Monday, August 20, 2018 10:05 AM

Provide Prevention Data Entry Basics Webinar

Overview how to do data entry for HIV Prevention

Menu Toolbar (Time 4:30-19:00)

- File: Select security questions,
  - If forget password ,click password reset=don't need to call help desk
- Find: if only doing prevention, will only see prevention, if doing Ryan White will see that as well
  - Find>Prevention>Intervention= if don't remember client code put in M*
- View> Contract Management will only see if you are entering reimbursements
- Actions= Registered Clients (Only for Care, message appear saying not allowed to)
- Tools: User Security & User Preferences (if agency is funded in multiple categories, will show you what grants you are documents against e.g. funded in QOL & Direct make sure enter data for correct grant
  - Tools>User Security
    - Current Profile=Reflects what you are documenting (billing) under e.g. QOL, RIG, AARA, Direct
    - Current Reporting Scope: Shows what data you are able to see.
      - Can see data entered for multiple grant if green check marked appears to right of agency name
      - View Effective Date: Will see view effective date current or can select data into past
    - Tools>User Preference: Set up variety of settings e.g. how dates are formatted, gridlines
    - Provide User Manuals
      - View>Prevention>Documents>By Types>Manuals
    - Reports>Run=How to run reports in Provide useful reports: performance assessment and performance measure reports
    - Windows: Can move back and forth between different screens you have open
    - Help> Email> Allows you to send an email to help desk

Data Entry (Time: 19:30-

Different ways to enter data could enter client details first or intervention first.

⇒ Recommended go into intervention first and then document client data from there

- View>Prevention>Clients>(If entering client first)
- View>Prevention>Interventions (If entering interventions first)
- View>Prevention>Interventions>All in Progress By Client ID= All By client ID, counselor, data, type= show completed interventions .Shows intervention not yet finalized
- View>Prevention>Interventions>All By counselors (any intervention

⇒ To start new intervention=create new intervention

- Prevention Intervention screen displays in status shows progress

⇒ Under prevention intervention tab fill in data e.g. event start date, counselor ID, site name etc.

⇒ Verify Provider Type is correct grants e.g. QOL

- Intervention Name: Shows all intervention name agency is funded for
  ⇒ E.G. Counseling Testing & Referrals under associated client if client is already in provide click link client by date
- **Steps to Enter Counseling Testing & Referrals (Ends 1:14:16)**
  ⇒ *Create Client (client hasn't been seen before)*
    - Client Tab
      - Prevention Client screen appears=fills out, date collected (always default to the current date, but can change)
      - **Client Code** generates when inputting in gender, first letter of first name, date of birth, first letter of mothers first name
    - Background tab
      - Answer questions, additional questions may pop up base on answerers
    - Risk Tab=Risk Assessment
      - Select appropriate risk, if for **risk factors assessed ,** if selected client was asked and risk was identified= additional follow up questions will appear
        → Risk factors assessed important to complete, determines how will get paid for fee for service grants
        → If click close button will prompt to save

  ⇒ *Link Client By Code*
    - Click column next to correct client code, green check mark will appear>will seen client information appear in associated client
    - Materials=Did give out risk reduction supply, if give input qualities
      - if answered yes to harm reduction supplies additional prompts will appear
    - General Referrals: Select yes, additional prompts may appear
    - Sessions/Test
      - Enter what happened during Testing or intervention depending on which was selected e.g. testing or intervention
      - Create HIV Test>Open Prevention test screen>input data
        → Test information will appear under tests
        → If selected waiting for results under test results, will appear under test screen, but can go back in later and update results
          ◇ If results negative, prevention test screen appears answer prompts
          ◇ If selected results positive/Reactive, additional prompts, make sure click complete to ensure case is finished, **need to mark test complete** (message may pop up if selected will perform confirmatory test, until confirmatory test is inputted system will not allow you to make complete
          ◇ If blood test selected, another tab will pop up **HIV results documents** (need to attach lab results)
            ▸ Next to Attachment type: recommend selecting image because you can see document and rotate etc.

- **Steps to Create Comprehensive Risk Counseling Services (Time: 1:14:16)**
  ⇒ View>Prevention>Interventions>All By Date>Create Interventions
    - Under Prevention Intervention tab, select Comprehensive Risk Counseling Services for intervention name

- □ Create client if person isn't in provide or click link client by code or date if client is in provide
- □ Under Prevention intervention, has prevention intervention, materials, session/tests/referrals tabs
  - → Sessions/tests tab >click create session>input data under prevention session tab
  - → Date Session Attendance Records: Can see multiple clients and/or sessions
  - → Activities=Selected activities that were completed during session
  - → Materials: Enter what materials were provided to client
  - → General Referrals: Answer prompts, may ask additional questions for prompt
  - → When finish filling sessions out, click complete

- **Provide Contact Information**
  - ⇒ Telephone: 414-454-0161 ext. 191 (If no answer, leave voicemail)
  - ⇒ Email: Provide.help@grouptech.com