

Mental Health Assistant User Manual



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Department of Veterans Affairs
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Product Development

Revision History

Date	Revision	Description	Author(s)
July 2021	1.5	YS*5.01*178 MHA Web Staff Entry Update. Store and retrieve last used settings when creating an assignment, store and retrieve Favorite Instrument List, 508 defect fixes. New sections are 2.1.1, 2.1.10, 2.1.14. Added screenshots for updates to application, new figures are 7, 8, 11, 12, 14, 15, 16, 17, 18, 20, 21, 22, 23, 24, 25, 26, 27, 28, and 34.	Liberty IT Solutions, a Booz Allen company
June 2021	1.4	YS*5.01*179 MHA Web Staff Entry CCOW Integration. See 2.1	Liberty IT Solutions
March 2021	1.3	YS*5.01*158. Remove references to “PaSE” and replace with “MHA Web”.	Booz Allen Hamilton
February 2021	1.2	Revised/added screenshots for updates to application	Booz Allen Hamilton
January 2021	1.1	Revised/added screenshots for updates to application	Booz Allen Hamilton
December 2020	1.0	Initial creation of MHA Web User Manual	Booz Allen Hamilton

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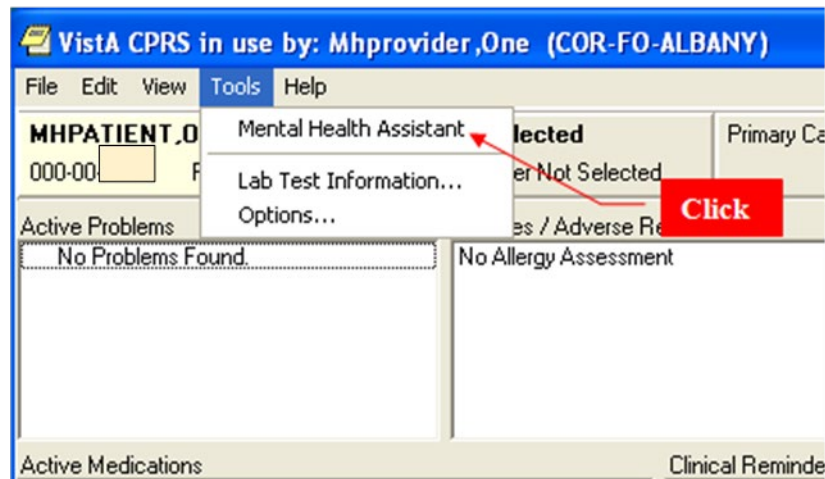
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1. MHA Web Application User Manual Content

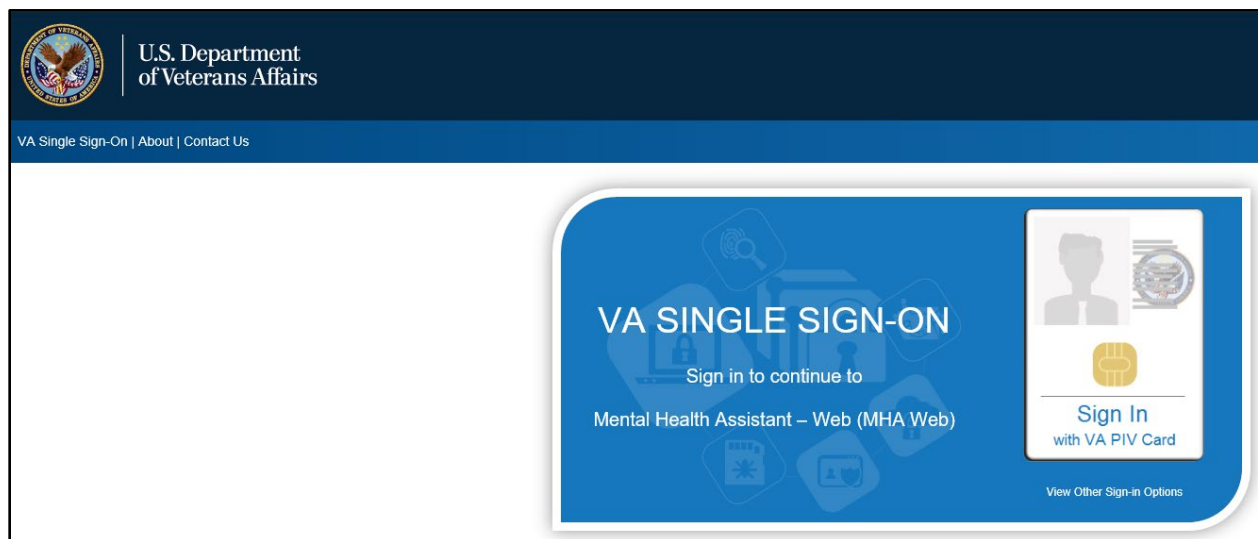
Click on the **MHA Web** option located on the Computerized Patient Record System (CPRS) **Tools** menu item to start Mental Health Assistant – Web (MHA Web). The VA Single Sign-On page is displayed.

