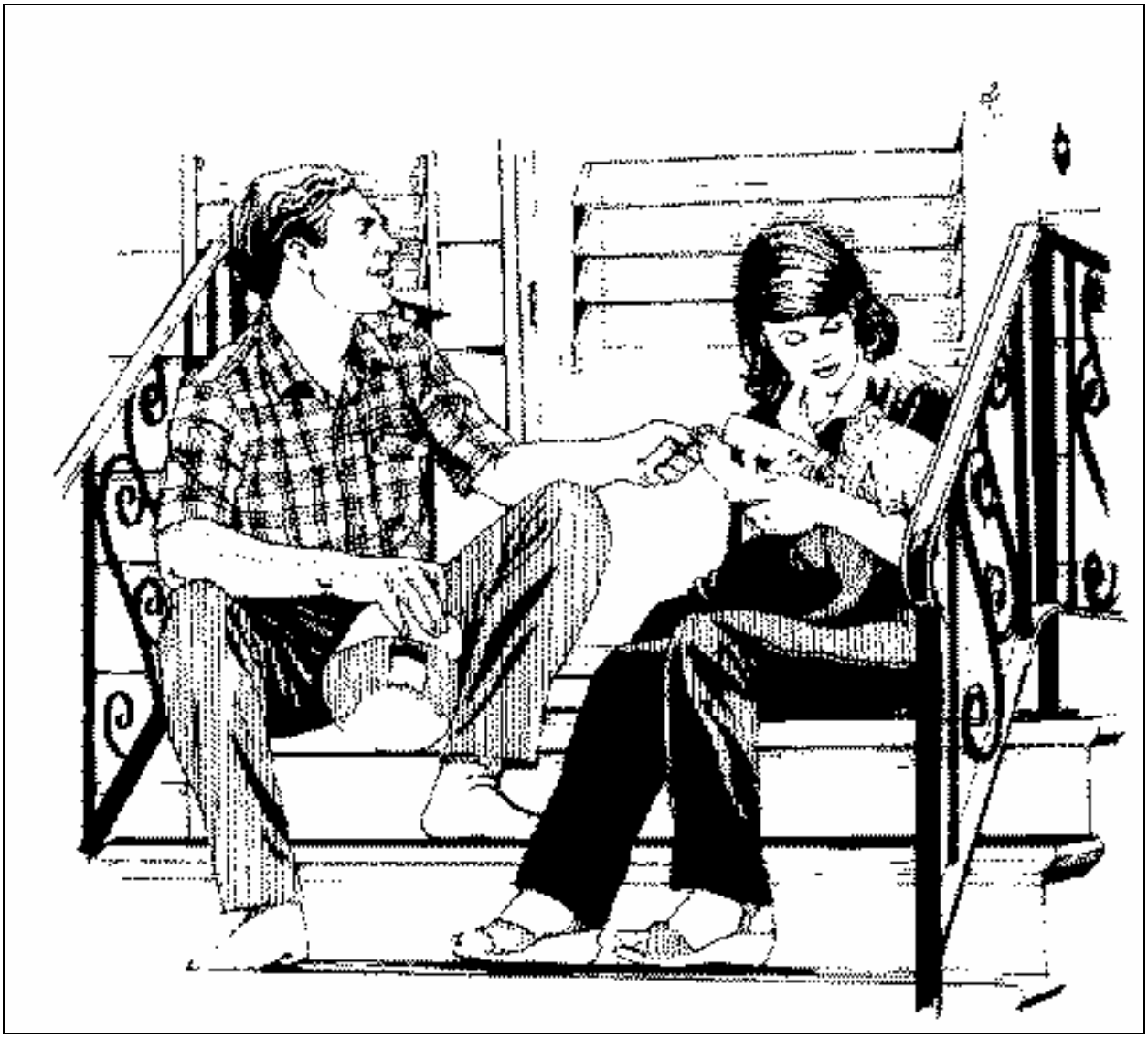
Home Visits – Adult



User's Manual

Home Visits – Adult

Health District Information System
HDIS (Windows Ver. 5.3)

CHC **Software, Inc.**
Health District Information Systems
helpdesk@hdis.org

Table of Contents

Introduction

This program is designed to assist you in organizing a systematic approach to entering your High Risk Pregnancy visits and provides accurate up-to-date records within your health district.

Please review the manual carefully to obtain the maximum benefits. Little or no prior computer experience is necessary to operate this program.

About This Manual

The Home Visit Module is simple to use. ***The maximum benefit with the least time spent will be obtained if you start at the first page of this manual and follow the directions exactly as you enter the first record in your computer.***

Square boxes in this manual surround the key that you are to press on your keyboard. As an example, when you read [ENTER], press the **enter** key on your keyboard.

The word **TYPE** is followed by bracketed **[ ]** instructions of what to type into a field.

Note: For Technical Support, email: helpdesk@hdis.org

Navigation

Whenever you see one  click the left side of your mouse once.

Whenever you see two  click the left side of your mouse twice.

Navigation Keys For Entering Information

Tab or **ENTER** to move to next field

Shift **Tab** or **Up** to go back one field

Editing Keys

Backspace deletes one character left of cursor

Delete deletes one character

Insert inserting & overwriting modes

When you see a pull-down field, click the arrow to the right to view all your choices.

Starting HDIS

Start

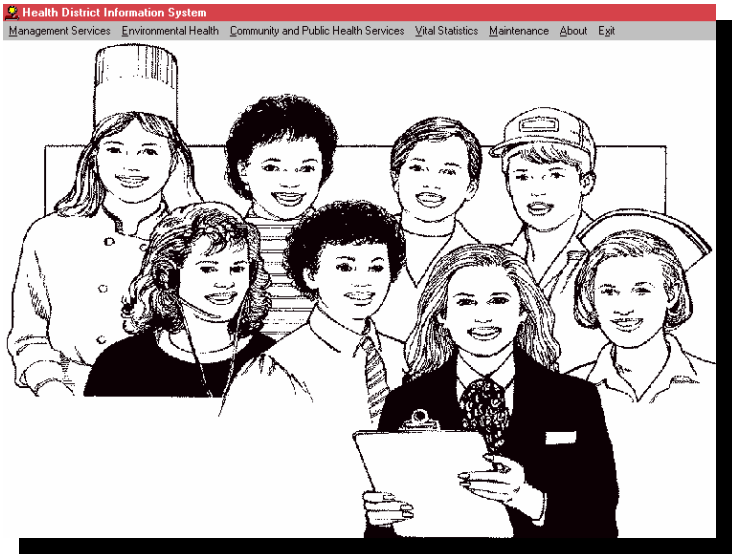
Programs

Health District Info Systems

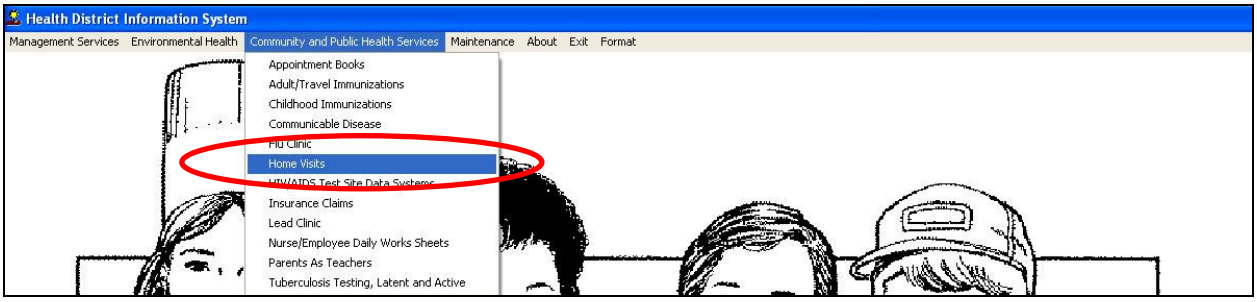
HDIS

Health District Information System Menu Bar

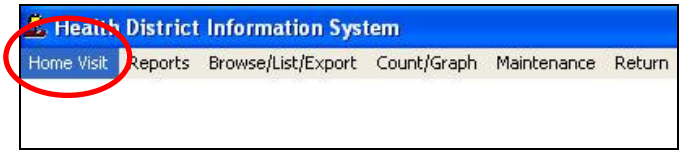
HDIS (Health District Information System) has several different modules designed to assist your health district in its day-to-day operations. The **Home Visits module** is a great addition to these modules and simplifies your record keeping, billing and information management needs.



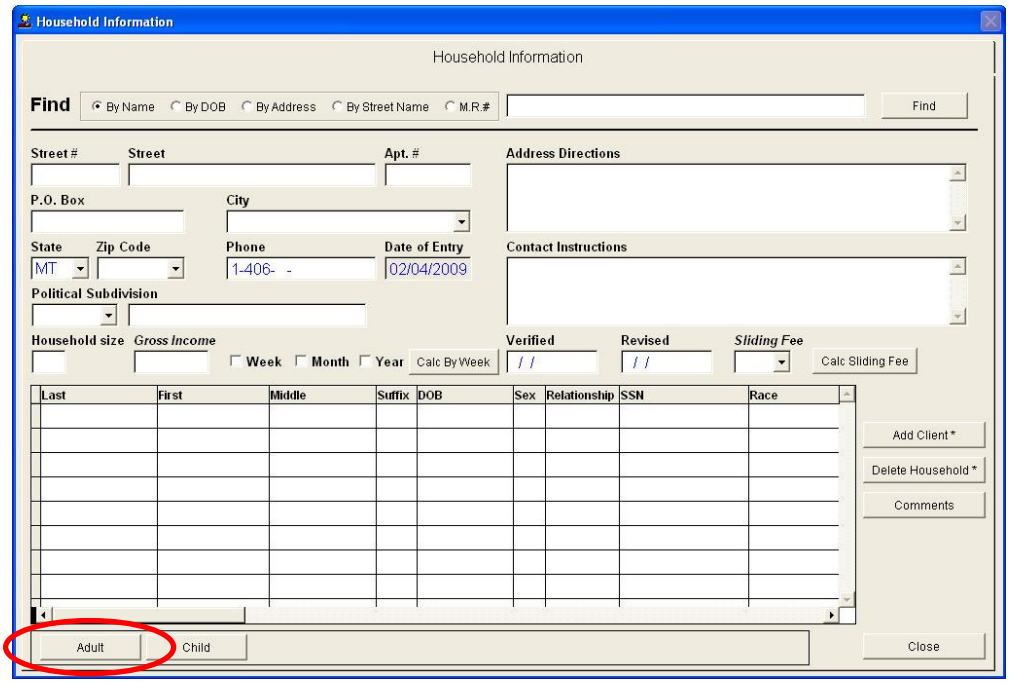
- **Community and Public Health Services**
- **Home Visits**



