

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.

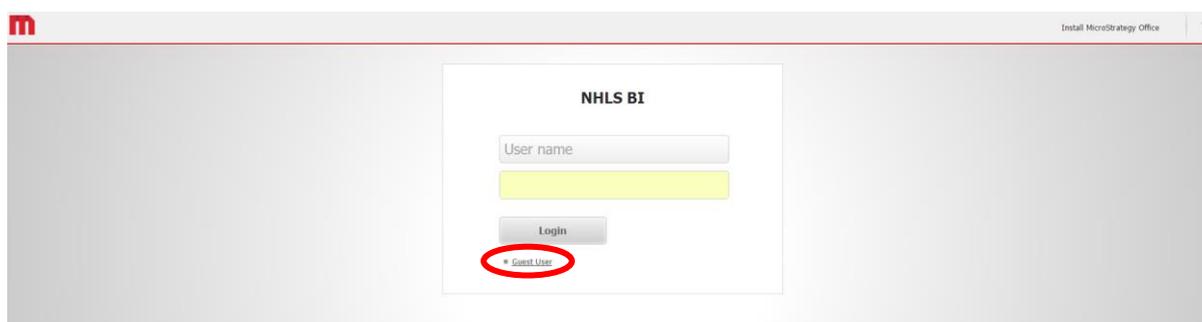
Procedures:

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

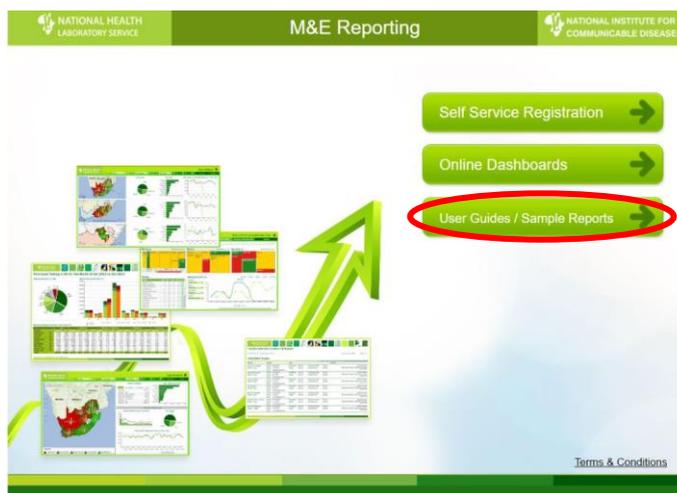
Please refer to the SSP user guide as follows:

From the NICD website www.nicd.ac.za, 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.



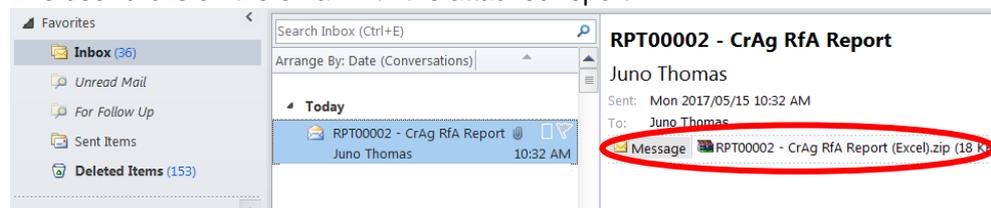
The user will be directed to the M&E Reporting Landing Page where the SSP user guide can be found by clicking on "User Guides/Sample Reports".



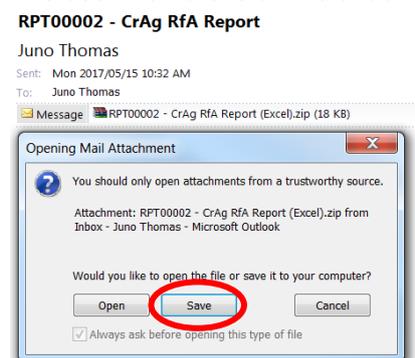
2. Receiving the report via email

- 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

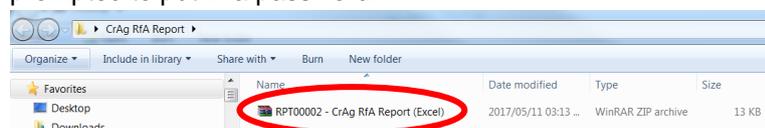
The user clicks on the email with the attached report.



