USER GUIDE: RPT00002 CrAg Results for Action Report

Purpose:

The report is aimed at healthcare workers responsible for managing and monitoring patients screened for cryptococcal disease as part of the cryptococcal disease screen-and-treat programme, in order to:

- facilitate tracking and management of HIV+ patients with CD4<100 with a positive CrAg test as per the cryptococcal disease screen-and-treat clinical algorithm, and
- facilitate tracking and CrAg testing of HIV+ patients with CD4<100 with no CrAg test performed

Scope:

This user guide will assist any user with the process of accessing the dashboard and obtaining the information that they require. The CrAg dashboard analyses data (housed by the NHLS Corporate Data Warehouse) regarding key indicators that monitors and evaluates implementation of the reflex laboratory CrAg screening programme and summarises selected key information elements so that HIV programme managers at all levels will be able to use the information to plan and allocate resources and consumables as needed.

Responsibility:

Users will be added to a distribution list for the CrAg RfA Report, which they will receive automatically via email weekly. Users should request data only for patients for whom they are directly responsible. This limits the user's liability for the purpose of maintaining patient confidentiality. For example, users responsible for patients at facility level should request reports for that facility only.

Procedures:

1. Apply to receive the report using the Self-Service Portal (SSP)

Please refer to the SSP user guide as follows:

From the NICD website <u>www.nicd.ac.za</u>, the user selects the "M&E Reporting" link. The user will be directed to a Login screen where they can either

- a) Enter their MicroStrategy Username and Password, if the user has these or
- b) Click on Guest User.

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The user will be directed to the M&E Reporting Landing Page where the SSP user guide can be found by clicking on "User Guides/Sample Reports".



- 2. Receiving the report via email
- Once the user has been added to the distribution list, they will automatically receive a weekly email with the RfA report on a Monday morning.
- Downloading the report may differ depending on the user's email and internet browser.
- The report will be emailed as a zipped attachment which will need to be
 - Downloaded
 - Unzipped
 - Opened using the password
 - If you are viewing the report on your phone, you may need to download an app to unzip the report e.g. WinZip

The user clicks on the email with the attached report.

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The user then clicks on the attached zipped report to download it.



The file is then available within the zipped folder. The user double-clicks on the file and will be prompted to put in a password.

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The user then types in the password and clicks on "OK".

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4. RPT00002 - CRAG RfA Report

Once opened, the report is an Excel workbook with 4 worksheets: 1) Terms & Conditions; 2) Cover Page; 3) CrAg + and 4) CD4<100 But No Previous CrAg Result

1) "Terms & Conditions" worksheet:

The first page of the report that the user will see is the Terms and Conditions. All individual patient data is treated as highly confidential in order to protect patients therefore Terms and Conditions for use of these reports apply. In particular, please note that these files can only be emailed or saved if password protected and that printed copies of these reports must be handled in the same manner as confidential patient medical records. The recipient of this report will be liable for any breaches in patient confidentiality.



2) "Cover Page" worksheet: This includes

- Date and time the report was run.
- District/Facility for which the report is run.

Please pay attention to the NOTE to understand the shortcomings of the report, particularly if
no Date of birth or Age of the child is provided on the NHLS requisition form or if patient's first
name and surname are not consistently recorded. Since there is no unique patient identifier,
the algorithm used to link multiple tests to each patient is not 100% accurate.

CrAg RfA Report Run Date: 25/04/2017 12:40:39 Province=Eastern Cape Cryptococcal meningitis (CM) is a common HIV-associated opportunistic infection. Most cases of CM are diagnosed at a CD4 count belt The 2015 national consolidated guidelines for HIV recommend that those at very high risk (i.e. CD4 count < 100) are screened for crypte autions ('Cda) in blood. Screening allways nations to be automatic traded before they develop (CM are diagnosed at a CD4 count belt they autions ('Cda) in blood. Screening allways nations to be automatic they develop (CM are diagnosed at a CD4 count belt they automa ('Cda) in blood. Screening allways nations to be automatic to be a	DW 200. coccal
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4 at all NHLS CD4 laboratories on specimens with a CD4 count <100.	
How to act based on this report	
7 Result Action	
CrAg-positive result This result requires urgent action. Ensure that the patient returns ASAP. Follow the recommendations in the 2015 national consolidated guidelines for HIV - refer to treatment algorithm.	
2. CD4 count <100 but no CrAg result All adults with a CD4 count <100 should be screened for cryptococcal antigen (CrAg). Su blood specimen to the laboratory for a CrAg test ASAP.	ıbmit a
9 Notes: In rare instances, results may be later updated on the laboratory information system and this report may therefore differ from the	final
report. 'CDW identifier' refers to a probabalistic linkage algorithm to match multiple tests to a single patient and is not 100% accurate.	
10 11 No. of CrAg positive - 351	
12 No. of CD4 < 100 and no CrAg test - 435	
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This e-report must be password protected when saving and distributing. Non-compliance may lead to legal action.	
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3) "CrAg +" worksheet:

• All positive CrAg test results reported by NHLS laboratories in the past 7 days are recorded.

