



**TT**Tracker

The background features two large, concentric circular outlines. The inner circle is a thick yellow line, and the outer circle is a thick dark purple line. Both are centered on the page. The top of the page has a dark teal header bar, and the bottom corners have teal curved accents.

# Reports Catalogue

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The reports catalogue provides a summary of the various reports available with the TT Tracker. Though the reports are standard and used across country programs, each program will have the ability to make reporting decisions based on data access preferences.

During the introductory consultancy, the TT Tracker Development Team will discuss with country programs regarding their preferred reporting method(s). It is a program's decision how they access their data dependent on their needs; it is simply encouraged that the data be USED regularly so that the TT Tracker can support program assessments, planning, and improvement.

## Metabase

Use if... you need de-identified, summary data and analysis.

Metabase is a password-protected data visualization tool that can be utilized by programs for easy data analysis and graphics development. The tool was included in the TT Tracker due to its ease of reporting summary information. Metabase also provides email or "pulse" capabilities, transforming saved queries to attached Excel documents that can be sent to designated individuals.

Metabase uses de-identified summary data exported from the main TT Tracker system to provide programs with a daily-updated snapshot of the activities conducted in program areas. Once a user accesses the country project in Metabase, he/she can view the dashboard to see a collation of queries that have been saved to a project. Queries are customizable analyses conducted on the collected data; a set of queries will be created by the TT Tracker Development Team and saved to the country project.

## Reports offered in Metabase

### Activity Summaries

- Individuals diagnosed with TT (with Male/Female breakdowns where relevant)
- Action taken for TT patients (surgery, refusal, epilation, referral)
- Patients/Eyes operated (includes Male/Female breakdowns where relevant)
- Surgical outcomes (for each of three timepoints: 24-hour, 7-14 day, or 3-6 month follow-up)
- Follow-up completion rates
- Outreach productivity (# of surgical days, # of surgeons, # of eyes operated)
- Session summary

### Surgical Outcomes

- Surgeon summary
- District summary

## Summary Dashboards

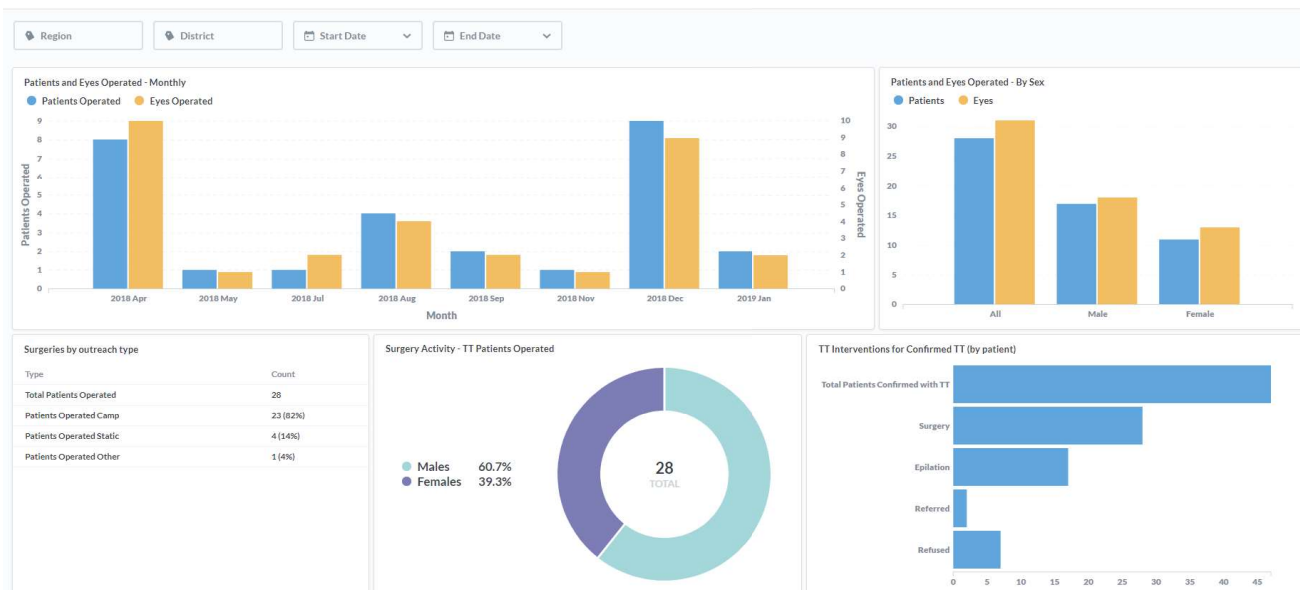
Surgical activities are represented in a summary dashboard. You can easily view a snapshot of the program outputs and limit the summary to a select location, time period, or surgeon. Information is presented in differing formats (tables, charts, graphs) and program summary exports can be exported to Excel for further analysis/manipulation.

