Humanitarian Aid

Donated Product Utilization Management System

Quick start guide

Learn all the steps for

- Creating a patient record and importing patient records
- Recording product utilization
- Filtering and downloading data

WFH
WORLD FEDERATION OF HEMOPHILIA
FÉDÉRATION MONDIALE DE L'HÉMOPHILIE
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What is the Donated Product Utilization Management System?

The Donated Product Utilization Management System is a web-based tool that allows the WFH to track the use of donated products throughout the world.

Why is using the system important?

The Product Utilization Management System is important because it allows the WFH to understand where and how donated products are being used. The WFH uses this data to better plan the distribution of donations in order to make sure they reach as many people as possible. Furthermore, utilization reporting is part of the obligations of all recipient organizations in order to be eligible for future donations. The WFH needs to be able to reconcile donated vials against utilized vials in stock at any time to ensure traceability.

How does it help you, the user?

The system will help your patients, your NMO, and your country better understand your product needs. The more you understand how you are helping your patients, and what your monthly, quarterly and annual consumption figures are, the better you can forecast and anticipate their needs in the future. This in turn helps you work with the WFH more efficiently to better ensure that patients get an uninterrupted supply of product.

Is the system secure?

The Donated Product Utilization Management System is secure and respects the privacy of patients. Only registered users can log in, and patient information is totally anonymized: it’s stored by Patient ID, and never by patient name or any other personal information.

Is the system easy to use?

The Donated Product Utilization Management System is very user-friendly and intuitive. It is designed to make data entry as simple as possible.

Why is using it properly so important?

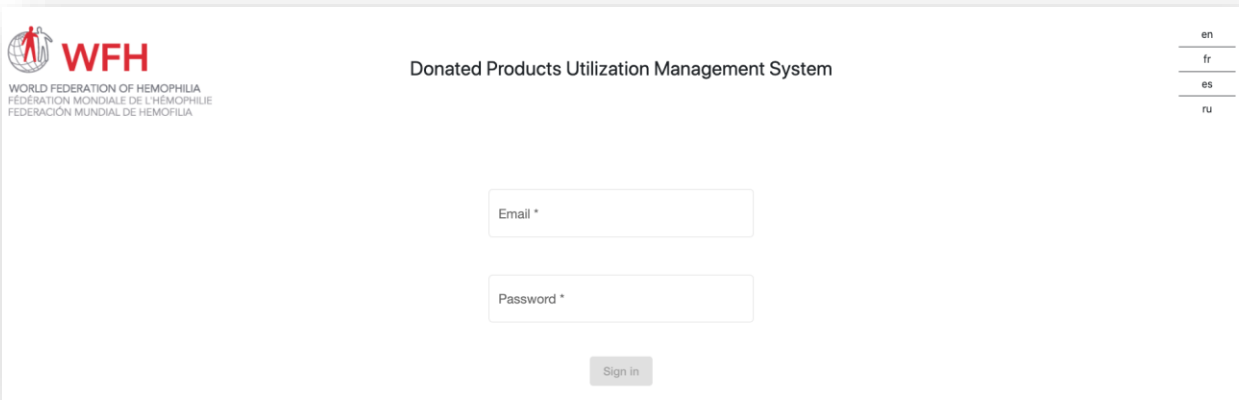
Data is only useful if it’s correct and properly maintained. It is important to enter information in the system as accurately as possible and modify any data if needed to ensure that the database always contains accurate information.

Logging into the system

Logging in for the first time

The WFH will give you a login ID and a temporary password. You will be prompted to change your password after your first login.

1. Go to dpums.wfh.org
2. Enter the username that the WFH assigned to you
3. The first time you log in, enter your password assigned to you
4. Create a new password as instructed
5. Click on "Sign in"

