

Evaluation Web – Direct Data Entry Guide

04/10/2019

General Notes:

Resources from Luther are available by clicking the blue “?” on the log-in screen or in the data entry Windows User



New records are editable for 90 days after submitting a form. On the 91st day they become locked and can only be unlocked by the data manager.

Negative test results must be entered within 7 days

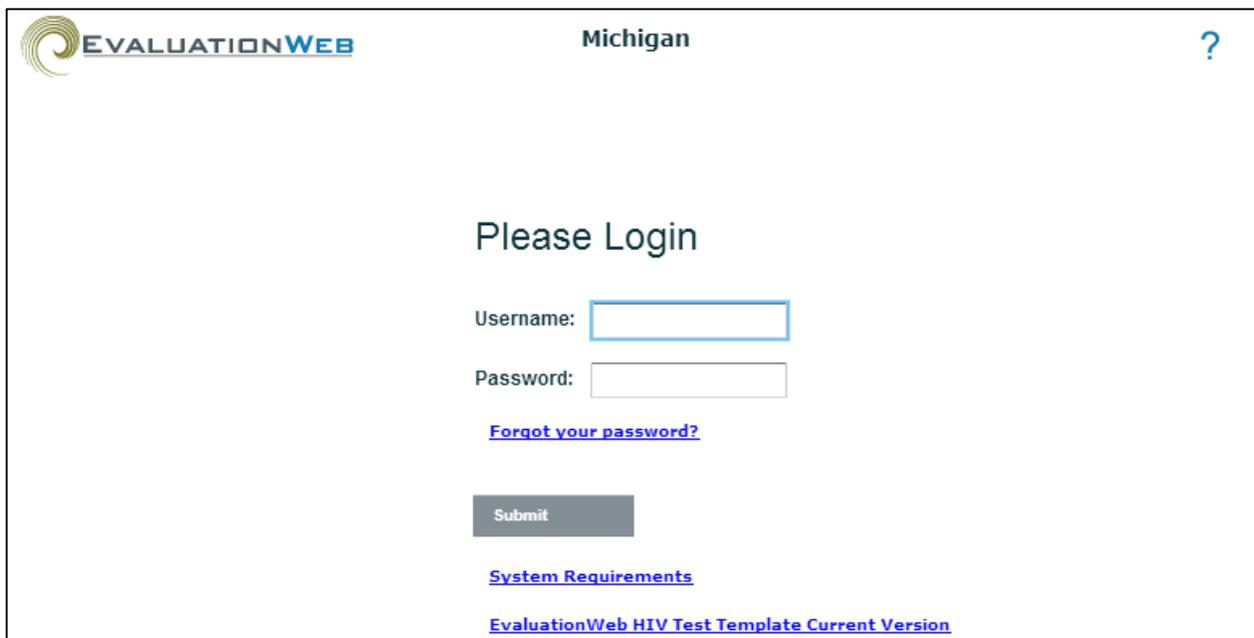
Reactive results must be entered within 48 hours

Unknown Dates: use 01/01/1800; interpreted by system as “unknown”

Logging in:

New users can be added to Evaluation Web by first contacting Kyra Sanders (DHHS) <sandersk7@michigan.gov>. The authentication process may take several weeks to get approval through CDC and Luther.

Once you have received your log-in credentials, log-on by visiting cdc-ew.lutherconsulting.com. The log on process requires two steps: both entering your user name and password and selecting the correct security code which you will choose the first time you log on. You must allow pop-ups in order to access the data entry module for Evaluation Web.



EVALUATIONWEB Michigan ?

Please Login

Username:

Password:

[Forgot your password?](#)

[System Requirements](#)

[EvaluationWeb HIV Test Template Current Version](#)

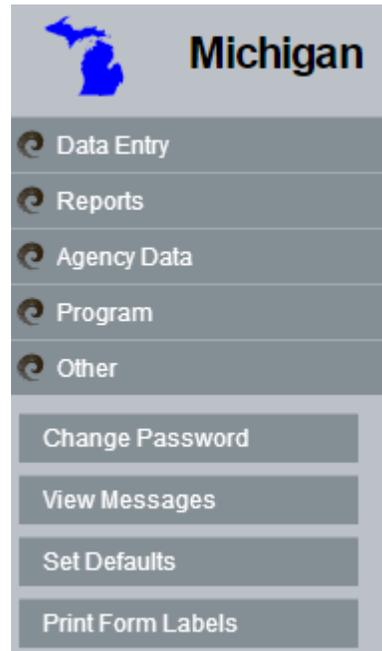
After logging on, users with access to multiple programs will be prompted to select a program. This selection will open a new window where you can view, enter, and edit test information.

