Every Woman Matters
Med-IT Data Entry
Health Coaching

How to Login to Med-IT

- To access Med-IT go to: <u>www.med-itweb.com</u>
- To Login:
 - Enter your User Name
 - Enter CDC Program Code by clicking the drop down arrow and select NE (for Nebraska)
 - Click on Sign In
 - On the next screen enter your Password
 - Click on Login



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How to Login to Med-IT

Click 'Proceed' to continue. You'll have to click 'Proceed' two times.

You are now logged into Med-IT.

Verify if this screen went away? The user agreements do not come up when llog in.





Health Coaching

How to Initiate a Pre Assessment For Health **Coaching Community Based** Clients. This gets your **Community Based Clients on** your Health Coaching List

The CHH web page has hard copies of the assessment available for download

DR

The assessment link is available online: https://www.surveymonkey.com/r/HCPreAssessment

He	ealth Coaching Initial Intake and Pre-Assessment	Every Woman Ma	tteri 7/202
NOTE	s:	•	Good Life. Greet Mission
•	Who is this form for? Women age 40-64 who are uninsured, under-insured and/or do not qualify for EWM. Please complete assessment form and submit to the Women's and Men's Health Program at the following mail: dhhs:ewm@nebraska.gov or complete online by going to: https://www.surveymonkey.com/r/HCPreAssessment	301 Centennial Mall Lincoln, NE 68509-48 www.dhhs Reasonable.ac	South - P.O. Box 94817 317 Fax: 402-471-0913 1-800-532-2227 .ne.gov/womenshealth commodations made for
	Please answer each question and PRINT clearly!	persons with disa Nebraska DHHS p at no cost to limite who s	silities TDD (800) 833-7352 rovides language assistance id English proficient persons aek our services.
	Date Completed with Client:/ Venue Name:		
	Community Health Hub (CHH): Ocentral District Health Department - CDHD OLincoln Lancaster County Health Department - LLCHD OSouth Heartland District Health Department - SHDHD OThree Rivers Public Health Department - 3RPHD Other	lth Department - EL ment - PPHD ith Department - SW	/PHD /NPHD
	Client ID#: (clients first 3 letters of last name and date of birth mmddyy; example CRA02	0564)	
	Birthdate://		
	Address:		
z	City: State:	Zip:	
PE	Email Address:		
N N	Home Phone: () Work Phone: () Cell I	Phone: ()	
INFO	Preferred way of Contact?: OHome Phone OWork Phone OCell Phone OEmail Is it okay to text your cell phone? OYes ONo		
LIENT	Are you of Hispanic/Latina(o) origin? OYes ONo OUnknown		
•	What is your primary language spoken in your home? OEnglish OSpanish OVietnamese OG	Other	
	What race or ethnicity are you? (check all baxes that apply)	American	
	Operican American American Operican American Operican American Operican Operican American Operican Operican American Ame	American	
	OAsian OPacthc Islande OOther OUnknown	r/Native Hawaiian	
	Are you a Refugee? OYes ONo OUnknown If yes, where from?		
	Highest level of education completed: O<9th grade OSome high school OHigh school graduate or ODon't Know	equivalent OSome o	ollege or higher
	County of Residence in Nebraska:		
	Do you have a primary care physician? OYes ONo OUnknown		
	1. How much fruit do you eat in an average day? (1 cup equals 1 large bangna or 1 medium goole)	Cups	O.DK*
≧	2. How many vegetables do you eat in an average day? (1 cup equals 12 baby carrots or 1 ear corn)	Cups	ODK*
≧	3. Do you eat fish at least two times a week?	OYes ONo C	DDK*
LAC	4. How many servings of grain products do you eat in a day? (serving equals 1 slice whole wheat bread, 3 cups popped popcorn, 1/2 cup rice/pasta. 3/4 cup oatmeal)	00 01 0 05 06+ 0	2 O3 O4
SICA	4a. Of these servings, how many are whole grain?	O Less than half O More than half	O About half

Minutes ODK*

DYes

OYes ONo

ONo

O DK

ODK*

Do you drink less than 36 ounces of beverages with added sugars weekly? (3 (12 ounce) cans regular soda, juice, alcohol, specialty drinks)

How many minutes of physical activity do you get in a WEEK? (walking/running, aerobic dancing, water aerobics, general gardening, bicycling)

6. Are you currently watching or reducing your sodium or salt intake?

How to Match Client Cycles

 If client has an existing Health Behavior Support Service (HBSS) records, you will see them listed on this screen.

