

# VCAMon V1 User Guide

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**IMPORTANT! Because confidential patient information is used for VCA, the VCAMon program and saved VCA files should only be installed on computers or servers with appropriate security.**

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## About VCAMon

### Description/Purpose

VCAMon is a computer-based application designed for stand-alone plotting of syphilis cases for visual case analysis (VCA). VCAMon is a precise and innovative tool intended to assist those performing syphilis partner services and case management activities. VCAMon utilizes case data entered by the case manager to create an accurate VCA sheet ready for analysis in order to identify all opportunities for disease intervention.

### Acknowledgements

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## Step-by-Step Instructions

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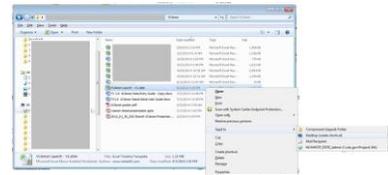
### Application installation

**NOTE:** The VCAMon application was developed with Microsoft Excel and will only run on computers with Microsoft Excel installed.

1. The VCAMon application is contained in a single Excel file that will be available via email from CDC's Division of STD Prevention/Program Development and Quality Improvement Branch.
2. Create a dedicated folder named "VCAs" on computer or server that will be used to store VCAMon case files

**NOTE: Since VCA requires use of confidential case information, the VCAMon application and saved case files should only be stored on password-protected computers or servers in accordance with your program's confidentiality and security protocols.**

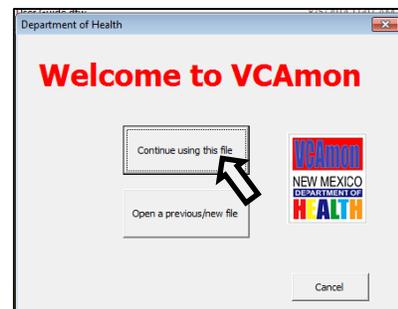
3. Save a copy of the VCAMon application (VCAMon Launch – V1.xlsm) to the newly created VCAs folder.
4. (Optional) From your Windows Explorer, right-click on the VCAMon Launch – V1.xlsm file then select Send to Desktop (create shortcut). This will create a shortcut icon on your desktop making it easier to launch the VCAMon application.



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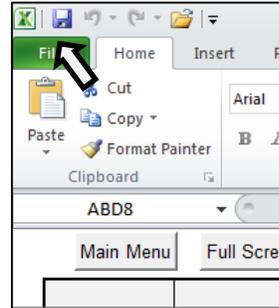
### Starting a new (unrelated) case

1. Launch VCAMon from your Windows Explorer or Desktop Shortcut
2. Select **Continue using this file**



3. You may be asked to **Enable Editing**

4. Click on **File tab** on Excel toolbar



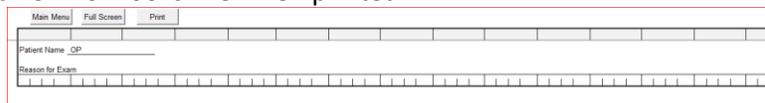
5. Choose **Save As** and give your file a unique name. It is highly recommended that you use the Lot Number so this VCAmon can easily be identified when related cases are identified.



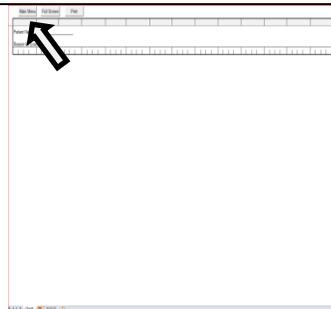
6. Choose **Print** and review the selections in settings. You will be asked to choose the different print options. Choose active sheets and make sure the paper selection is on Landscape.



Actual copy of what VCAmon looks like when printed



1. To **add the OP**: click the Main Menu button



2. A new VCAMon will always include the Original Patient (OP). Don't attempt to delete it.
3. Add OP in the "Partner" field. OP's name will go in "name" and click drop box to select "reason for exam".

The screenshot shows the VCAMon software interface. At the top, the 'Partner' field is set to 'OP Duane'. Below it, the 'Reason for Exam' dropdown menu is highlighted with a black arrow. The interface includes various input fields for medical information, symptoms, and dates, along with buttons for 'Add a Partner', 'Delete a Partner', 'Save', and 'Exit'.

4. **Medical info on Date treated:** In this section, for lab 1 you will enter RPR's; in lab 2 VDRL's; lab 3 confirmatory test (e.g., FTA's, TPPA's); RX for treatment; and Diagnosis from 700 to 730.

