MENTAL HEALTH ASSISTANT



User Manual Version 3 (MHA3)

April 2012 Revised March 2019

Version 1.5

Department of Veterans Affairs Office of Information and Technology (OI&T) Product Development

Revision History

Date	Revision	Description	Author(s)
Mar 2019	1.5	Adapted from YS*5.01*137 User Manual. Changes include 7 new instruments added	Booz Allen Hamilton
Nov 2018	1.4	Adapted from YS*5.01*136 User Manual. Changes include new GUI and instrument updates for 123.	Booz Allen Hamilton
Sept 2018	1.3	Adapted from YS*5.01*134 User Manual. Changes include revision of Overview section with a list of 6 instruments new to Patch 136, changed file names in references to documentation from YS501134 to YS501136.	Booz Allen Hamilton
August 2018	1.2	Adapted from YS*5.01*123 User Manual. Changes include revision of Overview section, with a list of 6 instruments new to Patch 134; added VA Orlando VAMC and Milwaukee to list of test sites; changed file names in references to documentation from YS501123 to YS50110134.	Booz Allen Hamilton
June 2018	2.0	Added content for Patch 134 and 123 details, updated screen shots, added content for "Using Instrument Exchange".	Booz Allen Hamilton
March 2018	1.1	Updates with changes from patch 121.	K. Meldrum
April 2017	1.0	Technical Edit	B. Donaldson
April 2017	0.5	Updated to reflect new functionality for YS*5.01*129 and removal of GAF.	K. Meldrum
02/08/16	0.4	With patch YS*5.01*120, updated Appendix E for Windows 7.	T. Dawson
9/10/13	0.3	Updated screen shot, page 32 (YSMANA GERmenu), removed references to MHA3 HL7 Utilities. Updated patch version names in Introduction section. Added PCLS - PTSD Checklist Stressor Specific to list of instruments.	R. Wilder
6/19/13	0.2	Editing review, initiated peer review. Added New Options in VistA for Management of MHA3 section (page 32.)	R. Wilder

6/20/12	0.1	Initial Draft.	S. Stephens
		Adapted from YS*5.01*103 User Manual.	
		Changes include revision of Overview	
		section, with a list of instruments new to	
		Patch 105and information about the change	
		of PCL-SZ to PCLS; added VA New Jersey	
		VAMC to list of test sites; changed file	
		names in references to documentation from	
		YS501103 to YS501105.	

Table of Contents

Orientation	.1
Documentation Retrieval Locations and Formats Retrieval Formats Information Retrieval Locations:	- 1
VistA Website Locations:	
Related Manuals	-2
ntroduction	.2
Overview	
Specific Instrument Details:Error! Bookmark not define	
New Functionality Test Sites	. 8
Use of the Software	-
Contingency Planning	
Security Keys	
Windows Conventions	
Mental Health Assistant and Section 508 Compliance	
Mental Health Assistant Temporary Crash Files	
Mental Health Assistant Results and CPRS Progress Notes	
Mental Health Assistant Results and CPRS Consults	
Starting Mental Health Assistant from VistA CPRS Tools Menu	
Starting Mental Health Assistant from Off-line Mode	
Mental Health Assistant Main Menu Functions	
Selected Patient Identification Label	14
Title Bar	
Launch Links	
Starting the Instrument Administrator	15
Starting the Instrument Results Review Functions	17
Starting the Addiction Severity Index (ASI) Manager Function	19
Tools Menu	
New Options in VistA for Management of MHA3	
Management of Progress Notes Generated by MHA	
Managing Time to Save an Incomplete Instrument	30
Removing Patient Data that was Entered in Error	
Instrument Exchange Utility	
Instrument Administrator Functions	
Orientation	-
Ordering Instruments	
Selecting a Person (other than yourself) for "Instruments Ordered By"	
Selecting a Person for "Interviewer"	36

Selecting a Date of Administration	37
Selecting a Visit Location	38
Selecting a Consult (Optional)	39
Choosing One or More Instruments	41
Restarting Incomplete Administrations	42
Manipulate the list of Instruments Chosen	42
Selecting Display Mode for Data Entry	43
Selecting "Patient Entry" Data-Entry Mode	44
Selecting "Staff Entry" Data-Entry Mode	46
On-form Instructions	47
Printing a Blank Instrument	48
Reviewing a Description of the Selected Instrument	54
Instrument Administrator's Battery Wizard	
Orientation	
Main Menu	
Title bar	
Available Instruments and Batteries list	
Instruments in Battery list	57
Re-sequencing buttons	57
Context-sensitive Help	57
Battery Selector	57
Save Button	
Invoking the Battery Wizard	58
Battery Wizard: Creating a New User-defined Battery	60
Renaming an Existing Battery	63
Exiting the Battery Wizard	68
Instrument Administrator's "One Question at a Time" Input Form	69
Orientation	
The Main Menu	
The Selected Patient Identification Label	
The Instrument's Name	
The Introduction Text	70
The Question Text	
The Response Artifact	
The Navigation Buttons	
The Progress Indicator	70
The Review Answers Form	
Responding to a Multi-choice Question Using a Multiple-Selection List Box	
Responding to a Single-choice Question Using a Drop-Down List Box	
Responding to a Question that Asks for a Currency Amount using a Text B	
Responding to a Question that Asks for a Date Using a Date-Picker	
Responding to a Question that Asks for a Line of Text using a Text Box	
Responding To A Question From A List Of Answers Using A Single-Selection	
Box	76
Responding To A Question Using A Masked Text Box That Pre-Formats In	
	77

Respond To A Question Using A Spin Box That Asks For An Integer Value Responding To A Question That Asks For A Single Choice From A List Using	
Option Buttons Responding To A Question That Asks For A Staff Name From Vista Using A Dro	80
Down List Box	JP- 81
Responding To A Question That Asks For A Value From A Slider	
Incomplete Data-Entry Session	85
Viewing the Next Instrument	86
Viewing the Prior Question	87
View Next Question	88
Review Answers	
Exiting Data-Entry Session without Saving the Answers	91
Instrument Administrator's "All Questions At Once" Input Form	92
Orientation	- 92
Main Menu	
Selected Patient Identification Label	
Instrument's Name	
Section Text	
Introduction Text	
Question Text	
Response Artifact	
Navigation Scroll Bar	- 93
Instrument Tabs	
Navigation	
FINISH Dullon	- 95
Selecting an Instrument within a Series	- 97
Change a Previously-given Answer	
Change a Previously-given Answer	- 99
Suspend Responding To Questions And Save The Administration In An Incomp State	100
Exiting Data-Entry Session without Saving the Answers	
Instrument Results Review Functions	
Orientation	
Main Menu	
Selected Patient Identification label	
Instrument's Name	
List of Previously-Administered Tests	
The Navigation Tabs	-107
Saving a Graph, Report, or a Table to a File	
Printing a Graph, Report or Table	
Copying a Graph, Report, or Table to the Windows Clipboard	111
Switching Views in Instrument Results Review	·112
Appending Comments to an Existing Record	·113
Removing Data Entered in Error	-118
Special Results Wizard	·124
Exiting the Instrument Results Review Form	·129

Orientation	130
Main Menu	132
Selected Patient Identification Label	132
Title Bar	
List of Previously-Administered ASIs	132
Report View	132
Navigation Tabs	132
ASI Editing Buttons	132
Days Since Last ASI Label	132
Determining the Number of Days since the Last ASI for Selected Patient	133
Selecting a Report Type	135
Restarting an Unsigned ASI	136
Starting a New ASI	137
Saving a Report, Graph or Table to a File	140
Copying a Report, Graph, or Table to the Windows Clipboard	
Navigating through the Different Views on the ASI Manager Form	
ASI: Data Entry	
Date Fields	
Option Button Groups	150
Item G12	
Item G19	
Medical Status Comments	
Ending an ASI Data-entry Session	159
Closing ASI Data-entry Session with "Exit" option	160
Closing ASI data-entry session with "Finish Later" option	161
Closing ASI data-entry session with "Save and sign"	
ASI: Business Rules	
ASI : Changing User Preferences	
Default Form Size/Position	
Speed TabBight Color	169
ASI: Help Menu Options	
Opening the ASI Help File Using the Help Index	
Domain Scores	
Item Trends	
Graphing a Different Item	
Returning to the Narrative Report View	
User Preferences Functions	
Orientation	
Form Title	-
Navigation Tabs	
Editing Panel	
Command Buttons	
Changing MHA System Font	
Changing the Displayed Highlight Colors on the All-Questions Data-input For	

Toggling Visual Feedback On/Off	181
Toggling Screen Reader On/Off	181
Toggling Speed Tab On/Off	182
Toggling The Display Of Images On The Main Menu	
Toggling: Maintain Original Font on/off	184
Selecting the starting point for MHA	185
Orientation	186
Off-line Results Synchronizer	187
Main Menu	189
Off-line Records List	189
CPRS Patient Search Panel	189
Patient Match Panel	
Delete Off-line Record Button	
Upload Button	
Exit button	189
Starting MHA in Off-line Mode from the Desktop Icon	
Selecting an Existing Patient from the Drop-Down List Box	191
Adding and Selecting a New Off-line Patient	192
Selecting a Different Off-line Patient from the Instrument Administrator Form	
Deleting an Existing Off-line Patient	196
Canceling Selection of an Off-line Patient	
Closing the Off-line Patient Manager	198
Recognizing the Availability of Off-line Administrations, and Initiating the Upl	oad
Process	
Selecting an Off-line Record for Uploading	200
Searching for a Matching CPRS Patient	201
Evaluating the results of a possible match	202
Uploading an Off-line Record to VistA	205
Deleting an Off-line Record	207
Exiting the Off-line Results Synchronizer Form	208
Single-Instrument Administrator Functions	209
Orientation	
Main Menu	
Selected Patient Identification Label	
Instrument's Name	
List of Previously-Administered Tests	
Report View	
The Navigation Tabs	
New button	
Edit Button	
Graph and Table	
Invoking the Single-Instrument Administrator from the CPRS Tools Menu	
Starting a New Administration	
Editing an Existing Editable Administration	
Exiting the Single Instrument Administrator Form	
Glossary	
	~~

Glossary of GUI components used in MHA	
Component/Terms Descriptions	
Appendix A	
Shortcut Keys	
Appendix B.	
How to co-sign a progress note generated by MHA	
Appendix C	236
How to Remove Patient Data That Was Entered In Error: Vista Menu Instruction	ons.236
Appendix D	238
SecureDesktop & Screen Pass: How to correct Windows-Registry problems Secure desktop: How To Correct Dwlgina2.Dll Problems	
Appendix E	240
Setting up VistA MHA3 on CPRS GUI Tools Menu for SecureDesktop	
Appendix F	242
How to Add the Name of an Instrument to the CPRS Tools Menu	242
Appendix G	243
Using Instrument Exchange	243

Orientation

Documentation Retrieval Locations and Formats

FILE NAMES	CONTENTS	RETRIEVAL FORMATS
YS_MHA3_UM.pdf	Mental Health Assistant	BINARY
	Version 3 (MHA3) User	
	Manual Patch YS*5.01*137	
YS_MHA3_TM.pdf	Mental Health Assistant	Binary
	Version 3 (MHA3) Technical	
	Manual Patch YS*5.01*137	
YS_501_137_IG.pdf	Patch YS*5.01*137 Install	Binary
	Guide	

Retrieval Formats Information

Retrieval Locations:

NOTE: All sites are encouraged to use the File Transfer Protocol (FTP) capability. Use the FTP address "*download.vista.med.va.gov*" (without the quotes) to connect to the first available FTP server where the files are located.

OI FIELD OFFICE	FTP ADDRESS	DIRECTORY
HINES	ftp.fo-hines.med.va.gov	[ANONYMOUS.SOFTWARE]
SALT LAKE CITY	ftp.fo-slc.med.va.gov	[ANONYMOUS.SOFTWARE]

VistA Website Locations:

User Manual (YS501137_MHA3_UM.pdf) is available in Portable Document Format (pdf) at the MHA3 VistA Documentation Library website.

Related Manuals

VistA Mental Health (MH) Addiction Severity Index Multimedia Version (ASI-MV) Installation and User Guide (Patch YS*5.01*78).

http://www.va.gov/vdl/

Introduction

Overview

The Mental Health Assistant (MHA) is the graphical user interface (GUI) for the VistA Mental Health Package (MHP). MHA was developed to create an effective and efficient tool for mental health clinicians, primary care clinicians and their patients to use for the administration and scoring of assessment instruments and interviews. Additionally, results are displayed in report and graphical formats. MHA and MHP support mental health instruments (e.g., psychological tests, structured interviews, and staff rating scales), pain assessments, nursing assessments, and additional instruments that are not available elsewhere in the Computerized Patient Record System (CPRS)/Veterans Information System and Technology Architecture (VistA). MHA has enjoyed widespread usage among mental health clinicians over the past several years, and the current revisions of MHA and MHP initiate steps toward re-engineering VistA Mental Health functionality.

The original revision of MHA created a closer integration with CPRS, by placing the MHA GUI on the CPRS Tools Menu. Additionally, functionality was created to allow a site to place an individual instrument on the CPRS Tools menu, allowing widespread access to that specific instrument without having to issue the menu for the MHP to all clinicians.

Additional functionality that strengthens the tie to the patient's medical record is the creation of a progress note in CPRS when an instrument is completed through MHA.

Furthermore, MHA maintains and strengthens its ties to the Clinical Reminders program, which allows for the presentation of specific instruments through reminder dialogs to all clinicians who resolve reminders.

To better meet the needs of clinicians and patients in different programs, particularly nontraditional settings, MHA can now run in a stand-alone mode to administer instruments offline for later uploading to VistA.

*Mental Health Patch YS*5.01*103* added 20 new instruments to the library of instruments. Patch 103 added two retired instruments to active status. Patch 103 also included the following enhancements:

• Improve navigation by providing users a simpler option to go back to a previous screen in the Mental Health Assistant. An example would be something similar to the back arrow in Internet Explorer.

Users are confused with clicking on "X" in upper right-hand corner of form (usually this action would terminate an application) to back up in the current version or the several steps needed to click on the FILE/EXIT menu option.

- Ability for users to select a consult to connect to the instrument's administration is now supported.
- Users can print a blank instrument suitable for pencil-and-paper completion (except for the ASI and restricted instruments).
- A new tab on the "Instrument Review Results" page presents summary data of important instruments for the clinician.
- MHA can start at one of the four main options, i.e., Instrument Administrator, Instrument Review Results, ASI Manager, or at the traditional Main Menu. The user can select their preference.

*Mental Health Patch YS*5.01*105* provided enhancements with the addition of 22 new instruments:

Short Name	Full Name
AAQ-2	The Acceptance and Action Questionnaire (AAQ-2)
BAM-C	Brief Addiction Monitor - Consumption Items
BAM-IOP	Brief Addiction Monitor - IOP version
BAM-R	Brief Addiction Monitor - Revised
BARTHEL INDEX	Barthel Index of Activities of Daily Living
FFMQ	Five Facet Mindfulness Questionnaire
GPCOG	General Practitioner Assessment of Cognition
IADL	Katz Index of Independence in Activities of Daily Living
MBMD	Millon Behavioral Medicine DiagnosticBariatric Norms Note: this is an updated instrument
MHLC-C	Multidimensional Health Locus of Control: Form C
MMPI-2-RF	Minnesota Multiphasic Personality Inventory-2-Restructured Form
MOCA	Montreal Cognitive Assessment
MOCA ALT 1	Montreal Cognitive Assessment, Alternate 1
MOCA ALT 2	Montreal Cognitive Assessment, Alternate 2
NEO-PI-3	NEO Personality Inventory-3
PCLS	Post Traumatic Stress Disorder (PTSD) Checklist Stressor Specific
PHQ-15	Patient Health Questionnaire 15-Item Somatic Symptom Severity Scale
QOLI	Quality of Life Inventory
SSF	Status of Suicide Form
STMS	Short Test of Mental Status
VR-12	Veterans Rand 12 Item Health Survey
VRA	Veteran Recovery Assessment
WHODAS 2	World Health Organization Disability Assessment
	Schedule 2.0

Note: This includes one update and three retired instruments.

*Mental Health Patch YS*5.01*129* provided support for the mandated security requirement that VistA applications provide two-factor authentication via a Personal Identity Verification (PIV) card. When signing in, you are prompted for your PIV personal identification number (PIN) instead of access/verify codes.

The Global Assessment of Function (GAF) is no longer recommended and has been removed from MHA. In addition, patch 129 inactivates the following instruments:

Alcohol Use Inventory (Revised)	AUIR
Center for Epidemiologic Studies Depression Scale (5-item version)	CESD5
Depression Outcome Module 8.0	DOM80
Depression Outcomes Module: Geriatric Screen	DOMG
Employment Readiness Scale	ERS
Health Locus of Control Scale	HLOC
Rotter Internal-External Scale	IEQ
Rotter Locus of Control	RLOC
Spiritual Assessment Inventory	SAI
Crowne-Marlowe Social Desirability Scale	SDES
Short Michigan Alcoholism Screening Test	SMAST
Short Michigan Alcoholism Screening Test	SMAST
Validity Scale	VALD
Ward Atmosphere Scale	WAS
-	

Short Name	Full Name		
ASSIST-NIDA	Alcohol Smoking and Substance Involvement Screening - NIDA modified version		
BRS	Brief Resiliency Scale		
CCSA-DSM5	Cross-Cutting Symptom Assessment for DSM-5		
CEMI	Client Evaluation of Motivational Interviewing		
CSI	Couple Satisfaction Index		
CSI-4	Couple Satisfaction Index - 4 Item		
CSI PARTNER	Couple Satisfaction Index Partner Version		
VERSION			
CSI-4 PARTNER	Couple Satisfaction Index - 4 Item Partner Version		
VERSION			
GAI	Geriatric Anxiety Inventory		
ISI	Insomnia Severity Index		
KATZ-ADL-6pt	Modified Katz Index of ADLs		
PSOCQ	Pain Stages of Change Questionnaire		
PSS	Perceived Stress Scale		
RLS	Restless Legs Syndrome Rating Scale		
SMEQ	Smith Morning-Evening Scale		
SNQ	Sleep Need Questionnaire		
STOP	Snoring, Tired, Observed, Blood Pressure		

Mental Health Patch YS*5.01*121 added 17 new instruments, listed below.

Short Name	Full Name		
PHQ-2+i9	Patient Health Questionnaire 2 + Item 9		
PSS3	Patient Safety Screener 3		
PC-PTSD-5	PTSD Screen		
PC-PTSD-5+i9	PTSD Screen + PHQ Item 9		
C-SSRS	Columbia Suicide Severity Rating Scale		
WHODAS 2.0-12item	World Health Organization Disability Assessment		
	Schedule 2.0 – 12-item		

Mental Health Patch YS*5.01*134 added 6 new instruments, listed below.

Mental Health Patch YS*5.01*136 added 6 new instruments, listed below.

Short Name	Full Name		
BPRS-A	Brief Psychiatric Rating Scale – Anchored		
PSS3-2 nd	Patient Safety Secondary Screener		
PCL-5 Weekly	PCL-5 Weekly		
HSI	Heaviness of Smoking Index		
WEMWBS	Warwick Edinberg Mental Well Being Scale		
MHRM	Mental Health Recovery Measure		

Mental Health Patch YS*5.01*123

The primary purpose of this patch is to move instruments previously scored in the YS_MHA_AUX DLL to VistA. The scoring changes result in MHA (Mental Health Assistant) scores being reported in Reminder Dialogs and the Health Summary for these instruments properly. The following instruments are now scored in VistA:

Short Name	Full Name
AUDC	Alcohol Use Disorders Identification Test Consumption
BAI	Beck Anxiety Inventory
BAM-C	Brief Addiction Monitor - Consumption Items
BAM-R	Brief Addiction Monitor - Revised
BASIS-24	Behavior and Symptom Identification Scale-24
BDI2	Beck Depression Inventory – Second Edition
BHS	Beck Hopelessness Scale
BSS (previously BSI)	Beck Scale for Suicide Ideation
CDR	Clinical Dementia Rating
FAST	Functional Assessment Staging

Short Name	Full Name			
ISMI	Internalized Stigma of Mental Illness Inventory			
MINICOG	Mini-Cog			
MMPI-2-RF	Minnesota Multiphasic Personality Inventory-2- Restructured Form			
NEOP-I-3	NEO Personality Inventory-3			
PC PTSD	Primary Care PTSD Screen			
PHQ-2	Patient Health Questionnaire 2			
POQ	Pain Outcomes Questionnaire			
QOLI	Quality of Life Inventory			
STMS	Short Test of Mental Status			
VR-12	Veterans Rand 12 Item Health Survey			
WHODAS 2	World Health Organization Disability Assessment Schedule 2.0			
WHYMPI	West Haven-Yale Multidimensional Pain Inventory			

Additionally, the scoring algorithm was changed so that every instrument score is persistently stored in the MH RESULTS File (#601.92). Should an instrument need to be rescored for any reason, there has been functionality added to retain previous scores.

Specific Instrument Details:

The **Brief Addiction Monitor (BAM)** has been retired. The BAM-R and BAM-IOP should be used instead. The Primary Care PTSD Screen (PC PTSD) has been retired. The PC-PTSD-5 or PC-PTSD-5-I9 should be used instead.

The **BSI was renamed to the BSS**. Scoring the instrument was also modified. Prior to this patch all questions were included in the score, now only questions 1-19 are included in the scoring so the maximum score for the instrument is 38. The current scoring rule stipulates that if more than 5 questions are not answered the instrument would not be scored has been removed.

The instrument will now be scored regardless of how many questions are skipped. Skip logic has been added so that if the response to Question 20 is "I have never attempted suicide" (0), question 21 is not asked. The categories of risk have been removed from the report and the following text has been added:

The BSS is intended to assess thoughts, plans and intent to die by suicide or attempt suicide over the past week. Total scores can range from 0-38. There is no specific cut-off score to classify severity or guide patient management, however, increasing scores reflect

greater risk, and any positive response to any item may reflect the presence of suicidal intention and should be investigated further.

The VR-12, question 7 had incorrect responses. The responses prior to the modification were:

1. All of the time	3. A good bit of the time	5. A little of the time
2. Most of the time	4. Some of the time	6. None of the time
The correct response	s are:	
1. All of the time	3. Some of the time	5. None of the time
2. Most of the time	4. A little of the time	

The responses have been changed to the correct responses. Any previously administered instrument will have response #3 (A good bit of the time) mapped to response #2 (Most of the time) during the patch install.

Additionally, the scoring algorithm for the VR-12 was modified to consider skipped questions in the administration.

The **Beck Depression Inventory--Second Edition (BDI2)** results review has been changed. If the response to Item 9 (SUICIDAL THOUGHTS OR WISHES) is 1, 2, or 3 the following statement is added to the report after score:

Responses consistent with the presence of suicidal ideation were endorsed in positive direction (item-9), additional clinical assessment is indicated.

The **Brief Addiction Monitor - Revised (BAM-R)** was revised to correct a scoring error. Prior to this patch question 17 was included in the Protective Factors Scale score rather than question 16 resulting in an incorrect scale score. Question 16 is now used in the calculation.

The **NEO Personality Inventory-3** (**NEO-PI-3**) Instrument Results Review was modified to display messages when it appears that the respondent answered the items in a random fashion resulting in an invalid administration.

The **West Haven-Yale Multidimensional Pain Inventory (WHYMPI)** was revised to correct a scoring error. The Affective Distress Scale did not properly reverse-score the response to question 6 prior to calculating the score and has been corrected.

The **Patient Health Questionnaire-2** (**PHQ-2**) Instrument Results Review was modified. The statement that explains if the screening score indicates a positive or negative result was changed. Additionally, the 2 questions were made required.

Currently an example statement is: A score of 4 or more indicates a positive screen.

The statement has been changed to: The score on this administration is 4, which indicates a positive screen on the Depression Scale over the past two weeks.

Globally for any instrument with skip logic: the skip logic did not work correctly when an instrument was administered using the "One question at a time" function in the Instrument Administrator. If the next to last question should be skipped, MHA did not automatically move to the last question, rather it required the user to click on the 'Next Question' button. Modifications were made so that the user is prompted for the last question.

Instruments that have a 'checklist' box question such as the Suicide Behavior Report did not display the last choice in the list box. While a user could select the item, arrow keys had to be used to see the item although it was not intuitive to do so. Modifications were made so that all items are visible in a left justified list.

New Functionality

New functionality in Patch 137 provides enhancements with the addition of 7 new instruments:

Refer to the new and inactivated instruments section of the YS*5.01*137 patch description for more details about instruments in this patch.

Short Name	Full Name	
AD8	Ascertain Dementia 8-item Informant Questionnaire	
EPDS	Edinburgh Postnatal Depression Scale	
FTND	Fagerström Test for Nicotine Dependence	
CES	Combat Exposure Scale	
MPI-PAIN-INTRF	WHYMPI Pain Interference Scale	
BASIS-24 PSYCHOSIS	Behavior and Symptom Identification Scale 24 –	
	Psychosis Symptoms	
IJSS	Indiana Job Satisfaction Scale	

Please refer to the YS*5.01*137 patch description for more details about instruments in this patch.

Test Sites

Patch YS*5.01*137 will be tested by the following Veteran Affairs Medical Centers (VAMCs) and Healthcare Network Systems (HCS):

Test Sites/Integrated	Operating System Platform	Test Site Size
Orlando	Cache/VMS	Large/Integrated
Milwaukee	Cache/VMS	Large/Integrated

8

Use of the Software

This section describes what is needed to successfully use the new **Mental Health Assistant**, Version 3 (MHA) software application for the following activities:

- Instrument Administrator
- Instrument Results Review
- Addiction Severity Index (ASI) Manager

Contingency Planning

Each facility using the MHA software application **must** develop a local contingency plan to be used in the event of application problems in a live environment. The facility contingency plan **must** identify procedures used for maintaining the functionality provided by the software in the event of a system outage.

Security Keys

MHA software application did not release any new security keys. The YSP security key is still required to control access to the results of "non-exempt" instruments. While anyone may administer a "non-exempt" instrument, only psychologists with the YSP security key may view the results. Holders of the YSP security key are determined by the Chief of Psychology or a senior psychologist at a facility that does not have a Chief of Psychology. The Chief of Psychology or senior psychologist also determines which tests are "exempt" (i.e., the results can be seen by anyone), and which are "non-exempt" (i.e., require the YSP key to see the results).

Windows Conventions

The startup, setup, and assignment functions for MHA use a Graphical User Interface (GUI). The glossary provides examples and explanations of many Window conventions.

NOTE: Please see Appendix A, (located in the back of this manual) for a revised list of MHA shortcut keys. The list can be removed from this manual for easy access and viewing.

Mental Health Assistant and Section 508 Compliance

MHA can detect when a screen reader is in use. As a result, many of the operations within MHA are changed to enhance the readability and operations for screen readers. For example, group boxes are given more elaborate captions to explain the functions of the next component that the user will tab in to. Graphs of results are not presented, but the data are available in table form when a screen reader is detected.

Since radio groups, which form most of the multiple-choice questions employed in instruments, are not handled well by screen readers such as JAWS, the radio groups are replaced by list boxes. List boxes are read by screen readers without difficulty. The text of the questions and answers are the same whether presented as a radio group or a list box.

This manual is written so that it can be read by those who use screen readers. However, the screen shots contained in this manual may be different than those displayed in the application when a screen reader is in use.

Mental Health Assistant Temporary Crash Files

To prevent data loss resulting from MHA being improperly closed (e.g., power outage), MHA creates a **temporary crash file** on the local PC hard drive when instruments are in the process of being administered. This temporary crash-file is updated each time a response is made; therefore, the temporary crash-file is always current. Upon normal program closure, this temporary crash-file is erased. Each time MHA begins, it looks for the temporary crash-file on the PC hard drive. If it exists, the data in the temporary crash-file are uploaded to the VistA Mental Health Package (MHP) database so the user can restart the incomplete administration. No data that identifies the patient are contained in the crash file (e.g., name, SSN).

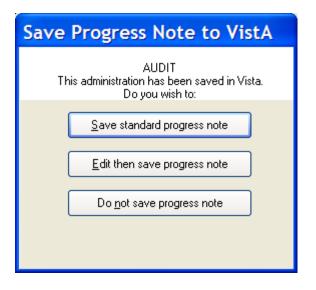
Mental Health Assistant Results and CPRS Progress Notes

Under normal circumstances and proper setup, the results of the instruments administered in MHA will become progress notes in CPRS.

If progress notes are not generated, the Clinical Applications Coordinator should be notified. If it does not already exist, create the progress note title of "Mental Health Diagnostic Study Note" in the progress note hierarchy. This is needed for MHA to automatically pass a note to CPRS from instrument administrations completed within MHA.

Some instruments do not generate progress notes because their results are to be viewed by designated staff; for example, the results of the Minnesota Multiphasic Personality Inventory, version 2, can only be viewed by psychologists who have the YSP key.

Example: The interviewer has the option to generate a progress note at completion of the AUDIT administration:



Mental Health Assistant Results and CPRS Consults

You can create a Text Integration Utility (TIU) note within MHA containing the results of the instrument administered to the patient and linking it to a consult for that patient.

The site is required to create a new TIU note title called MENTAL HEALTH CONSULT NOTE. If the user selects a consult from the dropdown list in the 'Link With Consult (optional)' box of the **Instrument Administrator** and completes an instrument, the MENTAL HEALTH CONSULT NOTE will be created and filed with the results of that instrument. The note will be linked to the consult selected. Only open consults are available for this process.

Starting Mental Health Assistant

There are two ways to start Mental Health Assistant:

- VistA CPRS Tools Menu
- Off-line Mode

Starting Mental Health Assistant from VistA CPRS Tools Menu

The CPRS Tools menu is the standard way of connecting to the MHA software application. Since all MHA functionality is started and available to the user via the CPRS Tool menu, the CPRS software application **must** be installed on the PC workstation where Mental Health Assistant functionality is to be administered. The Mental Health Assistant software application is normally used by clinicians at VAMCs and VA satellite clinics where a "live" network connection to VistA is available. Most of the functionality described in this user manual assumes that the user is operating via the CPRS Tools menu.

NOTE: When the user's VistA account is properly configured, there will be a **Mental Health Assistant** menu located on the CPRS Tools menu (as seen in the example below). If the **Mental Health Assistant** menu is missing from the CPRS Tools menu, users should contact their clinical coordinator to have it added.

To start the CPRS software application **click** on the CPRS icon located on the Windows Desktop. **Example:** CPRS icon located on the Windows Desktop.



Once the CPRS software application is started **click** on the CPRS drop-down list **Tools** menu to start **Mental Health Assistant**.

NOTE: If **Mental Health Assistant** asks users to logon to VistA again, users may contact their clinical coordinator to inquire about the availability of a Single Sign-on.

Example: CPRS drop-down list Tools menu displays Mental Health Assistant.

🗃 VistA CPRS in use by: Mhprovider,One (COR-FO-ALBANY)										
File	Edit	View	Tools	Help						
MH	PATI	ENT,O	Mer	ntal He	alth Assista	nt	lected		Primai	y Ca
000	-00-24	12 F	Lab	Test I	nformation		erNot Selected			
Activ	e Prob	lems	Opt	ions	1		es / Adverse Re	Clic	k	
	lo Prol	olems Fo	ound.			No Al	llergy Assessmer	nt		
l										
Activ	e Med	lications	:					Clinica	l Rem	iinde

Click on the "**Mental Health Assistant**" menu item to start MHA. The splash screen is displayed briefly followed by the MHA main menu.

Example: The Mental Health Assistant splash screen provides the version number of the Mental Health Assistant application. The red arrow below indicates the updated version number.

Mental Health Assistant				
	02.PC			1-
	3. Wido			
ed	- A Hispi	nic. U		
not Hispanic not Hispanic nic, White	6. Asiar	n		
Pre-1980: PTSC	PTSD 2. Vet	teran declined	to	
chiatric, other than 1. Yes sical, non-Psychiat	ric -2.V	eteran declined	to any	
blcal, non-Psychia 1. Yes on (Leave blank if sychiatric (includir	not service of	(Chu	eck one)	1.0.3.75

Example: Mental Health Assistant main menu



Starting Mental Health Assistant from Off-line Mode

Alternatively, off-line mode should be used <u>only</u> when the user and equipment are located at a remote site which has no means of connecting to the VistA network. The off-line mode starts <u>only</u> the smaller subset of the Mental Health Assistant functionality. This functionality handles administering instruments while not connected to VistA. To benefit from the work performed in the off-line mode, the user <u>must</u> eventually reconnect to the VistA network, at which time the off-line mode data is uploaded to the VistA database.

NOTE: Specific details about the Off-line mode are discussed later in this manual.

To start the **Mental Health Assistant** from the off-line mode **click** on the **Mental Health Assistant 3** icon located on the Windows Desktop.

Example: Mental Health Assistant 3 icon.



Click on the Yes command button located on the Mental Health Assistant dialog box to start the Off-line mode function.

Example: Mental Health Assistant dialog box.

Mental	Health Assistant
?	MHA is not able to connect to VistA. Do you want to work off-line? The only thing you can do off-line is administer a test. You can upload the results the next time you're connected to VistA. If you can start CPRS from this machine, you should do so and then start MHA from the CPRS tools menu. Yes

Mental Health Assistant Main Menu Functions

The **Mental Health Assistant** main menu is the starting point for launching the three major activity areas in MHA:

- <u>Instrument Administrator</u>
- Instrument <u>R</u>esults Review
- <u>A</u>ddiction Severity Index Manager

Selected Patient Identification Label

The Selected Patient Identification label displays information about the currently-selected patient within MHA. All functions performed in MHA apply to this patient. This patient is the same as the one selected in CPRS and should remain synchronized with CPRS even when another patient is selected.

Title Bar

The Title Bar is used throughout MHA to display information about the context that applies to the current activity.

Launch Links

The launch links (i.e., <u>Instrument Administrator</u>, Instrument <u>Results Review</u>, and <u>A</u>ddiction Severity Index Manager) located on the **Mental Health Assistant** main menu function look very similar to links on a web page; however, MHA links do not invoke any web pages. Clicking on a launch link will start a new form that offers the user access to all the functions associated with that particular activity. Navigation is possible by pressing arrow keys. A highlighted, underlined link can be selected by pressing the return key.

Instrument Administrator

The Instrument Administrator launch link starts the Instrument Administrator activity where instruments are selected for administration. This is explained in detail later in this document.

Instrument Results Review

The Instrument <u>R</u>esults Review launch link starts the Instrument Review activity, where results of previous administrations are visible.

Addiction Severity Index Manager

The <u>A</u>ddiction Severity Index Manager launch link starts the ASI Manager activity where previous administrations and new administrations are handled.

Starting the Instrument Administrator

To start the Instrument Administrator, **click** on the launch link "**Instrument Administrator**" located on the **Mental Health Assistant** main menu. It is also possible to press the "I" key, or the return key (when "Instrument Administrator" is highlighted and underlined) to display the Instrument Administrator form. After a brief pause, the Instrument Administrator form is displayed.

Example: Starting the Instrument Administrator.



Example: The **Instrument Administrator** form is used to select an instrument(s) and define administration parameters.

Mental Health Assistant in use by VITAGLI File Tools Help	IO, CRYSTAL	
G Instrument Administra	r	Avivapatient, Eight SSN: xxx-xx-0928
Instruments Ordered By:	Available Instruments and Batteries:	Instruments Chosen:
	Show: All	• •
Interviewer: Date of Administration: 8/29/2018 Visit Location: 7a Gen Med Link With Consult (Optional): Instructions:	 AAQ-2 AIMS ASSIST-NIDA ASSIST-WHOV3 ATQ AUDC AUDIT BAI BAI 	
Enter date instrument was administered.	E BAM BAM-C	
A calendar is presented with a click on the down arrow.		<
down arrow.	BAM-IOP	4 III >
	E BAM-R	Display: Patient Entry
	E BARTHEL INDEX	One Question at a Time
	E BASIS-24	All Ouestions at Once Staff Entry
	E BDI2	All Questions at Once

Starting the Instrument Results Review Functions

To start the **Instrument Results Review** function, click on the **Instrument** <u>Results Review</u> text. You can also press the "R" key or the enter key when the text is highlighted. After a brief pause the Instrument Results Review form is displayed.

Example: Starting the Instrument Results Review form.

Mental Health Assistant in use by MHPROVIDER,ONE	
Be Tools Hep Mental Health Assistant	One Mhpatient SSN: xxxxx-2412
Instrument A	dministrator
Click Instrument Res	ults Review
Addiction Severity Ind	ex Manager

Example: The **Instrument Results Review** form is used to start the Instrument Results Review functions.

<pre>nstruments: Date Name Di/1/2011 AUDC Di/1/2011 BRADEN SCALE Di/1/2011 GAGE Di/1/2011 GAD-7 Alcohol Use Disorders Identification Test Consumption (AUDC) Date Given: 01/11/2011 Clinician: Mhprovider,One Location: noncount Veteran: New, Outpatient SSN: xxx-xx-2333 DOS: Jan 1,1901 (110) Gender: Male AUDC Score: 0 points In men, a score of 4 or more is considered positive; in women, a score of 3 or more is considered positive. Questions and Answers 1. How often did you have a drink containing alcohol in the past year? Never 2. How many drinks containing alcohol did you have on a typical day when you were drinking in the past year? Not asked (patient reports no drinking in past year) 3. How often did you have six or more drinks on one occasion in the past year? Not asked (patient reports no drinking in past year) Information contained in this note is based on a self report assessment and is not sufficient to use alone for diagnostic purposes. Assessment and is not sufficient to use alone for diagnostic purposes. Assessment and is not sufficient to use alone for diagnostic purposes. Assessment and is not sufficient to use alone for diagnostic purposes. Assessment and is not sufficient to use alone for diagnostic purposes. Assessment and is not sufficient to use alone for diagnostic purposes. Assessment and is not sufficient to use alone for diagnostic purposes. Assessment and is not sufficient to use alone for diagnostic purposes. Assessment and is not sufficient to use alone for diagnostic purposes. Assessment and is not sufficient to use alone for diagnostic purposes. Assessment and is not sufficient to use alone for diagnostic purposes. Assessment and is not sufficient to use alone for diagnostic purposes. Assessment and is not sufficient to use alone for diagnostic purposes. Assessment and is not sufficient to use alone for diagnostic purposes. Assessment and is not sufficient to use alone for diagnostic purposes. Assessment and source of the purpose of the purpose of the purpose of the purpose of the purpo</pre>	🔾 Instr	ument Results R	eview: AUDC New, Ou SSN: xxxx	
diagnostic activities.	istruments: Date 01/11/2011 01/11/2011	Name AUDC BRADEN SCALE CAGE	Alcohol Use Disorders Identification Test Consumption (AUDC) Date Given: 01/11/2011 Clinician: Mhprovider,One Location: noncount Veteran: New, Outpatient SSN: xxx-xx-2333 DOB: Jan 1,1901 (110) Gender: Male AUDC Score: 0 points In men, a score of 4 or more is considered positive; in women, a score 3 or more is considered positive. Questions and Answers 1. How often did you have a drink containing alcohol in the past year? Never 2. How many drinks containing alcohol did you have on a typical day wh you were drinking in the past year? Not asked (patient reports no drinking in past year) 3. How often did you have six or more drinks on one occasion in the pa year? Not asked (patient reports no drinking in past year) Information contained in this note is based on a self report assessment and is not sufficient to use alone for diagnostic purposes. Assessment results should be verified for accuracy and used in conjunction with ot	of en st

Starting the Addiction Severity Index (ASI) Manager Function

To start the **Addiction Severity Index Manager**, **click** on the text <u>A</u>**ddiction Severity Index Manager** or press the "A" key, or press the enter key when the text is highlighted. After a brief pause, the Addiction Severity Index Manager form is displayed.



Example: Starting the Addiction Severity Index Manager form.

