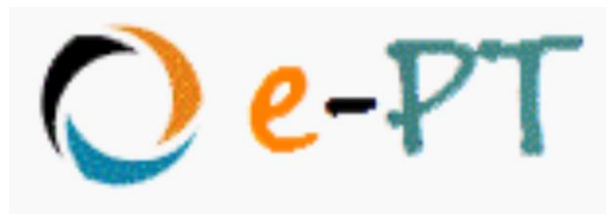


Xpert MTB/RIF Performance Evaluation Program: PECC Guide to Result Entry, Review and Report Download with ePT

ePT TB Module developed by SystemOne



Definitions

- A PECC (Performance Evaluation Country Coordinator) is the point of contact for each country or region participating in the Xpert MTB/RIF Performance Evaluation (PE) Program.
 - PECCs are responsible for communicating PE program information with CDC, receiving and distributing PE panels, and ensuring all panel results are submitted to CDC by the submission deadline
- ePT is an online data management system for the Xpert MTB/RIF Performance Evaluation Program (XMPEP).
- ePT includes the use of an online and/or mobile application to collect and manage XMPEP data.
- Survey is the term ePT uses to refer to a round of panel testing

ePT Responsibilities for Performance Evaluation Country Coordinators (PECC)

- Log in to the ePT system as a PECC.
- Manage country ePT system enrollment.
- Assign or reset participant log in credentials for participant sites.
- Enter results that have been manually sent to PECC from participants via email, post, text message or fax.
- Review each participant's response for completion and accuracy.
- Ensure all results from participating sites are submitted, or reasons for a lack of participation are documented in ePT.
- Ensure all sites, participating and non-participating, receive XMPEP reports, even if sites are unable to download and print themselves
- Investigate all unexpected and/ or unsuccessful results for corrective action(s).
- Review XMPEP panel statistics per panel and over time for their entire country.

Enrollment

- All GeneXpert testing sites enrolled with CDC Xpert MTB/RIF PE Program are enrolled in ePT
- Two rounds of PE panel testing are scheduled for 2018

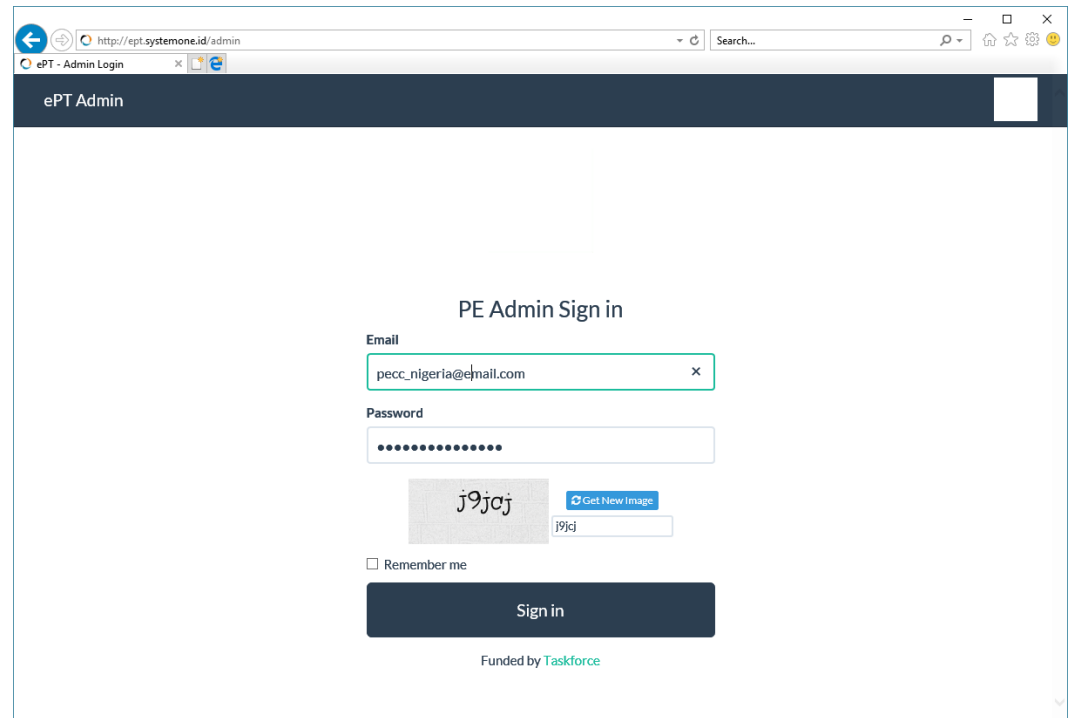
Logging in to ePT

Use your login (email) and password to access the system as a PECC to manage Xpert MTB/RIF PE Program information

.

