Every Woman Matters
Med-IT Data Entry
How to Access Med-IT for Health Coaching

- 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 for Health Coaching

- 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
How to Login to Med-IT for Health Coaching

Click ‘Proceed’ to continue. You’ll have to click ‘Proceed’ two times.

You are now logged into Med-IT.
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**
Data Entry for Health Coaching/HBSS

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**
How to Record 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 withdrawal
- 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/EWM2016survey
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
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