



**IHS RPMS CHR INFORMATION
AND REPORTING SYSTEM
(BCH)
USER'S MANUAL
VERSION 1.0
OCTOBER 1996**

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About This Manual

This manual provides user instructions for the RPMS/PCC Community Health Representative System (CHR/PCC), version 1.0. The four chapters included in the manual cover the main components of this system:

1. The Data Entry Process
2. The Reports Module
3. Manager Utilities
4. Sending Data from a Remote System

When using this guide, it is suggested that you have available the following four manuals for reference:

Instructions for Completing the Community Health Representative Patient Care Component (Form IHS-535), 15 November 1994

This manual describes in detail how to fill out the CHR PCC form. Each item on the form is described in detail and numerous examples are provided. When entering data into the RPMS/PCC system through the data entry process, refer to this manual for examples and for help with answering any questions about data items.

Community Health Representatives Information System (CHRIS II): Filling Out the Report Form, October 1991

The CHRIS II data system and the data items collected in the system are described in this guide. It is a valuable reference for CHRs.

How to Set Up and Maintain the Community Health Representative Remote Patient Care Component: CHR Remote PCC Information and Reporting System

This manual is known as the Manager's Manual. It describes the setup and management of the CHR Remote System. CHRs should review this manual and use it for reference.

VA FileMan User Manual, Version 21, December 1994

The CHR system uses a tool called ScreenMan for entering data. For detailed instructions on how to use ScreenMan, see Chapter 6 of the VA FileMan User Manual. You can obtain a copy of this manual from the RPMS Site Manager at your Service Unit facility.

Throughout this manual, user responses within sections of computer dialog appear in ***bold italic type***. You will also see many references to the **<return>** key in this manual. Depending on the type of terminal you are using, this key may be labeled Enter on your keyboard. The Return key and Enter key are the same.

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Introduction

The RPMS CHR/PCC Information and Reporting System (CHR/PCC) is used by Community Health Representatives (CHRs) to collect data about their activities. The CHR/PCC is a powerful tool. It permits CHRs to inform other members of the health-care team about health-related activities taking place in the patient's home or in the community.

This system is very unique in that it allows for the entry of data onto a remote device (such as a notebook or laptop computer) that the CHR takes into the home or community. The CHR can then upload the entered data from the remote device to the computer at their home Service Unit. Once the data is uploaded, patient-specific data is automatically entered into the PCC database.

If a remote device is not available, this system provides a data entry option so that data can be entered directly onto the RPMS Service Unit computer from forms filled out by a CHR. Once data is entered, an extensive reports module is available. An option for extracting these activity records and exporting them to the national CHRIS II reporting system is also available.

Below is the main menu for the CHR/PCC. One or more of these menu options will be available to you.

```
*****  
** RPMS CHR/PCC REPORTING SYSTEM **  
*****  
SELLS HOSPITAL/CLINIC  
Version 1.0  
  
DE      Data Entry Menu ...  
RPTS    Reports Menu ...  
MUTL    Manager Utilities ...  
SEND    Send file from CHR Remote System
```

The four menu options are briefly outlined below. They are described in detail in each of the four chapters of this manual.

Data Entry Menu

This option is used for entering data into the CHR/PCC. There are two ways to enter data into the CHR/PCC. The first, and most common way, is to manually record data on the CHR/PCC forms and then enter the data into the computer. The second way is to enter activity data directly into the computer without completing a paper form. Chapter 1 provides detailed instructions on how to enter data into the system with either method.

Reports Menu

The Reports Menu provides a means for generating a wide variety of reports from the data that has been entered into the system. These reports are designed to assist you with managing your programs and with providing quality patient care. CHRIS II reports are also available to you as are several general retrieval capabilities. All of these report options are described in Chapter 2 of this manual.

Manager Utilities

This menu provides the manager of the CHR/PCC system with several utilities. Managers will be able to update the system site parameters, download patient demographics to the remote computers, and export data to the CHRIS II system. These options are described in Chapter 3 of this manual.

Send File from CHR Remote System

The last menu option is used for sending a file of CHR transactions from a remote computer to the computer at the home Service Unit. This option is to be used only if you are dialing in from the remote laptop computer and are prepared to send a file via the Kermit protocol. See Chapter 4 for details.

1 The Data Entry Menu

The options available on the Data Entry menu allow you to enter, modify, and view patient data, and print CHR forms. You can access the Data Entry menu from the main CHR menu by typing *DE* and then pressing the <return> key. You will see the following menu on the screen:

```
*****
**          RPMS CHR/PCC REPORTING SYSTEM          **
**                Data Entry Menu                **
*****
                SELLS HOSPITAL/CLINIC
                Version 1.0

DE   Enter/Update CHR PCC For ms
RDSP Display CHR Record
LV   Display Patient's Last CHR Visit
LIST List CHR Records, STANDARD Output
PRT  Print CHR Forms (Hard Copy)
```

Instructions for using each of the Data Entry menu options are included below.

Enter/Update CHR/PCC Forms

This option is the most frequently used option on the Data Entry menu. Regardless of whether you enter data from forms or directly into the system, all data entry is performed with this option.

The following is an example of entering data using the Enter/Update CHR/PCC Forms option. As a reminder, this section describes only the process of entering data. It does not provide detailed information about the types of responses that should be entered into each field. If you have a question about the type of data that should be entered into a particular field, for instance, “What should I enter into the service time field?” you should refer to the manual titled Instructions for Completing the Community Health Representative Patient Care Component (Form IHS-535).

To choose this option, enter DE at the prompt on the Data Entry menu and press the <return> key. The following appears on the screen:

```
                CHR Data Entry Module

                *****
                *   Update CHR Records   *
                *****

Enter Provider (CHR):  353LH HARRIS,LAVINA
```

You will enter your CHR provider code or the provider code from the upper right corner of the CHR/PCC form. You can also enter the provider's name—last name followed by a comma then first name.

Examples of ways to enter the provider's name:

- 353 • HARRIS,LAV
- LH • HARRIS

Note: Only providers who have a provider class code of 53 (CHR) can be entered here.

The next two prompts request the name of the CHR program and the date of service, as shown below.

```
Enter CHR PROGRAM:  TOHONO O'ODHAM      0001096
```

Enter the name or code of the CHR program. This can be found in the top-middle portion of the CHR/PCC form.

```
Enter DATE OF SERVICE:  10/15/96
```

Next, enter the date of service from the bottom-left corner of the form. The date can be entered in several ways.

Examples of ways to enter the date of service:

- 10/15/96 • Oct 15, 1996
- 10/15 • 1015
- 10-15

After you have entered responses for these three prompts, the system will continue to create records for the CHR and DATE entered above. If you need to enter data for a different date or CHR, you **must** return to these prompts and change the default data.

The following screen appears next:

```
UPDATE CHR PCC FORMS      Oct 26, 1996 10:22:49      Page: 1 of 1
Date of Encounter: OCT 15, 1996  Program: TOHONO O'ODHAM
Provider (CHR): HARRIS,LAVINA

No records currently on file for HARRIS,LAVINA on OCT 15, 1996

      Enter ?? for more actions
AD  Add Record           HS  Health Summary       UP  Up a Line
ED  Edit Record          NS  Next Screen          PL  Print List
DS  Display Record       PS  Previous Screen      SL  Search List
DE  Delete Record        DN  Down a Line          Q   Quit
Select Action: AD//
```

Notice again that records are being entered for Lavina Harris for October 15, 1996. If you need to enter visits for a different CHR or Date of Service, quit this screen by typing Q at the prompt and pressing the <return> key. Then re-enter the date and CHR.

The top portion of the screen displays the information on the date, program, and provider that you entered at the first three prompts. The middle section displays all existing records that have been entered for this CHR on this date. The bottom portion displays all of the available commands. Each of these commands at the bottom of the screen is described in detail below.

Add a Record

To add a new record, type AD at the prompt and press <return>. Since AD is the default command, you can just press <return> to select it. The screen below displays for data entry.

```

***** ENTER CHR RECORD DATA *****
DATE OF SERVICE : OCT 15,1996      PROGRAM :   TOHONO O'ODHAM
CHR PROVIDER :   HARRIS,LAVINA
-----
ASSESSMENT - PCC PURPOSE OF VISIT (hit return):
ACT LOCATION :                      HOSP/CLINIC:
REF TO CHR BY:                      REF BY CHR TO:
EVALUATION:
TRAVEL TIME :                      # SERVED : 1   TEMP RESIDENCE:
PURPOSE REF:
INSURER:

```

The underlined prompts are required items and must be entered before the form can be filed. The assessment data is required also so you must press <return> at the Assessment prompt to enter at least one assessment. You can navigate through the form with the <return> key, tab key, or the up and down arrow keys on your keyboard and fill in the appropriate information at each field. If you need help with responding to a prompt, you can type a question mark (?) followed by <return> at any prompt to receive some help. The help information will appear at the bottom of the screen. Enter the data items as they appear on the completed CHR/PCC form.

When you press <return> to enter assessment data, the following screen will appear:

```

***** ASSESSMENT - PCC PURPOSE OF VISIT *****
Enter/Edit Screen
Date of Service : OCT 15,1996      CHR: HARRIS,LAVINA
<<to edit the narrative/sub related data, hit return at svc mins>>
-----
HLTH PROB :                      SVC CODE :          SVC MINS :
HLTH PROB :                      SVC CODE :          SVC MINS :
HLTH PROB :                      SVC CODE :          SVC MINS :

```

This screen is used to capture all CHRIS II activity information that is found in the middle of the CHR/PCC form. Multiple health problems can be entered for each record.

Health Problem. Enter the 2-digit code (for example, DM, HY, WC) to indicate the health problem. Note that if you are entering the same problem twice, it must be entered with quotes (“ ”) around it the second time it is entered. For example, you enter DM as a problem with a service code of PC, then you want to enter a second DM as a problem with a service code of HE. You must enter the DM on the next line with quotes around it; for example: “DM.”

Service Code. Enter the 2-digit service code (for example, CM, MP, EC).

Service Minutes. Enter the number of service minutes. After you have entered this value, the following box will appear for capturing the provider narrative associated with this problem.

```

NARRATIVE :
SUBSTANCE RELATED (Y/N) :

```

Narrative. Enter the provider narrative. The narrative is not required.

Substance Related. To indicate whether the health problem was substance-related, enter a Y (yes) or N (no), or press the <return> key to leave the data item blank. After you have entered information in the narrative and substance-related fields as needed, enter the letter C at the command line to close this box and return to the Assessment screen.

When you have entered all of the health problems for the record, exit this screen by first pressing the <return> key at the Health Problem prompt, then typing C followed by the <return> key. A shortcut to exiting the assessment section is to press the PF1 or F1 key and then type C. You will then be returned to the Data Entry screen (see below) for entering the remaining data items.

```

***** ENTER CHR RECORD DATA *****
DATE OF SERVICE : OCT 15,1996      PROGRAM :      TOHONO O'ODHAM
CHR PROVIDER :   HARRIS,LAVINA
-----
ASSESSMENT - PCC PURPOSE OF VISIT (hit return):

ACT LOCATION :

REF TO CHR BY:           REF BY CHR TO:
EVALUATION:

TRAVEL TIME :           # SERVED : 1   TEMP RESIDENCE:

PURPOSE REF:
INSURER:

```

The remaining data items on the screen are described below:

ACT Location. Enter the activity location.

Hosp/Clinic. You will see this prompt only if the activity location was a hospital or clinic. Enter the appropriate hospital or clinic name.

Ref to CHR by. Was this patient referred to the CHR by some other professional? If so, enter the name of that person.

Ref by CHR to. Was this patient referred by the CHR to some other professional? If so, enter the name of that person.

Evaluation. Enter the evaluation here.

Travel Time. Enter the number of minutes traveled to perform this activity. If none, enter 0. This field is required.

Served. Enter the number of people served during this activity.

Temp Residence. If the patient is living in a temporary residence, enter the location of residence here.

Purpose Ref. If the patient was referred to another professional, enter the purpose of the referral.

Insurer. If the patient has third-party coverage, enter the name of the coverage here.

When you have finished filling in all of the relevant fields, you must save the record and exit the screen. If your cursor is not at the command line, enter the up-hat (^) to get to the command line. Then type E and press <return>. You will see the following prompt:

```
Save changes before leaving form (Y/N)?
```

If you are ready to save the data, enter Y (yes); otherwise enter N (no) and you will be returned to the Data Entry screen to edit the data.

HINT: When you have finished entering the data, a quick and easy way to save and exit the form is to press the PF1 or F1 key and then type E.

