



Ministry Of Health
Department of Laboratory Services
Kenya External Quality Assessment Scheme
(KNEQAS)

HIV Serology Proficiency Testing Online
system

User Guide

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Chapter 1: Introduction to Rapid HIV Proficiency Testing

What is RHTPT?

This is a software program that helps in the statistical analysis of HIV-PT programs test results which are received from PT providers. The software allows for tested samples results to be submitted online to the Kenya External quality Assessment Scheme.

Goals and Organization

The purpose of this user guide is to serve as a primary resource for users and aid in the understanding of the application's operation. It is intended to provide a generalized overview of the steps to follow to perform certain operations in the system.

Chapters covering major applications and features are organized in the user guide. Each chapter includes procedures to illustrate the functionality of the application and to familiarize the user with system operations. The chapters are presented in a sequential order that follows the basic flow of the functions within the system.

It is important to understand that the RHTPT application grants or restricts access for individual users to particular functional modules within the application based upon the users' defined operational role. Some areas discussed in this user guide may be restricted for some users based on their operational role.

Requirements

This user guide is intended for use in conjunction with, and not as a substitute for, user training. All users are required to have a working knowledge of PC operations within the windows environment.

The system can be used by downloading it from github library or access it via a web browser from this link <http://nphl.rhtpt.go.ke>

System Technical Requirements


- Supported database. Currently only **MySQL** has been tested.
- PHP** version 5.6.21
- Composer** - Dependency manager for PHP

Part B: System Functionalities

Getting started with RHTPT

To start the Kenya National HIV Serology Proficiency Testing System, go to your web browser e.g. Google Chrome or Mozilla Firefox. You will then type the systems address (rhtpt.nphl.go.ke) and it will direct you to the login page below

You must then enter your credentials to proceed.



The screenshot shows the login page for the Kenya External Quality Assessment Scheme (KNEQAS) Kenya Serology Rapid HIV PT. At the top, there is the Kenyan coat of arms and the text "Kenya External Quality Assessment Scheme (KNEQAS)". Below this, the title "Kenya Serology Rapid HIV PT" is displayed. A box labeled "Getting Started" contains the instruction "Login with your PT Enrollment ID:". There are two input fields: "PT Enrollment ID" with the example "eg. 11695" and "Password" with the example "eg. qwerty". A dark blue "LOG IN" button is positioned below the fields. Below the button, there is a checkbox for "Remember me" and a link for "Lost password?". A green "Register" button is located at the bottom of the form, with the text "Click on the Register button to register as a new participant." and a link for "PT Help Desk" below it.

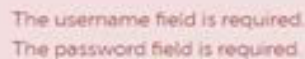
Signing into RHTPT

1. Fill in your username and password then click **Login**



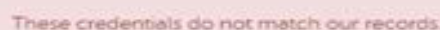
The screenshot shows the login form with two input fields. The first field is labeled "Username" and contains the text "Username". The second field is labeled "Password" and contains the text "Password".

2. If you try to sign in while either of the username or password fields is blank, you will get errors as displayed below



The username field is required.
The password field is required.

3. If you try to sign in with un-matching username or password, the following errors shall be displayed.



These credentials do not match our records.

If you have forgotten your password, kindly use "Lost Password" link to reset it.

If you have forgotten your password, you can reset it by clicking the Lost Password link below.
[Lost password?](#)

On successful sign-in, you should see such a page as this. The highlighted section shows the person signed in and the current timestamp.



The Dashboard

The home page describes the functions of RHTPT. The dashboard will change according to the user and permission they have been given by the administrator. Use the menus which are on the side bar to improve the quality of HIV testing.

The side bar menu has a list of available links which will be available based on the user roles. The administrator has the following menu items.

