

Health Protection Surveillance Centre
Lárionad Fáilte um Chosaint Sláinte

Healthcare-associated infections & antimicrobial use in long-term care facilities (HALT) 2016

Presentation 7

How to input data into the HALT software?

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Presentation overview

- How to download your HALT software
- How to input data from completed questionnaires into the software
- How to generate a summary report
- How to export data to the HPSC
- Demonstration of software

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What do I need to do?

- After HALT training day, print and read the **HALT software step-by-step user guide** from HPSC website
- Follow the instructions to download the **HALT software** from HPSC website
- http://www.hpsc.ie/A_2/Microbiology/AntimicrobialResistance/InfectionControlandHA/Surveillance/HCAinlongtermcarefacilities/Documentation/softwarefordowntakingHALT/
- Software log-in and password** are in software protocol Section 2.4 How to log-in (page 7)
- Your **HALT LTCF code** has been sent by e-mail

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What do I need to do?

- Download the HALT software to your computer as soon as possible**
- Install software file and register your LTCF**
- If you are doing HALT in more than one facility – Repeat this process for each LTCF**

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Documentation and software for undertaking HALT

Download software

HALT 2016 Software (2016) (1) (1)

HALT 2016 Software (2016) (2) (1)

HALT 2016 Software (2016) (3) (1)

HALT 2016 Software (2016) (4) (1)

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HALT 2016 Software (2016) (100) (1)

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You may need help from the IT Department/Officer – Don't leave it until end of HALT to download the software

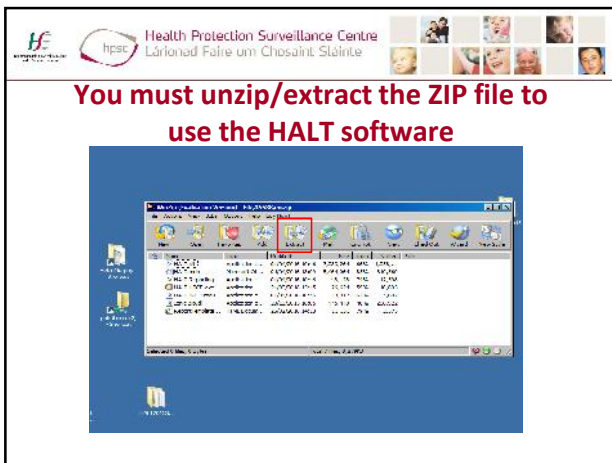
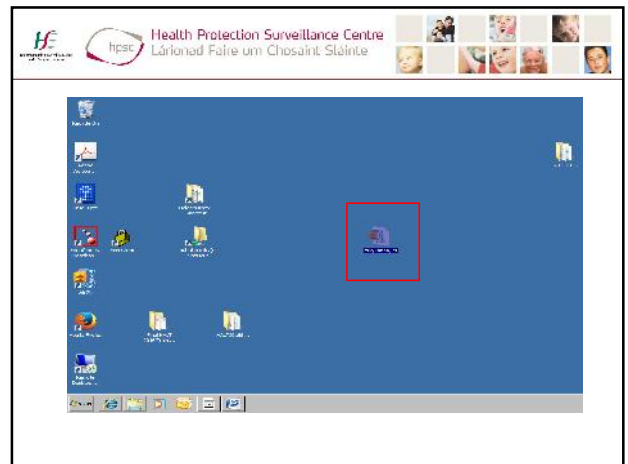
Content blocked by your organisation

Reason: This page contains content that has been blocked by your organisation's filter.

URL: http://www.hpsc.ie/A_2/Microbiology/AntimicrobialResistance/InfectionControlandHA/Surveillance/HCAinlongtermcarefacilities/Documentation/softwarefordowntakingHALT/

Content: Load this content only if you're logged in.

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Opening the HALT software

Double click on your new HALT Folder on Desktop

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Opening the HALT software

The HALT-3 software folder contains following files:

Name	Type
HALT.mxd	Microsoft Office A...
HALT.cll	Application extens...
HALT_NC.exe	Application
HALT_NC_TradectionModule.cll	Application extens...
HALT_ReportingTool.dll	Application extens...
HALT_LTCF.exe	Application
RegistrationApplication.html	HTML Document
Icons.zip.dll	Application extens...
ICSharpCode.SharpZipLib.cll	Application extens...