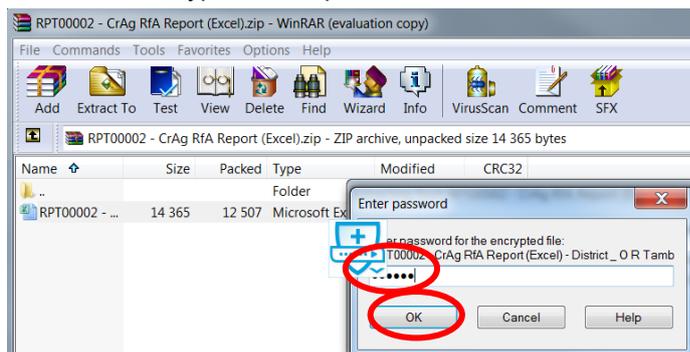
The user then clicks on the attached zipped report to download it.



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.



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

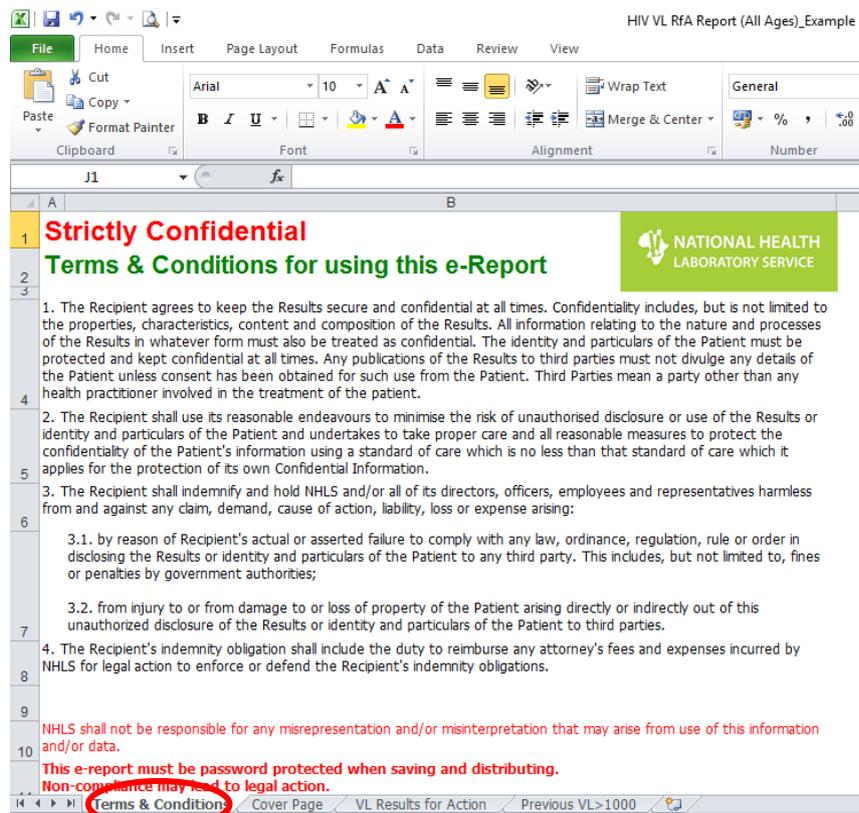


4. [RPT00002 - CRAG RfA Report](#)

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.