Once the CHRIS II information has been entered, the screen that displays next requests the patient's name. This screen will appear **only** if one of the activity codes that was entered was a patient-related activity. For example, if you entered Patient Care (PC) as one of the activity codes, then the patient screen would display. If you entered Leave Time (LT) as the service, the patient screen would not appear and you would be finished entering data. If you have entered non-patient-related activities only, you will be returned to the Data Entry screen where you can select the next command. Below is the patient screen that displays for patient-related activities.

```

*****  P A T I E N T  I N F O R M A T I O N  *****

If this encounter involved a particular patient, please enter the
patient's chart # or name now.  If this is not a single patient
encounter, but a group encounter, simply HIT the RETURN key to continue.

Please enter the patient information now.

Enter PATIENT NAME or CHART #: 101846 SMITH, BOB  M 02-04-58 071730717 SE 101846
OK? YES// <return>
```

At the prompt, enter the patient's name (last name then first name, separated by a comma) or chart number. You can also enter the patient's social security number or date of birth.

If the patient cannot be found in the Patient Registration database and you would like to capture demographic information for this patient into the CHR database, type "NO" at the next prompt that asks if you would like to try another look-up. You will then be given the opportunity to enter demographic information for the patient as shown on the following screen. Note that demographic data for patients who are already registered can be edited only with the Patient Registration system.

```

Enter PATIENT NAME or CHART #:  BUTCHER,STEPHANIE?
That patient cannot be found in the Registration database .

Do you want to try to lookup the patient in registration again?  Y//NO

          PATIENT DEMOGRAPHIC INFORMATION

          *****ENTER ALL AVAILABLE PATIENT INFORMATION*****

HRN #:                               SEX:  FEMALE

NAME :  BUTCHER,STEPHANIE          TRIBE:  APACHE

SS #:                               COMMUNITY RESIDENCE:  SELLS

BIRTHDATE:  03/21/92                FACILITY:

```

Enter all of the information that you know about the patient and then press the PF1 key followed by E to exit the screen.

The next prompt that appears, whether the patient was in the database or just added, allows for the entry of any measurements, tests, or reproductive factors to be entered in the database. Type Y (yes) at the prompt to enter this data; otherwise, type N (no) to conclude the data entry.

If you enter Y to record measurements, tests, or reproductive factors, the following screen displays for entering the information.

```

Any MEASUREMENTS, TESTS or REPRODUCTIVE FACTORS? Y//  <return>

          ***** ENTER MEASUREMENTS/TESTS/REPRODUCTIVE FACTORS *****

Patient Name:  SMITH,BOB                CHR:  353999
-----
** MEASUREMENTS **                ** TESTS **

BP:                               PPD:
WT:
HT:                               BLOOD SUGAR  Date:      Result:
HC:                               THRT CULT  Date:      Result:
VU:                               HCT        Date:      Result:
VC:                               UA         Date:      Result:

TEMP:                               ** REPRODUCTIVE FACTORS **
PULSE:
RESP:                               LMP:      FP Method:

```

To complete this screen, fill in all available values and dates at the corresponding prompts. Then at the command line, type E to exit followed by Y to save the form.

After you have exited the above screen, you will be returned to the initial data entry screen that will display the record that has been entered, as shown below. You can now edit the existing record, display it, or add another record.

```

UPDATE CHR PCC FORMS      Oct 26, 1996 10:22:49      Page: 1 of 1

Date of Encounter: OCT 15, 1996      Program: TOHONO O'ODHAM
Provider (CHR): HARRIS,LAVINA

# PATIENT NAME      HRN      ASSESSMENT      LOC TRAVEL
1 SMITH,BOB      SE101846 DM PC  20 DIABETES MELLITU HOME      20

Enter ?? for more actions

AD  Add Record      HS  Health Summary   UP  Up a Line
ED  Edit Record     NS  Next Screen      PL  Print List
DS  Display Record  PS  Previous Screen  SL  Search List
DE  Delete Record   DN  Down a Line      Q   Quit
Select Action: AD//
    
```

Edit Record

Use this option to correct an error or change data in a record. For example, if you entered the travel time as 30 minutes and it was supposed to be 20 minutes, you would use this option to correct that data. To edit a record, type ED at the command line and press <return>. Then select the record to be edited at the next prompt.

```

Select Action: AD//  ED Edit Record
Select CHR ACTIVITY RECORDS: (1 -1): 1
    
```

First, the entire record will be displayed as shown on the following page.

```

***** CONFIDENTIAL PATIENT INFORMATION *****
----- CHR RECORD -----
DATE OF SERVICE: OCT 15, 1996      PROGRAM: TOHONO O'ODHAM
CHR PROVIDER: HARRIS,LAVINA        PATIENT: SMITH,BOB
ACTIVITY LOCATION: HOME            TRAVEL TIME: 20
NUMBER OF CLIENTS SERVED: 1        PCC VISIT: OCT 15, 1996 @12:00
WHO ENTERED RECORD: BUTCHER,LORI ANN DATE LAST MODIFIED: OCT 26, 1996
POSTING DATE: OCT 26, 1996        CHR (AFFL/DISC/CODE): 353LAH
PROGRAM CODE: 0001096             FORM #: 3
SYSTEM OF ORIGIN: HOST            TOTAL SERVICE TIME: 20
PATIENT NAME: SMITH,BOB           DOB: FEB 4, 1988
SEX: MALE                         SSN: 071 -73-0717
TRIBE: TOHONO O'ODHAM NATION      COMMUNITY OF RESIDENCE: TUCSON
COMMUNITY (FT): TUCSON            CHART FACILITY: SELLS HOSPITAL
HEALTH RECORD NUMBER: 101846
V FILES CREATED: V PROVIDER        IEN: 132664
V FILES CREATED: V POV             IEN: 101311
V FILES CREATED: V ACTIVITY TIME   IEN: 464
----- CHR POV -----
PROBLEM CODE: DIABETES MELLITUS    PATIENT: SMITH,BOB
CHR RECORD: OCT 15, 1996           SERVICE CODE: PATIENT CARE
SERVICE MINUTES: 20               NARRATIVE: DIABETES MELLITUS
SUBSTANCE RELATED: NO
    
```

After viewing the record, press <return> and the following menu will appear:

```

Select one of the following:

    1    Patient Demographic Data
    2    All Other Record Data

EDIT Which Data Item:
    
```

Indicate which piece of data from the record you would like to edit. If you want to change the patient or modify a piece of a **non-registered** patient's demographic data, choose 1; otherwise, choose 2 to edit any other piece of information on the record.

Choosing 1 results in one of the following dialogs:

If the patient is already registered via the RPMS Patient Registration system, you cannot edit the demographic data; however, you will be given the opportunity to select another patient, as shown below.

```

This is a REGISTERED Patient. You cannot edit any of his demographic
data. You may enter a different patient if this was entered in error.

PATIENT: SMITH,BOB//
    
```

If the patient was not already registered, the following screen appears:

```

P A T I E N T   D E M O G R A P H I C   I N F O R M A T I O N
***** ENTER ALL AVAILABLE PATIENT INFORMATION *****

HRN #:                               SEX:FEMALE

NAME: BUTCHER,STEPHANIE             TRIBE:

SS#:                                  COMMUNITY RESIDENCE: SELLS

BIRTHDATE:3/20/92                   FACILITY:
    
```

If you need to edit any piece of information, for example, Community of Residence, press the <return> key or the tab key until you reach the Community of Residence prompt. Enter the corrected community and press the PF1 key followed by E to save and exit the screen.

Choosing option 2 to edit the other recorded data displays the following screen for editing data:

```

***** EDIT CHR RECORD DATA *****

Date of Service : OCT 15,1996      Program : TOHONO O'ODHAM
Temp Residence:                      Provider : HARRIS,LAVINA

Edit Assessments/POVs?: [ENTER Y TO EDIT]
Activity Location : HOME
Hospital/Clinic Name:
Referred to CHR by:
Referred by CHR to:
Evaluation:
Travel Time : 20                # Served : 1
Purpose of Referral:
Insurer:
Edit Measurements/Tests/Reprod?: [ENTER Y TO EDIT]
    
```

You can navigate around the screen using the <return> or tab keys and edit any data item. To edit an already existing data item, simply type the new value at the corresponding prompt. If you want to delete a value from a field, type the at sign (@) at the field prompt. Caution: Do not delete required field values.

To change the assessments and purpose of visit, type a Y at the corresponding prompt to display the following screen for modifying that data.

```

***** ASSESSMENT - PCC PURPOSE OF VISIT *****
Enter/Edit Screen
Date of Service : OCT 15,1996      CHR: HARRIS,LAVINA
<<to edit the narrative/sub related data, hit return at svc mins>>
-----
HLTH PROB :                      SVC CODE :          SVC MINS :
HLTH PROB :                      SVC CODE :          SVC MINS :
HLTH PROB :                      SVC CODE :          SVC MINS :

```

If you want to edit measurements, tests, and reproductive factors, enter Y at the corresponding prompt to display the following screen for modifying data.

```

***** EDIT MEASUREMENTS/TEST/REPRODUCTIVE FACTORS *****
** MEASUREMENTS **                ** TESTS**
BP:                                PPD:
WT:
HT:                                BLOOD SUGAR  Date:      Result:
HC:                                THRT CULT   Date:      Result:
                                  HCT         Date:      Result:
VU:                                UA           Date:      Result:
VC:
TEMP:                               ** REPRODUCTIVE FACTORS **
PULSE:
RESP:                                LMP:        FP Method:

```

After you have finished editing the measurements and test data, press the PF1 key followed by C to close this window.

When you have finished editing all of the data, enter PF1 followed by E to exit and save your changes.

Display a Record

From the main data entry screen, you can display a record. To do so, type DS at the action prompt and then press the <return> key. You will then select the record you want to view and choose the display format. A sample is shown on the following page.

```

Select Action: AD//  DS Display Record
Select CHR ACTIVITY RECORDS: (1 -3): 1

Select one of the following:
C   CHR PCC Form Format
S   Standard Display

Select Print Format: C//

```

CHR PCC Form Format Display

```

***** CONFIDENTIAL PATIENT INFORMATION *****
                CHR PCC FORM
          *** Computer Generated Encounter Record ***
*****
Date of Service: OCT 15, 1996
Temporary Residence:
                Program Code: 0001096
                Provider (CHR): HARRIS,LAVINA
-----
SUBJECTIVE INFORMATION (includes patient's complaint)          BP
                                                                WT
                                                                HT
-----
OBJECTIVE DATA          Temp    Pulse    Resp          HC
                                                                VU
                                                                VC
-----
ASSESSMENT - PCC Purpose of Visit
Hlth Prob  Svc Svc          Narrative          Sub
  Code    Code Mins                                     Rel    Tests
-----
  DM      PC   20   DIABETES MELLITUS                                     PPD
                                                                BS
                                                                T/C
-----
Plans/Treatments/Education/Medications          HCT
                                                                UA
                                                                Reproductive Factors
                                                                LMP
                                                                FP
-----
Activity Location: HOME
Referred to CHR by:          Referred by CHR to:
Evaluation:
Travel Time: 20          Number Served: 1
-----
HR#: 101846          SEX: MALE
NAME: SMITH,BOB          Tribe: TOHONO O'ODHAM NATION OF ARIZONA
SSN: 071730717          RESIDENCE: LITTLE TUCSON
DOB: FEB 04, 1958          FACILITY: SELLS HOSPITAL/CLINIC
PURPOSE OF REFERRAL:
INSURER:
                CHR SIGNATURE:
*****

```

Standard Display

```

***** CONFIDENTIAL PATIENT INFORMATION *****
-----          CHR RECORD          -----
DATE OF SERVICE: OCT 15, 1996      PROGRAM: TOHONO O'ODHAM
CHR PROVIDER: HARRIS,LAVINA        PATIENT: SMITH,BOB
ACTIVITY LOCATION: HOME            TRAVEL TIME: 20
NUMBER OF CLIENTS SERVED: 1        PCC VISIT: OCT 15, 1996@12:00
WHO ENTERED RECORD: BUTCHER,LORI ANN DATE LAST MODIFIED: OCT 26, 1996
POSTING DATE: OCT 26, 1996        CHR (AFFL/DISC/CODE): 353LAH
PROGRAM CODE: 0001096             FORM #: 3
SYSTEM OF ORIGIN: HOST            TOTAL SERVICE TIME: 20
PATIENT NAME: SMITH,BOB          DOB: FEB 4, 1958
SEX: MALE                         SSN: 071 -73-0717
TRIBE: TOHONO O'ODHAM NATION     COMMUNITY OF RESIDENCE: TUCSON
COMMUNITY (FT): TUCSON           CHART FACILITY: SELLS HOSPITAL
HEALTH RECORD NUMBER: 101846
V FILES CREATED: V PROVIDER       IEN: 132664
V FILES CREATED: V POV            IEN: 101311
V FILES CREATED: V ACTIVITY TIME  IEN: 464
-----          CHR POV          -----
PROBLEM CODE: DIABETES MELLITUS   PATIENT: SMITH,BOB
CHR RECORD: OCT 15, 1996          SERVICE CODE: PATIENT CARE
SERVICE MINUTES: 20             NARRATIVE: DIABETES MELLITUS
SUBSTANCE RELATED: NO
    
```

