

MINISTRY OF HEALTH

NATIONAL TUBERCULOSIS AND LEPROSY PROGRAMME (NTLP)

ELECTRONIC TB AND LEPROSY REGISTER (ETL)

User Guide

PREPARED AND SUBMITTED BY:

UDSM DHIS2 LAB DEPARTMENT OF COMPUTER SCIENCE AND ENGINEERING UNIVERSITY OF DAR ES SALAAM

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1 Accessing the System

Electronic Case Based TB and Leprosy System is the web-based system used to collect, store and analyse information on TB and leprosy patients. The system also monitors progress on treatment of TB and Leprosy patients from when registered throughout to treatment completion. The system contains two registers; eTB Register (created by merging TB, DR-TB and Laboratory register) and eLeprosy Register (merger of leprosy Unit register LEP 03 and POD register lep05) (DHIS2-ETL₂).

The system is web based, hence accessible over the internet using a web browser at www.etl.moh.go.tz.

1.1 System Requirements

To access the system you need to have the following:

- i. Computer either laptop or desktop
- ii. Web browser installed in your computer such as Mozilla Firefox, Google Chrome, Safari, Internet Explorer (Google Chrome is preferred).
- iii. Internet access.
- iv. User account that is username and password.



Figure 1: Requirement for accessing the system

2 Setting Up the Electronic TB Register

2.1 Setting up a User

To setup an account, user needs to provide the following:

- Full name
- Active email address
- Phone number
- Designation (DOT provider; DTLC, TBHO; RTLC; D-HMIS FP; D-RMIS FP; Lab staff; Program Officer National,)
- Level (facility/district/region/Zonal lab; national)

2.2 Password Policies

For a user to login to the system, the password has to be strong enough. It should contain a mixture of letters, numbers and special characters in which at least one letter must be capital letter.

3 Getting Started

3.1 Accessing the system

To get access to the system you must have username and password, in order to login do the following:

- 1. Open web browser (Google Chrome is Preferred)
- 2. Type the URL, currently (https://etl.moh.go.tz) in the address field it might change later. You will see the login screen as in Figure 2.

Tanzania ETL National Health Data Warehouse	
	🛇 dhis2
	Sign in
	Username
	Password
	Login using two factor authentication
	Sign in
	Forgot password?

Figure 2: Login Screen

- 3. Enter username and password to login.
- 4. Once you have successfully logged into the system, you will see the start page which depends on system setting.



Figure 3: System Dashboard

5. To logout of the system click on the initials of your name located at the upper right corner and use the **Log out** sub menu, you will be returned to the login screen.

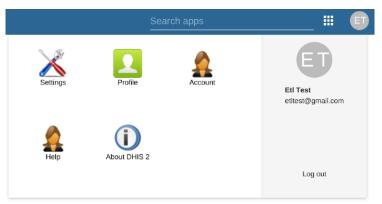


Figure 4: Logout of the system

4 Performing Data Entry into the System

To enter data into the system view and-or edit existing cases we use an application called ETL_v2. To open the ETL_v2 app window, follow these steps:

1. Hover/click on the Apps menu iii displayed in the main menus at the upper right on the left of your name initials. A drop-down menu will appear listing the applications provided by the system.

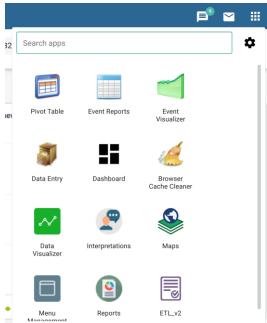


Figure 5: Accessing the ETL_v2 app

- 2. Click on the ETL_v2 app.
- 3. If ETL_v2 app does not appear in the list after step 1 above, type "etl" on the search app text box or scroll up and down to locate ETL_v2 app then continue with step 2.

4. The Tracker capture app window will open as shown in Figure 6.



Figure 6: ETL_v2 app *Window*

4.1 Selecting Register

To start entering records or viewing and editing records, the first step is to open the correct register by following these steps:

- 1. Locate the organization unit you want to enter/view/edit data in the tree menu to the left through expanding and closing branches by clicking on the +/- symbols as follows:
 - a. Expand the United Republic of Tanzania
 - b. Expand the Tanzania Mainland or Tanzania Zanzibar depending on the facility
 - c. Expand the Region in which the facility belongs (e.g. Arusha Region).
 - d. Expand the District in which the facility belongs (e.g. Arusha City Council)
 - e. Then Select the facility (e.g. AICC Hospital)



Figure 7: Selecting Organization Unit to Enter Data

2. Select the appropriate register from the dropdown list of registers available to your selected organization unit. The system has two registers (1. eTB Register; 2. eLeprosy Register) as seen in figure 7 below.

Sanzania ETL				Sea	rch apps		■ (
Registration and Data Entry Reports	<pre># ←</pre>	X A List	s Search Reg	€ Family Name	Age(in years)	ž	€ Sex	■
United Republic of Tanzania Granzania Mainland Granzania City Council ArtAr Arusha City Ospensary →ARF Arusha City Ospensary →ACF Chopsital	eTB			vs per page: 50	· Age(in your a)	Jump to p		
-Aga Khan Arusha Health Centre -Arusha Health Centre for Women -Arusha Laboratory Dispensary -Arusha Lutheram Medical Hospital -Arusha School Dispensary -Arusha School Dispensary -Arusha X-ray Dispensary -Barna Rc Dispensary -Barna RC Dispensary -Bitta Maria mama wa huruma Dispensary							« « 1	. 3

Figure 8: List of registers in the system

Please note the following:

- a) The register, in its simplest definition, is a form in which a TB or Leprosy patient's records are kept and tracked over time.
- b) From ETL Register v2 perspective, there are two registers so far:
 - *eTB Register*, which tracks each tuberculosis patient from the beginning to the end of treatment. It is comprised of three merged registers from the old system ie. TB Register, DR-TB Register and Laboratory register
 - *eLeprosy Register*, which tracks each leprosy patient from the beginning to the end of treatment. It is comprised of two merged registers from the old system ie. Leprosy Register and POD Examination Register

4.2 Entering records in eTB Register

To enter records into eTB Register do the following:

- 1. Select eTB Register from the list of registers listed in figure 8 above.
- 2. eTB Register will open and display a list of cases that have been registered in it based on the selected organization unit.

S Tanzania ETL				Search app	<u>s </u>
Registration and Data Entry Reports	# € ■ eTB Ⅲ ○ ✓	× ▼ Lists Custom working list ▼	Search Register		± 0 m
	♦ TB No	TB District Number	♦ Sex	Age(in years)	Disease Classification
United Republic of Tanzania Ġ-Tanzania Mainland ĠArusha Region	304	020301109601-5/KK/2021/304	Female	37	Extra pulmonary
Arusha City East	305	020301109601-5/KK/2021/305	Female	42	Pulmonary
-Arusha Medical Health Centre	300	020301109601-5/KK/2021/300	Female	63	Pulmonary
 Arusha X-ray Dispensary Canosa Dispensary 	301	020301109601-5/KK/2021/301	Male	68	Pulmonary
-Cogi Daraja 11 Dispensary -Heri Dispensary	303	020301109601-5/KK/2021/303	Male	93	Extra pulmonary
-Kaloleni Health Centre -Kijenge RC Dispensary	299	020301109601-5/KK/2021/299	Male	28	Pulmonary
-Moivaro Health Centre -Moshi Arusha Occup Dispensary	302	020301109601-5/KK/2021/302	Male	68	Pulmonary
-Moshono Dispensary -Mount Meru Hospital		020301/KK/2021/0229	Male	31	Pulmonary
-Old Arusha Healh Centre -Olkereyani Dispensary		020301/KK/2021/0228	Male	21	Pulmonary
-Sombetini Dispensary -Tanganyika Packers Dispensary		020301/KK/2021/0227	Male	37	Pulmonary
-Terrat Road Dispensary		020301/KK/2021/0226	Female	32	Pulmonary
		020301/KK/2021/0225	Male	41	Extra pulmonary

Figure 9: TB Cases registered in the system for selected Organization unit.

- 3. Click on the register button to register a new TB case, registration form will open for filling the patient's demographic information as shown in figure 10.
- 4. Select the appropriate registration date and continue entering enrollment data.

еТВ		×	٣	Lists	Search	Register
Enrollment						
Enrolling organisation unit	AICC Hospital					
Registration Date						
Profile						
TB No *						
TB District Number *	020301109601-5/KK/ /					
National ID Number						
First Name *						
Middle Name *						
Family Name *						
Sex *	Select or search from the list	t				•
Age(in years) *						
Contact phone *						
Ward of Domicile *	Select or search from the list	t				•
Village/street of domicile TB *	Select or search from the list	t				•
Village/Street chairperson *						

House number						
Relative's Name						
Relative's Contact Phone						
Work Place of Patient *	Select or search from the list					
Mining Population	Select or search from the list					
Referred from *	Select or search from the list					
History of treatment *	Select or search from the list					
Disease Classification *	Select or search from the list					
Started DS TB Treatment? *	Select or search from the list					
Start of DS TB treatment date	yyyy-MM-dd					
DS TB Regimen	Select or search from the list					
DOT Option	Select or search from the list					
Pre-Treatment Lab Result Date	yyyy-MM-dd					
Pre-treatment Lab results	Select or search from the list					
Other Examination	Select or search from the list					
Is a client a DR-TB Contact ?						
TAMBUA TB Messages						
Is Client a Foreigner?						
Save and continue Save	and add new Print form Cancel					

Figure 10: The TB Case Enrolment Screen

Please note the following:

