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Monitoring Community-Based Voluntary Counselling and  
Testing (CBVCT)

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**GUIDELINES FOR DISAGGREGATED DATA SUBMISSION**

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## INTRODUCTION

This document was prepared for members of the COBATEST network that use their own data entry system (and not the COBATEST online tool), as guidance on how to submit the data for monitoring and evaluation (M&E) indicators. The guidelines provide the list of data items required for estimating CBVCT M&E indicators and the data file specifications (variable names for data items, values for variables and variable format specification). The M&E indicator data should be extracted from the CBVCT service 's own data management system and prepared according to the data file specification.

CBVCT M&E data files should be submitted to the COBATEST Network annually, by the following deadlines:

<b>Data for the period:</b>	<b>Should be submitted by:</b>
1st January 2017 - 31st December 2017	31st March 2018
1st January 2018 - 31st December 2018	31st March 2019
1st January 2019 - 31st December 2019	31st March 2020
1st January 2020 - 31st December 2020	31st March 2021
1st January 2021 - 31st December 2021	31st March 2022
1st January 2021 - 31st December 2022	31st March 2023
1st January 2022 - 31st December 2023	31st March 2024
1st January 2023 - 31st December 2024	31st March 2025

## ACKNOWLEDGEMENTS

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Consensus on the list of core and optional CBVCT indicators was reached on the draft document at the Workshop on the Core Group of Indicators to Monitor HIV Diagnosis in CBVCT Services in th Barcelona on 24 of May 2012. Special thanks to Tobias Alfven (Joint United Nations Programme on HIV/AIDS - UNAIDS, Switzerland) for his contribution to the workshop and all his suggestions on how to improve the document.

In addition to all individuals mentioned above, the following individuals participated at the workshop: Elena Adán (CAS Lluís Companys – Creu Roja,Spain), Maite Arrillaga (CEEISCAT), Alison Brown (Health Protection Agency-HPA, UK), Michele Breveglieri (ULSS 20, Italy), Laia Ferrer (CEEISCAT), Ricardo Fuertes ( CheckpointLX, Portugal ), Frank Funz (AIDS-Hilfe, Germany), Martina Furegato (ULSS 20, Italy), Jakob Haff (AIDS-Foundation, Denmark), Michael Meulbroek (Projecte dels NOMS-HISPANOSIDA, Spain), Adriana Morales Sida,(Stop Spain), Galina Musat (ARAS, Romania), Félix Pérez (Projecte dels NOMS-HISPANOSIDA, Spain), Ivo Procházka (Institute of Sexology, Czeck Republic), Ferran Pujol (Projecte dels NOMS-HISPANOSIDA, Spain), Daniela Rojas Castro (Association AIDES, France), Giorgio Sandrini Italy),(Arcigay,Sílvia Silva (Àmbit Prevenció-Àmbit Dona, Spain), Igor Sobolev (Estonian Network of LivingPeoplewith HIV, Estonia),

Július Szabó (Česká společnost AIDS pomoc, Czech Republic), Inga Upmace (The Baltic HIV association, Latvia), and Iwona Wawer (National AIDS Centre of Poland).

After the Workshop on the Core Group of Indicators to Monitor HIV Diagnosis in CBVCT Services, the document was sent for final comments to all members of the HIV-COBATEST Steering Committee and the members of the Advisory Board of the HIV-COBATEST Project, who were: Cinthia Lemos, Menel- HIV-COBATEST Project Officer (Executive Agency for Health and Consumers – EAHC, Luxembourg), Marita Van der Laar (European Centre for Disease Prevention and Control – ECDC, Sweden), Luisa Frescura (UNAIDS), Martin C. Donoghoe (World Health Organisation – WHO, Europe, Denmark), Brenda Spencer (Laussane University Institute of Social and Preventive Medicine, Switzerland), Ricardo Fernandes (European AIDS Treatment Group, Belgium), Jens D. Lundgren (National University Hospital & University of Copenhagen HIV programme and HIV in Europe, Denmark).

