



RESOURCE AND PATIENT MANAGEMENT SYSTEM

iCare Population Management GUI

(BQI)

National Measures User Manual

Version 2.5
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Office of Information Technology (OIT)
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Preface

The purpose of this manual is to provide you with the needed information to use the latest enhancements to the National Measures windows in the iCare (BQI) population management application.

This manual contains reference information about iCare views, examples of its processes, and step-by-step procedures to show you how to perform activities related to the National Measures windows in the latest version of the iCare application.

For more information about iCare basic functionality, iCare usage, or training for iCare, you may consult these resources:

- iCare – IHS OIT
Available at <http://www.ihs.gov/icare/>
- iCare Population Management GUI, User Manual Version 2.2 (July 2011)
Available at http://www.ihs.gov/RPMS/PackageDocs/bqi/bqi_022u.pdf
- iCare Training available at
http://www.ihs.gov/icare/index.cfm?module=dsp_icare_cmet_training
- Recorded AdobeConnect sessions for iCare available at
<https://ihs.adobeconnect.com/r6yazmoz1gm>
- Join the iCare listserv by sending an e-mail to icare@listserv.ihs.gov

1.0 Introduction

iCare is a Windows-based, client-server graphical user interface (GUI) to the IHS Resource and Patient Management System (RPMS). iCare retrieves key patient information from various components of the RPMS database and brings it together under a single, user-friendly interface. iCare is intended to help providers manage the care of their patients. The ability to create multiple panels of patients with common characteristics (e.g., age, diagnosis, community) allows users to personalize the way they view patient data.

The information included in this National Measure specific manual covers iCare National Measure specific functionality in iCare Version 2.5. For more information about iCare basic functionality, iCare usage, or training for iCare, you can consult the resources listed above in the Preface.

1.1 Background

Along with the rest of the healthcare industry, IHS has already developed a set of chronic condition management (or register) applications, including for diabetes, asthma, and HIV. This type of application provides a way for healthcare providers to manage a specific group (register) of patients for a single disease state. Register management applications assist healthcare providers to identify high-risk patients, proactively track care reminders and health status of individuals or populations, provide more standardized and appropriate care by embedding evidence-based guidelines, and report outcomes.

Many patients, however, have more than one diagnosed disease. For instance, at the current time within the Indian Health system, a diabetic asthmatic woman could be a member of four RPMS registers (diabetes, asthma, women's health, and immunizations). This 'silo' approach to patient care could potentially result in fragmented care, and could increase the risk of inadequate patient care management due to misidentification of the true level of risk.

1.2 iCare Graphical User Interface

The iCare GUI is intended to allow providers to see a more complete view of patients with multiple conditions, while maintaining the integrity of the user-defined, disease-specific registers.

iCare can help IHS providers by:

- Proactively identifying and managing different groups (populations) of patients who share user-defined characteristics.
- Providing an integrated view of a patient's conditions that would minimize "stove piped" care management.

- Providing an intuitive and integrated interface to the diverse patient data elements of the RPMS database.
- Facilitating providers a review of clinical quality of care measures for their own patients to enable improvement in the quality of healthcare delivery.
- Enabling views of traditional healthcare information from the perspectives of community, population and public health.
- Providing the default tag selection as Proposed and Accepted. You can change the tag selection for any record by selecting or de-selecting any checkbox.
- Clicking the “use AND?” check box when there are multiple tags selected. The “And” option searches for patients who have ALL of the user-defined tags.

1.3 Who Should Use iCare?

Any provider who needs to identify a group of patients for long-term management or to create a temporary list should think about using iCare. Do you fit any of the following scenarios?

- I am a nurse at a facility that assigns a primary care provider to each patient. Every day, I want to create a list of scheduled patients for two different doctors in my clinic.
- I want to identify which of my patients are considered obese so I can recommend nutrition counseling.
- Because providers at our clinic have performance goals related to annual GPRA clinical measures, I want to identify which of my patients are missing key clinical data.
- Our Women’s Health Clinic wants to focus on two clinical performance improvement initiatives this year. We want to identify the performance problem areas for female patients between the ages of 18 and 50.
- I am one of two part-time case managers for a group of children, and I want to create a patient list that we both can use.

2.0 Nat'l Measures Windows

The Nat'l Measures window display IHS national clinical performance measures as defined and reported in the RPMS Clinical Reporting System (CRS) module. iCare uses CRS performance logic to display whether the patients in the facility are meeting performance goals.

The data on the Main View Nat'l Measures window applies to the division of the facility the user is logged into. The Division information should have been set up in iCare Site Parameters or there may be blank data. Use 'Select All Divisions' if the view is currently blank.

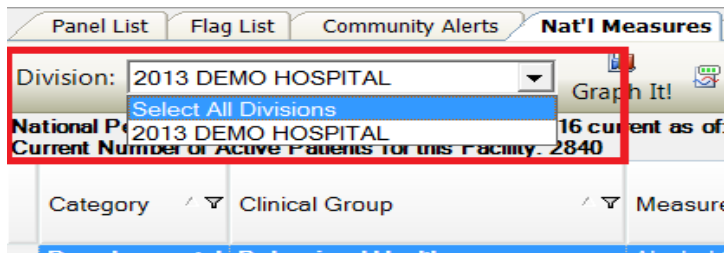


Figure 2-1: Sample **Division** selection window

RPMS iCare - ACORD.ARLIS - 2013 DEMO HOSPITAL - DEV1 - 10.24.198.203

File Edit View Tools Window Help Quick Patient See

Panel List Flag List Community Alerts **Nat'l Measures** CMET IPC

Division: 2013 DEMO HOSPITAL Graph It! Name of Facility logged in to: 2013 DEMO HOSPITAL

National Performance: Measures data from CRS 2016 current as of: Mar 26, 2016 03:58 AM
Current Number of Active Patients for this Facility: 2840

Category	Clinical Group	Measure Name	# Patients in Denominator	# Patients in Numerator	% Met	2016 Goal	IHS Current National Performance	Healthy People 2020 Goals
Developmental	Behavioral Health	Alcohol Screen: 12-75 (Dev)	2,270	1	0.0%			
		Alcohol Screen: Positive: 12-75 (Dev)	0	0				
		Depression Screening, Diagnosis or Suicide Ideation: 12-18 (Dev)	318	0	0.0%			
		Depression Screening, Diagnosis or Suicide Ideation: 18+ (Dev)	2,158	2	0.1%			
		SBIRT	2,377	0	0.0%			
	Cancer-Related	Comprehensive Cancer Screening (Dev)	1,402	133	9.5%			
	Immunizations	Adult IZ: 1:1:1	186	40	21.5%			
		Peds IZ: Hep A	23	0	0.0%			
		Peds IZ: Influenza	23	0	0.0%			
		Peds IZ: Rotavirus	23	0	0.0%			
		Prognant IZ: Influenza	3	1	33.3%			
	Other Clinical	Hepatitis C Screening	794	167	21.0%			
		Optometry (Dev)	0	0				
		Weight Assessment & Counseling (3-17)	603	0	0.0%			
		Weight Assessment & Counseling (3-17): BMI	603	0	0.0%			
Weight Assessment & Counseling (3-17): Nutrition		603	0	0.0%				
STI-Related	Weight Assessment & Counseling (3-17): Physical Activity	603	0	0.0%				
	STI: HIV Screen: 13-64 (Dev)	1,907	1	0.1%				
	STI: HIV Screens: Count (Dev)		1					
National GPRA	Behavioral Health	Alcohol Screen Females 14-46	704	1	0.1%	Baseline	N/A	N/A
		Alcohol Screen: Positive: Females 14-46	0	0			N/A	
		Depression: Diagnosis Only 18+	2,158	0	0.0%			
		Depression: Screening Only 18+	2,158	1	0.0%			
		Depression: Screening or Diagnosis 18+	2,158	1	0.0%	67.2%	67.4%	N/A
		IPVDV Screen Females 14-46	704	0	0.0%	Baseline	N/A	N/A
		Cancer-Related	Colorectal Cancer Screen 50-75	918	126	13.7%	38.7%	38.6%

Figure 2-2: Sample **Nat'l Measures** window

The data was updated on the date shown below the window's toolbar (outlined in green).

3.0 Nat'l Measures Main View

Category	Clinical Group	Measure Name	# Patients in Denominator	# Patients in Numerator	% Met	2016 Goal	IHS Current National Performance	Healthy People 2020 Goals	
Developmental	Behavioral Health	Alcohol Screen: 12-75 (Dev)	2,270	1	0.0%				
		Alcohol Screen: Positive: 12-75 (Dev)	0	0					
		Depression Screening, Diagnosis or Suicide Ideation: 12-18 (Dev)	318	0	0.0%				
		Depression Screening, Diagnosis or Suicide Ideation: 18+ (Dev)	2,158	2	0.1%				
		SBIRT	2,377	0	0.0%				
	Cancer-Related	Comprehensive Cancer Screening (Dev)	1,402	133	9.5%				
	Immunizations	Adult IZ: 1:1:1	186	40	21.5%				
		Peds IZ: Hep A	23	0	0.0%				
		Peds IZ: Influenza	23	0	0.0%				
		Peds IZ: Rotavirus	23	0	0.0%				
		Pregnant IZ: Influenza	3	1	33.3%				
	Other Clinical	Hepatitis C Screening	794	167	21.0%				
		Optometry (Dev)	0	0					
		Weight Assessment & Counseling (3-17)	603	0	0.0%				
		Weight Assessment & Counseling (3-17): BMI	603	0	0.0%				
		Weight Assessment & Counseling (3-17): Nutrition	603	0	0.0%				
	STI-Related	Weight Assessment & Counseling (3-17): Physical Activity	603	0	0.0%				
		STI: HIV Screen: 13-64 (Dev)	1,907	1	0.1%				
		STI: HIV Screens: Count (Dev)		1					
		National GPRA	Behavioral Health	Alcohol Screen Females 14-46	704	1	0.1%	Baseline	N/A
Alcohol Screen: Positive: Females 14-46				0	0			N/A	
Depression: Diagnosis Only 18+	2,158		0	0.0%					
Depression: Screening Only 18+	2,158		1	0.0%					
Depression: Screening or Diagnosis 18+	2,158		1	0.0%	67.2%	67.4%	N/A		
IPV/DV Screen Females 14-46	704		0	0.0%	Baseline	N/A	N/A		
Cancer-Related	Colorectal Cancer Screen 50-75		918	126	13.7%	38.7%	38.6%	70.5%	

Figure 3-1: Sample columns on the Nat'l Measures window

The Nat'l Measures Main View window has the following data columns:

Category: the name of the category, Developmental, National GPRA, Non-National, Other, or Other National.

Clinical Group: the name of the clinical performance group.

Measure Name: the measure title derived from the Summary Report. There is hover help when you move your mouse over a cell in this column.

Patients in Denominator: the total number of patients in this measure who meet the denominator definition.

Patients in Numerator: the total number of patients in this measure who meet the numerator definition.

% Met: the percentage of the panel who meet the measure, derived by dividing the denominator total by numerator total.

year Goal: the value will be the same as the one that displays in the “GPRA” column on the Summary Page from the CRS National GPRA report. The “year” is the most recent year with final goals recorded.

IHS Current National Performance: the value will be the same as the one that displays in the “Nat’I” column on the Summary Page from the CRS National GPRA report.

Healthy People 2020 Goals: the value represents the percentage of Health People 2020 goals met for the particular measure.

You can sort and/or filter any column, re-arrange the order of the columns, etc. You can print a display or export information to an Excel sheet.

4.0 Nat'l Measures Toolbar

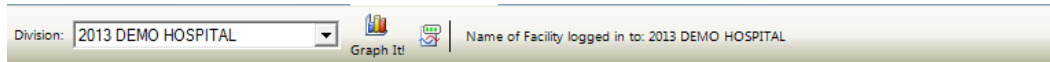


Figure 4-1: Toolbar of Nat'l Measures window

Division: the option selected for this field determines what division (or all divisions) data is displayed on the window.

The data on the Nat'l Measures window applies to the name of the facility that the user logged onto iCare with.

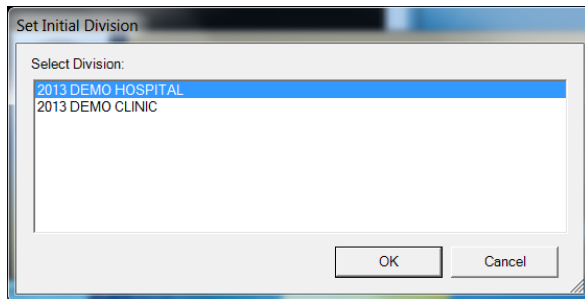



Figure 4-2: Sign-on Division set

The toolbar buttons and menu options determine what actions you can take on this window.

4.1.1 Background Jobs

Click the Background Jobs () button (or select **File | Background Jobs**) to display the **Background Jobs** pop-up.

4.1.2 Graph It! Button

Use the Graph It! Button (or select **File | National Measures | Graph It!** or select **Tools | Graph It!**) to produce a graph of selected rows in the grid.

After clicking the button, the application displays the **Charting – National Measures** window.

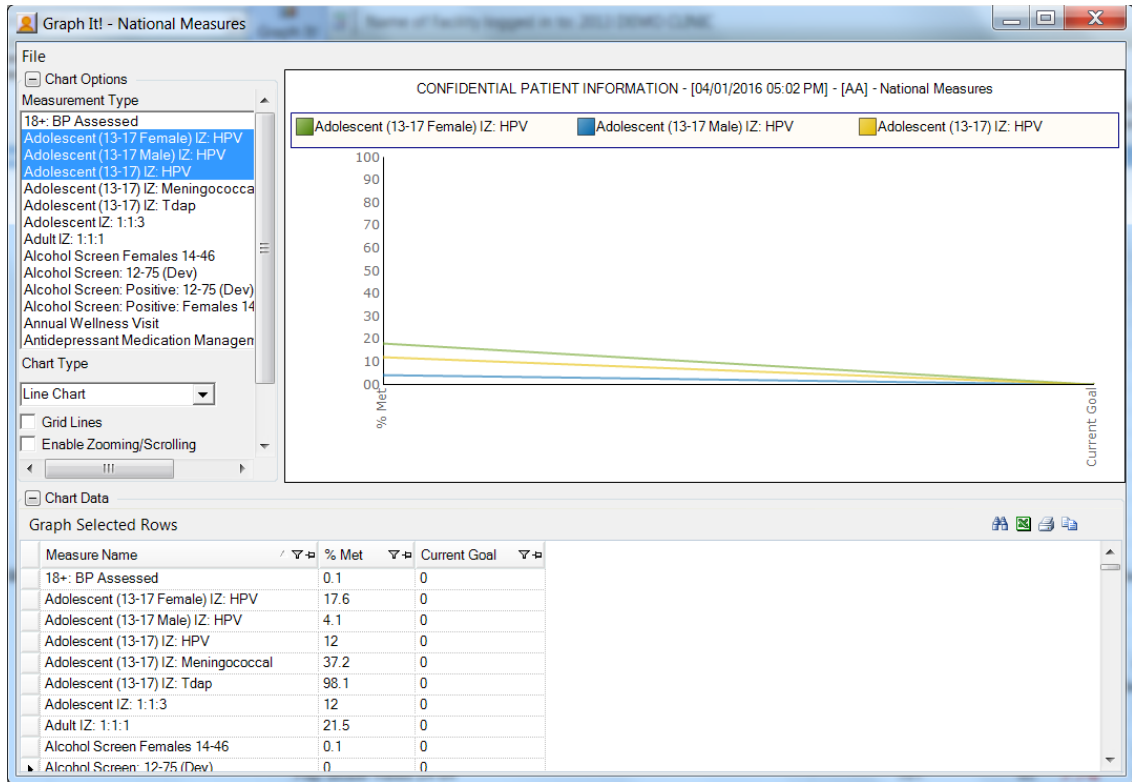


Figure 4-3: Sample Charting – **National Measures** window

The graph has the following features:

The x-axis is the % Met and the Current Goal.