- The fields with red asterisk symbols in their label are mandatory and value must be entered to be able to proceed.
- Enrolling organization unit is the one you selected to enter data, if you want to change it then click on "Cancel" at the end of the enrolment form and go back to step 1 above.
- **Registration Date** is the date when the TB case was registered, is set to the current day by default but if registration was done on another day click on the date and pick the correct date.
- **TB District Number** and DR-TB Number are partially automatically generated (E.g. 020302/KK/2017/...) for each new TB case registered and the last unique number for a patient is autofilled using TB No which are district/facility generated yearly.
- Age cannot exceed 99 years, and mandatory.
- The Site option is hidden when Disease Classification is Pulmonary.
- If "Started Treatment" field is selected "No" or "Died before start of treatment", Start of treatment date, regimen ,DOT Option and Tambua TB messages will be hidden otherwise you will be required to fill the details about start of treatment in figure 11

	- unitoriary	•	
Started DS TB Treatment? *	Yes	•	•
Start of DS TB treatment date *	2022-01-03		
DS TB Regimen *	Select or search from the list		
DOT Option *	Search		
Pre-Treatment Lab Result Date	2RHZE/4RH		
Pre-treatment Lab	2HRZE/10RH		

Figure 11: Details about start of treatment

- On **TB regimen** the kids' regimen is hidden when the client's age is above 15 years.
- On **Pre-treatment Lab Result** a field to choose appropriate test results will come up depending on the selected test.
- On selecting "No" in the field, "Is Client a Foreigner" the option for filling "Country of residence" will disappear as the patient will automatically be Tanzanian
- 5. Click on:
 - "Save and continue" to save enrollment (registration) of the TB case and continue entering further records related to the TB case as shown in the figure 11.
 - "Save and add new" to continue enrolling other cases for the same organization unit and later you can get back to enter further stages of each case one after another.
 - *"Print form"* to print blank enrolment form
 - "Cancel" to cancel registration

After clicking save and continue, new screen with the stages contained in the eTB register as in Figure 12 will open up to allow data entrant to enter more treatment records for the case

abular Data Entry			0 ± ^ 0
DS TB	Date of results *		+
Follow up Laboratory Tests	2022-01-02		
Contact	Tests *	Select or search from the list	
Investigation	Complete		Delete Print form
Comorbidities/HIV	/Starae		
Transfer/Referral	Your note here		
DS-TB Treatment			ĥ
Outcome	Add Clear		
DR-TB Baseline			
DR-TB			
Treatment			
DR-TB Follow up			

Figure 12: DST Follow up and Laboratory Tests section

Please note the following:

- A stage contain similar records about certain service provided to the patient
- Some stages are common to both TB and DR-TB cases and some are specific depending on the type of case.
- Some stages open automatically and others will open up depending on specified program rules.
- After entering records in a specific stage you will be required to hit the Complete button so as to save the records. The button will be renamed as Incomplete and you will be required to click it for you to edit the records.
- 6. Select Date of results and appropriate test done as appears in the dropdown list eg. Sputum microscopy.

Please note the following:

- Depending on the test selected a new filled will appear for you to fill in the test results.
- In the field that is written "Your note here", you can type your note for the section when necessary and click add to keep the note but they are not used by the system they are just for your own uses.

Tabular Data Entry			0 ± ^ 0
DS TB	Date of results *		+
	2022-01-02		
	Tests *	Select or search from the list	
	Complete	Search	
Transfer/Referral	Your note here	Sputum microscopy	
	Tour note nere	Xpert	
	Add Clear	Culture	

Figure 13: Various diagnosis TB tests options available

7. Record the diagnosis result for the selected test as appears in Figure 14 and then click Complete to Save.

oular Data Entry			0 ± .
DS TB	Date of results *		
Follow up Laboratory Tests	2022-01-02		
Contact	Tests *	Sputum microscopy	× •
Investigation	Sputum microscopy result	Select or search from the list	
Comorbidities/HI Transfer/Referra	Complete	Search	
DS-TB Treatment Outcome	Your note here	Scanty +	
DR-TB Baseline	Add Clear	++	
DR-TB Treatment		+++	

Figure 14: Recording test results

Please note the following:

- Several tests can be done over time for the same TB case. After saving the current test result, the system will open a new form where you can fill in the other results. You will only need to select the date of result and test then fill in results.
- You will be required to fill the details of this stage on every followup

abular Data Entry				0 1	^ O
DS TB	Date of results	Organisation unit	TB: Tests		+
Follow up Laboratory Tests	2022-01-02	AICC Hospital	Sputum microscopy		
	2022-01-02	AICC Hospital			
Contact Investigation	Date of results *				~
Comorbidities/HIV	/st 2022-01-02				
Transfer/Referral	Tests *	Select or search from the list		•	
DS-TB Treatment Outcome	Complete		C	Pelete Print form	

Figure 15: Adding more Test Results

8. Select the Contact Investigation section to fill in details of people who live in the same house with such a TB patient then click Complete to save.

Tabular Data Entry			01 ^ 0
DS TB	Contact investigation date *		+
Follow up Laboratory Tests	2022-01-04		
Contact	All Contacts		
Investigation Comorbidities/HIVS	Number of household contacts		
Transfer/Referral	Number of Contacts Investigated		
DS-TB Treatment	Number with active TB		
Outcome	Number with no active TB		
DR-TB Baseline	Contacts Under Five Years		
DR-TB Treatment			
DR-TB	Number of Contacts(Under five years)		
Follow up	Number with active TB		
Adverse Event	Number with no active TB		
DR-TB Outcome	Number started IPT		
Request for Culture and DST	Complete	Delete Print for	rm

Figure 16: Household Contacts details

9. Select Comorbidities/HIV status stage and fill in required details then click Complete to save.

Tabular Data Entry			6 1	L ^ 0
DS TB	Report date *			+
Follow up Laboratory Tests	2022-01-10			
Contact	HIV Status			
Investigation Comorbidities/H	Date of HIV Testing *	yyyy-MM-dd		~
Transfer/Referral	HIV Test results *	Select or search from the list	•	
DS-TB Treatment Outcome	Diabetes Status			
DR-TB Baseline	Date of Diabetes Test	yyyy-MM-dd		
DR-TB Treatment	Other Cormobidity			
DR-TB Follow up	Hypertension			
Adverse	Cancer			
Event	Covid-19 Vaccination Status	Select or search from the list	•	
DR-TB Outcome	Covid-19 Vaccination Date	yyyy-MM-dd		
Request for Culture and DST	Complete	Delete	nt form	

Figure 17: Comorbidities stage.

- On "HIV status" if the HIV Test results is Positive, new fields will pop up to fill in the patient's HIV details.
- On "Diabetes status" if the status is Diabetic, a new field for choosing whether a client is enrolled to diabetic clinic or not will appear.
- Fill in other comorbidities "Hypertension" and "Cancer" if the patient was diagnosed against them.
- If Yes is selected on "Covid-19 Vaccination Status", you will be required to fill in Covid-19 Vaccination Date

4.3 Handling Transfer and Referrals

The system allows transferring of cases across different organization unit (facility; district; region and outside the country).

1. Select Transfer/Referral, then select Transfer/ Referral date and the screen in Figure 18 will open. The stage has two sections; Transfer details for records of cases transferred or moved out and Referral for MDR Treatment Initiation for MDR cases referral.

Tabular Data Entry			0 1	L ^ 0
	Transfer/Referral date *			+
Follow up Laboratory	2021-12-05			
Tests Contact Investigation	Transfer Details			
Registration	Type of Transfer	Select or search from the list	-	
details	Transferred Outside the Country?			
Comorbidities/HIVSt				
TB HIV	Referral for MDR Treatment In	itiation		
Transfer/Referra	Referred to	[Please select]	Ð	
DS-TB Treatment				
Outcome	Complete	Delete	Print form	

Figure 18: Transfer/Referral screen

2. Select Type of Transfer for such a specific case either Moved out or Transferred out.

abular Data Entry			0 Å Å 0
DS TB	Transfer/Referral date *		+
Follow up Laboratory Tests	2021-12-05		
Contact Investigation	Transfer Details		
Registration	Type of Transfer	Transferred out	× •
details	Transfer place	Search	
Comorbidities/HIV	VSt Transferred Outside the Country?	Transferred out	
Transfer/Referra	Referral for MDR Treatment Init	Moved out iat DR-TB	
DS-TB Treatment Outcome	Referred to	[Please select]	æ
DR-TB Baseline	Complete		Delete Print form

Figure 19: Selecting type of Transfer

4.3.1 Moved out

A patient is moved out if he has been shifted from one facility to another facility within the same region. From the list in figure 18 select Moved out option.

- 1. After selecting the Moved out option on the Type of Transfer. A new field named District/Facility will appear for you to select a facility where the patient is moved.
- 2. Click on the + sign on the District/Facility field.

abular Data Entry			0 1 ^ 0
DS TB	Transfer/Referral date *		+
Follow up Laboratory Tests	2021-12-05		
Contact Investigation	Transfer Details		
Registration	Type of Transfer	Moved out	××
details	District/Facility	[Please select]	
Comorbidities/HIV	/St		
TB HIV	Referral for MDR Treat	ment Initiation	
Transfer/Referra	Referred to	[Please select]	Œ
DS-TB Treatment Outcome	Complete		Delete Print form
DR-TB Baseline	Vour note here		

Figure 20: Moved out screen

- 3. A new screen for selecting a facility for moving out a patient will come up where you can either search the name of the facility or select it from the organization unit tree.
- Type in the full name of the facility to search it or select it from the organization unit tree.
- Click select after choosing the facility

Fotos up Transferite/eteral date * Organisation unit Edorary Organisation unit	nit
Laboury 2020-09-10 Tens 2020-09-10	
Contait Investigation Transfer Details myx	Q 8
Constitutional Transfer Moved out Depresentation De	
Tarakin Market Annya Please series	
DS-TB DS-TB Austra Cly N	
Outcome Referral for MDR Treatment Initiation -8 Austra Disn	trict Council
	Iovi Dispensary utheran Dispensary Stopensary
DR-TB DR-TB Carran DR	
Complete Complete Complete	nyosambu Dispensary
Follow up Follow up	Dispensary Health Centre
Advente Lever Part de la constance de la const	pensary
DR-19 Datame Act Clear DR-78 Datame Act Clear Act Clear	Dispensary
Repuert for Property for Program (in the Progr	naasai Dispensary sensary
Cuber and Cuber	
Spranne S	harisble Health Centre ith Dispensary
registration registration	
Read for Dense for College	
Result for Close Result for Resul	Select Close

Figure 21: Selecting facility

• Click complete to save the details of moving the case out. Notification message will be sent to the receiving facility. DTLC in the receiving facility will be able to open the patient and record treatment details as he/she continues with treatment.