User settings:

At any time after getting access to Evaluation Web, you can adjust certain user settings or set default data entry responses.

The left side of your browser contains the menu with options for data entry, report generation, agency data, program data, and other.

Using the “Other” menu, you can change your password, view messages, set defaults, and print form labels.



Setting defaults allows for faster data entry by auto-populating certain fields with common or universal responses for your site. For example, you can default a program announcement and site location. Defaults are user specific and will only apply to your username.

We recommend that you only set defaults for a few variables so that you do not inadvertently make data entry errors. Program announcement, client state, and test election make good defaults.

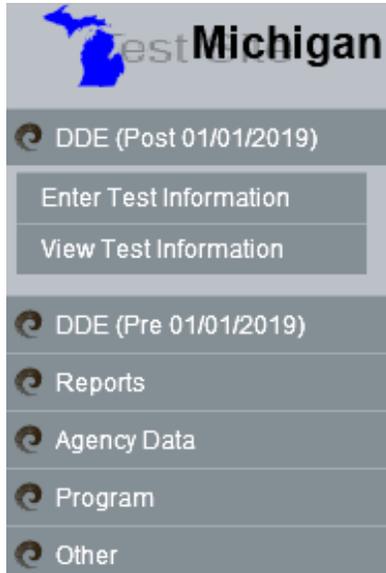
Client Defaults	Client Defaults - 18-1802	Risk Defaults	Risk Defaults 18-1802	Test Defaults	Test Defaults - 18-1802
Program Announcement: PS 18-1802					
Default Site Location: [text input]					
Default State: Michigan					
Default County: [dropdown]					
Default Zip Code: [text input]					
Default Ethnicity: [dropdown]					
Default Race: <input type="checkbox"/> American Indian or Alaska Native <input type="checkbox"/> Asian <input type="checkbox"/> Black or African American <input type="checkbox"/> Native Hawaiian or Pacific Islander <input type="checkbox"/> White <input type="checkbox"/> Not specified <input type="checkbox"/> Declined to answer <input type="checkbox"/> Don't Know					
Default Assigned Sex at Birth: [dropdown]					
Default Current Gender: [dropdown]					
Default Previous HIV Test: [dropdown]					
[Set Defaults button]					

Enter Test Information:

All new testing events from funded entities will be entered using direct data entry in Evaluation Web.

All fields should be completed based on client responses, using “don’t know” to indicate that the client does not know, “declined to answer” to indicate that the question was asked but not answered, and “not asked” to indicate that a question was not asked.

To enter a new test event, select “Data Entry,” then “Enter Test Information” from the menu in the upper left corner.



ID: Fill out “Form ID” with the sticky number from the sample **Check that there are no typos in this as it cannot be edited.**

18-1802 Testing

HIV Test Form

ID Form ID #

Agency: Select Session date (date of testing event) and appropriate program announcement . Select Worker ID from the drop down. This is a new required field. Note that individual users can set

Agency

Session Date

Program Announcement

Site

Worker ID:

defaults (see User Settings).

Client: Enter client information.

Client ID is the 10-digit sticky number, or, for directly funded agencies, used for site specific client ID.

For Client Race, you may select more than one value.

For “client’s previous HIV test” you will no longer be prompted for results if you select “yes”.

Reason for Testing is a new field used to document what brought the client in for testing.