The y-axis shows the percentage data range.

Section 6.2 provides more information about graphing measurement data.

5.0 iCare Menus

This section reviews the View, File, Edit, Tools menus.

5.1 File Menu

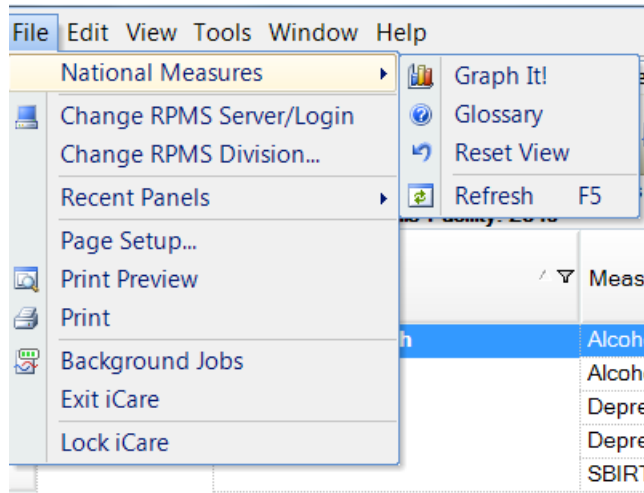


Figure 5-1: **File** menu options

Below are the options on the File menu:

National Measures: The sub-menus for this option contain the following actions:

- Graph It! is used to graph selected measurements.
- Glossary is used to access the National Measures Glossary.
- Reset View is used to return the current view to the default view. Use this feature when you change the view, such as resize the column width. This is the same as using the Ctrl+R key combination.
- Refresh is used to update any RPMS field values on the current window with new data from the server. This is the same as pressing the F5 key on your keyboard.

Change RPMS Server/Login: [This option](#) allows you to change the server information and your access and verify codes to the iCare application on the iCare 2.5 Login dialog.

Change RPMS Division: This option allows you to change the RPMS Division on the Select Division dialog. This option applies to a site that uses more than one RPMS database.

Recent Panels: The sub-menu shows your recent panels. If you select one, you can view the patients in the selected panel in a new window. The list of panels is the last five panels that you have viewed.

Page Setup: This option allows you to set Margin, Paper, Layout characteristics (like landscape or portrait orientation), and the Printer to use. These settings are used when you use the Print option.

Print Preview: This option displays the [print preview dialog](#).

Print: This option sends the information about the selected rows in the grid to the printer using the settings in Page Setup.

Background Jobs: This option displays the [Background Jobs](#) pop-up. This pop-up displays, for example, the start and end dates for the nightly and weekly background jobs.

Exit iCare: The option allows you to leave the iCare application. You will be reminded to save any changed panels (if needed).

Lock iCare: This option locks the iCare application by displaying the “iCare locked by user” dialog. You can do two things on this dialog:

- Resume working on the iCare application by entering your verify code and then clicking **Resume**.
- Logout of the iCare application by clicking **Logout**.

5.2 Edit Menu

The Edit menu has the following options:

Select All: This option is used to select all of the rows in the grid. This is the same as using the key combination Ctrl+A.

Deselect All: This option used to deselect all of the currently selected rows in the grid.

5.3 View Menu

The View Menu on Nat'l Measures has one option:

Split View: Select Split View to have the current view in the split view with Panel List in the left pane and the other tabs in the right panel. You can change to the Panel List view by removing the checkmark; this is a temporary setting. When you exit iCare and reopen iCare, the settings set under User Preferences for the default screen are used.

5.4 Tools Menu

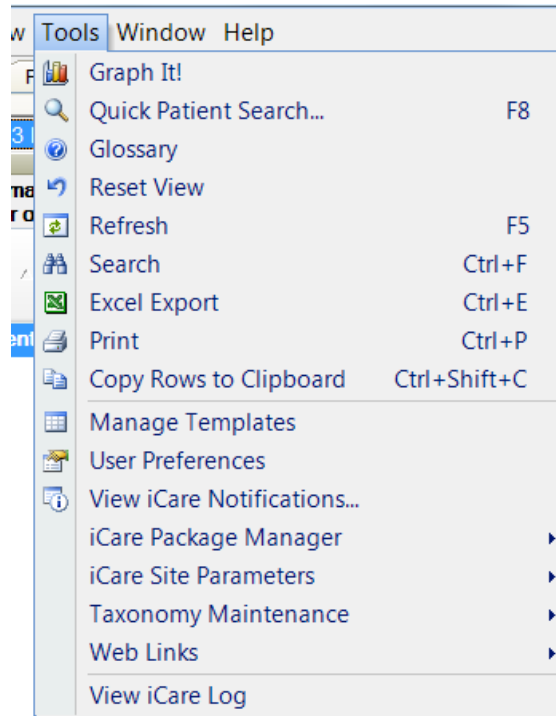


Figure 5-2: **Tools** menu options

The Tools menu options are:

Graph It!: This option allows you to graph selected measurements. This is the same as using the Graph It! button (or by selecting **File | National Measures | Graph It!**)

Quick Patient Search: This option allows you to search for a patient name. This is the same as using the F8 key on your keyboard.

Glossary: This option accesses the National Measures glossary. This is the same as selecting **Help | Nat'l Measures Glossary**.

The **Reset View**, **Search**, **Refresh**, **Excel Export**, **Print**, and **Copy Rows to Clipboard** options work like the buttons on the right side of the window.

Manage Templates: This option allows you to manage the templates for various parts of the application. Select this option to access the Template Management dialog. Section 6.10 provides information about managing templates.

User Preferences: This option opens the [User Preferences](#) window.

View iCare Notifications: This option opens the iCare Notifications pop-up that provides information about various notifications that have been sent.

iCare Package Manager: This option is active for those users with Package Manager security key. Section 6.5 provides information about the iCare Package Manager Functions.

iCare Site Parameters: This option access several iCare site parameters.

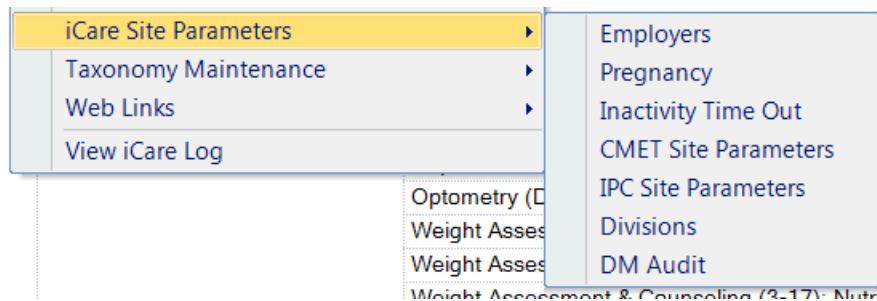


Figure 5-3: **iCare Site Parameters** options

The options provide dialogs where you can establish the various parameters. Section 6.9 provides information the iCare Site Parameter options.

Taxonomy Maintenance: This option is used by those users who can maintain taxonomies. Also, you use this option to view the taxonomy elements. This option has the following two features:

View/Edit Taxonomy Entries: this feature displays the **iCare Taxonomy View/Edit** dialog. Section 6.6.1 provides information about the iCare Taxonomy function.

Taxonomy User Access: this feature is active for those users with the proper security key. Selecting this option displays the **iCare Taxonomy User Access Management** dialog. Section 6.6.2 provides information about this dialog.

Web Links: This option provides links to Web sites for related clinical guidelines.

6.0 iCare Features Used by Nat'l Measures

The following provides information about using the iCare features for the National Measures view.

6.1 User Preferences

This section focuses on the user preferences that are used by the National Measures window.

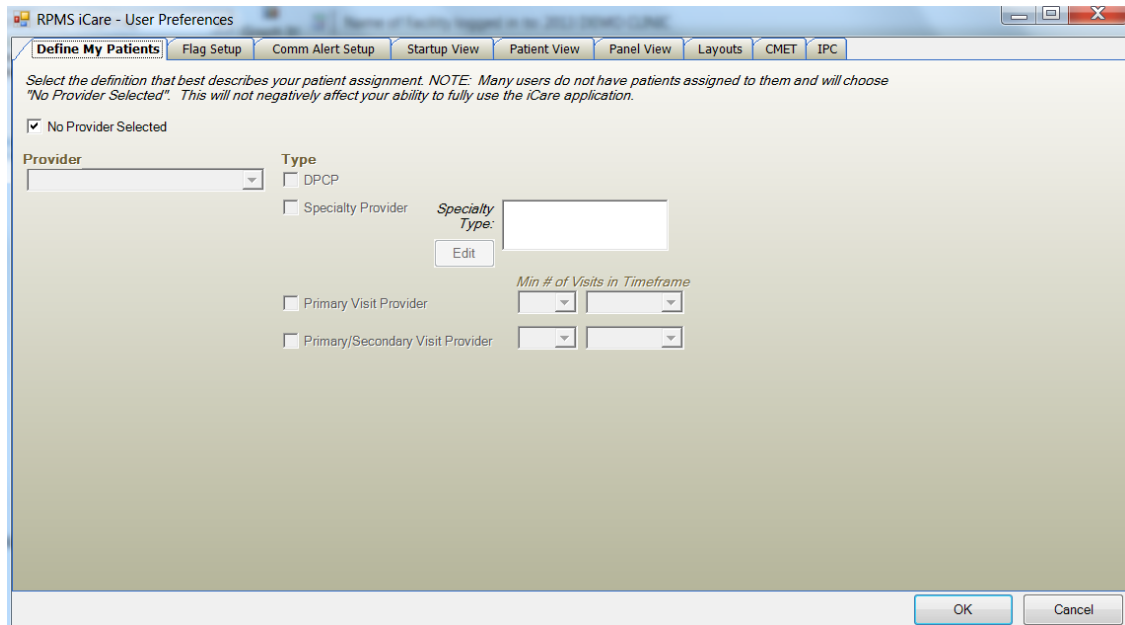


Figure 6-1: Sample User Preferences window

After the User Preferences window is complete, click **OK** and the user preferences will be in effect for the operation of the iCare application. (Otherwise, click **Cancel**.)

Startup View Tab

The selection on Startup View tab determines the tab that displays when you first access the iCare application.

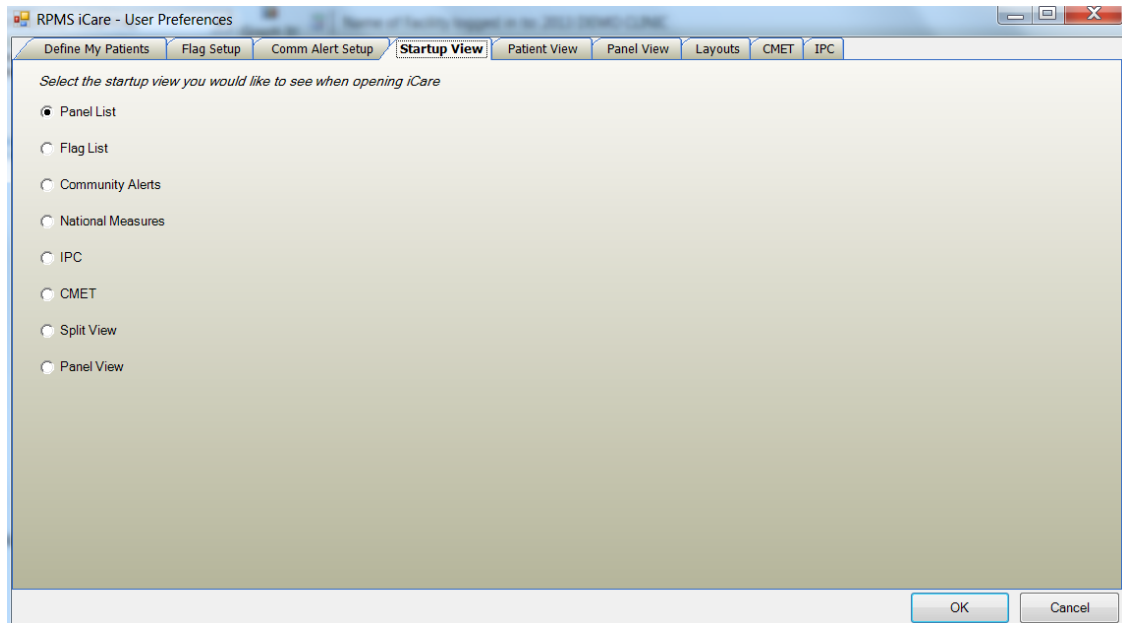



Figure 6-2: Sample **Startup View** tab on User Preferences

Select the **National Measures** radio button if you want the National Measures to be the first window to display when you access the iCare application.

6.2 Graphing Measure Data

You can create a graph of selected measures data on the Nat'l Measures window by

clicking the **Graph It!** () button. The application displays the Charting window, showing a graph of the particular measurement type.

The application creates a chart of the data. This type of graph shows trends over time.

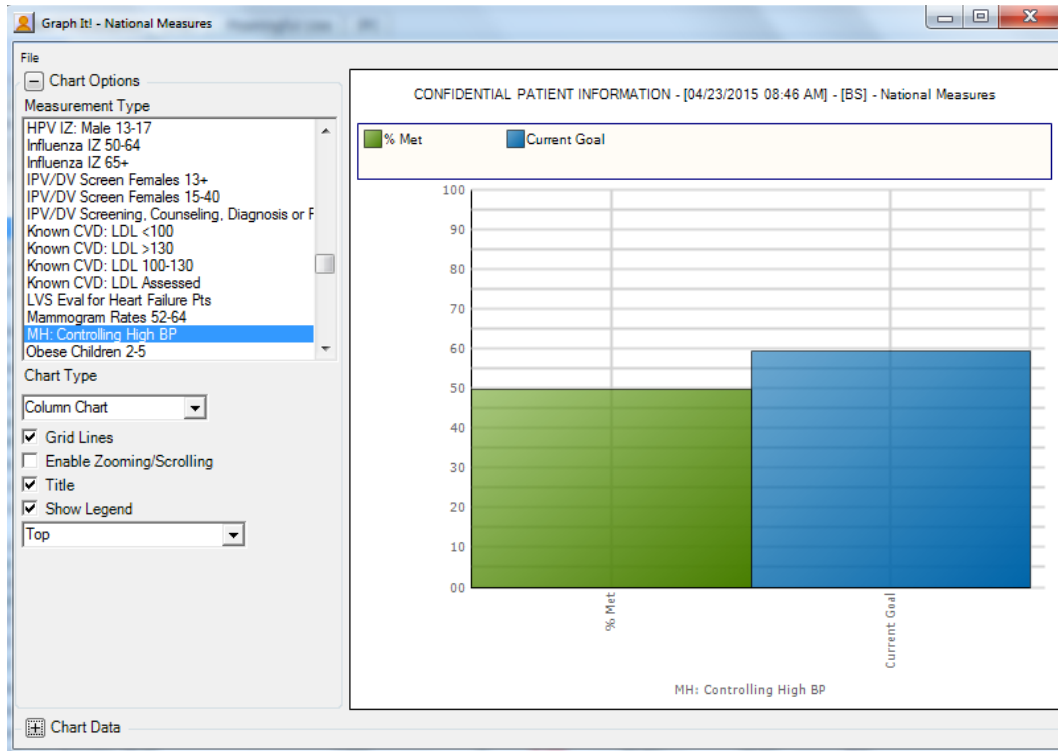


Figure 6-3: Sample Charting window

6.2.1 Chart Data Group Box

The **Chart Options** group box contains the data for the graph.

Measure Name	% Met	Current Goal
DM: Influenza IZ	0	0
DM: LDL 100-129	5.9	0
DM: LDL Assessed	17.6	71.8
DM: LDL Low <100	0	0
DM: Medical Nutrition Therapy	0	0
DM: Nephropathy Assessed	11.8	60.0
DM: Nutrition Education	5.9	0
DM: Prevalence (DX Ever)	21.2	0
DM: Retinal Evaluation	0	60.1
DM:Pneumovax IZ	52.9	0
Elder Fall Risk Assessment	0.1	0
Elder Functional Assessment	0.1	0

Figure 6-4: Sample **Chart Data** Group Box

The data is determined by what you select in the **Measurement Type** field. The buttons on this group box work like those buttons on the right side of the window.