Example: Th	e Addiction	Severity	Index	Manager form.
		~~~~~~		

Mandal II					
File Edit View			use by MHPROVIDER,ONE		
ile <u>c</u> uit <u>v</u> iew	/ <u>Tools H</u> elp	,			
🕒 Addic	tion Severi	ty Index	Manager		Mhpatient, O SSN: xxx-xx-44
1	Previous ASI				
Ne <u>w</u>	Date	Туре	Ordered By	Status	Signed
Edit	4/22/2011	FULL	MHPROVIDER,ONE	Incomplete	False
EUK	4/21/2011	FULL	MHPROVIDER,ONE	Incomplete	False
Sign	2/18/2011	LITE	FINKELSTEIN, ALLAN	Pt Refused	True
2.3.	4/22/2010	FULL	MHPROVIDER,ONE	Unable to respond	False
	4/22/2009	FULL	MHPROVIDER,ONE	Incomplete	False
CTIVE DUTY. etoxificatio	is a 33 yea: He lists his n Services p:	religious rogram on .	anic-Other,f1 question not answered male preference as Other. He was admitted to the Apr 22, 2011. In the past 30 days, he has . lived at his current address for 9 years, 9		
			interview conducted in person on Apr 22,		
-	hprovider, C	linical Ps	ychologist. Mr. Mhpatient completed the		
MEDICAL EMPLOYMENT ALCOHOL DRUG LEGAL FAMILY	hprovider, C Severity Rat X 3 3 1 X	ting Comp 0 0 0 0	ychologist. Mr. Mhpatient completed the		

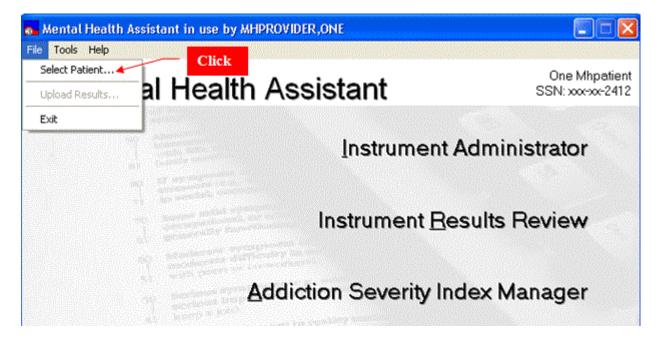
### **File Menu**

The Mental Health Assistant drop-down list File menu contains the following three menu items:

- Select Patient...
- Upload Results...
- Exit

#### Select Patient NOTE: Refer to the CPRS documentation for instructions on patient selection procedures.

**Example:** From the main menu **click** on the drop-down **File menu** and **click** on the **Select Patient...** menu item. After a brief pause, the familiar CPRS patient-selection form is displayed. After selecting a different patient, both CPRS and MHA are synchronized and updated to identify the same new patient.



21

#### **Upload Results**

Clicking on the Upload Results menu item initiates the process for uploading off-line records to VistA.

**Example:** If any off-line administered records remain on this PC, the Upload Results menu item becomes enabled. If no records need to be uploaded to VistA, this menu item is visible, but disabled.



#### Exit

**Example:** To exit the **Mental Health Assistant** form and return to the Windows Desktop, **click** on **File** then **Exit**, or **click** on the **Close** (**X**) icon located at the top-right of the **Mental Health Assistant** form, or **press and hold** the **Alt key** then **press** the **F4 key**.



### **Tools Menu**

#### **METRIC Instrument Reviews...**

The **METRIC Instrument Reviews** menu item is located on the MHA main menu (and most forms within MHA for easy access) drop-down **Tools** menu. The **METRIC Instrument Reviews** offers comprehensive information about all sorts of instruments, including Mental Health instruments. This menu item is offered as a courtesy and a quick way to link the METRIC website from **Mental Health Assistant**. This website is not associated in any way with **Mental Health Assistant**.

**Click** on the drop-down list **Tools** and **click** on the **METRIC Instrument Reviews...** menu item to display the METRIC website homepage.

**Example:** The **METRIC Instrument Reviews** menu item is located on the Mental Health Assistant dialog box Tools drop-down menu.



🤗 Metric - Mental Healt	th - Windows Internet Explorer			
	www.mentalhealth.va.gov/mha/metric.asp			
File Edit View Favorite	es Iools Help 😪 Convert - 🔂 Select			
Google	🗸 Search 🔹 More >>			
🚖 🔅 🌈 Metric - Ment	al Health			
A CONTRACTOR OF	INTRANET Search All VA Web Pages			
	UNITED STATES			
	VA Intranet Home About VA Organizations Locations Employee Resources			
Mental Health Home	Mental Health			
Resources for	MENIAL HEALIH			
Clinicians Resources for	VA Health Services Research and Development: METRIC.			
Administrators	The METRIC Instrument Reviews were designed to give researchers the information			
Office of Mental Health Services	necessary to make informed decisions about choosing a measure for their needs.			
Site Map	Disclaimer			
Site Search	This measurement section is an archive of original topic pieces and external resources that were selected and evaluated by <u>METRIC</u> , an HSR&D Resource Center.			
	Please note that METRIC is no longer a Resource Center and that these sections are not currently being updated. (last updated in June 2006).			
	Section 508 Accessibility   Intranet Privacy Policy   No Fear Act VHA Intranet Home   VBA Intranet Home   NCA Intranet Home			
	Reviewed/Updated Date: January 5, 2011			

**Example:** METRIC website displayed in Internet Explorer.

#### Options

Clicking on the Tools Options menu item invokes the User Preferences form, where users can choose from different MHA system properties and behaviors. This is described in detail later in this manual.

#### **Changing User Preferences**

**Example:** Some system parameters are user-configurable and can be changed by **clicking** on the drop-down **Tools menu** and **Options...** menu item. The User Preferences form appears, allowing the user to make system changes, such as the default display font. The user may optionally abort changes before they are saved.

<b>8</b> N	lental Health Assist	ant in use by MHPROVIDER,O	Click	
File	Tools Help METRIC Instrument I Options	Reviews th Assist	tant	One Mhpatient SSN: xxx-xx-2412
			Instrume	ent Administrator
		gi and Ins	strument	Besults Review
		Addiction	Severit	y Index Manager

Example: Mental Health Assistant User Preferences form.

👧 User Preferences	×
Font Miscellaneous Menu	
Font on display: Tahoma Size: 8	
Increasing the font size on longer instruments, such as the AUIR, MMP12, NEOPI or PAI, may cause display issues with the questions.	
Instructions: This menu will demonstrate fonts selected below. Click the "Done" button to incorporate a font in MHA.	
CPRS Font         Windows Font           New Font         New Font	
<u>C</u> ancel <u>D</u> or	ne

### Help Menu

The Mental Health Assistant Help menu contains the following two menu items:

- Online Support
- About

### Online Support...

MHA Online Support is available via the Mental Health Informatics Section's website. **Clicking** on the **Help menu** and **Online Support...** menu item will start the default Web browser and loads the following web address into the browser: <u>http://vaww.mentalhealth.va.gov</u>. Online Support appears as a menu item in most forms used in MHA so that access is readily available.

#### **Example:** Accessing **Online Support.**

👧 Mental	Health Assistan	t in use by MHPROVIDER,ONE	
File Tools	Help Online Support. About	alth Assistant	One Mhpatient SSN: xxx-xx-2412
		Instrument A	Administrator
		Instrument <u>B</u> es	sults Review
INV. TSD (Pres		Addiction Severity Inc	lex Manager

#### About...

The **About...** menu item contains useful release information about MHA. This menu item is available on most forms used in MHA.

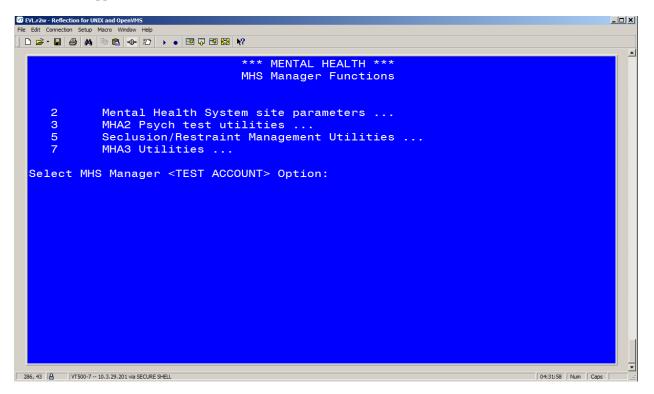
**Example:** How to Access **About i**nformation. Click on **Help** | **About**.

Example: The About Mental Health Assistant form



# **New Options in VistA for Management of MHA3**

On the MHS Manager Menu (YSMANAGER), new Menu option has been added to support management of the MHA application.



#### Select Menu Option 7, MHA 3 Utilities.

The menu provides the following Options for management of MHA3 utilities:

- 1 Print Test Form (print blank test form, also now available in MHA)
- 2 Detailed Definition (test description, also available in MHA)
- 3 Delete Patient Data (option to remove test administration from pt file)
- 4 Stop/Re-Start Progress Notes for an Instrument
- 5 Exempt Test
- 6 Test Ûsage
- 7 XML Output
- 8 Instrument Exchange

### Management of Progress Notes Generated by MHA

In this example, the SBR is customized to create a note using the title Suicide Behavior Report rather than the default title. This can be done for any of the instruments that pass notes to CPRS.

Additionally, the parameter can be set to not generate a note for specific instruments. Note—if the instrument is set nationally to not pass a progress note, this cannot be overridden. But, a site can elect to not create a note for an instrument that is defaulted to Yes.

Select Option 4: Stop/Re-Start PN:

Select MHA3 Utilities Option: 4 Stop/Re-Start Progress Notes for an Instrument Select MH TESTS AND SURVEYS NAME: SBR GENERATE PNOTE: Yes// TIU TITLE: MENTAL HEALTH DIAGNOSTIC STUDY NOTE// SUICIDE 1 SUICIDE BEHAVIOR REORT TITLE Std Title: SUICIDE RISK ASSESSMENT NOTE

CHOOSE 1-3: 1 SUICIDE BEHAVIOR REORT TITLE Std Title: SUICIDE RISK ASSESSMENT NOTE CONSULT NOTE TITLE: MENTAL HEALTH CONSULT NOTE//

### Managing Time to Save an Incomplete Instrument

The national default for saving an instrument that is not finished is two days. Sites can customize this by instrument, and there may be value in setting a larger time frame for some instruments. This option is found under the Exempt Test menu option.

Please note, this option also allows for changing the status of a test from Restricted to Exempt. Please use these features with great care, as making changes to the status of tests may be in violation of copyright agreements, APA guidelines, and clinical practice standards.

<MHS> Select MHA3 Utilities Option:

- 1 Print Test Form
- 2 Detailed Definition
- 3 Delete Patient Data
- 4 Stop/Re-Start Progress Notes for an Instrument
- 5 Exempt Test
- 6 Test Usage
- 7 XML Output
- 8 Instrument Exchange

<MHS> Select MHA3 Utilities Option: 5 Exempt Test *** Exempt Test ***

**Caution:** changing the exempt level of a published test may break copyright agreements. Changes to national tests are at the risk of the changing facility.

Select MH TESTS AND SURVEYS NAME: AUDC 1 AUDC 2 AUDCR CHOOSE 1-2: 1 AUDC A PRIVILEGE: R PRIVILEGE: DAYS TO RESTART: 2//7

# **Removing Patient Data that was Entered in Error**

There are two methods to remove the data from an instrument's administration. The first uses the MHS Manager Functions in VistA and the second is available in MHA's **Instrument Review Results** form, described previously. In either case, this function can be performed only by individuals who have access to the MHS Manager Functions in VistA, usually a Clinical Application Coordinator (CAC).

**IMPORTANT:** Data removed by either method will only remove the results of the administration of the instrument. Any progress notes, or consult notes, etc., will not be removed.

The process for using the VistA menu options is listed below:

#### *** MENTAL HEALTH *** MHS MANAGER FUNCTIONS

- 1 Inpatient Features management functions...
- 2 Mental Health System site parameters...
- 3 MHA2 Psych test utilities...
- 4 Move crisis notes and messages
- 5 Seclusion/Restraint Management Utilities...
- 6 Decision Tree Shell
- 7 MHA3 Utilities...

### Select MHS Manager Option: 7 MHA3 Utilities

*** Mental Health ***

### MHA3 Utilities

- 1 Print Test Form
- 2 Detailed Definition
- 3 Delete Patient Data
- 4 Stop/Re-Start Progress Notes for an Instrument
- 5 Exempt Test
- 6 Test Usage
- 7 XML Output
- 8 Instrument Exchange

#### Select MHA3 Utilities Option: 3 Delete Patient Data

Delete Patient Data

#### Select PATIENT NAME: MHPATIENT, ONE

Delete MHA3 data? No// YES PHQ-2 on JAN 07, 2009@09:56:27 by MHPROVIDER,ONE Delete? No// YES Are you sure? No// YES ***Deleted AUDC on NOV 26, 2008@14:28 by MHPROVIDER,ONE Delete? No// ^

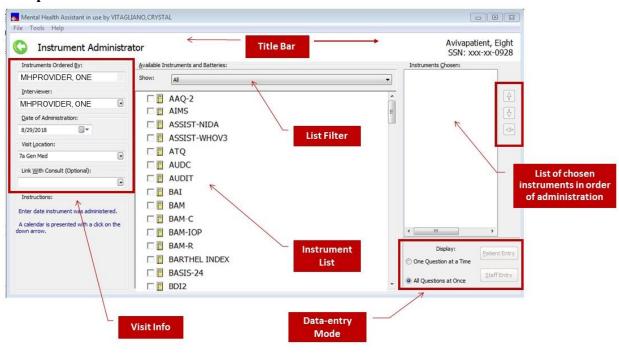
### **Instrument Exchange Utility**

Patch 121 adds a capability to add and update instruments. This utility is available to those who manage the MHA application. An overview of the Instrument Exchange utility is available in Appendix G. Should sites need to use the utility to install an instrument, complete instructions specific to that instrument will be provided at the time.

# **Instrument Administrator Functions**

### Orientation

The **Instrument Administrator** functions allow the user to order new instrument(s) to administer to the selected patient and specify the data entry mode for the instruments. First, the user **must** specify the name of the user who is ordering the instrument to be administered. By default, the user requesting the test to be ordered is identified as the session user. Another user may be specified as the user ordering the instrument, in which case, the name of the original user that requested the test is notified by VistA E-mail that tests were administered in his/her name. The available set of instruments that can be ordered depends on the user access privileges (for example, whether the user ordering the instrument has the YSP key assigned).



Example: Mental Health Assistant Instrument Administrator form.

### Main Menu

The Main Menu offers user functions in the context of the Instrument Administrator Form, such as selecting another patient and help.

#### **Selected Patient Identification label**

The Selected Patient Identification label displays information about who is the currently-selected patient within MHA. All functions performed in the Instrument Administrator will apply to this patient. This patient is the same as the one selected in CPRS and should remain synchronized with CPRS even when another patient is selected.

#### Title bar

The Title Bar is a visual artifact that is used throughout MHA to display information about the context that applies to the current activity. The left-pointing arrow, when clicked, will return the user to the Main Menu.

#### Visit information

The Visit information group of data-entry controls is used to describe the clinical particulars of a patient's visit, such as the clinician's name and the location of the visit and consult to associate the report of results (optional).

#### List filters

The list filters are used to change the number and types of instruments displayed in the Instruments and Batteries list.

#### **Available Instruments and Batteries list**

The Available Instruments and Batteries list is used to select which instruments will be administered. In some cases there will only be one instrument selected. The Available Instruments and Batteries list also allows for selecting multiple instruments or batteries, or a combination of both.

#### **Instruments Chosen list**

The Instruments Chosen list is the collection of instruments selected in the Instruments and Batteries list. The instruments are listed here in the order in which they will be administered—from top to bottom.

#### **Re-sequencing buttons**

The re-sequencing buttons are used to alter the order in which the instruments in the Instruments Chosen list will be administered. Instruments can also be removed from the list.

#### **Data-entry mode selection**

There are several combinations of data-entry display modes which are selected using the data-entry mode selection buttons.

#### **Context-sensitive help**

Context-sensitive help tips are displayed in this area and are dependent on where the mouse pointer is resting.

### **Ordering Instruments**

#### Instruments can be ordered in three ways:

- 1. An existing test battery may be selected.
- 2. An incomplete administration may be restarted if it has not been too long since it was first started. The MMPI2, for example, must be completed within 24 hours; some instruments do not have time limits. Most instruments have a two-day time limit for completion. If the time period has lapsed, the incomplete administration will not be listed.
- 3. New instruments may be selected individually and their order of administration specified.

#### The Instrument Administrator permits the user to select one of two data-entry Modes:

- 1. Staff entry, which is optimized for staff data entry when the staff person wishes to see test questions and answers while entering data. This is unsuited for patient entry.
- 2. Patient entry, which is optimized for on-line administration of instruments to a patient.

**NOTE:** Patient entry invokes special security measures to prevent patients from using the workstation for any other purpose than answering questions. Because security measures are not invoked for the staff entry modes it must not be used for the on-line self-administration of tests to patients. (See Appendix D for more information on SecureDesktop.)

# Selecting a Person (other than yourself) for "Instruments Ordered By"

By default, the current user's name is selected. It is necessary to select a different name only if the user is not the same person ordering the tests. To select a new person:

- 1. Click on the drop-down list box labeled "Instruments Ordered By."
- 2. From that list of staff members, select the name of the person ordering the tests.

**Example:** The **Instrument Ordered By** person will receive an email notification in VistA regarding the administration and also appears as the **Instrument Ordered By** person in all reports related to this administration.

Instrument Administ	ator Click	Avivapatient, Eigh SSN: xxx-xx-0928
MHPROVIDER, ONE Interviewer: MHPROVIDER, ONE Qate of Administration: 8/29/2018 Visit Location: 7a Gen Med Link With Consult (Optional): Instructions: Enter date instrument was administered.	Avalable Instruments and Batteries: Show: All AAQ-2 AIMS ASSIST-NIDA ASSIST-WHOV3 ATQ AUDC AUDIT BAI BAI BAM BAM-C	E Instruments Chosen:
A calendar is presented with a click on the down arrow.	□ ■ BAM-IOP □ ■ BAM-R □ ■ BARTHEL INDEX □ ■ BASIS-24 □ ■ BDI2	

# Selecting a Person for "Interviewer"

By default, the current user's name is selected. It is necessary to select a different name only if the user is not the same person as the interviewer. To select a new person:

- 1. Click on the Drop-Down List Box labeled Interviewer
- 2. Select a name from the list

**Example:** The selected name also appears as the "Interviewer", or "Printer" person in all reports related to the administration.

BARTHEL INDEX     One Question at a Time       BASIS-24     All Questions at Once	Instrument Administ		Avivapatient, Eight SSN: xxx-xx-0928
Interviewer: MHPROVIDER, ONE Date of Administration: 8/29/2018 Visit Location: 7a Gen Med Link With Consult (Optional): Instructions: Enter date instrument was administered. A calendar is presented with a click on the down arrow. Marcel BAM B BAM-C B BAM-C B BAM-C B BAM-C B BAM-R B BAM-R B BAM-R B BAM-R B BARTHEL INDEX B BASIS-24 A ID Q BAI B BASIS-24 A ID Q BAI B BASIS-24	and the second		Instruments Chosen:
MHPROVIDER, ONE   Bate of Administration:   g/29/2018   Wist Location:   7a Gen Med   Instructions:   Instructions:   Enter date instrument was administered.   A calendar is presented with a click on the own arrow.     Image: BAM-C   Image: BAM-IOP   Image: BAM-IOP   Image: BAM-IOP   Image: BAM-IC   Image: BAM-	MHPROVIDER, ONE	Show: All	•
MHPROVIDER, ONE	The second s		•
Date of Administration:   3/29/2018   Visit Location:   a Gen Med   Image: Second Secon	MHPROVIDER, ONE		
a/29/2018 <ul> <li>ASSIST-WHOV3</li> <li>ASSIST-WHOV3</li> <li>ATQ</li> <li>AUDC</li> <li>AUDC</li> <li>AUDIT</li> <li>BAI</li> <li>BAM</li> <li>BAM</li> <li>BAM-C</li> <li>BAM-C</li> <li>BAM-R</li> <li>BAM-R</li> <li>BASIS-24</li> </ul>	Date of Administration:		E
Veit Location: a Gen Med Link With Consult (Optional): T S ATQ AUDC AUDC AUDC S AUDIT S BAI S BAM S S S S 24 S BAM S BAM	8/29/2018		
a derived a vertified a vertif	Visit Location:		
Link With Consult (Optional):	a Gen Med 🛛 💽		
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Instructions: Inter date instrument was administered. Inter date instrument			
Inter date instrument was administered. calendar is presented with a click on the win arrow. BAM-C BAM-C BAM-C BAM-C BAM-C BAM-C BAM-C BAM-C BAM-C BAM-C BAM-C BAM-C BAM-C BAM-C BAM-C BAM-C BAM-C BAM-C BAM-C BAM-C BAM-C BAM-C BAM-C BAM-C BAM-C BAM-C BAM-C BAM-C BAM-C BAM-C BAM-C BAM-C BAM-C BAM-C BAM-C BAM-C BAM-C BAM-C BAM-C BAM-C BAM-C BAM-C BAM-C BAM-C BAM-C BAM-C BAM-C BAM-C BAM-C BAM-C BAM-C BAM-C BAM-C BAM-C BAM-C BAM-C BAM-C BAM-C BAM-C BAM-C BAM-C BAM-C BAM-C BAM-C BAM-C BAM-C BAM-C BAM-C BAM-C BAM-C BAM-C BAM-C BAM-C BAM-C BAM-C BAM-C BAM-C BAM-C BAM-C BAM-C BAM-C BAM-C BAM-C BAM-C BAM-C BAM-C BAM-C BAM-C BAM-C BAM-C BAM-C BAM-C BAM-C BAM-C BAM-C BAM-C BAM-C BAM-C BAM-C BAM-C BAM-C BAM-C BAM-C BAM-C BAM-C BAM-C BAM-C BAM-C BAM-C BAM-C BAM-C BAM-C BAM-C BAM-C BAM-C BAM-C BAM-C BAM-C BAM-C BAM-C BAM-C BAM-C BAM-C BAM-C BAM-C BAM-C BAM-C BAM-C BAM-C BAM-C BAM-C BAM-C BAC-C BAM-C BAM-C BAM-C BAC-C BAC-C BAC-C BAC-C BAC-C BAC-C BAC-C BAC-C BAC-C BAC-C BAC-C BAC-C BAC-C BAC-C BAC-C BAC-C BAC-C BAC-C BAC-C BAC-C BAC-C BAC-C BAC-C BAC-C BAC-C BAC-C BAC-C BAC-C BAC-C BAC-C BAC-C BAC-C BAC-C BAC-C BAC-C BAC-C BAC-C BAC-C BAC-C BAC-C BAC-C BAC-C BAC-C BAC-C BAC-C BAC-C BAC-C BAC-C BAC-C BAC-C BAC-C BAC-C BAC-C BAC-C BAC-C BAC-C BAC-C BAC-C BAC-C BAC-C BAC-C BAC-C BAC-C BAC-C BAC-C BAC-C BAC-C BAC-C BAC-C BAC-C BAC-C BAC-C BAC-C BAC-C BAC-C BAC-C BAC-C BAC-C BAC-C BAC-C BAC-C BAC-C BAC-C BAC-C BAC-C BAC-C BAC-C BAC-C BAC-C BAC-C BAC-C BAC-C BAC-C BAC-C BAC-C BAC-C BAC-C BAC-C BAC-C BAC-C BAC-C BAC-C BAC-C BAC-C BAC-C BAC-C BAC-C BAC-C BAC-C BAC-C BAC-C BAC-C BAC-C BAC-C BAC-C BAC-C BAC-C BAC-C BAC-C BAC-C BAC-C BAC-C BAC-C BAC-C BAC-C BAC-C BAC-C BAC-C BAC-C BAC-C BAC-C BAC-C BAC-C BAC-C BAC-C BAC-C BAC-C BAC-C BAC-C BAC-C BAC-C BAC-C BAC-	Tosta stions:	E BAI	
Image: Colored with a click on the win arrow.       Image: BAM-C       Image: Colored with a click on the win arrow.         Image: BAM-IOP       Image: BAM-IOP       Image: Colored with a click on the win arrow.         Image: BAM-IOP       Image: BAM-IOP       Image: Colored with a click on the win arrow.         Image: BAM-IOP       Image: BAM-IOP       Image: Colored with a click on the win arrow.         Image: BAM-IOP       Image: BAM-IOP       Image: Colored with a click on the win arrow.         Image: BAM-IOP       Image: BAM-IOP       Image: Colored with a click on the win arrow.         Image: BAM-IOP       Image: BAM-IOP       Image: Colored with a click on the win arrow.         Image: BAM-IOP       Image: BAM-IOP       Image: Colored with a click on the win arrow.         Image: BAM-IOP       Image: BAM-IOP       Image: Colored with a click on the win arrow.         Image: BAM-IOP       Image: BASIS-24       Image: Colored with a click on the win arrow.         Image: BASIS-24       Image: Colored with a click on the win arrow.       Image: Colored with a click on the win arrow.		E BAM	
wn arrow.   BAM-IOP  BAM-IOP  BAM-R  Display:  BAB-INDEX  One Question at a Time  Staff E  All Questions at Once  Staff E		E BAM-C	
BARTHEL INDEX     One Question at a Time       BASIS-24     All Questions at Once		BAM-IOP	۲. III. ۴
BARTHEL INDEX     One Question at a Time       BASIS-24     All Questions at Once		BAM-R	
BASIS-24			Patient En
All Questions at Once			
		□ BASI5-24 □ BDI2	All Questions at Once

# Selecting a Date of Administration

By default, today's day is presented in the date field. It is necessary to select a different date only if the date of administration is not the same as the current date. Future dates are not allowed. To select a new date:

- 1. Click on the Date-Picker labeled **Date of Administration.**
- 2. Select the administration date from the calendar, or type in the desired date.

**Example:** The selected date also appears as the date in all reports related to this administration.

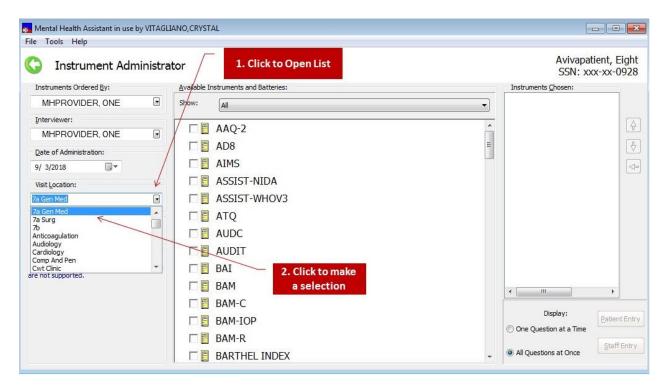
e Tools Help	1. Click to Open	Avivapatient, Eight
Instrument Administra	or Calendar	SSN: xxx-xx-0928
Instruments Ordered By:	Vailable Instruments and Batteries:	Instruments Chosen:
MHPROVIDER, ONE	Show: All	<b></b>
Interviewer:	C AAQ-2	· · · · · · · · · · · · · · · · · · ·
MHPROVIDER, ONE		
Date of Administration:		
8/29/2018	ASSIST-WHOV3	4
<ul> <li>August, 2018 ▶</li> </ul>		
Sun Mon Tue Wed Thu Fri Sat 29 30 31 1 2 3 4		
5 6 7 8 9 10 11 12 13 14 15 16 17 18		
19 20 21 22 23 24 25	BAI	
	BAM	
Today: 8/29/2018		
A calendar is presented with a click on the own arrow.	BAM-C 2. Click on a date	к Ш Р
	BAM-R	
		Display: Patient Entr
	BASIS-24	One Question at a Time
		O All Questions at Once

# **Selecting a Visit Location**

By default, the previously-selected Visit Location is selected. It is necessary to select a different location only if the location is different from the one displayed. To select a new location:

- 1. Click on the Drop-Down List Box labeled Visit Location
- 2. Select a different location from the list.

**Example:** The selected location also appears as the location in all reports related to this administration.



# Selecting a Consult (Optional)

The report of the results for the administration of an instrument can be linked to a consult instead of a progress note (as will typically happen).

- 1. Click on the Drop-Down List Box labeled Link with Consult
- 2. Select a consult from the list (if there are no consults, the list will be blank).

**Example:** The reports related to this administration will be associated with the selected consult.

Instrument Administr	tor	Avivapatient, Eigh SSN: xxx-xx-0928
instruments Ordered <u>B</u> y:	Available Instruments and Batteries:	Instruments Chosen:
MHPROVIDER, ONE	Show:	•
nterviewer:		
MHPROVIDER, ONE	AAQ-2	
Date of Administration:	□ 🖪 AD8	=
9/ 3/2018		
/isit <u>L</u> ocation:	ASSIST-NIDA	
a Gen Med 💽	ASSIST-WHOV3 1. Click to Open List	t
ink With Consult (Optional):	TATQ	-
•4	AUDC	
Instructions:		
elect location of encounter. Historical visits	E BAI	
not supported.	BAM	
	BAM-C	
	BAM-IOP	Display: Patient Er
	BAM-R	One Question at a Time
	BARTHEL INDEX	All Questions at Once     Staff Ent

### Filtering the display of Available Instruments and Batteries List

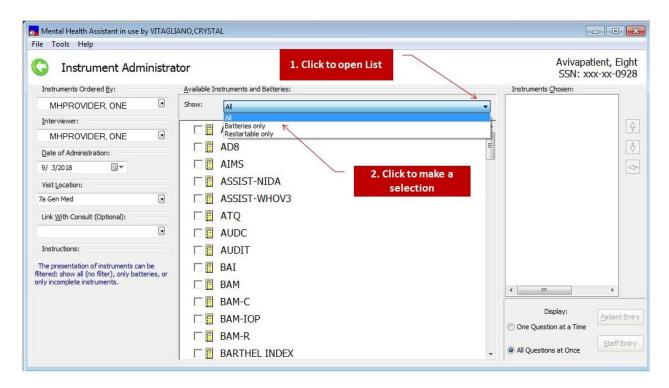
Which tests appear in the Available Instruments and Batteries list box depends on the user's access privileges to order tests (i.e., user must hold the YSP security key to be able to order selected instruments). By default, the list of Available Instruments and Batteries displays all instruments and batteries that the user identified as the Ordered By user has permission to administer. However, the list of Available Instruments and Batteries can be filtered in three different ways:

- 1. All instruments and batteries, in alphabetical order.
- 2. Batteries only.
- 3. Restartable instruments only (incomplete administrations which may be resumed, if there are any).

#### To change the lists filter:

- 1. Click on the Drop-Down List Box labeled Show
- 2. Select a filter for the list of available instruments.

**Example:** The displayed Instrument List changes to include only the instruments that meet the new filter's specification.



# **Choosing One or More Instruments**

By default, nothing is selected on the list of Available Instruments and Batteries. The user must choose one or more instruments to administer during this session. In the case where there are multiple instruments that are administered frequently, the user has an option to create and select instrument battery, which simplifies selecting a group of instruments. The user may select any combination of single instruments and batteries.

To select instruments or batteries, **click** on the check box next to the **Available Instruments and Batteries** list box names found on the **Instrument List**.

S Instrument Administra	ator	1. Click on check box next to instrument names	Avivapatient, Eigh SSN: xxx-xx-092	
Instruments Ordered By: MHPROVIDER, ONE Interviewer: MHPROVIDER, ONE Date of Administration: 8/29/2018 Visit Location: 7a Gen Med Link With Consult (Optional): Instructions:	Available Instruments and Batteries: Show: All AAQ-2 AIMS ASSIST NIDA ASSIST WHOV3 ATQ AUDC AUDIT BAI X BAM	• •		Selected tests appear in the Instruments Chosen list
Enter date instrument was administered. A calendar is presented with a click on the down arrow.	BAM-C BAM-IOP BAM-R BARTHEL INDEX BASIS-24 BDI2	•	III     Display:     Display:     Date of the second	

**Example:** The **Available Instruments and Batteries** list box.

The selected instruments appear in the list of **Instruments Chosen**. These are the instruments selected for administration.

**NOTE:** Instruments are added to the Instruments Chosen list in the order in which they were selected in the Instrument List. This is the same sequence in which the tests will be administered unless the order is changed. The date and time of administration is appended at the end of an incomplete test name.

### **Restarting Incomplete Administrations**

Whether an incomplete administration of an instrument can be restarted depends on how long ago it was first entered in MHA. The permissible lapse is a local site parameter. It is set using MHS Manager\Psych Test Utilities\Edit Instrument Restart Limit [YSINST RESTART LIMIT] option. Usually the lapse is two days. Restarting an incomplete administration from the **Instruments Chosen** list box is no different from starting a new test, so that process is not described here. The items that were answered in the first administration are carried over to the next one.

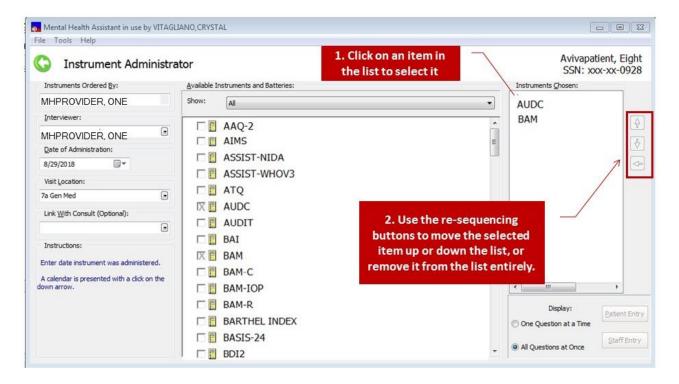
### Manipulate the list of Instruments Chosen

After two or more instruments are added to the **Instruments Chosen** list, it is possible to rearrange the order in which they will be administered. The re-sequencing buttons may be used to change the order of the instruments in the list, or to remove instruments from the list. The order of administration is always from top to bottom.

To change the order, select the instrument item in the **Instruments Chosen** list. Using the resequencing buttons:

- Click on the up-arrow button to move the instrument up the list.
- Click on the down-arrow button to move the instrument down the list.
- Click on the left-arrow button to remove the instrument from the list.

#### Example: The Instruments Chosen list box.



# Selecting Display Mode for Data Entry

There are two display modes in MHA: "Display One Question at a Time," or display "All Questions at Once."

The **One Question at a Time** display mode is ideal for patient-entry, since it only displays one question in the data-entry form. This allows for a more focused and relaxed approach to responding to questions.

The **All Questions at Once** display mode is ideal for staff-entry, since it displays all the questions in a scrollable window. This allows for rapid navigation between questions, and a faster approach to entering data. It may also be suited for some patients.

In MHA, either **One Question at a Time** or **All Questions at Once** may be used for patient-entry or staff-entry modes. It is a user preference choice.

- To select **One Question at a Time** display mode, click on the **One Question at a Time** option button.
- To select **All Questions at Once** display mode, click on the **All Questions at Once** option button.
- At least one test **must** be available in **Instruments Chosen.**

**Example:** Display mode selection.

Instrument Administr	ator					ient, Eigh x-xx-0928
Instruments Ordered By:	<u>Available</u> Ir	nstruments and Batteries:			Instruments Chosen:	
MHPROVIDER, ONE	Show:	All		•	AUDC	
Interviewer:					BAM	
MHPROVIDER, ONE		AAQ-2			CONTRACTOR .	
Date of Administration:		AIMS		E		
8/29/2018		ASSIST-NIDA				
Visit Location:		ASSIST-WHOV3				
'a Gen Med 💿		ATQ				
Link With Consult (Optional):		AUDC				
		AUDIT				
Instructions:		BAI				
inter date instrument was administered.	区 🗄	BAM	Select Display			
calendar is presented with a click on the		BAM-C	Mode			
wn arrow.	口圓	BAM-IOP			<	•
		BAM-R		- \	Display:	
		BARTHEL INDEX		7	One Question at a Time	Patient Er
		BASIS-24				Staff Ent
		BDI2		-	All Questions at Once	Entre

# Selecting "Patient Entry" Data-Entry Mode

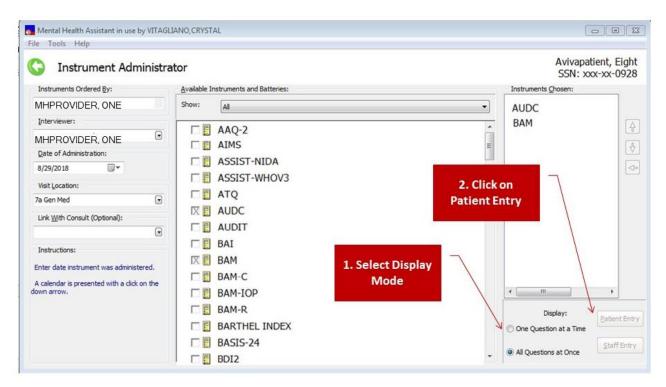
Patient-entry mode supports the on-line testing of patients. **Patient Entry** has added security features to prevent unattended patients from using the workstation for unauthorized purposes. Clicking on the **Patient Entry** command button triggers the activation of the SecureDesktop security functionality. To start patient entry mode:

- 1. Click on the Patient Entry button
- 2. Click on Yes in response to the first warning prompt. Click on No, to abort invoking SecureDesktop and cancelling patient entry.
- 3. Click on OK to respond to the second warning prompt

#### Additional notes about Patient-Entry mode:

- At least one test must be available in the Instruments Chosen list.
- If the **Patient Entry** button is disabled, this means that the SecureDesktop software is not properly installed on this PC contact your local IRM for support, if needed.
- Any time Patient Entry mode is invoked, two warning messages are displayed. These messages are an indication that SecureDesktop is about to be activated.
- The **Single-Question** form or the **All-Questions** form is displayed, depending on which option button was selected.
- Note: When using Secure Desktop for Patient Entered mode of an MHA test administration, appropriate monitoring is needed. Veterans need to be able to request assistance while completing assessments, and staff should be available to quickly address any technical or clinical issues that may arise.
- Appendix D has further details about the operation of SecureDesktop.

#### Example: Patient Entry button.



### **Example:** SecureDesktop **WARNING** prompt #1.

SecureDesktop Warning
WARNING
From this point on, the veteran will be answering questions on the instruments selected. To maintain security, all other functions on this computer will be unavailable.
All unsaved work in other programs should be saved and the programs closed before continuing.
When you have finished, this computer will automatically return to the log-on window.
AFTER COMPLETING THE TEST(S), USER IS AUTOMATICALLY LOGGED OFF FROM THE SYSTEM
Do you wish to continue?
<u>Y</u> es <u>N</u> o

### **Example:** SecureDesktop **WARNING** prompt #2.

SecureDesktop Warning 🛛 🛛 🛛
WARNING
USE ONLY ALPHA-NUMERIC KEYS ON THE KEYBOARD.
Using any other keys will cause the test to abort. All keystrokes are monitored for security violations.

# Selecting "Staff Entry" Data-Entry Mode

1. Click on the Staff Entry button.

#### Additional notes about Staff-Entry mode:

- At least one test must be available in the **Instruments Chosen** list.
- Staff-entry mode does not make use of the SecureDesktop functionality, since it is intended for staff use only, not for patients.
- The **Single-Question** form or the **All-Questions** form is displayed, depending on which option button was selected

#### **Example:** The **Staff Entry** button.

Instrument Administra	Or Available Instruments and Batteries:	Avivapatient, Eigh SSN: xxx-xx-092 Instruments Ghosen:
MHPROVIDER, ONE	Show: All	AUDC
Interviewer: MHPROVIDER, ONE Date of Administration: 8/29/2018	☐ ☐ AAQ-2 ☐ ☐ AIMS ☐ ☐ ASSIST-NIDA	BAM
8/29/2018 🖉 🖛 Visit Location: 7a Gen Med	☐ 🖪 ASSIST-WHOV3 ☐ 🛐 ATQ	2. Click on Staff Entry mode
Link With Consult (Optional):	AUDC	
Instructions: inter date instrument was administered. A calendar is presented with a click on the	Image: BAN     1. Select Display       Image: BAM-C     Mode	
wn arrow.	BAM-IOP       BAM-R       BARTHEL INDEX	Display: Patient Er
	BASIS-24	One Question at a Time     All Questions at Once

# **On-form Instructions**

**Example:** The **On-form Instructions** are displayed in the bottom-left corner of the Instrument Administrator form. These are context-sensitive tips that change depending upon which part of the form the mouse pointer is resting on. Not all elements of the form trigger instructions.

Instrument Administra		Avivapatient, Eigh SSN: xxx-xx-0928
Instruments Ordered <u>By</u> :	Available Instruments and Batteries:	Instruments Chosen:
MHPROVIDER, ONE	Show: All	- AUDC
Interviewer:		BAM
MHPROVIDER, ONE	AAQ-2	BAM
Date of Administration:		E
8/29/2018	C 📋 ASSIST-NIDA	
	🗆 🗐 – ASS	
Visit Location:	ATC Instructions are	
'a Gen Med	AUL displayed here	
Link With Consult (Optional):		
	-	
Instructions:	BAI	
nter date instrument was administered.	区 🖪 BAM	
calendar is presented with a click on the	E BAM-C	
wn arrow.	BAM-IOP	• <u> </u>
	BAM-R	Display:
	BARTHEL INDEX	C One Question at a Time
	BASIS-24	
	BDI2	All Questions at Once

# **Printing a Blank Instrument**

Sometimes it is useful to provide a pencil-and-paper version of an instrument to a patient that they can fill out themselves, in the waiting room, for example. Later the patient's responses can be entered into MHA by a clerk or clinician.

By opening the **File** menu, and clicking on the option, "**Print a blank instrument**," the user can select an instrument, and define the printer and its settings. The operation of the print function is very standard and familiar to Windows users. The blank form will always have a heading which contains empty lines to gather identifying information on the patient, date, location and staff member. Information on the selected patient will not be printed on the blank form.

Tools Help		
Select Patient Print a blank instrument	or	Avivapatient, Eig SSN: xxx-xx-09
Exit	Available Instruments and Batteries:	Instruments Chosen:
MHPROVIDER, ONE	Show: All	•
Interviewer:	AAQ-2	
MHPROVIDER, ONE		
Date of Administration:	Click	
9/ 3/2018		
Visit Location:	ASSIST-NIDA	
a Gen Med 💽	C SSIST-WHOV3	
Link With Consult (Optional):	T ATQ	
	T 🗄 AUDC	
Instructions:	🗆 📃 AUDIT	
nese instructions change depending upon location of the mouse or cursor.	E BAI	
location of the mouse of cursor.	E BAM	۲ III
	E BAM-C	
	BAM-IOP	Display:
	BAM-R	One Question at a Time
	BARTHEL INDEX	_

**Example:** To print a blank instrument:

The Print Assistant provides the means to select the instrument to be printed, to change the font and size of the font, and make adjustments to the printer.

**Example:** The Print Assistant.

💀 Print Assistant 📃 🗖 🔀
Print a blank instrument
Select a form to print, then click on the "Print" button. A header is included in the printed form which asks for the name, date, DOB, last four of SSN, staff and location.
Instrument: AIMS
Print Font: MS Sans Serif AbCdEfGhli 💌
Print Font Size: 10
Recommended: MS Sans Serif, size 10.
Cancel         Set Printer         Print

**Example:** To view the instruments that can be printed, click on the down arrow in the combo box. Select the instrument by clicking on it. Once the instrument is selected, click on the **Print** button to start printing, or the **Set Printer** button to configure the printer.

💁 Print Assis	tant	
Print a	blank instrument	
	Select a form to print, then click on the "Print" bu A header is included in the printed form which asks name, date, DOB, last four of SSN, staff and loca	for the
Instrument:	AAQ-2	•
Print Font:	MS Sans Serif	AbCdEfGhlj 🔻
	Print Font Size:	10 💌
	Recommended: MS Sans Serif, size 10.	
<u>C</u> ance	I <u>S</u> et Printer	Print

Example	• This	window	annears	when	the	Set	Printer	button is c	licked
ылатріс	• 1 ms	wmuow	appears	wnen	unc	DUL.		button is c	nercu.

Page Setup	E
	Norm in the stand of the stand I have a stand of the stand Stand of the stand of the stand of the stand Stand of the stand of the st
Paper	
Size: Le	tter 🗸
Source:	▼
Orientation	Margins (inches)
Portrait	Left: 1 Right: 1
Candscape	Top: 1 Bottom: 1
	OK Cancel

**Example:** To start printing, select the mapped name of the local printer and click on the **OK** button.

int	X	
Printer		
Name: Microsoft XPS Document Writer	Properties	
Status: Ready		
Type: Microsoft XPS Document Writer Where: XPSPort:		
Comment:	Print to file	Select printer from list
Print range	Copies	
All	Number of copies: 1	
O Pages from: to:	Collate	
Selection	112233 Collate	
	OK Cancel	

Exiting the Instrument Administrator Form

**Example:** To exit from the **Instrument Administrator** form, **click** on the **File** | **Exit** menu item. Alternatively, you can click on the "X" in the upper right-hand corner of the window, or press the "ESC" key, or click on the left arrow. The **Instrument Administrator** form will close and the user is returned to the Mental Health Assistant main menu.

Mental Health Assistant in use by VITAGLIA	ANO, CRYSTAL	
File Tools Help		
Select Patient		Avivapatient, Eight
Print a blank instrument	or	SSN: xxx-xx-0928
Exit	Available Instruments and Batteries:	Instruments Chosen:
MHPROVIDER, ONE	Show: All	<b>•</b>
Interviewer:		
MHPROVIDER, ONE	Click	
Date of Administration:		₩
9/ 3/2018		
Visit Location:	E ASSIST-NIDA	
7a Gen Med	ASSIST-WHOV3	
Link With Consult (Optional):	T ATQ	
	AUDC	
Instructions:	AUDIT	
These instructions change depending upon the location of the mouse or cursor.	E BAI	
	BAM	< III +
	E BAM-C	
	E BAM-IOP	Display: Patient Entry
	E BAM-R	One Question at a Time     Staff Entry
	🗆 🖪 BARTHEL INDEX	O All Questions at Once

# **Reviewing a Description of the Selected Instrument**

The clinical and technical features of any particular instrument supported by MHA can be reviewed by clicking on the instrument name followed by clicking on **Help** | **Instrument Description...** You can right-click on the instrument to perform the same operation.

Mental Health Assistant in use by VITAGLI	ANO, CRYSTAL	
File Tools Help		
C In: Instrument Description		Avivapatient, Eight SSN: xxx-xx-0928
About MHPROVIDER, ONE	Snow:	Instruments <u>C</u> hosen:
Interviewer: MHPROVIDER, ONE	AAQ-2 2. Click, to view a description	
Visit Location: 7a Gen Med	ASSIST-NIDA	
Link With Consult (Optional):	Image: ATQ     instrument name to select it	
Instructions: These instructions change depending upon the location of the mouse or cursor.	AUDIT BAI BAM	< <u> </u>
	□ □ BAM-C □ □ BAM-IOP □ □ BAM-R □ □ BARTHEL INDEX	Display: One Question at a Time All Questions at Once  Staff Entry

**Example:** How to view information about an instrument.

**Example:** Description of an instrument.

