An EXCEL based tool for data entry and analysis from NCD patient treatment card.

NCD patient treatment card is the important aspect of monitoring as relevant information has to be captured in the treatment card. Analysis of the data from the patient treatment card can be a challenge and traditional approach is to transfer it on to a register. While the register can provide some information on the volume of patients it will be a major challenge to get the control rate of hypertension which is a tracer indicator for the NCD services.

To make this easy, an EXCEL based tool is provided. This tool has a sheet where the information can be entered and formulae are built in to bring out hypertension control. Other parameters can also be calculated.

INSTRUCTIONS FOR DATA ENTRY IN EXCEL TOOL

General instructions

1. Open the Excel file
2. It has TWO sheets HTN &DM and Results. HTN &DM sheet is for data entry. RESULTS sheet will show the reports of various parameters
3. Click the HTN &DM sheet for entering patient data
4. Enter data from the NCD treatment card.
5. Data in this EXCEL sheet is to be entered only for hypertension and diabetes patients as a start.
6. Data should be filled in this EXCEL sheet on / a weekly/ biweekly/monthly basis, depending on the capacity and number of patients in the facility.
7. Save this EXCEL file in your computer and name it with your health facility name.
8. Do not make stray entries in EXCEL sheet.
9. Do not enter data in ‘Results’ sheet. ‘Results’ sheet is to generate outcomes for reporting purpose.

I. Data entry for registration details (Figure 1):
1. Demographic details of the patients are to be entered in column ‘A’ to column ‘G’.
2. Clinical variables of the patients at the time of registration are to be entered in column ‘H’ to ‘V’. 
3. For closed ended questions, options are given in Row ‘5’. Please enter out of the given options. Other entries will not be accepted.

4. **Systolic blood pressure (SBP)** and **diastolic blood pressure (DBP)** of the patients are to be entered in separate column.
II. Data entry of follow-up data
   a. Blood pressure
      1. **Follow up blood pressure** is to be entered on monthly basis from column ‘W’ to column ‘AZ’.
      2. Before entering blood pressure, **check the name** of patient for whom you want to enter data.
      3. Before entering blood pressure, **check the month** for which you want to enter data.
      4. Systolic and diastolic blood pressure of the patients are to be entered in separate column.
      5. If the follow up BP of a particular month is **not available**, please enter ‘999’. Words and special characters cannot be entered in columns for data entry of BP.

   6. Results of **3-monthly control** status of BP (N=not controlled, Y= controlled)
      a. 3-monthly control status will appear automatically in ‘AA’ column. Do not enter anything in that column.
   7. Results of **6-monthly control** status of BP (N=not controlled, Y= controlled) -
      b. 6-monthly control status will appear automatically in ‘AK’ column. Do not enter anything in that column.
   8. Results of **annual control** status of BP (N=not controlled, Y= controlled) –
      c. Annual control status will appear automatically in ‘BA’ column. Do not enter anything in that column.
HBA1C

- Follow up details of HbA1c and complications are to be entered **only once in a year**.
- Latest details regarding HbA1c and complications are to be captured during the time of entry of follow-up data. e.g. for patients registered in Jan - March 2018, complications and HbA1C will be entered in Jan-Mar 2019).
- Follow up details of HbA1c are to be entered in column ‘BE’. Exact value of HbA1c (E.g. 6.0, 6.5, 7.0, 7.5 etc.) is to be entered in this column.
- Results of **control status of HbA1c** will appear automatically in ‘BF’ column. Do not enter anything in that column.

b. Complications

- Follow up details of complications are to be entered in column ‘BG’ to column ‘BK’. Code for data entry are: ‘1’ for ‘yes’ and ‘2’ for ‘no’.
III. Data entry for calculation of rates:

The only data that you will need to enter for generation of control rate will be the total number of patients seen in that reporting period e.g.

1. For calculation of **3 monthly rates in March end**, total number of patients registered till March end are to be entered in cell ‘D1’ in sheet HTN&DM.

2. For calculation of **6 monthly rates in June end**, total number of patients registered till June end are to be entered in cell ‘D2’ in sheet HTN&DM.

3. For calculation of yearly rates in December end, total number of patients registered till December end are to be entered in cell ‘D3’ in sheet HTN&DM.

Column D: total number of patients registered
Control rates will be automatically calculated and appear in the Results sheet.

![Excel spreadsheet image]

<table>
<thead>
<tr>
<th>CUMULATIVE REPORTS</th>
<th>Numbers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total no. of patients with HTN</td>
<td>343</td>
</tr>
<tr>
<td>Total no. of patients with DM</td>
<td>0</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Three monthly BP control rate - March 2017 - Hyperetension</th>
<th>Control rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total patients registered till June 2018</td>
<td>343</td>
</tr>
<tr>
<td>Total patients with documented control of hypertension</td>
<td>192</td>
</tr>
<tr>
<td>Control rate</td>
<td>56.0</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Six monthly BP control rate - June 2017 - Hyperetension</th>
<th>Control rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total patients registered till Sep 2018</td>
<td>343</td>
</tr>
<tr>
<td>Total patients with documented control of hypertension</td>
<td>186</td>
</tr>
<tr>
<td>Control rate</td>
<td>54.2</td>
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</tbody>
</table>