Figure 1: Mental Health Assistant



NOTE Patient name must be verified before entering questionnaire data.

Figure 2: VA Single Sign-on

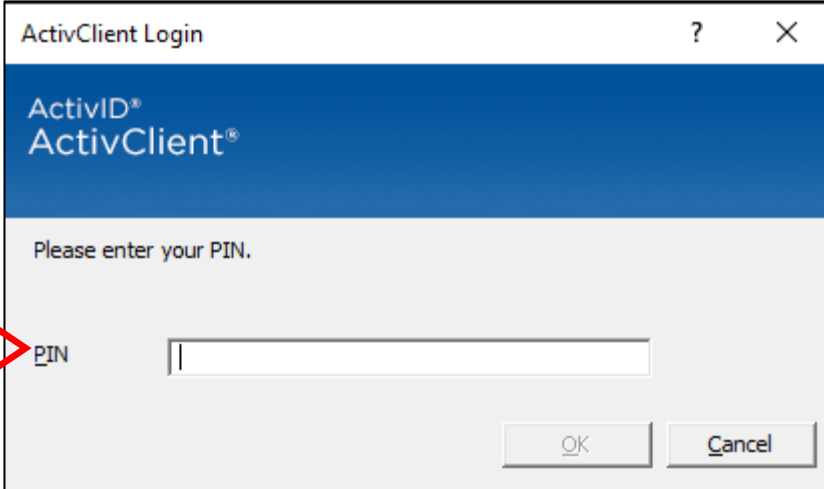


There are 3 options for signing into the application using the VA Single Sign-On page:

- VA Personal Identity Verification (PIV) Card
- Windows Authentication
- VA Network ID

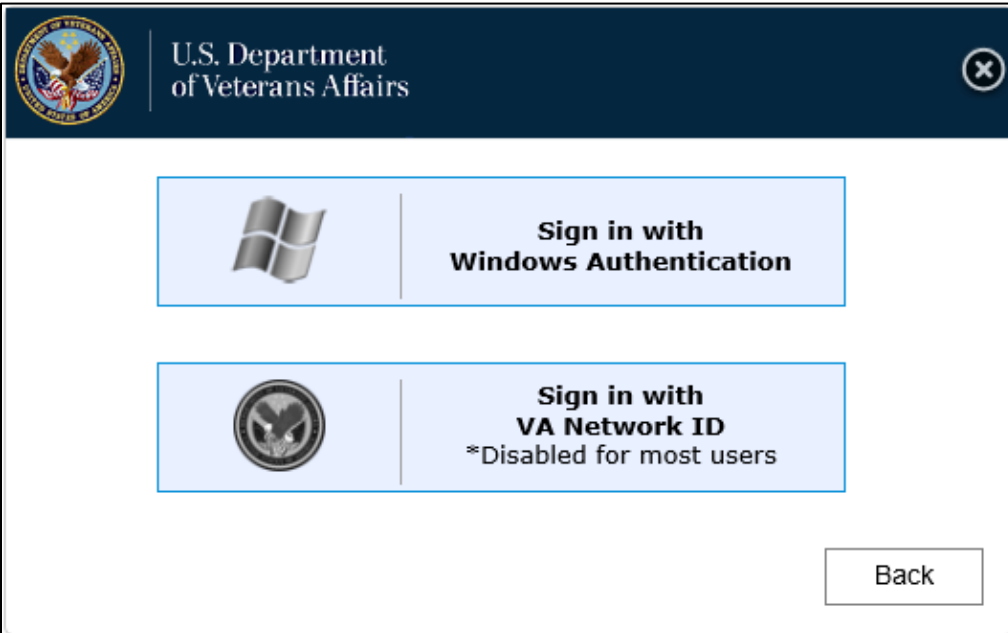
The most common single sign-on used is the VA PIV Card validating user credentials with their VA PIV Card personal identification number (PIN).