6.2.2 Chart Options Group Box

What you select in the **Chart Options** group box determines what the graph looks like.

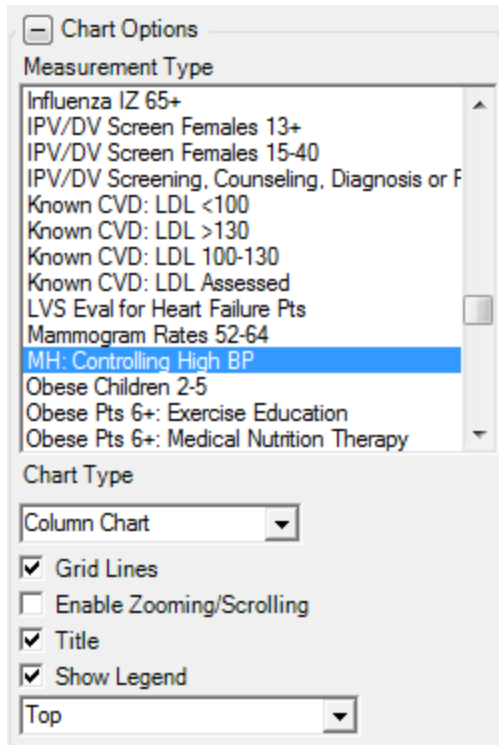


Figure 6-5: Sample **Chart Options** group box

Measurement Type: this shows what is being charted. You can change this by selecting one or more measurement types. As you select another measurement type, the graph changes.

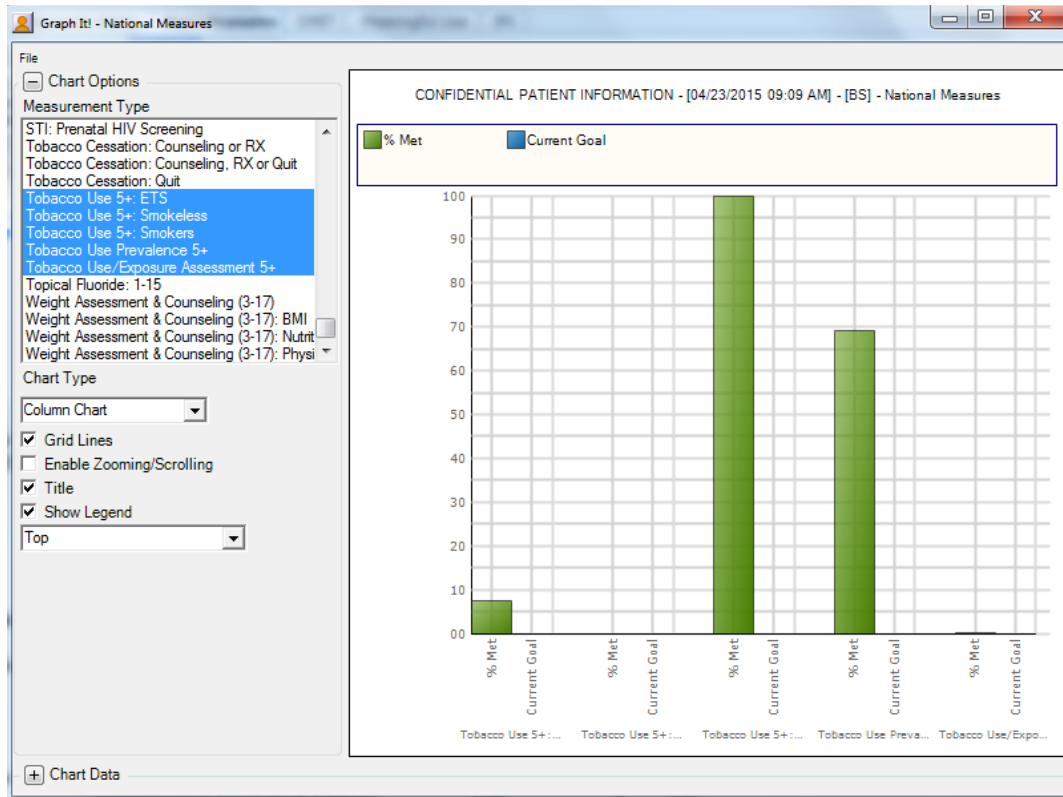


Figure 6-6: Graph changes BMI after selecting other measurement types

Chart Type: This option determines the type of chart (Column Chart is the default). You can change this by selecting an option from the drop-down list.

Grid Lines: Select this check box to display the grid lines on the chart.

Enable Zooming/Scrolling: Select this check box to display zooming/scrolling of the grid lines. This applies to non-3D graphs.

Title: Select this check box to show the title on the graph.

Show Legend: Select this check box to show the legend for the graph. The field below the “Show Legend” field determines the location of the legend.

6.2.3 File Menu for Charting Window

Below are the options on the **File** menu for the Charting window.

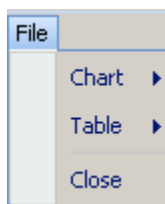


Figure 6-7: Options on **File** menu for the Charting window

Use the **Close** option to close the charting window.

6.2.3.1 Chart Option

The **Chart** option of the **File** menu has the following selections:

Page Setup: [this selection](#) allows you to set Margin, Paper, and Layout characteristics (like landscape or portrait orientation) for printing. You can select a different printer.

Print Preview: this selection displays the [Print Preview](#) dialog that displays how the output of the chart will look.

Print: this selection displays the Print dialog where you select the printer to output the chart. This is the same as using the Ctrl+P key combination.

Save Chart for Office: this selection lets you save the chart in a particular graphics format, for example JPEG. The application displays the **Save Chart for Office** dialog.

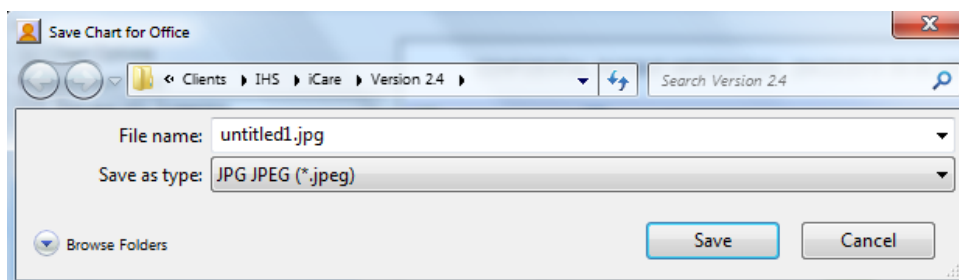


Figure 6-8: **Save Chart for Office** dialog for graphics format

File Name: specify the name of the file for the chart in graphics format.

Save as type: select the type of graphics format for the chart. The default is JPEG.

After completing the two fields, click **Save** to save the chart in graphics format (otherwise, click **Cancel**).

Save Chart for PDF: this selection lets you save the chart in PDF format. The application displays the **Save Chart for Office** dialog.

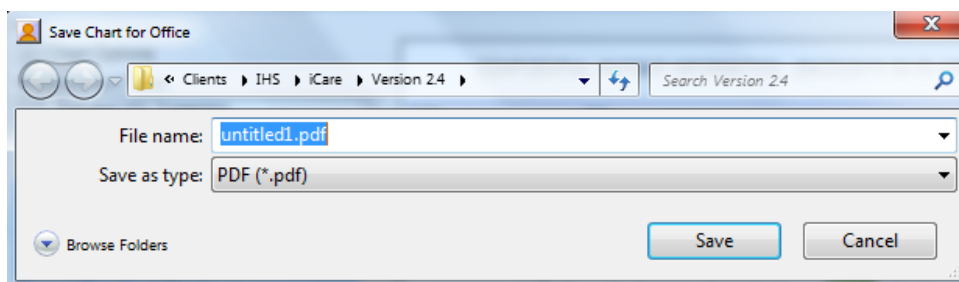


Figure 6-9: **Save Chart for Office** dialog for PDF format

File Name: specify the name of the file for the chart in PDF format.

Save as type: use the default PDF.

After completing the two fields, click **Save** to save the chart in PDF format (otherwise, click **Cancel**).

6.2.3.2 Table Option

The Table option of the File menu has the following selections:


Search: this selection searches for data in the **Chart Data** group box.

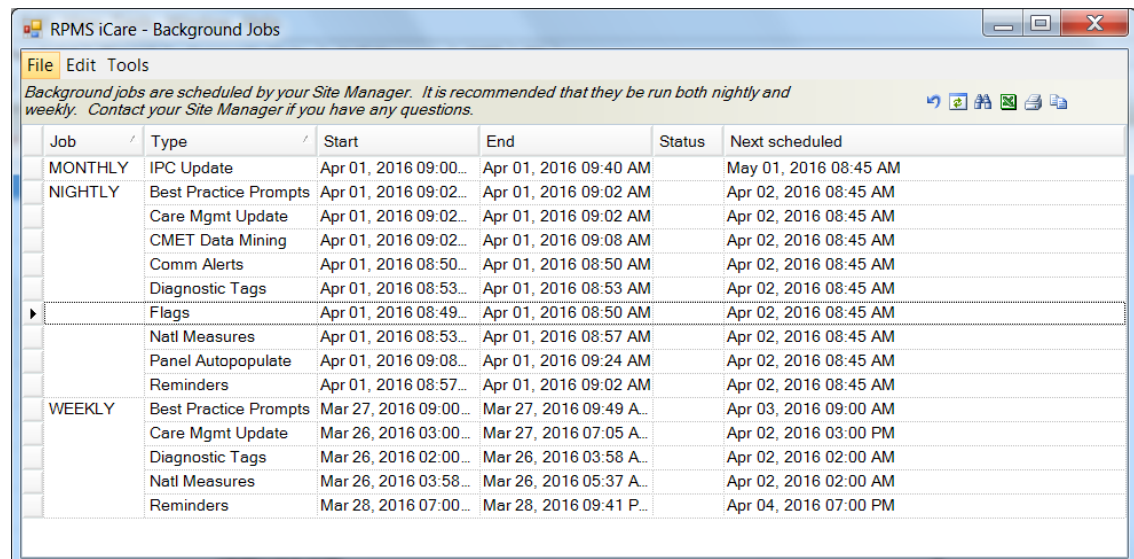
Excel Export: this selection exports the selected rows in the **Chart Data** group box to Excel.

Print: this selection displays the [Print Preview](#) dialog of the currently selected rows in the Chart Data group box.

Copy Rows to Clipboard: this selection copies the currently selected rows in the Chart Data group box to the Windows clipboard. You can paste the contents of the Windows clipboard to any Windows application.

6.3 Background Jobs

Click the Background Jobs () button (or select **File | Background Jobs**) to display the **Background Jobs** pop-up.



Job	Type	Start	End	Status	Next scheduled
MONTHLY	IPC Update	Apr 01, 2016 09:00...	Apr 01, 2016 09:40 AM		May 01, 2016 08:45 AM
NIGHTLY	Best Practice Prompts	Apr 01, 2016 09:02...	Apr 01, 2016 09:02 AM		Apr 02, 2016 08:45 AM
	Care Mgmt Update	Apr 01, 2016 09:02...	Apr 01, 2016 09:02 AM		Apr 02, 2016 08:45 AM
	CMET Data Mining	Apr 01, 2016 09:02...	Apr 01, 2016 09:08 AM		Apr 02, 2016 08:45 AM
	Comm Alerts	Apr 01, 2016 08:50...	Apr 01, 2016 08:50 AM		Apr 02, 2016 08:45 AM
	Diagnostic Tags	Apr 01, 2016 08:53...	Apr 01, 2016 08:53 AM		Apr 02, 2016 08:45 AM
	Flags	Apr 01, 2016 08:49...	Apr 01, 2016 08:50 AM		Apr 02, 2016 08:45 AM
WEEKLY	Natl Measures	Apr 01, 2016 08:53...	Apr 01, 2016 08:57 AM		Apr 02, 2016 08:45 AM
	Panel Autopopulate	Apr 01, 2016 09:08...	Apr 01, 2016 09:24 AM		Apr 02, 2016 08:45 AM
	Reminders	Apr 01, 2016 08:57...	Apr 01, 2016 09:02 AM		Apr 02, 2016 08:45 AM
	Best Practice Prompts	Mar 27, 2016 09:00...	Mar 27, 2016 09:49 A...		Apr 03, 2016 09:00 AM
	Care Mgmt Update	Mar 26, 2016 03:00...	Mar 27, 2016 07:05 A...		Apr 02, 2016 03:00 PM
WEEKLY	Diagnostic Tags	Mar 26, 2016 02:00...	Mar 26, 2016 03:58 A...		Apr 02, 2016 02:00 AM
	Natl Measures	Mar 26, 2016 03:58...	Mar 26, 2016 05:37 A...		Apr 02, 2016 02:00 AM
	Reminders	Mar 28, 2016 07:00...	Mar 28, 2016 09:41 P...		Apr 04, 2016 07:00 PM

Figure 6-10: Sample **Background Jobs** pop-up

You must dismiss the pop-up in order to use other functions in iCare.

The **File** menu has the following options:

Page Setup: This option allows you to set Margin, Paper, Layout characteristics (like landscape or portrait orientation), and the Printer to use.

Print Preview: This option displays the [Print Preview](#) dialog.

Print: This option outputs the selected rows in the grid. The application displays the Print Preview dialog where you can view the output. Select **File | Print** (on the dialog) to output the content. The application provides a header stating Confidential Patient Information for all printed panel views.

If you do not select any rows, the application displays the warning message: You have not selected any rows to print. Do you want to proceed and print all rows in this view or cancel this print? Click **Yes** to print all the rows. Click **No** to cancel the print function.

Close: This option closes the Background Jobs window.

The **Edit** menu has one option: **Select All** (used to select all of the records on the pop-up window).

The **Tools** menu has options that have the same functions as those of the buttons on the right side of the toolbar.

6.4 Print Preview

The **Print Preview** dialog contains several features about reviewing and printing the current document.

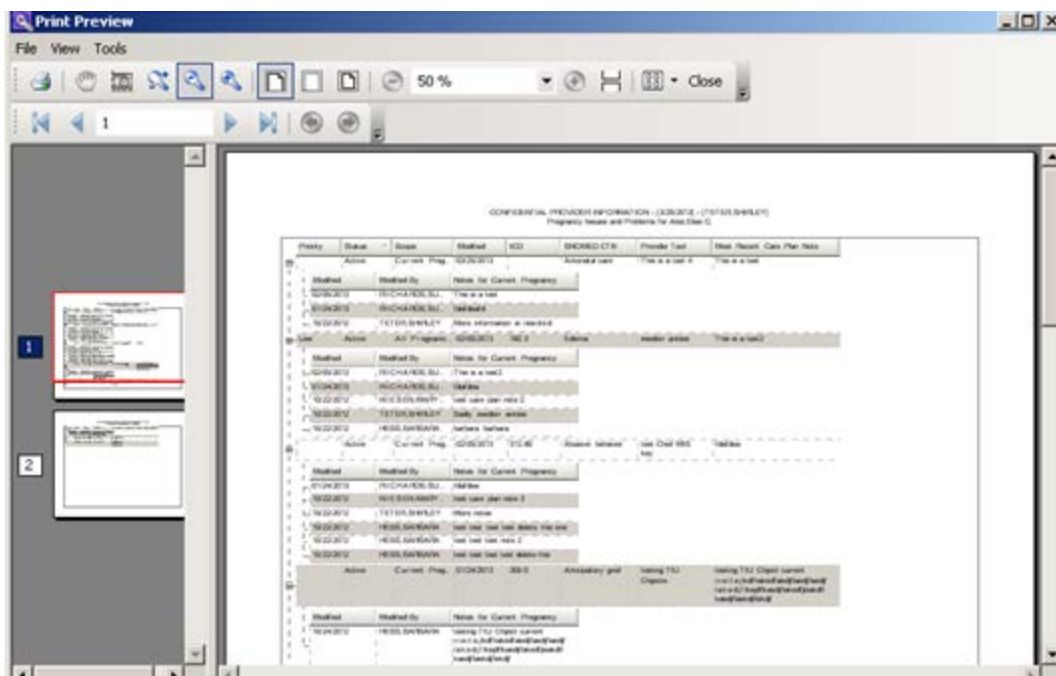















Figure 6-11: Sample **Print Preview** dialog

The **Print Preview** dialog contains two panels, where the left panel displays the pages in the document and the right panel displays a larger version of the page selected in the left panel.

