MENTAL HEALTH ASSISTANT
VERSION 3 (MHA3)
USER MANUAL

PATCH YS*5.01*85

Version 5.01

December 2007

Department of Veterans Affairs
VistA Health System Design & Development

Preface

The Veterans Health Information Systems and Architecture (VistA) Mental Health Assistant Version 3 (MHA3) User Manual for Patch YS*5.01*85 provides the Department of Veterans Affairs Medical Center (DVAMC) Information Resource Management (IRM) staff and other DVAMC users with a straightforward means for implementing and utilizing the MHA3 software application. Detailed instructions, functional requirements, and examples for using the MHA GUI software application are illustrated in this user manual.

NOTE: The Veterans Health Administration (VHA) fully supports Section 508 of The Rehabilitation Act and is committed to equal access for all users. While every effort has been made to ensure Section 508 compliance, we realize that there may be other issues. If you have questions or would like to see a copy of the Compliance Action Plan for future releases, please contact:

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Intended Audience

The intended audience for the MHA3 User Manual includes mental health clinicians, clerks, and patients.

Mental Health Assistant Version 3 User Manual Sections

The Mental Health Assistant Version 3 (MHA3) User Manual for Patch YS*5.01*85 contains the following sections:

NOTE: The screen captures examples text is written in support of Section 508 compliance. Commands to utilize options are bolded.

Preface: This section provides an overview of the manual.

Orientation: This section addresses package or audience specific notations or directions.

Table of Contents (TOC): The TOC provides references to major chapters and/or sections of the user manual.

Introduction: This section conveys the major functions, purposes, and how the software accomplishes the objectives.

Use of the Software: This section describes what the user needs to know in order to competently operate the MHA3 software application, including screen captures examples.

Glossary: This section contains the glossary of terms that are related to the MHA3 software application.

Appendix A: This section contains a list of shortcut keys use in the Mental Health Assistant Version 3, Graphical User Interface software application:

Appendix B: This section contains descriptions of the many window commands and features used in MHA3.

Acknowledgements

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Orientation

Documentation Retrieval Locations and Formats

MHA3 Patch YS*5.01*85 exports the following folders and files:

Retrieval Formats Information

FILE NAMES	CONTENTS	RETRIEVAL FORMATS
YS50185_MHA3_IG.pdf	Mental Health Assistant Version 3 (MHA3) Installation Guide Patch YS*5.01*85	BINARY
YS50185_MHA3_IG.doc	Mental Health Assistant Version 3 (MHA3) Installation Guide Patch YS*5.01*85	BINARY
YS50185_MHA3_UM.pdf	Mental Health Assistant Version 3 (MHA3) User Manual Patch YS*5.01*85	BINARY
YS50185_MHA3_UM.doc	Mental Health Assistant Version 3 (MHA3) User Manual Patch YS*5.01*85	BINARY

Retrieval Locations:

VistA MHA3 Installation Guide (i.e., YS50185_MHA3_IG.pdf and YS50185_MHA3_IG.doc), User Manual (i.e., YS50185_MHA3_UM.pdf and YS50185_MHA3_UM.doc) are available in MS Word Format (doc) and Portable Document Format (pdf) are available on the Office of Information Field Offices (OIFOs) ANONYMOUS SOFTWARE directory FTP addresses listed below:

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
ALBANY	ftp.fo-albany.med.va.gov	[ANONYMOUS.SOFTWARE]
HINES	ftp.fo-hines.med.va.gov	[ANONYMOUS.SOFTWARE]
SALT LAKE CITY	ftp.fo-slc.med.va.gov	[ANONYMOUS.SOFTWARE]

VistA Website Locations:

VistA MHA3 Installation Guide (i.e., YS50185_MHA3_IG.pdf and YS50185_MHA3_IG.doc), User Manual (i.e., YS50185_MHA3_UM.pdf and YS50185_MHA3_UM.doc) are available in MS Word Format (doc) and Portable Document Format (pdf) at the following Website locations:

VistA Mental Health Version 5.01 Home Page:

http://vista.med.va.gov/ClinicalSpecialties/menthlth/Index.html

VistA Documentation Library (VDL):

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

Related Manual

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

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Introduction

Overview

The VistA 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 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 assessments (e.g., psychological testing, structured interviews, and staff rating scales) 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 Veterans Health Administration (VHA) Action Agenda for implementing the President's New Freedom Commission on Mental Health recommendations regarding the use of information technology to enhance the care of Mental Health patients states, “VHA should make the integration of MHA and HealtheVet Desktop (HeVD) an explicit goal and should provide the OI with sufficient resources to accomplish this goal in collaboration with the Mental Health Strategic Healthcare Group (MHSHG) Informatics Section. The integration should eliminate the need for Mental Health clinicians to change applications. Further, the integration should make appropriate Mental Health assessment tools available to clinicians outside Mental Health (e.g., depression and alcohol screening instruments should be made available to primary care clinicians).”

This revision of MHA creates 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 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.

Additionally, the files of the MHP have been restructured to initiate the migration toward re-engineering and placing MHA as a component of Health*e*Vet Desktop when it is implemented.

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

Enhancements

Mental Health Assistant contains the following enhancements:

VistA Mental Health Assistant (MHA3) NEW Features

- **M:** Completely re-organized the VistA Mental Health database files to simplify migration to Health Data Repository (HDR).

- **GUI:** MHA3 must be invoked from the CPRS Tools menu, for interaction with VistA and patient selection.

- Patient-selection is done entirely by interaction with CPRS.

- **GUI:** MHA3 can run in standalone mode, but only for administering offline tests—which later must be uploaded to VistA

- **GUI:** MHA3 allows the CPRS Tools menu to invoke any number of single types of instruments, without the need to go directly to the MHA3 Main form. For instance, a CAGE menu item can be added to the Tools menu, which would invoke only a CAGE data entry form.

- **GUI:** Major functionality (GAF, ASI, Results, etc.) is now presented on individual forms, as opposed to as tabs on one main form.

- **GUI:** MHA3 now provides a new Battery Wizard form to simplify creating batteries of instruments.

- There is a new and improved SecureDesktop component that now uses stronger code to prevent hacking.

- Clerk data-entry-mode form for psych tests has been removed.

- All completed administrations now automatically generate a progress note for review in CPRS.

- All test scores are now saved in VistA, instead of calculated on-the-fly.

- There is now a hospital location associated with an administered instrument, for progress notes purposes.

- The accompanying MHA3 help file is supplied only for describing the functions of the ASI Manager forms. All other tests and interview have built-in help that is retrieved directly from the MHP when using the "Description" pop-up menu function in the Instrument Manager.

- MHA3 now recreates a debug log file named "mha3_debug.log" for each MHA3 session. This file can be emailed to developers to assist in remote debugging. No patient-identifying data is collected in this file.

Test Sites

VistA MHA3 Patch YS*5.01*85 has been tested by the following Veteran Affairs Medical Centers (VAMCs) and Healthcare Network Systems (HCS):

Test Sites/Integrated	Operating System Platform	Test Site Size
Atlanta, GA VAMC	Cache/VMS	Large
Bronx, NY VAMC	Cache/VMS	Large
Buffalo, NY (Upstate New York HCS) - **Integrated**	Cache/VMS	Large
Honolulu, HI (VA Pacific Islands HCS)	Cache/VMS	Medium
Martinez, CA (Northern California Healthcare System)	Cache/VMS	Large
Minneapolis, MN VAMC	Cache/VMS	Large
Providence, RI VAMC	Cache/VMS	Medium
Puget Sound, WA (Seattle HCS) - **Integrated**	Cache/VMS	Large
Salt Lake City, UT VAMC	Cache/VMS	Large
West Haven, Connecticut Healthcare Network Systems (HCS)	Cache/VMS	Large
White City, OR VAMC	Cache/VMS	Small

Use of the Software

This section describes what is needed to successfully use the new **Mental Health Assistant Version 3** (MHA3) software application for the following enhanced activities:

- Instrument Administrator
- Instrument Results Review
- Addition Severity Index (ASI) Manager
- Global Assessment of Manager (GAF)

NOTES:
Please see Appendix A, (i.e., located in the back of this manual) for a **revised** list of MHA3 shortcut keys. The list can be removed from this manual for easy access and viewing.

Please see Appendix B, (i.e., located in the back of this manual) for a list of the MHA3 windows conventions. The list can be removed from this manual for easy access and viewing.

Contingency Planning

Each facility using the MHA3 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

MHA3 software application did not release any new security keys, however, the YSP security key is required to control access to the results of "non-exempt" tests. Holders of the YSP security key are controlled (i.e., given out 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 MHA3 use a Graphical User Interface (GUI). You may refer to the Appendix B, Windows Conventions for an explanation of the windows elements and form buttons used by MHA3.

Mental Health Assistant Temporary Crash Files

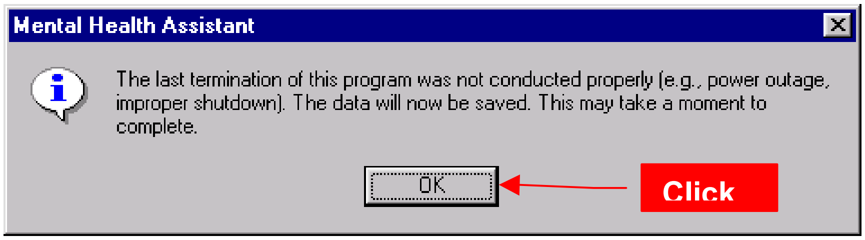
When the **Mental Health Assistant** software application is closed normally after administering psychological testing sessions or ASI data entry, the software prompts the user to save any unsaved data. This process will not occur if MHA3 is improperly closed (i.e., power outage). To prevent data loss resulting from MHA3 being improperly closed, MHA3 creates a **temporary crash file** on the local PC hard drive when psychological tests or ASI data entry is being preformed. This temporary crash file is updated each time a new entry is made; therefore, the temporary crash file is always current. Upon normal program closure, this temporary crash file is erased. However, the temporary crash file still exists if MHA3 is improperly closed. Each time MHA3 begins, it looks for the temporary crash file on the PC hard drive. If MHA3 is improperly closed, the data in the temporary crash file are uploaded to the VistA Mental Health Package (MHP) database so the user can restart the incomplete psychological test session or ASI data entry.

Mental Health Assistant Information Dialog Box

Whenever the **Mental Health Assistant** software application is improperly closed a Mental Health Assistant dialog box is displayed.

Click on the **OK** command button to **save** data into the **Mental Health Assistant** temporary crash file.

Example: Mental Health Assistant dialog box.



The last termination of this program was not conducted properly (e.g., power outage, improper shutdown). The data will now be saved. This may take a moment to complete.

Starting Mental Health Assistant

There are two ways to start Mental Health Assistant:

- VistA CPRS Tools Menu
- Off-line Mode

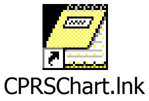
Starting Mental Health Assistant from VistA CPRS Tools Menu

The VistA CPRS Tools menu is the standard way of connecting to the VistA MHA3 software application. Since all VistA Mental Health Assistant functionality is started and available to the user via the VistA CPRS Tool menu, the VistA 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 VistA CPRS Tools menu.

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

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

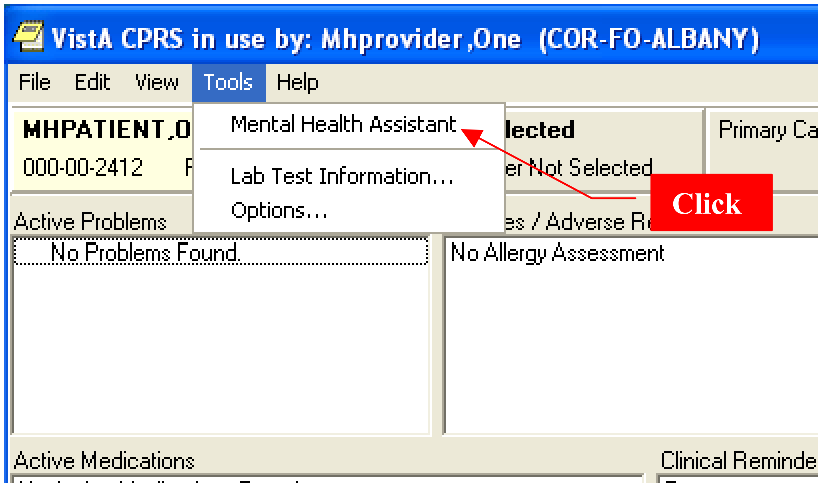
Example: CPRS icon located on the Windows Desktop.



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

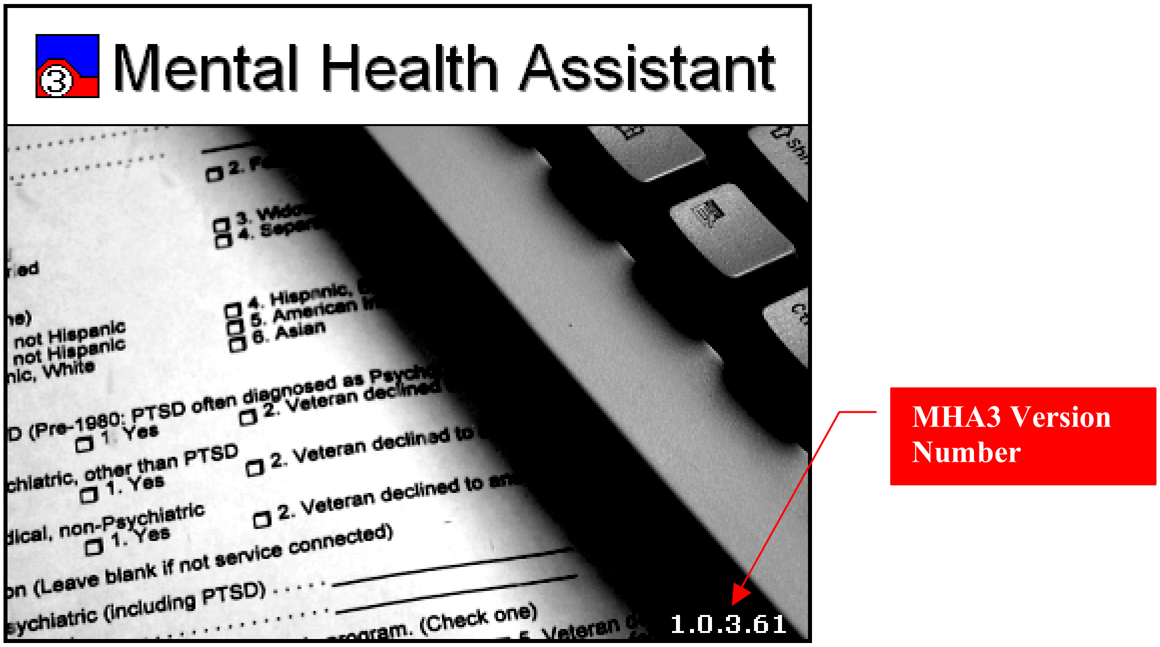
NOTE: If **Mental Health Assistant** asks users to logon to VistA again, users should contact their clinical coordinator to inquire about the availability of a Single Sign-on.

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

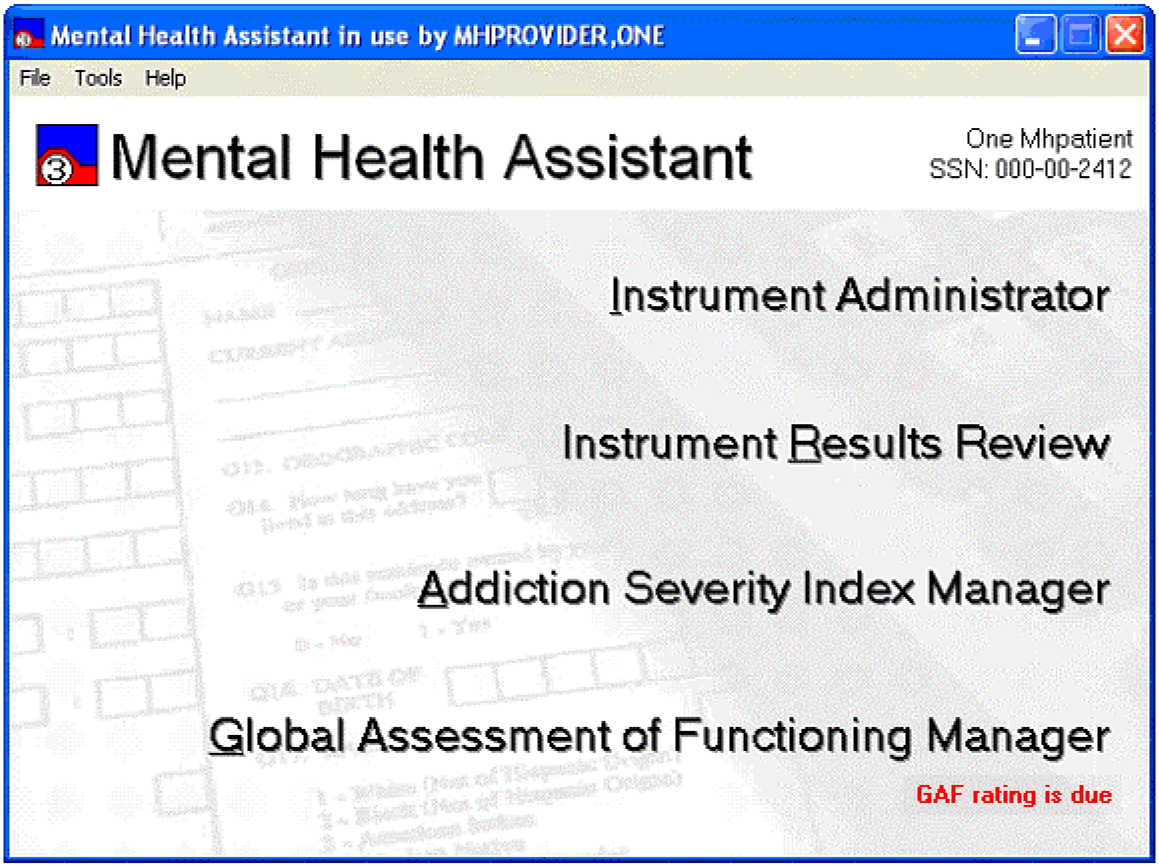

VistA CPRS in use by: Mhprovider,One (COR-FO-ALBANY)
File
Edit
View
Tools
Help
MHPATIENT,O
000-00-2412
Mental Health Assistant
Lab Test Information...
Options...
lected
er Not Selected
Primary Ca
Click
Active Problems
es / Adverse R
No Problems Found.
No Allergy Assessment
Active Medications
Clinical Reminde

Click on the **Mental Health Assistant menu** to start the **Mental Health Assistant Splash** form. The **Mental Health Assistant Splash** form is displayed briefly followed by the **Mental Health Assistant** main form.

Example: The **Mental Health Assistant Splash** form provides automated text information regarding **Mental Health Assistant**.


Mental Health Assistant
1.0.3.61
MHA3 Version Number

Example: Mental Health Assistant main form.


Mental Health Assistant in use by MHPROVIDER,ONE
File
Tools
Help
Mental Health Assistant
One Mhpatient
SSN: 000-00-2412
Instrument Administrator
Instrument Results Review
Addiction Severity Index Manager
Global Assessment of Functioning Manager
GAF rating is due

Starting Mental Health Assistant from Off-line Mode

Alternatively, Off-line mode should be used only 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 only the smaller subset of the Mental Health Assistant functionality. This functionality handles administering psychological instruments while not connected to VistA. To benefit from the work performed in the Off-line mode, the user must 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.

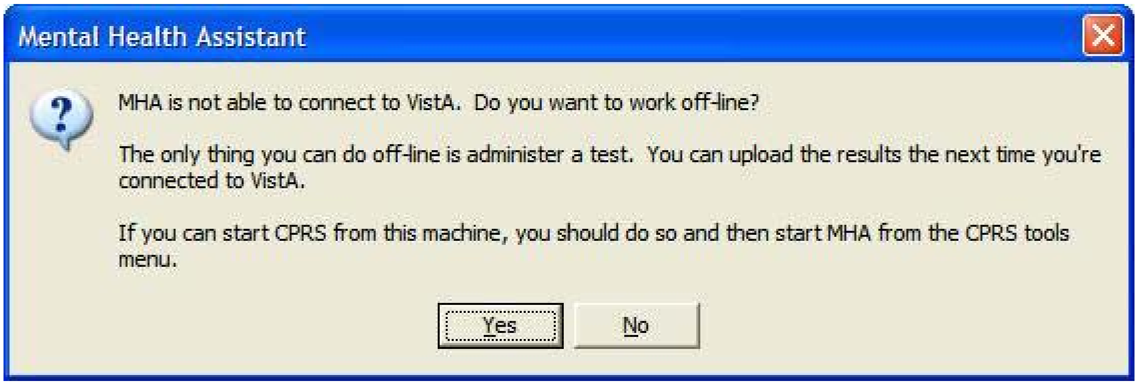
To start the **Mental Health Assistant** from the Off-line mode **click** on the **Mental Health Assistant 3** icon located on the Windows Desktop.

Example: Mental Health Assistant 3 icon.

Mental Health Assistant 3

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.



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.

Mental Health Assistant Main Form Functions

The **Mental Health Assistant** main form is the starting point for launching the four major activity areas in MHA3:

- Instrument Administrator
- Instrument Results Review
- Addiction Severity Index Manager
- Global Assessment of Functioning Manager

The **Mental Health Assistant** main form also provides user's access to GAF rating is due, select another patient, File, Tools, and Help menus functions.

NOTE: Details about these activity areas are described later in this manual.

Selected Patient Identification Label

The **Selected Patient Identification** label displays information about the currently-selected patient within MHA3. All functions performed in MHA3 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 MHA3 to display information about the context that applies to the current activity.

Launch Links

The launch links (i.e., Instrument Administrator, Instrument Results Review, Addiction Severity Index Manager, and Global Assessment of Functioning Manager) located on the **Mental Health Assistant** form function very similar to links on a web page—however; MHA3 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.

Instrument Administrator

The Instrument Administrator launch ink starts the Instrument Administrator activity, which is explained in detail later in this document.

Instrument Results Review

The Instrument Results Review launch link starts the Instrument Review activity, which is explained in detail later in this document.

Addiction Severity Index Manager

The Addiction Severity Index Manage launch link starts the ASI Manager activity, which is explained in detail later in this document.

Global Assessment of Functioning Manager

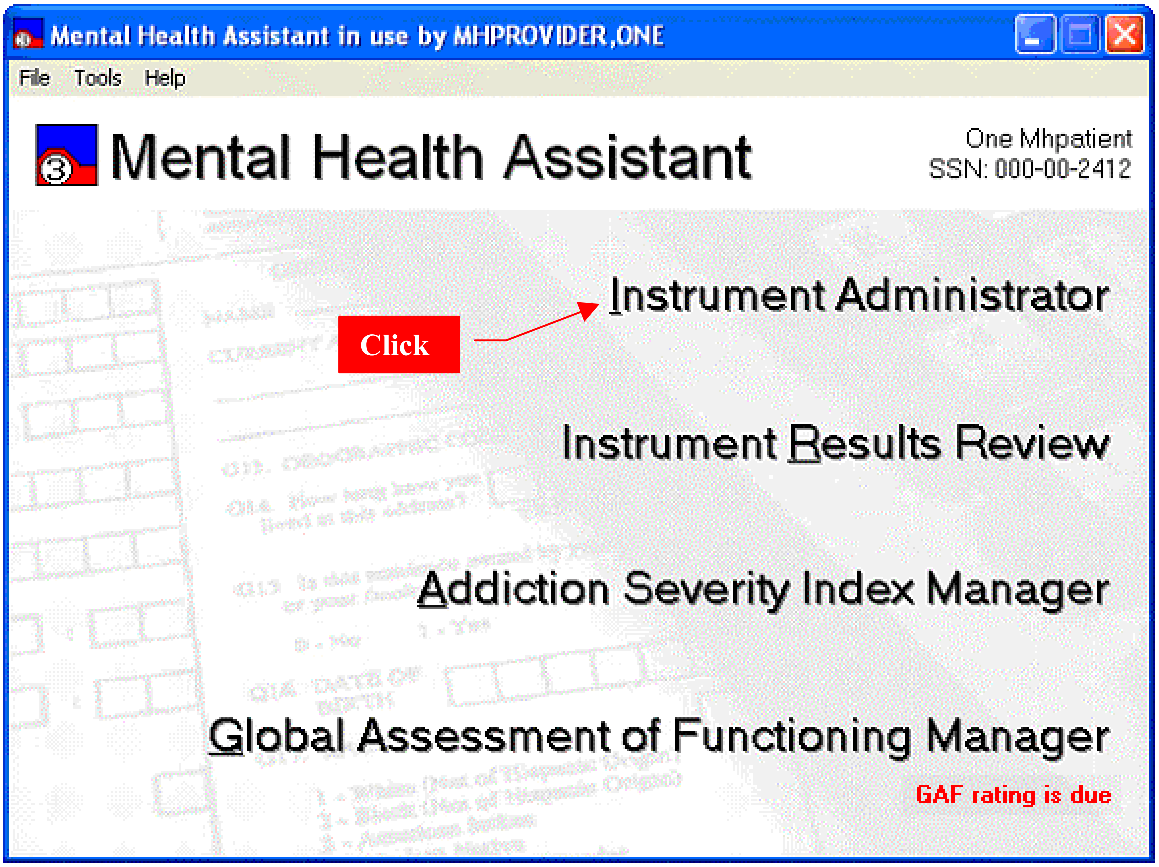
The Global Assessment of Functioning Manager link starts the GAF Manager activity which is explained in detail later in this document.

GAF Rating is Due Label

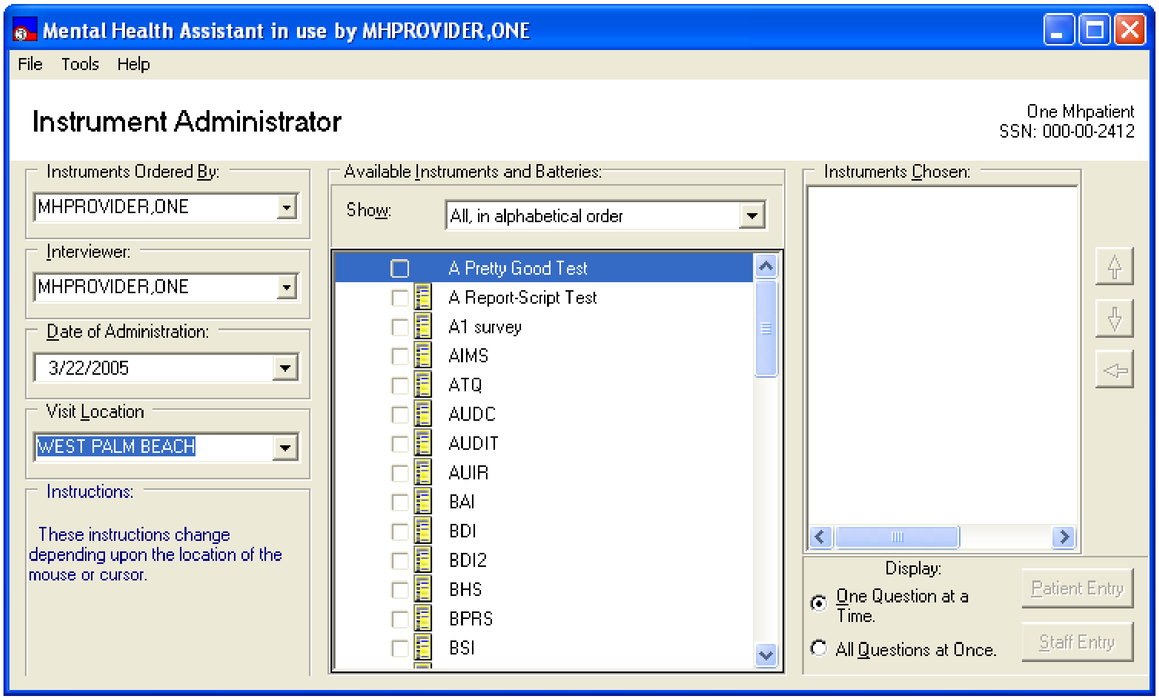
The **GAF rating is due** label is not a link. It is a notification that is displayed only when a current patient is overdue for a GAF rating. If the patient is not overdue the **GAF rating is due** label is not displayed.

Starting the Instrument Administrator

Example: To start the Instrument Administrator, **click** on the launch link underline alphabet character **Instrument Administrator** label located on the **Mental Health Assistant** form. After a brief pause, the Instrument Administrator form is displayed.


Mental Health Assistant in use by MHPROVIDER,ONE
File
Tools
Help
Mental Health Assistant
One Mhpatient
SSN: 000-00-2412
Click
Instrument Administrator
Instrument Results Review
Addiction Severity Index Manager
Global Assessment of Functioning Manager
GAF rating is due

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



Mental Health Assistant in use by MHPROVIDER,ONE

Instrument Administrator

One Mhpatient
SSN: 000-00-2412

Instruments Ordered By: MHPROVIDER,ONE

Interviewer: MHPROVIDER,ONE

Date of Administration: 3/22/2005

Visit Location: WEST PALM BEACH

Instructions:

These instructions change depending upon the location of the mouse or cursor.

Available Instruments and Batteries:

Show: All, in alphabetical order

- ☐ A Pretty Good Test
- ☐ A Report-Script Test
- ☐ A1 survey
- ☐ AIMS
- ☐ ATQ
- ☐ AUDC
- ☐ AUDIT
- ☐ AUIR
- ☐ BAI
- ☐ BDI
- ☐ BDI2
- ☐ BHS
- ☐ BPRS
- ☐ BSI

Instruments Chosen:

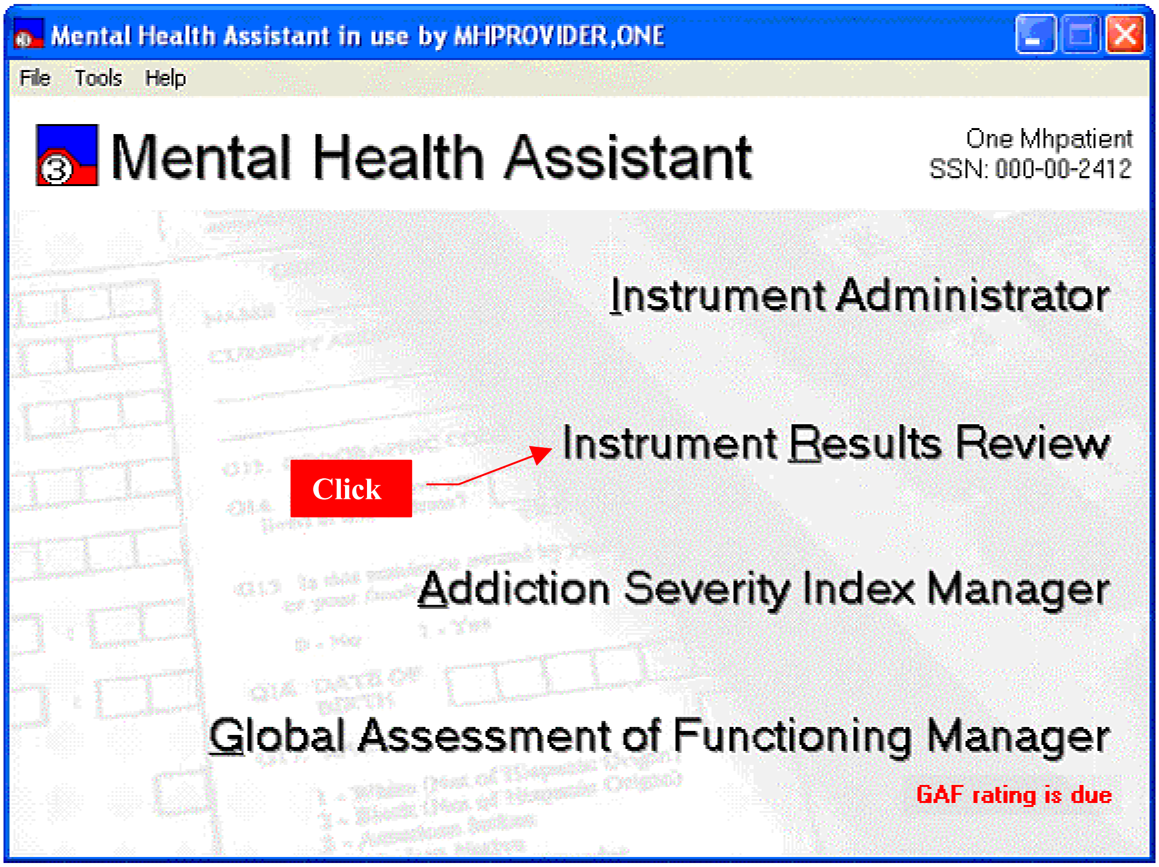
Display:

● One Question at a Time.

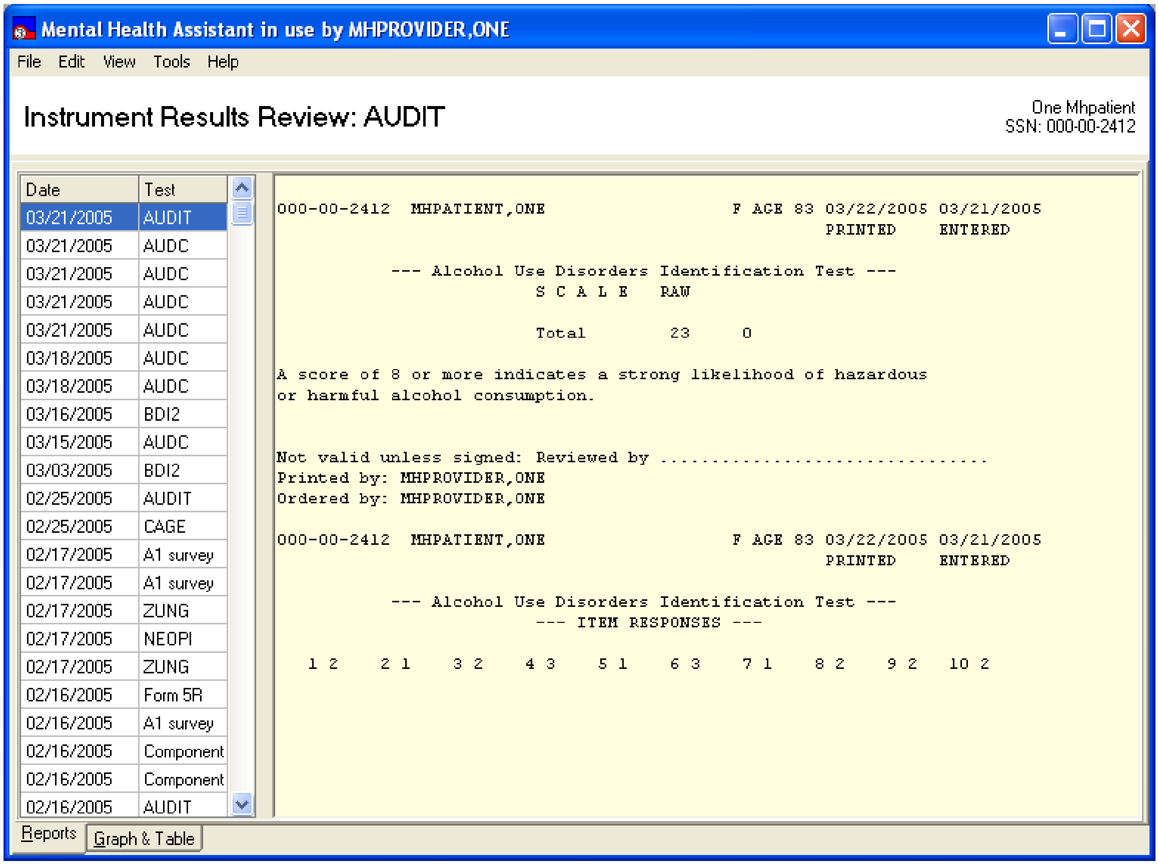
○ All Questions at Once.

Starting the Instrument Results Review Functions

Example: To start the **Instrument Results Review** function, **click** on the launch link underline character Instrument **R**esults Review label. After a brief pause the Instrument Results Review form is displayed.


Mental Health Assistant in use by MHPROVIDER,ONE
File
Tools
Help
Mental Health Assistant
One Mhpatient
SSN: 000-00-2412
Instrument Administrator
Instrument Results Review
Click
Addiction Severity Index Manager
Global Assessment of Functioning Manager
GAF rating is due

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



Instrument Results Review: AUDIT

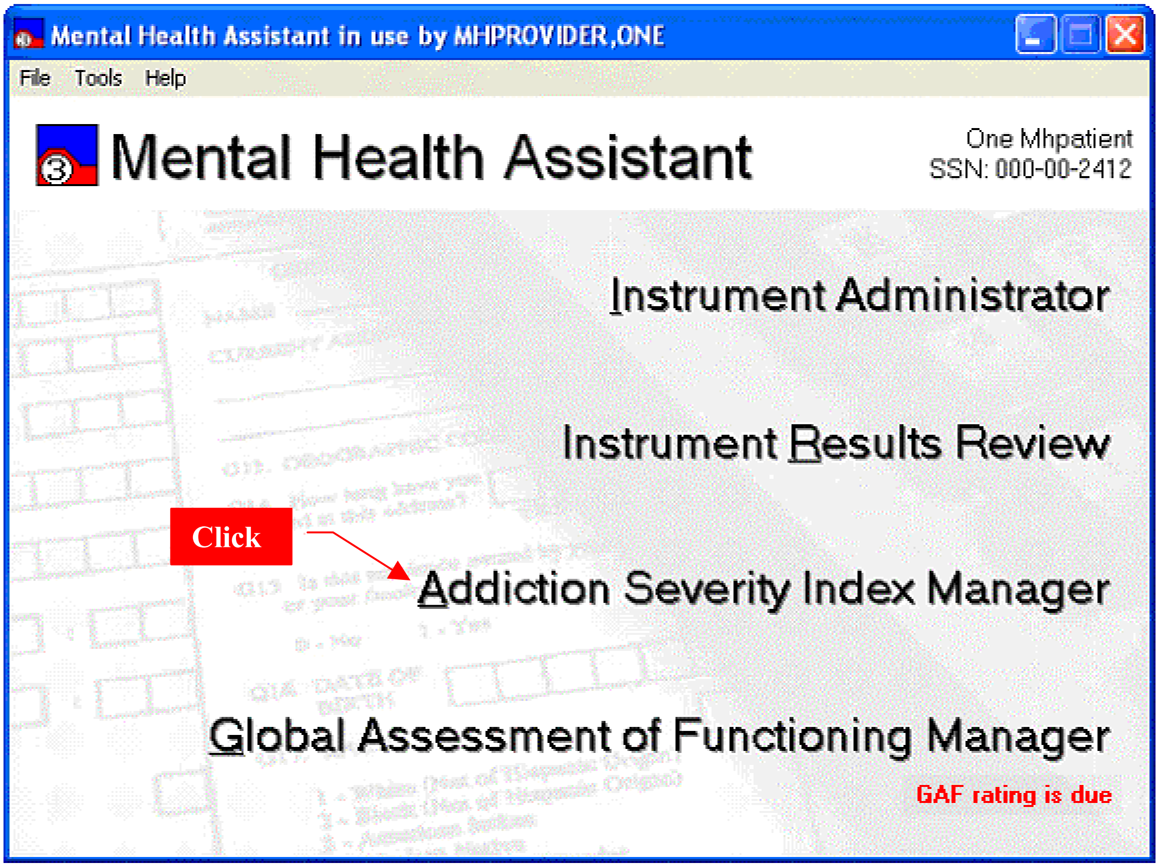
One Mhpatient
SSN: 000-00-2412

Date	Test
03/21/2005	AUDIT
03/21/2005	AUDC
03/21/2005	AUDC
03/21/2005	AUDC
03/21/2005	AUDC
03/18/2005	AUDC
03/18/2005	AUDC
03/16/2005	BDI2
03/15/2005	AUDC
03/03/2005	BDI2
02/25/2005	AUDIT
02/25/2005	CAGE
02/17/2005	A1 survey
02/17/2005	A1 survey
02/17/2005	ZUNG
02/17/2005	NEOPI
02/17/2005	ZUNG
02/16/2005	Form 5R
02/16/2005	A1 survey
02/16/2005	Component
02/16/2005	Component
02/16/2005	AUDIT

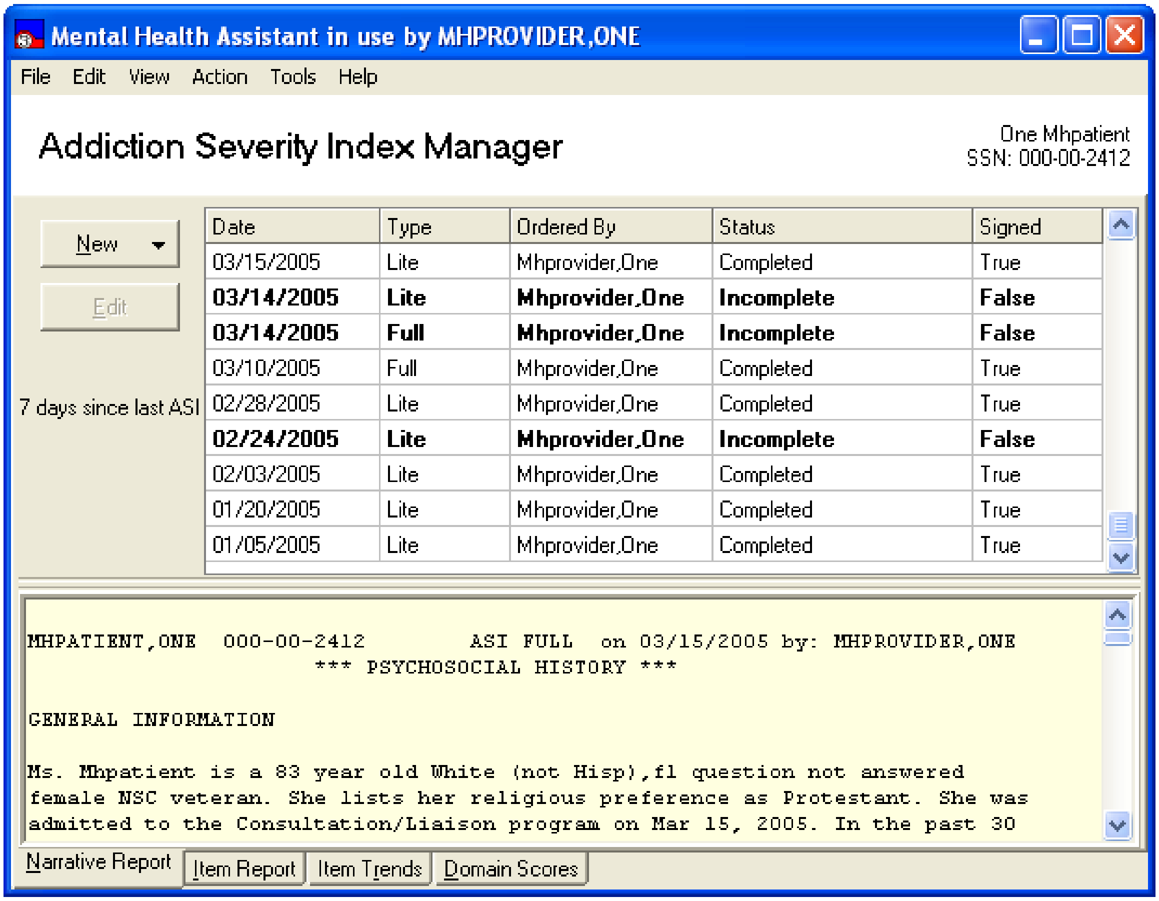
```
000-00-2412  MHPATIENT,ONE                  F AGE 83 03/22/2005 03/21/2005
                                                     PRINTED    ENTERED


           --- Alcohol Use Disorders Identification Test ---
                         S C A L E   RAW

                         Total        23      0

A score of 8 or more indicates a strong likelihood of hazardous
or harmful alcohol consumption.


Not valid unless signed: Reviewed by ................................
Printed by: MHPROVIDER,ONE
Ordered by: MHPROVIDER,ONE

000-00-2412  MHPATIENT,ONE                  F AGE 83 03/22/2005 03/21/2005
                                                     PRINTED    ENTERED


           --- Alcohol Use Disorders Identification Test ---
                         --- ITEM RESPONSES ---


   1 2    2 1    3 2    4 3    5 1    6 3    7 1    8 2    9 2   10 2
```

Starting the Addiction Severity Index Manager Function

Example: To start the **Addiction Severity Index Manager**, **click** on the launch link underline character **Addiction Severity Index Manager**. After a brief pause, the Addiction Severity Index Manager form is displayed.


Mental Health Assistant in use by MHPROVIDER,ONE
File
Tools
Help
Mental Health Assistant
One Mhpatient
SSN: 000-00-2412
Instrument Administrator
Instrument Results Review
Click
Addiction Severity Index Manager
Global Assessment of Functioning Manager
GAF rating is due

Example: Addiction Severity Index Manager Form.

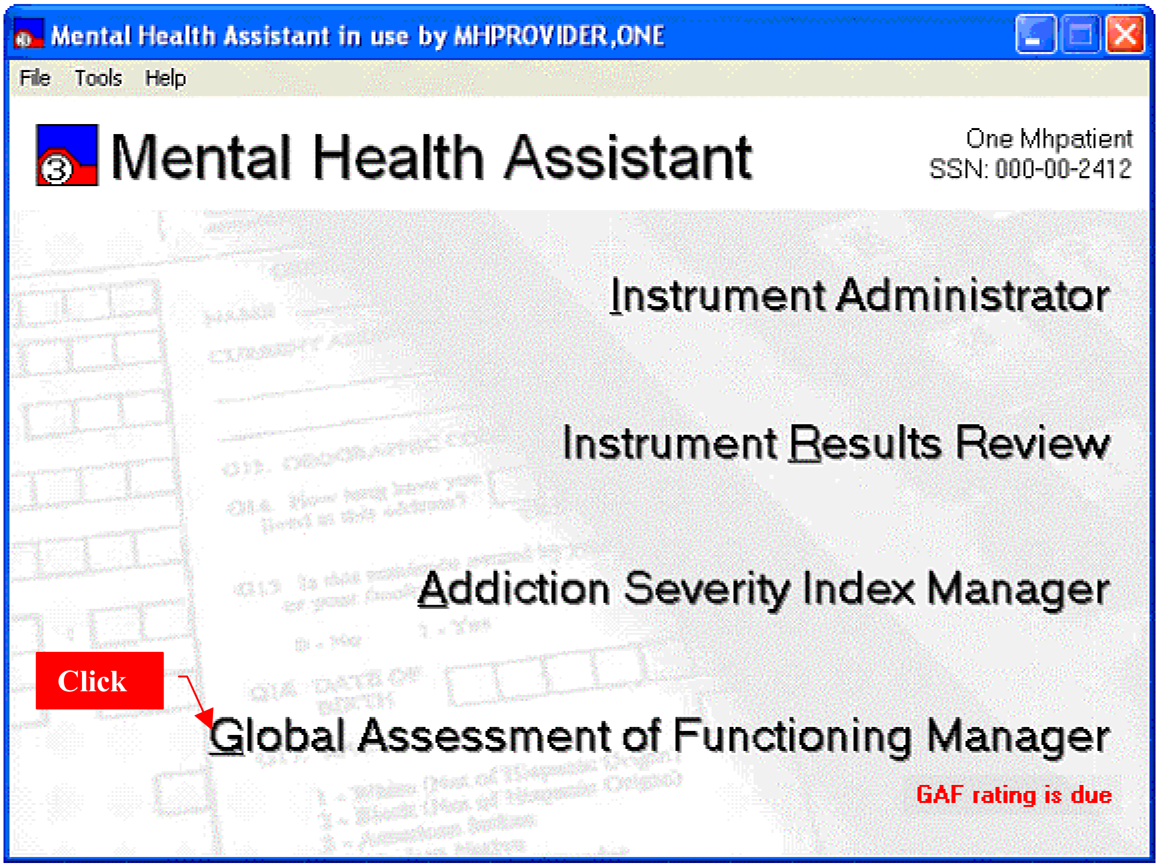

Mental Health Assistant in use by MHPROVIDER,ONE
File
Edit
View
Action
Tools
Help
Addiction Severity Index Manager
One Mhpatient
SSN: 000-00-2412
New
Edit
7 days since last ASI
Narrative Report
Item Report
Item Trends
Domain Scores

Date	Type	Ordered By	Status	Signed
03/15/2005	Lite	Mhprovider,One	Completed	True
03/14/2005	**Lite**	**Mhprovider,One**	**Incomplete**	**False**
03/14/2005	**Full**	**Mhprovider,One**	**Incomplete**	**False**
03/10/2005	Full	Mhprovider,One	Completed	True
02/28/2005	Lite	Mhprovider,One	Completed	True
02/24/2005	**Lite**	**Mhprovider,One**	**Incomplete**	**False**
02/03/2005	Lite	Mhprovider,One	Completed	True
01/20/2005	Lite	Mhprovider,One	Completed	True
01/05/2005	Lite	Mhprovider,One	Completed	True

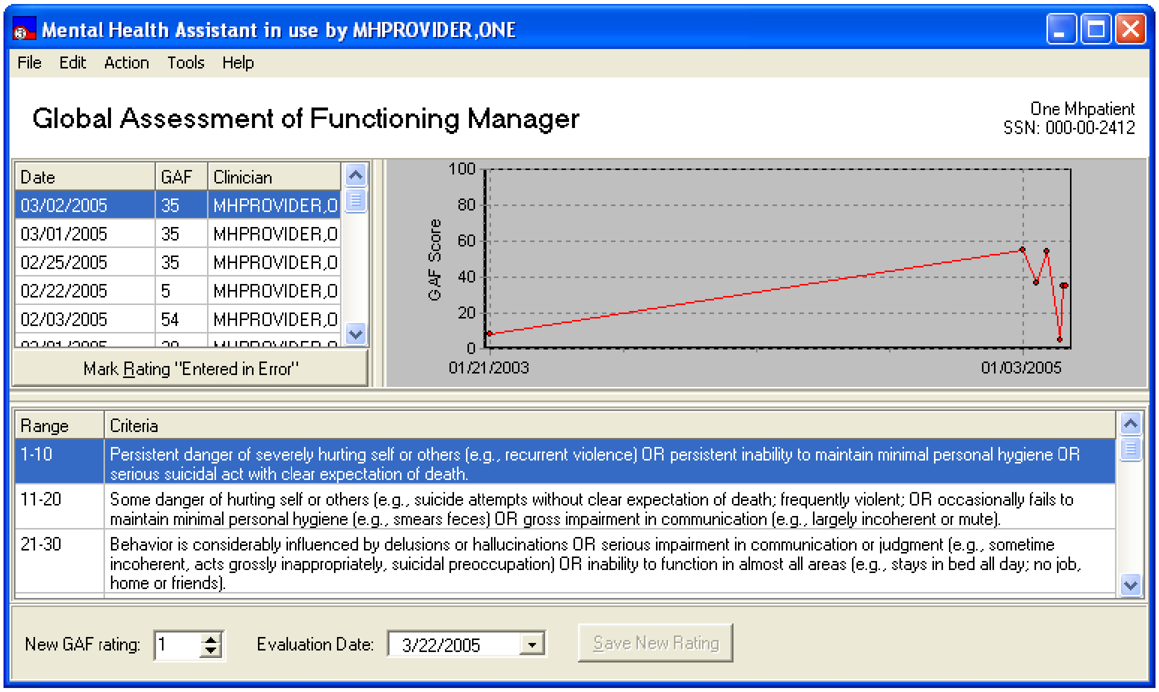
```
MHPATIENT,ONE   000-00-2412        ASI FULL  on 03/15/2005 by: MHPROVIDER,ONE
                      *** PSYCHOSOCIAL HISTORY ***

GENERAL INFORMATION

Ms. Mhpatient is a 83 year old White (not Hisp),fl question not answered
female NSC veteran. She lists her religious preference as Protestant. She was
admitted to the Consultation/Liaison program on Mar 15, 2005. In the past 30
```

Starting the Global Assessment of Functioning Manager

Example: To start the **Global Assessment of Functioning Manager** activity, **click** on the launch link **Global Assessment of Functioning Manager** label located on the Mental Health Assistant form. After a brief pause the Global Assessment of Functioning Manager form will display.


Mental Health Assistant in use by MHPROVIDER,ONE
File
Tools
Help
Mental Health Assistant
One Mhpatient
SSN: 000-00-2412
Instrument Administrator
Instrument Results Review
Addiction Severity Index Manager
Click
Global Assessment of Functioning Manager
GAF rating is due

Example: Global Assessment of Functioning Manager form.


Mental Health Assistant in use by MHPROVIDER,ONE
File
Edit
Action
Tools
Help
Mark Rating "Entered in Error"
GAF Score
100
80
60
40
20
0
01/21/2003
01/03/2005
Save New Rating

Global Assessment of Functioning Manager

One Mhpatient
SSN: 000-00-2412

Date	GAF	Clinician
03/02/2005	35	MHPROVIDER,O
03/01/2005	35	MHPROVIDER,O
02/25/2005	35	MHPROVIDER,O
02/22/2005	5	MHPROVIDER,O
02/03/2005	54	MHPROVIDER,O

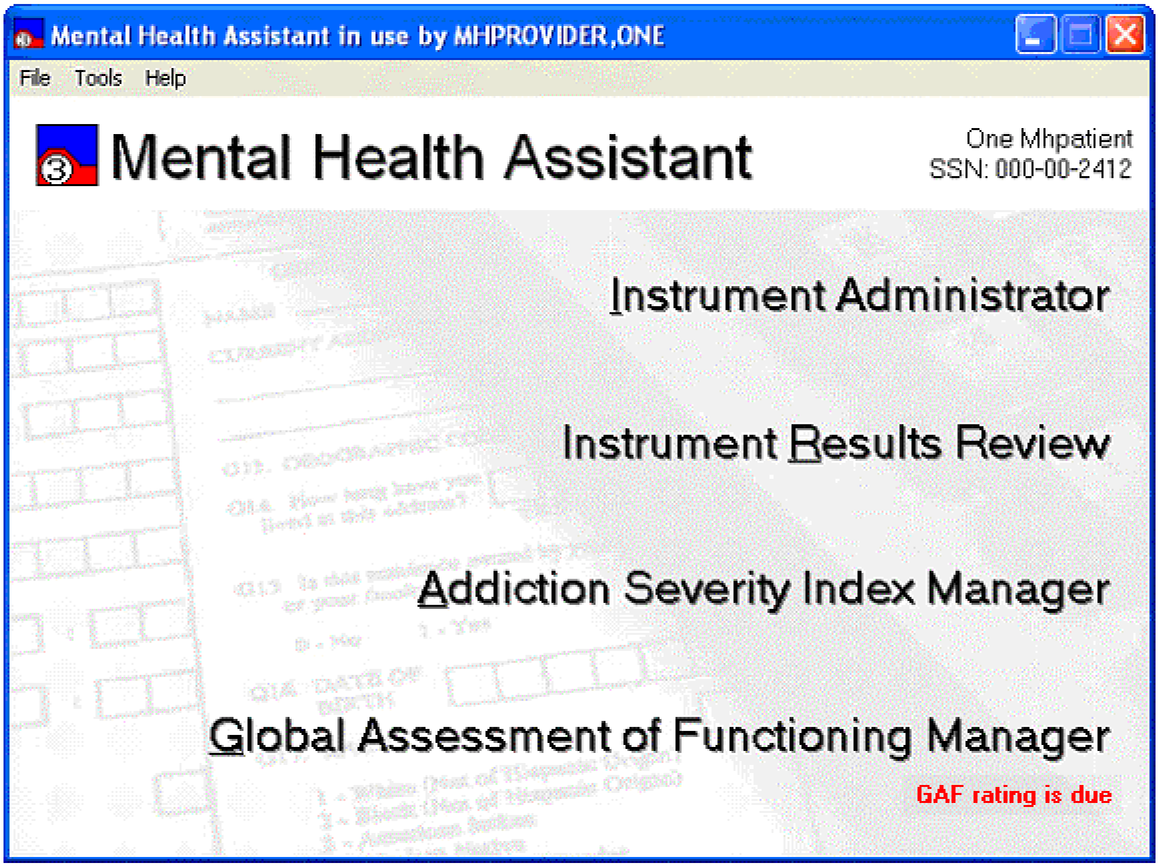
Range	Criteria
1-10	Persistent danger of severely hurting self or others (e.g., recurrent violence) OR persistent inability to maintain minimal personal hygiene OR serious suicidal act with clear expectation of death.
11-20	Some danger of hurting self or others (e.g., suicide attempts without clear expectation of death; frequently violent; OR occasionally fails to maintain minimal personal hygiene (e.g., smears feces) OR gross impairment in communication (e.g., largely incoherent or mute).
21-30	Behavior is considerably influenced by delusions or hallucinations OR serious impairment in communication or judgment (e.g., sometime incoherent, acts grossly inappropriately, suicidal preoccupation) OR inability to function in almost all areas (e.g., stays in bed all day; no job, home or friends).

New GAF rating: 1

Evaluation Date: 3/22/2005

GAF rating is due

Example: The "GAF rating is due" alert is displayed at the bottom-right of the main form if a GAF rating is due for the currently-selected patient. If a GAF is not required at this time, the alert is not displayed.


Mental Health Assistant in use by MHPROVIDER,ONE
File
Tools
Help
Mental Health Assistant
Instrument Administrator
Instrument Results Review
Addiction Severity Index Manager
Global Assessment of Functioning Manager

One Mhpatient
SSN: 000-00-2412

GAF rating is due

File Menu

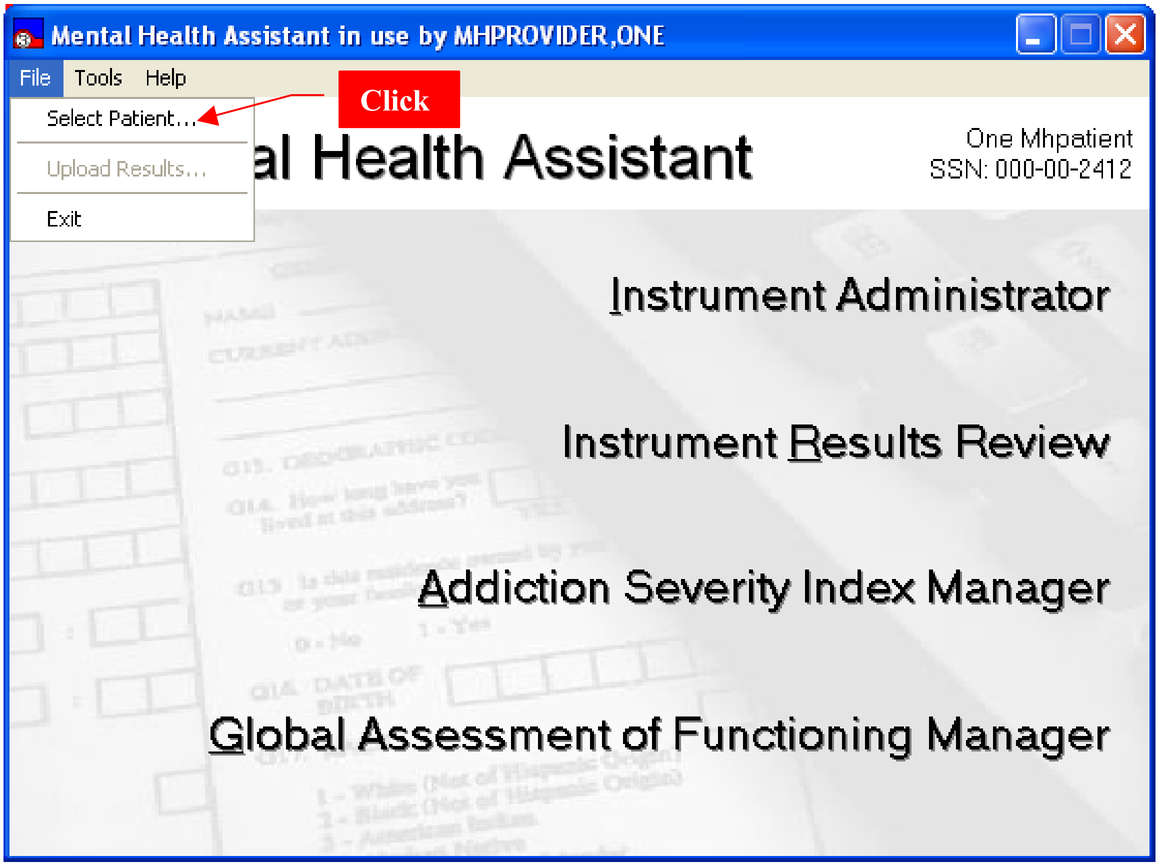
The **Mental Health Assistant** drop-down list **File menu** contains the following three menu items:

- Select Patient…
- Upload Results…
- Exit

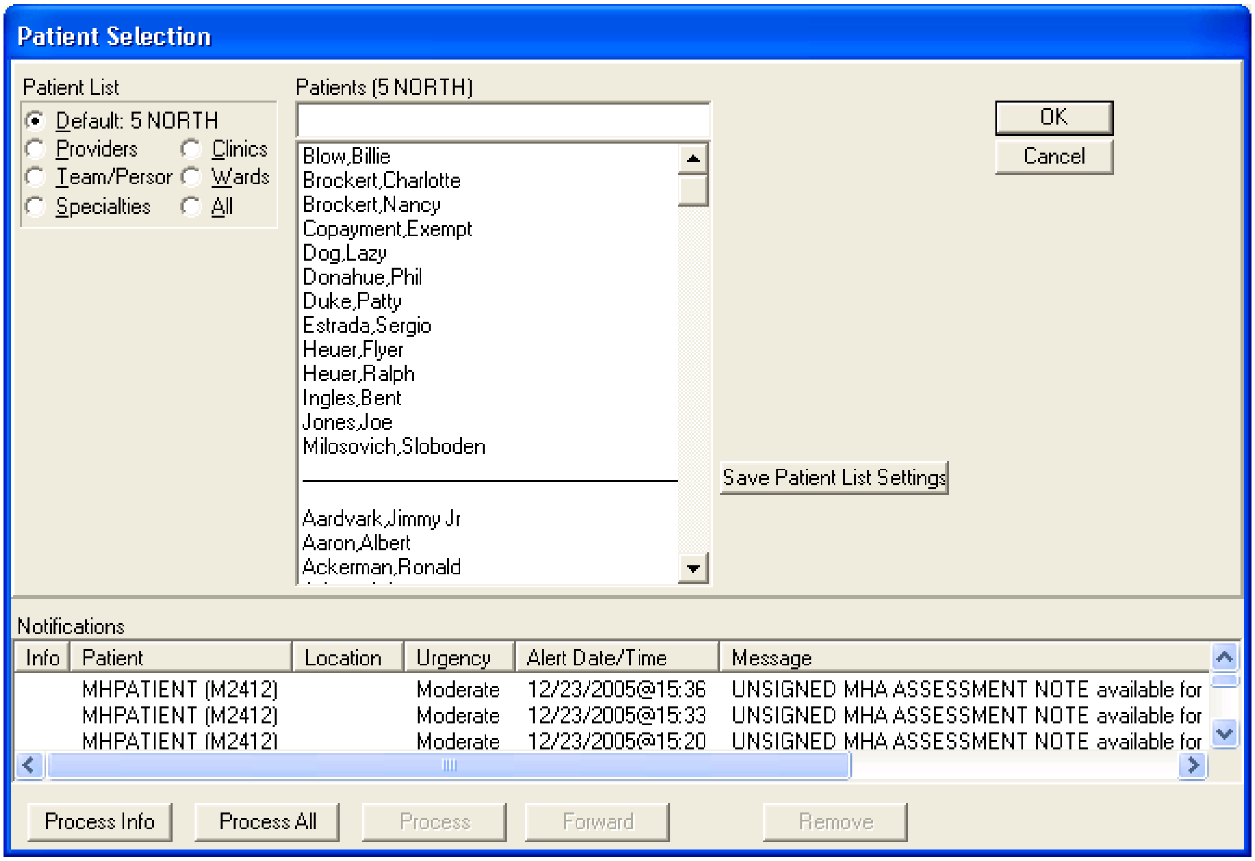
NOTE: Refer to the CPRS documentation for instructions on patient selection procedures.

Select Patient

Example: From the **Mental Health Assistant** form **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 MHA3 are synchronized and updated to identify the same new patient.


Mental Health Assistant in use by MHPROVIDER,ONE
File
Tools
Help
Select Patient…
Upload Results…
Exit
Click
al Health Assistant
One Mhpatient
SSN: 000-00-2412
Instrument Administrator
Instrument Results Review
Addiction Severity Index Manager
Global Assessment of Functioning Manager

Example: Selecting a different patient in MHA3 is no different from selecting a patient in CPRS.


Patient Selection
Patient List
○ Providers
○ Clinics
○ Team/Persor
○ Wards
○ Specialties
○ All
OK
Cancel
Save Patient List Settings
Notifications
Process Info
Process All
Process
Forward
Remove

Patient List: ● Default: 5 NORTH

Patients (5 NORTH)

Blow,Billie
Brockert,Charlotte
Brockert,Nancy
Copayment,Exempt
Dog,Lazy
Donahue,Phil
Duke,Patty
Estrada,Sergio
Heuer,Flyer
Heuer,Ralph
Ingles,Bent
Jones,Joe
Milosovich,Sloboden

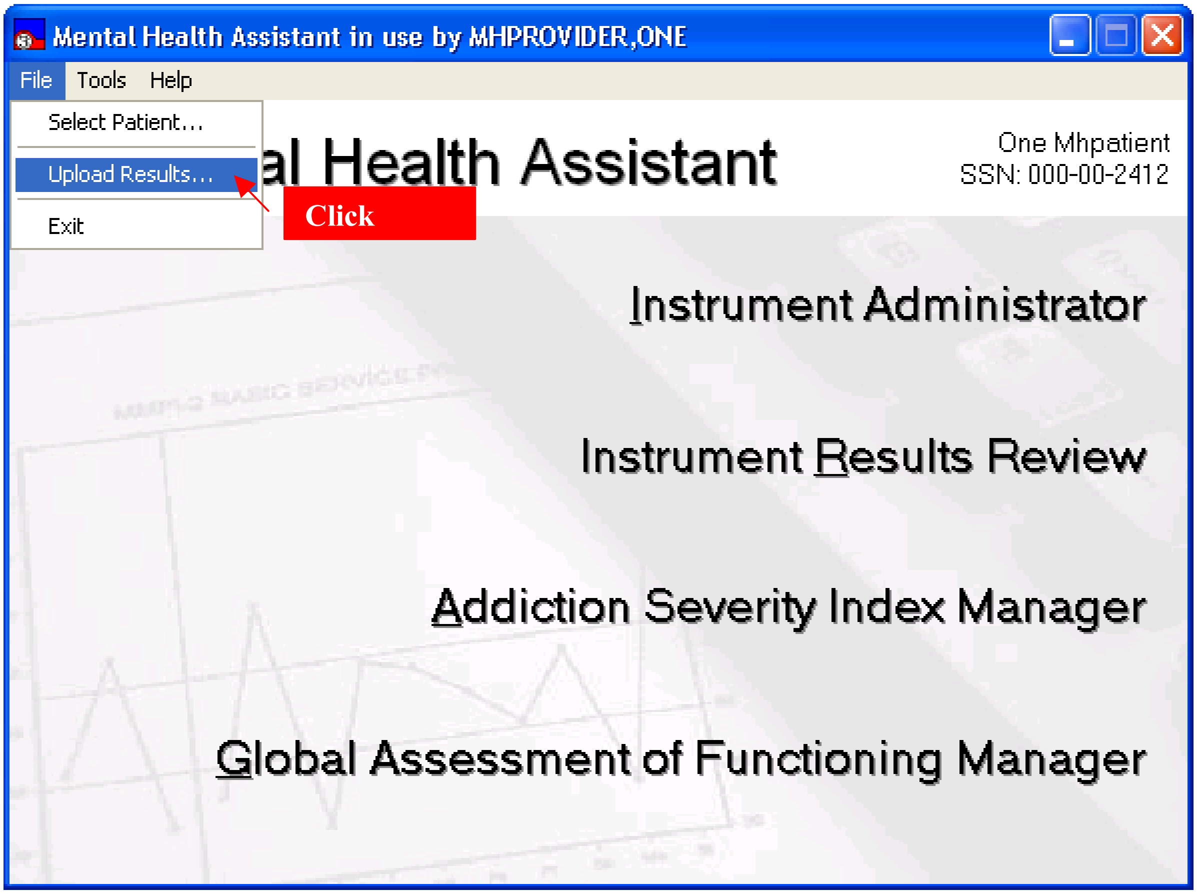
Aardvark,Jimmy Jr
Aaron,Albert
Ackerman,Ronald

Info	Patient	Location	Urgency	Alert Date/Time	Message
	MHPATIENT (M2412)		Moderate	12/23/2005@15:36	UNSIGNED MHA ASSESSMENT NOTE available for
	MHPATIENT (M2412)		Moderate	12/23/2005@15:33	UNSIGNED MHA ASSESSMENT NOTE available for
	MHPATIENT (M2412)		Moderate	12/23/2005@15:20	UNSIGNED MHA ASSESSMENT NOTE available for

Upload Results

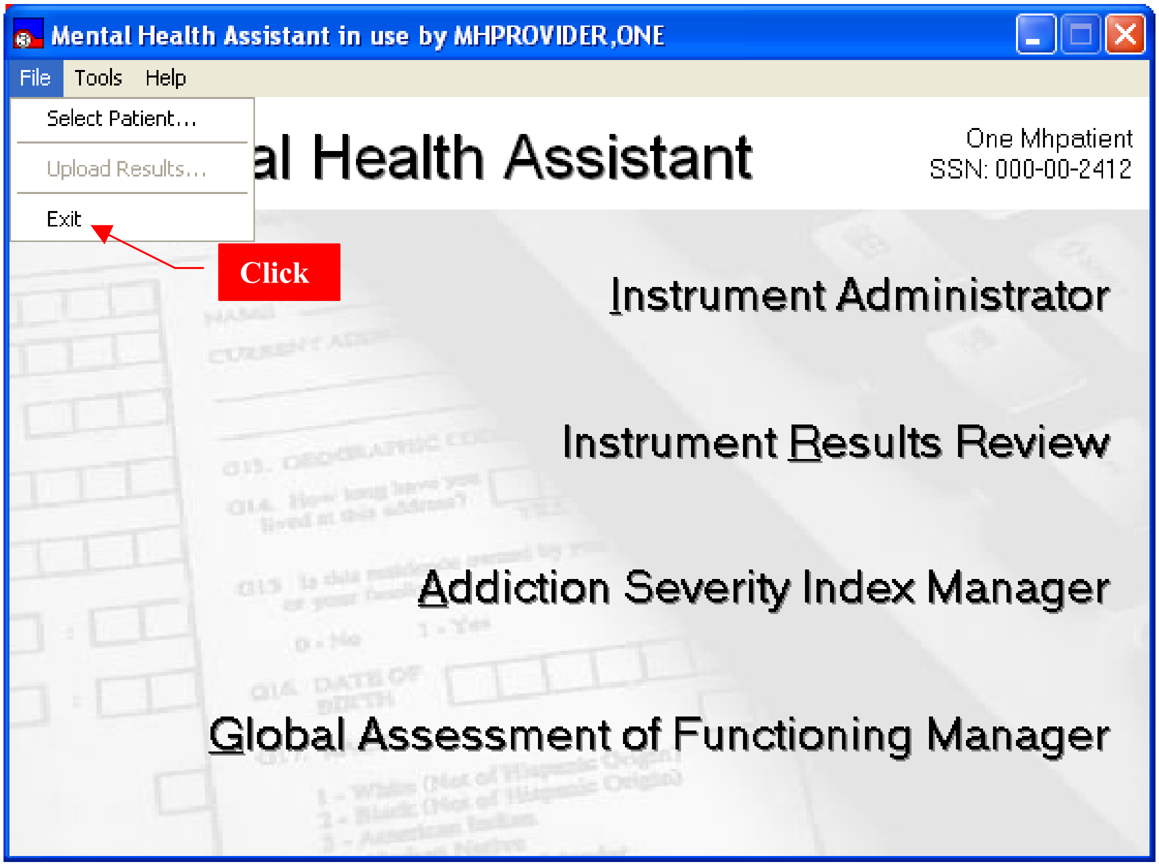
Example: If any off-line administered records remain on this PC, the Upload Results menu item becomes enabled. If no records need to be uploaded to Vista, this menu item is visible, but disabled.

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


Mental Health Assistant in use by MHPROVIDER,ONE
File
Tools
Help
Select Patient...
Upload Results...
Exit
al Health Assistant
One Mhpatient
SSN: 000-00-2412
Click
Instrument Administrator
Instrument Results Review
Addiction Severity Index Manager
Global Assessment of Functioning Manager

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 **click** the **F4 key**.


Mental Health Assistant in use by MHPROVIDER,ONE
File
Tools
Help
Select Patient...
Upload Results...
Exit
Click
al Health Assistant
One Mhpatient
SSN: 000-00-2412
Instrument Administrator
Instrument Results Review
Addiction Severity Index Manager
Global Assessment of Functioning Manager

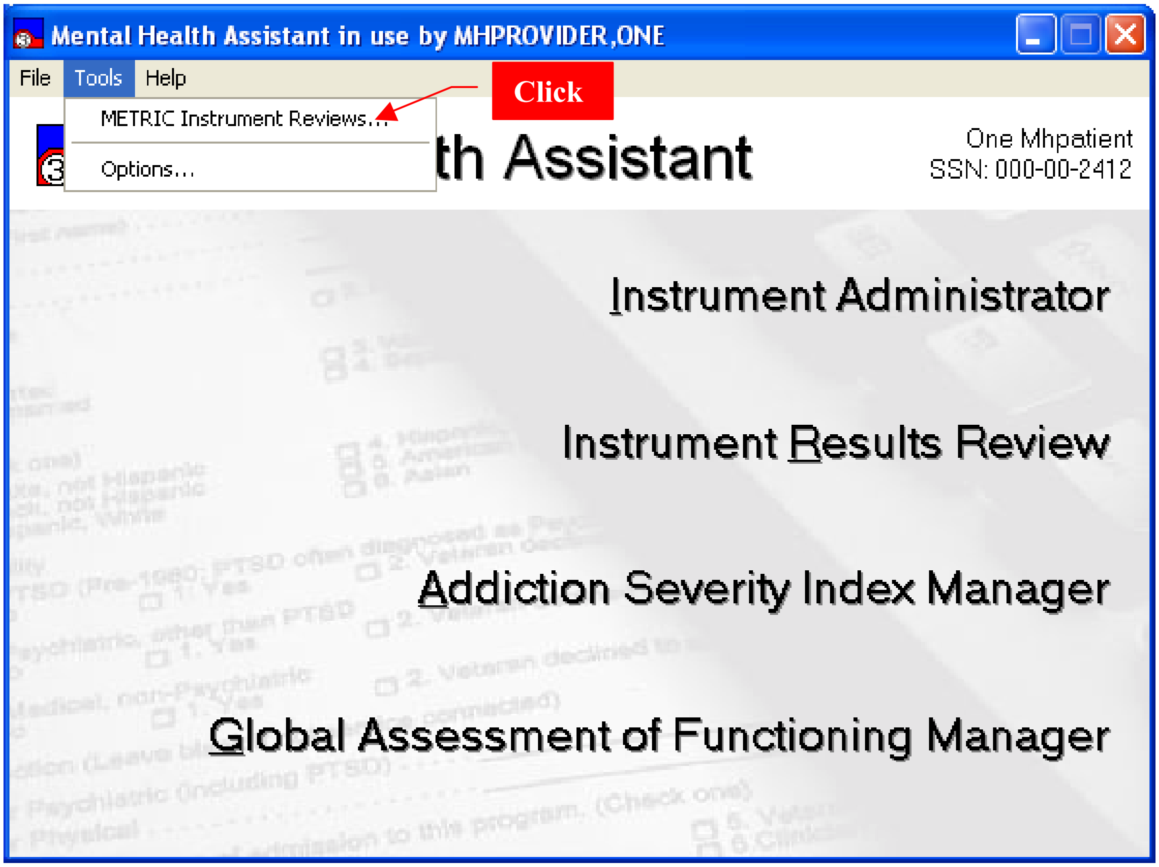
Tools Menu

METRIC Instrument Reviews…

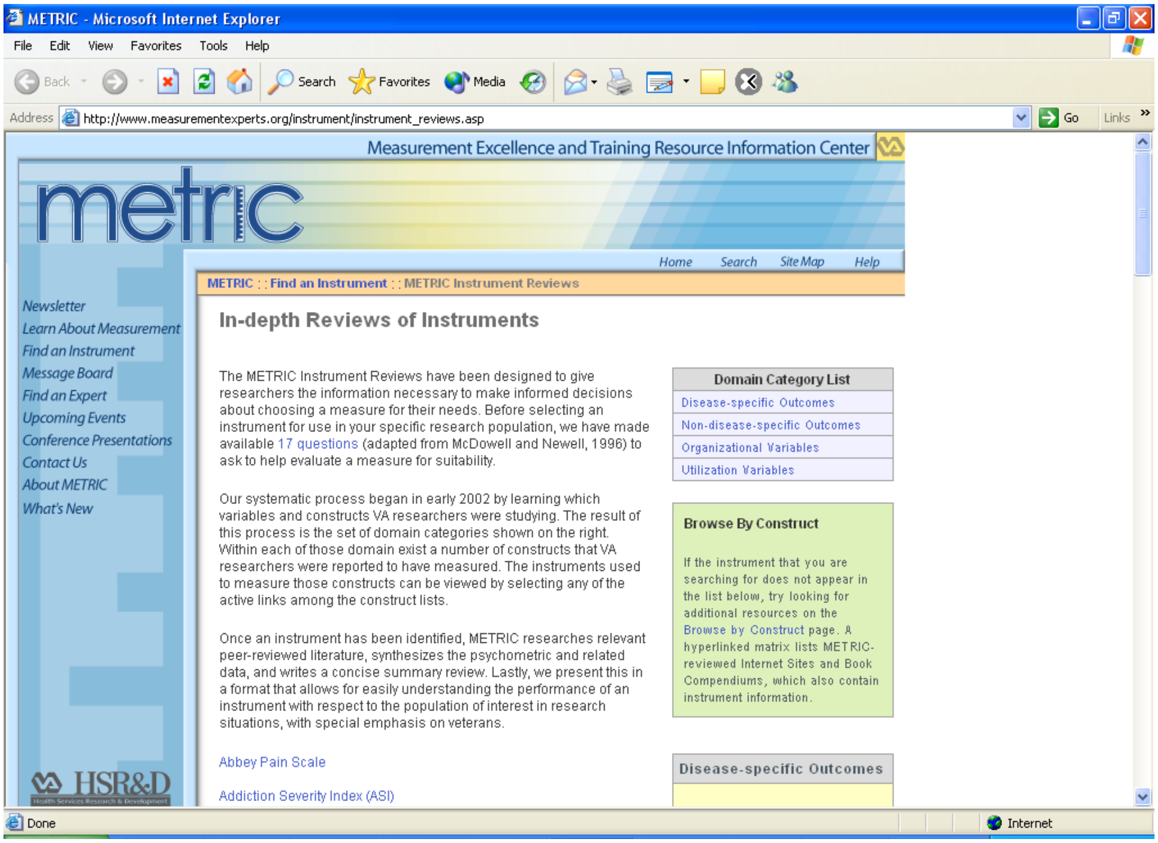
The **METRIC Instrument Reviews** menu item is located on the **Mental Health Assistant** drop-down **Tools** menu. The **METRIC Instrument Reviews** offers comprehensive information about all sorts of instrument, including Mental Health instruments. This menu item is offered as a courtesy and a quick 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 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.


Mental Health Assistant in use by MHPROVIDER,ONE
File
Tools
Help
METRIC Instrument Reviews...
Options...
Click
th Assistant
One Mhpatient
SSN: 000-00-2412
Instrument Administrator
Instrument Results Review
Addiction Severity Index Manager
Global Assessment of Functioning Manager

Example: METRIC website displayed in Internet Explorer.


METRIC - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Back Search Favorites Media
Address http://www.measurementexperts.org/instrument/instrument_reviews.asp
Go Links
Measurement Excellence and Training Resource Information Center
metric
Home Search Site Map Help
METRIC : : Find an Instrument : : METRIC Instrument Reviews
Newsletter
Learn About Measurement
Find an Instrument
Message Board
Find an Expert
Upcoming Events
Conference Presentations
Contact Us
About METRIC
What's New
HSR&D
Health Services Research & Development
Done
Internet

In-depth Reviews of Instruments

The METRIC Instrument Reviews have been designed to give researchers the information necessary to make informed decisions about choosing a measure for their needs. Before selecting an instrument for use in your specific research population, we have made available 17 questions (adapted from McDowell and Newell, 1996) to ask to help evaluate a measure for suitability.

Our systematic process began in early 2002 by learning which variables and constructs VA researchers were studying. The result of this process is the set of domain categories shown on the right. Within each of those domain exist a number of constructs that VA researchers were reported to have measured. The instruments used to measure those constructs can be viewed by selecting any of the active links among the construct lists.

Once an instrument has been identified, METRIC researches relevant peer-reviewed literature, synthesizes the psychometric and related data, and writes a concise summary review. Lastly, we present this in a format that allows for easily understanding the performance of an instrument with respect to the population of interest in research situations, with special emphasis on veterans.

Abbey Pain Scale

Addiction Severity Index (ASI)

Domain Category List

- Disease-specific Outcomes
- Non-disease-specific Outcomes
- Organizational Variables
- Utilization Variables

Browse By Construct

If the instrument that you are searching for does not appear in the list below, try looking for additional resources on the Browse by Construct page. A hyperlinked matrix lists METRIC-reviewed Internet Sites and Book Compendiums, which also contain instrument information.

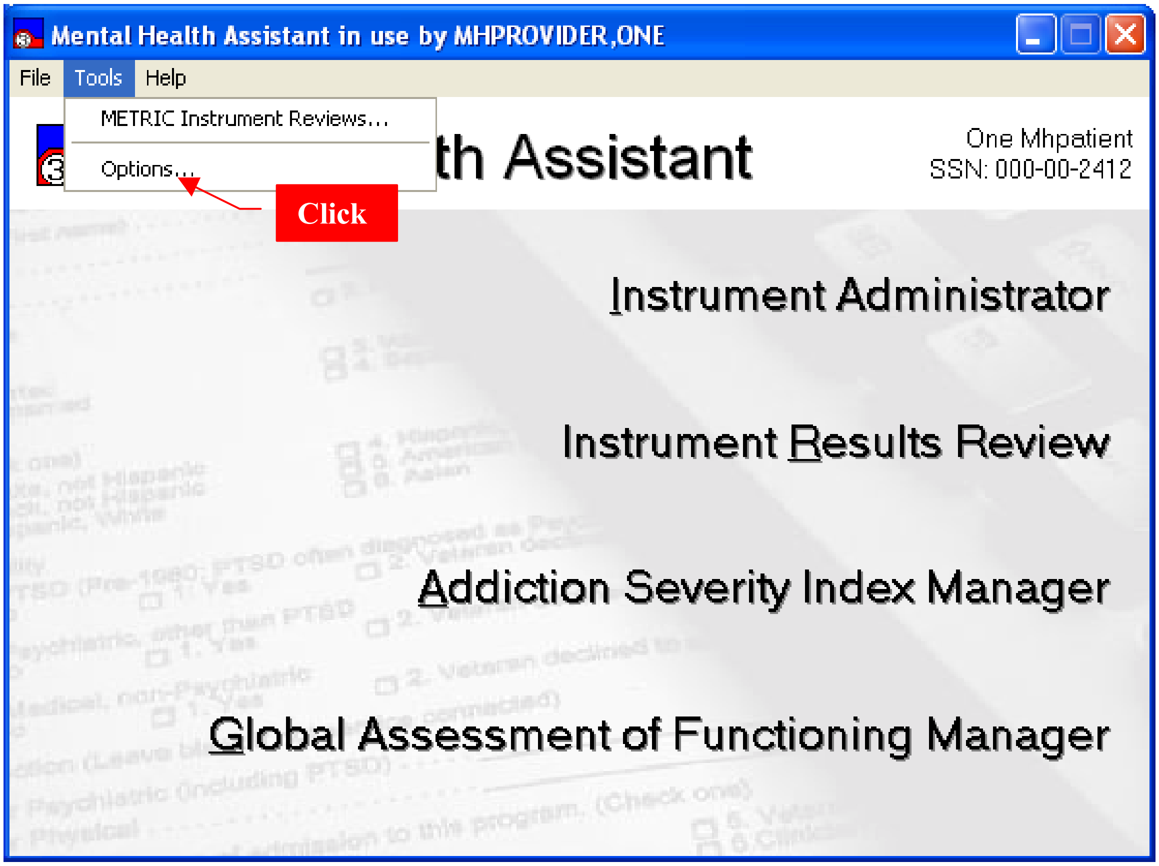
Disease-specific Outcomes

Options

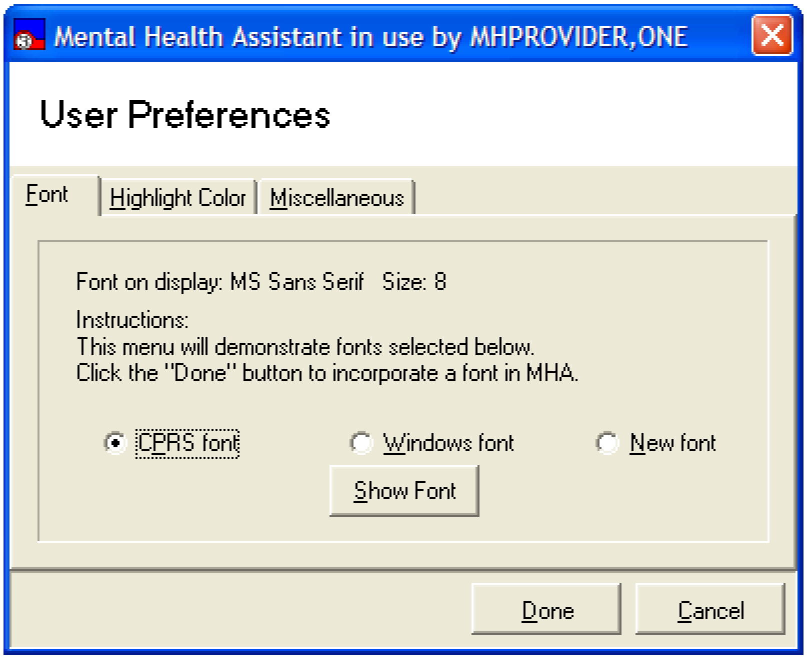
Clicking on the Tools Options menu item invokes the User Preferences form, where users can choose from different MHA3 system properties and behaviors.

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.


Mental Health Assistant in use by MHPROVIDER,ONE
File
Tools
Help
METRIC Instrument Reviews…
Options…
Click
th Assistant
One Mhpatient
SSN: 000-00-2412
Instrument Administrator
Instrument Results Review
Addiction Severity Index Manager
Global Assessment of Functioning Manager

Example: Mental Health Assistant **User Preferences** form.


Mental Health Assistant in use by MHPROVIDER,ONE
User Preferences
Font
Highlight Color
Miscellaneous

Font on display: MS Sans Serif   Size: 8

Instructions:
This menu will demonstrate fonts selected below.
Click the "Done" button to incorporate a font in MHA.

● CPRS font   ○ Windows font   ○ New font

Show Font
Done
Cancel

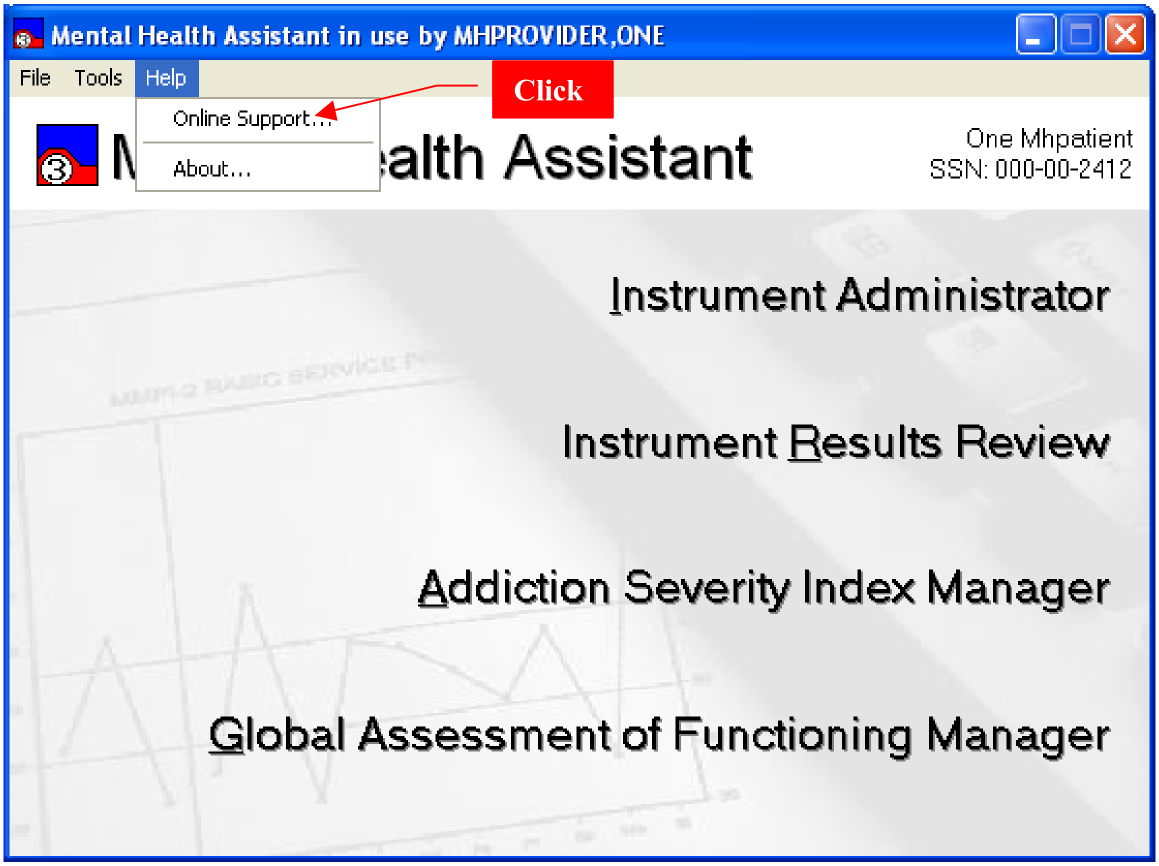
Help Menu

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

- Online Support
- About

Online Support…

Example: The Mental Health Assistant 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: http://vaww.mentalhealth.med.va.gov/mha.shtm.

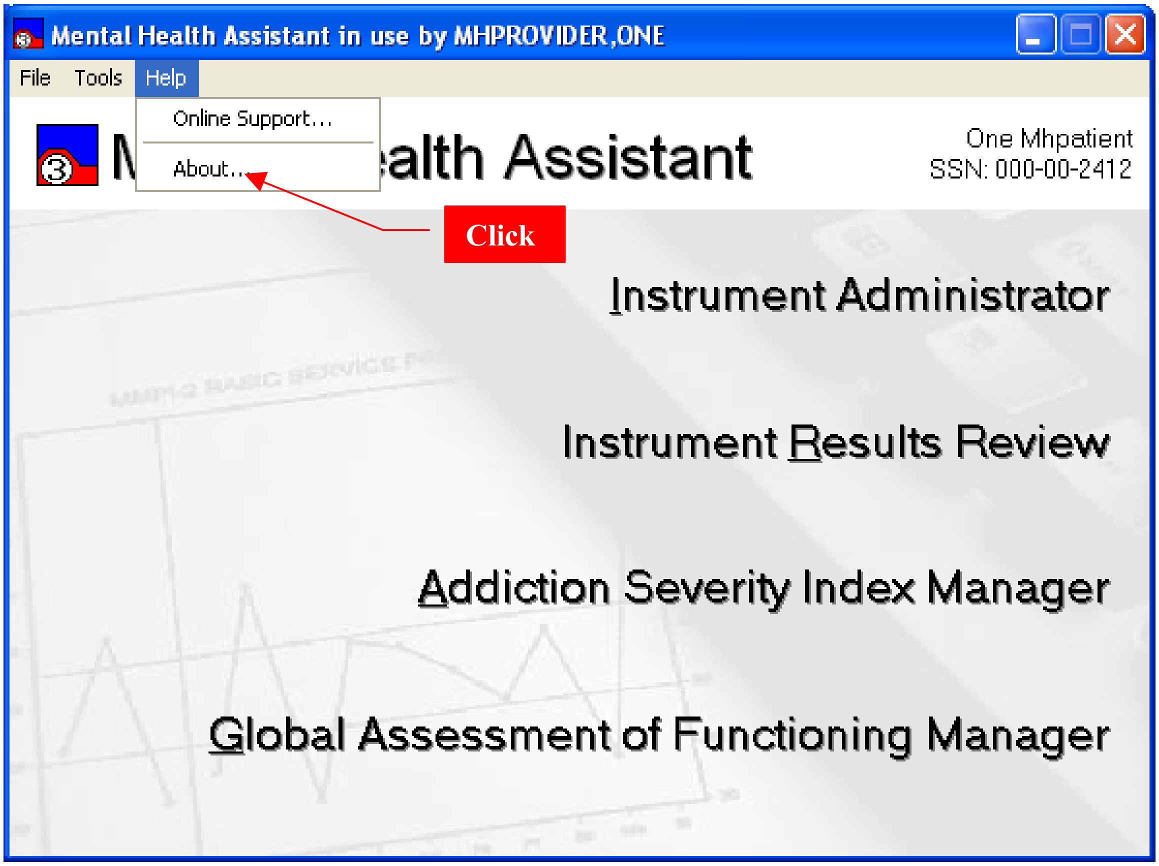

Mental Health Assistant in use by MHPROVIDER,ONE
File
Tools
Help
Online Support…
About…
Click
Mental Health Assistant
One Mhpatient
SSN: 000-00-2412
Instrument Administrator
Instrument Results Review
Addiction Severity Index Manager
Global Assessment of Functioning Manager

About…

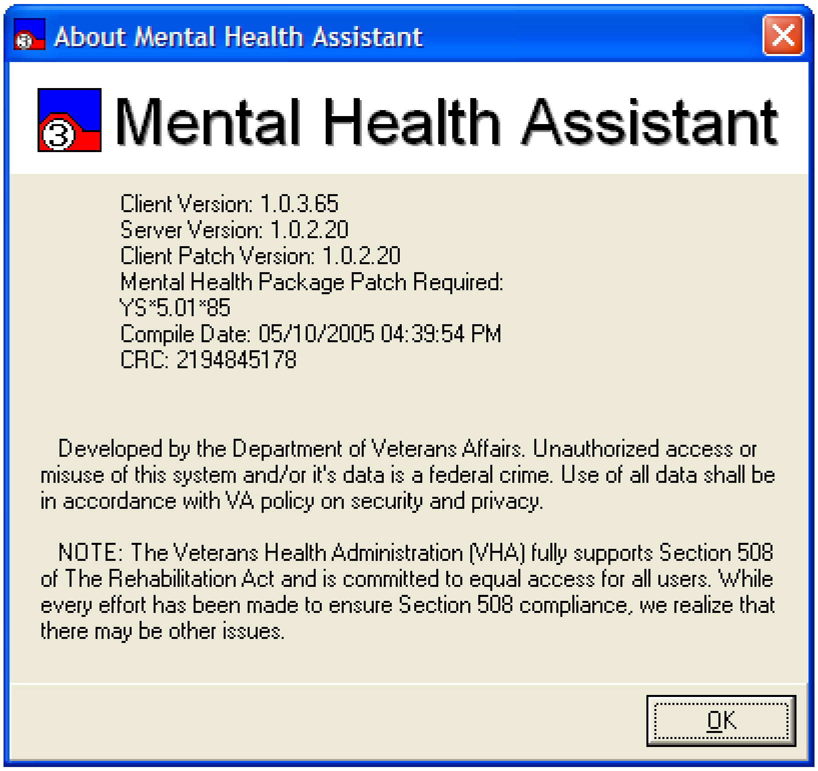
The **About…** menu item contains useful release information about MHA Version 3.

Accessing Program Information

Example: Clicking on the drop-down list **Help menu** > **About…** menu item displays the **About Mental Health Assistant** form.


Mental Health Assistant in use by MHPROVIDER,ONE
File
Tools
Help
Online Support…
About…
Click
M ealth Assistant
One Mhpatient
SSN: 000-00-2412
Instrument Administrator
Instrument Results Review
Addiction Severity Index Manager
Global Assessment of Functioning Manager

Example: The **About Mental Health Assistant** form.



Client Version: 1.0.3.65
Server Version: 1.0.2.20
Client Patch Version: 1.0.2.20
Mental Health Package Patch Required:
YS*5.01*85
Compile Date: 05/10/2005 04:39:54 PM
CRC: 2194845178

Developed by the Department of Veterans Affairs. Unauthorized access or misuse of this system and/or it's data is a federal crime. Use of all data shall be in accordance with VA policy on security and privacy.

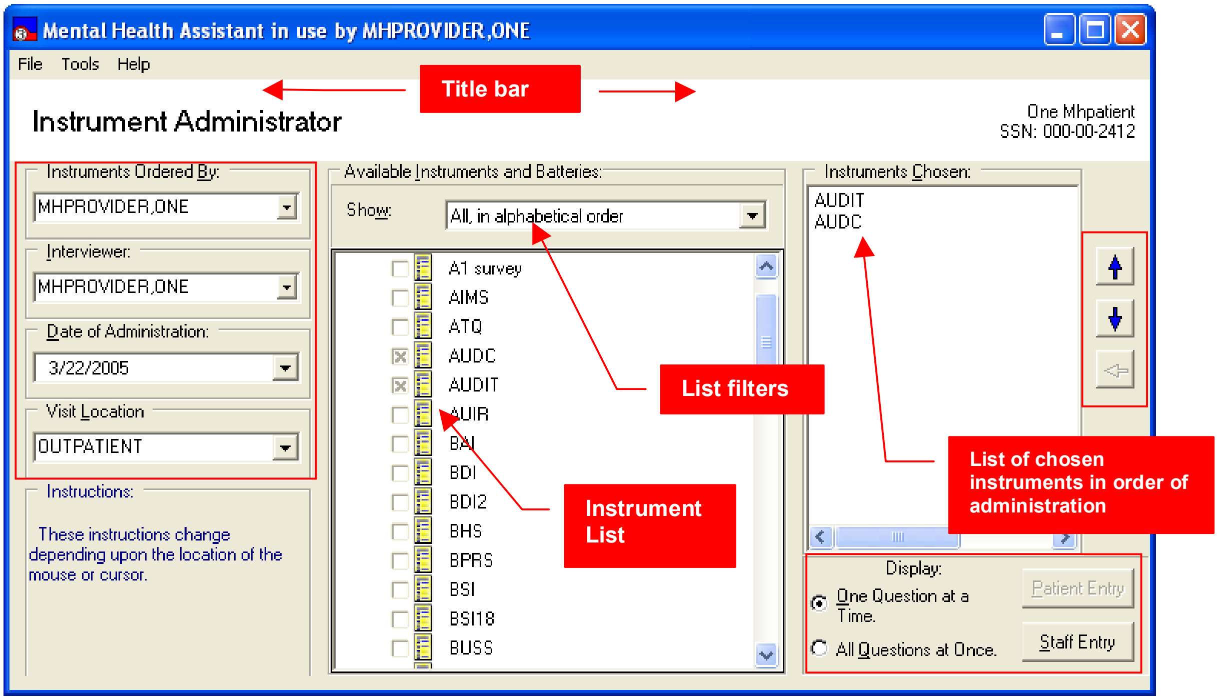
NOTE: The Veterans Health Administration (VHA) fully supports Section 508 of The Rehabilitation Act and is committed to equal access for all users. While every effort has been made to ensure Section 508 compliance, we realize that there may be other issues.

Instrument Administrator Functions

Orientation

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

Example: Mental Health Assistant **Instrument Administrator** form.



Mental Health Assistant in use by MHPROVIDER,ONE

Instrument Administrator

One Mhpatient
SSN: 000-00-2412

Instruments Ordered By: MHPROVIDER,ONE

Interviewer: MHPROVIDER,ONE

Date of Administration: 3/22/2005

Visit Location: OUTPATIENT

Instructions:

These instructions change depending upon the location of the mouse or cursor.

Available Instruments and Batteries:

Show: All, in alphabetical order

- ☐ A1 survey
- ☐ AIMS
- ☐ ATQ
- ☒ AUDC
- ☒ AUDIT
- ☐ AUIR
- ☐ BAI
- ☐ BDI
- ☐ BDI2
- ☐ BHS
- ☐ BPRS
- ☐ BSI
- ☐ BSI18
- ☐ BUSS

Instruments Chosen:

AUDIT
AUDC

Display:

● One Question at a Time.
○ All Questions at Once.

Title bar

List filters

Instrument List

List of chosen instruments in order of administration

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 MHA3. 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 MHA3 to display information about the context that applies to the current activity.

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.

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 Instrument and Batteries list is used to select which instruments will be administered. In some cases there will only be one instrument selected. But, this 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 be removed from the list too.

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 Tests

Tests can be ordered in three ways:

1. An existing test battery may be selected.

2. An incomplete test may be restarted if it has not been too long since it was first started.

3. New tests 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.

2. Patient entry, which is optimized for on-line administration of tests to the patient.

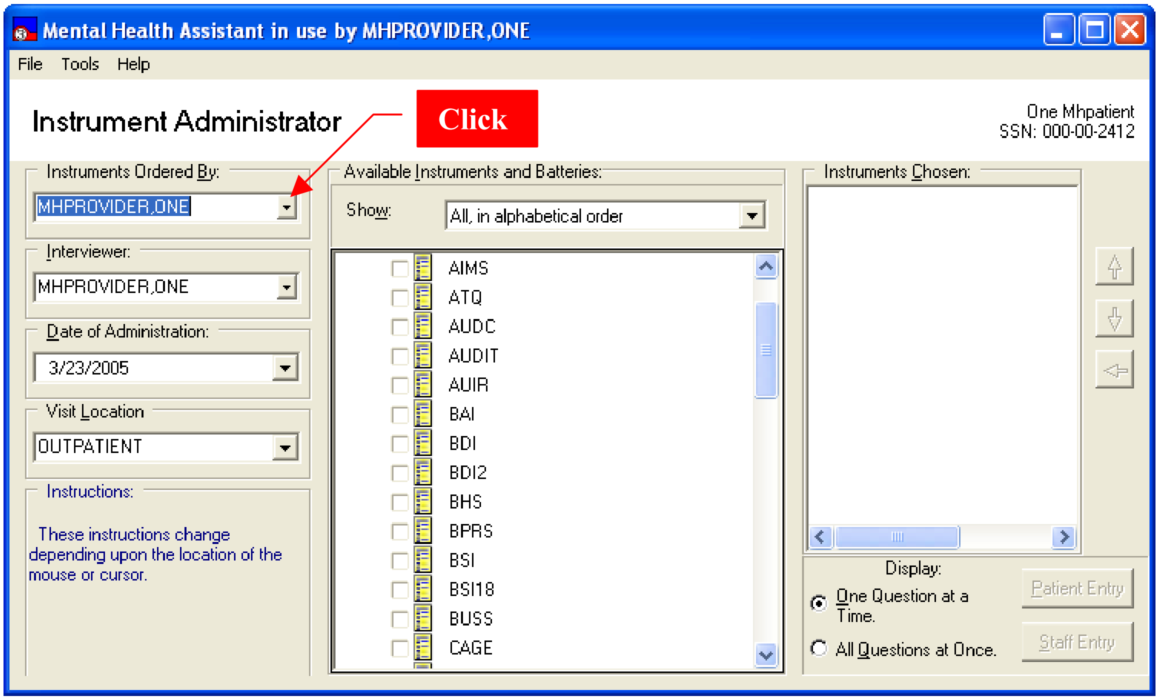
NOTE: Patient entry invokes special security measures to prevent patients from using the PC for any other purpose than answering questions. Because security measures are not invoked for the staff entry modes it must not be used for the on-line administration of tests to patients.

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

By default, the current user's name is selected. So, 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 the **Ordered By list**, **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.



Mental Health Assistant in use by MHPROVIDER,ONE

Instrument Administrator

One Mhpatient
SSN: 000-00-2412

Instruments Ordered By: MHPROVIDER,ONE

Interviewer: MHPROVIDER,ONE

Date of Administration: 3/23/2005

Visit Location: OUTPATIENT

Instructions:

These instructions change depending upon the location of the mouse or cursor.

Available Instruments and Batteries:

Show: All, in alphabetical order

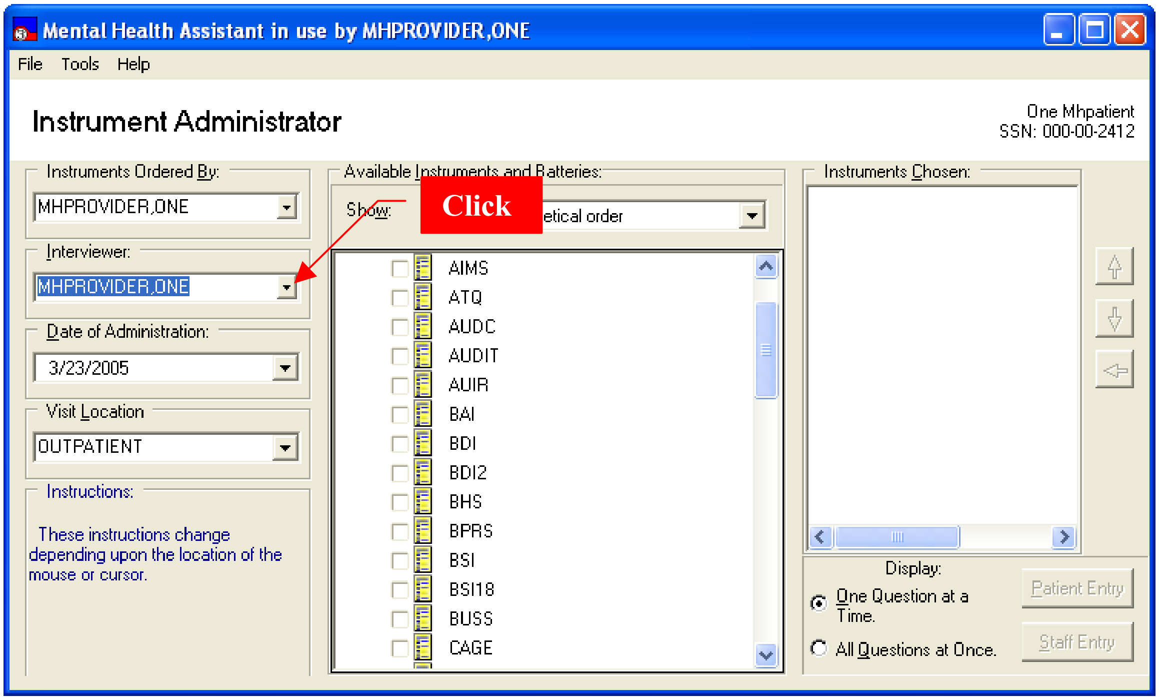
File
Tools
Help
Click
☐ AIMS
☐ ATQ
☐ AUDC
☐ AUDIT
☐ AUIR
☐ BAI
☐ BDI
☐ BDI2
☐ BHS
☐ BPRS
☐ BSI
☐ BSI18
☐ BUSS
☐ CAGE
Instruments Chosen:
Display:
● One Question at a Time.
○ All Questions at Once.
Patient Entry
Staff Entry

Selecting a Person for "Interviewer"

By default, the current user's name is selected. So, 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.


Mental Health Assistant in use by MHPROVIDER,ONE
File
Tools
Help
Instrument Administrator
Click
Available Instruments and Batteries:
Instruments Chosen:
AIMS
ATQ
AUDC
AUDIT
AUIR
BAI
BDI
BDI2
BHS
BPRS
BSI
BSI18
BUSS
CAGE
Patient Entry
Staff Entry

One Mhpatient
SSN: 000-00-2412

Instruments Ordered By: MHPROVIDER,ONE

Interviewer: MHPROVIDER,ONE

Date of Administration: 3/23/2005

Visit Location: OUTPATIENT

Instructions:

These instructions change depending upon the location of the mouse or cursor.

Show: etical order

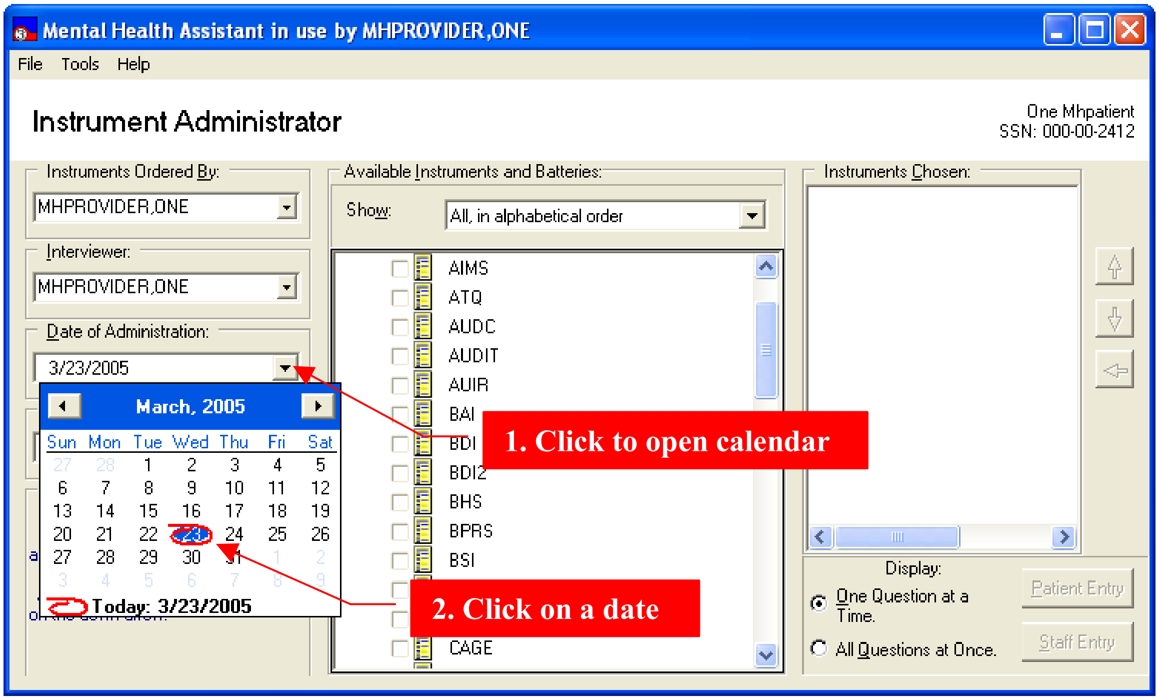
Display:
● One Question at a Time.
○ All Questions at Once.

Selecting a Date of Administration

By default, today's day is selected. So, it is necessary to select a different date only if the date of administration is not the same as the current date. To select a new date:

1. Click on the Date-Picker labeled **Date of Administration**
2. Select the administration date from the calendar.

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



Instruments Ordered By: MHPROVIDER,ONE
Interviewer: MHPROVIDER,ONE
Date of Administration: 3/23/2005
Show: All, in alphabetical order
Display: ● One Question at a Time. ○ All Questions at Once.

1. Click to open calendar

2. Click on a date

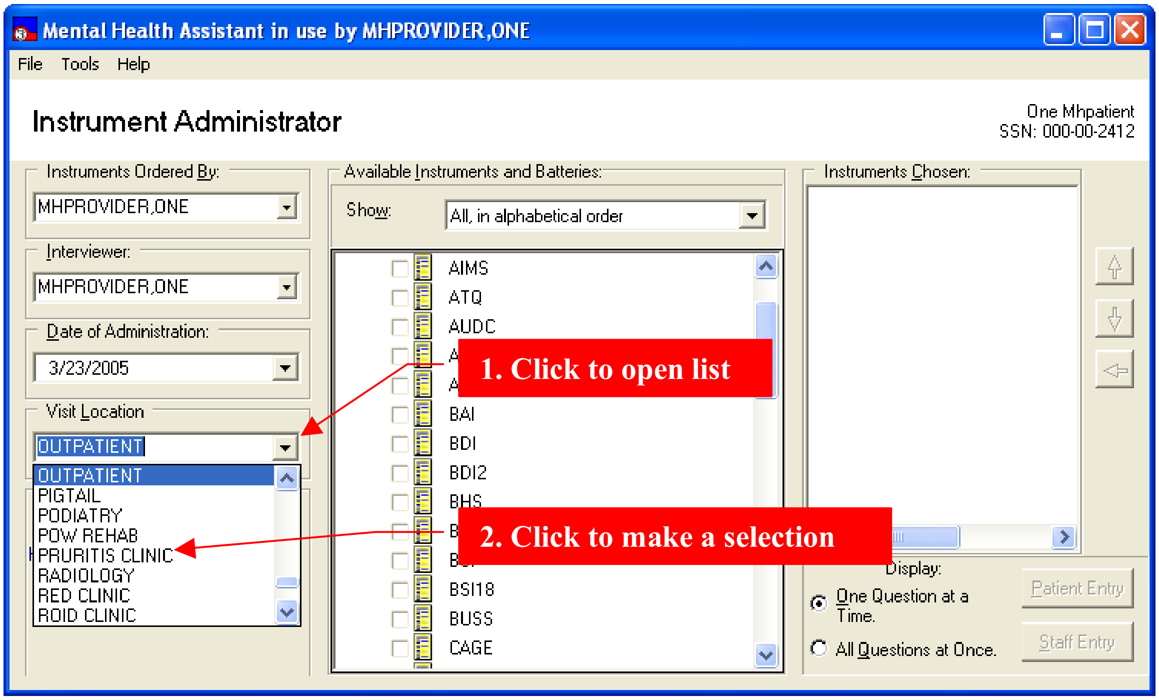
Mental Health Assistant in use by MHPROVIDER,ONE
File
Tools
Help
Instrument Administrator
One Mhpatient
SSN: 000-00-2412
Available Instruments and Batteries:
Instruments Chosen:
AIMS
ATQ
AUDC
AUDIT
AUIR
BAI
BDI
BDI2
BHS
BPRS
BSI
CAGE
March, 2005
Sun Mon Tue Wed Thu Fri Sat
Today: 3/23/2005
Patient Entry
Staff Entry

Selecting a Visit Location

By default, the previously-selected Visit Location is selected. So, 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.


Mental Health Assistant in use by MHPROVIDER,ONE

Instrument Administrator

One Mhpatient
SSN: 000-00-2412

Instruments Ordered By: MHPROVIDER,ONE

Interviewer: MHPROVIDER,ONE

Date of Administration: 3/23/2005

Visit Location: OUTPATIENT

Show: All, in alphabetical order

Display: ● One Question at a Time. ○ All Questions at Once.

1. Click to open list

2. Click to make a selection

File
Tools
Help
Available Instruments and Batteries:
Instruments Chosen:
OUTPATIENT
PIGTAIL
PODIATRY
POW REHAB
PRURITIS CLINIC
RADIOLOGY
RED CLINIC
ROID CLINIC
AIMS
ATQ
AUDC
BAI
BDI
BDI2
BHS
BSI18
BUSS
CAGE
Patient Entry
Staff Entry

Filtering the display of Available Instruments and Batteries List

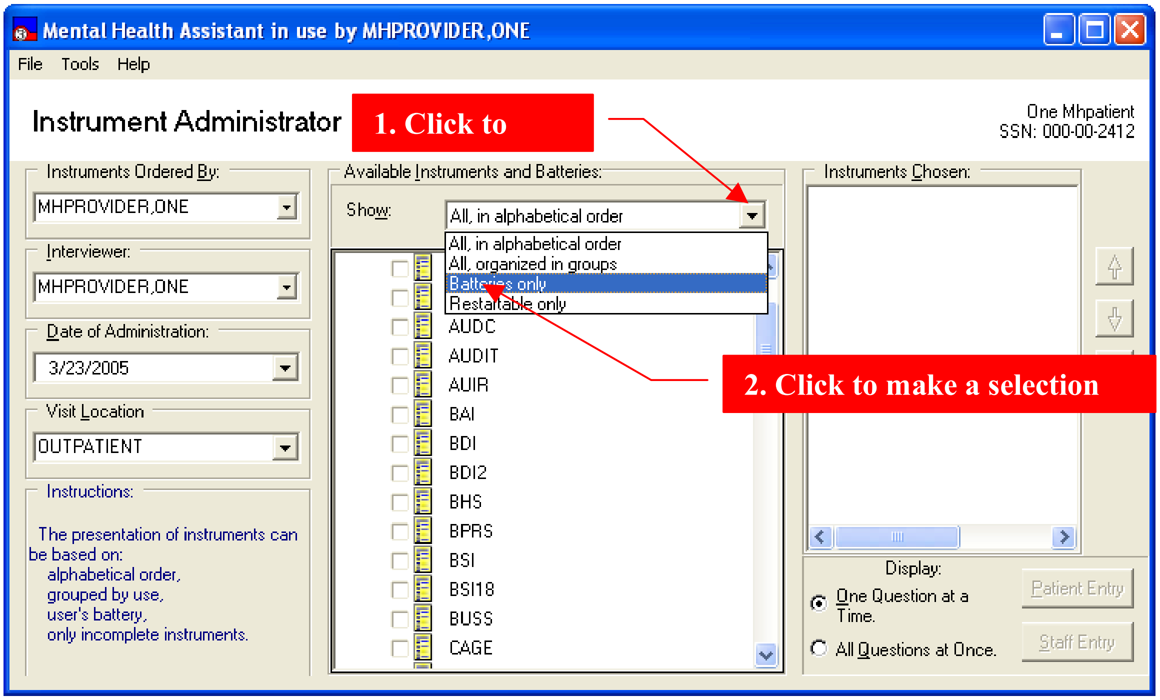
Which tests appear in the Available Instruments and Batteries list box depends on the user's access privileges to order tests (i.e., user must hold the YSP security key.) By default, the list of Available Instruments and Batteries displays all instruments and batteries that the user identified as the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

1. All instruments and batteries, in alphabetical order.
2. All instruments and batteries, organized in groups.
3. Batteries only.
4. Restartable instruments only (incomplete instruments which may be resumed.)

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.


Mental Health Assistant in use by MHPROVIDER,ONE
File
Tools
Help
Instrument Administrator
Available Instruments and Batteries:
Instruments Chosen:
Display:
Patient Entry
Staff Entry

One Mhpatient
SSN: 000-00-2412

Instruments Ordered By: MHPROVIDER,ONE

Interviewer: MHPROVIDER,ONE

Date of Administration: 3/23/2005

Visit Location: OUTPATIENT

Instructions:

The presentation of instruments can be based on:
alphabetical order,
grouped by use,
user's battery,
only incomplete instruments.

Show: All, in alphabetical order

All, in alphabetical order
All, organized in groups
Batteries only
Restartable only

☐ AUDC
☐ AUDIT
☐ AUIR
☐ BAI
☐ BDI
☐ BDI2
☐ BHS
☐ BPRS
☐ BSI
☐ BSI18
☐ BUSS
☐ CAGE

● One Question at a Time.
○ All Questions at Once.

1. Click to

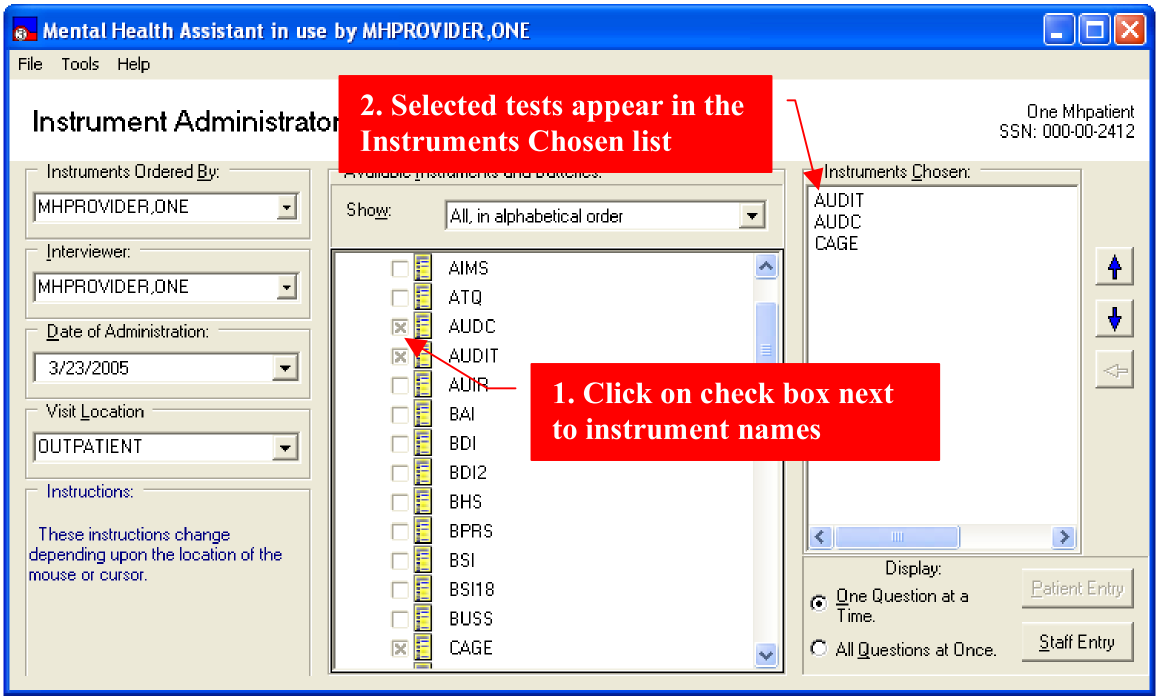
2. Click to make a selection

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 batteries, which simplify selecting groups 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**.

Example: The **Available Instruments and Batteries** list box located on the Mental Health Assistant form.



Mental Health Assistant in use by MHPROVIDER,ONE

Instrument Administrator

One Mhpatient
SSN: 000-00-2412

Instruments Ordered By: MHPROVIDER,ONE

Interviewer: MHPROVIDER,ONE

Date of Administration: 3/23/2005

Visit Location: OUTPATIENT

Instructions:

These instructions change depending upon the location of the mouse or cursor.

Show: All, in alphabetical order

☐ AIMS
☐ ATQ
☒ AUDC
☒ AUDIT
☐ AUIR
☐ BAI
☐ BDI
☐ BDI2
☐ BHS
☐ BPRS
☐ BSI
☐ BSI18
☐ BUSS
☒ CAGE

Instruments Chosen:
AUDIT
AUDC
CAGE

Display:
● One Question at a Time.
○ All Questions at Once.

2. Selected tests appear in the Instruments Chosen list

1. Click on check box next to instrument names

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. The date and time of administration is appended at the end of an incomplete test name.

Restarting Incomplete Tests

Whether an incomplete test can be restarted depends on how long ago it was first entered in the VistA Mental Health Package (MHP) database. The permissible lapse is a local site parameter that is set using MHS Manager\Psych Test Utilities\Edit Instrument Restart Limit [YSINST RESTART LIMIT] option. Restarting an incomplete test from the **Instruments Chosen** list box is no different from starting a new test, so that process is not described here

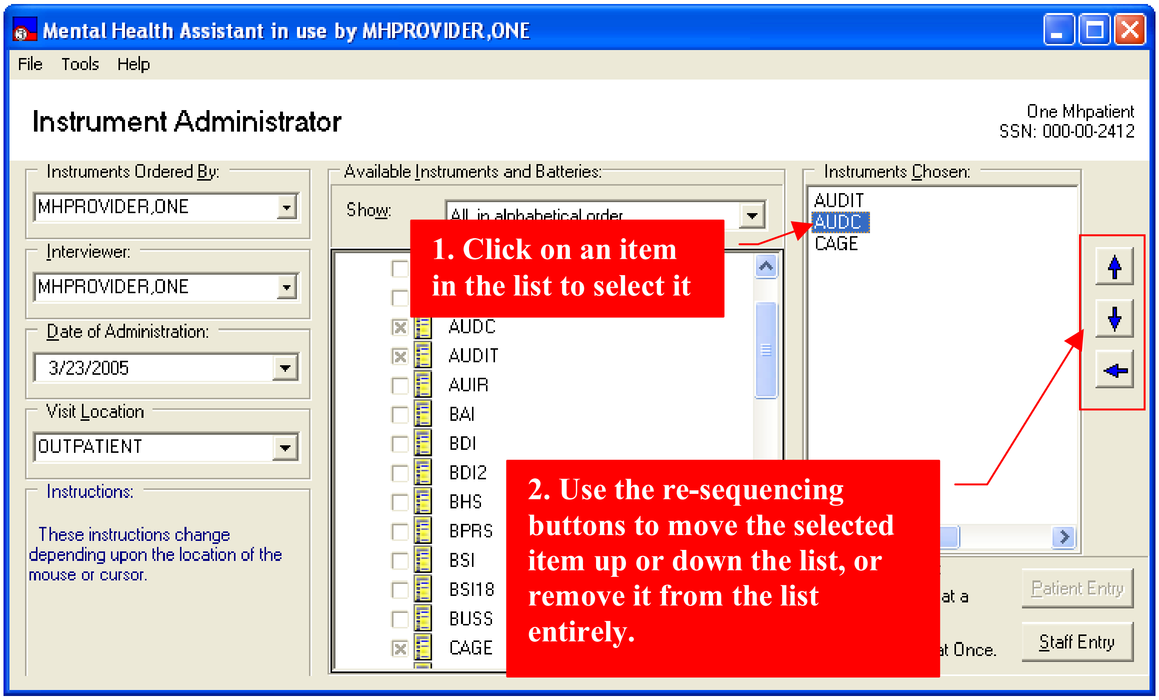
Manipulate the list of Instruments Chosen

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 resequencing 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 re-sequencing 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 is located on the Mental Health Assistant Instrument Administer Form.



One Mhpatient
SSN: 000-00-2412

Instruments Ordered By: MHPROVIDER,ONE

Interviewer: MHPROVIDER,ONE

Date of Administration: 3/23/2005

Visit Location: OUTPATIENT

Instructions:

These instructions change depending upon the location of the mouse or cursor.

Available Instruments and Batteries:

Show: All in alphabetical order

☐
☐
☒ AUDC
☒ AUDIT
☐ AUIR
☐ BAI
☐ BDI
☐ BDI2
☐ BHS
☐ BPRS
☐ BSI
☐ BSI18
☐ BUSS
☒ CAGE

Instruments Chosen:

AUDIT
AUDC
CAGE

1. Click on an item in the list to select it

2. Use the re-sequencing buttons to move the selected item up or down the list, or remove it from the list entirely.

Selecting Display Mode for Data Entry

There are two display modes in MHA3: Display One Question at a Time, or display All Questions at Once.

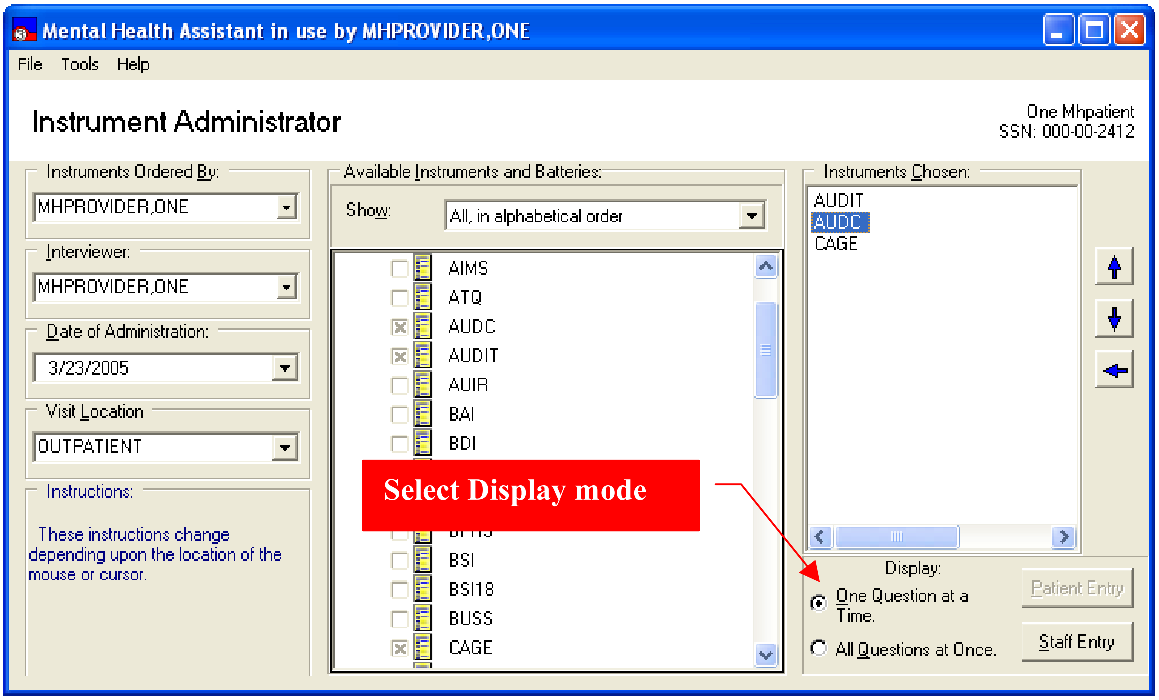
The **One Question at a Time** display mode is ideal for patient-entry, since it only displays one question in the data entry form. This allows for a more focused and relaxed approach to responding to questions.

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.

In MHA3, 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: Instruments Chosen list box is located on the Mental Health Assistant Instrument Administer Form.



Mental Health Assistant in use by MHPROVIDER,ONE

Instrument Administrator

One Mhpatient
SSN: 000-00-2412

Instruments Ordered By: MHPROVIDER,ONE

Interviewer: MHPROVIDER,ONE

Date of Administration: 3/23/2005

Visit Location: OUTPATIENT

Instructions:

These instructions change depending upon the location of the mouse or cursor.

Available Instruments and Batteries:

Show: All, in alphabetical order

☐ AIMS
☐ ATQ
☒ AUDC
☒ AUDIT
☐ AUIR
☐ BAI
☐ BDI
☐ BSI
☐ BSI18
☐ BUSS
☒ CAGE

Instruments Chosen:

AUDIT
AUDC
CAGE

Display:

● One Question at a Time.
○ All Questions at Once.

Selecting Patient Entry Data Entry Mode

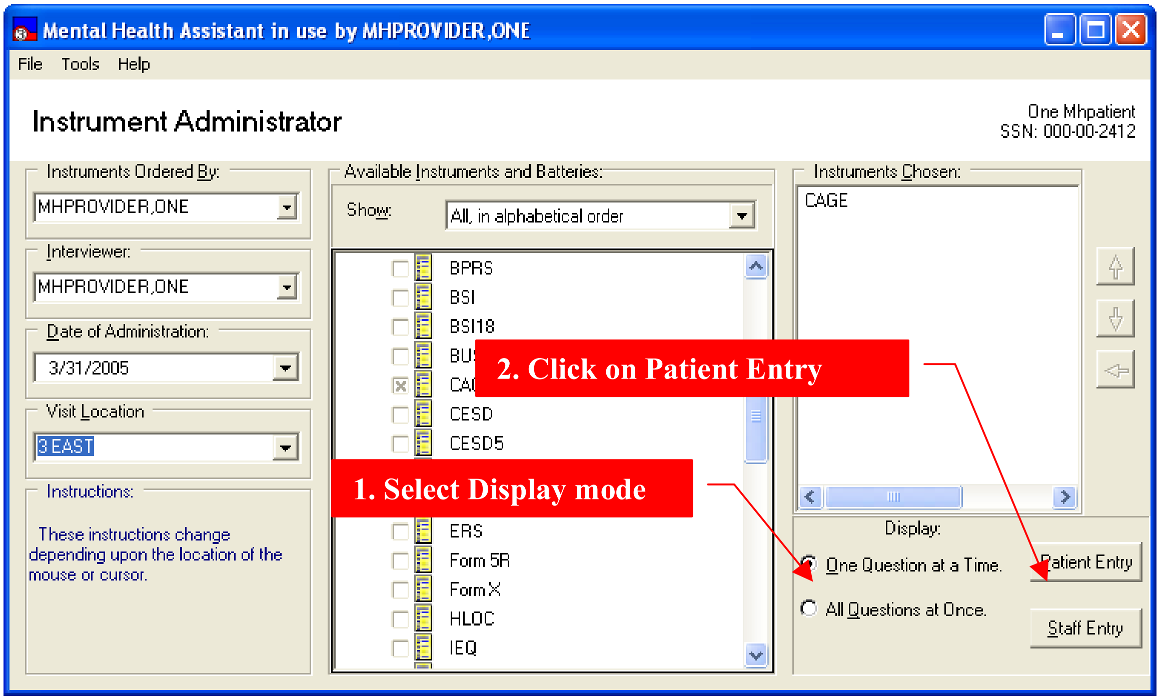
Patient-entry mode supports the on-line testing of patients, which is by far the most common method of computerized testing in VHA. **Patient Entry** has added security features to prevent unattended patients from using the PC for unauthorized purposes. Clicking on the **Patient Entry** command button 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 cancel 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.

