

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.

The screenshot shows the Evaluation Web login page. At the top left is the Evaluation Web logo, and at the top right is the word "Michigan" and a blue question mark icon. The main heading is "Please Login". Below this are two input fields: "Username:" and "Password:". Below the password field is a link that says "Forgot your password?". At the bottom of the login section is a "Submit" button. Below the button are two more links: "System Requirements" and "EvaluationWeb HIV Test Template Current Version".

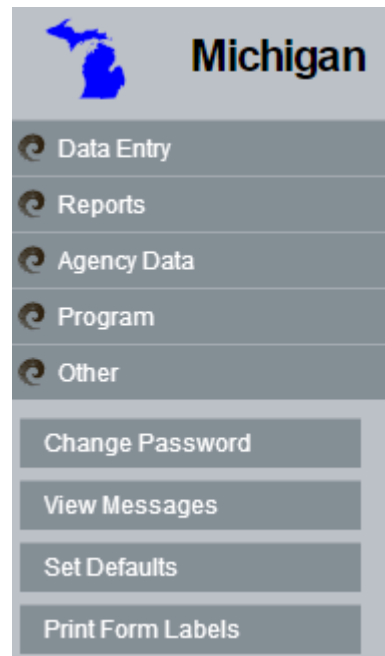
After logging on, users with access to multiple programs will be prompted to select a program. This selection will open a new window where you can view, enter, and edit test information.

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.

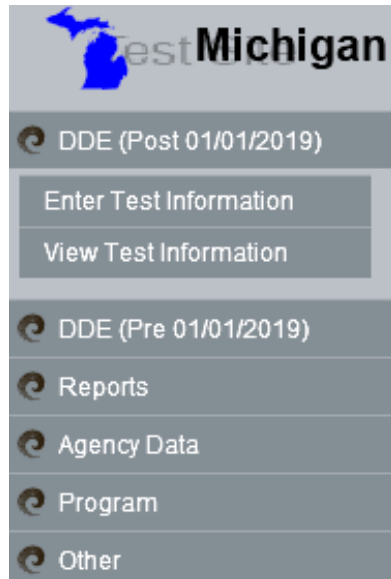
| Client Defaults | Client Defaults - 18-1802 | Risk Defaults | Risk Defaults 18-1802 | Test Defaults | Test Defaults - 18-1802 |
|--|---------------------------|---------------|-----------------------|---------------|-------------------------|
| Program Announcement: <input type="text" value="PS 18-1802"/> | | | | | |
| Default Site Location: <input type="text"/> | | | | | |
| Default State: <input type="text" value="Michigan"/> | | | | | |
| Default County: <input type="text"/> | | | | | |
| Default Zip Code: <input type="text"/> | | | | | |
| Default Ethnicity: <input type="text"/> | | | | | |
| 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: <input type="text"/> | | | | | |
| Default Current Gender: <input type="text"/> | | | | | |
| Default Previous HIV Test: <input type="text"/> | | | | | |
| <input type="button" value="Set Defaults"/> | | | | | |

Enter Test Information:

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

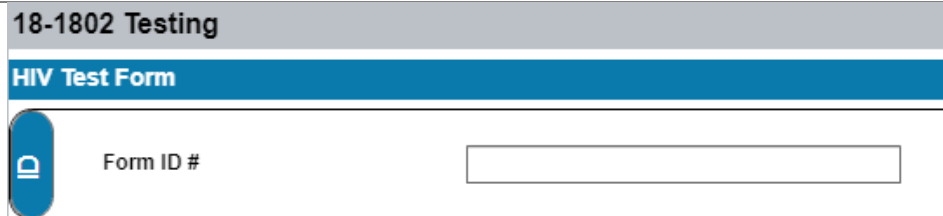
All fields should be completed based on client responses, using “don’t know” to indicate that the client does not know, “declined to answer” to indicate that the question was asked but not answered, and “not asked” to indicate that a question was not asked.

