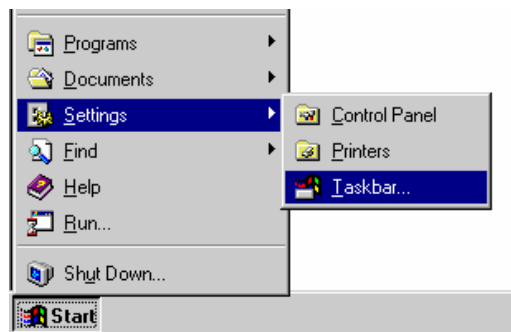


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## Chapter 1      The TIMS Workplace

TIMS enables you to add, edit, retrieve, and report information about people associated with tuberculosis quickly and easily. These people may include tuberculosis patients, healthcare workers providing tuberculosis-related services, persons who have been in contact with tuberculosis, etc. The user interface, called the TIMS Workplace, consists of a series of windows, dialog boxes, and program controls that enable you to enter data efficiently, retrieve it easily, and store it safely and securely.

**Note:** When running TIMS, the lower portion of the TIMS Workplace may be hidden by the Windows Taskbar. To prevent this, click the **Start** button on the taskbar, and then select **Settings** and **Taskbar**.



When the Properties dialog box appears, be sure that **Auto hide** is selected.



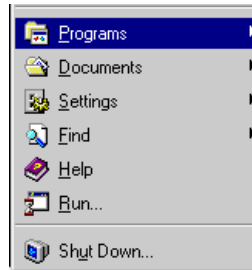
## Starting TIMS

To start TIMS...

1. Click the **Start** button on the Windows taskbar.



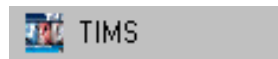
2. Click the **Programs** folder to open it.



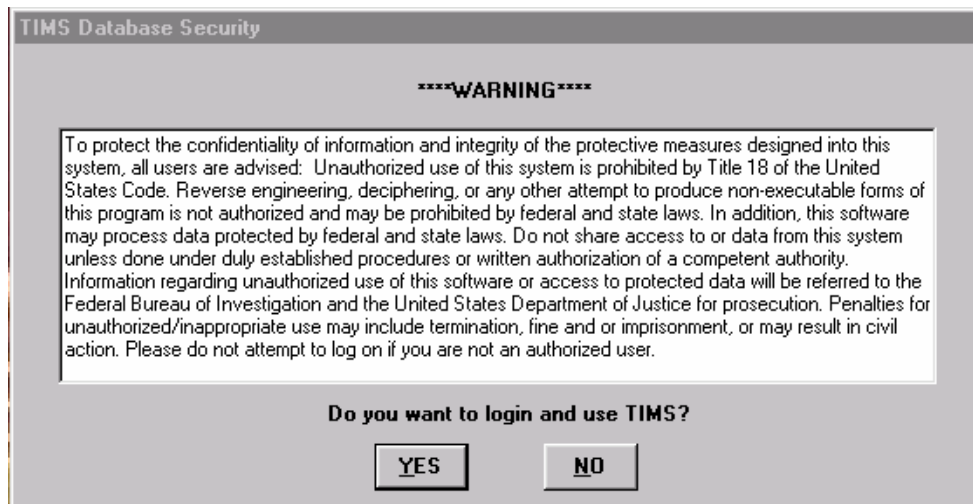
3. Click the **TIMS** program folder to open it.



4. Click the **TIMS** icon.



*The TIMS Database Security screen will appear.*



5. Review the TIMS Database Security warning statement.
6. Click the **YES** button to proceed to the login screen.

## **TIMS Login**

TIMS requires that you identify yourself to the system before it will allow you access to its functions. This procedure, called login, uses your User Identification (User Id) and password to determine what features you have access to, and will provide the System Administrator a record of all TIMS activity.

### **User Id**

A TIMS System Administrator assigns your User Id and initial password (see *Chapter 7 - System Module* for information on changing your password). User Ids must have between six and ten characters and can be any combination of letters, numbers, and special characters. Passwords may also have any combination of letters, numbers, and special characters, and must contain between six and fifteen characters.

### **User Levels**

There are four security levels for TIMS users:

<b>Name</b>	<b>Privileges</b>
<b>Low</b>	Can view most client information, but cannot add or change any client information. Is eligible to view HIV information. Can change their own password, but cannot perform any other administrative function.
<b>Medium</b>	Can enter most client information and is eligible to view client HIV status. Cannot modify client disposition. Can change their own password, set preferences, perform Ad-Hoc queries, and perform other administrative tasks.
<b>High</b>	Can add, edit, and delete all tuberculosis and related information but cannot perform system administration duties, such as adding and deleting TIMS user accounts.
<b>System Administrator</b>	User with System Administrator privileges can perform all TIMS functions, including adding and deleting users, assigning user privileges, deleting surveillance records, client records and manipulating other sensitive information.

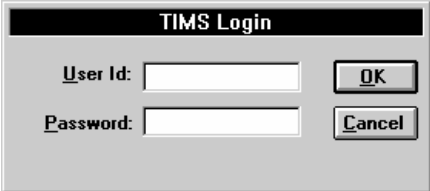
See *Appendix Sys I Security Table* for a complete list of security privileges.

## Login

The TIMS Login screen is the second window that you will see upon starting the TIMS application. You must login to use TIMS.

To login to TIMS...

1. Type your User Id in the **U**ser Id field.  
*A TIMS System Administrator assigns User Ids. The User Id must be entered exactly as it was given to you.*
2. Type your password in the **P**assword field.  
*Passwords are not case-sensitive: PASSWORD = password = PassWord*



3. Click the **O**K button.

## Logout

There is no logout command for TIMS. If you must logout of TIMS, close the application.

See *Closing TIMS* later in this chapter.

## Gathering TIMS Data

TIMS accepts and processes many different types of information. To assist in the data gathering process, TIMS includes a series of paper-based forms. The TIMS forms are located in *Appendix PM I – Patient Management Forms* of this User's Guide. Please feel free to make copies of these forms to assist in your data collection efforts.

The available paper forms are:

- Appointment Form
- Blood Test Form
- Client Form
- Diagnosis Form
- History Form
- Hospitalization Form
- Medication Form
- Referral Form
- Bacteriology Form
- Chest X-Ray Form
- Contact Form
- Drug Pickups Form
- HIV Test Form
- Physical Exam Tests Form
- Skin Test Form
- Susceptibility Form

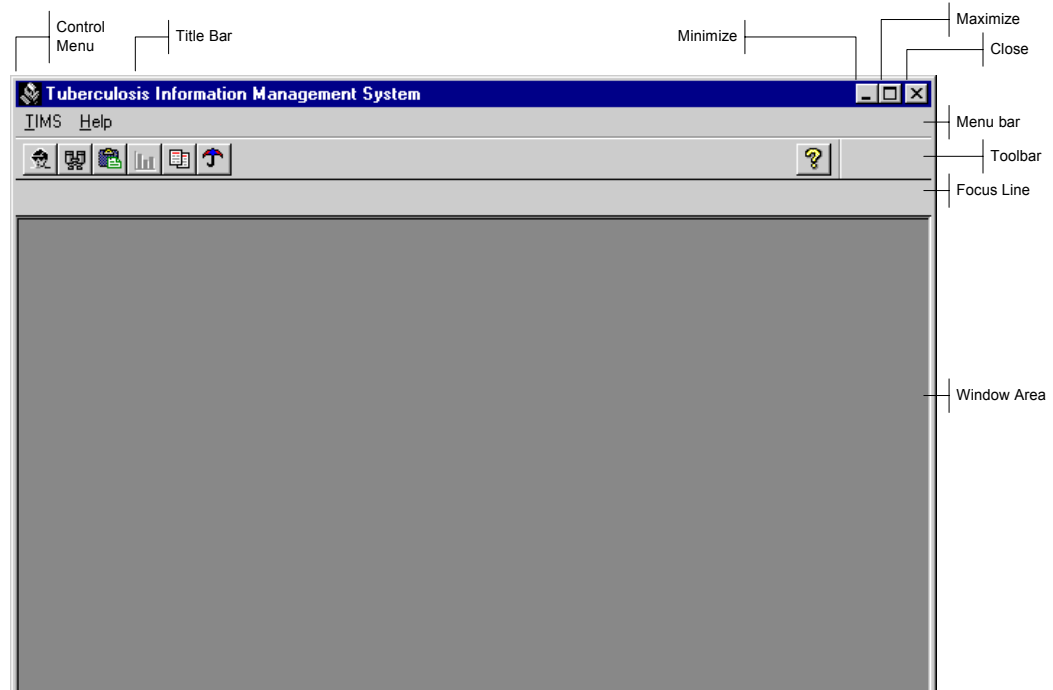
Additionally, TIMS is designed to use data from standard tuberculosis data gathering and reporting forms.

