



RESOURCE AND PATIENT MANAGEMENT SYSTEM

Computerized Public Health Activity Data System (BNI)

User Manual

Version 1.0
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PREFACE

The Indian Health Service (IHS) Computerized Public Health Activity Data System (CPHAD) application provides for the entry of public health activity being performed by clinicians or other providers of public health activities. This software application will work in conjunction with the existing Resource and Patient Management (RPMS) applications. The distribution of the package will be IHS-wide.

Note: All menus are site configurable. Therefore, your menus may not appear exactly as shown throughout this manual.
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SECURITY

The reports generated by this package do not contain confidential patient information.

This package does not impose any additional legal requirements on the user, nor does it relieve the use of any legal requirements.

This package requires access and verify codes to access the system. These can be obtained from your supervisor or site manager. In addition, security keys are assigned with your access codes. They are required to perform certain options in the CPHAD application. Some options within the application are “locked”, i.e., the user is unable to access the option without the appropriate security key.

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1.0 Introduction

The premise is that “IHS is first and foremost a public health agency.” The public health activities that are provided by IHS clinics are a vital part of the health of the communities they serve. IHS is made up of dedicated providers that spend many hours (where a majority of those hours are their own time) providing the needed public health activities for the community and patients they serve. There is a quote from one of those providers in the Portland Area that goes like this: “What I think is often missed by planners/funders is that most IHS facilities function as a combination of the private physicians/dental office and the county health department for the reservations that they serve.” Until now, there has been no way to track the time spent on Public Health Activities in the Resource and Patient Management System (RPMS).

One of the many responsibilities of IHS providers is to provide Public Health Activities. These are activities that are provided where they are not directly associated with patient care, but have an impact on groups of patients as well as the community as a whole. To assist in doing this, IHS has implemented the Computerized Public Health Activities Data System (CPHAD) package as part of the RPMS. The ability to enter Public Health Activities into RPMS will provide your clinic valuable information that was not currently being tracked. By collecting this data we may be able to (1) Improve the visibility and understanding of the public health workload of IHS clinicians and other staff. (2) Stimulate more public health discussions. (3) Include this workload when calculating staffing packages. (4) Use this data in GPRA and other Health Promotion/Disease Prevention efforts. (5) Provide a better basis to justify certain types of Congressional funding.

The CPHAD application is a means of recording and reporting the public health activity workload of clinicians and other clinic staff.

CPHAD is a menu-driven application designed to provide its users with an efficient, dependable way to enter each occurrence of a public health activity. The application allows the following:

- Enables the entry of new records into the system
- Enables editing of records already entered at the facility
- Prints several reports pertaining to various aspects of the record

Using the Program

There are three basic types of screens that you will encounter using the CPHAD application: the main menu screen, submenu screens, and help screens. The *Main Menu* screen displays all of the primary and miscellaneous options of the CPHAD application. When you have selected a primary command from the Main Menu, a submenu will appear on the screen. The *submenus* enable you to choose more

specific options and tasks. Submenus can also contain submenus of their own. *Help* screens are available at each level by typing one, two, or three question marks (?), providing multiple levels of assistance.

1.1 Basic Information for New RPMS Users

Responding to Computer Prompts

Users interact with RPMS computers by responding to specific requests for information called prompt lines. Common problems in responding are: (1) new users do not understand what a prompt is asking them to do, and (2) experienced users *do not read the prompts carefully* before entering their responses. All RPMS applications use similar conventions to accept input from the user. The databases (files) are set up to allow responses in two basic ways: (1) to accept choices from only the existing entries in a file, or (2) allow users to add new entries to the list of choices as they use the application. The `<Enter>` key must always be used to send responses to the computer. When a response cannot be matched by the computer with one or more acceptable choices, the ?? (unknown value) will be displayed by the system and the same prompt line will reappear. By entering “??” at any prompt a user can view the possible choices and how they can be entered.

Signing onto the System

To prevent unauthorized use of the computer system, each user is assigned codes allowing access. These codes are assigned by the RPMS Site Manager. Upon entering the system, the user will be prompted for an *access code*, then a *verify code*. Upon the user receiving their own codes, the user should not write them down or share them with any other user. Entering these codes will identify the specific user to the computer, and their name will be associated with many of the functions he/she performs through the computer (e.g., sending messages, entering an RX, registering a patient). When the user logs on, they may see a message stating the last time they were logged on. If a user suspects someone is using their codes, the user should change the codes.

The user can change his/her own *verify code* via the Automatic Menu option, EDIT USER CHARACTERISTICS found by typing “**TBOX**” at any menu option. The user will also be required to change his/her *verify code* periodically. The Site Manager can change a user’s *access code*.

Exiting from Menu Options

There is more than one way to exit from RPMS applications. By entering only `<Enter>` at each prompt, the user will back out of the option he/she is using and return to each preceding menu one layer at a time, until the system prompts:

Do you really want to halt?: YES//

Press <**Enter**> and the computer session will end. By entering **HALT** at any menu option, the user will immediately exit from the application and from the computer session. The user must sign-on again in order to begin another session.

Using Question Marks in the Menu System

There are different sorts of help available by entering question marks at a Select Option prompt.

? A single question mark will provide the user with help to answer the prompt.

?? Two question marks will display a list of options from which the user will choose in order to answer the prompt.

Abbreviated Responses, Synonyms and Mnemonics

All RPMS applications allow abbreviated responses, synonyms, and mnemonics. This function permits users to enter only the first letter or series of letters for the response to be used. This saves time and helps control data entry errors. When a single letter response is sufficient to identify an item, the choice will be executed. When more than one possible answer exists based upon the response, the possible choices will be displayed (in groups of five items at a time, if more, then you will have to <**Enter**> to continue the list or “^” to get out of the list) the user will be prompted to select an item from those listed by entering its number. When entering a person’s name it is best to use enough letters of the name to prevent getting a long list of possible choices.

Understanding and Using Default Values

All RPMS applications provide *default* functions for responding to most prompts. A default value can be defined loosely as the “most probable” answer, or the most recent answer to a prompt for input. Default values may be displayed automatically along with an input prompt in the following format:

Input prompt: DEFAULT VALUE //

The double slash marks (//) always identify a default value. Pressing <**Enter**> at a prompt with a default value will accept (use) that value as the input. If the default value is not desired, enter the correct input value and press <**Enter**>. Not all prompts will have a default value displayed. However, the user may use the most recent value stored for a given prompt (data field) by pressing the *spacebar* once, followed by <**Enter**>. This command works for menu options and other input prompts.

Note: Be careful, because indiscriminate use of this command can result in entering the wrong value into a database.

Printers - Slaved Printers and Line Printers

RPMS users can direct outputs to a printer or to any other local terminal by specifying the following:

- (1) Device number
- (2) Width of right margin for the report
- (3) Queuing the report to print at a later time if necessary

There are two basic ways printers can be set up to function at RPMS sites: they can be connected to the main RPMS server or to the user's local PC. Printers connected directly to the PC are called slave printers. Slave printers operate either through the *Print Screen* function of the terminal to which they are linked, or by entering **S** for slave at the **Device:** prompt. Printers connected directly to the RPMS server (line printers) can be accessed from any user terminal, unless restricted by the Site Manager. Such printers can produce outputs any time of day, even after the user has signed off, but slave printers usually cannot. Line printers are best for large jobs which can be queued to run overnight when fewer people are using the computer. Slave printers are efficient for printing brief reports which are needed immediately.

2.0 Main Menu

Overview

The Computerized Public Health Activity Data System (CPHAD) is a menu-driven software application. The first screen you will see displayed on your terminal is the Main Menu.

The screen capture in *Figure 2-1* illustrates the possible main menu options.

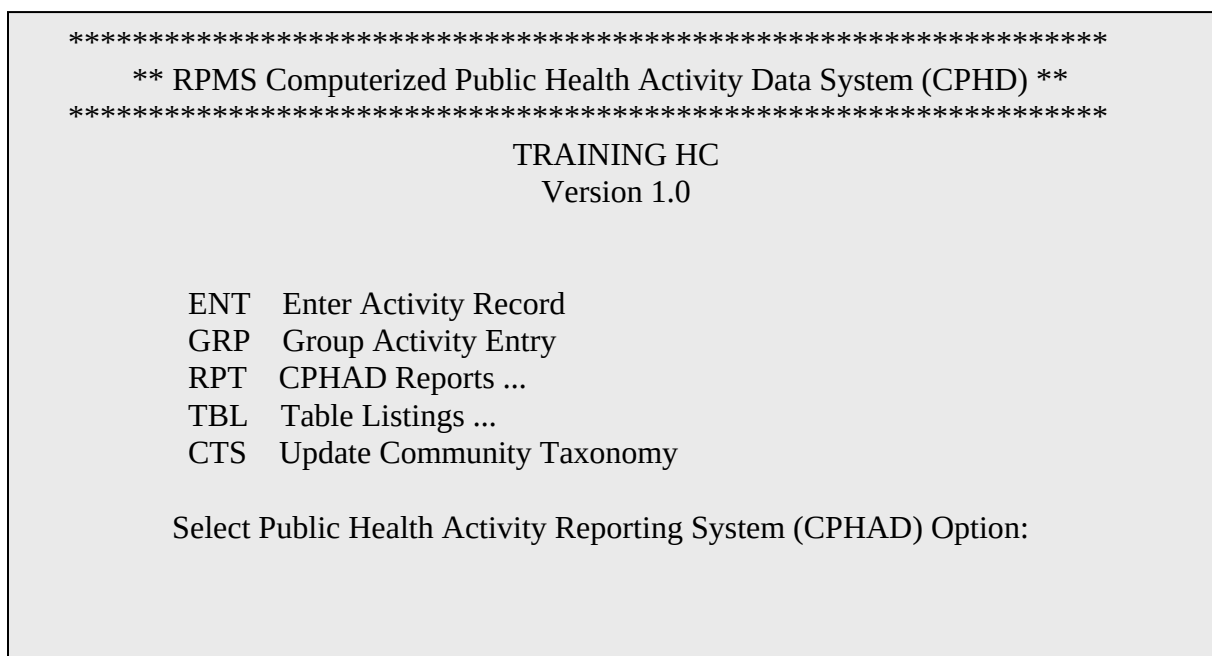


Figure 2-1 CPHAD main menu

Purpose of Main Menu

The purpose of the main menu is to list different items or options that the user may select. When you are ready to perform a specific task, you simply choose one of the options on the menu followed by the Enter key (displayed throughout this manual as **<Enter>**).

Main Menu Options

Enter Activity Record (ENT)

This option enables users to add, edit, display or delete activity records for individual providers. The complete field listing and instructions for data entry are detailed in section 3.0.

Group Activity Entry (GRP)

This option enables users to add, edit, display or delete activity records for multiple providers. The complete field listing and instructions for data entry are detailed in section 4.0.

CPHAD Reports (RPT)

This option enables users to generate reports. The report options available from the RPT menu are detailed in section 5.0.

Table Listings (TBL)

This option enables users to view the PH Concern, Specific Topic, Type of Activity, Group Served and Activity Setting lists. The options available from the TBL menu are detailed in section 6.0.

Edit Site Parameters (ESP)

This option enables users to set up the default site parameters for the CPHAD application. The complete field listing and instructions are detailed in section 7.0.

3.0 Adding an Activity Record

This option is used to enter a single record for a single provider.

Overview

Entering a CHPAD activity record is different than any other package in RPMS. The record is not date or patient specific. This section will cover the key features of the CPHAD system and include guidelines for entering activity records in the proper format.

Scanning the Existing Records First

The ENT option creates a new activity record. By viewing the records for that provider for potential duplicates will ensure that the activity that you are going to enter is not already recorded.

Enter Your Site

When you add an activity record, you will first be asked your Site name. This is pointed to your facility *location* file. Your default facility will be displayed followed by //. At this point you can simply press <Enter> to accept the default location. Or at the // you can change the facility. You will only want to change it if you site has more than one facility housed on your RPMS system.

Enter your Site: Training HC//

Figure 3-1: Sample site entry

Enter Person Who Performed the Activity

Enter the name of the provider who performed the Public Health Activity. The person must be an existing user of the RPMS system. The presumption is that the person who performed the activity will also be the one entering it. The system will default to the person who is currently logged into RPMS followed by //. If you are the provider of the activity, you can just press <Enter> and accept the default. If you are entering data for another provider, then type in their name here. Names are entered using the standard RPMS name conventions:

Answer with NEW PERSON NAME, or INITIAL, or SSN, or VERIFY CODE,
or
NICK NAME, or SERVICE/SECTION, or DEA#, or VA#, or CODE, or
IHS LOCAL CODE, or IHS ADC INDEX, or ALIAS

Enter Person who Performed the Activity: BRICKELL,MARY//

Figure 3-2: Sample person entry

Travel Time and Number Served/Attended

If you *do not* want to be prompted to record the Travel Time or Number Served/Attended make sure you answer *no* to this question, by answering *no*, the questions will not appear on your screen. The default answer for this question is set to *no*. If you *do* want to be prompted for the Travel Time and Number Served answer *yes*. By answering *yes* to this question, it will *require* you to enter *both* a Travel Time and the Number Served or Attended. If you answer *yes* to this question and fail to enter the Travel Time and Number Served/Attended when you try to save and exit the record you will get this message:

THE DATA COULD NOT BE FILED.

Page 1, Travel Time in minutes is a required field

Page 1, Number Served/Attended is a required field

You will have to return to the entry screen and complete the two fields by answering with the Travel Time in minutes. This is the number of minutes counting the time it took you to get to the activity location and the time it took you to return. If there were multiple locations for this activity add up the total travel time and enter the number of minutes. You will then have to enter the Number Served by the activity or the number of people who attended the activity. Remember this only becomes a requirement if you answer *yes* to the question in the beginning.

Do you want to be prompted for the Travel Time and Number Served? N//

Figure 3-3: Sample travel time/number served question

After you have entered responses for these three prompts, the system will continue to allow you to create records for the provider entered above. If you need to enter data for a different provider, you *must* return to these prompts by typing a **Q** to quit out of the current provider's visit screen and change the default data.

The following screen appears next:

Update CPHAD Activity Records Jan 10, 2006 12:00:21										Page: 0 of 0
Person Performing Activity: BRICKELL, MARY										
#	DATE	PRV	TIME	General Health	Spec Hlth	Topic	Activity	Setting		
1	10/00/05	MB	5	GPRA	GENERAL	GPRA	AC ATTEND MEETING/	COMMUNIT		
2	10/00/05	CM	5	DIABETES	GENERAL	DIABETE	ATTEND MEETING/	COMMUNIT		
3	11/00/05	MB	2.25	EMERGENCY DEPLO	EMERGENCY	DEPLO	INVESTIGATE	COMMUNIT		
4	11/13/05	MB	1.5	CHRONIC DISEASE	HYPERTENSION-CH	PRESENT		OWN HEAL		
5	11/13/05	MB	4	GPRA	GENERAL	GPRA	AC ATTEND MEETING/			
6	11/13/05	MJG	4	GPRA	GENERAL	GPRA	AC ATTEND MEETING/	COMMUNIT		
7	11/14/05	MB	2	ACCIDENT AND IN	OTHER	ACCIDENT/	ATTEND MEETING/	COMMUNIT		

?? for more actions

AD	Add Record	XR	Delete Record	Q	Quit
ED	Edit Record	+	Next Screen		
RD	Display Record	-	Previous Screen		

Select Action: A//

Figure 3-4: Sample provider activity record entry

Notice again that records are being entered for *Mary Brickell*. If you need to enter activity records for a different provider, quit this screen by typing **Q** at the prompt and pressing **<Enter>**. Then start back at the CPHAD main menu. The top portion of the screen displays the information for the entry date and provider that you entered at the first three prompts. The middle section displays all existing records that have been entered for this provider. The screen will display the first 13 records. Type a **“+”** to see more records for this provider. Use the **“+”** and **“-”** keys to move through the list of records. The bottom portion displays all of the available commands. To get out of this screen type a **“Q”** to quit. This will return you to the main CPHAD menu.

Each command at the bottom of the screen is described in detail as in this manual.

3.1 Add a Record

To add a new activity record, type **AD** at the prompt and press **<Enter>**. Since the AD command is the default command, you can just press **<Enter>** to select it. The next screen will ask you to enter the **MONTH** the activity took place. All twelve months are displayed. You can respond by either typing in the name of the month or the corresponding number and press **<Enter>**. After entering the month, the next prompt will ask for the year, the current year is the default so you can just press

<Enter> to select the current year. If you want to enter a year prior to the current year you can type in either the 2 or 4 digit year. Future dates are not allowed.

Select one of the following:

1	JANUARY
2	FEBRUARY
3	MARCH
4	APRIL
5	MAY
6	JUNE
7	JULY
8	AUGUST
9	SEPTEMBER
10	OCTOBER
11	NOVEMBER
12	DECEMBER

Enter the MONTH the activity took place:
Enter Year: 2006//

Figure 3-5: Month and year entry screen

Date of Activity

The next screen is the data entry screen. Your cursor will be placed on the Date of Activity field. This package does not require a record to have a specific date. Only a month and year are required. However, if you choose to collect the exact date of the activity, at this point you can enter in an exact date using the standard RPMS date conventions:

Examples of Valid Dates

JAN 20 1957 or 20 JAN 57 or 1/20/57 or 012057, T-1 (for YESTERDAY), T-3W (for 3 WEEKS AGO), etc.

Person Performing Activity

This field will have the person who you selected in the beginning of the data entry process. At this point you can change the person performing the activity to a different person using the standard name conventions as follows:

Answer with NEW PERSON NAME; enter LASTNAME,FIRSTNAME or INITIALS, or SSN, or VERIFY CODE, or IHS LOCAL CODE

Total Time Spent in Hours

This field collects the total time spent on the activity. It is meant to capture the total amount of time spent on a single activity record entry. For example if you worked on an activity for 2 hours a day for 5 days, this would include the planning and preparation, the actual event and the follow-up. Your total time for this activity

would be 10 hours. This is not meant to be a precise, down to the minute account of your time. It should be an approximation of your total time spent on the activity. It is recorded in hours and quarter hours. Acceptable responses are .25, .5, .75, 1, 1.25, 1.5 etc. Type in your total time spent in hours then press <Enter>.

General Health Concern

This is a mandatory field. There is a standardized list of General Health Concerns. Type “??” and press <Enter>, to cause a list of the General Health Concerns to display at the bottom of the screen. Since the list is longer than your screen will allow, you will see a message displayed at the bottom of the screen:

Enter RETURN to continue or '^' to exit:

At this message you must press <Enter> to continue the list or type in “^” to exit the list and choose your response.

You can enter the concern either by the name or by the number followed by <Enter>. If you choose OTHER HEALTH TOPIC (SPECIFY), you will be required to type in a free text answer to specify the Health Concern up to 64 characters in length.

Note: Emergency Deployment and Complementary and Alternative Therapies do not have any Specific Health Topics associated with it so it will default to a General topic.

Specific Health Topic

Once you choose a General Health Concern your cursor will move to the *Specific Health Topic*. This is a required field. There is a standardize list of specific health topics related to the *General Health Concern* that you chose above. Type “??” followed by <Enter> to cause a list of the specific health topics to display at the bottom of the screen. Since the list will be longer than your screen will allow, you will see a message displayed at the bottom of the screen:

Enter **RETURN** to continue or “^” to exit:

At this message you must press <Enter> to continue the list or type in “^” to exit the list and choose your response.

You can enter the topic either by the name or by the number followed by <Enter>. If you choose the OTHER TOPIC, you will be required to type in a free text answer to specify the topic up to 64 characters in length.

Type of Activity

After entering the Specific Health Topic information your cursor will move to the *Type of Activity* field. This is a required field. There is a standardized list of Activity

Types. Type “??” and a list of Activity Types will display. Since the list will be longer than your screen will allow, you will see a message displayed at the bottom of the screen:

Enter RETURN to continue or '^' to exit:

At this message you must press <Enter> to continue the list or type “^” to exit the list and choose your response.

You can enter the activity type either by the name or by the number followed by <Enter>. If you choose the OTHER ACTIVITY (SPECIFY), you will be required to type in a free text answer to specify the type of activity up to 64 characters in length.

Group Served

After completing the Type of Activity information the cursor will move to the *Group Served* field. This is a required field. There is a standardized list of groups. Type “??” to cause a list of groups to display. Since the list will be longer than your screen will allow, you will see a message displayed at the bottom of the screen:

Enter RETURN to continue or '^' to exit:

At this message you must press <Enter> to continue the list or type in “^” to exit the list and choose your response. You can enter the Group Served either by the name or by the number followed by <Enter>. If you choose the OTHER AUDIENCE (SPECIFY) option you will be required to type in a free text answer to specify the type of activity up to 64 characters in length.

Activity Setting

This field will either be mandatory or optional depending on how your site parameters are set. Please see your Site Manager for more information on the site parameters. There is a standardized list of groups. By typing “??” a list of groups will display. A message will display at the bottom of the screen:

Enter RETURN to continue or '^' to exit:

At this message you must press <Enter> to continue the list or type in “^” to exit the list and choose your response.

You can enter the Setting either by the name or by the number followed by <Enter>.

The options are as follows:

COMMUNITY OUTSIDE THE SERVICE AREA.....No other information is needed. Your cursor will move to the *ADDITIONAL COMMENTS* field.

COMMUNITY WITHIN SERVICE DELIVERY AREA...If you choose this option, you will be required to enter a community from the taxonomy (list) of communities

within your official Contract Health Service Delivery area (CHSDA). This taxonomy will be set up in the Site Parameters. If you have any questions regarding the communities in your taxonomy please see your Site Manager.

OTHER LOCATION OR NOT APPLICABLE.....No other information is needed. Your cursor will move to the *ADDITIONAL COMMENTS* field.

OWN HEALTH CARE FACILITY.....No other information is needed. Your cursor will move to the *ADDITIONAL COMMENTS* field.

Additional Comments

This is an optional free text field. If you want to add additional comments to your record you must press <**Enter**> this will take you to the ScreenMan word processing screen. You can now enter all of your additional comments. To exit and save what you have typed press the <F1> followed by the “e” key. For more information on using the ScreenMan Editor please refer to Appendix B in the back of the manual. If you are unable to get out of this screen, see your RPMS Site Manager.

If you DO NOT want to enter additional comments you must either use your down arrow key or <Tab> through the field.

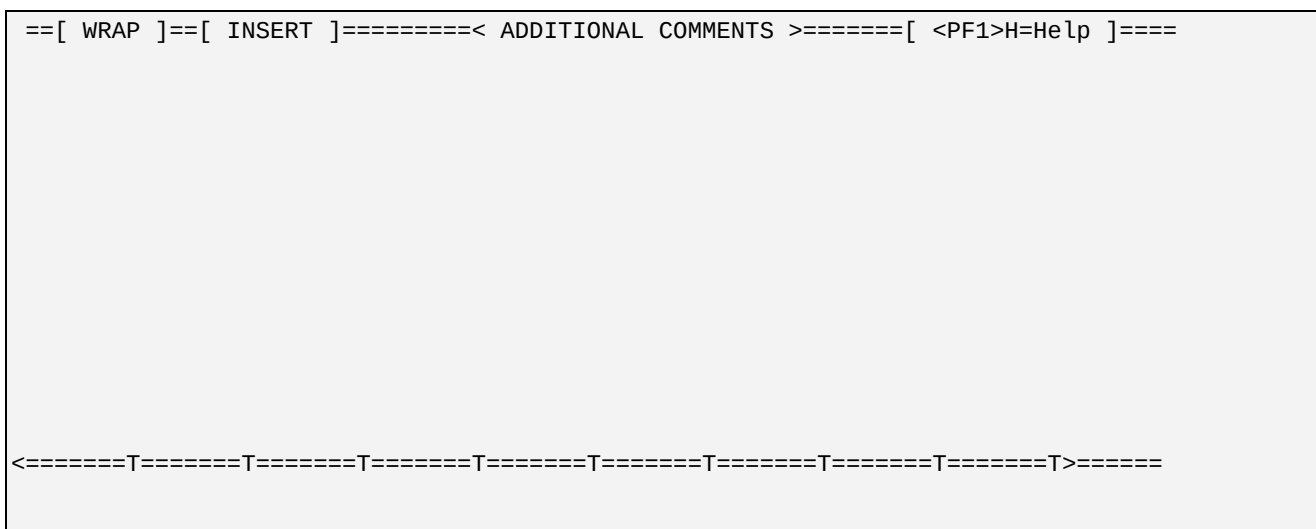


Figure 3-6: Additional comments word processing screen

Saving the Record

Once you have completed the CPHAD record you will come to the COMMAND line. There are three different ways to save your record.

At the COMMAND line type “S” <**Enter**> to save, and then “E” <**Enter**> to exit.