Delete a Record

To delete a record, type DE at the action line on the main data entry screen and then press the <return> key. Select the record you want deleted. **Remember that once a record has been deleted, it is erased from the system forever.**

```

Select Action: AD//  DE Delete Record
Select CHR ACTIVITY RECORDS: (1 -3): 1 (Choose the record for deletion)
    
```

First, the record will display so you can check to ensure that it is the record you want to delete.

```

***** CONFIDENTIAL PATIENT INFORMATION *****
----- CHR RECORD -----
DATE OF SERVICE: OCT 15, 1996      PROGRAM: TOHONO O'ODHAM
CHR PROVIDER: HARRIS,LAVINA        PATIENT: SMITH,BOB
ACTIVITY LOCATION: HOME            TRAVEL TIME: 20
NUMBER OF CLIENTS SERVED: 1        PCC VISIT: OCT 15, 1996@12:00
WHO ENTERED RECORD: BUTCHER,LORI ANN DATE LAST MODIFIED: OCT 26, 1996
POSTING DATE: OCT 26, 1996        CHR (AFFL/DISC/CODE): 353LAH
PROGRAM CODE: 0001096             FORM #: 3
SYSTEM OF ORIGIN: HOST            TOTAL SERVICE TIME: 20
PATIENT NAME: SMITH,BOB           DOB: FEB 4, 1958
SEX: MALE                          SSN: 071 -73-0717
TRIBE: TOHONO O'ODHAM NATION      COMMUNITY OF RESIDENCE: TUCSON
COMMUNITY (FT): TUCSON            CHART FACILITY: SELLS HOSPITAL
HEALTH RECORD NUMBER: 101846
V FILES CREATED: V PROVIDER        IEN: 132664
V FILES CREATED: V POV             IEN: 101311
V FILES CREATED: V ACTIVITY TIME   IEN: 464
----- CHR POV -----
PROBLEM CODE: DIABETES MELLITUS    PATIENT: SMITH,BOB
CHR RECORD: OCT 15, 1996           SERVICE CODE: PATIENT CARE
SERVICE MINUTES: 20               NARRATIVE: DIABETES MELLITUS
    
```

Press <return> at the end of the record display. A confirming message will then appear as follows:

```

Are you sure you want to DELETE this record? N//
    
```

You must enter a Y (yes) or N (no) at the prompt to make your choice. A final message will display confirming your choice.

Additional Data Entry Actions

From the main data entry screen, the following additional actions are available. To use any of these options, enter the corresponding mnemonic at the action line prompt.

Health Summary

This option displays a PCC health summary for a patient. Please refer to the Health Summary User's Guide for more detailed information.

Next Screen

Use this command to view the next full screen of data.

Previous Screen

Use this command to view the previous full screen of data.

Down a Line

This command moves the cursor down one line in the list.

Up a Line

This command moves the cursor up one line in the list.

Print List

Use this command to print the list in the list box.

Search List

The Search List command allows you to search the list in the list box for a character string that you specify.

Quit

Use this command to quit entering records for the CHR and date that you specified.

Help

Enter a ? or ?? at any prompt to see help screens. You will notice on the help screens that there are many more commands available to you. They include:

FS	First Screen (go to top of list)	RD	Redisplay Screen
LS	Last Screen (go to bottom of list)	PS	Print Screen
GO	Go to Page (go to page you specify)		

Display CHR Record

Use this option to display a CHR Record in detail. You will be asked to enter the date of service and the CHR, if known.

```
Enter DATE OF SERVICE: 1015 (OCT 15, 1996)
Enter CHR (if known): <RETURN>
```

A list of records that match the criteria you entered will then display. Select the record you want displayed by entering the record number at the prompt, as shown below.

```
-----
CHR records for OCT 15, 1996   CHR (Provider): HARRIS,LAVINA
-----
#  CHR/PROVIDER  HP SC MIN NARRATIVE          LOC  PATIENT NAME
-----
1  HARRIS,LAVINA  DM PC  35 CLEANED AND WRAP  HOME  MARTIN,JAMIE
2  HARRIS,LAVINA  DM PC  30 CLEANED AND WRAP  HOME  SMITH,BOB
3  HARRIS,LAVINA  DM PC  20 DIABETES MELLITU  HOME  SMITH,BOB

Select record: (1 -3): 3
```

You will then select the type of format for displaying the record: CHR PCC Form format or standard display. These formats are shown on pages 16 to 17.

Display Patient's Last CHR Visit

Use this option to view a detailed display of a patient's last CHR visit. You will enter the patient's name and then choose the standard format or CHR/PCC Form format for display. Samples of these displays are included on pages 16 to 17.

List CHR Records, Standard Output

This option produces a list of CHR records that match the criteria that you specify. See the List Records report options in Chapter 2 for instructions on using this option.

Print CHR Forms (Hard Copy)

This option allows CHR/PCC Forms to be printed. If the CHR program maintains hard copy charts, this option can be used for printing a CHR/PCC Form to file in the chart. You will enter a beginning and ending service date and, if desired, the name of the CHR. If you do not enter the name of a CHR, forms for all records within the date range you specify will print.

2 The Reports Menu

The Reports menu provides many options for producing a wide variety of both predefined and custom reports. These reports are designed to assist with managing CHR programs and providing quality patient care.

To access the Reports menu, type RPTS at the main menu prompt and press the <return> key. You will then see the following menu screen:

```
*****  
**          RPMS CHR/PCC REPORTING SYSTEM          **  
**                               Reports                               **  
*****  
                SELLS HOSPITAL/CLINIC  
                Version 1.0  
  
WL      Workload/Activity Reports  
CHRS    CHRIS II Report s  
TABL    Print Standard CHR Tables
```

The report options are divided into the three main groups that are shown above. This chapter contains detailed instructions on using all the report options and provides a sample of each.

Workload/Activity Reports

This group of reports provides information on CHR activities. Two custom report options (GEN and LIST) are available from this group that allow you to screen visits for only those of interest to you. The other report options are predefined reports that print CHR data based upon certain parameters that you enter, such as date of service.

The report options available from the Workload/Activity Reports group are shown on the menu below.

```
*****
**          RPMS CHR/PCC REPORTING SYSTEM          **
**          Activity Workload Reports              **
*****
                SELLS HOSPITAL/CLINIC
                Version 1.0

GEN      List CHR Records, GENERAL RETRIEVAL Output
LIST     List CHR Records, STANDARD Output
ACT1     Activity Tally by Program, Setting, and CHR
ACT2     Activity Tally by Program, Setting, CHR, Problem
ACT3     Activity Record Counts
FACT     Frequency of Activities
FPRB     Frequency of Problems (CHR)
FCAT     Frequency of Problems by Problem Category
```

GEN List CHR Records, GENERAL RETRIEVAL Output

This report produces a list of records within a specified date range based on various criteria you select. The report output is extremely flexible and provides several options. You will identify selection criteria, select the report output type, specify the items to print for each record (if you have chosen a list-type output), and indicate how the report output is sorted.

Identifying the Selection Criteria

After selecting the GEN report option, you will be prompted to indicate whether you want to use a predefined search template or enter a date range for screening records in the database. If you are using a search template, you will be prompted to enter the template name. You will then select the report type and continue the report-generation process according to these directions.

If you are entering a date range, you will be prompted for a beginning and ending date of service. Next, you will indicate whether you want to use a previously defined report or create a new report. The GEN report option allows you to save report logic used during previous retrievals (Detailed Patient Listing only) to use later so that you do not have to keep re-creating a report that you will generate many times. If you are creating a new report, answer No to this prompt. Answer Yes if you will be using a previously defined report. If you respond Yes, the predefined report will be generated automatically. If you respond No, you will be presented with the following selection criteria for screening records in the database.

Selection Criteria

- | | | |
|-----------------------------|-----------------------------|-----------------------------|
| 1) Patient Sex | 14) Activity Location | 27) Blood Pressure Taken |
| 2) Patient DOB | 15) Hospital/Clinic Name | 28) Weight Taken |
| 3) Patient Age | 16) Referred to CHR by | 29) Height Taken |
| 4) Chart Facility | 17) Referred by CHR to | 30) Head Circ. Taken |
| 5) Patient Community | 18) Evaluation | 31) Vision Uncorrected Done |
| 6) Patient Tribe | 19) Travel Time | 32) Vision Corrected Taken |
| 7) Eligibility Status | 20) Number Served | 33) Temperature Taken |
| 8) Classification/Benefic | 21) Prim Health Prob (Code) | 34) Pulse Taken |
| 9) Medicare Eligibility | 22) Health Problem Code | 35) Respiration Taken |
| 10) Medicaid Eligibility | 23) Primary Service Code | 36) PPD Reading Done |
| 11) Private Ins Eligibility | 24) Service Code | 37) Insurer Recorded |
| 12) Designated Provider | 25) Service Minutes | |
| 13) CHR (Provider) | 26) Substance-Related | |

You can select CHR records based on any combination of the variables in this list. At the prompt, enter a list or a range of numbers to make your choice; for example, 1-4,5,7,20. You will then be prompted to define the specific parameters of interest within these categories, as applicable. For instance, if you selected Age you would be prompted to enter the age range of interest. To include all records, press **<return>** at the selection prompt.

Selecting the Report Output Type

Next you will be prompted to select the type of report output. Select one of the following types by typing the corresponding letter at the prompt. Each of these output types are described below.

- T Total Count Only
- S Sub-Counts and Total Count
- D Detailed Record Listing

Total Count Only. This report counts the number of records that match your selection criteria. Only the total number of matching records will print. After you have selected this report type, your next step will be to select the sort variable.

Sub-Counts and Total Count. If you select this output type, the total number of matching records will print and the records will be subtotaled by the categories within the sort variable that you chose. For instance, if you selected Sex as the sort variable, subtotals for males and females would print in addition to the total number of records. After you have selected this report type, your next step will be to select the sort variable.

Detailed Record Listing. The Detailed Record Listing allows you to select the specific data items to print as well as the sort variable. Follow the instructions for specifying the print items and selecting the sort variable. After you have made your selections, you will have the option of saving the report logic. Enter a name for the report at the prompt.

Specifying Print Items

If you have selected the Detailed Record Listing, the following menu will display your choices for data items to print in the report. You can use up to 132 characters, but only if you have a printer capable of producing 132 character lines. Otherwise, you will need to limit your report to 80 characters. Choose the data items in the order you want them printed. Enter a list or range of numbers at the prompt as you did with the selection criteria.

Print Item Menu

1) Patient Name	19) Date of Service	37) Service Minutes
2) Patient Chart #	20) CHR (Provider)	38) Substance-Related
3) Patient SSN	21) Activity Location	39) Blood Pressure Taken
4) Patient Sex	22) Hospital/Clinic name	40) Blood Pressure Value
5) Patient DOB	23) Referred to CHR by	41) Weight Value
6) Patient Age	24) Referred by CHR to	42) Height
7) Mailing Address-Street	25) Evaluation	43) Head Circumference
8) Mailing Address-City	26) Travel Time	44) Vision Uncorrected
9) Home Phone	27) Number Served	45) Vision Corrected
10) Mother's Name	28) Prim Health Prob (Code)	46) Temperature
11) Patient Community	29) Prim Health Prob (Desc)	47) Pulse
12) Patient Tribe	30) Provider Narrative	48) Respiration
13) Eligibility Status	31) Health Problem Code	49) PPD Reading
14) Class/Beneficiary	32) Health Problem (Desc)	50) Blood Sugar Result
15) Medicare Eligibility	33) Primary Service Code	51) Throat Cult Result
16) Medicaid Eligibility	34) Primary Service (Desc)	52) Hematocrit Result
17) Priv Ins Eligibility	35) Service Code	53) UA Result
18) Designated Provider	36) Service (Desc)	54) Insurer Recorded

All of the items you selected will then be presented, along with a suggested column width. You may enter a column width other than the default value, if desired.

Selecting the Sort Variable

If you selected the Detailed Patient Listing or the Sub-Counts and Total Counts report, you will be prompted to choose a variable for sorting the data. Select any one of the following items by typing its corresponding number at the prompt. If you do not select an item, the report will be sorted by date.