ANNA JOSEPH Marticipants	MOVED FROM	M DODOMA MUN	ICIPAL COUNCII	., DODOMA F	REGIONAL H	OSPITAL				
Diana Faini Rose Marwa	Rachel Lyimo	John Francis Mukulu	ibrahim Wickama	Isack Lekule	Idd Abdallah	Zuweina Kondo	Agatha Mshanga	Sogorya Mwita	Peter Neema	
District Admin Paulina Jos	seph Neema Lu	utumo Godfrey Bahe	Timoth Kahambilo	Willy Mbawala	a Sirilla Mwani	si Nichodem M	gina henry takule	Gerald Minja	YASSIN NYONI	
Walter Ndesanjo MACDON	IALD MAHITI i	saack baluhya Benja	nin Bishe PETER T		o Johnson Ro	land Van de ven	Sendama Johnstone	+ 172		
dd participants to conversa	ation									+ AD

Figure 22: Notification Message for a moved out case

4.3.2 Transferred out

A patient is said to be transferred out if he has been shifted from one facility to another facility which is outside the region.

- 1. Select Transferred out option on the Type of Transfer. A new field called Transfer place will appear.
- 2. Click on the + sign on Transfer place field

oular Data Entry	1		0 1
DS TB	Transfer/Referral date *		
Follow up Laboratory Tests	2021-12-05		
Contact Investigation	Transfer Details		
Registration	Type of Transfer	Transferred out	× •
details	Transfer place	[Please select]	
Comorbidities/H	IVSt Transferred Outside the Country?	,	
Transfer/Referra	Referral for MDR Treat	nent Initiation	
DS-TB Treatment Outcome	Referred to	[Please select]	æ
DR-TB Baseline	Complete		Delete Print form

Figure 23: Transferred out screen

- 4. A new open screen for selecting a facility for transferring out a patient will come up where you can either search the name of the facility or select it from the organization unit tree.
 - Type in the full name of the facility to search it or select it from the

organization unit tree.

- Click select after choosing the facility as in Figure 20 above.
- Click complete to save the details of moving the case out. Notification message will be sent to the receiving facility. DTLC in the receiving facility will be able to open the patient and record treatment details as he/she continues with treatment.

4.3.3 Referral for MDR Treatment Initiation

If the patient has been diagnosed with RR/MDR TB and moved out to another facility to initiate second line treatment go to Referral for MDR Treatment Initiation section and perform the following:

1. Click on the + sign on Referred to field a new screen will appear for choosing the referral facility.

Tabular Data Entry			0 ± ^	0
DS TB	Transfer/Referral date *			-
Follow up Laboratory Tests	2021-12-05			î
Contact Investigation	Transfer Details			•
Registration	Type of Transfer	Select or search from the list	•	
details	Transferred Outside the Country?			
Comorbidities/HIVSt	Referral for MDR Treatment In	itiation		
Transfer/Referra	Referred to	[Please select]	æ	
DS-TB Treatment Outcome	Complete		Delete Print form	

Figure 24: Referral screen

- 2. Type to search or select the facility from organization unit tree as in figure 20 of the section 4.3.1
- 3. Click on select to save selected facility.
- 4. Click complete to refer the patient. Notification message will be sent to the receiving facility. DTLC in the receiving facility will be able to open the patient and record treatment details as he/she continue with treatment

4.4 Accessing a Transferred or referred case

When an case is Transferred from one facility to another means the following in eTL Register context:

- i. Its enrollment (registration) remains in the previous facility i.e. the facility where the case was enrolled.
- ii. In the eTL Register, the case will still be appearing in the facility where it was enrolled.
- iii. A notification message is automatically shared within the system and respective staff will receive this notification as explained in section 4.3.
- iv. The transferred case will be accessible in the facility where it has been transferred to through searching.
- v. The facility to which the case was transferred to will be able to view the previous data recorded for that case by the enrolling facility but will not be able to change them.
- vi. The facility to which the case was transferred to will be able to continue recording new data for the transferred case and this data will be recorded in this new facility.
- vii. Reports and other analysis will process the data recorded at any stage based on the facility where the data was entered.

To view the case data and or add new data for a transferred in case in its new facility go to apps and select eTL Register then follow this simple steps:

- i. Select the facility to which the case has been transferred to.
- ii. Select the appropriate register depending on the transferred case
- iii. Click on the search button and fill in the TB number to search a client. The system will search the client and a new screen will appear as in Figure 25.
- iv. Click on Open to view the details of the case.

Note:

• You will be able to see the details filled on the client's previous facility but you won't be able to edit them. You can be able to enter new patient's details as per treatment done in the new facility.

egistration and Data Entry	Merged TB Register	Person fou	nd					
Moshi District Council Moshi District Council Moshi Municipal Council Moraga District Council Same District Council Sina District Council Ashengai Health Centre -Charlote Health Centre	TB District Num	Registering unit	 Registration date 2020-04-01 	¢ Inactive	TB District Number 020301/KK/2020/0094	¢ DR-TB Number	¢ National ID Number	t Ne Me
-Donyomurua Dispensary Ermaus Dispensary -Forest Dispensary -Kashashi Dispensary -Kashashi Dispensary -Kibong oto TB Hospital -Kishisha RC Dispensary -Lawate KPC Dispensary -Lawate trumaini Dispensary -Lewishi Dispensary	National ID Num	Hospital	und, in another fa	cility.		Ва	ck Ope	'n

Figure 25: Opening a transferred in case from its new facility

4.5 Entering data about Adverse Event

An adverse event is any undesirable experience associated with the use of a medical product in a patient. The event may be serious and should be reported.

- 1. Go to the Adverse Event stage
- 2. Select Date Adverse Event Occured.

oular Data Entry			0 1	^
Follow up	Date Adverse Event Occurred *			+
Laboratory Tests	2020-09-02			
Contact Investigation	Outcome of Adverse event after being resolved	Select or search from the list	•	Ĩ
Comorbidities/HIVS	tatDate of outcome of Adverse Event	уууу-MM-dd		
Transfer/Referral	Type of Adverse Event *	Select or search from the list	-	
DS-TB Treatment	Category of Adverse Event	Select or search from the list	•	
Outcome DR-TB Baseline	Complete	Delete	nt form	
DR-TB Treatment	Your note here			
Follow up	Add Clear			
Adverse Event				

Figure 26: Adverse Event stage

3. Select Outcome of Adverse event after being resolved and the date of outcome of Adverse Event.

Follow up	Date Adverse Event Occurred *		
Laboratory Tests	2020-09-02		
Contact Investigation	Outcome of Adverse event after being resolved	Select or search from the list	
Comorbidities/HIVS	Stat Date of outcome of Adverse Event	Search	
Transfer/Referral	Type of Adverse Event *	Resolved	
DS-TB Treatment Outcome	Category of Adverse Event	Died Others	
DR-TB Baseline	Complete	Delete Print form	
DR-TB Treatment	Your note here		
Follow up	Add Clear		
Adverse			

Figure 27: Adverse Event stage details

4. Select Type of Adverse event.

abular Data Entry			0 ± ^ 0
Follow up Laboratory Tests	Date Adverse Event Occurred *		+
Contact Investigation	Outcome of Adverse event after being resolved	Select or search from the list	
Comorbidities/HIV	StatDate of outcome of Adverse Event	yyyy-MM-dd	
Transfer/Referral	Type of Adverse Event *	Select or search from the list	-
DS-TB Treatment Outcome	Category of Adverse Event	Search	
DR-TB Baseline	Complete	Gastrointestinal Hepatotoxicity	
DR-TB Treatment	Your note here	Musculoskeletal Renal toxicity	
Follow up	Add Clear	Vestabular/Ototoxicity	
Adverse Event		Vision Changes Neuropathy	
DR-TB Outcome			

Figure 28: Selection of Type of Adverse Event

5. Select Category of Adverse event and then click Complete to save the details of Adverse event.

bular Data Entry		ular Data Entry	
i oliow up	Date Adverse Event Occurred *		4
Laboratory Tests	2020-09-02		
Contact Investigation	Outcome of Adverse event after being resolved	Select or search from the list	
Comorbidities/HIVS	tat Date of outcome of Adverse Event	yyyy-MM-dd	
Transfer/Referral	Type of Adverse Event *	Select or search from the list	•
DS-TB Treatment	Category of Adverse Event	Select or search from the list	•
Outcome	Complete	Search	
DR-TB Baseline		Severe adverse	
DR-TB Treatment	Your note here	other adverse	
Follow up	Add Clear		
Adverse Event			

Figure 29: Selection of Category of Adverse Event

4.6 DS TB Treatment Outcome

Every DS TB case must have an outcome which shows what happened at the end of treatment. Treatment outcome can occur at any point or at the end of the treatment course. The system

automatically calculates the number of days a patient stayed in treatment. The days are calculated from when the patient started treatment. To record treatment outcome do the following:

- 1. Go to the DS-TB Treatment outcome stage.
- 2. Select Date treatment ended.

Tabular Data Entry			0	1 ~ 0
Follow up	Date treatment ended *			+
Laboratory Tests	2020-10-05			
Contact Investigation	Treatment outcome *	Select or search from the list		
Registration details	Number of Days in Treatment	201		
Comorbidities/HIV	/St Complete		Delete Print form	
TB HIV				
Transfer/Referral	Your note here			
DS-TB Treatment Outcome	Add Clear			
DR-TB Baseline				

Figure 30: DS-TB Treatment Outcome screen

- 3. Select appropriate Treatment outcome.
- 4. Click Complete to save the outcome.

