



**GHANA HEALTH SERVICE**

**(NATIONAL TB PROGRAMME)**

# MANUAL FOR TB TRACKER

2019



*For*

**WEB BASED AND ANDROID OFFLINE DATA CAPTURE**

## Acknowledgement

We acknowledge the effort of the staff of the PPMED who compiled this manual for use by the various service providers of the Ghana Health Service. We appreciate with much gratitude the effort of all the Divisions, Programs, Regional and District Health Directorates of the Ghana Health Service who provided and reviewed all the business processes for the CHPS information capture flow in the service for Functional CHPS zones.

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## Background

### Tracking all TB Clients

Appropriate management of tuberculosis cases through accurate diagnosis and effective treatment is the core for both TB care and control. TB case management comprises timely evaluation of individuals with symptoms suggestive of TB, sputum smear examination for all suspected pulmonary and extrapulmonary cases, and drug susceptibility testing at least for rifampicin for presumptive RR/MDR TB cases. Adherence to treatment should be assessed and response to treatment should be monitored on a regular basis using follow-up bacteriological examination. All TB patients should be assessed for TB HIV co-infection, and all HIV-infected TB cases should have access to antiretroviral and cotrimoxazole preventive therapy. Patients with tuberculosis caused by rifampicin-resistant organisms should be treated with second-line treatment regimen. Appropriate medical records including medications given, bacteriologic response and treatment outcomes should be maintained. This will aid staff in providing adequate services to individual patients, in addition, allow managers at different level to monitoring program performance and provide basis for programmatic and policy development.

Appropriate detection and management of tuberculosis cases will lead to a reduction of the tuberculosis burden at population level.

The system of data collection and flow of tuberculosis in Ghana follows WHO recommended “Definitions and reporting framework for tuberculosis -2013 revision.

Deploying electronic data capture systems with all its enhanced tools does not automatically improve data and information use. To achieve full usage and potential benefits of all such systems, an integrated supportive supervision at all levels and regular feedback to facilities is critical and a requirement.



To fully achieve this the GHS has over the last few years engaged in deploying to every facility in Ghana the DHIS2 Tracker capture module for all preventive services such as TB care, ART/HIV and MCH services.

The Policy Planning Monitoring and Evaluation Division of the Ghana Health Service in collaboration with the National TB Control Programme has developed a client based individual case management record system to collect, manage and analyse transactional case-based records for TB care & Treatment and TB DOT to be deployed in all 113 TB burden district hospitals using the DHIS2 Tracker capture. This system called TB care eTracker will be deployed in Ghana especially in high TB burdened districts. Both web version and offline android version of the system will be deployed. This is critical to help address some challenges that has been encountered in the deployment of eTracker across the country. This includes;

Limited or no Internet connectivity affecting its full usage to collect, manage and analyse transactional case-based records for TB Care.

Limited number of devices for screening and data capture at the hospitals especially in the TB burdened districts that were running the system.

Data use and feedback to facilities from districts on tracking defaulters and generating visit schedules

The key objective of deploying the tablet -based eTracker is to give service providers at the lower level access to client information safely, securely and easily, whenever and wherever it is needed. It is an essential part of the drive by the Ghana Health Service to improve patient care by enabling GHS staff to increase their efficiency and effectiveness. To achieve a full spectrum of the immense benefits of using the eTracker at the lower level. It is key that we are deploying the eTracker to key programmes such as TB and other Public Health Interventions across the country



## e-Tracker

The e-Tracker module (also known as Community Module) is an integrated module in DHIMS2, built to support community health systems and facilitate a smooth integration between the community health data and aggregated data management.

The module supports definition of types of entities which can be tracked through the system, which can be anything from persons to commodities, e.g. medicine, person. For the types of entities defined, users can manage community health programs, such as child immunization, maternal health and allows tracking of individuals enrolled in various programs and activity planning for community health workers.

### What the Tracker does

- The system collects, manage and analyze transactional, case-based data records.
- It stores information about individuals and track these persons over time using a flexible set of identifiers
- The system captures information about anonymous events and cases as well.
- Send SMS-reminders
- Track missed appointments
- Generate visit schedules.
- The system also generates on-the-fly statistical reports
- The reporting module creates dynamic reports based on cases.
- The tracker has a functionality that allows transactional data to be aggregated and pushed automatically into their respective datasets in DHIMS2.

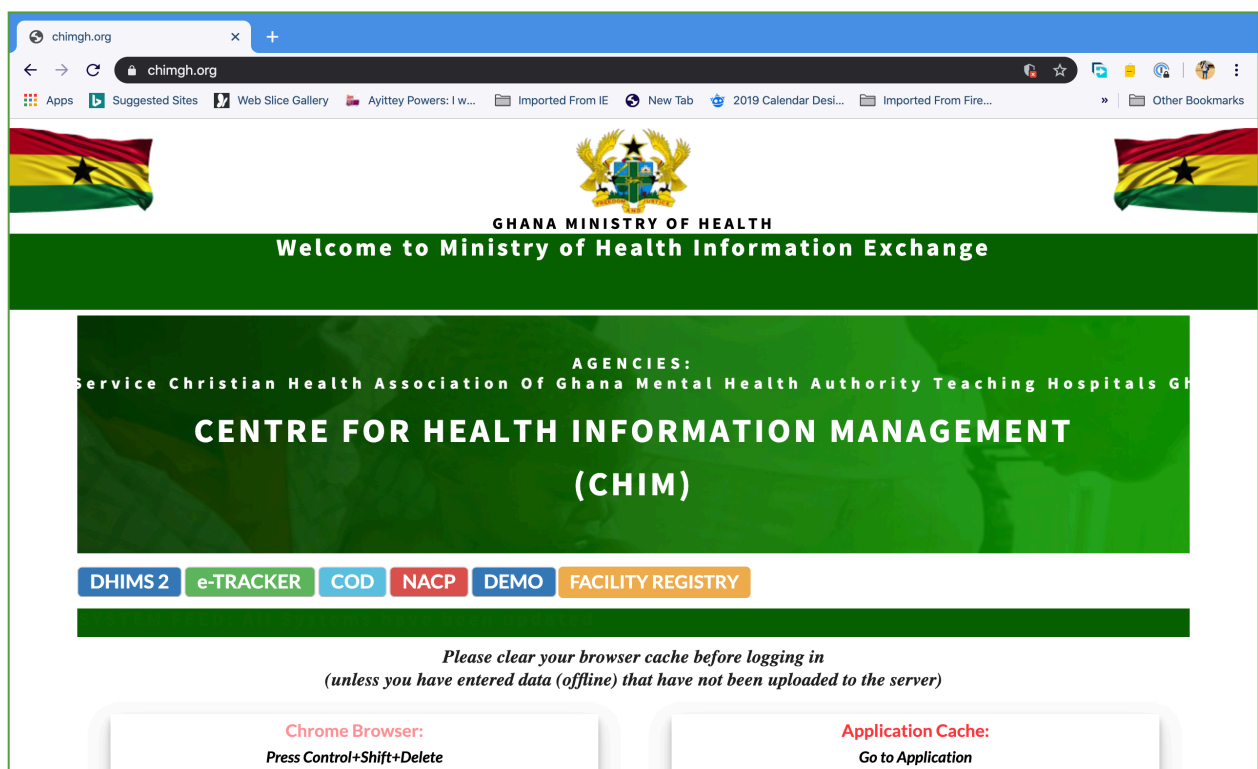


## Logging on to Tracker – Web-Based Tracker Capture

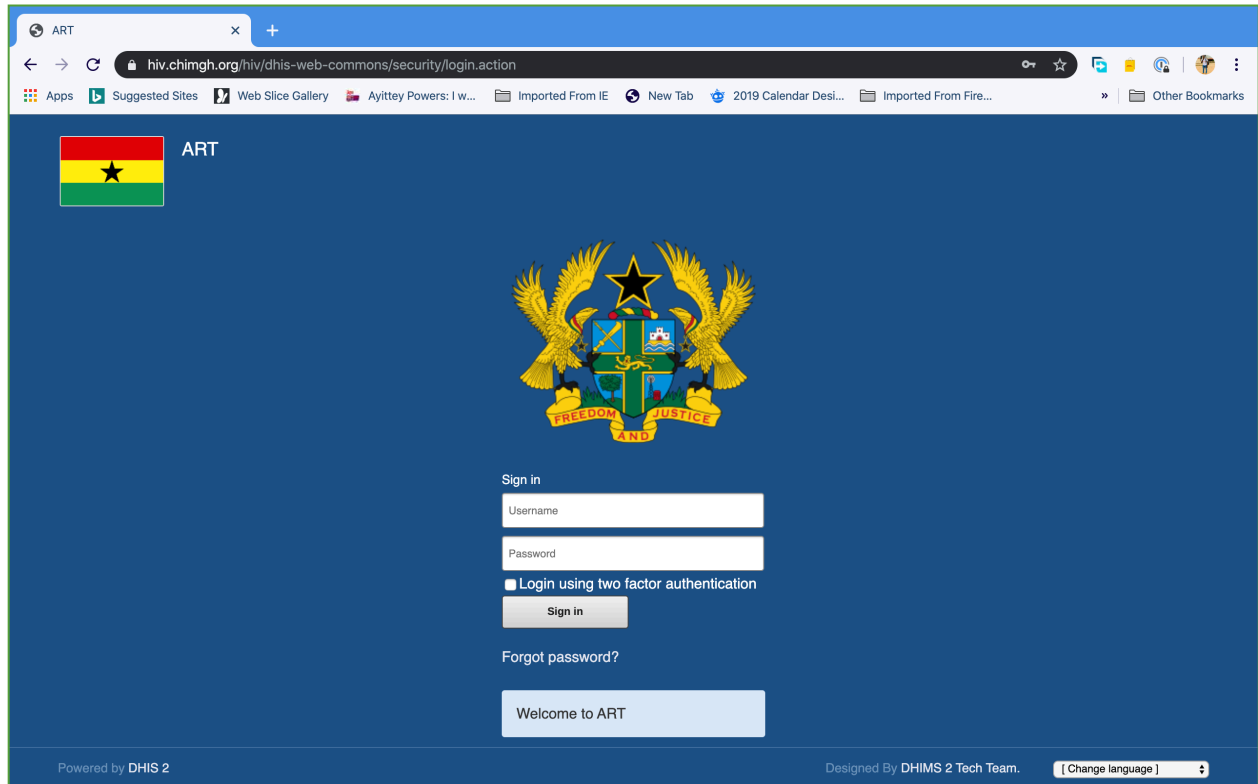
To log on to the tracker application, enter the URL <http://www.chimgh.org/> into the address bar of your browser. Preferred browsers are Mozilla Firefox or Google chrome.