Example: The **Instruments Chosen** list box is located on the Mental Health Assistant Instrument Administer Form displaying the **Patient Entry** button.



Mental Health Assistant in use by MHPROVIDER,ONE

Instrument Administrator

One Mhpatient
SSN: 000-00-2412

Instruments Ordered By: MHPROVIDER,ONE

Interviewer: MHPROVIDER,ONE

Date of Administration: 3/31/2005

Visit Location: 3 EAST

Instructions:

These instructions change depending upon the location of the mouse or cursor.

Available Instruments and Batteries:

Show: All, in alphabetical order

☐ BPRS
☐ BSI
☐ BSI18
☐ BU
☒ CA
☐ CESD
☐ CESD5
☐ ERS
☐ Form 5R
☐ Form X
☐ HLOC
☐ IEQ

Instruments Chosen:

CAGE

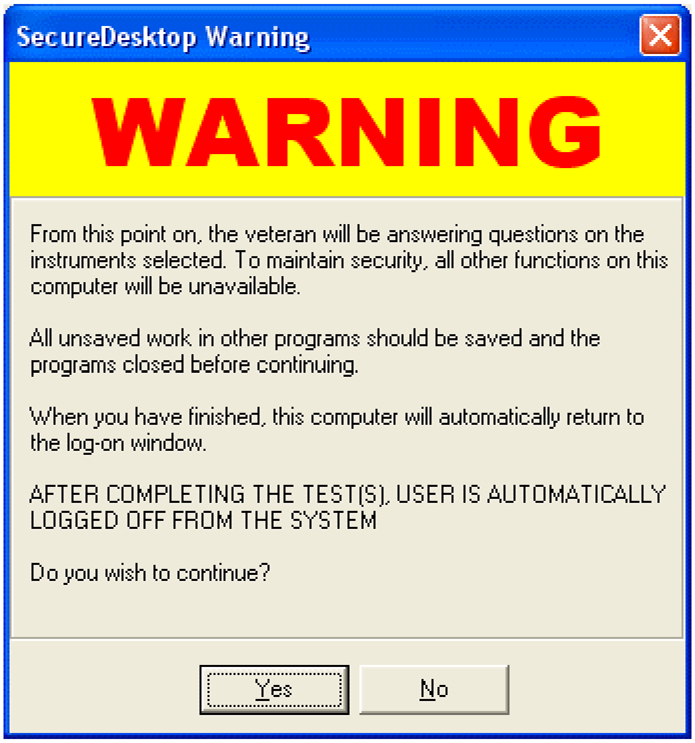
Display:

● One Question at a Time.
○ All Questions at Once.

1. Select Display mode

2. Click on Patient Entry

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



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.

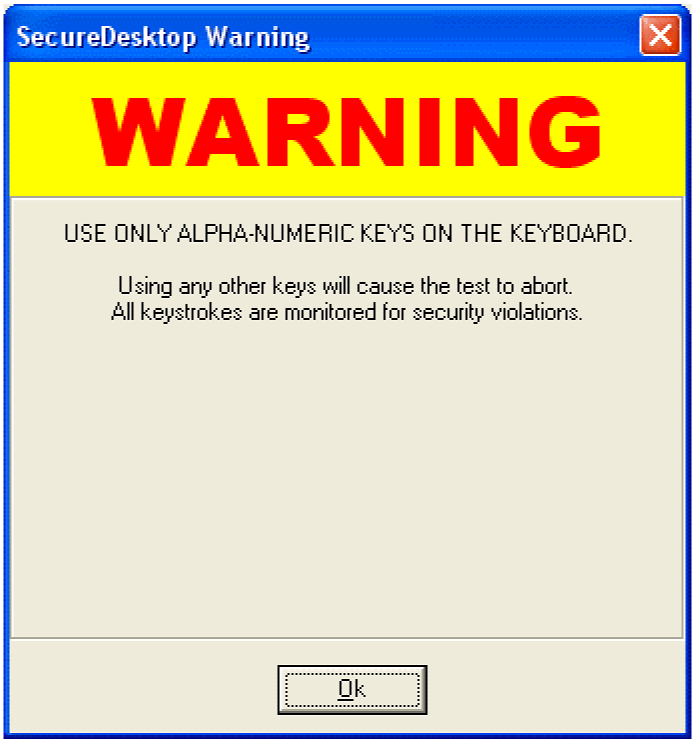
All unsaved work in other programs should be saved and the programs closed before continuing.

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?

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



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.

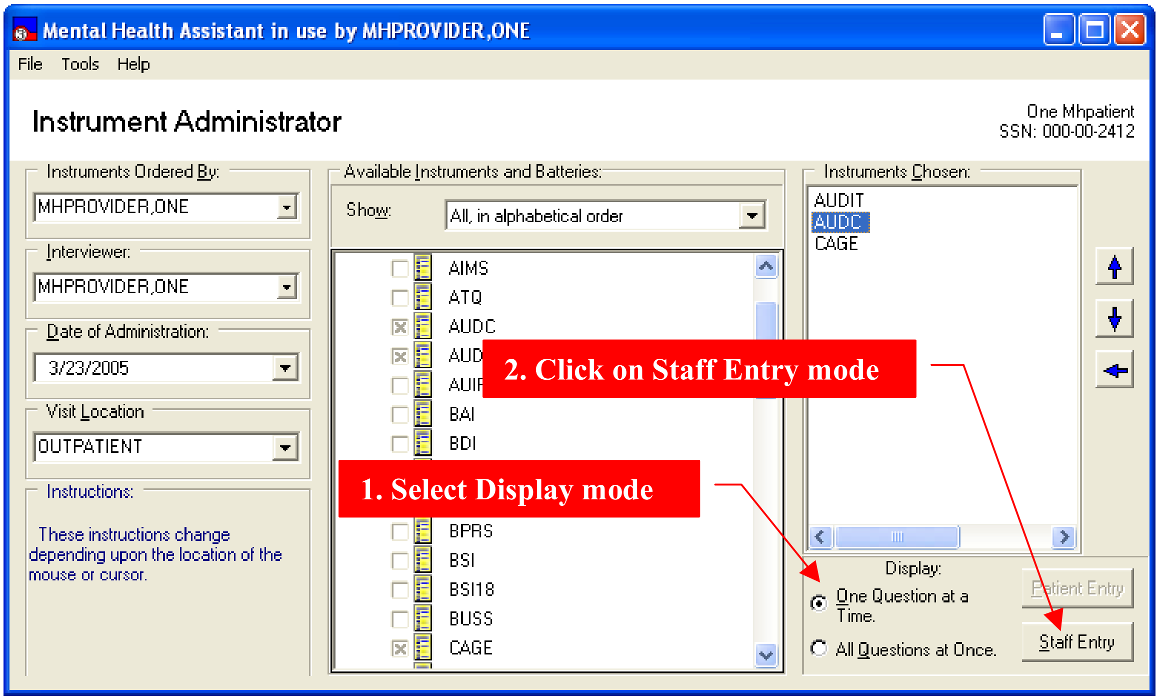
Selecting Staff Entry Data Entry Mode

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 **Instruments Chosen** list box is located on the Mental Health Assistant Instrument Administer Form displaying the **Staff Entry** button.



One Mhpatient
SSN: 000-00-2412

Instruments Ordered By: MHPROVIDER,ONE

Interviewer: MHPROVIDER,ONE

Date of Administration: 3/23/2005

Visit Location: OUTPATIENT

Instructions: These instructions change depending upon the location of the mouse or cursor.

Available Instruments and Batteries:

Show: All, in alphabetical order

☐ AIMS
☐ ATQ
☒ AUDC
☒ AUD
☐ AUIF
☐ BAI
☐ BDI
☐ BPRS
☐ BSI
☐ BSI18
☐ BUSS
☒ CAGE

Instruments Chosen:

AUDIT
AUDC
CAGE

Display:

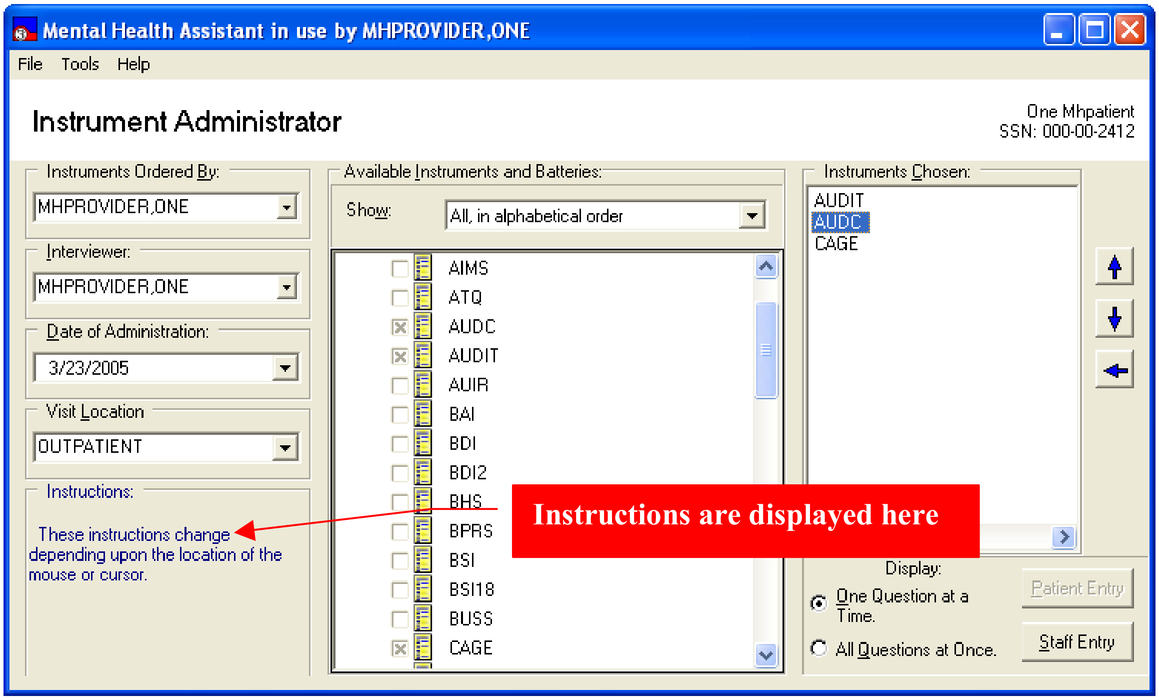
● One Question at a Time.
○ All Questions at Once.

2. Click on Staff Entry mode

1. Select Display mode

On-form Instructions

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



Instrument Administrator

One Mhpatient
SSN: 000-00-2412

Instruments Ordered By: MHPROVIDER,ONE

Interviewer: MHPROVIDER,ONE

Date of Administration: 3/23/2005

Visit Location: OUTPATIENT

Instructions: These instructions change depending upon the location of the mouse or cursor.

Available Instruments and Batteries:

Show: All, in alphabetical order

- ☐ AIMS
- ☐ ATQ
- ☒ AUDC
- ☒ AUDIT
- ☐ AUIR
- ☐ BAI
- ☐ BDI
- ☐ BDI2
- ☐ BHS
- ☐ BPRS
- ☐ BSI
- ☐ BSI18
- ☐ BUSS
- ☒ CAGE

Instruments Chosen:

AUDIT
AUDC
CAGE

Display:
● One Question at a Time.
○ All Questions at Once.

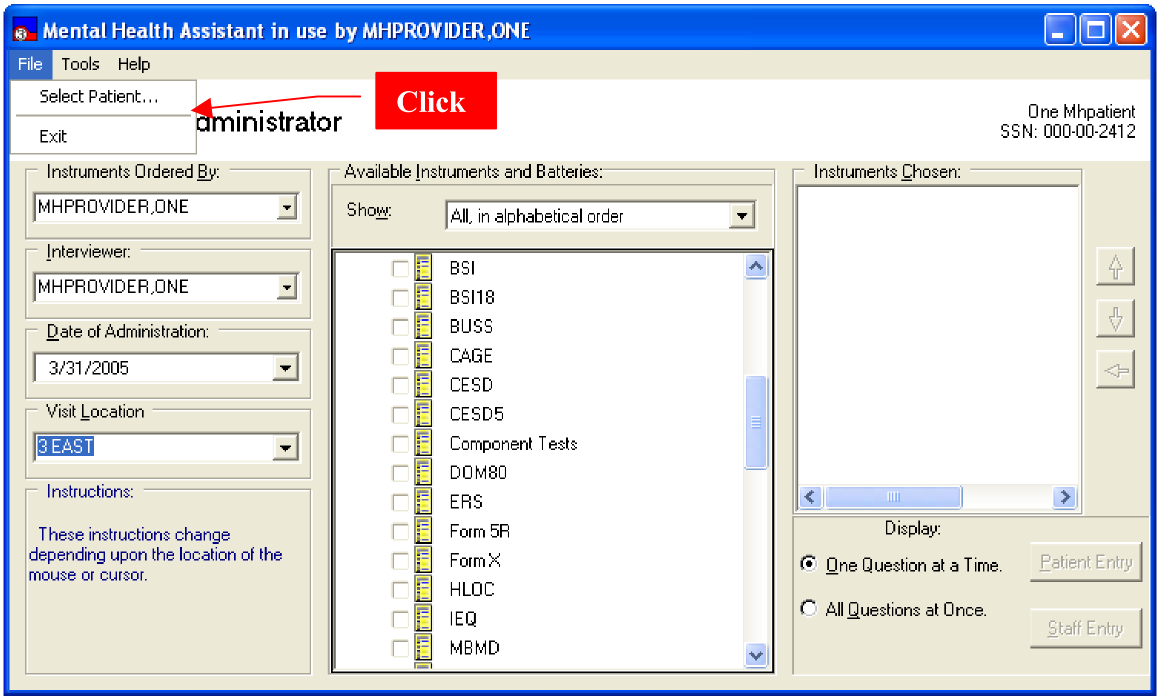
Instructions are displayed here

Selecting a Different Patient

To select a different patient, **click** on the **File > Select Patient…** menu item. After a brief pause, the familiar CPRS patient-selection form is displayed. After selecting a different patient, both CPRS and MHA3 are synchronized and updated to identify the same different patient.

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

Example: The **Tools drop-down list** is located on the Mental Health Assistant Instrument Administer Form displaying the **Select Patient…menu item** button.



Mental Health Assistant in use by MHPROVIDER,ONE

One Mhpatient
SSN: 000-00-2412

Instruments Ordered By: MHPROVIDER,ONE

Interviewer: MHPROVIDER,ONE

Date of Administration: 3/31/2005

Visit Location: 3 EAST

Instructions: These instructions change depending upon the location of the mouse or cursor.

Available Instruments and Batteries: Show: All, in alphabetical order

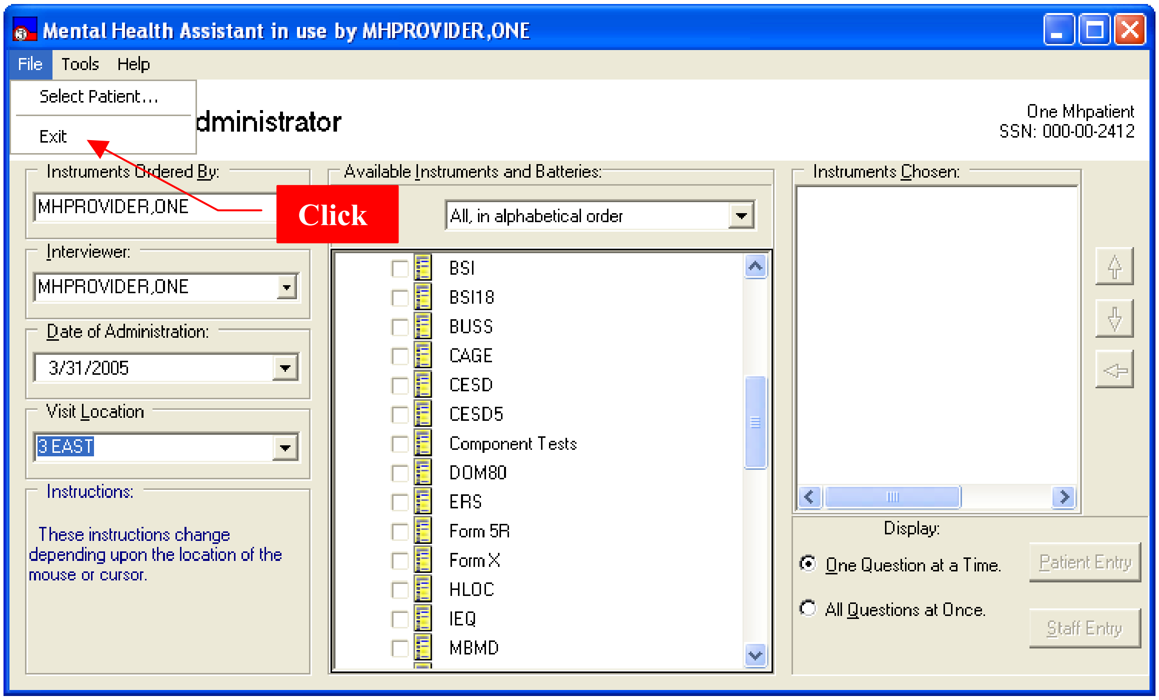
Instruments Chosen:

Display: ● One Question at a Time. ○ All Questions at Once.

File
Tools
Help
Select Patient…
Exit
Click
dministrator
☐ BSI
☐ BSI18
☐ BUSS
☐ CAGE
☐ CESD
☐ CESD5
☐ Component Tests
☐ DOM80
☐ ERS
☐ Form 5R
☐ Form X
☐ HLOC
☐ IEQ
☐ MBMD
Patient Entry
Staff Entry

Exiting the Instrument Administrator Form

Example: To exit from the **Instrument Administrator** form, **click** on the **File > Exit** menu item. The **Instrument Administrator** form will close and the user is returned to the Mental Health Assistant main form.


Mental Health Assistant in use by MHPROVIDER,ONE
File
Tools
Help
Select Patient...
Exit
dministrator
Click
Instruments Ordered By:
Interviewer:
Date of Administration:
Visit Location
Instructions:
Available Instruments and Batteries:
BSI
BSI18
BUSS
CAGE
CESD
CESD5
Component Tests
DOM80
ERS
Form 5R
Form X
HLOC
IEQ
MBMD
Instruments Chosen:
Display:
Patient Entry
Staff Entry

One Mhpatient
SSN: 000-00-2412

Instruments Ordered By: MHPROVIDER,ONE

Interviewer: MHPROVIDER,ONE

Date of Administration: 3/31/2005

Visit Location: 3 EAST

Instructions: These instructions change depending upon the location of the mouse or cursor.

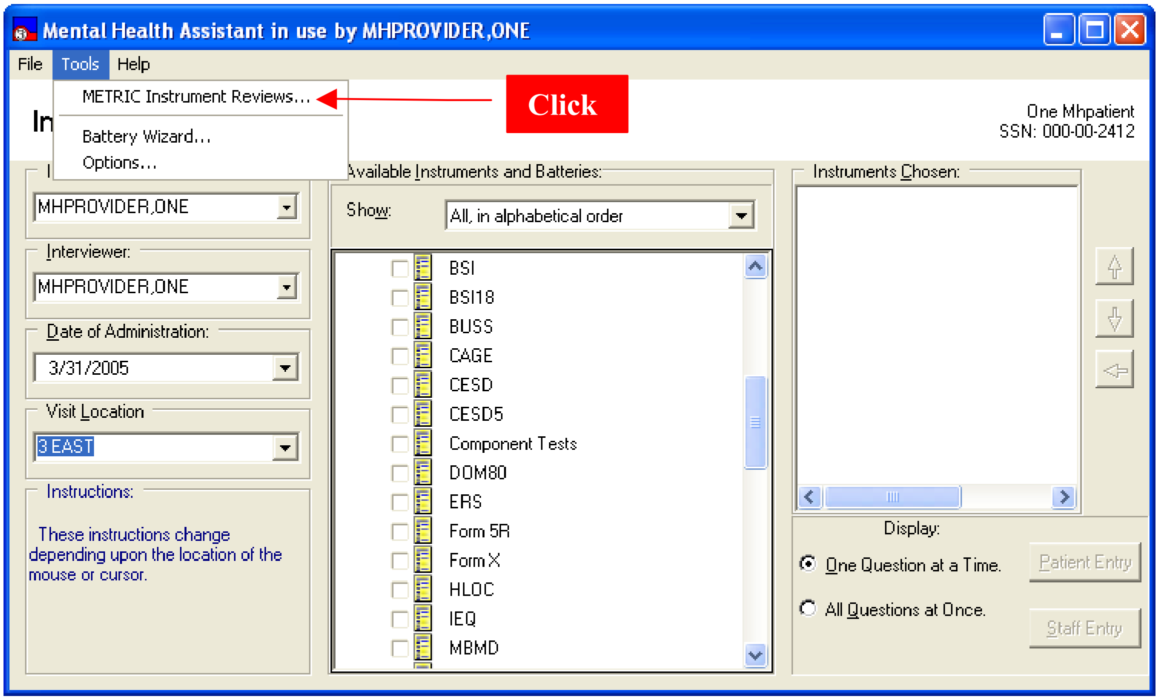
Available Instruments and Batteries: All, in alphabetical order

Display:
● One Question at a Time.
○ All Questions at Once.

Invoking the METRIC Instrument Reviews Website

The **METRIC Instrument Reviews** website offers comprehensive information about all sorts of instrument, including Mental Health instruments. This menu item is offered as a courtesy and quick way to link to this website from within MHA3. The METRIC website is not associated in any way with MHA3.

Example: Clicking on **Tools > METRIC Instrument Reviews…** menu item causes the user's default Web browser to display the homepage of the METRIC website.


Mental Health Assistant in use by MHPROVIDER,ONE
File
Tools
Help
METRIC Instrument Reviews…
Battery Wizard…
Options…
Click
One Mhpatient
SSN: 000-00-2412
Available Instruments and Batteries:
BSI
BSI18
BUSS
CAGE
CESD
CESD5
Component Tests
DOM80
ERS
Form 5R
Form X
HLOC
IEQ
MBMD
Instruments Chosen:
Patient Entry
Staff Entry

MHPROVIDER,ONE

Interviewer: MHPROVIDER,ONE

Date of Administration: 3/31/2005

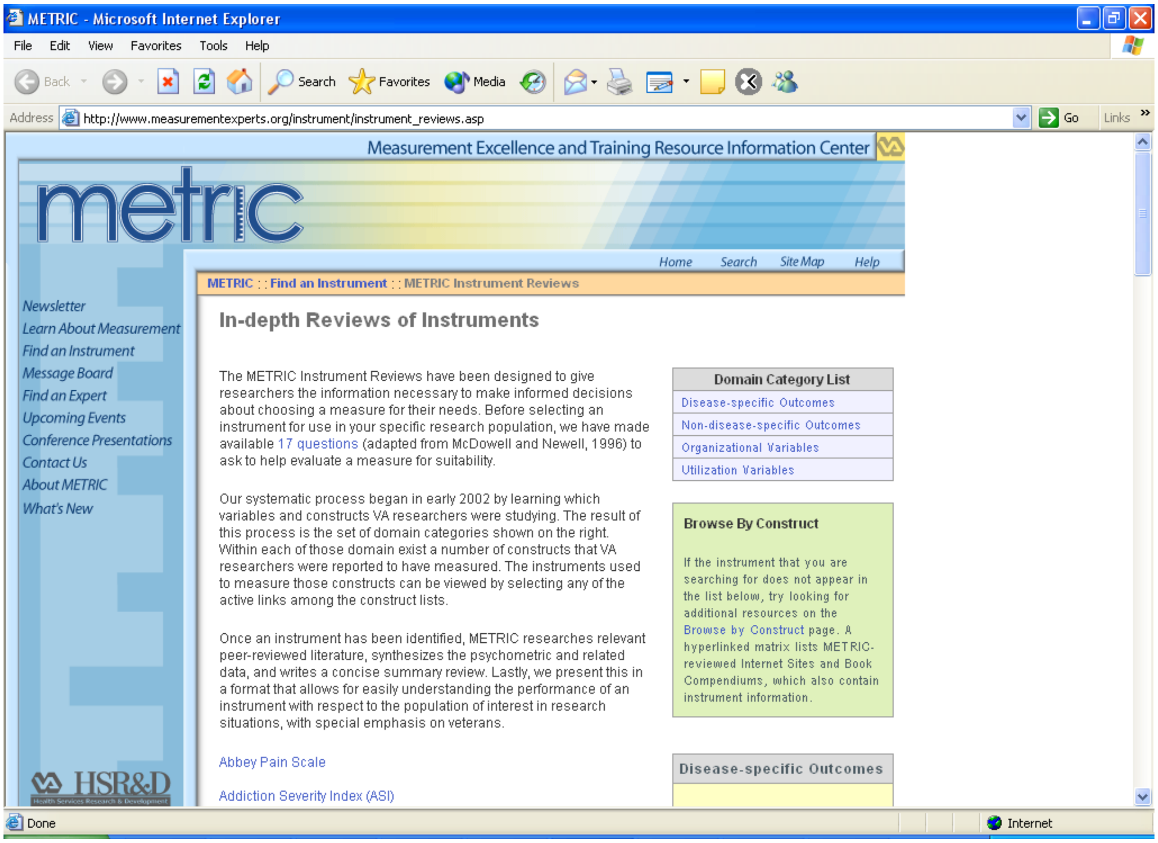
Visit Location: 3 EAST

Instructions: These instructions change depending upon the location of the mouse or cursor.

Show: All, in alphabetical order

Display:
● One Question at a Time.
○ All Questions at Once.

Example: METRIC website displayed in Internet Explorer.


METRIC - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Back Search Favorites Media
Address http://www.measurementexperts.org/instrument/instrument_reviews.asp
Go Links
Measurement Excellence and Training Resource Information Center
metric
Home Search Site Map Help
Newsletter
Learn About Measurement
Find an Instrument
Message Board
Find an Expert
Upcoming Events
Conference Presentations
Contact Us
About METRIC
What's New
HSR&D
Done
Internet

METRIC : : Find an Instrument : : METRIC Instrument Reviews

In-depth Reviews of Instruments

The METRIC Instrument Reviews have been designed to give researchers the information necessary to make informed decisions about choosing a measure for their needs. Before selecting an instrument for use in your specific research population, we have made available 17 questions (adapted from McDowell and Newell, 1996) to ask to help evaluate a measure for suitability.

Our systematic process began in early 2002 by learning which variables and constructs VA researchers were studying. The result of this process is the set of domain categories shown on the right. Within each of those domain exist a number of constructs that VA researchers were reported to have measured. The instruments used to measure those constructs can be viewed by selecting any of the active links among the construct lists.

Once an instrument has been identified, METRIC researches relevant peer-reviewed literature, synthesizes the psychometric and related data, and writes a concise summary review. Lastly, we present this in a format that allows for easily understanding the performance of an instrument with respect to the population of interest in research situations, with special emphasis on veterans.

Abbey Pain Scale

Addiction Severity Index (ASI)

Domain Category List
- Disease-specific Outcomes
- Non-disease-specific Outcomes
- Organizational Variables
- Utilization Variables

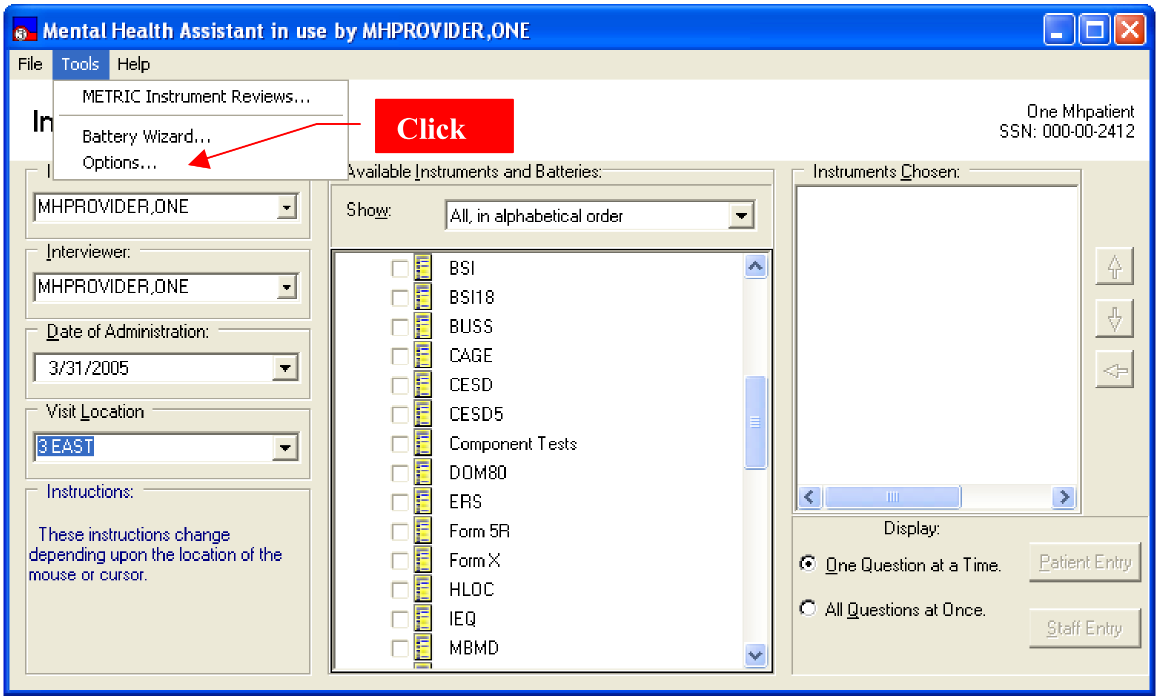
Browse By Construct

If the instrument that you are searching for does not appear in the list below, try looking for additional resources on the Browse by Construct page. A hyperlinked matrix lists METRIC-reviewed Internet Sites and Book Compendiums, which also contain instrument information.

Disease-specific Outcomes

Changing User Preferences

Some system parameters are user-configurable and can be changed by clicking on the **Tools > 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.


Mental Health Assistant in use by MHPROVIDER,ONE
File
Tools
Help
METRIC Instrument Reviews…
Battery Wizard…
Options…
Click
Available Instruments and Batteries:
Instruments Chosen:
BSI
BSI18
BUSS
CAGE
CESD
CESD5
Component Tests
DOM80
ERS
Form 5R
Form X
HLOC
IEQ
MBMD
Patient Entry
Staff Entry

One Mhpatient
SSN: 000-00-2412

MHPROVIDER,ONE

Interviewer: MHPROVIDER,ONE

Date of Administration: 3/31/2005

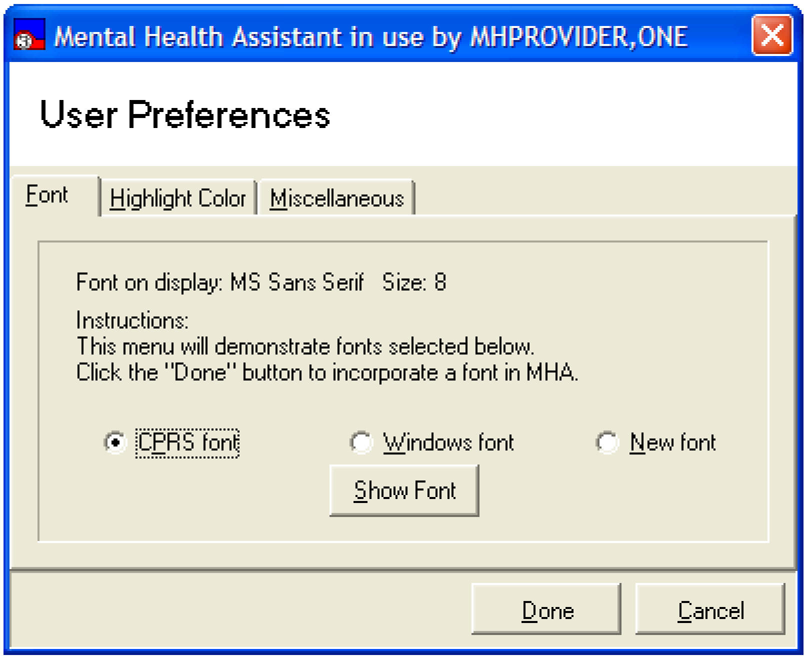
Visit Location: 3 EAST

Instructions: These instructions change depending upon the location of the mouse or cursor.

Show: All, in alphabetical order

Display:
● One Question at a Time.
○ All Questions at Once.

Example: User Preferences message dialog.


Mental Health Assistant in use by MHPROVIDER,ONE
User Preferences
Font
Highlight Color
Miscellaneous

Font on display: MS Sans Serif Size: 8

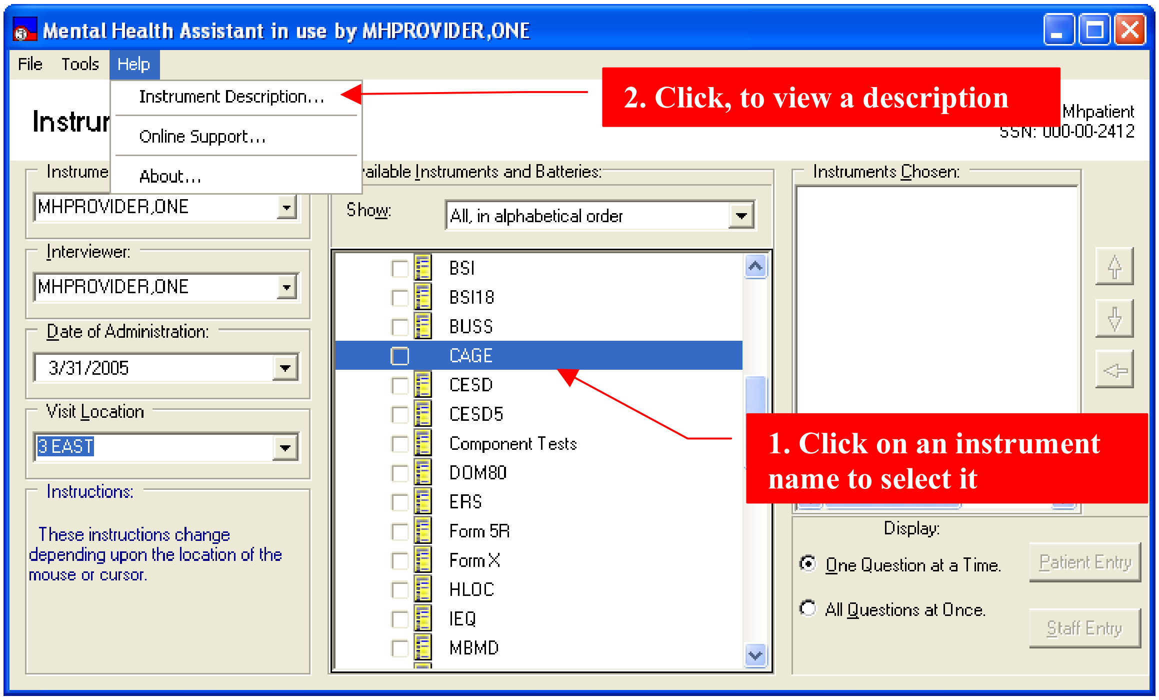
Instructions:
This menu will demonstrate fonts selected below.
Click the "Done" button to incorporate a font in MHA.

● CPRS font ○ Windows font ○ New font

Show Font
Done
Cancel

Reviewing a Description of the Selected Instrument

Example: The clinical and technical features of any particular instrument supported by MHA3 can be reviewed by clicking on the instrument name followed by clicking on Help > Instrument Description…

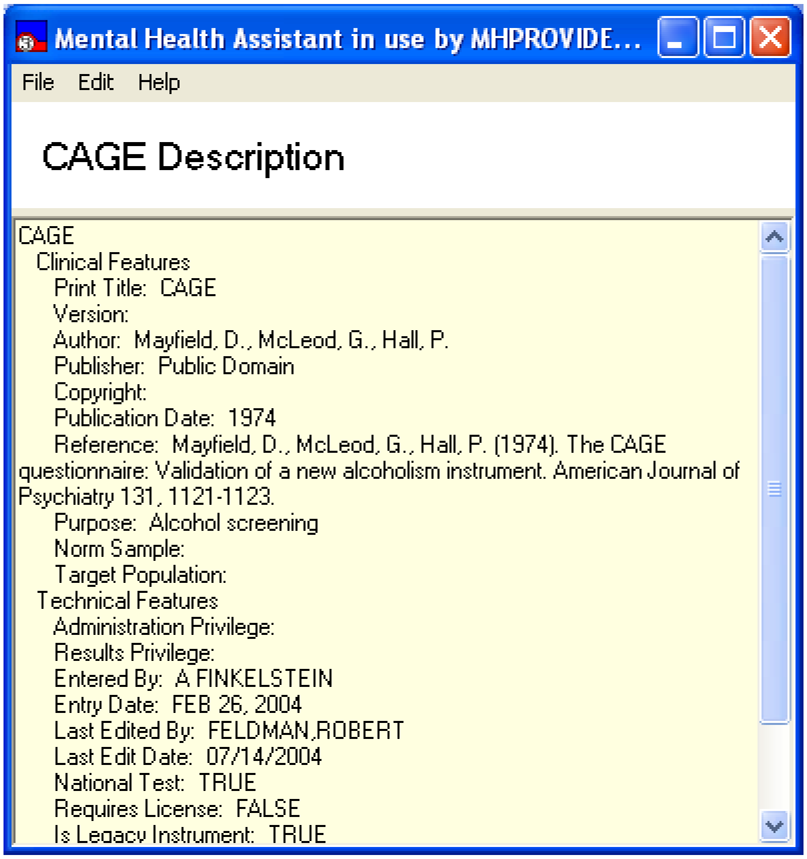

Mental Health Assistant in use by MHPROVIDER,ONE
File
Tools
Help
Instrument Description…
Online Support…
About…
Instrur
Mhpatient
SSN: 000-00-2412
Instrume
ailable Instruments and Batteries:
Instruments Chosen:
BSI
BSI18
BUSS
CAGE
CESD
CESD5
Component Tests
DOM80
ERS
Form 5R
Form X
HLOC
IEQ
MBMD
Display:
Patient Entry
Staff Entry

Instrume: MHPROVIDER,ONE
Interviewer: MHPROVIDER,ONE
Date of Administration: 3/31/2005
Visit Location: 3 EAST
Show: All, in alphabetical order
Instructions: These instructions change depending upon the location of the mouse or cursor.
● One Question at a Time.
○ All Questions at Once.

2. Click, to view a description

1. Click on an instrument name to select it

Example: Description of an instrument.

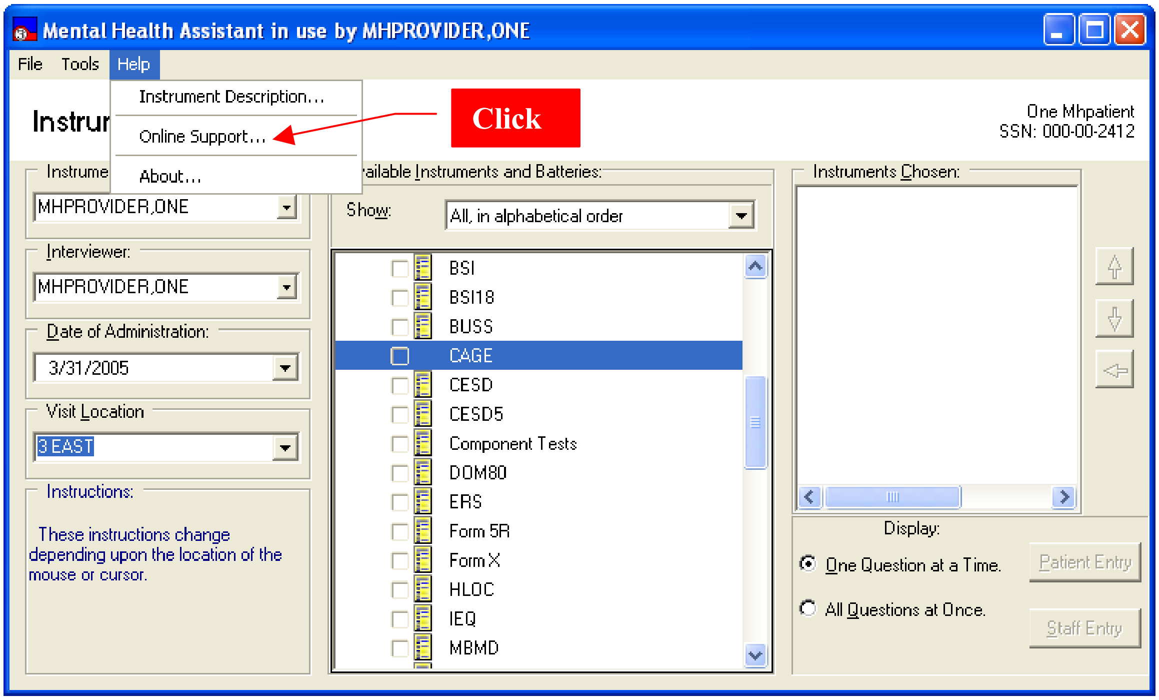


CAGE Description

CAGE
  Clinical Features
    Print Title: CAGE
    Version:
    Author: Mayfield, D., McLeod, G., Hall, P.
    Publisher: Public Domain
    Copyright:
    Publication Date: 1974
    Reference: Mayfield, D., McLeod, G., Hall, P. (1974). The CAGE questionnaire: Validation of a new alcoholism instrument. American Journal of Psychiatry 131, 1121-1123.
    Purpose: Alcohol screening
    Norm Sample:
    Target Population:
  Technical Features
    Administration Privilege:
    Results Privilege:
    Entered By: A FINKELSTEIN
    Entry Date: FEB 26, 2004
    Last Edited By: FELDMAN,ROBERT
    Last Edit Date: 07/14/2004
    National Test: TRUE
    Requires License: FALSE
    Is Legacy Instrument: TRUE

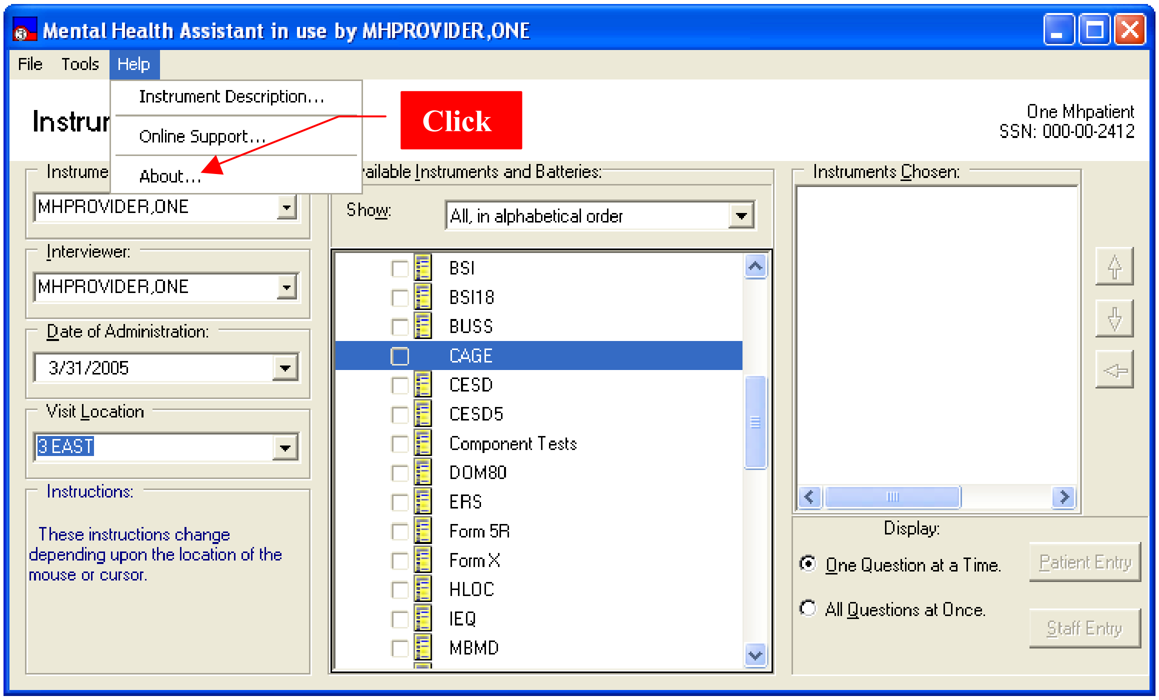
Accessing Online Support

Example: Online support for MHA3 is available via the Mental Health Informatics Section's website. **Clicking** on the **Help > Online Support…** menu item will start the default Web browser and loads the following web address into the browser: http://vaww.mentalhealth.med.va.gov/mha.shtm.


Mental Health Assistant in use by MHPROVIDER,ONE
File
Tools
Help
Instrument Description…
Online Support…
About…
Click
Instrur
One Mhpatient
SSN: 000-00-2412
Instrume
MHPROVIDER,ONE
Interviewer:
MHPROVIDER,ONE
Date of Administration:
3/31/2005
Visit Location
3 EAST
Instructions:
These instructions change depending upon the location of the mouse or cursor.
ailable Instruments and Batteries:
Show:
All, in alphabetical order
BSI
BSI18
BUSS
CAGE
CESD
CESD5
Component Tests
DOM80
ERS
Form 5R
Form X
HLOC
IEQ
MBMD
Instruments Chosen:
Display:
● One Question at a Time.
○ All Questions at Once.
Patient Entry
Staff Entry

Accessing Program Information

Example: Clicking on the **Help > About…** menu item displays the **About** Mental Health Assistant message dialog, which contains useful release information about MHA version 3.


Mental Health Assistant in use by MHPROVIDER,ONE
File
Tools
Help
Instrument Description…
Online Support…
About…
Click
Instrur
ailable Instruments and Batteries:
Instruments Chosen:
BSI
BSI18
BUSS
CAGE
CESD
CESD5
Component Tests
DOM80
ERS
Form 5R
Form X
HLOC
IEQ
MBMD
Patient Entry
Staff Entry

One Mhpatient
SSN: 000-00-2412

Instrume: MHPROVIDER,ONE

Interviewer: MHPROVIDER,ONE

Date of Administration: 3/31/2005

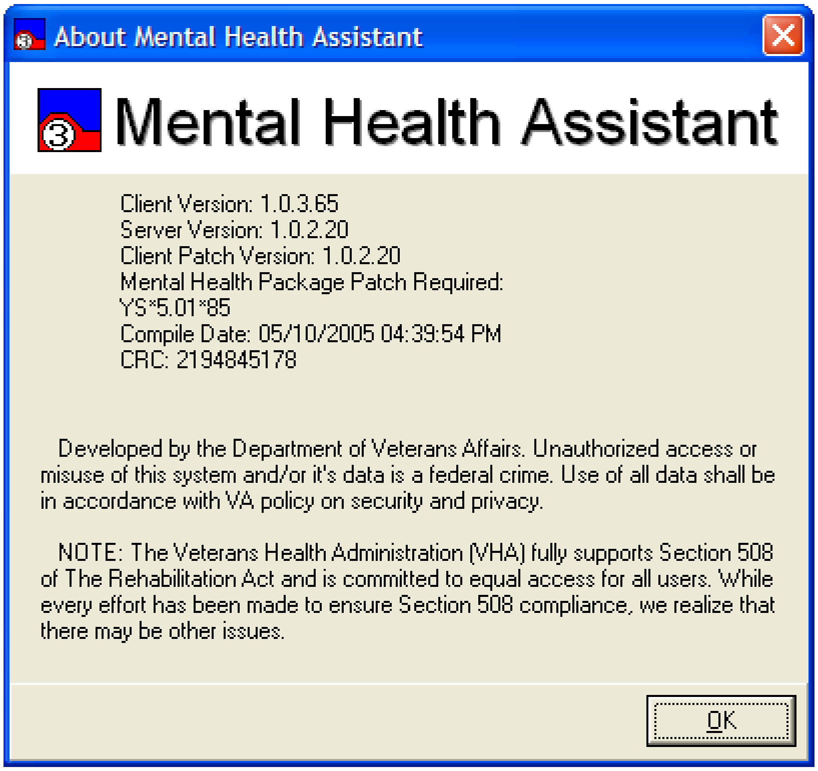
Visit Location: 3 EAST

Show: All, in alphabetical order

Instructions: These instructions change depending upon the location of the mouse or cursor.

Display:
● One Question at a Time.
○ All Questions at Once.

Example: Message dialog containing information about the Mental Health Assistant program.



Client Version: 1.0.3.65
Server Version: 1.0.2.20
Client Patch Version: 1.0.2.20
Mental Health Package Patch Required:
YS*5.01*85
Compile Date: 05/10/2005 04:39:54 PM
CRC: 2194845178

Developed by the Department of Veterans Affairs. Unauthorized access or misuse of this system and/or it's data is a federal crime. Use of all data shall be in accordance with VA policy on security and privacy.

NOTE: The Veterans Health Administration (VHA) fully supports Section 508 of The Rehabilitation Act and is committed to equal access for all users. While every effort has been made to ensure Section 508 compliance, we realize that there may be other issues.

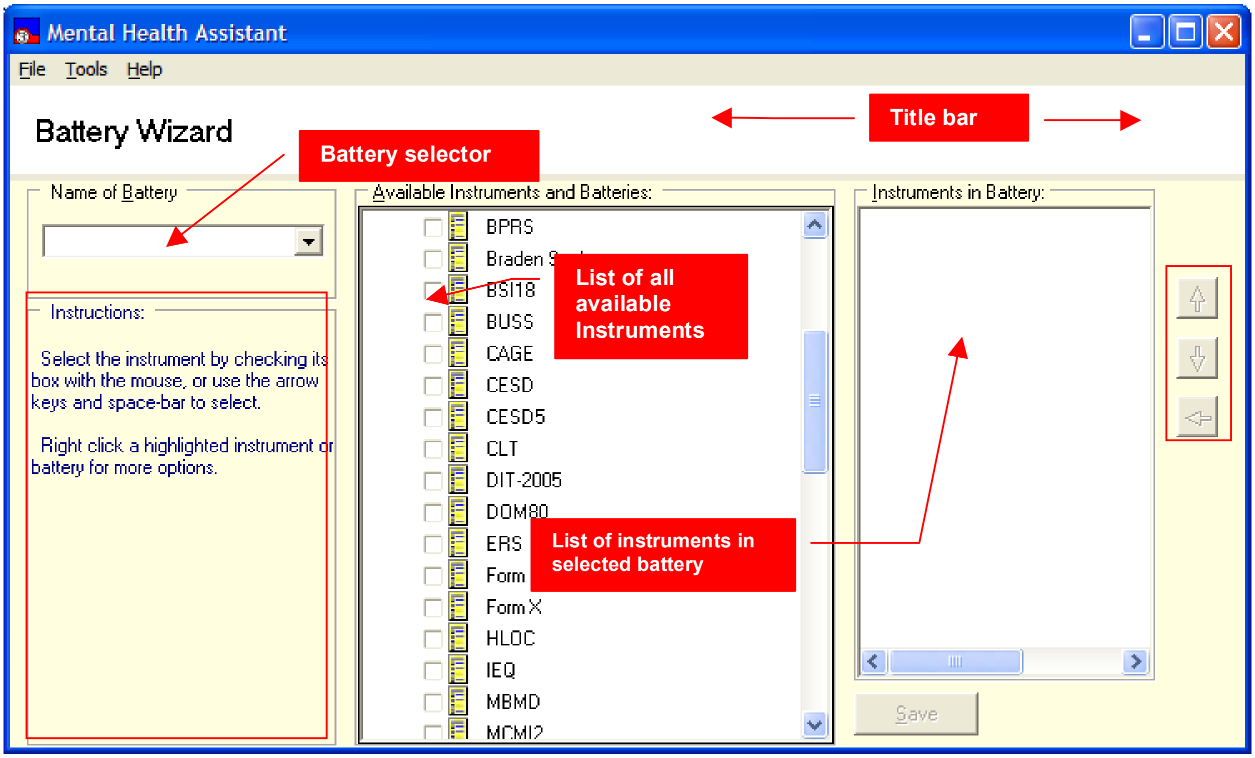
Instrument Administrator’s Battery Wizard

Orientation

The Instrument Administrator’s **Battery Wizard** is a tool for creating and maintaining persistent, re-usable instrument batteries. User-defined batteries that are created using the **Battery Wizard** are listed in the **Available Instruments and Batteries** list box and can be added to the list of Instruments Chosen. When a battery is 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 re-usable batteries from frequently administered sets of instruments can reduce the time required to set up a testing session for patients with similar testing needs.

Example: The **Available Instruments and Batteries** list box is located on the **Mental Health Assistant Battery Wizard** form**.**


Mental Health Assistant
File
Tools
Help
Battery Wizard
Name of Battery
Available Instruments and Batteries:
BPRS
Braden S
BSI18
BUSS
CAGE
CESD
CESD5
CLT
DIT-2005
DOM80
ERS
Form
Form X
HLOC
IEQ
MBMD
MCMI2
Instruments in Battery:
Save

Title bar

Battery selector

List of all available Instruments

List of instruments in selected battery

Instructions:

Select the instrument by checking its box with the mouse, or use the arrow keys and space-bar to select.

Right click a highlighted instrument or battery for more options.

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 MHA3 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. But, 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 too.

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.

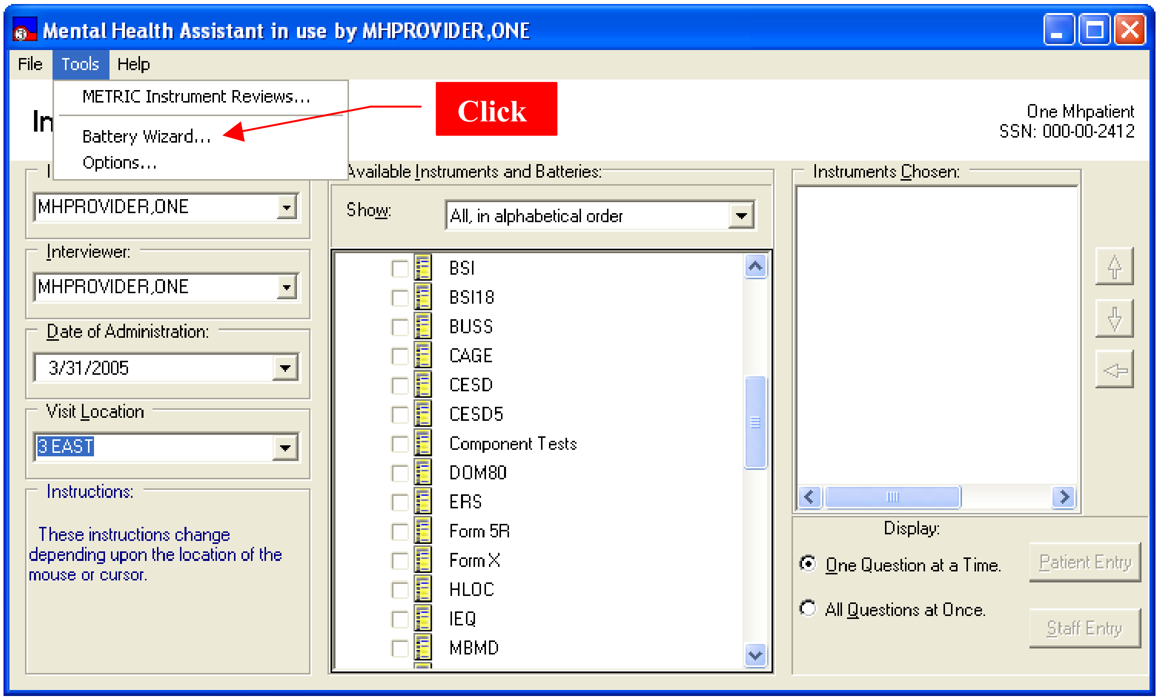
Save Button

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** drop down list menu.



Mental Health Assistant in use by MHPROVIDER,ONE

One Mhpatient
SSN: 000-00-2412

MHPROVIDER,ONE

Interviewer: MHPROVIDER,ONE

Date of Administration: 3/31/2005

Visit Location: 3 EAST

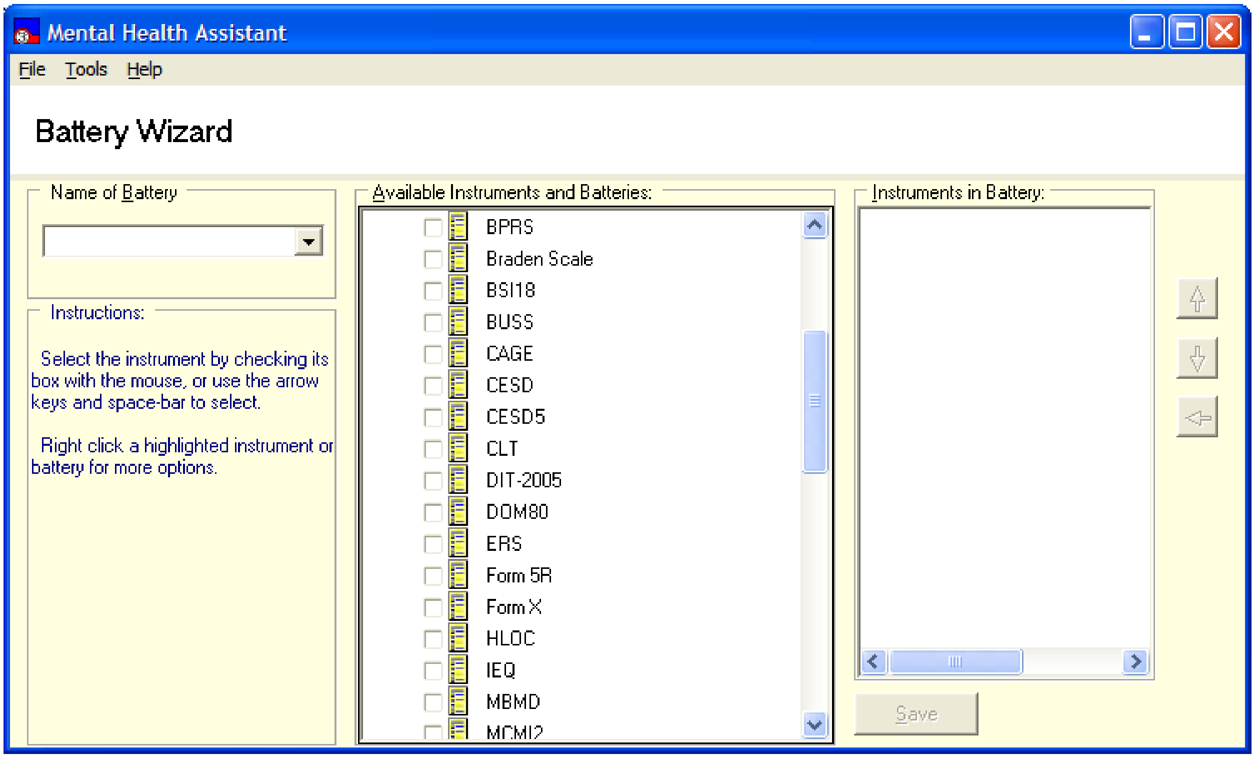
Instructions: These instructions change depending upon the location of the mouse or cursor.

Show: All, in alphabetical order

Display: ● One Question at a Time. ○ All Questions at Once.

File
Tools
Help
METRIC Instrument Reviews…
Battery Wizard…
Options…
Click
Available Instruments and Batteries:
☐ BSI
☐ BSI18
☐ BUSS
☐ CAGE
☐ CESD
☐ CESD5
☐ Component Tests
☐ DOM80
☐ ERS
☐ Form 5R
☐ Form X
☐ HLOC
☐ IEQ
☐ MBMD
Instruments Chosen:
Patient Entry
Staff Entry

Example: Mental Health Assistant **Battery Wizard** form.


Mental Health Assistant
File
Tools
Help
Battery Wizard
Name of Battery
Instructions:
Available Instruments and Batteries:
Instruments in Battery:
Save

Select the instrument by checking its box with the mouse, or use the arrow keys and space-bar to select.

Right click a highlighted instrument or battery for more options.

☐ BPRS
☐ Braden Scale
☐ BSI18
☐ BUSS
☐ CAGE
☐ CESD
☐ CESD5
☐ CLT
☐ DIT-2005
☐ DOM80
☐ ERS
☐ Form 5R
☐ Form X
☐ HLOC
☐ IEQ
☐ MBMD
☐ MCMI2

Creating a New User-defined Battery using the Battery Wizard

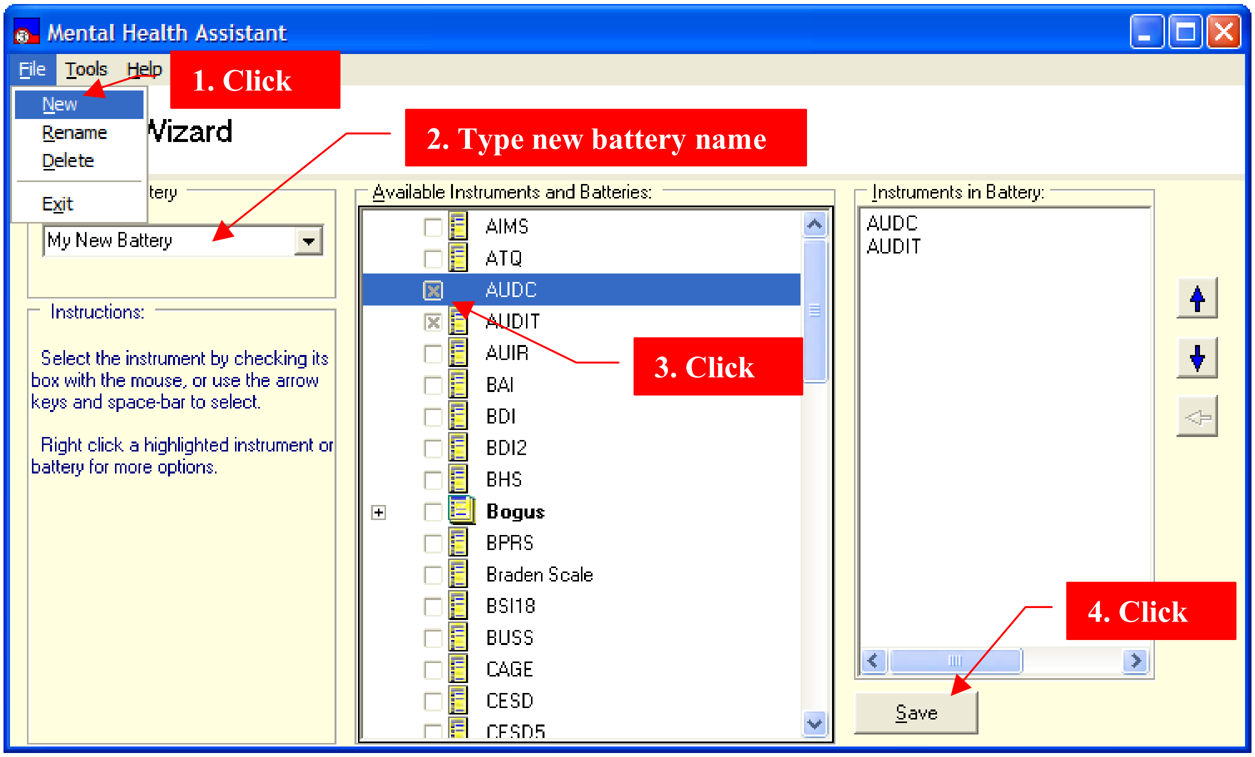
New batteries of instruments are created by first assigning a name to the new battery. Next, instruments (and other batteries) are added to the Instruments in Battery list by clicking on the desired instrument names shown in the **Available Instruments and Batteries** list box.

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. Select **AUDC** and **AUDIT** instruments by clicking on the selection box next to their names.
3. Enter the name "**My New Battery"** in the **Name of Battery** box.
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 **My New 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.



Mental Health Assistant
File
Tools
Help
New
Rename
Delete
Exit
1. Click
Wizard
2. Type new battery name
tery
Available Instruments and Batteries:
Instruments in Battery:
3. Click
4. Click
Save

My New Battery

Instructions:

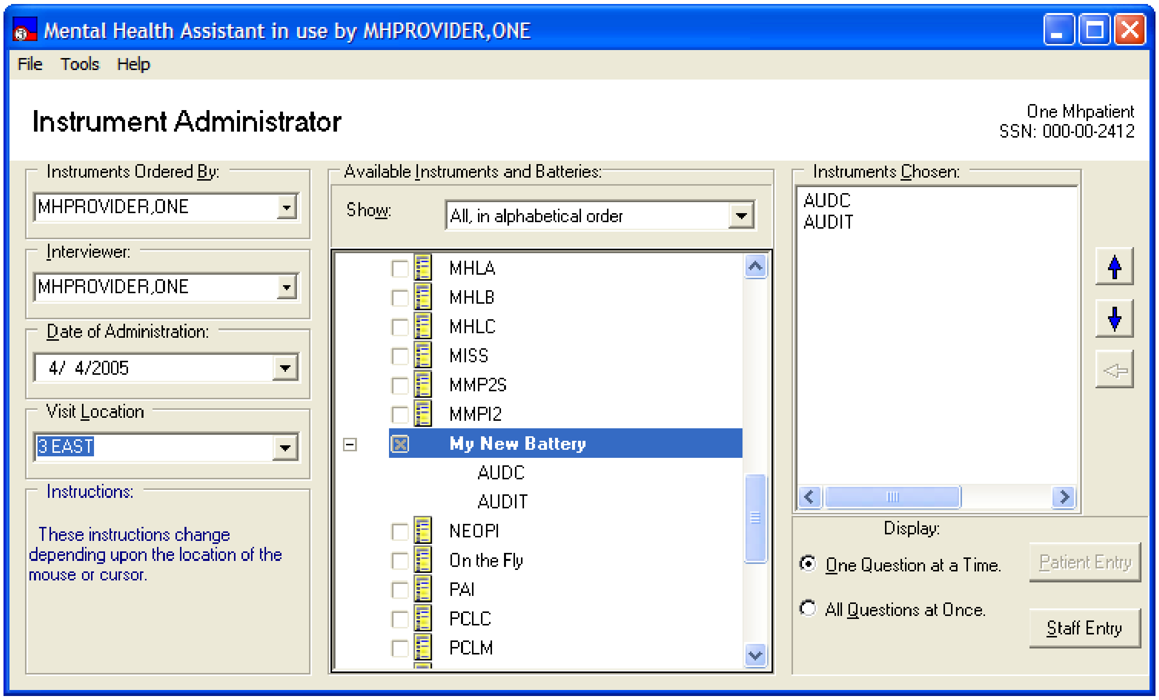
Select the instrument by checking its box with the mouse, or use the arrow keys and space-bar to select.

Right click a highlighted instrument or battery for more options.

☐ AIMS
☐ ATQ
☒ AUDC
☒ AUDIT
☐ AUIR
☐ BAI
☐ BDI
☐ BDI2
☐ BHS
☐ **Bogus**
☐ BPRS
☐ Braden Scale
☐ BSI18
☐ BUSS
☐ CAGE
☐ CESD
☐ CESD5

AUDC
AUDIT

Example: 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.


Mental Health Assistant in use by MHPROVIDER,ONE
File
Tools
Help
Patient Entry
Staff Entry

Instrument Administrator

One Mhpatient
SSN: 000-00-2412

Instruments Ordered By: MHPROVIDER,ONE

Interviewer: MHPROVIDER,ONE

Date of Administration: 4/ 4/2005

Visit Location: 3 EAST

Instructions:
These instructions change depending upon the location of the mouse or cursor.

Available Instruments and Batteries:
Show: All, in alphabetical order

- ☐ MHLA
- ☐ MHLB
- ☐ MHLC
- ☐ MISS
- ☐ MMP2S
- ☐ MMPI2
- ☒ My New Battery
  - AUDC
  - AUDIT
- ☐ NEOPI
- ☐ On the Fly
- ☐ PAI
- ☐ PCLC
- ☐ PCLM

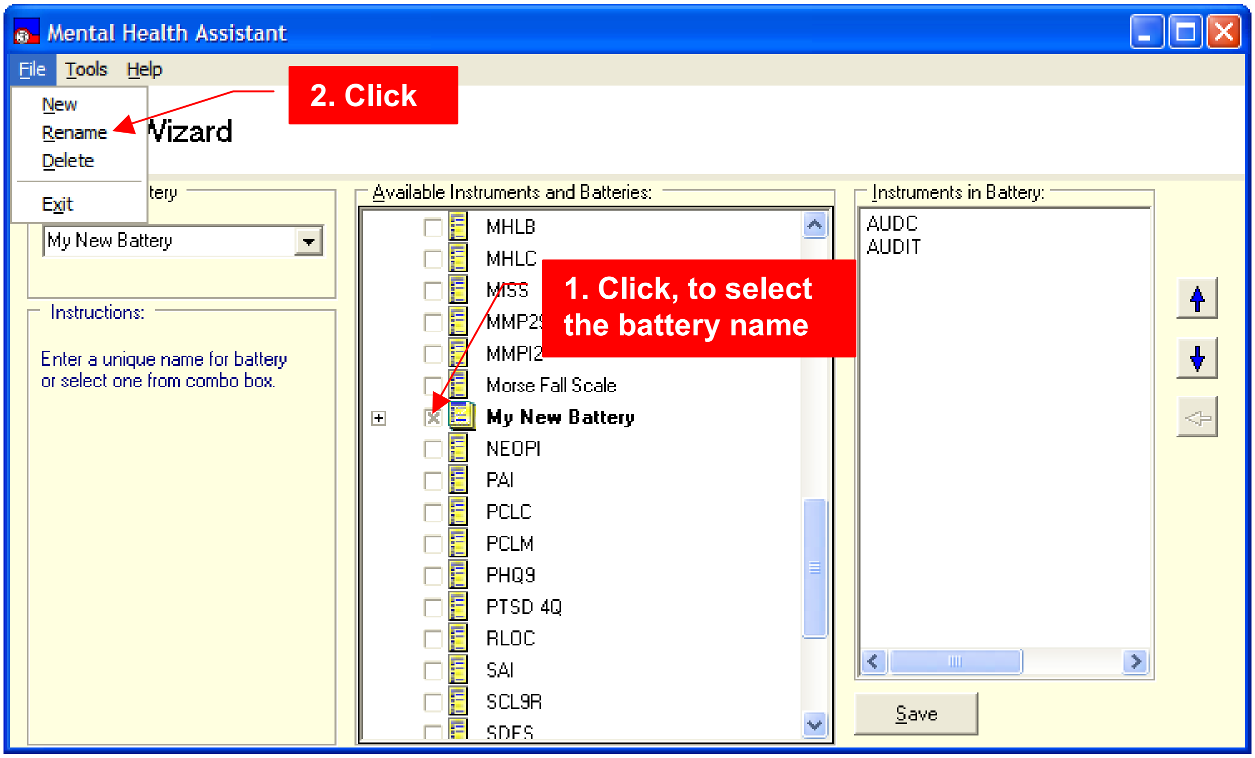
Instruments Chosen:
AUDC
AUDIT

Display:
● One Question at a Time.
○ All Questions at Once.

Renaming an Existing Battery

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

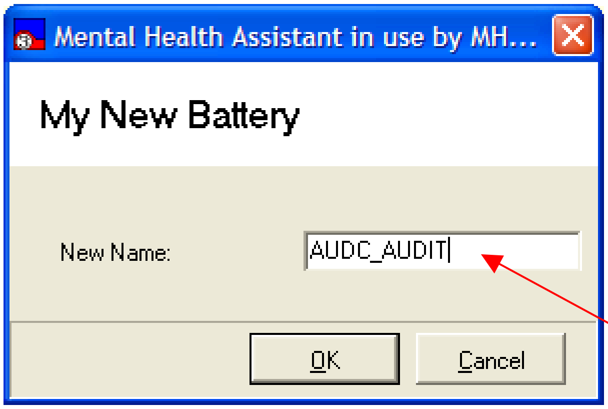
Example: Selecting the battery that you wish to rename from the **Available Instruments and Batteries** list box.


Mental Health Assistant
File
Tools
Help
New
Rename
Delete
Exit
Wizard
tery
My New Battery
Instructions:
Enter a unique name for battery or select one from combo box.
Available Instruments and Batteries:
MHLB
MHLC
MISS
MMP2
MMPI2
Morse Fall Scale
My New Battery
NEOPI
PAI
PCLC
PCLM
PHQ9
PTSD 4Q
RLOC
SAI
SCL9R
SDES
Instruments in Battery:
AUDC
AUDIT
Save

2. Click

1. Click, to select the battery name

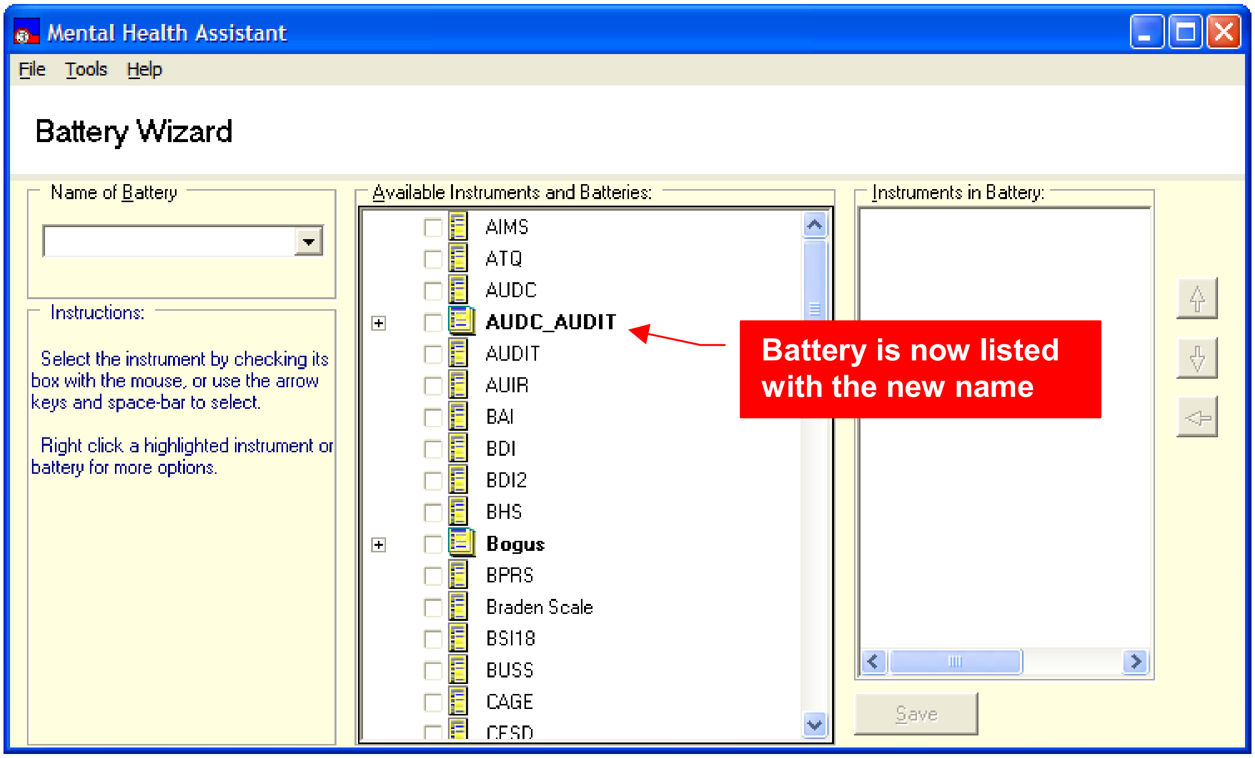
Example: Typing in a **New Name** for an existing battery.


Mental Health Assistant in use by MH...
My New Battery
OK
Cancel

New Name: AUDC_AUDIT

3. Type the new name for battery

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


Mental Health Assistant
File Tools Help
Battery Wizard
Name of Battery
Instructions:
Available Instruments and Batteries:
AIMS
ATQ
AUDC
AUDC_AUDIT
AUDIT
AUIR
BAI
BDI
BDI2
BHS
Bogus
BPRS
Braden Scale
BSI18
BUSS
CAGE
CESD
Instruments in Battery:
Save

Select the instrument by checking its box with the mouse, or use the arrow keys and space-bar to select.

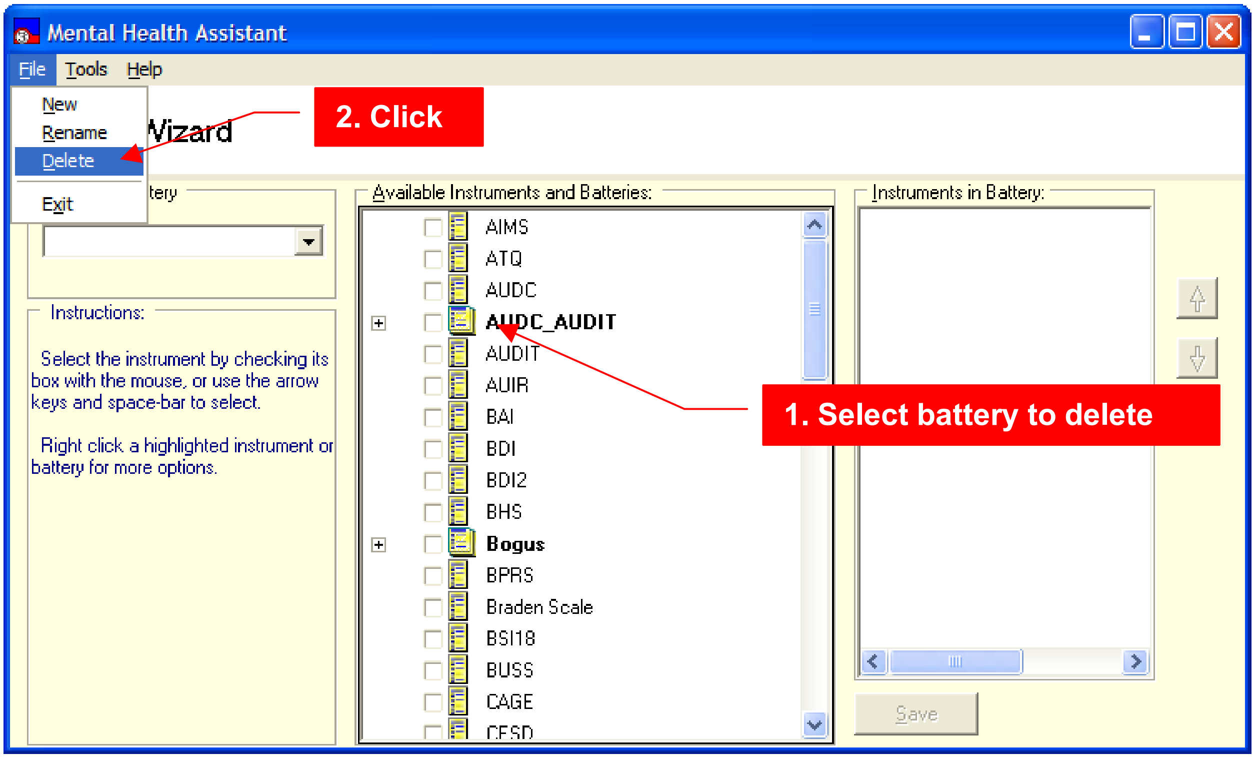
Right click a highlighted instrument or battery for more options.

Battery is now listed with the new name

Deleting an Existing Battery

1. Select the battery to be deleted from the **Available Instruments and Batteries** list box.
2. Click on **File > Delete** menu item.
3. Click on **Yes**.
4. The selected battery is deleted from Vista and from the list of **Available Instruments and Batteries**.

Example: Deleting an existing battery from the **Available Instruments and Batteries** list box.


Mental Health Assistant
File
Tools
Help
New
Rename
Delete
Exit
Wizard
tery
Available Instruments and Batteries:
AIMS
ATQ
AUDC
AUDC_AUDIT
AUDIT
AUIR
BAI
BDI
BDI2
BHS
Bogus
BPRS
Braden Scale
BSI18
BUSS
CAGE
CESD
Instruments in Battery:
Instructions:
Save

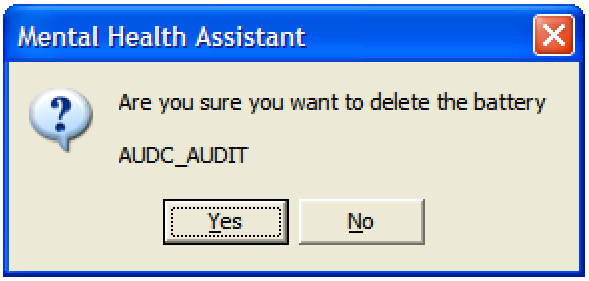
Select the instrument by checking its box with the mouse, or use the arrow keys and space-bar to select.

Right click a highlighted instrument or battery for more options.

2. Click

1. Select battery to delete

Example: Click on **File > Delete** menu item. Click on the **Yes button**.

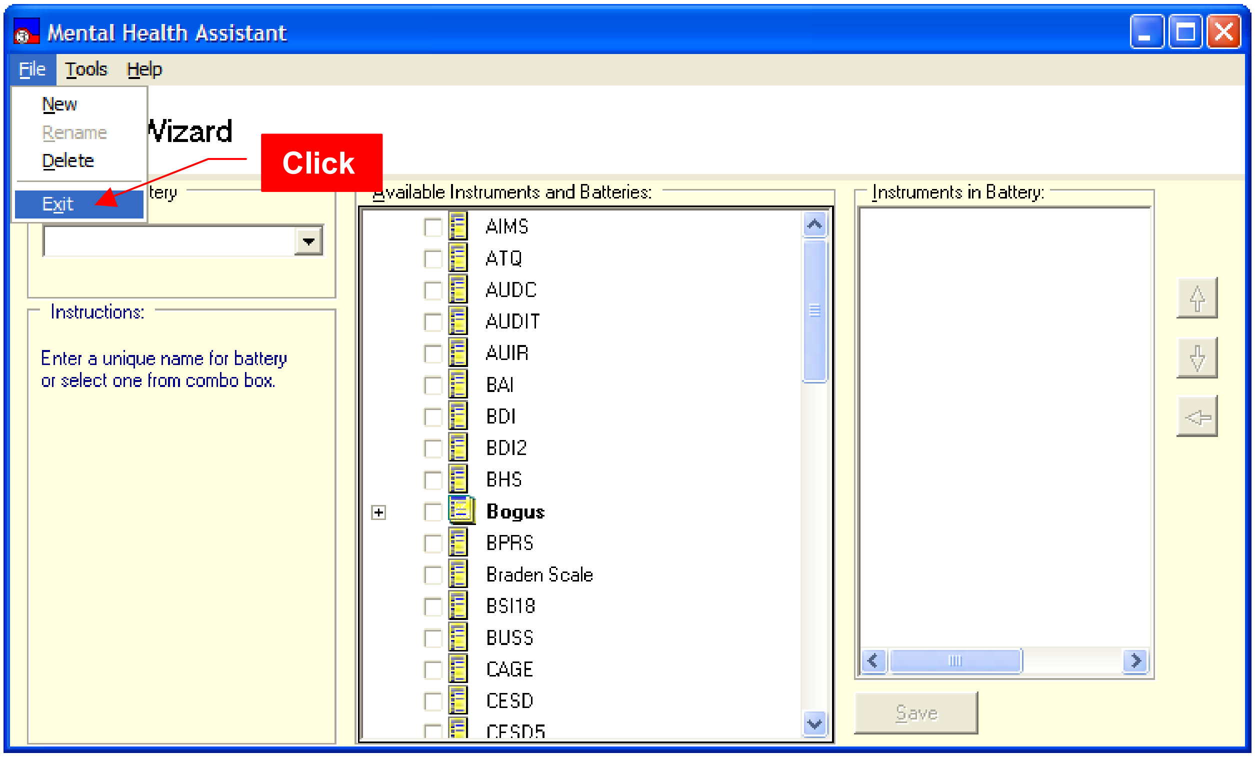

Mental Health Assistant
Yes
No

Are you sure you want to delete the battery

AUDC_AUDIT

Exiting the Battery Wizard

Example: To exit the **Battery Wizard** form and return to the **Instrument Administrator** form **click** on the drop-down **File > Exit** menu item. The **Battery Wizard** form will close and the user is returned to the **Instrument Administrator** form

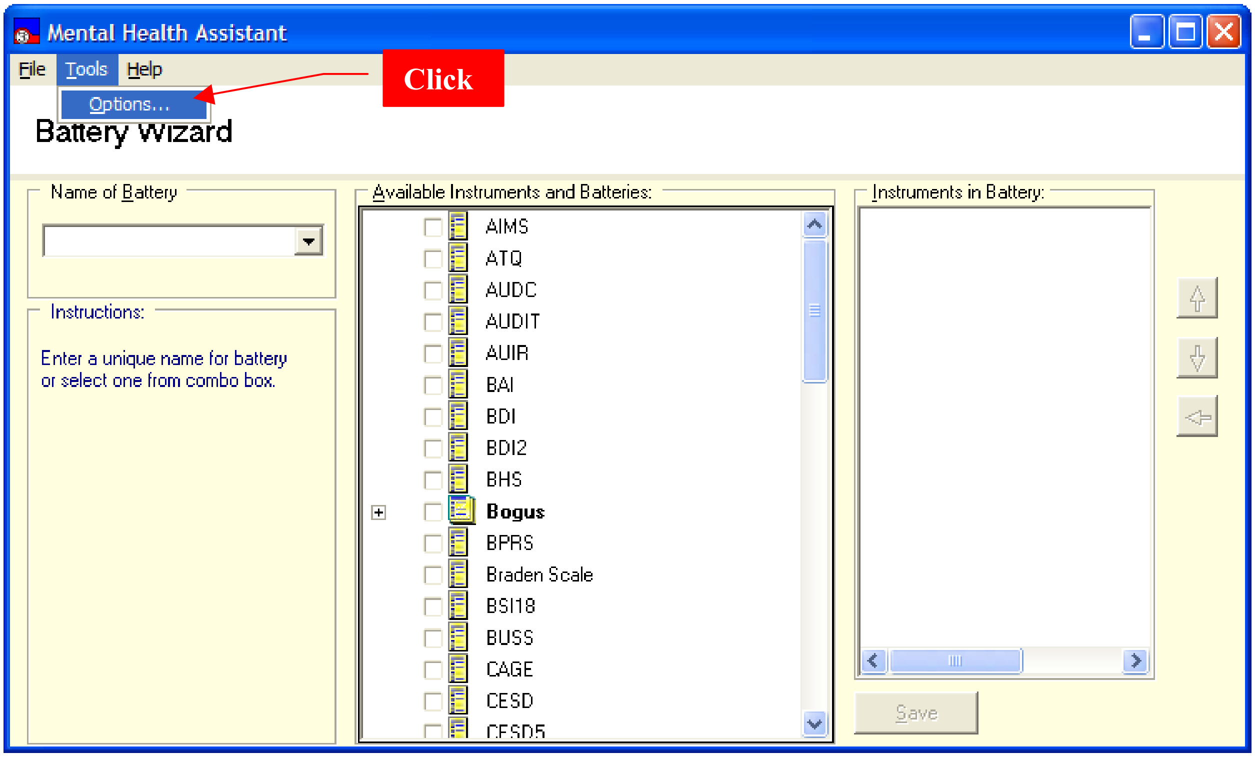

Mental Health Assistant
File
Tools
Help
New
Rename
Delete
Exit
Click
Wizard
tery
Available Instruments and Batteries:
Instruments in Battery:
Instructions:
AIMS
ATQ
AUDC
AUDIT
AUIR
BAI
BDI
BDI2
BHS
Bogus
BPRS
Braden Scale
BSI18
BUSS
CAGE
CESD
CESD5
Save

Enter a unique name for battery or select one from combo box.

Changing User Preferences

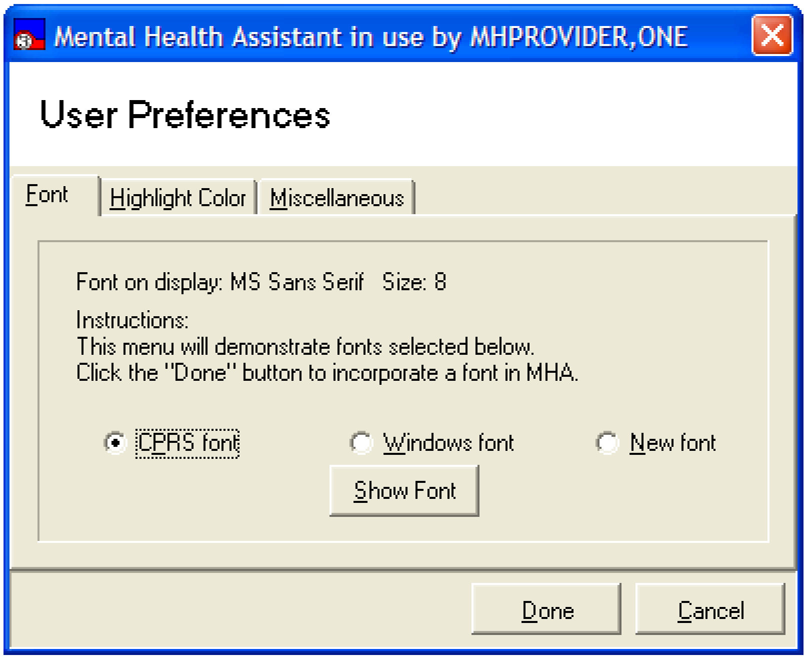
Some system parameters are user-configurable and can be changed by **clicking** on the drop-down **Tools menu> Options…** menu item.

Example: 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.


Mental Health Assistant
File
Tools
Help
Options…
Click
Battery Wizard
Name of Battery
Instructions:
Available Instruments and Batteries:
AIMS
ATQ
AUDC
AUDIT
AUIR
BAI
BDI
BDI2
BHS
Bogus
BPRS
Braden Scale
BSI18
BUSS
CAGE
CESD
CESD5
Instruments in Battery:
Save

Enter a unique name for battery or select one from combo box.

Example: User Preferences message dialog form.


Mental Health Assistant in use by MHPROVIDER,ONE
User Preferences
Font
Highlight Color
Miscellaneous

Font on display: MS Sans Serif Size: 8

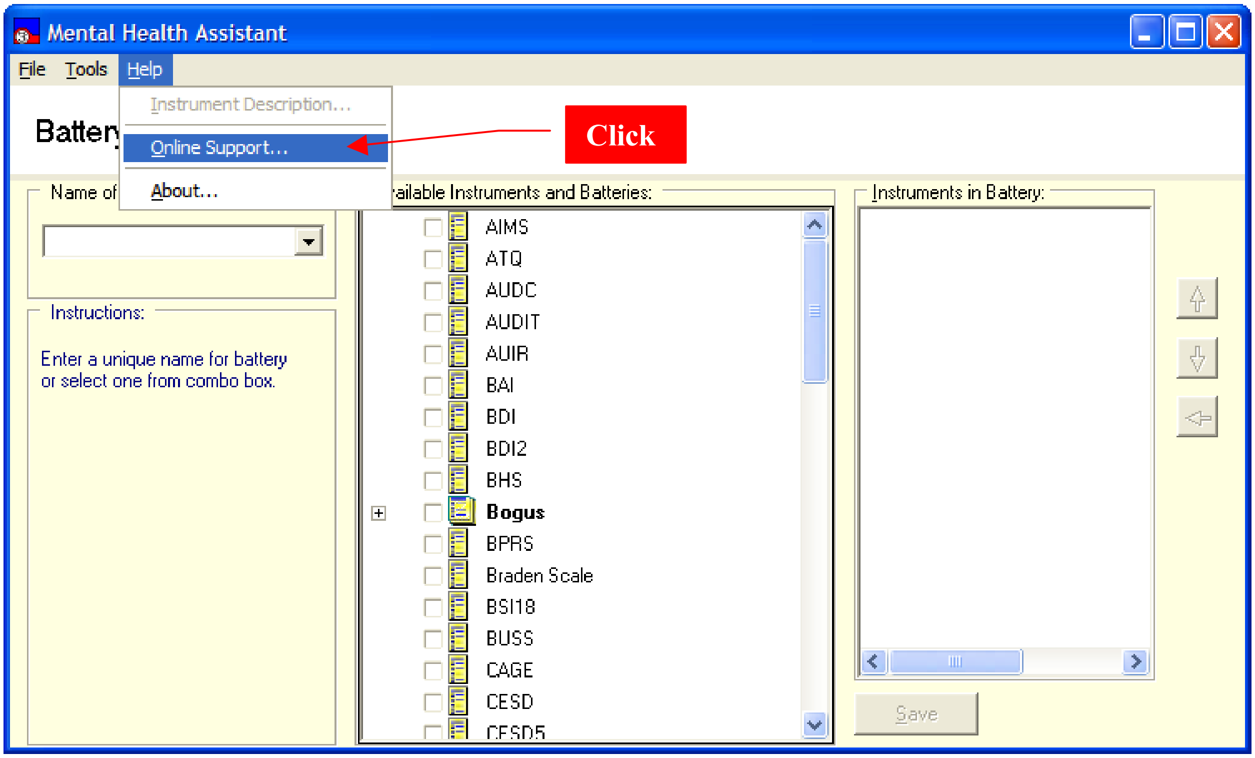
Instructions:
This menu will demonstrate fonts selected below.
Click the "Done" button to incorporate a font in MHA.

● CPRS font ○ Windows font ○ New font

Show Font
Done
Cancel

Accessing Online Support

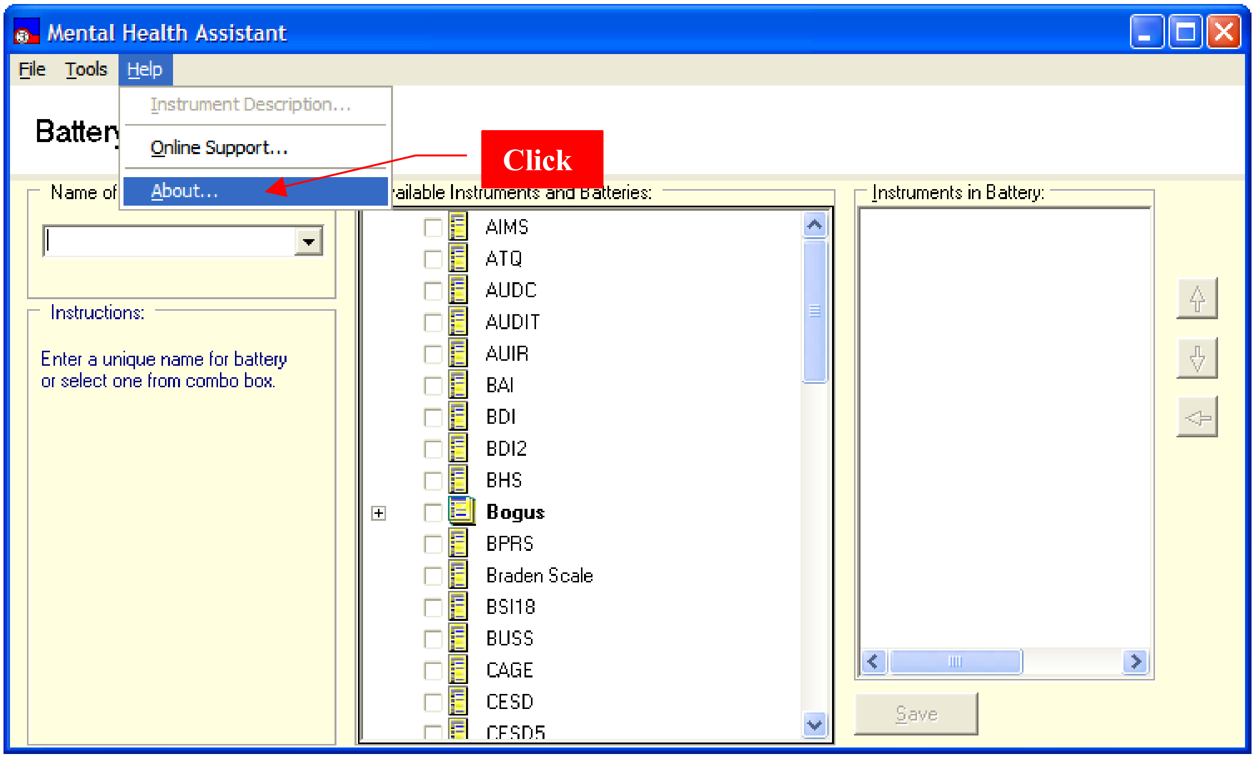
Example: Online support for MHA3 is available via the Mental Health Informatics Section's website. **Clicking** on the drop-down **Help menu> Online Support…** menu item will start the default Web browser and loads the following web address into the browser: http://vaww.mentalhealth.med.va.gov/mha.shtm.


Mental Health Assistant
File
Tools
Help
Instrument Description…
Online Support…
About…
Click
Battery
Name of
Instructions:
vailable Instruments and Batteries:
AIMS
ATQ
AUDC
AUDIT
AUIR
BAI
BDI
BDI2
BHS
Bogus
BPRS
Braden Scale
BSI18
BUSS
CAGE
CESD
CESD5
Instruments in Battery:
Save

Enter a unique name for battery or select one from combo box.

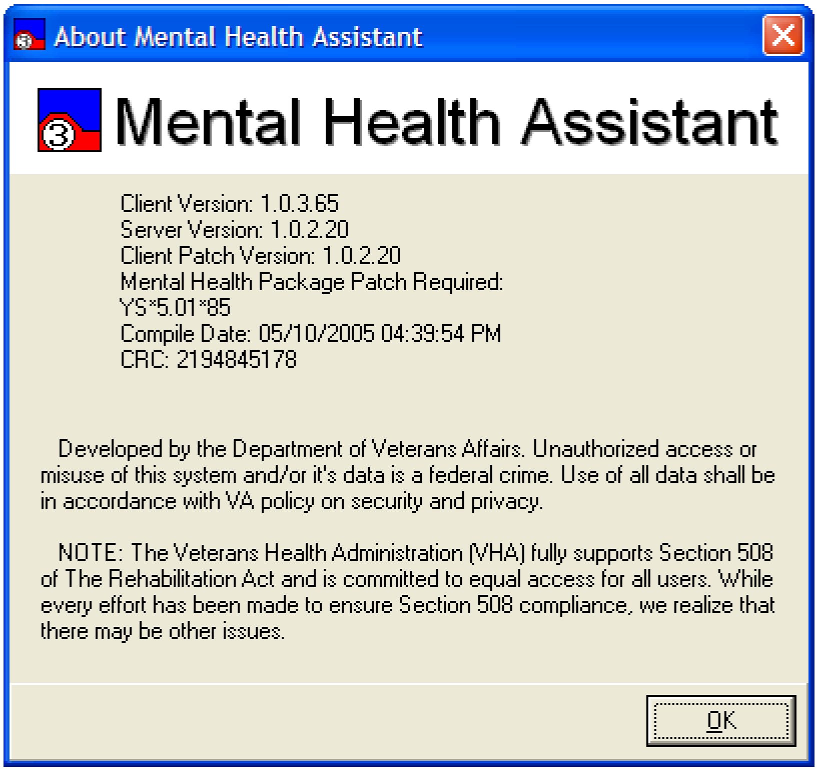
Accessing program information

Example: Clicking on the drop-down **Help menu> About…** menu item displays the **About** Mental Health Assistant message dialog form, which contains useful release information about this version of MHA3.


Mental Health Assistant
File
Tools
Help
Instrument Description…
Online Support…
About…
Click
Batter
Name of
Instructions:
vailable Instruments and Batteries:
Instruments in Battery:
AIMS
ATQ
AUDC
AUDIT
AUIR
BAI
BDI
BDI2
BHS
Bogus
BPRS
Braden Scale
BSI18
BUSS
CAGE
CESD
CESD5
Save

Enter a unique name for battery or select one from combo box.

Example: The Mental Health Assistant message dialog box contains information about the Mental Health Assistant program.



Client Version: 1.0.3.65
Server Version: 1.0.2.20
Client Patch Version: 1.0.2.20
Mental Health Package Patch Required:
YS*5.01*85
Compile Date: 05/10/2005 04:39:54 PM
CRC: 2194845178

Developed by the Department of Veterans Affairs. Unauthorized access or misuse of this system and/or it's data is a federal crime. Use of all data shall be in accordance with VA policy on security and privacy.

NOTE: The Veterans Health Administration (VHA) fully supports Section 508 of The Rehabilitation Act and is committed to equal access for all users. While every effort has been made to ensure Section 508 compliance, we realize that there may be other issues.

Instrument Administrator's Single-Question Input Form

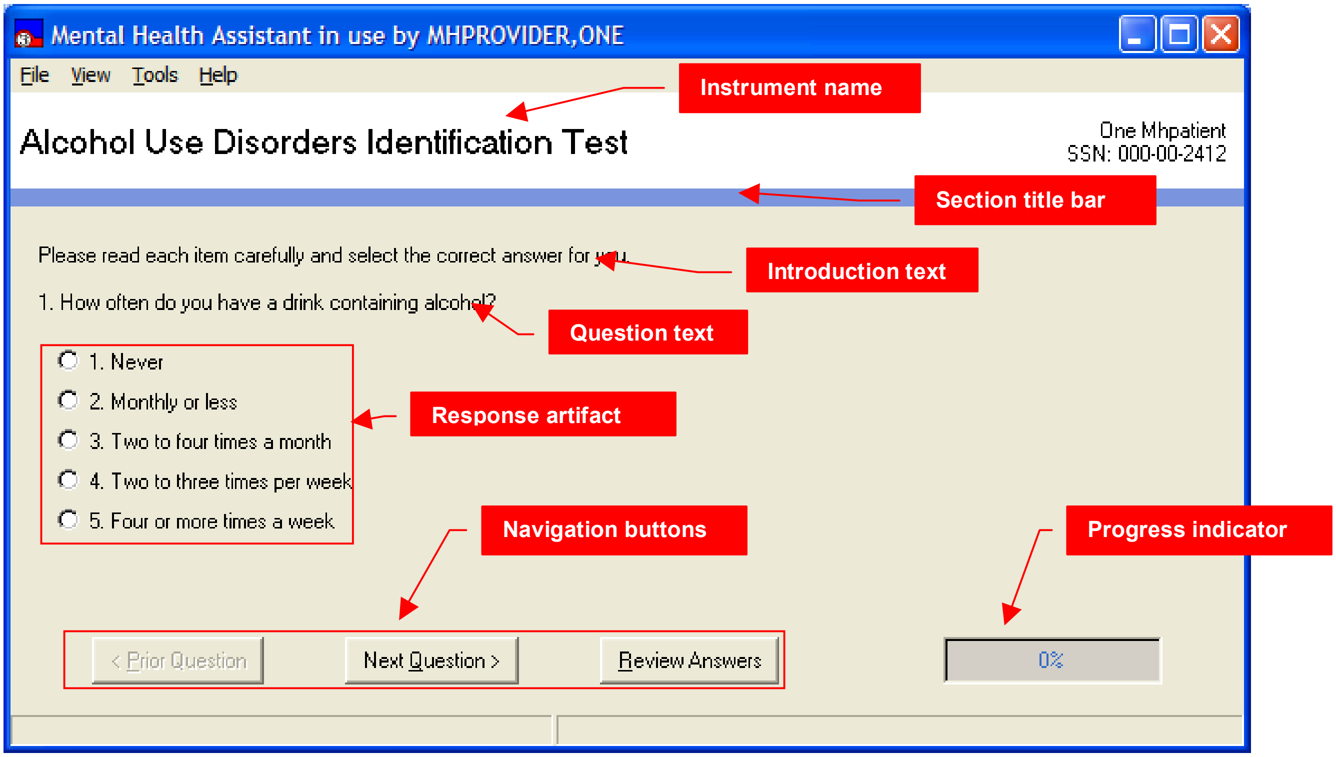
Orientation

The **Single-question 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. However, 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 GUI glossary for a description of the visual elements on these forms, and how they are normally used.

Example: Single-question **data-entry** form.



Alcohol Use Disorders Identification Test

One Mhpatient
SSN: 000-00-2412

Please read each item carefully and select the correct answer for you.

1. How often do you have a drink containing alcohol?

- ○ 1. Never
- ○ 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

Instrument name

Section title bar

Introduction text

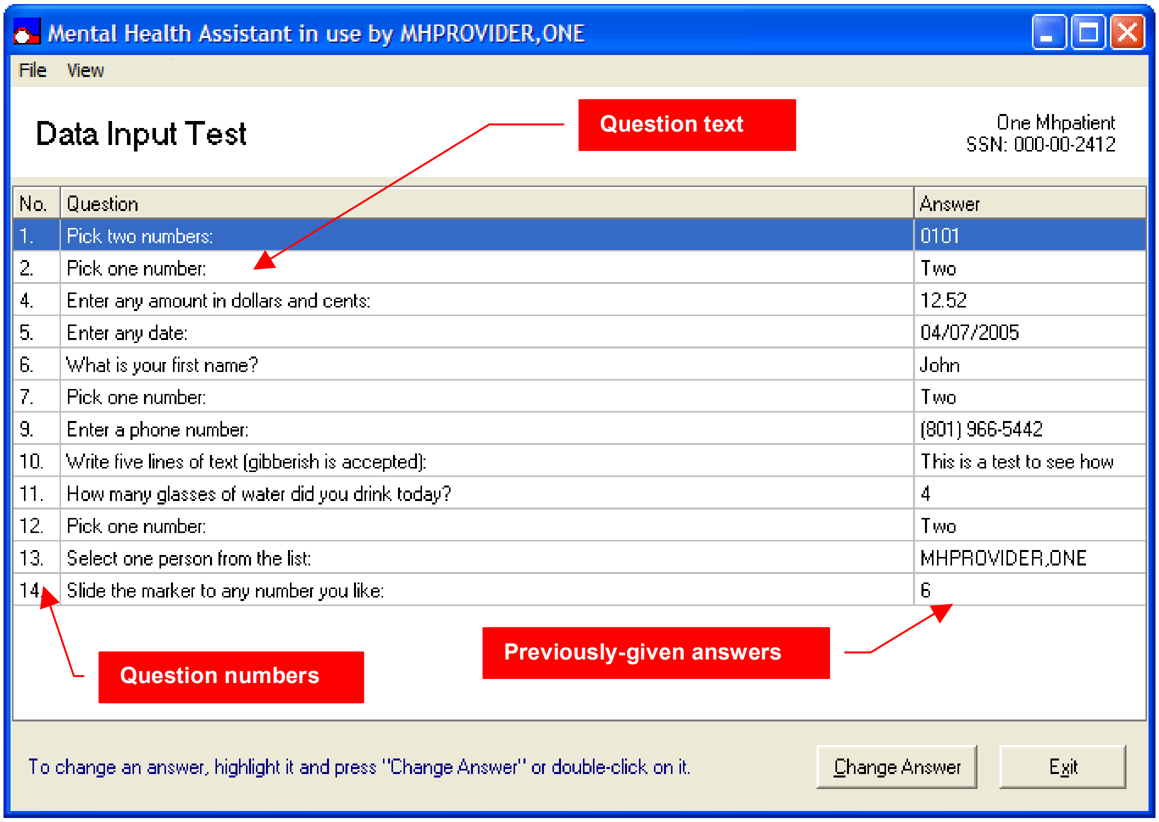
Question text

Response artifact

Navigation buttons

Progress indicator

Example: Data Input Test form contains the **Change Answer** button.


Mental Health Assistant in use by MHPROVIDER,ONE
File
View
Question text
Question numbers
Previously-given answers
Change Answer
Exit

Data Input Test

One Mhpatient
SSN: 000-00-2412

No.	Question	Answer
1.	Pick two numbers:	0101
2.	Pick one number:	Two
4.	Enter any amount in dollars and cents:	12.52
5.	Enter any date:	04/07/2005
6.	What is your first name?	John
7.	Pick one number:	Two
9.	Enter a phone number:	(801) 966-5442
10.	Write five lines of text (gibberish is accepted):	This is a test to see how
11.	How many glasses of water did you drink today?	4
12.	Pick one number:	Two
13.	Select one person from the list:	MHPROVIDER,ONE
14.	Slide the marker to any number you like:	6

To change an answer, highlight it and press "Change Answer" or double-click on it.

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 MHA3. 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 MHA3 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 Section Title Bar

Sometimes, instrument designers may group questions into sections. In this case, existing section titles are displayed in the Section Title Bar.

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 MHA3, 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.

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.

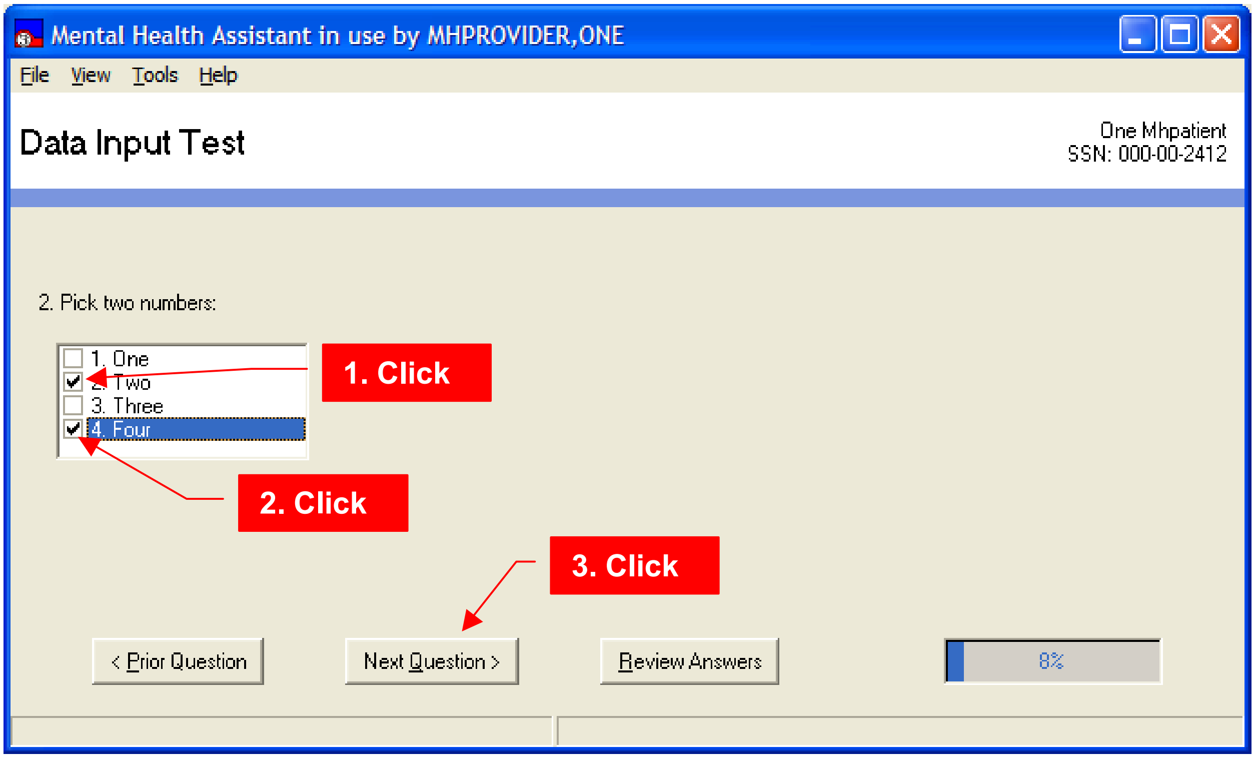
Responding to a multi-choice question using a Multiple-Selection List Box

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
2. Click on **Next Question** > button

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

Example: Selecting two choices.


Mental Health Assistant in use by MHPROVIDER,ONE
File
View
Tools
Help
< Prior Question
Next Question >
Review Answers
8%

Data Input Test

One Mhpatient
SSN: 000-00-2412

2. Pick two numbers:

☐ 1. One
☑ 2. Two
☐ 3. Three
☑ 4. Four

1. Click

2. Click

3. Click

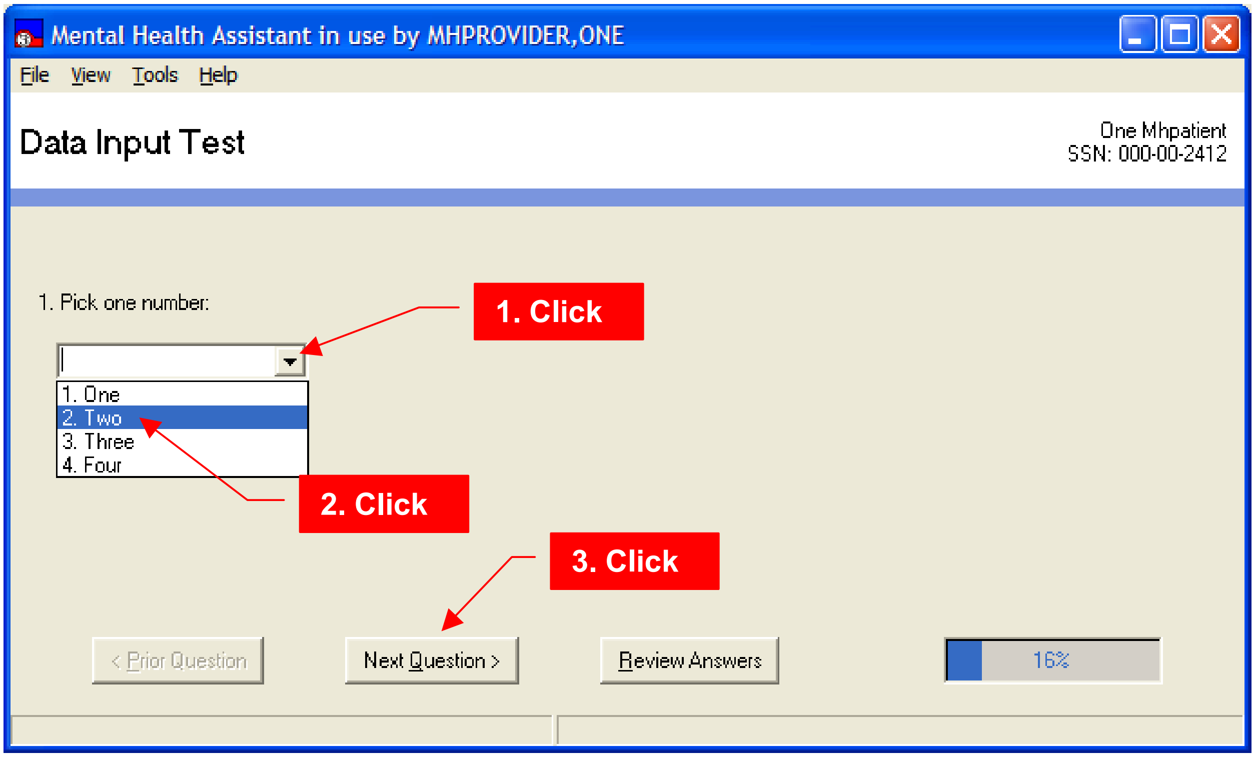
Responding to a Single-choice question using a Drop-Down List Box

NOTE: Drop-Down List Boxes allow selection of a single choice from a list.

To respond to a question:

1. **Click** on the down-arrow located on the **Pick one number** drop-down list box to display the list.
2. Select a number from the **Pick one number** drop-down list box.
3. **Click** on the **Next Question >** button. The selected number is recorded and the next question is automatically displayed.

Example: Data Input Test form displaying the **Pick one number** label.



Mental Health Assistant in use by MHPROVIDER,ONE
File
View
Tools
Help
Data Input Test
One Mhpatient
SSN: 000-00-2412
1. Pick one number:
1. One
2. Two
3. Three
4. Four
1. Click
2. Click
3. Click
< Prior Question
Next Question >
Review Answers
16%

Responding to a question that asks for a currency amount using a Text Box

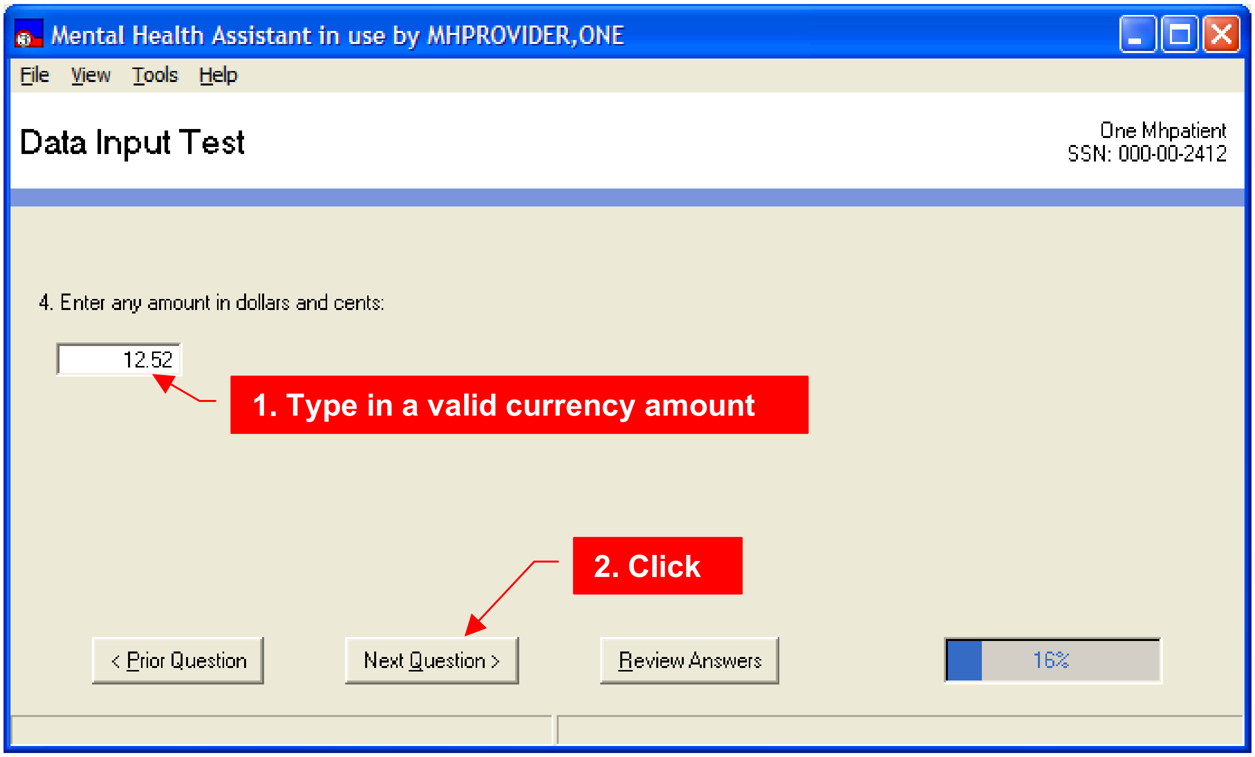
Some Text Box artifacts are configured to only accept valid currency values.

To respond to a question:

1. Type a currency value in the Text Box
2. Click on **Next Question** > button

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

Example: Entering a currency amount.


Mental Health Assistant in use by MHPROVIDER,ONE
File
View
Tools
Help
Data Input Test
One Mhpatient
SSN: 000-00-2412

4. Enter any amount in dollars and cents:

12.52

1. Type in a valid currency amount
2. Click
< Prior Question
Next Question >
Review Answers
16%

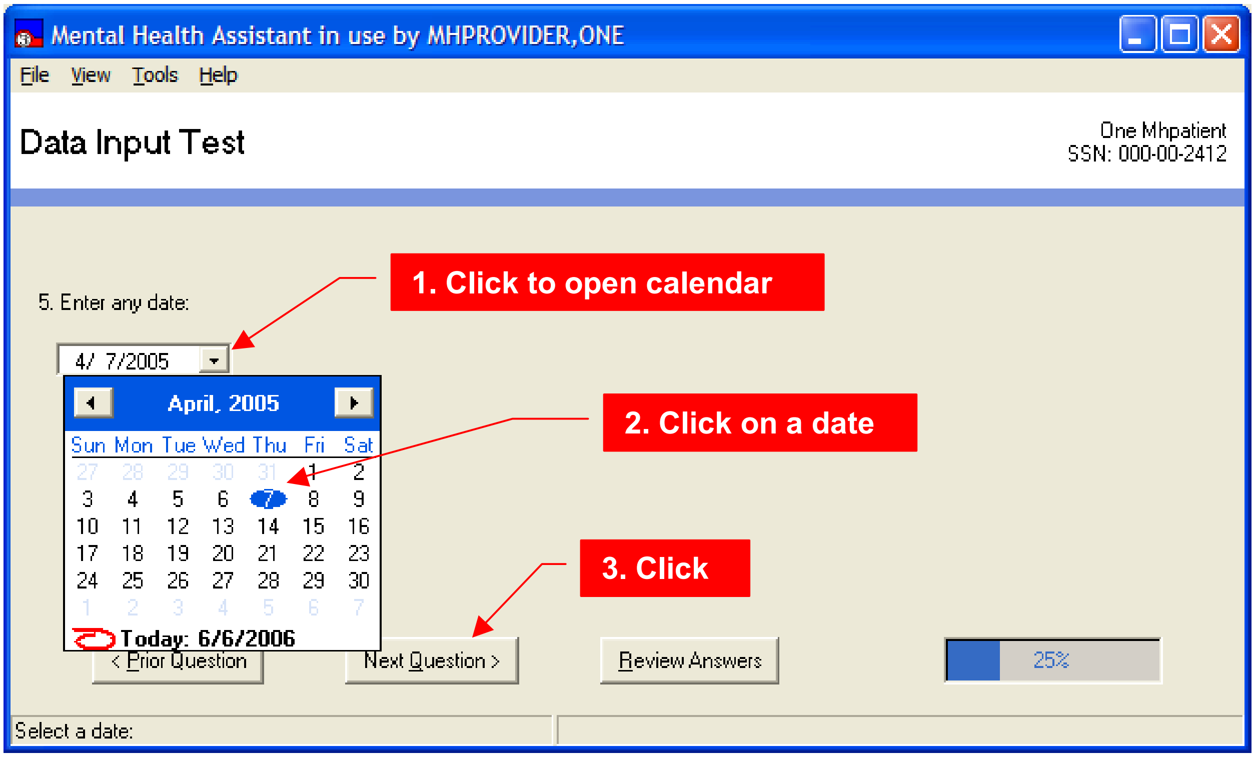
Responding to a question that asks for a date using a Date-Picker

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 arrowhead to open the Date-Picker calendar component
2. Navigate to the desired date and click on its number symbol
3. Click on Next Question > button

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

Example: Selecting a date.


Mental Health Assistant in use by MHPROVIDER,ONE
File
View
Tools
Help
April, 2005
Sun Mon Tue Wed Thu Fri Sat
< Prior Question
Next Question >
Review Answers
25%

Data Input Test

One Mhpatient
SSN: 000-00-2412

5. Enter any date:

4/ 7/2005

Today: 6/6/2006

Select a date:

1. Click to open calendar

2. Click on a date

3. Click

Responding to a question that asks for a line of text using a Text Box

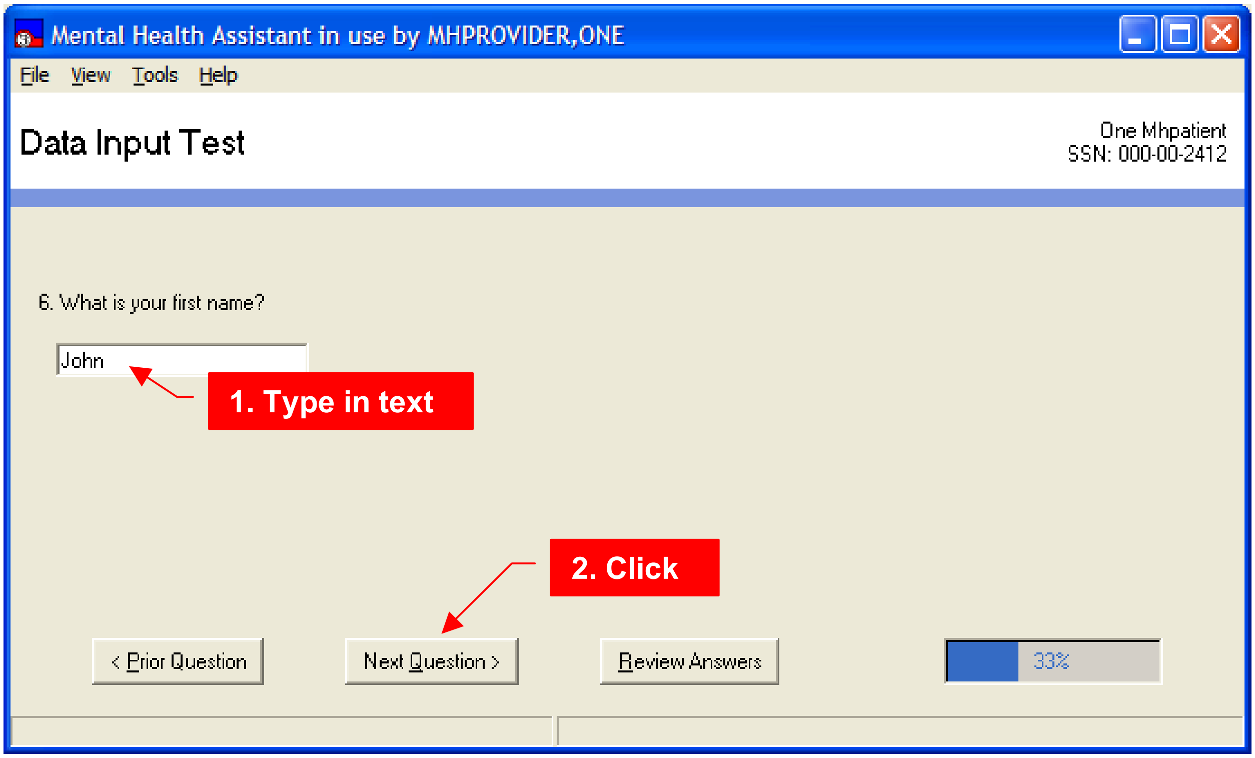
A Text Box allows entry of a single line of text as a response to a question.

To answer a question:

1. Type a line of text in the Text Box
2. Click on **Next Question** > button

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.


Mental Health Assistant in use by MHPROVIDER,ONE
File
View
Tools
Help
< Prior Question
Next Question >
Review Answers
33%

Data Input Test

One Mhpatient
SSN: 000-00-2412

6. What is your first name?

John

1. Type in text

2. Click

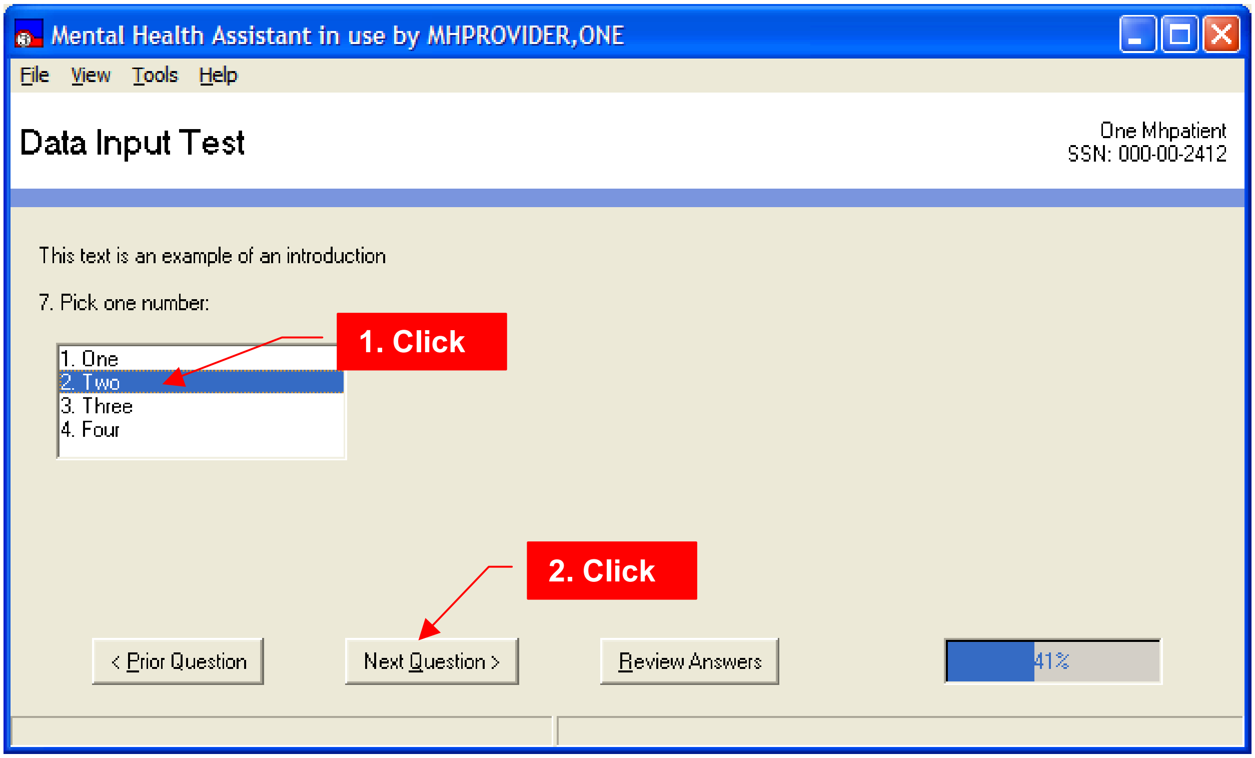
Responding to a question from a list of answers using a Single-Selection List Box

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 on the form
2. Click on **Next Question** > button

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

Example: Selecting a single response.



