VISITS TRAINING MANUAL

Virginia Newborn Hearing Screening Program

March 2005

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Pediatric Screening and Genetic Services
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ABOUT VISITS

What is VISITS?

The Virginia Infant Screening and Infant Tracking System (VISITS) is a Web-based integrated database system that tracks and manages screening results for the following programs and services, which are administered by the Virginia Department of Health (VDH):

- Virginia Early Hearing Detection and Intervention Program
- Virginia Congenital Anomalies Reporting and Educational System (VaCARES)

VISITS also supports the identification of Children Eligible for Part C of the Individuals with Disabilities Education Act (IDEA), which is administered by the Virginia Department of Mental Health, Mental Retardation and Substance Abuse Services (DMHMRSAS).

Many infants in Virginia may be enrolled in more than one of these programs. The purpose of the VISITS software is to create a single record for each child in Virginia enrolled in one of these programs and services so that VDH can provide these infants and their families with better care coordination.

In addition, VDH can provide aggregate, non-child-specific data to health workers, policy makers and others in order to assist with preparation of needs assessments, to plan services for children with special health care needs, to target population efforts, evaluate local occurrence patterns, and to answer questions posed by the public.

Who Developed VISITS?

The VISITS system was developed by the Virginia Department of Health through a contractual arrangement with Eastern Virginia Medical School and its subcontractor Welligent, LLC.

Major funding for the development, implementation, and evaluation of the VISITS system was provided by Part C of the Individual With Disabilities Education Act (IDEA), Office of Special Education and Rehabilitative Services, U.S. Department of Education, administered by VDMHMRSAS. Additional funding for the project direction and management was provided by the Maternal and Child Health Services Title V Block Grant, Maternal and Child Health Bureau, Health Resources and Services Administration, U.S. Department of Health and Human Services, administered by VDH.

VISITS is an Internet application. This means it does not require the installation of any special software on hospital computers. The system requirements are a direct or dial-up connection to the Internet, Internet Explorer 5.0 or higher, and 128-bit encryption.

Information Security

There are several security measures in place to ensure that information entered in VISITS is confidential. Every VISITS user must have a user name and password in order to access the system. In addition, all the data entered into VISITS is secured by 128-bit encryption using the Secure Sockets Layer. All information entered in VISITS is stored in a centralized Oracle database. Furthermore, the VISITS application meets all United States Health Information Portability and Accounting Act (HIPAA) requirements for transmitting health care data using the Internet.

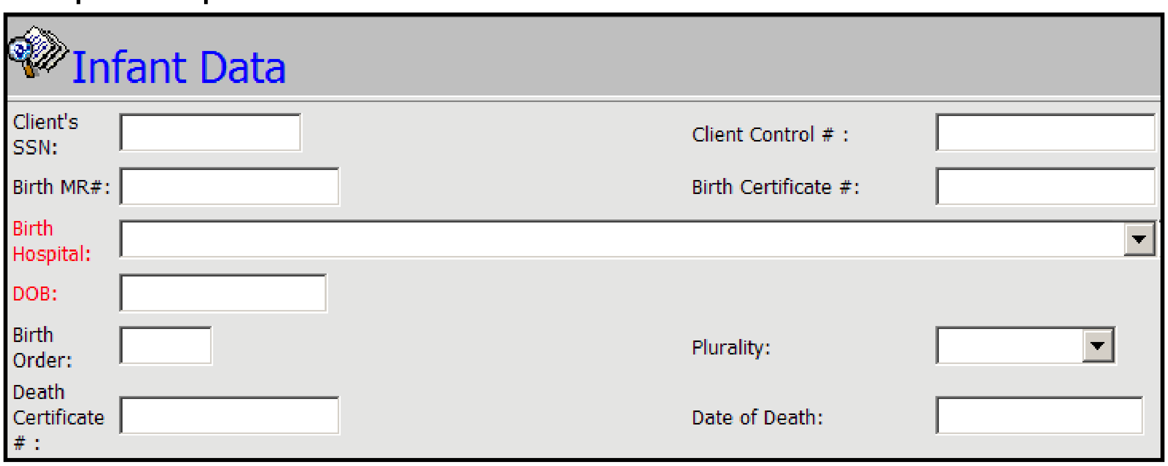
The VISITS Security Manual, entitled **Information Systems: Security and Confidentiality Policies, Procedures and Standards**, contains the official policies, procedures and standards for the Virginia Department of Health Division of Child and Adolescent Health (DCAH) confidentiality and security pertaining to DCAH data. This manual also contains the forms required for all persons requesting access to VISITS. This document can be downloaded from both the public page and the main screen.

GENERAL INFORMATION

Required Fields

When you are entering data in order to create a record (for example, setting up an infant's VISITS record), there are certain fields that <u>must</u> be completed. Required fields are labeled in red text.

Example 1: Required Fields

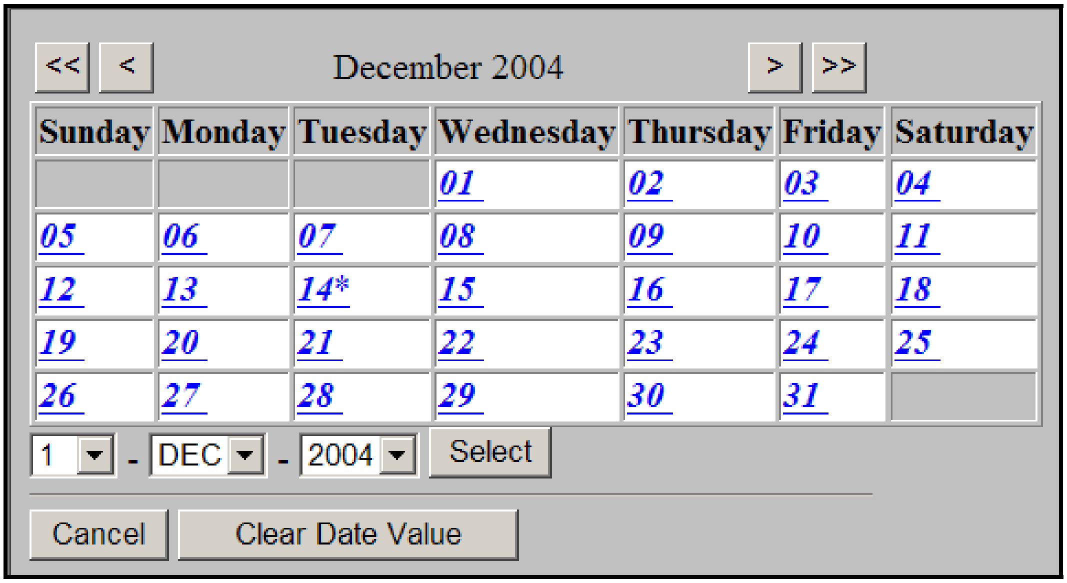


In this example, 'Birth Hospital' and 'DOB' are required fields. If you try to save a record without completing all required fields, a message will notify you that the fields are incomplete.

Date Picker

The date picker is a pop-up calendar that appears on your screen when you click in a date field (for example, a 'date of birth' field). It will display the current month, with an asterisk next to the current date.

Example 2: Date Picker



<u>Insert a Date in a Date Field</u>

Use one of the following methods to select a date:

- Click on the double arrows to move the year forward or back, and click on the single arrows to move the month forward or back. When the proper month is displayed, click on the day to insert the information into the date field.

  OR:

- Use the day, month, and year drop-down lists to select the date; then, click on the *Select* button. The calendar will close, and the date you selected will appear in the date field.

<u>Remove a Date from a Date Field</u>

Click in the date field to be cleared. When the date picker opens, click on the *Clear Date Value* button. The date picker will close, and the date field will be blank.

OPEN THE VISITS APPLICATION

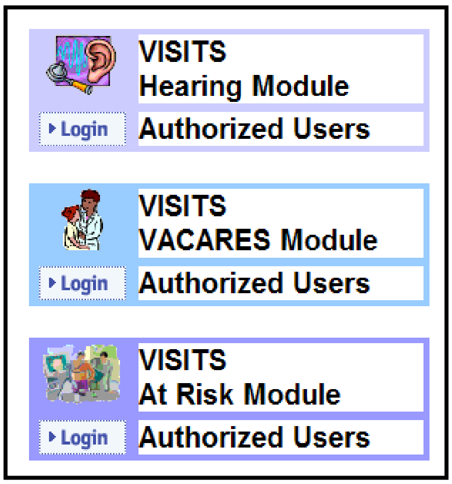
The VISITS system is a web application. In order to view the application properly, you should use Internet Explorer 5.0 or higher. To access VISITS, enter the following Uniform Resource Locator (URL) in the location bar of your Internet browser:

http://www.welligent.com/visits/

The VISITS Public Page will open. From this page, you can open the VISITS Hearing Module, VISITS VaCARES Module, or the VISITS At Risk Module. You can also download a variety of documents and manuals.

The module login options appear in the top left section of the screen.

Example 3: VISITS Public Page / Login Section



Click on the VISITS Hearing Module *Login* button.

Log In to the VISITS Application

Each VISITS user is assigned a unique user name and password in order to use the application. Enter your user name and password; then, click on *OK*. The login screen may reappear. If so, re-enter your password and click on *OK*. The VISITS message center (also known as the VISITS Main Page) will open.

The login screen may also appear during your VISITS session if a certain amount of time passes between actions (for example, if you are sitting at your desk but not actively using the application). You must re-enter your password before you will be able to proceed.

Example 4: VISITS Login Screen

For security reasons, do not click in the 'Remember my password' check box. If you do, then anyone using your computer can log on using your password. This could result in compromised patient confidentiality.

After entering your user name and password, click on *OK*. The VISITS message center will open.

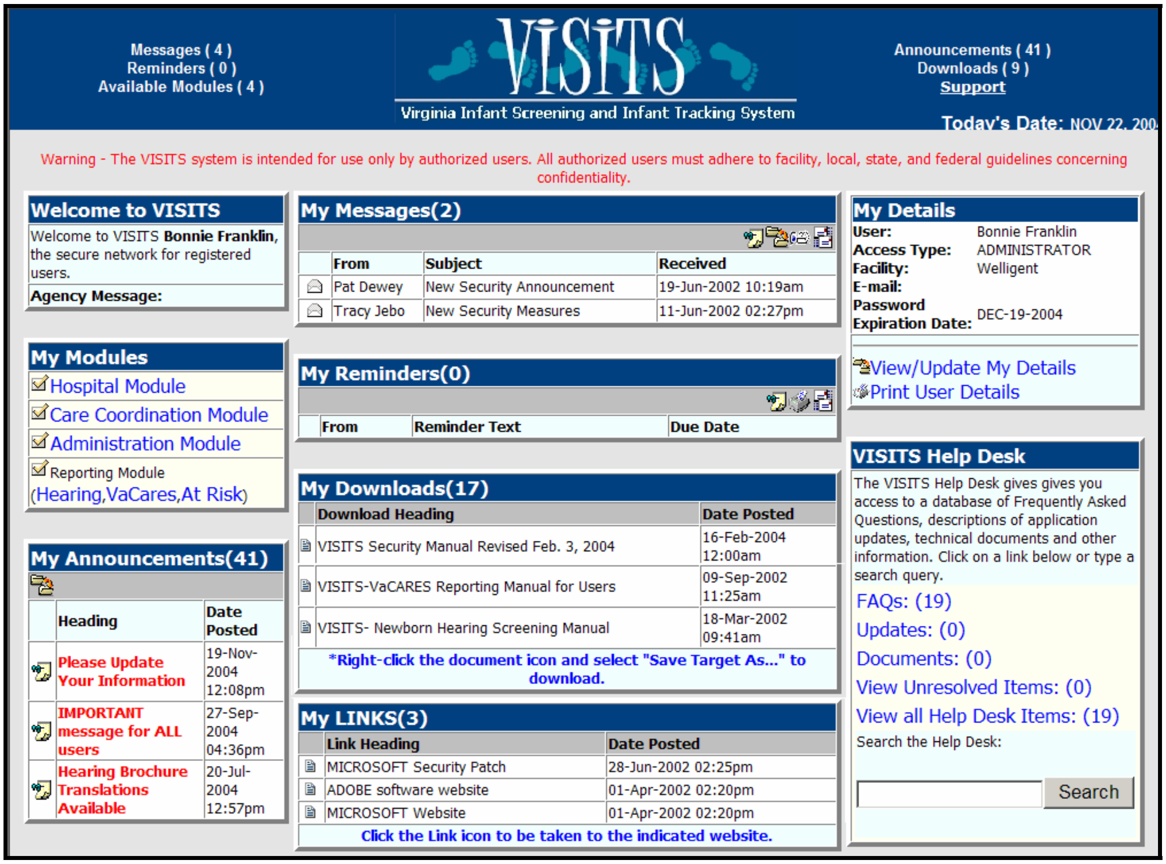
VISITS Message Center

Each section of the VISITS Message Center screen enables you to navigate to a screen or initiate a function.

- Open the Hospital Module, Care Coordination Module, Administration Module, or Reporting Module.
- Read new and archived announcements.
- Read and send messages.
- Create personal reminders.
- Download documents.
- Update your user information.
- Refer to the help desk.