A successful access to the URL shown above, is as shown below Ghana Health Service reporting portal.

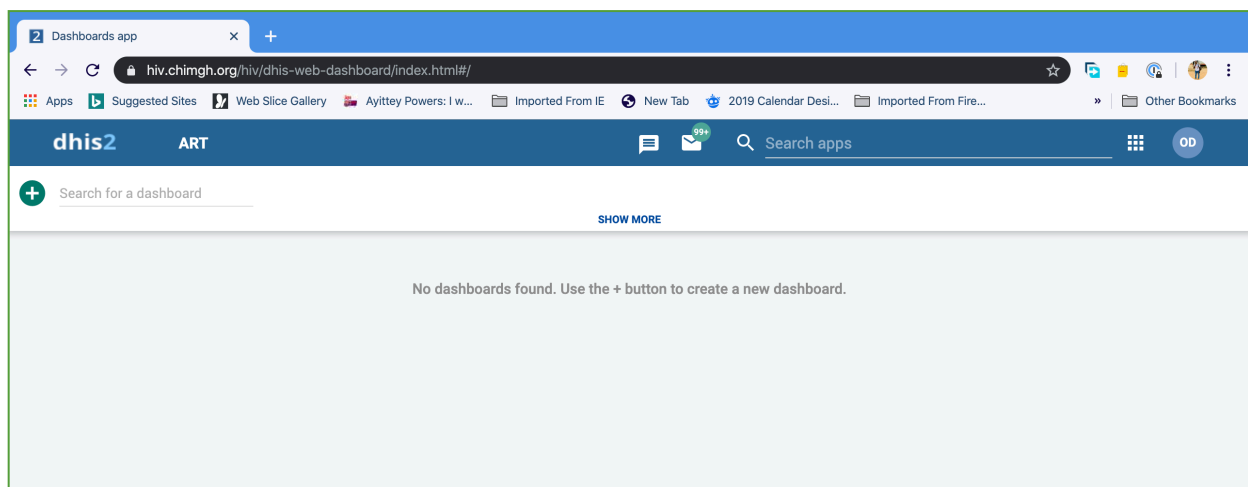


Select NACP from the screen above to display the log in page as shown below.



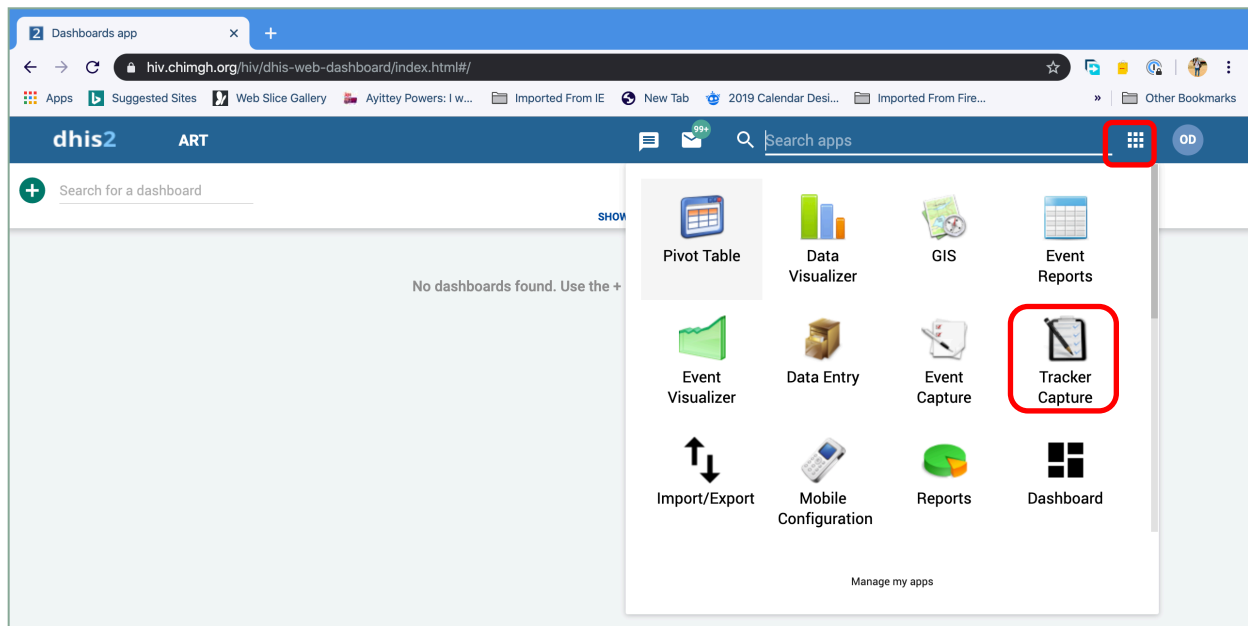
The screenshot shows a web browser window with the URL `hiv.chimgh.org/hiv/dhis-web-commons/security/login.action`. The page has a dark blue background. In the top left corner, there is a Ghanaian flag and the text "ART". In the center, there is the coat of arms of Ghana. Below the coat of arms, there is a "Sign in" section with a "Username" input field, a "Password" input field, a checkbox for "Login using two factor authentication", and a "Sign in" button. Below the "Sign in" button, there is a "Forgot password?" link and a "Welcome to ART" button. At the bottom of the page, there is a footer with "Powered by DHIS 2" on the left, "Designed By DHIMS 2 Tech Team." in the center, and a "[ Change language ]" dropdown menu on the right.

Key in the Username and Password provided to you and click on Sign in to log into the system. After a successful log-in, a dashboard will be displayed as the first screen. The dashboards provide a quick overview of data stored in the tracker in the form of tables charts, maps and graphs.

