TT Tracker Web Entry
Entering patient records via CommCare Web Portal
Objectives

• Understand the basic elements collected using the TT Tracker and the forms used to collect them

• Compare and contrast the elements recorded on the paper forms and the electronic forms in the TT Tracker to determine the location of information that must be input into the TT Tracker from the hard copy forms.

• Become familiar and comfortable with the data entry processes

• Enter actual patient data from Registration through 7-14 day follow-up (as relevant)
- Individuals who need access to CommCareHQ will be able to login using their email and a password.
- The individual will have access to designated elements of the Website, as determined by their data access clearance.
- To enter data, individuals will access the website and then select Web Apps.
- Website (www.commcarehq.org/a/tt-tracker-<country>/login/) and logins will be shared by the TT Tracker development team.
Once logged in as mobile worker,* user can begin data entry by selecting “TT Tracker”.

Mobile workers are those who are permitted to enter data, mostly on mobile phones, though some instances may require online data entry. Those who have access to CommCareHQ (supervisors, Ministry Officials) do not necessarily have clearance to enter data unless they have been given clearance as a mobile worker.
Register Patient: Form used to enter personal and TT screening information for the TT patient. In order to enter patient surgery information, each patient MUST be registered first.

Patient Treatment Management: Folder used to access all of the forms required after registration: (Evaluation), Surgery, Follow-up

Due for day one / 7-14 day / 3-6 month follow-up: List/Form of patients due for 24 hour post-op follow up. Once they have received follow-up, patients no longer appear on this list.

Session Management: Folder used to access the forms to Open and Close the Sessions

Most Used for Web Data Entry TT Tracker:
1. Patient Registration
2. Patient Treatment Management
3. Session Management
Patient Treatment Management: Folder used to access all of the forms required after registration: (Evaluation), Surgery, Follow-up

- Update Patient Info
- Record Evaluation
- Record Surgery
- 24-hour follow-up
- 7-14 day follow-up
- 3-6 month follow-up
- Close out patient
**Update Patient Info:** Used to make changes to a patient's general information (name, age, residence, phone, etc.)

**Record Evaluation:** Used to complete the screening information for a patient (number of eyelashes touching the eye, evidence of epilation, etc.)

**Record Surgery:** Used to information related to the operation (surgeon conducting the operation, type of suture used, etc.)

**24-hour follow-up:** Form used to document the outcomes 24-hours after surgery (surgeon completing follow-up, complications, etc.)

**7-14 day follow-up:** Form used to document the outcomes 7-14 days after surgery (surgeon completing follow-up, complications, etc.)

**Close out patient:** Used to close/remove patients if they were entered in error, permanently refused, etc.

**Most Used for Web Data Entry TT Tracker:**
1. Record Surgery
2. 24-hour follow-up
3. 7-14 day follow-up

*When entering information from paper copies, will not need to use Record Evaluation (evaluation will be linked immediately after Registration form.*
Form Completion Process

• Session Management
  – Open Session
• Patient Registration
• Patient Treatment Management
  – Record Surgery
  – 24-hour follow-up
  – 7-14 day follow-up
• Session Management
  – Close Session

*Patient Registration and Patient Treatment Management processes required for every patient. Session management (open/close session) is only required for a group of patients*
Session = specific surgical outreach event

- This could be a surgical campaign taking place over multiple days, or all surgical activities that take place at a static health center over one month.
- Patient registration and surgeries will be submitted under a designated session so that activities can be tracked to the location of the activity if needed.
- In order to enter patient registration and surgery information, there MUST be a Session created before adding Patient Registration and Surgery Records.

SESSION = SITE
Example A:
Camp Wollo School (Surgical camp)
Outreach dates: 4-6 October

Start: 4 October  
End: 6 October  
Number of eye care workers: 2  
Total number of days in session: 3  
Total number of surgeries during session: 44  
Average number of surgeries per surgeon per day: 7.3

Example B:
Charmwino Health Centre (Static site)
Outreach dates: 1-31 October

Start: 1 October  
End: 31 October  
Number of eye care workers: 1  
Total number of days in session: 31  
Total number of surgeries during session: 5
**Open Session:**
There should be ONE session started for a specific outreach activity. User should discuss with Program Staff to determine how Sessions will be designated.
• User will need to know where Session took place and the duration of the outreach activities. This will be used to calculate average surgery provision over the course of the outreach.

