



Monitoring Community-Based Voluntary Counselling and  
Testing (CBVCT)

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**MANUAL FOR DATA ENTRY**

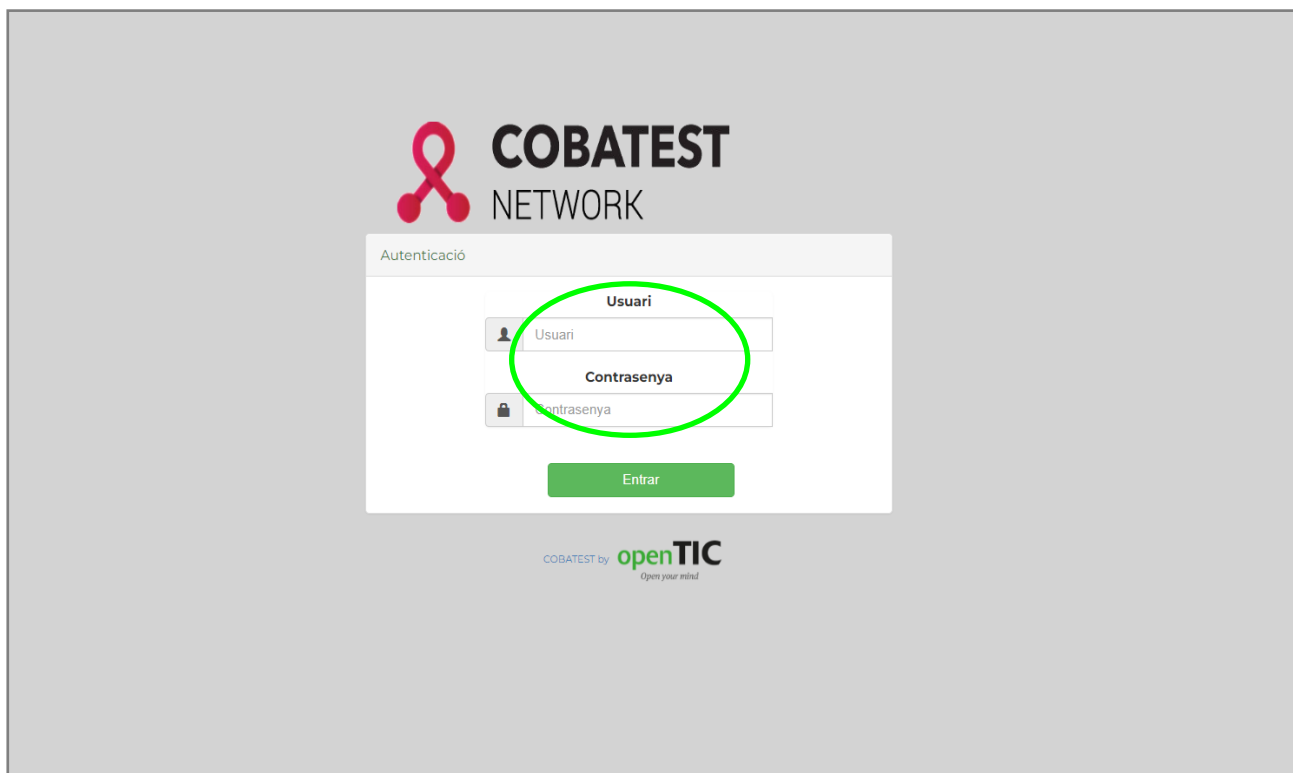
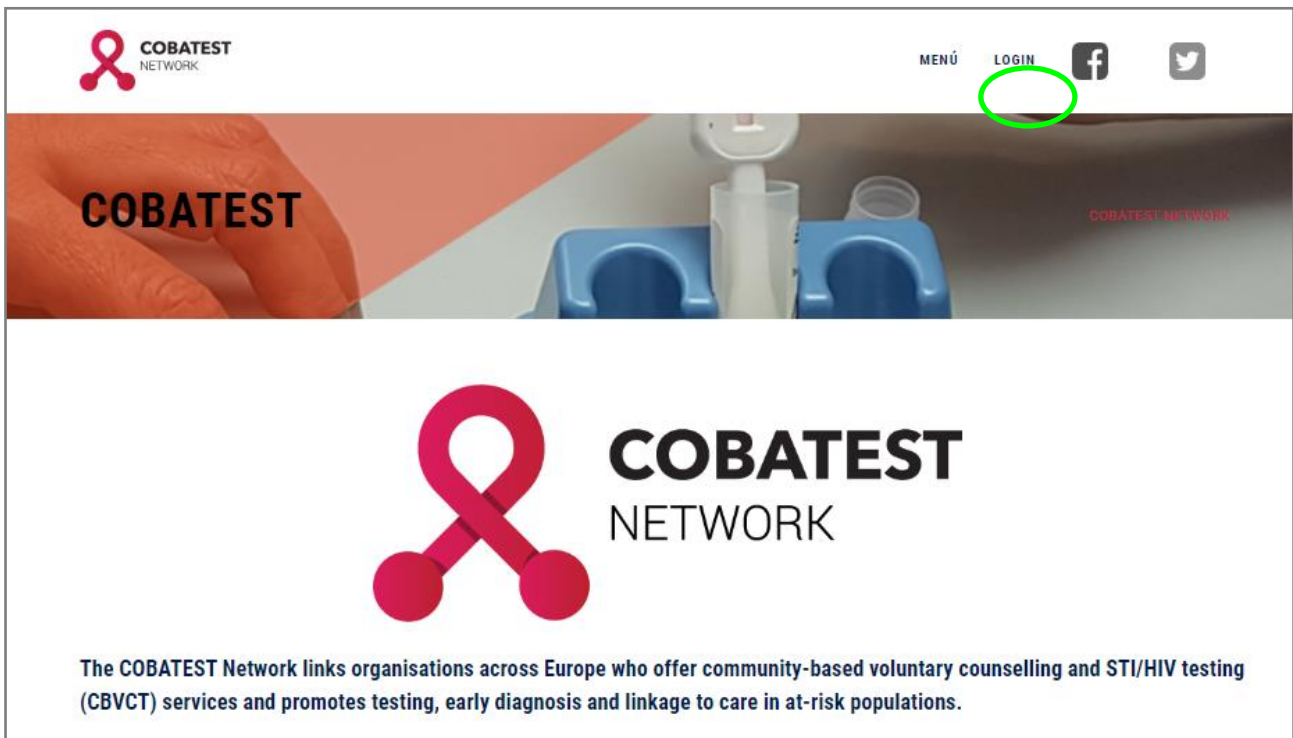
*Updated: 25.04.2023*

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## 1. ACCESS TO THE WEB-BASED TOOL FOR DATA ENTRY

- 1.1. To access the web-based tool for data entry, you have to go to COBATEST Network website (<https://cobatest.org/>), and login into your account using username and password provided to you by COBATEST network coordinator.