Client	Local Client ID# (optional)	<input type="text"/>
	Year of Birth	<input type="text"/>
	State	<input type="text" value="- Select One -"/>
	County	<input type="text" value="- Select One -"/>
	ZIP Code	<input type="text"/>
	Client Ethnicity	<input type="radio"/> Hispanic or Latino <input type="radio"/> Not Hispanic or Latino <input type="radio"/> Don't Know <input type="radio"/> Declined to Answer
	Race	<input type="checkbox"/> American Indian or Alaska Native <input type="checkbox"/> Asian <input type="checkbox"/> Black or African American <input type="checkbox"/> Native Hawaiian or Pacific Islander <input type="checkbox"/> White <input type="checkbox"/> Not specified <input type="checkbox"/> Declined to answer <input type="checkbox"/> Don't know
	Assigned Sex at Birth	<input type="radio"/> Male <input type="radio"/> Female <input type="radio"/> Declined to Answer
	Current Gender Identity	<input type="radio"/> Male <input type="radio"/> Female <input type="radio"/> Transgender - MTF <input type="radio"/> Transgender - FTM <input type="radio"/> Transgender - Unspecified <input type="radio"/> Another Gender <input type="radio"/> Declined to Answer
	Has the client had an HIV test previously?	<input type="radio"/> No <input type="radio"/> Yes <input type="radio"/> Don't Know
Reason for Testing:	<input type="radio"/> Patient initiated or regular testing <input type="radio"/> Medical provider initiated testing <input type="radio"/> STI symptoms <input type="radio"/> HIV symptoms (acute or AIDS) <input type="radio"/> Prenatal testing <input type="radio"/> Partner testing <input type="radio"/> Referral from other agency <input type="radio"/> Other	

Test Information:
Enter the clients overall test result here. If the only test performed was a non-reactive rapid, the data entry will look like this screen shot ->

If the first test was a reactive rapid and was confirmed by a second rapid, your final test type is still POC Rapid.

If the confirmatory test performed is a laboratory based, select that test type.

For laboratory based tests, additional results are possible. Select the final test result that matches the report from the laboratory.

For help interpreting lab results, call MDHHS Surveillance at 248-424-7910.

Test Information

HIV Test Election	<input type="radio"/> Anonymous <input checked="" type="radio"/> Confidential <input type="radio"/> Test Not Done
Test Type	<input checked="" type="radio"/> CLIA-waived point-of-care (POC) Rapid Test(s) <input type="radio"/> Laboratory-based Test(s)
Final Test Result	<input type="radio"/> Preliminary positive <input type="radio"/> Positive <input checked="" type="radio"/> Negative <input type="radio"/> Discordant <input type="radio"/> Invalid
Result provided to client?	<input type="radio"/> No <input type="radio"/> Yes <input type="radio"/> Yes, client obtained the result from another agency

Test Information

HIV Test Election	<input type="radio"/> Anonymous <input checked="" type="radio"/> Confidential <input type="radio"/> Test Not Done
Test Type	<input type="radio"/> CLIA-waived point-of-care (POC) Rapid Test(s) <input checked="" type="radio"/> Laboratory-based Test(s)
Final Test Result	<input type="radio"/> HIV-1 Positive <input type="radio"/> HIV-1 Positive, possible acute <input type="radio"/> HIV-2 Positive <input type="radio"/> HIV Positive, undifferentiated <input type="radio"/> HIV-1 Negative, HIV-2 Inconclusive <input type="radio"/> HIV-1 Negative <input type="radio"/> HIV Negative <input type="radio"/> Inconclusive, further testing needed
Result provided to client?	<input type="radio"/> No <input type="radio"/> Yes <input type="radio"/> Yes, client obtained the result from another agency

Negative Test Result: enter screening results and referrals here for PrEP

Negative Test Result

Is the client at risk for HIV infection? No Yes Risk Not Known Not Assessed

Was the client screened for PrEP eligibility? No Yes

Is the client eligible for PrEP referral? No Yes, CDC criteria Yes, by local criteria or protocol

Was the client given a referral to a PrEP provider? No Yes

Was the client provided with services to assist with linkage to a PrEP provider? No Yes

Positive Test Result: complete for all clients with positive or preliminary positive results.

Note that referral outcomes can and should be updated after the original test form is submitted.