**Update Session:**
If there was an error with information entered when session is opened, it can be updated using Update Session (not likely to be needed for Web Data Entry).

**Close Session:**
At the conclusion of data entry activities, the user can end the session, which will ensure that no additional data will be linked to the designated session(s).
• User will need to know when the Session ended as well as the total number of individuals who presented during that period. Information for total number of individuals presented at the outreach is found in the general register.
District*:
- Alpha One
- Alpha Three
- Alpha Two
- Beta One
- Beta Three
- Beta Two
- Other

Please enter the name of the village where Site/Session is located:

What is the name of the session's district?

Enter the name of the Site/Session*:

Free response

Are you currently located at the site?*
- Yes
- No

Start date of outreach*:

Site type*:
- Static site
- Surgical camp
- Surgeon on motorbike
- Other

This Session ID is "AA-TT-14"

Submit
This will be what appears on the list of Sessions from which to choose EVERY time you register a new patient. Select something that is clear and descriptive of the Session so you always select the correct Session.
This response will always be no—there is no way to collect GPS for this location when doing data entry after the outreach.
Discuss as a group to determine what are the start dates for the Sessions (if available)
Once the user has submitted the “Open Session” Form, the session will be created and will appear in the list of all open sessions.

When user is ready to register patient, (after Session has been created), he/she selects “Register Patient”

A list of all open Sessions will appear
• User should select the Session created for data entry that pertains to when the patient had surgery
When the correct session has been selected, reviewed, and confirmed, user can “Continue” to the form.

User should make sure he/she has selected the correct session; if not, the surgical activities will be attributed to other outreach activities not related to current data entry.
**Existing Patient ID:** Will ALWAYS be NO for this patient entry

**Patient Name:** User should enter all names for patient (minimum two names)

**Registration District:** If the patient is not from the district within which the data was entered, then an additional question will

**Phone:** If a phone number was provided, user should include whose phone it is. If no phone number was provided, then select “no phone”
- If “No Phone” is selected, “Phone Number” free entry will disappear.
- If phone owner type is not listed, user should select other “Other”
  - Additional question will appear to ask who is the owner of the phone
Patient ID will be provided at the end of the registration form.

- This should be written on the hard copy of the patient record.

- If there were any other issues that need to be addressed/documented, this can be added in Additional notes/comments.
Register Patient: Evaluation

- BEFORE hitting submit, TT Tracker will ask if you are ready to enter the patient evaluation
- This should ALWAYS be yes for the web data entry (since you are entering past patient information)
- After selecting Yes, evaluation form will automatically begin

Date of Evaluation will pre-populate with current date. Make sure to update with the correct date.
Suspected of TT: The evaluation portion of the form will be limited to two questions UNTIL answers are provided. Once questions are answered, additional follow-up questions will appear, depending on the answers given.
Actions: Surgery (patient accepted)

Recommendation Follow-up Questions: Depending what is recommended, additional questions will be asked.

- For the right eye, what have you recommended* to the patient?
  - Surgery (patient accepted)
  - Surgery (patient refused)
  - Epilation
  - Referral
  - Other management
  - No management

- Is the left eye suspected of TT?*
  - Yes
  - No

- Does the patient consent to have surgery* performed on eyes needing surgery?
  - Yes
  - No
Actions: Surgery (patient refused)

Recommendation Follow-up Questions: Depending what is recommended, additional questions will be asked.

For the right eye, what have you recommended* to the patient?
- Surgery (patient accepted)
- Surgery (patient refused)
- Epilation
- Referral
- Other management
- No management

For the right eye, what have you recommended* to the patient?
- Surgery (patient accepted)
- Surgery (patient refused)
- Epilation
- Referral
- Other management
- No management

Is the left eye suspected of TT?*
- Yes
- No

Surgery Refusal Group

Why did patient refuse surgery?*
- Fear
- No caretaker for patient
- No childcare assistance
- Travel distance
- Other
Actions: Epilation

Recommendation Follow-up Questions: Depending what is recommended, additional questions will be asked.
**Recommendation Follow-up Questions:** Depending what is recommended, additional questions will be asked.