```
Mental Health Assistant
File Edit Help
 Description of PC PTSD
                                                                     ~
   Clinical Features
      Print Title: Primary Care PTSD Screen
      Version:
      Author: A Prins, et al.
      Publisher: LibraPharm
      Copyright:
      Publication Date: 2004
      Reference: Primary Care Psychiatry 9(1):9-14, January 2004
      Purpose: screen for PTSD related symptoms in a primary care
setting
      Norm Sample:
      Target Population:
   Technical Features
      Administration Privilege:
      Results Privilege:
      Entered By: A GULSORANGER M
      Entry Date: NOV 22, 2005
      Last Edited By: POL 2010 Report
      Last Edit Date: 02/12/2009
     National Test: TRUE
      Requires License: FALSE
      Is Legacy Instrument: FALSE
      Submit To National DB: TRUE
```

# Instrument Administrator's Battery Wizard

# Orientation

The Instrument Administrator's **Battery Wizard** is a tool for creating and maintaining persistent, reusable instrument batteries. User-defined batteries that are created using the **Battery Wizard** are listed in the **Available Instruments and Batteries** list box. When the instruments in a battery are added to the **Instruments Chosen** list, the names of the instruments contained in the battery are listed in **Instruments Chosen**, not the name of the battery.

Creating reusable batteries from frequently administered sets of instruments can reduce the time required to set up a testing session for patients with similar testing needs.

#### 👩 Mental Health Assistant File Help **Battery Selector** Battery Wizard Name of Battery vailable Instruments: Instruments in Battery: Г AAQ-2 . AUDC My Battery -AIMS AUDIT ASSIST-NIDA 4 Instructions: ASSIST-WHOV3 List of all available Г ATQ ₽ A battery is a handy collection of instruments instruments that are used frequently or grouped for special purposes. X AUDC Et. 1 111 X AUDIT Check an instrument to move it to BAI the list of instruments for this Г BAM battery. List of Г BAM-C You can have many batteries and instruments in Г BAM-IOP the same instrument can be in several selected battery hatteries. Г BAM-R BARTHEL INDEX Γ BASIS-24 Γ BDI2 BHS Г Ē BOMC Г BPRS 1111 1111 BPRS-A Г BRADEN SCALE ۲ III BRS Г III IIII BSI Save BSI 18

#### Example: The Battery Wizard form.

### Main Menu

The Main Menu offers user functions in the context of the Battery Wizard, such as additional tools and help.

### **Title bar**

The Title Bar is a visual artifact that is used throughout MHA to display information about the context that applies to the current activity.

### **Available Instruments and Batteries list**

The Available Instruments and Batteries list is used to select which instruments will be administered. In some cases there will only be one instrument selected. This list also allows for selecting multiple instruments or batteries, or a combination of both.

### Instruments in Battery list

The Instruments in Battery list is the collection of instruments selected to become part of the current battery. The instruments are listed here in the order in which they will be administered—from top to bottom.

### **Re-sequencing buttons**

The re-sequencing buttons are used to alter the order in which the instruments in the Battery will be listed in the Instruments Chosen list. Instruments can be removed from the battery also.

### **Context-sensitive Help**

Context-sensitive help tips are displayed in this area and are dependent on where the mouse pointer is resting.

### **Battery Selector**

The Battery Selector Drop-Down Combo Box is used to type in the name of a new battery, or to select from a list of existing batteries. The battery name indicated here is the currently-selected battery to which all editing actions apply.

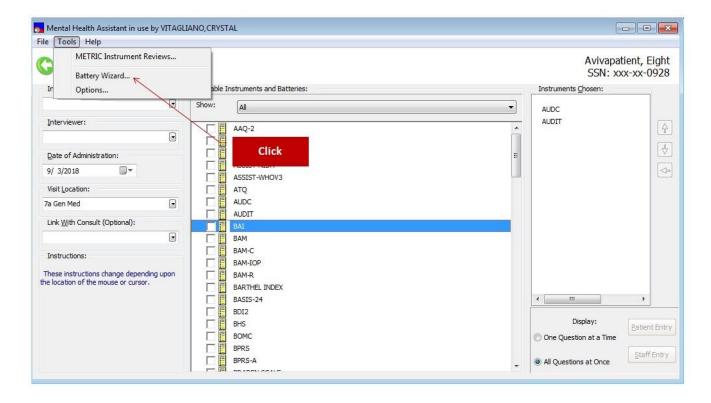
### **Save Button**

The Save button is used to save to VistA all changes made to the current battery. After a battery is saved, its name will be listed in the list of Available Instruments and Batteries on the Instrument Administrator form.

### **Invoking the Battery Wizard**

The Battery Wizard **must** be invoked from the **Instrument Administrator** form. Similarly, all consequences of editing batteries are reflected in the Instrument Administrator, upon closing the **Battery Wizard** form.

**Example:** To start the **Battery Wizard**, **click** on **Tools** | **Battery Wizard**... located on the **Instrument Administrator's Tools** menu.



e Help			
Battery Wizard			
Name of Battery	Available Instruments:		Instruments in Battery:
My Battery 👻	AAQ-2	<u>_</u>	AUDC
			AUDIT
Instructions:	ASSIST-NIDA	=	4
	ASSIST-WHOV3		
battery is a handy collection of struments that are used frequently			R
grouped for special purposes.			
heck an instrument to move it to			
e list of instruments for this	BAI BAI BAM		
ittery.	BAM-C		
ou can have many batteries and	BAM-C BAM-IOP		
e same instrument can be in several atteries.	BAM-IOP BAM-R		
uenes.	BARTHEL INDEX		
	BASIS-24		
	BD12		
	BHS		
	BOMC		
	BPRS		
	BPRS-A		
	BRADEN SCALE		
	BRS		4 III +
	BSI		

Example: Mental Health Assistant Battery Wizard form.

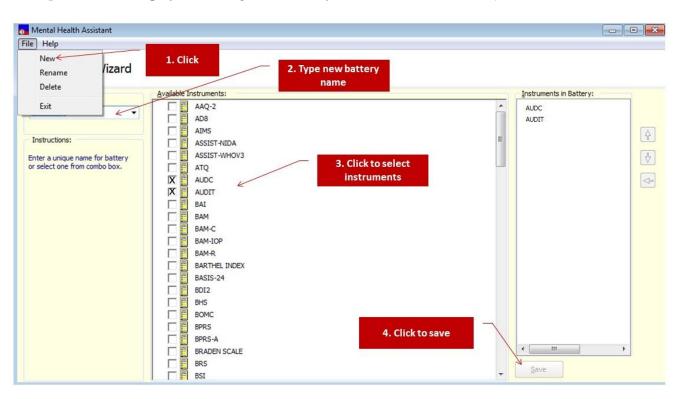
### **Battery Wizard: Creating a New User-defined Battery**

New batteries of instruments are created by first assigning a name to the new battery. Next, instruments (and other batteries) are added to the Instruments in Battery list by clicking on the desired instrument names shown in the **Available Instruments and Batteries** list box.

The **Instruments in Battery** list box can be manipulated to change the order of the tests and to add or remove tests. To modify the **Instruments in Battery** list of an existing battery, simply load the battery by selecting the battery name using the Name of Battery Drop-Down Combo Box.

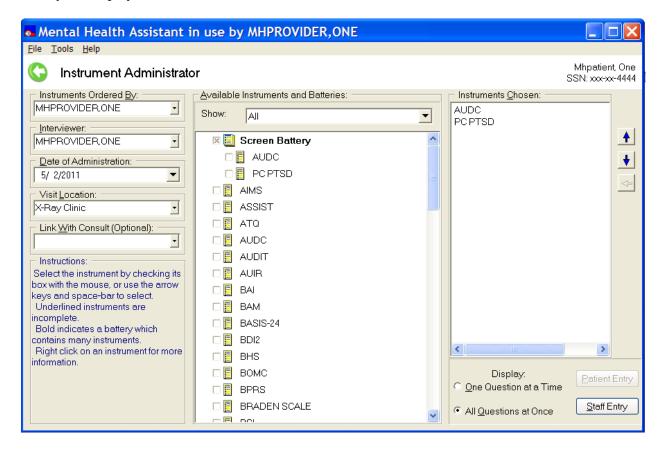
#### Here is an example of creating a new battery:

- 1. Click on **File** | **New** menu item.
- 2. Enter the name "Screen Battery" in the Name of Battery box.
- 3. Select **AUDC** and **PC-PTSD** instruments by clicking on the selection box next to their names.
- 4. Click on the **Save** button.
- 5. The new battery is saved after the **Save** button is pressed.
- 6. The **Battery Wizard** form is closed.
- 7. The **Instrument Administrator** form is shown and the newly-created battery appears in the list of **Available Instruments and Batteries**.
- 8. When **Screen Battery** is selected, the two instruments included in the battery are added to the **Instruments Chosen** list on the **Instrument Administrator** form.



Example: This is a display of creating a new battery from the Name of Battery box.

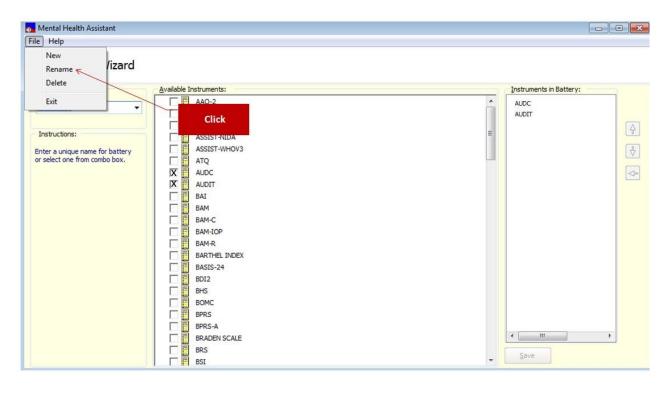
**Example:** The created battery is displayed and is available from the **Instrument Administrator** form under the **Available Instruments and Batteries** list. The two instruments included in the battery are displayed in the **Instruments Chosen** list box.

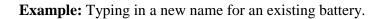


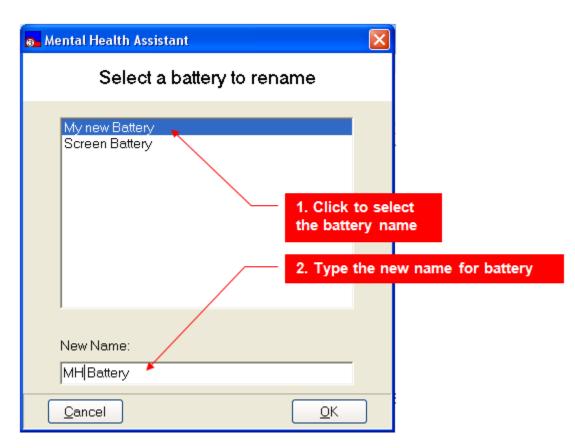
# **Renaming an Existing Battery**

- 1. Go to Battery Wizard
- 2. Click on **File** | **Rename** menu item.
- 3. Select the battery that you wish to rename from the Available Instruments and Batteries list.
- 4. Type the new name for the battery
- 5. Click Ok.

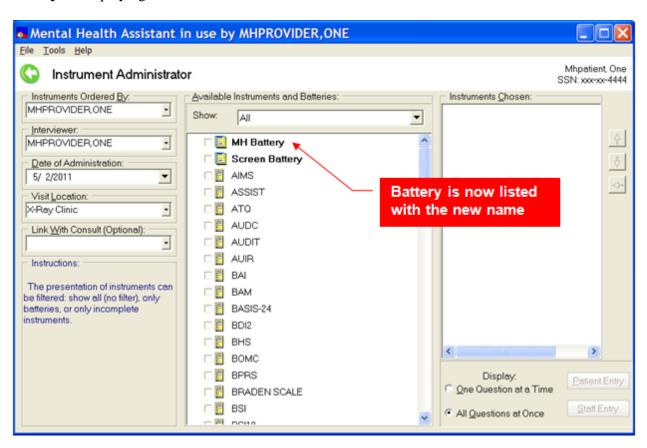
#### **Example:** Open the **File** | **Rename** menu.







Once the **OK** button is pressed, the Battery Wizard can be closed (use the "exit" selection in the "File" menu, or click on the "X" in the upper right hand corner of the window, or press the escape key "ESC"). The battery's new name will appear in the "Instrument Administrator" window.

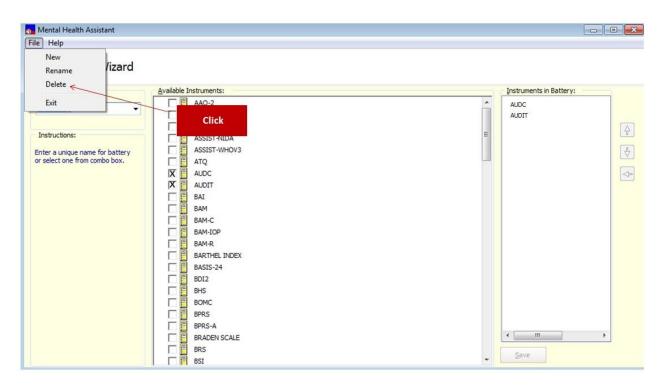


Example: Displaying the New Name from the Available Instruments and Batteries list box.

Deleting an Existing Battery

- 1. Go to the Battery Wizard
- 2. Click on File | Delete menu item.
- 3. Select the battery to be deleted from the Available Instruments and Batteries list box.
- 4. Click on **Yes**.
- 5. The selected battery is deleted from VistA and from the list of **Available Instruments and Batteries**.

**Example:** Deleting an existing battery.



Example: Click on File | Delete menu item. Click on the OK button.

8 Mental Health Assistant		
Select a battery to remov	e	
Click		
MH Battery Screen Battery		
		Olish
Cancel	OK	Click

# **Exiting the Battery Wizard**

To exit the **Battery Wizard** form and return to the **Instrument Administrator** form **click** on the drop-down **File** | **Exit** menu item. You can also press the "ESC" key, or click on the "X" in the upper right-hand corner of the form, or click on the left arrow. The **Battery Wizard** form will close and the user is returned to the **Instrument Administrator** form.

nental Health Assistant File Help New lizard Rename Delete Available Instruments: Instruments in Battery: Exit < AAO-2 . AUDC T AUDIT Click Г 4 Instructions: E Г ASSIST-NIDA ASSIST-WHOV3 ₽ Г Enter a unique name for battery or select one from combo box. Г ATQ X 4 AUDC X AUDIT BAI BAM BAM-C Ē BAM-TOP BAM-R BARTHEL INDEX BASIS-24 Г BDI2 BHS BOMC BPRS BPRS-A ۲ BRADEN SCALE BRS Save . BSI

Example: Exit the Battery Wizard.

# Instrument Administrator's "One Question at a Time" Input Form

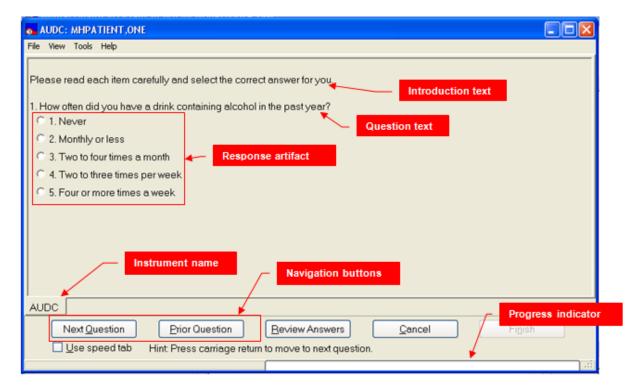
## Orientation

The "**One Question at a Time**" data-entry form enables the user to answer questions by viewing and responding to one question at a time. This display mode is ideal for patient-entry, since it only displays one question in the data entry form. This allows for a more focused and relaxed approach to responding to questions. This mode is also suitable for staff entry as well. It boils down to a matter of personal preference.

This section lists, in detail, all the various types of visual artifacts that users are likely to interface with while responding to questions during an administration.

Refer to the glossary for a description of the visual elements on these forms, and how they are normally used.

Example: Single-question data-entry form.



### The Main Menu

The Main Menu offers user functions in the context of the Single-Question form, such as tools and help.

# The Selected Patient Identification Label

The **Selected Patient Identification** label displays information about who is the currently selected patient within MHA. All functions performed in the **Single-Question** form will apply to this patient.

## The Instrument's Name

The Title Bar is a visual artifact that is used throughout MHA to display information about the context that applies to the current activity. In this case, the Title Bar displays the current instrument's name.

## **The Introduction Text**

Introduction Text is used as narrative introduction to one or more questions. Generally, introductions present instructions on how to respond to questions.

## **The Question Text**

The Question Text is the actual question presented to the user.

## The Response Artifact

A Response Artifact is a visual control that the user will use to respond to the presented question. There are a number of different types of Response Artifacts in MHA, such as Drop-Down Combo Boxes, Text Boxes, Spin Edits and such. On the Single-question form, all response artifacts are displayed on the same area of the form.

## **The Navigation Buttons**

The Navigation Buttons are used to display Previous and Next Questions. They are used to navigate through the sequence of all questions contained in the instrument.

### **The Progress Indicator**

The Progress Indicator displays the current percentage of questions answered so far, represented by the number of questions answered, compared to the total number of questions in the instrument. If the progress bar is red, it indicates that a question was skipped; when green, all the questions so far have been answered.

## The Review Answers Form

The Review Answers form is a navigational aid to use with instruments that contain a large number of questions. It presents a simple way to select a question for editing that is not contiguous to the present question.

# Responding to a Multi-choice Question Using a Multiple-Selection List Box

Multiple-Selection List Boxes allow the user to select one or more of the choices listed. To respond to a question:

- 1. Select one or more choices from the Multiple-Selection List Box on the form by clicking on the item, or, use the arrow keys to move to the desired item and press the space bar.
- 2. To go to the next question, click on **Next Question** button, or, press the "Enter" key.

The choices made are recorded and the next question is automatically displayed.

**Example:** Selecting two choices.

TBI 2ND LEVEL EVAL V2: MHPATIENT,ONE	
File View Tools Help	
29-B. Consult requested with: (Check all that apply)  29-B. Consult requested with: (Check all that apply)  1. Click  3. Audiology  2. Neurology  3. Neuropsychology / Neuropsychological assessment  4. Occupational Therapy  5. Outriancology / Optimistry	
5. Ophthalmology / Optometry      6. Physical Therapy	
7. PM and R  8. Prosthetics  9. Psychiatry  10. Psychology  11. Speech-Language Pathology  12. Substance Use / Addictive Disorder Evaluation and/or Treatment  2. Click	
Next Question         Prior Question         Beview Answers         Qancel         Finish	
✓ Use speed tab Hint: Use the number key of the item to speed data entry.	
Questions skipped: B	<b>1</b>

71

# Responding to a Single-choice Question Using a Drop-Down List Box

**NOTE:** Drop-Down List Boxes allow selection of a single choice from a list. This type of question is also called a "combo box."

### To respond to a question:

- 1. **Click** on the down-arrow located on the drop-down list box to display the list, or, use the arrow keys to step through the sequence of items.
- 2. Select a program type from the list by clicking on the item, or, when the desired item is presented in the box, press the "Tab or "Enter" key to select the item. It is also possible to type the number of the item's designator ("1," "2," etc) if they are used.
- 3. To proceed, click on the **Next Question** button, or press the "Enter" key. Alternately, you can also press the "Tab" key until the **Next Question** button is active, then press the "Enter" key.

Addiction Severity Inde	ex - Lite for MHPATIENT,ONE SSN: 000002412
File Tools Help	1. Click
	General Information
G3. Program Type:	Consultation/Liaison
G4. Date of Admission:	Early Intervention/Education/Referral
G8. Interview Form (A	Ambulatory except Opioid Substitution
🔲 1. Fuli Intake	Opioid Substitution
G11. Interviewer :	Substance Abuse Residential Rehabilitation Tractment Program Compensated Work Therapy/Transitional R 2. Click
G11a. Ordered By :	Therapeutic Community
G12. Special:	

**Example:** Data Input form displaying a drop-down list box.

72

# Responding to a Question that Asks for a Currency Amount using a Text Box

Some Text Box artifacts are configured to only accept valid currency values.

#### To respond to a question:

- 1. Type a currency value in the Text Box
- 2. Click on **Next Question** button, or press the "Enter" key.

The entered currency value is recorded and the next question is automatically displayed.

#### **Example:** Entering a currency amount.

Form 5R: MHPATIENT,ONE	×
ile View Tools Help	
10. Cost of treatment under this provider	
<b>1. Type in a valid currency amount</b>	
2. Click	
Form 5R	
Next Question         Prior Question         Review Answers         Qancel         Figish	
✓ Use speed tab Hint: Use the number key of the item to speed data entry.	

## Responding to a Question that Asks for a Date Using a Date-Picker

Date-Pickers are used to respond to questions requiring a date for an answer. A Date-Picker displays a calendar from which a date is selected. Alternatively, the user may simply type the date in the Text Box portion of the Date-Picker artifact. In MHA, Date-Pickers usually don't allow for selecting a date in the future. To select a date:

- 1. Click on the button with the arrow-head to open the Date-Picker calendar component; alternately, you can type the date directly into the date box and skip the next step.
- 2. Navigate to the desired date and click on its number symbol.
- 3. Click on **Next Question** button, or, press the "Enter" key.

The selected date value is recorded and the next question is automatically displayed.

**Example:** Selecting a date.

B Form 5R: MHPATIENT,ONE	
File View Tools Help	
5. Veteran's Date of Birth	
	_4/26/2004 🚽
	April, 2004
1. Click to open calendar	Sun Mon Tue Wed Thu Fri Sat 28 29 30 31 1 2 3
	4 5 6 7 8 9 10 11 12 13 14 15 18 17 <b>2. Click on a date</b>
	18 19 20 21 22 23 24
	25 <b>26 427</b> 28 29 30 1 2 3 4 5 6 7 8
	<b>C</b> Today: 12/15/2008
<u> </u>	
Form 5R	
Next Question Prior Question	Review Answers         Cancel         Finish
✓ Use speed tab Hint: Use the num	nber key of the item to speed data entry.

# Responding to a Question that Asks for a Line of Text using a Text Box

A Text Box allows entry of a single line of text as a response to a question.

#### To answer a question:

- 1. Type a line of text in the Text Box.
- 2. Click on **Next Question** button, or, press the "Enter" key.

The entered text is recorded and the next question is automatically displayed. A Text Box accepts any type of text.

**Example:** Entering text into a Text Box.

Torm 5R: MHPATIENT,ONE	
File View Tools Help	
* Use only for continuations of treatment that began under HCMI contract	
7. Name of Residential Provider	
1. Type in text	
2. Click	
Z. CIICK	
Form 5R	
Next Question         Prior Question         Beview Answers         Qancel         Figish	
✓ Use speed tab Hint: Use the number key of the item to speed data entry.	
Questions skipped: 6 7	

# Responding To A Question From A List Of Answers Using A Single-Selection List Box

A Single-Selection List Box is very similar to a Combo Box, except that all available responses are readily visible. There is no drop-down list to trigger. To answer a question:

- 1. Select one item from the Single-Selection List Box by clicking on it, or use the arrow keys to move to desired item then press the "Tab" or "Enter" key.
- 2. Click on **Next Question** button, or, press the "Enter" key.

Alternately, if the "Speed Tab" is checked, you can press the number key that corresponds to the item's designator. That key press will do two functions; it will select that item and display the next question.

The single choice made is recorded and the next question is automatically displayed.

**Example:** Selecting a single response.

BI 2ND LEVEL EVAL V2: MHP	TIENT,ONE			
File View Tools Help				
29-C. Referral to Polytrauma Ne	etwork Site (PNS):			
West Roxbury (V1)		Indianapolis (V11)		
Syracuse (V2)		Hines (V12)		
Bronx (V3)	1. Click	St Louis (V15)		
Philadelphia (V4)		Houston (V16)		
Washington, DC (V5)		Dallas (V17)		
Richmond (V6)		Tucson (∨18)		
Augusta (V7)		Denver (V19)		
San Juan (V8)		Seattle (V20)		
Tampa (V8)		Palo Alto (V21)	A (00)	
Lexington (V9) Cleveland (V10)		West Los Angeles   Minneapolis (V23)	(V22)	
		Minneapons (vzb)		
	2. Click			
, TBI 2ND LEVEL EVAL V2				
Next Question	Prior Question	Review Answers	<u>C</u> ancel	Fi <u>n</u> ish
🗹 <u>U</u> se speed tab	Hint: Use the number key of	the item to speed data entry.		
Questions skipped: B.,				

76

# Responding To A Question Using A Masked Text Box That Pre-Formats Input Data

Masked Text Boxes automatically format the data entered into them. For instance, a Masked Text Box configured to accept a phone number, or Social Security Number, will automatically position and display the parenthesis and dashes normally found in fully-formed phone numbers or SSN. All that the user must type are the numbers. The rest of the formatting is done automatically.

#### **Enter a Social Security Number:**

- 1. Type only the numbers in a SSN in the Masked Text Box.
- 2. Click on **Next Question** button, or, press the "Enter" key.

**Example:** The Masked Text Box adds formatting to the entered numbers to reflect a standard SSN notation. Only numbers are accepted for input.

S Form 5R: MHPATIENT,ONE	
File View Tools Help	
4. Social Security Number	
1. Type in a SSN	
<u> </u>	
Form 5R	
Next Question         Prior Question         Beview Answers         Qancel         Figish	
✓ Use speed tab Hint. Use the number key of the item to speed data entry.	
Questions skipped: 6., 7.,	1.0

# Responding To A Question That Asks For A Long Textual Answer Using A Multiple-Line Text Box

Multiple-Line Text Boxes accept more than one line of text.

#### To answer a question:

- 1. Type several lines of text in the Multiple-Line Text Box
- 2. Click on **Next Question** button, or, press the "Enter" key.

**Example:** The entered text is recorded and the next question is automatically displayed. The Multiple-Line Text Box accepts any type of text.

TBI 2ND LEVEL EVAL V2: MHPATIENT,ONE	
File View Tools Help	
20. Additional history of present illness, social history, functional history, patient goals, and other relevant information.	
This text is typed by user.	4
	~
1. Type in text	
Next Question Prior Question Beview Answers Qancel Figish	
✓ Use speed tab Hint: Use the number key of the item to speed data entry.	
Questions skipped: B	

# Respond To A Question Using A Spin Box That Asks For An Integer Value

Spin Boxes are used to select from a list of consecutive integer values. Additionally, an integer value may be typed into the Text Box area of a Spin Box artifact. To answer a question:

- 1. Type an integer, or use the spin buttons with the arrowheads to enter a value in the Spin Box.
- 2. Click on **Next Question** button, or, press the "Enter" key.

The entered integer value is recorded and the next question is automatically displayed. The Spin Box only accepts integer values.

**Example:** Entering an integer value.

TBI 2ND LEVEL EVAL V2: MHPATIENT,ONE	
File View Tools Help	
4-A-1. Month of most serious injury:	
	a valid integer value, n the arrows
2. Click	
TBI2ND LEVEL EVAL V2	
Next Question Prior Question Beview Answers	Cancel Figish
✓ Use speed tab Hint: Use the number key of the item to speed to	data entry.
Questions skipped: B	

# Responding To A Question That Asks For A Single Choice From A List Using Option Buttons

Option Buttons are used to answer questions from a list of mutually-exclusive answers. This is also called a radio group. To answer a question:

- 1. Click on one of the Option Buttons in the group, or, use the arrow keys to move to the desired option and press the "Tab" or "Enter" key to select the option.
- 2. Click on **Next Question** button, or, press the "Enter" key.

Alternately, if the "Speed Tab" is checked, you can press the number key that corresponds to the item's designator. That key press will do two functions; it will select that item and display the next question.

The single choice made is recorded and the next question is automatically displayed.

**Example:** Selecting an Option Button (Radio Group) response.

TBI 2ND LEVEL EVAL V2: MHPATIENT,ONE	
File View Tools Help	
2. Pre-military level of educational achievement 1. Less than high school 2. High school graduate or equivalent 3. Some college, associate degree or technical degree 4. College graduate (baccalaureate) 5. Post baccalaureate 2. Click	
TBI 2ND LEVEL EVAL V2	
Next Question Prior Question Beview Answers Qancel Figish	
✓ Use speed tab Hint: Use the number key of the item to speed data entry.	
Questions skipped: B	

# Responding To A Question That Asks For A Staff Name From Vista Using A Drop-Down List Box

Staff list Drop-Down List Boxes are special list boxes that display a list of staff members from VistA.

#### To select a staff member:

- 1. Begin typing the first three letters of the last name in the Text Box part of the component.
- 2. If the complete name is not automatically filled in, select the name from the list of names that "dropped down" in the VistA Drop-Down List Box
- 3. Click on **Next Question** button, or, press the "Enter" key.

The name choice made is recorded and the next question is automatically displayed.

**Example:** Selecting a staff name from a list.

Form SR: MHPATIENT,ONE	
File View Tools Help	
Use this form only for veterans who are placed in contracted residential treatment under the HCMI program. Complete a new form any time that a veteran is formally discharged or has left the residential program and it is unlikely that the veteran will return to that program. 1. VA staff member completing this report Begin typing, or Student Eight Student Eight Student Four Student Four Studen	
Form 5R	
Next Question     Prior Question     Review Answers     Qancel     Figish       ✓ Use speed tab     Hint: Use the number key of the item to speed data entry.     Figure 1     Figure 2	

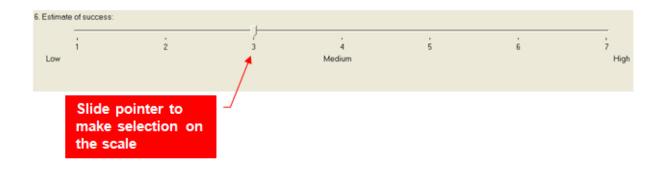
# **Responding To A Question That Asks For A Value From A Slider**

Sliders simplify visually selecting a value from a range of values. These are sometimes called track bars.

#### To answer a question:

- 1. **Select** a value on the Slider by moving the choice indicator on the scale to the number of your choice. You can also press the number key for the desired value.
- 2. Click on **Next Question** button, or, press the "Enter" key.

**Example:** Selecting a point on a scale. The selected Slider value is recorded and the next question is automatically displayed.



# Identifying The End Point Of An Instrument And Finishing The Instrument

The last question in an instrument will trigger a change in the displayed navigational buttons. The **Prior Question** buttons remain enabled and a dialog box will be displayed. Clicking on the **Finish** button will finish the test.

#### To finish a test:

- 1. Answer every question in the instrument (the progress bar will be green).
- 2. On the last question, click on the Finish button.

**Example:** Finishing an instrument. Since this is the last question, the Information dialog is presented. Click on **OK** and then the **Finish** button.

AUDIT: MHPATIENT, ONE				🗙
File View Tools Help				
10. Has a relative or friend, or a d 11. No 2. Yes, but not in the last year 3. Yes, during the last year		er been concerned about your o	frinking or suggested that you	i cut down?
	Information			
	You can revie	more questions. wy your answers by clicking on the "Re answers, click on the "Finish" button.	view Answers" button.	
		ок		1. Click
	-			
			2. Click	
Next Question	Prior Question	Beview Answers	Qancel	Finish
✓ Use speed tab	Hint: Use the number k	ey of the item to speed data ent	ry.	
World Health Organization		TANKARA AND A STATE		

Once the data is saved to VistA, the user is given the choice of 1) saving a standard progress note to VistA that summarizes the data and its score(s), 2) Editing the standard note before saving it and 3) not saving a progress note. See Appendix B for cases where a co-signer is required for signing a progress note.

**Example:** Save a progress note query.

AUDIT: MHPATIENT, ONE	
File View Tools Help	Save Progress Note to VistA The data for this administration has been saved in Vista. Do you wish to: Save standard progress note Edit then save progress note Do not save progress note
Next Question	Prior Question Beview Answers Qancel Figish
✓ Use speed tab	Hint. Use the number key of the item to speed data entry.
World Health Organization	

# Incomplete Data-Entry Session

- 1. Click on the **Finish** button.
- 2. Click on the **YES** button of the "Confirm" dialog. The Confirm dialog will list the questions that have not been answered and will inform the user of the permitted delay to finish the administration. The Confirm dialog will also allow the user to return to the instrument.

**Example:** When the **Finish** button is clicked, the confirm dialog is displayed. Click **Yes** to save the administration as "incomplete."

AUDIT: MHPATIENT, ONE		
File View Tools Help		
5. How often during the last year C 1. Never C 2. Less than monthly C 3. Monthly C 4. Weekly C 5. Daily or almost daily	have you failed to do what was normally expected from you because of drinking?     Confirm     Some questions have not been answered in the AUDIT and the instrument is incomplete.     Questions: 5, 6, 7, 8, 9, 10.	
	Questions: 5, 6, 7, 8, 9, 10, You have 2 days to finish, otherwise you will have to start over. Are you sure you are done for now? <u>Yes</u> <u>No</u> <b>2. Click</b>	1. Click
Next <u>Q</u> uestion ✓ <u>U</u> se speed tab	Prior Question     Review Answers     Cancel       Hint: Use the number key of the item to speed data entry.	Finish
World Health Organization		

# **Viewing the Next Instrument**

Within the context of a series of instruments, it is possible to jump to different instruments.

**Example:** Jumping to the next instrument. Click on the tab of the desired instrument. The responses are not lost on the current administration when you return.

a AUDIT: MHPATIENT, ONE
File View Tools Help
<ul> <li>4. How often during the last year have you found that you were not able to stop drinking once you had started?</li> <li>1. Never</li> <li>2. Less than monthly</li> <li>3. Monthly</li> <li>4. Weekly</li> <li>5. Daily or almost daily</li> </ul>
AUDIT BOMC
Next Question         Prior Question         Review Answers         Cancel         Finish
✓ Use speed tab Hint: Use the number key of the item to speed data entry.
World Health Organization

# **Viewing the Prior Question**

To view the question that is prior in order to the currently-selected question, click on the **Prior Question** button.

**Example:** The displayed question becomes the prior question within the current instrument.

a AUDIT: MHPATIENT, ONE	
File View Tools Help	
<ul> <li>4. How often during the last year have you found that you were not able to stop drinking once you had started?</li> <li>1. Never</li> <li>2. Less than monthly</li> <li>3. Monthly</li> <li>4. Weekly</li> <li>5. Daily or almost daily</li> </ul>	
Next Question         Prior Question         Review Answers         Cancel         Finish	]
$\blacksquare$ Use speed tab Hint: Use the number key of the item to speed data entry.	
World Health Organization	

# **View Next Question**

To view the question that is next in order to the currently-selected question, **click** on the **Next Question** button.

**Example:** The displayed question becomes the next question within the current instrument.

a AUDIT: MHPATIENT,ONE	
File View Tools Help	
4. How often during the last year have you found that you were not able to stop drinking once you had started?	
C 1. Never	
© 2. Less than monthly	
© 3. Monthly	
© 5. Daily or almost daily	
Next Question         Prior Question         Review Answers         Qancel         Finish	
✓ Use speed tab Hint: Use the number key of the item to speed data entry.	
World Health Organization	

## **Review Answers**

In the case where navigating through the questions in an instrument using the **Next Question** and **Prior Question** buttons is too cumbersome due to a large number of questions, the **Review Answers** offers a quicker way to move around. To start the Review Answers form, **click** on the **Review Answers** button.

	Examp	le:	Starting	the	Review	Answers	form.
--	-------	-----	----------	-----	--------	---------	-------

a AUDIT: MHPATIENT, ONE	
File View Tools Help	
<ul> <li>4. How often during the last year have you found that you were not able to stop drinking once you had started?</li> <li>1. Never</li> <li>2. Less than monthly</li> <li>3. Monthly</li> <li>4. Weekly</li> <li>5. Daily or almost daily</li> </ul>	
Click	
Next Question         Prior Question         Review Answers         Cancel         Finish	
✓ Use speed tab Hint: Use the number key of the item to speed data entry.	
World Health Organization	

#### **Changing Answers**

To change a given answer, it is first necessary to return to that answer. There are <u>two</u> ways to navigate back to a previously-answered question: the question navigation buttons or the **Review Answers** form. Once the answer is again displayed in the form, simply choose or type in a different answer.

#### To change an answer using the Review Answers form:

- 1. Click on any of the previously-answered questions listed in the table, to select the question.
- 2. Click on the **Change Answer** button.

To return to the Single-Question input form, without making any changes, **click** on the **Exit** button, or press the escape key "ESC", or the **FILE** | **Exit**. **After clicking on the Change Answer button:** 

- 1. The Single-Question input form is displayed and the selected question is shown with the previously-entered response.
- 2. User can change the response to this question.

**Example:** Selecting a question to change.

o Re	eview Answers	
File	Нер	
Alc	ohol Use Disorders Identification Test	One Mhpatient SSN: xxx-xx-2412
Ansv	vers	
No.	Question	Answer 🔄
1	How often do you have a drink containing alcohol?	Monthly or less 📒
2	How many drinks containing alcohol do you have on a typical day when you	1 or 2
3	How often do you have six or r 1. Click one occasion?	Less than monthly
4	How often during the last year have you found that you were not able to stop	Less than monthly
5	How often during the last year have you failed to do what was normally	Less than monthly
6	How often during the last year have you needed a first drink in the morning to	SKIPPED
7	How often during the last year have you had a feeling of guilt or remorse	
8	How often during the last year have you been unable to remember what	
9	Have you or someone else been injured as a result 2. Click ?	
10	Has a relative or friend, or a doctor or other health worker been concerned	✓
and	change an answer, highlight it press "Change Answer" or ble-click on it	Answer E <u>x</u> it

# **Exiting Data-Entry Session without Saving the Answers**

**Example:** To abort saving any of the given answers to an administration, **click** on the **Cancel** button. The editing session ends and no answers are saved.

a AUDIT: MHPATIENT,ONE	
File View Tools Help	
<ul> <li>3. How often do you have six or more drinks on one occasion?</li> <li>1. Never</li> <li>2. Less than monthly</li> <li>3. Monthly</li> <li>4. Weekly</li> <li>5. Daily or almost daily</li> </ul>	
AUDIT BOMC	
Next Question         Prior Question         Review Answers         Cancel         Finish	
☑ Use speed tab Hint: Use the number key of the item to speed data entry.	
World Health Organization	

# Instrument Administrator's "All Questions At Once" Input Form

# Orientation

The "All Questions at Once" data-entry form allows the user to answer questions by viewing and responding to any or all of the instrument questions at any time. All questions are displayed at once on a scrollable form, much like a pencil-and-paper version of the instrument. The "All Questions at Once" data-entry form does not make use of a Review Answers form, or navigation buttons, since they would be redundant with the functions already offered by this form.

**NOTE:** The previous section described the visual elements used in MHA and will not be repeated here.

AUDIT: MHPATIENT, ONE File View Tools Help One Mhpatient AUDIT SSN: xxx-xx-2412 Introduction text Please read each item carefully and select the correct answer for you. 1. How often do you have a drink containing alcohol? C 1. Never Question text 2. Monthly or less 3. Two to four times a month 4. Two to three times per week. 5. Four or more times a week Response artifact 2. How many drinks containing alcohol do you have on a typical day when you are drinking? ① 1.0 drinks Navigation scroll bar © 2.1 or 2 Tabs listing all instruments 3.3 or 4 C 4.5 or 6 5.7 to 9 6.10 or more AUDIT BOMC 🗹 Use speed tab Cancel Finish Hint: Use the number key of the item to speed data entry. World Health Organization

Example: "All-questions at once" data entry form.

### Main Menu

The Mental Health Assistant Main Menu offers user functions in the context of the All Questions at Once form, such as tools and help.

### **Selected Patient Identification Label**

The Selected Patient Identification label displays information about who is the currently-selected patient within MHA.

### Instrument's Name

The Title Bar is a visual artifact that is used throughout MHA to display information about the context that applies to the current activity. In this case, the Title Bar displays the current instrument's name.

## **Section Text**

Sometimes, instrument designers may group questions into sections. In this case, existing section titles are displayed in the form, just above any introduction or question text.

### **Introduction Text**

The Introduction Text is used as narrative introduction to one or more questions. Generally, introductions present instructions on how to respond to questions.

## **Question Text**

The Question Text is the actual question presented to the user.

### **Response Artifact**

A Response Artifact is a visual control that the user will use to respond to the presented question. There are a number of different types of Response Artifacts in MHA, such as Drop-Down Combo Boxes, Text Boxes, Spin Edits and such.

### **Navigation Scroll Bar**

The Navigation Scroll Bar is used to display any questions on the form which may be hidden below or above the current view.

### **Instrument Tabs**

When the user is responding to a series of instruments, each individual instrument is indicated as a tab at the bottom of the form. These tabs are used to navigate among the different instruments in the series.

## **Navigation**

The data-entry visual artifacts on this form respond in the same way that they do on the Single-Question form, the difference being that all questions are presented at once and that navigation to the different questions is done differently.

To navigate using the mouse, simply use the scroll bar until the desired question is within view. To navigate using the keyboard, use the **Tab** key to jump to the next question in the sequence. **Shift-Tab** causes a reverse jump to the previous question in the sequence.

Additionally, to automate the tabbing effect, there is the **Speed Tab** option that automatically tabs to the next question once a question is answered. However, the **Speed Tab** option has no effect on Multiple-Line Text Boxes, Single-Line Text Boxes, Date-Pick boxes and Spin Boxes.

#### While answering questions:

- 1. All questions pertaining to the current instrument are available on the current form.
- 2. The scroll bar permits navigation to all the instrument's questions on the form.
- 3. Using the Tab key for navigation performs as described above.
- 4. All data-entry visual artifacts respond in the same way as they do on the Single-Question form.
- 5. After saving the administration, the answers given will match the ones listed in the Instrument Results Review report.

## **Finish button**

An instrument administration is finished once all questions have been answered.

To end an Instrument Administration:

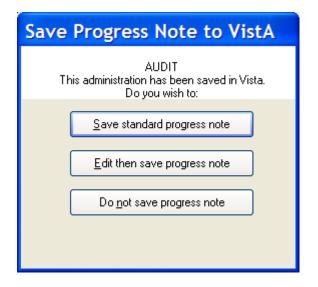
- 1. Answer every question in the instrument (the progress bar will be green).
- 2. Click on the Finish button.
- 3. If a question has not been answered (the progress bar will be red), a warning message is displayed and the user can either return to the form, or save the instrument as incomplete .
- 4. All responses are saved to VistA.
- 5. The instrument saved message is displayed and user is returned to the MHA main menu.

Example: AUDIT instrument is saved by clicking on the Finish button.

audit: MHPATIENT,ONE	
<u>Eile View T</u> ools <u>H</u> elp	
AUDIT	One Mhpatient SSN: xxx-xx-2412
C 4. Weekly	<u>~</u>
C 5. Daily or almost daily	
9. Have you or someone else been injured as a result of your drinking? C 1. No	
• 2. Yes, but not in the last year	
C 3. Yes, during the last year	
<ol> <li>Has a relative or friend, or a doctor or other health worker been concerned about your drink</li> <li>1. No</li> </ol>	ting or suggeste
2. Yes, but not in the last year	
3. Yes, during the last year	<b>a</b>
	Ξ
Click	<b>∠</b>
	<b>`</b>
Cancel         Use speed tab           Hint: Use the number key of the item to speed data entry.	Finish
World Health Organization	

Once the answers are saved, the user is given the three options below concerning the progress note. See Appendix B for cases where a co-signer is required for signing a progress note.

**Example:** Progress Note dialog.



# Selecting an Instrument within a Series

The instruments are listed in the tabs at the bottom of the form. These tabs are used to navigate to any of these instruments.

#### To change the current instrument:

- 1. If the desired instrument tab is not the selected tab (in the foreground) **click** on the tab to bring the instrument to the foreground. **Or**...
- 2. Use the **View** menu option, **click** on the instrument's name in the View list.

**Example:** Selecting a different instrument.

audit: MHPATIENT,ONE	
File View Tools Help	
AUDIT BOMC Click or	One Mhpatient SSN: xxx-xx-2412
C 4. Weekly	<u> </u>
© 5. Daily or almost daily	
9. Have you or someone else been injured as a result of your drinking?	
C 2. Yes, but not in the last year	
C 3. Yes, during the last year	
<ol> <li>Has a relative or friend, or a doctor or other health worker been concerned about your</li> <li>1. No</li> </ol>	r drinking or suggeste
• 2. Yes, but not in the last year	
© 3. Yes, during the last year	in the second
Click	
AUDIT BOMC	
Qancel         ✓ Use speed tab           Hint: Use the number key of the item to speed data entry.	Fi <u>n</u> ish
World Health Organization	

# To Review Answers Given:

**Example:** Use the scroll bar to review every answer given. Moving the scroll bar permits all questions and answers to be viewed.

🗛 AUDIT: MHPATIENT,ONE
Eile <u>V</u> iew Iools <u>H</u> elp
AUDIT One Mhpatient SSN: xxx-xx-2412
7. How often during the last year have you had a feeling of guilt or remorse after drinking?
• 2. Less than monthly
© 3. Monthly
C 4. Weekly
© 5. Daily or almost daily Click and drag
8. How often during the last year have you been unable to remember what happened the night before because
C 1. Never
• 2. Less than monthly
© 3. Monthly
C 4. Weekly
© 5. Daily or almost daily
Cancel
Hint: Use the number key of the item to speed data entry.
World Health Organization

# Change a Previously-given Answer

To change a previously-given answer, navigate to the question and change the answer. **Example:** Question #7 with answer changed to the second item.

🔂 AUDIT: MHPATIENT,ONE
<u>File View I</u> ools <u>H</u> elp
AUDIT One Mhpatient SSN: xxx-xx-2412
7. How often during the last year have you had a feeling of guilt or remorse after drinking?
• 2. Less than monthly
© 3. Monthly
C 4. Weekly
© 5. Daily or almost daily
8. How often during the last year have you been unable to remember what happened the night before because
C 1. Never
2. Less than monthly
© 3. Monthly
C 4. Weekly
© 5. Daily or almost daily
Cancel
Hint: Use the number key of the item to speed data entry.
World Health Organization

# Suspend Responding To Questions And Save The Administration In An Incomplete State

To suspend responding to questions, **click** on the **Finish** button.

- 1. The "All questions at once" data-entry form closes and the user is returned to the **Instrument Administrator** form
- 2. The instrument administration is automatically saved as an incomplete administration in VistA. No data is lost.
- 3. The instrument appears in the list of available instruments as an incomplete administration, which can be selected for resumption.

Example: BOMC saved as an incomplete administration.

BOMC: MHPATIENT, ONE	
<u>File View T</u> ools <u>H</u> elp	
вомс	One Mhpatient SSN: xxx-xx-2412
1a. Patient's response:	_
2. What month is it now? © 0. Correct month © 1. Incorrect mont	⊫
2a. Patient's response:	
	_
	_
Repeat this phrase after me: John Brown, 42 Market Street, Chicago.	
3. About what time is it? (within one hour)	
© 0. Correct time © 1. Incorrect time	
3a. Patient's response:	
AUDIT BOMC	
✓ Use speed tab	Finish
<u>Cancel</u> Hint: Use the number key of the item to speed data entry.	Fi <u>n</u> ish
Questions skipped: 3.,	

**Example:** Warning given upon exiting an incomplete administration.

Confirm	ı 🔀
2	Some questions have not been answered in the BOMC and the instrument is incomplete. Questions: 4a., 5., 5a., 6., 6a., You have 2 days to finish, otherwise you will have to start over. Are you sure you are done for now?
	Yes No

# **Exiting Data-Entry Session without Saving the Answers**

To abort saving any of the given answers to an administration, **click** on the **Cancel** button. The session ends and no answers are saved.

## **Instrument Results Review Functions**

# Orientation

All previous tests completed by the selected patient are listed on the Instrument Results Review form, and one of those tests is always highlighted (by default, the first test in the list is highlighted when the user first accesses this form). A text-based report for the highlighted test is shown. If the highlighted instrument has a scale or scales, a graphical display of those scores is presented on the Graph & Table tab. There is also a Special Results tab which displays graphs of results from various instruments.

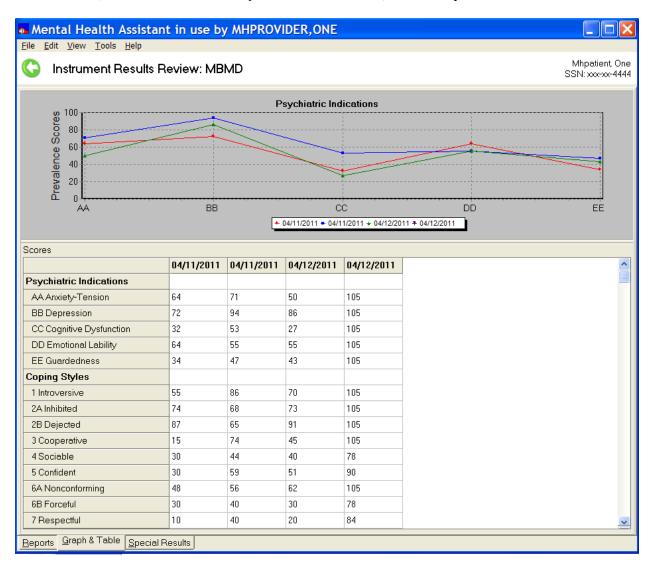
**Example:** The **Instrument Results Review** form offers functions to print, save and copy-paste reports, tables and graphs, as well as enables the user to append comments to the results of the highlighted test.

S Instrument Results Review: AUDC Mhpatient. One SSN: xxx-xx-4444						
Instruments:						
Date	Name	^	Alcohol Use Disorders Identification Test Consumption (AUDC)			
05/02/2011	AUDC		Date Given: 05/02/2011			
05/02/2011	SF36		Clinician: Mhprovider, One			
05/02/2011	SF36		Location: X-Ray Clinic			
05/02/2011	FAST		Veteran: Mhpatient, One			
05/02/2011	FAST		SSN: xxx-xx-4444			
04/29/2011	AUDC		DOB: May 1,1978 (33)			
04/28/2011	FAST		Gender: Male			
04/28/2011	FAST		Score: 7 points, which is a positive result.			
04/28/2011	FAST					
04/25/2011	PHQ9		Ouestions and Answers			
04/14/2011	MMPI2		1. How often did you have a drink containing alcohol in the past yea			
04/14/2011	POQ		Two to four times a month 2. How many drinks containing alcohol did you have on a typical day			
04/14/2011	POQ		when you were drinking in the past year?			
04/14/2011	POQ		5 or 6 3. How often did you have six or more drinks on one occasion in the			
04/14/2011	WHYMPI		past year?			
04/14/2011	WHYMPI		Weekly			
04/14/2011	AUDC		Information contained in this note is based on a self report assessmen			
04/12/2011	CESD5		and is not sufficient to use alone for diagnostic purposes. Assessment			
04/12/2011	BASIS-24		results should be verified for accuracy and used in conjunction with			
04/12/2011	CESD5		other diagnostic activities.			
04/12/2011	STAI					
04/12/2011	VALD					
04/12/2011	WAS					
04/12/2011	ZUNG					
04/12/2011	SCL9R	~				

#### **Example:** Graph and table views.

Mental Health Assistant in use by MHPROVIDER,ONE								
								Mhpatient, One SN: xxx-xx-4444
10	AUDC total							
12/09/2010						04/01/2011	C	4/29/2011
Scores	12/09/2010	04/01/2011	04/07/2011	04/11/2011	04/12/2011	04/14/2011	04/29/2011	05/02/2011
AUDC total								
Total	2	2	0	2	0	5	2	7
								2
Reports Graph & Table Special R	esults							

**Example:** Multi-scale instrument table and graph, in this case the MBMD. Click on the group of scales name (in this case the bold **Psychiatric Indicators**) to see only those scales.



S Instrument Result	s Review: ME	BMD			Mhpatient, On SSN: xxx-xx-444
000 000 ese 000 co 000 co 00 co 000 co 000 000 co 000 co 0		C	C Cognitive I	Dysfunction	
₀ ل <u>ا</u> بـــــ 04/11/2011					04/12/2011
Scores	04/11/2011	04/11/2011	04/12/2011	04/12/2011	
Psychiatric Indications	04/17/2011	0-1172011	0-112/2011	04/12/2011	
AA Anxiety-Tension	64	71	50	105	
BB Depression	72	94	86	105	
CC Cognitive Dysfunction	32	53	27	105	
DD Emotional Lability	64	55	55	105	
EE Guardedness	34	47	43	105	
Coping Styles					
1 Introversive	55	86	70	105	
2A Inhibited	74	68	73	105	
2B Dejected	87	65	91	105	
3 Cooperative	15	74	45	105	
4 Sociable	30	44	40	78	
5 Confident	30	59	51	90	
6A Nonconforming	48	56	62	105	
6B Forceful	30	40	30	78	

**Example:** If you click on one of the scales this table and graph is presented.

#### Example: Special Results view.



The Special Results Tab can be tailored by the user. Most instruments with scales can be displayed, the order of the instruments displayed can be changed by the user, and the patient's responses can be displayed for each administration. The colors used in the Special Results tab are green (normal range), yellow (borderline range), maroon (serious range) and red (severe range). The Special Results tab, because of the extensive reliance on visual cues, is not present when a screen reader is in use.

## Main Menu

The Main Menu offers user functions, such as tools and help.

## **Selected Patient Identification label**

The Selected Patient Identification label displays information about who is the currently-selected patient within MHA.

## Instrument's Name

The Title Bar is a visual artifact that is used throughout MHA to display information about the context that applies to the current activity. In this case, the Title Bar displays the current instrument's name.

## List of Previously-Administered Tests

This is the list of all tests that have been administered to the selected patient. The list is also used for selecting which administration to process. The list may be sorted by date or by instrument name.

# **The Navigation Tabs**

These tabs are used to switch between report, graph/table and Special Results views.

#### The Reports View:

The Report View displays an administration report in textual form, based on the patient's data stored in VistA for the selected administration.

#### The Graph and Table View:

The graph and table view displays both a table and graphical representation of test data values over time.

#### The Special Results View:

Special Results displays the results, over time, for selected instruments. Whereas the other two tabs display information on a single instrument, the Special Results view can present information on several instruments over time for the patient. The user can select the instruments displayed on the Special Results tab (see "Special Results Wizard" for instructions). This feature is not available for screen readers due to the intense visual representation of the data; the same information, however, is provided in the two previous tabs.

# Saving a Graph, Report, or a Table to a File

To save a graph, report, or table, **click** on the drop-down **File Menu** | **Save As...** menu item and then **click** on Graph, Report, or Table. To save a graph or a table, the "Graph and Table" tab must be selected first.

**Example:** A message dialog appears that asks the user to enter a filename and storage location for the table, report or graph file to be saved. A graph is saved as a bitmap, a table is saved as an Excel file and a report is saved as a text file.

Select Patient.		One Mhpatie
Save As	Report	W: AUDIT Click One Mhpatie SSN: xxxxx24
Print	<ul> <li>Table</li> </ul>	
Exit	Graph	Alcohol Use Disorders Identification Test
01.00	he	Alcohol ose pisotders identification rest
01/15/2009	AUDIT	Date Given: 1/15/2009
01/09/2009	BRADEN SCALE	Clinician: Mhprovider, One Location: 1 Test (north)
12/12/2008	BOMC	bocación: i rese (noren)
12/02/2008	CAGE	Veteran: Mhpatient, One
12/01/2008	CAGE	33N: xxx-xx-2412 DOB: Feb 1,1922 (87)
12/01/2008	AUDIT	Gender: Female
11/24/2008	AUDIT	
11/24/2008	AUDC	AUDIT Score: 0
12/08/2006	IEQ	A score of 8 or more indicates a strong likelihood of hazardous or harmful alcohol consumption.
11/20/2006	CAGE	
11/16/2006	CAGE	Questions and Answers 1. How often do you have a drink containing alcohol?
11/16/2006	CAGE	Never
11/16/2006	CAGE	2. How many drinks containing alcohol do you have on a typical day
11/16/2006	CAGE	when you are drinking? Not asked (due to responses to other questions)
10/31/2006	CAGE	3. How often do you have six or more drinks on one occasion?
10/31/2006	AUDIT	Not asked (due to responses to other questions)
10/31/2006	AUDC	4. How often during the last year have you found that you were not able to stop drinking once you had started?
		Not asked (due to responses to other questions)
10/30/2006	AUDIT	5. How often during the last year have you failed to do what was
10/30/2006	CAGE	normally expected from you because of drinking? Not asked (due to responses to other guestions)

### Example: Save As form

Save As			? 🗙	
Save in: 📋 My Docu	uments	• 🗧 🗧	* 🎟 •	
Creator Creator Creator ElementK Classes Elemail Archive	CMHA3 My eBooks My Music My Pictures My Received Files	My Virtual Ma	bmp	filename, or
GAF	My Videos		keep the de	
File name:				
, 	ores.bmp files (*.bmp)	•	Save Cancel	

# Printing a Graph, Report or Table.

To print a graph, report, or table, **click** on the drop-down **File Menu** | **Print...** menu item and then **click** on Graph, Report, or Table menu item.

A copy of the table, report or graph is sent directly to the default printer.

Example: Printing a graph, report, or table.

👝 Mental Hea	Ith Assistant in use by	MHPROVIDER,ONE
File Edit View	Tools Help	
Select Patient.		One Mhpatient
Save As	, sults Review	Click SSN: xxxexic-2412
Print	Report     Table	Click
Exit	Graph	Alcohol Use Disorders Identification Test
01/15/2009	AUDIT	Date Given: 1/15/2009
01/09/2009	BRADEN SCALE	Clinician: Mhprovider, One
12/12/2008	BOMC	Location: 1 Test (north)
12/02/2008	CAGE	Veteran: Mhpatient, One
12/01/2008	CAGE	SSN: xxx-xx-2412
12/01/2008	AUDIT	DOB: Feb 1,1922 (87) Gender: Female
11/24/2008	AUDIT	
11/24/2008	AUDC	AUDIT Score: 0
12/08/2006	IEQ	A score of 8 or more indicates a strong likelihood of hazardous or harmful alcohol consumption.
11/20/2006	CAGE	
11/16/2006	CAGE	Questions and Answers 1. How often do you have a drink containing alcohol?
11/16/2006	CAGE	Never
11/16/2006	CAGE	<ol><li>How many drinks containing alcohol do you have on a typical day when you are drinking?</li></ol>
11/16/2006	CAGE	Not asked (due to responses to other questions)
10/31/2006	CAGE	3. How often do you have six or more drinks on one occasion?
10/31/2006	AUDIT	Not asked (due to responses to other questions) 4. How often during the last year have you found that you were not
10/31/2006	AUDC	able to stop drinking once you had started?
10/30/2006	AUDIT	Not asked (due to responses to other questions) 5. How often during the last year have you failed to do what was
10/30/2006	CAGE	normally expected from you because of drinking? Not asked (due to responses to other guestions)
Beports Gra	ph & Table	

# Copying a Graph, Report, or Table to the Windows Clipboard.

To copy a report, graph, or table to the Windows clipboard, **click** on drop-down **Edit** | **Copy...** menu item and then **click** on Graph, Report, or Table. A copy of the table, report or graph is sent to the Clipboard. The contents of the Clipboard can then be pasted onto an MS Word or Excel document.

Copy Instrumer		w: AUDIT One Mhpatie SSN: xxxxxxxxx241
nstruments:		
Date	Name	<ul> <li>Acohol Use Disorders Identification Test</li> </ul>
01/15/2009	AUDIT	Date Given: 1/1 cut 1
01/09/2009	BRADEN SCALE	Clinician: Mhp: Click
12/12/2008	BOMC	Location: 1 Test (noten)
12/02/2008	CAGE	Veteran: Mhpatient, One
12/01/2008	CAGE	SSN: xxx-xx-2412
12/01/2008	AUDIT	DOB: Feb 1,1922 (87) Gender: Female
11/24/2008	AUDIT	
11/24/2008	AUDC	AUDIT Score: 0 A score of 8 or more indicates a strong likelihood of hazardous or
12/08/2006	IEQ	harmful alcohol consumption.
11/20/2006	CAGE	
11/16/2006	CAGE	Questions and Answers 1. How often do you have a drink containing alcohol?
11/16/2006	CAGE	Never
11/16/2006	CAGE	2. How many drinks containing alcohol do you have on a typical day
11/16/2006	CAGE	when you are drinking? Not asked (due to responses to other questions)
10/31/2006	CAGE	3. How often do you have six or more drinks on one occasion?
10/31/2006	AUDIT	Not asked (due to responses to other questions) 4. How often during the last year have you found that you were not
10/31/2006	AUDC	able to stop drinking once you had started?
10/30/2006	AUDIT	Not asked (due to responses to other questions)
10/30/2006	CAGE	5. How often during the last year have you failed to do what was normally expected from you because of drinking?

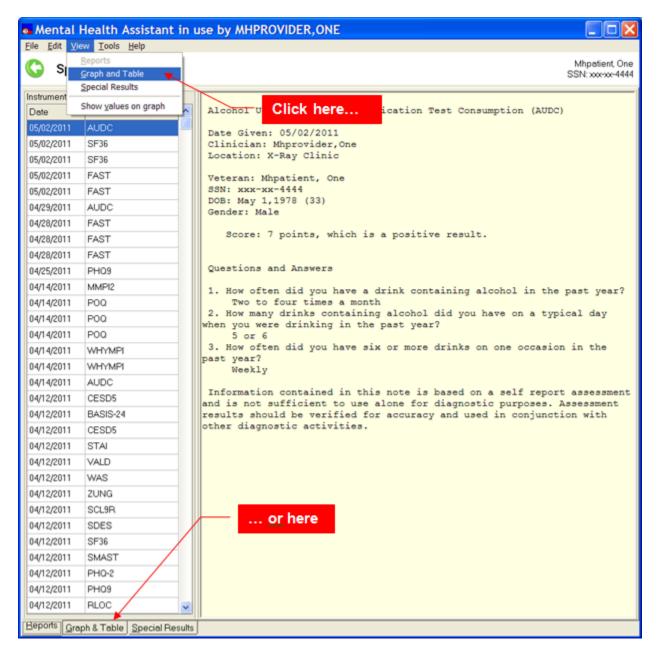
**Example:** Copying a report the Windows clipboard.

Example: Message displayed after copying to the clipboard

Information					
(į)	The report has been copied to the Windows clipboard. If you like, you may paste it into an open text document.				
	ок				

# **Switching Views in Instrument Results Review**

**Example:** There are two ways to switch between views on the **Instrument Results Review** form; click on the navigation tabs at the bottom-left of the form (using the key strokes ALT-R, ALT-G or ALT-S will also work), or, open the **View** menu option and select from one of the three views.



# Appending Comments to an Existing Record

#### Comments can be appended to existing reports in VistA:

- 1. Select the instrument to which to append comments
- 2. Click on the Tools | Append comments... menu item or right click on the highlighted administration.
- 3. The Comments Editor Form is displayed.
- 4. Type a new comment in the Comments Editor
- 5. Click on Save and Exit button in the Comments Editor
- 6. Comment appears appended to the administration's report text

#### **Example: Tools | Append Comments...**item

💁 Me	ntal	He	alth Assistan	t in use by MHPROVIDER,ONE
<u>F</u> ile <u>E</u>	dit <u>V</u> i	ew	<u>T</u> ools <u>H</u> elp	
C	Instr	um	Append Comme Delete administ METRIC Instrum	ration Det Click
Instrume	ents:		Special Report	Manual
Date		Nar	Special Report	rders Identification Test Consumption (AUDC)
05/04/	/2011	BUS	Options	2/2011
05/04/	/2011	BDI	2	Clinician: Mhprovider, One
05/04/	/2011	BHS		Location: X-Ray Clinic
05/04/	/2011	BOM	C	Veteran: Mhpatient, One
05/04/	/2011	BPR	S 🗧	SSN: xxx-xx-4444
05/04/	/2011	AUI	3	DOB: May 1,1978 (33)
05/04/	/2011	BAJ		Gender: Male
05/04/	/2011	BAM	I	Score: 7 points, which is a positive result.
05/04/	/2011	AIM:	5	
05/04/	/2011	ASS	IST	Questions and Answers
05/04/	2011	ATQ		
05/04/	/2011	ISMI		<ol> <li>How often did you have a drink containing alcohol in the past year? Two to four times a month</li> </ol>
05/03/	/2011	FAS	T	2. How many drinks containing alcohol did you have on a typical day
05/02/	/2011	AUD	C	when you were drinking in the past year?
05/02/	/2011	SF3	6	5 or 6 3. How often did you have six or more drinks on one occasion in the
05/02/	/2011	SF3	6	past year?
05/02/	/2011	FAS	т	Weekly
05/02/	/2011	FAS		Information contained in this note is based on a self report
05/01/	2011	COV	/s 💌	assessment and is not sufficient to use alone for diagnostic purposes.
				Assessment results should be verified for accuracy and used in
<u>Reports</u>	Graph	& Tab	ble <u>Special Results</u>	

🕒 Inst	trument P	lesults Re	wiew: AUDC Mhpatient, 01 SSN: xxxx-xx-44
nstruments:			
Date	Name	^	Alcohol Use Disorders Identification Test Consumption (AUDC)
05/04/2011	BUSS		Date Given: 05/02/2011
05/04/2011	BDI2		Clinician: Mhprovider,One
05/04/2011	BHS		Location: X-Ray Clinic
05/04/2011	BOMC		Veteran: Mhpatient, One
05/04/2011	BPRS	_	SSN: xxx-xx=4444
05/04/2011	AUIR		DOB: May 1,1978 (33)
05/04/2011	BAI		Gender: Male
05/04/2011	BAM		Score 7 points, wh
05/04/2011	AIMS		
05/04/2011	ASSIST		Questions and Answers
05/04/2011	ATQ		Adescrous and Auswers
05/04/2011	ISMI		1. How often did you have a drink containing alcohol in the past year?
05/03/2011	FAST		Two to four times a month 2. How many drinks containing alcohol did you have on a typical day
05/02/2011	AUDC		when you were drinking in the past year?
05/02/2011	SF36	<u>Append</u>	5 or 6
05/02/2011	SF36	Delete	3. Her often did you have six or more drinks on one occasion in the sast year?
05/02/2011	FAST	_	Weekly
05/02/2011	FAST		2. Click
05/01/2011	COWS	~	Information contained in this note is assessment and is not sufficient to use alone for diagnostic purposes.

**Example:** Right click on the desired administration to append.

**Example: Comments Editor** form displays **previous** and **new** comments.

Append Comments	
<u>Eile H</u> elp	
C AUDC 05/02/2011	Mhpatient, One SSN: xxx-xx-4444
Previous Comments	
None	
New Comments	
Type comments here	
Cancel	Save and Exit

**Example:** Save Comment and Exit.

Append Comments	
<u>File</u> <u>H</u> elp	
C AUDC 05/02/2011	Mhpatient, One SSN: xxx-xx-4444
Previous Comments	
None	
New Comments	
These are additional comments to the AUDC of 5/2/2011. Click	
<u>C</u> ancel	Save and Exit

**Example:** Comment added to a report.

🕒 Instr	ument Results F	Review: AUDC Mhpatient, O SSN: xxxrxxc-44
nstruments:		
Date	Name	<ul> <li>Alcohol Use Disorders Identification Test Consumption (AUDC)</li> </ul>
05/02/2011	AUDC	Date Given: 05/02/2011
05/02/2011	SF36	Clinician: Mhprovider, One
05/02/2011	SF36	Location: X-Ray Clinic
05/02/2011	FAST	Veteran: Mhpatient, One
05/02/2011	FAST	SSN: xxx=xx=4444
04/29/2011	AUDC	DOB: May 1,1978 (33) Gender: Male
04/28/2011	FAST	
04/28/2011	FAST	Score: 7 points, which is a positive result.
04/28/2011	FAST	
04/25/2011	PHQ9	Questions and Answers
04/14/2011	MMP12	1. How often did you have a drink containing alcohol in the past year
04/14/2011	POQ	Two to four times a month
04/14/2011	P00	2. How many drinks containing alcohol did you have on a typical day
04/14/2011	POQ	when you were drinking in the past year? 5 or 6
04/14/2011	WHYMPI	3. How often did you have six or more drinks on one occasion in the
04/14/2011	WHYMPI	Past year? Weekly Comment added
04/14/2011	AUDC	to report
04/12/2011	CESD5	Information contained in this note is based c
04/12/2011	BASIS-24	and is not sufficient to use alone for diagnostic purposes. Assessment results should be verified for accuracy and used in conjunction with
04/12/2011	CESD5	other diagnostic activities.
04/12/2011	STAI	
04/12/2011	VALD	
04/12/2011	WAS	Comments
04/12/2011	ZUNG	*** Comment Entered By: MHPROVIDER, ONE Comment Date: 5/2/2011
04/12/2011	SCL9R	12:20:33 PM
04/12/2011	SDES	These are additional comments to the AUDC of 5/2/2011.
04/12/2011	SF36	
04/12/2011	SMAST	
04/12/2011	PHO-2	
04/12/2011	PH09	
04/12/2011	BLOC	

# **Removing Data Entered in Error**

This function can be performed only by individuals who have access to the MHS Manager Functions in VistA, usually a Clinical Application Coordinator (CAC). The removal of data entered in error can be accomplished by the traditional roll-and-scroll method in VistA, or using MHA. This section describes the latter method; see Appendix C for the VistA instructions.

**IMPORTANT:** Data removed by either method will only remove the results of the administration of the instrument. Any progress notes, consult notes, etc., will not be removed.

Select the administration of the instrument you wish to remove. The instrument's name and the date of the administration will be highlighted, and its report will appear in the right window. In this example, notice that there are two administrations of the WHYMPI on 4/14/2011.

	ew <u>T</u> ools <u>H</u> elp	n use by MHPROVIDER,ONE
🕒 Instr	ument Results Revi	ew: AUDC Mhpatient. Or SSN: xxxexc-444
nstruments:		
Date	Name	Alcohol Use Disorders Identification Test Consumption (AUDC)
05/02/2011	AUDC	Date Given: 05/02/2011
05/02/2011	SF36	Clinician: Mhprovider,One
05/02/2011	SF36	Location: X-Ray Clinic
05/02/2011	FAST	Veteran: Mhpatient, One
05/02/2011	FAST	SSN: xxx-xx-4444
04/29/2011	AUDC	DOB: May 1,1978 (33) Gender: Male
04/28/2011	FAST	
04/28/2011	FAST	Score: 7 Points, Administration to be deleted
04/28/2011	FAST	
04/25/2011	PHQ9	Questions and Answers
04/14/2011	MMPI2	1. How often did you have a drink containing alcohol in the past year?
04/14/2011	POQ	Two to four times a month
04/14/2011	POQ	2. How many drinks containing alcohol did you have on a typical day
04/14/2011	POQ	when you were drinking in the past year? 5 or 6
04/14/2011		3. How often did you have six or more drinks on one occasion in the
04/14/2011	WHYMPI	past year? Weekly
04/14/2011	AUDC	HOOKLY
04/12/2011	CESD5	Information contained in this note is based on a self report assessmen and is not sufficient to use alone for diagnostic purposes. Assessment
04/12/2011	BASIS-24	results should be verified for accuracy and used in conjunction with
04/12/2011	CESD5	other diagnostic activities.
04/12/2011	STAI	
04/12/2011	VALD	
04/12/2011	WAS	Comments
04/12/2011	ZUNG	*** Comment Entered By: MHPROVIDER, ONE Comment Date: 5/2/2011
04/12/2011	SCL9R	12:20:33 PM
04/12/2011	SDES	These are additional comments to the AUDC of 5/2/2011.
04/12/2011	SF36	
04/12/2011	SMAST	
04/12/2011	PHQ-2	
04/12/2011	PHQ9	
	RLOC	

**Example:** An instrument's report is to be removed.

There are three ways to initiate the deletion process:

- 1) Select **Tools** | **Delete administration** from the menu.
- 2) Press the delete "DEL" key once an administration is highlighted.
- 3) Right click on the highlighted instrument, then select "Delete" from the pop-up menu.

These three methods are illustrated below.

lnstr	ew Tools Help		Mhpatien	
<b>V</b> 1100	Delete administrat		SSN: x00m0	(-444
nstruments:	METRIC Instrumer	It Reviews		-
Date	N Special Report Wit	ard n-Yale Multidimensiona	l Pain Inventory	
05/02/2011	A Options	n: 04/14/2014		
05/02/2011	SF36	Clinician: Mhprovider, One		
05/02/2011	SF36	Location: X-Ray Clinic		
05/02/2011	FAST	Veteran: Mhpatient, One	Click	
5/02/2011	FAST	SSN: xxx-xx-4444		
4/29/2011	AUDC	DOB: May 1,1978 (33)		
4/28/2011	FAST	Gender: Male		
04/28/2011	FAST	WHYMPI Scales		
04/28/2011	FAST			
	PH09	Part I Interference	0.25	
04/25/2011		Support	0.33	
04/14/2011	MMP12	Pain Severity	1.67	
04/14/2011	POQ	Life-Control Affective Distress	0.00	
04/14/2011	POQ	ALLOCUIVO DIDULODD	0100	
04/14/2011	POQ	Part II		
04/14/2011	WHYMPI	Negative Responses Solicitous Responses	0.00	
04/14/2011	WHYMPI	Distracting Responses	0.00	
04/14/2011	AUDC			
04/12/2011	CESD5	Part III Household Chores	0.00	
04/12/2011	BASIS-24	Outdoor Work	0.00	
04/12/2011	CESD5	Activities Away from Home	0.00	
04/12/2011	STAI	Social Activities General Activity	0.00	
04/12/2011	VALD	Constat Accivity	0.00	
04/12/2011	WAS			
04/12/2011	ZUNG	Questions and Answers		
04/12/2011	SCL9R	n		
04/12/2011	SDES	1. Please indicate who your sig	nificant other is:	
		Significant other:		
04/12/2011	SF36	Not asked (due to responses	to other questions)	
04/12/2011	SMAST	2. Do you currently live with t	his person?	
04/12/2011	PHQ-2	A1. Rate the level of your pain	at the present moment.	
04/12/2011	PHQ9	5		
04/12/2011	RLOC	A2. In general, how much does y	our pain problem interfere with your	

**Example:** Use the menu option to delete an administration.

**Example:** Right click on the mouse to see the **Delete** command in the pop-up window.

Mental	Health Assistant i	n u	se by MHPROVI
ile <u>E</u> dit <u>V</u> ie	ew <u>T</u> ools <u>H</u> elp		
	ument Results Revi		
	ument Results Rev	lew	
nstruments:			
Date		^	West Haven-Yal
05/02/2011	AUDC		Date Given: 04
05/02/2011	SF36		Clinician: Mhp
05/02/2011	SF36		Location: X-Ra
05/02/2011	FAST		Veteran: Mhpat
05/02/2011	FAST		SSN: xxx-xx-44
04/29/2011	AUDC		DOB: May 1,197 Gender: Male
04/28/2011	FAST		1. Right Clic
04/28/2011	FAST		WHYMPI Scales
04/28/2011	FAST		Part I
04/25/2011	PHQ9		Interference
04/14/2011	MMPI2		St 2. Click
04/14/2011	POQ		Pain Severit Life-Control
04/14/2011	POQ		Affective Di
04/14/2011	POQ		Part II
04/14/2011	WHYMPI		Negative Res
04/14/2011			Solicitous F
	opend		Distracting
04/12/2011	CESD5		Part III
	BASIS-24		Household Ch
04/12/2011			Outdoor Work Activities A
04/12/2011	CESD5		Social Activ
04/12/2011	STAI		General Acti
04/12/2011	VALD		
04/12/2011	WAS		
04/12/2011	ZUNG		Questions and
04/12/2011	SCL9R		1. Please indi

Once you press the delete "DEL" key, or one of the above methods, a warning dialog will appear.

**Example:** Warning dialog for deleting an administration.

1	1) This operation can not be reversed later.
•	2) Only the data are removed from VistA; any progress note, consults, etc. based on these data are not deleted or changed by this action.
	Are you sure you want to permanently delete the results of the WHYMPI administered on 04/14/2011?
	Yes No

If you are sure that the deletion is proper, click on the **Yes** button. If the data are removed successfully, the following prompt will appear. In addition, the list of instruments will have been refreshed.

ile Edit Vie			use by MHPROVIDER,ONE
	_	Results Revie	w: AUDC Mhpatient, 0 SSN: xxxxxx4
nstruments:			
Date	Name	<u>^</u>	Alcohol Use Disorders Identification Test Consumption (AUDC)
05/02/2011	AUDC		Date Given: 5/2/2011
05/02/2011	SF36		Clinician: Mhprovider, One
05/02/2011	SF36		Location: X-Ray Clinic
05/02/2011	FAST		Veteran: Mhpatient, One
05/02/2011	FAST		SSN: xxx-xx-4444
04/29/2011	AUDC		DOB: May 1,1978 (33) Gender: Male
04/28/2011	FAST	Information	
04/28/2011	FAST	mormation	
04/28/2011	FAST	(i) The data	a were deleted.
04/25/2011	PHQ9		
04/14/2011	MMPI2	Rememi	per that progress notes, consults, etc. are not deleted or changed by this process.
04/14/2011	POQ		
04/14/2011	POQ		n a typical day
04/14/2011	POQ		5 or 6
04/14/2011	WHYME	7	3. How often did you have six or more drinks on one occasion in the
04/14/2011	AUDC		past year? Weekly
04/12/2011	CESD5		WEEKIY
04/12/2011	BASIS-2	4	Information contained in this note is based on a self report assessment
04/12/2011	CESD5		and is not sufficient to use alone for diagnostic purposes. Assessment results should be verified for accuracy and used in conjunction with
04/12/2011	STAL		other diagnostic activities.
04/12/2011	VALD		
04/12/2011	WAS		
04/12/2011	ZUNG		Comments
04/12/2011	SCL9R		*** Comment Entered By: MHPROVIDER,ONE Comment Date: 5/2/2011
04/12/2011	SDES		12:20:33 PM
04/12/2011	SF36		These are additional comments to the AUDC of 5/2/2011.
04/12/2011	SMAST		These are additional comments to the AUDC of 5/2/2011.
04/12/2011	PHQ-2		
04/12/2011	PHQ9		
04/12/2011	RLOC		
0716/2011	SAL	~	

**Example**: Instruments results screen refreshed and the successful delete message is presented.

Notice that only one administration of the WHYMPI is listed for 4/14/2011.

# **Special Results Wizard**

The Special Results tab can be modified by the user. The order of the results of instruments can be arranged by the user. Also, responses to questions for a given instrument can be displayed.

**Example:** Opening the Special Results Wizard.

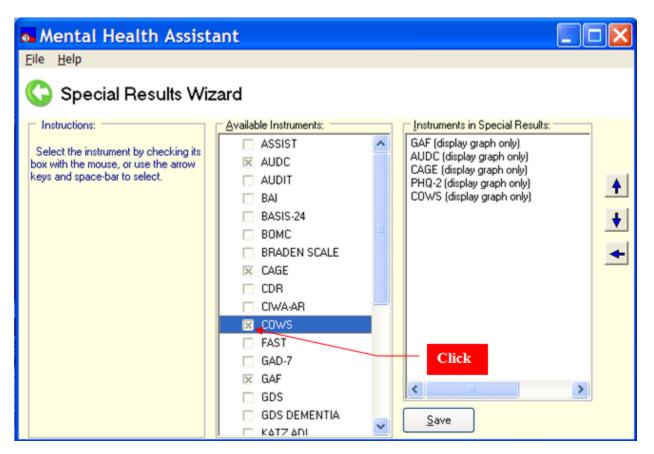
💁 Mental	Health A	ssistant in	use by M	HPROVIDER, ONE
<u>F</u> ile <u>E</u> dit <u>V</u> i	ew <u>T</u> ools	<u>H</u> elp		
🔇 Instr	ur _{Delet}	nd Comments te administration RIC Instrument Re	Del views	
Instruments:	Spec	ial Report Wizard.		
Date				a Rating
05/04/2011	CDF Optio	ons		4/2011
05/04/2011	WAI-SR			provider,One
05/04/2011	WAS	Loc	ation: X-R	ay Clinic
05/04/2011	ZUNG	Vet	eran: Mhna	tient, One Click
05/04/2011	SCL9R		: ххх-хх-4	
05/04/2011	SMAST		3: May 1,19	78 (33)
05/04/2011	STAI	Ger	der: Male	
05/04/2011	VALD	Den	entia Rati	ng
05/04/2011	SCL9R		CDR: 1	
05/04/2011	SDES	Que	stions and	Answers
05/04/2011	SF36			
05/04/2011	SLUMS	1.	Memory	
05/04/2011	PHQ9	acti	Moderate : vities	memory loss; more marked for :
			A	

**Example:** Special Results Wizard form.

Mental Health Assist     Eile Help     Special Results Wit			
Instructions: Select the instrument by checking its box with the mouse, or use the arrow keys and space-bar to select.	Available Instruments: ASSIST AUDC AUDIT BAI BASIS-24 BOMC BRADEN SCALE CAGE CDR CIWA-AR COWS FAST GAD-7 GAF GDS GDS DEMENTIA KATZ ADI	Instruments in Special Results: GAF (display graph only) AUDC (display graph only) CAGE (display graph only) PHQ-2 (display graph only) ( Save	4 4

The Special Results Wizard provides a simple method to add or remove the results of an instrument viewed in the Special Results tab; simply click on the instrument to toggle the check box.

**Example:** Adding the results of COWS administrations.



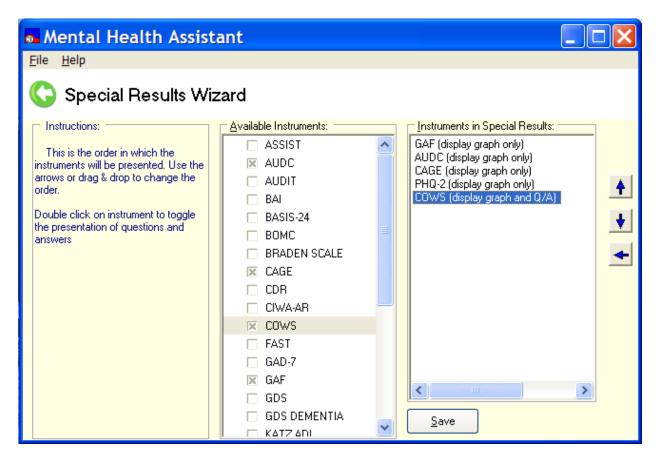
#### Changing the order of the results

The order of the results of the instruments can be changed using the up and down arrows. Click on the instrument's name in the "Instruments in Special Results" so that it is highlighted, then click on the up or down arrow to move it in the list.

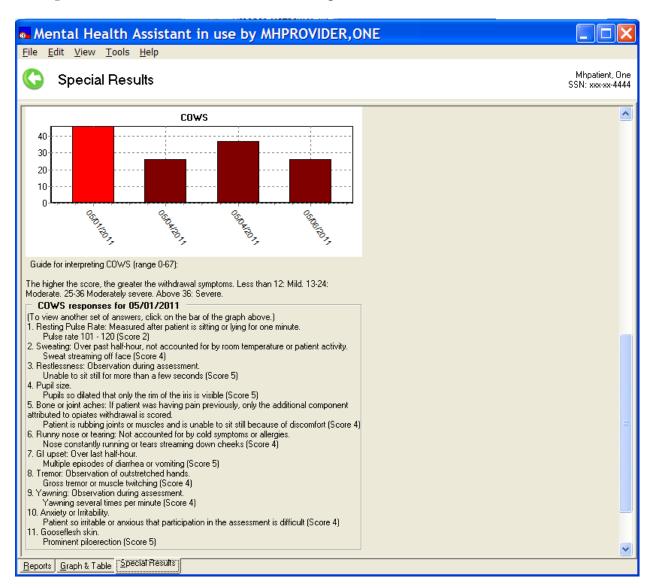
#### Displaying the results with or without the questions and answers

By double-clicking on the name of the instrument in the "Instruments in Special Results" window, the results of the instrument will be displayed with or without the questions and answers.

Example: Double-clicking on the COWS in the "Instruments in Special Results" window.



By clicking on the **Save** button the changes will be saved. To **cancel** the session with the Special Results Wizard, close the form by using the **File** | **Exit** menu option, or click on the left arrow, or, click on the "X" in the upper right-hand corner, or press the escape key "ESC."



Example: COWS administrations are added to Special Results tab.

By clicking on the bar on the graph, the questions and answers for that date will appear below the graph. In the example above, the results from 05/01/2011 are presented.

# **Exiting the Instrument Results Review Form**

To exit the Instruments Results Review form, **click** on the **File** | **Exit** menu item. The Instrument Results Review form will close and the user is returned to the MHA Main form. Alternately, you can press the "ESC" key, or click on the "X" in the upper right-hand corner of the form, or click on the left arrow.

#### **Example:** Exiting the **Instruments Results Review** form.

Select Patient.	Tools Help	
	sults Revie	ew: AUDIT One Mhpatic
Save As Print	:	5314. 2017/02/
	-	Click
