Navigation Data Entry Guide

Breast Screening Navigation Data Entry

**Enter 1st Breast Screening Navigation**
Initial Assessment:
  COMPLETE ALL
Client Information:
  Address/Phone. Minimum Zip Code
Health Assessment Questions:
  Breast Screening Navigation:
  Mammogram education provided: Choose from drop down
  Mammogram appointment set: Choose from drop down
  Financial concerns discussed: Choose from drop down
  Insurance education provided: Choose from drop down
  Client had mammogram screening: Skip
  Client’s mammogram results: Skip
  Client offered structural barrier reduction: Choose from drop down
  Completed by: Choose HUB from drop down
Recommendations Referrals
  Community Resources
  Choose: HUBs *Navigation resource
  Ex: *Navigate LLCHD
  Status: Breast Screen 1st Contact

**Enter 2nd Breast Screening Navigation**
***Highlight clients 1st Breast Screening Navigation and then hit ‘Add Encounter for Selected Client’ upper right hand corner to enter clients 2nd Navigation so the client has the same Client ID# throughout***

Initial Assessment:
  Change date to date of contact
  Add Preferred County (one of HUBs Counties)
Health Assessment Questions:
  Breast Screening Navigation:
  Mammogram education provided: Skip
  Mammogram appointment set: Skip
  Financial concerns discussed: Skip
  Insurance education provided: Skip
  Client had mammogram screening: Choose from drop down
  Client’s mammogram results: Choose from drop down
  Client offered structural barrier reduction: Skip
  Completed by: Choose HUB from drop down
Recommendations Referrals
  Community Resources
  Choose: HUBs *Navigation resource
  Ex: *Navigate LLCHD
  Status: Breast Screen 2nd Contact or Withdrawn/Discontinued

*** If your resource does not show up go back to initial assessment and make sure you have put in one of your HUB’s Counties in PREFERRED COUNTY***

Revised 1-1-2018
Cervical Screening Navigation Data Entry

Enter 1st Cervical Screening Navigation
Initial Assessment:
  COMPLETE ALL
Client Information:
  Address/Phone. Minimum Zip Code
Health Assessment Questions:
  Cervical Screening Navigation:
    HPV/vaccine education provided: Choose from drop down
    Pap smear appointment set: Choose from drop down
    Financial concerns discussed: Choose from drop down
    Insurance education provided: Choose from drop down
    Client had pap screening: Skip
    Client’s Pap test results: Skip
    Client offered structural barrier reduction: Choose from drop down
  Completed by: Choose HUB from drop down
Recommendations Referrals
  Community Resources
    Choose: HUBs *Navigation resource
    Ex: *Navigate LLCHD
    Status: Cervical Screen 1st Contact

Enter 2nd Cervical Screening Navigation
***Highlight clients 1st Cervical Screening Navigation and then hit ‘Add Encounter for Selected Client’ upper right hand corner to enter clients 2nd Navigation so the client has the same Client ID# throughout***

Initial Assessment:
  Change date to date of contact
  Add Preferred County (one of HUBs Counties)
Health Assessment Questions:
  Cervical Screening Navigation:
    HPV/vaccine education provided: Skip
    Pap smear appointment set: Skip
    Financial concerns discussed: Skip
    Insurance education provided: Skip
    Client had pap screening: Choose from drop down
    Client’s Pap test results: Choose from drop down
    Client offered structural barrier reduction: Skip
  Completed by: Choose HUB from drop down
Recommendations Referrals
  Community Resources
    Choose: HUBs *Navigation resource
    Ex: *Navigate LLCHD
    Status: Cervical Screen 2nd Contact or Withdrawn/Discontinued

*** If your resource does not show up go back to initial assessment and make sure you have put in one of your HUB’s Counties in PREFERRED COUNTY***

Revised 1-1-2018
Navigate to Diagnosis Breast or Cervical Data Entry

**Enter 1st Diagnostic Navigation**
Initial Assessment:
COMPLETE ALL
Client Information:
   Address/Phone. Minimum Zip Code
Health Assessment Questions:
   Navigate to Diagnosis:
      Diagnostic education provided: Choose from drop down
      Financial concerns discussed: Choose from drop down
      Insurance education provided: Choose from drop down
      Client offered structural barrier reduction (d): Choose from drop down
      Client completed diagnostics: Skip
      Client diagnosed with breast cancer: Skip
      Client diagnosed with cervical cancer: Skip
      Client referred for treatment: Skip
   Completed by: Choose HUB from drop down
Recommendations Referrals
   Community Resources
      Choose: HUB *Navigation resource
      Ex: *Navigate LLCHD
      Status: Navigate to Diagnosis Cervical 1st Contact
      OR
      Navigate to Diagnosis Breast 1st Contact

**Enter 2nd Diagnostic Navigation**

***Highlight clients 1st Diagnostic Navigation and then hit ‘Add Encounter for Selected Client’ upper right hand corner to enter clients 2nd Navigation so the client has the same Client ID# throughout***

Initial Assessment:
   Change date to date of contact
   Add Preferred County (one of HUBs Counties)
Health Assessment Questions:
   Navigate to Diagnosis:
      Diagnostic education provided: Skip
      Financial concerns discussed: Skip
      Insurance education provided: Skip
      Client offered structural barrier reduction (d): Skip
      Client completed diagnostics: Choose from drop down
      Client diagnosed with breast cancer: Choose from drop down IF Breast Navigation or Skip
      Client diagnosed with cervical cancer: Choose from drop down IF Cervical Navigation or Skip
      Client referred for treatment: Choose from drop down
   Completed by: Choose HUB from drop down
Recommendations Referrals
   Community Resources
      Choose: HUBs *Navigation resource
      Ex: *Navigate LLCHD
      Status: Navigate to Diagnosis Cervical 2nd Contact
      OR
      Navigate to Diagnosis Breast 2nd Contact

*** If your resource does not show up go back to initial assessment and make sure you have put in one of your HUB’s Counties in PREFERRED COUNTY***

Revised 11-1-2018