DO NOT DELETE FILES FROM THIS FOLDER !!!

Click on "HALT_LTCF" only to open the application

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The HALT software

Opening screen:

Click on "Continue"

Login = LTCFUser
Password = LTCFUser
(Case sensitive!)

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The HALT software

When logging in for the first time registration is required

Click Yes

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The HALT software

FIRST TIME – YOU MUST REGISTER YOUR LTCF

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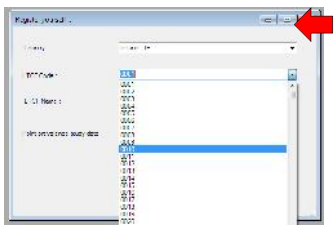
The HALT Software

1. Select your country from the drop down list

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The HALT software

2. Choose the correct LTCF code for the facility from the drop-down list
Your LTCF code for HALT 2016 has been e-mailed to you by HPSC



- Do not directly enter a LTCF code in this field! **Use the drop down menu.**
- It is very important that the right code is selected!
- Your LTCF code = 67
- Select 0067 from drop down list

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The HALT software

3. Enter the name of the facility

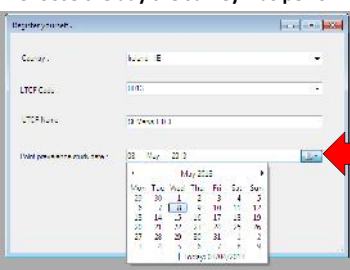


- Only use letters, No apostrophes or symbols! (.,"- etc)

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The HALT software

4. Choose the day the survey was performed in the LTCF from the drop down list



If you have a big LTCF And it took a few days to Collect all the data from Different wards – choose The date that you started HALT survey

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The HALT Software

5. Click on the "Accept" button



The name and ID of the facility as well as the country will appear on the bottom left corner of the software window

You are currently logged in as Facility: St Marys LTCF - Lrd ID: 13 - Country: IE

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The HALT software

If logging in for the second time and you realise you made a mistake and need to make changes:



"The Register yourself" window appears again. Fill in details again making changes where needed.

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The HALT software

- The downloaded software file can only be used for the data entry of one institution (i.e. one study number)
- If you want to enter data for **more than one facility**:
 - Create a new folder on your computer
 - Copy the original .zip file containing the software to this folder
 - Extract the .zip file
 - Open the software and enter data for a new LTCF with new LTCF code

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If you have different resident populations...

- If you have a LTCF with distinct units caring for distinct resident populations (e.g., GN>12m & rehabilitation), you can carry out the survey as two separate LTCF
 - Provides more specific feedback
 - Each LTCF will need a separate LTCF code
- Please contact HPSC to discuss this halt@hpsc.ie

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Functions of the HALT software

- Register your LTCF at first use
- Insert institutional questionnaire data
- Insert resident questionnaire data
- Generate a summary report
- Export your completed saved LTCF data to the national centre (HPSC)



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Functions of the HALT Software

- Register your LTCF
- Insert institutional questionnaire data
- HALT2: Healthcare-associated infections and antimicrobial use in European
- Application Data Reports Window Help
 - LTCF Name/Code
 - Institutional Form → Fill in...
 - Resident Form → Save Changes
 - Export

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Institutional Questionnaire

6 main sections (tabs) to complete



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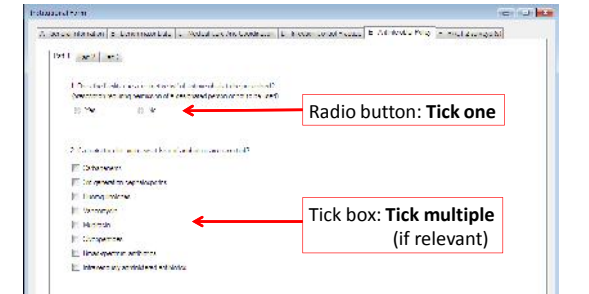
Answer possibilities