Proficiency Testing

- Sample Preparation
- PT Rounds
- Lots
- Panels
- Shipments
- Results

Questionnaire

- Fields
- Fields Sets
- Options

Configs

- Programs
- Shipping Agents
- Non-performance
- Survey.
- Terms and Conditions

Facility Catalog

- Takes to the list of Facilities

Bulk Sms

- Settings
- Messages

User Management

- Users
- Participants
- Roles
- Permissions

Reports

- Reports
- Registration counts

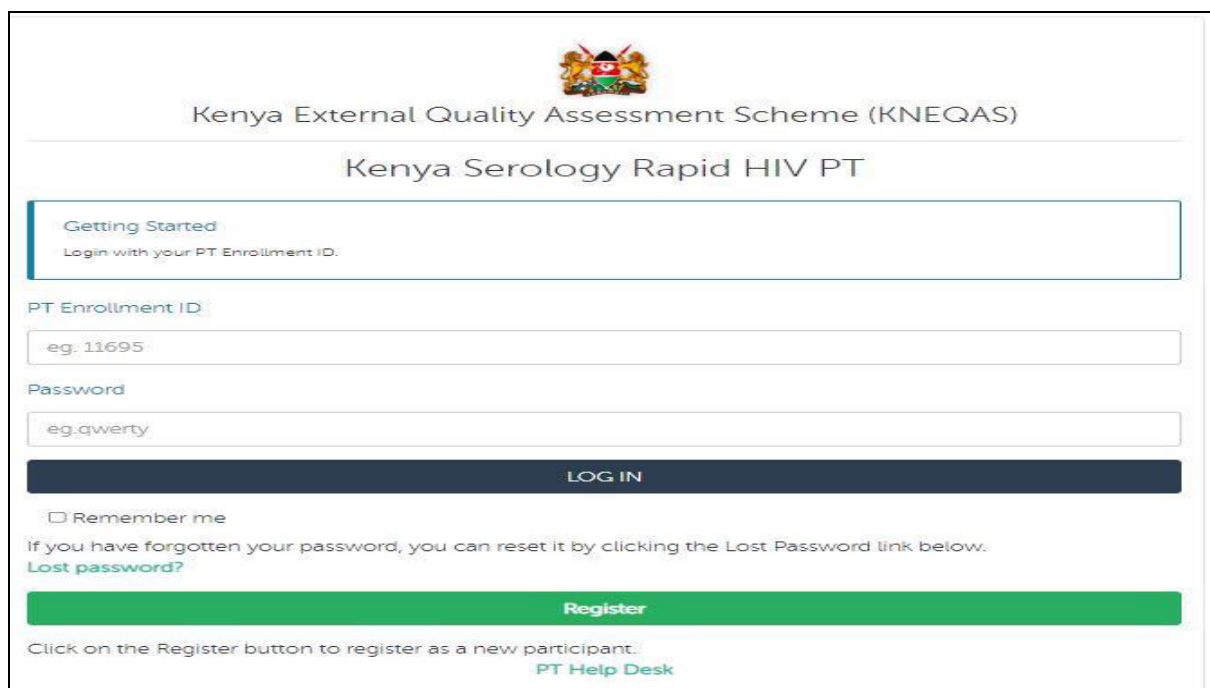
Proficiency Testing

Proficiency Testing is important because it is a tool the laboratory can use to verify the accuracy and reliability of its testing. Routine reviews of PT reports will alert areas of testing that are not performing as expected and indicate subtle shifts and trends that, over time, would affect their patient results. The proficiency testing or PT section in this system provides access to the analyzed results of tests done on pt samples provided to the healthcare workers at the facilities

User Functionalities

Registration

1. Go to www.rhtpt.or.ke. This will take you to the registration/login screen shown below.



The screenshot shows the login and registration interface for the Kenya External Quality Assessment Scheme (KNEQAS). At the top, there is the Kenyan coat of arms and the text "Kenya External Quality Assessment Scheme (KNEQAS)". Below this, the page title is "Kenya Serology Rapid HIV PT". A box labeled "Getting Started" contains the instruction "Login with your PT Enrollment ID." The login form includes a "PT Enrollment ID" field with the example "eg. 11695" and a "Password" field with the example "eg.qwerty". A dark blue "LOG IN" button is positioned below the password field. There is a checkbox for "Remember me" and a link for "Lost password?". A green "Register" button is located at the bottom of the form. Below the "Register" button, there is a note: "Click on the Register button to register as a new participant." and a link for "PT Help Desk".

2. Click on the green button written "**REGISTER**". This will open the registration template shown below. Populate all the fields with your/**participants details**.

