

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.

Nebraska Women's and Men's Health Programs

MedIt Profiles New User Form

Please print clearly

Name _____

Title _____

Business Name _____

Work Phone (____) _____

Fax number (____) _____

Business E-Mail address _____

Business Street address _____

Business P.O. Box _____

Business City _____ Business State _____

Business Zip _____ - _____

Case Managers Only: Counties Served _____

☐ I understand that user profiles are not to be shared with other people. I understand and agree that if my clinic has a new user to add I will contact Nebraska Women's and Men's Health Programs at 1-800-532-2227.

☐ I will notify Nebraska Women's and Men's Health Programs if I will no longer be doing data entry. Failure to do so will result in removal as a MedIt user.

☐ I understand I am required to attend MedIt training.

☐ I acknowledge that unauthorized use, dissemination or distribution of client's Protected Health Information and confidential information is a crime. I agree that I will not use, disseminate or otherwise distribute confidential records of documents containing Protected Health Information either on paper or by electronic means other than in performance of the specific job roles I am authorized to perform. I agree that unauthorized use, dissemination or distribution of confidential information is grounds for immediate termination of my MedIt user profile and may subject me to penalties both civil and criminal.

Signature _____ Date _____

How to Login to Med-IT

- To access Med-IT go to: 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



Medit 2.5.25.30

Welcome to Med-IT
Med-IT is an Online Medical Information Tracking System developed by OxBow Data Management Systems, LLC that gives health programs a complete web based health screening information database system that includes demographic information, automatic eligibility computation, billing and much more.

Password

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Medit 2.5.25.30

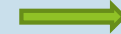
Welcome to Med-IT

Med-IT is an Online Medical Information Tracking System developed by OxBow Data Management Systems, LLC that gives health programs a complete web based health screening information database system that includes demographic information, automatic eligibility computation, billing and much more.

Please Log In

User Name

CDC Program Code



[Trouble logging in?](#)

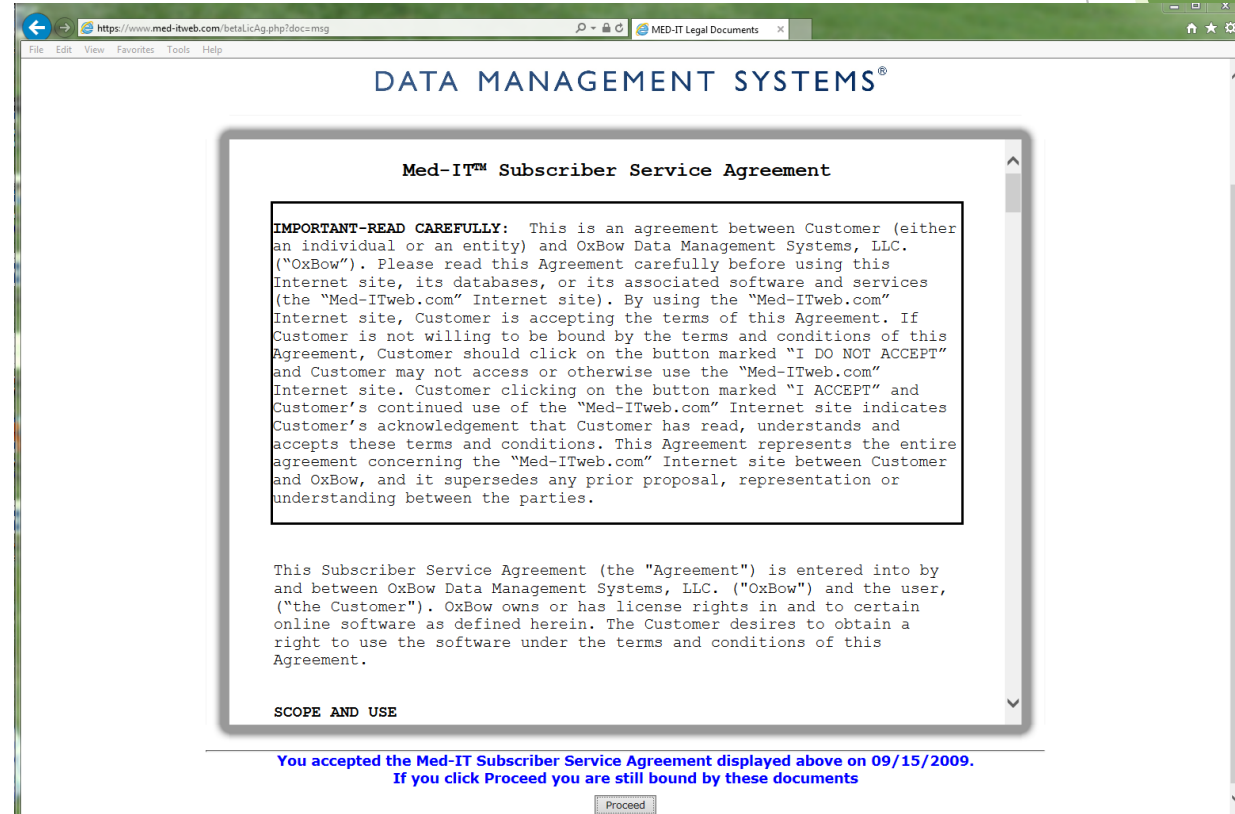
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How to Login to Med-IT

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

You are now logged into
Med-IT.



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.

Nebraska Breast & Cervical Cancer Program

Client Info ▾ BCC Data ▾ CRC Data ▾ WW Data ▾ Billing ▾ Contract/Provider ▾ Reports/Utilities ▾ Type to find...

Log Off Admin

Every Woman Matters

NEBRASKA OFFICE OF WOMEN'S HEALTH

Switch Client

ID: 39554 Go

Client Information

AAAA, aaa [BCC] [WW]

Status: Active

Active 2015

High Risk

Cell #: 402-314-8195

SSN: 000-00-0000

DOB: 01/01/1957 (59)

Custom Id:

L.Contact: 07/22/2015

Address

8675309 Jenny Lane

Lincoln, NE

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

WW Workflow Navigation

All Cycles Selected Cycle WW Office Visit LSP/HC Recall Activity

List of LSP/HC Sessions for Cycle # 4

LSP/HC Date	LSP/HC	Session Type	Session Setting	Session Completion
10/19/2016	Health Coaching with Community Supports	Phone	Individual	Yes - Lifestyle Program/Health Coaching is Complete
09/14/2016	Health Coaching with Community Supports	Phone	Individual	No - Lifestyle Program/Health Coaching is still in progress
09/14/2016	Health Coaching	Evidence that mailed materials were opened and reviewed	Individual	No - Lifestyle Program/Health Coaching is still in progress
09/08/2016	Health Coaching	Phone	Individual	No - Lifestyle Program/Health Coaching is still in progress

Page 1 of 1

Displaying 1 - 4 of 4

5 WW Cycles

#	Date	Age	N1	N2
4	09/08/2016	59		
5	07/01/2016	59		
3	06/25/2016	59		
2	01/03/2016	59		
1	07/01/2015	58		

Due Dates

23 Alerts! (MDE 6.0)

0 Alerts! (CCDE 1.01)

170 Alerts! (WW MDE 9.2)

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

The screenshot displays the 'Nebraska Breast & Cervical Cancer Program' software interface. A green arrow points to the 'WW Data' tab in the top navigation bar. Another green arrow points to the 'LSP/HC' option in a dropdown menu on the left. The main area shows the 'Client Information' form for client 'AAAA, aaa' with ID '39554'. The form includes fields for Personal Information (Last Name, First Name, MI, Maiden Name, Date of Birth, SSN, Gender, Marital Status, Date Fee Received, MED-IT ID, Legacy ID, Note) and Contact Information (Address, Zip Code, County, State, City, Email). A table on the right lists '20 BCC Cycles' with columns for cycle number, date, and alert status. The bottom right shows 'Due Dates' and 'Alerts' for MDE 6.0, CCDE 1.01, and WW MDE 9.2.