The screenshot shows the VCAMon software interface. A black arrow points to the 'Lab 1' dropdown menu in the 'Medical Info on Date Treated' section. The interface includes various input fields for lab results, symptoms, and dates, along with buttons for 'Add a Partner', 'Delete a Partner', 'Save', and 'Exit'.

5. **Other medical information:** This is the section where previous non-reactive RPR's should be entered. HC is the name of the Health Care Provider. "Event" is the field where lab and medical information is entered.

The screenshot shows the VCAMon software interface. A black arrow points to the 'Event' field in the 'Other Medical Information' section. The interface includes various input fields for medical information, symptoms, and dates, along with buttons for 'Add a Partner', 'Delete a Partner', 'Save', and 'Exit'.

6. **Symptoms-Primary:** This section requires a start and/or end date to enter primary symptoms. Use drop down box to select symptoms, start, and end dates. If a start or end date is unknown, don't enter one.

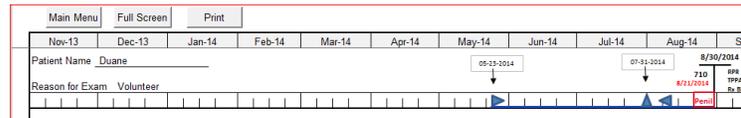
The screenshot shows the VCAMon software interface. A black arrow points to the 'Symptoms and Location' section in the 'Symptoms-Primary' area. The interface includes various input fields for symptoms, dates, and locations, along with buttons for 'Add a Partner', 'Delete a Partner', 'Save', and 'Exit'.

7. **Symptoms-Secondary:** This section requires a start and/or end date to enter secondary symptoms. Use drop down box to select symptoms, start, and end dates. If a start or end date is unknown, don't enter one.

\*Note: If both the Primary and Secondary symptoms are missing either the start or end date, VCAmon will use the default or 4 weeks (Primary) and 5 weeks (Secondary) Latency periods.

8. When finished click the "Ok/Update" button.

## Sample VCAmon after OP data has been entered.



At the bottom of the Excel spreadsheet, you will see MAPOP tab, click on the tab and you will see the OP's Major Analytical Points (MAP). To exit MAPOP, click "Main Menu".

1. **Adding the OP's Partners:** when adding a new partner, click on Main Menu and select "Add a Partner".

The screenshot shows the VCAmon main menu. At the top, there are fields for Partner Name (OP Duarte), Reason for Exam (Influenza), and Treatment Date (8/31/2014). Below these are sections for Medical Info on Date Treated, Symptoms - Primary, and Symptoms - Secondary. At the bottom, there are buttons for 'Add a Partner', 'Partners/Info', 'OK/Update', 'Go to partner', 'Go to P1/OP', 'Delete a Partner', 'Clearing', 'Save', 'OP Duarte', 'H1N1P', 'Clear OP', 'Update MAP', and 'Exit'. A red box highlights the 'Add a Partner' button, and a black arrow points to it.

2. Once a new partner button is clicked, you will see this screen appear, enter the partner information.

The screenshot shows the 'New Partner' dialog box. The 'Name' field contains 'Morris'. The 'Reason for Exam' dropdown is set to 'P1 to 710'. The 'Treatment Date' is set to 8/31/2014. There are 'OK' and 'Cancel' buttons at the bottom.

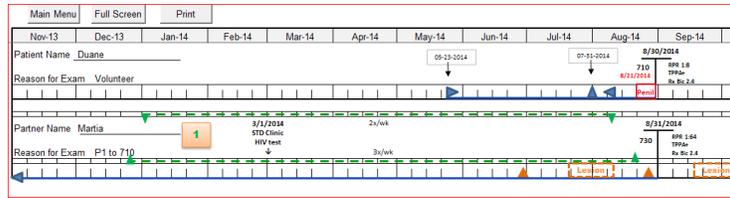
3. Once Partner information is added, there will be a "P1 Tab", click this tab and update MAP sheet to update sheet with partner information.
4. When you return to the chart, you'll see a new section added to the chart for the new partner. Use drop down box to select P1.

The screenshot shows the VCAmon main menu after the partner has been added. The 'Partners/Info' button is now highlighted with a red box and a black arrow. The 'Partner' dropdown at the top now shows 'P1 Morris'.