Sort Criteria

1) Patient Name	12) Activity Location	23) Height Taken
2) Patient Sex	13) Hospital/Clinic name	24) PPD Reading Done
3) Patient Age	14) Referred to CHR by	25) Head Circumference Taken
4) Patient Community	15) Referred by CHR to	26) Vision Uncorrected Done
5) Patient Tribe	16) Evaluation	27) Vision Corrected Taken
6) Patient Chart #	17) Travel Time	28) Temperature Taken
7) Designated Provider	18) Number Served	29) Pulse Taken
8) Classification/Benefic	19) Prim Health Prob (Code)	30) Respiration Taken
9) Eligibility Status	20) Primary Service Code	31) Blood Sugar Done
10) Patient DOB	21) Blood Pressure Taken	32) Date of Service
11) CHR (Provider)	22) Weight Taken	33) Insurer Recorded

Report Output

Each report includes a cover page that details the selection criteria, print items, and sort criteria, as applicable. A sample report is shown below.

RPMS/CHR -PCC CHR RECORD LISTING

REPORT REQUESTED BY: BUTCHER,LORI ANN

The following report contains a CHR Record report based on the following criteria:

VISIT Selection Criteria

Date of Service range: JUN 01, 1995 to MAY 30, 1996

CHR (Provider): CHR,TRIBAL
Activity Location: HOME

PRINT Field Selection

Patient Name (20)
Patient DOB (12)
Date of Service (10)
CHR (Provider) (10)
Travel Time (10)
Prim Hlth Prob (Code) (5)

TOTAL column width: 67

Records will be sorted by: Patient Community

***** CONFIDENTIAL PATIENT INFORMATION *****
CHR ENCOUNTER LISTING Page 1
Record Dates: JUN 01, 1995 and MAY 30, 1996

PATIENT NAME	DOB	DATE	CHR (PROVI	TRAVEL TIM	HEALT
APOCHEIT,VERA	DEC 30, 1967	JUN 02, 96	CHR,TRIBAL	10	DM
SMITH,TAMMY	MAR 31, 1945	DEC 28, 95	CHR,TRIBAL	20	HA
SMITH,MARY	FEB 28, 1982	JAN 02, 96	CHR,TRIBAL	20	DM
ADAMS,ROSE	APR 05, 1923	JAN 17, 96	CHR,TRIBAL	45	AG
BUTCHER,STEPHANIE	NOV 28, 1975	MAY 15, 96	CHR,TRIBAL	20	DM
BURR,JOANNE	JAN 01, 1920	MAY 13, 96	CHR,TRIBAL	20	HA
ADAMS,ROSEANNE	JAN 17, 1948	JUN 01, 96	CHR,TRIBAL	10	HY
ADAMS,ROSEANNE	JAN 17, 1948	JUN 01, 96	CHR,TRIBAL	10	OH
ADAMS,ROSEANNE	JAN 17, 1948	JUN 01, 96	CHR,TRIBAL	10	ON
ADAMS,ROSEANNE	JAN 17, 1948	JUN 05, 96	CHR,TRIBAL	10	PQ
ADAMS,ROSEANNE	JAN 17, 1948	JUN 05, 96	CHR,TRIBAL	10	AC
ADAMS,ROSEANNE	JAN 17, 1948	JUN 06, 96	CHR,TRIBAL	15	DM

RUN TIME (H.M.S): 0.0.6
End of report. HIT RETURN:

LIST List CHR Records, STANDARD Output

This report produces a list of records within a specified date range based on various criteria you select. The report output is either a brief or detailed list of records.

You will first be prompted to enter a beginning date of service and then an ending date of service. Type in the dates that correspond to the time period of interest to you.

Next you will be able to select the specific records to include in the report. You can screen records based on any of the following items that appear on the selection menu below. At the prompt, enter a list or a range of numbers to make your choice; for example, 1-4,5,20 or 10,12,20,30. You will then be prompted to define the specific parameters of interest within these categories, as applicable. For instance, if you selected Age you would be prompted to enter the age range of interest. To include all records, press <return> at the prompt.

Selection Criteria

- | | | |
|-----------------------------|-----------------------------|------------------------------|
| 1) Patient Sex | 14) Activity Location | 27) Blood Pressure Taken |
| 2) Patient DOB | 15) Hospital/Clinic NAME | 28) Weight Taken |
| 3) Patient Age | 16) Referred to CHR by | 29) Height Taken |
| 4) Chart Facility | 17) Referred by CHR to | 30) Head Circumference Taken |
| 5) Patient Community | 18) Evaluation | 31) Vision Uncorrected Done |
| 6) Patient Tribe | 19) Travel Time | 32) Vision Corrected Taken |
| 7) Eligibility Status | 20) Number Served | 33) Temperature Taken |
| 8) Classification/Benefic | 21) Prim Health Prob (Code) | 34) Pulse Taken |
| 9) Medicare Eligibility | 22) Health Problem Code | 35) Respiration Taken |
| 10) Medicaid Eligibility | 23) Primary Service Code | 36) PPD Reading Done |
| 11) Private Ins Eligibility | 24) Service Code | 37) Insurer Recorded |
| 12) Designated Provider | 25) Service Minutes | |
| 13) CHR (Provider) | 26) Substance-Related | |

After you have selected the records to include in the report, you will indicate the type of output you want from the following choices. Enter the corresponding letter at the prompt.

- D Detailed (132 column print)
- B Standard Brief (80 column print)

Note that you must have a printer capable of producing 132 character lines to print the detailed report.

The final step requires you to choose a sort variable for the data. Select any one of the following items by entering its number at the prompt. If you do not make a selection, the records will be sorted by date.

Sort Criteria

- | | | |
|---------------------------|-----------------------------|------------------------------|
| 1) Patient Name | 12) Activity Location | 23) Height Taken |
| 2) Patient Sex | 13) Hospital/Clinic name | 24) PPD Reading Done |
| 3) Patient Age | 14) Referred to CHR by | 25) Head Circumference Taken |
| 4) Patient Community | 15) Referred by CHR to | 26) Vision Uncorrected Done |
| 5) Patient Tribe | 16) Evaluation | 27) Vision Corrected Taken |
| 6) Patient Chart # | 17) Travel Time | 28) Temperature Taken |
| 7) Designated Provider | 18) Number Served | 29) Pulse Taken |
| 8) Classification/Benefic | 19) Prim Health Prob (Code) | 30) Respiration Taken |
| 9) Eligibility Status | 20) Primary Service Code | 31) Blood Sugar Done |
| 10) Patient DOB | 21) Blood Pressure Taken | 32) Date of Service |
| 11) CHR (Provider) | 22) Weight Taken | 33) Insurer Recorded |

A cover page will always print as the first page of the report. It provides a summary of the selection and sort criteria. A sample cover page and a standard brief report are shown here.

CHR RECORD LISTING

REPORT REQUESTED BY: BUTCHER, LORI ANN

The following visit listing contains CHR records selected based on the following criteria:

RECORD SELECTION CRITERIA

Date of Service range: JAN 01, 1996 to MAY 30, 1996

Report Type: STANDARD BRIEF

***** CONFIDENTIAL PATIENT INFORMATION *****
 SELLS HOSPITAL/CLINIC Page 1
 CHR RECORD LISTING
 Record Dates: JAN 01, 1996 and MAY 30, 1996

```

=====
DATE   PROGRAM CHR PATIENT NAME      LOC  ASSESSMENTS  -  POVS
-----
01/02/96 0001096 CHR SMITH,BOB      HOME  DM PC 20 DIABETES MELLITUS
02/08/96 0001096 LAB LOPEZ,ALAN    HOME  DM PC 20 DIABETES MELLITUS
05/13/96 0001096 CHR STEWART,MARTHA HOME  HA HE 20 HEARING AIDS:HEA
03/04/96 0001096 CHR ADAMS,ROSE    HOME  DM PC 30 MONITOR PT'S DM
    
```

ACT1 Activity Tally by Program, Setting and CHR

This report prints a tally of activities by program, setting, and CHR. You will enter a beginning and ending date of service for selecting the CHR records. A sample report is shown below for the service dates June 1-30, 1996.

***** CONFIDENTIAL PATIENT INFORMATION *****
 CHR/PCC ACTIVITY REPORT

OCT 16, 1996 Page 1

REPORT DATES: JUN 01, 1996 TO JUN 30, 1996

	# RECS	ACT TIME

PROGRAM: WHITE MOUNTAIN APACHE (6071233)		
ACTIVITY LOCATION: CHR OFFICE		
PROVIDER: BUTCHER, SAMPLE		
ADMINISTRATION/MANAGEMENT (AM)	8	2640
HEALTH EDUCATION (HE)	1	240
OBTAIN TRAINING (OT)	6	1320
	=====	=====
PROVIDER TOTAL:	15	4200
PROVIDER: CHR, TRIBAL		
PATIENT CARE (PC)	23	3015
HEALTH EDUCATION (HE)	2	30
OBTAIN TRAINING (OT)	1	30
OTHER PATIENT SERVICE (OP)	12	782
	=====	=====
PROVIDER TOTAL:	38	3857
PROVIDER: SMITH, JANE		
PATIENT CARE (PC)	1	180
OTHER PATIENT SERVICE (OP)	1	45
	=====	=====
PROVIDER TOTAL:	2	225

ACT2 Activity Tally by Program, Setting , CHR and Problem

This report prints a tally of activities by program, setting, CHR, and problem. You will enter a beginning and ending date of service for selecting the CHR records. A sample report is shown below for the service dates June 1-30, 1996.

```

***** CONFIDENTIAL PATIENT INFORMATION *****
                OCT 16, 1996                                Page 1
          ACTIVITY REPORT BY HEALTH PROBLEM
    REPORT DATES: JUN 01, 1996 TO JUN 30, 1996

                                                    # RECS  ACT TIME
-----
PROGRAM: WHITE MOUNTAIN APACHE (6071233)
  ACTIVITY LOCATION: CHR OFFICE
  CHR: BUTCHER, SAMPLE
    ACTIVITY: ADMINISTRATION/MANAGEMENT (A)
      PROBLEM: DIABETES MELLITUS (DM)
                                                    8      2640
      =====
    ACTIVITY TOTAL:
                                                    8      2640

    ACTIVITY: HEALTH EDUCATION (HE)
      PROBLEM: DIABETES MELLITUS (DM)
                                                    1      240
      =====
    ACTIVITY TOTAL:
                                                    1      240

  ACTIVITY: OBTAIN TRAINING (OT)
    PROBLEM: DIABETES MELLITUS (DM)
                                                    6     1320
    =====
    ACTIVITY TOTAL:
                                                    6     1320

                                                    =====
  PROVIDER TOTAL:
                                                    15    4200

  CHR: CHR,TRIBAL
    ACTIVITY: ADMINISTRATION/MANAGEMENT (A)
      PROBLEM: DIABETES MELLITUS (DM)
                                                    1      90
      PROBLEM: NO PROBLEM ENTERED (  -- )
                                                    2     960
      PROBLEM: OTHER HP/DP (OH)
                                                    20    1965
  
```

ACT3 Activity Record Counts

This report counts activity records for the item and date range that you specify. You have the option of selecting the records that will be included in the tabulation; for example, you can choose to tally activity time by problem code for only those activities that took place in the home.

First, you will be presented with the following list. Select one of the items for calculating activity time and record counts. Enter the item number at the prompt.

- 1) CHR
- 2) Program
- 3) Date of Encounter
- 4) POV/Problem (Problem Code)
- 5) Problem/POV (Problem Category)
- 6) Activity Location
- 7) Activity Code
- 8) Patient Community of Residence

You will then be prompted to enter a beginning and ending date of service to specify the period of interest to you.

Next, you will select the records to be included in the report. You can select records based on any of the following criteria. At the prompt, enter a list or range of numbers to indicate your selection; for example, 1-4,5,20 or 10,12,20,30. If you want to include all records in your report, press <return> to bypass the selection prompt.

Selection Criteria

- | | | |
|---------------------------|-----------------------------|------------------------------|
| 1) Patient Sex | 14) Activity Location | 26) Substance-Related |
| 2) Patient DOB | 15) Hospital/Clinic Name | 27) Blood Pressure Taken |
| 3) Patient Age | 16) Referred to CHR by | 28) Weight Taken |
| 4) Chart Facility | 17) Referred by CHR to | 29) Height Taken |
| 5) Patient Community | 18) Evaluation | 30) Head Circumference Taken |
| 6) Patient Tribe | 19) Travel Time | 31) Vision Uncorrected on |
| 7) Eligibility Status | 20) Number Served | 32) Vision Corrected Taken |
| 8) Classification/Benefic | 21) Prim Health Prob (Code) | 33) Temperature Taken |
| 9) Medicare Eligibility | 22) Health Problem Code | 34) Pulse Taken |
| 10) Medicaid Eligibility | 23) Primary Service Code | 35) Respiration Taken |
| 11) Private Ins Elig | 24) Service Code | 36) PPD Reading Done |
| 12) Designated Provider | 25) Service Minutes | 37) Insurer Recorded |
| 13) CHR (Provider) | | |

The following sample report calculates activity time by activity location and includes all records within the June 1-30, 1996 date range.

