

ESPEN COLLECT APP STEP-BY-STEP GUIDE

INTRODUCTION

We are glad to welcome you in this quick step-by-step ESPEN collect setup guide as part of ESPEN survey support services.

This short guide will help you to set your android smartphone to use ESPEN Collect for Data collection.

ESPEN Collect is designed for field data collection for four Neglected Transmitted Diseases responsive to Preventive Chemotherapy (PC-NTDs), namely Lymphatic Filariasis (LF), Onchocerciasis (Oncho), Schistosomiasis (SCH), and Soil-transmitted Helminthiasis (STH).

In coordination with partners, Ministries of health planning disease specific assessments related to the control and elimination of NTDs are encouraged to submit a request to use the application by following the link.

ESPEN Collect currently supports disease-specific surveys that collect data to populate the JAP (Joint Application Package)¹ as well as non-disease specific Coverage surveys.

Our team will be happy to support you all along the data collection process.

The support includes:

1. Standardized training
 - a. electronic access to recommended Standardized training materials.
 - b. recommendations on trainers
2. Survey methodology/design
 - a. facilitate scientific review of protocols by dedicated subject-specific epidemiologists
3. Data collection, management, and analysis
 - a. electronic data capture, with standardised data collection fields, and automatic encrypted data upload to a secure central server
 - b. online dashboard setup for daily data visualization and near-real-time data cleaning using automated algorithms
4. Data sharing, reporting, and use
 - a. standardized prevalence outputs for data use and planning
 - b. auto-generation of EPIRF (Epidemiological Data Reporting Form) for survey reporting

¹ https://www.who.int/neglected_diseases/preventive_chemotherapy/reporting/en/

CONFIGURATION OF ESPEN COLLECT APP FOR ANDROID DEVICES

DOWNLOAD ESPEN COLLECT

To get this app, please go to the “Play Store” app on your mobile device (Figure 1). Click on ‘install’ [a] to download and run the application on the smartphone.

