Integrated NTD Database Training

The Integrated NTD Database was developed by RTI International under the ENVISION project with funding from the United States Agency for International Development under cooperative agreement no. AID-OAA-A-11-00048 in cooperation with the World Health Organization and its regional offices, the African Programme for Onchocerciasis Control and the Centre for Neglected Tropical Diseases.

2014

Course overview

- Introduction
- Installation
- Opening screen
- Getting started
- A tour of the tool
- Data entry: Form by form
- Data entry: Bulk importing
- Updating for a new year
- Redistricting
- Reports
- Setting up a file for your program

Introduction

The Integrated NTD Database was designed to strengthen the capacity of national NTD programs to store, manage, analyze, and report their data.

Primary functions

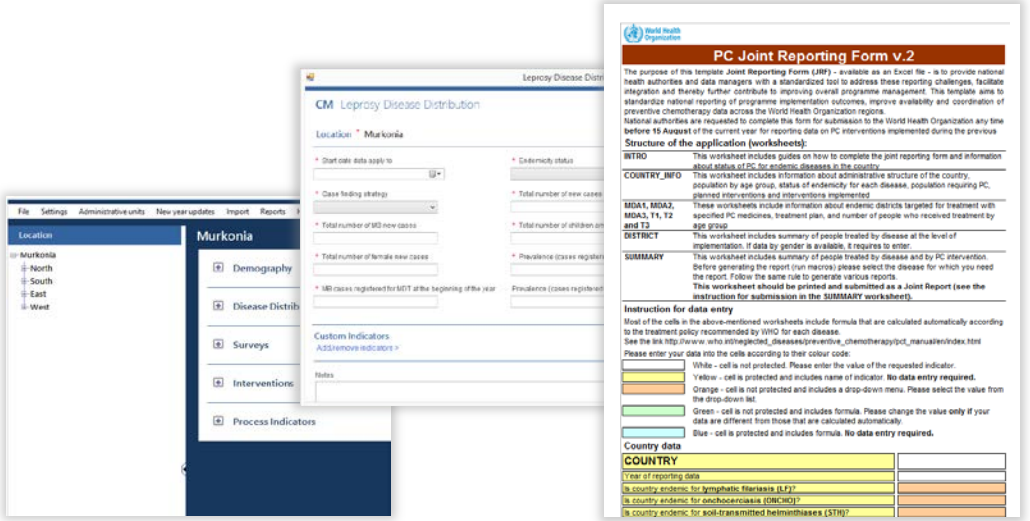
The Integrated NTD Database provides a convenient way for NTD programs to:

1. Store and analyze data

- Demography
- Disease Distribution
- Surveys
- Interventions
- Process Indicators
- Serious Adverse Events

2. Generate reports

- WHO/Partner reports
- Standard reports
- Custom reports



Partners and contributors

The development of the template was a collaborative effort in 2013 across multiple partners, including:

- WHO HQ
- AFRO
- APOC
- SEARO
- WPRO
- RTI/ENVISION
- CNTD

To ensure the database meets the needs of national NTD programs, Ministries of Health were actively involved in the development process.

Goals of the system

1. To store large volumes of M&E data generated by Neglected Tropical Disease programs over time

2. To assist with data management and analysis at the country level, thereby supporting programmatic decision-making

3. To strengthen the capacity for data sharing between countries, WHO, and partners

How and when the tool can be used

The Integrated NTD Database can be used in a variety of scenarios, including:

- To store treatment data as it becomes available
- As surveys are implemented and results are available
- To prepare for annual data review meetings
- To provide feedback to sub-national levels
- To guide work planning, e.g. by reviewing administrative units that need mapping or measuring performance over time.
- To compile national reports
- To report to the WHO and partners as data are requested or reports are due
- To complete the TAS Eligibility and Reporting Form
- To complete elimination dossiers
- To fill ad hoc requests for data

Primary users

- National-level NTD program managers
- M&E specialists
- Data managers

The database is:

For NTD programs.

Each database system belongs to national NTD program offices, not partners or funders. There is no automatic data sharing.

Customizable.

NTD programs can tailor the database system to fit their country's context and data management needs.

Optional.

The Integrated NTD Database is not required. National NTD programs can opt to use it or not.

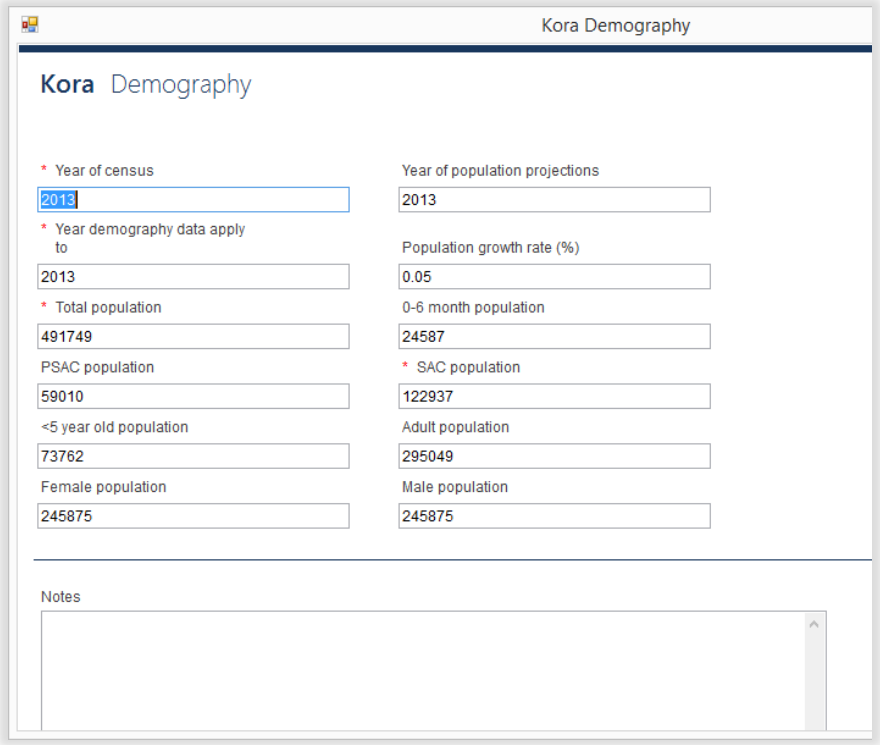
Data management

The Integrated NTD Database manages the following types of data for NTDs:

- **Demography**
- **Disease Distribution**
- **Surveys**
- **Interventions**
- **Process Indicators**
- **Serious Adverse Events**

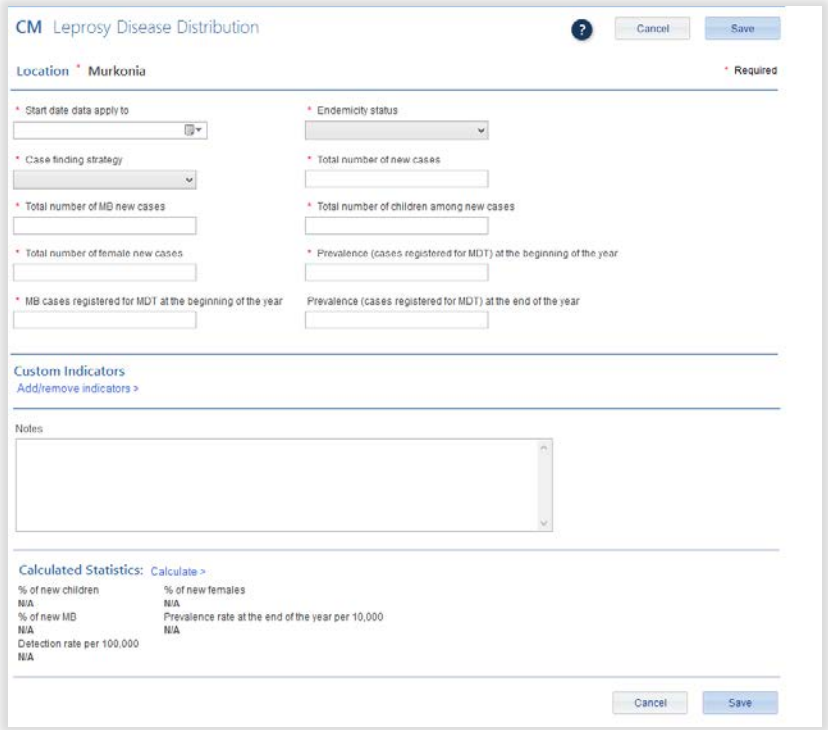
Demography

Country-wide demography information is tracked for every year.



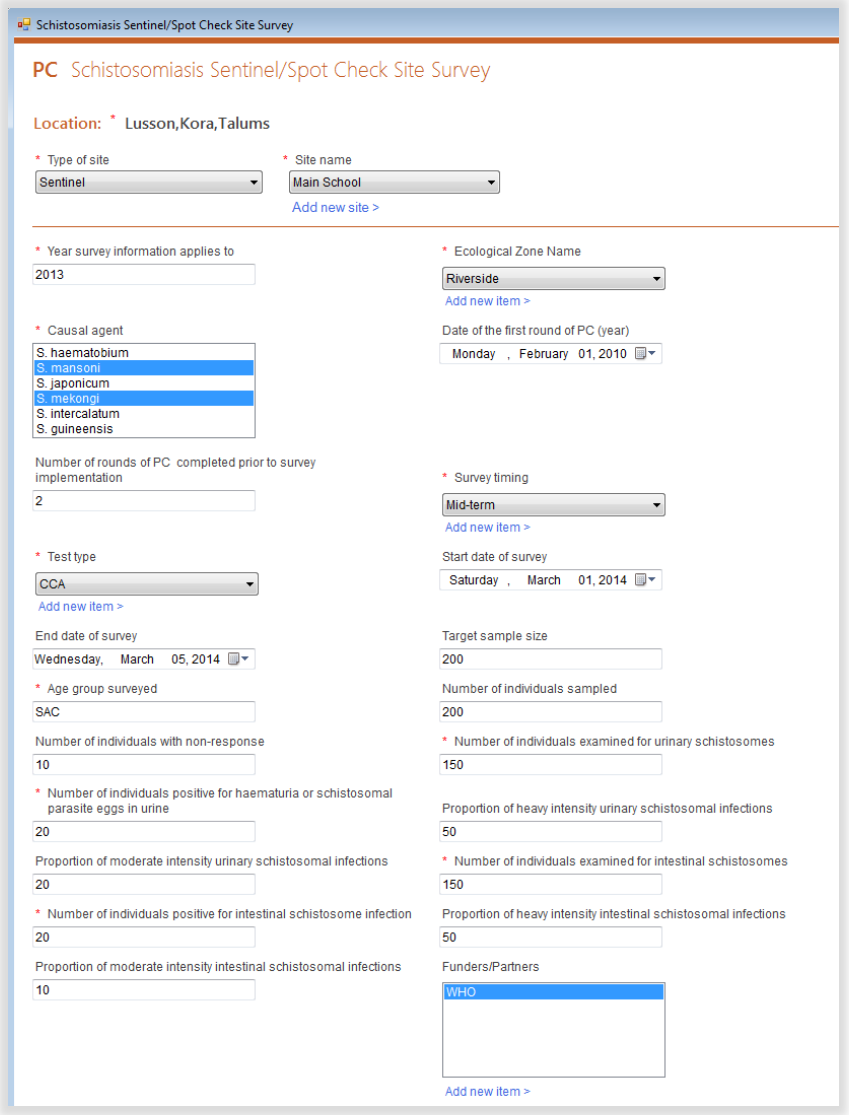
Disease Distribution

Disease distribution information for NTDs is recorded for every year.



