



RESOURCE AND PATIENT MANAGEMENT SYSTEM

# **Behavioral Health System v4.0 Data Entry**

## Announcement and Agenda

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Indian Health Service  
Office of Information Technology  
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## 1.0 General Information

### 1.1 Purpose of Training

- The focus of this training is on direct provider entry of clinical data and other functionality in BHS v4.0 GUI. Some of the functionality featured in this training includes electronic signature, enhanced intake functionality, simplified data entry, and modified reports. The Reports and Manager Utilities modules of BHS v4.0 are not in the GUI format and an introduction to these functions will be conducted in the RPMS traditional “roll and scroll” format.

**Participants will:**

- Over the course of the two-day training the following areas will be covered: Data Entry Menu: to record, display and print clinical data related to client care including individual and group encounters, treatment plans, suicide reporting forms and case management information Reports Menu: An introduction to tracking and managing patient, provider, and program activities and statistics Manager Utilities Menu: An introduction to setting site-specific parameters related to security, program management and exporting data to the Area offices and HQE

**Hands-on practice includes, but is not limited to:**

- The training consists of lecture with demonstrations of the tool, and hands-on exercises using individual computer terminals and a simulated training database.

### 1.2 Prerequisites

- Familiarity with a keyboard, mouse and working in a Windows environment.

### 1.3 Intended Audience

The target audience is any provider, clinical supervisor, health care administrator, or RPMS support staff that is located at a facility that utilizes, or is going to be implementing RPMS BHS v4.0.

### 1.4 Course Material

- BHS v4.0 Patch 3 Data Entry Training Manual  
[http://www.ihs.gov/cio/bh/documents/training/BHS\\_P3\\_DE\\_Manual.pdf](http://www.ihs.gov/cio/bh/documents/training/BHS_P3_DE_Manual.pdf)
- Purpose of Visit Job Aid  
<http://www.ihs.gov/cio/bh/documents/training/PurposeofVisitProbCodeList.pdf>
- Activity Codes Job Aid  
<http://www.ihs.gov/cio/bh/documents/training/ActivityCodeSheet.pdf>

- ICD-9 v Code Job Aid  
<http://www.ihs.gov/cio/bh/documents/training/ICD9vCodes.pdf>

## 1.5 References

- RPMS Help Desk  
<http://www.ihs.gov/CIO/Helpdesk/>
- RPMS Feedback  
<http://www.ihs.gov/rpms/index.cfm?module=feedback&option=add&newquery=1>
- RPMS Behavioral Health  
<http://www.ihs.gov/cio/bh/>
- Indian Health Service Division of Behavioral Health  
<http://www.ihs.gov/MedicalPrograms/Behavioral>
- Indian Health Service Home Page  
<http://www.ihs.gov>
- Indian Health Service Patient Education Program  
<http://www.ihs.gov/NonMedicalPrograms/HealthEd/index.cfm>
- Indian Health Service Clinical Reporting System (GPRA+)  
<http://www.ihs.gov/cio/crs/>

## 2.0 Learning Objectives

At the conclusion of this course participants should be able to:

- Come to an understanding of the relationship between the Resource and Patient Management System (RPMS) suite of applications and the behavioral health application.
- Understand the various navigation features of BHS.
- Enter patient-related visit documentation.
- Enter the optional Case Management and Treatment Plan features of BHS
- Understand how and when to document Suicide Reporting Forms.
- Document non-patient related activities.
- Use the BHS roll-and-scroll application to view the Reports menu, identify reports, and run a sample report.
- Routinely export behavioral health data to IHS using the Export Utility Menu.

## 3.0 Detailed Agenda

### 3.1 Day 1

Topic	Duration
Introduction/Logistics	30 min.
Set Up (Site Parameters & Initial Log On)	30 min.
Menu Tree; Buttons for Patient, Preferences, etc.; Help File; Health Summary; Face Sheet	45 min.
<b>Break</b>	15 min.
Visit Encounters (One Patient; All Patients; Browse Visits)	1 hr. 45 min.
<b>Lunch</b>	60 min.
Visit Encounters (Group Encounters)	60 min.
<b>Break</b>	15 min.
Intake (Train with menu tree option; show Intake tab in Visit)	60 min.
<b>Break</b>	15 min.
Case Management	30 min.
Q & A; Additional Practice Time	30 min.

### 3.2 Day 2

Topic	Duration
Review	30 min.
Treatment Plans (One Patient; All Patients)	1 hr. 15 min.
<b>Break</b>	15 min.
Suicide Reporting Forms (One Patient; All Patients)	1 hr. 45 min.
<b>Lunch</b>	60 min.
Administrative/Community Activities	30 min.
Exporting	30 min.
<b>Break</b>	15 min.
Reports (DE Menu – TPU, DPL, GAF, NSDR)	1 hr. 15 min.
<b>Break</b>	15 min.
Q & A; Additional Practice Time	30 min.
Course Evaluation	15 min.

## Contacts

RPMS Help Desk	(888) 830-7280	<a href="mailto:support@ihs.gov">support@ihs.gov</a>
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