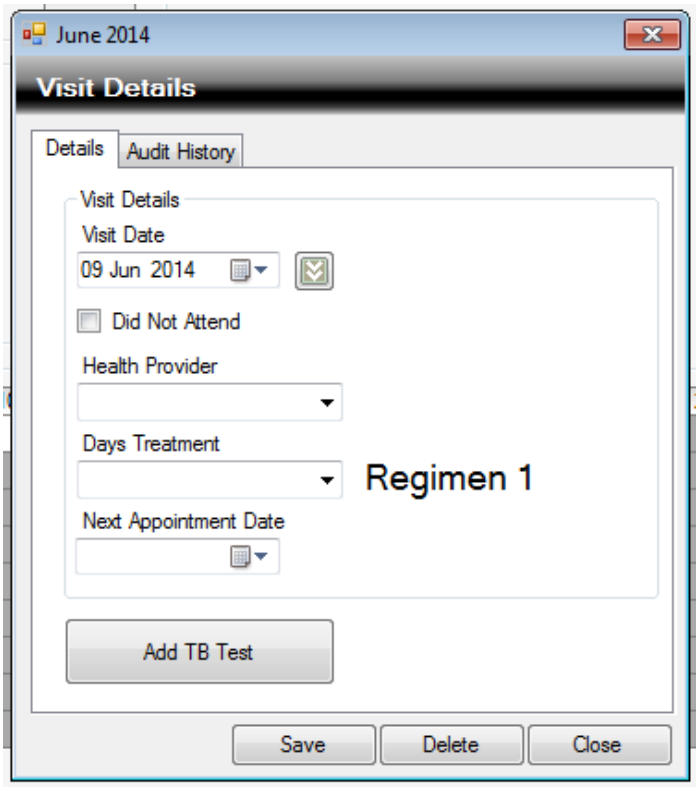
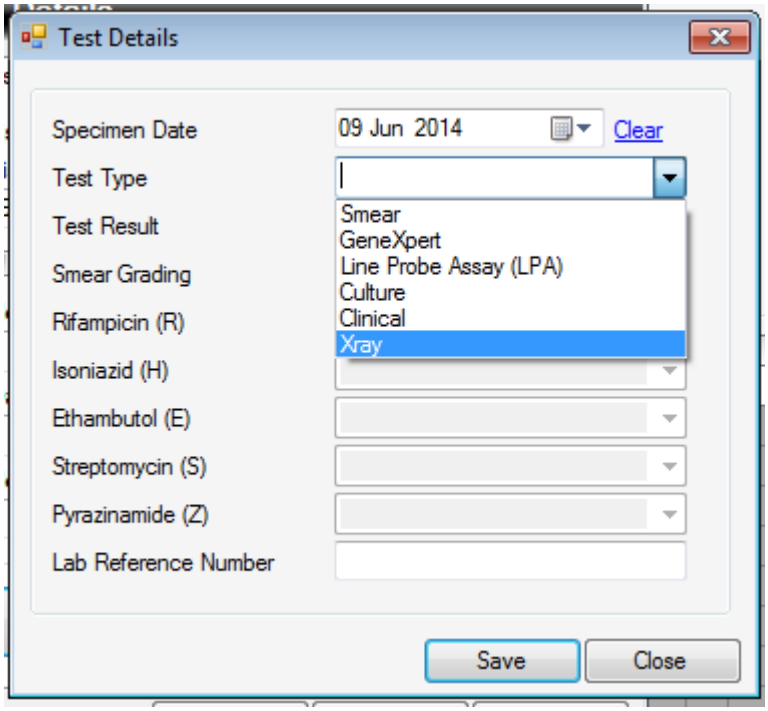


- *Select* the **Health Provider,** this can be a **Nurse, Doctor** or a **Medication Pickup**
- *Select* the **Days on Treatment** and **Next Appointment date**
- If there are results for a TB Test, *click* the tab **"Add TB Test"**
- The **Test Details** window will then open



Test Type

- *Select* the TB **Test type**:
  - Smear

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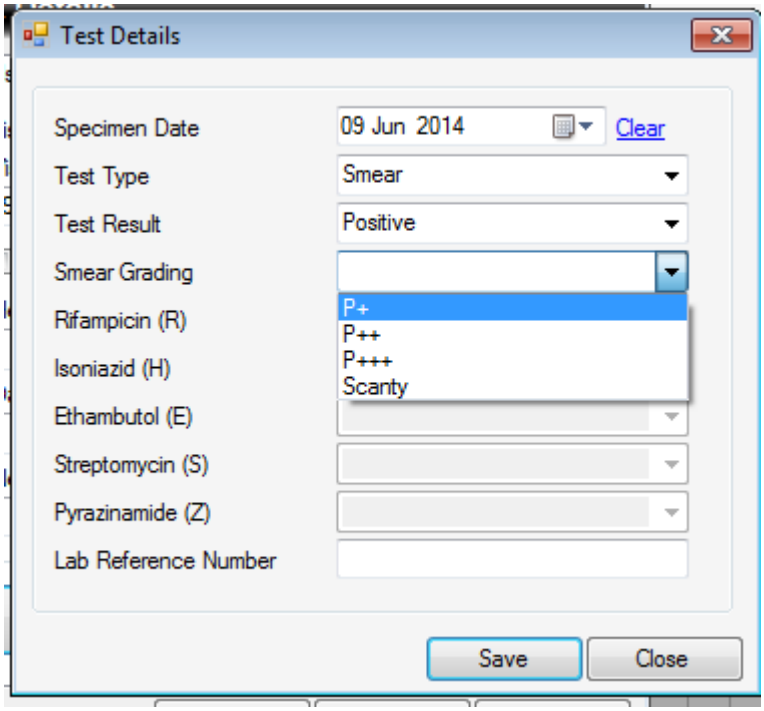
- Gene Xpert
- Line Probe Assay (LPA)
- Culture
- Clinical
- Xray

- The **Test Result** can be **Positive**, **Negative** or **Indeterminate**

Smear

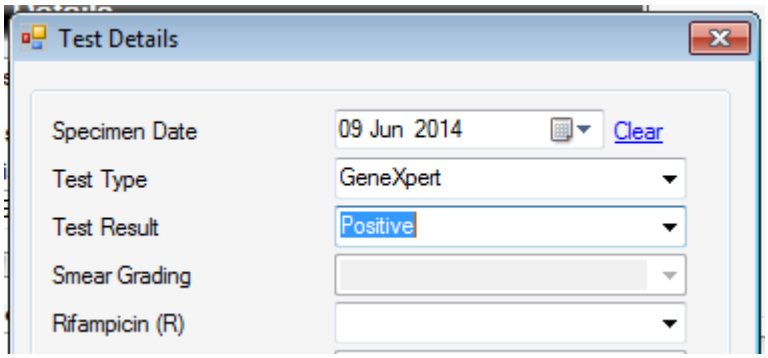
- If a Smear was done and the **Test Result** is Positive, the **Smear Grading** should be selected. It can be P+, P++, P+++ or Scanty



- *Enter* the Lab Reference Number and *Click* **Save**

GeneXpert

- If the GeneXpert test was done and the result is Positive, the Rifampicin field will become active
- In the **Rifampicin (R)** dropdown select whether the patient is **Resistant** or **Sensitive** to Rifampicin



- *Enter* the Lab Reference Number
- *Click* **Save**

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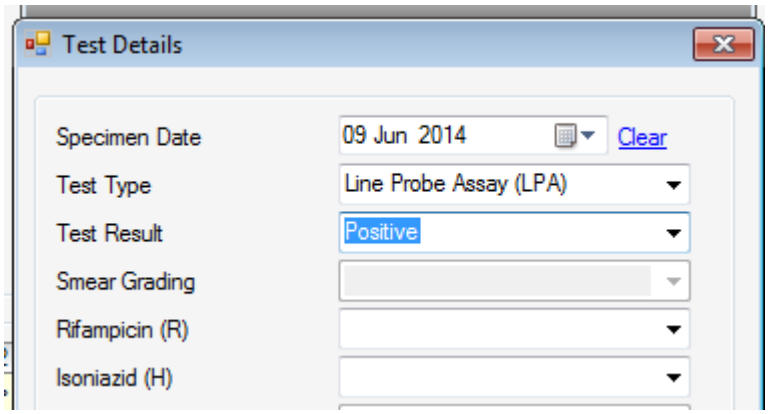
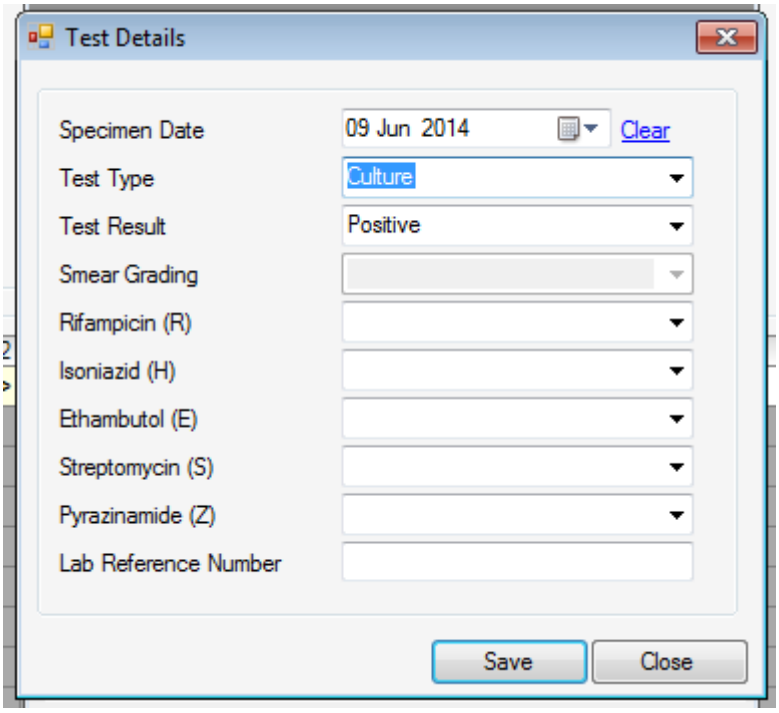
Line Probe Assay (LPA)

- If the LPA test was done and the result is Positive, the Rifampicin and Isoniazid fields become active
- In the Rifampicin and Isoniazid fields select whether the patient is Resistant or Sensitive from either
- *Enter* the Lab Reference Number and *Click* **Save**



Culture

- If the Test Type selected is Culture, and it is Positive, the Rifampicin, Isoniazid, Ethambutol, Streptomycin and Pyrazinamide fields become active
- *Select* whether the patient is sensitive or resistant to either of these
- *Enter* the Lab Reference Number and *Click* **Save**



Clinical or Xray

- If the diagnosis is based on the test type being a Clinical assessment or Xray , no fields will be active, but be sure to enter the Lab reference number and *click* **Save**

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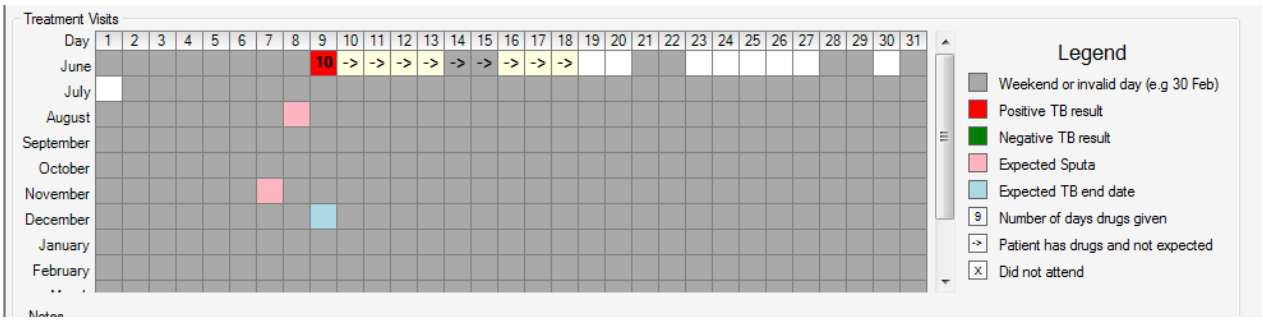
After completing the Test Details and clicking Save, the Visit details Window will re-open. If all the information is entered, *click* **Save.**

The Treatment Visit box will now look different, indicating how many tablets were given and arrows showing until when the patient has medication:



If all is information is entered, *click* **Save** at the top under TB Registration Details.

You have successfully captured TB patient data.

7.2. HIV Treatment pane

Just as you are able to add TB details on the HIV registration Details window, you can do the same on the TB Registration Details window to add HIV treatment information

- In the **TB Registration Details** window on the far right is the **HIV Treatment** pane
- There is a red tab **"Add/Edit HIV visit at this facility"**

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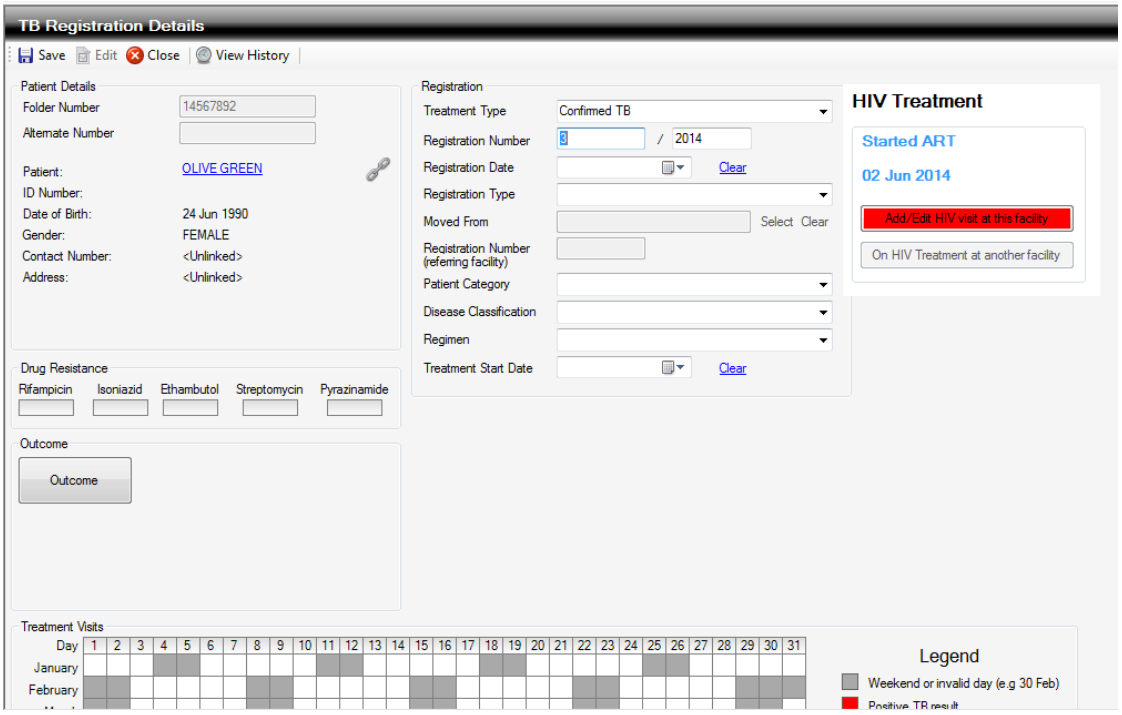
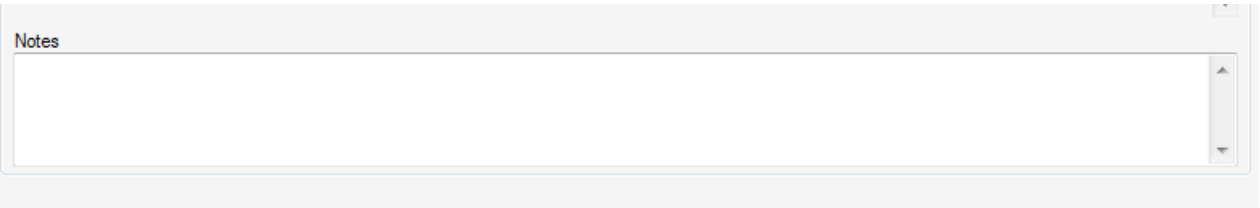


- Click on the **Add/Edit HIV Visit at this facility** and the HIV Patient details page will open. You can choose whether to enter HCT, Pre-ART or ART data
- Follow the instructions on how to enter HIV data from the ***Entering HIV Module Data*** section in this document

8. Notes Section

This section and the information entered into it, is displayed in both the HIV and TB registration details display pages.
It is to be used by the data clerk to document any information that may be important to the monitoring of the patient. Information that may be documented in this section includes:

- Data Clerks Initials
- Change in Treatment Regimen dates and details
- Missing data
- Prior Outcomes that have been reversed
- If a patient is travelling for an extended amount of time
- If the patient has been moved to a chronic/adherence club