Logging In

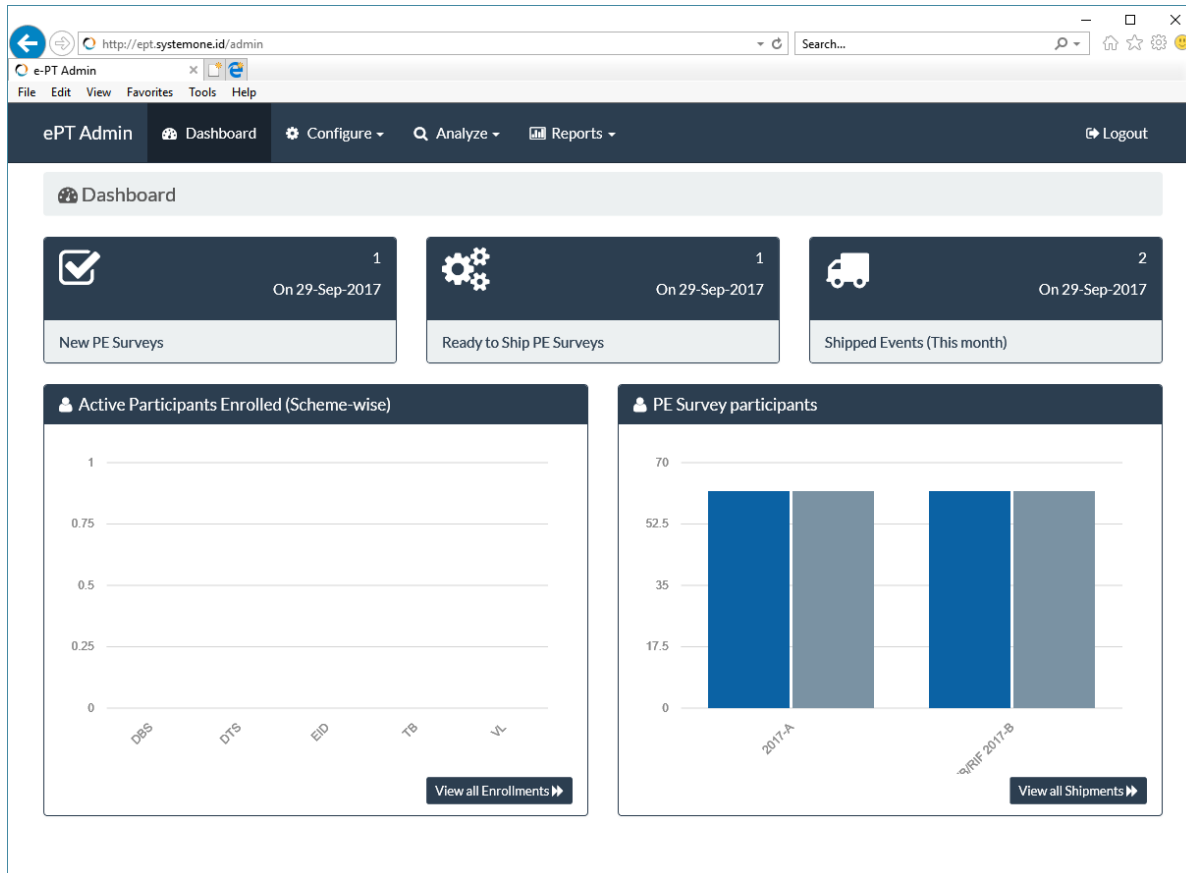
- Navigate to <http://ept.systemone.id/admin>
- Enter your user name (email) and password.
- Fill out the image capture for added security.
- Click **Sign in**.



The screenshot shows a web browser window with the address bar displaying <http://ept.systemone.id/admin>. The page title is "ePT Admin". The main content area is titled "PE Admin Sign in". It contains a form with the following fields and elements:

- Email:** A text input field containing "pecc_nigeria@email.com" with a clear button (x) on the right.
- Password:** A text input field with masked characters (dots).
- Image Capture:** A section with a grey box containing a distorted image of the text "j9jaj" and a smaller box containing "j9jaj". To the right of the grey box is a blue button labeled "Get New Image".
- Remember me:** A checkbox labeled "Remember me".
- Sign in:** A large dark blue button.
- Footer:** The text "Funded by Taskforce" in green.

Dashboard



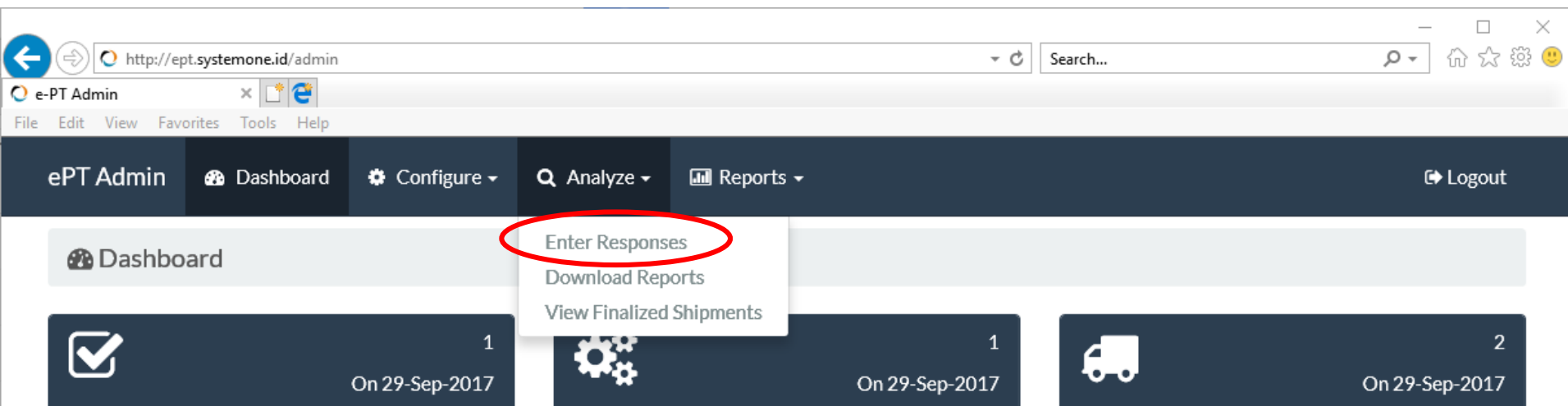
- Includes simple charts for monitoring panels which have been shipped and received and for which results have been submitted by all participating testing sites

PECC Entry and Submission of Participant Results

In situations where participating sites are unable to access the internet to enter their own results into ePT, the PECC must enter the site's results for them.

