Every Woman Matters
Med-IT Data Entry
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How to Access Med-IT

- To first access Med-IT, complete a Med-IT User Profile Form and submit to your TA.
- Forms can be found on our website.
- An annual update is required.
How to Login to Med-IT

- To access Med-IT go to: [www.med-itweb.com](http://www.med-itweb.com)
- To Login:
  - Enter User Name
  - CDC Program Code: select NE (for Nebraska)
  - Click on Sign In
  - Next screen enter your Password
  - Click on Login
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.
Health Coaching
How to Match Client Cycles

- If client has existing Health Behavior Support Service (HBSS) records, you will see these listed.

- 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 it doesn’t match up, 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.
How to Add a Health Coaching Only Record

- To add a new HC session, enter client ID in ID box located in the left navigation column, Click Go

- Select WW Data tab located near the top of the screen

- Select LSP/HC in the drop down menu
How to Add a HC Only Record

- You will see the screen to the right for entering a new client record and complete the following data entry fields:
  - Completed By
  - LSP/HC Date
  - LSP/HC Received Date
  - LSP/HC ID, select **Health Coaching**
  - Session Time
  - Session Type
  - Session Setting
  - Session Completion
How to COMPLETE a HC Only Record

- Under **Session Completion** select *No - Lifestyle Program/Health Coaching is still in progress*
- Once all data entry fields are complete, click **Add**.

- It is the same data entry process for entering the second HC session.

- Almost the same process for the 3rd HC session, but in the **Session Completion** field you select *Yes-Lifestyle Program/Health Coaching is Complete*. 
HBSS for EWM/WW clients are documented in Med-IT. **Approved HBSS** for FY18-19 are:

- Health Coaching
- Living Well
- National Diabetes Prevention Program
- Walk and Talk Physical Activity Toolkit

**Just one entry per session is now required.**

- Enter client ID in ID box located in the left navigation column, click **Go** to locate client in Med-IT.
- Click on **WW Data** tab
Data Entry for Health Coaching/HBSS

Click on LSP/HC

Click on Add
Complete the following data fields:

- **Completed By**
- **HBSS Date**
- **HBSS Received Date**
- **LSP/HC ID** (select one):
  - Health Coaching
  - Living Well
  - National Diabetes Prevention Program
  - Walk and Talk Tool Kit
- **Session Time**
- **Session Type**
- **Session Setting**
- **Session Completion**
- **Notes**—only if needed
- **Enter Post Biometrics-weight & 2 BP’s at 3rd HC Session**

Click **Add**
How to Avoid Overriding Previous Documentation

- Do not click into an existing record to enter **new** data. This will override previous documentation. If you need to edit a previous record, pull up the existing record, enter your edits/changes and then click **Add** to save your changes.
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 below.

- **Click Recall Activity**
After you complete the data entry fields, click **Add** to add/save the record.
How to Record Recall Activity

When you click on **LSP/HC (HBSS)** under **WW Data** tab and the client does not have any existing **HBSS** records, you will see this screen.

Click on **Recall Activity** to bring up this page, fill out all fields and click **Add**.
How to Withdraw a Client

Health Hubs need to enter a HC record with withdrawal when:

- You are unable to reach the client after 3 call attempts
- Client chooses to withdraw
- Client phone is disconnected or out of service
How to Withdraw a Client

- After 3 call attempts, phone out of service, or client can’t be reached, click on “Mark to Send Letter”
How to Withdraw a Client

⇒ Click on the *arrow* to the far right in the *Type* box
How to Withdraw a Client

Select “WWHC3Attempts,” from the drop down which will initiate a withdrawal letter sent by the DHHS central office.
Notes written must follow policy for writing notes and include:

- Current date
- Clients name
- Clients date of birth
- Note---Maintain quality content and appropriateness
- Signature/title (first initial and full last name, professional initials or job title)

**EXAMPLE:** 11/15/1999 - Sarah A. Jones, DOB 05/11/1956 called for health coaching. Sarah has been ill for the last week. She will review the materials and I will call her back at the end of the week. M. Heffelfinger, Program Manager

Call or email DHHS if the client needs any changes for the following reasons:

- Address Change
- Income Change
- Marital Status change
- Number of dependents change
- Health Insurance Change
- Eligibility Change such as from State pap to diagnostic
- Client discusses medical issues (history of breast cancer not diagnosed on our program)
- Anytime there is a conversation that ‘OTHERS MAY NEED TO KNOW’
How to Do a Follow-up Assessment After HC/HBSS Completion

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

OR

- The survey is available online: https://www.surveymonkey.com/r/EWMAssessment
How to Do a Follow-up Assessment After HBSS/HC Completion

- HC initiates the Follow-Up assessment during the 3rd HC call. You have the option of completing via the survey monkey link or by hard copy.

- If the HC completes by hard copy, write down the client ID, the county she resides in, date of service and your call date on the hard copy form, then send or fax to the DHHS central office.