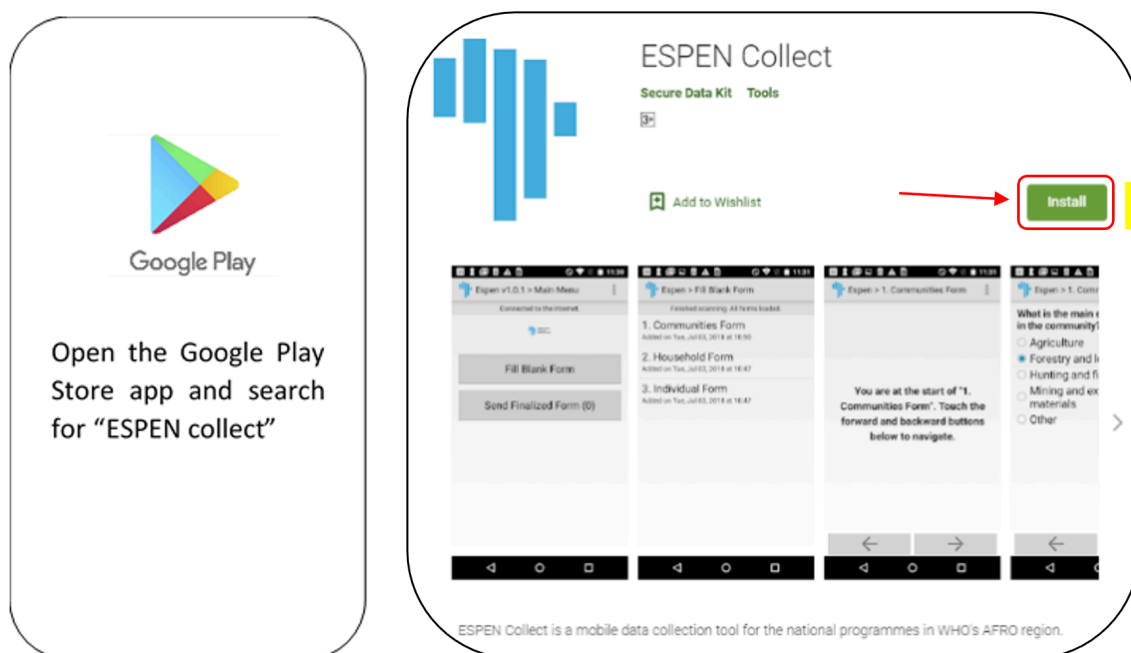


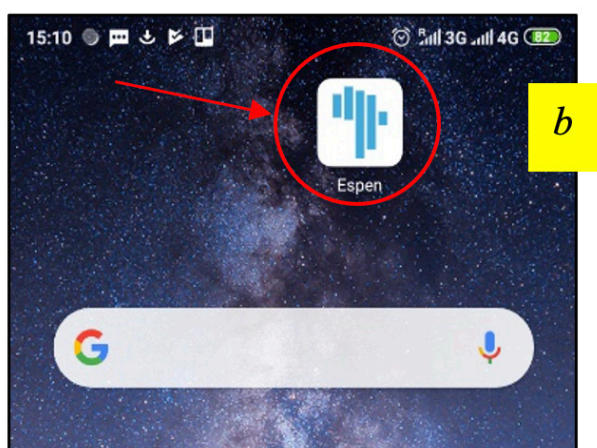
Figure 1: Play Store to download the ESPEN Collect app

Once installed, the ESPEN Collect app will need to be configured for a country particular DSA.

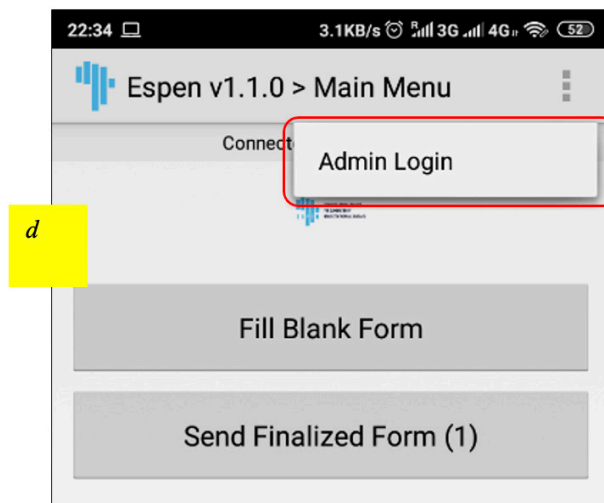
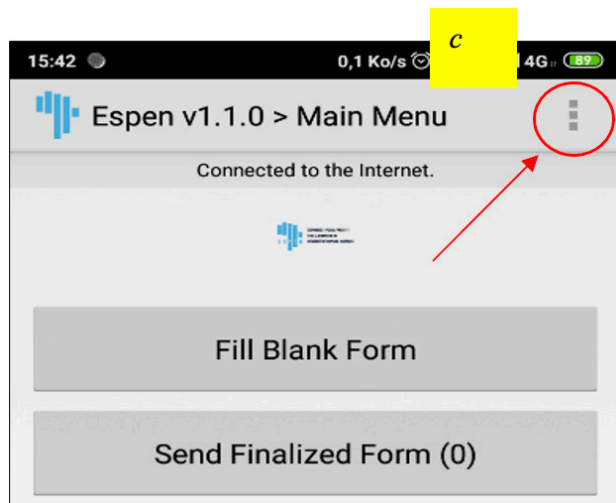
LINK ESPEN COLLECT TO THE SERVER AND DOWNLOAD FORMS

Here, server URL, username and password will be unique for each country and DSA. To access the settings, do the following:

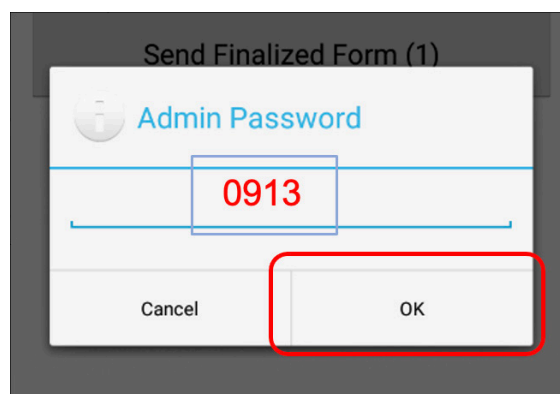
1. Open the ESPEN Mobile app by clicking on the ESPEN Mobile icon [b]



