

HALT SOFTWARE

User guide for the HALT software
for long-term care facilities



Used abbreviations:

LTCF: Long-Term Care Facility

PPS: Point Prevalence Survey

ATC: The Anatomical Therapeutic Chemical (ATC) Classification System

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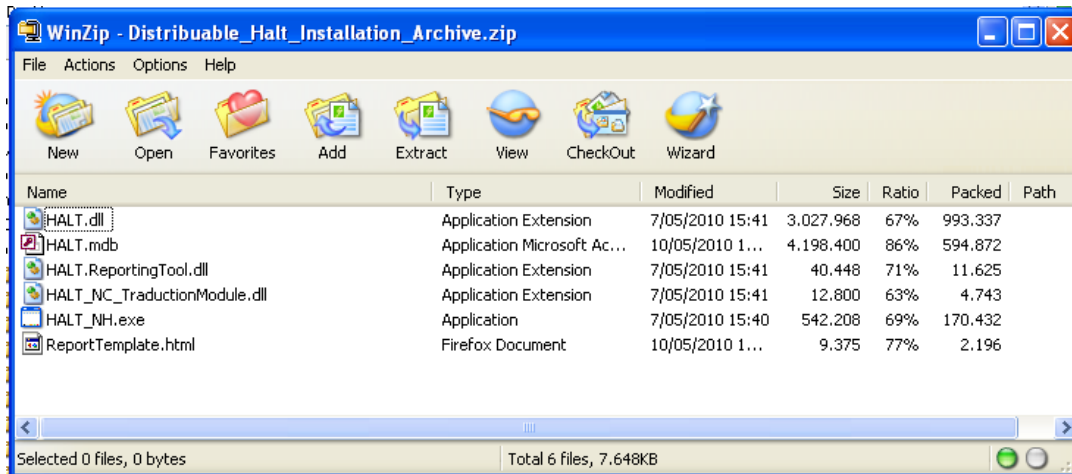
Introduction

This application is designed to collect data for the HALT point prevalence survey. The staff of the long term care facility (LTCF) enters data into the application and afterwards sends it electronically to the Public Health Agency.

1. Installing the software

1.1 How to install the HALT application

Insert HALT Sept 2010 CD into computer. Click on 'My Computer'. Click on CD icon. Double-click on 'Distributable_Halt_Installation' folder. The following screen arrears. The CD you have received contains the following files:



Remark: When you double-click on the 'Distributable_Halt_Installation', you can see which files it contains. However, the application will not work without unzipping the file.

Go to 'File' click on 'Extract All' – Extract Wizard opens – Next – Browse -Please save the file in a folder of your choice (for example under "My documents" or " Desktop") – "Make new folder" – "Next" - Finish.

Important: The software can only be used for one institution, i.e. only for one study number. In case you are responsible for the data entry of several facilities, you can do two things.

- Delete the application (but not the .zip-file-) from your computer and re-install the application following the same procedure. However, make sure you export the data first and store the file in a safe place.

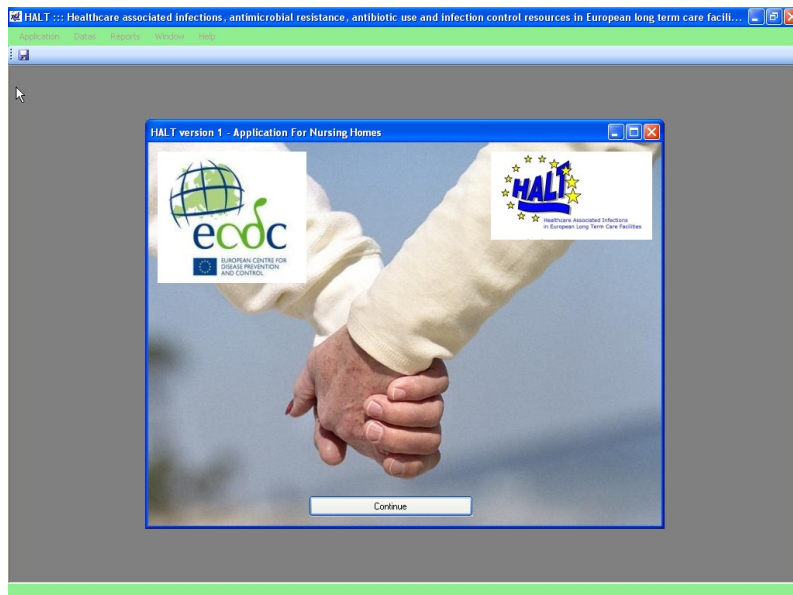
OR

- Unzip the .zip-file in an other folder and repeat the steps as before.