Ext	Traulte	Alcohol Use Disorders Identification Te
01/15/2009	AUDIT	Click, or 1/15/2009
01/09/2009	BRADEN SCALE	Clinician: Mhprovider, One
12/12/2008	BOMC	Location: 1 Test (north)
12/02/2008	CAGE	Veteran: Mhpatient, One
12/01/2008	CAGE	SSN: xxx-xx-2412
12/01/2008	AUDIT	DOB: Feb 1,1922 (87) Gender: Female
11/24/2008	AUDIT	Gender: remaie
11/24/2008	AUDC	AUDIT Score: 0
12/08/2006	IEQ	A score of 8 or more indicates a strong likelihood of hazardous or harmful alcohol consumption.
11/20/2006	CAGE	
11/16/2006	CAGE	Questions and Answers
11/16/2006	CAGE	<ol> <li>How often do you have a drink containing alcohol? Never</li> </ol>
11/16/2006	CAGE	2. How many drinks containing alcohol do you have on a typical day
11/16/2006	CAGE	when you are drinking? Not asked (due to responses to other questions)
10/31/2006	CAGE	3. How often do you have six or more drinks on one occasion?
10/31/2006	AUDIT	Not asked (due to responses to other questions)
10/31/2006	AUDC	4. How often during the last year have you found that you were not able to stop drinking once you had started?
10/30/2006	AUDIT	Not asked (due to responses to other questions)
10/30/2006	CAGE	5. How often during the last year have you failed to do what was normally expected from you because of drinking?
0100/2000	OF YOL	Not asked (due to responses to other guestions)

Addiction Severity Index Manager Functions

# Orientation

The ASI Manager lists all previous interviews and makes it easy to view either the item report or narrative report for a selected interview.

Additional views of ASI data are provided. Both the **Domain Scores** and **Item Trends** functions present graphical and tabular data across multiple interviews. The Domain Scores option gives the user the opportunity to see either problem severity ratings or evaluation factor scores (see Alterman, et al., [1998] "New scales to assess change in the Addiction Severity Index for the opioid, cocaine, and alcohol dependent", *Psychology of Addictive Behavior*, 12, 233-246). The **Item Trends** option displays responses to selected individual items. It is hoped that these data views will help with treatment planning and treatment outcome monitoring.

A user-friendly interface for entering interview data is provided. This "New ASI" option enables staff to quickly enter data, to easily jump from one item to another, and to enter free text comments at any time. This option should greatly reduce data entry time, whether transcribing interview results from a paper form or entering them on-line during an interview. It is not a self-administered version of the ASI, though, and should not be used for patient entry of ASI responses.

**Example:** Addiction Severity Index Manager form

	Ma	in Menu		Selected pa	atient identification		
Mental H	ealth Assis	tant in u	se by MHPR	OVIDER,ONE			
<u>Eile E</u> dit <u>M</u> ev	v <u>T</u> ools <u>H</u> elp						
Ġ Addic	tion Severity	/ Index M	anager	<b></b>	Title bar	Mhpatien SSN: xxx-xx	
New -1	Previous ASI			Previous List	of		
Ne <u>w</u> -	Date	Type	<ul> <li>Ordered By</li> </ul>	A SIs	Status	Signed	1
E <u>d</u> it	4/22/2011	FULL	MHPROVID	ER,ONE	Incomplete	False	
Sign 👗	4/21/2011	FULL	MHPROVID	ER,ONE	Incomplete	False	
	2/18/2011	LITE	FINKELSTEIN	ALLAN	Pt Refused	True	
10 days since ast ASI	4/22/2010		ng buttons	ER,ONE	Unable to respond	False	
ACTIVE DUTY. Detoxificatio	He lists his n n Services pro	religious program on Apr	reference as Ot r 22, 2011. In	stion not answer her. He was admit the past 30 days, ent address for 9	tted to the , he has .		
This report i		inical Psych	LastASI days	ed in person on ; hpatient complete			
MEDICAL EMPLOYMENT ALCOHOL DRUG LEGAL	Severity Rati X X 3 3 1	ing Compos: 0.0( 0.7( 0.42 0.13 0.3(	000 053 260 333				
EMPLOYMENT ALCOHOL DRUG	X 3 3 1 X X X	0.00	000 053 260 333				

## Main Menu

The Main Menu offers user functions in the context of the ASI Manager form, such as tools and help.

## **Selected Patient Identification Label**

The Selected Patient Identification label displays information about who is the currently-selected patient within MHA. All functions performed in the ASI Manager form will apply to this patient.

## **Title Bar**

The Title Bar is a visual artifact that is used throughout MHA to display information about the context that applies to the current activity. In this case, the Title Bar displays the current instrument's name.

## List of Previously-Administered ASIs

This is the list of all ASIs that have been administered to the selected patient. The list is also used for selecting which ASI to process.

# **Report View**

The Report View displays an administration report in textual form, based on the patient's data stored in VistA for the selected administration.

# **Navigation Tabs**

These tabs are used to switch between the various views of the data.

# **ASI Editing Buttons**

The ASI Editing Buttons are used to create new ASIs or edit existing ones.

# **Days Since Last ASI Label**

The Days Since Last ASI label is a reminder about how long ago the current patient had an ASI.

# Determining the Number of Days since the Last ASI for Selected Patient

To determine when the last ASI was administered to the current patient, observe towards the middleleft of the ASI Manager form. Read the text label that states ""**x**" **days since last ASI**."

Multiplication       Multiplication         New       Previous ASI         Edit       Date       Type       Ordered By       Status       Signed         10 days since       A/22/2011       FULL       MHPROVIDER,ONE       Incomplete       False         2/18/2011       FULL       MHPROVIDER,ONE       Incomplete       False         2/18/2011       LITE       FINKELSTEINALLAN       PRefused       True         10 days since       1/22/2010       FULL       MHPROVIDER,ONE       Unable to respond       False         2/18/2011       LITE       FINKELSTEINALLAN       PRefused       True       1/22/2010       FULL       MHPROVIDER,ONE       Unable to respond       False         MHPATIENT, ONE       666-11-4444       ASI FULL on 04/22/2011 by: MHPROVIDER,ONE       ####################################	الال										
New       Date       Type       Ordered By       Status       Signed         Edit       4/22/2011       FULL       MHPROVIDER,ONE       Incomplete       False         Sign       4/21/2011       FULL       MHPROVIDER,ONE       Incomplete       False         10 days since       4/21/2011       FULL       MHPROVIDER,ONE       Incomplete       False         2/18/2011       LITE       FINKELSTEIN,ALLAN       PtRefused       True         4/22/2010       FULL       MHPROVIDER,ONE       Unable to respond       False         2/18/2011       LITE       FINKELSTEIN,ALLAN       PtRefused       True         4/22/2010       FULL       MHPROVIDER,ONE       Unable to respond       False         MHPATIENT, ONE       666-11-4444       ASI FULL on 04/22/2011 by: MHPROVIDER,ONE       ####################################	ient, On k-xx-444										
Edit       Type       Ordered By       Status       Signed         Edit       4/22/2011       FULL       MHPROVIDER,ONE       Incomplete       False         Sign       4/21/2011       FULL       MHPROVIDER,ONE       Incomplete       False         10 days since       4/21/2011       FULL       MHPROVIDER,ONE       Incomplete       False         2/18/2011       LITE       FINKELSTEIN,ALLAN       Pt Refused       True         4/22/2010       FULL       MHPROVIDER,ONE       Unable to respond       False         MHPATIENT, ONE       666-11-4444       ASI FULL on 04/22/2011 by: MHPROVIDER, ONE       ##### Unsigned Draft #####         MHPATIENT, ONE       666-11-4444       ASI FULL on 04/22/2011 by: MHPROVIDER, ONE       ####################################											
Sign       Incomplete       Incomplete       False         10 days since astASI       4/21/2011       FULL       MHPROVIDER,ONE       Incomplete       False         10 days since astASI       4/22/2010       FULL       MHPROVIDER,ONE       Unable to respond       False         MHPATIENT, ONE       666-11-4444       ASI FULL on 04/22/2011 by: MHPROVIDER,ONE       Unable to respond       False         MHPATIENT, ONE       666-11-4444       ASI FULL on 04/22/2011 by: MHPROVIDER,ONE       #####         MHPATIENT, ONE       666-11-4444       ASI FULL on 04/22/2011 by: MHPROVIDER,ONE         ##### Unsigned Draft #####       ####################################	2										
Sign       112       Interview conducted in person on Apr 22, 2011       112       Interview         10 days since       2/18/2011       LITE       FINKELSTEIN,ALLAN       Pt Refused       True         14/22/2010       FULL       MHPROVIDER,ONE       Unable to respond       False         MHPATIENT, ONE       666-11-4444       ASI FULL on 04/22/2011 by: MHPROVIDER,ONE       ##### Unsigned Draft #####         #####       Unsigned Draft #####       ****       PSYCHOSOCIAL HISTORY ****         GENERAL INFORMATION       Mr. Mhpatient is a 33 year old Hispanic-Other, f1 question not answered male       ACTIVE DUTY. He lists his religious preference as Other. He was admitted to the         Detoxification Services program on Apr 22, 2011. In the past 30 days, he has .       G19 QUESTION NOT APPLICABLE He has lived at his current address for 9 years, 9         Months.       This report is based on a full ASI interview conducted in person on Apr 22, 2011 by One Mhprovider, Clinical Psychologist. Mr. Mhpatient completed the interview.         Severity Rating Composite Score											
2/18/2011       LITE       FINKELSTEIN,ALLAN       Pt Refused       True         0 days since ast ASI       4/22/2010       FULL       MHPROVIDER,ONE       Unable to respond       False         MHPATIENT, ONE       666-11-4444       ASI FULL on 04/22/2011 by: MHPROVIDER,ONE       ************************************											
Ast ASI     POLL     MHPROVIDER, ONE     Onable to respond     Paise       MHPATIENT, ONE     666-11-4444     ASI FULL on 04/22/2011 by: MHPROVIDER, ONE     ##### Unsigned Draft #####       ****     PSYCHOSOCIAL HISTORY ***       GENERAL INFORMATION       Mr. Mhpatient is a 33 year old Hispanic-Other, fl question not answered male       ACTIVE DUTY. He lists his religious preference as Other. He was admitted to the       Detoxification Services program on Apr 22, 2011. In the past 30 days, he has .       G19 QUESTION NOT APPLICABLE He has lived at his current address for 9 years, 9       months.       This report is based on a full ASI interview conducted in person on Apr 22, 2011 by One Mhprovider, Clinical Psychologist. Mr. Mhpatient completed the       interview.       Severity Rating Composite Score											
MHPATIENT, ONE 666-11-4444 ASI FULL on 04/22/2011 by: MHPROVIDER, ONE ##### Unsigned Draft ##### **** PSYCHOSOCIAL HISTORY *** GENERAL INFORMATION Mr. Mhpatient is a 33 year old Hispanic-Other, f1 question not answered male ACTIVE DUTY. He lists his religious preference as Other. He was admitted to the Detoxification Services program on Apr 22, 2011. In the past 30 days, he has . G19 QUESTION NOT APPLICABLE He has lived at his current address for 9 years, 9 months. This report is based on a full ASI interview conducted in person on Apr 22, 2011 by One Mhprovider, Clinical Psychologist. Mr. Mhpatient completed the interview. Severity Rating Composite Score											
2011 by One Mhprovider, Clinical Psychologist. Mr. Mhpatient completed the interview. Severity Rating Composite Score	Detoxification Services program on Apr 22, 2011. In the past 30 days, he has . G19 QUESTION NOT APPLICABLE He has lived at his current address for 9 years, 9										
	2011 by One Mhprovider, Clinical Psychologist. Mr. Mhpatient completed the										
MEDICAL X 0.0000											
EMPLOYMENT X 0.7053											
ALCOHOL 3 0.4260 DRUG 3 0.1333											
LEGAL 1 0.3067											
FAMILY X PSYCHIATRIC X											

**Example:** The last ASI for this patient was administered 10 days ago.

#### **Selecting a Previous Interview**

To select from previously administered interviews, click on the row for the desired interview from the table that lists all previous interviews (upper section of form). The clicked row will be highlighted, and the corresponding report type (Item or Narrative) will be shown below the table.

**Example:** The ASI interview dated 4/22/2011 is selected, and the Narrative Report is shown below.

Mental Health Assistant in use by MHPROVIDER,ONE												
<u>F</u> ile <u>E</u> dit <u>V</u> iew	<u>T</u> ools <u>H</u> elp											
C Addiction Severity Index Manager												
New -	Previous ASI											
	Date	Туре	Ordered By		Status	Signed	^					
E <u>d</u> it	4/22/2011	FULL	MHPROVIDE	R,ONE	Incomplete	False						
<u>S</u> ign	4/21/2011	FULL	MHPROVIDE	R,ONE	Incomplete	False						
	2/18/2011	LITE	FINKELSTEIN,	ALLAN	Pt Refused	True						
10 days since last ASI	4/22/2010	FULL	MHPROVIDE	R,ONE	Unable to respond	False	~					
							~					
MHPATIENT, ONE 666-11-4444 ASI FULL on 04/22/2011 by: MHPROVIDER, ONE												
##### Unsigned Draft ##### *** PSYCHOSOCIAL HISTORY ***												
GENERAL INFORMATION												
Mr. Mhpatient is a 33 year old Hispanic-Other,f1 question not answered male ACTIVE DUTY. He lists his religious preference as Other. He was admitted to the												
Detoxification Services program on Apr 22, 2011. In the past 30 days, he has . G19 QUESTION NOT APPLICABLE He has lived at his current address for 9 years, 9												
G19 QUESTION NOT APPLICABLE He has lived at his current address for 9 years, 9 months.												
This report is based on a full ASI interview conducted in person on Apr 22,												
2011 by One Mhprovider, Clinical Psychologist. Mr. Mhpatient completed the interview.												
MEDICAL	Severity Rating Composite Score MEDICAL X 0.0000											
EMPLOYMENT	х	0.705	3									
ALCOHOL	3 0.4260											
DRUG LEGAL	3 1	0.133										
FAMILY	x											
PSYCHIATRIC	х						~					
Narrative Repor	t Item Report I	ltem T <u>r</u> ends	D <u>o</u> main Scores									

## Selecting a Report Type

To select a report type, click on a navigation tab at the bottom of the form. Switch between **Narrative Report** and **Item Report**. The selected report type will be shown for the selected (highlighted) interview.

**Example:** The Item Report for the 4/22/2011 interview is shown. Note that more than one ASI record must be available for displaying the Domain Scores or Item Trends tabs.

	Health Assis w <u>T</u> ools <u>H</u> elp	tant in u	se by MHPROVIDER,ON			
•	tion Severity	/ Index M	anager		Mhpatien SSN: x00+90	
[]	Previous ASI					
Ne <u>w</u> -	Date	Туре	Ordered By	Status	Signed	^
E <u>d</u> it	4/22/2011	FULL	MHPROVIDER, ONE	Incomplete	False	
Sign	4/21/2011	FULL	MHPROVIDER, ONE	Incomplete	False	
0 days since	2/18/2011	LITE	FINKELSTEIN, ALLAN	Pt Refused	True	
ast ASI	4/22/2010	FULL	MHPROVIDER, ONE	Unable to respond	False	~
	GENERAL IN	FORMATION ·	d Draft #####			
Naz		FORMATION ·	d Draft #####			
Nam SS No dmission Dat Intervie Time Begu Time Ende Contact Coo Clas Gende	GENERAL IN ME: MHDATFENT, C D.: 666914444 te: ADR 22, 201 au:	2. Click	d Draft #####			
Nam SS No Admission Dat Intervie Time Begu Time Ende Contact Coo Clas Gende Transcrive Interviewe	GENERAL IN ME: MHDATFENT, C D.: 666714444 te: ADR 22, 201 M: M: M: M: M: M: M: M: M: M:	2. Click	d Draft #####			

## **Restarting an Unsigned ASI**

**NOTE:** This option can be used to complete, edit, or sign an unsigned ASI.

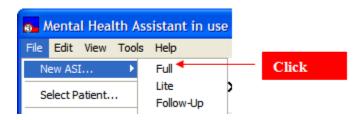
**Example:** To restart an unsigned ASI, select an unsigned ASI in the table that lists previous ASIs on the ASI Manager. Click on the **Edit** button. The data entry form will appear, and previous answers will be inserted.

and the second se		tant in u	se by MHPROVIDER, ONE	Ða		
Eile Edit View	tion Severit	y Index M	anaç 1. Select		Mhpatien SSN: xxx-xx	
	Previous ASI	/				
Ne <u>w</u> •	Date	Type	Ordered By	Status	Signed	^
Edit	4/22/2011	FULL	MHPROVIDER, ONE	Incomplete	False	
Sign	4/21/2011	FULL	MHPROVIDER, ONE	Incomplete	False	
	2/18/2011	LITE	FINKELSTEIN, ALLAN	Pt Refused	True	
10 days since last ASI	4/22/2010	FULL	MHPROVIDER.ONE	Unable to respond	False	~
GENERAL INFOR	2. Click	old Hispan	FULL on 04/22/2011 by: MHPRO ad Draft ##### L HISTORY *** ic-Other,fl question not answe reference as Other. He was adm	red male		•
GENERAL INFOR Mr. Mhpatient ACTIVE DUTY. Detoxificatio	2. Click MARICA is a 33 year He lists his on Services pro-	old Hispan: religious p: ogram on Ap:	ed Draft ##### L HISTORY *** ic-Other,fl question not answe	red male itted to the 's, he has .		~
GENERAL INFOR Mr. Mnpatient ACTIVE DUTY. Detoxificatio G19 QUESTION months. This report i	2. Click MARICH States a 33 year He lists his on Services pr NOT APPLICABL	old Hispan religious p ogram on Ap E He has liv	ed Draft ##### L HISTORY *** ic-Other,fl question not answe reference as Other. He was adm r 22, 2011. In the past 30 day	red male itted to the s, he has . 9 years, 9 Apr 22,		
GENERAL INFOR Mr. Mnpatient ACTIVE DUTY. Detoxificatio G19 QUESTION months. This report i 2011 by One 3	2. Click MARICH States a 33 year He lists his on Services pr NOT APPLICABL	old Hispan religious p ogram on Ap E He has liv full ASI invi	ed Draft ##### L HISTORY *** ic-Other,fl question not answe reference as Other. He was adm r 22, 2011. In the past 30 day wed at his current address for terview conducted in person on hologist. Mr. Mhpatient comple	red male itted to the s, he has . 9 years, 9 Apr 22,		
GENERAL INFOR Mr. Mhpatient ACTIVE DUTY. Detoxificatio G19 QUESTION months. This report 1 2011 by One 3 interview. MEDICAL	2. Click WATTON t is a 33 year He lists his is on Services pr NOT APPLICABL is based on a faprovider, Cl Severity Rat X	old Hispan: religious program on Ap- E He has lit full ASI int inical Psych ing Compos 0.00	ed Draft ##### L HISTORY *** ic-Other,f1 question not answe reference as Other. He was adm r 22, 2011. In the past 30 day wed at his current address for terview conducted in person on hologist. Mr. Mhpatient comple ite Score	red male itted to the s, he has . 9 years, 9 Apr 22,		•
GENERAL INFO Mr. Mhpatient ACTIVE DUTY. Detoxificatic G19 QUESTION months. This report i 2011 by One > interview. MEDICAL EMPLOYMENT	2. Click MARICH States a 33 year He lists his on Services pr NOT APPLICABL s based on a fhprovider, Cl Severity Rat: X	old Hispan religious p ogram on Ap E He has liv full ASI inv inical Psych ing Compos: 0.0 0.7	ed Draft ##### L HISTORY *** ic-Other,fl question not answe reference as Other. He was adm r 22, 2011. In the past 30 day wed at his current address for terview conducted in person on hologist. Mr. Mhpatient comple ite Score 200	red male itted to the s, he has . 9 years, 9 Apr 22,		
GENERAL INFO Mr. Mnpatient ACTIVE DUTY. Detoxificatio G19 QUESTION months. This report i 2011 by One b interview. MEDICAL EMPLOYMENT ALCOHOL	2. Click MARION : is a 33 year He lists his on Services pr NOT APPLICABL :s based on a : Chprovider, Cl. Severity Rat: X 3	old Hispan religious program on Apr E He has liv full ASI inv inical Psych ing Compos 0.00 0.7 0.42	ed Draft ##### L HISTORY *** ic-Other,fl question not answe reference as Other. He was adm r 22, 2011. In the past 30 day wed at his current address for terview conducted in person on hologist. Mr. Mhpatient comple ite Score 000 053 260	red male itted to the s, he has . 9 years, 9 Apr 22,		
GENERAL INFOS Mr. Mhpatient ACTIVE DUTY. Detoxificatio G19 QUESTION months. This report is 2011 by One b interview. MEDICAL EMPLOYMENT ALCOHOL DRUG	2. Click WATTON : is a 33 year He lists his on Services pr NOT APPLICABL :s based on a : Approvider, Cl. Severity Rat: X X 3 3	old Hispan religious program on Apr Full ASI in full ASI in inical Psych ing Compos 0.0 0.7 0.4 0.4 0.1	ed Draft ##### L HISTORY *** ic-Other,f1 question not answe reference as Other. He was adm r 22, 2011. In the past 30 day wed at his current address for terview conducted in person on hologist. Mr. Mhpatient comple lite Score 000 053 260 333	red male itted to the s, he has . 9 years, 9 Apr 22,		
GENERAL INFO Mr. Mnpatient ACTIVE DUTY. Detoxificatio G19 QUESTION months. This report i 2011 by One b interview. MEDICAL EMPLOYMENT ALCOHOL	2. Click MARION : is a 33 year He lists his on Services pr NOT APPLICABL :s based on a : Chprovider, Cl. Severity Rat: X 3	old Hispan religious program on Apr E He has liv full ASI inv inical Psych ing Compos 0.00 0.7 0.42	ed Draft ##### L HISTORY *** ic-Other,f1 question not answe reference as Other. He was adm r 22, 2011. In the past 30 day wed at his current address for terview conducted in person on hologist. Mr. Mhpatient comple lite Score 000 053 260 333	red male itted to the s, he has . 9 years, 9 Apr 22,		

## Starting a New ASI

To start a New ASI, **click** on the **New ASI** button, and then **click** on the **Full** menu item. There are two types of New ASI data which can be entered: **Full** or **Lite**. The ASI data entry form will appear, and will be formatted corresponding to the choice made by the user: Full or Lite.

**Example:** File | New ASI... menu item



Example: The Addiction Severity Index Manager form.

ile Edit Viev	v <u>T</u> ools <u>H</u> elp					
	tion Severity	/ Index M			Mhpatien SSN: xxx-xx	
New -	Previous ASI	Type	Ordered By	Status	Signed	^
Eull	22/2011	FULL	MHPROVIDER.ONE	Incomplete	False	
Lite	21/2011	FULL	MHPROVIDER.ONE	Incomplete	False	
Follow-Up	2/12/2011	LITE	FINKELSTEINALLAN	Pt Refused	True	-
days since		FULL			False	-
stASI	4/22/2010	FULL	MHPROVIDER, ONE	Unable to respond	raise	~
ENERAL INFOR	MATION is a 33 year	old Hispan	LL on 04/22/2011 by: MHPRO Draft ##### L HISTORY *** ic-Other,fl question not answe	ered male		
ENERAL INFOR r. Mhpatient CTIVE DUTY. etoxificatio 19 QUESTION	MATION is a 33 year He lists his : n Services pro	old Hispan religious p ogram on Ap	Draft ##### L HISTORY ***	ered male witted to the rs, he has .		
CTIVE DUTY. etoxificatio 19 QUESTION onths. his report i	MATION is a 33 year He lists his : Nor applicable s based on a :	old Hispan religious p ogram on Ap E He has liv full ASI in:	Draft ##### L HISTORY *** ic-Other,fl question not answe reference as Other. He was adm r 22, 2011. In the past 30 day	ered male witted to the rs, he has . : 9 years, 9 h Apr 22,		
ENERAL INFOR T. Mhpatient CTIVE DUTY. etoxificatio 19 QUESTION conths. his report i 011 by One M	MATION is a 33 year He lists his : Nor applicable s based on a :	old Hispan religious p ogram on Ap E He has liv full ASI in inical Psycl	Draft ##### L HISTORY *** ic-Other,fl question not answe reference as Other. He was adm r 22, 2011. In the past 30 day wed at his current address for terview conducted in person on hologist. Mr. Mnpatient comple	ered male witted to the rs, he has . : 9 years, 9 h Apr 22,		
ENERAL INFOR r. Mhpatient CTIVE DUTY. etoxificatio 19 QUESTION onths. his report i 011 by One M nterview. MEDICAL	MATION is a 33 year He lists his : NoT APPLICABL s based on a : hprovider, Cl: Severity Rat: X	old Hispan religious p ogram on Ap E He has liv full ASI in inical Psyci ing Compos 0.00	Draft ##### L HISTORY *** ic-Other,fl question not answe reference as Other. He was adm r 22, 2011. In the past 30 day wed at his current address for terview conducted in person on hologist. Mr. Mhpatient comple ite Score 000	ered male witted to the rs, he has . : 9 years, 9 h Apr 22,		
ENERAL INFOR r. Mhpatient CTIVE DUTY. etoxificatio 19 QUESTION onths. his report i 011 by One M nterview. MEDICAL EMPLOYMENT	MATION is a 33 year He lists his : n Services pro NOT APPLICABL s based on a : hprovider, Cl: Severity Rat: X	old Hispan religious p ogram on Ap E He has liv full ASI inv inical Psych ing Compos 0.0 0.7	Draft ##### L HISTORY *** ic-Other,fl question not answe reference as Other. He was adm r 22, 2011. In the past 30 day wed at his current address for terview conducted in person on hologist. Mr. Mhpatient comple ite Score 000 053	ered male witted to the rs, he has . : 9 years, 9 h Apr 22,		
ENERAL INFOR r. Mhpatient cTIVE DUTY. etoxificatio 19 QUESTION onths. his report i 011 by One M nterview. MEDICAL EMPLOYMENT ALCOHOL	MATION is a 33 year He lists his : NOT APPLICABLI s based on a : hprovider, Cl: Severity Rat: X 3	old Hispan: religious p ogram on Ap: E He has liv full ASI inv inical Psycl ing Compos 0.0 0.7 0.4	Draft ##### L HISTORY *** ic-Other,fl question not answe reference as Other. He was adm r 22, 2011. In the past 30 day wed at his current address for terview conducted in person on hologist. Mr. Mhpatient comple ite Score 000 053 260	ered male witted to the rs, he has . : 9 years, 9 h Apr 22,		
ENERAL INFOR r. Mhpatient CTIVE DUTY. etoxificatio 19 QUESTION onths. his report i 011 by One M nterview. MEDICAL EMPLOYMENT ALCOHOL DRUG	MATION is a 33 year He lists his : NOT APPLICABL s based on a : hprovider, Cl: Severity Rat: X X 3 3	old Hispan religious p ogram on Ap E He has liv full ASI in inical Psych ing Compos 0.0 0.7 0.4 0.4 0.1	Draft ##### L HISTORY *** ic-Other,fl question not answe reference as Other. He was adm r 22, 2011. In the past 30 day wed at his current address for terview conducted in person on hologist. Mr. Mhpatient comple ite Score 000 053 260 333	ered male witted to the rs, he has . : 9 years, 9 h Apr 22,		
ENERAL INFOR r. Mhpatient cTIVE DUTY. etoxificatio 19 QUESTION onths. his report i 011 by One M nterview. MEDICAL EMPLOYMENT ALCOHOL	MATION is a 33 year He lists his : NOT APPLICABLI s based on a : hprovider, Cl: Severity Rat: X 3	old Hispan: religious p ogram on Ap: E He has liv full ASI inv inical Psycl ing Compos 0.0 0.7 0.4	Draft ##### L HISTORY *** ic-Other,fl question not answe reference as Other. He was adm r 22, 2011. In the past 30 day wed at his current address for terview conducted in person on hologist. Mr. Mhpatient comple ite Score 000 053 260 333	ered male witted to the rs, he has . : 9 years, 9 h Apr 22,		

When the ASI data entry form first begins, it highlights the first item. The first item, G3, is automatically set to the user's last selection. In addition, the fields "G4. Date of Admission" and "G5. Date of Interview," contains today's date as defaults; field "G9. Contact Type" is set to "1. In person" and "G11. Interviewer" and "G11a. Ordered By" are set to the staff member who logged on to MHA; field "G12. Special" is set to "N. Interview completed."

ASI Type	Items with default values
Full	G4, G5, G8, G9, G11, G11a and G12.
Lite	G3, G4, G5, G8, G9, G11 and G11a.
Follow-up	G3, G4, G5, G8, G9, G11, G11a and G12.

**Example:** G8 is "grayed-out" because it is not modifiable. However, G8 displays the selected ASI type.

Addiction Severity Index
File Tools Help
General Information
G3. Program Type: In <mark>patient Acute Care</mark>
G4. Date of Admission: 3/10/2005 💌 G5. Date of Interview: 3/10/2005 💌
G8. Interview Form (ASI Type): G9. Contact Type:
🗹 1. Fuli Intake 🔲 2. Lite Intake 🔲 3. Follow-up 🗹 1. In person 🗌 2. Phone
G11. Interviewer : Mhprovider1,One
G11a. Ordered By : Mhprovider1,One
G12. Special:
1. Patient terminated     3. Patient unable to respond
2. Patient refused
*G14. How long have you lived at this address? Years:
G15. Is this residence owned by you or your family?
0. No 1. Yes X. Not Answered
1. White (not Hispanic) 4. Alaskan Native 7. Hispanic - Puerto Rican
2. Black (not Hispanic) 5. Asian or Pacific Islander 🔲 8. Hispanic - Cuban
🔲 3. American Indian 👘 6. Hispanic - Mexican 📄 9. Other Hispanic
G18. Religious Preference
General Comments:
G General Info M Medical E Employment D Drug/Alcohol L Legal H Family Hx F Social P Psychia ◀ ►
Click on down arrow for list of programs. F1 for help.

## Saving a Report, Graph or Table to a File

To save a graph, report or table, **click** on **File** | **Save As...** menu item and then click on Graph, Report or Table. To save a graph or a table, the "Graph & Table" tab must be selected first.

The following types of reports are available:

- Narrative Report
- Item Report
- Item Trends Report
- Items Trends Graph
- Domain Scores Report
- Domain Scores Graph

Select the report or graph types by clicking on each of the four tabs at the bottom of the form.

**Example:** A message dialog appears that asks the user to enter a filename and storage location for the table, report or graph file to be saved. A graph is saved as a bitmap, a table is saved as an Excel file and a report is saved as a text file.

File Edit View 1 New ASI Select Patient	•	ex Manag	jer		One Mhp SSN: xxx-xx	
Save As Print	Report     Table	Type	Click	Status	Signed	
Exit	Graph	LITE	MHPROVIDER NEW	Completed	True	
	06/13/2006	LITE	MHPROVIDER, NEW	Incomplete	False	
	02/08/2006	LITE	MHPROVIDER.NEW	Completed	True	
ast ASI HHPATIENT, ONE	***		MHPROVIDER NEW	Ready to sign	False	
GENERAL INFOR Hs. Hhpatient She lists her Consultation/ been in a com years, 3 mont This report i	000-00-2412 *** MATION is a 87 year religious pr Liaison progr trolled envir hs. s based on an hprovider. Ms	ASI PSYCHOSOCIA old White eference as an on Dec C onment. She ASI Lite i	LITE on 12/08/2006 by: MHPR L HISTORY *** (not Hisp), married female NSG Protestant. She was admitted 8, 2006. In the past 30 days, has lived at her current add nterview conducted in person of completed the interview.	Ready to sign DVIDER, NEW C veteran. to the she has not ress for 3	False	-

#### Example: Save As form.

Save As			? 🛛	
Save in: 📋 My Doci	uments	• + 🗈 (	* 🎟 •	
Annual Leave Creator eclipse ElementK Classes Email Archive JGAF	MHA3 My eBooks My Music My Pictures My Received Files My Videos	My Virtual Ma	bmp	filename, or fault
File name: Test So	cores.bmp		Save	
Save as type: Bitmap	files (*.bmp)	•	Cancel	

#### Printing a Report, Graph, or Table

To print a graph, report, or table, **click** on **File** | **Print** menu item and then **click** on Graph, Report, Table item. A copy of the table, report, or graph is sent directly to the default printer.

The following types of reports are available:

- Narrative Report
- Item Report
- Item Trends Report
- Items Trends Graph
- Domain Scores Report
- Domain Scores Graph

**Example:** Printing a Report, Graph, or Table.

New ASI	erity Inde	ex Manag	ler		One Mhp SSN: xxx=xx	
Select Patient	_				5514.000-00	(-2412
Save As	<ul> <li>ivious ASI</li> </ul>					
Print	Report     Table	Type	Ordered By	Status	Signed	1
Exit	Graph	DATE	MHPROVIDER NEW	Completed	True	
	06/13/2006	LITE	M Click NEW	Incomplete	False	
	02/08/2006	LITE	MHPROVIDERNEW	Completed	True	
380 days since ast ASI MHPATIENT, ONE GENERAL INFOR			MHPROVIDER NEW	Ready to sign	False	2
astASI MHPATIENT, ONE GENERAL INFOR Ms. Mhpatient She lists her Consultation/ been in a con years, 3 mont This report i	000-00-2412 *** MATION is a 87 year religious pro Liaison progr trolled envir hs. s based on an	ASI PSYCHOSOCIA old White eference as am on Dec 0 onment. She ASI Lite i	LITE on 12/08/2006 by: MHPR	OVIDER,NEW C veteran. to the she has not ress for 3	False	-
estASI MHPATIENT, ONE GENERAL INFOR Ms. Mhpatient She lists her Consultation/ been in a con years, 3 mont This report i	000-00-2412 *** MATION is a 87 year religious pr Liaison progr. trolled envir hs. s based on an hprovider. Hs	ASI PSYCHOSOCIA old White eference as am on Dec 0 onment. She ASI Lite i	LITE on 12/08/2006 by: MHPR L HISTORY *** (not Hisp), married female NS Protestant. She was admitted 88, 2006. In the past 30 days, has lived at her current add nterview conducted in person completed the interview.	OVIDER,NEW C veteran. to the she has not ress for 3	False	

## Copying a Report, Graph, or Table to the Windows Clipboard

To copy a report, graph, or table to the Windows clipboard, click on **Edit** | **Copy** menu item and then click on Graph, Report or Table. A copy of the table, report or graph is sent to the Clipboard. The contents of the Clipboard can then be pasted onto an MS Word or Excel document.

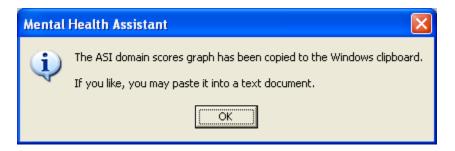
The following types of reports are available:

- Narrative Report
- Item Report
- Item Trends Report
- Items Trends Graph
- Domain Scores Report
- Domain Scores Graph

Example: Copying a Report, Graph, or Table to the Windows Clipboard.

👝 Mental Health	Assistant in us	e by MHPROV	IDER,ONE				
File Edit View To	ols Help						
Ad ASI	Report Table Graph Previous AS	× Man C	lick			One Mhpa SSN: xxx+xx-2	
Ne <u>w</u> •	Date	Type	Ordered By		Status	Signed	
E <u>d</u> it	12/08/2006	LITE	MHPROVIDER	NEW	Completed	True	
	06/13/2006	LITE	MHPROVIDER	NEW	Incomplete	False	
	02/08/2006	LITE	MHPROVIDER	NEW	Completed	True	
880 days since last ASI	02/08/2006	LITE	MHPROVIDER	NEW	Ready to sign	False	~
She lists her Consultation/L been in a cont years, 3 month This report is	*** p ATION is a 87 year religious pre iaison progra rolled enviro s. based on an provider. Ms.	SYCHOSOCIAL old White (r ference as J a on Dec 08, nment. She F ASI Lite int	HISTORY *** not Hisp), marris Protestant. She 2006. In the p as lived at her erview conducts completed the in pre	2006 by: MHPROVIDER, ied female NSC veter: was admitted to the bast 30 days, she has c current address for ed in person on Dec ( hterview.	an. s not r 3		
Narrative Report	Item Report	Item T <u>r</u> ends	Domain Scores				

**Example:** Message displayed after copying to the clipboard.



# Navigating through the Different Views on the ASI Manager Form

To navigate, **click** on **View** and then **click** on any of the following **menu entries:** 

- Narrative Report
- Item Report
- Item Trends
- Domain Scores

**Example:** The four tabs at the bottom of the form do the same thing.

C Ac It	v <u>Tools H</u> elp arrative Report em Report em Trends	ex M	lanager		Mhpatien SSN: xxx-xx	
Ne <u>w</u> D	omain Scores how Graph Labe	pe	Or Click	Status	Signed	
Edit	Trizerzonni	THOLL	MI	Incomplete	False	
Sign	4/21/2011	FULL	MHPROVIDER.ONE	Incomplete	False	
2.9.	2/18/2011	LITE	FINKELSTEIN ALLAN	Pt Refused	True	-
0 days since	4/22/2010	FULL	MHPROVIDER.ONE	Unable to respond	False	
GENERAL INFOR Mr. Mnpatient ACTIVE DUTY.	MATION is a 33 year He lists his	old Hispan religious p	FULL on 04/22/2011 by: MHPRC ed Draft ##### L HISTORY *** ic-Other,f1 question not answe reference as Other. He was adm	red male litted to the		
SENERAL INFOR Ir. Mhpatient ACTIVE DUTY. Detoxificatio 219 QUESTION	# MATION is a 33 year He lists his n Services pr	old Hispan religious p	ed Draft ##### L HISTORY *** ic-Other,fl question not answe	red male witted to the rs, he has .		
ENERAL INFOR Ir. Mhpatient ACTIVE DUTY. Detoxificatio 519 QUESTION Months. This report i 2011 by One M	* MATION is a 33 year He lists his n Services pr NOT APPLICABL s based on a	old Hispan religious p ogram on Ap E He has liv	ed Draft ##### L HISTORY *** ic-Other,fl question not answe reference as Other. He was adm r 22, 2011. In the past 30 day	red male witted to the rs, he has . : 9 years, 9 wars, 9	1	
SENERAL INFOR I. Mhpatient ACTIVE DUTY. Detoxificatio P19 QUESTION Months. This report i 1011 by One M Interview.	# MATION is a 33 year He lists his n Services pr NOT APPLICABL s based on a hprovider, Cl Severity Rat:	old Hispan religious p ogram on Ap E He has liv full ASI in inical Psych	ed Draft ##### L HISTORY *** ic-Other, fl question not answe reference as Other. He was adm r 22, 2011. In the past 30 day wed at his current address for terview conducted in person or hologist. Mr. Mhpatient comple ite Score	red male witted to the rs, he has . . 9 years, 9 wars, 9		
GENERAL INFOR A. Magazient ACTIVE DUTY. Netoxificatio 19 QUESTION Months. Chis report i 2011 by One M Interview. MEDICAL	# MATION is a 33 year He lists his in Services pr NOT APPLICABL s based on a hprovider, Cli Severity Rat X	old Hispan religious p ogram on Ap E He has liv full ASI in inical Psych ing Compos 0.00	ed Draft ##### L HISTORY *** ic-Other, fl question not answe reference as Other. He was adm r 22, 2011. In the past 30 day wed at his current address for terview conducted in person on hologist. Mr. Mhpatient comple ite Score	red male witted to the rs, he has . . 9 years, 9 wars, 9		
SENERAL INFOR I. Mhpatient ACTIVE DUTY. Detoxificatio P19 QUESTION Months. This report i 1011 by One M Interview.	# MATION is a 33 year He lists his n Services pr NOT APPLICABL s based on a hprovider, Cl Severity Rat:	old Hispan religious p ogram on Ap E He has liv full ASI in inical Psych	ed Draft ##### L HISTORY *** ic-Other, fl question not answe reference as Other. He was adm r 22, 2011. In the past 30 day wed at his current address for terview conducted in person on hologist. Mr. Mhpatient comple ite Score 000 053	red male witted to the rs, he has . . 9 years, 9 wars, 9	1	
SENERAL INFOR I. Mhpatient CTIVE DUTY. Detoxification 19 QUESTION conths. This report i 1011 by One M Interview. MEDICAL EMPLOYMENT	# MATION is a 33 year He lists his n Services pr NOT APPLICABL s based on a hprovider, Cl Severity Rat: X	old Hispan celigious p ogram on Ap t He has liv full ASI in inical Psyck ing Compos: 0.0 0.7/	ed Draft ##### L HISTORY *** ic-Other, fl question not answe reference as Other. He was adm r 22, 2011. In the past 30 day wed at his current address for terview conducted in person on hologist. Mr. Mhpatient comple ite Score 000 053 260	red male witted to the rs, he has . . 9 years, 9 wars, 9	1	
GENERAL INFOR Mr. Mhpatient ACTIVE DUTY. Detoxificatio 219 QUESTION sonths. This report i 2011 by One M interview. MEDICAL EMPLOYMENT ALCOHOL	# MATION is a 33 year He lists his n Services pr NOT APPLICABL s based on a hprovider, Cl Severity Rat X 3	old Hispan religious p ogram on App E He has liv full ASI inv inical Psych ing Compos 0.00 0.7 0.4	ed Draft ##### L HISTORY *** ic-Other, fl question not answe reference as Other. He was adm r 22, 2011. In the past 30 day wed at his current address for terview conducted in person or hologist. Mr. Mhpatient comple ite Score 000 053 260 333	red male witted to the rs, he has . : 9 years, 9 wars, 9	1	

## **ASI:** Data Entry

This section of the guide illustrates the action of different types of form components such as combo boxes, option button groups, etc. Not every instance of each type of component is shown, but the user can learn from these examples how every component of the data entry form is to be used.

#### **Combo Boxes**

**Navigation** and **Selection:** To navigate this list with the keyboard, use the up and down keys, or type the first few letters of program type. Using the mouse, slide the scroll bar or click on the up and down arrows on the scroll bar. To select a program type using the keyboard, press the "tab" or "enter". The highlighted item is selected. Using the mouse, left click on the desired program type and the list will disappear.

**Example:** From the ASI Data Entry Form, **click** on the down arrow of Item **G3. Program Type**, (light colored arrow above). A list of 21 ASI Program types will be displayed, eight at a time. Status bar will have context sensitive hints.

Addiction Severity Inde	ex				
File Tools Help					
		General Information			
G3. Program Type:				Ţ	
G4. Date of Admission:	Consultation.	/Liaison		•	
G8. Interview Form (A	Early Interver	ntion/Education/Referral			
1. Full Intake	Ambulatory e	except Opioid Substitution			
G11. Interviewer :	Opioid Subst				
		buse Residential Rehabilitation 1 ed Work Therapy/Transitional Res		<b>•</b>	
G11a. Ordered By :	Compensate	su work merapymanshonarites		<u> </u>	
G12. Special:	ninated	3 Patientu	unable to respond		
2. Patient refu			v completed		
*G14. How long have y	ou lived at this	M 💻 verey Searchee	lonths:		
G15. Is this residence					
0. No	omica by you .	1. Yes	X. Not Answered		
G17. Race			_		
🔲 1. White (not l	Hispanic)	🦳 4. Alaskan Native	📃 7. Hispanic - Puerto Rican		
📃 2. Black (not H		5. Asian or Pacific Islander	🔲 8. Hispanic - Cuban		
3. American Ir	ndian	📃 6. Hispanic - Mexican	9. Other Hispanic		
G18. Religious Prefere	nce	_	_		
1. Protestant		3. Jewish	5. Other 6. None		
2. Catholic		4. Islamic	L 6. None	•	
General Comments:				_	
					~
<u>G</u> General Info <u>M</u> Medic	al <u>E</u> Employr	ment <u>D</u> Drug/Alcohol <u>L</u> Legal	H F <u>a</u> mily Hx F <u>S</u> ocial <u>P</u> Psych	nia 🗸	I 🕨
Click on down arrow for lis	t of programs.	F1 for help.			

## **Date Fields**

**Navigation and Selection:** To navigate this calendar using the keyboard, press the left and right keys to change days and shift-left and shift-right to change months. Pressing the "home" key moves to the 1st day of the month. Press the "tab" or "enter" key to select the date and close the calendar. Clicking the mouse on a day will select the day and close the calendar. Clicking on the left and right arrows will change the month.

**Example:** From the ASI Data Entry Form, **click** on the down arrow of Item G4, Date of Admission. A calendar is displayed. The status bar will update its hint.

Addiction Severity Index	
File Tools Help	
General Information	
G3. Program Type: Inpatient Acute Care Click	-
G4. Date of Admission: 3/10/2005 - G5. Date of Interview: 3/10/2005 -	
G8. Interview Form       (AS       March, 2005       ●       G9. Contact Type:         Image: Sun Mon Tue Wed Thu Fri Sat       P       Image:	
G11a. Ordered By:       13       14       15       16       17       18       19         G12. Special:       20       21       22       23       24       25       26         Image: 1. Patient termine       27       28       29       30       31       Patient unable to respond         Image: 2. Patient refus       Image: Today: 3/10/2005       Image: Today: 3/10/2005       Image: Today: 3/10/2005       Image: Today: 3/10/2005         *G14. How long have you lived at this address? Years:       Image: Today: 3/10/2005       Image: Today: 3/10/2005       Image: Today: 3/10/2005         *G15. Is this residence owned by you or your family?       Image: Today: Toda	
0. No       1. Yes       X. Not Answered         G17. Race       1. White (not Hispanic)       4. Alaskan Native       7. Hispanic - Puerto Rican         2. Black (not Hispanic)       5. Asian or Pacific Islander       8. Hispanic - Cuban         3. American Indian       6. Hispanic - Mexican       9. Other Hispanic	
G18. Religious Preference G18. Religious Preference G1. Protestant G2. Catholic G4. Islamic G5. Other G6. None G7.	•
General Comments:	Z
<u>©</u> General Info <u>M</u> Medical <u>E</u> Employment <u>D</u> Drug/Alcohol <u>L</u> Legal <u>H</u> F <u>a</u> mily Hx <u>F</u> Social <u>P</u> Psychia Use down arrow to see calender. Do not use future dates. F1 for help.	•

**Example:** The date can be typed directly in the edit box. The following formats are accepted: 4/14/2012, 4-14-12, 4.14.12, and 4,14,2012. Notice that the year can be entered as last two digits or four digits. Acceptable delimiters are the backslash, period, comma and dash. Dates in the future are not accepted.

Addiction Severity Index	
File Tools Help	
General Information	
G3. Program Type: Inpatient Acute Care	-
G4. Date of Admission: 2/10/2005	
G8. Interview Form (ASI Type): G9. Contact Type:	
🔽 1. Full Intake 🔲 2. Lite Intake 🔲 3. Follow-up 🗹 1. In perso Click and type	
G11. Interviewer : Mhprovider1,One date in proper format	
G11a. Ordered By: Mhprovider1,One	
G12. Special:	
1. Patient terminated     3. Patient unable to respond	
2. Patient refused	
*G14. How long have you lived at this address? Years: A Months:	
G15. Is this residence owned by you or your family?	
0. No 1. Yes X. Not Answered	
G17. Race G17. Race G17. Hispanic - Puerto Rican G17. Hispanic - Puerto Rican	
2. Black (not Hispanic) 5. Asian or Pacific Islander 8. Hispanic - Cuban	
🗌 3. American Indian 📄 6. Hispanic - Mexican 📄 9. Other Hispanic	
G18. Religious Preference	
1. Protestant 3. Jewish 5. Other	
2. Catholic     4. Islamic     6. None	•
General Comments:	~
	V
<u>©</u> General Info <u>M</u> Medical <u>E</u> Employment <u>D</u> Drug/Alcohol <u>L</u> Legal <u>H</u> F <u>a</u> mily Hx <u>F</u> <u>Social</u> <u>P</u> Psychia <u></u>	۲
Use down arrow to see calender. Do not use future dates. F1 for help.	

## **Option Button Groups**

Press the keys "1", "2", or "3" and the appropriate box will be checked and the user will be taken to the next item. While mouse input is effective, experienced users find keyboard entry to be quicker and easier. If an incorrect key is pressed, an error message will appear.

**Example:** From the ASI Data Entry Form, **click** on one of the boxes in item **G17**. By clicking on a box or its text a check will appear in that box and other checks will be removed from other boxes.

Addiction Severity Index	
File Tools Help	
Gen	eral Information
G3. Program Type: Inpatient Acute Care	
G4. Date of Admission: 2/10/2005 -	G5. Date of Interview: 3/10/2005 -
G8. Interview Form (ASI Type):	G9. Contact Type:
	3. Follow-up 🗹 1. In person 🗌 2. Phone
G11. Interviewer : Mhprovider1,One	•
G11a. Ordered By : Mhprovider1,One	•
G12. Special:	_
1. Patient terminated	3. Patient unable Type appropriate
2. Patient refused	N. Interview comp number selection
*G14. How long have you lived at this address?	mouse to select
G15. Is this residence owned by you or your fam	ily?
0. No	S X. Not Answered
G17. Race	skan Native 7. Hispanic - Puerto Rican —
	an or Pacific Islander 📃 8. Hispanic - Cuban
🗌 3. American Indian 📃 6. His	panic - Mexican 🔲 9. Other Hispanic
G18. Religious Preference	When race is unknown, leave question blank
1. Protestant 3. Jev	
2. Catholic 4. Isla	imic 🗌 6. None 💌
General Comments:	
ound our comments.	
	×
<u>G</u> General Info <u>M</u> Medical <u>E</u> Employment <u>D</u> D	ug/Alcohol Legal H Family Hx F Social P Psychia 4 🕨
When race is unknown, leave question blank	

#### Spin Edit

Type the number of years—an acceptable number is from 0 to 99—and then press either the "tab" or "enter" key. The "Months:" will then become the active item and will be highlighted. If an incorrect number is entered, an error message will appear.

**Example:** From the ASI Data Entry Form, type in the year and press tab or enter key. The next item will then be highlighted, ready for input.

Addiction Severity Index	
File Tools Help	
General	Information
G3. Program Type: Inpatient Acute Care	
G4. Date of Admission: 3/10/2005 💌	G5. Date of Interview: 3/10/2005 💌
G8. Interview Form (ASI Type):	G9. Contact Type:
🎽 1. Full Intake 🔲 2. Lite Intake 🔲 3. F	Follow-up 🗹 1. In person 📃 2. Phone
G11. Interviewer : Mhprovider1,One	Click on field
G11a. Ordered By : Mhprovider1,One	and type in # value
G12. Special:	
1. Patient terminated	3. Patient unable to respond
2. Patient refused	✓ N Interview completed
*G14. How long have you lived at this address? Year	s: Months:
G15. Is this residence owned by you or your family?	X. Not Answered
G17. Race	
1. White (not Hispanic) 4. Alaskan	Native 🔲 7. Hispanic - Puerto Rican 🛁
	r Pacific Islander 🛛 8. Hispanic - Cuban
📘 3. American Indian 📃 6. Hispani	c - Mexican 🔲 9. Other Hispanic
G18. Religious Preference	
1. Protestant 3. Jewish 2. Catholic 4. Islamic	5. Other 6. None
4. Islamic	
General Comments:	
C Ceneral Info	
<u>General Info</u> <u>M</u> Medical <u>E</u> Employment <u>D</u> Drug/A Enter number with keyboard, or Up_Down arrows, or m	Icohol Legal H Family Hx F Social P Psychia
Enter number with Reyboard, or op _bown arrows, or n	ouse electon allows, i i for help.

The spin-edit field can be increased by one when the up arrow receives a mouse click, or when the up-arrow key is pressed. To decrease the value, click on the down arrow or press the down arrow key. A number will not increase beyond the limit of the acceptable range. To move to the next item, press the "tab" or "enter" key.

**Example:** From the ASI Data Entry Form, **click** on the up or down arrows of the spin-edit field of G14. The number in the spin-edit box will increase or decrease by one.

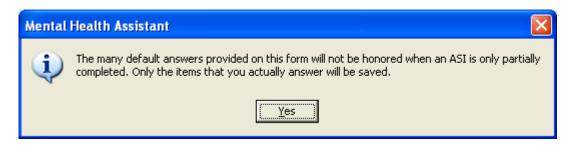
Addiction Severity Index	
File Tools Help	
General Inform	ation
G3. Program Type: Inpatient Acute Care	
G4. Date of Admission: 3/10/2005 💌	G5. Date of Interview: 3/10/2005 -
G8. Interview Form (ASI Type):	G9. Contact Type:
🔽 1. Full Intake 🔲 2. Lite Intake 🔲 3. Follow-	up 🗹 1. In person 🗌 2. Phone
G11. Interviewer : Mhprovider1,One	<u>•</u>
G11a. Ordered By : Mhprovider1,One	Click arrows
G12. Special:	to increase or
	3. Patient unable to resp decrease value
	N. Interview completed
*G14. How long have you lived at this address? Years: β	Months:
G15. Is this residence owned by you or your family?	X Not Answered
G17. Race	
1. White (not Hispanic) 4. Alaskan Native	e 🔲 7. Hispanic - Puerto Rican 📃
2. Black (not Hispanic) 5. Asian or Pacifi	c Islander 🔲 8. Hispanic - Cuban
3. American Indian 6. Hispanic - Me	dcan 🔲 9. Other Hispanic
G18. Religious Preference	_
1. Protestant     3. Jewish     2. Catholic     4. Islamic	5. Other 6. None
4. Istamic	b. None
General Comments:	~
	Legal H Family Hx F Social P Psychia
Enter number with keyboard, or Up _Down arrows, or mouse	CIICK ON ARTOWS. F1 TOP NEID.

## Item G12

From the ASI Data Entry Form, click on

- 1. Patient Terminated or
- 2. Patient Refused or
- 3. Patient unable to respond" on Item G12.

A dialog-message will appear indicating that default values will not be set for the user.



## Item G19

The edit box is active only when item G19 has response "6. Other (specify)" checked. Otherwise the edit box is disabled (user cannot write to it).

**Example:** From the ASI Data Entry Form, click on **6. Other (Specify)** on Item G19. The edit box below will become active.

Addiction Severity Index		
File Tools Help		
	General Information	
G12. Special: 1. Patient terminated 2. Patient refused *G14. How long have you lived at this G15. Is this residence owned by you 0. No G17. Race	☐ 3. Patient unable to respond ☑ N. Interview completed address? Years: ☑ ➡ Months: ☑ ➡ or your family? ☐ 1. Yes	•
<ul> <li>1. White (not Hispanic)</li> <li>2. Black (not Hispanic)</li> <li>3. American Indian</li> <li>G18. Religious Preference</li> <li>1. Protestant</li> <li>2. Catholic</li> <li>*G19. Have you been in a controlled</li> <li>1. No</li> </ul>		
2. Jail 3. Alcohol or Drug Treatmer		
G20. How many days? 0 🚖		
		▼
•		•
General Comments:		K. 2
Annual and a second sec	ment D Drug/Alcohol L Legal H Family Hx F Social P Psychia	()
A place, theoretically, without access to	) drugs or alcohol. F1 for help.	

By clicking on "1. No" the edit box becomes disabled as does item G20. Item G20 will have a response of "N." This will also occur with "X. Not Answered" and "N. Not Applicable."

From the ASI Data Entry Form on Item G19, click on 1. No or X. Not Answered

**Example:** The edit box below will, if active, become inactive and G20 will also become inactive with a value of "N".

Addiction Severity Index
File Tools Help
General Information
G12. Special: 1. Patient terminated 2. Patient refused *G14. How long have you lived at this address? Years: G15. Is this residence owned by you or your family?
0. No 1. Yes X. Not Answered
G17. Race       7. Hispanic - Puerto Rican         1. White (not Hispanic)       4. Alaskan Native       7. Hispanic - Puerto Rican         2. Black (not Hispanic)       5. Asian or Pacific Islander       8. Hispanic - Cuban         3. American Indian       6. Hispanic - Mexican       9. Other Hispanic         G18. Religious Preference       1. Select       9. Other Hispanic         1. Protestant       5. Other       6. None         G19. Have you been in a controlled environment in the past 30 days?       4. Medical Treatment       X. Not Answered         2. Jail       5. Psychiatric Treatment       N. Not Applicable         3. Alcohol or Drug Treatment       6. Other (specify)
G20. How many days?
General Comments:
G General Info Medical E Employment D Drug/Alcohol L Legal H Family Hx F Social P Psychia 4
A place, theoretically, without access to drugs or alcohol. F1 for help.

#### **Medical Tab**

The Medical Status page has a unique color on its title bar.

**Example:** From the ASI Data Entry Form, click on the tab, **Medical**. The form will move to the Medical Status page.

Addiction Severity Index
File Tools Help
Medical Status
*M1. How many times in your life have you been hospitalized for medical problems ("N" for never)?
M2. How long ago was your last hospitalization for a physical problem? Years:
*M3. Do you have any chronic medical problems which continue to interfere with your life?
0. No 1. Yes (specify) X. Not Answered
*M4. Are you taking any prescribed medication on a regular basis for a physical problem?
0. No 1. Yes X. Not Answered
*M5. Do you receive a pension for a physical disability? (Exclude psychiatric disability)
0. No 1. Yes (specify) X. Not Answered
*M6. How many days have you experienced medical problems in the past 30?
*M7. How troubled or bothered have you been by these medical problems in the past 30 days?
0. Not at all 2. Moderately 4. Extremely
1. Slightly 3. Considerably X. Not Answered
*M8. How important to you now is treatment for these medical problems?
0. Not at all 2. Moderately 4. Extremely
1. Slightly 3. Considerably X. Not Answered
M9. Interviewer: How would you rate the patient's need for medical treatment?
Medical Status Comments:
Click
General Info Medical Employment DDrug/Alcohol LLegal HFamily Hx FSocial PPsychia ↓ ►
<u>G</u> General Info <u>Medical</u> <u>E</u> Employment <u>D</u> Drug/Alcohol <u>L</u> Legal <u>H</u> F <u>a</u> mily Hx <u>F</u> Social <u>P</u> Psychia <u></u> → Include O.D.'s, D.T.'s. Exclude detox, alcohol/drug and psychiatric treatment and childbirth (if without
complications). F1 for help.

#### Item M1

If the patient has never been hospitalized in his or her life, it follows that the last hospitalization queried in M2 is not applicable.

**Example:** From the ASI Data Entry Form, type an "N" (case insensitive) in the spin-edit field for M1. The spin-edit fields for M2 will be changed to "N" and will become inactive.

Addiction Severity Index
File Tools Help
Medical Status
*M1. How many times in your life have you been hospitalized for medical problems ("N" for never)? N
M2. How long ago was your last hospitalization for a physical problem? Years: N - Months: N -
*M3. Do you have any chronic medical problems which continue to interfere with your life?
0. No  1. Yes Select and type N, then
*M4. Are you taking any prescribed med < <u>Enter</u> sis for a physical problem?
0. No 1. Yes X. Not Answered
*M5. Do you receive a pension for a physical disability? (Exclude psychiatric disability)
0. No 1. Yes (specify) X. Not Answered
*M6. How many days have you experienced medical problems in the past 30?
*M7. How troubled or bothered have you been by these medical problems in the past 30 days?
0. Not at all 2. Moderately 4. Extremely
1. Slightly 3. Considerably X. Not Answered
*M8. How important to you now is treatment for these medical problems?
0. Not at all 2. Moderately 4. Extremely
1. Slightly 3. Considerably X. Not Answered
M9. Interviewer: How would you rate the patient's need for medical treatment?
Medical Status Comments:
<u>G</u> General Info <u>M</u> Medical <u>E</u> Employment <u>D</u> Drug/Alcohol <u>L</u> Legal H F <u>a</u> mily Hx F <u>S</u> ocial <u>P</u> Psychia <b>∢</b> ►
Include O.D.'s, D.T.'s. Exclude detox, alcohol/drug and psychiatric treatment and childbirth (if without complications). F1 for help.

## **Medical Status Comments**

The medical status Comments field is an edit field that accepts free text.

**Example:** From the ASI Data Entry Form, type comments in **Medical Status Comments** field. The memo field will accept free text.

Addiction Severity Index
File Tools Help
Medical Status
*M1. How many times in your life have you been hospitalized for medical problems ("N" for never)? N
M2. How long ago was your last hospitalization for a physical problem? Years: N 📥 Months: N 🚔
*M3. Do you have any chronic medical problems which continue to interfere with your life?           0. No         1. Yes (specify)         X. Not Answered
*M4. Are you taking any prescribed medication on a regular basis for a physical problem?           0. No         1. Yes         X. Not Answered
*M5. Do you receive a pension for a physical disability? (Exclude psychiatric disability)
0. No 1. Yes (specify) X. Not Answered
*M6. How many days have you experienced medical problems in the past 30?
*M7. How troubled or bothered have you been by these medical problems in the past 30 days?
0. Not at all     2. Moderately     4. Extremely       1. Slightly     3. Considerably     X. Not Answered
*M8. How important to you now is treatment for these medical problems?
0. Not at all 2. Moderately 4. Extremely
1. Slightly     3. Considerably X. Not Answered     Type comments
M9. Interviewer: How would you rate the patient's need for medical treatment?
Medical Status Comments: This is an example of medical status comments
General Info Medical Employment DDrug/Alcohol LLegal HFamily Hx FSocial PPsychia ↓

# Ending an ASI Data-entry Session

**Example:** To end an ASI session, click on the **File** | **Exit** menu option on the ASI data-entry form to invoke the **Close ASI** form. The **Close ASI** form is displayed

Addiction Severity Inde	ex.		
File Tools Help			
Exit.		General Informatio	n
G3. Program Type:	Click		
G4. Date of Admission:	3/14/2005 💌		G5.
G8. Interview Form (A	SI Type):		G9.
🗹 1. Full Intake	🔲 2. Lite Intake	🔲 3. Follow-up	
G11. Interviewer :	Mhprovider1,One		
G11a. Ordered By :	Mhprovider1,One		
G12. Special:			

Example: ASI Close form.

Addiction Sever	ity Index
Close	
	<u>R</u> eturn to ASI
	<u>Exit</u>
	<u>F</u> inish later
	Save and Sign
Only the intervi	ewer (MHPROVIDER, ONE) may siqu

# Closing ASI Data-entry Session with "Exit" option.

**Example:** To exit a session, ignoring all changes made, **click** on **Exit**, then in the next dialog box, select **YES**.

Addiction Sev	verity Index
Close	
	Return to ASI     Click       Exit     Image: Click
	<u>F</u> inish later
	Save and Sign
Only the inter	wiewer (MHPROVIDER,ONE) may sigi 🏒

**Example:** Message box warning that ASI has not been saved.

Confirm	n		
2	Are you sure you want to exit this A	ASI without s	aving?
	Yes 🖌 <u>N</u> o		

# Closing ASI data-entry session with "Finish Later" option

**Example:** To finish a session "later", click on **Finish Later** option on the **Close ASI** form. Work in progress is saved and the data-entry form is closed. No messages are displayed. The ASI is listed on the ASI Manager form as an incomplete ASI.

Addiction Sev	erity Index
Close	
	Return to ASI
	<u>Exit</u>
	Save and Sign
Onl∨ the inter	viewer (MHPROVIDER,ONE) may siqi 📝

# Closing ASI data-entry session with "Save and sign"

Example: To save and sign an ASI, click on Save and sign option on the Close ASI form.

Addiction Sev	erity Index
Close	
	Return to ASI
	Exit Click
	<u>Finish later</u> .
	Save and Sign
Only the inter	viewer (MHPROVIDER, ONE) may sigi 🏒

**Example:** Electronic signature form contains the option to sign ASI.

Electronic Signature	
Sign the Addiction Severity Index	
Signature Code	Click
	<u>O</u> K <u>C</u> ancel

**Example:** Option to save a progress note.

Mental	Health Assistant
2	Would you like to save a narrative progress note for this ASI?

# **ASI: Business Rules**

Business rules check to see whether pairs of responses are logically consistent. The table below lists all of these rules and their actions.

Item #'s	Coding Error	Cross Check Message	Yes/No OK	Cursor movement
G19 and G20	G19>1, and G20=0,00, or N	In the last question (G19), you recorded that the patient has been in a controlled environment in the past 30 days, this question, (G20) how many days, should be greater than 0.	ОК	Pop-up after G20 is entered. Cursor doesn't move.
G19 and M1	G19=4, and M1=0, 00, N.	You recorded in the general information section (G19), that the patient had been hospitalized for medical problems in the past 30 days. This hospitalization would usually be coded in this question. Do you want to recode M1?	Yes/No	Pop-up after M1 is entered. If " <b>Yes</b> ", the cursor doesn't move. If " <b>No</b> ", cursor moves to M3.
G19 and M2	G19=4 and M2 years or months >0, 00, or N.	In the general information section (G19), you recorded that the patient had been hospitalized this month for medical problems. The correct coding in M2 is usually 00 00 in this case. Do you want to recode M2?	Yes/No	After M2 is entered. If "Yes", the cursor doesn't move. If "No", cursor moves to M3.
M6 and M7	M6>0, and M7=0.	In the last question, you recorded that the patient experienced some medical problems in the past 30 days. If this were true, then we would expect that the patient would be at least slightly bothered by these problems. Do you want to recode M7?	Yes/No	After M7 is entered. If "Yes", the cursor doesn't move. If "No", cursor moves to M8.
M6, M7 and M8	M6=0 or 00, and M7 or M8>0.	In question M6, you recorded that the patient experienced no medical problems in the past 30 days, since they report being troubled or wanting treatment (M7 or M8), it is fair to expect that they had some problem days. Go back to M6 and identify the number of days the problem has bothered them.	ОК	After M8 is entered. Cursor moves back to M6.
Ela	Ela<4	You are reporting that the patient has had less than 4 years of education, this is rare. Please review this, did you include home schooling, grade school, etc.? Do you want to change E1?	Yes/No	Pop-up after E1b is entered. If "Yes", the cursor moves to E1a. If "No", cursor moves to E2.
E4 and E5	E4=0 and E5=1	If the client does not have a driver's license, E5 is always coded as " <b>No</b> ". This is because E5 asks about the car as a way of evaluating ability to travel to and from a job. If the client does not have a license, they cannot "get credit" for having a car! The computer has made this change for you.	ОК	Pop-up after E5 is entered. This is a forced change – there is not an option to leave E5=1 if E4=0.
E8 and E9	E8=0 and E9=1	In the last question (E8), you said no one contributes to the client's support, and in this question, you are saying the client gets most of his or her support from someone. Do you want to change your answer in E8?	Yes/No	Pop-up after E9 is entered. If " <b>Yes</b> ", the cursor moves to E8. If " <b>No</b> ", cursor moves to E10.
E11 and E12	E11=0 or 00 and E12>0	In the last question (E11), you recorded that the patient was not paid for working at all in the past month. If this is the case, E12 is generally \$ 0. Do you want to change E11?	Yes/No	Pop-up after E12 is entered. If " <b>Yes</b> ", the cursor moves to E11. If " <b>No</b> ", cursor moves to E13.
E11 and E12	E11>0 and E12=0, 00, 000, or 0000	In the last question (E11), you recorded that the patient was paid for working this month. If this is the case, E12 is generally not \$ 0, unless the patient has collected no money for their work. Do you want to change E12?	Yes/No	Pop-up after E12 is entered. If <b>"Yes"</b> , the cursor doesn't move. If <b>"No"</b> , cursor moves to E13.

Item #'s	Coding Error	Cross Check Message	Yes/No OK	Cursor movement
E15 and M5	E15=0, 00, 000, 0000, or 00000 and M5=1	You recorded earlier (M5), that the patient receives a pension for a medical problem. This income is generally recorded in E15 unless they did not receive any cash this month. Do you want to change E15?	Yes/No	Pop-up after E15 is entered. If "Yes", the cursor doesn't move. If "No", cursor moves to E16.
E19 and E20	E19>0 and E20=0	In E19, you recorded that the patient experienced some employment problems in the past 30 days. If this were true, then we would expect that the patient would be at least slightly bothered by these problems. Do you want to recode E20?	Yes/No	Pop-up after E20 is entered. If "Yes", the cursor doesn't move. If "No", cursor moves to E21.
D1a and D2a	D2a>D1a	You recorded that the patient drank "to intoxication" (D2) more days than total number of days drinking any alcohol at all (D1). Probe and recode D1. Remember D2 is a sub-set of D1.	OK	After D2a is entered. Cursor moves to D1a.
D1b and D2b	D2b > D1b	You recorded that the patient drank "to intoxication" (D2) more years than total number of years drinking any alcohol at all (D1). Probe and recode D1. Remember D2 is a sub-set of D1.	Ok	After D2b is entered. Cursor moves to D1b.
D1-D12 and G20	G20>0 and any item D1a- D12a=30	You recorded in the general information section that the patient had been in a controlled environment in the past month, yet they used either drugs or alcohol every day. Please review this. Do you want to change any information in the drug/alcohol grid?	Yes/No	Pop-up after D12a is entered. If "Yes", the cursor moves to D1a. If "No", cursor moves to D12b.
D14 and D1-D12	D14=3 - 12 or 16 and D1a>15	You report that the patient's problem does not include alcohol, however, the patient used alcohol at least 15 days in the past month. Please review this and consider option "Alcohol and one or more drugs" for question D14. Do you want to change D14?	Yes/No	Pop-up after D14 is entered. If "Yes", the cursor does not move. If "No", cursor moves to D15.
D16 and D1a-D12a	D16=0 or 00 and D1a-D12a>0	You recorded that the patient is "still sober", however, drug or alcohol use in the past 30 days is documented in the drug and alcohol grid. Please review this. Do you want to change D16?	Yes/No	Pop-up after D16 is entered. If "Yes", the cursor does not move. If "No", cursor moves to D17.
D17	D17>5	You recorded more than 5 episodes of DT's for this patient. This is extremely rare, please review the definition of DT's if you are unsure. Do you want to change it?	Yes/No	Pop-up after D17 is entered. If "Yes", the cursor does not move. If "No", cursor moves to D18.
D19 and D21	D19=0 or 00 and D21>00	You recorded that the patient never had any treatments for alcohol abuse, so # of detox treatments is not applicable. Do you want to recode (D19), the total number of treatments received?	Yes/No	Pop-up after D21 is entered. If "Yes", the cursor moves to D19. If "No", cursor moves to D23.
D19 and D21	D19>0, and D21>D19	You recorded that the patient had more detox treatments than the total number of treatments received for alcohol abuse. Remember D21 is a sub-set of D19. Do you want to recode D19?	Yes/No	Pop-up after D21 is entered. If "Yes", the cursor moves to D19. If "No", cursor moves to D23.
D20 and D22	D20>0, and D22>D20	You recorded that the patient had more detox treatments that the total number of treatments received for drug abuse. Remember D22 is a sub-set of D20. Do you want to recode D20?	Yes/No	Pop-up after D22 is entered. If "Yes", the cursor moves to D20. If "No", cursor moves to D24.
D20 and D22	D20=0 or 00 and D22>00	You recorded that the patient never had any treatments for drug abuse, so # of detox treatments is not applicable. Do you want to recode (D20), the total number of treatments received?	Yes/No	Pop-up after D22 is entered. If "Yes", the cursor moves to D20. If "No", cursor moves to D24.

Item #'s	Coding Error	Cross Check Message	Yes/No OK	Cursor movement
D1a and D23	D1a=0 or 00 and D23>0	You recorded no days of drinking in the past 30, but recorded the client has spent money on alcohol. This is unlikely. Please review. Do you want to change D23?	Yes/No	Pop-up after D23 is entered. If "Yes", the cursor does not move. If "No", cursor moves to D20.
D1a, D2a, andD23	D1a+D2a>0 and D23=0, 00, 000, 0000, or 00000	You recorded the client's drinking in the past 30 days (D1 and D2), but no money spent on alcohol. Please review this, do you want to change D23?	Yes/No	Pop-up after D23 is entered. If "Yes", the cursor does not move. If "No", cursor moves to D20.
D3a-D12a, and D24	All items D3a through D12a = 0 or 00 and D24 $>$ 0	You recorded zero days of drug use in the past 30, but the patient acknowledges spending money on drugs this month. Please review, and coded those drugs used in the past 30 days. Do you want to change # of days of drug use in the drug grid?	Yes/No	Pop-up after D24 is entered. If <b>"Yes"</b> , the cursor moves to D3a. If <b>"No"</b> , cursor moves to D25.
D3a-D12a, andD24	Any item D3a- D12a>0 and D24=0, 00, 000, 0000, or 00000.	You recorded days of drug use in the past 30 days, but no money spent on drugs, please review this. Do you want to change D24?	Yes/No	Pop-up after D24 is entered. If "Yes", the cursor does not move. If "No", cursor moves to D25.
D26, D28, and D30	D26>0 and D28 and/or D30=0	In an earlier question (D26), you recorded that the patient had experienced some days with alcohol problems in the past 30 days. If this is true, then we would expect the patient would be at least slightly bothered or slightly in need of treatment for these problems. Do you want to change your code on D28 and/or D30?	Yes/No	Pop-up after D30 is entered. If "Yes", the cursor moves to D28. If "No", cursor moves to D27.
D26, D28, and D30	D26=0 or 00 and D28 or D30>0.	In an earlier question (D26), you recorded that the patient had no alcohol problems in the past 30 days. Since they report being troubled or wanting treatment, it is fair to expect that they had some problem days. Go back to D26 and identify the number of days the problem has bothered them.	ОК	Pop-up after D30 is entered. Cursor moves to D26.
D27, D29, and D31	D27>0 and D29 and/or D31=0	In an earlier question (D27), you recorded that the patient had experienced some days with drug problems in the past 30 days. If this is true, then we would expect the patient would be at least slightly bothered or slightly in need of treatment for these problems. Do you want to change your code on D2 and/or D31?	Yes/No	Pop-up after D31 is entered. If " <b>Yes</b> ", the cursor moves to D29. If " <b>No</b> ", cursor moves to D32.
D27, D29, and D31	D27=0 and D29 or D31>0.	In an earlier question (D27), you recorded that the patient had no problems with drugs in the past 30 days. Since they report being troubled or wanting treatment, it is fair to expect that they had some problem days. Go back to D27 and identify the number of days the problem has bothered them.	ОК	Pop-up after D31 is entered. Cursor moves to D27.
L3-L16 and L17	L3 through L16 total > L17	You recorded the patient had more convictions than the total number of times they were arrested and charged (L3 to L16). This is unusual. Do you want to change L17?	Yes/No	Pop-up after L17 is entered. If "Yes", the cursor does not move. If "No", cursor moves to L18.
L2 and L3-L16, L18-L20.	L2=1 and all L3- L16 and L18- L20=0 or 00.	In an earlier question (L2), you indicated the patient is on probation or parole. However, no arrests or charges are documented in items L3-L20. Do you want to recode any legal charges?	Yes/No	Pop-up after L20 is entered. If "Yes", the cursor moves to L3. If "No", cursor moves to L21.
L24 and L3-L16, L18-L20	L24=1, and L3- L16 and L18- L20=0 or 00	You recorded the patient is awaiting charges, trial or sentence (L24), but no arrests and/or charges are coded in L3-L16 or L18-L20. Do you want to recode any of the charges?	Yes/No	Pop-up after L24 is entered. If "Yes", the cursor moves to L3. If "No", cursor moves to L25.

Item #'s	Coding Error	Cross Check Message	Yes/No OK	Cursor movement
L24 and L25	L24=0, and L25>0	You recorded the patient was not awaiting charges, trial or sentence (L24), yet you coded a charge in L25 (which would be not applicable). Do you want to recode L24?	Yes/No	Pop-up after L25 is entered. If "Yes", the cursor moves to L24. If "No", cursor moves to L26.
L26 and G19	G19=2 and L26=0 or 00	In the general information section, you recorded that the patient had been in jail in the past 30 days, this is usually also represented in L26. Do you want to change your code on L26?	Yes/No	Pop-up after L26 is entered. If "Yes", the cursor does not move. If "No", cursor moves to L27.
L27 and E17	E17>0 and L27=00	In the employment section, you recorded that the patient had illegal income in the past 30 days, this is usually also documented in L27. Do you want to change your code on L27?	Yes/No	Pop-up after L27 is entered. If "Yes", the cursor does not move. If "No", cursor moves to L28.
F30, F32, and F34	F30>0 and F32 and/or F34=0	In an earlier question (F30), you recorded that the patient had some family conflicts in the past 30 days. If this is true, then we would expect that the patient would be at least slightly bothered or slightly in need of treatment. Do you want to recode F32 or F34?	Yes/No	Pop-up after F34 is entered. If "Yes", the cursor moves to F32. If "No", cursor moves to F31.
F30, F32, and F34	F30=0 or 00 and F32 and/or F34>0.	In an earlier question (F30), you recorded that the patient had no family conflicts in the past 30 days. Since they report being troubled or wanting treatment, it is fair to expect that they had some problem days. Do you want to go back to F30 and identify the number of days the problem has bothered them?	Yes/No	Pop-up after F34 is entered. Cursor moves to F30.
F31, F33, and F35	F31>0 and F33 and/or F35=0	In an earlier question (F31), you recorded that the patient had some conflicts with others in the past 30 days. If this is true, then we would expect that the patient would be at least slightly bothered or slightly in need of treatment for this recent problem. Do you want to recode F33 or F35?	Yes/No	Pop-up after F35 is entered. If " <b>Yes</b> ", the cursor moves to F33. If " <b>No</b> ", cursor moves to F36.
F31, F33, and F35	F31=0 and F33 or F35>0.	In an earlier question (F31), you recorded that the patient had no conflicts with others in the past 30 days. Since they report being troubled or wanting treatment, it is fair to expect that they had some problem days. Do you want to go back to F31 and identify the number of days the problem has bothered them?	Yes/No	Pop-up after F35 is entered. Cursor moves to F31.
P1, P2 and P10a/b	P1 + P2=0 or 00 and P10 a or b (past 30 days or lifetime)=1	You recorded that the patient has not had inpatient or outpatient treatment for psychiatric problems (P1 and P2), yet they have attempted suicide. Please review treatment they may have received for the suicide attempt. Do you want to recode P1 or P2?	Yes/No	Pop-up after P10a and b are entered. If "Yes", the cursor moves to P1. If "No", cursor moves to P11a.