Kenya External Quality Assessment Scheme (KNEQAS)
 Kenya Serology Rapid HIV PT

[Create an account](#)

First Name: Program:

Middle Name: MFL Code:

Last Name: Facility Name:

Gender: Male Female Sub County:

Phone Number: County:

Email: In Charge:

Designation: In Charge Email:

In Charge Phone:

I agree to the [terms and conditions](#).

REGISTER

3. Once you have filled all the required information, Click on the green **“REGISTER”** button at the bottom to submit your registration request.
4. When you are done, your **Administrator (SCMLC)** will have to approve your registration for you to be able to use your account.
5. If you are already registered click the **“Already have an account”** to return to the login page.

Update Participants Details

a) Transfer Participants to a new facility

1. Login to your SCMLC account and search for the participant.
2. Go to **“User management”**....Click **“Participants** Choose the participants whose details you want to update,
3. Click the **"EDIT"** button beside the participant.

Edit User

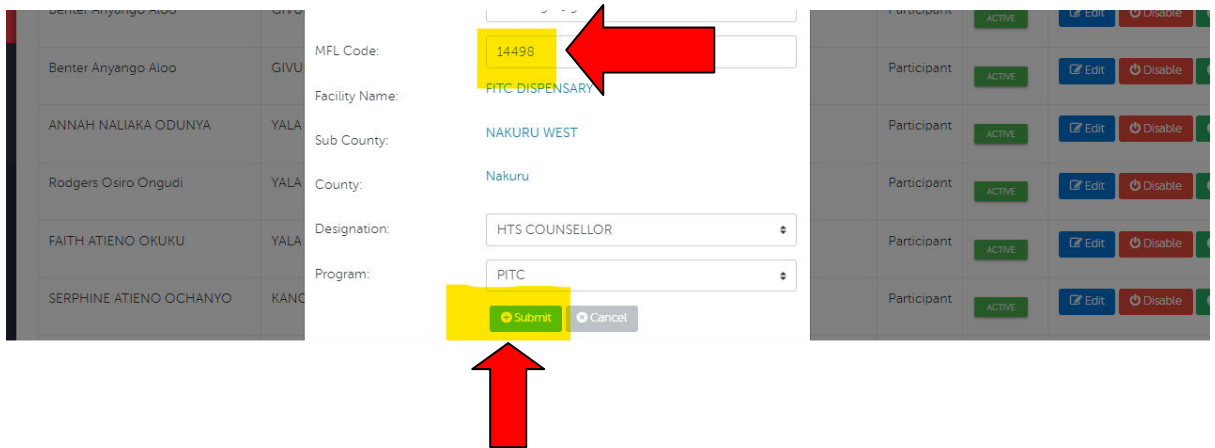
Unique ID:
 First Name:
 Middle Name:
 Last Name:
 Gender: Male Female
 Phone Number:
 Email:
 MFL Code:
 Facility Name:
 Sub County:
 County:
 Designation:
 Program:

4. Type in the **new facility mfl code** of the participant.

- Click the **“Submit”** to save the changes. **The Participant will be transferred to their new facility.**

b) Delete a Participant.

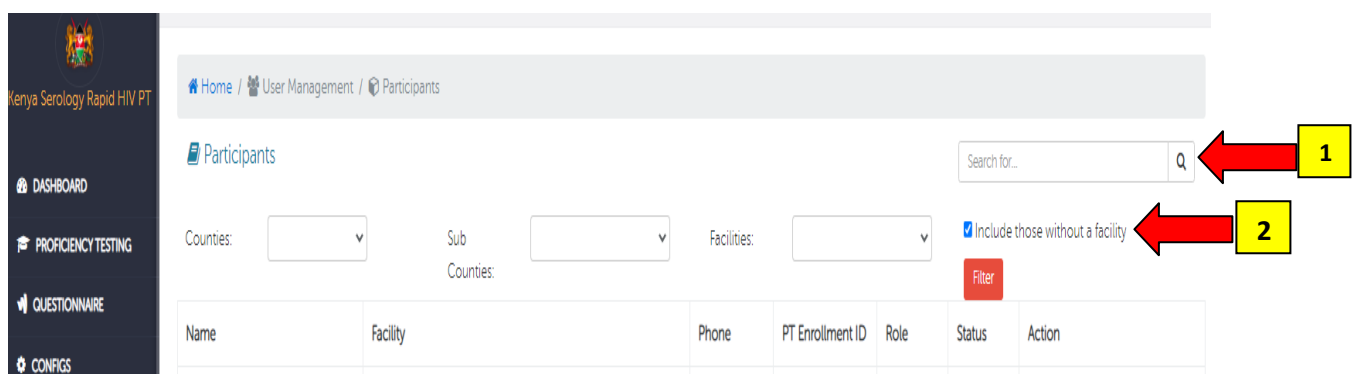
- Choose the participants whose details you want to update,
- Click the **"EDIT"** button beside the participant.
- Delete/remove** the participant’s **mfl code** as shown below and