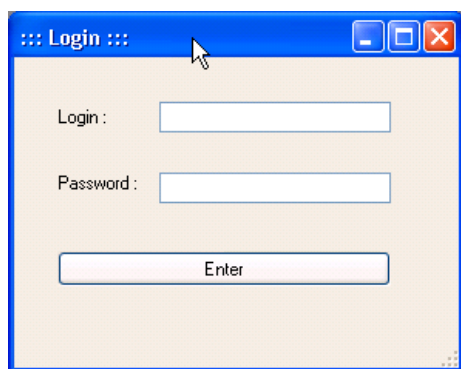
1.2 How to launch the application

To launch the application, simply double-click on the HALT_NH.exe or HALT_NH file (whether the .exe extension appears or not, depends on your computer's configuration).

Remark: The application will not work if you didn't unzip the file first and just double-clicked on the file to see the content (see 1.2). An error report will appear. Click 'don't send', unzip the file and retry to open the application.



Click on the "Continue" button. You will see a login window appear.



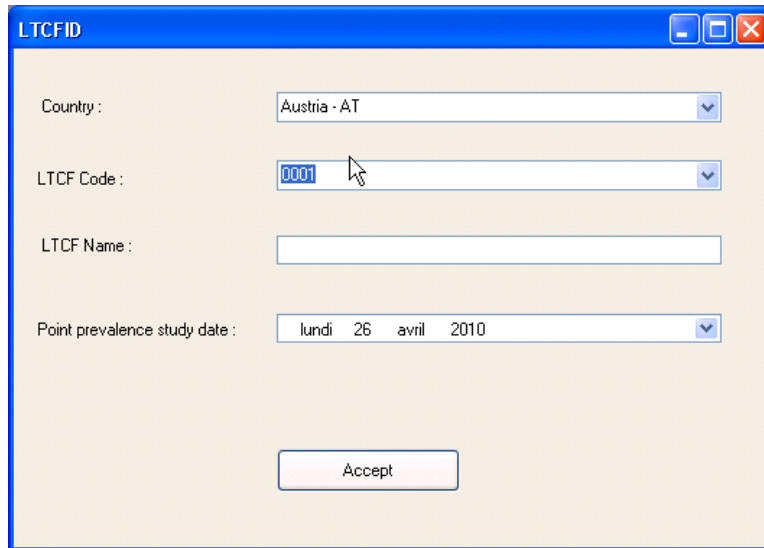
Login: **LTCFUser**

Password: **LTCFUser**

Click on the button "Enter".

You will see a dialog box appear, with the following message:
"Attention you must complete your LTCF ID before any encoding operation".
Click on the "Yes" button.

The login window will then disappear and a new window opens:



This window appears because the application needs to know the LTFC you want to enter data for. This is completed only once.

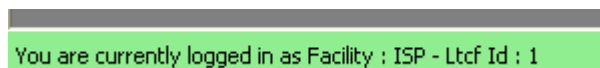
1. In the “Country” field, select **Northern Ireland - GB**
2. In the “LTFC code” field, choose **your** study number allotted by your national representative in the list of numbers.

It is very important you select the right study number! In case of doubt, do not hesitate to contact the PHA coordinator: gerry.mcilvenny@hscni.net

The programme will not accept a number that is directly inserted in the field. An error message will appear after clicking on ‘Accept’.