Entry and Submission of Participant Results by PECC

- Enter results which have been sent by participants, manually, via email, post, text message or fax.
- Click on **Analyze > Enter Responses**.



Entry and Submission of Participant Results by PECC

- Find the survey to enter a response for and click on **View**.

Evaluate PE Survey

10 records per page

Search:

| PE Survey Date | PE Survey Code | Shipment Code(s) | Status | Action |
|----------------|---|----------------------|---------|------------------------|
| 02-Aug-2017 | Xpert MTB/RIF 2017-B PE | Xpert MTB/RIF 2017-B | Shipped | Q View |
| 31-Mar-2017 | 2017-A Xpert MTB/RIF Performance Evaluation | 2017-A | Shipped | Q View |
| 03-Mar-2017 | App Test | 1234 | Shipped | Q View |

- The shipped panel will appear below. Click on **Enter Responses**.

Shipments Under PE Survey 2017-A Xpert MTB/RIF Performance Evaluation (31-Mar-2017)

| Shipment Code | Scheme | No. of Samples | No. of Participants | No. of Responses | Response % | Number Passed | Shipment Status | Action |
|---------------|------------------------------------|----------------|---------------------|------------------|------------|---------------|-----------------|--------------------------------|
| 2017-A | Dried Tube Specimen - Tuberculosis | 5 | 104 | 17 | 16.35 | 15 | Shipped | Enter Response |

Entry and Submission of Participant Results by PECC

- A list of participants will be shown on the next page.
- Click on **Edit** next to the participant for whom you wish to enter results.

The screenshot shows the ePT Admin interface. The top navigation bar includes 'ePT Admin', 'Dashboard', 'Configure', 'Analyze', 'Reports', and 'Logout'. The main content area is titled 'All Shipments Under PE Survey 2017-A Xpert MTB/RIF Performance Evaluation (31-Mar-2017)'. It contains a table with columns: Shipment Code, Scheme, No. of Samples, No. of Participants, No. of Responses, Response %, Number Passed, Shipment Status, and Action. The table shows one shipment, 2017-A, with a status of 'Shipped' and an 'Enter Response' button.

Below the summary table, a message states 'You are currently entering responses for Shipment 2017-A' with a 'Back' button. A table below this message shows the current survey details: Scheme Type (Dried Tube Specimen - Tuberculosis), PE Survey Code (2017-A Xpert MTB/RIF Performance Evaluation), and PE Survey/Shipment Date (31-Mar-2017).

The main table displays participant results. The first row is highlighted, and the 'Edit' button is circled in red.

| Participant/Tester | Score | Result | Comments (if any) | Action |
|--|-------|---------------|-----------------------------------|---|
| + National Institute For Medical Research(Nimr) Lagos (06001) | 0 | Not Evaluated | No Warnings or Corrective Actions | Edit Delete |
| + Mainland Hospital Yaba,Lagos State (06002) | 0 | Not Evaluated | No Warnings or Corrective Actions | Edit Delete |
| + 68 Nigerian Army Reference Hospital Yaba,Lagos State (06003) | 0 | Not Evaluated | No Warnings or Corrective Actions | Edit |
| + Zankli Medical Centre,Fct (06005) | 0 | Not Evaluated | No Warnings or Corrective Actions | Edit |

Entry and Submission of Participant Results by PECC

- You will be directed to the result submission form.
- If the participant was UNABLE to run the tests, you must specify this at the top of the form, providing a reason.

* Red stars indicate required fields

Participant Result Summary

| | | | |
|--------------------------------------|---------------------------|------------------------------|--------------------------------|
| Participant Name Regus Clearwater | Participant Code 12345 | Affiliation Mobile VCT | Phone No 0833243682 |
| Shipment Code 1234 | Scheme Type TB | Shipment Date 03-Mar-2017 | Result Due Date 31-Mar-2017 |

Was the participant able to test the performance evaluation panel? ☐ Yes ☒ No

Reason for not testing the panel *: Other

Please specify *: There was no electricity in the Lab for the past two weeks

Shipment Received on *: Clear

Assay *: Xpert MTB/RIF

MTB/RIF Kit Lot No *:

Expiration date of MTB/RIF Kit *:

Entry and Submission of Participant results by PECC

- If the participant was ABLE to run the tests, enter the basic information about the submission, testing site, and GeneXpert (GX) instrument(s).

Was the participant able to test the performance evaluation panel? ☒ Yes ☐ No

| | | | | |
|---|---|-------|---|---------------|
| Shipment Received on * | 17-Apr-2017 | Clear | Assay * | Xpert MTB/RIF |
| MTB/RIF Kit Lot No * | LOT-100334 | | Expiration date of MTB/RIF Kit * | 31-Mar-2018 |
| | | | Clear | |
| Response Date * | 29-Mar-2017 | Clear | | |
| How many Xpert MTB/RIF tests have been conducted by this site in the last full month? | 45 | | How many errors occurred during testing in the last full month? | 3 |
| What were the error codes? | 5007,2112 | | | |
| Monthly Maintenance Done | <input checked="" type="radio"/> Yes <input type="radio"/> No | | | |
| Maintenance Date * | 01-Apr-2017 | Clear | Maintenance Done By * | Dr. Digwamaje |

Instruments at Facility:





| Serial Number | Installed | Last Calibrated | Add/Remove |
|---------------|-------------|-----------------|---|
| 80388123 | 15-Jul-2015 | 24-Aug-2016 | <input type="button" value="+"/> <input type="button" value="-"/> |
| 70333621 | 28-Jan-2013 | 24-Aug-2016 | <input type="button" value="+"/> <input type="button" value="-"/> |