Refer to the **VISITS Message Center Manual** for a complete description of each section of the Message Center screen.

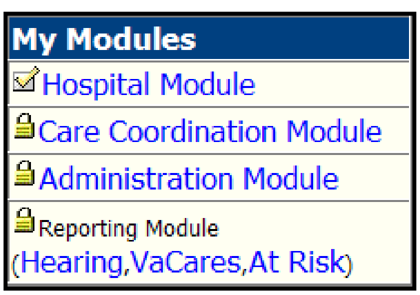
Example 5: VISITS Message Center



OPEN THE HOSPITAL MODULE

The 'My Modules' section appears on the left side of the VISITS message center.

Example 6: Message Center / My Modules



Note: A check mark next to a module name indicates that you have access; a padlock means that you do not have access to that module.

Hospital users have access to the Hospital Module only. VDH users have access to all modules.

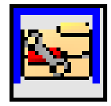
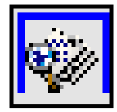
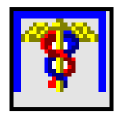
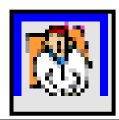
Click on the 'Hospital Module' option. The Hospital Module main menu will appear.

Hospital Module Menu

Example 7: Hospital Module Menu

The Hospital Module menu screen contains drop-down lists (top left), icons (below the drop-down fields), and buttons (main viewing area) that enable you to navigate within the VISITS application in more than one way. Each function is described below.

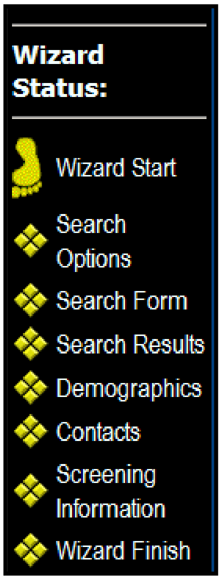
Table 1: Hospital Module Functions

<table>
<tr><th>Function</th><th>Main Menu</th><th>'Utilities' Drop-Down List</th><th>Icon</th></tr>
<tr><td>Create a New Client Record</td><td>Click on the New Client Wizard button.</td><td>Select 'New Client Wizard' from the drop-down list.</td><td> Click on the 'Create a New Client' icon.</td></tr>
<tr><td colspan="4">The New Client Wizard is described on page 13.</td></tr>
<tr><td>Open an Existing Client's Record</td><td>Click on the Modify Client Information button.</td><td>Select the 'Client Search' option from the drop-down list.</td><td> Click on the 'Search for Existing Clients' icon.</td></tr>
<tr><td colspan="4">The process of opening an existing record is described beginning on page 23.</td></tr>
<tr><td>View a List of Referral Centers (follow-up testing facilities and early intervention agencies)</td><td>Click on the Referral Centers button.</td><td>Select the 'Referral Centers' option from the drop-down list.</td><td> Click on the 'Referral and Early Intervention Centers' icon.</td></tr>
<tr><td colspan="4">The VISITS Facility Search/Listing screen is described on page 34.</td></tr>
<tr><td>Display the Provider Search screen.</td><td>Click on the Physician Search button.</td><td>Select 'Physician Search' from the drop-down list.</td><td> Click on the 'Physician Search' icon.</td></tr>
<tr><td colspan="4">The Provider Search screen is described on page 17.</td></tr>
<tr><td>Generate hospital reports</td><td>Click on the word 'Hearing' in the 'Hospital Reports' button.</td><td>n/a</td><td>n/a</td></tr>
<tr><td colspan="4">The VISITS Management Reports screen is described on page 35.</td></tr>
<tr><td>Enter monthly totals</td><td>Click on the Hearing Monthly Totals button.</td><td>n/a</td><td>n/a</td></tr>
<tr><td colspan="4">The Hospital Monthly Totals screen is described on page 38.</td></tr>
<tr><td>Close the Hospital Module</td><td>Click on the Exit Hospital Module button.</td><td>n/a</td><td>n/a</td></tr>
<tr><td colspan="4">The steps for closing the Hospital Module are described on page 40.</td></tr>
</table>

CREATE A NEW CLIENT RECORD

You can initiate the New Client Wizard from the main Hospital Module menu. To begin, click on the *New Client Wizard* button. The New Client Wizard guides you through the steps of creating a new record in the database.

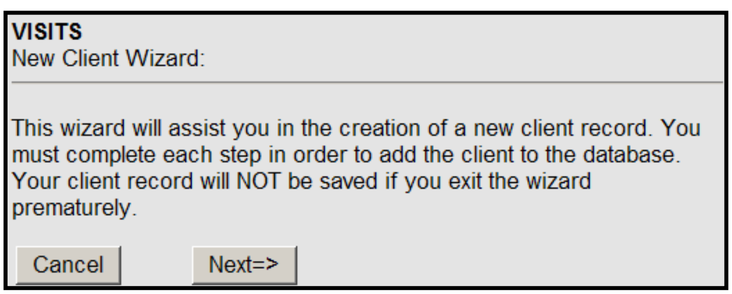
Example 8: Wizard Status



The 'Wizard Status' panel on the left side of the screen lists each step in the process. The footprint appears next to the screen currently appearing in the main viewing area.

New Client Wizard / Start

Example 9: New Client Wizard Message



The 'Wizard Start' message tells you that you must complete each step before proceeding to the next one. Click on *Next* to proceed.

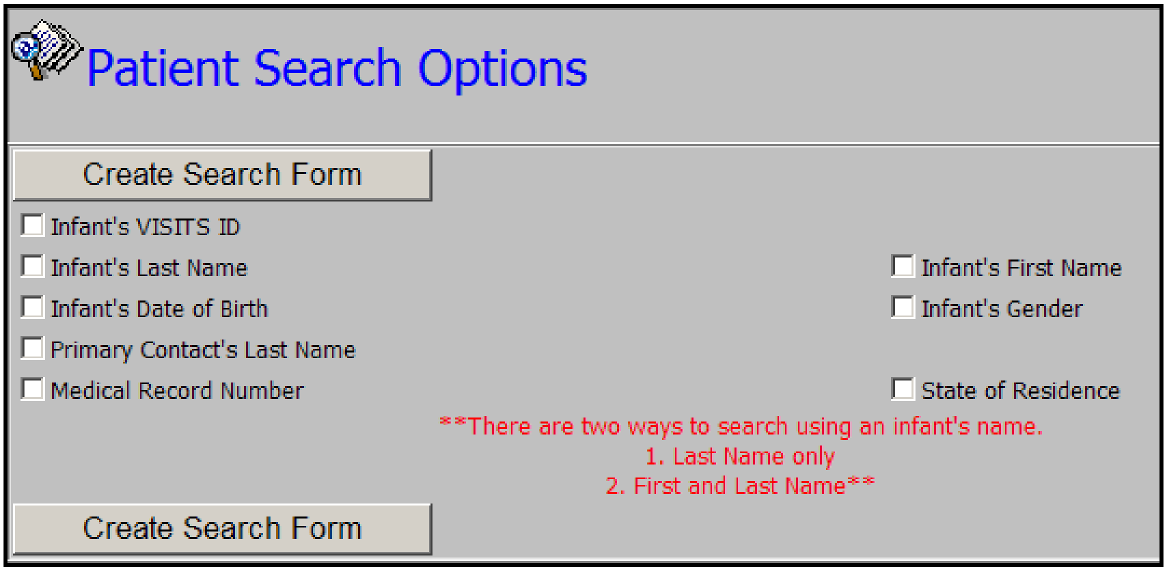
The first step – even when you are setting up a new record -- is to search the database for an existing record. This step helps to prevent duplicate records.

Patient Search Screens

<u>Select Search Options</u>

Click in the check box next to each criterion that you would like to include in your search. To 'de-select' an option, click in the check box again.

Example 10: Patient Search Screen



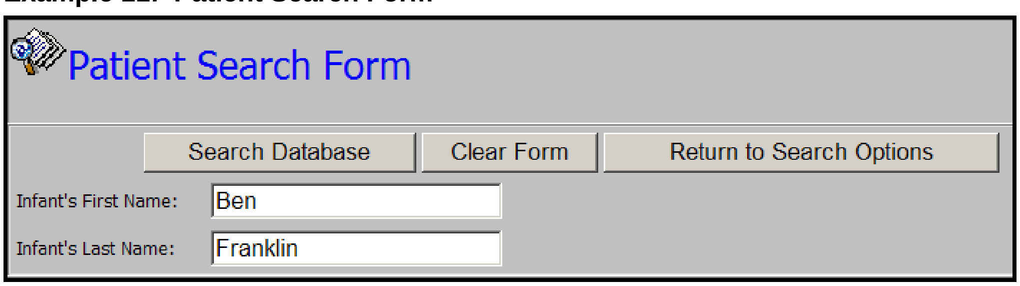
> *Note: The more criteria you include, the more specific the search results will be. For instance, searching by last name <u>and</u> date of birth will result in a shorter list than if you search only by last name.*

Click on *Create Search Form* to proceed.

<u>Enter Search Criteria</u>

Complete each field on the search form. When you search, you do not have to enter complete words. For example, you could enter the letter “B” instead of entering the name “Ben” in the ‘Infant’s First Name’ field. This technique can be helpful if you are unsure of the spelling of an infant’s name.

Example 11: Patient Search Form



After completing the search fields, do one of the following:

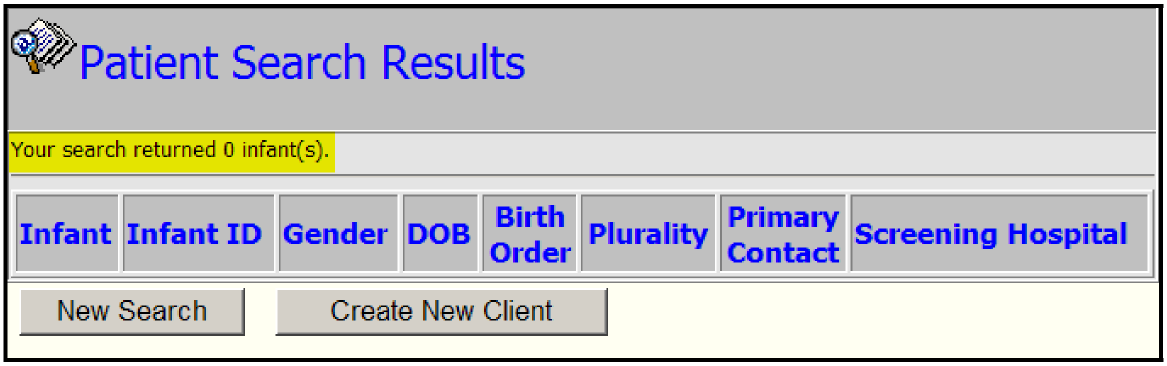
- Click on *Clear Form* to erase your entries in the fields and enter new criteria.
- Click on *Return to Search Options* to go back to the criteria selection screen.
- Click on *Search Database* to view the results.

Search Results

If the database contains no matching records, then the screen will appear as in the following example. Click on the *Create New Client* button to proceed to the Demographics / Infant Data screen.

To conduct another search, click on the *New Search* button. You will return to the screen in which you select search options.

Example 12: Patient Search / No Match



If matching records existed, they would be listed under the column headings. Click on an infant's name to open his or her record to the VISITS Summary screen. Refer to page 23 for more information about opening an existing record.