4.7 Entering data for DR patient

A person diagnosed with RR/MDR-TB is required to be initiated treatment with 2nd line TB medicines.

Follow up tests are to be taken to monitor response to medicines the patient is up taking. Follow up laboratory tests results that are captured in eTB register are smear microscopy and culture, in addition weight and heights are also taken.

4.7.1 Entering data for a direct RR/MDR TB patient

Every TB patient must have a TB district number. If it happens that a patient has been diagnosed with DR-TB in the first place, they are to be given both TB and DR-TB district numbers. To register a direct DR-TB case do the following:

- 1. Perform registration as in stage 1 to 5 of section 4.2 in this guide.
- 2. Then, go to DR-TB Baseline stage and select Baseline collection date.
- 3. Fill in the culture results, smear results, weight and height. The system will calculate BMI.
- 4. Select type of resistance from the dropdown list as per diagnosis done.

Tabular Data Entry			0 1 ^ C
DS TB	Baseline collection date *		+
Follow up Laboratory	2021-12-05		
Tests			
Contact	Culture Results	Select or search from the list	-
Investigation	Smear Result	Select or search from the list	
Registration details	Weight(kg)		
Comorbidities/HIV	/Status Height(in cm)		
TB HIV	BMI		
Transfer/Referral			
DS-TB Treatment	Complete	Delete Print f	orm
Outcome DR-TB Baseline	Your note here		

Figure 31: Baseline stage screen

- 5. Click on Complete to save the baseline information.
- 6. Select the DR-TB Treatment Stage.
- 7. Enter the DR-TB No., the DR-TB District No will be generated.
- 8. Select Type of Resistance and Type of DR-TB regimen
- 9. Select Yes if the patient received second line drugs previously and no if not on the Received SLD Previously field
- 10. The Days between treatment are automatically calculated by the system from when a patient started treatment to the current treatment.

S TB	Treatment date *		
ollow up aboratory ests	2021-12-07		
ontact vestigation	DR-TB No *		
egistration	DR-TB District No		
etails	Type of Resistance *	Select or search from the list	•
omorbidities/HIVS	Status Type of DR-TB Regimen *	Select or search from the list	•
3 HIV	Received SLD Previously	Select or search from the list	•
ansfer/Referral	Days between Start of Treatment and Enrollment	5	
S-TB reatment utcome	Complete	Delete	Print form
R-TB Iseline	Your note here		
R-TB eatment			
R-TB pllow up	Add Clear		

Figure 32: DR-TB Treatment details screen

- 11. Click Complete to save details of this stage.
- 12. Go to follow up stage and select follow up date.

Γabular Data Entry			0.	1 ^	•
Follow up	Follow up date *			+	
Laboratory Tests	2020-09-03				l
Contact Investigation	Smear Result	Select or search from the list	•		
Comorbidities/HIVSt	atus Culture Results	Select or search from the list	-	1	
Transfer/Referral	Weight(kg)				
DS-TB Treatment	Height(m)				
Outcome	ВМІ				
DR-TB Baseline	Complete	Delete	Print form		
DR-TB Treatment				'	
Follow up	Your note here				
Adverse Event					
DR-TB Outcome	Add Clear				

Figure 33: DR-TB Follow up stage

- 13. Record culture results, Weight and Height of the patient. The system will automatically calculate BMI of the patient.
- 14. Click on Complete to save the Follow up information.

Note that:

• Follow up information are recorded for every visit of a DR-TB patient

4.7.2 Entering data for a DS TB case which converted to DR TB during follow up

- 1. Select facility from organization unit tree.
- 2. Select eTB Register from the dropdown list
- 3. Search for the case by using TB district number.
- 4. Click on the case, the screen with stages will open up where you can enroll a patient on DR TB treatment.
- 5. Perform the procedures highlighted in Step 2-14 of section 4.7.1

4.8 Specimen submission for culture and DST testing

At any point of treatment, a follow up test can be requested by the clinician, During treatment follow up sessions, a patient has to be diagnosed to check whether the mycobacteria are responding to the type of regimen that the patient is up taking. When the patient is still positive at the second month his or her specimen has to be sent for culture and DST. To refer a specimen for culture and DST do the following:

1. Go to the Request for Culture and DST stage.

Tabular Data Entry		0 1 ^ 0
Follow up	Date Specimen Collected *	+
Laboratory Tests	yyyy-MM-dd	
Contact Investigation	Skip Delete Pr	rint form
Comorbidities/HIVS	/Status	
Transfer/Referral		
DS-TB		

Figure 34: Request for Culture and DST screen

2. Select Date Specimen Collected. The stage will open with fields for filling up the details of the specimen.

0.				ılar Data Entry
			Date Specimen Collected *	S TB
			2021-12-06	ollow up aboratory ests
•		Select or search from the	Reason for Requesting the Test *	Contact
-		Select or search from the	Month of Treatment	ivestigation
-		Select or search from the	Type of specimen *	egistration etails
•		Select or search from the	'Stat ⊭ equested Tests *	omorbidities/HIVS
			Name of Requesting Person *	BHIV
			Email of Requesting Person	ransfer/Referral
			Phone number of Requesting Person	DS-TB Treatment Dutcome
ŧ		[Please select]	Name of Laboratory	DR-TB
-		Select or search from the	Name of culture and DST laboratory \star	aseline
t form	Delete		Complete	PR-TB ireatment
				OR-TB Follow up
			Your note here	dverse vent
			Add Clear	DR-TB Dutcome
				Outcome Request for

Figure 35: Filling the details for Request for Culture and DST

- 3. Select the Date specimen processed and fill in the lab serial number.
- 4. Select the reason for requesting the test.

Note: If the reason is follow up you will be required to select a month of treatment.

- 5. Fill in all other details.
- 6. Select the Name of the Laboratory from where the specimen originated
- 7. Select the name of the Culture and DST laboratory where the sample is being referred to.

8. Click Complete to save. A message containing specimen details will be sent to the referral lab where the sample is being sent to.

4.9 Accessing the specimen at Culture and DST Laboratory

Notification messages will be sent from the diagnostic facility (local laboratory) to the Culture and DST laboratory where a specimen has been sent to.

- 1. Open the message and use the TB District number to search the sample from the Culture and DST laboratory .
- 2. Click on the TB District number associated with the sample to open it.
- 3. On the specimen registration select Date Specimen Processed, the Specimen registration form will open as in figure 36.

abular Data Entry			0 1	~ 0
DS TB	Date Sample Received *			+
Follow up Laboratory Tests	2021-12-06			
Contact Investigation	Lab Serial Number *			~
Registration	Date Specimen Collected	yyyy-MM-dd		
details	Sample Rejected? *	Select or search from the list	•	
Comorbidities/HI	VStatus Reasons for Rejection	Select or search from the list	•	
TB HIV	Type of Specimen	Select or search from the list	•	
Transfer/Referral	Appearance	Select or search from the list	•	
DS-TB Treatment Outcome	Amount (in ml)			
DR-TB Baseline	Received By			
DR-TB Treatment	Complete	Delete	rint form	

Figure 36: Specimen registration at Zonal Laboratory

- 4. Fill in the Lab serial number for the sample.
- 5. Select Yes or No on the Sample rejected? field. If "Yes" is selected you will be required to select reason for rejection otherwise fill in the details for respective fields.
- 6. Click complete to save the registration details for the sample.
- 7. Select Result for culture stage then select report date.

Tabular Data Entry	Tabular Data Entry		0 1	~ 0
DS TB	Date specimen processed *			+
Follow up Laboratory	2021-12-06			
Tests				
Contact Investigation	Lab Serial Number *			~
Registration	Date smear results reported	yyyy-MM-dd		
details	Smear results	Select or search from the list	-	
Comorbidities/HI	^{VStatulise} of technician (who reported Smear results)			
TB HIV				
Transfer/Referra	Date Xpert results reported	yyyy-MM-dd		
DS-TB	Xpert result in culture and DST lab	Select or search from the list	•	
Treatment Outcome	Name of technician (who reported Xpert results)			
DR-TB Baseline	Date of Specimen Inoculated *	yyyy-MM-dd		
DR-TB	Media inoculated *	Select or search from the list	-	
Treatment	Date culture result reported *	yyyy-MM-dd		
DR-TB Follow up	Culture result *	Select or search from the list	+	

Figure 37: Result for Culture stage screen

- 8. Enter culture results
- 9. Click Complete to save.
- 10. Select Result for DST and Date specimen processed.