## Metabase Summary Dashboards

### Surgery and Followup Completion

TEMPLATE

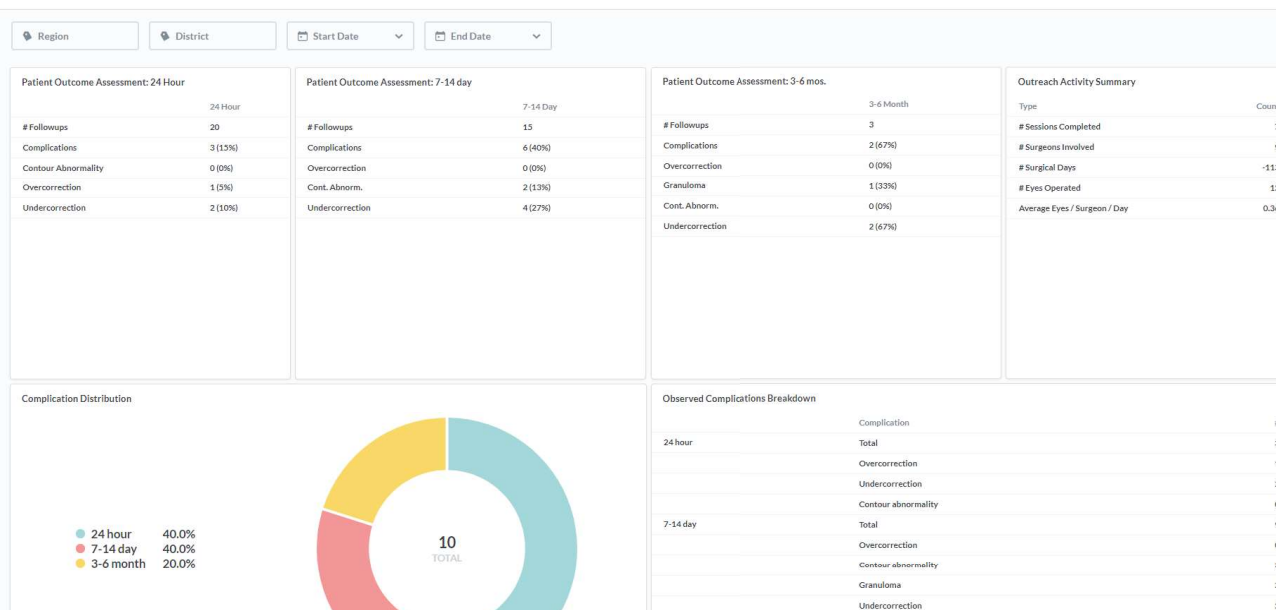
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### Outcome Assessments and Session Activities

TEMPLATE

+ ✎ 📄 📊 ⌚ 🔍



## Automated Activity Summaries

All saved queries housed in Metabase can be sent via email to designated individuals, if desired. It is possible to send email reports or “pulses” to select emails addresses on a unique occasion or schedule the pulse to be a regular occurrence. Both individuals with and without Metabase usernames and passwords are eligible to receive the emailed report, which will be determined by the country’s TT Tracker Administrator. Key activity summary queries will be selected to be sent on a pre-determined schedule, according to the needs of the program, so that programs will receive regular program updates without having to access the online portal. The activity summary queries will be attached in Excel for users to download and use as needed.