They are:

- Report of Verified Case of Tuberculosis (RVCT)
- Initial Drug Susceptibility Report (Follow Up Report – 1)
- Case Completion Report (Follow Up Report – 2)
- Aggregate Reports for Program Evaluation (ARPE)

## Common Workplace Elements

The visible part of a computer application, the windows, menus, buttons, and other on-screen items, is called the user interface. You use the user interface to interact with the application. Refer to the following diagram and definitions for details.



**Title Bar** - Displays the module name and the active TIMS window.

**Control Menu** -Open the *Control Menu* by clicking the icon in the upper left corner of the window. The Control Menu provides access to window-related functions such as size, move, and close.



**Restore** – Select the *Restore* command to change a window to its previous size. The Restore button only appears after a window has been maximized.

**Minimize Button** - Select the *Minimize* command to reduce the application window to an icon. The TIMS icon will appear on the taskbar (the bar usually found at the bottom of the screen that contains the Start button). To reverse the minimize operation; click the icon on the task bar.

**Maximize Button** – Select the *Maximize* command to expand the window to its maximum size in the current context. If you click the maximize button of a main window, it will expand to fill the entire window.

**Close Button** - Select *Close* to exit the TIMS application.

**Menu Bar** - The *Menu Bar* displays the TIMS command menus. Each module has its own set of menus and menu options.

**Toolbar** - The *Toolbar* displays a series of module-specific buttons that provide single-click access to frequently used program functions. Each module has its own toolbar.

**Focus Line** - The *Focus Line* displays the currently active client, worker, or site, depending on which module you are in.

**Clients** are displayed in the Client, Surveillance, and Patient Management modules. Users can select or change the active client by clicking the **Change Focus** button on the toolbar.



**Workers** are displayed in the Daily Program Operation module. Users can select or change the active worker by clicking the **Change Focus** button on the toolbar.

**Sites** are displayed in the System module. Site information is assigned when TIMS is installed and cannot be changed by the user.

**Window Area** - The *Window Area* contains the documents, forms, and dialog boxes you need to work with TIMS.

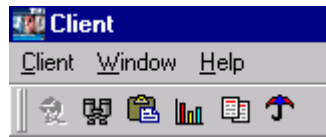
## Using the Menu Bar

The menu bar is used throughout TIMS and most other Windows applications. It contains a series of menu names that display a list of related commands and options. The menu bar displays different options to match the function of the current module.

### *Menu Operation: Mouse*

To operate the menus using the mouse...

1. Click the menu name on the menu bar to open it.



2. Click an option on the menu to select it.



### *Menu Operation: Keyboard*

There are several ways you can use the keyboard to select commands from the menu bar. For example, you can press the **Alt** key to activate the menu bar, and then use the arrow keys to select the appropriate menu and command. However, a more efficient method is to use the **Alt** key in combination with the underlined letter in the menu and command names.

To operate the menus using the keyboard...

1. Press the **Alt** key.
2. While holding the **Alt** key, press the underlined letter in the menu you want to open and release the **Alt** key.
3. Press the underlined letter in the name of the option you want to select.

### **Using the Shortcut Menu**

Many TIMS windows, fields, and other on-screen objects have shortcut menus which provide an additional way to access commands. Some commands can only be accessed through the shortcut menu.

The shortcut menu is displayed by clicking the right mouse button.



To use the shortcut menu...

1. Right-click an object in the TIMS window area.
2. Select a command or option from the shortcut menu.





## Using Toolbars

Toolbar buttons provide one-click access to some commonly used TIMS functions. The buttons that appear will provide module-specific options.

You can find a brief description of the function of specific toolbar buttons by displaying its ToolTip. ToolTips appear when the mouse pointer is placed over a toolbar button for a few moments.



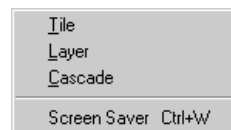
To use a toolbar button, click it one time.

## Common Menus

Two menus, **Window** and **Help**, appear in all TIMS modules.

### Window Menu

The *Window* menu enables you to change the way the windows within the main TIMS window are displayed.



#### *Tile*

Select the ***Tile*** command to arrange all open windows so that they don't overlap.

#### *Layer*

Select the ***Layer*** command to arrange all open windows so that each window completely covers the one below it.

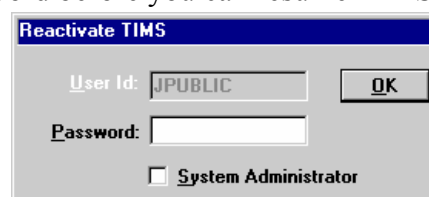
#### *Cascade*

Select the ***Cascade*** command to arrange all open windows so that each window's title bar is visible.

#### *Screen Saver*

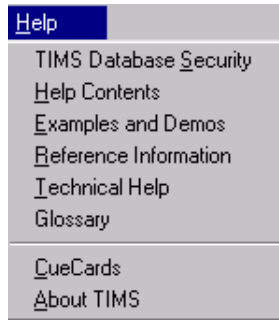
TIMS will automatically suspend operation if there has been no activity for a pre-determined amount of time (set by a TIMS administrator in the System module).

If you know you'll be away from the computer, but do not want to exit the application, you can select Screen Saver to temporarily suspend TIMS operation. You will be required to re-enter your password before you can resume TIMS operation.



## Help Menu

The *Help* menu provides access to additional information about operating the TIMS application.



### *TIMS Database Security*

Select ***TIMS Database Security*** to view the security clause.

### *Help Contents*

Select ***Help Contents*** to see the TIMS Help Contents.

### *Examples and Demos*

Select ***Examples and Demos*** to display sample TIMS windows.

### *Reference Information*

Select ***Reference Information*** to access information and tips about the TIMS Workplace, general data entry suggestions, keyboard guide information, and tips on how to use the TIMS Help System.

### *Technical Help*

Select ***Technical Help*** to get information on whom to contact for help.

### *Glossary*

Select ***Glossary*** to display an alphabetized list of terms associated with TIMS program operation, tuberculosis, and other TIMS-related topics.

### *CueCards*

Select ***CueCards*** to set preferences for TIMS CueCards, which are small help screens designed to prompt you to perform certain commonly used actions within the TIMS application.

### *About TIMS*

Select ***About TIMS*** to display TIMS version and TIMS Help Desk information.

## Selecting a Client or Worker (Change Focus)

Most TIMS activities will apply either to a client or a worker. The Focus Line enables you to immediately identify whether you are working in the client section or in the worker section, and whose record the current action is affecting. Client records can be accessed in the Client, Surveillance or Patient Management modules. Worker records can be accessed in the Daily Program Operations module.

### Change Focus (Client)

To change client focus...

1. Do one of the following:
  - Click the **Change Focus** button on the toolbar.



Or

- Click the **Open** button on the toolbar.



Or

- Open the Client menu and select Open.
2. Select a filter ('All' is the default filter) from the drop-down list.
  3. Click **E**xecute to create the selected filter client list.
  4. Select a client from the list.

**Change Focus**

Select Filter: ALL

Client List

Last Name	First Name	DOB	State Case #	Cty/Cnty Case #
ACLIENT	NOSHOW	07/01/1950		0A0930293
AFFLICTED	BEN	01/10/1974	00CA12345	CA2100210
ANNOYING	DEFECT	08/31/1950		341234234
ANOTHER	NEW	00/00/0000		L2-222222
ARDVARK	ANDY	01/23/1947	260092095	071750017
ARONSON	AARON	01/01/1960	D99151325	99D150927
AXNEW	CLIENT	12/12/1989		1521235CA
AXNEW	CLIENTONE	12/12/1967	CA1967130	L21967130
BOB	CLIENT	03/31/1989	0N0NUMBER	A39489333
BOY	BIG	08/07/1961	KwL000001	000097869

Filter...  
Execute  
View  
Search  
OK  
Cancel

5. Click **O**K or double-click on the client to open.

After a client is selected, the client's name will appear in the Focus Line. Navigational buttons are available to move from the Current Client to the Previous or Next Client as determined by the currently filtered list.