Type “E” <**Enter**> to exit. Then you will be asked if you want to “Save changes before leaving form (Y/N)?” Answer “Yes” <**Enter**>

When your cursor is anywhere in your record you may Press <F1> followed by the “E” key. This will save and exit your form.

```
***** Update CPHD Record *****
-----
Date of Activity: JAN 2006
Person Performing Activity: BRICKELL,MARY
Total Time Spent in Hours (.25, .5, .75 allowable): 2.75
General Health Concern: DIABETES
    If Other (specify):
Specific Health Topic: DIABETIC NUTRITION-DM
    If Other (specify):
Type of Activity: PRESENT
    If Other (specify):
Group Served: GENERAL COMMUNITY
    If Other (specify):
Activity Setting: COMMUNITY WITHIN SERVICE DELIVERY AREA
Community: SALEM

ADDITIONAL COMMENTS (press enter to update)

Exit      Save      Refresh

Enter a command or '^' followed by a caption to jump to a specific field.

COMMAND:                                     Press <PF1>H for help      Insert
```

Figure 3-7: Completed record

If you exit the record without completing the required data fields you will receive a message letting you know which required fields are missing. You have two choices. You can “E” ” <Enter> edit the record and complete the record. Or you can “D” <Enter> delete the incomplete record.

```
TOTAL TIME SPENT (hrs) is a required field and is missing.
GENERAL HEALTH CONCERN is a required field and is missing.
SPECIFIC HEALTH TOPIC is a required field and is missing.
TYPE OF ACTIVITY is a required field and is missing.
ACTIVITY SETTING is required and is missing.
```

Select one of the following:

```
      E          Edit and complete the Record
      D          Delete the Incomplete Record
```

Do you wish to: E//

Figure 3-8: Incomplete record message

3.2 Edit a Record

Use this option to correct an error or change data in a record. For example, if you entered the Total Time Spent as 1.5 hours and it was supposed to be 2.5 hours, you would use this option to correct that data. To edit a record, type “**ED**” <**Enter**> at the Action prompt. Then select the record to be edited at the next prompt.

If you need to edit any piece of information, for example, Total Time Spent, press the <**Enter**> key or the <**Tab**> key until you reach the Total Time Spent field. Enter the corrected time <**Enter**> and then press the <**F1**> followed by “**E**” to save and exit the screen.

3.3 Display a Record

From the main Activity Records screen, you can display a record. To do so, type “**RD**” <**Enter**> at the Action prompt. You will then select the record you want to view. It will be viewed in *Browse* mode. To scroll up or down the record use the up and down arrow keys. To view the next page, type the “**+**” key. To view the previous page, type the “**-**” key. Type a “**Q**” <**Enter**> to exit out of the record display. Below is an example of a record display.

```
PHAD ACTIVITY RECORD DISPLAY Jan 31, 2006 11:06:39          Page:    1 of    2

Record IEN:                17

===== CPHD ACTIVITY RECORD =====
DATE OF ACTIVITY:          JAN 2006
DATE CREATED:              JAN 31, 2006
CREATED BY:               BRICKELL,MARY
LAST EDITED BY:           BRICKELL,MARY
DATE LAST EDITED:         JAN 31, 2006
LOCATION WHERE RECORD C:    TRAINING HC
LOCATION:                   TRAINING HC
PERSON PERFORMING ACTIV:   BRICKELL,MARY
TOTAL TIME SPENT (hrs):    2.75
GENERAL HEALTH CONCERN:    DIABETES
SPECIFIC HEALTH TOPIC:     DIABETIC NUTRITION-DM
TYPE OF ACTIVITY:          PRESENT
GROUP SERVED:              GENERAL COMMUNITY
ACTIVITY SETTING:         COMMUNITY WITHIN SERVICE DELIVERY AREA
COMMUNITY W/IN SERVICE :   SALEM

+      Enter ?? for more actions
+      Next Screen          -      Previous Screen          Q      Quit
Select Action: +/
```

Figure 3-9: Record display

3.4 Delete a Record

To delete a record, type “**XR**” <**Enter**> at the action prompt on the main data entry screen. Select the record you want deleted.

Note: Remember that once a record has been deleted, it is erased from the system forever.

Select Action: A// XR Delete Record
Delete Which Record: (1-15):

Figure 3-10: Deleting a record

First, the record will display so you can check to ensure that it is the record you want to delete. You must enter a “**Y**” (yes) or “**N**” (no) followed by <**Enter**> at the prompt to make your choice.

DATE OF ACTIVITY: OCT 2005 DATE CREATED: DEC 28, 2005
CREATED BY: BRICKELL, MARY LAST EDITED BY: BRICKELL, MARY
DATE LAST EDITED: DEC 28, 2005
LOCATION WHERE RECORD CREATED: TRAINING HC
LOCATION: TRAINING HC
PERSON PERFORMING ACTIVITY: APPLGATE, ROGER H MD
TOTAL TIME SPENT (hrs): 5 GENERAL HEALTH CONCERN: DIABETES
SPECIFIC HEALTH TOPIC: GENERAL DIABETES
TYPE OF ACTIVITY: ATTEND MEETING/ACTIVITY
GROUP SERVED: HEALTH CARE STAFF (IN-HOUSE)
ACTIVITY SETTING: COMMUNITY WITHIN SERVICE DELIVERY AREA
COMMUNITY W/IN SERVICE AREA: DALLAS TRAVEL TIME IN MINUTES: 0
NUMBER SERVED/ATTENDED: 3
ADDITIONAL COMMENTS: MEETING ON DM PTS
LOG OF EDITING: DEC 28, 2005@12:45:34 USER WHO EDITED: BRICKELL, MARY

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

Figure 3-11: Delete question

4.0 Group Activity Entry

Use the group activity entry when you have one activity that involves multiple providers. For instance, you have a meeting about a meningitis outbreak that involves your medical providers, PHNs and CHRs. This option will allow you to enter the activity just once and then add each provider. This will generate an individual activity record for each provider entered.

You will enter all information about the activity the same as you would an individual activity, once you have entered in the information for the activity, you will be asked to add the Persons Participating in the Group Activity. Press **<Enter>** to start adding people. A box will appear asking for the names of each person involved in the activity. Names are entered using standard RPMS naming convention.

Answer with NEW PERSON NAME; enter LASTNAME, FIRSTNAME or INITIALS, or SSN, or VERIFY CODE, or IHS LOCAL CODE

When you are finished entering in the names the cursor will go to the COMMAND line, the default response is *Close* press **<Enter>** and this will close the window. If you need to return to the Name prompts above use your up arrow key.



```
Enter all Persons Participating in this Activity
-----
NAME: BRICKELL, MARY
NAME: MARQUART, CLARK
NAME: POITRA, STEVEN
NAME: JONES, JOSH
NAME:

Persons Participating in the Group Activity <press enter to update>:
ADDITIONAL COMMENTS <press enter to update>:

Close      Refresh

Enter a command or '^' followed by a caption to jump to a specific field.

COMMAND: Close                      Press <PF1>H for help
Insert
```

Figure 4-1: Group provider entry

Once you have finished entering the names of the people involved in the activity, you will be returned to the activity record where you can complete and save the record.

5.0 CPHAD Reports

The CPHAD application provides various reports that are generated by the system called canned reports. The reports are based on the CPHAD records that have been entered into RPMS. Each report has an option to print the corresponding records represented by the report. There is also a General Retrieval reporting option to generate ad hoc reports from the CPHAD database.

5.1 Time Spent by Person Performing Activity

This report will tally all time spent by the person performing public health activities within a specified timeframe. You can optionally subtotal by other data elements. You will first be asked the Beginning Month of your report. You must enter a month/year. Then you will be asked for the ending date for your report, again you must enter a month/year. Enter a month and four-digit year in the following format: 1/1999, 01/2000. The slash is required between the month and year. Future dates are not allowed.

Once you enter the dates of your report, you will be asked to select the following for your report:

- **ONE Provider:** This option will give you a report for an individual provider's activities during the time period you have chosen. You will be asked to enter individual provider's name using the standard RPMS name convention.
- **ALL Providers:** This option will give you a report of all providers' activities.
- **TAXONOMY of Providers:** This option will give you a report of the activities for multiple providers that you enter. You will then be asked if you would like to save this provider group for future use. If you don't want to save the provider group for future use, reply **NO**. If you do want to save the group you must answer **YES**. (See saving and retrieving taxonomies below.)
- **Taxonomy of Provider DISCIPLINES:** This option will give you a report of activities by the disciplines of providers you enter. For example if you want a report of activities for all Physicians, you would use this option. You will be asked to enter the provider class i.e. PHYSICIAN, PHARMACIST, DENTIST etc. (To see a list of provider classes type "??") If you enter more than one class, you will then be asked if you would like to save this discipline group for future use. If you do not want to save the discipline group for future use, reply **NO**. If you do want to save the group you must answer **YES**. (See saving and retrieving taxonomies below.)

Saving and Retrieving Taxonomies

When saving the group to a taxonomy, you will first be asked for the Group name. The recommended convention for naming taxonomies is to use your initials plus a descriptive name. For example, “XXX-Quality Improvement Team” (XXX represents the user’s initials). Using this naming convention will assist in future retrievals of the taxonomy. Once you enter the name of your taxonomy you will be asked to confirm that you are adding the new taxonomy. The default answer is //NO, so you must answer **YES** or it will not be saved. Then you will be asked for a Brief Description. This is a free text field up to 30 characters in length. You will then be asked for an Extended Description. Both Description fields are optional. If you do not want to enter an extended description the default answer is //NO, just press <Enter> to bypass it. If you do want to enter more information, answer **YES** and you will be taken to the ScreenMan word processing editor. (See ScreenMan word processing editor instructions in Appendix B.) Once you have a taxonomy saved; to retrieve it, at the prompt enter “[” and the taxonomy name. If you did not save the taxonomy with your initials and you cannot remember the name of the taxonomy, type in a “[” and a “?” this will bring up a list of taxonomies from which you can choose.

After you have determined for whom you want your activities reports, you can then choose to have your report subtotaled by:

- PUBLIC HEALTH CONCERN
- SPECIFIC HEALTH TOPIC
- TYPE OF ACTIVITY
- ACTIVITY SETTING
- GROUP SERVED
- GPRA Elements
- DATE of ACTIVITY
- NO sub totals (None of the above)

Choose the corresponding letter or if you do not want your report subtotaled, press <Enter> to accept the default answer of //N.

You will then be asked if you want a list of the records included in your report. If you do, answer “Y” followed by <Enter>; if not, just press <Enter> to accept the default answer of //N.

You will be prompted for a Device to print your report. See your RPMS Site Manager if you need assistance choosing a device.

Below is a sample report.

MB	Feb 02, 2006	Page 1
*** Computerized Public Health Activity Datasystem *** Activity Time by Person Performing Activity *** TRAINING HC Activity Dates: Jan 2005 to Dec 2005		
	# RECORDS	Hrs
	-----	---
PROVIDER #1	3	47.75
PROVIDER #2	9	22.50
PROVIDER #3	3	12.50
GRAND TOTALS:	15	82.75

Figure 5-1: PPA sample report

5.2 Time Spent by Public Health Concern

This report will tally all time spent according to the public health concern. You will first be asked the Beginning Month of your report. You must enter a month/year. Then you will be asked for the ending date for your report, again you must enter a month/year. Enter a month and four-digit year in the following format: 1/1999, 01/2000. The slash is required between the month and year. Future dates are not allowed.

You will then be asked if you want a list of the records included in your report. If you do, answer “Y” followed by <Enter>; if not, just press <Enter> to accept the default answer of //N.

You will be prompted for a Device to print your report. See your RPMS Site Manager if you need assistance choosing a device.

A sample report follows.

MB	Feb 02, 2006	Page 1
*** Computerized Public Health Activity Datasystem ***		
*** Activity Time by General Health Concern ***		
TRAINING HC		
Activity Dates: Jan 2005 to Dec 2005		
-----	-----	-----
GENERAL HEALTH CONCERN	# RECORDS	Hrs
	-----	---
ACCIDENT AND INJURY	3	6.00
ADOLESCENT HEALTH	1	2.25
CHRONIC DISEASES	1	1.50
COMMUNICABLE DISEASE	1	40.00
DENTAL AND ORAL HEALTH	2	4.00
DIABETES	4	14.25
EMERGENCY DEPLOYMENT	2	7.75
GPRA	3	13.00
GRAND TOTALS:	17	88.75

Figure 5-2: PHC sample report

5.3 Time Spent by Specific Health Topic

This report will tally all time spent according to the specific health topic. You will first be asked the Beginning Month of your report. You must enter a month/year. Then you will be asked for the ending date for your report, again you must enter a month/year. Enter a month and four-digit year in the following format: 1/1999, 01/2000. The slash is required between the month and year. Future dates are not allowed.

You will then be asked if you want a list of the records included in your report. If you do, answer “Y” followed by <Enter>; if not, just press <Enter> to accept the default answer of //N.

You will be prompted for a Device to print your report. See your RPMS Site Manager if you need assistance choosing a device.

A sample report follows.

MB	Feb 02, 2006	Page 1
*** Computerized Public Health Activity Datasystem ***		
*** Activity Time by Specific Health Topic ***		
TRAINING HC		
Activity Dates: Jan 2005 to Dec 2005		
SPECIFIC HEALTH TOPIC	# RECORDS	Hrs
DIABETIC NUTRITION-DM	1	2.75
EMERGENCY DEPLOYMENT	2	7.75
FOOD SAFETY/FOODBORNE ILLNESS (E.G. E.COLI, LISTER	1	40.00
GENERAL ACCIDENTS AND INJURIES	2	4.00
GENERAL DENTAL AND ORAL HEALTH	2	4.00
GENERAL DIABETES	2	6.00
GENERAL GPRA ACTIVITIES (INCLUDING CRS)	3	13.00
HYPERTENSION-CHRONIC DIS.	1	1.50
HYPERTENSION-DM	1	5.50
OTHER ACCIDENT/INJURY TOPIC (SPECIFY)	1	2.00
OTHER ADOLESCENT HEALTH TOPIC (SPECIFY)	1	2.25
GRAND TOTALS:	17	88.75

Figure 5-3: SHT sample report

5.4 Time Spent by Type of Activity

This report will tally all time spent according to the type of activity. You will first be asked the Beginning Month of your report. You must enter a month/year. Then you will be asked for the ending date for your report, again you must enter a month/year. Enter a month and four-digit year in the following format: 1/1999, 01/2000. The slash is required between the month and year. Future dates are not allowed.

You will then be asked if you want a list of the records included in your report. If you do, answer “Y” followed by <Enter>; if not, just press <Enter> to accept the default answer of //N.

You will be prompted for a Device to print your report. See your RPMS Site Manager if you need assistance choosing a device.

A sample report follows.

MB	Feb 02, 2006	Page 1
*** Computerized Public Health Activity Datasystem *** Activity Time by Type of Activity *** TRAINING HC Activity Dates: Jan 2005 to Dec 2005		
-----	-----	-----
TYPE OF ACTIVITY	# RECORDS	Hrs
	-----	---
ATTEND MEETING/ACTIVITY	11	34.50
COORDINATE	1	2.25
INVESTIGATE	1	2.25
ORGANIZE OR LEAD ACTIVITY	1	40.00
PRESENT	3	9.75
GRAND TOTALS:	17	88.75

Figure 5-4: TOA sample report

5.5 Time Spent by Activity Setting

This report will tally all time spent according to the activity setting. You will first be asked the Beginning Month of your report. You must enter a month/year. Then you will be asked for the ending date for your report, again you must enter a month/year. Enter a month and four-digit year in the following format: 1/1999, 01/2000. The slash is required between the month and year. Future dates are not allowed.

You will then be asked if you want a list of the records included in your report. If you do, answer “Y” followed by <Enter>; if not, just press <Enter> to accept the default answer of //N.

You will be prompted for a Device to print your report. See your RPMS Site Manager if you need assistance choosing a device.

A sample report follows.

MB	Feb 02, 2006	Page 1
*** Computerized Public Health Activity Datasystem *** Activity Time by Activity Setting *** TRAINING HC Activity Dates: Jan 2005 to Dec 2005		
-----	-----	-----
ACTIVITY SETTING	# RECORDS	Hrs
-----	-----	---
COMMUNITY OUTSIDE THE SERVICE DELIVERY AREA	6	13.00
COMMUNITY WITHIN SERVICE DELIVERY AREA	9	70.25
OWN HEALTH CARE FACILITY	1	1.50
UNKNOWN/BLANK	1	4.00
GRAND TOTALS:	17	88.75

Figure 5-5: ACS sample report

5.6 Time Spent on GPRA Elements

This report will tally all time spent on Government and Performance Results Act (GPRA) Elements. This report will only look at specific Health Topics that are GPRA related. (For a list of Specific Health Topics that are GPRA related see Appendix A). You will first be asked the Beginning Month of your report. You must enter a month/year. Then you will be asked for the ending date for your report, again you must enter a month/year. Enter a month and four-digit year in the following format: 1/1999, 01/2000. The slash is required between the month and year. Future dates are not allowed.

You will then be asked if you want a list of the records included in your report. If you do, answer “Y” followed by <Enter>; if not, just press <Enter> to accept the default answer of //N.

You will be prompted for a Device to print your report. See your RPMS Site Manager if you need assistance choosing a device.

A sample report follows.

MB	Feb 02, 2006	Page 1
*** Computerized Public Health Activity Datasystem *** Activity Time for GPRA Elements *** TRAINING HC Activity Dates: Jan 2005 to Dec 2005		
SPECIFIC HEALTH TOPIC (GPRA RELATED)	# RECORDS	Hrs
DIABETIC NUTRITION-DM	1	2.75
GENERAL DENTAL AND ORAL HEALTH	2	4.00
GENERAL DIABETES	2	6.00
GENERAL GPRA ACTIVITIES (INCLUDING CRS)	3	13.00
HYPERTENSION-CHRONIC DIS.	1	1.50
HYPERTENSION-DM	1	5.50
GRAND TOTALS:	10	32.75

Figure 5-6: GPE sample report

5.7 Time Spent by Date of Activity

This report will tally all time spent according to the date of activity. The report will display the date of activity by month and year or exact date depending on the way the activity was entered. It will also display the day of the week the activity took place if appropriate. You will first be asked the Beginning Month of your report. You must enter a month/year. Then you will be asked for the ending date for your report, again you must enter a month/year. Enter a month and four-digit year in the following format: 1/1999, 01/2000. The slash is required between the month and year. Future dates are not allowed.

You will then be asked if you want a list of the records included in your report. If you do, answer “Y” followed by <Enter>; if not, just press <Enter> to accept the default answer of //N.

You will be prompted for a Device to print your report. See your RPMS Site Manager if you need assistance choosing a device.

A sample report follows.

MB	Feb 02, 2006	Page 1
*** Computerized Public Health Activity Datasystem		
*** Activity Time by Date of Activity ***		
TRAINING HC		
Activity Dates: Jan 2005 to Dec 2005		

DATE OF ACTIVITY	# RECORDS	Hrs
	-----	---
Oct 2005 day	2	10.00
Nov 2005 day	1	2.25
Nov 13, 2005 Sunday	3	9.50
Nov 14, 2005 Monday	1	2.00
Nov 18, 2005 Friday	1	40.00
Dec 2005 day	1	5.50
Dec 01, 2005 Thursday	2	7.75
Dec 05, 2005 Monday	2	4.00
GRAND TOTALS:	13	81.00

Figure 5-7: TSD sample report

5.8 General Retrieval

This report produces a list of activities by the criteria that you choose. The report format is extremely flexible because you are able to specify the selection criteria, the data items to be printed, and the sorting order. You may print a detailed activity record list or just counts of those activities that match the criteria you have selected. The first page of the report output is a summary page that displays the selection criteria, print items, and sort variable that you have requested.

After selecting the report option, you may enter the name of a previously defined report, or press **<Enter>** to bypass the first prompt. In three separate steps, you will be asked to identify your selection criteria, data items to print for each patient, and the sorting order. All of the selections are listed below (Figure 5-8). You may save the selected variables for future use by entering **YES** when prompted to save and then name the report template.

If you design a report that is 80 characters or fewer in width, it can be displayed on the screen or printed. If your report is 81 to 132 characters wide, it must be printed on a printer capable of producing 132 character lines or a printer set up for condensed print.

Selection Criteria Screen

```

GENERAL RETRIEVAL          Feb 02, 2006 12:55:13          Page:    1 of    1
                        CPHD Activity Record Selection Menu
Activity Records can be selected based upon any of the following items.
Select as many as you wish, in any order or combination.  An (*) asterisk
indicates items already selected.  To bypass screens and select all records,
type Q.

1) Day of Week of Activ    8) Provider                  15) Activity Setting
2) Created By              9) Provider Discipline/    16) Community w/inserv
3) Date Record Created     10) Time Spent             17) Travel Time
4) Last Edited By          11) General Health Conce   18) Number erved/Attend
5) Date Last Modified      12) Specific Health Topi
6) Location where recor    13) Type of Activity
7) Activity Location        14) Group Served

Enter ?? for more actions
S   Select Item(s)         +   Next Screen              Q   Quit Item Selection
R   Remove Item(s)        -   Previous Screen           E   Exit Report
Select Action: S// S Select Item(s)

Which activity record item(s): 1-18: 8,11,15

```

Figure 5-8: Selection menu

If you want to include all records with no defined criteria, type “**Q**” <Enter> to quit the item selection and go on.

Enter an “**S**” to select or <Enter> to accept the default. Enter the numbers of the selection criteria you want, separated by a comma, you will then be asked to define the selection criteria you have selected. For instance, if you selected the three items above, you would have to enter which provider(s) you want for #8; which General Health Concern(s) you want for #11; and which Activity Setting(s) you want for #15. After you have completed this step, you will be returned to the Selection Menu. Type “**Q**” to quit the item selection and go on. You will then be asked to choose one of the following:

- T Total Count Only
- S Sub-counts and Total Count
- D Detailed Activity Record Listing
- F Delimited Output File for use in Excel

If the *Total Count Only* option is chosen, you will only be asked which Device you want the report printed to and it will start to print.

If the *Sub-counts and Total Count* option is chosen, you will go to the SORT ITEM (Figure 5-9) menu. Type “**S**” or <**Enter**> to choose the number of the item by which you want to subtotal. You will need to answer three more questions. Then you will need to choose whether you want to print the report or browse the report. If you choose to browse, this will go directly to your screen. You will be able to move up and down through the report by using the “+” to see the next screen and “-” to see the previous screen. Type “**Q**” to get out of the browser.

If the *Detailed Activity Record Listing* option is chosen you will go to the PRINT ITEM (Figure 5-10) menu. Type “**S**” or <**Enter**> to accept the default. Enter the item numbers, separated by commas, that you want to print on the report. You will be asked the column width you want for each item selected, or you can accept the defaults. The columns will be added up for you and will include two spaces between each item. Just remember if the report is going to be printed to the screen or a standard printer, do not exceed 80 columns. When finished, type “**Q**” to quit the print item selection and go on to the SORT ITEM (Figure 5-10) menu. Type “**S**” or <**Enter**> to choose the number of the item by which you will subtotal. You will need to answer three more questions. Then you will need to choose whether you want to print the report or browse the report. If you choose to browse, this will go directly to your screen. You will be able to move up and down through the report by using the “+” to see the next screen and “-” to see the previous screen. Type “**Q**” to get out of the browser.

If the *Delimited Output File for use in Excel* option is chosen, you will be asked to select the print items, the sort item, and where you want the file to be written. (See above in this section for information on the Selection, Print and Sort item menus). You will then be asked to name the output file. This file will be written and will reside on the main RPMS server. Make a note of the file name as you will have to request that this file be emailed, FTP’d, or returned to you on a floppy disk, CD, or USB device by your RPMS Site Manager. The resulting file may be imported into Excel, ACCESS, SAS, or a variety of PC based programs used for data analysis. You will be asked if you would like a custom title for this report, <**Enter**> to bypass it.

Print Selection

```

GENERAL RETRIEVAL          Feb 02, 2006 13:08:16          Page:    1 of    1
                        PRINT ITEM SELECTION MENU
The following data items can be printed.  Choose the items in the order you
want them to appear on the printout.  Keep in mind that you have an 80
column screen available, or a printer with either 80 or 132 column width.

1)  Date of Activity          10)  Provider          19)  Group Served
2)  Day of Week of Activ     11)  Provider Discipline/ 20)  Other Group Served
3)  Created By              12)  Provider Class Code 21)  Activity Setting
4)  Date Record Created     13)  Time Spent          22)  Other Type of Activi
5)  Last Edited By          14)  General Health Conce 23)  Community w/in serv
6)  Date Last Modified      15)  Other General Hlth C 24)  Travel Time
7)  Location where recor    16)  Specific Health Topi 25)  Number served/Attend
8)  Activity Location        17)  Type of Activity
9)  Location (ASUFAC)       18)  Other Spec Hlth Topi

Enter ?? for more actions
S   Select Item(s)          +   Next Screen          Q   Quit Item Selection
R   Remove Item(s)         -   Previous Screen       E   Exit Report
Select Action: S// S

```

Figure 5-9: Print item menu

Sort Selection

```

GENERAL RETRIEVAL          Feb 03, 2006 12:32:13          Page:    1 of    1
                        SORT ITEM SELECTION MENU
The Activity records displayed can be SORTED by ONLY ONE of the following
items.
If you don't select a sort item, the report will be sorted by activity date.

1)  Date of Activity          9)  Location (ASUFAC)      17)  Group Served
2)  Day of Week of Activ     10)  Provider            18)  Activity Setting
3)  Created By              11)  Provider Discipline/ 19)  Community w/in serv
4)  Date Record Created     12)  Provider Class Code 20)  Travel Time
5)  Last Edited By          13)  Time Spent          21)  Number served/Attend
6)  Date Last Modified      14)  General Health Conce
7)  Location where recor    15)  Specific Health Topi
8)  Activity Location        16)  Type of Activity

Enter ?? for more actions
S   Select Item(s)          +   Next Screen          Q   Quit Item Selection
R   Remove Item(s)         -   Previous Screen       E   Exit Report
Select Action: S// S

```

Figure 5-10: Sort item menu

6.0 Table Listing

The table listing will provide a list of data items for each of the CPHAD fields. For a complete table listing of each category see Appendix A, which includes the following tables:

- General Public Health Concern
- Specific Health Topic
- Type of Activity
- Group Served
- Activity Setting

The lists can be displayed in Topic Name order or Topic Code order, by selecting either the “**T**” for Topic or “**C**” for Code followed by <**Enter**>. You will then have to choose a device to which the list will print. If you want to display it to your screen choose <**Enter**> to accept the HOME default.

```

                                TRAINING HC
                                BRICKELL, MARY

This report will list the CPHD General Health Concern table.

Select one of the following:

      T      General Health Concern Topic Name
      C      General Health Concern Topic Code

How do you want the table sorted: T//

DEVICE: HOME//
```

Figure 6-1: Table listing sort

7.0 Site Parameters

This option allows the user to set the Site Parameters for the CPHAD application. These parameters will vary from site-to-site. The parameters determine how the package will work.

