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# REMOTE LOGIN SOP

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*Step by step walkthrough on Remote Login using the NASCOP EID/VL LAB System*

<b>FACILITY</b>	
<b>MFL CODE</b>	
<b>COUNTY</b>	
<b>VL TESTING LAB</b>	
<b>LAB LINK</b>	
<b>CONTACT PERSON</b>	<b>NAME:</b>  <b>CELL PHONE #:</b>  <b>EMAIL ADDRESS :</b>

## **REMOTE LOGIN SOP**

### **Definition**

*Remote Login is system functionality that enables facilities to Log / Register samples at the facility level onto the testing lab's LIMS, Monitor testing progress, view results and retrieve historical results.*

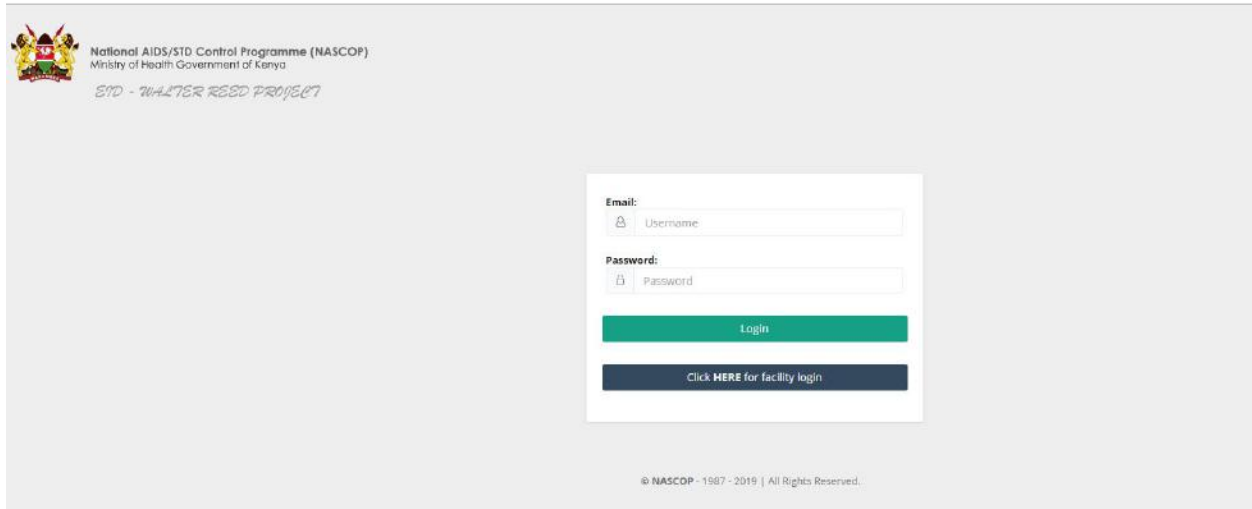
### **Background**

#### **Objective of Viral load remote login**

- To improve quality of HIV VL data entry.
- To reduce results turnaround time (From sample collection to results dispatch back to the requesting facility).
- To make results available to clinicians in a timely manner hence improving patient care.
- To reduce transcription and rejection errors.

## HOW TO LOGIN

The remote login link will be provided as this is specific to the various testing labs. This is a generic SOP for all testing labs. Write it in the following box



The screenshot shows the login interface for the National AIDS/STD Control Programme (NASCOP). In the top left corner, there is the Kenyan coat of arms, the text "National AIDS/STD Control Programme (NASCOP)", "Ministry of Health Government of Kenya", and "STD - WALTER REED PROJECT". The main content area features a white login box with the following elements: an "Email:" label above a text input field containing "Username"; a "Password:" label above a text input field containing "Password"; a green "Login" button; and a dark blue button with the text "Click [HERE](#) for facility login". At the bottom of the page, there is a copyright notice: "© NASCOP - 1987 - 2019 | All Rights Reserved."

To log in, you select your facility by either keying in the facility name or MFL code and using a valid batch no for that facility.