Nebraska Breast & Cervical Cancer Program

Client Info ▾ BCC Data ▾ CRC Data ▾ **WW Data** ▾ Billing ▾ Contract/Provider ▾ Reports/Utilities ▾ Type to find... ▾ Log Off Admin

Every Woman Matters

NEBRASKA OFFICE OF WOMEN'S HEALTH

Switch Client

ID **39554** Go

Client Information [?] [H]

Personal Information

Last Name: AAAA
First Name: aaa
MI:
Maiden Name:
Date of Birth: 01/01/1957 [mm/dd/yyyy]
SSN: 000-00-0000
Gender: ☐ Male ☒ Female ☐ Other/Unknown
Marital Status: Select One ▾
Date Fee Received: [mm/dd/yyyy]
MED-IT ID: 00000000039554 Legacy ID: 00000000054800
Note:
B I S I_x [?] [H]

20 BCC Cycles

#	Date	A...	N1	N2
20	07/01/20...	59		
19	04/14/20...	59		
18	03/14/20...	59		
17	02/23/20...	59		
16	02/14/20...	59		
15	02/08/20...	59		
14	01/20/20...	59		
13	01/20/20...	59		
12	10/12/20...	58		
11	09/15/20...	58		
10	08/01/20...	58		
9	07/04/20...	58		
8	03/12/20...	58		
7	02/16/20...	58		
6	06/14/20...	56		
5	06/13/20...	56		
4	06/12/20...	56		
3	06/11/20...	56		
2	06/10/20...	56		
1	06/09/20...	56		

Due Dates

23 Alerts! (MDE 6.0)

0 Alert! (CCDE 1.01)

170 Alerts! (WW MDE 9.2)

Client Information

AAAA, aaa [BCC] [WW]
Status: Active
Active 2015
High Risk
Cell #: 402-314-8195
SSN: 000-00-0000
DOB: 01/01/1957 (59)
Contact: 07/22/2015
Address: 5309 Jenny Lane, Lincoln, NE
FPL: 131.31%
Status: Eligible
Enrolled: 05/02/2012

Additional Information

Check Links

Load Screen

Switch Client

Summary of Services

Summary of Notes

Send Letter

Help Tips

Is of Use

IT Privacy Policy

Signed In As

Contact Information

Address: 8675309 Jenny Lane
Zip Code: 68509
County: Lancaster
State: NE
City: Lincoln
Email:
Address 2:
State: NE
City: Lincoln

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

The screenshot shows the 'Every Woman Matters' software interface. The sidebar on the left contains the following sections:

- Switch Client:** ID 39554, Go button.
- Client Information:** AAAA, aaa [BCC] [WW], Status: Active, Active 2015, High Risk, Cell #: 402-314-8195, SSN: 000-00-0000, DOB: 01/01/1957 (59).
- Custom Id:** L>Contact: 07/22/2015.
- Address:** 8675309 Jenny Lane, Lincoln, NE.
- Eligibility:** FPL: 131.31%, Status: Eligible, Enrolled: 05/02/2012.
- Additional Information:** (Dropdown menu).
- 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:** (Dropdown menu).

The main form area is titled 'LSP/HC Session (Cycle # 3)' and contains the following fields:

- Provider: Fix It
- Completed By: Select one
- * LSP/HC Date: [Text field]
- LSP/HC Received Date: [Text field]
- LSP/HC ID: Select one
- Session Time: [Text field] minutes
- Session Type: Select one
- Session Setting: Select one
- Session Completion: Select one
- Notes: Tahoma [Rich text editor]
- Needs Barcode: Select One

The right-hand panel shows '5 WW Cycles' with a table:

#	Date	Age	N1	N2
4	09/08/2016	59		
5	07/01/2016	59		
3	06/25/2016	59		
2	01/03/2016	59		
1	07/01/2015	58		

Below the table are sections for 'Due Dates', '23 Alerts! (MDE 6.0)', '0 Alerts! (CCDE 1.01)', and '170 Alerts! (WW MDE 9.2)'. At the bottom of the main form, there are 'Add' and 'Back' buttons.

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**

The screenshot shows the 'Every Woman Matters' software interface. The top navigation bar includes tabs for Client Info, BCC Data, CRC Data, WW Data, Billing, Contract/Provider, and Reports/Utilities. The main area is titled 'LSP/HC Session (Cycle # 3)'. It contains several data entry fields: Provider (Fix It), Completed By (Select one), LSP/HC Date (calendar icon), LSP/HC Received Date (calendar icon), LSP/HC ID (Select one), Session Time (minutes), Session Type (Select one), Session Setting (Select one), and Session Completion (Select one). Below these fields is a 'Notes' section with a text area and a 'Needs Barcode' dropdown (Select One). The right-hand panel shows '5 WW Cycles' with a table of dates and ages, and 'Due Dates' with alerts for MDE 6.0, CCDE 1.01, and WW MDE 9.2. The bottom of the screen has a green arrow pointing to an 'Add' button and a 'Back' button.

#	Date	Age	N1	N2
4	09/08/2016	59		
5	07/01/2016	59		
3	06/25/2016	59		
2	01/03/2016	59		
1	07/01/2015	58		

Data Entry for Health Coaching w/ HBSS Record

HBSS for EWM/WW clients are documented in Med-IT. **Approved HBSS'** are:

- Check. Change. Control.
- Health Coaching Only
- Living Well
- National Diabetes Prevention Program
- Walk and Talk Physical Activity Toolkit

****Just one HC or HC w/ HBSS entry per session is 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

Nebraska Breast & Cervical Cancer Program

Client Info ▾ BCC Data ▾ **WW Data** ▾ Billing ▾ Contract/Provider ▾ Reports/Utilities ▾ Type to find... Log Off Admin

Every Woman Matters

NEBRASKA OFFICE OF WOMEN'S HEALTH

Switch Client

ID **39554** Go

Client Information

AAAA, aaa [BCC] [WW]

Status: Active
Active 2015
High Risk

Cell #: 402-314-8195
SSN: 000-00-0000
DOB: 01/01/1957 (59)

Custom Id:
L.Contact: 07/22/2015

Address
8675309 Jenny Lane
Lincoln, NE

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 ▾

Client Information

Personal Information

Last Name: AAAA
First Name: aaa
MI:
Maiden Name:
Date of Birth: 01/01/1957 [mm/dd/yyyy]
SSN: 000-00-0000
Gender: ☐ Male ☒ Female ☐ Other/Unknown
Marital Status: Select One ▾
Date Fee Received: [mm/dd/yyyy]
MED-IT ID: 00000000039554
Legacy ID: 00000000054800
Note:
B I S Ix
20 BCC Cycles

#	Date	A...	N1	N2
20	07/01/20...	59		
19	04/14/20...	59		
18	03/14/20...	59		
17	02/23/20...	59		
16	02/14/20...	59		
15	02/08/20...	59		
14	01/20/20...	59		
13	01/20/20...	59		
12	10/12/20...	58		
11	09/15/20...	58		
10	08/01/20...	58		
9	07/04/20...	58		
8	03/12/20...	58		
7	02/16/20...	58		
6	06/14/20...	56		
5	06/13/20...	56		
4	06/12/20...	56		
3	06/11/20...	56		
2	06/10/20...	56		
1	06/09/20...	56		

Due Dates

23 Alerts! (MDE 6.0) ▾

0 Alert! (CCDE 1.01) ▾

170 Alerts! (WW MDE 9.2) ▾

Contact Information

Address: 8675309 Jenny Lane
Zip Code: 68509
County: Lancaster ▾
Equivalent: Madison ▾
Address 2:
State: NE ▾
City: Lincoln
Email:

Data Entry for Health Coaching/HBSS

Click on **LSP/HC**

Nebraska Breast & Cervical Cancer Program

Client Info ▾ BCC Data ▾ CRC Data ▾ WW Data ▾ Billing ▾ Contract/Provider ▾ Reports/Utilities ▾ Type to find...