Figure 3: VA PIV Card PIN

The image shows a Windows-style dialog box titled "ActivClient Login". It has a blue header bar with the "ActivID®" and "ActivClient®" logos. Below the header, the text "Please enter your PIN." is displayed. There is a text input field for the PIN, with a red arrow pointing to it from the left. The label "PIN" is positioned to the left of the input field. At the bottom right of the dialog, there are two buttons: "OK" and "Cancel".

The Windows Authentication sign-on option will use user credentials that were validated on initial login to the VA network to validate their credentials/access to the application. The sign-in method used the least is the VA Network ID option, which is disabled for most users. This option requires a PIV exemption in order to gain access to the application.

Figure 4: VA Network ID Option

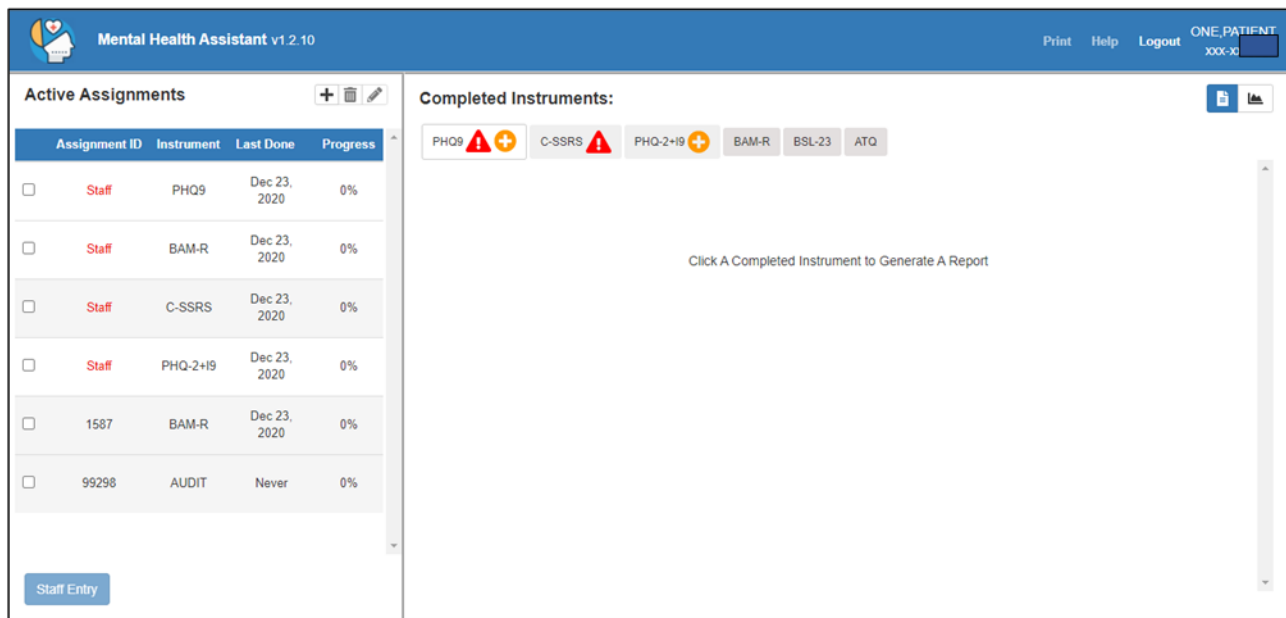
The image shows a sign-in screen for the U.S. Department of Veterans Affairs. At the top, there is a dark blue header with the VA seal on the left and the text "U.S. Department of Veterans Affairs" in the center. Below the header, there are two sign-in options presented in light blue boxes. The first option features the Windows logo and the text "Sign in with Windows Authentication". The second option features the VA Network ID seal and the text "Sign in with VA Network ID", with a note below it stating "*Disabled for most users". At the bottom right of the screen, there is a "Back" button.

2. Mental Health Assistant – Main Web Page Sections

The **Mental Health Assistant – Web (MHA Web)** is divided into three sections. These sections are:

- MHA Web Header
- Active Assignments
- Completed Assignments

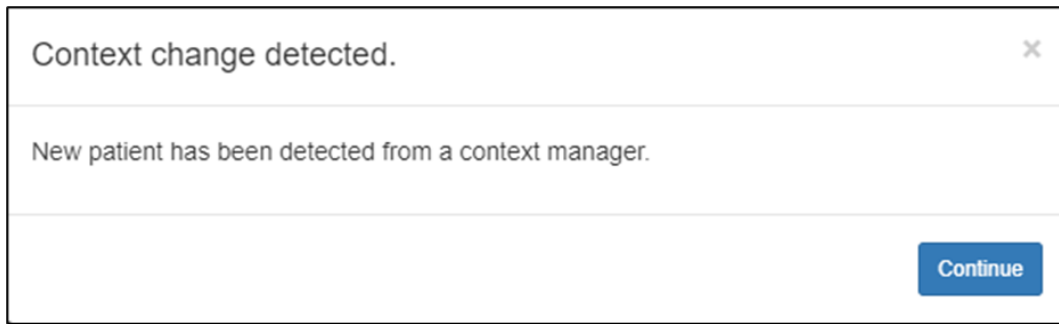
Figure 5: Mental Health Assistant – Web Main Page



2.1. MHA Web Header

The MHA Web Header displays the currently selected patient's name and last 4, along with **Print** and **Help** buttons. All functions performed in MHA Web apply to this patient. This patient is the same as the one selected in CPRS and will remain synchronized with CPRS even when another patient is selected. In the event a new patient is selected in CPRS, MHA Web will automatically update the header information and patient assignment detail to the new patient. The user will be provided a warning modal that informs them of the context change and requires the user to acknowledge the change.

Figure 6: Context Change



2.1.1. Logout

The MHA Web application contains a **Logout** button that should be used every time the user is leaving the application. This will re-direct the user to the Identity and Access Management (IAM) logout page, click **Logout** on this page as well. Do NOT close the browser using the **X / Close** button in the upper-right corner from within MHA Web. This will ensure the application exits properly.

Figure 7: Logout Button

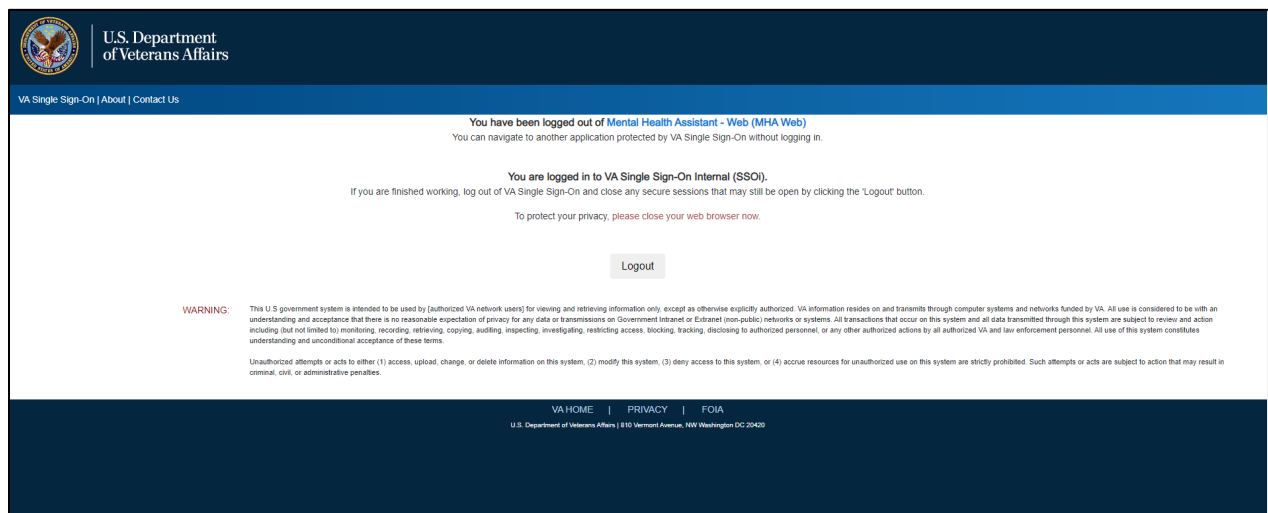
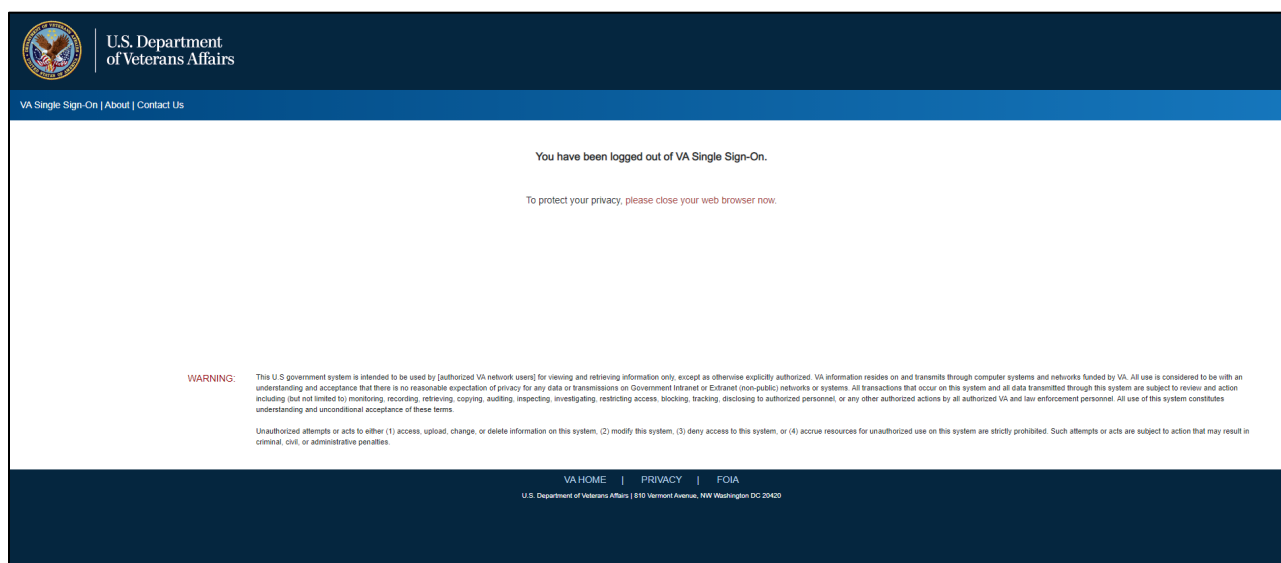