The preparation of the final document was coordinated by Irena Klavs and Cristina Agustí Benito through several rounds of review by e-mail and teleconferences and the contribution of Jordi Casabona, Laura Fernández López, Eduardo Ditzel, Miha Lobnik, and Per Slaaen Kaye.

## DATA SPECIFICATIONS

The table below provides an overview of data items to be collected for each client seen at the CBVCT service to be able to estimate all CBVCT M&E indicators with the suggested variables names, values (codes) for individual variables, and variables format specifications (data file specifications). For detailed explanation of each CBVCT indicator, see the CBVCT core indicators [here](#).

Data necessary for estimating linkage to healthcare and CD4 count at entry to care should try to be obtained from the local health care services to which people living with HIV were referred, or from the national HIV surveillance system.

The following contextual information about the CBVCT service should be provided with each data submission:

- Type of specimens collected from clients at the CBVCT service
- HIV test used at the CBVCT service as well as other tests used (e.g. for diagnosing selected other STI such as syphilis, gonorrhea, chlamydial infection and hepatitis B and hepatitis C)
- Whether confirmatory testing results is available to the CBVCT service, if confirmatory testing is performed in another organization
- The total operational cost of CBVCT facility during the respective half year

Each year CBVCT M&E data file should be submitted to the COBATEST Network as an attachment to e-mail that contains all the contextual information to [mgogishvili@igtp.cat](mailto:mgogishvili@igtp.cat) and [lflopez@iconcologia.net](mailto:lflopez@iconcologia.net)

Table 1: Data file specifications for CBVCT M&amp;E within COBATEST network

Data collected for M&E CBVCT		Variable name	Values	Format
Centre		Centre		String
Clients' unique identifier		Id		String
Gender		Gender	1 man (cis); 2 woman (cis); 3 transgender man; 4 transgender woman; 5 non-binary	Number
Age	Age in years	AgeInYears	2 digits, 999 missing	Number
	Date of birth	DateOfBirth	dd.mm.yyyy	Date
	Age group	AgeGroup	1 <25years old, 2 25+ years old	Number
Key population at higher risk	MSM	MSM	1 yes, 2 no, 3 does not know, 4 does not want to tell, 5 not asked	Number
	SW	SW	1 yes, 2 no, 3 does not know, 4 does not want to tell, 5 not asked	Number
	PWID	PWID	1 yes, 2 no, 3 does not know, 4 does not want to tell, 5 not asked	Number
	Migrant	Migrant	1 yes, 2 no, 3 does not know, 4 does not want to tell, 5 not asked	Number
	If migrant	MigrantYes	1 Tourist; 2 Longer Term Stay	Number
	If 'long-term stay' migrant	LTStay	1 foreign student, 2 foreign worker, 3 asylum seeking migrant, 4 refugee, 5 undocumented migrant, 6 naturalized citizen, 7 resident, 8 other	Number
Date of "requesting the test" visit		DateofVisit	dd.mm.yyyy	Date
Client's access to free health care services		AccessHealthCare	1 yes, 2 no, 3 does not know, 4 does not want to tell, 5 not asked	Number
HIV - Ever tested before		EverTested	1 yes, 2 no, 3 does not know, 4 does not want to tell, 5 not asked	Number
HIV - tested in 12 months prior to visit		TestedLastYear	1 yes, 2 no, 3 does not know, 4 does not want to tell, 5 not asked	Number
HIV - tested in same CBVCT in 12 months prior to visit		TestedLastYearSameCBVCT	1 yes, 2 no, 3 does not know, 4 does not want to tell, 5 not asked	Number
Pre-test discussion or pre-test counselling or pre-result counselling		PreTestCounselling	1 yes, 2 no	Number