Province		Sub District			Number	Surname			Address	Patient Age		Date	Episode No		Name	Code
Eastern Cape	Alfred Nzo	Umzimvubu	Amadiba Clinic	Arv Clinic	UNKNOWN	30003000	XXXXXXXXX	DD-MMM-YY		31 years 3 months 24 claus	DD-MMM-YY	20-APR-2017	20000000000	20000000000	CRYPTOCOCCAL AG (LFA) BEFLEX	H776
Eastern Cape	Amathole	Mnguma	Butterworth Gateway Clinic	Not Applicable	UNKNOWN	3000300	XXXXXXXX	DD-MMM-YY		32 years 8 months 18 days	DD-MMM-YY	22-APR-2017	X000000000	20000000000	CRYPTOCOCCAL AG (LFA) REFLEX	H776
Eastern Cape	Amathole	Mnguma	Butterworth Hospital	Ward 2a - Female Medical	UNKNOWN	30003300	2020008	DD-MMM-YY		36 years 10 months 19 days	DD-MMM-YY	22-APR-2017	x30000000000	200000000000	CRYPTOCOCCAL AG (LFA) REFLEX	H776
Eastern Cape	Amathole	Mnguma	Tafalofefe Hospital	Tb Block	UNKNOWN	30000000	XXXXXXXXXX	DD-MMM-YY		42 years 4 months 6	DD-MMM-YY	19-APR-2017	X0000000000	100000000000000000000000000000000000000	CRYPTOCOCCAL AG (LFA)	H776
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Eastern Cape	Buffalo City Metro	Bisho	Pakamisa Clinic	Arv Clinic	UNKNOWN	30003305	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	DD-MMM-YY		40 years 1 month 17 day	DD-MMM-YY	23-APR-2017	x00000000000	200300220002	CRYPTOCOCCAL LATEX ANTIGEN TEST	1340
Eastern Cape	Buffalo City Metro	East London	Alphendale Clinic	Arv Clinic	UNKNOWN	3000300	XXXXXXXXXX	DD-MMM-YY		44 years 20 days	DD-MMM-YY	21-APR-2017	200200000000	10000000000	CRYPTOCOCCAL AG (LEA)	H776
Eastern Cape	Buffalo City Metro	East London	Cecilia Makiwane Hospital	Casualty	30000X	3000000	3030008	DD-MMM-YY		28 years 11 months 15 days	DD-MMM-YY	19-APR-2017	20000000000	20030000000	CRYPTOCOCCAL AG (LFA) REFLEX	H776
Eastern Cape	Buffalo City Metro	East London	Cecilia Makiwane Hospital	Casualty	30000X	3000000	XXXXXXXX	DD-MMM-YY		28 years 11 months 15 days	DD-MMM-YY	23-APR-2017	x0000000000	200300020002	CRYPTOCOCCAL LATEX ANTIGEN TEST	1340
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4) "CD4<100 But No Previous CrAg Results" worksheet:

 All patients with CD4<100 without previous CrAg tests reported by NHLS Laboratories in the past 7 days.