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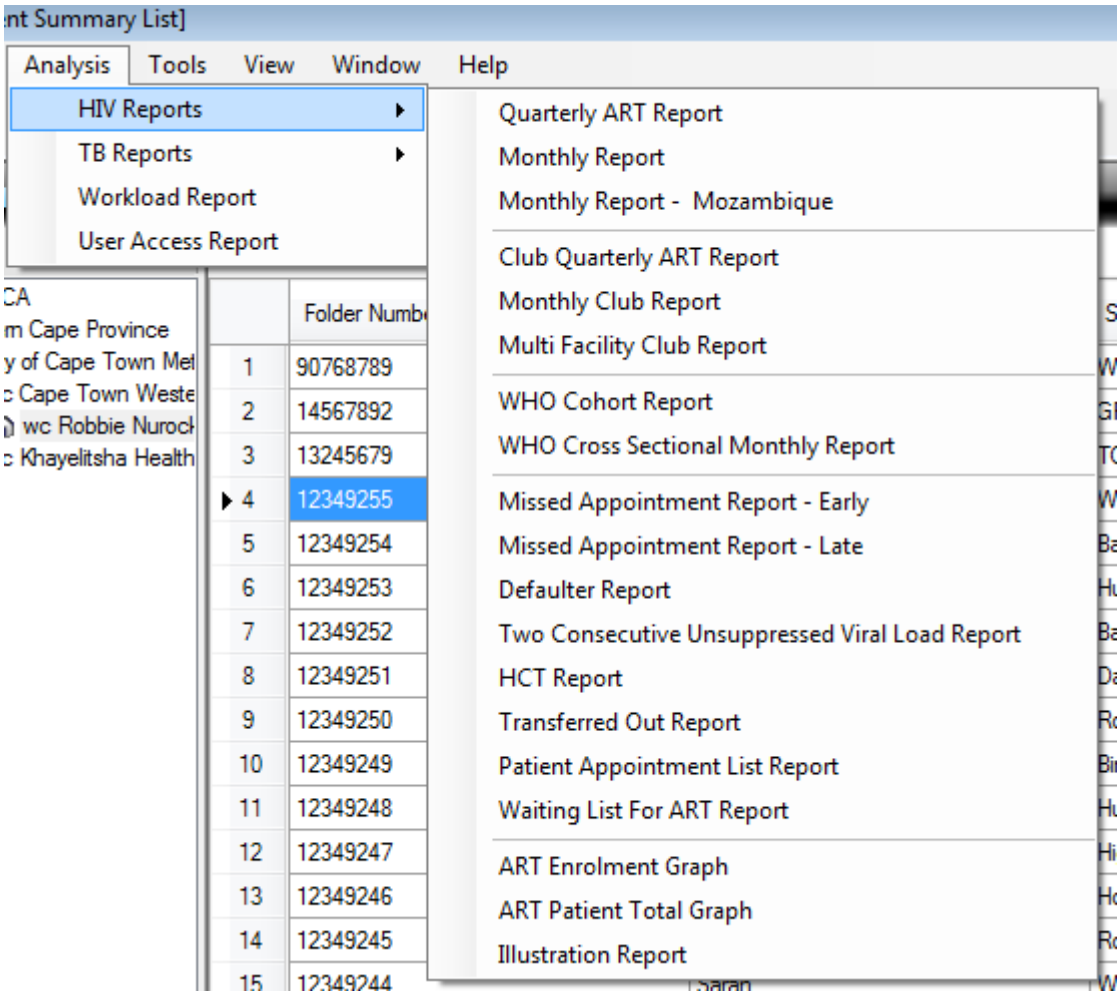
9. Reports

All reports can be found under the Analysis tab in the main display page.

9.1. HIV Reports

Select **Analysis** and **HIV Reports** and *select* the report you would like to run



9.1.1. Quarterly ART Report

*Quarterly outcomes are calculated with a 3 month lag allowing ascertainment of outcome status (LTF or RIP) and time for blood results to return from lab and be captured in system i.e. Patients starting this month will only be counted for that particular quarter, 3 months later.

*Outcomes (initially at 3 months and then 6 monthly) are recorded in cohorts (quarters of a year) and summarized by year.

Generating the Quarterly (Cohort) Report

- *Click* on **Analysis, HIV reports and Quarterly ART report**
- The **Period Select** window will open

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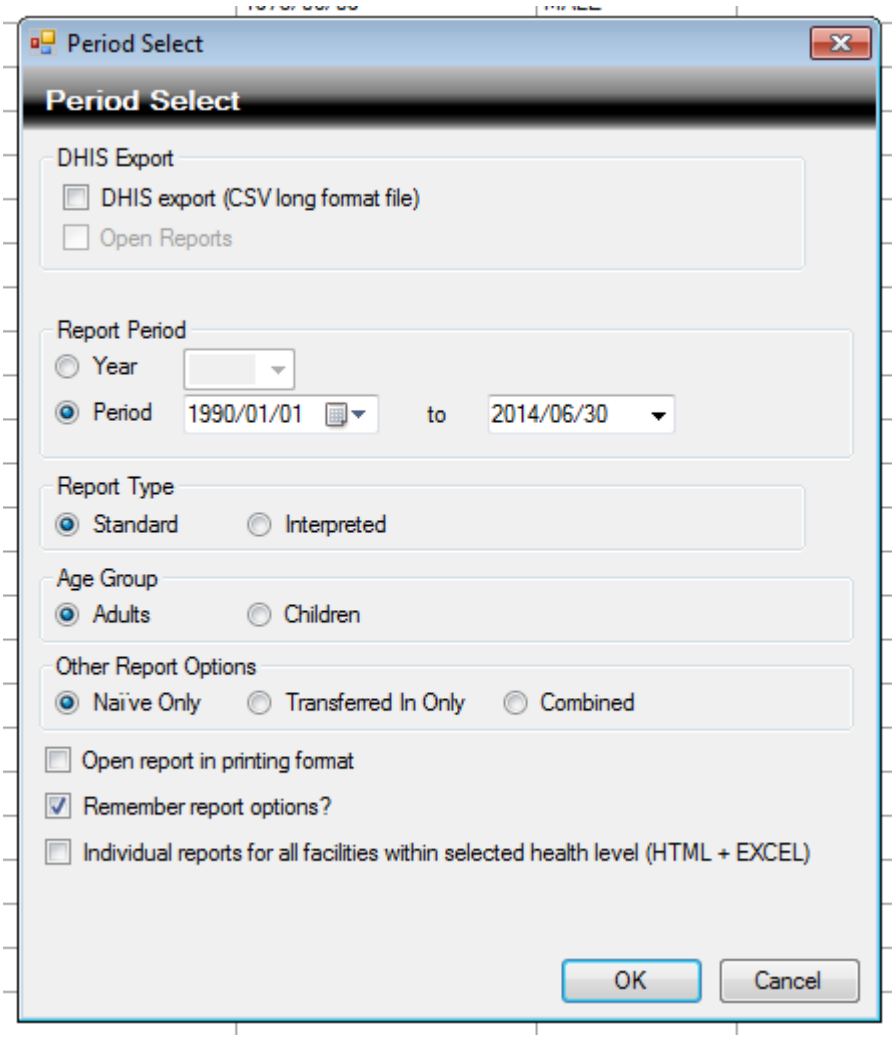

- **DHIS Export**: This option is for Administrators and Implementers who want to have a DHIS export of the Quarterly ART Report to import into DHIS
- **Report Period**: *Click* the radio button to run a report for either for a particular **Year** or specific **Period**
- **Report Type:** *Select* either **Standard** or **Interpreted**
    - Standard report provide absolute values and used for provincial level of aggregation
    - Interpreted report provide indicators in percentages in addition and should be generated for management purposes
- **Age Group:** *select* either **Adults** or **Children**
    - If there are children & adults two reports need to be printed
- **Other Report Options:** *select* **Naïve Only**, **Transferred In Only**, or **Combined** depending on which patients you want to include in your report
    - For the South African Department of Health required cohort reports, only naïve patients are included, therefore the **Naïve Only** radio button should be *selected*
    - This is useful to look at the quality of care for that particular site
    - By selecting **Combined,** one can evaluate the overall care of all patients in a facility, including those Initiated at the site and TFI patients, with the exception of the treatment experienced patients
    - Selecting **TFI Only** can be useful to demonstrate decentralisation to PHC, and to assess the differences in care between those who TFI to the facility and those Initiated at the site

- *Click* the **Open report in printing format** to ensure that the report is printed in a readable fashion
    - NB: If a manager is running reports for several facilities, one can check the boxes so that the reports for all facilities run in either excel or in HTML format. This allows managers to quickly

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and efficiently run all reports for all facilities under a district rather than having to run individual reports.

- *Click* **Ok**

*The report may take a few minutes to generate, so be patient.

Example of Quarterly ART Report

Quarterly ART Report
Period: Year: 2010
Date: 24/05/2012
d Level: Metro
Group Adult

Jan, Feb, March | April, May, June | July, Aug, Sept | Oct, Nov, Dec | Yearly Summary

	Treatment Cohort	Q1'10	Q2'10	Q3'10	Q4'10	2010
Baseline	Number of ART-naive patients commenced (TOT)	42	44	39	56	185
	Number of ART-naive adult males	14	13	12	24	65
	Number of ART-naive adult females	28	31	27	32	120
	Number of ART-naive children <1	-	-	-	-	-
	Number of ART-naive children 1 to <5	-	-	-	-	-
	Number of ART-naive children 5 to <15	-	-	-	-	-
	Number screened for TB	1	10	14	13	38
	Number on TB treatment	4	5	6	11	26
	Number on IPT at start of ART	-	-	-	-	-
	Number on CPT at start of ART	-	-	-	-	-
	Number pregnant at start of ART	1	3	2	-	6
	Number with CD4 below 100 (adults) or 15% TLC (paeds)	13	12	7	11	43
	Number with CD4 100 to 199 (adults) or 20% TLC (paeds)	21	15	16	20	72
	Number with CD4 200 to 350 (adults) or 25% TLC (paeds)	8	14	10	18	50
	Total number of CD4 counts taken at baseline (CDD)	42	41	34	54	172
	Number of Treatment Experienced	1	2	-	-	3
After 3 Months	Continuing first-line regimen (FLR)	39	39	35	48	161
	On second line regimen (SLR)	1	-	-	-	1
	Treatment discontinued (STO)	-	-	1	-	1
	Died (RIP)	-	1	-	1	2
	Lost to follow-up (LTF)	1	1	3	3	8
	Transferred out (TFO)	1	3	-	3	7
	Transferred in (TFI)	2	2	3	1	8
	Moved out (MVO)	-	-	-	1	1
	Moved in (MVI)	-	-	-	-	-
After 6 Months	Continuing first-line regimen (FLR)	38	37	31	46	152
	On second line regimen (SLR)	1	-	-	-	1
	Treatment discontinued (STO)	-	-	2	2	2
	CD4 counts done (CDD)	20	20	19	25	84
	CD4 counts above 200 cells/ or 20% TLC (CDA)	13	16	12	22	63
	Viral load done (VLD)	16	23	20	25	84
	Viral load < 400 copies/mL (VLS)	16	20	16	23	75
	Died between 3 and 6 months (RIP)	-	-	-	-	-
	Lost to follow-up between 3 and 6 months (LTF)	1	1	1	-	1
	Transferred out between 3 and 6 months (TFO)	-	1	2	-	3
	Transferred in between 3 and 6 months (TFI)	-	-	2	1	3
	Moved out between 3 and 6 months (MVO)	-	-	-	-	-
	Moved in between 3 and 6 months (MVI)	-	-	-	-	-

This section displays patient characteristics at ART start

(The total of FLR+SLR+STO +RIP+LTF+TFO+MVO in this section will equal FLR+SLR+STO in the previous section)

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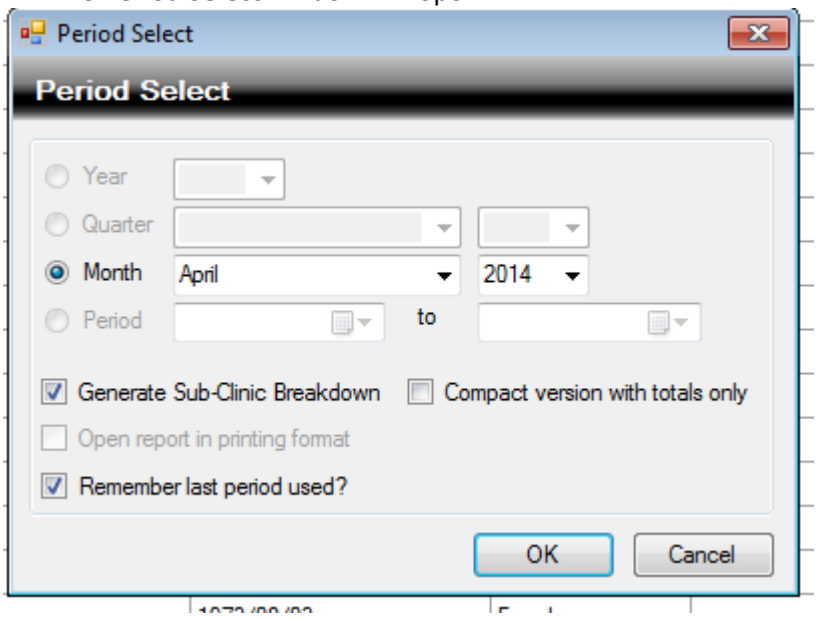
9.1.2. Monthly Report

Generating the Monthly Report

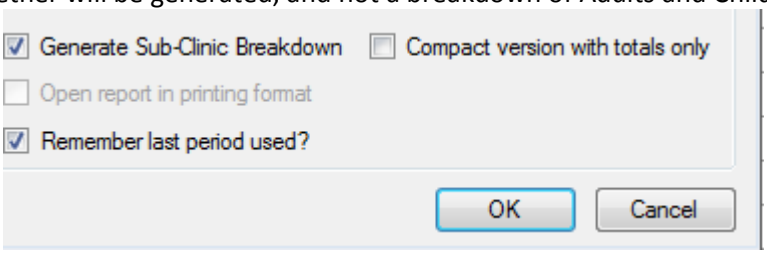
- *Click* **Monthly Report**, under **Analysis** - **HIV Reports**
- The **Period Select** window will open



- Select the **month and the year** of the report that you want to run
- *Check* the **Generate Sub-Clinic Breakdown** box if printing reports for Chronic clubs
- *Click* **OK** to continue
- The monthly report will open in an another window

** Please be patient as this may take some time to generate*

- If the **Generate Sub-Clinic Breakdown** box is ticked, another box will be open called **Compact version with totals only**. By ticking this option a monthly report with the TOTAL of Adults and Children together will be generated, and not a breakdown of Adults and Children



- You can also check the box Remember last period used in order for the system to show which period you last selected should you want to generate another monthly report

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Example of Monthly Report Page 1

Simplified Monthly Report

1 of 2 75% Find | Next

Monthly Report

Selected Level: wc Site X CDC **Signed-off by:** _____

Date: 2014/07/03 **Designation:** _____

Period: March 2014 **# on Default Report:** 1

New Patients (enrolled this month)		
	HIV Care	ART Care
Adult	11	16
Child	-	-
TOTAL	11	16
New Patients With Prior ART and No Documented ART History (enrolled this month)		
	HIV Care	ART Care
Adult	-	4
Child	-	-
TOTAL	-	4
New Transfer In Patients (this month)		
	HIV Care	ART Care
Adult	6	7
Child	-	-
Total	6	7
Patients Transferred Out (this month)		
	HIV Care	ART Care
Adult	-	10
Child	-	-
TOTAL	-	10
Total Patients Remaining in Care (at the end of this month)		
	HIV Care	ART Care
Adult	31	1968
Child	-	26
TOTAL	31	1994
Waiting List (patient clinically eligible for ART)		
	Work-up Not Started	Work-up Started
Adult	1	30
Child	-	-
TOTAL	1	30
Total Clinical Visits (in this month)		
	HIV Care	ART Care
Adult	33	982
Child	-	12
TOTAL	33	994
Total New Patients Ever Started At This Facility		
	HIV Care	ART Care
Adult	306	2304
Child	3	14
TOTAL	309	2318

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Example of Monthly Report Page 2

Simplified Monthly Report

2 of 2 75% Find | Next

Patients Started on IPT (this month)		
	HIV Care	ART Care
Adult	0	0
Child	0	0
TOTAL	-	-

Patients restarted ART (this month)	
	ART Care
Adult	-
Child	-
TOTAL	-

New Pregnant Women on ART (this month)	
	ART Care
CD4 <= 350	-
CD4 > 350	-
TOTAL	-

Number of women stopped due to protocol (this month)	
	ART Care
TOTAL	-

Please note::
Pregnant women s tarting without a CD4 count are recorded in the CD4 <= 350 category

Previous 12 months												
Enrolment Into ART												
	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
Adult	12	24	23	30	19	8	18	24	11	11	14	16
Child	-	-	-	-	-	1	-	1	-	-	-	-
TOTAL	12	24	23	30	19	9	18	25	11	11	14	16
Remaining In Care On ART (per month)												
	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
Adult	1855	1860	1880	1904	1907	1907	1899	1908	1913	1935	1951	1968
Child	26	26	26	26	26	27	25	26	26	26	26	26
TOTAL	1881	1886	1906	1930	1933	1934	1924	1934	1939	1961	1977	1994
Transferred out (TFO)												
	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
Adult	12	17	10	10	20	11	12	6	10	7	7	10
Child	-	-	1	-	-	-	-	-	1	1	-	-
TOTAL	12	17	11	10	20	11	12	6	11	8	7	10