Figure 8: Logged Out Screen



2.1.2. Active Assignments

The Active Assignments table displays all staff and patient entry assessments that have been assigned to the patient. These assignments can be edited, executed, or deleted, based on situational requirements. Reference the **Edit an Assignment** and **Delete an Assignment** sections of this document for more detail.

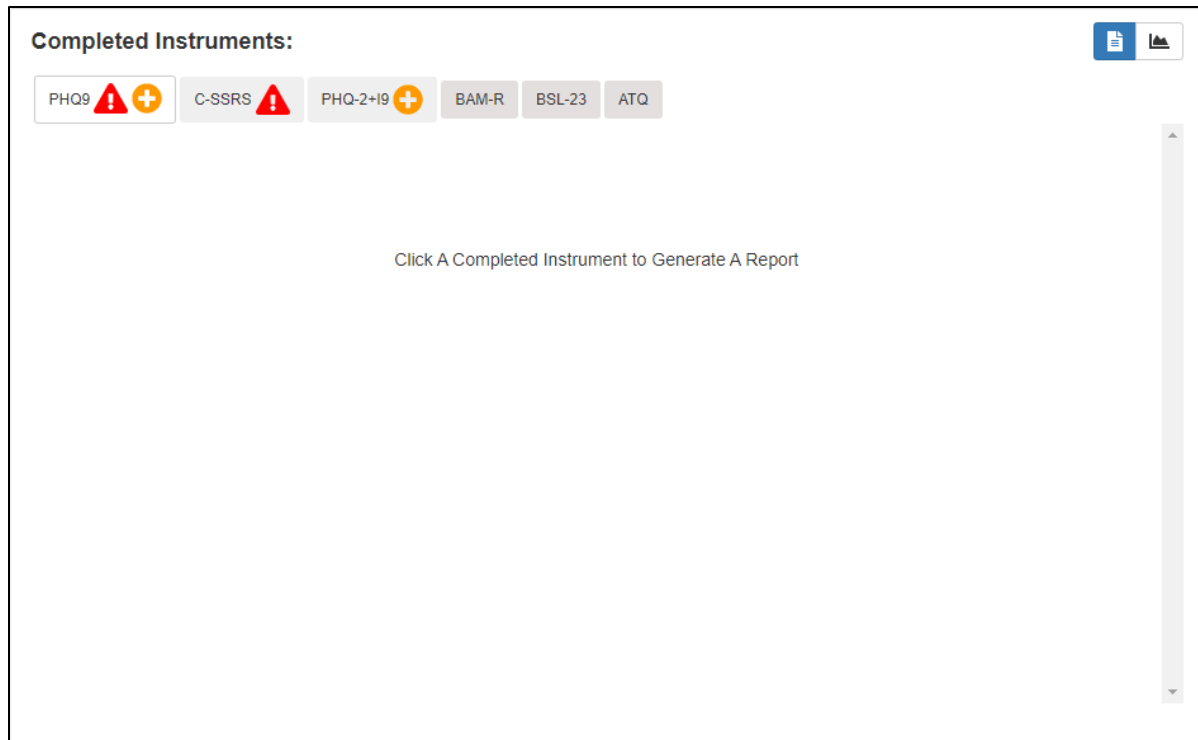
Figure 9: Active Assignments table

Active Assignments					  	
	Assignment ID	Instrument	Last Done	Progress		
<input type="checkbox"/>	Staff	PHQ9	Dec 23, 2020	0%		
<input type="checkbox"/>	Staff	BAM-R	Dec 23, 2020	0%		
<input type="checkbox"/>	Staff	C-SSRS	Dec 23, 2020	0%		
<input type="checkbox"/>	Staff	PHQ-2+I9	Dec 23, 2020	0%		
<input type="checkbox"/>	1587	BAM-R	Dec 23, 2020	0%		
<input type="checkbox"/>	99298	AUDIT	Never	0%		
					<button>Staff Entry</button>	

2.1.3. Completed Assignments

The **Completed Assignments** section displays all instruments that have been completed by a patient. To see the history of a specific instrument, select the instrument and then select the desired date from the list of dates that appears on the left side of the instrument report field.

Figure 10: Completed Assignments Field



2.1.4. Creating an Assignment


MHA Web provides users the ability to create assignments for patients. To create an assignment, the user must select the **Add Assignment** icon  above the **Active Assignments** table. This action will cause a new screen to appear. This is the **Assign Assessment** modal which will be used for assigning instrument(s) to a patient and completing the assignment creation process. This modal is also the starting point for a staff entered assessment. This will be covered in greater detail in the **Executing a Staff Entry Assignment** section of this document.