Button type	Example	Description
Radio buttons	<input type="radio"/> Working in the health system <input type="radio"/> Residing in the health institution <input type="radio"/> Being a both a resident and a carer in the institution	Only one answer possible
Tick boxes	<input type="checkbox"/> With a fever in the last 7 days <input type="checkbox"/> A cough <input type="checkbox"/> Another person	Multiple answers possible
Number field with arrows	How many times in the last 7 days? <input type="text" value="1"/>	Enter a number directly OR click the arrows to increase or decrease
Text field	<input type="text" value="I have no idea"/>	Type your text in the field

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Institutional Questionnaire

For example:



Radio button: Tick one

Tick box: Tick multiple (if relevant)

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Institutional Questionnaire

Warnings if questions not answered

Unanswered questions are highlighted in purple. These do not have to be answered to save the form

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Functions of the HALT software

1. Register your LTCC
2. Insert institutional questionnaire data
3. Insert resident questionnaire data
4. **HALT 2012** - Healthcare-associated infections and antimicrobial use in European long-term care facilities
- 5.

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Resident Questionnaire

3 main sections (tabs) to complete

A: Resident data - parts 1 & 2
B: Antimicrobial Use
C: Healthcare-associated infections

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Resident Q: Resident Data

A software number is automatically assigned to each resident form. It is incremental, i.e. the first resident form receives number 1, the second receives number 2 and so on.

A resident study number consisting of letters and numbers should have been allotted to each resident by you during the survey. This number should appear on the resident questionnaire (paper form) and entered into software

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Resident Q: Resident Data

Warnings if questions not answered

Unanswered questions are highlighted in purple. These do not have to be answered to save the form

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Resident Q: Resident Data

This question **must** be answered to save the form.

You must also answer this question so that you can fill in Section B (Antimicrobial Use) and/or Section C (Healthcare-associated infection)

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Resident Q: Resident Data

Fill in section B only

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Resident Q: Resident Data

Fill in section C only

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Resident Q: Resident Data

Fill in sections B and C

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Resident Q: Antimicrobial Data

Click here to add a new antimicrobial

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Resident Q: Antimicrobial Data

Select an antimicrobial from the predefined list. Do not type in this box!

The ATC code is automatically added

OR

Enter the antimicrobial name in the free text field LAST RESORT ONLY
Note: Antimicrobials manually entered in the free text box are not included in the automatic summary report (no ATC code)

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Resident Q: Antimicrobial Data

The antimicrobial treatment data cannot be saved if:

1. No antimicrobial was chosen from the drop list or no antimicrobial name was inputted.
2. No answer given to the questions "type of treatment", "antimicrobial given for"

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Resident Q: Infection Data

Click here to add a new infection

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Resident Q: Infection Data

Select the appropriate infection from the predefined list of infections displayed below 'Infection code'.

For each infection, data on the isolated microorganism(s) & antimicrobial resistance should be entered. Specify up to three isolated microorganisms.

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Resident Questionnaire

YOU CAN MODIFY RESIDENT DATA

Select the resident from the list and click on the Accept button

YOU CAN DELETE RESIDENT DATA

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View the Summary Report

In the menu, select "Reports > View Report"

You will receive a document that explains the calculations in this report

You can print and/or save the report

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Export of the LTCF Data

Once all data have been encoded, the data should be exported and emailed to HPSC

1. Click in the menu on "Data > Export"
2. Select a folder in which the file should be saved. Click "OK"
3. A dialog box appears, confirming that the file was saved. The name of the file is automatically generated:
[ID of the facility].[Name of the facility].HALTDatabase.zip

Important: Do not rename the created .zip file

4. The file should be sent to the national study coordinator by email

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Example of an Export

Select the folder to save the exported file

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Example of an Export

The name of the file should be in the format:
[ID of the facility],[Name of the facility].HALTDatabaseExport.zip

0100.St Marys LTCF.HALTDatabaseExport.zip

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Example of an Export

Check your file is where you saved it.
You cannot double click and open this file as it is a zip file.
Open an email and attach this file and send to halt@hpsc.ie

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Live Demo: G Gertrude Case Study 1

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Any questions?

halt@hpsc.ie