Encounter Registry - Encounter and Venue Time Data Entry Guide

Encounters – Home page, double click on Venue then hit Add upper right hand corner

Initial Assessment: All questions must be answered except ‘Quality Improvement Project Clinic Site’
Remember: Change date to date of encounter
Add a preferred county so Community Resources for that county show up

2 New questions have been added to mark your clients for Navigation & Health Coaching

<table>
<thead>
<tr>
<th>Initial Assessment</th>
<th>Jills Community Fair 7-1-2018-30-2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>Venue Name:</td>
<td>Jills Community Health Fair 7-1-2018/30-30-2018</td>
</tr>
<tr>
<td>Date of Encounter:</td>
<td>00/03/2018</td>
</tr>
<tr>
<td>First Name:</td>
<td>Me</td>
</tr>
<tr>
<td>Last Name:</td>
<td></td>
</tr>
<tr>
<td>Age</td>
<td></td>
</tr>
<tr>
<td>Gender:</td>
<td>Female</td>
</tr>
<tr>
<td>Race:</td>
<td>White</td>
</tr>
<tr>
<td>Race:</td>
<td>Black</td>
</tr>
<tr>
<td>Hispanic:</td>
<td>Yes</td>
</tr>
<tr>
<td>Are you limited in any way in any activities because of physical, mental or emotional problems?:</td>
<td>No</td>
</tr>
<tr>
<td>Do you now have any health problem that requires you to use special equipment, such as a cane, a wheelchair, a special bed, or a special telephone?:</td>
<td>No</td>
</tr>
<tr>
<td>Type of Disability?:</td>
<td>Select One</td>
</tr>
<tr>
<td>Refugee Status:</td>
<td>No</td>
</tr>
<tr>
<td>Where from:</td>
<td></td>
</tr>
<tr>
<td>County of Residence:</td>
<td>Lancaster, NE</td>
</tr>
<tr>
<td>Preferred Counties:</td>
<td></td>
</tr>
</tbody>
</table>

New Questions

- Do you have a primary care physician?: No
- Do you have Health insurance?: No
- Do you now smoke cigarettes every day, some days, or not at all?: Every Day
- Have you ever been told by a doctor, nurse, or other health professional that you have high blood pressure?: Yes
- Are you taking any medicines prescribed by your doctor, nurse, or other health professional for your high blood pressure?: Yes
- Have you ever been told by a doctor, nurse, or other health professional that you have diabetes?: Yes - Type 1 or 2
- Are you taking any medicines prescribed by your doctor, nurse, or other health professional for diabetes?: Yes
- Have you ever been told by a doctor, nurse, or other health professional that your blood cholesterol is high?: Yes
- Are you taking any medicine prescribed by your doctor, nurse, or other health professional for your high cholesterol?: Yes
- Have you had a mammogram in the last 2 years?: No
- Have you had a pap test in the last 2 years?: No
- Have you been screened for colorectal cancer?: No

Client marked for Navigation: Yes
Client marked for Health Coaching: Yes
Quality Improvement Project Clinic Site: Select One
Client Information:
Address/Phone/Email address. At the minimum you need to get the Zip Code

State Program Eligibility – SKIP

Health Assessment Questions:
Health Coaching – SKIP
Breast/Cervical Navigation, Navigate to Diagnosis – SKIP
QIP Project Only - SKIP
Behavior & Mental Health – Optional
Cancer Prevention – Optional
CVD & Diabetes – Optional
Health Lifestyles – Optional
Physical Activity & Nutrition – Optional

Preventive Screening Tests
Preventive Screening Tests - Optional
National Risk Assessments – Optional
Medical Questions - These are used when Health Coaching.

Additional Resources Request
If your Venue is on CVD and Diabetes but the client wants some of your Financial Support information you can check mark Financial Support so the resources you have in the system marked Financial Support will show up. You don’t need to recheck CVD and Diabetes because you have marked that when entering your venue.

Recommendations Referrals - You can print a copy of this report for the client
Recommendations –
This page shows the recommended exams and activities based on the questions the client answered. Any Preventive test results you entered for the client will show up here.

Physicians –
This is the where you choose clinics that the client can call if they do not have a primary Physician. These show up based on the Preferred Counties you enter on the Initial Assessment. You may sort these by city or zip code.

Community Resources –
This is where you can recommend any community resources the client may benefit from based on how the clients answered the previous questions.

Client Summary -
Client summary shows all of the recommendations and resources for this client.

You can Save the client summary to your computer if you are at a community event and do not have access to a printer or you can print the client summary and give it to the client right then.

Return to the Venue’s Encounter List to add another encounter for a different client.