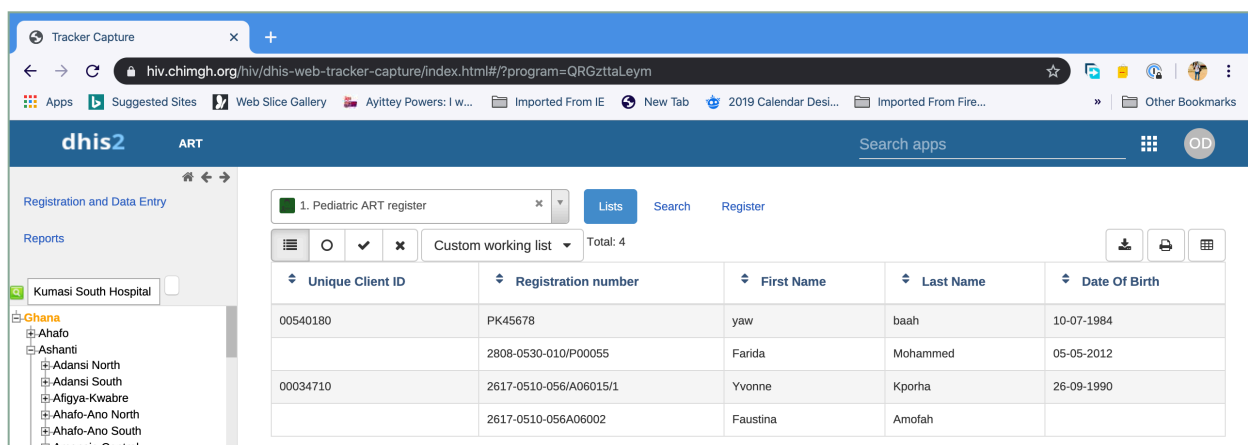


## Registration and Enrolment of TB Clients

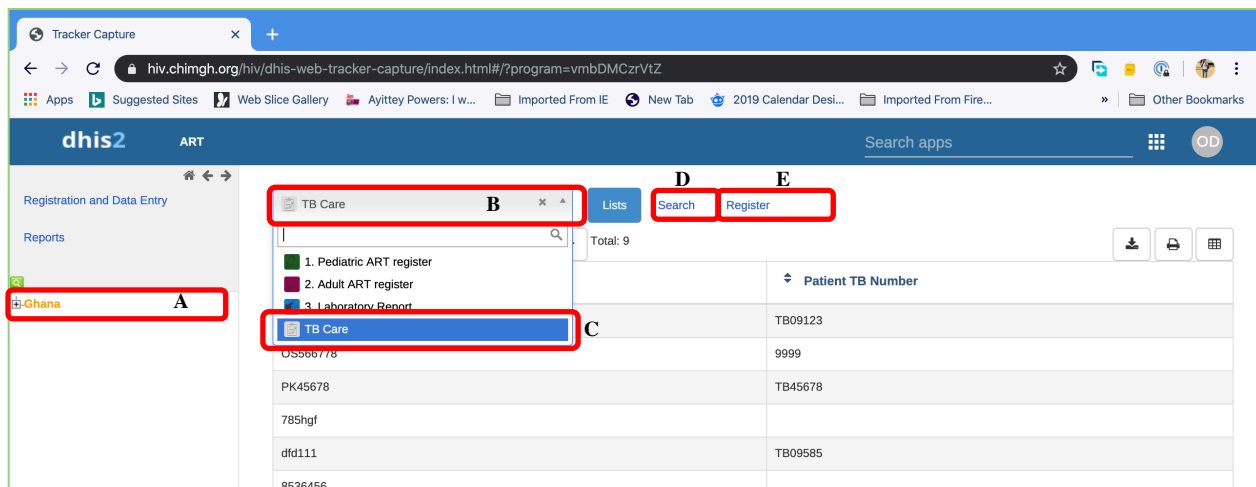
1. Click on either the Apps icon or the search apps placeholder.
2. Select Tracker Capture from the drop down



A click on the Tracker capture app takes you to the Tracker capture interface as shown below.



To register a TB Client, select your respective Facility from the organisation Unit Tree on the left and select **TB Care** from the list of programs and click on the Register button.



**A= Organization Unit.** The TB Care program is assigned at the Health Facility Level and only be accessed by a data entry user.

**B= Program.** Pull down the program menu and select **TB Care (C)**.

**D= Search** or find button. Search for an existing TB Client by clicking on the search button and entering the any of the attributes allowed to search for a client.

**E=Register Button.** Click on the button to display the registration page as shown below.

The screenshot shows the DHIS2 Tracker Capture interface with the TB Care registration form. The form includes fields for Enrollment, Profile, and Patient Information. The 'Save and continue' button is highlighted with a red box.

**Enrollment**

Enrolling organisation unit: Ghana  
 Date of registration: 13-11-2019

**Profile**

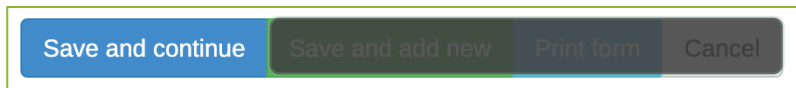
Registration number:   
 OPD Number:   
 Patient TB Number:   
 NHS Number:   
 First Name:   
 Middle Name:   
 Last Name:   
 Patient's nickname:   
 Date Of Birth:  (dd-mm-yyyy)  
 DOB unknown: ☐  
 Sex:  (Select or search from the list)  
 Marital Status:  (Select or search from the list)  
 Educational Status:  (Select or search from the list)  
 Occupation:  (Select or search from the list)  
 Digital address:  (Latitude)  (Longitude)  
 Mobile Phone:   
 BCG Scar presence (<5 yrs): ☐  
 NHS Status:  (Select or search from the list)

**Buttons:** Save and continue, Save and add new, Print form, Cancel

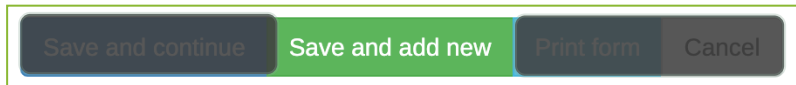


All the fields with red Asterix (\*) are mandatory and need to be filled.

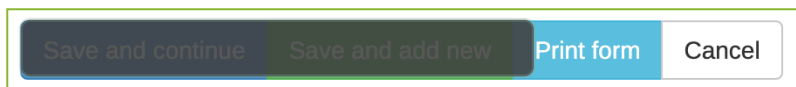
Click on **Save and Continue** button to save the current registration and display an interface to enroll the client on a program.



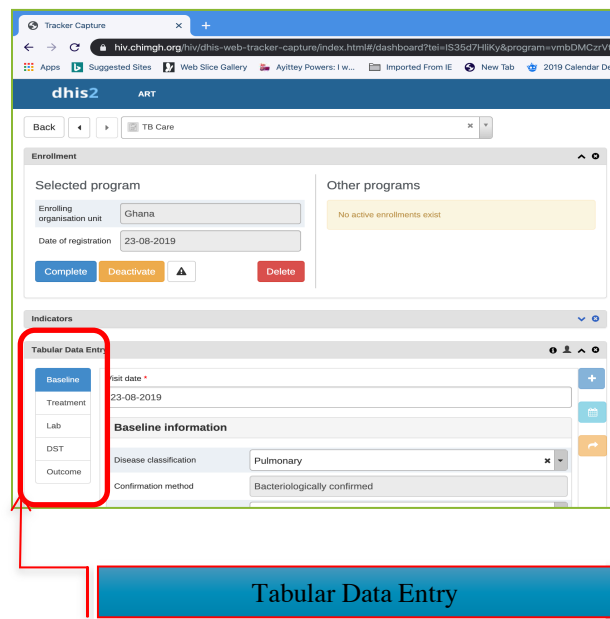
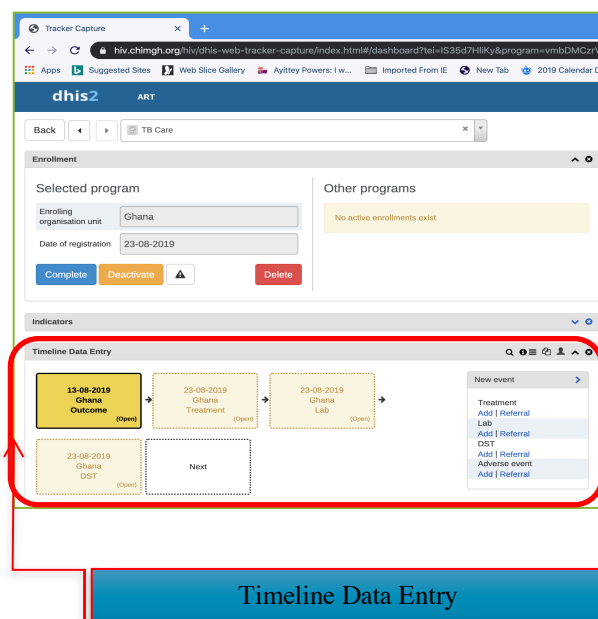
A click on Save and add new to save the current registration and open another interface for a new registration (this allows you to register multiple clients before enrolling them onto a program).



Click on “Print form” to print the registration form or Cancel to cancel a registration



Save and Continue will display the page below. The data entry widget can be viewed in two ways; timeline data entry mode or tabular data entry mode.



The TB care program been categorized into five (5) program stage on the tracker program as shown the data entry widgets above covering **Baseline information, Treatment, Laboratory Information, Drug Susceptibility Testing (DST), Adverse events and Treatment outcome.**





All users will be locked to the tabular entry view for data entry to allow for uniformity and data capture.

To proceed with data entry, click on the baseline stage to display the various events under the stage

The screenshot shows the DHIS2 ART Tracker Capture interface. The 'Tabular Data Entry' section is active, and the 'Baseline' stage is selected in the left-hand menu. The 'Visit date' field is set to '23-08-2019'. The 'Baseline information' section displays the following details:

Disease classification	Pulmonary
Confirmation method	Bacteriologically confirmed
Treatment history	New (N)

The right-hand side of the interface shows the 'Feedback' section with the following messages:

- Outcome is overdue
- Patient is on second line.
- Positive smear result recorded. Review the reported "Site of disease".

The 'Profile' section displays the following information:

Registration number	OS566778
Patient TB	0000

A red arrow points to the 'Baseline' stage in the left-hand menu. A blue box with the text 'Select the appropriate event or stage' is overlaid on the bottom right of the interface.

The screenshot shows the DHIS2 ART Tracker Capture interface. The 'Visit date' field is set to 'dd-MM-yyyy'. A date selection calendar is displayed, showing the month of August 2019. The calendar includes the following dates:

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

The calendar is set to August 2019. A red arrow points to the 'Visit date' field. A blue box with the text 'Provide the report date to open the data entry form or interface' is overlaid on the top right of the interface.



Data Entry Screen for client baseline information

The screenshot shows the DHIS2 Tracker Capture interface. The main form is titled 'Baseline information' and contains several sections:

- Baseline information:** Includes fields for Disease classification (Pulmonary), Confirmation method (Bacteriologically confirmed), Treatment history (New (N)), Actual weight (kg) (56), and Height (in cm) (172).
- Initial lab results:** Includes fields for Smear result (Positive), Date of smear result (23-08-2019), Smear specimen number, Culture result, GeneXpert MTB, and GeneXpert rifampicin.
- Specimen type:** Includes fields for Date of Diagnosis (23-08-2019), Sputum (checked), Gastric Lavage, Lymph node Biopsy, Aspirate, Abdominal USG, and Other tests.
- HIV Care:** Includes a field for HIV Test Results (Positive).

A red arrow points to the 'Complete' button at the bottom left of the form. The 'Complete' button is highlighted with a red box.

Click on the **complete** button after the data entry as shown above.