• Locate the client cycle on the EWM/WW Health Coaching list sent out by your TA in the column titled "cycle number" (NOT cycle count).

 Match the cycle on your EWM/WW HC list with the cycle located in the right column of the screen titled "WW Cycles". If the cycle doesn't match up what you have on your HC you need to click on the cycle number that matches what is on your list.

After matching the cycles, click Add to bring up the LSP/HC screen.

Nebraska Breast & Cervical Cancer Program

🚨 Client Info 👻 🧻 BCC Data 👻 🏢 C	CRC Data 🛛 🧃 WW Data 🗸 📃 Navigated Only 💲	Billing • Contract/Provider • 🎤 Reports/Utiliti	es• Type to find 💌				🛃 Log Off 🄑 Adm
Every Woman Matters	WW Workflow Navigation				📄 All Cycles 📄 Selected Cyc	le 🛄 WW Office Visit 🛄 LSP/HC 🋄 Recall Activity	Release Notes View Release Notes
	List of LSP/HC Sessions for Cycle # 12					H	# Date Age N1 N 12 04/02/2020 56
NEBRABKA OFFICE OF WOMEN'S HEALTH						Add Edit Delete	10 08/06/2019 55
Switch Client	LSP/HC Date	LSP/HC	Session Type	Session Setting	Provider Completed By	Program Completion	11 08/06/2019 55 0
ID 39554 Go Clear Add	08/31/2022	Health Coaching	Smart phone/tablet Application	Individual	HUB-Central District Health	No - Lifestyle Program/Health Coaching is still in progress	9 07/02/2019 55
Client Information	09/13/2021	Health Coaching	Smart phone/tablet Application	Individual	CENTRAL OFFICE	No - Lifestyle Program/Health Coaching is still in progress	8 05/01/2019 55
BCC] [CRC][WW]	09/13/2021	Health Coaching	Smart phone/tablet Application	Individual	CENTRAL OFFICE	No-Withdrawal by health coach (3 Attempts have been made)	7 01/30/2019 54
Diagnostic	05/25/2021	Health Coaching	Phone	Individual	CENTRAL OFFICE	No-Withdrawal by health coach (3 Attempts have been made)	5 08/08/2016 52
SSN: 000-00-0000	01/21/2021	Check. Change. Control	Smart phone/tablet Application	Individual	CENTRAL OFFICE	Yes - Lifestyle Program/Health Coaching is Complete	4 07/01/2016 52 🕕
Custom Id:	04/02/2020	Health Coaching	Evidence that mailed materials were opened and reviewed	Individual	CENTRAL OFFICE	No-Withdrawal by client (Not interested, previously had HC/LSP, time constraint, family issues)	3 06/25/2016 52 2 01/03/2016 51
Address 1515 B Street Lincoln, NE Eligibility FPL: 196.23% Status: Eligible Note: United Health Care Enrolled: 05/02/2012 Additional Information							Due Dates Due Dates Due Dates D
Reminders (1)							
Quick Links							
[Reload Screen] Search Client FPL Calculator Summary of Services Summary of Notes Mark to Send Letter Client Activity	14 4 Page 1 of 1 ▶ ▶ 22					Displaying 1 - 6 of 6	
Quick Tips Terms of Use Med-IT Privacy Policy							
OXBOW.							

How to Add a Health Coaching Record

- To add a new HC session, enter client ID in ID box located in the left navigation column, then click Go. You can also search for the client by name, DOB by clicking
- Select the WW Data tab located near the top of the screen and click the drop down arrow to the right.
- Select LSP/HC in the drop down menu

Nebraska Breast & Cervical Cancer Program								
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	Name		ID: 448-53					