2. Once ESPEN Collect app is open you will see 3 stacked dots [c] in the right-hand corner, click the Admin Login [d]



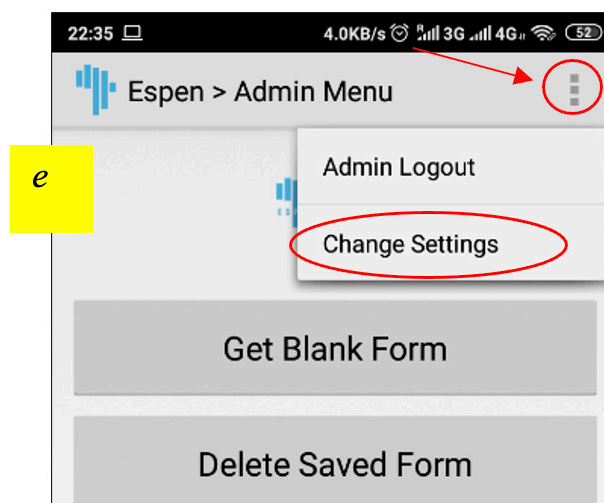
3. Enter the password **0913** or **1325** and click ok



4. In the Admin menu (Get blank form and Delete saved form) [e], click on the 3 stacked dots in the right-hand corner again and click Change Settings

To link ESPEN Collect with the server, you will need to configure the app with your country's DSA settings. These settings information (server URL, username and password) are provided by the ESPEN Collect Data Manager to each country technical responsible who are assisting in configuring smartphone.

5. In the next screen (Admin menu -> Change settings) [f], you will need to enter your country's DSA login settings.



For (Name of the project) to be conducted, you will need the following information to configure ESPEN Collect:

Credentials for **(your project)**

Server URL: https://www.securedatakit.com/espen/nom_pays

Username: **collect**

Password: **espen47**

6. Once done, click the back button on your Android phone to return to the Admin Menu [g].
Click then on Get Blank Form button [g], and click OK on the Server Authentication box [h].

NOTE

To link to the server and download forms, you need to be connected to the internet using Wi-Fi or mobile data network.

Error Getting Form List [i]

After setting all parameters, ESPEN Collect can generate errors when trying to download forms in case one of the connection settings (server URL, username and password) were not well set. To solve this, first click ok to minimise the pop-up window. Click on the 3 stacked dots in the right-hand corner again and click Change Settings.

Make sure all the connection details are well set before going forward.

7. Depending on the survey, you will see a list of forms designed for your DSA, click the checkbox next to each form and click the Get Selected button at the bottom to download [j].

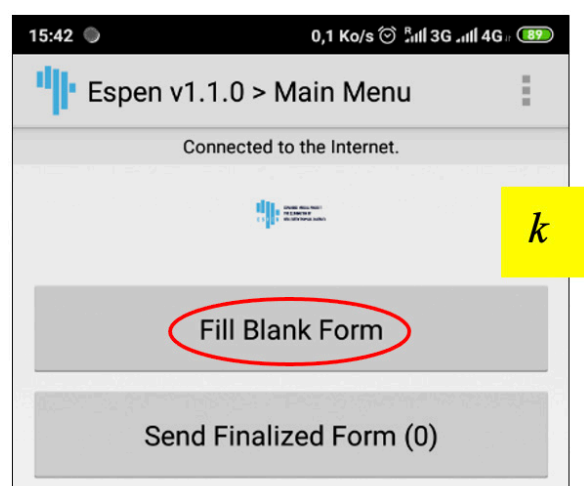
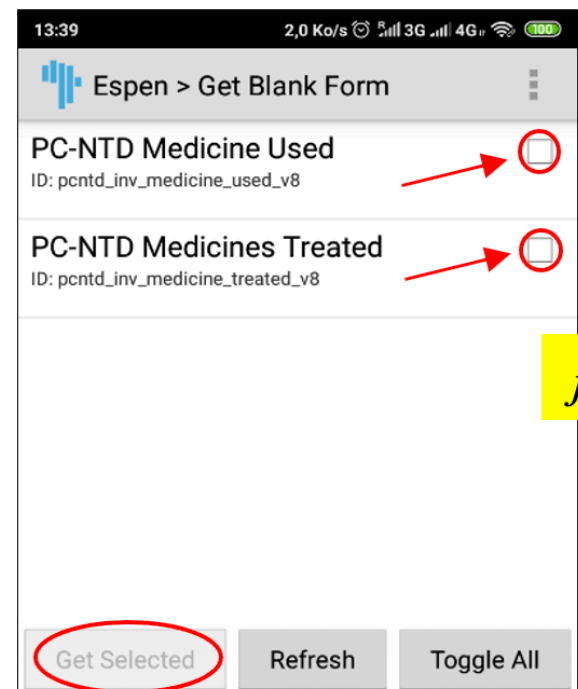
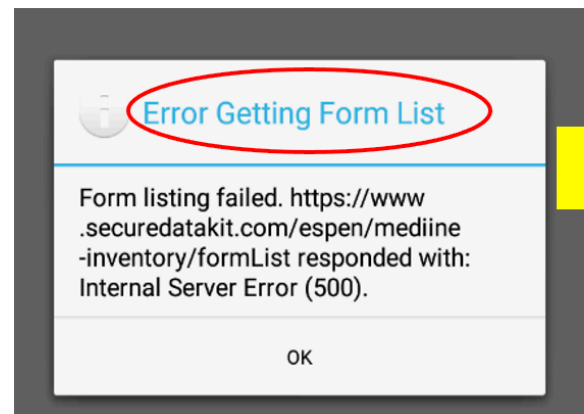
NOTE