Mental Health Assistant in use by MHPROVIDER,ONE

Data Input Test

One Mhpatient
SSN: 000-00-2412

This text is an example of an introduction

7. Pick one number:

File
View
Tools
Help
1. One
2. Two
3. Three
4. Four
1. Click
2. Click
< Prior Question
Next Question >
Review Answers
41%

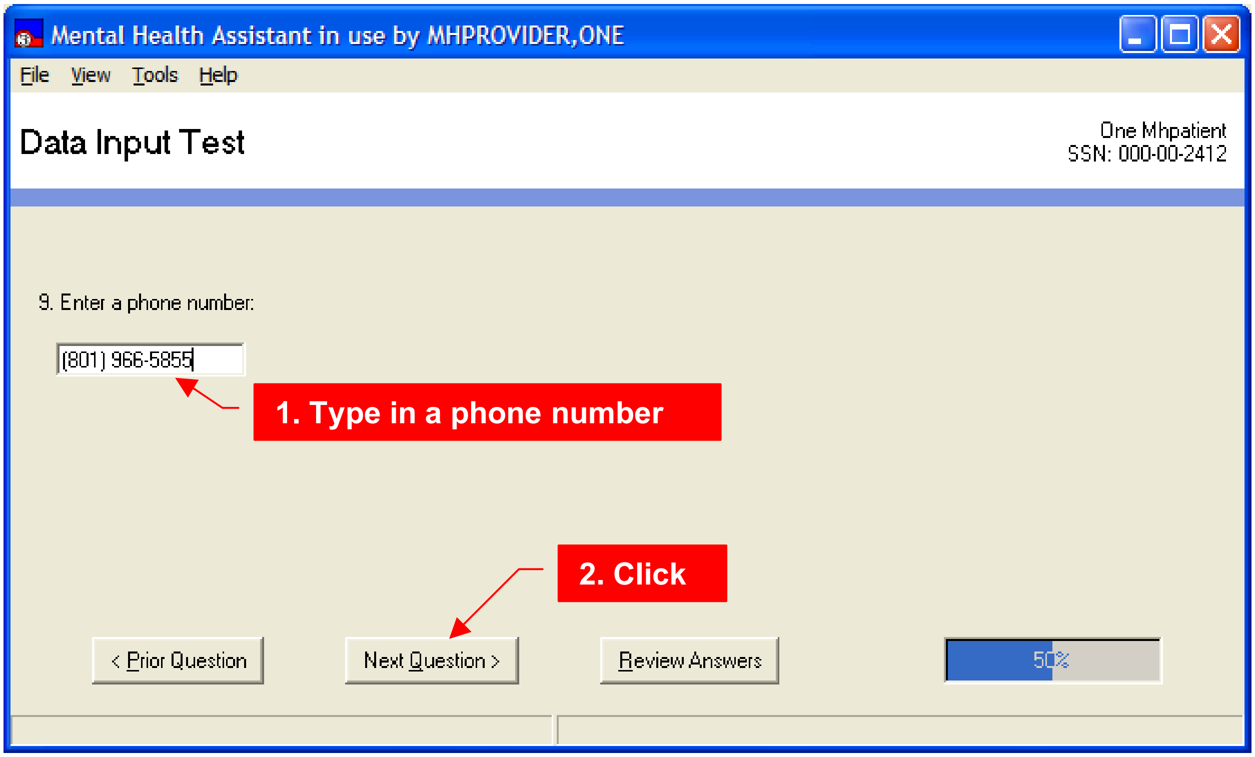
Responding to a question using a Masked Text Box that pre-formats input data

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

Enter a phone number:

1. Type only the numbers in a phone number, including the area code in the Masked Text Box.
2. Click on **Next Question** > button

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



Mental Health Assistant in use by MHPROVIDER,ONE

Data Input Test

One Mhpatient
SSN: 000-00-2412

9. Enter a phone number:

(801) 966-5855

1. Type in a phone number

2. Click

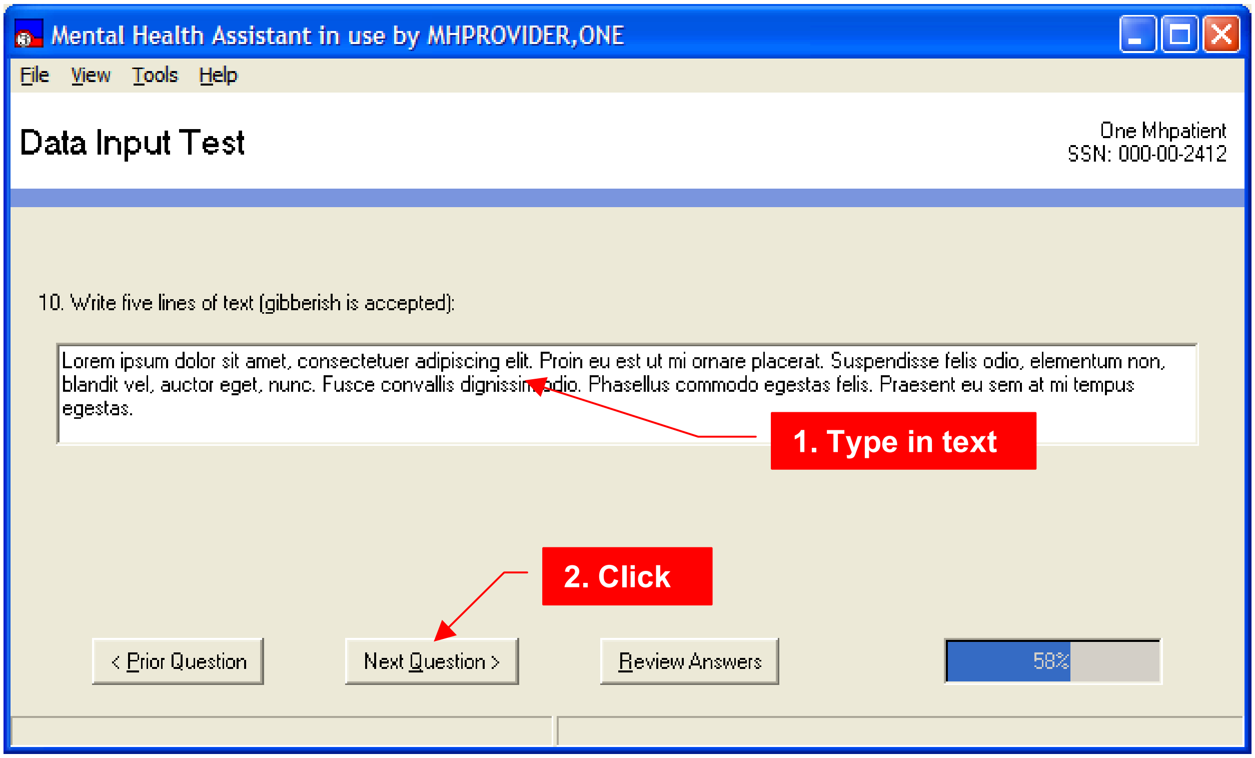
Responding to a question that asks for a long textual answer using a Multiple-Line Text Box

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

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


Mental Health Assistant in use by MHPROVIDER,ONE
File View Tools Help
Data Input Test
One Mhpatient
SSN: 000-00-2412
1. Type in text
2. Click
< Prior Question
Next Question >
Review Answers
58%

10. Write five lines of text (gibberish is accepted):

Lorem ipsum dolor sit amet, consectetuer adipiscing elit. Proin eu est ut mi ornare placerat. Suspendisse felis odio, elementum non, blandit vel, auctor eget, nunc. Fusce convallis dignissim odio. Phasellus commodo egestas felis. Praesent eu sem at mi tempus egestas.

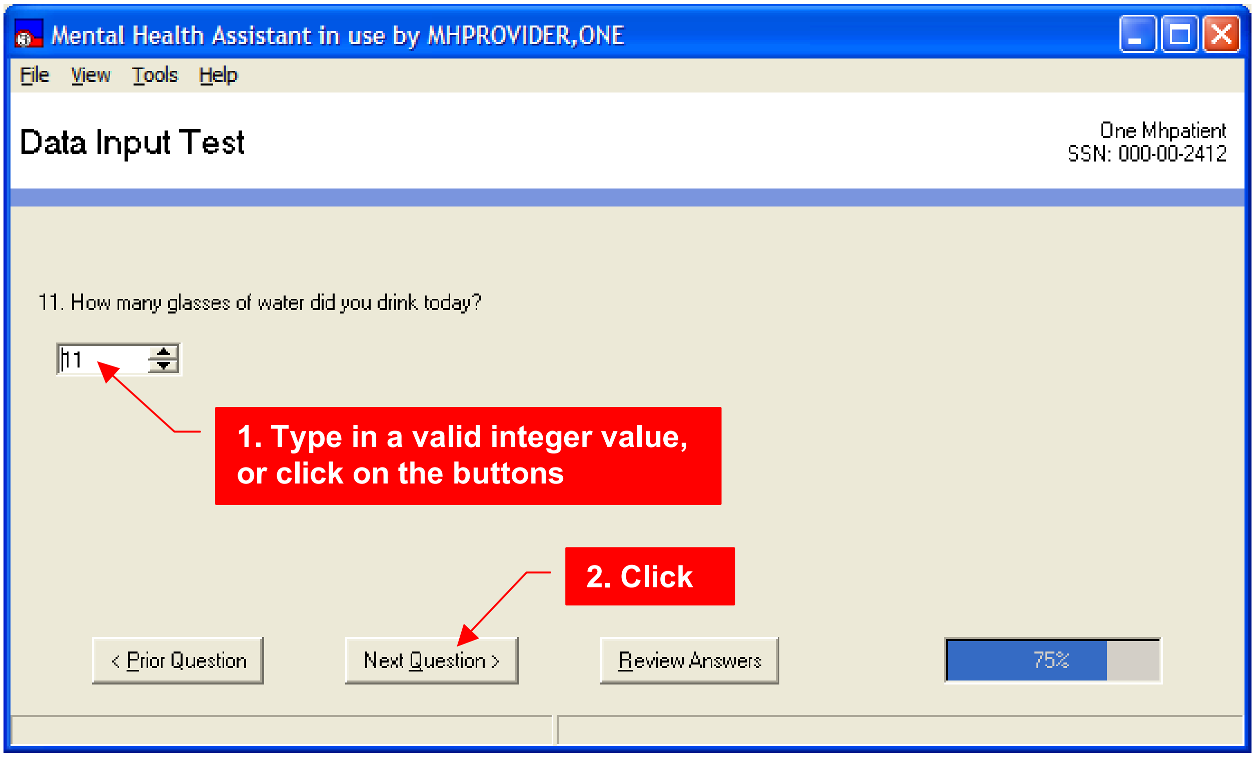
Respond to a question using a Spin Box that asks for an integer value

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.

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.


Mental Health Assistant in use by MHPROVIDER,ONE
File
View
Tools
Help
< Prior Question
Next Question >
Review Answers
75%

Data Input Test

One Mhpatient
SSN: 000-00-2412

11. How many glasses of water did you drink today?

11

1. Type in a valid integer value, or click on the buttons

2. Click

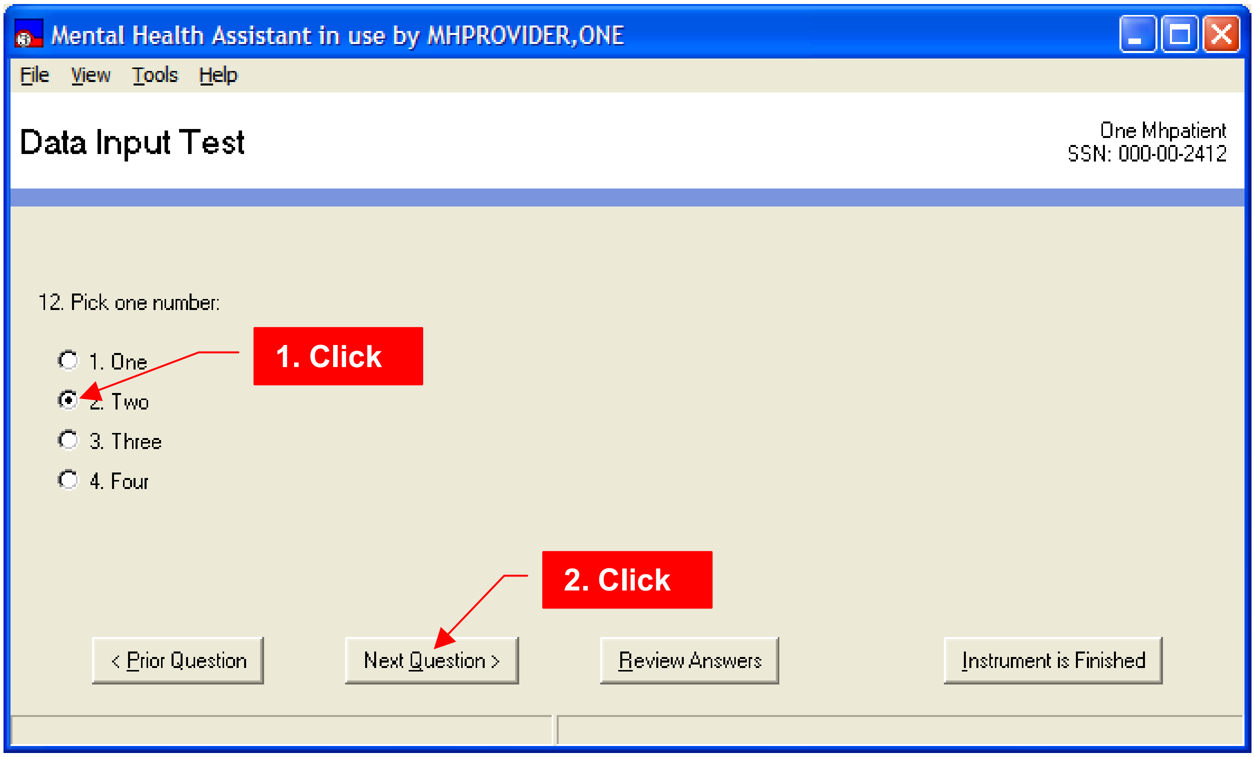
Responding to a question that asks for a single choice from a list using Option Buttons

Option Buttons are used to answer questions from a list of mutually-exclusive answers. To answer a question:

1. Click on one of the Option Buttons in the group
2. Click on **Next Question** > button

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

Example: Selecting an Option Button response.


Mental Health Assistant in use by MHPROVIDER,ONE
File
View
Tools
Help
Data Input Test
One Mhpatient
SSN: 000-00-2412
12. Pick one number:
○ 1. One
● 2. Two
○ 3. Three
○ 4. Four
1. Click
2. Click
< Prior Question
Next Question >
Review Answers
Instrument is Finished

Responding to a question that asks for a staff name from VistA using a Drop-Down List Box

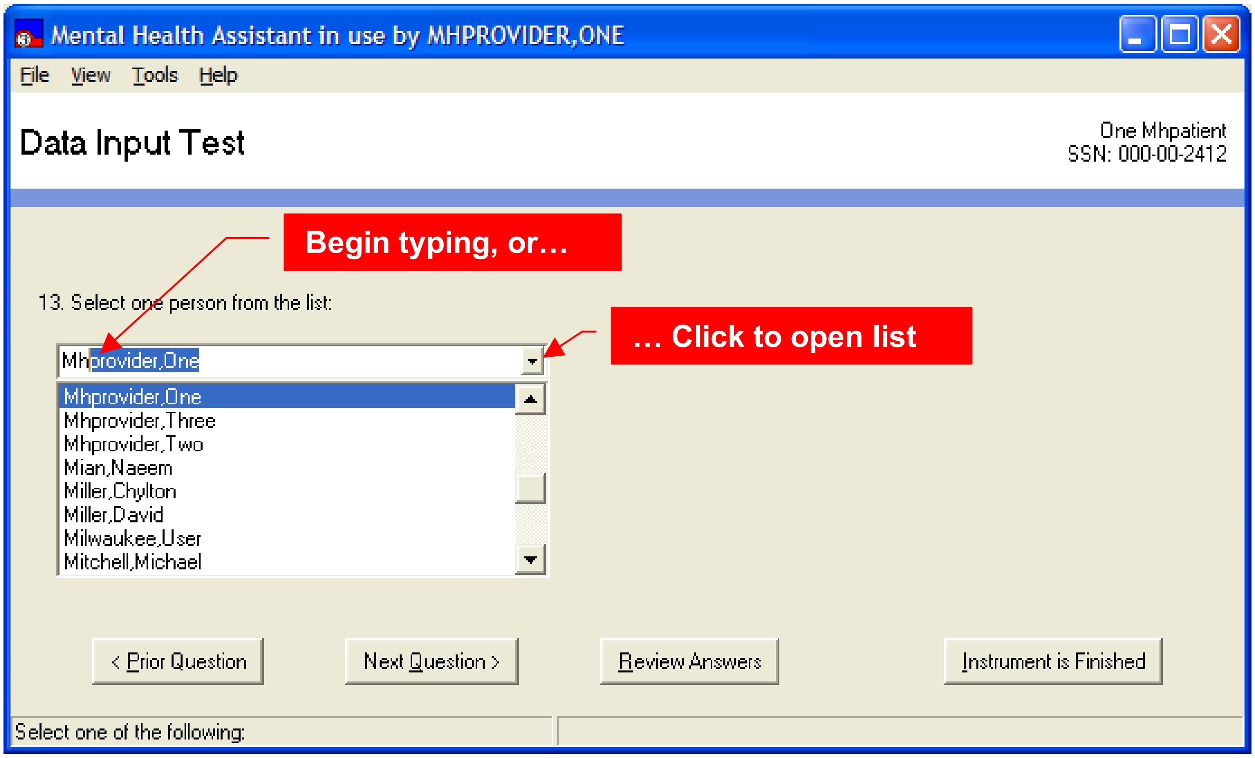
Staff list Drop-Down List Boxes are special list boxes that display a list of staff members from VistA.

To answer a question:

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

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

Example: Selecting a staff name from a list.



Mental Health Assistant in use by MHPROVIDER,ONE

Data Input Test

One Mhpatient
SSN: 000-00-2412

Begin typing, or…

13. Select one person from the list:

… Click to open list

Mhprovider,One

Mhprovider,One
Mhprovider,Three
Mhprovider,Two
Mian,Naeem
Miller,Chylton
Miller,David
Milwaukee,User
Mitchell,Michael

Select one of the following:

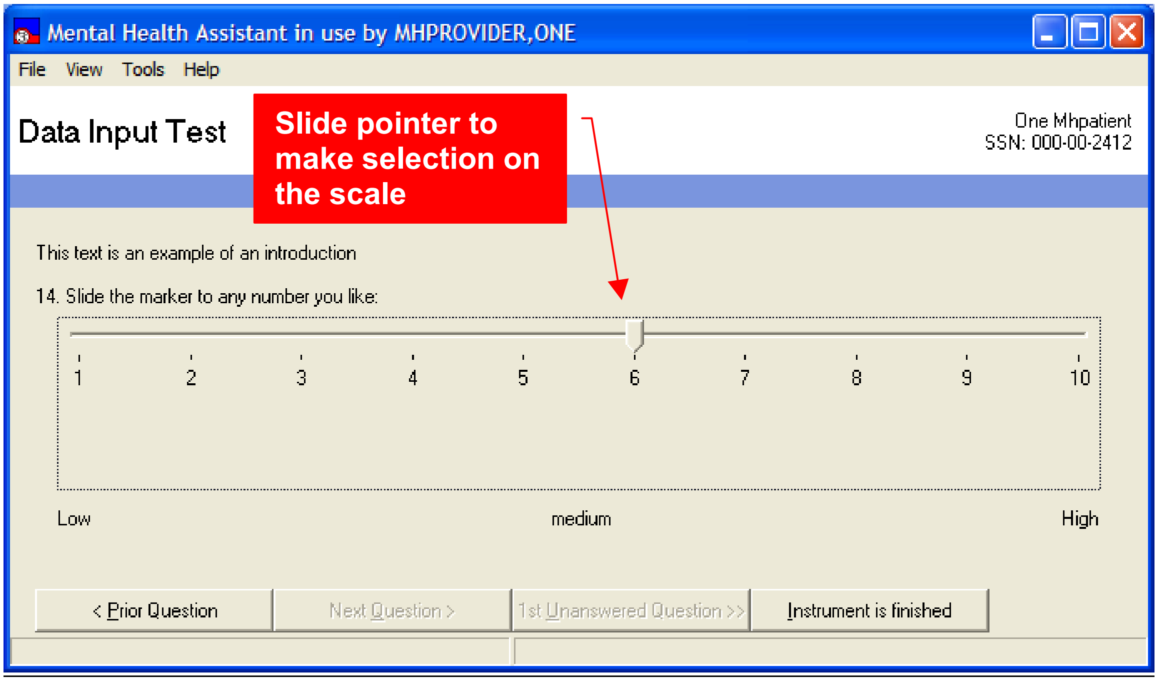
Responding to a question that asks for a value from a Slider

Sliders simplify visually selecting a value from a range of values.

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.
2. **Click** on **Next Question >** button.

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


Mental Health Assistant in use by MHPROVIDER,ONE
File View Tools Help
Data Input Test
Slide pointer to make selection on the scale
One Mhpatient
SSN: 000-00-2412
1
2
3
4
5
6
7
8
9
10
Low
medium
High
< Prior Question
Next Question >
1st Unanswered Question >>
Instrument is finished

This text is an example of an introduction

14. Slide the marker to any number you like:

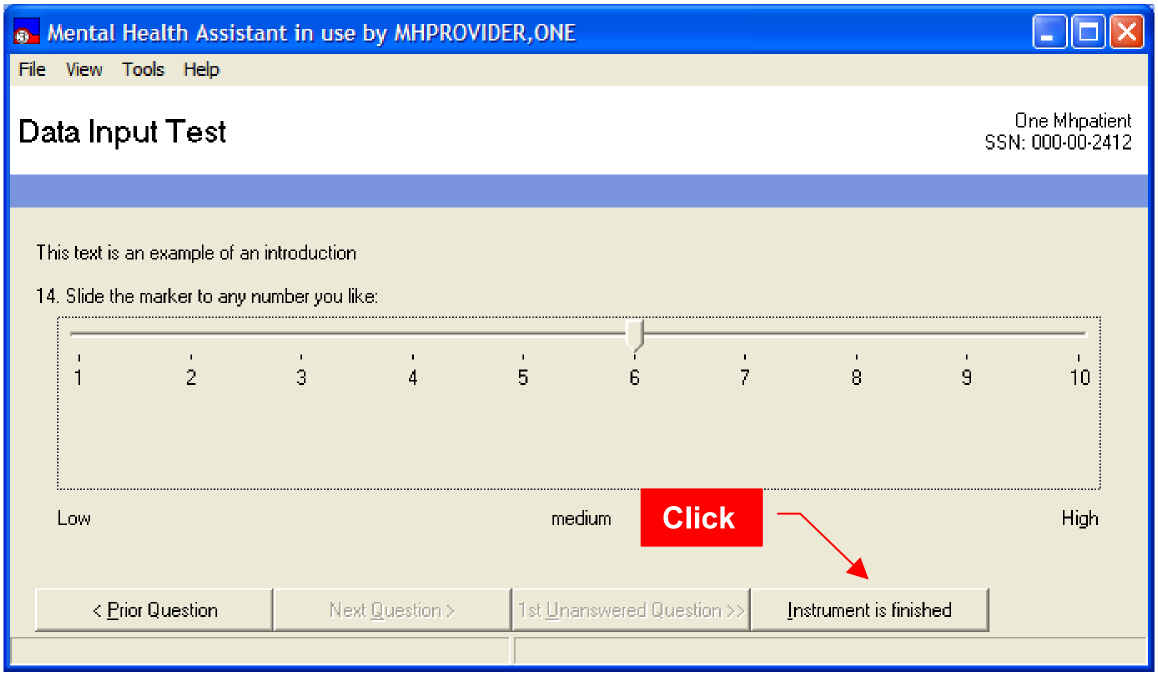
Identifying the End Point of an Instrument and Finishing the Instrument

The last question in an instrument will trigger a change in the displayed navigational buttons. A new **Instrument is Finished** button appears and only it and the **Prior Question** buttons remain enabled. This is an indication that the end of the test has been reached. Clicking on the **Instrument is Finished** button will finish the test.

To finish a test:

1. Answer every question in the instrument.
2. On the last question, click on the **Instrument is finished** button.

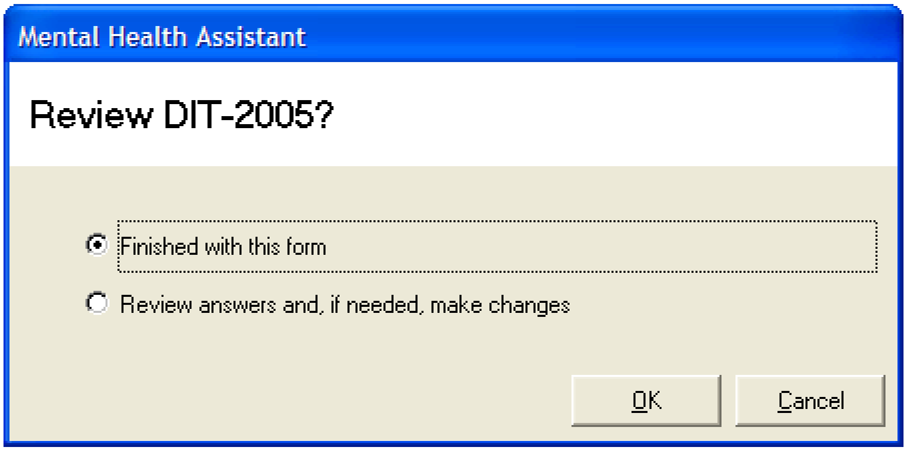
Example: Finishing an instrument. Since this is the last question, the progress indicator is replaced by an **Instrument is finished** button. The review message dialog is displayed.


Mental Health Assistant in use by MHPROVIDER,ONE
File View Tools Help
Data Input Test
One Mhpatient
SSN: 000-00-2412
1
2
3
4
5
6
7
8
9
10
Low
medium
High
Click
< Prior Question
Next Question >
1st Unanswered Question >>
Instrument is finished

This text is an example of an introduction

14. Slide the marker to any number you like:

Example: Review the message dialog form.



Mental Health Assistant

Review DIT-2005?

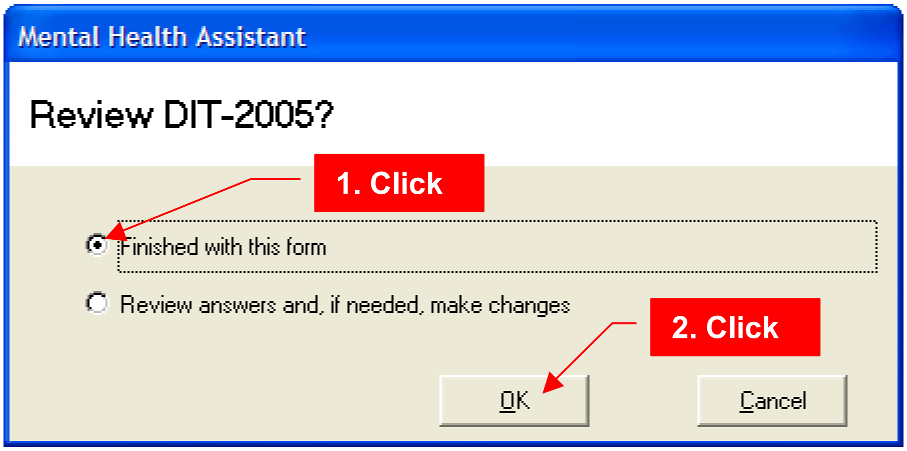
● Finished with this form

○ Review answers and, if needed, make changes

Exiting Data-Entry Session and Saving Responses

1. On the Review message dialog, **click** on the Options Button labeled **Finished with this form.**
2. Click on the **Ok** button.

Example: When the review message form is displayed, click on the **Finish with this Form** button. All instrument responses are saved to Vista. Clicking on the **Cancel** button will abort saving and ending the session.



Mental Health Assistant

Review DIT-2005?

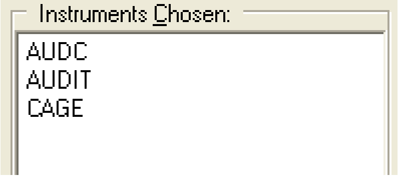
● Finished with this form

○ Review answers and, if needed, make changes

Viewing the Next Instrument

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

Example: To illustrate the next two tasks, it is assumed that the user has chosen a battery of tests to be administered in this order: AUDC, AUDIT and CAGE.



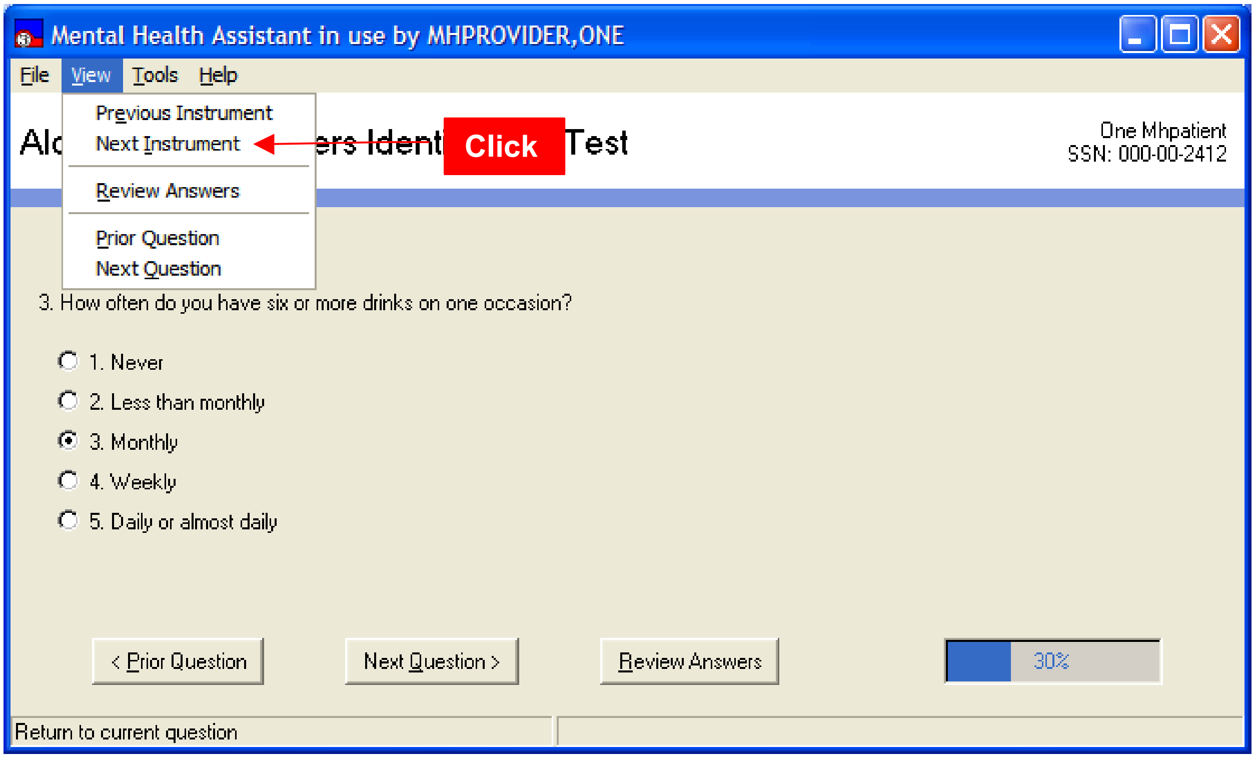
Instruments Chosen:

AUDC
AUDIT
CAGE

To move on to the next instrument in the battery **click** on the **View > Next Instrument** menu item.

The currently-selected instrument changes from AUDC to AUDIT and the first AUDIT question is displayed.

Example: Jumping to the next instrument.


Mental Health Assistant in use by MHPROVIDER,ONE
File
View
Tools
Help
Previous Instrument
Next Instrument
Review Answers
Prior Question
Next Question
Alc
ers Ident
Click
Test
One Mhpatient
SSN: 000-00-2412
< Prior Question
Next Question >
Review Answers
30%

3. How often do you have six or more drinks on one occasion?

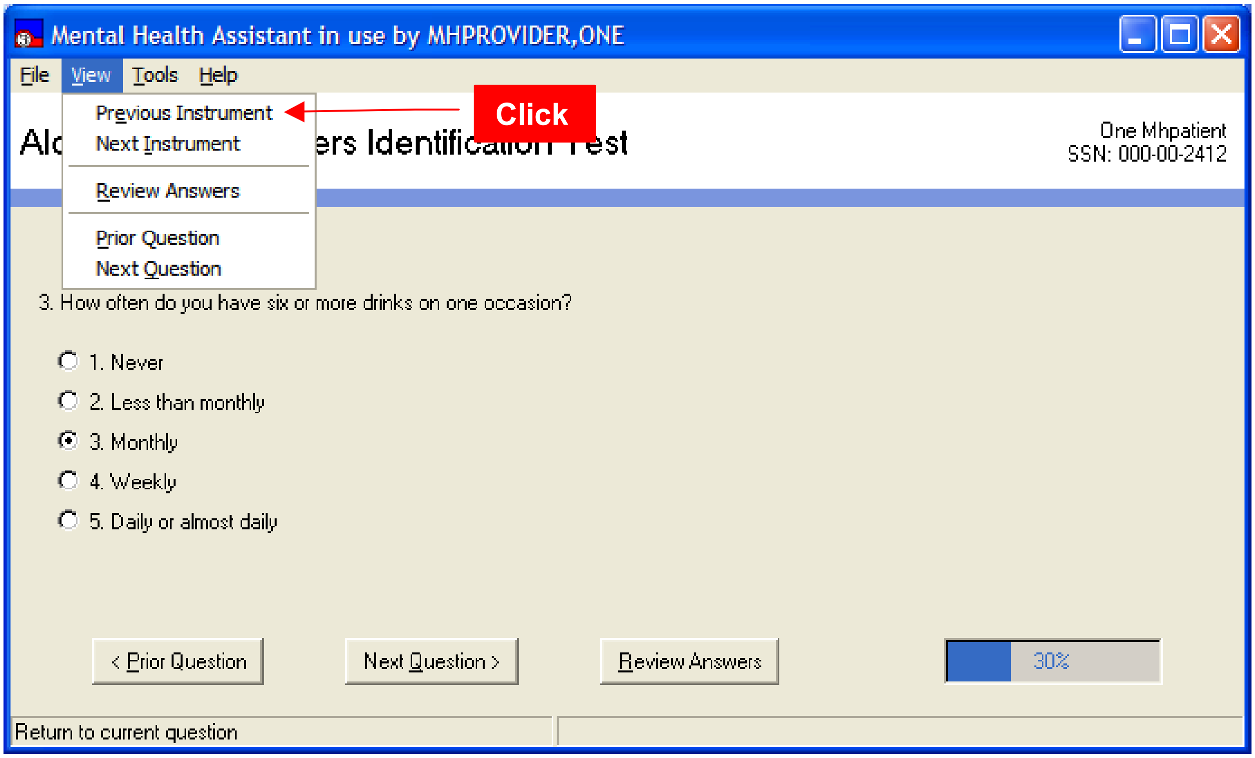
○ 1. Never
○ 2. Less than monthly
● 3. Monthly
○ 4. Weekly
○ 5. Daily or almost daily

Return to current question

Viewing the Previous Instrument

To move on to the prior instrument in the battery, **click** on **View**> **Previous Instrument** menu item.

Example: Jumping to the previous instrument. The form displays the last unanswered question of the AUDC instrument. Presumably, this is question #3.


Mental Health Assistant in use by MHPROVIDER,ONE
File
View
Tools
Help
Previous Instrument
Next Instrument
Review Answers
Prior Question
Next Question
Click
Alc
ers Identification Test
One Mhpatient
SSN: 000-00-2412
< Prior Question
Next Question >
Review Answers
30%

3. How often do you have six or more drinks on one occasion?

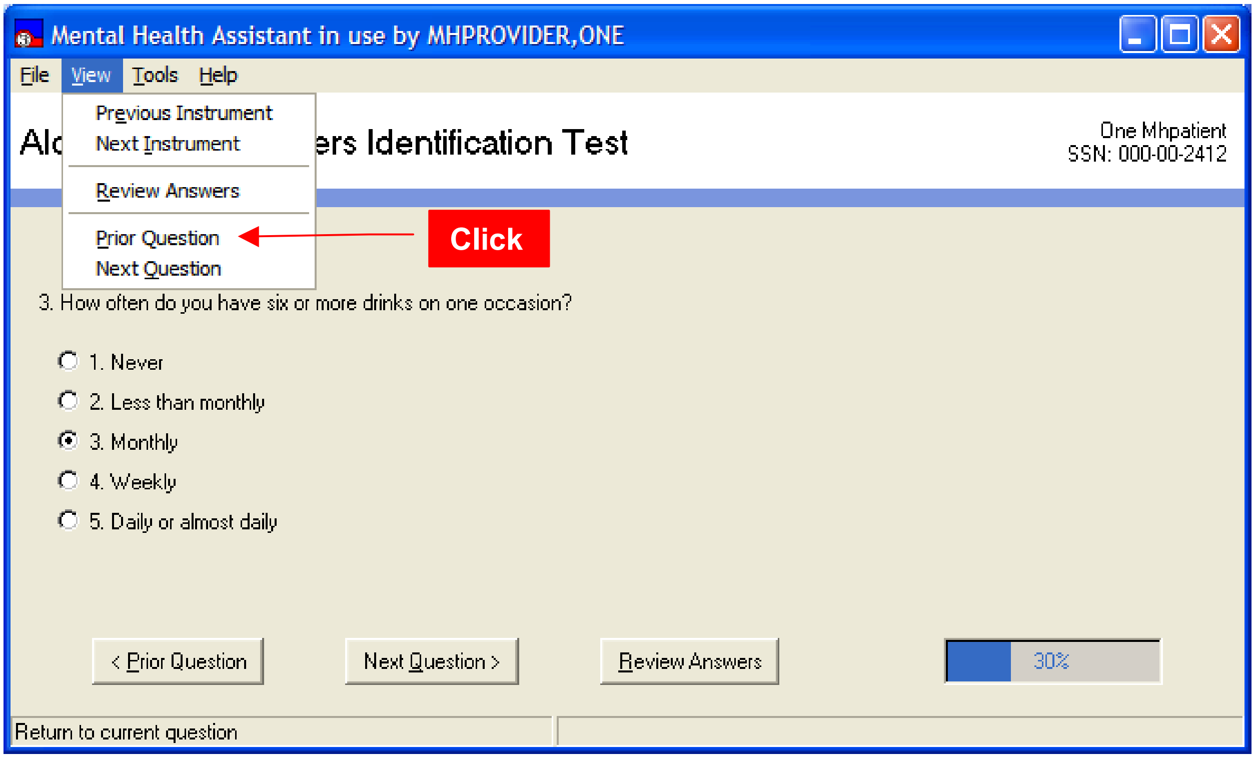
○ 1. Never
○ 2. Less than monthly
● 3. Monthly
○ 4. Weekly
○ 5. Daily or almost daily

Return to current question

Viewing the Prior Question

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

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


Mental Health Assistant in use by MHPROVIDER,ONE
File
View
Tools
Help
Previous Instrument
Next Instrument
Review Answers
Prior Question
Next Question
Click
Alc
ers Identification Test
One Mhpatient
SSN: 000-00-2412
< Prior Question
Next Question >
Review Answers
30%

3. How often do you have six or more drinks on one occasion?

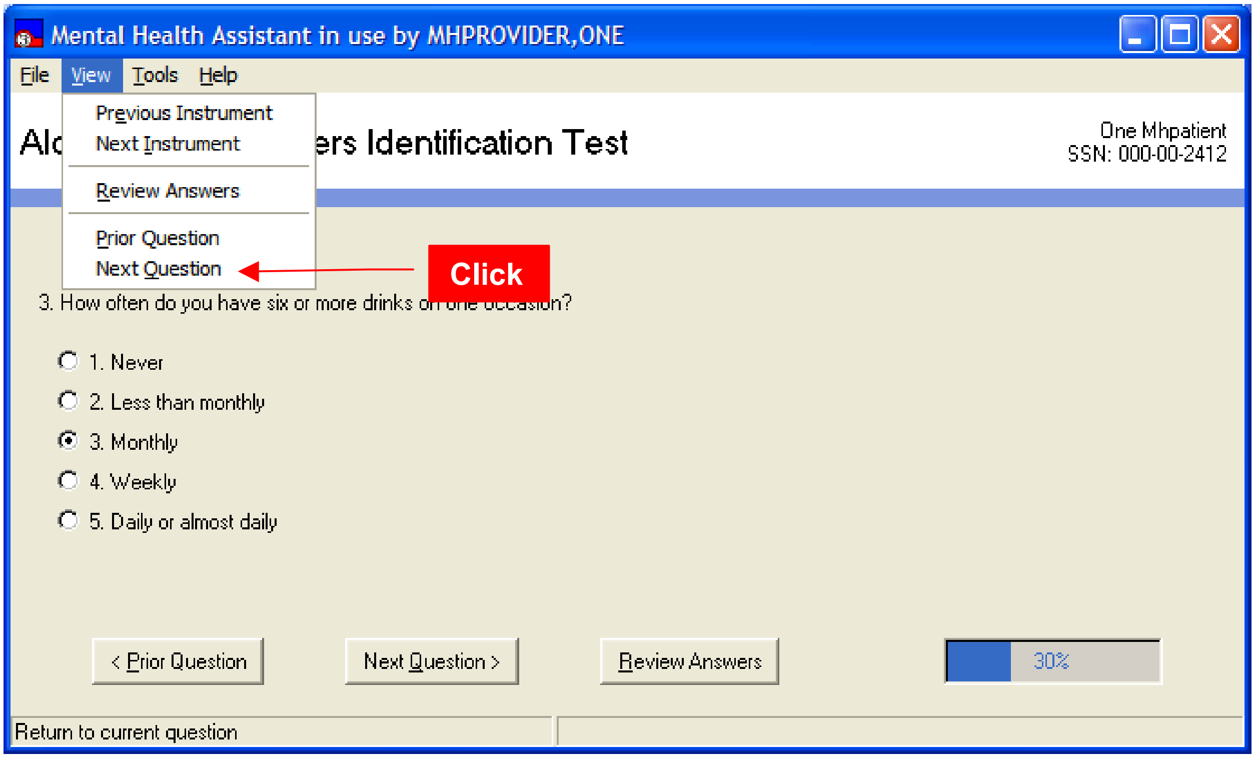
○ 1. Never
○ 2. Less than monthly
● 3. Monthly
○ 4. Weekly
○ 5. Daily or almost daily

Return to current question

View Next Question

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

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


Mental Health Assistant in use by MHPROVIDER,ONE
File
View
Tools
Help
Previous Instrument
Next Instrument
Review Answers
Prior Question
Next Question
Click
< Prior Question
Next Question >
Review Answers
30%

Alc ers Identification Test

One Mhpatient
SSN: 000-00-2412

3. How often do you have six or more drinks on one occasion?

○ 1. Never
○ 2. Less than monthly
● 3. Monthly
○ 4. Weekly
○ 5. Daily or almost daily

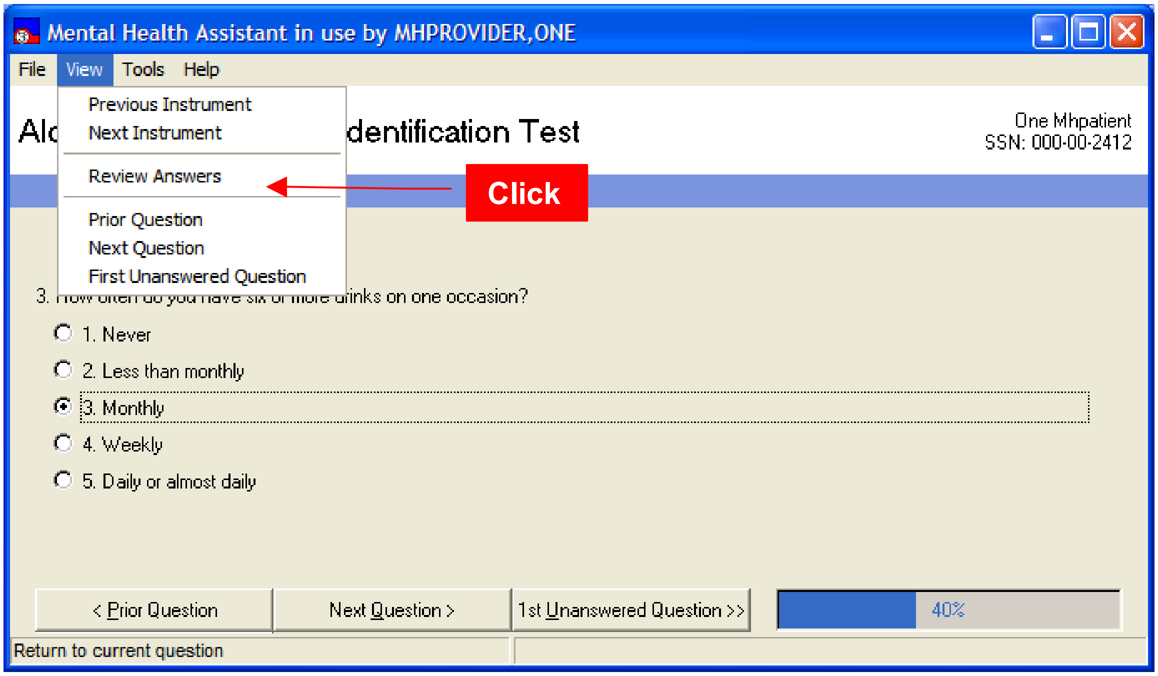
Return to current question

Review Answers

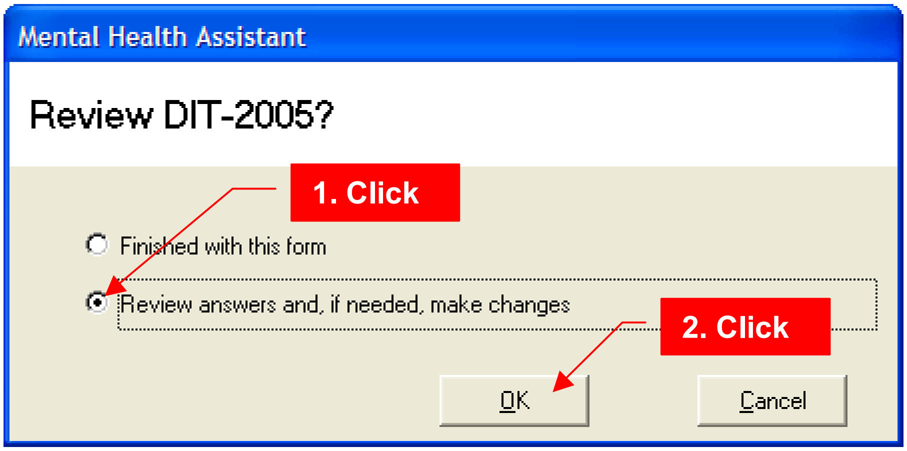
In the case where navigating through the questions in an instrument using the Next Question and Prior Question buttons is too cumbersome due to a large number of questions, the **Review Answers** offers a quicker way to move around. To start the Review Answers form, **click** on the **View**> **Review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

NB. An alternative method of reaching this function is to answer all questions and click on the **Review Answers…** options button on the Review message dialog after clicking on the **Instrument is finished** button.

Example: Starting the Review Answers form.


Mental Health Assistant in use by MHPROVIDER,ONE
File
View
Tools
Help
Previous Instrument
Next Instrument
Review Answers
Prior Question
Next Question
First Unanswered Question
Alc
dentification Test
One Mhpatient
SSN: 000-00-2412
Click
3.
rinks on one occasion?
○ 1. Never
○ 2. Less than monthly
● 3. Monthly
○ 4. Weekly
○ 5. Daily or almost daily
< Prior Question
Next Question >
1st Unanswered Question >>
40%
Return to current question

Example: The Review message dialog box is an alternate way to start the Review Answers form.



Mental Health Assistant
Review DIT-2005?
1. Click
○ Finished with this form
● Review answers and, if needed, make changes
2. Click
OK
Cancel

Changing Answers

To change a given answer, it is first necessary to return to that answer. There are two 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:

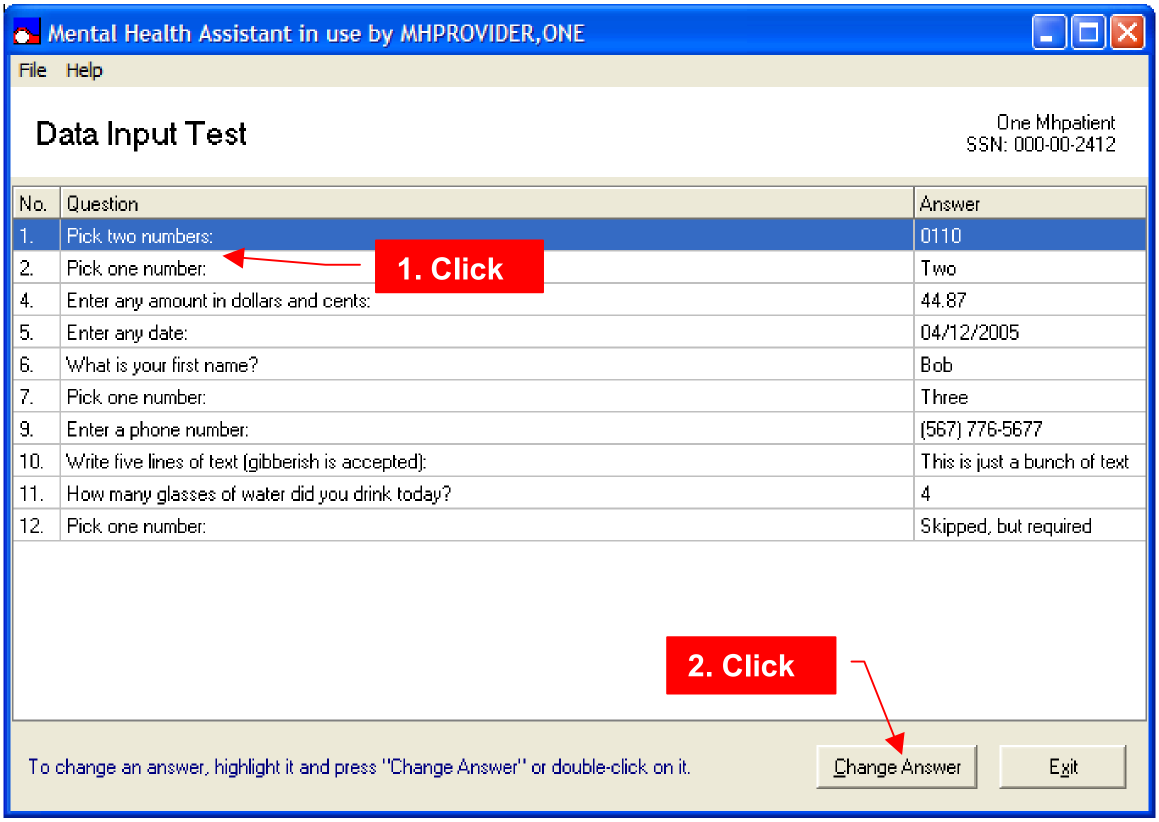
1. Click on any of the previously-answered questions listed in the table, to select the question.
2. Click on the **Change Answer** button.

To return to the Single-Question input form, without making any changes, **click** on the **Exit** button, or click on **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 which question to change.



Data Input Test

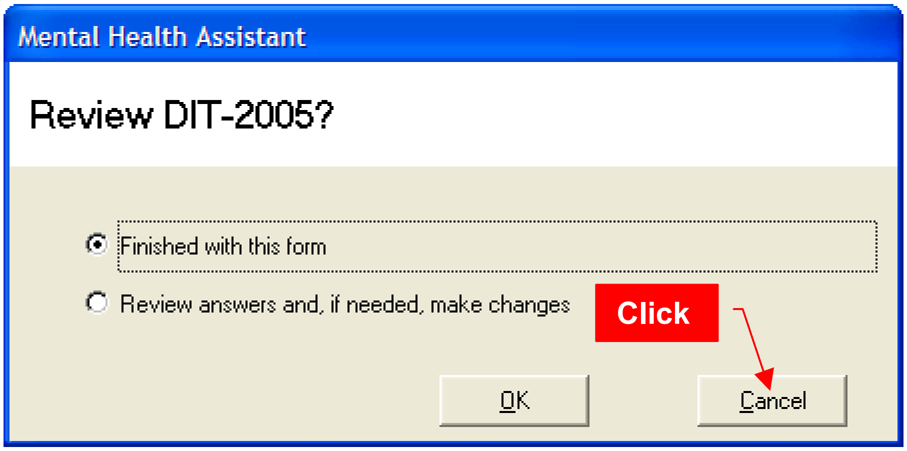
One Mhpatient
SSN: 000-00-2412

No.	Question	Answer
1.	Pick two numbers:	0110
2.	Pick one number:	Two
4.	Enter any amount in dollars and cents:	44.87
5.	Enter any date:	04/12/2005
6.	What is your first name?	Bob
7.	Pick one number:	Three
9.	Enter a phone number:	(567) 776-5677
10.	Write five lines of text (gibberish is accepted):	This is just a bunch of text
11.	How many glasses of water did you drink today?	4
12.	Pick one number:	Skipped, but required

To change an answer, highlight it and press "Change Answer" or double-click on 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.



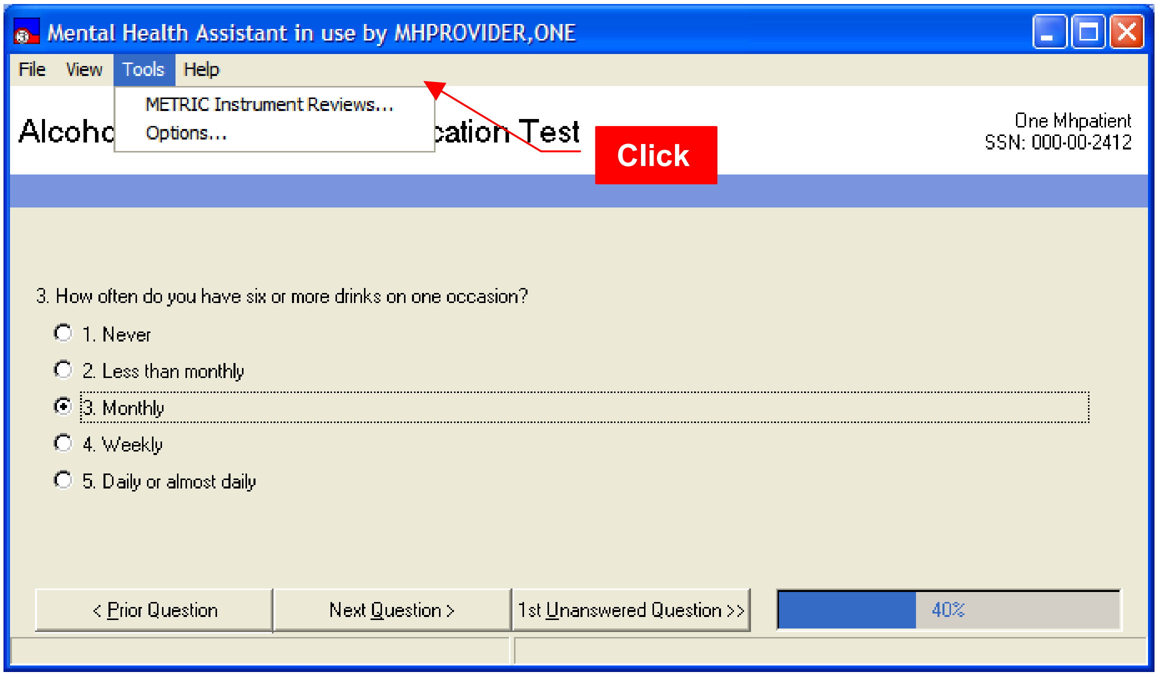
Mental Health Assistant
Review DIT-2005?
● Finished with this form
○ Review answers and, if needed, make changes
Click
OK
Cancel

Invoking the METRIC Instrument Reviews Website

The **METRIC Instrument Reviews** menu item website offers comprehensive information about all sorts of instrument, including Mental Health instruments. This menu item is offered as a courtesy and quick way to link to this website from within MHA3. The METRIC website is **not** associated in any way with MHA3.

Click on **Tools > METRIC Instrument Reviews…** menu item. This starts the user's default Web browser to display the METRIC website homepage.

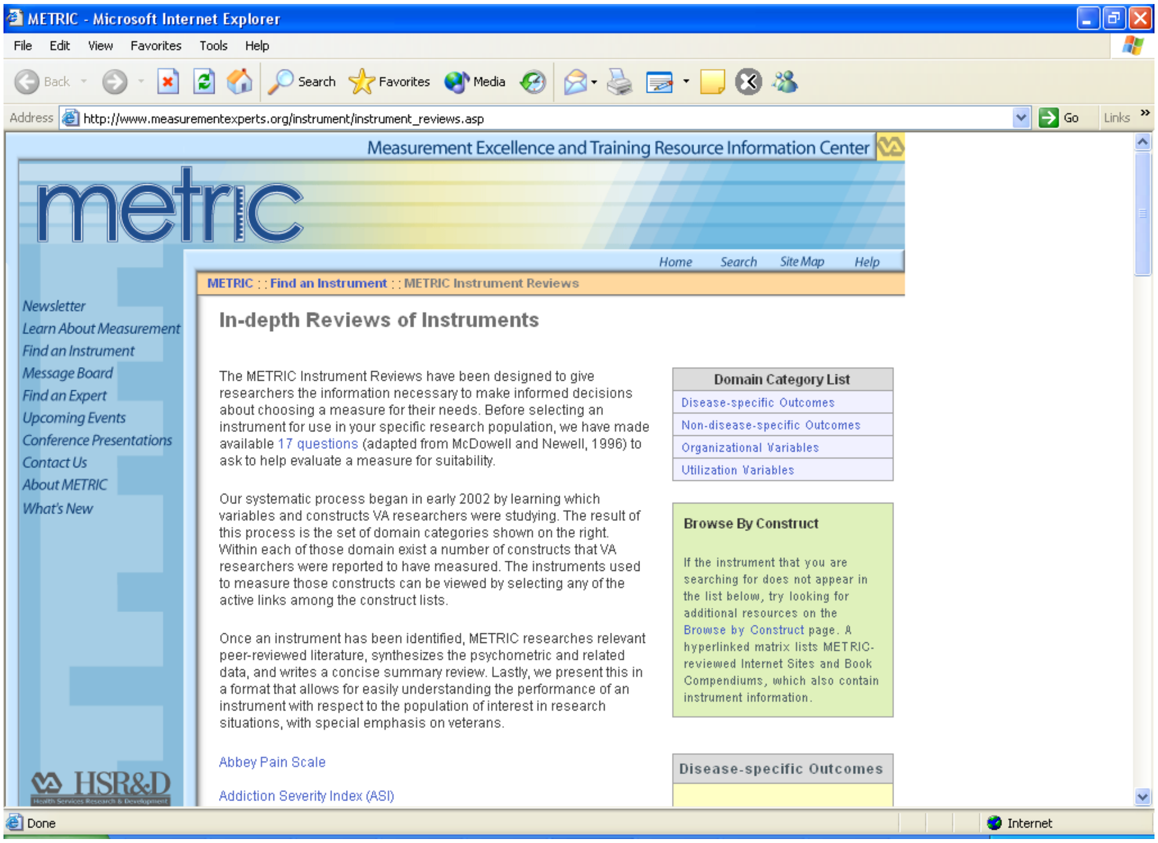
Example: Starting the **METRIC Instrument Reviews…** menu item.


Mental Health Assistant in use by MHPROVIDER,ONE
File
View
Tools
Help
METRIC Instrument Reviews…
Options…
Alcoho
cation Test
Click
One Mhpatient
SSN: 000-00-2412
< Prior Question
Next Question >
1st Unanswered Question >>
40%

3. How often do you have six or more drinks on one occasion?

○ 1. Never
○ 2. Less than monthly
● 3. Monthly
○ 4. Weekly
○ 5. Daily or almost daily

Example: METRIC website homepage displayed in Internet Explorer.


METRIC - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Back Search Favorites Media
Address http://www.measurementexperts.org/instrument/instrument_reviews.asp
Go Links
Measurement Excellence and Training Resource Information Center
metric
Home Search Site Map Help
Newsletter
Learn About Measurement
Find an Instrument
Message Board
Find an Expert
Upcoming Events
Conference Presentations
Contact Us
About METRIC
What's New
HSR&D
Done
Internet

METRIC : : Find an Instrument : : METRIC Instrument Reviews

In-depth Reviews of Instruments

The METRIC Instrument Reviews have been designed to give researchers the information necessary to make informed decisions about choosing a measure for their needs. Before selecting an instrument for use in your specific research population, we have made available 17 questions (adapted from McDowell and Newell, 1996) to ask to help evaluate a measure for suitability.

Our systematic process began in early 2002 by learning which variables and constructs VA researchers were studying. The result of this process is the set of domain categories shown on the right. Within each of those domain exist a number of constructs that VA researchers were reported to have measured. The instruments used to measure those constructs can be viewed by selecting any of the active links among the construct lists.

Once an instrument has been identified, METRIC researches relevant peer-reviewed literature, synthesizes the psychometric and related data, and writes a concise summary review. Lastly, we present this in a format that allows for easily understanding the performance of an instrument with respect to the population of interest in research situations, with special emphasis on veterans.

Abbey Pain Scale

Addiction Severity Index (ASI)

Domain Category List
- Disease-specific Outcomes
- Non-disease-specific Outcomes
- Organizational Variables
- Utilization Variables

Browse By Construct

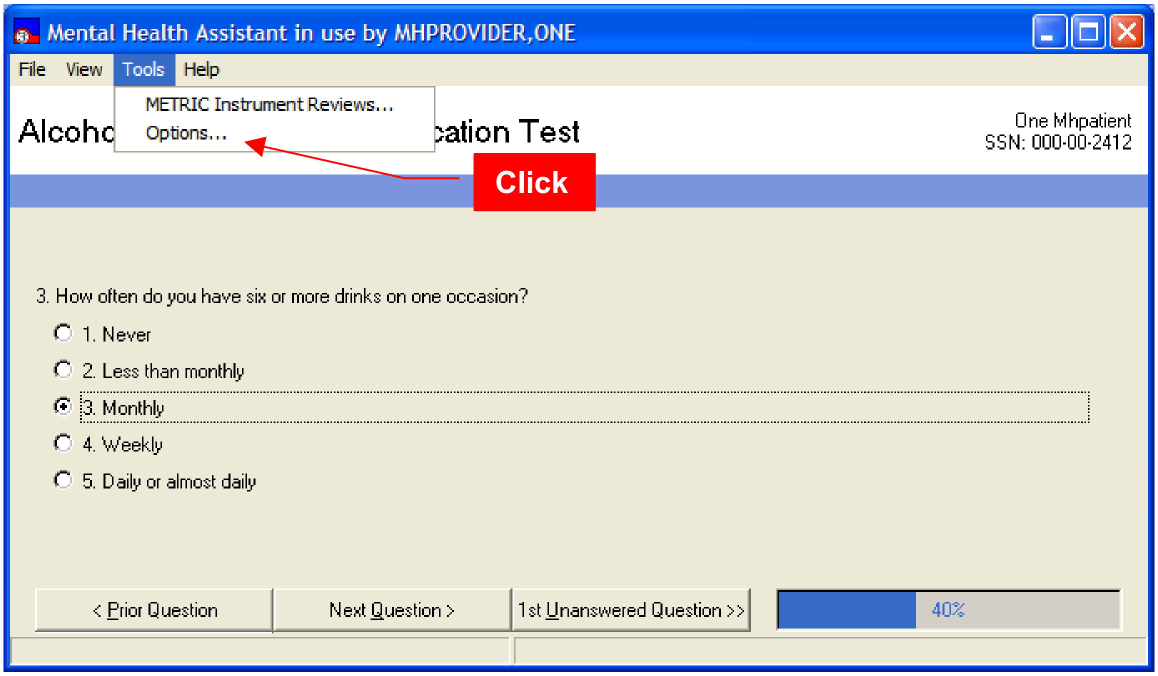
If the instrument that you are searching for does not appear in the list below, try looking for additional resources on the Browse by Construct page. A hyperlinked matrix lists METRIC-reviewed Internet Sites and Book Compendiums, which also contain instrument information.

Disease-specific Outcomes

Changing User Preferences

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

Example: Starting the **Tools > Options…** menu item.

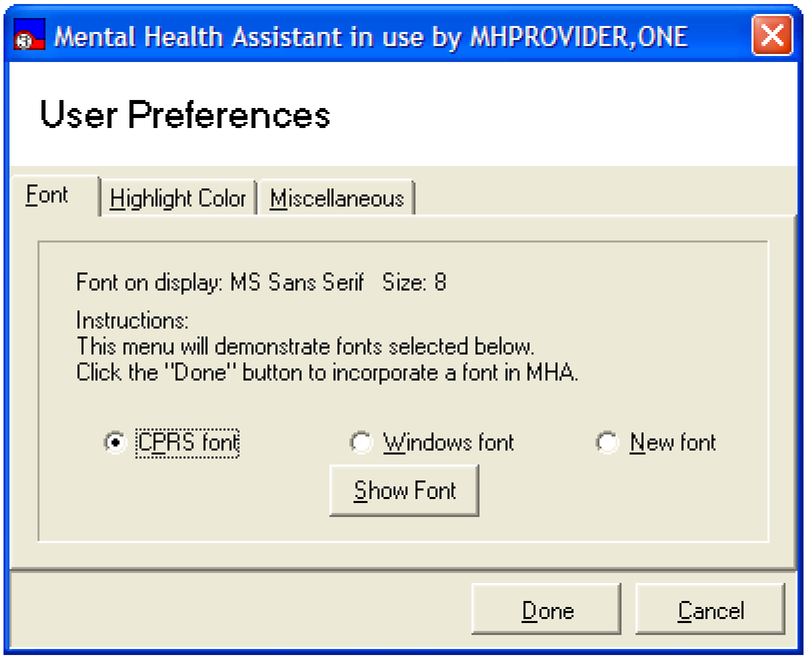


Mental Health Assistant in use by MHPROVIDER,ONE
File
View
Tools
Help
METRIC Instrument Reviews…
Options…
Alcoho
cation Test
One Mhpatient
SSN: 000-00-2412
Click
< Prior Question
Next Question >
1st Unanswered Question >>
40%

3. How often do you have six or more drinks on one occasion?

○ 1. Never
○ 2. Less than monthly
● 3. Monthly
○ 4. Weekly
○ 5. Daily or almost daily

Example: 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.


Font
Highlight Color
Miscellaneous
Show Font
Done
Cancel

Mental Health Assistant in use by MHPROVIDER,ONE

User Preferences

Font on display: MS Sans Serif Size: 8

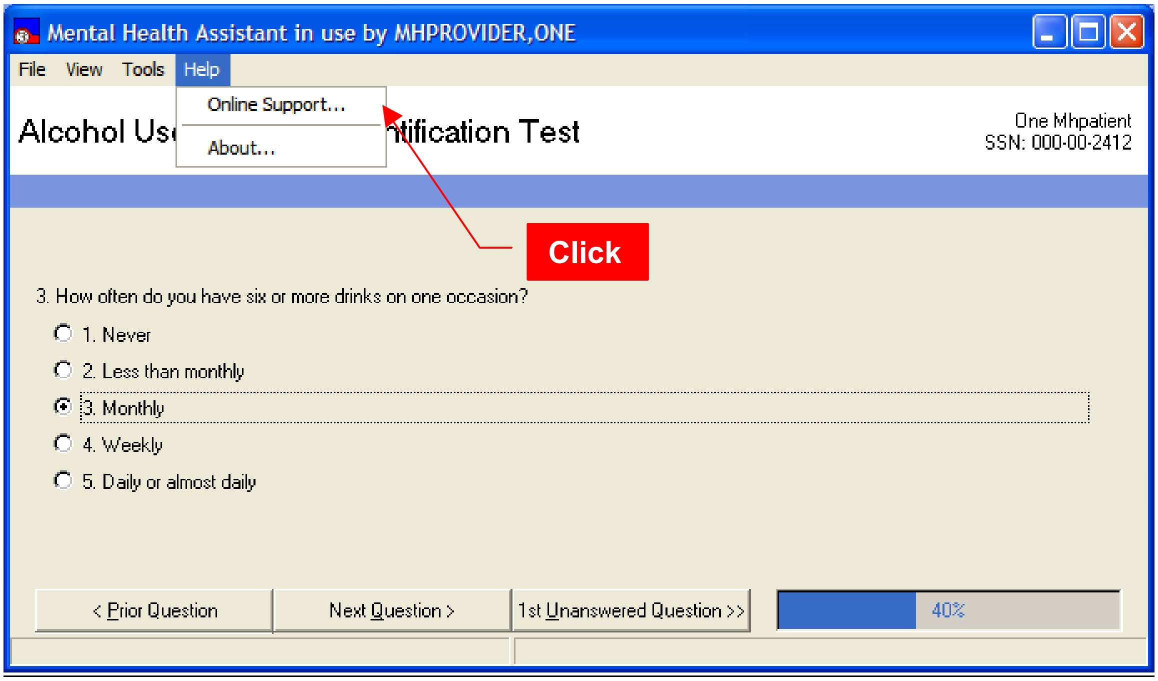
Instructions:
This menu will demonstrate fonts selected below.
Click the "Done" button to incorporate a font in MHA.

● CPRS font ○ Windows font ○ New font

Accessing Online Support

Online support for MHA3 is available via the Mental Health Informatics Section's website.

Example: Clicking on the **Help > Online Support…** menu item will start the default Web browser and loads the following web address into the browser: http://vaww.mentalhealth.med.va.gov/mha.shtm.

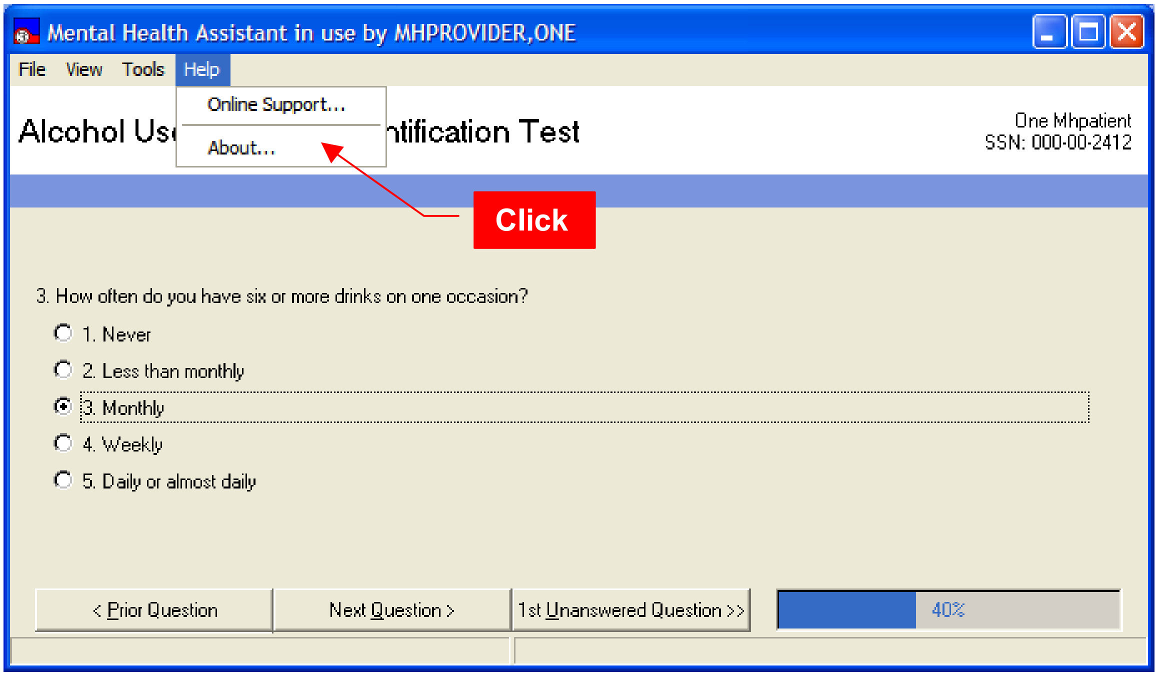

Mental Health Assistant in use by MHPROVIDER,ONE
File View Tools Help
Online Support…
About…
Alcohol Us
tification Test
One Mhpatient
SSN: 000-00-2412
Click
< Prior Question
Next Question >
1st Unanswered Question >>
40%

3. How often do you have six or more drinks on one occasion?

○ 1. Never
○ 2. Less than monthly
● 3. Monthly
○ 4. Weekly
○ 5. Daily or almost daily

Accessing Mental Health Assistant Program Information

Example: Click the **Help > About…** menu item to display the **About Mental Health Assistant** message dialog box.



Mental Health Assistant in use by MHPROVIDER,ONE

Alcohol Us… …ntification Test

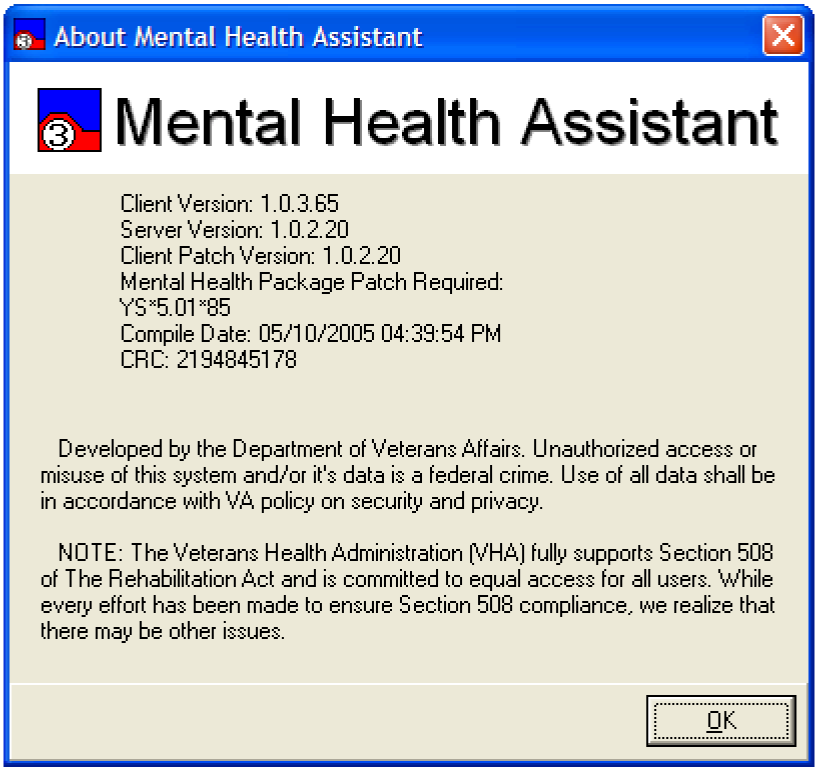
One Mhpatient
SSN: 000-00-2412

3. How often do you have six or more drinks on one occasion?

- ○ 1. Never
- ○ 2. Less than monthly
- ● 3. Monthly
- ○ 4. Weekly
- ○ 5. Daily or almost daily

File
View
Tools
Help
Online Support…
About…
Click
< Prior Question
Next Question >
1st Unanswered Question >>
40%

Example: The **About Mental Health Assistant** message dialog box contains information about the Mental Health Assistant program.



Client Version: 1.0.3.65
Server Version: 1.0.2.20
Client Patch Version: 1.0.2.20
Mental Health Package Patch Required:
YS*5.01*85
Compile Date: 05/10/2005 04:39:54 PM
CRC: 2194845178

Developed by the Department of Veterans Affairs. Unauthorized access or misuse of this system and/or it's data is a federal crime. Use of all data shall be in accordance with VA policy on security and privacy.

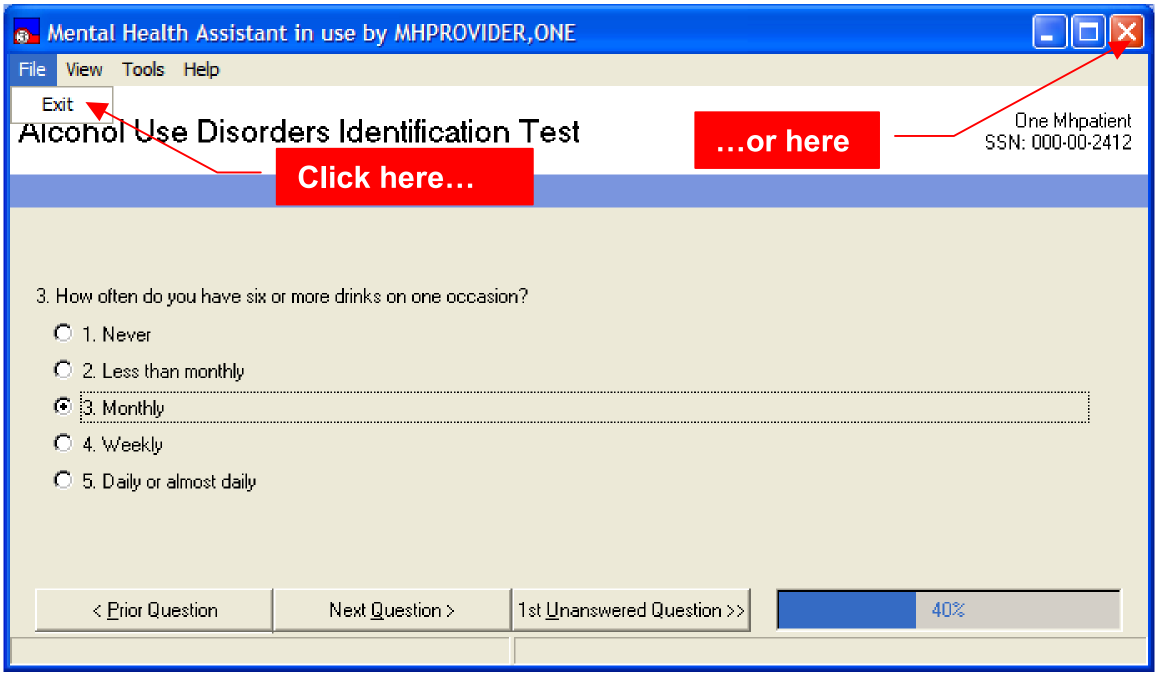
NOTE: The Veterans Health Administration (VHA) fully supports Section 508 of The Rehabilitation Act and is committed to equal access for all users. While every effort has been made to ensure Section 508 compliance, we realize that there may be other issues.

Mental Health Assistant File Exit Menu Item

It is possible to interrupt the administration of an instrument and save all the responses given so far. The administration will be saved as an “incomplete” administration, which may be completed later by using the **File > Exit** menu item.

1. The Single-question 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: To interrupt and save an administration, **click** on the **File > Exit** menu item, or **click** on the Window’s Close button.


Mental Health Assistant in use by MHPROVIDER,ONE
File
View
Tools
Help
Exit
< Prior Question
Next Question >
1st Unanswered Question >>
40%

Alcohol Use Disorders Identification Test

One Mhpatient
SSN: 000-00-2412

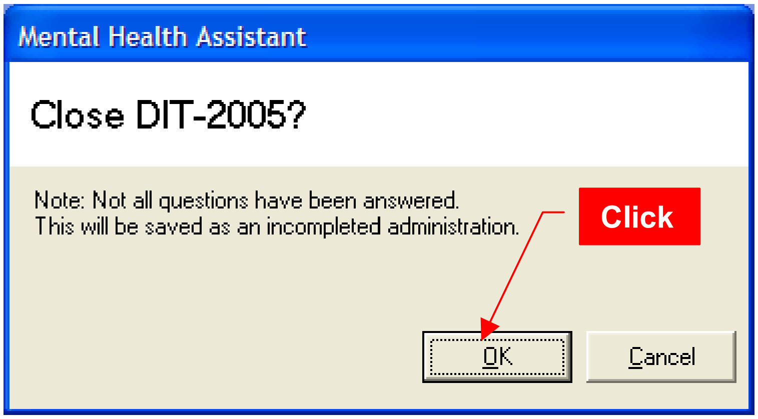
Click here…

…or here

3. How often do you have six or more drinks on one occasion?

○ 1. Never
○ 2. Less than monthly
● 3. Monthly
○ 4. Weekly
○ 5. Daily or almost daily

Example: This is a display of the **Mental Health Assistant** message dialog box. **Click** on the OK command button to save as an incompleted administration.


Mental Health Assistant
Click
OK
Cancel

Close DIT-2005?

Note: Not all questions have been answered.
This will be saved as an incompleted administration.

Resume Responding to Questions in an Administration Previously Saved as Incomplete

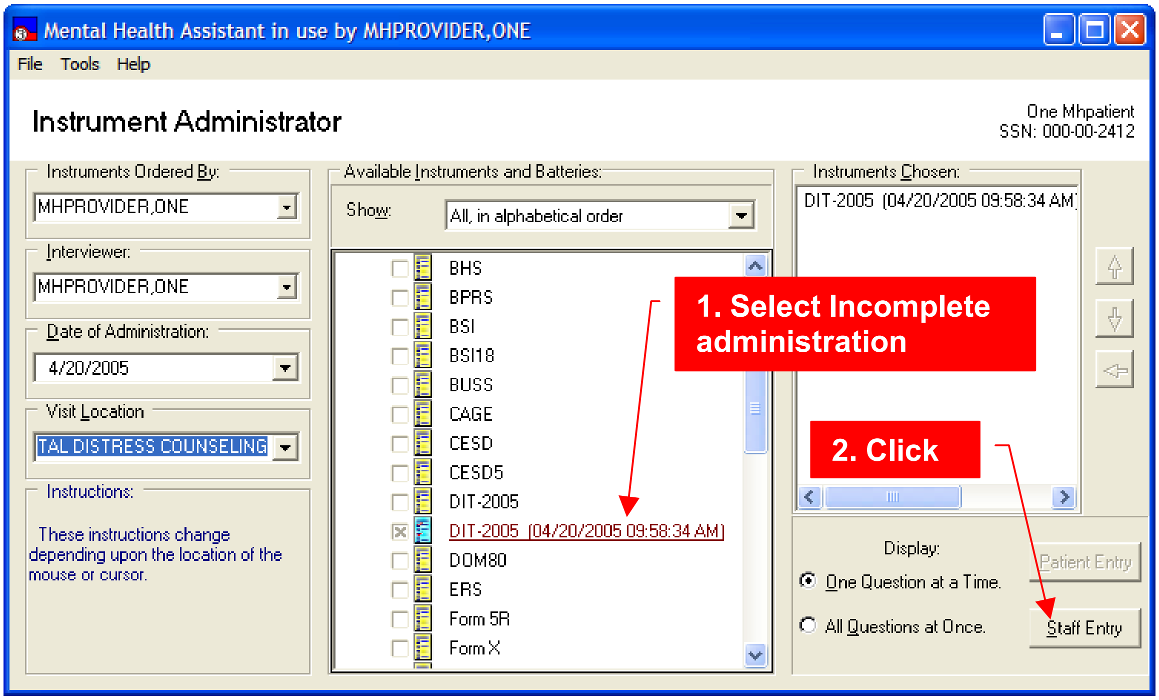
Saved incomplete administrations may be reloaded into MHA3 to continue answering questions and complete the administration. Incomplete administrations are identified by the date and time text that is appended to the instrument's name. Incomplete administrations that cannot be restarted are simply not listed in the list of available instruments.

Whether an incomplete test can be restarted depends on how long ago it was first entered in the VistA Mental Health Package (MHP) database. The permissible lapse is a local site parameter that is set using MHS Manager\Psych Test Utilities\Edit Instrument Restart Limit [YSINST RESTART LIMIT] option.

To restart an incomplete administration:

1. Identify and select the incomplete administration in the list of available instruments, in the **Instrument Administrator** form.
2. Choose the display and entry modes.
3. The reminder message shown below is displayed.
4. The data-entry form is displayed and the 1st unanswered question is presented and is ready for a response.
5. All previously-saved responses are restored correctly.
6. Resume the administration in a similar fashion as new administrations after they are started.

Example: Incomplete administration listed in the **Available Instruments and Batteries** list.



Mental Health Assistant in use by MHPROVIDER,ONE

Instrument Administrator

One Mhpatient
SSN: 000-00-2412

Instruments Ordered By: MHPROVIDER,ONE

Interviewer: MHPROVIDER,ONE

Date of Administration: 4/20/2005

Visit Location: TAL DISTRESS COUNSELING

Instructions:

These instructions change depending upon the location of the mouse or cursor.

Available Instruments and Batteries:

Show: All, in alphabetical order

☐ BHS
☐ BPRS
☐ BSI
☐ BSI18
☐ BUSS
☐ CAGE
☐ CESD
☐ CESD5
☐ DIT-2005
☒ DIT-2005 (04/20/2005 09:58:34 AM)
☐ DOM80
☐ ERS
☐ Form 5R
☐ Form X

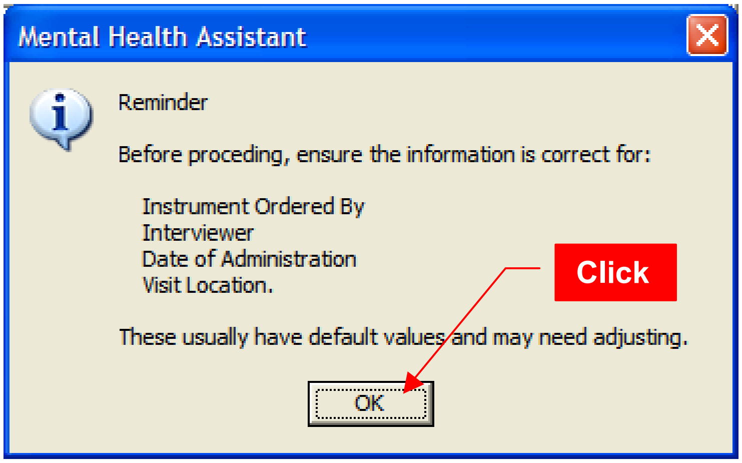
Instruments Chosen: DIT-2005 (04/20/2005 09:58:34 AM)

Display:
● One Question at a Time.
○ All Questions at Once.

1. Select Incomplete administration

2. Click

Example: Mental Health Assistant message dialog box displaying the Reminder information given upon resuming an incomplete administration.



Mental Health Assistant

Reminder

Before proceding, ensure the information is correct for:

Instrument Ordered By
Interviewer
Date of Administration
Visit Location.

These usually have default values and may need adjusting.

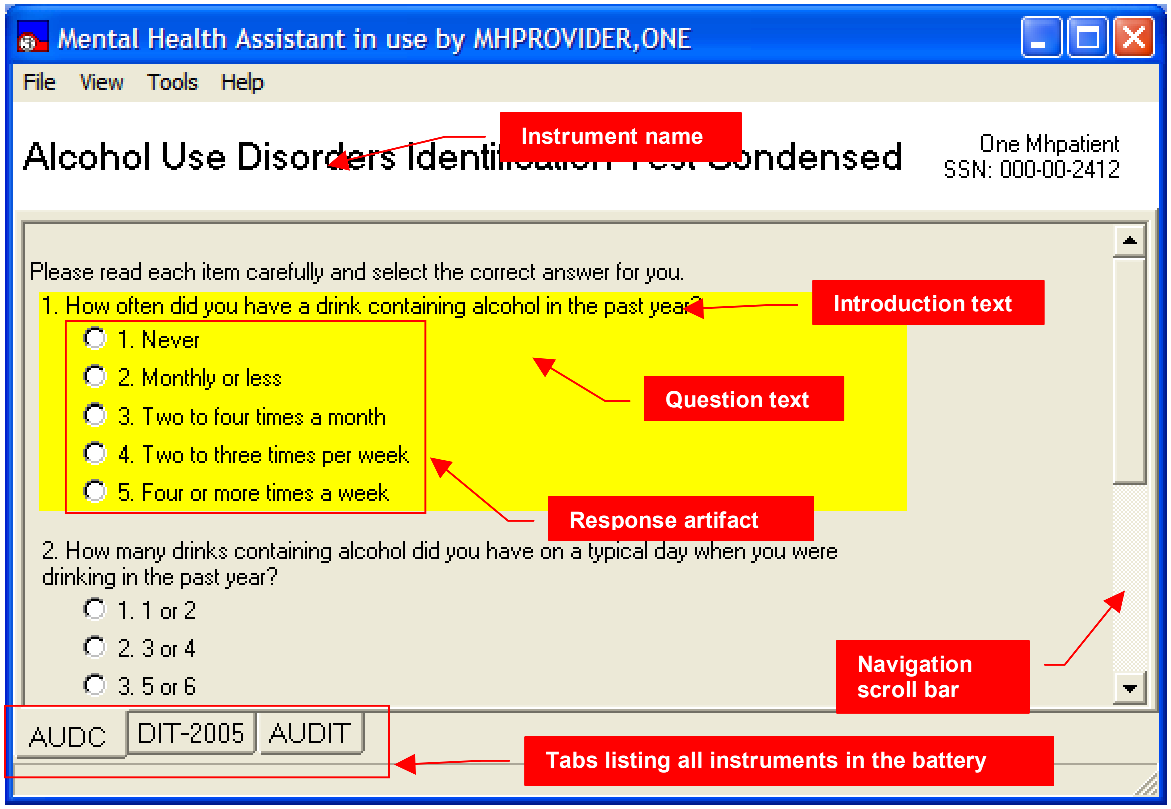
Instrument Administrator’s All-questions Input Form

Orientation

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

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

Example: All-questions input form.


Mental Health Assistant in use by MHPROVIDER,ONE
File
View
Tools
Help
Instrument name
Introduction text
Question text
Response artifact
Navigation scroll bar
Tabs listing all instruments in the battery
AUDC
DIT-2005
AUDIT

Alcohol Use Disorders Identification Test Condensed

One Mhpatient
SSN: 000-00-2412

Please read each item carefully and select the correct answer for you.

1. How often did you have a drink containing alcohol in the past year?

○ 1. Never
○ 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

2. How many drinks containing alcohol did you have on a typical day when you were drinking in the past year?

○ 1. 1 or 2
○ 2. 3 or 4
○ 3. 5 or 6

Main Menu

The Mental Health Assistant Main Menu offers user functions in the context of the Single-Question 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 MHA3. 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 MHA3 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 MHA3, 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.

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.

Battery Tabs

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

Respond to all questions using the techniques learned while using Single-Question Data Entry

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 on the **User Preferences > Misc.** form 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, and Spin Boxes.

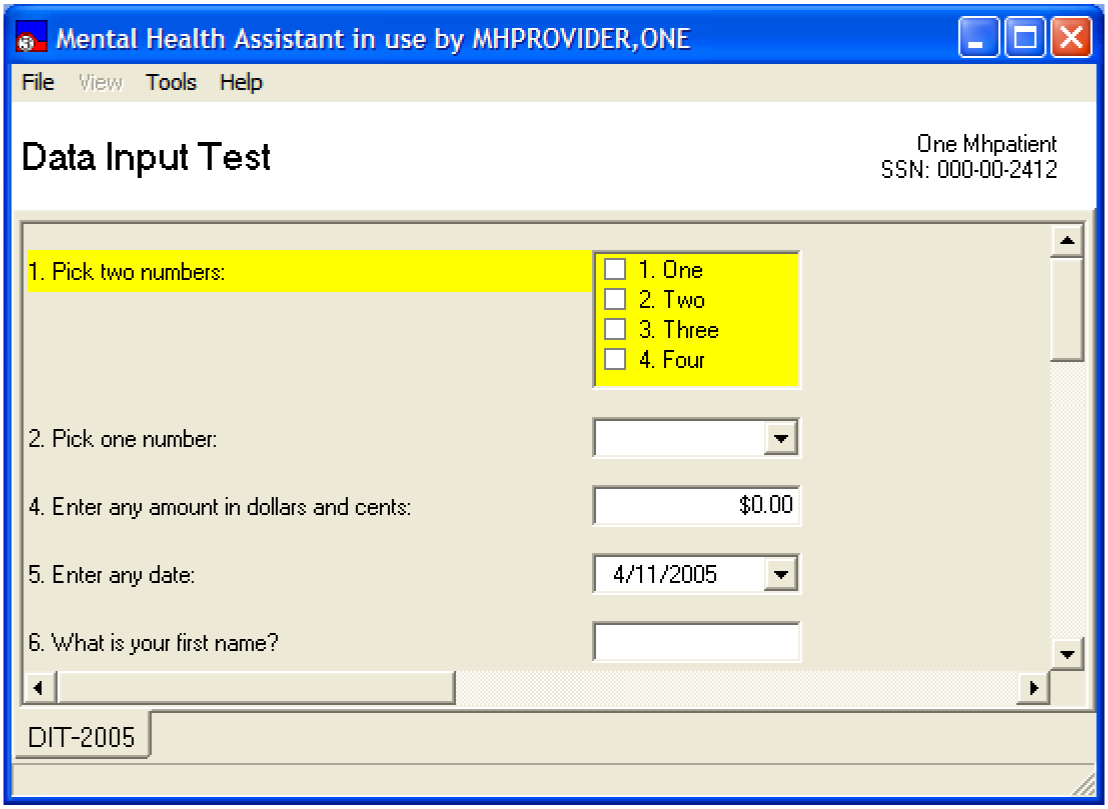
To answer questions:

1. Respond to all questions.
2. Save the administration.

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 match the ones listed in the Instrument Results Review report.

Example: The **Mental Health Assistant View option** displays the **Data Input Test** form.


Mental Health Assistant in use by MHPROVIDER,ONE
File View Tools Help

Data Input Test

One Mhpatient
SSN: 000-00-2412

1. Pick two numbers:
☐ 1. One
☐ 2. Two
☐ 3. Three
☐ 4. Four

2. Pick one number:

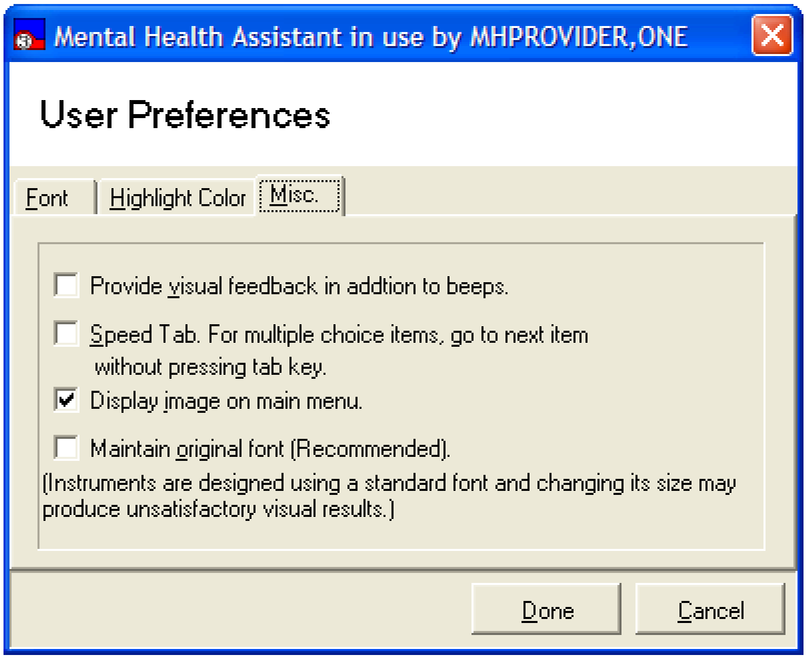
4. Enter any amount in dollars and cents: $0.00

5. Enter any date: 4/11/2005

6. What is your first name?

DIT-2005

Example: The **Mental Health Assistant** form **Misc.** option displays the **User Preferences** form.



Mental Health Assistant in use by MHPROVIDER,ONE

User Preferences

Font
Highlight Color
Misc.

☐ Provide visual feedback in addtion to beeps.

☐ 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.)

Done
Cancel

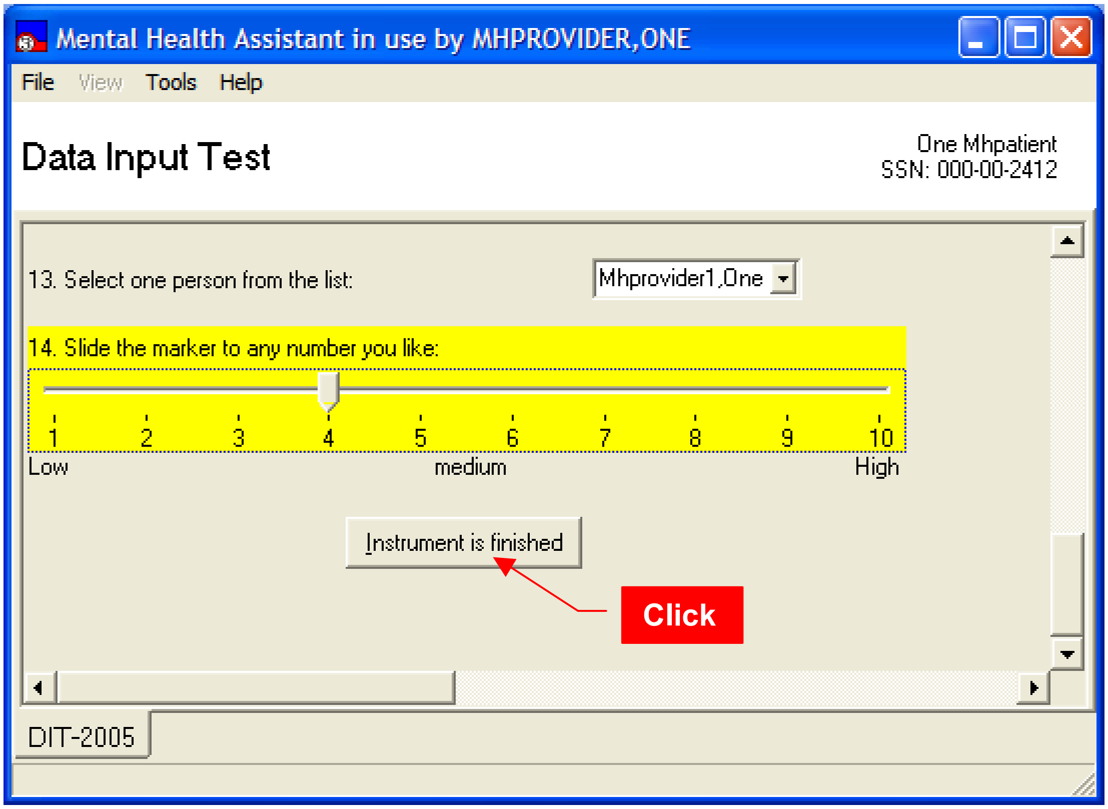
Identify the event of reaching the end of an instrument (or battery,) and finish the instrument

An instrument administration is finished once all questions have been answered. In the case of the All-Questions Input form, questions may be answered on a single form which displays all questions.

To end an Instrument Administration:

1. Answer every question in the instrument.
2. **Click** on the **Instrument is finished** button, located just below the last question, at the very bottom of the form.
3. If a required answer has not been answered, a warning message is displayed and user is returned to the data-entry form.
4. All instrument responses are saved to VistA.
5. The instrument saved message is displayed and user is returned to the Instrument Administrator form.

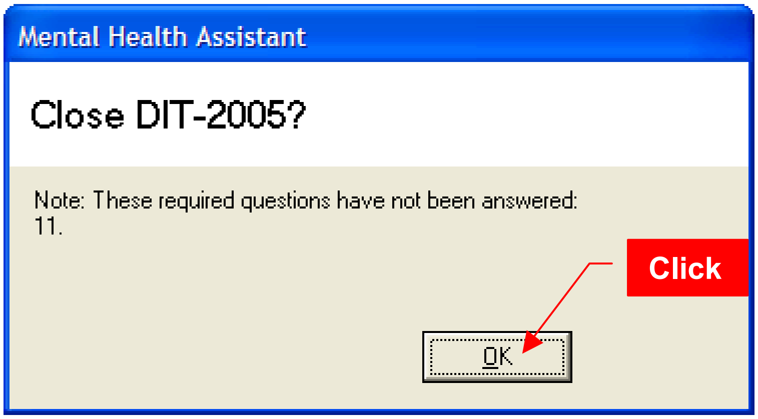
Example: Mental Health Assistant Data Input Test form **Instrument is finished** button is use to end an Instrument Administration.


Mental Health Assistant in use by MHPROVIDER,ONE
File
View
Tools
Help
Data Input Test
One Mhpatient
SSN: 000-00-2412
1
2
3
4
5
6
7
8
9
10
Low
medium
High
Instrument is finished
Click
DIT-2005

13. Select one person from the list: Mhprovider1,One

14. Slide the marker to any number you like:

Example: The **Mental Health Assistant** dialog box is displaying the message **"Note: These required questions have not been answered."**


Mental Health Assistant
Close DIT-2005?
OK
Click

Note: These required questions have not been answered:
11.

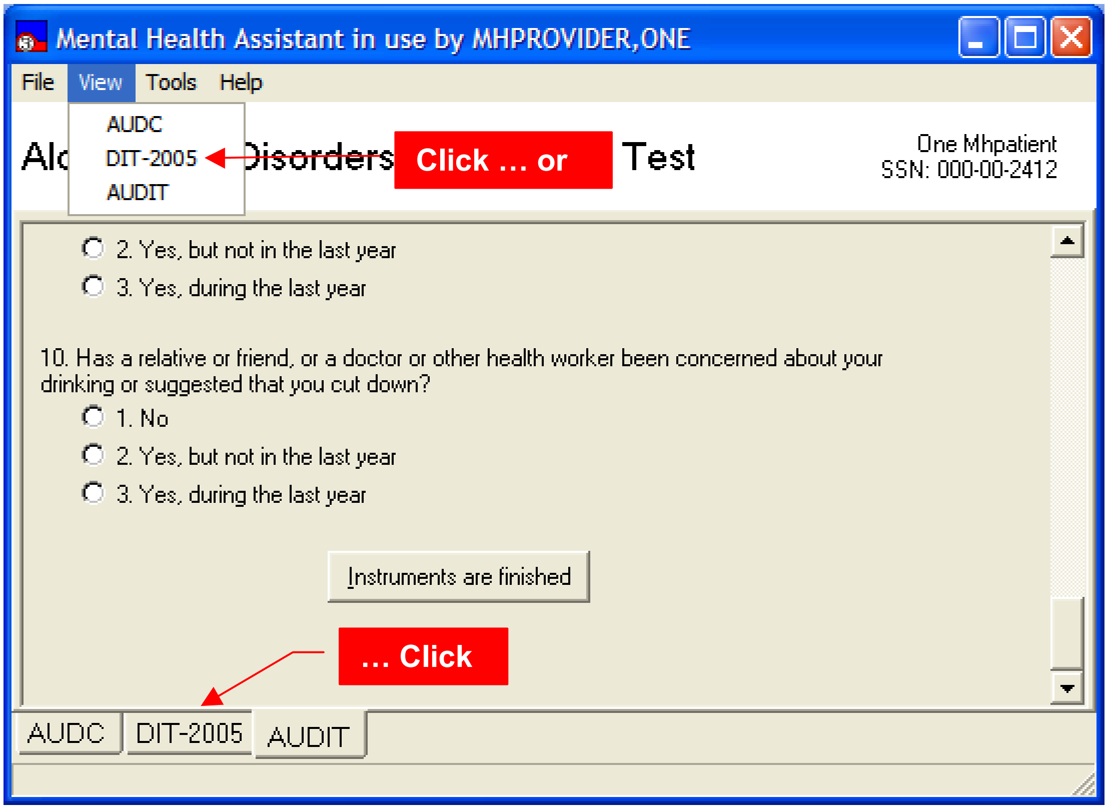
Selecting an Instrument within a Battery

The number of instruments within a battery is indicated by the number of tabs at the bottom of the form. These tabs are used to navigate to any of these instruments.

To change the current instrument within a battery:

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: The **Mental Health Assistant** form displays the **View** menu instrument names.


Mental Health Assistant in use by MHPROVIDER,ONE
File
View
Tools
Help
AUDC
DIT-2005
AUDIT
Alc
Disorders
Test
One Mhpatient
SSN: 000-00-2412
Instruments are finished
AUDC
DIT-2005
AUDIT

Click … or

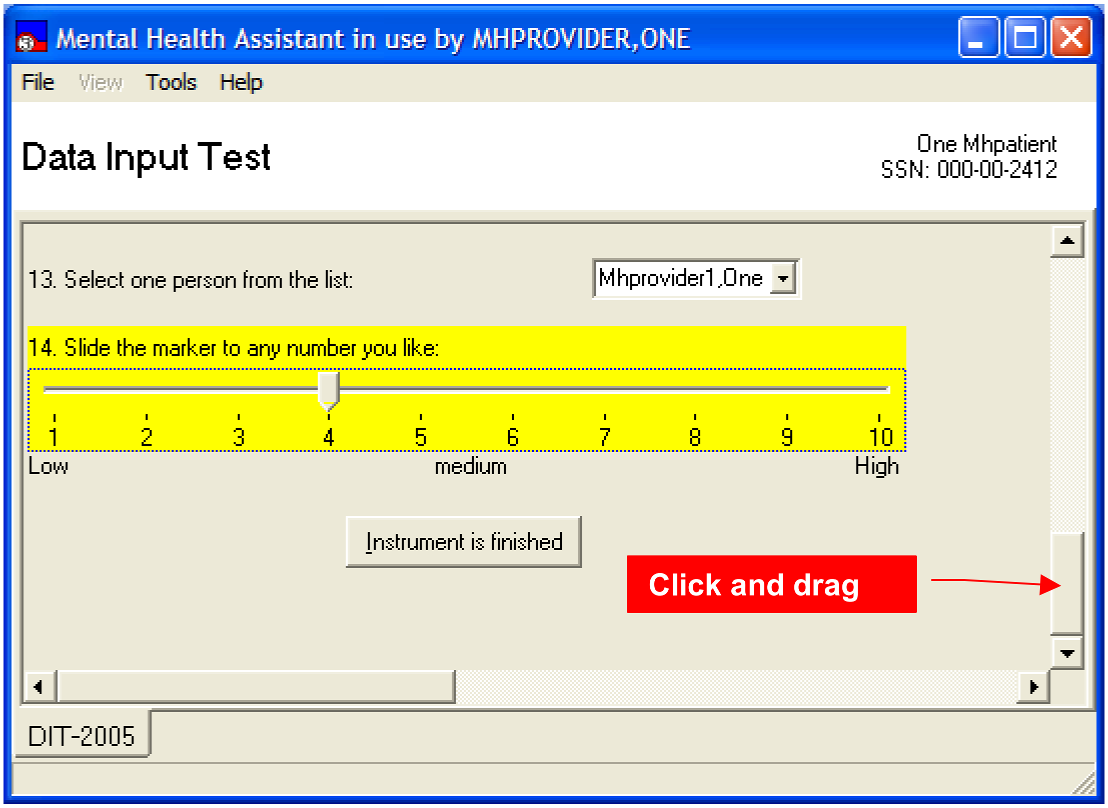
○ 2. Yes, but not in the last year
○ 3. Yes, during the last year

10. Has a relative or friend, or a doctor or other health worker been concerned about your drinking or suggested that you cut down?
○ 1. No
○ 2. Yes, but not in the last year
○ 3. Yes, during the last year

… Click

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.


Mental Health Assistant in use by MHPROVIDER,ONE
File View Tools Help
Data Input Test
One Mhpatient
SSN: 000-00-2412
1 2 3 4 5 6 7 8 9 10
Low
medium
High
Instrument is finished
Click and drag
DIT-2005

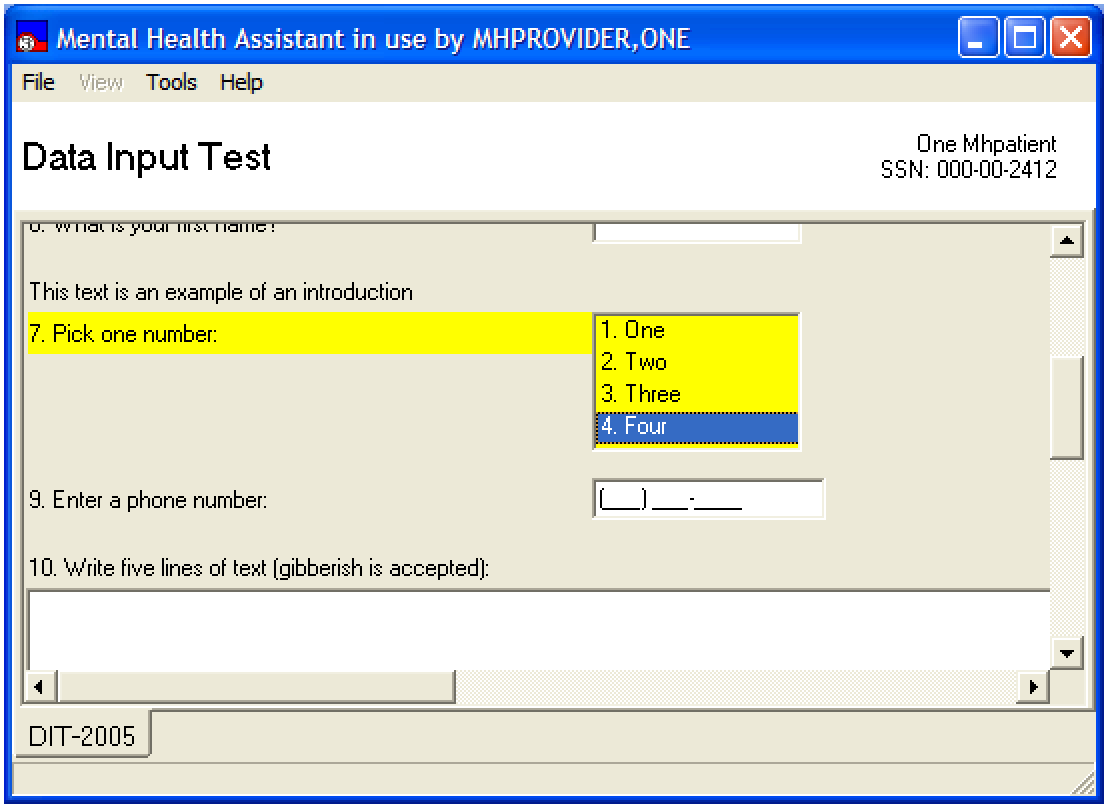
13. Select one person from the list: Mhprovider1,One

14. Slide the marker to any number you like:

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 number four.


Mental Health Assistant in use by MHPROVIDER,ONE
File
View
Tools
Help
DIT-2005

Data Input Test

One Mhpatient
SSN: 000-00-2412

This text is an example of an introduction

7. Pick one number:
1. One
2. Two
3. Three
4. Four

9. Enter a phone number: (___) ___-____

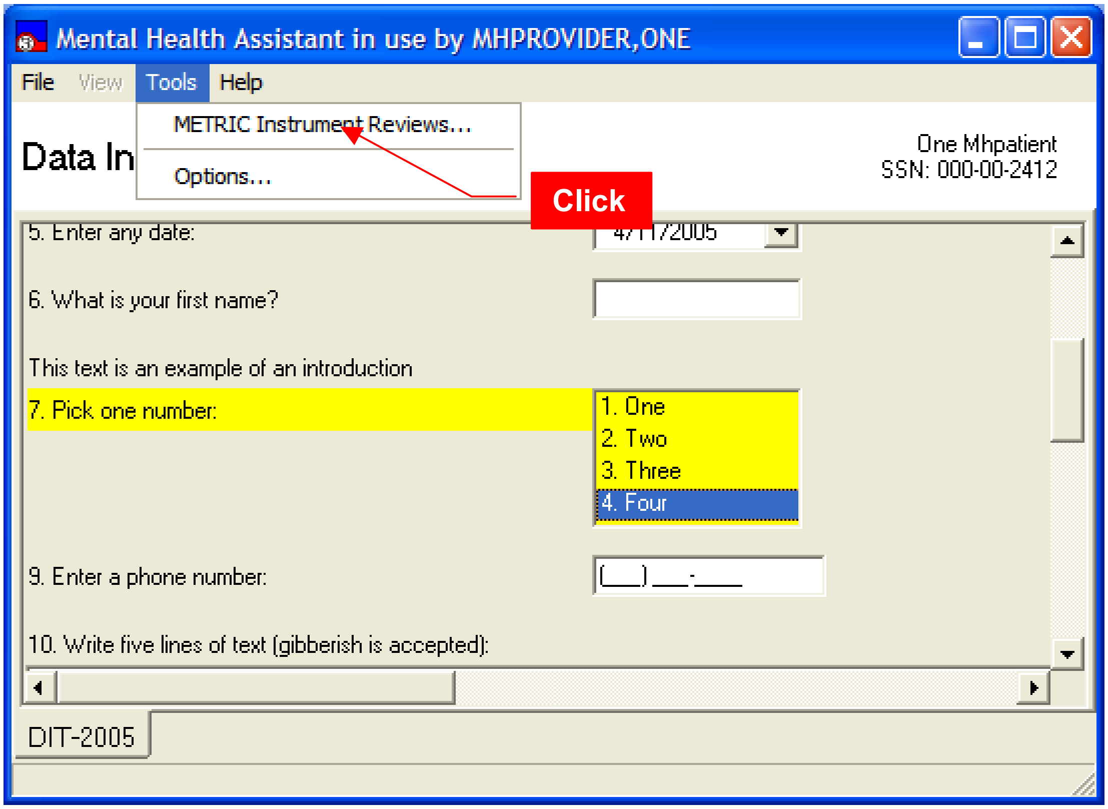
10. Write five lines of text (gibberish is accepted):

Invoking the METRIC Instrument Reviews Website

The **METRIC Instrument Reviews…**website offers comprehensive information about all sorts of instrument, including Mental Health instruments. This menu item is offered as a courtesy and quick way to link to this website from within MHA3. The METRIC website is **not** associated in any way with MHA3.

Clicking on the **Tools > METRIC Instrument Reviews…** menu item causes the user's default Web browser to display the METRIC website homepage.

Example: This is a display of the **Mental Health Assistant** form **Tools METRIC Instrument Reviews…**menu item.


Mental Health Assistant in use by MHPROVIDER,ONE
File
View
Tools
Help
METRIC Instrument Reviews…
Options…
Data In
Click
One Mhpatient
SSN: 000-00-2412
DIT-2005

5. Enter any date: 4/11/2005

6. What is your first name?

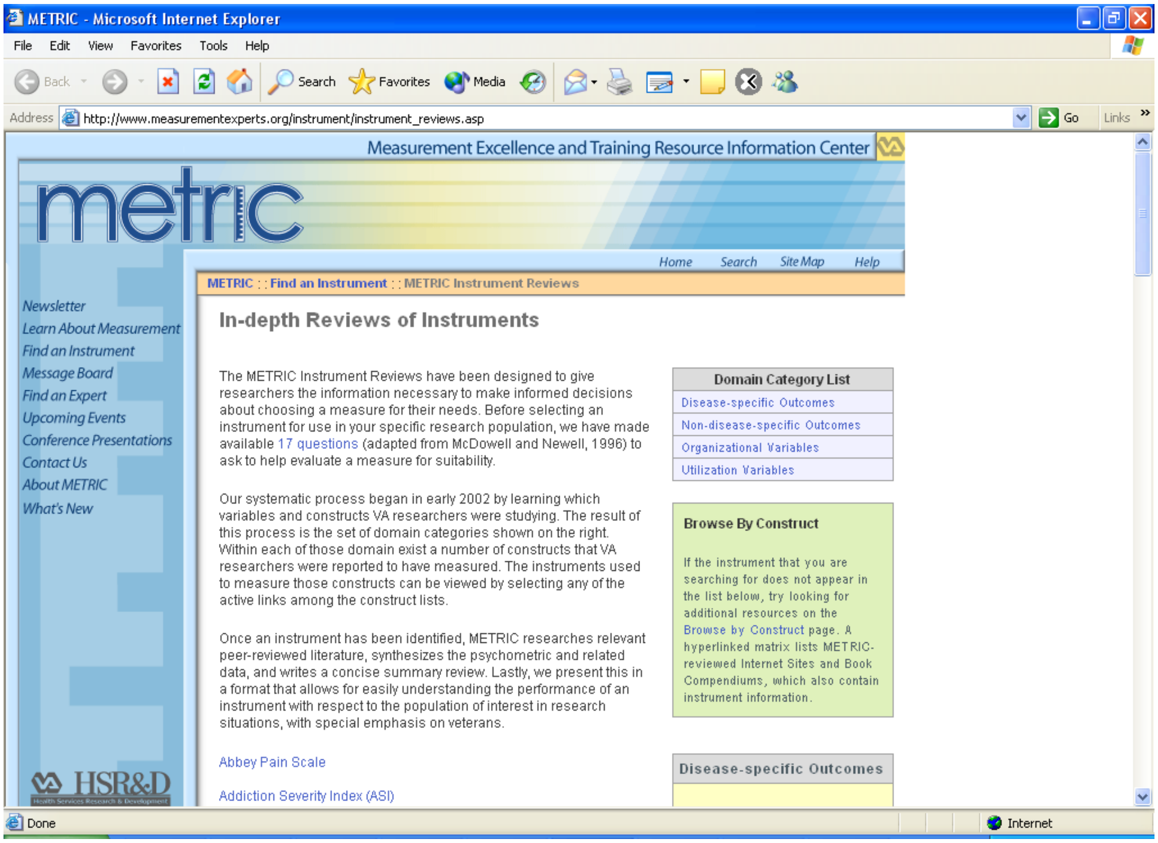
This text is an example of an introduction

7. Pick one number:
1. One
2. Two
3. Three
4. Four

9. Enter a phone number: (___)___-____

10. Write five lines of text (gibberish is accepted):

Example: METRIC website displayed in Internet Explorer.


METRIC - Microsoft Internet Explorer
File
Edit
View
Favorites
Tools
Help
Back
Search
Favorites
Media
Address
http://www.measurementexperts.org/instrument/instrument_reviews.asp
Go
Links
Measurement Excellence and Training Resource Information Center
metric
Home
Search
Site Map
Help
Newsletter
Learn About Measurement
Find an Instrument
Message Board
Find an Expert
Upcoming Events
Conference Presentations
Contact Us
About METRIC
What's New
HSR&D
Done
Internet

METRIC : : Find an Instrument : : METRIC Instrument Reviews

In-depth Reviews of Instruments

The METRIC Instrument Reviews have been designed to give researchers the information necessary to make informed decisions about choosing a measure for their needs. Before selecting an instrument for use in your specific research population, we have made available 17 questions (adapted from McDowell and Newell, 1996) to ask to help evaluate a measure for suitability.

Our systematic process began in early 2002 by learning which variables and constructs VA researchers were studying. The result of this process is the set of domain categories shown on the right. Within each of those domain exist a number of constructs that VA researchers were reported to have measured. The instruments used to measure those constructs can be viewed by selecting any of the active links among the construct lists.

Once an instrument has been identified, METRIC researches relevant peer-reviewed literature, synthesizes the psychometric and related data, and writes a concise summary review. Lastly, we present this in a format that allows for easily understanding the performance of an instrument with respect to the population of interest in research situations, with special emphasis on veterans.

Abbey Pain Scale

Addiction Severity Index (ASI)

Domain Category List

- Disease-specific Outcomes
- Non-disease-specific Outcomes
- Organizational Variables
- Utilization Variables

Browse By Construct

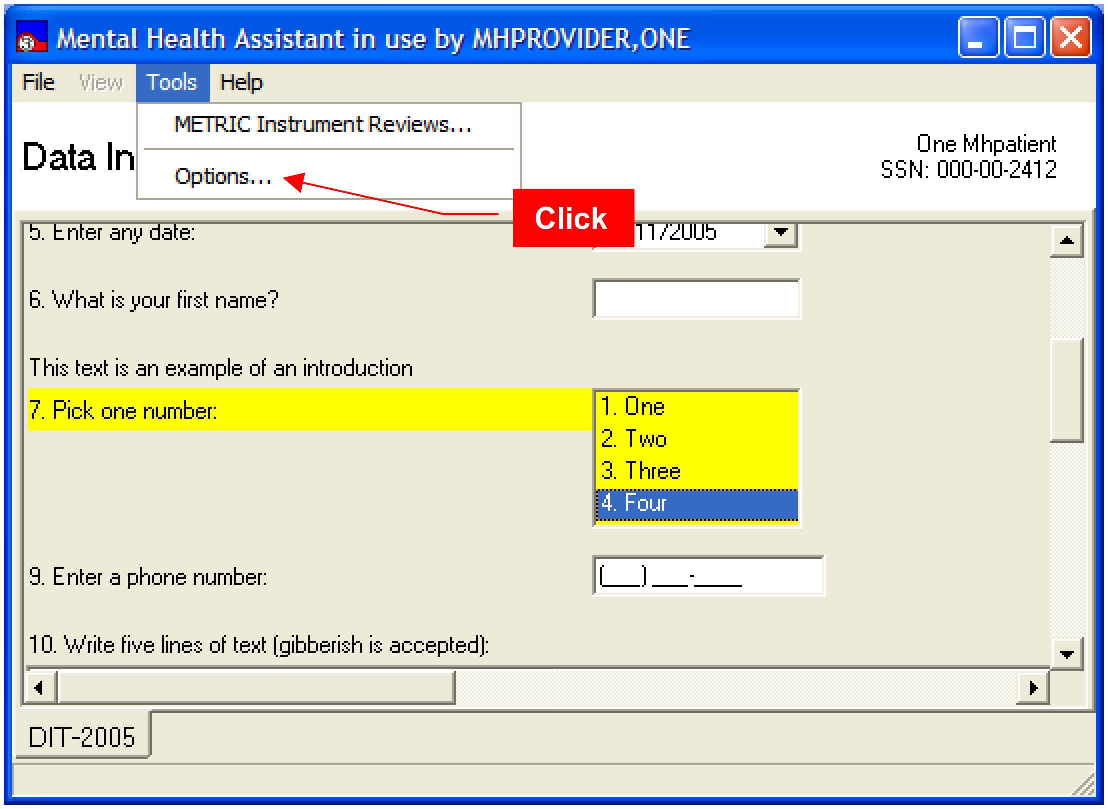
If the instrument that you are searching for does not appear in the list below, try looking for additional resources on the Browse by Construct page. A hyperlinked matrix lists METRIC-reviewed Internet Sites and Book Compendiums, which also contain instrument information.

Disease-specific Outcomes

Changing User Preferences

Some system parameters are user-configurable and can be changed by clicking on the **Tools > 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.

Example: This is a display of the **Mental Health Assistant** form **Tools Option…**menu item.


Mental Health Assistant in use by MHPROVIDER,ONE
File
View
Tools
Help
METRIC Instrument Reviews…
Options…
Click
Data In
One Mhpatient
SSN: 000-00-2412
DIT-2005

5. Enter any date: 11/2005

6. What is your first name?

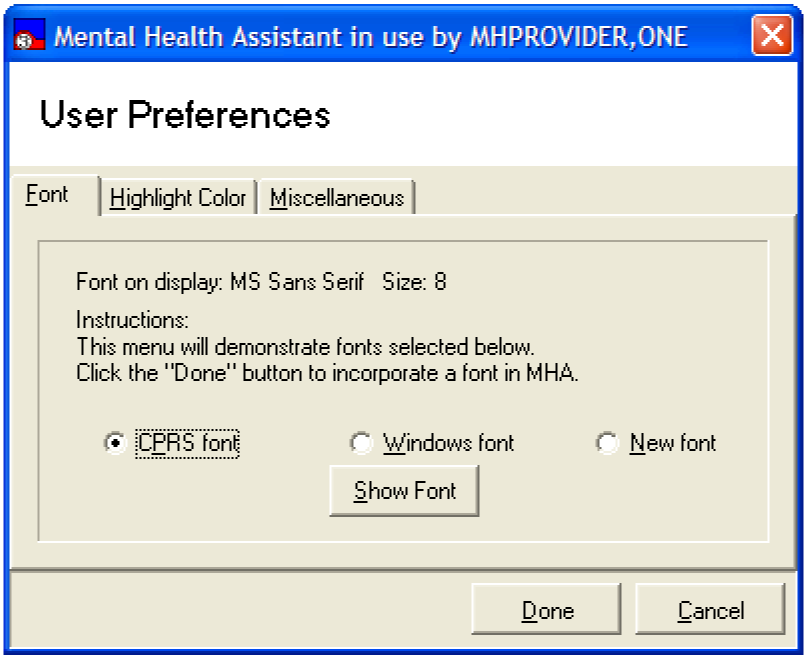
This text is an example of an introduction

7. Pick one number: 1. One 2. Two 3. Three 4. Four

9. Enter a phone number: (___) ___-____

10. Write five lines of text (gibberish is accepted):

Example: User Preferences message dialog box.



Mental Health Assistant in use by MHPROVIDER,ONE
User Preferences
Font
Highlight Color
Miscellaneous

Font on display: MS Sans Serif Size: 8

Instructions:
This menu will demonstrate fonts selected below.
Click the "Done" button to incorporate a font in MHA.

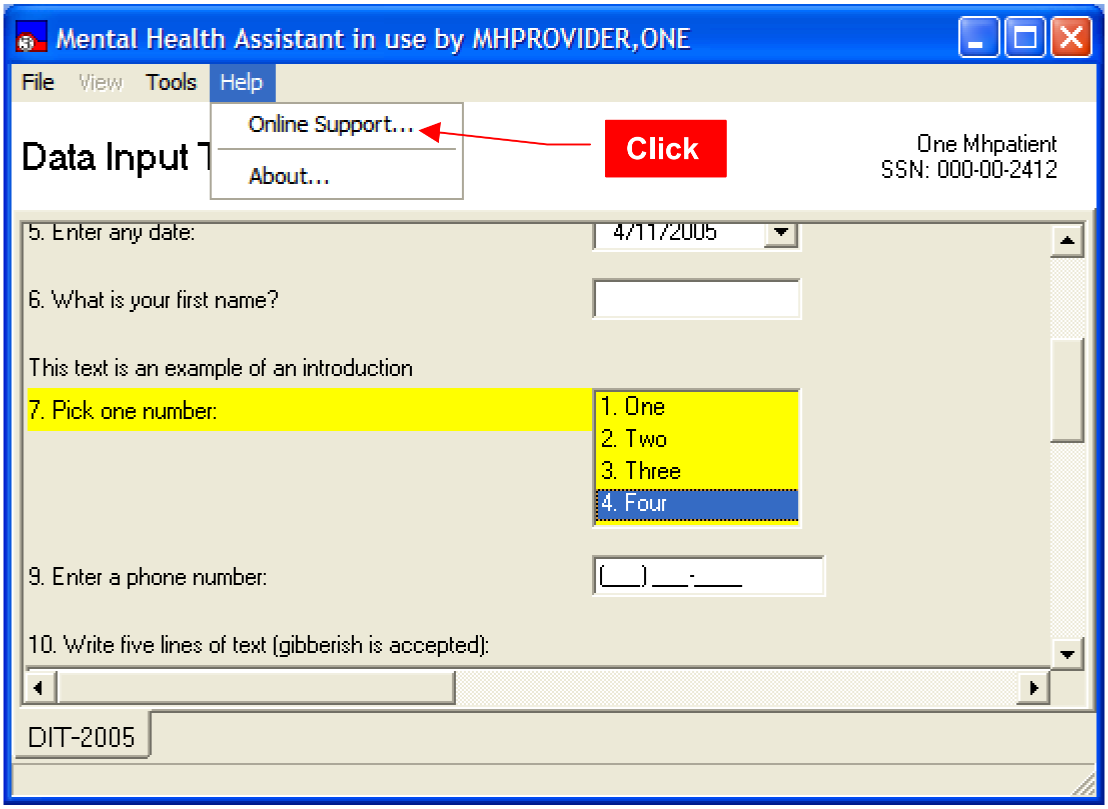
● CPRS font ○ Windows font ○ New font

Show Font
Done
Cancel

Accessing Online Support

Online support for MHA3 is available via the Mental Health Informatics Section's website. Clicking on the **Help > Online Support…** menu item will start the default Web browser and loads the following web address into the browser: http://vaww.mentalhealth.med.va.gov/mha.shtm

Example: The **Mental Health Assistant** form **Help** menu **Online Support…** menu item.


Mental Health Assistant in use by MHPROVIDER,ONE
File
View
Tools
Help
Online Support…
About…
Click
Data Input T
One Mhpatient
SSN: 000-00-2412
DIT-2005

5. Enter any date: 4/11/2005

6. What is your first name?

This text is an example of an introduction

7. Pick one number:
1. One
2. Two
3. Three
4. Four

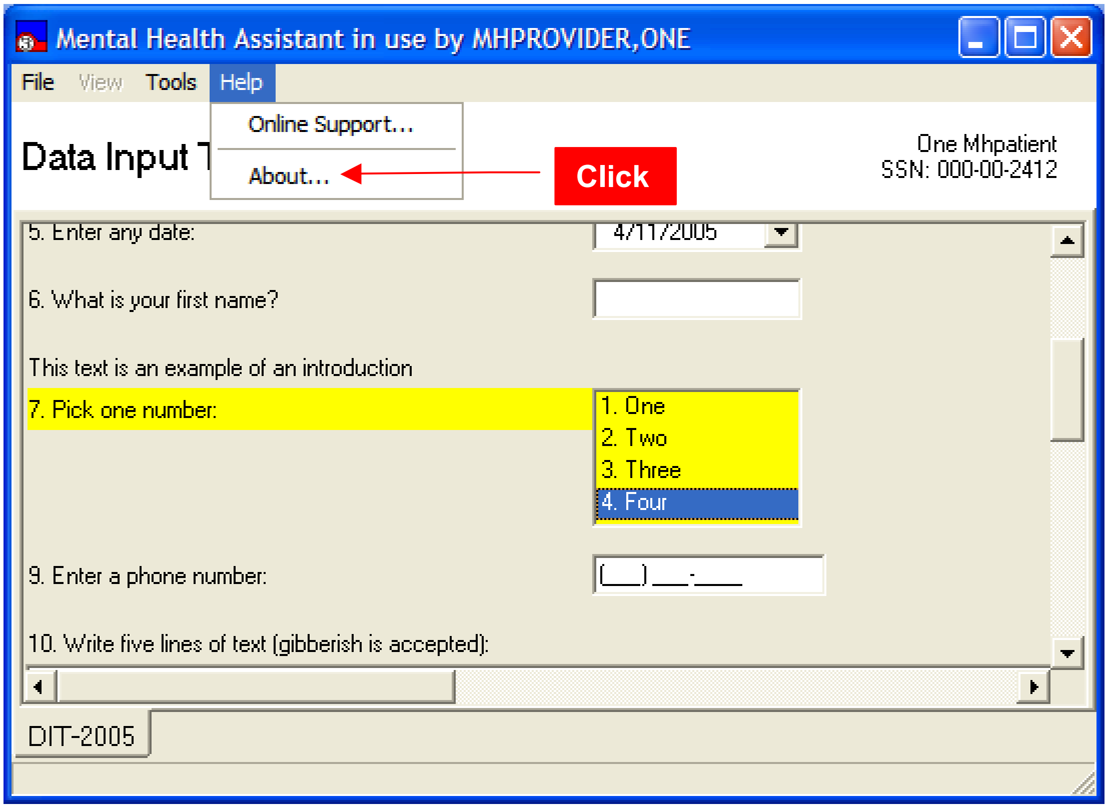
9. Enter a phone number: (___)___-____

10. Write five lines of text (gibberish is accepted):

Accessing Program Information

Click on the drop-down **Help menu** to display the **About…** menu item.
Click on the **About…** menu item to display the Mental Health Assistant message dialog box.

Example: Mental Health Assistant form **Help menu.**


Mental Health Assistant in use by MHPROVIDER,ONE
File
View
Tools
Help
Online Support…
About…
Click
Data Input T
One Mhpatient
SSN: 000-00-2412
DIT-2005

5. Enter any date: 4/11/2005

6. What is your first name?

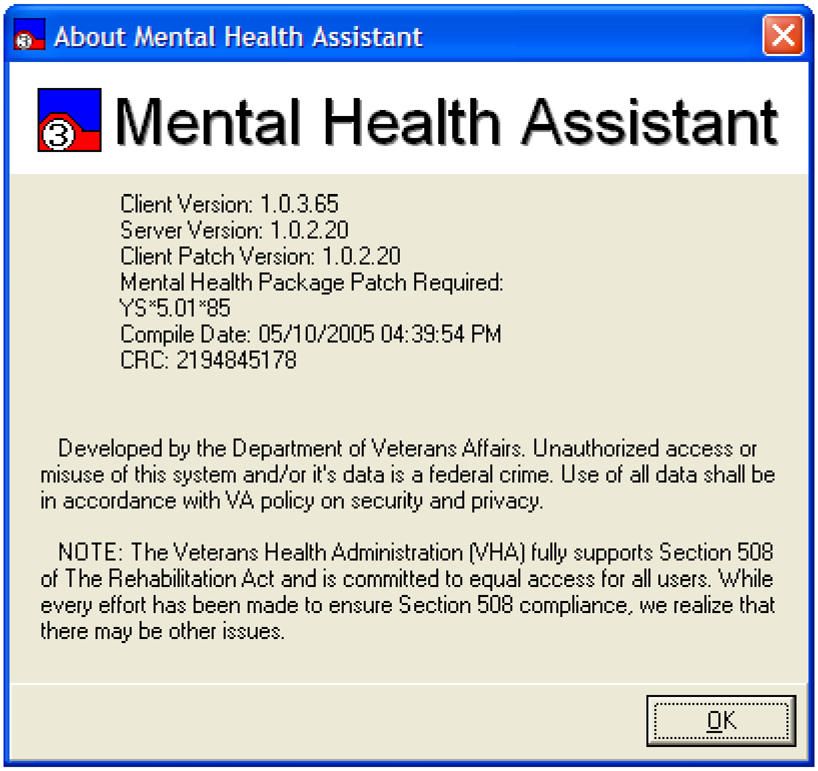
This text is an example of an introduction

7. Pick one number:
1. One
2. Two
3. Three
4. Four

9. Enter a phone number: (___) ___-____

10. Write five lines of text (gibberish is accepted):

Example: The **About Mental Health Assistant** message dialog box contains useful release information about MHA version 3.



Client Version: 1.0.3.65
Server Version: 1.0.2.20
Client Patch Version: 1.0.2.20
Mental Health Package Patch Required:
YS*5.01*85
Compile Date: 05/10/2005 04:39:54 PM
CRC: 2194845178

Developed by the Department of Veterans Affairs. Unauthorized access or misuse of this system and/or it's data is a federal crime. Use of all data shall be in accordance with VA policy on security and privacy.