**For the right eye, what have you recommended to the patient?**
- Surgery (patient accepted)
- Surgery (patient refused)
- Epilation
- Referral
- Other management
- No management

**Reason for referral**
- Lower TT
- <15 years old
- Recurrent TT
- Other

**Where was patient referred?**

**Actions: Referral**

- Surgery (patient accepted), Surgery (patient refused), and epilation have follow-up questions that are asked after BOTH eyes. They are asked only one time for the patient.
- Referral, other management, and no management have follow-up questions immediately after the response (specific to each eye).
Actions: Other / No Management

Recommendation Follow-up Questions: Depending what is recommended, additional questions will be asked.

For the right eye, what have you recommended* to the patient?
- Surgery (patient accepted)
- Surgery (patient refused)
- Epilation
- Referral
- Other management
- No management

What management was recommended for the* right eye?

For the right eye, what have you recommended* to the patient?
- Surgery (patient accepted)
- Surgery (patient refused)
- Epilation
- Referral
- Other management
- No management

Explain why no management was required
Once patients are registered, surgeries can be added to their record. All registered patients will appear on the patient list.

- Users can scroll through the pages to find the patient or use the search bar to find the patient.
Record Surgery

Use the Case Detail Summary to confirm you have selected the correct patient to add the information to—scroll through the various tabs to see the information already entered for the patient.

Select the form to complete
Record Surgery

RECORD SURGERY

Date of the surgery: 07/09/2018

Surgeon performing the operation:
- Dr Drew Baird
- Carol Burnett
- Chris Chross
- Floyd DeBarbour
- Dennis Duffy
- Wesley Snipes
- Dr Yeugh
- Unknown / Not listed

Please enter the name of the surgeon. If unknown, leave empty and press next.

Right eye performed

ATTENTION: Right eye was not recommended/accepted for surgery.

Was an operation performed on the right eye?
- Yes
- No

Left eye performed

Was an operation performed on the left eye?
- Yes
- No

For the eye(s) with lower TT, was lower TT operated on site?
- Yes
- No

Drugs given

Was tetracycline eye ointment given?
- Yes
- No
TT Tracker will provide information to remind you / confirm what was the recommended action was for each eye

- If eye was not recommended for surgery, a message WILL appear
- If eye was recommended for surgery, NO message will appear

If the information does not match what is recorded, look back at the records to address data entry errors
Record Surgery

Left eye performed

Was an operation performed on the left eye?*  
- Yes
  - No

Left eye surgery

On the left upper eyelid, what type of operation was performed?  
- Bilamellar tarsal rotation (clamp)
- Bilamellar tarsal rotation (no clamp)
- Trabut (Posterior lamellar tarsal rotation)
- Tarsal advance and rotation (modified Trabut)
- Other

Left eye complications

Was the left eyelid margin fragment severed?*  
- Yes
  - No

Was there excessive bleeding?*  
- Yes
  - No

Was there any other complication on the left eye?*  
- Yes
  - No

For the eye(s) with lower TT, was lower TT operated on site?  
- Yes
  - No

What material was used for suture for eye operated on?  
- Absorbable (vicryl)
  - Non-Absorbable (silk)

- If eye was operated, additional follow-up questions are asked.
- If an eye had lower TT, a question will appear asking if the eye was operated on site.
Eye Specific vs General Questions:
There are questions specific to each eye and general questions related to surgical activities in general.
- Sutures used and whether tetracycline eye ointment and/or azithromycin were given are related to either of the eyes that were operated.
- Sutures, tetracycline and azithromycin appear after the left eye questions, even if surgery was not conducted on left eye (the questions would be relevant to the right eye).
# Record Surgery

## TT TRACKER

- Patient Registration
- Patient Treatment Management
- Due for Day One Follow Up
- Due for 7-14 Day Follow Up
- Due for 3-6 Month Follow Up
- Session Management