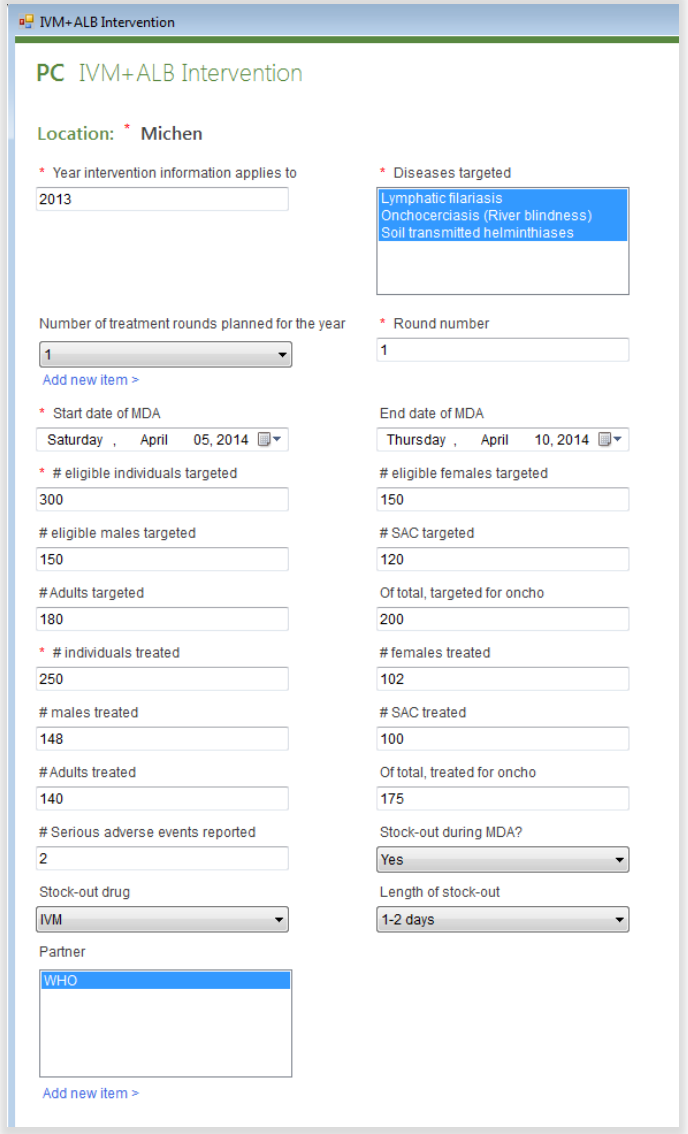
Surveys

Users can enter survey data into the Integrated NTD Database. This includes mapping, baseline, midterm, TAS, and other surveys.



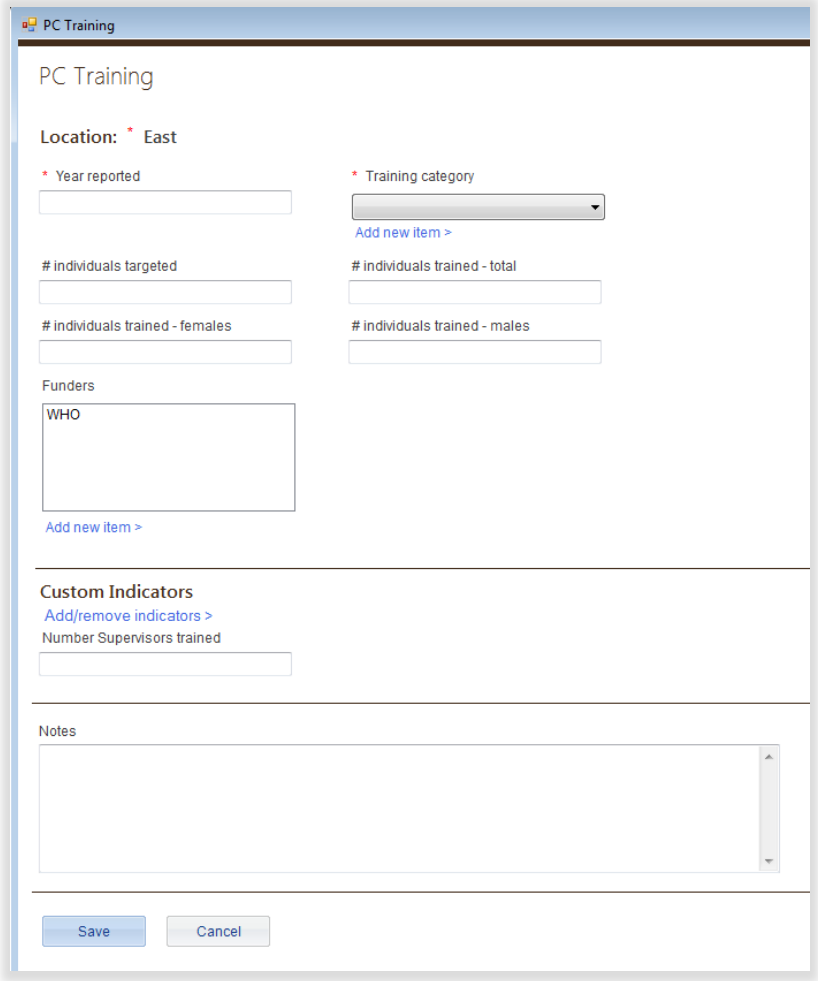
Interventions

Users can enter intervention data into the Integrated NTD Database. This includes MDAs, morbidity management, and other information.



Process Indicators

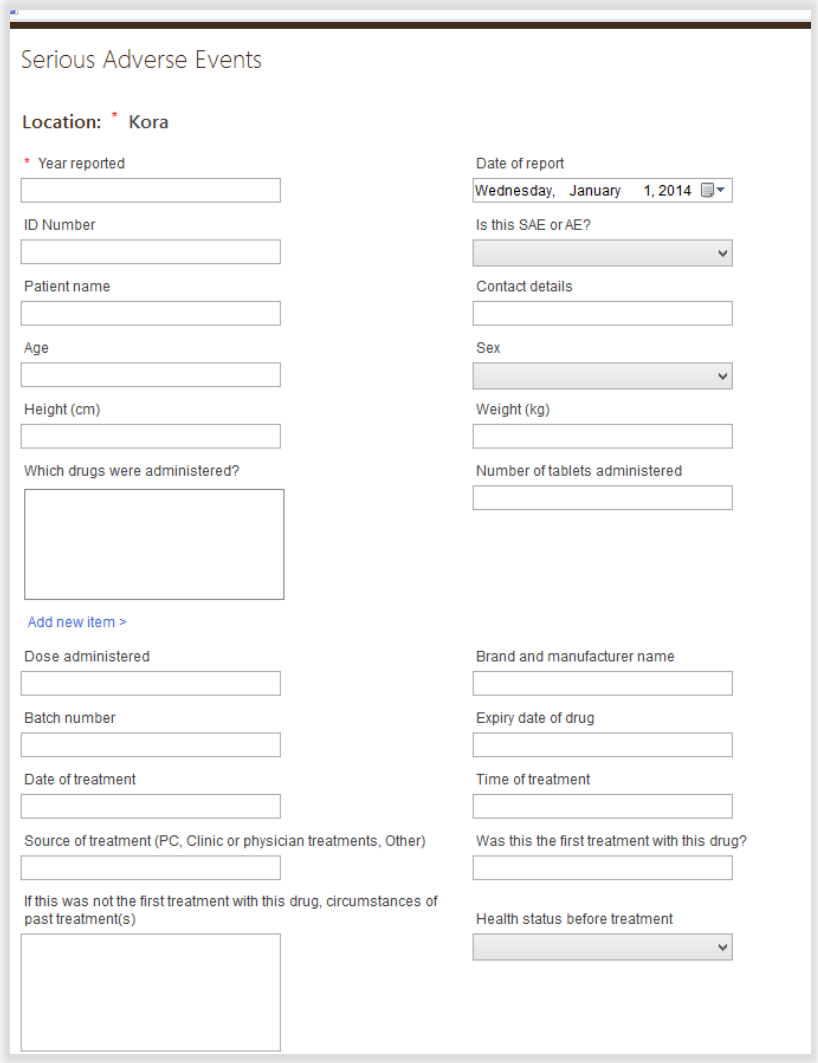
Users can enter process indicator data into the National Database. This includes training and supply chain management.



Severe Adverse Events

Users can store SAE data in the National Database.

SAE forms can be found under Process Indicators



Convenient Features

- **Import data** in large batches using Excel
- **Create custom indicators** for any form
- **Create custom forms** for any module
- **Export data** to an Excel worksheet
- **Collect historical data** for multi-year analysis
- **Create reports** using any data entered

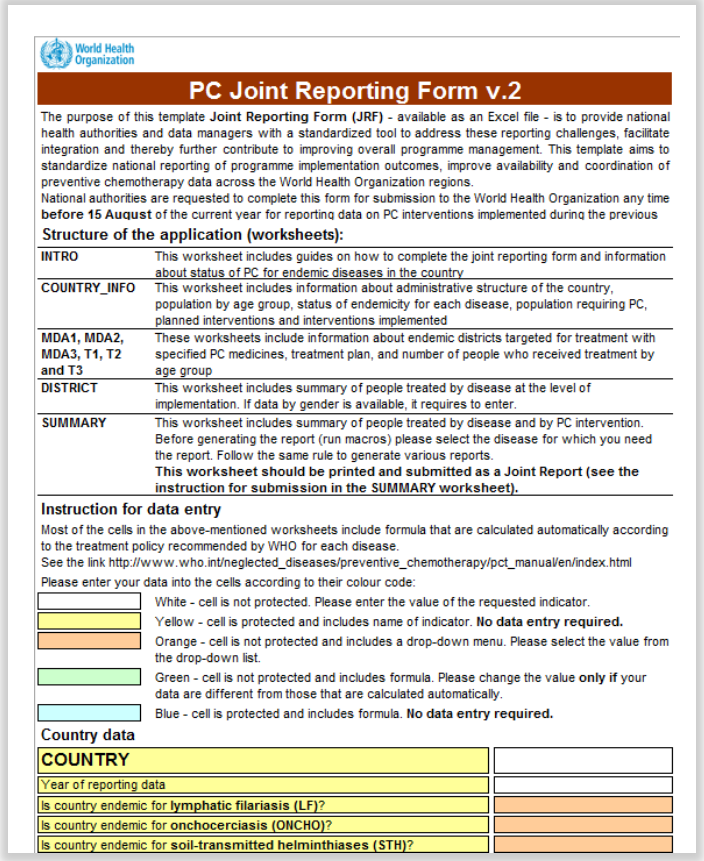
Reports

The Integrated NTD Database provides three types of report functions:

- **WHO/Partner reports**
- **Standard reports**
- **Custom reports**

WHO/Partner Reports

The Integrated NTD Database can generate both the CM Joint Reporting Form and the PC Joint Reporting Form, as well as other partner reports.



World Health Organization

PC Joint Reporting Form v.2

The purpose of this template **Joint Reporting Form (JRF)** - available as an Excel file - is to provide national health authorities and data managers with a standardized tool to address these reporting challenges, facilitate integration and thereby further contribute to improving overall programme management. This template aims to standardize national reporting of programme implementation outcomes, improve availability and coordination of preventive chemotherapy data across the World Health Organization regions.
National authorities are requested to complete this form for submission to the World Health Organization any time **before 15 August** of the current year for reporting data on PC interventions implemented during the previous

Structure of the application (worksheets):

INTRO	This worksheet includes guides on how to complete the joint reporting form and information about status of PC for endemic diseases in the country
COUNTRY_INFO	This worksheet includes information about administrative structure of the country, population by age group, status of endemicity for each disease, population requiring PC, planned interventions and interventions implemented
MDA1, MDA2, MDA3, T1, T2 and T3	These worksheets include information about endemic districts targeted for treatment with specified PC medicines, treatment plan, and number of people who received treatment by age group
DISTRICT	This worksheet includes summary of people treated by disease at the level of implementation. If data by gender is available, it requires to enter.
SUMMARY	This worksheet includes summary of people treated by disease and by PC intervention. Before generating the report (run macros) please select the disease for which you need the report. Follow the same rule to generate various reports. **This worksheet should be printed and submitted as a Joint Report (see the instruction for submission in the SUMMARY worksheet).**

Instruction for data entry

Most of the cells in the above-mentioned worksheets include formula that are calculated automatically according to the treatment policy recommended by WHO for each disease.
See the link http://www.who.int/neglected_diseases/preventive_chemotherapy/pct_manual/en/index.html
Please enter your data into the cells according to their colour code:

- White - cell is not protected. Please enter the value of the requested indicator.
- Yellow - cell is protected and includes name of indicator. **No data entry required.**
- Orange - cell is not protected and includes a drop-down menu. Please select the value from the drop-down list.
- Green - cell is not protected and includes formula. Please change the value **only if** your data are different from those that are calculated automatically.
- Blue - cell is protected and includes formula. **No data entry required.**

Country data

COUNTRY	
Year of reporting data	
Is country endemic for **lymphatic filariasis (LF)**?	
Is country endemic for **onchocerciasis (ONCHO)**?	
Is country endemic for **soil-transmitted helminthiases (STH)**?	