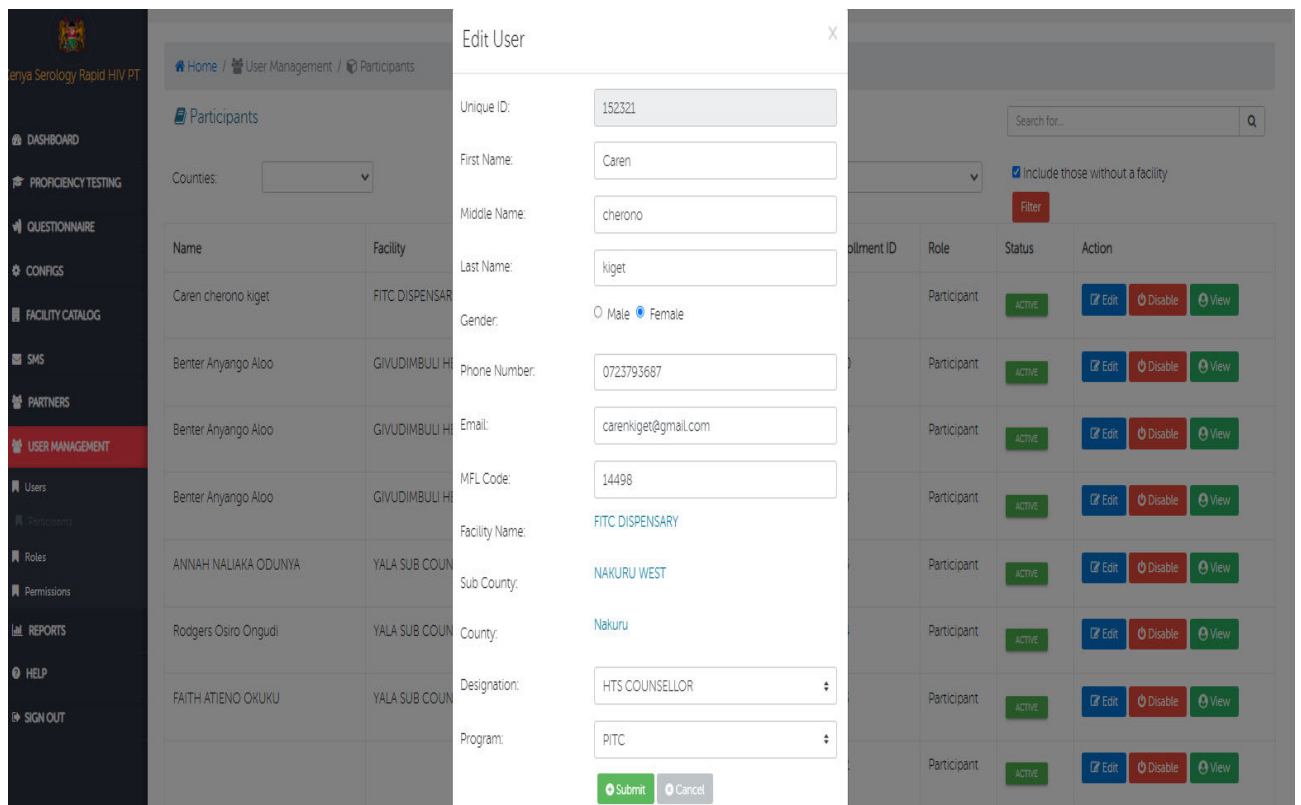
- Click the **“SUBMIT”** to submit and save the changes.

c) Restore a Deleted a Participant.