## Change Focus (Worker)

To change worker focus...

- Do one of the following:
  - Click the **Change Focus** button on the toolbar.



Or

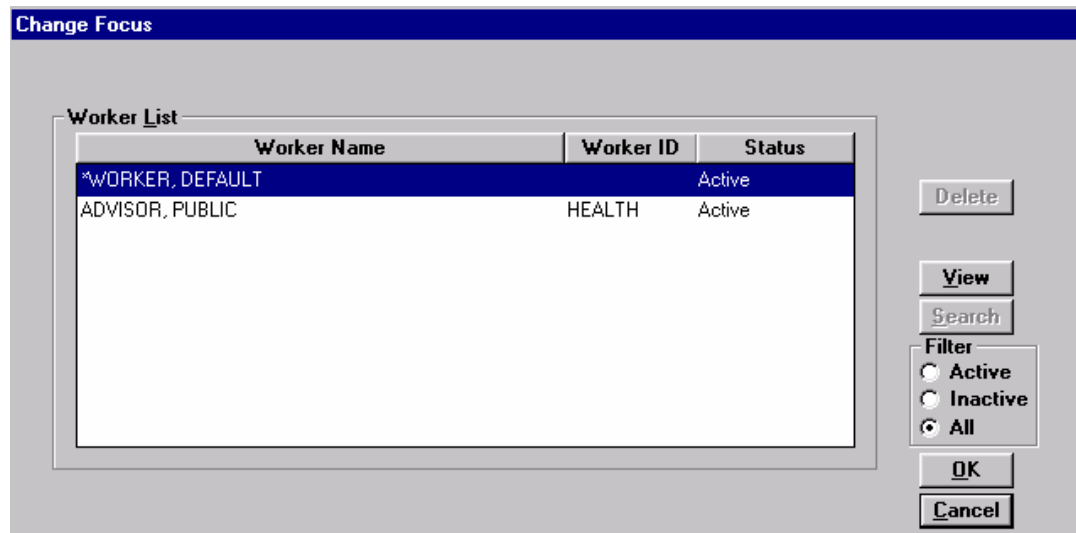
- Click the **Open** button on the toolbar.



Or

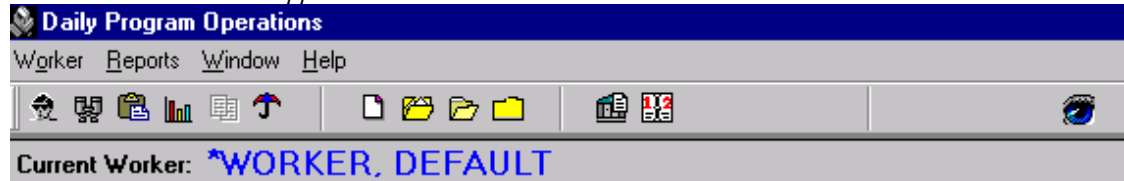
- Open the **Worker** menu and select **Open**.

- Select the worker from the list.



- Click **OK**.

*The worker's name now appears in the Focus Line.*

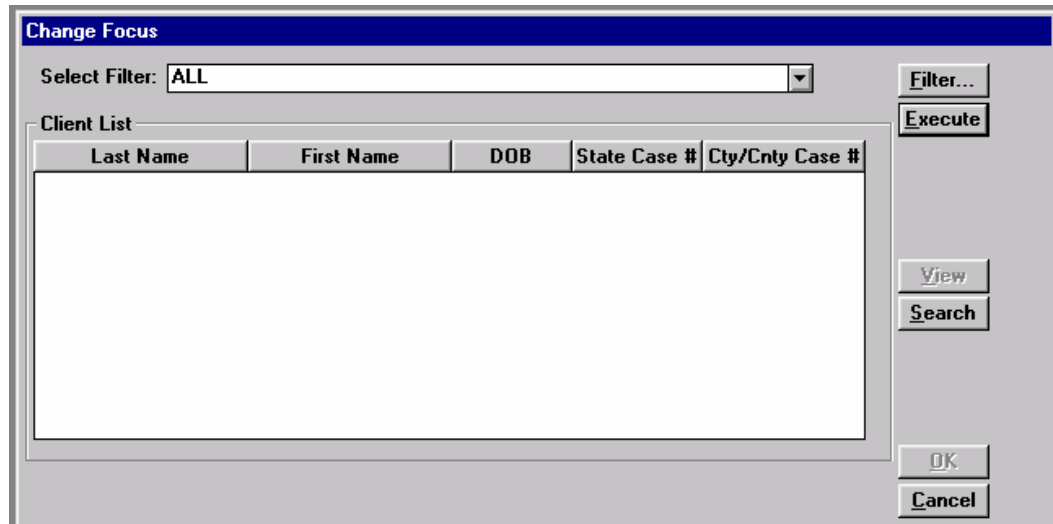


## Setting Up Filters

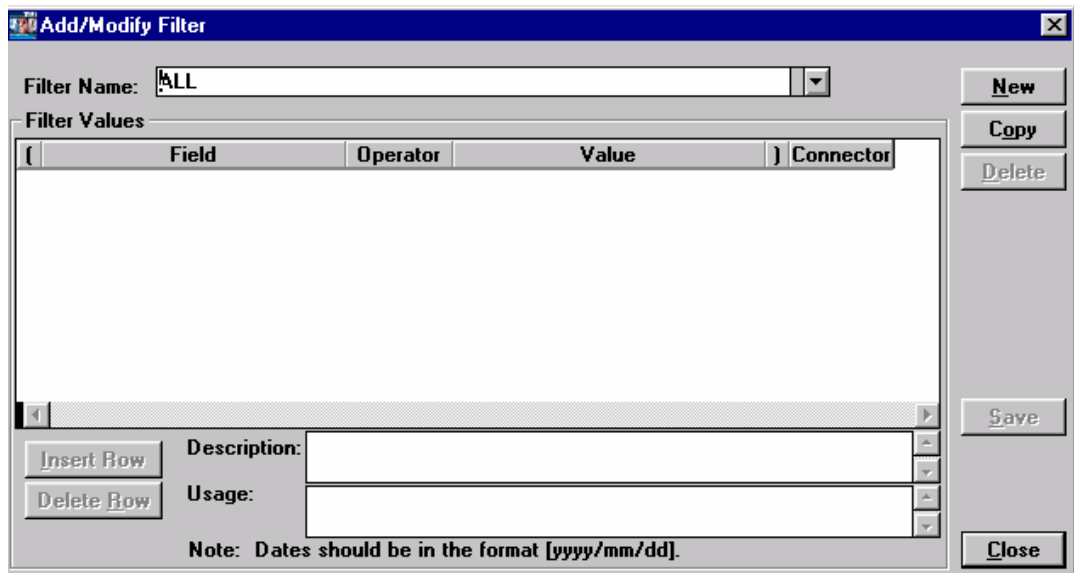
Filters limit the client list to those that fit your specified criteria. This option can only be used when working with the Change Focus (Client) operation; it is not available with the Change Focus (Worker) operation.

To set up a filter...

1. Open the Change Focus (Client) mode. In the Select Filter option, **ALL** is the default.



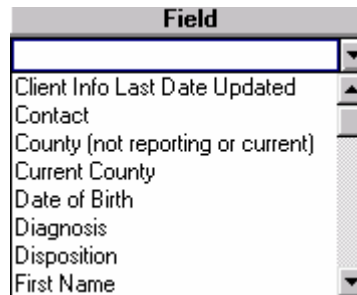
2. Click the **F**ilter button. The Add/Modify Filter window will appear.



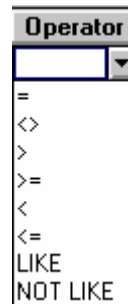
3. Click the **N**ew button. An empty row will appear in the Filter Values box.
4. Assign a Name to the filter and enter into the Filter Name box.
5. Establish the parameters by which you want the filter to execute.