Clients only get added to a community venue once.
Client ID: 40559
Client Name: Smith, Jill
Encounter Date: 10/01/2017

Preventive Screening Test Results

<table>
<thead>
<tr>
<th>Test</th>
<th>Result</th>
</tr>
</thead>
<tbody>
<tr>
<td>Body Mass Index</td>
<td>22.00</td>
</tr>
<tr>
<td>Height</td>
<td>70.00</td>
</tr>
<tr>
<td>Weight</td>
<td>150.00</td>
</tr>
<tr>
<td>Blood Pressure Reading #1</td>
<td>130/90</td>
</tr>
<tr>
<td>Blood Pressure Reading #2</td>
<td>120/80</td>
</tr>
<tr>
<td>Blood Pressure Average</td>
<td>125/85</td>
</tr>
<tr>
<td>Blood Glucose</td>
<td>92.00</td>
</tr>
</tbody>
</table>

Recommended Exams and Activities

Being physically active improves your quality of life, lowers your risk for heart disease, diabetes, and many other conditions. Aim for 150 minutes per week of physical activity to feel your best. Try walking or another activity to live an active lifestyle and keep your heart in good condition.

It’s time for a mammogram. A mammogram finds breast cancer even before you can feel it. Every woman over 50 needs to have mammography done every other year. If you are between the ages of 40 and 50 talk to your doctor about the need for a mammogram.

It’s time to get screened for colon cancer. Talk to your doctor about the best test for you.

Uncontrolled high blood pressure is a leading cause of heart disease and stroke. Talk to your healthcare provider about how you can lower your blood pressure.

Controling your blood sugar and managing your diabetes gives you the best chance for a healthy life. Lower blood sugar helps protect your heart and kidneys. Monitoring your blood sugar daily, taking medications as prescribed for you, and choosing healthy foods are all important in managing your diabetes.

High cholesterol can cause blocked arteries which can cause heart attacks and raise blood pressure. Eating healthy foods and getting active can help reduce cholesterol. Talk with your healthcare provider about your cholesterol screening and a healthy reading for you.

Taking your medications as directed is very important. Talk with your healthcare provider about anything that keeps you from taking your medication, including any side effects you may be feeling. Low-cost medication options may be available in your community. Talk to your healthcare provider or local pharmacist to find out more.

Smoking makes your heart work harder and raises your risk of heart disease. Quitting tobacco is one of the best things you can do for your health! When you are ready for help, call the Nebraska Tobacco Quitline at 1-800-QUIT-NOW (1-800-784-8669). The Quitline is free and provides services tailored to your needs.
## Selected Physician-Clinic

<table>
<thead>
<tr>
<th>Type</th>
<th>Name</th>
<th>Address</th>
<th>City</th>
<th>Zip</th>
<th>County</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Family Medicine</td>
<td>Of Lincoln</td>
<td>6825 S. 27th St.</td>
<td>Lincoln</td>
<td>68512</td>
<td>Lancaster</td>
<td>402-477-4545</td>
</tr>
<tr>
<td>Family Health Associates</td>
<td></td>
<td>1500 South 48th Street</td>
<td>Lincoln</td>
<td>68506</td>
<td>Lancaster</td>
<td>402-489-4600</td>
</tr>
</tbody>
</table>

## Selected Resources

<table>
<thead>
<tr>
<th>Resource</th>
<th>Cost</th>
<th>Cost Range</th>
<th>Address</th>
<th>City</th>
<th>Phone</th>
<th>Website</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hy Vee Diabetes Support Group</td>
<td>N</td>
<td>Free</td>
<td>1701 S 17th ST</td>
<td>Lincoln</td>
<td>402-323-6400</td>
<td></td>
</tr>
<tr>
<td>LBC Breast Cancer Awareness Packet</td>
<td>N</td>
<td>Free</td>
<td></td>
<td>Lincoln</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Enter Venue Time - Admin/Setup/Venues

Highlight Venue – This will show ‘Staff Commitment’ in the upper right hand corner of screen

Open Staff Commitment

Add

Venue Worker – Work time is added per worker in total minutes worked at the venue

Name
  Last Name – Add last name of staff that worked at the venue
  First Name – Add workers first name

MI – Add middle initial – Optional

Volunteer- Is not reimbursable time
  Yes – This person was a volunteer
  No – This person was not a volunteer

Time Spent
  Prep Time – Skip
  Work Time (mins) – Total time worked at venue in minutes

Save

Back

Repeat to add more workers at the venue

Mileage – Mileage is added per car/round trip

Add
  Last Name – Mileage and drivers last name
    Ex: Mileage Crane
  First Name – drivers first name

Volunteer – for Mileage volunteer should always be no. Mileage is not covered for volunteers
Prep Time – Skip

Work Time – Total mileage, round trip

<table>
<thead>
<tr>
<th>List of Venue Workers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last Name</td>
</tr>
<tr>
<td>Crane</td>
</tr>
<tr>
<td>Mileage</td>
</tr>
</tbody>
</table>

No Pay Venue Time – To show time worked at a venue but not have the venue counted for Venue Time and Overhead.

Add

Last Name – No Pay, workers last name
Ex: No Pay Crane
First Name – workers first name

Volunteer – Yes or No

Prep Time – Skip

Work Time – Total time worked in minutes