Positive Test Result

Rapid Reactive Result: Rapid Reactive - Antigen Only Rapid Reactive - Antibody Only Rapid Reactive - Antigen and Antibody

Did the client attend an HIV medical care appointment after this positive test? Yes, confirmed Yes, client/patient self-report No Don't Know

Has the client ever had a positive HIV Test? No Yes Don't Know

Was the client provided with individualized behavioral risk-reduction counseling? No Yes

Was the client's contact information provided to the health department for Partner Services? No Yes

What was the client's most severe housing status in the last 12 months? Literally Homeless Unstably housed and at-risk of losing housing Stably housed Not Asked Declined to answer Don't know

Additional Tests for other sexually transmitted infections should be logged for all clients offered additional tests

Additional Tests

- Was the client tested for co-infections? No Yes

- Was the client tested for Syphilis? No Yes

- Was the client tested for Gonorrhea? No Yes

- Was the client tested for Chlamydial infection? No Yes

- Was the client tested for Hepatitis C? No Yes

PrEP Awareness and Use and Priority Populations:

This section should be completed on all clients. "Not Asked" is not listed as an option here, and so all clients must be surveyed about PrEP awareness and sexual/drug history.

PrEP Awareness and Use/Priority

- Has the client ever heard of PrEP (Pre-Exposure Prophylaxis)? No Yes

- Is the client currently taking daily PrEP medication? No Yes

- Has the client used PrEP any time in the last 12 months? No Yes

- In the last 5 years, has the client had sex with a male? No Yes

- In the last 5 years, has the client had sex with a female? No Yes

- In the last 5 years, has the client had sex with a transgender person? No Yes

- In the past 5 years, has the client injected drugs or substances? No Yes

Essential Support Services: Mark "Yes"

whenever a client is screened for support services. If need is determined, mark "Yes" and if referral is made. Referrals should be specified in the text box below.

Essential Support Services

	Screened for need	Need determined	Provided or referred
Health benefits navigation and enrollment	<input type="radio"/> No <input type="radio"/> Yes	<input type="radio"/> No <input type="radio"/> Yes	<input type="radio"/> No <input type="radio"/> Yes
Evidence-based risk reduction intervention	<input type="radio"/> No <input type="radio"/> Yes	<input type="radio"/> No <input type="radio"/> Yes	<input type="radio"/> No <input type="radio"/> Yes
Behavioral health services	<input type="radio"/> No <input type="radio"/> Yes	<input type="radio"/> No <input type="radio"/> Yes	<input type="radio"/> No <input type="radio"/> Yes
Social services	<input type="radio"/> No <input type="radio"/> Yes	<input type="radio"/> No <input type="radio"/> Yes	<input type="radio"/> No <input type="radio"/> Yes

Specify Essential Support Services Referred:

No responses can be blank.

Local Fields:

The local fields are no longer required for the state but can be used locally to track additional information.

Local Use Fields	Local Use Field 1	<input type="text"/>
	Local Use Field 2	<input type="text"/>
	Local Use Field 3	<input type="text"/>
	Local Use Field 4	<input type="text"/>
	Local Use Field 5	<input type="text"/>
	Local Use Field 6	<input type="text"/>
	Local Use Field 7	<input type="text"/>
	Local Use Field 8	<input type="text"/>

Local field 2:

enter additional race if

Arab/Chaldean, otherwise leave blank

Local fields 3-8:

Referrals

See [Quick Reference](#)

For Health Department Use Only:

For positive cases, the final section of the test form is marked for health department use only. CBO users may skip this section. *LHD users should return to the test form and complete this at the end of partner services investigation.*

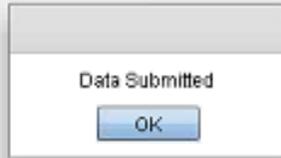
For Health Department Use Only	New or previous diagnosis	<input type="radio"/> New diagnosis, verified <input type="radio"/> New diagnosis, not verified <input type="radio"/> Previous diagnosis <input checked="" type="radio"/> Unable to determine
	Has the client seen a medical care provider in the past six months for HIV treatment?	<input checked="" type="radio"/> No <input type="radio"/> Yes <input type="radio"/> Don't Know <input type="radio"/> Declined to Answer
	Was the client interviewed for Partner Services?	<input checked="" type="radio"/> Yes, by a health department specialist <input type="radio"/> Yes, by a non-health department person trained i <input type="radio"/> No <input type="radio"/> Don't know
	Date of interview	<input type="text" value="07/01/2018"/>