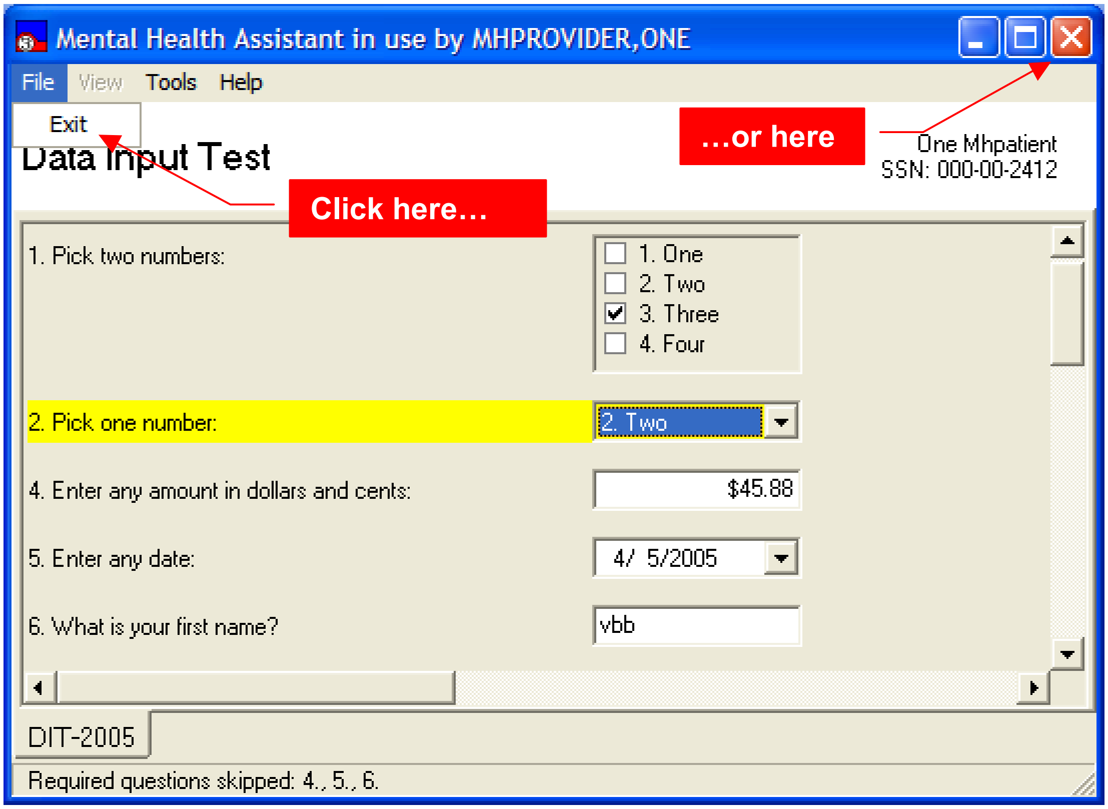
NOTE: The Veterans Health Administration (VHA) fully supports Section 508 of The Rehabilitation Act and is committed to equal access for all users. While every effort has been made to ensure Section 508 compliance, we realize that there may be other issues.

Suspend responding to questions and save the administration in an incomplete state.

To suspend responding to questions **click** on the drop-down **File menu> Exit menu item**, or **click** on the Window's Close button.

1. The All-questions 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: Mental Health Assistant form **File menu.**



Data Input Test

One Mhpatient
SSN: 000-00-2412

1. Pick two numbers:
☐ 1. One
☐ 2. Two
☑ 3. Three
☐ 4. Four

2. Pick one number: 2. Two

4. Enter any amount in dollars and cents: $45.88

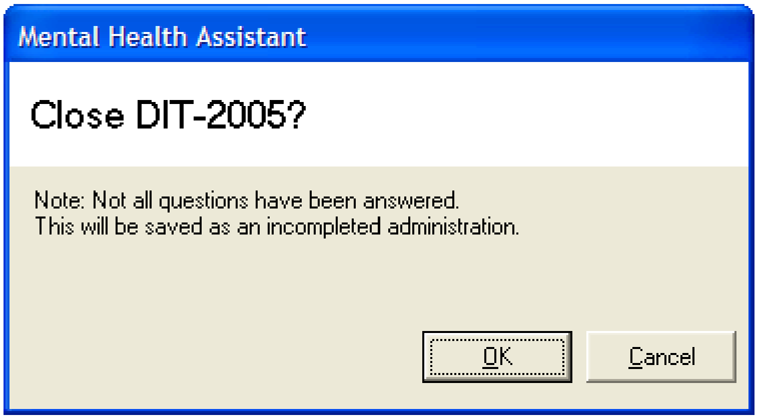
5. Enter any date: 4/ 5/2005

6. What is your first name? vbb

DIT-2005

Required questions skipped: 4., 5., 6.

Example: Warning given upon exiting an incomplete administration.



Mental Health Assistant

Close DIT-2005?

Note: Not all questions have been answered.
This will be saved as an incompleted administration.

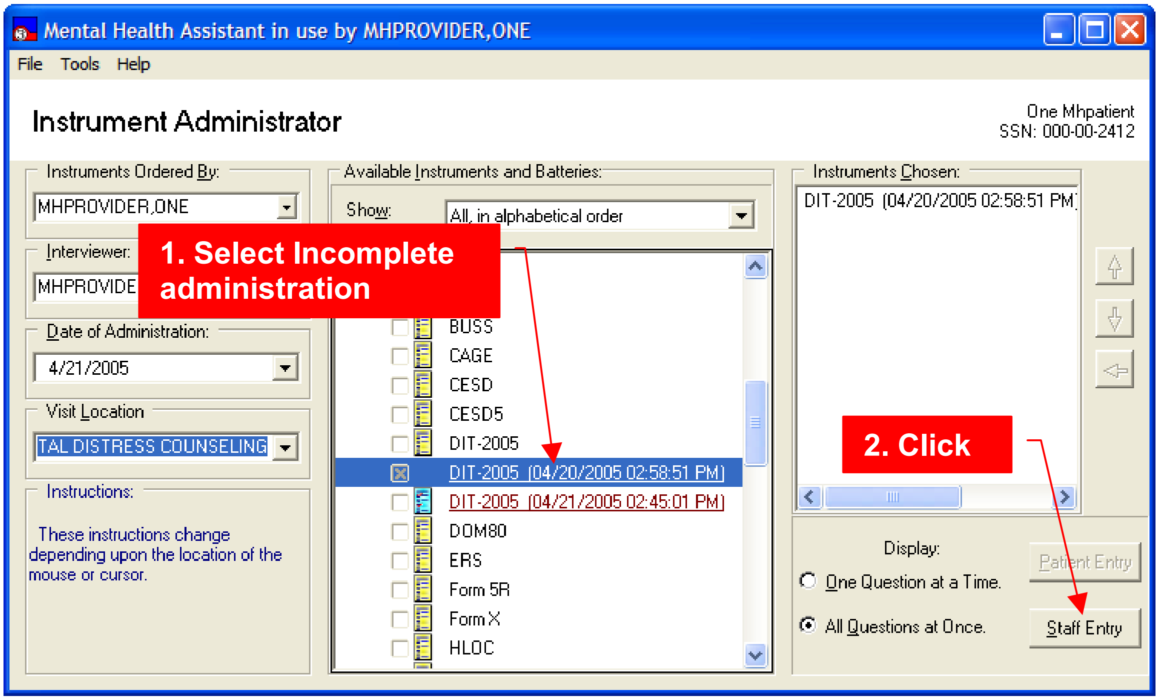
OK
Cancel

Resume responding to questions in an administration previously saved as incomplete.

To restart an incomplete administration:

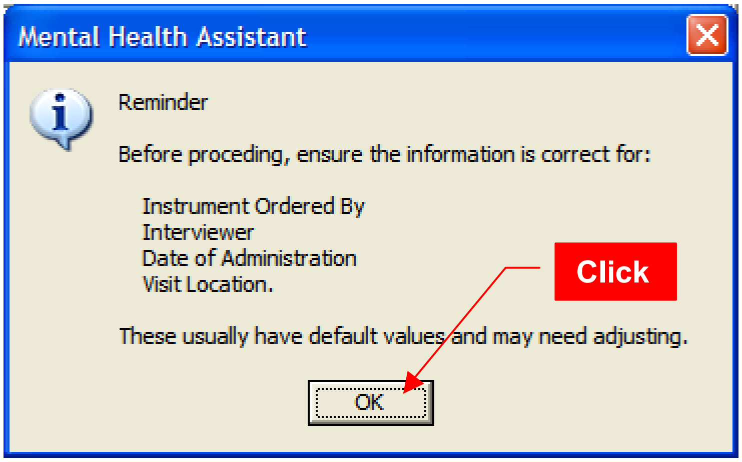
1. Identify and select the incomplete administration in the list of available instruments in the **Instrument Administrator** form.
2. The reminder message shown below is displayed
3. The data-entry form is displayed
4. All previously-saved responses are restored correctly.
5. Resume the administration in a similar fashion as new administrations are started

Example: Incomplete administration listed in the Available Instruments and Batteries list.



Mental Health Assistant in use by MHPROVIDER,ONE
File
Tools
Help
Instrument Administrator
One Mhpatient
SSN: 000-00-2412
Instruments Ordered By:
MHPROVIDER,ONE
Interviewer:
MHPROVIDE
Date of Administration:
4/21/2005
Visit Location
TAL DISTRESS COUNSELING
Instructions:
These instructions change depending upon the location of the mouse or cursor.
Available Instruments and Batteries:
Show:
All, in alphabetical order
BUSS
CAGE
CESD
CESD5
DIT-2005
DIT-2005 (04/20/2005 02:58:51 PM)
DIT-2005 (04/21/2005 02:45:01 PM)
DOM80
ERS
Form 5R
Form X
HLOC
Instruments Chosen:
DIT-2005 (04/20/2005 02:58:51 PM)
Display:
○ One Question at a Time.
● All Questions at Once.
Patient Entry
Staff Entry
1. Select Incomplete administration
2. Click

Example: Reminder given upon resuming an incomplete administration.



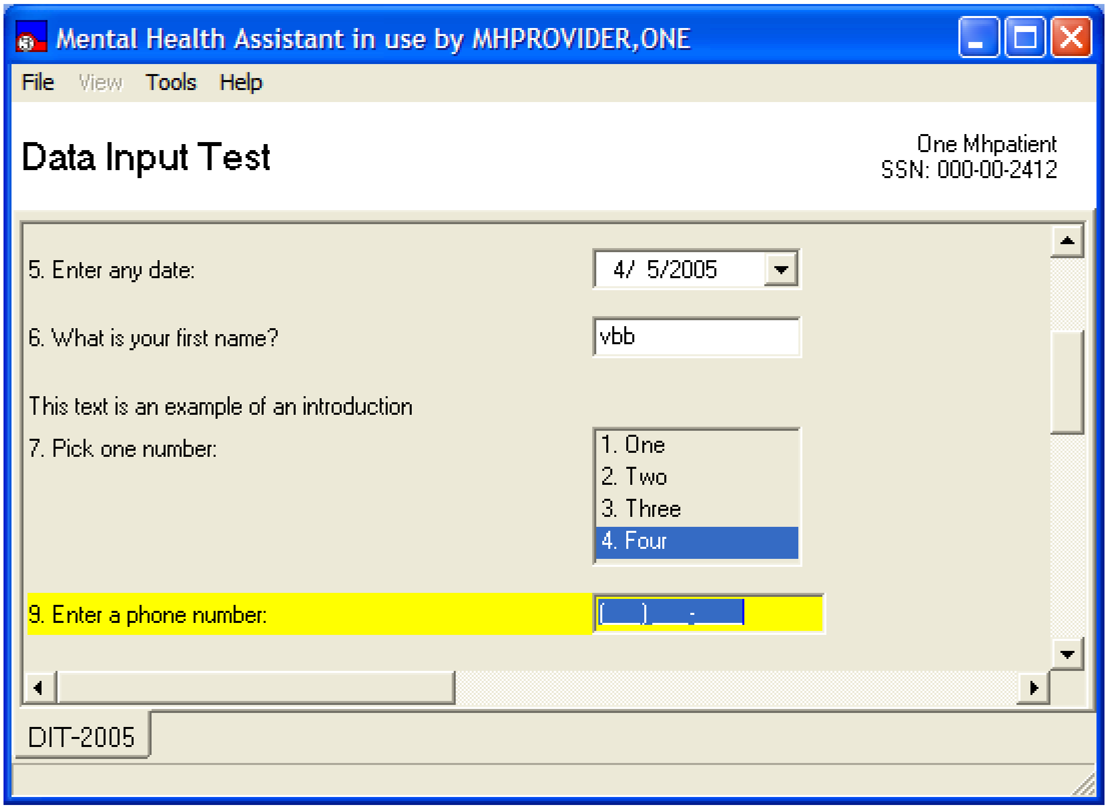
Reminder

Before proceding, ensure the information is correct for:

Instrument Ordered By
Interviewer
Date of Administration
Visit Location.

These usually have default values and may need adjusting.

Example: All-Questions form displaying the restored answers in a previously-incomplete administration.


Mental Health Assistant in use by MHPROVIDER,ONE
File View Tools Help
DIT-2005

Data Input Test

One Mhpatient
SSN: 000-00-2412

5. Enter any date: 4/ 5/2005

6. What is your first name? vbb

This text is an example of an introduction

7. Pick one number:
1. One
2. Two
3. Three
4. Four

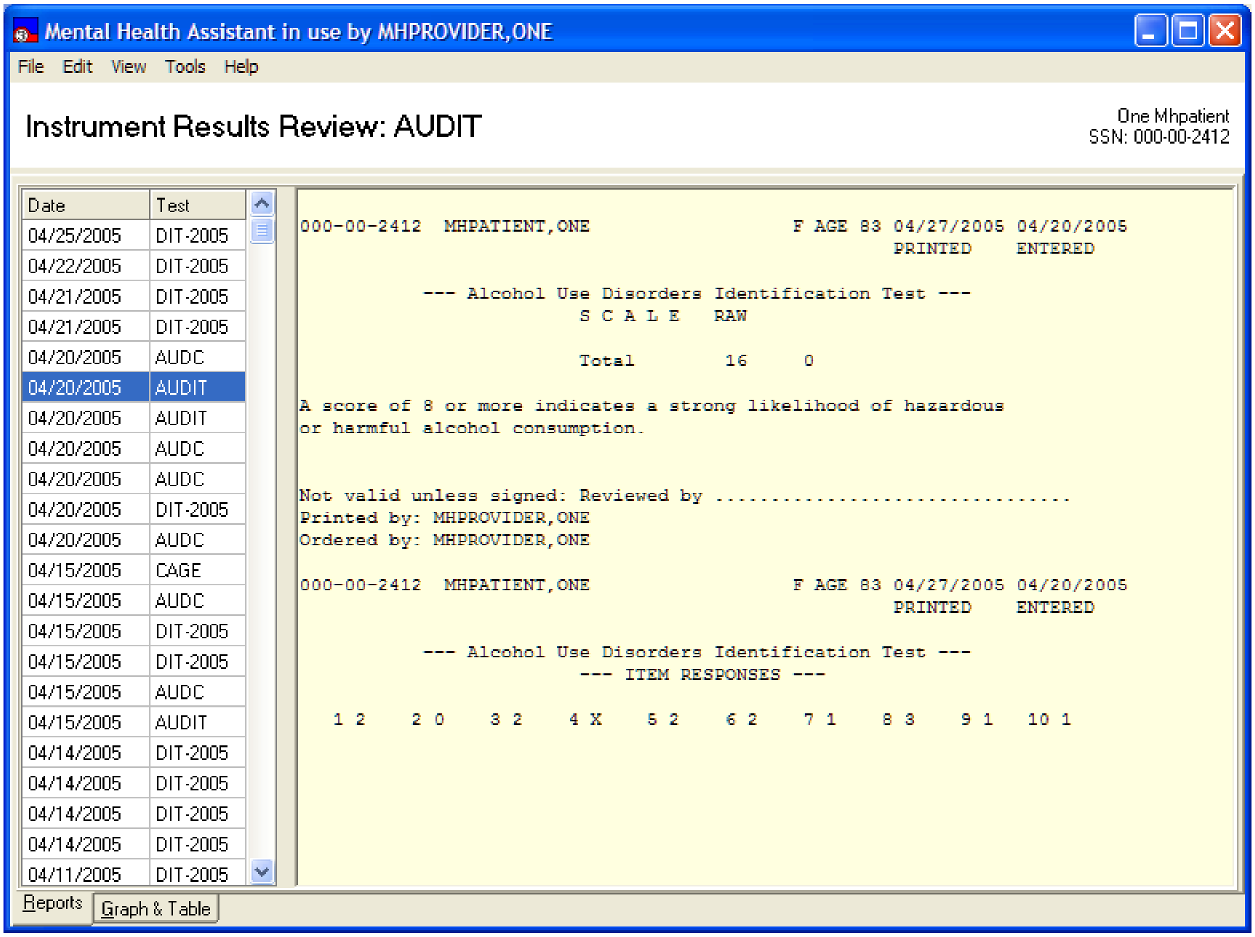
9. Enter a phone number: (   )   -

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 access this form). A text-based report for the highlighted test is shown. If the highlighted test has a numeric score, only one scale, and if the test has been completed more than once, a graphical display of those scores is presented on the Graph & Table tab.

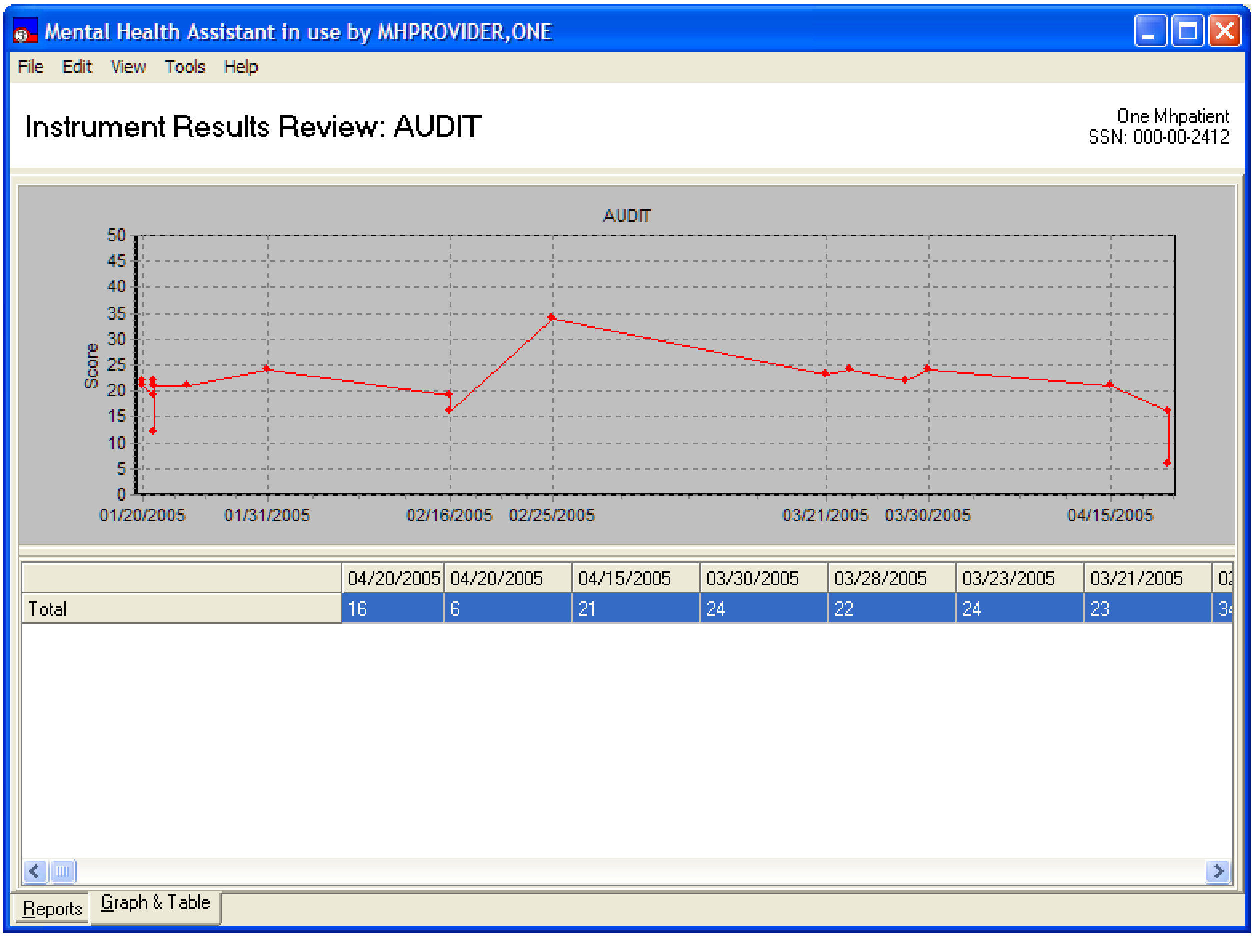
Example: The **Instrument Results Review** form offers functions to print, save and copy-paste reports, tables and graphs, as well as enable the user to append comments to the results of the highlighted test.


Mental Health Assistant in use by MHPROVIDER,ONE
File Edit View Tools Help
Instrument Results Review: AUDIT
One Mhpatient
SSN: 000-00-2412
Reports
Graph & Table

Date	Test
04/25/2005	DIT-2005
04/22/2005	DIT-2005
04/21/2005	DIT-2005
04/21/2005	DIT-2005
04/20/2005	AUDC
04/20/2005	AUDIT
04/20/2005	AUDIT
04/20/2005	AUDC
04/20/2005	AUDC
04/20/2005	DIT-2005
04/20/2005	AUDC
04/15/2005	CAGE
04/15/2005	AUDC
04/15/2005	DIT-2005
04/15/2005	DIT-2005
04/15/2005	AUDC
04/15/2005	AUDIT
04/14/2005	DIT-2005
04/14/2005	DIT-2005
04/14/2005	DIT-2005
04/14/2005	DIT-2005
04/11/2005	DIT-2005

```
000-00-2412  MHPATIENT,ONE                  F AGE 83 04/27/2005 04/20/2005
                                                     PRINTED    ENTERED

           --- Alcohol Use Disorders Identification Test ---
                         S C A L E   RAW

                         Total        16      0

A score of 8 or more indicates a strong likelihood of hazardous
or harmful alcohol consumption.


Not valid unless signed: Reviewed by ................................
Printed by: MHPROVIDER,ONE
Ordered by: MHPROVIDER,ONE

000-00-2412  MHPATIENT,ONE                  F AGE 83 04/27/2005 04/20/2005
                                                     PRINTED    ENTERED

           --- Alcohol Use Disorders Identification Test ---
                         --- ITEM RESPONSES ---

   1 2    2 0    3 2    4 X    5 2    6 2    7 1    8 3    9 1   10 1
```

Example: Graph and table views.

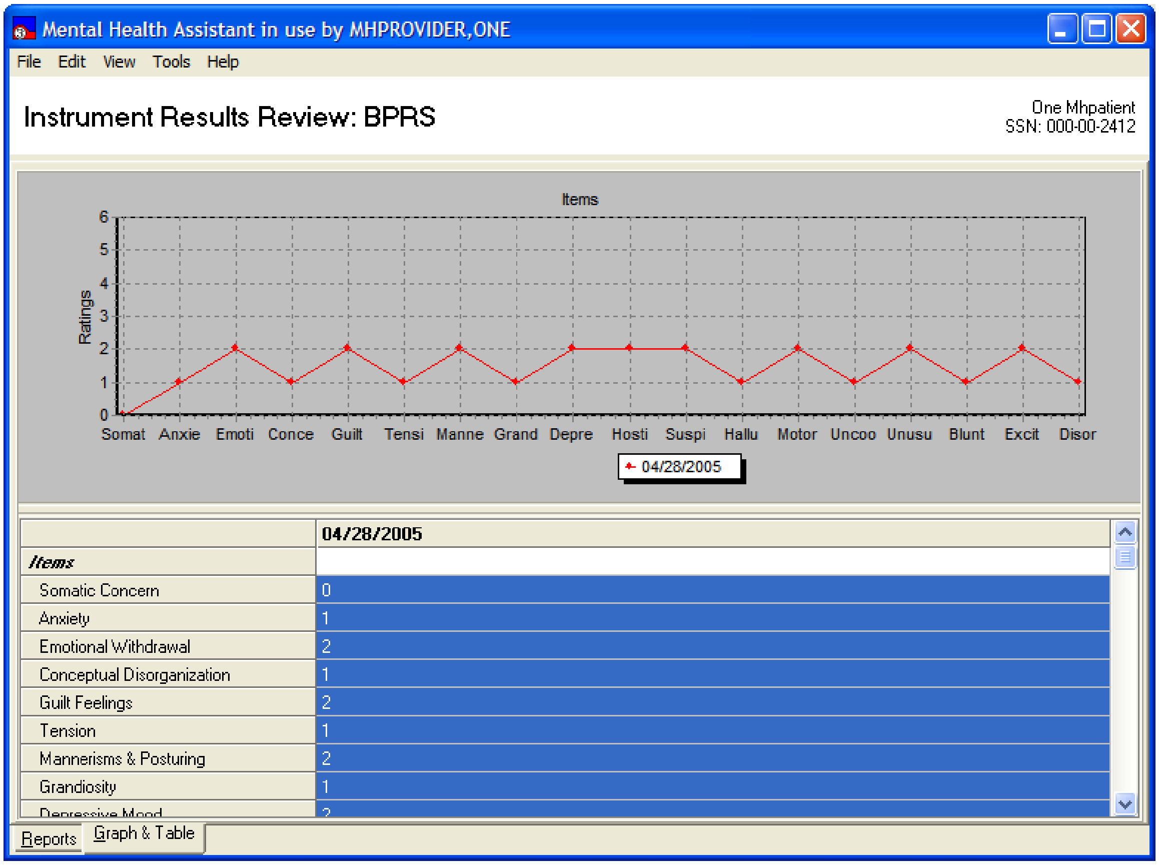

Mental Health Assistant in use by MHPROVIDER,ONE
File
Edit
View
Tools
Help
AUDIT
Score
50
45
40
35
30
25
20
15
10
5
0
01/20/2005
01/31/2005
02/16/2005
02/25/2005
03/21/2005
03/30/2005
04/15/2005
Reports
Graph & Table

Instrument Results Review: AUDIT

One Mhpatient
SSN: 000-00-2412

	04/20/2005	04/20/2005	04/15/2005	03/30/2005	03/28/2005	03/23/2005	03/21/2005	02
Total	16	6	21	24	22	24	23	3

Example: Multi-scale instrument graph.


Mental Health Assistant in use by MHPROVIDER,ONE
File
Edit
View
Tools
Help
Instrument Results Review: BPRS
One Mhpatient
SSN: 000-00-2412
Items
Ratings
0
1
2
3
4
5
6
Somat
Anxie
Emoti
Conce
Guilt
Tensi
Manne
Grand
Depre
Hosti
Suspi
Hallu
Motor
Uncoo
Unusu
Blunt
Excit
Disor
04/28/2005
Reports
Graph & Table

	04/28/2005
Items	
Somatic Concern	0
Anxiety	1
Emotional Withdrawal	2
Conceptual Disorganization	1
Guilt Feelings	2
Tension	1
Mannerisms & Posturing	2
Grandiosity	1
Depressive Mood	2

Main Menu

The Main Menu offers user functions in the context of the Single-Question 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 MHA3. 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 MHA3 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 instrument type.

The 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.

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

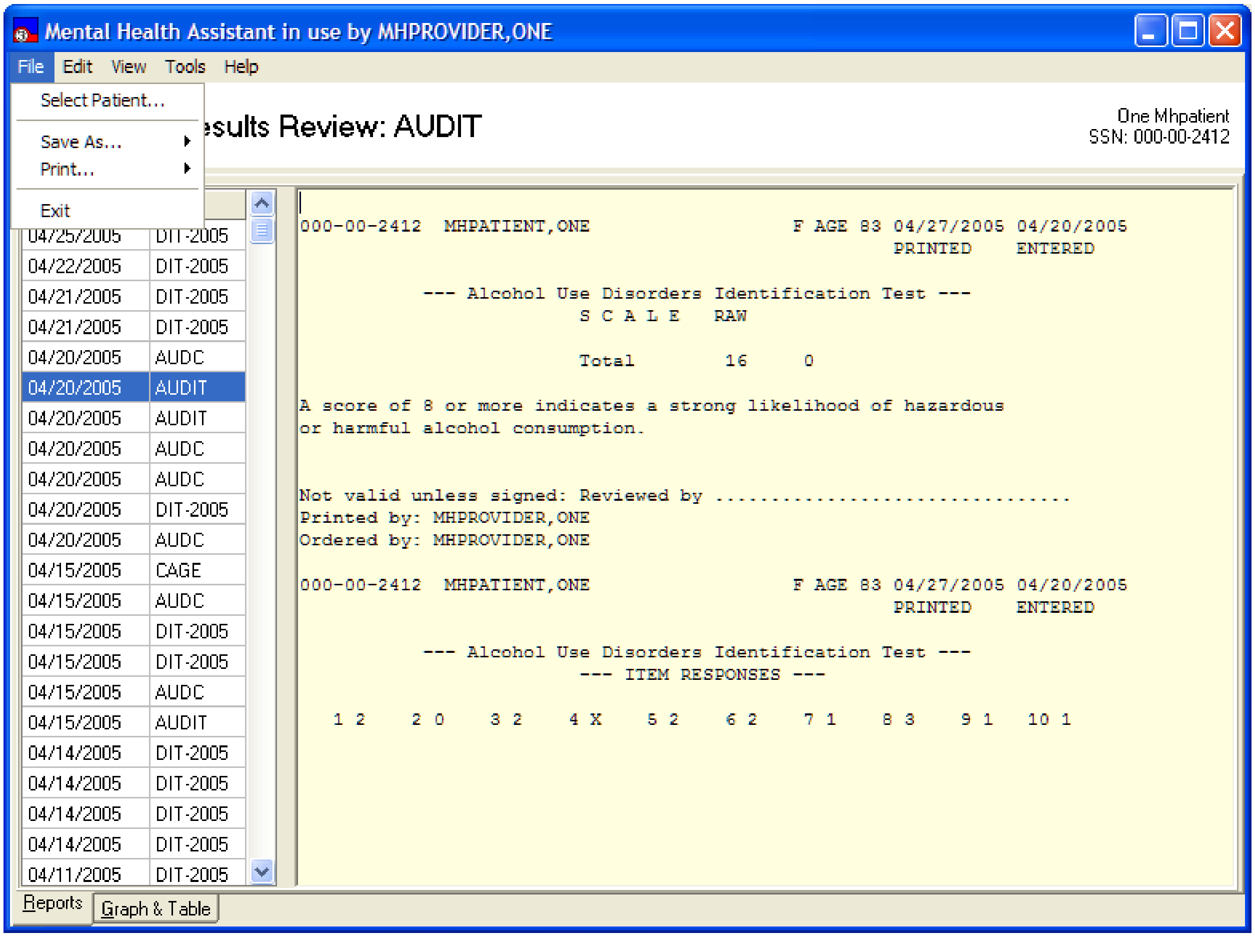
The Table View:
The Table View represents the same data as the Graph View, except that it is in table format. The Table View also functions as a means for selecting which administrations and characteristics to represent on the graph.

Selecting Another Patient

To select a different patient, click on the **File > Select Patient** menu item. After a brief pause, the familiar CPRS patient-selection form is displayed. After selecting a new patient, both CPRS and MHA3 are synchronized and updated to identify the same new patient.

Note: Refer to the CPRS documentation for instructions on patient selection procedures.

Example: Selecting another patient.


Mental Health Assistant in use by MHPROVIDER,ONE
File
Edit
View
Tools
Help
Select Patient...
Save As...
Print...
Exit
esults Review: AUDIT
One Mhpatient
SSN: 000-00-2412
Reports
Graph & Table

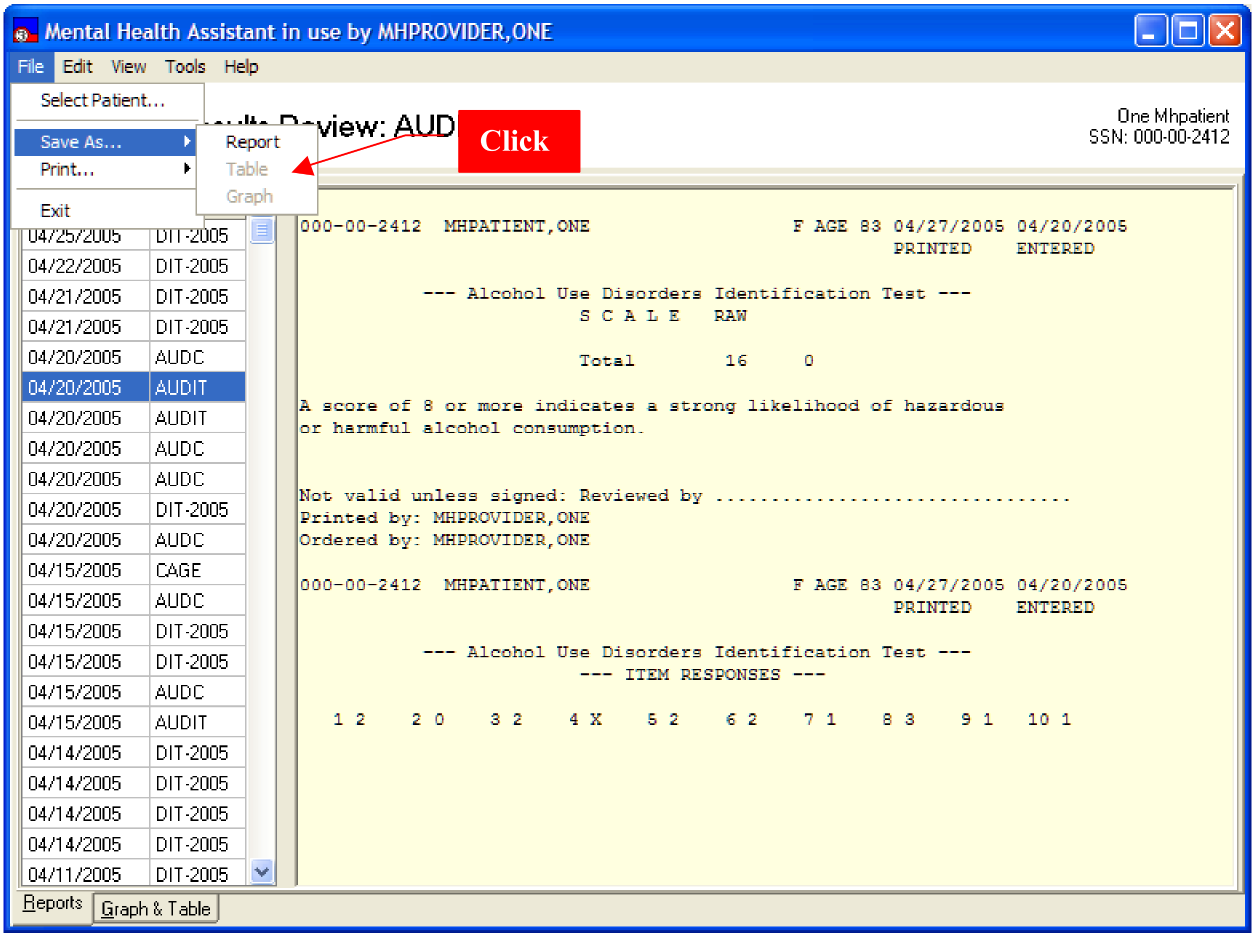
04/25/2005	DIT-2005
04/22/2005	DIT-2005
04/21/2005	DIT-2005
04/21/2005	DIT-2005
04/20/2005	AUDC
04/20/2005	AUDIT
04/20/2005	AUDIT
04/20/2005	AUDC
04/20/2005	AUDC
04/20/2005	DIT-2005
04/20/2005	AUDC
04/15/2005	CAGE
04/15/2005	AUDC
04/15/2005	DIT-2005
04/15/2005	DIT-2005
04/15/2005	AUDC
04/15/2005	AUDIT
04/14/2005	DIT-2005
04/14/2005	DIT-2005
04/14/2005	DIT-2005
04/14/2005	DIT-2005
04/11/2005	DIT-2005

```
000-00-2412  MHPATIENT,ONE                  F AGE 83 04/27/2005 04/20/2005
                                                     PRINTED    ENTERED


           --- Alcohol Use Disorders Identification Test ---
                         S C A L E   RAW

                         Total        16     0

A score of 8 or more indicates a strong likelihood of hazardous
or harmful alcohol consumption.


Not valid unless signed: Reviewed by ................................
Printed by: MHPROVIDER,ONE
Ordered by: MHPROVIDER,ONE

000-00-2412  MHPATIENT,ONE                  F AGE 83 04/27/2005 04/20/2005
                                                     PRINTED    ENTERED


           --- Alcohol Use Disorders Identification Test ---
                         --- ITEM RESPONSES ---

   1 2    2 0    3 2    4 X    5 2    6 2    7 1    8 3    9 1   10 1
```

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.

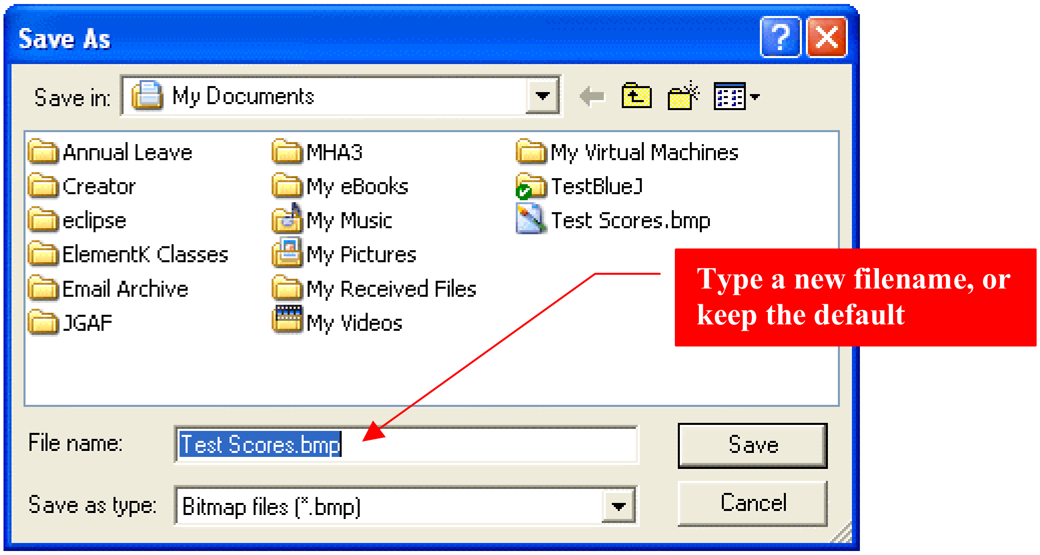
Example: A message dialog appears that asks the user to enter a filename and storage location for the table, report or graph file to be saved. A graph is saved as a bitmap, a table is saved as an Excel file and a report is saved as a text file.


Mental Health Assistant in use by MHPROVIDER,ONE
File
Edit
View
Tools
Help
Select Patient…
Save As…
Print…
Exit
Report
Table
Graph
Click
…ults Review: AUD
One Mhpatient
SSN: 000-00-2412
Reports
Graph & Table

04/25/2005	DIT-2005
04/22/2005	DIT-2005
04/21/2005	DIT-2005
04/21/2005	DIT-2005
04/20/2005	AUDC
04/20/2005	AUDIT
04/20/2005	AUDIT
04/20/2005	AUDC
04/20/2005	AUDC
04/20/2005	DIT-2005
04/20/2005	AUDC
04/15/2005	CAGE
04/15/2005	AUDC
04/15/2005	DIT-2005
04/15/2005	DIT-2005
04/15/2005	AUDC
04/15/2005	AUDIT
04/14/2005	DIT-2005
04/14/2005	DIT-2005
04/14/2005	DIT-2005
04/14/2005	DIT-2005
04/11/2005	DIT-2005

```
000-00-2412  MHPATIENT,ONE                  F AGE 83 04/27/2005 04/20/2005
                                                     PRINTED    ENTERED


           --- Alcohol Use Disorders Identification Test ---
                         S C A L E   RAW

                         Total        16     0

A score of 8 or more indicates a strong likelihood of hazardous
or harmful alcohol consumption.


Not valid unless signed: Reviewed by ................................
Printed by: MHPROVIDER,ONE
Ordered by: MHPROVIDER,ONE

000-00-2412  MHPATIENT,ONE                  F AGE 83 04/27/2005 04/20/2005
                                                     PRINTED    ENTERED


           --- Alcohol Use Disorders Identification Test ---
                         --- ITEM RESPONSES ---

   1 2    2 0    3 2    4 X    5 2    6 2    7 1    8 3    9 1   10 1
```

Example: Save As form.


Save As
Save in:
My Documents
Annual Leave
Creator
eclipse
ElementK Classes
Email Archive
JGAF
MHA3
My eBooks
My Music
My Pictures
My Received Files
My Videos
My Virtual Machines
TestBlueJ
Test Scores.bmp
Save
Cancel

File name: Test Scores.bmp

Save as type: Bitmap files (*.bmp)

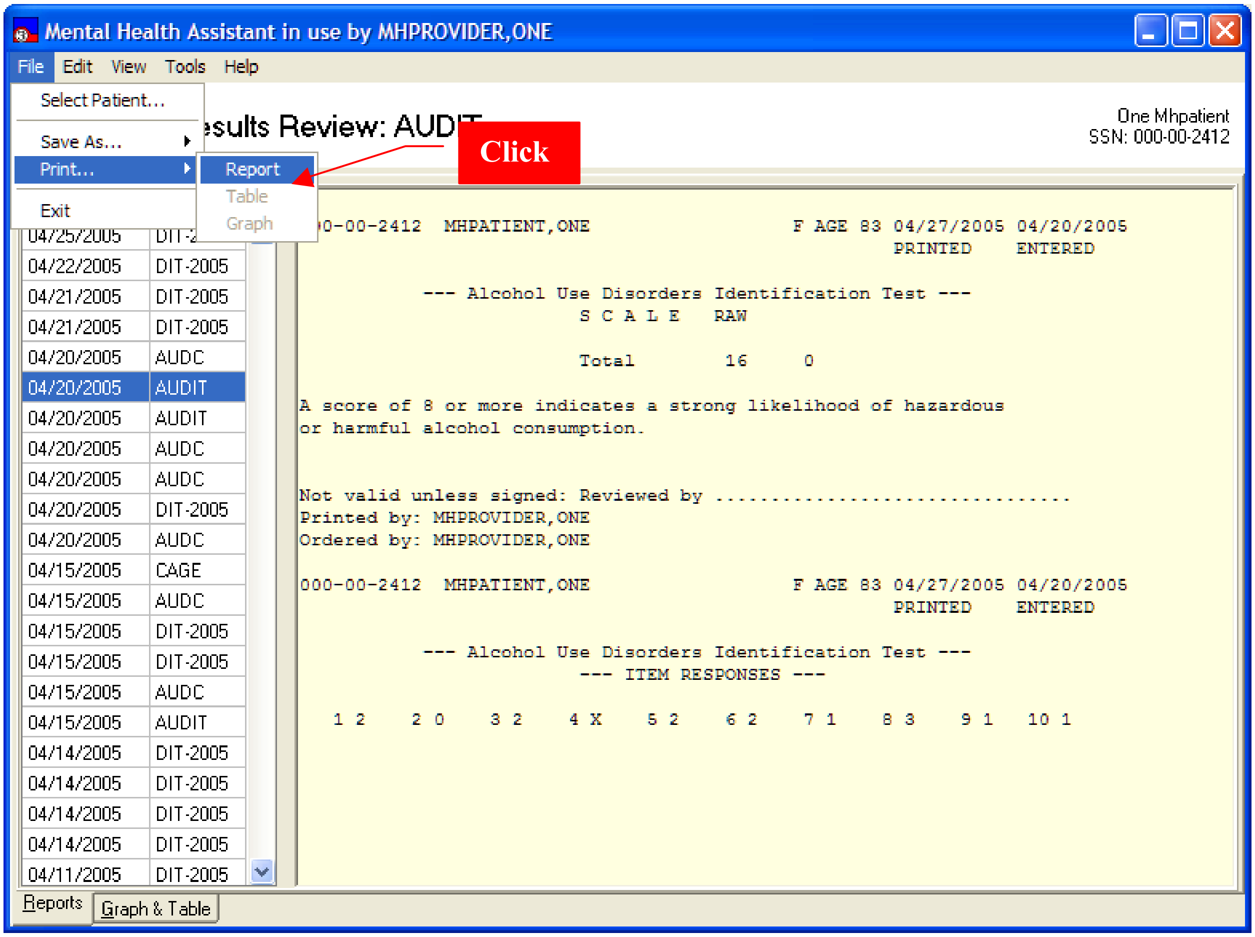
Type a new filename, or keep the default

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 Health Assistant in use by MHPROVIDER,ONE
File
Edit
View
Tools
Help
Select Patient…
Save As…
Print…
Exit
Report
Table
Graph
Click
esults Review: AUDIT
One Mhpatient
SSN: 000-00-2412
Reports
Graph & Table

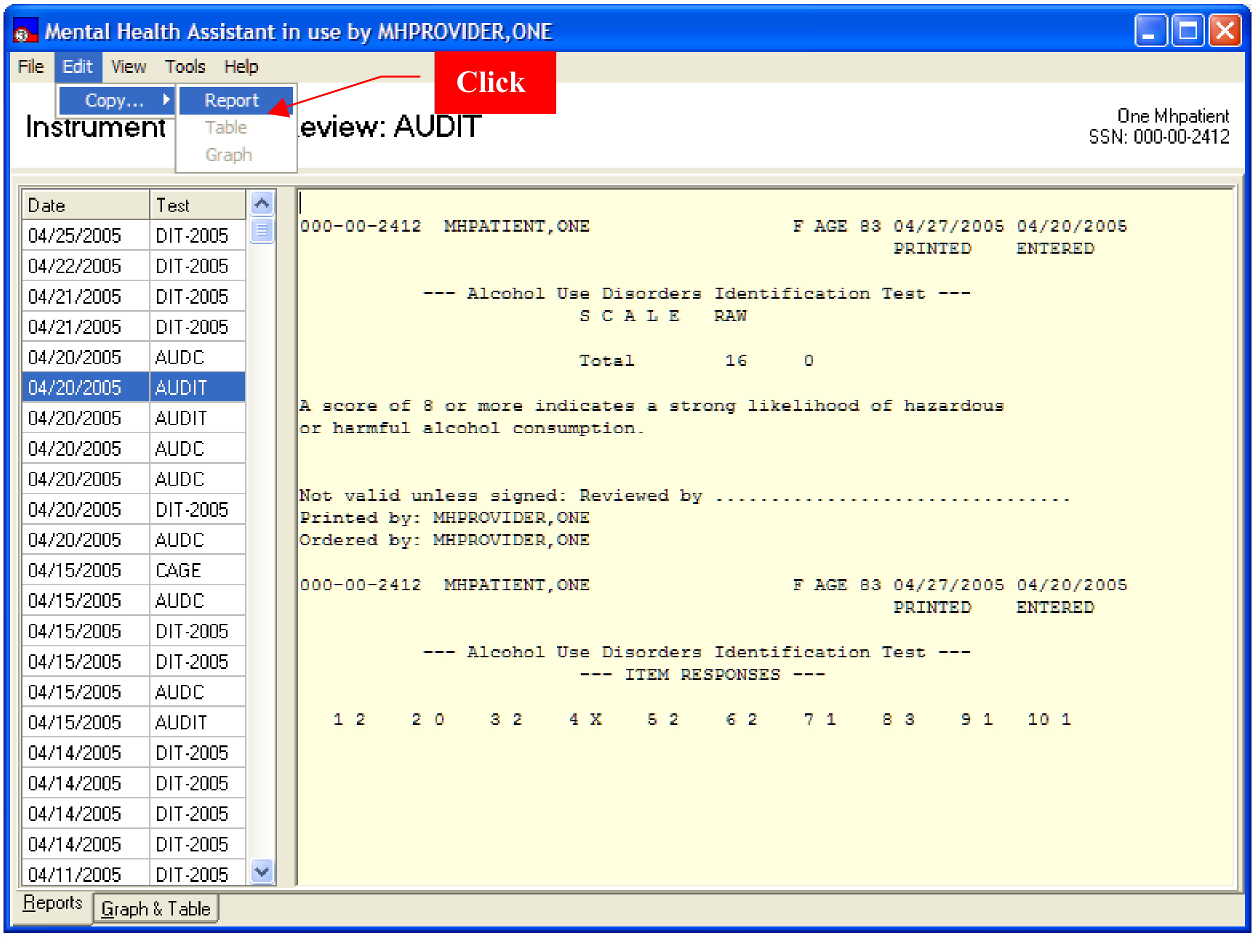
04/25/2005	DIT-2
04/22/2005	DIT-2005
04/21/2005	DIT-2005
04/21/2005	DIT-2005
04/20/2005	AUDC
04/20/2005	AUDIT
04/20/2005	AUDIT
04/20/2005	AUDC
04/20/2005	AUDC
04/20/2005	DIT-2005
04/20/2005	AUDC
04/15/2005	CAGE
04/15/2005	AUDC
04/15/2005	DIT-2005
04/15/2005	DIT-2005
04/15/2005	AUDC
04/15/2005	AUDIT
04/14/2005	DIT-2005
04/14/2005	DIT-2005
04/14/2005	DIT-2005
04/14/2005	DIT-2005
04/11/2005	DIT-2005

```
0-00-2412  MHPATIENT,ONE                 F AGE 83 04/27/2005 04/20/2005
                                                  PRINTED     ENTERED


           --- Alcohol Use Disorders Identification Test ---
                         S C A L E   RAW

                         Total        16     0

A score of 8 or more indicates a strong likelihood of hazardous
or harmful alcohol consumption.


Not valid unless signed: Reviewed by ...............................
Printed by: MHPROVIDER,ONE
Ordered by: MHPROVIDER,ONE

000-00-2412  MHPATIENT,ONE                 F AGE 83 04/27/2005 04/20/2005
                                                  PRINTED     ENTERED


           --- Alcohol Use Disorders Identification Test ---
                         --- ITEM RESPONSES ---

   1 2    2 0    3 2    4 X    5 2    6 2    7 1    8 3    9 1   10 1
```

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 Menu > 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.

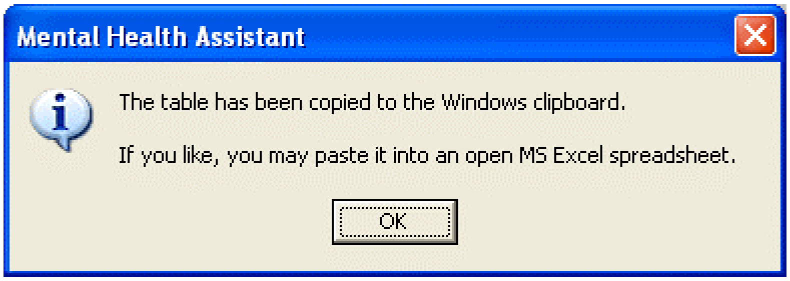
Example: Copying a report the Windows clipboard.


Mental Health Assistant in use by MHPROVIDER,ONE
File
Edit
View
Tools
Help
Copy…
Report
Table
Graph
Click
Instrument
eview: AUDIT
One Mhpatient
SSN: 000-00-2412
Reports
Graph & Table

Date	Test
04/25/2005	DIT-2005
04/22/2005	DIT-2005
04/21/2005	DIT-2005
04/21/2005	DIT-2005
04/20/2005	AUDC
04/20/2005	AUDIT
04/20/2005	AUDIT
04/20/2005	AUDC
04/20/2005	AUDC
04/20/2005	DIT-2005
04/20/2005	AUDC
04/15/2005	CAGE
04/15/2005	AUDC
04/15/2005	DIT-2005
04/15/2005	DIT-2005
04/15/2005	AUDC
04/15/2005	AUDIT
04/14/2005	DIT-2005
04/14/2005	DIT-2005
04/14/2005	DIT-2005
04/14/2005	DIT-2005
04/11/2005	DIT-2005

```
000-00-2412  MHPATIENT,ONE                  F AGE 83 04/27/2005 04/20/2005
                                                     PRINTED    ENTERED

           --- Alcohol Use Disorders Identification Test ---
                         S C A L E   RAW

                         Total        16      0

A score of 8 or more indicates a strong likelihood of hazardous
or harmful alcohol consumption.


Not valid unless signed: Reviewed by ................................
Printed by: MHPROVIDER,ONE
Ordered by: MHPROVIDER,ONE

000-00-2412  MHPATIENT,ONE                  F AGE 83 04/27/2005 04/20/2005
                                                     PRINTED    ENTERED

           --- Alcohol Use Disorders Identification Test ---
                         --- ITEM RESPONSES ---

   1 2    2 0    3 2    4 X    5 2    6 2    7 1    8 3    9 1   10 1
```

Example: Message displayed after copying to the clipboard.


Mental Health Assistant

The table has been copied to the Windows clipboard.

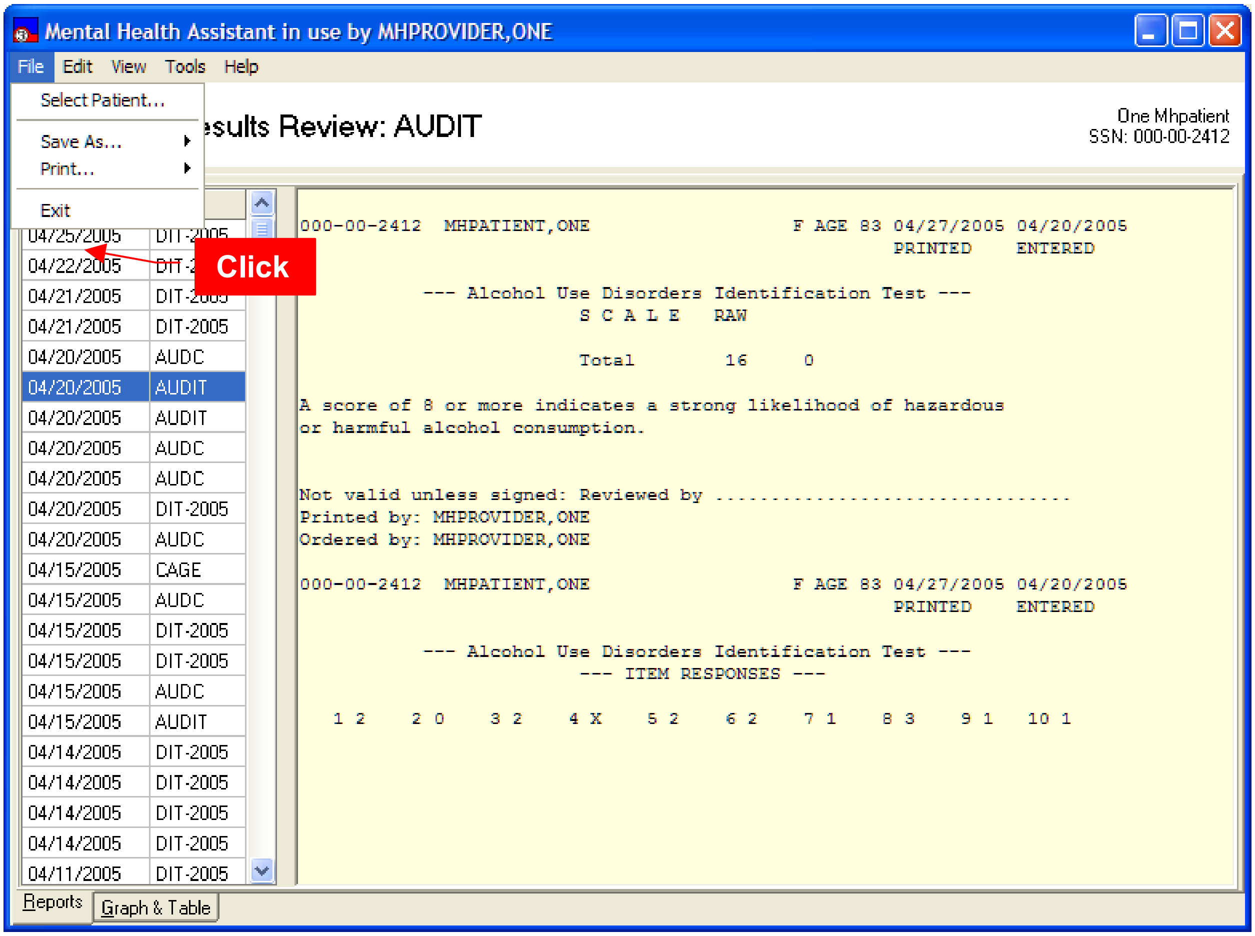
If you like, you may paste it into an open MS Excel spreadsheet.

OK

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 MHA3 Main form.

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

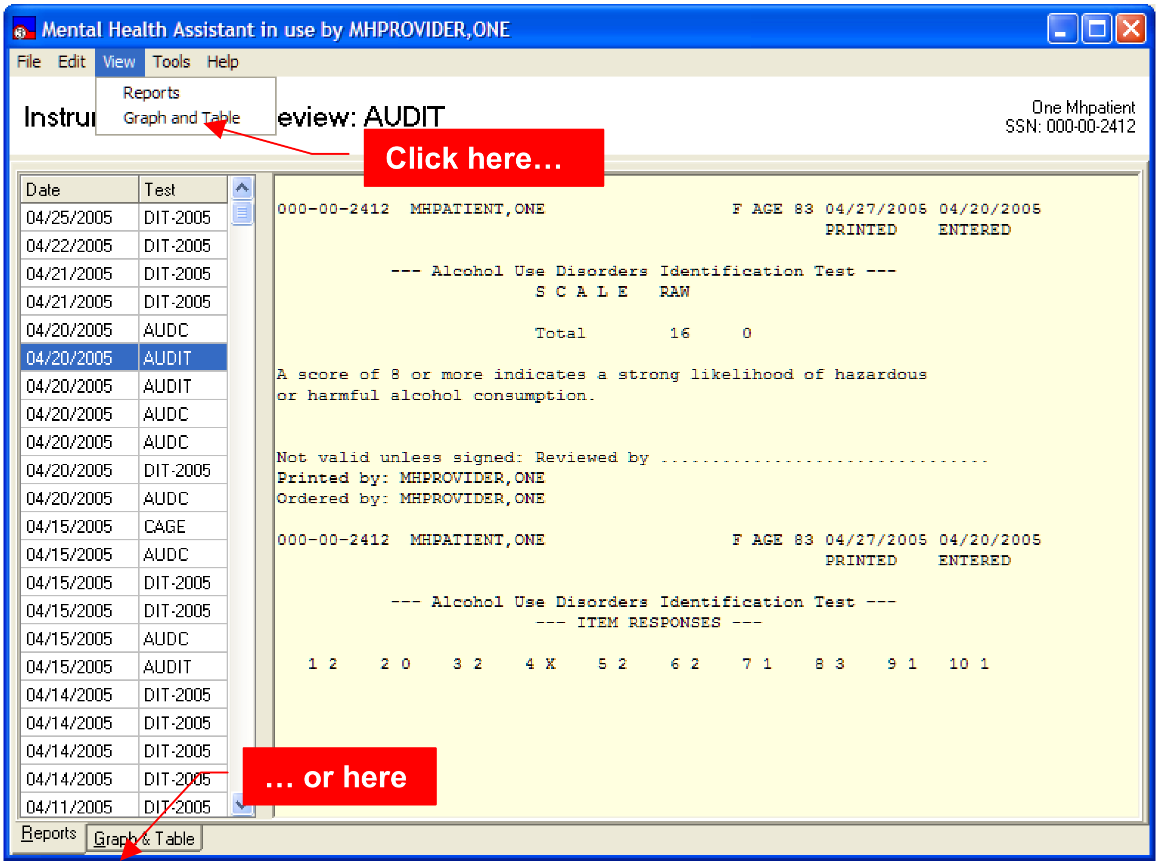

Mental Health Assistant in use by MHPROVIDER,ONE
File
Edit
View
Tools
Help
Select Patient...
Save As...
Print...
Exit
Click
sults Review: AUDIT
One Mhpatient
SSN: 000-00-2412
Reports
Graph & Table

04/25/2005	DIT-2005
04/22/2005	DIT-2
04/21/2005	DIT-2005
04/21/2005	DIT-2005
04/20/2005	AUDC
04/20/2005	AUDIT
04/20/2005	AUDIT
04/20/2005	AUDC
04/20/2005	AUDC
04/20/2005	DIT-2005
04/20/2005	AUDC
04/15/2005	CAGE
04/15/2005	AUDC
04/15/2005	DIT-2005
04/15/2005	DIT-2005
04/15/2005	AUDC
04/15/2005	AUDIT
04/14/2005	DIT-2005
04/14/2005	DIT-2005
04/14/2005	DIT-2005
04/14/2005	DIT-2005
04/11/2005	DIT-2005

```
000-00-2412  MHPATIENT,ONE                  F AGE 83 04/27/2005 04/20/2005
                                                     PRINTED    ENTERED

           --- Alcohol Use Disorders Identification Test ---
                         S C A L E   RAW

                         Total        16      0

A score of 8 or more indicates a strong likelihood of hazardous
or harmful alcohol consumption.


Not valid unless signed: Reviewed by ................................
Printed by: MHPROVIDER,ONE
Ordered by: MHPROVIDER,ONE

000-00-2412  MHPATIENT,ONE                  F AGE 83 04/27/2005 04/20/2005
                                                     PRINTED    ENTERED

           --- Alcohol Use Disorders Identification Test ---
                         --- ITEM RESPONSES ---

   1 2    2 0    3 2    4 X    5 2    6 2    7 1    8 3    9 1   10 1
```

Switching Views from Reports to Graph and Table and Back

Example: To switch between views, **click** on **View > Reports** and **View > Graph and Table**, to switch between views on the form. The navigation tabs at the bottom-left of the form serve the same purpose.


Mental Health Assistant in use by MHPROVIDER,ONE
File
Edit
View
Tools
Help
Reports
Graph and Table
Instru
eview: AUDIT
One Mhpatient
SSN: 000-00-2412
Click here…
… or here
Reports
Graph & Table

Date	Test
04/25/2005	DIT-2005
04/22/2005	DIT-2005
04/21/2005	DIT-2005
04/21/2005	DIT-2005
04/20/2005	AUDC
04/20/2005	AUDIT
04/20/2005	AUDIT
04/20/2005	AUDC
04/20/2005	AUDC
04/20/2005	DIT-2005
04/20/2005	AUDC
04/15/2005	CAGE
04/15/2005	AUDC
04/15/2005	DIT-2005
04/15/2005	DIT-2005
04/15/2005	AUDC
04/15/2005	AUDIT
04/14/2005	DIT-2005
04/14/2005	DIT-2005
04/14/2005	DIT-2005
04/14/2005	DIT-2005
04/11/2005	DIT-2005

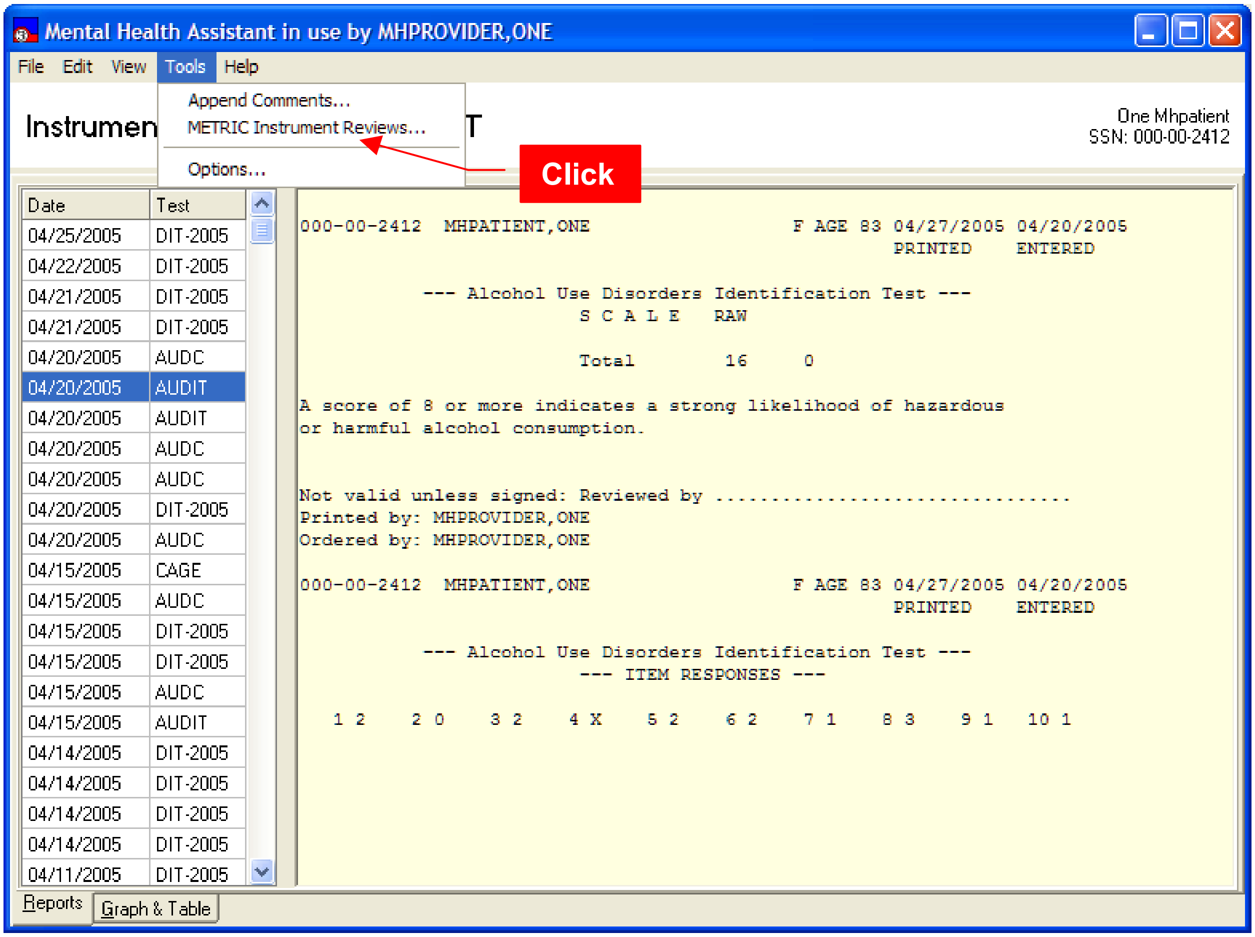
```
000-00-2412  MHPATIENT,ONE                  F AGE 83 04/27/2005 04/20/2005
                                                     PRINTED     ENTERED


           --- Alcohol Use Disorders Identification Test ---
                         S C A L E    RAW

                         Total         16      0

A score of 8 or more indicates a strong likelihood of hazardous
or harmful alcohol consumption.


Not valid unless signed: Reviewed by ................................
Printed by: MHPROVIDER,ONE
Ordered by: MHPROVIDER,ONE

000-00-2412  MHPATIENT,ONE                  F AGE 83 04/27/2005 04/20/2005
                                                     PRINTED     ENTERED


           --- Alcohol Use Disorders Identification Test ---
                         --- ITEM RESPONSES ---

   1 2    2 0    3 2    4 X    5 2    6 2    7 1    8 3    9 1   10 1
```

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
3. The Comments Editor Form is displayed.
4. Type a new comment in the Comments Editor
5. **Click** on **File > Save Comment** in the Comments Editor menu
6. Comment appears appended to the administration's report text

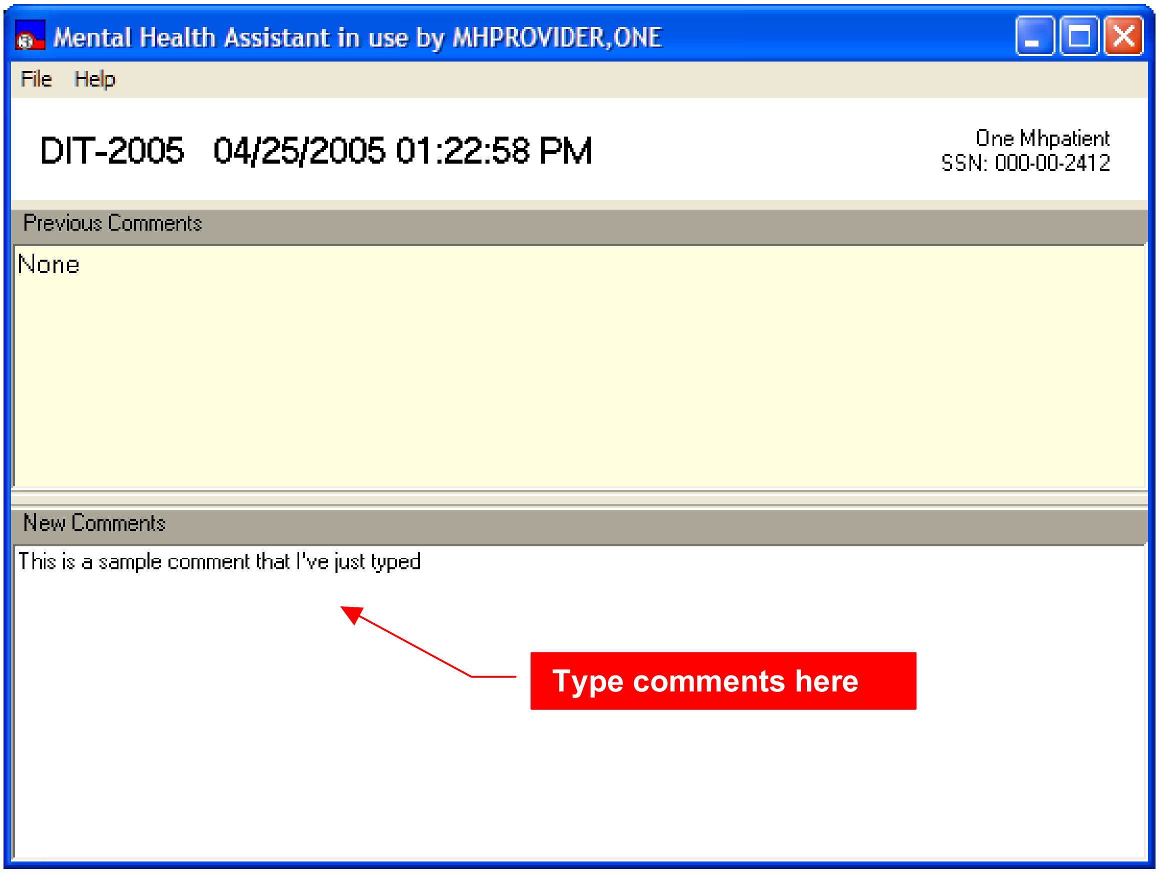
Example: Mental Health Assistant Tools menu > Append comments…item


Mental Health Assistant in use by MHPROVIDER,ONE
File
Edit
View
Tools
Help
Append Comments…
METRIC Instrument Reviews…
Options…
Click
Instrumen
T
One Mhpatient
SSN: 000-00-2412
Reports
Graph & Table

Date	Test
04/25/2005	DIT-2005
04/22/2005	DIT-2005
04/21/2005	DIT-2005
04/21/2005	DIT-2005
04/20/2005	AUDC
04/20/2005	AUDIT
04/20/2005	AUDIT
04/20/2005	AUDC
04/20/2005	AUDC
04/20/2005	DIT-2005
04/20/2005	AUDC
04/15/2005	CAGE
04/15/2005	AUDC
04/15/2005	DIT-2005
04/15/2005	DIT-2005
04/15/2005	AUDC
04/15/2005	AUDIT
04/14/2005	DIT-2005
04/14/2005	DIT-2005
04/14/2005	DIT-2005
04/14/2005	DIT-2005
04/11/2005	DIT-2005

```
000-00-2412  MHPATIENT,ONE                   F AGE 83 04/27/2005 04/20/2005
                                                      PRINTED    ENTERED

          --- Alcohol Use Disorders Identification Test ---
                         S C A L E   RAW

                         Total        16     0

A score of 8 or more indicates a strong likelihood of hazardous
or harmful alcohol consumption.


Not valid unless signed: Reviewed by ................................
Printed by: MHPROVIDER,ONE
Ordered by: MHPROVIDER,ONE

000-00-2412  MHPATIENT,ONE                   F AGE 83 04/27/2005 04/20/2005
                                                      PRINTED    ENTERED

          --- Alcohol Use Disorders Identification Test ---
                         --- ITEM RESPONSES ---

   1 2    2 0    3 2    4 X    5 2    6 2    7 1    8 3    9 1   10 1
```

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


Mental Health Assistant in use by MHPROVIDER,ONE
File
Help
Previous Comments
New Comments
Type comments here

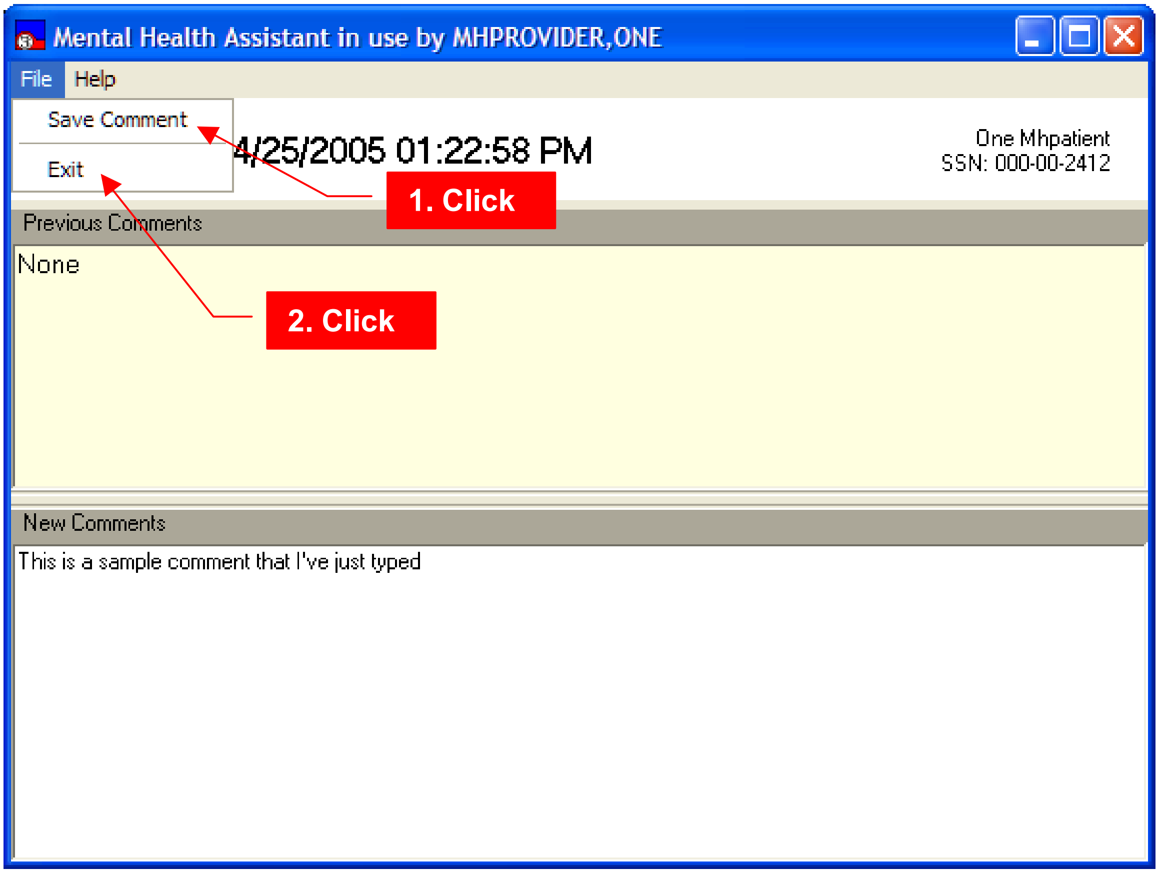
DIT-2005 04/25/2005 01:22:58 PM

One Mhpatient
SSN: 000-00-2412

None

This is a sample comment that I've just typed

Example: Save Comment and Exit items.


Mental Health Assistant in use by MHPROVIDER,ONE
File
Help
Save Comment
Exit
1. Click
2. Click
Previous Comments
New Comments

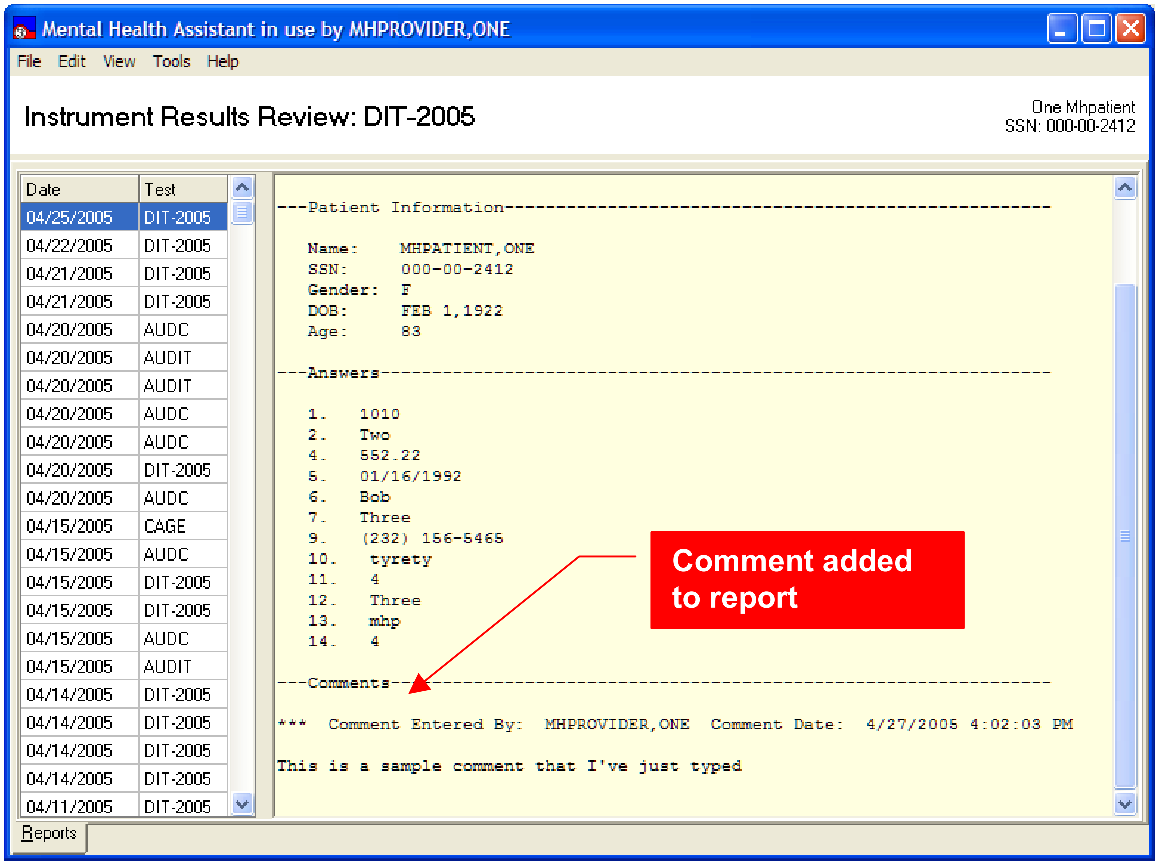
4/25/2005 01:22:58 PM

One Mhpatient
SSN: 000-00-2412

None

This is a sample comment that I've just typed

Example: Comment added to a report.


Mental Health Assistant in use by MHPROVIDER,ONE
File Edit View Tools Help
Reports

Instrument Results Review: DIT-2005

One Mhpatient
SSN: 000-00-2412

Date	Test
04/25/2005	DIT-2005
04/22/2005	DIT-2005
04/21/2005	DIT-2005
04/21/2005	DIT-2005
04/20/2005	AUDC
04/20/2005	AUDIT
04/20/2005	AUDIT
04/20/2005	AUDC
04/20/2005	AUDC
04/20/2005	DIT-2005
04/20/2005	AUDC
04/15/2005	CAGE
04/15/2005	AUDC
04/15/2005	DIT-2005
04/15/2005	DIT-2005
04/15/2005	AUDC
04/15/2005	AUDIT
04/14/2005	DIT-2005
04/14/2005	DIT-2005
04/14/2005	DIT-2005
04/14/2005	DIT-2005
04/11/2005	DIT-2005

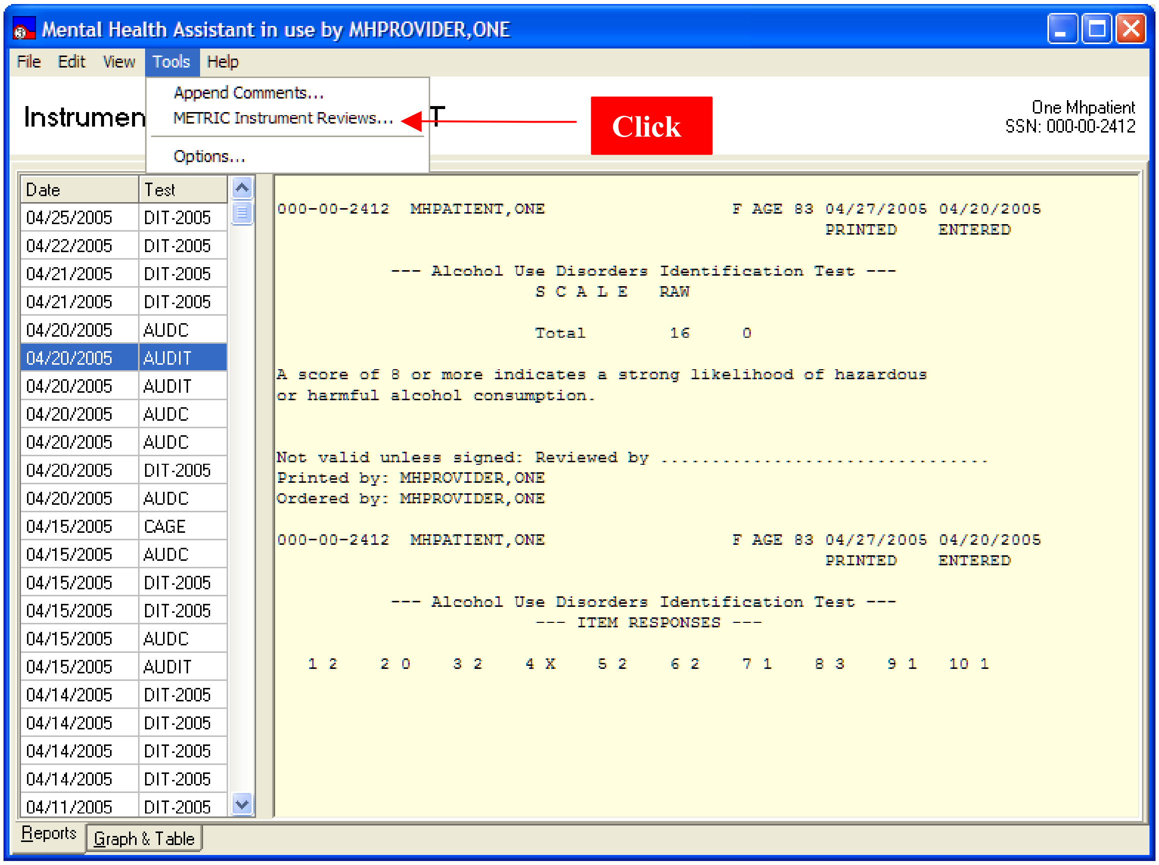
```
---Patient Information-----------------------------------------------------

   Name:    MHPATIENT,ONE
   SSN:     000-00-2412
   Gender:  F
   DOB:     FEB 1,1922
   Age:     83

---Answers-----------------------------------------------------------------

   1.   1010
   2.   Two
   4.   552.22
   5.   01/16/1992
   6.   Bob
   7.   Three
   9.   (232) 156-5465
   10.   tyrety
   11.   4
   12.   Three
   13.   mhp
   14.   4

---Comments----------------------------------------------------------------

***  Comment Entered By:  MHPROVIDER,ONE  Comment Date:  4/27/2005 4:02:03 PM

This is a sample comment that I've just typed
```

Comment added to report

Invoking the METRIC Instrument Reviews Website

The **METRIC Instrument Reviews….** website offers comprehensive information about all sorts of instrument, including Mental Health instruments. This menu item is offered as a courtesy and quick way to link to this website from within MHA3. The METRIC website is not associated in any way with MHA3.

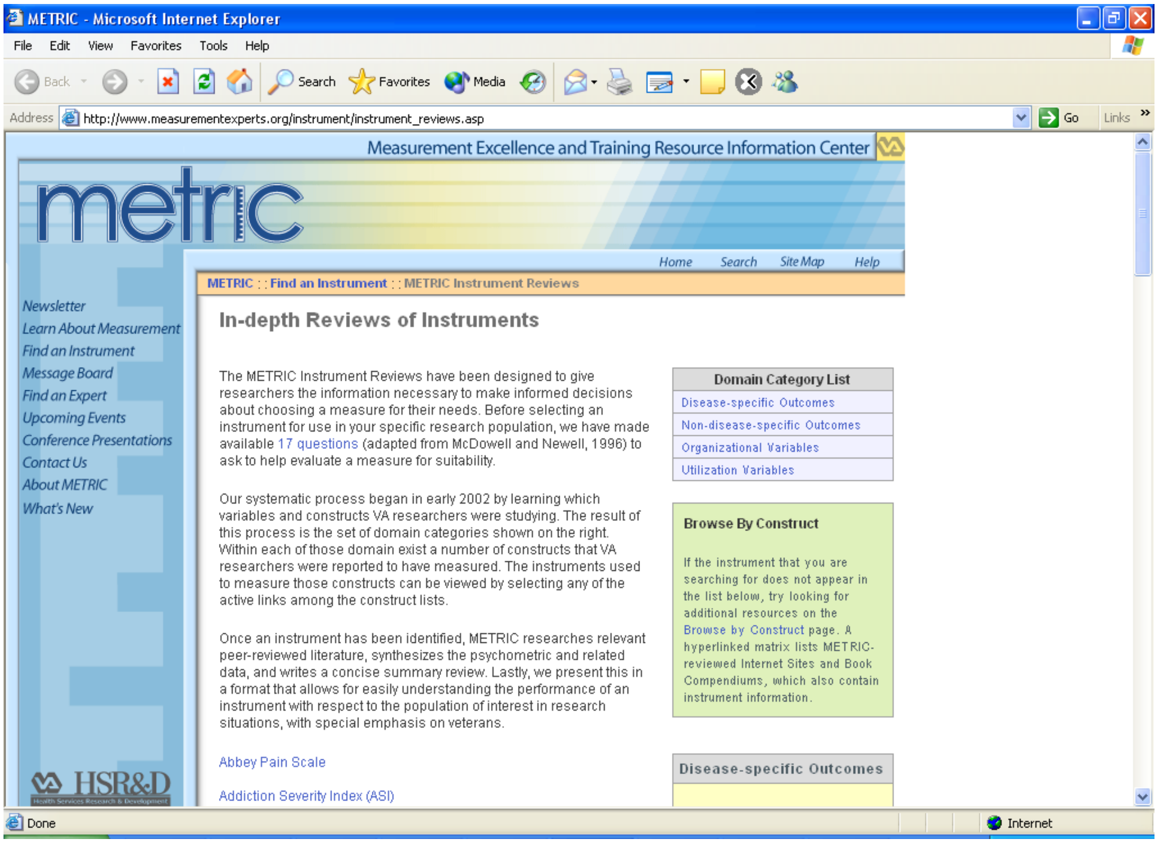
Example: Clicking on **Tools > METRIC Instrument Reviews…** menu item causes the user's default Web browser to display the homepage of the METRIC website.


Mental Health Assistant in use by MHPROVIDER,ONE
File
Edit
View
Tools
Help
Append Comments...
METRIC Instrument Reviews...
Options...
Instrumen
T
Click
One Mhpatient
SSN: 000-00-2412
Reports
Graph & Table

Date	Test
04/25/2005	DIT-2005
04/22/2005	DIT-2005
04/21/2005	DIT-2005
04/21/2005	DIT-2005
04/20/2005	AUDC
04/20/2005	AUDIT
04/20/2005	AUDIT
04/20/2005	AUDC
04/20/2005	AUDC
04/20/2005	DIT-2005
04/20/2005	AUDC
04/15/2005	CAGE
04/15/2005	AUDC
04/15/2005	DIT-2005
04/15/2005	DIT-2005
04/15/2005	AUDC
04/15/2005	AUDIT
04/14/2005	DIT-2005
04/14/2005	DIT-2005
04/14/2005	DIT-2005
04/14/2005	DIT-2005
04/11/2005	DIT-2005

```
000-00-2412  MHPATIENT,ONE                  F AGE 83 04/27/2005 04/20/2005
                                                     PRINTED    ENTERED


           --- Alcohol Use Disorders Identification Test ---
                         S C A L E   RAW

                         Total        16      0

A score of 8 or more indicates a strong likelihood of hazardous
or harmful alcohol consumption.


Not valid unless signed: Reviewed by ................................
Printed by: MHPROVIDER,ONE
Ordered by: MHPROVIDER,ONE

000-00-2412  MHPATIENT,ONE                  F AGE 83 04/27/2005 04/20/2005
                                                     PRINTED    ENTERED


           --- Alcohol Use Disorders Identification Test ---
                         --- ITEM RESPONSES ---

   1 2    2 0    3 2    4 X    5 2    6 2    7 1    8 3    9 1   10 1
```

Example: METRIC website displayed in Internet Explorer.


METRIC - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Back Search Favorites Media
Address http://www.measurementexperts.org/instrument/instrument_reviews.asp
Go Links
Measurement Excellence and Training Resource Information Center
metric
Home Search Site Map Help
METRIC : : Find an Instrument : : METRIC Instrument Reviews
Newsletter
Learn About Measurement
Find an Instrument
Message Board
Find an Expert
Upcoming Events
Conference Presentations
Contact Us
About METRIC
What's New
HSR&D
Health Services Research & Development
Done
Internet

In-depth Reviews of Instruments

The METRIC Instrument Reviews have been designed to give researchers the information necessary to make informed decisions about choosing a measure for their needs. Before selecting an instrument for use in your specific research population, we have made available 17 questions (adapted from McDowell and Newell, 1996) to ask to help evaluate a measure for suitability.

Our systematic process began in early 2002 by learning which variables and constructs VA researchers were studying. The result of this process is the set of domain categories shown on the right. Within each of those domain exist a number of constructs that VA researchers were reported to have measured. The instruments used to measure those constructs can be viewed by selecting any of the active links among the construct lists.

Once an instrument has been identified, METRIC researches relevant peer-reviewed literature, synthesizes the psychometric and related data, and writes a concise summary review. Lastly, we present this in a format that allows for easily understanding the performance of an instrument with respect to the population of interest in research situations, with special emphasis on veterans.

Abbey Pain Scale

Addiction Severity Index (ASI)

Domain Category List

- Disease-specific Outcomes
- Non-disease-specific Outcomes
- Organizational Variables
- Utilization Variables

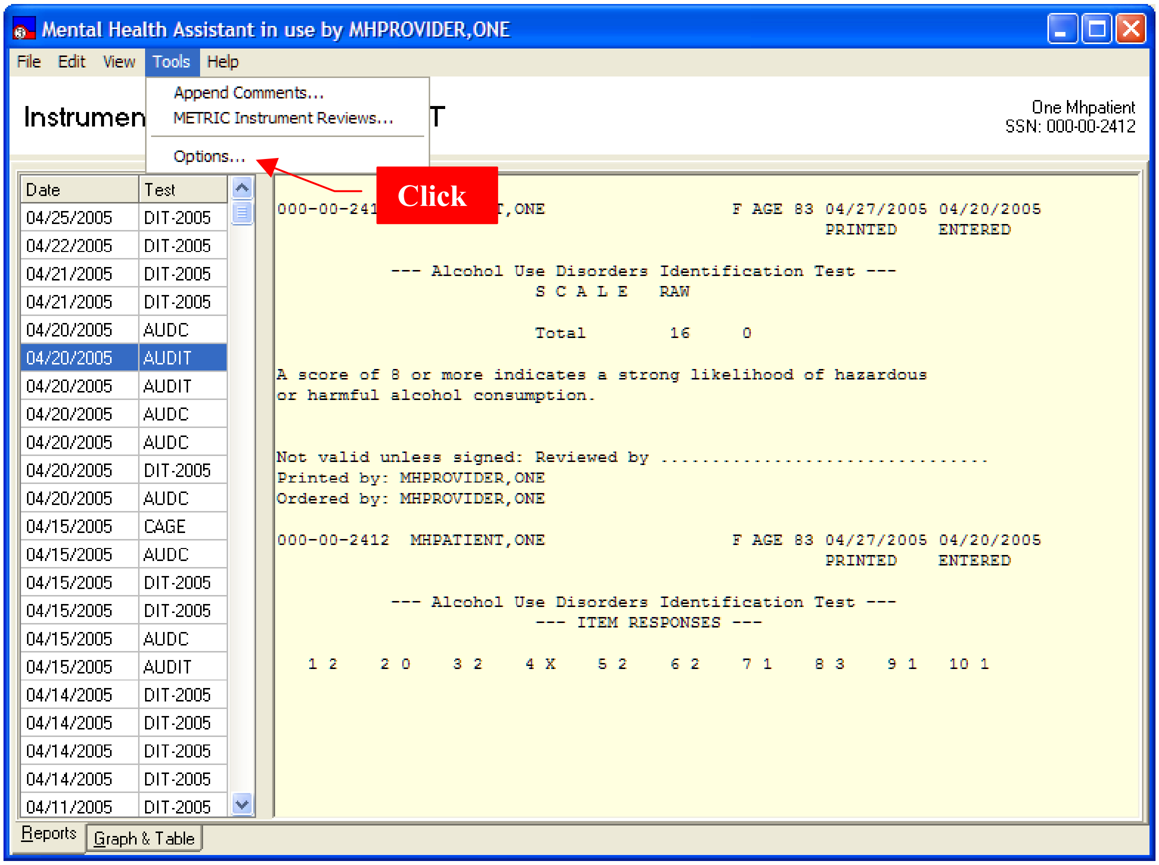
Browse By Construct

If the instrument that you are searching for does not appear in the list below, try looking for additional resources on the Browse by Construct page. A hyperlinked matrix lists METRIC-reviewed Internet Sites and Book Compendiums, which also contain instrument information.

Disease-specific Outcomes

Changing User Preferences

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


Mental Health Assistant in use by MHPROVIDER,ONE
File
Edit
View
Tools
Help
Append Comments…
METRIC Instrument Reviews…
Options…
Click
Instrumen
T
Reports
Graph & Table

One Mhpatient
SSN: 000-00-2412

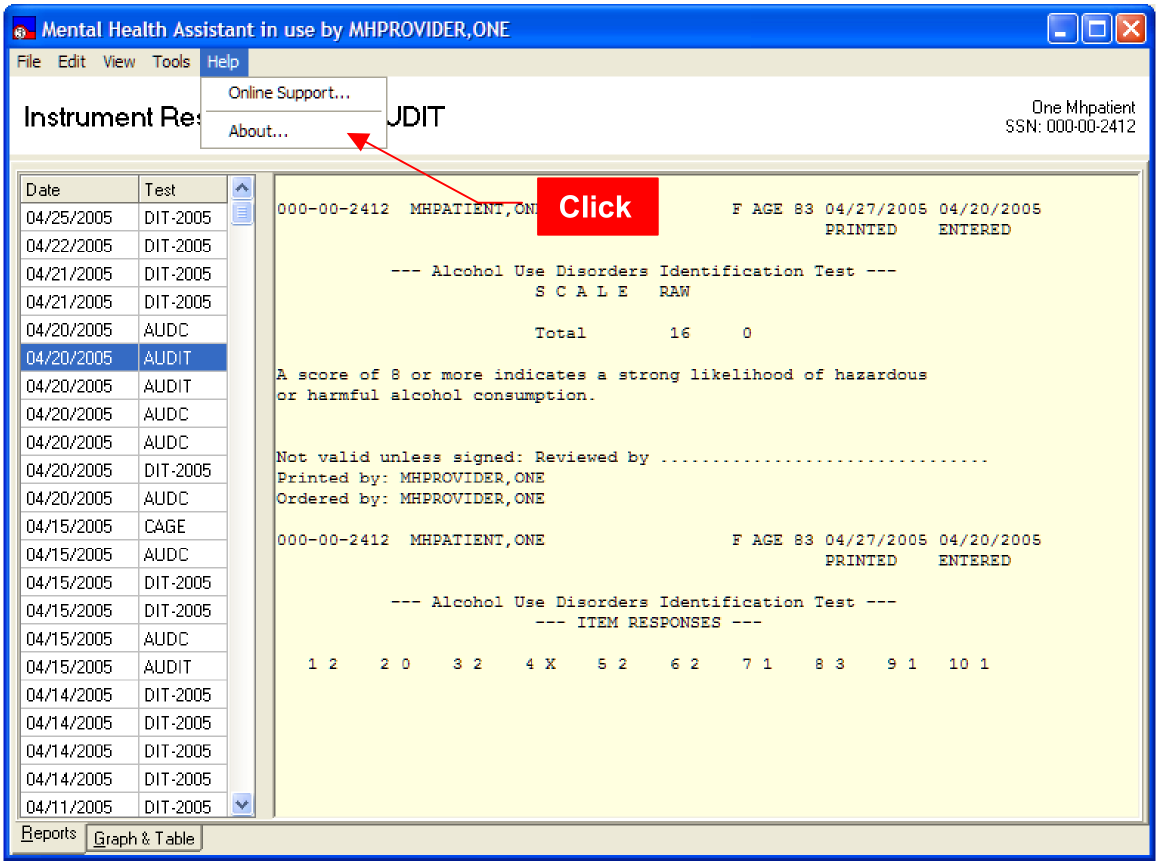
Date	Test
04/25/2005	DIT-2005
04/22/2005	DIT-2005
04/21/2005	DIT-2005
04/21/2005	DIT-2005
04/20/2005	AUDC
04/20/2005	AUDIT
04/20/2005	AUDIT
04/20/2005	AUDC
04/20/2005	AUDC
04/20/2005	DIT-2005
04/20/2005	AUDC
04/15/2005	CAGE
04/15/2005	AUDC
04/15/2005	DIT-2005
04/15/2005	DIT-2005
04/15/2005	AUDC
04/15/2005	AUDIT
04/14/2005	DIT-2005
04/14/2005	DIT-2005
04/14/2005	DIT-2005
04/14/2005	DIT-2005
04/11/2005	DIT-2005

```
000-00-241           T,ONE                  F AGE 83 04/27/2005 04/20/2005
                                                     PRINTED    ENTERED

           --- Alcohol Use Disorders Identification Test ---
                         S C A L E   RAW

                         Total        16      0

A score of 8 or more indicates a strong likelihood of hazardous
or harmful alcohol consumption.


Not valid unless signed: Reviewed by ................................
Printed by: MHPROVIDER,ONE
Ordered by: MHPROVIDER,ONE

000-00-2412  MHPATIENT,ONE                  F AGE 83 04/27/2005 04/20/2005
                                                     PRINTED    ENTERED

           --- Alcohol Use Disorders Identification Test ---
                         --- ITEM RESPONSES ---

   1 2    2 0    3 2    4 X    5 2    6 2    7 1    8 3    9 1   10 1
```

Example: User Preferences message dialog.

Accessing Online Support

Online support for MHA3 is available via the Mental Health Informatics Section’s website. Clicking on the **Help > Online Support…** menu item will start the default Web browser and loads the following web address into the browser: http://vaww.mentalhealth.med.va.gov/mha.shtm.

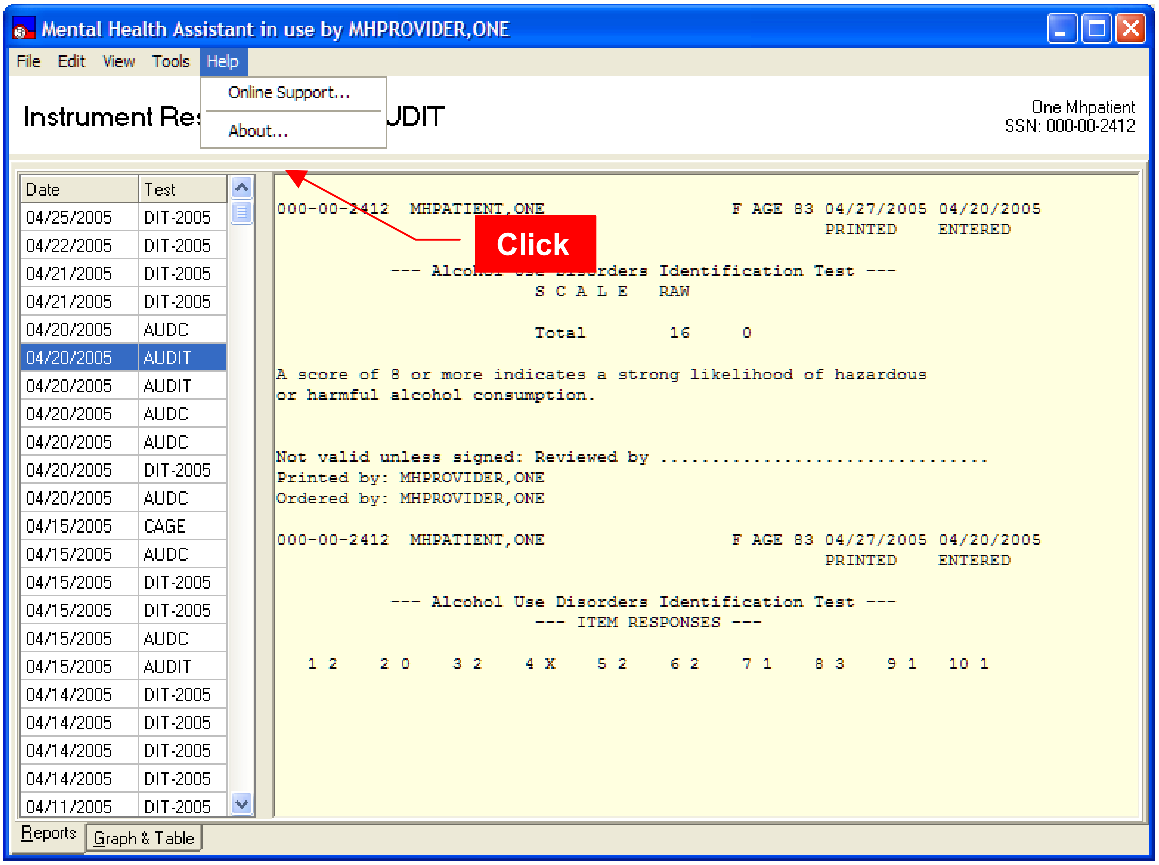

Mental Health Assistant in use by MHPROVIDER,ONE
File
Edit
View
Tools
Help
Online Support…
About…
Instrument Res
UDIT
One Mhpatient
SSN: 000-00-2412
Click
Reports
Graph & Table

Date	Test
04/25/2005	DIT-2005
04/22/2005	DIT-2005
04/21/2005	DIT-2005
04/21/2005	DIT-2005
04/20/2005	AUDC
04/20/2005	AUDIT
04/20/2005	AUDIT
04/20/2005	AUDC
04/20/2005	AUDC
04/20/2005	DIT-2005
04/20/2005	AUDC
04/15/2005	CAGE
04/15/2005	AUDC
04/15/2005	DIT-2005
04/15/2005	DIT-2005
04/15/2005	AUDC
04/15/2005	AUDIT
04/14/2005	DIT-2005
04/14/2005	DIT-2005
04/14/2005	DIT-2005
04/14/2005	DIT-2005
04/11/2005	DIT-2005

```
000-00-2412  MHPATIENT,ON                  F AGE 83 04/27/2005 04/20/2005
                                                    PRINTED     ENTERED

           --- Alcohol Use Disorders Identification Test ---
                         S C A L E    RAW

                         Total        16      0

A score of 8 or more indicates a strong likelihood of hazardous
or harmful alcohol consumption.


Not valid unless signed: Reviewed by ................................
Printed by: MHPROVIDER,ONE
Ordered by: MHPROVIDER,ONE

000-00-2412  MHPATIENT,ONE                  F AGE 83 04/27/2005 04/20/2005
                                                    PRINTED     ENTERED

           --- Alcohol Use Disorders Identification Test ---
                         --- ITEM RESPONSES ---

   1 2    2 0    3 2    4 X    5 2    6 2    7 1    8 3    9 1   10 1
```

Accessing Program Information

Clicking on the **Help** > **About…** menu item will display the About Mental Health Assistant message dialog, which contains useful release information about this version of MHA3.

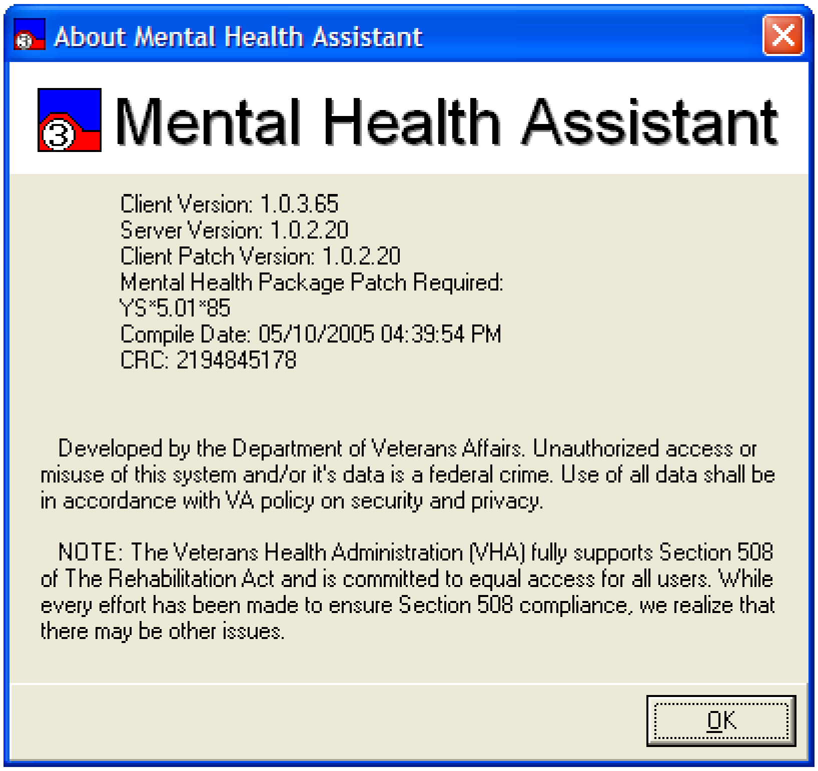

Mental Health Assistant in use by MHPROVIDER,ONE
File
Edit
View
Tools
Help
Online Support…
About…
Instrument Re
UDIT
Click
Reports
Graph & Table

One Mhpatient
SSN: 000-00-2412

Date	Test
04/25/2005	DIT-2005
04/22/2005	DIT-2005
04/21/2005	DIT-2005
04/21/2005	DIT-2005
04/20/2005	AUDC
04/20/2005	AUDIT
04/20/2005	AUDIT
04/20/2005	AUDC
04/20/2005	AUDC
04/20/2005	DIT-2005
04/20/2005	AUDC
04/15/2005	CAGE
04/15/2005	AUDC
04/15/2005	DIT-2005
04/15/2005	DIT-2005
04/15/2005	AUDC
04/15/2005	AUDIT
04/14/2005	DIT-2005
04/14/2005	DIT-2005
04/14/2005	DIT-2005
04/14/2005	DIT-2005
04/11/2005	DIT-2005

```
000-00-2412  MHPATIENT,ONE                F AGE 83 04/27/2005 04/20/2005
                                                   PRINTED    ENTERED

           --- Alco         rders Identification Test ---
                         S C A L E   RAW

                         Total        16     0

A score of 8 or more indicates a strong likelihood of hazardous
or harmful alcohol consumption.


Not valid unless signed: Reviewed by ................................
Printed by: MHPROVIDER,ONE
Ordered by: MHPROVIDER,ONE

000-00-2412  MHPATIENT,ONE                F AGE 83 04/27/2005 04/20/2005
                                                   PRINTED    ENTERED

           --- Alcohol Use Disorders Identification Test ---
                         --- ITEM RESPONSES ---

   1 2    2 0    3 2    4 X    5 2    6 2    7 1    8 3    9 1   10 1
```

Example: Message dialog containing information about the Mental Health Assistant program.



Client Version: 1.0.3.65
Server Version: 1.0.2.20
Client Patch Version: 1.0.2.20
Mental Health Package Patch Required:
YS*5.01*85
Compile Date: 05/10/2005 04:39:54 PM
CRC: 2194845178

Developed by the Department of Veterans Affairs. Unauthorized access or misuse of this system and/or it's data is a federal crime. Use of all data shall be in accordance with VA policy on security and privacy.

NOTE: The Veterans Health Administration (VHA) fully supports Section 508 of The Rehabilitation Act and is committed to equal access for all users. While every effort has been made to ensure Section 508 compliance, we realize that there may be other issues.

Addiction Severity Index Manager Functions

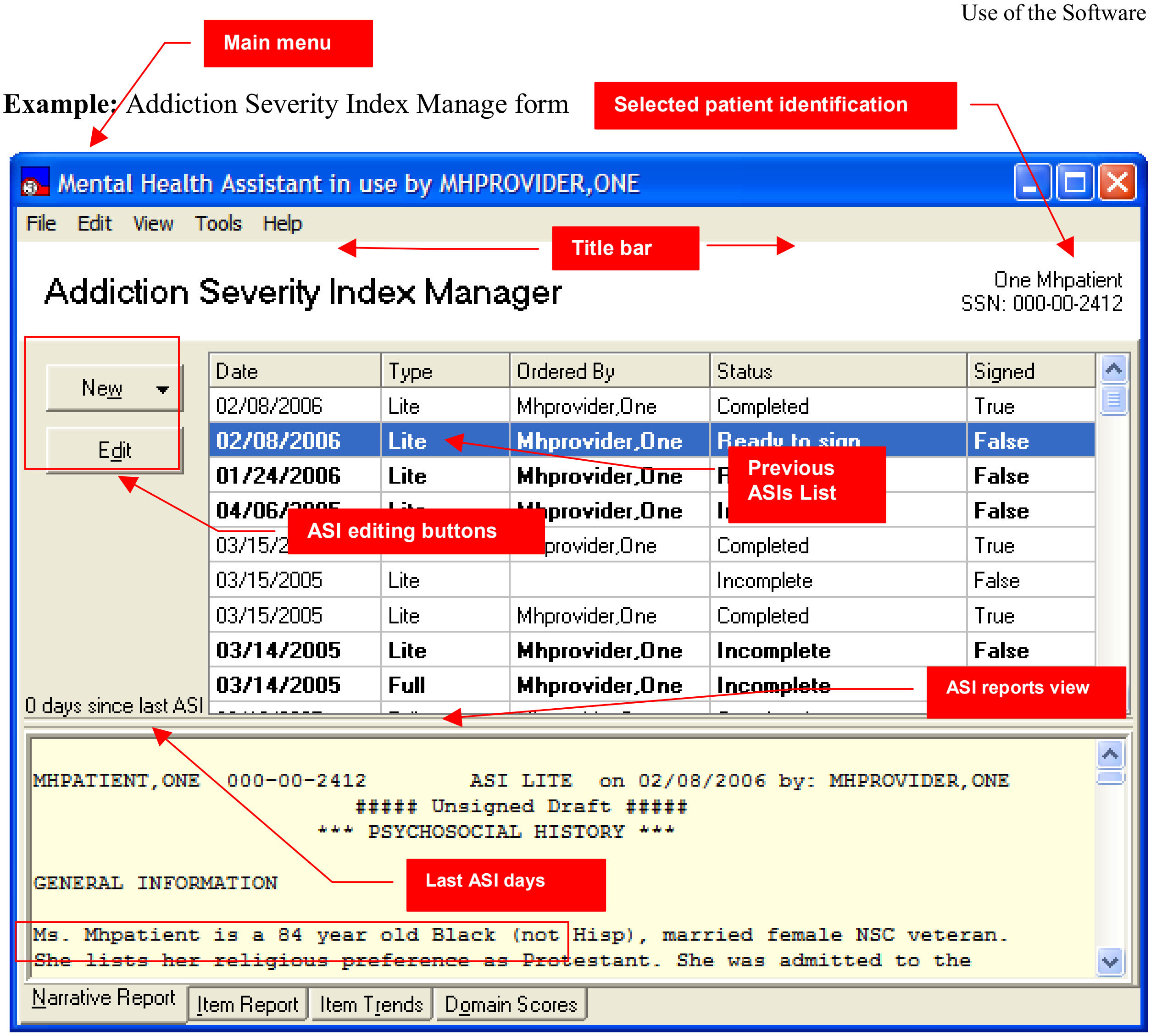
Orientation

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 Manage form


Main menu
Selected patient identification
Mental Health Assistant in use by MHPROVIDER,ONE
File
Edit
View
Tools
Help
Title bar
Addiction Severity Index Manager
One Mhpatient
SSN: 000-00-2412
New
Edit
Previous ASIs List
ASI editing buttons
0 days since last ASI
ASI reports view
Last ASI days
Narrative Report
Item Report
Item Trends
Domain Scores

Date	Type	Ordered By	Status	Signed
02/08/2006	Lite	Mhprovider,One	Completed	True
02/08/2006	Lite	Mhprovider,One	Ready to sign	False
01/24/2006	Lite	Mhprovider,One	F	False
04/06/200	Li	hprovider,One	I	False
03/15/2		provider,One	Completed	True
03/15/2005	Lite		Incomplete	False
03/15/2005	Lite	Mhprovider,One	Completed	True
03/14/2005	Lite	Mhprovider,One	Incomplete	False
03/14/2005	Full	Mhprovider,One	Incomplete	False

```
MHPATIENT,ONE  000-00-2412        ASI LITE  on 02/08/2006 by: MHPROVIDER,ONE
                         ##### Unsigned Draft #####
                      *** PSYCHOSOCIAL HISTORY ***


GENERAL INFORMATION


Ms. Mhpatient is a 84 year old Black (not Hisp), married female NSC veteran.
She lists her religious preference as Protestant. She was admitted to the
```

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 MHA3. 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 MHA3 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.

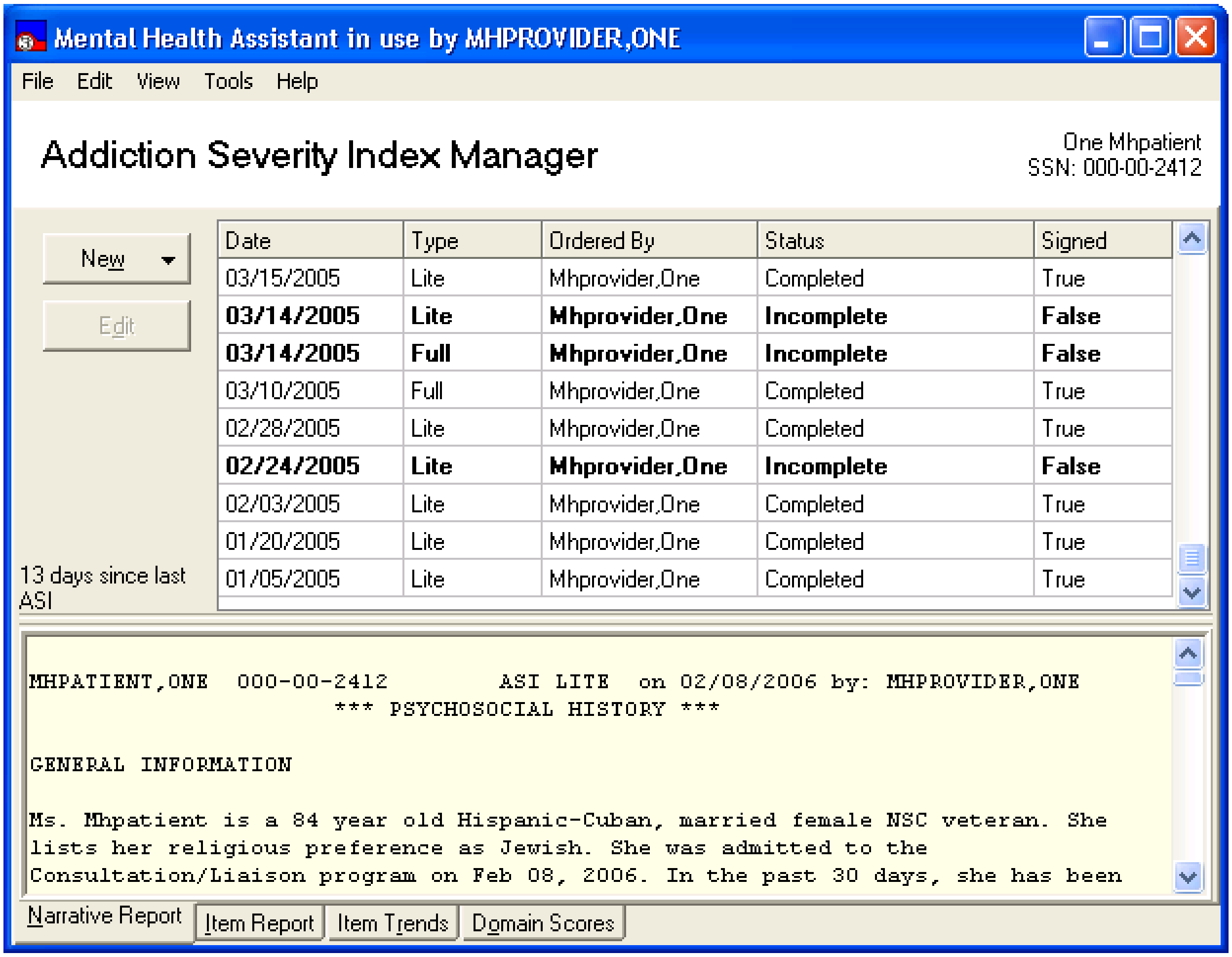
Days Since Last ASI Label

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 for the current patient, observe towards the middle-left of the ASI Manager form. Read the text label that states **""x" days since last ASI**."

Example: The last ASI for this patient was administered 13 days ago.



Mental Health Assistant in use by MHPROVIDER,ONE

Addiction Severity Index Manager

One Mhpatient
SSN: 000-00-2412

13 days since last ASI

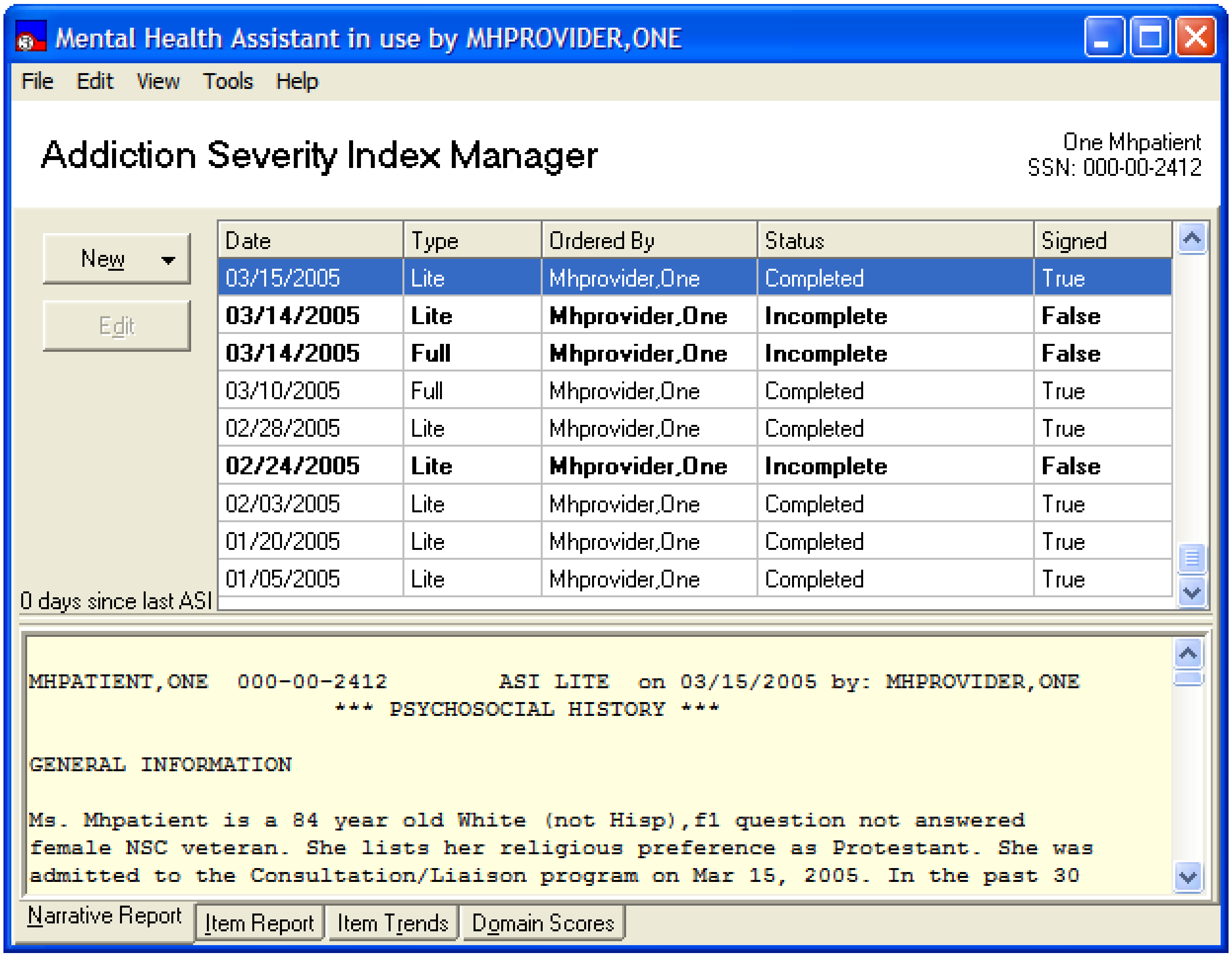
Date	Type	Ordered By	Status	Signed
03/15/2005	Lite	Mhprovider,One	Completed	True
03/14/2005	**Lite**	**Mhprovider,One**	**Incomplete**	**False**
03/14/2005	**Full**	**Mhprovider,One**	**Incomplete**	**False**
03/10/2005	Full	Mhprovider,One	Completed	True
02/28/2005	Lite	Mhprovider,One	Completed	True
02/24/2005	**Lite**	**Mhprovider,One**	**Incomplete**	**False**
02/03/2005	Lite	Mhprovider,One	Completed	True
01/20/2005	Lite	Mhprovider,One	Completed	True
01/05/2005	Lite	Mhprovider,One	Completed	True

```
MHPATIENT,ONE  000-00-2412        ASI LITE  on 02/08/2006 by: MHPROVIDER,ONE
                      *** PSYCHOSOCIAL HISTORY ***

GENERAL INFORMATION

Ms. Mhpatient is a 84 year old Hispanic-Cuban, married female NSC veteran. She
lists her religious preference as Jewish. She was admitted to the
Consultation/Liaison program on Feb 08, 2006. In the past 30 days, she has been
```

Selecting a Previous Interview

To select from previously-administered interviews, click on the row for the desired interview on 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 03/15/2005 is selected, and the Narrative Report is shown below.


Mental Health Assistant in use by MHPROVIDER,ONE
File
Edit
View
Tools
Help
Addiction Severity Index Manager
New
Edit
Narrative Report
Item Report
Item Trends
Domain Scores

One Mhpatient
SSN: 000-00-2412

0 days since last ASI

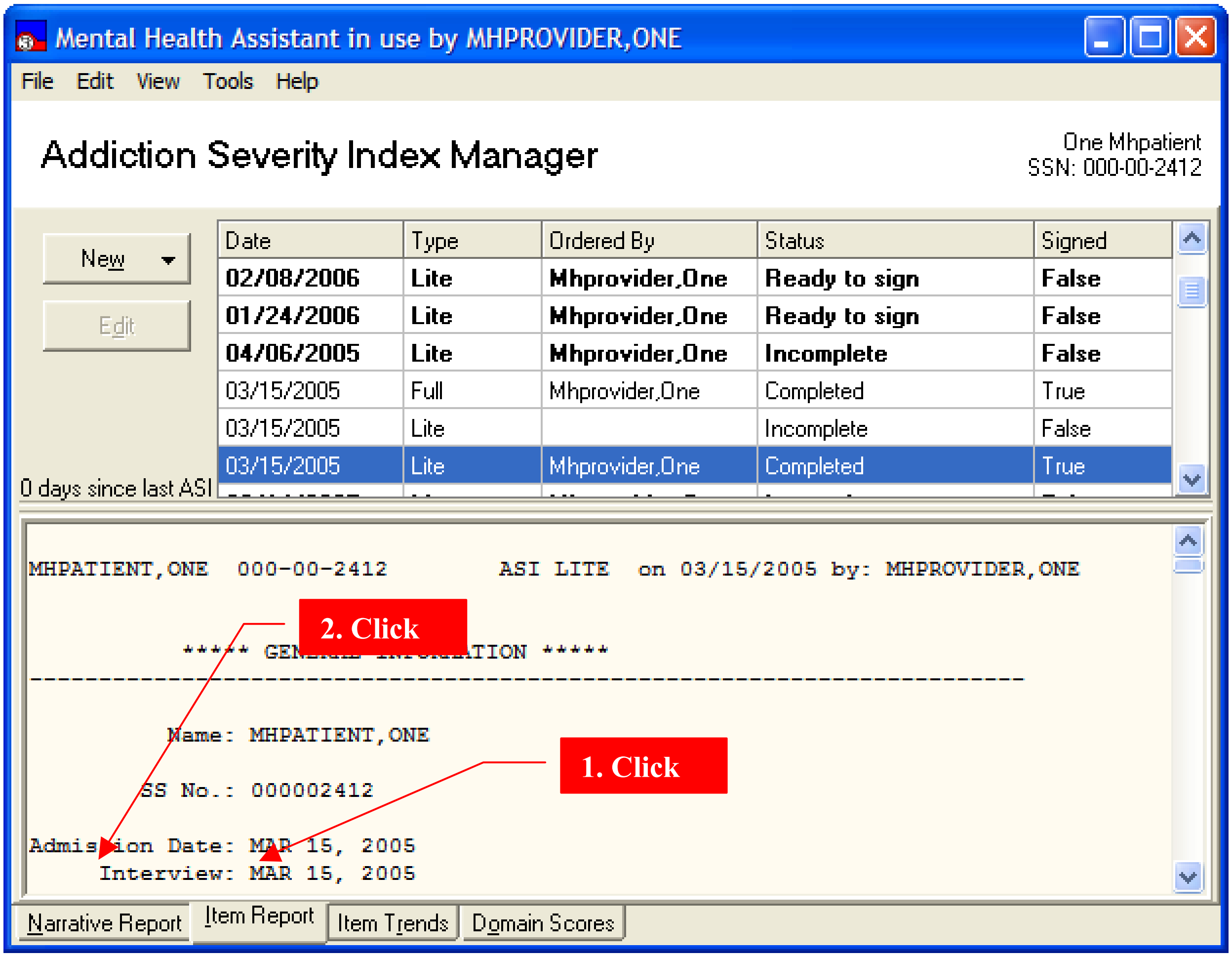
Date	Type	Ordered By	Status	Signed
03/15/2005	Lite	Mhprovider,One	Completed	True
03/14/2005	**Lite**	**Mhprovider,One**	**Incomplete**	**False**
03/14/2005	**Full**	**Mhprovider,One**	**Incomplete**	**False**
03/10/2005	Full	Mhprovider,One	Completed	True
02/28/2005	Lite	Mhprovider,One	Completed	True
02/24/2005	**Lite**	**Mhprovider,One**	**Incomplete**	**False**
02/03/2005	Lite	Mhprovider,One	Completed	True
01/20/2005	Lite	Mhprovider,One	Completed	True
01/05/2005	Lite	Mhprovider,One	Completed	True

```
MHPATIENT,ONE  000-00-2412        ASI LITE  on 03/15/2005 by: MHPROVIDER,ONE
                      *** PSYCHOSOCIAL HISTORY ***

GENERAL INFORMATION

Ms. Mhpatient is a 84 year old White (not Hisp),f1 question not answered
female NSC veteran. She lists her religious preference as Protestant. She was
admitted to the Consultation/Liaison program on Mar 15, 2005. In the past 30
```

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 03/15/2005 interview is shown. Note that more than one signed ASI record must be available for displaying the Domain Scores or Item Trends tabs.


Mental Health Assistant in use by MHPROVIDER,ONE
File
Edit
View
Tools
Help
Addiction Severity Index Manager
One Mhpatient
SSN: 000-00-2412
New
Edit
0 days since last ASI
2. Click
1. Click
Narrative Report
Item Report
Item Trends
Domain Scores

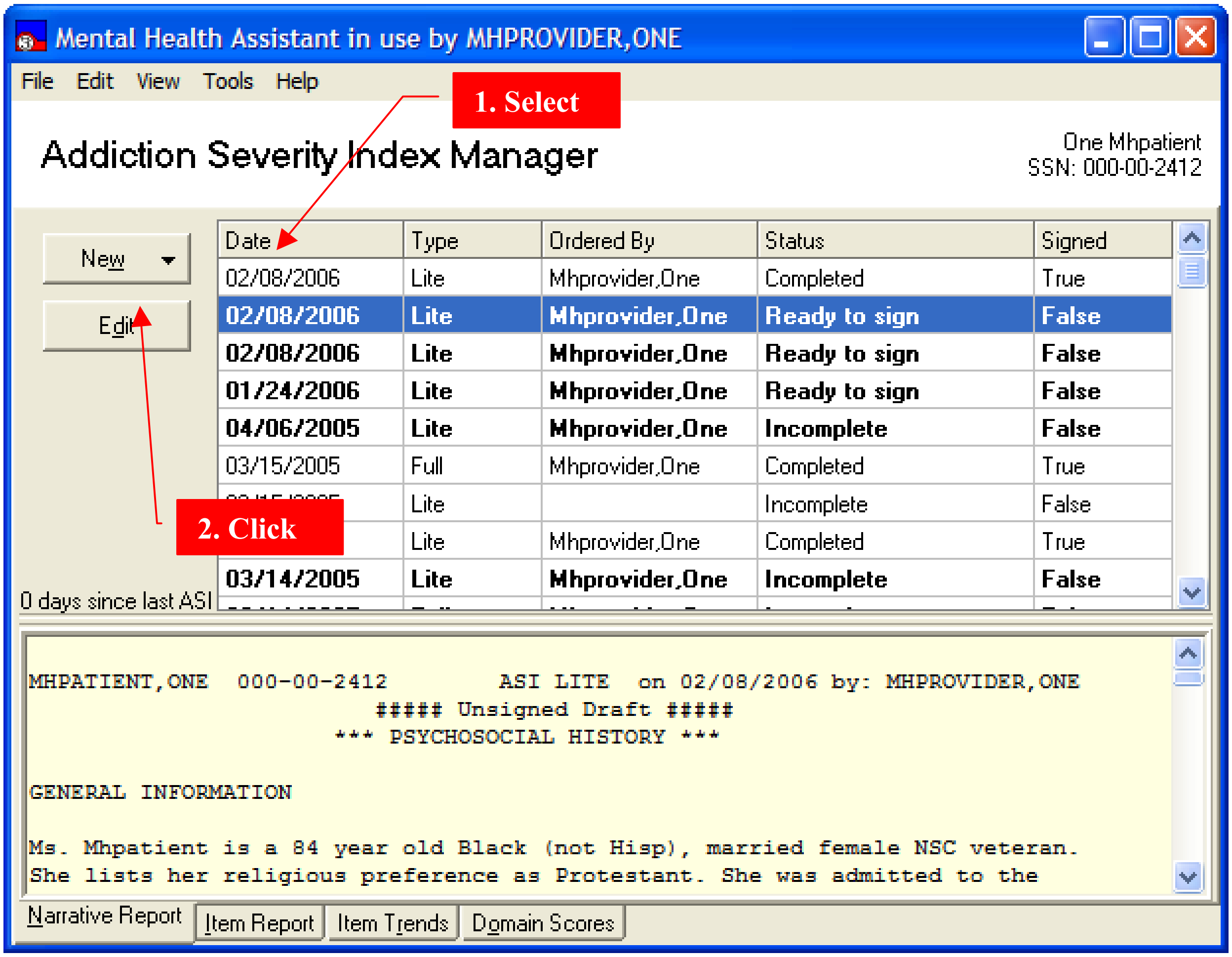
Date	Type	Ordered By	Status	Signed
02/08/2006	**Lite**	**Mhprovider,One**	**Ready to sign**	**False**
01/24/2006	**Lite**	**Mhprovider,One**	**Ready to sign**	**False**
04/06/2005	**Lite**	**Mhprovider,One**	**Incomplete**	**False**
03/15/2005	Full	Mhprovider,One	Completed	True
03/15/2005	Lite		Incomplete	False
03/15/2005	Lite	Mhprovider,One	Completed	True

```
MHPATIENT,ONE  000-00-2412        ASI LITE  on 03/15/2005 by: MHPROVIDER,ONE


           ***** GENERAL INFORMATION *****
------------------------------------------------------------------------


          Name: MHPATIENT,ONE

        SS No.: 000002412

Admission Date: MAR 15, 2005
     Interview: MAR 15, 2005
```

Restarting an Unsigned ASI

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

Example: To restart and 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.