The following parameters are available to create a filter:

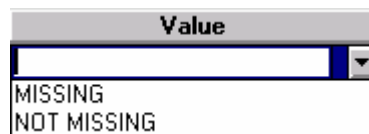
- **Field** provides the ability to filter by the predetermined drop-down options.



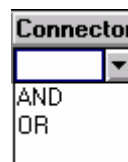
- The **Operator** field displays predetermined logical numeric operators.



- The **Value** field displays MISSING (provides data items that are blank) and NOT MISSING (provides data items that are not blank). You can also type in the value you want to filter on (e.g. date value).



- The **Connector** field provides the option of using AND or OR as the connector to the next criteria for your filter.

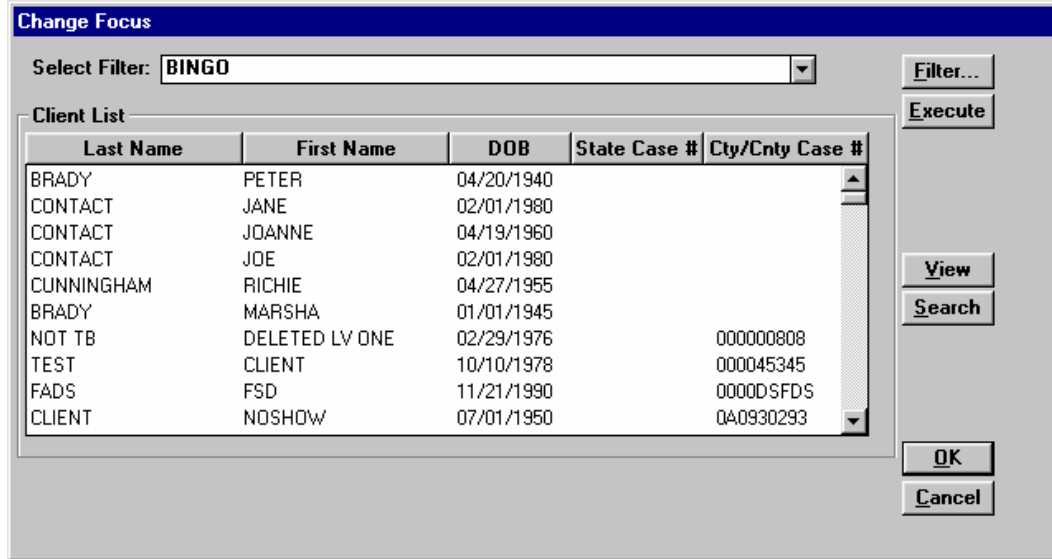


- The **Open and Close Parentheses** can be used to group filter criteria.



6. Insert another row to create another filter criteria by clicking the **Insert Row** button. (A row may be deleted by clicking the **Delete Row** button).

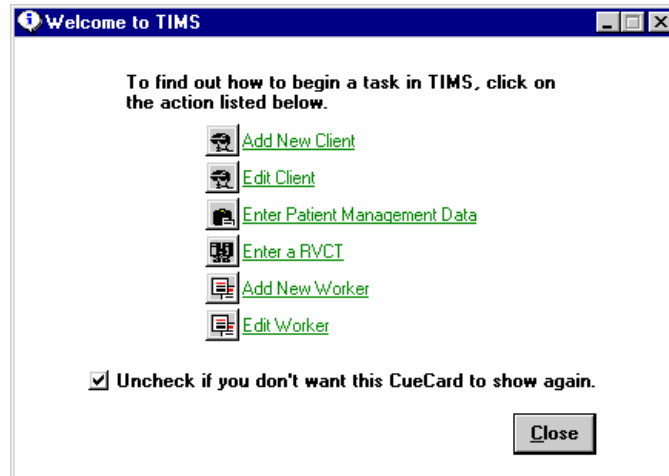
7. Click the **S**ave button.
8. Click the **C**lose button and the system will return to the **Change Focus** window.
9. Click the **E**xecute button to display a list of clients that meet the parameters established in the newly created filter.



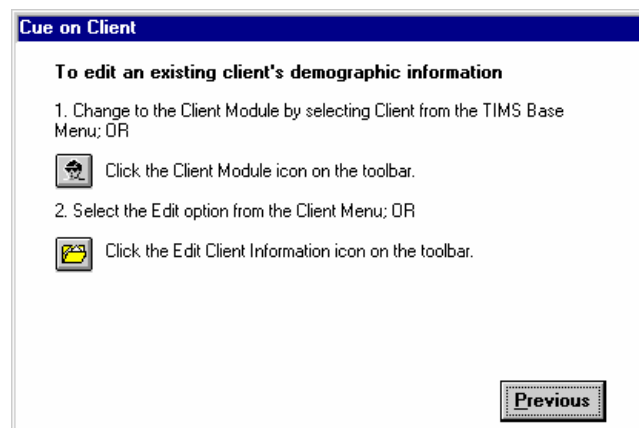


## Using CueCards

**CueCards** are very brief prompts that remind you how certain operations are performed. A module-specific CueCard displays each time you enter that module. The CueCard that appears after you login to TIMS displays tips from several different modules.



Click an icon or green underlined text to see additional information.



## Adding / Removing CueCards

Once you are accustomed to TIMS, the CueCards may become unnecessary. There are three ways to prevent CueCards from displaying.

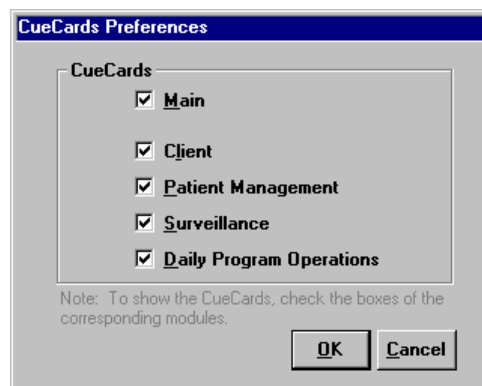
To display or remove CueCards...

- Clear the check box near the bottom of the **Welcome to TIMS** window to prevent that particular CueCard from displaying in the future. This procedure must be repeated for each CueCard.

Or

1. Open the **H**elp menu and select **C**ueCards.
2. Select the appropriate check box to display the associated CueCard when you open the appropriate module.

*Clear the check boxes to prevent that CueCard from displaying.*



3. Click **O**K.

Or

(**Note:** The user must have medium or higher user privileges to use this method.)

1. Open the **S**ystem module.
2. From the **S**ystem Mgt menu, select **P**references.
3. Click the **C**ueCards button.
4. Select the appropriate check box to display the associated CueCard when you open the appropriate module.
5. Click **O**K.

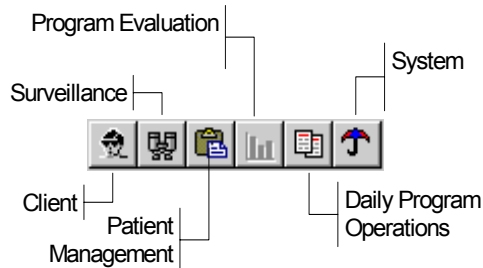
*Clear the check boxes to prevent the CueCards from displaying.*

## Changing Modules

You can select different TIMS modules by clicking the command menu on the left side of the window.

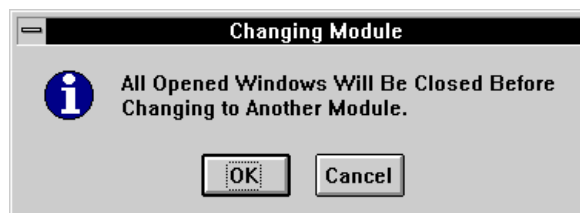
Command Menu	Module(s)
<b>TIMS</b>	Client, Surveillance, Patient Management, Daily Program Operations, System
<b>Client</b>	Client, Surveillance, Patient Management, Program Evaluation, Daily Program Operations, System
<b>Worker</b>	Client, Surveillance, Patient Management, Program Evaluation, System, Daily Program Operations
<b>System</b>	Client, Surveillance, Patient Management, Program Evaluation, Daily Program Operations

You can also change modules by clicking a button on the toolbar. The module buttons are always on the left side of the TIMS toolbar.



To change to a different module...