Sites: You will set your CPHAD Site which is the same as your facility location. Type in your location then <Enter>.

Require Activity Setting: This is a *yes* or *no* response. If you want users to be required to enter an Activity Setting for each record, type “Y” <Enter>. If you want the Activity Setting to be optional, type “N” <Enter>.

Update the list of Communities you Service: Type a “Y” to enter all the communities in your Service Delivery Area. Type in the Community Name <Enter>. If there is more than one community with the same name listed at the bottom of the screen, choose the appropriate community contained in your Service Delivery Area. When you are finished entering the communities, type <Enter> and your cursor will go to the COMMAND line “C” to close the window or just <Enter> to accept the default.

These communities should be the same as those in the Community Taxonomy that is used for your Clinical Reporting System (CRS) report. See your RPMS Site Manager for a list of those communities.

Update those users allowed to see all Activity Records: Use this option to update the people who will have access to all CPHAD activity records. The CPHAD package is set up so that only the person or provider who performed the activity can view or edit that record. This is a security feature, so other people cannot have access to edit someone else’s records. If your site has a designated CPHAD data entry person, that person may need to view and edit the records of other people. If you want to add people who can access all records after typing in “Y” a window will open asking for the first Provider. Type their name using the standard RPMS name convention.

Answer with NEW PERSON NAME; enter LASTNAME, FIRSTNAME or INITIALS, or SSN, or VERIFY CODE, or IHS LOCAL CODE

When you are finished entering the Providers, type <Enter> and your cursor will go to the COMMAND line “C” to close the window or just <Enter> to accept the default.

Saving the changes: Once you have finished setting up the Site Parameters you will come to the COMMAND line. There are three different ways to save the settings.

At the COMMAND line, type “S” <Enter> to save and then “E” <Enter> to exit.

Type “**E**” <**Enter**> to exit. Then you will be asked if you want to “Save changes before leaving form (Y/N)?” Answer “**Yes**” <**Enter**>

When your cursor is at any of the prompts you may Press <**F1**> followed by the “**E**” key. This will save your selections and exit you from this screen.

Select BNI CPHD SITE PARAMETERS: prompt <**Enter**> through this to take you back to the CPHAD menu.

8.0 Glossary

Term	Definition
Default Facility	The facility that the BNI program is set to use automatically. This will most likely be the facility at which the computer actually resides; this default is not frequently changed.
Non-Mandatory Information	Information that is not required for the Quick Entry process for adding new records.
Queue	To instruct the computer to print a report at a specified later time. Queuing functions are usually used to print larger reports after hours, allowing the computer system to be used normally during business hours.
RPMS	Resource and Patient Management System; suite of software programs maintained for IHS use
Prompt	A message that appears on the screen at which the user must enter some command or text to continue. This is the computer asking the user to tell it what to do. In the CPHAD package, most prompts end with // and a blinking square cursor.
Screen Editor	The free-text editor used in the CPHAD program. Screen Editor screens allow the user to type an unlimited amount of text and “attach” it to a pre-specified field.
ScreenMan	A screen format used in the CPHAD program. ScreenMan screens allow the user to access different fields in any order and without scrolling a screen.
Security Key	Code, attached to an individual user’s profile, that regulates the level of access that user has while using an RPMS program.
SSN	Social Security Number; A 9-digit number assigned by the Social Security Administration for tracking and Social Security benefit purposes.

9.0 Appendix A: CPHAD Tables

9.1 General Health Concern Table

GENERAL PUBLIC HEALTH CONCERN	CODE	OTHER?
ACCIDENT AND INJURY	1	
ADOLESCENT HEALTH	2	
CHRONIC DISEASES	3	
COMMUNICABLE DISEASE	4	
COMPLEMENTARY AND ALTERNATIVE THERAPIES	19	
DENTAL AND ORAL HEALTH	5	
DIABETES	6	
ELDER HEALTH	7	
EMERGENCY DEPLOYMENT	22	YES
EMERGENCY PREPAREDNESS	8	
ENVIRONMENTAL HEALTH	9	
GPRA	10	
HEALTH PROMOTION AND DISEASE PREVENTION	11	
IMMUNIZATION	12	
INFANT AND CHILDREN'S HEALTH	13	
MENTAL HEALTH AND BEHAVIORAL HEALTH	14	
NATIVE HEALING AND CULTURE	18	
NUTRITION	20	
OTHER HEALTH TOPIC (SPECIFY)	21	YES
SUBSTANCE ABUSE	15	
VIOLENCE	16	
WOMEN'S HEALTH	17	

9.2 Specific Health Topic Table

Specific Health Topic	Code	GPRA	Other?
ADULT IMMUNIZATION-ELDER	114	YES	
ADULT IMMUNIZATION-IMM	115	YES	
ALCOHOL-ADOLESCENT	129	YES	
ALCOHOL-SUBSTANCE ABUSE	130	YES	
ANIMAL CONTROL (E.G. DOG BITE PREVENTION)	2		
ARTHRITIS-CHRONIC DIS.	17		
ARTHRITIS-ELDER	16		
ASSAULT	139		
ASTHMA AND LUNG DISEASE-CHRONIC DIS.	14		
ASTHMA AND LUNG DISEASE-ENVIRONMENTAL	15		
BIOTERRORISM PREPAREDNESS	91		
BIPOLAR ILLNESS	125		
BREAST CANCER	152	YES	
BREAST FEEDING-INFANT/CHILD	153		
BREAST FEEDING-NUTRITION	155		
BREAST FEEDING-WH	154		
CANCER-CHRONIC DIS.	18	YES	
CANCER-ELDER	19	YES	
CANCER-HEALTH PROMOTION	20	YES	
CARDIOVASCULAR DISEASE-CHRONIC DIS.	21	YES	
CARDIOVASCULAR DISEASE-ELDER	22	YES	
CARDIOVASCULAR DISEASE-HEALTH PROMOTION	23	YES	
CARDIOVASCULAR NUTRITION	165		
CERVICAL CANCER	156	YES	
CHILD ABUSE AND CHILD NEGLECT-INFANT/CHILD	140		
CHILD ABUSE AND CHILD NEGLECT-VIOLENCE	141		
CHILDHOOD DENTAL AND ORAL HEALTH-DENTAL	118	YES	

Specific Health Topic	Code	GPRA	Other?
CHILDHOOD DENTAL AND ORAL HEALTH-INFANT/CHILD	119	YES	
CHILDHOOD IMMUNIZATION-IMM	112	YES	
CHILDHOOD IMMUNIZATION-INFANT/CHILD	113	YES	
CHILDHOOD NUTRITION-INFANT/CHILD	120		
CHILDHOOD NUTRITION-NUTRITION	121		
CHILDHOOD VACCINE PREVENTABLE DISEASE (E.G. MEASLES, MUMPS	39	YES	
CHRONIC PAIN-CHRONIC DIS.	24		
CHRONIC PAIN-ELDER	25		
CHRONIC PAIN-SUBSTANCE ABUSE	26		
CULTURAL ORIENTATION/EDUCATION	170		
DEMENTIA AND ALZHEIMER'S DISEASE	83		
DEPRESSION	126	YES	
DIABETES PREVENTION-DM	74	YES	
DIABETES PREVENTION-HEALTH PROMOTION	75	YES	
DIABETES TREATMENT	76	YES	
DIABETIC COMPLICATIONS	77	YES	
DIABETIC NUTRITION-DM	78	YES	
DIABETIC NUTRITION-NUTRITION	79	YES	
DIABETIC RETINOPATHY	80	YES	
DIARRHEAL DISEASES (E.G. NOROVIRUS)-COM DIS.	40		
DIARRHEAL DISEASES (E.G. NOROVIRUS)-INFANT/CHILD	41		
DISASTER PREPAREDNESS (E.G., EARTHQUAKE, TSUNAMI, FIRE, TO	92		
DOMESTIC VIOLENCE OR INTIMATE PARTNER VIOLENCE-VIOLENCE	142	YES	
DOMESTIC VIOLENCE OR INTIMATE PARTNER VIOLENCE-WH	143	YES	
EARLY CHILDHOOD CARIES (BBTD)-DENTAL	66		
EARLY CHILDHOOD CARIES (BBTD)-INFANT/CHILD	67		
ELDER NUTRITION-ELDER	84		

Specific Health Topic	Code	GPRA	Other?
ELDER NUTRITION-NUTRITION	85		
EMERGENCY DEPLOYMENT	176	NO	NO
EMERGENCY MEDICAL SERVICES	93		
EMERGENCY PREPAREDNESS GENERALLY	90		
EXERCISE AND PHYSICAL ACTIVITY-ELDER	104		
EXERCISE AND PHYSICAL ACTIVITY-HEALTH PROMOTION	105		
EXERCISE AND PHYSICAL ACTIVITY-INFANT/CHILD	106		
FALLS AND INJURIES IN ELDERS-ELDER	87		
FALLS AND INJURIES IN ELDERS-INJURY	86		
FAMILY PLANNING AND BIRTH CONTROL-ADOLESCENT	159		
FAMILY PLANNING AND BIRTH CONTROL-WH	160		
FETAL ALCOHOL SYNDROME PREVENTION-(SUBSTANCE ABUSE	157	YES	
FETAL ALCOHOL SYNDROME PREVENTION-WH	158	YES	
FIREARM ACCIDENTS	4		
FOOD SAFETY/FOODBORNE ILLNESS (E.G. E.COLI, LISTERIOSIS, H	42		
FOOD SAFETY/FOODBORNE ILLNESS (E.G. E.COLI, LISTERIOSIS, H	43		
FOOD SAFETY/FOODBORNE ILLNESS (E.G. E.COLI, LISTERIOSIS, H	44		
GENERAL ACCIDENTS AND INJURIES	1		
GENERAL ADOLESCENT HEALTH	7		
GENERAL CHRONIC DISEASE (PREVENTION OR MANAGEMENT)	13		
GENERAL COMMUNICABLE DISEASE	38		
GENERAL COMPLEMENTARY/ALTERNATIVE THERAPY	173		
GENERAL DENTAL AND ORAL HEALTH	65	YES	
GENERAL DIABETES	73	YES	
GENERAL ELDER HEALTH	82		
GENERAL ENVIRONMENTAL HEALTH	95		
GENERAL GPRA ACTIVITIES (INCLUDING CRS)	102	YES	

Specific Health Topic	Code	GPRA	Other?
GENERAL HEALTH PROMOTION/DISEASE PREVENTION	103		
GENERAL INFANT AND CHILDREN'S HEALTH	117		
GENERAL MENTAL AND BEHAVIORAL HEALTH	124		
GENERAL NATIVE HEALING AND CULTURE	169		
GENERAL NUTRITION	163		
GENERAL SUBSTANCE ABUSE	128		
GENERAL VIOLENCE	138		
GENERAL WOMEN'S HEALTH	151		
HEAD LICE AND SCABIES-ADOLESCENT	48		
HEAD LICE AND SCABIES-COM DIS.	49		
HEAD LICE AND SCABIES-INFANT/CHILD	50		
HEARING LOSS-CHRONIC DIS.	28		
HEARING LOSS-ELDER	29		
HEARING LOSS-INJURY	27		
HEPATITIS B AND/OR HEPATITIS C-CHRONIC DIS.	45		
HEPATITIS B AND/OR HEPATITIS C-COM DIS.	46		
HEPATITIS B AND/OR HEPATITIS C-SUBSTANCE ABUSE	47		
HIV/AIDS- ADOLESCENT	51	YES	
HIV/AIDS-CHRONIC DIS.	52	YES	
HIV/AIDS-COM DIS.	53	YES	
HIV/AIDS-SUBSTANCE ABUSE	54	YES	
HIV/AIDS-WH	55	YES	
HOME ELDER CARE	88		
HOMICIDE	144		
HYPERTENSION-CHRONIC DIS.	30	YES	
HYPERTENSION-DM	31	YES	
HYPERTENSION-ELDER	32	YES	
HYPERTENSION-HEALTH PROMOTION	33	YES	
ILLEGAL DRUGS-ADOLESCENT	131		

Specific Health Topic	Code	GPRA	Other?
ILLEGAL DRUGS-SUBSTANCE ABUSE	132		
IMMUNIZATION AND VACCINATIONS GENERALLY	111	YES	
INFLUENZA-COM DIS.	56	YES	
INFLUENZA-ELDER	57	YES	
INFLUENZA-EMERGENCY PREPARE.	58	YES	
INFLUENZA-IMM	59	YES	
MANAGEMENT OF FETAL ALCOHOL SYNDROME AND DEVELOPMENT DELAY	122	YES	
MEDICAL NUTRITION THERAPY (MNT)	164		
METABOLIC SYNDROME-CHRONIC DIS.	166		
METABOLIC SYNDROME-NUTRITION	167		
MOTOR VEHICLE ACCIDENTS (ALSO SEATBELTS, CAR SEATS)	5		
NATIVE MEDICINE	171		
OBESITY-HEALTH PROMOTION	107	YES	
OBESITY-INFANT/CHILD	108	YES	
OBESITY-NUTRITION	109	YES	
OCCUPATIONAL INJURY	3		
ORAL CANCERS	68		
OTHER ACCIDENT/INJURY TOPIC (SPECIFY)	6		YES
OTHER ADOLESCENT HEALTH TOPIC (SPECIFY)	12		YES
OTHER CHRONIC DISEASE TOPIC (SPECIFY)	37		YES
OTHER COMMUNICABLE DISEASE TOPIC (SPECIFY)	64		YES
OTHER COMPLEMENTARY/ALTERNATIVE THERAPY TOPIC (SPECIFY)	174		YES
OTHER DIABETES TOPIC (SPECIFY)	81	YES	YES
OTHER ELDER HEALTH TOPIC (SPECIFY)	89		YES
OTHER EMERGENCY PREPAREDNESS TOPIC (SPECIFY)	94		YES
OTHER ENVIRONMENTAL HEALTH (SPECIFY)	101		YES
OTHER HEALTH PROMOTION/DISEASE PREVENTION TOPIC (SPECIFY)	110		YES

Specific Health Topic	Code	GPRA	Other?
OTHER HEALTH TOPIC (SPECIFY_	175	NO	YES
OTHER IMMUNIZATION TOPIC (SPECIFY)	116	YES	YES
OTHER INFANT/CHILD HEALTH TOPIC (SPECIFY)	123		YES
OTHER MENTAL HEALTH TOPIC (SPECIFY)	127		YES
OTHER NATIVE HEALING AND CULTURE TOPIC (SPECIFY)	172		YES
OTHER NUTRITION TOPIC (SPECIFY)	168		YES
OTHER ORAL HEALTH TOPIC (SPECIFY)	72		YES
OTHER SUBSTANCE ABUSE TOPIC (SPECIFY)	137		YES
OTHER VIOLENCE TOPIC (SPECIFY)	150		YES
OTHER WOMEN'S HEALTH TOPIC (SPECIFY)	162		YES
PERIODONTAL AND GUM DISEASES	69		
POISONING-ENVIRONMENTAL	97		
POISONING-INJURY	96		
PREGNANCY AND PRE-NATAL CARE	161		
PRESCRIPTION MEDICATION ABUSE	133		
SEXUAL ASSAULT-VIOLENCE	145		
SEXUAL ASSAULT-WH	146		
SEXUALLY TRANSMITTED DISEASES (STD)-COM DIS.	10		
SEXUALLY TRANSMITTED DISEASES (STD)-ADOLESCENT	11		
SKIN INFECTIONS AND/OR MRSA	61		
SUICIDE-ADOLESCENT	147	YES	
SUICIDE-MENTAL HEALTH	148	YES	
SUICIDE-VIOLENCE	149	YES	
TEENAGE PREGNANCY PREVENTION-ADOLESCENT	9		
TEENAGE PREGNANCY PREVENTION-WH	8		
TOBACCO-ADOLESCENT	134	YES	
TOBACCO-HEALTH PROMOTION	135	YES	
TOBACCO-SUBSTANCE ABUSE	136	YES	

Specific Health Topic	Code	GPRA	Other?
TOOTH DECAY AND CARIES-ADOLESCENT	70		
TOOTH DECAY AND CARIES-DENTAL	71		
TOXINS IN FOOD AND WATER SUPPLY (E.G., MERCURY, PESTICIDES)	98		
TOXINS IN THE INDOOR ENVIRONMENT (E.G., RADON, MOLD, AIR Q)	99		
TOXINS IN THE OUTDOOR ENVIRONMENT (E.G., DIOXIN, RADIATION)	100		
TUBERCULOSIS	60		
VISION LOSS-CHRONIC DIS.	34		
VISION LOSS-DM	35		
VISION LOSS-ELDER	36		
WATERBORNE INFECTIONS-COM DIS.	62		
WATERBORNE INFECTIONS-ENVIRONMENTAL	63		

9.3 Type of Activity Table

Type of Activity	Code	Other?
ATTEND MEETING/ACTIVITY	1	
COMMUNICATE OR CONSULT	2	
COORDINATE	3	
DATA ANALYSIS	4	
INVESTIGATE	5	
ORGANIZE OR LEAD ACTIVITY	6	
ORGANIZE OR LEAD MEETING	7	
OTHER ACTIVITY (SPECIFY)	13	YES
PRESENT	8	
PURSUE PUBLIC HEALTH TRAINING/EDUCATION	9	
RESEARCH	10	
TRAIN OR TEACH	11	
WRITE	12	

9.4 Group Served Table

Group Served	Code	Other
CITY, COUNTY OR STATE GOVERNMENT	8	
GENERAL COMMUNITY	1	
HEALTH CARE STAFF (IN-HOUSE)	5	
HEALTH CARE STAFF (OUTSIDE FACILITY)	6	
NATIONAL OR REGIONAL GROUP	9	
NO AUDIENCE	10	
OTHER AUDIENCE (SPECIFY)	11	YES
OUTSIDE ORGANIZATION	7	
STUDENTS AND/OR TEACHERS	2	
TRIBAL LEADERSHIP	4	
TRIBAL PROGRAM STAFF	3	

9.5 Activity Setting Table

Activity Setting	Code	Other
COMMUNITY OUTSIDE THE SERVICE DELIVERY AREA	3	
COMMUNITY WITHIN SERVICE DELIVERY AREA	2	YES
OTHER LOCATION OR NOT APPLICABLE	4	
OWN HEALTH CARE FACILITY	1	

10.0 Appendix B: ScreenMan Editor

Word Processor Screen Editor Help

SUMMARY OF KEY SEQUENCES

Navigation (commands that are *highlighted* are most useful)

Incremental movement Arrow keys

One word left and right	<Ctrl-J> and <Ctrl-L>
Next tab stop to the right	<Tab>
Jump left and right	<PF1><Left> and <PF1><Right>
Beginning and end of line	<PF1><PF1><Left> and
<PF1><PF1><Right>	
Screen up or down	<PF1><Up> and <PF1><Down>
or: <PrevScr> and <NextScr>	
or: <PageUp> and <PageDown>	
Top or bottom of document	<PF1>T and <PF1>B
Go to a specific location	<PF1>G

Exiting/Saving

Exit and save text	<PF1>E
Quit without saving	<PF1>Q
Exit, save, and switch editors	<PF1>A
Save without exiting	<PF1>S

Deleting

Character before cursor	<Backspace>
Character at cursor	<PF4> or <Remove> or <Delete>
From cursor to end of word	<Ctrl-W>
From cursor to end of line	<PF1><PF2>
Entire line	<PF1>D

Settings/Modes

Wrap/nowrap mode toggle	<PF2>
Insert/replace mode toggle	<PF3>
Set/clear tab stop	<PF1><Tab>
Set left margin	<PF1>,
Set right margin	<PF1>.
Status line toggle	<PF1>?

Formatting

Join current line to next line	<PF1>J
Reformat paragraph	<PF1>R

11.0 Appendix C: GUI CPHAD Entry

This section includes step by step instructions and illustrations for the entry of CPHAD information.

Slide 1

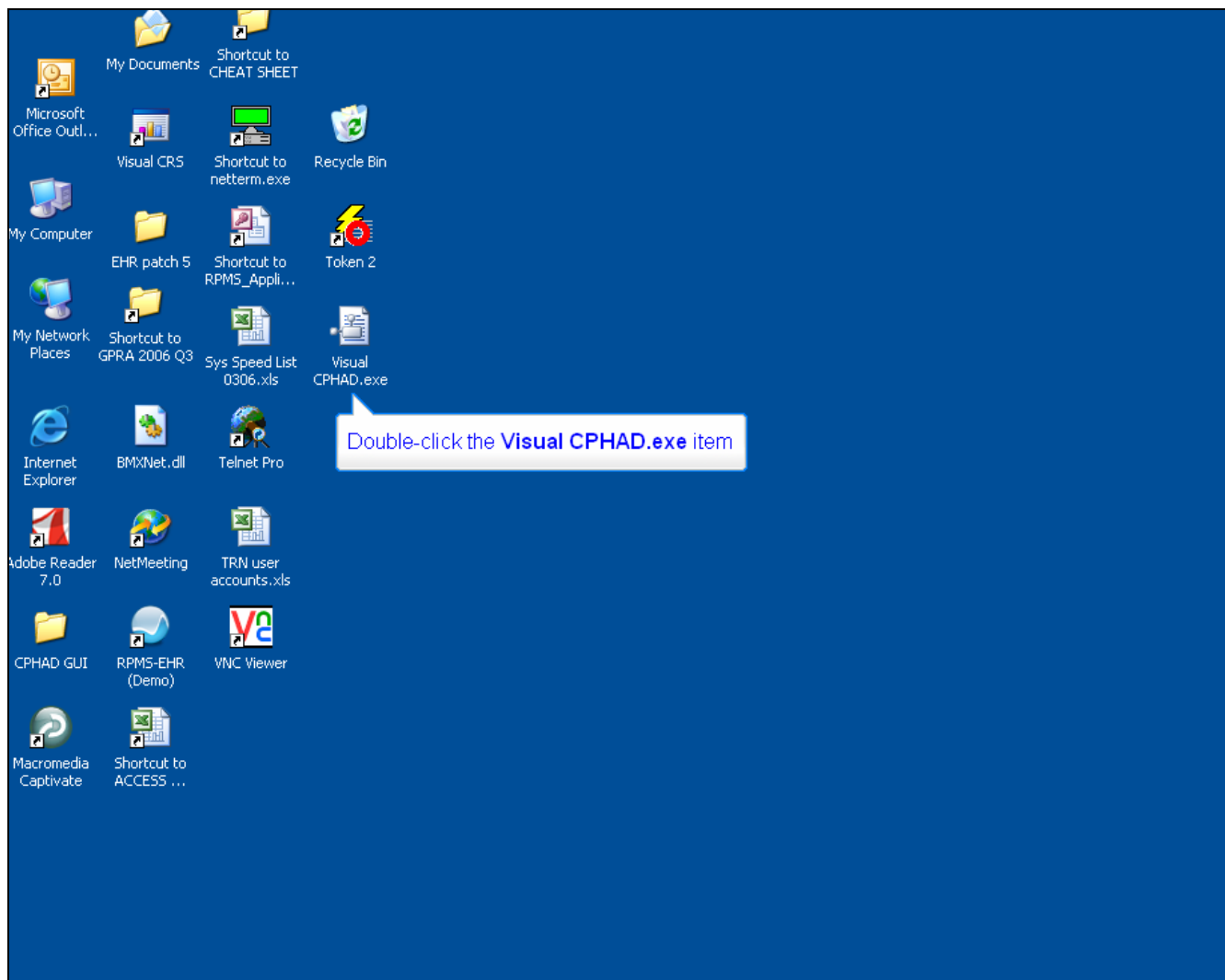


Figure 11-1: Example of a computer desktop with a Visual CPHAD icon

Double click the Visual CPHAD icon.