Entry and Submission of Participant Results by PECC

- You can use the + and – buttons to add and remove GX instruments at the site.

| | | | | |
|--------------------|-------------|---------|-----------------------|---------------|
| Maintenance Date * | 01-Apr-2017 | ✖ Clear | Maintenance Done By * | Dr. Digwamaje |
|--------------------|-------------|---------|-----------------------|---------------|

Instruments at Facility:

| Serial Number | Installed | Last Calibrated | Add/Remove |
|---------------|-------------|-----------------|---|
| 80388123 | 15-Jul-2015 | 24-Aug-2016 |   |
| 70333621 | 28-Jan-2013 | 24-Aug-2016 |   |

Entry and Submission of Participant Results by PECC

- Enter the data for Date Tested, MTB Detected, Rif Resistance, and all six cycle threshold (Ct) values.
- If the test resulted in an uninterruptable result such as Error, No Result, or Invalid, select the correct response under the MTB Detected dropdown list and enter the associated error code.

1 *

| Date Tested | MTB Detected | Error Code | Rif Resistance | Probe D | Probe C | Probe E | Probe B | SPC | Probe A |
|-------------|--------------|------------|----------------|---------|---------|---------|---------|-----|---------|
| 23-Mar-2017 | Detected ▼ | | Not Detected ▼ | 18.4 | 21.1 | 23 | 13.4 | 12 | 19.3 |

| Instrument Serial | Installed | Last Calibrated | Module Number | Instrument User |
|------------------------------------|-------------|-----------------|---------------|-----------------|
| 70333621 ▼ 80388123 70333621 | 28-Jan-2013 | 24-Aug-2016 | | |

Date Tested MTB Detected Error Code Rif Resistance Probe D Probe C Probe E Probe B SPC Probe A

Entry and Submission of Participant results by PECC

- The instrument details entered in the previous step are available for you to select in a dropdown next to each sample that was tested.
- Selecting an instrument for a sample automatically populates the Installed and Last Calibrated Dates.

1 *

| Date Tested | MTB Detected | Error Code | Rif Resistance | Probe D | Probe C | Probe E | Probe B | SPC | Probe A |
|--|---|------------|---|-------------|---------|-----------------|---------|---------------|-----------------|
| 23-Mar-2017 | Detected <input type="button" value="v"/> | | Not Detected <input type="button" value="v"/> | 18.4 | 21.1 | 23 | 13.4 | 12 | 19.3 |
| Instrument Serial | | | | Installed | | Last Calibrated | | Module Number | Instrument User |
| <div>70333621 <input type="button" value="v"/></div> <div>80388123</div> <div>70333621</div> | | | | 28-Jan-2013 | | 24-Aug-2016 | | | |
| Date Tested | MTB Detected | Error Code | Rif Resistance | Probe D | Probe C | Probe E | Probe B | SPC | Probe A |

- Enter the module number and the individual performing the test (instrument user).
- Repeat for the remaining samples.

Entry and Submission of Participant Results by PECC

- ePT will not allow you to SUBMIT a partial set of results. If the form is incomplete and you try to submit for evaluation, field errors that need to be corrected (display in red).

The image shows two screenshots of the ePT interface. The top screenshot shows a form for editing a result, with a red box highlighting the submission buttons. The bottom screenshot shows a form for entering new results, with several fields highlighted in red to indicate required or error states.

Top Screenshot: Currently editing result 2 of 3

| Date Tested | MTB Detected | Error Code | Rif Resistance | Probe D | Probe C | Probe E | Probe B | SPC | Probe A |
|-------------|--------------|------------|----------------|--|--|---|--|----------|--|
| 23-Mar-2017 | Detected | | Not Detected | ? | C | 50.4 | B | | A |
| | | | | Only numerical values allowed for probe/spc fields | Only numerical values allowed for probe/spc fields | A value was detected above 42, have you entered endpoint values by mistake? | Only numerical values allowed for probe/spc fields | Required | Only numerical values allowed for probe/spc fields |

Buttons: < Update and Previous, Update, Update and Next >, < Submit and Previous, Submit, Submit and Next >, Back to Listing

Bottom Screenshot: Form 2

| Date Tested | MTB Detected | Error Code | Rif Resistance | Probe D | Probe C | Probe E | Probe B | SPC | Probe A |
|-------------|--------------|------------|----------------|---------|---------|---------|---------|-----|---------|
| | -- Select -- | | -- Select -- | | | | | | |
| Required | Required | | Required | | | | | | |

Instrument Serial: 70333621, Installed: 28-Jan-2013, Last Calibrated: 24-Aug-2016, Module Number: , Instrument User:

Instrument Serial: -- Select --, Installed: , Last Calibrated: , Module Number: , Instrument User:

Entry and Submission of Participant Results by PECC

- Click on **Update** at the bottom of the page to save partial result entries. This is useful when participants send one result at a time or if you need to acquire more information before submitting this response for full evaluation.

Currently editing result 2 of 3

| | | |
|-----------------------|--------|-------------------|
| < Update and Previous | Update | Update and Next > |
| < Submit and Previous | Submit | Submit and Next > |
| Back to Listing | | |

Entry and Submission of Participant Results by PECC

- Once all data has been acquired from the participant and you have completed the form, click on **Submit**.