Mental Health Assistant in use by MHPROVIDER,ONE
File
Edit
View
Tools
Help
1. Select
Addiction Severity Index Manager
One Mhpatient
SSN: 000-00-2412
New
Edit
2. Click
0 days since last ASI
Narrative Report
Item Report
Item Trends
Domain Scores

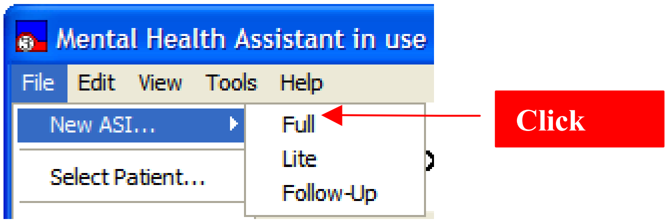
Date	Type	Ordered By	Status	Signed
02/08/2006	Lite	Mhprovider,One	Completed	True
02/08/2006	**Lite**	**Mhprovider,One**	**Ready to sign**	**False**
02/08/2006	**Lite**	**Mhprovider,One**	**Ready to sign**	**False**
01/24/2006	**Lite**	**Mhprovider,One**	**Ready to sign**	**False**
04/06/2005	**Lite**	**Mhprovider,One**	**Incomplete**	**False**
03/15/2005	Full	Mhprovider,One	Completed	True
	Lite		Incomplete	False
	Lite	Mhprovider,One	Completed	True
03/14/2005	**Lite**	**Mhprovider,One**	**Incomplete**	**False**

```
MHPATIENT,ONE   000-00-2412        ASI LITE   on 02/08/2006 by: MHPROVIDER,ONE
                         ##### Unsigned Draft #####
                      *** PSYCHOSOCIAL HISTORY ***

GENERAL INFORMATION

Ms. Mhpatient is a 84 year old Black (not Hisp), married female NSC veteran.
She lists her religious preference as Protestant. She was admitted to the
```

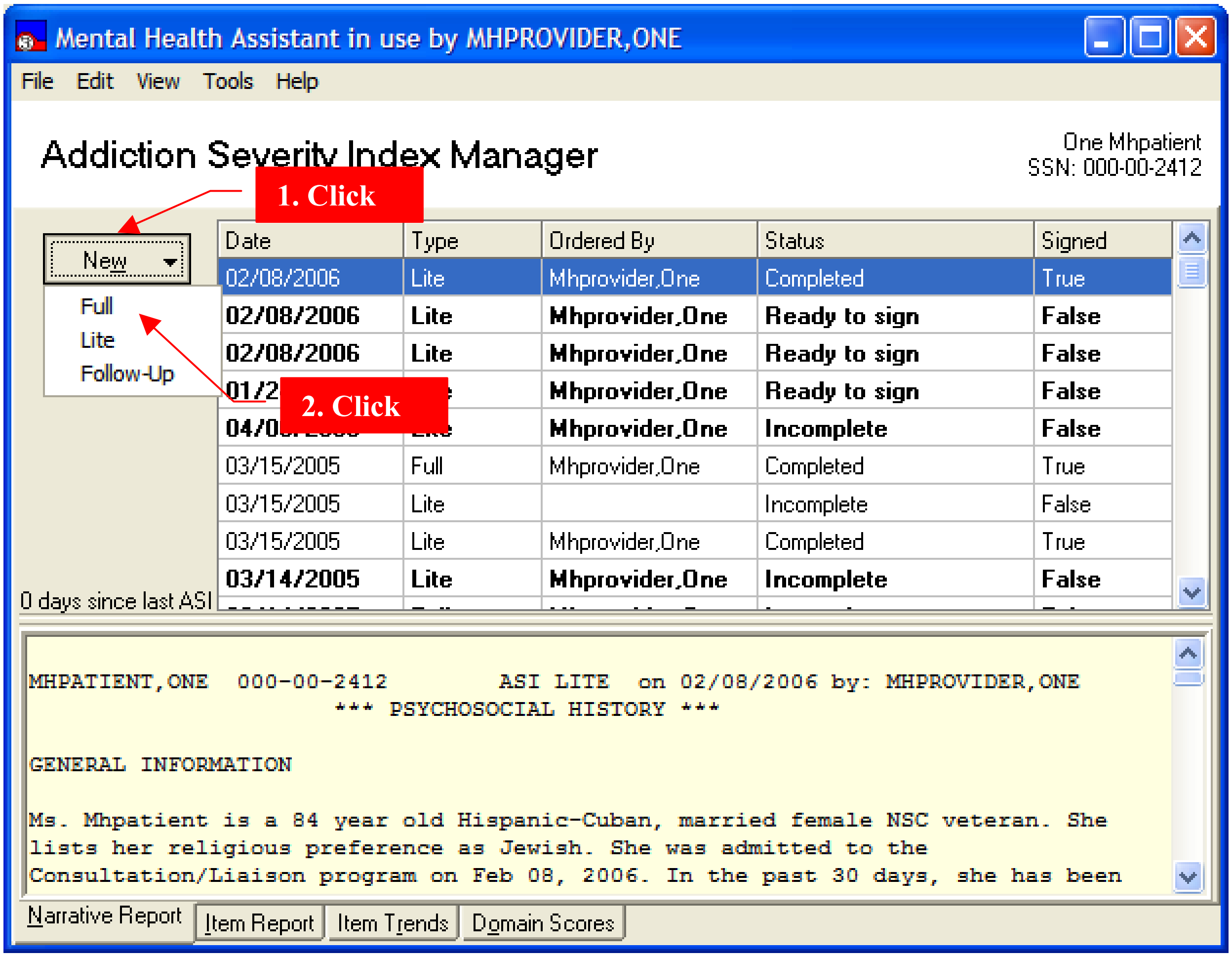
Starting a New ASI

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 of Full or Lite.

Example: File > New ASI… menu item


Mental Health Assistant in use
File
Edit
View
Tools
Help
New ASI…
Select Patient…
Full
Lite
Follow-Up
Click

Example: The **Addiction Severity Index Manager** form.


Mental Health Assistant in use by MHPROVIDER,ONE
File
Edit
View
Tools
Help
Addiction Severity Index Manager
One Mhpatient
SSN: 000-00-2412
1. Click
New
Full
Lite
Follow-Up
2. Click
0 days since last ASI
Narrative Report
Item Report
Item Trends
Domain Scores

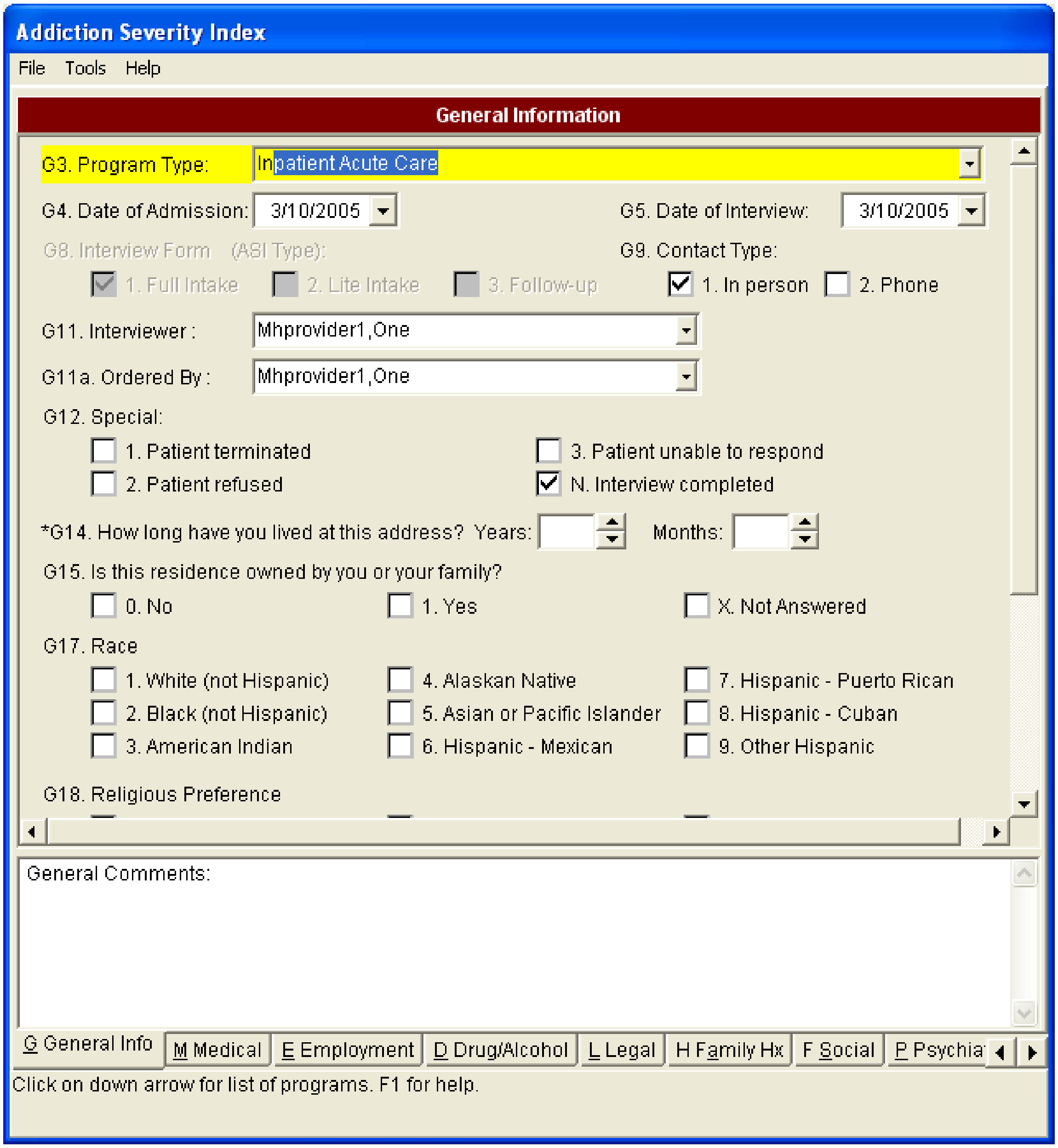
Date	Type	Ordered By	Status	Signed
02/08/2006	Lite	Mhprovider,One	Completed	True
02/08/2006	Lite	Mhprovider,One	Ready to sign	False
02/08/2006	Lite	Mhprovider,One	Ready to sign	False
01/2		Mhprovider,One	Ready to sign	False
04/0		Mhprovider,One	Incomplete	False
03/15/2005	Full	Mhprovider,One	Completed	True
03/15/2005	Lite		Incomplete	False
03/15/2005	Lite	Mhprovider,One	Completed	True
03/14/2005	Lite	Mhprovider,One	Incomplete	False

```
MHPATIENT,ONE  000-00-2412        ASI LITE  on 02/08/2006 by: MHPROVIDER,ONE
                     *** PSYCHOSOCIAL HISTORY ***

GENERAL INFORMATION

Ms. Mhpatient is a 84 year old Hispanic-Cuban, married female NSC veteran. She
lists her religious preference as Jewish. She was admitted to the
Consultation/Liaison program on Feb 08, 2006. In the past 30 days, she has been
```

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 modifiable. However, G8 displays the selected ASI type. Default items based on ASI type


Addiction Severity Index
File Tools Help
General Information
G General Info
M Medical
E Employment
D Drug/Alcohol
L Legal
H Family Hx
F Social
P Psychia

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):

☑ 1. Full Intake ☐ 2. Lite Intake ☐ 3. Follow-up

G9. Contact Type:

☑ 1. In person ☐ 2. Phone

G11. Interviewer : Mhprovider1,One

G11a. Ordered By : Mhprovider1,One

G12. Special:

☐ 1. Patient terminated
☐ 2. Patient refused
☐ 3. Patient unable to respond
☑ N. Interview completed

*G14. How long have you lived at this address? Years: Months:

G15. Is this residence owned by you or your family?

☐ 0. No ☐ 1. Yes ☐ X. Not Answered

G17. Race

☐ 1. White (not Hispanic)
☐ 2. Black (not Hispanic)
☐ 3. American Indian
☐ 4. Alaskan Native
☐ 5. Asian or Pacific Islander
☐ 6. Hispanic - Mexican
☐ 7. Hispanic - Puerto Rican
☐ 8. Hispanic - Cuban
☐ 9. Other Hispanic

G18. Religious Preference

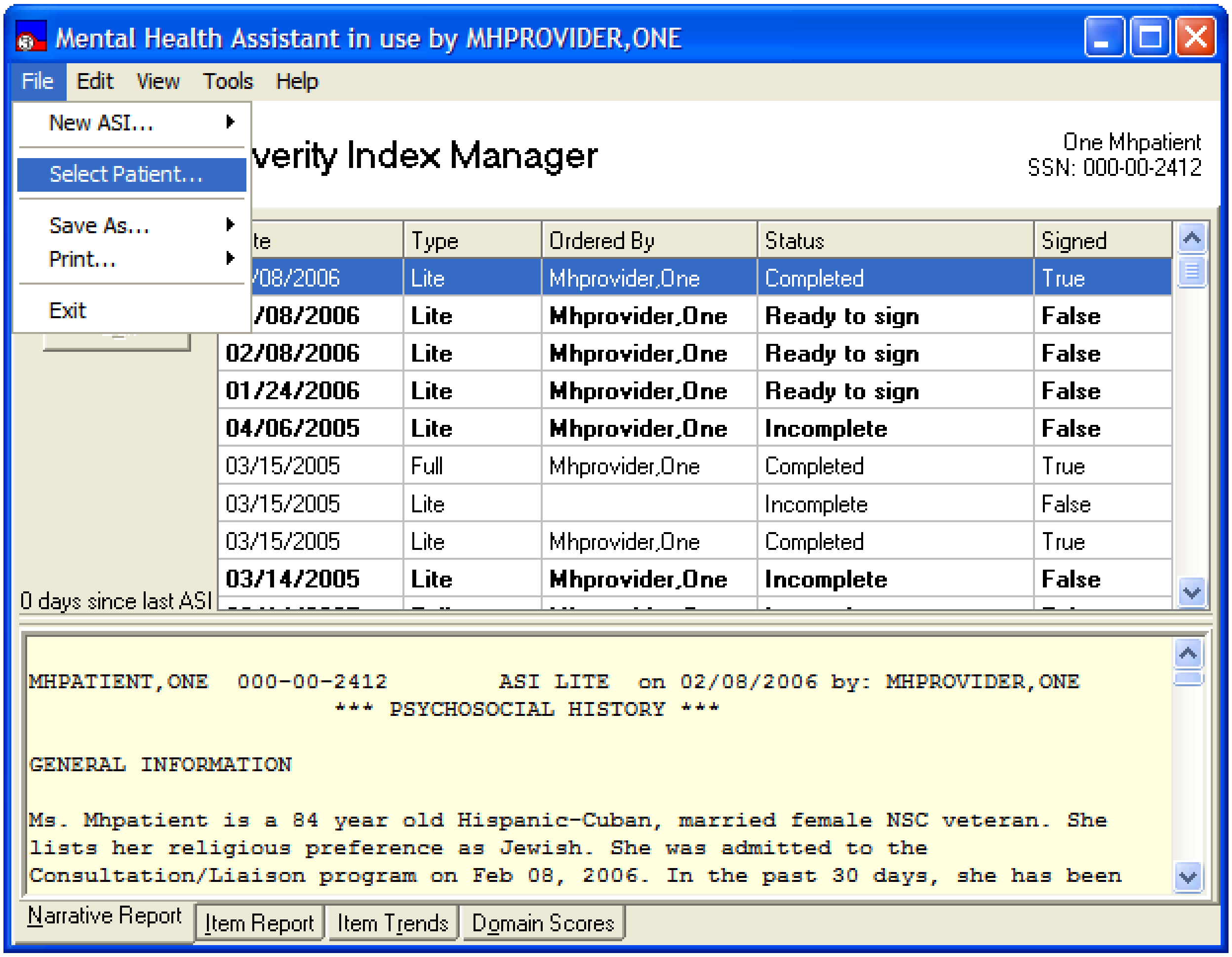
General Comments:

Click on down arrow for list of programs. F1 for help.

Selecting a New Patient

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

Example: To select a different patient, **click** on the **File > Select Patient** menu item. After a brief pause, the familiar CPRS patient-selection form is displayed. After selecting a new patient, both CPRS and MHA3 are synchronized and updated to identify the same new patient.


Mental Health Assistant in use by MHPROVIDER,ONE
File
Edit
View
Tools
Help
New ASI...
Select Patient...
Save As...
Print...
Exit
verity Index Manager
One Mhpatient
SSN: 000-00-2412
0 days since last ASI
Narrative Report
Item Report
Item Trends
Domain Scores

te	Type	Ordered By	Status	Signed
/08/2006	Lite	Mhprovider,One	Completed	True
/08/2006	Lite	Mhprovider,One	Ready to sign	False
02/08/2006	Lite	Mhprovider,One	Ready to sign	False
01/24/2006	Lite	Mhprovider,One	Ready to sign	False
04/06/2005	Lite	Mhprovider,One	Incomplete	False
03/15/2005	Full	Mhprovider,One	Completed	True
03/15/2005	Lite		Incomplete	False
03/15/2005	Lite	Mhprovider,One	Completed	True
03/14/2005	Lite	Mhprovider,One	Incomplete	False

```
MHPATIENT,ONE  000-00-2412       ASI LITE  on 02/08/2006 by: MHPROVIDER,ONE
                   *** PSYCHOSOCIAL HISTORY ***

GENERAL INFORMATION

Ms. Mhpatient is a 84 year old Hispanic-Cuban, married female NSC veteran. She
lists her religious preference as Jewish. She was admitted to the
Consultation/Liaison program on Feb 08, 2006. In the past 30 days, she has been
```

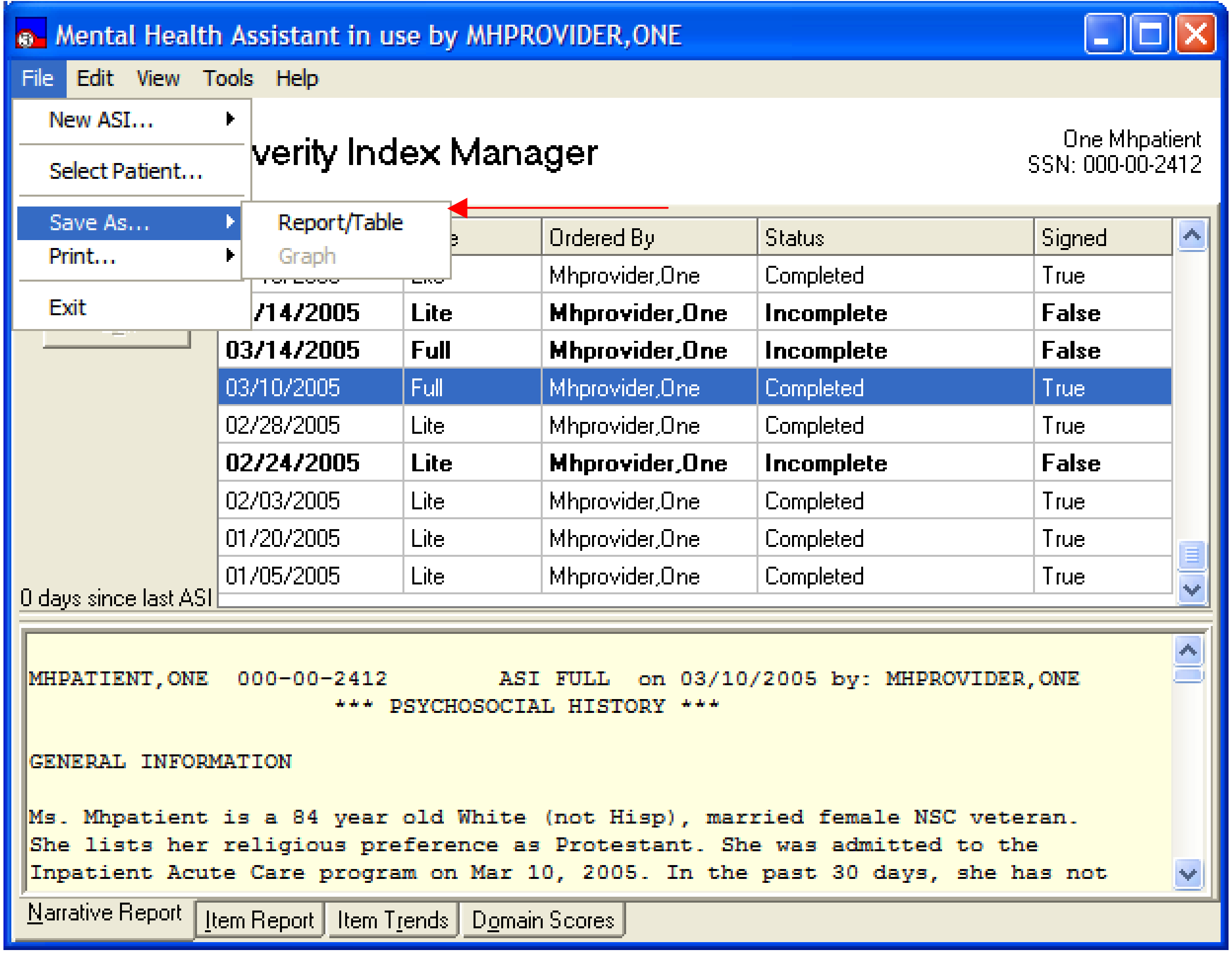
Saving a Report, Graph or Table to a File

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.

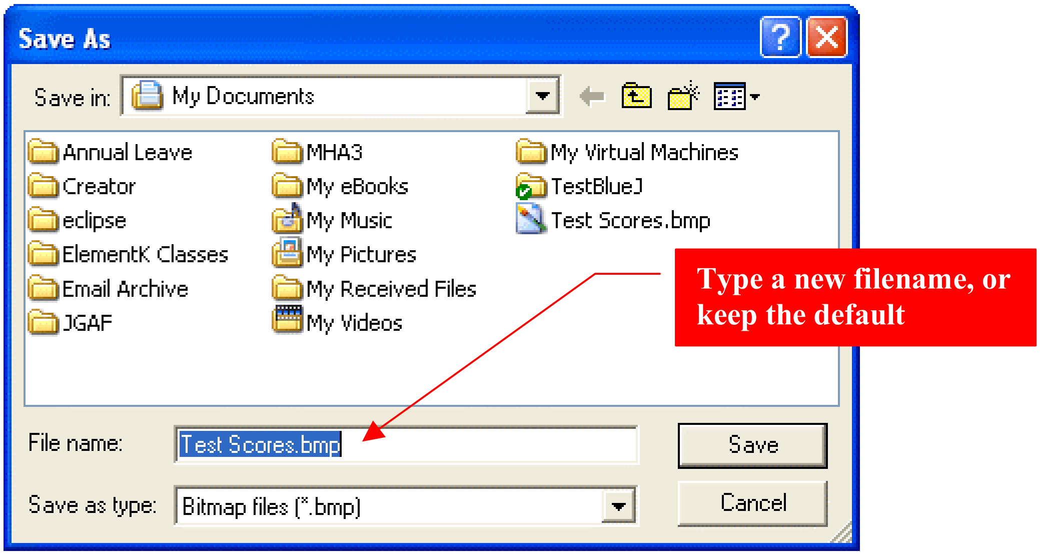
Example: A message dialog appears that asks the user to enter a filename and storage location for the table, report or graph file to be saved. A graph is saved as a bitmap, a table is saved as an Excel file and a report is saved as a text file.


Mental Health Assistant in use by MHPROVIDER,ONE
File
Edit
View
Tools
Help
New ASI…
Select Patient…
Save As…
Print…
Exit
Report/Table
Graph
verity Index Manager
One Mhpatient
SSN: 000-00-2412
0 days since last ASI
Narrative Report
Item Report
Item Trends
Domain Scores

		Ordered By	Status	Signed
		Mhprovider,One	Completed	True
/14/2005	**Lite**	**Mhprovider,One**	**Incomplete**	**False**
03/14/2005	**Full**	**Mhprovider,One**	**Incomplete**	**False**
03/10/2005	Full	Mhprovider,One	Completed	True
02/28/2005	Lite	Mhprovider,One	Completed	True
02/24/2005	**Lite**	**Mhprovider,One**	**Incomplete**	**False**
02/03/2005	Lite	Mhprovider,One	Completed	True
01/20/2005	Lite	Mhprovider,One	Completed	True
01/05/2005	Lite	Mhprovider,One	Completed	True

```
MHPATIENT,ONE   000-00-2412        ASI FULL  on 03/10/2005 by: MHPROVIDER,ONE
                      *** PSYCHOSOCIAL HISTORY ***

GENERAL INFORMATION

Ms. Mhpatient is a 84 year old White (not Hisp), married female NSC veteran.
She lists her religious preference as Protestant. She was admitted to the
Inpatient Acute Care program on Mar 10, 2005. In the past 30 days, she has not
```

Example: Save As form.


Save As
Save in:
My Documents
Annual Leave
Creator
eclipse
ElementK Classes
Email Archive
JGAF
MHA3
My eBooks
My Music
My Pictures
My Received Files
My Videos
My Virtual Machines
TestBlueJ
Test Scores.bmp
Save
Cancel

File name: Test Scores.bmp

Save as type: Bitmap files (*.bmp)

Type a new filename, or keep the default

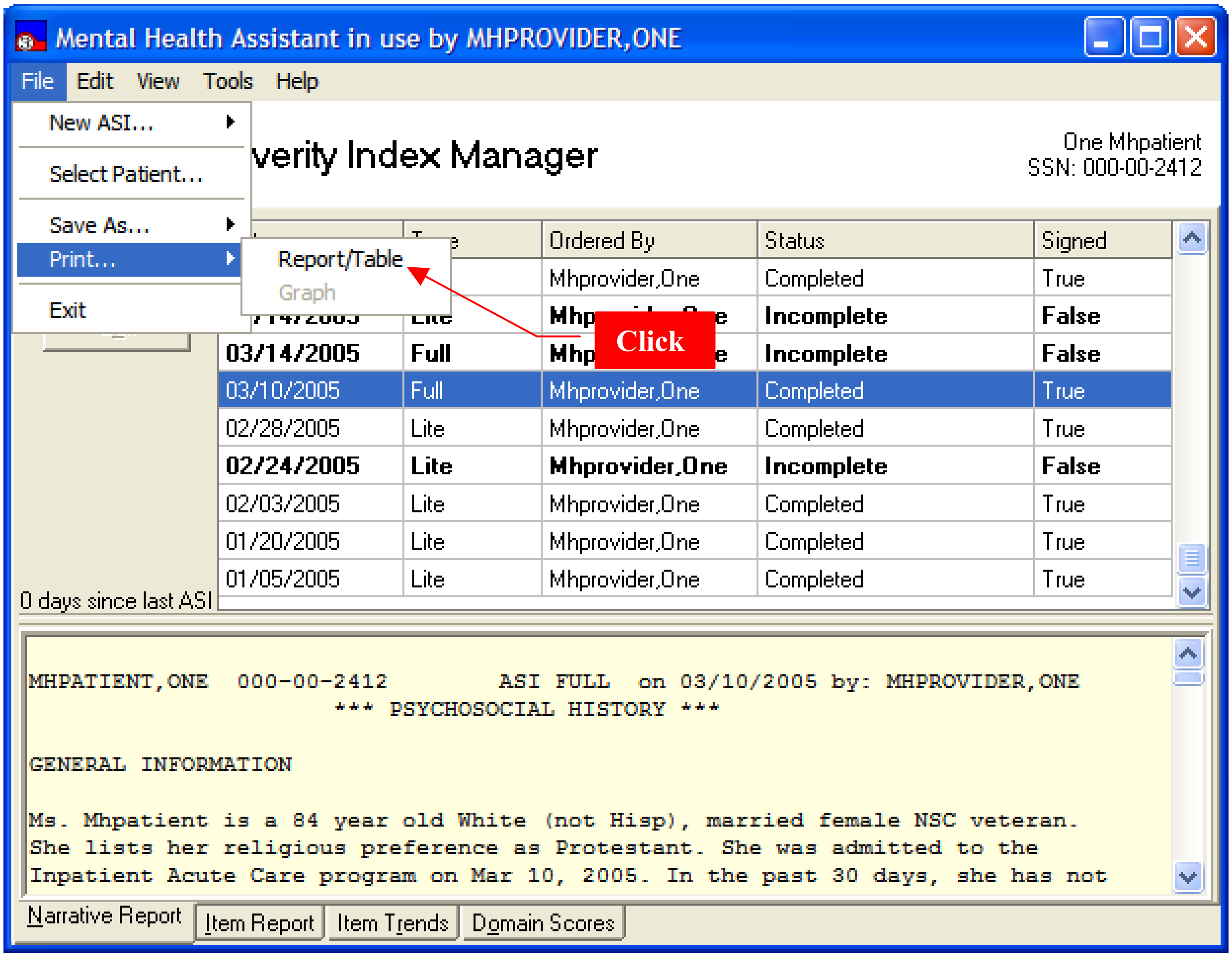
Printing a Report, Graph, or Table

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.


Mental Health Assistant in use by MHPROVIDER,ONE
File
Edit
View
Tools
Help
New ASI...
Select Patient...
Save As...
Print...
Exit
Report/Table
Graph
Click
verity Index Manager
One Mhpatient
SSN: 000-00-2412
0 days since last ASI
Narrative Report
Item Report
Item Trends
Domain Scores

	T	Ordered By	Status	Signed
		Mhprovider,One	Completed	True
	Lite	Mhp	Incomplete	False
03/14/2005	**Full**	**Mhp**	**Incomplete**	**False**
03/10/2005	Full	Mhprovider,One	Completed	True
02/28/2005	Lite	Mhprovider,One	Completed	True
02/24/2005	**Lite**	**Mhprovider,One**	**Incomplete**	**False**
02/03/2005	Lite	Mhprovider,One	Completed	True
01/20/2005	Lite	Mhprovider,One	Completed	True
01/05/2005	Lite	Mhprovider,One	Completed	True

```
MHPATIENT,ONE   000-00-2412        ASI FULL   on 03/10/2005 by: MHPROVIDER,ONE
                      *** PSYCHOSOCIAL HISTORY ***

GENERAL INFORMATION

Ms. Mhpatient is a 84 year old White (not Hisp), married female NSC veteran.
She lists her religious preference as Protestant. She was admitted to the
Inpatient Acute Care program on Mar 10, 2005. In the past 30 days, she has not
```

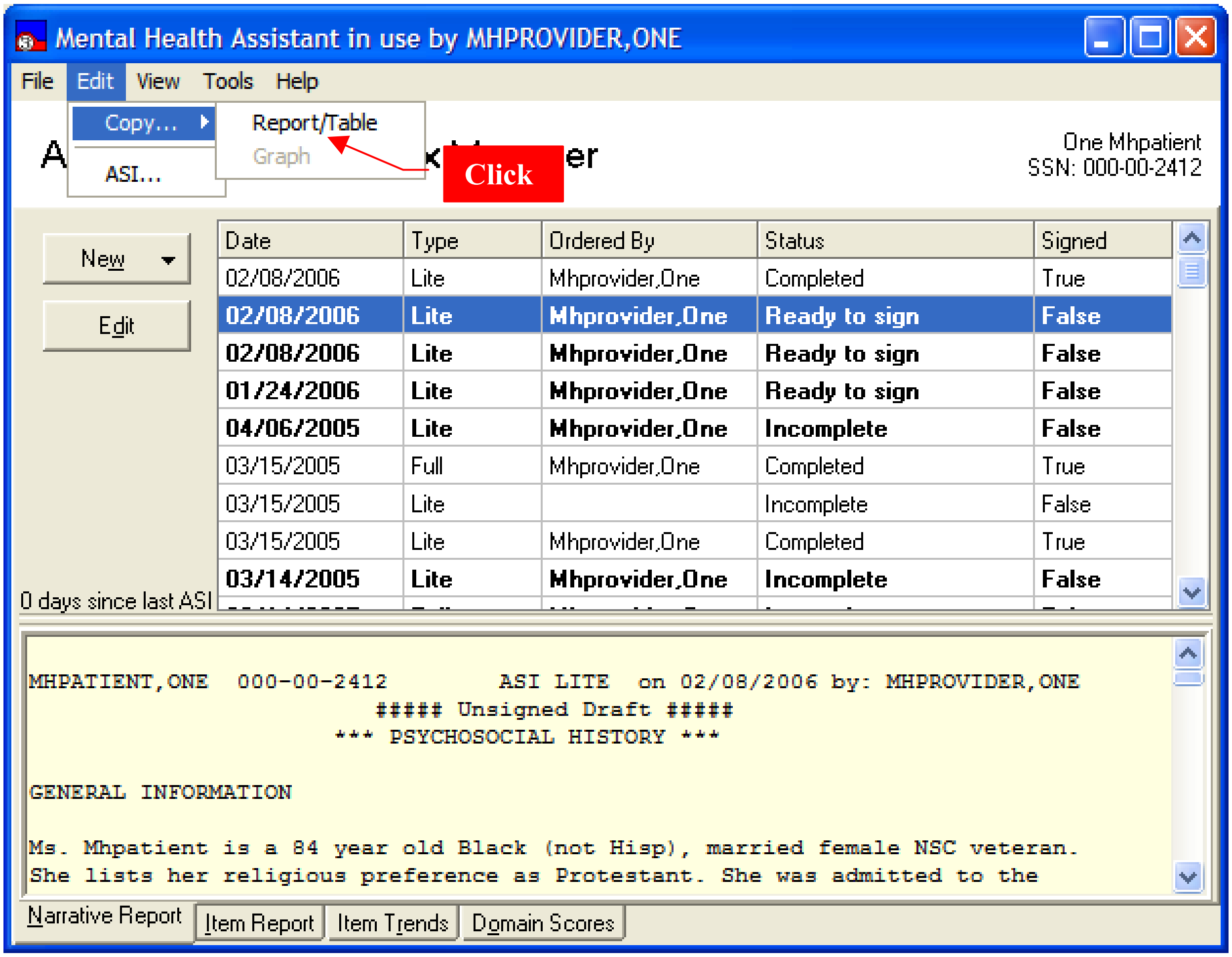
Copying a Report, Graph, or Table to the Windows Clipboard

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.

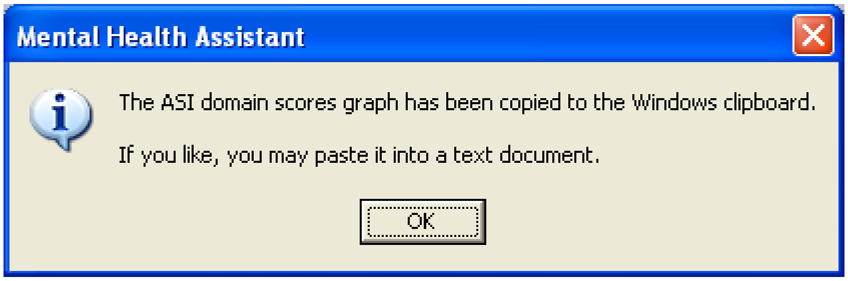

Mental Health Assistant in use by MHPROVIDER,ONE
File
Edit
View
Tools
Help
Copy...
ASI...
Report/Table
Graph
Click
New
Edit
0 days since last ASI
Narrative Report
Item Report
Item Trends
Domain Scores

One Mhpatient
SSN: 000-00-2412

Date	Type	Ordered By	Status	Signed
02/08/2006	Lite	Mhprovider,One	Completed	True
02/08/2006	**Lite**	**Mhprovider,One**	**Ready to sign**	**False**
02/08/2006	**Lite**	**Mhprovider,One**	**Ready to sign**	**False**
01/24/2006	**Lite**	**Mhprovider,One**	**Ready to sign**	**False**
04/06/2005	**Lite**	**Mhprovider,One**	**Incomplete**	**False**
03/15/2005	Full	Mhprovider,One	Completed	True
03/15/2005	Lite		Incomplete	False
03/15/2005	Lite	Mhprovider,One	Completed	True
03/14/2005	**Lite**	**Mhprovider,One**	**Incomplete**	**False**

```
MHPATIENT,ONE  000-00-2412        ASI LITE  on 02/08/2006 by: MHPROVIDER,ONE
                      ##### Unsigned Draft #####
                   *** PSYCHOSOCIAL HISTORY ***

GENERAL INFORMATION

Ms. Mhpatient is a 84 year old Black (not Hisp), married female NSC veteran.
She lists her religious preference as Protestant. She was admitted to the
```

Example: Message displayed after copying to the clipboard.


Mental Health Assistant

The ASI domain scores graph has been copied to the Windows clipboard.

If you like, you may paste it into a text document.

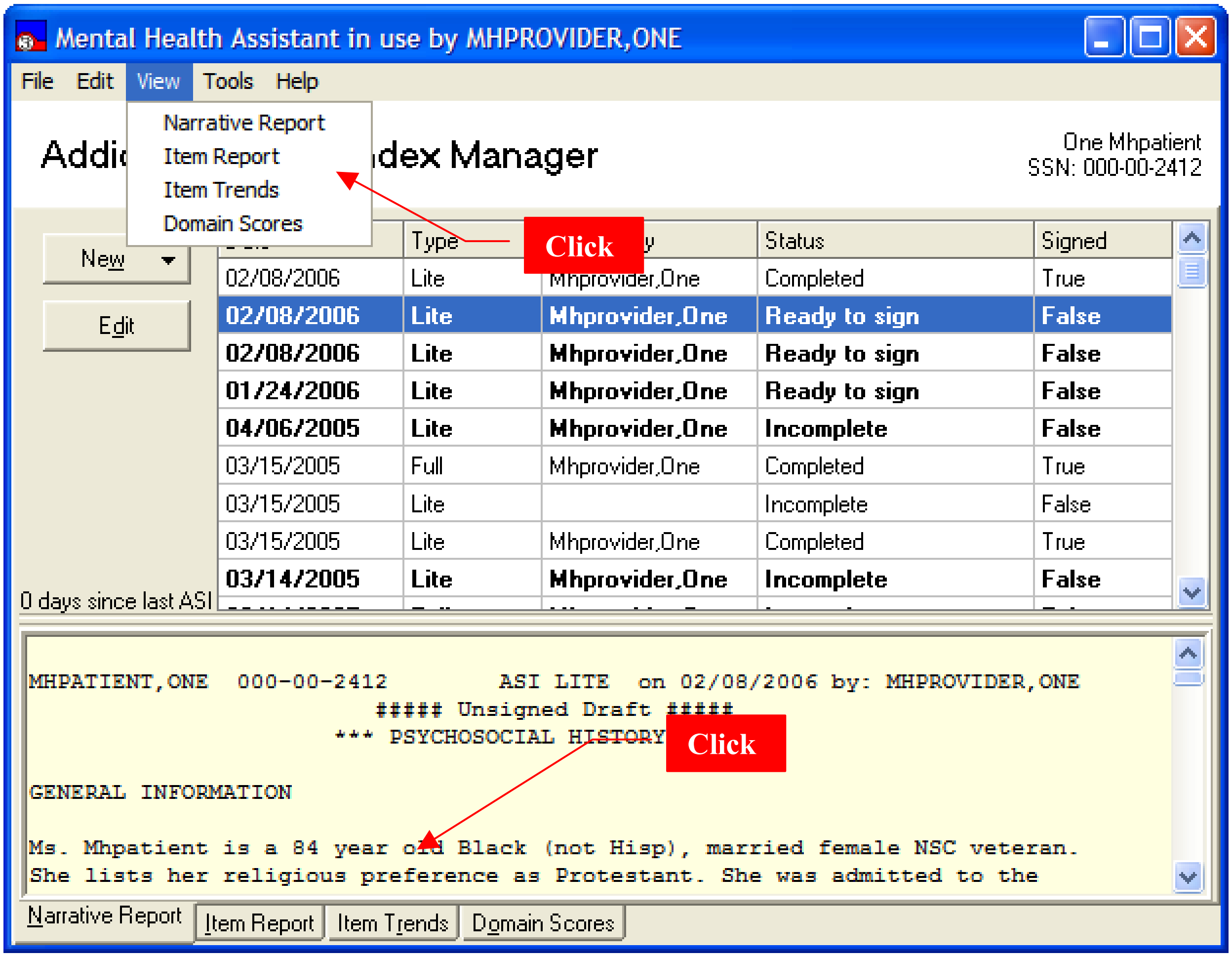
OK

Navigating through the Different Views on the ASI Manager Form

To navigate, **click** on **View** > and then to 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.


Mental Health Assistant in use by MHPROVIDER,ONE
File
Edit
View
Tools
Help
Narrative Report
Item Report
Item Trends
Domain Scores
Addi
dex Manager
Click
New
Edit
0 days since last ASI
Click
Narrative Report
Item Report
Item Trends
Domain Scores

One Mhpatient
SSN: 000-00-2412

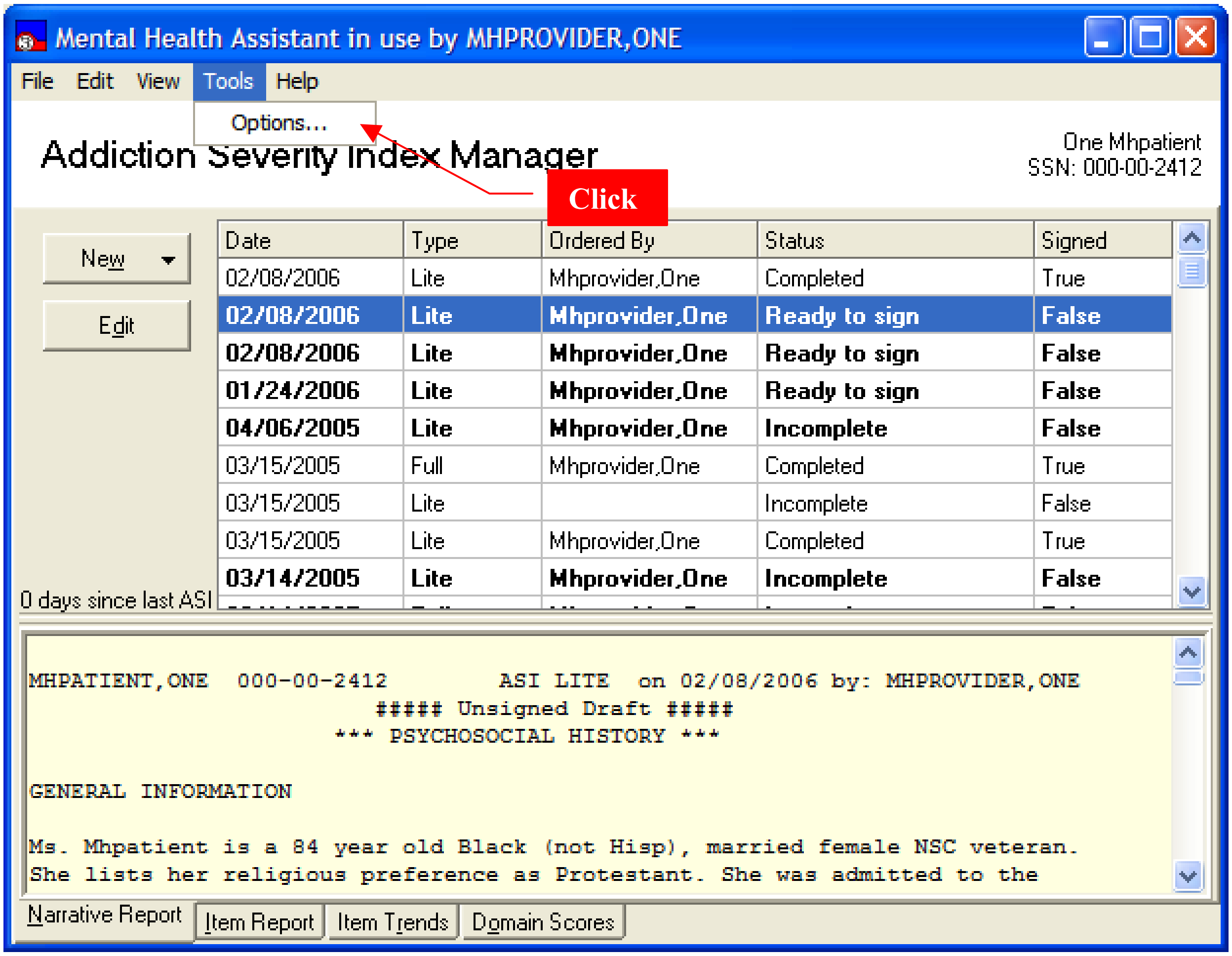
	Type	y	Status	Signed
02/08/2006	Lite	Mhprovider,One	Completed	True
02/08/2006	Lite	Mhprovider,One	Ready to sign	False
02/08/2006	Lite	Mhprovider,One	Ready to sign	False
01/24/2006	Lite	Mhprovider,One	Ready to sign	False
04/06/2005	Lite	Mhprovider,One	Incomplete	False
03/15/2005	Full	Mhprovider,One	Completed	True
03/15/2005	Lite		Incomplete	False
03/15/2005	Lite	Mhprovider,One	Completed	True
03/14/2005	Lite	Mhprovider,One	Incomplete	False

```
MHPATIENT,ONE   000-00-2412        ASI LITE   on 02/08/2006 by: MHPROVIDER,ONE
                         ##### Unsigned Draft #####
                      *** PSYCHOSOCIAL HISTORY


GENERAL INFORMATION

Ms. Mhpatient is a 84 year old Black (not Hisp), married female NSC veteran.
She lists her religious preference as Protestant. She was admitted to the
```

Changing User Preferences

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

Example: 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.


Mental Health Assistant in use by MHPROVIDER,ONE
File
Edit
View
Tools
Help
Options…
Click
New
Edit
Narrative Report
Item Report
Item Trends
Domain Scores

Addiction Severity Index Manager

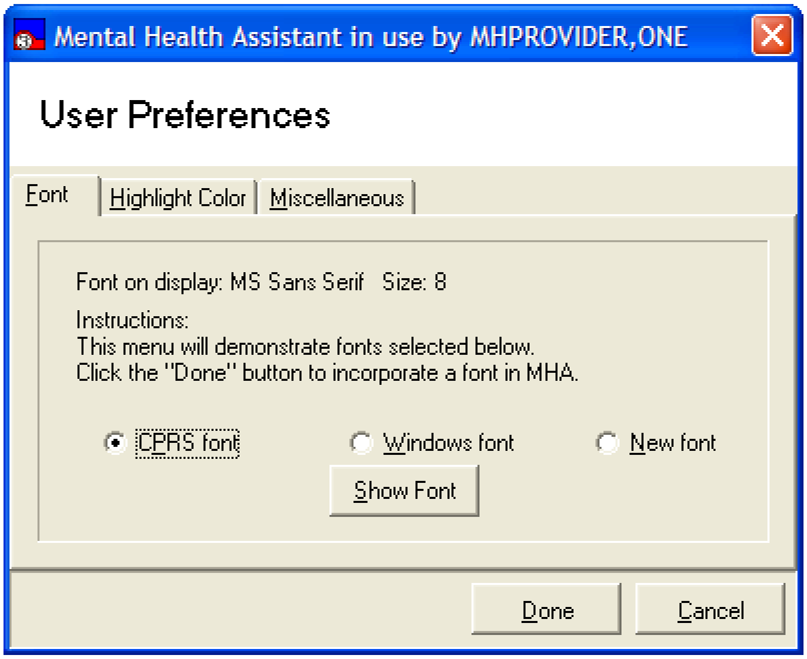
One Mhpatient
SSN: 000-00-2412

0 days since last ASI

Date	Type	Ordered By	Status	Signed
02/08/2006	Lite	Mhprovider,One	Completed	True
02/08/2006	**Lite**	**Mhprovider,One**	**Ready to sign**	**False**
02/08/2006	**Lite**	**Mhprovider,One**	**Ready to sign**	**False**
01/24/2006	**Lite**	**Mhprovider,One**	**Ready to sign**	**False**
04/06/2005	**Lite**	**Mhprovider,One**	**Incomplete**	**False**
03/15/2005	Full	Mhprovider,One	Completed	True
03/15/2005	Lite		Incomplete	False
03/15/2005	Lite	Mhprovider,One	Completed	True
03/14/2005	**Lite**	**Mhprovider,One**	**Incomplete**	**False**

```
MHPATIENT,ONE  000-00-2412        ASI LITE  on 02/08/2006 by: MHPROVIDER,ONE
                         ##### Unsigned Draft #####
                      *** PSYCHOSOCIAL HISTORY ***

GENERAL INFORMATION

Ms. Mhpatient is a 84 year old Black (not Hisp), married female NSC veteran.
She lists her religious preference as Protestant. She was admitted to the
```

Example: User Preferences message dialog.



Mental Health Assistant in use by MHPROVIDER,ONE
User Preferences
Font
Highlight Color
Miscellaneous

Font on display: MS Sans Serif Size: 8

Instructions:
This menu will demonstrate fonts selected below.
Click the "Done" button to incorporate a font in MHA.

● CPRS font ○ Windows font ○ New font

Show Font
Done
Cancel

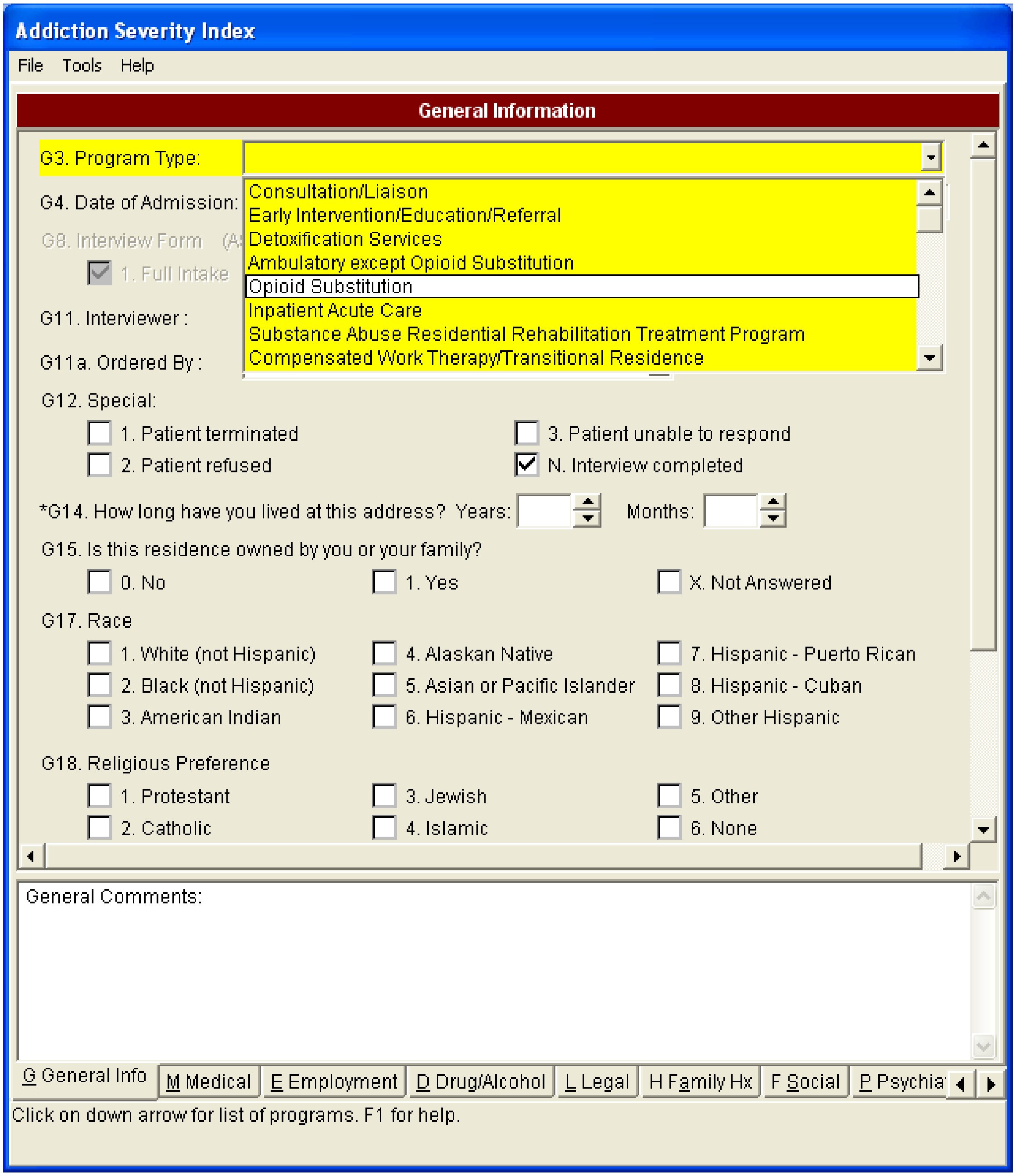
Data Entry

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 Index
File
Tools
Help
General Information

G3. Program Type:

Consultation/Liaison
Early Intervention/Education/Referral
Detoxification Services
Ambulatory except Opioid Substitution
Opioid Substitution
Inpatient Acute Care
Substance Abuse Residential Rehabilitation Treatment Program
Compensated Work Therapy/Transitional Residence

G4. Date of Admission:

G8. Interview Form (A

☑ 1. Full Intake

G11. Interviewer :

G11a. Ordered By :

G12. Special:

☐ 1. Patient terminated
☐ 2. Patient refused
☐ 3. Patient unable to respond
☑ N. Interview completed

*G14. How long have you lived at this address? Years: Months:

G15. Is this residence owned by you or your family?

☐ 0. No
☐ 1. Yes
☐ X. Not Answered

G17. Race

☐ 1. White (not Hispanic)
☐ 2. Black (not Hispanic)
☐ 3. American Indian
☐ 4. Alaskan Native
☐ 5. Asian or Pacific Islander
☐ 6. Hispanic - Mexican
☐ 7. Hispanic - Puerto Rican
☐ 8. Hispanic - Cuban
☐ 9. Other Hispanic

G18. Religious Preference

☐ 1. Protestant
☐ 2. Catholic
☐ 3. Jewish
☐ 4. Islamic
☐ 5. Other
☐ 6. None

General Comments:

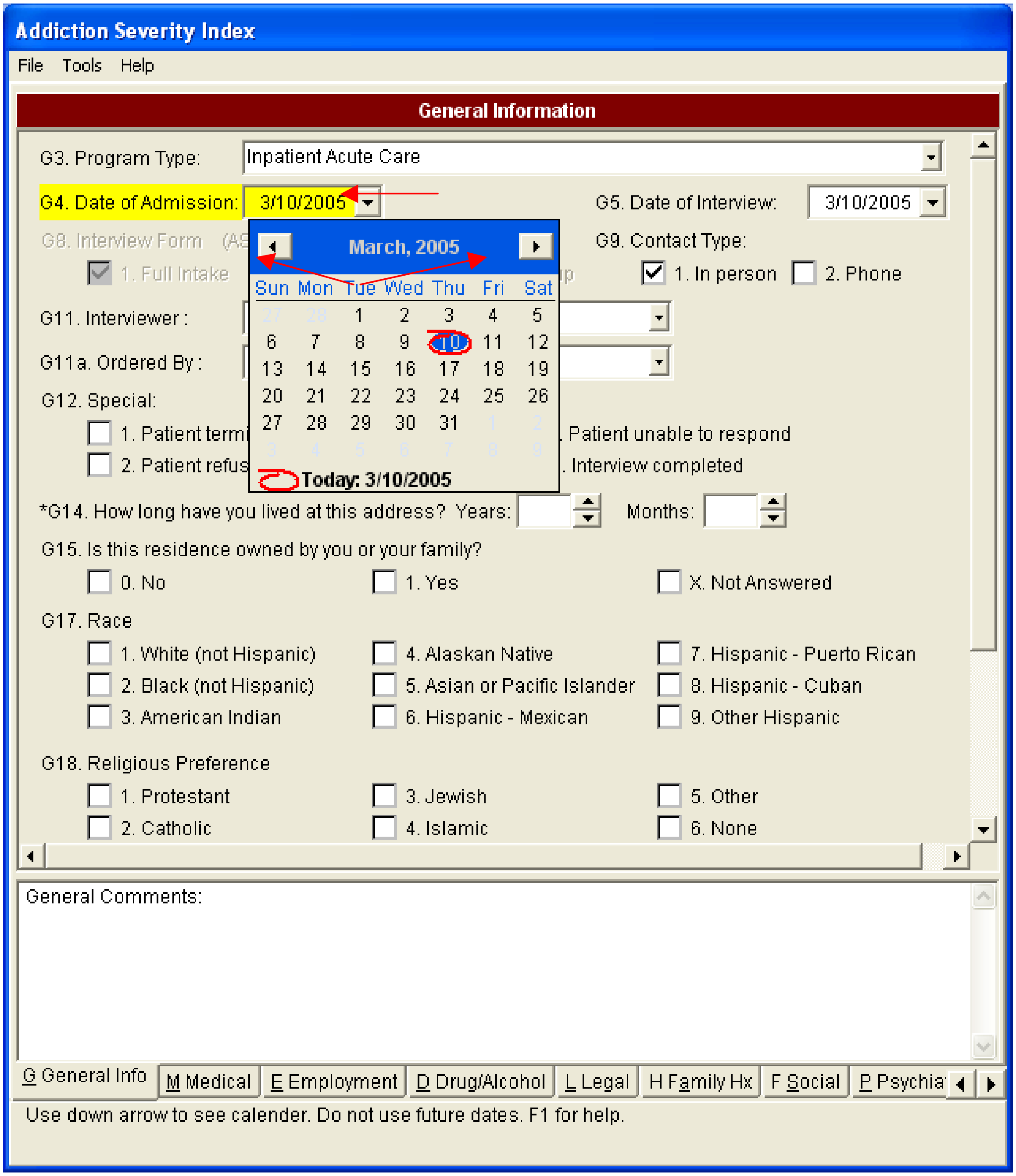
G General Info
M Medical
E Employment
D Drug/Alcohol
L Legal
H Family Hx
F Social
P Psychia

Click on down arrow for list of programs. F1 for help.

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
March, 2005
Sun Mon Tue Wed Thu Fri Sat
G General Info
M Medical
E Employment
D Drug/Alcohol
L Legal
H Family Hx
F Social
P Psychia

G3. Program Type: Inpatient Acute Care

G4. Date of Admission: 3/10/2005

G5. Date of Interview: 3/10/2005

G8. Interview Form (AS

☑ 1. Full Intake

G9. Contact Type:

☑ 1. In person ☐ 2. Phone

G11. Interviewer :

G11a. Ordered By :

G12. Special:

☐ 1. Patient termi

☐ 2. Patient refus

. Patient unable to respond

. Interview completed

Today: 3/10/2005

*G14. How long have you lived at this address? Years: Months:

G15. Is this residence owned by you or your family?

☐ 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

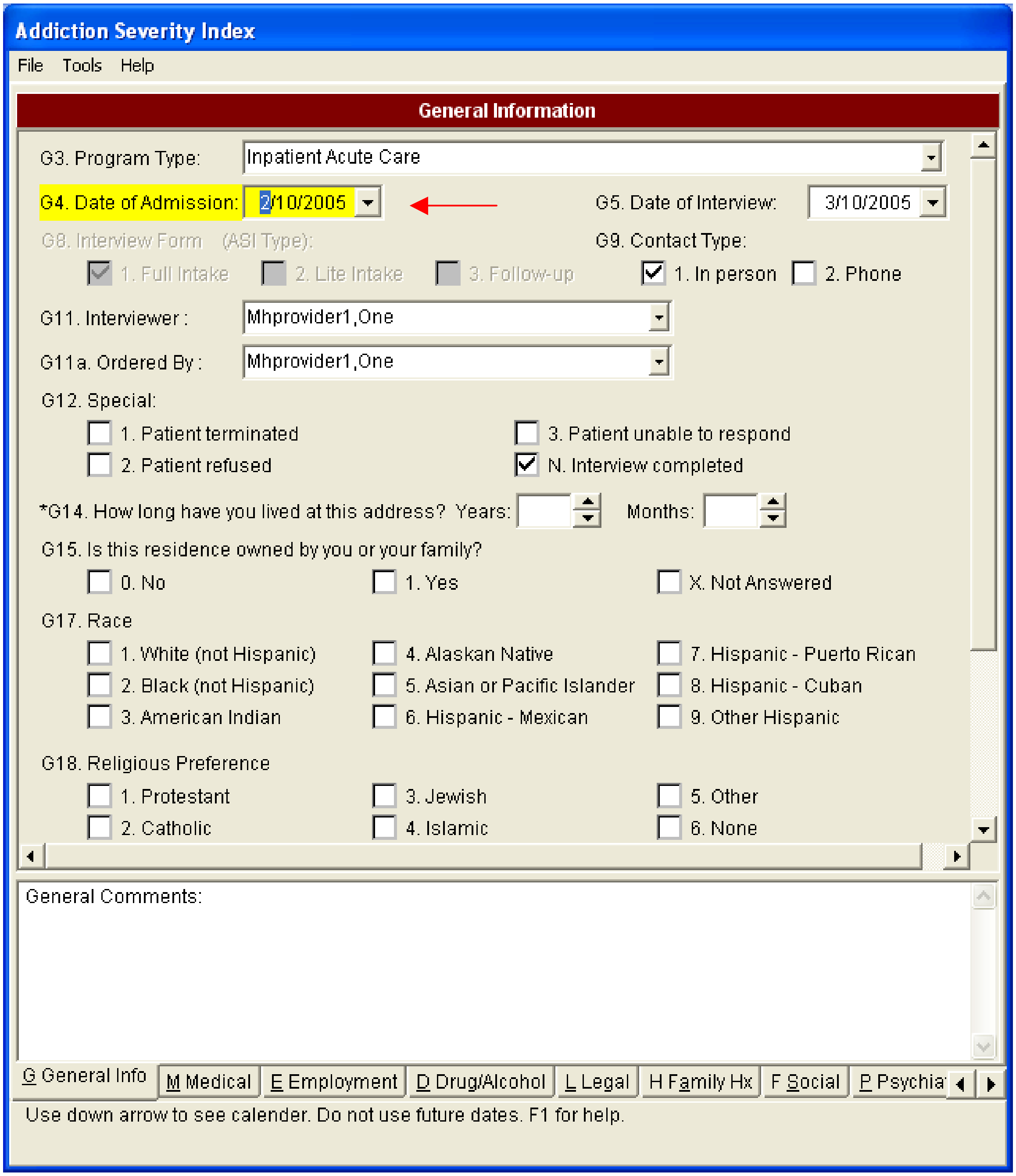
☐ 1. Protestant ☐ 3. Jewish ☐ 5. Other

☐ 2. Catholic ☐ 4. Islamic ☐ 6. None

General Comments:

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: 4/14/2001, 4-14-01, 4.14.01, and 4,14,2001. 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
G General Info
M Medical
E Employment
D Drug/Alcohol
L Legal
H Family Hx
F Social
P Psychia

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):
☑ 1. Full Intake ☐ 2. Lite Intake ☐ 3. Follow-up

G9. Contact Type:
☑ 1. In person ☐ 2. Phone

G11. Interviewer : Mhprovider1,One

G11a. Ordered By : Mhprovider1,One

G12. Special:
☐ 1. Patient terminated
☐ 2. Patient refused
☐ 3. Patient unable to respond
☑ N. Interview completed

*G14. How long have you lived at this address? Years: Months:

G15. Is this residence owned by you or your family?
☐ 0. No ☐ 1. Yes ☐ X. Not Answered

G17. Race
☐ 1. White (not Hispanic)
☐ 2. Black (not Hispanic)
☐ 3. American Indian
☐ 4. Alaskan Native
☐ 5. Asian or Pacific Islander
☐ 6. Hispanic - Mexican
☐ 7. Hispanic - Puerto Rican
☐ 8. Hispanic - Cuban
☐ 9. Other Hispanic

G18. Religious Preference
☐ 1. Protestant
☐ 2. Catholic
☐ 3. Jewish
☐ 4. Islamic
☐ 5. Other
☐ 6. None

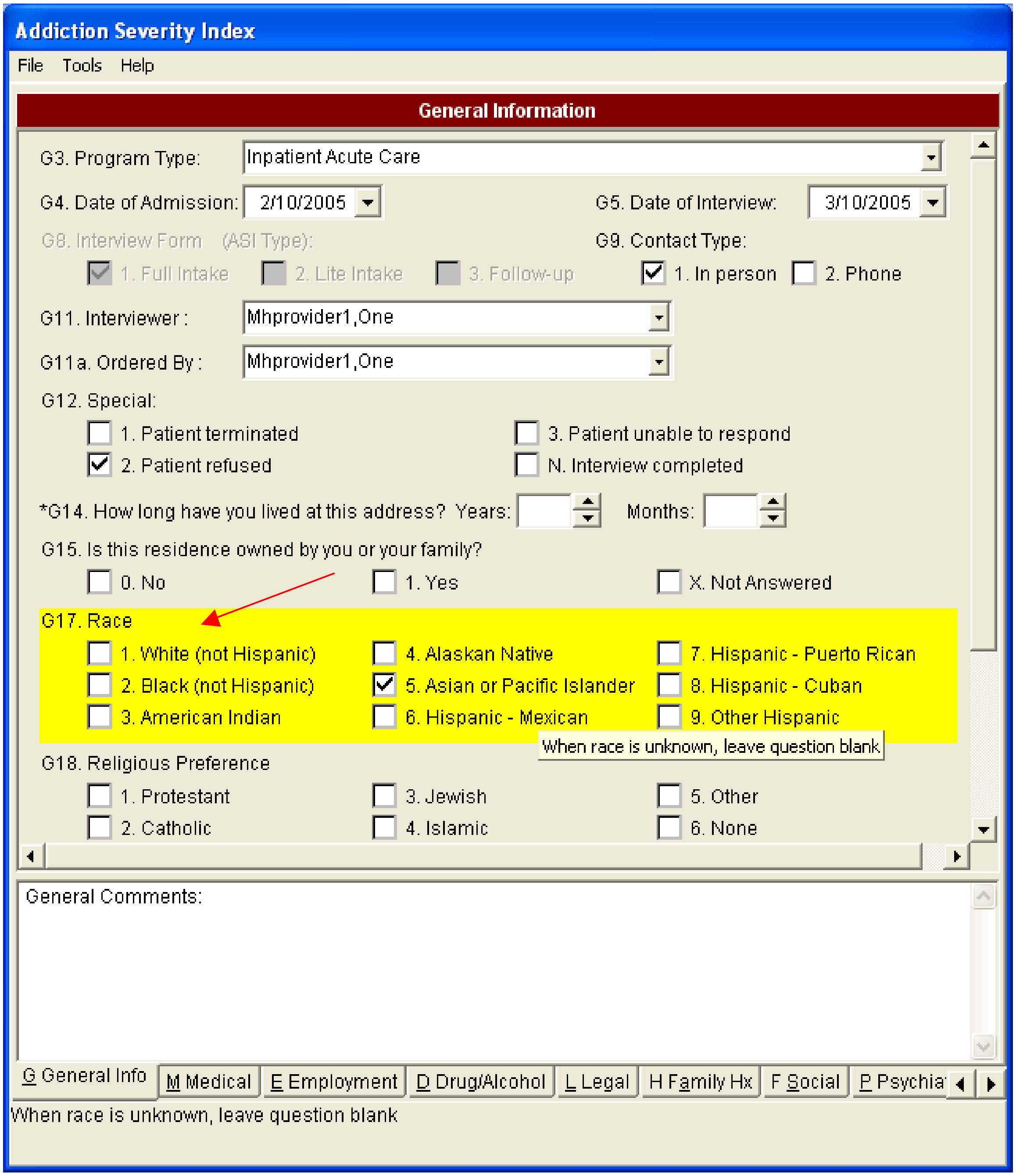
General Comments:

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.



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):

☑ 1. Full Intake ☐ 2. Lite Intake ☐ 3. Follow-up

G9. Contact Type:

☑ 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 ☐ N. Interview completed

*G14. How long have you lived at this address? Years: Months:

G15. Is this residence owned by you or your family?

☐ 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

When race is unknown, leave question blank

G18. Religious Preference

☐ 1. Protestant ☐ 3. Jewish ☐ 5. Other

☐ 2. Catholic ☐ 4. Islamic ☐ 6. None

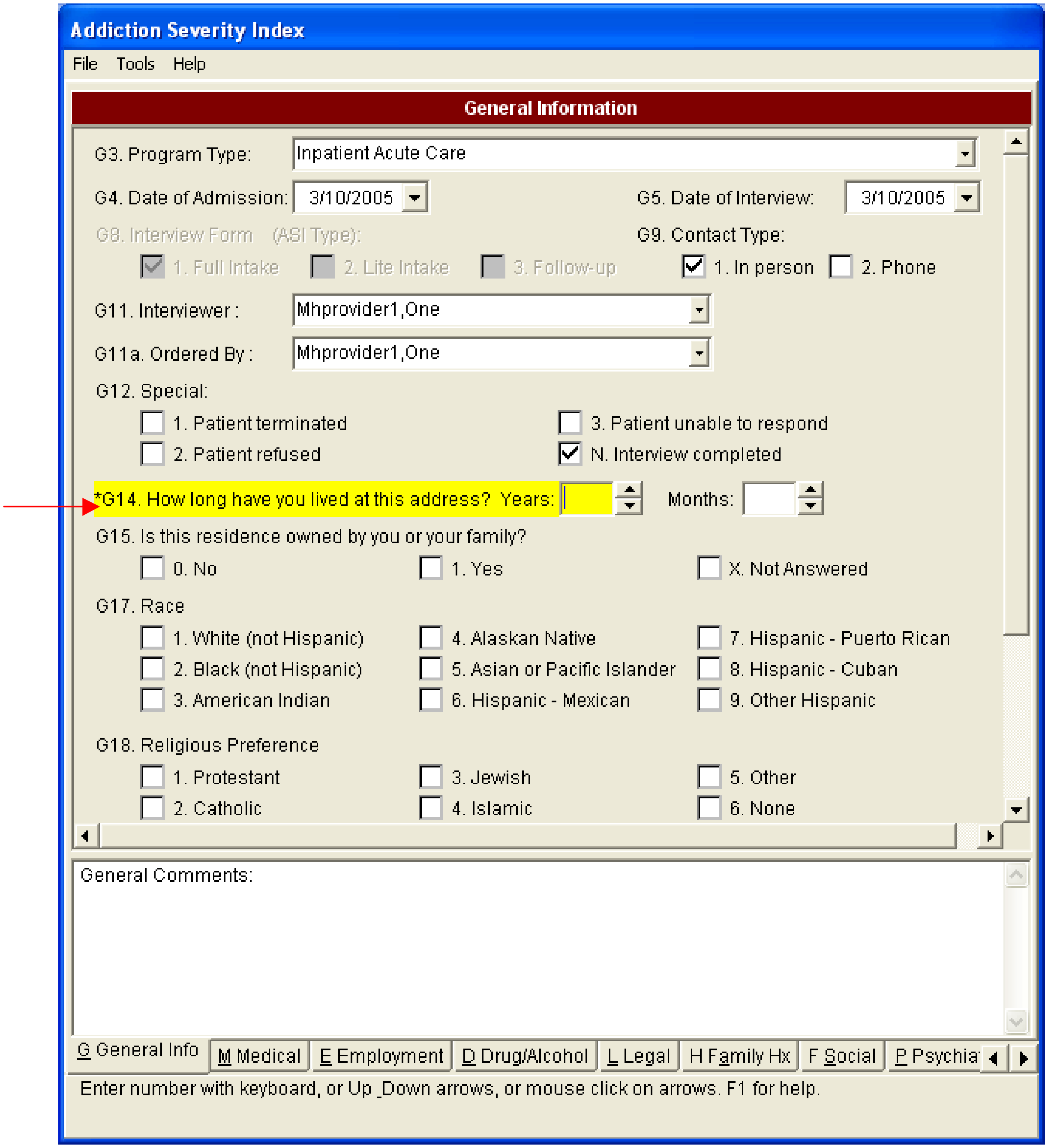
General Comments:

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 "entry" 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 keys. 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):

☑ 1. Full Intake ☐ 2. Lite Intake ☐ 3. Follow-up

G9. Contact Type:

☑ 1. In person ☐ 2. Phone

G11. Interviewer : Mhprovider1,One

G11a. Ordered By : Mhprovider1,One

G12. Special:

☐ 1. Patient terminated
☐ 2. Patient refused
☐ 3. Patient unable to respond
☑ N. Interview completed

*G14. How long have you lived at this address? Years: Months:

G15. Is this residence owned by you or your family?

☐ 0. No ☐ 1. Yes ☐ X. Not Answered

G17. Race

☐ 1. White (not Hispanic)
☐ 2. Black (not Hispanic)
☐ 3. American Indian
☐ 4. Alaskan Native
☐ 5. Asian or Pacific Islander
☐ 6. Hispanic - Mexican
☐ 7. Hispanic - Puerto Rican
☐ 8. Hispanic - Cuban
☐ 9. Other Hispanic

G18. Religious Preference

☐ 1. Protestant
☐ 2. Catholic
☐ 3. Jewish
☐ 4. Islamic
☐ 5. Other
☐ 6. None

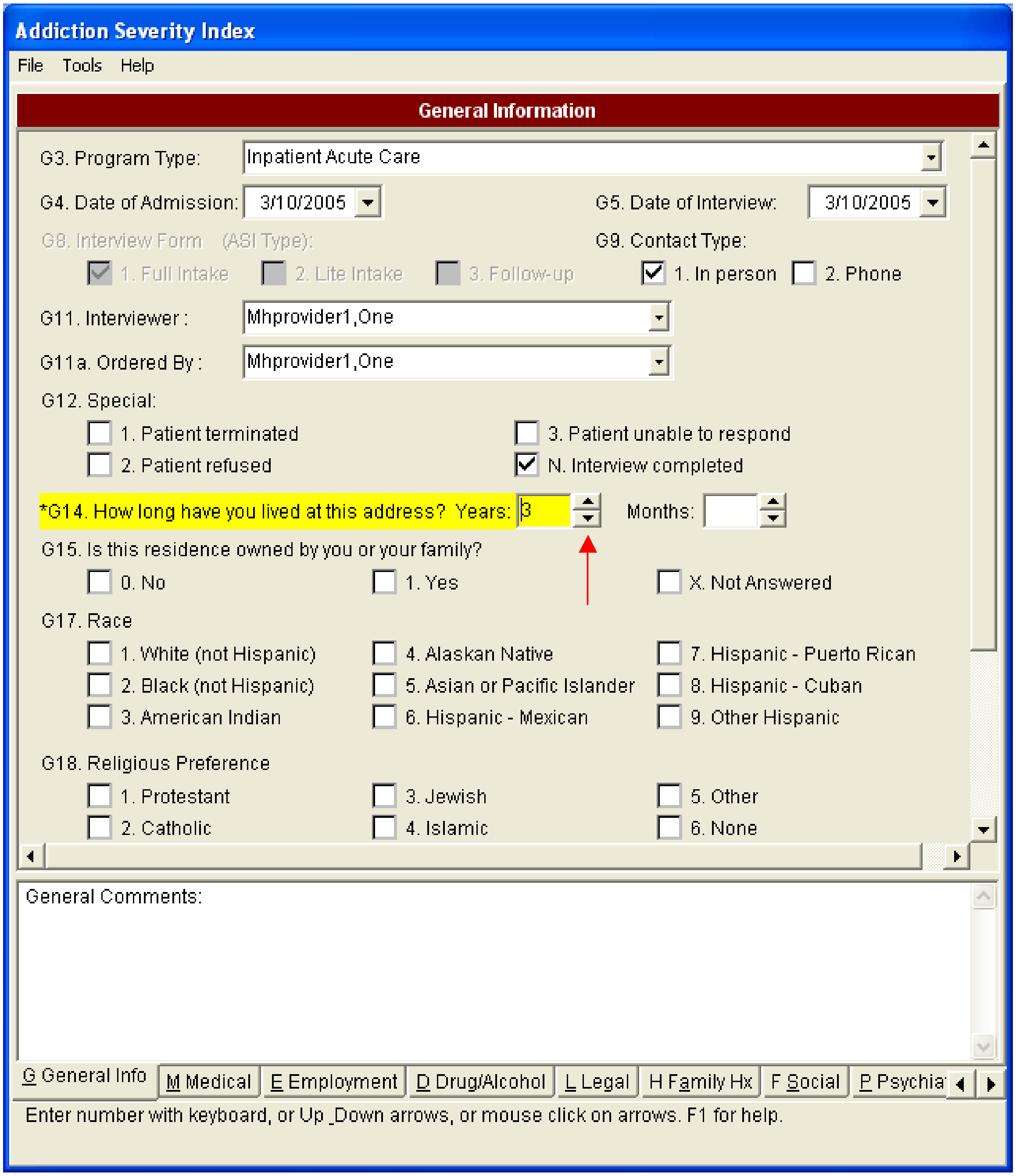
General Comments:

G General Info
M Medical
E Employment
D Drug/Alcohol
L Legal
H Family Hx
F Social
P Psychia

Enter number with keyboard, or Up_Down arrows, or mouse click on arrows. F1 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.



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): ☑ 1. Full Intake ☐ 2. Lite Intake ☐ 3. Follow-up

G9. Contact Type: ☑ 1. In person ☐ 2. Phone

G11. Interviewer : Mhprovider1,One

G11a. Ordered By : Mhprovider1,One

G12. Special:
☐ 1. Patient terminated
☐ 2. Patient refused
☐ 3. Patient unable to respond
☑ N. Interview completed

*G14. How long have you lived at this address? Years: 3 Months:

G15. Is this residence owned by you or your family?
☐ 0. No ☐ 1. Yes ☐ X. Not Answered

G17. Race
☐ 1. White (not Hispanic)
☐ 2. Black (not Hispanic)
☐ 3. American Indian
☐ 4. Alaskan Native
☐ 5. Asian or Pacific Islander
☐ 6. Hispanic - Mexican
☐ 7. Hispanic - Puerto Rican
☐ 8. Hispanic - Cuban
☐ 9. Other Hispanic

G18. Religious Preference
☐ 1. Protestant
☐ 2. Catholic
☐ 3. Jewish
☐ 4. Islamic
☐ 5. Other
☐ 6. None

General Comments:

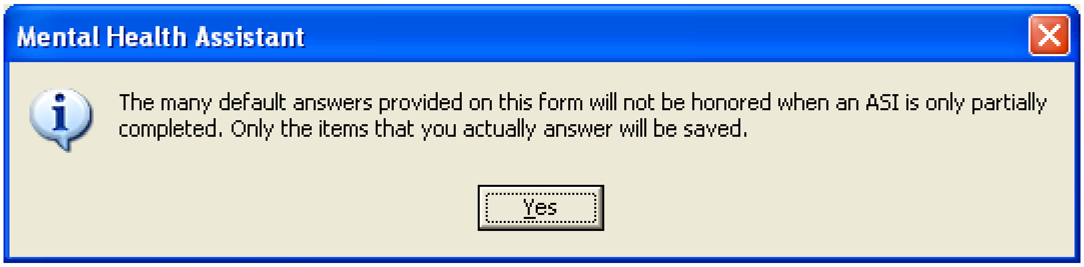
Enter number with keyboard, or Up_Down arrows, or mouse click on arrows. F1 for help.

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.

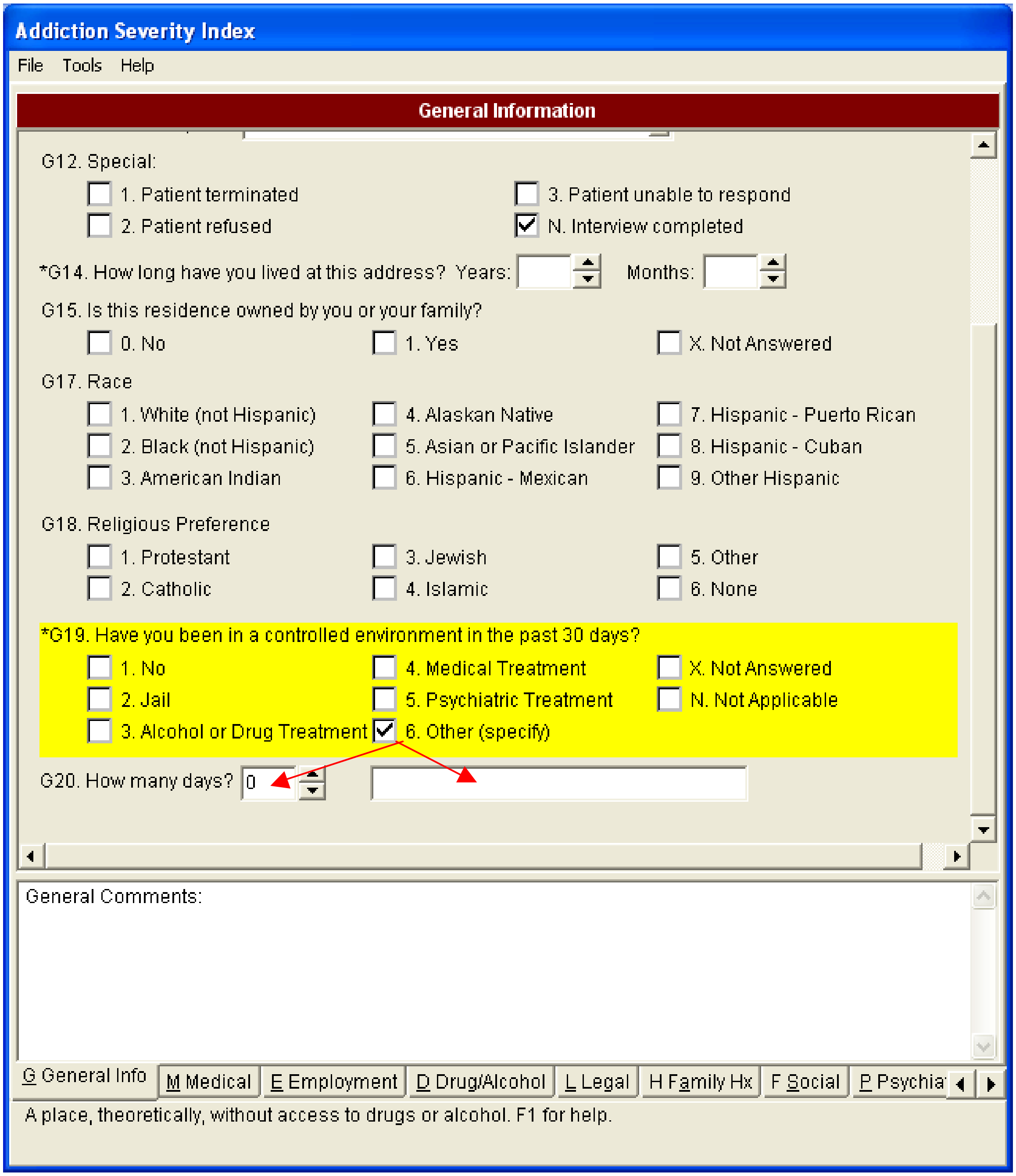


The many default answers provided on this form will not be honored when an ASI is only partially completed. Only the items that you actually answer will be saved.

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
G General Info
M Medical
E Employment
D Drug/Alcohol
L Legal
H Family Hx
F Social
P Psychia

G12. Special:

☐ 1. Patient terminated
☐ 2. Patient refused
☐ 3. Patient unable to respond
☑ N. Interview completed

*G14. How long have you lived at this address? Years: Months:

G15. Is this residence owned by you or your family?

☐ 0. No
☐ 1. Yes
☐ X. Not Answered

G17. Race

☐ 1. White (not Hispanic)
☐ 2. Black (not Hispanic)
☐ 3. American Indian
☐ 4. Alaskan Native
☐ 5. Asian or Pacific Islander
☐ 6. Hispanic - Mexican
☐ 7. Hispanic - Puerto Rican
☐ 8. Hispanic - Cuban
☐ 9. Other Hispanic

G18. Religious Preference

☐ 1. Protestant
☐ 2. Catholic
☐ 3. Jewish
☐ 4. Islamic
☐ 5. Other
☐ 6. None

*G19. Have you been in a controlled environment in the past 30 days?

☐ 1. No
☐ 2. Jail
☐ 3. Alcohol or Drug Treatment
☐ 4. Medical Treatment
☐ 5. Psychiatric Treatment
☑ 6. Other (specify)
☐ X. Not Answered
☐ N. Not Applicable

G20. How many days? 0

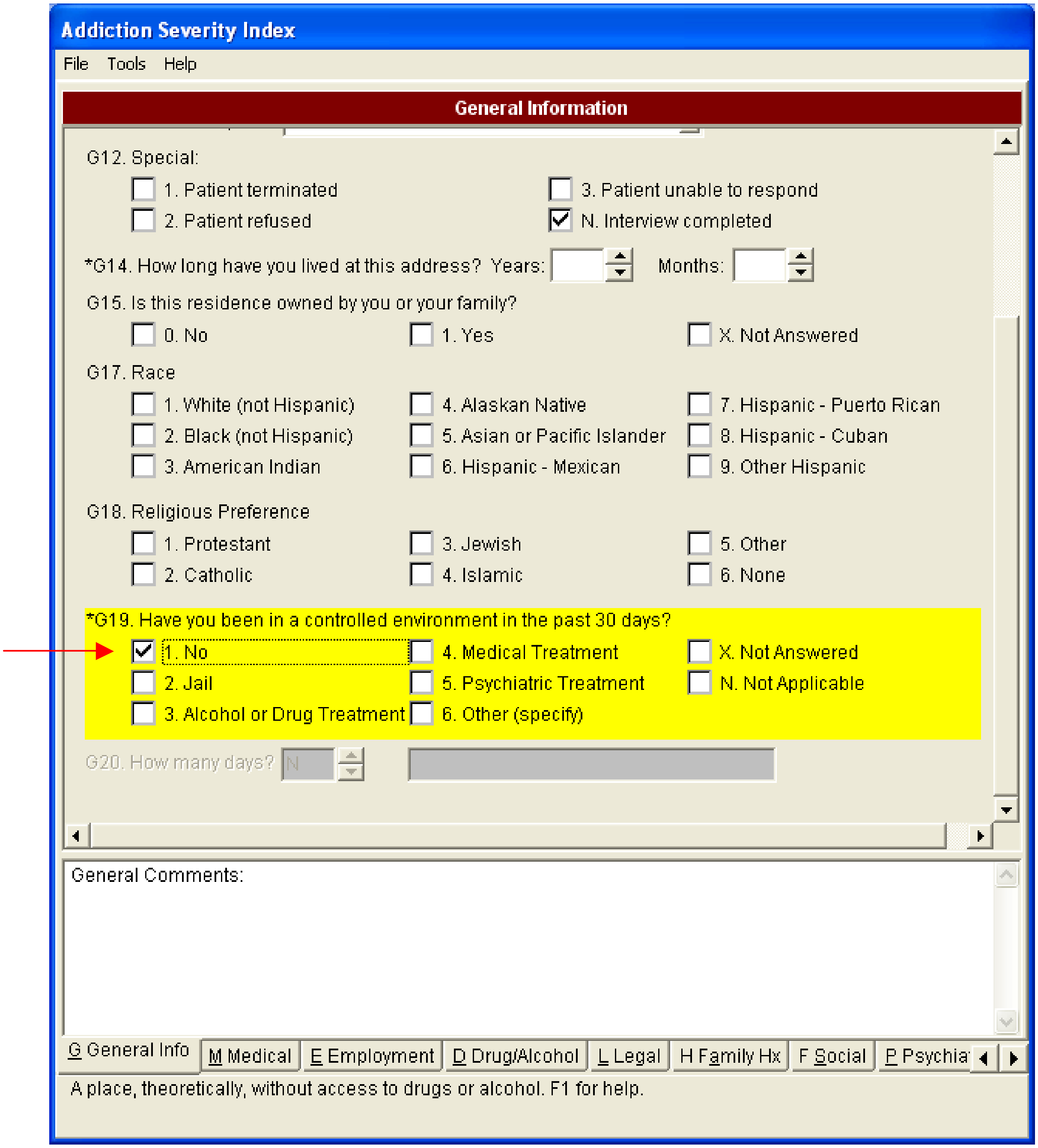
General Comments:

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. None) or
X. Not Answered or

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


Addiction Severity Index
File
Tools
Help
General Information
G General Info
M Medical
E Employment
D Drug/Alcohol
L Legal
H Family Hx
F Social
P Psychia

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? Years: Months:

G15. Is this residence owned by you or your family?
☐ 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
☐ 1. Protestant ☐ 3. Jewish ☐ 5. Other
☐ 2. Catholic ☐ 4. Islamic ☐ 6. None

*G19. Have you been in a controlled environment in the past 30 days?
☑ 1. No ☐ 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? N

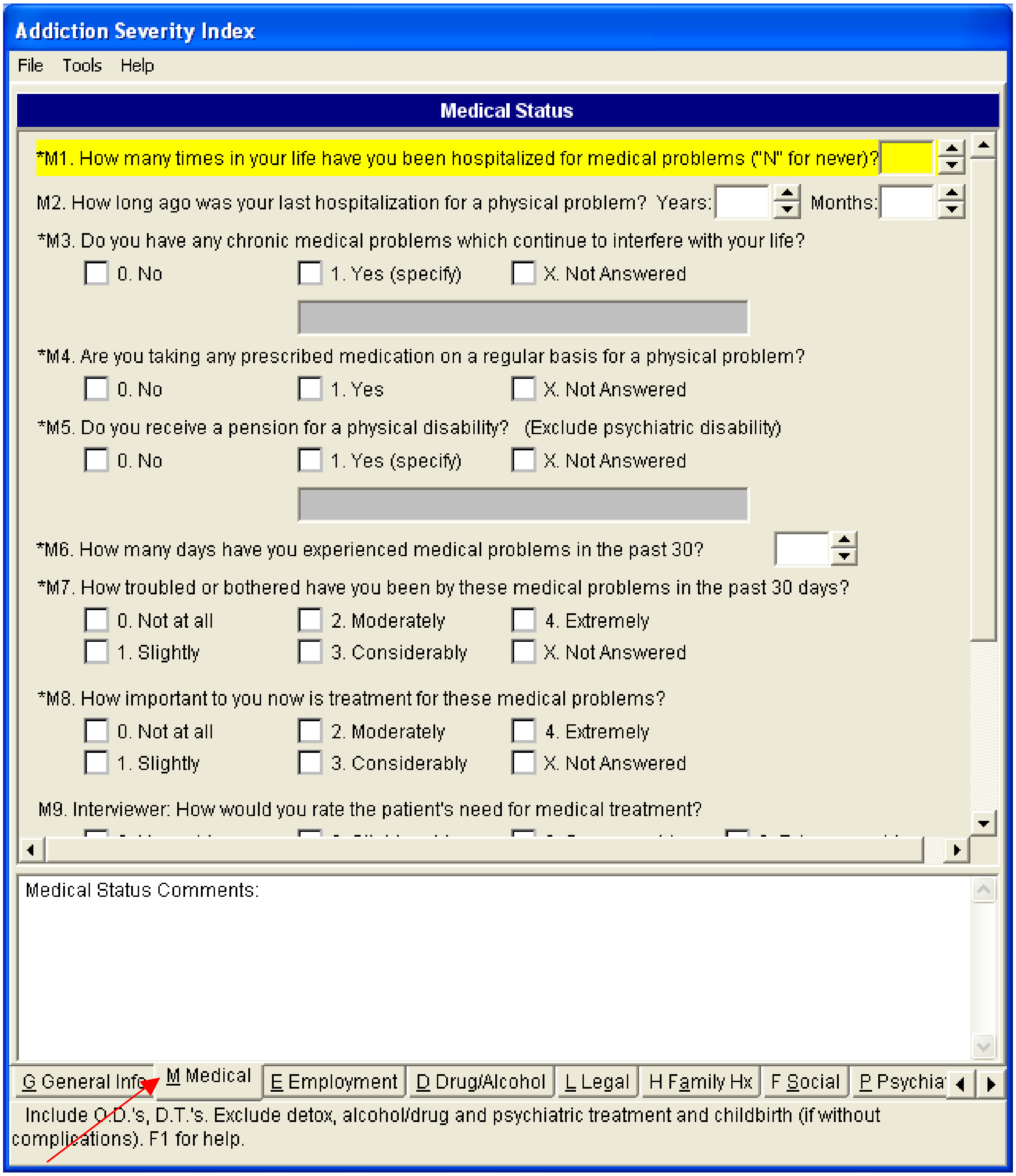
General Comments:

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.



*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: Months:

*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?

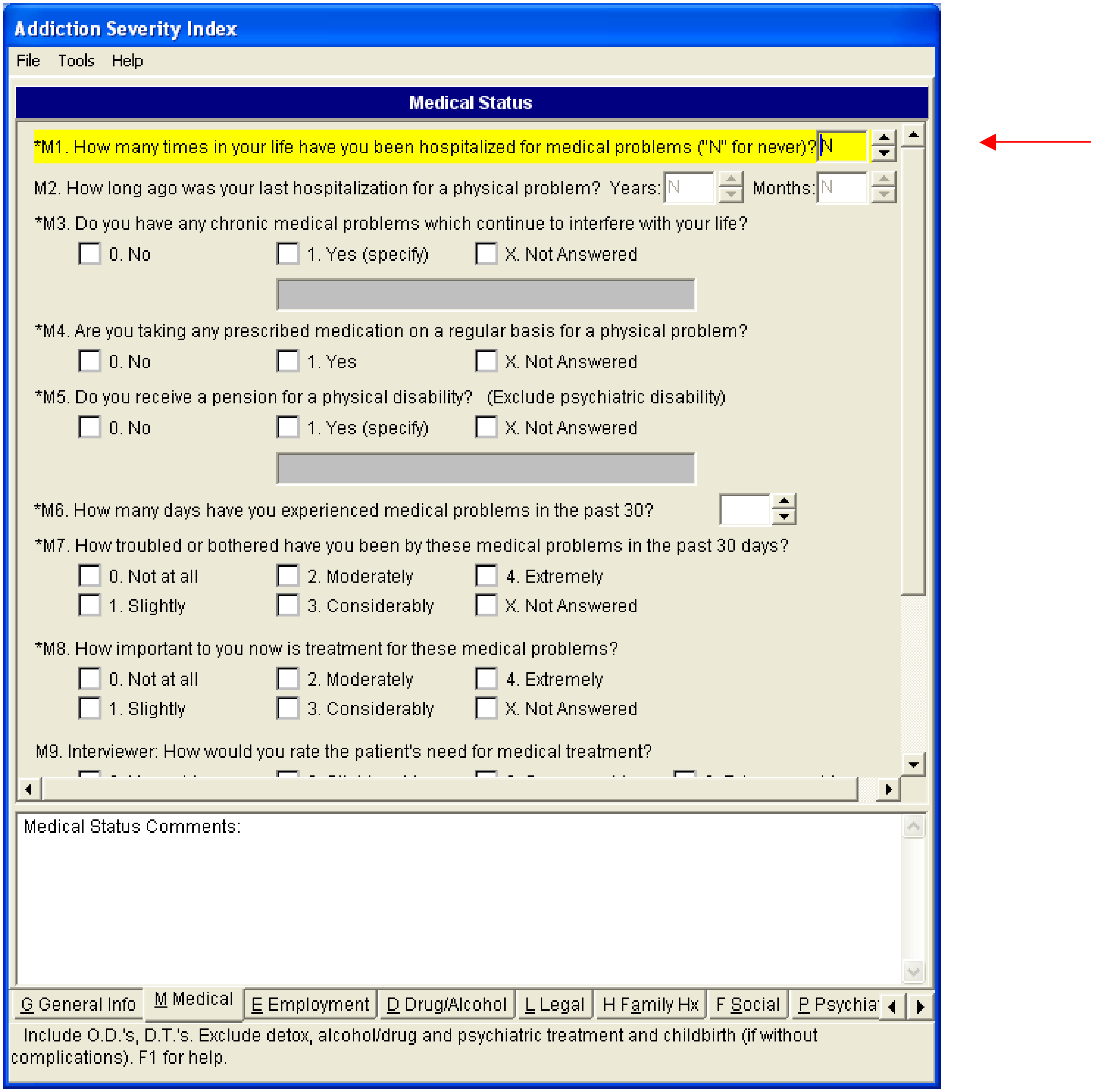
Medical Status Comments:

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 their life, it follows that their 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.



*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

M9. Interviewer: How would you rate the patient's need for medical treatment?

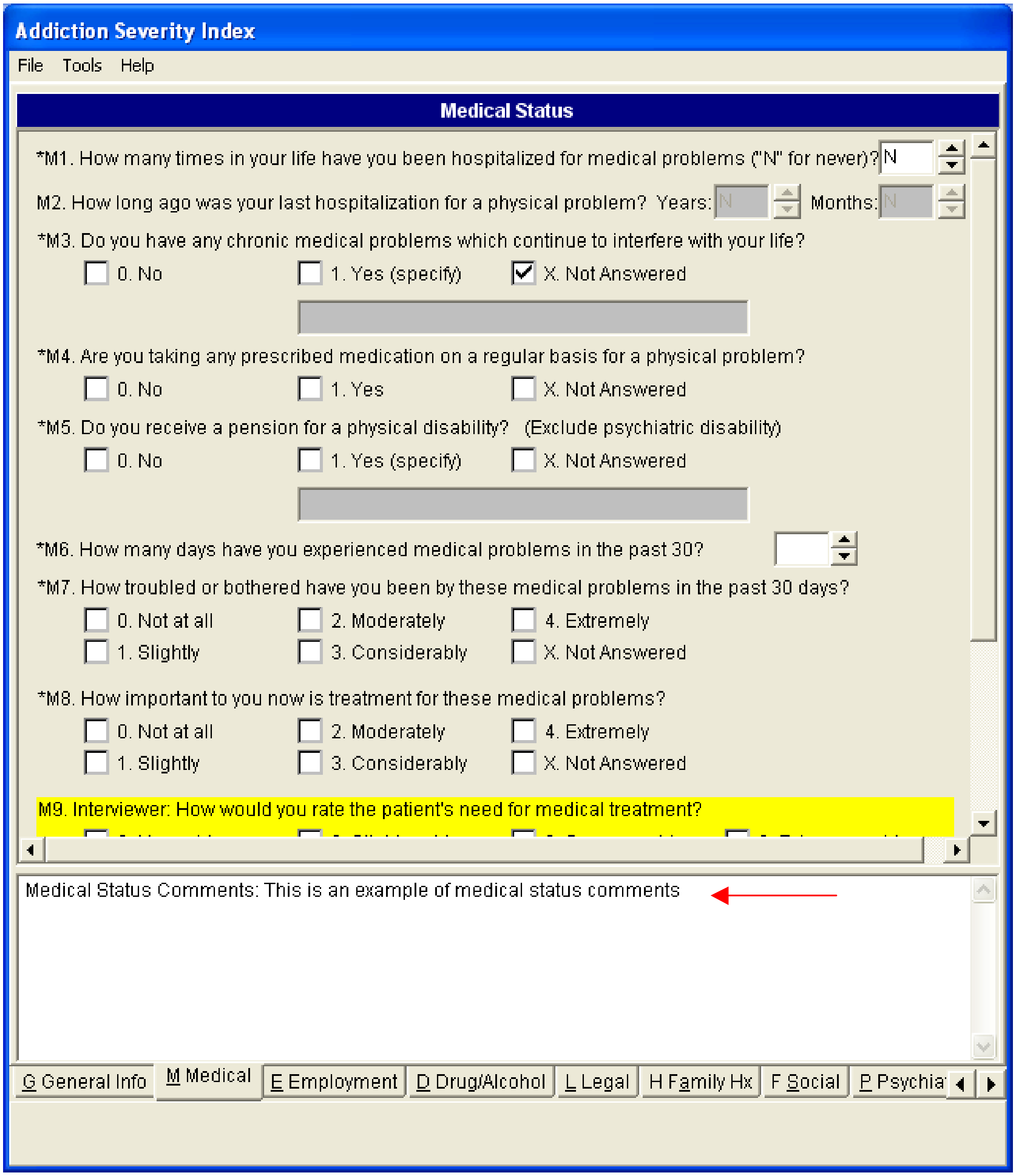
Medical Status Comments:

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.



*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

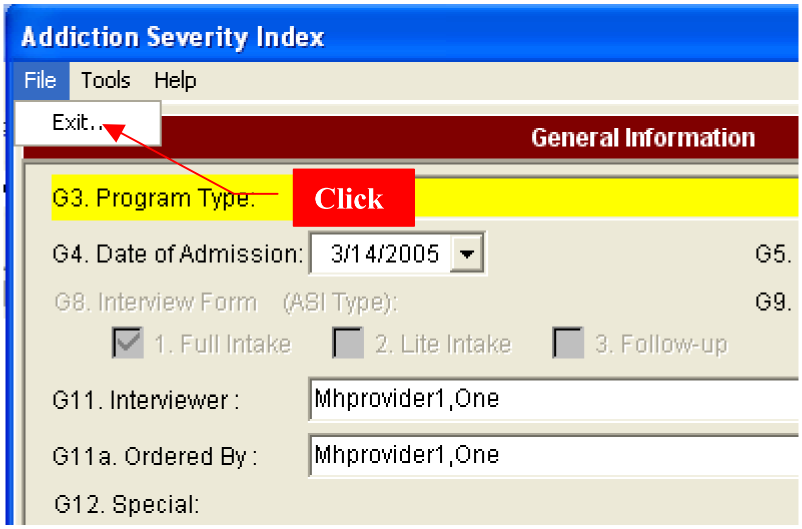
*M8. How important to you now is treatment for these medical problems?
☐ 0. Not at all ☐ 2. Moderately ☐ 4. Extremely
☐ 1. Slightly ☐ 3. Considerably ☐ X. Not Answered

M9. Interviewer: How would you rate the patient's need for medical treatment?

Medical Status Comments: This is an example of medical status comments

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 Index
File
Tools
Help
Exit...
Click
General Information

G3. Program Type:

G4. Date of Admission: 3/14/2005

G5.

G8. Interview Form (ASI Type):

G9.

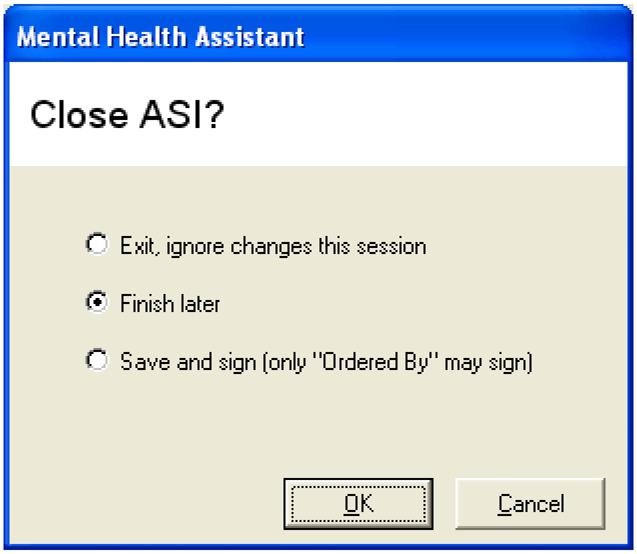
☑ 1. Full Intake ☐ 2. Lite Intake ☐ 3. Follow-up

G11. Interviewer : Mhprovider1,One

G11a. Ordered By : Mhprovider1,One

G12. Special:

Example: ASI Close form.


Mental Health Assistant
OK
Cancel

Close ASI?

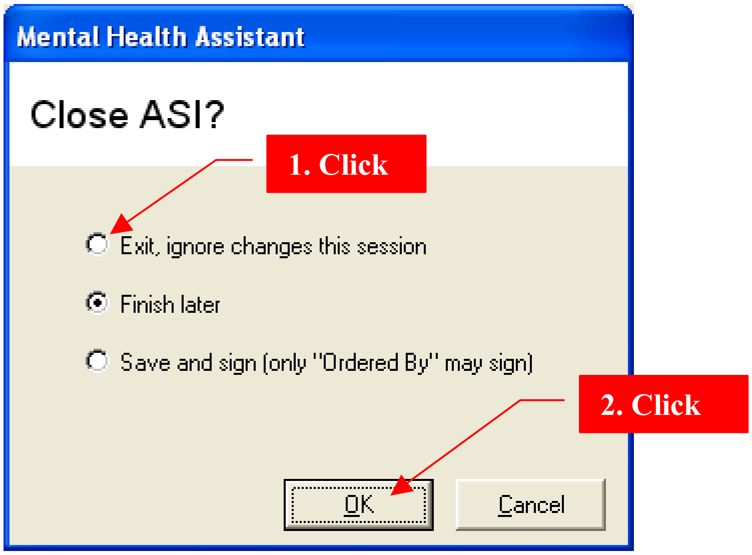
○ Exit, ignore changes this session

● Finish later

○ Save and sign (only "Ordered By" may sign)

Closing ASI Data-entry Session with "Exit, Ignore Changes this session" option.

Example: To exit a session, ignoring all changes made, **click** on **Exit, ignore changes this session** option on the **Close ASI** form. **Click** on **OK** button. A message box warning that ASI hasn't been saved is displayed. If user clicks **YES**, then data-entry form is closed. If user clicks on **NO**, then data-entry form remains.



Close ASI?

1. Click

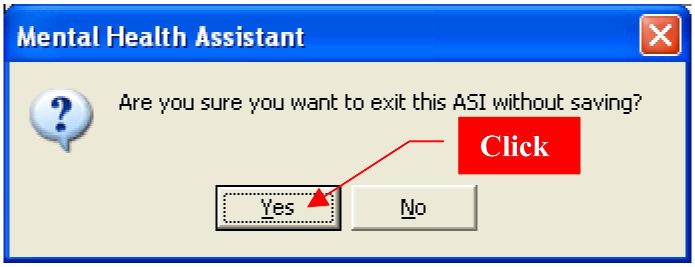
○ Exit, ignore changes this session

● Finish later

○ Save and sign (only "Ordered By" may sign)

2. Click

Example: Message box warning that ASI hasn't been saved.

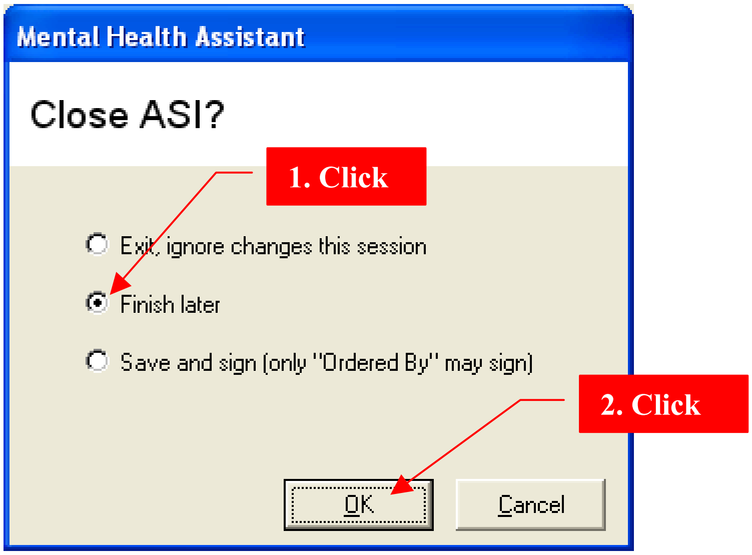


Are you sure you want to exit this ASI without saving?

Click

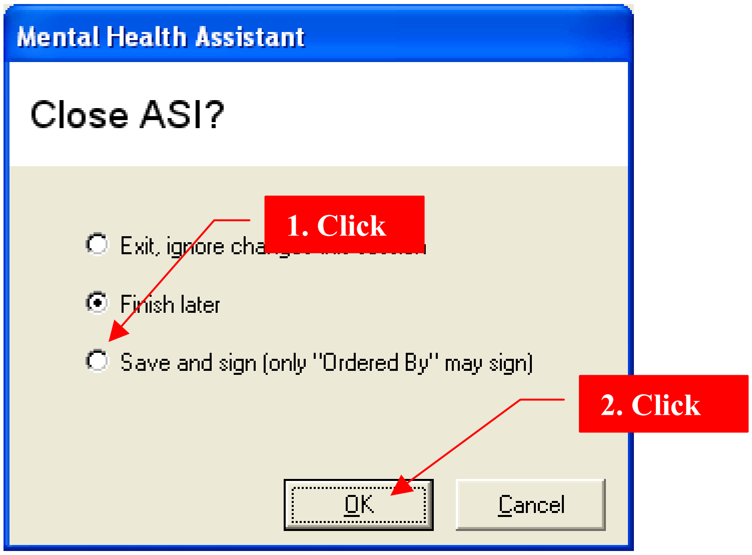
Closing ASI data-entry session with “Finish Later” option

Example: To finish a session “later”, click on **Finish Later** option on the **Close ASI** form. Click on **OK** button. 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.


Mental Health Assistant
Close ASI?
1. Click
○ Exit, ignore changes this session
● Finish later
○ Save and sign (only "Ordered By" may sign)
2. Click
OK
Cancel

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. **Click** on the **OK** button.



Mental Health Assistant

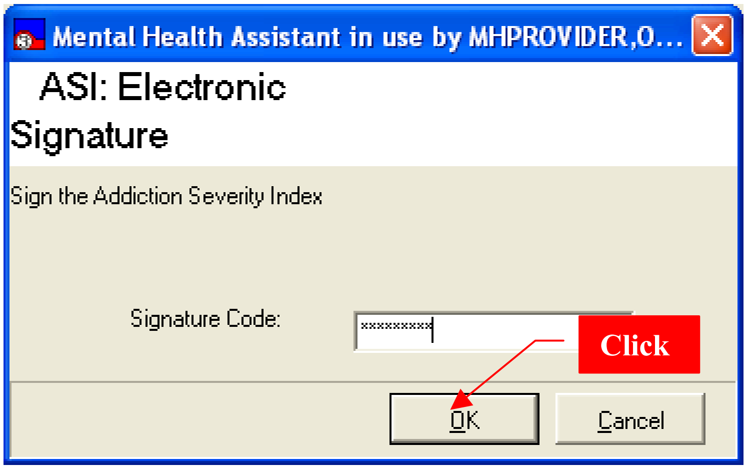
Close ASI?

○ Exit, ignore changes this session
● Finish later
○ Save and sign (only "Ordered By" may sign)

1. Click

2. Click

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



Mental Health Assistant in use by MHPROVIDER,O…

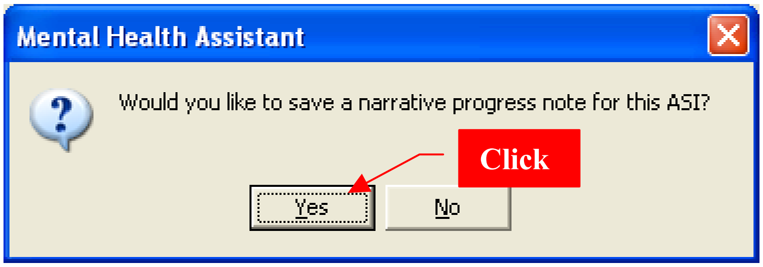
ASI: Electronic Signature

Sign the Addiction Severity Index

Signature Code: *********

Click

Example: Option to save a progress note.



Mental Health Assistant

Would you like to save a narrative progress note for this ASI?

Click
Yes
No

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.**	OK	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 **"Yes"**, the cursor doesn't move. If **"No"**, 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.	OK	After M8 is entered. Cursor moves back to M6.
E1a	E1a<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 **"No"**. 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.	OK	Pop-up after E5 is entered. This is a forced change – there is not an option to leave E5=1 if E4=0.

Item #'s	Coding Error	Cross Check Message	Yes/No OK	Cursor movement
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 **"Yes"**, the cursor moves to E8. If **"No"**, 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 **"Yes"**, the cursor moves to E11. If **"No"**, cursor moves to E13.
	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 **"Yes"**, the cursor doesn't move. If **"No"**, cursor moves to E13.
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.

Item #'s	Coding Error	Cross Check Message	Yes/No OK	Cursor movement
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.
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 **"Yes"**, the cursor moves to D3a. If **"No"**, 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.

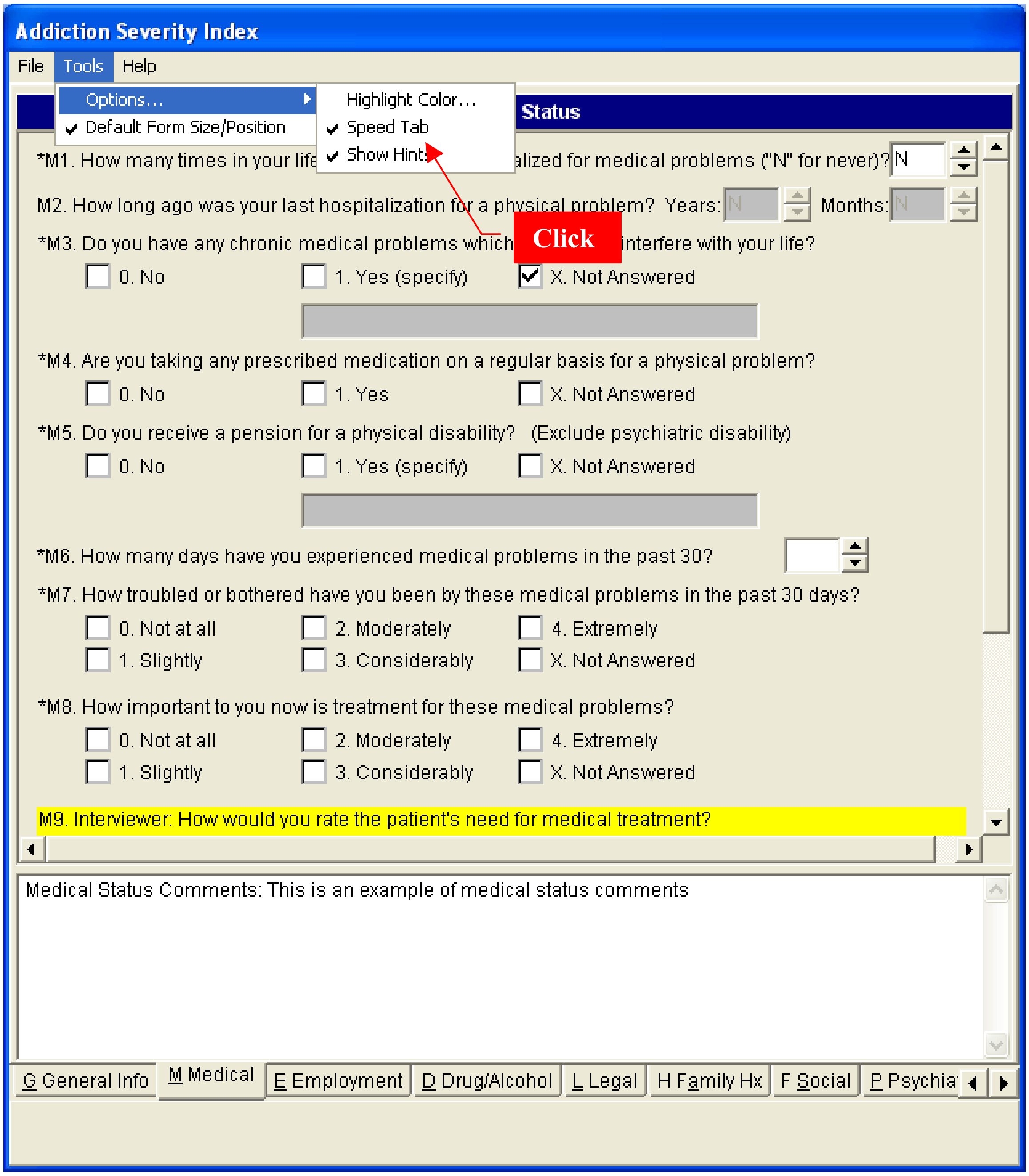
Item #'s	Coding Error	Cross Check Message	Yes/No OK	Cursor movement
D26, D28, and D30	D26>0 and D28 and/or D30=0	In an earlier question (D26), you recorded that the patient had experienced some days with alcohol problems in the past 30 days. If this is true, then we would expect the patient would be 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.	OK	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 **"Yes"**, the cursor moves to D29. If **"No"**, 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.	OK	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.
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.

Item #'s	Coding Error	Cross Check Message	Yes/No OK	Cursor movement
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 **"Yes"**, the cursor moves to F33. If **"No"**, 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.	OK	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 **"Yes"**, the cursor moves to P4. If **"No"**, 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.	OK	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.	OK	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.	OK	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.

Changing User Preferences

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
Highlight Color…
✓ Speed Tab
✓ Show Hints
Click
Status
G General Info
M Medical
E Employment
D Drug/Alcohol
L Legal
H Family Hx
F Social
P Psychia

*M1. How many times in your life … alized 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 … 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: This is an example of medical status comments

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.

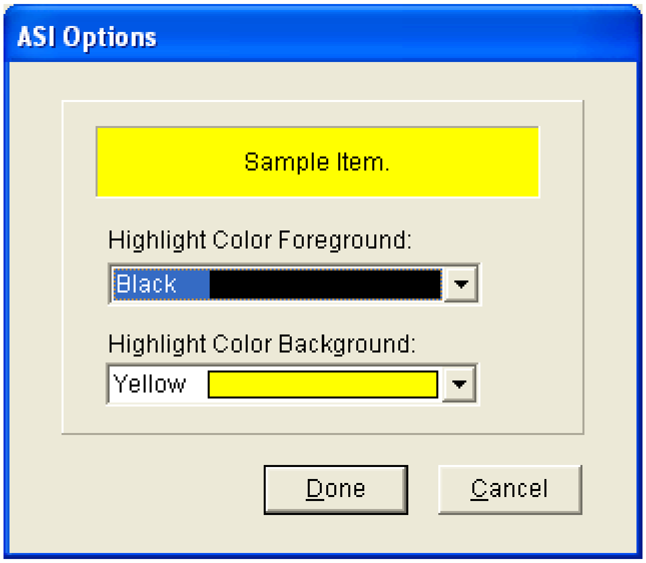
Speed Tab

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.



Highlight Color Foreground: Black

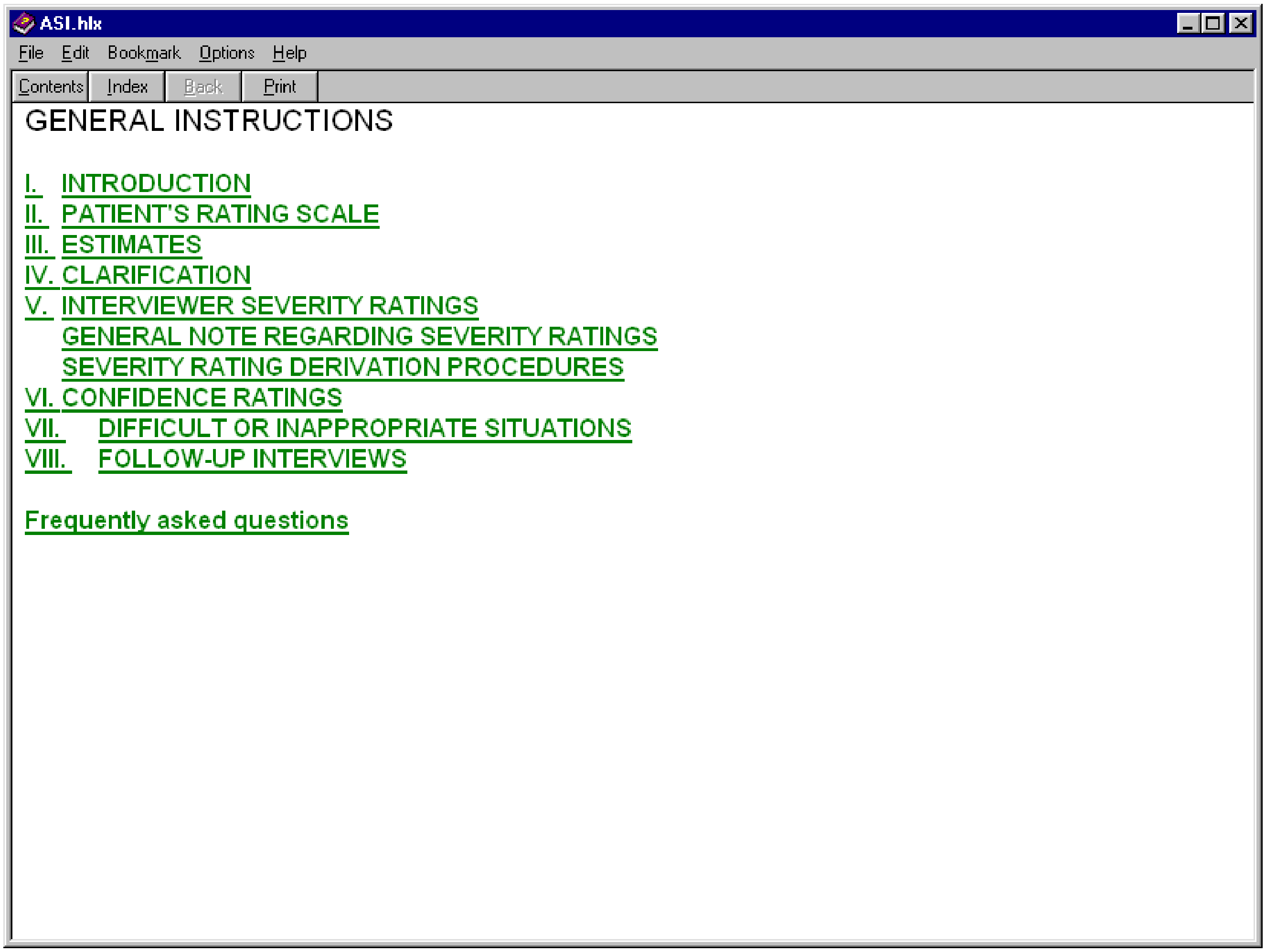
Highlight Color Background: Yellow

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.



GENERAL INSTRUCTIONS

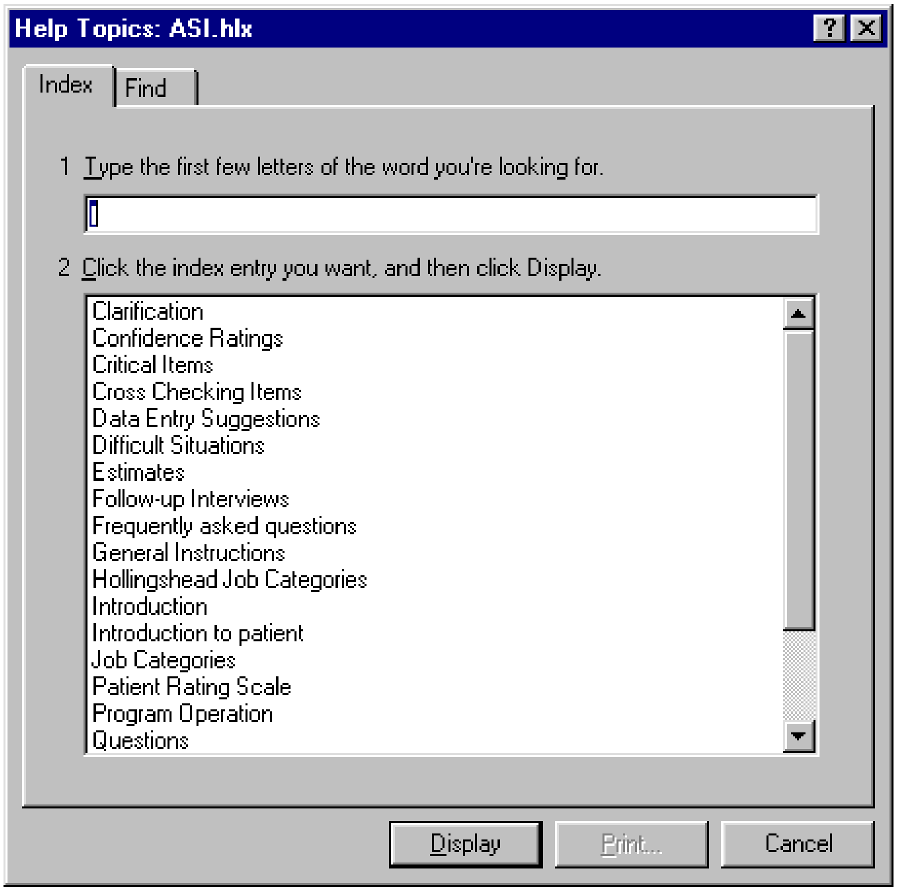
I. INTRODUCTION
II. PATIENT'S RATING SCALE
III. ESTIMATES
IV. CLARIFICATION
V. INTERVIEWER SEVERITY RATINGS
GENERAL NOTE REGARDING SEVERITY RATINGS
SEVERITY RATING DERIVATION PROCEDURES
VI. CONFIDENCE RATINGS
VII. DIFFICULT OR INAPPROPRIATE SITUATIONS
VIII. FOLLOW-UP INTERVIEWS

Frequently asked questions

Using the Help Index

From the ASI Data Entry form, **click** on **Help Index** on 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.



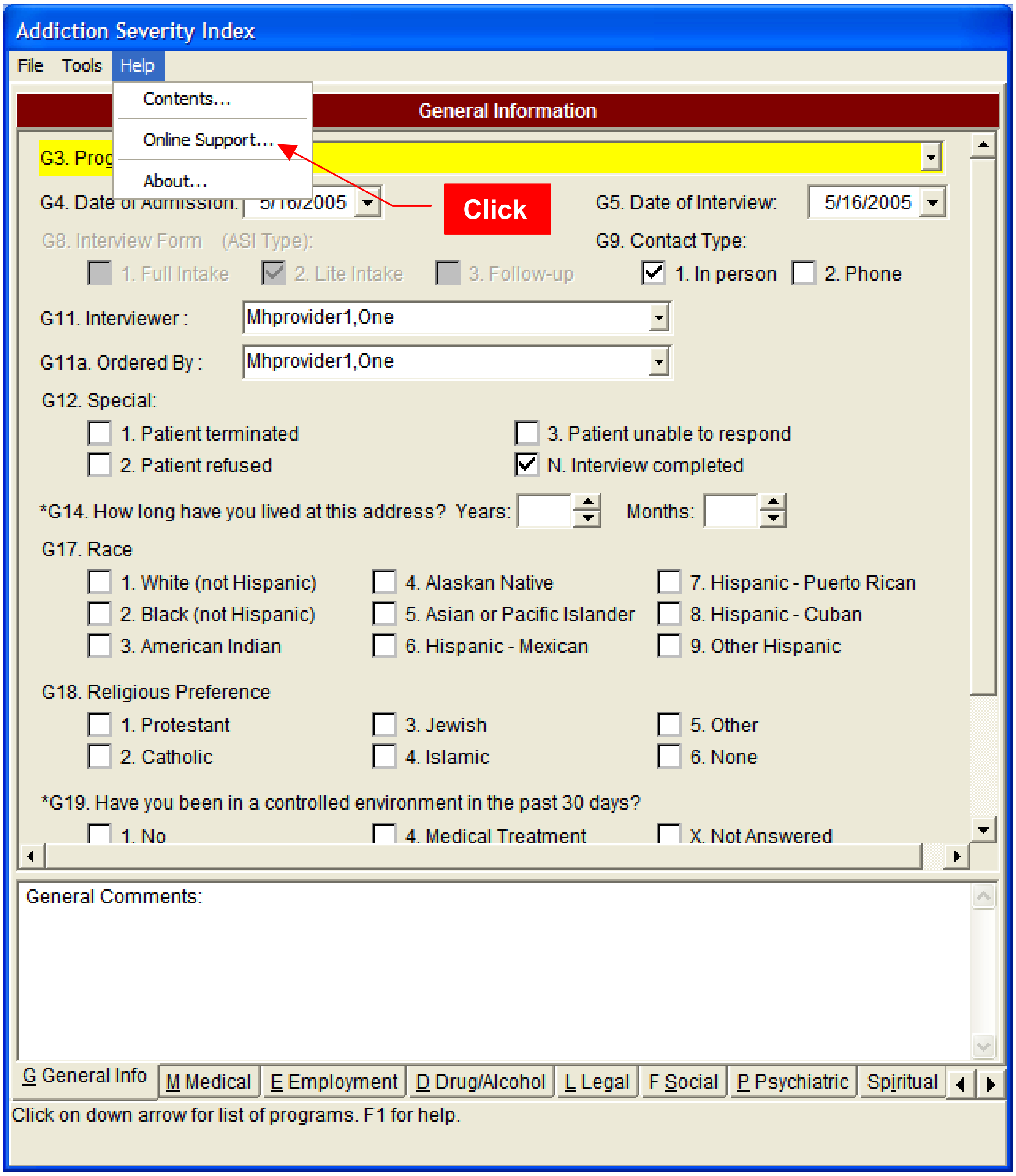
1 Type the first few letters of the word you're looking for.

2 Click the index entry you want, and then click Display.

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

Accessing Online Support

Example: Online support for MHA3 is available via the Mental Health Informatics Section's website. Clicking on the Help > Online Support… menu item will start the default Web browser and loads the following web address into the browser: http://vaww.mentalhealth.med.va.gov/mha.shtm.


Addiction Severity Index
File
Tools
Help
Contents…
Online Support…
About…
Click
General Information
G General Info
M Medical
E Employment
D Drug/Alcohol
L Legal
F Social
P Psychiatric
Spiritual

G3. Prog

G4. Date of Admission: 5/16/2005

G5. Date of Interview: 5/16/2005

G8. Interview Form (ASI Type):
☐ 1. Full Intake ☑ 2. Lite Intake ☐ 3. Follow-up

G9. Contact Type:
☑ 1. In person ☐ 2. Phone

G11. Interviewer : Mhprovider1,One

G11a. Ordered By : Mhprovider1,One

G12. Special:
☐ 1. Patient terminated
☐ 2. Patient refused
☐ 3. Patient unable to respond
☑ N. Interview completed

*G14. How long have you lived at this address? Years: Months:

G17. Race
☐ 1. White (not Hispanic)
☐ 2. Black (not Hispanic)
☐ 3. American Indian
☐ 4. Alaskan Native
☐ 5. Asian or Pacific Islander
☐ 6. Hispanic - Mexican
☐ 7. Hispanic - Puerto Rican
☐ 8. Hispanic - Cuban
☐ 9. Other Hispanic

G18. Religious Preference
☐ 1. Protestant
☐ 2. Catholic
☐ 3. Jewish
☐ 4. Islamic
☐ 5. Other
☐ 6. None

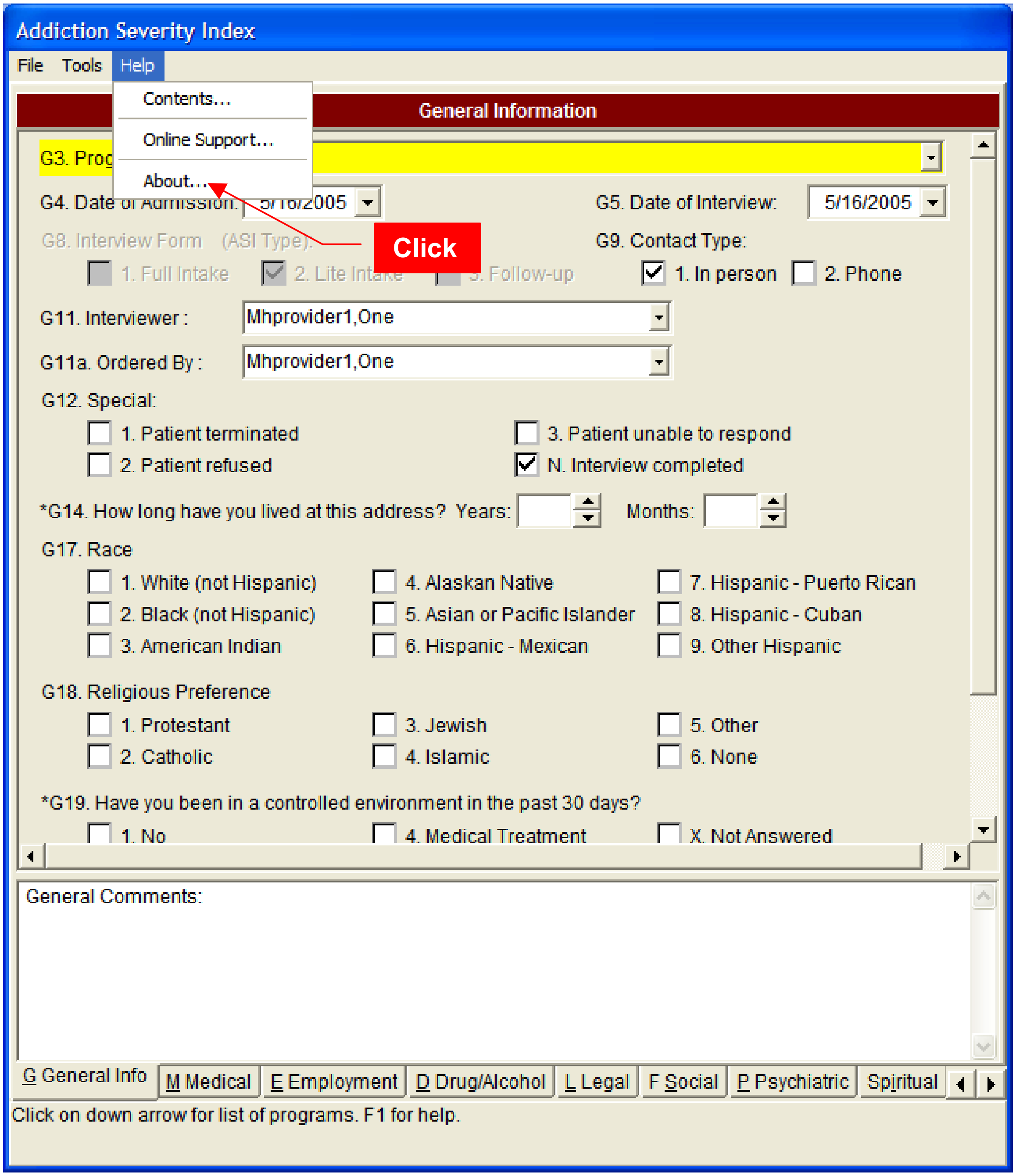
*G19. Have you been in a controlled environment in the past 30 days?
☐ 1. No ☐ 4. Medical Treatment ☐ X. Not Answered

General Comments:

Click on down arrow for list of programs. F1 for help.