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



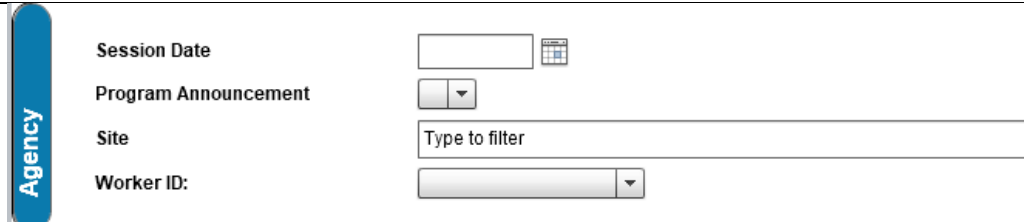
The screenshot shows a vertical navigation menu for 'Test Michigan'. At the top is a blue map of Michigan with the text 'Test Michigan'. Below this are two main sections: 'DDE (Post 01/01/2019)' and 'DDE (Pre 01/01/2019)'. Under 'DDE (Post 01/01/2019)', there are two buttons: 'Enter Test Information' and 'View Test Information'. Under 'DDE (Pre 01/01/2019)', there are five menu items: 'Reports', 'Agency Data', 'Program', and 'Other', each preceded by a circular icon.

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.**



The screenshot shows the header of a form titled '18-1802 Testing'. Below the title is a blue bar with the text 'HIV Test Form'. To the left of the form is a vertical blue bar with the text 'ID'. To the right of the 'ID' bar is a text input field labeled '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



The screenshot shows the 'Agency' section of the form. On the left is a vertical blue bar with the text 'Agency'. To the right of this bar are four fields: 'Session Date' with a date picker icon, 'Program Announcement' with a dropdown arrow, 'Site' with a text input field containing 'Type to filter', and 'Worker ID' with a dropdown arrow.

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

- ☐ Anonymous
- ☒ Confidential
- ☐ Test Not Done

Test Type

- ☒ CLIA-waived point-of-care (POC) Rapid Test(s)
- ☐ Laboratory-based Test(s)

Final Test Result

- ☐ Preliminary positive
- ☐ Positive
- ☒ Negative
- ☐ Discordant
- ☐ Invalid

Result provided to client?

- ☐ No
- ☐ Yes
- ☐ Yes, client obtained the result from another agency

Test Information

HIV Test Election

- ☐ Anonymous
- ☒ Confidential
- ☐ Test Not Done

Test Type

- ☐ CLIA-waived point-of-care (POC) Rapid Test(s)
- ☒ Laboratory-based Test(s)

Final Test Result

- ☐ HIV-1 Positive
- ☐ HIV-1 Positive, possible acute
- ☐ HIV-2 Positive
- ☐ HIV Positive, undifferentiated
- ☐ HIV-1 Negative, HIV-2 Inconclusive
- ☐ HIV-1 Negative
- ☐ HIV Negative
- ☐ Inconclusive, further testing needed

Result provided to client?

- ☐ No
- ☐ Yes
- ☐ 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? | <input type="radio"/> No <input type="radio"/> Yes <input type="radio"/> Risk Not Known <input type="radio"/> Not Assessed |
| Was the client screened for PrEP eligibility? | <input type="radio"/> No <input type="radio"/> Yes |
| Is the client eligible for PrEP referral? | <input type="radio"/> No <input type="radio"/> Yes, CDC criteria <input type="radio"/> Yes, by local criteria or protocol |
| Was the client given a referral to a PrEP provider? | <input type="radio"/> No <input type="radio"/> Yes |
| Was the client provided with services to assist with linkage to a PrEP provider? | <input type="radio"/> No <input type="radio"/> 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: | <input type="radio"/> Rapid Reactive - Antigen Only <input type="radio"/> Rapid Reactive - Antibody Only <input type="radio"/> Rapid Reactive - Antigen and Antibody |
| Did the client attend an HIV medical care appointment after this positive test? | <input type="radio"/> Yes, confirmed <input type="radio"/> Yes, client/patient self-report <input type="radio"/> No <input type="radio"/> Don't Know |
| Has the client ever had a positive HIV Test? | <input type="radio"/> No <input type="radio"/> Yes <input type="radio"/> Don't Know |
| Was the client provided with individualized behavioral risk-reduction counseling? | <input type="radio"/> No <input type="radio"/> Yes |
| Was the client's contact information provided to the health department for Partner Services? | <input type="radio"/> No <input type="radio"/> Yes |
| What was the client's most severe housing status in the last 12 months? | <input type="radio"/> Literally Homeless <input type="radio"/> Unstably housed and at-risk of losing housing <input type="radio"/> Stably housed <input type="radio"/> Not Asked <input type="radio"/> Declined to answer <input type="radio"/> 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: | <input type="text"/> | | |