## Automated Activity Summary

reporter@tttracker.org

to me

xxx

### Activity Summary Report Test 1

#### Follow-up Completion Rates

	24-hour	7-14 day	3-6 month
Follow-up needed	3	3	3
Follow-up completed	1	2	0
% completion	33%	67%	0%

#### Activity Report - District

More results have been included as a file attachment

Region	District	Total Screened	Male Screened	Female Screened	TT Total	TT Male	TT Female	TT Under15	Surgery Male
Beta	Beta One	60	30	30	0	0	0	0	2
Beta	Beta Two				0	0	0	0	1
	Alpha One	85	35	50	0	0	0	0	0
	Alpha Two				0	0	0	0	1
	Beta One				0	0	0	0	0

Showing 10 of 18 columns.

#### 3 Attachments



	A	B	C	D
1		24-hour	7-14 day	3-6 month
2	Follow-up needed	3	3	3
3	Follow-up completed	1	2	0
4	% completion	33%	67%	0%
5				

Emails will be sent to selected individuals on an automated schedule or on an ad-hoc basis, as desired and established by the Administrator(s). The selected queries for the activity summary will be attached to the email in Excel or CSV files for download.

## Surgical Outcomes

A report will include outcome assessment summaries for programs, summarized by district as well as by surgeon. Information included will depict the rates of follow-up and complication by follow-up timepoint. This will allow programs to assess surgical provision outcomes for a specific surgeon or district to determine whether issues need to be addressed. Surgeons' identities will be masked using their surgeon IDs stored within CommCare. If desired, supervisors can ask the Administrator or another user with the highest level of access to refer to the surgeon list in CommCare and view the surgeon names corresponding with the surgeon IDs.

### Outcome Assessment by District

#### Surgical Outcomes (by District)

region_name	district_name	Patients Operated	Eyes Operated	24H Follow-Up (Eyes)	24H Complication (Eyes)	24H Overcorrection (Eyes)	24H Undercorrection (Eyes)	24H Cont Abnorm (Eyes)
Alpha	Alpha One	6	7	7	0	0	0	0
Alpha	Alpha Three	1	1	1	0	0	0	0
Alpha	Kano	1	1	1	0	0	0	0
Beta	Beta One	8	9	7	2	0	1	0
Other	Ideta	1	1	0	0	0	0	0
Other	Temporary District	3	3	2	1	0	0	0

## Outcome Assessment by Surgeon ID

Surgical Outcomes (by Surgeon)

Surgeon ID	Regions where Active	Districts where Active	Patients Operated	Eyes Operated	24H Follow-Up (Eyes)	24H Complication (Eyes)	24H Overcorrection (Eyes)	24H Undercorrection (Eyes)	24H Cont.Abnorm (Eyes)
0	Alpha, Beta, Other	Alpha One, Alpha Two, Beta One, Kano, Temporary District	5	5	4	1	1	0	0
4	Beta	Alpha Two, Beta One	2	2	1	0	0	0	0
5	Beta	Alpha One, Beta One	3	4	4	1	0	1	0
6	-	Alpha One	1	1	1	0	0	0	0
7	Alpha, Beta	Alpha One, Beta One	3	5	5	1	0	1	0
8	Alpha, Beta	Alpha One, Beta One	3	3	2	1	0	0	0

## Data Security

The reporting tool is username and password protected so that no unauthorized users have access to the aggregate information. Access to data housed in Metabase will be granted to individuals who have received an invitation to establish password access. Federal Ministries will have access to the complete national-level data with the ability to review data at the smaller regional or district level. All other partners will be granted access to the appropriate level of data, depending on areas partners supports—no supporting partner will have automatic access to data in areas supported by other partners. Data included in Metabase are de-identified, reporting most information in the aggregate; no individual patient information is shared with or by Metabase. Surgeon performance reports, however, which depict the surgical outcomes of each surgeon, are calculated based on each surgeon. In order to preserve the privacy of each Surgeon, the report is presented using a Surgeon ID. If needed, supervisors can then ask the Administrator or another user with the highest level of access to refer to the surgeon list on CommCare and locate the name of the surgeon that corresponds to the given surgeon ID.