P1, P2 and P11a/b	P1 + P2=0 or 00 and P11 a or b (past 30 days or lifetime)=1	You recorded that the patient has not had inpatient or outpatient treatment for psychiatric problems (P1 and P2), yet they have been prescribed medications for psychiatric problems. Please review treatment they may have received. Do you want to recode P1 or P2?	Yes/No	Pop-up after P11a and b are entered. If "Yes", the cursor moves to P1. If "No", cursor moves to P12.
P3 and E15	E15=0, 00, 000, 0000, or 0000 and P3=1	You recorded that the patient receives a pension for a psychiatric problem (P3). Unless they did not receive any cash this month, this income is generally recorded in the employment question about pension money received (E15). Go back and change E15 in the Employment section.	ОК	Pop-up after P3 is entered. Cursor doesn't move.

Item #'s	Coding Error	Cross Check Message	Yes/No OK	Cursor movement
P4a-P10a and P12	P4a through P10a=0 or 00, and P12>0	You report that the patient has had problems in the past 30 days, but none are recorded in the psychiatric symptom list P4 through P10. Please review P4 through P10, do you want to go back and change the code of any of the symptoms?	Yes/No	Pop-up after P12 is entered. If " <b>Yes</b> ", the cursor moves to P4. If " <b>No</b> ", cursor moves to P13.
P4a-P10a and P12	P4a through P10a>0 and P12=0	You report that the patient has had no problems in the past 30 days, but problems are evident from the psychiatric symptom list P4 through P10, please probe about the number of days these symptoms bothered the client and recode P12.	ОК	Pop-up after P12 is entered. Cursor does not move.
P9a and P10a	P9a and/or P10a=1	You report that the client has said they have either suicidal ideation or have attempted suicide in the past 30 days. Probe further for a plan for the suicide and/or dates of the suicide attempt. Notify your supervisor of these responses.	ОК	After P10a is entered. Cursor moves to P10b.
P12, P13, and P14	P12>0 and P13 and/or P14=0.	You report that the patient had psychiatric problems in the past 30 days, (P12). Given these problems, we would expect that the patient would be at least slightly bothered or slightly in need of treatment for this recent problem, please recode P13 and/or P14.	ОК	After P14 is entered. Cursor moves to P12.
P12, P13, and P14	P12=0 or 00 and P13 or P14>0.	You report that the patient had no psychiatric problems in the past 30 days (P12). If they report being troubled or wanting treatment, it is fair to expect that they had some problem days. Go back to P12 and identify the number of days the symptoms have bothered the client.	OK	After P14 is entered. Cursor moves to P12.

# **ASI : Changing User Preferences**

User preferences can be changed in the **Tools** | **Options...** menu.

**Example:** Some system parameters are user-configurable and can be changed by clicking on the **Tools | Options...** menu item.

Addiction Severity Index					
File Tools Help					
Options ✓ Default Form Size/Position *M1. How many times in your life M2. How long ago was your last *M3. Do you have any chronic m	hospitalization for a p		🚖 Mon	er)?N	1
	1. Yes (specify)	X. Not Answered	ille f		
*M4. Are you taking any prescrib 0. No *M5. Do you receive a pension for	1. Yes	X. Not Answered			
	] 1. Yes (specify)	X Not Answered			
*M6. How many days have you e			=	1	
*M7. How troubled or bothered h	ave you been by thes 2. Moderately 3. Considerably	e medical problems in the past 4. Extremely X. Not Answered	: 30 days?		_
*M8. How important to you now i	s treatment for these 2. Moderately 3. Considerably	medical problems? 4. Extremely X. Not Answered			
M9. Interviewer: How would you		for medical treatment?		,	Ľ
Medical Status Comments: This i	s an example of medi	cal status comments			<
G General Info M Medical E Err	polovment D Drug(Al	cohol Legal H Family Hx	E Social	P Peychia:	
	isioyment <u>D</u> DrugiAl	Control - E cegar - E raining HX	r <u>o</u> utial	- r syund	

## **Default Form Size/Position**

When the **Default Form Size/Position option** is checked, this function is used. If it is **not** checked, the Default Form Size/Position that was true when the MHA session was closed the last time is used. The status of the **Default Form Size/Position** option (i.e., checked or not checked) is saved from one MHA session to another, so the Default Form Size/Position settings or the user-preferred settings can always be used. The first time a MHA session is started, the **Default Form Size/Position option** is checked and the default settings are used.

From the Mental Health Assistant window, **click on Tools**, and **click** on **Default Form Size/Position**. The check-mark symbol displayed beside the **Default Form Size/Position option** toggles on and off and the window size will adjust accordingly.

### Speed Tab

The Speed Tab is provided to make data entry faster. ASI Items that require a simple click (or single keystroke) will move to the next item without the user pressing the **Tab** or **Enter** keys. This is particularly helpful on the Social and Psychiatric sections of the ASI.

### Highlight Color

The colors depicting the highlighted items on the ASI form can be modified by the user. The default colors are black lettering on a yellow background. To change the foreground or background, use the combo box to select the desired colors. If the user selects the same color for both foreground and background, the item would not be visible and an error message would appear. No checks are conducted for tasteless color choices.

Example: Highlight color-selection form.

ASI Options	
Sample Item.	
Highlight Color Foreground:	
Highlight Color Background:	
<u>D</u> one <u>C</u> ancel	

# **ASI: Help Menu Options**

## **Opening the ASI Help File**

**Click** on **Help** | **Contents**... on the help menu, to access the ASI Help file, from the ASI Data Entry Form. The help file for the clinician is opened. This is from the University of Pennsylvania/Veterans Administration Center for Studies of Addiction (1977).

Example: ASI help file.

lealth Assistant	
<u>File E</u> dit Book <u>m</u> ark <u>O</u> ptions <u>H</u> elp	
<u>C</u> ontents <u>I</u> ndex <u>B</u> ack <u>P</u> rint <u>≤</u> < ≥>	
Question by Question Guide	
<u>General Information</u> <u>Medical Status</u> <u>Employment/Support Status</u> <u>Drug/Alcohol Use</u>	<u>Legal Status</u> Family History Family Social Relationships Psychiatric Status
ASI Manual Introduction	Confidence Ratings
Patient's Rating Scale Estimates	<u>Difficult Situations</u> Follow-up Interviews
Clarification Interviewer Severity Rating	Frequently Asked Questions Appendices
<u>Software Tips</u>	

# Using the Help Index

From the ASI Data Entry form, **click** on **Help Index** from the help menu to access the Help Index. The help file will be opened. This file has information concerning the operation of the program.

**Example:** ASI Help Index.

Help Topics: ASI.hlx	? ×
Index Find	
<ol> <li>Type the first few letters of the word you're looking for.</li> <li>Click the index entry you want, and then click Display.</li> </ol>	
Clarification Confidence Ratings Critical Items Cross Checking Items Data Entry Suggestions Difficult Situations Estimates Follow-up Interviews Frequently asked questions General Instructions Hollingshead Job Categories Introduction Introduction to patient Job Categories Patient Rating Scale Program Operation Questions	
<u>D</u> isplay <u>P</u> rint	Cancel

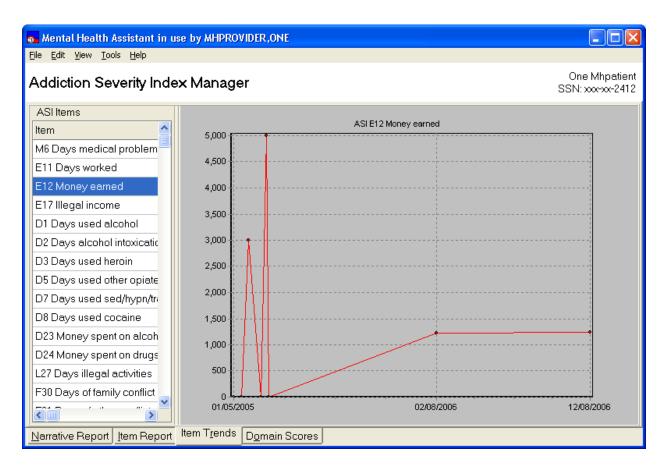
# **Domain Scores**

**Example:** To view the Domain Scores, **click** on **Domain Scores** tab. The ASI domain results will be displayed in graph and text form.

ddiction Severit	y Index Mar	nager				One Mhpati SSN: xxx-xx-24
		A	SI Evaluation Factors	i .		
70 60 00 50 10 10 10 10 10 10 10 10 10 10 10 10 10			-			
30 Alcohol (EF)		ug (EF)	Legal (EF)		sychiatric (EF)	Family/Social
Alcohol (EF)					sychiatric (EF) 2005 🛦 01/20/2005 🔻	
Alcohol (EF)						
Alcohol (EF)	006 • 02/08/2006 +	03/15/2005 * 03/15/	2005 + 03/10/2005 •	02/28/2005 • 02/03/	2005 🛦 01/20/2005 🕷	01/05/2005
Alcohol (EF)	006 • 02/08/2006 +	03/15/2005 * 03/15/	2005 + 03/10/2005 •	02/28/2005 • 02/03/	2005 🛦 01/20/2005 🕷	01/05/2005
Alcohol (EF) Alcohol (EF) ASI Scores Evaluation Factors	006 • 02/08/2006 + 12/08/2006	03/15/2005 * 03/15/2 02/08/2006	2005 + 03/10/2005 • 03/15/2005	02/28/2005 • 02/03/ 03/15/2005 40	03/10/2005	01/05/2005
Alcohol (EF) ASI Scores Evaluation Factors Alcohol (EF)	12/08/2006 +	03/15/2005 * 03/15/2 02/08/2006 51	03/15/2005 • 40	02/28/2005 • 02/03/7 03/15/2005	03/10/2005 + 40	01/05/2005 02/28/2005 40
Alcohol (EF) ASI Scores Evaluation Factors Alcohol (EF) Drug (EF)	006 • 02/08/2006 • 12/08/2006 52 40	03/15/2005 * 03/15/2 02/08/2006 51 42	2005 + 03/10/2005 • 03/15/2005 40 35	02/28/2005 • 02/03/ 03/15/2005 40	03/10/2005 * 40 35	01.05/2005 02/28/2005 40 35

## **Item Trends**

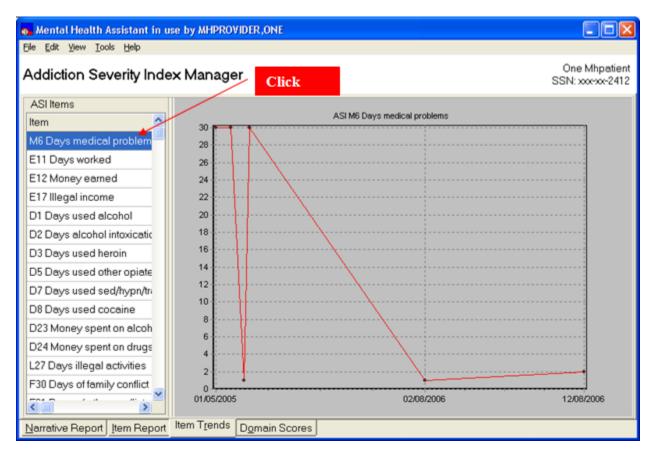
To view the Items Trend, click on **Item Trends** tab. Item-level data will be presented in tabular and graphical form across interviews.



## **Graphing a Different Item**

To graph a different item, click on different row in table of item data. The new row will be highlighted and the data for that item will be graphed.

**Example:** The item was changed from E12 (previous example) to M6 by clicking on the M6 row. M6 data are graphed.



# **Returning to the Narrative Report View**

**Example:** To return to the Narrative Report View, Click on the **Narrative Report** tab. The original view of the ASI tab is restored.

🕥 Addic	tion Severit	y Index M	lanager		Mhpatien SSN: xxx-xx	
	Previous ASI					
Ne <u>w</u> •	Date	Type	Ordered By	Status	Signed	2
E <u>d</u> it	4/22/2011	FULL	MHPROVIDER.ONE	Incomplete	False	
Sign	4/21/2011	FULL	MHPROVIDER, ONE	Incomplete	False	
	2/18/2011	LITE	FINKELSTEIN, ALLAN	Pt Refused	True	
days since st ASI	4/22/2010	FULL	MHPROVIDER, ONE	Unable to respond	False	1
ENERAL INFO T. Mhpatien CTIVE DUTY.	AMATION t is a 33 year He lists his	old Hispan religious p	FULL on 04/22/2011 by: MHDRC ed Draft ##### L HISTORY *** ic-Other,f1 question not answe reference as Other. He was adm	ered male		
ENERAL INFO r. Mhpatien CTIVE DUTY. etoxificati 19 QUESTION onths. his report	# AMATION t is a 33 year He lists his on Services pr NOT APPLICABL is based on a	old Hispan religious p ogram on Ap E He has li full ASI in	ed Draft ##### L HISTORY *** ic-Other,fl question not answe	ered male mitted to the rs, he has . : 9 years, 9 h Apr 22,		

# **User Preferences Functions**

# Orientation

**Example:** The User Preferences form enables the user to customize the manner in which several functions are performed and displayed in MHA. Additionally, the font and display functions are an attempt to comply with Section 508 requirements in MHA's user interface.

User Preferences	
Eont Highlight Color Miscellaneous Menu	Navigation tabs
Font on display: MS Sans Serif Size: 0 Instructions: This menu will demonstrate fonts selected below. Click the "Done" button to incorporate a font in MHA.	
CPRS Font Windows Font New Font	
Cancel Done	Command buttons

## Form Title

The Form Title simply identifies the form.

## **Navigation Tabs**

The Navigation Tabs are used to access the various functions that are distributed across four panels.

## **Editing Panel**

The Editing Panel displays the various artifacts that the user manipulates to make adjustments to preferences. There are four panels, but only one of them is visible at any one time.

#### **Command Buttons**

The Command Buttons are used to either cancel all actions or close the window and save the changes made.

## **Changing MHA System Font**

There are three types of fonts that the user may select to provide the best viewing comfort possible: The CPRS Font, the Windows Font, or a New Font. Selecting the CPRS Font will change MHA's font to match that with CPRS uses. If the user is comfortable with the CPRS font, then this may be a good choice. The Windows Font is the "default" Windows font. This font is used by the other programs on the system too. The New Font option enables the user to select from any of the fonts found on the PC. With this option it is possible to change font characteristics, such as size and bold, etc. In most cases, the font will not need to be changed from the one offered initially by MHA. To change Font options:

- 1. Click on any of the three font Option Buttons.
- 2. Click on the **Done** button

**Example:** Font tab. Clicking on **Cancel** ignores any choices made.

User Preferences	Ĵ
Font Highlight Color Miscellaneous Menu	1
Font on display: Tahoma Size: 8	
Increasing the font size on longer instruments, such as the AUIR, MMPI2, NEOPI or PAI, may cause display issues with the questions.	
Instructions: This menu will demonstrate fonts selected below. Click the "Done" button to incorporate a font in MHA.	
CPRS Font Windows Font New Font	2. Click
Cancel 1. Click	

Font					8
Font: Tahoma Tahoma Tempus Sahs ITC Terminal Times New Roman Trebuchet MS	•	Font style: Regular Regular Bold Oblique Bold Oblique		Size: 8 9 10 11 12 14 16 ▼	OK Cancel
		Sample AaBbYyZ	Zz		
		Script: Western		·	]

**Example:** If the **New Font** button is selected, the New Font selection prompt is displayed.

#### Changing the Displayed Highlight Colors on the All-Questions Datainput Form

As a navigational aide, the selected question on the All-Questions form is highlighted with a different color from the form's color. This color can be changed by choosing the Highlight Color tab and selecting colors from the artifacts on the Editing Panel.

🐻 User Preferences	
Font Highlight Color Miscellaneous Menu	_
Highlight Color Foreground: Black	
Highlight Color Background: Yellow	
Sample Item	1. Click
<u>C</u> ancel	<b>x</b>
	2. Click

**Example:** Highlight Color tab. Clicking on **Cancel** ignores any choices made.

# **Toggling Visual Feedback On/Off**

Visual Feedback displays error messages in addition to sound beeps. A dialog would be presented to identify the error the user made, for example, the dialog message says the wrong key had been pressed.

- 1. Click on the Miscellaneous tab
- 2. Click on the **"Provide visual feedback..."** button, so that a checkmark is displayed.

Example: Miscellaneous tab. Clicking on Cancel button ignores any choices made.

User Preferences	
Font Highlight color Miscellaneous M	
Provide visual feedback in additon to beeps.	
Use screen <u>r</u> eader	
Speed Tab. For multiple choice items, go to next item without pressing tab key.	
✓ Display image on main menu.	
Maintain original font (Recommended).	
(Instruments are designed using a standard font and changing its size may produce unsatisfactory visual results.)	
	<b>2.</b> Click

# **Toggling Screen Reader On/Off**

MHA has the ability to detect when a screen reader is in use. MHA will automatically change many of its forms so that a screen reader can accurately and intelligently present information to the listener. Sometimes it is useful to run MHA as if a screen reader is in use, usually for testing purposes, and this toggle provides that ability.

#### To toggle Screen Reader:

- 1. Click on the Miscellaneous tab
- 2. Click on the "Screen Reader..." button, so that a checkmark is displayed
- 3. Click on the **Done** button

# **Toggling Speed Tab On/Off**

Speed Tab is a feature to increase data entry speed. Speed Tab is actually an automatic "Tab" key press that is triggered after the user makes a choice from a question with multiple choice answers. This saves the user from having to press the Tab key to move on to subsequent questions on the form. However, the Speed Tab option has no effect on Multiple-Line Text Boxes, Single-Line Text Boxes and Spin Boxes. A check box to toggle the Speed Tab is also located on the data-entry form.

#### To toggle Speed Tab:

- 1. Click on the Miscellaneous tab
- 2. Click on the "Speed Tab..." button, so that a checkmark is displayed
- 3. Click on the **Done** button
- 4. Speed Tab functions are enabled in the data-entry forms, based on whether the checkmark was visible at the time of clicking on the **Done** button.

Example: Miscellaneous tab. clicking on Cancel, ignores any choices made.

User Preferences	1
Font Highlight Color Miscellaneous 1. Click	
Provide visual feedback in addition to beeps.	
Use screen <u>r</u> eader	
Speed Tab. For multiple choice items, go to next item without pressing tab key.	
✓ Display image on main menu.	
Maintain original font (Recommended).	
(Instruments are designed using a standard font and changing its size may produce unsatisfactory visual results.)	
	<b>2.</b> Click
<u>C</u> ancel	

# Toggling The Display Of Images On The Main Menu

The images on the Main Menu can be turned off or on by checking the box.

**Example:** Miscellaneous tab. clicking on **Cancel**, ignores any choices made.

B User Preferences	5
Font Highlight Color Miscellaneous Menu	_
Provide visual feedback in addition to beeps.	
Use screen reader	
Speed Tab. For multiple choice items, go to next item without pressing tab key.	
Display image on main menu.	
Naintain original font (Recommended).	
(Instruments are designed using a standard font and changing its size may produce unsatisfactory visual results.)	
(anstraments are designed using a standard fort and changing its size may produce ansatisfactory visibal results.)	
1. Click	<b>2.</b> Click

# **Toggling: Maintain Original Font on/off**

When an instrument is designed for MHA there are sometimes design characteristics that are based on the size and type of font so that questions and answers are displayed in a readable manner. Every effort is made to accommodate larger or smaller fonts should that be the user's preference. Since the readability of an instrument is based on many factors (e.g., screen resolution, DPI settings, size of form), not just the font's size and type, this toggle provides a means to ensure the instrument will be readable in its original design. The Original Font is maintained, based on whether the checkmark is set for this toggle. To set this toggle:

- 1. Click on the Miscellaneous tab.
- 2. Click on the "Maintain Original font..." button, so that a checkmark is displayed.

Example: Miscellaneous tab. Clicking on Cancel ignores any choices made.

Be User Preferences	
Font Highlight Color Miscellaneous Menu	
Provide visual feedback in additon to beeps.	
Use screen <u>r</u> eader	
Speed Tab. For multiple choice items, go to next item without pressing tab key.	
✓ Display image on main menu.	
Maintain original font (Recommended).	
(Instruments are designed using a standard font and changing its size may produce unsatisfactory visual results.)	
	- 2. Click
Cancel 1. Click Done	

#### Selecting the starting point for MHA

When MHA is started, it usually presents the Main Menu initially. This is the depiction throughout this manual. However, it is possible to bypass the Main Menu and present the "Instrument Administrator" instead. The user is able to select from the following starting points:

Main Menu Instrument Administrator Instrument Results ASI Special Results.

To change the initial display in MHA:

- 1. Click on the Menu tab.
- 2. Click on one of the possible menu options.

**Example:** Menu tab. Clicking on **Cancel** ignores any choices made.

B User Preferences	23
Font Highlight Color Miscellaneous Menu	
Always start MHA with	
Main Menu	
© Instrument Administrator	
© Instrument Results	
© ASI	
© Special Results	
Cancel	ne

**Off-line Administration Functions** 

#### Orientation

Most users are likely to use MHA in the standard way, that is, by administering instruments while their computer is connected to a VistA system. However, MHA offers "off-line" testing features for users needing such functionality, such as at CBOCs. Off-line testing enables the user to administer an instrument when the user's computer is not able to connect to a VistA system, temporarily saving the administration's results in an encrypted local file. When a user returns to the office and resumes a connection to VistA, the user is asked to match the off-line patient information for a selected administration with the VistA patient information. If the user is satisfied with the match, the results can be uploaded to VistA, at which time the temporary local file is deleted.

The only way that MHA can connect to VistA is by being "launched" from the CPRS Tools menu. This is different from previous versions of MHA. So, to invoke MHA for off-line use, users will need to double-click on the Mental Health Assistant icon on the desktop.

Stored Off-line administrations are not useful until they are uploaded to VistA, at which time they become part of the patient's official record.

**Example:** There are two principal forms that are used for processing off-line administrations. The Off-line Patient Manager is used while disconnected to VistA, while the Off-line Results Synchronizer is used once a connection to VistA is restored.

👧 Mental Health Assis			
Off-Line Patient	-	Patient Selector	
<ul> <li>Select existing off-line patie</li> <li>MHPROVIDER, THREE</li> </ul>	ent		
<ul> <li>Patient details (Edit as ne</li> </ul>	eded)	Patient Edit Area	a
	First Name:	THREE	
	Last Name:	MHPROVIDER	
	SSN:		
	DOB:		
	Sex:		
New	<u>D</u> elete	<u>C</u> ancel <u>D</u> K	

#### **Patient Selector**

The Patient Selector Drop-Down List Box is used to choose from a list of existing off-line patients.

#### **Patient Edit Area**

The Patient Edit Area contains the input artifacts that are used to edit and display patient information.

#### New button

The New button is used to prepare the form for entering information about a new patient.

#### **Delete button**

The Delete button removes the selected patient from the list of patients and deletes the local record.

#### **Cancel button**

The Cancel button closes the Off-line Patient Manager without selecting a patient.

#### Ok button

The Ok button selects the current patient for processing of off-line administrations.

#### **Off-line Results Synchronizer**

To use the Off-line Results Synchronizer, the following must be true:

- The PC is connected to VistA.
- MHA is launched from the CPRS Tools menu.
- The user has previously administered at least one off-line instrument that has not yet been uploaded to VistA.

The following functionality is restored once connected to VistA:

- Instruments Ordered-by selection
- Interviewer selection
- Visit Location selection
- Online Support

Example: Off-line Results Synchronizer

👦 Mental Health A	ssistant	Main m	enu						
File Help				Off-lin	e record	ls li	st		
Off-Line Res	ults Syn	chronize	er 🖌	Pick an	off-line rec	ord, fi	nd a matching record		CPRS, and upload the
Off-Line Record	\$			_	-			_	
Name				SSN	DOB	1	Sex	Instrument	Date 🔨
MHPATIENT, ONE				000-00-2412	03/05/19	92	FEMALE	DIT-2005	04/22/2005 (
MHPATIENT, ONE				000-00-2412	03/05/19	92 1	FEMALE	CAGE	04/22/2005 (
MHPATIENT, TWO				000-00-8455	04/10/19	40 8	FEMALE	AUDC	04/22/2005 ( 💙
Search for Matc	hing CPRS F	atient				R	esults of M	atch	
Search for: M2412		Go	esults of match				Off-Line P	atient	CPRS Patient
				_		Nan	ne MHPATIE	NT, ONE	MHPATIENT, ONE
Enter some or all the le digits of SSN. Search in				st name plus las	tiour	SSN	000-00-24	12	000-00-2412
						DO	B 03/05/19	92	2/1/1922
Name	SSN	DOB	Sex			Sex	FEMALE		FEMALE
MHPATIENT, ONE	000-00-2412	2///1922	FEMALE		Exit bu Uplo	tton	utton	ce Levet G	icod
Delete Off-Line Reco	rd	L.	CPRS patient	search par	nel				Upload Eyi

#### Main Menu

The Main Menu offers user functions in the context of the Off-line Results Synchronizer form, such as file and help.

#### **Off-line Records List**

This is the list of all tests that have been administered off-line, which haven't been uploaded to VistA yet. The list is used to select which administration to process.

#### **CPRS Patient Search Panel**

This group of artifacts is used to search for, and list, CPRS (VistA) patients which closely match the off-line patient that is selected in the Off-line Records List.

#### Patient Match Panel

This panel displays a table on which both the off-line and CPRS patient information is shown sideby-side to aid in determining the possibility of a match. All of the off-line patient information is assumed to come from the patient during an interview. In most cases, the information provided will be a perfect match to the information in VistA for the same patient. This matching scheme is a way for the clinician to verify that it is the same patient and to make any adjustments for typos and other minor errors.

#### **Delete Off-line Record Button**

This button triggers the deletion of the currently-selected off-line administration record. A confirmation prompt is displayed before deleting the record.

#### **Upload Button**

This button starts the process of uploading to VistA the currently-selected record.

#### Exit button

The Exit button closes the Off-line Results Synchronizer form.

## Starting MHA in Off-line Mode from the Desktop Icon

To start MHA for off-line use:

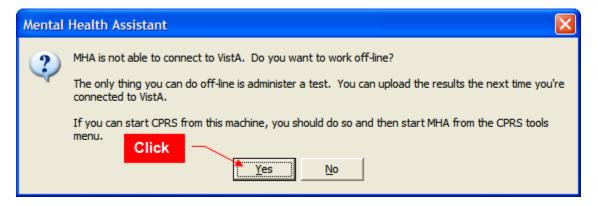
- 1. Locate the Mental Health Assistant 3 icon, as pictured below, on the Windows Desktop
- 2. Double-click the icon
- 3. Click on the Yes button on the "Do you want to work off-line" prompt.
- 4. Clicking on **Yes** causes the Off-line Patient Manager form to display.

Clicking on the No button aborts MHA.

Example: The Mental Health Assistant icon on the Windows Desktop.



Example: "Do you want to work off-line" prompt



## Selecting an Existing Patient from the Drop-Down List Box

To select an existing off-line patient record:

- 1. Click on the down-arrowhead to open up the Drop-Down List Box (Combo box).
- 2. Click on the name of the desired patient.

**Example:** The patient selected becomes the active patient on the Drop-Down List Box. Demographic information belonging to the selected patient fills the form.

💀 Mental Health Assistant	
Off-Line Patient Manage	er 1. Click to open
Select existing off-line patient MHPATIENT, ONE MHPATIENT, ONE MHPATIENT, TWO	2. Click to make a selection
First Name: Last Name: SSN: DOB: Sex:	ONE MHPATIENT 000-00-2412 3/ 5/1992 ▼ ○ Male ● Eemale
<u>N</u> ew <u>D</u> elete	<u>C</u> ancel <u>O</u> K

## Adding and Selecting a New Off-line Patient

#### To add a new patient to the list of off-line patients:

- 1. Click on the New button.
- 2. Enter the new patient information in the corresponding fields.
- 3. Click on the Ok button.

**Example:** The data entry fields are cleared and appear blank and ready for input. After clicking on the **Ok** button, the user is presented in the **Instrument Administrator** form

	🔊 Mental Health Assi				
	Off-Line Patien				
	<ul> <li>Select existing off-line pati</li> </ul>	ent			
	– Patient details (Edit as ne	eded)			
ir	. Enter patient nformation in rovided fields	First Name: Last Name:	TWO MHPATIENT		
		SSN: DOB:	000-00-8455 4/10/1940		
		Sex:	O <u>M</u> ale ⊙ <u>F</u> emale <mark>lick</mark>		3. Click, to save patient and administer an instrument
	New	<u>D</u> elete	<u>C</u> ancel	<u>o</u> k	

Example: Off-line	Instrument Administrator	form.
-------------------	--------------------------	-------

Instrument Administra	or	Avivapatient, Eig SSN: xxx-xx-092
2ate of Administration:	Available Instruments and Batteries:	Instruments Chosen:
5/ 6/2009 🗾	Show: All	•
nstructions: elect the instrument by checking its x with the mouse, or use the arrow ys and space-bar to select.	AAQ-2	E
nderlined instruments are complete. old indicates a battery which	ASSIST-NIDA	
tains many instruments.	ATQ	
	AUDIT	
	E BAM BAM-C	
	BAM-IOP	Display:
	BARTHEL INDEX	One Question at a Time     Staff Er
		All Questions at Once

Since off-line administrations of instruments mean that the connection to VistA is not present, there are several features of MHA that are disabled:

- Instruments Ordered-by selection
- Interviewer selection
- Visit Location selection
- METRIC Instruments Reviews
- Battery Wizard
- Instrument Description
- Online Support

# Selecting a Different Off-line Patient from the Instrument Administrator Form

To select another off-line patient from the Instrument Administrator form:

- 1. From the Instrument Administrator form, click on File | Select Patient... menu option.
- 2. The **Off-line Patient Manager** form is displayed, offering an opportunity to choose a different existing or new patient.
- 3. Choose a different off-line patient from the **Off-line Patient Manager** form. After selecting another patient, and clicking **Ok**, the new selected patient is identified.

Example: Selecting a patient on the Instrument Administrator form.

Mental Health Assistant in use by Of	f Line				
File Tools Help					
Select Patient Exit	. Click				Fifty Mhpatient SSN: xxx-xx-0100
Date of Administration.	. CIICK	truments and Batteries:		Instruments Chosen:	
5/ 6/2009	Show:	All	•		
Instructions:		MHLB	^		4 ⇒
These instructions change		MHLC-C			5
depending upon the location of the mouse or cursor.		MISS			
		MMP2S			$\triangleleft$
		MMP12			
		MORSE FALL SCALE			
		PCPTSD			
		PCLC		<	>
		PCLM			
		PHQ-2		Display:	Patient Entry
		PHQ9	-	C One Question at a Time	
		RLOC	~	• All Questions at Once	Staff Entry
				,	

Example: Selecting an existing patient on the Off-line Patient Manager form.

Mental Health Assistant	X
Off-Line Patient Manage	er 1. Click
<ul> <li>Select existing off-line patient</li> </ul>	
MHPROVIDER, THREE	2. Click
First Name:	THREE
Last Name:	MHPROVIDER
SSN:	666-12-3456
DOB:	8/10/1960 🔹
Sex	⊙ <u>M</u> ale ⊂ <u>F</u> emale
	3. Click
<u>N</u> ew <u>D</u> elete	<u>C</u> ancel <u>D</u> K

## **Deleting an Existing Off-line Patient**

#### To delete an off-line patient:

- 1. Select the name of an off-line patient using the Drop-Down List Box.
- 2. Click on the **Delete** button.
- 3. The delete warning message is displayed
- 4. Click on **Yes** to delete the selected patient from the list OR **click** on the **No** tab to abort the deletion.

**Example:** Selecting the name of an off-line patient using the Drop-Down List Box.

Mental Health Assistant			
Off-Line Patient Manager			
<ul> <li>Select existing off-line patient</li> </ul>			
MHPROVIDER, THREE	1. Click		
First Name:	THREE		
Last Name:	MHPROVIDER		
SSN:	666-12-3456		
DOB:	8/10/1960 🔹		
Sex:	⊙ <u>M</u> ale ⊂ <u>F</u> emale		
2. Click			
<u>N</u> ew <u>D</u> elete	<u>C</u> ancel <u>O</u> K		

**Example:** Delete warning message.

Mental	Health Assistant
⚠	Are you sure you want to delete Three Mhprovider from the off-line patient file? This action cannot be undone!
	<u>Y</u> es <u>N</u> o

## **Canceling Selection of an Off-line Patient**

#### To exit the Off-line Patient Manager without selecting a patient:

- 1. Click on the Cancel button, or press the escape key "ESC".
- 2. The cancel warning message is displayed.
- 3. Respond with **Yes** to the cancel warning message prompt.
- 4. Clicking on Yes closes the Off-line Patient Manager form.
- 5. Clicking on No returns to the Off-line Patient Manager form.

**Example:** Exiting the **Off-line Patient Manager** without selecting a patient.

Mental Health Assistant			
Off-Line Patient Manager			
Select existing off-line patient			
MHPROVIDER, THREE			
<ul> <li>Patient details (Edit as needed)</li> </ul>			
First Name:	THREE		
Last Name:	MHPROVIDER		
SSN:	666-12-3456		
DOB:	8/10/1960 🔽		
Sex:	⊙ <u>M</u> ale O <u>F</u> emale		
Click	7		
<u>N</u> ew <u>D</u> elete	Cancel <u>O</u> K		

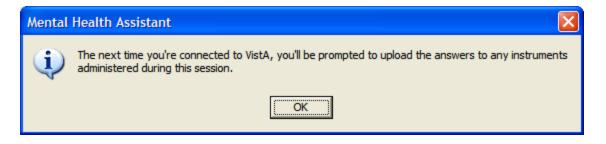
Example: Cancel warning message prompt

Mental	Health Assistant
2	No patient is selected. Are you sure you want to close?
	<u>Y</u> es <u>N</u> o

## **Closing the Off-line Patient Manager**

When the Patient Off-Line Patient Manager is closed, and patient data have been entered, a prompt will appear that says the data can be uploaded to VistA the next time the user connects the computer to the VA network.

**Example:** Exit reminder prompt.



# Recognizing the Availability of Off-line Administrations, and Initiating the Upload Process

If any records exist on the PC that were administered off-line, the user is reminded about them once MHA is launched from the CPRS Tools bar. A notification prompt is displayed and the user is offered a choice to upload these records at this time.

#### To upload existing off-line records:

- 1. Start CPRS.
- 2. Invoke MHA from the CPRS Tools menu.
- 3. If any off-line administration files are found on the PC, the "Do you want to upload to VistA…" prompt is presented. Otherwise, uploading functionality is bypassed and MHA starts up in normal VistA mode.
- 4. Uploading the confirmation prompt.

**Example: Click** on the **Yes** button, on the "Do you want to upload to VistA…" prompt. After clicking on **Yes**, the Off-line Results Synchronizer form is displayed.

Mental Health Assistant
Do you want to upload to VistA the results of instruments that were administered off-line?
<u>Y</u> es <u>N</u> o

**Example:** Off-line Results Synchronizer form.

Mental Health Assistant						
File Help						
Off-Line Results Synchronizer	Pick an	off-line rec	ord, fi	nd a matching record		CPRS, and upload the
Off-Line Records						
Name	SSN	DOB		Sex	Instrument	Date 🔼
MHPATIENT, ONE	000-00-2412	03/05/19	92	FEMALE	DIT-2005	04/22/2005 ( 📃
MHPATIENT, ONE	000-00-2412	03/05/19	92	FEMALE	CAGE	04/22/2005 (
MHPATIENT, TWO	000-00-8455	04/10/19	40	FEMALE	AUDC	04/22/2005 ( 💌
			_			
Search for Matching CPRS Patient			R	esults of M		
Search for: M2412 Go			<u> </u>	Off-Line P		CPRS Patient
Enter some or all the letters of last name, or SSN, or the first letter of the last	t name plus las	t four		ne MHPATIE		MHPATIENT, ONE
digits of SSN. Search results below (click on name to select).	chanc plastas		SSN 000-00-24			000-00-2412
				B 03/05/19		2/1/1922
Name SSN DOB Sex			Se	FEMALE		FEMALE
MHPATIENT, ONE 000-00-2412 2/1/1922 FEMALE			M	atch Confiden	ce Level: G	ìood
Delete Off-Line Record						Upload E <u>x</u> it

## Selecting an Off-line Record for Uploading

To select a record for uploading to VistA, click on the desired record from those presented on the **Off-line Records** list.

- 1. The clicked-on record becomes the selected record
- 2. The left column of the **Results of Match** grid is populated with demographic information from the selected off-line patient's record.
- 3. A search in the CPRS database is automatically triggered, to find and list the closest matching CPRS patient(s) on the **CPRS Patient Search Panel**
- 4. The right column of the **Results of Match** grid is populated with demographic information from the selected CPRS patient's record.
- 5. If more than one CPRS patient match is found, the first one in the list is automatically selected, although it may not necessarily be the best match.

**Example:** Off-line Records list containing three records.



## Searching for a Matching CPRS Patient

There are two kinds of search methods available for finding a matching CPRS patient: the automatic initial search and a manual search.

The automatic initial search uses a text filter that is built from the selected off-line patient's first letter of the last name, followed by the last four of the SSN—the same way it is done in VistA. This text filter is automatically placed in the "Search for" Text Box, and is used for the initial search, which is triggered automatically.

Occasionally, the automatic initial search returns no results or returns poor matching results. In this case, the search text filter may be changed to customize a new result set. To start a manual search, replace the text in the **Search for** Text Box, and click on the **Go** button to trigger a new search, and a refreshed listing of possible matches.

Any text may be entered into the **Search for** Text Box, however, the patient's last name or the default search text typically works best.

**Example:** The CPRS Patient Search Panel with search results.

[	Search for Matc	hing CPRS P	Patient					
	Search for: M2412		<u>G</u> o	2. Click				
	Enter some or all the letters of last name, or SSN, or the first letter of the last name plus last four digits of SSN. Search results below (cline <b>1. Enter custom search filter</b>							
	Name	SSN	DOR	Sex				
	MHPATIENT, ONE	000-00-2412	2/1/1922	FEMALE				
			- List o	f possible matches				

#### Evaluating the results of a possible match

After a search, hopefully the off-line patient's demographic information results in an obvious match to the CPRS Patient, based on information stored in VistA. However, there will be exceptions, in which case the user is forced to make a judgment of whether there is a valid match or not. To aid in making this decision, the "Results of Match" grid displays information about the Off-Line Patient and the selected CPRS Patient.

Example: Results of Match grid.

	Off-Line Patient	CPRS Patient
Name	MHPATIENT, ONE	MHPATIENT, ONE
SSN	000-00-2412	000-00-2412
DOB	03/05/1992	2/1/1922
Sex	FEMALE	FEMALE

The "Results of Match" grid displays the Off-line and CPRS patients.

While MHA3 offers a calculated evaluation of the match, it is ultimately the user's responsibility to decide on the validity of a match before uploading results to VistA. **Example:** A poor match: No patient was found in the VistA database that matches the search text. The "Search for" text filter must be changed, and a new search initiated. Try the last name.

🔈 Mental Health Assistant						
File Help						
Off-Line Results Synchronizer	Pick an	off-line rec	ord, find	a matching record		PRS, and upload the
Off-Line Records						
Name	SSN	DOB	Se	×	Instrument	Date
MHPATIENT, ONE	000-00-2412	03/05/19	992 FE	MALE	AUDC	04/25/2005 02:0
Search for Matching CPRS Patient			Res	sults of Ma	atch —	
Search for: M2413 Go				Off-Line Pa	atient	CPRS Patient
			Name	MHPATIEI	NT, ONE	
Enter some or all the letters of last name, or SSN, or the first letter of t digits of SSN. Search results below (click on name to select).	ne last name plus las	strour		000-00-24		
				03/05/199	92	
Name SSN DOB Sex			Sex	FEMALE		
			Mate	h Confidenc	se Level: Lo	W
Delete Off-Line Record						Upload E <u>x</u> it

**Example:** A good match: Three out of four fields match perfectly, and the search results list a single patient. It's possible that the unmatched field is the result of a typo or other type of data-entry mistake.

Nental Health Assistant						
File Help						
Off-Line Results Synchronizer Pick an off-line record, find a matching patient in CPRS, and upload the record.						
C Off-Line Records						
Name	SSN	DOB	Se	×	Instrument	t Date 🔼
MHPATIENT, ONE	000-00-2412	03/05/19	92 FE	MALE	CAGE	04/22/2005 ( 🧾
MHPATIENT, ONE	000-00-2412	03/05/19	192 FE	MALE	AUDIT	04/22/2005(
MHPATIENT, TWO	000-00-8455	04/10/19	40 FE	MALE	AUDC	04/22/2005 ( 💌
					-	
Search for Matching CPRS Patient			He	sults of M		
Search for: M2412 <u>G</u> o			<b></b>	Off-Line P		CPRS Patient
Enter some or all the letters of last name, or SSN, or the first letter of the last	t name plus las	Name MHPATIEN			MHPATIENT, ONE 000-00-2412	
digits of SSN. Search results below (click on name to select).	1 - C		SSN	000-00-24		2/1/1922
Name SSN DOB Sex				FEMALE	92	FEMALE
			Jex	FEMALE		
MHPATIENT, ONE     000-00-2412     2/1/1922     FEMALE   Match Confidence Level: Good						
Delete Off-Line Record						<u>U</u> pload E <u>x</u> it

## Uploading an Off-line Record to VistA

#### To upload a record to VistA:

- 1. Verify that the patient on the selected record is one that matches the CPRS patient.
- 2. Click on the Upload button.
- 3. Click Yes on the upload confirmation prompt
- 4. The additional required information prompt is displayed.
- 5. Enter the additional required information at the prompt, and then **click Ok**. The upload confirmation prompt is displayed.
- 6. The selected administration record is uploaded to VistA.
- 7. After uploading the record, the record is removed from the list of off-line records, which means that the record was deleted from the local file system too.

**Example:** To upload a record to VistA.

Mental Health Assistant							
File Help							
Off-Line Results Synchronizer	Pick an	off-line reco	rd, fin	d a matching record		CPRS, and upload	the
Off-Line Records							
Name	SSN	DOB	S	ех	Instrumen	t Date	^
MHPATIENT, ONE	000-00-2412	03/05/19	92 FI	EMALE	CAGE	04/22/2005 (	
MHPATIENT, ONE	000-00-2412	03/05/19	92 FI	EMALE	AUDIT	04/22/2005 (	
MHPATIENT, TWO	000-00-8455	04/10/19	40 F	EMALE	AUDC	04/22/2005 (	~
Search for Matching CPRS Patient	. Select	the d	lesi	red re	cord		
Search for: M2412 Go				Off-Line P	atient	CPRS Patient	
			Nam	MHPATIE	NT, ONE	MHPATIENT, ON	IE
Enter some or all the letters of last name, or SSN, or the first letter of the last digits of SSN. Search results below (click on name to select).	st name plus las	tiour	SSN	000-00-24	12	000-00-2412	
			DOB 03/05/1992 2/1/			2/1/1922	
Name SSN DOB Sex			Sex	FEMALE		FEMALE	
Name       SSN       DOB       Sex         MHPATIENT, ONE       000-00-2412       2/1/1922       FEMALE         Match Confidence Level: Good       Match Confidence Level: Good         2. Click							
Delete Off-Line Record						Upload	Eyit

**Example:** Upload confirmation prompt. Responding with "No" will abort the upload.

Mental	Health Assistant
?	The DIT-2005 administered on 04/22/2005 01:51:03 PM to MHPATIENT, ONE is selected to be uploaded. All questions have been answered. Click Are you sure you want to upload this administration? Yes No

**Example:** Additional required information prompt requesting Ordered By, Interviewer and Visit Location data. Change accordingly and then click Ok.

👧 Mental Health Assistant		
DIT-2005	MHPATIENT, ONE SSN: 000-00-2412	
Interviewer:		Click
Visit Location ADMISSIONS	<u>O</u> K <u>C</u> ancel	

## **Deleting an Off-line Record**

WARNING: Off-line records, by definition, have not been uploaded to VistA. Deleting a record cannot be undone.

To delete an off-line record:

- 1. **Select** the record to be deleted.
- 2. Click on the Delete off-line Record button.
- 3. The delete confirmation prompt is displayed.
- 4. Click on the Yes button on the delete confirmation prompt.

**Example:** The selected record is removed from the list of records and from the local file system.

Mental Health Assistant								
File Help								
Off-Line Results Synchronizer Pick an off-line record, find a matching patient in CPRS, and upload the record.								
Off-Line Records								_
Name		SSN	DOB	S	5K	Instrument	Date	^
MHPATIENT, ONE		000-00-2412	03/05/19	92 F8	MALE	CAGE	04/22/2005 0	
MHPATIENT, ONE		000-00-2412	03/05/19	32 FE	MALE	AUDIT	04/22/2005 (	
MHPATIENT, TWO		000-00-8455	04/10/19	40 FE	MALE	AUDC	04/22/2005 (	( 💌
Contraction CODE Day								
Search for Matching CPRS Patient				Не	sults of M			
Search for: M2412 Go	<u> </u>	Select t	he de	sire	d rec	ord	PRS Patient	
Enter some or all the letters of last name, or SSN, or th							HPATIENT, ON	VE.
digits of SSN. Search results below (click on name to				SSN         000-00-2412         000-00-2412           D0B         03/05/1992         2/1/1922			-11	
Name SSN DOB	Sex				FEMALE		EMALE	-11
	FEMALE			Sex	FEMALE	r	EMALE	_
MHPATIENT, ONE 000-00-2412 2/1/1922	FEMALE			Mat	ch Confider	nce Level: Go	od	
Delete Off-Line Record							Upload	Egit

Example: Delete confirmation prompt. Clicking on No will abort deleting the record.

Mental	Health Assistant
?	The AUDC administered on 04/22/2005 02: 19:36 PM to MHPATIENT, TWO is selected for deletion. All questions have been answered. You will not be able to undelete this administration. Are you sure you want to delete it?

## **Exiting the Off-line Results Synchronizer Form**

**Example:** To exit the **Off-line Results Synchronizer** form, **click** on the **Exit** button, or select **File**| **Exit** from the main menu, or press the escape key "ESC." The Off-line Results Synchronizer form is closed and the MHA main form is displayed.

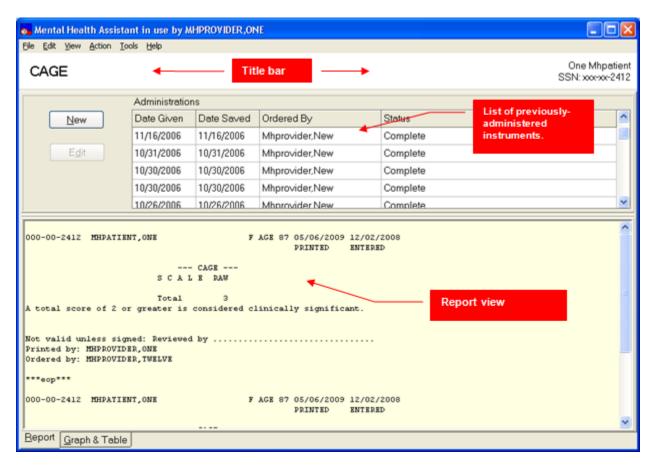
# **Single-Instrument Administrator Functions**

# Orientation

The **Single-Instrument Administrator** is useful when the goal is to quickly and frequently administer only one instrument and there is no need to select from a list of other instruments or batteries.

Using the **Single-Instrument Administrator** bypasses the MHA Main form and the Instrument Administrator, proceeding directly to administering the instrument.

The **Single-Instrument Administrator** can only be invoked from the CPRS Tools menu and requires the Clinical Applications Coordinator to configure the Tools menu in VistA. See the Appendix E for instructions on how to add the name of the instrument to the CPRS Tools menu. **Example:** The CAGE as viewed from the **Single-Instrument Administrator**.



### Main Menu

The Main Menu offers user functions in the context of the Single-Instrument form, such as tools and help.

## **Selected Patient Identification Label**

The Selected Patient Identification label displays information about who is the currently-selected patient within MHA. All functions performed in the Single-Question form will apply to this patient.

### Instrument's Name

The Title Bar is a visual artifact that is used throughout MHA to display information about the context that applies to the current activity. In this case, the Title Bar displays the current instrument's name.

## List of Previously-Administered Tests

This is the list of all tests that have been administered to the selected patient. The list is also used for selecting which administration to process.

### **Report View**

The Report View displays an administration report in textual form, based on the patient's data stored in VistA for the selected administration.

## **The Navigation Tabs**

These tabs are used to switch between report and graph/table view.

### New button

The New button is used to start a new administration for the selected patient.

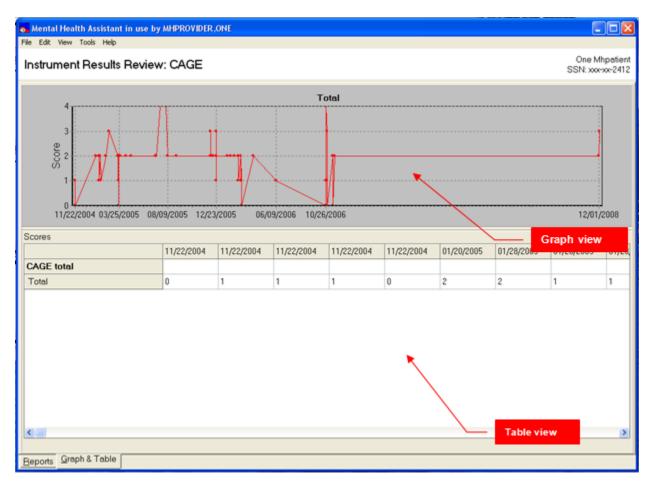
### **Edit Button**

In the case that the selected administration is "editable", based on how long ago it was administered, the Edit button becomes enabled and can be used to trigger editing of the selected administration.

# **Graph and Table**

#### **Graph View**

Example: The Graph View displays a graphical representation of test data values over time.



#### **Table View**

The **Table View** represents the same data as the Graph View, except that it is in table format. The Table View also functions as a means for selecting which administrations and characteristics to represent on the graph.

**Example:** The **Splash** screen is shown upon start up.

	Loadin	g CAGE	
name)	1		Ha das
·2 · · · · · · · · · · · · · · · · · ·	02.00		
	8 4. Seper		
ed	Hispanic,		
not Hispanic not Hispanic nic, White	6. Asian	Psychil	
D (Pre-1980: PTSI	PTSD 2. Veteran	declined to l	
chiatric, other than	tric - 2 Veterar	declined to an	
dical, non-Psychia	not service connecte	ed)	
on (Leave blank i sychiatric (includin hysical	ing PTSD)	ram. (Check one)	Veteran di Clinician fai

# Invoking the Single-Instrument Administrator from the CPRS Tools Menu

The only way to invoke the **Single-Instrument Administrator** is from the CPRS Tools menu. In addition to the Mental Health Assistant, individual instrument types may be added to the CPRS tools menu, from which the **Single-Instrument Administrator** is started for any particular instrument type. To configure single instruments on the CPRS Tools menu, The Clinical Applications Coordinator needs to add a set of parameters to the user's VistA CPRS GUI Tools menu. See Appendix E for instructions.

In the following example, to start CAGE, start CPRS first. Then, once CPRS has settled, click on the **Tools** menu item, followed by a click on the **CAGE** menu item.

If CAGE starts normally, the "splash" form is displayed briefly, followed by the **Single-Instrument Administrator** form, as shown below.

**Example:** The CAGE instrument is started from the CPRS Tools menu.

🖉 VistA CPRS	in use by: Mhprovider,O	ne (COR-FO-ALBANY)
File Edit View	Tools Help	
MHPATIENT,0		lected Primary
000-00-2412 F	CAGE	er Not Selected
Active Problems	Lab Test Information	an 7.4 duerse Reactions
No Problems F	Options	Click essment
Active Medications No Active Medical		Clinical Remir
NO ACTIVE MEDICA	tions round	Pneumovax Breast Exam

Mental Health Assis File Edit View Action		HPROVIDER, ON	IE		
CAGE					One Mhpatient SSN: xxx-xx-2412
	Administration	ns			
New	Date Given	Date Saved	Ordered By	Status	<u>^</u>
	11/16/2006	11/16/2006	Mhprovider,New	Complete	
E <u>d</u> it	10/31/2006	10/31/2006	Mhprovider,New	Complete	
	10/30/2006	10/30/2006	Mhprovider,New	Complete	
	10/30/2006	10/30/2006	Mhprovider,New	Complete	
	10/26/2006	10/26/2006	Mhorovider New	Complete	×
		CAGE E RAW			
A total score of 2	Total or greater is	3 considered cl	inically significant	s.	
Not valid unless signed: Reviewed by Printed by: MHPROVIDER,ONE Ordered by: MHPROVIDER,TWELVE					
***eop***					
000-00-2412 MHPAT:	CENT, ONE	F	AGE 87 05/06/2009 1: PRINTED EN	2/02/2008 NTERED	~

**Example:** The **Single-Instrument Administrator** form for the CAGE.

The **Single-Instrument Administrator** form is designed for a single instrument. This form combines the **Instrument Administrator** and the **Instrument Results Review** functions on a single form. All of the functions on this form have been described in previous sections of this manual; for example, how to copy and paste reports, graphs, how to print results, append comments to a report, and so forth.

# Starting a New Administration

ew	Cl	ick here			One Mhpatie SSN: xxx-xx-241
ave As >	Administratio	ns			
rint >	Date Given	Date Saved	Ordered By	Status	2
ot	11/16/2006	11/16/2006	Mhprovider,New	Complete	9
Edit	10/31/2006	10/31/2006	Mhprovider,New	Complete	
	10/30/2006	10/30/2006	Mhprovider,New	Complete	
	10/30/2006	10/30/2006	Mhprovider, New	Complete	
	10/26/2006	10/26/2006	Mhorovider New	Complete	
		CAGE	PRINTED EN	VTERED	
otal score of 2	S C A I Total	. E PAW 3	PRINTED ES		
	S C Å I Total for greater is igned: Reviewed IDER.ONE	3 considered c			

Example: To start a new administration, click on File | New...

Mental Health Assis		HPROVIDER, ON	IE		
CAGE		or here			One Mhpatient SSN: xxxxxxx2412
	Administration	ns			
New	Date Given	Date Saved	Ordered By	Status	^
	11/16/2006	11/16/2006	Mhprovider,New	Complete	
Edit	10/31/2006	10/31/2006	Mhprovider,New	Complete	
	10/30/2006	10/30/2006	Mhprovider,New	Complete	
	10/30/2006	10/30/2006	Mhprovider,New	Complete	
	10/26/2006	10/26/2006	Mhprovider New	Complete	×
	Total or greater is igned: Reviewed IDER,ONE IDER,TWELVE	i by	linically significan		
				NTERED	~
Report Graph & Tab	le				

**Example:** To start a new administration click on the **New** button.

Once a new administration is selected, the identifying information for the administration is gathered by the next form. This is the same information needed for the administration of any instrument. The format is the same as that used by the **Instrument Administrator**.

Mental Health Assistant	: in use by MHPROVI 🔳 🗖 🔀
CAGE	Mhpatient, One SSN: xxx-xx-4444
Ordered By:         MHPROVIDER.ONE         Interviewer:         MHPROVIDER.ONE         Date of Administration:         5/ 3/2011         Visit Location:         X-Ray Clinic	Display:
Link <u>W</u> ith Consult (Optional)	Staff Entry Patient Entry

**Example:** Identifying information for an administration of the CAGE.

### Switching to MHA Main Menu

**Example:** While the Single-Instrument Administrator initially bypasses MHA Main form, it offers a way to return to the Main form. **Click** on the **Action** | **MHA Main Menu** item.

👦 Mental Health Assista	nt in use by M	HPROVIDER, ON	IE			
File Edit View Action To	ols Help					
	n Menu		·k		One Mhpatient SSN: xxx-xx-2412	
	Administration					
New	Date Given	Date Saved	Ordered By	Status	<u>^</u>	
	11/16/2006	11/16/2006	Mhprovider,New	Complete		
E <u>d</u> it	10/31/2006	10/31/2006	Mhprovider,New	Complete		
	10/30/2006	10/30/2006	Mhprovider,New	Complete		
	10/30/2006	10/30/2006	Mhprovider,New	Complete		
	10/26/2006	10/26/2006	Mhorovider New	Complete	✓	
000-00-2412 MHPATIEN	000-00-2412 MHPATIENT,ONE F AGE 87 05/06/2009 12/02/2008 PRINTED ENTERED CAGE S C A L E RAW					
A total score of 2 or	Total 3 A total score of 2 or greater is considered clinically significant.					
Not valid unless sign Printed by: MHPROVIDE Ordered by: MHPROVIDE	R, ONE	bу				
***eop*** 000-00-2412 MHPATIEN	IT, ONE	F	AGE 87 05/06/2009 1 PRINTED E	2/02/2008 NTERED		
Beport Graph & Table					<b>⊻</b>	

# Editing an Existing Editable Administration

#### To edit an administration:

- 1. If the selected administration is editable the **Edit** button will be enabled.
- 2. Find and select an editable administration.
- 3. Click on the Edit button.
- 4. Administrations older than twenty-four hours are not editable.

#### **Example:** Editing an administration.

Mental Health Assistant in use by MHPROVIDER,ONE						
<u>File E</u> dit <u>V</u> iew <u>A</u> ction <u>T</u> od	ijle Edit View Action Iools Help					
CAGE					One Mhpatient SSN: xxx-xx-2412	
	Administration	S				
New	Date Given	Date Saved	Ordered By	Status	<u>^</u>	
	05/06/2009	05/06/2009	MHPROVIDER, ONE	Incomplete: Editable		
E <u>d</u> it	04/16/2009	05/06/2009	Mhprovider,One	Complete		
	04/06/2009	05/06/2009	Mhprovider,One	Complete		
<b>1</b>	12/02/2008	12/02/2008	Mhprovider,Twelve	Complete		
	12/01/2008	12/01/2008	Mhorovider Twelve	Complete	<u> </u>	
		- Click				
Report Graph & Table	J					

# **Exiting the Single Instrument Administrator Form**

**Example:** To exit the **Single-Instrument Administrator** form, **click** on **File** | **Exit** menu item. The Single Instrument Administrator form closes and the user is returned to the MHA Main form.

👧 Mental Health As	sistant in use by MHPROVIDER,0	INE		
File Edit View Action	Tools Help			
New				One Mhpatient
Select Patient				SSN: xxx-xx-2412
Save As 🕨	Administrations			
Print	Date Given Date Saved	Ordered By	Status	<u>^</u>
Exit	05/06/2009 05/06/2009	MHPROVIDER, ONE	Incomplete: Editable	
E <u>d</u> it	04/16/2009 05/06/2009	Mhprovider,One	Complete	
	04/06/2009 05/06/2009	Mhprovider,One	Complete	
	12/02/2008 12/02/2008	Mhprovider, Twelve	Complete	
	12/01/2008 12/01/2008	Mhprovider Twelve	Complete	✓
	Click			
<u>Report</u> <u>G</u> raph & Ta	able			

**Glossary** The following terms are associated with the Mental Health Assistant 3 software application release:

TERMS	DESCRIPTIONS					
API	Application Programmer Interface					
ASI	Addiction Severity Index					
CLIENT	A computer that accesses shared network resources provided by another computer (called a server).					
CLOSE	Closes the window. If there are any changes that have not been saved, you will get a confirmation message asking you if you want to continue without saving; save before exiting; or cancel the close action and return to the window.					
CPRS	Computer Patient Record System					
DBIA	Database Integration Agreement					
desktop	The background on your monitor, on which windows, icon, and dialog boxes appear.					
EDIT BOX	This is a box where the user can type in free text using the keyboard.					
Element Name	Globally unique descriptive name for the field.					
Enhancement	An 'enhancement' to an already existing Class I software package is the introduction of new or improved functionality.					
FTP	File Transfer Protocol					
Group	In User Manager, an account containing other accounts that are called members. The permissions and rights granted to a group are also provided to its members, which makes groups a convenient way to grant common capabilities to collections of user accounts. For Windows NT, groups are managed with User Manager. For Windows NT Server, groups are managed with User Manager of Domains.					
GUI	Graphical User Interface.					
HL7	Health Level 7					
IRM	Information Resources Management					
Length (LEN)	The maximum number of characters that one occurrence of the data field may occupy.					
LIST BOX	Box that shows a list of items. If more items exist than can be seen in the box, a scroll bar appears on the side of the box. Selecting an entry from a list box requires either double clicking the entry or single clicking the entry and pressing the spacebar.					
MHP	Mental Health Package					
OK COMMAND BUTTON	Adds the new entry after the data has been entered.					
OPTION BUTTON	A small round button that appears in a dialog box. Within a group of related option buttons, you can select only one button at time.					
PACKAGE	An icon that represents an embedded or linked object. When you choose the package, the application that was used to create the object either plays the object (such as sound file) or opens and displays the object.					

TERMS	DESCRIPTIONS
PASSWORD	A unique string of characters that must be entered before a logon or
	an access is authorized. A password is a security measure used to
	restrict logons to user accounts and access to computer systems and
	resources. For Windows NT, a password for a user account can be
	up to 14 characters long and is case-sensitive.
PATH	Specifies the location of a file within the directory tree. For example,
	to specify the path of a file named README.WRI located in the
	WINDOWS directory on drive C, you would type
	c:\windows\readme.wri.
PID	Patient Identification
PREVIOUS	Previous enable the user to return to a previously answered question
	so the answer can be changed.
PSYCHOLOGIST	Performs patient care duties in accordance with Clinical Privileges as
	assigned or granted by the appropriate governing committee in the
	area of Psychology and Mental Health. This may include individuals,
	family and group counseling and psychotherapy, assertiveness, and
	other behavior training, etc.
RADIO BUTTON	Radio buttons appear in sets. Each button represents a single choice
	and normally only one button may be selected at any one time. For
	example, MALE or FEMALE may be offered as choices through two
	radio buttons. Click in the button to select it.
RIGHT MOUSE	You may click the right mouse button or press Shift F10 for a popup
BUTTON or	box of menu items.
SHIFT F10	
RPC BROKER	Remote Producers Call Broker
RPC	Remote Producers Call, a message-passing facility that allows a
	distributed application to call services available on various computers
	in a network. Used during remote administration of computers.
Save to File (Save	This is a standard feature of Microsoft applications where the user
AS)	can type the name of the file to be saved. The user can also define
	the drive and directory where the file is to be saved. In some cases
	the file name presented in the edit box is sufficient and the user
	merely needs to click on the "Ok" button to save the file.
SHARE	To make resources, such as directories, printers, and ClipBook
	pages, available to network users.
Status Bar	A line of information related to the application running in the window.
	Usually located at the bottom of a window. Not all windows have a
<b>T</b>	status bar.
Task List	A window that shows all running applications and enables you to
	switch between them. You can open Task List by choosing Switch To
Tala Kasa	from the Control menu or by pressing CTRL=ESC.
Tab Key	Use the TAB key or the mouse to move between fields. Do not use
	the RETURN key. The RETURN key is usually reserved for the
	default command button or action (except in menu fields).
	Transmission Communication Protocol/Internet Protocol
ΤΕΧΤ ΒΟΧ	Type the desired characters into the edit box. The selected entry will
	not be effective until you tab off or exit from the text box.

TERMS	DESCRIPTIONS
TOOLBAR	A series of shortcut buttons providing quick access to commands. Usually located directly below the menu bar. Not all windows have a toolbar.
TRANSPORT LAYER	The fourth layer of the OSI model. It ensures that messages are delivered error-free, in sequence, and with no losses or duplications. This layer repackages messages for their efficient transmission over the network. At the receiving end, the Transport layer unpacks the message, reassembles the original messages, and sends an acknowledgement of receipt.
UID	Unique Identifier
VA	Veterans Administration
VHA	Veterans Health Administration
VAMC	Department of Veterans Affairs Medical Center
VERA	Veterans Equitable Resource Allocation
VISN	Veterans Integrated Service Network
VistA	Veterans Health Information Systems and Technology Architecture
WORKSTATION	In general, a powerful computer having considerable calculating and graphics capability. For Windows NT, computers running the windows NT operating systems are called workstations, as distinguished from computers running Windows NT Server, which are called servers.

# **Glossary of GUI components used in MHA**

Each component/term contains a sample screen capture of how each component displays in MHA following the component/term. A description of each item is provided in the second column of the table.

Component/Terms	Descriptions			
Multiple-Selection List Box	A Multiple-Selection List Box permits selection of one or more choices from a list			
1. Pick two numbers: □ 1. One □ 2. Two □ 3. Three □ 4. Four	of choices. Simply click on the little boxes next to the selection's text and a check- mark symbol appears in the box, indicating your selection.			

Component/Terms	Descriptions
Drop-Down Combo Box	A Drop-Down Combo Box contains a "hidden" list that is not visible until the user clicks on the button with the down-arrow icon. Then, the list appears and an item can be selected from the list. Click on the item that you wish to select. Drop-Down Combo Boxes also accept typed text in the component's Text Box. Some Drop-Down Combo Boxes are used to display data directly from VistA files, such as a list of staff members.
Drop-Down List Box 2. Pick one number: 1. One 2. Two 3. Three 4. Four Text Box 6. What is your first name? John	A Drop-Down List Box contains a "hidden" list that is not visible until the user clicks on the button with the down-arrow icon. Then, the list appears and an item can be selected from the list. Click on the item that you wish to select. Unlike Drop-Down Combo Boxes, no text can be entered into the Text Box part of the component. Text Boxes allow for typing a relatively small amount of text—generally, the length of a single line of text, or less. Normally, Text Boxes accept any text characters
	typed into them. However, in some cases, Text Boxes are restricted to accept only a pre-defined group of characters. For instance, only accepting integer or currency values.
Date-Picker 5. Enter any date: 4/ 7/2005 Control Control Co	A Date-Picker component offers two ways of entering date information. The first is to type in the date in the Text Box part of the component while observing the displayed format. Another way to pick a date is to click on the button with the down-arrow icon, which triggers the display of the visual calendar. By default the calendar displays the current month. Other dates can be navigated to by clicking on the name of the month, the year, and the side- arrows. To pick a date, click on the day number on the calendar.
Single-Selection List Box 7. Pick one number: 1. One 2. Two 3. Three 4. Four	A Single-Selection List Box displays all available choices at once, from which only one of the mutually-exclusive selections may be made.

Component/Terms	Descriptions
Masked Text Box 9. Enter a phone number: [(801) 966-5442]	A Masked Text Box is a special kind of Text Box in that it adds pre-configured formatting to the data entered into the component. In this example, the "() –" formatting elements were correctly placed and automatically added to the phone number as the user typed in only the numbers.
Multiple-Line Text Box 10. Write five lines of text (gibberish is accepted): This is a test to see how much text I can place here kdpfg pokd fgpokd fpgok dpfok pgok pdgodfgohi sdufhiewhr iwe goi gioidf goigi oijodijfgje oijdogj odijd figiogi rkiktgj dotigj dofigj dfgldkif gjgjgj oid joifig oigj gldijf giogj odijf goig	A Multiple-Line Text Box functions in the same manner as a single-line Text Box, but provides enough space for entering large amounts of text.
Spin Box New GAF rating: 1	Spin Boxes provide for the quick entry and verification of integer data. The buttons with the up and down arrowheads respectively increase or decrease the value of the displayed integer. Additionally, an integer value can be typed into the Text Box holding the integer value.
Option Buttons (Radio Group)  12. Pick one number:  12. Two 2. Two 3. Three 4. Four	Option Buttons display all available choices at once, from which one of the mutually-exclusive selections may be made. This is the most commonly-used component in Mental Health Assistant. To make a selection, click on one of the white circles, which will then display a black dot in its center.
Slider (Track bar)           14. Side the marker to any number you like:           1           1         2           1         2           3         4           5         6           7         8           10           Low         medium	A Slider is a visual way of displaying a range from which to select a single value. The accompanying labels offer information about what the range limits mean.
Progress Indicator	Indicates the amount of progress transpired during time-consuming events.
Command Button	A button that executes a specific function when pressed.

Component/Terms	Descriptions		
Menu Button	A button with more than one choice		
New ▼ Full Lite Follow-Up			
Narrative Report       Item Report       Item Trends       Domain Scores	A navigation method similar to tabs on a writing notebook.		

# Appendix A

This is a list of shortcut keys used by the Mental Health Assistant (MHA), organized by the form that has focus.

# **Shortcut Keys**

<u>Main Menu</u> Alt-F	S U X	<b>File Menu</b> Select Patient Upload Results Exit, close application
Alt-T	M O	Tools Menu Metric Instrument Reviews Options
Alt-H	O A	Help Menu Online Support About
Alt-I or I Alt-R or R Alt-A or A Alt-F4		Instrument Administrator Instrument Results Review Addiction Severity Index Manager Exit, close application
<u>Instrument Administrator</u> Alt-F	S P X	<b>File Menu</b> Select Patient Print a blank instrument Exit
Alt-T	M B O	Tools Menu METRIC Instrument Reviews Battery Wizard Options
Alt-H	I O A	Help Menu Instrument Description Online Support About
Alt-B Alt-I Alt-D Alt-L		Instruments Ordered By Interviewer Date of Administration Visit Location

Alt-W Alt-A Alt-C Alt-O Alt-Q Alt-P Alt-S ESC		Link with consult Available Instruments and Batteries Instruments Chosen One Question at a Time All Questions at Once Patient Entry Staff Entry Exit (returns to Main Menu)
Instrument Results Review		
Alt-F		File Menu
	S	Select Patient
	А	Save As sub-menu
		R Report
		T Table
		G Graph
	Р	Print sub-menu
		R Report
		T Table
	V	G Graph
	Х	Exit
Alt-E		Edit Menu
	С	Copy sub-system
	C	R Reports
		T Table
		G Graph
		-
Alt-V		View Menu
	R	Reports
	G	Graph and Table
	S	Special Results
	V	Show values on graph
Alt-T		Tools Menu
	A	Append Comments
	D	Delete administration
	M	METRIC Instrument Reviews
	S	Special Results Wizard
	0	Options
Alt-H	c	Help Menu
	0	Online Support
	A	About
Alt-R		Reports
Alt-G		Graph and Table
Alt-S		Special Results
ESC		Exit (returns to Main Menu)
2		

<u>About</u> Alt-O ESC		OK, exit Exit
<u>Battery Wizard</u> Alt-F	D	<b>File Menu</b> New Rename Delete Exit
Alt-H	I O A	Help Menu Instrument Description Online Support About
Alt-A Alt-N Alt-I Alt-S ESC		Available Instruments and Batteries Name of Battery Instrument in Battery Save Exit
<u>One Question at a Time</u> Alt-F	B C	<b>File Menu</b> Print blank Cancel
Alt-V		View Menu *Varies based on instruments being administered
Alt-T	M O	<b>Tools Menu</b> METRIC Instrument Reviews Options
Alt-H	O A	Help Menu Online Support About
Alt-P Alt-Q Alt-R Alt-C Alt-N Alt-U ESC		Prior Question Next Question Review Answers Cancel Finish Use Speed Tab Exit

<b>Battery Wizard</b>		
Alt-F		File Menu
	N R	New Rename
	D	Delete
	X	Exit
Alt-H		Help Menu
	Ι	Instrument Menu
	0	Online Support
	A	About
Alt-A		Available Instruments and Batteries
Alt-N		Name of Battery
Alt-I		Instruments in Battery
Alt-S		Save
ESC		Exit
<b>One Question at a Time</b>		
Alt-F	_	File Menu
	B	Print Blank
	С	Cancel
Alt-V		View Menu
		*Menu varies based on Instruments being administered
Atl-T		Tools Menu
	М	METRIC Instrument Review
	0	Options
Alt-H		Help
	0	Online Help
	А	About
Alt-P		Prior Question
Alt-Q		Next Question
Alt-R		Review Question
Alt-C		Cancel
Alt-N		Finish
Alt-U ESC		Use Speed Tab Exit
ESC		EXIL
<b>Review Answers</b>		
Alt-F	37	File Menu
	Х	Exit
Alt-V		View Menu
		*Menu varies based on Instruments being administered
Alt-T		Tools Menu
	М	METRIC Instrument Reviews
Mental Health Assistant Version 3 (M	Н۷З	B) 230 March 2019
User Manual Patch YS*5.01*137	11/13	

	0	Options
Alt-H	O A	Help Menu Online Support About
Alt-C Alt-N Alt-U ESC		Cancel Finish Use Speed Tab Exit
<u>User Preferences</u> Alt-F Alt-O Alt-W Alt-N		<b>Font tab</b> CPRS Font Windows Font New Font
Alt-H		Highlight Color Tab
Alt-M Alt-V Alt-R Alt-S Alt-I Alt-O		Miscellaneous tab Provide visual feedback Screen reader Speed tab Display image Maintain original font
Alt-U		Menu tab
Alt-C Alt-D ESC		Cancel Done Exit
<u>Append Test Comments</u> Alt-F	S X	<b>File Menu</b> Save Exit
Alt-H	I O A	Help Menu Instrument Description Online Support About
Alt-A Alt-I Alt-S ESC		Available Instruments Instruments in Special Results Save Exit

<u>ASI Main Menu</u>		
Alt-F	N	File Menu New ASI sub-menu
		F Full
		L Lite U Follow-up
	S	Select Patient
	A	Save As sub-menu R Report/Table
	_	G Graph
	Р	Print sub-menu R Report/Table
		G Graph
	Х	Exit
Alt-E		Edit Menu
	С	Copy sub-menu R Report/Table
		G Graph
		A ASI
Alt-V		View Menu
	N	Narrative Report
	I R	Item Report Item Trends
	D	Domain Scores
Alt-T		Tools Menu
	0	Options
Alt-H		Help Menu
	0	Online Support
	А	About
ESC		Exit (returns to Main Menu)
ASI Data Entry		
Alt-F	E	File Menu Exit
	Е	EXIL
Alt-T	0	Tools Menu
	0	Options sub-menu H Highlight Color
		T Speed Tab
		S Show hints
	D	Default Window Size/Position
Alt-F4		Exit
ESC		Exit
Mental Health Assistant Version 3 (M	HA3	) 232

F1		Help for the highlighted item
Alt-H	C I O A	Help Menu Contents Index Online Support About
Alt-A Alt-D Alt-E Alt-G Alt-I Alt-L Alt-L Alt-M Alt-P Alt-R Alt-S		Family History Section Drug/Alcohol Use Section Employment/Support Section General Information Section Spiritual Comments Section Legal Status Section Medical Status Section Psychiatric Status Section Leisure Comments Section Family/Social Relationships Section
ASI Options Alt-C Alt-D ESC		Cancel Done Exit
ASI Signatures Alt-C Alt-O ESC		Cancel OK Exit
ASI Termination Alt-R Alt-E Alt-F Alt-S		Return to ASI Exit Finish later Save and Sign
Alt E	C G T	<b>Edit Menu</b> Copy sub-menu Graph Table
Alt-V	S	View Menu Show values on graph
Alt-A	S R	Action Menu Save New Rating Mark Rating "Entered in Error"
Alt-T	0	<b>Tools Menu</b> Options

Alt-H	O A C	Help Menu Online Support About Copyright Info
Alt-R Alt-D Alt-D Alt-S ESC		Mark Rating "Entering in Error" or Change Delete Rating Delete Rating Evaluation Date Save New Rating Exit (returns to Main Menu)
<u>Off-line Results Synchronizer</u> Alt-F Alt-H	E	File Menu Exit Help Menu
	O A	Online Support About
Alt-S Alt-G Alt-D Alt-U Alt-X		Search for Go (Start search) Delete Off-Line record Upload Exit

# Appendix B How to co-sign a progress note generated by MHA

The following conditions are needed to generate a co-signer in TIU notes:

1. A progress note needs to be generated. (Some instruments do not generate progress notes.)

2. The person who is using MHA must be someone who needs a co-signer, like a student.

When an instrument is completed in MHA, and the two conditions are met, this dialog will appear:

Save Progress Note to VistA	
The data for this administration has been saved in Vista. Do you wish to:	
A co-signer is required. Select from:	
Save standard progress note	Click
Edit then save progress note	
Do not save progress note	

Select the person to co-sign the progress note from the drop-down list presented in the combo box. Once selected, press the button to either save the standard progress note, or edit the progress note before saving it.

# **Appendix C**

# How to Remove Patient Data That Was Entered In Error: Vista Menu Instructions

There are two methods to remove the data from an instrument's administration. The first uses the MHS Manager Functions in VistA and the second is available in MHA's **Instrument Review Results** form, described previously. In either case, this function can be performed only by individuals who have access to the MHS Manager Functions in VistA, usually a Clinical Application Coordinator (CAC).

**IMPORTANT:** Data removed by either method will only remove the results of the administration of the instrument. Any progress notes, or consult notes, etc., will not be removed. Here are the steps to follow in the "roll-and-scroll" version (the user responses are shown in red):

#### *** MENTAL HEALTH *** MHS MANAGER FUNCTIONS

- 1 Inpatient Features management functions...
- 2 Mental Health System site parameters...
- 3 MHA2 Psych test utilities...
- 4 Move crisis notes and messages
- 5 Seclusion/Restraint Management Utilities...
- 6 Decision Tree Shell
- 7 MHA3 Utilities...

#### Select MHS Manager Option: 7 MHA3 Utilities

*** Mental Health ***

MHA3 Utilities

- 1 Print Test Form
- 2 Detailed Definition
- 3 Delete Patient Data
- 4 Stop/Re-Start Progress Notes for an Instrument
- 5 Exempt Test
- 6 Test Usage
- 7 XML Output
- 8 MHA3 HL7 Utilities...

Select MHA3 Utilities Option: 3 Delete Patient Data

#### Delete Patient Data

Select PATIENT NAME: MHPATIENT,ONE *SENSITIVE* *SENSITIVE* NO EMPLOYEE

#### ***WARNING*** ***RESTRICTED RECORD***

* This record is protected by the Privacy Act of 1974 and the Health *

* Insurance Portability and Accountability Act of 1996. If you elect

* to proceed, you will be required to prove you have a need to know. *

* Accessing this patient is tracked, and your station Security Officer *