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	xxxxxxx	xxxxxxx	DD-MMM-YY			32 years 8 months 27 days	DD-MMM-YY	19-APR-2017	xxxxxxxxxxx	xxxxxxxxxxx	97
Eastern Cape	Joe Gqabi	Senqu	Pelandaba Clinic	Unknown	UNKNOWN	xxxxxxx	xxxxxxx	DD-MMM-YY			34 years 3 months 18 days	DD-MMM-YY	22-APR-2017	xxxxxxxxxxx	xxxxxxxxxxx	97
Eastern Cape	Amathole	Mquma	Tafalofe Hospital	Tb Block	UNKNOWN	xxxxxxx	xxxxxxx	DD-MMM-YY			27 years 10 months 11 days	DD-MMM-YY	20-APR-2017	xxxxxxxxxxx	xxxxxxxxxxx	92
Eastern Cape	Chris Hani	Lukhanji	Frontier Hospital	Nonesi Ward	xxxxxxx	xxxxxxx	xxxxxxx	DD-MMM-YY			37 years 11 months 11 days	DD-MMM-YY	20-APR-2017	xxxxxxxxxxx	xxxxxxxxxxx	88
Eastern Cape	Chris Hani	Intsika Yethu	Bilatyie Phc Clinic	Unknown	UNKNOWN	xxxxxxx	xxxxxxx	DD-MMM-YY			31 years 11 months 21 days	DD-MMM-YY	20-APR-2017	xxxxxxxxxxx	xxxxxxxxxxx	87
Eastern Cape	Chris Hani	Inxuba Yethemba	Tendergate Clinic	Not Applicable	UNKNOWN	xxxxxxx	xxxxxxx	DD-MMM-YY			56 years 10 months 17 days	DD-MMM-YY	20-APR-2017	xxxxxxxxxxx	xxxxxxxxxxx	86
Eastern Cape	Chris Hani	Lukhanji	Ekiphuniene Clinic	Avy Clinic	UNKNOWN	xxxxxxx	xxxxxxx	DD-MMM-YY			36 years 1 month 15 days	DD-MMM-YY	20-APR-2017	xxxxxxxxxxx	xxxxxxxxxxx	86
Eastern Cape	Chris Hani	Lukhanji	Nonzamo PHC Clinic	Unknown	UNKNOWN	xxxxxxx	xxxxxxx	DD-MMM-YY			29 years 5 months 10 days	DD-MMM-YY	20-APR-2017	xxxxxxxxxxx	xxxxxxxxxxx	85
Eastern Cape	Joe Gqabi	Senqu	Emplisenwi Gateway Clinic	Avy Clinic	UNKNOWN	xxxxxxx	xxxxxxx	DD-MMM-YY			34 years 7 months 15 days	DD-MMM-YY	21-APR-2017	xxxxxxxxxxx	xxxxxxxxxxx	84
Eastern Cape	Joe Gqabi	Elandini	Ulundi Clinic	Not Applicable	UNKNOWN	xxxxxxx	xxxxxxx	DD-MMM-YY			55 years	DD-MMM-YY	20-APR-2017	xxxxxxxxxxx	xxxxxxxxxxx	83
Eastern Cape	Amathole	Mkhashe	Idutywa Health Clinic	Unknown	xxxxxxx	xxxxxxx	xxxxxxx	DD-MMM-YY			25 years 3 months 27 days	DD-MMM-YY	21-APR-2017	xxxxxxxxxxx	xxxxxxxxxxx	82
Eastern Cape	O R Tambo	King Sabata Dalindyebo	Ngangelizwe Health Centre	Unknown	UNKNOWN	xxxxxxx	xxxxxxx	DD-MMM-YY			46 years 6 months 28 days	DD-MMM-YY	20-APR-2017	xxxxxxxxxxx	xxxxxxxxxxx	82
Eastern Cape	Chris Hani	Intsika Yethu	Bilatyie Phc Clinic	Unknown	UNKNOWN	xxxxxxx	xxxxxxx	DD-MMM-YY			35 years 7 months 9 days	DD-MMM-YY	21-APR-2017	xxxxxxxxxxx	xxxxxxxxxxx	79
Eastern Cape	Chris Hani	Ematlaheni	Glen Grey Hospital- Lady Frere	Unknown	xxxxxxx	xxxxxxx	xxxxxxx	DD-MMM-YY			48 years 8 months 9 days	DD-MMM-YY	20-APR-2017	xxxxxxxxxxx	xxxxxxxxxxx	77
Eastern Cape	Nelson Mandela Bay	Nelson Mandela Bay	Rosedale Clinic	Unknown	UNKNOWN	xxxxxxx	xxxxxxx	DD-MMM-YY			33 years 10 months 3 days	DD-MMM-YY	18-APR-2017	xxxxxxxxxxx	xxxxxxxxxxx	75
Eastern Cape	Joe Gqabi	Senqu	Emplisenwi Hospital	UNKNOWN	UNKNOWN	xxxxxxx	xxxxxxx	DD-MMM-YY			34 years 5 months 10 days	DD-MMM-YY	20-APR-2017	xxxxxxxxxxx	xxxxxxxxxxx	74

