Chlamydia Learning Collaborative

September 19, 2018

Instructions for Reporting Chlamydia Tests

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Instructions

1. Go to the Ahlers website (http://ahlerssoftware.com/).
2. Click on client login (in the middle of the page).
3. Enter your User ID and Password, and then click "Log In". Select "Build A Report" on the left-hand side of the page (it is the second option from the top).
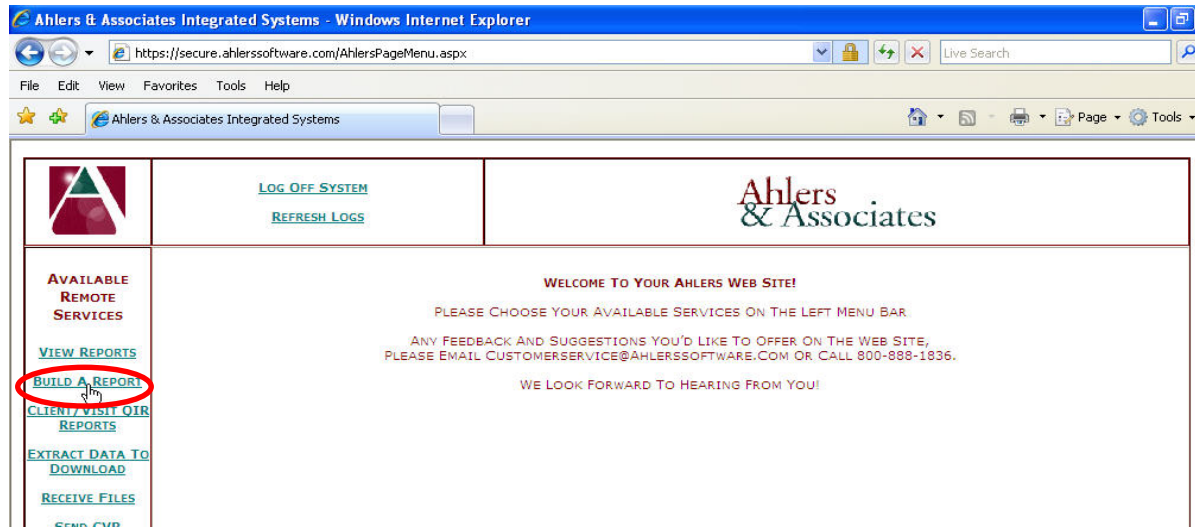
<u>Instructions cont'd</u>

4. If appropriate, please select the one main SITE that you will be working with for the Chlamydia Screening Performance Improvement Collaborative. Details for selecting the Time Period follow in Step 5.

Instructions cont'd

5. To obtain the unduplicated female client count for May 2018 to start:

First obtain the YTD total for April 2018, by entering '1/1/2018' for the "From Date" and '4/30/2018' for the "To Date" as shown below.

SELECT TIME PERIOD: FROM DATE: 1/1/2018   TO DATE: 4/30/2018

Then obtain the YTD total for May 2018, by entering '5/31/2018' for the "To Date".

SELECT TIME PERIOD: FROM DATE: 1/1/2018   TO DATE: 5/31/2018

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Instructions cont'd

To obtain the **YTD total** for each of the months following **May through December of 2018**, you will need to enter the first day of the year, e.g., **1/1/2018** for the "From Date" and the last day of the month of interest for the "To Date."

To obtain the **YTD total** for each of the months **January through March of 2019**, you will need to enter the first day of the new year, e.g., **1/1/2019** for the "From Date," and the last day of the month of interest for the "To Date."

Month for Which Unduplicated Count Is Needed	Previous Month's YTD Total	Current Month's YTD Total
May 2018	1/1/2018 – 4/30/2018	1/1/2018 – 5/31/2018
June 2018	1/1/2018 – 5/31/2018	1/1/2018 – 6/30/2018
July 2018	1/1/2018 – 6/30/2018	1/1/2018 – 7/31/2018
August 2018	1/1/2018 – 7/31/2018	1/1/2018 – 8/31/2018
September 2018	1/1/2018 – 8/31/2018	1/1/2018 – 9/30/2018
October 2018	1/1/2018 – 9/30/2018	1/1/2018 – 10/31/2018
November 2018	1/1/2018 – 10/31/2018	1/1/2018 – 11/30/2018
December 2018	1/1/2018 – 11/30/2018	1/1/2018 – 12/31/2018
January 2019	1/1/2019 – 1/31/2019	1/1/2019 – 1/31/2019
February 2019	1/1/2019 – 1/31/2019	2/1/2019 – 2/28/2019
March 2019	1/1/2019 – 2/28/2019	1/1/2019 – 3/31/2019
****Note the change in calendar year and duration beginning in January 2019.****		

