

HIVQUAL-U (Uganda)

User's Guide

Version 5

October 2006



The HIVQUAL-U software was developed by the Uganda's Ministry Of Health – CDC Collaboration and the New York State Department of Health AIDS Institute


A joint activity of the Ministry of Health and the U.S. Centers for Disease Control and Prevention

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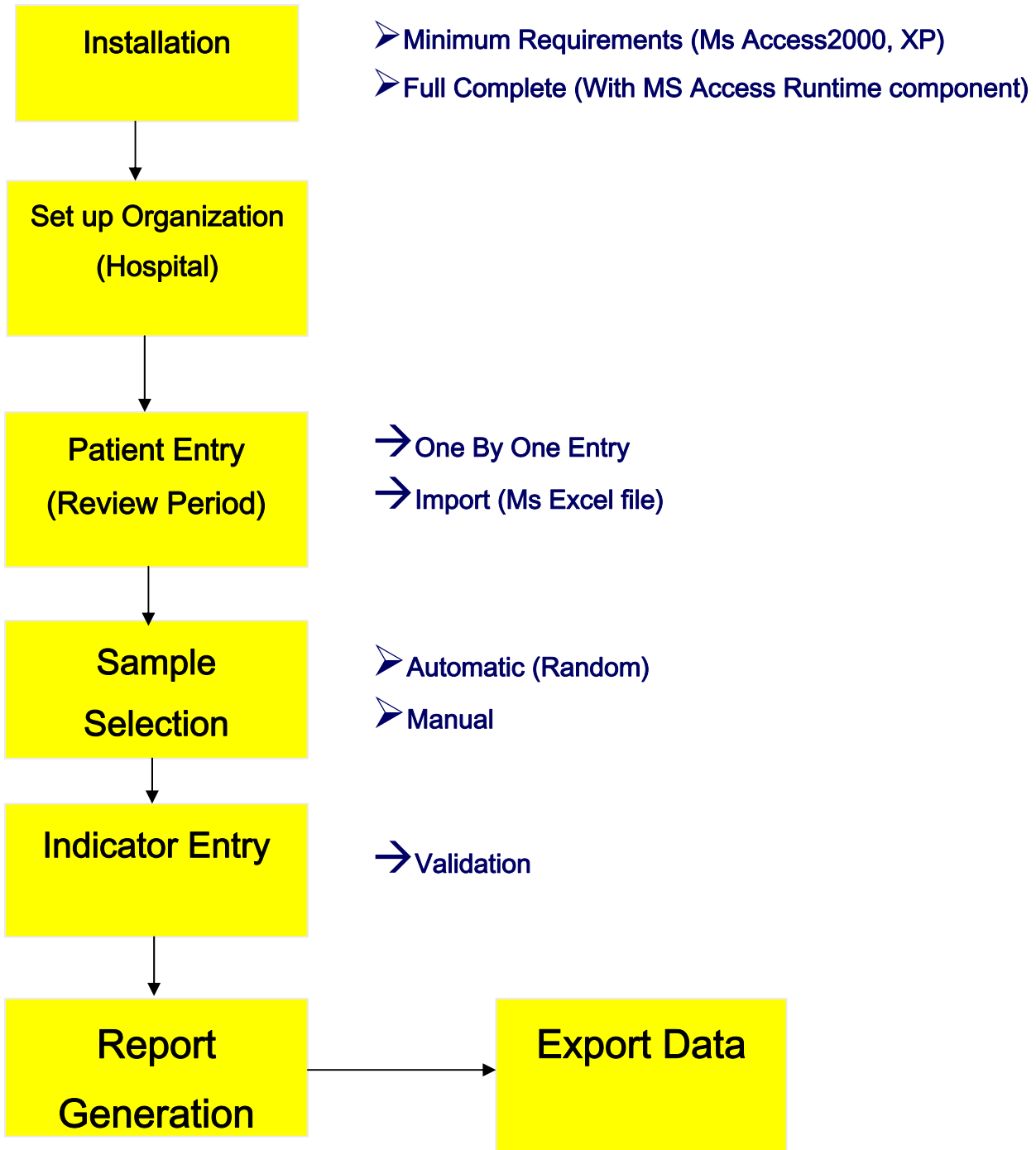
GLOSSARY OF KEY TERMS

- **Installation** – To use HIVQUAL-U, you must install the software onto your PC
- **User** – Everyone hoping to measure performance or improve quality through HIVQUAL-U
- **Administrator** – Everyone with the special capability to set up configurations in software, such as Patient IDs and indicators
- **Organization** – For example, clinic name, hospital name or other name
- **Review period** – Dates for review, such as 01/01/2006 – 31/12/2006
- **Set up indicator fields and definitions** –
To modify the contents of the pull-down menu (combo box), click the small square button to the right of the menu.  For example, you might add, edit, or delete “Type of organization,” or “Affiliation.”
- **Selection** – Choosing a single patient from among eligible patients
- **Random** – Letting HIVQUAL –U automatically select patients from the sample table
- **Main menu** – What users see after they enter their password
- **PM & QI** – Performance Measurement & Quality Improvement
- **PLHAs** – Persons Living with HIV/AIDS
- **Click** – Hit left mouse button
- **Double click** – Hit left mouse button two times
- **TUC** - Thailand MOPH – U.S. Collaboration, a joint activity of the Thailand Ministry of Public Health and the U.S. Centers for Disease Control and Prevention



HIVQUAL-U QUICK START GUIDE

Use of the HIVQUAL-U software involves a sequence of procedures as outlined below:



SYSTEM REQUIREMENTS

HIVQUAL-U software requires Microsoft Access 97 or later. Also, a minimum of 32 MB of RAM, 15MB of free hard-disk space, and a CD-ROM are required. HIVQUAL-U also requires at least SVGA Video resolution (800x600). A minimum 15” desktop monitor is required (17” monitor is recommended), while laptop screens must be a minimum of 12.1” If you use VGA resolution (480x680), not all of the software graphics will visible on your monitor.