Slide 2

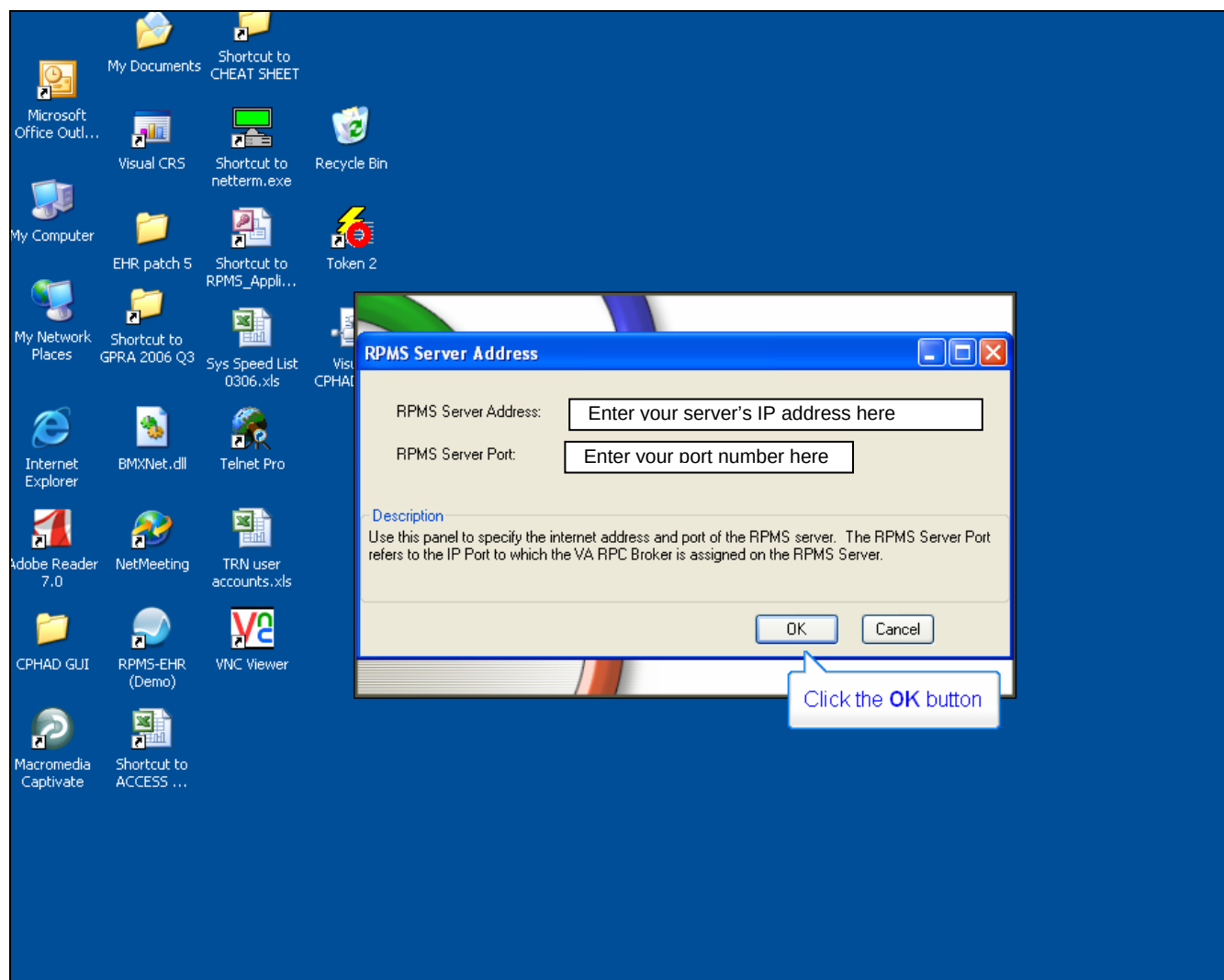


Figure 11-2: Example of screens used to enter a server's IP address and port number

See your RPMS Site Manager to obtain your IP address and port number.

Slide 3

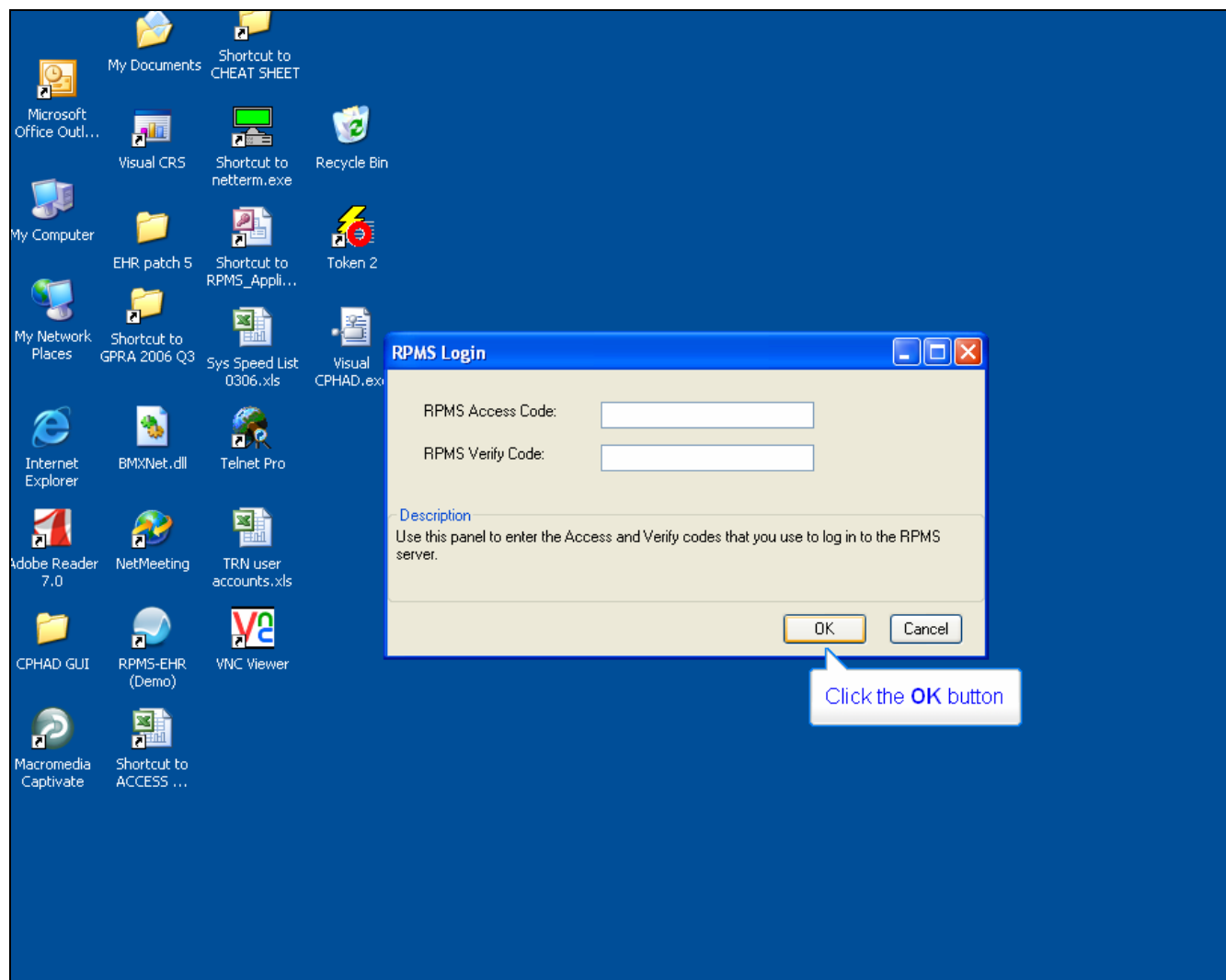


Figure 11-3: Example of screens used to enter access and verify codes

Enter your Access and Verify codes. Then click the **ok** button.

Slide 4

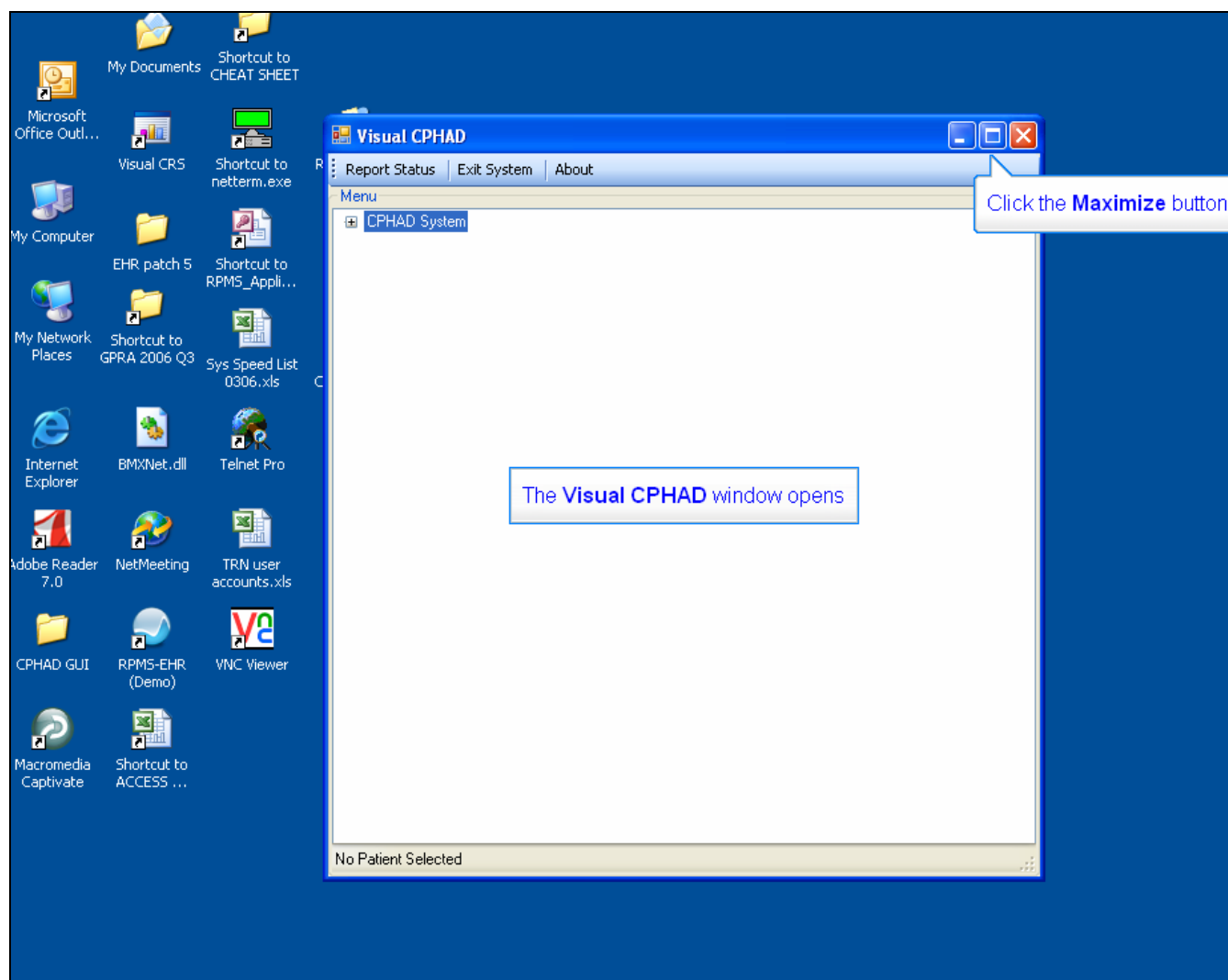


Figure 11-4: Example of the screen seen when a Visual CPHAD window opens

Next the Visual CPHAD window will open.

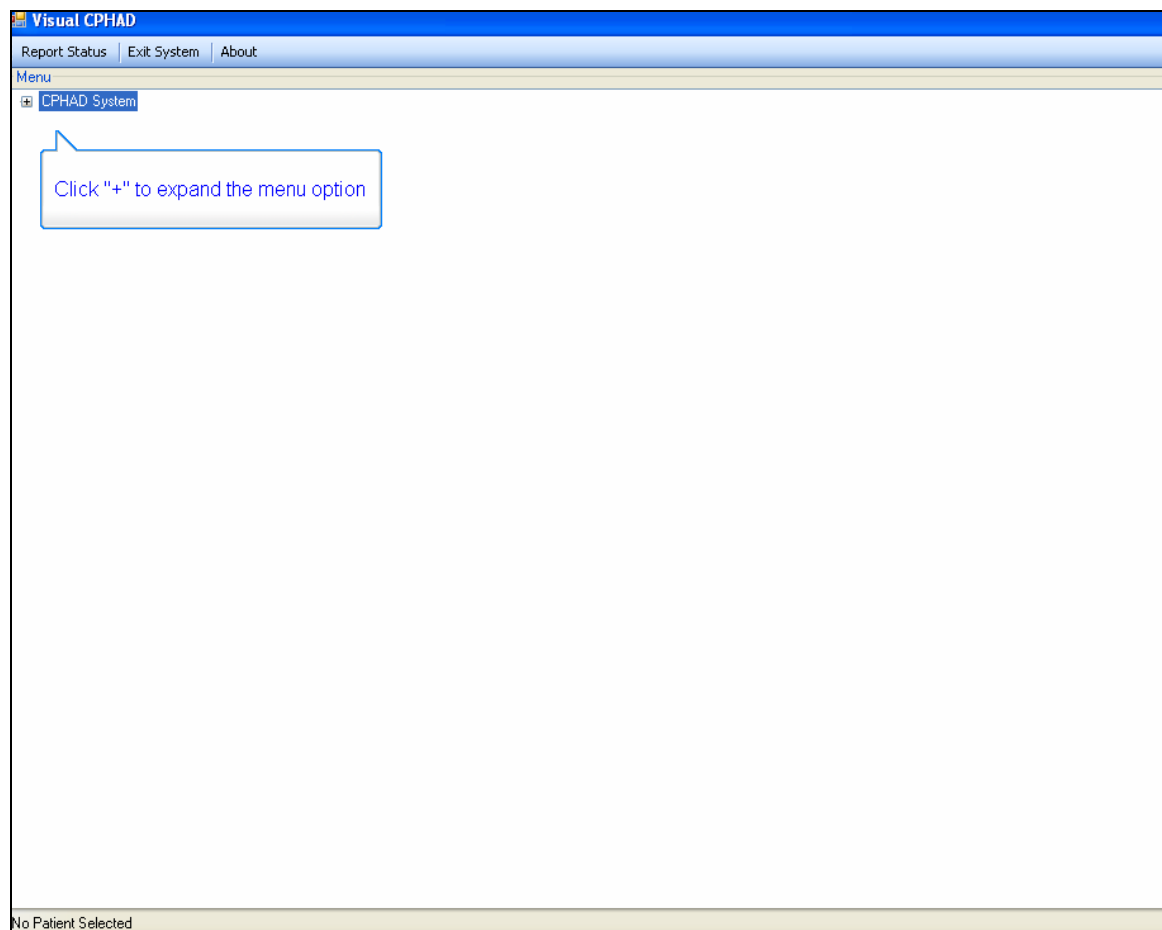
Slide 5

Figure 11-5: Example of the screen used to expand menu options

Click the plus sign (+) in the upper left of the screen to expand the menu option.

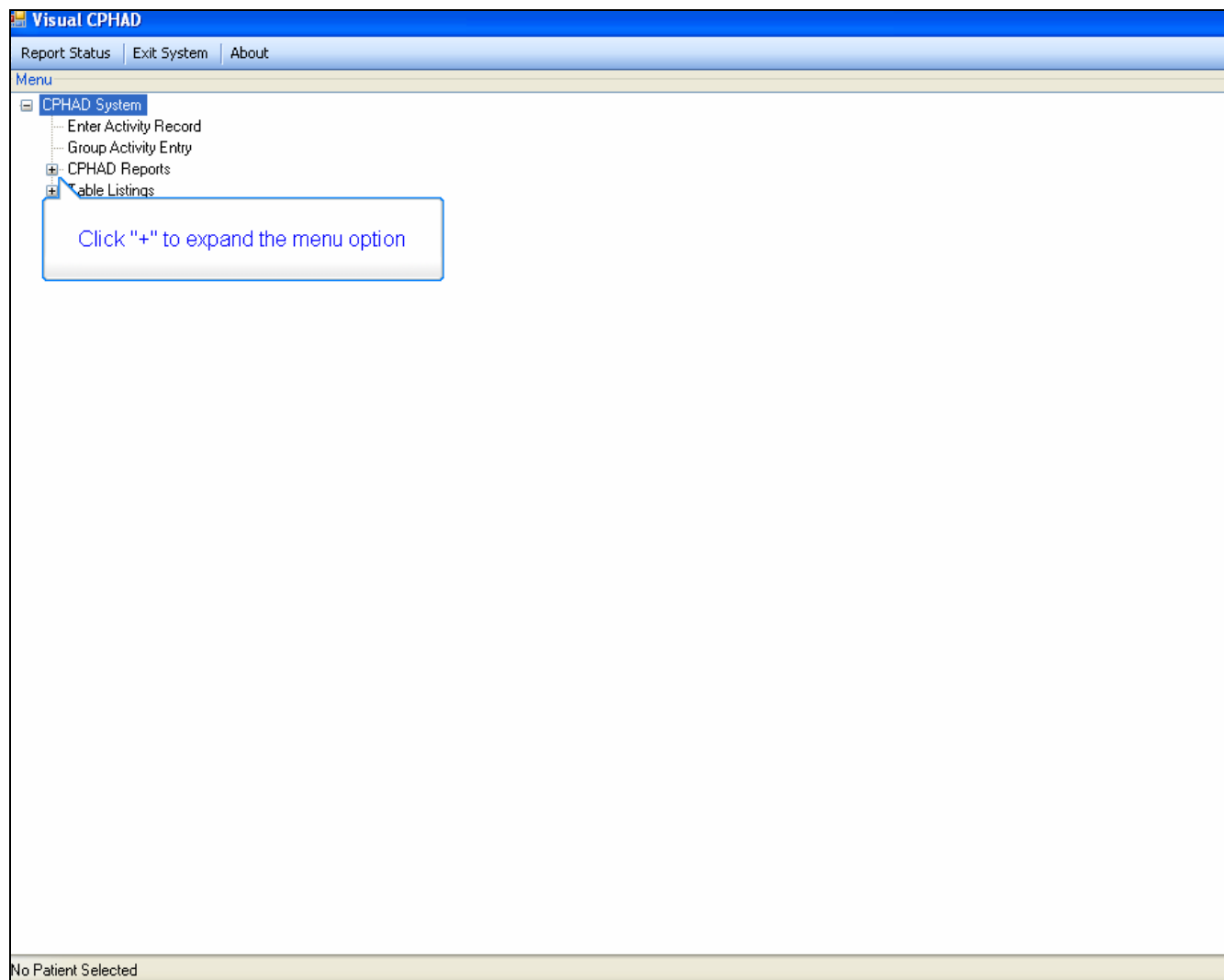
Slide 6

Figure 11-6: Example of CPHAD system menu options expanded

Now several options are listed on the screen. Click on the plus sign (+) at CPHAD Reports to expand that menu.

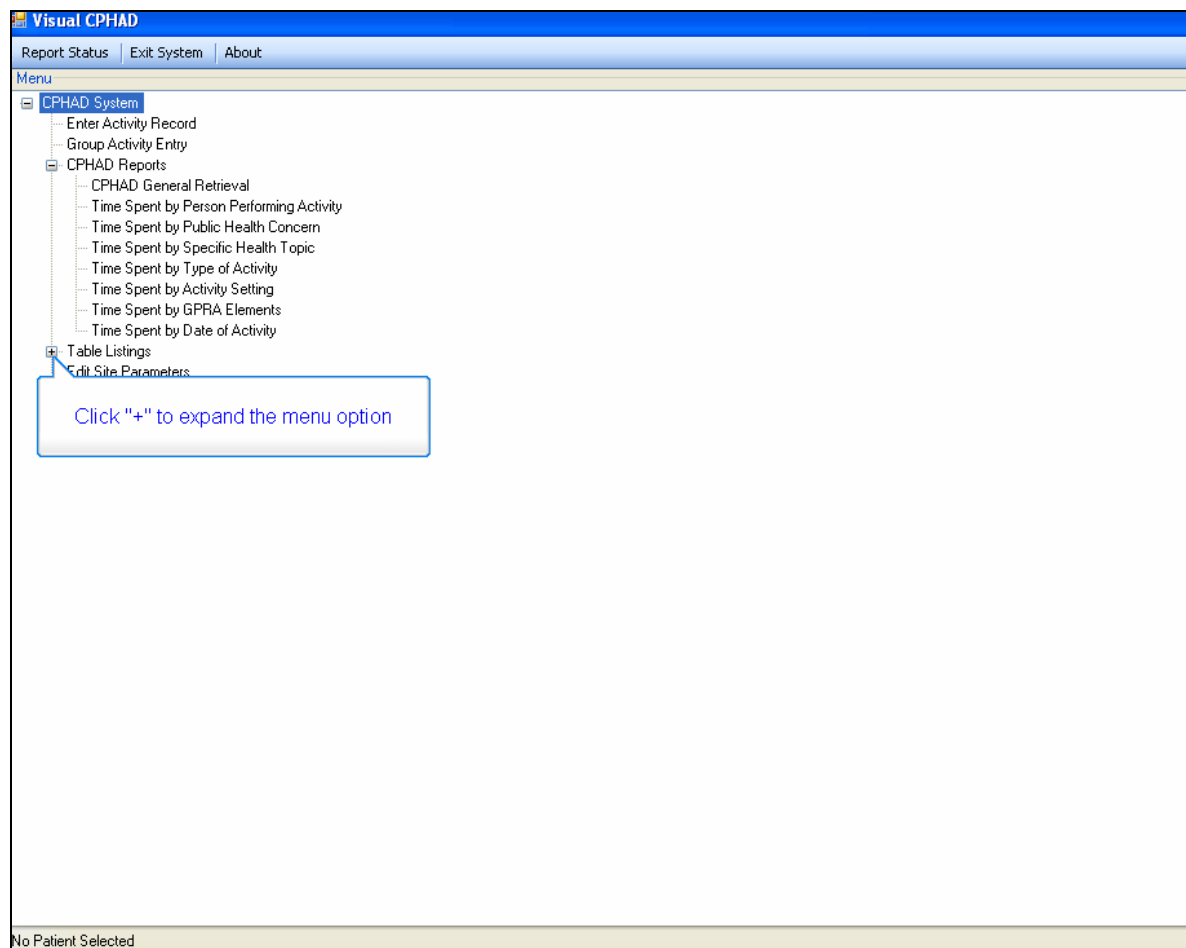
Slide 7

Figure 11-7: Example of CPHAD Reports expanded menu listing

All of the CPHAD Reports menu options are now visible. Click on the plus sign (+) at Table Listings to expand that menu.

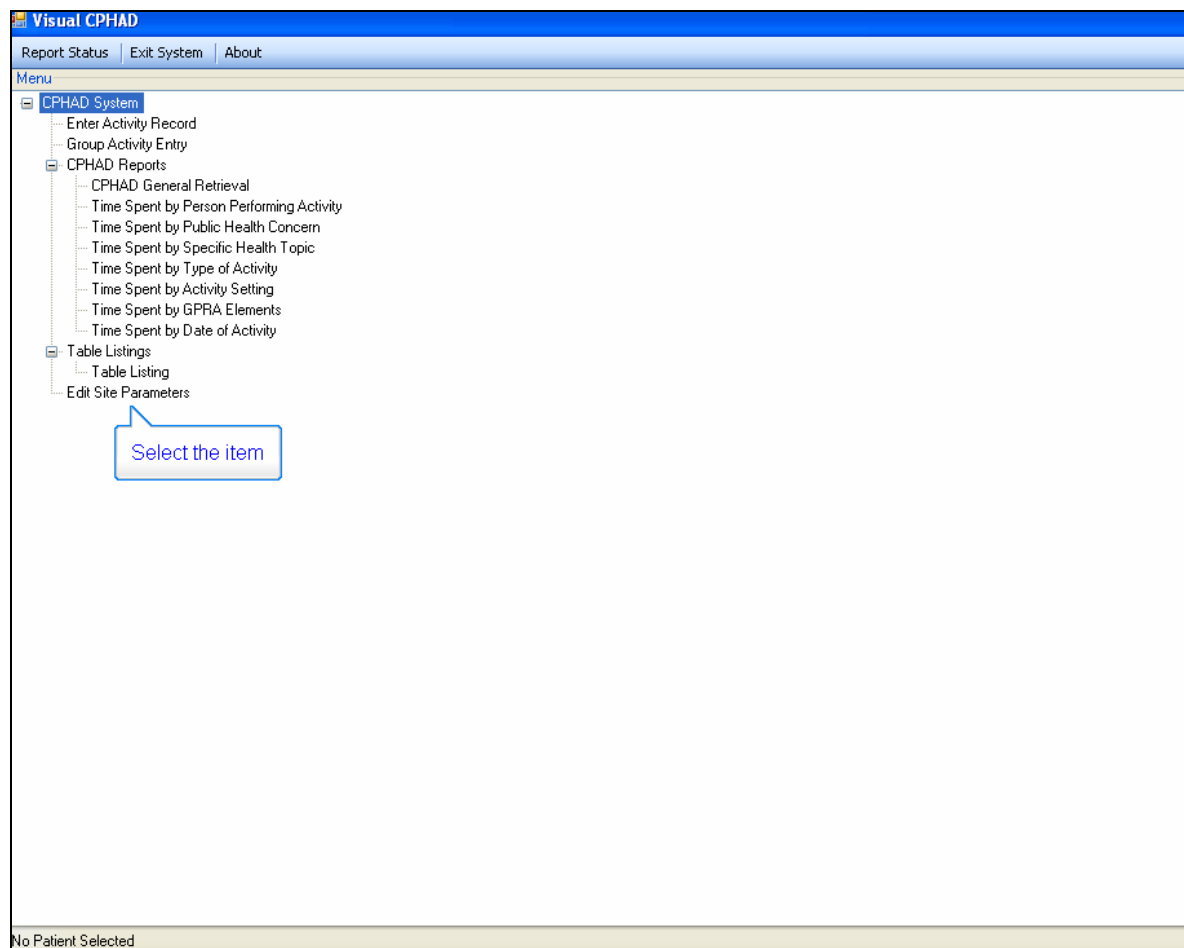
Slide 8

Figure 11-8: Example of a screen showing all the expanded menus

Select the last item on the expanded menu – Edit Site Parameters.