New Client Wizard / Infant Data

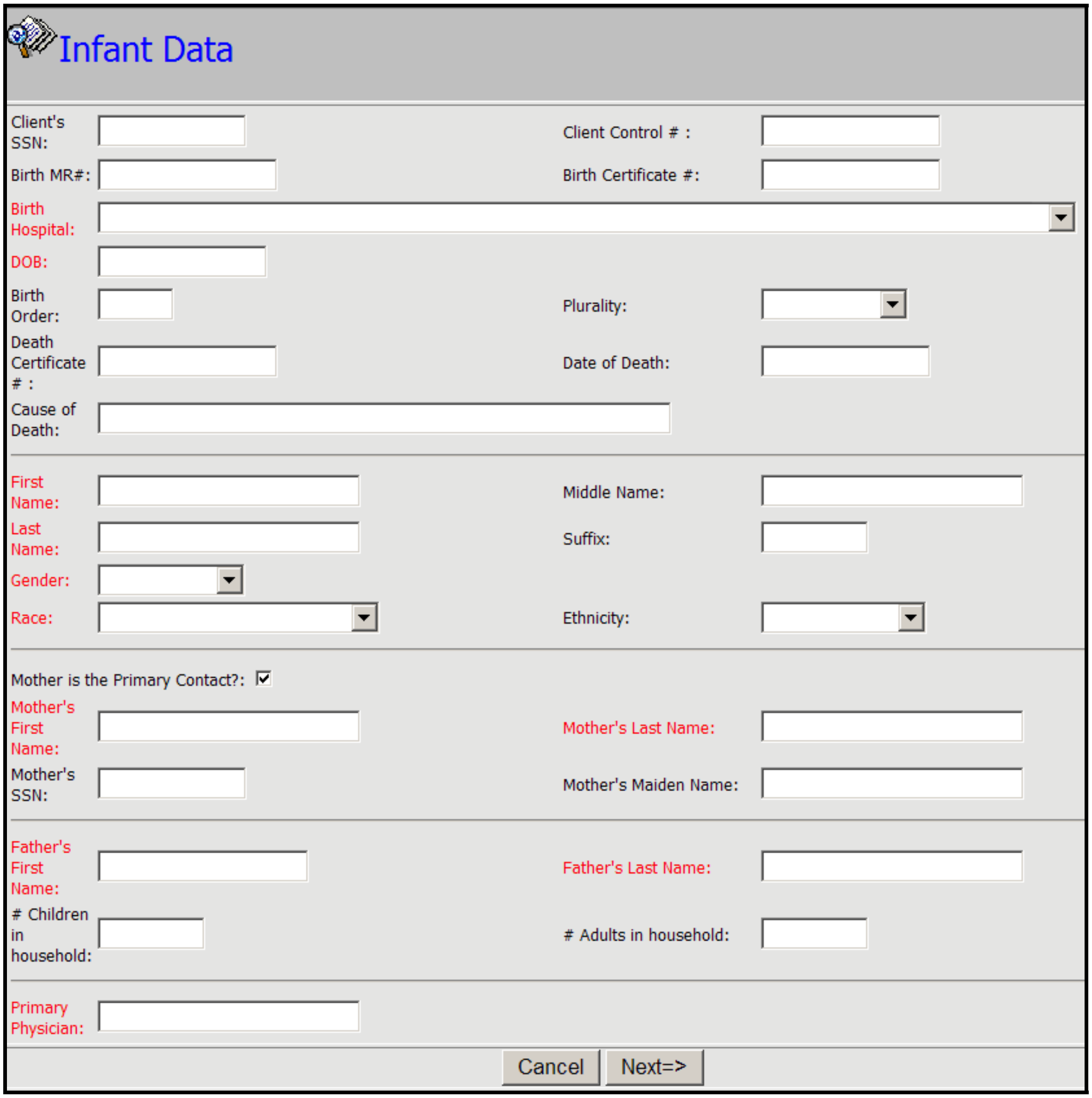
Complete as many of the fields as possible. The required fields (labeled in red) must be completed before you can proceed to the next screen.

By default, the 'Mother is the Primary Contact?' checkbox is selected. If this is not the case, then click in the checkbox to deselect (remove the check mark from) the checkbox.

Deceased Infants

Do not report infants who die prior to discharge. If you learn of the death of an infant you previously entered, please contact VDH with this information.

Example 13: Demographics / Infant Data



Infant Data

Client's SSN:
Client Control # :
Birth MR#:
Birth Certificate #:
Birth Hospital:
DOB:
Birth Order:
Plurality:
Death Certificate # :
Date of Death:
Cause of Death:

First Name:
Middle Name:
Last Name:
Suffix:
Gender:
Race:
Ethnicity:

Mother is the Primary Contact?: ☑
Mother's First Name:
Mother's Last Name:
Mother's SSN:
Mother's Maiden Name:

Father's First Name:
Father's Last Name:
Children in household:
Adults in household:

Primary Physician:

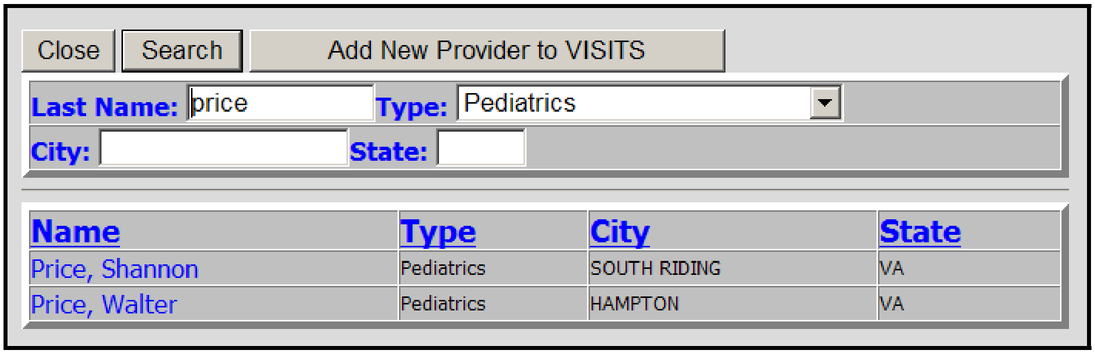
Cancel Next=>

<u>Assign a Primary Physician</u>

When you click in the 'Primary Physician' field, the Physician Search screen will appear (see Example 14).

By default, the 'Type' field will be blank, which means that all provider types will be included in the search. To filter the list by provider type (for example, 'pediatrics,' 'family practice,' or 'public health'), select an option from the drop-down list. Click on the *Search* button to display names matching your criteria.

Example 14: Provider Search Screen



Name	Type	City	State
Price, Shannon	Pediatrics	SOUTH RIDING	VA
Price, Walter	Pediatrics	HAMPTON	VA

> *Note: If you do not know the name of the infant's primary care provider, type 'Unknown' in the 'Last Name' field. The search screen will display 'Unknown, unknown' as the result. If you use this option to complete the field, please update the infant's record when you learn the name of the primary care provider.*
>
> *<u>Do not</u> modify the contact information for the 'Unknown' physician record.*

Click on a physician's name to insert it into the 'Primary Physician' field on the Infant Data screen. Click on the *Next* button to proceed to the next screen.

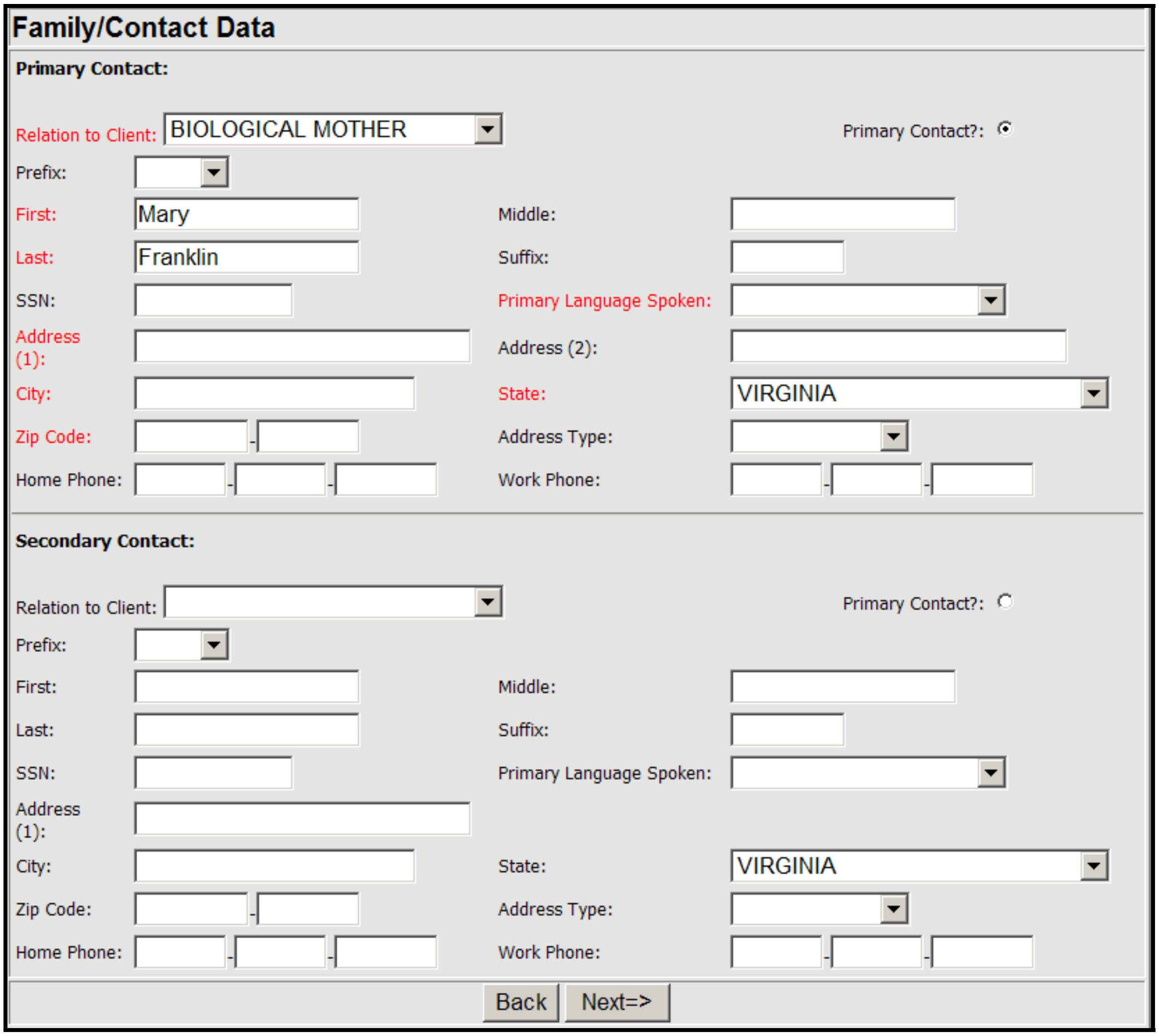
New Client Wizard / Contacts

This screen is the last one you complete before the client's record is created and the identification number is assigned. Its purpose is to identify the infant's primary and secondary contact people. Later, you can add records for additional contact people using the steps described on page 26.

<u>Contact Person's Relation to the Client</u>

When you create the 'Primary Contact' record, be sure to select the correct option from the 'Relation to Client' field. The default value is 'Biological Mother.' While you can re-open a contact person's record and change the name and address information, you **<u>cannot</u>** change the 'Relation to Client' designation after the record is created.

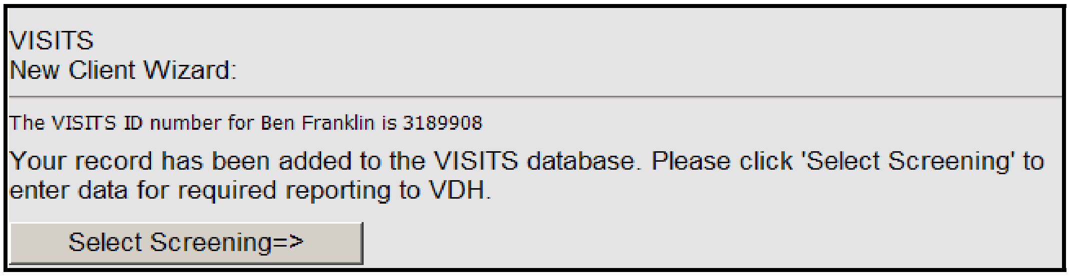
Example 15: Family-Contact Information



Complete as many fields as possible for the primary contact person. The required fields (labeled in red) must be completed before you can proceed to the next screen. Enter the information for a secondary contact person, if applicable. Click on the *Next* button to proceed.

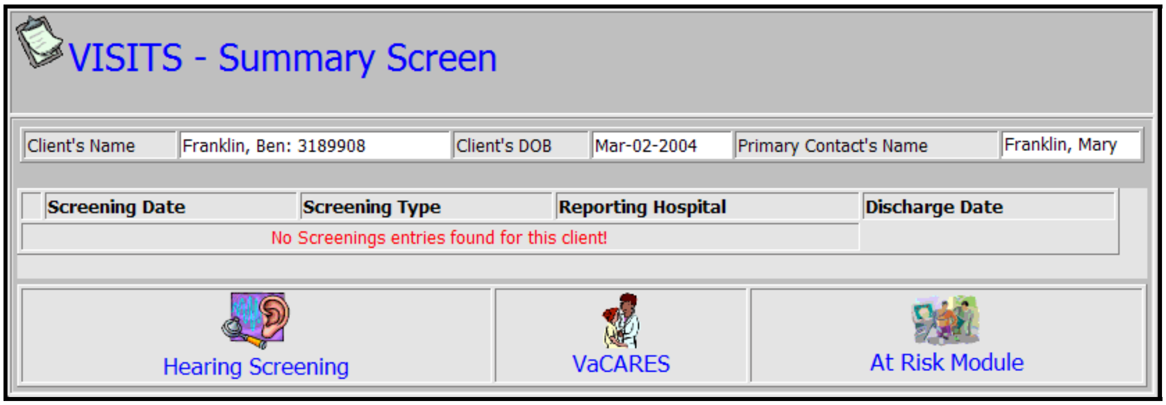
A message will confirm the creation of the client's record, and it will give you the client's VISITS identification number.

Example 16: VISITS ID Message



Click on the *Select Screening* button to proceed. The VISITS Summary screen will appear.

Example 17: VISITS Summary Screen / New Client



At this point, you can enter a hearing screening record for the client. In the VISITS application, there are three types of hearing screening entries:

- Hearing Screening. This is the initial screening done by the hospital.
- Post-Discharge Hearing Screening. This is a subsequent screening done by the hospital after the infant has been discharged, usually within one week of the initial screening.
- Follow-Up Screening. This is testing that takes place after the hospital refers the infant to an audiological center. It can be entered only by VDH users.