The screenshot shows the DHIS2 Tracker Capture interface with a 'Complete' dialog box open. The dialog box contains the following text:

Complete

Are you sure you want to complete the selected event?

Buttons: Complete, Complete and exit, Cancel

After clicking on the complete button, a dialog box appears which ask you to confirm the action.

The complete button allows you to complete the data entry and still be on the page whiles the complete and exit allows you to complete the entry and exit the data entry interface.



## Editing a TB Client Attributes

To edit a TB Client's registration details, click on **Edit** in the Profile Widget. This opens up the fields for editing. Click on the edit again to save the editing and lock the registration fields.

The screenshot shows the DHIS2 Tracker Capture interface. The 'Profile Edit' widget is highlighted with a red rectangle. It contains the following fields:

Profile	
Registration number	OS566778
Patient TB Number	9999

## Managing an Enrolment

The screenshot shows the DHIS2 Tracker Capture interface. The 'Enrolment' widget is highlighted with a red rectangle. It contains the following fields:

Selected program	
Enrolling organisation unit	Ghana
Date of registration	23-08-2019

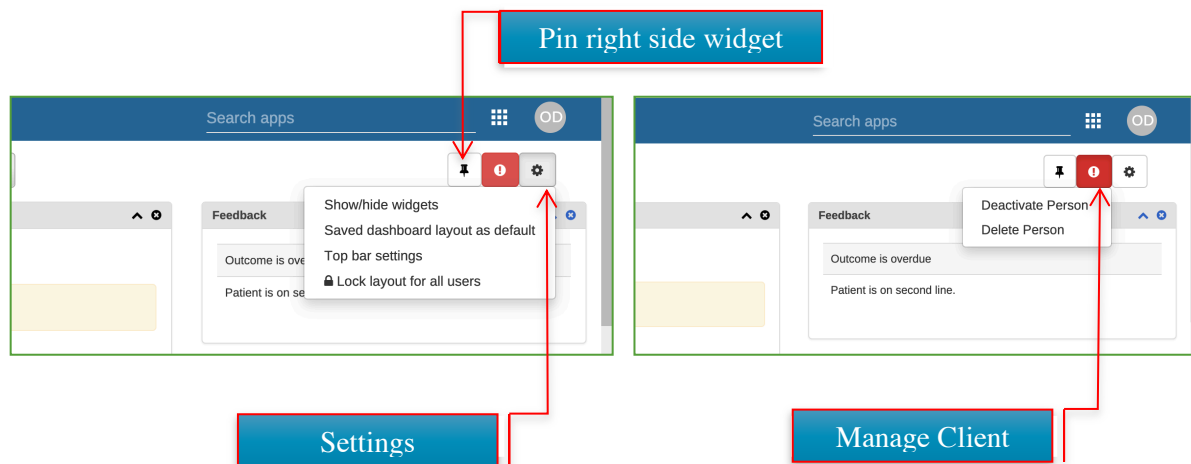
Below the fields are three buttons: **Complete** (blue), **Deactivate** (orange), and **Delete** (red). The **Complete** and **Deactivate** buttons are highlighted with a red rectangle. A red arrow points from the **Complete** button to a text box below the screenshot.

Click on the **Complete** button if a client has completed all the required stages of a program.

Click on the **Deactivate** button to deactivate a client

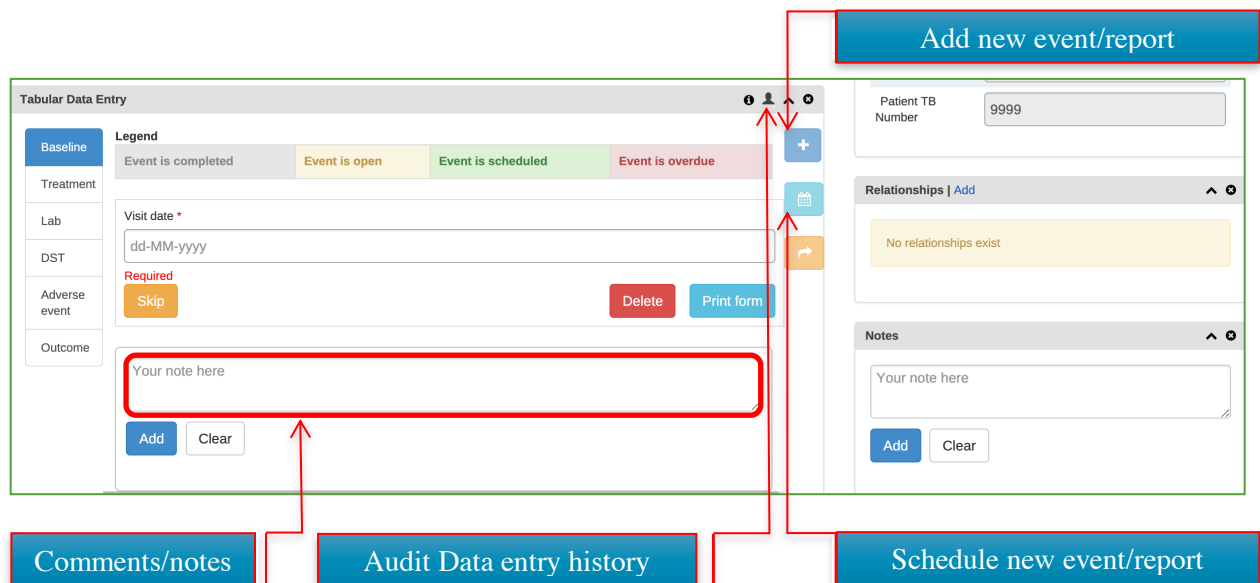


## Managing Widgets



To manage the widgets, click on settings and select Show/hide widgets to display all the available widget. Tick the widget you want to display.

## Managing Data Entry Widget



## Logging on to Tracker –Offline Android Tracker Capture

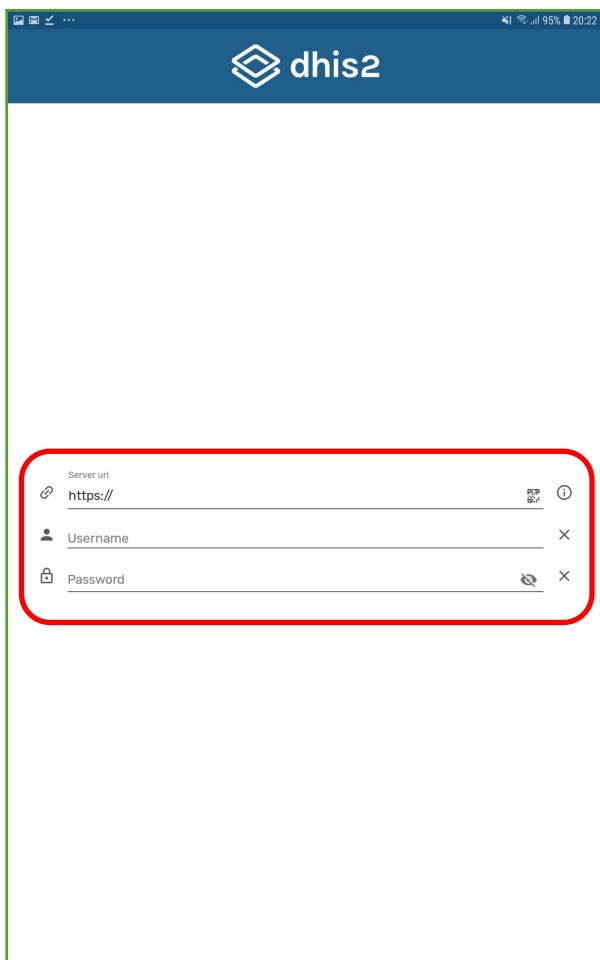
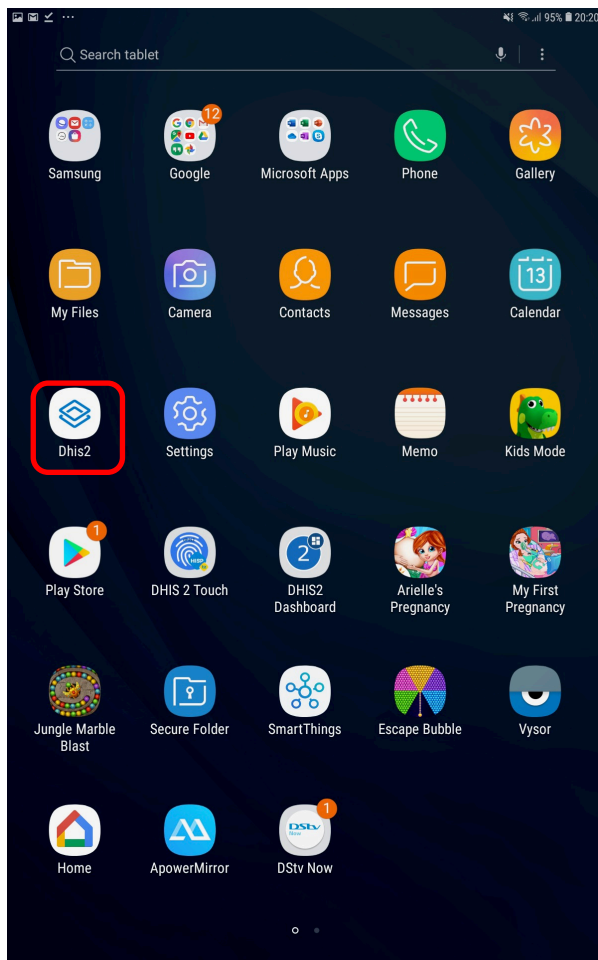
The Tracker Capture Android app allows you to capture, modify and list tracked entity instances with its enrolments and events. The Tracker Capture app works with multiple event-based programs in DHIS2, which handles events linked to registered entities. These programs are suitable for handling disease programs where multiple visits is required. The Tracker Capture app can be used for disease programs such as tuberculosis, HIV and malaria. However, the app is not tied to any specific domain and can potentially be utilized for any scenario of multiple event-based information.