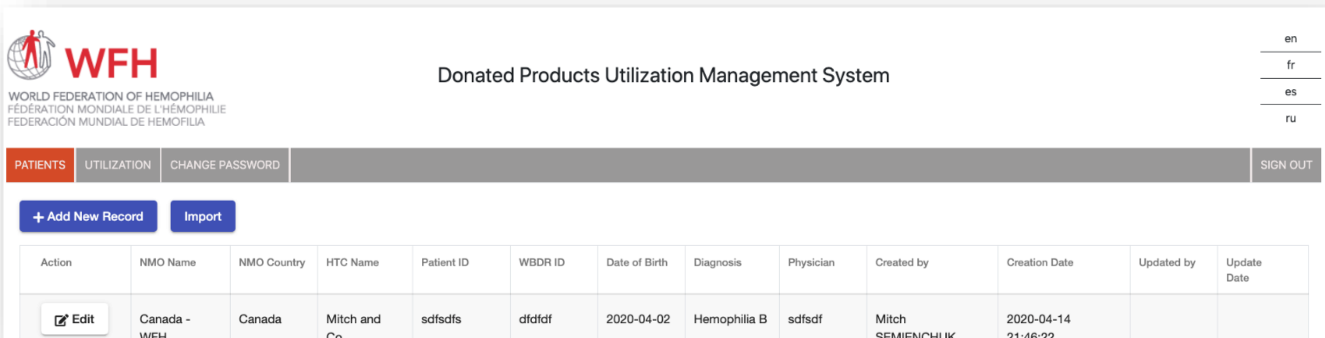


Creating a patient record and importing patient records

About the PATIENTS screen

The PATIENTS screen is used to enter information about your patients. Every patient has a unique Patient ID and a unique patient record. Once a patient record has been created, the system will be able to track that patient's product usage.

The PATIENTS screen

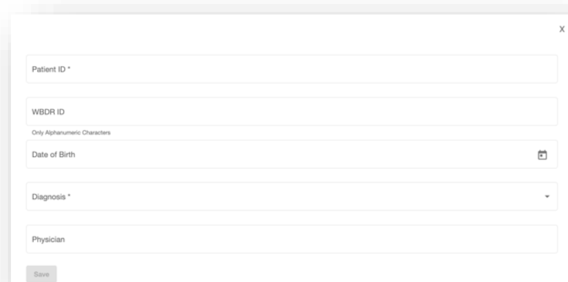


The different functions of the PATIENTS screen

- "Add a New Record": Create a new patient record
- "Import": Import a list of patients with their information
- "Edit": Edit an existing patient record to update it

Adding a new patient record

Adding a new record is easy, and you only have to do it **once** per patient. Existing records can be edited if the patient's information changes.



1. Click on "Patients" to go to the patients screen
2. Click on "Add New Record"
3. Enter the Patient ID. Your organization chooses the patient ID. It can be any combination of numbers or letters, but it must be unique to every patient.
4. Enter a WBDR ID if you have one
5. Enter the patient's date of birth (see the FAQ section of this guide if you don't know the patient's date of birth)
6. Choose the patient's diagnosis from the drop-down menu
7. Enter the name of the patient's physician
8. Click "Save"

Editing an existing patient record

To edit an existing patient record, click "Edit" next to the record, make the necessary change, and then click "save".

Importing patient records

As of May 2020, if you want to bulk import patient records, please send your list to the WFH in CSV or XLS format. We will upload the records for you. In the future it will be possible for you to upload the records yourself.

Recording product utilization

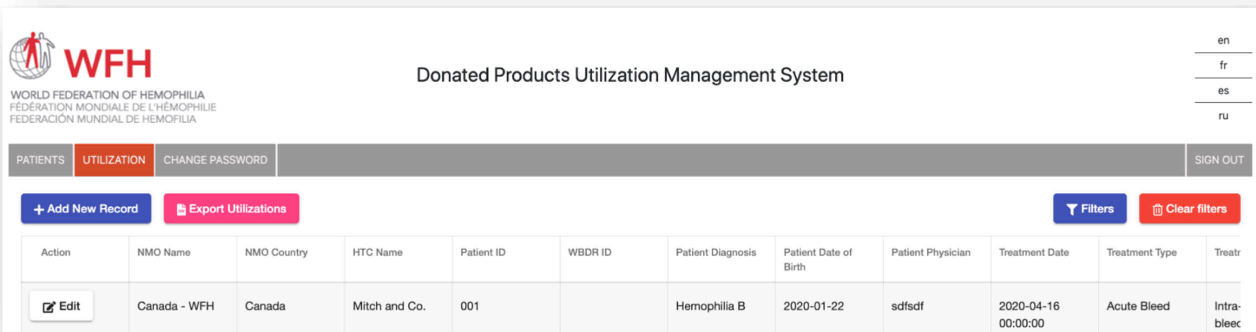
About the UTILIZATION screen

The UTILIZATION screen is used to enter and download product utilization information. Every use of donated product needs to correspond to a single record in the system. **Do not aggregate separate infusions to a single line even if they are for the same patient.**

The importance of accurate product utilization records

It's extremely important to enter patient utilization information accurately. Incorrect information will make it difficult for the WFH to reconcile donations versus consumption. If more than one person is entering information, make sure that the same information isn't entered twice. If information is entered incorrectly, try and correct the error as soon as possible.