## Benefits of and challenges of Metabase

Metabase allows users to easily access summary information via computer or smartphone and quickly limit the report to a designated time period and/or location. The queries can be easily exported to Excel, allowing the users to save only the filtered information or download the entire summary. For those familiar with SQL, additional queries can be easily created and stored for later use. By leveraging the “pulse” feature, or emailing system within Metabase, designated individuals can receive select queries without having to access the website, encouraging programs to regularly review the data and assess program activities.

All information in Metabase is updated daily, so programs will be able to see the most up-to-date information possible for their program area(s). Once downloaded, it is the responsibility of each individual to protect the program data. It is required that users log into the Metabase site in order to access the full dashboard; it is not possible for all reports to be automatically emailed to designated users. Metabase analytics is limited to de-identified data, limiting program summaries to aggregate data.

## Metabase Use Recommendation

When programs are submitting official reports, it is recommended that the data used be downloaded and saved in Excel. As patient data can be modified (in the event of data error) it is possible that data reports will change, though this is not likely to occur. In the event that it does occur, if a program has saved the export in Excel those collating the data will be able to check back and see the differences in the data from the Export and the current updated data summary. Using the Metabase pulse feature, a summary report can be automated to send to the designated individual who may be tasked with saving the Excel version for future reporting needs.

In order to support programs in assessing data quality, a Data Quality Assessment (DQA) dashboard has been developed for each program. The DQA dashboard will assess the data for key data cleaning issues that may arise (i.e. multiple patient records that must be assigned the same patient ID; a patient that must be reassigned to a different outreach session; a region that must be added to the system as it was listed as “other”; or surgeons that must be added to the surgeon list as they do not appear in the TT Tracker). It is recommended that the Administrator review this DQA dashboard on a regular basis to ensure data quality and accuracy of data reporting. Along with the Administrator, Program Supervisors should also regularly review Metabase and CommCare Exports to assess for any additional data discrepancies that must be addressed. The DQA dashboard supports the Administrator but the best system available to ensure data quality is data use by the program.

## CommCare Export / Report Builder Tool

Use if...you need to export multiple patient records (in line list form).

The internal reporting system of CommCare allows users to access the patient records stored in the system via the Export Tool or Report Builder. If programs must get multiple patient records in a line list, the records must be accessed using the CommCare system. For either tool, the Administrator can create the exports to download in Excel.

**Exports:** Patient records will be exported in a line-list format within Excel. The development of an export requires selection, formatting, and arrangement of desired indicators to appear in the export. To ease the process, each country program will be provided with a set of pre-determined exports that can be used as the program exports and/or be copied and used as starting templates for differing, future exports.

**Report Builder:** Each country project can save five reports to the country program; programs can adjust these reports depending on the determined need of the project. When developing the system, each country project will be set up with a defined number of reports to assist with the data export process. The report builder allows programs to easily produce exports required for program activities with minimal effort in adjusting formatting.



## Reports Offered in Export/Report Builder

User can include any variable collected via the TT Tracker in the export/report builder. An established set of reports are saved to each program when the TT Tracker is implemented in a program. Users can choose to use, modify, or create new reports as required. The saved reports include:

### Export Builder Patient Line List

List of all patients (within specified time period/location) and summary information for information collected for each patient. This includes demographic and residence information, diagnosis, surgery performed, and subsequent outcome assessments (if completed).

	A	B	C	D	E	F	H	I	J	K	L	M
1	CommCare ID	Patient ID	Name	Age	Sex	District	Village	Phone #	Phone Owner	RE Suspected TT	RE # Eyelashes	RE Evid. Epilation
2	#####	AABB11	Muhammad Gambo	72	male	District	Village	---	no_phone	1 2	0	0
3	#####	AABB12	Isah Gambo	70	female	District	Village	---	no_phone	1 1	0	0
4	#####	AABB13	Furera Achima	52	female	District	Village	---	no_phone	0 ---	---	---
5	#####	AABB14	Alh Bala	68	female	District	Village	---	no_phone	1 4	0	0
6	#####	AABB15	Rabiu Muhammad	62	male	District	Village	---	no_phone	1 10	1	1
7	#####	AABB16	Hazina Amina	46	female	District	Village	---	no_phone	1 11	0	0
8	#####	AABB17	Ame Inusa	50	female	District	Village	---	no_phone	0 ---	---	---

### Export Builder Session List

List of all Sessions conducted (within specified time period/location) and summary information, start/end dates of each outreach, total number of individuals (with and without TT) that present at outreach.