The Tracker Capture app allows you to capture events offline, i.e. without Internet connectivity. The app will automatically synchronize events with the online e-tracker server when connectivity is present. This makes the app suitable for environments where Internet connectivity is scarce or unstable.

### Installation and Login

You will be guided to install the stable version of the DHIS2 android capture app on your android device. After installation, locate app icon on your device and click to launch it. Enter URL as will be provided to you (<https://hiv.chimgh.org/hiv>) as well as your user credentials and click log in at the bottom of your screen as shown. These initial steps should be done while your android device is connected to the internet.



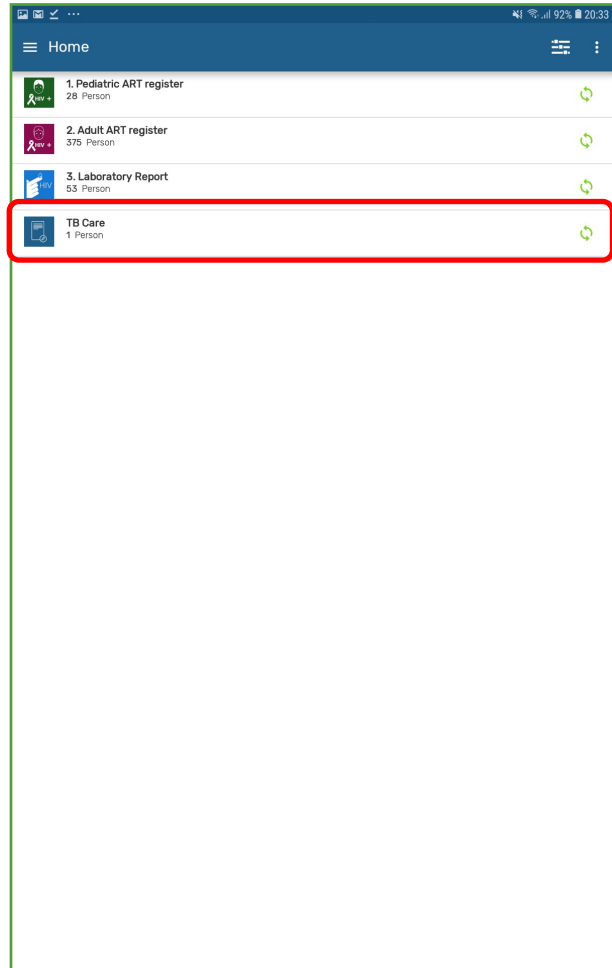


Your device will take few minutes to authenticate your credentials, and also complete a configuration and data synchronization process; be patient and allow this process to be completed before proceeding to do anything else on your device.

After logging in the first time, the app will download meta-data from the online instance and then display the list of programs that have been assigned to your facility. Look out for the program titled Tb Care.

Select the TB care Program to display the interface for searching for existing clients on the system.





## Searching and Registration of Clients

Before being able to register a new client, users automatically conduct a search. If offline, the search is on the local database. and when online, the search is on the server online. For online search, the system will automatically suggest records for download, based on user's Org Unit search setup. As a result, potential duplicates are minimized.

A new client is registered by clicking on the Add (+) button on the down left corner of the page.



Search TB Care

Registration number Patient TB Number

NHIS Number First Name

Middle Name Last Name

Patient's nickname Mobile Phone

05566778  
9999

Search for already registered clients

Search icon

Search TB Care

Registration number Patient TB Number

NHIS Number First Name

Middle Name Last Name

Patient's nickname Mobile Phone

Your search criteria didn't return any result.  
Revise your criteria or enroll a new Person

Registering New Clients

Plus icon

Fill the registration form and click on the save button to save the registration. This action takes you to the Baseline information page as shown below.

Date Of Birth\*

DOB unknown

yes no

Sex

Marital Status

Educational Status

Occupation

Digital address

Latitude Longitude

SAVE

Click on Save button after entering registration details

Baseline

0%

2019-12-10 | Bamahu Health Center |

Baseline information 0/5

Disease classification

Confirmation method

Treatment history

Actual weight (kg)

Height (in cm)





Each section of the Baseline information appears on a separate page. Navigation to each section is done by using the NEXT button on the bottom right corner of the page. You can also use the PREV button to move to previous pages of the Initial assessment.

When data entry is done, you click on the small icon on the bottom right corner of the page and select Complete from the pop-up menu below. (This takes you to the next page to add the follow up)

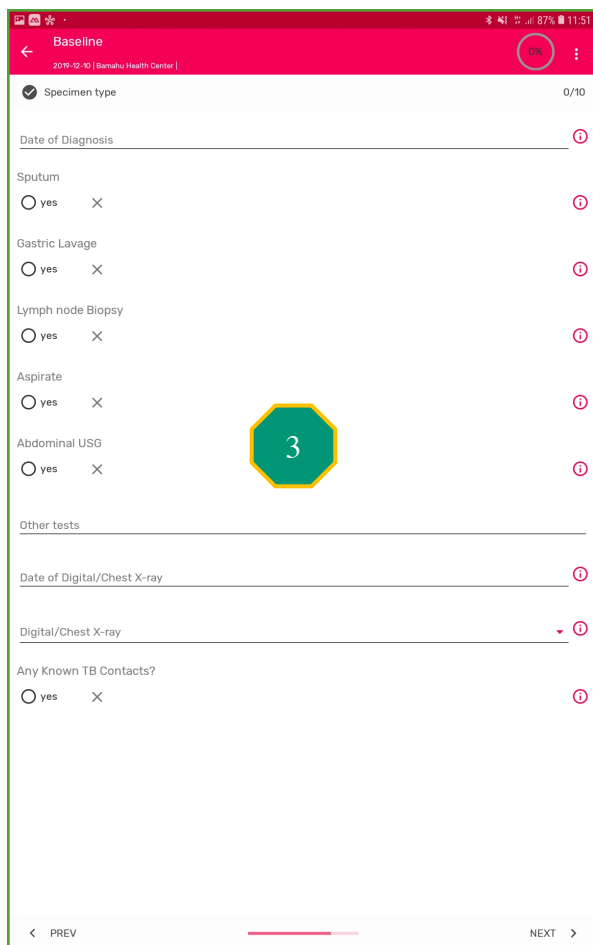
Click on the See Details button to edit the registration details of the client if there is need for that.

The initial Assessment can also be updated by clicking back on it.

This screenshot shows the 'Baseline' page for a client at 'Samahu Health Center' on '2019-12-10'. The page is titled 'Baseline information' with a progress indicator '0/5'. It contains several input fields: 'Disease classification', 'Confirmation method', 'Treatment history', 'Actual weight (kg)', and 'Height (in cm)'. Each field has a dropdown arrow and a red circular icon with an 'i' inside. A large green octagon with the number '1' is overlaid on the page. At the bottom right, there is a 'NEXT >' button.

This screenshot shows the 'Initial lab results' page for the same client. The page is titled 'Initial lab results' with a progress indicator '0/4'. It contains several input fields: 'Smear result', 'Culture result', 'GeneXpert MTB', and 'GeneXpert rifampicin'. Each field has a dropdown arrow and a red circular icon with an 'i' inside. A large green octagon with the number '2' is overlaid on the page. At the bottom left, there is a '< PREV' button, and at the bottom right, there is a 'NEXT >' button.





**Baseline**  
2019-12-10 | Bamahyu Health Center | 0%

✓ Specimen type 0/10

Date of Diagnosis ⓘ

Sputum  
☐ yes × ⓘ

Gastric Lavage  
☐ yes × ⓘ

Lymph node Biopsy  
☐ yes × ⓘ

Aspirate  
☐ yes × ⓘ

Abdominal USG  
☐ yes × ⓘ

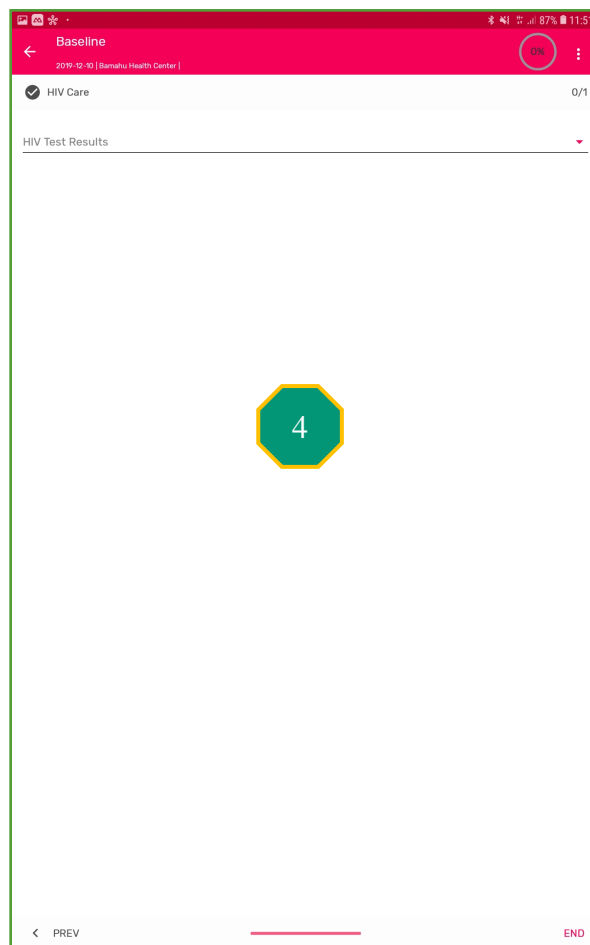
Other tests

Date of Digital/Chest X-ray ⓘ

Digital/Chest X-ray ⓘ

Any Known TB Contacts?  
☐ yes × ⓘ

< PREV NEXT >



**Baseline**  
2019-12-10 | Bamahyu Health Center | 0%

✓ HIV Care 0/1

HIV Test Results ⓘ

< PREV END

## Adding Follow Up

To add the follow up, click on the Add (+) symbol on the bottom right corner of the previous page and click on the follow up

Select the visit date and click on the create button. This opens the follow up data entry screen.