- Log in to your SCMLC account and search for the participant.
- Go to **“User management”**....Click **“Participants** Choose the participants whose details you want to update,
- At the top right type in his/her mobile number in the search bar as show below in (1). Include those who are deleted by selecting the checkbox shown below in (2)



- Once you find the participant, click the **"EDIT"** button beside the participant.
- Type in the participants current **facility mfl code** of the participant & update any other information that maybe missing or incorrect.



6. Click the “Submit” to save the changes. The Participant will be restored /transferred to their new facility.

Enrol Participants to a round (Note that this is a functionality of only the SCMLC)

1. Log into your SCMLC account.
2. Go to “Proficiency Testing”.
3. Click “PT Rounds”.



4. Click the purple “Enroll Participants” button. This button will only be available in a round that is active.

Mon, Jun 27, 2022 12:44 PM Geoffrey M Bundi

Home / Proficiency Testing / PT Rounds

PT Rounds Add New Back Search for...

Title	Description	Start Date	End of Enrollment Date	End Date	Action
19	Round 19	2018-11-08	2018-11-24	2019-01-31	Unpublish Edit Disable Enrolled Participants Info
18	Round 18	2018-05-01	2021-11-02	2018-08-31	Unpublish Edit Disable Enrolled Participants Info
100	PILOT(TRAINING)	2018-04-16	2022-08-31	2022-12-31	Publish Edit Disable Enroll Participants Enrolled Participants Info
17	Round 17	2018-04-01	2018-04-15	2018-06-30	Publish Edit Disable Enroll Participants Info

< 1 2

5. A list of your registered and active participants will come up.

Home / Proficiency Testing / Participants

PT Rounds Back Enrolled Participants Search for...

Filter

Participants to enroll (0). 0 selected

#	Select all	Participant	UID	Facility	Phone	Program
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Enroll Cancel

- Note that all participants will be selected for enrollment by default.
- Deselect** any participant who you do not want to enroll.
- Scroll down and click the **"Enroll"** button at the lower end.

Un-Enroll Participants

- Click the blue **"Enrolled Participants"** button. This button will again only be available in a round that is active.

Home / Proficiency Testing / Participants

PT Rounds Back Enrolled Participants Search for...

Filter

Enrolled participants (1515). 1515 selected

#	1515 selected	Participant	UID	Facility	Phone	Program
1	<input checked="" type="checkbox"/>	DAVID MUTUA	126429	MAKUENI GK PRISON DISPENSARY	0724896365	VCT
2	<input checked="" type="checkbox"/>	JANE RINGARU	126428		0729028658	
3	<input checked="" type="checkbox"/>	BETTY VIVI	122428		0718902117	
4	<input checked="" type="checkbox"/>	KITHEKA MULI FREDRICK	122375	KANYANGI HOSPITAL	0728749256	LAB
5	<input checked="" type="checkbox"/>	MUTHOKA ALFRED KITUTU	122370	KATUTU DISPENSARY	0726824349	PITC
6	<input checked="" type="checkbox"/>	JANE JOHN MBUSI	122369		0717079465	
7	<input checked="" type="checkbox"/>	JANE NDANU	122368		0712895685	
8	<input checked="" type="checkbox"/>	ELIZABETH NJERU	122367		0725795298	
9	<input checked="" type="checkbox"/>	ROSE KATEE	122365		0720286354	
10	<input checked="" type="checkbox"/>	NANCY MUTEMI KASAYA	122364		0717169583	

Unenroll Cancel

- A list of all the enrolled participants will come up as shown above. Note that all participants will be selected for de-enrollment by default.

3. Select the participants who you do not want to **“UN-Enroll”**
4. Scroll down and click the **“UN-Enroll”** button at the lower end.

Enrolled Participants Information/List

1. Go to www.rhtpt.or.ke.
2. Log into your (SCMLC/CMLC/partner) administrator account and Go to Proficiency Testing.
3. Click on **“PT rounds”**. Click on **“Enrolled Participants Info”** on the round which you wish to download the participants list.

Home / Proficiency Testing / PT Rounds

PT Rounds Add New Back Search for...