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Instructions cont'd

6. For the "Option Down," select "STD Services."

7. For the "Option Across," select "Age Breakdown."

8. Click on "Continue to Build a Report."

Instructions cont'd

9. Locate the selection options on the upper right-hand side of the next Build A Report web page.

10. Click on "Female Only."

Note: please be sure to select "FEMALE ONLY" each time you change the time period.

DO **NOT** SELECT UNDUPLICATED AGE ON LAST VISIT.

Instructions cont'd

11. Scroll to the bottom of the page to the "Unduplicated Totals" section.

Unduplicated Totals

AGE BREAKDOWN	New/Continue Totals	<15	15-17	18-19	20-24	25-29	30-34	35-39	40-44	45+
New Clients	0	0	0	0	0	0	0	0	0	0
Continuing Clients	0	0	0	0	0	0	0	0	0	0
Total New/Cont	0	0	0	0	0	0	0	0	0	0

AGE BREAKDOWN> STD SERVICES	Unduplicated Totals	<15	15-17	18-19	20-24	25-29	30-34	35-39	40-44	45+
Gonorrhea Test	0	0	0	0	0	0	0	0	0	0
Gonorrhea Treatment	0	0	0	0	0	0	0	0	0	0
Syphilis Test	0	0	0	0	0	0	0	0	0	0
Syphilis Treatment	0	0	0	0	0	0	0	0	0	0
Herpes Diagnosis	0	0	0	0	0	0	0	0	0	0
Herpes Treatment	0	0	0	0	0	0	0	0	0	0
HPV Diagnosis	0	0	0	0	0	0	0	0	0	0
HPV Treatment	0	0	0	0	0	0	0	0	0	0
Chlamydia Test	0	0	0	0	0	0	0	0	0	0
Chlamydia Treatment	0	0	0	0	0	0	0	0	0	0

The third row provides the total number of unduplicated female clients **served YTD** by age group.

The second to last row provides the unduplicated number of female clients **tested** for Chlamydia YTD by age group.

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Instructions cont'd

12. To calculate the **total served YTD** and the **total tested YTD** for the age group 15-24, add together the corresponding counts for the smaller age groups: 15-17, 18- 19, and 20-24.

13. Record both of these unduplicated **female client YTD totals** for the month specified in "To Date" *in the provided data collection tool.*

***   Note: when you record the client YTD totals for April 2018, and each of the subsequent project months, in the provided Excel tool, the calculations will be automated for you.   ***

Using the tool will provide us with a consistent source of data, allow us to easily trouble shoot and validate submissions, and track progress and sustainability.

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		Actual Agency Submissions				Rates Expected Using Age at First Visit			Submission Problem?
Team Name	Site Name	May	June	July		May	June	July	
A	a	24.4%	24.3%	24.2%		24.3%	24.2%	24.2%	close
B	b	31.9%	39.9%	41.2%		39.4%	39.9%	41.2%	close
C	c	27.8%	30.0%	66.7%		25.4%	26.1%	26.7%	close/typo?
D	d	?	?	?		44.5%	46.2%	42.4%	joined late
E	e	?	?	?		55.5%	55.9%	56.7%	joined late
F	f	?	?	?		60.4%	60.2%	58.4%	joined late
G	g	?	?	?		40.2%	41.0%	41.7%	joined late
H	all	46.0%	46.0%	47.0%		0.0%	10.0%	15.4%	all vs. single clinic
I	all	63.2%	55.0%	60.0%		26.0%	25.1%	26.3%	all vs. single clinic
J	i	30.6%	39.6%	39.5%		48.5%	48.5%	49.2%	age last visit?
K	j	34.8%	31.4%	35.1%		51.9%	53.2%	53.8%	age last visit?