3. In the “LTFC Name” field, enter the name of your LTFC
4. In the “Point prevalence study date” field, pick the day of the survey in your LTFC.
5. Click on the “Accept” button
6. “Operation complete” Click “OK”

The name and ID of your LTFC will now appear at the bottom of the application window:

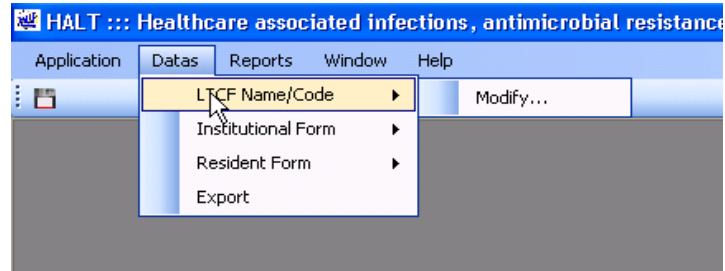


You are now ready to use the HALT application.

2. How to use the HALT application

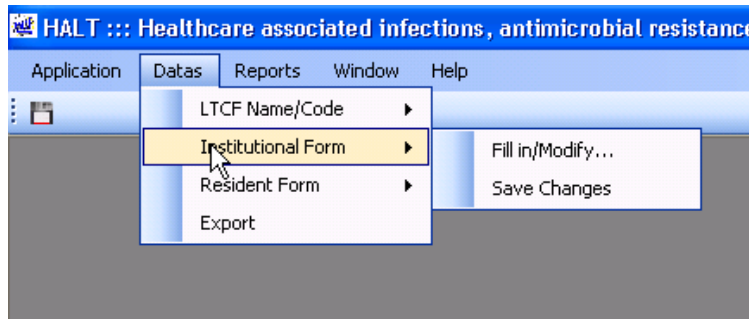
2.1 Changing the LTCF identification data

In the case you made an error when identifying your LTCF, you have the possibility to change these data. Click on the “Data” menu and select “LTCF Name/Code > Modify...”



2.2 Entering data for the Institutional Questionnaire

In order to access the institutional questionnaire, click on the “Data” menu and select “Institutional Form > Fill in/Modify...”



A window appears:

Institutional Form

F - Your opinion about the Halt methodology

A - General Information | **B - Denominator Data** | C - Medical Care And Coordination | D - Infection Control Practice In The Facility | E - Antibiotic Policy

Facility Study Number: 0001

PPS Study Date: lunedì 26 aprile 2010

Ownership of the facility
 Private Public



Qualified nursing care available 24/24h in the facility
 Yes No

Total number of ROOMS in the facility: [dropdown]

Total number of SINGLE ROOMS in the facility: [dropdown]

The different sections of the questionnaire have been divided into several screens, accessible by clicking on the above tabs. For example, if you want to display the questions with respect to the Denominator Data, click on the tab with the name: “B – Denominator Data”


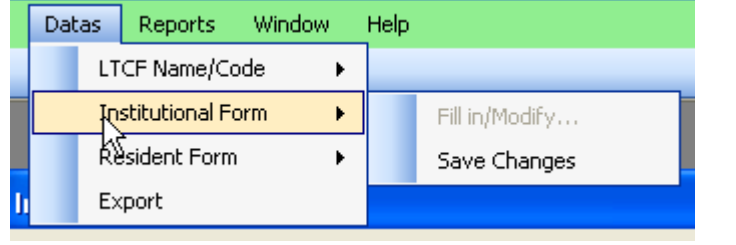
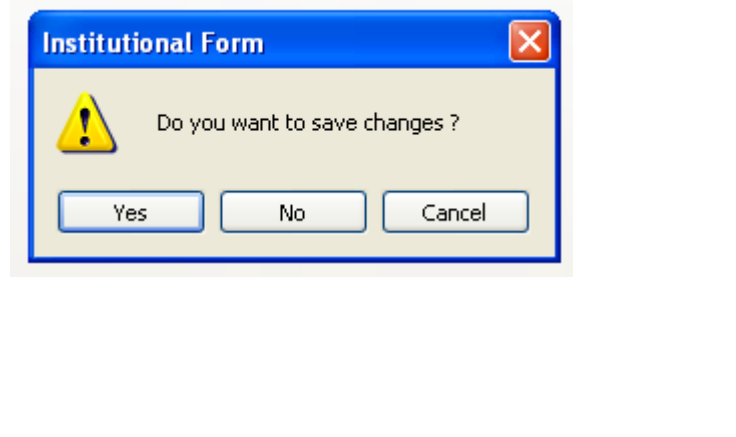
There are several types of fields for entering data:

Button type	Example	Description
Radio buttons	<p>Is this/are these person(s):</p> <p><input type="radio"/> Working in the facility</p> <p><input type="radio"/> Not working in the facility (external)</p>	<p>To answer the question, click on the radio button next to the appropriate answer. Buttons are mutually exclusive, i.e. only one button can be ticked.</p>
Tick boxes	<p><input type="checkbox"/> Microbiologist</p> <p><input type="checkbox"/> Infection Control Doctor (hospital hygiene specialist)</p> <p><input type="checkbox"/> Infectiologist</p> <p><input type="checkbox"/> Epidemiologist</p> <p><input type="checkbox"/> General practitioner</p> <p><input type="checkbox"/> Other</p>	<p>To select an answer, click on the tick box next to the appropriate answer. Tick boxes are independently of each other, i.e. you can select several answers.</p>
Number field with arrows	<p><i>Total number of meetings last year?</i></p> <p><input type="text" value=""/>   <i>meetings last year</i></p>	<p>These fields accept numbers. You can enter a number directly or use the arrows to increase (top arrow) or decrease (bottom arrow) a number.</p>
Text field	<p><input type="checkbox"/> Other</p> <p><input type="text"/></p>	<p>In these fields you can freely type your answer.</p>

2.3 How to save your data

Pay attention to the fact that the data you enter into the application are not automatically saved. You must explicitly save them.

Three possibilities are offered:

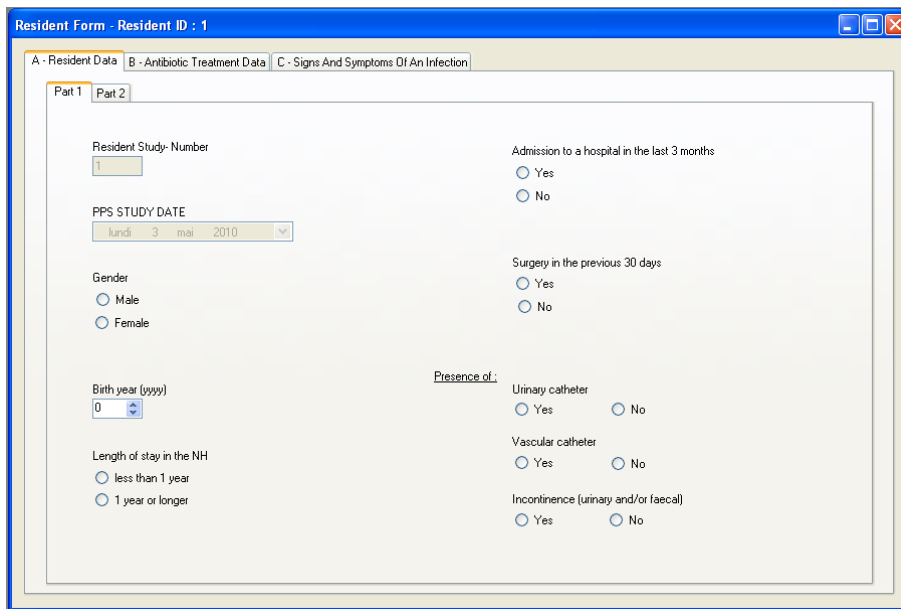
<p>Floppy disk icon (Top left)</p>		<p>Click on the icon symbolizing a floppy disk.</p>
<p>Menu option (Top of screen)</p>		<p>In the menu, select “Data > Institutional Form or Resident Form> Save Changes”.</p>
<p>Closing a window or the application</p>		<p>When you close the window of a form or you quit the application, a dialog box is displayed. Click “Yes” to save the data, or “No” to close the window or application without saving. Clicking on “Cancel” stops the procedure for closing the window or application.</p>

2.4 Entering data for the Resident Questionnaire

2.4.1 Adding a resident

In the menu, select “Data > Resident Form > Add new ...”

A window appears and you can start entering data for the resident.



Please note that the resident study number is automatically allotted by the application. It is incremental, i.e. the first resident entered receives ID number 1, and the second one receives ID number 2, and so on.

