

## H.E.I COHORT ANALYSIS SYSTEM USERGUIDE



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## INTRODUCTION

HIV EXPOSED INFANTS need to be tracked and their status known over time to ensure that they remain free and safe from HIV. To do the tracking, this tool has been created to help users do so over a progressive period of time for a specified health facility. One is expected to follow a Calendar and a list of instructions which are embedded in the system under the help menu.

## SYSTEM OVERVIEW

There are two main users of the system.

To use the System, one needs to log in and access their account. One will access various modules depending on whether one is a system user or an administrator.

A System administrator has permission to access all the listed below.

The Modules include:

- ❖ Adding Users
- ❖ Adding Data To the System
- ❖ Editing existing data In the System
- ❖ Adding/Editing Targets in the System
- ❖ Adding/Editing Existing facilities in the System
- ❖ Doing Data Backup

Unlike the System administrator, a normal System user is entitled to use the following modules.

- ❖ Adding Data To the System
- ❖ Editing existing data In the System
- ❖ Adding/Editing Targets in the System
- ❖ Doing Data Backup

NB: Throughout this user-guide, for each module, the users of each module (Either Administrator or Normal System user) will be listed beside.

## INSTALLING THE SYSTEM

If the System is not hosted on a central server, a set up file will be provided to ensure that you install it to your personal Machine. Instructions on how to do the installation will be given too.

Always ensure you follow instructions as required to avoid any challenges.

The System runs on a browser and has been tested on the following browsers.

- ✓ Mozilla Firefox 25
- ✓ Google Chrome 34.0

To start the Application, ensure the following programs are already installed in the host Machine and are running.

- ✓ JDK 45 or above
- ✓ APACHE TOMCAT 7 which is the Server.
- ✓ WAMP Server for hosting the database.