Title	Description	Start Date	End of Enrollment Date	End Date	Action
24	Round 24	2022-03-02	2022-05-05	2022-09-30	Publish Edit Disable Enrolled Participants Info
23	Round 23	2021-01-15	2021-04-30	2022-01-31	Unpublish Edit Disable Enrolled Participants Info
22	Round 22	2020-07-15	2020-11-28	2020-11-30	Unpublish Edit Disable Enrolled Participants Info
21	Round 21	2020-01-15	2020-02-12	2020-05-22	Unpublish Edit Disable Enrolled Participants Info
20	Round 20	2019-06-07	2019-06-28	2021-12-03	Unpublish Edit Disable Enrolled Participants Info

Home / Proficiency Testing / Participants

PT Rounds Search for...

Counties: Sub Counties: Facilities: Filter

Participants List Receipt Record Participant Forms Back

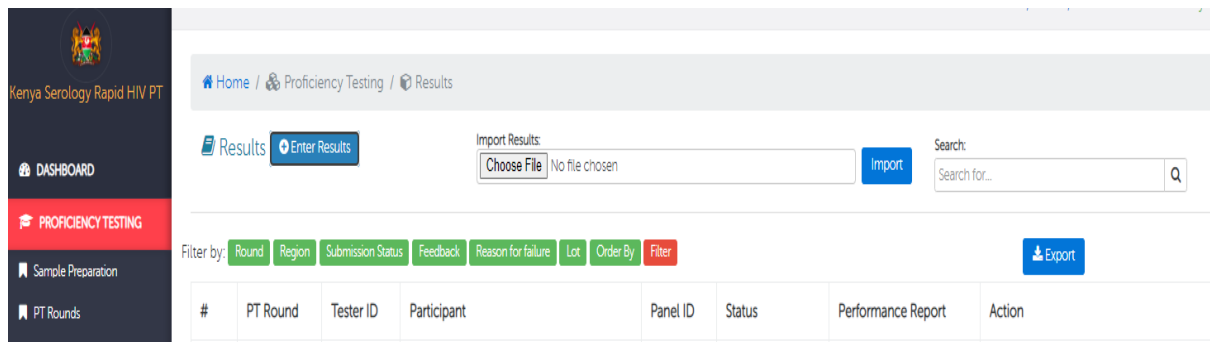
Participant ID	Participant	PT Enrollment ID	Phone	Facility	Sub County	County	Status
1	E CHEB	146627	0725540952	BARINGO COUNTY REFERRAL HOSPITAL	BARINGO CENTRAL	Baringo	NO RESULT Form
				BARINGO COUNTY REFERRAL HOSPITAL	BARINGO CENTRAL	Baringo	NO RESULT Form
				BARINGO COUNTY REFERRAL HOSPITAL	BARINGO CENTRAL	Baringo	NO RESULT Form

Participants List Receipt Record Participant Forms Back

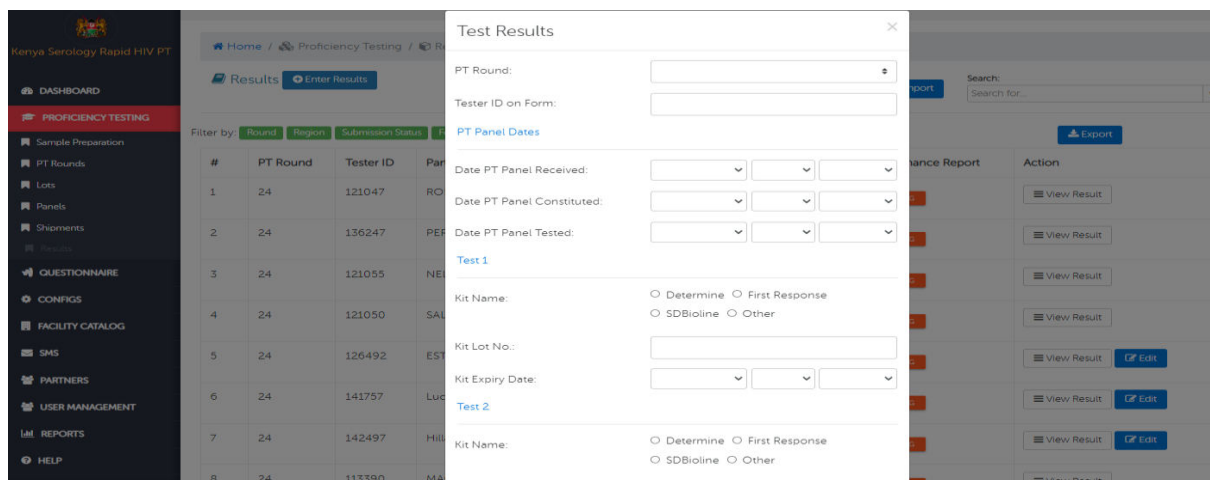
4. Use the filters at the top to choose Sub County/Facility from which to **download a list** of participants.
5. Click on the **“Participants List” (1)** button to download a csv/excel copy of the enrolled participants.
6. Click the button at the top written **“Receipt Record” (2)** to download a pdf copy of the list.