## 2. LIST OF ENTERED FORMS

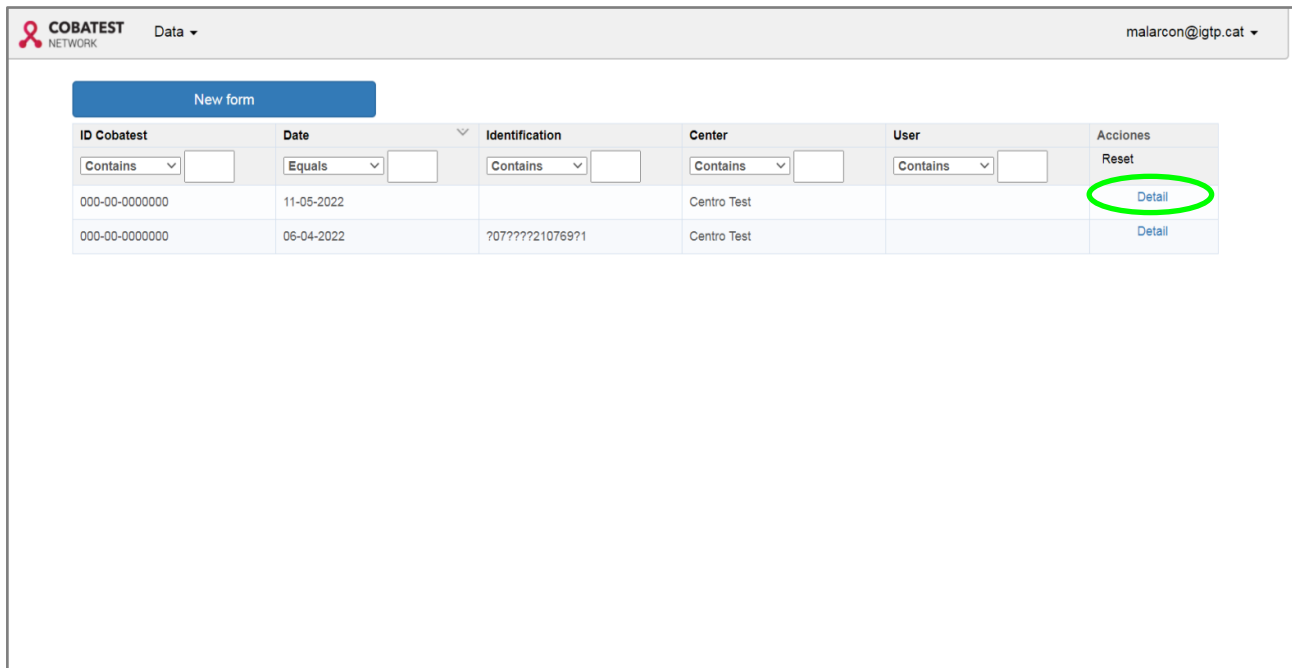
2.1. Once you have accessed the tool, the list of data entered will appear.

ID Cobatest	Date	Identification	Center	User	Acciones
000-00-0000000	11-05-2022		Centro Test		<a href="#">Detail</a>
000-00-0000000	06-04-2022	?07?????210769?1	Centro Test		<a href="#">Detail</a>

2.2. You will see the search engine that lets you filter the data by COBATEST ID, date of entry, client user code, centre name or username. By clicking your username on upper right corner, you will be able to change language of your form or select different center in case you manage multiple centers.

ID Cobatest	Date	Identification	Center	User	Acciones
000-00-0000000	11-05-2022		Centro Test		<a href="#">Detail</a>
000-00-0000000	06-04-2022	?07?????210769?1	Centro Test		<a href="#">Detail</a>

2.3. By clicking the button “Detail” you can access selected form for a client.

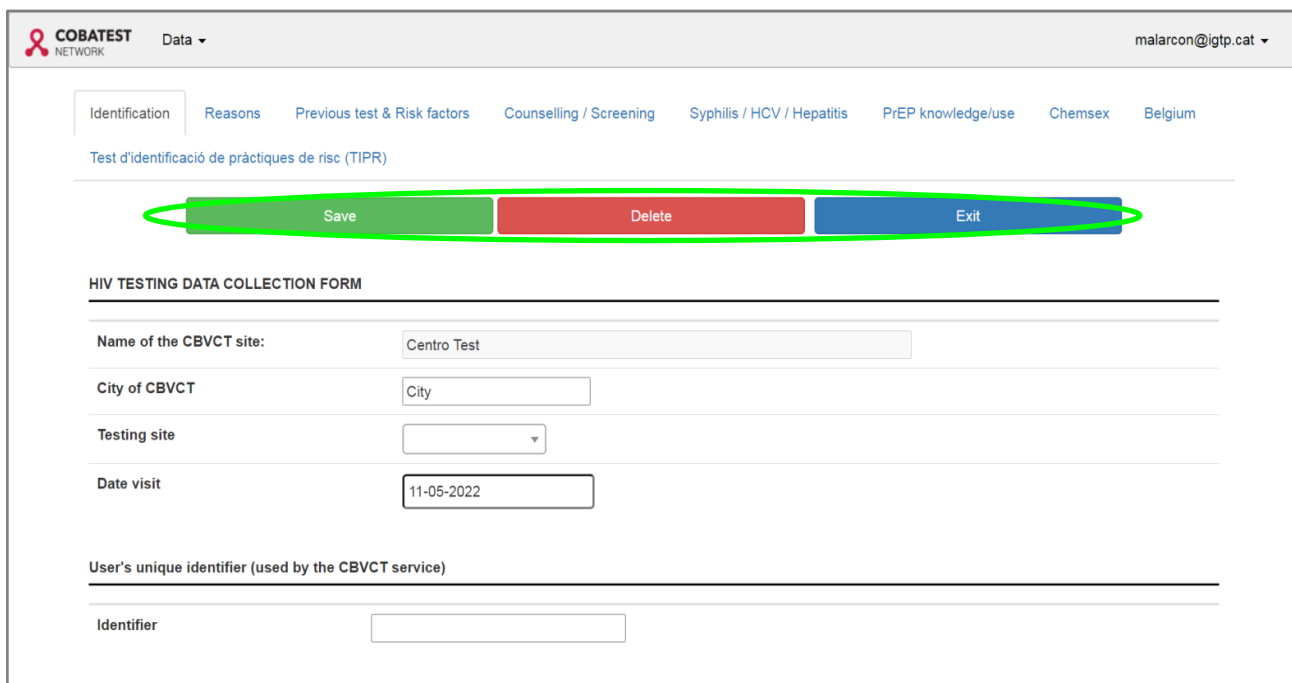


COBATEST NETWORK Data malarcon@igtp.cat

New form

ID Cobatest	Date	Identification	Center	User	Acciones
Contains	Equals	Contains	Contains	Contains	Reset
000-00-0000000	11-05-2022		Centro Test		<a href="#">Detail</a>
000-00-0000000	06-04-2022	?07????21076971	Centro Test		<a href="#">Detail</a>