- **Home Visit**



Entering an Adult Record

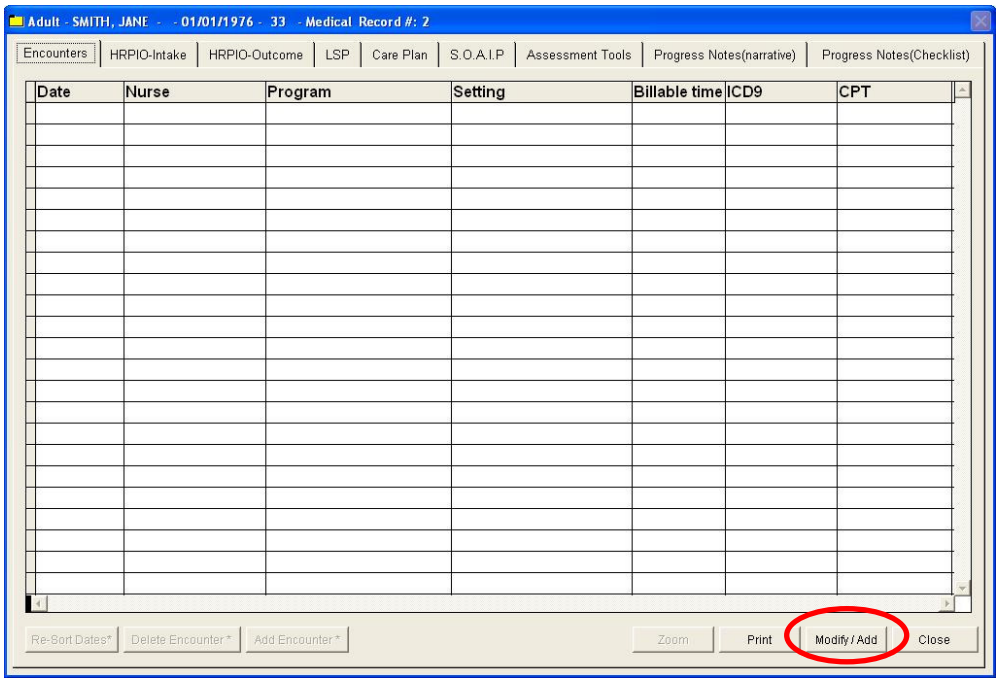


When you are ready to enter the Adult portion of the Home Visit module, click the on the client in the grid you wish to enter data for, and then click the **Adult** button.

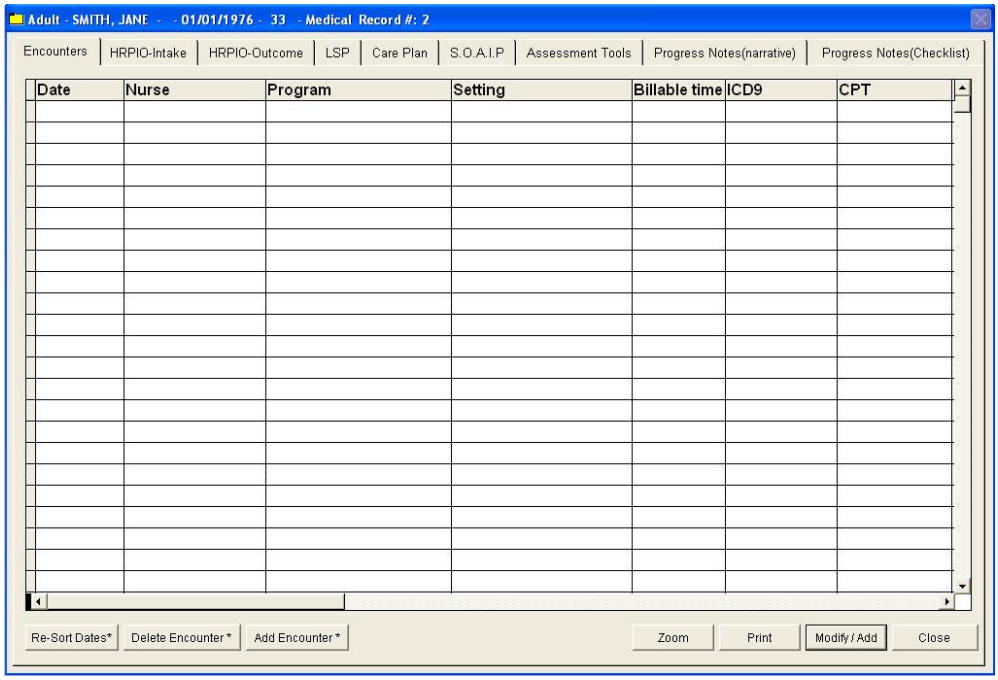
**** All fields labeled in RED are MANDATORY.**

Encounters

Encounters

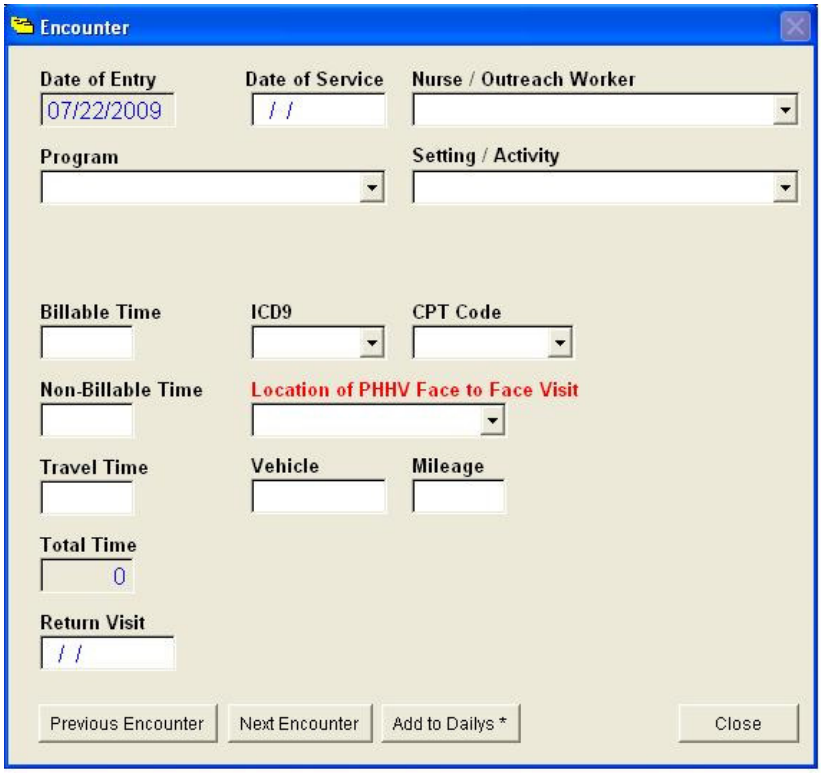


To begin entering encounters, click the **Modify**/**Add** button.



Right-click the **Add Encounter*** button. **Once, you have clicked the Add button, you do not have to click it again to add the information.**

Field/Button	**Description**
Re-Sort Dates*	Right-click to put the dates in chronological order.
Delete Encounter*	Right-click to delete the encounter row.
Add Encounter*	Right-click to add an encounter.
Zoom	Click to open the zoom screen.
Print	Click to open the print window.
Modify/Add	Click to modify/add a record.
Close	Click to close the Adult Home Visit windows.

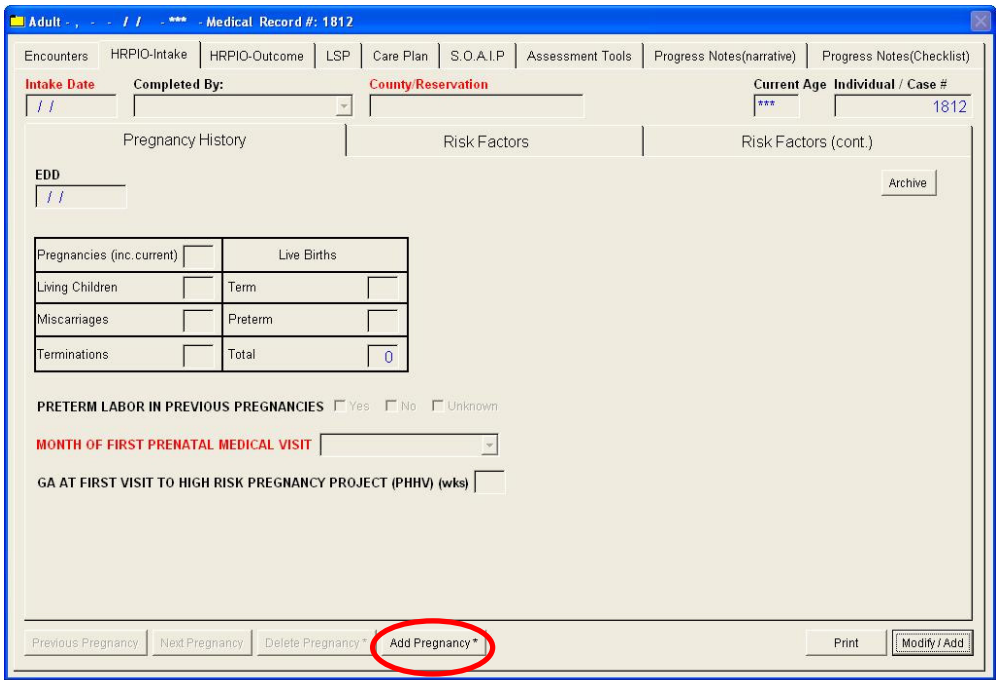


When the Add Encounter button is clicked, the above Zoom screen appears for you to enter the encounter.

Field/Button	**Description**
Date of Entry	Automatically filled out by the computer.
Date of Service	Enter the date of service.
Nurse/Outreach Worker	Choose the nurse/outreach worker.
Program	Choose the program.
Setting/Activity	Choose the setting/activity.
Billable Time	Enter your billable time.
ICD9	Choose the ICD9 code.
CPT Code	Choose the CPT code.
Non-Billable Time	Enter your non-billable time.
Location of PHHV Face to Face Visits	Choose the location of the face to face visit (mandatory).
Travel Time	Enter your travel time.
Vehicle	Enter your vehicle number.
Mileage	Enter your mileage traveled.
Total Time	Automatically filled out by the computer.
Return Visit	Enter the return visit date (optional)
Previous Encounter	Click to view the previous encounter.
Next Encounter	Click to view the next encounter.
Add to Dailies*	Right click to add the encounter to your daily worksheets.
Close	Click to close the zoom screen.