## PATIENT TREATMENT MANAGEMENT

<table>
<thead>
<tr>
<th>ID</th>
<th>NAME</th>
<th>R/L</th>
<th>DSS</th>
</tr>
</thead>
<tbody>
<tr>
<td>AATT28</td>
<td>Abwolla Mana</td>
<td>S/-</td>
<td>41</td>
</tr>
<tr>
<td>AATT35</td>
<td>Adam Test5</td>
<td>S/S</td>
<td></td>
</tr>
<tr>
<td>AATT33</td>
<td>Adam TestRefusal</td>
<td>X/S</td>
<td>13</td>
</tr>
<tr>
<td>AATT34</td>
<td>Adam UTCTester</td>
<td>S/S</td>
<td></td>
</tr>
<tr>
<td>AATT37</td>
<td>Amelia Magda</td>
<td>-/-</td>
<td>19</td>
</tr>
<tr>
<td>AATT20</td>
<td>Atladna Sani</td>
<td>E/-</td>
<td>47</td>
</tr>
<tr>
<td>AATT32</td>
<td>Arlet Abang</td>
<td>E/S</td>
<td></td>
</tr>
<tr>
<td>AATT25</td>
<td>Arlet Cuell</td>
<td>R/-</td>
<td></td>
</tr>
<tr>
<td>AATT38</td>
<td>Elizabeth Sani</td>
<td>-/-</td>
<td></td>
</tr>
<tr>
<td>AATT19</td>
<td>Elizabeth Sata</td>
<td>-/-</td>
<td>47</td>
</tr>
</tbody>
</table>
Use the Case Detail Summary to confirm you have selected the correct patient to add the information to—scroll through the various tabs to see the various tabs to see the information already entered for the patient.

- Select the form to complete Record Follow-up.

### Case Detail

<table>
<thead>
<tr>
<th>REG</th>
<th>EVAL</th>
<th>SURGERY</th>
<th>24-HR</th>
<th>7-14 DAY</th>
<th>3-6 MO</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- **Session**: Beta Primary School
- **ID**: AATT39
- **Name**: Matiya Fina
- **Age**: 55
- **Sex**: Female
- **District**: Alpha One
- **Village**: Terkudi

### Patient Treatment Management

- **Update Patient Info**
- **Record Evaluation**
- **Record Surgery**
- **24 Hour Follow Up**
- **7-14 Day Follow Up**
- **3-6 Month Follow Up**
- **Close Out Patient**

Continue
24-hour Follow-up

- Date of follow-up is pre-populated. Update date of 24-hour follow-up to correct date
- Skip GPS—there should be no GPS collected for the follow-up
  - If you accidentally select GPS, click “Clear Map”
- If surgeon name does not appear, select unknown/not listed and type in surgeon name or leave blank (only if surgeon name is not known)
## 24-hour Follow-up

### Right Activities

<table>
<thead>
<tr>
<th>Right eye was <strong>NOT</strong> recommended for surgery or epilation.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Looking at the eye, was there surgery performed* on the right eye 1-3 days ago?</td>
</tr>
<tr>
<td><strong>Yes</strong></td>
</tr>
</tbody>
</table>

### Left Actions

<table>
<thead>
<tr>
<th>Left eye was recommended for surgery.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Looking at the eye, was there surgery performed* on the left eye 1-3 days ago?</td>
</tr>
<tr>
<td><strong>Yes</strong></td>
</tr>
<tr>
<td>Did you inform patient of the 7-14 day follow-up?*</td>
</tr>
<tr>
<td><strong>Yes</strong></td>
</tr>
</tbody>
</table>

### Additional notes/comments

**If no additional comments, select Next**

<table>
<thead>
<tr>
<th>Free response</th>
</tr>
</thead>
</table>

**TT Tracker provides reminders for what was recommended for patient**

- Use the information to confirm what is on the paper document
- Even if the eye was not recommended, it still allows you to answer yes to surgery (in case the evaluation information was entered incorrectly)
- If incorrect, go back and update the information accordingly
24-hour Follow-up

Looking at the eye, was there surgery performed* on the right eye 1-3 days ago?  
- Yes  
- No

How many right upper lid eyelashes touch the eyeball?  
- None  
- 1-2  
- 3-4  
- 5-6  
- 7-9  
- 10+

