



COBATEST
NETWORK

Monitoring Community-Based Voluntary Counselling and
Testing (CBVCT)

MANUAL FOR DATA ENTRY

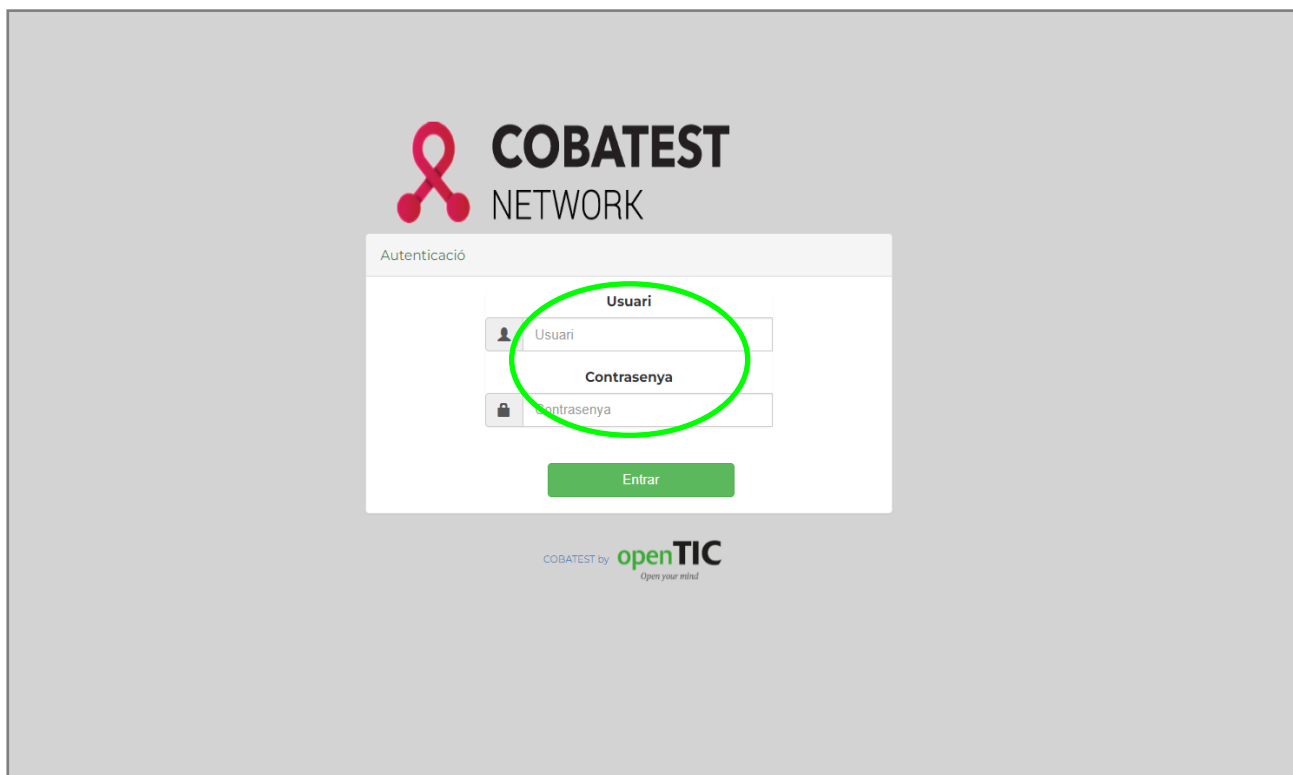
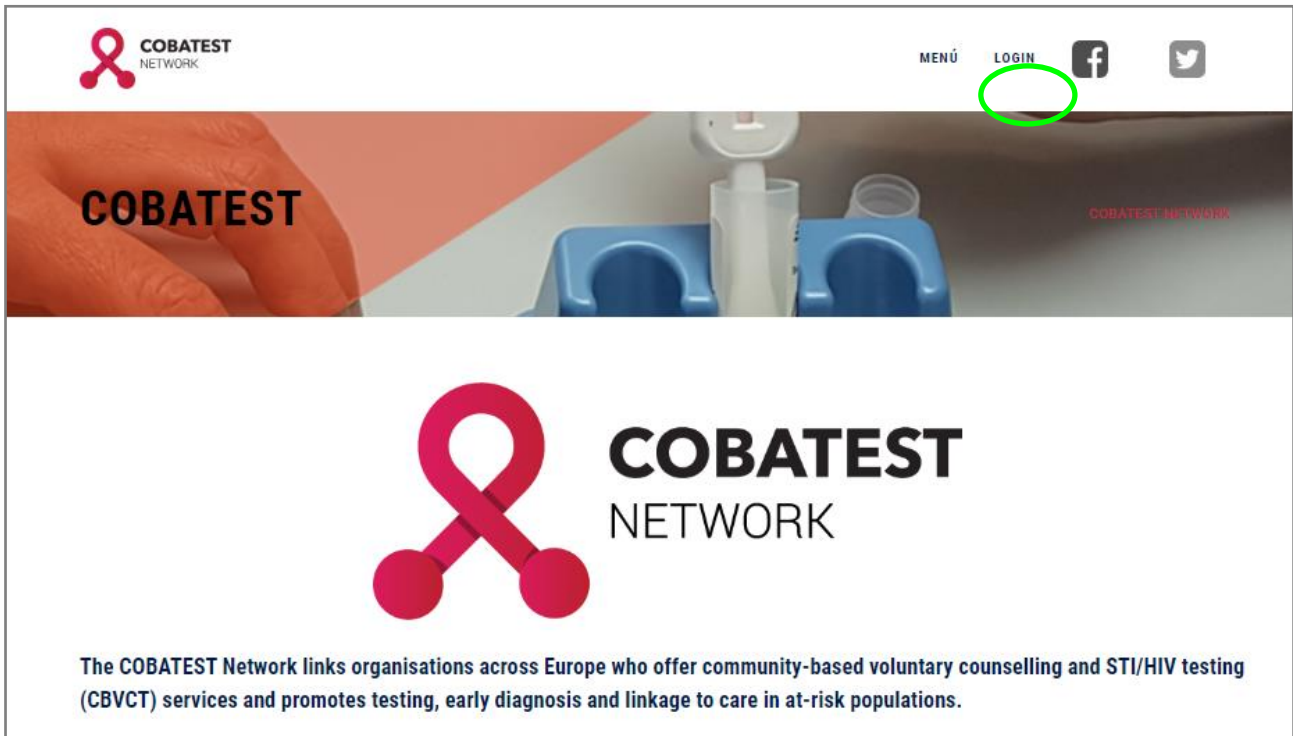
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CONTENT