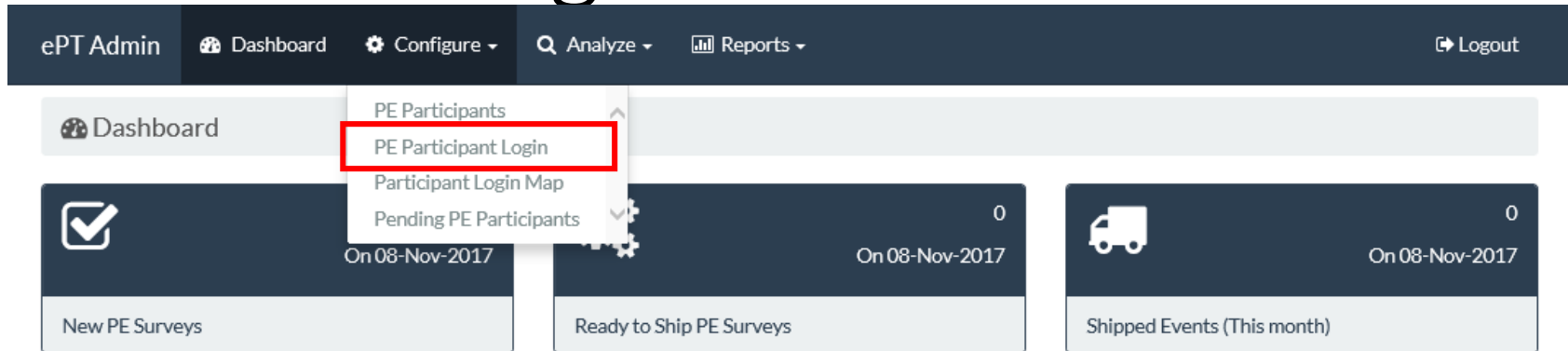
Currently editing result 2 of 3

| | | |
|-----------------------|--------|-------------------|
| ◀ Update and Previous | Update | Update and Next ▶ |
| ◀ Submit and Previous | Submit | Submit and Next ▶ |
| Back to Listing | | |

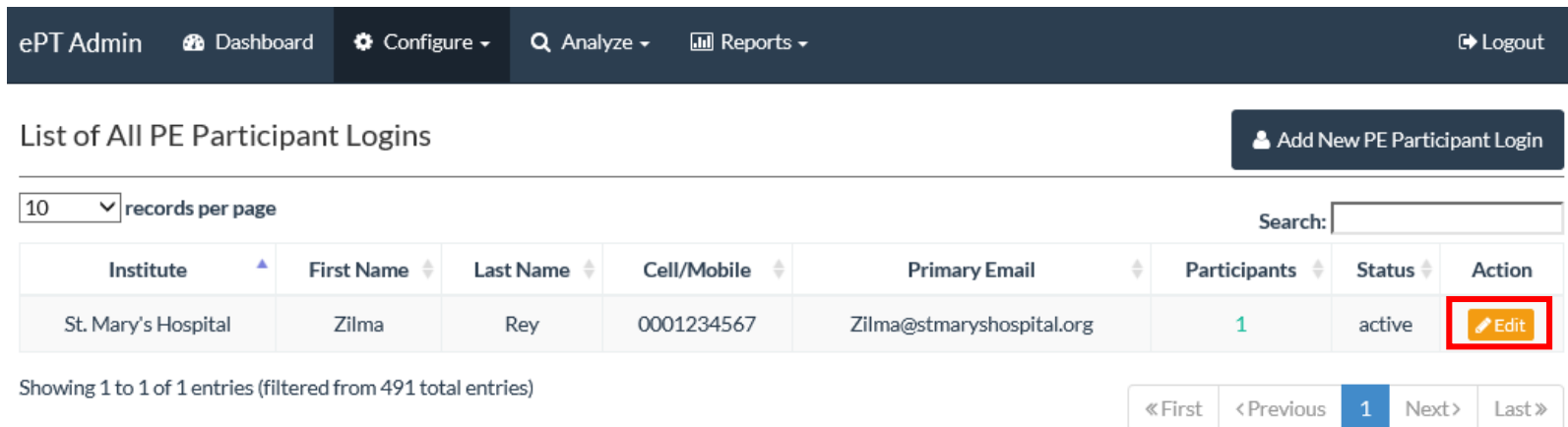
Managing Participating Sites: Resetting a Site's Password

When a site has misplaced their password or the current password is no longer working the PECC can reset the site's password and email them a new password.

Managing Participating Sites: Resetting a Site's Password



- Click on **Configure** and select **PE Participant Login**.
- Find the login to reset and click on **Edit**.



Managing Participating Sites: Resetting a Site's Password

ePT Admin Dashboard Configure Analyze Reports

Edit PE Participant Login

Login (Primary e-mail) * Zilma@stmaryshospital.org

Password Leave blank to retain old password

Confirm Password Please re-enter new password here
Leave blank to retain old password