As an example [i], the proposed forms are specific for the data reporting of used and treated medicines.

8. Once done, click the back button on your android device twice to return to the Main Menu (Fill blank form and Send finalized form).

For your specific DSA Survey, once downloaded, your forms will be available in the Fill Blank Form button [k]. To access this page, exit the admin page by clicking on the physic return button or the corresponding gesture on your smartphone.

Now that you have configured your ESPEN Collect app and have downloaded the forms to work with your Country DSA survey, you are ready to collect data.



DATA COLLECTION AND SENDING WITH ESPEN COLLECT

To begin collecting new data, simply follow the below steps.

NOTE

Once data are entered in the app and saved, they cannot be edited on the phone. Data editing is only possible by the ESPEN Collect Data Manager who will be notified if data needs to be edited.

ENTERING NEW DATA

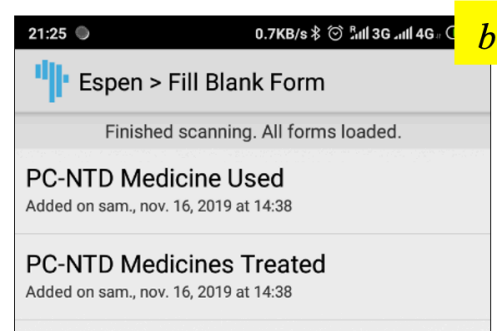
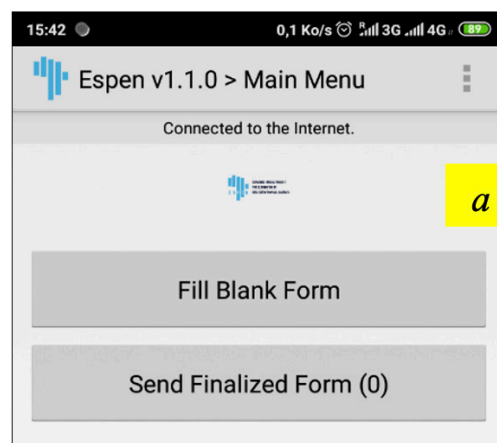
1. Open the ESPEN Collect app
2. You will see two buttons: Fill Blank Form and Send Finalized Form (0) [a].

Click on Fill Blank Form to start a new form.

Send Finalized Form (0) will allow you to manually send any forms that wasn't automatically uploaded to the server. You will know that you have unsent forms when the number on the button is greater than.

3. Clicking Fill Blank Form will open a screen showing all the available forms [b].
4. To fill a new form, simply click on the form name. It will launch the form.

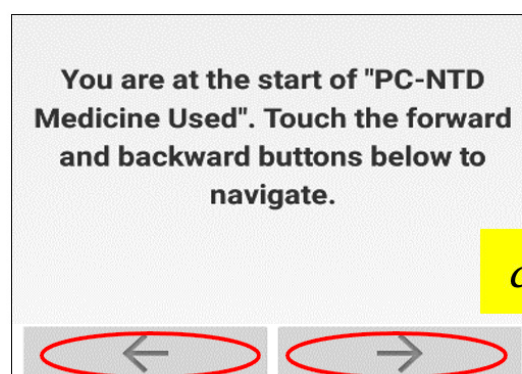
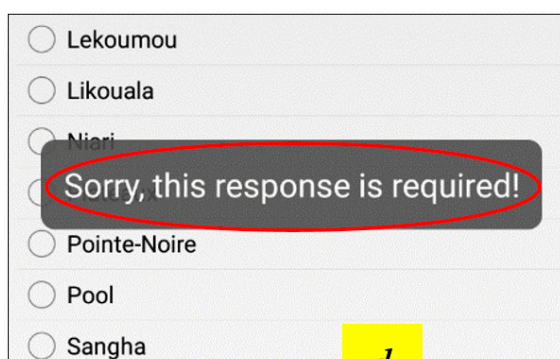
As an example [b], (PC-NTD Medicine Used, PC-NTD Medicine Treated) were listed as available forms to be filled during the survey. The two forms downloaded on Link ESPEN Collect to the server and download forms.