Elements of the UTILIZATION screen



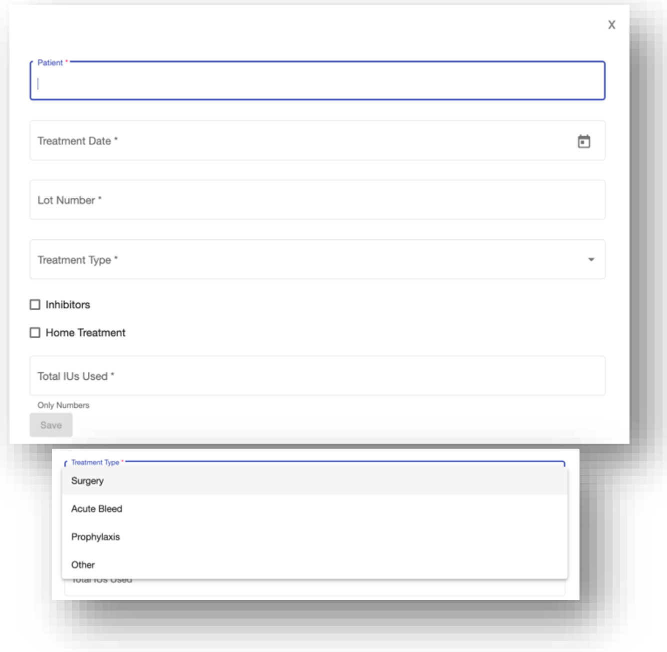
- "Add New Record": add new utilization record
- "Export Utilizations": export all (or filtered) utilization records in a CSV file
- "Filters": filter utilization data
- "Clear Filter": clear all filter data and show your complete record list
- "Edit": edit an existing record

Adding a new utilization record

Adding a new utilization record is easy. Once you've added a record, you only have to edit the record if you made an error.

1. Click on "Utilization" to go to the utilizations screen

2. Click on “Add new Utilization”
3. Type the first few characters of the Patient ID to see the drop down of Patient IDs. Note: you have to create a new patient record before entering a utilization record for that patient.
4. Enter the “Lot Number” of the product used
5. Select the treatment type from the drop down menu
    - If you choose “Surgery”, enter a description of the surgery
    - If you choose “Acute Bleeds”, use the dropdown to choose the bleed type
    - If you choose “Prophylaxis”, you don’t have to enter anything else
    - If you choose “Other”, enter a treatment description
6. Check “Inhibitors” if the patient has inhibitors
7. Check “Home Treatment” if the product was given for home treatment
8. Enter the total IUs given
9. Click “Save” to save the record



Editing an existing utilization record

To edit an existing utilization record, click “Edit” next to the record, make the necessary change, and then click “save”.

Filtering and downloading data

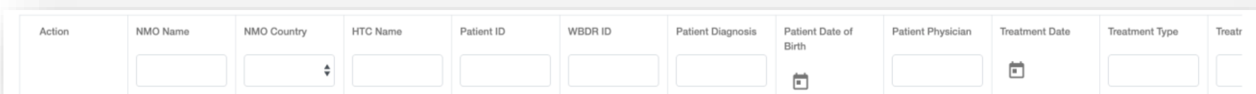
About using the system to analyse data

The Product Utilization Management System is more than just a way to enter data for the WFH—it's also a way for you to learn more about your patients and their product usage. The system allows you to filter results and instantly see them onscreen. It also allows you to download patient utilization records to CSV format for use in any spreadsheet software.

Filtering data in the UTILIZATION screen

Any column you see in the UTILIZATION screen can be used to filter data.

1. Click on "Utilization" to go to the utilizations screen
2. Click on "Filters"
3. Enter data or select information in the column you want to filter by
4. Click on another filter field to activate the filtering
5. Choose another column to filter by if desired, then go back to step 4.



Downloading data

All product utilization data can be downloaded to a CSV file.

1. Click on the "Utilization" to go to the utilizations screen
   Note: If you are filtering data, only the filtered records that are showing will be downloaded.
2. Click on "Export Utilizations"
3. The CSV file will be downloaded on your computer
4. Open the file on your computer in Excel to read the data. See the FAQ to learn how to convert a CSV file into an XLS file.

Frequently asked questions (FAQ)

I don't know the patient's exact date of birth. What do I enter when I create their record?

Entering a date of birth or approximate date of birth for a patient record is very important because it helps the WFH better understand the use of prophylaxis for different age groups. Therefore, if you don't know the patient's exact date of birth, enter their year of birth, with January as their month of birth and "1" as their day of birth.

My patient started treatment at one facility and continued treatment at another. How do I enter more than one HTC for my patient record?

One patient record is created per HTC. If a patient goes to more than one HTC, that patient will have one patient record per HTC. Note that a patient can't have more than one record for the same HTC.

My patient has received product at the HTC, but I've also given them some to take home. How do I enter that in the system?

You would enter two utilization records. The first record would be for the product given at your HTC. The second record would be for the product given to the patient to take home.

What happens if I realize I need to change the information I put in a patient record or a utilization record?