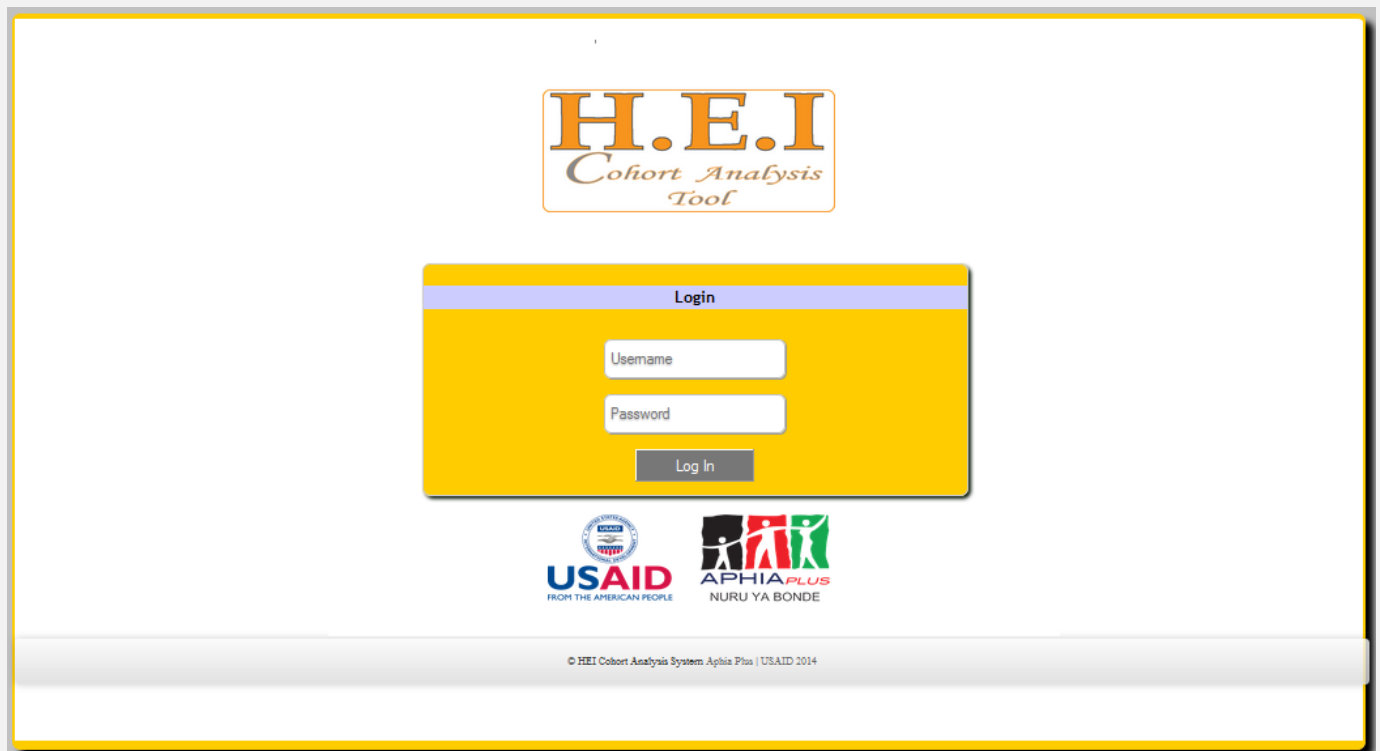
## RUNNING THE SYSTEM

To run the application, Copy one of the following URL into your browser then hit the enter button.

- (i) If your system is not hosted, use the URL **http:localhost:8088/HEI**
- (ii) If your System is hosted, use the URL **fhi360pc-3:8088/HEI**

## SYSEM LOG IN.

Upon inputting the correct URL into your browser and pressing the enter button, the following page will be displayed.



## ADDING USERS TO THE SYSTEM

This module is only accessible by the System Administrator. It's the first page that is displayed when Administrator logs into the system.

The following fields must be input:

- ❖ Surname
- ❖ First Name
- ❖ Username
- ❖ Password
- ❖ Repeat Password
- ❖ User level (System administrator, System User)

### Enter user details

\* indicates must fill fields

Userid*	<input type="text" value="7302"/>
Surname*	<input type="text"/>
First Name*	<input type="text"/>
Phone Number	<input type="text"/>
Username*	<input type="text"/>
Password*	<input type="password"/>
Confirm Password*	<input type="password"/>
User Level*	<input type="text" value="user level"/>
<input type="button" value="clear"/> <input type="button" value="Add"/>	

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After adding the correct user details, click on Add to save the details. You will get a response message **user added successfully**.

If the user name you are trying to add has already been given to another person, then it you will get a message that **Username you are adding has already been assigned to someone else**.

## DATA ENTRY

Data entry module is accessible to both System Administrator and System user.

Data Entry involves five Sections namely:

### SECTION1: Tool Cover

In the tool cover page, enter the following fields respectively.

- (i) County
- (ii) District
- (iii) Facility Name
- (iv) Cohort Birth Year
- (v) Cohort birth Month

Enter/Edit Data

---

**1 Tool Cover:**  
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**2 1st Review:**  
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**3 10.0 Outcomes at 9 Months**  
PAGE 3 of 5

**4 2nd Review:**  
PAGE 4 of 5

**5 13.0 Outcomes at 18 Months**  
PAGE 5 of 5

Tool Cover page ?

County\* Choose County

District\* Choose District

Facility Name\* Choose Facility

Cohort Birth Year\* Choose Year

Birth Month\* Choose Month

Site MFL Code

Save
Previous
Next
Finish

After filling all the required details, press the Next button to proceed to the 1<sup>st</sup> review page.

## SECTION 2: 1<sup>st</sup> Review at 12 months

For this section, fill the Num and Den Columns only. The % and Target Met columns will be auto filled based on the entered value.

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**2 1st Review:**  
PAGE 2 of 5

**3 10.0 Outcomes at 9 Months**  
Refer to HCA Calendar

**4 2nd Review:**  
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**5 13.0 Outcomes at 18 Months**  
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1st Review Cohort birth month + 12 Months ?