Report Type: RECORD COUNTS/ACTIVITY TIME TOTALS

OCT 16, 1996 Page 1

RECORD DATES: JUN 01, 1996 TO JUN 30, 1996
NUMBER OF ACTIVITY RECORDS BY ACTIVITY LOCATION

ACTIVITY LOCATION	LOCATION CODE	# RECS	# CONTS	ACTIVITY TIME
CHR OFFICE	CH	397	100	948.8
COMMUNITY	CM	961	1612	852.9
HOME	HM	224	286	169.4
HOSPITAL/CLINIC	HC	184	239	164.1
NONE ENTERED	--	7	0	4.0
NOT AVAILABLE	--	61	9	320.3
RADIO/TELEPHONE	RT	8	4	5.4
		-----	-----	-----
Totals:		1842	2250	2464.9

RUN TIME (H.M.S): 0.0.15
End of report. HIT RETURN:

FACT Frequency of Activities

The Frequency of Activities report produces a list of the top N activity codes for CHR visits. You will specify the number of activity codes and the visits to include in the report.

You will first enter a beginning and ending date of service to specify the period of interest to you.

Next, you will select the records to be included in the report. You can select records based on any of the following criteria. At the prompt, enter a list or range of numbers to indicate your selection; for example, 1-4,5,20 or 10,12,20,30. If you want to include all records in your report, press <return> to bypass the selection prompt.

Selection Criteria

- | | | |
|---------------------------|-----------------------------|------------------------------|
| 1) Patient Sex | 14) Activity Location | 26) Substance-Related |
| 2) Patient DOB | 15) Hospital/Clinic Name | 27) Blood Pressure Taken |
| 3) Patient Age | 16) Referred to CHR by | 28) Weight Taken |
| 4) Chart Facility | 17) Referred by CHR to | 29) Height Taken |
| 5) Patient Community | 18) Evaluation | 30) Head Circumference Taken |
| 6) Patient Tribe | 19) Travel Time | 31) Vision Uncorrected on |
| 7) Eligibility Status | 20) Number Served | 32) Vision Corrected Taken |
| 8) Classification/Benefic | 21) Prim Health Prob (Code) | 33) Temperature Taken |
| 9) Medicare Eligibility | 22) Health Problem Code | 34) Pulse Taken |
| 10) Medicaid Eligibility | 23) Primary Service Code | 35) Respiration Taken |
| 11) Private Ins Elig | 24) Service Code | 36) PPD Reading Done |
| 12) Designated Provider | 25) Service Minutes | 37) Insurer Recorded |
| 13) CHR (Provider) | | |

You will then be prompted to indicate the type of report output desired. Select one of the following:

- L List of items with counts
- B Bar chart (132 col)

Type L or B at the prompt to indicate your choice. Note that you must have a printer capable of producing 132 character lines if you want to print the bar chart.

Finally, you will need to specify the number of items that will appear in the list or bar chart. For instance, you would type 10 at the prompt if you wanted the report to include only the top 10 activities.

The following sample reports show the list and bar chart outputs. The reports include the top 10 activity codes from June 1-30, 1996 for all visits.

List Format

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SELLS HOSPITAL/CLINIC

TOP 10 Activity Code's.
 DATES: JUN 01, 1996 TO JUN 30, 1996

No.	ACTIVITY TYPE	ACTIVITY CODE	# RECS	ACT TIME (MINS)
1.	OTHER PATIENT SERVICE	OP	506	32426
2.	TRANSPORT PATIENT	TP	293	9625
3.	ADMINISTRATION/MANAGEMENT	AM	134	21985
4.	HEALTH EDUCATION	HE	117	15315
5.	MONITOR PATIENT	MP	111	5257
6.	CASE FINDING/SCREENING	CF	68	2282
7.	LEAVE TIME	LT	62	20175
8.	PATIENT CARE	PC	32	825
9.	OBTAIN TRAINING	OT	31	5245
10.	CASE MANAGEMENT	CM	17	880

RUN TIME (H.M.S): 0.0.12
 End of report. HIT RETURN:

Bar Chart Format

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SELLS HOSPITAL/CLINIC

TOP 10 Activity Code's.
 DATES: JUN 01, 1996 TO JUN 30, 1996

ACTIVITY TYPE

OTHER PATIENT SER (OP)	*****	506
TRANSPORT PATIENT (TP)	*****	293
ADMINISTRATION/MA (AM)	*****	134
HEALTH EDUCATION (HE)	*****	117
MONITOR PATIENT (MP)	*****	111
CASE FINDING/SCRE (CF)	*****	68
LEAVE TIME (LT)	*****	62
PATIENT CARE (PC)	****	32
OBTAIN TRAINING (OT)	****	31
CASE MANAGEMENT (CM)	**	17

0 100 200 300 400 500

RUN TIME (H.M.S): 0.0.13
 End of report. HIT RETURN:

FPRB Frequency of Problems (CHR)

This report produces a list of the top N POVs/Problems for the CHR visits that you select. You have the option of including only primary POVs or all POVs. Also, you can choose to have the results printed in a list format or as a bar chart.

Begin by entering a beginning and ending date of service for the time period of interest.

Next, you will select the records to be included in the report. You can select records based on any of the following criteria. At the prompt, enter a list or range of numbers to indicate your selection; for example, 1-4,5,20 or 10,12,20,30. If you want to include all records in your report, press <return> to bypass the selection prompt.

Selection Criteria

- | | | |
|---------------------------|-----------------------------|------------------------------|
| 1) Patient Sex | 14) Activity Location | 26) Substance-Related |
| 2) Patient DOB | 15) Hospital/Clinic Name | 27) Blood Pressure Taken |
| 3) Patient Age | 16) Referred to CHR by | 28) Weight Taken |
| 4) Chart Facility | 17) Referred by CHR to | 29) Height Taken |
| 5) Patient Community | 18) Evaluation | 30) Head Circumference Taken |
| 6) Patient Tribe | 19) Travel Time | 31) Vision Uncorrected on |
| 7) Eligibility Status | 20) Number Served | 32) Vision Corrected Taken |
| 8) Classification/Benefic | 21) Prim Health Prob (Code) | 33) Temperature Taken |
| 9) Medicare Eligibility | 22) Health Problem Code | 34) Pulse Taken |
| 10) Medicaid Eligibility | 23) Primary Service Code | 35) Respiration Taken |
| 11) Private Ins Elig | 24) Service Code | 36) PPD Reading Done |
| 12) Designated Provider | 25) Service Minutes | 37) Insurer Recorded |
| 13) CHR (Provider) | | |

You will then need to select whether you want only primary POVs printed in the report or all POVs. Select one of the following by entering the corresponding letter at the prompt:

- P Primary POVs only
- S Primary and secondary POVs

After you have made your selection, you will be prompted to indicate the type of report output desired. Select one of the following:

- L List of items with counts
- B Bar chart (132 col)

Type L or B at the prompt to indicate your choice. Note that you must have a printer capable of producing 132 character lines if you want to print the bar chart.

Finally, you will need to specify the number of items that will appear in the list or bar chart. For instance, you would type 10 at the prompt if you want the report to include only the top 10 problems.

The following sample reports show the list and bar chart outputs. The reports include the top 10 problems for June 1-30, 1996 for all visits. All POVs are included.

List Format

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SELLS HOSPITAL/CLINIC

TOP 10 POV/Problem (Problem Code)'s.
Both PRIMARY and SECONDARY POV's are included.

DATES: JUN 01, 1996 TO JUN 30, 1996

No.	PROB CODE	NARRATIVE	PROBLEM (POV) CODE	# RECS	ACT TIME (MINS)
1.	OTHER HP/DP		OH	529	43356
2.	DIABETES MELLITUS		DM	301	22890
3.	NO PROBLEM ENTERED		--	79	23675
4.	HYPERTENSION		HY	71	2610
5.	PRENATAL CARE		PR	64	1672
6.	DENTAL (ALL)		DE	39	1395
7.	MOVEMENT PROBLEM		MP	38	1360
8.	WELL CHILD CARE		WC	32	1535
9.	NUTRITION		NU	28	9190
10.	FAMILY PLANNING		FP	22	310

Bar Chart Format

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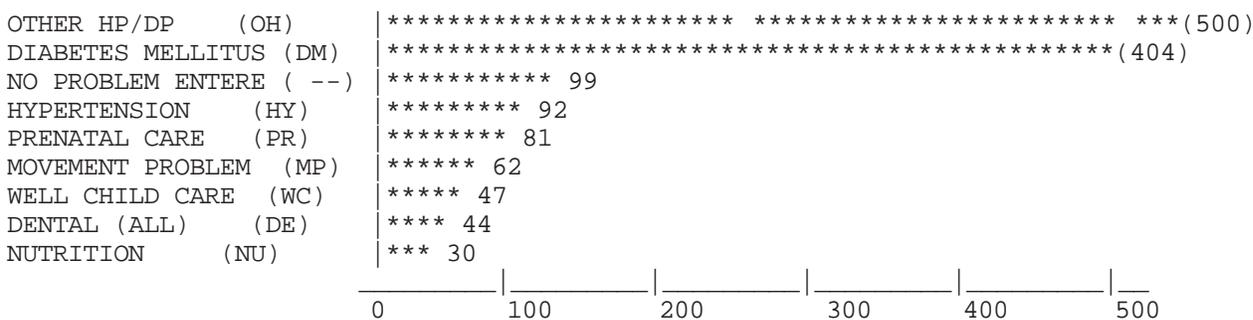
Page 1

SELLS HOSPITAL/CLINIC

TOP 10 POV/Problem (Problem Code)'s.
Both PRIMARY and SECONDARY POV's are included.

DATES: JUN 01, 1996 TO JUN 30, 1996

PROB CODE NARRATIVE



FCAT Frequency of Problems by Problem Category

This report generates a list of the top N POVs/Problems (Problem Category) for visits that you select. You have the option of including only primary POVs or all POVs. Also, you can choose to have the results printed in a list format or as a bar chart.

Begin by entering a beginning and ending date of service for the time period of interest.

Next, you will select the records to be included in the report. You can select records based on any of the following criteria. At the prompt, enter a list or range of numbers to indicate your selection; for example, 1-4,5,20 or 10,12,20,30. If you want to include all records in your report, press <return> to bypass the selection prompt.

Selection Criteria

- | | | |
|---------------------------|-----------------------------|------------------------------|
| 1) Patient Sex | 14) Activity Location | 26) Substance-Related |
| 2) Patient DOB | 15) Hospital/Clinic Name | 27) Blood Pressure Taken |
| 3) Patient Age | 16) Referred to CHR by | 28) Weight Taken |
| 4) Chart Facility | 17) Referred by CHR to | 29) Height Taken |
| 5) Patient Community | 18) Evaluation | 30) Head Circumference Taken |
| 6) Patient Tribe | 19) Travel Time | 31) Vision Uncorrected on |
| 7) Eligibility Status | 20) Number Served | 32) Vision Corrected Taken |
| 8) Classification/Benefic | 21) Prim Health Prob (Code) | 33) Temperature Taken |
| 9) Medicare Eligibility | 22) Health Problem Code | 34) Pulse Taken |
| 10) Medicaid Eligibility | 23) Primary Service Code | 35) Respiration Taken |
| 11) Private Ins Elig | 24) Service Code | 36) PPD Reading Done |
| 12) Designated Provider | 25) Service Minutes | 37) Insurer Recorded |
| 13) CHR (Provider) | | |

You will then need to select whether you want only primary POVs printed in the report or all POVs. Select one of the following by entering the corresponding letter at the prompt:

- P Primary POVs only
- S Primary and secondary POVs

After you have made your selection, you will be prompted to indicate the type of report output desired. Select one of the following:

- L List of items with counts
- B Bar chart (132 col)

Type L or B at the prompt to indicate your choice. Note that you must have a printer capable of producing 132 character lines if you want to print the bar chart.

Finally, you will need to specify the number of items that will appear in the list or bar chart. For instance, you would type 10 at the prompt if you want the report to include only the top 10 POVs.

The following sample reports show the list and bar chart outputs. The reports include the top 10 POVs for June 1-30, 1996 for all visits. All POVs are included.