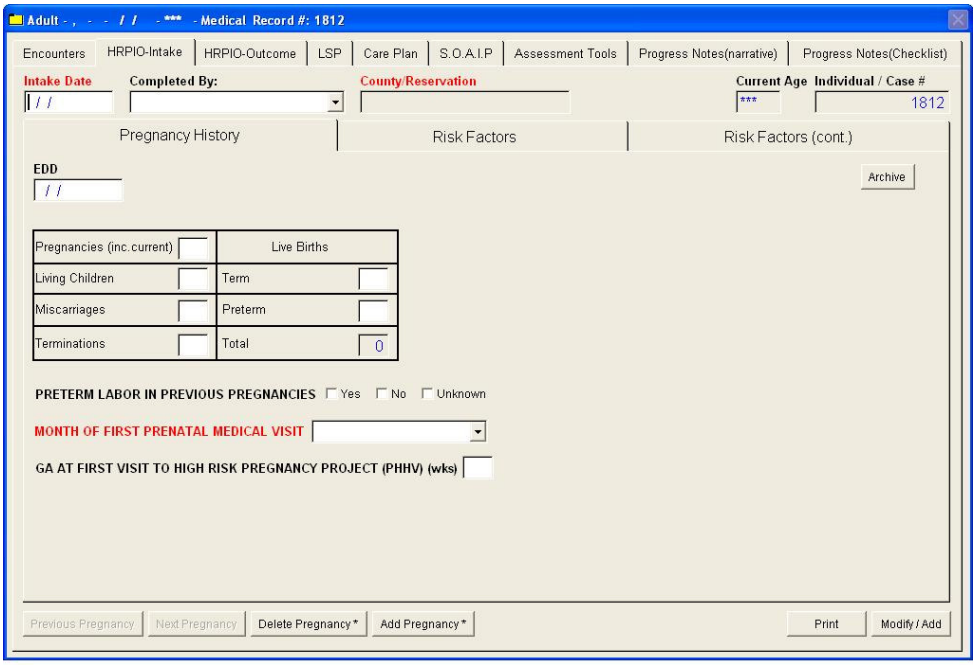
HRPIO - Intake

HRPIO - Intake



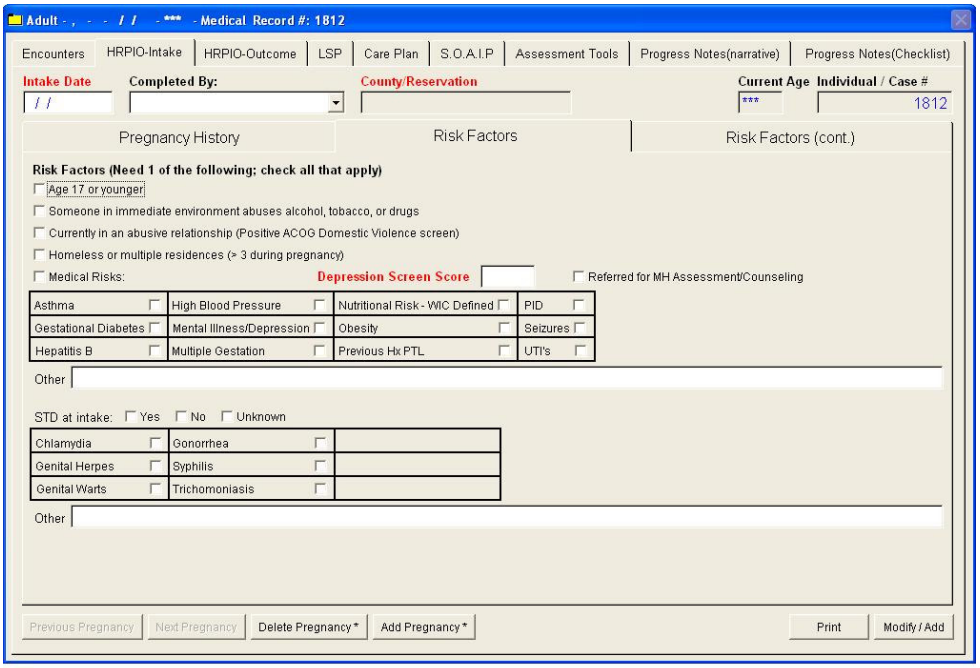
To add a HRPIO – Intake form, right-click the Add Pregnancy* button.

**** All fields labeled in RED are MANDATORY.**



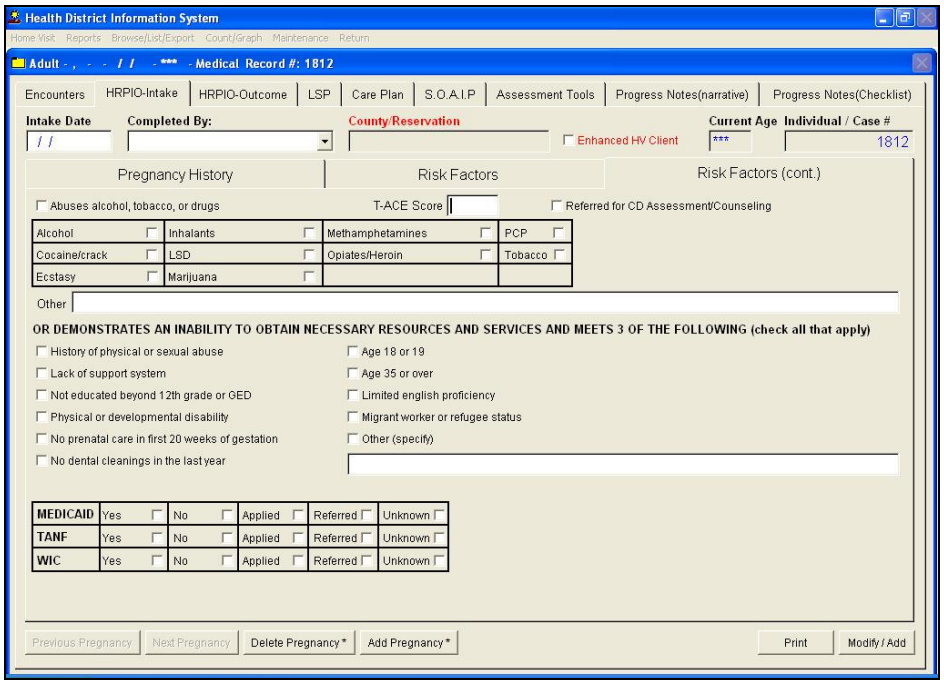
Enter the pregnancy history portion of the intake form.

Risk Factors



Enter the risk factors portion of the intake form.

Risk Factors (cont)

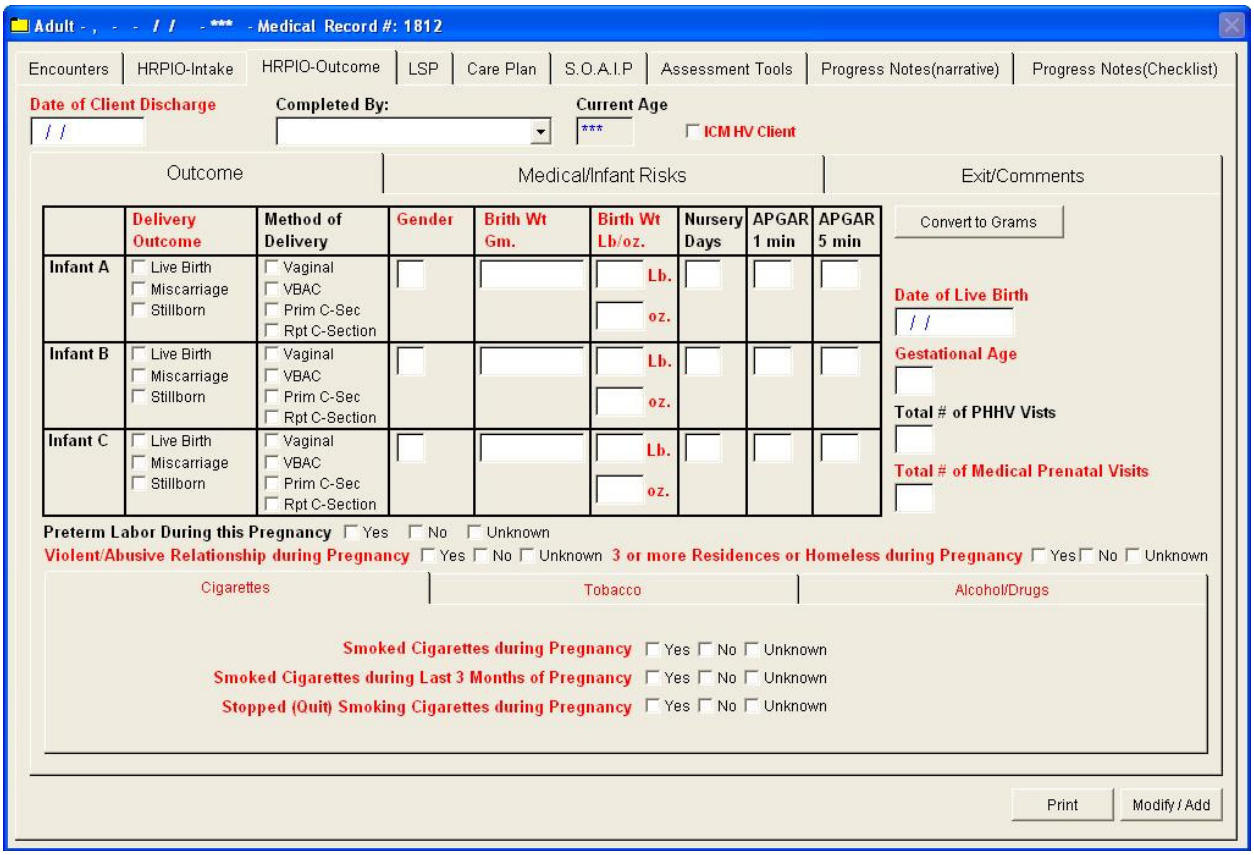


Complete the risk factors portion of the intake form.

Field/Button	Description
Previous Pregnancy	Click to view the previous HRPIO.
Next Pregnancy	Click to view the next HRPIO.
Delete Pregnancy*	Right-click to delete the HRPIO form.
Add Pregnancy*	Right-click to add a HRPIO form.
Print	Click to open the print window.
Modify/Add	Click to modify/add the record.