Right eye follow up

Right Eye Follow Up 1

Is there any sign of bleeding in the right eye?  
- Yes  
- No

Are there any signs of infection in the right eye?  
- Yes  
- No

Is there a lid contour abnormality in the right eye?  
- Yes  
- No

Right Eye Follow Up 2

Is there under-correction in the right eye?  
- Yes  
- No

What actions were required for right eye?  
- Re-do surgery  
- Epilation  
- Other management  
- No action required

What other action was required for right eye?
24-hour Follow-up

Was the right eye epilated 1-3 days ago?*  
- Yes
- No

Was the right eye epilated 1-3 days ago?*  
- Yes
- No

How many right upper lid eyelashes touch the eyeball?  
- None
- 1-2
- 3-4
- 5-6
- 7-9
- 10+

Right eye epilation
Actions

Are any actions required for right eye?  
- Yes
- No
7-14 day Follow-up

- Start of all follow-up forms are the same
- Remember to:
  - Correct the date to the date of follow-up
  - Skip GPS capture
  - Select surgeon name or enter if not listed

Date of the 24 hour follow-up

Please enter the name of the location where the followup is taking / took place.

Please record the location (GPS)

Who is conducting the follow-up?

- Dr. Drew Baird
- Carol Burnett
- Chris Cross
- Floyd DeBarbour
- Dennis Duffy
- Wesley Snipes
- Dr. Yeugh
- Unknown / Not listed

Please enter the name of the person conducting the follow-up. If unknown, leave empty and press next.

Free response
7-14 day Follow-up

Left Surgery Follow Up

- Is there granuloma (or several granulomata) of the left upper eyelid?
  - Yes
  - No

- Is there a contour abnormality of the left upper eyelid?
  - Yes
  - No

- Is there over-correction of the left upper eyelid?
  - Yes
  - No

- Is there trichiasis of the left lower eyelid?
  - Yes
  - No

For the left eye, what actions are required based on the evaluation?
- Surgery
- Epilation
- Referral
- Remove sutures
- Remove granuloma
- Other management
- No management

- Follow-up options are slightly different than what was listed in 24-hour follow-up
- Additional actions available if required
  - You can select as many as applicable
- Follow-up questions may appear
  - Referral: Why and to where was patient referred
7-14 day Follow-up

Was the right eye epilated 7-14 days ago?  
- Yes
- No

Right Lashes

How many right upper lid eyelashes touch the eyeball?  
- None
- 1-2
- 3-4
- 5-6
- 7-9
- 10+  

Right epilation follow up

Is there evidence of corneal opacity/ulcer(s) in the right eye?  
- Yes
- No
- Unclear

Does the right eye need further action?  
- Yes
- No

What action is required?  
- Surgery
- Epilation
- Referral
- Other Management

Follow-up options are slightly different than what was listed in 24-hour follow-up

New question about corneal opacity/ulcer

If additional action was required—select
Close Session

Once **all** patients have been registered for the surgical camp, the session can be closed.

**CLOSE SESSION**

- **Reason for Closing:** You should select Activity Ended. If you choose duplicate data, it will be flagged to be DELETED.

- **End Date:** End date will be used to calculate how many surgeries were conducted over the entirety of the outreach. It should not be the date of data entry but rather the end date of activities.

  *Program should discuss to determine how to calculate if outreach dates are not known.*

- **Number of women/men present:** This will be the total number of individuals presented at the outreach, usually found in the register, NOT the total number of TT patients.

Once all patients have been registered for the surgical camp, the session can be closed.
As patient information is entered, user should sync the TT Tracker. This will upload all patient records to CommCare so that all Mobile Workers have access to the patient records entered using the Web App. Once completed, anyone within the given coverage area can search for the patient information on the Mobile Phone and enter relevant follow-up information for each patient previously entered.
Data recorders should go through the processes for entering patient records

- Open Session (not required to open a session for every patient record)
- Patient Registration and Evaluation
- Record Surgery
- Record 24-hour follow-up (if available)
- Record 7-14 day follow-up (if available)
- Close Session (not required for all—wait to do until you are sure you have finished entering all patients from a session)