List Format

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SELLS HOSPITAL/CLINIC

TOP 10 Problem/POV (Problem Category)'s.
Both PRIMARY and SECONDARY POV's are included.
DATES: JUN 01, 1996 TO JUN 30, 1996

No.	CATEGORY NARRATIVE	CATEGORY CODE	# RECS	ACT TIME (MINS)
1.	HP/DP	HP/DP	732	63891
2.	CHRONIC DISEASE	CHRONIC DISEASE	422	32124
3.	MATERNAL & CHILD HEALTH	MATERNAL & CHIL	161	5207
4.	ILL-DEFINED CONDITIONS	ILL -DEFINED CON	116	3250
5.	CIRCULATORY	CIRCULATORY	112	3855
6.	NONE	NONE	99	31325
7.	COMMUNICABLE DISEASES	COMMUNICABLE DI	55	1075
8.	DIGESTIVE	DIGESTIVE	51	2065
9.	RESPIRATORY	RESPIRATORY	39	729
10.	EAR	EAR	22	1050

Bar Chart Format

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SELLS HOSPITAL/CLINIC

TOP 10 Problem/POV (Problem Category)'s.
Both PRIMARY and SECONDARY POV's are included.
DATES: JUN 01, 1996 TO JUN 30, 1996

CATEGORY NARRATIVE

HP/DP (HP/DP)	***** (600)
CHRONIC DISEASE (CHRONI)	***** (520)
MATERNAL & CHILD (MATERN)	***** 161
ILL-DEFINED COND (ILL -DE)	***** 116
CIRCULATORY (CIRCUL)	***** 112
NONE (NONE)	***** 99
COMMUNICABLE DIS (COMMUN)	***** 55
DIGESTIVE (DIGEST)	***** 51
RESPIRATORY (RESPIR)	**** 39



CHRIS II Reports

The following reports are available from the CHRIS II Reports menu:

```
*****
**          RPMS CHR/PCC REPORTING SYSTEM          **
**                   CHRIS II REPORTS                   **
*****
                SELLS HOSPITAL/CLINIC
                Version 1.0

C1 CHR #1 - Time, Contacts, Activities by HEALTH PROBLEM
C2 CHR #2 - Time, Contacts, Activities by SERVICE
C3 CHR #3 - Time, Contacts, Activities by SETTING
C4 CHR #4 - Number of Referrals From/To
C5 CHR #5 - Client Contacts by Health Area, Age, Sex
C6 CHR #6 - Provider Data
C8 CHR #8 - Hours (Service+Travel) by Month
C9 CHR #9 - Data Summary by Provider
CH CHR #13 - Highlights
```

C1 CHR #1 - Time, Contacts, Activities by Health Problem

This report shows how CHR Program manpower resources were spent on different health areas. It allows you to see if program objectives and needs in priority health areas are being addressed. Is more time than expected being spent in certain areas? Less time? Is the proportion of time spent on high-priority areas adequate? Does travel time seem high? Note that the number served is not a count of only different people served, since it may include multiple activities for the same person. Instead, it is a count of patient contacts or encounters. For individual CHR performance, managers can review Report #1 at the provider level.

To generate the report, enter the beginning and ending date of service. You will then have the option of including data from all CHR programs or one specific program. At the prompt, enter Yes to include all programs or No to limit the report to one program. If you respond No, you will then need to enter the specific program name at the next prompt.

The sample report on the following page shows data for the White Mountain Apache program for June 1-30, 1996.

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***** CHR REPORT NO. 1 *****

TIME SPENT, CLIENT CONTACTS, AND ACTIVITIES by HEALTH PROBLEM

PROGRAM: WHITE MOUNTAIN APACHE (6071233)
REPORT DATES: JUN 01, 1996 TO JUN 30, 1996

HEALTH PROBLEM	SERVICE HOURS		TRAVEL HOURS		CLIENT CONTACTS		ACTIVITIES	
TOTAL	1,592	100%	300	100%	1,667	100%	1,324	100%
AN ABUSE/NEGLECT	0	0%	0	0%	1	0%	1	0%
AC ACCIDENTAL INJURY	10	1%	4	1%	13	1%	15	1%
AL ALCOHOL	8	1%	3	1%	22	1%	16	1%
AG ALLERGY	0	0%	0	0%	1	0%	1	0%
AR ARTHRITIS	8	0%	2	1%	7	0%	11	1%
BL BLEEDING	6	0%	0	0%	4	0%	1	0%
CO COLD	3	0%	1	0%	7	0%	6	0%
DE DENTAL (ALL)	23	1%	15	5%	57	3%	39	3%
DM DIABETES MELLITUS	323	20%	52	17%	405	24%	293	22%
DI DIALYSIS	1	0%	0	0%	1	0%	1	0%
DA DRUG ABUSE	1	0%	0	0%	2	0%	2	0%
EC EYE CARE/GLASSES	6	0%	1	0%	5	0%	5	0%
ED EYE DISEASE	9	1%	2	1%	15	1%	13	1%
FP FAMILY PLANNING	5	0%	3	1%	21	1%	22	2%
GA GALLBLADDER	0	0%	1	0%	2	0%	2	0%
GE GASTROENTERITIS/DIARR	0	0%	1	0%	5	0%	3	0%
GU GENITO/URINARY DISEAS	2	0%	0	0%	1	0%	1	0%
HA HEARING AIDS	7	0%	1	0%	3	0%	4	0%
HT HEART	5	0%	6	2%	10	1%	15	1%
HY HYPERTENSION	44	3%	12	4%	89	5%	71	5%
IZ IMMUNIZATION	0	0%	1	0%	3	0%	2	0%
IM IMPETIGO	3	0%	4	1%	15	1%	16	1%
IN INFECTIONS	2	0%	1	0%	5	0%	3	0%
IC INJURY CONTROL	25	2%	5	2%	1	0%	9	1%
MP MOVEMENT PROBLEM	23	1%	10	3%	43	3%	38	3%
-- NO PROBLEM ENTERED	158	10%	2	1%	3	0%	33	2%
NU NUTRITION	153	10%	5	2%	79	5%	28	2%
OB OBESITY	1	0%	0	0%	1	0%	1	0%
OD OTHER DIGESTIVE	4	0%	0	0%	4	0%	2	0%
OH OTHER HP/DP	682	43%	139	46%	643	39%	521	39%
OI OTHER INFECTIONS	5	0%	1	0%	18	1%	13	1%
ON OTHER NERVOUS SYSTEM	2	0%	1	0%	2	0%	2	0%
OR OTHER RESPIRATORY	3	0%	1	0%	9	1%	7	1%
PQ PARA/QUADRAPLEGIC	8	0%	2	1%	8	0%	9	1%
PO POSTNATAL CARE	1	0%	1	0%	2	0%	3	0%
PR PRENATAL CARE	28	2%	8	3%	67	4%	64	5%
SD SEIZURE DISORDER	1	0%	0	0%	4	0%	1	0%
SS STRESS	4	0%	1	0%	7	0%	8	1%
WC WELL CHILD CARE	26	2%	13	4%	67	4%	32	2%

C2 CHR #2 - Time, Contacts, and Activities by Service

This report shows how time was spent on various services. Are certain services taking more or less time than the tribe had projected/planned? Is this situation okay or does the manager need to reevaluate the situation for possible change? Is sufficient time spent in training for areas that are of a high priority to the tribal program? Does the amount of time used for administration exceed the recommended level of 15%? If yes, Why?

You will enter the beginning and ending date of service for the report. You will then have the option of including data from all CHR programs or one specific program. At the prompt, enter Yes to include all programs or No to limit the report to one program. If you respond No, you will then need to enter the specific program name at the next prompt.

The following sample report shows data for the White Mountain Apache program for June 1-30, 1996.

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***** CHR REPORT NO. 2 *****

TIME SPENT, CLIENT CONTACTS, AND ACTIVITIES by ACTIVITY (SERVICE)

PROGRAM: WHITE MOUNTAIN APACHE (6071233)
REPORT DATES: JUN 01, 1996 TO JUN 30, 1996

ACTIVITY (SERVICE)	SERVICE HOURS	TRAVEL HOURS	CLIENT CONTACTS	ACTIVITIES
TOTAL	1,592 100%	300 100%	1,667 100%	1,324 100%
AM ADMINISTRATION/MANAGEM	366 23%	11 3%	22 1%	134 10%
CF CASE FINDING/SCREENING	38 2%	4 1%	99 6%	68 5%
CM CASE MANAGEMENT	15 1%	3 1%	15 1%	17 1%
EC EMERGENCY CARE	4 0%	1 0%	2 0%	3 0%
ES ENVIRONMENTAL SERVICE	20 1%	3 1%	0 0%	6 0%
HE HEALTH EDUCATION	255 16%	30 10%	315 19%	117 9%
HS HOMEMAKER SERVICES	4 0%	1 0%	15 1%	5 0%
IT INTERPRET/TRANSLATE	0 0%	0 0%	1 0%	1 0%
MP MONITOR PATIENT	88 6%	23 8%	170 10%	111 8%
OT OBTAIN TRAINING	87 5%	5 2%	2 0%	31 2%
OP OTHER PATIENT SERVICE	540 34%	138 46%	503 30%	506 38%
PC PATIENT CARE	14 1%	8 3%	36 2%	32 2%
TP TRANSPORT PATIENT	160 10%	75 25%	487 29%	293 22%

RUN TIME (H.M.S): 0.0.25
End of report. HIT RETURN:

C3 CHR #3 - Time, Contacts, Activities by Setting

The CHR #3 report shows where the CHR's reported spending their time and the number of patient encounters that occurred in the different settings. There is no ideal distribution of time to the different settings. However, if the data showed that CHR's were spending a high proportion of time in hospitals/clinics when the tribe planned for an emphasis in home visits, it would raise questions for the program manager. Also, if CHR's were spending too much time in the office, this could indicate that outreach services were not being emphasized enough.

To generate the report, enter the beginning and ending date of service. You will then have the option of including data from all CHR programs or one specific program. At the prompt, enter Yes to include all programs or No to limit the report to one program. If you respond No, you will then need to enter the specific program name at the next prompt.

The following sample report shows data for the White Mountain Apache program for June 1-30, 1996.

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***** CHR REPORT NO. 3 *****

TIME SPENT, CLIENT CONTACTS, AND ACTIVITIES by SETTING

PROGRAM: WHITE MOUNTAIN APACHE (6071233)
REPORT DATES: JUN 01, 1996 TO JUN 30, 1996

SETTING	SERVICE HOURS		TRAVEL HOURS		CLIENT CONTACTS		ACTIVITIES	
TOTAL	1,592	100%	300	100%	1,667	100%	1,324	100%
CH CHR OFFICE	794	50%	28	9%	62	4%	314	24%
CM COMMUNITY								
HM HOME	112	7%	27	9%	194	12%	149	11%
HC HOSPITAL/CLINIC	119	8%	29	10%	160	10%	139	10%
** NO SETTING ENTERED	4	0%	0	0%	0	0%	3	0%
-- NOT AVAILABLE	2	0%	0	0%	0	0%	1	0%
RT RADIO/TELEPHONE	0	0%	0	0%	1	0%	3	0%

RUN TIME (H.M.S): 0.0.23
End of report. HIT RETURN:

C4 CHR #4 - Number of Referrals from/to

The number and distribution of the referral data in this report show the connection between CHR's and the community health-care delivery system. The report details the number and frequency of referrals to the CHR program and the number and frequency of referrals made by the CHR program.

You will enter the beginning and ending date of service for the report. You will then have the option of including data from all CHR programs or one specific program. At the prompt, enter Yes to include all programs or No to limit the report to one program. If you respond No, you will then need to enter the specific program name at the next prompt.

The following sample report shows data for the White Mountain Apache program for June 1-30, 1996.

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***** CHR REPORT NO. 4 *****

NUMBER OF REFERRALS FROM/TO

PROGRAM: WHITE MOUNTAIN APACHE (6071233)
REPORT DATES: JUN 01, 1996 TO JUN 30, 1996

REFERRALS TO CHR FROM	# REFERRALS	REFERRALS BY CHR TO	# REFERRALS
TOTAL	183 100%	TOTAL	91 100%
MD MEDICAL	68 37%	MD MEDICAL	27 30%
NR NURSING	0 0%	NR NURSING	0 0%
DN DENTAL	2 1%	DN DENTAL	0 0%
EY EYE	7 4%	EY EYE	1 1%
SW SOCIAL WORKER	1 1%	SW SOCIAL WORKER	0 0%
SA SUBSTANCE ABUSE PROG	1 1%	SA SUBSTANCE ABUSE PROG	0 0%
OP OTHER PROFESSIONALS	7 4%	OP OTHER PROFESSIONALS	0 0%
TN TECHNICIAN	0 0%	TN TECHNICIAN	0 0%
AP AGENCY/PROGRAM	7 4%	AP AGENCY/PROGRAM	4 4%
FS FAMILY/SELF/COMMUNIT	29 16%	FS FAMILY/SELF/COMMUNIT	0 0%
CH CHR	61 33%	CH CHR	59 65%

RUN TIME (H.M.S): 0.0.8
End of report. HIT RETURN:

C5 CHR #5 - Client Contacts by Health Area, Age, Sex

This report provides information on the characteristics of the individual people served. Are the program's resources primarily directed to younger or older patients? Groups with the greatest health-care needs? Targeted ages the tribe wants addressed?