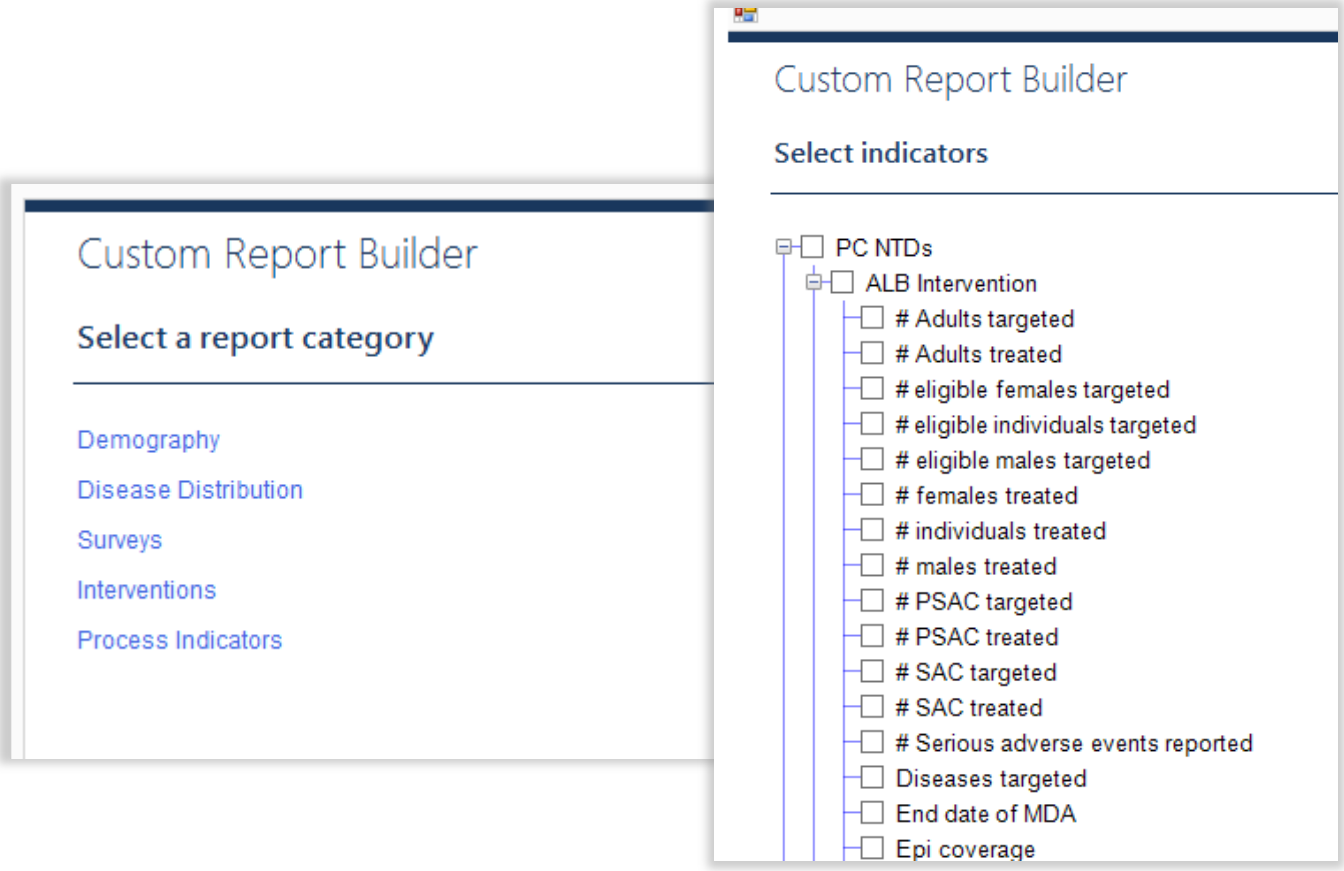
Standard Reports

The Integrated NTD Database can generate these standard reports with just a few clicks:

- **Progress toward elimination**
- **Mapping report (coming soon)**
- **M&E assessments (coming soon)**
- **Districts treated (coming soon)**
- **Coverage performance (coming soon)**
- **Training report (coming soon)**

Custom Reports

With the custom report builder, users can create reports using any data in the database.



Additional system features

- **Updates automatically** with an Internet connection for bug fixes or when new features are added.
- **Backs up automatically** with an option to revert to last version.

Installation

The first step is installing the
Integrated NTD Database on your computer.

Installation steps

There are two steps to running the Integrated NTD Database on your computer:

1. **Install the Access DB Engine32 bit**
2. **Install the Integrated NTD Database**

Install the Access DB Engine32 bit

To install the Access DB Engine32 bit:

1. Go to http://www.microsoft.com/en-us/download/details.aspx?id=13255
2. Download and install the Access engine
3. Restart your computer

Important note: If you cannot download the Access Engine because you get a message that you already have it on your computer, that is fine. Just proceed to the next step.

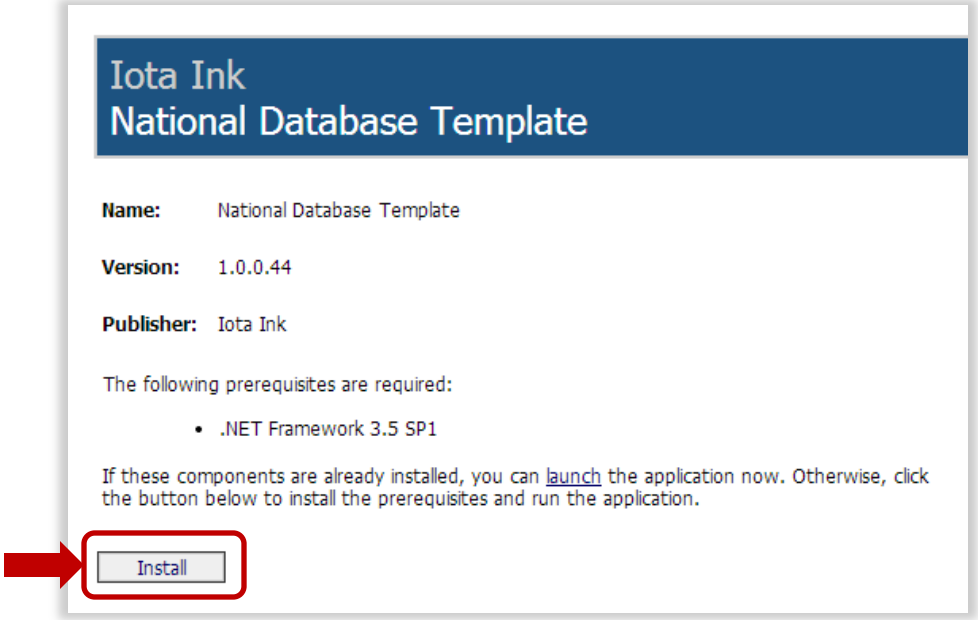
Install the Integrated NTD Database

To install the Integrated NTD Database:

1. Go to
   http://apps.who.int/neglected_diseases/ntddata/ntd_database/

   or for 64-bit users
   http://apps.who.int/neglected_diseases/ntddata/ntd_database/x64

2. Click **Install**



The opening screen

When you open the Integrated NTD Database program, you will first encounter the opening screen before you enter your file or data.

The opening screen

This is the first screen you see when opening the Integrated NTD Database tool each time.

It includes:

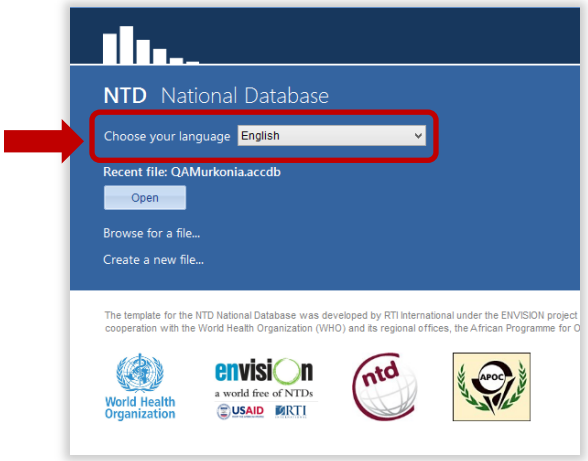
- Choose your language
- Recent file name
- Open button
- Browse for a file link
- Create a new file link

Choose your language

There are four languages currently included in the Integrated NTD Database:

- **English, French, Portuguese, and Bahasa**

You can choose your preferred language from the drop down menu.



Important note:
Number formats differ by country.
Be sure to enter numbers in the format your computer regional settings are set to, no matter which language is showing on the screen. For example, if your settings are set to:

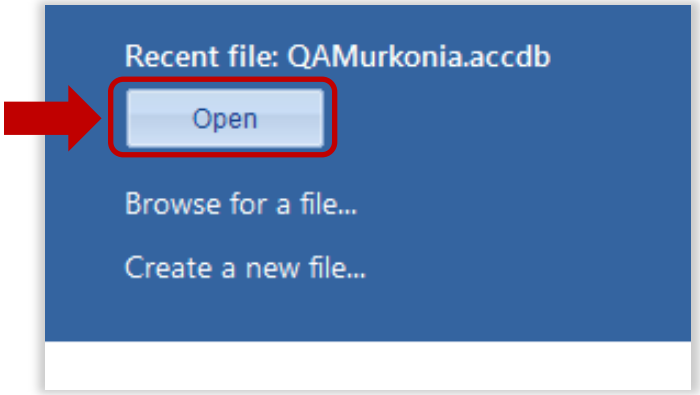
English (United States), you must enter numbers as **1,000.00**

French (France), you must enter numbers as **1 000,00**.

Recent file

The Integrated NTD Database will always list the most recent file on the opening screen.

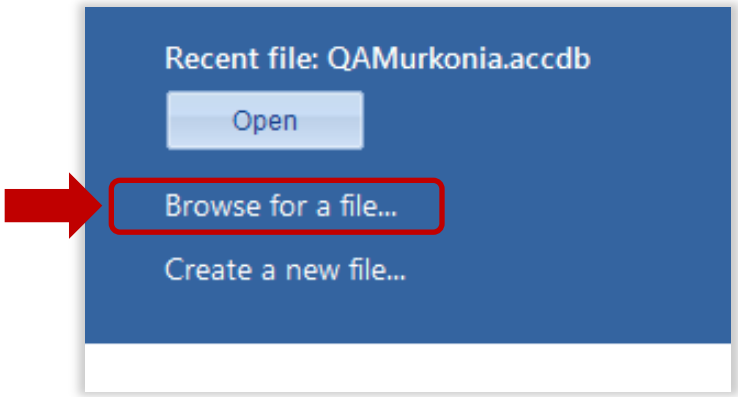
To open the most recent file, just press the **Open** button.



Browse

You can open an existing file that was previously created from the opening screen as well.

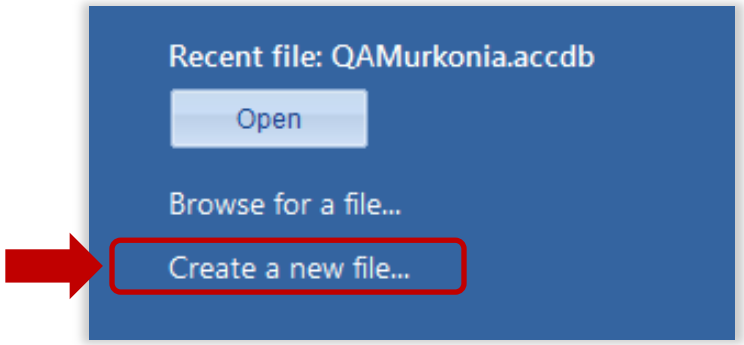
Click on the
Browse for a file...
link to access your files.



Important note: You should always open the Integrated NTD Database first, then your file. Do not try to open your file alone from the saved location on your computer. You must always open your file from within the Integrated NTD Database program or it will not work properly.

New file

To start a new Integrated NTD Database, select **Create new file…** and a browser window will open and prompt you to save your file.



Create a new file

1. Select **Create a new file…**
2. Name your new file **Murkonia**
3. Save the file on your computer

Getting Started

When you create a new Integrated NTD Database file, you go through a series of steps to set up the file specifically for your country.