Tabular Data Entry	Tabular Data Entry				
DS TB Follow up Laboratory Tests	Date specimen processed * 2021-12-07				
Contact	Technique Used				
Investigation Registration	Lab Serial Number *				
details	Technique used (Molecular(Genotypic))				
Comorbidities/H	HIV Technique used (Phenotypic)				
TB HIV					
Transfer/Referra	Complete	Delete Print form			
DS-TB Treatment Outcome	Your note here				

Figure 38: Result for DST stage screen

- 11. Enter lab serial number.
- 12. Select the technique used and fill in appropriate results

•
•
•
•
•

Figure 39: Phenotypic Technique

Technique Used	
Lab Serial Number *	
Technique used (Molecular(Genotypic))	
Technique used (Phenotypic)	
First Line LPA	
Date of Result Reported, using HAIN technique	yyyy-MM-dd
Time of Result Reported, using HAIN technique(hh:mm)	
MTB Status	Select or search from the list
DST Result Isoniazid Low	Select or search from the list
DST Result Isoniazid High	Select or search from the list
DST results, Rifampicin	Select or search from the list
Name of Technician reported First Line LPA	
Second Line LPA	
Date Second line LPA results reported	yyyy-MM-dd
MTB Status	Select or search from the list
DST Result Fluoroquinolones	Select or search from the list
DST Result Aminoglucosides/Injectables (AG/CP)	Select or search from the list
DST Result Low-level Kanamycin	Select or search from the list
Name of Technician Reported Second line LPA	
Complete	Delete Print form

Figure 40: Genotypic Technique

13. Click Complete to save.

4.10 Recording DR-TB Treatment Outcome

Treatment outcome can occur at the mid of treatment or at the end of treatment course. To fill in the treatment outcome do the following:

1. Go to the DR-TB outcome stage then select Outcome date

Tabular Data Entry		0 1 × 0
Follow up Laboratory Tests	Outcome date * 2020-10-05	+
Contact Investigation	•	
Comorbidities/HIVSt	att Date of Start of DR Treatment yyyyy-MM-dd	
Transfer/Referral		
DS-TB Treatment Outcome	Complete Delete Print for	m
DR-TB Baseline	Your note here	
DR-TB Treatment	Add Clear	
Follow up		
Adverse Event		
DR-TB Outcome		

Figure 41: Recording DR-TB Treatment outcome

2. Select Date of Start of DR Treatment the Number of Days in Treatment will be automatically calculated to allow the user to select a specific outcome.

oular Data Entry		0	1 ^
i onoti up	Outcome date *		+
Laboratory Tests	2020-10-05		
Contact Investigation	•		
Comorbidities/HIVStatu	Date of Start of DR Treatment	2020-02-01	ľ
Fransfer/Referral			
DS-TB Treatment			
Dutcome	Number of Days in Treatment	247	
DR-TB Baseline	Treatment outcome	Select or search from the list	
DR-TB Treatment	Complete	Delete Print form	
Follow up			

Figure 42: Recording DR-TB Treatment outcome

- 3. Select appropriate Treatment outcome .
- 4. Click Complete to save the outcome.

4.11 Entering records into eLeprosy Register

To enter data into Leprosy Register do the following:

- 1. Select eLeprosy Register from the list of registers.
- 2. eLeprosy register will open and display a list of cases that have been registered in it based on the selected organization unit or nothing if there is no case registered.

Eleprosy ×	Lists Search Register			
Custom working list •				* 🔒 🔳
Leprosy District number	♥ First Name	Family Name	Age(in years)	◆ Sex
080601107517-5/LP/2021/24	ISSA	PATANDI	80	Male
080601107517-5/LP/2021/23	RASHIDI	SAIDI	52	Male
080601107517-5/LP/2021/22	ZAINABU	HUCHUNE	47	Female
080601107517-5/LP/2022/3	HASSANI	MIGOMBA	45	Male
080601107517-5/LP/2022/2	YUSUPH	AMANI	23	Male
080601107517-5/LP/2022/1	MOHAMEDI	PETER	49	Male
080601107517-5/LP/2021/21	SOFIA	KIMBAE51	51	Female
080601107517-5/LP/2021/20	PETRO	BAKARI	44	Male
080601107517-5/LP/2021/19	JALINA	KUMPUNYA	70	Female
080601107517-5/LP/2021/18	MWANAMKULU	MMUNDA	60	Female
080601107517-5/LP/2021/17	FATUMA	KALAMKA	67	Female

Figure 43: Leprosy Cases registered in the system for selected Organization unit.

- 3. Click on the register button to register a new Leprosy case, registration form will open for filling the patient's demographic information as shown in figure 43.
- 4. Select the appropriate registration date and continue entering enrollment data.

eLeprosy		× v	Lists	Search	Register
Enrollment					
Enrolling organisation unit	AICC Hospital				
Date of Registration					
Profile					
Leprosy No					
Leprosy District number *	020301109601-5/LP/	/			
First Name *					
Middle Name *					
Family Name *					
Age(in years) *					
Sex *	Select or search fre	om the list			•
Contact phone *					
Ward of Domicile *	Select or search fro	om the list			-
Village/street of domicile LEP *	Select or search fre	om the list			•
Village/Street chairperson *					
Village/street of domicile LEP *	Select or search	from the list			-
House number					
LP: Distance from home to clinic (in Km)					
LP: Occupation	Select or search	from the list			-
Mode of detection *	Select or search	from the list			-
Classification of leprosy *	Select or search	from the list			•
LEP: Type of Patient *	Select or search	from the list			-
HIV status *	Select or search	from the list			-
Site of lesion					
Number of patches					
Result index of skin smear	Select or search	from the list			-
Footwear size	Select or search	from the list			•
Regimen *	Select or search	from the list			-
Disability grading at start of treatment *	Select or search	from the list			-
Predinisolone	Select or search	from the list			•
Save and continue	ave and add new	Print form	Cancel		

Figure 44: The Leprosy Case Enrolment Screen

5. Click on the "Save and continue" to save enrolment (registration) of the Leprosy case and continue entering further data related to the Leprosy case as shown in the figure 44.

Please note the following:

- You can click on "Save and add new" to continue enrolling other cases for the same organization unit and later you can get back to enter further stages of each case one after another.
- 6. On Transfer/POD select Transfer/POD Date.

/		0 ± ^ 0
Transfer/POD Date *		+
2020-09-02		
Transfer Details		
Type of Transfer	Select or search from the list	
Complete		Delete Print form
Tour note nere		
Add Clear		
	Transfer/POD Date * 2020-09-02 Transfer Details Type of Transfer Complete Your note here	Transfer/POD Date * 2020-09-02 Transfer Details Type of Transfer Select or search from the list Complete Your note here

Figure 45: Recording Clinical details of a Leprosy Case

7. Upon selecting the date, a new section will appear where a user can select Type of Transfer

Tabular Data Entry			0 1	~ 0
Transfer/POD	Transfer/POD Date *			+
Outcome/End of	2020-09-02			
Baseline	Transfer Details			~
Follow up	Type of Transfer	Select or search from the list		
	Complete	Search Transferred out		
	Your note here	Moved out POD		

Figure 46: Transfer/POD stage screen

8. Select appropriate Type of transfer and follow the steps highlighted on section 4.3.1 and 4.3.2 for Moved out and Transferred out respectively.

4.12 Leprosy Treatment Outcome

1. Go to Outcome/End of treatment and select outcome date.

Fransfer/POD	Outcome date *		
Dutcome/End of treatment	2020-09-10		
Baseline	Outcome		
Follow up	Treatment outcome	Select or search from the list	•
	Disability grading at the end of treatment	Select or search from the list	•
	Condition of patient	Select or search from the list	-

Figure 47: Leprosy treatment outcome screen

- 2. Select Treatment outcome, Disability grading and condition of the patient.
- 3. Click Complete to save the details.

4.13 Enrolling Leprosy case into POD treatment

A leprosy case that has shown some degree of disability will need to be enrolled into a Prevention of Disability (POD) treatment so as to enable close follow up of the patient during the whole treatment phase. To enroll Leprosy case intoPrevention of Disability treatment do the following:

1. Select POD on Type of Transfer

Tabular Data Entry				0 1	~ 0
Transfer/POD	Transfer/POD Date *				+
Outcome/End	2020-09-02				
of treatment	Transfer Details				
Baseline					~
Follow up	Type of Transfer	POD		× -	
	Complete		Delete	Print form	

Figure 48: Transfer/POD stage screen

- 2. Go to Baseline stage and select baseline result date
- 3. Fill in all the details of Baseline stage.
- 4. Click Complete to save the details.

Transfer/POD	Baseline result date *		
Outcome/End of treatment	2022-01-04		
Baseline	Facility services and Footware Progr	amme	
Follow up	Was Patient admitted?	No	× -
	Admitted for ulcer/wound treatment		
	Admitted for Reaction		
	Admitted for (Reconstructive) surgery		
	Admitted for Eye pathology		
	Admitted for Other Reasons		
	Number of in-patienyt days/average days of stay		
	Referred for Rehabilitation outside the region	Select or search from the list	-
	Number of amputation done		
	Prosthesis Provided	Select or search from the list	•
	On site produced shoes Provided	Select or search from the list	•
	Special boots Provided	Select or search from the list	*
	Footwear repairs Provided	Select or search from the list	•
	Prosthesis repairs done	Select or search from the list	*
	Footwear repairs done	Select or search from the list	•
	Crutches Provided	Select or search from the list	•
	Wheel chair Provided	Select or search from the list	-
	Complete	Delete	Print form

Figure 49: POD Baseline stage screen

- 5. Go to the Follow up stage and select Date of follow up.
- 6. Fill in follow up details and Complete to save.

OD Date of follow up *		
2022-03-02		
Facility services and Footware	Programme	
Was Patient admitted?	Select or search from the list	
Admitted for ulcer/wound treatment		
Admitted for Reaction		
Admitted for (Reconstructive) surgery		
Admitted for Eye pathology		
Admitted for Other Reasons		
Number of in-patienyt days/average days of s	tay	
Referred for Rehabilitation outside the region	Select or search from the list	
Number of amputation done		
Prosthesis Provided	Select or search from the list	
On site produced shoes Provided	Select or search from the list	
Special boots Provided	Select or search from the list	
Footwear repairs Provided	Select or search from the list	
Prosthesis repairs done	Select or search from the list	•
Footwear repairs done	Select or search from the list	•
Crutches Provided	Select or search from the list	
Wheel chair Provided	Select or search from the list	
Complete		Drint form
Complete	Delete	Print forn

Figure 50: POD Follow up stage screen

5 Reports

5.1 Introduction to Reporting Functionality

There are several ways to view and use the data through reports. A report in this case refers to different presentations of data i.e. charts, graphs, tables and others. The reporting module in DHIS 2 provides a range of reporting alternatives, and this section will explain how eTL Register uses some of them to view and analyze data.