Special instructions

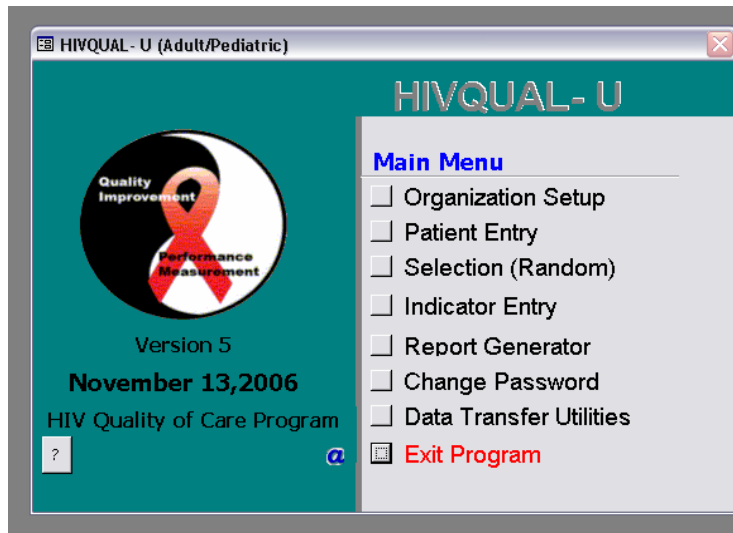
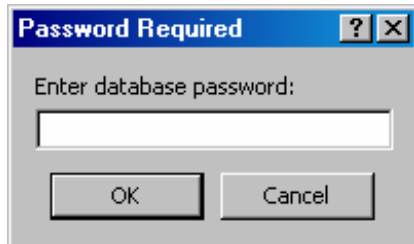
- Software is compatible with standard PC or Laptop (Intel or AMD CPU ship)
- Operating system supports Microsoft Windows 95, Windows 98, Windows 2000 and Windows XP
- Software supports Microsoft Access 97, 2000 and XP
- The file named “hivqual-i.mdb” is very important. All data will be kept in this file. You should copy it for backup, to avoid lost data. Its default location is:

“c:\hivqual -U \hivqual -U.mdb”

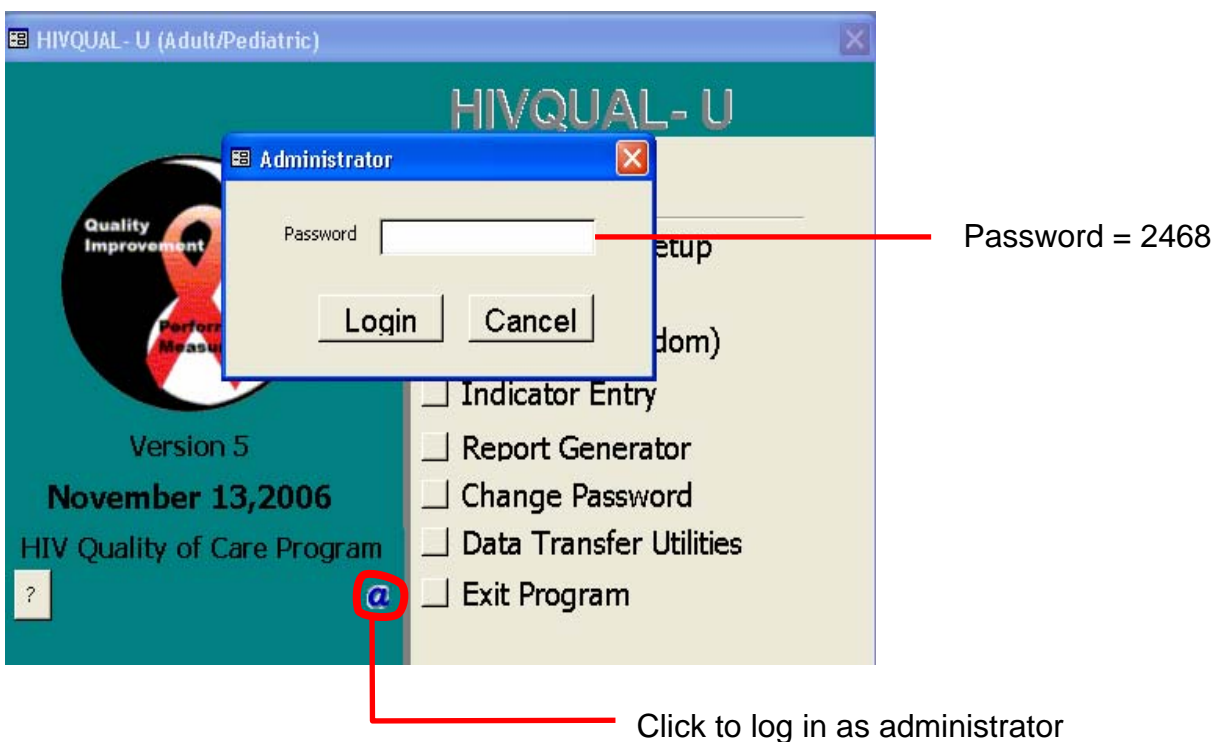


SECURITY FEATURES

After finishing installation, you are ready to run HIVQUAL-U. From your PC's desktop, double click on HIVQUAL-U icon. You will be prompted for a password. The password is required to access HIVQUAL-U. The Default password is "12345". (no quotes). Then the main menu screen will appear, as shown here:



For login as administrator, click on the @ icon at the bottom of the main menu. The password is “2468” (no quotes). The administrator has the capability to create the format for entering unique patient identification information (e.g., by patient name or hospital number) and to select and define indicators. You will see the following screen:

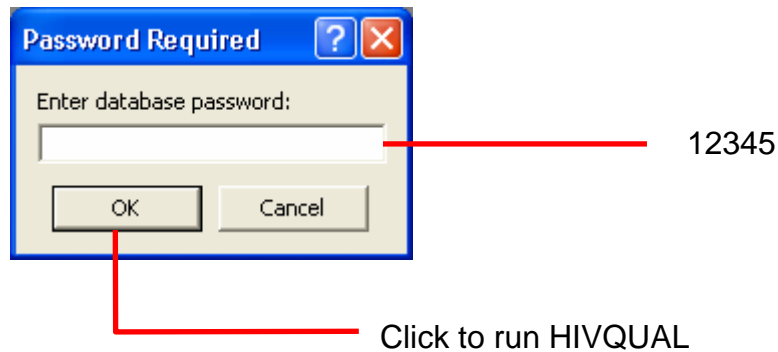


HOW TO INSTALL SOFTWARE

Put HIVQUAL-U CD-ROM into CD drive. It will run automatically, then display the MDB file. If it does not work, double click the CD ROM of your computer. Then copy the MDB folder and paste it on your hard drive. Create a shortcut and send it to the Desktop.

HOW TO RUN SOFTWARE

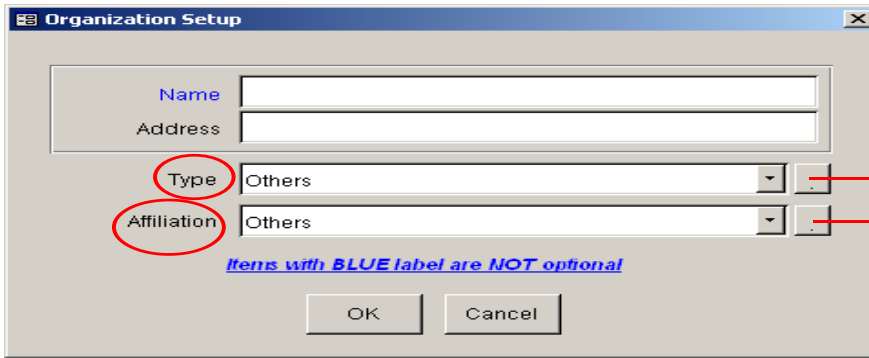
After loading the software you are ready to run HIVQUAL-U. From your PC desktop double click the shortcut. You will be prompted for a password. The default password is "12345" (no quotes). But it can be changed at any time using "change password" in the main menu.



HOW TO DEFINE FIELDS AND INDICATORS, AND SET UP CUSTOMIZED CRITERIA FOR INDICATORS

HIVQUAL-U allows several methods for uniquely identifying patients. For example, users may enter and sort names alphabetically, or use a sequential numbering system.

✓ Type and Affiliation of Organization information

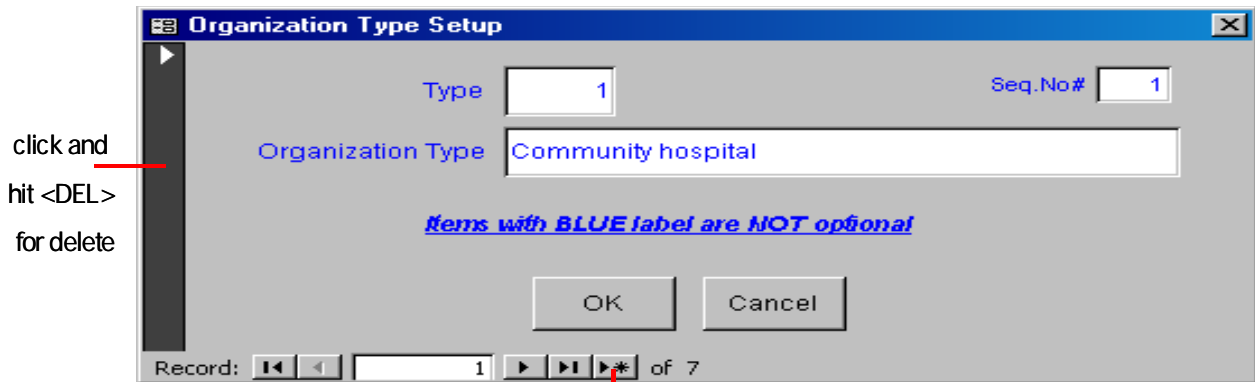


The Organization Setup dialog box contains the following fields and controls:

- Name: [Text Input]
- Address: [Text Input]
- Type: [Dropdown Menu] (Others selected)
- Affiliation: [Dropdown Menu] (Others selected)
- Buttons: OK, Cancel
- Text: *Items with BLUE label are NOT optional*

click to set up type

click to set up affiliation



The Organization Type Setup dialog box contains the following fields and controls:

- Type: [Text Input] (1)
- Seq.No#: [Text Input] (1)
- Organization Type: [Text Input] (Community hospital)
- Buttons: OK, Cancel
- Text: *Items with BLUE label are NOT optional*
- Record navigation: Record: [Navigation Icons] 1 of 7

click and hit for delete

Click for add new



The Affiliation Setup dialog box contains the following fields and controls:

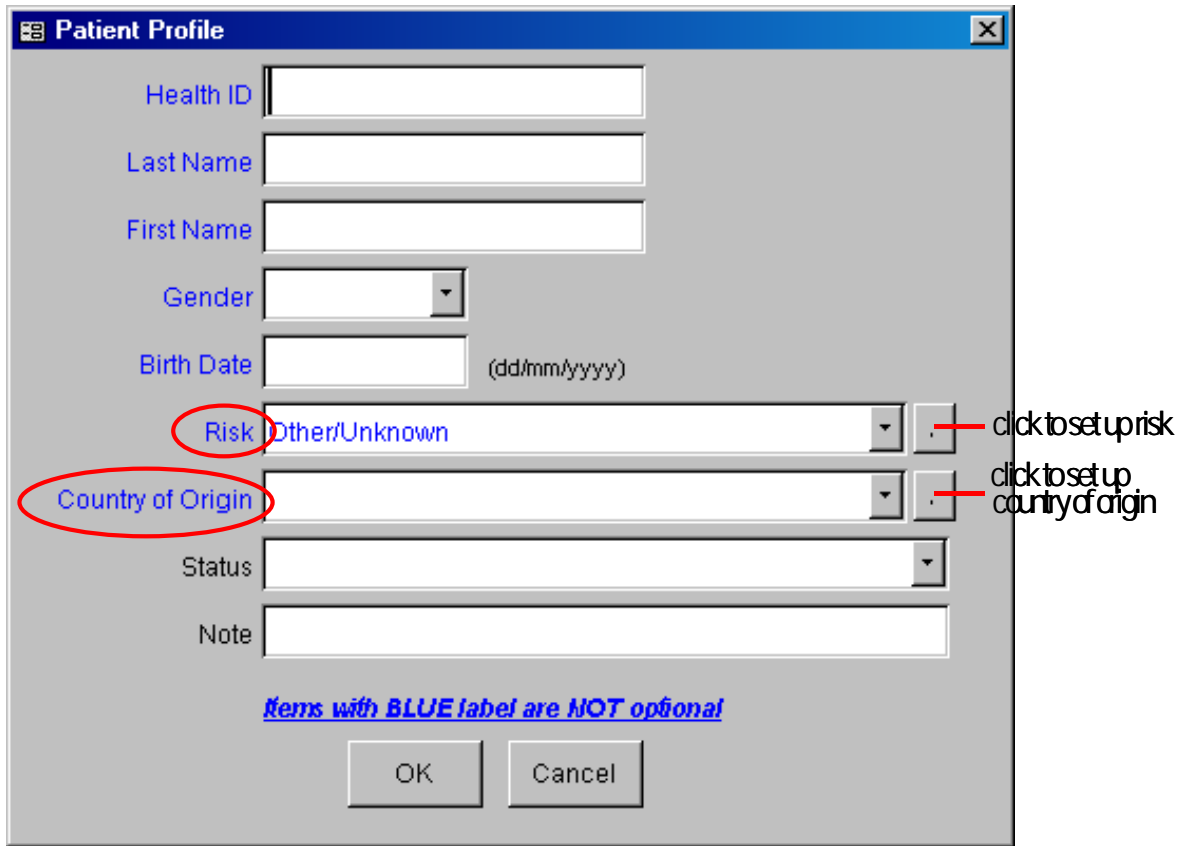
- Affiliation ID: [Text Input] (1)
- Seq.No#: [Text Input] (1)
- Affiliation: [Text Input] (GAP countries)
- Buttons: OK, Cancel
- Text: *Items with BLUE label are NOT optional*
- Record navigation: Record: [Navigation Icons] 1 of 3

Click and hit for delete

Click for add new



Risk and Country of Origin of Patient information



Patient Profile

Health ID

Last Name

First Name

Gender

Birth Date (dd/mm/yyyy)

Risk click to set up risk

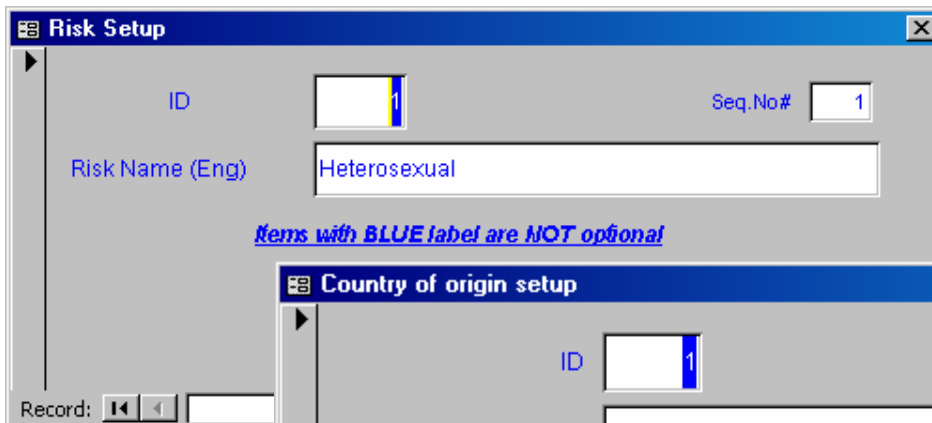
Country of Origin click to set up country of origin