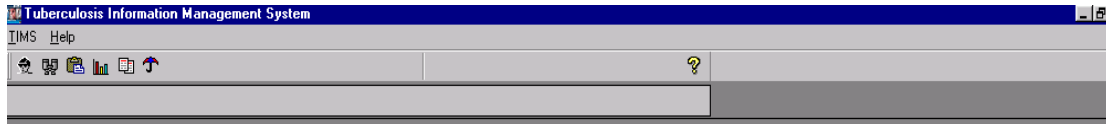
1. Save any currently open documents by clicking the **S**ave button on the individual TIMS windows. If the **S**ave button is disabled, the information on the window has not been modified since the last time it was saved.
2. Select the desired module from the command menu or click the appropriate button on the toolbar.
3. All opened windows will be closed when you change modules. If you are changing between module types, the current client, worker, or site will be closed. Click the **OK** button to close the windows.



## **TIMS Module Selector**

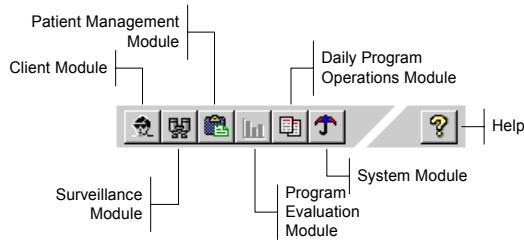
The TIMS Module Selector window appears immediately after you login to TIMS. The Module Selector window acts as a gateway to the other modules.

The Module Selector toolbar and menu options are available in all TIMS modules.



### **Toolbar**

The Module Selector toolbar allows you to change to a different module by clicking a button on the toolbar. The Module Selector toolbar buttons are available in every TIMS module.



## Module Overview

TIMS is divided into several modules that separate the functions of the TIMS software. The modules are **Client**, **Surveillance**, **Patient Management**, **Program Evaluation**, **Daily Program Operations**, and **System**.

### *Client*

Use the **Client** module to keep track of demographic and other information about persons receiving tuberculosis - related services from your facility. Unlike the other modules, the functions of the client module are available in all client-related modules. The client-related modules are Surveillance and Patient Management.

### *Surveillance*

Use the **Surveillance** module to complete electronic versions of standard tuberculosis tracking documents such as Report of Verified Case of Tuberculosis (RVCT), Initial Drug Susceptibility Report (Follow-Up Report - 1), and the Case Completion Report (Follow-Up Report - 2).

### *Patient Management*

Use the **Patient Management** module to record additional information about clients, such as their TB diagnosis, the tests they have received, and the medications they are receiving.

### *Program Evaluation*

Use the **Program Evaluation** module to enter data into the Aggregate Reports for Program Evaluation (ARPE), and transmit them to the reporting area (if applicable) and CDC.

### *Daily Program Operation*

Use the **Daily Program Operation** module to enter information about your facility and the people who work there.

### *System*

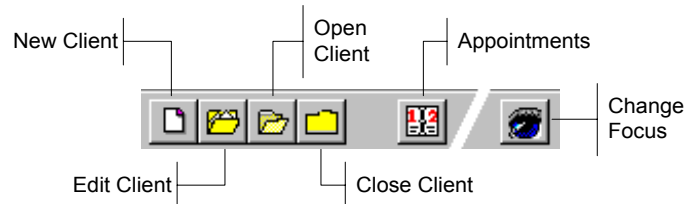
Use the **System** module to manage the TIMS system and data, customize TIMS operations, change your password, and transfer TIMS data to the CDC.

## Client Module

Use the Client module to track information about clients. The functions of the Client module are available in the other client-centered modules (Surveillance and Patient Management).

### Client Toolbar

The functions on the toolbar displayed in the Client module are available in the other client-centered modules. The Module Selector buttons are also available.



### Client Module Menus

The Client Module has three menus: Client, Window, and Help

#### Client Menu

The Client Menu enables you to create new client records, edit identification and demographic information, view client origins and final outcomes, and change between TIMS modules.

##### *New*

Select *New* to create a new client record.

##### *Edit*

Select *Edit* to modify an existing client record.

##### *Open*

Select *Open* to open a client record for viewing or modification. This command operates the same as Change Focus.

##### *Close*

Select *Close* to close the current client record. This removes focus from the current client. All open windows will be closed.

##### *Previous*

Select *Previous* to move to previously viewed client record.

##### *Next*

Select *Next* to move to the next client record.

##### *Origination*

Select *Origination* to view or modify the client's origins (former contact, transferring from another location, etc.).

##### *Disposition*

Select *Disposition* to record the final outcome for a client (completed therapy, died, moved, etc.).

##### *Appointments*

Select *Appointments* to add, edit, void, delete, confirm, reschedule, or check - in client appointments for tuberculosis-related services.

***Transfer***

Select ***Transfer*** to record a movement from your facility to another tuberculosis treatment center. This option is not available in the current version of TIMS.

***Print Setup***

Select ***Print Setup*** to select from the printers currently defined in your system and to make modifications to printer settings. Printer settings are printer and operating system specific.

***Other Menus***

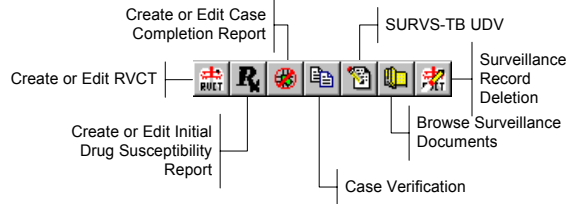
The *Window* and *Help* menus are common to all TIMS modules. See *Common Menus* earlier in this chapter for details.

## Surveillance Module

Use the Surveillance Module to complete electronic versions of the Report of Verified Case of Tuberculosis (RVCT), Initial Drug Susceptibility Report (Follow Up Report - 1), and Case Completion Report (Follow Up Report - 2). The information entered into the Surveillance module can be transmitted to the CDC.

### Surveillance Toolbar

The Surveillance module toolbar has seven unique functions. The toolbar also contains options for changing modules and adding and editing clients.



### Surveillance Menus

The Surveillance module has seven menus: Client, Surveillance, Data Generation, Data Transfer, Reports, Window, and Help.

#### Surveillance Menu

The Surveillance menu enables you to create and edit surveillance documents for the current client.

#### *Report of Verified Case of Tuberculosis (RVCT)*

Select ***Report of Verified Case of Tuberculosis*** to add or edit a client's RVCT.

#### *Initial Drug Susceptibility Report (Follow Up Report - 1)*

Select ***Initial Drug Susceptibility Report*** to add or edit a client's initial drug susceptibility report.

#### *Case Completion Report (Follow Up Report - 2)*

Select ***Case Completion Report*** to add or edit a client's case completion report.

#### *Case Verification*

Select ***Case Verification*** to add, edit, or view case count information.

#### *SURVS-TB UDV*

Select ***SURVS-TB UDV*** to view or edit the user-defined variables imported from the SURVS-TB system.

#### *Browse*

Select ***Browse*** to see a summary of all surveillance documents entered in TIMS.

#### *Surveillance Record Deletion*

Select ***Surveillance Record Deletion*** to mark for deletion and to purge surveillance records from your TIMS database.



### *Data Generation Menu*

Use the options on the Data Generation menu to import related information from the Patient Management module. This will prevent duplicate data entry.

#### *Generate*

Select ***Generate*** to import data for the active field.

#### *Generate All*

Select ***Generate All*** to import all relevant data from the Patient Management module.

#### *Clear Generated*

Select ***Clear Generated*** to remove the imported data from the active field.

#### *Clear All Generated*

Select ***Clear All Generated*** to remove the imported data from the entire document.

### *Data Transfer Menu*

The options on the Data Transfer menu are used to prepare surveillance data to be transmitted to the CDC through a hierarchy of reporting agencies. The two options on the Data Transfer menu are *NETSS* and *Surveillance*.

#### *NETSS*

The NETSS (National Electronic Telecommunication System for Surveillance) option is available at the Reporting Area only. It produces a sub-menu of three options for diskette-based data transfer:

##### *Weekly*

- Select ***Weekly*** to transmit data for the past week for inclusion in the MMWR.

##### *Year-to-Date*

- Select ***Year-to-Date*** to prepare to transmit all surveillance data collected from the beginning of the current MMWR year until the current date.

##### *Archived*

- Select ***Archived*** to re-send data that was damaged or lost for inclusion in the MMWR.

#### *Surveillance*

Select ***Surveillance*** to prepare surveillance data to be transmitted electronically to the next level reporting site. The actual transmission occurs in the System module.