1. Access to the web-based tool for data entry	3
2. List of entered forms	4
3. Enter data on a new form	6
4. Data extraction	12
5. Graph tool	13
6. Report tool	16

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		Detail
000-00-0000000	06-04-2022	?07?????21076971	Centro Test		Detail

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		Detail
000-00-0000000	06-04-2022	?07?????21076971	Centro Test		Detail

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

The screenshot shows the COBATEST NETWORK interface. At the top left is the logo and 'Data' dropdown. At the top right is the user 'malarcon@igtp.cat'. Below is a 'New form' button. A table displays the following data:

ID Cobatest	Date	Identification	Center	User	Acciones
000-00-0000000	11-05-2022		Centro Test		Reset Detail
000-00-0000000	06-04-2022	?07????21076971	Centro Test		Detail

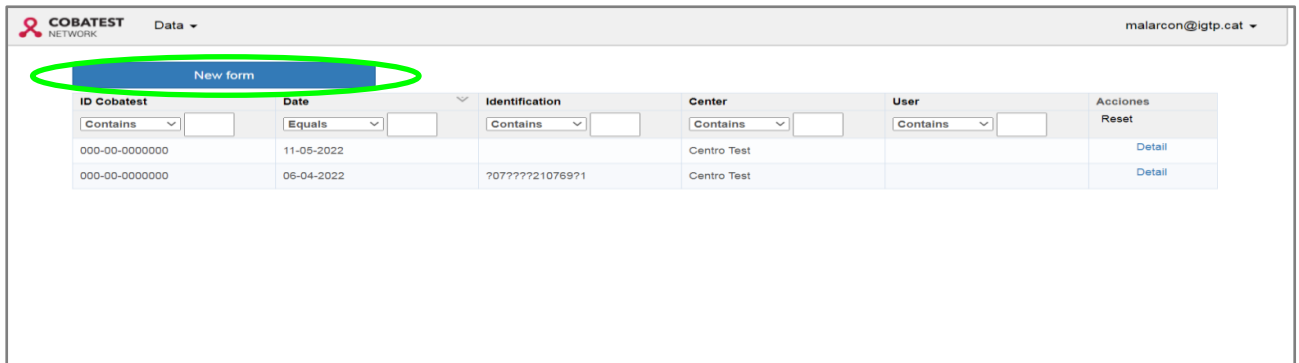
2.4. In next window, you can modify accessed form save it, delete it, or exit without saving changes.