The following table provides information about the various buttons on the **Print Preview** window.

Button	Description
	Used to output the contents of the document. Also available by selecting Print option on the File menu.
	Used to move the red rectangular box on the selected page in the left panel. As you move the Hand Tool, this changes the display in the right panel. This is used to view information in a particular part of a page. Also available by selecting the Hand Tool option on the Tools menu.
	Used to get a screen capture of a specified rectangular area. This screen capture copies the area to the Windows clipboard. Then you can paste the copy in a particular field, for example, or another application like MS Word. Also available by selecting the Snapshot Tools option on the Tools menu.
	Used to specify the zoom magnification. Click the button and then move to the area where you want to apply to zoom. Right-click on the area and select the zoom magnification option from the context menu. Also available by selecting the Dynamic Zoom Tool option on the Tools menu.
	Used to zoom out by clicking the button in an area in the right panel (the image becomes smaller). Also available by selecting the Zoom Out option on the View menu.

Button	Description
	Used to zoom in by clicking the button in an area in the right panel (the image becomes larger). Also available by selecting the Zoom In option on the View menu.
	Used to cause the image in the right panel to display to its maximum page width (usually enlarges the image). Also available by selecting the Page Width option on the View menu.
	Used to cause the image in the right panel to display the image with no page margins showing. Also available by selecting the Margin Width option on the View menu.
	Used to display the image and its page margins in the right panel. Also available by selecting the Whole Page option on the View menu.
	Used to automatically cause the image in the right panel to zoom out (you do not click in the panel). Also available by selecting the Zoom Out on the View menu.
	Used to automatically cause the image in the right panel to zoom in (you do not click in the panel). Also available by selecting the Zoom In on the View menu.
	Used to cause all of the pages to display in the right panel. Also available by selecting the Continuous option on the View menu.
	Used to specify the page layout. Also available by selecting the Page Setup option on the File menu.

You move through the pages in the document by using the arrow buttons on the second line in the toolbar.



Figure 6-12: Buttons used to move through the pages of the document

The same options are available by selecting **View | Go To** (and on the context menu for the right panel).

Use the Zoom () field (or select the **Zoom** option on the **View** menu) to specify the zoom magnification for the right panel by selecting from the drop-down list.

Use the **Close** button to close the **Print Preview** dialog. This same action is available by selecting **File | Exit**.

Select **File | Page Setup** to access the **Page Setup** dialog.

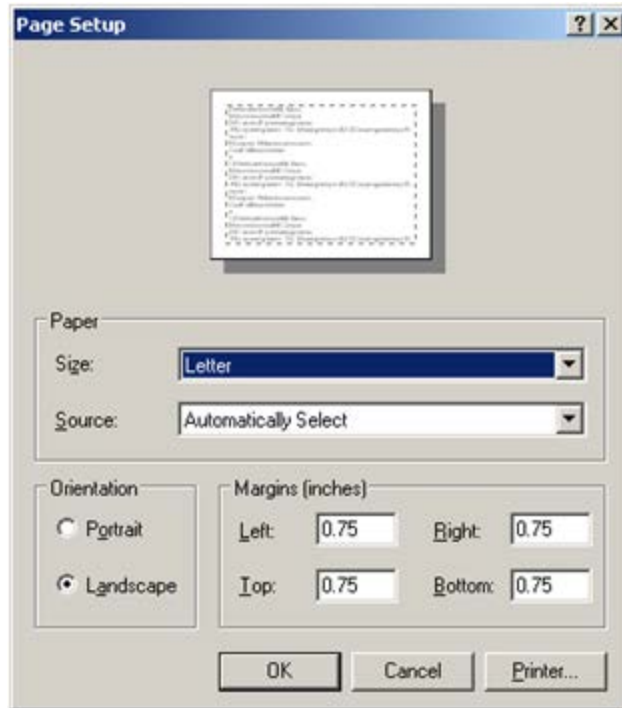


Figure 6-13: Sample **Page Setup** dialog

Use the **Page** group box to specify the paper size and source.

Use the **Orientation** group box to specify the orientation of the output.

Use the **Margins** group box to specify the various margins widths in inches.

Click **Printer** to access the **Printer** dialog where you choose the printer to output the contents of the document.

After the **Page Setup** dialog is complete, click **OK** to save the page setup options. (Otherwise, click **Cancel**.)

6.5 iCare Package Manager Functions

When you have the Package Manager security key, you can access the functions by selecting **Tools | iCare Package Manager** on the iCare main window.



Figure 6-14: **iCare Package Manager** Functions

6.5.1 iCare User Access Management

The iCare **User Access Management** option accesses **iCare User Access Management** dialog.

When this dialog is complete, click **OK** to save your changes. (Otherwise, click **Cancel**.)

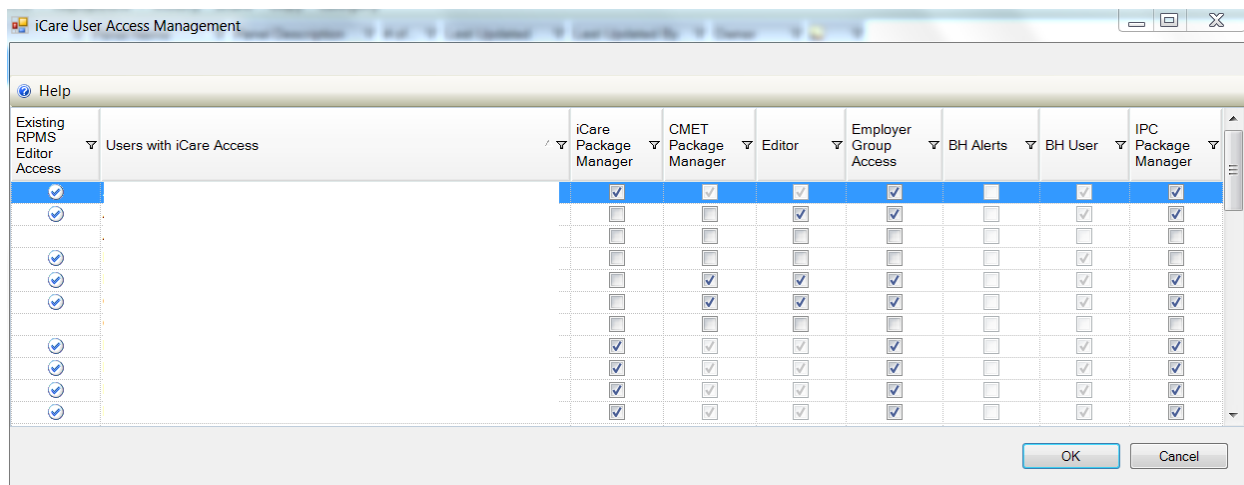


Figure 6-15: Sample **iCare User Access Management** dialog

For those with the appropriate permissions, you can assign roles to a particular user, scroll to the name on the **iCare User Access Maintenance** dialog and select the appropriate check boxes for the roles. If you want to remove an assigned role, de-select the particular check box.

Note: The BH User column cannot be changed.

Each column heading has hover help.

Some check boxes are checked and the background is dark:

iCare Package Manager access supersedes CMET Package Manager and Editor permissions. However, iCare Package Manager access does not supersede Employer and BH access due to the sensitive nature of the patient data involved.

6.5.1.1 Existing RPMS Editor Access

The users displayed on this list (those with the iCare user icon (👤) in first column) have been given existing Editor or Manager level key(s) to at least one of the following case management applications: (1) Case Management System (ACM), (2) Diabetes Management System (BDM), (3) HIV Management System (BKM), (4) Immunization (BI), (5) Patient Chart Problem List, and/or (6) Women’s Health (BW).

6.5.1.2 Help Menu

Click the **Help** menu to view the following information:

The users displayed on this list have been given basic access to the iCare application by your Site (IT) Manager. You cannot give Editor or Package Manager access to iCare to a user who doesn't have basic access. See your Site Manager to require basic iCare access for other users.

This message applies to the "User with iCare Access" column. Click **OK** to dismiss the message.

6.5.1.3 Users with iCare Access

This column is a list of RPMS users who have been given access to the iCare application by the Site (IT) Manager.

6.5.1.4 iCare Package Manager

The iCare Package Manager has the ability to do the following:

- Assign all other access roles in iCare: iCare Package Managers; CMET Package Managers; Editors; and Taxonomy Editors.
- Access Patient Information associated with Community Alerts.
- Has all read/write access as defined for other user levels.
- Reassign existing iCare panels to iCare users.

Note: Taxonomy Editor Access Management is assigned through the Taxonomy Maintenance/ Taxonomy User Access Window from the Tools menu.

The iCare Package Manager has the highest level of permissions; hence, the iCare Package Manager will have access to all items accessible by the CMET Package Manager.

The iCare Package Manager does everything an editor does and also has the ability to access the list of patients who has triggered the Community Alerts. This person also assigns Editor access to other users. In addition, this person can assign the CMET Package Manager role.

6.5.1.5 CMET Package Manager

The CMET Package Manager has the ability to establish the CMET site parameters related to Tickler Timeframes and Batch Processing. CMET Package Managers have all read/write access as defined for other user levels.

6.5.1.6 Editors

Editors in iCare will have read/write access to: (1) PCC Historical Data Entry; (2) Care Management data; (3) Family History and Reproductive Factors (Snapshot); (4) Designated Specialty Provider Management system (DSPM); (5) Problem List; and (6) CMET Worksheet.

The Editor role will give the person the right to edit the care management functions (e.g., HMS Care Management). It also allows the person to enter Historical Data.

6.5.1.7 Employer Group Access

Employer Group Access gives the user the ability to define a panel based on the “Employer” option in Panel Definition. They will also have visibility for the “Employee Health” option on the Panel View: Care Mgmt tab. Both the definition and Care Mgmt feature will not be visible to users who do not have permission.

6.5.1.8 BH Alerts

Exclude non-BH alerts.

6.5.1.9 BH User

User with existing BH access. This cannot be edited from iCare screens.

6.5.1.10 IPC Package Manager

The IPC Package Manager has the ability to establish site parameters related to the background job and microsystem definition for IPC tabs in iCare.

6.5.2 Reassign Panels

The Reassign Panels option displays the **Reassign Panels** dialog.

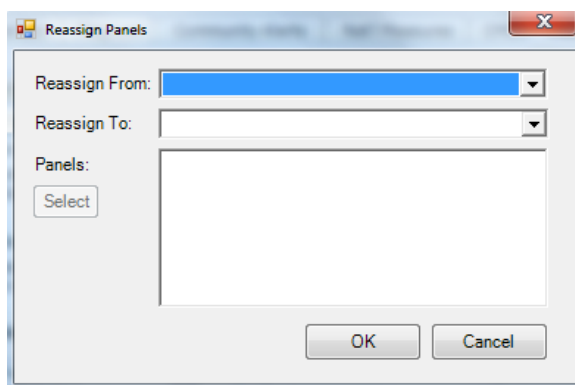


Figure 6-16: **Reassign Panels** Dialog

This dialog allows the iCare Package Manager to reassign panels from one user to another user.

Reassign From: select the user from the drop-down list, whose panels you want to reassign.

Reassign To: select the user from the drop-down list, to whom the panels are to be reassigned.

Populating the first two fields activates the **Select** button. Click **Select** to access the **Add/Remove Panels** dialog.

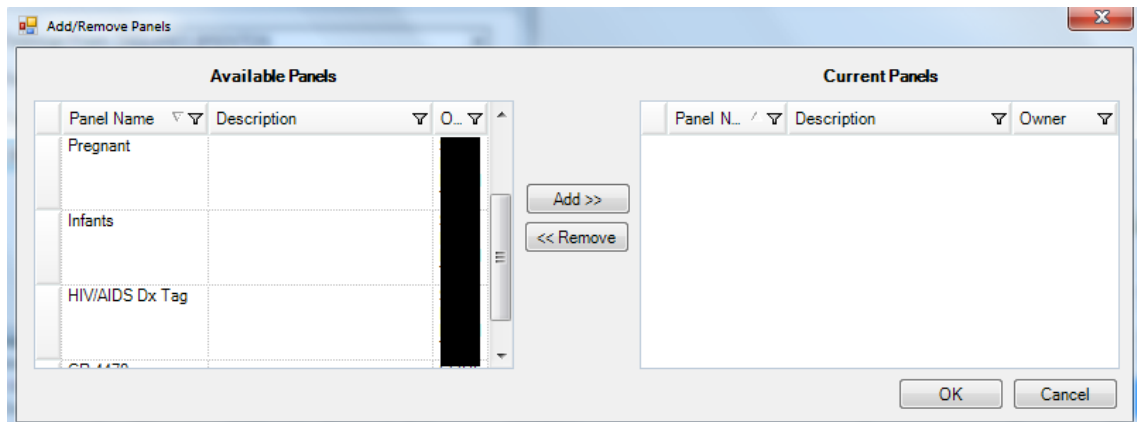


Figure 6-17: Sample **Add/Remove Panels** dialog

After the **Add/Remove** dialog is complete, click **OK** and the panels listed in the **Current Panels** group box will populate the **Panels** field on the **Reassign** dialog. (Otherwise, click **Cancel**).

After the **Reassign Panels** dialog is complete, click **OK** and the reassigned panels of the “Reassign From” user are removed from that person’s panel view. The reassigned panels will appear in the “Reassign To” user panel view. (Otherwise, click **Cancel**.)

6.6 Taxonomy Maintenance Functions

You access the **Taxonomy Maintenance** functions by selecting **Tools | Taxonomy Maintenance**.



Figure 6-18: Options for **Taxonomy Maintenance**

6.6.1 View Taxonomy Entries

The iCare Taxonomy Editor holds the security key (BQIZTXED) allowing that person to read/edit iCare taxonomies.

You access the **iCare Taxonomy View/Edit** dialog by selecting **Tools | Taxonomy Maintenance | View Taxonomy Entries**.

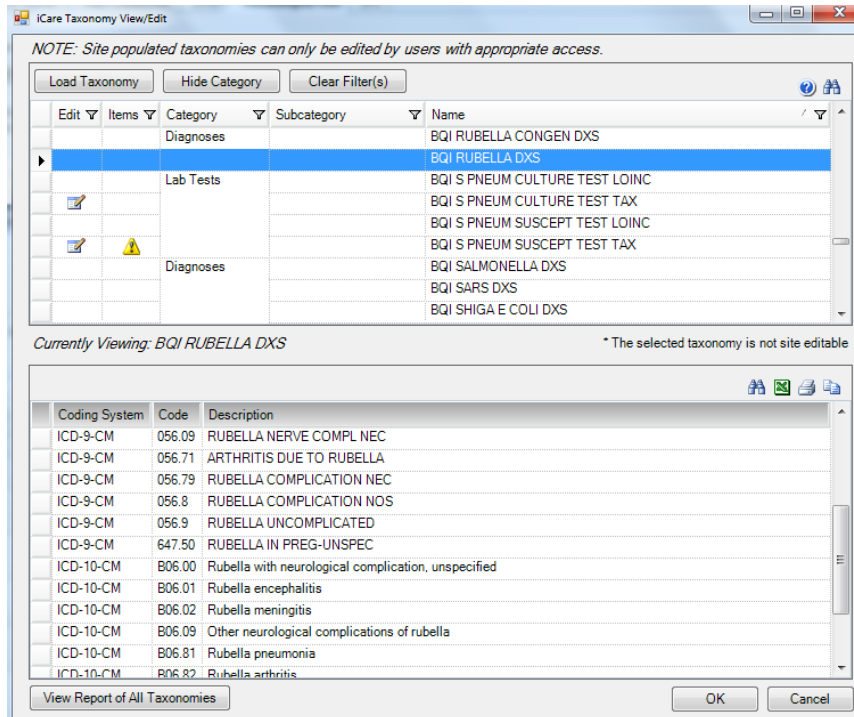


Figure 6-19: Sample **iCare Taxonomy View/Edit** dialog

Note: If you do not hold that security key, you can only view the information on the dialog. The following information displays: You do not currently have access rights to edit taxonomies. In order to edit taxonomy entries, you will need to have the iCare Taxonomy Editor security key (BQIZTXED) added to your RPMS user account.