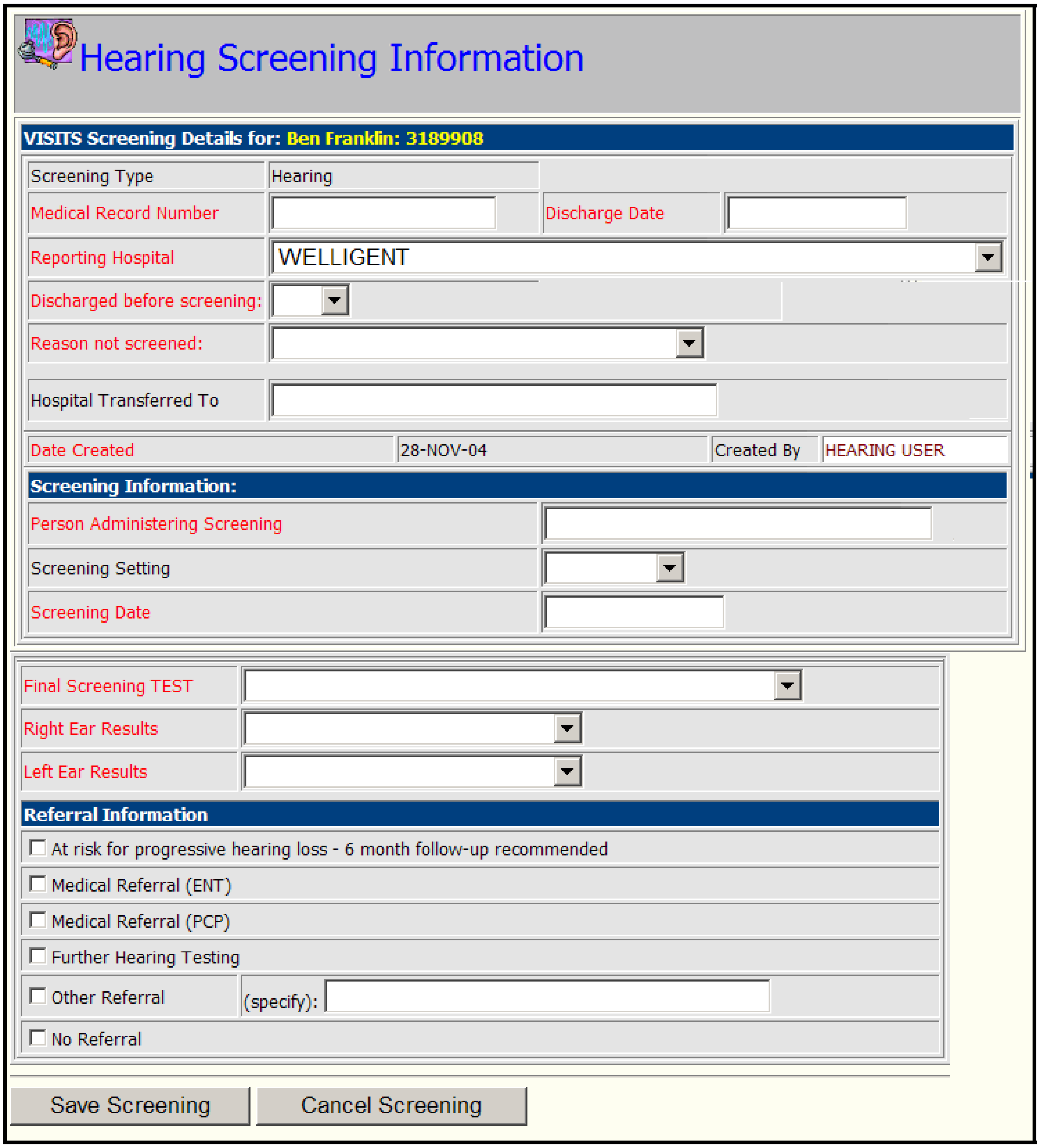
    Note: The 'Follow-Up Screening' button is not visible to Hospital users, and is not shown in the example above.

Enter a New Hearing Screening

Click on the *Hearing Screening* button to create a new screening record. If you are entering the infant's initial screening, then the entry screen's name will be 'Hearing Screening Information.' If you are entering a hospital screening done after discharge, then the entry screen's name will be 'Post-Discharge Hearing Screening Information.'

The Hearing Screening Information screen and the Post-Discharge Hearing Screening Information screen have only minor differences between them. The example below shows the Hearing Screening Information screen.

Example 18: Hearing Screening Information

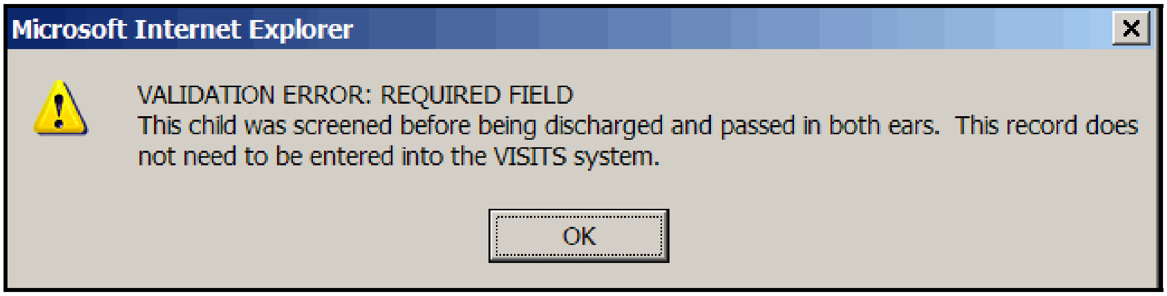


Complete the 'Screening Details' and 'Screening Information' sections of the screen. Click on the *Save Screening* button. The results of the screening ('Final Screening Test,' 'Right Ear Results,' and 'Left Ear Results') determine the next step in the process.

Infant Passes, Both Ears

If you selected ‘Passed’ from the drop-down lists for both ‘Right Ear Results’ and ‘Left Ear Results’ then the following message will appear:

Example 19: Passed Both Ears Message



Infant Passes with Follow-Up or is Referred

If you selected ‘Passed with Follow-Up’ or ‘Referred’ for one or both ears, then you will be prompted to document the infant’s risk factors. The Risk Factors screen is described on page 22.

Document an Infant who is Not Screened

If an infant is not screened prior to discharge, then use the following steps to document.

By default, the ‘Discharged before screening’ field will say ‘No;’ change it by selecting ‘Yes’ from the drop-down list. Then, select one of the options from the ‘Reason not screened’ drop-down list:

- Missed child before discharge;
- Parents refused (other reason)
- Parents refused (religious exemption)
- Transferred to out-of-state hospital

Click on the *Save Screening* button to create the record. A confirmation message will ask if you would like to enter risk indicators for the infant. Click on *OK* to proceed, or click on *Cancel* to return to the VISITS Summary screen.

The hearing screening record will be listed on the VISITS Summary screen, with the word ‘Missed’ or ‘Refused’ in the Screening Type column.

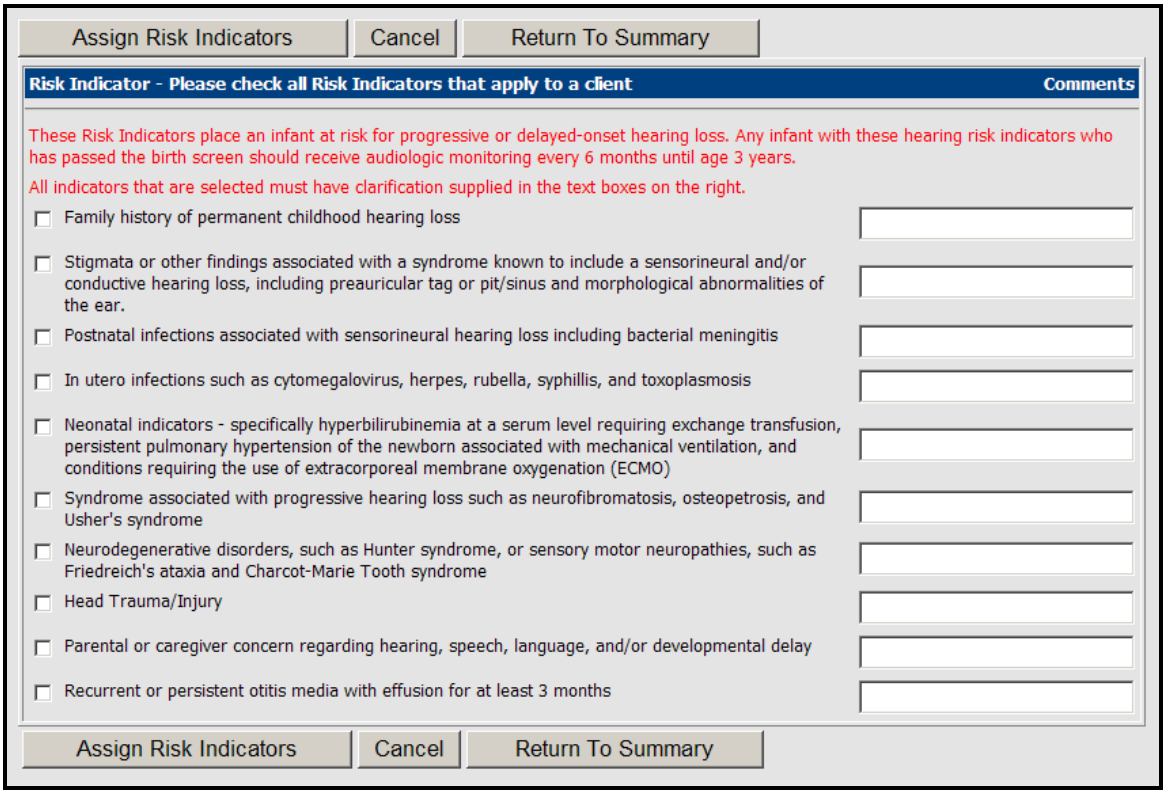
Enter a Post-Discharge Screening for an Infant

If an infant has a ‘missed’ or ‘referred’ screening record but subsequently has a screening, then document the screening in a new screening record. Refer to page 28 for instructions on adding or modifying screening records for an existing client.

Enter Hearing Risk Indicators

For initial hearing screenings, the ‘Assign Risk Indicators’ screen may appear after you click on the *Save Screening* button, depending on the results of the screening.

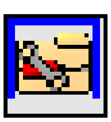
Example 20: Assign Risk Indicators



Click in the checkbox next to each applicable risk indicator. For each one that you select, click in the ‘Comments’ field to the right and enter supporting information (this is **required)**. The note in the text field should be descriptive. For instance, if ‘Family history of permanent childhood hearing loss’ is checked, record who in the family (such as ‘father’ or ‘sister’), which ear, and the type of loss. Do not merely enter “Yes.”

Click on the *Assign Risk Indicators* button to add the risk indicators to the infant’s record. The Hearing Screening Information screen will reappear.

ENTER ANOTHER NEW CLIENT



Several icons appear above the left control panel. Click on the ‘Create New Client’ icon (shown here) to initiate the New Client Wizard (described on page 13). Repeat the process to enter the new client.

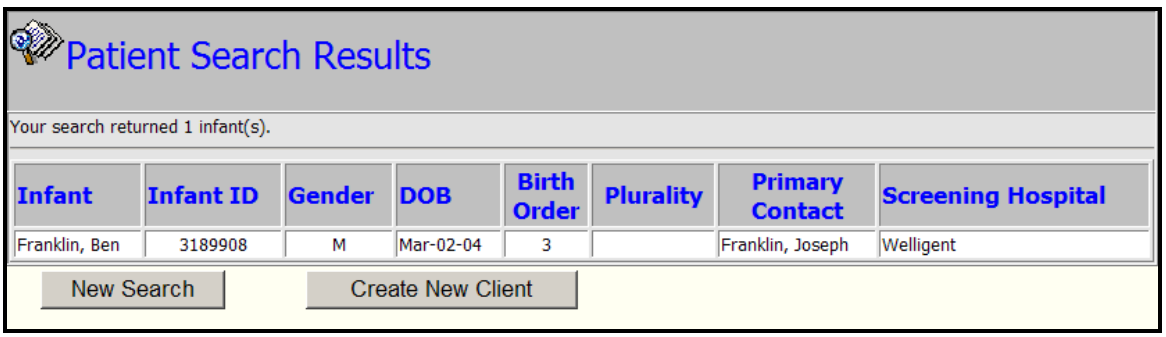
OPEN AN EXISTING CLIENT RECORD

Click on the *Modify Client Information* button on the Hospital Module menu (shown on page 11). You can also use the icons and drop-down lists to select the 'Client Search' option.

Example 21: Hospital Module Menu / New Client Wizard Button

The Patient Search Options screen will appear. Follow the steps described beginning on page 13 to search for the patient's record. The following example shows the Search Results screen when one matching record has been found.

Example 22: Patient Search Results


Patient Search Results

Your search returned 1 infant(s).

Infant	Infant ID	Gender	DOB	Birth Order	Plurality	Primary Contact	Screening Hospital
Franklin, Ben	3189908	M	Mar-02-04	3		Franklin, Joseph	Welligent

New Search   Create New Client

> *Note: Hospital users see only infant records entered from their hospital.*

Click on the infant's name to open his or her record to the VISITS Summary screen.