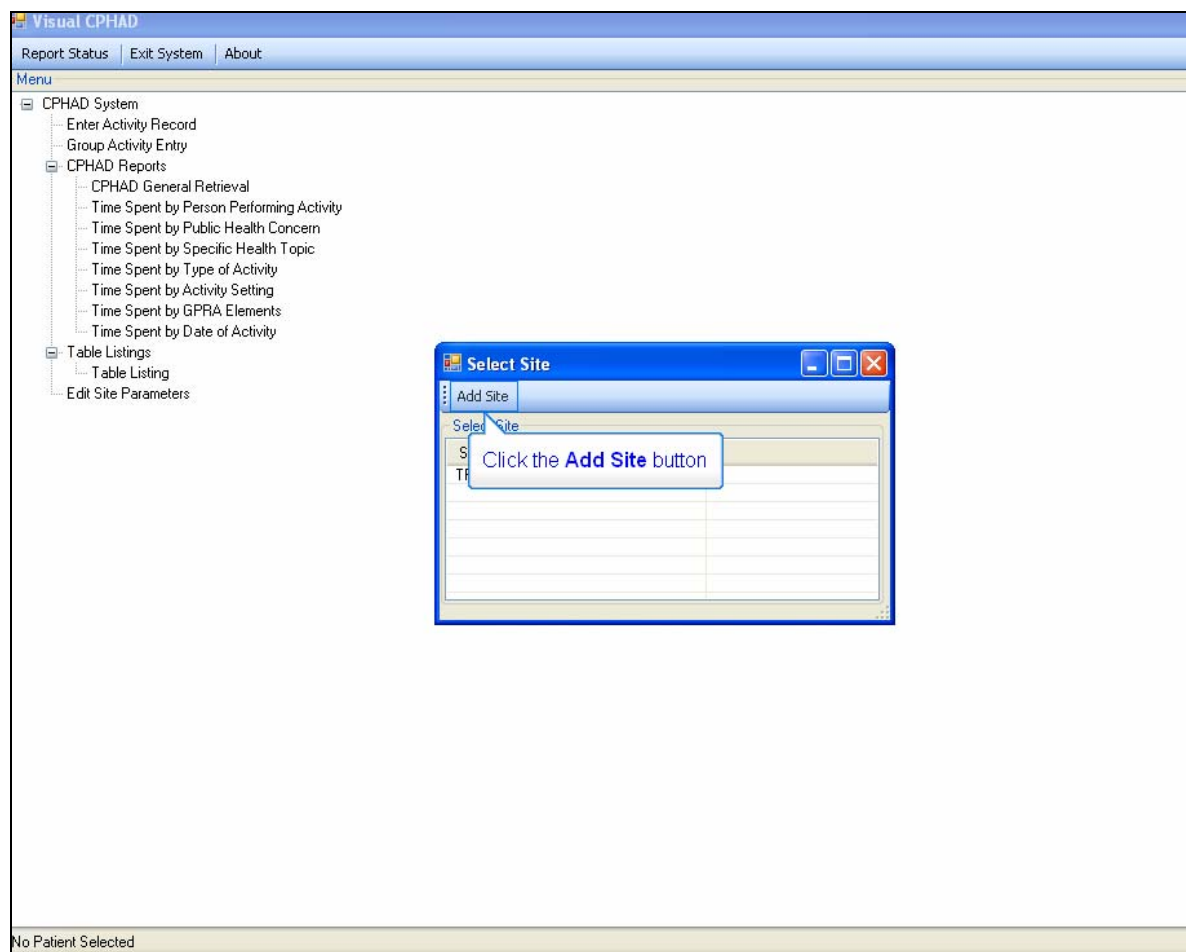
Slide 9

Figure 11-9: Example of the screen used to edit site parameters

A small window appears. In the upper left, click the Add Site button.

Slide 10

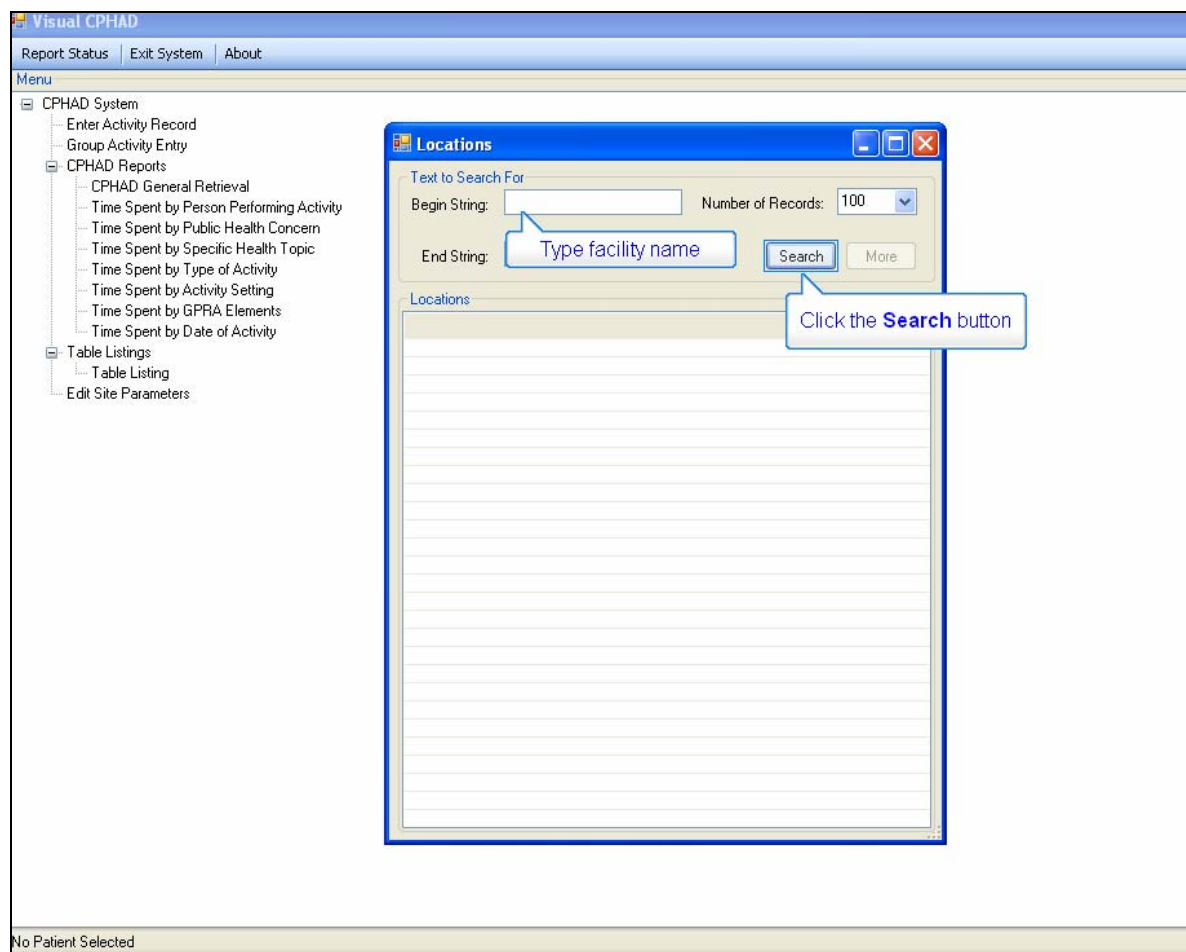


Figure 11-10: Example of the screen seen when a Visual CPHAD window opens

Type the name of the facility in the Begin String box. Then click the Search button.

Slide 11

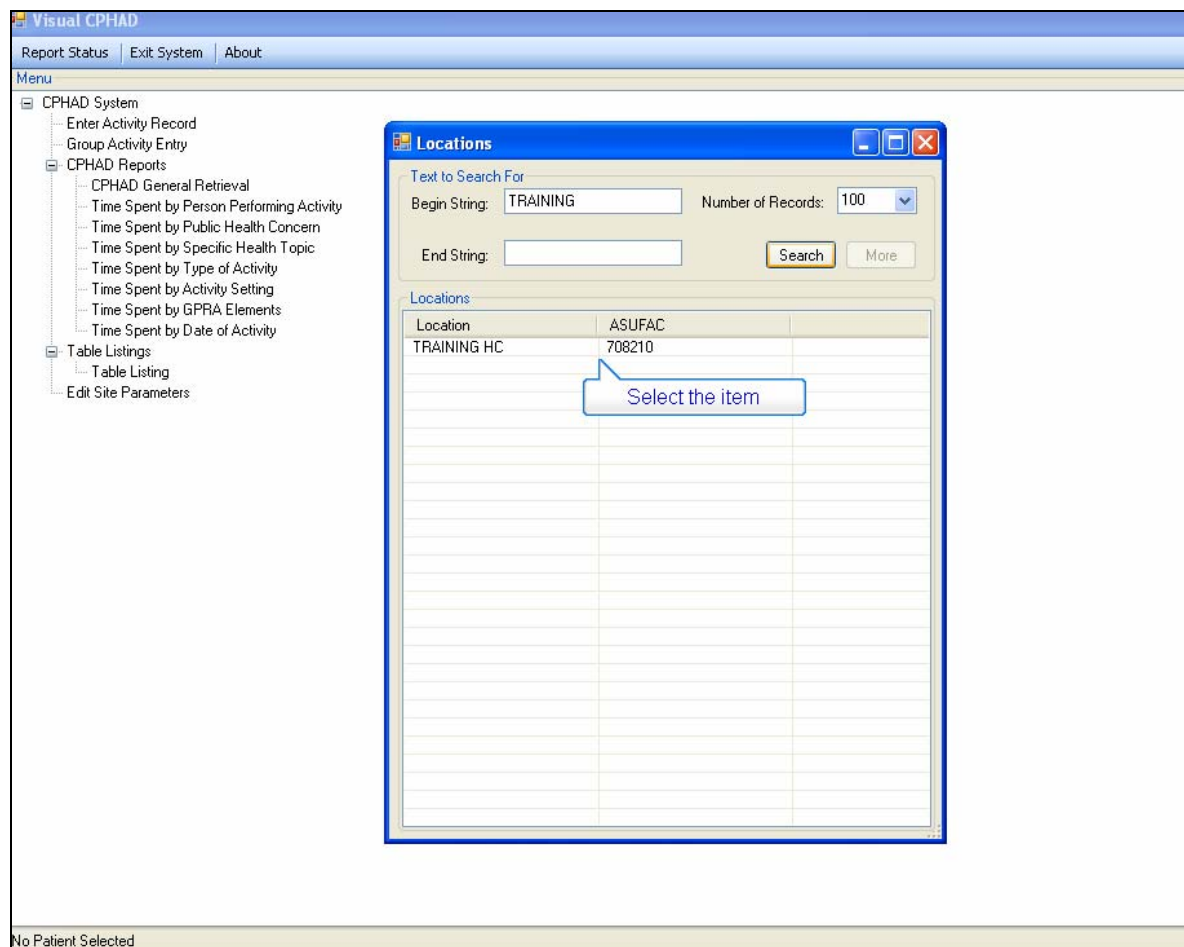


Figure 11-11: Example of the screen used to select the item

Beside “Locations” see the ASUFAC column. Select the item number.

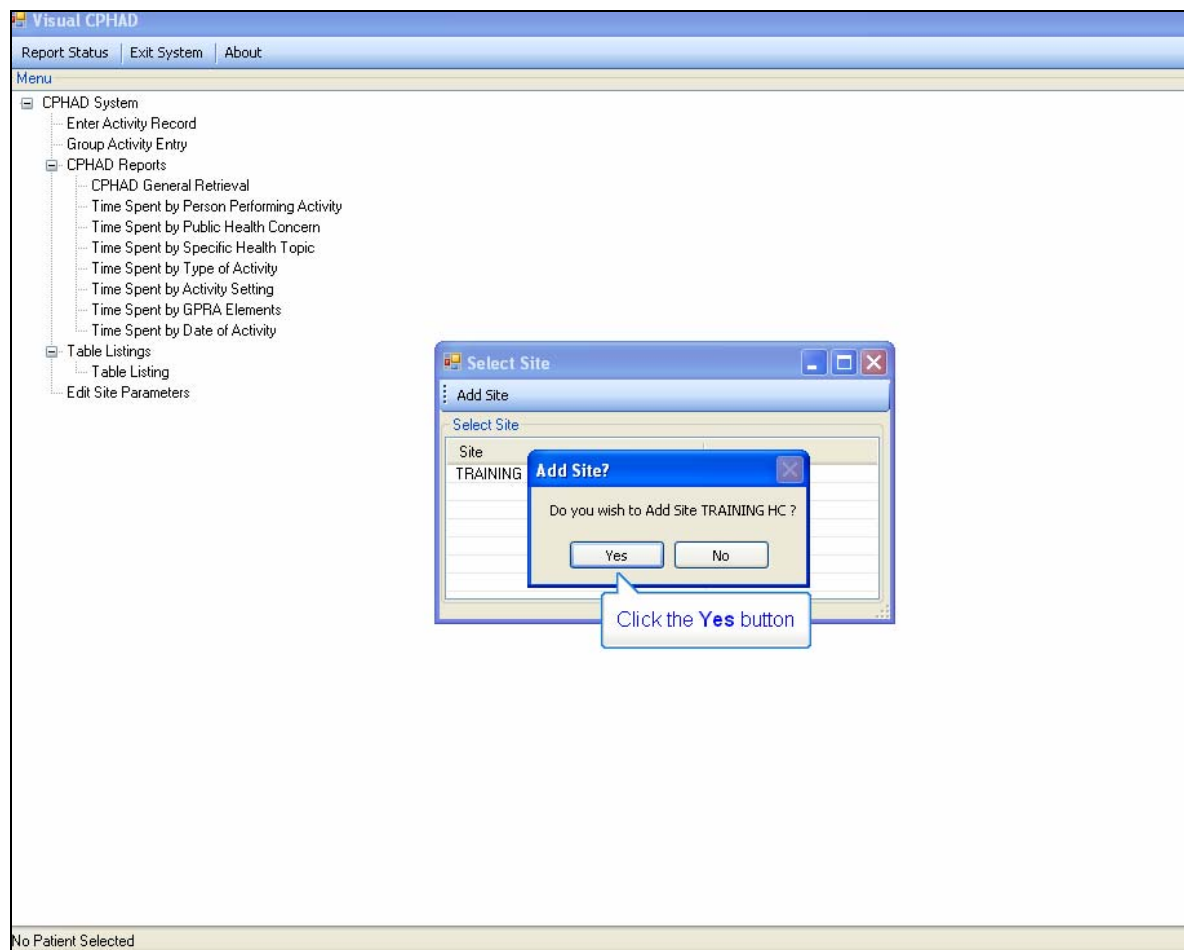
Slide 12

Figure 11-12: Sample of confirmation screen to add a site

A window will pop up requesting that you click yes or no to add a site. Click the Yes button.

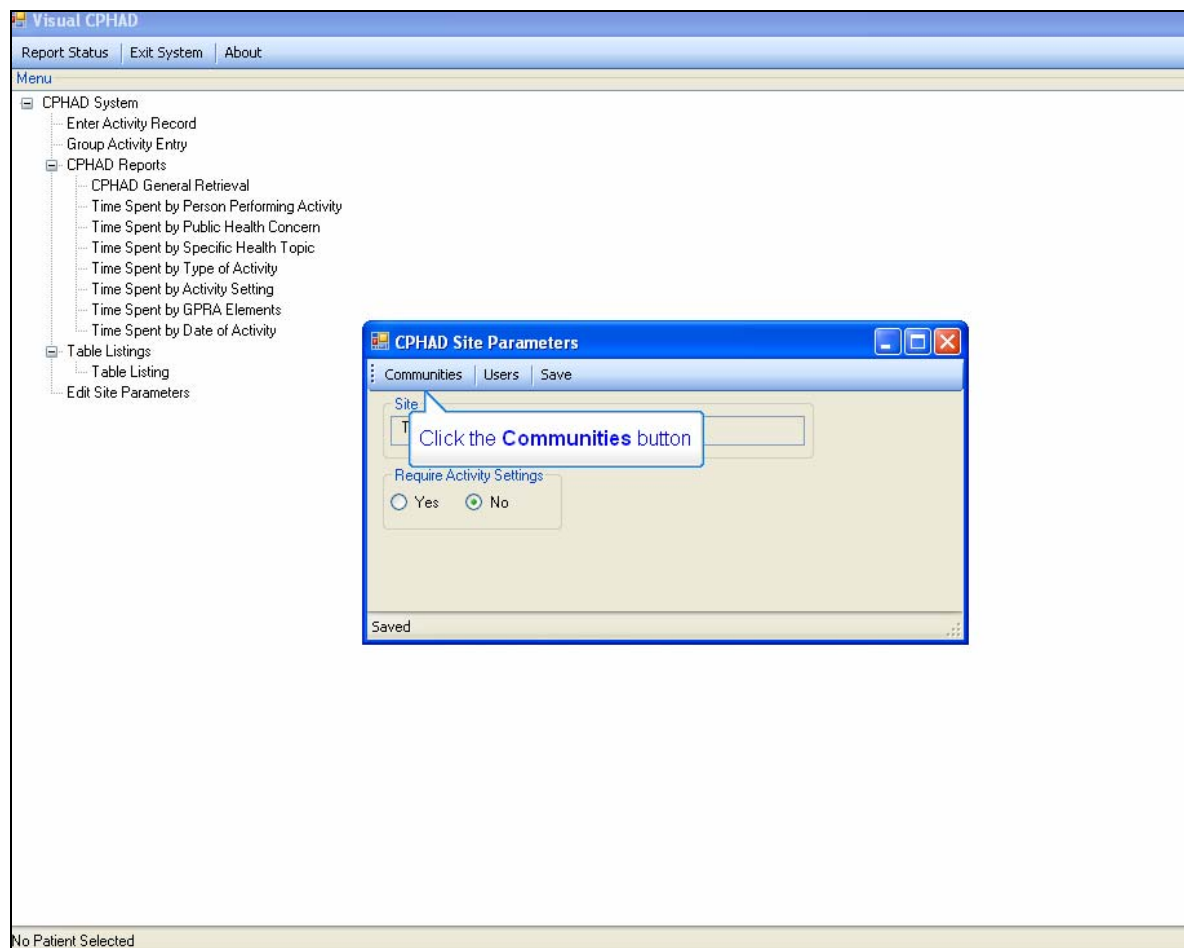
Slide 13

Figure 11-13: Example of a site parameters screen used to select communities

When the window opens for CPHAD Site Parameters, click on Communities in the upper left of that screen.

Slide 14

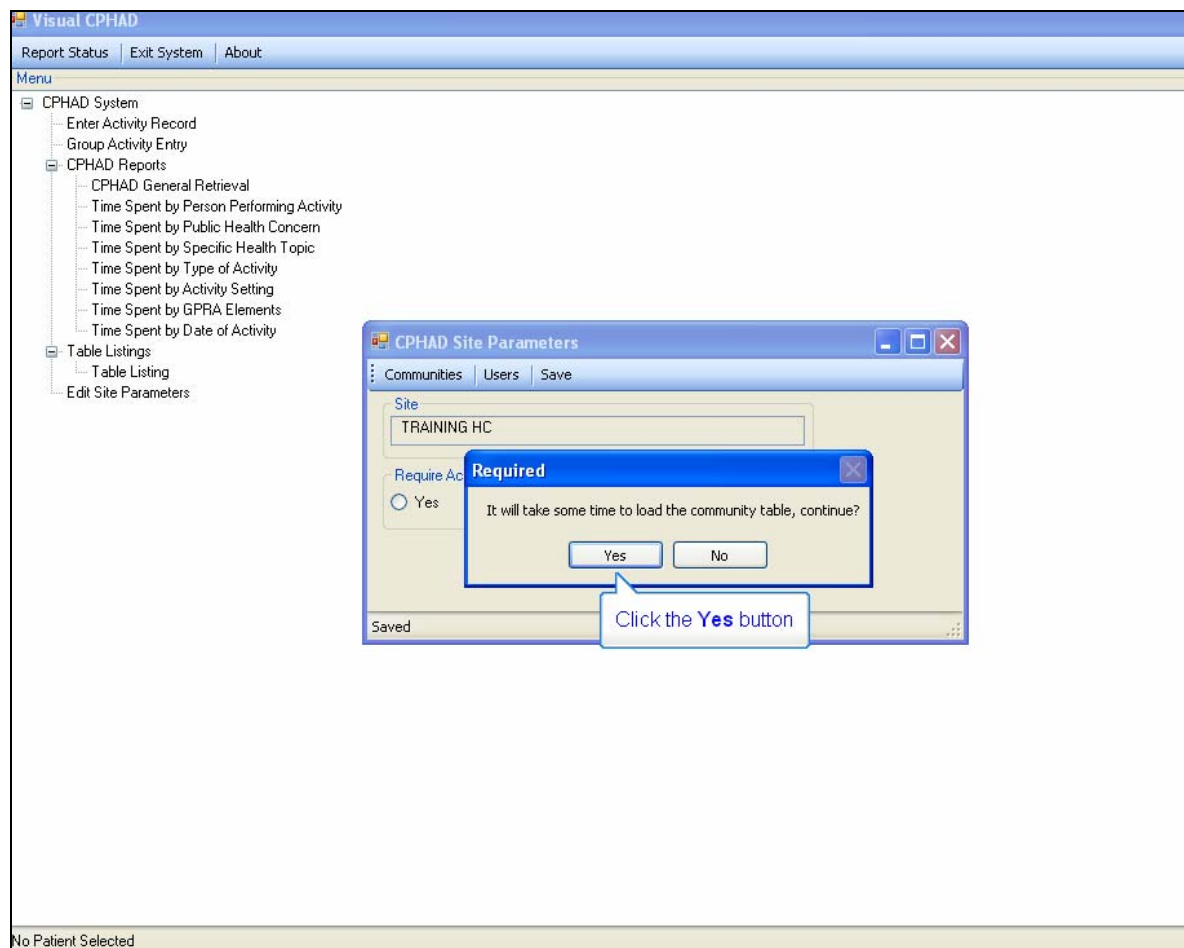


Figure 11-14: Example of the screen seen when a community table is loaded

You will receive a warning that some time may be involved in loading the community table. Click **Yes** to continue.