HRPIO - Outcome

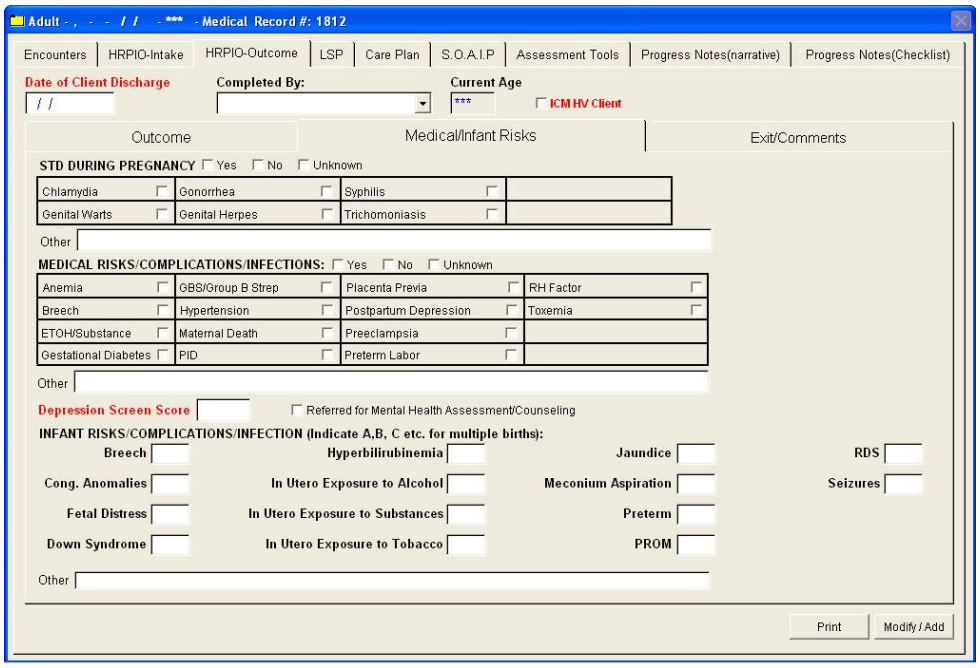
HRPIO - Outcome



Enter the outcome information.

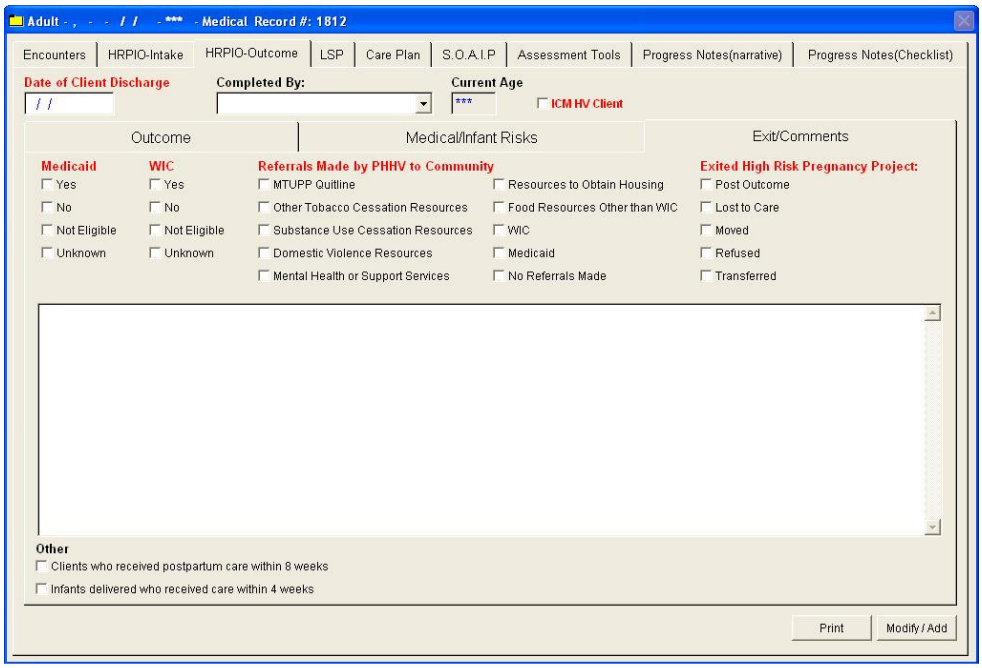
**** All fields labeled in RED are MANDATORY.**

Medical/Infant Risks



Enter the medical/infant risks information.

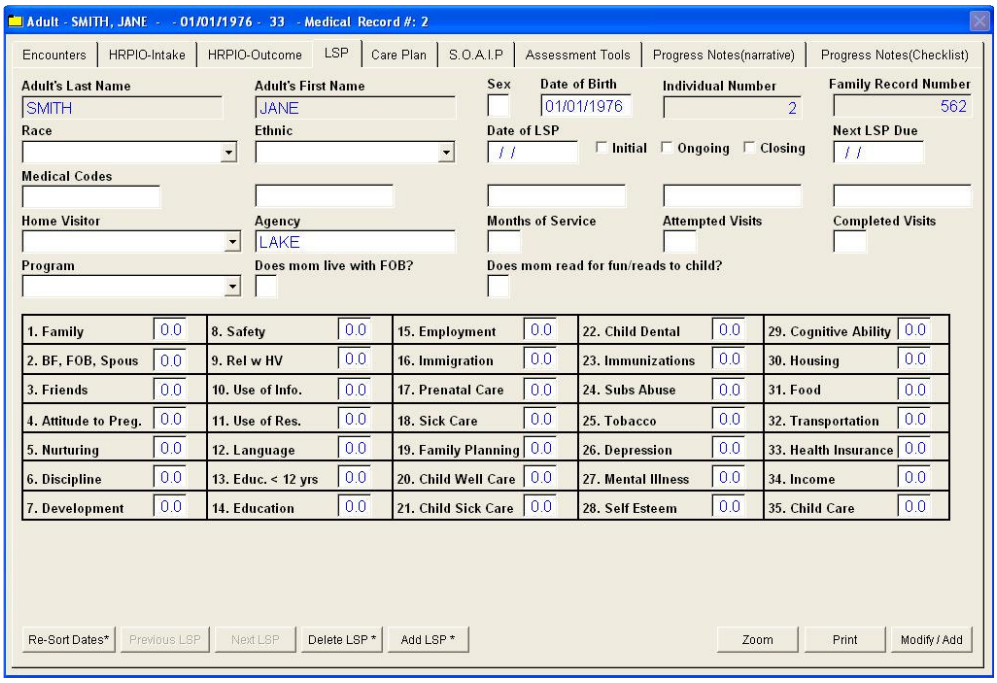
Exit/Comments



Complete the HRPIO – Outcome form.

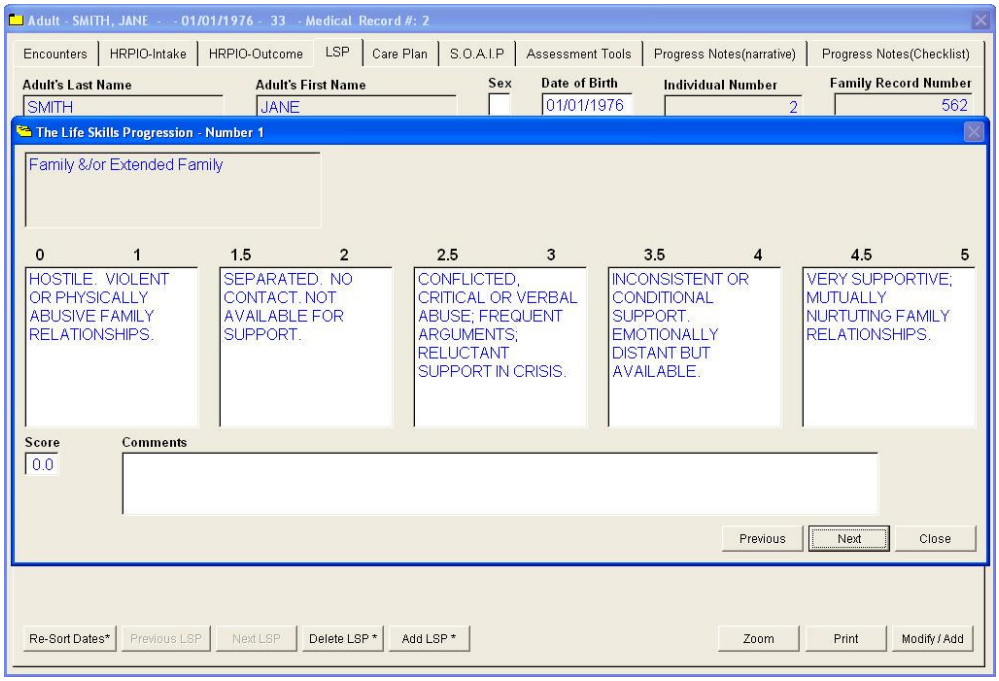
LSP (Optional)

LSP



The LSP tab is for entering your Life Skills Progression form for your client. To enter the scores, click the Zoom button.

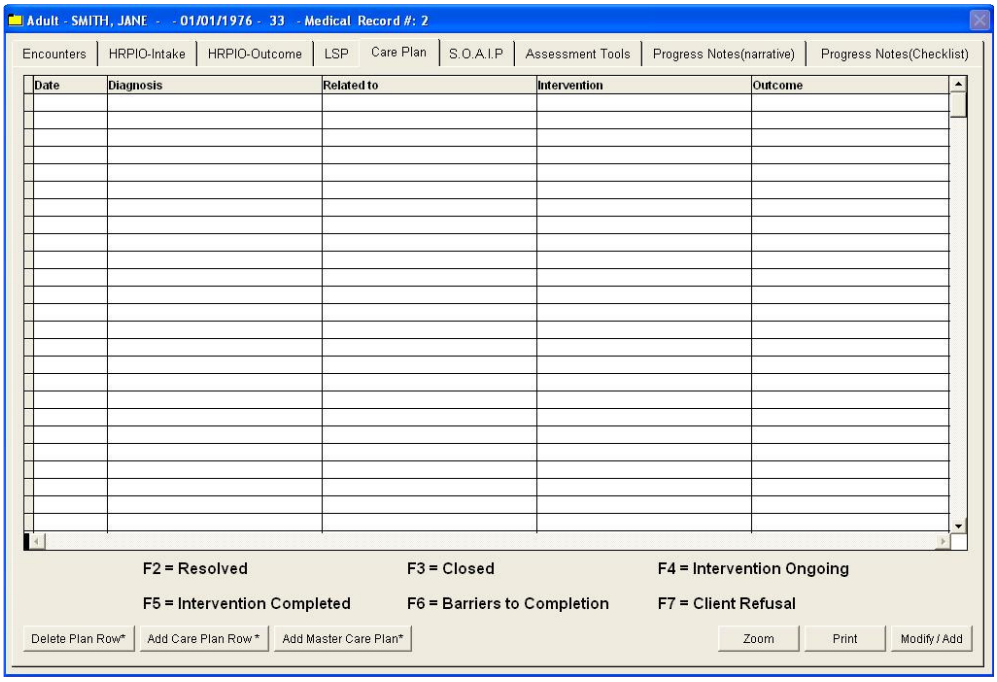
Field/Button	Description
Previous LSP	Click to navigate to the previous LSP.
Next LSP	Click to navigate to the next LSP.
Delete LSP*	Right-click to delete the LSP form.
Add LSP*	Right-click to add a LSP form.
Zoom	Click to open the Zoom screen.
Print	Click to open the Print window.
Modify/Add	Click to modify/add a LSP record.