It's very important to update patient records and utilization records as soon as you can. Inaccurate records will make it harder for the WFH to distribute product efficiently. To update a record, go to the "PATIENTS" or "UTILIZATION" screen and click on the "Edit" button next to the record you want to modify.

Why do I have to log in again if I haven't used the system for a few minutes?

For security reasons, the system automatically logs you out after a few minutes of inactivity.

Are regular updates made to the system?

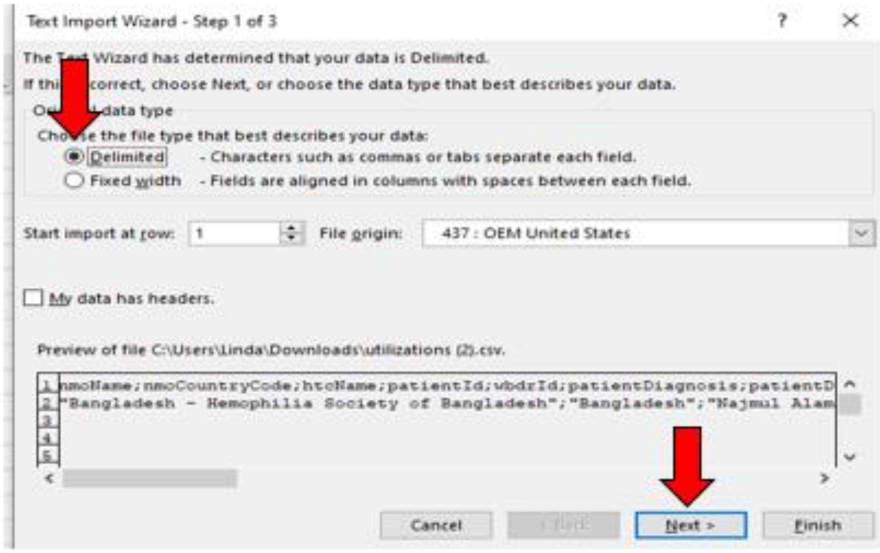
The Donated Product Utilization Management System is regularly updated. Note that these updates will never affect the information you've entered.

My screen is frozen, not responding or stuck on "Loading"?

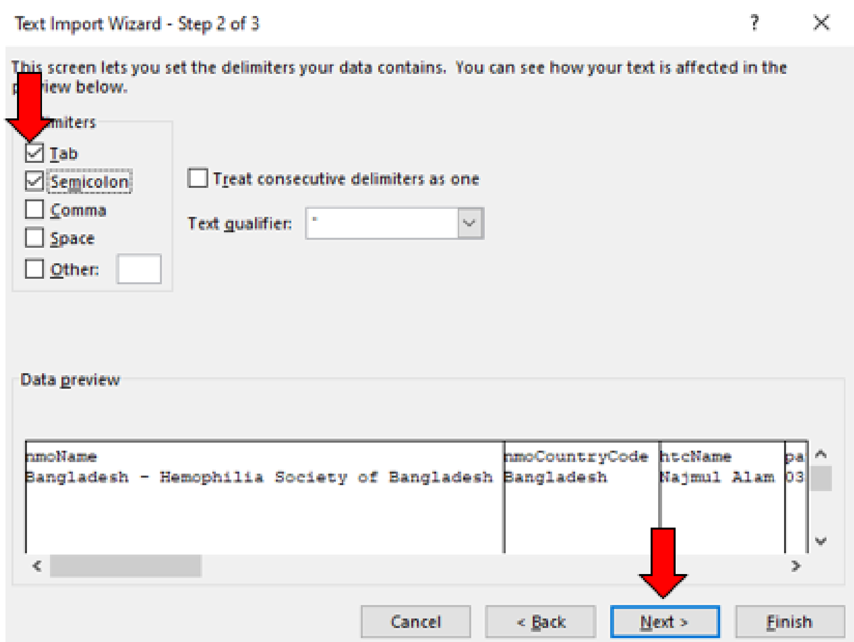
Hit the REFRESH button on your browser.

How do I convert the CSV file into an Excel (XLS) file?

1. Open Excel
2. Open the CSV file
3. Go to the menu and choose "Data", then "Text to Columns…"
4. Select "Delimited", then click "Next"



5. Select “Tab” and “Semicolon”, then click “Next”



6. Click on “Finish”

A	B	C	D	E	F	G	H	I	J
nmoName	nmoCountryCode	htcName	patientId	wbdrId	patientDiagnosis	patientDateOfBirth	patientPhysician	treatmentDate	treatmentType
Bangladesh - Hemophilia Society of Bangladesh	Bangladesh	Najmul Alam	33	ll1	Hemophilia B	1/1/2016	Dr who	11/4/2019 0:00	Prophylaxis