Institute * St. Mary's Hospital

User First Name * Zilma

User Last Name * Rey

Secondary e-mail Address * Zilma@stmaryshospital.org

Cell Phone Number * 0001234567

Phone Number

QC Access * ☒ Yes ☐ No

Enable Adding Response Date * ☒ Yes ☐ No

Enable Choosing Mode of Receipt * ☒ Yes ☐ No

Enable View -Only Access * ☐ Yes ☒ No

Status * Active ☐

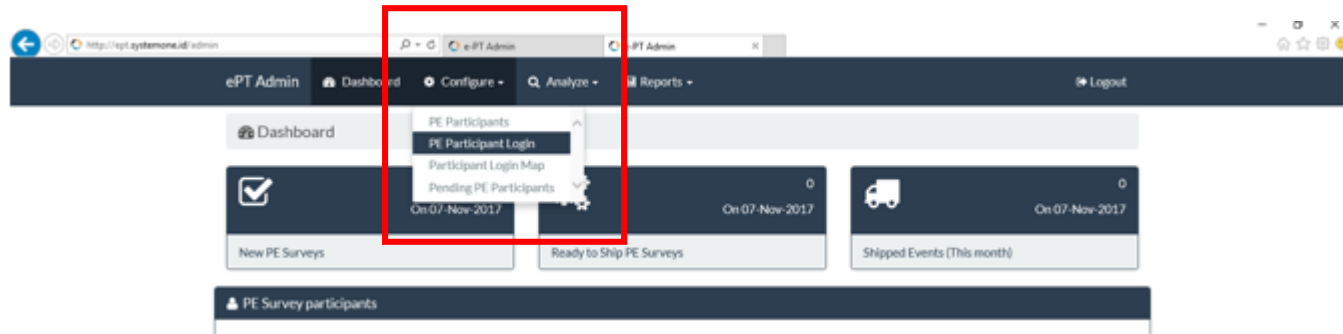
- Enter a new password in the Password field.
- Re-enter the same password in the Confirm Password field.
- Click on **Update**.
- Email the new password to the site.

Managing Participating Sites: Resetting a Site's Login Credentials

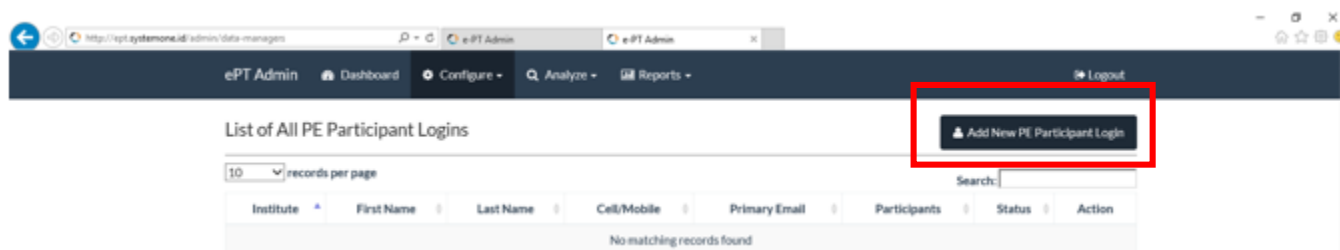
If an Xpert MTB/RIF tester or lab manager changes, you may need to create a new login and link it to an existing participating site.

Managing Participating Sites: Resetting a Site's Login Credentials

- From the dashboard, under **Configure**, select **PE Participant Login**.



- On the next screen, select **Add New PE Participant Login**.



Managing Participating Sites: Resetting a Site's Login Credentials

- Fill out all the requested* information on the page.
- Select **Yes** for all radio buttons except the last button; select **No** for Enable View-Only Access.
- Select **Active** for status.
- Click on **Add** to finish.

The screenshot shows the 'Add New PE Participant Login' form in the ePT Admin interface. The form includes the following fields and options:

- Login (Primary e-mail)***: kyledegry@stmaryshospital.org
- Password***: [Redacted]
- Confirm Password***: [Redacted]
- Institute***: St. Mary's Hospital
- User First Name***: Kyle
- User Last Name***: DeGruy
- Secondary e-mail Address***: kyledegry@stmaryshospital.org
- Cell Phone Number***: 0000987654
- Phone Number**: Please enter phone number here
- QC Access***: ☒ Yes ☐ No
- Enable Adding Response Date***: ☒ Yes ☐ No
- Enable Choosing Mode of Receipt***: ☒ Yes ☐ No
- Enable View -Only Access***: ☐ Yes ☒ No
- Status***: Active (dropdown menu)

At the bottom right, there are two buttons: **Add** (highlighted with a red box) and **Cancel**.

Managing Participating Sites: Resetting a Site's Login Credentials

ePT Admin Dashboard Configure Analyze Reports Logout

List of All PE Participant Logins [Add New PE Participant Login](#)

10 records per page Search:

| Institute | First Name | Last Name | Cell/Mobile | Primary Email | Participants | Status | Action |
|---------------------|------------|-----------|-------------|--------------------------------|--------------|----------|----------------------|
| St. Mary's Hospital | Zilma | Rey | 0001234567 | Zilma@stmaryshospital.org | 1 | inactive | Edit |
| St. Mary's Hospital | Kyle | DeGruy | 0000987654 | kyledegruy@stmaryshospital.org | 0 | active | Edit |

Showing 1 to 2 of 2 entries (filtered from 492 total entries)

« First < Previous 1 Next > Last »

- The new login you created should appear in the list of participant logins (see slide 21).
- Scroll through your list and find the login for the previous lab manager. Make it inactive by selecting **Edit**.

Managing Participating Sites: Resetting a Site's Login Credentials

ePT Admin Dashboard Configure Analyze Reports

Edit PE Participant Login

Login (Primary e-mail) * Zilma@stmaryshospital.org

Password Please enter new password here
Leave blank to retain old password

Confirm Password Please re-enter new password here
Leave blank to retain old password