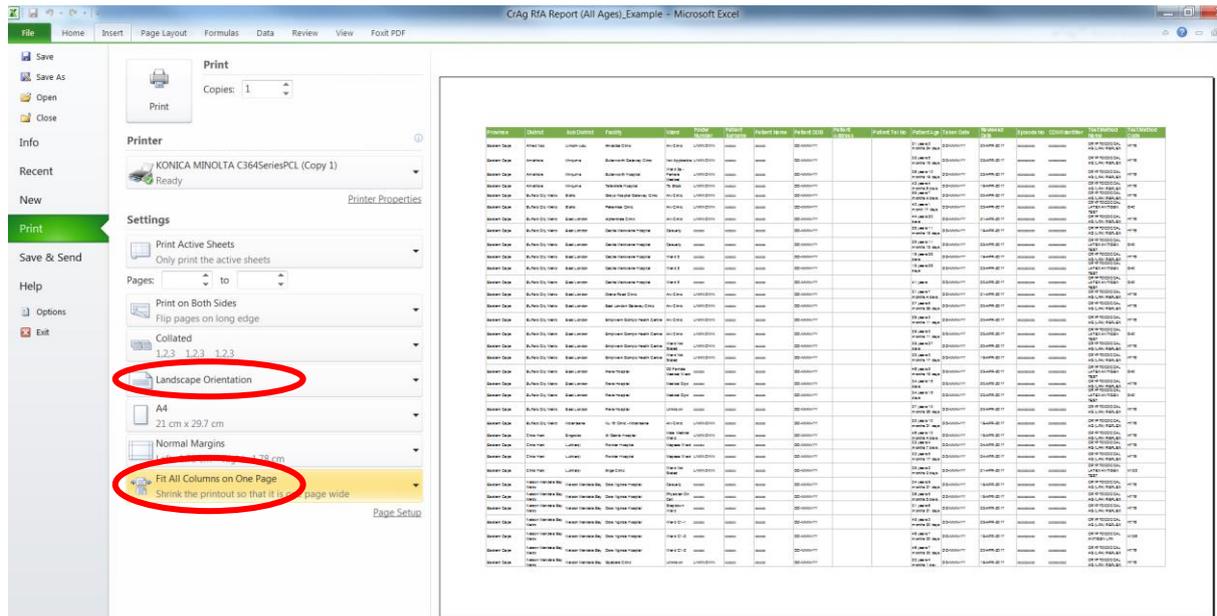
5. Printing the report

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.