VISITS SUMMARY SCREEN

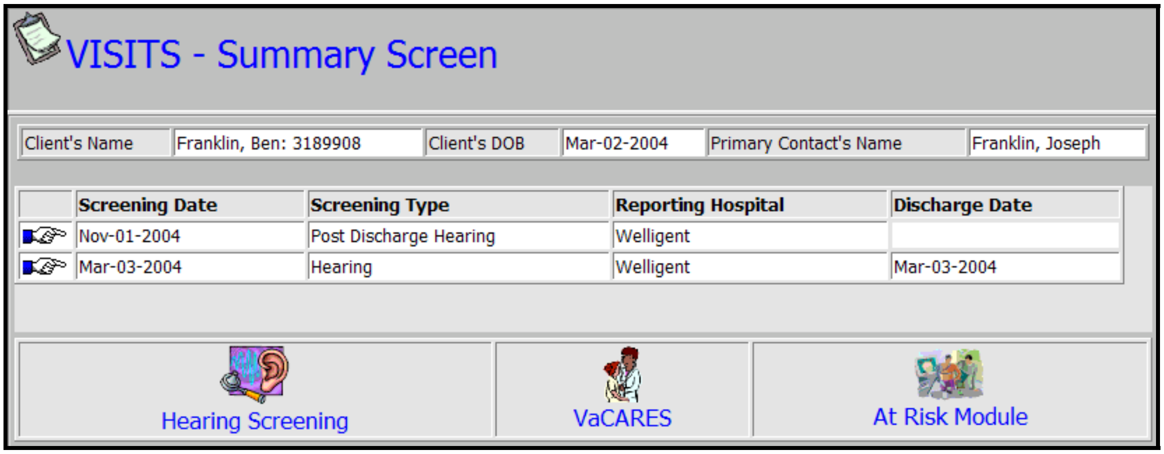
The VISITS Summary screen displays a list of the client's existing screening records (if any) and enables you to create new screening records. It also gives you access to various parts of the client's record.

Example 23 shows the main viewing area of the VISITS Summary screen. The display in the main viewing area will change as you navigate within a client's record.

Example 24 shows the VISITS Summary screen's left control panel options. The left control panel will always remain in view.

VISITS Summary Screen: Main Viewing Area

Example 23: VISITS Summary Screen



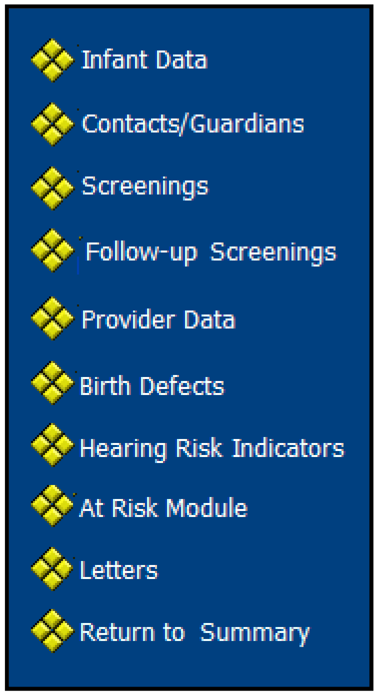
From the VISITS Summary screen, use one of the following methods to display the infant's hearing screening records:

- Previous screenings will be listed on the VISITS Summary screen. Click on the hand icon next to a screening date to display the Hearing Screening record.
- Click on the *Hearing Screening* button at the bottom to create a new screening record.

VISITS Summary Screen: Control Panel Options

The control panel appears on the left side of the screen, and remains in view when the display in the main viewing area changes. Click on a control panel option to display the associated screen in the main viewing area. Each option is described in order beginning on the following page.

Example 24: VISITS Summary Screen Control Panel



*Note: The 'Birth Defects' option is for **VISITS VaCARES** users only; it is not described in this document. The 'At Risk Module' is currently under construction and is not addressed in this manual. The 'Letters' function is for VDH use only.*

View / Modify Infant Data

Click on this option to view the Infant Data screen *(see Example 13 on page 16).*

The Infant Data screen for existing clients is similar to the one that appears when you add a new client to the database. One difference is that certain read-only information – such as the VISITS identification number and the record creator's name – appears at the top of the screen.

You can use this page to make changes to the client's information. To assign a new primary care provider, click in the 'Primary Physician' field at the bottom of the screen. The Provider Search screen shown in Example 14 on page 17 will appear. Use that screen to insert the name of the new primary care provider in the 'Primary Physician' field.

When you are done making changes, click on the *Modify Client Information* button. A message will confirm that you have modified the Infant Data record. Click on *OK* to close the message. You will be returned to the VISITS Summary screen.

View / Modify Contact and Guardian Information

Click on this option to display a list of the client's current contact people.

Example 25: Client Contact List

Contact List for BEN JOSEPH FRANKLIN: 3189908

Name	Relationship	City	State	Primary Contact	Last Modified
Franklin, Mary	BIOLOGICAL MOTHER	Smithfield	VA	✓	11/24/2004
Franklin, Joseph	BIOLOGICAL FATHER	Hampton	VA		11/27/2004

** To change the primary contact in the current listing, click on the contact's name and then check the Primary Contact box.

** To assign a new contact, click the Add New Contact button.
(If this is to be the primary contact, click the Primary Contact box.)

Add New Contact | Return to Summary

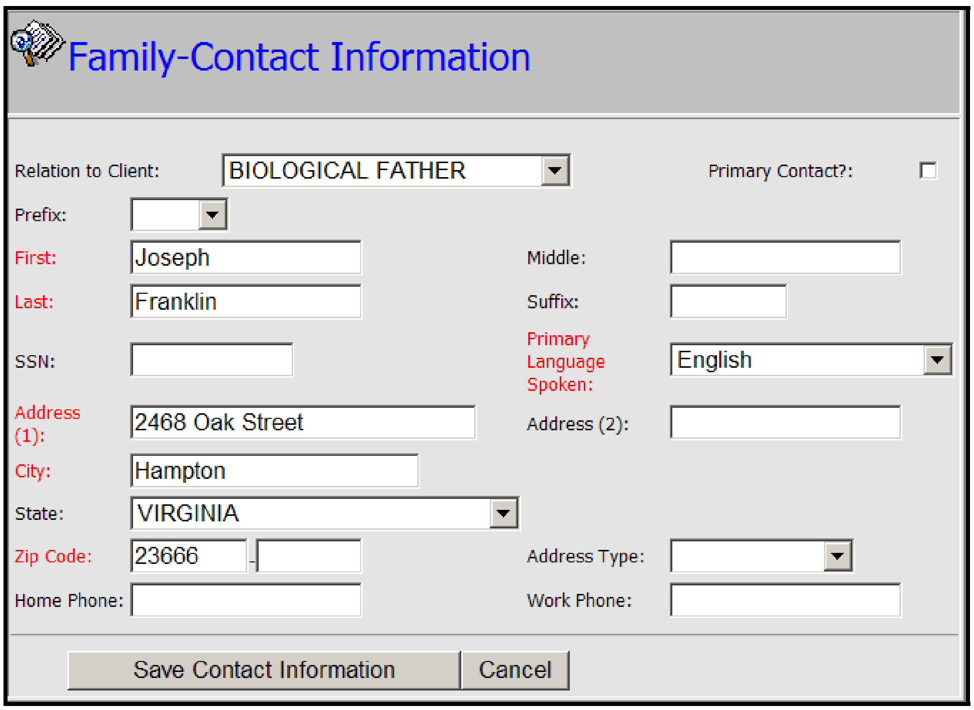
The primary contact person is indicated by a check mark in the 'Primary Contact' column.

Changes and additions to contact person records are made in the Family-Contact Information screen. To open that screen, do one of the following:

- **o** Open an Existing Contact Record: Click on the contact person's name.
- **o** Create a New Contact Record: Click on the *Add New Contact* button.

The main difference between the Family-Contact Information screen for an existing client and the Family-Contact Information screen for a new client is the number of contact records you can enter in the screen. The New Client Wizard's Family-Contact Information screen (shown in Example 15 on page 18) gives you the fields to create two contact records. The Family-Contact Information screen for an existing client (shown below) enables you to modify or create a record for one contact person at a time.

Example 26: Family-Contact Information Screen / Existing Client



Assign a New Primary Contact Person

To designate a different contact person as the primary contact, open or create the new primary contact person's record in the Family-Contact Information screen. Click in the 'Primary Contact?' check box. Click on the *Save Contact Information* button. When the Contact Listing screen reappears, the check mark will be next to the newly-designated primary contact person's name.

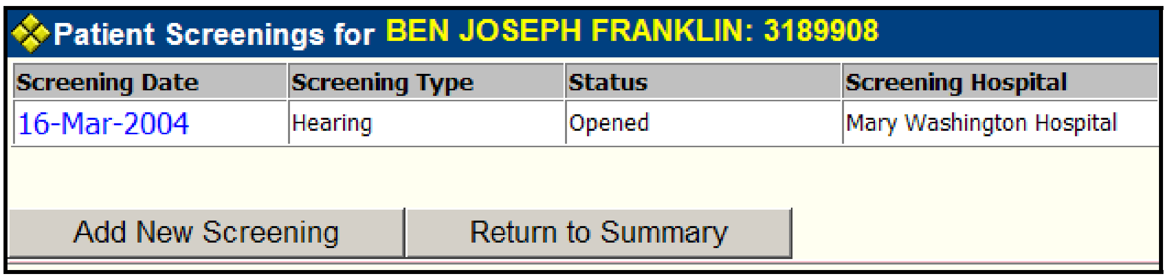
When you open the primary contact person's Family-Contact Information record, the words 'Designated Primary Contact' appear in place of the 'Primary Contact?' checkbox shown in the example above.

> ***Reminder:*** *be sure to select the correct option from the 'Relation to Client' field. The default value is 'Biological Mother.' While you can re-open a contact person's record and change the name and address information, you cannot change the 'Relation to Client' designation after the record is created.*

View / Modify Screenings

Click on this option to display a list of the client's previous screenings (if any).

Example 27: Client Screening List



Patient Screenings for BEN JOSEPH FRANKLIN: 3189908

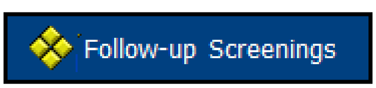
Screening Date	Screening Type	Status	Screening Hospital
16-Mar-2004	Hearing	Opened	Mary Washington Hospital

Add New Screening | Return to Summary

To open an existing record, click on the screening date; the Hearing Screening Information screen shown in Example 18 on page 20 will open.

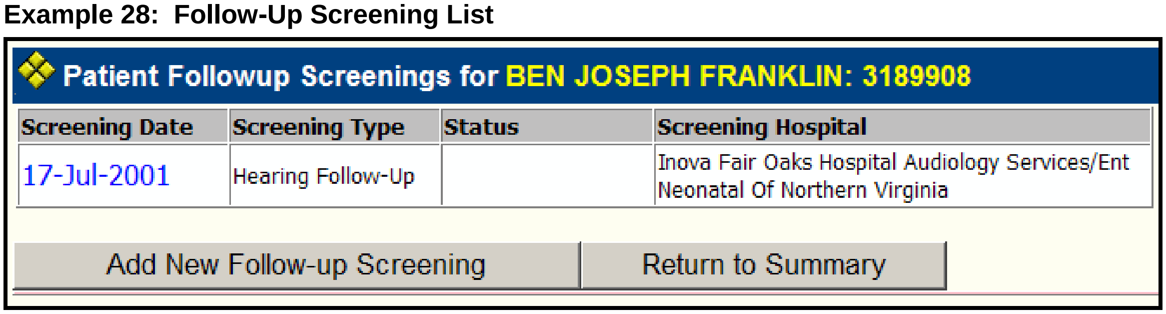
To add a new hearing screening, click on the *Add New Screening* button. The VISITS Summary screen will appear. Click on the *Hearing Screening* button to proceed. Refer to page 19 for information about adding a new hearing screening in the Hearing Screening Information or the Post Discharge Hearing Screening Information screen.

View Follow-Up Screenings



Click on this option to display a list of the client's follow-up screenings (if any).

Example 28: Follow-Up Screening List



Patient Followup Screenings for BEN JOSEPH FRANKLIN: 3189908

Screening Date	Screening Type	Status	Screening Hospital
17-Jul-2001	Hearing Follow-Up		Inova Fair Oaks Hospital Audiology Services/Ent Neonatal Of Northern Virginia

Add New Follow-up Screening | Return to Summary

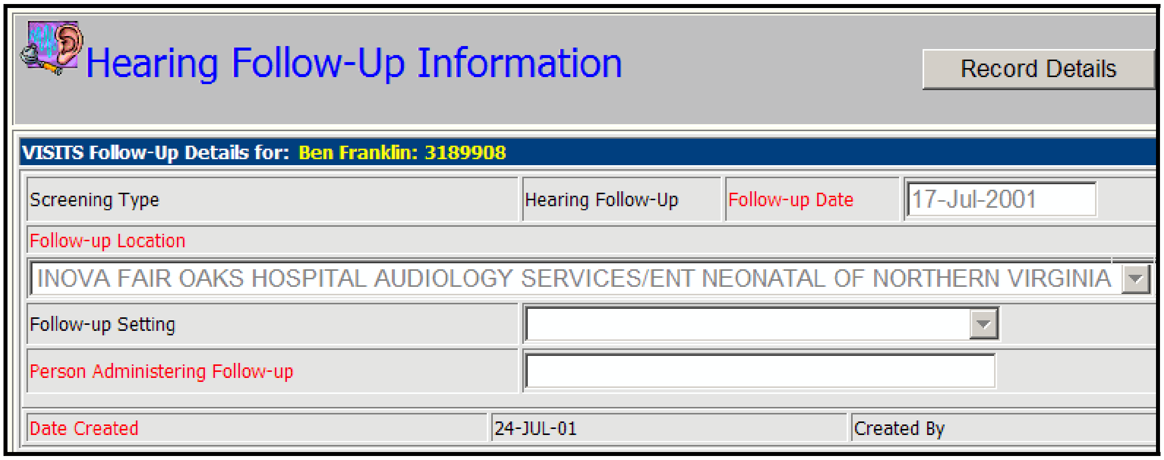
Administrative users (VDH) enter follow-up information; hospital users cannot enter this information. However, hospital users can view follow-up records entered by VDH.