2.4. In next window, you can modify accessed form save it, delete it, or exit without saving changes.



COBATEST NETWORK Data malarcon@igtp.cat

Identification Reasons Previous test & Risk factors Counselling / Screening Syphilis / HCV / Hepatitis PrEP knowledge/use Chemsex Belgium

Test d'identificació de pràctiques de risc (TIPR)

[Save](#) [Delete](#) [Exit](#)

**HIV TESTING DATA COLLECTION FORM**

Name of the CBVCT site: Centro Test

City of CBVCT: City

Testing site:

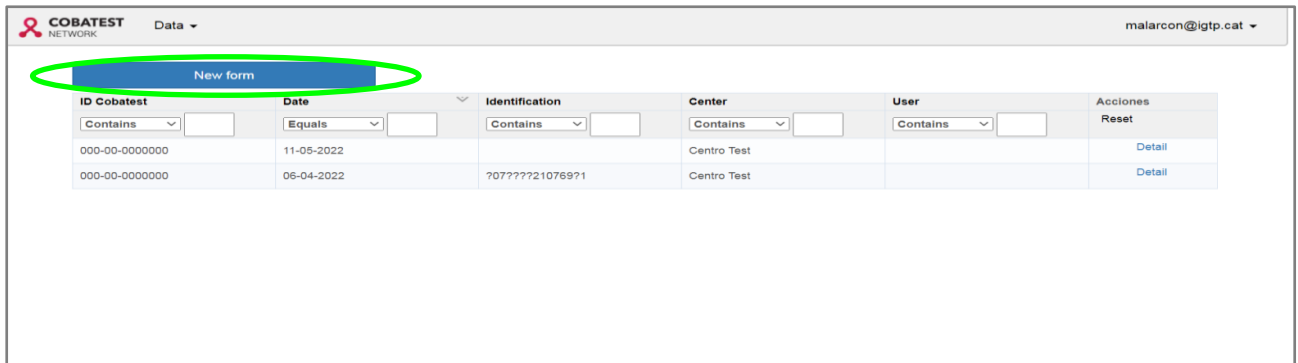
Date visit: 11-05-2022

User's unique identifier (used by the CBVCT service)

Identifier:

### 3. ENTER DATA ON A NEW FORM

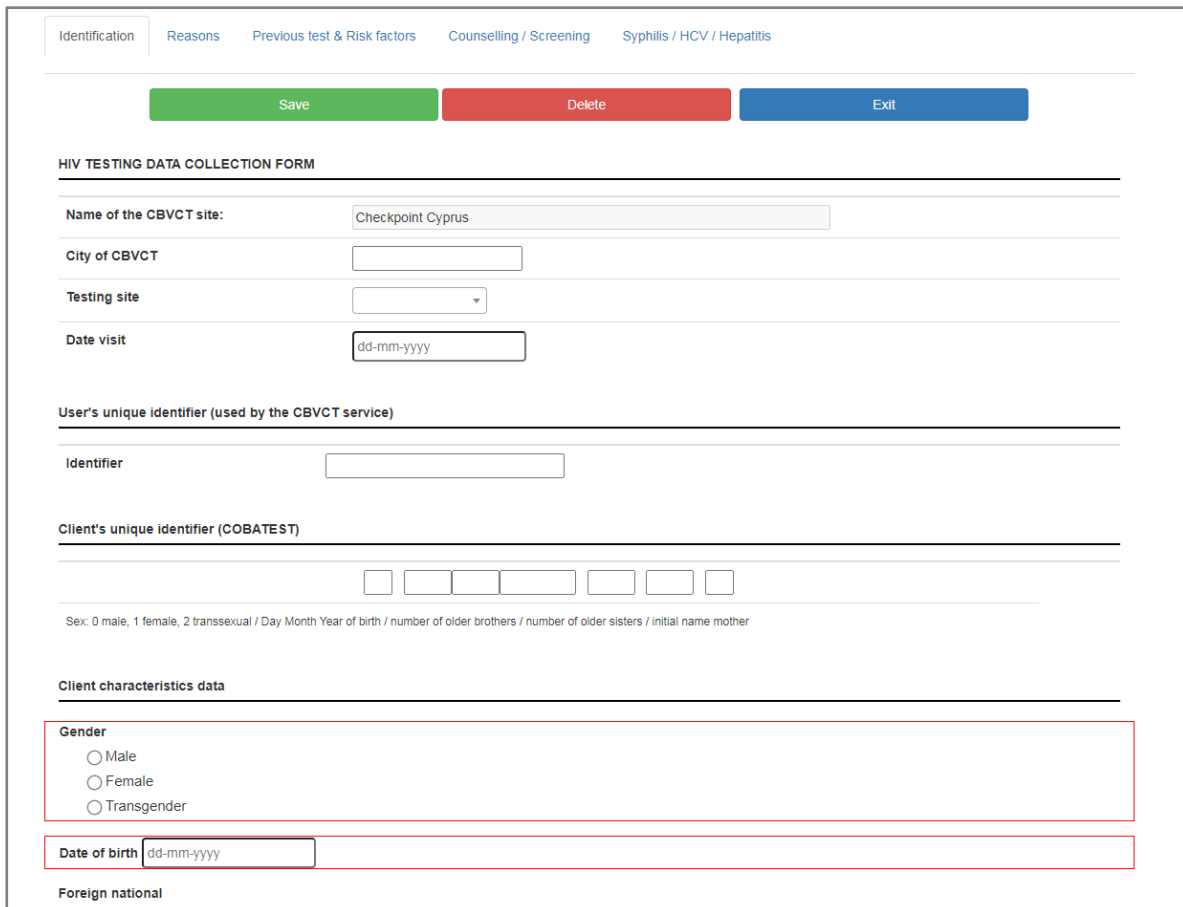
3.1. To add new data, you have to click “New form” located on the main page.



The screenshot shows the COBATEST NETWORK interface. At the top, there is a header with the logo, 'Data' dropdown, and user email 'malarcon@igtp.cat'. Below the header, a table lists existing forms. The 'New form' button is highlighted with a green circle. The table below it has columns for ID Cobatest, Date, Identification, Center, User, and Acciones.