Slide 15

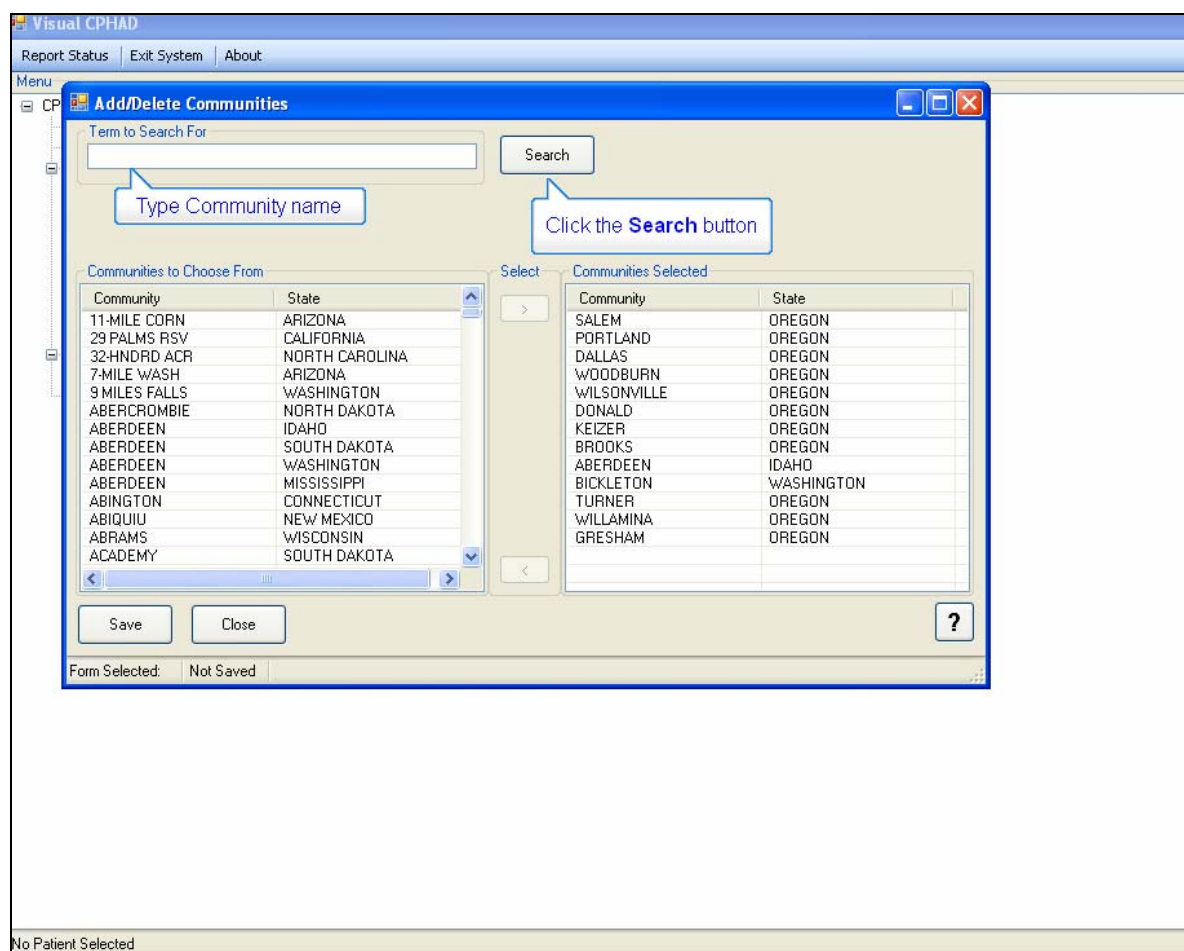


Figure 11-15: Example of the screen used to add or delete communities

In the upper left corner of the Add/Delete Communities screen, you will find a box titled “Term to Search For.” Type the Community name in the box. Then click the **Search** button.

Slide 16

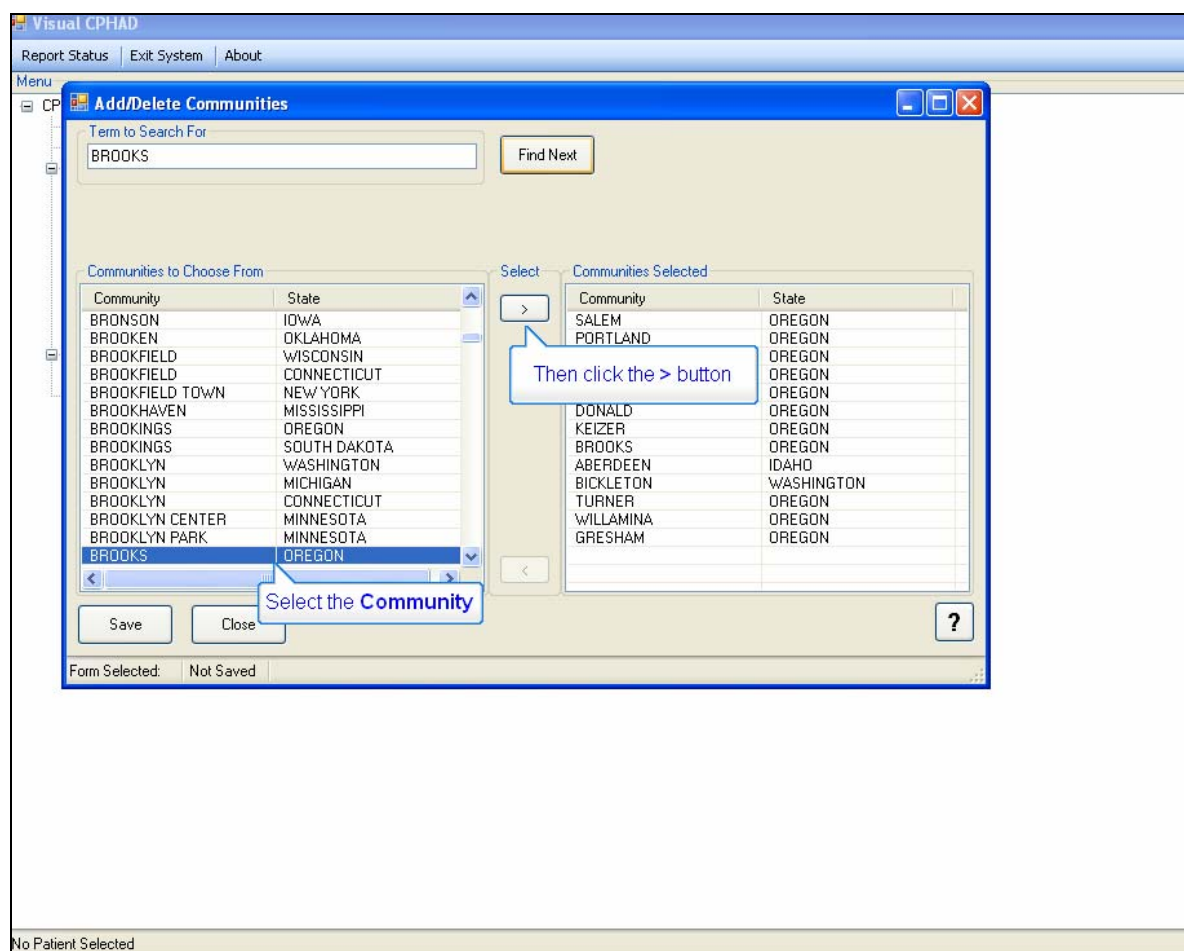


Figure 11-16: Example of the screen used to select a community from the search results

The results of your search will display. Select the correct community from the list of “Communities to Choose From,” then click the “>” button.

Slide 17

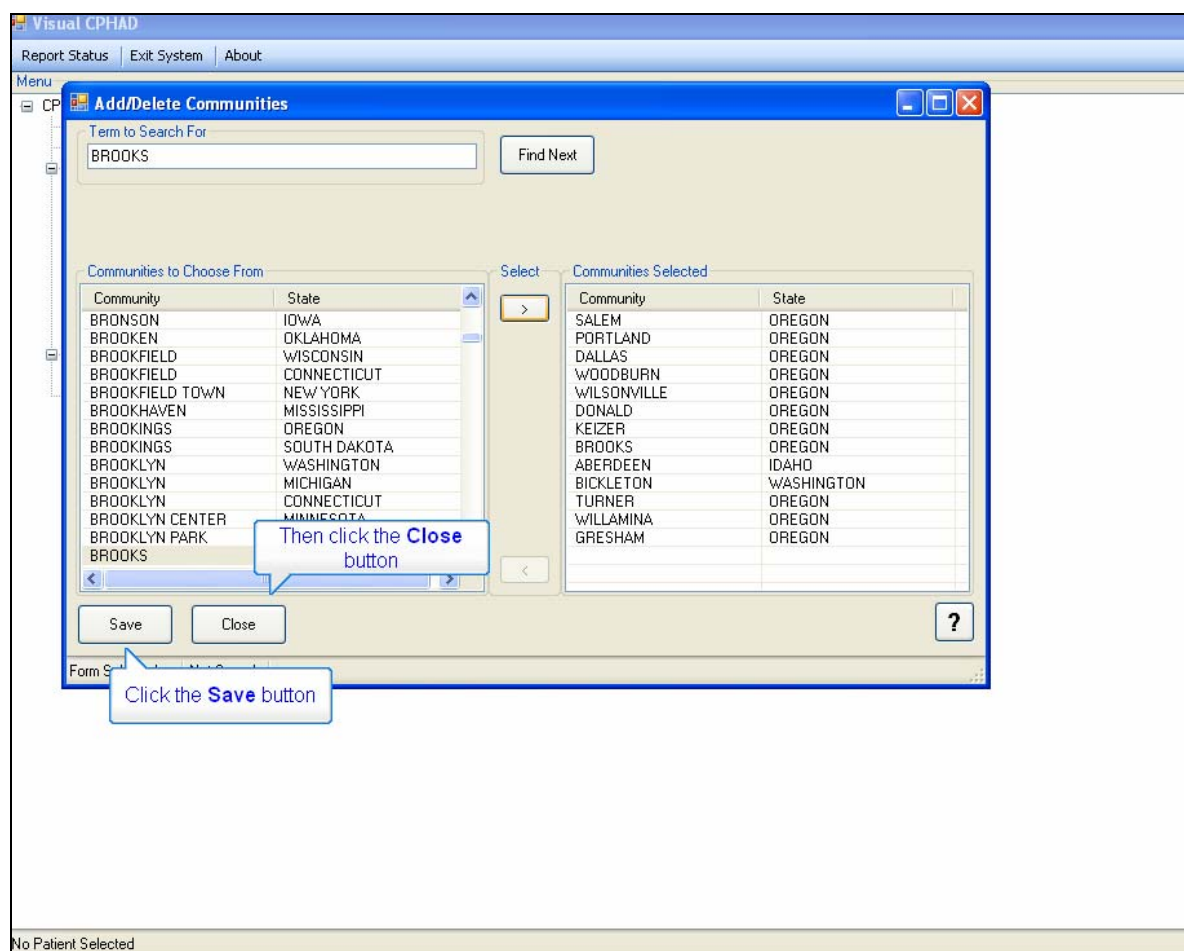


Figure 11-17: Example of the screen used to save the communities added or deleted

Note: You must save the communities you have added to the “Communities Selected” column.

Click the **Save** button. Then click the **Close** button when you are finished.

Slide 18

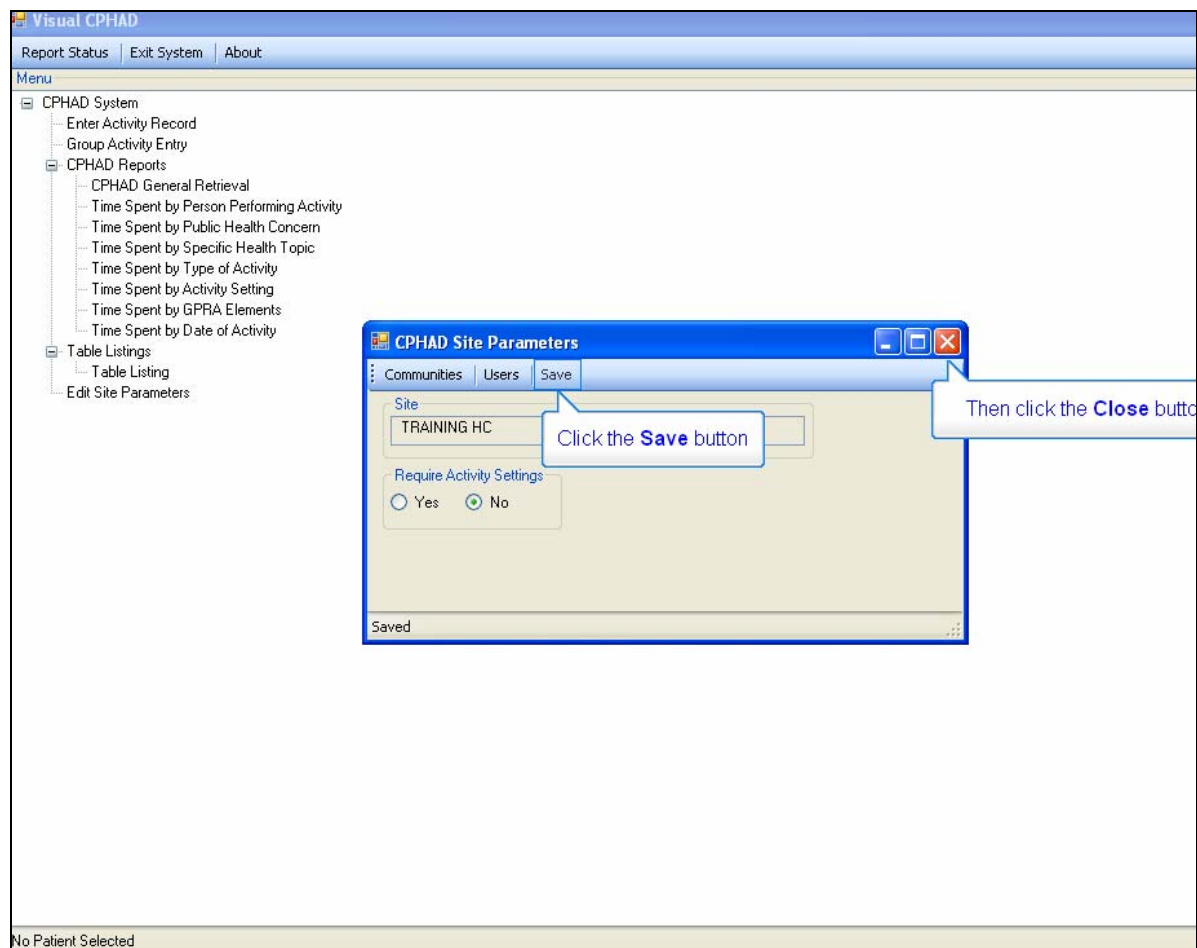


Figure 11-18: Example of the CPHAD site parameters screen used to save changes

Now that you have finished changing the site parameters, click the **Save** button in the new window.

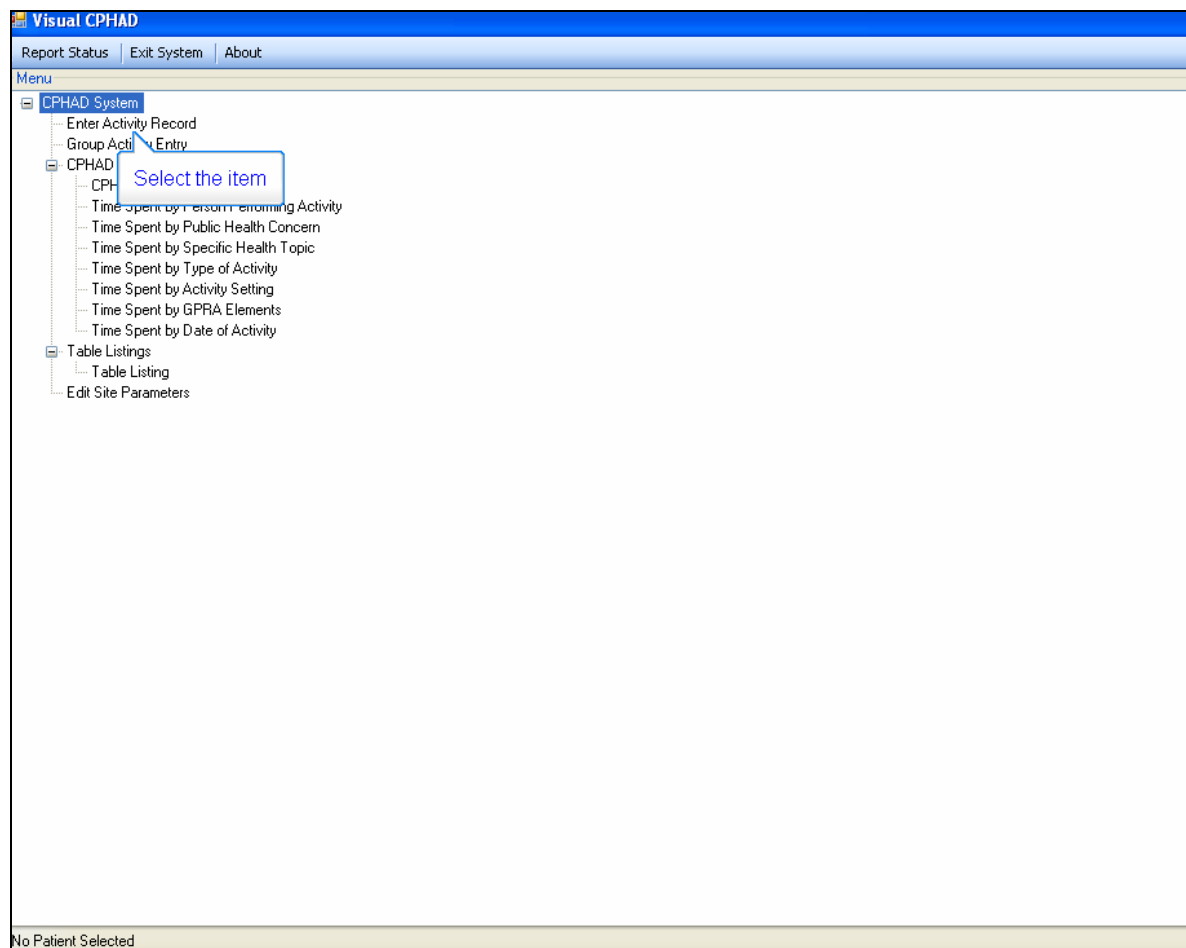
Slide 19

Figure 11-19: Example of the screen used to enter an activity record

Now you have returned to the CPHAD System menu options. Select “Enter Activity Record.”

Slide 20

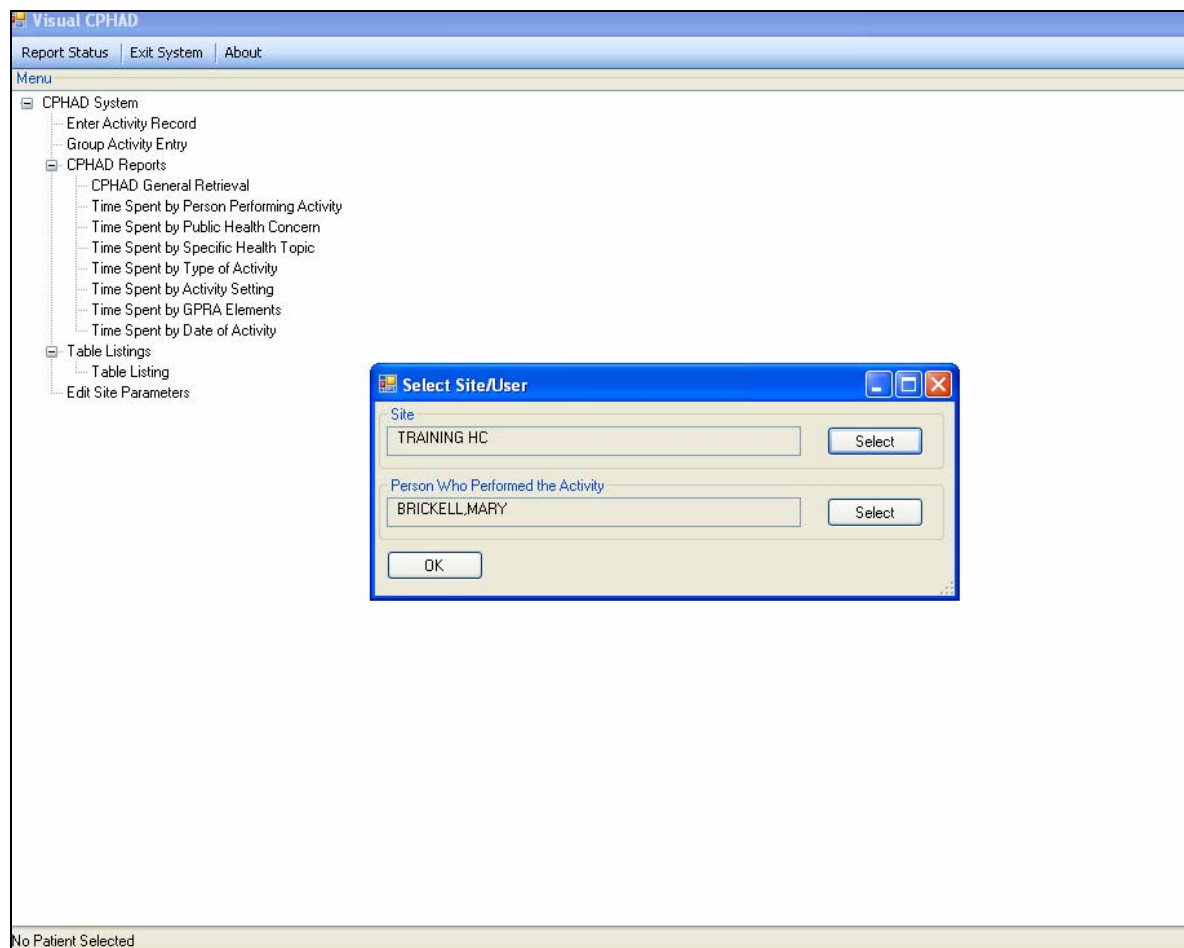


Figure 11-20: Sample of the Select Site/User screen

A window opens for “Select Site/User.” Note the information in the boxes for “Site” and “Person Who Performed the Activity.”

Slide 21

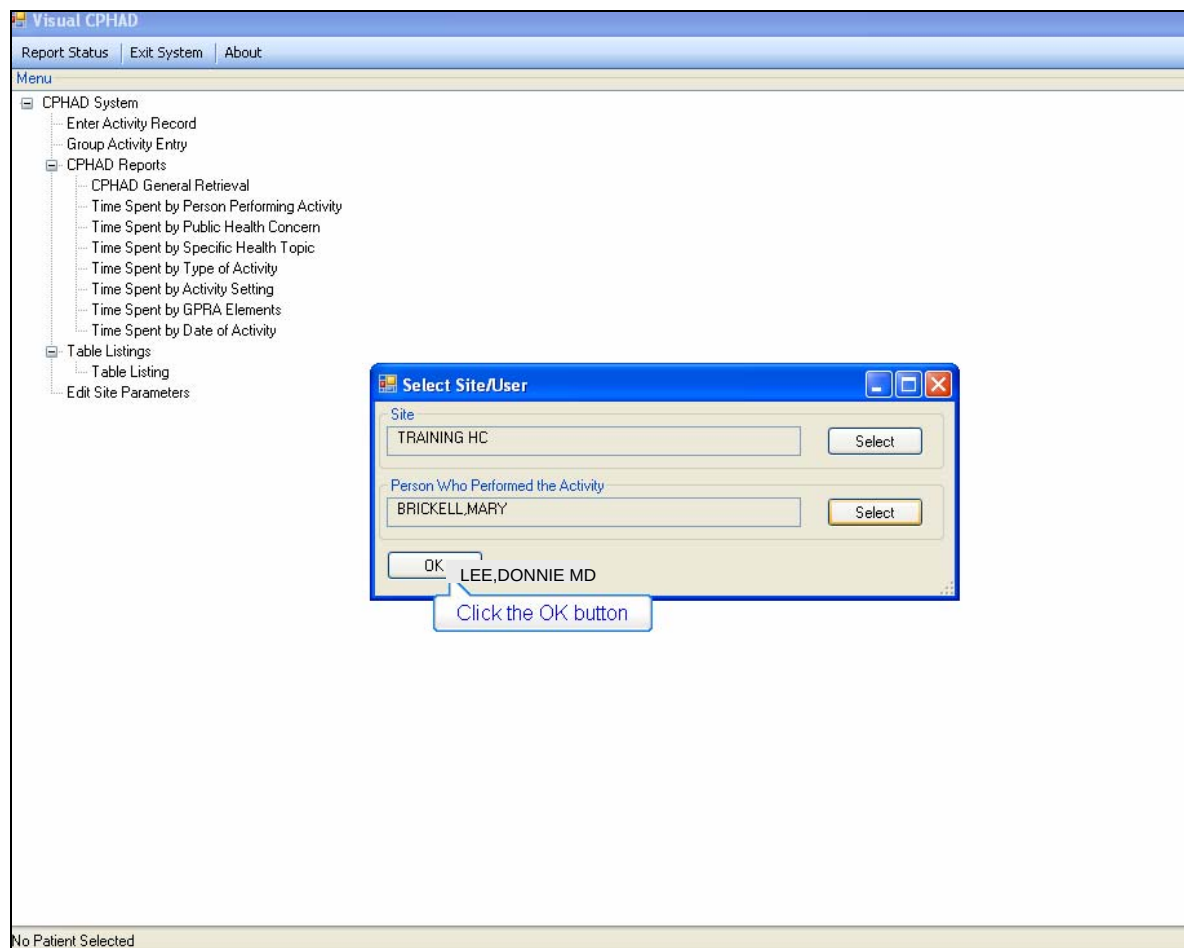


Figure 11-21: Sample screen-2 of the Select Site/User screen

Click the **OK** button.