NAVIGATING IN THE FORM

You can move between questions by clicking the arrow key at the bottom of the question screen [c].

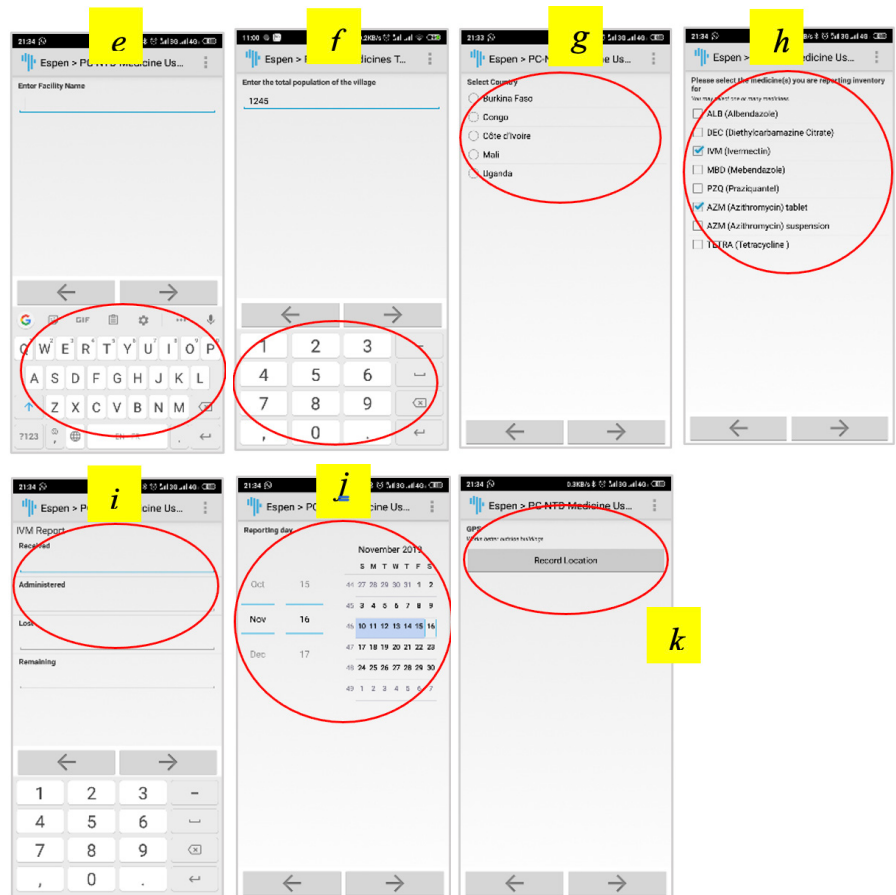
Some questions are set as mandatory to avoid getting empty fields. For those questions, it is impossible going forward without providing answers [d].



QUESTION TYPES

Depending on the question type, the telephone keyboard will activate numeric, alphanumeric, QR or Barcode scanning, camera capturing window via embedded telephone camera, GPS capturing, Calendar or time picker, radio button, checkbox

- a. Text [e]
- b. Number [f]
- c. Select one [g]
- d. Select many [h]
- e. GPS [i]
- f. Date [j]
- g. Group of questions [k]
- h.



Once the form is complete, you will have a final page summarizing all the questions and responses. Click the Save and Send Form button to exit [l].

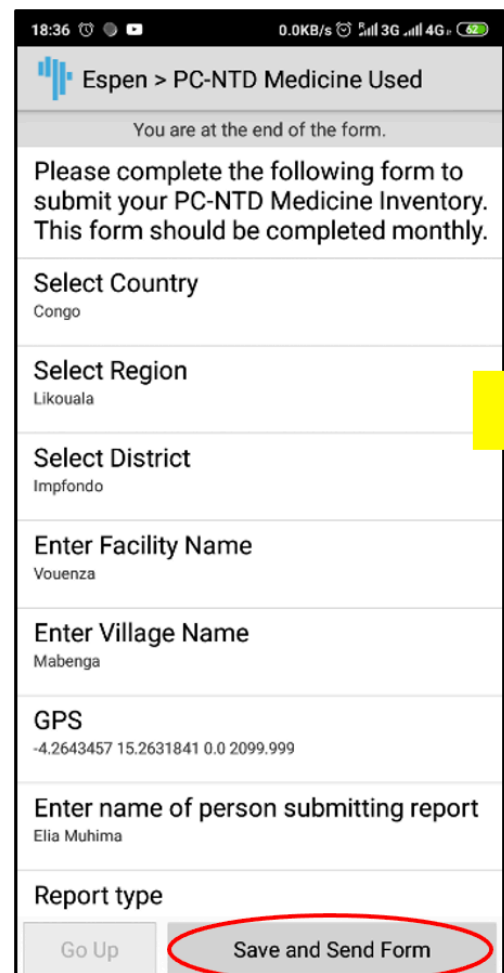
ESPEN Collect will automatically return to the main menu to allow you filling information (form) for another participant, household, village, cluster...