Log Off Admin

Every Woman Matters

NEBRASKA OFFICE OF WOMEN'S HEALTH

Switch Client

ID 39554 Go

Client Information

WW Cycle Initiation
WW Office Visit
LSP/HC
Lifestyle Intervention
Cycle Notes - WW
MDE Notes - WW

All Cycles Selected Cycle WW Office Visit LSP/HC Recall Activity

Add Edit Delete

Screening Type	Date of Service	Provider	BMI	Avg. BP	TC	BG	A1c	Alerts
Follow-up after LSP/HC	08/12/2016	Fix It						

5 WW Cycles

#	Date	Age	N1	N2
5	08/08/2016	59		
4	07/01/2016	59		
3	06/25/2016	59		
2	01/03/2016	59		
1	07/01/2015	58		

Due Dates

Click on **Add**

Nebraska Breast & Cervical Cancer Program

Client Info ▾ BCC Data ▾ CRC Data ▾ WW Data ▾ Billing ▾ Contract/Provider ▾ Reports/Utilities ▾ Type to find...

Log Off Admin

Every Woman Matters

NEBRASKA OFFICE OF WOMEN'S HEALTH

Switch Client

ID 39554 Go

Client Information

WW Cycle Initiation
WW Office Visit
LSP/HC
Lifestyle Intervention
Cycle Notes - WW
MDE Notes - WW

All Cycles Selected Cycle WW Office Visit LSP/HC Recall Activity

Add Edit Delete

Date	Activity	Outcome	Performed By
11/01/2016	Phone call	Navscreen call2	Melissa Leyboldt

20 BCC Cycles

#	Date	Age	N1	N2
20	07/01/2016	59		
19	04/14/2016	59		
18	03/14/2016	59		
17	02/23/2016	59		
16	02/14/2016	59		
15	02/08/2016	59		

Data Entry for Health Coaching/HBSS

Complete the following data fields:

- *Completed By*
- *HBSS Date*
- *HBSS Received Date*
- *LSP/HC ID (select one):*
 - Check. Change. Control.
 - 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**

The screenshot displays the NOWH data entry system. The sidebar on the left contains the following sections:

- Client Information:** ID 39554, Status: Active, High Risk, Cell #: 402-314-8195, SSN: 000-00-0000, DOB: 01/01/1957 (59).
- Eligibility:** FPL: 131.31%, Status: Eligible, Enrolled: 05/02/2012.
- Quick Links:** [Reload Screen], Search Client, Summary of Services, Summary of Notes, Mark to Send Letter.
- Logged In As:** [User Name]

The main area is titled "LSP/HC Session (Cycle # 3)" and contains the following fields:

- Provider: Fix It
- Completed By: Select one
- * LSP/HC Date: [Date Picker]
- LSP/HC Received Date: [Date Picker]
- LSP/HC ID: Select one
- Session Time: [Time Picker] minutes
- Session Type: Select one
- Session Setting: Select one
- Session Completion: Select one
- Notes: [Text Area]

At the bottom of the main area, there is a "Needs Barcode" dropdown and a "13" label. A green arrow points to the "Add" button at the bottom right.

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.

Nebraska Breast & Cervical Cancer Program

Client Info ▾ BCC Data ▾ CRC Data ▾ WW Data ▾ Billing ▾ Contract/Provider ▾ Reports/Utilities ▾ Type to find... ▾ Log Off Admin

Every Woman Matters

NEBRASKA OFFICE OF WOMEN'S HEALTH

Switch Client
ID: 39554 Go

Client Information
AAAA, aaa
[BCC] [WW]
Status: Active
Active 2015
High Risk
Cell #: 402-314-8195
SSN: 000-00-0000
DOB: 01/01/1957 (59)
Custom Id:
L.Contact: 07/22/2015
Address
8675309 Jenny Lane
Lincoln, NE
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

WW Workflow Navigation
All Cycles Selected Cycle WW Office Visit LSP/HC Recall Activity

List of LSP/HC Sessions for Cycle # 4

LSP/HC Date	LSP/HC	Session Type	Session Setting	Session Completion
10/19/2016	Health Coaching with Community Supports	Phone	Individual	Yes - Lifestyle Program/Health Coaching is Complete
09/14/2016	Health Coaching with Community Supports	Phone	Individual	No - Lifestyle Program/Health Coaching is still in progress
09/14/2016	Health Coaching	Evidence that mailed materials were opened and reviewed	Individual	No - Lifestyle Program/Health Coaching is still in progress
09/08/2016	Health Coaching	Phone	Individual	No - Lifestyle Program/Health Coaching is still in progress

Page 1 of 1

Displaying 1 - 4 of 4

5 WW Cycles

#	Date	Age	N1	N2
4	09/08/2016	59		
5	07/01/2016	59		
3	06/25/2016	59		
2	01/03/2016	59		
1	07/01/2015	58		

Due Dates
23 Alerts! (MDE 6.0)
0 Alerts! (CCDE 1.01)
170 Alerts! (WW MDE 9.2)

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 Program

Client Info ▾ BCC Data ▾ CRC Data ▾ WW Data ▾ Billing ▾ Contract/Provider ▾ Reports/Utilities ▾ Type to find...

Every Woman Matters

NEBRASKA OFFICE OF WOMEN'S HEALTH

Switch Client

ID: 39554 Go

Client Information

AAAA, aaa [BCC] [WW]

Status: Active

High Risk

Cell #: 402-314-8195

SSN: 000-00-0000

DOB: 01/01/1957 (59)

Custom Id:

L.Contact: 07/22/2015

Address

8675309 Jenny Lane

Lincoln, NE

Eligibility

FPL: 131.31%

Status: Eligible

Enrolled: 05/02/2012

Additional Information ▾

Quick Links

[Reload Screen]

WW Workflow Navigation

All Cycles Selected Cycle WW Office Visit LSP/HC Recall Activity

List of LSP/HC Sessions for Cycle # 4

LSP/HC Date	LSP/HC	Session Type	Session Setting	Session Completion
10/19/2016	Health Coaching with Community Supports	Phone	Individual	Yes - Lifestyle Program/Health Coaching is Complete
09/14/2016	Health Coaching with Community Supports	Phone	Individual	No - Lifestyle Program/Health Coaching is still in progress
09/14/2016	Health Coaching	Evidence that mailed materials were opened and reviewed	Individual	No - Lifestyle Program/Health Coaching is still in progress
09/08/2016	Health Coaching	Phone	Individual	No - Lifestyle Program/Health Coaching is still in progress

Page 1 of 1

Displaying 1 - 4 of 4

5 WW Cycles

#	Date	Age	N1	N2
4	09/08/2016	59		
5	07/01/2016	59		
3	06/25/2016	59		
2	01/03/2016	59		
1	07/01/2015	58		

Due Dates

23 Alerts! (MDE 6.0)

0 Alerts! (CCDE 1.01)

170 Alerts! (WW MDE 9.2)

Click here

How to Record Recall Activity

Click "Add" to pull up Recall data entry screen

The screenshot shows the 'Nebraska Breast & Cervical Cancer Program' interface. On the left is a sidebar with 'Client Information' for client ID 39554, including status (Active), risk level (High Risk), and contact details. The main area displays a 'List of Recall Activities' table with columns: Date, Activity, Outcome, and Performed By. The table lists various activities like 'Phone call', 'Mailed Letter', and 'Personal Visit' with their respective dates and outcomes. An arrow points to the 'Add' button in the top right corner of the table.