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ID 39554 Go Clear Add	Maiden Alternate 448-53 SSN: 000-00-0000	20 01/02/20 57
Client Information	Date of 02/05/1954	28 12/02/20 57
AAAA, aaa 🛈	Birth: [mm/dd/yyyy] Gender: Female	27 07/01/20 57
[BCC] [CRC][WW]	Marital Select one V	26 09/03/20 56
Diagnostic		25 09/01/20 56
Cell #: 402-314-8195	Received: [mm/dd/yyyy]	24 03/01/20 56
DOB: 02/05/1964 (58)	MED-IT 0000000039554 Legacy 0000000054800	23 01/05/20 55
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Contact: 07/22/2015	B I S I _x ﷺ ≇ ₩ ₩ 99	21 01/01/20 54
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Lincoln, NE		18 03/28/20 54
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FPL: 196.23%		16 02/14/20 52
Note: United Health		15 02/08/20 52
Care Enrolled: 05/02/2012		13 01/20/20 51
		14 01/20/20 51
Additional Information 📼		12 10/12/20 51
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Reload Screen]	- Contact Information	9 07/04/20 51
Summary of Services	Address	8 03/12/20 51
ummary of Notes Iark to Send Letter	Address: 1515 Lolly Pop Lane 2:	7 02/25/20 51
lient Activity	Zip Code: 68506 State: NE V	6 08/25/20 50
Quick Tips	County: Lancaster V City: Lincoln	5 06/13/20 49
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Logged In As 🔹		3 06/11/20 49
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Data Entry for Health Coaching/HBSS

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	Switch Client ID 39554 Go Client Information	Screening Type Follow-up after LSP/HC	Date of Service 08/12/2016	Provider Fix It		BMI	Avg. BP	TC	BG	A1c Alerts		2 01/03/2016 5 1 07/01/2015 5 Due Dates	59 58 🚺
Click on Add	Nebraska Breast & C	ervical Cancer Prog WW Data S Billing C C WW Cycle Initiation WW Office Visit LSP/HC Lifestyle Intervention Cycle Notes - WW MDE Notes - WW Date 11/01/2016	ILL LE L	es • Type to find Activity Phone call		Dutcome Navscreen call2		All Cycles Sele	cted Cycle 📄 WW Off	ice Visit LSP/HC	Recall Activity 2 Hi Edit Delete	Date A 20 BCC Cycles A 20 07/01/2016 5 19 04/14/2016 5 18 03/14/2016 5 16 02/14/2016 5	ff PAdmin ge N1 N2 9 9 9 9 9 9 9 9 9

Click on L

Data Entry for Health Coaching/HBSS

Complete the following data fields:

- Completed By
- HBSS Date
- HBSS Received Date
- LSP/HC ID (select <u>one</u>):
 - Check. Change. Control.
 - Health Coaching
 - Living Well
 - National Diabetes Prevention
 Program
 - Walk and Talk Tool Kit
- Session Time
- Session Type
- Session Setting
- Session Completion Directions on next
 page
- Notes-only if needed
- Click Add

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	All Cycles Selected Cycle WW Office Visit LSP/HC Recall Activity	# Date Age N1 4 09/08/2016 59
	LSP/HC Session (Cycle # 3)	5 07/01/2016 59
NEBRABKA OFFICE OF WOMEN'S HEALTH	JAda 🛛 🕹 Bagk	3 06/25/2016 59
Switch Client	Drovider: Fix It	2 01/03/2010 33
ID 39554 Go	Completed By: Select one	1 0//01/2015 58 U
Client Information	* LSP/HC Date:	23 Alerts! (MDE 6.0)
AAAA, aaa U [BCC] [WW]	LSP/HC Received Date:	0 Alert! (CCDE 1.01)
Status: Active Active 2015	LSP/HC ID: Select one	170 Alerts! (WW MDE
High Risk	<u>Session Time:</u> minutes	9.2)
Cell #: 402-314-8195 SSN: 000-00-0000	Session Type: Select one	
DOB: 01/01/1957 (59) Custom Id:	Session Setting: Select one	
L.Contact: 07/22/2015	Session Completion: Select one	
8675309 Jenny Lane Lincoln, NE	Notes: Tahoma ✓ B I U A Ă Ă A · 💁 · 📰 등 🚍 🔞 🗄 🗄 🕼	
Eligibility FPL: 131.31% Status: Eligible Enrolled: 05/02/2012		
Additional Information 💽		
Quick Links		
[Reload Screen] Search Client Summary of Services Summary of Notes Mark to Send Letter		
Quick Tips Terms of Use Med-IT Privacy Policy		
Logged In As		
	Needs Barcode: Select One 9	
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Session Completion