New reporting fields include:

- Patients started on IPT (this month)
- Patients restarted ART (this month)
- New Pregnant Women on ART (this month)
- Previous 12 months data
    - Enrolment into ART
    - Remaining in Care on ART (per month)
    - Transferred Out (TFO)

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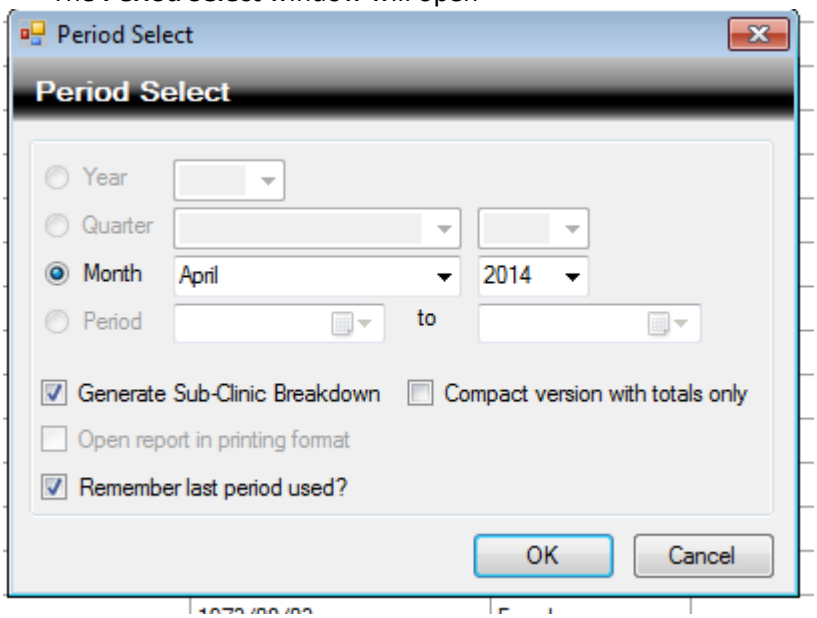
9.1.3. Monthly Club Report

This report is useful and to be generated at facility level. For any other level it is best to draw the Multi-Facility Club Report

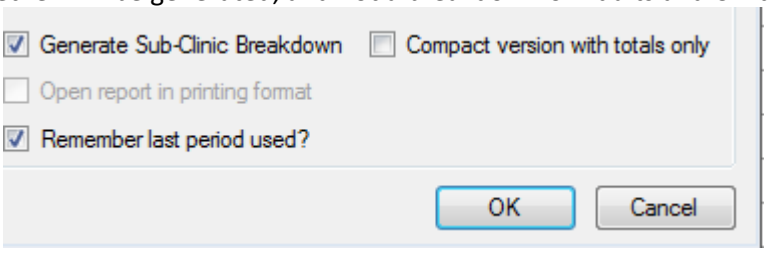
Generating the Club Report Monthly Report

- *Click* **Monthly Club Report**, under **Analysis** - **HIV Reports**
- The **Period Select** window will open



- Select the **month and the year** of the report that you want to run
- *Check* the **Generate Sub-Clinic Breakdown** box if printing reports for Chronic clubs

- If the **Generate Sub-Clinic Breakdown** box is ticked, another box will be open called **Compact version with totals only**. By ticking this option a monthly report with the TOTAL of Adults and Children together will be generated, and not a breakdown of Adults and Children



- You can also check the box **Remember last period used** in order for the system to show which period you last selected should you want to generate another monthly report

- *Click* **OK** to continue
- The monthly report will open in an another window

** Please be patient as this may take some time to generate*

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Example of Monthly Club Report Page 1

Monthly CC Breakdown Report

1 of 2 ? 100% Find | Next

Monthly Report

Selected Level: wc Back To Health CDC **Date:** 2014/07/01 **Signed-off by:** _____

 # on Default Report: 0 **Period:** April 2014 **Designation:** _____

ART

New Patients (enrolled this month)		Enrolment Into Chronic Clubs											
	TOTAL	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr
Chronic Club : ALL (19 clubs)													
Adult	64	23	9	30	8	5	10	9	7	2	14	25	64
Child	-	-	-	-	-	-	-	-	-	-	1	-	-
TOTAL	64	23	9	30	8	5	10	9	7	2	15	25	64

Total Patients Remaining in Care (at the end of this month)		Remaining At Chronic Clubs (per month)											
	TOTAL	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr
Chronic Club : ALL (19 clubs)													
Adult	382	288	266	294	303	296	292	287	287	289	301	321	382
Child	-	1	-	-	-	-	-	-	-	-	1	1	-
TOTAL	382	289	266	294	303	296	292	287	287	289	302	322	382
% Variance - (New RIC - (Previous RIC + New enrolment for this month))/(Previous RIC + New enrolment for this month)	-1.0%	1156.5%	-10.7%	-0.7%	0.3%	-3.9%	-4.6%	-4.7%	-2.4%	0.0%	-0.7%	-1.5%	-1.0%

New Patients (enrolled this month)		Enrolment Into Chronic Clubs											
	TOTAL	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr
Chronic Club : 0001-BTH Clinic													
Adult	33	2	1	2	2	-	5	1	7	1	7	13	33
Child	-	-	-	-	-	-	-	-	-	-	1	-	-
TOTAL	33	2	1	2	2	-	5	1	7	1	8	13	33
Chronic Club : 0002-BTH Clinic													
Adult	1	-	-	-	-	-	-	-	-	-	-	-	1
Child	-	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL	1	-	-	-	-	-	-	-	-	-	-	-	1
Chronic Club : 0003-BTH Clinic													
Adult	-	1	-	-	-	-	-	-	-	-	-	-	-
Child	-	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL	-	1	-	-	-	-	-	-	-	-	-	-	-
Chronic Club : 0004-BTH Clinic													
Adult	-	2	-	7	-	-	1	-	-	-	-	1	-
Child	-	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL	-	2	-	7	-	-	1	-	-	-	-	1	-

Example of Monthly Club Report Page 2

Monthly CC Breakdown Report

2 of 2 Page Width Find | Next

Total Patients Remaining in Care (at the end of this month)		Remaining At Chronic Clubs (per month)											
	TOTAL	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr
Chronic Club : 0001-BTH Clinic													
Adult	79	54	29	28	28	26	31	27	33	34	41	52	79
Child	-	1	-	-	-	-	-	-	-	-	1	1	-
TOTAL	79	55	29	28	28	26	31	27	33	34	42	53	79
% Variance - (New RIC - (Previous RIC + New enrolment for this month))/(Previous RIC + New enrolment for this month)	-8.1%	2650.0%	-48.2%	-9.7%	-6.7%	-7.1%	0.0%	-15.6%	-2.9%	0.0%	0.0%	-3.6%	-8.1%
Chronic Club : 0002-BTH Clinic													
Adult	22	29	28	27	26	26	23	21	21	21	22	22	22
Child	-	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL	22	29	28	27	26	26	23	21	21	21	22	22	22
% Variance - (New RIC - (Previous RIC + New enrolment for this month))/(Previous RIC + New enrolment for this month)	-4.3%	-63.3%	-3.4%	-3.6%	-3.7%	0.0%	-11.5%	-8.7%	0.0%	0.0%	4.8%	0.0%	-4.3%
Chronic Club : 0003-BTH Clinic													

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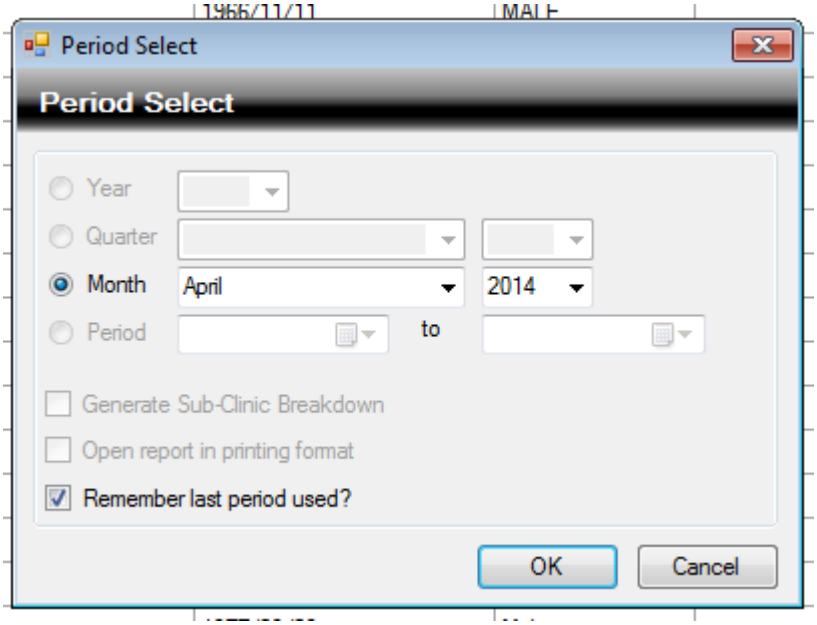
9.1.4. Multi Facility Club Report

This report is to be created at sub-district, district or provincial level in order to view information of more than one club.

Generating the Multi Facility Club Report

- If your station has been set up for multiple clinics, you'll need to the select the sub-district, district or province under **Country Details** on the left pane in order to generate the multi facility Club report within the sub-district/District/Sub-district of interest, else continue to the next step

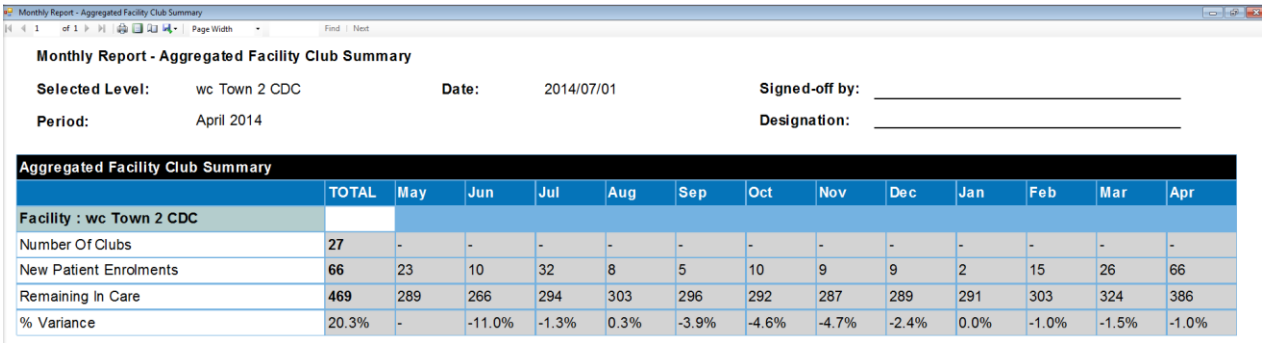
- *Click* **Multi Facility Club Report**, under **Analysis** - **HIV Reports**
- The **Period Select** window will open



- Select the **month and the year** of the report that you want to run
- *Click* **OK** to continue
- The report will open in an another window

** Please be patient as this may take some time to generate*

Example of a Multi facility Club Report



Monthly Report - Aggregated Facility Club Summary

Selected Level: wc Town 2 CDC **Date:** 2014/07/01 **Signed-off by:** _____

Period: April 2014 **Designation:** _____

Aggregated Facility Club Summary

	TOTAL	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr
Facility : wc Town 2 CDC													
Number Of Clubs	**27**	-	-	-	-	-	-	-	-	-	-	-	-
New Patient Enrolments	**66**	23	10	32	8	5	10	9	9	2	15	26	66
Remaining In Care	**469**	289	266	294	303	296	292	287	289	291	303	324	386
% Variance	20.3%	-	-11.0%	-1.3%	0.3%	-3.9%	-4.6%	-4.7%	-2.4%	0.0%	-1.0%	-1.5%	-1.0%

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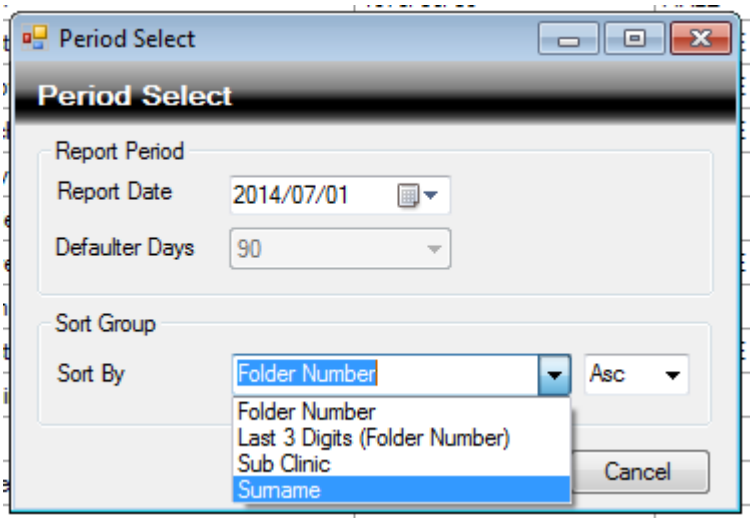
9.1.5. Early and Late Missed Appointment Reports

Generating the Early and Late Missed Appointment Report

- *Select* the report, the **Period Select** window will open
- *Select* how you want the report data to be displayed by *selecting* either **folder number, last 3 Digits of the folder number (for clinics using Clinicom)**, **sub clinic,** or **Surname**

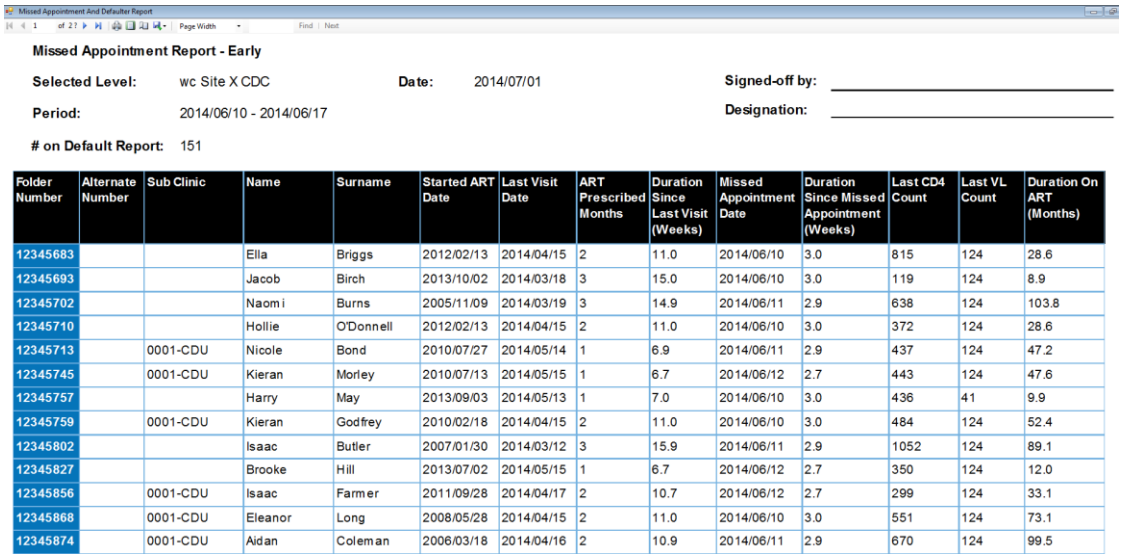


- *Click* **OK**

9.1.5.1. Early Missed Appointment Report (2 weeks ago):

This report displays a list of patients who missed an appointment at the specified facility between 2 to 3 weeks ago. Only appointments that have been missed during the selected period will be displayed. The report excludes patients who have had a subsequent visit after the missed appointment and patients who have another appointment scheduled after the missed appointment.