**NB:** You can get a batch number from recent results (last 3 months).



EID - WALTER REED PROJECT

**Facility:**  
15358 - Njoro Health Centre (Nakuru)

**Batch No:**  
4198

Login

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Navigate to specific  
Section

EID Samples EID Results VL Samples VL Results EID POC Samples VL POC Samples POC Worklists EID SMS Log VL SMS Log

WELCOME, Njoro Health Centre  
Tuesday, 19 February 2019

SAMPLES BY BATCH

Click To View: All Batches | In-Process Batches | Awaiting Dispatch | Dispatched Batches | Batches Overdue for Receipt at Lab (10 days) | Batches Meeting Lab TAT (10 days)

Select Date From: To: Filter Filter

Batches table

Batch No	Facility	Date		Entered By	# of samples				TAT (Dys)	Status	Task
		Received	Entered		Total	Rejected	Results	No Result			
101654	Njoro Health Centre		18-Feb-2019	JEFF	10	0	0	10		In-Process	View
101641	Njoro Health Centre		18-Feb-2019	JEFF	10	0	0	10		In-Process	View
101504	Njoro Health Centre		15-Feb-2019	DANIEL NJENGA	6	0	0	6		In-Process	View
101435	Njoro Health Centre	18-Feb-2019	15-Feb-2019	RUTH	5	0	0	5	1	In-Process	View
101430	Njoro Health Centre		15-Feb-2019	DANIEL NJENGA	10	0	0	10		In-Process	View
101080	Njoro Health Centre	15-Feb-2019	13-Feb-2019	RUTH	6	0	6	0	2	Complete	View   Summary   Individual   Envelope   Email
101078	Njoro Health Centre	15-Feb-2019	13-Feb-2019	RUTH	10	0	10	0	2	Complete	View   Summary   Individual   Envelope   Email
101073	Njoro Health Centre	15-Feb-2019	13-Feb-2019	RUTH	10	0	10	0	2	Complete	View   Summary   Individual   Envelope   Email
100783	Njoro Health Centre	13-Feb-2019	11-Feb-2019	RUTH	7	0	7	0	4	Complete	View   Summary   Individual   Envelope   Email
100782	Njoro Health Centre	13-Feb-2019	11-Feb-2019	RUTH	10	0	10	0	4	Complete	View   Summary   Individual   Envelope   Email
100197	Njoro Health Centre	08-Feb-2019	07-Feb-2019	RUTH	2	0	2	0	6	Complete	View   Summary   Individual   Envelope   Email
100192	Njoro Health Centre	08-Feb-2019	07-Feb-2019	RUTH	10	0	10	0	6	Complete	View   Summary   Individual   Envelope   Email
100183	Njoro Health Centre	08-Feb-2019	07-Feb-2019	RUTH	10	0	10	0	6	Complete	View   Summary   Individual   Envelope   Email
100160	Njoro Health Centre	08-Feb-2019	07-Feb-2019	RUTH	7	0	7	0	6	Complete	View   Summary   Individual   Envelope   Email
100160.5	Njoro Health Centre	08-Feb-2019	07-Feb-2019	RUTH	3	0	0	3	7	In-Process	View

1 2 3 4 5 6 7 8 ... 17 18

## DOWNLOAD OF STANDARD FORMS

You Can Download the Latest VL and EID request forms from the system by clicking on the following

links.

**NB:** Only use the latest forms since most fields are coded in the system using the latest form that might be different in the older forms.

### Searching for Results

Search for EID batch

Search for EID patient

Search by EID Lab ID

Search for VL batch

Search for VL patient

Search by VL Lab ID

You can Search using the following for both VL and EID

1. Patient ID
2. Batch ID
3. Lab ID

### SAMPLE LOGIN



EID Samples EID Results VL S

EID Patient List

VL Patient List

Add EID Sample

Add VL Sample

Add POC EID Sample

Add POC VL Sample

Create POC EID Worklist

Create POC VL Worklist

Update POC EID Results

Update POC VL Results

EID Reports

VL Reports

#### SAMPLES BY BATCH

Click To View: All Batches | In-Process Batches | Awaiting Dispatch | Dispatched Batches | Batches Overdue for Receipt at Lab (10 days) | Batches

Select Date



Filter

From:



Batches table

Batch No	Facility	Date		Entered By	# of samples			
		Received	Entered		Total	Rejected	Results	N
101780	Njoro Health Centre	20-Feb-2019	19-Feb-2019	JEFF	3	0	0	3
101776	Njoro Health Centre	20-Feb-2019	19-Feb-2019	JEFF	10	0	0	11
101654	Njoro Health Centre		18-Feb-2019	JEFF	10	0	0	11
101641	Njoro Health Centre		18-Feb-2019	JEFF	10	0	0	11
101504	Njoro Health Centre		15-Feb-2019	DANIEL NJENGA	6	0	0	6
101435	Njoro Health Centre	18-Feb-2019	15-Feb-2019	RUTH	5	0	0	5
101420	Njoro Health Centre		15-Feb-2019	DANIEL NJENGA	10	0	0	11

Click on the highlighted links to register an EID or VL sample.

ADD SAMPLE Welcome, Njoro Health Cent  
Thursday, 21 February 2019

Please fill the form correctly.  
Fields with an asterisk(\*) are mandatory.

Facility \*

**Patient Information**

Phone No (format 254725\*\*\*\*\*):

Patient's Preferred Language:  English  Kiswahili

Patient / Sample ID \*

Confirm Re-Entry (Sample Exists but should not be flagged as a double-entry):

Patient Names:

Date Of Birth \*

Age (In Years):

Sex \*

PMTCT(If Female):

Sample Type \*

Date of Collection \*

Date of Separation:

All the fields with Asterisk (\*) are mandatory fields and Must be filled before adding the sample.

Date of Separation:

Date Started on ART \*

Date Dispatched from Facility:

Current Regimen \*

Date Initiated on Current Regimen:

1st or 2nd Line Regimen \*

Justification \*

Entered By \*

Comments (from facility):

After completing the form, You click on **Save & Add sample** if you have another sample to register; Or **Save and Release** if you are done with sample registration and the samples in the batch are less than 10.

**NB:** A batch has the following characteristics.

1. Contains Min of 1 sample and Maximum of 10 samples
2. Contains Samples from the same facility
3. Contains samples logged in on the same day
4. Contains samples Logged in by the same person.

## SAMPLE EDIT

Batch Details

Batch: 101780 Facility: 15358 - Njoro Health Centre (Nakuru) Entered By: Njoro Health Centre JEFF  
Entry Type: Site Entry Date Entered: 19-Feb-2019 Received By: Chepkorir Date Dispatched:  
Date Received: 20-Feb-2019

Patient Information				Sample Information				History Information							
#	Lab ID	Patient CCC No	Sex	Age	DOB	Sample Type	Collection Date	Received Status	Worksheet	Current Regimen	ART Initiation Date	Justification	Viral Load	Task	Delete
1	560476	15358/06030	Male	4	22-Sep-2014	DBS Venous	2019-02-18	Accepted		TDF+3TC+EPV	28-Dec-2016	Routine VL		View   Edit   Release As Redraw	Delete
2	560478	15358-TI 310	Male	46	15-Jun-1972	DBS Venous	2019-02-18	Accepted		TDF+3TC+EPV	29-May-2014	Routine VL		View   Edit   Release As Redraw	Delete
3	560480	15358/00637	Female	47	15-Jun-1971	DBS Venous	2019-02-18	Accepted		TDF+3TC+NVP	08-Aug-2006	Routine VL		View   Edit   Release As Redraw	Delete

While in the Sample Batch... Click on the **View or Edit** button to open the sample record

Sample Record opens. Make the changes and then click on **Update Sample**

Sample Type \* 4 DBS Venous

Date of Collection \* 2019-02-18

Date of Separation

Date Started on ART \* 2016-12-28

Date Dispatched from Facility

Current Regimen \* 1 TDF+3TC+EPV

Date Initiated on Current Regimen 0000-00-00

1st or 2nd Line Regimen \* 1st

Justification \* 1 Routine VL

Entered By \* JEFF

Comments (from facility)

Update Sample

## REGISTER SAMPLES FOR OTHER FACILITIES

If a facility is a hub, then it can be able to log samples for peripheral sites. The system allows the hub to register the sample within their account without the need to log out and log in with credentials for the specific peripheral facility. This will enable the facility to view and monitor samples that they logged in despite them being from other facilities.