Slide 22

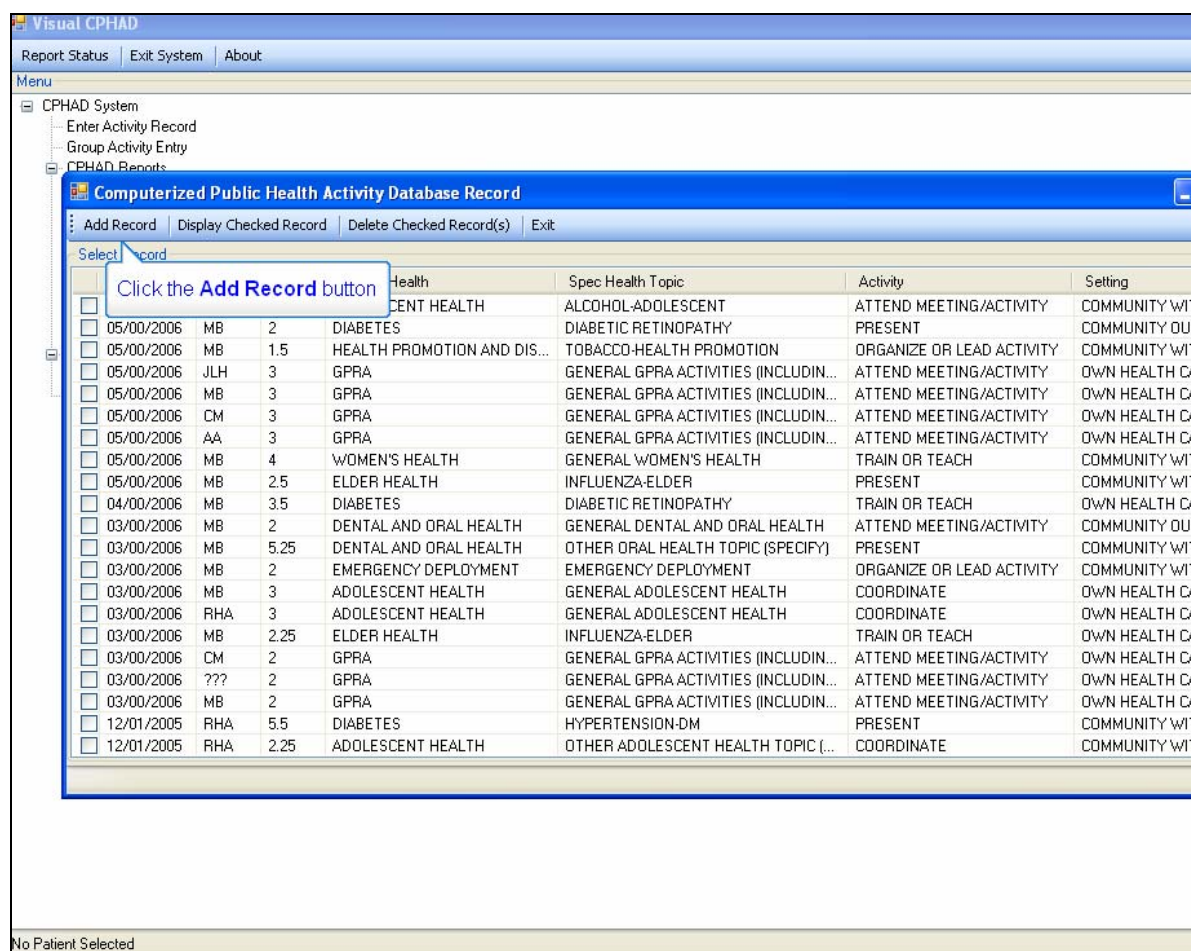


Figure 11-22: Example of a screen used to add a record to CPHAD records

When you see the screen for “Computerized Public Health Activity Database Record” click the button in the upper left corner for “Add Record.”

Slide 23

Visual CPHAD

Report Status | Exit System | About

Menu

- CPHAD System
 - Enter Activity Record
 - Group Activity Entry
 - CPHAD Reports
 - Computerized Pub
 - Add Record | Display C

Update CPHAD Record

Date of Activity: ☐ May 2006 ****Check the box for precise date

Person Performing Activity: LEE, DONNIE MD

Total Time Spent In Hours: (Must be in .25 increments, ie. .25, .5, .75)

General Health Concern:

If Other (specify):

Specific Health Topic:

If Other (specify):

Type of Activity:

If Other (specify):

Group Served:

If Other (specify):

Activity Setting:

Community:

The Following Items are Optional

Additional Comments:

Travel Time:

Number Served:

No Patient Selected

Date	Prov.
☐ 05/03/2006	MB
☐ 05/00/2006	MB
☐ 05/00/2006	MB
☐ 05/00/2006	JLH
☐ 05/00/2006	MB
☐ 05/00/2006	CM
☐ 05/00/2006	AA
☐ 05/00/2006	MB
☐ 05/00/2006	MB
☐ 04/00/2006	MB
☐ 03/00/2006	MB
☐ 03/00/2006	MB
☐ 03/00/2006	MB
☐ 03/00/2006	RHA
☐ 03/00/2006	MB
☐ 03/00/2006	CM
☐ 03/00/2006	???
☐ 03/00/2006	MB
☐ 12/01/2005	RHA
☐ 12/01/2005	RHA

Figure 11-23: Example of screen used to update a CPHAD record

Near the top of the next screen, go to the box for “Total Time Spent In Hours.” Type the total time spent.

Slide 24

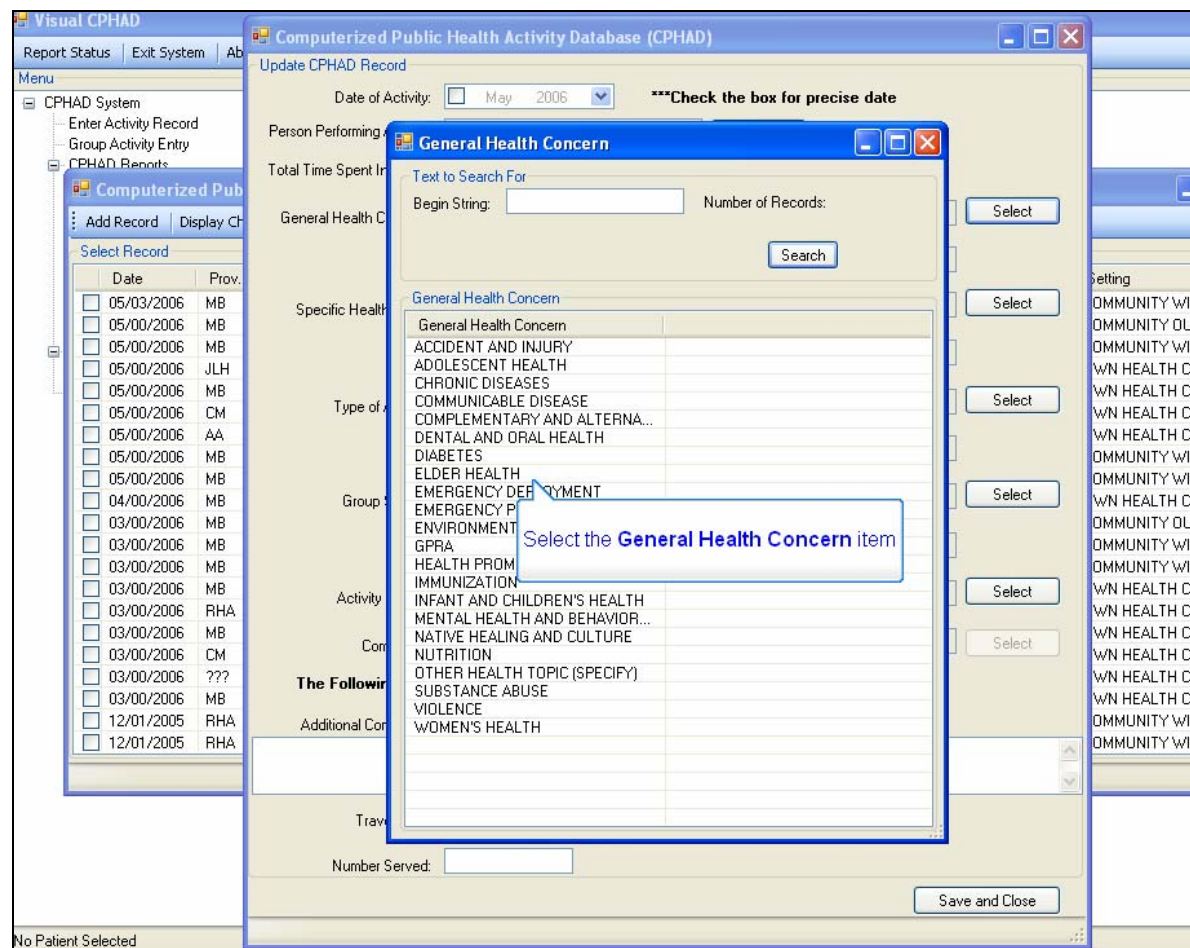


Figure 11-24: Example of general health concern screen

In the General Health Concern screen you will find a column listing various potential health items. Select the appropriate item, as shown in the example above.

Slide 25

Visual CPHAD

Report Status | Exit System | Ab...

Menu

- CPHAD System
 - Enter Activity Record
 - Group Activity Entry
 - CPHAD Reports
 - Computerized Pub...

Computerized Pub...

Add Record | Display Ch...

Select Record

Date	Prov.
☐ 05/03/2006	MB
☐ 05/00/2006	MB
☐ 05/00/2006	MB
☐ 05/00/2006	JLH
☐ 05/00/2006	MB
☐ 05/00/2006	CM
☐ 05/00/2006	AA
☐ 05/00/2006	MB
☐ 05/00/2006	MB
☐ 04/00/2006	MB
☐ 03/00/2006	MB
☐ 03/00/2006	MB
☐ 03/00/2006	MB
☐ 03/00/2006	RHA
☐ 03/00/2006	MB
☐ 03/00/2006	CM
☐ 03/00/2006	???
☐ 03/00/2006	MB
☐ 12/01/2005	RHA
☐ 12/01/2005	RHA

No Patient Selected

Computerized Public Health Activity Database (CPHAD)

Update CPHAD Record

Date of Activity: ☐ May 2006 ****Check the box for precise date

Person Performing Activity: LEE, DONNIE MD

Total Time Spent In Hours: 2.5 (Must be in .25 increments, ie. .25, .5, .75)

General Health Concern: ELDER HEALTH

If Other (specify):

Specific Health Topic: GENERAL ELDER HEALTH

If Other (specify):

Type of Activity:

If Other (specify):

Group Served:

If Other (specify):

Activity Setting:

Community:

The Following Items are Optional

Additional Comments:

Travel Time:

Number Served:

Click the **Select** button

Figure 11-25: Sample of screen used to update a CPHAD record

You have returned to the Update CPHAD Record screen. You will find the General Health Concern item you just selected is now entered in the Select Health Topic box. Click the **Select** button to the right of that box.

Slide 26

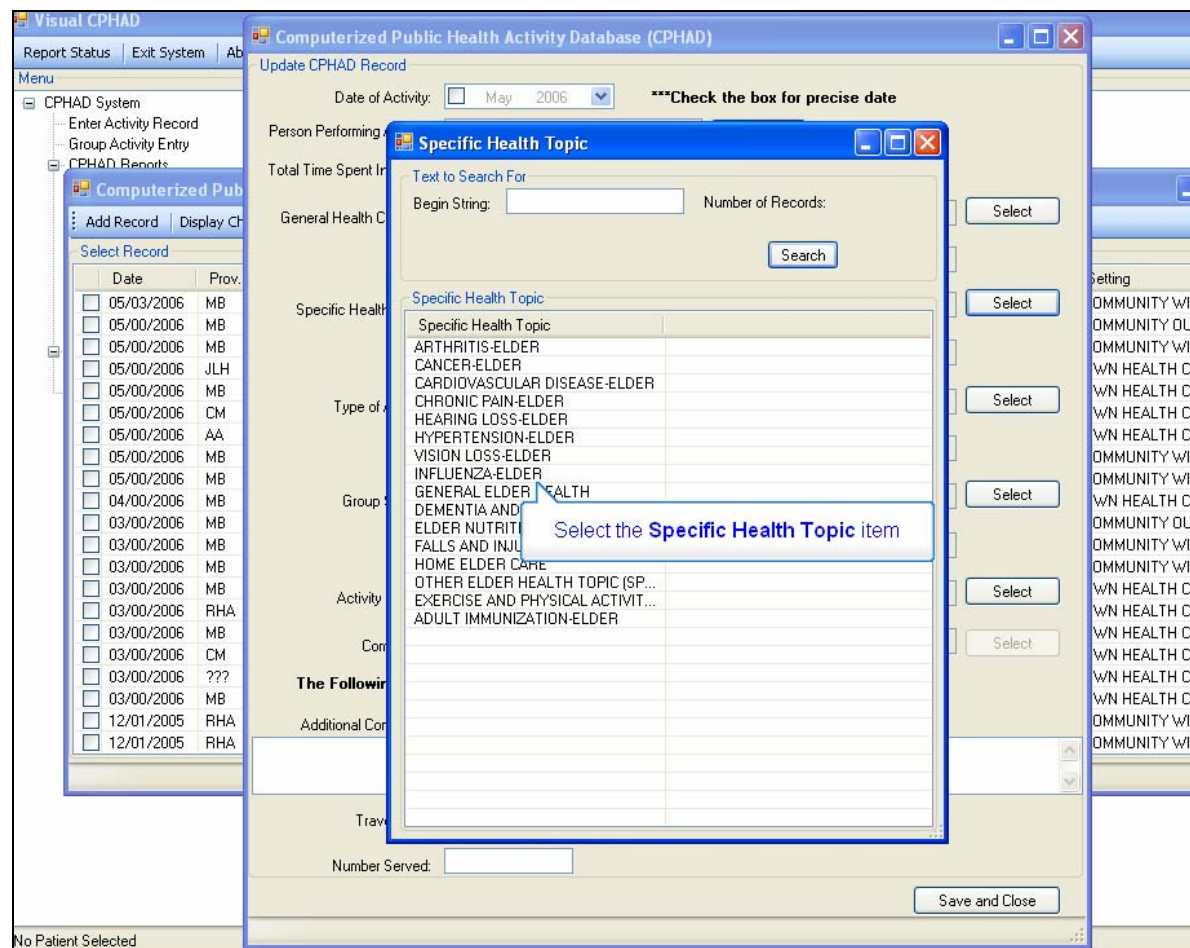


Figure 11-26: Sample of the Specific Health Topic screen

Go to the column entitled “Specific Health Topic.” Select the appropriate item. The example in Figure 11-26 points to Influenza-elder.

Slide 27

Visual CPHAD

Report Status | Exit System | Ab

Menu

- CPHAD System
 - Enter Activity Record
 - Group Activity Entry
 - CPHAD Reports
 - Computerized Pub
 - Add Record | Display Ch
 - Select Record

Date	Prov.
☐ 05/03/2006	MB
☐ 05/00/2006	MB
☐ 05/00/2006	MB
☐ 05/00/2006	JLH
☐ 05/00/2006	MB
☐ 05/00/2006	CM
☐ 05/00/2006	AA
☐ 05/00/2006	MB
☐ 05/00/2006	MB
☐ 04/00/2006	MB
☐ 03/00/2006	MB
☐ 03/00/2006	MB
☐ 03/00/2006	MB
☐ 03/00/2006	RHA
☐ 03/00/2006	MB
☐ 03/00/2006	CM
☐ 03/00/2006	???
☐ 03/00/2006	MB
☐ 12/01/2005	RHA
☐ 12/01/2005	RHA

Computerized Public Health Activity Database (CPHAD)

Update CPHAD Record

Date of Activity: ☐ May 2006 ****Check the box for precise date

Person Performing Activity: LEE, DONNIE MD

Total Time Spent In Hours: 2.5 (Must be in .25 increments, ie. .25, .5, .75)

General Health Concern: ELDER HEALTH

If Other (specify):

Specific Health Topic: INFLUENZA-ELDER

If Other (specify):

Type of Activity:

If Other (specify):

Group Served:

If Other (specify):

Activity Setting:

Community:

The Following Items are Optional

Additional Comments:

Travel Time:

Number Served:

Click the **Select** button

No Patient Selected

Figure 11-27: Sample of the CPHAD Update CPHAD Record screen

You will see that your item appears in the Update CPHAD Record screen in the box titled “Specific Health Topic.” Below that is a box for “Type of Activity.” Click the **Select** button to the right of that box.

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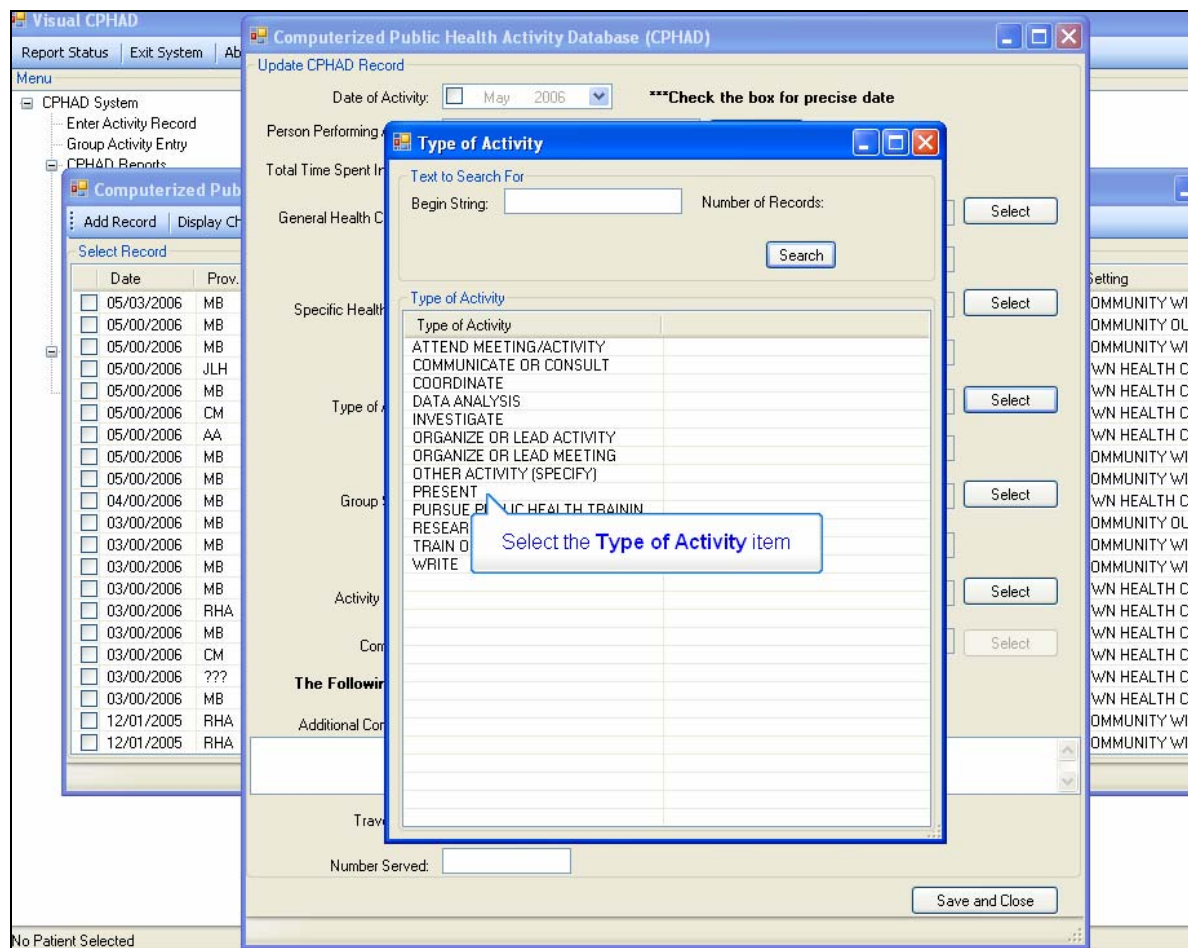


Figure 11-28: Sample of Type of Activity screen

Go to the column entitled “Specific Health Topic.”

Slide 29

Visual CPHAD

Report Status | Exit System | About

Menu

- CPHAD System
 - Enter Activity Record
 - Group Activity Entry
 - CPHAD Reports
 - Computerized Pub
 - Add Record
 - Display C

Update CPHAD Record

Date of Activity: ☐ May 2006 ****Check the box for precise date

Person Performing Activity: LEE, DONNIE MD

Total Time Spent In Hours: 2.5 (Must be in .25 increments, ie. .25, .5, .75)

General Health Concern: ELDER HEALTH

If Other (specify):

Specific Health Topic: INFLUENZA-ELDER

If Other (specify):

Type of Activity: PRESENT

If Other (specify):

Group Served:

If Other (specify):

Activity Setting:

Community:

The Following Items are Optional

Additional Comments:

Travel Time:

Number Served:

No Patient Selected

Figure 11-29: Update CPHAD Record screen with more data entered

Now the latest item you selected appears in the Update CPHAD Record screen in the box titled “Type of Activity.” Below that is a box for “Group Served.” Click the **Select** button to the right of that box.

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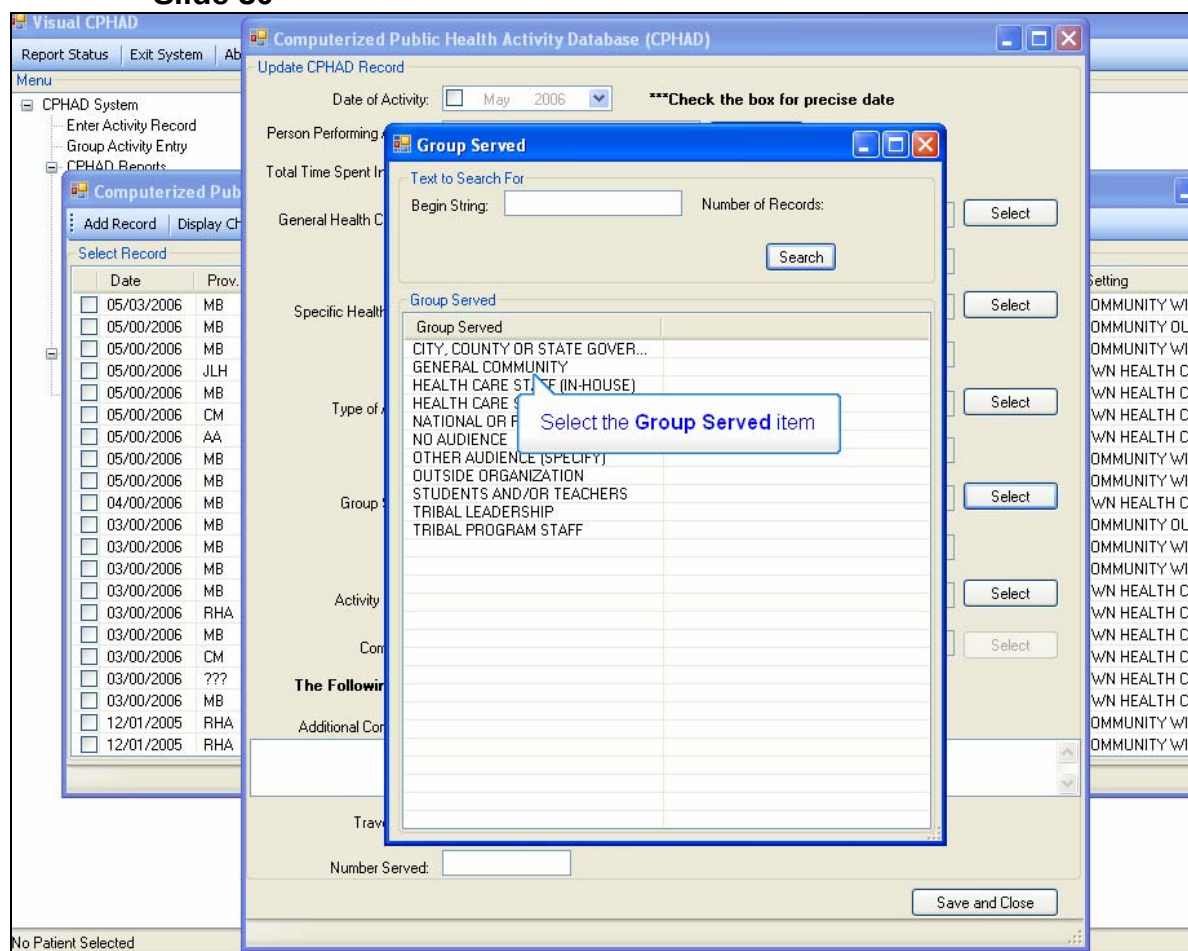


Figure 11-30: Sample of the Group Served screen

Go to the column entitled “Group Served.” Select the appropriate item.

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Visual CPHAD

Report Status | Exit System | Ab...

Menu

- CPHAD System
 - Enter Activity Record
 - Group Activity Entry
 - CPHAD Reports
 - Computerized Pub...

Computerized Pub...

Add Record | Display Ch...

Select Record

Date	Prov.
☐ 05/03/2006	MB
☐ 05/00/2006	MB
☐ 05/00/2006	MB
☐ 05/00/2006	JLH
☐ 05/00/2006	MB
☐ 05/00/2006	CM
☐ 05/00/2006	AA
☐ 05/00/2006	MB
☐ 05/00/2006	MB
☐ 04/00/2006	MB
☐ 03/00/2006	MB
☐ 03/00/2006	MB
☐ 03/00/2006	MB
☐ 03/00/2006	RHA
☐ 03/00/2006	MB
☐ 03/00/2006	CM
☐ 03/00/2006	???
☐ 03/00/2006	MB
☐ 12/01/2005	RHA
☐ 12/01/2005	RHA

No Patient Selected

Computerized Public Health Activity Database (CPHAD)

Update CPHAD Record

Date of Activity: ☐ May 2006 ****Check the box for precise date

Person Performing Activity:

Total Time Spent In Hours: (Must be in .25 increments, ie. .25, .5, .75)

General Health Concern:

If Other (specify):

Specific Health Topic:

If Other (specify):

Type of Activity:

If Other (specify):

Group Served:

If Other (specify):

Activity Setting:

Community:

The Following Items are Optional

Additional Comments:

Travel Time:

Number Served:

Click the **Select** button

Figure 11-31: Update CPHAD Record screen with more data entered

The latest item you selected appears in the Update CPHAD Record screen in the box titled “Group Served.” Below that is a box for “Activity Setting.” Click the **Select** button to the right of that box.