Example of Early Missed Appointment Report



Missed Appointment Report - Early

Selected Level: wc Site X CDC **Date:** 2014/07/01 **Signed-off by:** _____

Period: 2014/06/10 - 2014/06/17 **Designation:** _____

 # on Default Report: 151

Folder Number	Alternate Number	Sub Clinic	Name	Surname	Started ART Date	Last Visit Date	ART Prescribed Months	Duration Since Last Visit (Weeks)	Missed Appointment Date	Duration Since Missed Appointment (Weeks)	Last CD4 Count	Last VL Count	Duration On ART (Months)
12345683			Ella	Briggs	2012/02/13	2014/04/15	2	11.0	2014/06/10	3.0	815	124	28.6
12345693			Jacob	Birch	2013/10/02	2014/03/18	3	15.0	2014/06/10	3.0	119	124	8.9
12345702			Naomi	Burns	2005/11/09	2014/03/19	3	14.9	2014/06/11	2.9	638	124	103.8
12345710			Hollie	O'Donnell	2012/02/13	2014/04/15	2	11.0	2014/06/10	3.0	372	124	28.6
12345713		0001-CDU	Nicole	Bond	2010/07/27	2014/05/14	1	6.9	2014/06/11	2.9	437	124	47.2
12345745		0001-CDU	Kieran	Morley	2010/07/13	2014/05/15	1	6.7	2014/06/12	2.7	443	124	47.6
12345757			Harry	May	2013/09/03	2014/05/13	1	7.0	2014/06/10	3.0	436	41	9.9
12345759		0001-CDU	Kieran	Godfrey	2010/02/18	2014/04/15	2	11.0	2014/06/10	3.0	484	124	52.4
12345802			Isaac	Butler	2007/01/30	2014/03/12	3	15.9	2014/06/11	2.9	1052	124	89.1
12345827			Brooke	Hill	2013/07/02	2014/05/15	1	6.7	2014/06/12	2.7	350	124	12.0
12345856		0001-CDU	Isaac	Farmer	2011/09/28	2014/04/17	2	10.7	2014/06/12	2.7	299	124	33.1
12345868		0001-CDU	Eleanor	Long	2008/05/28	2014/04/15	2	11.0	2014/06/10	3.0	551	124	73.1
12345874		0001-CDU	Aidan	Coleman	2006/03/18	2014/04/16	2	10.9	2014/06/11	2.9	670	124	99.5

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9.1.5.2. Late Missed Appointment Report (2 - 3 months ago):

This report displays the list of patients who missed an appointment at the specified facility between 2 to 3 months ago. Only appointments that were missed during the selected period will be displayed. The report excludes patients who have had a subsequent visit after the missed appointment and patients who had another appointment scheduled after the missed appointment.

Example of Late Missed Appointment Report

Missed Appointment Report - Late

Selected Level: wc Site X CDC **Date:** 2014/07/01 **Signed-off by:** _____

Period: 2014/04/01 - 2014/05/01 **Designation:** _____

 # on Default Report: 62

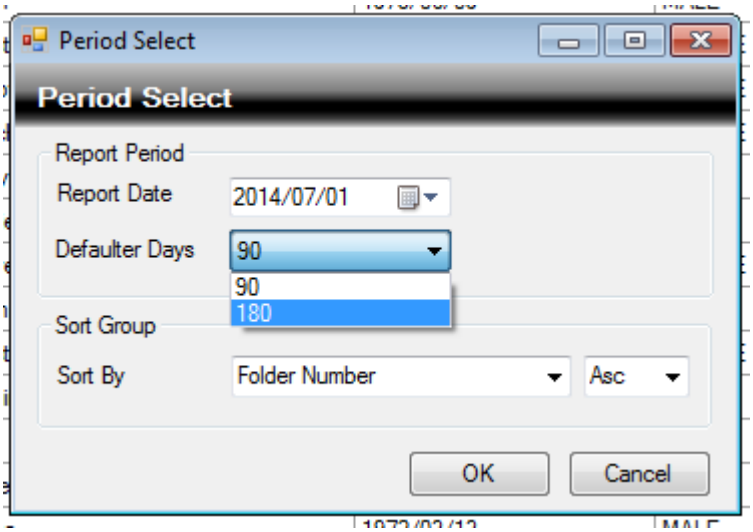
Folder Number	Alternate Number	Sub Clinic	Name	Surname	Started ART Date	Last Visit Date	ART Prescribed Months	Duration Since Last Visit (Weeks)	Missed Appointment Date	Duration Since Missed Appointment (Weeks)	Last CD4 Count	Last VL Count	Duration On ART (Months)
12345698			Samantha	Wall	2005/11/25	2014/02/17	2	19.1	2014/04/14	11.1	528	124	103.2
12345740			Naomi	Wallis	2013/07/10	2014/03/20	1	14.7	2014/04/17	10.7	343	124	11.7
12345809			Isabel	Hayward	2012/06/26	2014/03/24	1	14.1	2014/04/29	9.0	17		24.2
12345873			Nicole	Robinson	2012/12/12	2014/03/05	1	16.9	2014/04/02	12.9	377	124	18.6
12345903		0001-CDU	Jodie	Murphy	2004/03/01	2014/03/19	1	14.9	2014/04/16	10.9	757	124	124.1
12345962		0001-CDU	Georgina	Sullivan	2009/02/06	2014/02/05	2	20.9	2014/04/02	12.9	519	124	64.8
12345968			Kate	Randall	2011/04/13	2014/03/26	1	13.9	2014/04/23	9.9	10	40	38.6
12345972			Natasha	Norman	2012/08/01	2014/02/20	2	18.7	2014/04/17	10.7	126	124	23.0
12346005			Charlie	Nelson	2013/11/25	2014/03/27	1	13.7	2014/04/24	9.7			7.2
12346027		0001-CDU	Shannon	Payne	2008/08/25	2014/02/06	2	20.7	2014/04/30	8.9	444	40	70.2
12346072			Zoe	Woodward	2005/07/06	2014/02/10	2	20.1	2014/04/07	12.1	378	124	107.9

9.1.6. Defaulter Report:

This report generates a list of patients who have not had a visit in ≥ x (user defined) number of days (default is ≥ 90 days). Patients with manually entered outcomes (LTF, RIP, TFO/MVO) will not be included. This report includes pre-ART and ART patients.

Generating the Defaulter Report

- *Select* **Analysis, HIV Reports** and *select* **Defaulter Report**
- The **Period Select** window will open
- You can choose the amount of Defaulter Days as either 90 or 180 days
- *Click* **OK**



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Example Defaulter Report:

Missed Appointment And Defaulter Report

1 of 1 100% Find Next

Defaulter Report - Unconfirmed LTFs

Selected Level: Test facility **Date:** 2014/07/02 **Signed-off by:** _____

Period: No drugs in hand since before 2014/04/02 (3 Months) **Designation:** _____

 # on Default Report: 1

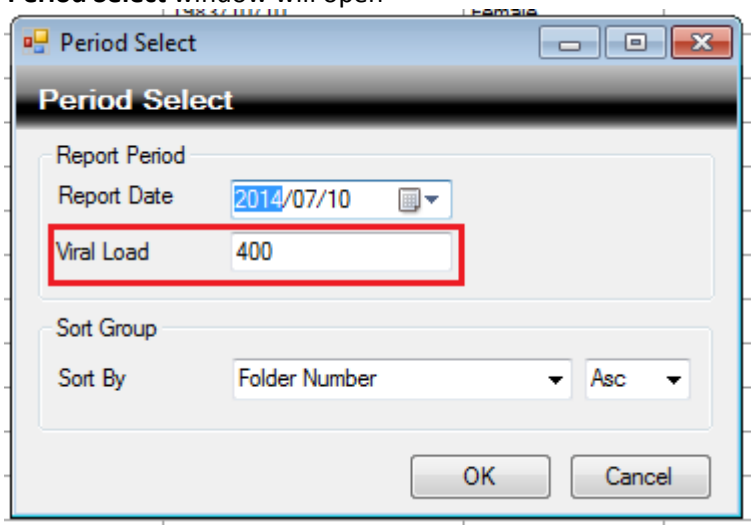
Folder Number	Alternate Number	Sub Clinic	Name	Surname	Started ART Date	Last Visit Date	ART Prescribed Months	Duration Since Last Visit(Months)	First Date Without Drugs In Hand	Last CD4 Count	Last VL Count	Duration On ART (Months)
12345678			TEST	PATIENT	2014/01/28	2014/02/02	1	4.9	2014/03/02			5.1

9.1.7. Two Consecutive unsuppressed viral load report

This report generates a list of patients who have had two consecutive unsuppressed viral loads recorded.

Generating the Two consecutive unsuppressed viral loads report

- *Click* **Analysis, HIV Reports, Two consecutive unsuppressed viral loads report**
- The **Period Select** window will open



- The report date will default to today's date
- In the Viral Load box will be the value that is considered as the unsuppressed viral load. Please refer to the policy guidelines for your country to ensure the correct viral load value is entered
- In this example the unsuppressed viral load value is greater than 400 cells/millilitre, so the report will show any consecutive viral loads per patient greater than 400
- You can also select according to which variable you would like your report sorted
- *Click* **OK**

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Example of the Two consecutive unsuppressed Viral Load report

Two Consecutive Viral Load Report

Two Consecutive Unsupressed Viral Load Report

Selected Level: wc Site X CDC **Date:** 2014/07/14 **Signed-off by:** _____

 # on Default Report: 3 **Designation:** _____

Folder Number	Alternate Number	Name	Surname	Date Of Birth	Started ART Date	Last Visit Date	Duration On ART	Previous VL Date	Previous VL Value	Latest VL Date	Latest VL Value
12345690		Summer	Harvey	1967/06/11 12:00:00 AM	2009/04/09 12:00:00 AM	2014/06/13 12:00:00 AM	63.2	2012/04/02 12:00:00 AM	666666	2013/02/13 12:00:00 AM	333333
12349240		Victoria	Giles	1985/02/26 12:00:00 AM	2010/11/18 12:00:00 AM	2014/06/06 12:00:00 AM	43.9	2014/02/11 12:00:00 AM	1000	2014/05/06 12:00:00 AM	678
12349245		Isabel	Rose	1962/04/06 12:00:00 AM	2009/02/25 12:00:00 AM	2014/07/20 12:00:00 AM	64.6	2014/04/25 12:00:00 AM	1578	2014/06/20 12:00:00 AM	945

9.1.8. HCT Report

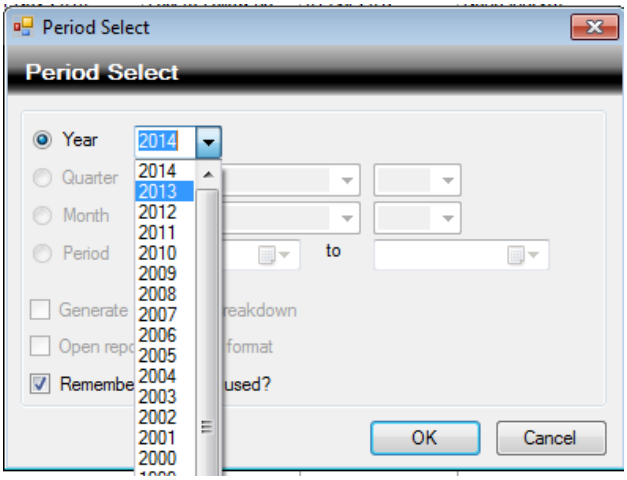
This report shows a record of all patients who have received HIV counselling and testing a particular year, showing the breakdown per month.

It specifically shows the following:

- HCT Service: whether a test was accepted or refused
- First ever test
- Gender
- Referred from: which service referred the patient
- HIV Tests: Screening test, confirmatory test, Rapid test results, PCR and Elisa tests
- Total HIV tests: new positive or new negative
- Known tests: known positive or known negative
- Percentage who has tested positive
- Screened for TB
- CD4 cell count
- The total age proportion tested (<1; ≥1 to <15; ≥15)
- The total age proportion tested positive (<1; ≥1 to <15; ≥15)

Generating the HCT Report

- *Click* **Analysis, HIV Reports, HCT Report**
- The **Period Select** window will open
- *Select* the **Year**



- *Click* **OK**

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Example of HCT Report page 1

HIV Counseling and Testing - Annual Clinic Report

HIV Counseling and Testing - Annual Clinical Report

Facility Name: wc Site X CDC **Year:** Year: 2013

Month	HCT Service				Gender		Referred From					Screening Test			Confirmatory Test			Rapid Results				PCR			Elisa		
	TOTAL	Refused Test	Accepted Test	First Ever Test	M	F	General Services	ANC / MCH	TB	STI / Family Planning	Other	Non - Reactive	Reactive	Invalid	Non - Reactive	Reactive	Invalid	Negative	Positive	Discordant	Unknown	Negative	Positive	Invalid	Negative	Positive	Invalid
January	1	0	1	1	1	0	-	-	1	-	-	0	1	0	0	1	0	0	1	0	0	0	0	0	0	0	0
February	1	0	1	0	1	0	1	-	-	-	-	0	1	0	0	1	0	0	1	0	0	0	0	0	0	0	0
March	0	0	0	0	0	0	-	-	-	-	-	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
April	1	0	1	1	0	1	1	-	-	-	-	0	1	0	0	0	1	0	1	0	0	0	0	0	0	0	0
May	1	1	0	0	1	0	-	-	1	-	-	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
June	1	0	1	0	0	1	-	1	-	-	-	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0
July	2	1	1	0	1	1	-	-	-	2	-	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0
August	1	0	1	1	1	0	-	-	1	-	-	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0
September	0	0	0	0	0	0	-	-	-	-	-	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
October	0	0	0	0	0	0	-	-	-	-	-	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
November	0	0	0	0	0	0	-	-	-	-	-	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
December	0	0	0	0	0	0	-	-	-	-	-	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL	8	2	6	3	5	3	2	1	3	2	-	-	3	-	-	2	1	-	3	-	-	-	1	1	-	1	-

Example of HCT report page 2

HIV Counseling and Testing - Annual Clinic Report

Month	HCT Service			Total HIV Tests		Known Tests		% Positive		Referred To	Age (Total Tested)			Age (Total Positive)		
	TOTAL	Refused Test	Accepted Test	New Positive	New Negative	Known Positive	Known Negative		Screened for TB	CD4 Cell Count	<1	≥ 1 To <15	≥ 15	<1	≥ 1 To <15	≥ 15
January	1	0	1	1	0	0	0	100.0%	1	0	0	0	1	0	0	1
February	1	0	1	1	0	0	0	100.0%	1	1	0	0	1	0	0	1
March	0	0	0	0	0	0	0	-	0	0	0	0	0	0	0	0
April	1	0	1	1	0	0	0	100.0%	1	0	0	0	1	0	0	1
May	1	1	0	0	0	1	0	-	0	0	0	0	1	0	0	1
June	1	0	1	0	0	0	0	-	0	0	0	0	1	0	0	0
July	2	1	1	1	0	1	0	100.0%	1	0	0	0	2	0	0	2
August	1	0	1	1	0	0	0	100.0%	1	1	0	0	1	0	0	1
September	0	0	0	0	0	0	0	-	0	0	0	0	0	0	0	0
October	0	0	0	0	0	0	0	-	0	0	0	0	0	0	0	0
November	0	0	0	0	0	0	0	-	0	0	0	0	0	0	0	0
December	0	0	0	0	0	0	0	-	0	0	0	0	0	0	0	0
TOTAL	8	2	6	5	-	2	-		5	2	-	-	8	-	-	7

9.1.9. Transferred Out Report

This a monthly report that shows a list of all the patients who were transferred out from the facility to another facility for HIV or ARV care.

It shows the Date of Transfer, the months of drugs prescribed to the patient, the date the patient is expected to arrive at the destination facility and also lists the destination facility.
This report is a good tracking tool to ensure that patients do reach their destination facility.

Generating the Transferred Out Report

- *Click* **Analysis, HIV Reports, Transferred Out Report**
- The **Period Select** window will open
- *Select* the **Month** and **year**

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- *Click* **OK**

Example of TFO Report

Patients Transferred Out Report

1 of 1 100% Find | Next

Patients Transferred Out Report

wc Site X CDC: wc Site X CDC

Date: 2014/07/02

Period: March 2014

 # on Default Report: 10

Signed-off by: _____

Designation: _____

Folder Number	Name	Surname	Date Of Transfer	Months Of Drugs Prescribed	Date Of Expected Arrival	Destination Facility
12345717	Charlotte	Martin	2014/03/28	2	2014/04/24	Other
12345807	Gabriel	Dickinson	2014/03/20	3	2013/10/09	wc Green Point CDC
12346898	Corey	Wallis	2014/03/19	0.5	2014/03/05	Other
12347352	Mason	Andrews	2014/03/18	1	2014/03/18	Other
12347583	Leo	Townsend	2014/03/27	3	2014/05/27	Out of Province
12347688	Scott	Fisher	2014/03/24	1	2014/02/02	ec Ndabakazi Clinic
12348100	Amelia	Benson	2014/03/24	1	2014/03/24	Other
12348482	Erin	Macdonald	2014/03/05	2	2014/03/08	Other
12348491	Aaron	Griffin	2014/03/13	1	2014/03/13	wc Elandsbay Clinic
12348574	Kayleigh	Lamb	2014/03/11	3	2014/05/13	Out of Province

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9.1.10. Patient Appointment List Report

This report shows a list of all the patients who have an appointment on a particular day.

It shows the ART start date, Last visit date, the months of drugs prescribed to the patient, the appointment date, as well as the duration since the last visit, duration on ART, the last CD count and Viral load.