To be able to do this, the user will need to **Cancel and Release** the system from their current batch. Click on Add VL / EID sample and follow the steps as earlier indicated. The only difference is that, Under the facility tab, ensure that you select the facility you want to register the sample for.

Welcome, Njoro Health Centre  
Thursday, 21 February 2019

Please fill the form correctly.  
Fields with an asterisk(\*) are mandatory.

Facility \*

Patient Information

Phone No (format 254725\*\*\*\*\*)

Patient's Preferred Language  English  Kiswahili

Patient / Sample ID \*

Confirm Re-Entry (Sample Exists but should not be flagged as a double-entry)

Patient Names

Date Of Birth \*

Age (In Years)

Sex \*

PMTCT(If Female)

Sample Type \*

Date of Collection \*

Date of Separation

## PRINT RESULTS

You can either Print **Results Summary** or the **Individual Results**

EID Samples | EID Results | VL Samples | VL Results | EID POC Samples | VL POC Samples | POC Worklists | EID SMS Log | VL SMS Log

Thursday, 21 February 2019

SAMPLED BY BATCH


Click To View: All Batches | In-Process Batches | Awaiting Dispatch | Dispatched Batches | Batches Overdue for Receipt at Lab (10 days) | Batches Meeting Lab TAT (10 days)

Select Date  Filter From:  To:  Filter

Batches table

Batch No	Facility	Date		Entered By	# of samples				TAT (Dys)	Status	Task
		Received	Entered		Total	Rejected	Results	No Result			
101780	Njoro Health Centre	20-Feb-2019	19-Feb-2019	JEFF	3	0	0	3	1	In-Process	View
101776	Njoro Health Centre	20-Feb-2019	19-Feb-2019	JEFF	10	0	0	10	1	In-Process	View
101654	Njoro Health Centre		18-Feb-2019	JEFF	10	0	0	10		In-Process	View
101641	Njoro Health Centre		18-Feb-2019	JEFF	10	0	0	10		In-Process	View
101504	Njoro Health Centre		15-Feb-2019	DANIEL NJENGA	6	0	0	6		In-Process	View
101435	Njoro Health Centre	18-Feb-2019	15-Feb-2019	RUTH	5	0	0	5	3	In-Process	View
101430	Njoro Health Centre		15-Feb-2019	DANIEL NJENGA	10	0	0	10		In-Process	View
101080	Njoro Health Centre	15-Feb-2019	13-Feb-2019	RUTH	6	0	6	0	2	Complete	View   Summary   Individual   Envelope   Email
101078	Njoro Health Centre	15-Feb-2019	13-Feb-2019	RUTH	10	0	10	0	2	Complete	View   Summary   Individual   Envelope   Email
101073	Njoro Health Centre	15-Feb-2019	13-Feb-2019	RUTH	10	0	10	0	2	Complete	View   Summary   Individual   Envelope   Email
100783	Njoro Health Centre	13-Feb-2019	11-Feb-2019	RUTH	7	0	7	0	4	Complete	View   Summary   Individual   Envelope   Email
100782	Njoro Health Centre	13-Feb-2019	11-Feb-2019	RUTH	10	0	10	0	4	Complete	View   Summary   Individual   Envelope   Email
100197	Njoro Health Centre	08-Feb-2019	07-Feb-2019	RUTH	2	0	2	0	6	Complete	View   Summary   Individual   Envelope   Email
100192	Njoro Health Centre	08-Feb-2019	07-Feb-2019	RUTH	10	0	10	0	6	Complete	View   Summary   Individual   Envelope   Email
100183	Njoro Health Centre	08-Feb-2019	07-Feb-2019	RUTH	10	0	10	0	6	Complete	View   Summary   Individual   Envelope   Email



  
**MINISTRY OF HEALTH**  
**NATIONAL AIDS AND STD CONTROL PROGRAM (NASCOF)**  
**VIRAL LOAD TEST RESULTS SUMMARY**

Batch No.: 101080 Njoro Health Centre Testing Lab: KEMRI/Walter Reed CRC Lab, Kericho

**NOTICE: The Viral Load Test is now available in all EID testing sites. Samples can be collected in DBS form and shipped using the A/C C00339. Call the official EID lines for more information. Thank you.**