Slide 32

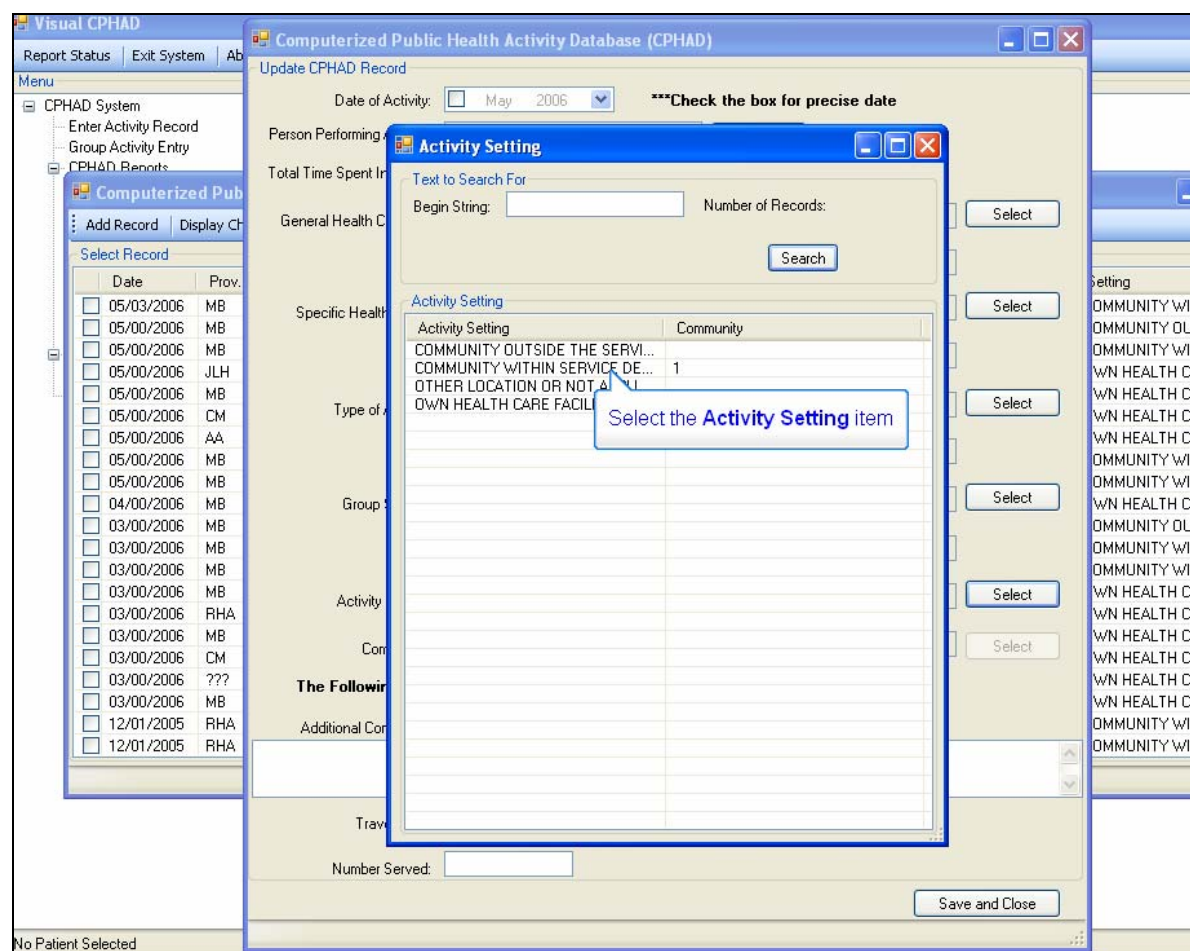


Figure 11-32: Sample of the Activity Setting screen

Go to the column entitled "Activity Setting." Select the appropriate item.

Slide 33

Visual CPHAD

Report Status | Exit System | Ab

Menu

- CPHAD System
 - Enter Activity Record
 - Group Activity Entry
 - CPHAD Reports
 - Computerized Pub
 - Add Record | Display Ch
 - Select Record

Date	Prov.
☐ 05/03/2006	MB
☐ 05/00/2006	MB
☐ 05/00/2006	MB
☐ 05/00/2006	JLH
☐ 05/00/2006	MB
☐ 05/00/2006	CM
☐ 05/00/2006	AA
☐ 05/00/2006	MB
☐ 05/00/2006	MB
☐ 04/00/2006	MB
☐ 03/00/2006	MB
☐ 03/00/2006	MB
☐ 03/00/2006	MB
☐ 03/00/2006	RHA
☐ 03/00/2006	MB
☐ 03/00/2006	CM
☐ 03/00/2006	???
☐ 03/00/2006	MB
☐ 12/01/2005	RHA
☐ 12/01/2005	RHA

Computerized Public Health Activity Database (CPHAD)

Update CPHAD Record

Date of Activity: May 2006 ****Check the box for precise date

Person Performing Activity: LEE, DONNIE MD

Total Time Spent In Hours: 2.5 (Must be in .25 increments, ie. .25, .5, .75)

General Health Concern: ELDER HEALTH

If Other (specify):

Specific Health Topic: INFLUENZA-ELDER

If Other (specify):

Type of Activity: PRESENT

If Other (specify):

Group Served: GENERAL COMMUNITY

If Other (specify):

Activity Setting: COMMUNITY WITHIN SERVICE DELIVERY AREA

Community:

The Following Information is for the Activity Setting:

Additional Information:

Travel Time:

Number Served:

No Patient Selected

Figure 11-33: Update CPHAD Record screen with more data entered

The latest item you selected appears in the Update CPHAD Record screen in the box titled “Activity Setting.” Below that is a box for “Community.” Click the **Select** button to the right of that box.

Slide 34

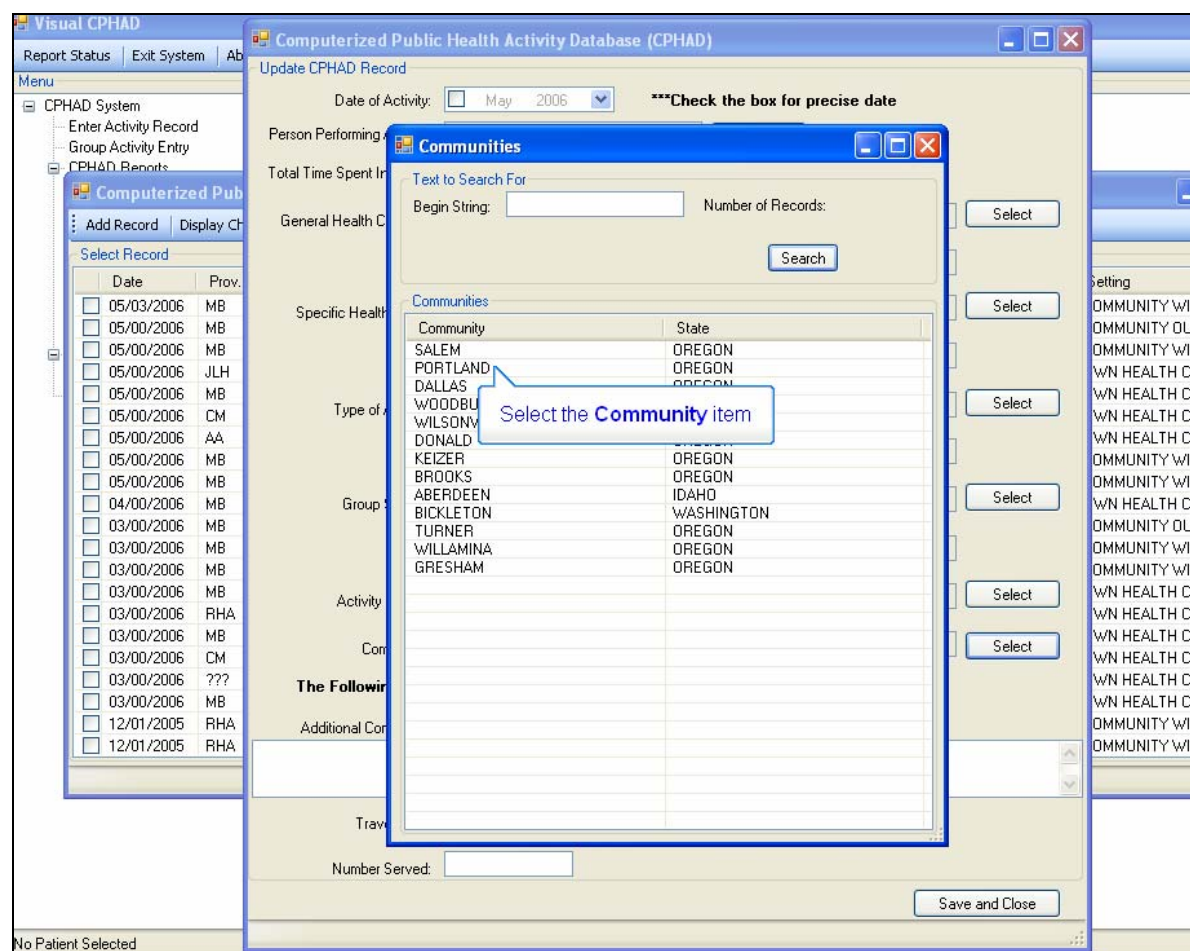


Figure 11-34: Sample of Community selection screen

Go to the column entitled "Community." Select the appropriate item.

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Visual CPHAD

Report Status | Exit System | Ab

Menu

- CPHAD System
 - Enter Activity Record
 - Group Activity Entry
 - CPHAD Reports
 - Computerized Pub
 - Add Record | Display CH
 - Select Record

Date	Prov.
☐ 05/03/2006	MB
☐ 05/00/2006	MB
☐ 05/00/2006	MB
☐ 05/00/2006	JLH
☐ 05/00/2006	MB
☐ 05/00/2006	CM
☐ 05/00/2006	AA
☐ 05/00/2006	MB
☐ 05/00/2006	MB
☐ 04/00/2006	MB
☐ 03/00/2006	MB
☐ 03/00/2006	MB
☐ 03/00/2006	MB
☐ 03/00/2006	RHA
☐ 03/00/2006	MB
☐ 03/00/2006	CM
☐ 03/00/2006	???
☐ 03/00/2006	MB
☐ 12/01/2005	RHA
☐ 12/01/2005	RHA

Computerized Public Health Activity Database (CPHAD)

Update CPHAD Record

Date of Activity: ☐ May 2006 *****Check the box for precise date**

Person Performing Activity: LEE, DONNIE MD

Total Time Spent In Hours: 2.5 (Must be in .25 increments, ie. .25, .5, .75)

General Health Concern: ELDER HEALTH

If Other (specify):

Specific Health Topic: INFLUENZA-ELDER

If Other (specify):

Type of Activity: PRESENT

If Other (specify):

Group Served: GENERAL COMMUNITY

If Other (specify):

Activity Setting: COMMUNITY WITHIN SERVICE DELIVERY AREA

Community: PORTLAND

The Following Items are Optional

Additional Comments:

Travel Time:

Number Served:

No Patient Selected

Select the text box if you want to type additional comments

Figure 11-35: Sample of Additional Comment entry box

The latest item you selected appears in the Update CPHAD Record screen in the box titled “Community.”

Notice the bold text comment near the bottom of the screen, “The Following Items are Optional.” If you want to enter comments a box is provided. Select the box and type any comments.

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Visual CPHAD

Report Status | Exit System | Ab

Menu

- CPHAD System
 - Enter Activity Record
 - Group Activity Entry
 - CPHAD Reports
 - Computerized Pub
 - Add Record | Display Ch
 - Select Record

Date	Prov.
☐ 05/03/2006	MB
☐ 05/00/2006	MB
☐ 05/00/2006	MB
☐ 05/00/2006	JLH
☐ 05/00/2006	MB
☐ 05/00/2006	CM
☐ 05/00/2006	AA
☐ 05/00/2006	MB
☐ 05/00/2006	MB
☐ 04/00/2006	MB
☐ 03/00/2006	MB
☐ 03/00/2006	MB
☐ 03/00/2006	MB
☐ 03/00/2006	RHA
☐ 03/00/2006	MB
☐ 03/00/2006	CM
☐ 03/00/2006	???
☐ 03/01/2006	MB
☐ 12/01/2005	RHA
☐ 12/01/2005	RHA

Computerized Public Health Activity Database (CPHAD)

Update CPHAD Record

Date of Activity: ☐ May 2006 ****Check the box for precise date

Person Performing Activity:

Total Time Spent In Hours: (Must be in .25 increments, ie. .25, .5, .75)

General Health Concern:

If Other (specify):

Specific Health Topic:

If Other (specify):

Type of Activity:

If Other (specify):

Group Served:

If Other (specify):

Activity Setting:

Community:

The Following Items are Optional

Additional Comments:
Provided a talk on the importance of the flu shot for elders.

Travel Time:

Number Served:

Click the **Save and Close** button

Type travel time in minutes and Number served
*Both fields are optional

No Patient Selected

Figure 11-36: Sample of Travel Time entry box

If you choose to include Travel Time or the Number Served, type the information into the appropriate boxes at the bottom of the screen. Then click on the **Save and Close** button in the lower right corner.

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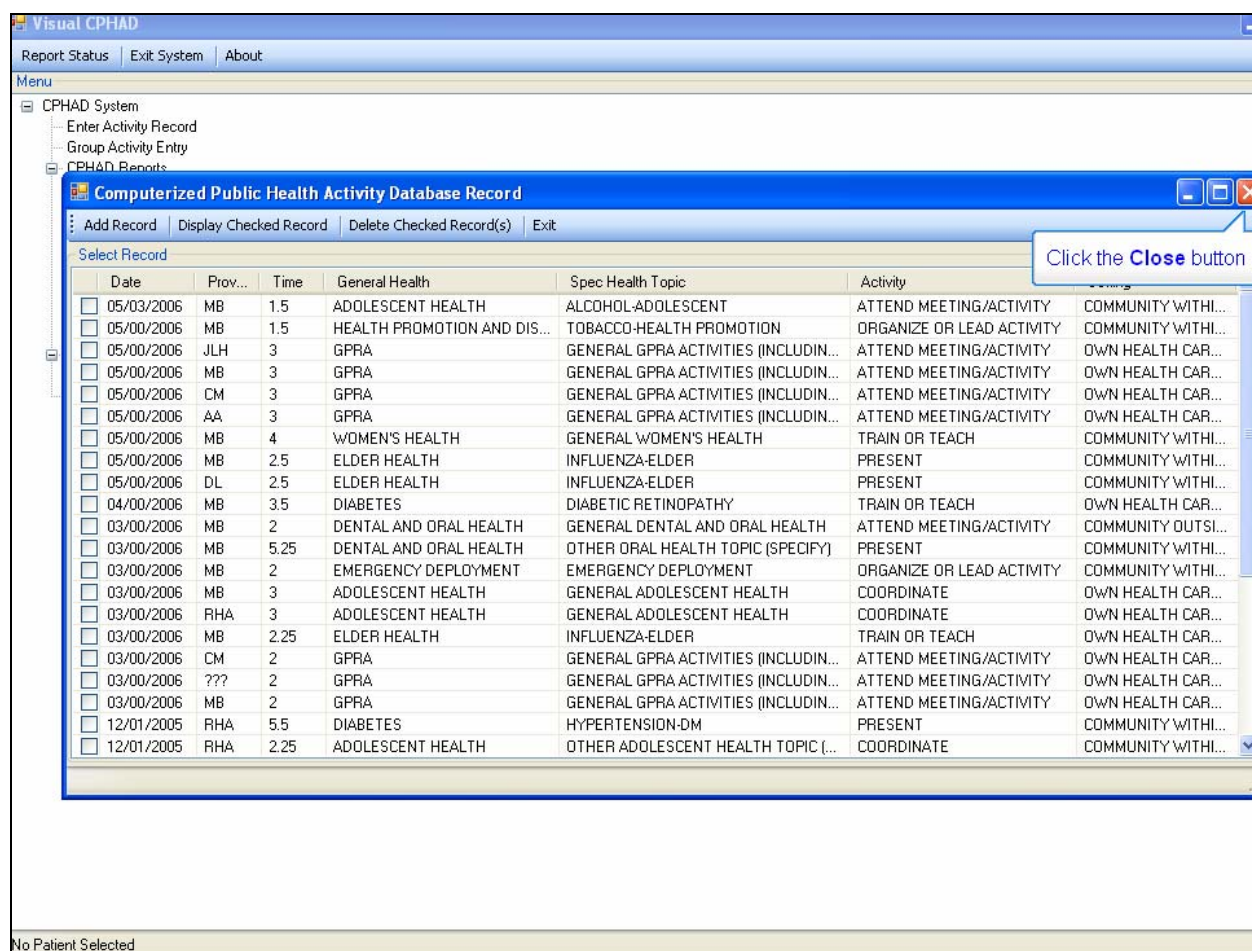


Figure 11-37: Sample of the CPHAD record list

Your screen will return to the “Computerized Public Health Activity Database Record” screen, as previously shown in Figure 11-22.

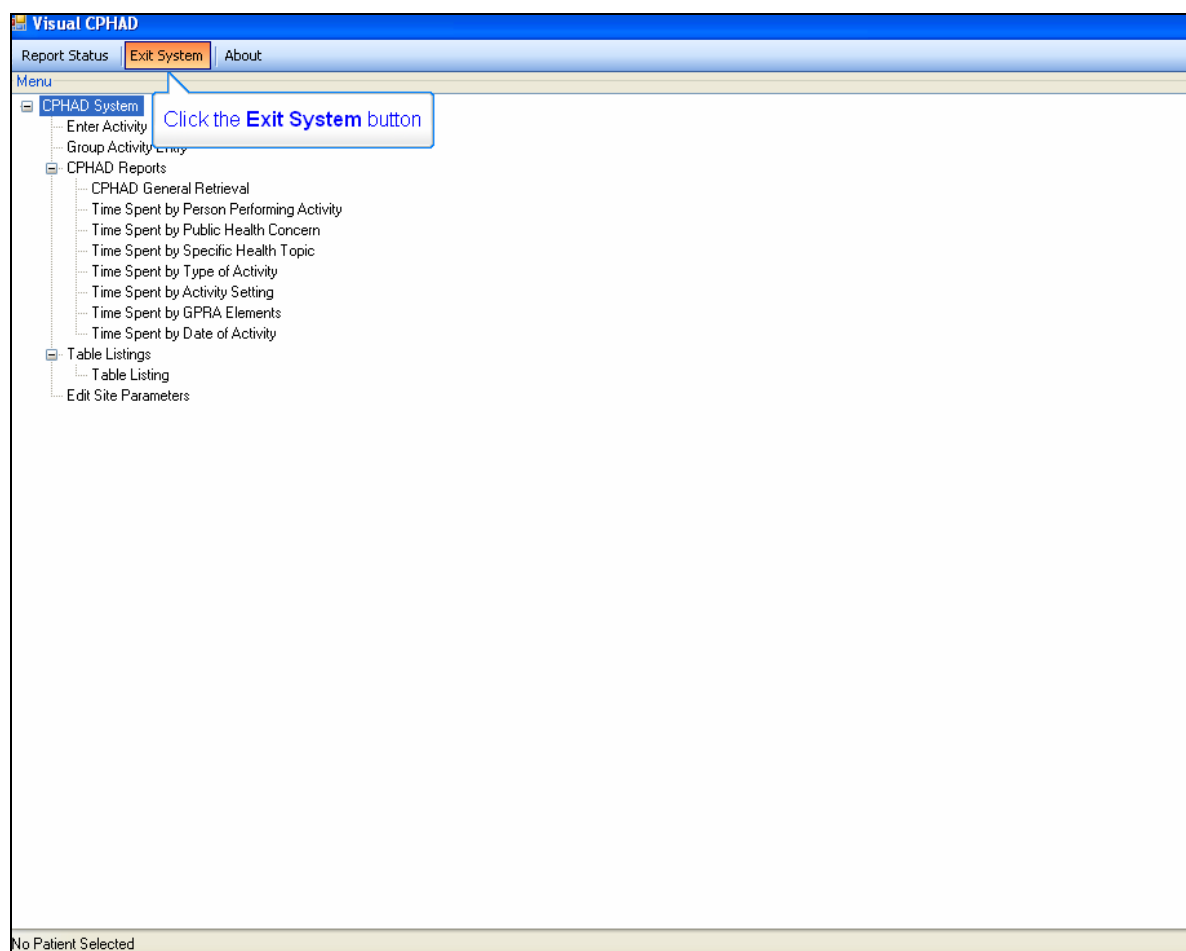
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Figure 11-38: Sample of the Exit system screen

Go to the menu bar at the upper left of the screen, and click on the “**Exit System**” button.

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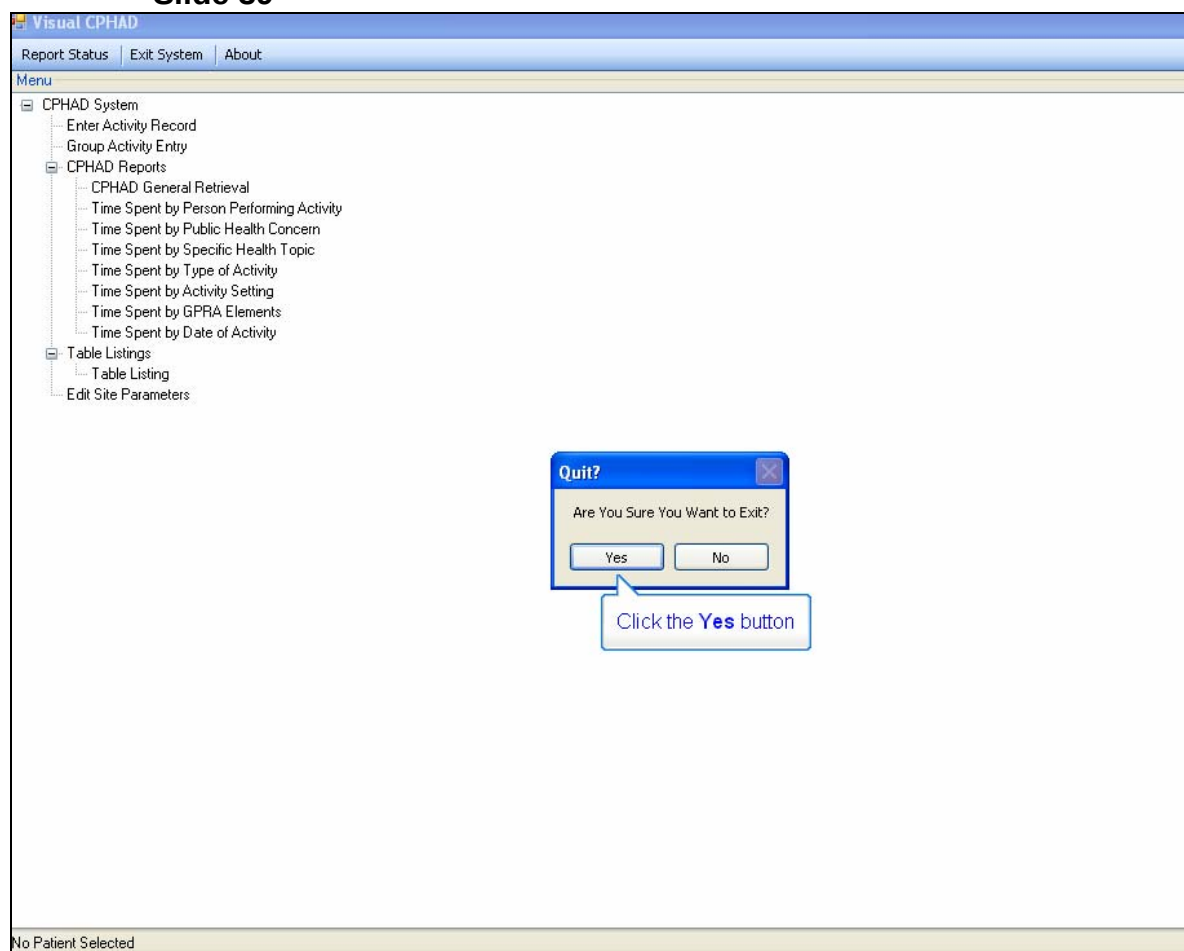


Figure 11-39: Sample of the confirmation to exit system screen

A window will open asking you to confirm that you want to exit. Click **Yes** to exit.

12.0 Contact Information

If you have any questions or comments regarding this distribution, please contact the ITSC Service Center by:

Phone: (505) 248-4371 or
(888) 830-7280

Fax: (505) 248-4363

Web: <http://www.ihs.gov/GeneralWeb/HelpCenter/Helpdesk/index.cfm>

Email: ITSCHelp@mail.ihs.gov