- **1. Standard reports**: Standard reports are listings or summary tables of selected indicator(s) for a particular organization unit and period. These reports can also combine multiple tables and charts in the same report and be made available as one-click reports that are very easy to use. These reports can be downloaded as PDF files which makes them ideal for printing as well as sharing offline.
- **2. Dashboard:** The fastest way to view TB and Leprosy indicators. Essentially, the Dashboard is a tool to visualize updated charts as well as shortcuts to your favorite reports, report tables, and map views. Here you can visualize TB and Leprosy indicators in charts.
- **3. Pivot Tables:** The built-in pivot table tool is a web-based tool to display indicator data by organization unit and period in a typical pivot table view and allows for pivoting manipulations of the tables. It allows for large amounts of data to be downloaded offline for analysis as well.
- 4. Data Visualizer: Do flexible visualizations of your data as charts and data tables. Any number of indicators and data elements can be included. Several chart types are available, such as column, stacked column, line, area and pie charts. The charts can be saved in order to be easily retrieved later and can also be put on your personal dashboard. Charts can be downloaded as image and PDF files to your local computer.
- **5. GIS**: Present and analyze your data using thematic maps. You can view both data elements and indicators and given that you have coordinates for all your organization units you can drill down the hierarchy and view maps for all levels from country polygons to facility points. See the separate chapter on GIS for more details. All the map information is built into the system and all you need to do is to register coordinates for your organization units and the maps will be available.

5.2 Standard Report

You access the available TB and Leprosy standard reports through the following steps:

- 1. Go to Apps
- 2. Select Reports.
- 3. In the report menu, click Standard Report.

NOTE: The report sub menu found in the centre has the same options as those found in the left but with some description. Just click Standard Report. A list of all predefined standard reports will appear.

3 Tanzania ETL - Reports			
Standard Report	th	Data Set Report	Reporting Rate Summary
View and add reports based on the JasperReport: can be based on report tables and can be designe		View data set reports. These reports are based on data entry screens and will produce a report with aggregated data.	Browse the reporting rates of data sets by organisation unit and period based on various criteria for submission.
View Reports		Get Report	Get Report
Resource	•	Org unit distribution report	
View and add resources. These resources can be documents or URLs on the web.	uploaded	Browse the organisation unit distribution report based on the organisation unit group sets and its groups.	
View Resources		Get Report	

Figure 51: Selecting Standard Report

4. A list of all predefined reports will appear in the main window. For instance, if you are looking for the TB and TB/HIV cases notified report and it is not in the list you can start typing the name (e.g. TB and TB/HIV) at the 'Search' text box and the report will appear.

\otimes	Tanzania ETL - Reports	
≫ ⊪ ≘ ↓	Standard Report Data Set Report Reporting Rate Summary Resource Org unit distribution report	Standard Report ② Search Name Data Quality: TB List of HIV positive TB Patients not on ART
		Compare subunits using the same graph
		Data Quality DR TB patients enrolled in second-line TB treatment.
		Data Quality: DST List of patients with data across all stages
		Data Quality: DST List of TB patients clinically diagnosed and cured
		Data Quality: LEP patients with data across all stages
		Data Quality: Merged TB patients with data across all stages
		Data Quality: TB List of HIV positive TB patients with missing HIV care registration number
		Data Quality: TB List of patient for date of treatment & registration date Report

Figure 52: List of Standard Reports

5. Click on the report from the list (TB and TB/HIV cases notified report) to run/view a report and a context menu will appear giving your option to create report output.

th	Standard Report	Standard Report 🕜			
Ê	Data Set Report	Search Case			1-6/6 < >
≣	Reporting Rate Summary	Name			
٥	Resource	DR-TB: Six month interim outcome assessment of confirmed RR/MDR-TB cases			:
*	Org unit distribution report	DR-TB: Treatment outcome of MDR/RR-TB cases enrolled in second line treatment in during reporting period			:
		LEP Cases notification Report			:
		LEP Treatment outcome of MB leprosy cases notification Report			:
		LEP Treatment outcome of PB leprosy cases notification Report			:
		TB and TB/HIV cases notified report			1
			,	Create Edit	< >
				Sharing settings	
			Î	Delete	
					+

Figure 53: Selecting standard report of your preference

- 6. Click on 'Create' and you will then see a report parameter window where you must select the values needed for the organization unit and/or reporting period, depending on what has been defined in the underlying report table(s).
- 7. Click on 'Generate Report' when you are ready or click 'Cancel' to select a different report.

Tanzania ETL - Reports			
CK TO STANDARD REPORT	IS LIST		
Reporting period			
Monthly	\sim	Prev year N	lext year
June 2022			~
Organisation unit			
	Inzania		
Show more options			
			Update

Figure 54: Selecting reporting parameters for Period and Organization Unit

8. The report will either appear directly in your browser or be available as a .pdf file for

derrunlood deman	dim a am man	- has reason as	attin an fam le	andling and files
аомпюза аерен	anny on vor	r prowser se	enings for n	andning och thes
ao minoua, acpen	ang on joe		compositor n	andling pdf files.

Download as Exce												
Download as Exce	1	м	NISTRY OF	HEALTH. COM		ELOPMENT.	ENDER, ELDER	LY AND CHILE	DREN			
							OSY PROGRAM					
			Tubercul	osis and TB/HI	V cases notifie	ed Report Ja	n to Mar 2019 Ar	usha City East	:			
A:All TB cases reg	istered during	g the Jan to I	Mar 2019									
				Pu	Imonary			ExtraPulmo	inary			
Car	e classification		Bacte	riologically confirmed	Clinic	ally diagnosed	Bacteriologie	cally confirmed	Clinically	diagnosed	Total	%
	New			37		70		1	12	29	237	31.31
	Relapse			2		2		0	129		133	17.57
Treatment a	fter loss to foll	ow up		0		0		0	12	29	129	17.04
Treatm	ent after failure	•		0		0		0	129		129	17.04
Other previ	ously treated p	atient		0		0		0	129		129	17.04
	Total			39		72		1	64	45	757	100.00
	%			5.15		9.51	0	.13	85	20	100.00	
3: All new and rela	pse cases (b	acteriologica	lly confirm	ed or clinically	diagnosed) re	gistered dur	ng the Jan to M	ar 2019 by age	group and s	ex		
Sex/Age	0-4	5-9	10-14	15-24	25-34	35-44	45-54	55-64	65+	Total		96
Female	8	0	1	7	10	13	6	6	4	55		42.64
Male	6	4	5	7	12	15	11	7	7	74		57.36
Total	14	4	6	14	22	28	17	13	11	129		100.00
%	10.85	3.10	4.65	10.85	17.05	21.71	13.18	10.08	8.53	100.00		
C: TB/HIV all cases	registered d	uring the Ja	n to Mar 201	.9)								
		red in Jan to Mar 20		nown HIV status	HIV positive T		Referred to CTC		patient on ART		ositive TB patie	

Figure 55: Part of the standard report after selecting report parameters

9. Click "Download as Excel" to export the report into excel.

10. Click "Back to standard reports list" to close the current report and select another report.

Note: For any requirement of reports which are not in the list and not among other types of reports in the system, please communicate with the supporting technical team so that they define it for your use.

5.3 How to use Pivot Table

Pivot Table is one of the data analysis tools for the TB and Leprosy indicators. It is a dynamic tool for data analysis which lets you quickly summarize and arrange data according to its dimensions. The pivot table module enables users to create pivot tables, thus analysing and presenting data in tabular formats using the available data dimensions in the ETL Register.

5.3.1 Accessing the Pivot Table

To open the Pivot Table, follow these steps:

- 1. Hover over the Apps button. A drop down menu will appear listing the apps
- 2. Click on the Pivot Table option.
- 3. If Pivot Table does not appear in the list after step 1 above, type "Pivot Table" on the search app text box or click on "More apps" or use up and down arrow to locate Pivot Table then continue with step 2.

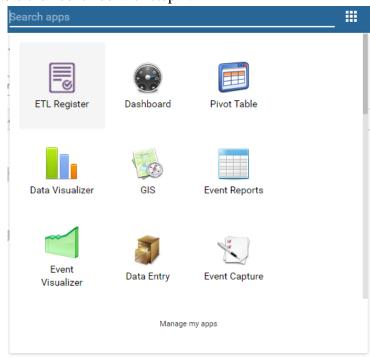


Figure 56: Accessing Pivot Table

5.3.2 Creating a pivot table

To create the pivot table do the following:

- 1. Go to the data section.
- 2. Select Program indicator.
- 3. Select the required Register from the drop down as a program eg. TB Register;
- 4. Select the required program indicators.
- 5. Click on periods.

- 6. Select the period for which you want to view data.
- 7. Click on Organization unit, select the required organization unit then click update to view the table. As appears in figure 57.

Untitled		About	Home		
/ Wpdate		wnload - Embed -	~~~		
Kinyerezi Dispensary, Madona Health Centre, Segerea Dispensary, Tabata A Dispensary, Tabata NBC Dispensary					
Period / Data	TB: No. of Bacteriologically confirmed cases, Treatment completed	TB: No. of Bacteriologically confirmed cases, Cured	Total \$		
January 2017	76	76	152		
February 2017	115	115	230		
March 2017	95	95	190		
Total	286	286	572		

Figure 57: Generated Pivot Table

5.4 How to Use Data Visualizer

Data Visualizer is one of the data analysis tools of TB and Leprosy indicators. It enables the user to manage data analysis dynamically by traversing through the parameters of analysis. One can freely select the contents like indicators, data elements, periods and organization units.

5.4.1 Accessing the Data Visualizer

To open the Data Visualizer, follow these steps:

- 1. Hover over the Apps button. A drop down menu will appear listing the apps.
- 2. Click on the Data Visualizer option.
- 3. If Data Visualizer does not appear in the list after step 1 above, type "Data Visualizer" on the search app text box or click on "More apps" or use up and down arrow to locate Data Visualizer then continue with step 2.