To view an existing record, click on a screening date. The Hearing Follow-Up Information screen will open.

Hearing Follow-Up Details: Administrative Information

In this manual, the Hearing Follow-Up Details screen appears in four separate examples because of its length. In the VISITS application, the four sections are part of the same screen.

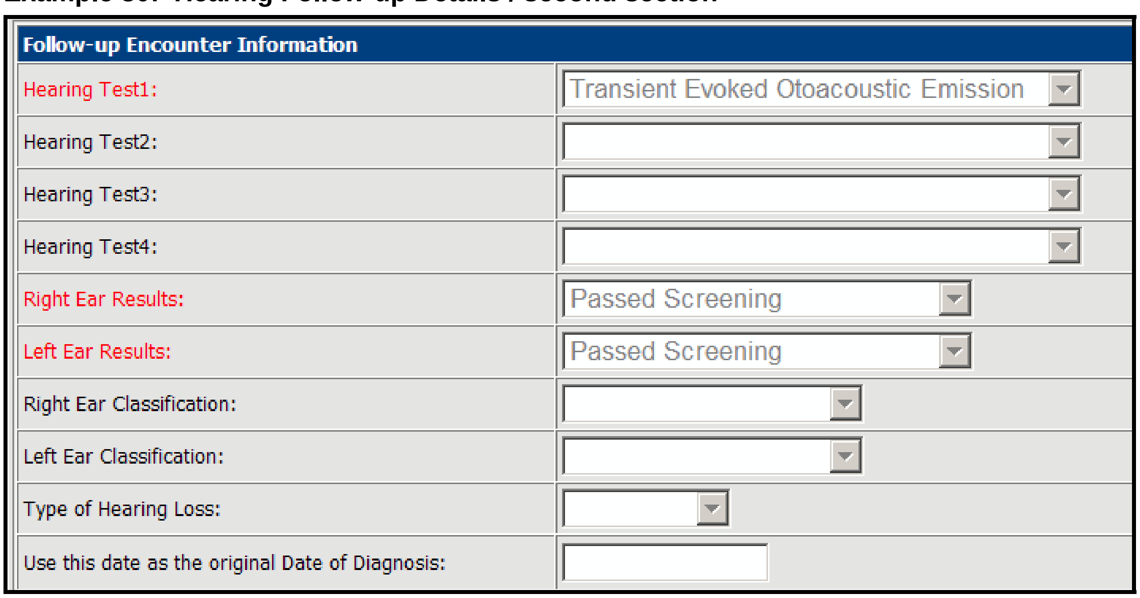
Example 29: Hearing Follow-up Details / first section



This section contains the date, location, and administrator of the follow-up screening.

Hearing Follow-Up Details: Encounter Information

Example 30: Hearing Follow-up Details / second section

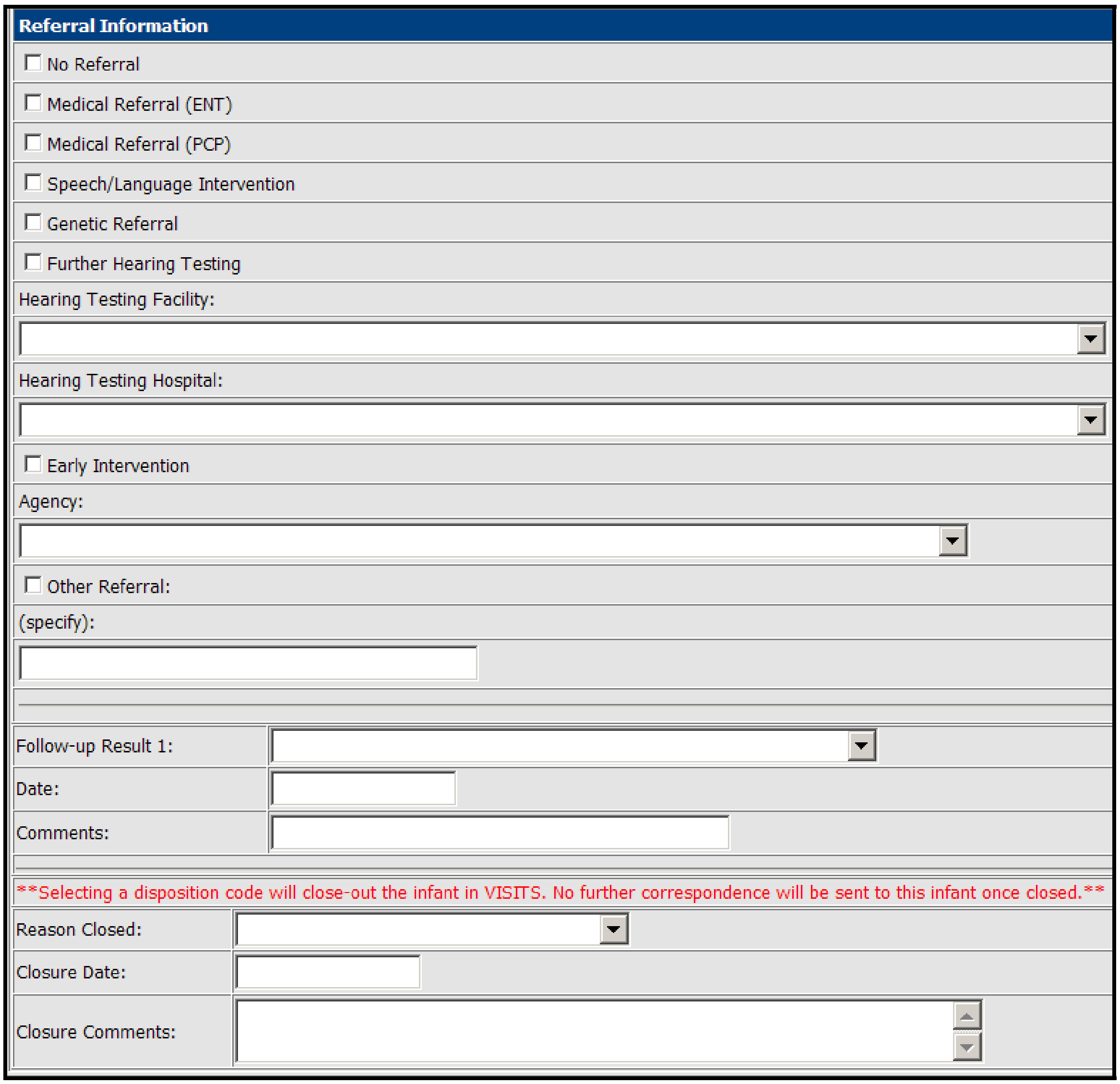


This section documents the hearing tests and results for each ear. The last field in this section contains the original 'Date of Diagnosis.'

Hearing Follow-Up Details: Referral Information

The check boxes identify any referrals that were made. At the bottom of this section, the follow-up results are recorded. Options in the 'Follow-up Results' drop-down list include programs in which the child will be enrolled, services that the child will receive, and hearing devices that the child will use. In VISITS there are four sets of 'Follow-Up Results' fields; only one is shown in the following example.

Example 31: Hearing Follow-up Details / third section


Referral Information

☐ No Referral

☐ Medical Referral (ENT)

☐ Medical Referral (PCP)

☐ Speech/Language Intervention

☐ Genetic Referral

☐ Further Hearing Testing

Hearing Testing Facility:

Hearing Testing Hospital:

☐ Early Intervention

Agency:

☐ Other Referral:

(specify):

Follow-up Result 1:

Date:

Comments:

Selecting a disposition code will close-out the infant in VISITS. No further correspondence will be sent to this infant once closed.

Reason Closed:

Closure Date:

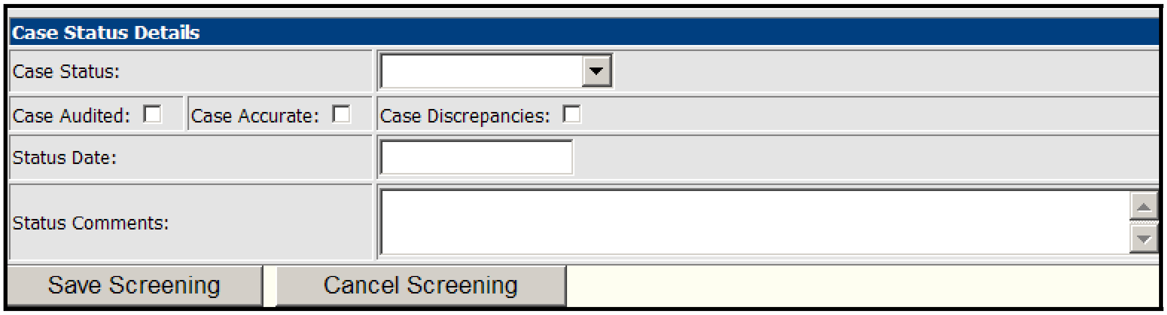
Closure Comments:

Once the 'Reason Closed,' 'Closure Date,' and 'Closure Comments' fields are completed, the infant's record will be closed in VISITS. The client will not be chosen to receive future letters.

Hearing Follow-Up Details: Case Status

The 'Case Status Details' section of the screen is not used for Hearing cases.

Example 32: Hearing Follow-up Details / fourth section



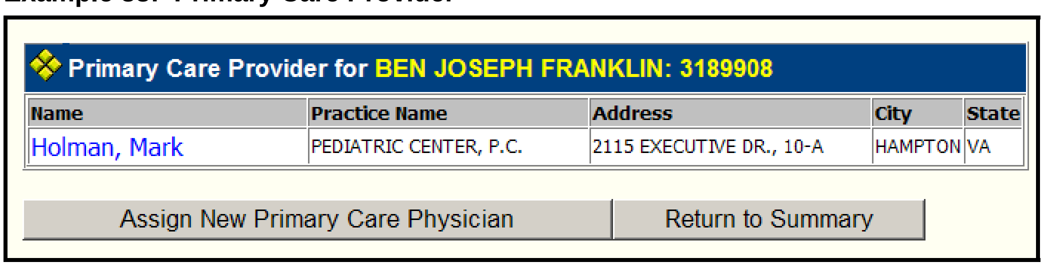
Hearing Follow-Up Details: Close the Record

Click on the *Cancel Screening* button to close the record.

View / Modify Provider Information

Click on this option to display the name of the client's current primary care provider.

Example 33: Primary Care Provider



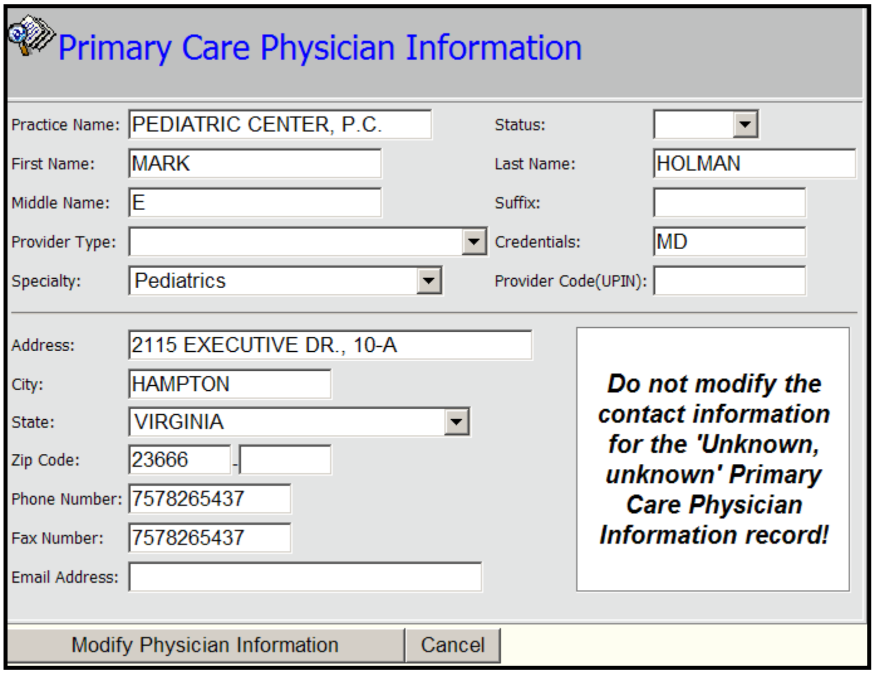
Assign a New Primary Care Provider

Click on the *Assign New Primary Care Physician* button to display the physician search screen (see Example 14 on page 17). Use it to identify a new provider and insert the provider's name in the client's record.