The screenshot shows the COBATEST NETWORK interface with the 'Identification' tab selected. Below the navigation tabs is the title 'Test d'identificació de pràctiques de risc (TIPR)'. Three buttons are visible: 'Save' (green), 'Delete' (red), and 'Exit' (blue), all circled in green. Below these is the 'HIV TESTING DATA COLLECTION FORM' with the following fields:

- Name of the CBVCT site: Centro Test
- City of CBVCT: City
- Testing site: [Dropdown menu]
- 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.



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 three buttons: Save (green), Delete (red), and Exit (blue). The form contains several input fields and sections:

- Name of the CBVCT site:** Checkpoint Cyprus
- City of CBVCT:** [Empty text box]
- Testing site:** [Empty dropdown menu]
- Date visit:** dd-mm-yyyy
- User's unique identifier (used by the CBVCT service):** [Empty text box]
- Client's unique identifier (COBATEST):** [Empty text box]
- 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:** Radio buttons for Male, Female, and Transgender.
 - Date of birth:** dd-mm-yyyy
 - Foreign national:** [Empty text box]

The 'Gender' section and the 'Date of birth' field are highlighted with a red rectangle, indicating they are mandatory.

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.

The screenshot shows a web form for 'Syphilis / HCV / Hepatitis'. At the top, there are navigation tabs: 'Identification', 'Reasons', 'Previous test & Risk factors', 'Counselling / Screening', and 'Syphilis / HCV / Hepatitis'. Below the tabs are three buttons: 'Save' (green), 'Delete' (red), and 'Exit' (blue). The main content area is titled 'MODULE B' and contains the following sections:

- 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.

This screenshot shows the same form as above, but with the 'Syphilis test performed' section selected. The 'Yes' radio button is now checked. Below this section, a green box highlights the following additional questions:

- Date of specimen collection** [] / [] / [] (DD/MM/YYYY)
- Type of test used**
 - Rapid test
 - Conventional test

Below the green box, the 'Syphilis diagnosis' section is visible, with the following options:

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

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

The screenshot shows a navigation bar with tabs: Identification, Reasons, Previous test & Risk factors, Counselling / Screening, and Syphilis / HCV / Hepatitis. Below the navigation bar are three buttons: a green 'Save' button (circled in green), a red 'Delete' button, and a blue 'Exit' button. Below the buttons, the text 'MODULE B' is followed by a horizontal line, then 'Syphilis test' followed by another horizontal line, and finally '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.

This screenshot is identical to the previous one, but the blue 'Exit' button is circled in green instead of the 'Save' button.

New form

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

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:

From:

To:

or →

Export tool : Centro Test

Type export:

From:

To:

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.

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.