Results Submission (Note that this is a functionality of only the participant)

1. Go to www.rhtpt.or.ke.
2. Login into your account (Use your Tester ID and password you created above.)
3. Click “Proficiency Testing”.
4. Click “Results”....Click “OK” when a prompt appears saying “No data found”.
5. Click on the blue button...”Enter Results”.



6. Choose the round in the first field,
7. Type in the Tester ID of the panel you tested in the second field. If you tested your own panel type your Tester ID, if you tested Someone else’s panel type in the Tester ID indicated on the form.
8. Populate “all the other fields” on the Results page and click the submit button.



9. Click on the **Verify** button to verify/Edit your results & Click “**Submit**” to ensure your results are received at NPHL.

Feedback Report Download

1. Go to www.rhtpt.or.ke.
2. Login into your account (Use your Tester ID and password you created above.).
3. Click “Proficiency Testing”.
4. Click “Results”....Click the purple “**DOWNLOAD**” button to download your report

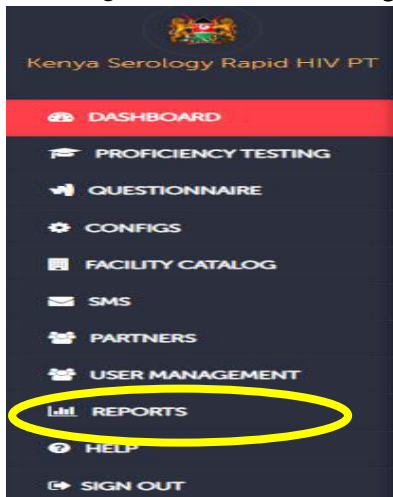
Date	Time	Verified	Satisfactory	View Report	Review	Download
18	23:00	VERIFIED	SATISFACTORY	View Report	Review	Download
19		VERIFIED	SATISFACTORY	View Report	Review	Download
20		VERIFIED	SATISFACTORY	View Report	Review	Download
21		VERIFIED	SATISFACTORY	View Report	Review	Download
22		VERIFIED	SATISFACTORY	View Report	Review	Download
23		VERIFIED	SATISFACTORY	View Report	Review	Download