Status

Note

Items with BLUE label are NOT optional

OK Cancel



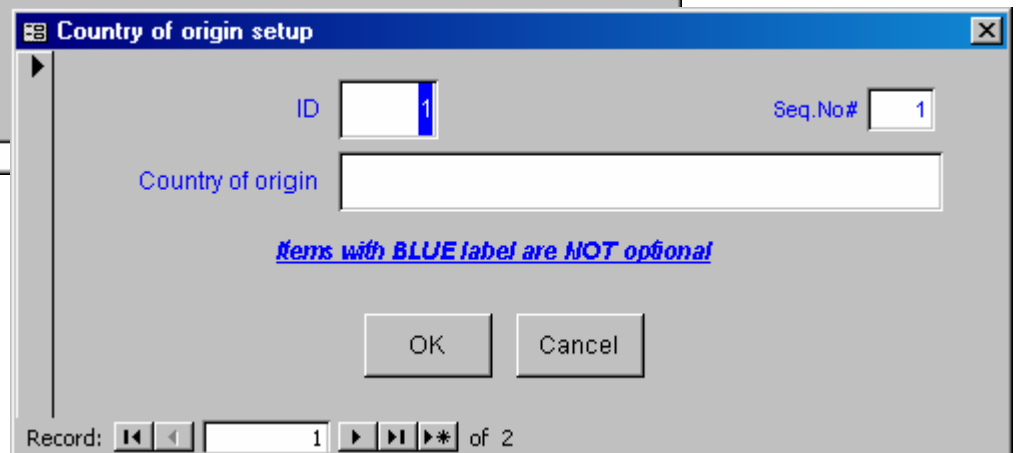
Risk Setup

ID Seq.No#

Risk Name (Eng)

Items with BLUE label are NOT optional

Record:



Country of origin setup

ID Seq.No#

Country of origin

Items with BLUE label are NOT optional

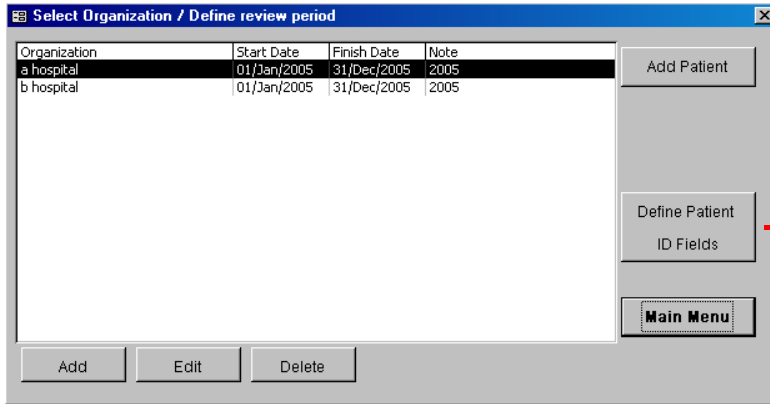
OK Cancel

Record: 1 of 2

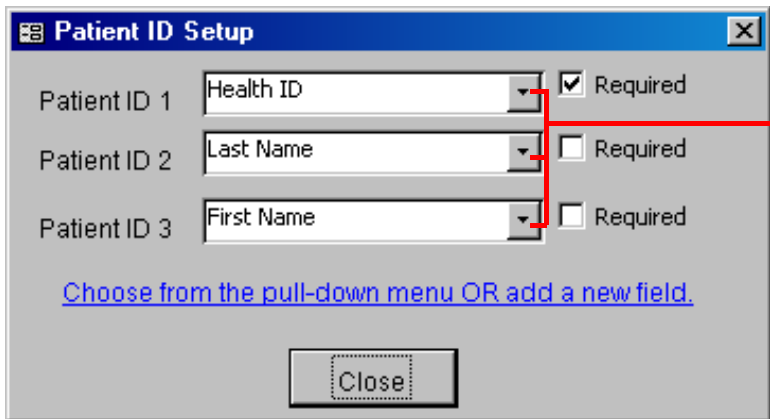


✓ **Define Patient ID Fields**

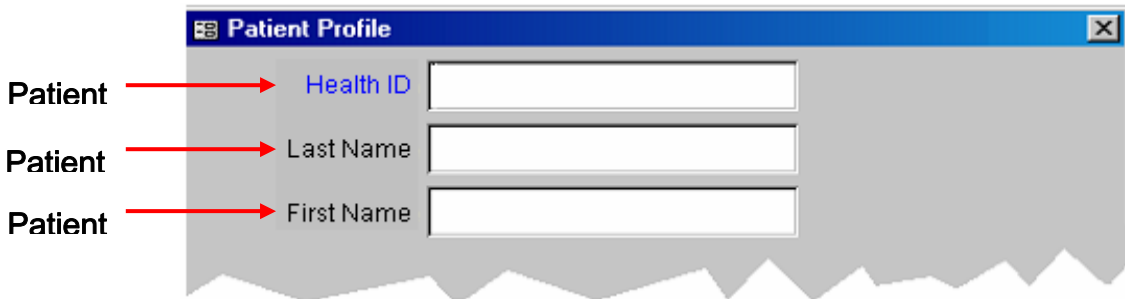
This field allows you to determine the specific data elements you will use to identify patients. You can only access this setting if you are logged in as administrator. If you didn't login as administrator, this button will be invisible. (Tip: Hit <Ctrl> + <A> to login as administrator.)