Refer to HCA Calendar to determine which cohorts should be reviewed each month.					Birth: January/ 2013			
S/N	Indicator	Target	Numerator (Source)	Denominator (Source)	Num	Den	%	Target Met?
1st Review: Cohort birth month + 12 months			NB: For 1st review, exclude any HEI enrolled after 9 months of age.		1st Review January/ 2013			
1	percentage of mothers who received PMTCT ARVs	5	No of mothers who received any ARVs (Col k = 1, 2, 3, 4, or 6 if comments indicate ARVs were received)	# HEI registered in cohort between 0 and 9 months (Col a)	4	5	80	Y
2	percentage of Infants who received ARVs at 0-6 weeks	5	No of infants who received any PMTCT ARVs (Col h = 1, 2, 3, or 5 if comments indicate ARVs were received)	# HEI registered in cohort between 0 and 9 months (Col a)				

Save
Previous
Next
Finish

## SECTION 3: 10.0 Outcomes at 9 Months

Similarly, for this section, fill the Num and Den Columns only. The % and Target Met columns will be auto filled based on the entered value.

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2 1st Review:  
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3 10.0 Outcomes at 9 Months  
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4 2nd Review:  
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5 13.0 Outcomes at 18 Months  
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Outcomes for Birth Cohort at 9 Months ?

S/N	Indicator	Target	Numerator (Source)	Denominator (Source)	Num	Den	%	Target Met?
10.0	Outcomes for birth cohort at 18 months		NB: If a child who was identified positive has additional outcomes, such as tested positive and later died, always classify the child as "identified positive."					
10.1	percentage of Active in follow-up	80	No of HEI attending 9 months follow-up visit (Col aa filled)	# HEI registered in cohort between 0 and 9 months (Col a)				
10.2	percentage Identified as positive between 0 and 9 months	80	No of HEI who tested positive by first PCR (Col q) or confirmatory PCR (Col ao) between 0 and 9 months	# HEI registered in cohort between 0 and 9 months (Col a)				
10.3	percentage of Transferred out between 0 and 9 months	80	No of HEI who transferred out before 9 months (Col as NOT filled AND Col at = 2)	# HEI registered in cohort between 0 and 9 months				

Save

Previous

Next

Finish

## SECTION 4: 2nd Review Cohort Birth month

1 Tool Cover:  
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2 1st Review:  
PAGE 2 of 5

3 10.0 Outcomes at 9 Months  
PAGE 3 of 5

4 2nd Review:  
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5 13.0 Outcomes at 18 Months  
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2nd Review :Cohort Birth Month + 24 Months ?

S/N	Indicator	Target	Numerator (Source)	Denominator (Source)	Num	Den	%	Target Met?
2nd Review: Cohort birth month + 24 months					2nd Review January/_2013			
11	percentage of HEI tested by AB test at >= 18 months and results are available	80	No of HEI tested with 2nd AB at >= 18 months and results are available (Col aq)	# HEI tested by 2nd AB at >= 18 months (Col aq) PLUS # Loss to follow-up (Col at = 4)				
12	percentage of HIV positive infants linked to CCC among those testing positive	80	No of HEI who tested positive within cohort who have a CCC# listed in register (Col au)	# HEI identified as positive within cohort (Col ar)				

Save

Previous

Next

Finish



## SECTION 5: Outcomes at 18 Months

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**2 1st Review:**  
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**3 10.0 Outcomes at 9 Months**  
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**4 2nd Review:**  
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**5 13.0 Outcomes at 18 Months**  
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**Outcomes for birth Cohort at 18 Months ?**