Getting started

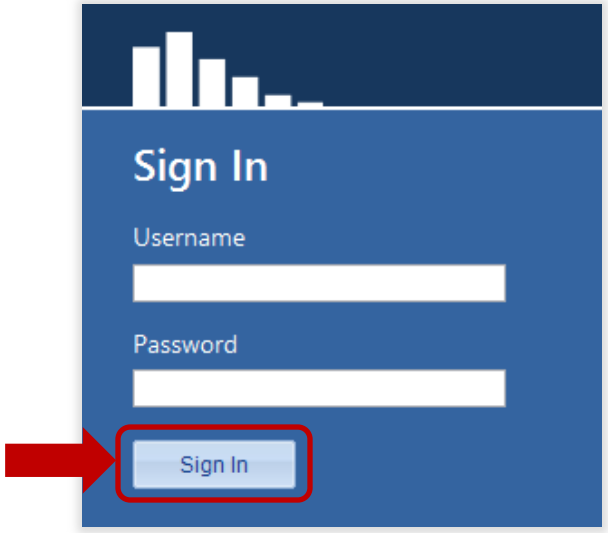
The steps to setting up the Integrated NTD Database for the first time are:

1. **Sign in**
2. **Enter country information**
3. **Choose diseases**
4. **Edit or add administrative levels**

Sign in

The first time you use the tool, the user name will be blank and the password field will be blank.

Just press the **Sign In** button.



Sign in

1. Ensure user name is blank
2. Password should be blank
3. Press the **Sign In** button

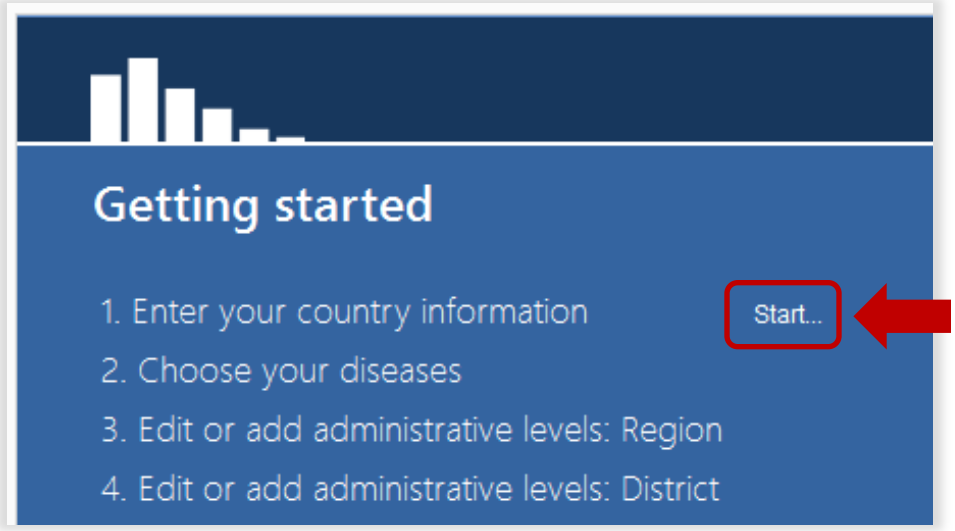
You will change the password later in this presentation.

Enter your country information

Next you will need to enter your country information, including:

- **Country name**
- **Administrative levels**
- **Population statistics**

Click on the **Start** link to begin.



Enter Murkonia country information

1. Enter Country name: **Murkonia**
2. Select **view** to access the Region administrative level information
3. Change the name from Region to **Province**
4. Click **Save**
5. Click **Add administrative level type >**
6. Enter Name: **Village**
7. Click **Save**
8. Click **Next**

Enter Murkonia country settings

Year of census: **2010**

Population growth rate (%): **4**

Age range for SAC: **5-14**

% PSAC of total population: **12**

% <5 years old of total population: **15**

% female of total population: **49**

% rural of total population: **30**

Start date data applies to: **January 1 2014**

Age range for PSAC: **2-4**

% 0-6 months of total population: **3**

% SAC of total population: **25**

% adults of total population: **60**

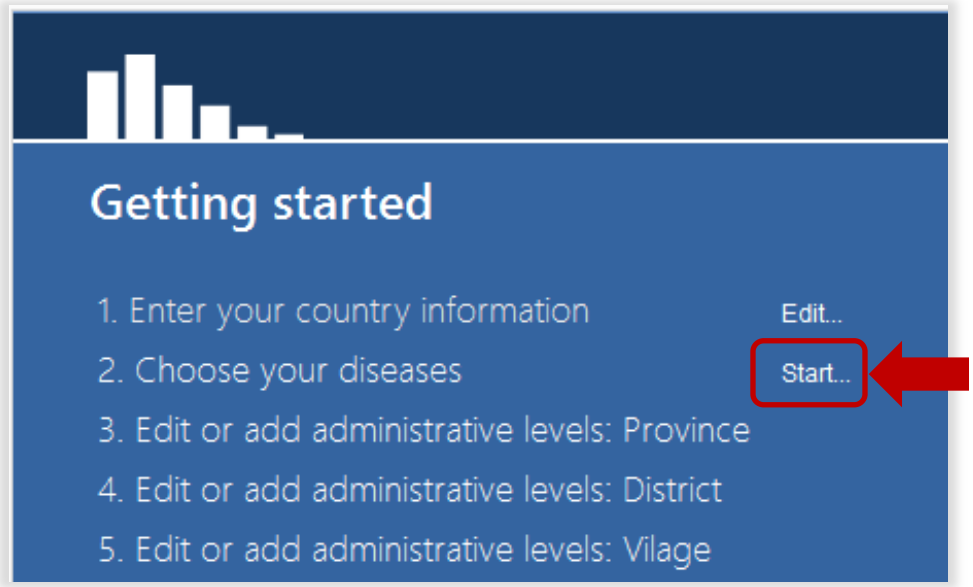
% male of total population: **51**

When finished, click Next

Choose your diseases

Next you will choose the diseases included in the country's program.

Click on the **Start** link to begin.



Choose your diseases

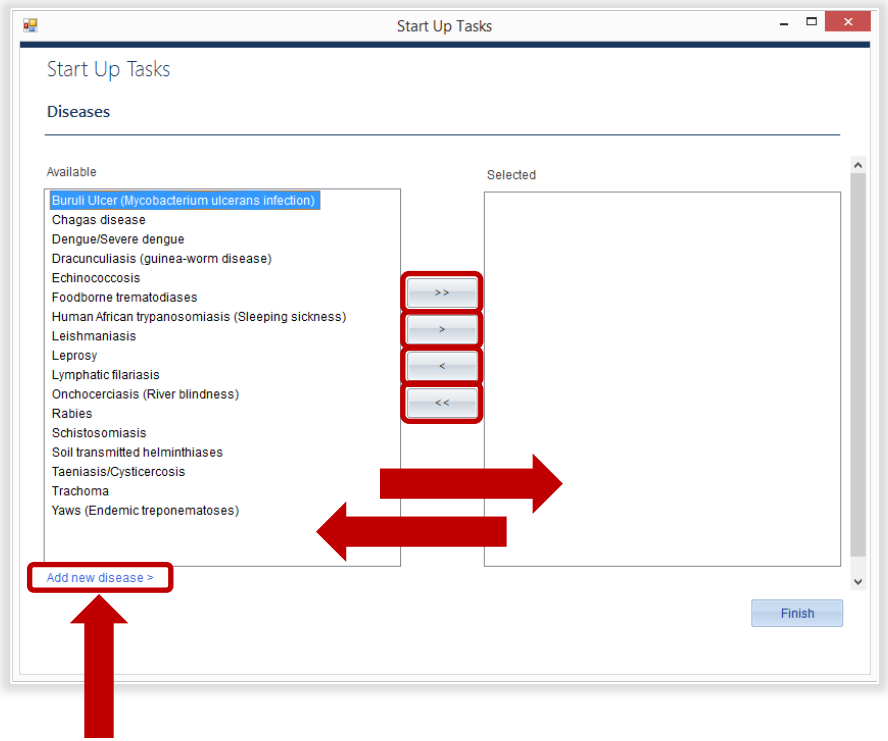
The Integrated NTD Database uses the following convention to select diseases:

>> Moves **all** items from the box on the left to the box on the right.

> Moves **only selected** items from the box on the left to the box on the right.

< Moves **only selected** items from the box on the right back to the box on the left.

<< Moves **all** items from the box on the right back to the box on the left.



Add new disease allows you to add another disease to the list.

Choose Murkonia diseases

Assume Murkonia's NTD program includes all 17 diseases. Practice using all the arrows to move diseases from one box to another.

Once you have tested all four arrow options, move all diseases to the box on the right and click **Finish**.

Quick Tip

You can select several diseases at the same time by holding down the **ctrl key** while clicking on the disease names. Once the names are highlighted, click on the single arrow button **>** to move the selected diseases to the box on the right.

Adding administrative levels

Demography is added to the Integrated NTD Database via Excel spreadsheets in three steps for each level.

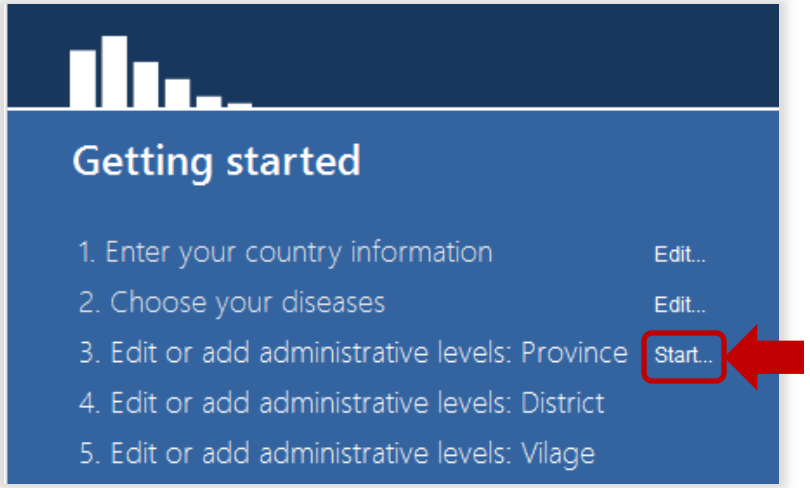
The steps are:

1. **Download the import file**
2. **Fill in the import file with country data**
3. **Upload the import file**

Important note: You must use the import files downloaded from the database. You should enter or cut and paste your country data into the import files.

Add data for administrative levels: Provinces

1. At the getting started screen, click **Start** next to **Edit or add administrative levels: Province**
2. Number to import: **4**
3. Click **Download import file**
4. Rename and save the import file. The import file will open in Excel on your computer.



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5. Enter data for 4 sample provinces into your file. You can put in any information you want – it does not need to be real data.
6. Close the file.
7. Choose **Upload import file**. The database will let you know if there are any problems with the import. Fix any errors and try again.
8. Once the file imports correctly, Click **Next**.

Important note: Because district is the aggregating level, there are no population values required at the province or country level.

Add data for administrative levels: Districts

1. Number to import: **25**
2. Download import file.
3. Rename and save the import file.
   The import file will open in Excel on your computer.

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5. Enter data for 25 sample districts into your file. You can put in any information you want – it does not need to be real data.
6. Close the file.
7. Upload import file. The database will let you know if there are any problems with the import. Fix any errors and try again.
8. Once the file imports correctly, click **Next**.

Add data for administrative levels: Villages

1. Create import for one of your districts
2. Number to import: **13**
3. Download import file.
4. Rename and save the import file.
   The import file will open in Excel on your computer.

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6. Add information for 13 sample villages of your choice into your file. You can put in any information you want – it does not need to be real data.

7. Close the file.

8. Upload import file. The database will let you know if there are any problems with the import. Fix any errors and try again.

9. Once the file imports correctly, click **Next**.

Important note: Since district is the aggregating level, all population information is required and will be totaled to fill in population information for Provinces and the Country.

Backing up

It is important to regularly back up your database file. You should **regularly save your file to an external drive.**

Important note: The Integrated NTD Database saves automatically. If you make a large mistake, you should revert to the last opened version of your file by going to:
Main menu > Settings > Edit settings > Database > Restore.

You will lose any changes made since opening the file.