ID Cobatest	Date	Identification	Center	User	Acciones
000-00-0000000	11-05-2022	?	Centro Test		<a href="#">Detail</a>
000-00-0000000	06-04-2022	707777721076971	Centro Test		<a href="#">Detail</a>

3.2. The form is divided in five main sections (Identification, Reasons, Previous Tests and Risk Factors, Counseling/Screening, Syphilis/HCV/Hepatitis); more sections might be available for some centers if requested. Existing extra sections have questions on Chemsex and PreP. Other additional sections have been developed by a request of specific centers and are available just to them. This option is available to all member centers. The mandatory questions in the form are highlighted with a red rectangle.



The screenshot shows the 'HIV TESTING DATA COLLECTION FORM' with five tabs: Identification, Reasons, Previous test & Risk factors, Counselling / Screening, and Syphilis / HCV / Hepatitis. Below the tabs are 'Save', 'Delete', and 'Exit' buttons. The form contains several input fields and sections. Mandatory fields are highlighted with red rectangles.

**HIV TESTING DATA COLLECTION FORM**

Name of the CBVCT site:

City of CBVCT

Testing site

Date visit

User's unique identifier (used by the CBVCT service)

Identifier

Client's unique identifier (COBATEST)

Sex: 0 male, 1 female, 2 transsexual / Day Month Year of birth / number of older brothers / number of older sisters / initial name mother

**Client characteristics data**

**Gender**

☐ Male

☐ Female

☐ Transgender

**Date of birth**

**Foreign national**

3.3. Some questions are hidden and appear if you click on specific response. For example, in the section of 'reasons for HIV testing':

Identification   **Reasons**   Previous test & Risk factors   Counselling / Screening   Syphilis / HCV / Hepatitis

Save   Delete   Exit

**Reasons for HIV testing ( multiresponse )**

Risc exposition ☐

For control / screening ☐

Window period in the last test ☐

Clinical symptoms ☐

Other ☐

**Reasons for come to this CBVCT service to be tested**

I've come here before ☐

If you click on responses “Risk exposition” and/or “For control/screening”, the hidden related questions will appear.

Identification   **Reasons**   Previous test & Risk factors   Counselling / Screening   Syphilis / HCV / Hepatitis

Save   Delete   Exit

**Reasons for HIV testing ( multiresponse )**

Risc exposition ☒

Unprotected vaginal sex ☐

Unprotected anal sex ☐

Unprotected oral sex ☐

Broken condom ☐

Unprotected sex with sex worker ☐

My partner has tested positive recently ☐

Episode of sharing injection material ☐

Other ☐

For control / screening ☒

Mi pareja me lo pide ☐

Before dropping using condom with my partner ☐

I wish to have a baby ☐

Prenatal screening before delivery ☐

Regular control ☐

Only to know my health status ☐

Other ☐

Window period in the last test ☐

Clinical symptoms ☐

3.4. In the next section, you can see the questions about previous HIV tests and risk behaviors. Again, if you click “yes” on the question “HIV tests in the past”:

Identification	Reasons	Previous test & Risk factors	Counselling / Screening	Syphilis / HCV / Hepatitis
----------------	---------	------------------------------	-------------------------	----------------------------

Save

Delete

Exit

---

**HIV test in the past**

---

**HIV test in the past**

☐ Yes

☐ No

☐ Don't know

---

**Risk behaviour/factors**

---

**Sex in the last 12 months with**

☐ men

☐ women

☐ men and women

☐ I haven't had sex

☐ Don't know

---

**Condom use in last sexual relation with penetration**

☐ Yes

☐ No

☐ Don't know

---

**Exchange of sex for drugs or money in the last 12 months**

☐ Yes

☐ No

The hidden related questions will appear.

Identification	Reasons	Previous test & Risk factors	Counselling / Screening	Syphilis / HCV / Hepatitis
----------------	---------	------------------------------	-------------------------	----------------------------

Save

Delete

Exit

---

**HIV test in the past**

---

**HIV test in the past**

☒ Yes

☐ No

☐ Don't know

**Date of last test**  /  (MM/YYYY)

**Result of last test**

☐ Positive

☐ Negative

☐ Don't know

**HIV test in the last 12 months in this CBVCT facility**

☐ Yes

☐ No

☐ Don't know

---

**Risk behaviour/factors**

---

**Sex in the last 12 months with**

☐ men



3.5. In the section 4, you can find questions on counselling and the screening HIV test.

Identification
Reasons
Previous test & Risk factors
Counselling / Screening
Syphilis / HCV / Hepatitis

Save
Delete
Exit

---

**Pre test counselling**

---

**Pre test pre result counselling performed**

☐ Yes  
☐ No  
☐ Don't know

**Screening HIV test**

---

**Date of specimen collection**  /  /  (DD/MM/YYYY)

---

**Type of test used**

☐ Blood rapid test  
☐ Oral rapid test  
☐ Conventional blood test (Elisa)

---

**Screening test result**

☐ Reactive  
☐ Non reactive  
☐ Not done

3.6. If you select as screening test result 'reactive', the questions on confirmatory HIV test will appear.

☒ Reactive  
☐ Non reactive  
☐ Not done

**The client received screening HIV test result**

☐ Yes  
☐ No  
☐ Don't know

**Post test counselling**

---

**Post test HIV counselling performed**

☐ Yes  
☐ No  
☐ Don't know

**Confirmatory HIV test**

---

**Confirmatory test performed**

☐ Yes  
☐ No  
☐ Don't know

---

**Access to health system for those HIV positive**

---

**Patient linked to healthcare system**

☐ Yes  
☐ No  
☐ Don't know

**First CD4 count result**

3.7. The last section is for the Module B ‘Syphilis/HCV/Hepatitis’, and additional comments.

Identification
Reasons
Previous test & Risk factors
Counselling / Screening
Syphilis / HCV / Hepatitis

Save
Delete
Exit

---

**MODULE B**

---

**Syphilis test**

---

**Previous syphilis diagnosis**

☐ Yes  
☐ No  
☐ Don't know

**Syphilis test performed**

☐ Yes  
☐ No  
☐ Don't know

**Syphilis diagnosis**

☐ Active infection  
☐ Serological scar (old or cured infection)  
☐ Not known  
☐ Negative

---

**HCV test**

---

**Previous HCV diagnosis**

☐ Yes  
☐ No

3.8. If you click ‘yes’ on questions asking if syphilis or HCV tests have been performed, more related questions will appear.