```
* will contact you for your justification.
```

Do you want to continue processing this patient record? No// Y (Yes) Message(s) are on file for MHPATIENT, ONE Last message was entered on DEC 15, 1992

Enter RETURN to continue or '^' to exit: Delete MHA3 data? No// YES PHQ-2 on JAN 07, 2009@09:56:27 by MHPROVIDER, ONE Delete? No// YES Are you sure? No// YES ***Deleted AUDC on NOV 26, 2008@14:28 by MHPROVIDER, ONE Delete? No// ^

# Appendix D

Some sites have reported difficulty installing SecureDesktop as the Windows registry is blocked by McAfee HIPS. Uninstalling HIPs allowed the installation to occur normally.

### SecureDesktop & Screen Pass: How to correct Windows-Registry problems.

According to the Birch Grove Software site:

"Screen Pass is a screen locking system for Windows® that extends the capability of the standard workstation lock and gives network administrators complete control over idle workstations.

With Screen Pass, network administrators can enforce screensaver password use, screensaver timeout, and screen saver selection. Advanced features include automatic logout, automatic shutdown, customizable administrator override, and auditing of all logon/logoff and lock/unlock events.

Intended primarily for workstations connected to Novell Netware or Microsoft networks, Screen Pass can be distributed and managed remotely with or without group policy. The central management feature makes Screen Pass ideal for small, medium, and large networks - anywhere that security of idle workstations is a concern."

Screen Pass installs its own version of a gina.dll and it may take precedence over the one used by Secure Desktop. If SecureDesktop does operate properly these changes may be necessary in the Windows Registry:

HKEY_LOCAL_MACHINE\SOFTWARE\Microsoft\Windows NT\CurrentVersion\Winlogon\GinaDLL=dwlgina2.dll

 $\label{eq:hkey_local_machine} HKey_local_machine\\SOFTWARE\Microsoft\Windows NT\CurrentVersion\Winlogon\GinaDLL_ScreenPass=msgina2.dll$ 

See Remedy Ticket # HD000000278953.

# Secure desktop: How To Correct Dwlgina2.Dll Problems

A dwlGina2.dll error problem may occur when a non-administrator uninstalls MHA without an administrator first de-activating SecureDesktop.

Here is how to fix it:

- 1. Turn off defective PC, if on.
- 2. Start the PC and Windows in SAFE mode.
- 3. Logon as Administrator.
- 4. Find the file YS_MHA_SD_UNINSTALLGINA.exe. These files are typically found at C:\Program Files\Vista\YS\MHA3.
- 5. Run YS_MHA_SD_UNINSTALLGINA.exe. Click Yes, to uninstall it.
- 6. Reboot in normal mode.

If this doesn't work, then modify step five by first finding and running

YS_MHA_SD_INSTALLGINA.exe. Click **Yes**, to install it. Then follow the remainder of step five.

# **Appendix E**

# Setting up VistA MHA3 on CPRS GUI Tools Menu for SecureDesktop

# Setting up VistA MHA3 on CPRS GUI Tools Menu for SecureDesktop

If your site uses an APPLICATION SERVER for access MHA3, you will need to create a 2nd instance under CPRS tools. SecureDesktop MUST access MHA3 from the LOCAL MACHINE that SecureDesktop is loaded. You cannot use MHA3 from an application server for SecureDesktop

**Example:** Setting up VistA MHA3 on the CPRS Tools menu for SecureDesktop, GUI Parameters [ORW PARAM GUI]

Select GUI Parameters Option: tm GUI<ENTER> Tool Menu Items CPRS GUI Tools Menu may be set for the following:<ENTER> 1 User USR [choose from NEW PERSON] 2 Location LOC [choose from HOSPITAL LOCATION] 3 Division DIV [REGION 5] 4 System SYS [OEX.ISC-SLC.VA.GOV] Enter selection: 1<ENTER> User NEW PERSON Select NEW PERSON NAME: MHPROVIDER, ONE<ENTER> CPF ----- Setting CPRS GUI Tools Menu for User: MHPROVIDER, ONE------Sequence: **? <ENTER>** Enter the sequence in which this menu item should appear. Select Sequence: 2 Are you adding 2 as a new Sequence? Yes//<ENTER> YES Sequence: 2// <Enter> Name=Command: MHA3_Patient Entry=C:\Progra~1\Vista\YS\MHA3\YS_MHA.exe s=%SRV p=%PORT c=%DFN u=%DUZ m=%MREF

From the previous example, adjust according to your own system's settings, such as New Person Name and other parameters—consult the CPRS Setup Guide for the meaning of these parameters. The pertinent portion of the example is the "Name=Command:" field. This field should be entered exactly as shown, in a single line—no line-breaks allowed, including all the % parameters that follow the filename and path to the MHA3 executable file.

ALL five parameters must be included as shown above, in the precise order in which they are found in the example. Here is what the Name=Command line should look like: Example: MHA3_Patient Entry=C:\Progra~1\Vista\YS\MHA3\YS_MHA.exe s=%SRV p=%PORT c=%DFN u=%DUZ m=%MREF Sequence number 2 is shown in the example, but, if you have other entries in the Tools Menu, then the next free sequence number will do just fine. (Sometimes when cutting and pasting, unseen control characters can be included in the text and will cause the command line to malfunction.)

**The Entry parameter must be set to the exact directory path to the YS_MHA.exe.** The exact directory path will be different between Windows XP computers and Windows 7 computers.

For a Windows XP computer the Entry parameter would be: Entry=C:\Prog~1\Vista\YS\MHA3\YS_MHA.exe

For a Windows 7 computer the Entry parameter would be: Entry="C:\Program Files (x86)\Vista\YS\MHA3\YS_MHA.exe" The directory path must be enclosed in quotes due to the embedded spaces in the directory path.

After this step is completed, a new choice will appear in the user's CPRS Tools Menu labeled "MHA3_Patient Entry". Clicking on this menu entry will start MHA3 with a selected patient synchronized to the one currently selected in CPRS and if SecureDesktop is installed on that machine, the Patient Entry Button will be enabled.

# **Appendix F**

# How to Add the Name of an Instrument to the CPRS Tools Menu

This is done in VistA; an example for the AUDC is provided below:

Select GUI Parameters Option: tm GUI<ENTER> Tool Menu Items CPRS GUI Tools Menu may be set for the following: <ENTER> 1 User USR [choose from NEW PERSON] 2 Location LOC [choose from HOSPITAL LOCATION] 3 Division DIV [REGION 5] 4 System SYS [OEX.ISC-SLC.VA.GOV] Enter selection: 1<ENTER> User NEW PERSON Select NEW PERSON NAME: MHPROVIDER, ONE<ENTER> CPF ----- Setting CPRS GUI Tools Menu for User: MHPROVIDER, ONE------Sequence: ? <ENTER> Enter the sequence in which this menu item should appear. Select Sequence: 2 Are you adding 2 as a new Sequence? Yes//<ENTER> YES Sequence: 2// <Enter> Name=Command: AUDC =C:\Progra~1\Vista\YS\MHA3\YS MHA.exe s=%SRV p=%PORT c=%DFN u=%DUZ m=%MREF AUDC

# Appendix G

# **Using Instrument Exchange**

If a new or updated Mental Health instrument needs to be sent to your site, MHA Instrument Exchange provides a mechanism that allows you to load and install the instrument. It operates very similarly to Clinical Reminder Exchange. When you select Instrument Exchange from the MHA3 Utilities menu, you will see an interface that looks something like this:

			<u>r 09, 2017@16:03:1</u>	6	Page: 1 of 1
Ins	trument Exchange File	Entries			
	Entry		Source		Created
1	YS*5.01*121 NEW INS	TRUMENTS	LASTNAME@CAMP	MASTE	R 12/21/2016@22:58:36
2	YS*5.01*121 UPDATES		LASTNAME@CAMP	MASTE	R 12/21/2016@23:00:36
	Enter ?? for mo	ore acti	nns		
CE	(Create New Entry)		reate Host File)	DR	Trial Install ⟨Dry Run⟩
RB	(Rebuild Entry)		ad Host File	IE	Install Exchange Entry
DL	Delete Entry		ad from URL	BR	Browse Specification
	ect Action: Quit//			011	brokee specification
061	ect netion. quit//				

The following screens provide a brief overview of how the available actions operate. Should an instrument need to be updated, specific instructions will be provided at that time.

#### **Instrument Exchange Actions**

*Create New Entry, Rebuild Entry, Create Host File* are reserved for use by MHA developers. These options are used in the master account that contains instrument specifications (similar to the national reminders account).

*Load Host File* prompts for a file name that contains instrument specifications in exchange format. These are saved in the MH INSTRUMENT EXCHANGE file.