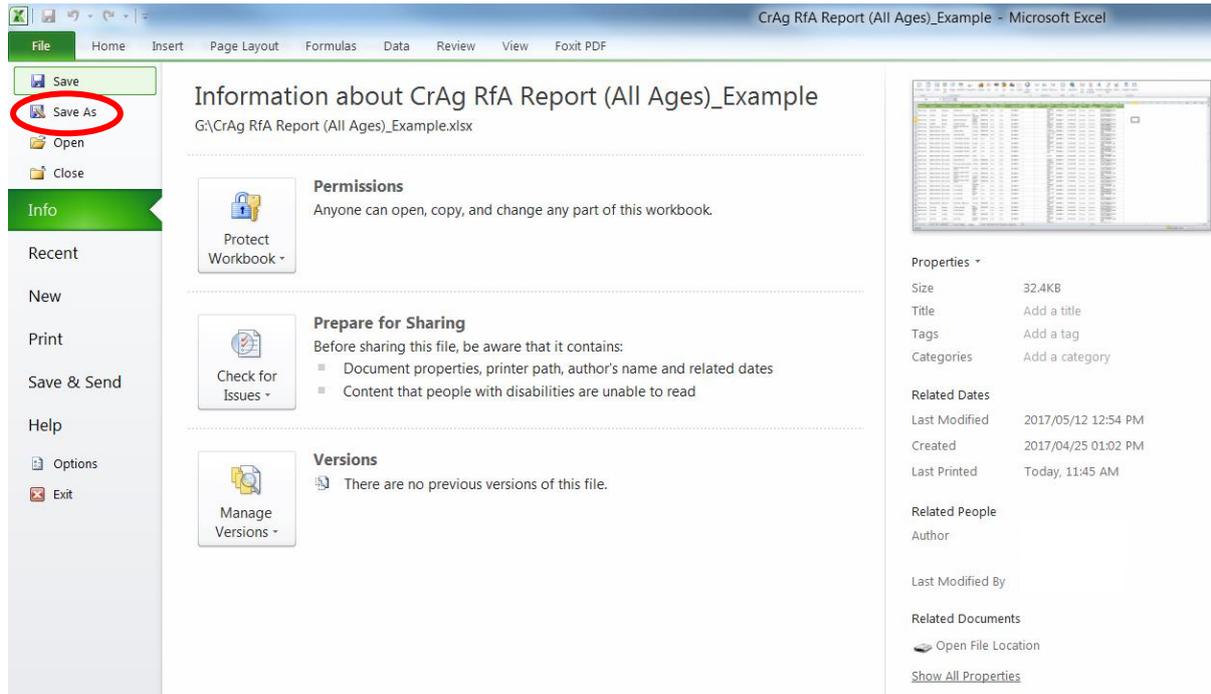
The report can be printed as follows:

Directly from Excel by setting the following printing options:

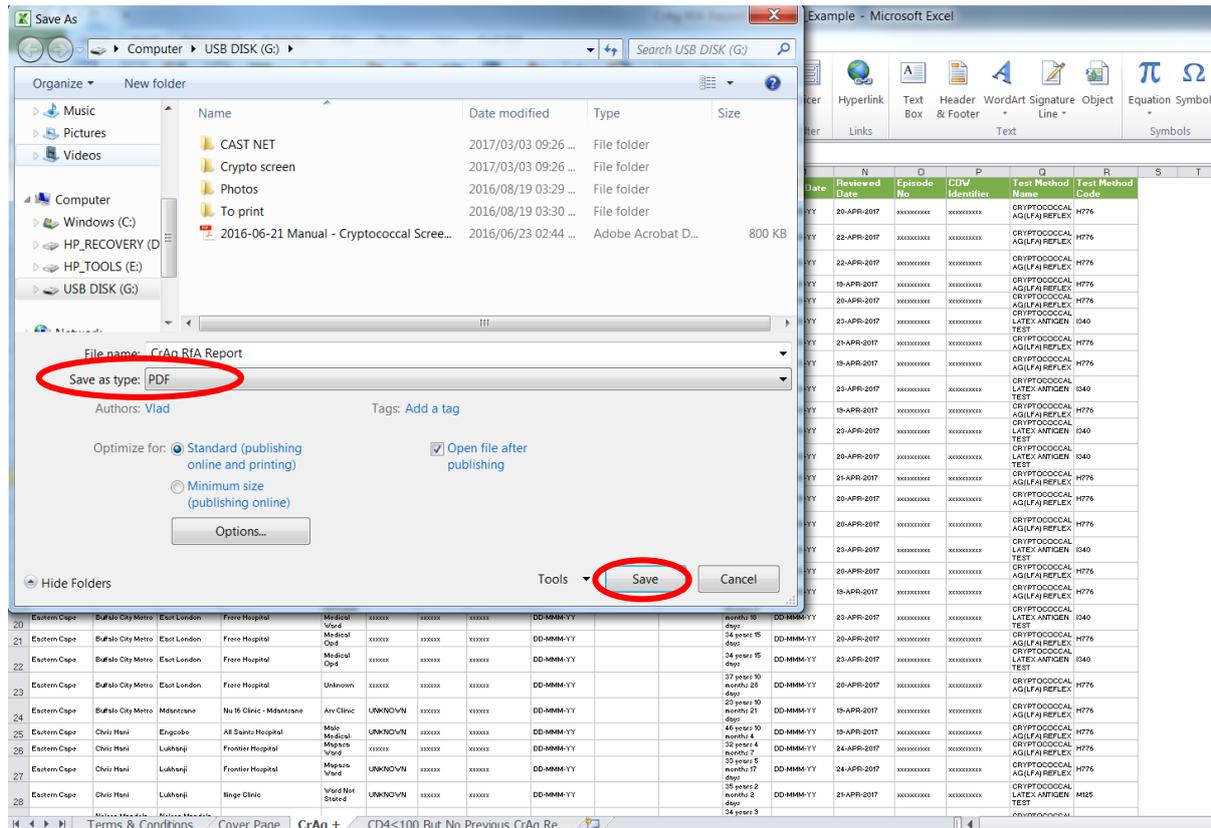
1. Landscape orientation
2. Fit all columns on one page