click to set up Patient ID

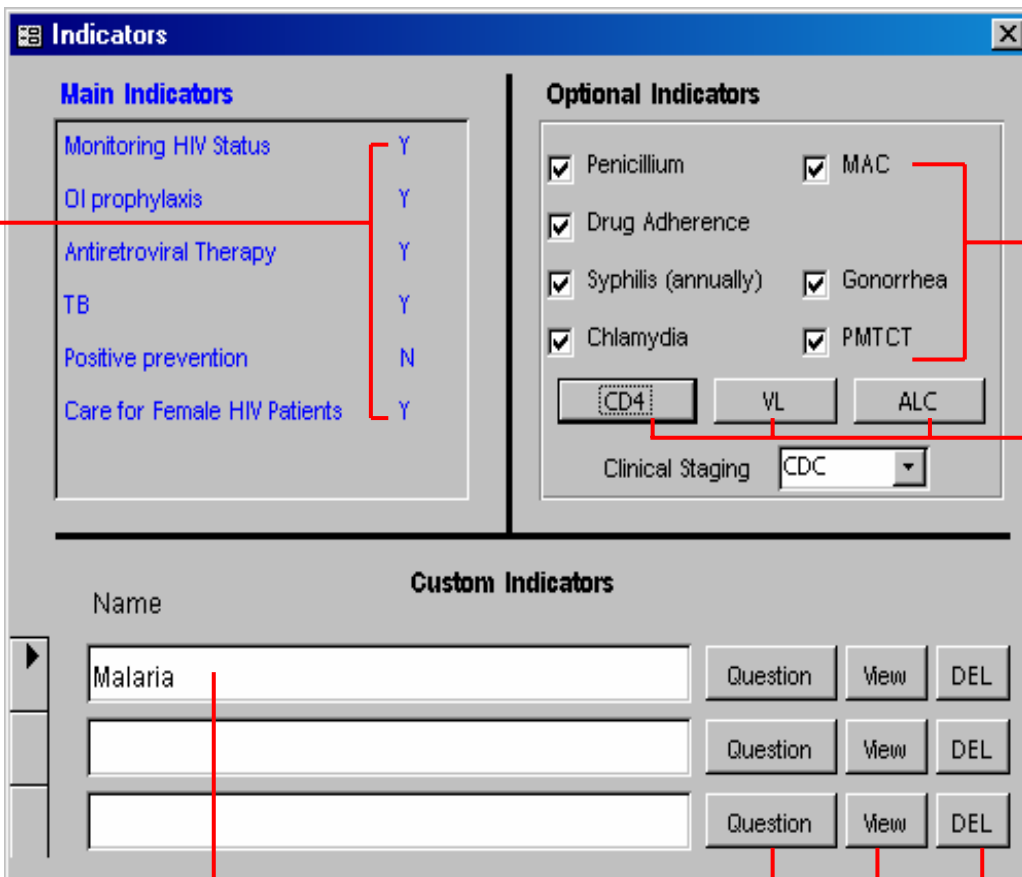
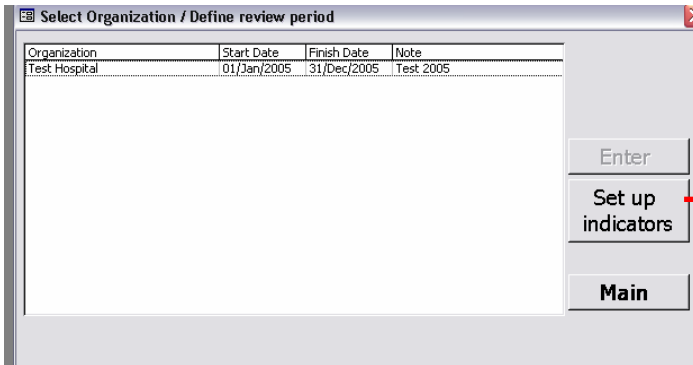


click to choose OR add new field



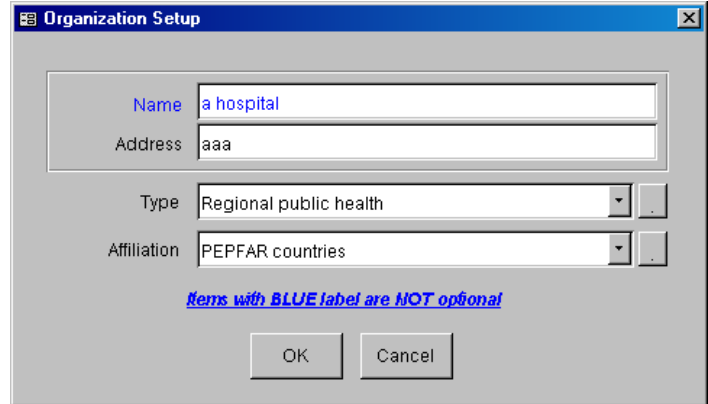
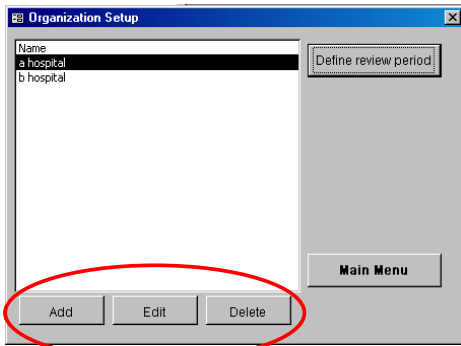
Indicators (Main, Optional and Custom)

This setting requires login as administrator only. If you didn't login as administrator, this button will be invisible. (Tip: Hit <Ctrl> + <A> to login as administrator.) You can change the default options by clicking on Y or N. For optional indicators, you can check or uncheck.