Generating the Patient Appointment Report

- *Click* **Analysis, HIV Reports, Patient Appointment List Report**
- The **Period Select** window will open
- *Select* the **date** for which you would like the appointment list for
- *Click* **OK**

Example of Patient Appointment List Report

Missed Appointment And Defaulter Report

1 of 1 Page Width Find | Next

Patient Appointment Report - Due

Selected Level: wc Site X CDC **Date:** 2014/06/30 **Signed-off by:** _____

Period: 2014/06/30 **Designation:** _____

 # on Default Report: 19

Folder Number	Alternate Number	Sub Clinic	Name	Surname	Started ART Date	Last Visit Date	ART Prescribed Months	Duration Since Last Visit (Weeks)	Appointment Date	Last CD4 Count	Last VL Count	Duration On ART (Months)
12345753		0001-CDU	Dylan	Collins	2009/08/19	2014/04/07	2	12.0	2014/06/30	930	124	58.4
12345820			Mollie	Franklin	2008/01/01	2014/05/05	1	8.0	2014/06/30	578	124	78.0
12345998		0001-CDU	Lilly	Gould	2006/03/20	2014/05/05	1	8.0	2014/06/30	383	124	99.4
12346123			Elizabeth	Norris	2007/01/12	2014/05/05	1	8.0	2014/06/30	531	124	89.6
12346143			Katie	Parkes	2013/06/12	2014/04/07	2	12.0	2014/06/30	323	124	12.6
12346265		0001-CDU	Maya	Bradley	2006/08/04	2014/05/09	1	7.4	2014/06/30	745	124	94.9
12346410			Madison	Johnson	2010/09/30	2014/05/05	1	8.0	2014/06/30	434	124	45.0
12346540			Callum	Lewis	2011/04/12	2014/05/05	1	8.0	2014/06/30	228	52	38.6

9.1.11. Waiting List for ART Report

This report shows all HIV+ patients who are eligible for treatment but who are not being worked up (preparation period between becoming eligible and starting ART treatment) and those patients who are eligible who are being worked up for ART initiation.

Generating the Waiting List for ART Report

- *Click* the **Analysis, HIV Reports** tab
- *Select* **Waiting List for ART Report**
- The period select screen will open
- *Select* the date for the report, and the method in which you would like to sort the patients

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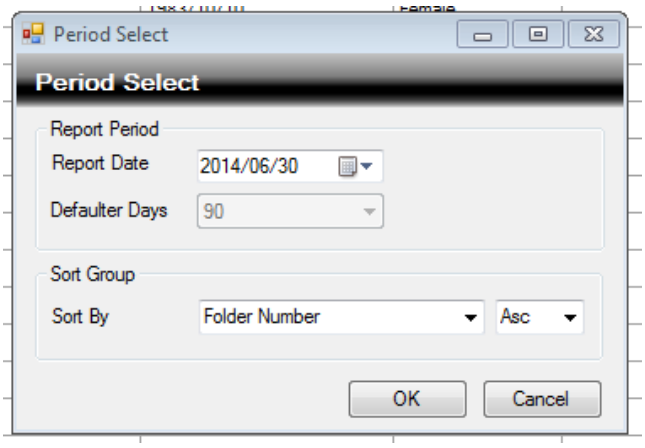

- *Click* **OK** to generate the report

Example of Waiting List on ART report

Waiting List For ART Report

1 of 1 100% Find | Next

Waiting List For ART Report

Selected Level: wc Site X CDC **Date:** 2014/03/17 **Signed-off by:** _____

 # on Default Report: 13 **Period:** 2013/12/17 - 2014/01/17 **Designation:** _____

Patients clinically eligible and not yet being worked up for ART (Patients eligible in more that one category appear only in one category)								
Surname	Name	Folder Number	Other number	Last CD4 Count/Percent	Last CD4 date	Last Visit Date	Duration eligible (weeks)	Duration being worked up (weeks)
Eligible based on age only (<5 years old)								
-	-	-	-	-	-	-	-	-
Eligible based on active TB								
-	-	-	-	-	-	-	-	-
Eligible based on being pregnant								
-	-	-	-	-	-	-	-	-
Eligible based on CD4 count (<350 cells/ul)								
-	-	-	-	-	-	-	-	-
Eligible based on stage 3/4								
-	-	-	-	-	-	-	-	-
Patients being worked up for ART								
Surname	Name	Folder Number	Other number	Last CD4 Count/Percent	Last CD4 date	Last Visit Date	Duration eligible (weeks)	Duration being worked up (weeks)
Pickering	Louise	12345995				2014/03/11	-	0.9
Palmer	Jayden	12346149		329	2014/01/22	2014/03/18	-	7.7
Roberts	Josh	12346289		129	2014/01/23	2014/03/13	-	8.7
Bradshaw	Elliot	12346309				2014/02/11	-	4.9
Houghton	Thomas	12346883		157	2014/02/28	2014/02/28	-	2.4
Hicks	Tia	12346940		257	2014/02/19	2014/04/16	-	19.0
Dennis	David	12347242				2014/03/12	-	0.7
Atkinson	Liam	12347789		127	2014/02/24	2014/03/04	-	3.0
Duncan	Jay	12347872		672	2014/03/13	2014/03/13	-	1.4
Barton	Jennifer	12348237		239	2014/03/13	2014/03/25	-	0.6
Middleton	Yasmin	12348470				2014/03/12	-	0.7
Nicholson	Andrew	12348723		170	2014/03/17	2014/03/18	-	0.0
Griffin	Keira	12349097		314	2013/11/22	2014/01/24	-	16.4

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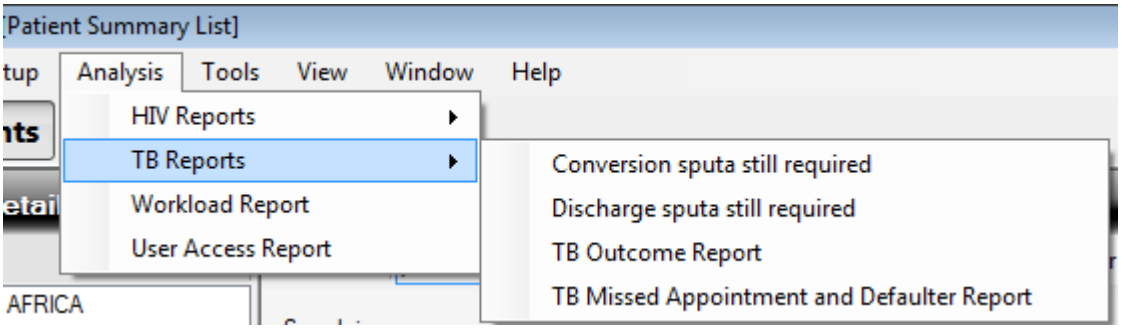
9.2. TB Reports

There are four TB reports:

- Conversion Sputa still required
- Discharge Sputa still required
- TB Outcome report
- TB Missed Appointment and Defaulter Report

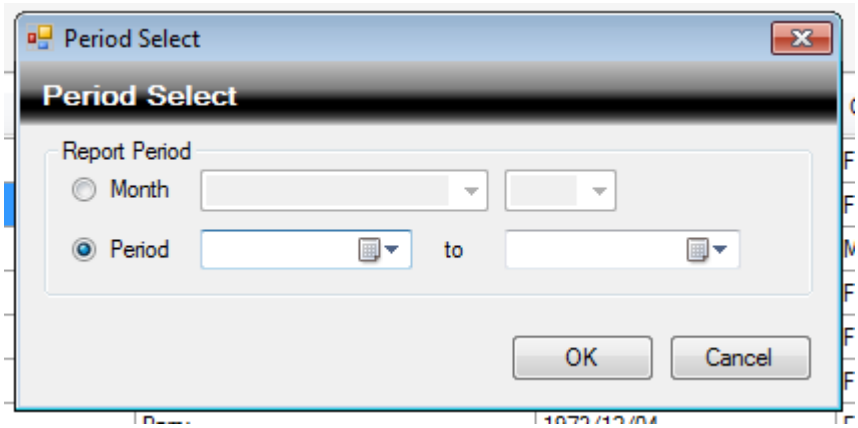
In the main display page of the *click* on the **Analysis tab**, then **TB reports** and *select* the report you would like to run.



9.2.1. TB Outcome Report

Generating the TB Outcome Report

- Click on Analysis, TB Reports and TB Outcome Reports
- The Period Select window will open
- You can select either the Month and year OR a specific period by clicking on either of the radio buttons
- *Click* **OK**



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Example TB Outcome Report Page 1

TB Outcome Report

1 of 2 100% Find | Next

TB Outcome Report

Selected Level: wc Site X CDC

Period: March 2014

Signed-off by: _____

Designation: _____

Case	Still On Rx	Cured	Cure (auto calculated)	Complete	Complete (auto calculated)	Rx Int/Def	Died	Failed	TFO	Total Cases	Adult Cases	Child Cases
PTB - Smear Positive												
New	0	0	0	0	0	0	0	0	0	-	0	0
Retreatment	0	0	0	0	0	0	0	0	0	-	0	0
PTB - Smear Negative												
New	0	0	0	0	0	0	0	0	0	-	0	0
Retreatment	0	0	0	0	0	0	0	0	0	-	0	0
PTB - No Smear												
New	0	0	0	0	0	0	0	0	0	-	0	0
Retreatment	0	0	0	0	0	0	0	0	0	-	0	0
EPTB												
New	1	0	0	0	0	0	0	0	0	1	1	0
Retreatment	0	0	0	0	0	0	0	0	0	-	0	0
Total TB Cases	1	-	-	-	-	-	-	-	-	1	1	-
TB proportion	100.0%	-	-	-	-	-	-	-	-	-	100.0%	-

Example TB Outcome report Page 2

TB Outcome Report

2 of 2 100% Find | Next

Case	Total Cases	Known HIV Neg	Known HIV Pos	Tested HIV Negative	Tested HIV Positive	Refused HIV Test	On ART before TB Start *	Start ART during TB Rx **	ART Eligible not started by TB Rx End
PTB - Smear Positive									
New	-	0	0	0	0	0	0	0	0
Retreatment	-	0	0	0	0	0	0	0	0
PTB - Smear Negative									
New	-	0	0	0	0	0	0	0	0
Negative	-	0	0	0	0	0	0	0	0
PTB - No Smear									
New	-	0	0	0	0	0	0	0	0
Retreatment	-	0	0	0	0	0	0	0	0
EPTB									
New	1	0	0	0	0	0	0	1	0
Retreatment	-	0	0	0	0	0	0	0	0
Total TB Cases	1	-	-	-	-	-	-	1	-

9.2.2. TB Missed Appointment and Defaulter Report

The **TB Defaulter and Missed Appointment Reports** are similar to the missed appointment reports in the HIV module, creating a list of patients who have missed an appointment or are unconfirmed defaulters in the database.

- *Click* **TB Defaulter and Missed Appointment Report**
- The **Select** window will open

10.2.1. Missed Appointment Report

- By choosing the **Missed TB Report**, you have an option selecting patients who Between 1 and 2 weeks late or Between 2 and 3 weeks late

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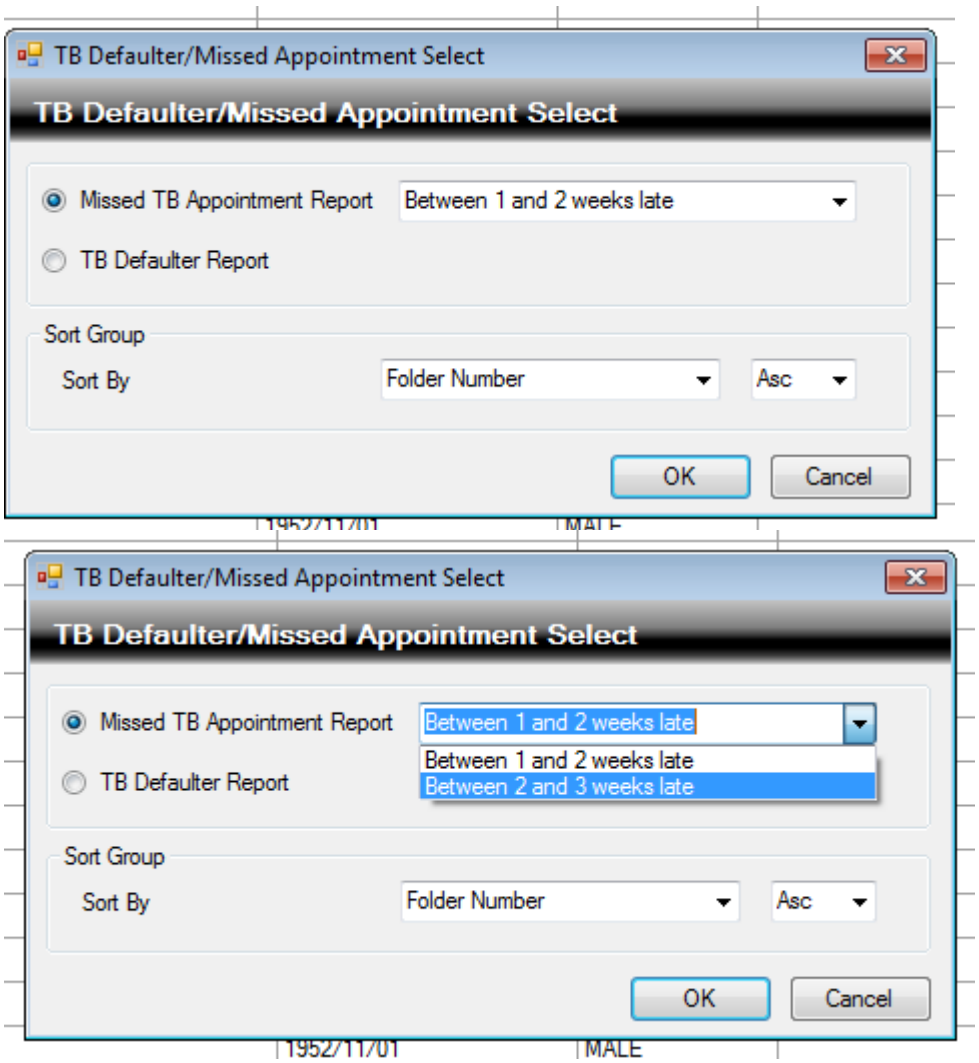
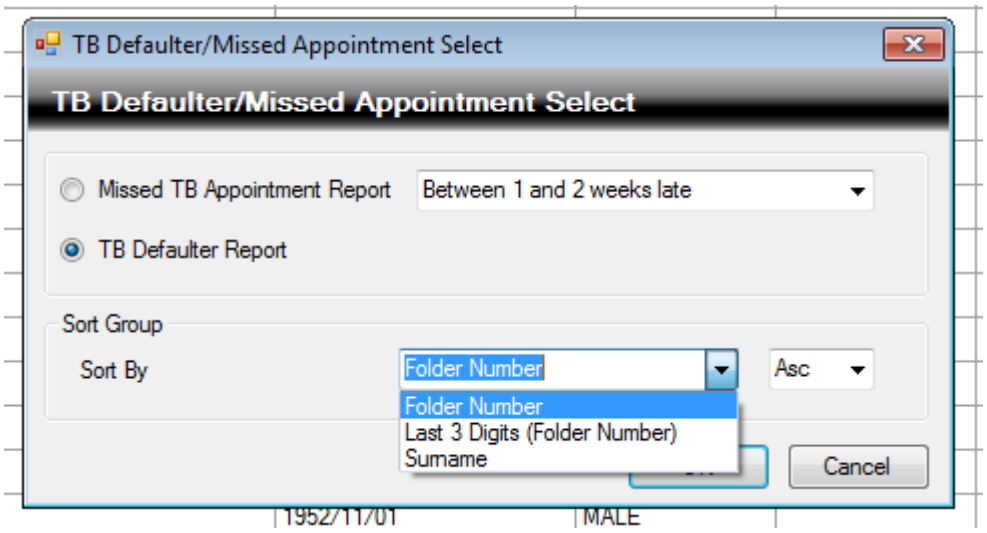


- In the box **Sort Group,** you can sort the report you are generating according to folder number, the Last 3 digits of the folder and by surname in ascending or descending order



- After making the desired selections, *click* **OK**

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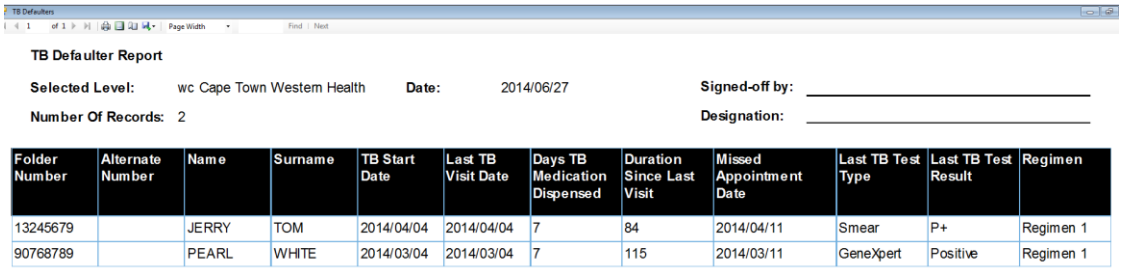
10.2.2. TB Defaulter Report

- By choosing the **TB Defaulter Report**, you select patients who have missed their last appointment visit date, after 2 months or more
- This report displays all patients who are all over 2months late (based on late next appointment date)
- *Click* **OK**



TB Defaulter Report

Selected Level: wc Cape Town Western Health Date: 2014/06/27 Signed-off by: _____

Number Of Records: 2 Designation: _____

Folder Number	Alternate Number	Name	Surname	TB Start Date	Last TB Visit Date	Days TB Medication Dispensed	Duration Since Last Visit	Missed Appointment Date	Last TB Test Type	Last TB Test Result	Regimen
13245679		JERRY	TOM	2014/04/04	2014/04/04	7	84	2014/04/11	Smear	P+	Regimen 1
90768789		PEARL	WHITE	2014/03/04	2014/03/04	7	115	2014/03/11	GeneXpert	Positive	Regimen 1

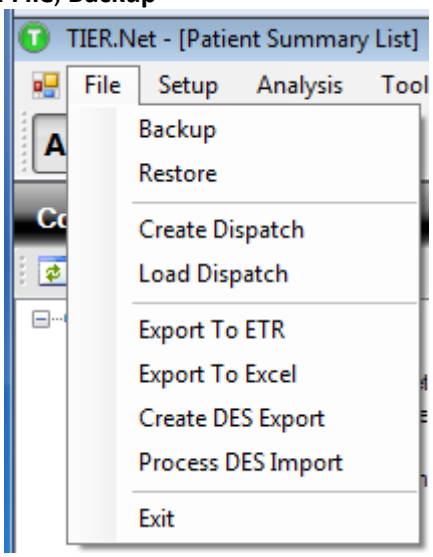
- After making the desired selections, *click* **OK**

11. Backing up and Restoring

11.1. Backing up TIER.Net

TIER.Net must be backed up to prevent loss of data in the cases of virus attacks, power failures or surges (which can corrupt database), stolen computers, etc. Backups should be done on a daily basis.