Documentation

It is a good idea to keep a record of the following information about your Integrated NTD Database:

- **Names of individuals** involved in compilation of historical data stored in database, including title and organization
- Primary source(s) of data for **historical demography data** entered in database
- Primary source(s) of data for **historical disease distribution data** entered in database
- Primary source(s) of data for **historical survey data** entered in database
- Primary source(s) of data for **historical intervention data** entered in database
- Primary source(s) of data for **historical process indicator data** entered in database
- Notes about any **missing information**
- Notes about **assumptions made**

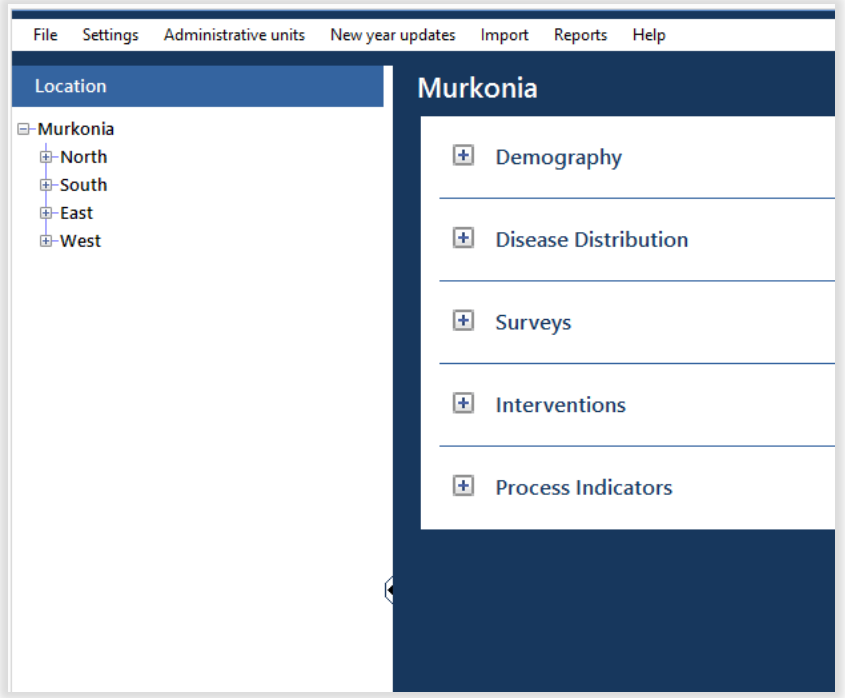
A tour of the tool

Now that you have finished entering the start up data,
you are ready to start entering the program data in the tool.

A tour of the tool

There are three main parts to the Integrated NTD Database:

- **The Main Menu across the top**
- **The Location Tree**
- **The Activity Dashboard**



The Main Menu

The Main Menu has six functions:

- **File**
- **Settings**
- **Administrative units**
- **Import**
- **Reports**
- **Help**

File

From the File menu, you can do the following actions:

- **Start a new file**
- **Open an existing file**
- **Exit your Integrated NTD Database**

Quick tips:

Exiting: you can use the red X at the top, right to exit your program at any time.

Saving: you never need to save your file. Your database file updates in real time, meaning any changes you make are automatically saved.

Opening a new file: If you do choose to either start a new file or open an existing file, the file you are currently working in will automatically close.

Settings

Edit Settings option allows you to:

- **Edit settings.**
  You can change the country settings, diseases selected, and users. This is also where you can create a copy of the error log from your file and restore you database to the backup copy saved at last login.

- **Country statistics.**
  Enter yearly population statistics for your country here.

Settings

Edit Settings option allows you to:

- **Change country settings and diseases.**
  These first two tabs are from the set up wizard and work the same as the first time you set up a new file.
- **Edit users.**
  There are three types of users in the Integrated NTD Database.

Administrators

- Edit country settings
- Add diseases
- View, add, edit users
- View, add edit data
- Run reports

Data enterers

- View, add, edit data
- Run reports

Data viewers

- View data
- Run reports

Add a new user

1. Select **Add new user**
2. Set user name: **Program manager**
3. Set password: (your choice, but write it down)
4. Select roles:
   - **Administrator**
   - **Data enterer**
   - **Data viewer**
5. Press **Save**
6. Use the **Dashboard button** to return to the dashboard

Settings

Database option allows you to:

- **Create a copy of the error log file.**
  If you encounter any bugs while using the Integrated NTD Database, you should save this log and send it to the appropriate parties.

- **Restore database to backup copy saved at last login.**
  If you make a large mistake while using your file, you can click **Restore** to revert to the older version.

Settings

Country statistics is where you update your country level population data each year such as percentages for different age groups and the growth rate.

Administrative units

The Administrative units option allows you to:

- Add administrative units
- Delete administrative units
- Split administrative units
- Merge administrative units
- Split/combine administrative units

Add an administrative unit

1. Select **Add administrative units**
2. Name: **London**
3. Latitude (if applicable): 51
4. Longitude (if applicable): 0.1275
5. Select a Province for London
6. Press **Save**
7. Find London on the Administrative unit tree

Delete an administrative unit

1. Select **Delete administrative units**
2. Find London and click “Delete”
3. Click **Yes**
4. Click **Done**
5. Notice London is no longer on the administrative unit tree

Administrative units

Add administrative unit option allows you to add new locations, such as:

- **Provinces**
- **Districts**
- **Villages**
- **Communities**

Up to seven administrative levels are allowed in the tool.

Important note: If you add a new location, you need to go to the **Demography activity** to enter population information.

Administrative units

Delete administrative unit option allows you to permanently delete locations.

Important note: You can only delete an administrative unit if there are no units below it on the tree.

Import and Reports

Import option will enable you to bulk import data.

Reports option will provide an interface to run custom and standard reports.

An overview of both of these sections will be covered later in this tutorial.

Help feature

There are three selections under the help option:

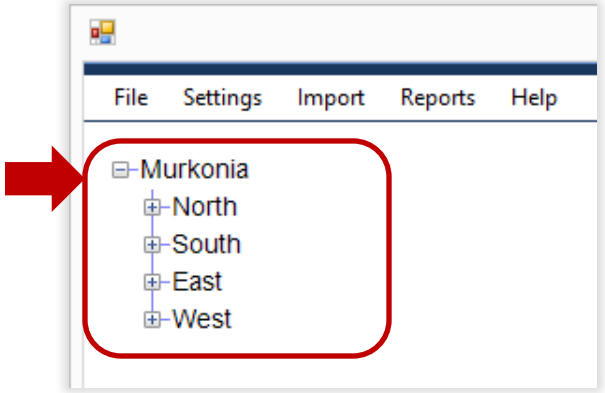
- **View help.** Takes you to the help feature in the tool. Click here to look up definitions of terms or get information on different topics.

- **Check for updates.** If you are connected to the Internet, you can click here to check if a new version is available.
  - Updated versions include bug fixes and new features.
  - The Integrated NTD Database also checks for updates each time you open it, but if you decline to download a new version at that time, you can click here later to download the update.

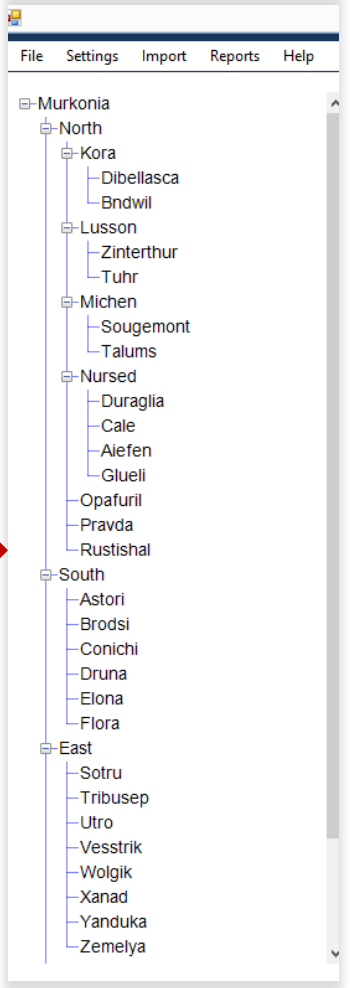
- **About.** Provides information about the tool.

The Administrative Unit Tree

Your Administrative unit tree should look like this:

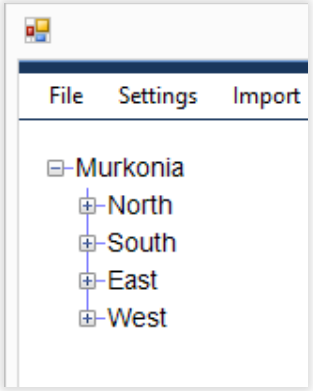


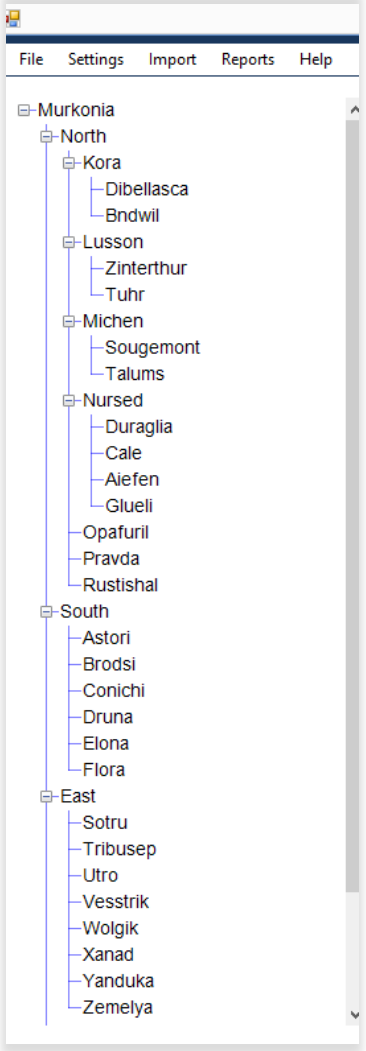
Click on the ⊞ icon to expand a location. If expanded completely, it will look like this:



Expand the Administrative unit tree

Use the + and – controls to expand and contract the location tree.

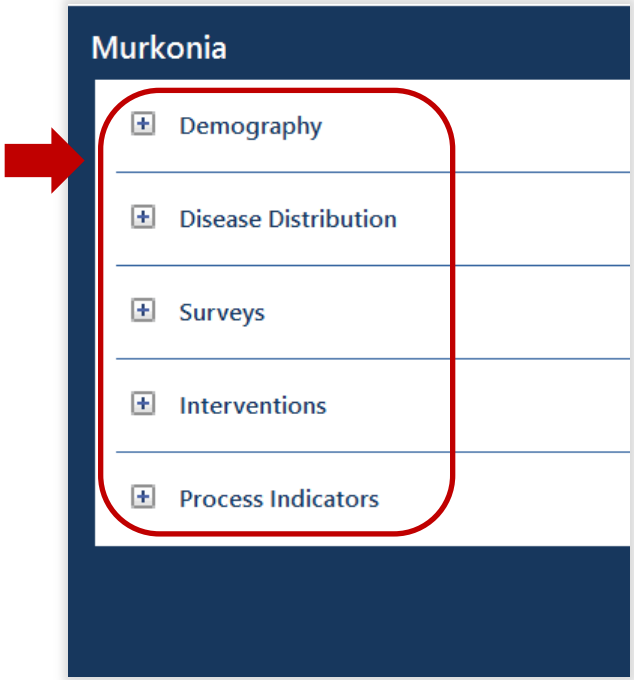




The Activity Dashboard

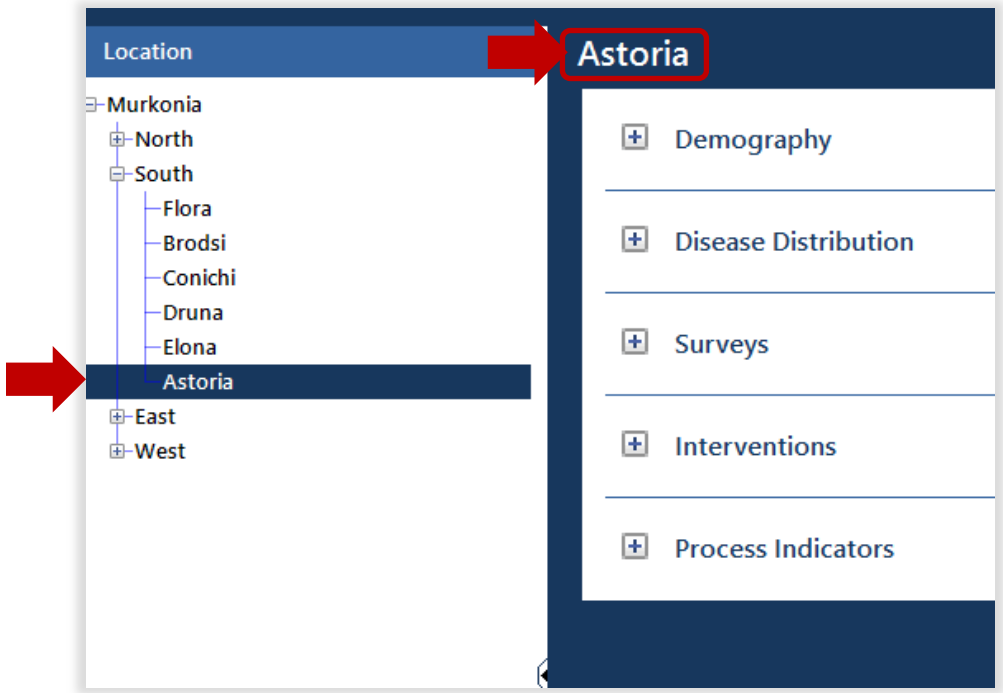
The Dashboard shows all of the data modules that can be entered into the Integrated NTD Database, organized by the following activities:

- Demography
- Disease Distribution
- Surveys
- Interventions
- Process Indicators



Important feature of the Dashboard

The data and information showing for the specific activities on the Activity Dashboard will always apply to the location selected on the Administrative unit tree.