NOTE

It is important to review all the answers before saving the form. After saving, you will not be able to edit the question unless you ask the data manager to make the updates in the database.

USE OF MULTIPLE LANGUAGES

It is possible to design a form capable of supporting as many languages as desired. Multi-language forms are most often used for survey areas where populations are made up of people who use only one language alongside other people who use another language to communicate. It therefore becomes preferable to have a form for which we can collect information with the questions displayed in French and have the possibility of changing the display of the set of questions in English, Spanish, Portuguese, etc.



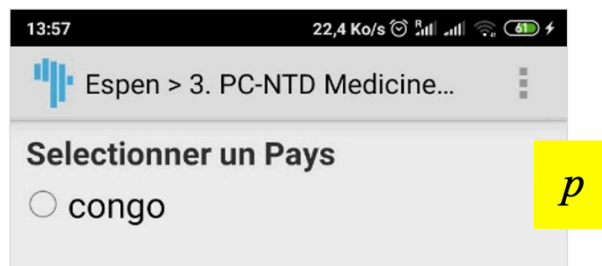
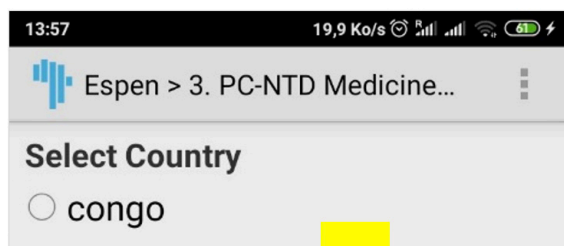
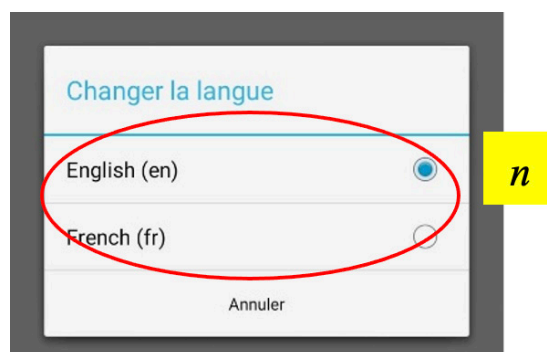
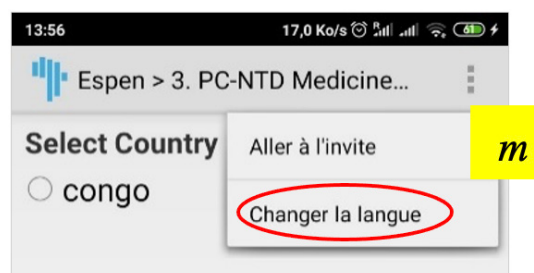
This can also be useful for a country where surveys are planned over the entire geographical area but with units or subgroups having several languages, ...

To change the language of a form, having already opened the form, click on the three dots in the upper right corner (Or the menu button at the bottom of the phone) [m]

Then click on change language,

A window offering the languages supported for the form will be displayed to allow you to switch from one language to another [n].