Access Program Information

Example: Clicking on the **Help > About…** menu item displays the About Mental Health Assistant message dialog, which contains useful release information about this version of MHA3.


Addiction Severity Index
File
Tools
Help
Contents…
Online Support…
About…
Click
General Information
G General Info
M Medical
E Employment
D Drug/Alcohol
L Legal
F Social
P Psychiatric
Spiritual

G3. Prog

G4. Date of Admission: 5/16/2005

G5. Date of Interview: 5/16/2005

G8. Interview Form (ASI Type):

☐ 1. Full Intake ☑ 2. Lite Intake ☐ 3. Follow-up

G9. Contact Type:

☑ 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 ☑ N. Interview completed

*G14. How long have you lived at this address? Years: Months:

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

☐ 1. Protestant ☐ 3. Jewish ☐ 5. Other

☐ 2. Catholic ☐ 4. Islamic ☐ 6. None

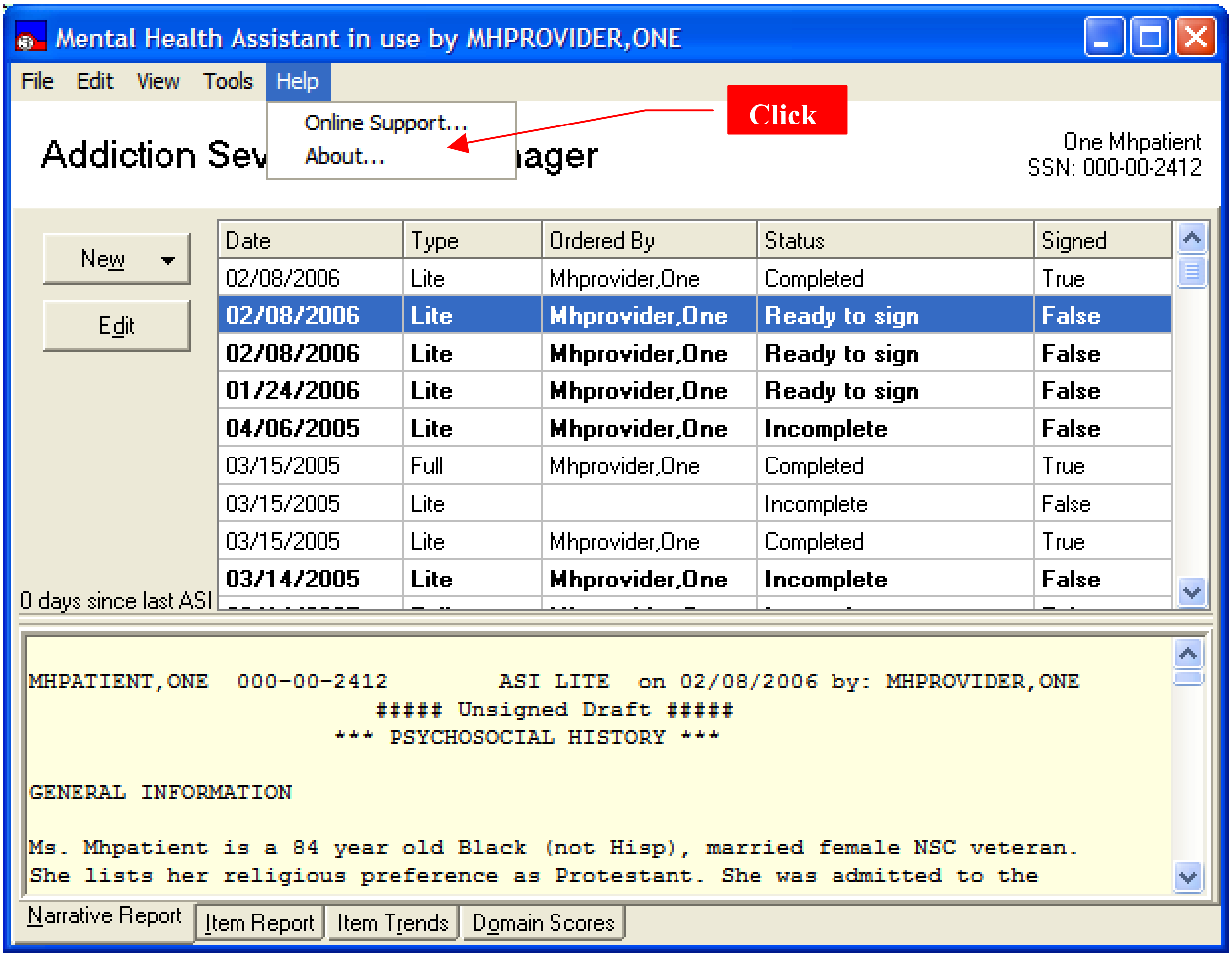
*G19. Have you been in a controlled environment in the past 30 days?

☐ 1. No ☐ 4. Medical Treatment ☐ X. Not Answered

General Comments:

Click on down arrow for list of programs. F1 for help.

Example: Clicking on the **Help > About…** menu item will display the About Mental Health Assistant message dialog, which contains useful release information about this version of MHA3.


Mental Health Assistant in use by MHPROVIDER,ONE
File
Edit
View
Tools
Help
Online Support...
About...
Click
Addiction Sev
ager
New
Edit
Narrative Report
Item Report
Item Trends
Domain Scores

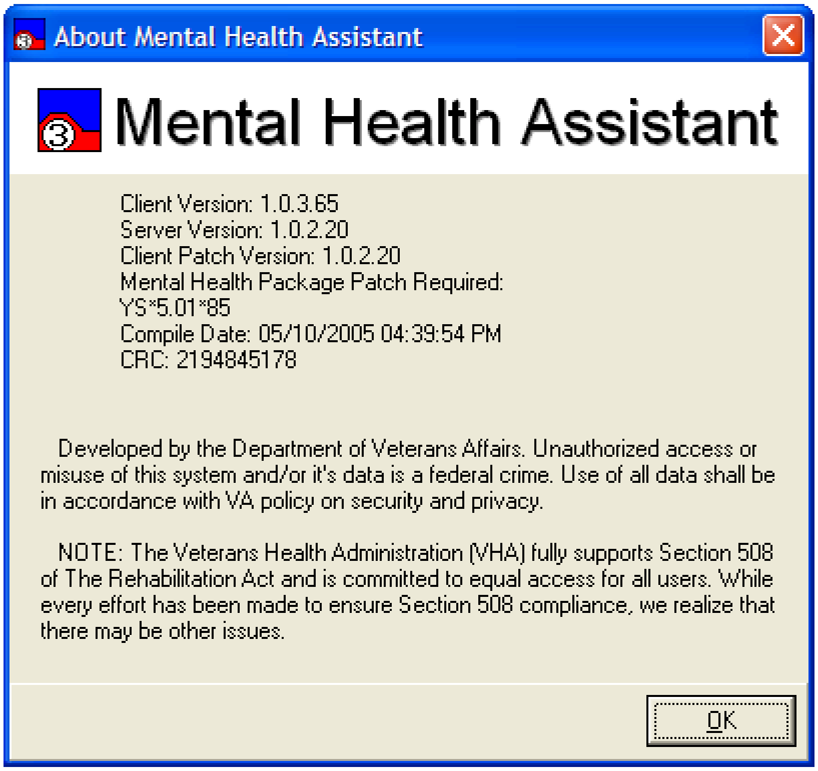
One Mhpatient
SSN: 000-00-2412

0 days since last ASI

Date	Type	Ordered By	Status	Signed
02/08/2006	Lite	Mhprovider,One	Completed	True
02/08/2006	**Lite**	**Mhprovider,One**	**Ready to sign**	**False**
02/08/2006	**Lite**	**Mhprovider,One**	**Ready to sign**	**False**
01/24/2006	**Lite**	**Mhprovider,One**	**Ready to sign**	**False**
04/06/2005	**Lite**	**Mhprovider,One**	**Incomplete**	**False**
03/15/2005	Full	Mhprovider,One	Completed	True
03/15/2005	Lite		Incomplete	False
03/15/2005	Lite	Mhprovider,One	Completed	True
03/14/2005	**Lite**	**Mhprovider,One**	**Incomplete**	**False**

```
MHPATIENT,ONE  000-00-2412        ASI LITE  on 02/08/2006 by: MHPROVIDER,ONE
                         ##### Unsigned Draft #####
                      *** PSYCHOSOCIAL HISTORY ***

GENERAL INFORMATION

Ms. Mhpatient is a 84 year old Black (not Hisp), married female NSC veteran.
She lists her religious preference as Protestant. She was admitted to the
```

Example: The **About Mental Health Assistant** message dialog box contains useful release information about MHA version 3



Client Version: 1.0.3.65
Server Version: 1.0.2.20
Client Patch Version: 1.0.2.20
Mental Health Package Patch Required:
YS*5.01*85
Compile Date: 05/10/2005 04:39:54 PM
CRC: 2194845178

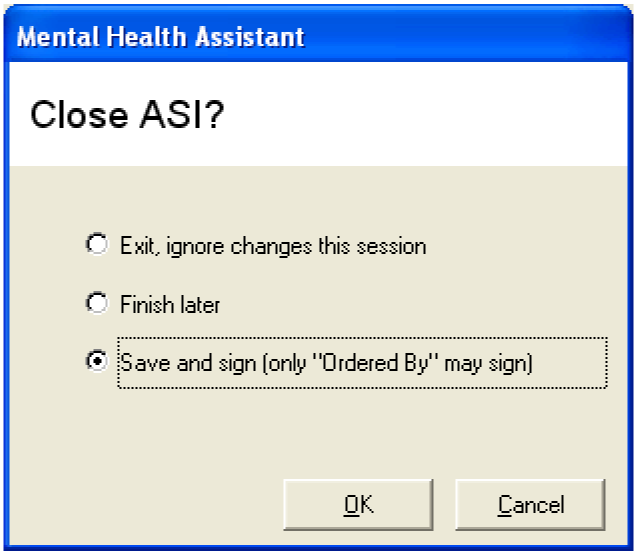
Developed by the Department of Veterans Affairs. Unauthorized access or misuse of this system and/or it's data is a federal crime. Use of all data shall be in accordance with VA policy on security and privacy.

NOTE: The Veterans Health Administration (VHA) fully supports Section 508 of The Rehabilitation Act and is committed to equal access for all users. While every effort has been made to ensure Section 508 compliance, we realize that there may be other issues.

Close Form

The user is given several options when exiting the form. 1) The user may return to the form; a graceful way of acknowledging that more work is needed on the ASI. 2) The user may exit the form without saving any data. 3) The user may save the ASI in the hope of finishing it later. 4) Save the ASI and sign it. This option will verify the items for appropriate responses—see business rules—and ensure that the ASI is complete. Once the ASI is verified and saved, the user can provide an electronic signature.

Example: To **close** the ASI Data Entry Form, click on **"X"** in the form's upper right corner, or press **ALT-F4**, or click on "FILE" on Main Menu, then Exit Menu. The exit menu will appear.



Mental Health Assistant

Close ASI?

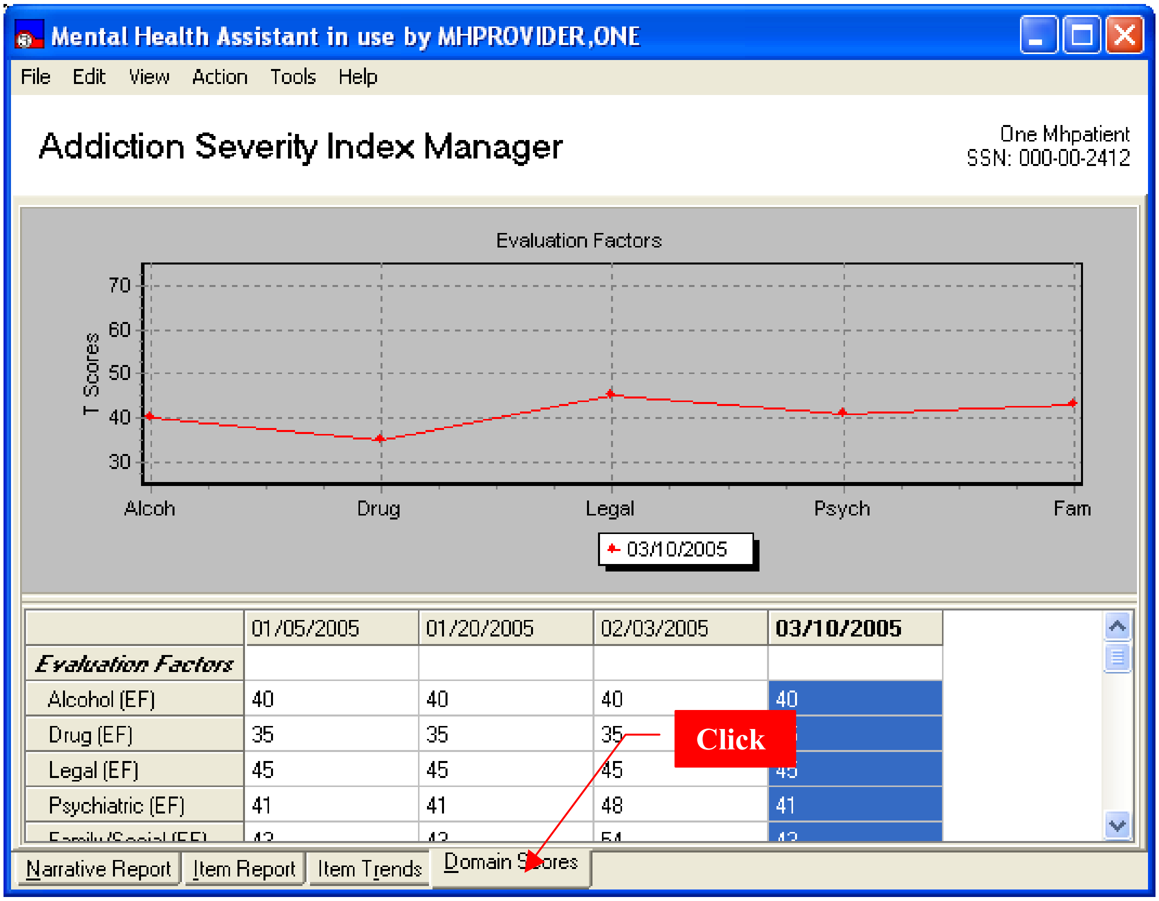
○ Exit, ignore changes this session

○ Finish later

● Save and sign (only "Ordered By" may sign)

Domain Scores

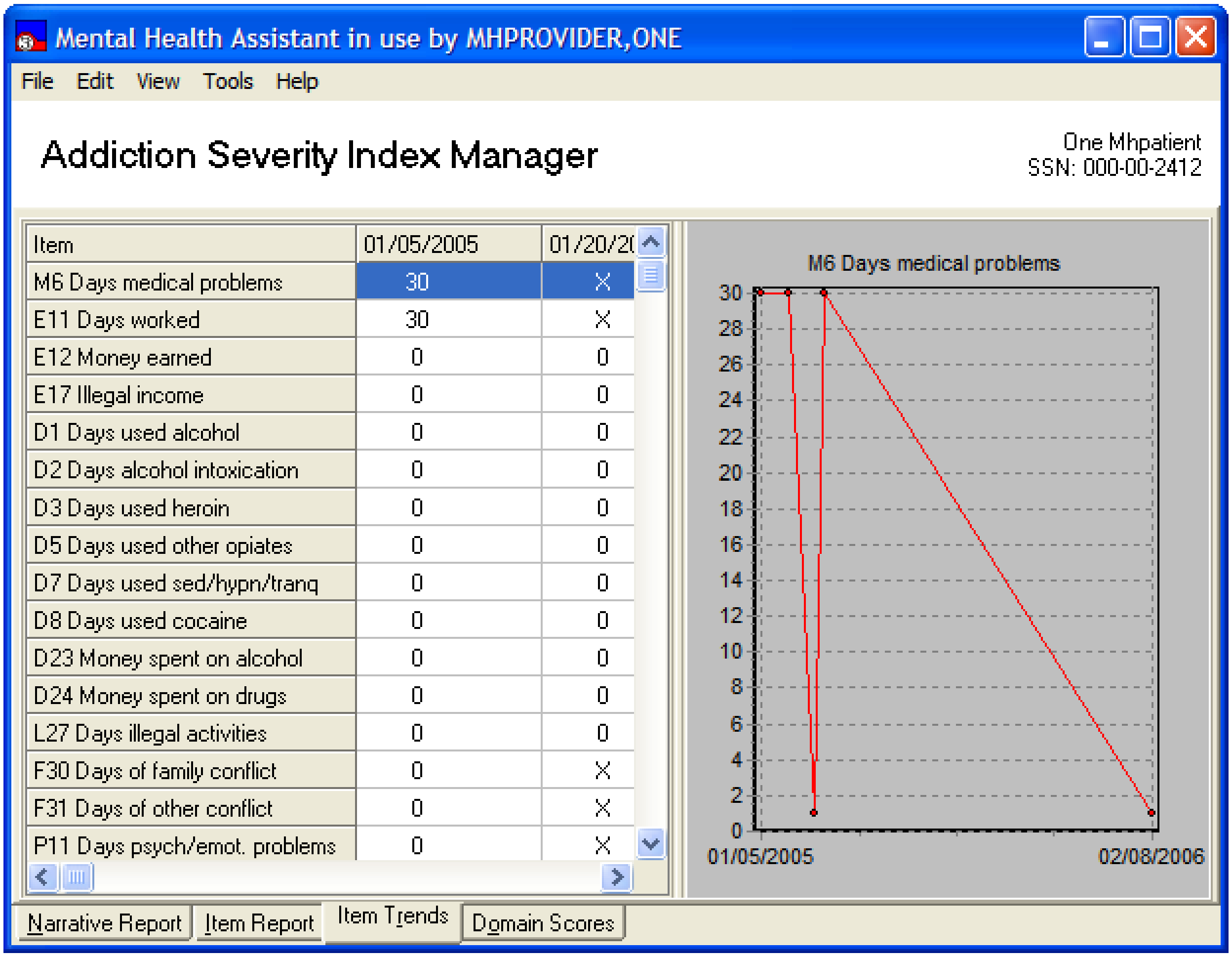
Example: To view the Domain Scores, **click** on **Domain Scores** tab. The ASI domain results will be displayed in graph and text form.


Mental Health Assistant in use by MHPROVIDER,ONE
File
Edit
View
Action
Tools
Help
Addiction Severity Index Manager
One Mhpatient
SSN: 000-00-2412
Evaluation Factors
T Scores
70
60
50
40
30
Alcoh
Drug
Legal
Psych
Fam
03/10/2005
Click
Narrative Report
Item Report
Item Trends
Domain Scores

	01/05/2005	01/20/2005	02/03/2005	**03/10/2005**
Evaluation Factors				
Alcohol (EF)	40	40	40	40
Drug (EF)	35	35	35	[illegible]
Legal (EF)	45	45	45	45
Psychiatric (EF)	41	41	48	41

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.


Mental Health Assistant in use by MHPROVIDER,ONE
File
Edit
View
Tools
Help
M6 Days medical problems
30
28
26
24
22
20
18
16
14
12
10
8
6
4
2
0
01/05/2005
02/08/2006
Narrative Report
Item Report
Item Trends
Domain Scores

Addiction Severity Index Manager

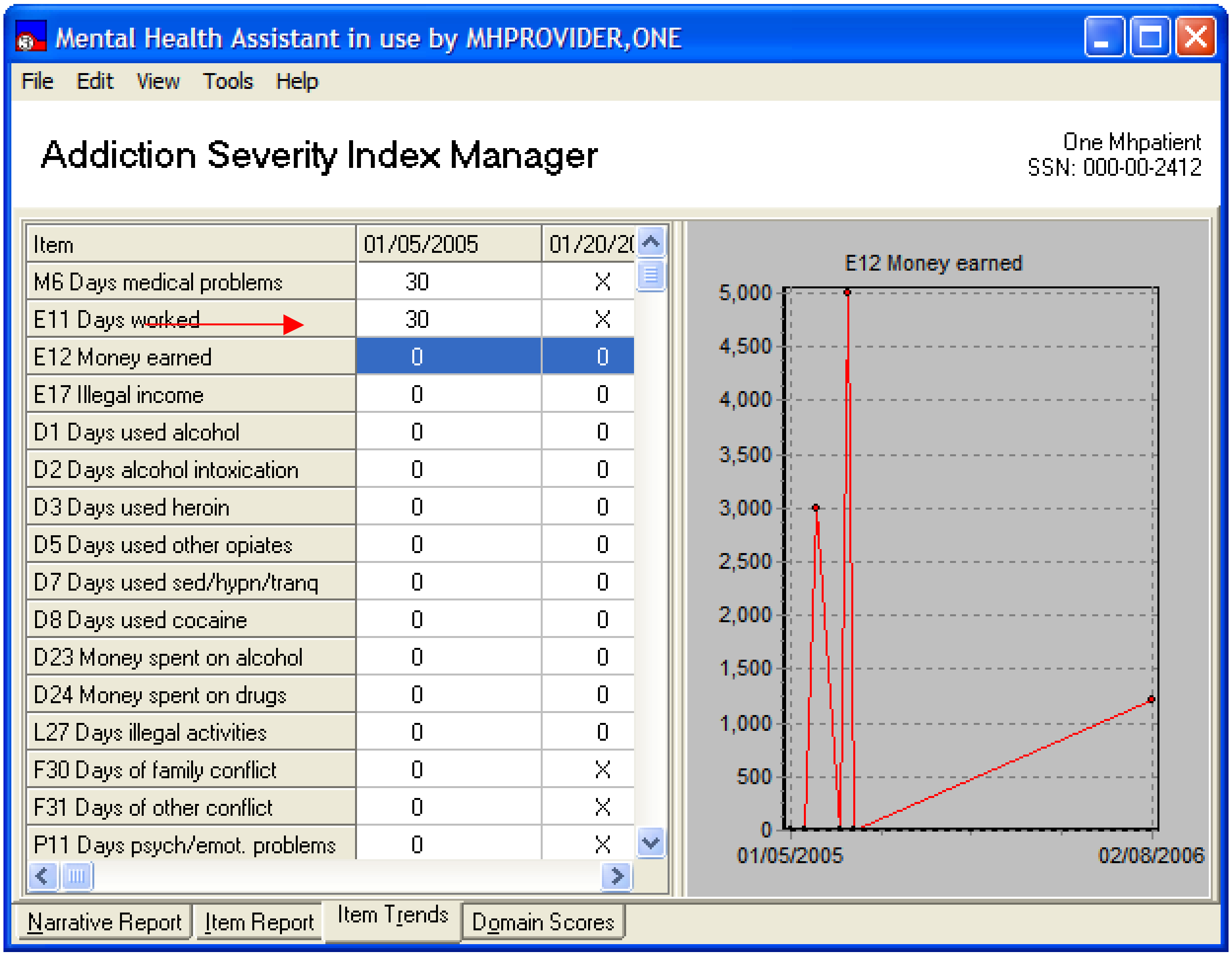
One Mhpatient
SSN: 000-00-2412

Item	01/05/2005	01/20/2
M6 Days medical problems	30	X
E11 Days worked	30	X
E12 Money earned	0	0
E17 Illegal income	0	0
D1 Days used alcohol	0	0
D2 Days alcohol intoxication	0	0
D3 Days used heroin	0	0
D5 Days used other opiates	0	0
D7 Days used sed/hypn/tranq	0	0
D8 Days used cocaine	0	0
D23 Money spent on alcohol	0	0
D24 Money spent on drugs	0	0
L27 Days illegal activities	0	0
F30 Days of family conflict	0	X
F31 Days of other conflict	0	X
P11 Days psych/emot. problems	0	X

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 M6 (previous example) to E12 by clicking on the E12 row. E12 data are graphed.


Mental Health Assistant in use by MHPROVIDER,ONE
File
Edit
View
Tools
Help
E12 Money earned
5,000
4,500
4,000
3,500
3,000
2,500
2,000
1,500
1,000
500
0
01/05/2005
02/08/2006
Narrative Report
Item Report
Item Trends
Domain Scores

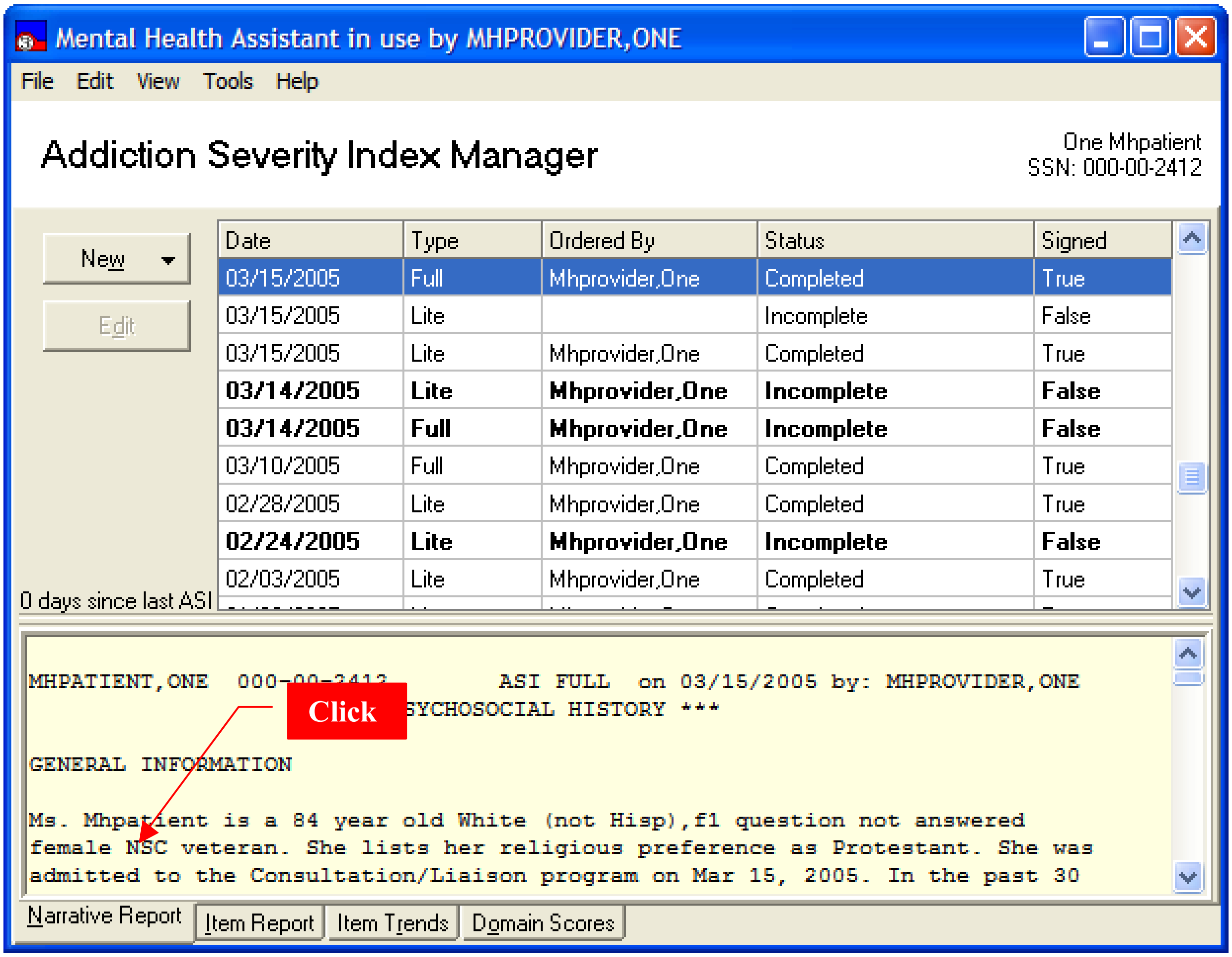
Addiction Severity Index Manager

One Mhpatient
SSN: 000-00-2412

Item	01/05/2005	01/20/2
M6 Days medical problems	30	X
E11 Days worked	30	X
E12 Money earned	0	0
E17 Illegal income	0	0
D1 Days used alcohol	0	0
D2 Days alcohol intoxication	0	0
D3 Days used heroin	0	0
D5 Days used other opiates	0	0
D7 Days used sed/hypn/tranq	0	0
D8 Days used cocaine	0	0
D23 Money spent on alcohol	0	0
D24 Money spent on drugs	0	0
L27 Days illegal activities	0	0
F30 Days of family conflict	0	X
F31 Days of other conflict	0	X
P11 Days psych/emot. problems	0	X

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.


Mental Health Assistant in use by MHPROVIDER,ONE
File
Edit
View
Tools
Help
Addiction Severity Index Manager
One Mhpatient
SSN: 000-00-2412
New
Edit
0 days since last ASI
Click
Narrative Report
Item Report
Item Trends
Domain Scores

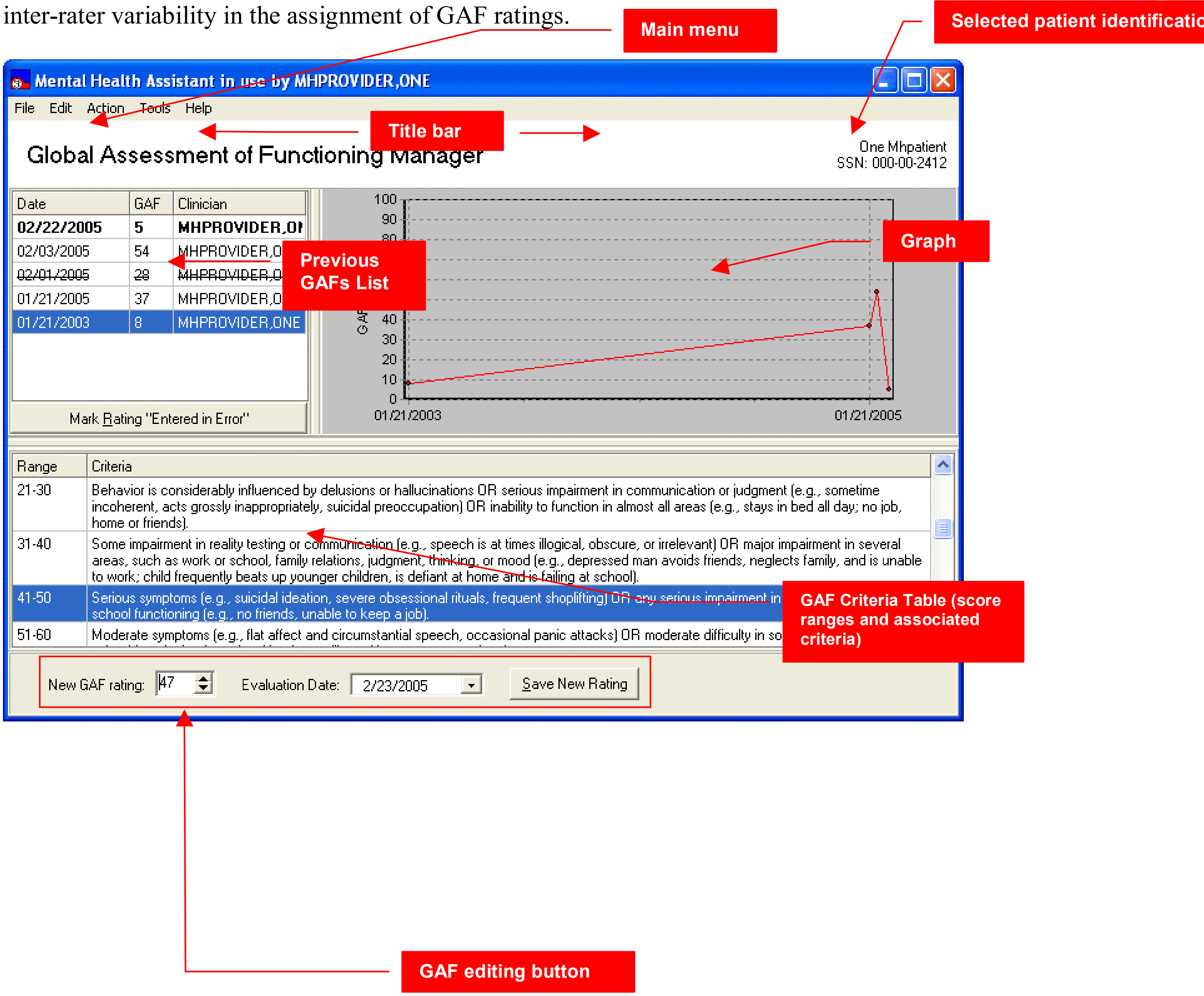
Date	Type	Ordered By	Status	Signed
03/15/2005	Full	Mhprovider,One	Completed	True
03/15/2005	Lite		Incomplete	False
03/15/2005	Lite	Mhprovider,One	Completed	True
03/14/2005	**Lite**	**Mhprovider,One**	**Incomplete**	**False**
03/14/2005	**Full**	**Mhprovider,One**	**Incomplete**	**False**
03/10/2005	Full	Mhprovider,One	Completed	True
02/28/2005	Lite	Mhprovider,One	Completed	True
02/24/2005	**Lite**	**Mhprovider,One**	**Incomplete**	**False**
02/03/2005	Lite	Mhprovider,One	Completed	True

```
MHPATIENT,ONE   000-00-2412        ASI FULL   on 03/15/2005 by: MHPROVIDER,ONE
                          SYCHOSOCIAL HISTORY ***

GENERAL INFORMATION

Ms. Mhpatient is a 84 year old White (not Hisp),f1 question not answered
female NSC veteran. She lists her religious preference as Protestant. She was
admitted to the Consultation/Liaison program on Mar 15, 2005. In the past 30
```

GAF Manager Functions

Orientation

The GAF Manager gives the user an easy way to enter GAF ratings and to see previous ratings, which are graphed to indicate trends. When entering a new rating, the rating is associated with the GAF rating criteria. It is hoped this association will increase the reliability of ratings and reduce inter-rater variability in the assignment of GAF ratings.


Main menu
Selected patient identificatio
Mental Health Assistant in use by MHPROVIDER,ONE
File
Edit
Action
Tools
Help
Title bar
Global Assessment of Functioning Manager
One Mhpatient
SSN: 000-00-2412
Previous GAFs List
Graph
GAF
100
90
80
40
30
20
10
0
01/21/2003
01/21/2005
Mark Rating "Entered in Error"
GAF Criteria Table (score ranges and associated criteria)
GAF editing button

Date	GAF	Clinician
02/22/2005	**5**	**MHPROVIDER,ON**
02/03/2005	54	MHPROVIDER,O
~~02/01/2005~~	~~28~~	~~MHPROVIDER,O~~
01/21/2005	37	MHPROVIDER,O
01/21/2003	8	MHPROVIDER,ONE

Range	Criteria
21-30	Behavior is considerably influenced by delusions or hallucinations OR serious impairment in communication or judgment (e.g., sometime incoherent, acts grossly inappropriately, suicidal preoccupation) OR inability to function in almost all areas (e.g., stays in bed all day; no job, home or friends).
31-40	Some impairment in reality testing or communication (e.g., speech is at times illogical, obscure, or irrelevant) OR major impairment in several areas, such as work or school, family relations, judgment, thinking, or mood (e.g., depressed man avoids friends, neglects family, and is unable to work; child frequently beats up younger children, is defiant at home and is failing at school).
41-50	Serious symptoms (e.g., suicidal ideation, severe obsessional rituals, frequent shoplifting) OR any serious impairment in school functioning (e.g., no friends, unable to keep a job).
51-60	Moderate symptoms (e.g., flat affect and circumstantial speech, occasional panic attacks) OR moderate difficulty in so

New GAF rating: 47

Evaluation Date: 2/23/2005

Save New Rating

Main Menu

The Main Menu offers user functions in the context of the GAF 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 MHA3. All functions performed in the GAF Manager form will apply to this patient.

Title Bar

The Title Bar is a visual artifact that is used throughout MHA3 to display information about the context that applies to the current activity. In this case, the Title Bar displays the form’s name.

List of Previous GAF Ratings

This is the list of all GAF ratings given to the selected patient. The list is also used for selecting which GAF record to process.

Graph View

The Graph View displays a graphical representation of rating data values over time.

GAF Criteria Table

The GAF Criteria Table is a reference tool for clinicians to enable them to review the different criteria narratives and their associated rating ranges.

GAF Editing Button

The GAF Editing Button is used to edit a saved GAF rating that is still editable or to mark a saved GAF rating as “Entered in error”.

New Rating Artifacts

The New Rating Artifacts are a group of controls that are adjusted to save a new GAF rating.

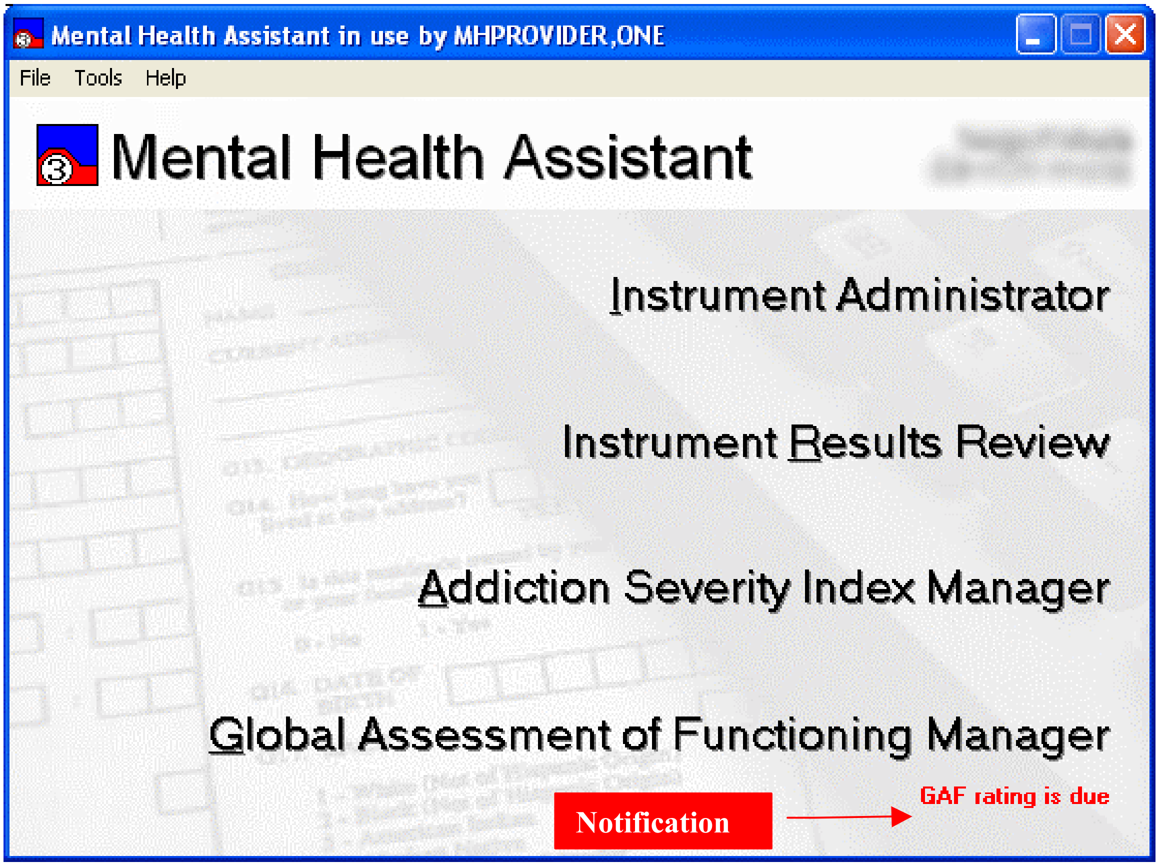
GAF Rating Is Due Alert label

Despite being displayed on MHA3’s Main Form, the GAF Rating Is Due alert label is actually a component of the GAF rating activities in MHA3.

GAF Due Notification Message

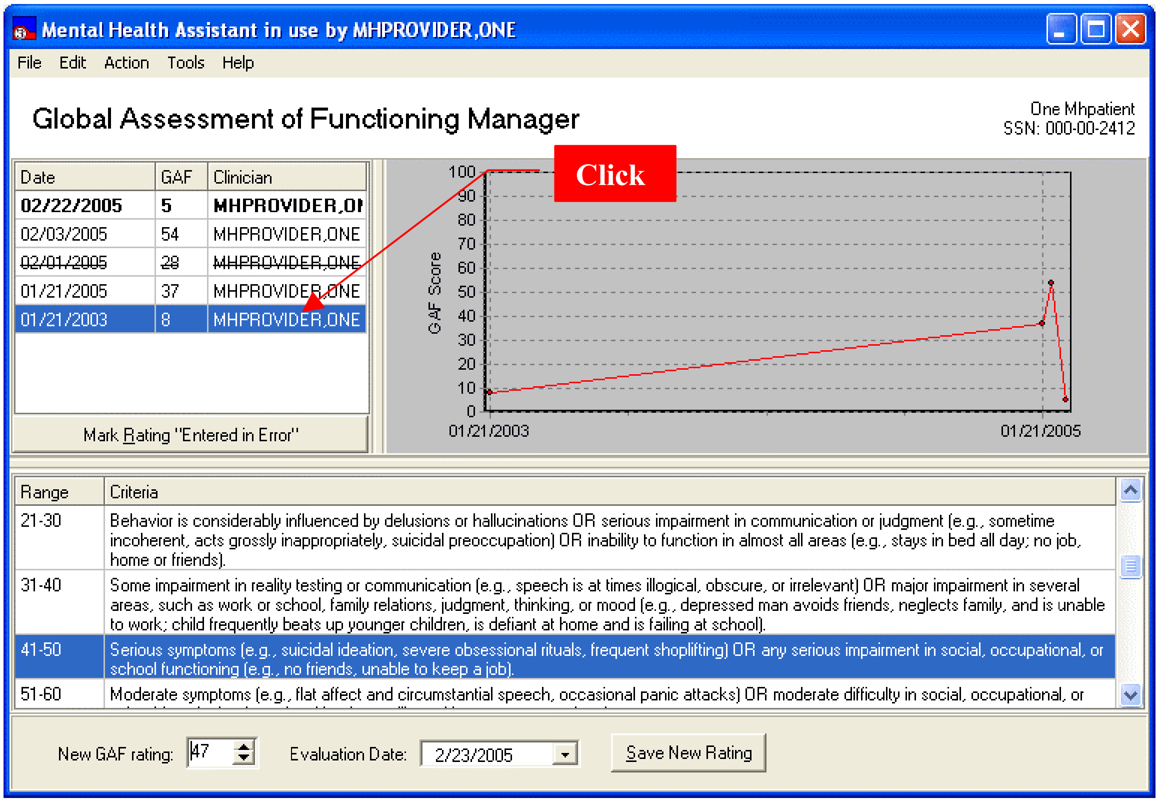
If the selected patient has no previous GAF ratings or who's most recent rating is older than 90 days, the GAF Is Due alert label is displayed. Otherwise, the label is not displayed.

Example: "GAF rating is due" notification message on MHA's Main Form.


Mental Health Assistant in use by MHPROVIDER,ONE
File
Tools
Help
Mental Health Assistant
Instrument Administrator
Instrument Results Review
Addiction Severity Index Manager
Global Assessment of Functioning Manager
Notification
GAF rating is due

Selecting a Previous Rating

Example: To select a previous rating for processing, click on the row of the desired rating on the table that lists all previous ratings. That row will be highlighted.


Mental Health Assistant in use by MHPROVIDER,ONE
File Edit Action Tools Help
Global Assessment of Functioning Manager
One Mhpatient
SSN: 000-00-2412
Click
Mark Rating "Entered in Error"
GAF Score
100
90
80
70
60
50
40
30
20
10
0
01/21/2003
01/21/2005
Save New Rating

Date	GAF	Clinician
02/22/2005	**5**	**MHPROVIDER,O**
02/03/2005	54	MHPROVIDER,ONE
~~02/01/2005~~	~~28~~	~~MHPROVIDER,ONE~~
01/21/2005	37	MHPROVIDER,ONE
01/21/2003	8	MHPROVIDER,ONE

Range	Criteria
21-30	Behavior is considerably influenced by delusions or hallucinations OR serious impairment in communication or judgment (e.g., sometime incoherent, acts grossly inappropriately, suicidal preoccupation) OR inability to function in almost all areas (e.g., stays in bed all day; no job, home or friends).
31-40	Some impairment in reality testing or communication (e.g., speech is at times illogical, obscure, or irrelevant) OR major impairment in several areas, such as work or school, family relations, judgment, thinking, or mood (e.g., depressed man avoids friends, neglects family, and is unable to work; child frequently beats up younger children, is defiant at home and is failing at school).
41-50	Serious symptoms (e.g., suicidal ideation, severe obsessional rituals, frequent shoplifting) OR any serious impairment in social, occupational, or school functioning (e.g., no friends, unable to keep a job).
51-60	Moderate symptoms (e.g., flat affect and circumstantial speech, occasional panic attacks) OR moderate difficulty in social, occupational, or

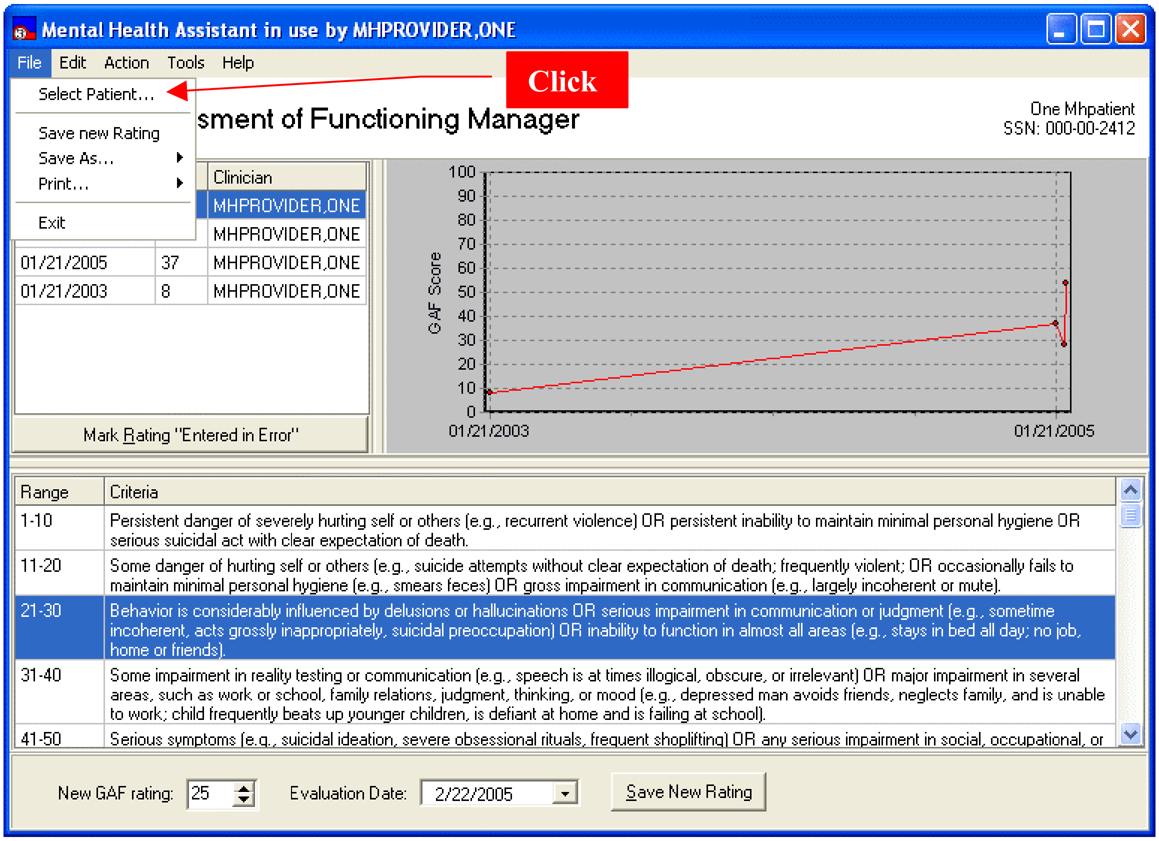
New GAF rating: 47

Evaluation Date: 2/23/2005

Selecting a New Patient

Example: To select a different patient, click on the **File > Select Patient** menu item. After a brief pause, the familiar CPRS patient-selection form is displayed. After selecting a new patient, both CPRS and MHA3 are synchronized and updated to identify the same new patient.

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


Mental Health Assistant in use by MHPROVIDER,ONE
File
Edit
Action
Tools
Help
Select Patient…
Save new Rating
Save As…
Print…
Exit
Click
GAF Score
Mark Rating "Entered in Error"
Save New Rating

sment of Functioning Manager

One Mhpatient
SSN: 000-00-2412

		Clinician
		MHPROVIDER,ONE
		MHPROVIDER,ONE
01/21/2005	37	MHPROVIDER,ONE
01/21/2003	8	MHPROVIDER,ONE

100
90
80
70
60
50
40
30
20
10
0
01/21/2003
01/21/2005

Range	Criteria
1-10	Persistent danger of severely hurting self or others (e.g., recurrent violence) OR persistent inability to maintain minimal personal hygiene OR serious suicidal act with clear expectation of death.
11-20	Some danger of hurting self or others (e.g., suicide attempts without clear expectation of death; frequently violent; OR occasionally fails to maintain minimal personal hygiene (e.g., smears feces) OR gross impairment in communication (e.g., largely incoherent or mute).
21-30	Behavior is considerably influenced by delusions or hallucinations OR serious impairment in communication or judgment (e.g., sometime incoherent, acts grossly inappropriately, suicidal preoccupation) OR inability to function in almost all areas (e.g., stays in bed all day; no job, home or friends).
31-40	Some impairment in reality testing or communication (e.g., speech is at times illogical, obscure, or irrelevant) OR major impairment in several areas, such as work or school, family relations, judgment, thinking, or mood (e.g., depressed man avoids friends, neglects family, and is unable to work; child frequently beats up younger children, is defiant at home and is failing at school).
41-50	Serious symptoms (e.g., suicidal ideation, severe obsessional rituals, frequent shoplifting) OR any serious impairment in social, occupational, or

New GAF rating: 25

Evaluation Date: 2/22/2005

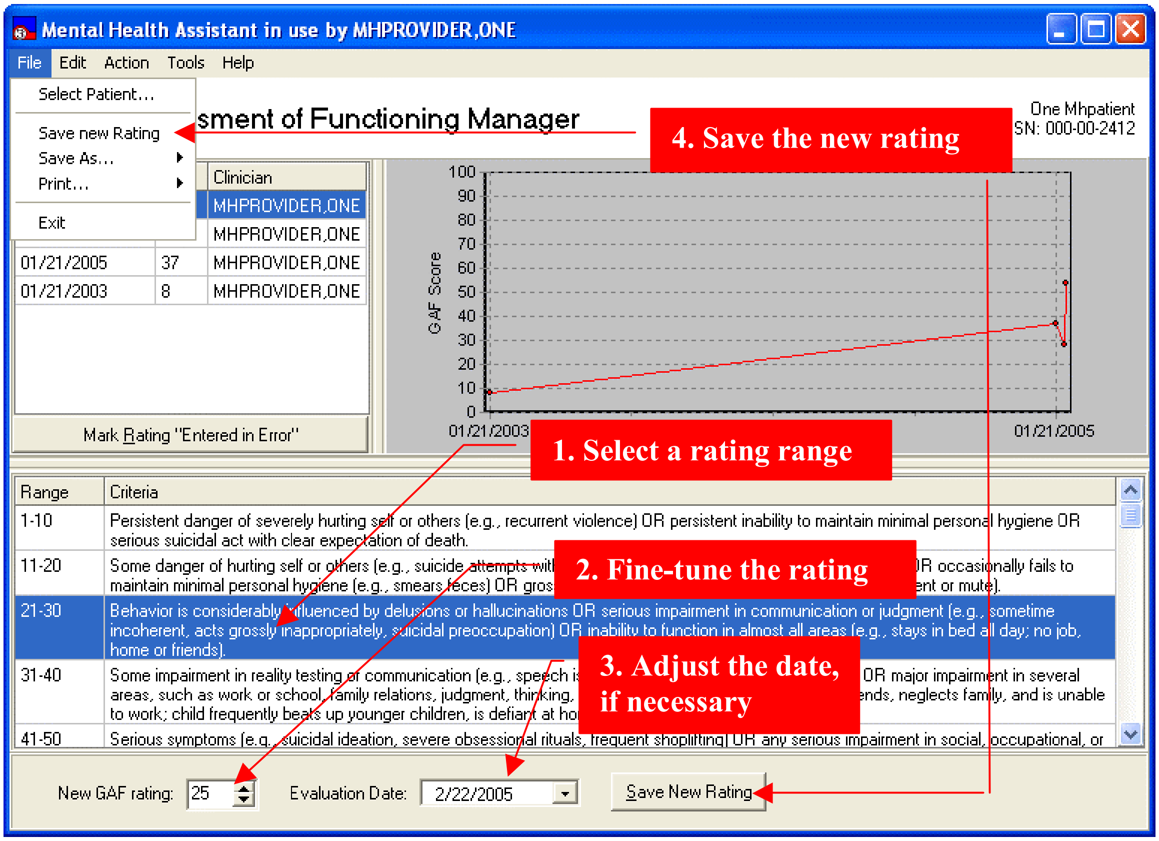
Entering a Rating Using GAF Criteria (Save a new rating)

The GAF Criteria table displays all GAF criteria. When the user starts the GAF Manager for the first time after selecting a new patient, the first row of GAF criteria is selected; a rating of 1 is in the **New GAF Rating** spin edit control, the **Evaluation Date** date-picker is set to today's date, and the Save Rating button disabled. The previous ratings view (above-left) includes a tabular and graphical representation of all previous GAF ratings as well as the rating criteria for the specified new GAF rating.

To save a new rating:

1. Click on one of the Criteria ranges and fine-tune the rating by adjusting the **New GAF Rating** spin-edit.
2. Select a different Evaluation Date, or leave the default date set.
3. Click on the **File > Save New Rating** menu item or the **Save New Rating** button.
4. The rating displayed in the spin edit control will be saved to Vista. The rating will be assigned the date displayed in the Evaluation Date date-picker, and the session user will be the rater. Soon after the new rating is saved, the new rating is displayed in the table and graph on the GAF Manager form.
5. The **Save New Rating** button and menu item will be disabled.
6. The GAF Due notification on the MHA Main Form will not visible.

Example: A rating of 25 is entered for a date of 2/22/2005.


Mental Health Assistant in use by MHPROVIDER,ONE
File
Edit
Action
Tools
Help
Select Patient…
Save new Rating
Save As…
Print…
Exit
sment of Functioning Manager
One Mhpatient
SN: 000-00-2412
GAF Score
100
90
80
70
60
50
40
30
20
10
0
01/21/2003
01/21/2005
Mark Rating "Entered in Error"
Save New Rating

		Clinician
		MHPROVIDER,ONE
		MHPROVIDER,ONE
01/21/2005	37	MHPROVIDER,ONE
01/21/2003	8	MHPROVIDER,ONE

Range	Criteria
1-10	Persistent danger of severely hurting self or others (e.g., recurrent violence) OR persistent inability to maintain minimal personal hygiene OR serious suicidal act with clear expectation of death.
11-20	Some danger of hurting self or others (e.g., suicide attempts wit OR occasionally fails to maintain minimal personal hygiene (e.g., smears feces) OR gros ent or mute).
21-30	Behavior is considerably influenced by delusions or hallucinations OR serious impairment in communication or judgment (e.g., sometime incoherent, acts grossly inappropriately, suicidal preoccupation) OR inability to function in almost all areas (e.g., stays in bed all day; no job, home or friends).
31-40	Some impairment in reality testing or communication (e.g., speech is OR major impairment in several areas, such as work or school, family relations, judgment, thinking, ends, neglects family, and is unable to work; child frequently beats up younger children, is defiant at ho
41-50	Serious symptoms (e.g., suicidal ideation, severe obsessional rituals, frequent shoplifting) OR any serious impairment in social, occupational, or

New GAF rating: 25

Evaluation Date: 2/22/2005

1. Select a rating range

2. Fine-tune the rating

3. Adjust the date, if necessary

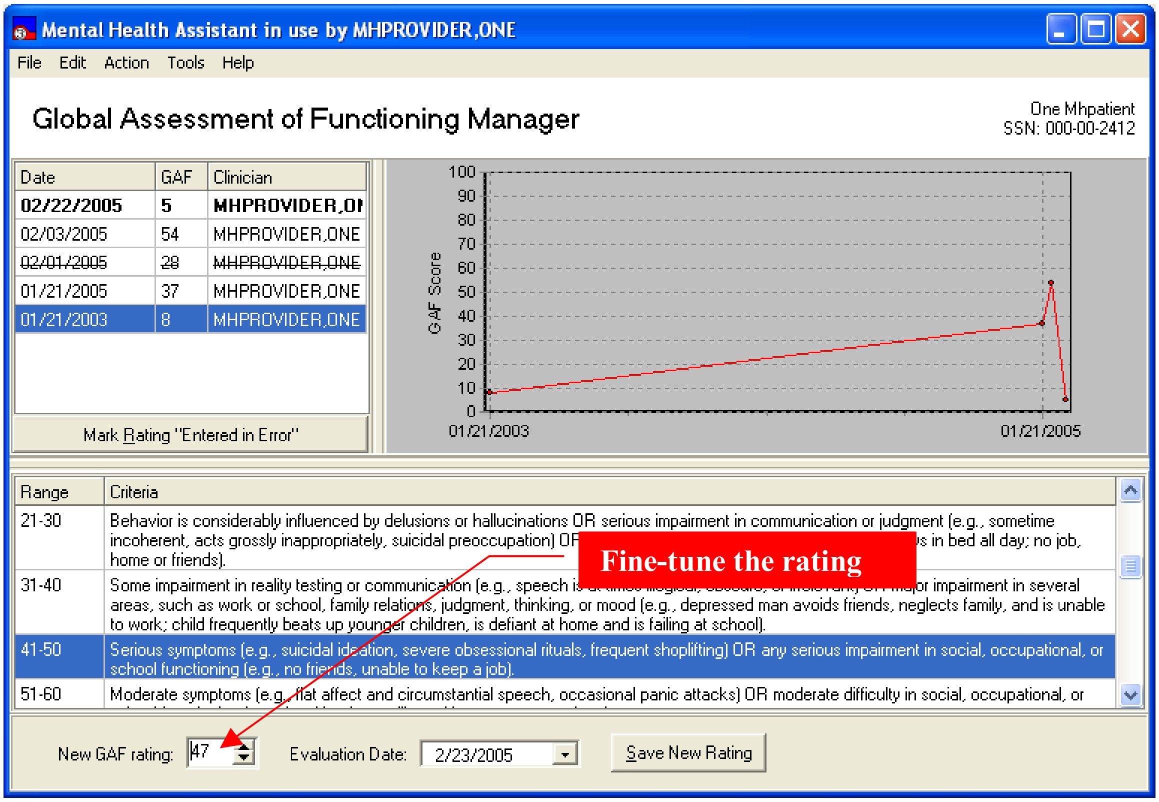
4. Save the new rating

Entering a Rating Using the Spin Edit Control

To enter or change a rating:

1. Change the rating by typing a number between 1-100 in the spin edit control or by clicking on the up or down arrows.
2. The rating in the spin edit control will change.
3. Alpha characters or numbers outside the 1-100 range are not accepted.
4. The Save Rating button is enabled.

Example: Changing the rating to 47 displays the appropriate criteria row in the Criteria view and enables the **Save New Rating** button.


Mental Health Assistant in use by MHPROVIDER,ONE
File Edit Action Tools Help
Global Assessment of Functioning Manager
One Mhpatient
SSN: 000-00-2412
GAF Score
100
90
80
70
60
50
40
30
20
10
0
01/21/2003
01/21/2005
Mark Rating "Entered in Error"
Fine-tune the rating
New GAF rating:
Evaluation Date:
Save New Rating

Date	GAF	Clinician
02/22/2005	**5**	**MHPROVIDER,OI**
02/03/2005	54	MHPROVIDER,ONE
~~02/01/2005~~	~~28~~	~~MHPROVIDER,ONE~~
01/21/2005	37	MHPROVIDER,ONE
01/21/2003	8	MHPROVIDER,ONE

Range	Criteria
21-30	Behavior is considerably influenced by delusions or hallucinations OR serious impairment in communication or judgment (e.g., sometime incoherent, acts grossly inappropriately, suicidal preoccupation) OF s in bed all day; no job, home or friends).
31-40	Some impairment in reality testing or communication (e.g., speech i or impairment in several areas, such as work or school, family relations, judgment, thinking, or mood (e.g., depressed man avoids friends, neglects family, and is unable to work; child frequently beats up younger children, is defiant at home and is failing at school).
41-50	Serious symptoms (e.g., suicidal ideation, severe obsessional rituals, frequent shoplifting) OR any serious impairment in social, occupational, or school functioning (e.g., no friends, unable to keep a job).
51-60	Moderate symptoms (e.g., flat affect and circumstantial speech, occasional panic attacks) OR moderate difficulty in social, occupational, or

New GAF rating: 47

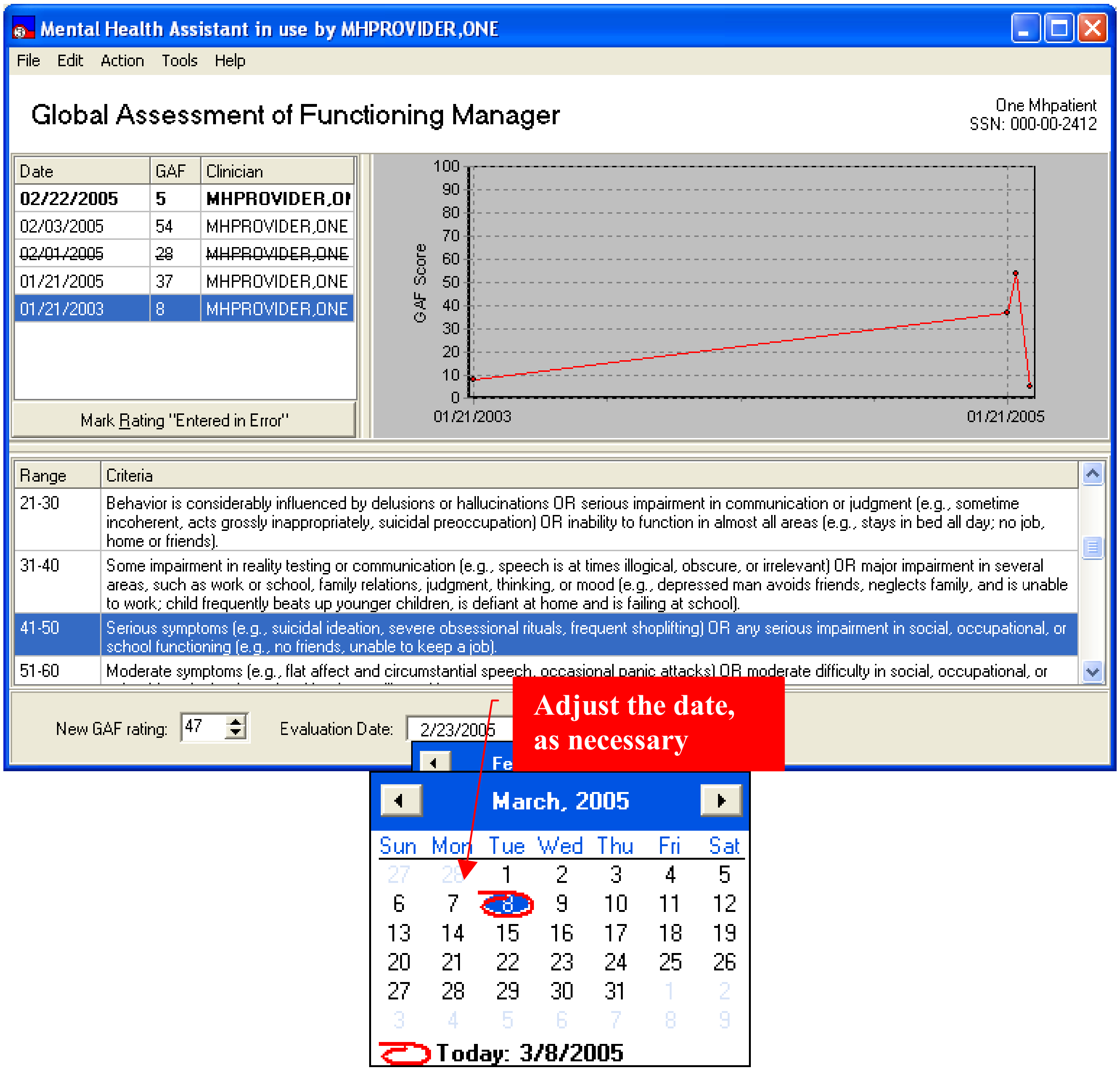
Evaluation Date: 2/23/2005

Changing the Evaluation Date

To change an evaluation date:

1. Click on the down arrow of the Evaluation Date date-picker
2. Clicking on the down arrow produces a calendar artifact.
3. Clicking on a previous date inserts the new date into the date-picker text box.
4. Future dates cannot be selected.
5. Select a new date

Example: Clicking on the down arrow produces a calendar with the current evaluation date selected (today's date is the default). Click on the left arrow at the top of the calendar to go to a previous month. Click on today's date or an earlier date to select it as shown in the following example.



Mental Health Assistant in use by MHPROVIDER,ONE
File
Edit
Action
Tools
Help
Global Assessment of Functioning Manager
One Mhpatient
SSN: 000-00-2412
Mark Rating "Entered in Error"
GAF Score
100
90
80
70
60
50
40
30
20
10
0
01/21/2003
01/21/2005
Adjust the date, as necessary
Fe
Today: 3/8/2005

Date	GAF	Clinician
02/22/2005	**5**	**MHPROVIDER,OI**
02/03/2005	54	MHPROVIDER,ONE
~~02/01/2005~~	~~28~~	~~MHPROVIDER,ONE~~
01/21/2005	37	MHPROVIDER,ONE
01/21/2003	8	MHPROVIDER,ONE

Range	Criteria
21-30	Behavior is considerably influenced by delusions or hallucinations OR serious impairment in communication or judgment (e.g., sometime incoherent, acts grossly inappropriately, suicidal preoccupation) OR inability to function in almost all areas (e.g., stays in bed all day; no job, home or friends).
31-40	Some impairment in reality testing or communication (e.g., speech is at times illogical, obscure, or irrelevant) OR major impairment in several areas, such as work or school, family relations, judgment, thinking, or mood (e.g., depressed man avoids friends, neglects family, and is unable to work; child frequently beats up younger children, is defiant at home and is failing at school).
41-50	Serious symptoms (e.g., suicidal ideation, severe obsessional rituals, frequent shoplifting) OR any serious impairment in social, occupational, or school functioning (e.g., no friends, unable to keep a job).
51-60	Moderate symptoms (e.g., flat affect and circumstantial speech, occasional panic attacks) OR moderate difficulty in social, occupational, or

New GAF rating: 47

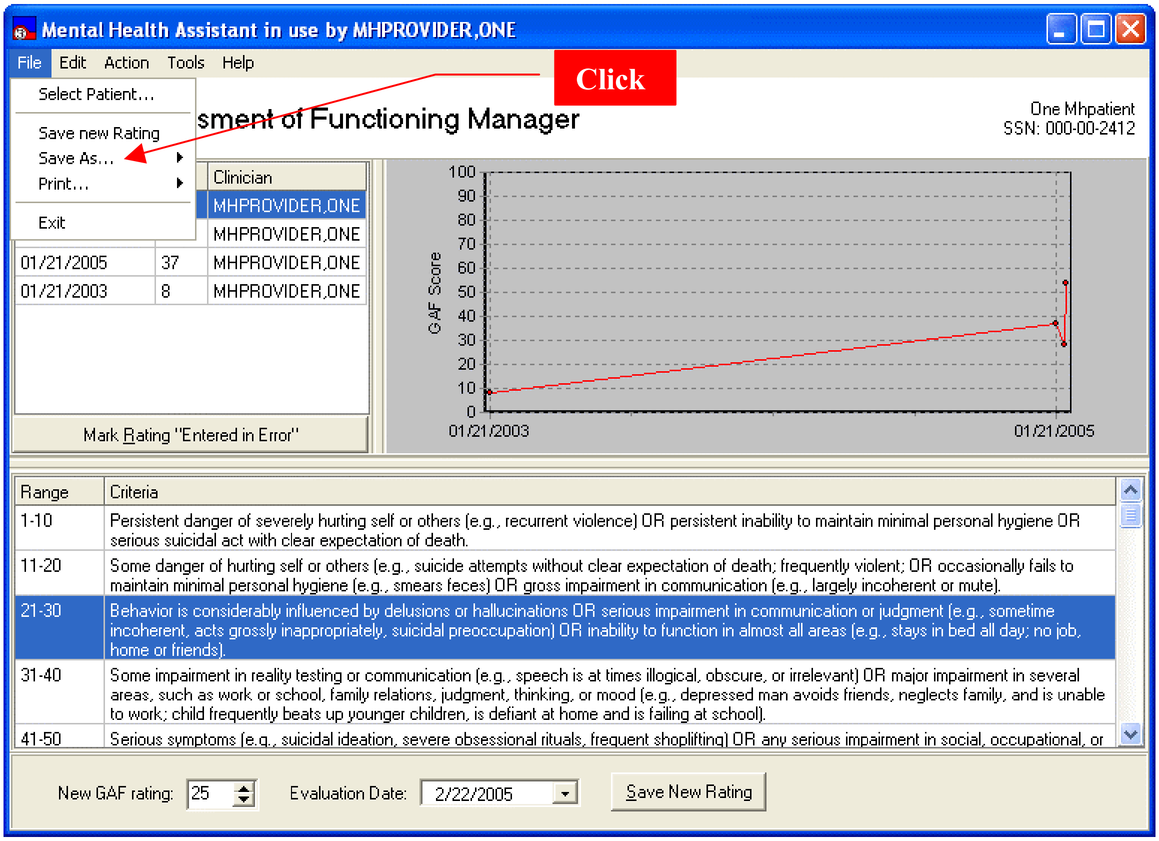
Evaluation Date: 2/23/2005

March, 2005

Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	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	26
27	28	29	30	31	1	2
3	4	5	6	7	8	9

Saving a Graph or a Table to a File

Example: To save data to a file, click on **File > Save As** menu item and save one graph and one table. A message dialog appears that allows the user to enter a filename and storage location for the table or graph file to be saved. A graph is saved as a bitmap and a table is saved as an Excel file.


Mental Health Assistant in use by MHPROVIDER,ONE
File
Edit
Action
Tools
Help
Select Patient...
Save new Rating
Save As...
Print...
Exit
Click
sment of Functioning Manager
One Mhpatient
SSN: 000-00-2412
Mark Rating "Entered in Error"
GAF Score
100
90
80
70
60
50
40
30
20
10
0
01/21/2003
01/21/2005
Save New Rating

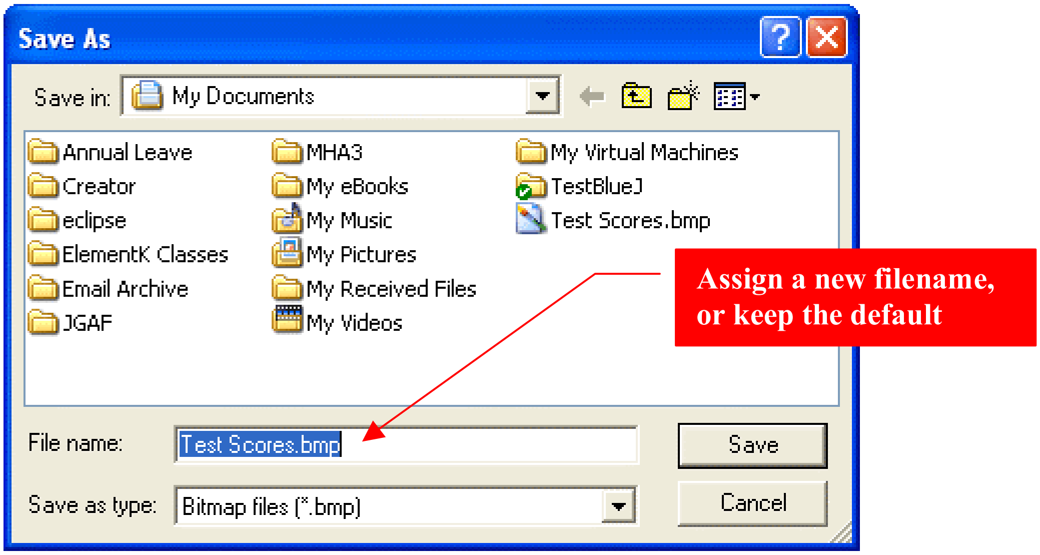
		Clinician
		MHPROVIDER,ONE
		MHPROVIDER,ONE
01/21/2005	37	MHPROVIDER,ONE
01/21/2003	8	MHPROVIDER,ONE

Range	Criteria
1-10	Persistent danger of severely hurting self or others (e.g., recurrent violence) OR persistent inability to maintain minimal personal hygiene OR serious suicidal act with clear expectation of death.
11-20	Some danger of hurting self or others (e.g., suicide attempts without clear expectation of death; frequently violent; OR occasionally fails to maintain minimal personal hygiene (e.g., smears feces) OR gross impairment in communication (e.g., largely incoherent or mute).
21-30	Behavior is considerably influenced by delusions or hallucinations OR serious impairment in communication or judgment (e.g., sometime incoherent, acts grossly inappropriately, suicidal preoccupation) OR inability to function in almost all areas (e.g., stays in bed all day; no job, home or friends).
31-40	Some impairment in reality testing or communication (e.g., speech is at times illogical, obscure, or irrelevant) OR major impairment in several areas, such as work or school, family relations, judgment, thinking, or mood (e.g., depressed man avoids friends, neglects family, and is unable to work; child frequently beats up younger children, is defiant at home and is failing at school).
41-50	Serious symptoms (e.g., suicidal ideation, severe obsessional rituals, frequent shoplifting) OR any serious impairment in social, occupational, or

New GAF rating: 25

Evaluation Date: 2/22/2005

Example: Save As form.


Save As
Save in:
My Documents
Annual Leave
Creator
eclipse
ElementK Classes
Email Archive
JGAF
MHA3
My eBooks
My Music
My Pictures
My Received Files
My Videos
My Virtual Machines
TestBlueJ
Test Scores.bmp
Save
Cancel

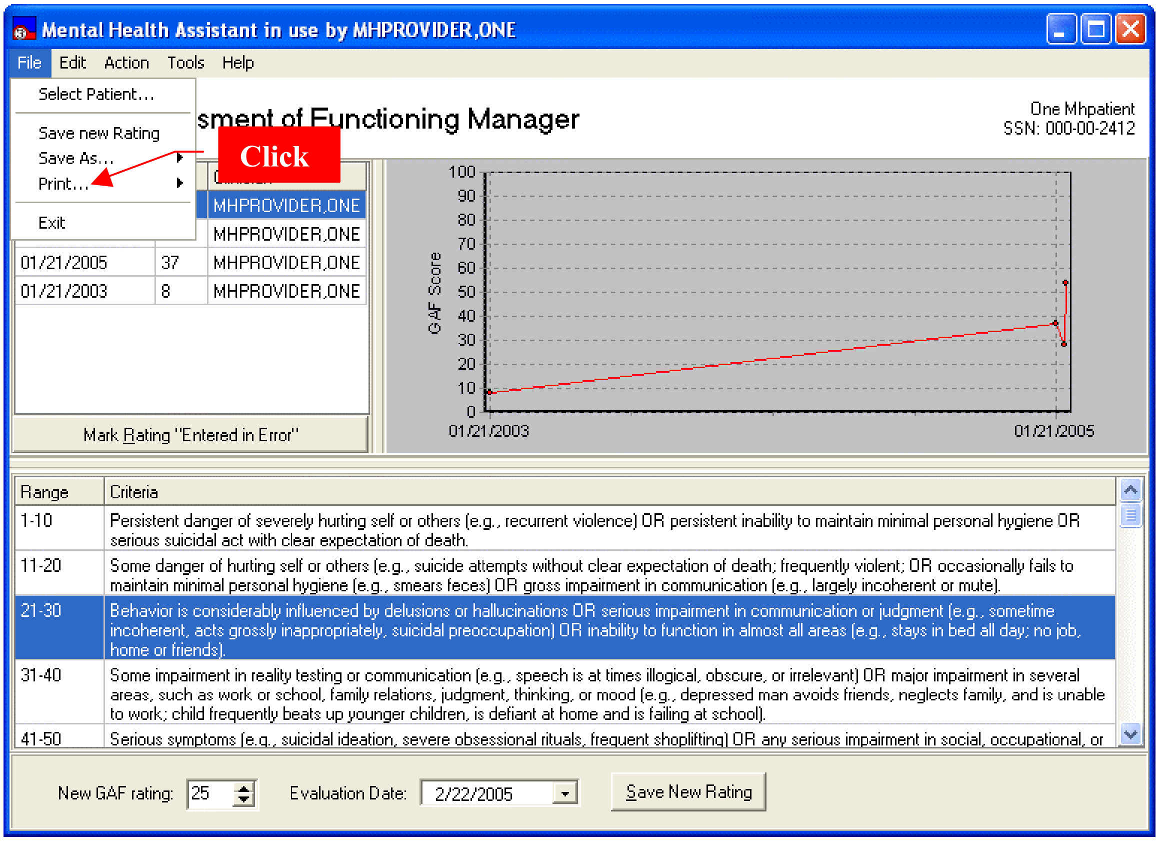
File name: Test Scores.bmp

Save as type: Bitmap files (*.bmp)

Assign a new filename, or keep the default

Printing a Graph or a Table

Example: To print a GAF graph or table, click on **File > Print** menu item and print one graph and one table. A copy of the table or the graph is sent directly to the default printer.


Mental Health Assistant in use by MHPROVIDER,ONE
File
Edit
Action
Tools
Help
Select Patient...
Save new Rating
Save As...
Print...
Exit
Click
sment of Functioning Manager
One Mhpatient
SSN: 000-00-2412
100
90
80
70
60
50
40
30
20
10
0
GAF Score
01/21/2003
01/21/2005
Mark Rating "Entered in Error"
Save New Rating

		MHPROVIDER,ONE
		MHPROVIDER,ONE
01/21/2005	37	MHPROVIDER,ONE
01/21/2003	8	MHPROVIDER,ONE

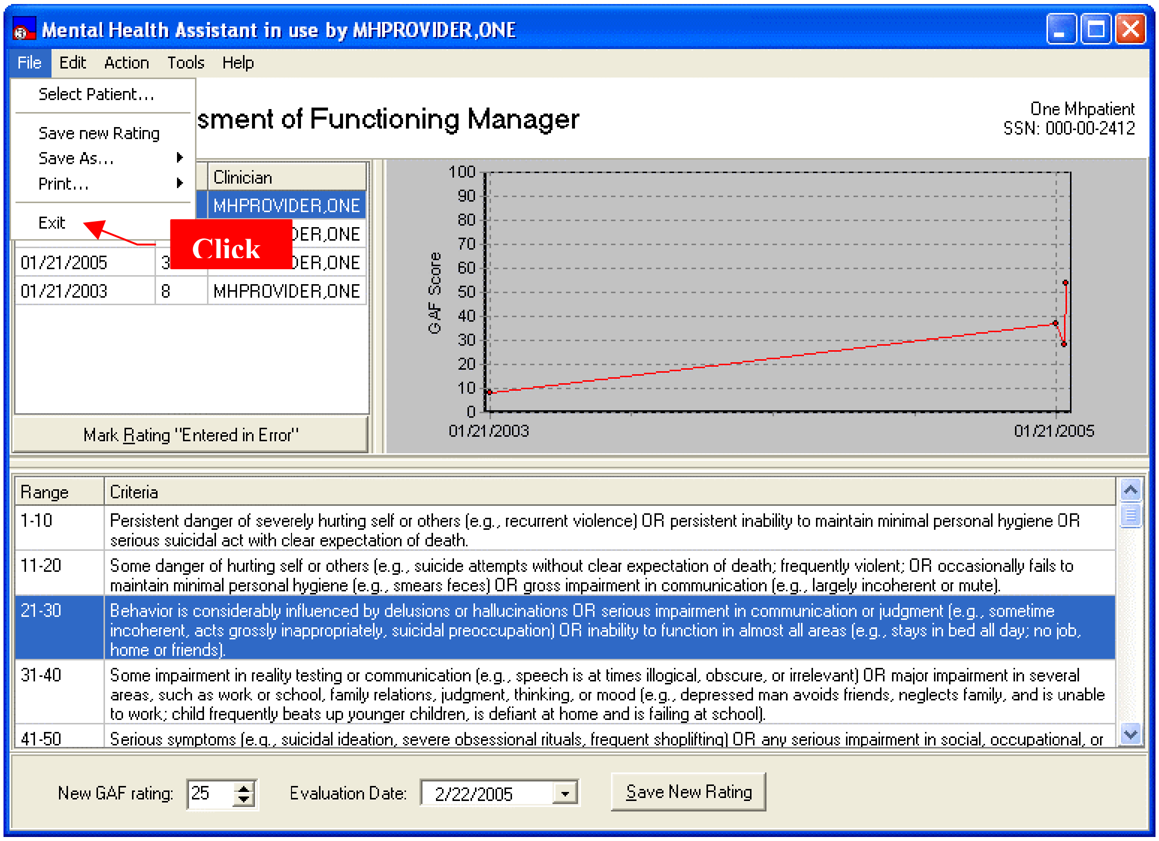
Range	Criteria
1-10	Persistent danger of severely hurting self or others (e.g., recurrent violence) OR persistent inability to maintain minimal personal hygiene OR serious suicidal act with clear expectation of death.
11-20	Some danger of hurting self or others (e.g., suicide attempts without clear expectation of death; frequently violent; OR occasionally fails to maintain minimal personal hygiene (e.g., smears feces) OR gross impairment in communication (e.g., largely incoherent or mute).
21-30	Behavior is considerably influenced by delusions or hallucinations OR serious impairment in communication or judgment (e.g., sometime incoherent, acts grossly inappropriately, suicidal preoccupation) OR inability to function in almost all areas (e.g., stays in bed all day; no job, home or friends).
31-40	Some impairment in reality testing or communication (e.g., speech is at times illogical, obscure, or irrelevant) OR major impairment in several areas, such as work or school, family relations, judgment, thinking, or mood (e.g., depressed man avoids friends, neglects family, and is unable to work; child frequently beats up younger children, is defiant at home and is failing at school).
41-50	Serious symptoms (e.g., suicidal ideation, severe obsessional rituals, frequent shoplifting) OR any serious impairment in social, occupational, or

New GAF rating: 25

Evaluation Date: 2/22/2005

Exiting the GAF Manager Form

Example: To exit the GAF Manager form, click on **File > Exit** menu item. The GAF Manager form closes and user is returned to the MHA3 Main form.


Mental Health Assistant in use by MHPROVIDER,ONE
File
Edit
Action
Tools
Help
Select Patient…
Save new Rating
Save As…
Print…
Exit
Click
sment of Functioning Manager
One Mhpatient
SSN: 000-00-2412
Clinician
MHPROVIDER,ONE
DER,ONE
01/21/2005
3
DER,ONE
01/21/2003
8
MHPROVIDER,ONE
Mark Rating "Entered in Error"
GAF Score
100
90
80
70
60
50
40
30
20
10
0
01/21/2003
01/21/2005
Save New Rating

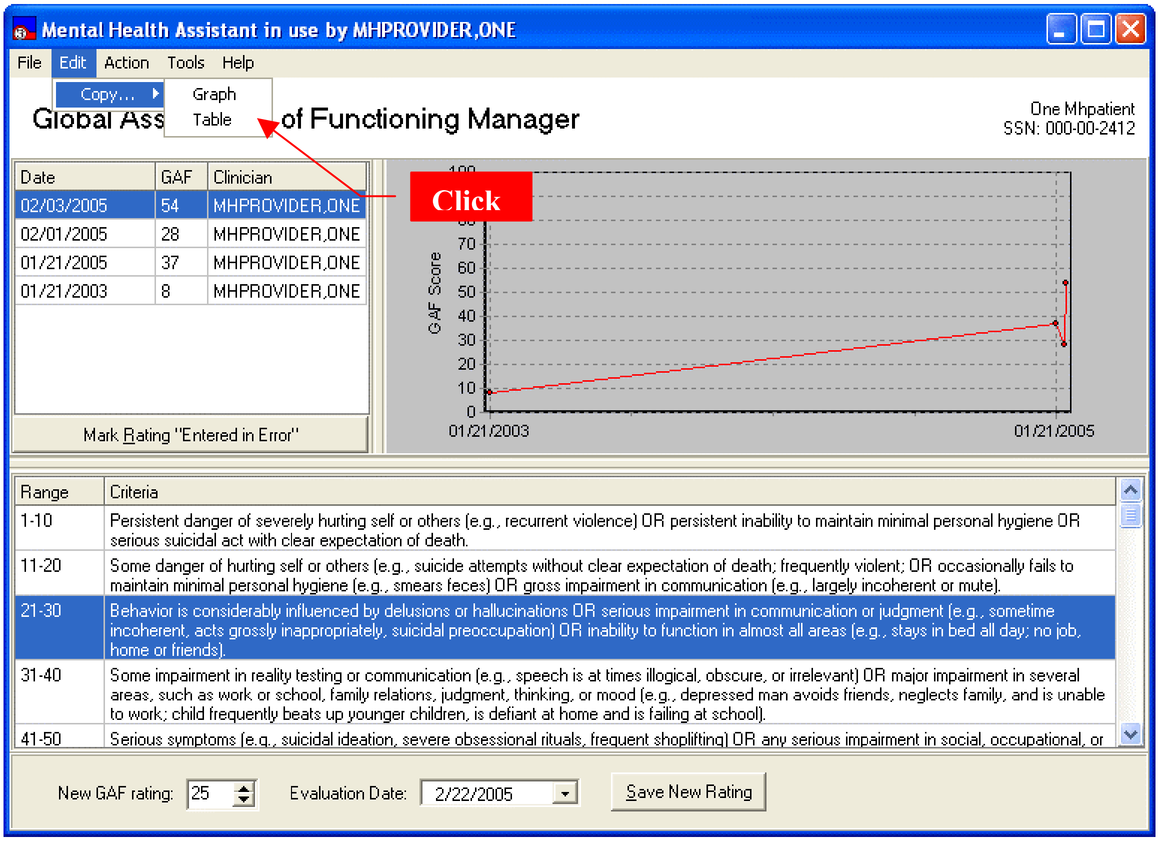
Range	Criteria
1-10	Persistent danger of severely hurting self or others (e.g., recurrent violence) OR persistent inability to maintain minimal personal hygiene OR serious suicidal act with clear expectation of death.
11-20	Some danger of hurting self or others (e.g., suicide attempts without clear expectation of death; frequently violent; OR occasionally fails to maintain minimal personal hygiene (e.g., smears feces) OR gross impairment in communication (e.g., largely incoherent or mute).
21-30	Behavior is considerably influenced by delusions or hallucinations OR serious impairment in communication or judgment (e.g., sometime incoherent, acts grossly inappropriately, suicidal preoccupation) OR inability to function in almost all areas (e.g., stays in bed all day; no job, home or friends).
31-40	Some impairment in reality testing or communication (e.g., speech is at times illogical, obscure, or irrelevant) OR major impairment in several areas, such as work or school, family relations, judgment, thinking, or mood (e.g., depressed man avoids friends, neglects family, and is unable to work; child frequently beats up younger children, is defiant at home and is failing at school).
41-50	Serious symptoms (e.g., suicidal ideation, severe obsessional rituals, frequent shoplifting) OR any serious impairment in social, occupational, or

New GAF rating: 25

Evaluation Date: 2/22/2005

Copying a Graph or a Table to the Windows Clipboard

Example: To copy data to the clipboard, click on **Edit > Copy** menu item and copy to clipboard one graph and one table. A copy of the table or the graph is sent to the Clipboard. The contents of the Clipboard can be pasted onto an MS Word or Excel document.


Mental Health Assistant in use by MHPROVIDER,ONE
File
Edit
Action
Tools
Help
Copy...
Graph
Table
Global Ass
of Functioning Manager
One Mhpatient
SSN: 000-00-2412
Click
GAF Score
100
70
60
50
40
30
20
10
0
01/21/2003
01/21/2005
Mark Rating "Entered in Error"
Save New Rating

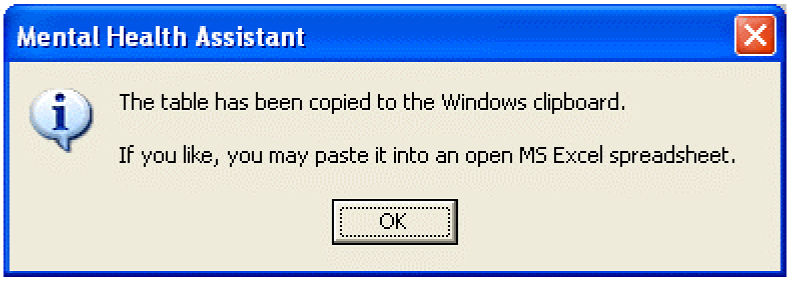
Date	GAF	Clinician
02/03/2005	54	MHPROVIDER,ONE
02/01/2005	28	MHPROVIDER,ONE
01/21/2005	37	MHPROVIDER,ONE
01/21/2003	8	MHPROVIDER,ONE

Range	Criteria
1-10	Persistent danger of severely hurting self or others (e.g., recurrent violence) OR persistent inability to maintain minimal personal hygiene OR serious suicidal act with clear expectation of death.
11-20	Some danger of hurting self or others (e.g., suicide attempts without clear expectation of death; frequently violent; OR occasionally fails to maintain minimal personal hygiene (e.g., smears feces) OR gross impairment in communication (e.g., largely incoherent or mute).
21-30	Behavior is considerably influenced by delusions or hallucinations OR serious impairment in communication or judgment (e.g., sometime incoherent, acts grossly inappropriately, suicidal preoccupation) OR inability to function in almost all areas (e.g., stays in bed all day; no job, home or friends).
31-40	Some impairment in reality testing or communication (e.g., speech is at times illogical, obscure, or irrelevant) OR major impairment in several areas, such as work or school, family relations, judgment, thinking, or mood (e.g., depressed man avoids friends, neglects family, and is unable to work; child frequently beats up younger children, is defiant at home and is failing at school).
41-50	Serious symptoms (e.g., suicidal ideation, severe obsessional rituals, frequent shoplifting) OR any serious impairment in social, occupational, or

New GAF rating: 25

Evaluation Date: 2/22/2005

Example: Message displayed after copying to the clipboard.


Mental Health Assistant
OK

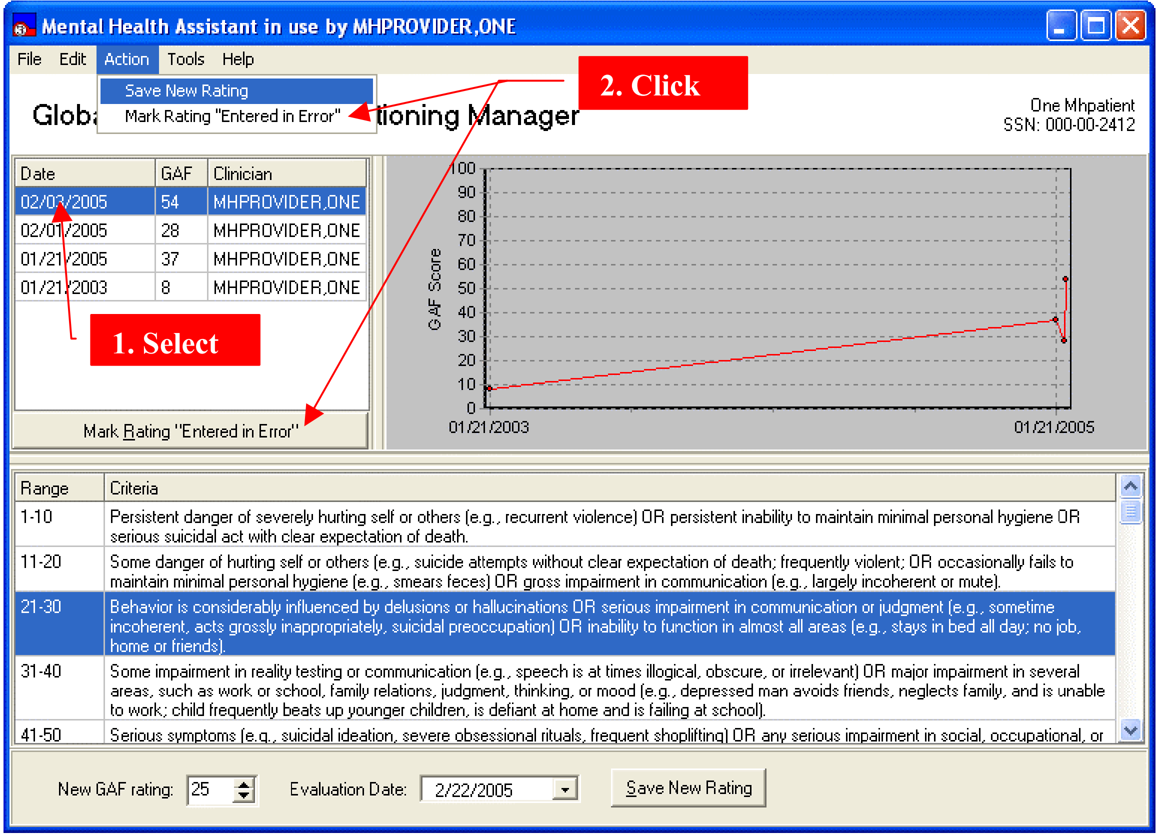
The table has been copied to the Windows clipboard.

If you like, you may paste it into an open MS Excel spreadsheet.

Marking a Rating Entered in Error

NOTE: Only GAF ratings previously entered by you may be modified. This applies to entering ratings in error as well as changing or deleting a rating.

Example: To mark a rating as “entered in error”, select a rating from the list of previous ratings table. Click on the **Action > Mark Rating “Entered in Error”** menu item. The **Mark Rating “Entered in Error”** button does the same thing.


Mental Health Assistant in use by MHPROVIDER,ONE
File
Edit
Action
Tools
Help
Save New Rating
Mark Rating "Entered in Error"
Globa
tioning Manager
2. Click
1. Select
Mark Rating "Entered in Error"
GAF Score
100
90
80
70
60
50
40
30
20
10
0
01/21/2003
01/21/2005
Save New Rating

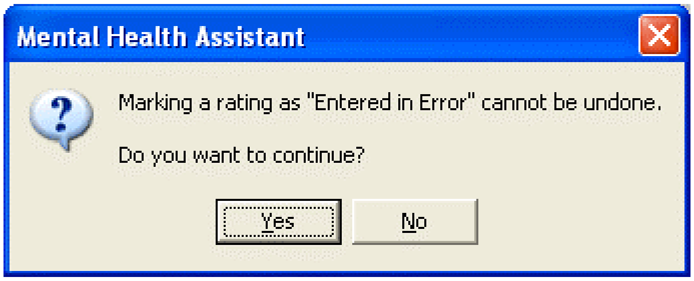
One Mhpatient
SSN: 000-00-2412

Date	GAF	Clinician
02/03/2005	54	MHPROVIDER,ONE
02/01/2005	28	MHPROVIDER,ONE
01/21/2005	37	MHPROVIDER,ONE
01/21/2003	8	MHPROVIDER,ONE

Range	Criteria
1-10	Persistent danger of severely hurting self or others (e.g., recurrent violence) OR persistent inability to maintain minimal personal hygiene OR serious suicidal act with clear expectation of death.
11-20	Some danger of hurting self or others (e.g., suicide attempts without clear expectation of death; frequently violent; OR occasionally fails to maintain minimal personal hygiene (e.g., smears feces) OR gross impairment in communication (e.g., largely incoherent or mute).
21-30	Behavior is considerably influenced by delusions or hallucinations OR serious impairment in communication or judgment (e.g., sometime incoherent, acts grossly inappropriately, suicidal preoccupation) OR inability to function in almost all areas (e.g., stays in bed all day; no job, home or friends).
31-40	Some impairment in reality testing or communication (e.g., speech is at times illogical, obscure, or irrelevant) OR major impairment in several areas, such as work or school, family relations, judgment, thinking, or mood (e.g., depressed man avoids friends, neglects family, and is unable to work; child frequently beats up younger children, is defiant at home and is failing at school).
41-50	Serious symptoms (e.g., suicidal ideation, severe obsessional rituals, frequent shoplifting) OR any serious impairment in social, occupational, or

New GAF rating: 25
Evaluation Date: 2/22/2005

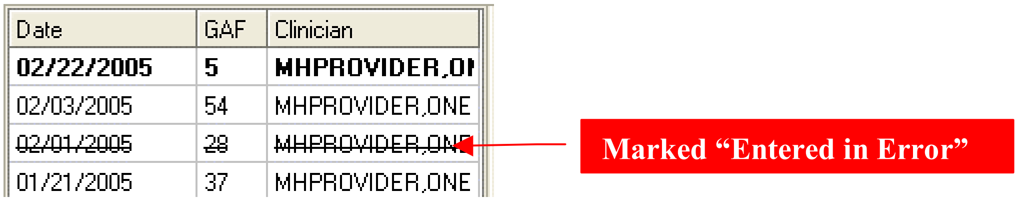
Example: A warning message appears. **Click YES** to mark the selected rating by marking with strikethrough the rating text in the table. **Click NO** to abort any changes.



Marking a rating as "Entered in Error" cannot be undone.

Do you want to continue?

Example: Rating marked as entered in error, labeled in strikethrough text.



Date	GAF	Clinician
02/22/2005	**5**	**MHPROVIDER,O**
02/03/2005	54	MHPROVIDER,ONE
~~02/01/2005~~	~~28~~	~~MHPROVIDER,ON~~
01/21/2005	37	MHPROVIDER,ONE

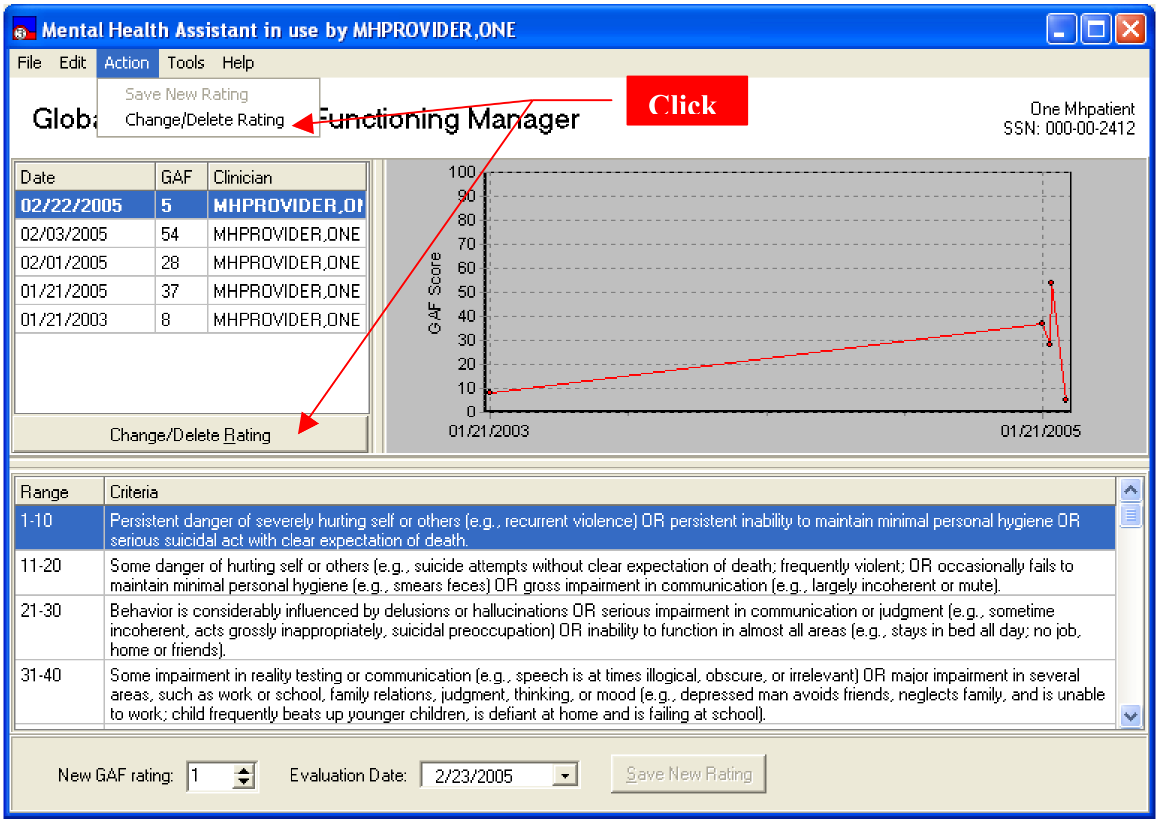
Marked “Entered in Error”

Changing or Deleting a Rating

NOTE: A GAF rating may only be changed or deleted within two days of the date of the initial rating. After two days, the rating may only be marked in error. Ratings allowing modification or deletion are indicated in the table by bold text.

NOTE: Only GAF ratings previously entered by you may be modified. This applies to entering ratings in error as well as changing or deleting a rating.

Example: To delete or change a rating, select a rating which can be deleted or changed from the list of previous ratings. Click on **Action > Change/Delete Rating** menu item. A message dialog appears that allows the user to either delete or change the rating of the selected GAF. Any change or deletion is reflected in the updated ratings table. User may abort changes before they are saved.


Mental Health Assistant in use by MHPROVIDER,ONE
File
Edit
Action
Tools
Help
Save New Rating
Change/Delete Rating
Glob
Functioning Manager
Click
One Mhpatient
SSN: 000-00-2412
Change/Delete Rating
GAF Score
100
90
80
70
60
50
40
30
20
10
0
01/21/2003
01/21/2005
Save New Rating

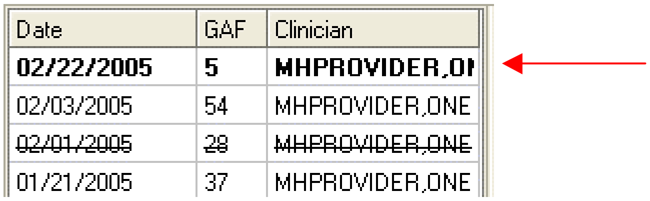
Date	GAF	Clinician
02/22/2005	**5**	**MHPROVIDER,ON**
02/03/2005	54	MHPROVIDER,ONE
02/01/2005	28	MHPROVIDER,ONE
01/21/2005	37	MHPROVIDER,ONE
01/21/2003	8	MHPROVIDER,ONE

Range	Criteria
1-10	Persistent danger of severely hurting self or others (e.g., recurrent violence) OR persistent inability to maintain minimal personal hygiene OR serious suicidal act with clear expectation of death.
11-20	Some danger of hurting self or others (e.g., suicide attempts without clear expectation of death; frequently violent; OR occasionally fails to maintain minimal personal hygiene (e.g., smears feces) OR gross impairment in communication (e.g., largely incoherent or mute).
21-30	Behavior is considerably influenced by delusions or hallucinations OR serious impairment in communication or judgment (e.g., sometime incoherent, acts grossly inappropriately, suicidal preoccupation) OR inability to function in almost all areas (e.g., stays in bed all day; no job, home or friends).
31-40	Some impairment in reality testing or communication (e.g., speech is at times illogical, obscure, or irrelevant) OR major impairment in several areas, such as work or school, family relations, judgment, thinking, or mood (e.g., depressed man avoids friends, neglects family, and is unable to work; child frequently beats up younger children, is defiant at home and is failing at school).

New GAF rating: 1

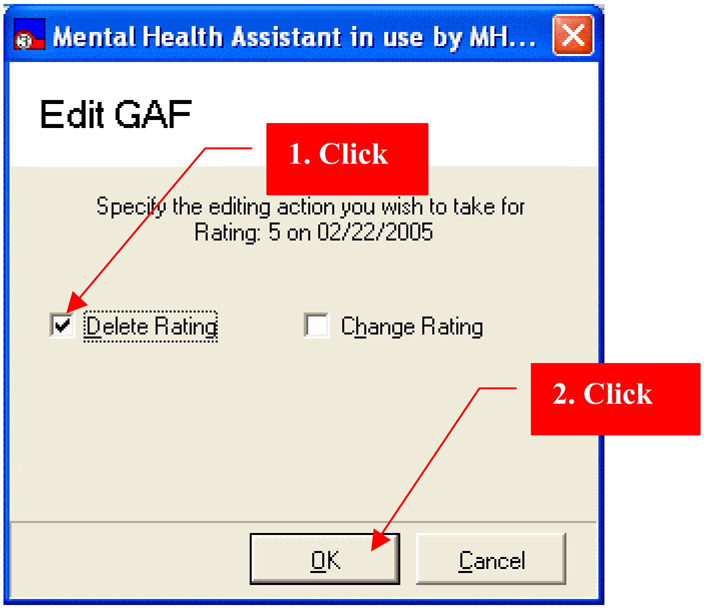
Evaluation Date: 2/23/2005

Example: Rating which may be deleted or changed, labeled in bold text.



Date	GAF	Clinician
02/22/2005	**5**	**MHPROVIDER,O**
02/03/2005	54	MHPROVIDER,ONE
~~02/01/2005~~	~~28~~	~~MHPROVIDER,ONE~~
01/21/2005	37	MHPROVIDER,ONE

Example: Deleting a rating



Mental Health Assistant in use by MH...

Edit GAF

1. Click

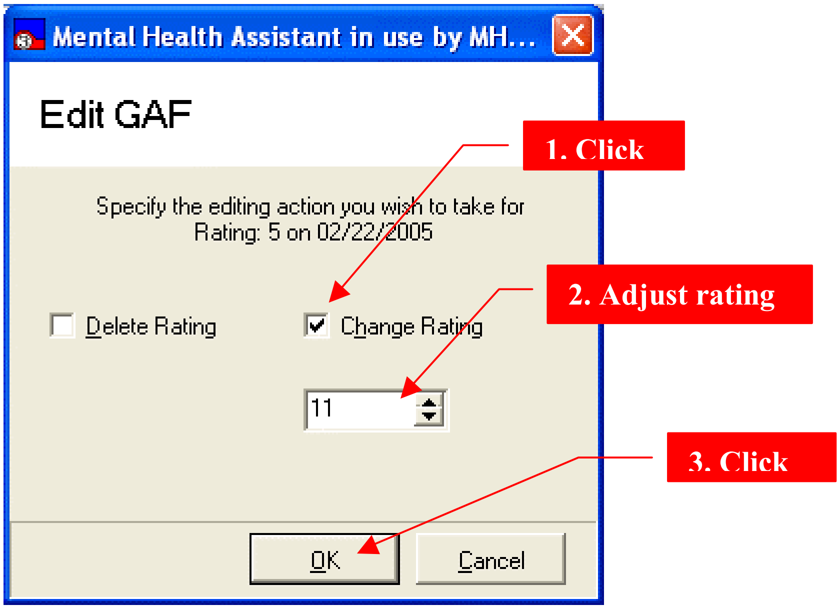
Specify the editing action you wish to take for Rating: 5 on 02/22/2005

☑ Delete Rating ☐ Change Rating

2. Click

OK
Cancel

Example: Changing a rating


Mental Health Assistant in use by MH...
OK
Cancel

Edit GAF

Specify the editing action you wish to take for
Rating: 5 on 02/22/2005

☐ Delete Rating

☑ Change Rating

11

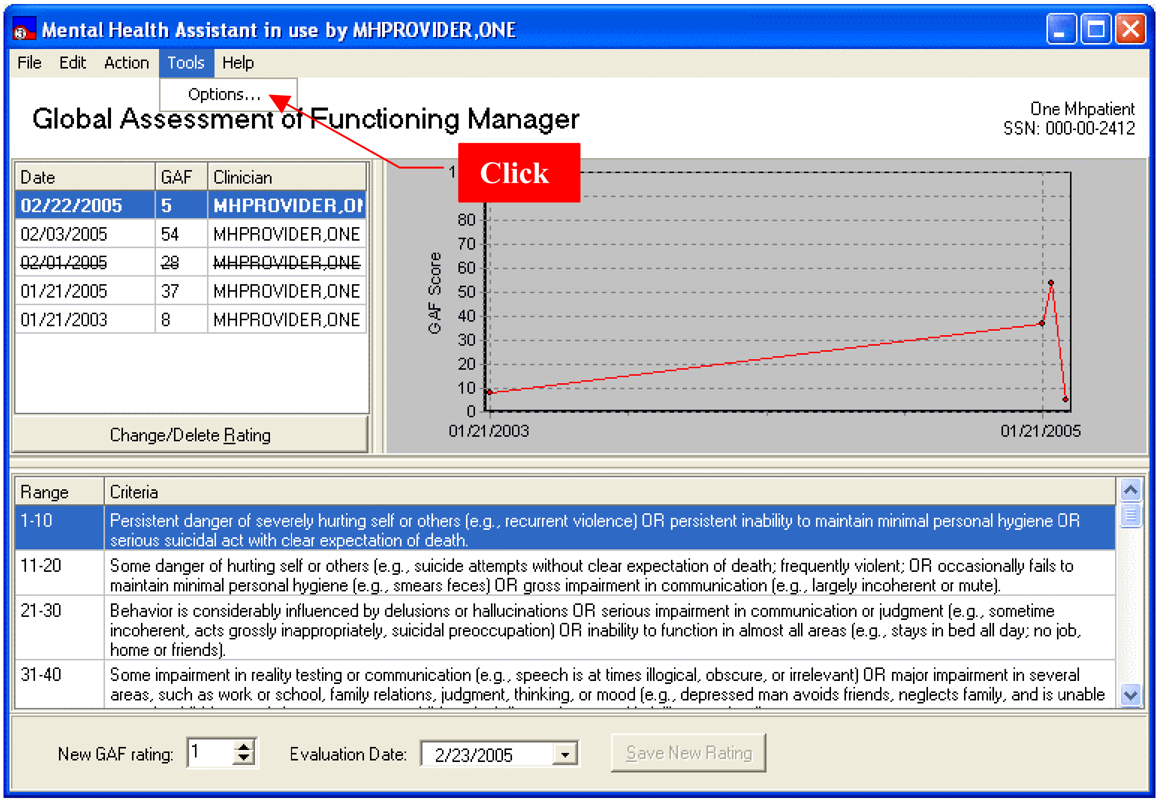
1. Click

2. Adjust rating

3. Click

Changing User Preferences

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



Global Assessment of Functioning Manager

One Mhpatient
SSN: 000-00-2412

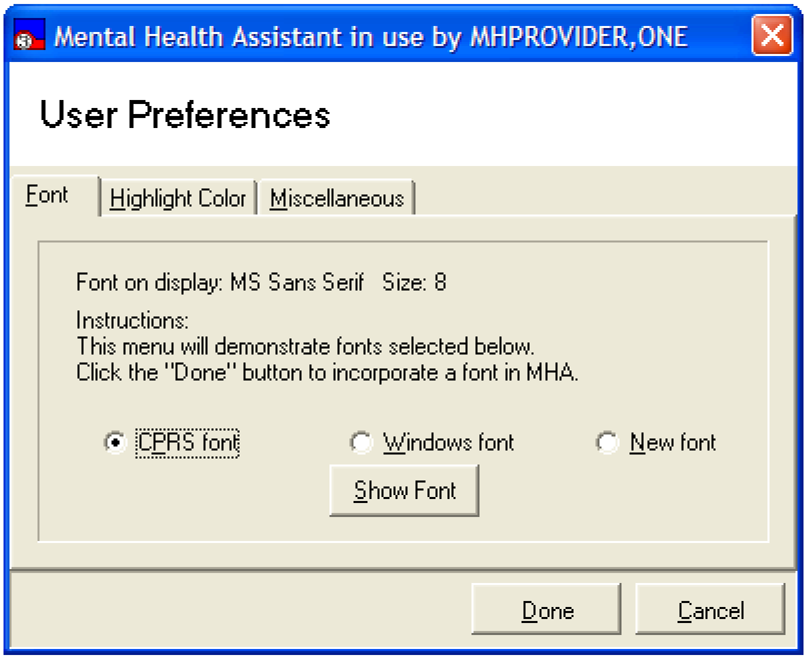
Date	GAF	Clinician
02/22/2005	5	MHPROVIDER,O
02/03/2005	54	MHPROVIDER,ONE
~~02/01/2005~~	~~28~~	~~MHPROVIDER,ONE~~
01/21/2005	37	MHPROVIDER,ONE
01/21/2003	8	MHPROVIDER,ONE

Range	Criteria
1-10	Persistent danger of severely hurting self or others (e.g., recurrent violence) OR persistent inability to maintain minimal personal hygiene OR serious suicidal act with clear expectation of death.
11-20	Some danger of hurting self or others (e.g., suicide attempts without clear expectation of death; frequently violent; OR occasionally fails to maintain minimal personal hygiene (e.g., smears feces) OR gross impairment in communication (e.g., largely incoherent or mute).
21-30	Behavior is considerably influenced by delusions or hallucinations OR serious impairment in communication or judgment (e.g., sometime incoherent, acts grossly inappropriately, suicidal preoccupation) OR inability to function in almost all areas (e.g., stays in bed all day; no job, home or friends).
31-40	Some impairment in reality testing or communication (e.g., speech is at times illogical, obscure, or irrelevant) OR major impairment in several areas, such as work or school, family relations, judgment, thinking, or mood (e.g., depressed man avoids friends, neglects family, and is unable

New GAF rating: 1

Evaluation Date: 2/23/2005

Example: User Preferences message dialog.


Mental Health Assistant in use by MHPROVIDER,ONE
User Preferences
Font
Highlight Color
Miscellaneous
Show Font
Done
Cancel

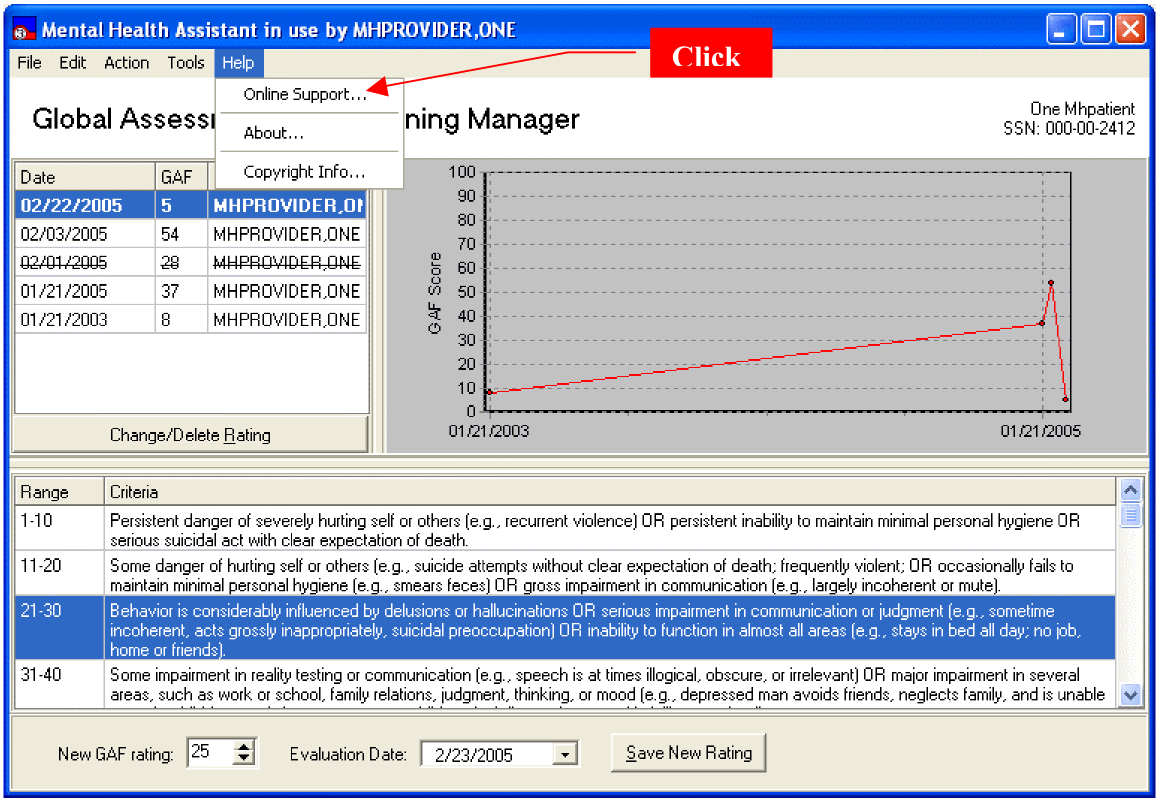
Font on display: MS Sans Serif Size: 8

Instructions:
This menu will demonstrate fonts selected below.
Click the "Done" button to incorporate a font in MHA.

● CPRS font ○ Windows font ○ New font

Accessing Online Support

Example: Online support for MHA3 is available via the Mental Health Informatics Section's website. Clicking on the **Help > Online Support…** menu item will start the default Web browser and loads the following web address into the browser: http://vaww.mentalhealth.med.va.gov/mha.shtm.


Mental Health Assistant in use by MHPROVIDER,ONE
File
Edit
Action
Tools
Help
Online Support…
About…
Copyright Info…
Click
Global Assess
ning Manager
One Mhpatient
SSN: 000-00-2412
100
90
80
70
60
50
40
30
20
10
0
GAF Score
01/21/2003
01/21/2005
Change/Delete Rating
Save New Rating

Date	GAF	
02/22/2005	5	MHPROVIDER,O
02/03/2005	54	MHPROVIDER,ONE
~~02/01/2005~~	~~28~~	~~MHPROVIDER,ONE~~
01/21/2005	37	MHPROVIDER,ONE
01/21/2003	8	MHPROVIDER,ONE

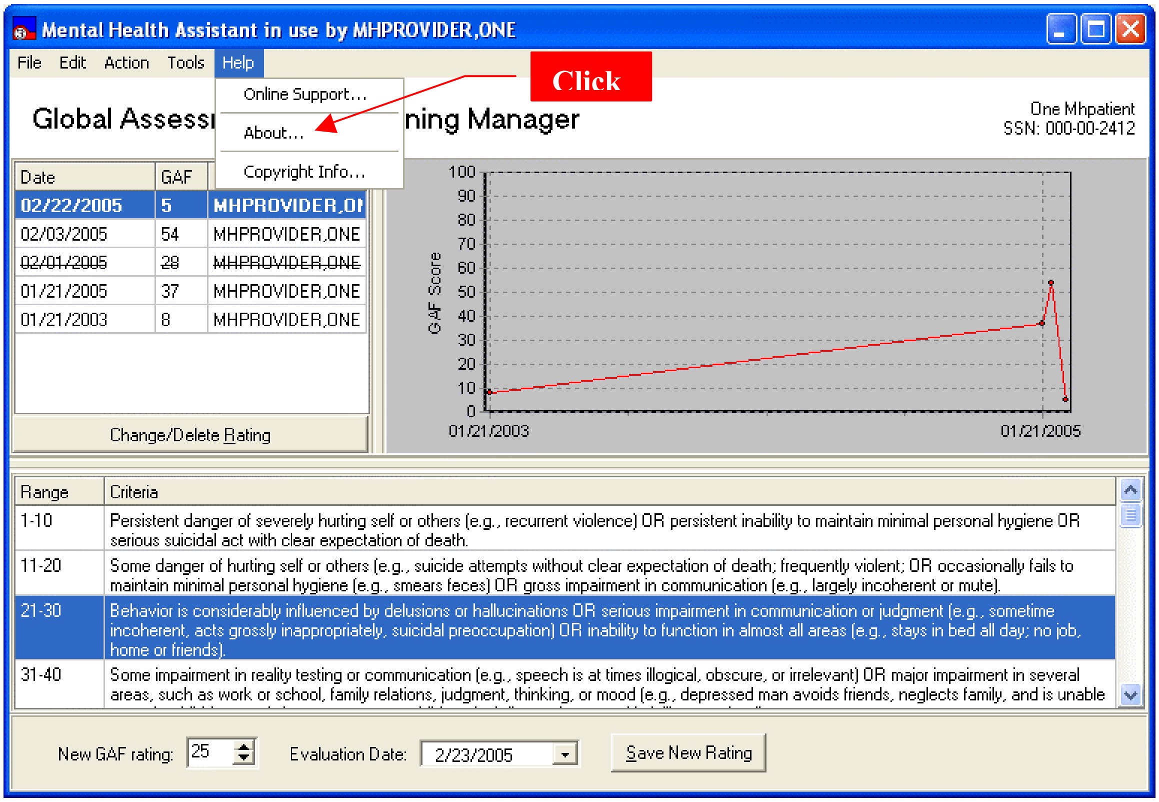
Range	Criteria
1-10	Persistent danger of severely hurting self or others (e.g., recurrent violence) OR persistent inability to maintain minimal personal hygiene OR serious suicidal act with clear expectation of death.
11-20	Some danger of hurting self or others (e.g., suicide attempts without clear expectation of death; frequently violent; OR occasionally fails to maintain minimal personal hygiene (e.g., smears feces) OR gross impairment in communication (e.g., largely incoherent or mute).
21-30	Behavior is considerably influenced by delusions or hallucinations OR serious impairment in communication or judgment (e.g., sometime incoherent, acts grossly inappropriately, suicidal preoccupation) OR inability to function in almost all areas (e.g., stays in bed all day; no job, home or friends).
31-40	Some impairment in reality testing or communication (e.g., speech is at times illogical, obscure, or irrelevant) OR major impairment in several areas, such as work or school, family relations, judgment, thinking, or mood (e.g., depressed man avoids friends, neglects family, and is unable

New GAF rating: 25

Evaluation Date: 2/23/2005

Accessing Program Information

Example: Clicking on the **Help > About…** menu item will display the About Mental Health Assistant message dialog, which contains useful release information about this version of MHA3.


Mental Health Assistant in use by MHPROVIDER,ONE
File
Edit
Action
Tools
Help
Online Support…
About…
Copyright Info…
Click
Global Assess
ning Manager
One Mhpatient
SSN: 000-00-2412
100
90
80
70
60
50
40
30
20
10
0
GAF Score
01/21/2003
01/21/2005
Change/Delete Rating
Save New Rating

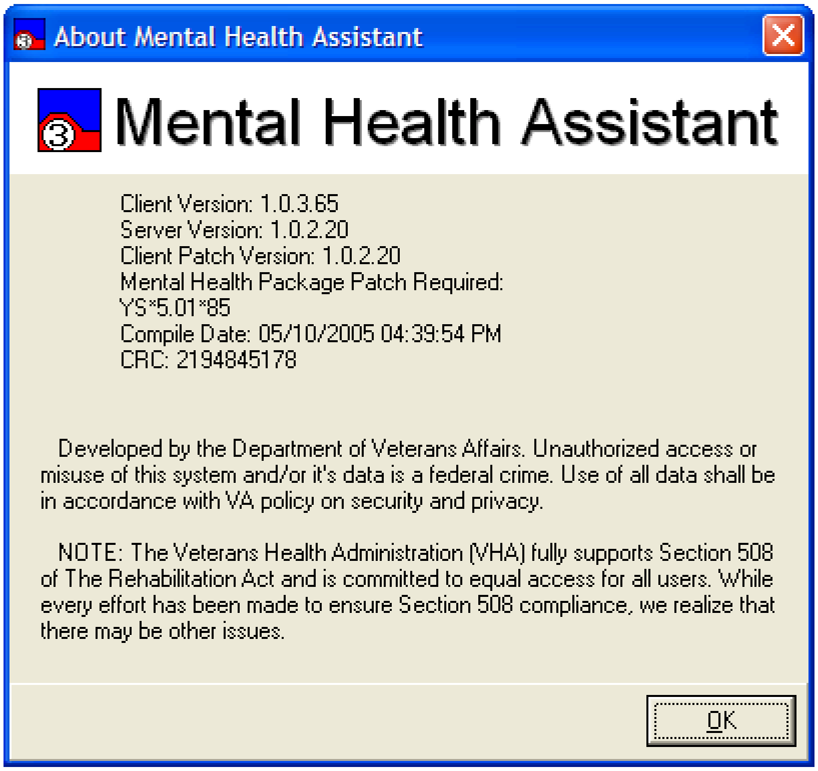
Date	GAF	
02/22/2005	5	MHPROVIDER,O
02/03/2005	54	MHPROVIDER,ONE
~~02/01/2005~~	~~28~~	~~MHPROVIDER,ONE~~
01/21/2005	37	MHPROVIDER,ONE
01/21/2003	8	MHPROVIDER,ONE

Range	Criteria
1-10	Persistent danger of severely hurting self or others (e.g., recurrent violence) OR persistent inability to maintain minimal personal hygiene OR serious suicidal act with clear expectation of death.
11-20	Some danger of hurting self or others (e.g., suicide attempts without clear expectation of death; frequently violent; OR occasionally fails to maintain minimal personal hygiene (e.g., smears feces) OR gross impairment in communication (e.g., largely incoherent or mute).
21-30	Behavior is considerably influenced by delusions or hallucinations OR serious impairment in communication or judgment (e.g., sometime incoherent, acts grossly inappropriately, suicidal preoccupation) OR inability to function in almost all areas (e.g., stays in bed all day; no job, home or friends).
31-40	Some impairment in reality testing or communication (e.g., speech is at times illogical, obscure, or irrelevant) OR major impairment in several areas, such as work or school, family relations, judgment, thinking, or mood (e.g., depressed man avoids friends, neglects family, and is unable

New GAF rating: 25

Evaluation Date: 2/23/2005

Example: The **About Mental Health Assistant** message dialog box contains useful release information about MHA version 3.



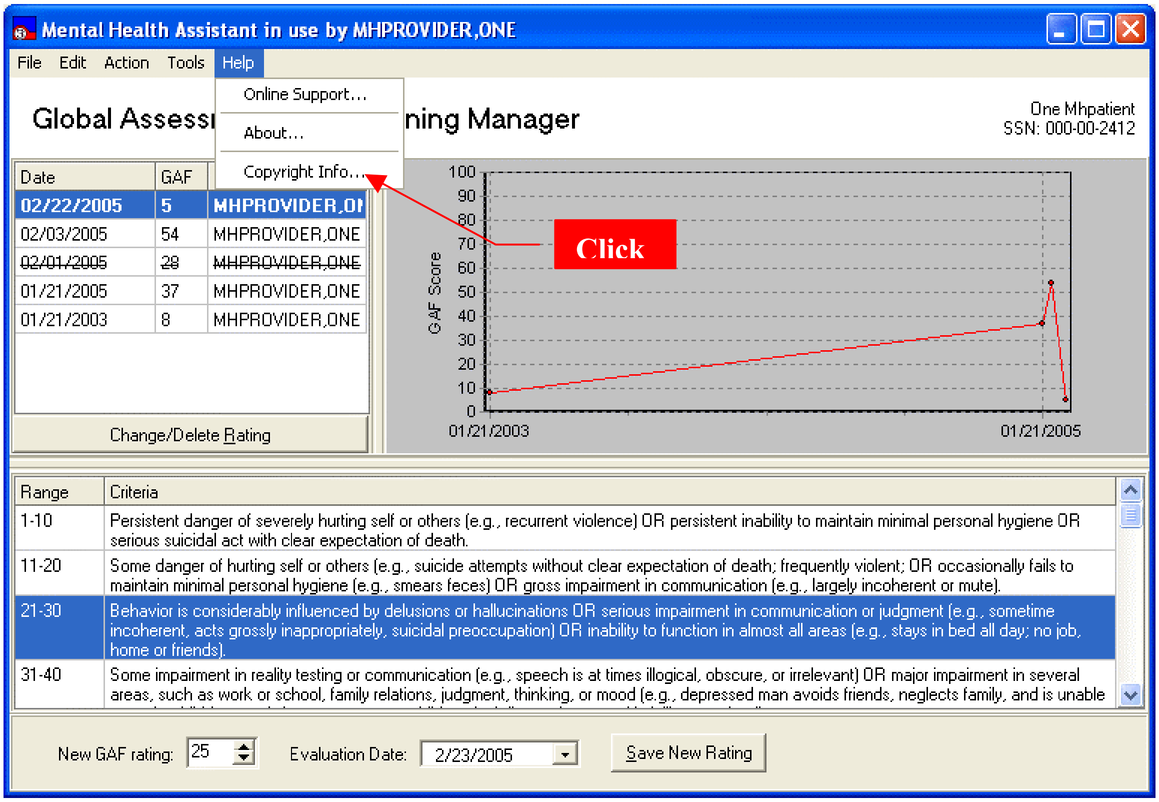
Client Version: 1.0.3.65
Server Version: 1.0.2.20
Client Patch Version: 1.0.2.20
Mental Health Package Patch Required:
YS*5.01*85
Compile Date: 05/10/2005 04:39:54 PM
CRC: 2194845178

Developed by the Department of Veterans Affairs. Unauthorized access or misuse of this system and/or it's data is a federal crime. Use of all data shall be in accordance with VA policy on security and privacy.

NOTE: The Veterans Health Administration (VHA) fully supports Section 508 of The Rehabilitation Act and is committed to equal access for all users. While every effort has been made to ensure Section 508 compliance, we realize that there may be other issues.

Access Copyright Information

Example: To access GAF copyright information, click on **Help > Copyright Info** menu item. The Copyright information message dialog is displayed.


Mental Health Assistant in use by MHPROVIDER,ONE
File
Edit
Action
Tools
Help
Online Support…
About…
Copyright Info…
Global Assess
ning Manager
Click
GAF Score
100
90
80
70
60
50
40
30
20
10
0
01/21/2003
01/21/2005
Change/Delete Rating
Save New Rating

One Mhpatient
SSN: 000-00-2412

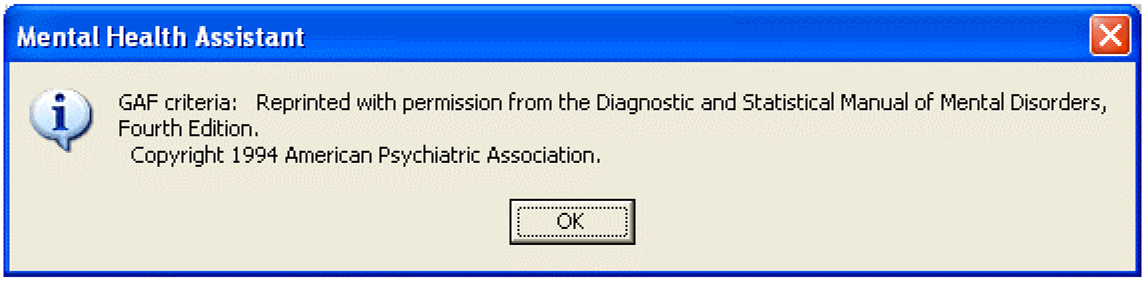
Date	GAF	
02/22/2005	5	MHPROVIDER,OI
02/03/2005	54	MHPROVIDER,ONE
~~02/01/2005~~	~~28~~	~~MHPROVIDER,ONE~~
01/21/2005	37	MHPROVIDER,ONE
01/21/2003	8	MHPROVIDER,ONE

Range	Criteria
1-10	Persistent danger of severely hurting self or others (e.g., recurrent violence) OR persistent inability to maintain minimal personal hygiene OR serious suicidal act with clear expectation of death.
11-20	Some danger of hurting self or others (e.g., suicide attempts without clear expectation of death; frequently violent; OR occasionally fails to maintain minimal personal hygiene (e.g., smears feces) OR gross impairment in communication (e.g., largely incoherent or mute).
21-30	Behavior is considerably influenced by delusions or hallucinations OR serious impairment in communication or judgment (e.g., sometime incoherent, acts grossly inappropriately, suicidal preoccupation) OR inability to function in almost all areas (e.g., stays in bed all day; no job, home or friends).
31-40	Some impairment in reality testing or communication (e.g., speech is at times illogical, obscure, or irrelevant) OR major impairment in several areas, such as work or school, family relations, judgment, thinking, or mood (e.g., depressed man avoids friends, neglects family, and is unable

New GAF rating: 25

Evaluation Date: 2/23/2005

Example: Copyright information message dialog.