### *Reports Menu*

The Reports menu displays a set of module-specific summary or detail reports:

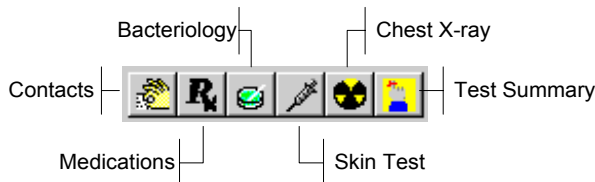
- Case Verification Report
- Counted Cases Report
- Not Counted Cases Report
- Demographics Report
- Clinical Data Report
- Case Follow-Up Report
- Completed RVCT Records
- Incomplete RVCT Records
- Facsimile Report
- Updated-In-Session Report
- Deleted Records Report

## Patient Management Module

Use the Patient Management module to store and maintain tuberculosis-related information about clients who receive treatment or evaluation at your facility. The information in the Patient Management module is for your records and is not used as official surveillance data, nor is it transmittable. However, you can import relevant Patient Management information for use as surveillance data by using the **Generate** command in the Surveillance module.

### Patient Management Toolbar

The Patient Management module toolbar has six unique functions. The toolbar also contains options for changing modules and adding and editing clients.



### Patient Management Menus

#### Profile Menu

Use the options on the Profile menu to record personal information about the client such as their tuberculosis diagnosis, tuberculosis history, contacts, etc.

#### Contacts

Select **Contacts** to record information about persons who may have been exposed to tuberculosis through their association with the current client.

#### Diagnosis

Select **Diagnosis** to record one or more tuberculosis-related diagnoses for the current client. A valid diagnosis is required to enter certain other Patient Management information.

#### History

Select **History** to record relevant tuberculosis-related medical information about the current client.

#### Hospital/Facility

Select **Hospital/Facility** to record information about medical facilities where the current client has received any medical treatment in the recent past or during TB treatment.

#### Referrals

Select **Referrals** to record information about the person or organization that recommended that the current client visit your facility for tuberculosis evaluation or treatment.

### *Therapy Menu*

The options on the Therapy menu allow you to view, add, and modify information about the tuberculosis treatment regimen the current client is receiving.

#### *Medications*

Select **Medications** to add, edit, and view information about the current client's tuberculosis drug regimen.

#### *View Pick-Up/Delivery*

Select **View Pick-Up/Delivery** to display a drug pickup and delivery summary.

### *Tests Menu*

Use the options on the Tests menu to record, edit, and display information about tuberculosis-related tests that have been administered to the current client.

#### *Bacteriology*

Select **Bacteriology** to record, edit, or view bacteriological specimens and drug susceptibility test results.

#### *Blood*

Select **Blood** to record, edit, or view blood test results.

#### *Chest X-Ray*

Select **Chest X-Ray** to record, edit, or view chest radiograph results.

#### *HIV*

Select **HIV** to record, edit, or view HIV test results. This command will not be available if the user does not have HIV viewing privileges.

#### *Physical Exam*

Select **Physical Exam** to record, edit, or view the results of tuberculosis-related physical examinations.

#### *Skin*

Select **Skin** to record, edit, or view the results of tuberculosis-related skin tests.

#### *Test Summary*

Select **Test Summary** to view a summary of all tuberculosis-related test data that has been collected for the current client. This command will not be available if the user does not have HIV viewing privileges.

## *Reports Menu*

The *Reports* menu displays a set of module-specific summary or detail reports:

- Adherence: Appointments
- Adherence: Assigned Workers - This report is not available in the current version of TIMS.
- Adherence: Medication Metabolite
- Contact Report
- Medical Report: Summary
- Medical Report: Blood Tests
- Medical Report: HIV Tests
- Medical Report: Skin Tests
- Medical Report: X-Ray Tests
- Therapy: Medication
- Therapy: Medication Outcome
- Exception Report: Clients who are smear positive (date range)
- Exception Report: Smears pending > X days
- Exception Report: Cultures pending > X days
- Exception Report: Clients with drug-resistant TB (date range)
- Exception Report: Cases/Suspects with no positive bacteriology (date range)
- Exception Report: Cases/Suspects without a worker assigned (date range)
- Exception Report: Cases/Suspects with no suspects identified (date range)
- Exception Report: Clients who have been a suspect for > X days

## ***Program Evaluation Module***

Use the Program Evaluation module to create, maintain and transfer Aggregate Reports for Program Evaluation (ARPE).

### **Program Evaluation Toolbar**

The Program Evaluation toolbar contains functions to create the following reports, ***Follow-up and Treatment for Contacts to Tuberculosis Cases*** and ***Targeted Testing and Treatment for Latent Tuberculosis Infection***.

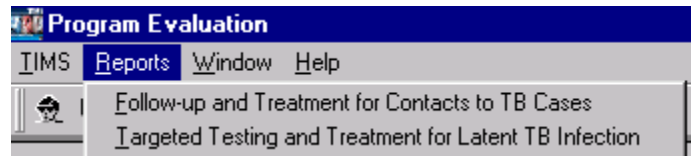
### **Program Evaluation Menus**

The Program Evaluation module has four menus: TIMS, Reports, Window and Help.

#### ***Reports Menu***

The Reports menu displays the specific reports available for Program Evaluation including:

- ***Follow-up and Treatment for Contacts to TB Cases*** and
- ***Targeted Testing and Treatment for Latent TB Infection***

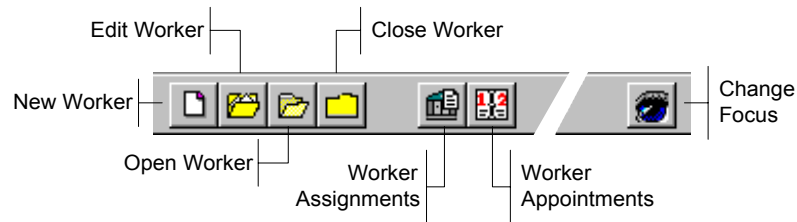


## Daily Program Operations Module

Use the Daily Program Operation module to store and maintain information about the staff at your facility.

### Daily Program Operations Toolbar

The Daily Program Operation toolbar has one unique feature, Worker Assignments. The rest of the tools are variations of the functions found in the client-centered modules, applied to workers instead of clients.



### Daily Program Operations Menus

The Daily Program Operations module has four menus: Worker, Reports, Window, and Help.

#### Worker Menu

The Worker menu duplicates the function of the Client menu in the Client, Surveillance, and Patient Management modules, with a worker focus.

##### *New*

Select *New* to create a new worker record.

##### *Edit*

Select *Edit* to modify an existing worker record.

##### *Open*

Select *Open* to open a worker record for viewing or modification. This command operates the same as Change Focus from the toolbar.

##### *Close*

Select *Close* to close the current worker record. This removes focus from the current worker.

##### *Assignments*

Select *Assignments* to assign workers to individual clients. These assigned workers will then provide tuberculosis-related service to those clients.

##### *Appointments*

Select *Appointments* to create, edit, or display appointments assigned to the current worker. All client related appointments are scheduled in the client-centered modules.

### *Reports Menu*

The Reports menu displays a set of module-specific summary or detail reports:

- **Appointment: By Client** - This report is not available in the current version of TIMS.
- **Appointment: By Worker** - This report is not available in the current version of TIMS.
- **Assignments: By Client** - This report is not available in the current version of TIMS.
- **Assignments: By Worker** - This report is not available in the current version of TIMS.
- **Assignments: Number and Types of Clients**
- **DOT Summary: By Worker**
- **DOT Summary: All Workers**

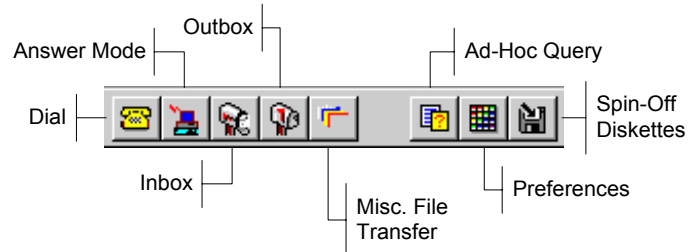


## System Module

Use the System module to manage TIMS data and set TIMS program options.