Date Samples Were Dispatched From Facility: \_\_\_\_\_  
 Facility Name: Njoro Health Centre Contact: DANIEL NJENGA Tel(personal): 254721922005  
 MPL Code: 15358 Subcounty: Njoro County: Nakuru  
 Receiving Address (via Courier): P.O. Box 141 20106 Njoro  
 Email (optional-where provided results will be emailed and also sent by courier): dmohnjoro2012@yahoo.com / danielnjenpa141@gmail.com

SAMPLE LOG														
Patient Information				Samples Information				Lab Information						
No	Patient CCC No	DOB & Age (yrs)	Sex	Sample Type	ART Initiation Date	Current Regimen	Date Initiated on Current Regimen	Justification	Date Collected	Date Received	Date Tested	Date Dispatched	Test Result	TAT
1	15358/002794	15-Jun-1964 (54)	Female	DBS Venous	12-Oct-2010	AZI+3TC+NVP	12-Oct-2010	Routine VL	11-Feb-2019	15-Feb-2019	18-Feb-2019	18-Feb-2019	< LDL copies/ml	6
2	15358/7125	15-Jun-1973 (45)	Female	DBS Venous	02-Jan-2012	TDF+3TC+EFV	04-Sep-2013	Routine VL	11-Feb-2019	15-Feb-2019	18-Feb-2019	19-Feb-2019	< LDL copies/ml	6
3	15358/7179	06-Oct-1959 (59)	Male	DBS Venous	09-Oct-2008	AZI+3TC+LPVr	30-Nov-0001	Routine VL	11-Feb-2019	15-Feb-2019	18-Feb-2019	19-Feb-2019	< LDL copies/ml	6
4	15358/04712	22-Sep-1986 (32)	Female	DBS Venous	23-Mar-2016	TDF+3TC+EFV	23-Mar-2016	Routine VL	11-Feb-2019	15-Feb-2019	18-Feb-2019	19-Feb-2019	< LDL copies/ml	6
5	15358/06065	10-Oct-2016 (2)	Female	DBS Venous	09-Feb-2017	ABC+3TC+LPVr	09-Feb-2017	Confirmation of Treatment Failure (Repeat VL)	12-Feb-2019	15-Feb-2019	18-Feb-2019	19-Feb-2019	7843	5
6	15358/71377	04-Apr-1989 (29)	Female	DBS Venous	26-Aug-2014	TDF+3TC+EFV	26-Aug-2014	Routine VL	12-Feb-2019	15-Feb-2019	18-Feb-2019	19-Feb-2019	< LDL copies/ml	6


Result Reviewed By: Kenduiywa Lynn Date Reviewed: 18-Feb-2019

NOTE: Always provide the facility's up-to-date email address(es) and mobile number(s) on the sample requisition form so as to get alerts on the status of your samples.  
 To Access & Download your current and past results go to : <http://nascope.org>

**LAB CONTACTS**

<b>Kericho Lab</b>
KEMRI/Walter Reed CRC Lab, Kericho
Hospital Road, Kericho
052 30388/21064
0716430281
eid-kericho@googlegroups.com

Summary Report will be downloaded.


  
**MINISTRY OF HEALTH**  
**NATIONAL AIDS AND STD CONTROL PROGRAM (NASCOF)**

Batch No.: 101080 Njoro Health Centre Testing Lab: KEMRI/Walter Reed CRC Lab, Kericho

Viral Load Results		Historical Information	
Patient CCC No	15358/002794	Sample Type	DBS Venous
DOB & Age (years)	15-Jun-1964 (54)	Justification	Routine VL
Gender	Female	ART Initiation Date	12-Oct-2010
Date Collected	11-Feb-2019	Current ART Regimen	AZI+3TC+NVP
Date Received	15-Feb-2019	Date Initiated on Current Regimen	12-Oct-2010
Date Tested	18-Feb-2019		
<b>Test Result</b>	Viral Load < LDL copies/ml		
<b>Comments:</b>	No circulating virus i.e. level of HIV in blood is below the threshold needed for detection by this test. Doesn't mean client is Negative. HIV-1 RNA quantitative assay on Abbott M2000 system. Confirm adherence & Routine follow up.		
<b>Previous VL Results</b>	N/A		