View / Modify the Primary Care Provider Details Record

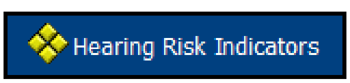
Click on the physician's name to display the Primary Care Provider Details screen (see the following example).

Example 34: Primary Care Provider Details



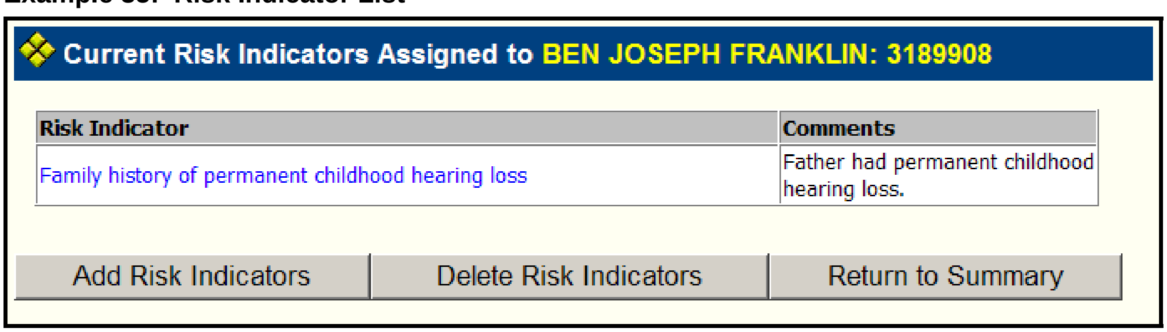
If you need to make changes, click in a field and type the new information. Click on the *Modify Physician Information* button to add your changes to the database.

View / Modify Hearing Risk Indicators



Click on this option to display a list of the client's current risk indicators.

Example 35: Risk Indicator List



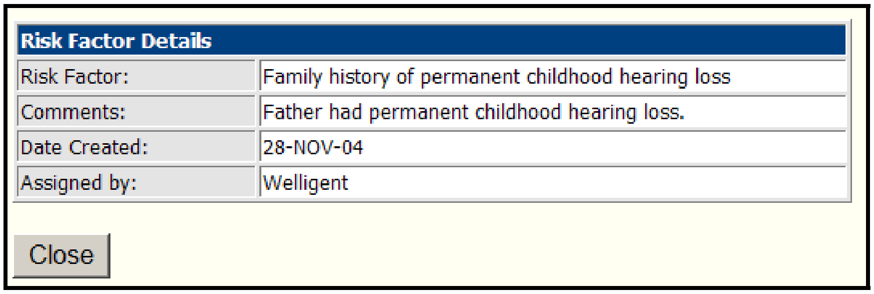
Document a New Risk Indicator

Click on the *Add Risk Indicators* button to display the Risk Indicator screen, shown in Example 20 on page 22.

Review an Existing Risk Indicator

Click on a listed risk indicator to display the Risk Factor Details screen:

Example 36: Risk Factor Details



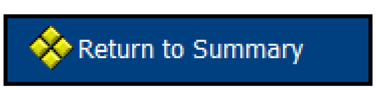
Delete a Risk Indicator

Click on the *Delete Risk Indicators* button to remove one or more indicators from the list. A screen listing the current indicators will appear.

Example 37: Delete Risk Indicators

Click in the check box next to each risk indicator you would like to delete. Then, click on the *Delete Risk Indicators* button. Click on *OK* to close the confirmation message. When the Current Risk Indicators screen reappears, the items you deleted will no longer be on the list.

Return to the VISITS Summary Screen



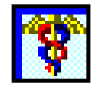
Click on this option to display the VISITS Summary screen in the main viewing area.

The VISITS Summary screen is shown in Example 23 on page 24.

FACILITY SEARCH / REFERRAL CENTERS

The VISITS database contains records for follow-up testing facilities and early intervention facilities. You can access the records from the Hospital Main Menu (see Example 7 on page 11) by doing one of the following:

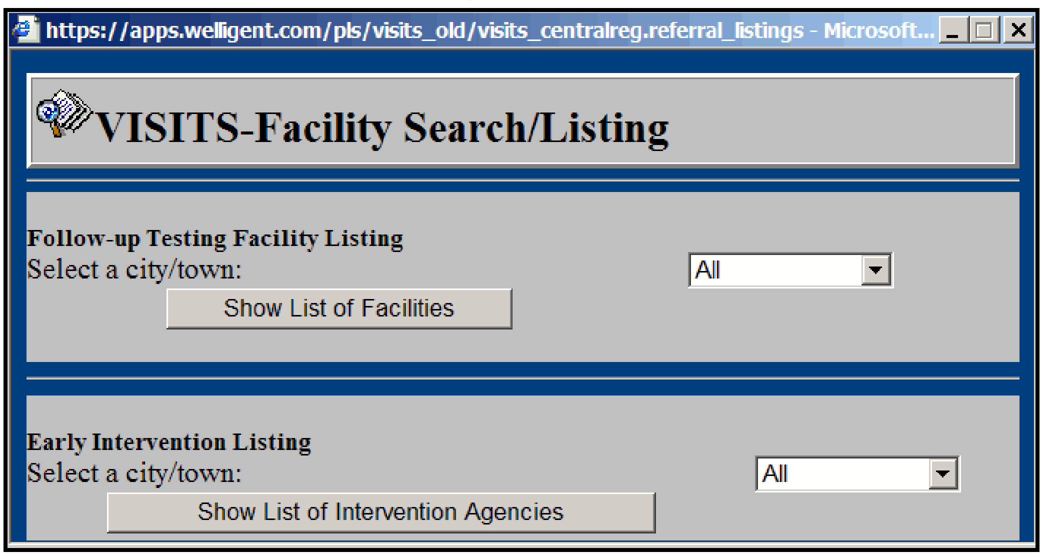
- Click on the *Referral Centers* button
- Click on the icon shown at right (at the top of the Hospital Main Menu screen).



- Select ‘Referral Centers’ from the ‘Utilities’ drop-down list.

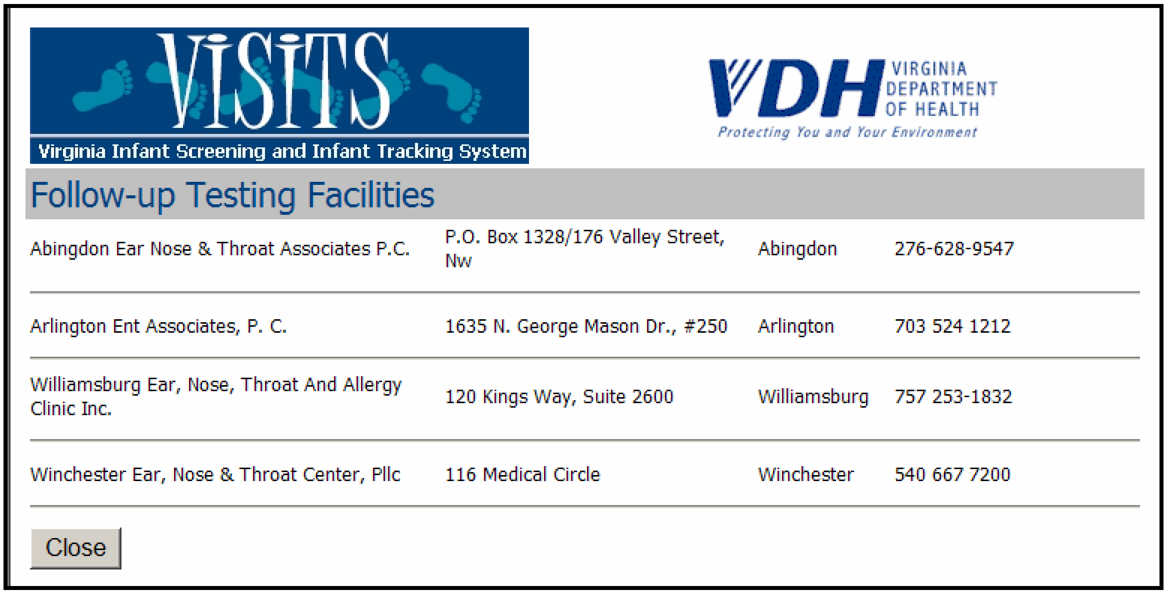
The screen shown in the following example will appear. To begin, select a city or town from the drop-down list. By default, the word ‘All’ will appear. Then, click on either the *Show List of Facilities* button or the *Show List of Intervention Agencies* button.

Example 38: Facility Search / Listing Screen



A list of the facilities in the selected geographical area will open in a separate browser window (see the following example). The format of the list is the same for both follow-up testing facilities and early intervention facilities.

Example 39: Facility List


Virginia Infant Screening and Infant Tracking System

VDH VIRGINIA DEPARTMENT OF HEALTH
Protecting You and Your Environment

Follow-up Testing Facilities

Abingdon Ear Nose & Throat Associates P.C.	P.O. Box 1328/176 Valley Street, Nw	Abingdon	276-628-9547
Arlington Ent Associates, P. C.	1635 N. George Mason Dr., #250	Arlington	703 524 1212
Williamsburg Ear, Nose, Throat And Allergy Clinic Inc.	120 Kings Way, Suite 2600	Williamsburg	757 253-1832
Winchester Ear, Nose & Throat Center, Pllc	116 Medical Circle	Winchester	540 667 7200

Close

Scroll to the bottom of the list and click on the *Close* button when you are done.

HOSPITAL HEARING REPORTS

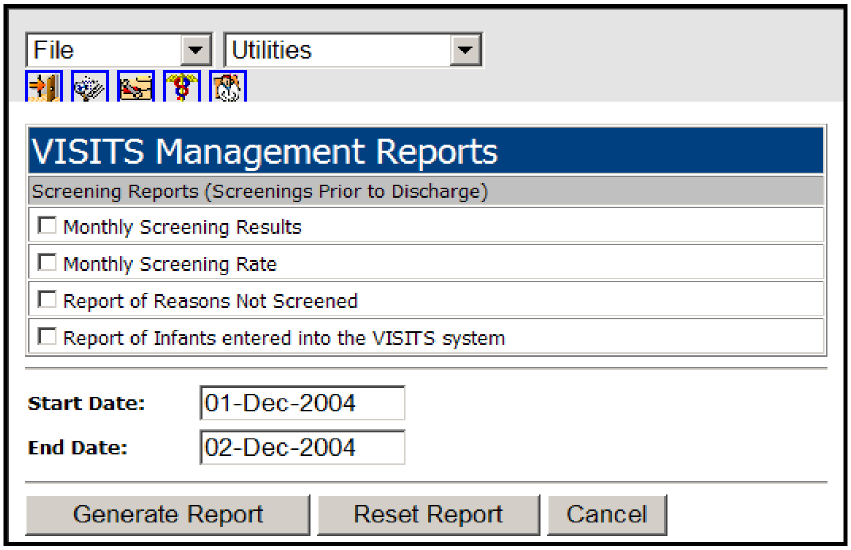
The Hospital Module menu contains a *Hospital Reports* button, with the words 'Hearing' and 'At Risk' on it.

To generate your hospital's Hearing reports, click on the word 'Hearing.'

Hearing Reports

The VISITS Management Reports screen contains a list of four report options: 'Monthly Screening Results,' 'Monthly Screening Rate,' 'Report of Reasons Not Screened,' and 'Report of Infants entered into the VISITS system.' Click in the check box next to each report you would like to generate. You may select more than one at a time.

Example 40: Hospital Report Selection



Click in the ‘Start Date’ and ‘End Date’ fields, and use the date picker to define the date range for the report. Refer to the **VISITS Message Center** manual for instructions on using the date picker.

Click on the *Generate Report* button. The report(s) will open in a separate browser window.

After reviewing the report, scroll to the bottom of the screen and click on the *Close Report* button. To print the report, go to the top of the screen and click on ‘File,’ then on ‘Print.’ Follow the usual steps for printing a document.