- Save as a PDF and print
- Click on File and Save As



Save as type: select PDF from the drop down menu and click on save



Select print on the PDF

CrAg RfA Report .pdf - Adobe Acrobat Reader DC

File Edit View Window Help

Home Tools CrAg RfA Report .pdf x

File Edit View Window Help

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Province	District	Sub District	Family	Ward	Folder Number	Patient Number	Patient Name	Patient DOB	Patient Address	Patient Tel No	Patient Age	Taken Date	Revised Date	Episode No	CDW Identifier	Test Method	Test Result
Eastern Cape	Alfred Nzo	Umtshobane	Amabile Clinic	Any Clinic	UNKNOW	0000	0000	DD-MMM-YY			37 years 8 months 24 days	DD-MMM-YY	20-07-2011	0000000	0000000	CRYPTODOCCAL AGU/FA/REFLEX	KT78
Eastern Cape	Amathole	Winkama	Butterworth Gateway Clinic	Mid Appleton	UNKNOW	0000	0000	DD-MMM-YY			22 years 8 months 10 days	DD-MMM-YY	20-07-2011	0000000	0000000	CRYPTODOCCAL AGU/FA/REFLEX	KT78
Eastern Cape	Amathole	Winkama	Butterworth Hospital	Ward 28 - Maternity	UNKNOW	0000	0000	DD-MMM-YY			44 years 10 months 10 days	DD-MMM-YY	20-07-2011	0000000	0000000	CRYPTODOCCAL AGU/FA/REFLEX	KT78
Eastern Cape	Amathole	Winkama	Tekamelo Hospital	Ts Bank	UNKNOW	0000	0000	DD-MMM-YY			41 years 4 months 20 days	DD-MMM-YY	18-07-2011	0000000	0000000	CRYPTODOCCAL AGU/FA/REFLEX	KT78
Eastern Cape	Buffalo City Metro	Stellenbosch	Orange Hospital Gateway Clinic	Any Clinic	UNKNOW	0000	0000	DD-MMM-YY			25 years 7 months 20 days	DD-MMM-YY	20-07-2011	0000000	0000000	CRYPTODOCCAL AGU/FA/REFLEX	KT78
Eastern Cape	Buffalo City Metro	Stellenbosch	Paradise Clinic	Any Clinic	UNKNOW	0000	0000	DD-MMM-YY			40 years 1 month 17 days	DD-MMM-YY	20-07-2011	0000000	0000000	LATEX ANTISEN	843
Eastern Cape	Buffalo City Metro	East London	Alphardale Clinic	Any Clinic	UNKNOW	0000	0000	DD-MMM-YY			44 years 20 days	DD-MMM-YY	21-07-2011	0000000	0000000	CRYPTODOCCAL AGU/FA/REFLEX	KT78
Eastern Cape	Buffalo City Metro	East London	Cecilie Makheane Hospital	Casualty	0000	0000	0000	DD-MMM-YY			24 years 11 months 10 days	DD-MMM-YY	18-07-2011	0000000	0000000	CRYPTODOCCAL AGU/FA/REFLEX	KT78
Eastern Cape	Buffalo City Metro	East London	Cecilie Makheane Hospital	Ward 5	0000	0000	0000	DD-MMM-YY			18 years 11 months 28 days	DD-MMM-YY	20-07-2011	0000000	0000000	LATEX ANTISEN	843
Eastern Cape	Buffalo City Metro	East London	Cecilie Makheane Hospital	Ward 5	0000	0000	0000	DD-MMM-YY			18 years 28 days	DD-MMM-YY	20-07-2011	0000000	0000000	LATEX ANTISEN	843