Submit Form:

the system will go through several

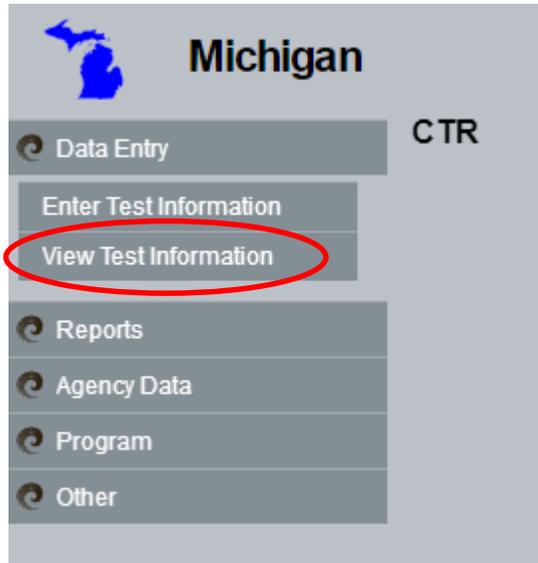
validation
checks.

If it recognizes
no problems,
you will see a
confirmation
screen.

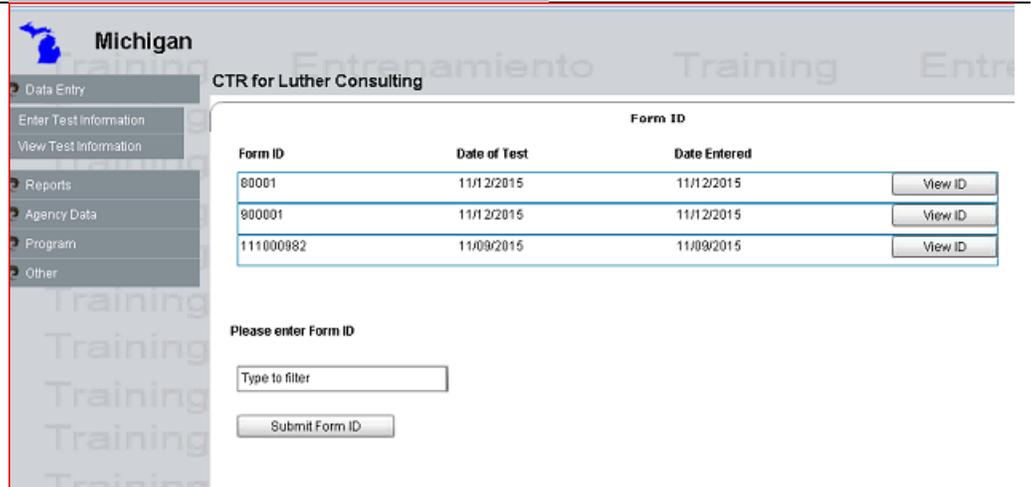


View Test Information:

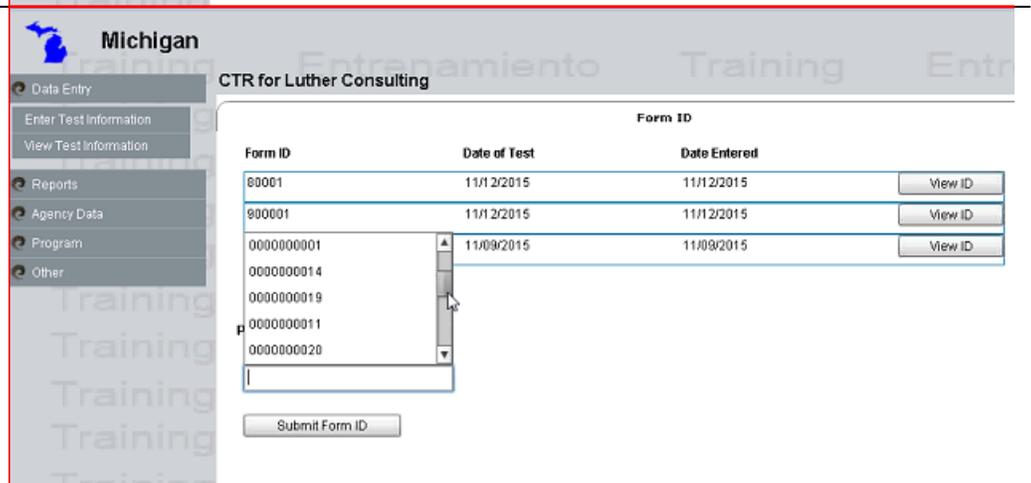
To look up testing events in **Evaluation Web**, select “View Test Information” in the left hand menu, nested under “Data Entry”