Date	Activity	Outcome	Performed By
11/01/2016	Phone call	Navscreen call2	Melissa Leyboldt
11/01/2016	Mailed Letter	Transportation pay	Melissa Leyboldt
11/01/2016	Personal Visit	Translation/interpretation	Melissa Leyboldt
11/01/2016	Phone call	Navscreen call1	Melissa Leyboldt
09/28/2016	Phone call		Aaron Sweazy
09/12/2016	Phone call		Natalie Kingston
09/01/2016	Phone call		Melissa Leyboldt
06/25/2014	Mailed Letter	All services card	Terr Allen
10/01/2011	Phone call		Terr Allen
10/01/2011	Phone call		Terr Allen
08/01/2011	Phone call		Terr Allen
07/05/2011	Phone call		Terr Allen
06/02/2010	Client not due		Paula Robbins
01/21/2010	Phone call		Tracey Bonneau
10/01/2009	Phone call		Char Wallace
09/30/2009	Phone call		Char Wallace

After you complete the data entry fields, click **Add** to add/save the record.

The screenshot shows the 'Recall Activity' data entry form. It includes fields for 'Performed By', 'Date', 'Activity', 'Outcome', and 'Notes'. The 'Add' button is located at the bottom right of the form. An arrow points to this button.

Click here to "Add" a recall activity record

How to Withdraw a Client

- ▶ Community Health Hubs will need to **enter** a HC **WITHDRAWAL** record when:
 - ▶ You are unable to reach the client after 3 or more call attempts.
 - ▶ Client chooses to withdrawal.
 - ▶ Client phone is disconnected or out of service.
- ▶ Select one drop down choice under **Session Completion** that best describes what has occurred and is resulting in a **WITHDRAWAL**.
- ▶ Click **ADD** to make sure the **WITHDRAWAL** record is saved.

Every Woman Matters

Nebraska Office of Women's Health

Switch Client

ID: 39554 Go Clear Add

Client Information

AAAA, aaa
[BCC] [CRC] [WW]
Status: Inactive
State Pap Inactive
Cell #: 402-314-8195
SSN: 000-00-0000
DOB: 10/08/1945 (75)
Custom Id:
L.Contact: 07/22/2015
Address:
320 A Street
Lincoln, NE
Eligibility
FPL: 20.95%
Status: Ineligible
Reason: Not Active
Enrolled: 05/02/2012

Additional Information

Reminders (1)

Quick Links

[Reload Screen]
Search Client
PN Calculator

WW Workflow Navigation

All Cycles Selected Cycle WW Office Visit LSP/HC Recall Activity

LSP/HC Session (Cycle # 12)

Add Back

Provider: Fix It

Completed By: Select one

*LSP/HC Date: 05/10/2021

LSP/HC Received Date:

*LSP/HC ID: Select one

Session Time: minutes

Session Type: Select one

Session Setting: Select one

Program Completion:

Weight

Measurement:

Blood Pressure

Measurement:

Activity Outcome

PN Activity: Select one

PN Outcome: Select one

Select best option

Add record to save

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.



WE CARE ABOUT YOUR HEALTH

HELPFUL THINGS TO REMEMBER

We realize you may not be interested in any programs or services at this time but wanted to make you aware of things you can do until we contact you again. Remember that making small changes every day can lead up to big changes in your overall health.

MANAGE BLOOD PRESSURE

- BLOOD PRESSURE is the force of blood pushing against blood vessel walls. Sometimes the pressure is too high, causing a condition known as **HIGH** blood pressure.
- STRESS** and **POOR DIET** have been linked to high blood pressure.
- KNOW YOUR NUMBERS.** Be sure to track your blood pressure online through **CHECK.CHANGE.CONTROL**.
- SIGN UP online at www.ccctracker.com
- ENTER this code: **WMH21**
- Once you enter the code you will have access to enter your blood pressure readings **WEEKLY** for up to 4 WEEKS

BODY MASS INDEX

- Get **150 MINUTES** of **ACTIVITY** each **WEEK**. **REGULAR** activity helps improve your overall health.
- BEING ACTIVE** can help keep your thinking, learning, and judgment skills **SHARP** as you age.
- BEING ACTIVE** may help you **SLEEP** better.
- NOT** smoking or using tobacco products is **ONE** of the **BEST** things you can do for your health.
- The Nebraska Tobacco Quitline can help **YOU** quit. **CALL 1-800-QUIT-NOW** to receive **FREE** and confidential, 24/7 access to counseling and support services.

MANAGE CHOLESTEROL

- CHOLESTEROL** is a fatty substance that is made by your body. You can also find it in foods that come from animals (meat, eggs, cheese).
- POOR DIET** have been linked to high cholesterol.
- KNOW YOUR NUMBERS.** Be sure to get your cholesterol checked at your doctors office or at a local health department.

BLOOD SUGAR

- BALANCE YOUR CALORIES** - to find your calorie level go to: www.choosemyplate.gov
- Eat **MORE** vegetables, fruits, whole grains, and fat-free or 1% milk and dairy products.
- CUT BACK** on foods high in solid fats, added sugars and salt (cakes, cookies, ice cream, sweetened drinks).
- LOWER** your sodium (salt) in the foods you eat.
- Drink **WATER** instead of sugary drinks.

WAIST CIRCUMFERENCE

Maintain a **HEALTHY** weight. Learning to balance healthy **EATING** and **PHYSICAL ACTIVITY** can help you lose weight and keep it off.

KNOW Your Numbers

- BLOOD PRESSURE** LESS THAN **120/80** mmHg
- TOTAL CHOLESTEROL** LESS THAN **200** mg/dL
- BLOOD SUGAR** LESS THAN **100** mg/dL
- BODY MASS INDEX (BMI)** BETWEEN **18.5-25**
- WAIST LESS THAN** **35"** FOR WOMEN **40"** FOR MEN

Nebraska Department of Health & Human Services
Women's and Men's Health Programs
301 Centennial Mall South | P.O. Box 94017
Lincoln, NE 68509-0177
402-471-0823 | 800-252-2227
www.dhhs.ne.gov/womenhealth
dmh.ecm@nebraska.gov
dmh.scc@nebraska.gov

November 2019

NEBRASKA
Healthy Living. Growing Strong.

HBSS/HC Notes & Examples in Med-It

Notes written by Health Coaches 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: 11/15/2020 - 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.
NKingston, Program Coordinator

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 in our program)
- Anytime there is a conversation that 'OTHERS MAY NEED TO KNOW'

How to Initiate a Follow-up Assessment After HC/HBSS Completion

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

OR

- The assessment link is available online:
<https://www.surveymonkey.com/r/EWMAssessment>

Please answer the following questions and return it in the envelope provided within 1-2 weeks. This will help us create better programs for women in Nebraska!