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Screening HIV test performed, e.g. rapid HIV test or ELBAtest	ScreeningHIVTest	1 yes, 2 no	Number
Screening HIV test result	ScreeningTestResult	1 reactive, 2 non-reactive	Number
HIV Test used	HIVTestUsed	1 blood rapid test, 2 oral rapid test, 3 conventional test	Number
Date of receiving the screening HIV test result	DateScreeningTestResult	dd.mm.yyyy	Date
Client received the screening HIV test result	ScreeningTestResultReceived	1 yes, 2 no, 3 don't know	Number
HIV screening test post-result counselling	ScreeningPostTestCounselling	1 yes, 2 no, 3 don't know	Number
Confirmatory HIV test performed	ConfirmatoryHIVTest	1 yes, 2 no, 3 don't know	Number
Date of confirmatory test	DateConfirmatoryTest	dd.mm.yyyy	
Confirmatory HIV test result	ConfirmatoryHIVTestResult	1 positive, 2 negative, 3 rconclusive	Number
Date of receiving the confirmatory HIV test result	DateConfirmatoryTestResult	dd.mm.yyyy	Date
Client received the confirmatory HIV test result	ConfirmatoryTestResultReceived	1 yes, 2 no, 3 don't know, 9 missing	Number
Linkage into healthcare system	LinkageToHealthCare	1 yes, 2 no, 3 don't know, 9 missing	Number
Date of entry into healthcare	Datedlinkage	dd.mm.yyyy	Date
CD4 count at entry into healthcare (count)	CD4Count	4 digits, 9999 missing	Number
Date of CD4 count at entry into health care	DateCD4Count	dd.mm.yyyy	Date
Syphilis - Ever diagnosed before	SyphEverDiagnosed	1 yes, 2 no, 3 does not know, 4 does not want to tell, 5 not asked	Number
Syphilis - Ever tested before	SyphEverTested	2 yes, 2 no, 3 does not know, 4 does not want to tell, 5 not asked	Number
Syphilis - tested in 12 months prior to visit	SyphTestedLastYear	1 yes, 2 no, 3 does not know, 4 does not want to tell, 5 not asked	Number
Syphilis - tested in same CBVCT in 12 months prior to visit	SyphTestedLastYearSameCBVCT	1 yes, 2 no, 3 does not know, 4 does not want to tell, 5 not asked	Number
Syphilis - Screening test performed	SyphilisTest	1 yes, 2 no	Number
Syphilis - Screening test result	SyphScreeningTestResult	1 reactive, 2 non-reactive	Number
Syphilis - Confirmatory test performed	SyphConfirmatoryTest	1 yes, 2 no, 3 don't know	Number
Syphilis - Confirmatory test result	SyphConfirmatoryTestResult	1 active infection, 2 old infection, 3 negative, 4 not known	Number
Syphilis - Test used	SyphTestUsed	1 rapid test, 2 conventional test	Number



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HCV - Ever diagnosed before	HCVEverDiagnosed	1 yes, 2 no, 3 does not know, 4 does not want to tell, 5 not asked	Number
HCV - Ever tested before	HCVEverTested	2 yes, 2 no, 3 does not know, 4 does not want to tell, 5 not asked	Number
HCV - tested in 12 months prior to visit	HCVTestedLastYear	1 yes, 2 no, 3 does not know, 4 does not want to tell, 5 not asked	Number
HCV - tested in same CBVCT in 12 months prior to visit	HCVTestedLastYearSameCBVCT	1 yes, 2 no, 3 does not know, 4 does not want to tell, 5 not asked	Number
HCV - Screening test performed	HCVScreeningTestResult	1 reactive, 2 non-reactive	Number
HCV - Screening test result	HCVScreeningTestResult	1 reactive, 2 non-reactive	Number
HCV - RNA test performed	HCVRNATest	1 yes, 2 no	Number
HCV - Confirmatory test result	HCVConfirmatoryTestResult	1 active infection, 2 old infection, 3 negative, 4 not known	Number
HCV - Test used	HCVTestUsed	1 blood oral test, 2 rapid blood test, 3 conventional test	Number

\*any specific unique identifier used at an individual CBVCT service to link information obtained at different visits from the same client and information about the same client received from other services (e.g. HIV testing laboratory). E.g.: COBATEST Identifier