Fill in the details and complete, following the processes used in completing the Initial assessment.

## Scheduling Another Follow up

After completing the follow up, click on the Add button on the bottom of the page and choose the Schedule new button from the list shown above.

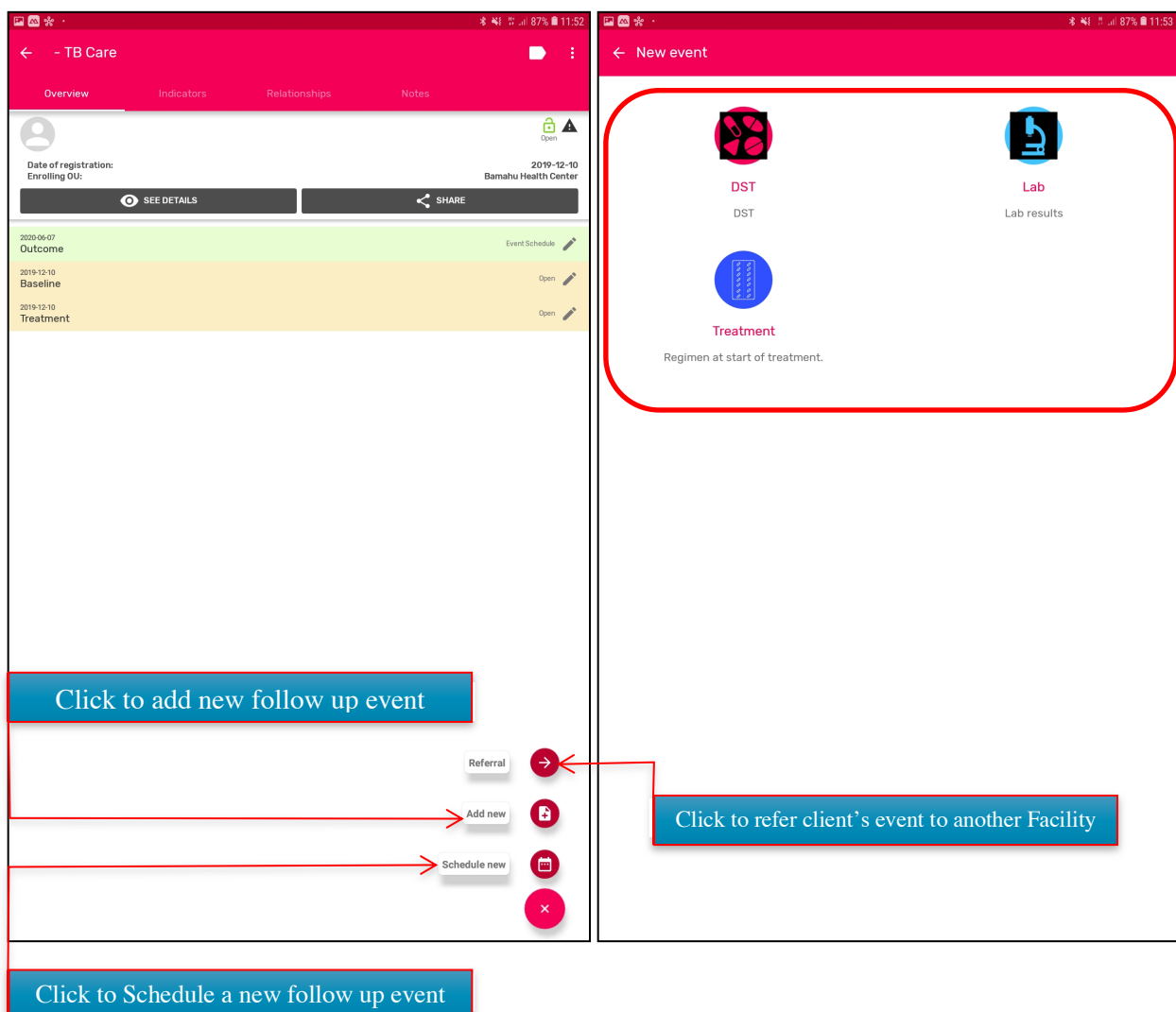


Provide the next follow up date and click on create to reschedule the client for the next follow up.

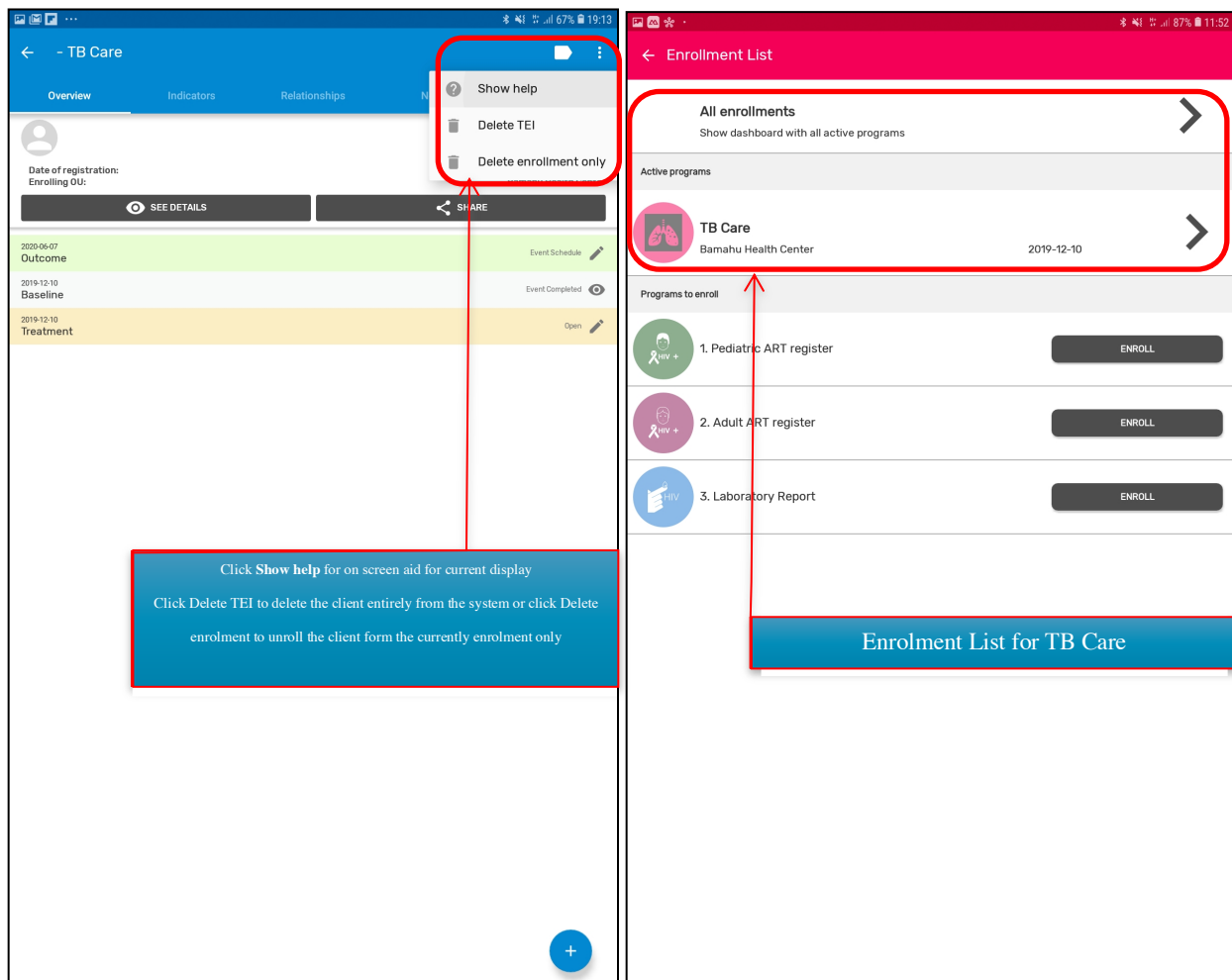
This new follow up visit is created and added to the number of events for the client. This new event has a green colour coding, indicating that the event is a scheduled event.