S/N	Indicator	Target	Numerator (Source)	Denominator (Source)	Num	Den	%	Target Met?
13.0	Outcomes for birth cohort at 18 months		NB: If a child who was identified positive has additional outcomes, such as tested positive and later died, always classify the child as "identified positive."					
13.1	percentage of AB negative at 18 months	80	No of HEI attended 18 month visit and AB test negative (Col aq = NEG)	# HEI registered in birth cohort between 0 and 18 months (Col a)				
13.2	percentage of Active at 18 months but no AB test done	80	No of HEI attended 18 month visit and no AB test result documented (Col ag filled AND Col aq NOT filled)	# HEI registered in birth cohort between 0 and 18 months (Col a)				
13.3	percentage Identified as positive between 0 and 18 months	80	No of HEI identified as positive within birth cohort (Col aq)	# HEI registered in birth cohort between 0 and 18 months (Col a)				

Save
Previous
Next
Finish

One can navigate forth and backward using the Next or Previous buttons, or using the Right and Left Arrow keys in your keyboard.

Click the Save or Finish Buttons to save the entered records.

## ENTRIES

### EDITING TARGETS

This module is accessible to the system Administrators only.

Targets have been divided into four main sections.

To edit the targets, click on each of the sections accordion menu, then enter the right target value per section.

SECTION 1 TARGETS

S/N	Indicator	Target
1	percentage of mothers who received PMTCT ARVs	<input type="text" value="5"/>
2	percentage of Infants who received ARVs at 0-6 weeks	<input type="text" value="5"/>
3	percentage of HEI tested with PCR at age 6-8 weeks and results available	<input type="text" value="5"/>
4	percentage of HEI tested positive by first PCR at age 6-8 weeks	<input type="text" value="5"/>
5	percentage of HEI tested with PCR and results available between 0 and 9 months	<input type="text" value="5"/>
6	percentage of eligible HEI tested with 1st AB test and results available	<input type="text" value="4"/>

SECTION 2 TARGETS

SECTION 3 TARGETS

SECTION 4 TARGETS

Save

NB: Remember to enter target values as numbers without a percentage.

## ADDING FACILITIES

System administrators can add facilities to the system. Adding facilities involves two steps

Step One.

Step one of data entry involves one choosing the following details before proceeding to page 2 of data entry.

- (i) County
- (ii) District
- (iii) Number of facilities to add.

Click Next to proceed to step two

Home Add User Form Entry **Entries** User Profile Data Help Log out Hi joel

Add/Edit Targets  
Add Facilities  
Edit Facilities

County Choose County  
District Choose District  
Number of facilities:  
Next

Step two.

You will notice that rows will be created based on the number of specified parameters.

Here, one enters the facility name and the Facility MFL code for each of the rows.

Home Add User Form Entry Entries User Profile Data Help Log out Hi joel

**Adding Facility**

District: KURESOI

Facility Name		MFL Code:	
Facility Name		MFL Code:	
Facility Name		MFL Code:	

submit

## EDITING FACILITIES

System administrators can also edit the added facilities in the system.

To edit the facilities, over your mouse on Entries menu, then choose edit facilities .

## SEARCH FUNCTIONALITY

If one has got many records of health facilities, to edit a specific health facility , you can search it by typing either the facility name or the Site MFL code in the Search Button provided at the right top of the system.

## Edit Facility

Delete Facility

Show 10 entries Search:			
No.	Facility Name	Site Mfl Code	District
1	Bahati District Hospital	14224	NAKURU NORTH
2	Bisil Health Centre	14259	KAJIADO CENTRAL
3	Dundori Health Centre	14424	NAKURU NORTH
4	Elburgon Sub-District Hospital	14431	MOLO
5	Eldama Ravine District Hospital	14432	KOIBATEK
6	Family Healthoptions Kenya (Nakuru)	14177	NAKURU CENTRAL
7	FTC Dispensary	14498	NAKURU CENTRAL
8	Gilgil District Hospital	14510	GILGIL
9	Oljabet Health Centre	15404	NYAHURURU
10	Rumuruti District Hospital	15502	LAIKIPIA WEST

Showing 1 to 10 of 40 entries

The Edit facilities form contains 2 editable columns which are Facility Name and MFL code .To edit Facility name, double click on the Facility Name cell that you would wish to edit. This will pop out an input field similar to the one shown below.

