

Women's & Men's Health
Nebraska Colon Cancer Screening Program
Community Health Hub Data Entry for Med-It



OVERVIEW:

Nebraska Colon Cancer Screening Program (NCP) is a colon cancer screening program that offers enrollment, screening and education to Nebraska men and women who are 50-74 years of age. Tests and services may include fecal occult blood test (FOBT) kit for at home testing, colonoscopy and information about healthy living. All screening tests are based upon personal and family history.

Steps for Enrolling: Men and Women (who are 50-74 years of age and fall within program guidelines including age, income, residency, family and personal history) who are interested in enrolling in the NCP will:

1. Receive a Healthy Lifestyle Questionnaire (HLQ) from Every Woman Matters (EWM)/NCP
2. Complete the form and return it to EWM/NCP.
 - Based on information received, NCP staff will review the form and determine the appropriate screening test (Fecal Occult Blood Test Kit (FOBT) or Colonoscopy) or nothing at all.
 - Since NCP is a screening program, some clients, based on personal and/or family history may not be eligible to participate in the program.
3. Client will receive notification in the form of a screening card and/or an FOBT kit from NCP. They will also receive their HLQ form back in order to take to the doctor to talk about health history and risk factors.

NCP also utilizes Community Health Hubs (CHH) in order to increase capacity across Nebraska to increase the number of women and men 50-74 who are appropriately screened for colon cancer in all populations. CHH also send out FOBT kits to community clients who are eligible.

Requirements for CHH:

- Implement community based FOBT screening during the year.
- Must have an approved FOBT Distribution Plan.
- Must use an approved FOBT enrollment form.
- Must use the FOBT statewide registry, Med-It, for tracking non-returned and **positive tests** and provide aggregate data. Enrollments must be entered into the registry within **five days** of kit distribution and data entry must follow NCP' data entry procedures.
- FOBT kits should only be distributed to women and men 50-74 who are Nebraska residents only, have no insurance and meet income guidelines.
- NCP can provide FOBT kits and lab processing.

HOW TO LOGIN TO MED-IT:

You will need to complete a new Med-It User Profile Form and/or update your profile every fiscal year.

This form can be found on the Community Health Hub website at:
<http://dhhs.ne.gov/CHH>

To access Med-It go to: www.med-itweb.com

STEP 1:	STEP 2:
<p>To log in: Enter User Name CDC Program code: Select NE or CC Click on: Sign In</p>	<p>Enter your Password Select Login</p>
	

The next two screens you see are online service agreement and terms of use information. Please review and proceed through each time you enter into Med-It.

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

You are now logged into the Med-It Database Management System.



HOW TO SEARCH FOR CLIENTS:

If there is a **blue label** on the FOBT kit they are a CHH client.

Search by: FOBT #
 Date of Birth
 Client Name

The screenshot shows the 'Nebraska Breast & Cervical Cancer Program' search interface. The main search area is titled 'Search Clients' and includes a section for 'Search by ID(s)/Numbers' with input fields for SSN, Med ID, LogID, Additional Code, Account #, FOBT #, and Medical #. There is also a 'Search by Name/DOB/Zip Code' option. Below the search fields is a 'Last Search Results' section with a table of client records. The table has columns for MED ID, Last Name, First Name, MI, DOB, Last 4 SSN, Zip Code, Region, Status, and Program. One record is visible with MED ID 3024, Last Name AAAA, First Name AAA, MI, DOB 06/07/1955, Last 4 SSN 111-11-1111, Zip Code 68101, Region, Status Active 2017, and Program B-C-6.

MED ID	Last Name	First Name	MI	DOB	Last 4 SSN	Zip Code	Region	Status	Program
3024	AAAA	AAA		06/07/1955	111-11-1111	68101		Active 2017	B-C-6

- If client is not in the system:
 - Notify Natalie Kingston by faxing the FOBT sheet.
 - Wait one (1) week and search again.
 - If client is still not in system after waiting a week, contact Natalie Kingston again by faxing the FOBT sheet.
- CHH will be notified that the client is not in the system or there is not a cycle started for the current year.

BLUE LABELS (CHH Client)

LABELING:

- **CHH** required to label and number FOBT kits prior to distribution.
- Kits numbered with each **CHH** two letter code followed by 20 (for 2020 distribution) and then a number with the option to add a unique code for distribution site. (EXAMPLE: NC20-1, NC20-2, etc.) Kit numbers should be entered exactly as they are written on the form (with or without spaces between the code and numbers).

Region	Code	Region	Code
Omaha	OMA	Three Rivers	3RV
Lancaster	LAN	Scottsbluff	SB
Panhandle	PN	South Heartland	SH
Public Health Solutions	PH	North Central	NC
Four Corners	FC	East Central	EC
Elkhorn Logan Valley	EL	Loup Basin	LB
Sandhills	SA	Central District	CD
Health Disparities	HDHE	Charles Drew	CDHC
Southwest	SW	Southeast	SE
Dakota	DC	West Central	WC
Northeast	NE	Sarpy/Cass	SC
Two Rivers	2R		

- **CHH** are to adhere to label instructions and are to make sure the FOBT kit and applications have the same corresponding numbers.

SEARCHING:

- FOBT#
- Client Date of Birth
- Client Name

**If client is not in the data system, notify Natalie Kingston by faxing the FOBT sheet. Wait one (1) week and search again. If client is still not in system after waiting a week, contact Natalie Kingston again by sending the FOBT sheet.*

PROCESS:

1. **CHH** labels FOBT kits and distributes kits to clients
2. **Client** returns completed FOBT kit to lab
3. **Lab** sends results to provider
4. **Lab** sends results to client 5 days later
5. **Lab** sends results directly to **CHH** IF data system says 'Fix It' for Provider
6. **Lab** faxes **NCP** at 402-471-0120 the FOBT sheet if:
 - Positive results - **Client** receives recommended follow up from **NCP**
 - Client not in the data system or no new cycle is started

Questions:

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