For this example, the form displayed English by default [o], by selecting French [p], the set of questions is proposed in French as illustrated below:



CANCEL FORM FILLING

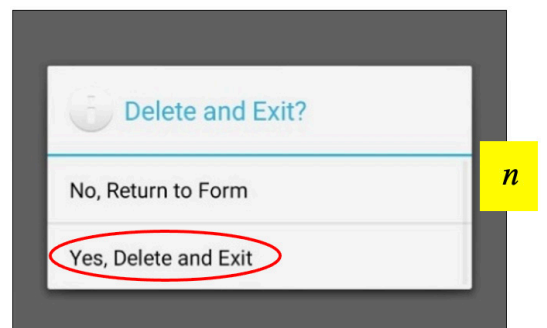
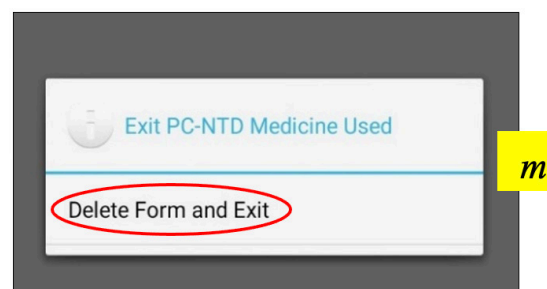
During the collection of data with several forms to complete, it may happen that you select a form and realize that instead you had to choose the other.

How to leave this form and choose the desired one?

- ▶ Click on the physic return button or the corresponding gesture on your smartphone,
- ▶ A popup window (Exit ... name of the form) [q] will appear,
- ▶ Click on Delete Form and Exit,
- ▶ Click on Yes, Delete and Exit [r],

NOTE

This operation doesn't delete the blank form on the smartphone. Please refer to the section Delete forms to delete form



SENDING DATA

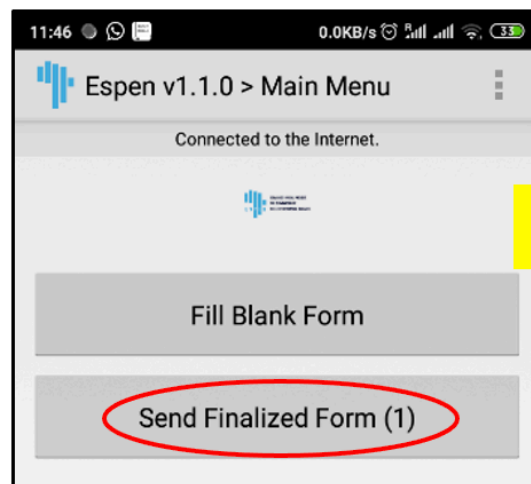
ESPEN Collect is designed to send automatically data once completed. To complete the form, make sure you have clicked to Save and Send Form bouton as per the image [o] above.

NOTE

The telephone must be connected to internet using mobile network or shared Wi-Fi to send the data.

The number of unsent – records stored on the phone but not transmitted to the server – will be displayed on the Send Finalized Form (#) button. If this button shows a number greater than zero, that means data have not been sent to the server. Your phone will try to send data automatically. To send data manually, click on the Send Finalized Form button [s] and select all surveys and click send.

Checking that no transmitted data remain on the phones should be part of the daily supervisor's checklist.

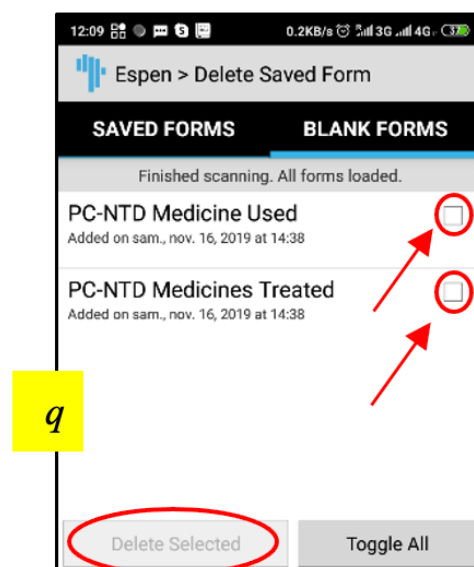
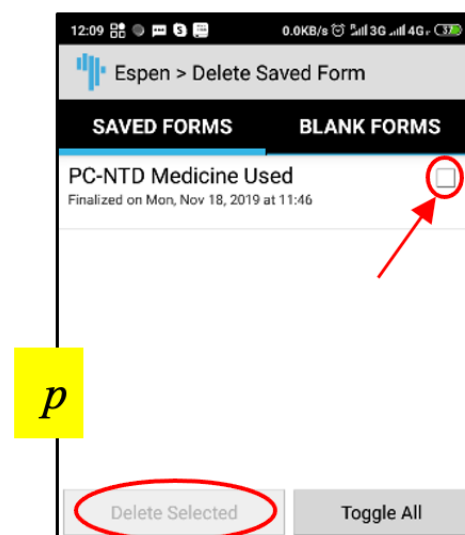