Eastern Cape	Buffalo City Metro	East London	Cecilie Makheane Hospital	Ward 8	0000	0000	0000	DD-MMM-YY			41 years	DD-MMM-YY	20-07-2011	0000000	0000000	CRYPTODOCCAL LATEX ANTISEN	843
Eastern Cape	Buffalo City Metro	East London	Orkney Road Clinic	Any Clinic	UNKNOW	0000	0000	DD-MMM-YY			31 years 7 months 17 days	DD-MMM-YY	21-07-2011	0000000	0000000	CRYPTODOCCAL LATEX ANTISEN	KT78
Eastern Cape	Buffalo City Metro	East London	East London Gateway Clinic	Any Clinic	UNKNOW	0000	0000	DD-MMM-YY			31 years 5 months 20 days	DD-MMM-YY	20-07-2011	0000000	0000000	CRYPTODOCCAL AGU/FA/REFLEX	KT78
Eastern Cape	Buffalo City Metro	East London	Employment Gateway Health Centre	Any Clinic	UNKNOW	0000	0000	DD-MMM-YY			29 years 9 months 11 days	DD-MMM-YY	20-07-2011	0000000	0000000	CRYPTODOCCAL AGU/FA/REFLEX	KT78
Eastern Cape	Buffalo City Metro	East London	Employment Gateway Health Centre	Any Clinic	UNKNOW	0000	0000	DD-MMM-YY			29 years 9 months 11 days	DD-MMM-YY	20-07-2011	0000000	0000000	LATEX ANTISEN	843
Eastern Cape	Buffalo City Metro	East London	Employment Gateway Health Centre	Ward Not Stated	UNKNOW	0000	0000	DD-MMM-YY			50 years 20 days	DD-MMM-YY	20-07-2011	0000000	0000000	CRYPTODOCCAL AGU/FA/REFLEX	KT78
Eastern Cape	Buffalo City Metro	East London	Employment Gateway Health Centre	Ward Not Stated	UNKNOW	0000	0000	DD-MMM-YY			50 years 20 days	DD-MMM-YY	18-07-2011	0000000	0000000	CRYPTODOCCAL AGU/FA/REFLEX	KT78
Eastern Cape	Buffalo City Metro	East London	Frans Hospital	221 Frans Medical Wing	0000	0000	0000	DD-MMM-YY			46 years 8 months 16 days	DD-MMM-YY	20-07-2011	0000000	0000000	CRYPTODOCCAL LATEX ANTISEN	843
Eastern Cape	Buffalo City Metro	East London	Frans Hospital	Medical Dept	0000	0000	0000	DD-MMM-YY			44 years 11 months 16 days	DD-MMM-YY	20-07-2011	0000000	0000000	CRYPTODOCCAL AGU/FA/REFLEX	KT78
Eastern Cape	Buffalo City Metro	East London	Frans Hospital	Medical Dept	0000	0000	0000	DD-MMM-YY			44 years 11 months 16 days	DD-MMM-YY	20-07-2011	0000000	0000000	LATEX ANTISEN	843
Eastern Cape	Buffalo City Metro	East London	Frans Hospital	Unknown	0000	0000	0000	DD-MMM-YY			31 years 10 months 28 days	DD-MMM-YY	20-07-2011	0000000	0000000	CRYPTODOCCAL LATEX ANTISEN	KT78
Eastern Cape	Buffalo City Metro	Mishamis	No. 18 Clinic - Mishamis	Any Clinic	UNKNOW	0000	0000	DD-MMM-YY			23 years 10 months 21 days	DD-MMM-YY	18-07-2011	0000000	0000000	CRYPTODOCCAL AGU/FA/REFLEX	KT78