The Zoom screen allows you to navigate through each question of the Life Skills Progression form. To enter the score, simply click on one of the black numbers. You may also enter your own comments for each question. Click the Previous or Next buttons to go to advance through the question.

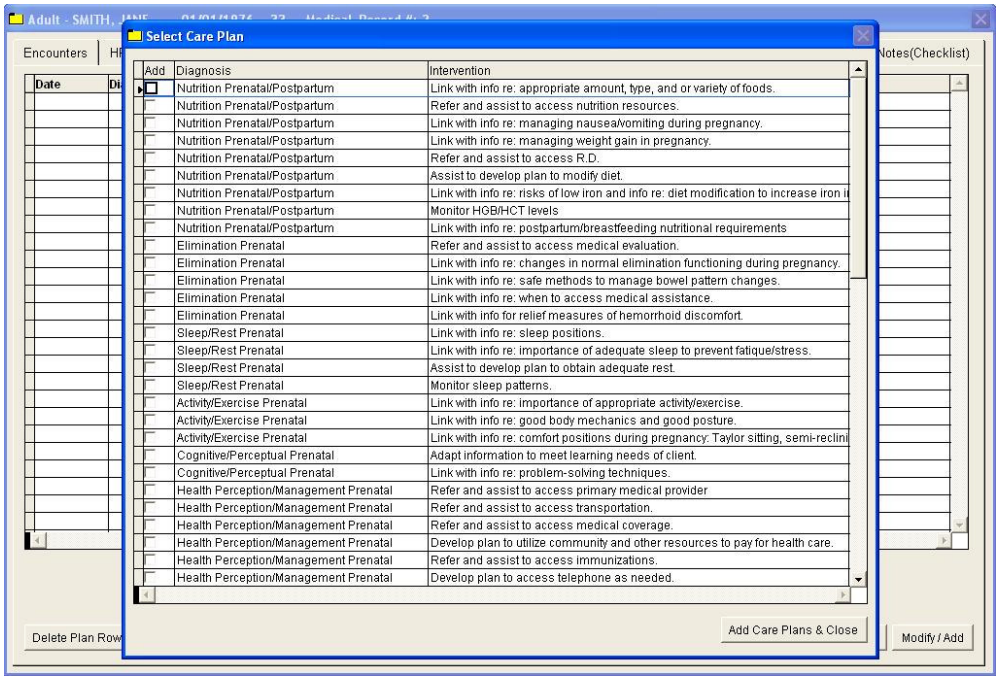
Care Plan (Optional)

Care Plan

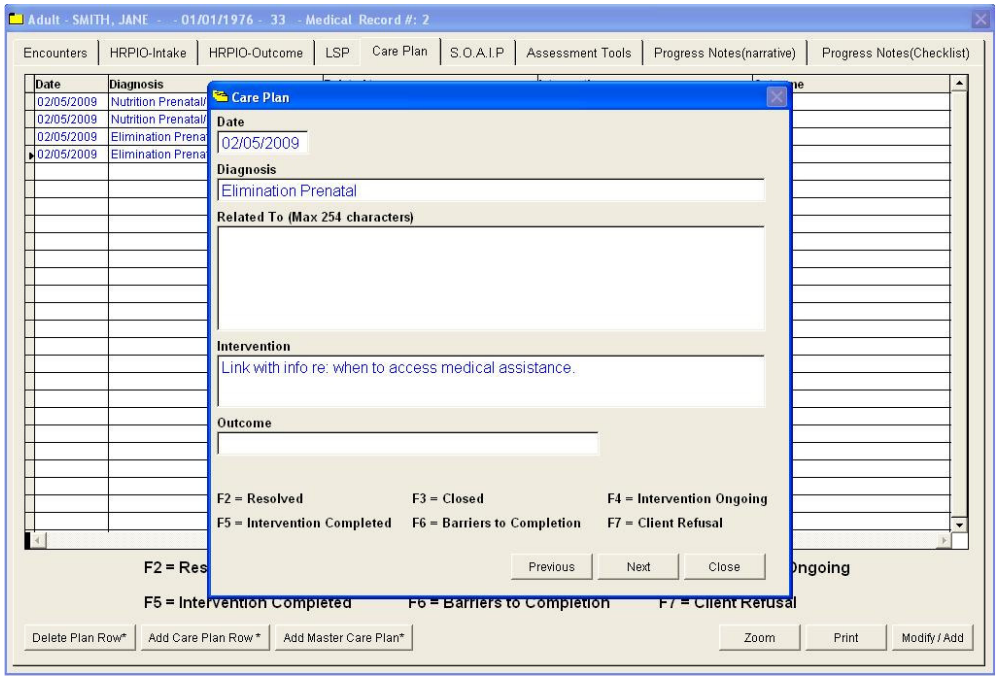


To enter a Care Plan, right-click the **Add Master Care Plan*** button. HDIS has preloaded care plans already in the system but you can also create your own care plans under the Maintenance Menu.

Field/Button	Description
Delete Care Plan*	Right-click to delete the care plan.
Add Care Plan Row*	Right-click to add a single care plan row.
Add Master Care Plan*	Right click to open the care plan window.
Zoom	Click to open the care plan zoom window.
Print	Click to open the Print window.
Modify/Add	Click to modify or add a care plan record.



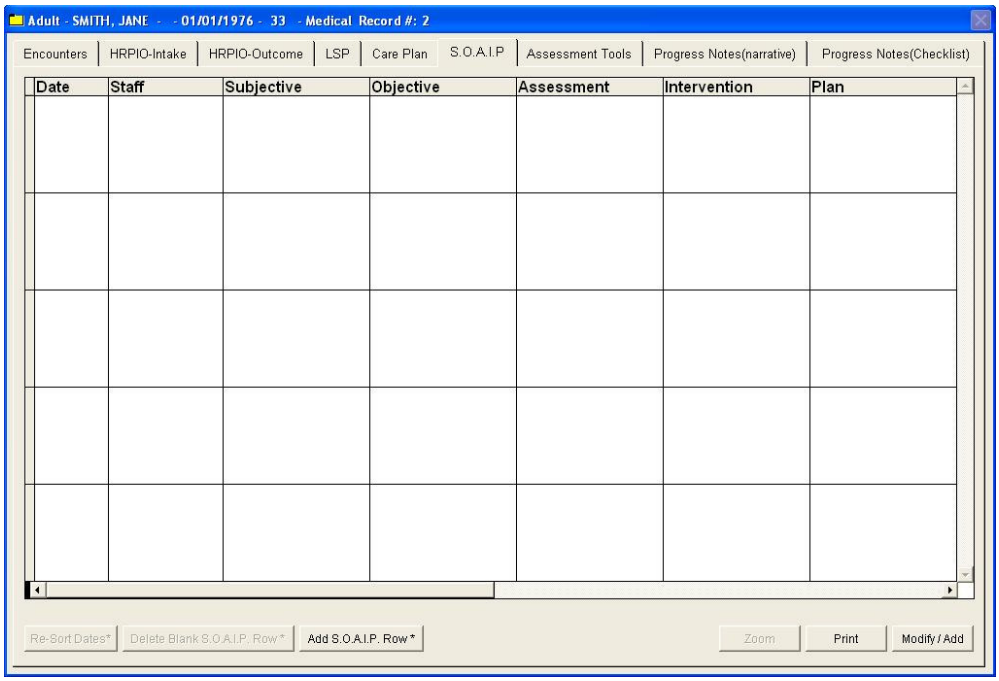
The Select Care Plan window allows you to select which care plans that you would like to add to the grid. Put a checkmark in the Add column for which of the care plans you would like to add, when finished click Add Care Plans & Close.



After you have added the care plans, click **Zoom** to navigate through each care plan to enter the client's information.

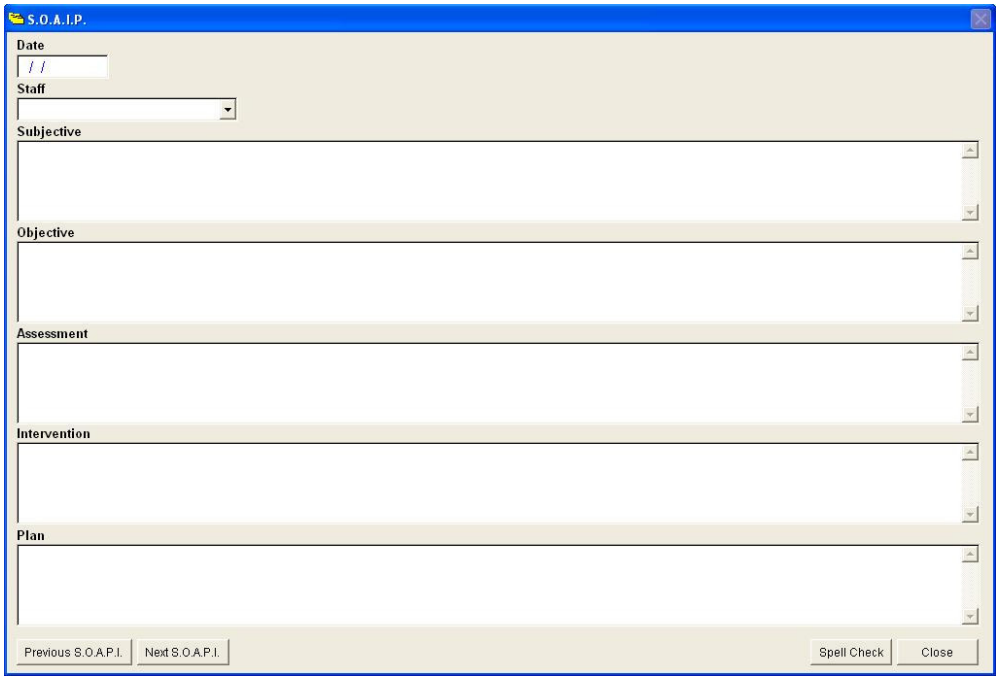
S.O.A.I.P. (Optional)

S.O.A.I.P.