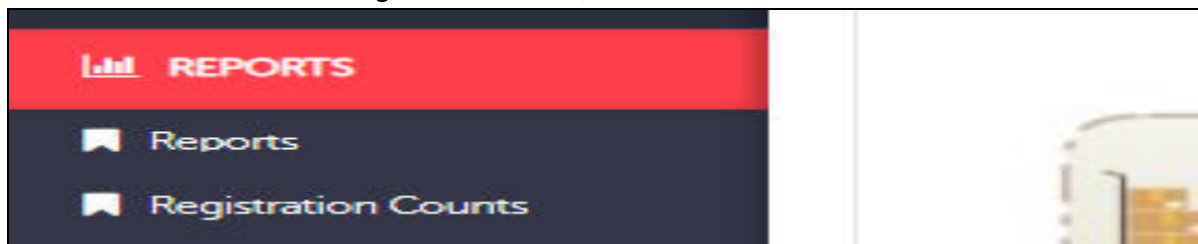
REPORTS

Summary Tables & Charts

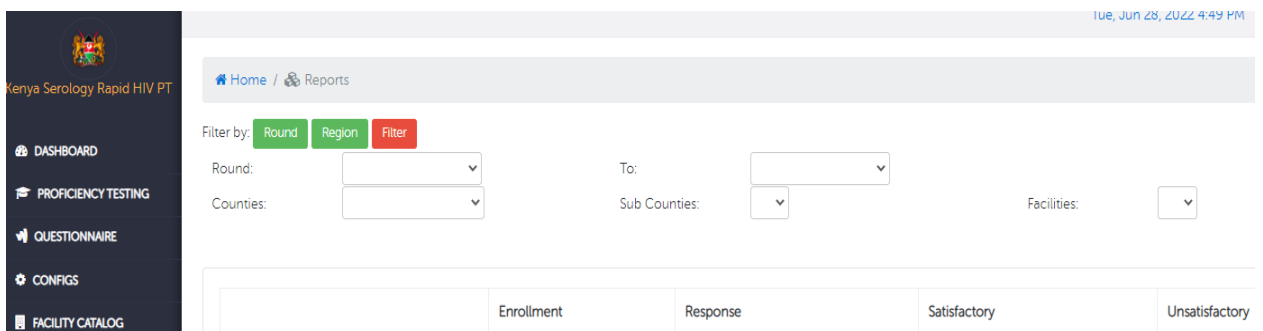
1. Go to www.rhtpt.or.ke & login into your account
2. go to "REPORTS" or "Registration Counts",



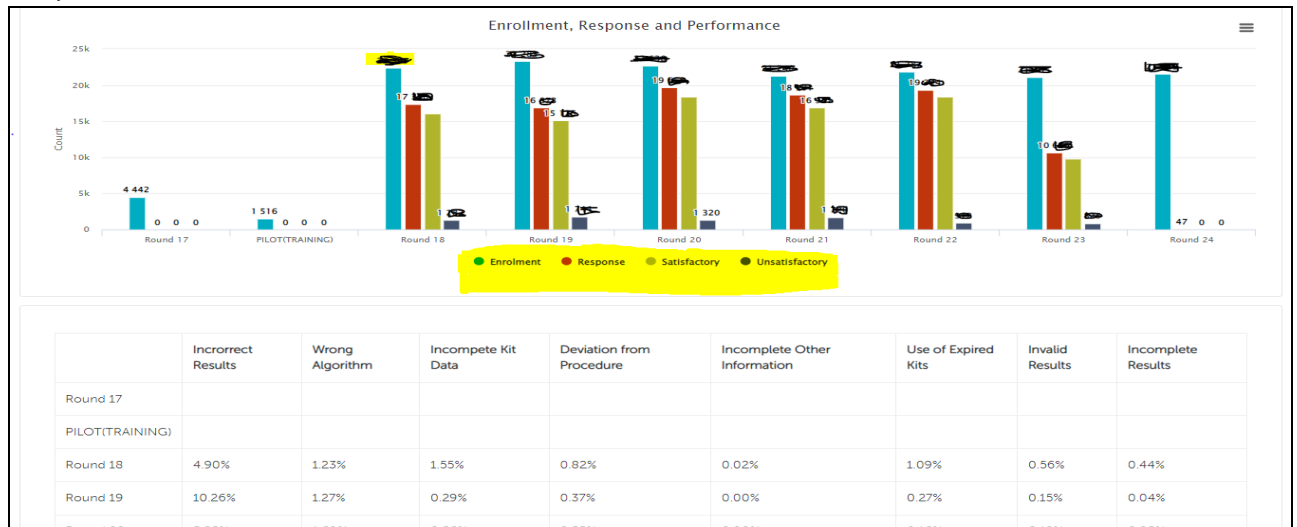
3. Click "REPORTS" or "Registration Counts",



4. Using the filters, select the round, county, Sub County and facility of interest and Click on the "FILTER" button to view the charts



Sample charts below



5. Select the registered Counts to view a count of your **Registered, Active and Enrolled Participants.**

Kenya Serology Rapid HIV PT

Home / User Management / Participants

Participants

SERVICE PROVIDER COUNTS Total: 23833 Active: 23607 Enrolled: 20955 Replies: 49 (0.23%) Round: Round 24

Round: Round 24 Counties: Sub Counties: Facilities: Filter

#	County	Sub-county	Service Providers			
			Total	Active	Enrolled	Replies