When you first access this view/edit dialog, all parts of the tree structure will be collapsed. You need to expand one of the tree parts and find the taxonomy you want to edit.

In general, select the taxonomy from the list in the left group box that you want to view. This causes the Add and Remove buttons to appear in the right group box of the dialog.

Please note that not all taxonomies will be editable. iCare will display a message on the view/edit dialog when this condition exists. Site populated taxonomies can only be edited by users with appropriate access.

The difference between the Apply and OK is: the Apply button is used when you add more than one taxonomy value to the iCare Taxonomy View/Edit dialog.

6.6.1.1 Add Taxonomy Values

Click the **Add** button to create values for a selected item in the left group box. The application displays the **Select Taxonomy Item** dialog.

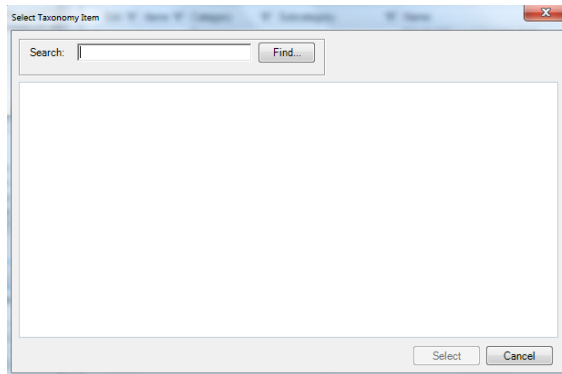


Figure 6-20: **Select Taxonomy Item** dialog

Use the **Search** field to search for a taxonomy item. Highlight the item you want to add and click **Select**. The application checks to see if it is already there.

- If it already exists, the application displays a warning message about that (click **OK** to dismiss the message); after clicking **OK**, you return to the **iCare Taxonomy View/Edit** dialog.
- If it does not exist, it appends the selected item to the bottom of the list.

After you finish adding taxonomy values, click **Apply** to “save” your changes. If you do NOT click **Apply** and try to move to another taxonomy or another part of the iCare application, the “Save Taxonomy changes?” information message displays, asking if you want to apply the changes now. In this case, click **Yes** to apply the changes (otherwise, click **No**).

You can repeat adding items to various taxonomies. When you are finished using the **iCare Taxonomy View/Edit** dialog, click **OK** to save (otherwise, click **Cancel**).

6.6.1.2 Remove Taxonomy Values

If you want to remove one or more items from the list, highlight them and click **Remove**. The “Confirm taxonomy item remove” message displays. Click **Yes** to remove the items (otherwise, click **No**). You remain on the **iCare Taxonomy View/Edit** dialog.

6.6.1.3 View Report of All Taxonomies Button

Click the **View Report of All Taxonomies** button to display the **Taxonomy Report** pop-up.

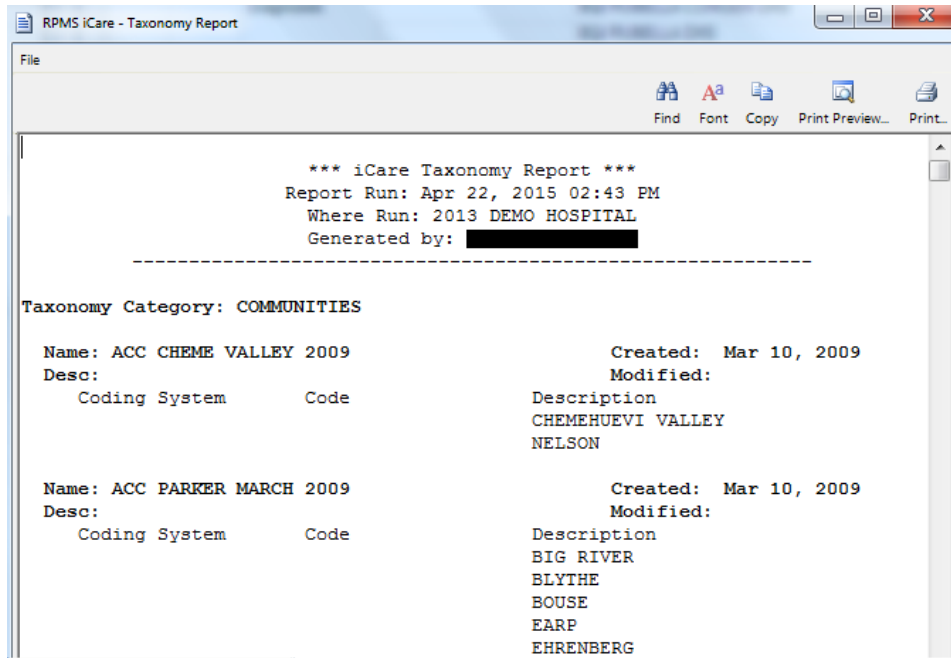


Figure 6-21: **Taxonomy Report**

This pop-up provides information about various Taxonomy Categories (listed in alphabetical order).

See Section 6.7 for more information about the File menu and buttons on the pop-up.

6.6.2 Taxonomy User Access

Editing site populate taxonomies can affect many existing processes in RPMS. For this reason, Taxonomy Edit access is carefully assigned to a limited number of users and only after discussion with the CRS (GPRA) coordinator.

Select Tools | **Taxonomy Maintenance** | **Taxonomy User Access** to display the iCare **Taxonomy User Access Management** dialog.

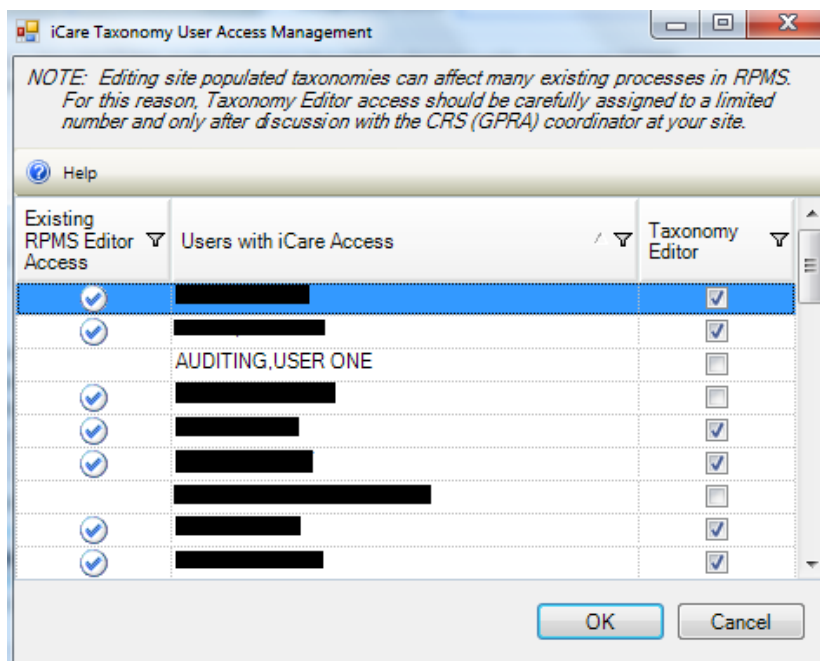


Figure 6-22: Sample **iCare Taxonomy User Access Management** dialog

Editing site populated taxonomies can affect many existing processes in RPMS. Be certain of your edits prior to clicking **OK**.

Taxonomy Editors can add and delete members from any Site Populated Taxonomies related to either laboratory tests or medications.

Existing RPMS Editor Access is available to any RPMS user with Manager level keys to at least one of the following case management applications: CRS (BGP), Diabetes Management (BDM), HIV Management System (BKM), and/or Women's Health (BW).

This window displays the users who have been given basic access to the iCare application by your Site (IT) Manager. You cannot give Editor or Package Manager access to iCare for users who does not have basic access. See the Site Manager to request basic iCare access for other users. This information is available when you click the **Help** menu.

The Site Manager can select or de-select the Taxonomy Editor role for a user on the list. The taxonomy editor role allows the user to view/edit the iCare taxonomies. Click **OK** to save the changes (otherwise, click **Cancel**).

6.7 Pop-up Functionality

You will be viewing a pop-up window in several places in iCare. For example, if you double-click on any row in the **Recent Visits** group box on the **Cover Sheet** of the **Patient Record** window, you will view a pop-up.

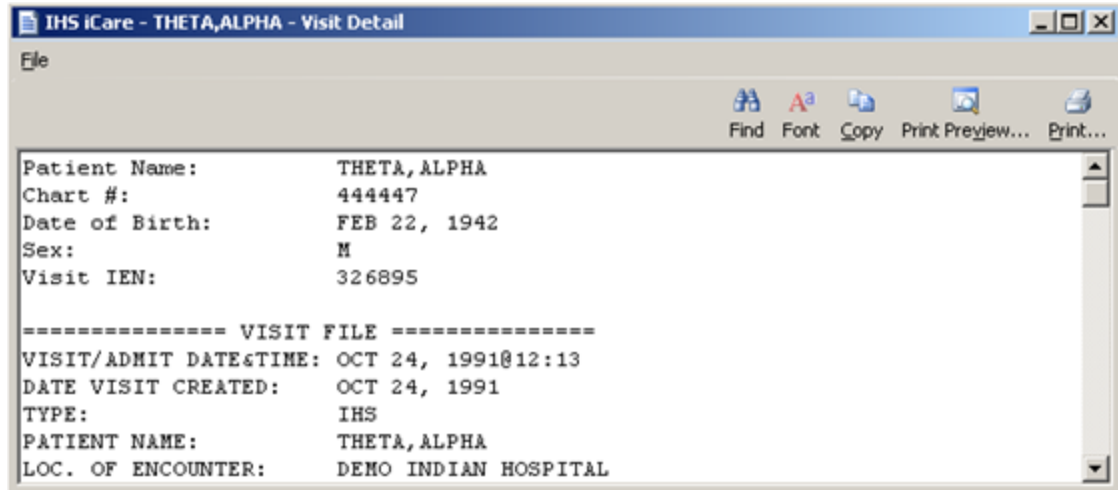




Figure 6-23: Sample Visit Detail Pop-up

You can take the following actions on this pop-up:

- Navigate through the information by using the scroll bar.
- Click the **Find** () button to access a search tool to find data in the current window. This button works like the **Search** button.
- Click the **Font** () button to display the **Font** dialog.

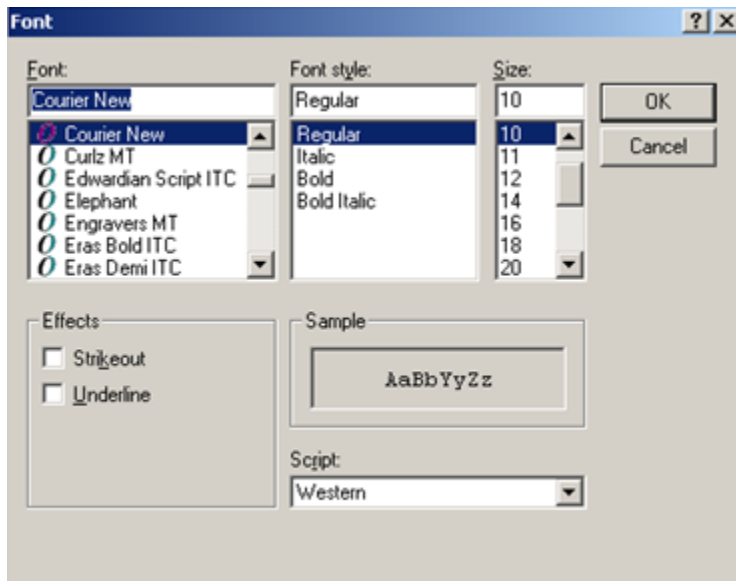





Figure 6-24: Font Dialog

Here you can change the Font name, style, and size of the text in the pop-up (applies to all of the text). In addition, you can add effects like “Strikeout” and “Underline” - these perform like those effects indicated in MS Word.

Change the Script option if you need to see the text displayed in another language and you have that language pack installed on your machine. If the language pack is not installed, the display does not change by selecting another script.

Click **OK** to apply your changes to the text in the current pop-up. These changes are only effective for the current view of the pop-up. (Otherwise, click **Cancel**.)

- Click the **Copy** () button to copy the selected text to the Windows clipboard.
- Click the **Print Preview** () button to view the [Print Preview dialog](#). You can print the contents of the pop-up from this dialog.
- Click the **Print** () button to display a print dialog where you specify the printer to output the contents of the pop-up, the page range, and number of copies.

The **File** menu contains the print actions (like the **Print Preview** and **Print** buttons), the **Page Setup** function, the find and copy functions, as well as a **Close** function (dismisses the pop-up).

6.8 Change RPMS Server/Login

Select the **Change RPMS Server/Login** option on the **File** menu to access the **iCare 2.5 Login** dialog.

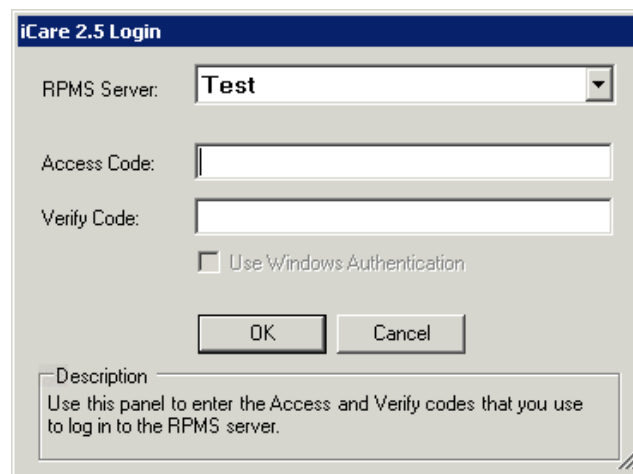


Figure 6-25: Sample **iCare 2.5 Login** dialog

RPMS Server

Click the drop-down list to access the **RPMS Server Management** dialog that displays a list of possible connections.

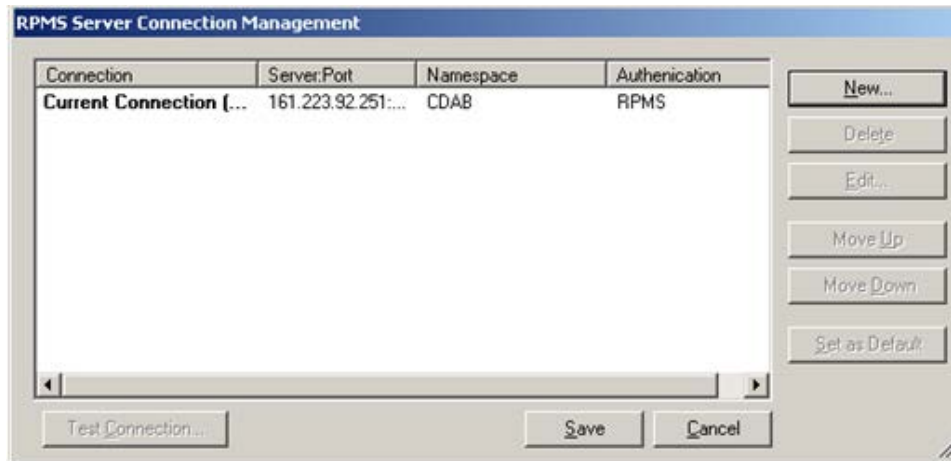


Figure 6-26: Sample **RPMS Server Connection Management** dialog

Select an option on the grid or use the **New** function to create a new connection.