Identification
Reasons
Previous test & Risk factors
Counselling / Screening
Syphilis / HCV / Hepatitis

Save
Delete
Exit

---

**MODULE B**

---

**Syphilis test**

---

**Previous syphilis diagnosis**

☐ Yes  
☐ No  
☐ Don't know

**Syphilis test performed**

☒ Yes  
☐ No  
☐ Don't know

Date of specimen collection
 /  /  (DD/MM/YYYY)

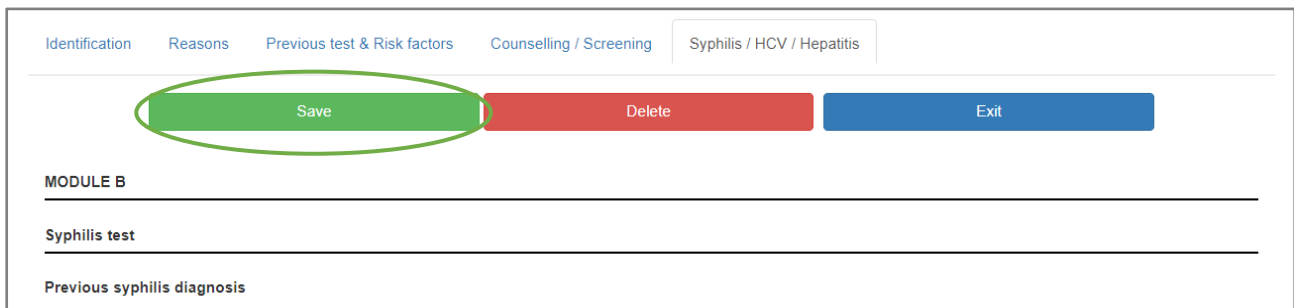
**Type of test used**  
☐ Rapid test  
☐ Conventional test

---

**Syphilis diagnosis**

☐ Active infection  
☐ Serological scar (old or cured infection)

3.9. By clicking “Save”, the form will be saved.



Identification Reasons Previous test & Risk factors Counselling / Screening Syphilis / HCV / Hepatitis

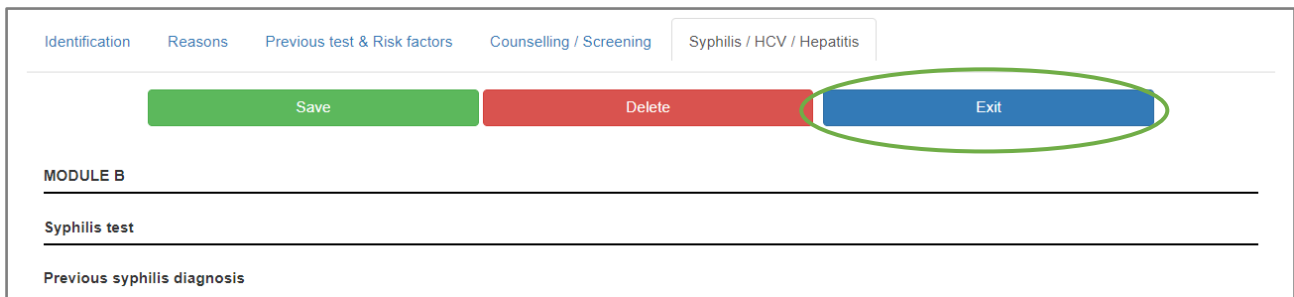
Save Delete Exit

MODULE B

Syphilis test

Previous syphilis diagnosis

3.10. After clicking “Save”, you can click “Exit”, to go back to the main page. The list of the data entered on the main page will be updated and the last inputted form will appear on the top of the list.



Identification Reasons Previous test & Risk factors Counselling / Screening Syphilis / HCV / Hepatitis

Save Delete Exit

MODULE B

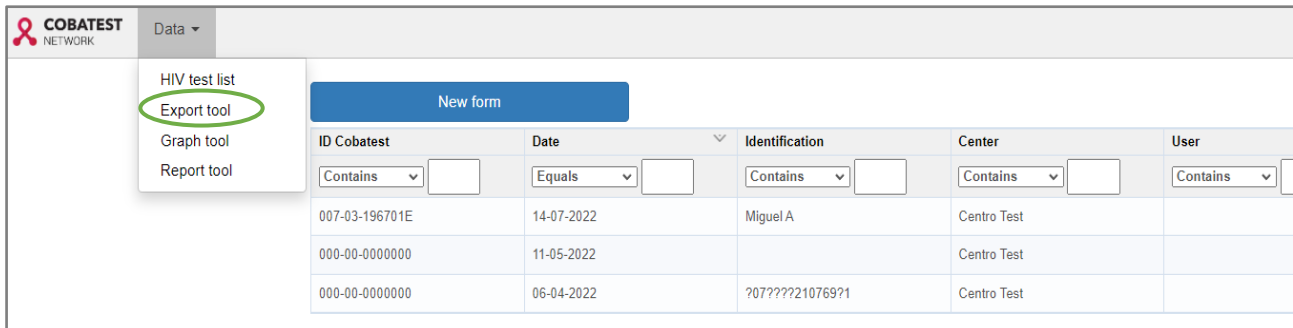
Syphilis test

Previous syphilis diagnosis

New form					
ID Cobatest	Date	Identification	Center	User	Acciones
Contains	Equals	Contains	Contains	Contains	Reset
007-03-196701E	14-07-2022	Miguel A	Centro Test		<a href="#">Detail</a>
000-00-0000000	11-05-2022		Centro Test		<a href="#">Detail</a>
000-00-0000000	06-04-2022	?07????210769?1	Centro Test		<a href="#">Detail</a>

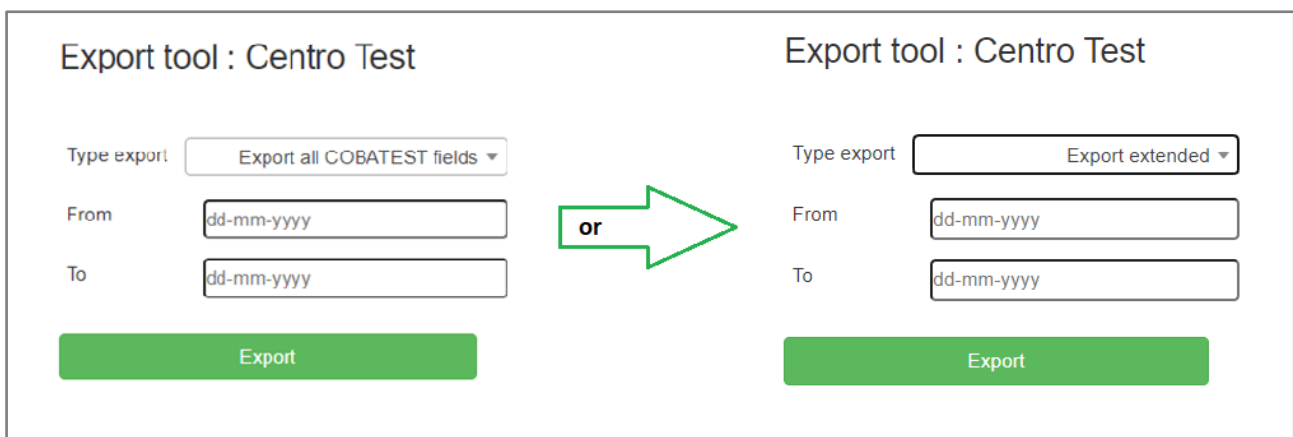
## 4. DATA EXTRACTION

4.1. By clicking “Data” on upper left corner and selecting “Export tool” option, you will access a window for data extraction.