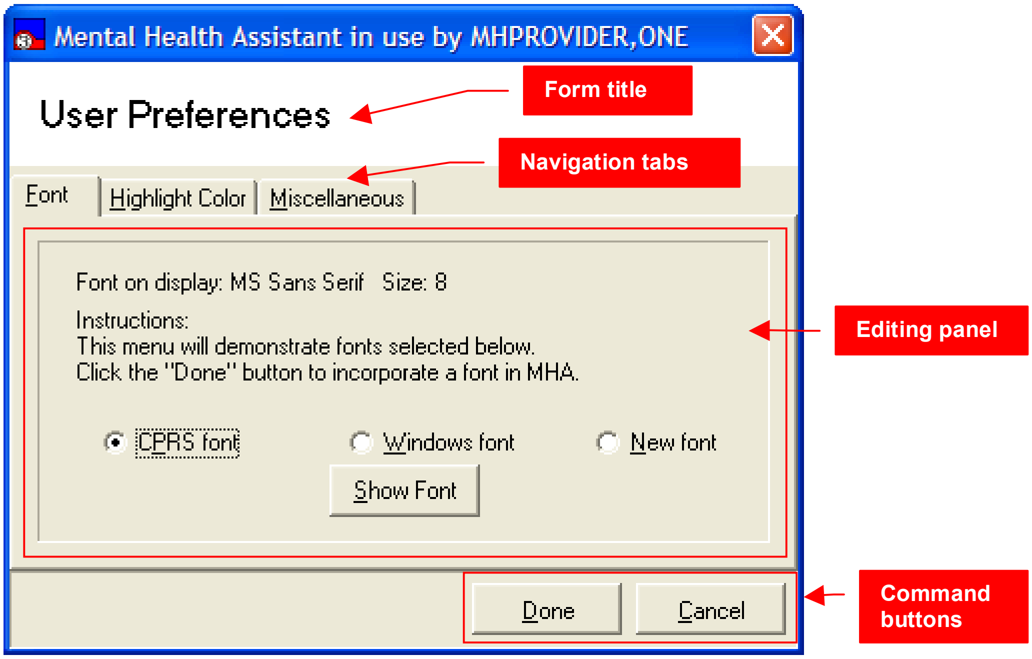

Mental Health Assistant
OK

GAF criteria: Reprinted with permission from the Diagnostic and Statistical Manual of Mental Disorders, Fourth Edition.
Copyright 1994 American Psychiatric Association.

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 MHA3. Additionally, the font and display functions are an attempt to comply with Section 508 requirements in MHA3's user interface.


Mental Health Assistant in use by MHPROVIDER,ONE
User Preferences
Form title
Navigation tabs
Font
Highlight Color
Miscellaneous
Editing panel
CPRS font
Windows font
New font
Show Font
Done
Cancel
Command buttons

Font on display: MS Sans Serif Size: 8

Instructions:
This menu will demonstrate fonts selected below.
Click the "Done" button to incorporate a font in MHA.

● CPRS font ○ Windows font ○ New font

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 three panels.

Editing Panel

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

Command Buttons

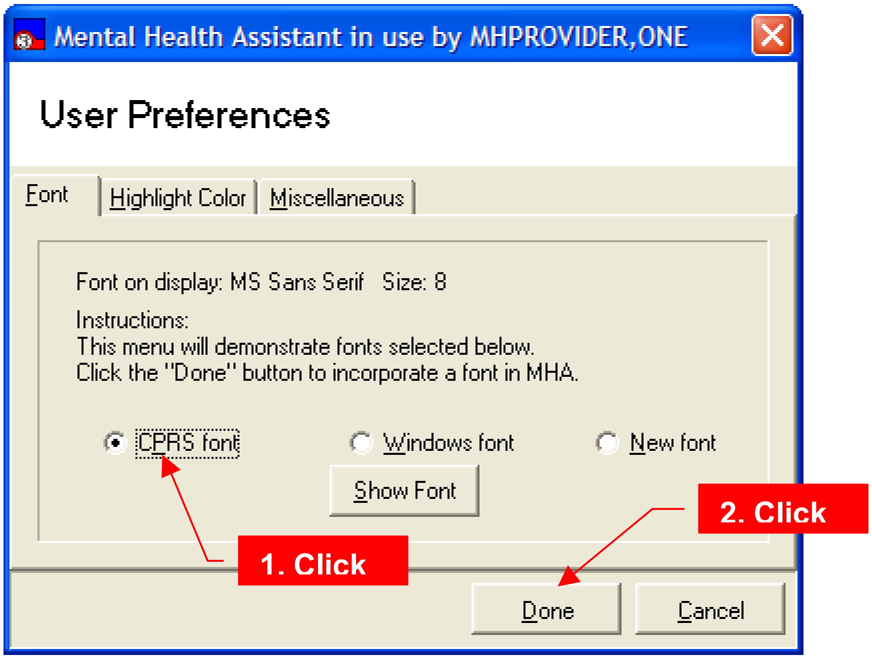
The Command Buttons are used to either cancel all actions or close the window and save the changes made.

Changing MHA3System 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 MHA3'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 MHA3. 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.



Mental Health Assistant in use by MHPROVIDER,ONE

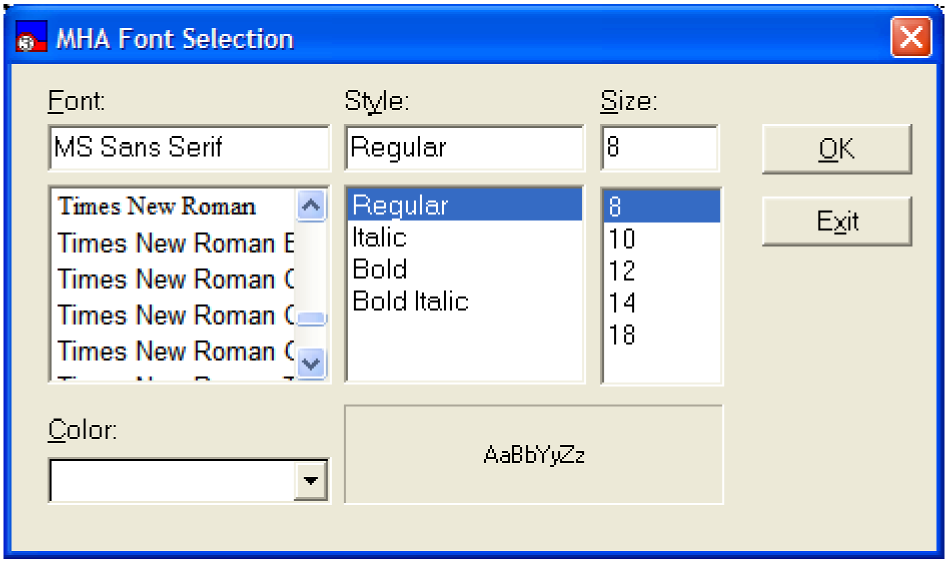
User Preferences

Font on display: MS Sans Serif Size: 8

Instructions:
This menu will demonstrate fonts selected below.
Click the "Done" button to incorporate a font in MHA.

● CPRS font ○ Windows font ○ New font

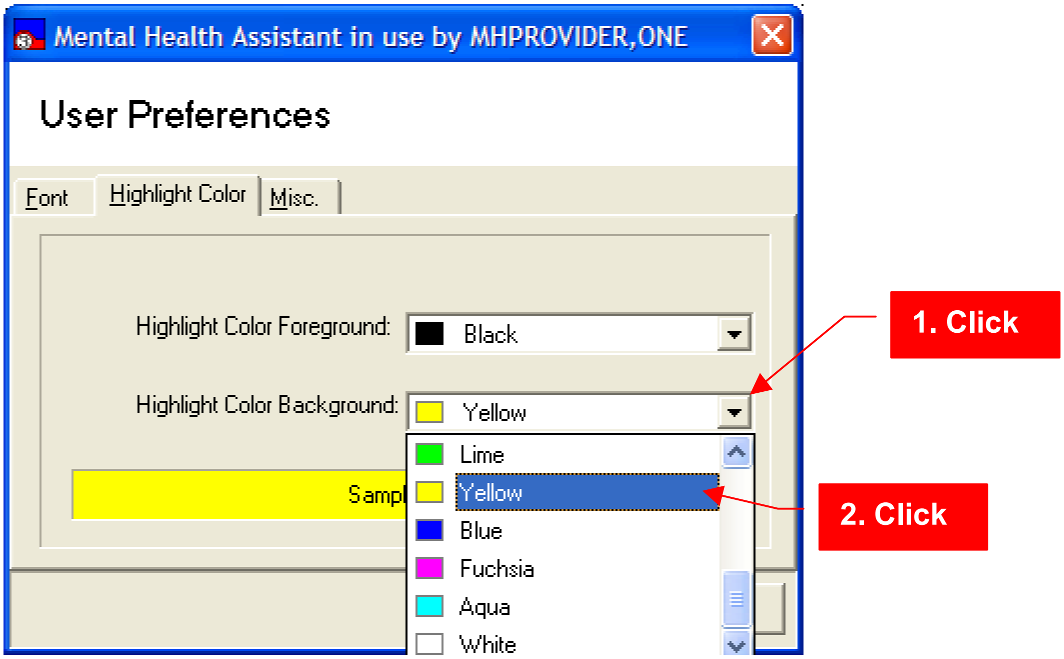
Example: If the New Font Option Button is selected, the New Font selection prompt is displayed.


MHA Font Selection
Font:
MS Sans Serif
Times New Roman
Times New Roman E
Times New Roman (
Times New Roman (
Times New Roman (
Style:
Regular
Regular
Italic
Bold
Bold Italic
Size:
8
8
10
12
14
18
OK
Exit
Color:
AaBbYyZz

Changing the Displayed Highlight Colors on the All-Questions Data-input 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.

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


Mental Health Assistant in use by MHPROVIDER,ONE
User Preferences
Font
Highlight Color
Misc.
Sampl
Lime
Yellow
Blue
Fuchsia
Aqua
White
1. Click
2. Click

Highlight Color Foreground: Black

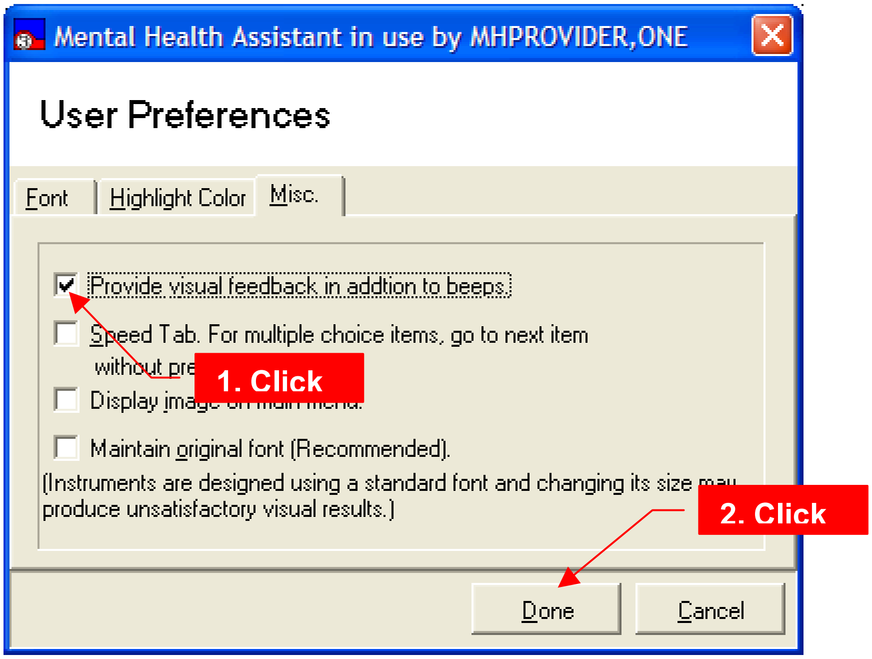
Highlight Color Background: Yellow

Toggling Visual Feedback On/Off

Visual Feedback displays error messages in addition to sound beeps.

1. Click on the **Misc. tab**
2. Click on the **“Provide visual feedback…”** Option Button, so that a checkmark is displayed.

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


Mental Health Assistant in use by MHPROVIDER,ONE
User Preferences
Font
Highlight Color
Misc.
Done
Cancel

☑ Provide visual feedback in addtion to beeps.

☐ Speed Tab. For multiple choice items, go to next item without pre

☐ Display ima

☐ Maintain original font (Recommended).

(Instruments are designed using a standard font and changing its size may produce unsatisfactory visual results.)

1. Click

2. Click

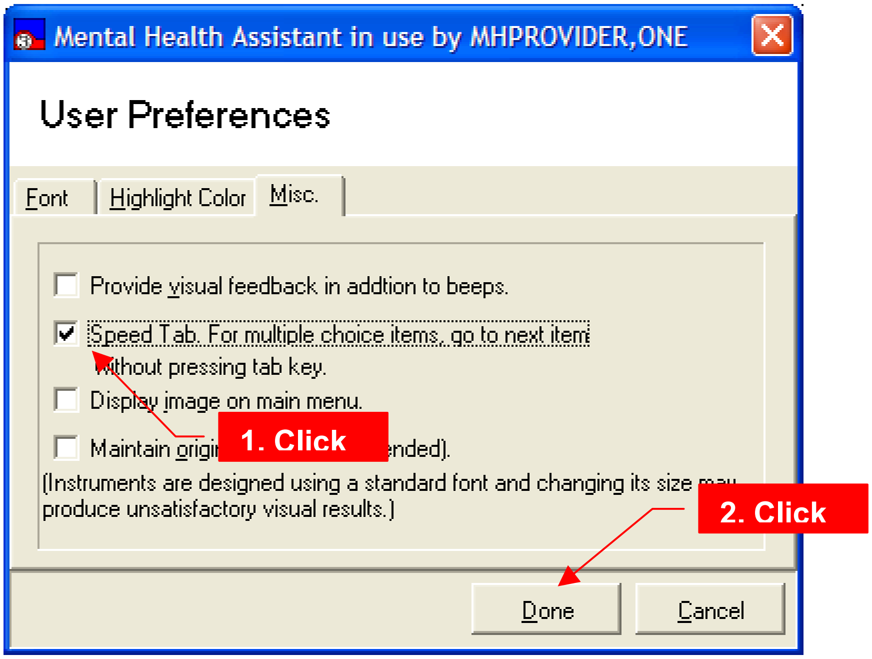
Toggling Speed Tab On/Off

Speed Tab is a feature that some users may prefer to enable them 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.

To toggle Speed Tab:

1. Click on the **Misc. tab**
2. Click on the **“Speed Tab…”** Option 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: Misc. tab. clicking on **Cancel**, ignores any choices made.



☐ Provide visual feedback in addtion to beeps.

☑ Speed Tab. For multiple choice items, go to next item without pressing tab key.

☐ Display image on main menu.

☐ Maintain origi nded).

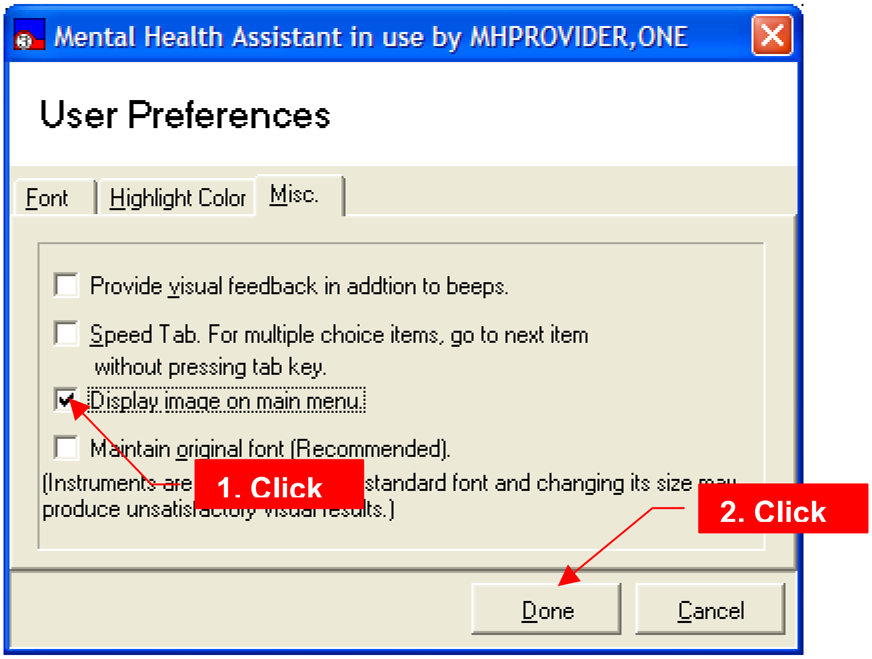
(Instruments are designed using a standard font and changing its size may produce unsatisfactory visual results.)

Toggling Image Display on Main Menu On/Off

Images are displayed on Main Menus, based on whether the checkmark is set on this toggle. To set this toggle:

1. **Click** on the **Misc. tab.**
2. **Click** on the **"Display Image…"** Option Button, so that a checkmark is displayed.

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


Mental Health Assistant in use by MHPROVIDER,ONE
User Preferences
Font
Highlight Color
Misc.
Done
Cancel

☐ Provide visual feedback in addtion to beeps.

☐ 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 [illegible] standard font and changing its size may produce unsatisfactory visual results.)

1. Click

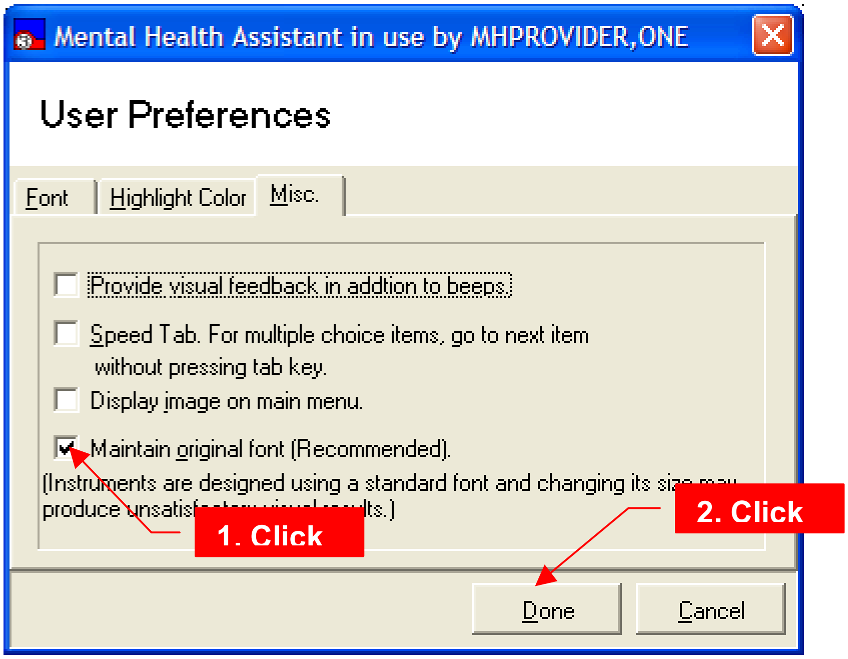
2. Click

Toggling Maintain Original Font on/off

The Original Font is maintained, based on whether the checkmark is set for this toggle. To set this toggle:

1. **Click** on the **Misc. tab.**
2. **Click** on the **"Maintain Original font…"** Option Button, so that a checkmark is displayed.

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


Mental Health Assistant in use by MHPROVIDER,ONE
User Preferences
Font
Highlight Color
Misc.
1. Click
2. Click
Done
Cancel

☐ Provide visual feedback in addtion to beeps.

☐ 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.)

Off-line Administrations Functions

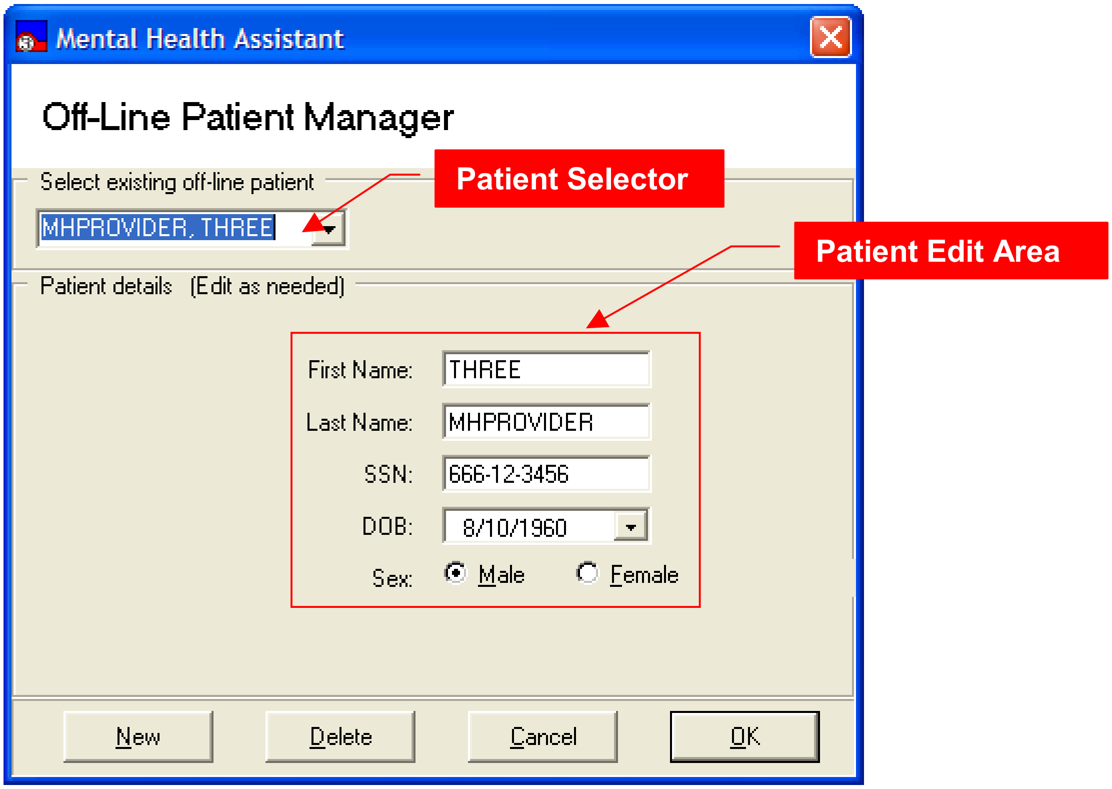
Orientation

Most users are likely to use MHA3 in the standard way, that is, by administering instruments while their computer is connected to a VistA system. However, MHA3 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 MHA3 can connect to Vista is by being “launched” from the CPRS Tools menu. This is different from previous versions of MHA. So, to invoke MHA3 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 Assistant

Off-Line Patient Manager

Select existing off-line patient: MHPROVIDER, THREE

Patient details (Edit as needed)

First Name: THREE

Last Name: MHPROVIDER

SSN: 666-12-3456

DOB: 8/10/1960

Sex: ● Male ○ Female

Patient Selector

Patient Edit Area

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

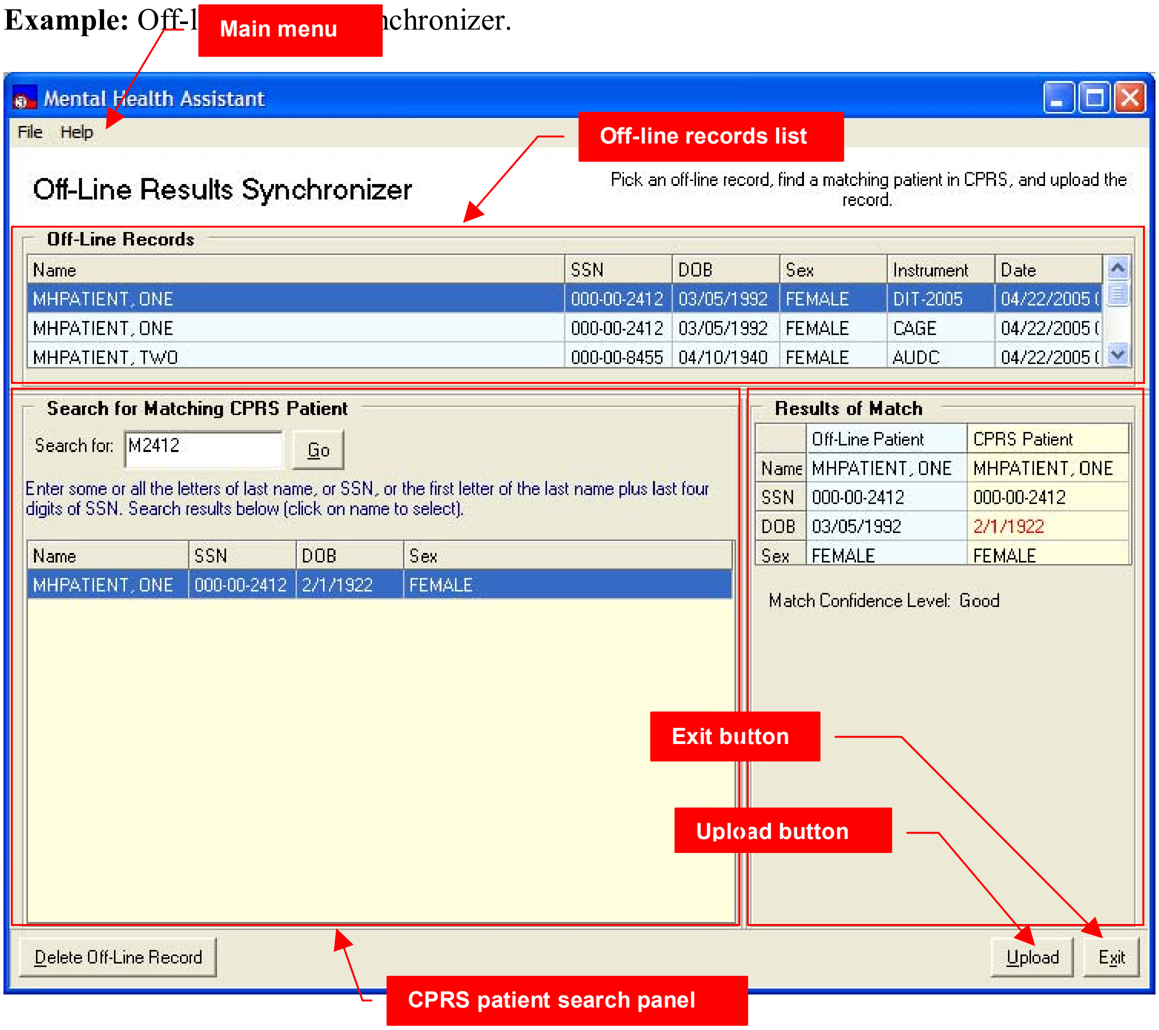
To use the Off-line Results Synchronizer, the following must be true:

- The PC is connected to Vista.
- MHA3 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-l chronizer.


Main menu
Off-line records list
Exit button
Upload button
CPRS patient search panel
Mental Health Assistant
File
Help
Go
Delete Off-Line Record
Upload
Exit

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	Sex	Instrument	Date
MHPATIENT, ONE	000-00-2412	03/05/1992	FEMALE	DIT-2005	04/22/2005 (
MHPATIENT, ONE	000-00-2412	03/05/1992	FEMALE	CAGE	04/22/2005 (
MHPATIENT, TWO	000-00-8455	04/10/1940	FEMALE	AUDC	04/22/2005 (

Search for Matching CPRS Patient

Search for: M2412

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 (click on name to select).

Name	SSN	DOB	Sex
MHPATIENT, ONE	000-00-2412	2/1/1922	FEMALE

Results of Match

	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

Match Confidence Level: Good

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 side-by-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.

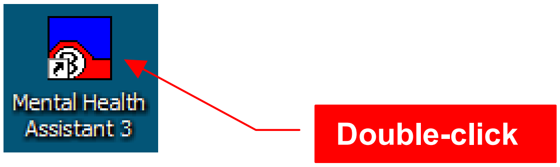
Starting MHA3 in off-line mode from the desktop icon

To start MHA3 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.

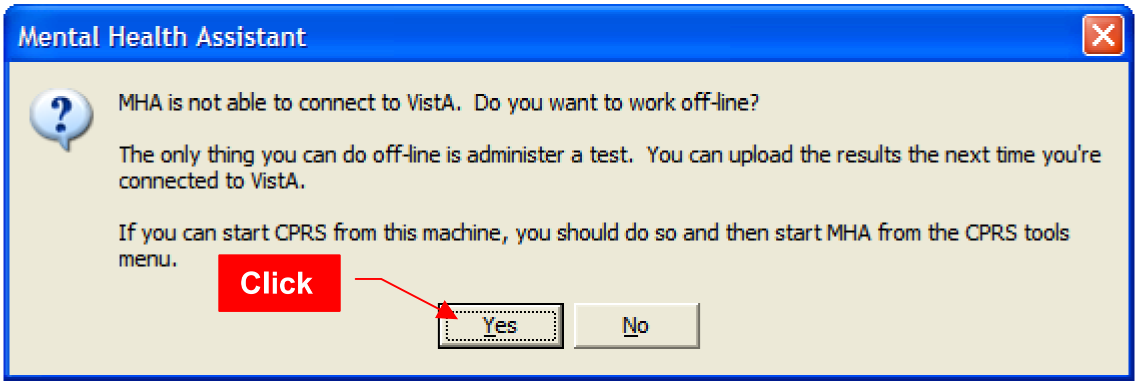
Clicking on the **No** button aborts MHA3.

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



Double-click

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



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.

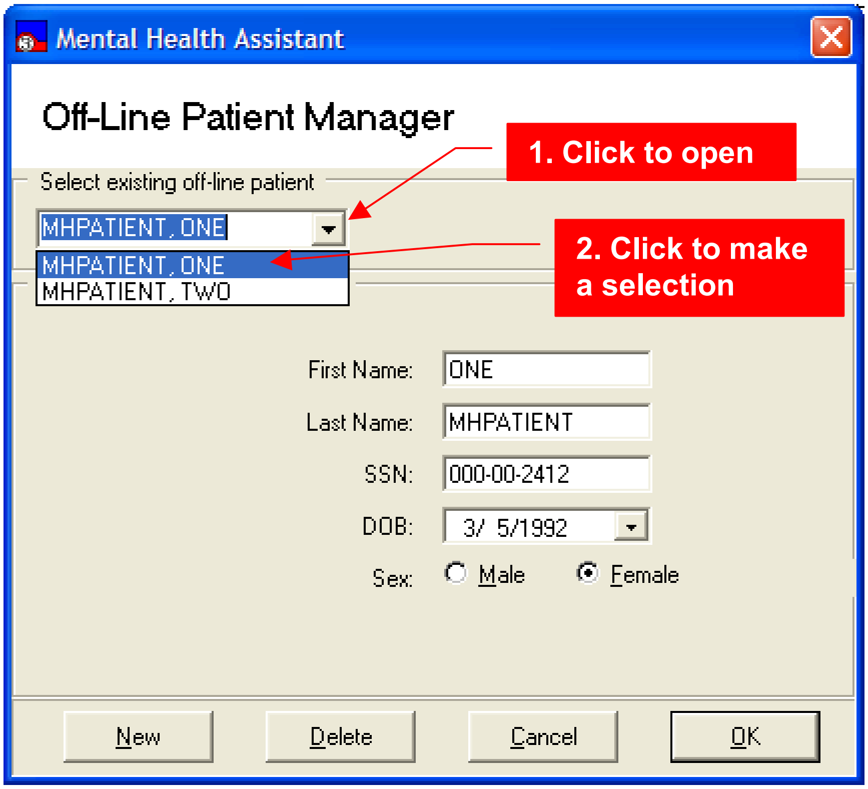
Click

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
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 Manager
1. Click to open
2. Click to make a selection
Select existing off-line patient
MHPATIENT, ONE
MHPATIENT, TWO
New
Delete
Cancel
OK

First Name: ONE

Last Name: MHPATIENT

SSN: 000-00-2412

DOB: 3/ 5/1992

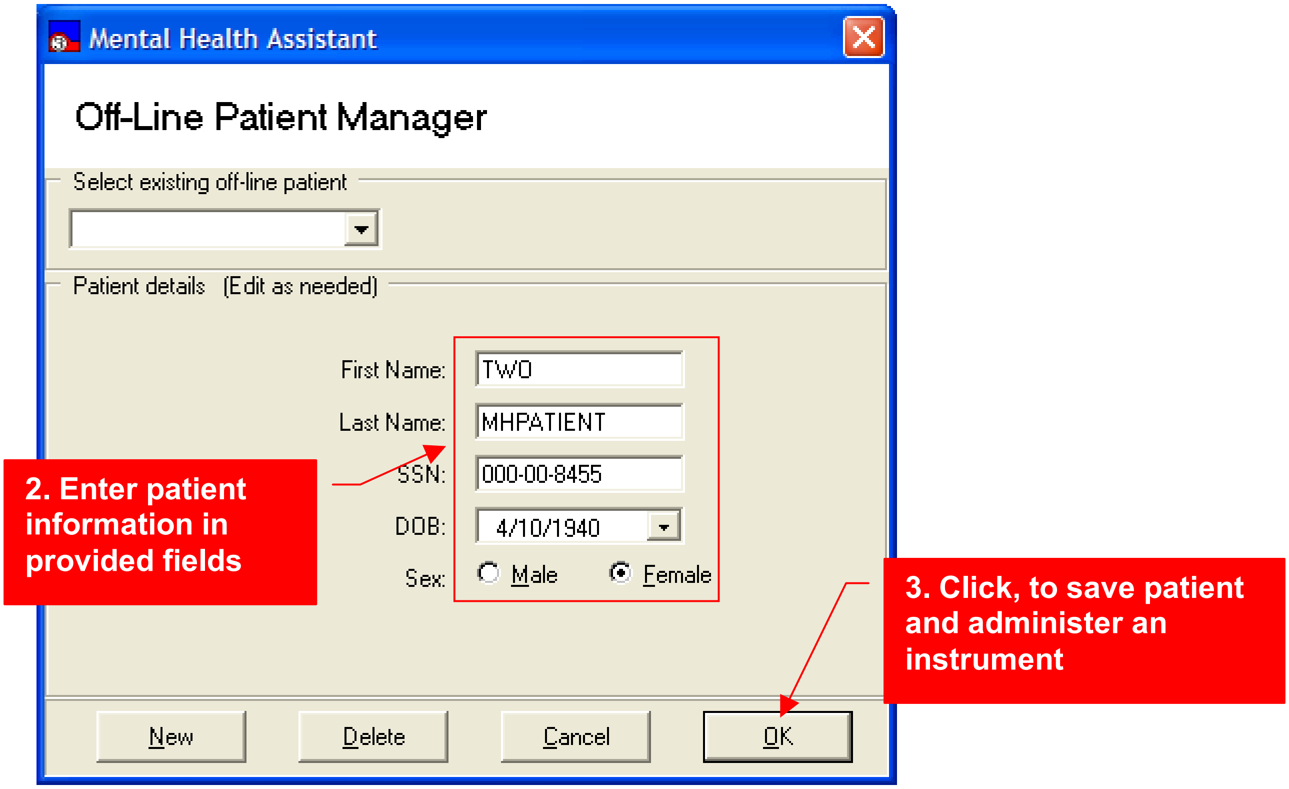
Sex: ○ Male ● Female

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

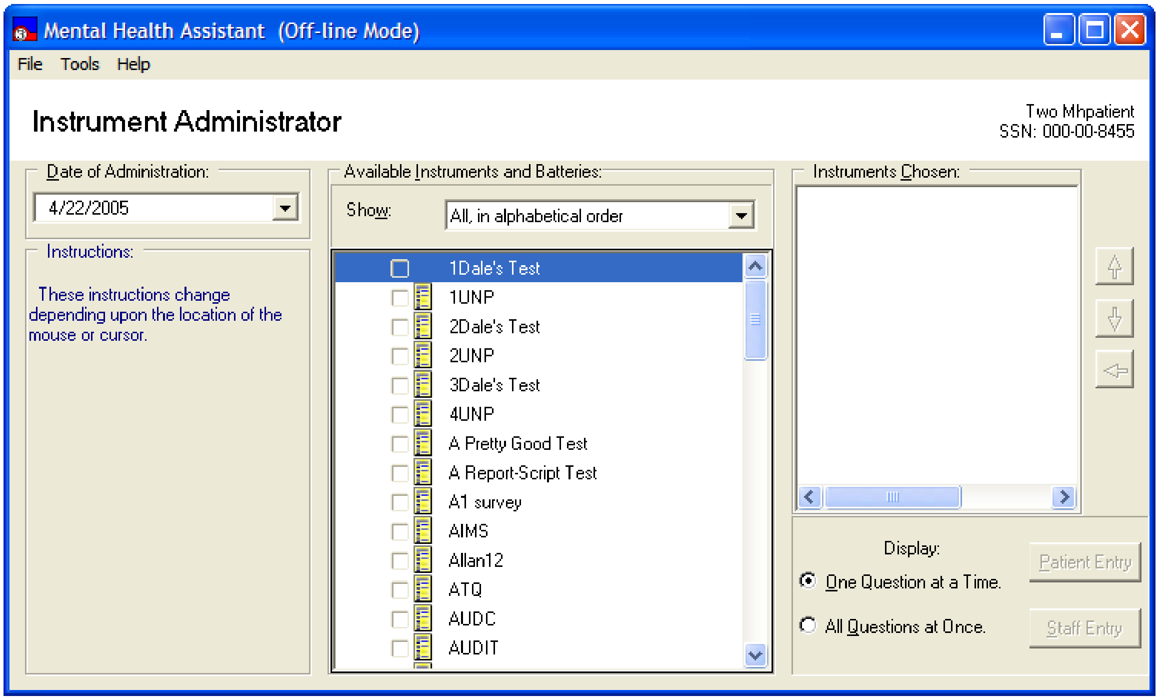

Mental Health Assistant
Off-Line Patient Manager
Select existing off-line patient
Patient details (Edit as needed)
New
Delete
Cancel
OK

First Name: TWO
Last Name: MHPATIENT
SSN: 000-00-8455
DOB: 4/10/1940
Sex: ○ Male ● Female

2. Enter patient information in provided fields

3. Click, to save patient and administer an instrument

Example: Instrument Administrator form.


Mental Health Assistant (Off-line Mode)
File
Tools
Help
Patient Entry
Staff Entry

Instrument Administrator

Two Mhpatient
SSN: 000-00-8455

Date of Administration: 4/22/2005

Instructions:

These instructions change depending upon the location of the mouse or cursor.

Available Instruments and Batteries:

Show: All, in alphabetical order

- ☐ 1Dale's Test
- ☐ 1UNP
- ☐ 2Dale's Test
- ☐ 2UNP
- ☐ 3Dale's Test
- ☐ 4UNP
- ☐ A Pretty Good Test
- ☐ A Report-Script Test
- ☐ A1 survey
- ☐ AIMS
- ☐ Allan12
- ☐ ATQ
- ☐ AUDC
- ☐ AUDIT

Instruments Chosen:

Display:

● One Question at a Time.

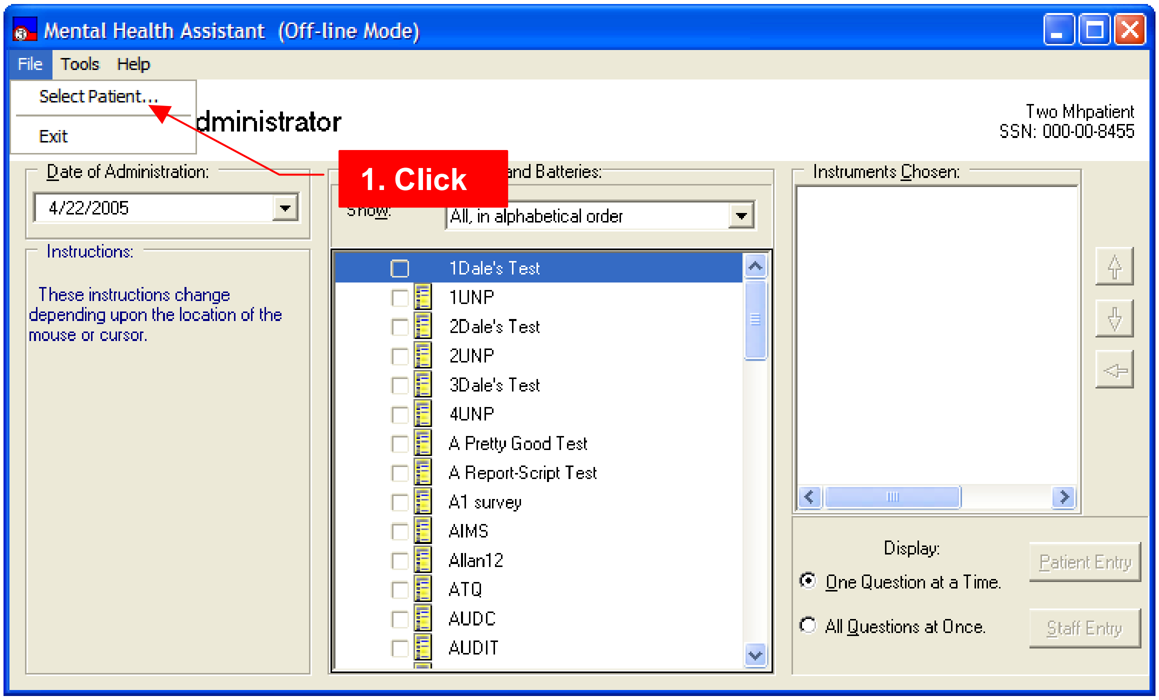
○ All Questions at Once.

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: Instrument Administrator Form.


Mental Health Assistant (Off-line Mode)
File
Tools
Help
Select Patient…
Exit
dministrator
and Batteries:
Instruments Chosen:
1Dale's Test
1UNP
2Dale's Test
2UNP
3Dale's Test
4UNP
A Pretty Good Test
A Report-Script Test
A1 survey
AIMS
Allan12
ATQ
AUDC
AUDIT
Display:
All Questions at Once.
Patient Entry
Staff Entry

1. Click

Two Mhpatient
SSN: 000-00-8455

Date of Administration: 4/22/2005

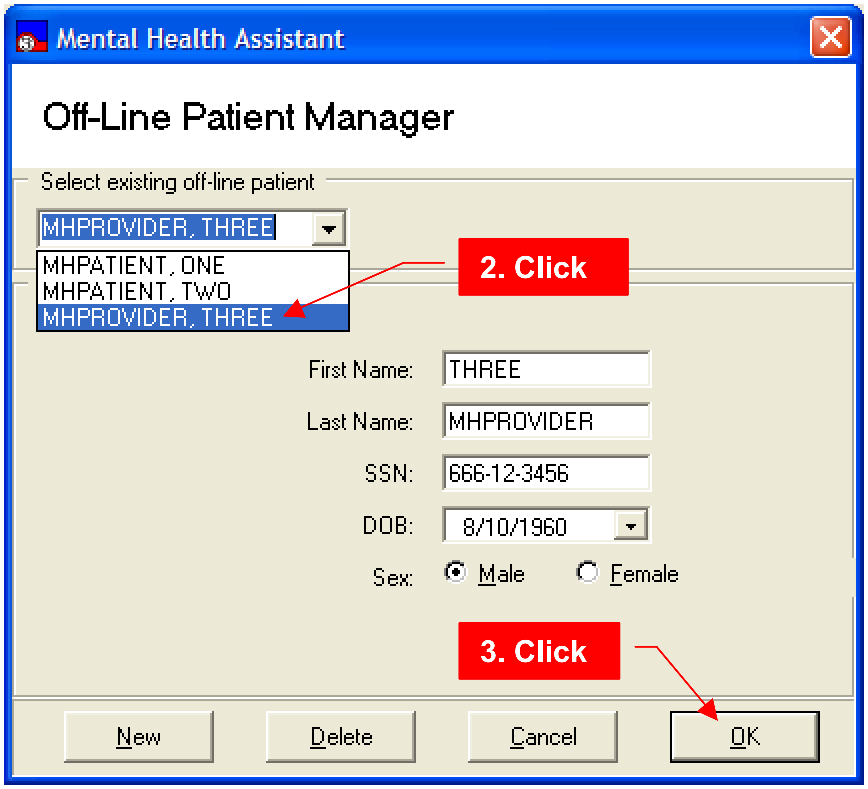
Show: All, in alphabetical order

Display: ● One Question at a Time.

Instructions:

These instructions change depending upon the location of the mouse or cursor.

Example: Off-line Patient Manager Form.



Mental Health Assistant
Off-Line Patient Manager
Select existing off-line patient
MHPROVIDER, THREE
MHPATIENT, ONE
MHPATIENT, TWO
MHPROVIDER, THREE
2. Click
3. Click
New
Delete
Cancel
OK

First Name: THREE

Last Name: MHPROVIDER

SSN: 666-12-3456

DOB: 8/10/1960

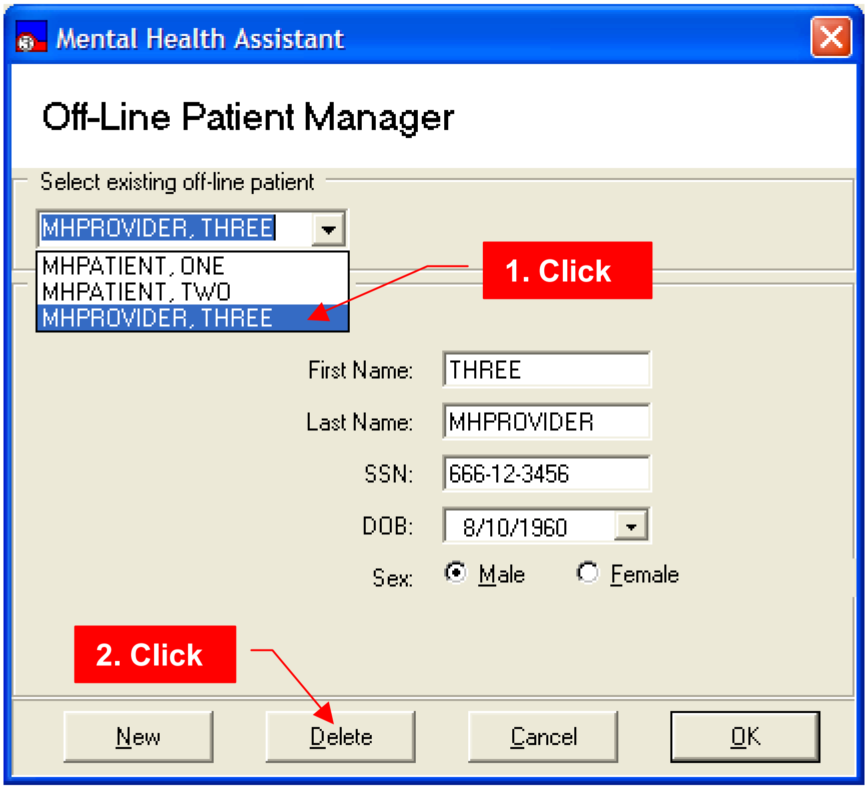
Sex: ● Male ○ Female

Deleting an Existing Off-line Patient

To delete an off-line patient:

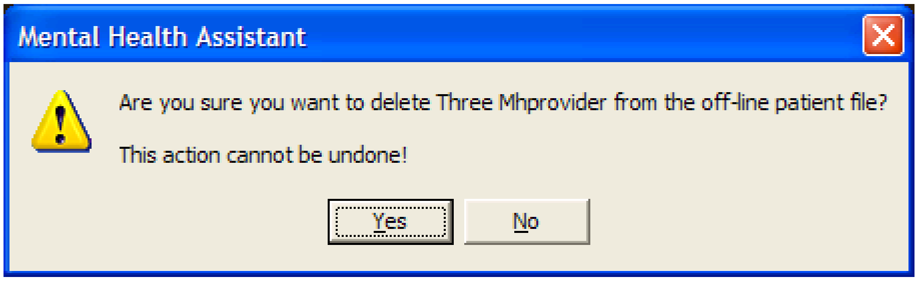
1. **Select** the name of an off-line patient using the Drop-Down List Box.
2. **Click** on the **Delete** button.
3. The delete warning message is displayed
4. Click on **Yes** to delete the selected patient from the list OR **click** on the **No** tab to abort the deletion.

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


Mental Health Assistant
Off-Line Patient Manager
Select existing off-line patient
MHPROVIDER, THREE
MHPATIENT, ONE
MHPATIENT, TWO
MHPROVIDER, THREE
1. Click
2. Click
New
Delete
Cancel
OK

First Name: THREE
Last Name: MHPROVIDER
SSN: 666-12-3456
DOB: 8/10/1960
Sex: ● Male ○ Female

Example: Delete warning message.


Mental Health Assistant
Yes
No

Are you sure you want to delete Three Mhprovider from the off-line patient file?

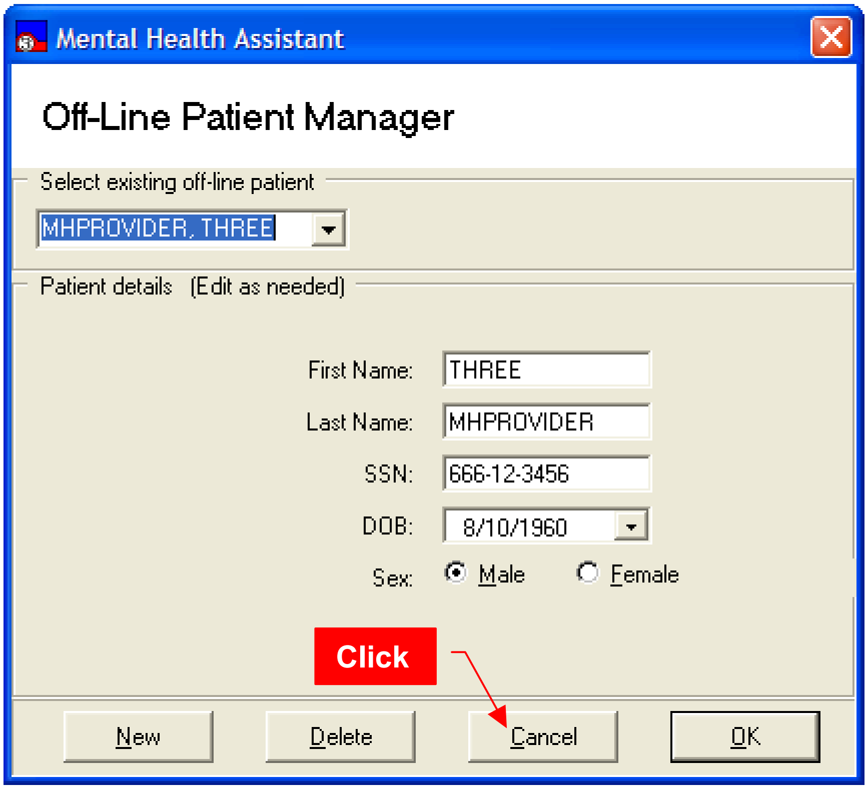
This action cannot be undone!

Canceling Selection of an Off-line Patient

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

1. Click on the **Cancel** button.
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.



Off-Line Patient Manager

Select existing off-line patient: MHPROVIDER, THREE

Patient details (Edit as needed)

First Name: THREE

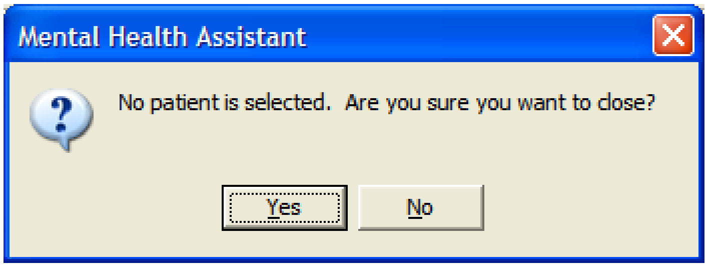
Last Name: MHPROVIDER

SSN: 666-12-3456

DOB: 8/10/1960

Sex: ● Male ○ Female

Example: Cancel warning message prompt



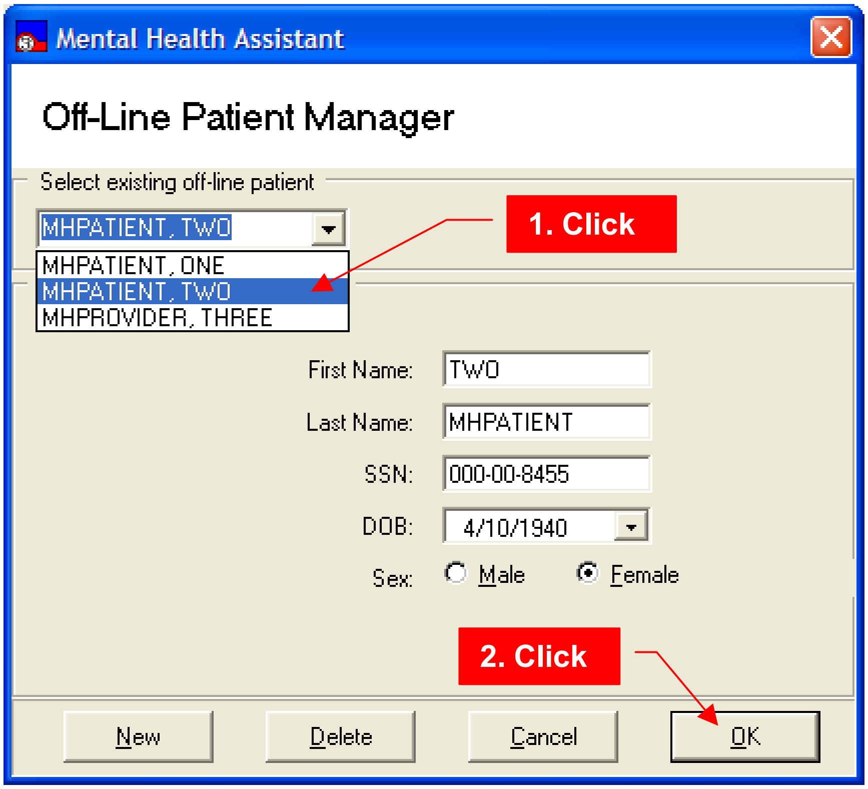
No patient is selected. Are you sure you want to close?

Selecting an Existing Off-line Patient from the Off-line Patient Manager

Patients that are already included in the list of existing patients may be selected:

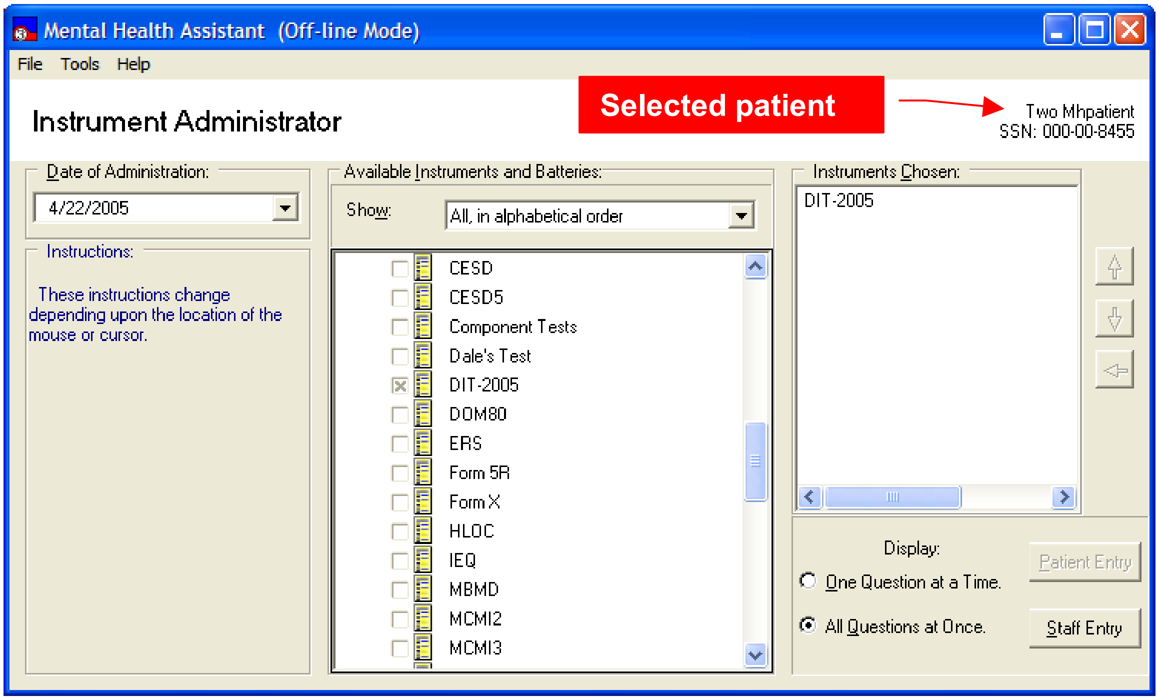
1. **Select** the name of an off-line patient using the Drop-Down List Box
2. **Click** on the **Ok** button
3. The **Off-line Patient Manager** form is closed

Example: Off-line Patient Manager Form.


Mental Health Assistant
Off-Line Patient Manager
Select existing off-line patient
MHPATIENT, TWO
MHPATIENT, ONE
MHPATIENT, TWO
MHPROVIDER, THREE
1. Click
2. Click
New
Delete
Cancel
OK

First Name: TWO
Last Name: MHPATIENT
SSN: 000-00-8455
DOB: 4/10/1940
Sex: ○ Male ● Female

Example: Instrument Administrator form, shown as modified for off-line use. The **Instrument Administrator** form is displayed, identifying the selected off-line patient. After completing and saving the administration in the Instrument Administrator, the exit reminder prompt is displayed. MHA3 shuts down, as expected


Mental Health Assistant (Off-line Mode)
File
Tools
Help
Instrument Administrator
Selected patient
Patient Entry
Staff Entry

Two Mhpatient
SSN: 000-00-8455

Date of Administration: 4/22/2005

Instructions:
These instructions change depending upon the location of the mouse or cursor.

Available Instruments and Batteries:
Show: All, in alphabetical order

☐ CESD
☐ CESD5
☐ Component Tests
☐ Dale's Test
☒ DIT-2005
☐ DOM80
☐ ERS
☐ Form 5R
☐ Form X
☐ HLOC
☐ IEQ
☐ MBMD
☐ MCMI2
☐ MCMI3

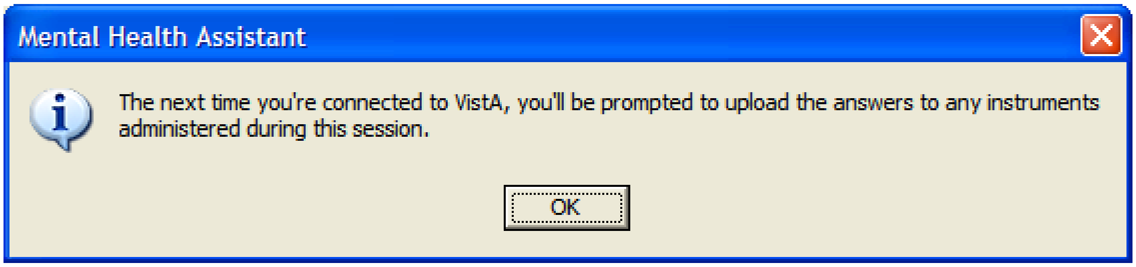
Instruments Chosen: DIT-2005

Display:
○ One Question at a Time.
● All Questions at Once.

The following functionality is disabled in off-line operating mode:

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

Example: Exit reminder prompt.



The next time you're connected to VistA, you'll be prompted to upload the answers to any instruments administered during this session.

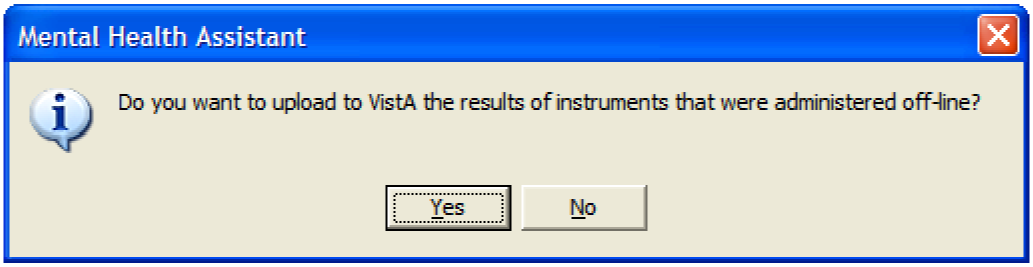
Recognizing the Availability of Off-line Administrations, and Initiating the Upload Process

If any records exist on the PC that was administered off-line, the user is reminded about them once MHA3 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 MHA3 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 MHA3 starts up in normal VistA mode.
4. Uploading the confirmation prompt.

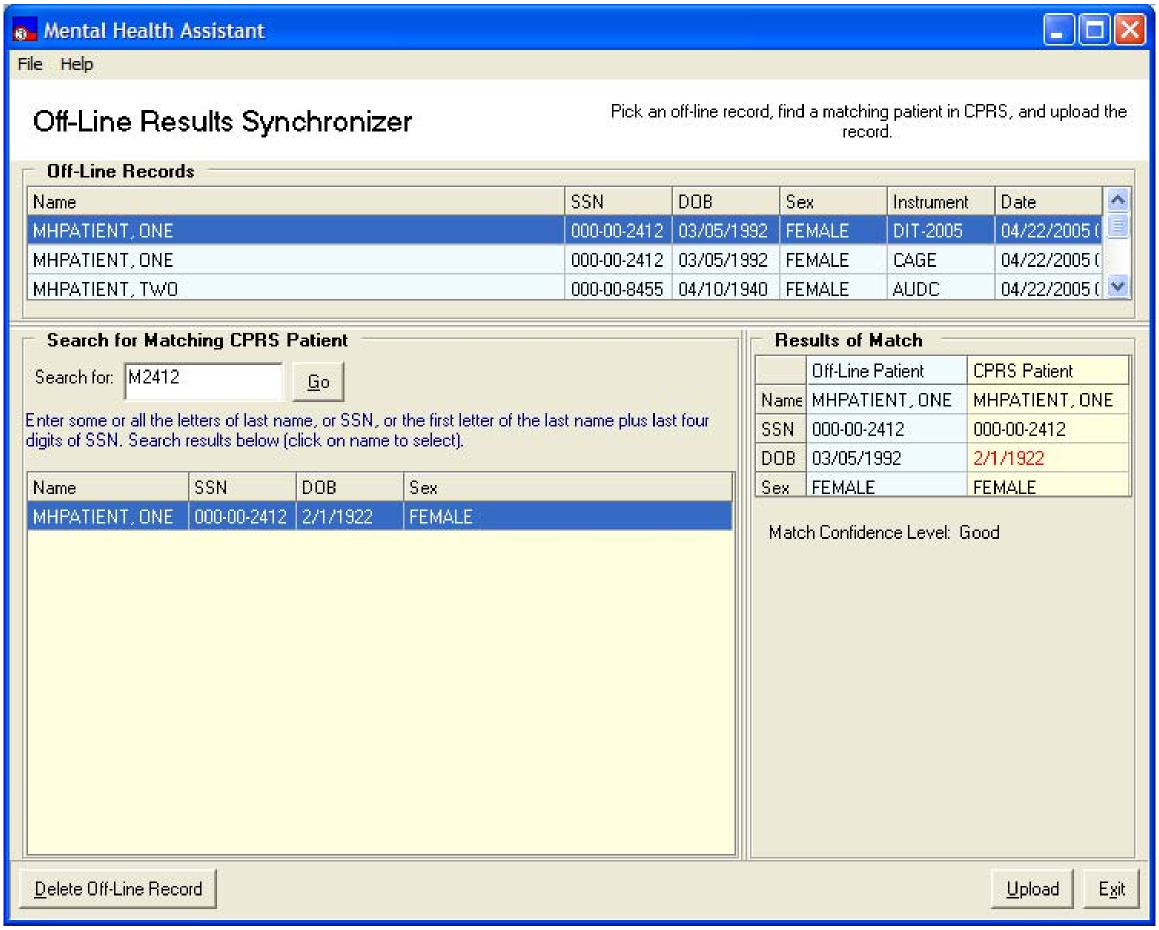
Example: Click on the **Yes** button, on the "Do you want to upload to VistA…" prompt. After clicking on **Yes**, the Off-line Results Synchronizer form is displayed.



Do you want to upload to VistA the results of instruments that were administered off-line?

1. After clicking on **Yes**, the Off-line Results Synchronizer form is displayed. Clicking on the NO button cancels the upload process and starts MHA3 in normal Vista mode. Clicking on the Yes button displays the Off-line Results Synchronizer form.

Example: Off-line Results Synchronizer form.



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	Sex	Instrument	Date
MHPATIENT, ONE	000-00-2412	03/05/1992	FEMALE	DIT-2005	04/22/2005 (
MHPATIENT, ONE	000-00-2412	03/05/1992	FEMALE	CAGE	04/22/2005 (
MHPATIENT, TWO	000-00-8455	04/10/1940	FEMALE	AUDC	04/22/2005 (

Search for Matching CPRS Patient

Search for: M2412

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 (click on name to select).

Name	SSN	DOB	Sex
MHPATIENT, ONE	000-00-2412	2/1/1922	FEMALE

Results of Match

	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

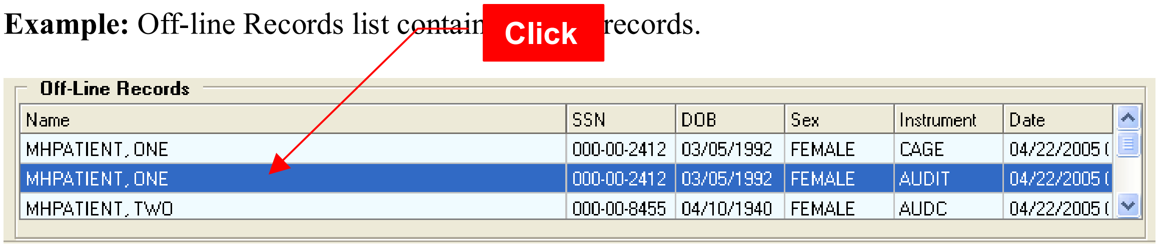
Match Confidence Level: Good

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 contain records.



Name	SSN	DOB	Sex	Instrument	Date
MHPATIENT, ONE	000-00-2412	03/05/1992	FEMALE	CAGE	04/22/2005 (
MHPATIENT, ONE	000-00-2412	03/05/1992	FEMALE	AUDIT	04/22/2005 (
MHPATIENT, TWO	000-00-8455	04/10/1940	FEMALE	AUDC	04/22/2005 (

Searching for a Matching CPRS Patient

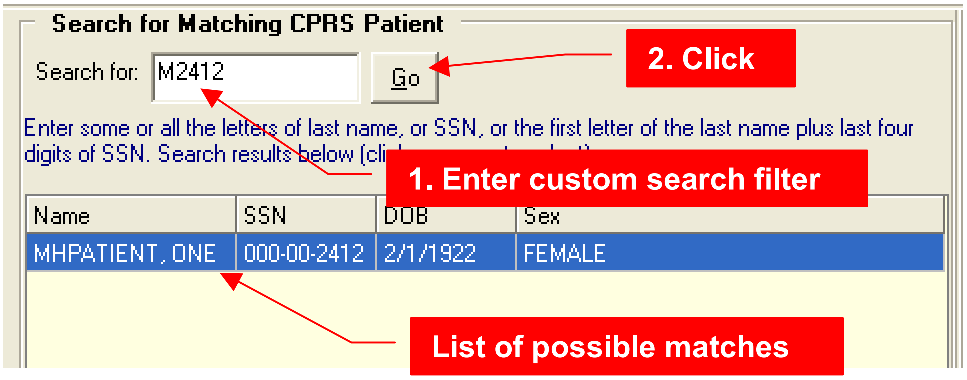
There are two kinds of search methods available for finding a matching CPRS patient: The automatic initial search and a manual search.

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: M2412

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 (cli

Name	SSN	DOB	Sex
MHPATIENT, ONE	000-00-2412	2/1/1922	FEMALE

2. Click

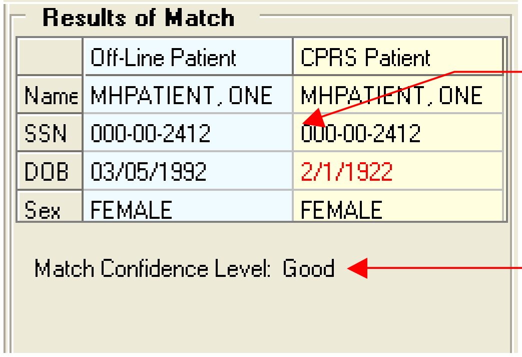
1. Enter custom search filter

List of 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 with data from two patients.



Results of Match

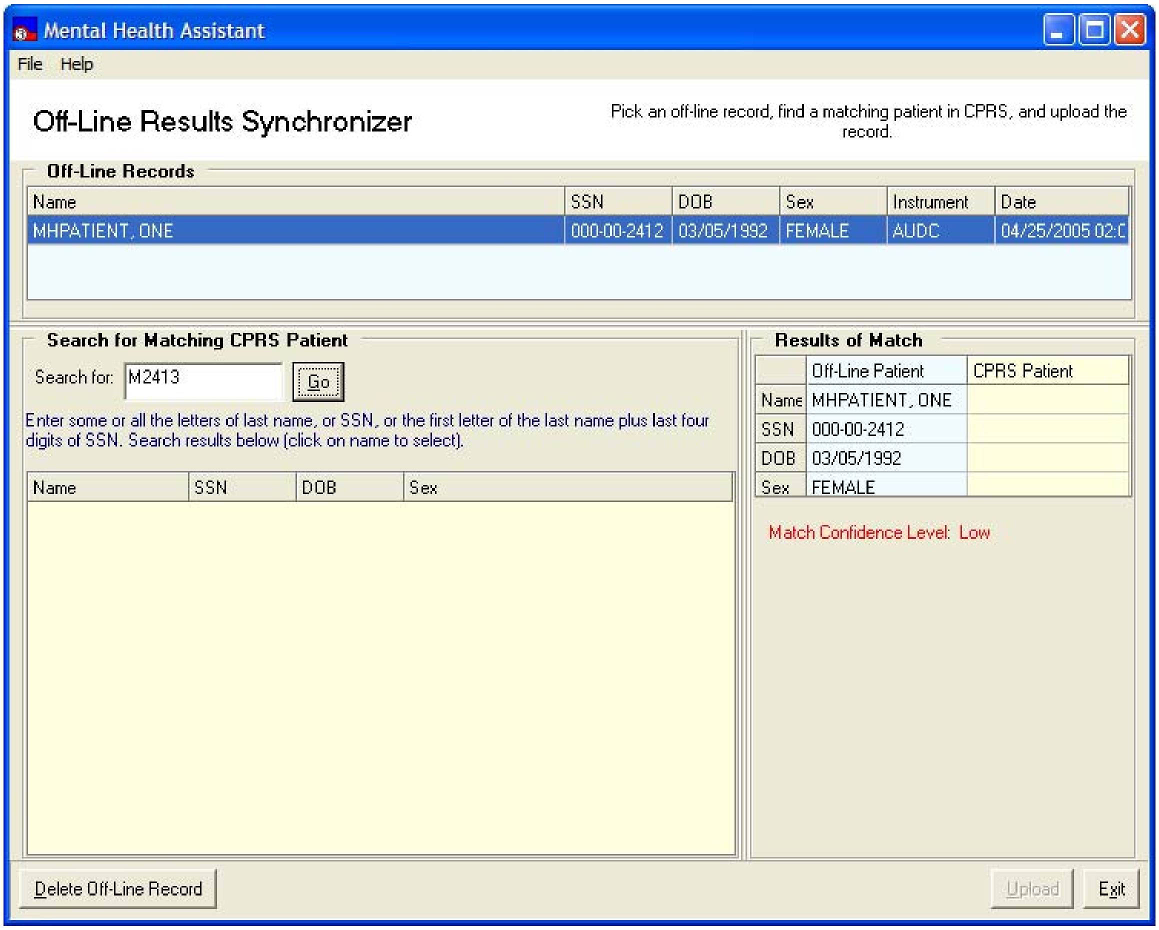
	Off-Line Patient	CPRS Patient
Name	MHPATIENT, ONE	MHPATIENT, ONE
SSN	000-00-2412	000-00-2412
DOB	03/05/1992	2/1/1922
Sex	FEMALE	FEMALE

Match Confidence Level: Good

The "Results of Match" grid showing 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.



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	Sex	Instrument	Date
MHPATIENT, ONE	000-00-2412	03/05/1992	FEMALE	AUDC	04/25/2005 02:

Search for Matching CPRS Patient

Search for: M2413

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 (click on name to select).

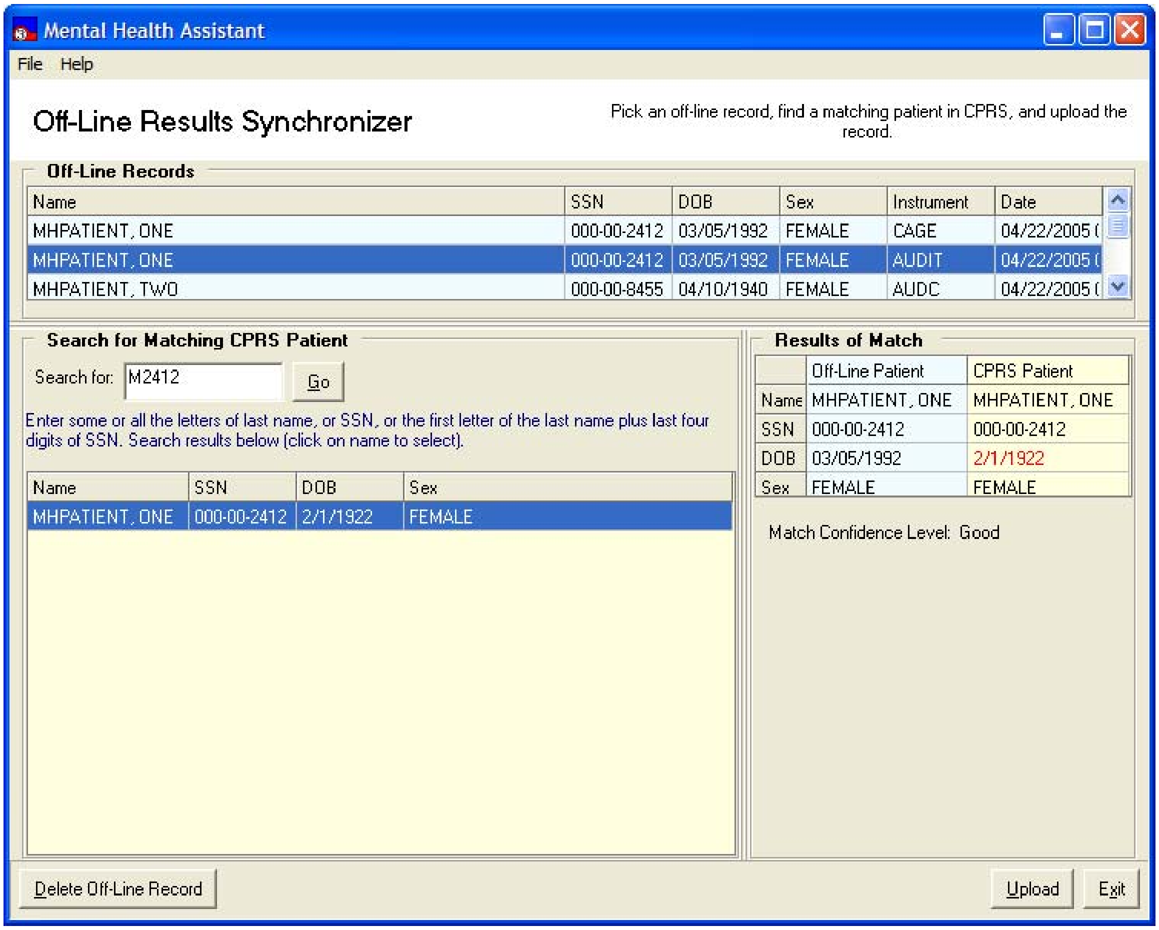
Name	SSN	DOB	Sex

Results of Match

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

Match Confidence Level: Low

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.



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	Sex	Instrument	Date
MHPATIENT, ONE	000-00-2412	03/05/1992	FEMALE	CAGE	04/22/2005 (
MHPATIENT, ONE	000-00-2412	03/05/1992	FEMALE	AUDIT	04/22/2005 (
MHPATIENT, TWO	000-00-8455	04/10/1940	FEMALE	AUDC	04/22/2005 (

Search for Matching CPRS Patient

Search for: M2412

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 (click on name to select).

Name	SSN	DOB	Sex
MHPATIENT, ONE	000-00-2412	2/1/1922	FEMALE

Results of Match

	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

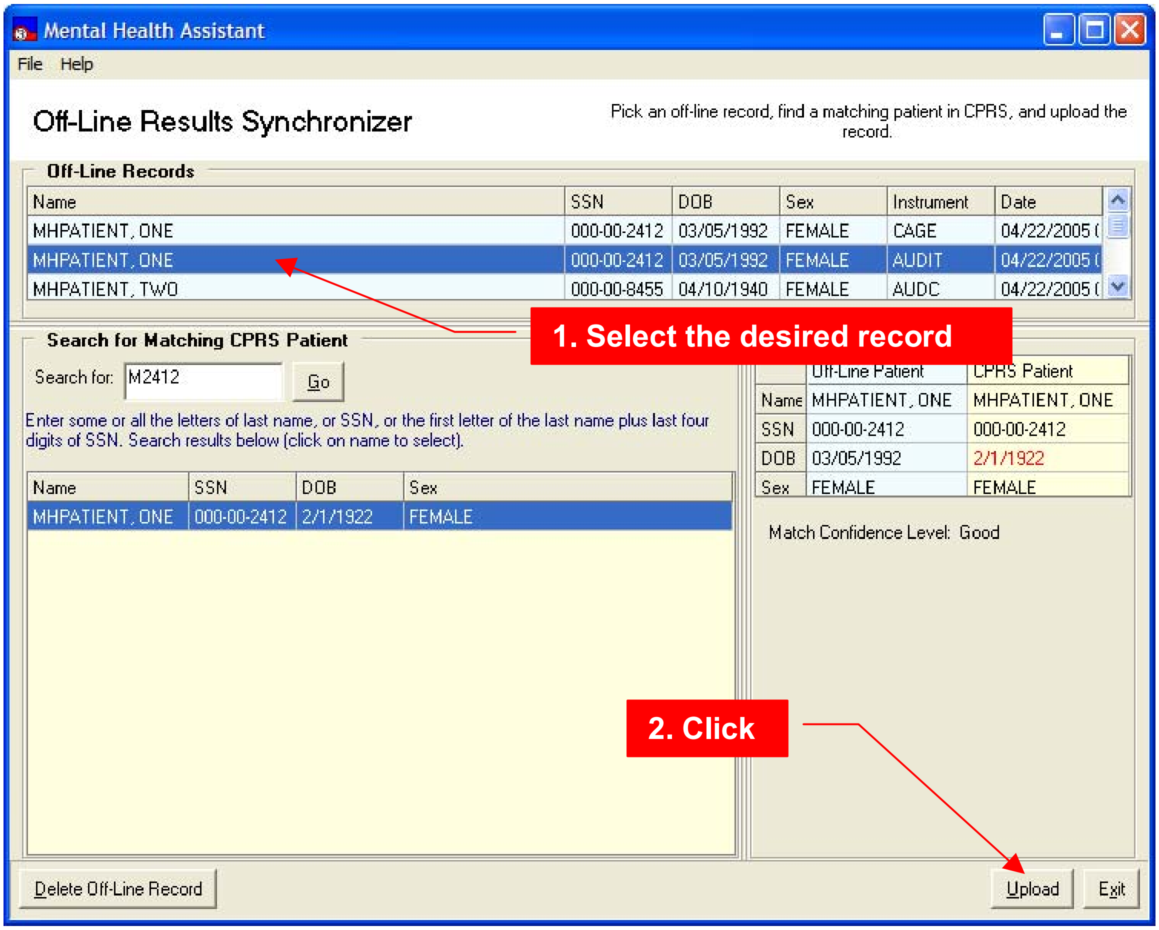
Match Confidence Level: Good

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.



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	Sex	Instrument	Date
MHPATIENT, ONE	000-00-2412	03/05/1992	FEMALE	CAGE	04/22/2005 (
MHPATIENT, ONE	000-00-2412	03/05/1992	FEMALE	AUDIT	04/22/2005 (
MHPATIENT, TWO	000-00-8455	04/10/1940	FEMALE	AUDC	04/22/2005 (

1. Select the desired record

Search for Matching CPRS Patient

Search for: M2412

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 (click on name to select).

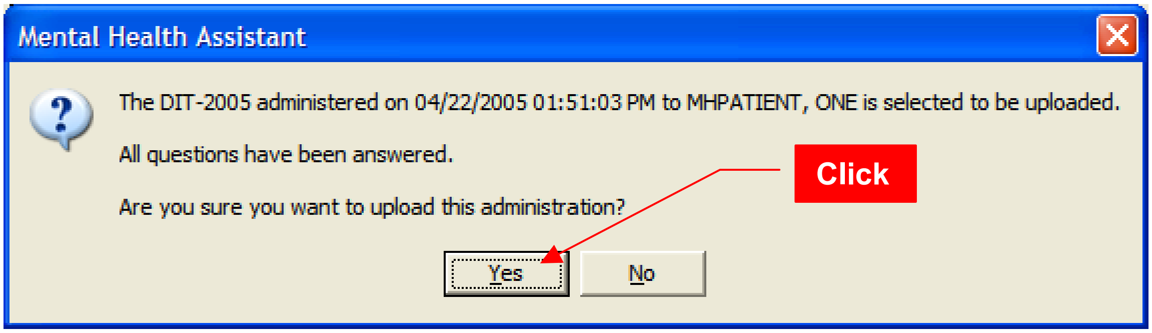
Name	SSN	DOB	Sex
MHPATIENT, ONE	000-00-2412	2/1/1922	FEMALE

	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

Match Confidence Level: Good

2. Click

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



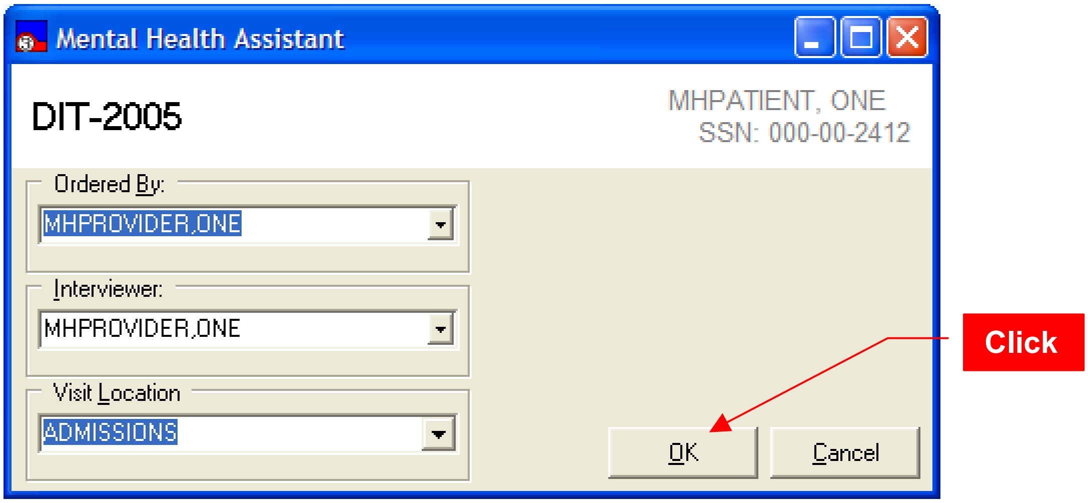
The DIT-2005 administered on 04/22/2005 01:51:03 PM to MHPATIENT, ONE is selected to be uploaded.

All questions have been answered.

Are you sure you want to upload this administration?

Mental Health Assistant
Click
Yes
No

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



DIT-2005

MHPATIENT, ONE
SSN: 000-00-2412

Ordered By: MHPROVIDER,ONE

Interviewer: MHPROVIDER,ONE

Visit Location: ADMISSIONS

Mental Health Assistant
Click
OK
Cancel

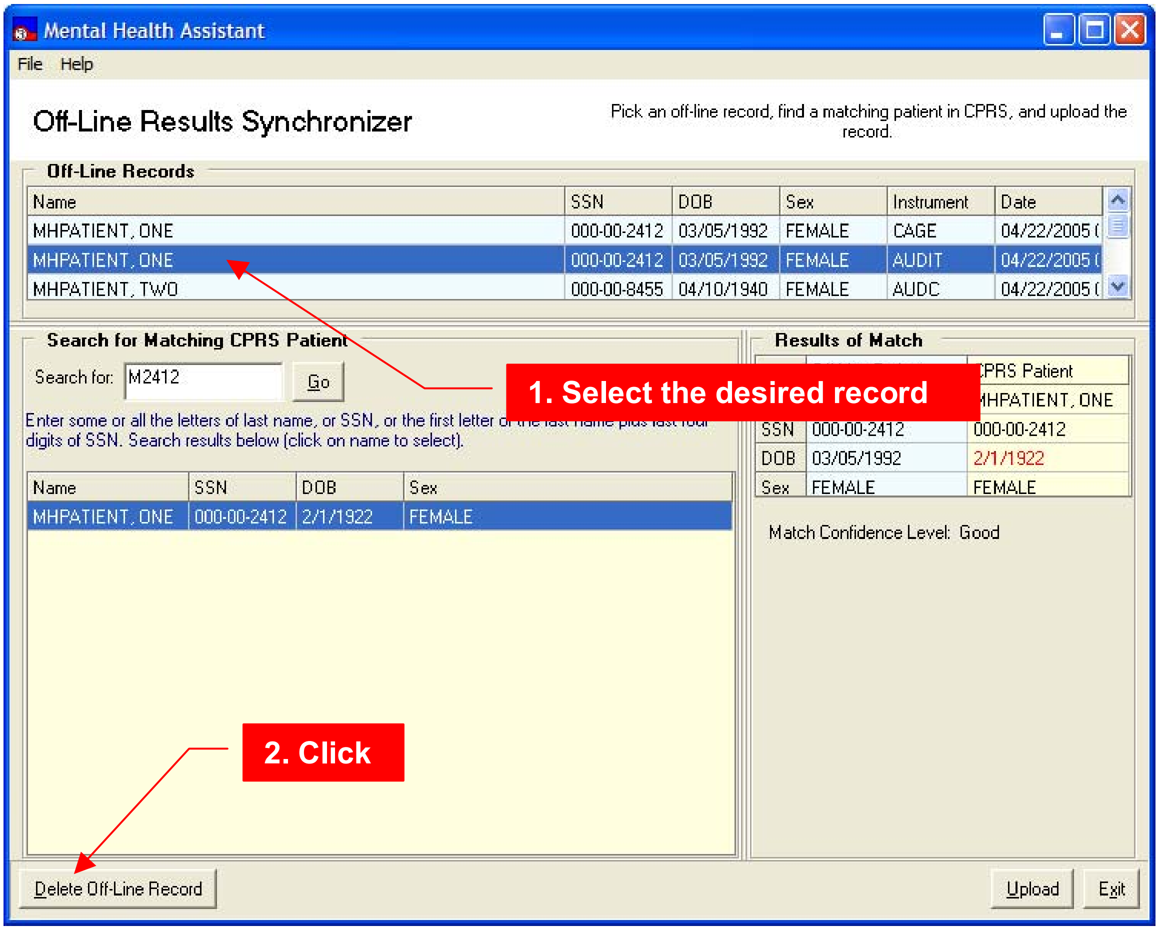
Deleting an Off-line Record

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

To delete and 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
Off-Line Records
Search for Matching CPRS Patient
Go
Results of Match
Delete Off-Line Record
Upload
Exit

Pick an off-line record, find a matching patient in CPRS, and upload the record.

Name	SSN	DOB	Sex	Instrument	Date
MHPATIENT, ONE	000-00-2412	03/05/1992	FEMALE	CAGE	04/22/2005 (
MHPATIENT, ONE	000-00-2412	03/05/1992	FEMALE	AUDIT	04/22/2005 (
MHPATIENT, TWO	000-00-8455	04/10/1940	FEMALE	AUDC	04/22/2005 (

Search for: M2412

Enter some or all the letters of last name, or SSN, or the first letter o
digits of SSN. Search results below (click on name to select).

Name	SSN	DOB	Sex
MHPATIENT, ONE	000-00-2412	2/1/1922	FEMALE

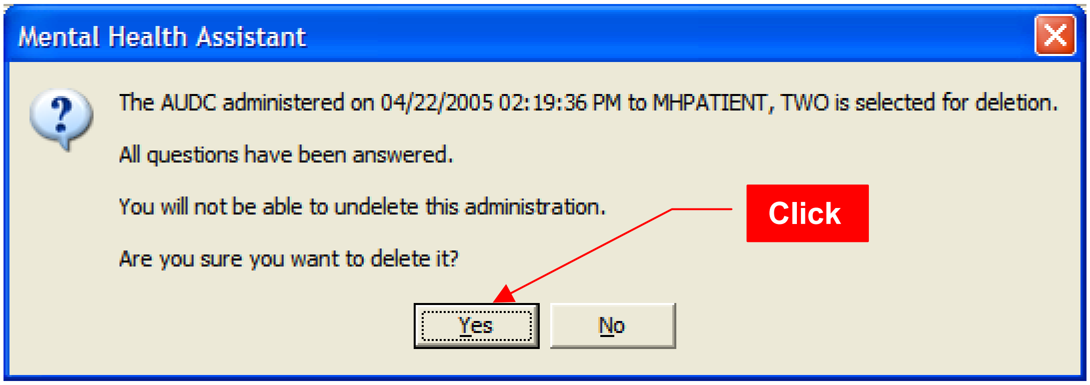
		PRS Patient
		HPATIENT, ONE
SSN	000-00-2412	000-00-2412
DOB	03/05/1992	2/1/1922
Sex	FEMALE	FEMALE

Match Confidence Level: Good

1. Select the desired record

2. Click

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



The AUDC administered on 04/22/2005 02:19:36 PM to MHPATIENT, TWO is selected for deletion.

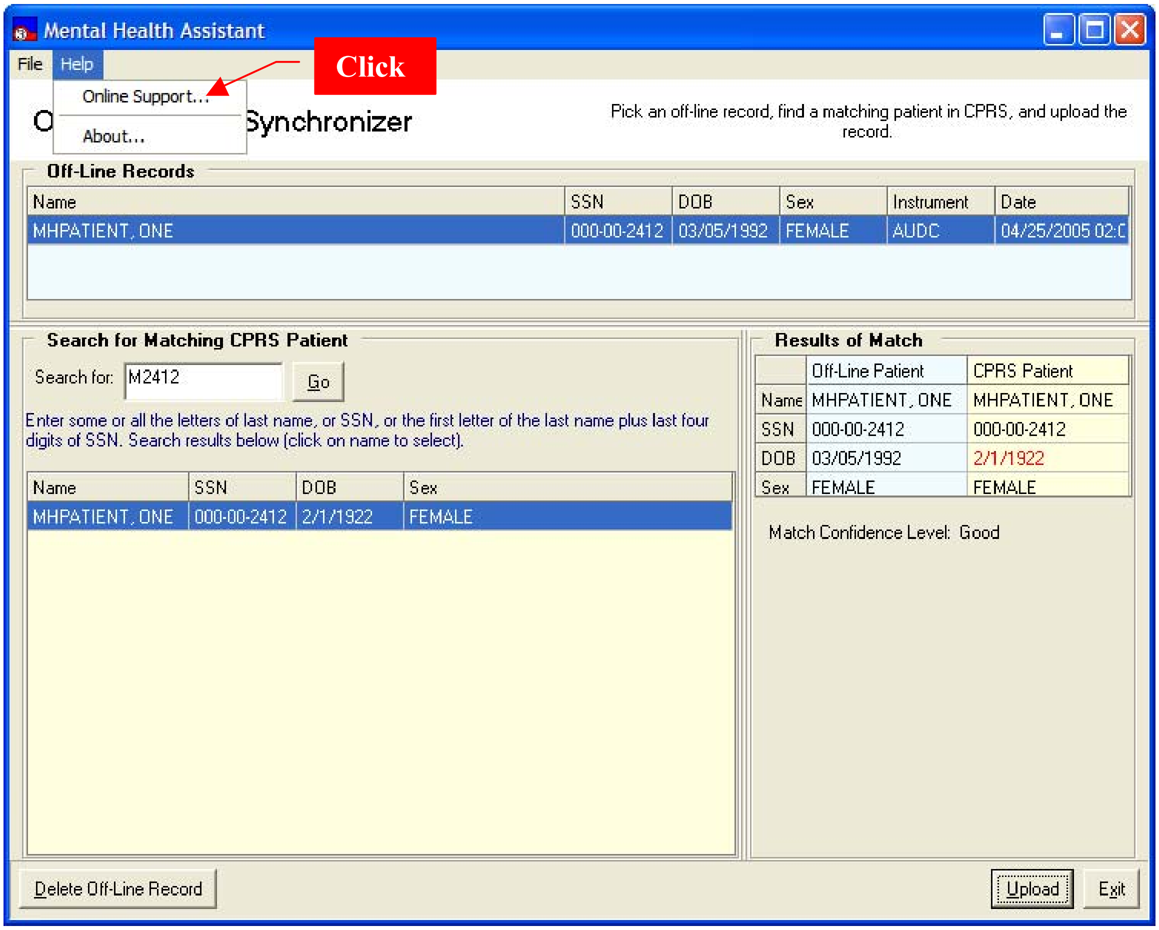
All questions have been answered.

You will not be able to undelete this administration.

Are you sure you want to delete it?

Accessing Online Support

Example: Online support for MHA3 is available via the Mental Health Informatics Section's website. **Clicking** on the **Help > Online Support…** menu item will start the default Web browser and loads the following web address into the browser: http://vaww.mentalhealth.med.va.gov/mha.shtm.


Mental Health Assistant
File
Help
Online Support…
About…
Click
O
Synchronizer
Off-Line Records
Search for Matching CPRS Patient
Results of Match
Go
Delete Off-Line Record
Upload
Exit

Pick an off-line record, find a matching patient in CPRS, and upload the record.

Name	SSN	DOB	Sex	Instrument	Date
MHPATIENT, ONE	000-00-2412	03/05/1992	FEMALE	AUDC	04/25/2005 02:C

Search for: M2412

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 (click on name to select).

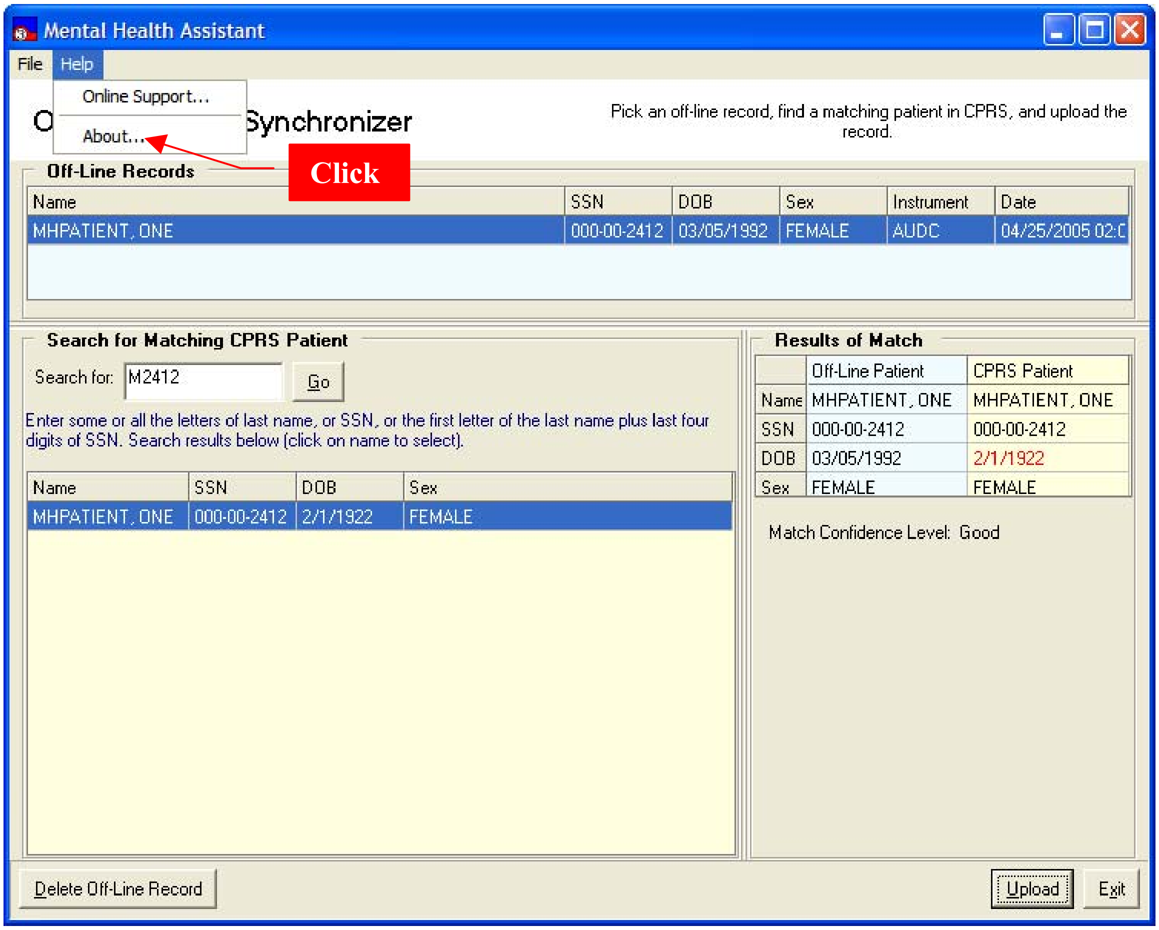
Name	SSN	DOB	Sex
MHPATIENT, ONE	000-00-2412	2/1/1922	FEMALE

	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

Match Confidence Level: Good

Accessing program information

Example: Clicking on the **Help > About…** menu item displays the About Mental Health Assistant message dialog, which contains useful release information about this version of MHA3.


Mental Health Assistant
File
Help
Online Support…
About…
Click
O
Synchronizer
Off-Line Records
Search for Matching CPRS Patient
Go
Results of Match
Delete Off-Line Record
Upload
Exit

Pick an off-line record, find a matching patient in CPRS, and upload the record.

Name	SSN	DOB	Sex	Instrument	Date
MHPATIENT, ONE	000-00-2412	03/05/1992	FEMALE	AUDC	04/25/2005 02:

Search for: M2412

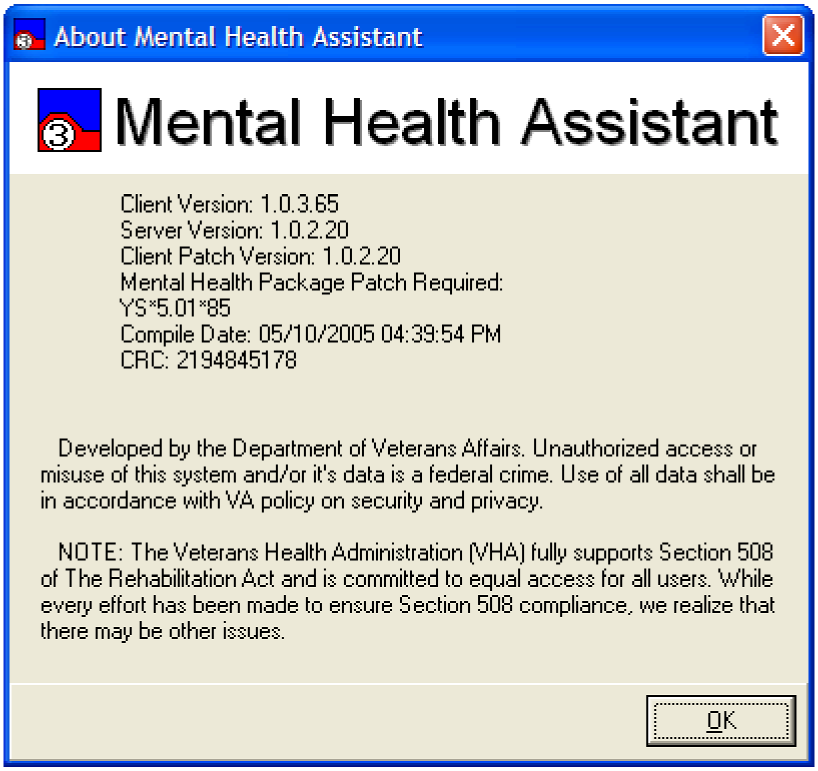
Enter some or all the letters of last name, or SSN, or the first letter of the last name plus last four digits of SSN. Search results below (click on name to select).

Name	SSN	DOB	Sex
MHPATIENT, ONE	000-00-2412	2/1/1922	FEMALE

	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

Match Confidence Level: Good

Example: The **About Mental Health Assistant** message dialog contains information about the Mental Health Assistant program.



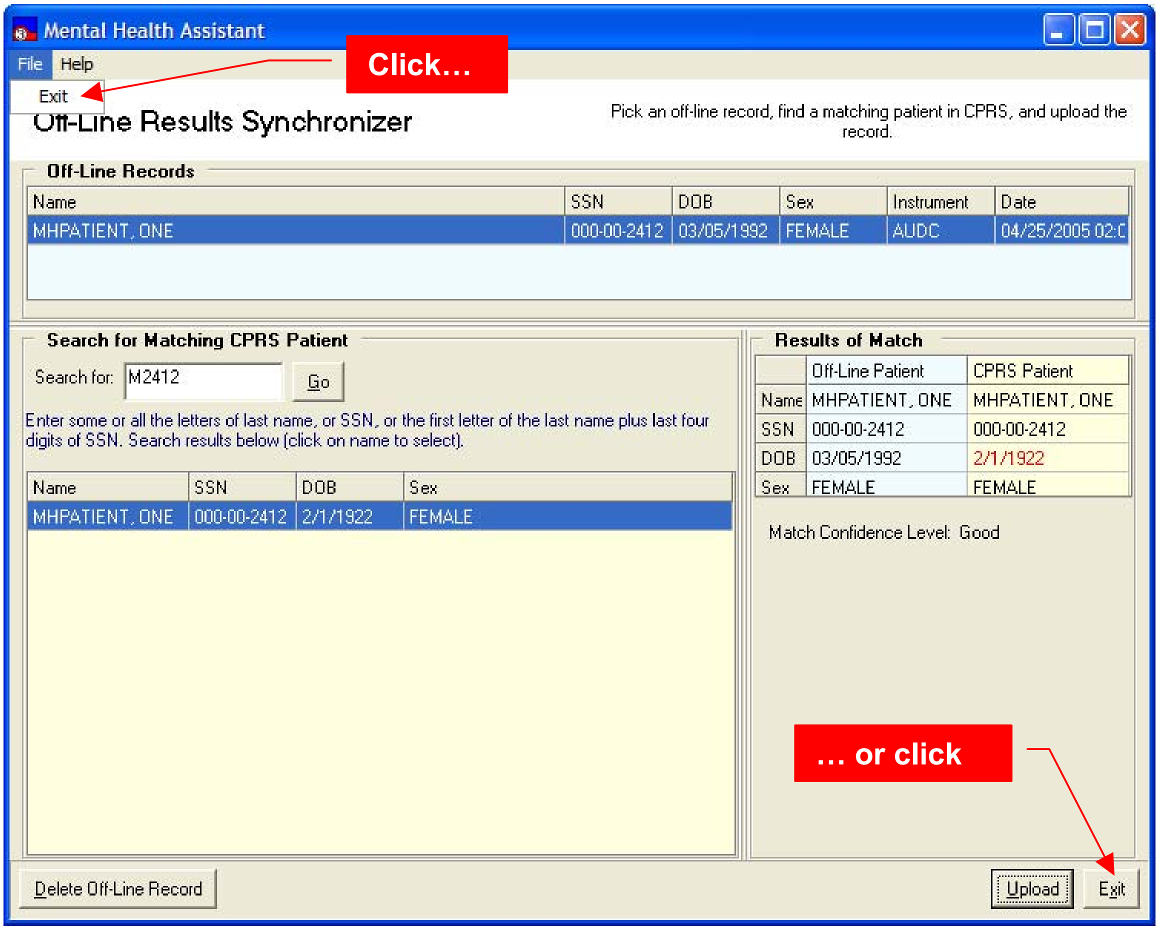
Client Version: 1.0.3.65
Server Version: 1.0.2.20
Client Patch Version: 1.0.2.20
Mental Health Package Patch Required:
YS*5.01*85
Compile Date: 05/10/2005 04:39:54 PM
CRC: 2194845178

Developed by the Department of Veterans Affairs. Unauthorized access or misuse of this system and/or it's data is a federal crime. Use of all data shall be in accordance with VA policy on security and privacy.

NOTE: The Veterans Health Administration (VHA) fully supports Section 508 of The Rehabilitation Act and is committed to equal access for all users. While every effort has been made to ensure Section 508 compliance, we realize that there may be other issues.

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. The Off-line Results Synchronizer form is closed and the MHA3 main form is displayed.


Mental Health Assistant
File
Help
Exit
Click…
Off-Line Results Synchronizer
Off-Line Records
Search for Matching CPRS Patient
Go
Results of Match
… or click
Delete Off-Line Record
Upload
Exit

Pick an off-line record, find a matching patient in CPRS, and upload the record.

Name	SSN	DOB	Sex	Instrument	Date
MHPATIENT, ONE	000-00-2412	03/05/1992	FEMALE	AUDC	04/25/2005 02:C

Search for: M2412

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 (click on name to select).

Name	SSN	DOB	Sex
MHPATIENT, ONE	000-00-2412	2/1/1922	FEMALE

	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

Match Confidence Level: Good

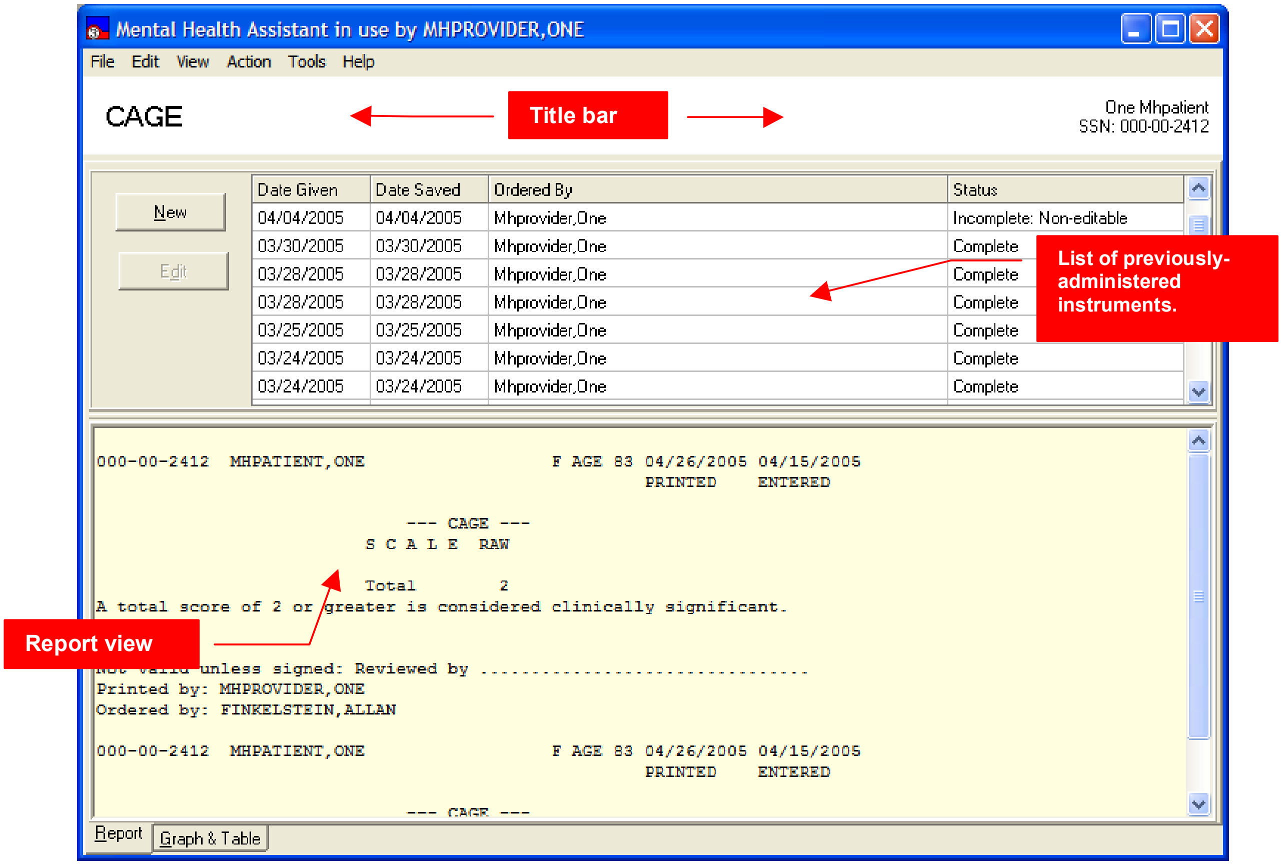
Single-Instrument Administrator Functions

Orientation

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

Using the Single-Instrument Administrator bypasses the MHA3 Main form and the Instrument Administrator and proceeding directly to administering the instrument.

Example: 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 accordingly.


Mental Health Assistant in use by MHPROVIDER,ONE
File
Edit
View
Action
Tools
Help
CAGE
Title bar
One Mhpatient
SSN: 000-00-2412
New
Edit
List of previously-administered instruments.
Report view
Report
Graph & Table

Date Given	Date Saved	Ordered By	Status
04/04/2005	04/04/2005	Mhprovider,One	Incomplete: Non-editable
03/30/2005	03/30/2005	Mhprovider,One	Complete
03/28/2005	03/28/2005	Mhprovider,One	Complete
03/28/2005	03/28/2005	Mhprovider,One	Complete
03/25/2005	03/25/2005	Mhprovider,One	Complete
03/24/2005	03/24/2005	Mhprovider,One	Complete
03/24/2005	03/24/2005	Mhprovider,One	Complete

```
000-00-2412  MHPATIENT,ONE                   F AGE 83 04/26/2005 04/15/2005
                                                      PRINTED     ENTERED


                              --- CAGE ---
                          S C A L E  RAW

                          Total         2
A total score of 2 or greater is considered clinically significant.


Not valid unless signed: Reviewed by ................................
Printed by: MHPROVIDER,ONE
Ordered by: FINKELSTEIN,ALLAN

000-00-2412  MHPATIENT,ONE                   F AGE 83 04/26/2005 04/15/2005
                                                      PRINTED     ENTERED


                              --- CAGE ---
```

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 MHA3. 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 MHA3 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.

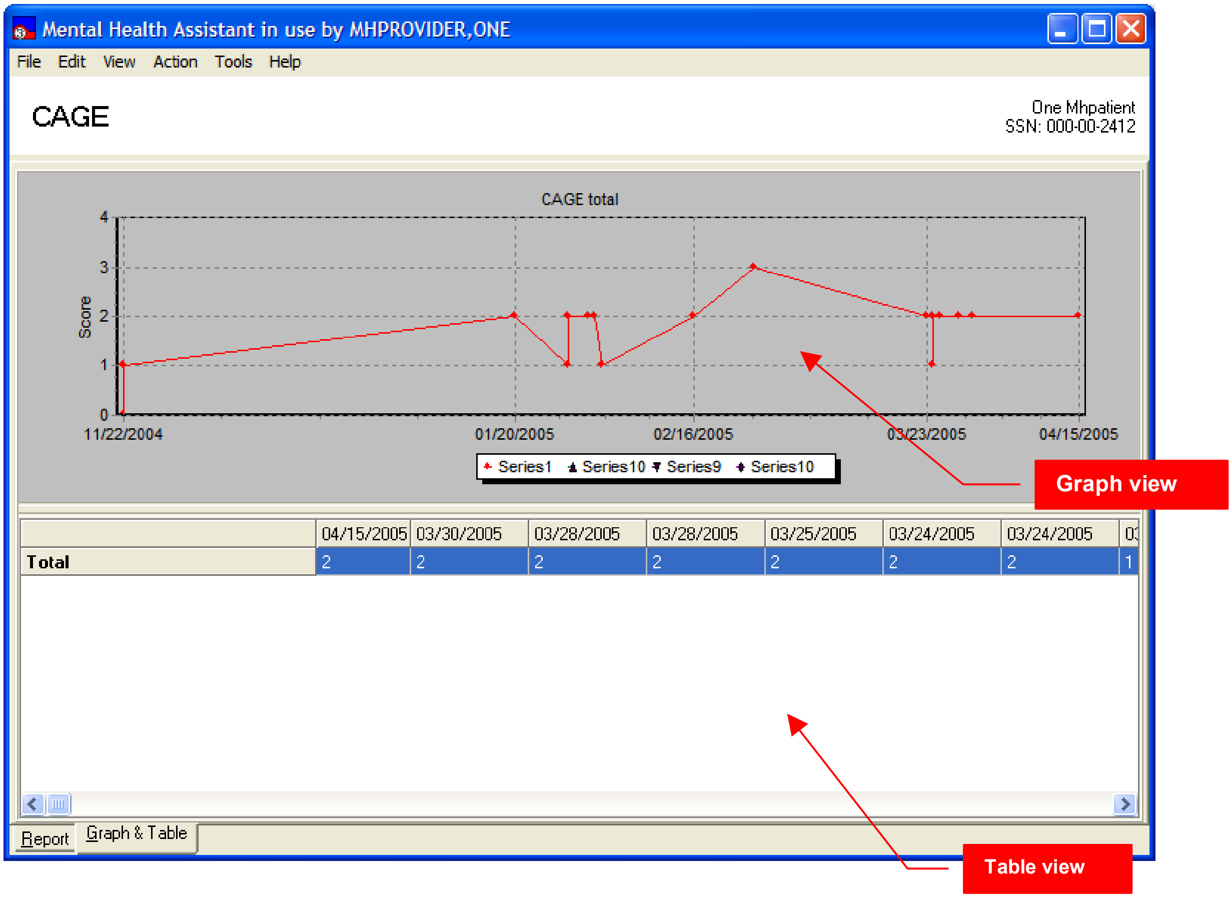
Edit Button

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 & Table

Graph View

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

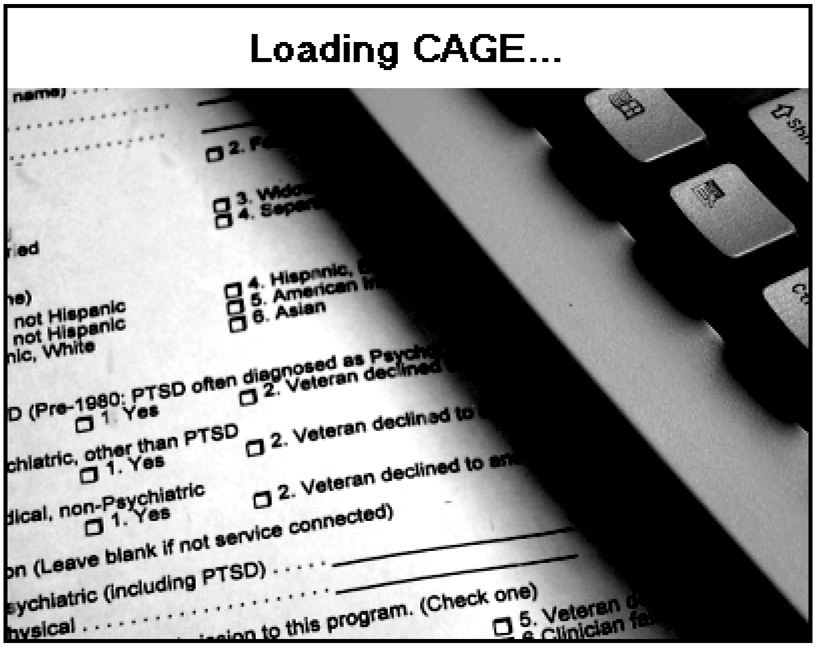

Mental Health Assistant in use by MHPROVIDER,ONE
File
Edit
View
Action
Tools
Help
CAGE
One Mhpatient
SSN: 000-00-2412
CAGE total
Score
4
3
2
1
0
11/22/2004
01/20/2005
02/16/2005
03/23/2005
04/15/2005
Series1
Series10
Series9
Series10
Graph view
Report
Graph & Table
Table view

	04/15/2005	03/30/2005	03/28/2005	03/28/2005	03/25/2005	03/24/2005	03/24/2005	0
Total	2	2	2	2	2	2	2	1

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.



Loading CAGE...

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.

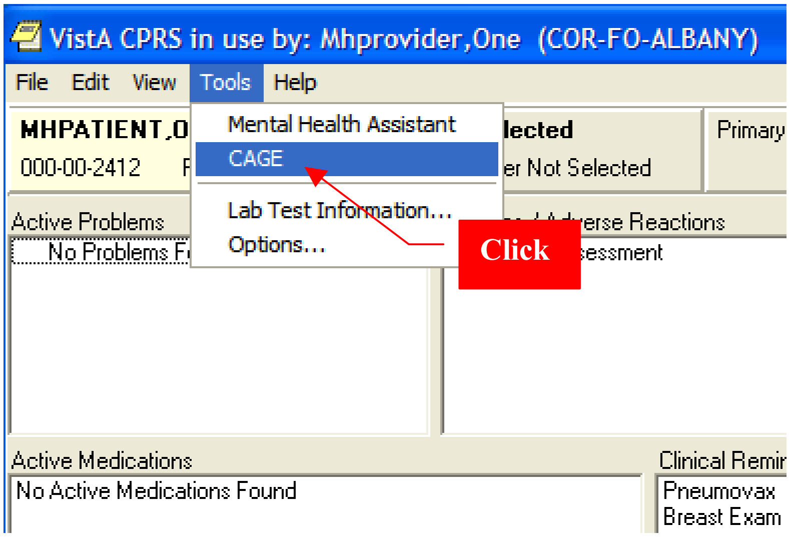
NOTE: If the instrument's name entry is missing from the Tools menu, users should contact their Clinical Applications Coordinator for assistance.

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.

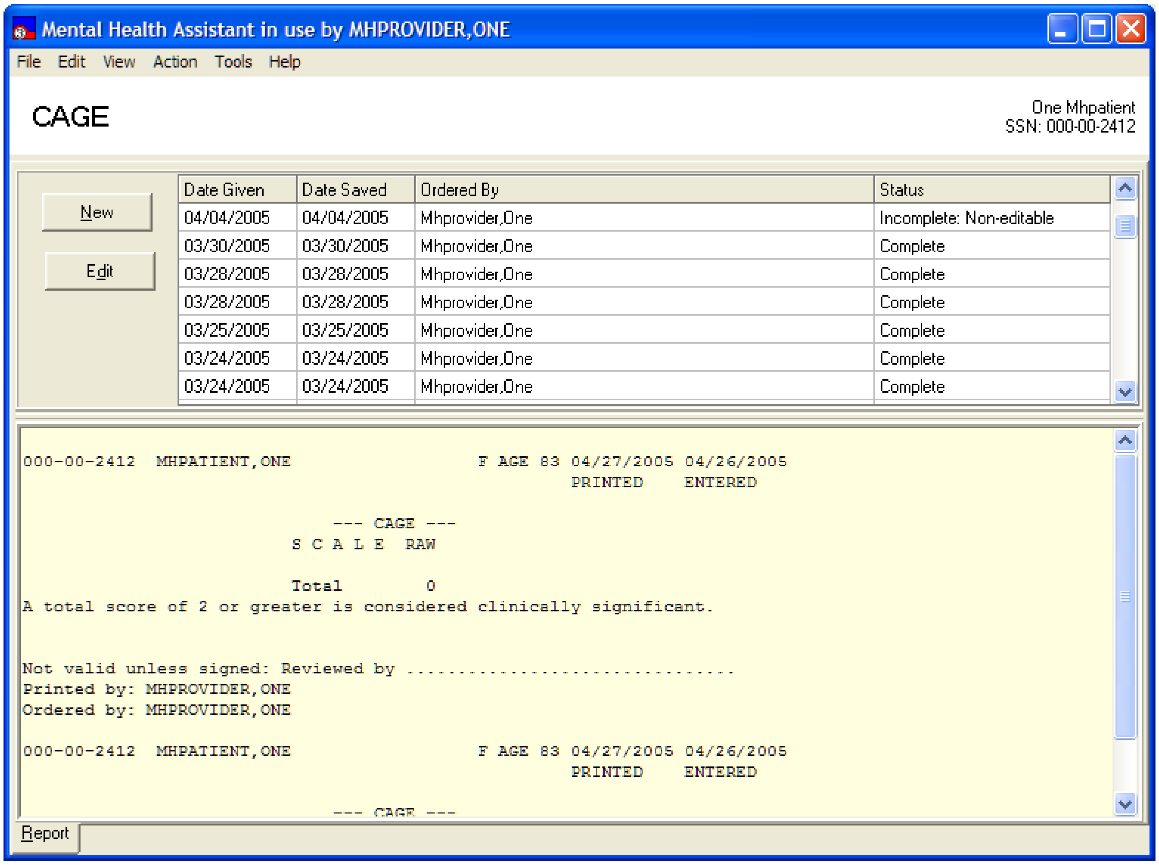
If CAGE starts normally, the "splash" form is displayed briefly, followed by the Single-Instrument Manager form, as shown below.

NOTE: If CAGE asks the user to logon to VistA again, users should contact their local IRM to inquire about the availability of Single Sign-on.

Example: The CAGE instrument type is started in the Single-Instrument Administrator.


VistA CPRS in use by: Mhprovider,One (COR-FO-ALBANY)
File
Edit
View
Tools
Help
MHPATIENT,O
000-00-2412
Mental Health Assistant
CAGE
Lab Test Information...
Options...
Click
lected
er Not Selected
Primary
Active Problems
No Problems F
erse Reactions
essment
Active Medications
No Active Medications Found
Clinical Remir
Pneumovax
Breast Exam

Example: The Single-Instrument Administrator form.

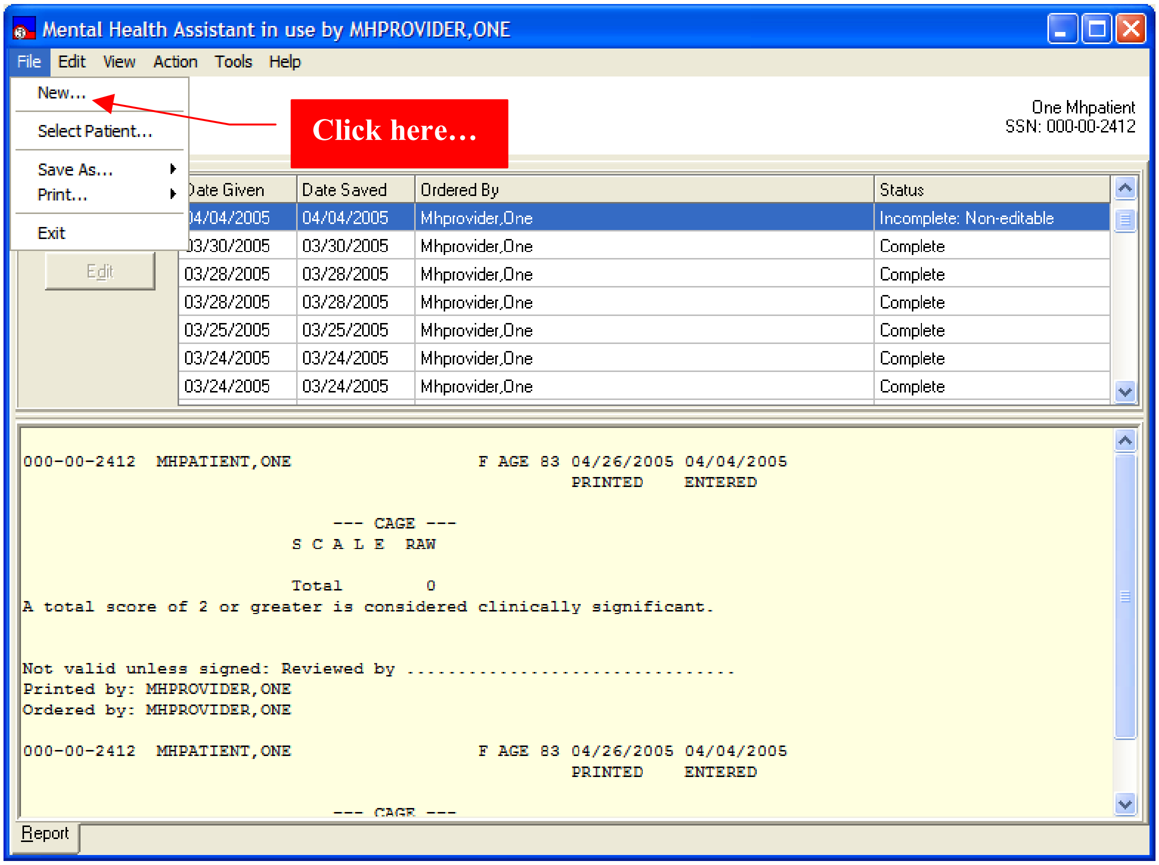

Mental Health Assistant in use by MHPROVIDER,ONE
File
Edit
View
Action
Tools
Help
CAGE
One Mhpatient
SSN: 000-00-2412
New
Edit
Report

Date Given	Date Saved	Ordered By	Status
04/04/2005	04/04/2005	Mhprovider,One	Incomplete: Non-editable
03/30/2005	03/30/2005	Mhprovider,One	Complete
03/28/2005	03/28/2005	Mhprovider,One	Complete
03/28/2005	03/28/2005	Mhprovider,One	Complete
03/25/2005	03/25/2005	Mhprovider,One	Complete
03/24/2005	03/24/2005	Mhprovider,One	Complete
03/24/2005	03/24/2005	Mhprovider,One	Complete

```
000-00-2412  MHPATIENT,ONE                  F AGE 83 04/27/2005 04/26/2005
                                                     PRINTED     ENTERED

                              --- CAGE ---
                          S C A L E  RAW

                          Total        0
A total score of 2 or greater is considered clinically significant.


Not valid unless signed: Reviewed by ................................
Printed by: MHPROVIDER,ONE
Ordered by: MHPROVIDER,ONE

000-00-2412  MHPATIENT,ONE                  F AGE 83 04/27/2005 04/26/2005
                                                     PRINTED     ENTERED

                              --- CAGE ---
```

Starting a New Administration

Example: To start a **new** administration, **click** on **File > New…** or **click** on the **New** button.

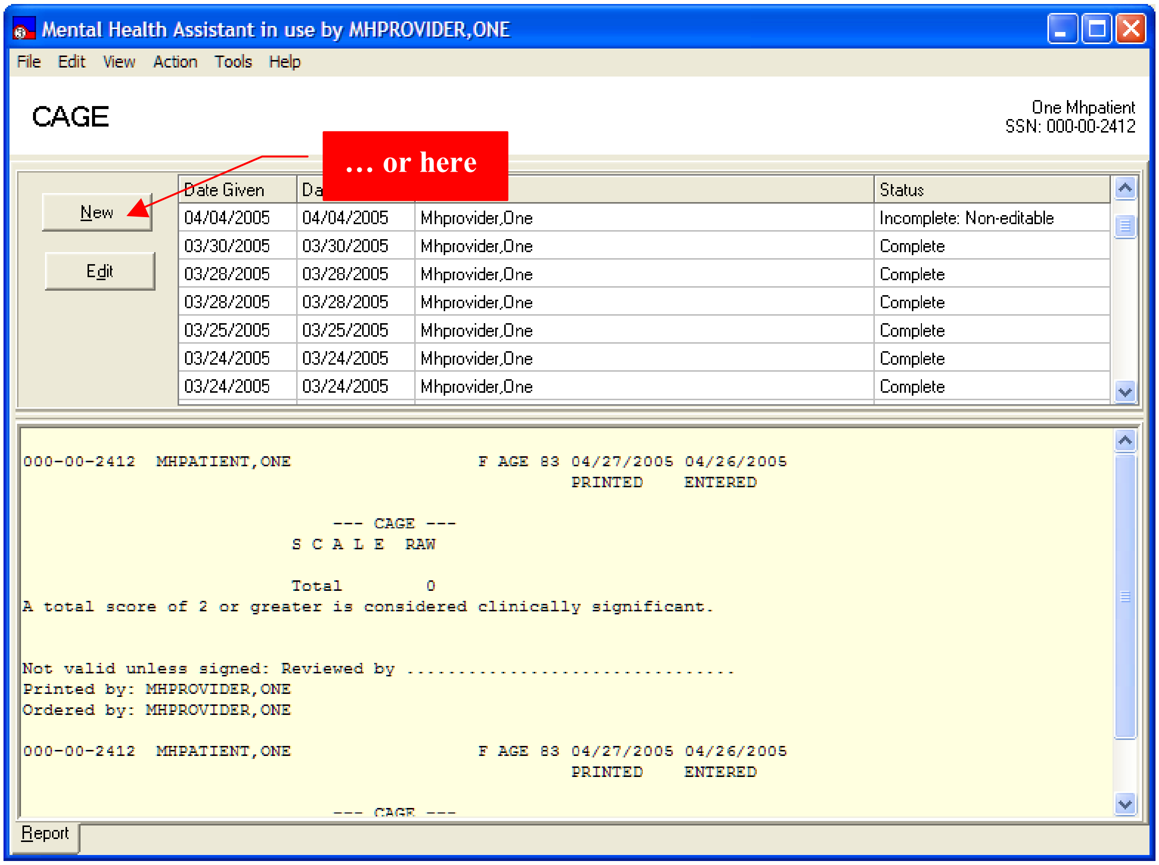

Mental Health Assistant in use by MHPROVIDER,ONE
File
Edit
View
Action
Tools
Help
New…
Select Patient…
Save As…
Print…
Exit
Click here…
Edit
Report

One Mhpatient
SSN: 000-00-2412

ate Given	Date Saved	Ordered By	Status
4/04/2005	04/04/2005	Mhprovider,One	Incomplete: Non-editable
3/30/2005	03/30/2005	Mhprovider,One	Complete
03/28/2005	03/28/2005	Mhprovider,One	Complete
03/28/2005	03/28/2005	Mhprovider,One	Complete
03/25/2005	03/25/2005	Mhprovider,One	Complete
03/24/2005	03/24/2005	Mhprovider,One	Complete
03/24/2005	03/24/2005	Mhprovider,One	Complete

```
000-00-2412  MHPATIENT,ONE                  F AGE 83 04/26/2005 04/04/2005
                                                     PRINTED    ENTERED


                              --- CAGE ---
                          S C A L E  RAW

                          Total        0
A total score of 2 or greater is considered clinically significant.


Not valid unless signed: Reviewed by ................................
Printed by: MHPROVIDER,ONE
Ordered by: MHPROVIDER,ONE

000-00-2412  MHPATIENT,ONE                  F AGE 83 04/26/2005 04/04/2005
                                                     PRINTED    ENTERED


                              --- CAGE ---
```

Example: The Instrument Administrator form for a single-type of instrument. This form combines the instrument Administrator and the Instrument Results Review functions on a single form.