### System Toolbar

The System module toolbar features eight unique functions.



### System Module Menus

The System module contains seven menus: System, Data Management (Data Mgt), System Management (System Mgt), Administration, Reports, Window, and Help.

#### System Menu

The System menu contains eight items; of the eight, only Transmission is unique to the System module. The others, Print Setup, Client, Surveillance, Patient Management, Daily Program Operations, Program Evaluation, and Exit are common to the first menu in all TIMS modules.

#### *Transmission*

The transmission menu provides access to six data transmission-related options:

##### *Dial*

Use the **Dial** command to connect with another TIMS system for an outgoing data transmission.

##### *Answer*

Use the **Answer** command to set the TIMS system to receive incoming data transmissions.

##### *Inbox*

Use the **Inbox** command to open the TIMS Inbox. The Inbox contains data files transmitted by lower-level sites.

##### *Outbox*

Use the **Outbox** command to open the TIMS Outbox. The Outbox contains any data files that are waiting to be transmitted to another site. Once transmitted the data are removed from the Outbox.

##### *Misc. File Transfer (Miscellaneous File Transfer)*

Use the **Misc. File Transfer** command to send non-surveillance data files to another site. Any kind of file, spreadsheets, graphic, word processing documents, etc. can be transmitted using the Misc. File Transfer command.

##### *COMM Port Settings*

Use the **COMM Port Setting** to adjust your modem setting to allow you to send and receive data successfully.

### *Data Management (Data Mgt) Menu*

The functions on the **Data Mgt** menu enable you to access TIMS information in ways that are not available in the rest of the application. Only users with High or System Administrator security privileges can access these functions.

#### *Ad-Hoc Queries*

Select *Ad-Hoc Queries* to create and save data queries not available as standard TIMS reports.

#### *Frequency Report*

Select *Frequency Report* to create and save frequency data queries.

#### *Data Dictionary*

Select *Data Dictionary* to display technical details about the tables and fields found in the TIMS database.

#### *Export*

Select *Export* to copy TIMS data to a different file in a choice of file formats.

#### *User-Defined Variables*

Select *User-Defined Variables* to add custom data entry fields to specific TIMS windows.

#### *Database Backup*

Select *Database Backup* to copy your TIMS data to diskette or other data storage device so that data are not lost if there are problems with the TIMS database.

#### *Database Recovery*

Select *Database Recovery* to restore your TIMS database from a copy made using the Database Backup command.

#### *Purge Records by Site*

Select *Purge Records by Site* to permanently remove records for lower site(s).

#### *Purge Client Records*

Select *Purge Client Records* to permanently remove clients without surveillance information.

### ***System Management (System Mgt) Menu***

The functions on the System Mgt menu enables you to change your password, set system options, and correct problems with the TIMS system.

#### ***Diagnostics***

This feature is not available in the current version of TIMS.

#### ***Preferences***

Select ***Preferences*** to set system options such as file location, record search specifications, etc.

#### ***Security***

Select ***Security*** to change your TIMS system password. System Administrators can use the Security option to add or delete users, or change their system privileges.

#### ***Site Information***

This feature is not available in the current version of TIMS.

### ***Administration Menu***

The functions on the *Administration* menu allow you to convert data from SURVS-TB (an older CDC tuberculosis data system), create reporting sites, and other administrative tasks.

#### ***Data Conversion***

Select ***Data Conversion*** to convert data from SURVS-TB (no longer utilized since all SURVS-TB data have been converted).

#### ***Spin-Off Diskettes***

Select ***Spin-Off Diskettes*** to register lower-level reporting sites within your jurisdiction. This option is only available to Reporting Area TIMS system administrators.

#### ***Table Maintenance***

Select ***Table Maintenance*** to modify the options available from some drop-down lists within the TIMS application.

### ***Reports***

The System module can produce several administration and data transmission related reports:

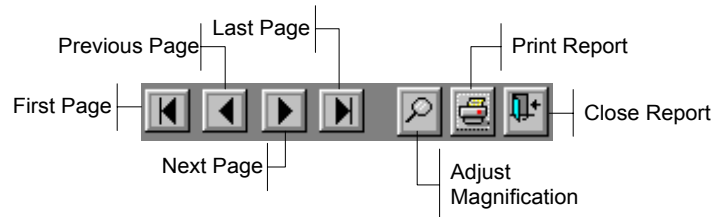
- Activity Log
- Transmission Log
- Users Rights / Access
- Unacknowledged Transfer File Report
- User-Defined Data Dictionary: Global
- User-Defined Data Dictionary: Local
- Unacknowledged Record Report

## Working With Reports

A report is an organized and effective way of presenting pre-selected data in a printed format. Reports organize the data to maximize readability.

Reports operate differently than other TIMS components. They are controlled entirely by a series of buttons near the bottom of the reports window.

All reports have the same controls



Some reports allow you to cycle through multiple clients with the Previous and Next buttons.



### Navigate through a Report

Some TIMS reports will have more than one page. The navigation buttons at the bottom of the report screen allow you to change report pages quickly and easily.

To move forward one page...

- Click the **Next Page** button



To move backward one page...

- Click the **Previous Page** button.



To move to the last page in the report....

- Click the **Last Page** button.



To move to the first page in the report...

- Click the **First Page** button.



## Print a Report

To print a report...

1. Open the report.
2. Click the **Print Report** button



## Adjust Report Magnification

TIMS allows you to adjust the magnification of the viewing area.

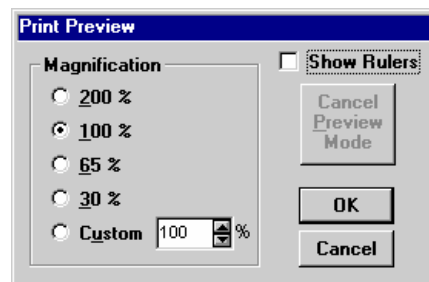
To adjust a report's magnification...

1. Open the report.
2. Click the **Adjust Magnification** button.



*This displays the Print Preview dialog box.*

3. Select Magnification settings from the preset options or enter your own in the Custom box.



4. Click the **OK** button.

## Adjust Report Margins

You can temporarily adjust the margins (the area between the printed material and the edge of the page) by dragging the margin indicators to a new location on the horizontal and vertical rulers. The margins will return to their default location the next time you run the report.

1. Open the report.
2. Click the **Adjust Magnification** button.

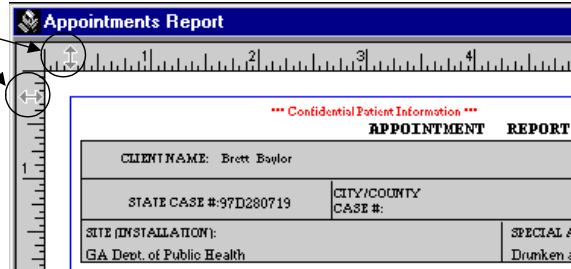


*This displays the Print Preview dialog box*

3. Select **Show Rulers**.
4. Click **OK**.

5. Drag the double-headed arrows to a new location to adjust the report margins.

Use the double-headed arrows to adjust the borders



6. Follow the normal procedure to print the report.  
*The printed report will print with the newly adjusted margins.*

## Close a Report

To close a report...

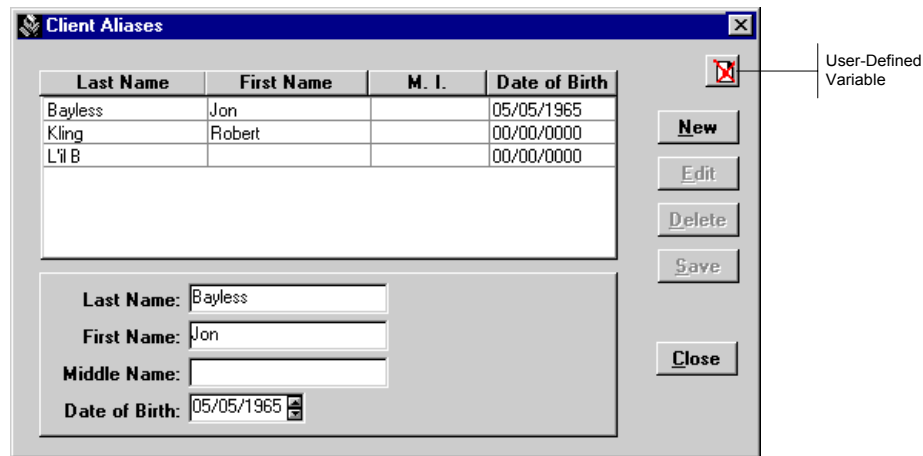
- Click the **Close Report** button.