Explore the Activity Dashboard

1. Use the **+** and **–** controls to expand and contract the activities on the Dashboard.
2. Select different locations from within the Location Tree.

Data entry: Form by form

The Integrated NTD Database is organized by administrative units. In the data entry section, you can enter and analyze data for NTD activities that take place in each region, district, community, or other location.

Data entry: Form by form

There are six data entry modules in the Integrated NTD Database:

- Demography
- Disease Distribution
- Surveys
- Interventions
- Process Indicators

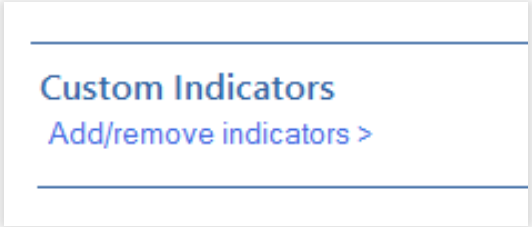
Important note: Any data you enter in the system will be stored. Therefore you should be careful not to enter duplicate data – there is no automatic check to ensure you don't.

Data entry features

Custom indicators and forms

The Integrated NTD Database contains default indicators for each data entry form.

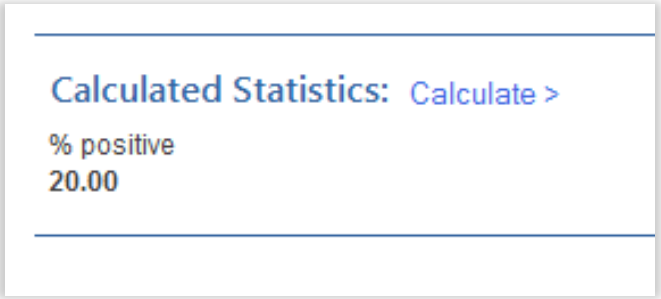
- You can add custom indicators to any form or even add entirely new forms altogether.
- These new indicators and forms will automatically show up in the custom report builder.



Calculated fields

There are numerous calculations provided at the bottom of the data entry forms to help you analyze your program.

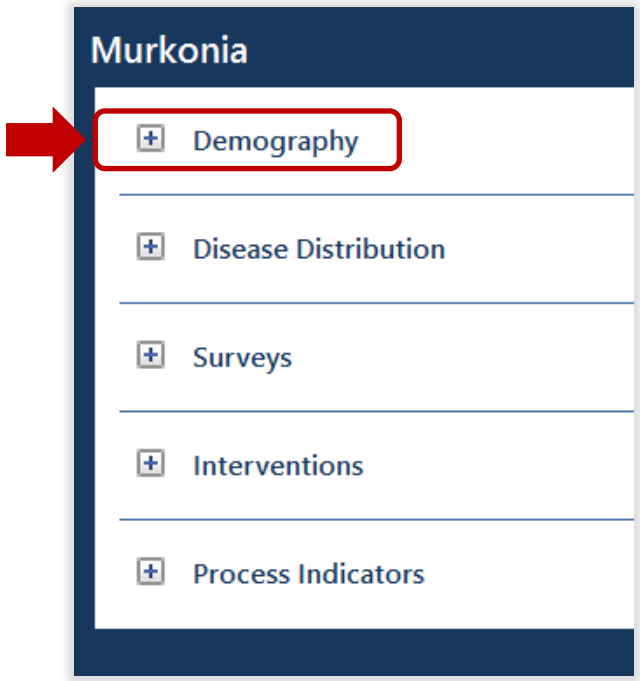
These calculated fields are also included in the custom report builder.



Demography

The Integrated NTD Database stores the demography that you enter in the tool.

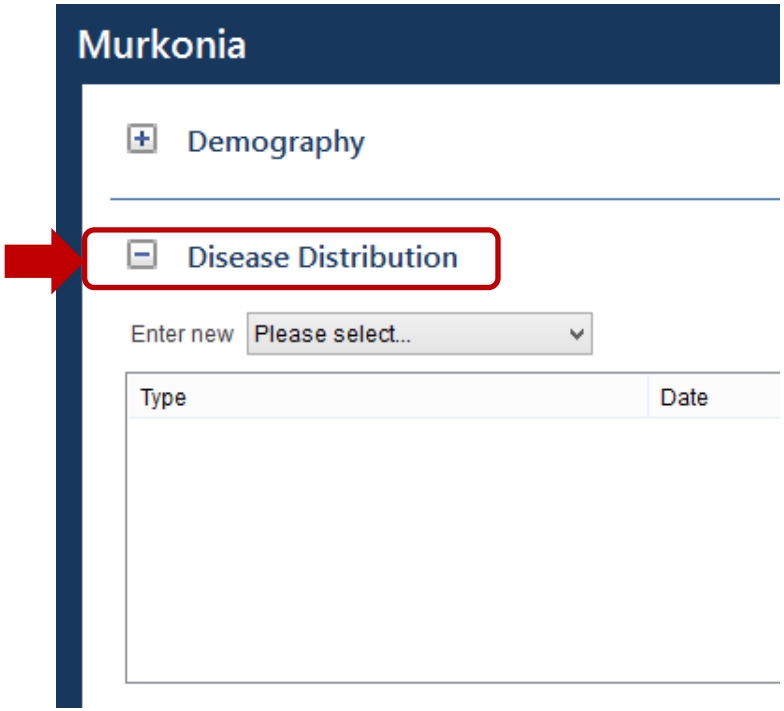
You can edit demography from the dashboard from the aggregating level down, but for higher levels you can only view data, since these numbers are summed for you.



Disease Distribution

The Integrated NTD Database automatically creates disease distribution forms for every disease in the tool.

Most of these forms have default indicators provided by WHO.



Enter Disease Distribution - Leprosy

1. Select **Kora** (in North Region) from the Administrative unit tree.
2. Choose **Leprosy** from the Disease Distribution drop down list.
3. Enter the data listed below into the form.

Start date data apply to: **March 1 2014**

Case finding strategy: **Active**

Total number of MB new cases: **100**

Total number of female new cases: **40**

MB Cases registered for MDT at the beginning of the year: **10**

Endemicity status: **High**

Total number of new cases: **120**

Total number of children among new cases: **30**

Prevalence (cases registered for MDT) at the beginning of the year: **20**

Prevalence (cases registered for MDT) at the end of the year : **35**

When finished, click Next

Surveys

The survey module is where you record the surveys that took place in your country.

- **Includes mapping, baseline, mid-term, among others**
- **Allows you to choose multiple locations that encompass an Ecological Zone, Evaluation Unit, or Sub-districts.**

  When applicable, an extra data entry screen gives you the option to choose multiple locations from different levels.

- **Enables you to add sentinel sites to your tool, giving you the option to choose the same site again in the future.**

Important note: You can only add sentinel sites, but cannot edit or delete them at this time. Therefore if you make a typo when entering one, you should enter another.

Enter Schistosomiasis Sentinel/Spot Check Site Survey

1. Select **Lusson** from the Administrative unit tree.
2. Choose **Schistosomiasis Sentinel/Spot Check Site Survey** from the Survey drop down list
3. Choose **District** for Level of implementation
4. Select the following districts for the survey:
   - **Kora** (in North Province)
   - **Lusson** (in North Province)
5. Click **Select** button
6. Enter type of site: **Sentinel**
7. Click **Add new site >**
8. Site name: **Main School**
9. Latitude: **10**
10. Longitude: **20**
11. Click **Save** and continue to enter data from the next slide.

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Date data applies to: **February 1 2014**

Casual agent: **S. mansoni and S. mekongi**

Number of rounds of PC completed prior to survey implementation: **2**

Test type: **CCA**

End date of survey: **5 March 2013**

Age group surveyed: **SAC**

Number of individuals with non-response: **10**

Number of individuals positive for haematuria or schistosomal parasite eggs in urine: **20**

Proportion of moderate intensity urinary schistosomal infections: **20**

Number of individuals positive for intestinal schistosome infection: **10**

Proportion of moderate intensity intestinal schistosomal infections: **50**

Ecological Zone Description: **Riverside**

Date of first round of PC (year): **2010**

Survey timing: **Mid-term**

Start date of survey: **1 March 2013**

Target sample size: **200**

Number of individuals sampled: **200**

Number of individuals examined for urinary schistosomes: **150**

Proportion of heavy intensity urinary schistosomal infections: **50**

Number of individuals examined for intenstinal schistosomes: **150**

Proportion of heavy intensity intestinal schistosomal infections: **50**

Funders/Partners: **WHO** (add)

When finished, click Save

Find the survey form you just entered in the survey list box for Kora, Lusson, and Talums

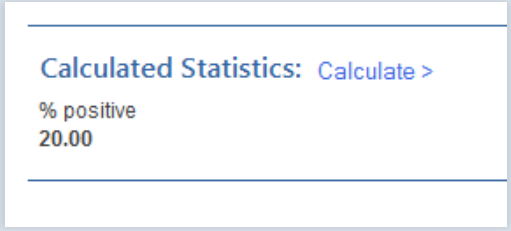
Interventions

The Interventions module is where you record the interventions that took place in your country.

- **Includes MDA, morbidity management, and others.**
- **PC-MDA interventions are organized by the drugs delivered during the intervention.**

Quick tip:
You can add new **custom indicators** to the bottom of any form, below the default indicators.

Once you add a custom indicator, it will always appear on that form in the future unless you disable it.



Create a custom indicator for IVM+ALB Intervention

1. Select **Michen** (in North Region) from the location tree.
2. Select **IVM+ALB Intervention**.
3. Under Custom indicators, click **Add/remove indicators**.
4. Click **Add/remove indicator** on custom indicator screen.
5. Custom indicator name: **Number of community health workers**
6. Data type: **Number**
7. Click **Done**.
8. Continue to enter the data from the following slide.

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Date data applies to: **December 10 2013**

Diseases targeted: **LF, Oncho, STH**

Number of treatment rounds planned for the year: **1**

Round number: **1**

Start date of MDA: **5 April 2013**

End date of MDA: **10 April 2013**

eligible individuals targeted: **300**

eligible females targeted: **150**

eligible males targeted: **150**

SAC targeted: **120**

Adults targeted: **180**

Of total, # females targeted for Oncho: **100**

Of total, # males targeted for Oncho: 100

Of total, targeted for oncho: **200**

individuals treated: **250**

females treated: **102**

males treated: **148**

SAC treated: **100**

Adults treated: **140**

Of total, # females treated for Oncho: **100**

Of total, # males treated for Oncho: **75**

Of total, treated for oncho: **175**

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Serious adverse events reported: **2**

Upper confidence interval of surveyed coverage: **95**

Stock-out during MDA?: **Yes**

Length of stock-out: **1-2 days**

Number of community health workers: **15**
Surveyed coverage: **Yes**

Lower confidence interval of surveyed coverage: **93**

Stock-out drug: **IVM**

Partner: **WHO (add)**

When finished, click Save

Find the intervention form you just entered in the intervention list box for Kora, Lusson, and Talums

Process Indicators

Process indicators can include many types of data that you want to track.

- **Currently includes SAEs, training, and supply chain management forms.**

Quick tip:
You can create a new, **custom form** (with all custom indicators) for Survey, Interventions, and Process Indicator modules.

From a module drop down list, choose **Add new type**.

Add a custom Process Indicator form

1. Select **East** from the Location Tree.
2. Select **Add new type** from Process Indicators drop down list.
3. Name**: Alternative Strategies: Water, Sanitation and Hygiene**
4. Click **Add/remove indicators**.
5. Add 2-5 custom indicators to your Water, Sanitation and Hygiene form. Try out the different data types.
6. Click **Save**.
7. Fill in the data on the form.
8. **Save** the data on your new form.

