

VCAMon V1 User Guide

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.

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Step-by-Step Instructions

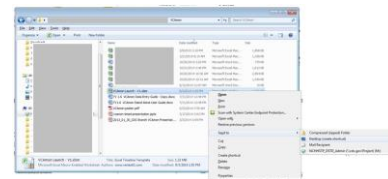
Application installation

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

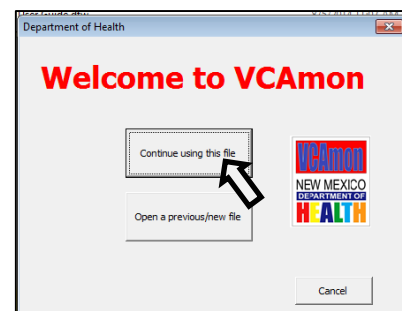
NOTE: Since VCA requires use of confidential case information, the VCAMon application and saved case files should only be stored on password-protected computers or servers in accordance with your program's confidentiality and security protocols.

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.



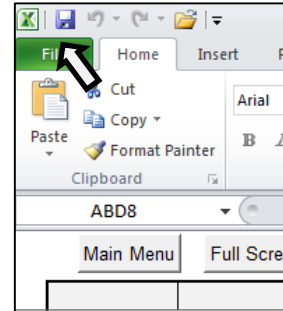
Starting a new (unrelated) case

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



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

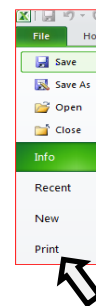
4. Click on **File tab** on Excel toolbar



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.



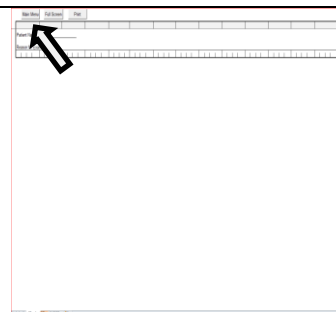
6. Choose **Print** and review the selections in settings. You will be asked to choose the different print options. Choose active sheets and make sure the paper selection is on Landscape.



Actual copy of what VCAmon looks like when printed

Main Menu	Full Screen	Print
Patient Name _OP		
Reason for Exam		

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



2. A new VCAmom 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 VCAmom software interface. The 'Partner' field is set to 'OP Duane'. The 'Reason for Exam' dropdown menu is open, showing options like 'RPR', 'VDRL', 'FTA', 'TPPA', 'RX', and 'Diagnosis'. An arrow points to the 'Partner' field.

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 VCAmom software interface. The 'Medical info on Date Treated' section is highlighted with a black arrow. It includes fields for Lab 1 (RPR), Lab 2 (VDRL), Lab 3 (Confirmatory test), RX (Treatment), and Diagnosis (700 to 730).

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 VCAmom software interface. The 'Other Medical Information' section is highlighted with a black arrow. It includes fields for Dates, HC Provider, and Event.

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.

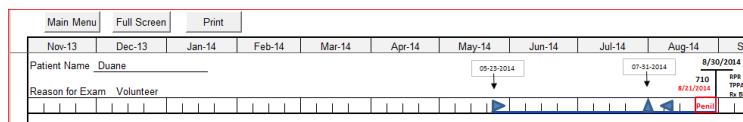
The screenshot shows the VCAmom software interface. The 'Symptoms-Primary' section is highlighted with a black arrow. It includes fields for Start Date and End Date.

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”.

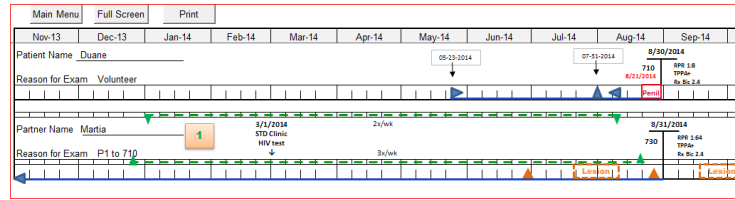
1. **Adding the OP's Partners:** when adding a new partner, click on Main Menu and select "Add a Partner".

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

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.

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

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

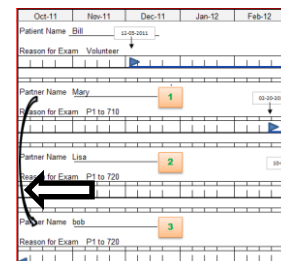


6. Use this button to delete the most recent partner added. Partners can only be deleted one at a time, with the last partner entered up to partner 1.

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.

2. This will allow you to draw an arrow form one partner to another. Click OK.

3. Arrows shows Bob and Mary are connected.



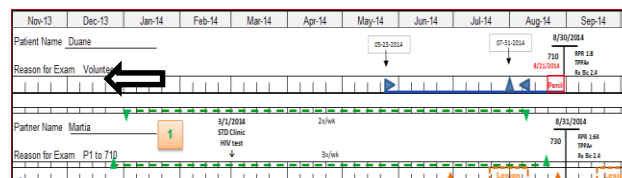
1. **Ghosting:** If the OP or sex-partner is symptomatic, VCAmon will automatically ghost from primary or secondary symptoms to the OP or sex-partner who is diagnosed Early Latent.

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

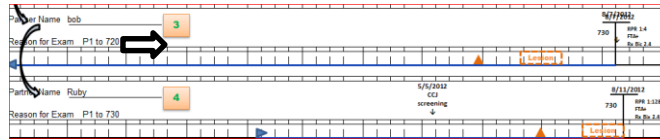
3. Selecting Source or Spread, the following box will appear. Select “Source” or “Spread” and select ok. You can also do the same for entering Spread Ghosts and click ok.

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”.

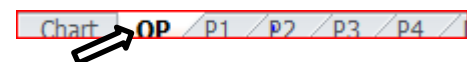
7. Clearing all Spread or all Source Ghosts:

- 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).

OP	
Name	Bob
Reason for Exam	Exposure
Treatment date	7/20/12
Medical info on date treated	
Lab 1	2012.1.18
Lab 2	
Lab 3	2012.1.18
Diagnosis	Exposure
Other Medical Information	
Date	
Location	
Type	
Symptoms primary	
Symptoms and location	
Start Date	
End date (if present at time of Rx, use Rx Date)	
Symptoms secondary	
Symptoms and location	
Start date	
End date (if present at time of Rx, use Rx Date)	
Exposure Information to P1 (Mary)	
First Exposure	8/15/2011
Last Exposure	8/15/2011
Exposure Information to P2 (Bob)	
First Exposure	8/15/2011
Last Exposure	8/15/2011
Exposure Information to P3 (Ruby)	
First Exposure	8/15/2011
Last Exposure	8/15/2011

Note: Bottom of the Excell worksheet



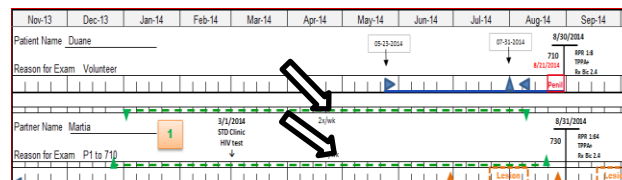
2. Exposure dates linked to Bob (OP) and Mary (P1). When you click the Add Exposure Date button a dialogue box will appear asking what partner you want to link to.

- 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.

- [illegible]

- High Priority
- Numbered Comments
- General Comments