Click **New** to access the **Edit RPMS Server Connection** dialog.

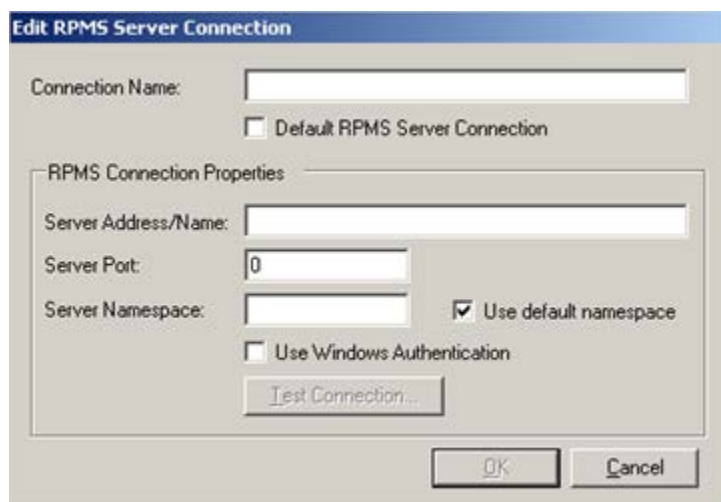


Figure 6-27: **Edit RPMS Server Connection** dialog

Do not select the **Default RPMS Server Connection** or **Use Windows Authentication** check boxes.

Connection Name

Type the name of the connection in this field. This is the name that will appear on the **RPMS Server Connection** management dialog.

Server Address/Name

Type the number, including punctuation, of the server's IP address. An IP address is typically four groups of two or three numbers, separated by a period (.), e.g., 161.223.99.999. Your Site Manager will provide this information.

Server Port

Type the number of the server port. Your Site Manager will provide this information.

Server Namespace

If your site has multiple databases on one server, you will additionally need to type the namespace, which is typically a text string, e.g., DEVEH.

Use default namespace

Select this check box if the Server Namespace is the default one you want to use.

After completing the fields, the **Test Connection** button becomes active. Click this button to access the **Test Login** dialog. Populate the **Access Code** and **Verify Code** fields and then click **OK**.

- After clicking **OK**, if the connection is correct, the application display the Connection Test message that states: RPMS login was successful. Click **OK** to dismiss the message.
- Otherwise, the application will display an error message; click **OK** to return to the Test Login dialog.

After the **Edit RPMS Server Connection** dialog is complete, click **OK** to have the server connection appear on the **RPMS Server Connection management** dialog. (Otherwise, click **Cancel**.)

After the **RPMS Server Connection Management** dialog is complete, click **Save** and the application displays the login dialog to the application. (Otherwise, click **Cancel**.)

6.9 iCare Site Parameter Options

You access the **iCare Site Parameters** on the **Tools** menu.

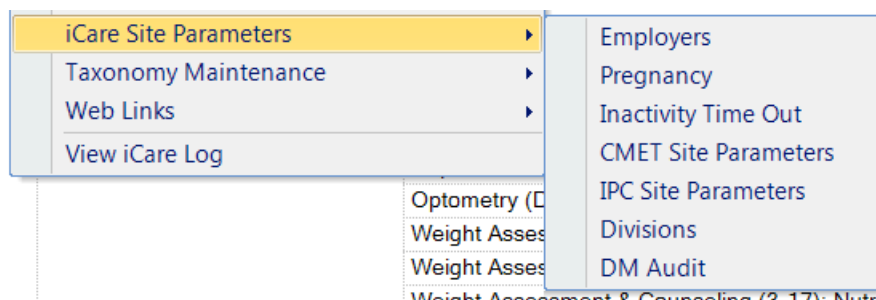


Figure 6-28: iCare Site Parameter options

6.9.1 Employers

Use the Employers option to determine the list of employers that should be used for employee health. This is a table of all employers in your RPMS system, many of which can have several different name spellings. Select the **Employers** option to access **iCare Site Parameters – Employers** dialog.

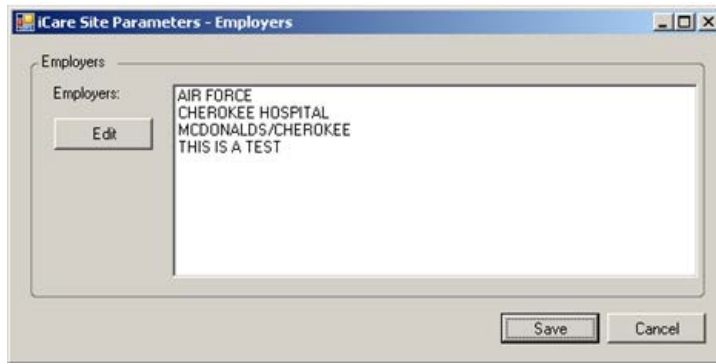


Figure 6-29: Sample **iCare Site Parameters – Employers** dialog

The current employers are listed in the **Employers** field.

Use the **Edit** button to edit the **Employers** field. Click **Edit** to access the **Add/Remove Employers** dialog.

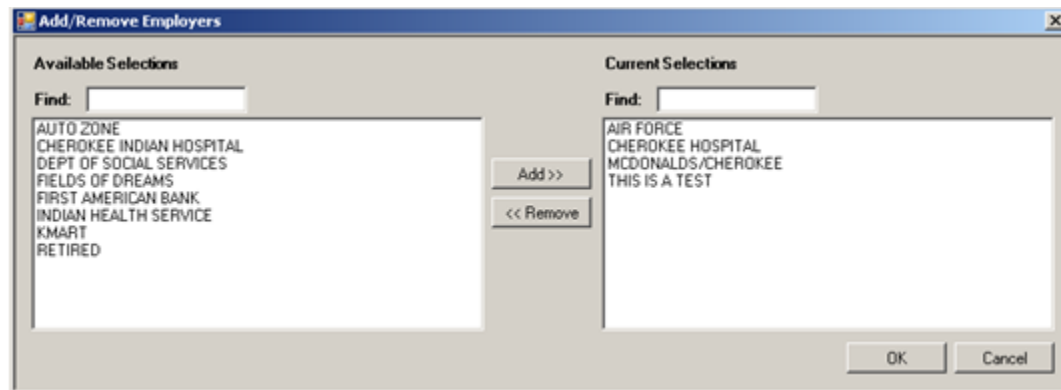


Figure 6-30: Sample **Add/Remove Employers** dialog

When the **Add/Remove** dialog is complete, click **OK** and the options in the **Current Selections** group box populates the **Employers** field on the **iCare Site Parameters – Employers** dialog. (Otherwise, click **Cancel**.)

6.9.2 Pregnancy

Use the Pregnancy option to determine the definition of pregnancy by a choice of two methods for calculation. Select the **Pregnancy** option to access the **iCare Site Parameters – Pregnancy** dialog.

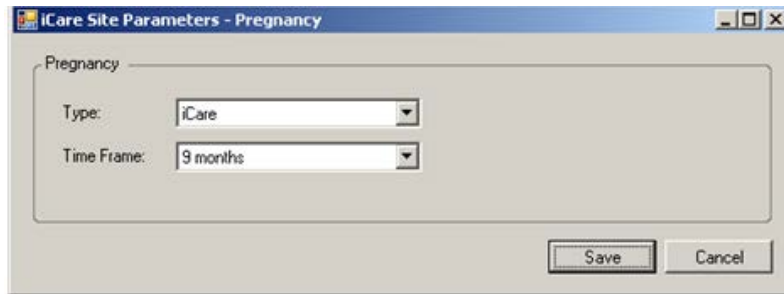


Figure 6-31: Sample **iCare Site Parameters – Pregnancy** dialog

Type

The default method is based on CDC influenza disease-reporting (ILI) logic where pregnancy has to be medically indicated in the last 60 days. Select an option from the drop-down list to populate the Type field. If the “ILI” is selected, then the Time Frame field does not appear on the dialog.

Time Frame

The second method of calculation is iCare-specific and can be set to where pregnancy has been medically indicated in the last 1-month to 9-month time period. Select an option from the drop-down list to populate the **Time Frame** field.

When the dialog is complete, click **Save** to save the pregnancy parameters. (Otherwise, click **Cancel**.)

6.9.3 Inactivity Time Out

iCare incorporates time out features to ensure secure usage in clinical community workstation environments. Use the Inactivity Time Out option to determine the inactivity time out, inactivity warning message time out, and application shutdown time out.

Select the **Inactivity Time Out** option to access the **iCare Site Parameters – Inactivity Time Out** dialog.



Figure 6-32: Sample **iCare Site Parameters – Inactivity Time Out** dialog

Inactivity Time Out

Select an option from the drop-down list that determines the number of minutes before the application locks the application from further use by the current user.

Inactivity Warning Message Time Out

Select an option from the drop-down list that determine the number of seconds before the Inactivity Warning Message displays.

Application Shutdown Time Out (in minutes)

Select an option from the drop-down list that determines the number of minutes before the application will shutdown.

6.9.4 CMET Site Parameters

Use the CMET Site Parameters option to determine the tickler timeframes and batch processing for CMET. Select the **CMET Site Parameters** option to access the **RPMS iCare – CMET Site Parameters** window.

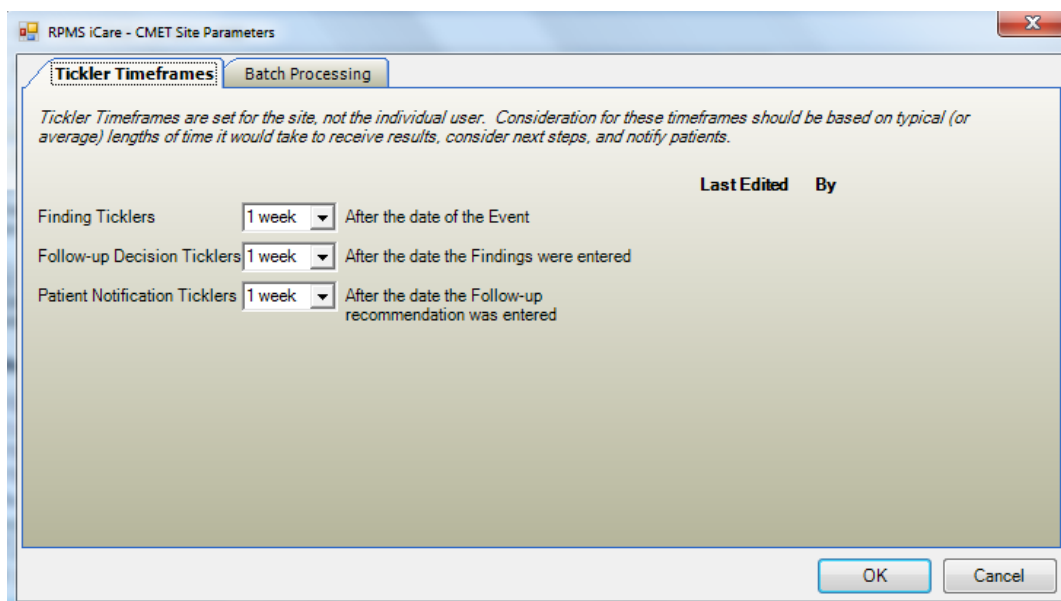


Figure 6-33: Sample RPMS iCare – CMET Site Parameters dialog

Tickler Timeframes

The Tickler Timeframes tab sets the ticklers (like reminder notices) for Findings, Follow-up Decision, and Patient Notification.

Each field has a drop-down list from which to select an option. When a timeframe date is passed and the step has not been entered, the Tickler will be displayed.

After you change one or more settings and click **OK**, the application populates the **Last Edited** field with the date, and the **By** field with the person who changed the tickler timeframe data. (Otherwise, click **Cancel**.)

The application provides Ticklers designed to remind the user that a CMET is tracked and requires attention. There are three types of Ticklers:

- Finding Ticklers, based on the event date. The Tickler is initiated from the date of the event.
- Follow-up Decision Ticklers. Ticklers are initiated from the date the Findings were entered.
- Patient Notification Ticklers. Ticklers are initiated from the date the Follow-up recommendation is entered.

Timeframes for each of the three steps is based on the preceding step. For example, a Follow-up Decision Tickler is based on the date the Finding was entered.

Batch Processing Tab

The Batch Processing tab provides the user with the ability to set the timeframe and notification type for the Pap Smear and Mammogram Screening events with normal results. In addition, you can set the type of Normal Finding for the Mammogram Screening event.

The screenshot shows a window titled "RPMS iCare - CMET Site Parameters" with two tabs: "Tickler Timeframes" and "Batch Processing". The "Batch Processing" tab is active and contains the following text and controls:

Batch Processing can be done for multiple patients with "Normal" results for Pap Smears or Screening Mammograms. Select the Findings; Timeframe (follow-up interval); and Notification Types that will be entered when performing CMET Batch Processing.

Event Name	Timeframe	Notification Type	Last Edited	By
Pap Smear	1 year	LETTER		
Mammogram Screening	2 years	LETTER	6/10/2014	[REDACTED]

Below the table, there is a section titled "Normal Finding for Mammogram Screening" with a dropdown menu set to "BI-RAD CATEGORY 1 - NEGATIVE".

At the bottom right of the window are "OK" and "Cancel" buttons.

Figure 6-34: Sample **Batch Processing** tab

The Notification Type field defines how the patient will be notified about the Pap Smear or Mammogram Screening, for example, by telephone. The default is LETTER.

The Timeframe consideration is based on typical (or average) length of time it would take to receive results, to consider the next steps, and to notify the patient.

The option selected for the Normal Finding for Mammogram Screening field determine what is a “normal” finding.

Each field has a drop-down list from which to select an option.

After you change one or more settings and click **OK**, the application populates the **Last Edited** field with the date, and the **By** field with the person who changed the batch processing data. (Otherwise, click **Cancel**.)

6.9.5 IPC Site Parameters

Use the IPC Site Parameters option to determine the following IPC parameters: (1) day of month to run IPC data collection, (2) clinics where the patient receives primary care, and (3) microsystem providers.

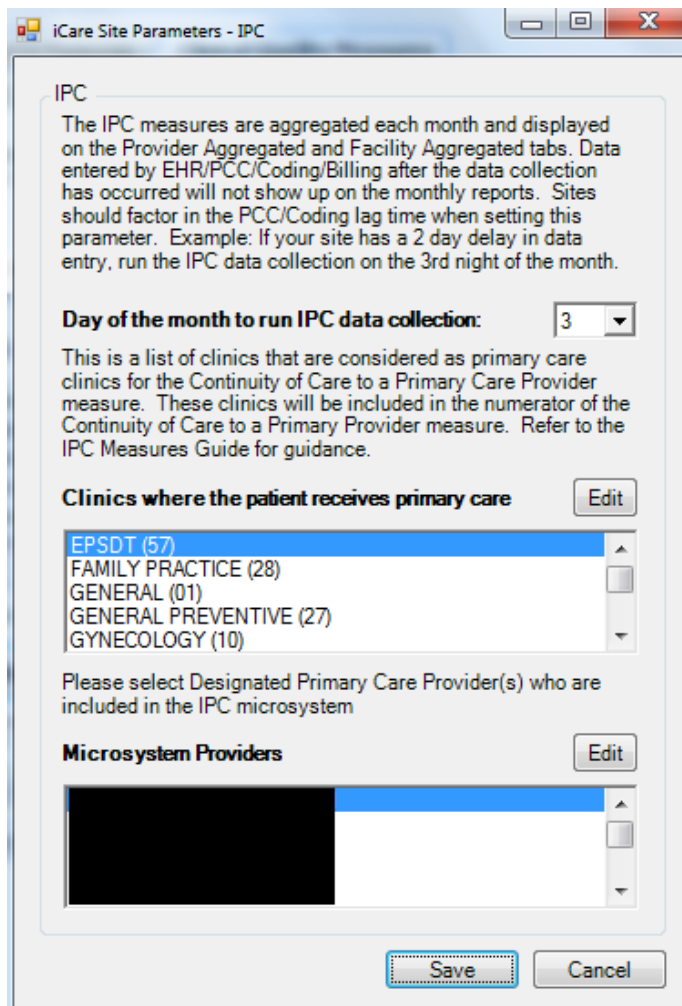


Figure 6-35: Sample iCare Site Parameters – IPC dialog

Day of month to run IPC data collection

Select from the drop-down list the option that specifies the day of the month on which to run the iCare IPC data collection.