	A	B	C	D	E	F	H	I	J	K	L
1	Region	District	Site Name	Outreach Type	Session Start	Session End Date	Location	Men Presented	Women Presented	Session ID	CommCare ID
2	Region	District	Pukedi Gen. Hosp. Nov.	S	2017-11-01	2017-11-30	Pukedi Village	11	43	NG-ZZ-1	#####
3	Region	District	Terkudi Health Clinic	C	2018-02-13	2018-02-16	Terkudi Village	30	55	NG-ZZ-2	#####
4	Region	District	Sir Sunusi Hospital Feb	S	2018-02-14	---	Pukedi Village	---	---	NG-ZZ-3	#####
5	Region	District	Kunkurawa Primary School	C	2018-02-14	---	Kunkurawa	---	---	NG-ZZ-4	#####

### Report Builder Patient Line List

List of all patients (within specified time period/location) and summary information for information collected for each patient. This includes demographic and residence information, diagnosis, surgery performed, and subsequent outcome assessments (if completed). The list can be filtered by surgeon and designated time period so users may create a list of patients (operated by a designated surgeon) who may be eligible for surgical audit.

PatientID	Name	Sex	Age	Patient District	Patient Village	RE # Lashes	RE Evid. Epil.	RE Conj. Scar	LE # Lashes	LE Evid. Epil.	LE Conj. Scar	RE Action	LE Action	Surgery date	Surgeon	RE
NGAB10	Maryam Umar	female	60	Ajingi	kunkurawa	0	1	0	0	1	0	offered_surgery_accepted	offered_surgery_accepted	2017-11-14	Lawan Dauda	
NGAB11	Zara Shuaibu	female	75	Ajingi	kunkurawa				5	1	0		offered_surgery_accepted	2017-11-14	Isyaku Danjuma	
NGAB12	Halima Muazu	female	35	Ajingi	kara	3	0	0	10	0	0	offered_surgery_accepted	offered_surgery_accepted	2017-11-14	Isyaku Danjuma	
NGAB13	Abu Jafaru	female	70	Ajingi	kwashi				10	0	0		offered_surgery_accepted	2017-11-14	Lawan Dauda	



## Data Security

Access to patient data is limited to those who have a username and password to the CommCare portal and have been granted access by the Administrator to view the patient information.

Unless the report is downloaded and shared with others, the information remains secure within CommCare, on the HIPAA compliant server. Once the exports are downloaded, it is the responsibility of the program to maintain the records in a secure location and follow necessary procedures to ensure unauthorized data access is limited.

## Benefits & Challenges of CommCare Export/Report Builder

The CommCare Export and Report Builder Tools allow users to access multiple identifiable patient records in a line list. As the information is housed within CommCare, security of patient information is maintained. Information downloaded using the Export or Report Builder tool will be up-to-date. Both tools allow users to apply filters to the exports. The process to create a new export with the Export Tool without using an existing template is time consuming and less user-friendly than the Report Builder tool. However, with the saved templates already created and prepared for download, the Export tool may be sufficient for a program's needs. The Report Builder may be a more user friendly tool as it allows more efficient building of reports from scratch and permits exporting for a subset of patients, based on unique filters. However, neither the Export nor Report Builder Tool have data analytics and visualization capabilities as are available through Metabase.

## PDF Patient Record Exporter

Use if...you need to print a complete patient summary on 1-2 pages.