The S.O.A.I.P. tab is for entering your S.O.A.I.P. notes for your client. To add a row, right-click the Add S.O.A.I.P. Row* button.

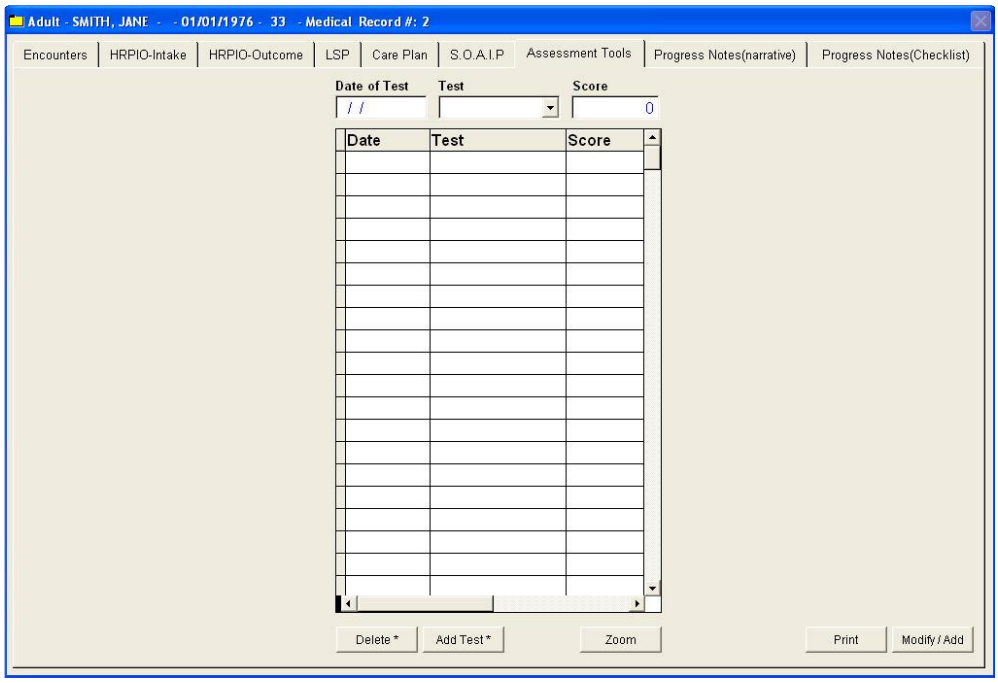
Field/Button	**Description**
Re-Sort Dates*	Right-click to put the dates in chronological order.
Delete Blank S.O.A.I.P. Row*	Right-click to delete any blank rows in the grid.
Add S.O.A.I.P. Row*	Right-click to add a S.O.A.I.P. note.
Zoom	Click to open the S.O.A.I.P. zoom window.
Print	Click to open the print window.
Modify/Add	Click to modify or add a S.O.A.I.P. record.



Enter your S.O.A.I.P. notes and click the close button. To navigate through your notes, use the **Previous** and **Next** buttons. You also have to ability to perform a spell check on your notes with the **Spell Check** button.

Assessment Tools

Assessment Tools

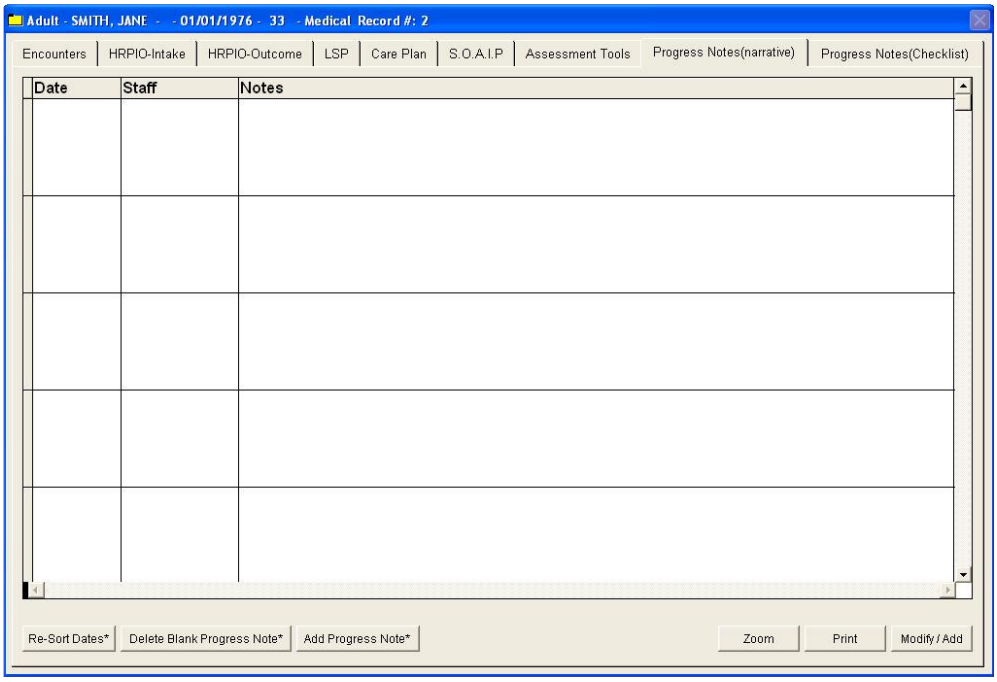


To add an assessment tool, enter the data in the fields above the grid and right-click the **Add Test*** button. Once a test has been entered into the grid, click on the **Zoom** button to enter additional information for that specific test.

Field/Button	**Description**
Delete*	Right-click to delete a row.
Add Test*	Right-click to add a test to the grid.
Print	Click to open the print window.
Modify/Add	Click to modify or add an assessment tool record.

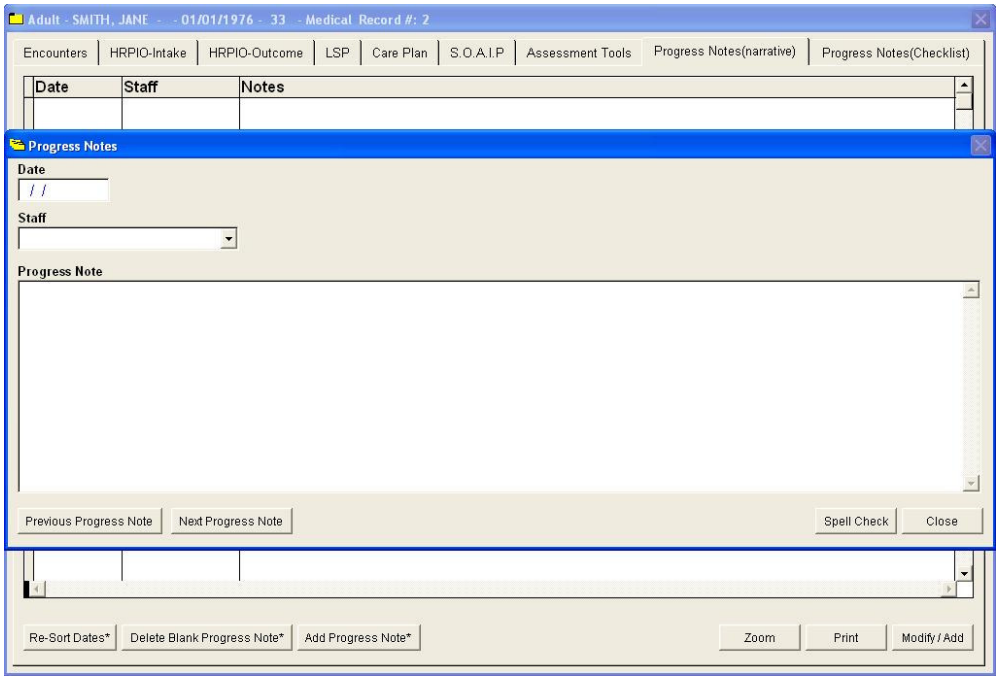
Progress Notes (Narrative) (Optional)

Progress Notes (Narrative)



To enter your narrative progress notes on the client, right-click the **Add Progress Note*** button.

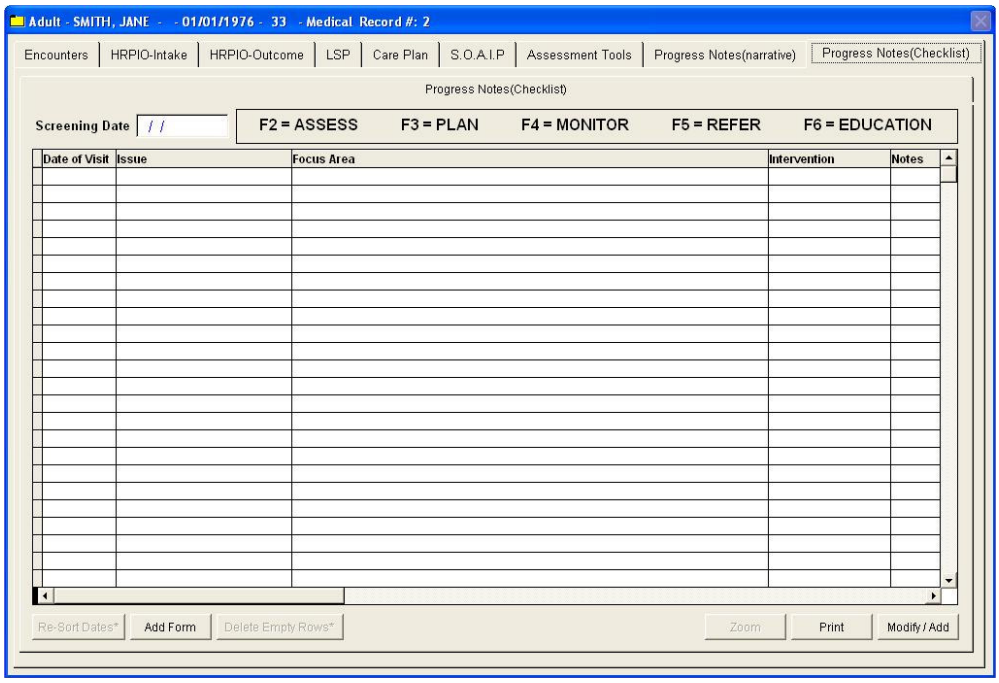
Field/Button	**Description**
Re-Sort Dates*	Right-click to put the dates in chronological order.
Delete Blank Progress Note*	Right click to delete any blank progress notes.
Add Progress Note*	Right-click to add a progress note.
Zoom	Click to open the progress note zoom window.
Print	Click to open the print window.
Modify/Add	Click to modify a progress note record.



