

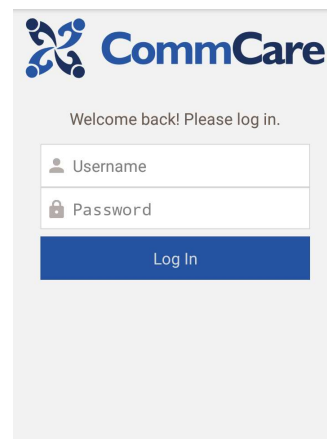
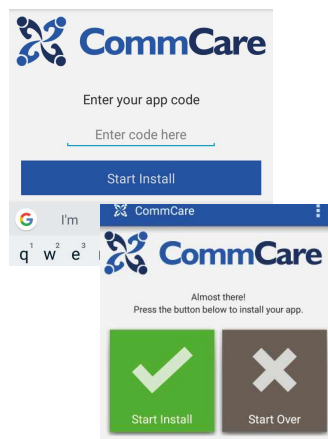
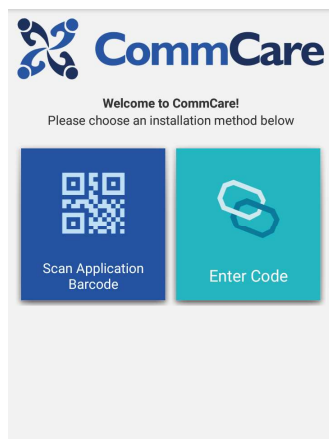
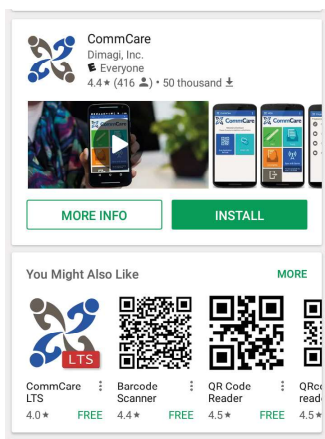
Field Prep Checklist for Supervisors

Before an outreach activity, you must ensure that phones are ready and that the TT Tracker is up-to-date. Below is a checklist to help you:

1. Download the TT Tracker application on new phones

Ensure that the CommCare application has been downloaded from the Google Play store onto each phone. Remember that each phone must be set up with a Google account in order to download apps from play store - one Google account can be used for each of the phones to keep it simple.

- CommCare can be found by searching 'CommCare' in the Google Play store.
- Once downloaded, you need to access the relevant country project – the administrator will provide you the required code. Select 'Enter Code'. Remember that the country code is the same for all partners in the country.
- Once the code is entered, select 'Start Install'.
- Once installed, you'll be asked to enter the username and password. Each phone should be provided with a username and password; the program should keep track of this and share this with you.

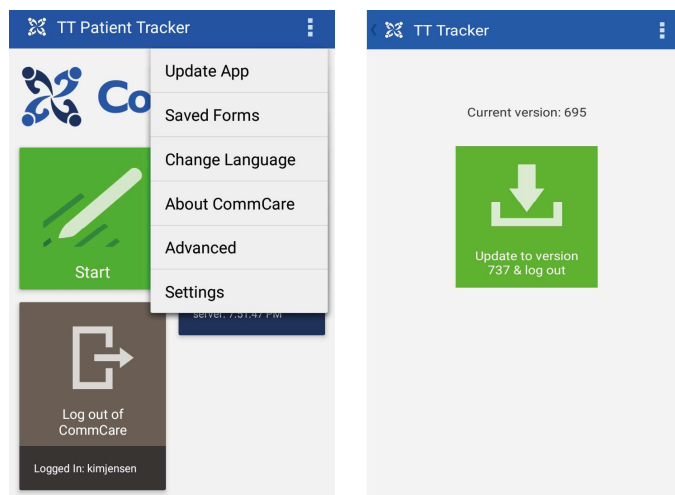


2. Update the TT Tracker on all phones

When changes are made to the TT Tracker (i.e. questions are modified, surgeon lists are updated), each phone will need to be updated. This process is different from syncing the TT Tracker, which will simply upload and download patient information between the phones. Updates to the app may require a better network connection than standard syncing and should be done in town when network connection is strongest; if WiFi is available, that is the best method. The update will replace the older version of the TT Tracker with the new version.

Updating TT Tracker

1. Log into TT Tracker.
2. Locate supplemental menu from the main screen, which may be located in one of two places.
 - Top right corner of the screen
 - Bottom left corner of the screen
3. Select Update App.
 - The Tracker will check the system to determine whether there is a new version of the app to be updated.
4. If a new version is found, select **Upload to Version [#]**



Tips and Tricks

Once the new version is updated, the mobile worker will be logged out of the system. Mobile Worker **MUST** log in **BEFORE** leaving the network in order to have the necessary patient records. If the Mobile Worker does not log in he/she will not be able to access the TT Tracker when in the field out of network.

3. Update surgeon list

In order to do track surgeon activity, the surgeon list within the TT Tracker system must be kept up-to-date. As supervisors you need to work with the Administrator to review the list and make edits or additions as necessary.

4. Charge phones

Phones need to be fully charged before any outreach. If a phone is close to depleting its battery, no new patient information should be entered—if a patient's information is entered on one phone that depletes before syncing, no other phone will have access to the information until the phone is recharged and synced with the other phones.

5. Add credit to SIM cards

In order for phones to sync files with the TT Tracker, it is necessary to have sufficient data coverage on the phone. The amount will vary across programs; some require monthly fees while others will be pay as you go. Ensure each phone has adequate credit.

6. Sync phones

Phones should be synced often, but at the very least they should be synced at the end of each day and before going to the field every day. Ensure this is done!

7. Number phones

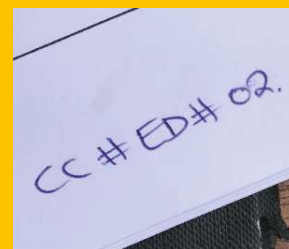
Due to the lack of network connection in some areas, any forms being filled on phones during the same day (for example Registration, Evaluation and Surgery) for one patient must be entered onto the same phone. Each phone should be assigned a number, written on the phone and easy to see - the initial user can document which phone the patient was registered on so the subsequent individual entering data will be aware of the phone that must be used.

8. Print patient diagnostic forms

The TT Tracker will greatly reduce the need for paper documentation of program activities. However, due to the movement of patients through the camp, a simplified Patient Diagnostic Form including basic demographic and screening information (as developed by programs) should be used and accompany each patient; the form will also serve to document the Patient ID and phone ID where data was entered to maintain organization of data entry. Mobile workers should use this form to write a “data entry code” that can be used inform mobile workers on which phone patient information has been entered.

Tips and Tricks

Mobile Workers can use an established code to document when a patient has been entered into the TT Tracker. The code can denote who entered the information and on which phone. The subsequent Mobile Worker completing the surgery form will then know on which phone the surgery form should be entered.



9. Open session

Prior to commencement of an outreach activity, ensure that any Sessions required for the activity have been created and that all phones have been synced so that the Session appears on each phone. Note that if programs also screen and provide surgery to new patients during follow-up, a Session should be created prior to follow-up activities as well; this will allow users to register new patients and document surgeries. Programs may also decide to have a general ‘Follow-up Session’ that spans multiple follow-up outreach activities

10. Close session

When an outreach activity is complete, the Session must be closed. The individual designated to closing the Session must have the total number of individuals who presented at the outreach (suspected of TT and not suspected of TT) in order to do so.