If there is an issue with a patient's treatment and the patient record is needed, the PDF Patient Record exporter can be used to print out the entire patient form. It is possible for designated users to access the site and select to download one or multiple patient records as needed. It is not however advised to use this exporter if a simple line list is needed for record keeping at the local health post (if that is the case, programs should use the CommCare Export/Report Builder above).

## CommCare Emailer

Use if...supervisors want to receive automated Due for Follow-up lists and Surgeon Performance Reports and/or surgeons have email addresses and desire to receive individual activity summaries.

The CommCare email reporting system will be used for a select number of reports that cannot be sent or housed by Metabase as the data contain personally identifiable information. These reports must be approved by programs as the data will be sent outside of the CommCare system via email to designated individuals.

## Reports offered in CommCare Emler

### Patients due for Follow-up

In addition to the patients due for follow-up lists available through the phone, an automated report can be emailed to designated supervisors for the patients due for 7-14 day or 3-6 month follow-up in a given area. Similarly to the lists found on the phone, the emailed lists will be populated with patients who have not yet received a follow-up for the given post-surgical time point, based on the surgery date. The list will be attached in Excel so that users can download and manipulate the file as needed for program activities. If programs do not approve of sending this information via email, it is recommended that the Export tool or Report Builder be used as a basis for developing the follow-up lists.

Patients Due for 3 - 6 Month Follow Up											
Overdue?	Name	Age	Sex	Patient District	Patient Village	Phone	Owner of Phone	Surgery Date	Session Name	Session ID	Surgeon Name
	Elizabeth Sana	30	female	Alpha One	Mina	4448898	Family Member	2017-12-01	Alpha Health Post	AA-TT-3	Miriam Tana
	Ariet Guell	23	female	Alpha One	Pukedi			2017-12-01	Alpha Health Post	AA-TT-3	Miriam Tana
	Michael Fisseha	90	male	Alpha Two	Terkudi	2545652	Patient	2017-10-13	Terkudi Primary School	AA-TT-2	Naomi Maouro
	Tigist Omod	90	female	Alpha Two	Terkudi	4447877	Family Member	2017-10-13	Terkudi Primary School	AA-TT-2	Naomi Maouro
Y	Mary Abwolla	58	female	Alpha Two	Gambella			2017-07-21	Gambella Health Post	AA-CR-5	Jonathan Iga
Y	Joseph Obang	65	male	Alpha Two	Ajingi			2017-07-02	Ajingi Primary School	AA-CR-4	Abraham Shafi

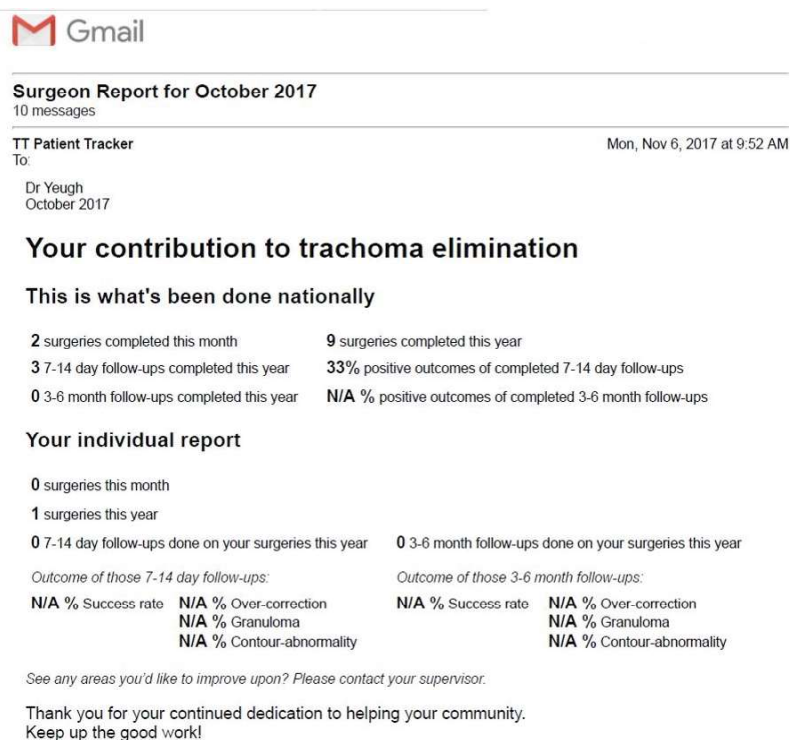
### Surgical Outcomes and Performance Assessments