## User-Defined Variables

If your facility gathers tuberculosis-related information that is not ordinarily part of TIMS, user-defined variables provide a place to store custom site-specific information. The TIMS System Administrator can define up to five user-defined variables for the 18 TIMS windows that will accept them. Not all TIMS windows can have user-defined variables.

Most TIMS windows have small user-defined variable buttons on them, usually on the right side of the window. All user-defined variable buttons depict a sheet of paper, with several variations.



There are three variations of user-defined variable buttons, each with a different meaning.



Buttons depicting a blank sheet with an X through it indicate that you must select a specific record to activate the user-defined variable for the current window.



Buttons with a blank sheet indicates that the user-defined variable associated with the currently selected record does not contain data.



Buttons with a striped sheet indicates that the user-defined variable associated with the currently selected record contains data. Clicking the user-defined variable button will allow you to view, edit, or delete the information it contains.

## Using User-Defined Variables

To enter information in a user-defined variable...

1. Click the **User-Defined Variable** button on the window.



*If the user-defined variable is required, the User Defined Fields for Client Information Table dialog box will appear automatically. You will not have to click the button.*

2. Complete the information that appears in the Global User Defined Fields dialog box.

*Each dialog box will have a unique appearance.*

Global User Defined Fields			
OHD SEVERITY CODE	Char	3	053
DATE SEVERITY CODE ASSIGNED	Date		02/12/1998
Local User Defined Fields			
TB REVIEW DATE	Date		05/31/1998
# OF HOUSEHOLD MEMBERS	Number		7.00000
TB REGIMEN CODE	Char	8	IRPS0808
IS THE CLIENT COOPERATIVE?	Yes/No/Unk		Y

There are four types of controls available on a user-defined variable window. The number and type of options that appear on your window depend on the TIMS System Administrator at your site, and the TIMS System Administrator at the Reporting Area level.

- **Char** - Enter any combination of numbers, letters, and special characters up to the maximum number specified to the left of the character field.
- **Date** - Enter a date in DD/MM/YYYY format.
- **Number** - Enter a number
- **Yes/No/Unk** - Enter Y for yes, N for No, and U for unknown.

3. Click the **Save** button.






## Flag Information Window

When a client is in focus, a flag button appears on the Focus Line.



Clicking the flag button produces a client information summary and displays any alerts (flags) about the current client. Persons who are able to perceive colors can get an at-a-glance assessment of the current client's alert status.

	Green Flag	The current client has no active alerts.
	Yellow Flag	The current client has a user-defined alert. This indicates that some factor about this client should be noted by workers reviewing his or her record in the future, but the client has no critical, red flag alerts such as drug resistant TB.
	Red Flag	Red Flag indicates that the current client meets one or more conditions to qualify for high alert status. Conditions which meet these criterion are: <b>Drug Resistant TB</b> <b>Non-adherent to treatment regimen</b> <b>Smear Positive (Bacteriology)</b>

### Open the Flag Window

To open the flag window...

- Click the **Flag** button on the Focus line.

## Client Information Window

The Client Information window provides a summary of useful client information.

The window includes:

Identification and Demographic Information

- Social Security Number
- State Case Number
- City/County Case Number
- Date of Birth
- Sex

Treatment Information

- Workers assigned to client
- Treatment enrollment date
- Client disposition

Alert Information

- Rules-based alerts (based on medical tests and compliance with treatment)
- User-defined alerts

### Close the Client Information Window

To close the client information window...

- Click the **C**lose button.

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## Using the TIMS Help System

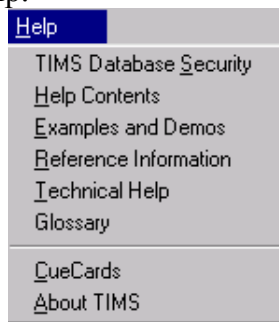
TIMS comes with extensive online help that can assist you in using the application effectively. There are three levels of TIMS help:

- **Subject Level** - an overview of a TIMS process.
- **Field Level** - description of a field or other object on a TIMS window.
- **Task Level** - “How To” instruction on how to complete a TIMS task.

There are several ways to access TIMS help.

### The Help Menu

The Help Menu provides access to additional information about operating the TIMS application. Open the Help menu to access the online help.



#### *TIMS Database Security*

Select ***TIMS Database Security*** to view the security clause.

#### *Help Contents*

Select ***Help Contents*** to see the online help Table of Contents.

#### *Examples and Demos*

Select ***Examples and Demos*** to display sample TIMS windows.

#### *Reference Information*

Select ***Reference Information*** to access information and tips about The TIMS Workplace, general data entry suggestions, keyboard guide information, and tips on how to use the TIMS Help System.

#### *Technical Help*

Select ***Technical Help*** to get information on database configuration, LAN setup, and other technical subjects. Also contains information about getting TIMS technical support.

#### *Glossary*

Select ***Glossary*** to display an alphabetized list of terms related to program operation, tuberculosis, and other TIMS-related topics.

### *CueCards*

Select ***CueCards*** to set preferences for TIMS CueCards, which are small help screens designed to prompt you to perform certain commonly used actions within the TIMS application.

### *About TIMS*

Select ***About TIMS*** to display TIMS version and system information.

### **Context-Sensitive Help**

You can get help on your current task by pressing the **F1** key. This displays help relevant to the task you are performing.

### **Help from the Toolbar**

Click the **Help** button on the TIMS toolbar to display context sensitive help. This is equivalent to pressing the **F1** key.



## TIMS Help Contents

The TIMS Help Contents screen allows you to access broad categories of TIMS help. Click one of the links to display additional help.



	Select <i>Using TIMS</i> to display general and specific information about TIMS modules.
	Select <i>Examples and Demos</i> to display sample TIMS windows which can be clicked to display detailed information about the window.
	Select <i>Reference Information</i> to display answers to commonly asked questions, tips on using TIMS, and other useful TIMS-related information.
	Select <i>Technical Help</i> to display information about phone and e-mail based support.

## TIMS Help Toolbar

The TIMS help window displays a series of buttons you can use to access several help functions.



Click **Contents** to display the TIMS Help Contents



Click **Search** to display a list of TIMS topics, much like an index in a book.



Click **Back** to return to the previous help topic.



Click **Print** to print the current help topic.



Click **Glossary** to display a list of TIMS and tuberculosis-related terms and their definitions.



Click **Index** to display an alphabetical list of TIMS topics.

## Help on Help

TIMS uses the standard Microsoft Windows Help system that is compatible with Windows 95/98, NT and 2000. The individual help windows display informative text and graphics about the application the window was invoked from.

A window may contain one or more links to additional related information. These links may change the content of the current window, display a new window, or display a pop-up overlay on the current window. A solid green line, a dotted green line, or a graphic can identify links. The mouse pointer will always change to a pointing hand when over a link.



[Using TIMS](#)

General and specific instructions on all

You can always get help on using the Windows Help system by pressing **F1** while in the Help system.

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## Closing TIMS

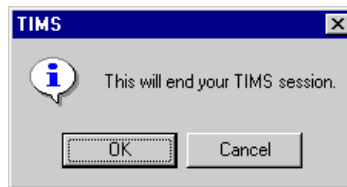
When you are finished using the TIMS application, shut it down.

There are three ways to exit the TIMS application...

### Menu

To close TIMS using the menu bar...

1. Open the primary menu.  
*Remember- This is the first menu on the left (TIMS, Client, Worker, or System).*
2. Select **Exit**.
3. Click **OK** to confirm that you want to end your TIMS session.



### Keyboard

To close TIMS using the keyboard...

1. Press **Alt+F4**
2. The **OK** button is selected. Press **Enter** to confirm that you want to end your TIMS session.

### Control Menu / Close Button

To close TIMS using the mouse...

#### Control Menu

1. Double-click the TIMS icon on the Control menu.
2. Click **OK** to confirm that you want to end your TIMS session.

#### Close Button

1. Click the **Close** button.



2. Click **OK** to confirm that you want to end your TIMS session.