This report can also help to monitor reporting accuracy, since certain health areas, like Gerontological and Maternal/Child Health, should include patients from certain age and sex groups, such as older and younger people and women. Given the age distribution of the community, are CHR resources meeting the needs of the local population? The answer requires information on the age distribution and health-care needs of the local population, which can be found in certain IHS data sources. Remember that the numbers do not necessarily represent different people since the same person can receive multiple services.

Note: This report requires a printer capable of producing 132 character lines.

You will enter the beginning and ending date of service for the report. You will then have the option of including data from all CHR programs or one specific program. At the prompt, enter Yes to include all programs or No to limit the report to one program. If you respond No, you will then need to enter the specific program name at the next prompt.

The predefined age groups used in the report are defined as:

- 0 - 4
- 5 - 9
- 10 - 19
- 20 - 34
- 35 - 54
- 55 - 199

If you want to change these groupings, enter Yes at the prompt and follow the on-screen instructions.

The following sample report shows data for the White Mountain Apache program for June 1-10, 1996.

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***** CHR REPORT NO. 5 *****
 CLIENT CONTACTS BY HEALTH PROBLEM, AGE AND SEX
 PROGRAM: WHITE MOUNTAIN APACHE (6071233)
 REPORT DATES: JUN 01, 1996 TO JUN 10, 1996

HEALTH PROBLEM	---ALL AGES---		0-9		9-19		20-39		39-59		>59	
	M	F	M	F	M	F	M	F	M	F	M	F
TOTAL	50	60	5	9	10	10	5	15	12	10	18	16
IM IMPETIGO	9	3	.	1	4	.	2	2	.	.	3	.
DM DIABETES	20	20	10	10	10	10
CO COLD	12	20	5	8	.	6	.	.	2	.	5	6
NU NUTRITION	9	17	.	.	6	4	3	13

C6 CHR #6 - Provider Data

The Provider Data report gives a quick comparative overview of the performance of each CHR in the program. How does reported time vary among CHRs and why do some CHRs report more time than others? If there is a significant discrepancy in the number of hours shown, be sure CHRs can account for their time so you can tell whether there is a problem with coding or with missing data. Also, why do some CHRs show more work hours than would be expected in the time period covered? Fewer hours? Review the number of people served and make sure that very high and very low numbers are accurate. Calculate time per person served by dividing total service hours by the total number served. You can do this for each CHR and for all CHRs combined. Are CHRs spending too little time per person served? Too much?

Note: This report requires a printer capable of producing 132 character lines.

To generate the report, you will enter the beginning and ending date of service. You will then have the option of including data from all CHR programs or one specific program. At the prompt, enter Yes to include all programs or No to limit the report to one program. If you respond No, you will then need to enter the specific program name at the next prompt.

The following sample report shows data for the White Mountain Apache program for June 1-10, 1996.

DATE GENERATED: OCT 16, 1996	PAGE 1									
***** CHR REPORT NO. 6 *****										
CLIENT CONTACTS BY HEALTH PROBLEM, AGE AND SEX										
PROGRAM: WHITE MOUNTAIN APACHE (6071233)										
REPORT DATES: JUN 01, 1996 TO JUN 10, 1996										
NUM PROVIDER SERVED	SERVICE HOURS	TRAVEL HOURS	LEAVE HOURS	TOTAL 0 HOURS	NUM SERV 1 ACTIVITIES	NUM SERV ACTIVITIES	GROUP ACTIVITIES	AVERAGE GRP SIZE	TOT	

TOTAL	4,118	803	994	5,915	1,340	1,647	657	4.6	4,691	
BUTCHER, LORI	359	7	21	387	137	4	14	12.9	185	
SMITH, MARY	294	62	77	434	114	144	121	3.2	530	
...										
...										
..., etc.										

C8 CHR #8 - Hours (Service + Travel) by Month

This report produces a summary of the total number of hours (service, leave, and travel) spent by the CHR program staff each month on CHR activities during the reporting period.

First, enter the beginning and ending service dates at the prompts. You can then choose to have the data reported by program or by provider. Select one of the following choices by entering the corresponding mnemonic at the prompt.

- PG By Program (Report 8)
- PR By Provider (Report 8.2)

A sample of each type of report is shown here.

Report Output by Program

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***** CHR REPORT NO. 8 *****

HOURS (SERVICE+TRAVEL) BY MONTH AND PROGRAM

PROGRAM: WHITE MOUNTAIN APACHE (6071233)

REPORT DATES: JUN 01, 1996 TO AUG 30, 1996

MONTH/YEAR	TOTAL HOURS	SERVICE HOURS	TRAVEL HOURS
JUN 1996	2,229	1,928	300
JUL 1996	2,100	1,880	220
AUG 1996	2,200	1,700	500

RUN TIME (H.M.S): 0.1.23
End of report. HIT RETURN:

Report Output by Provider

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***** CHR REPORT NO. 8.2 *****

HOURS (SERVICE+TRAVEL) BY MONTH AND PROVIDER

PROVIDER: JARLAND, TONI M

REPORT DATES: JUN 01, 1996 TO JUL 30, 1996

MONTH/YEAR	TOTAL HOURS	SERVICE HOURS	TRAVEL HOURS
JUN 1996	107	85	22
JUL 1996	55	49	6

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***** CHR REPORT NO. 8.2 *****

HOURS (SERVICE+TRAVEL) BY MONTH AND PROVIDER

PROVIDER: BUTCHER, LORI A

REPORT DATES: JUN 01, 1996 TO JUL 30, 1996

MONTH/YEAR	TOTAL HOURS	SERVICE HOURS	TRAVEL HOURS
JUN 1996	200	170	30
JUL 1996	55	49	6

Note: One page will print for each CHR for Report 8.2 (by provider).

C9 CHR #9 - Data Summary by Provider

The Data Summary by Provider report displays a summary of the CHR's activities. The CHR's time is broken down into administrative and non-administrative duties so that you can determine on which types of activities the CHRs are spending the majority of their time.

This report option prompts you to enter a beginning and ending date of service.

Below is a sample report for June 1-10, 1996.

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***** CHR REPORT NO. 9 *****

DATA SUMMARY BY PROVIDER
REPORT DATES: JUN 01, 1996 TO JUN 10, 1996

PROVIDER	TOT NUM OF ACTIVITIES	NUMBER SERVED	S&T HRS ALL SRVS	S&T HRS NON -ADM	S&T HRS ADM SRV

TOTAL	1,386	1,658	2,229	1,425	1,545
BUTCHER, LORI	30	0	178	5	169
CHR, TRIBAL	236	267	416	279	486
CURTIS, ANDREA	95	117	107	84	23
DOUGLAS, BILL	142	153	152	134	18
ENIS, IRMA	29	2	141	1	190
GRIFFITH, SARAH ANN	159	257	132	123	110
TRANGSRUD, DENA	145	189	166	122	143
JARLAND, TONI M	127	146	107	93	64
KORB, HELEN	89	55	117	105	12
JONES, BONNIE LEIGH	72	96	138	20	167
MONTOUR, VINA J.	48	109	145	112	32
HALL, HELEN MAE	18	1	144	144	23
LOPEZ, DIANA MARIE	56	62	120	74	46
STEPHENS, TERESA	140	204	166	130	86

RUN TIME (H.M.S): 0.0.14
End of report. HIT RETURN:

CH CHR #13 - Highlights

The local CHR program can compare its scope of work performance over a specified time period by listing the top five reported areas or services as a portion of 100% in the following areas:

- Health areas by time
- Health areas by client contacts
- Services by time
- Patient transportation services against standard values
- Administration/management services against standard values
- Non-specific health area services against standard values
- Individual provider activities by setting, individual versus group encounters in total client contacts

Begin generating this report by entering the beginning and ending dates of service. You will then have the option of including data from all CHR programs or one specific program. At the prompt, enter Yes to include all programs or No to limit the report to one program. If you respond No, you will then need to enter the specific program name at the next prompt.

Next, you have the option of presenting the data in a list format or as a bar chart. Select one of the following by entering the corresponding letter at the prompt.

- L List of items with counts
- B Bar chart (132 col)

Finally, indicate the number of entries to include in the report; for instance, if you enter the number 10, only the top 10 items will print.

A sample of the list format report type is included on the following pages.

List Format

DATE PRINTED: OCT 16, 1996

Page 1

COMMUNITY HEALTH REPRESENTATIVE REPORT 13 -- HIGHLIGHTS
 TOP 30 HEALTH PROBLEMS AND SERVICES
 REPORTING PERIOD: JUN 01, 1996 TO JUN 30, 1996

HEALTH PROBLEM	SERVICE & TRAVEL HOURS	% OF TOTAL
OTHER HP/DP	861.1	38.6
DIABETES MELLITUS	433.3	19.4
NO PROBLEM ENTERED	396.9	17.8
NUTRITION	158.3	7.1
HYPERTENSION	55.4	2.5
WELL CHILD CARE	38.2	1.7
DENTAL (ALL)	37.9	1.7
PRENATAL CARE	36.0	1.6
MOVEMENT PROBLEM	32.9	1.5
INJURY CONTROL	29.8	1.3
ACCIDENTAL INJURY	14.0	0.6
EYE DISEASE	11.1	0.5
ALCOHOL	11.0	0.5
HEART	10.6	0.5
PARA/QUADRAPLEGIC	9.8	0.4
ARTHRITIS	9.3	0.4
HEARING AIDS	8.2	0.4
FAMILY PLANNING	7.9	0.4
OTHER INFECTIONS	6.8	0.3
EYE CARE/GLASSES	6.8	0.3
IMPETIGO	6.6	0.3
BLEEDING	6.2	0.3
STRESS	5.6	0.3
OTHER RESPIRATORY	4.5	0.2
OTHER DIGESTIVE	4.3	0.2
COLD	4.3	0.2
OTHER NERVOUS SYSTEM	2.4	0.1
INFECTIONS	2.4	0.1
GENITO/URINARY DISEASE	2.2	0.1
SURGERY FOLLOWUP	2.2	0.1
SCHOOL HEALTH	1.5	0.1
ALL HEALTH PROBLEMS	2,228.5	100%

DATE PRINTED: OCT 16, 1996

Page 2

COMMUNITY HEALTH REPRESENTATIVE REPORT 13 -- HIGHLIGHTS
 TOP 30 HEALTH PROBLEMS AND SERVICES
 REPORTING PERIOD: JUN 01, 1996 TO JUN 30, 1996

SERVICE	SERVICE & TRAVEL HOURS	% OF TOTAL
OTHER PATIENT SERVICE	678.3	30.4
ADMINISTRATION/MANAGEMENT	376.9	16.9
LEAVE TIME	336.6	15.1
HEALTH EDUCATION	284.8	12.8
TRANSPORT PATIENT	235.1	10.5
MONITOR PATIENT	110.6	5.0
OBTAIN TRAINING	92.8	4.2
CASE FINDING/SCREENING	41.7	1.9
ENVIRONMENTAL SERVICE	22.4	1.0
PATIENT CARE	21.9	1.0
CASE MANAGEMENT	17.6	0.8
EMERGENCY CARE	5.0	0.2
HOMEMAKER SERVICES	4.3	0.2
INTERPRET/TRANSLATE	0.6	0.0
ALL SERVICES	2,228.5	100%

RUN TIME (H.M.S): 0.0.5
 End of report. HIT RETURN:

Print CHR Standard Tables

The following report options allow you to print the CHR standard tables listed.

```
*****
**          RPMS CHR/PCC REPORTING SYSTEM          **
**          Print CHR Standard Tables              **
*****
                SELLS HOSPITAL/CLINIC
                Version 1.0

AL  Print Activity Location Table
FP  Print Family Planning Method Table
PG  Print CHR Programs Table
RF  Print Referrals Table
SC  Print Service Code Table
```

To print any of these tables, enter the corresponding mnemonic and press the <return> key. You can then select how you want the table sorted. The default value for the sort prompt is Name. To see the other options available, type a question mark (?) and press <return>.

These reports are displayed on the following pages.