- *Click* **File**, **Backup**



- *Save* the backup file to the backup file folder on the desktop to a flash disc
  - If no file has been created, be sure to create a file "TIER.Net back up files" on the desktop for easy access

- The Backup also default saves to the ProgramData_TIER.net_Backups Folder
- Once selecting the destination to save the Backup *click* **Save**

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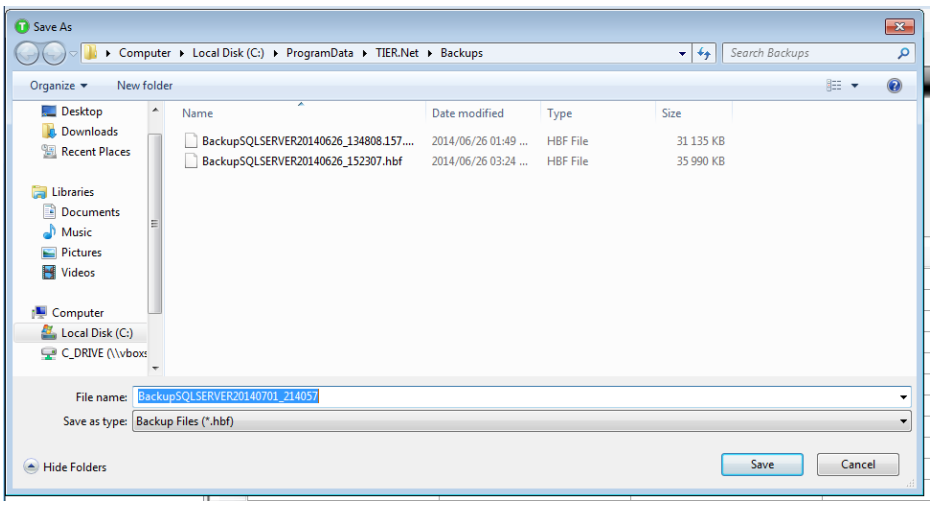
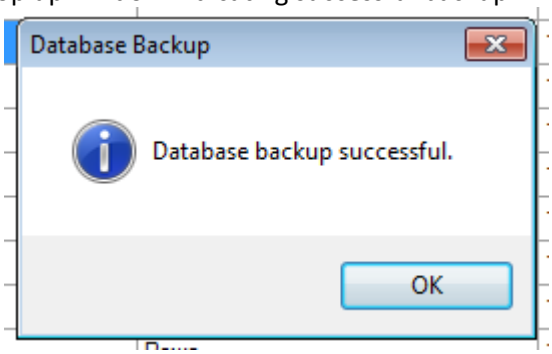


- Alternatively, each time TIER.Net is closed, the system will ask if the user would like to create a backup file
- A pop up window indicating successful backup will appear



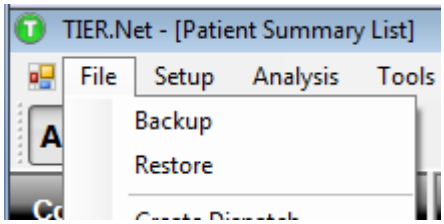
- *Click* **Ok**

Please be patient as it might take some time to create the backup

11.2. Restoring TIER.Net

Restoring the database is an administrator or implementer function and cannot be done by a user

- *Click* **File** and then **Restore**



- *Select* the **name** and **location** of the backup file and *click* **Open**
- A pop up window will appear asking if you want to replace the current database
- *Click* **Yes**
- A pop up window indicating success restoration of TIER.Net will appear
- *Click* **OK**

NB: If the restoration of the database was not successful the Database restore successful message will not appear.

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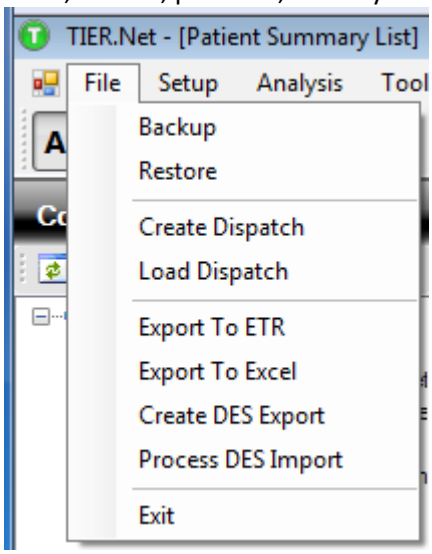
12. Dispatch files

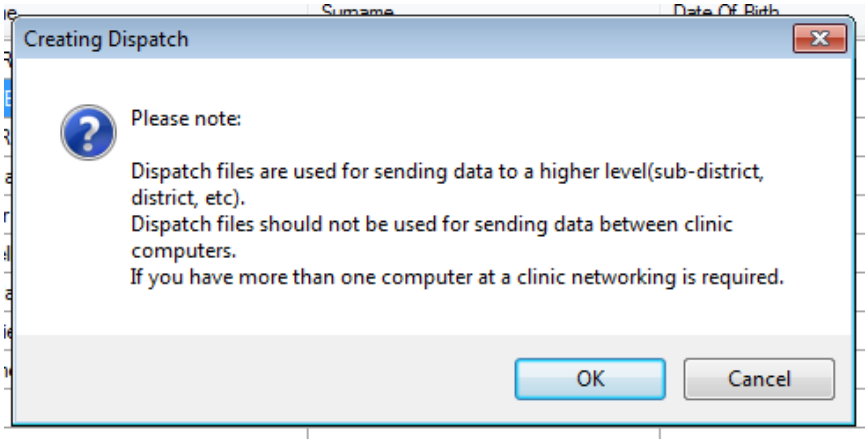
12.1. Creating a dispatch file

This function will enable users, administrators and implementers to create and import data relevant for a specific clinic, district, province, country etc.



Dispatch data files are for transferring data to the next higher level (facility to sub-district, district, and province)

- *Click* on the name of the facility that you want to create a dispatch for.
- *Click* on **File** in the menu bar.
- *Click* on **Create Dispatch File.**
- A pop up window will appear reminding the user about the importance of how dispatches should be used.
- Once you have read the pop up reminder, *click* **OK.**



- *Select* the **location** of where to save the file.

- The file name will be labelled with the name of the station where the dispatch was created, and the time and date when the file was created. Facility computers should be set up with the name of the facility. In this case the dispatch produced at facility would have the facility name, date and time the file was created.

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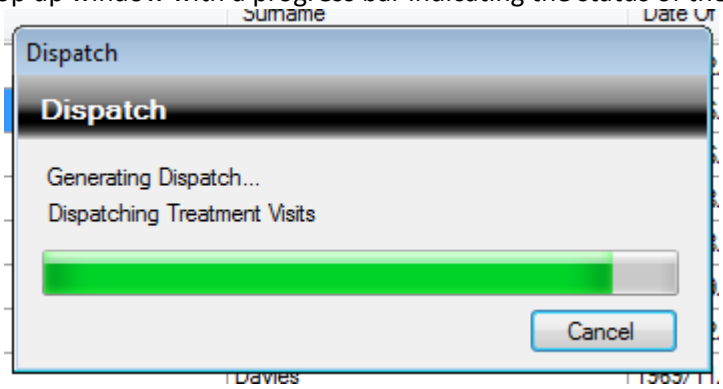
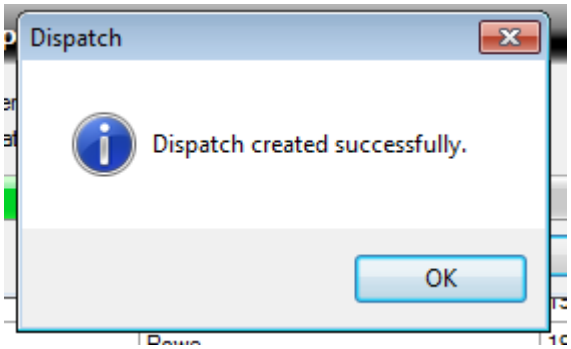
- *Click* **Save**
- A pop up window with a progress bar indicating the status of the file creation.



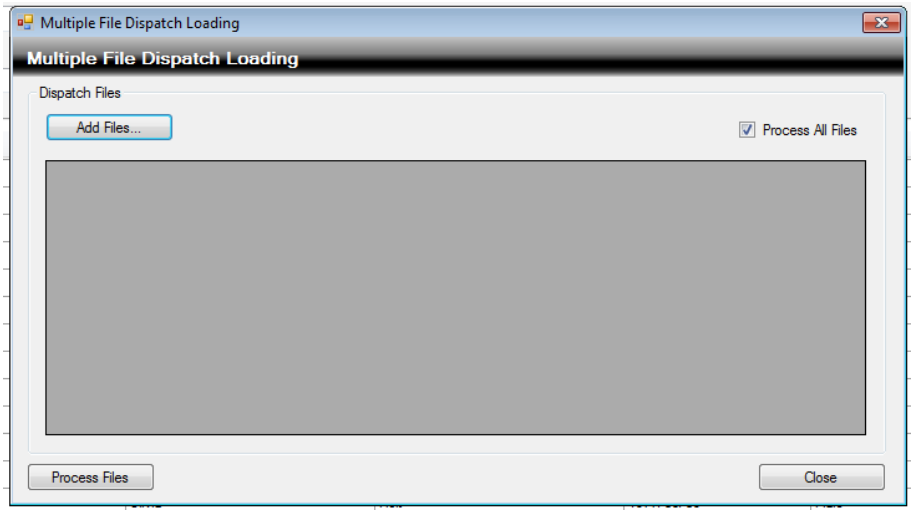
- When the process is complete a message will appear indicating successful creating on the dispatch file. *Click* **OK**



12.2. Loading a dispatch file

Loading of dispatches is an administrator or implementer function.

- *Open* **TIER.Net** and log in as an administrator or implementer
- *Click* on **File** in the menu bar
- *Click* on **Load Dispatch File**
- *Click* **Add Files**
- *Find* the dispatch files (with correct name, date and time stamp) that you want to upload, and *click* Open
    - It is possible to load multiple dispatch files rather than loading one file at a time
    - Ensure that the box "Process All Files" at the top right corner is ticked



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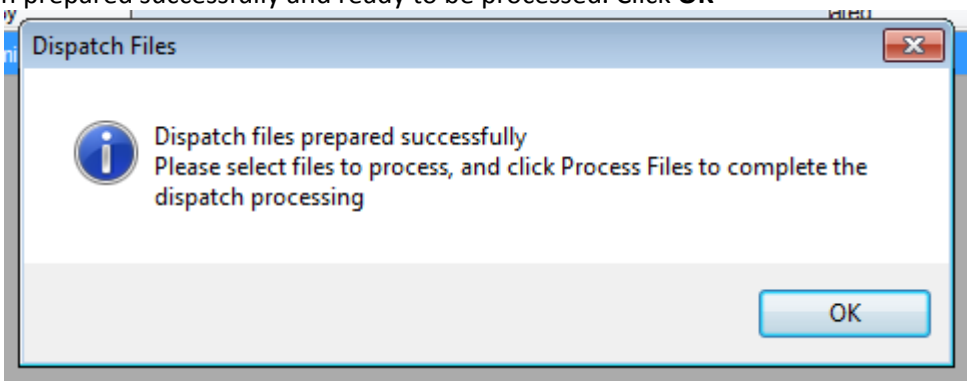
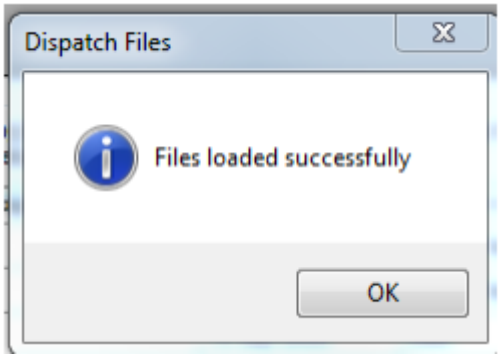
- Once the dispatches are loaded to be processed, a box will pop up saying that the dispatches have been prepared successfully and ready to be processed. Click **OK**



- *Click* **Process Files** at the bottom left hand corner of the Dispatch loading page
- As the file is loading, a progress bar will appear indicating how far in the process the loading is.
- When the process is complete a message will appear indicating successful uploading of the dispatch(es) file(s).



- *Click* **OK**
- *Click* **Close** on the bottom right hand corner of the dispatch loading page.

13. Excel Export

To export data to excel for further analysis complete the following steps:

- *Open* **TIER.Net**
- *Click* on File, then choose **Export to Excel**

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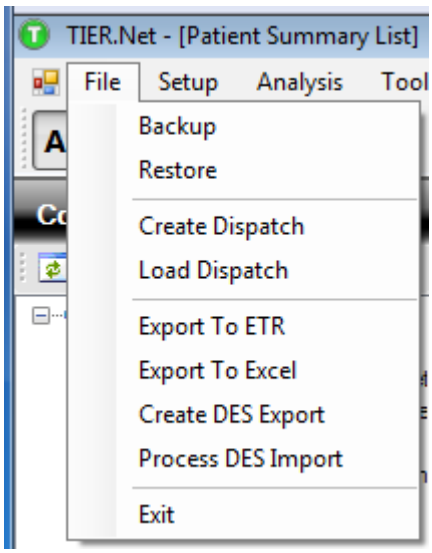
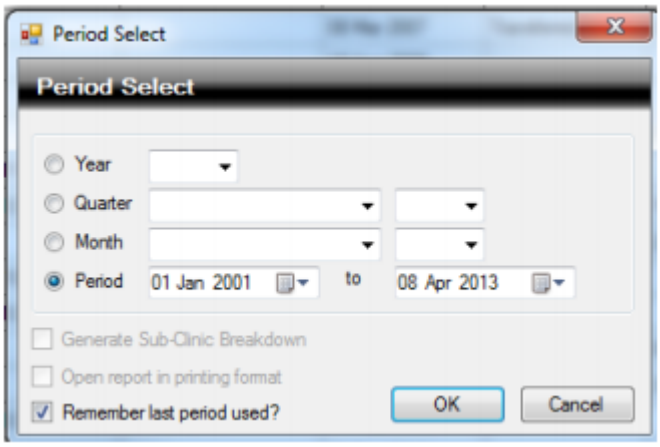
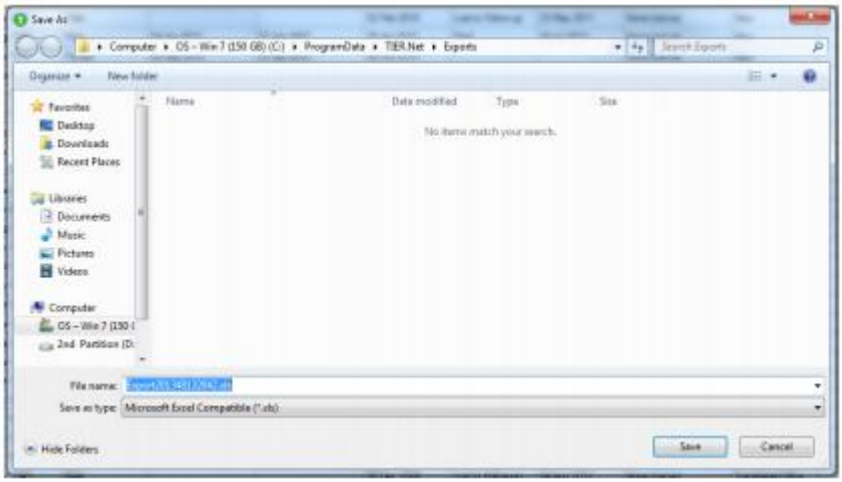


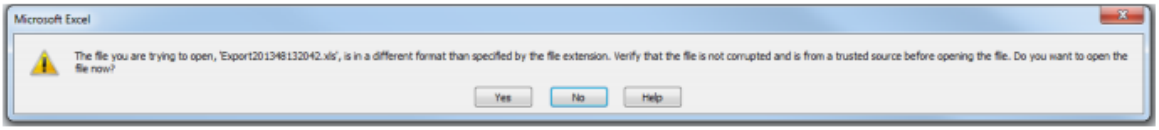
- A pop up window asking to enter the time period for the data that you are wanting to export



- Once the data timeframe has been selected, *Click* **OK**
- A pop up window will appear asking you to save the excel file to a location
- Once you have chosen the location, *Click* **Save**



- Depending on what operating system your computer is using, a message will appear asking you to verify the file extension and asking if you want to open the file



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- *Click* **Yes**

The file will now open in excel (if Excel is installed).