View Test Information: See last 3 entries listed with Form ID (sticky #), Date of Test, and Date of Entry.



To search other entries, insert cursor into Form ID field to see all entries' Form IDs for that agency. Can either use drop down menu or key in the Form ID you are seeking.



Click **View ID** for the record desired. Information will open up und “View Info” tab (a read-only screen)
 In “View Info” mode, you can print the testing form or export it as a PDF.

To edit test, select the edit test tab, insert updates or edits, and click submit form to have new information saved.

Tests can only be edited in the first 90 days after data entry and then become locked to future changes.

The screenshot displays a web interface for Michigan's CTR (Community Training Record) system. The page is titled "CTR for Luther Consulting" and shows a "2012-2017 Form" in "View Info" mode. The interface includes a sidebar with navigation options like "Data Entry", "Enter Test Information", "View Test Information", "Reports", "Agency Data", "Program", and "Other". The main content area is divided into sections: "Agency", "Client", and "HIV Test 1".

Section	Field	Value
Agency	Form ID:	MI0001U0000000000000_80001
	Session Date:	11/12/2015
	Program Announcement:	121201A
Client	Site:	Luther Consulting - 123 (F01.01)
	Client ID:	
	Year of Birth:	1998
	Client State:	Indiana
	Client County:	MARION
	Client Zip Code:	99999
	Client Ethnicity:	Not Hispanic or Latino
	Client Race (Check all that apply):	Black or African American White
	Client Assigned Sex at Birth:	Male
	Current Gender Identity:	Male
HIV Test 1	Previous HIV Test?	Yes
	Client Self Reported HIV Test Result:	Negative
	Sample Date:	11/12/2015
	Worker ID:	Doe, John
Test Information	Test Election:	Tested confidentially
	Test Technology:	Rapid
	Test Result:	Negative
	Result Provided:	Yes

At the bottom left, there are links for "Email Administrator" and "Logout".

Reports:

Program supervisors may wish to view reports on their testing data to check data quality or view summary statistics. Evaluation Web offers several options for generating and viewing these reports, or for exporting data as excel or comma separated files.

Enter/View Reports:



Reflexx: this tool allows you to generate custom reports based on selected variables. Reflexx opens in a new window. See the Evaluation Web training page for detailed tutorials on using Reflexx.



Create New Report



Create Joined Report



Find Saved Report



Manage Reports

Data QA: Running a data quality assurance report will report the number of missing results in each form field. Choose your data type, variables, and data range and click "Run Data Quality Report." Evaluation Web will create an excel file of summary results that will be automatically downloaded to your computer.

(Note that events from 2013 forward use CT V3.1 variables.)

A screenshot of the 'Data QA' report generation interface. The interface has three tabs: 'Reflexx', 'Data QA' (selected), and 'Dashboard Reports'. Under the 'Data QA' tab, there is a dropdown menu for 'Choose Data Type:' with 'HIV Testing' selected. Below this are several radio button options: 'CT V1 Variables Only', 'CT V2 and V3 Variables Only', 'CT V3.1 Variables Only', 'All Versions' (selected), and 'Definitions Only'. There is also an 'Agency:' dropdown menu with 'Michigan Dept. Of Hea' selected. At the bottom, there are three radio button options for report scope: 'Report ALL data : includes all records with valid, unknown, and questionable session dates' (selected), 'Report within date range: omit records with unknown dates or session dates outside of the selected range', and 'Report questionable session dates: includes records with unknown session dates indicated by 01/01/1800 or 01/01/1900, and session dates before 01/01/2008 and after today's date, which are typically out of range.' A 'Run Data Quality Report' button is located at the bottom.