For subsequent follow ups, click on the Add (+) button and reschedule another follow up after data entry is done for the current follow up.

The resulting page from click the add new or schedule new button shows three categories of events that can be added for the client as shown below (i.e. DST, Lab and Treatment)



Clicking on the three dots button at the top right of your screen after opening a client displays a 3-item drop down menu as shown below.



## Synchronizing Data to the server

The app allows users to synchronize data to the server manually or automatically.

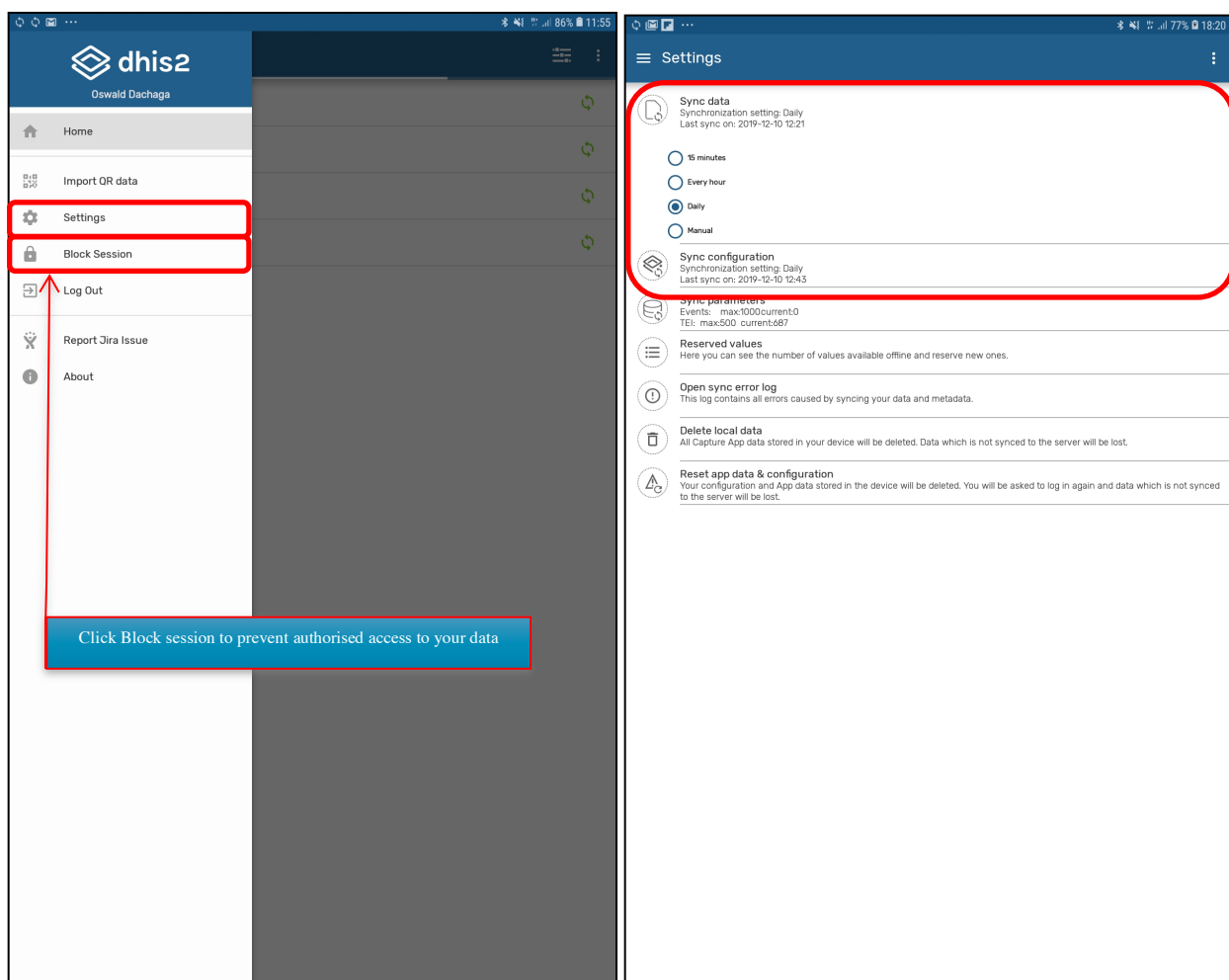
The automatic synchronization has frequencies at which data can be synched. Once you set the frequency, data is synched as soon as there is internet connectivity. Users have to click on the **Synch Data Now** button to manually synchronize their data to the server.



Apart from synchronizing data to the server, system configuration can also be synchronized with the server. This is to have an updated version of the database on individual tablets from time to time.

To do synchronization, user has to click on the menu bar on the top left corner of the home page and click on settings from the pop-up menu to display the page below.

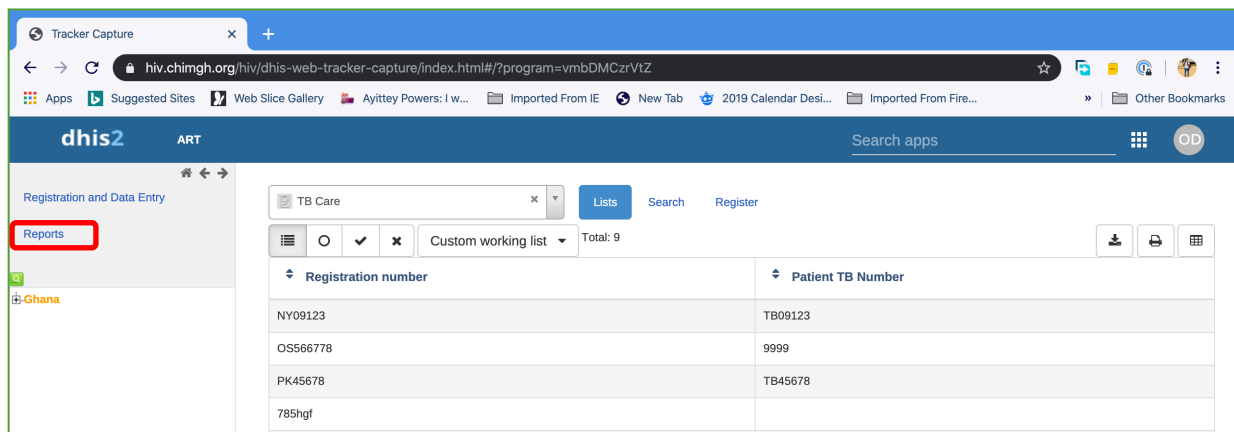
Users can also restrict access to their tracker data by clicking on the 'block session' button to prevent unauthorised access to data on the tracker app.



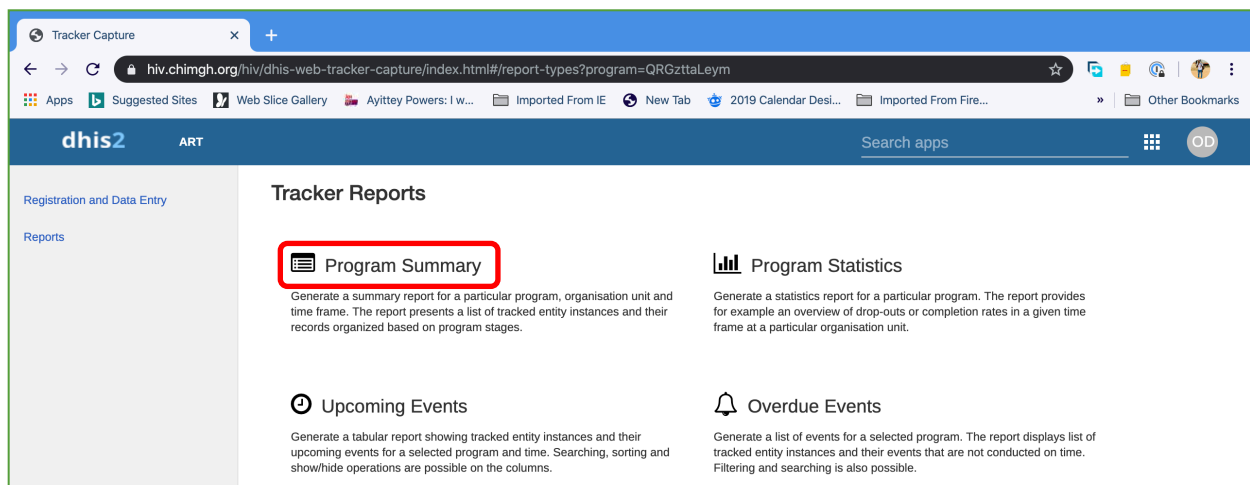
## Reporting Within Tracker Capture Interface.

The Tracker capture interface provides on-the-fly statistical report on selected programs.