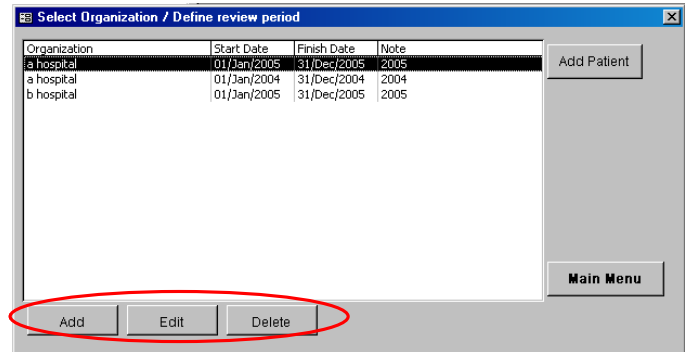
ENTERING DATA

❑ STEP 1 - Enter your organization's information



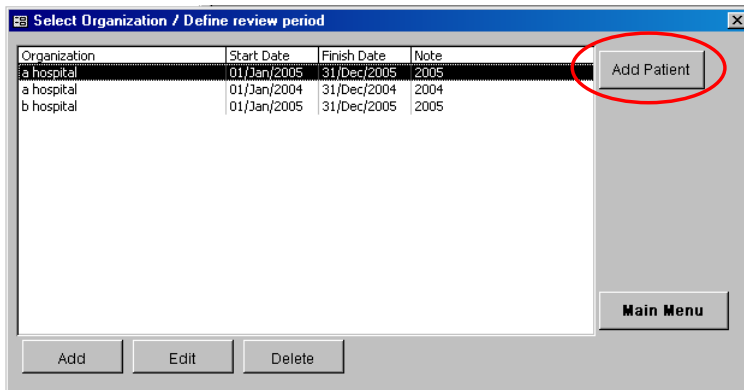
❑ STEP 2 - Define review period

You need to enter a start date and end date. You can also set up review periods for one or more clinics.



❑ STEP 3 - Enter basic patient information


After you have entered the name of the clinic, you can enter patient data.



Enter specific patient information here

Add Patient (a hospital 01/Jan/2005 : 31/Dec/2005)

Patient	Gender	BirthDate	Status	RiskName
007 James Bond	M	07/Jan/1980		MSM
123 Leonardo DaVii	F	10/Oct/1955		Other/Unknown
555 Crocodile Dunc	F	01/Jan/1955		Injecting Drug Us
666 Elvis Presley	M	07/Jan/1969		Other/Unknown
789 John Browns	M	10/Jan/1977		Other/Unknown

Patient 

Add
Edit
Delete
Delete All
Patient Report
Import Data ?

Put any Patient and Click to find

Help for import data

Click to import data

Patient Profile

Health ID

First Name

Last Name

Gender

Birth Date (dd/mm/yyyy)

Risk

Country of Origin

Status

Note

Items with BLUE label are NOT optional

OK **Cancel**



STEP 4 – Assign patients for review

At this screen, you decide whether or not patients on your list will be reviewed. If you will review all patients entered, click on “select all cases,” which will move them to the right hand column. There, they can be selected, and you can then enter indicator data about them. If you prefer to select a random sample, click “Select Random Sample.”

The screenshot shows a software window titled "Selection (a hospital 01/Jan/2005 : 31/Dec/2005)". It is divided into two main sections: "Eligible patients = 5 cases" on the left and "Selected patients = 4 cases" on the right. A central control panel contains buttons for "Select All Cases", "Select Manually", "Add Case", "Remove Case", "Remove All Cases", "Select Random Sample", and "Main Menu".

Patient	Gender	BirthDate
007 James Bond	M	07/Jan/1980
123 Leonardo DaVinci	F	10/Oct/1955
555 Crocodile Dundee	F	01/Jan/1955
666 Elvis Presley	M	07/Jan/1969
789 John Browns	M	10/Jan/1977

Patient	Gender	BirthDate	RiskName
007 James Bond	M	07/Jan/1980	MSM
555 Crocodile Du	F	01/Jan/1955	Injecting Drug User (ID
666 Elvis Presley	M	07/Jan/1969	Other/Unknown
789 John Browns	M	10/Jan/1977	Other/Unknown



□ **STEP 5 – Enter indicator data about selected patients**

The screenshot shows a software window titled "Selected Patients (a hospital 01/Jan/2005 : 31/Dec/2005)". On the left is a table with patient information. The row for "666 Elvis Presley" is highlighted. A red arrow points from the text "Click to select patient" to this row. On the right, a "Patient" dropdown menu shows "666 Elvis Presley". Below it is a vertical stack of buttons: "Monitoring HIV Status", "OI prophylaxis", "Antiretroviral Therapy", "TB", "Care for Female HIV", and "Malaria". A red circle encloses these buttons, with a red arrow pointing from the text "Click to enter clinical data by each button (indicator)" to the "Antiretroviral Therapy" button. Below this stack is a "Validation Reports" section with "Full Report" and "Summary Report" buttons. A red circle encloses these two buttons, with a red arrow pointing from the text "Click to run report for validation" to the "Full Report" button. At the bottom is a "Main Menu" button. The "Malaria" button is labeled as a "Custom indicator" with a red arrow.

Patient	Gender	BirthDate	Entry_OK?
007 James Bond	M	07/Jan/1980	Incomplete
555 Crocodile Dundee	F	01/Jan/1955	Incomplete
666 Elvis Presley	M	07/Jan/1969	Incomplete
789 John Browns	M	10/Jan/1977	Incomplete

Click to select patient

Click to enter clinical data by each button (indicator)

Custom indicator

Click to run report for validation



REPORT GENERATOR

You can only generate reports from the main menu. From the Main menu, click on “Report Generator.”

NOTE: Once you have finished entering selected patients for review, as well as their clinical data, the software will report on the whole population you select for review. So be sure to validate your data, in order to ensure that you have entered all necessary clinical data for all of your selected patients. (For validation, you should run a full and summary report.) After that you can run the Report Generator.