FOR HEALTH COACHES USE ONLY
Client ID#: _____
Client County: _____
Date of Service: ____/____/____
Date of Call: ____/____/____

You can take this survey online if you prefer by going to this link:
<https://www.surveymonkey.com/r/EWMAssessment>

Thanks! -EWM Staff

DIET & PHYSICAL ACTIVITY	1. How much fruit do you eat in an average day? (1 cup equals 1 large banana or 1 medium apple)	2. How many vegetables do you eat in an average day? (1 cup equals 12 baby carrots or 1 ear corn)	3. Do you eat fish at least two times a week?	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)	4a. Of these servings, how many are whole grain?	5. Do you drink less than 36 ounces of beverages with added sugars weekly? (3 (12 ounce) cans regular soda, juice, alcohol, specialty drinks)	6. Are you currently watching or reducing your sodium or salt intake?	7. How many minutes of physical activity do you get in a WEEK? (walking/running, aerobic dancing, water aerobics, general gardening, bicycling)
	_____ Cups <input type="radio"/> DK*	_____ Cups <input type="radio"/> DK*	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> DK*	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4	<input type="radio"/> Less than half <input type="radio"/> About half <input type="radio"/> More than half <input type="radio"/> DK*	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> DK*	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> DK*	_____ Minutes <input type="radio"/> DK*

	HIGH BLOOD PRESSURE	HIGH CHOLESTEROL	DIABETES
1. Has your doctor, nurse or other health professional EVER told you that you have:	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> DK*	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> DK*	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> DK*
2. Do you take any medication prescribed by your doctors NOW to lower:	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> DK*	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> DK*	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> DK*
3. During the past 7 days, how many days (including today) did you take your medication as prescribed:	_____ Days <input type="radio"/> DK*	_____ Days <input type="radio"/> DK*	_____ Days <input type="radio"/> DK*
4. On days you did not take your medication as prescribed, please tell us why:	<input type="radio"/> Cost <input type="radio"/> Forget to take <input type="radio"/> Side Effects <input type="radio"/> Need Refill <input type="radio"/> Don't Want to Take Meds <input type="radio"/> Other	<input type="radio"/> Cost <input type="radio"/> Forget to take <input type="radio"/> Side Effects <input type="radio"/> Need Refill <input type="radio"/> Don't Want to Take Meds <input type="radio"/> Other	<input type="radio"/> Cost <input type="radio"/> Forget to take <input type="radio"/> Side Effects <input type="radio"/> Need Refill <input type="radio"/> Don't Want to Take Meds <input type="radio"/> Other
5. Do you check your BLOOD PRESSURE when you are not at the doctor's office (at home, at pharmacy, or at a store, etc.)?	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> DK*		
5a. If no, provide reason:	<input type="radio"/> No, never told to check <input type="radio"/> No, don't know how to check <input type="radio"/> No, don't have equipment		
5b. If yes, how often do you check your BLOOD PRESSURE:	<input type="radio"/> Multiple times a day <input type="radio"/> Daily <input type="radio"/> Weekly <input type="radio"/> A few times per week <input type="radio"/> Monthly <input type="radio"/> DK*		
5c. If yes, do you share your BLOOD PRESSURE numbers with your doctor that you take at home, the pharmacy or a store?	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> DK*		

Healthcare provider as having any of these conditions:	
Coronary Heart Disease/Chest Pain:	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> DK*
Congenital Heart Defects:	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> DK*
Heart Failure:	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> DK*
Stroke/Transient Ischemic Attack (TIA):	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> DK*
Vascular Disease:	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> DK*
Heart Attack:	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> DK*
Do you prevent a heart attack or stroke?	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> DK*

es, pipes or cigars (smoked tobacco in any form)	
	<input type="radio"/> Current Smoker <input type="radio"/> Quit (1-12 months ago) <input type="radio"/> Quit (More than 12 months) <input type="radio"/> Never Smoked

Health, which includes physical illness and injury, on how many days your physical health not good?	
Health, which includes stress, depression, and problems with mental health not good?	_____ Days <input type="radio"/> DK*
How many days did poor physical or mental health keep you from doing things you enjoy, such as self-care, work, or recreation?	_____ Days <input type="radio"/> DK*
Because of physical, mental or emotional problems?	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> DK*
Problems that requires you to use special equipment, such as a wheelchair or a special telephone?	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> DK*
Do you have any of the following problems?	<input type="radio"/> Emotional <input type="radio"/> Intellectual <input type="radio"/> Physical <input type="radio"/> Sensory
Have you been bothered by any of the following problems:	<input type="radio"/> Not at all <input type="radio"/> More than half <input type="radio"/> Nearly every day
or hopeless:	<input type="radio"/> Not at all <input type="radio"/> More than half <input type="radio"/> Nearly every day

USE ONLY

*DK - Don't Know/Not Sure

Waist Circumference (inches): _____

Blood Pressure 1: _____/_____

Blood Pressure 2: _____/_____

Total Cholesterol: _____

Initiation of the Follow-up Assessment After HBSS/HC Completion

- ▶ HC initiates the Follow-Up 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 follow-up 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.

LSP Status Report

LSP Status Report

- Click on **Reports/Utilities** tab
- Click on **Admin**
- Select **LSP Status Report**

The screenshot displays the 'Nebraska Breast & Cervical Cancer Program' web application. The top navigation bar includes tabs for Client Info, BCC Data, CRC Data, WW Data, Navigated Only, Billing, Contract/Provider, and Reports/Utilities. The Reports/Utilities tab is active, and its dropdown menu is open, showing a list of reports. The 'LSP Status Report' is highlighted with a green arrow. The left sidebar contains a 'Switch Client' section with an ID field and buttons for Go, Clear, and Add. Below this are sections for Reminders, Quick Links, and a Reload Screen button. The main content area shows a 'Search Clients' section with options to search by ID(s)/Numbers or Name/DOB/Zip Code. The 'Clients Recently Accessed' table is visible at the bottom.

Nebraska Breast & Cervical Cancer Program

Client Info ▾ BCC Data ▾ CRC Data ▾ WW Data ▾ Navigated Only ▾ Billing ▾ Contract/Provider ▾ Reports/Utilities ▾ Type to find...

Every Woman Matters

NEBRASKA OFFICE OF WOMEN'S HEALTH

Switch Client

ID Go Clear Add

Reminders ▾

Quick Links ▾

[Reload Screen]

Search Client

FPL Calculator

Quick Tips

Terms of Use

Med-IT Privacy Policy

Logged In As ▾

Search Clients

☐ Search By ID(s)/Numbers

☒ Search By Name/DOB/Zip Code

DOB:

Last Name:

First Name:

Address:

Zip Code:

Include Pending Clients: ☐

Clients Recently Accessed

MED-IT ID	Last Name	First Name	MI	DOB	Last 4 SS
-----------	-----------	------------	----	-----	-----------

Admin

Billing

Client Management

Outreach Recruitment

Pending Client

Quality

CDC

CDOE Scheduling

Abnormal WW Assessment Report

Admin Review

Blank Forms

Demographic

EPHI Access Log

List and Label

Merged Data Report

LSP Status Report

Open Query Tool *Old*

Open Query Tool *New*

SRS - BCC

SRS - CRC

To-Do List

Update Utilities

User Activity Log

LSP Status Report Continued

- Select **Assessment Date Range** to show all clients in selected date range
- Select **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 HC.
- **LSP/HC Status:** Leave '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.)
- Click **Generate Report**
- Select **Export**
Report can be **exported** as PDF or CSV
- Clients on this list are specific to the CHH running the report.

Nebraska Breast & Cervical Cancer Program

Client Info ▾ BCC Data ▾ CRC Data ▾ WW Data ▾ Navigated Only ▾ Billing ▾ Contract/Provider ▾ Reports/Utilities ▾ Type to find...