Graph tool : Centro Test

Common data

From

To

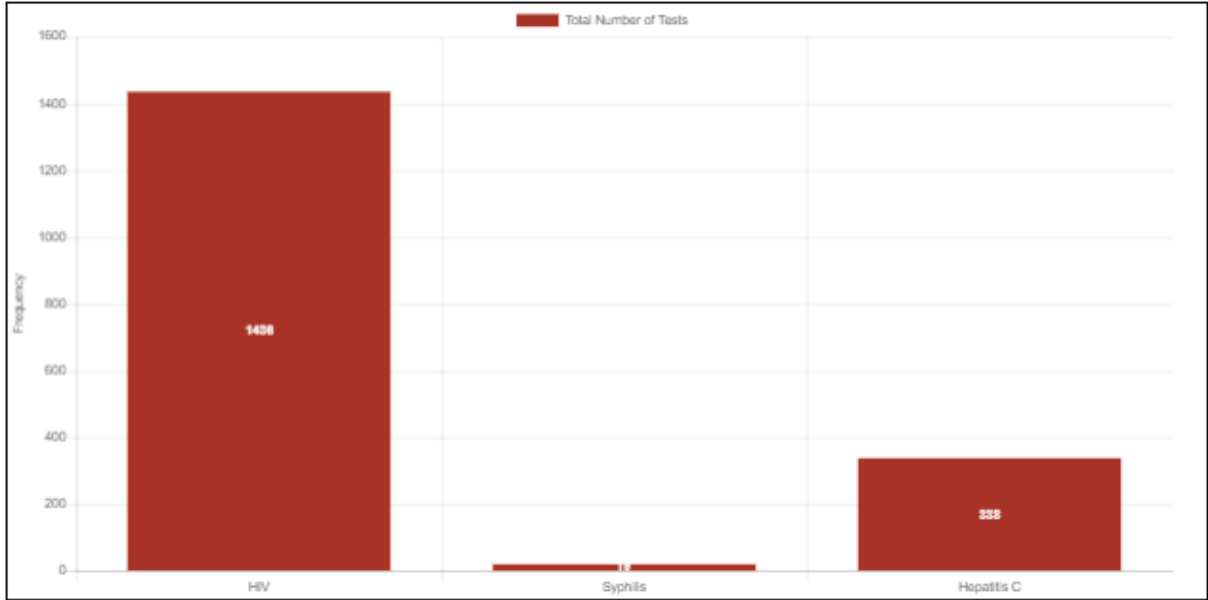
Title

CBVCT graphs data

CBVCT

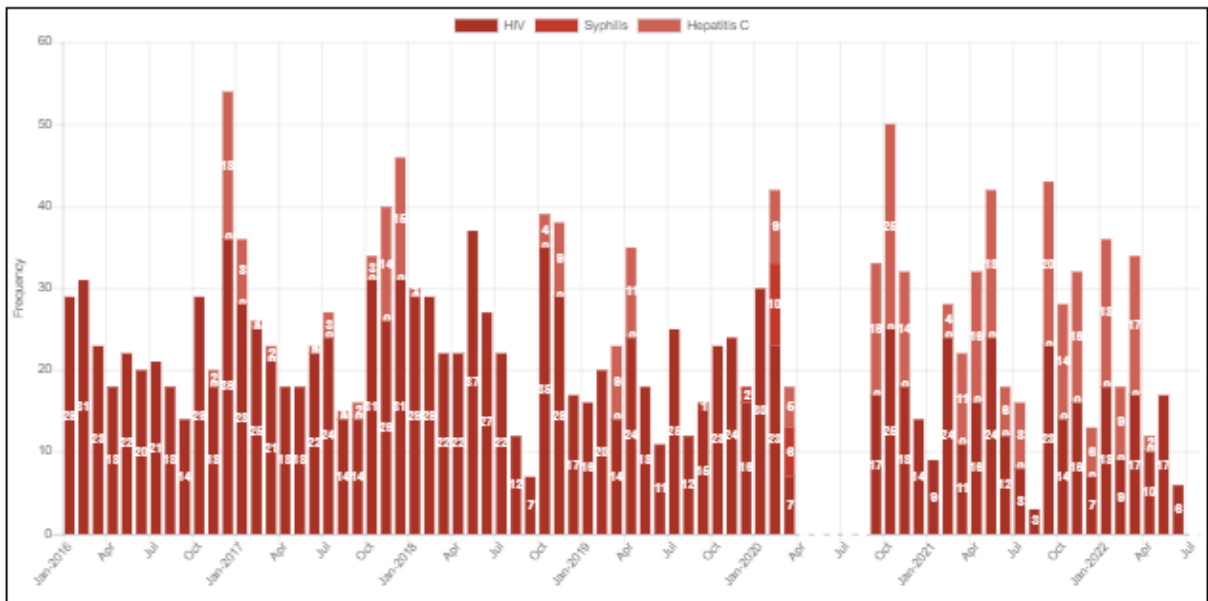
Graph type

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	



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

To

Title

CBVCT graphs data

CBVCT

Graph type

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	<input type="text" value="01-07-2021"/>
Report period date end	<input type="text" value="14-07-2022"/>
CBVCT service name	<input type="text" value="Centre Test"/>
CBVCT service adress	<input type="text" value="Av Roma, 5"/>
Name	<input type="text" value="Miguel Alarcon"/>
E-mail adress	<input type="text" value="malarcon@igtp.cat"/>
Telephone number	<input type="text" value="5555555"/>
Total operational cost	<input type="text" value="5800"/>
Number of positives diagnosed late	<input type="text" value="2"/>
Contextual information about CBVCT service	<input style="border: none;" type="text" value="We are a public organisation"/>
Type of HIV tests used	<input style="border: 2px solid black;" type="text" value="Third generation HIV tests"/>

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 adress : **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

CBVCT 2 : Proportion of clients who reported to have been tested for HIV					
	All	Males	Females	-25	25+
MSM					
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
SW					
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
IDU					
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
MIGRANT					
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
ALL					
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.