Institute * St. Mary's Hospital

User First Name * Zilma

User Last Name * Rey

Secondary e-mail Address * Zilma@stmaryshospital.org

Cell Phone Number * 0001234567

Phone Number

QC Access * ☒ Yes ☐ No

Enable Adding Response Date * ☒ Yes ☐ No

Enable Choosing Mode of Receipt * ☒ Yes ☐ No

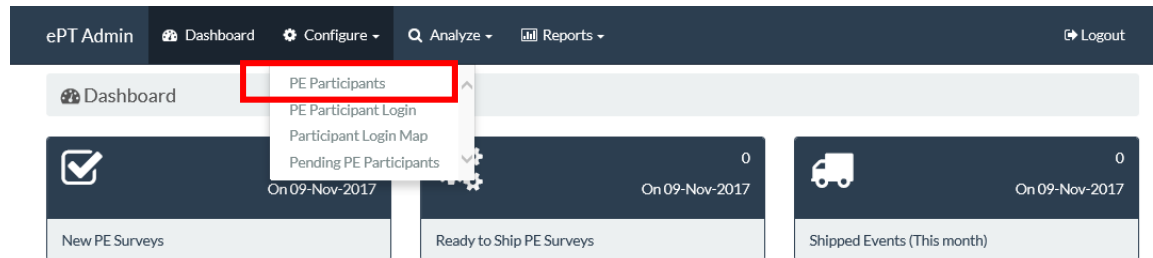
Enable View -Only Access * ☐ Yes ☒ No

Status * Inactive

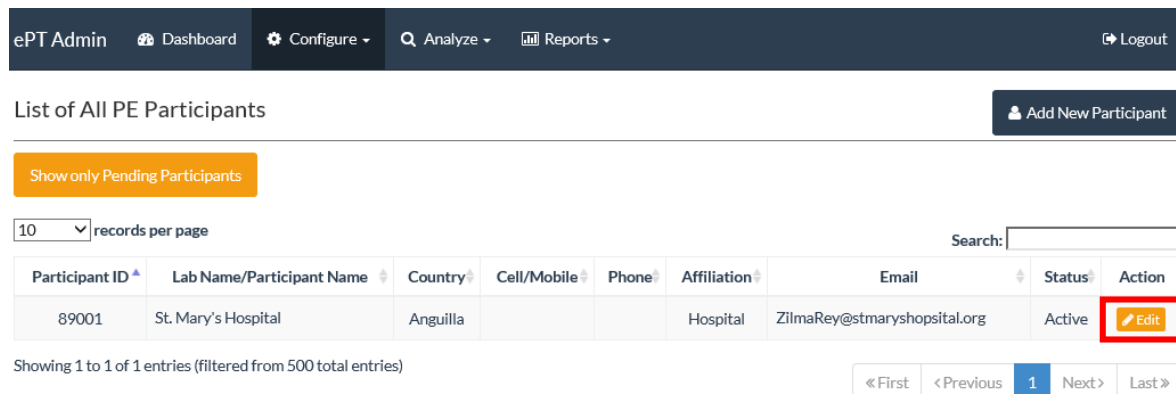
Update Cancel

- When the Edit PE Participant Login screen appears, click on the dropdown arrow next to status near the bottom.
- Select **Inactive**.
- Click on **Update**.

Managing Participating Sites: Resetting a Site's Login Credentials



- To connect the new login to the existing site, click on **Configure** and select **PE Participants**.
- Scroll through the list of sites to locate the site in need of a new login.
- Click on **Edit**.



Managing Participating Sites: Resetting a Site's Login Credentials

ePT Admin Dashboard Configure Analyze Reports Logout

Edit Participant (Active)

☒ Individual Participant

Participant ID * 89001

First Name * St. Mary's Hospital

Last Name Please enter the last name here

Institute Name * St. Mary's Hospital

Department Name * TB and Microbiology

Physical Address Please enter the address here

City * West End Village

State (if applicable) Please enter the state here

Country * Anguilla

Region * West End

Latitude Please enter the latitude here

Longitude Please enter the longitude here

Funding Source Please enter the funding source here

Testing Volume Please enter the testing volume here

Enrolled Programs Please choose Enrolled Programs

Site Type --Select-- ☒

PE Participant Login Kyle DeGruy

Contact Name Kyle DeGruy

E-mail * ZilmaRey@stmaryshospital.org

Shipping Address (include city and country)

Zip/Postal Code (if applicable) Please enter the Zip/Postal here

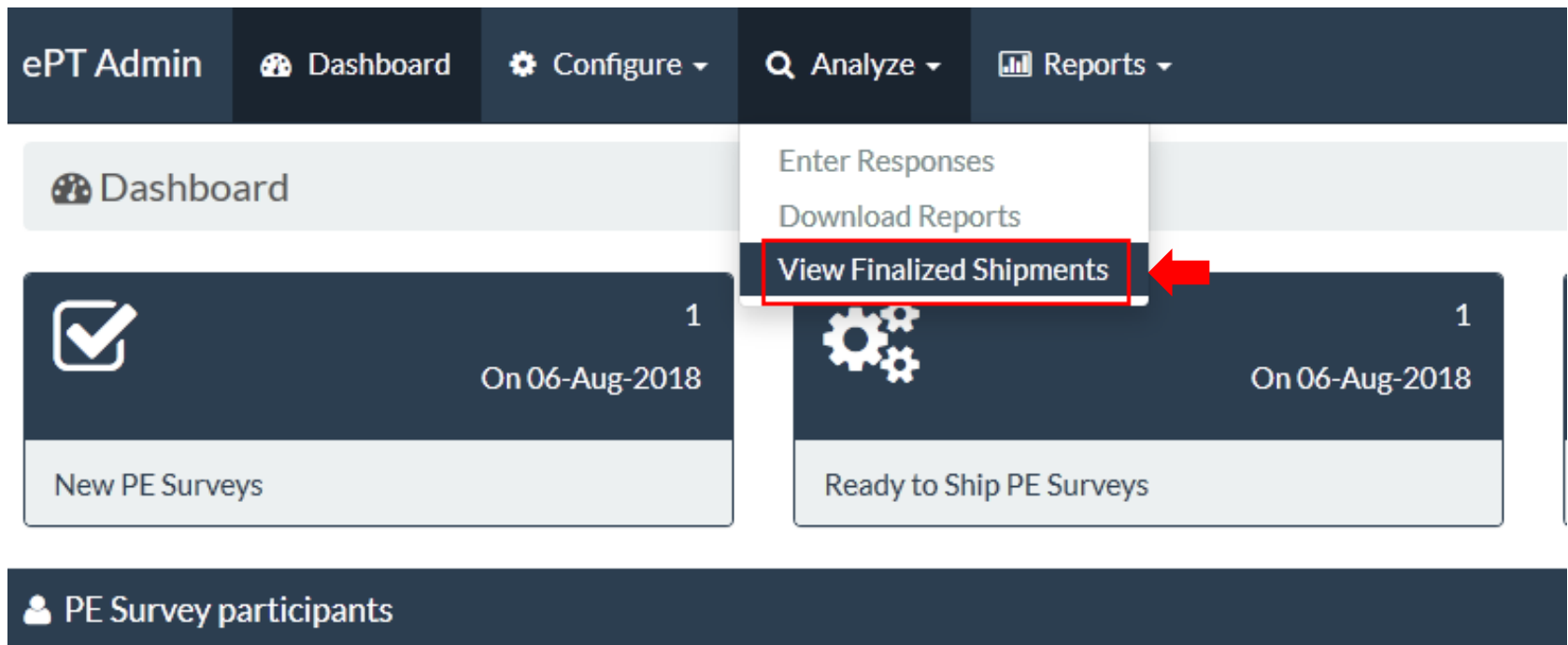
- Click on the dropdown arrow next to PE Participant Login.
- Select the new login you just created.
- Email the new login credentials to the site.
- The testing site now can access ePT using the new login credentials.