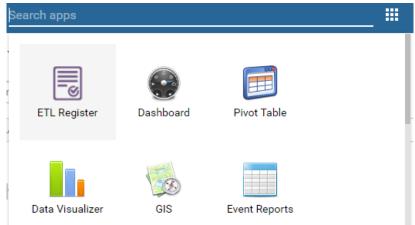


Figure 58: Accessing Data Visualizer

5.4.2 Creating a chart.

To create the chart do the following:

- 1. Go to the data section.
- 2. Select Program indicator.
- 3. Select the required Register from the drop down as a program eg. TB Register;
- 4. Select the required program indicators.
- 5. Click on periods.
- 6. Select the period for which you want to view data.
- 7. Click on Organization unit, select the required organization unit then click update to view the chart created as shown in the example on Figure 59.

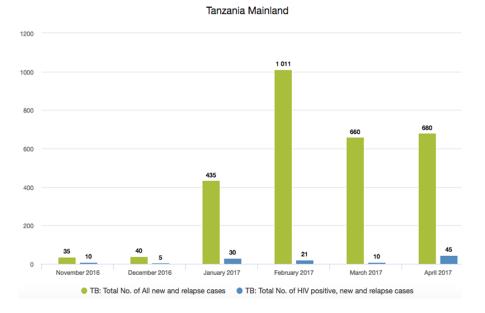


Figure 59: Generated chart

8. When you have set up a chart it is convenient to save it as a favorite for future access. To save a chart

5.5 How to use GIS

Geographical Information System is a system designed to capture, store, manipulate, analyze, manage, and present all types of geographical/geospatial data. GIS is applied in modelling of TB and Leprosy reports associating it with geospatial/geographical information, among the uses include:

- 1. Visualize distributions of TB and Leprosy data per district/region/nation
- 2. Breakdown of TB and Leprosy services per regions/districts and Identifying geographical barriers and health inequalities

- 3. Visualize periodic reporting of TB and Leprosy data, that is
 - Monthly
 - Quarterly
 - Semi-annually
 - Annually

5.5.1 Accessing GIS

To open the GIS, follow these steps:

- 1. Hover over the Apps button. A drop down menu will appear listing the apps.
- 2. Click on the GIS option.
- 3. If GIS does not appear in the list after step 1 above, type "GIS" on the search app text box or click on "More apps" or use up and down arrow to locate GIS then continue with step 2.

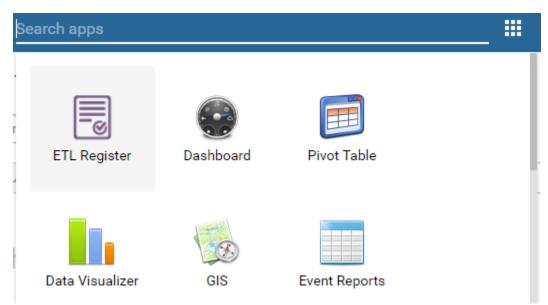


Figure 60: Accessing GIS

5.5.2 Creating a Map

- 1. Select a layer from the toolbar eg. Thematic layer 1
- 2. Select data eg. TB: Total No. of all new and relapse cases and Period eg. the year 2017

1 Thematic layer	1		×
Data and periods	;		
Value type:	Indicator		~
Indicator group:	TB Indicators		~
Indicator:	TB: Total No. of All new an	d relapse	~
Period type:	Yearly	▼ <	>
Period:	2017		~
Organisation uni	ts		
Organisation uni Options	ts		

Figure 61: Selecting Map parameters.

- 3. Select Organization Unit.
- 4. Click Update to view the map created according to specified parameters.

avorites +	Share -	Table - Table - About	+ Home >>>	Layer stack / opacity		
				🗌 💽 Event layer	95	
			+	Facility layer	100	
			-	Boundary layer	100	
				Thematic layer 1	80	
		Arusha Region	Q	Thematic layer 2	80	
		and an	0	3 Thematic layer 3	80	
			Q	Thematic layer 4	80	
				Google Earth Engine	90	
				External layer	90	
				🔲 📡 OpenStreetMap	100	
		Dodoma Region		🔲 📡 OSM Light	100	
				Google Streets	100	
		Pwáni Region		S Google Hybrid	100	
			1	Facility layer legend		
				Thematic layer 1 legend		
				TB: Total No. of All new relapse cases 2017 2.0 - 2.2 (2)	/ an	c
				2.2 - 2.4 (0)		
				2.4 - 2.6 (0) 2.6 - 2.8 (0)		
				2.8 - 3.0 (1)		
				Thematic layer 2 legend		

Figure 62: Example of map showing new and relapse cases in Tanzania, 2017

5.6 Favorites

When you have created a table, chart or map it is convenient to save it as a favorite and makes it available for future use. Also, it can be shared with other users as an interpretation or display it on the dashboard. To save as favorite do the following:

- 1. Click Favorites > Save as.
- 2. Enter a Name and a Description for your favorite.
- 3. Click Save.

To open a favorite, follow these steps:

- 1. Click Favorites > Open.
- 2. Enter the name of a favorite in the search field, or click Prev and Next to display available favorites page wise.
- 3. Click the name of the favorite you want to open.

To rename a favorite, these steps:

- 1. Click Favorites> Rename.
- 2. Enter the new name for your favorite.
- 3. Click Update.

To share a favorite, follow these steps:

- 1. Click Favorites
- 2. Click Share
- 3. On the search box, add users or user groups to be given access to the favorite.
- 4. Click Save.

To write interpretation on a favorite, follow these steps:

- 1. Click Favorites
- 2. Click Write interpretation
- 3. Write a comment, question or interpretation of a favorite.
- 4. Add user or user group.
- 5. Click Share.

To delete a favorite, follow these steps

- 1. Click Favorites > Delete.
- 2. Click OK.

6 Dashboard

Dashboards allow users to have quick access to data stored in the system. Dashboard is serving as a landing page once the eTL Register is accessed. Dashboards have a title, description, and any

number of dashboard items. The dashboard items can be of many different types, including charts, maps, reports, tables, resources, messages, and text items. Above the dashboard is the control bar, which shows all your available dashboards, including a dashboard search field, and a + button for creating a new dashboard.

The dashboard has two modes: view and edit/create. When you first log in to DHIS2, your most recently used dashboard will be displayed in view mode, if you are on the same computer as you were previously. If you are using a different computer, then the first starred dashboard will be displayed. if there are no starred dashboards, then the first dashboard will be displayed. Starred dashboards always show first in the dashboard list.

The sample dashboards in eTL are accessed from the bar, Figure 63 is an example of a dashboard in the system's home page. To move from one dashboard to another simply click the name of the dashboard. To access more dashboards click the option "Show more" option in the bar.

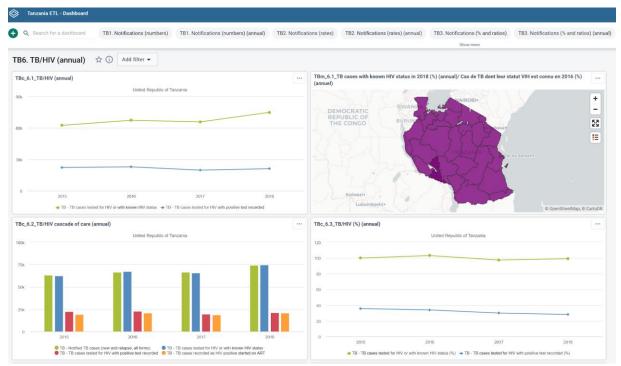


Figure 63: Sample eTL Register dashboard

6.1 Creating a Dashboard

The DHIS2 allows you to create multiple dashboards (more than one dashboard). To create a new

dashboard, click the **green** + e button on the left corner of the control bar to go into create mode. Add a title in the text field and description (optional) in the description.

Sanzania ETL - Dashboard	🗏 🗹 🖩 🏠
Save changes	Exit without saving
Dashboard title	Search for items to add to this dashboard
Dashboard description	

Figure 64: Create a new dashboard

After creating a new dashboard, you can add items to the dashboard by searching from the item selector in the upper right of the dashboard area. The available items are: Pivot table, Charts, maps, report, resources, etc.

6.2 Removing a Dashboard

You can remove an item(s) by clicking on edit and then the red trash at the upper right of the item.

6.3 Saving a Dashboard

When creating or editing a dashboard, changes are only saved when you click the Save changes button in the dashboard edit bar at the top of the page. If you don't want to save your changes, click the Exit without saving button to the upper right. You will then be returned to view mode with the dashboard you were previously viewing.

6.4 Modifying an Existing Dashboard

If you have access rights to edit the currently active dashboard, there will be an EDIT button to the right of the dashboard title in view mode. Click on the Edit button to enter edit mode.



Figure 65: Editing an existing dashboard

6.5 Deleting a Dashboard

If you have access to delete the dashboard, then there will be a Delete button located above the dashboard, when in edit mode. A confirmation dialog will first be displayed to confirm that you want to delete the dashboard.

Search for items to add to this dashboard

Figure 66: Deleting a Dashboard

6.6 Dashboard items with charts, pivot tables and maps

Maps, pivot tables and charts can be switched between these visualizations in the dashboard. To achieve that click on the _____ buttons in the upper right corner of the item to switch between visualizations.

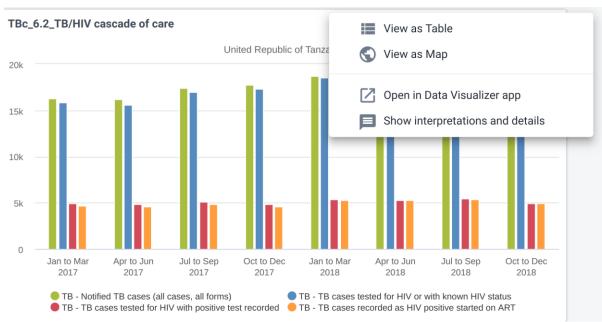


Figure 67: Switching between visualizations

7 Message and feedback

7.1 Message and Feedback Overviews

DHIS2 has functions that will enable you to send messages and feedback to users, user groups and organisation units. The feedback messages are sent to a particular group called the feedback recipient group. Feedback messages can be sent between the users (user-to-user) although it depends on your configuration. The system has the capability of sending system-generated messages. These messages could be triggered by different events such as validation analysis

results. To open the message app, click message icon \square in the header bar or find the Messaging app in the search field.