Province	District	Sub District	Facility	Ward	Folder Number	Patient Surname	Patient Name	Patient DOB	Patient Address	Patient Tel No	Patient Age	Taken Date	Reviewed Date	Episode No	CDW Identifier	CD4<100
Eastern Cape	Chris Hani	Lukhanji	Parkvale Clinic	Unknown	UNKNOWN	X0000X	20000000	DD-MMM-YY			32 years 8 months 27 days	DD-MMM-YY	19-APR-2017	000000000000000000000000000000000000000	3000000000	97
Eastern Cape	Joe Gqabi	Senqu	Pelandaba Clinic	Unknown	UNKNOWN	x00000X	хоророк	DD-MMM-YY			34 years 3 months 18 days	DD-MMM-YY	22-APR-2017	X00000000X	10000000000	97
Eastern Cape	Amathole	Mnguma	Tafalofefe Hospital	Tb Block	UNKNOWN	XXXXXXXX	XXXXXXXXX	DD-MMM-YY			27 years 10 months 11 days	DD-MMM-YY	20-APR-2017	000000000000000000000000000000000000000	3000000000	92
Eastern Cape	Chris Hani	Lukhanji	Frontier Hospital	Nonesi Ward	XXXXXXXX	XX0000X	X00000X	DD-MMM-YY			37 years 11 months 11 days	DD-MMM-YY	20-APR-2017	X00000000X	x00000000x	88
Eastern Cape	Chris Hani	Intsika Yethu	Bilatye Phc Clinic	Unknown	UNKNOWN	x00000X	X00000K	DD-MMM-YY			31 years 11 months 21 days	DD-MMM-YY	20-APR-2017	X00000000X	2000000000	87
Eastern Cape	Chris Hani	Inxuba Yethemba	Tendergate Clinic	Not Applicable	UNKNOWN	XXXXXXXX	3000000	DD-MMM-YY			56 years 10 months 17 days	DD-MMM-YY	20-APR-2017	000000000000000000000000000000000000000	30000000000	86
Eastern Cape	Chris Hani	Lukhanji	Ekiphumleni Clinic	Arv Clinic	UNKNOWN	XXXXXXXX	3000000	DD-MMM-YY			36 years 1 month 15 days	DD-MMM-YY	20-APR-2017	000000000000000000000000000000000000000	2000000000	86
Eastern Cape	Chris Hani	Lukhanji	Nomzamo PHC Clinic	Unknown	UNKNOWN	X0000X	XXXXXXXXX	DD-MMM-YY			29 years 6 months 10 days	DD-MMM-YY	20-APR-2017	X00000000X	3000000000	85
Eastern Cape	Joe Gqabi	Senqu	Empilisweni Gateway Clinic	Arv Clinic	UNKNOWN	XXXXXXXX	300000X	DD-MMM-YY			34 years 7 months 15 days	DD-MMM-YY	21-APR-2017	000000000000000000000000000000000000000	3000000000	84
Eastern Cape	Joe Gqabi	Elundini	Ulundi Clinic	Not Applicable	UNKNOWN	XX000X	300000K	DD-MMM-YY			55 years	DD-MMM-YY	20-APR-2017	X000000000	X00000000X	83
Eastern Cape	Amathole	Mbhashe	Idutywa Health Clinic	Unknown	XXXXXXX	XXXXXXXXX	300000X	DD-MMM-YY			25 years 3 months 27 days	DD-MMM-YY	21-APR-2017	X00000000X	3000000000	82
Eastern Cape	O R Tambo	King Sabata Dalindyebo	Ngangelizwe Health Centre	Unknown	UNKNOWN	XXXXXXXX	3000000	DD-MMM-YY			46 years 6 months 28 days	DD-MMM-YY	20-APR-2017	X00000000X	3000000000	82
Eastern Cape	Chris Hani	Intsika Yethu	Bilatye Phc Clinic	Unknown	UNKNOWN	XXXXXXXX	X00000K	DD-MMM-YY			35 years 7 months 9 days	DD-MMM-YY	21-APR-2017	000000000000000000000000000000000000000	000000000000000000000000000000000000000	79
Eastern Cape	Chris Hani	Emalahleni	Glen Grey Hospital- Lady Frere	Unknown	X0000X	XX0000X	300000K	DD-MMM-YY			48 years 8 months 9 days	DD-MMM-YY	20-APR-2017	x000000000	X00000000X	77
Eastern Cape	Nelson Mandela Bay	Nelson Mandela Bay	Rosedale Clinic	Unknown	UNKNOWN	x00000X	3000000	DD-MMM-YY			33 years 10 months 3 days	DD-MMM-YY	18-APR-2017	x000000000x	x000000000x	75
Eastern Cape	Joe Gqabi	Senqu	Empilisweni Hospital	-	UNKNOWN	хоооох	X00000K	DD-MMM-YY			34 years 5 months 10 days	DD-MMM-YY	20-APR-2017	000000000000000000000000000000000000000	20000000000	74
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5. Printing the report

It is preferable that the report is viewed electronically only. However if printing is necessary, the printed copies require careful handling as they contain patient-identifying information. The report can be printed as follows:

- Directly from Excel by setting the following printing options:
 - 1. Landscape orientation
 - 2. Fit all columns on one page

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