Working with the Excel Spreadsheet

- The document will now appear in excel
- Set up the Excel spreadsheet as a table with filters and headings

14. Technical Help

14.1. System Requirements

Hardware:

	Minimum	Recommended
Processor	Intel® Pentium® D 2.0GHz,	Intel® Core 2 Duo 2.2 GHz,
	AMD Athlon™ 64 X2	AMD Athlon™ 64 X2 2.6GHz or better
Memory	2 GB RAM (1 GB Win XP)	4 GB RAM
Screen Resolution	1024 x 768	1280 x 1024

Software:

Microsoft Windows XP (SP3), Windows Vista (SP2), Windows 7, Windows 8, Windows 8.1
Microsoft .Net Framework 4.0 (included in installation)
Microsoft SQL Server 2005 Express, Microsoft SQL Server 2008 R2 Express (both included in installation).
Other versions of SQL also supported, contact us for more information.

14.2. Customizing TIER.Net User Options

There are 2 modes in which to capture information into TIER.Net – Back Capture Mode and Live Mode.

When capturing historical data from the patient record or the paper register Back Capture mode will estimate visit dates and facilitate the entering of data. When capturing in real time mode, the computer must be set up to capture in live mode. Setting up the Options is an administrator or higher function and cannot be changed by a user account.

Please ensure that the dates setting on the computer are correct according to your region. Incorrect date and time setting can affect your reporting.

14.2.1. Setting up Options

The Options can only be changed by an implementer

14.2.1.1. Setting up Back Capture Mode Options

- From the main display page *select* **Tools**, then **Options.**

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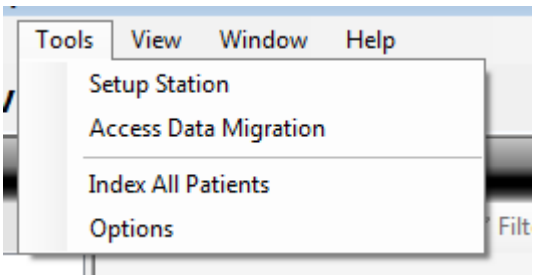
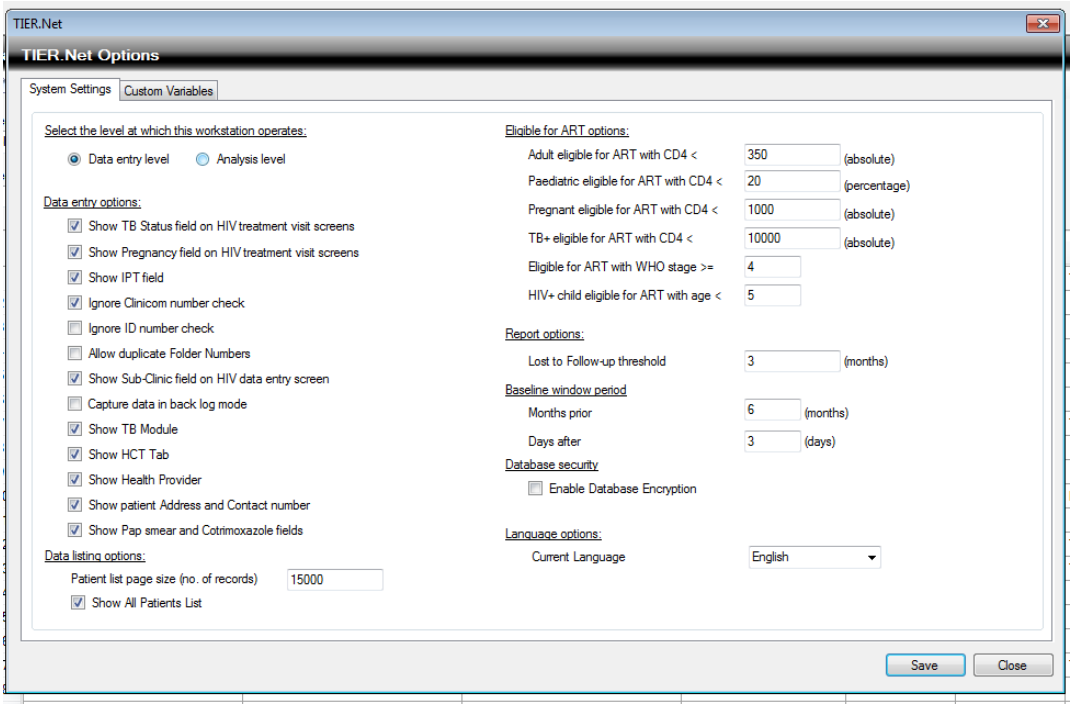


- The **TIER.net Options** Page will appear. This is where to *select* the users **Data Entry Options**. This will have to be set up for each new installation
- Be sure that the **Capture Data In Back Log Mode** is *checked*



14.2.1.2. Select the level at which this workstation operates:

- If data entry level is selected during the station setup then this option will be preselected on the set up options page
- If Analysis level is selected during the station setup then this option will be preselected on the set up options page

14.2.1.3. Data Entry Options:

Show TB Status Field on treatment visit screens

- By selecting Show TB Status Field on treatment visit screens TB information can be captured at each patient visit. Likewise, if this option is not selected, you will not be able to capture TB information at each patient visit.

Show Pregnancy field on treatment visit screens

- By selecting Show Pregnancy field on treatment visit screens, pregnancy information can be captured at each patient visit. Likewise, if this option is not selected, you will not be able to capture pregnancy information at each patient visit.

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Show IPT Field

Ignore Folder Check

- This field is for facilities that do not use the South African Western Cape Department of Health unique numbering system.
- If a facility does use the Clinicom system, make sure that the Ignore Folder Number Check is left unchecked.

Ignore ID Number check

Allow duplicate folder numbers

- If an administrator is working with multiple facilities data then this option should be selected to allow for duplicate folder numbers to be shown in TIER.Net.
- This option should not be selected for anyone at facility or user level.

Show Sub-Clinic field on data entry screen

- This module has been built for provinces with HIV Wellness or ART chronic clubs, or districts that are providing ART services at farms or community access points other than a fixed health facility or mobile unit.
- By selecting this option, the sub clinic can be selected at each patient visit. Likewise if this option is not selected, you will not be able to select a sub clinic at a patient visit.

Capture data in Back log mode

- This function will estimate the visit date based on a computer generated algorithm. Back capture mode should be selected when entering data from paper registers or when specific dates are unavailable.
- Once all patient data has been back captured and data has been cleaned this should be un-ticked and TIER.Net will now function in live mode.

14.2.1.4. Data Listing Options

- This is used to determine the number of patients that can be viewed on the main display page.
- The default page size is 15000 records. Meaning that 15000 patients can be viewed at once on TIER.Net.
- If the facility has greater than 15000 records, change the number to reflect the total number of patients.

14.2.1.5. Eligible for ART options

- This field is used to establish the CD4 count that will determine a patients eligibility to start ART
- This number defaults to a level of 350 absolute value and 35 for percentage.
- The paediatric value will default to 200 absolute value and 20 for percentage.
- The Pregnant eligible value will default for ART with CD4 <350
- The TB+ eligible for ART will default to CD4 < 350 absolute value
- The Eligible for ART with WHO stage >= will default to 4
- The HIV+ child eligible for ART with age < will default to 5

14.2.1.6. Report Options

- This field indicates the number used to determine when a patient is deemed Lost to Follow (LTF) by the TIER.Net system.
- The default LTF threshold is set to 3 months. South Africa follows the WHO definition of LTF after 90 days, or 3 months.

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- Please be sure to verify with your Department of Health what the parameters are for LTF if your facility/region does not follow the WHO LTF definitions.

14.2.1.7. Baseline Window Period

- This section is used to determine the time lapse for capturing of baseline window period for CD4 and VL results to be entered.
- This section defaults to 6 months for Months Prior and 3 days to Days After

Once the user has selected the appropriate options, click Save to continue. The page will refresh and return to the main display page

14.2.1.8. Database Security

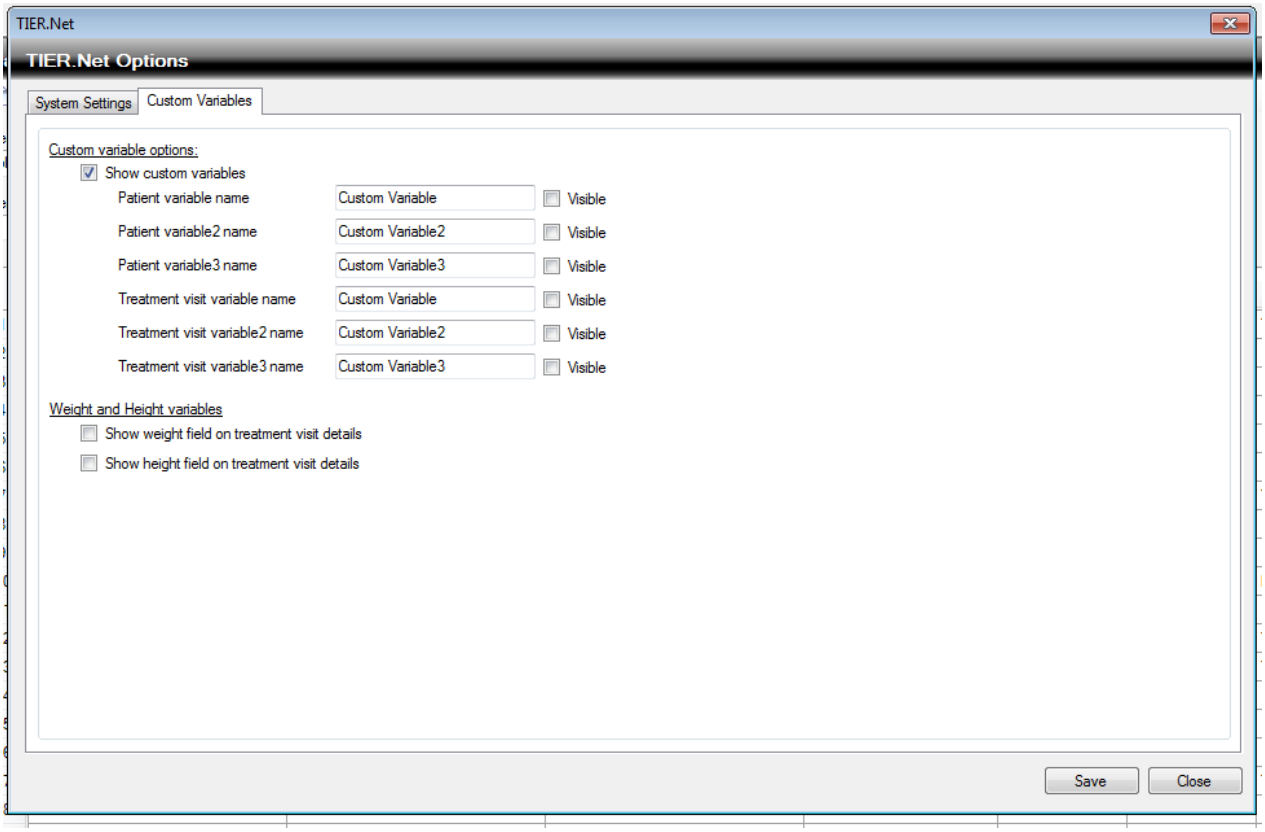
- Enable Database Encryption by ticking the box

14.2.1.9. Language

- Select the between English, French and Portuguese.

14.3. Custom variable options:

- In the TIER.net Options window, click the Custom Variables tab



- This section is used to show any facility or program specific custom variable options
- A custom Variable can for example be Hep B, HepC or Creatinine results that are otherwise not captured in TIER.net
- You can enter any 3 custom variables and select to make them visible in the Treatment visit details window when capturing patient data
- If the facility is collecting weight and height for patients, these boxes should be checked.
- *Tick the box* **"Show Custom Variables"** to enable these fields

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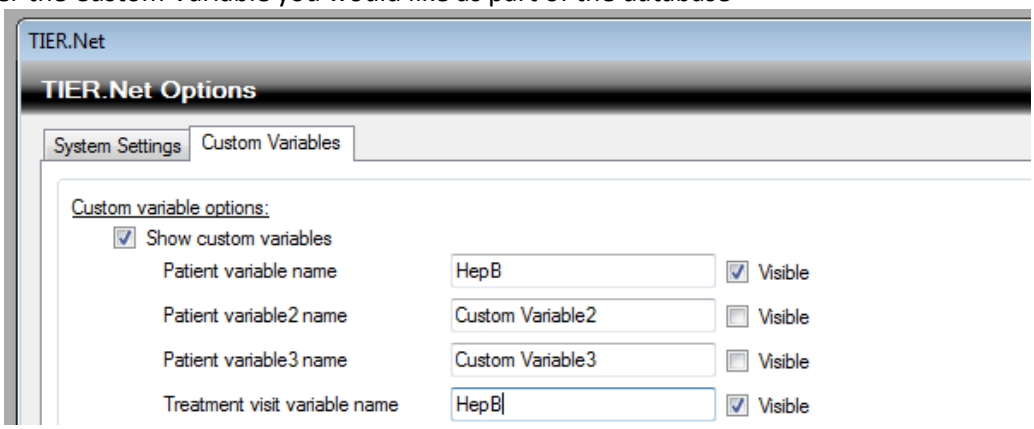
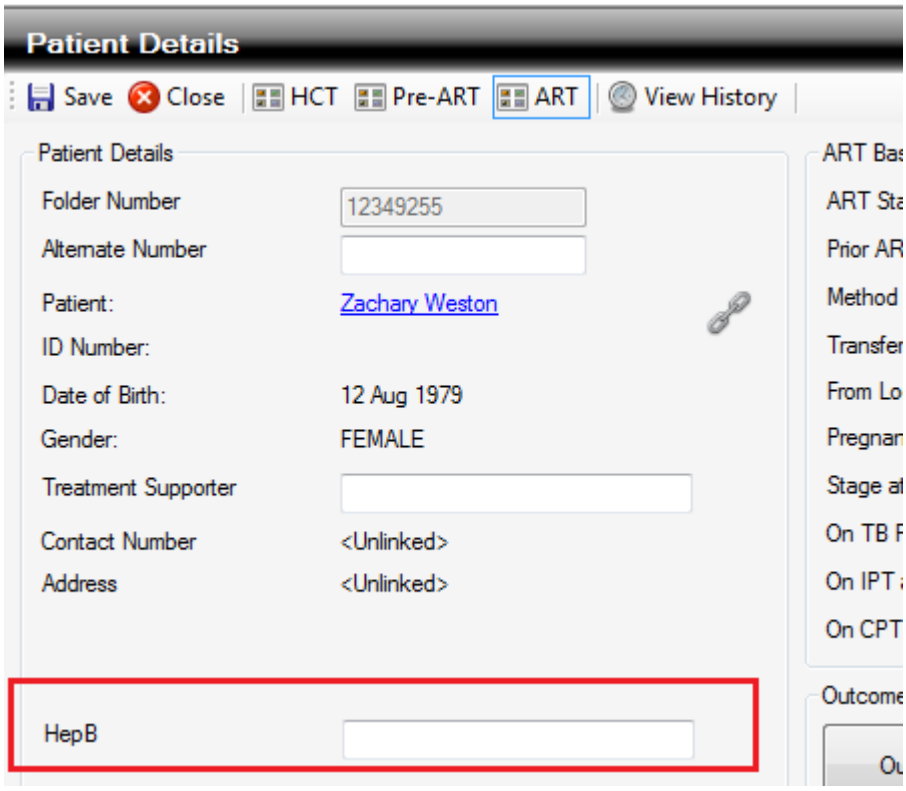
- Enter the Custom Variable you would like as part of the database



- *Tick the box* **"Visible"** next to the patient variable name, for this custom variable to show on the Patient Details display

- *Tick the box* **"Visible"** next to the treatment visible variable name, for this custom variable to show on the Treatment Visits display
- *Click* **Save**
- The Custom variable you have entered will now appear on the Patient Details page and Treatment Visit details window