- As a last resort, you can click on “Mark To Send Letter” and select “WWHCCComplete” from the drop down. A follow-up assessment is sent to the client through the mail by the DHHS central office.
How to Do a Follow-up Assessment After HC/HBSS Completion

Select this

Click here after selection
LSP Status Report
- Click on Reports/Utilities tab.
- Click on Admin
- Select LSP Status Report
Choose: Assessment Date Range to show all clients in selected date range
Choose: Last LSP Date Range to show only clients that have health coaching started in selected date range.
Enter Date Range
   - Enter approved start date for Health Coaching.
LSP/HC Status: Leave as ‘Select One’ to have all health coaching show or choose a Status to run all of the Completed, In Progress or Withdrawn for selected date range.
LSP/HC Type: Report can be run by specific health coaching types (Health Coaching, Check.Change.Control etc…)
Generate Report
Export Report
   - Report can be Exported as PDF or CSV report
Clients on this list are specific to the HUB running the report.
Mammography Prompt Report
- Click on Reports/Utilities tab.
- Click on Outreach Recruitment tab.
- Select Mammogram Prompt
- Enter Date Range
  - Enter approved start date.
- Generate Report
- Export Report
  - Report can be Exported as PDF or CSV report
- Clients on this list have had a mammogram ordered and have not yet had the mammogram done.
- Clients on this list are specific to the HUB running the report.
- These clients get entered under Recall Activity
Navigated Only
Clients
How to Start a Navigated Only Client

- Click on Navigated Only Tab.
- You should then see the drop down **Nav Only Quick Entry**
- Select **Nav Only Quick Entry**
How to Start a Navigated Only Client

- Click on Navigated Only Tab.

- You should see the following screen *Navigated Only Clients*.

- Patients in the list to be navigated are not enrolled in the screening program. No client identifying information is provided to the program.

- The first name of the client is a unique number that is created by the Local Health Department or Clinic.
  - This number must have a B for Breast Navigation or C for Cervical Navigation added to the end of the number.

- The ID number can be a medical record number or a unique number created by the Local Health Department.

- Whatever number is used allows for the clinic or Local Health Department to follow up with the client if needed.

- The Last name of the client is either the clinic name or Local Health Department name.

- Clients are navigated from Screening to Diagnostic on one entry in the Navigated Only Clients tab:
  - The client must be entered twice to do both Breast and Cervical Navigation.
  - To Navigate for Breast Screening a B must be added to the end of the clients first name.
  - To Navigate for Cervical Screening a C must be added to the end of the clients first name.
How to Enter a New Navigated Client

- Select Add.
- You should see the following screen.
- There are Four Sections
  - Demographics/Partner Services
  - Breast Services
  - Cervical Services
  - Navigation Services Provided

<table>
<thead>
<tr>
<th>Demographics/Partner Services</th>
<th>Breast Services</th>
<th>Cervical Services</th>
<th>Navigation Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Date of Birth</td>
<td>Date of Last Mammogram</td>
<td></td>
</tr>
<tr>
<td>Phone</td>
<td>Last Mammogram</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Email</td>
<td>HPV Test</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Current Address</td>
<td>Pap Test</td>
<td></td>
<td></td>
</tr>
<tr>
<td>City</td>
<td>Date of Pap Test</td>
<td></td>
<td></td>
</tr>
<tr>
<td>State</td>
<td>Other Pap Test</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Zip Code</td>
<td>Date of HPV Test</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Country</td>
<td>HPV Test Name</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Date of HPV Test</td>
<td>Workup Status</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Date of Other HPV Test</td>
<td>Other Medical Diagnoses</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- Select Add.
- You should see the following screen.
- There are Four Sections
  - Demographics/Partner Services
  - Breast Services
  - Cervical Services
  - Navigation Services Provided
Entering Demographics and Partner Services

- Select Add.
- If you are a clinic or working with a clinic, select the clinic name from the drop-down list. If not, select Fix It.
- The Clinic Id is a combination of the last and first name as described on slide 6.
- Last name is the name or acronym of the clinic or Local Health Department.
- First name is the unique Id number created by the clinic or local Health Department.
- Enter date of birth of the client.
- Enter zip code of client.
- Enter State and County of residence of the client.
- Select from drop-down list client selection of Hispanic ethnicity and race.
- Default to CDC Funds is YES.
- Enter yes or no to report whether or not you intend to provide navigation services to each of the Navigation questions.
Entering Breast Services

- Select No for Breast Services Paid with CDC Funds.
- Enter Date of Initial Mammogram.
- Select results of Mammogram when the results are available.
- Enter date of MRI if done.
- Select results of MRI when the results are available if MRI done (otherwise these two fields are left blank).
- Select Work up status from the drop down box as appropriate.
- Select Final Diagnosis from the drop down table. Once final diagnosis is known, Workup status should be changed to complete.
Entering Cervical Services

- Select “No” for Cervical Services Paid with CDC Funds.
- Enter Date of Initial Pap Test.
- Select results of Pap Test when the results are available.
- If results not listed in table. Type in results from pathology report in the Other Pap Test Results box.
- Enter date of HPV Test if done.
- Select results of HPV Test when the results are available if Pap done (otherwise these two fields are left blank).
- Select Work up status from the drop down box as appropriate.
- Select Final Diagnosis from the drop down table. Once final diagnosis is known, Workup status should be changed to complete.
- If Final Diagnosis not on drop down list report in the Other Final Diagnosis box.
**Entering Navigation Services Provided**

- This screen documents actual navigation provided to clients.

- Navigation requires documentation of at least two contacts for **navigation to screening**.

- Enter Dates that clients received navigation services.
  - Mailed
  - Phone
  - Text
  - 1:1 in person

- Navigation requires documentation of at least two contacts for **navigation to Diagnostics**.

- Enter Dates that clients received navigation services.
  - Mailed
  - Phone
  - Text
  - 1:1 in person

- Enter Structural barrier addressed during navigation. If barriers not on the list, notify DHHS to add.

The record is **only saved** when you **click the Add button**.
Questions??

Contact your Technical Assistance liaison at DHHS if you have any questions:

- Natalie Kingston || 402-471-0568 || Natalie.Kingston@Nebraska.gov
- Aaron Sweazy || 402-471-6567 || Aaron.Sweazy@Nebraska.gov