1. Click on 'report' on the top left corner of the tracker capture interface to display the various report types.



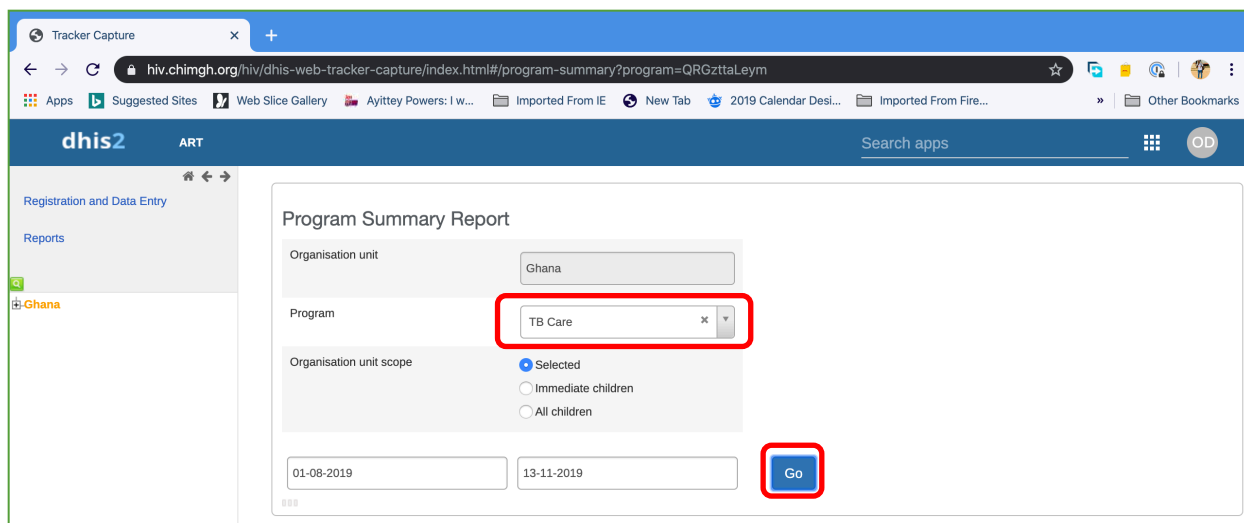
Click on any of the report types (E.g. **Program Summary**) above to display a page for **report parameters** to be selected.



Select the **program**, **organization unit scope** and the **report period (Start date & End date)**.

Click on the **Go button** to get your report.





## Using Event Reports

### Event Reports Overview

- The event reports app enables analysis of events in two fashions.
- Pivot table-style analysis with aggregated values of events
- Lists of events based on queries / filters

### Pivot Tables with Aggregated Values

- By selecting "Aggregated values" from the top-left menu you can use the event reports app to create pivot tables with aggregated numbers of events. An event report is always based on a program. You can do analysis based on a range of dimensions. Each dimension can have a corresponding filter. Dimensions can be selected from the left-side menu and includes the following:



- **Data elements:** Start by selecting the program and program stage for the event report. The data elements associated with the selected program will be listed under available items. Each data element acts as a dimension, and can be selected by double-clicking on it. After selecting a data element, it will be visible under "selected data items". Here you can specify a filter for each data element, with operators such as "greater than", "in" or "equal" together with a filter value.
- **Periods:** For the period dimension you have three options: relative periods, fixed periods and start/end dates. Relative periods can e.g. be "last 12 months", and has the advantage that it keeps the data in the report up to date as time goes. Fixed periods can e.g. be "January 2019". You can switch to start/end dates by selecting from the drop-down menu under the periods tab, which lets you specify flexible dates for the time span in the report.
- **Organization units:** The organization unit dimension lets you select any org unit from the hierarchy. You can use the org unit mode selector to select org units explicitly, by org unit hierarchy levels and by organizational unit groups.

By clicking Layout from the top menu, you can control which dimensions should appear as columns, rows and filters in the pivot table. Note that each data element appears as individual dimensions and can be placed on any of the axes.

Note that data elements of continuous value types (real numbers/decimal numbers) can only be used as filters, and will automatically be positioned as filters in the layout dialog. The reason for this is that continuous number cannot be grouped into sensible ranges and used on columns and rows.





Event reports can be saved as favourites by clicking on “Favourites” in the top menu. Favourites can later be restored by clicking on them in the list of favourites.

Event reports can be downloaded in various popular formats by clicking on the "Download" button on the top menu.

## Event Queries

By selecting "Individual cases" from the top-left menu you can use the event reports app to make searches or queries for events based on a flexible set of criteria. The report will be displayed as a table with one row per event. Each dimension can be used as a column in the table or as a filter. Each dimension can have a criteria (filter). Data elements of type option set allows for “in” criteria, where multiple options can be selected. Numeric values can be compared to filter values using greater than, equal or less than operators.

## Options

An event report can be customized using a range of options, which can be accessed by clicking on “Options” in the top menu. The following options apply to aggregated values-type reports only:

- Show totals: Show totals at the end of each column and row in the pivot table.
- Show sub-totals: Show sub-totals for each column and row in the pivot table.
- Hide empty rows: Hide empty rows in the pivot table.
- Limit: Set a limit on the max number of rows to display in the table, combined with a setting for showing top or bottom values.



- Show hierarchy: Include the names of all parents of each organization unit in labels.

These style-related options apply to both types of reports:

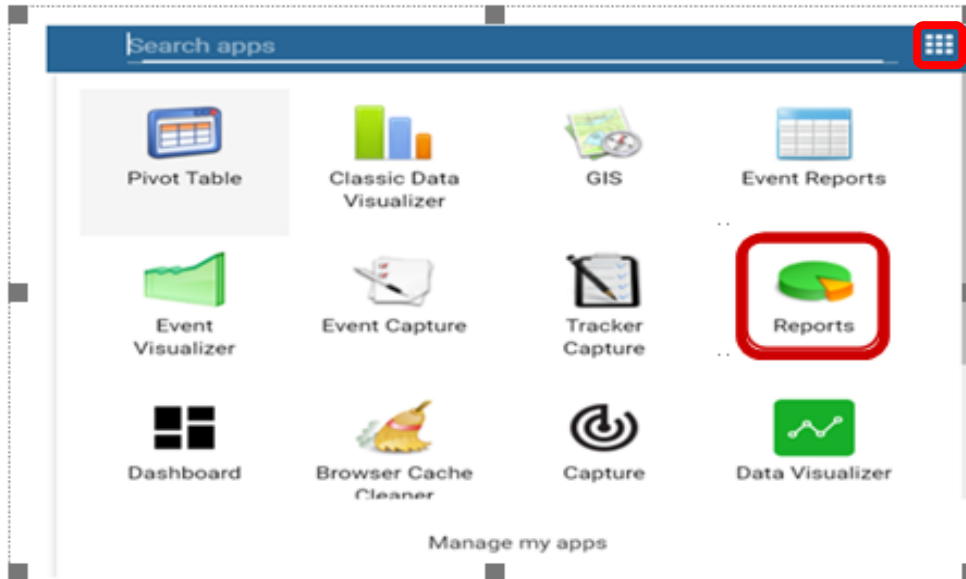
- Display density: Control padding around values inside cells.
- Font size: Control font size of values.
- Digit group separator: Control character to use for splitting digit groups.



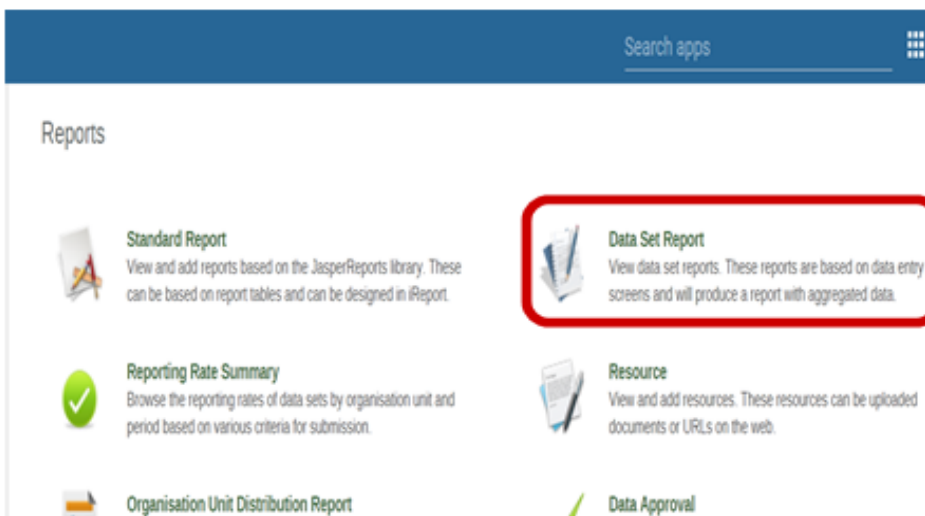
# REPORT GENERATION

## Dataset reports

1. Click on the Apps menu to select “reports”



2. Click on data set report



3. Click on the Data set to select appropriate dataset as shown in “A”
4. Select period and year Eg. Monthly (January), year (2020). “B”
5. Select “Organisation unit”. “C”
5. Click on “Get report” to generate dataset report. “D”

The screenshot shows the 'Data Set Report' interface. On the left is a sidebar with a 'Report' menu containing: Standard Report, Data Set Report, Reporting Rate Summary, Resource, Organisation Unit Report, and Data Approval. The main panel is titled 'Data Set Report' with a help icon. Below the title is a 'Data criteria' button. The form contains several sections: 'Data set' with a dropdown menu showing 'Monthly Report on TB Case Registration - TB 07 (New)' (labeled A); 'Report period' with a dropdown for '[ Select period type ]' and buttons for 'Prev year' and 'Next year' (labeled B); a checkbox for 'Use data for selected unit only'; and 'Report organisation unit' with a list of regions including Ghana, Ahafo, Ashanti, Bono, Bono East, Central, Eastern, Greater Accra, North East, Northern, and Oti (labeled C). At the bottom, there is a 'Show more options' link and two buttons: 'Get report' (labeled D) and 'Cancel'.