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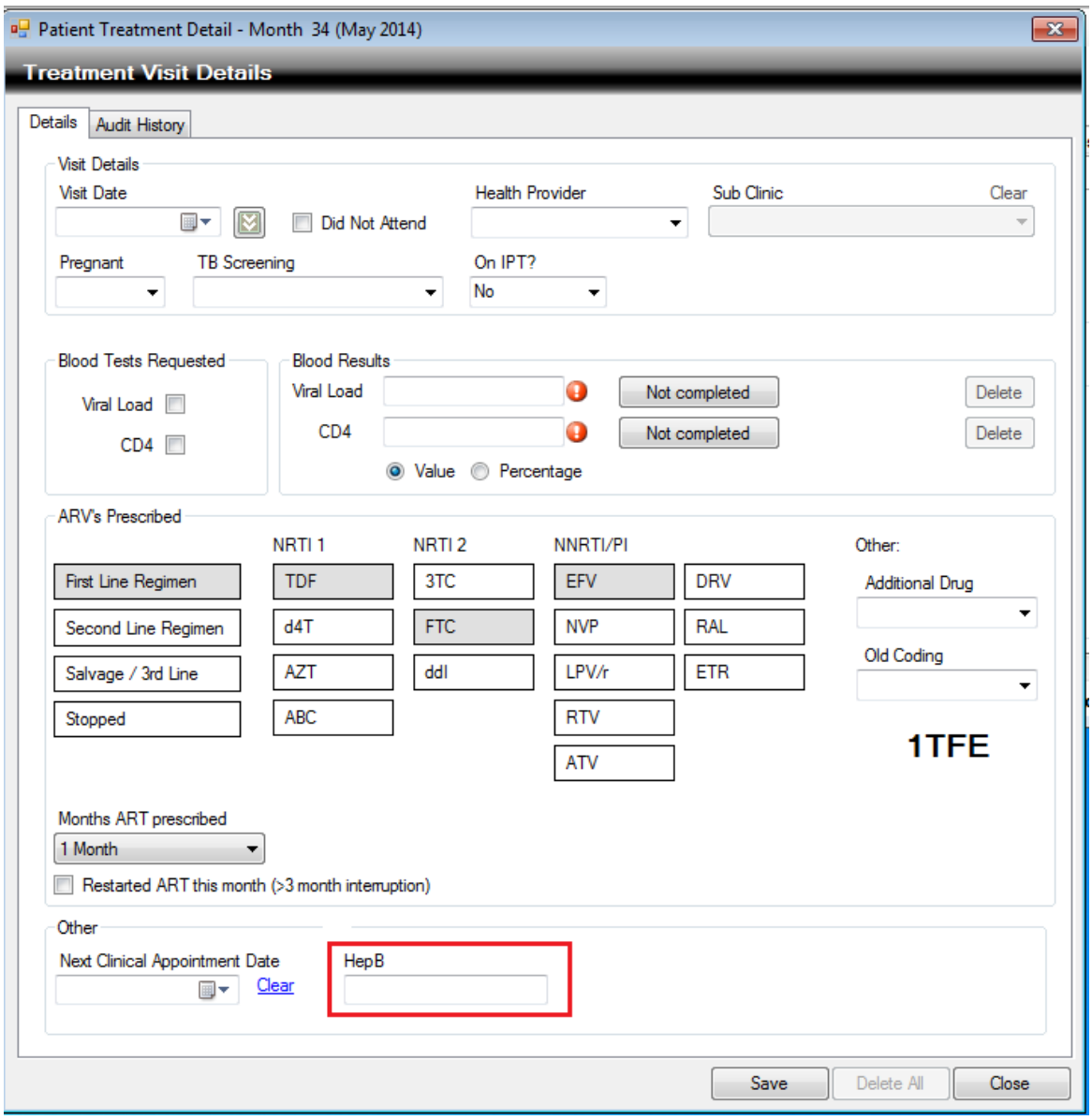

- These custom variables will also reflect in the Excel Export

14.4. Chronic Clubs

Chronic Clubs or ART Adherence clubs is a form of alternative distribution which is a long term strategy for patients receive their medication rather than from a clinician during a clinical visit or appointment.

Sub- clinic refers to rural clinics which do not provide ART services, but serve as a pick up point where patients who live far out can collect their medication.

The purpose of the sub-clinics or chronic club programme is to make medication more accessible to patients and to alleviate the burden or pressure on formal primary health services. It also aims for peers to support each other and promote adherence, hopefully identify defaulters early on and reduce waiting times for patients to receive their medication.

The option for capturing sub-clinic or chronic club information needs to be set up by an implementer

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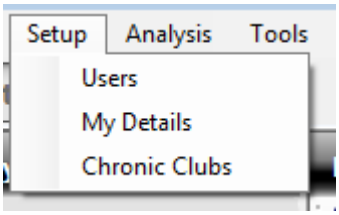
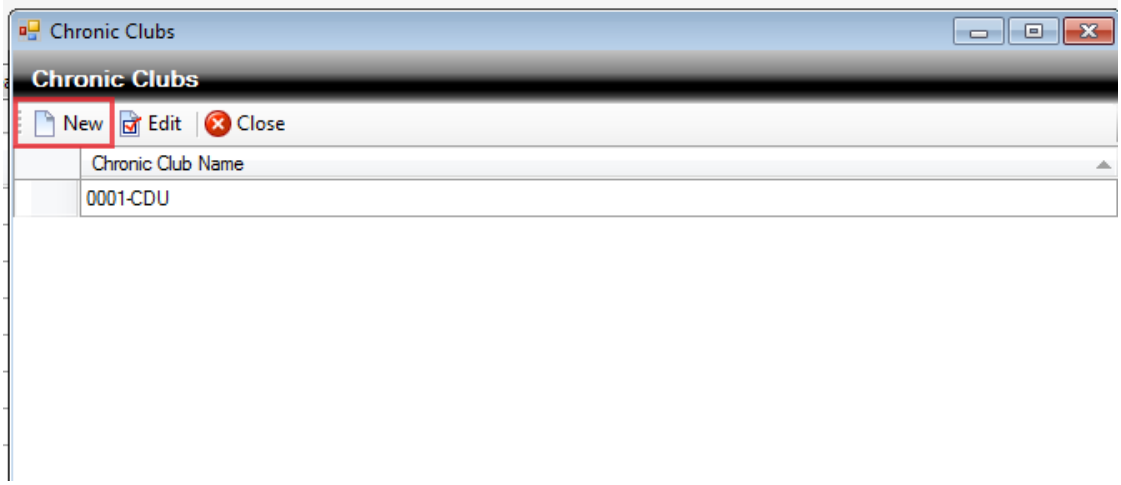
14.4.1. Setting up Chronic Clubs or Sub-Clinics

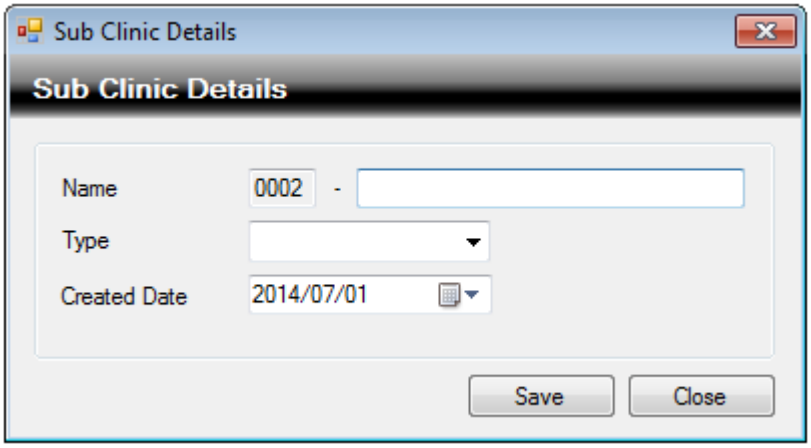
Click the **Setup** tab and **Chronic Clubs**



- The **Chronic Clubs** window will open
- *Click* on **New**



- The **Sub Clinic** details window will open
- The **Sub clinic** name number (4 digit number) automatically updates as you add a new sub clinic/chronic club



- After the 4 digit number in the **Name** box, *type* the sub-clinic name of choice
- Next *select* which **type** of sub-clinic i.e. **Pre-ART** or **ART**
- In the **Created date** box, enter the date
- *Click* **Save**
- The sub-clinic or chronic club is now created
- Close the Chronic Clubs window

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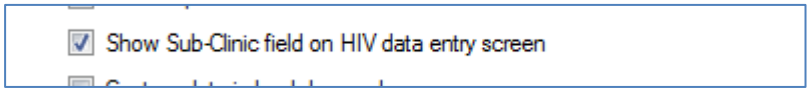
- Next, *click* on **Tools** and **Options**
- The **TIER.net Options window** will open
- **Ensure** that the box **"Show Sub-Clinic field on HIV data screen"** is **ticked**



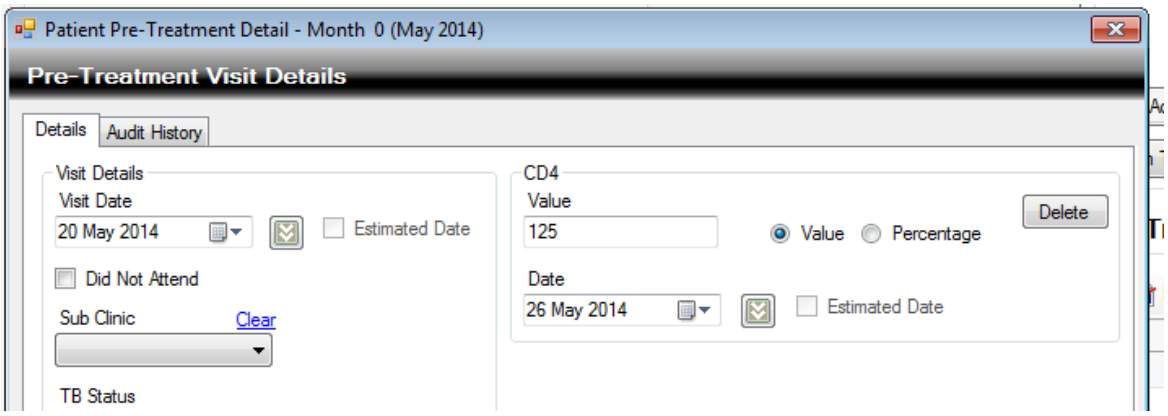
- *Click* **Save**

14.4.2. Entering a Sub-clinic visit

When entering patient visit information in the ART or Pre-ART visit details window, the option to select which sub-clinic will be there.

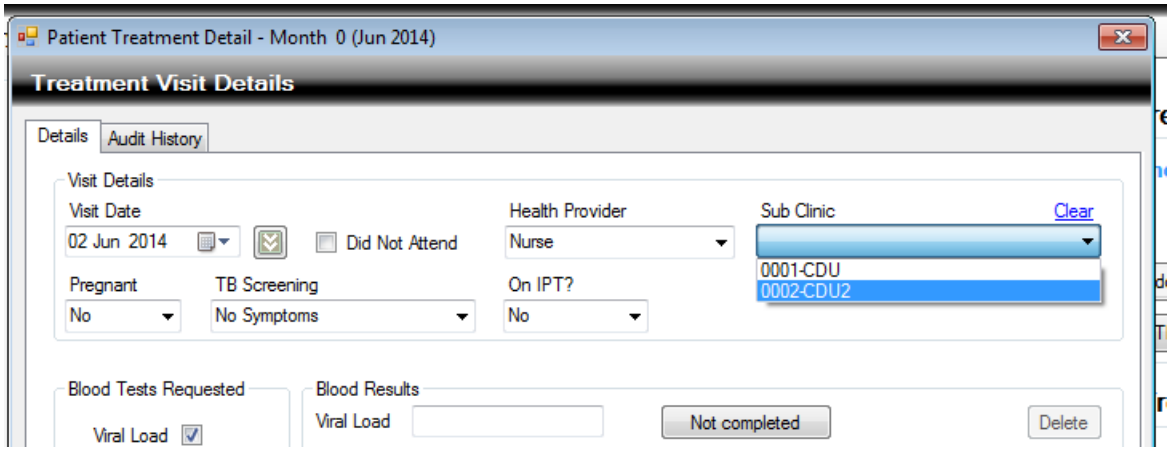
Pre-ART

- In the **Pre-Treatment Visit Details** window, there is the Sub-Clinic drop down box
- *Select* from this dropdown which sub-clinic



ART

- In the **Treatment Visit Details** window, there is the Sub-Clinic drop down box
- Select from this dropdown which sub-clinic



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- Enter patient data in the visit details as you normally would and *click* **Save**

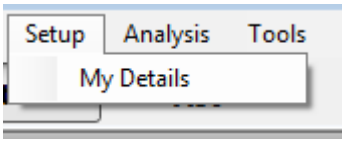
14.4. Changing Log on details and passwords

14.4.1. Forgotten Password

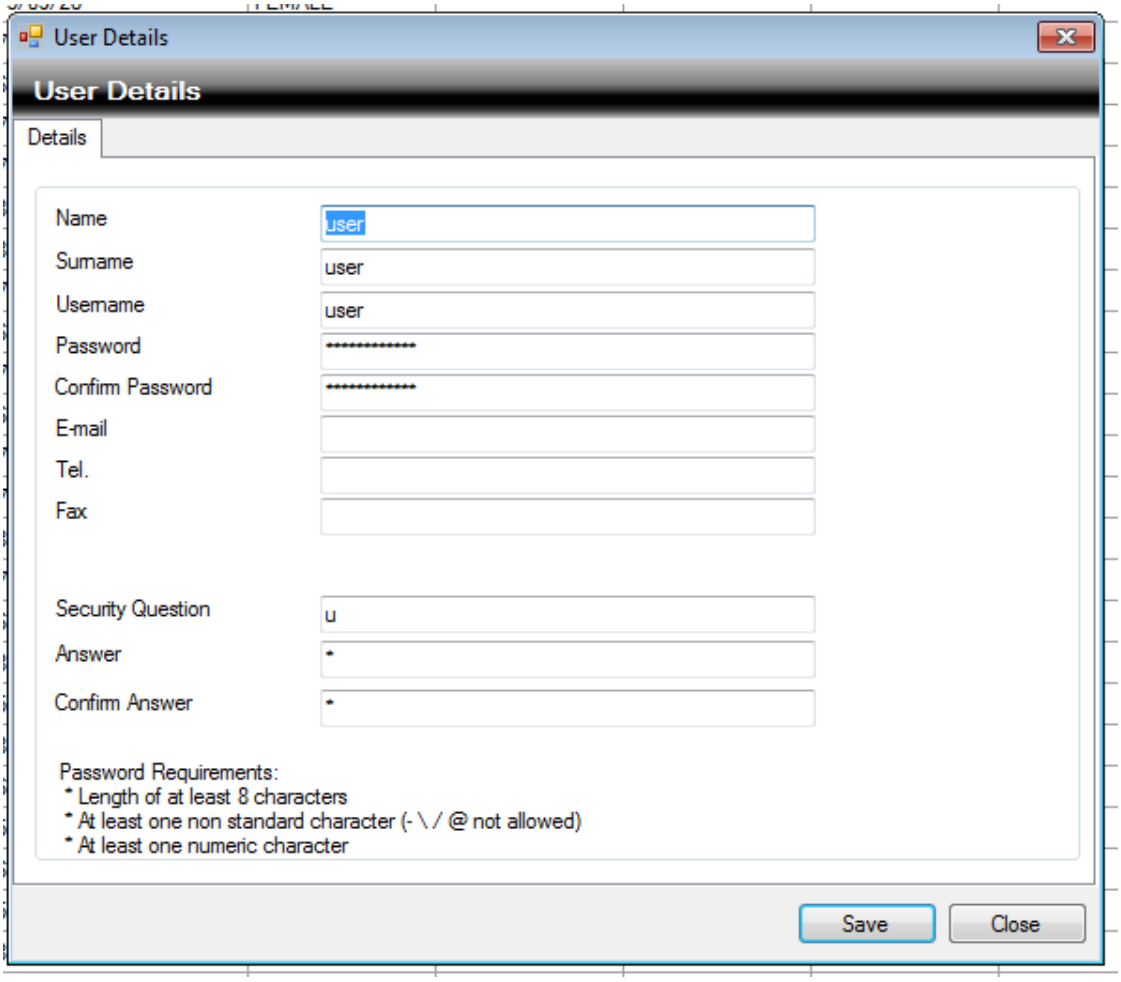
- The system allows you to enter your password incorrectly 3 times, at which point you will be prompted to enter your security question to enter your password
- Answer the security question and enter your new password

14.4.2. Changing existing password

- You can at any point change your log in name or password as a user
- *Click* on **Setup** and **My Details**



- The **User Details** window will open
- Change your details as you see fit
- *Click* **Save**



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14.5. Trouble shooting

If you would like to report a bug or submit any suggestions please use the form below:
Click to open online form

Alternatively for technical support please email Robin.Burley@uct.ac.za or call 021 406 6937.

15. Additional tools for TIER.net

The following tools are still under development:

- Reports Manual
- TIER.net Implementers Guide
- Glossary

The following tools are available. Please contact the M&E team for access to these tools:

- TIER.Net Audit Tool
- TIER.Net Site Visit Check List Form
- TIER.Net Upgrading and Installing
- TIER.Net Linking computers

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