When finished, click Save.

Find the Process Indicator form you just entered in the survey list box East.

Data entry: Bulk importing

The second way to enter information into the database is through bulk importing.

Data entry: Bulk importing

Rather than entering information into the database form by form for activities, you can also bulk import your data.

There are three steps to bulk importing:

1. **Create the import file**
2. **Fill in the import file**
3. **Upload the import file**

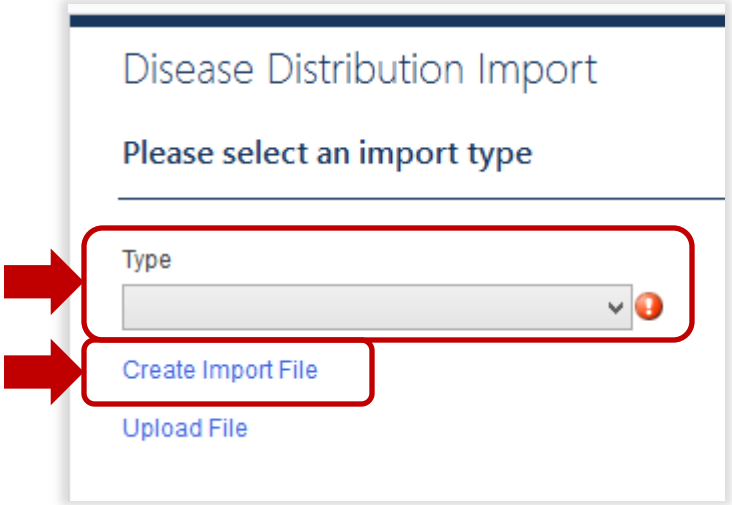
Bulk importing is intended to save you time and effort.

Important note: Only data that is entered for individual administrative units can be imported. If your surveys take place in more than one administrative unit at a time, e.g. STH Mapping Surveys in an Ecological Zone, they must be entered form by form.

Create the import file

The first step to bulk importing is to create the import file:

1. Choose **Import** from the Main Menu
2. Select the activity
3. Select the type of form to import from the drop down list
4. Click on **Create Import File**
5. Select the administrative units to include



Create an import form for an Intervention

1. Select **Interventions** from the **Import** menu option
2. Type: **LF Morbidity Management**
3. Click **Create Import File**
4. Level of implementation: **District**
5. Select the following Districts (from the **South** Region):
   - **Astori**
   - **Brodsi**
   - **Conichi**
   - **Druna**
   - **Elona**
   - **Flora**
6. Click **Next**
7. Save the import file on your computer

Import data for a LF Morbidity Management Intervention

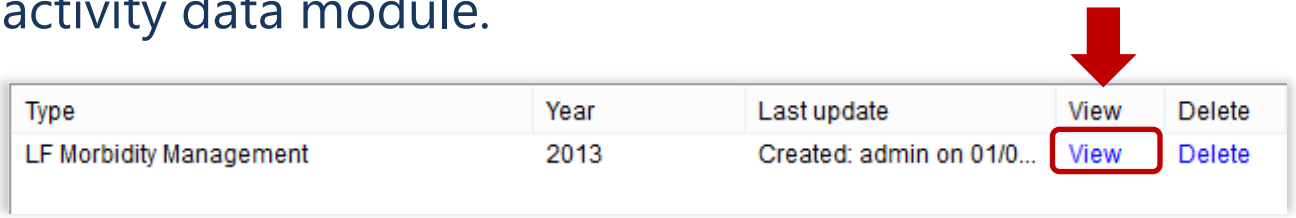
1. Enter sample data into the LF Morbidity Management worksheet that opened on your computer. Use any numbers you want, they do not need to be accurate.
2. Save and Close the import file.
3. Choose **Upload Import File**. The database will let you know if there are any problems with the import. Fix any errors and try again.
4. Once the file imports correctly, Click **Next**.

Find the intervention forms you just imported in the intervention list boxes for Astori, Brodsi, Conichi, Druna, Elona, and Flora.

Reviewing/Editing imported data

Once data has successfully imported, you may need to review for accuracy, add missing data, or change inaccurate or updated data at a later date.

1. From the Dashboard, first select the location.
2. Select the imported form you wish to review by clicking on the **view** link next to the name of the form from the appropriate activity data module.



3. This will take you to the screen where you can review, add, and/or change data.
4. Click **Save** if you changed anything.

Updating for a new year

The Integrated NTD Database can help you update your information for a new year.

Updating for a new year

There are two sets of information in the Integrated NTD Database that need to be updated yearly.

- **Demography**
- **Disease distribution**

Quick tip:

These methods can also be used to enter historical information for past years.

Demography

To update demography for a new year or to enter historical data, go to:

Main menu -> Imports -> Demography

You will need to enter data by administrative level for the aggregating level. It is a good idea to also enter demography data for all lower levels, as well.

Important note: **It could be helpful to generate a demography report from the custom report builder for a past year to help calculate values to enter in the import form.**

Disease Distribution

To update disease distribution for a new year or to enter historical data, go to:

Main menu -> Imports -> Disease Distribution

You will need to enter data by administrative level for each disease in your program.

Important note: It could be helpful to generate a disease distribution report from the custom report builder for a past year to help calculate values to enter in the import form.

Redistricting

The Integrated NTD Database can reallocate data when administrative units in the country change.

Redistricting

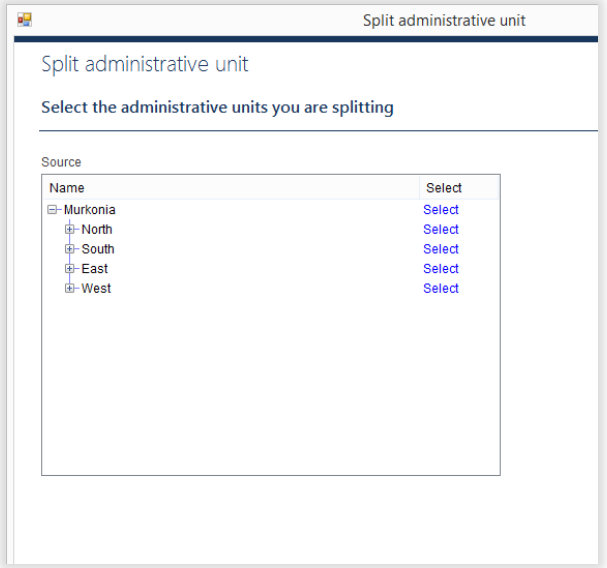
The Integrated NTD Database provides three ways to reallocate administrative units:

- **Split administrative units**
- **Merge administrative units**
- **Split and combine administrative units**

Split administrative units

You can split one administrative unit into multiple administrative units at the same level.

- You can choose how to allocate lower level administrative units.
- Indicators will be allocated automatically, but you can review and make changes to them.



Split administrative units

1. Select **Administrative units -> Split administrative unit** from the Main Menu
2. Backup your database
3. Select **Kora** district to split
4. How many administrative units would you like to split Kora into: **3**
5. Click **Next**
6. Click **Add new…**
7. Name: **Kora East**, Latitude: **5**, Longitude: **10**
8. Highlight **North** Province
9. Click **Save**
10. Repeat steps 4-8 to add the following two districts:
    - **Kora South**, Latitude: **5.1**, Longitude: **10.5**
    - **Kora West**, Latitude: **5.8**, Longitude: **11**

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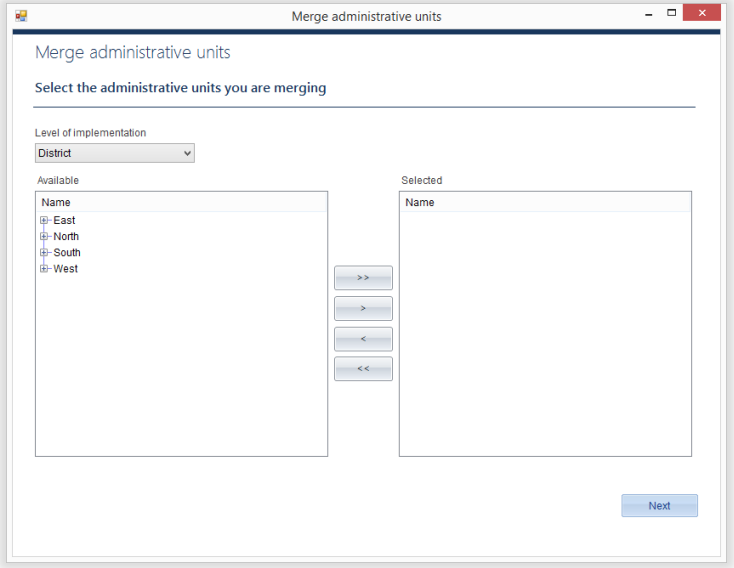
11. Allocate the **Percentage of population**:
    - Kora East: **20**
    - Kora South: **30**
    - Kora West: **50**
12. Click **Next**
13. Move Bndwil to Kora East and click **Next**
14. Move Dibellasca to Kora South and click **Next**
15. Click **Next**
16. Click **Next** to review each type

Merge administrative units

You can merge any number of administrative units at the same level into a new administrative unit.

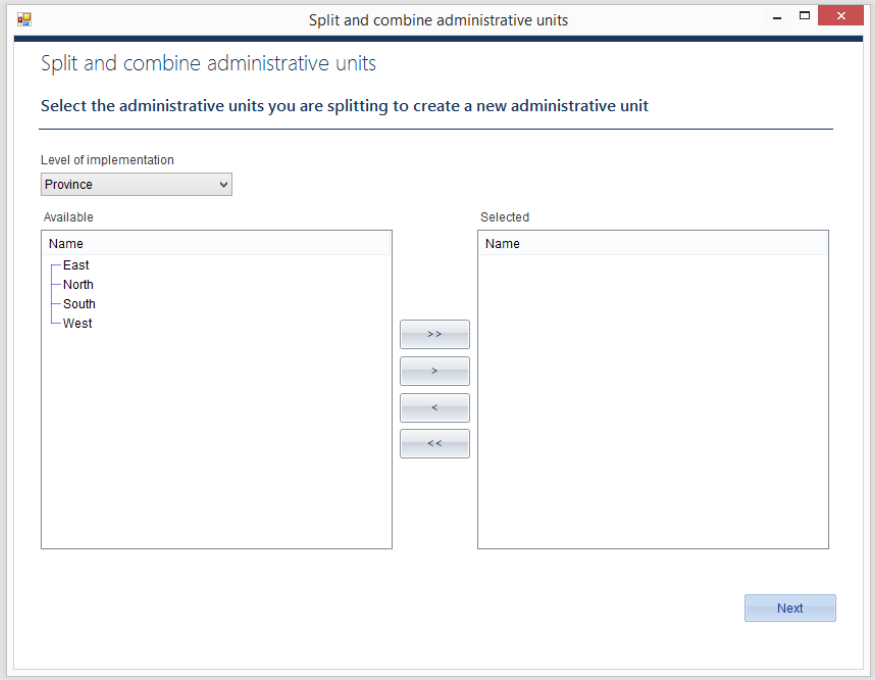


Merge administrative units

1. Select **Administrative units -> Merge administrative units** from the Main Menu
2. Backup your database
3. Select calendar year
4. Click **Next**
5. Level of implementation: **District**
6. Select **Lusson** and **Michen** districts to merge.
7. Click **Next**
8. Name: **Luchen**
9. Highlight the **North** Province
10. Click **Next**
11. Click **Next** to review

Split and combine administrative units

You can split multiple administrative unit to create a new administrative unit from parts of the original units.