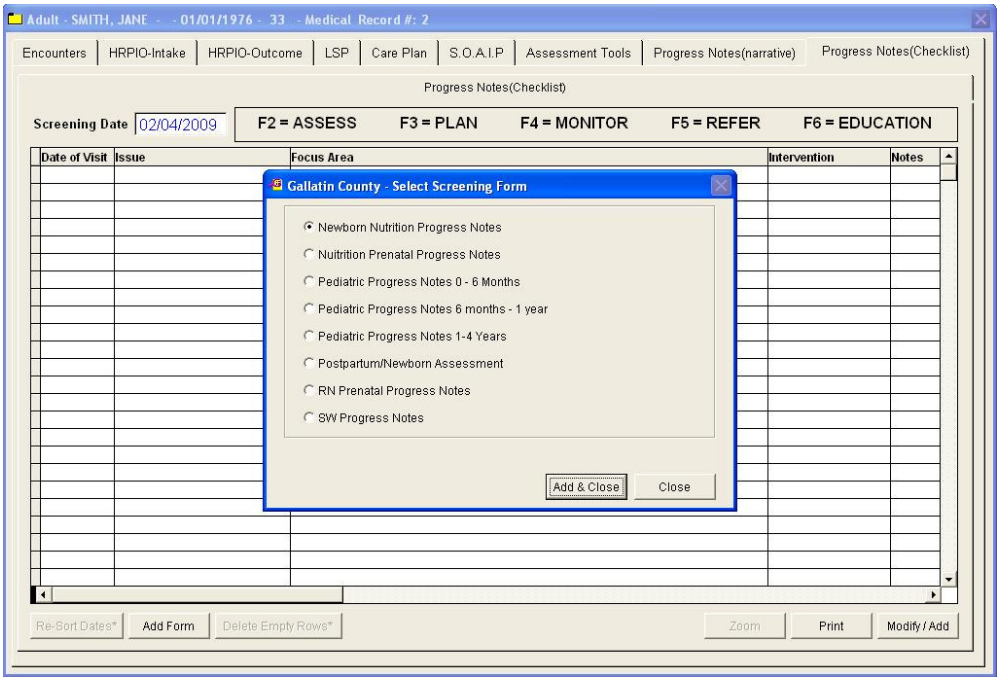
Click the **Zoom** button to navigate and enter your progress notes.

Progress Notes (Checklist)

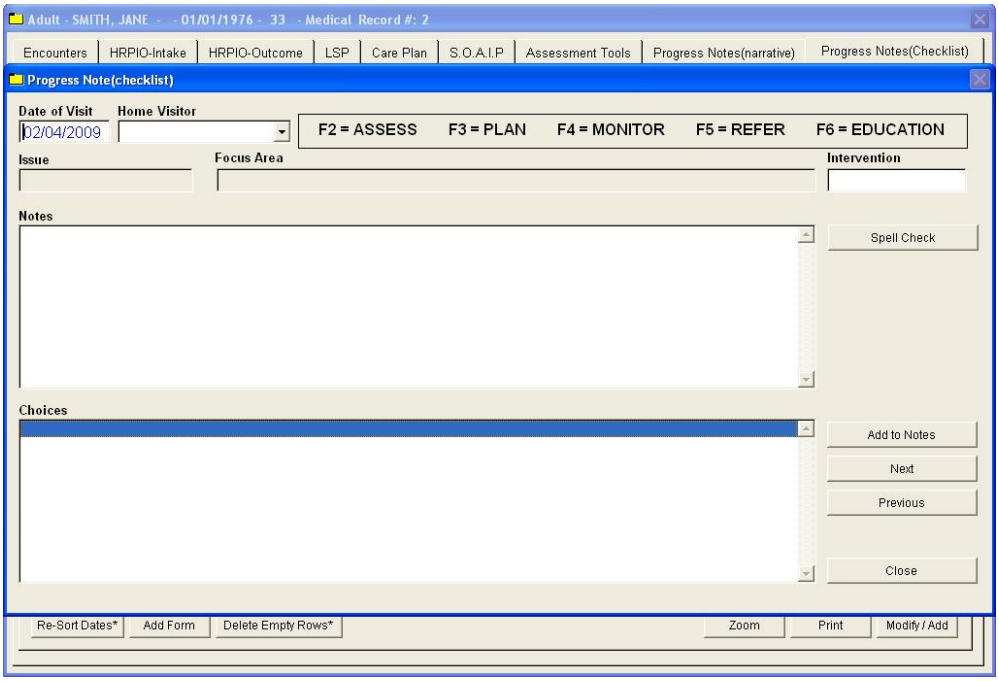
Progress Notes (Checklist)



The **Progress Notes (Checklist)** allows you to enter pre-created forms for the clients. To add on of these forms, enter the screening date and click the **Add Form** button.



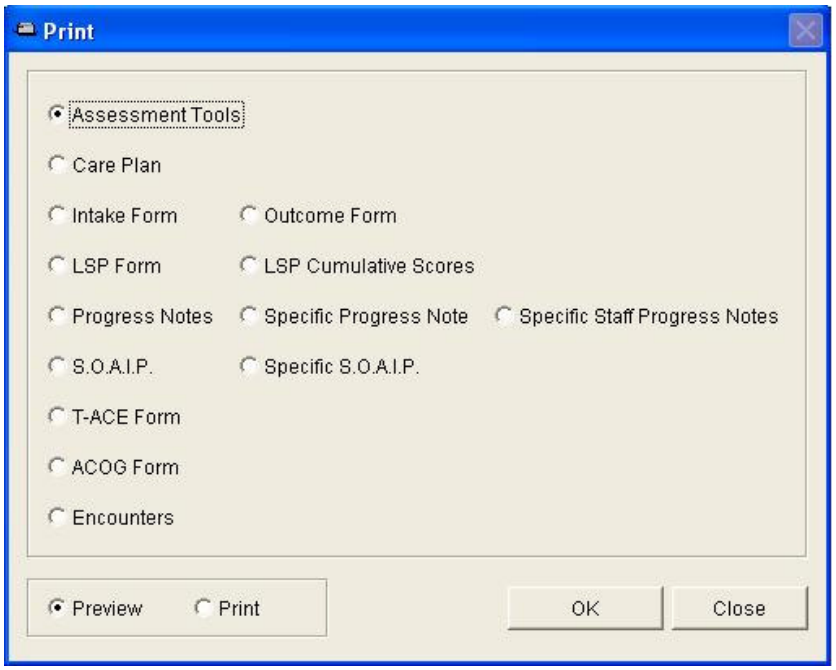
Select the form that you wish to add to the grid and click the **Add & Close** button.



After the selected form has been added to the grid, you can scroll through each issue by using the **Zoom** button.