DELETE FORMS

The ESPEN collect mobile app stores some data in the SQLite database on the Android phone/tablet to allow for the selection of entered data in subsequent surveys (e.g., Enter cluster code in the cluster survey but select it in the participant survey). Before starting the survey, you need to clear the database and the phone of previously entered survey data. To remove unset records and clean the database, follow the steps below:

- ▶ Open the ESPEN collect app on your phone/tablet
- ▶ Open the admin settings by clicking the menu button on your phone (as clearly described in the section [Linking ESPEN Collect to the server](#))
- ▶ Admin settings password is **0913**
- ▶ Click the Delete Saved Form button.
 - Saved forms [t] - previously entered surveys. Clearing this will remove surveys already stored in the cloud database and will remove all values from the SQLite database on the phone/tablet.
 - Blank forms [u] - this will remove the survey form from the phone, no additional data will be able to be entered using this form until downloaded from the ESPEN platform.

Click back to exit once you are done.



DATA VISUALIZATION

Data can be accessed from the Country DSA specific processing database for the duration of the project and for an additional 90 days after the project is completed. ESPEN survey support services uses an open-source tool, Metabase (To access Metabase , go to ESPEN Collect page and click on Metabase link) (Figure 2), to allow authorized users and ESPEN Collect data managers to quickly review data reports, including maps, tables, and charts. Authorized users can login to the secure website at any time. If you do not have an account, please contact the ESPEN Collect data management team at espensupport@who.int and yumbandubad@who.int.

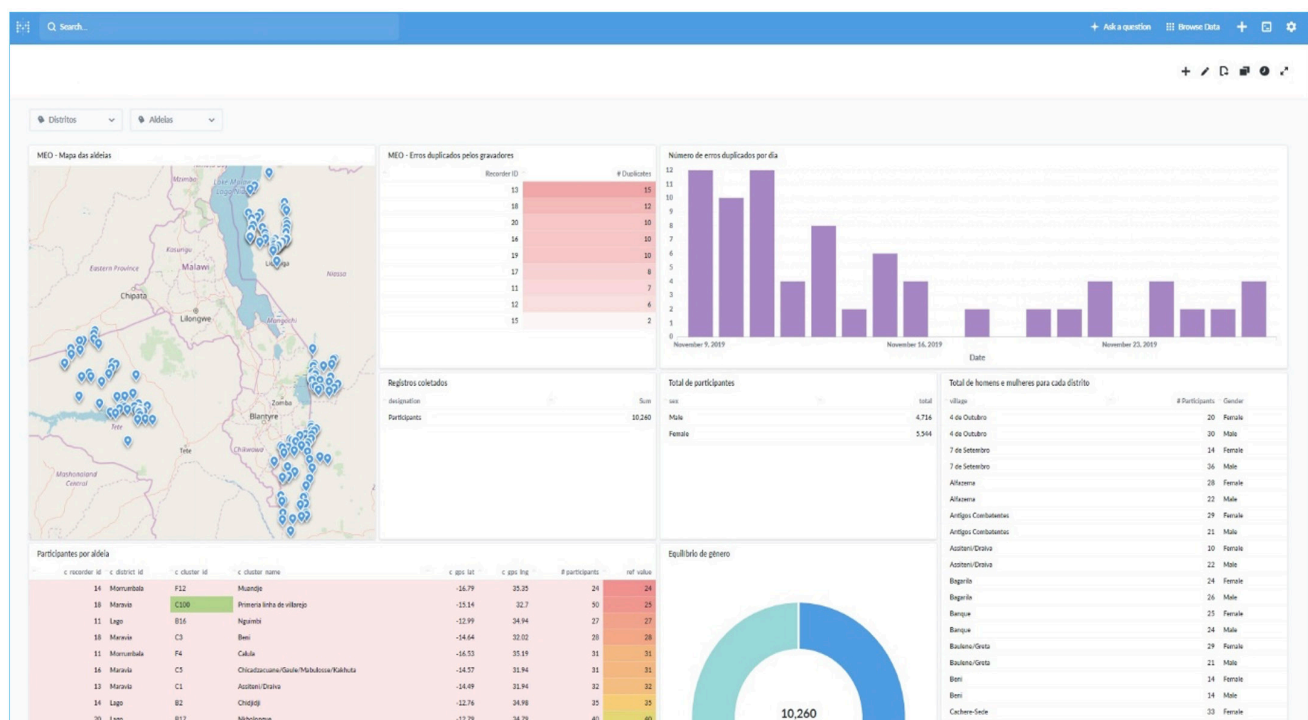


Figure 2: Example Metabase dashboard