```
Select Action: Quit// LH Load Host File
Enter file name: /opt/data/share/update-pcl5.json
This will load: Update PCL-5
created on: 03/09/2017@16:19:16
source: LASTNAME@CAMP MASTER
Description ---
Demonstrate updating instrument via exchange utility.
Do you want to continue? Yes// YES
Update PCL-5 loaded.
Press return to continue...
```

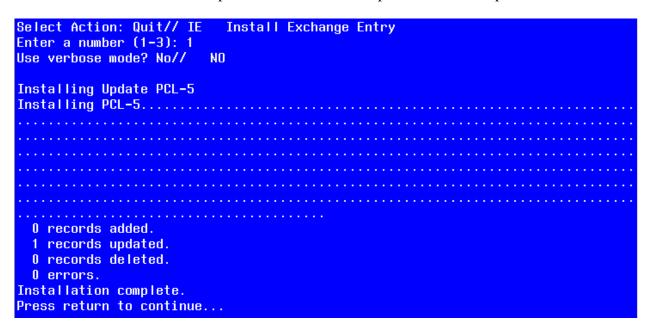
*Load from URL* prompts for an HTTP address that contains instrument specifications in exchange format. The file is retrieved and saved in the MH INSTRUMENT EXCHANGE file.

```
Select Action: Quit// LU Load from URL
Enter the URL: http://vhaisldevhmpe01.vha.med.va.gov/mha/update-pcl5.json
This will load: Update PCL-5
created on: 03/09/2017@16:19:16
source: LASTNAME@CAMP MASTER
Description ---
Demonstrate updating instrument via exchange utility.
Do you want to continue? Yes// y YES
Update PCL-5 loaded.
Press return to continue...
```

*Trial Install* performs a dry run install of an instrument exchange entry. No database changes are actually made, but the changes that would be made are displayed.