Every Woman Matters

NEBRASKA OFFICE OF WOMEN'S HEALTH

Switch Client

ID Go Clear Add

Reminders

Quick Links

[Reload Screen]
Search Client
FPL Calculator
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Terms of Use
Med-IT Privacy Policy

Logged In As

This Page May Contain Protected

LSP Status Report

Clear Criteria Reload Last Criteria Show Last Report Generate Report

⚠ This Report May Contain Protected Health Information

☒ Assessment Date Range
☐ Last LSP Date Range

Date Options

Start Date: 06/01/2019
End Date: 06/20/2019

LSP/HC Status: Select One

LSP/HC Type: Health Coaching
Check. Change. Control
Living Well Health Coaching
Physical Activity Walk and Talk
National Diabetes Prevention Program
Tobacco Support
Education Materials
Nutrition

Nebraska Breast & Cervical Cancer Program

Client Info ▾ BCC Data ▾ CRC Data ▾ WW Data ▾ Navigated Only ▾ Billing ▾ Contract/Provider ▾ Reports/Utilities ▾ Type to find...

Every Woman Matters

NEBRASKA OFFICE OF WOMEN'S HEALTH

LSP Status Report

Detail Results

DOB	Last Name	First Name	Phone	Client Status	Clinic	Lsp Hc Type	First Session	Last Session	# of Sessions
01/01/1970	Beale	Caroline	402.343.5000	Active 2018	Lincoln	Health Coaching	06/10/2019	06/10/2019	1

Export as CSV
Export as PDF

Mammography Prompt Report

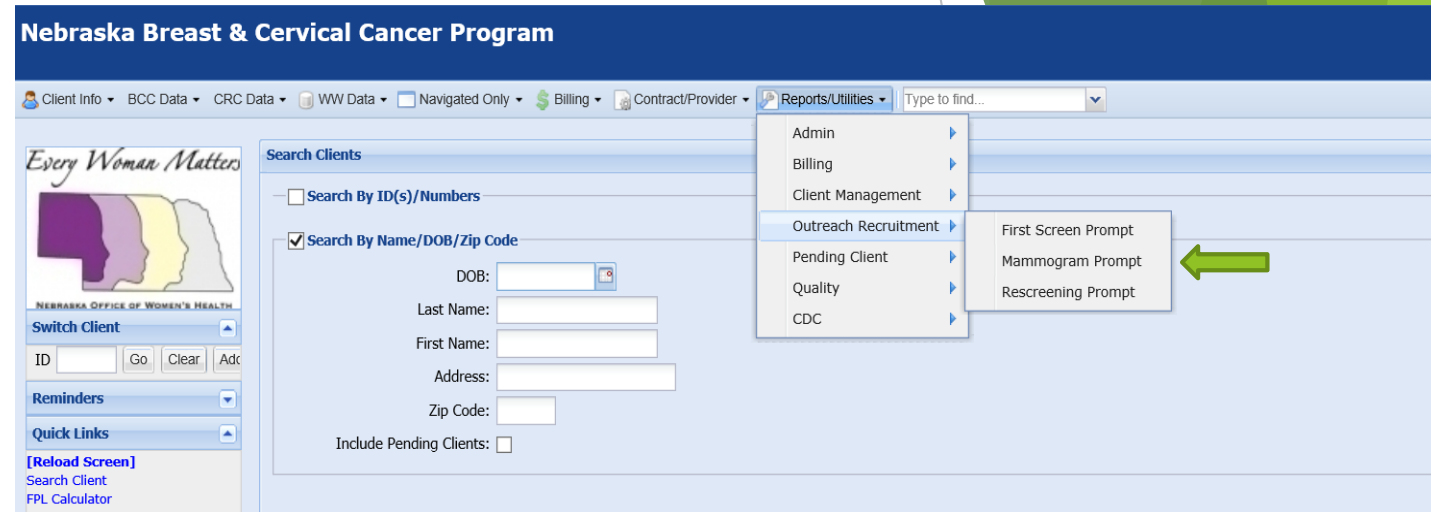
Mammogram Prompt Report

The Mammography Prompt Report includes women 40 and over who have had their clinical breast exams and have had a mammogram ordered, but have not followed through with obtaining a mammogram.

- Click on **Reports/Utilities**
- Click on **Outreach Recruitment**
- Select **Mammogram Prompt**
 - This report runs by the person that is logged in (*ie: If staff at LLCHD runs the report they will only get LLCHD counties, etc.*)
- Enter **Date Range**
 - Reports will need to be run 3 months after mammogram ordered.

CURRENT MONTH	USE THIS MONTH FOR 3 MONTH REPORT	USE THIS DATE RANGE FOR 3 MONTH REPORT
JANUARY	OCTOBER	10/01/YYYY – 10/31/YYYY
FEBRUARY	NOVEMBER	11/01/YYYY – 11/30/YYYY
MARCH	DECEMBER	12/01/YYYY – 12/31/YYYY
APRIL	JANUARY	01/01/YYYY – 01/31/YYYY
MAY	FEBRUARY	02/01/YYYY – 02/28/YYYY
JUNE	MARCH	03/01/YYYY – 03/31/YYYY
JULY	APRIL	04/01/YYYY – 04/30/YYYY
AUGUST	MAY	05/01/YYYY – 05/31/YYYY
SEPTEMBER	JUNE	06/01/YYYY – 06/30/YYYY
OCTOBER	JULY	07/01/YYYY – 07/31/YYYY
NOVEMBER	AUGUST	08/01/YYYY – 08/31/YYYY
DECEMBER	SEPTEMBER	09/01/YYYY – 09/30/YYYY

- Click on **Generate Report**



Nebraska Breast & Cervical Cancer Program

Client Info BCC Data CRC Data WW Data Navigated Only Billing Contract/Provider Reports/Utilities Type to find...

Search Clients

☐ Search By ID(s)/Numbers

☒ Search By Name/DOB/Zip Code

DOB:

Last Name:

First Name:

Address:

Zip Code:

Include Pending Clients: ☐

Admin

Billing

Client Management

Outreach Recruitment

Pending Client

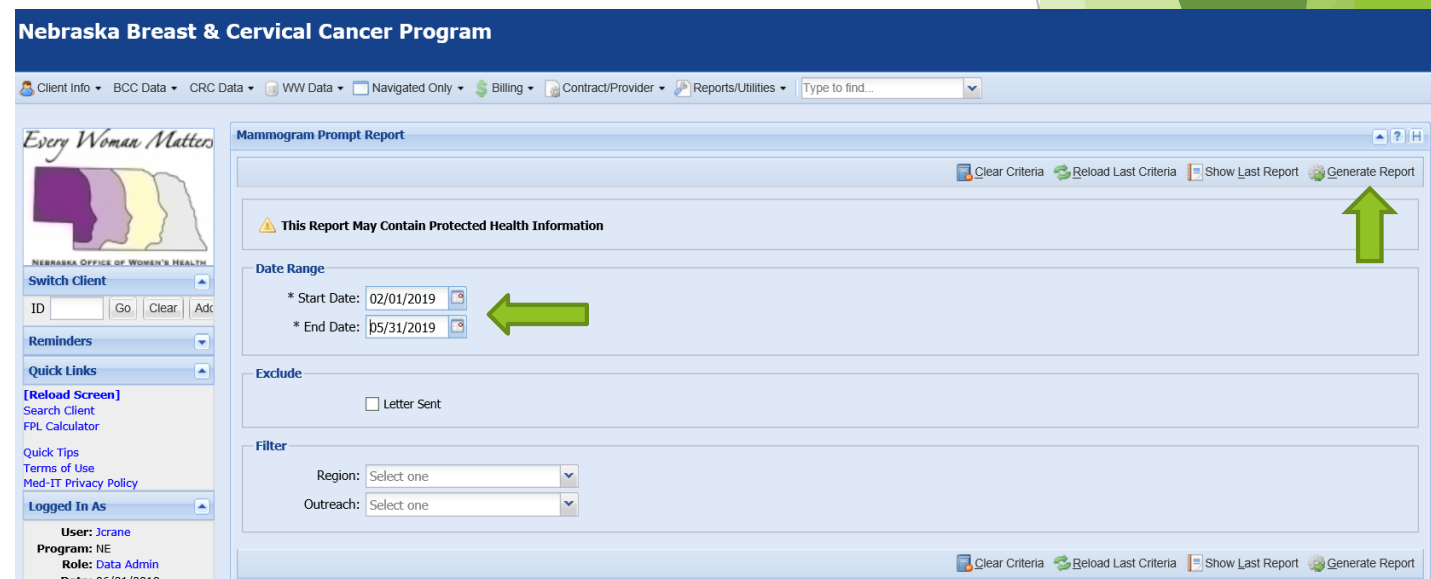
Quality

CDC

First Screen Prompt

Mammogram Prompt

Rescreening Prompt



Nebraska Breast & Cervical Cancer Program

Client Info BCC Data CRC Data WW Data Navigated Only Billing Contract/Provider Reports/Utilities Type to find...

Mammogram Prompt Report

Clear Criteria Reload Last Criteria Show Last Report Generate Report

This Report May Contain Protected Health Information

Date Range

* Start Date: 02/01/2019

* End Date: 05/31/2019

Exclude

☐ Letter Sent

Filter

Region: Select one

Outreach: Select one

Clear Criteria Reload Last Criteria Show Last Report Generate Report

Mammogram Prompt Report Continued

- Select **Export**
 - Report can be **Exported** as PDF or CSV
 - This report will be attached to your Special Budget Project Report Invoice
- These clients get entered under **Recall Activity**
- **Check the box** to the far left by each of the clients that you are going to send a letter to or call on the phone.
 - Date: Enter **today's date**
 - Outreach: Select **your CHH name**
 - Recall Activity: Select **Phone Call** or **Mailed Letter**
 - Select **Add**

Nebraska Breast & Cervical Cancer Program

Client Info - BCC Data - CRC Data - WW Data - Navigated Only - Billing - Contract/Provider - Reports/Utilities - Type to find...

Every Woman Matters

NEBRASKA OFFICE OF WOMEN'S HEALTH

Switch Client

ID: [] Go Clear Add

Reminders

Quick Links

[Reload Screen]

Search Client

FPL Calculator

Quick Tips

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Logged In As

User: Jcrane

Program: NE

Role: Data Admin

Date: 06/21/2019

Time: 11:43:14

Mode: BCC

DB: 192.168.182.4

Mammogram Prompt Report

Clear Criteria Reload Last Criteria Show Last Report Generate Report

This Report May Contain Protected Health Information

Date Range

* Start Date: 02/01/2019

* End Date: 05/31/2019

Exclude

☐ Letter Sent

Filter

Region: Select one

Outreach: Select one

Clear Criteria Reload Last Criteria Show Last Report Generate Report

Report Results

Remove Checked Mark Letter Sent Add Recall Activity Export

Client	DOB	Primary Language	Address	County	Provider	Date of Service	Home #	Work #	Cell #
--------	-----	------------------	---------	--------	----------	-----------------	--------	--------	--------

This Report May Contain Protected Health Information

Date Range

* Start Date: 10/01/2018

* End Date: 06/27/2019

Exclude

☐ Letter Sent

Filter

Region: Select one

Outreach: Select One

Add Recall Activity to Clients

* Date: []

Outreach: Select one

Recall Activity: Mailed Letter

Add Close

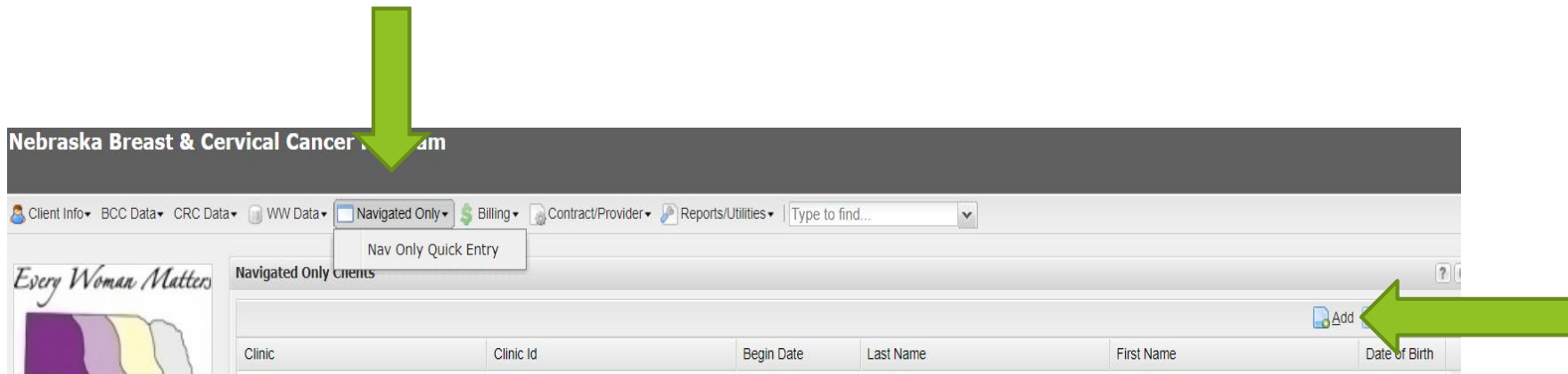
Client	DOB	Primary Language	Address	County	Provider	Date of Service	Home #	Work #	Cell #
<input type="checkbox"/> Aguilar, Ma Trinidad	08/05/1963	Spanish	7164 S 53rd St Omaha, NE 68157	Douglas	OneWorld Comm Health Center	11/30/2018			531-721-408
<input type="checkbox"/> Allen, Rovine M	11/26/1953	English	5303 N 48th Ave Omaha, NE 68104	Douglas	UNMC Physicians Fontenelle	05/24/2019			402-541-214
<input type="checkbox"/> Anderes, Elizabeth L	09/22/1969	English	1702 Nicholas St Omaha, NE 68102	Douglas	Charles Drew Health Center Inc	03/26/2019			402-378-536
<input type="checkbox"/> Anderson, Debra K	12/09/1956	English	2931 Clarkson Ave Omaha, NE 68105	Douglas	OneWorld Comm Health Center	05/13/2019			402-850-358
<input type="checkbox"/> Andrews, Judy A	08/24/1965	English	1029 Park Ave #104 Omaha, NE 68105	Douglas	Charles Drew Health Center Inc	10/04/2018			531-329-739
<input type="checkbox"/> Antunez, Ana M	07/26/1978	Spanish	4127 Monroe St Omaha, NE 68107	Douglas	UNMC Physicians Durham Outpatient Center	05/09/2019			402-718-688

Navigated Only Clients

- ▶ No client identifying information is provided other than clients date of birth, race, whether or not Hispanic and zip code.
- ▶ Clients must be 21-74 years of age and in need of either Breast and/or Cervical Navigation
- ▶ Navigation requires documentation of 2 contacts for Navigation to Screening/or Diagnostics. Navigation contacts can be made by mail, phone, text, 1:1 or in person.
- ▶ Clients to be Navigated must have a structural barrier that is addressed by LHD.
 - For example: Interpretation, Child Care, Transportation.
- ▶ If the client has had both Breast and Cervical Navigation they will have to be entered twice.