ID Cobatest	Date	Identification	Center	User
007-03-196701E	14-07-2022	Miguel A	Centro Test	
000-00-0000000	11-05-2022		Centro Test	
000-00-0000000	06-04-2022	?07????210769?1	Centro Test	

4.2. In the next window, you can select to extract all data by specific time-period. By selecting an option “Export all COBATEST fields”, the data will be extracted with answers indicated as predetermined codes. If you select option “Export extended”, the data extracted will appear with all the complete titles and labels.



**Export tool : Centro Test**

Type export: Export all COBATEST fields ▼

From:

To:

Export

or →

**Export tool : Centro Test**

Type export: Export extended ▼

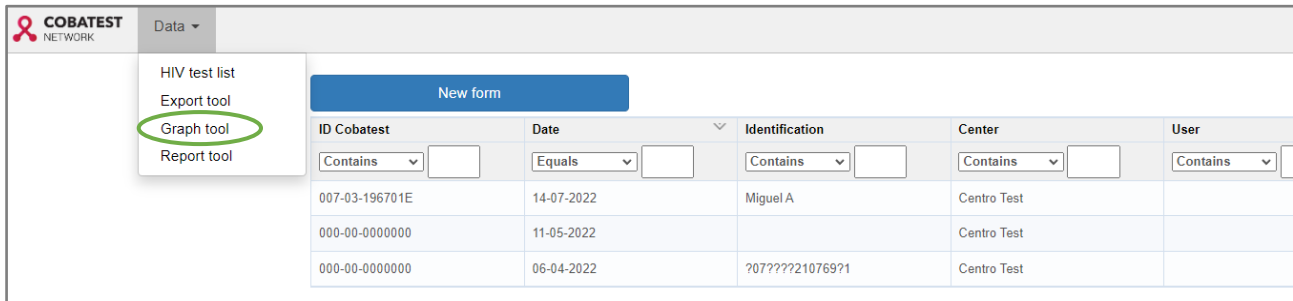
From:

To:

Export

## 5. GRAPH TOOL

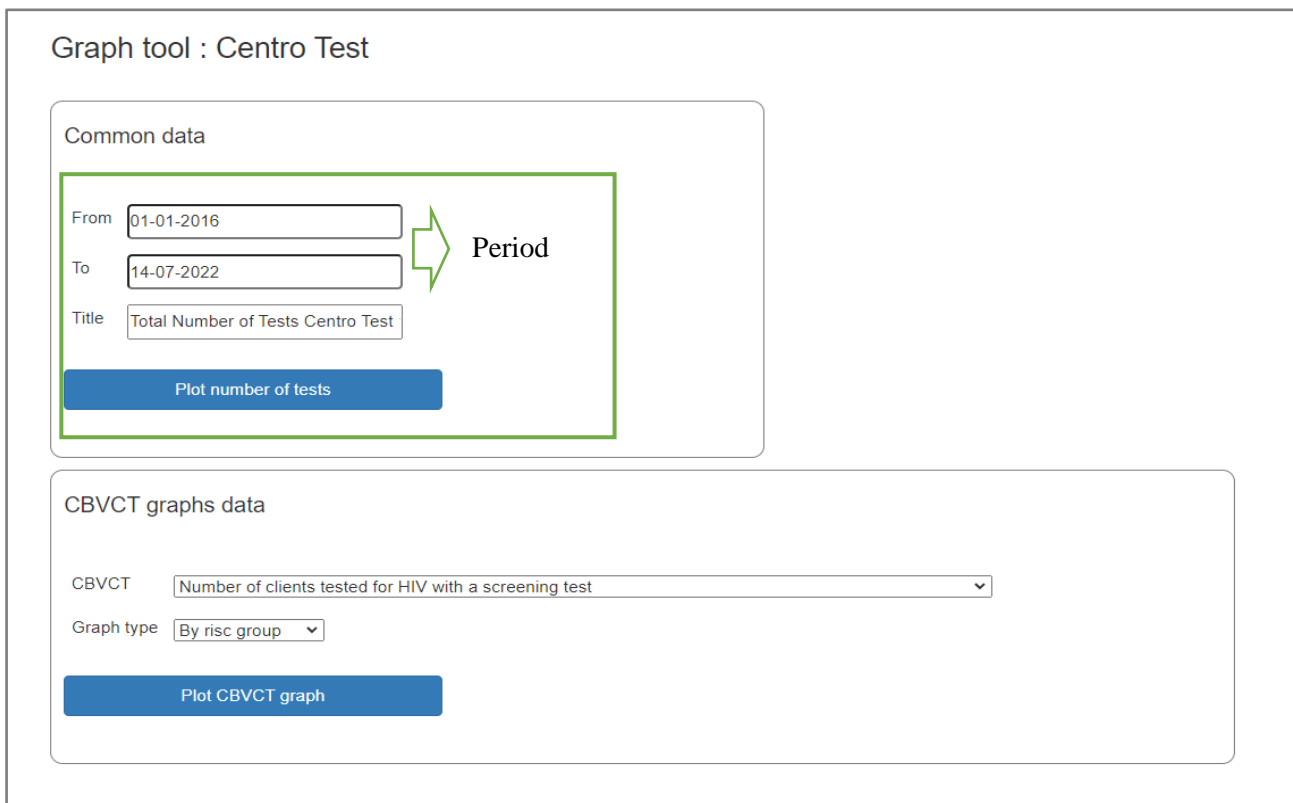
5.1. By selecting “Graph tool” in “Data” drop down menu, you can access window that will allow you to generate graphs of your data by COBATEST indicators.