Print Button

Print

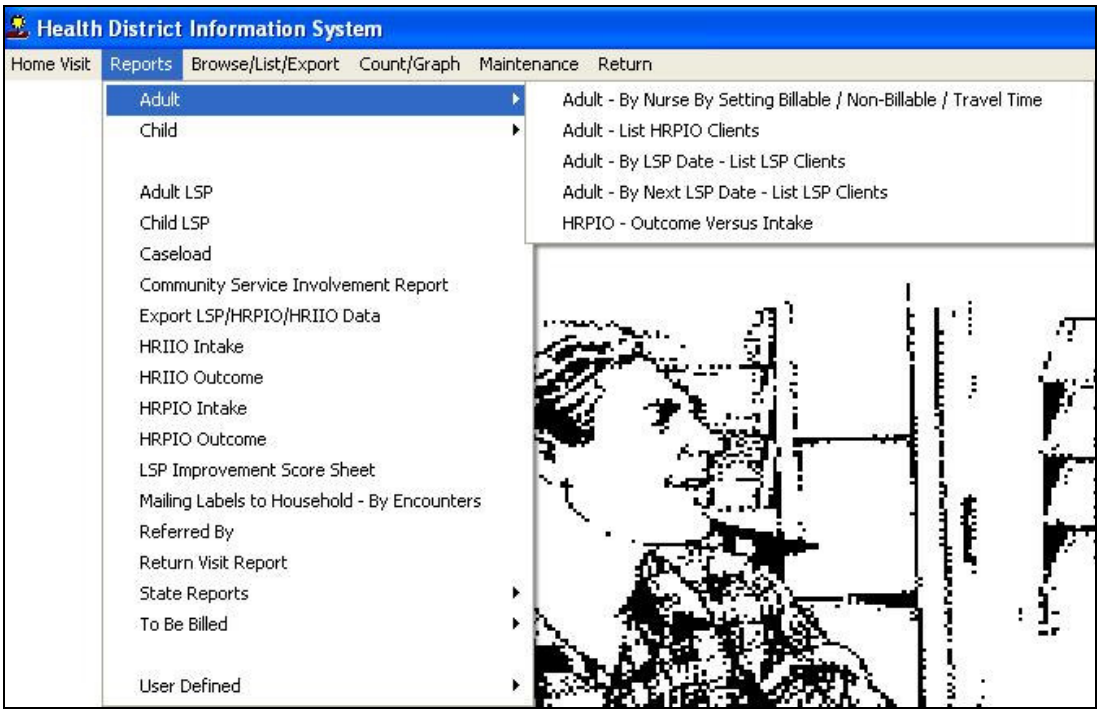


Print: The print button is available on all the tabs

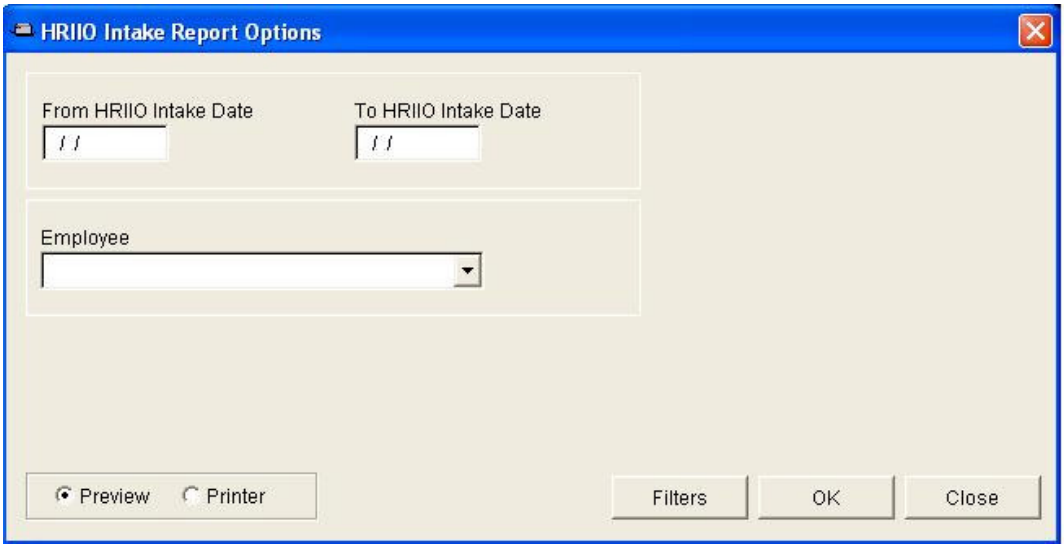
Field/Button	**Description**
Assessment Tools	Prints a list of assessment tool tests and scores for the client.
Care Plan	Prints the care plan.
Intake Form	Prints the intake form.
Outcome Form	Prints the outcome form.
LSP Form	Prints the LSP form.
LSP Cumulative Scores	Prints the cumulative scores LSP form.
Progress Notes	Prints the progress notes.
Specific Progress Notes	Prints only the Progress Note you have positioned to
Specific Staff Progress Notes	Prints only the Progress Notes for the staff member for the Note you have positioned to
S.O.A.I.P.	Prints the S.O.A.I.P. notes.
Specific S.O.A.I.P.	Prints a specific S.O.A.I.P. note.
T-ACE Form	Prints the T-ACE form.
ACOG Form	Prints the ACOG form.
Encounters	Prints a list of encounters for the dates specified.
Preview	Previews the printout.
Print	Prints the form.
OK	Prints/previews the form.
Close	Closes the print menu.

Reports

Reports



The Home Visits program has a set of pre-defined reports to choose from. Each reported will ask for **From date** and **To date.**



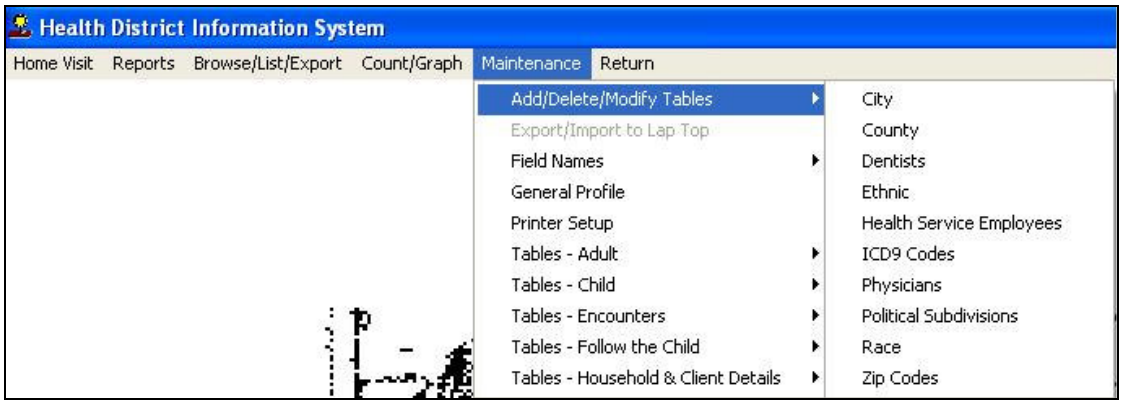
You may also preview the report before printing. Also, you have the ability to use filters to build a query.

Reports

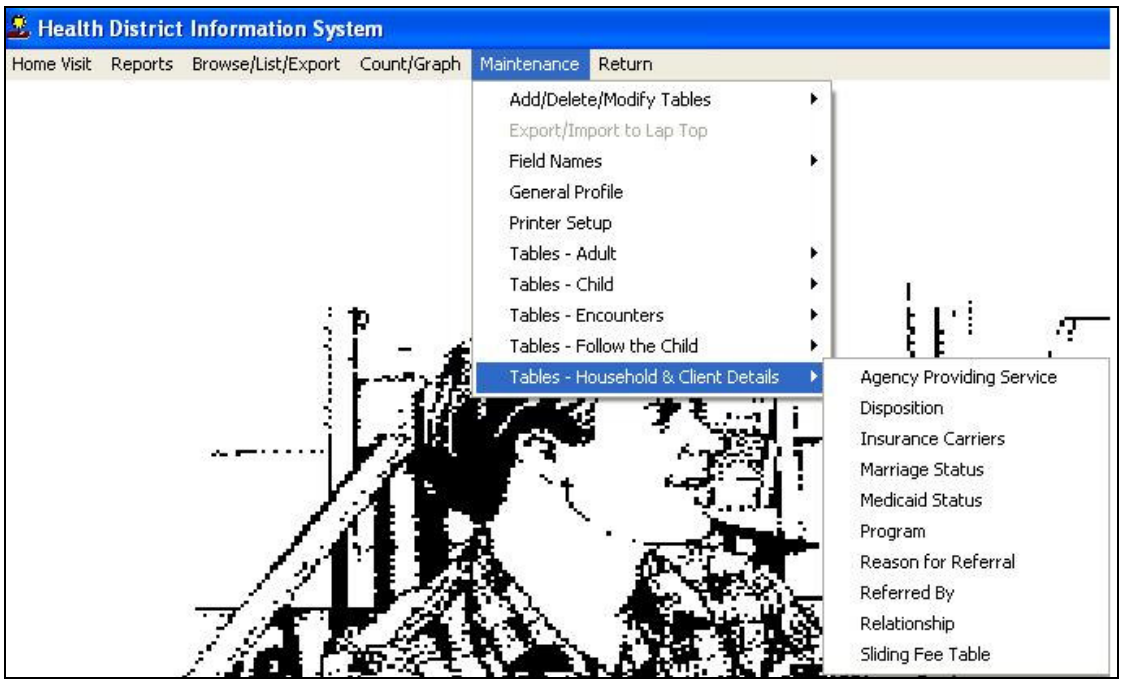
Report	Description
Adult – By Nurse By Setting Billable/Non-Billable/Travel Time	Generates a List of Clients and their Billable/Non-Billable/Travel times.
Adult – List HRPIO Clients	Generates a list of HRPIO clients.
Adult – By LSP Date – List LSP Clients	Generates a list of HRPIO clients by date of LSP.
Adult – By Next LSP Date – List LSP Clients	Generates List of LSP Clients by Next LSP due date
HRPIO – Outcome Vs. Intake	Measures outcomes for HRPIO risk factors
Caseload	Generates a caseload of clients by employee and program.
Community Service Involvement	Counts Community Service being used
Export LSP/HRPIO/HRIIO Data	Used by Gallatin County for research purposes
HRPIO Intake	Generates your HRPIO Intake forms in bulk.
HRPIO Outcome	Generates your HRPIO Outcome forms in bulk.
LSP Improvement Score Sheet	Generates the LSP Improvement Score Sheet.
Mailing Labels to Household – By Encounters	Generates mailing labels by encounters.
Referred By	Generates a count report of referrals.
Return Visit Reports	Generates a return visit report for your clients.
State Reports – MCH Block Grant 2006	Generates the 2006 MCH Block Grant reports.
State Reports – MCH Block Grant 2007	Generates the 2007 MCH Block Grant reports.
Public Health Home Visit Quarterly Report	Generates your Quarterly report for Public Health Home Visits.
To Be Billed – Adult – By Date of Entry	Generates a “to be billed” report for your adult clients by date of entry.
To Be Billed – Adult – By Date of Service	Generates “a to be billed” report for your adult clients by date of entry.

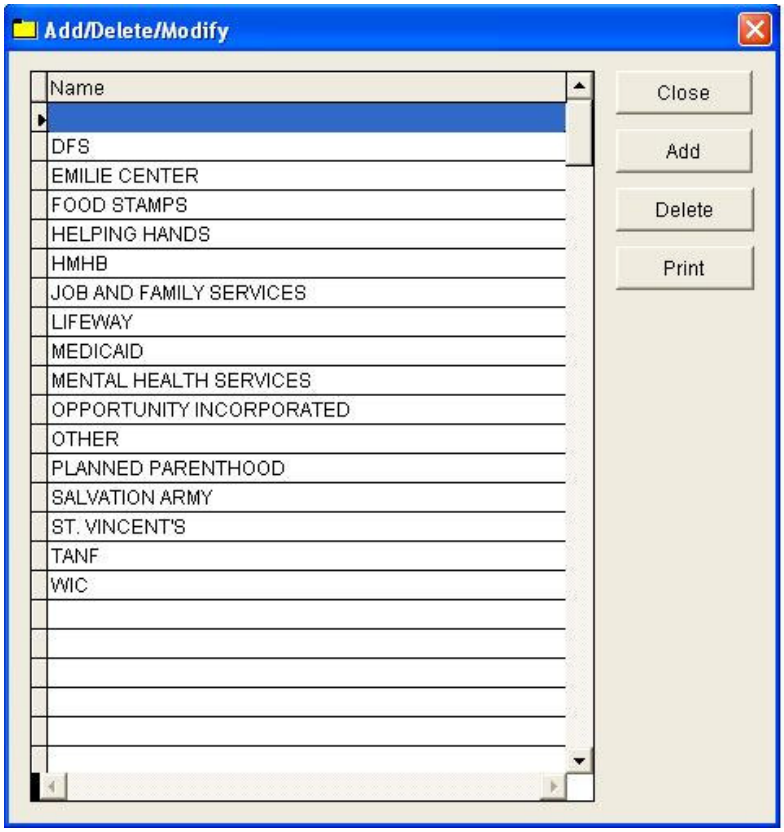
Maintenance - Add/Delete/Modify Tables

Maintenance



The maintenance menu contains a list of the tables that you can modify for your program. For client demographics, there are two selections under the Maintenance Menu where you can add or modify your dropdown selections.





The above is an example of what the Maintenance tables will look like.

Field/Button	**Description**
Name	Enter the name.
Close	Closes the table.
Add	Adds a row to the table.
Delete	Deletes the row.
Print	Prints the table.

CHC **Software, Inc.**
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