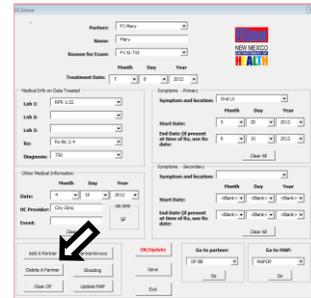
5. You will repeat the same steps 10 through 16, when entering P1's information

The screenshot shows the VCAmon main menu with the 'Partners/Info' button highlighted with a red box. The 'Partner' dropdown at the top shows 'P1 Morris'.

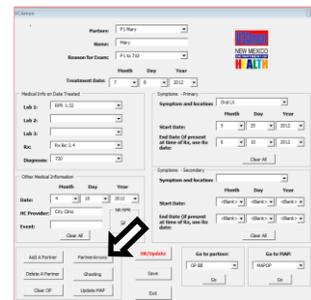
The P1 will show up on the VCAmon analysis sheet once all information is entered and updated.



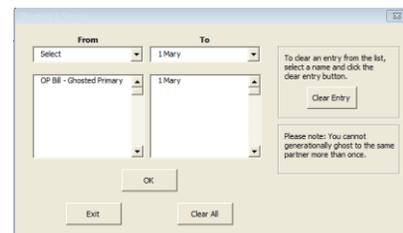
- Use this button to delete the most recent partner added. Partners can only be deleted one at a time, with the last partner entered up to partner 1.



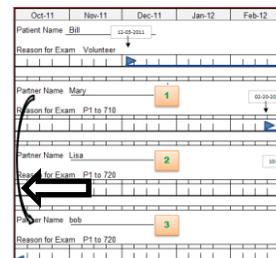
- Partner arrows**, use the drop downs to select who you want the partner arrows drawn to and from. Then click ok. The clear arrow button will clear all arrows.



- This will allow you to draw an arrow from one partner to another. Click OK.



- Arrows shows Bob and Mary are connected.



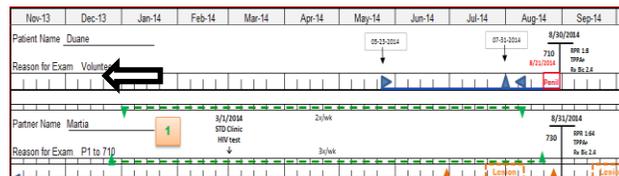
1. **Ghosting:** If the OP or sex-partner is symptomatic, VCAMon will automatically ghost from primary or secondary symptoms to the OP or sex-partner who is diagnosed Early Latent.

2. When you select "Ghosting" on the main menu, the following menu will appear.

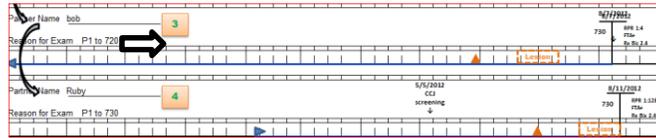
3. Selecting Source or Spread, the following box will appear. Select "Source" or "Spread" and select ok. You can also do the same for entering Spread Ghosts and click ok.

4. As you Ghost, more options will be entered into the FROM column because you are creating ghosts.

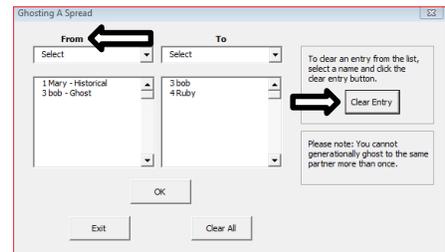
Example of Ghosting from a Source Lesion, Duane to Maria.



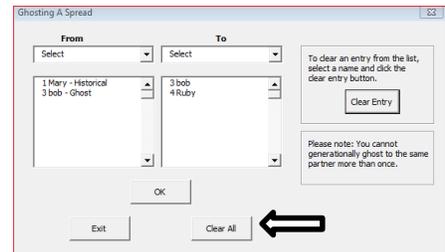
Example of Ghosting from a Spread Lesion, Bob and Ruby.



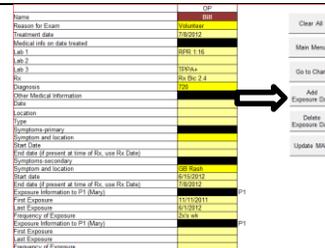
5. **Clearing and Exiting Ghosting**, Note: you are only clearing the ghosted symptom. If you need to delete an entire patient, go to the Main Menu and select the Delete a partner button.
6. Clearing Ghost 1: Main Menu, Ghosting, Select Source of Spread
  - a. Click on the name of the person in the “FROM Column”. Then click on the clear entry button, then click “ok”.