7.2 Compose a message

In the system, you can compose a message as shown in Figure 65 using the following steps:

- 1. Click Compose
- 2. Define who you want to receive the message. You can send a message to organisation units, users and user groups. In the To field you can search for organisation units, users and user groups and select the wished recipients.
- 3. Type a **subject** and a **message**
- 4. Click Send

Tanzania ETL - Messagin	9
+ COMPOSE	
Inbox 99	Create
Validation	
Ticket 99+	То
System 99	Private message Feedback message
	Subject
	Message
	SEND DISCARD UPLOAD ATTACHMENT

Figure 65: Composing a private message

7.3 Read a message

To read a message, these are the steps:

- 1. Select the appropriate message type to the left.
- 2. Click a message.

If the message is part of a conversation, you will see all messages in this conversation.

7.4 Create a feedback message

To create a feedback message:

- 1. Follow the steps as for composing a message, only select Feedback message instead of entering recipients.
- 2. The message will be created as a feedback message and will appear in all of the specified users' Ticket folder.

Tanzania ETL - Messaging	ı	Þ ®	™ ²⁴ Ⅲ	LM
+ COMPOSE				≡
Inbox 🤒	Create			^
Validation	То			
Ticket 99	Feedback recipient group			
System 🥺				
	Private message Feedback message			
	Subject			
	Message			
	незоце			
	SEND DISCARD UPLOAD ATTACHMENT			

Figure 66: Composing a feedback message

8 EQA Forms

EQA forms are.....

To enter data in the EQA form do the following:

1. Hover/click on the Apps menu iii displayed in the main menus at the upper right on the left of your name initials. A drop-down menu will appear listing the applications provided by the system.

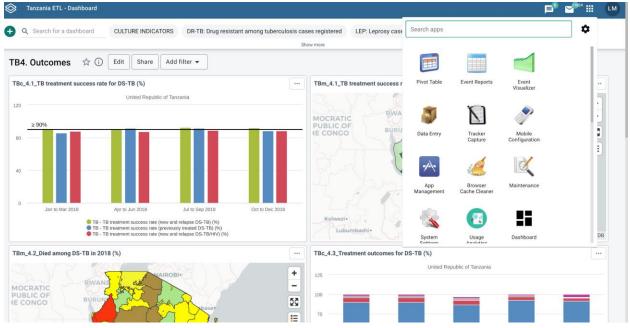


Figure 67: Accessing data entry application

2. Click on the Data Entry app. Upon clicking on the Data Entry app in the list and the data entry screen will be displayed as shown in Figure 68.

व B-United Republic of Tanzania		Tanzania E	TL.				Search apps	
B-United Republic of Tanzania	9	* + >	Data Entry 🔞				X United Republic of Tanzania - No Pe	riod Selected - N
	B-United Republic o	of Tanzania						
			Organisation Unit	United Republic of Tanzania				
			Data Set	[Select data set]		•		
			Period		Prev year	Next year		
			5					
		_						

Figure 68: Data entry screen

8.1 Selecting and entering data into EQA form

To start entering data, first open or select the correct form. Then do the following:

- 1. Select the organization unit (e.g. Central TB Reference Laboratory) you want to register or enter data in the tree menu to the left. Expand and close branches by clicking on the +/- symbols.
- 2. Select a dataset/ data entry form (e.g. Form 3: Re-checking of sputum smear for AFB) from the dropdown list of data sets available to your selected organization unit. The number of datasets is therefore equivalent to the number of forms available.
- 3. Select a period (e.g. January March 2020) to register or enter data. The available periods are controlled by the dataset's period type (reporting frequency). You can change a year back or forward by using the Prev year and Next year buttons.

By completing the above steps, you see the selected data entry form as shown in Figure 69.

\$	Tanzania ET	ι											Search ap	ps			i 🕠	
United Republic of Tanzani	* + >	Data Entr	y 😧								[X Central TE	Reference La	ooratory - July	- September 20	.20 - No Data	Element Selecte	ed
B Tanzania Mainland B Arusha Region B Dar Es Salaam Regio B Ilala I TB and LP R B Ilala II TB and LP R Agakhan Hospit	n egion tegion al	Organisatie Data Set Period	on Unit	Central TB Re Form 3: Re-ch July - Septemi	ecking of sputi	im smear for A	FB Prev year	Vext year									Run validation Print form Print blank form	
-Apollo Medical F Burhani Charital -CTC				Perfo	mance of per	pheral Labor	atories						Pe	erfomance of t	he first contro	ller		
-Cardiac -Central TB Refe -Ebrahim Haji He		Numbers	of smears n	-checked*	Numbers of errors**					Controller ID***	Numbers of smears re-checked****			Numbers of errors*****				
-Infectious Disea Kibasila		Positive	Scanty	Negative	HFP	LFP	HFN	LFN	QE		Positive	Scanty	Negative	HFP	LFP	HEN	LFN	Q
-MOI -Maternity -Mwaisela																		
Ocean Road Ca Oyster bay Hosp Pediatric Unit Psychiatric Unit Regency Hospit Sevahaji	sital	Com	plete	Incomplete	R	un validation												

Figure 69: Opening data entry form

4. Start to enter data in the data entry form by clicking inside the field and type the value.

Please note the following:

- A green field means that the values have been saved in the system (on the server).
- A grey field means that the field is disabled and you can't enter a value. The cursor will automatically jump to the next open field.
- To move to the next field, use the Tab key or the Down Arrow key on your keyboard. To move back to the previous field, press Shift+Tab or the Up Arrow key on your keyboard
- The values are saved immediately and do not require any save/finished button click.
- On a slow connection, it might take some time before saving the values.
- 5. Click Complete to save the form.

8.2 Enter data offline

Once you are logged into the online eTL Register, you can continue to enter data even if you have an unstable internet connection.

- This functionality works as long as you have logged in the system when there is an internet connection.
- When you are connected to the internet and able to reach the server, the app displays the message at the top of the data entry form as shown in Figure 70.

	You are online				Search apps	_ =	
* * *					faa		
		7 0 0 11	,	1			

Figure 70: Online mode on top menu bar

- If you are in data entry form and the connection is cut off/unstable, you can still enter data and these data will be stored on your local computer as shown in Figure 71.
- If the Internet connection is disconnected for some reasons during the data entry process, this will be detected by the application. The message will be displayed informing you that your data will be stored locally as shown in Figure 71.



Figure 71: Offline mode on top menu bar

- When the internet connection is re-established, all data will be sent to the server.
- Once the internet is back, the application detects that a server is online and it will inform you that there is data stored locally and it should be uploaded to the server.



Figure 72: Data stored status on top menu bar

• Once the data has successfully synchronized with the server, you will receive a confirmation message that the data has been successfully uploaded to the server.

8.3 EQA Reports

EQA reports give a summary of the data entered in the EQA forms by aggregating the values according to selected data dimensions. To access the EQA reports can be accessed on the

3 Tanzar	nia ETL									P	🖞 🚰 🛛 o	Search a	pps			_ =
Search for a dashboard	CULTURE	INDICATORS	DR-TB: D	rug resistant among t	uberculosis cases r	egistered	EQA REPORTS F	REGION/DISTRICT	LEP: Leprosy	cases no	otification reporte	d of quarter	LEP: Trea	tment outcome	of MB leprosy	cases notifi
							SHOW MOR	E								
A REPORTS REGIO	N/DISTRICT	☆ 🛈	EDIT SI	HARE FILTER												
NALYSIS_LABS: PERFORM	ANCE OF AFR-MI		BODATODI	ES DAD ES SALAAM	172											
	ANCE OF ALL MIN		DONATON		ANCE OF AFB-MICROS	0002145	004700/55									
				PERFORM	Jan to Mar 20		ORATORIES									
Organisation unit / Data	Smears examined: Total	Smears exami Positive	ned: %	Smears examined: % Scanty	Smears rechecked Positive	ž .	Smears rechecked: Scanty	Smears rechecked: Negative	e EQA rechect	cing: e	EQA rechecking: e	EQA recheck LFN	sing: e			
Agakhan Hospital	21		9.5		0	2	0		8	0	0		0			
Amana Hospital	10	1	0		0	12	2		45	0	0		0			
Arafa SES Dispensary	83		27.7		6	14	15		45	0	0		0			
Arafa Tembo Mgwaza Dispensary	211		19.9	23.	7	25	4		8	0	0		0			
Burhani Charitable Health Centre	25		6.9		0	2	0		8	0	0		0			
fectious Disease Center (IDC) Clinic	435		9.4	1	8	2	1		7	0	0		0			
Regency Hospital	7		0		0	7	0		0	0	0		0			
Shree Hindu Mandal Hospital	24	1	8.3		0	1	0		9	0	0		0			
Tumaini Hospital	3	1	0		0	0	0		3	0	0		0			
Zingiziwa Dispensary																
YR P: PERFORMANCE OF SF	PUTUM SMEAR LA	BORATORIES	DAR ES SA	LAAM 🖸							Þ	= 0	0			
				NUMBERS	OF SMEARS DONE BY	THE LAB	ANALYSIS									
					2019											
	Diagnosis: Positive	Diagnosis: Scanty #	Diagnosis: Negative	Follow-up: Positive	Follow-up: Scanty Fi	ollow-up: vegative	Diagnosis: % Positive	Diagnosis: % Scanty	Diagnosis: Total smears	Follow	up: % Positive/ Scanty	Follow-up: Tot smears	al e			
511 KJ Gongo la Mboto Dispensary																
Agakhan Hospital																
Airwing 603 KJ Dispensary																
Airwing 603 KJ Dispensary Amana Hospital	0	0		0 1	0		9		0		10		10			
	0	0		0 1	0		9		0		10		10			

Figure 73: EQA Reports dashboard