Clinics where the patient receives primary care

This field determines the type of local clinics to be designated as primary care. Click **Edit** to access the **Add/Remove Visit Clinics** dialog.

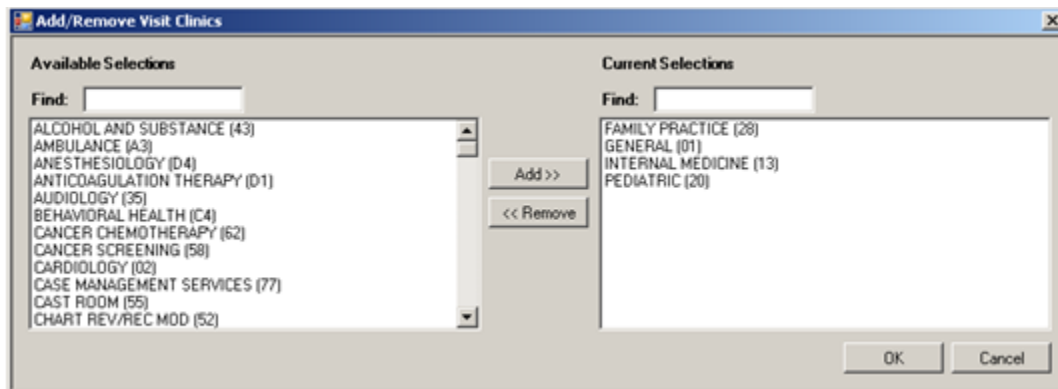


Figure 6-36: Sample **Add/Remove Visit Clinics** dialog

When the **Add/Remove** dialog is complete, click **OK** and the options in the **Current Selections** group box populates the “Clinics where the patient receives primary care” field.

Microsystem Providers

This field determines the names of specific providers that can be included by users in the site’s microsystem(s). Click the **Edit** button to access the **Add/Remove DPCPs** dialog.

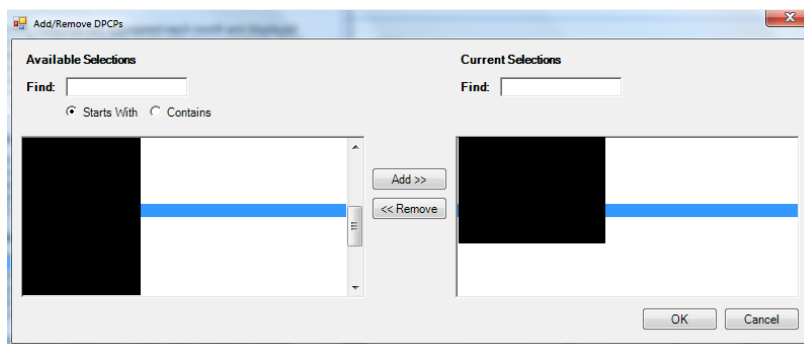


Figure 6-37: Sample **Add/Remove DPCPs** dialog

When the **Add/Remove** dialog is complete, click **OK** and the options in the **Current Selections** group box populates the **Microsystem Providers** field. (Otherwise, click **Cancel**.)

6.9.6 Divisions

Use the Divisions option to determine the divisions for your site. Select the **Divisions** option to access the **iCare Site Parameters – Divisions** dialog.

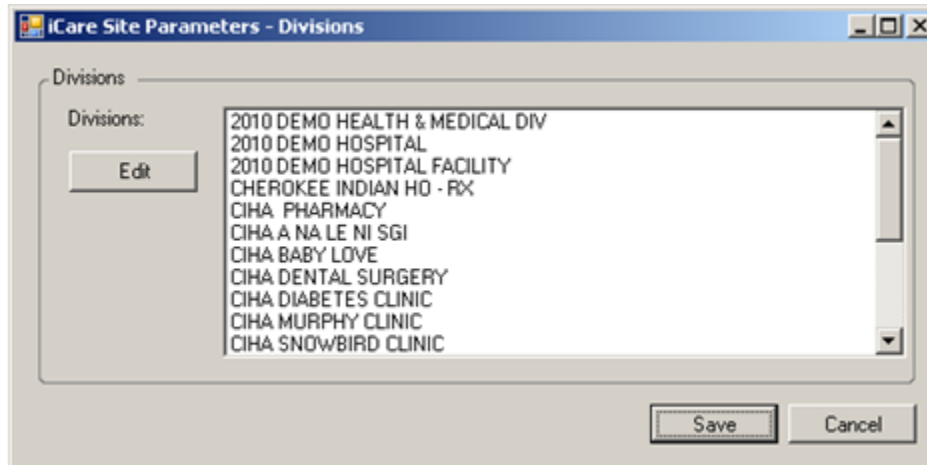


Figure 6-38: Sample **iCare Site Parameters – Divisions** dialog

The listed divisions are those used by your site. Click **Edit** to access the **Add/Remove Divisions** dialog.

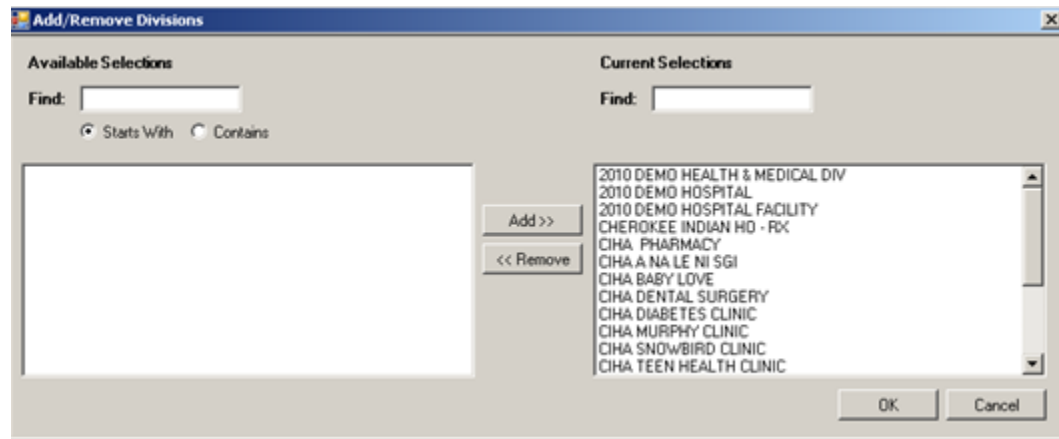


Figure 6-39: Sample **Add/Remove Divisions** dialog

When the **Add/Remove** dialog is complete, click **OK** and the options in the **Current Selections** group box will populate the **Divisions** field on the **iCare Site Parameters – Divisions** dialog. (Otherwise, click **Cancel**.)

6.10 Manage Templates

The **Manage Templates** option provides a means for defining multiple template layouts. Templates can also be created and added so that anyone can download and use them.

Select the **Manage Templates** option on the **Tools** menu to access the **Template Management** dialog.

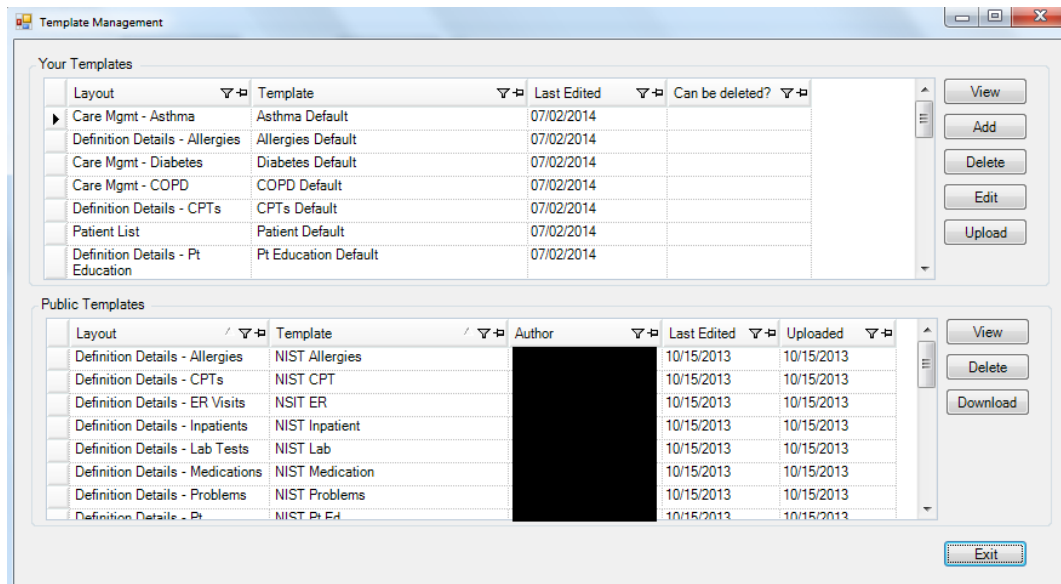


Figure 6-40: Sample **Template Management** dialog

The **Your Templates** group box contains a list of all of a specific user's defined templates and the layout contained in each template.

The **Public Templates** group box contains a list of all templates at the site that are available to be downloaded to the list in Your Templates.

6.10.1 View

Use the **View** action to view a selected template. This is a view-only display.

6.10.2 Upload

The **Upload** action is available in the **Your Template** group box. Select a template to upload and then click **Upload**. The selected template will appear in the **Public Templates** group box. The author will be you (the person who executed the Upload).

6.10.3 Download

The **Download** action is available in the **Public Templates** group box. Select a record to download and then click **Download**. The selected template will appear in the **Your Templates** group box. In the **Template** field, your name (the person who executed the Download) will appear after the name of the template.

6.10.4 Delete

The **Delete** action is available in the **Your Templates** and **Public Templates** group boxes and applies to your templates only. Select a record to delete and then click **Delete**. The **Delete Template** information message display confirming the deletion. Click **Yes** to delete (otherwise, click **No**.)

6.10.5 Edit

The **Edit** action is available in the **Your Templates** group box. Select a template to edit and then click **Edit**. You access the template of columns for the selected template. Section 6.10.6 provides information about how to use this template.

6.10.6 Add

The **Add** action is available in the **Your Templates** group box. Click **Add** to access the **Add Template** dialog.

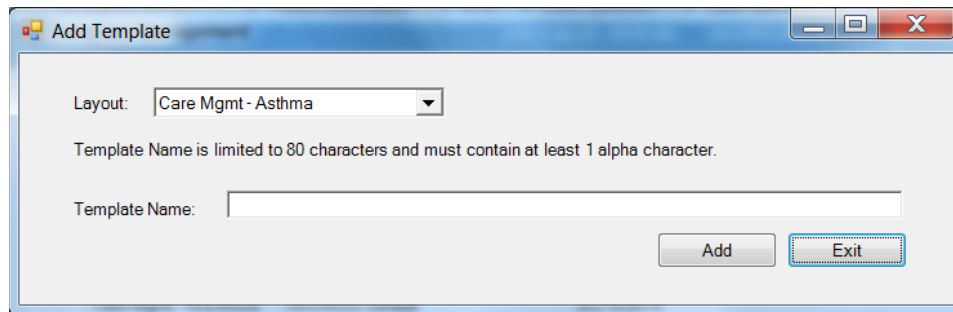


Figure 6-41: **Add Template** dialog

Layout: Select an option on the **Layout** drop-down list to specify the layout to be used for the new template.

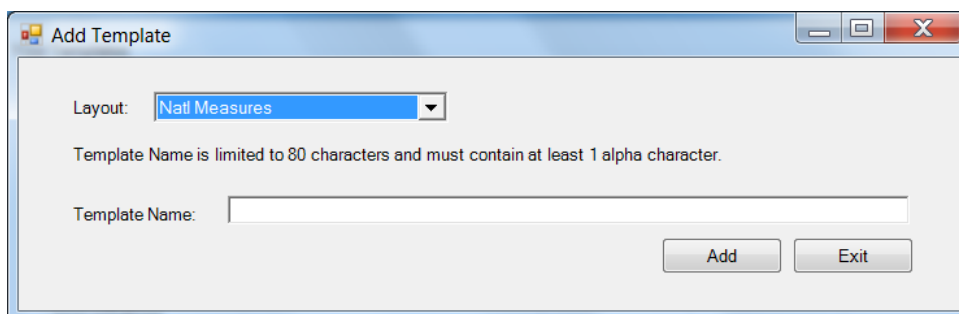


Figure 6-42: **Add Template** dialog with added field

Template Name: type the name of the template in this Free Text field, limited to 80 characters and must contain at least 1 alpha character.

After the dialog is complete, click **Add** to access the template to define the columns and their sorts for your new template. (Otherwise, click **Exit**.)

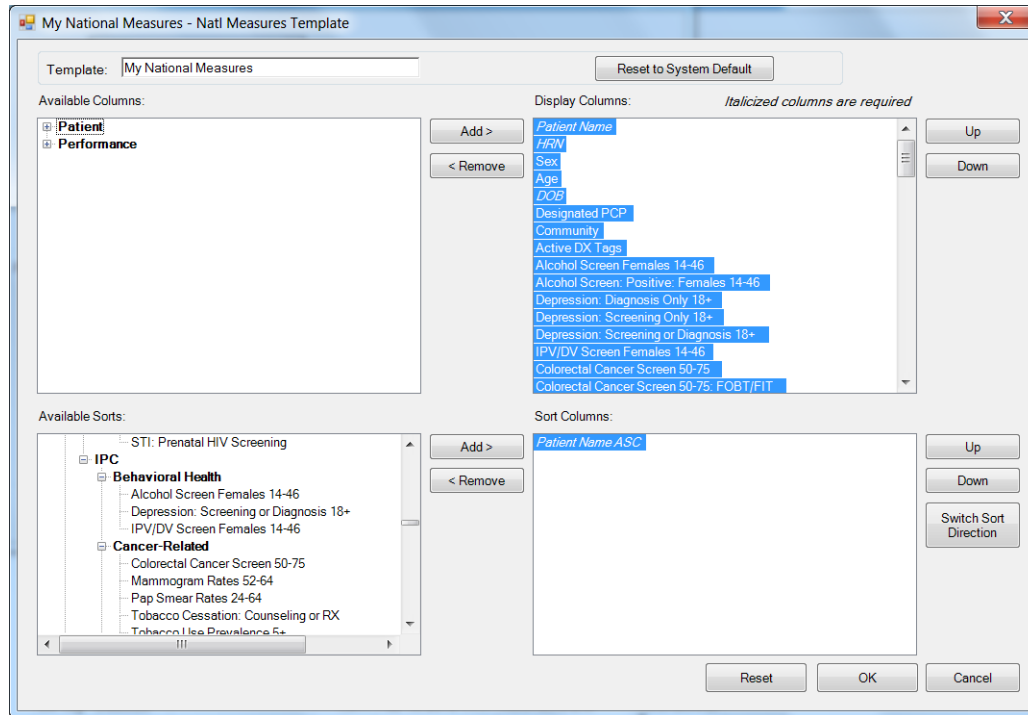


Figure 6-43: Sample template for new template created

Click the **Reset to System Default** to cause the template to reset to the system default.

If you changed several things and you want to “undo” those changes, click **Reset**.

After the template window is complete, click **OK** and the “new” template will appear in the **Your Templates** group box. (Otherwise, click **Cancel**.)