Health Coaching Drop Down in Med-It (WW Data/LSP-HC/Program Completion							
What it means	Choose in Med It	Payment					
Client has been engaged and participated in 3 HC sessions and is now complete.	Yes-Lifestyle Program/Health Coaching is Complete	Final Performance Pay					
Client actively participating in HC, still engaged and not yet completed.	No-Lifestyle Program/Health Coaching is still in progress	Pay on the first HC session for engagement based on HBSS chosen.					
Client has participated in 1 or 2 Health Coaching Sessions and now has decided to withdraw	No -Withdrawn by client	No payment. Already been paid on 1st session.					
Client decided not to participate after discussion and at the conclusion of 1st HC session.	No-Withdrawn by client	Pay on 1st health coaching session for engagement.					
Client refuses to engage in health coaching at 1st contact. No discussion.	No-Withdrawn/Discontinued	No payment					
3 attempts made & doc in RECALL; at least one written form of contact via mail or text. Time recorded on Progress Report.	No-Withdrawn/Discontinued	No payment					
Unable to engage client due to wrong or disconnected phone number, client has moved, no forwarding address. Lost to Follow Up. Documented in Recall	No Answer Recorded	No payment					

Recording Recall Activity

• All missed call attempts (i.e., not a good time to call even if you talked to client, emails or texts) should be recorded in **Recall Activity**.

• When you click on LSP/HC (HBSS) under the WW Data tab and if client has existing HBSS records, you will see the screen pictured.

Click on Recall Activity

Nebraska Breast &	Cervical Cancer Pro	gram			Click here	
Sclient Info • BCC Data • CRC D	ata 🔹 🇃 WW Data 🔹 🍃 Billing 👻 🔒	Contract/Provider • 🖉 Reports/Utilities •	Type to find			🛃 Log Off 🔑 Admin
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NERRARKA OFFICE OF WOMEN'S HEALTH	List of LSP/HC Sessions for Cycle a	# 4			? H 	5 07/01/2016 59 3 06/25/2016 59
Switch Client	LSP/HC Date	LSP/HC	Session Type	Session Setting	Session Completion	1 07/01/2015 58 0
ID 39554 Go	10/19/2016	Health Coaching with Community Supports	Phone	Individual	Yes - Lifestyle Program/Health Coaching is Complete	
Client Information	09/14/2016	Health Coaching with Community Supports	Phone	Individual	No - Lifestyle Program/Health Coaching is still in progress	23 Alerts! (MDE 6.0)
[BCC] [WW]	09/14/2016	Health Coaching	Evidence that mailed materials were opened and reviewed	Individual	No - Lifestyle Program/Health Coaching is still in progress	0 Alert! (CCDE 1.01)
Active 2015 High Risk Cell #: 402-314-8195 SSN: 000-00-0000 DOB: 01/01/1957 (59)	09/08/2016	Health Coaching	Phone	Individual	No - Lifestyle Program/Health Coaching is still in progress	170 Alerts! (WW MDE 🔍 🖗 9.2)
Custom Id: L.Contact: 07/22/2015	1 of 1 Page 1 of 1	1 2			Displaying 1 - 4 of 4	
Address 6675309 Jenny Lane Lincoin, NE Eligibility FPL: 131.31% Status: Eligible Enrolled: 05/02/2012						
Additional Information						
[Reload Screen]						

How to Record Recall Activity

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3 2 \					*	18 03/14/2016 59
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	11/01/2016	Phone ca	VISIC	Navscreen call1	Melissa Leypoldt	13 01/20/2016 59
	09/28/2016	Phone ca			Aaron Sweazy	12 10/12/2015 58
	09/12/2016	Phone ca			Aaron Sweazy	11 09/15/2015 58
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(59)	10/01/2011	Phone ca			Terri Allen	8 03/12/2015 58
	10/01/2011	Phone ca			Terri Allen	7 02/16/2015 58
	07/05/2011	Phone ca			Terri Allen	6 06/14/2013 56
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After you complete the da fields, click Add to add/sa record.

How to Withdraw a Client

- An example of an educational mailing piece our EWM/WISEWOMAN Program has available that you can send to a client that has withdrawn or already participated in a healthy behavior support service.
- Hubs are now responsible for following up by mail with clients on their health coaching list whom they are unable to connect with by phone, email and/or texting. By mail is the final attempt to engage and highlight health coaching services.