Split and combine administrative units

1. Select **Administrative units -> Split and combine administrative units** from the Main Menu
2. Backup your database
3. Level of implementation: **District**
4. Select **Nursed** and **Opafuril** districts to split
5. Click **Next**
6. Name: **Nurfuril**
7. Highlight **North** Province
8. Click **Next**
9. Enter Percentage of population:
   - Nursed: **40**
   - Opafuril: **20**
10. Click **Next**

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11. Move the following villages from Nursed to Nurfuril
    - Cale
    - Duraglia
12. Click **Next**
13. Move the following villages from Opafuril to Nurfuril
    - Kutomala
    - Nyereli
14. Click **Next**
15. Review and confirm.
16. Click **Next**
17. Click **Next** to review

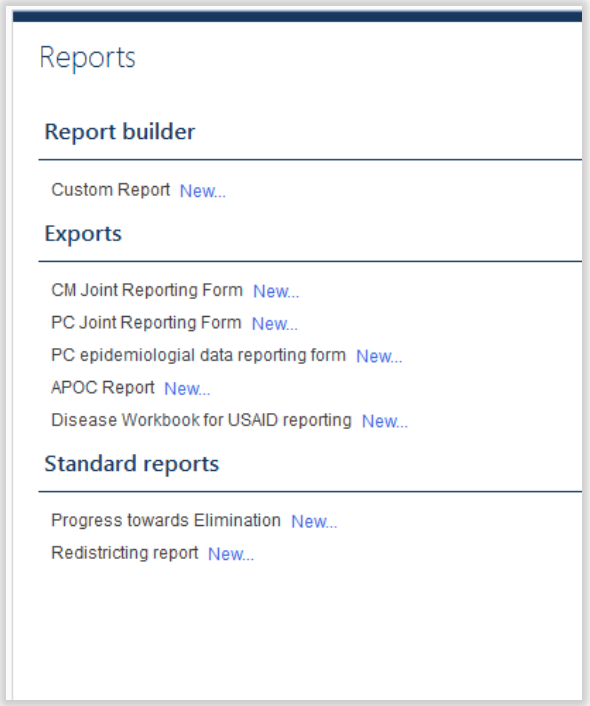
Reports

The Integrated NTD Database can generate a wide variety of reports to help you analyze your program, share data, and plan for the future.

Reports

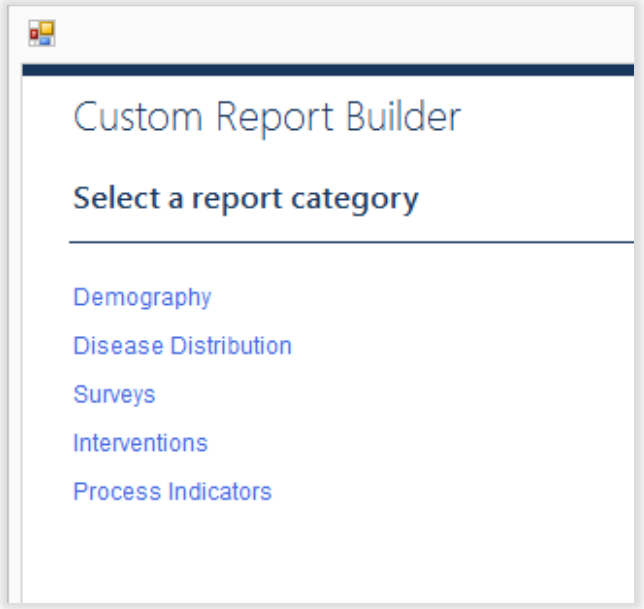
The Integrated NTD Database provides three types of report functions:

- **A custom report builder**
- **WHO/Partner reports**
- **Standard reports**



Custom report builder

The custom report builder is a flexible tool. You can use it to review, analyze, and report data of your choice.



Quick tip:

Use the custom report builder to generate Excel worksheets that can be uploaded into other tools

Generate an LF Morbidity Management Report

1. Select **Reports -> New** from the Main Menu
2. Click **Custom Report New…**
3. Click **Interventions**
4. Use the **+** to expand the options for the LF Morbidity Management report
5. Check the boxes to select:
   - **# hydrocele cases**
   - **# hydrocele cases treated**
   - **# lymphoedema patients**
   - **# lymphoedema patients treated**
6. Click **Next**
7. Dates: **Jan 1 2014 – Dec 31 2014**
8. Aggregate by: **List all**
9. Click **Next**
10. Click **Finish**

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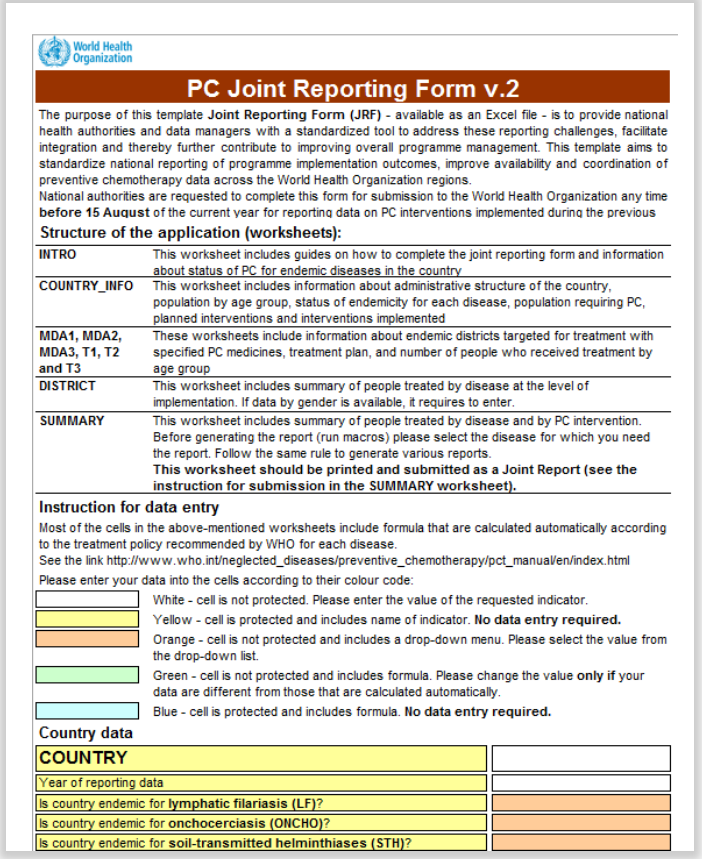
11. Review your data on the screen.
12. Try exporting the data to Excel
13. Try editing report options and running the same report, but aggregated by **country**.
14. Try editing report options and running the same report, but aggregated to **administrative level**.
15. Try saving your report options and rerunning the report again from the Reports menu.

WHO/Partner reports

WHO/Partner reports are listed under **Available exports**.

When it is time to submit reports to WHO, you can use the National Database Template to generate these reports with the click of a button.



World Health Organization

PC Joint Reporting Form v.2

The purpose of this template **Joint Reporting Form (JRF)** - available as an Excel file - is to provide national health authorities and data managers with a standardized tool to address these reporting challenges, facilitate integration and thereby further contribute to improving overall programme management. This template aims to standardize national reporting of programme implementation outcomes, improve availability and coordination of preventive chemotherapy data across the World Health Organization regions.
National authorities are requested to complete this form for submission to the World Health Organization any time **before 15 August** of the current year for reporting data on PC interventions implemented during the previous

Structure of the application (worksheets):

INTRO	This worksheet includes guides on how to complete the joint reporting form and information about status of PC for endemic diseases in the country
COUNTRY_INFO	This worksheet includes information about administrative structure of the country, population by age group, status of endemicity for each disease, population requiring PC, planned interventions and interventions implemented
MDA1, MDA2, MDA3, T1, T2 and T3	These worksheets include information about endemic districts targeted for treatment with specified PC medicines, treatment plan, and number of people who received treatment by age group
DISTRICT	This worksheet includes summary of people treated by disease at the level of implementation. If data by gender is available, it requires to enter.
SUMMARY	This worksheet includes summary of people treated by disease and by PC intervention. Before generating the report (run macros) please select the disease for which you need the report. Follow the same rule to generate various reports. **This worksheet should be printed and submitted as a Joint Report (see the instruction for submission in the SUMMARY worksheet).**

Instruction for data entry

Most of the cells in the above-mentioned worksheets include formula that are calculated automatically according to the treatment policy recommended by WHO for each disease.
See the link http://www.who.int/neglected_diseases/preventive_chemotherapy/pct_manual/en/index.html

Please enter your data into the cells according to their colour code:

- White - cell is not protected. Please enter the value of the requested indicator.
- Yellow - cell is protected and includes name of indicator. **No data entry required.**
- Orange - cell is not protected and includes a drop-down menu. Please select the value from the drop-down list.
- Green - cell is not protected and includes formula. Please change the value **only if** your data are different from those that are calculated automatically.
- Blue - cell is protected and includes formula. **No data entry required.**

Country data

COUNTRY	
Year of reporting data	
Is country endemic for **lymphatic filariasis (LF)**?	
Is country endemic for **onchocerciasis (ONCHO)**?	
Is country endemic for **soil-transmitted helminthiases (STH)**?	

Generate a WHO Joint Reporting Form

1. Select **Reports -> New** from the Main Menu
2. Try generating one of the Joint Reporting Forms.

Standard reports

The Integrated NTD Database includes Standard reports. These are some of the typical tables and graphs helpful in analyzing NTD programs.

Standard reports include:

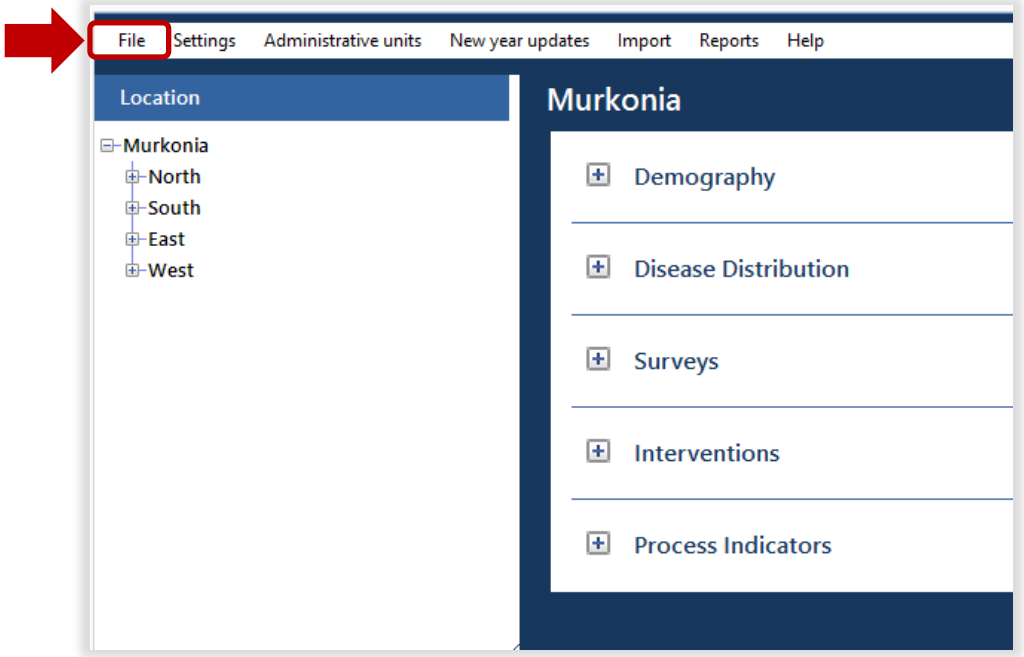
- **Progress toward elimination**
- **Mapping report (coming soon)**
- **M&E assessment (coming soon)**
- **Districts treated (coming soon)**
- **Persons treated (coming soon)**
- **Coverage performance (coming soon)**

Setting up a Integrated NTD Database for your program

It's time to set up a Integrated NTD Database file for your country.

Setting up a file for your program

You can start a new Integrated NTD Database file at any time, although you will probably want to store all the data for your country in just one file.



Quick tip:

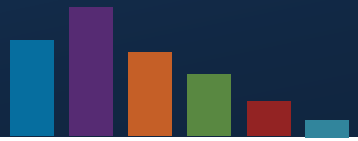
You can share this file with others via:

- **email**
- **flash drive**
- **Dropbox**
- **other similar method to transfer files**

Start a Integrated NTD Database for your program

1. Select **File - > New** from the Main Menu
2. Select **Create a new file…**
3. Save the file on your computer
4. Sign in (there is no login or password yet)
5. Click **Enter your country information Start…**
6. Enter country settings for your program, including adding more administrative levels. You can have up to seven total.
7. Click **Next**
8. Enter the Country Settings population numbers
9. Click **Finish**
10. Click **Select Diseases Start…**
11. Use the arrows to select diseases that are included in your program. Use the Add new diseases… link to add any additional diseases to the list.
12. Click **Finish**
13. Click **Start** to Edit or add administrative levels for all your levels.
14. Click **Finish**
15. Select **Settings** from the Main Menu.
16. Click the **Users** tab and set users and passwords.

You are now ready to enter data into your Integrated NTD Database.



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The Integrated NTD Database was developed in collaboration with:

World Health Organization

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