Dashboard Reports: The HIV Testing Dashboard will open in a new window when you press “Launch HIV Testing Dashboard.” Select an Agency and Program to view an interactive four-panel dashboard of your data. Note that if you already have Reflex or another Evaluation Web third window open, Dashboard Reports are unable to open.

HIV Testing Dashboard

Agency: Luther Consulting
 Programs: CTR
 Dates: 01/01/2016 to 05/09/2016 Submit

Test Events

No data

Average Data Entry Lag Time: 0
 Worker with Longest Average:

Test Events (# of forms): 0

Test 1:	0
Test 1 & 2:	0
Test 1, 2, & 3:	0

Test Information

Rapid Tests:	0	Conventional Tests:	0
Negative:	0	Negative:	0
Indeterminate:	0	Indeterminate:	0
Positive:	0	Positive:	0
Post Test Counseling:		Post Test Counseling:	
Yes:	0	Yes:	0
No:	0	No:	0
Data Entry Incomplete:	0	Data Entry Incomplete:	0
Closed by System:	0	Closed by System:	0

Risk Reduction Plan:

Risk Information

Share Injection Drugs
 Used Injection Drugs
 Oral Sex with Male
 Oral Sex with Female
 Without Condom
 With MSM
 With IDU
 With HIV Positive
 VIA Sex with Transgender
 VIA Sex with Male
 VIA Sex with Female

of Forms

Positive Indeterminate Tests

Form Id	Agency	Date of Test	Test1	PTC1

*Confirmed (total 0)

Output represents data submitted to EvaluationWeb as of 05/09/2016.

CDC Reports: this tab contains options for some pre-set reports which CDC uses. You can choose your jurisdiction and program announcement(s) to create a customized version of these reports.

Reflex | Data QA | **Dashboard Reports** | CDC Reports

Choose Report

Report Name:

- PPB Reports - Behavioral Risk Factor Report
- PPB Reports - Jurisdiction Summary Report
- PPB Reports - HIV Testing Summary Report
- CBO Indicator Report

Local Fields Quick Reference:

Local Field	Variable	Formatting of options
1	Reactive Test Result	R-Ag R-Ab R-Ag/Ab
2	Arab/Chaldean ethnicity	AC <i>(leave blank if not Arab/Chaldean)</i>
3-8	Referral Code(s)	<i>(see full list of referral codes below)</i>

Referral Codes

These codes get entered into local fields 3-8. It is important that they are entered exactly as formatted below for them to be properly tracked for evaluation purposes. No other information should be entered in these fields.

Additional notes from your test form can be maintained on paper at the agency level but do not need to be entered into Evaluation Web.

Referral to an Intervention	Description/Definition	Code
Personalized Cognitive Counseling (PCC)	Single Session Intervention for MSM Who Are Repeat Testers for HIV	17.00
STD Screening and Treatment	Mark only if testing/services does not occur within your agency and is referred out	4.04
Viral Hepatitis Screening and Treatment		4.05
TB Testing		4.06
Reproductive Health Services		4.08
Healthy Relationships		4.1.02
Mpowerment	A community-level HIV prevention intervention for young gay men	4.1.05
Anti-Retroviral Treatment and Access to Services (ARTAS)	An intervention designed to link individuals who have recently been diagnosed with HIV to medical care.	4.1.31
Substance Abuse Services	Referral made for services post-screening	4.12
Mental Health Services		4.15
nPEP	Non-occupational postexposure prophylaxis	4.27.2
PrEP Medication Adherence Counseling	Can be marked for counseling HIV negative clients on PrEP adherence or HIV positive clients on ART adherence	4.27Ad or MA
Denied PrEP referral	Client denies a referral to PrEP despite being eligible	4.27Denied
PrEP Navigation Services	Provided at agency	4.27Nav
Prescribed PrEP	First time prescribed	4.27Rx
PrEP refilled or repeat prescription	Any subsequent refills	4.27RxR
Brothers Saving Brothers	Intervention for young black MSM	4.3.01
Employment Services	Information or referral given for services related to these essential supports	8.08employment
Food Services		8.08food
Housing Services		8.08housing
Transportation Services		8.08transport
Domestic Violence Services		8.08violence