Mental Health Assistant in use by MHPROVIDER,ONE
File Edit View Action Tools Help
New
Edit
Report

… or here

CAGE

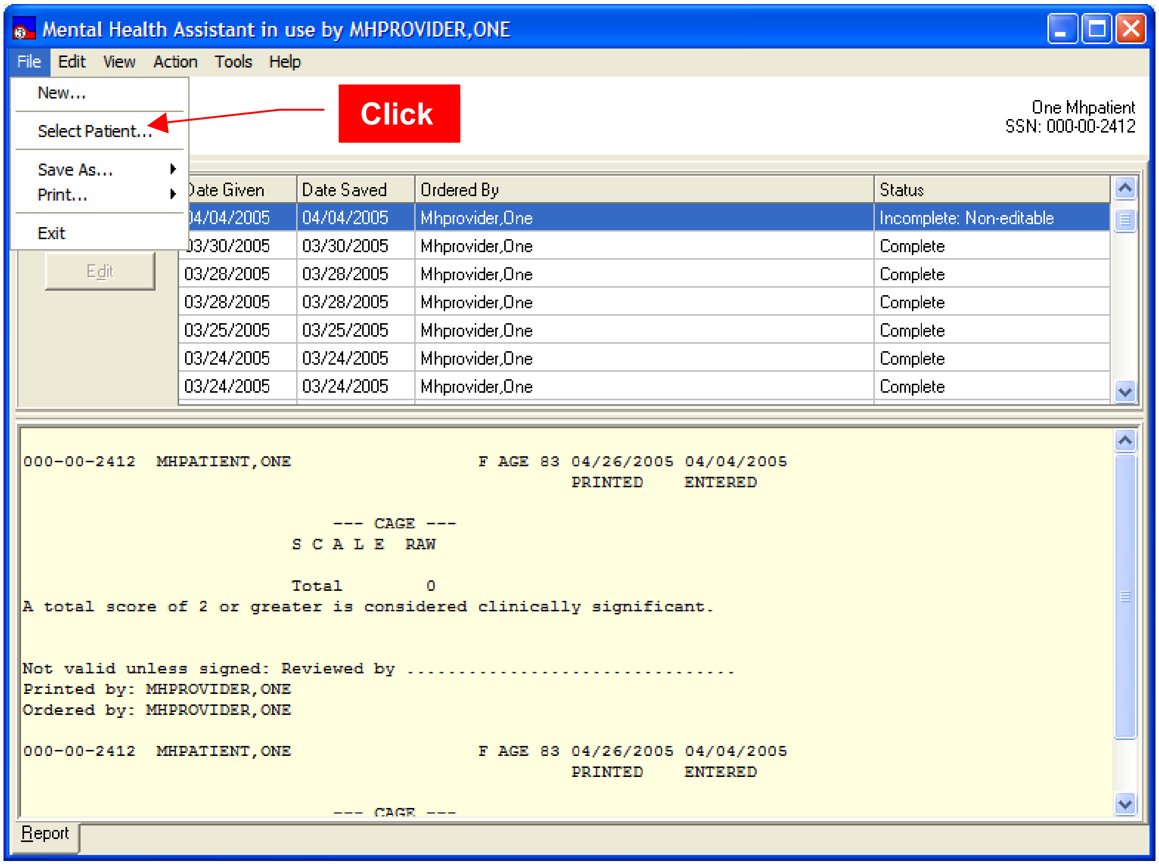
One Mhpatient
SSN: 000-00-2412

Date Given	Da		Status
04/04/2005	04/04/2005	Mhprovider,One	Incomplete: Non-editable
03/30/2005	03/30/2005	Mhprovider,One	Complete
03/28/2005	03/28/2005	Mhprovider,One	Complete
03/28/2005	03/28/2005	Mhprovider,One	Complete
03/25/2005	03/25/2005	Mhprovider,One	Complete
03/24/2005	03/24/2005	Mhprovider,One	Complete
03/24/2005	03/24/2005	Mhprovider,One	Complete

```
000-00-2412  MHPATIENT,ONE                  F AGE 83 04/27/2005 04/26/2005
                                                     PRINTED    ENTERED


                              --- CAGE ---
                          S C A L E  RAW

                          Total        0
A total score of 2 or greater is considered clinically significant.


Not valid unless signed: Reviewed by ................................
Printed by: MHPROVIDER,ONE
Ordered by: MHPROVIDER,ONE

000-00-2412  MHPATIENT,ONE                  F AGE 83 04/27/2005 04/26/2005
                                                     PRINTED    ENTERED


                              --- CAGE ---
```

Selecting Another Patient

Example: To select another patient, **click** on the **File > Select Patient…** menu item. The CPRS patient-selection dialog box is displayed and the user is able to select a different patient, after which the MHA patient synchronizes with the CPRS patient.


Mental Health Assistant in use by MHPROVIDER,ONE
File
Edit
View
Action
Tools
Help
New…
Select Patient…
Save As…
Print…
Exit
Click
Edit
Report

One Mhpatient
SSN: 000-00-2412

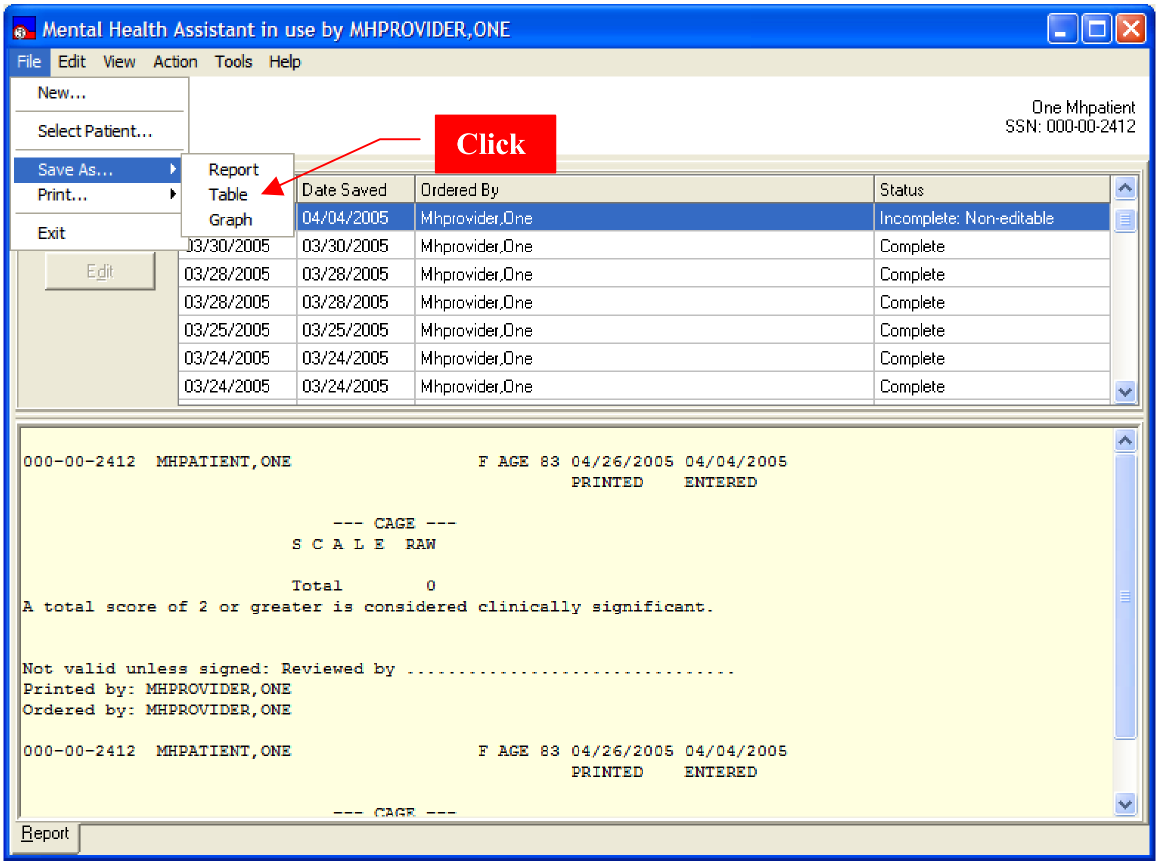
ate Given	Date Saved	Ordered By	Status
4/04/2005	04/04/2005	Mhprovider,One	Incomplete: Non-editable
3/30/2005	03/30/2005	Mhprovider,One	Complete
03/28/2005	03/28/2005	Mhprovider,One	Complete
03/28/2005	03/28/2005	Mhprovider,One	Complete
03/25/2005	03/25/2005	Mhprovider,One	Complete
03/24/2005	03/24/2005	Mhprovider,One	Complete
03/24/2005	03/24/2005	Mhprovider,One	Complete

```
000-00-2412  MHPATIENT,ONE                  F AGE 83 04/26/2005 04/04/2005
                                                     PRINTED    ENTERED


                              --- CAGE ---
                          S C A L E  RAW

                          Total        0
A total score of 2 or greater is considered clinically significant.


Not valid unless signed: Reviewed by ................................
Printed by: MHPROVIDER,ONE
Ordered by: MHPROVIDER,ONE

000-00-2412  MHPATIENT,ONE                  F AGE 83 04/26/2005 04/04/2005
                                                     PRINTED    ENTERED


                              --- CAGE ---
```

Saving a Graph, Report, or a 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 and Table” tab must be selected first.

Example: A Mental Health Assistant 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.

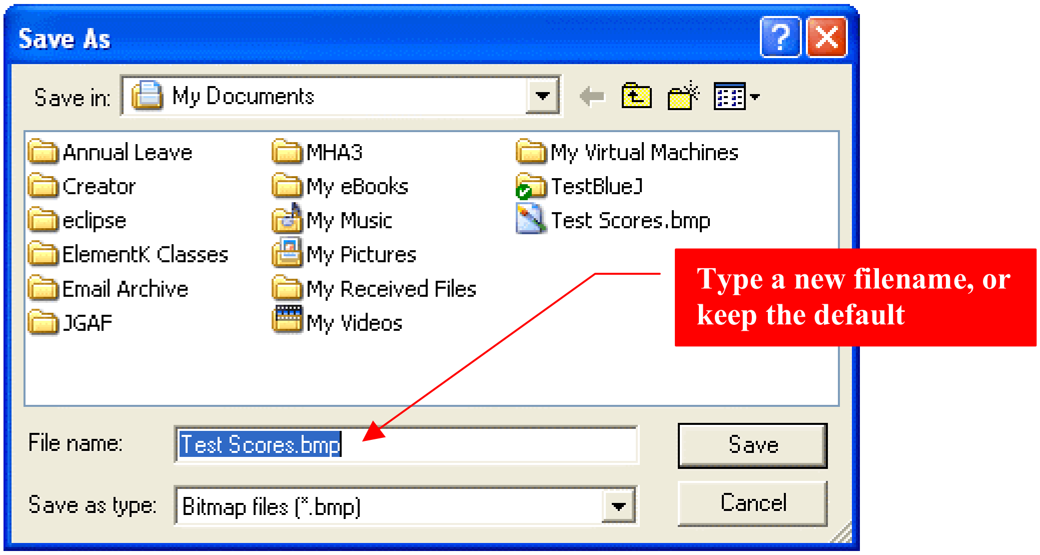

Mental Health Assistant in use by MHPROVIDER,ONE
File
Edit
View
Action
Tools
Help
New…
Select Patient…
Save As…
Print…
Exit
Report
Table
Graph
Click
Edit
Report

One Mhpatient
SSN: 000-00-2412

	Date Saved	Ordered By	Status
	04/04/2005	Mhprovider,One	Incomplete: Non-editable
03/30/2005	03/30/2005	Mhprovider,One	Complete
03/28/2005	03/28/2005	Mhprovider,One	Complete
03/28/2005	03/28/2005	Mhprovider,One	Complete
03/25/2005	03/25/2005	Mhprovider,One	Complete
03/24/2005	03/24/2005	Mhprovider,One	Complete
03/24/2005	03/24/2005	Mhprovider,One	Complete

```
000-00-2412   MHPATIENT,ONE                    F AGE 83 04/26/2005 04/04/2005
                                                        PRINTED     ENTERED


                                  --- CAGE ---
                              S C A L E  RAW

                              Total         0
A total score of 2 or greater is considered clinically significant.


Not valid unless signed: Reviewed by ................................
Printed by: MHPROVIDER,ONE
Ordered by: MHPROVIDER,ONE

000-00-2412   MHPATIENT,ONE                    F AGE 83 04/26/2005 04/04/2005
                                                        PRINTED     ENTERED

                                  --- CAGE ---
```

Example: Save As form.


Save As
Save in:
My Documents
Annual Leave
Creator
eclipse
ElementK Classes
Email Archive
JGAF
MHA3
My eBooks
My Music
My Pictures
My Received Files
My Videos
My Virtual Machines
TestBlueJ
Test Scores.bmp
Save
Cancel

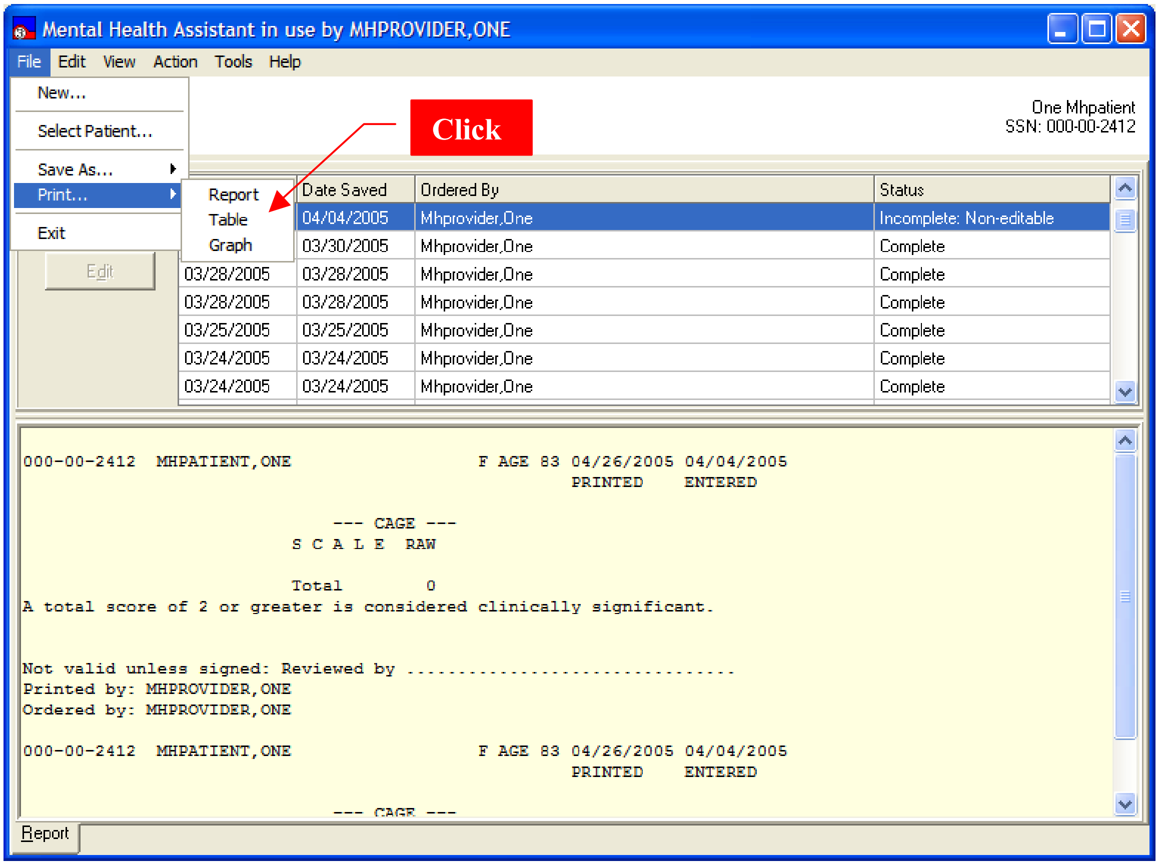
File name: Test Scores.bmp

Save as type: Bitmap files (*.bmp)

Type a new filename, or keep the default

Printing a Graph, Report, or Table

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


Mental Health Assistant in use by MHPROVIDER,ONE
File
Edit
View
Action
Tools
Help
New...
Select Patient...
Save As...
Print...
Exit
Report
Table
Graph
Click
Edit
Report

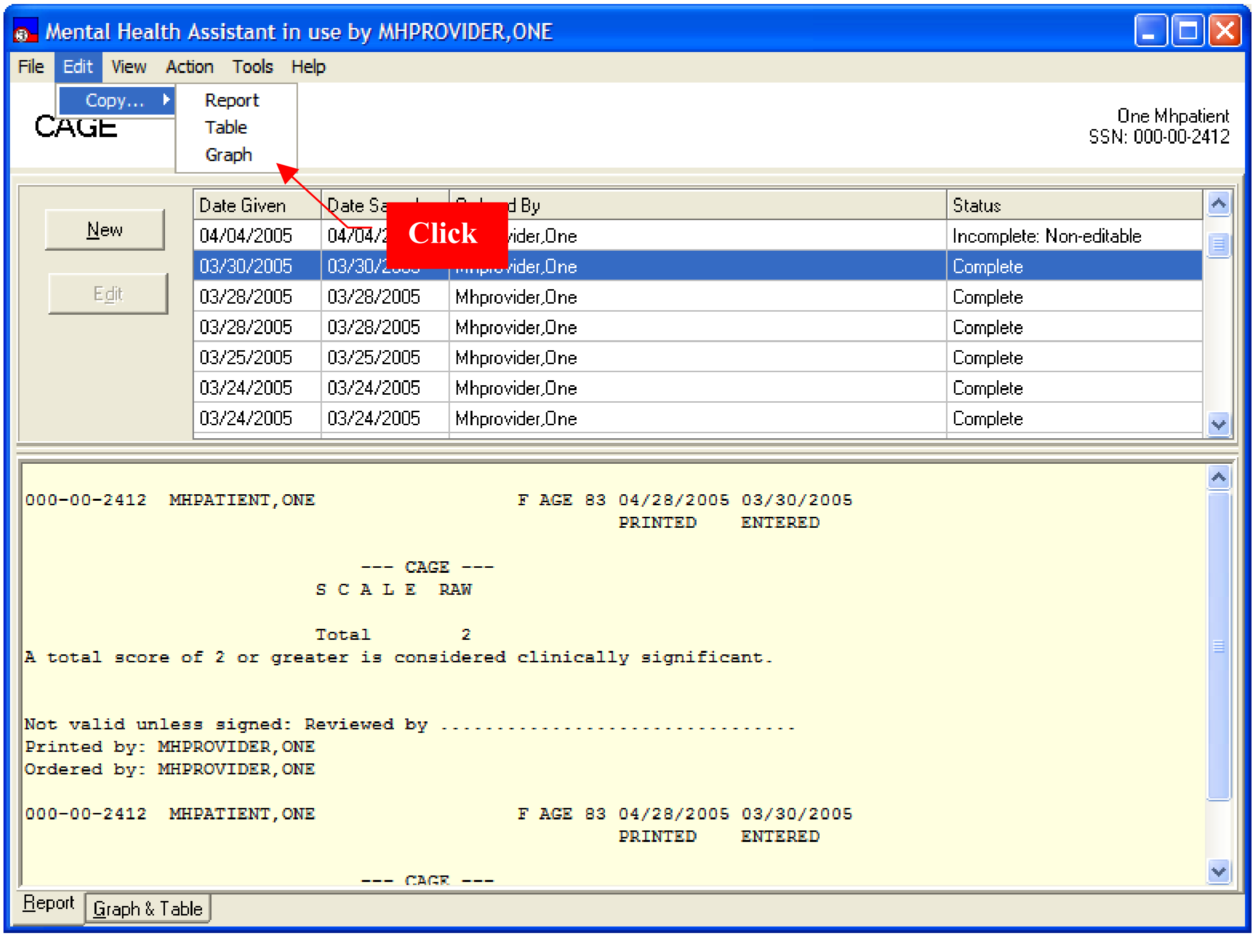
One Mhpatient
SSN: 000-00-2412

	Date Saved	Ordered By	Status
	04/04/2005	Mhprovider,One	Incomplete: Non-editable
	03/30/2005	Mhprovider,One	Complete
03/28/2005	03/28/2005	Mhprovider,One	Complete
03/28/2005	03/28/2005	Mhprovider,One	Complete
03/25/2005	03/25/2005	Mhprovider,One	Complete
03/24/2005	03/24/2005	Mhprovider,One	Complete
03/24/2005	03/24/2005	Mhprovider,One	Complete

```
000-00-2412   MHPATIENT,ONE                 F AGE 83 04/26/2005 04/04/2005
                                                     PRINTED     ENTERED


                              --- CAGE ---
                          S C A L E  RAW

                          Total         0
A total score of 2 or greater is considered clinically significant.


Not valid unless signed: Reviewed by ................................
Printed by: MHPROVIDER,ONE
Ordered by: MHPROVIDER,ONE

000-00-2412   MHPATIENT,ONE                 F AGE 83 04/26/2005 04/04/2005
                                                     PRINTED     ENTERED


                              --- CAGE ---
```

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

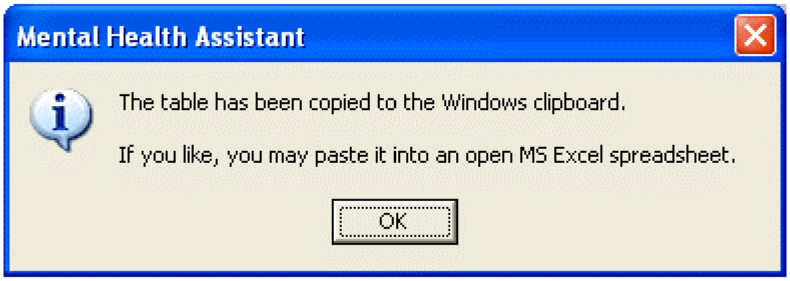
Example: To copy a report, graph or table to the Windows clipboard, click on **Edit > Copy** menu item and then click on Graph, Report or Table. A copy of the table, report or graph is sent to the Clipboard. The contents of the Clipboard can then be pasted onto an MS Word or Excel document.


Mental Health Assistant in use by MHPROVIDER,ONE
File
Edit
View
Action
Tools
Help
Copy...
Report
Table
Graph
CAGE
One Mhpatient
SSN: 000-00-2412
New
Edit
Click
Report
Graph & Table

Date Given	Date Sa	d By	Status
04/04/2005	04/04/2	vider,One	Incomplete: Non-editable
03/30/2005	03/30/2	vider,One	Complete
03/28/2005	03/28/2005	Mhprovider,One	Complete
03/28/2005	03/28/2005	Mhprovider,One	Complete
03/25/2005	03/25/2005	Mhprovider,One	Complete
03/24/2005	03/24/2005	Mhprovider,One	Complete
03/24/2005	03/24/2005	Mhprovider,One	Complete

```
000-00-2412  MHPATIENT,ONE                  F AGE 83 04/28/2005 03/30/2005
                                                     PRINTED    ENTERED


                                  --- CAGE ---
                              S C A L E  RAW

                              Total         2
A total score of 2 or greater is considered clinically significant.


Not valid unless signed: Reviewed by ................................
Printed by: MHPROVIDER,ONE
Ordered by: MHPROVIDER,ONE

000-00-2412  MHPATIENT,ONE                  F AGE 83 04/28/2005 03/30/2005
                                                     PRINTED    ENTERED


                                  --- CAGE ---
```

Example: The **Mental Health Assistant** message dialog box is display after copying to the clipboard.

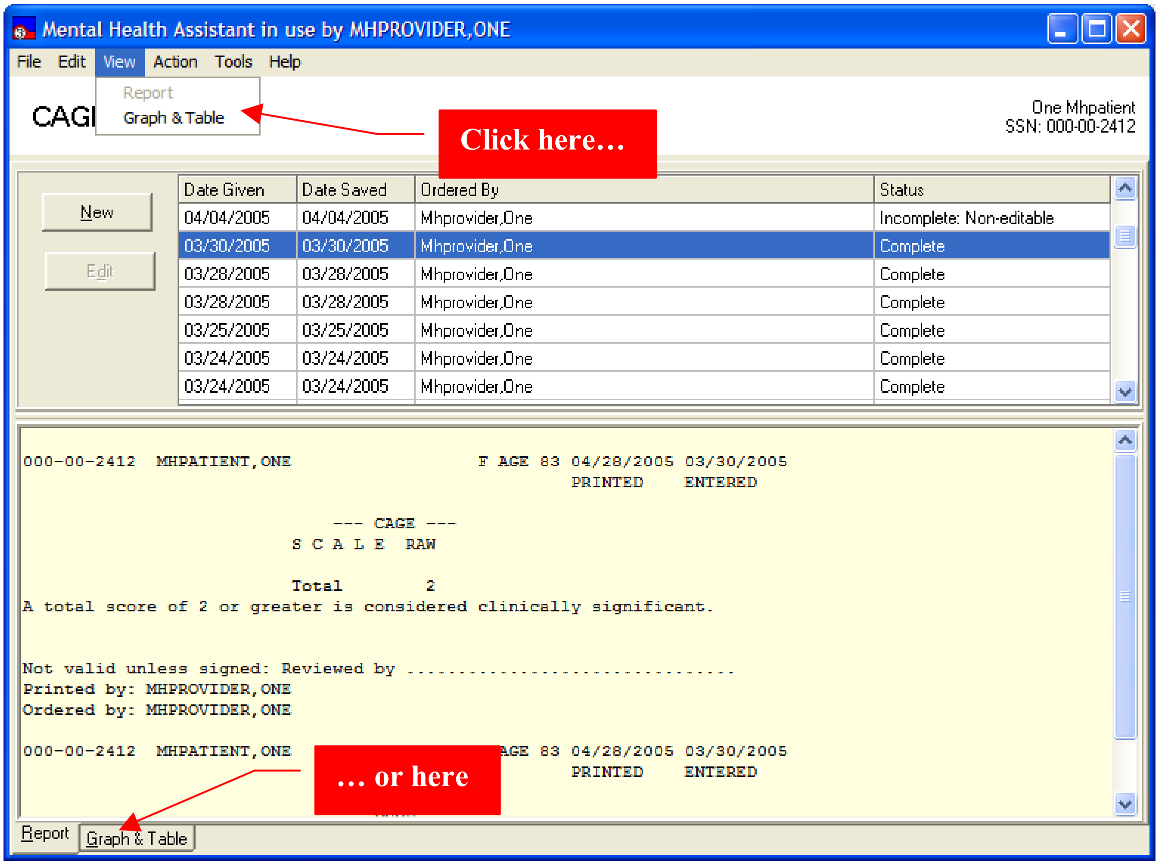

Mental Health Assistant
OK

The table has been copied to the Windows clipboard.

If you like, you may paste it into an open MS Excel spreadsheet.

Switching View from Reports to Graph &Table and Back

Example: To switch between views, **click** on **View > Reports** and **View > Graph & Table** to switch between views on the form. The navigation tabs at the bottom-left of the form serve the same purpose.


Mental Health Assistant in use by MHPROVIDER,ONE
File
Edit
View
Action
Tools
Help
CAGI
Report
Graph & Table
New
Edit
Report
Graph & Table

Click here…

One Mhpatient
SSN: 000-00-2412

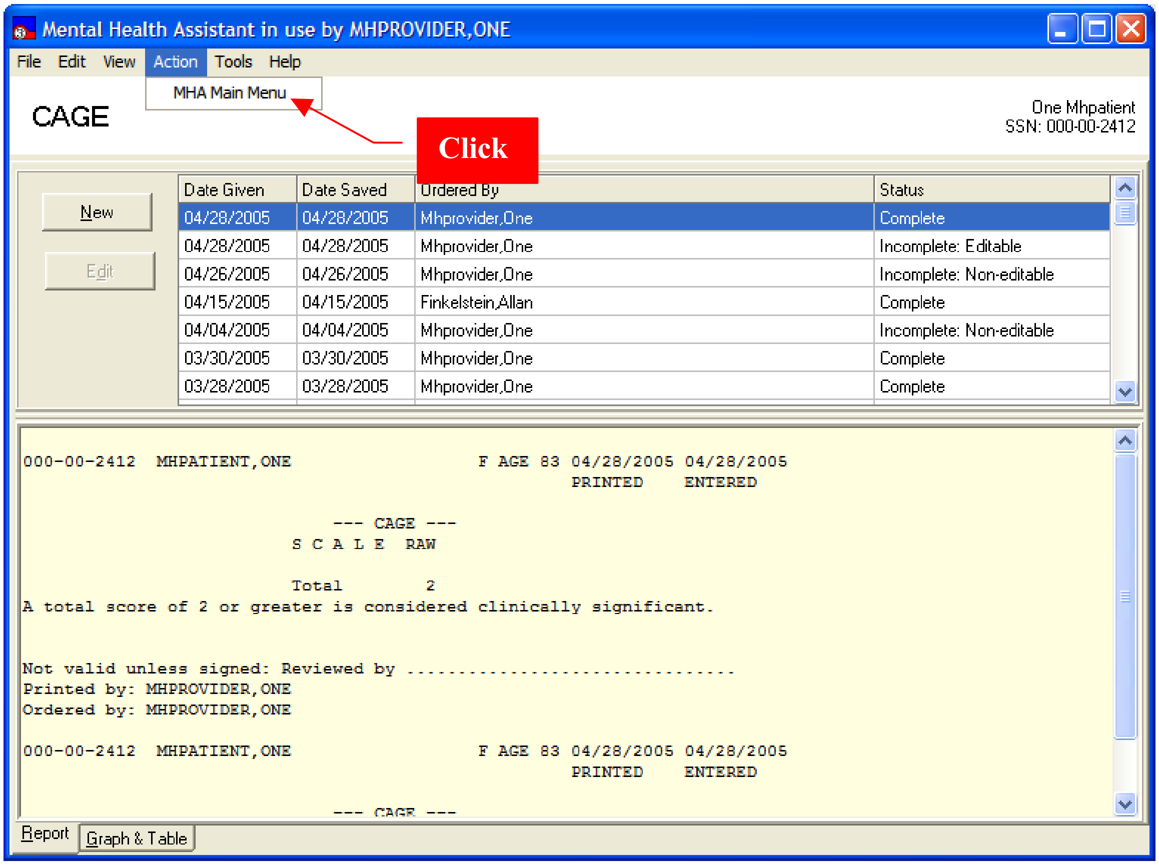
Date Given	Date Saved	Ordered By	Status
04/04/2005	04/04/2005	Mhprovider,One	Incomplete: Non-editable
03/30/2005	03/30/2005	Mhprovider,One	Complete
03/28/2005	03/28/2005	Mhprovider,One	Complete
03/28/2005	03/28/2005	Mhprovider,One	Complete
03/25/2005	03/25/2005	Mhprovider,One	Complete
03/24/2005	03/24/2005	Mhprovider,One	Complete
03/24/2005	03/24/2005	Mhprovider,One	Complete

```
000-00-2412   MHPATIENT,ONE                  F AGE 83 04/28/2005 03/30/2005
                                                      PRINTED     ENTERED


                                --- CAGE ---
                          S C A L E  RAW

                          Total        2
A total score of 2 or greater is considered clinically significant.


Not valid unless signed: Reviewed by ................................
Printed by: MHPROVIDER,ONE
Ordered by: MHPROVIDER,ONE

000-00-2412   MHPATIENT,ONE                  AGE 83 04/28/2005 03/30/2005
                                                      PRINTED     ENTERED
```

… or here

Switching to MHA3 Main Menu

Example: While the Single-Instrument Administrator initially bypasses MHA3 Main form, it offers a way to return to the Main form. **Click** on the **Action > MHA Main Menu** item.


Mental Health Assistant in use by MHPROVIDER,ONE
File
Edit
View
Action
Tools
Help
MHA Main Menu
Click
CAGE
One Mhpatient
SSN: 000-00-2412
New
Edit
Report
Graph & Table

Date Given	Date Saved	Ordered By	Status
04/28/2005	04/28/2005	Mhprovider,One	Complete
04/28/2005	04/28/2005	Mhprovider,One	Incomplete: Editable
04/26/2005	04/26/2005	Mhprovider,One	Incomplete: Non-editable
04/15/2005	04/15/2005	Finkelstein,Allan	Complete
04/04/2005	04/04/2005	Mhprovider,One	Incomplete: Non-editable
03/30/2005	03/30/2005	Mhprovider,One	Complete
03/28/2005	03/28/2005	Mhprovider,One	Complete

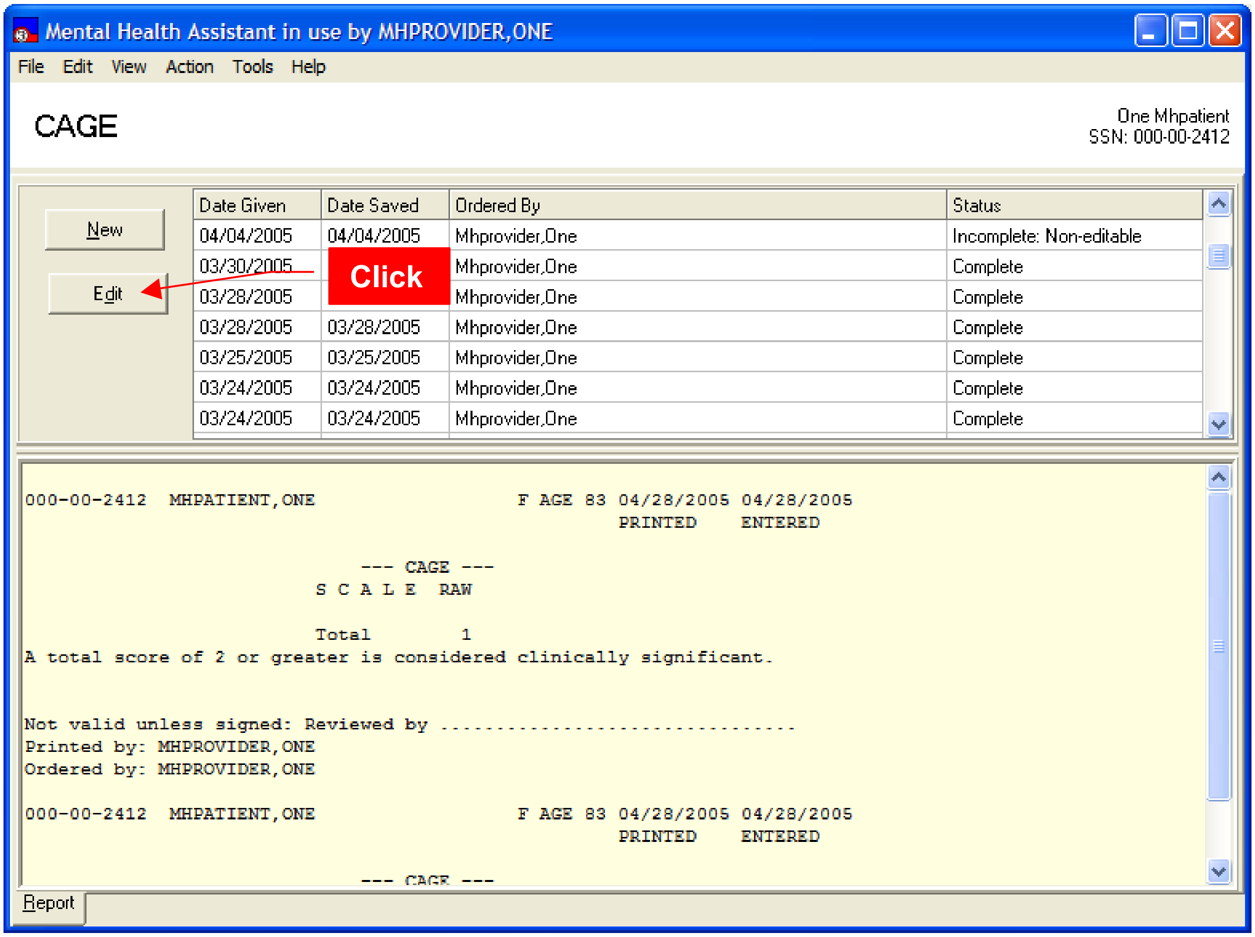
```
000-00-2412   MHPATIENT,ONE                  F AGE 83 04/28/2005 04/28/2005
                                                      PRINTED    ENTERED

                                    --- CAGE ---
                                S C A L E  RAW

                                Total         2
A total score of 2 or greater is considered clinically significant.


Not valid unless signed: Reviewed by ................................
Printed by: MHPROVIDER,ONE
Ordered by: MHPROVIDER,ONE

000-00-2412   MHPATIENT,ONE                  F AGE 83 04/28/2005 04/28/2005
                                                      PRINTED    ENTERED

                                    --- CAGE ---
```

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.

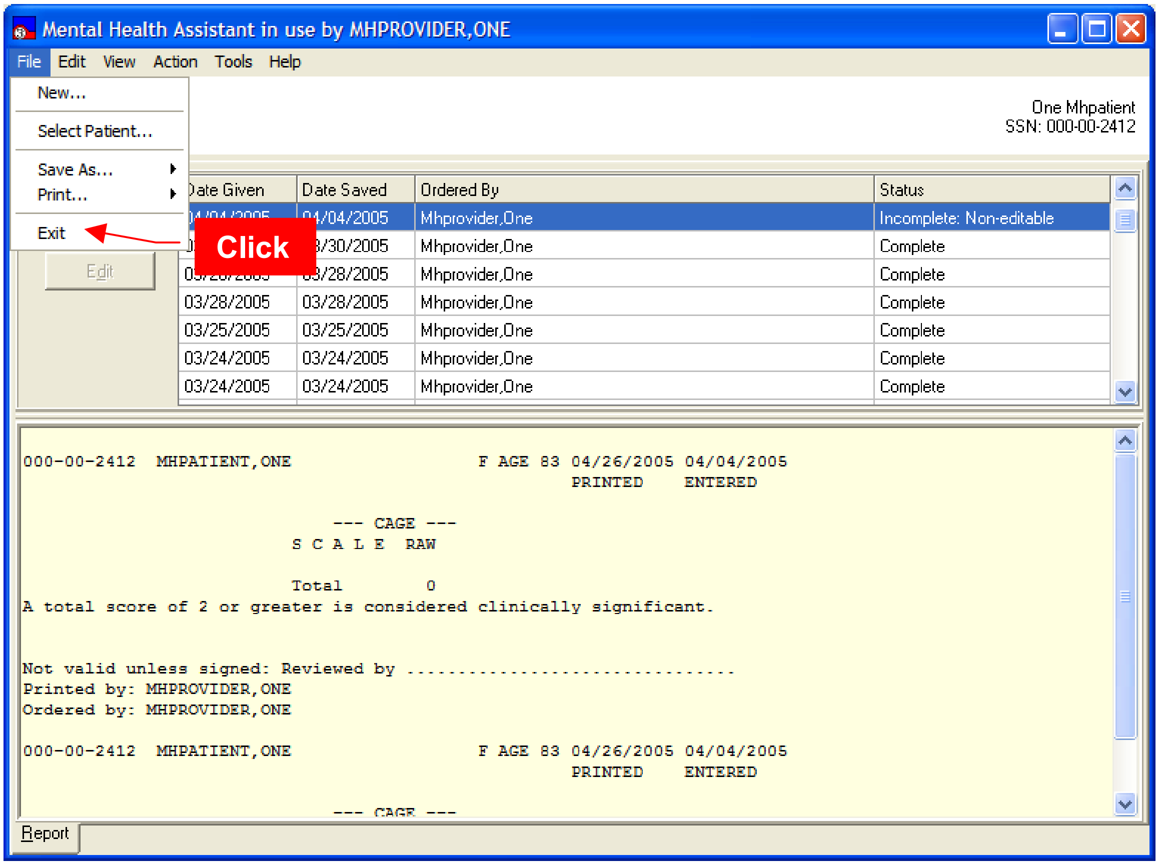

Mental Health Assistant in use by MHPROVIDER,ONE
File
Edit
View
Action
Tools
Help
CAGE
One Mhpatient
SSN: 000-00-2412
New
Edit
Click
Report

Date Given	Date Saved	Ordered By	Status
04/04/2005	04/04/2005	Mhprovider,One	Incomplete: Non-editable
03/30/2005		Mhprovider,One	Complete
03/28/2005		Mhprovider,One	Complete
03/28/2005	03/28/2005	Mhprovider,One	Complete
03/25/2005	03/25/2005	Mhprovider,One	Complete
03/24/2005	03/24/2005	Mhprovider,One	Complete
03/24/2005	03/24/2005	Mhprovider,One	Complete

```
000-00-2412  MHPATIENT,ONE                  F AGE 83 04/28/2005 04/28/2005
                                                     PRINTED     ENTERED


                              --- CAGE ---
                          S C A L E  RAW

                          Total        1
A total score of 2 or greater is considered clinically significant.


Not valid unless signed: Reviewed by ................................
Printed by: MHPROVIDER,ONE
Ordered by: MHPROVIDER,ONE

000-00-2412  MHPATIENT,ONE                  F AGE 83 04/28/2005 04/28/2005
                                                     PRINTED     ENTERED


                              --- CAGE ---
```

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 MHA3 Main form.


Mental Health Assistant in use by MHPROVIDER,ONE
File
Edit
View
Action
Tools
Help
New...
Select Patient...
Save As...
Print...
Exit
Click
Edit
Report

One Mhpatient
SSN: 000-00-2412

Date Given	Date Saved	Ordered By	Status
	04/04/2005	Mhprovider,One	Incomplete: Non-editable
	03/30/2005	Mhprovider,One	Complete
	03/28/2005	Mhprovider,One	Complete
03/28/2005	03/28/2005	Mhprovider,One	Complete
03/25/2005	03/25/2005	Mhprovider,One	Complete
03/24/2005	03/24/2005	Mhprovider,One	Complete
03/24/2005	03/24/2005	Mhprovider,One	Complete

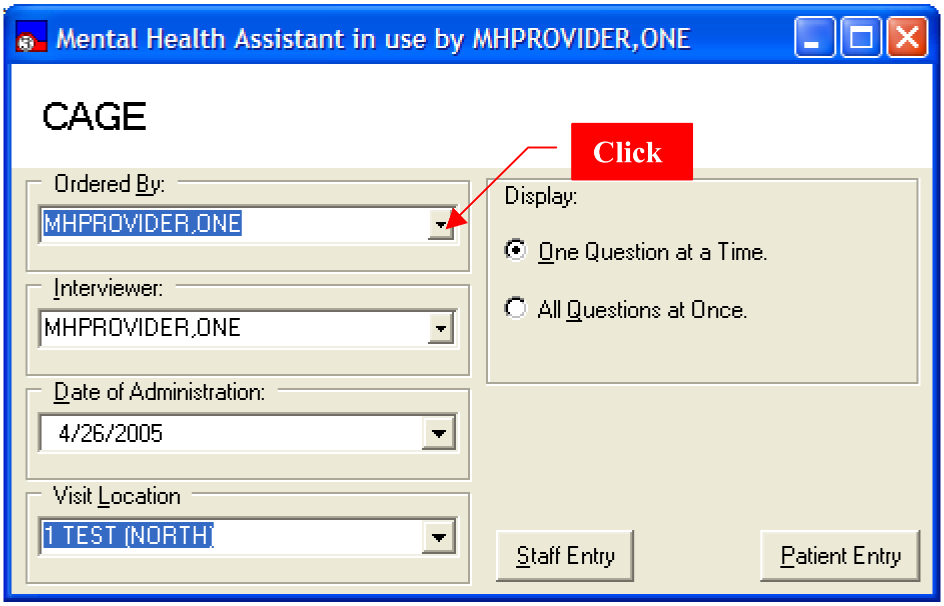
```
000-00-2412  MHPATIENT,ONE                    F AGE 83 04/26/2005 04/04/2005
                                                       PRINTED    ENTERED


                                --- CAGE ---
                            S C A L E  RAW

                            Total        0
A total score of 2 or greater is considered clinically significant.


Not valid unless signed: Reviewed by ................................
Printed by: MHPROVIDER,ONE
Ordered by: MHPROVIDER,ONE

000-00-2412  MHPATIENT,ONE                    F AGE 83 04/26/2005 04/04/2005
                                                       PRINTED    ENTERED


                                --- CAGE ---
```

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

To identify the Ordered By person:

1. **Click** on the Drop-Down List Box labeled **Instruments Ordered By.**
2. From the Ordered By list, select the name of the desired staff member.
3. The selection list folds up and the selected name is displayed in the box.
4. The **Ordered by** person will receive an email notification in VistA regarding this administration.

Example: The selected name also appears as the **Ordered By** person in all reports related to this administration. By default the current user's name is selected.



Ordered By: MHPROVIDER,ONE

Interviewer: MHPROVIDER,ONE

Date of Administration: 4/26/2005

Visit Location: 1 TEST (NORTH)

Display:

● One Question at a Time.

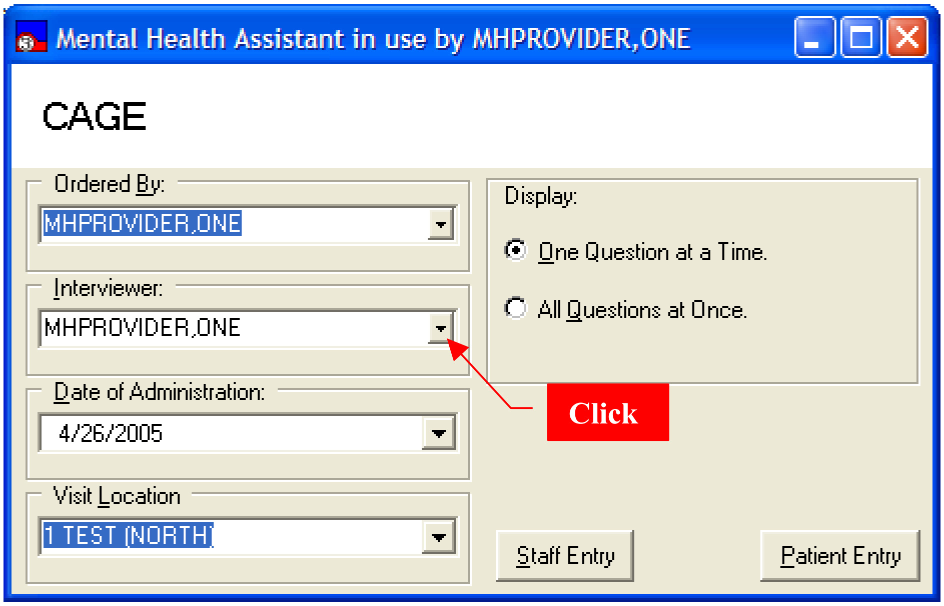
○ All Questions at Once.

Selecting a Person for Interviewer

To select an interviewer:

1. **Click** on the Drop-Down List Box labeled **Interviewer.**
2. Select your name from the list.
3. The Drop-Down List Box folds up and the selected name is displayed in the text box.

Example: By default, the current user's name is selected. The selected name also appears as the Interviewer or Printer person in all reports related to this administration.



Mental Health Assistant in use by MHPROVIDER,ONE

CAGE

Ordered By: MHPROVIDER,ONE

Interviewer: MHPROVIDER,ONE

Date of Administration: 4/26/2005

Visit Location: 1 TEST (NORTH)

Display:

● One Question at a Time.

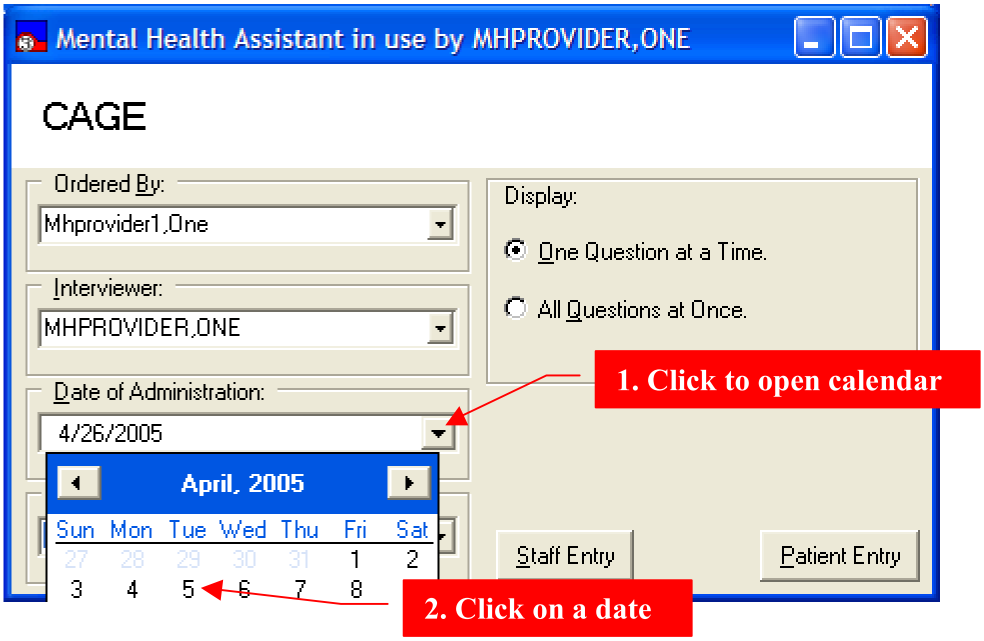
○ All Questions at Once.

Selecting Date of Administration

To select a date of administration:

1. Click on the Date-Picker labeled **Date of Administration.**
2. Select a random date from the calendar.
3. The Date-Picker folds up and the selected date is displayed in the box.

Example: By default, today's day is selected. The selected date also appears as the date in all reports related to this administration.



Mental Health Assistant in use by MHPROVIDER,ONE

CAGE

Ordered By: Mhprovider1,One

Interviewer: MHPROVIDER,ONE

Date of Administration: 4/26/2005

Display:
● One Question at a Time.
○ All Questions at Once.

1. Click to open calendar

2. Click on a date

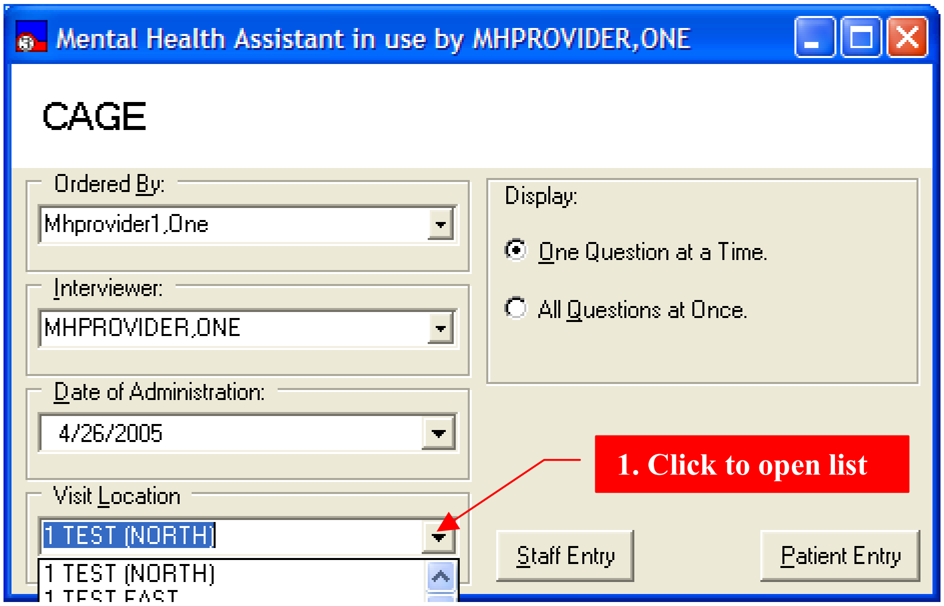
April, 2005
Sun Mon Tue Wed Thu Fri Sat
27 28 29 30 31 1 2
3 4 5 6 7 8
Staff Entry
Patient Entry

Selecting Visit Location

To select a Visit Location:

1. **Click** on the Drop-Down List Box labeled **Visit Location.**
2. Select the desired location from the list.
3. The Drop-Down List Box folds up and the selected location is displayed in the box.

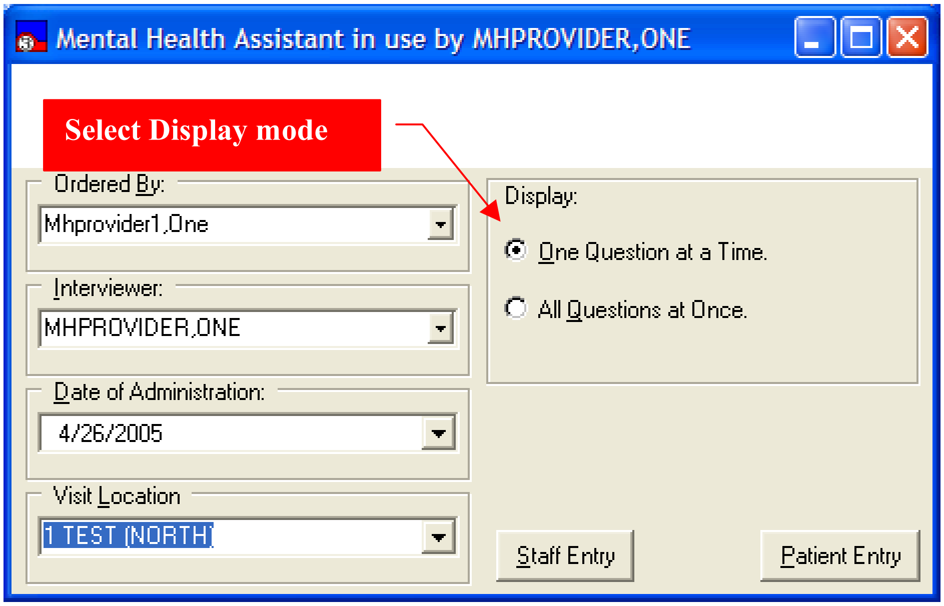
Example: The selected location also appears as the location in all reports related to this administration.


Mental Health Assistant in use by MHPROVIDER,ONE
CAGE
Ordered By:
Mhprovider1,One
Interviewer:
MHPROVIDER,ONE
Date of Administration:
4/26/2005
Visit Location
1 TEST (NORTH)
1 TEST (NORTH)
1 TEST EAST
Display:
One Question at a Time.
All Questions at Once.
Staff Entry
Patient Entry

1. Click to open list

Selecting Display Mode for Data Entry

Example: To select a Display mode, click on One Question at a Time display mode or click on All Questions at Once display mode. The Display mode Option Button is checked based on selection made.


Mental Health Assistant in use by MHPROVIDER,ONE
Select Display mode
Staff Entry
Patient Entry

Ordered By: Mhprovider1,One

Interviewer: MHPROVIDER,ONE

Date of Administration: 4/26/2005

Visit Location: 1 TEST (NORTH)

Display:

● One Question at a Time.

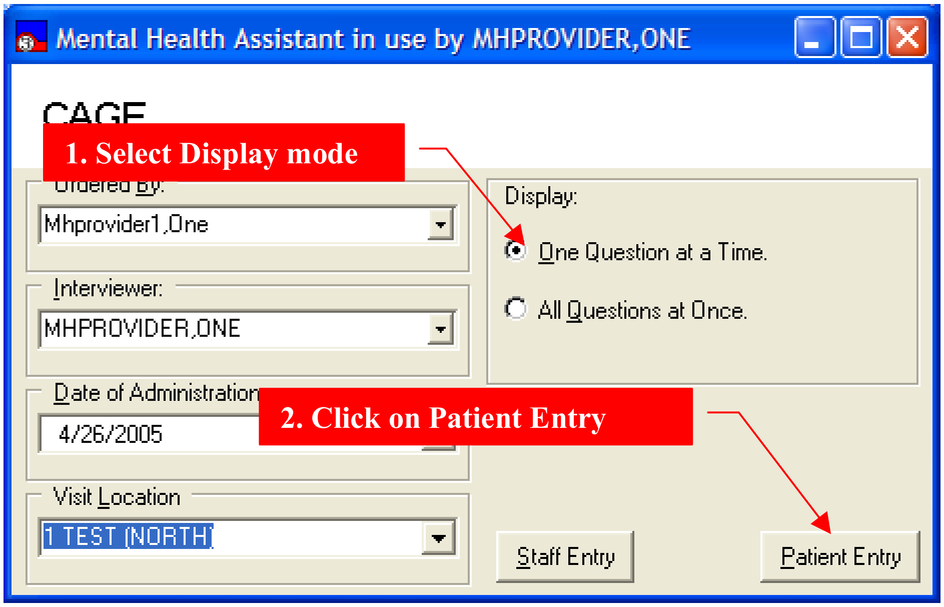
○ All Questions at Once.

Selecting Patient Entry Data Entry Mode

To select Patient Entry mode:

1. **Click** on a Display mode
2. **Click** on Patient Entry button
3. **Click** on Yes to first warning message
4. **Click** on OK to second warning message

Example: The **Single-Question** form or the **All-Questions** form is displayed, depending on which button was clicked.



Mental Health Assistant in use by MHPROVIDER,ONE

CAGE

Ordered By: Mhprovider1,One

Interviewer: MHPROVIDER,ONE

Date of Administration: 4/26/2005

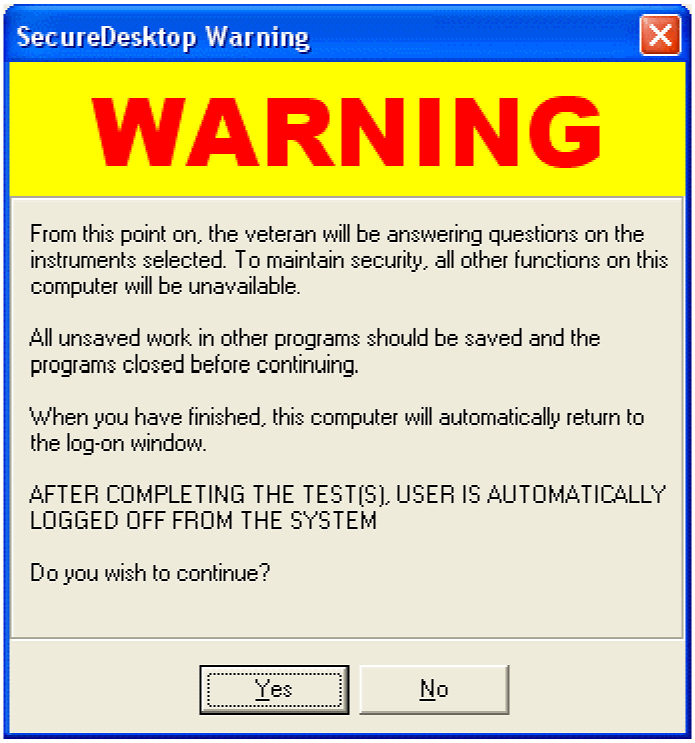
Visit Location: 1 TEST (NORTH)

Display:
● One Question at a Time.
○ All Questions at Once.

1. Select Display mode

2. Click on Patient Entry

Example: Any time that **Patient Entry** mode is invoked, two warning messages are displayed. These messages are an indication that SecureDesktop is about to be activated. SecureDesktop warning #1.



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.

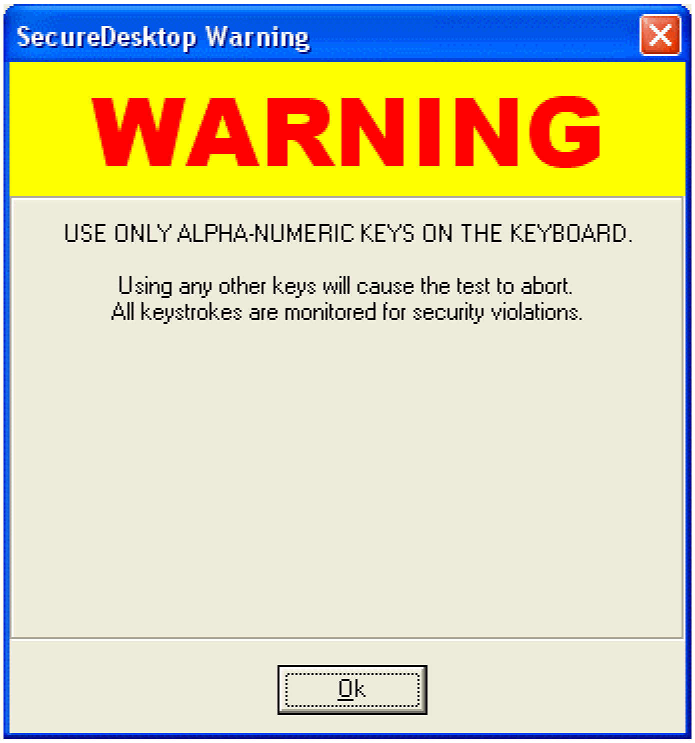
All unsaved work in other programs should be saved and the programs closed before continuing.

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?

Example: SecureDesktop warning #2.

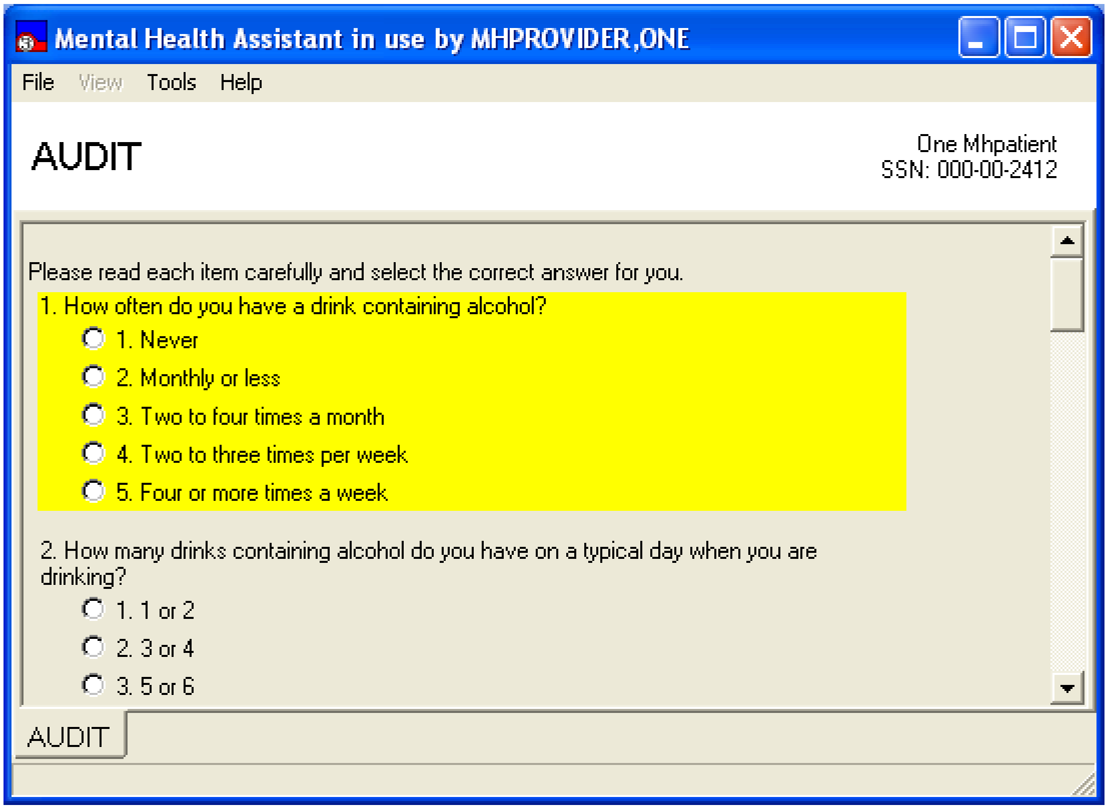

SecureDesktop Warning
WARNING
Ok

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.

Example: “Single-question” data-entry form.

Example: “All-questions” data-entry form.


Mental Health Assistant in use by MHPROVIDER,ONE
File View Tools Help

AUDIT

One Mhpatient
SSN: 000-00-2412

Please read each item carefully and select the correct answer for you.

1. How often do you have a drink containing alcohol?
   - ○ 1. Never
   - ○ 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

2. How many drinks containing alcohol do you have on a typical day when you are drinking?
   - ○ 1. 1 or 2
   - ○ 2. 3 or 4
   - ○ 3. 5 or 6

AUDIT

Selecting Staff Entry Data Entry Mode

To select Staff Entry mode:

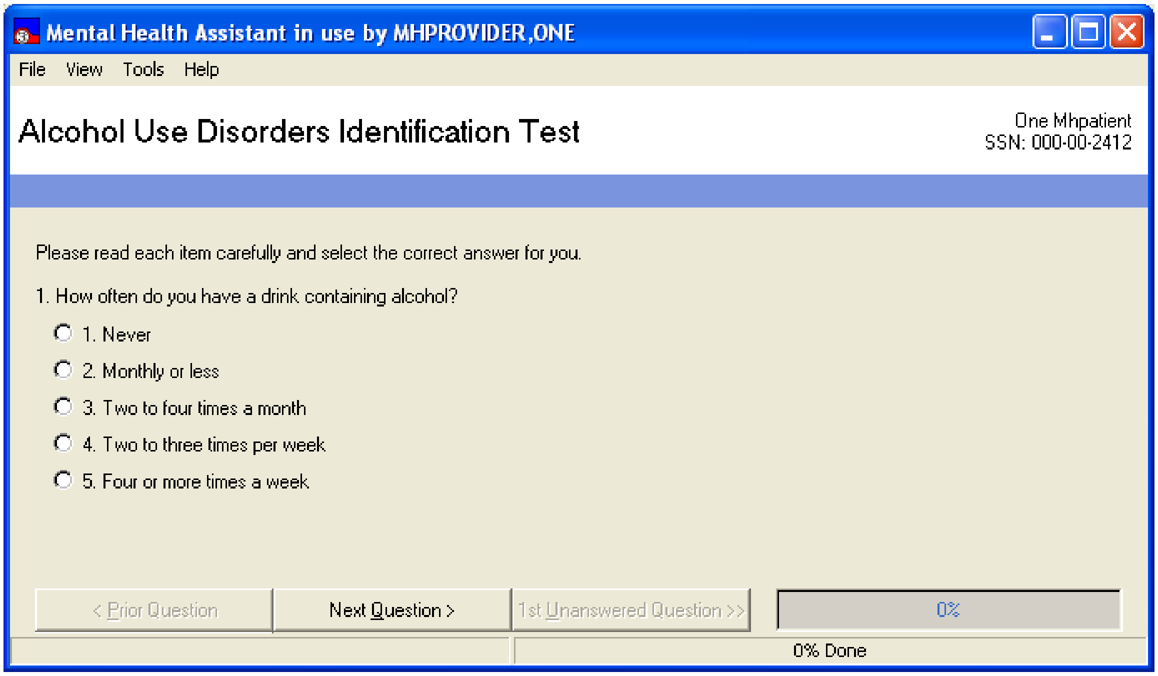
1. **Click** on **a** display mode.
2. **Click** on **Staff Entry** button.

Example: The **Single- Question** form or the **All-Questions** form is displayed, depending on which button was clicked.

1. Select Display mode

2. Click on Staff Entry mode

Example: “Single-Question” data-entry form.


Mental Health Assistant in use by MHPROVIDER,ONE
File View Tools Help
< Prior Question
Next Question >
1st Unanswered Question >>
0%
0% Done

Alcohol Use Disorders Identification Test

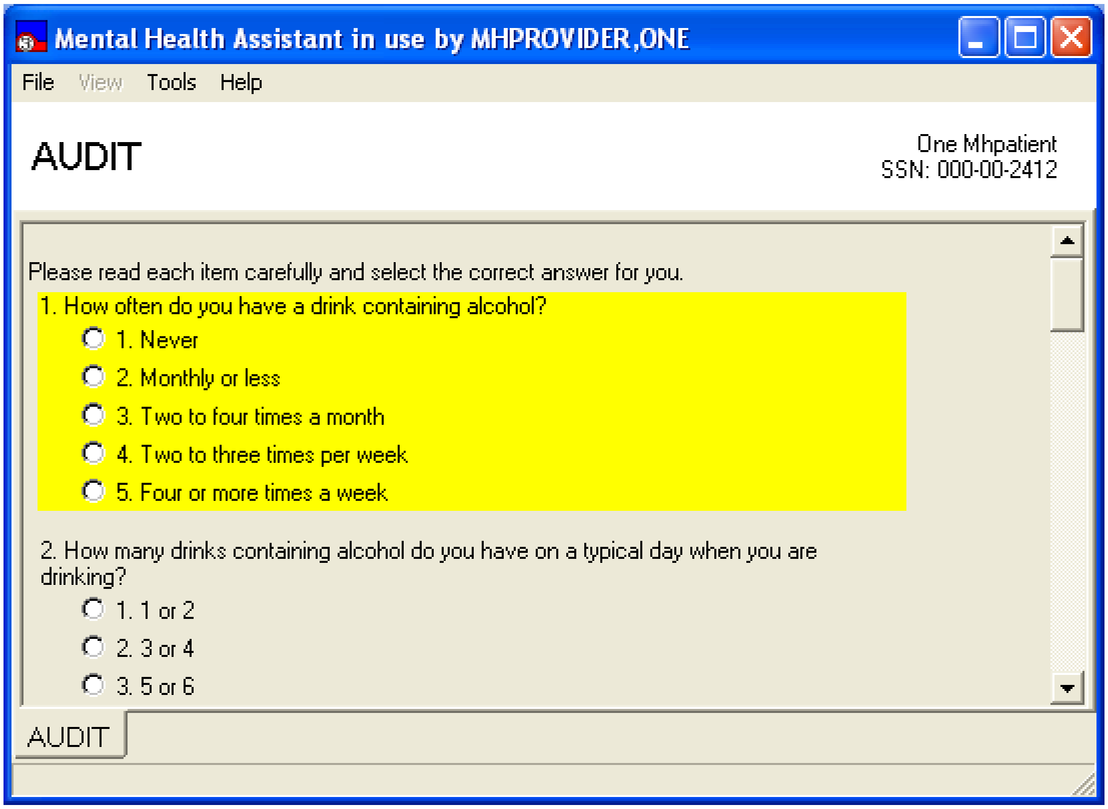
One Mhpatient
SSN: 000-00-2412

Please read each item carefully and select the correct answer for you.

1. How often do you have a drink containing alcohol?

○ 1. Never
○ 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

Example: All-questions data-entry form.



Mental Health Assistant in use by MHPROVIDER,ONE
File
View
Tools
Help

AUDIT

One Mhpatient
SSN: 000-00-2412

Please read each item carefully and select the correct answer for you.

1. How often do you have a drink containing alcohol?
   - ○ 1. Never
   - ○ 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

2. How many drinks containing alcohol do you have on a typical day when you are drinking?
   - ○ 1. 1 or 2
   - ○ 2. 3 or 4
   - ○ 3. 5 or 6

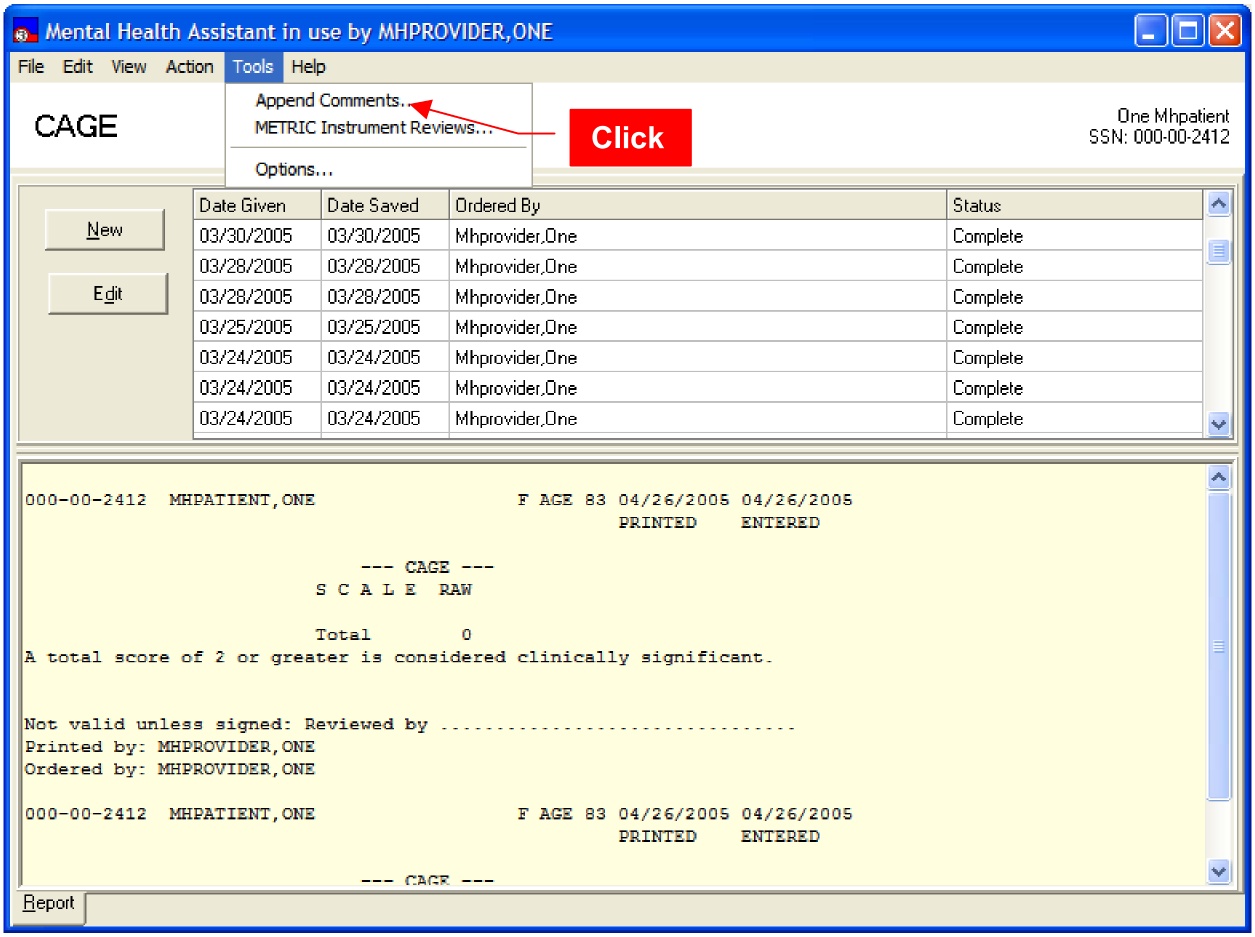
AUDIT

Appending Comments to an Existing Record

To append a comment to an existing record:

1. **Click** on **Tools** > **Append comments**… menu item
2. The Comments Editor Form is displayed
3. Type a new comment in the Comments Editor
4. Click on File > Save Comment in the Comments Editor menu
5. Click on File > Exit, to close Comments Editor
6. Comment appears appended to the administration's report text

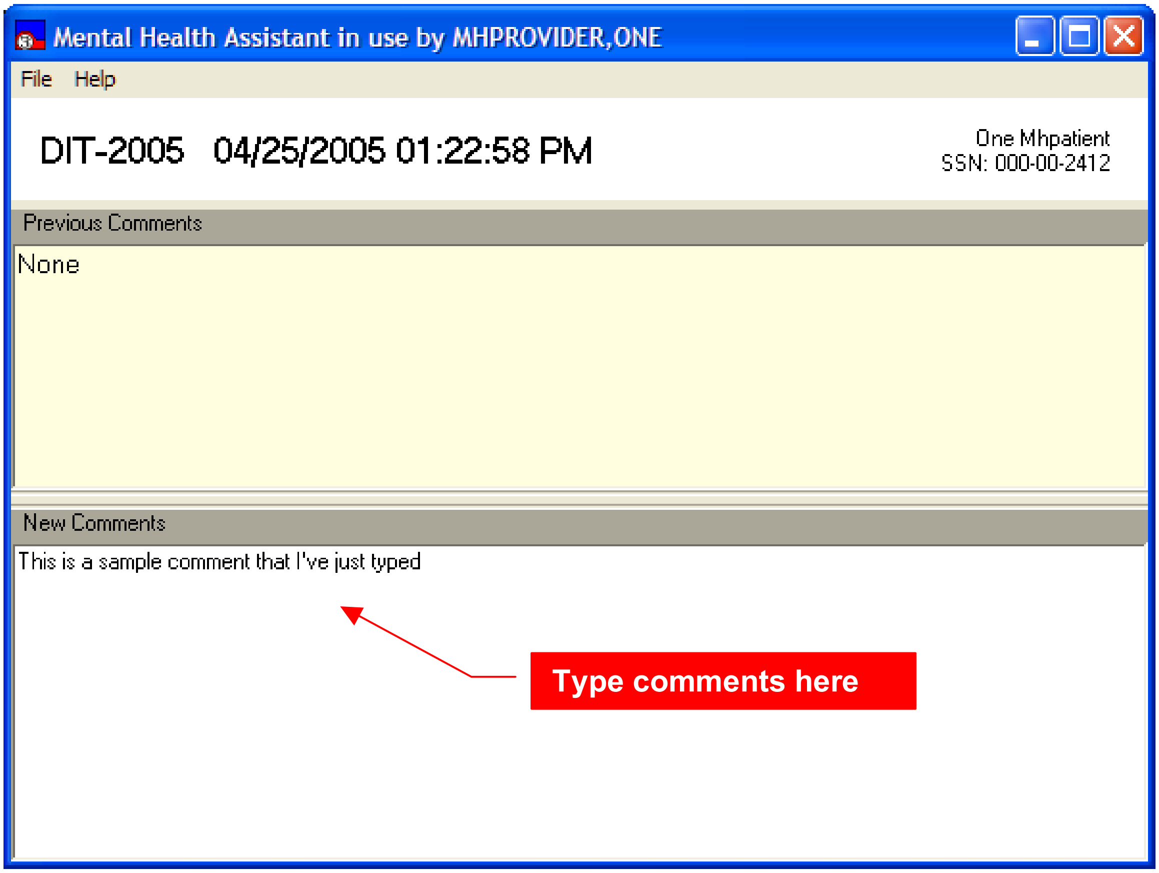
Example: Mental Health Assistant Main Menu form.


Mental Health Assistant in use by MHPROVIDER,ONE
File
Edit
View
Action
Tools
Help
Append Comments...
METRIC Instrument Reviews...
Options...
Click
CAGE
One Mhpatient
SSN: 000-00-2412
New
Edit
Report

Date Given	Date Saved	Ordered By	Status
03/30/2005	03/30/2005	Mhprovider,One	Complete
03/28/2005	03/28/2005	Mhprovider,One	Complete
03/28/2005	03/28/2005	Mhprovider,One	Complete
03/25/2005	03/25/2005	Mhprovider,One	Complete
03/24/2005	03/24/2005	Mhprovider,One	Complete
03/24/2005	03/24/2005	Mhprovider,One	Complete
03/24/2005	03/24/2005	Mhprovider,One	Complete

```
000-00-2412   MHPATIENT,ONE                    F AGE 83 04/26/2005 04/26/2005
                                                        PRINTED     ENTERED


                                 --- CAGE ---
                             S C A L E  RAW

                             Total        0
A total score of 2 or greater is considered clinically significant.


Not valid unless signed: Reviewed by ................................
Printed by: MHPROVIDER,ONE
Ordered by: MHPROVIDER,ONE

000-00-2412   MHPATIENT,ONE                    F AGE 83 04/26/2005 04/26/2005
                                                        PRINTED     ENTERED


                                 --- CAGE ---
```

Example: Comments Editor Form.


Mental Health Assistant in use by MHPROVIDER,ONE
File
Help

DIT-2005 04/25/2005 01:22:58 PM

One Mhpatient
SSN: 000-00-2412

Previous Comments

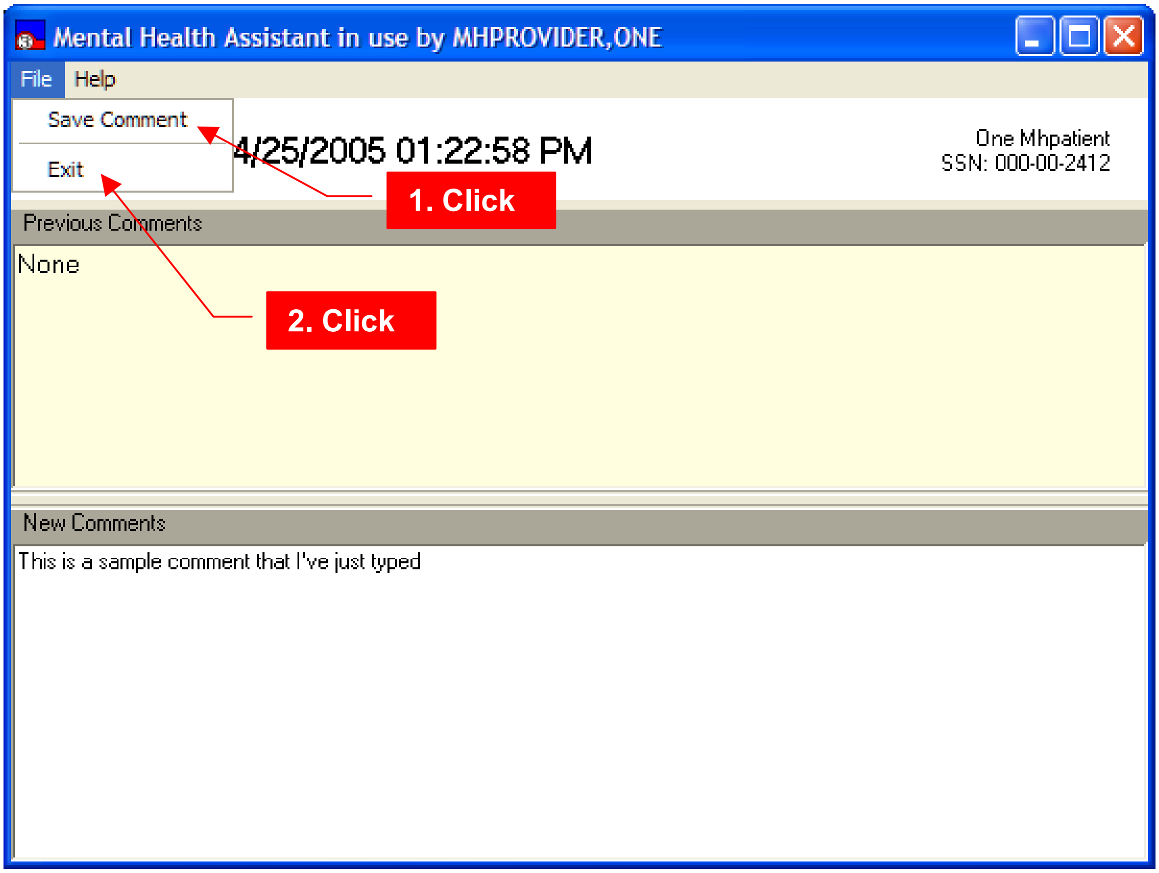
None

New Comments

This is a sample comment that I've just typed

Type comments here

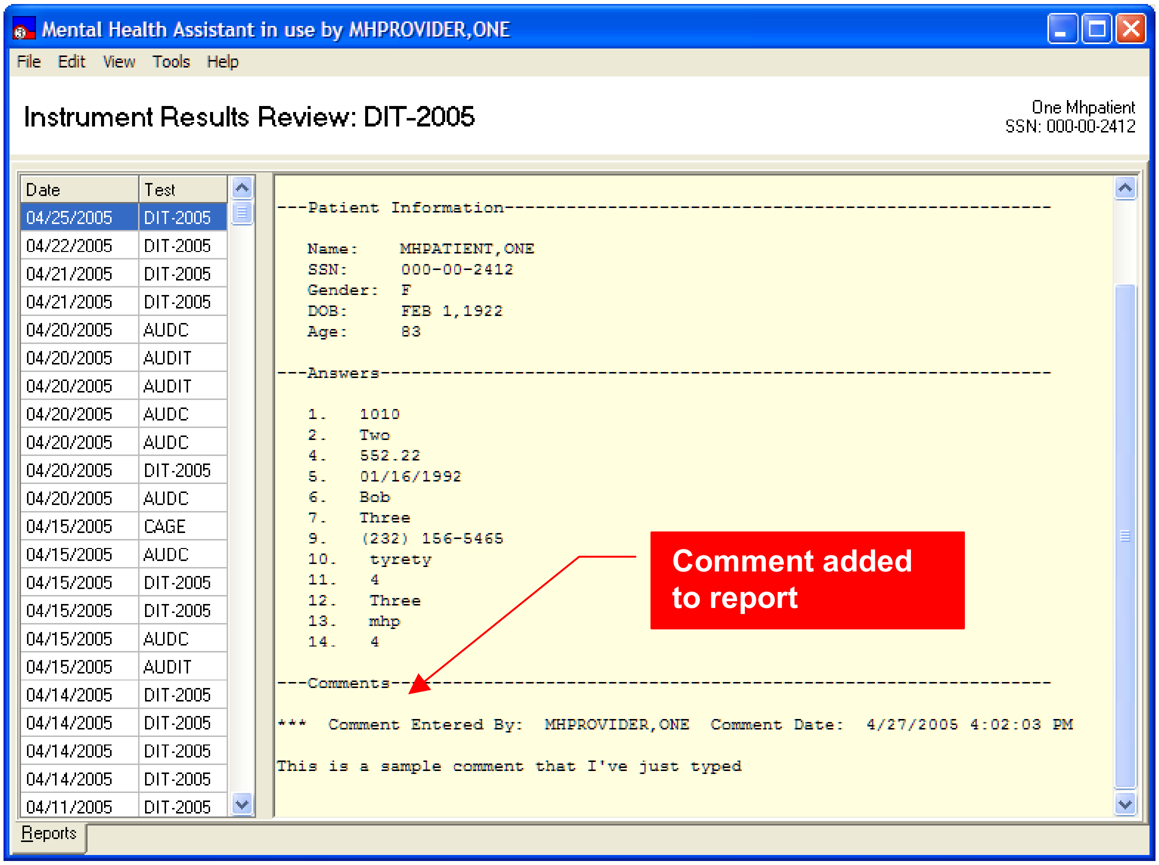
Example: Save Comment and Exit drop-down list.


Mental Health Assistant in use by MHPROVIDER,ONE
File
Help
Save Comment
Exit
1. Click
2. Click
4/25/2005 01:22:58 PM
One Mhpatient
SSN: 000-00-2412
Previous Comments
New Comments

None

This is a sample comment that I've just typed

Example: Revised administration report that includes the added comments.



Instrument Results Review: DIT-2005

One Mhpatient
SSN: 000-00-2412

Date	Test
04/25/2005	DIT-2005
04/22/2005	DIT-2005
04/21/2005	DIT-2005
04/21/2005	DIT-2005
04/20/2005	AUDC
04/20/2005	AUDIT
04/20/2005	AUDIT
04/20/2005	AUDC
04/20/2005	AUDC
04/20/2005	DIT-2005
04/20/2005	AUDC
04/15/2005	CAGE
04/15/2005	AUDC
04/15/2005	DIT-2005
04/15/2005	DIT-2005
04/15/2005	AUDC
04/15/2005	AUDIT
04/14/2005	DIT-2005
04/14/2005	DIT-2005
04/14/2005	DIT-2005
04/14/2005	DIT-2005
04/11/2005	DIT-2005

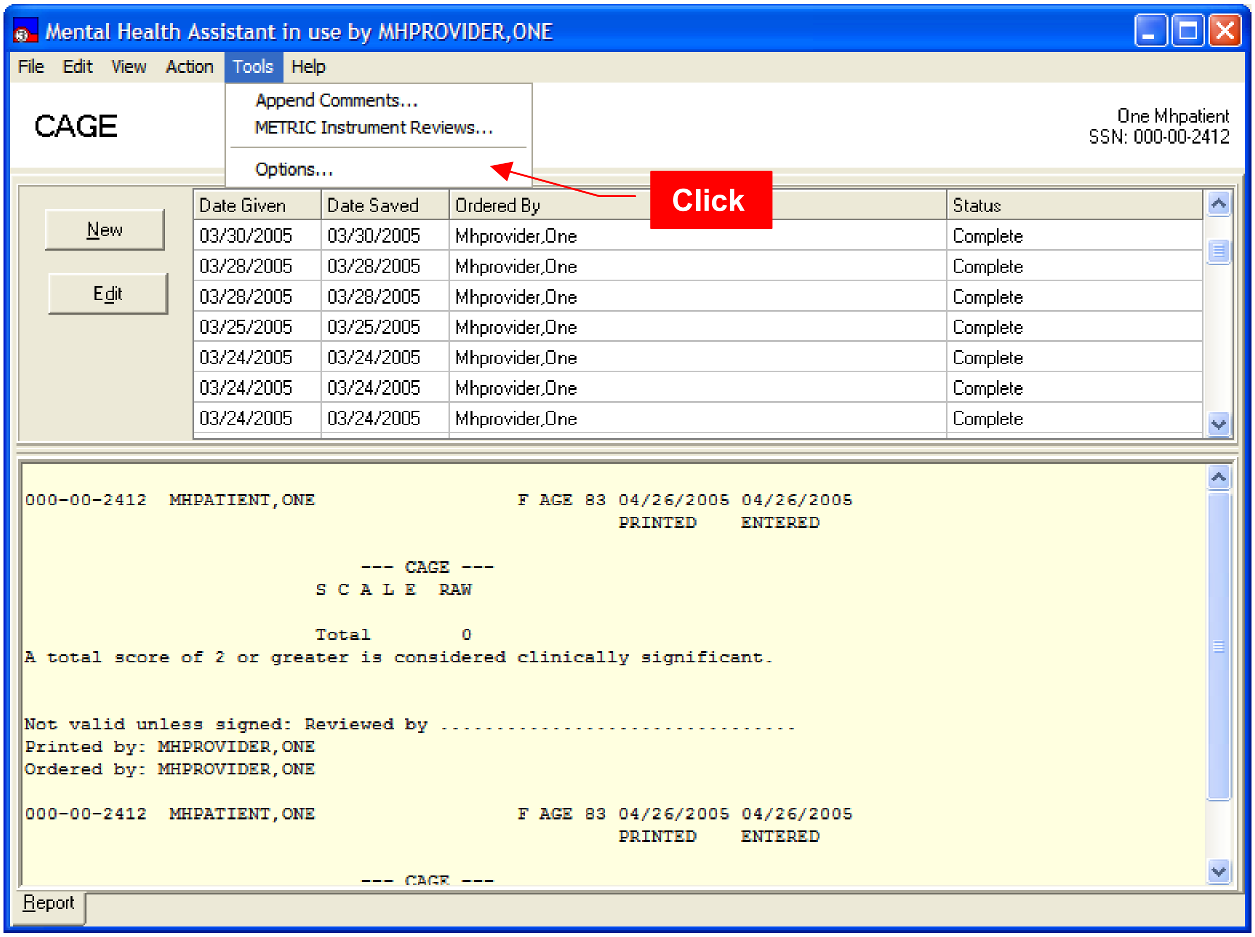
```
---Patient Information-----------------------------------------------------

   Name:     MHPATIENT,ONE
   SSN:      000-00-2412
   Gender:   F
   DOB:      FEB 1,1922
   Age:      83

---Answers-----------------------------------------------------------------

   1.   1010
   2.   Two
   4.   552.22
   5.   01/16/1992
   6.   Bob
   7.   Three
   9.   (232) 156-5465
   10.   tyrety
   11.   4
   12.   Three
   13.   mhp
   14.   4

---Comments----------------------------------------------------------------

***  Comment Entered By:  MHPROVIDER,ONE  Comment Date:  4/27/2005 4:02:03 PM

This is a sample comment that I've just typed
```

Comment added to report

Invoking the METRIC Instrument Reviews Website

The **METRIC Instrument Reviews** website offers comprehensive information about all sorts of instrument, including Mental Health instruments. This menu item is offered as a courtesy and quick way to link to this website from within MHA3. The **METRIC** website is not associated in any way with MHA3.

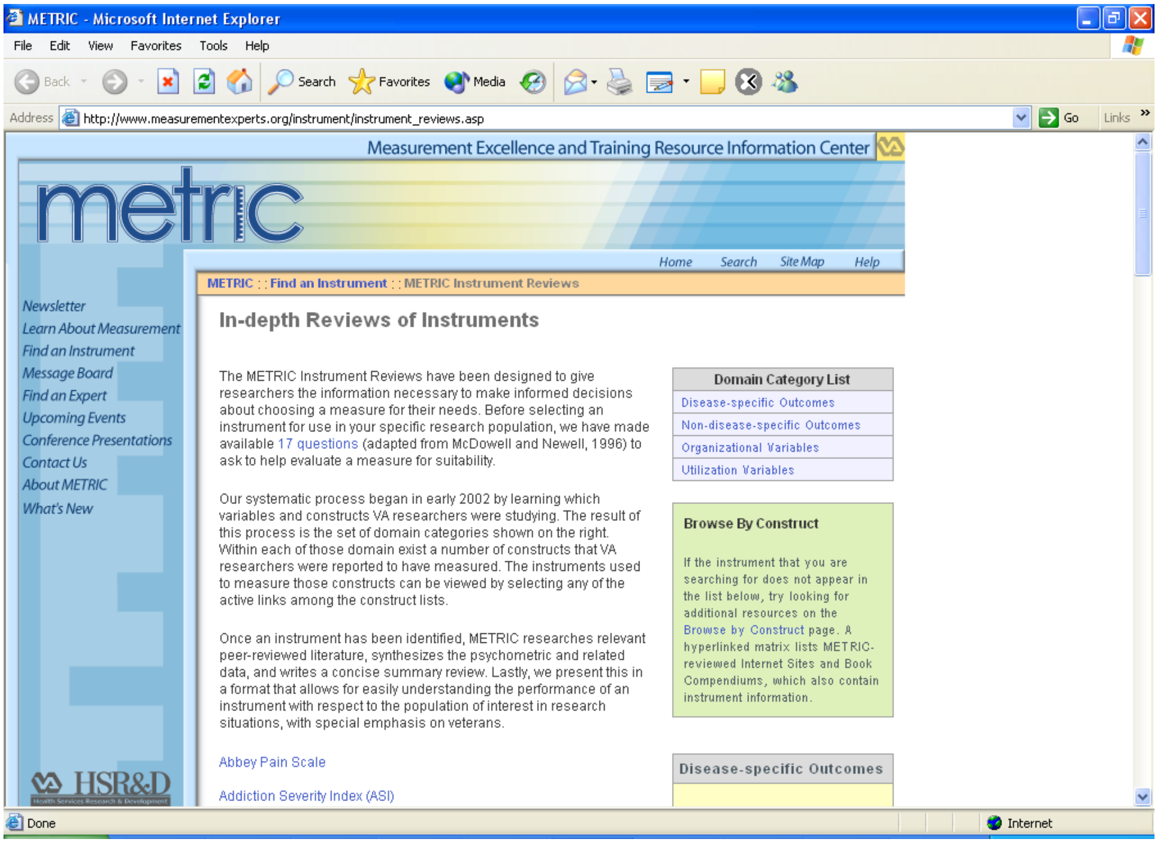
Example: Clicking on **Tools > METRIC Instrument Reviews…** menu item causes the user's default Web browser to display the homepage of the METRIC website.


Mental Health Assistant in use by MHPROVIDER,ONE
File
Edit
View
Action
Tools
Help
Append Comments...
METRIC Instrument Reviews...
Options...
Click
CAGE
One Mhpatient
SSN: 000-00-2412
New
Edit
Report

Date Given	Date Saved	Ordered By	Status
03/30/2005	03/30/2005	Mhprovider,One	Complete
03/28/2005	03/28/2005	Mhprovider,One	Complete
03/28/2005	03/28/2005	Mhprovider,One	Complete
03/25/2005	03/25/2005	Mhprovider,One	Complete
03/24/2005	03/24/2005	Mhprovider,One	Complete
03/24/2005	03/24/2005	Mhprovider,One	Complete
03/24/2005	03/24/2005	Mhprovider,One	Complete

```
000-00-2412  MHPATIENT,ONE                  F AGE 83 04/26/2005 04/26/2005
                                                     PRINTED    ENTERED


                              --- CAGE ---
                          S C A L E  RAW

                          Total        0
A total score of 2 or greater is considered clinically significant.


Not valid unless signed: Reviewed by ................................
Printed by: MHPROVIDER,ONE
Ordered by: MHPROVIDER,ONE

000-00-2412  MHPATIENT,ONE                  F AGE 83 04/26/2005 04/26/2005
                                                     PRINTED    ENTERED


                              --- CAGE ---
```

Example: METRIC website displayed in Internet Explorer.


METRIC - Microsoft Internet Explorer
File
Edit
View
Favorites
Tools
Help
Back
Search
Favorites
Media
Address
http://www.measurementexperts.org/instrument/instrument_reviews.asp
Go
Links
Measurement Excellence and Training Resource Information Center
metric
Home
Search
Site Map
Help
METRIC : : Find an Instrument : : METRIC Instrument Reviews
Newsletter
Learn About Measurement
Find an Instrument
Message Board
Find an Expert
Upcoming Events
Conference Presentations
Contact Us
About METRIC
What's New
HSR&D
Done
Internet

In-depth Reviews of Instruments

The METRIC Instrument Reviews have been designed to give researchers the information necessary to make informed decisions about choosing a measure for their needs. Before selecting an instrument for use in your specific research population, we have made available 17 questions (adapted from McDowell and Newell, 1996) to ask to help evaluate a measure for suitability.

Our systematic process began in early 2002 by learning which variables and constructs VA researchers were studying. The result of this process is the set of domain categories shown on the right. Within each of those domain exist a number of constructs that VA researchers were reported to have measured. The instruments used to measure those constructs can be viewed by selecting any of the active links among the construct lists.

Once an instrument has been identified, METRIC researches relevant peer-reviewed literature, synthesizes the psychometric and related data, and writes a concise summary review. Lastly, we present this in a format that allows for easily understanding the performance of an instrument with respect to the population of interest in research situations, with special emphasis on veterans.

Abbey Pain Scale

Addiction Severity Index (ASI)

Domain Category List

- Disease-specific Outcomes
- Non-disease-specific Outcomes
- Organizational Variables
- Utilization Variables

Browse By Construct

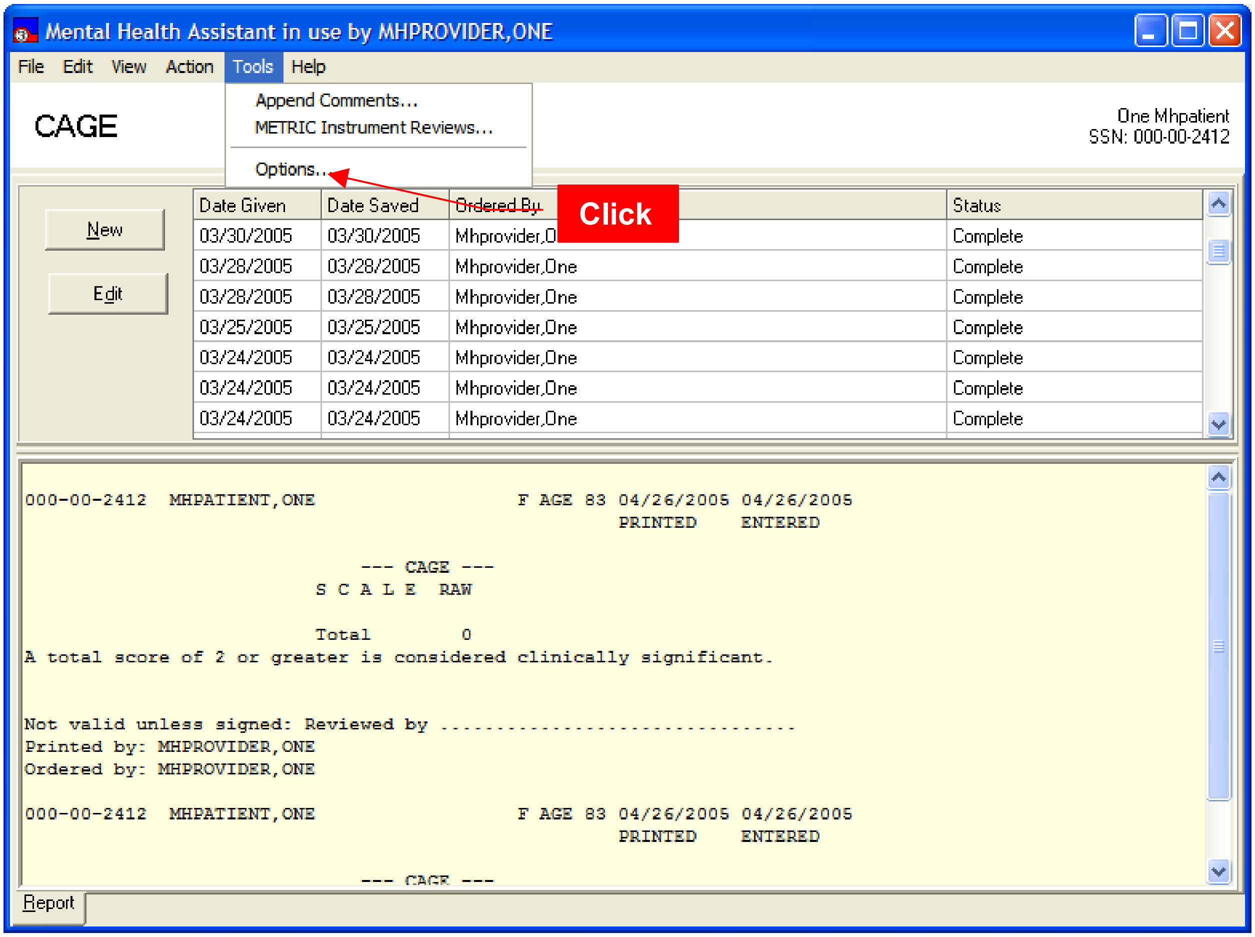
If the instrument that you are searching for does not appear in the list below, try looking for additional resources on the Browse by Construct page. A hyperlinked matrix lists METRIC-reviewed Internet Sites and Book Compendiums, which also contain instrument information.

Disease-specific Outcomes

Changing User Preferences

Some system parameters are user-configurable and can be changed by clicking on the **Tools > 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.

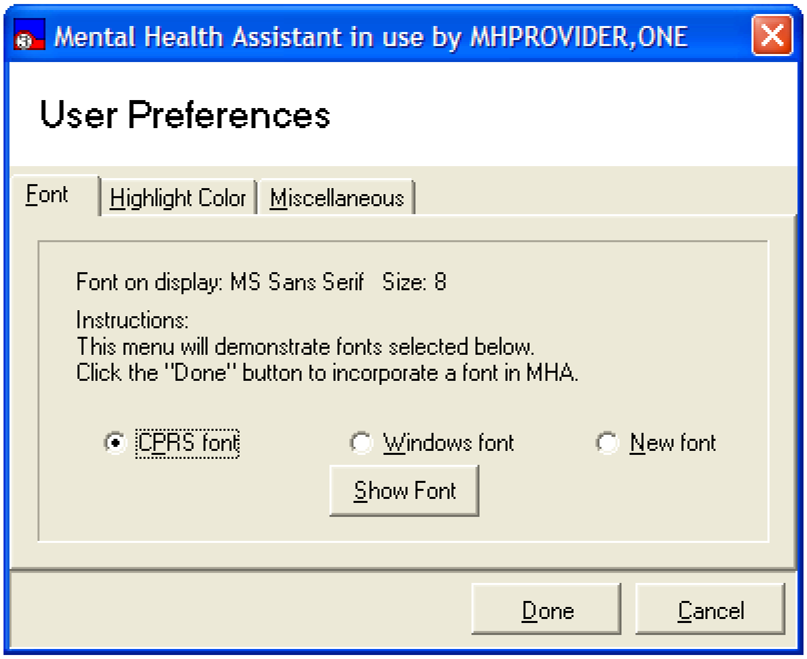
Example: Mental Health Assistant Main menu Tools > Options….menu items.


Mental Health Assistant in use by MHPROVIDER,ONE
File
Edit
View
Action
Tools
Help
Append Comments...
METRIC Instrument Reviews...
Options...
Click
CAGE
One Mhpatient
SSN: 000-00-2412
New
Edit
Report

Date Given	Date Saved	Ordered By	Status
03/30/2005	03/30/2005	Mhprovider,O	Complete
03/28/2005	03/28/2005	Mhprovider,One	Complete
03/28/2005	03/28/2005	Mhprovider,One	Complete
03/25/2005	03/25/2005	Mhprovider,One	Complete
03/24/2005	03/24/2005	Mhprovider,One	Complete
03/24/2005	03/24/2005	Mhprovider,One	Complete
03/24/2005	03/24/2005	Mhprovider,One	Complete

```
000-00-2412   MHPATIENT,ONE                  F AGE 83 04/26/2005 04/26/2005
                                                      PRINTED    ENTERED


                              --- CAGE ---
                          S C A L E  RAW

                          Total        0
A total score of 2 or greater is considered clinically significant.


Not valid unless signed: Reviewed by ................................
Printed by: MHPROVIDER,ONE
Ordered by: MHPROVIDER,ONE

000-00-2412   MHPATIENT,ONE                  F AGE 83 04/26/2005 04/26/2005
                                                      PRINTED    ENTERED


                              --- CAGE ---
```

Example: User Preferences message dialog form.


Mental Health Assistant in use by MHPROVIDER,ONE
User Preferences
Font
Highlight Color
Miscellaneous
● CPRS font
○ Windows font
○ New font
Show Font
Done
Cancel

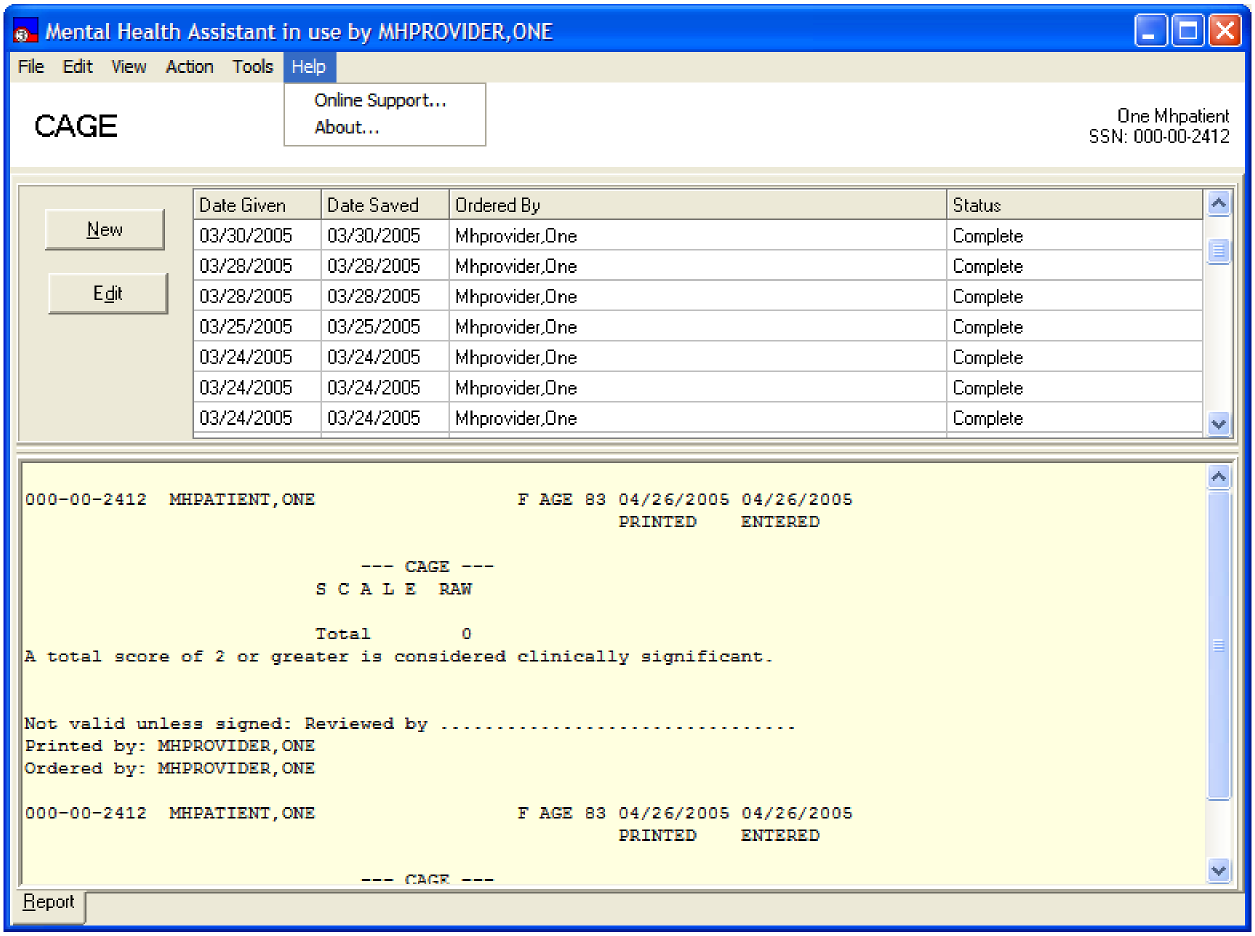
Font on display: MS Sans Serif Size: 8

Instructions:
This menu will demonstrate fonts selected below.
Click the "Done" button to incorporate a font in MHA.

Accessing Online Support

Online support for MHA3 is available via the Mental Health Informatics Section's website. Clicking on the **Help > Online Support…** menu item will start the default Web browser and loads the following web address into the browser: http://vaww.mentalhealth.med.va.gov/mha.shtm.

Example: Mental Health Assistant drop-down list Help > Online Support… menu item.

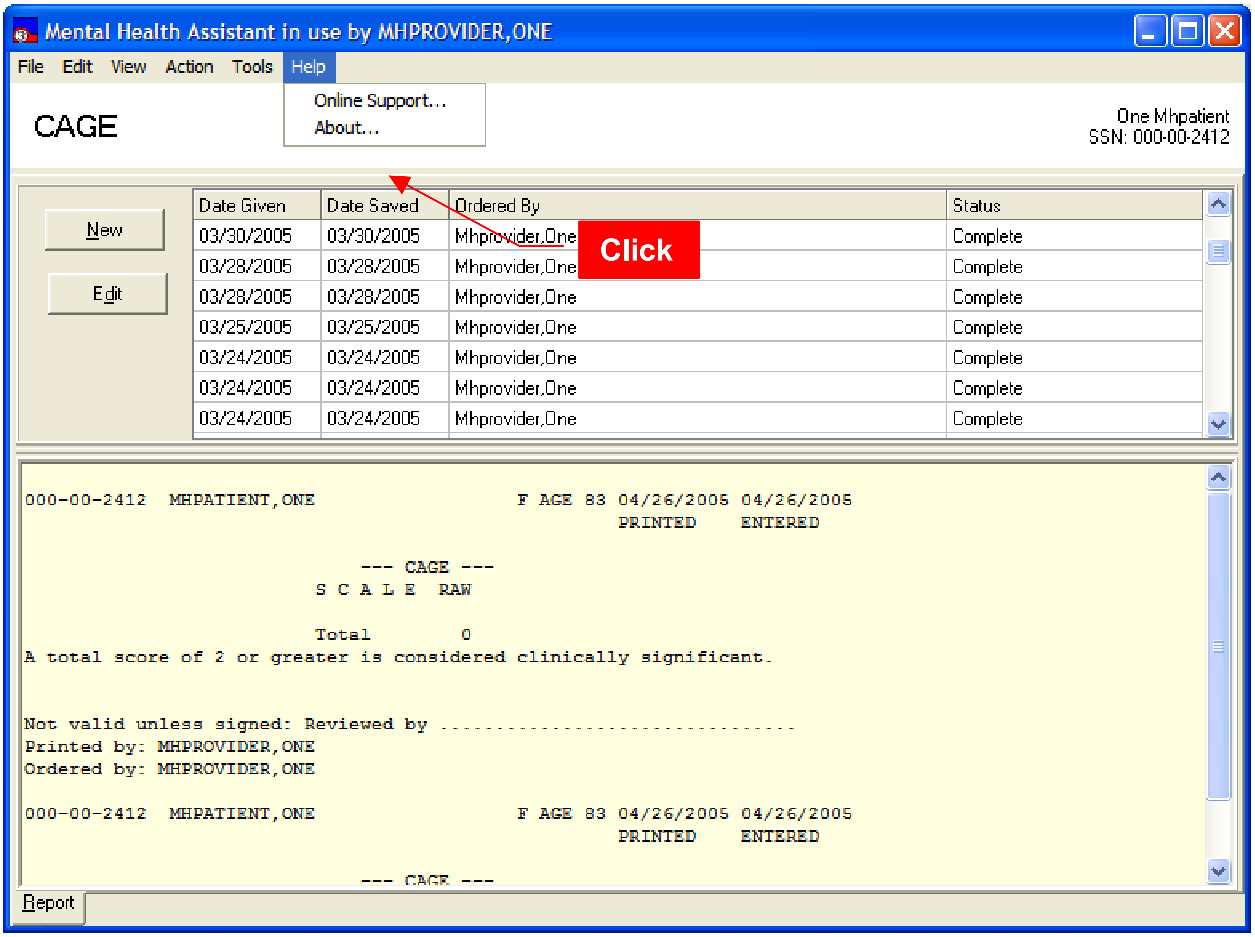

Mental Health Assistant in use by MHPROVIDER,ONE
File
Edit
View
Action
Tools
Help
Online Support…
About…
CAGE
One Mhpatient
SSN: 000-00-2412
New
Edit
Report

Date Given	Date Saved	Ordered By	Status
03/30/2005	03/30/2005	Mhprovider,One	Complete
03/28/2005	03/28/2005	Mhprovider,One	Complete
03/28/2005	03/28/2005	Mhprovider,One	Complete
03/25/2005	03/25/2005	Mhprovider,One	Complete
03/24/2005	03/24/2005	Mhprovider,One	Complete
03/24/2005	03/24/2005	Mhprovider,One	Complete
03/24/2005	03/24/2005	Mhprovider,One	Complete

```
000-00-2412  MHPATIENT,ONE                  F AGE 83 04/26/2005 04/26/2005
                                                     PRINTED     ENTERED


                             --- CAGE ---
                         S C A L E  RAW

                         Total        0
A total score of 2 or greater is considered clinically significant.


Not valid unless signed: Reviewed by ................................
Printed by: MHPROVIDER,ONE
Ordered by: MHPROVIDER,ONE

000-00-2412  MHPATIENT,ONE                  F AGE 83 04/26/2005 04/26/2005
                                                     PRINTED     ENTERED


                             --- CAGE ---
```

Accessing Program Information

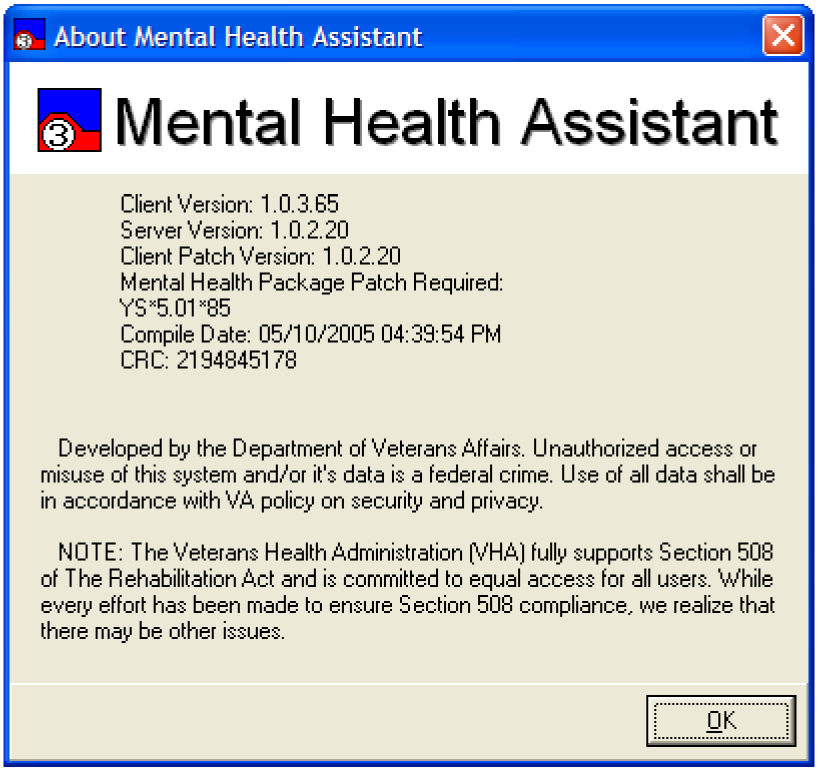
Example: Clicking on the **Mental Health Assistant drop-down list Help > About…** menu item displays the **About Mental Health Assistant** message dialog form, which contains useful release information about MHA3.


Mental Health Assistant in use by MHPROVIDER,ONE
File
Edit
View
Action
Tools
Help
Online Support…
About…
CAGE
One Mhpatient
SSN: 000-00-2412
New
Edit
Click
Report

Date Given	Date Saved	Ordered By	Status
03/30/2005	03/30/2005	Mhprovider,One	Complete
03/28/2005	03/28/2005	Mhprovider,One	Complete
03/28/2005	03/28/2005	Mhprovider,One	Complete
03/25/2005	03/25/2005	Mhprovider,One	Complete
03/24/2005	03/24/2005	Mhprovider,One	Complete
03/24/2005	03/24/2005	Mhprovider,One	Complete
03/24/2005	03/24/2005	Mhprovider,One	Complete

```
000-00-2412  MHPATIENT,ONE                  F AGE 83 04/26/2005 04/26/2005
                                                     PRINTED    ENTERED


                              --- CAGE ---
                          S C A L E  RAW

                          Total        0
A total score of 2 or greater is considered clinically significant.


Not valid unless signed: Reviewed by ................................
Printed by: MHPROVIDER,ONE
Ordered by: MHPROVIDER,ONE

000-00-2412  MHPATIENT,ONE                  F AGE 83 04/26/2005 04/26/2005
                                                     PRINTED    ENTERED


                              --- CAGE ---
```

Example: About Mental Health Assistant message dialog form.



Client Version: 1.0.3.65
Server Version: 1.0.2.20
Client Patch Version: 1.0.2.20
Mental Health Package Patch Required:
YS*5.01*85
Compile Date: 05/10/2005 04:39:54 PM
CRC: 2194845178

Developed by the Department of Veterans Affairs. Unauthorized access or misuse of this system and/or it's data is a federal crime. Use of all data shall be in accordance with VA policy on security and privacy.

NOTE: The Veterans Health Administration (VHA) fully supports Section 508 of The Rehabilitation Act and is committed to equal access for all users. While every effort has been made to ensure Section 508 compliance, we realize that there may be other issues.

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, on which windows, icon, and dialog boxes appear.
EDIT:	Used to edit position information.
EDIT BOX	This is a box where the user can type in free text from 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.

TERMS	DESCRIPTIONS
FTP:	File Transfer Protocol
GAF:	Global Assessment of Functioning
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
IMR:	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

TERMS	DESCRIPTIONS
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.
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

TERMS	DESCRIPTIONS
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 BUTTON or SHIFT F10:	You may click the right mouse button or press Shift F10 for a popup box of menu items.
RPC BROKER:	Remote Producers Call Broker

TERMS	DESCRIPTIONS
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 AS):	This is a standard feature of Microsoft applications where the user 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 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 from the Control menu or by pressing CTRL=ESC.

TERMS	DESCRIPTIONS
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).
TCP/IP:	Transmission Communication Protocol/Internet Protocol
TEXT BOX:	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.
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

TERMS	DESCRIPTIONS
VA:	Veterans Administration
VHA:	Veterans Health Administration
VAMC:	Department of Veterans Affairs Medical Center
VERA:	Veterans Equitable Resource
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.

Appendix A

This is a list of shortcut keys use by the VistA Mental Health Assistant Graphical User Interface software application:

NOTE: When going from one menu option to a sub-menu, do not release the Alt key.

Shortcut Keys

Main Form Window

Alt-F		File
	S	Select Patient
	U	Upload Results
	X	Exit
Alt-T		Tools
	M	METRIC Instrument Reviews
	O	Options
Alt-H		Help
	O	Online Support
	A	About Window
ESC		Exit
Alt-I		Instrument Administrator
Alt-R		Instrument Results Review
Alt-A		Addiction Severity Index Manager
Alt-G		Global Assessment of Functioning Manager

Offline Results Synchronizer Window

Alt-F		File
	E	Exit
Alt-H		Help
	O	Online Support
	A	About Window
Alt-S		Search for
Alt-G		Go
Alt-D		Delete Off-Line record
Alt-U		Upload
Alt-X		Exit

User Preferences Window

Alt-F		Font
	P	CPRS Font
	W	Windows Font
	N	New Font
Alt-H		Highlight Color
Alt-M		Misc.
Alt-C		Cancel
Alt-D		Done

About Window

Alt-O	OK
ESC	Exit

Instrument Administrator Window

Alt-F		File
	S	Select Patient
	X	Exit
Alt-T		Tools
	M	METRIC Instrument Reviews
	B	Battery Wizard
	O	Options
Alt-H		Help
	I	Instrument Description
	O	Online Support
	A	About Window
Alt-B		Instruments Ordered By
Alt-I		Interviewer
Alt-D		Date of Administration
Alt-L		Visit Location
Alt-A		Available Instruments and Batteries
Alt-W		Show
Alt-C		Instruments Chosen
Alt-O		One Question at a Time
Alt-Q		All Questions at Once
Alt-P		Patient Entry
Alt-S		Staff Entry

Battery Wizard Window

Alt-F		File
	N	New
	R	Rename
	D	Delete
	X	Exit
Alt-T		Tools
	O	Options
Alt-H		Help
	I	Instrument Description
	O	Online Support
	A	About Window
Alt-A	Available Instruments and Batteries	
Alt-B	Name of Battery	
Alt-I	Instruments in Battery	
Alt-S	Save	
ESC	Exit	

One Question at a Time Window

Alt-F		File
	C	Cancel
Alt-V		View
	E	Previous Instrument
	I	Next Instrument
	R	Review Answers
	P	Prior Question
	Q	Next Answer
Alt-T		Tools
	M	METRIC Instrument Reviews
	O	Options
Alt-H		Help
	O	Online Support
	A	About Window
Alt-P	Prior Question	
Alt-Q	Next Question	
Alt-R	Review Answers	

All Questions at Once Window

Alt-F		File
	X	Exit
Alt-V		View
		(Depends on the instruments in the battery)
Alt-T		Tools
	M	METRIC Instrument Reviews
	O	Options
Alt-H		Help
	O	Online Support
	A	About Window

Review Answers Window

Alt-F		File	
	X	Exit	
Alt-H		Help	
	O	Online Support	
	A	About Window	
Alt-C	Change Answer		
Alt-X	Exit		

Instrument Results Review Window

Alt-F		File	
	S	Select Patient	
	A		Save As
		R	Report
		T	Table
		G	Graph
	P		Print
		R	Report
		T	Table
		G	Graph
	X	Exit	
Alt-E		Edit	
	C		Copy
		R	Report
		T	Table
		G	Graph
Alt-V		View	
	R	Reports	
	G	Graph and Table	
Alt-T		Tools	
	A	Append Comments	
	M	METRIC Instrument Reviews	
	O	Options	
Alt-H		Help	
	O	Online Support	
	A	About Window	
Alt-R	Reports		
Alt-G	Graph and Table		
ESC	Exit		

Append Test Comments Window

Alt-F		File	
	S	Save	
Alt-F		File	
	X	Exit	
Alt-H		Help	
	O	Online Support	
	A	About Window	
ESC	Exit		

ASI Window

Alt-F		File	
	N		New ASI
		F	Full
		L	Lite
		U	Follow-Up
	S	Select Patient	
	A		Save As
		R	Report/Table
		G	Graph
	P		Print
		R	Report/Table
		G	Graph
	X	Exit	
Alt-W		New	
	F	Full	
	L	Lite	
	U	Follow-Up	
Alt-E		Edit	
	C		Copy
		R	Report/Table
		G	Graph
	A	ASI	
Alt-V		View	
	N	Narrative Report	
	I	Item Report	
	R	Item Trends	
	D	Domain Scores	
Alt-A		Action	
	W	Write progress note	
Alt-T		Tools	
	O	Options	
Alt-H		Help	
	O	Online Support	
	A	About Window	
ESC	Exit		

ASI Data Entry Window

	Alt-D		Drug/Alcohol Use Section	
	Alt-E		Employment/Support Section	
	Alt-G		General Information Section	
	Alt-I		Spiritual Comments Section	
	Alt-L		Legal Status Section	
	Alt-M		Medical Status Section	
	Alt-P		Psychiatric Status Section	
	Alt-R		Leisure Comments Section	
	Alt-S		Family/Social Relationships Section	
	Alt-A		Family History Section	
	Alt-F		File	
		E	Exit	
	Alt-T		Tools	
		O		Options
			H	Highlight Color
			T	Speed Tab
			S	Show hints
		D		Default Window Size/Position
	Alt-F4		Exit	
	ESC		Exit	
	F1	Help for the highlighted item		
	Alt-H			Help
			C	Contents
			O	Online Support
			A	About Window
ASI Options Window				
	Alt-C		Cancel	
	Alt-D		Done	
	ESC		Exit	
ASI Signature Window				
	Alt-C		Cancel	
	Alt-O		OK	
	ESC		Exit	
ASI Termination Window				
	Alt-C		Cancel	
	Alt-O		OK	
	ESC		Exit	

Addiction Severity Index Manager Window

- Alt-F File
  - S Select Patient
  - R Save New Rating
  - A Save As
    - G Graph
    - T Table
  - P Print
    - G Graph
    - T Table
  - X Exit
- Alt-E Edit
  - C Copy
    - G Graph
    - T Table
- Alt-A Action
  - S Save New Rating
  - R Mark Rating “Entered in Error”
- Alt-T Tools
  - O Options
- Alt-H Help
  - O Online Support
  - A About Window
  - C Copyright Info
- Alt-R Mark Rating “Entered in Error” or Change Delete Rating
- Alt-D Delete Rating
- Alt-N New GAF Rating
- Alt-D Evaluation Date
- Alt-S Save New Rating

Edit GAF Window

- Alt-D Delete Rating
- Alt-H Change Rating
- Alt-C Cancel
- Alt-O OK
- ESC Exit

Pop-Up Menus (Only on Addiction Severity Index Manager Window)

- Reports/Tables
  - Alt-P Print
  - Alt-C Copy
  - Alt-S Save As
- Graphs
  - Alt-P Print
  - Alt-C Copy
  - Alt-S Save As

Appendix B

This section contains descriptions of the many windows commands and features used in MHA GUI software application:

Windows Conventions

Cancel

Cancels the latest entry (up until the OK or SAVE button is clicked).

Check Box

Toggles between a YES/NO and ON/OFF setting. Usually a square box containing a check mark or *x*. Clicking the box or pressing the spacebar toggles the check box setting.

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.

Command Button

The Command button initiates an action. It is a rectangular box with a label that specifies what the button does. Command buttons that end with three dots indicate that a subsidiary screen may be evoked by selecting the command.

Date Field

Identified by "__/__/__" or a date "mm/dd/yy". Will usually have an associated popup calendar. Double clicking with the mouse inside the date edit box, or tabbing to the edit box and then pressing the F2 key, displays the calendar. Clicking on the desired date, or using the arrow keys to move to a date and then pressing the spacebar, selects the date. Each component of the date (month/day/year) must consist of two characters (i.e., 02/02/96). The selected entry will not be effective until you tab off or exit from the date field.

Drop Down List

A list box containing an arrow button on the right side which displays one entry at a time. Choose from a vertical list of choices. Select the entry you want by clicking the list entry. You cannot type in this box, only select an item from the list. Once an entry is selected, it cannot be deleted - only changed. If <None> is the last entry, selecting it will clear the list entry. If <More> is the last entry, selecting it will display additional entries. The selected entry will not be effective until you tab off or exit from the drop down list.

Edit
Used to edit position information.

Edit Box
This is a box where the user can type in free text from the keyboard.

F2 Key
Where there is an additional action, which may be taken on a field, pressing the F2 key will initiate that action.

Form Buttons
Buttons, which appear on tab pages, apply only to that tab and not the entire form. If there are action buttons on both the tab page and the form, the tab button should normally be clicked first.

Help
Provides help for the area you are currently working in.

List Box
List 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.

Lookup Box
Choose from a vertical list of choices. By typing in a few characters and pressing the ENTER or TAB key, a list of matching entries drops down. Select the entry you want by clicking the list entry. Entering a question mark and then pressing ENTER or TAB, or clicking the down arrow on an empty edit field, gives a complete listing of available entries. If <More> is the last entry, selecting it will display additional entries.

OK
Adds the new entry after the data has been entered.

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 Button or Shift F10
You may click the right mouse button or press Shift F10 for a popup box of menu items.

Save
Saves all changes made since the last save action. If you attempt to save and all required fields have not yet been completed, you will receive notification that the required fields must be completed before saving.

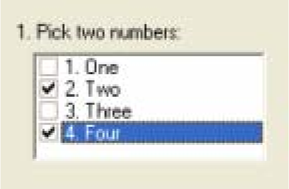
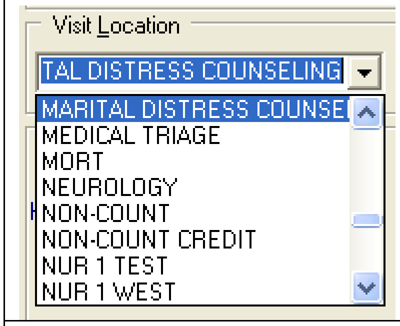
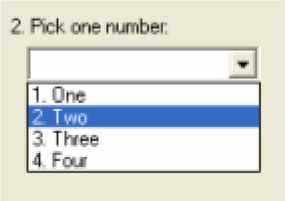
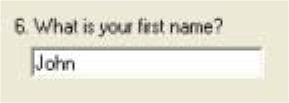
Save to File (Save AS)
This is a standard feature of Microsoft applications where the user can type the name of the file to be saved. The user can also define the drive and directory where the file is to be saved. In some cases the file name presented in the edit box is sufficient and the user merely needs to click on the "Ok" button to save the file.

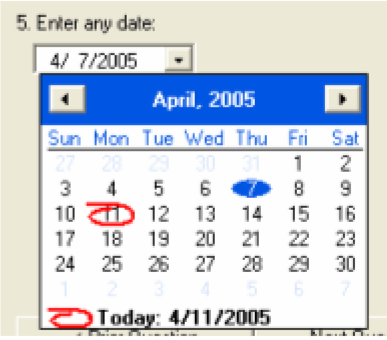
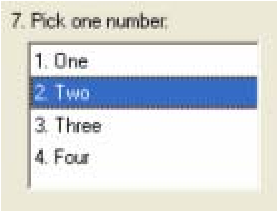
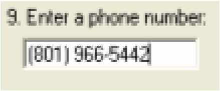
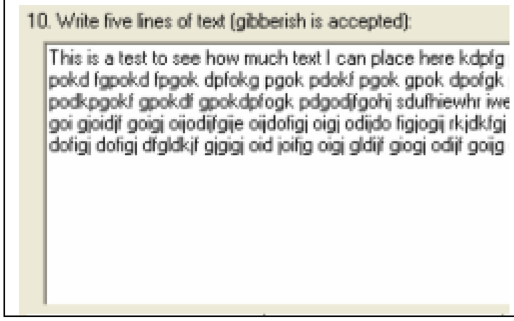
Tab Key
Use the TAB key or the mouse to move between fields. Do not use the RETURN key. The RETURN key is usually reserved for the default command button or action (except in menu fields).

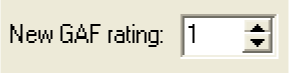
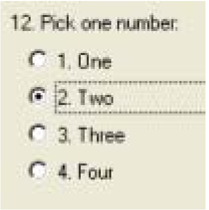
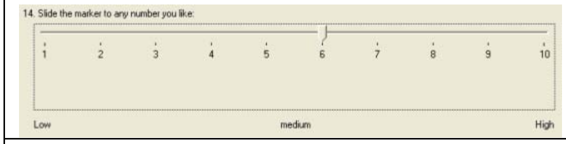
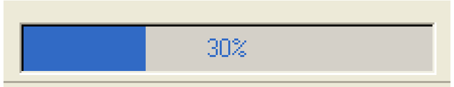
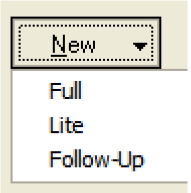
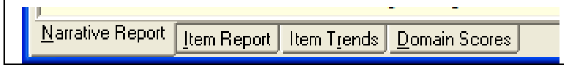
Text Box
Type the desired characters into the edit box. The selected entry will not be effective until you tab off or exit from the text box.

View Box
This is a box that displays text but does not allow editing (read only).

Glossary of Graphical User Interface (GUI) components used in Mental Health Assistant 3 (MHA3)

Component/Terms	Descriptions
Multiple-Selection List Box  1. Pick two numbers: ☐ 1. One ☑ 2. Two ☐ 3. Three ☑ 4. Four	A Multiple-Selection List Box permits selection of one or more choices from a list 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.
Drop-Down Combo Box  Visit Location TAL DISTRESS COUNSELING MARITAL DISTRESS COUNSE MEDICAL TRIAGE MORT NEUROLOGY NON-COUNT NON-COUNT CREDIT NUR 1 TEST NUR 1 WEST	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	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 Box  6. What is your first name? John	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 April, 2005 Sun Mon Tue Wed Thu Fri Sat 27 28 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 26 27 28 29 30 1 2 3 4 5 6 7 Today: 4/11/2005	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.
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 dpfokg pgok pdokf pgok gpok dpofgk podkpgokf gpokdf gpokdpfogk pdgodifgohj sdufhiewhr iwe goi gjoidjf goigj oijodijfgije oijdofigj oigj odijdo figjogij rkjdkfgi dofigj dofigj dfgldkjf gigigj oid joifg oigj gldijf giogj odijf goijg	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  12. Pick one number: ○ 1. One ● 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  14. Slide the marker to any number you like: 1 2 3 4 5 6 7 8 9 10 Low medium High	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.
Menu Button  New Full Lite Follow-Up	A button with more than one choice
Tabs  Narrative Report Item Report Item Trends Domain Scores	A navigation method similar to tabs on a writing notebook.