Please write the names of the residents and their corresponding study number down (into a computer file, on the paper questionnaires, on the ward list...). This is important in case clarification of the data is needed upon data validation and analysis. However, no resident names can be transmitted to the HALT management team (confidentiality of the data).

Important: sections B (Antibiotic Treatment Data) and C (Signs and Symptoms of an Infection) are grayed out by default, so you cannot enter any data. To activate these sections, you must answer the question relative to the status of the resident, located on the tab named “Part 2” in section A (Resident Data).

See figure below:

The Resident

receives an antibiotic therapy ?
 Yes

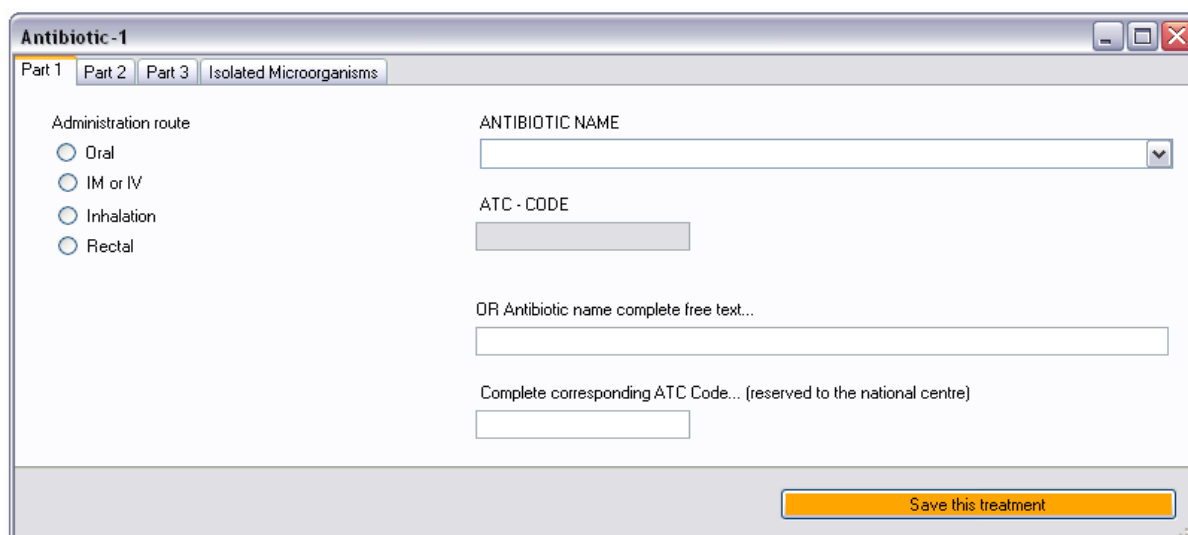
presents signs/symptoms of an infection (not present or in incubation at admission)
 Yes

Both: AB and signs/symptoms of infection
 Yes

Clicking on the first answer activates section B. Clicking on the second answer activates section C and clicking on the third answer activates both sections.

Antibiotic treatments

When you click on the button “Add New Antibiotic Treatment”, a new window appears, as in the figure below:



A predefined list of all antibiotics available in your country has been integrated into the application (if available). Please note that this list may be incomplete (drugs recently removed from or added to the market). You can select the name of an antibiotic in the list. When an antibiotic is selected, its corresponding ATC code is automatically displayed.