7. Clearing all Spread or all Source Ghosts:
  - a. Main Menu
  - b. Ghosting
  - c. Select Source or Spread
  - d. Click on “Clear all button”
  - e. Click “ok”

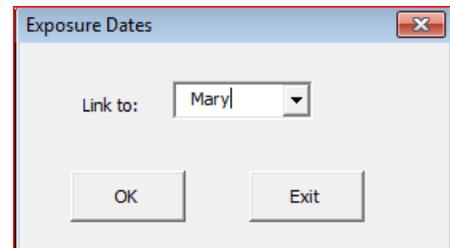
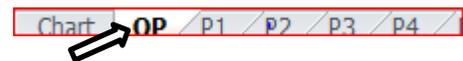


1. **Adding Exposure Dates:** Click “OP” sheet then click add exposure dates. Exposures are added on the OP/Partner worksheet (not the VCAMon Main menu).



Note: Bottom of the Excell worksheet

2. Exposure dates linked to Bob (OP) and Mary (P1). When you click the Add Exposure Date button a dialogue box will appear asking what partner you want to link to.

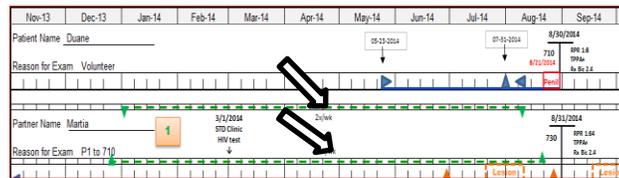


- After clicking OK, 3 extra lines will appear where you can fill in the first and last exposure, and Frequency of exposure.

- Once the information is complete, return to the VCAmon Main Menu and select "OK/Update" the data will be reflected on the chart.

Note: The process will be repeated for each OP/Partner from 35 to 38.

An example of an OP and Partner 1 Exposure date: Duane and Maria's exposure dates outlined in green.



- MAP sheets** are automatically created by VCAmon for OP and each new Partner. However, **VCAmon does not automatically update all MAP Sheets at the same time.**

- When you have the patient you want the MAP Sheet for in the Partner box of the VCAmon Main Menu, then select the "Update MAP" button for that one MAP sheet to update.

- You can enter your own comments and add check marks to “P” and “C” boxes on the Map Sheet. The “P” column is where you mark it’s you’d like to pursue and the “C” column is where you can mark off the completed items.

Problem Name	P	C	Date Solved
<b>Patient Assessment - Social History</b>			
1. <input type="checkbox"/> <input type="checkbox"/> Patient History			
2. <input type="checkbox"/> <input type="checkbox"/> In Patient Care			
3. <input type="checkbox"/> <input type="checkbox"/> Patient Assessment Skills			
4. <input type="checkbox"/> <input type="checkbox"/> In the Workplace/Field			
<b>Patient Assessment - Medical History</b>			
5. <input type="checkbox"/> <input type="checkbox"/> Presenting Complaint			
6. <input type="checkbox"/> <input type="checkbox"/> Past Medical History			
7. <input type="checkbox"/> <input type="checkbox"/> Social History			
8. <input type="checkbox"/> <input type="checkbox"/> Family History			
9. <input type="checkbox"/> <input type="checkbox"/> Medication History			
10. <input type="checkbox"/> <input type="checkbox"/> Allergies			
<b>Disease Intervention Strategies - Pathways</b>			
11. <input type="checkbox"/> <input type="checkbox"/> Pathway 1			
12. <input type="checkbox"/> <input type="checkbox"/> Pathway 2			
13. <input type="checkbox"/> <input type="checkbox"/> Pathway 3			
14. <input type="checkbox"/> <input type="checkbox"/> Pathway 4			
15. <input type="checkbox"/> <input type="checkbox"/> Pathway 5			
16. <input type="checkbox"/> <input type="checkbox"/> Pathway 6			
17. <input type="checkbox"/> <input type="checkbox"/> Pathway 7			
18. <input type="checkbox"/> <input type="checkbox"/> Pathway 8			
19. <input type="checkbox"/> <input type="checkbox"/> Pathway 9			
20. <input type="checkbox"/> <input type="checkbox"/> Pathway 10			

- Comment section at the bottom of the MAP Sheet.

**High Priority**

**Numbered Comments**



**General Comments**