Eastern Cape	Chris Hani	Engelbush	Al Eshel Hospital	Mak Medical Wing	UNKNOW	0000	0000	DD-MMM-YY			40 years 10 months 21 days	DD-MMM-YY	18-07-2011	0000000	0000000	CRYPTODOCCAL AGU/FA/REFLEX	KT78
Eastern Cape	Chris Hani	Luhlangeni	Frontier Hospital	Musasa Ward	UNKNOW	0000	0000	DD-MMM-YY			22 years 4 months 20 days	DD-MMM-YY	24-07-2011	0000000	0000000	CRYPTODOCCAL AGU/FA/REFLEX	KT78
Eastern Cape	Chris Hani	Luhlangeni	Frontier Hospital	Musasa Ward	UNKNOW	0000	0000	DD-MMM-YY			23 years 5 months 17 days	DD-MMM-YY	24-07-2011	0000000	0000000	CRYPTODOCCAL AGU/FA/REFLEX	KT78
Eastern Cape	Chris Hani	Luhlangeni	Rage Clinic	Ward Not Stated	UNKNOW	0000	0000	DD-MMM-YY			30 years 2 months 2 days	DD-MMM-YY	21-07-2011	0000000	0000000	CRYPTODOCCAL LATEX ANTISEN	843
Eastern Cape	Nelson Mandela Bay Metro	Nelson Mandela Bay Metro	Chris Ngqika Hospital	Casualty	0000	0000	0000	DD-MMM-YY			14 years 9 months 21 days	DD-MMM-YY	18-07-2011	0000000	0000000	CRYPTODOCCAL AGU/FA/REFLEX	KT78
Eastern Cape	Nelson Mandela Bay Metro	Nelson Mandela Bay Metro	Chris Ngqika Hospital	Physiotherapy Dept	0000	0000	0000	DD-MMM-YY			18 years 8 months 5 days	DD-MMM-YY	18-07-2011	0000000	0000000	CRYPTODOCCAL AGU/FA/REFLEX	KT78
Eastern Cape	Nelson Mandela Bay Metro	Nelson Mandela Bay Metro	Chris Ngqika Hospital	Magdalen Ward	0000	0000	0000	DD-MMM-YY			31 years 9 months 21 days	DD-MMM-YY	20-07-2011	0000000	0000000	CRYPTODOCCAL AGU/FA/REFLEX	KT78
Eastern Cape	Nelson Mandela Bay Metro	Nelson Mandela Bay Metro	Chris Ngqika Hospital	Ward C-1-1	0000	0000	0000	DD-MMM-YY			41 years 9 months 20 days	DD-MMM-YY	20-07-2011	0000000	0000000	CRYPTODOCCAL AGU/FA/REFLEX	KT78
Eastern Cape	Nelson Mandela Bay Metro	Nelson Mandela Bay Metro	Chris Ngqika Hospital	Ward C-1-2	0000	0000	0000	DD-MMM-YY			40 years 7 months 30 days	DD-MMM-YY	18-07-2011	0000000	0000000	CRYPTODOCCAL ANTISEN L.A.	843
Eastern Cape	Nelson Mandela Bay Metro	Nelson Mandela Bay Metro	Chris Ngqika Hospital	Ward C-1-2	0000	0000	0000	DD-MMM-YY			40 years 7 months 30 days	DD-MMM-YY	20-07-2011	0000000	0000000	CRYPTODOCCAL AGU/FA/REFLEX	KT78
Eastern Cape	Nelson Mandela Bay Metro	Nelson Mandela Bay Metro	Diplomats Clinic	Unknown	UNKNOW	0000	0000	DD-MMM-YY			23 years 4 months 10 days	DD-MMM-YY	18-07-2011	0000000	0000000	CRYPTODOCCAL AGU/FA/REFLEX	KT78

Should you have any queries, please feel free to contact: crypto@nicd.ac.za