The surgical outcome assessment will include monthly and year-to-date totals for surgeries completed by each surgeon, as well as the year-to-date totals for follow-ups completed and the outcomes of those follow-ups by surgeon. This will help programs to see progress of surgeons even if surgical audits have not been completed or may determine what surgeon(s) should receive an audit in the coming future. If programs do not approve of sending surgeon names via email, programs can use the de-identified surgeon performance report on Metabase, and use the Surgeon table in CommCare to determine the surgeon name to the associated Surgeon ID.

Surgeon Performance - Surgery						
Surgeon	Regions	Districts	Patients Operated	Eyes Operated	Patients Followed Up (24h)	% Patients With Complications (24h)
Carol Burnett	Alpha, Beta	Alpha One, Beta Three	1	1	2	50 %
Chris Chross	Alpha, Beta	Alpha One, Alpha Two, Beta One	1	1	1	0 %
Dennis Duffy	Beta	Alpha Two, Beta Three	0	0	0	0 %
Dr Drew Baird	Alpha, Beta	Alpha One, Alpha Two, Beta Three	3	4	4	25 %
Dr Yeugh	Alpha, Beta	Alpha Three, Beta One	2	3	0	0 %
Floyd DeBarbour	Beta	Alpha One, Beta One	0	0	1	0 %
Test	-	Beta One	1	1	0	0 %
Unknown / Not listed	Beta	Beta Three	0	0	0	0 %
Missing Surgeon	Alpha, Beta	Alpha One, Beta One, Beta Three, Beta Two	0	0	1	0 %

## Individual Surgeon Report

A surgeon report was developed to encourage surgeons supporting the TT program by providing them with information regarding their contribution to the global elimination efforts. By providing surgeons with their productivity information, they will be able to track their own activities and potentially feel more engaged with the efforts, surgical outcomes, and progress toward the national goal. The report will be sent to surgeons who conducted at least one surgery in the previous month and who have email addresses.



**Surgeon Report for October 2017**  
10 messages

TT Patient Tracker  
To: Dr Yeugh  
October 2017

Mon, Nov 6, 2017 at 9:52 AM

### Your contribution to trachoma elimination

**This is what's been done nationally**

2 surgeries completed this month	9 surgeries completed this year
3 7-14 day follow-ups completed this year	33% positive outcomes of completed 7-14 day follow-ups
0 3-6 month follow-ups completed this year	N/A % positive outcomes of completed 3-6 month follow-ups

### Your individual report

0 surgeries this month	
1 surgeries this year	
0 7-14 day follow-ups done on your surgeries this year	0 3-6 month follow-ups done on your surgeries this year

Outcome of those 7-14 day follow-ups:		Outcome of those 3-6 month follow-ups:	
N/A % Success rate	N/A % Over-correction	N/A % Success rate	N/A % Over-correction
	N/A % Granuloma		N/A % Granuloma
	N/A % Contour-abnormality		N/A % Contour-abnormality

*See any areas you'd like to improve upon? Please contact your supervisor.*

Thank you for your continued dedication to helping your community.  
Keep up the good work!

## Data Security

The security for the CommCare emailer is dependent on the security of the email system used by report recipients. If used, programs should also follow best practices in terms of data handling and storage once emails are downloaded and used.

## Benefits and Challenges of CommCare Emailer

The Emailer allows programs to receive summary information that includes identifiable patient or surgeon information without having to access the CommCare online portal; the information can be sent on an automated basis to designated users. The emailer does not require users to establish the timeframe for the reporting that is desired—follow-up lists and summaries are sent for the established time periods. This does, however, limit the on-demand reporting abilities that are available using other reporting tools as they reports have a pre-determined reporting schedule determined by each program.

To discuss your program's reporting package, contact [support@tttracker.org](mailto:support@tttracker.org)