Initiation of the Post Assessment After HBSS/ Completion

- HC initiates the Post Assessment during the 3rd and final HC call. The Health Coach has the option of completing the assessment with the client using the survey monkey link or by hard copy.
- Completion of the Post Assessment is an important step for data collection and MDE submission to CDC.
- If the HC completes the hard copy, please include the client ID, the county she resides in, date of service and your call date on the hard copy form, then scan and fax to the DHHS central office at 402-471-0913.
- Please reach out to your TA with any additional questions or concerns.

How to Initiate a Post Assessment For All Health Coaching Clients

The CHH web page has hard copies of the assessment available for download

►OR

The assessment link is available online: <u>https://www.surveymonkey.com/r/HCPost</u> <u>Assessment</u>

Health Coaching Post-Assessment

NOTES:

Who is this form for? Women age 40-64 who are uninsured, under-insured and/or do not qualify for EWM.

 Please complete assessment form and submit to the Women's and Men's Health Program at the following email: <u>dhhs.ewm@nebraska.gov</u> or complete online by going to: <u>https://www.surveymonkey.com/r/HCPostAssessment</u>

1-800-532-2227 www.dhhs.ne.gov/womenshealth Reasonable accommodations made for persons with disabilities. TD0 (800) 833-7352 Nebracia DH-55 provides larguage assistance at no cost to limited English prehicert persons who seek our services.

301 Centennial Mall South - P.O. Box 94817 Lincoln, NE 68509-4817 Fax: 402-471-0913

7/2023

Every Woman Matters

Post Biometrics are REQUIRED. If previous cholesterol was ≥240 mg/dl, a total cholesterol is REQUIRED.

Please answer each guestion and PRINT clearly!

Date	Compl	eted	with	Client:	
					 _

Community Health Hub (CHH):

OCentral District Health Department - CDHD	OElkhorn Logan Valley Public Health Department - ELVPHD
OLincoln Lancaster County Health Department - LLCHD	OPanhandle Public Health Deaprtment - PPHD
OSouth Heartland District Health Department - SHDHD	OSouthwest Nebraska Public Health Department - SWNPHD
OThree Rivers Public Health Department - 3RPHD	OOther
Client ID#: Medit I	D#:

Client ID#:

Birthdate:

. How much fruit do you eat in an average day? (1 cup equals 1 large banana or 1 medium apple) ODK* Cups 2. How many vegetables do you eat in an average day? (1 cup equals 12 baby carrots or 1 ear corn) ODK* Cups 3. Do you eat fish at least two times a week? OYes ONo ODK* . How many servings of grain products do you eat in a day? (serving equals 1 slice whole wheat bread, 3 cups popped popcorn, 1/2 cup rice/pasta, 3/4 cup oatmeal) 88 Q1 06+ 82 DK* **O**3 **Q**4 OLess than half OAbout half 4a. Of these servings, how many are whole grain? OMore than half ODK* Do you drink less than 36 ounces of beverages with added sugars weekly? (3 (12 ounce) cans regular soda, juice, alcohol, specialty drinks) ONo ODK* QYes Are you currently watching or reducing your sodium or salt intake? OYes ONo ODK* . How many minutes of physical activity do you get in a WEEK? (walking/running, aerobic dancing, water aerobics, general gardening, bicycling) Minutes ODK*

		HIGH BLOOD PRESSURE	HIGH CHOLESTEROL	DIABETES
ETES	 Has your doctor, nurse or other health professional EVER told you that you have: 	OYes ONo ODK*	OYes ONo ODK*	OYes ONo ODK*
& DIAE	2. Do you take any medication prescribed by your doctors NOW to lower:	OYes ONo ODK*	OYes ONo ODK*	OYes ONo ODK*
ESSURE 8	 During the past 7 days, how many days (in- cluding today) did you take your medication as prescribed: 	Days ODK*	Days ODK*	Days QDK*
OD PR	4. Do you check your BLOOD PRESSURE when you are not at the doctor's office (at home, at pharmacy, or at a store, etc.)?	O'Yes O'No O'DK*		
L, BLO	4a. If no, provide reason:	ONo, never told to check ONo, don't know how to check No, don't have equipment		
IOLESTERO	4b. If yes, how often do you check your BLOOD PRESSURE:	OMultiple times a day Obaily Weekky A few times per week Monthly ODK*		
ç	4c. If ves, do you share your BLOOD PRESSURE numbers with your doctor that you take at home, the pharmacy or a store?	O'Yes O'No O'DK*		