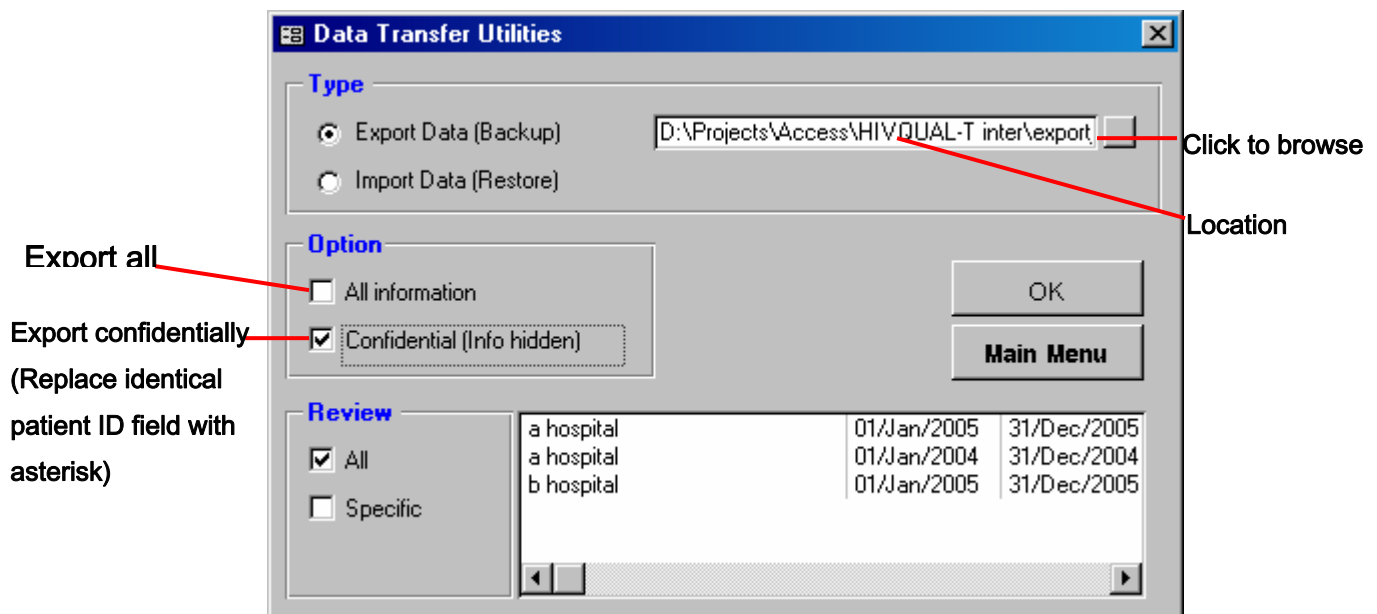
The screenshot shows the 'Report Generator' window. At the top, there is a 'Reports' dropdown menu and a 'Sample size (cases)' field showing '0'. Below this is a 'Review' section with checkboxes for 'All' and 'Specific' (checked). A table displays 'Test Hospital' with dates '01/Jan/2005' and '31/Dec/2005'. To the right is a 'Main' button. The bottom section contains filters for 'Gender' (All checked, Female, Male), 'Age' (All checked, >=, <=), 'CD4' (All checked, Min <=, Latest <=), 'TCL' (All checked, Highest >=, Latest <=), and 'ART' (All checked, On ARV, No ARV). The 'Risk' section has 'All' checked and a list of risk factors: Heterosexual, Perinatal Transmission, MSM, Injecting Drug User (IDU), and Heterosexual & IDU. The 'Country' section has 'All' checked and 'Uganda' selected.



DATA TRANSFER UTILITIES

Export or import data to disk for transmittal to the HIVQUAL Project office. (Patient demographic data and clinical data) From the Main menu, click on “Data Transfer Utilities.”

- Export Data or Backup
 - All information – Export all information
 - Confidential (Info hidden) – Export confidentially (Replaces identical patient ID field with asterisk)
- Import Data or Restore



TECHNICAL ASSISTANCE

If you have questions about how to use your HIVQUAL-U software, please contact these MOH personnel.

MOH address Ministry of Health, STD/AIDS Control Program, MOH – CDC Collaboration, P.O Box 7272, Kampala Plot 4-5 Lourdel road, Tel. 041 578 421/0752 983 642		
Name	Position	E-mail
Dr. Kayita Godfrey L	Program Officer	kayitagod@yahoo.com
Mr. Ssendiwala Julius	Data Manager	juliussendiwala@yahoo.co.uk



FAQs

- What is HIVQUAL-U software?
 - ✓ This is a computer software program designed to monitor the quality of HIV/AIDS care. It's not a HIV/AIDS clinical database.
- What software was used to develop HIVQUAL-U?
 - ✓ It was developed using Microsoft Access.
- What are the goals of HIVQUAL-U?
 - ✓ 1) Develop a sustainable quality improvement (QI) program structure that supports ongoing improvement of the quality of HIV care, 2) Promote reporting of HIV care performance data, and 3) Improve the quality of care for persons living with HIV/AIDS (PLHAs)
- When I ran the software, I got an error about library or reference.
 - ✓ Please follow these instructions
 - 1) After you enter password (12345), Hold <Shift> key and hit <Enter> key
 - 2) Click on "Modules" object and Double click on "Utils"
 - 3) Click on "Tools" menu and select "Reference..."
 - 4) Look for an item that is "Missing", remember or note this name and uncheck it
 - 5) Find other item which have same name (Different version) and check it
 - 6) Click on the File menu, save, then close all windows and try to run it againExample: Microsoft DAO 3.6 Object Library (Missing) = Uncheck
Microsoft DAO X.XX Object Library = Check it (X.XX could be any number)
- Who can I contact for any questions?
 - ✓ Please read "TECHNICAL ASSISTANCE"



ACKNOWLEDGMENTS

The HIVQUAL project began in 1995 with a pilot in Pennsylvania, and expanded nationally in 1997. Then Bruce D. Agins, MD. MPH, worked as a consultant for the HIVQUAL team at Uganda's MOH-CDC Collaboration. We started in 2006 with 20 health facilities in four regions. Now we plan to implement it in 80 health facilities in all the regions, covering Uganda byn 2010.

We would like to thank all the users, and staff, who made suggestions, as well as Dr. Bruce D. Agins, for their support of this project, which have helped to make it successful.

Thanks,
MOH-CDC Collaboration



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