No.	Facility Name
1	<div> <div>Bahati District Hospital</div> <div>Save changes</div> </div>
2	Bisil Health Centre
3	Dundori Health Centre
4	Elburgon Sub-District Hospital
5	Eldama Ravine District Hospital

Enter the correct Facility Name and click the **Save changes** button.

Similarly, for the Facility MFL Code, double click on the cell which you would wish to edit, the enter the correct MFL code and finally press the **Save changes** Button.

Site Mfl Code	
14224	
Save changes	
14259	
14424	
14431	
14432	

## DATA

After one has performed a reasonable amount of data records, it is always recommended that one performs a backup.

However, before performing backup, one should ensure that the data receiver email has been added in the system.

## DATA RECEIVER

To add the data receiver, over your mouse on Data Menu, then select the data receiver menu.

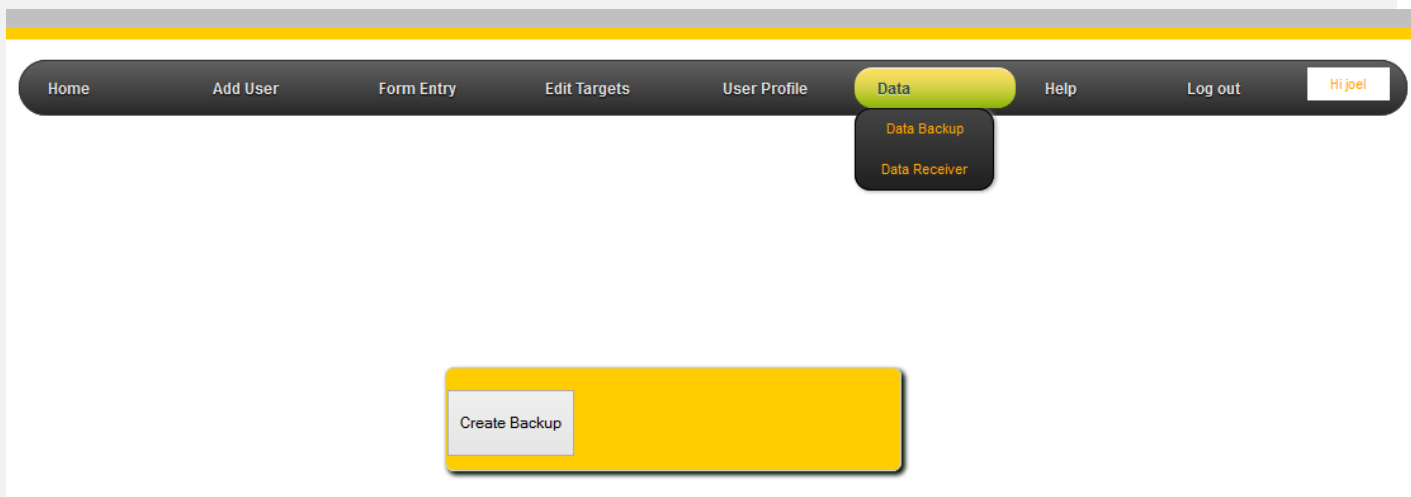
The screenshot shows the 'Data' menu expanded, with 'Data Backup' and 'Data Receiver' options. Below the menu, there is a form to update the data receiver email. The form contains a text input field with the email 'jkuria@aphiarift.org' and an 'Update' button. Above the form, there is a notification bar that says 'UPDATE DATA RECEIVER EM'.

Enter the correct Data receiver mail and press the **Update button**.

## DATA BACKUP

To create and send a backup to the data receiver, press the **Create Backup button**.

Wait until you get the message **backup created successfully**.



NB: Ensure that there is internet connectivity before creating any backup. Otherwise, the backup will not be send to the data receivers email address.

## HELP

The Help Menu will always help one to access the user guide. Always click on this menu to access the most updated user guide.

For any queries about the HEI Cohort Analysis, contact the System developer via mail [ekmanukaka5@gmail.com](mailto:ekmanukaka5@gmail.com)