```
Select Action: Quit// DR Trial Install <Dry Run>
Enter a number (1-3): 1
Use verbose mode? No// NO
Trial Installing Update PCL-5
*** No database changes will be made. ***
Gathering installed instruments.....
Trial install for PCL-5.
0 records would be added.
1 records would be added.
1 records would be updated.
0 records would be deleted.
0 errors.
Trial install complete. (No changes made)
Press return to continue...
```

*Install Exchange Entry* uses the instrument specification stored in an exchange entry and updates the MHA database to match the specification. In this example, one record is updated.



Delete Entry removes the selected entry from the MH INSTRUMENT EXCHANGE file.

Select Action: Quit// DL Delete Entry Enter a number (1-4): 1 Are you sure you want to delete Update PCL-5? YES//

*Browse Specification* allows you to view the exchange entry. This is primarily for use by programmers.

	PCL-5 Specification
Se	ection[1].id=1427
Se	ction[1].instrument=148
Se	ection[1].firstQuestion=6841
	ction[1].tabCaption=null
	ection[1].sectionCaption=In the past month, how much were you bothered by:
	ection[1].displayId=83522
	ction[2].id=1428
	ction[2].instrument=148
	ction[2].firstQuestion=6841
	ction[2].tabCaption=null
	ection[2].sectionCaption=In the past month, how much were you bothered by:
	ection[2].displayId=83530
	ection[3].id=1505
	ection[3].instrument=148
	ection[3].firstQuestion=6841
	ection[3].tabCaption=null ection[3].sectionCaption=In the past month, how much were you bothered by:
	ection[3].displayId=90776
	ection[4].id=1506
	ection[4].instrument=148
	ection[4].firstQuestion=6841
	ection[4].tabCaption=null
	) > 1   <pf1>H=Help <pf1>E=Exit  Line&gt; 54 of 2746 Screen&gt; 3 of 125</pf1></pf1>