> *Note: The ‘Monthly Screening Results,’ ‘Monthly Screening Rate,’ and ‘Report of Reasons Not Screened’ are all based on date of discharge. The ‘Report of Infants Entered’ is based on the date the record is entered.*

Example 41: Sample Hearing Report

VISITS Management Reports

Report Parameters

Screening Hospital:	WELLIGENT
Start Date:	01-NOV-2004
End Date:	30-NOV-2004

Monthly Screening Results

WELLIGENT - Monthly Screening Results

Month/Year	Total Screened	Passed	% Passed	Pass With Follow-up	% Passed With Follow-up	Referred	% Referred
NOV 2004	0	0	0%	1	0%	0	0%
TOTAL	0	0		1		0	

Monthly Screening Rate

WELLIGENT - Monthly Screening Rate

Month/Year	Total Discharged to Home	Total Missed	Total Refused	Total Screened	Screening Rate
NOV 2004	0	0	0	0	0%
TOTAL	0	0	0	0	0%

Report of Reasons Not Screened

Reason Not Screened	Value	Totals for Reasons Not Screened
Total	0	

Patient Listing Report

WELLIGENT - Patient Listing Report

VISITS ID	Name	Screening MRN	Date Entered into VISITS
3189788	BOOP, BETTY	66555555	19-NOV-04
3189908	FRANKLIN, BEN	11111	24-NOV-04

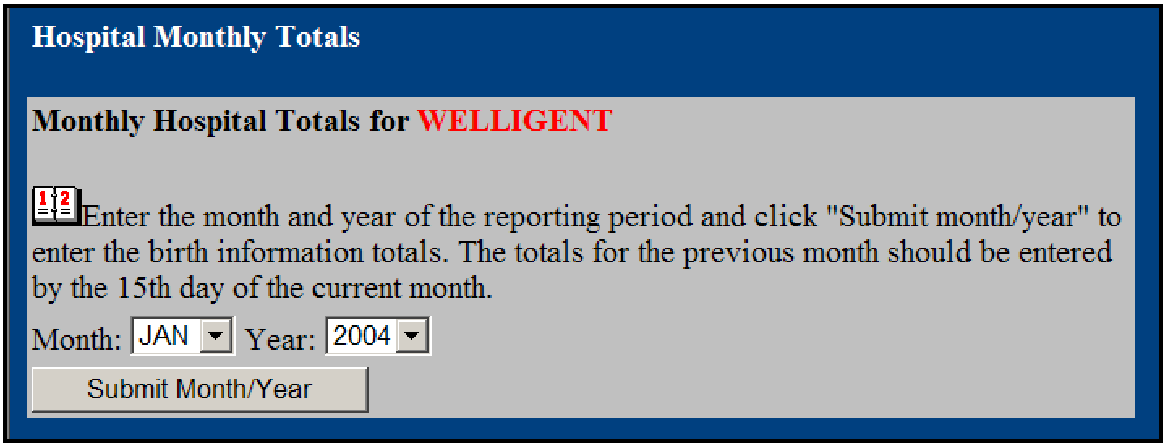
VISITS Management Reports
Date Created: 02-Dec-2004
Time Created: 05:07 AM
Created By VISITS User: USER, HEARING

Close Report

HEARING MONTHLY TOTALS

Display the main Hospital Module menu (see Example 7 on page 11) and click on the *Hearing Monthly Totals* button. The following screen will appear.

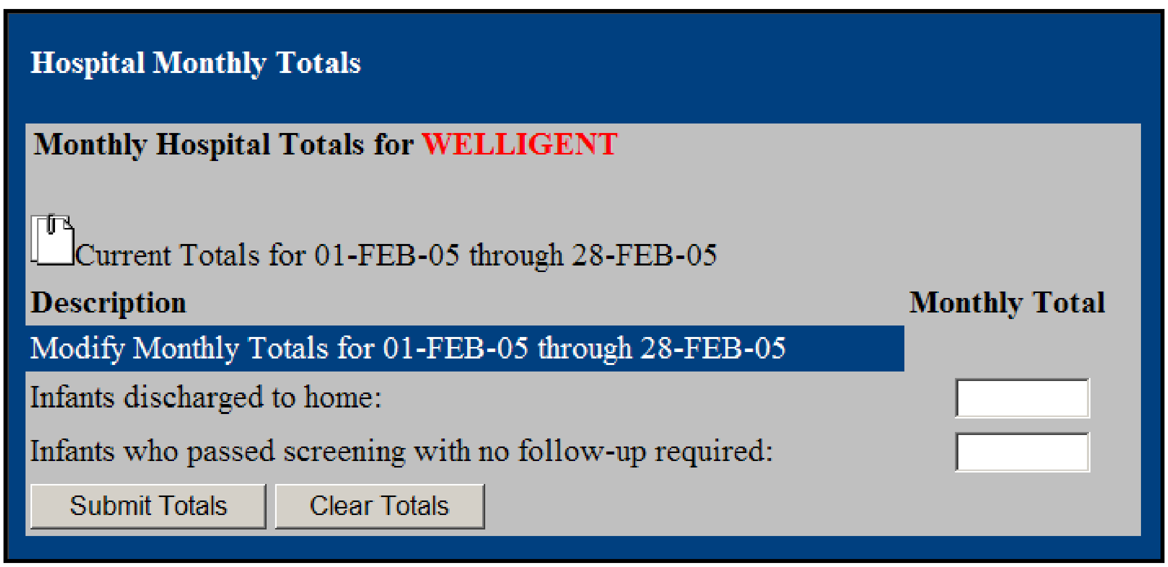
Example 42: Hearing Monthly Totals



Select the month and the year from the drop-down lists. Then, click on the *Submit Month/Year* button.

Enter Monthly Totals – New Month

Example 43: Hospital Monthly Totals / Enter New Information

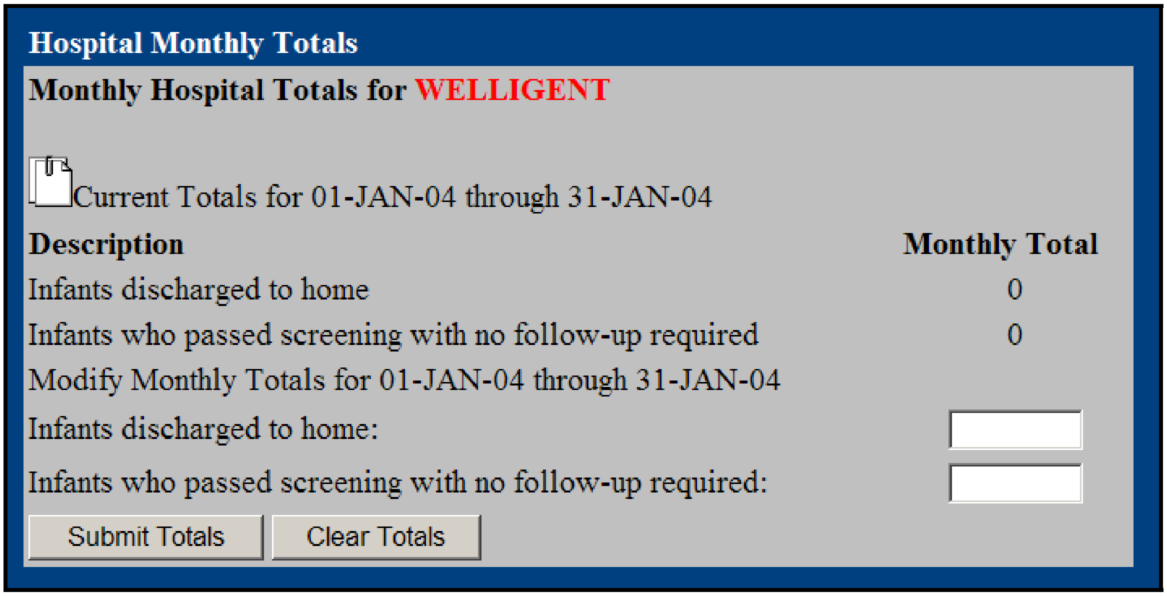


Enter the number of infants discharged to home and the number of infants who passed screening with no follow-up required. Then, click on the *Submit Totals* button. The Monthly Totals Summary Sheet (see Example 45 on page 40) will appear.

Revise Monthly Totals

If the database already contains information for the month and year you entered, then that information will appear on the screen, as shown below.

Example 44: Hospital Monthly Totals / Modify Information



Hospital Monthly Totals

Monthly Hospital Totals for WELLIGENT

Current Totals for 01-JAN-04 through 31-JAN-04

Description	Monthly Total
Infants discharged to home	0
Infants who passed screening with no follow-up required	0

Modify Monthly Totals for 01-JAN-04 through 31-JAN-04

Infants discharged to home:

Infants who passed screening with no follow-up required:

Submit Totals | Clear Totals

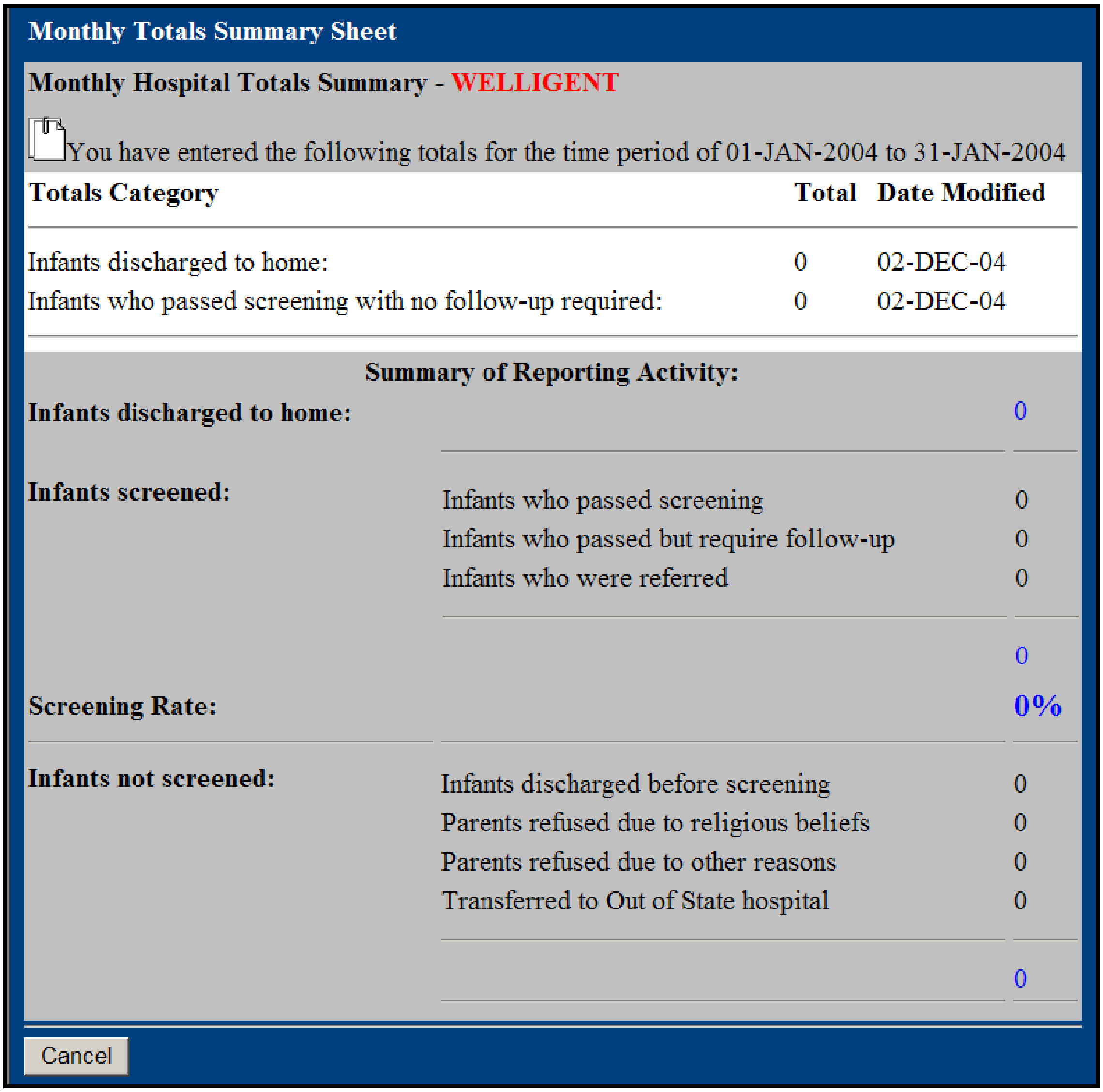
To modify the information, complete the two fields; then, click on the *Submit Totals* button. The updated information will appear in a summary screen, as shown below.

Hearing Monthly Totals Summary

The information in the first section of the Summary sheet (see Example 45 on page 40) comes from your entries in the 'Hospital Monthly Totals' worksheet. The rest of the report summarizes the specific infant records that were entered. The information is gathered based on the date of discharge, not the date of the screening.

Click on the *Cancel* button to close the screen.

Example 45: Hospital Monthly Totals Summary Sheet


Monthly Totals Summary Sheet

Monthly Hospital Totals Summary - WELLIGENT

You have entered the following totals for the time period of 01-JAN-2004 to 31-JAN-2004

Totals Category	Total	Date Modified
Infants discharged to home:	0	02-DEC-04
Infants who passed screening with no follow-up required:	0	02-DEC-04

Summary of Reporting Activity:

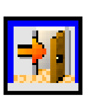
Infants discharged to home:		0
Infants screened:	Infants who passed screening	0
	Infants who passed but require follow-up	0
	Infants who were referred	0
		0
Screening Rate:		0%
Infants not screened:	Infants discharged before screening	0
	Parents refused due to religious beliefs	0
	Parents refused due to other reasons	0
	Transferred to Out of State hospital	0
		0

Cancel

NO VACARES CASES

The Hospital Module menu's *No VaCARES Cases* button is described in the **VISITS VaCARES Users** manual. Hearing users do not need to use this function.

CLOSE THE HOSPITAL MODULE



Click on the *Exit Hospital Module* button or on the first icon (shown at left) to return to the VISITS Message Center (see Example 5).