The screenshot shows the COBATEST NETWORK interface. A 'Data' dropdown menu is open, with 'Graph tool' highlighted. Below the menu is a 'New form' button and a table with the following data:

ID Cobatest	Date	Identification	Center	User
007-03-196701E	14-07-2022	Miguel A	Centro Test	
000-00-0000000	11-05-2022		Centro Test	
000-00-0000000	06-04-2022	?07????210769?1	Centro Test	

5.2. In ‘Common data’ box you can generate a graph of total number of tests performed in specific time-period.



The screenshot shows the 'Graph tool : Centro Test' window. It contains two sections:

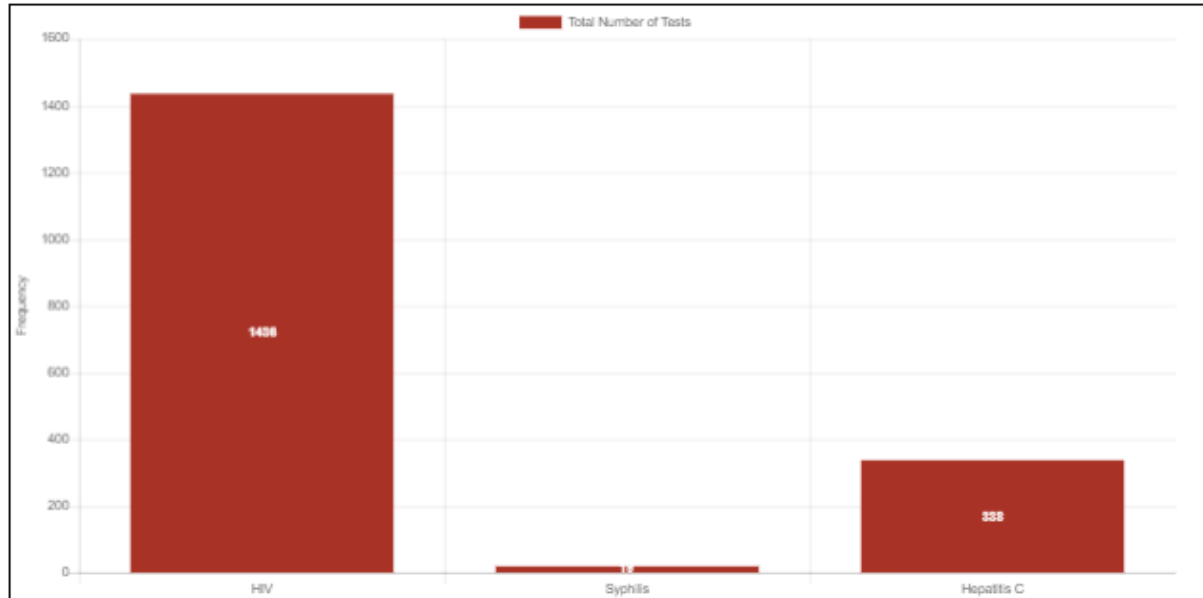
**Common data**

From: 01-01-2016  
To: 14-07-2022  
Title: Total Number of Tests Centro Test  
Plot number of tests

**CBVCT graphs data**

CBVCT: Number of clients tested for HIV with a screening test  
Graph type: By risc group  
Plot CBVCT graph

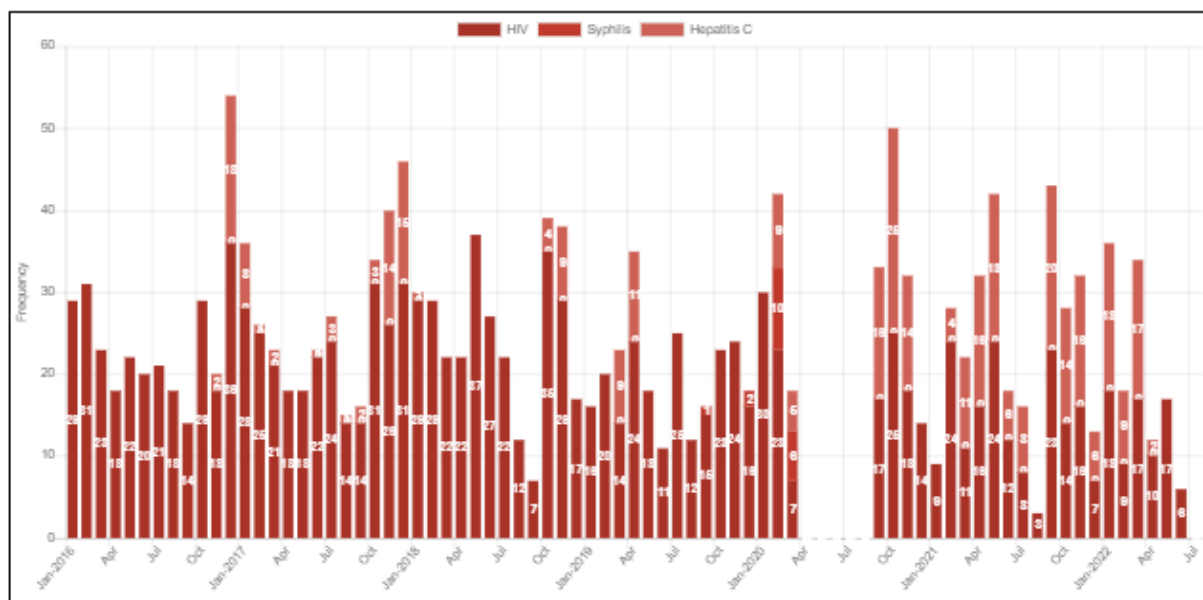
5.3. By clicking the “plot number of tests”, you will generate a report for selected time-period. Created graphs will show total of tests performed by your center in the requested period. All graphs can be downloaded in an Excel format.



HIV	Syphilis	Hepatitis C
1436	19	338



Download button



	Jan-2016	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan-2017	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan-2018	Feb	Mar	Apr	May	Jun
HIV	29	31	23	18	22	20	21	18	14	29	18	36	28	25	21	18	18	22	24	14	14	31	26	31	29	29	22	22	37	27
Syphilis	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hepatitis C	0	0	0	0	0	0	0	0	0	2	18	8	1	2	0	0	1	3	1	2	3	14	15	1	0	0	0	0	0	0



5.4. The box “CBVCT graphs data” allows you to generate graphs by predetermined COBATEST indicators and graph type (specifically by risk group, month, gender, or age group). By clicking “Plot CBVCT graph”, requested graph will be generated. All graphs can be downloaded in an Excel format.