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NYS Family Planning Program Chlamydia Screening Performance Improvement Collaborative

Data Collection and Calculation Tool

Agency/Site Name:

Instructions: Each month, enter only the '# Tested YTD' and '# Served YTD' for females aged 15-24 based on their first visit of the year. Remaining values will be calculated automaticall '# Tested YTD' should not be greater than '# Served YTD'; neither should be smaller than their corresponding entries in any previous months.

EXCEPTION: since January 2019 starts a new calendar year, # Tested YTD and # Served YTD will be smaller than those reported in January

| Unduplicated Clients	Apr-18	May-18	Jun-18	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19	Mar-19
Visit Month												
# Tested YTD												
# Served YTD												
Percentage Tested YTD												
# Tested Current Month												
# Served Current Month												
Percentage Tested Current Month												

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Instructions cont'd

Here is how the calculations are made in the table:

- Unduplicated counts of female clients aged 15-24 who were newly served and were newly tested for Chlamydia in the current month are isolated by subtracting the *previous* month's unduplicated client YTD totals from the *current* month's unduplicated client YTD totals.

- The monthly percentage of female clients aged 15-24 tested for Chlamydia is calculated by dividing the monthly unduplicated total tested by the monthly unduplicated total served.

Instructions cont'd

14. To continue using Ahlers' website, select "Return to Report Options" at the top of the screen.
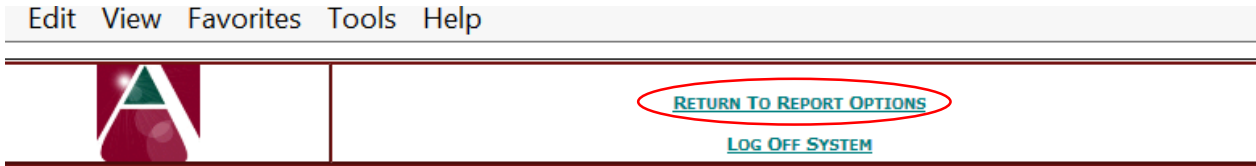
15. When you are finished, log off of Ahlers' web site.
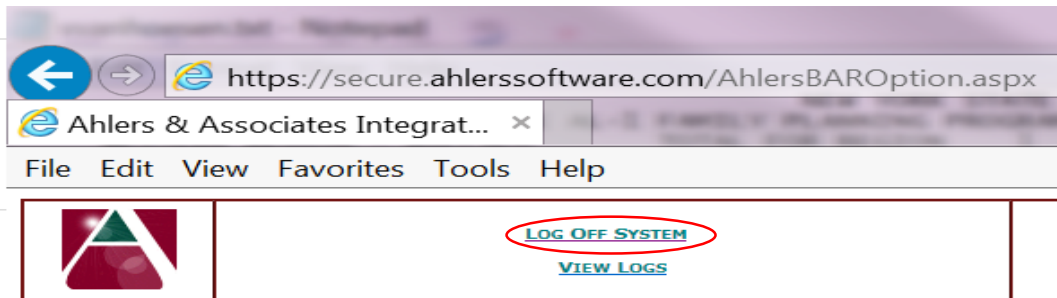
16. If you have any questions or difficulties with the data collection, contact Vicki VanHoesen at: bwhfpp@health.ny.gov

17. Save the data collection tool with the newly added and calculated data.

Note: Data are due to be submitted to nysfptraining@jsi.com by the last business day of each month.

Review of Monthly Data Collection Requirements

- Use Build-A-Report to capture the unduplicated client and Chlamydia testing counts from the beginning of the year to the end date of each reporting month
    - Select females only at <u>first</u> visit of the year to date (YTD)

- Sum the above YTD counts across the age groups 15-17, 18-19, 20-24 to obtain the YTD counts for the 15-24 age range

- Enter the summed YTD client and Chlamydia test counts into the Data Collection Tool provided
    - Be sure to enter your agency name (and site name if applicable)
    - The table will automatically calculate the Chlamydia testing rate and update the accompanying run chart

- Contact Vicki VanHoesen with questions about data collection at: bwhfpp@health.ny.gov

- Save the table and send a copy to nysfptraining@jsi.com by the last business day of each month

QUESTIONS???