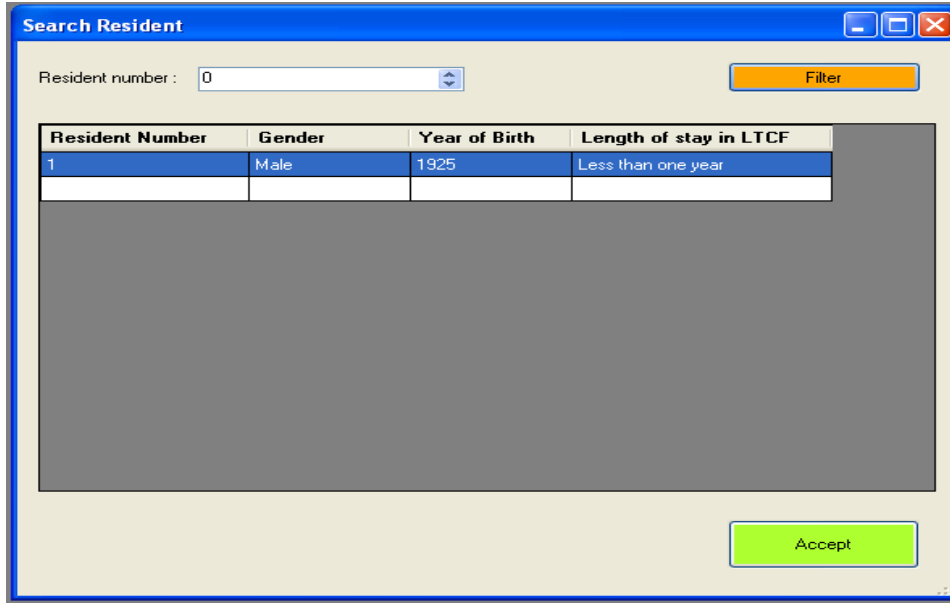
If the antibiotic is not in the list, you can enter its name in the text field labeled “OR Antibiotic name complete free text...”. The ATC code will then afterwards be entered manually by your national representative.

Please note: antibiotics in the free text field are not taken into account in the report.

2.4.2 Searching and modifying a resident

In the menu, select “Data > Resident Form > Search / Modify ...”

A window appears, displaying a list of all the residents encoded in the application.

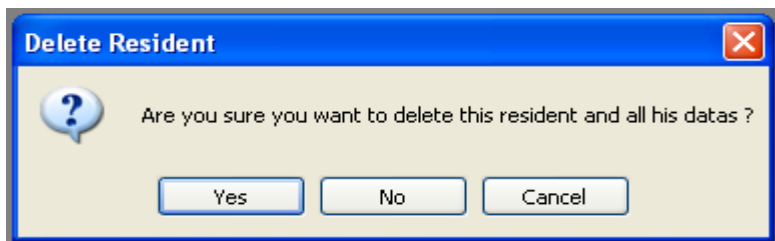


You can select a resident by clicking on his ID number and then on the “Accept” button. If the list is too long, you can filter it by entering the resident ID number in the field labeled “Resident number” on top of the window, and then clicking on the button “Filter”. You can open the residents’ data by clicking on “Accept”.

The resident form containing the data already encoded is displayed. You can continue entering data or correct them.

2.4.3 Deleting a resident

If you want to delete all the data encoded for a resident, go to the menu and select “Data > Resident Form > Delete ...”. The same window as above appears, allowing you to select a resident. When your choice is made, click on the button “Accept”. A dialog box appears (see below), prompting you for confirming the deletion.



Click “Yes” to confirm the deletion and “No” or “Cancel” to cancel the operation.

Click “Yes” to confirm the deletion and “No” or “Cancel” to cancel the operation.

2.5 Viewing the survey report

A report summarizing data from your institution and residents can be created by the application.

In the menu, select “Reports > View Report”

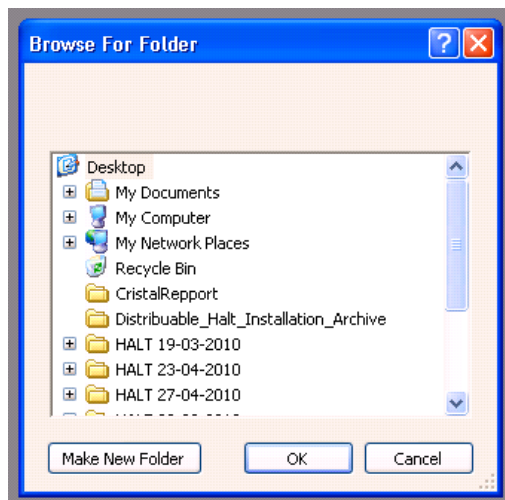
A window, as seen below, appears:

HALT study - Automatic summary report				
Study number of the facility : 1		Date of the survey : 3/5/2010		
Number of eligible residents : -1		Number of completed residents forms : 1		
SIGNS/SYMPTOMS OF INFECTION		TYPE OF ANTIBIOTICS		
Total number of infections: 1		Total number of AB molecules: 1		
Total number (%) of infections by site :		Total number (%) of ABs by class :		
	Number	% of total		
Urinary tract	0	0	Tetracyclines (J01A)	0 0
Skin	0	0	Amphenicols (J01B)	0 0
Respiratory tract	1	100	Beta-lactams (J01C)	0 0
Gastro-intestinal	0	0	Cephalosporins and other beta-lactams (J01D)	0 0
Eye, ear, mouth,...	0	0	Sulfonamides, Trimethoprim (J01E)	0 0
Systemic infection	0	0	Macrolides, lincosamides, streptogramins (J01F)	0 0
Unexplained fever	0	0	Aminoglycosides (J01G)	0 0
Other	0	0	Quinolones (J01M)	1 100
			Other antimicrobials (J01X)	0 0
MICROBIOLOGICAL RESULTS		number	%	
% OF AB TREATMENTS WITH MICROBIOLOGICAL SAMPLE		1	1	
RESISTANT MICRO-ORGANISMS		number of isolats	% of the total	

A file explaining how to interpret these results will be provided to you.

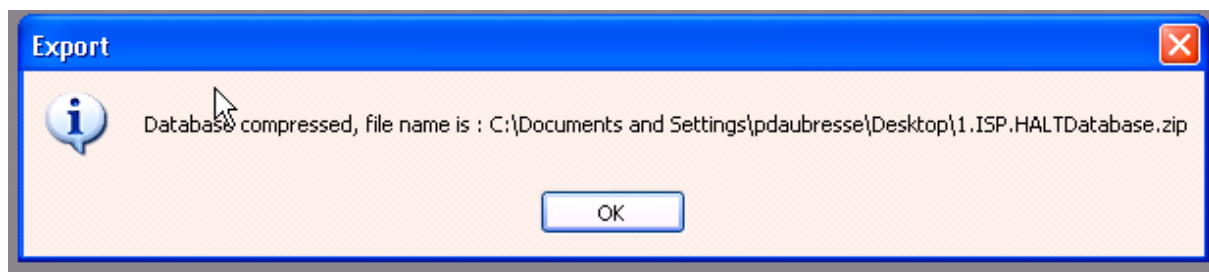
You can save the report to your computer by clicking on the floppy disk icon at the top. The report is a simple HTML file and can be viewed with any browser (Firefox, Internet Explorer...). There is also a printer icon, allowing you to print the report.

2.6 Exporting data to Public Health Agency



When all data have been entered into the application and you want to transfer them to the Public Health Agency, click on the menu “Data > Export”.

Select a place (folder) where you want to save the file containing the data. Click OK to validate your choice. A dialog box appears, confirming that the file was saved.



The name of the file is automatically generated: [ID of your facility].[Name of your facility].HALTDatabase.zip

E-mail the file to gerry.mcilvenny@hscni.net.

**In case you used paper questionnaires to collect your data first, please store these forms in a safe place until the end of the project (February 2011).
Keep your electronic files also stored on your computer until this date**

Contact

If you have further questions or if you encounter problems upon data entry, do not hesitate to contact the Northern Ireland study coordinator:

gerry.mcilvenny@hscni.net

He can also provide you your log in, password and study number of the facility.

3. Computer prerequisites

In order to run the application, you must have a computer with the following requirements:

- Operating System : Microsoft Windows 98, 2000, Millennium, XP, Vista or Seven
- Software: Microsoft .NET framework 2.0 or above

The .NET framework is distributed by Microsoft and is totally free of charge.

If you have Windows XP Service Pack 3, Windows Vista or Windows 7, it will be already installed on your computer. In any other case, you have to check whether the framework is already installed on your computer.

3.1. How to check whether the .NET framework is installed

1. Open the Control Panel
2. Open “Add or Remove Programs”
3. In the list, look for something like “Microsoft .NET Framework X.X ...”
4. If X.X is 2.0 or 3.0 or 3.5, this means the framework is already installed
5. In any other case, you have to install the framework

3.2 How to install the .NET framework on your computer

The program for installing the framework is distributed together with the HALT applications

1. Open the folder containing the HALT applications
2. Look for a file named “dotnetfx.exe”
3. Double-click on it to launch the installer
4. Follow the instructions on the screen