Graph tool : Centro Test

Common data

From

01-01-2016

To

14-07-2022

Title

Total Number of Tests Centro Test

Plot number of tests

CBVCT graphs data

CBVCT

Number of clients tested for HIV with a screening test

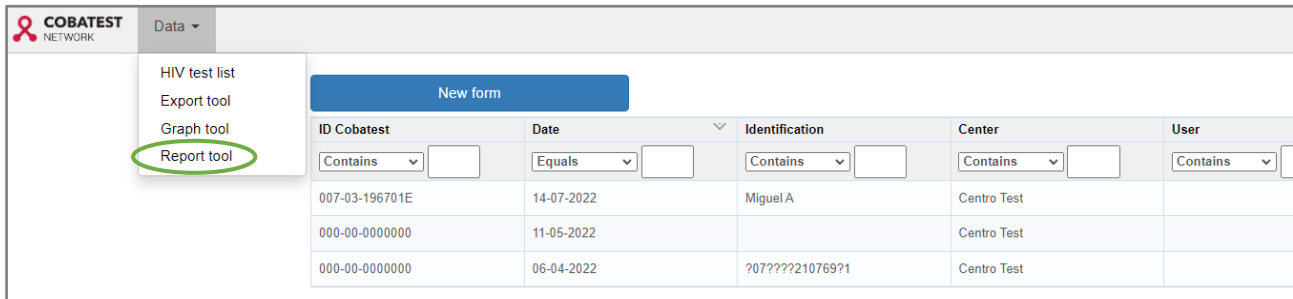
Graph type

By risc group

Plot CBVCT graph

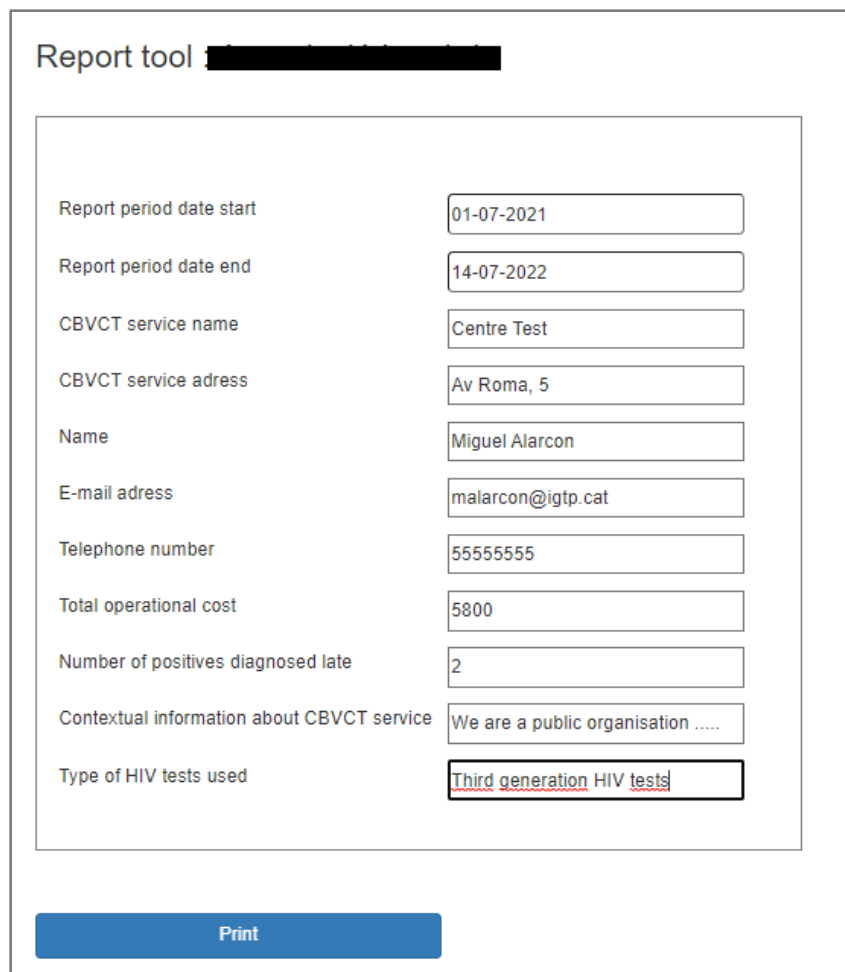
## 6. REPORT TOOL

6.1. By selecting “Report tool” in “Data” drop down menu, you can access a window that allows you to generate a report by COBATEST indicators and specific time period.



ID Cobatest	Date	Identification	Center	User
007-03-196701E	14-07-2022	Miguel A	Centro Test	
000-00-0000000	11-05-2022		Centro Test	
000-00-0000000	06-04-2022	?07????210769?1	Centro Test	

6.2. In this window you just need to indicate a reporting time-period (no other boxes need filling in), and you will generate a report of your data by COBATEST indicators in PDF format.



**Report tool** [REDACTED]

Report period date start: 01-07-2021

Report period date end: 14-07-2022

CBVCT service name: Centre Test

CBVCT service adress: Av Roma, 5

Name: Miguel Alarcon

E-mail adress: malarcon@igtp.cat

Telephone number: 5555555

Total operational cost: 5800

Number of positives diagnosed late: 2


Contextual information about CBVCT service: We are a public organisation .....

Type of HIV tests used: Third generation HIV tests

**Print**



6.3. By clicking the “Print” button, you can generate the report. In continuation you can see as an example 2 pages of the report generated:



**CBVCT PROGRAMME M&E REPORT FORM**

**HIV-COBATEST CBVCT services network**

CBVCT service name : **Centre Test**  
 CBVCT service adress : **Av Roma, 5**  
 Responsible individual  
     Name : **Miguel Alarcon**  
     E-mail address : **malarcon@igtp.cat**  
     Telephone number : **55555555**

Reporting period : from **2021-07-01** to **2022-07-14**  
 Total operational cost : **5800**  
 Number of positives diagnosed late : **2**  
 Contextual information about CBVCT service : We are a public organisation .....  
 Type of HIV tests used : Third generation HIV tests

**CBVCT 1 : Number of clients tested for HIV**

Number of clients tested for HIV width a screening test	All	Males	Females	-25	25+
MSM	125	125	0	35	87
SW	9	6	0	2	7
IDU	0	0	0	0	0
MIGRANT	54	46	3	22	30
ALL	148	129	13	46	99

<b>CBVCT 2 : Proportion of clients who reported to have been tested for HIV</b>					
	<b>All</b>	<b>Males</b>	<b>Females</b>	<b>-25</b>	<b>25+</b>
<b>MSM</b>					
Proportion(%) of clients who reported to have been previously tested for HIV	79.84	79.84	0	68.57	86.21
Numerator: number of clients who reported to have been previously tested for HIV	99	99	0	24	75
Denominator: number of clients tested for HIV	124	124	0	35	87
<b>SW</b>					
Proportion(%) of clients who reported to have been previously tested for HIV	100	100	0	100	100
Numerator: number of clients who reported to have been previously tested for HIV	9	6	0	2	7
Denominator: number of clients tested for HIV	9	6	0	2	7
<b>IDU</b>					
Proportion(%) of clients who reported to have been previously tested for HIV	0	0	0	0	0
Numerator: number of clients who reported to have been previously tested for HIV	0	0	0	0	0
Denominator: number of clients tested for HIV	0	0	0	0	0
<b>MIGRANT</b>					
Proportion(%) of clients who reported to have been previously tested for HIV	81.13	84.44	33.33	72.73	90
Numerator: number of clients who reported to have been previously tested for HIV	43	38	1	16	27
Denominator: number of clients tested for HIV	53	45	3	22	30
<b>ALL</b>					
Proportion(%) of clients who reported to have been previously tested for HIV	75.51	78.91	46.15	58.7	84.85
Numerator: number of clients who reported to have been previously tested for HIV	111	101	6	27	84

6.4. The report can be downloaded in PDF format.