CHR **ACTIVITY LOCATIONS** LIST OCT 16,1996 08:34 PAGE 1

MNEMONIC
(CHRIS
II)

NAME

CHR OFFICE	CH
COMMUNITY	CM
HOME	HM
HOSPITAL/CLINIC	HC
NOT AVAILABLE	--
RADIO/TELEPHONE	RT

CHR **FAMILY PLANNING** METHODS LIST OCT 16,1996 08:34 PAGE 1

NAME CODE

BIRTH CONTROL PILLS	3
CERVICAL CAP	5
CONDOM	4
DEPO -PROVERA HORMONE	12
DIAPHRAGM	10
IUD	8
MORNING AFTER	14
NORPLANT	13
NOT NEEDED	1
NOT USED	2
OVULATION/RHYTHM	9
SPONGE/SPERMICIDE	6
TUBAL LIGATION	7
VASECTOMY	11

CHR **REFERRALS** LIST OCT 16,1996 08:39 PAGE 1

NAME MNEMONIC

AGENCY/PROGRAM	AP
CHR	CH
DENTAL	DN
EYE	EY
FAMILY/SELF/COMMUNITY	FS
MEDICAL	MD
NURSING	NR
OTHER PROFESSIONALS	OP
SOCIAL WORKER	SW
SUBSTANCE ABUSE PROGRAM	SA
TECHNICIAN	TN

CHR **SERVICE CODES** LIST

OCT 16,1996 08:40 PAGE 1

NAME MNEMONIC

ADMINISTRATION/MANAGEMENT	AM
CASE FINDING/SCREENING	CF
CASE MANAGEMENT	CM
EMERGENCY CARE	EC
ENVIRONMENTAL SERVICE	ES
HEALTH EDUCATION	HE
HOMEMAKER SERVICES	HS
INTERPRET/TRANSLATE	IT
LEAVE TIME	LT
MONITOR PATIENT	MP
OBTAIN TRAINING	OT
OTHER PATIENT SERVICE	OP
PATIENT CARE	PC
TRANSPORT PATIENT	TP

3 Manager Utilities

This chapter provides instructions on using the Manager Utilities available in the RPMS CHR/PCC system. These utilities include functions to update site parameters for the system, download patient demographics to the remote computers, and export data to the CHRIS II system.

The following utilities are available from the Manager Utilities menu:

```
*****
**      RPMS CHR/PCC REPORTING SYSTEM      **
**              Manager Utilities          **
*****
                SELLS HOSPITAL/CLINIC
                Version 1.0

EXP      Export Utility Menu ...
PDL      Download Patient Demographic Data to Remote
SITE     Update Site Parameters
```

Export Utility Menu

This set of options is used to export data to the CHRIS II system. At a specified interval, which will be defined by your Area CHR Coordinator, you must export the data that has been entered into the computer to the National CHRIS II Reporting System. This interval may be weekly, monthly, or quarterly. Contact the Area CHR Coordinator for the interval to be used in your Area.

The export process can be handled one of two ways. The first, and by far the easiest, is to have the RPMS Site Manager schedule a task called “BCH EXPORT GENERATE TXS” to run automatically at the indicated interval time. The second way to perform an export is to execute the option called GEN - Generate Transactions once a week, once a month, or at whatever interval has been defined.

To access the export menu, type EXP and press the <return> key. The following menu will display.

```

*****
**      RPMS CHR/PCC REPORTING SYSTEM      **
**      CHRIS II Export Utility           **
*****
                SELLS HOSPITAL/CLINIC
                Version 1.0

GEN      Generate CHR Transactions for HQ
DISP     Display a Log Entry
RGEN     Re-generate Transactions
RSET     Re-set Data Export Log
CHK      Check Records Before Export
ERRS     Print Error List for Export
OUTP     Create OUTPUT Tape (if writing to Tape)

```

Follow these steps to export data to the CHRIS II system.

1. Determine at what interval (weekly, monthly, quarterly) the export should be performed.
2. Choose one of the following:
 - A. Request that the Site Manager schedule the generation of the transactions at the appropriate interval. If you do this, proceed to step 3.
 - B. Run option GEN - Generate Transactions. Below is a sample of how to generate transactions.

This routine will generate CHRIS II records to be sent to HQ. The data transmitted will include everything entered since the last time data was exported up until yesterday.

You may "^" out at any prompt and will ask to confirm your entries prior to generating transactions.

Last run was for OCT 16,1996 through OCT 20,1996.

The inclusive dates for this run are OCT 21,1996 through OCT 28,1996.
The location for this run is SELLS HOSPITAL/CLINIC.

Do you want to continue? N// **YES**
Generating New Log entry..

Do you want to QUEUE this to run at a later time? N// **No (no need to queue)**

Generating transactions. Counting records. (9)

12 transactions were generated.

Updating log entry.

Deleting cross-reference entries. (9)

RUN TIME (H.M.S): 0.0.4

```
Please Standby - Copying Data to UNIX File
/usr/spool/uucppublic/ BCHR000101.150
```

This filename is very important. You should now let the Site Manager know that the export file has been created. Give this file name to the Site Manager to send it to the Area Office.

```
-->There are more than twelve generations of CHR RECORDs stored in the
LOG file.
-->Time to do a purge.
```

```
DONE -- Press RETURN to Continue:
```

3. Display the log entry. To do this, enter DISP at the Export Utilities menu prompt and press the **<return>** key.

```
Select CHR EXTRACT LOG BEGINNING DATE:  (press the space bar here) 10-21-
1996
```

```
DEVICE: HOME//
```

```
Information for Log Entry 14 Beginning Date: OCT 21,1996
```

```
NUMBER: 14                BEGINNING DATE: OCT 21, 1996
ENDING DATE: OCT 28, 1996
RUN START DATE/TIME: OCT 29, 1996@11:19:38
RUN STOP DATE/TIME: OCT 29, 1996@11:19:41
COUNT OF ERRORS: 0        COUNT OF TRANSACTIONS: 12
COUNT OF RECORDS PROCESSED: 9    RUN LOCATION: SELLS HOSPITAL/CLINIC
UPDATES: 12                DELETES: 0
TRANSMISSION STATUS: SUCCESSFULLY COMPLETED
```

The above log entry shows you how many records were processed, how many transactions were generated, how many errors occurred, and which dates were included in this transmission. It is recommended that you save a copy of these log entries in a folder for future reference.

4. If any errors occurred, print the list of errors. Errors rarely occur. If they do, the records in error should be edited and corrected.

To print the error list, enter ERRS at the Export Utilities menu prompt and press **<return>**. Note that there were no errors for this export.

```
Select CHR EXTRACT LOG BEGINNING DATE: hit a space bar here or enter the
log number
No TX errors generated on that run.
```

RGEN Re-Generate Transactions

If a file of transactions is lost or unreadable by the CHRIS II software, there may be a need to re-generate a set of transactions. To do this, enter RGEN at the Export Utility menu prompt and press the <return> key. Follow the example below.

```
Select CHR EXTRACT LOG BEGINNING DATE:  14 (enter the log number or
beginning date for the log that needs to be re-processed)

Log entry 14 was for date range MAY 21,1996 through MAY 28,1996
and generated 12 transactions from 9 records.

This routine will generate CHRIS II transactions.

Do you want to regenerate the transactions for this run? N//  YES
Do you want to QUEUE this to run at a later time? N//  NO
Generating transactions. Counting visits. (9)

12 transactions were generated.
Updating Log entry.

RUN TIME (H.M.S): 0.0.1

-->There are more than three generations of RECORDs stored in the LOG
file.
-->Time to do a purge.
Resetting RECORD specific data in Log file. (9)
Resetting RECORD TX Flags. (9)
Please Standby - Copying Data to UNIX File
/usr/spool/uucppublic/ BCHR000101.150
```

The filename that appears at the end of the dialog is very important. You should now let the Site Manager know that the export file has been created. Give the file name to your Site Manager who will send the file to the Area Office.

PDL Download Patient Demographic Data to Remote

This option is used by the RPMS Site Manager to download a set of patients to a flat file. This file is then uploaded on the CHR's remote computer. Please refer to the CHR manual "How to Set Up and Maintain the Community Health Representative Remote Patient Care Component Information and Reporting System" for more information on how to upload patient data. The following is a sample of how to download the data.

This routine is to be run whenever a CHR wants to download the patient demographic data to their remote device.

The set of patients that are downloaded can be selected based on such items as community of residence or where the patient is registered. A file of records will be created called CHRnnnn.xxx where nnn is the user number of the CHR for whom the file is generated, and where xxx is the Julian date. This file will be placed in the same directory that all export globals are placed. In most cases that will be /usr/spool/uucppublic. See your site manager to assist you in finding the file once it has been created.

Do you wish to continue and create a download patient file? N// **YES**

For which CHR is the file being created: **SMITH,MARY**

At the above prompt, enter the name of the CHR for which the file of patients is being created.

The Patients to be downloaded can be selected based on any of the following criteria:

- | | |
|-------------------------------|-----------------------|
| 1) Patient Age | 5) Patient DOB |
| 2) Patient Community | 6) Living Patients |
| 3) Patient Tribe | 7) Chart Facility |
| 4) Classification/Beneficiary | 8) Date of Last Visit |

<Enter a list or a range. E.g. 1-4,5,20 or 10,12,20,30>

<<HIT RETURN to conclude selections or bypass screens>>

Select Patients based on which of the above: (1-8): **2,6,7,8**

In the above example, the patients selected for downloading will be screened by a particular community, they will be living, have a chart at a certain facility, and have been seen within a particular date range. The Site Manager should know ahead of time the subset of patients that should be downloaded to this file. A specific definition for each of the selected criterion will need to be entered next, as shown below.

(2) Patient Community Selection

Enter COMMUNITY: **SELLS** PIMA ARIZONA 067 0410067
 Enter ANOTHER COMMUNITY: **<return> to bypass**

(6) Living Patients Selection

Select one of the following:

- 1 Living Patients
- 0 NO Living Patients

Should patient have: 1// **1** Living Patients

(7) Chart Facility Selection

```

Enter FACILITY LOCATION:  SELLS HOSPITAL
Enter ANOTHER FACILITY LOCATION:  <return> to bypass

The following have been selected =>
    SELLS HOSPITAL/CLINIC

```

(8) Date of Last Visit Selection (patients who have been seen since Jan. 1, 1993)

```

Enter beginning Date of Last Visit for Search:  01/01/93 (JAN 01, 1993)
Enter ending Date of Last Visit for Search:  //  T

```

A summary of selection criteria will display.

```

PATIENT Selection Criteria
  Patient Community: SELLS
  Living Patients: Living Patients Only
  Chart Facility: SELLS HOSPITAL/CLINIC
  Date of Last Visit: JAN 01, 1993 to JAN 01, 1996

  Would you like to select additional PATIENT criteria? NO//

Which FACILITY's HRN should pass to the remote?  SELLS HOSPITAL/CLINIC/

```

The chart number downloaded should be the chart number of the facility to which the CHR will pass the data.

```

I am going to create a file called CHR1066.150 which will reside in
the /usr/spool/uucppublic directory.
Actually, the file will be placed in the same directory that the data
export globals are placed.  See your site manager for assistance in
finding the file after it is created. PLEASE jot down and remember the
following file name:
    ***** CHR1066.150 *****
It may be several hours (or overnight) before your flat file is
finished.

As a reminder, the records that are generated and placed in file
CHR1066.150 are in a standard, pre-defined record format. For a
definition of the format please see your user manual.

Is everything ok? Do you want to continue?? Y//  YES
Do you want to QUEUE this to run at a later time? Y//  NO
...EXCUSE ME, I'M WORKING AS FAST AS I CAN...
Please Standby - Copying Data to UNIX File
/usr/spool/uucppublic/ CHR1066.150
A total of 27 patients were downloaded.

```

The file listed above should then be placed on a diskette and uploaded to the CHR's remote PC using the procedures outlined in the manager's manual.

SITE Update Site Parameters

Before using the RPMS CHR/PCC Information and Reporting System, the site parameters need to be set. The sample dialogue below shows how to set-up these parameters.

To access the site parameter setup screen, type SITE and press the <return> key.

```
Select CHR SITE PARAMETERS : Enter your site name here.

SITE: SELLS HOSPITAL/CLINIC// (Press <return> here.)
TYPE OF VISIT TO CREATE IN PCC : TRIBAL// (this should always be TRIBAL)
TYPE OF VISIT IF CHR IS WORKING AT THIS FACILITY: IHS (Enter the type
of facility at which the RPMS Computer is located. Your response will
be either 638 or IHS.)

Enter a Location to be used for HOME: HOME// (Enter the Service Unit's
HOME location, e.g., for the Sells Service Unit it is 000189.)

Enter a Location to be used for OFFICE: OFFICE// (Enter the Service
Unit's OFFICE location, e.g., for the Sells Service Unit it is 000186.)

Enter a Location to be used for OTHER: OTHER// (Enter the Service
Unit's OTHER location, e.g., for the Sells Service Unit it is 000198.)

MODE OF PASSING DATA TO CHRIS: AIB AREA PROCESSING

DEFAULT DEVICE FOR DATA TRANS: FILE (UNIX UUCPPUBLIC or DOS)
```


4 Send File from CHR Remote System

This option should **NOT** be used unless you have just dialed in from your remote PC and are about to transfer a file of HL7 transactions. Consult the CHR Manual “How to Setup and Maintain the Community Health Representative Remote Patient Care Component Information and Reporting System” for more information on how to send a file of transactions from a remote PC.