Result Reviewed By: Kenduiywa Lynn Date Reviewed: 18-Feb-2019  
 Date Dispatched: 19-Feb-2019

If you have questions or problems regarding samples, please contact the KEMRI/Walter Reed CRC Lab, Kericho at [eid-kericho@googlegroups.com](mailto:eid-kericho@googlegroups.com)  
 To Access & Download your current and past results go to : <https://sidsash.nascope.org>

  
**MINISTRY OF HEALTH**  
**NATIONAL AIDS AND STD CONTROL PROGRAM (NASCOF)**

Batch No.: 101080 Njoro Health Centre Testing Lab: KEMRI/Walter Reed CRC Lab, Kericho

Viral Load Results		Historical Information	
Patient CCC No	15358/7125	Sample Type	DBS Venous
DOB & Age (years)	15-Jun-1973 (45)	Justification	Routine VL
Gender	Female	ART Initiation Date	02-Jan-2012
Date Collected	11-Feb-2019	Current ART Regimen	TDF+3TC+EFV
Date Received	15-Feb-2019	Date Initiated on Current Regimen	04-Sep-2013
Date Tested	18-Feb-2019		
<b>Test Result</b>	Viral Load < LDL copies/ml		
<b>Comments:</b>	No circulating virus i.e. level of HIV in blood is below the threshold needed for detection by this test. Doesn't mean client is Negative. HIV-1 RNA quantitative assay on Abbott M2000 system. Confirm adherence & Routine follow up.		
<b>Previous VL Results</b>	N/A		

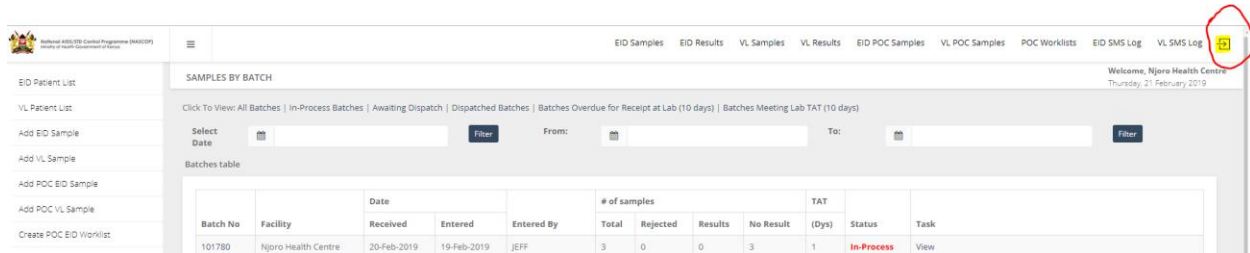
Result Reviewed By: Kenduiywa Lynn Date Reviewed: 18-Feb-2019  
 Date Dispatched: 19-Feb-2019

If you have questions or problems regarding samples, please contact the KEMRI/Walter Reed CRC Lab, Kericho at [eid-kericho@googlegroups.com](mailto:eid-kericho@googlegroups.com)  
 To Access & Download your current and past results go to : <https://sidsash.nascope.org>

This is Sample Individual report from the system

## LOGOUT

After you are through with the system, Logout using the logout button on the right top corner of the screen.



The screenshot shows a web application interface for a health center. The top navigation bar includes the following items: EID Samples, EID Results, VL Samples, VL Results, EID POC Samples, VL POC Samples, POC Worklists, EID SMS Log, and VL SMS Log. A red circle highlights the 'Logout' button in the top right corner. The main content area is titled 'SAMPLES BY BATCH' and includes a 'Welcome, Njoro Health Centre' message and the date 'Thursday, 21 February 2019'. Below this, there are filters for 'Select Date' and 'Filter', and a 'Batches table' with the following data:

Batch No	Facility	Date		Entered By	# of samples			TAT (Dys)	Status	Task	
		Received	Entered		Total	Rejected	Results				
101780	Njoro Health Centre	20-Feb-2019	19-Feb-2019	JEFF	3	0	0	3	1	In-Process	View

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**End**