How to Start a Navigated Only Client

- Click on Navigated Only Tab in Med-It
- Select Nav Only Quick Entry
- Add – to enter new client navigation



Navigated Only Client Data Entry

- Clinic: Choose HUB name from drop down
 - Examples:
 - HUB-ELVPHD
 - HUB-SHDHD
 - HUB-CDHD
- The Clinic Id Choose one of the following
 - LHD/B – When Entering Breast Navigation
 - LHD/C – When entering Cervical Navigation
- Navigator: Choose your HUB from drop down list
 - Examples:
 - HUB-Elkhorn Logan Valley
 - HUB-South Heartland
 - HUB-Central District Health
- Last name is the name or acronym of the Local Health Department
 - Examples:
 - ELVPHD
 - SHDHD
 - CDHD
- First name is the unique Id number created the Local Health Department.
 - Examples:
 - 22156P
 - 45864
 - XX654df

The screenshot shows a web-based data entry form with the following fields and options:

- * Clinic: Select one (dropdown menu)
- * Clinic Id: (text input field)
- Navigator: Select one (dropdown menu)
- Last Name: (text input field)
- First Name: (text input field)
- * Date of birth: (calendar icon)
- * Zip Code of Residence: (text input field)
- * State of Residence: Select one (dropdown menu)
- * County of Residence: Select one (dropdown menu)
- Hispanic: Select one (dropdown menu)
- Race: Select one (dropdown menu)
- Race: Select one (dropdown menu)
- Race: Select one (dropdown menu)
- Navigation Paid w/CDC funds: Yes (dropdown menu)
- Breast Screening Navigation: Select one (dropdown menu)
- Breast Diagnostic Navigation: Select one (dropdown menu)
- Cervical Screening Navigation: Select one (dropdown menu)
- Cervical Diagnostic Navigation: Select one (dropdown menu)
- CRC Screening Navigation: Select one (dropdown menu)
- CRC Diagnostic Navigation: Select one (dropdown menu)

Navigated Only Client Data Entry

- Enter date of birth of the client
- Enter zip code of the client
 - State and County of Residence will automatically populate when zip code is added.
- Hispanic – Choose from drop down
- Race – Choose from drop down
- Navigation Paid w/CDC funds:
 - Automatically populates with Yes
- Breast Screening Navigation:
 - Choose yes if entering Breast Screening Navigation
 - SKIP if not doing Breast Screening Navigation
- Breast Diagnostic Navigation:
 - Choose Yes if entering Breast Diagnostic Navigation
 - SKIP if not doing Breast Diag Navigation
- Cervical Screening Navigation:
 - Choose yes if entering Cervical Screening Navigation
 - SKIP if not doing Cervical Screening Navigation
- Cervical Diagnostic Navigation:
 - Choose Yes if entering Cervical Diagnostic Navigation
 - SKIP if not doing Cervical Diagnostic Navigation
- CRC Screening Navigation: SKIP
- CRC Diagnostic Navigation: SKIP

The screenshot shows a web-based data entry form with the following fields and options:

- * Clinic: Select one (dropdown)
- * Clinic Id: (text input)
- Navigator: Select one (dropdown)
- Last Name: (text input)
- First Name: (text input)
- * Date of birth: (calendar icon)
- * Zip Code of Residence: (text input)
- * State of Residence: Select one (dropdown)
- * County of Residence: Select one (dropdown)
- Hispanic: Select one (dropdown)
- Race: Select one (dropdown)
- Race: Select one (dropdown)
- Race: Select one (dropdown)
- Navigation Paid w/CDC funds: Yes (dropdown)
- Breast Screening Navigation: Select one (dropdown)
- Breast Diagnostic Navigation: Select one (dropdown)
- Cervical Screening Navigation: Select one (dropdown)
- Cervical Diagnostic Navigation: Select one (dropdown)
- CRC Screening Navigation: Select one (dropdown)
- CRC Diagnostic Navigation: Select one (dropdown)

Entering Breast Services

- Select No for Breast Services Paid with CDC Funds.
- Enter Date of Initial Mammogram.
- Select the results of Mammogram when the initial results are available.
- Enter date of Screening MRI if done.
- Select results of MRI when the results are available if MRI done (otherwise these two fields are left blank).
- Enter Diagnostic Tests Recommended if done
- Select Workup 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.

SKIP – Cervical Services
SKIP – CRC Services

The screenshot shows a web form titled "Breast Services" with a collapse icon on the left. The form contains the following fields:

- Breast Services Paid w/CDC funds: Select one (dropdown menu)
- Date of Initial Mammogram: (calendar icon)
- Initial Mammogram Results: Select one (dropdown menu)
- Date of Screening MRI: (calendar icon)
- MRI Results: Select one (dropdown menu)
- Diagnostic Test(s) Recommended: Select one (dropdown menu)
- (Empty dropdown menu)
- (Empty dropdown menu)
- Workup Status: Select one (dropdown menu)
- Final Diagnosis: Select one (dropdown menu)
- Final Diagnosis Date: (calendar icon)
- Treatment Start Date: (calendar icon)

Entering Cervical Services

33

- Breast Services – SKIP
- 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 are 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 Workup 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 is not on drop down list, report in the Other Final Diagnosis box.
- SKIP - CRC Services

Cervical Services

Cervical Services Paid w/CDC funds:

Select one

▼

Date of Pap Test:

Pap Test Results:

Select one

▼

Other Pap Test Results:

Date of HPV Test:

HPV Test Results:

Select one

▼

Diagnostic Test(s) Recommended:

Select one

▼

Select one

▼

Select one

▼

Other Diagnostic Test:

Workup Status:

Select one

▼

Final Diagnosis:

Select one

▼

Other Final Diagnosis:

Final Diagnosis Date:

Treatment Start Date:

Entering Navigation Services and Payments

- Service Date: 2nd contact date
- Service Type: Choose **LHD-Nav** from drop down
 - Payment Amount: Choose from drop down
 - Payment Fund: Choose **B&C Fed** from drop down
 - Payment Date: **SKIP**
- Screening Contact 1: 1st contact date
 - SKIP Payment Amount, Payment Fund and Payment Date
- Screening Contact 2: 2nd contact date
 - SKIP Payment Amount, Payment Fund and Payment Date
- Enter Structural Barrier addressed during navigation. If barrier(s) are not on the list, notify DHHS to add.
 - SKIP Payment Amount, Payment Fund and Payment Date
- Insurance Status: Choose from drop down
- Include in BCC MDE: choose Yes from drop down
- Add – The record is only saved when you click the Add button

Navigation Services and Payments

Service Date:	05/01/2021	Payment Amount	208.00	Payment Fund	B&C Fed	Payment Date	
Service Type:	LHD - Nav		0.00		Select one		
Screening Contact 1:	04/01/2021		0.00		Select one		
Screening Contact 2:	05/01/2021		0.00		Select one		
Diagnostic Contact 1:			0.00		Select one		
Diagnostic Contact 2:			0.00		Select one		
Structural Barrier Addressed:	Interpretation - No Cost		Select one		Select one		
	Child/Elder - No Cost		Select one		Select one		
	Select one		Select one		Select one		
Insurance Status:	Medicare						
* Include in BCC MDE:	Yes						

Add | Back

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