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 field 2:

enter
additional race
if

Arab/Chaldean
, otherwise
leave blank

Local fields 3-

8: Referrals

See [Quick
Reference](#)

Local Use Fields

Local Use Field 1

Local Use Field 2

Local Use Field 3

Local Use Field 4

Local Use Field 5

Local Use Field 6

Local Use Field 7

Local Use Field 8

**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

- ☐ New diagnosis, verified
☐ New diagnosis, not verified
☐ Previous diagnosis
☒ Unable to determine


Has the client seen a medical care
provider in the past six months for
HIV treatment?

- ☒ No
☐ Yes
☐ Don't Know
☐ Declined to Answer

Was the client interviewed for
Partner Services?

- ☒ Yes, by a health department specialist
☐ Yes, by a non-health department person trained i
☐ No
☐ Don't know

Date of interview

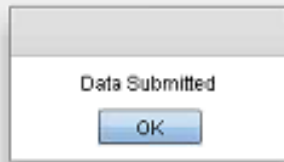
Submit Form:

the system will
go through
several

Submit Form

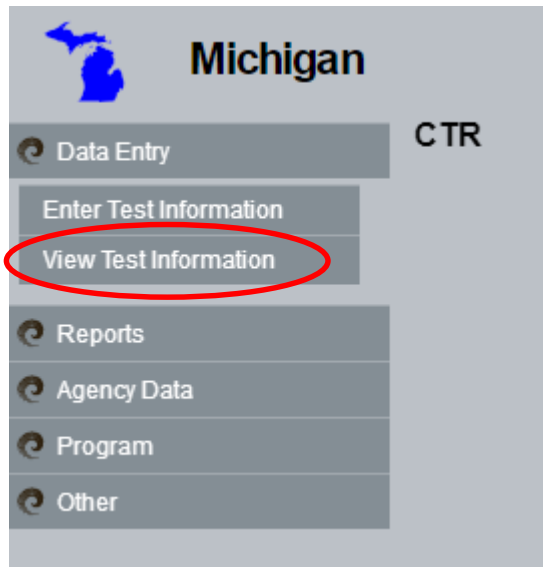
validation
checks.

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

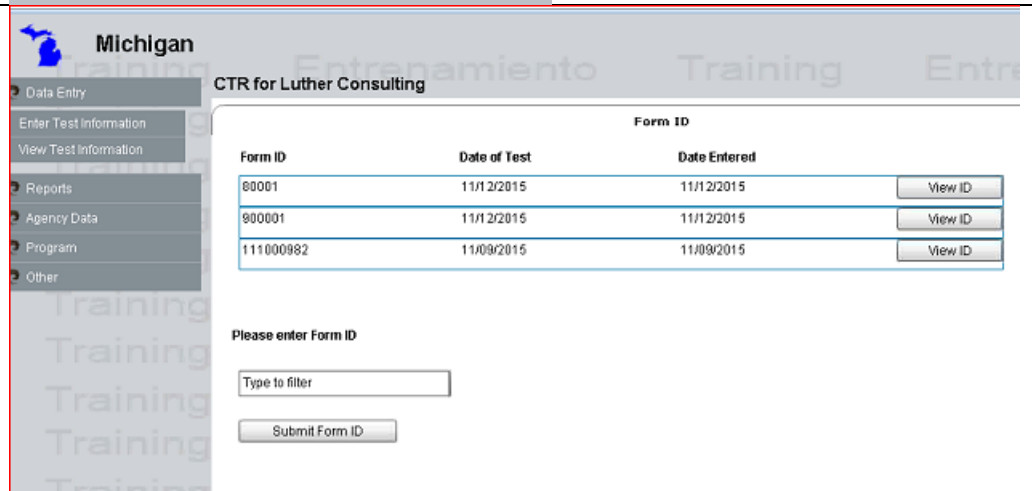


View Test Information:

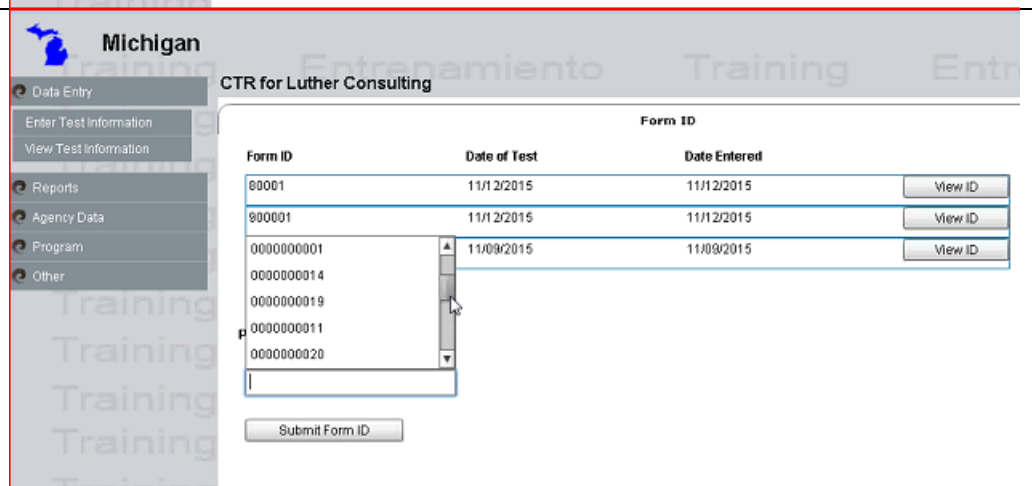
To look up testing events in **Evaluation Web**, select “View Test Information” in the left hand menu, nested under “Data Entry”



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.

Michigan

Data Entry

Enter Test Information

View Test Information

Reports

Agency Data

Program

Other

CTR for Luther Consulting

Form ID

View Info

2012-2017 Form

ID

Form ID:

MI0001U0000000000000_00001

Agency

Session Date:

11/12/2015

Program Announcement:

121201A

Site:

Luther Consulting - 123 (F01.01)

Client

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

Previous HIV Test?

Yes

Client Self Reported HIV Test Result:

Negative

HIV Test 1

Sample Date:

11/12/2015

Worker ID:

Doe, John

Test Election:

Tested confidentially

Test Technology:

Rapid

Test Result:

Negative

Result Provided:

Yes

Email Administrator

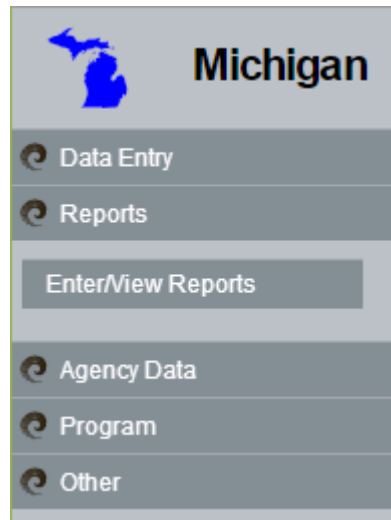
Logout

Test Information

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

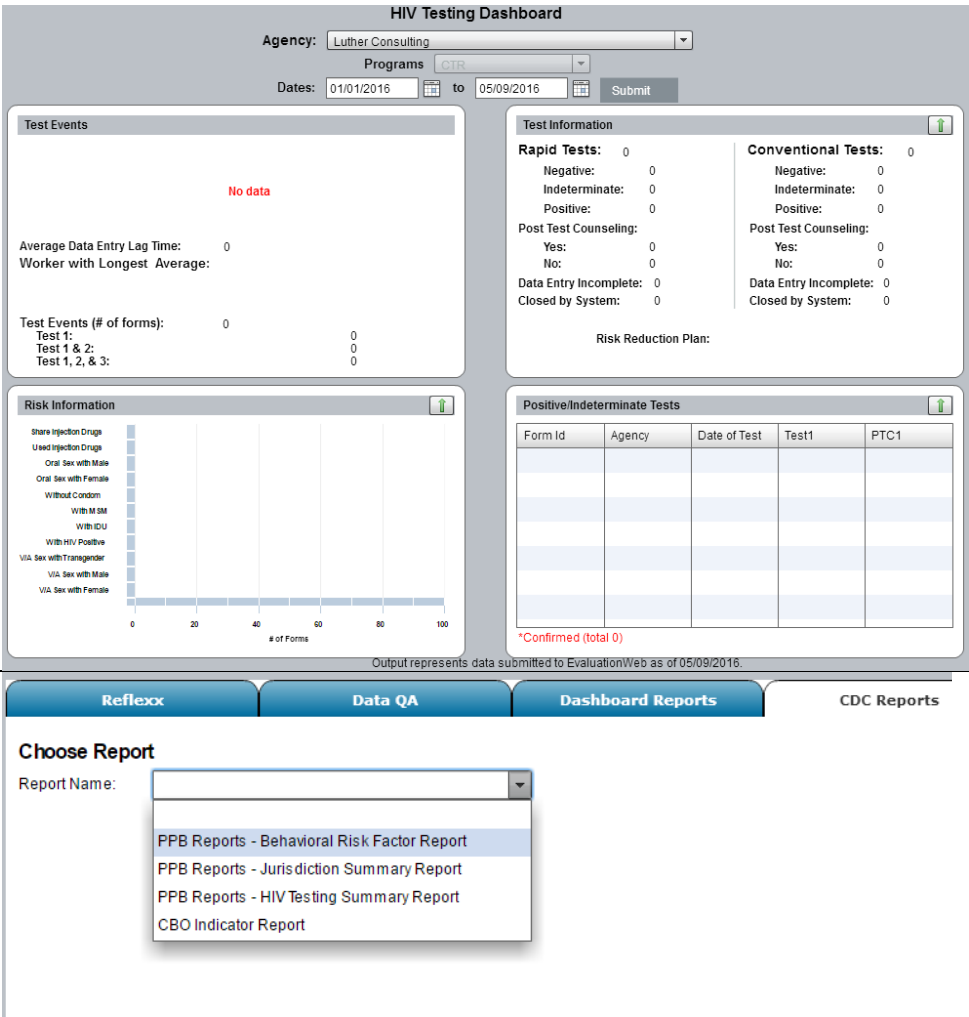
Data QA: Running a data quality assurance report will report the number of missing results in each form field. Choose your data type, variables, and data range and click “Run Data Quality Report.” Evaluation Web will create an excel file of summary results that will be automatically downloaded to your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

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

A screenshot of the 'Data QA' interface. At the top, there are three tabs: 'Reflexx', 'Data QA' (active), and 'Dashboard Reports'. Below the tabs, there is a form with the following elements: a 'Choose Data Type:' dropdown menu set to 'HIV Testing'; a list of radio buttons for variable selection: 'CT V1 Variables Only', 'CT V2 and V3 Variables Only', 'CT V3.1 Variables Only', 'All Versions' (selected), and 'Definitions Only'; an 'Agency:' dropdown menu set to 'Michigan Dept. Of Health'; a section with three radio buttons 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.'; and a 'Run Data Quality Report' button 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 Reflexx or another Evaluation Web third window open, Dashboard Reports are unable to open.



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.

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 (leave blank if not Arab/Chaldean) |
| 3-8 | Referral Code(s) | (see full list of referral codes below) |

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 | Five-session, small-group intervention for men and women living with HIV | 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 |