Evaluation Web

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DHSTS sends registration of new staff to CDC

Staff receives SAMS-NO-REPLY emails from CDC

Yes

Staff Respond Emails to CDC
Staff completes the process by faxing the Docs to CDC

No

Staff gains access to Evaluation Web

DHSTS ensures Staff training completion

No

Luther will email username and password to the staff

Yes

DHSTS Notify Luther for Staff’s Approval

Staff Contact DHSTS

New Staff eAuthentication by CDC

Staff Notify DHSTS

Staff Inform DHSTS (Do NOT Contact Luther)
Evaluation Web
HIV Testing form

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Evaluation Web HIV Test Template (Paper Form) -------------------------------------------------------------------------------------


- Click on EvaluationWeb HIV Test Template

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- NO Change in Evaluation Web 2014 HIV Test Template Vs Evaluation Web 2015 HIV Test Template
If the testing site (first site) is NOT a Rapid Rapid Testing Site, perform the first Rapid test and confirm the positive result by sending the client to a Rapid RapidTesting/Treatment site(second site) which will perform a second Rapid test and link any positive client to treatment within the same or next business day.

**To Do Checklist --- Mandated by DHSTS:**

- First site is responsible in collecting the data of the first test and the second test in the HIV testing form (Evaluation Web HIV TEST TEMPLATE) and also entering the data in the Evaluation Web. Documenting and reporting the HIV testing data is ONLY required by the first site.

**WHAT NOT TO DO**

- Second Site should NOT collect the data in the HIV testing form or enter the data in the Evaluation Web
- First site should NOT avoid mailing the completed HIV testing form to Surveillance Unit
**Current Data Processing Procedure for a HIV Positive client**

- Enter the *HIV Test 1* information in the *Evaluation web HIV template*.
- Update the template by entering *HIV test 2* information.
- Complete the template by entering referred to *Medical Care*, referred to *Partner Services*, *Housing Status* etc.
- Promptly *Mail* the completed template to *Surveillance*.
- Ensure the data is entered completely with the updated information in the Evaluation Web.

**How many partners are tested by CTR Counselors**

!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!! How to Capture in HIV testing Template & Evaluation web !!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!

If the client (Index Client) brings in the partner(s), the client (Index Client) and partner get tested;

In the Partner’s chart, the Index Client Form ID can be entered in the Local variable 3 box.

--- Partners Chart – HIV testing Template ---

**Index Client Form ID: NJDHCCCCCC**

--- Partners Chart – Evaluation Web ---

**Index Client Form ID: NJDHCCCCCC**
Evaluation Web
Rules Of Behavior

------------------------System User Responsibilities------------------------

- User should read carefully the **Rules of Behavior** addressed in the system (first time users / change password every 60 days)

- Log-in to the system every **30 days** to keep the account unlocked

- Contact **DHSTS /LUTHER** for account Unlock or Re-set Password

- Un-authorized staff is **NOT** allowed to access the Evaluation Web

- **User ID, Pin Code** and **Password** should **NOT** be shared

- **Log-out** of the system promptly before leaving the desk

- Agency staff **changes** should be notified to DHSTS immediately

- Report any breaches **promptly** to DHSTS