ePT: Accessing XMPEP Participant Reports

as a PECC

Navigating to Individual Reports for Participants (1)

- Once you have logged in, click on [Analyze](#) > [View Finalized Shipments](#)



Navigating to Individual Reports for Participants (2)

- You will see a list of PE surveys that have been finalized. Click on the [View](#) Button

[ePT Admin](#) [Dashboard](#) [Configure](#) [Analyze](#) [Reports](#) [Profile](#) [Logout](#)

PE Survey - Finalized Reports

10 records per page Search:

| PE Survey Date | PE Survey Code | Shipment Code(s) | Status | Action |
|----------------|-------------------------|----------------------|---------|----------------------|
| 08-Jan-2018 | Xpert MTB/RIF 2017-C PE | Xpert MTB/RIF 2017-C | Shipped | View |

Showing 1 to 1 of 1 entries (filtered from 2 total entries)

[«First](#) [<Previous](#) [1](#) [Next>](#) [Last»](#)

Navigating to Individual Reports for Participants (3)

- A list with further details about the PE survey will appear below. Click on the [View](#) button in this list.

| | | | | |
|-------------|-------------------------|----------------------|---------|----------------------|
| 08-Jan-2018 | Xpert MTB/RIF 2017-C PE | Xpert MTB/RIF 2017-C | Shipped | View |
|-------------|-------------------------|----------------------|---------|----------------------|

Showing 1 to 1 of 1 entries (filtered from 2 total entries)

| | | | | |
|---------|------------|---|--------|--------|
| « First | < Previous | 1 | Next > | Last » |
|---------|------------|---|--------|--------|

Shipments PE Survey Xpert MTB/RIF 2017-C PE (08-Jan-2018)

| Shipment Code | Scheme | No. of Samples | No. of Participants | No. of Responses | Response % | Number Passed | Shipment Status | Action |
|----------------------|------------------------------------|----------------|---------------------|------------------|------------|---------------|-----------------|----------------------|
| Xpert MTB/RIF 2017-C | Dried Tube Specimen - Tuberculosis | 5 | 62 | 57 | 91.94 | 45 | Finalized | View |



Downloading Individual Reports for Participants

- A list of each of the participating sites will appear. Next to each of the participants, a [Download Report](#) link will be visible. Click on the [Download Report](#) link to download the participant's individual report.

You are currently generating reports for Shipment **Xpert MTB/RIF 2017-C**

◀ Back

| | | | | | |
|--------------------|------------------------------------|-----------------------|-------------------------|--------------------------------|-------------|
| Scheme Type | Dried Tube Specimen - Tuberculosis | PE Survey Code | Xpert MTB/RIF 2017-C PE | PE Survey/Shipment Date | 08-Jan-2018 |
|--------------------|------------------------------------|-----------------------|-------------------------|--------------------------------|-------------|

Comment for all Participants of this shipment No comment specified

10 records per page

Search:

| | Participant/Tester | Score | Result | Report |
|---|--|-------|--------|---------------------------------|
| + | 06001 - National Institute For Medical Research(Nimr) Lagos | 100 | Pass | Download Report |
| + | 06002 - Mainland Hospital Yaba,Lagos State | 100 | Pass | Download Report |
| + | 06003 - 68 Nigerian Army Reference Hospital Yaba,Lagos State | 100 | Pass | Download Report |

Follow-Up for Participating Sites

- Contact each participating site to ensure they are able to download a copy of their report or download their report and send it to them.
- Create a list of all sites with discrepancies between expected results and actual results, Errors, and No Results.
 - Follow-up by contacting each site on the list to assist them with documenting a root cause for the discrepancy or uninterpretable result and determine the best corrective action.
 - Request sites report back when corrective actions are completed.

Questions?

- Please contact Kyle DeGruy gsz4@cdc.gov with any questions or if you are experiencing any problems using ePT

**Thank you for your dedication to
quality testing and enabling your
country's participation in Xpert
MTB/RIF performance evaluation!**