6.10.6.1 Display and Available Columns

Use the **Display Columns** to determine what columns you want to display for the particular window or tab.

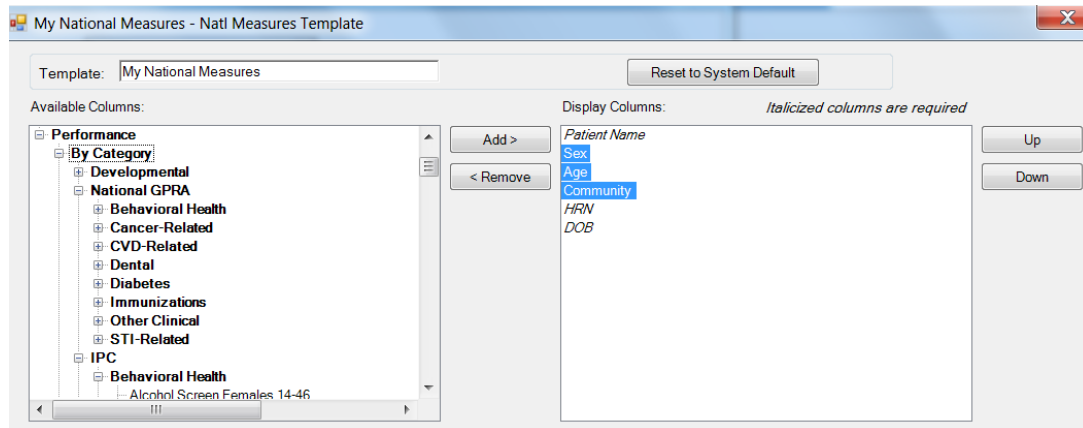


Figure 6-44: Sample Display and Available columns

The listing in the **Display Columns** area shows the columns that will be displayed for your template. The column names in italics are required and cannot be removed.

To move a highlighted column name in the **Available Columns** area to the list in the **Display Columns** area, click **Add**. This moves the column name from the left panel to right panel.

Likewise, you can remove a highlighted column name in the **Display Columns** area and move it to the **Available Columns** area by clicking **Remove**. This moves the column name from the right panel to the left panel.

Note: You cannot remove any column names in italics.

You can determine the order the columns display in the **Display Columns** area by using the **Up** and **Down** buttons. Highlight a column name and click the appropriate button. You might have to click the button more than once to move it to the desired location.

6.10.6.2 Columns to Sort

Sorting a column means you want to arrange the items in the column in alphanumeric order.

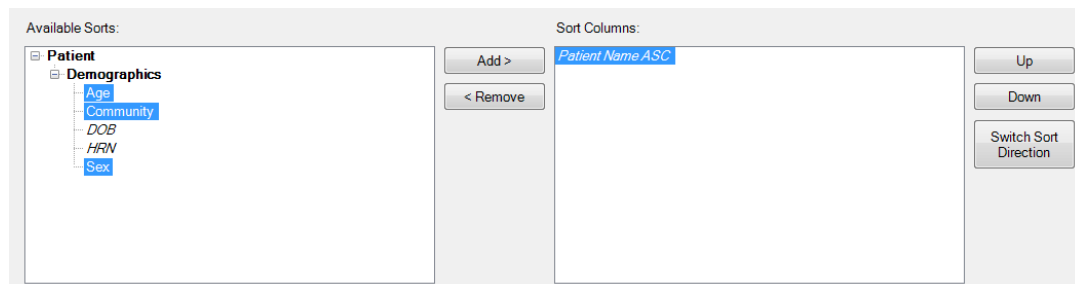


Figure 6-45: Sample Available Sorts and Sort Columns area

To move a highlighted column name in the **Available Sorts** area to the list in the **Sort Columns** area, click **Add**. This moves the column name from the left panel to right panel.

Likewise, you can remove a highlighted column in the **Sort Columns** area and move it to the **Available Sorts** area by clicking **Remove**. This moves the column name from the right panel to the left panel.

Note: You cannot remove any column names in italics.

6.10.6.3 Column Sort Order

You use the **Sort Columns** area to determine what columns you want to sort for the particular window or tab.

You determine which order the columns are sorted in the **Sort Columns** area by using the Up and Down buttons. Highlight a column name and click the appropriate button. You might have to click the button more than once to move it to the desired location. For example, if you have Gender, Patient Name, and Diagnosis Tags in the right column, the Gender sort is applied first then the Patient Name and then the Diagnosis Tags is last.

6.10.6.4 Switch Sort Direction

The names of columns in the Sort Columns area show “ASC” appended to the name, for example Patient Name ASC. You can switch the sort order for a selected column by clicking the “Switch Sort Direction” button. In the example, the name changes to Patient Name DESC. You can use the “switch sort direction” action on more than one column.

7.0 National Measures Panel View

The Nat'l Measures Panel View window has two tabs; Nat'l Measures and Nat'l Measures Aggregated.

7.1 Nat'l Measures Tab

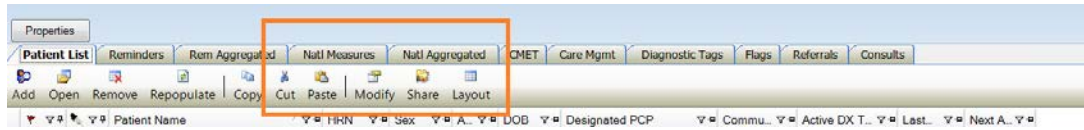


Figure 7-1: Nat'l Measures and Nat'l Aggregated Tabs

The **Nat'l Measures** tab displays the National Measures data in the format that you selected: template, customized or system default.

HRN	Sex	Age	DOB	Designated PCP	Community	Active DX Tags	Alcohol Screen Females 14-40	Depression Diagnosis Only 18+	Depression Screening Only 18+	Depression Screening or Diagnosis 18+	IPV/DV Screen Females 14-40	Colorectal Cancer Screen 50-75	Call Ca Sc 50-FC T
101465	F	45	Sep 15, 1...	PEACH SPRIGS	CVD AHR (P), DM (A), HTN (P)	NO	NO	NO	NO	NO	N/A	N/A	N/A
143277	F	61	Mar 15, 1...	KINGMAN	CVD AHR (P), DM (P), HTN (P)	N/A	NO	NO	NO	NO	N/A	NO	NO
134295	F	65	May 10, ...	PEACH SPRIGS	Asthma (P), CVD AHR (P), DM (P)	N/A	NO	NO	NO	NO	N/A	NO	NO
120089	M	61	Jun 11, 1...	PEACH SPRIGS	Asthma (P), CVD AHR (P), DM (P), HTN (P)	NDA	NDA	NDA	NDA	NDA	NDA	NDA	NO
111374	F	65	Mar 05, 1...	PEACH SPRIGS	CVD AHR (P), DM (P), HTN (P)	N/A	NO	YES	YES	N/A	NO	NO	NO
121588	M	49	May 18, ...	PEACH SPRIGS	CVD AHR (P), DM (P), HTN (P)	N/A	NO	NO	NO	NO	N/A	N/A	N/A
137928	M	58	Oct 30, 1...	SELIGMAN	CVD AHR (P), DM (P), HTN (P)	N/A	NO	NO	NO	NO	N/A	NO	NO

Figure 7-2: Nat'l Measures Display

Bottom right-hand corner indicates what the Current Layout is and how the row distribution is.

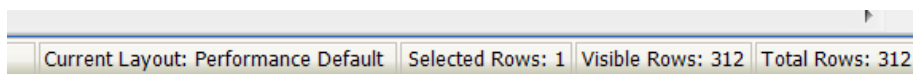


Figure 7-3: Current Layout and Row Distribution

The **Layout** button shows the view detail.

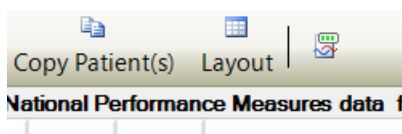


Figure 7-4: Layout Button

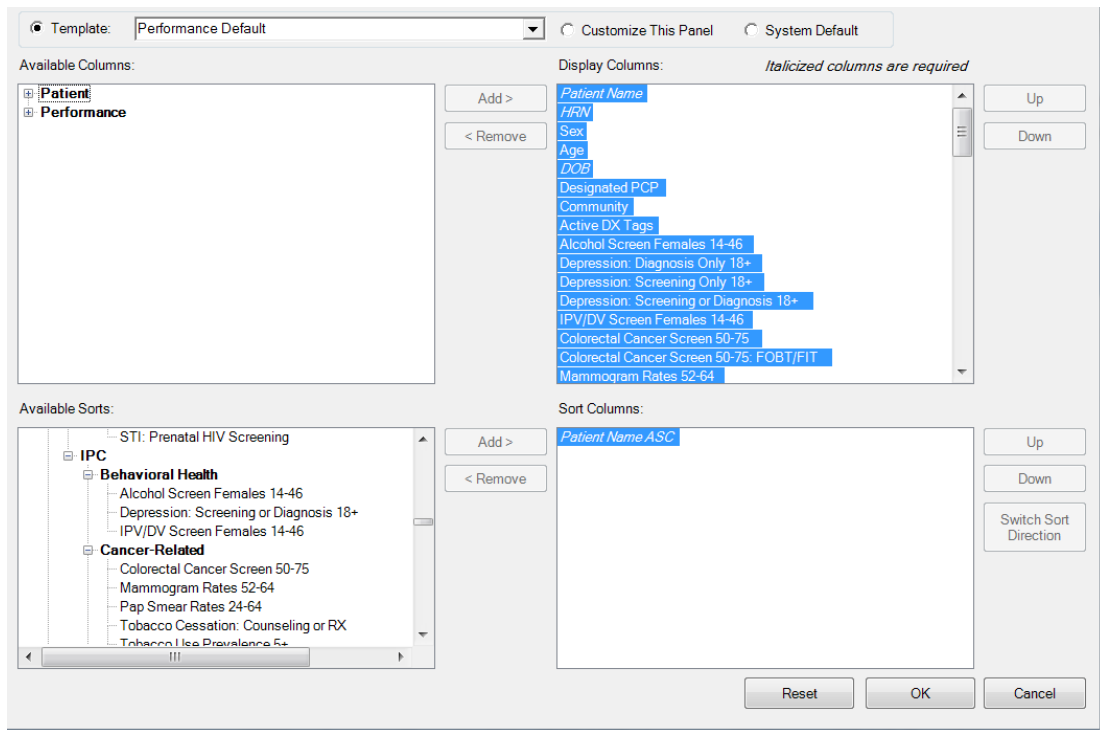


Figure 7-5: View Detail

7.2 Nat'l Measures Aggregated Tab

The **Nat'l Measures Aggregated** tab shows a view similar to the Main View, but the number breakdown is only for this panel.

Category	Clinical Group	Measure Name	# Patients in Denominator	# Patients in Numerator	% Met	2016 Goal	IHS Current National Performance	Healthy People 2020 Goal		
Developmental	Behavioral Health	Alcohol Screen: 12-75 (Dev)	161	0	0.0%					
		Alcohol Screen: Positive: 12-75 (Dev)	0	0						
		Depression Screening, Diagnosis or Suicide Ideation: 12-18 (Dev)	0	0						
		Depression Screening, Diagnosis or Suicide Ideation: 18+ (Dev)	173	1	0.6%					
		SBIRT	161	0	0.0%					
		Cancer-Related	Immunizations	Comprehensive Cancer Screening (Dev)	135	7	5.2%			
				Adult IZ: 1:1:1	28	10	35.7%			
		Other Clinical	STI-Related	Peds IZ: Hep A	0	0				
				Peds IZ: Influenza	0	0				
				Peds IZ: Rotavirus	0	0				
Pregnant IZ: Influenza	0			0						
Hepatitis C Screening	94			18	19.1%					
Optometry (Dev)	0			0						
Weight Assessment & Counseling (3-17)	0			0						
Weight Assessment & Counseling (3-17): BMI	0			0						
Weight Assessment & Counseling (3-17): Nutrition	0			0						
Weight Assessment & Counseling (3-17)	0			0						
National GPRA	Behavioral Health	Physical Activity	0	0						
		STI: HIV Screen: 13-64 (Dev)	122	0	0.0%					
		STI: HIV Screens: Count (Dev)	0	0						
		Alcohol Screen Females 14-46	22	0	0.0%	Baseline	N/A	N/A		

Figure 7-6: Aggregated Tab

8.0 National Measures Patient View

The National Measures breakdown is shown by selected patient.

Category	Clinical Group	Measure Name	Performance Status	Adherence Value
Developmental Behavioral Health		Alcohol Screen: 12-75 (Dev)	NO	
		Alcohol Screen: Positive: 12-75 (Dev)	N/A	
		Depression Screening, Diagnosis or Suicide Ideation: 12-18 (Dev)	N/A	
		Depression Screening, Diagnosis or Suicide Ideation: 18+ (Dev)	NO	
		SBIRT	NO	
		Cancer-Related		
		Comprehensive Cancer Screening (Dev)	YES	PAP: 09/15/14 Lab
		Immunizations		
		Adult IZ: 1:1:1	N/A	
		Peds IZ: Hep A	N/A	
		Peds IZ: Influenza	N/A	
		Peds IZ: Rotavirus	N/A	
		Pregnant IZ: Influenza	N/A	
		Other Clinical		
	Hepatitis C Screening	N/A		
	Optometry (Dev)	N/A		
	Weight Assessment & Counseling (3-17)	N/A		
	Weight Assessment & Counseling (3-17): BMI	N/A		
	Weight Assessment & Counseling (3-17): Nutrition	N/A		
	Weight Assessment & Counseling (3-17): Physical Activity	N/A		
	STI-Related			
	STI: HIV Screen: 13-64 (Dev)	NO		
	STI: HIV Screens: Count (Dev)	0		
National GPRA	Behavioral Health	Alcohol Screen Females 14-46	NO	

Figure 8-1: Patient View

Columns:

- **Category**
- **Clinical Group**
- **Measure Name**
- **Performance Status**
- **Adherence Value**

Glossary

Context Menu

The menu of options that displays when you right-click on an entity.

Designated Primary Care Provider (DPCP)

In RPMS, it is the provider name that is assigned as the primary care physician for a patient or group of patients at a specific facility. This is not a required function.

Free Text Field

Fields where the user can type text, just like typing a note to someone.

iCare Package Manager

The designated person with authority to manage all information settings for iCare.

Panel List

The list of patient panels owned by the user.

Providers

Any staff member in an I/T/U facility who provides direct healthcare to patients, e.g. general practice or specialty physicians, registered nurses, social workers, physician assistants, etc.

Within RPMS, the term “provider” has different specific meanings. See definitions for Designated Primary Care Provider (DPCP); Primary Provider; Visit Providers.

Taxonomy

In RPMS, a grouping of functionally related data elements, such as ICD codes, that are created and maintained within the RPMS Taxonomy Setup application. Taxonomies will be used as definitions for diagnoses, procedures, lab tests, medications, and other clinical data types.

If you need a change or addition to an existing taxonomy, please see your CRS coordinator.

Tooltip

A common GUI element used to provide additional information to users. To display a Tooltip, hover the mouse pointer, without clicking, over a column heading or field.

Acronym List

Acronym	Term Meaning
BQI	Namespace for iCare
CMET	Care Management Event Tracking
CQM	Clinical Quality Measures
CRS	Clinical Reporting System
DPCP	Designated Primary Care Provider
GPRA	Government Performance and Results Act
GUI	Graphical User Interface
HHS	Health and Human Services
ICD	International Classification of Diseases
IHS	Indian Health Service
IPC	Improving Patient Care
I/T/U	Indian Health Service, or Tribal or Urban Indian health programs
OIT	Office of Information Technology
PM	Performance Measures
RPMS	Resource and Patient Management System

Contact Information

If you have any questions or comments regarding this distribution, please contact the OIT Help Desk (IHS).

Phone: (888) 830-7280 (toll free)

Web: <http://www.ihs.gov/helpdesk/>

Email: support@ihs.gov