Figure 11: Assign Assessment Modal

ADL/Func Status +

☐ BARTHEL INDEX
 ☐ CASE MIX
 ☐ FAST
 ☐ IADL

Addiction-SUD +

☐ AUDC
 ☐ AUDIT
 ☐ BAM-C
 ☐ BAM-IOP

Anxiety/PTSD +

☐ BAI
 ☐ CES
 ☐ D.ERS
 ☐ FOCI

Cognitive +

☐ AD8
 ☐ BOMC
 ☐ CDR
 ☐ GDS DEMENTIA

Couples/Family Func +

☐ CSI
 ☐ CSI PARTNER VERSION
 ☐ CSI-4
 ☐ CSI-4 PARTNER VERSION

Employment

☐ ERS
 ☐ IJSS

Frequent MBCs +

☐ BASIS-24
 ☐ ISS-2
 ☐ PCL-5 WEEKLY
 ☐ PHQ9

General Symptoms +

☐ BASIS-24
 ☐ BSL-23
 ☐ BUSS
 ☐ CCSA-DSM5

Pain

☐ AD8

Pain / Health +

☐ BBHI-2
 ☐ COPD
 ☐ FTND
 ☐ HSI

Personality +

☐ MBMD
 ☐ MCMI3
 ☐ MCMI4
 ☐ MMPI-2-RF

Psychosis

☐ AIMS

Recovery +

☐ BRS
 ☐ IMRS
 ☐ ISMI
 ☐ MHRM

Screening +

☐ ACE
 ☐ ASSIST-NIDA
 ☐ ASSIST-WHOV3
 ☐ AUDC

Sleep +

☐ CMQ
 ☐ D.BAS
 ☐ ISI
 ☐ RLS

Suicide Prevention +

☐ BHS
 ☐ BSI18
 ☐ BSS
 ☐ C-SSRS

Instruments Chosen

Add to Favorites

Remove from Favorites

Ordered By*

Search a name...

Interviewer*

Search a name...

Location*

Select a location...

Date

Consult

-

View All Instruments

Cancel

Patient Entry

Staff Entry

The first step to creating an assignment for a patient is selecting the desired instrument(s) for that patient. To select an instrument, the user must ‘check’ the box beside the instrument name. If more than 1 instrument is desired, the user must ‘check’ the box beside all desired instruments.

Figure 12: Assign Assessment Modal

Assign Assessment

Click

ADL/Func Status +
☐ BARTHEL INDEX
☐ CASE MIX
☐ FAST
☒ IADL
 Addiction-SUD +
☐ AUDC
☐ AUDIT
☐ BAM-C
☐ BAM-IOP
 Anxiety/PTSD +
☐ BAI
☐ CES
☐ D.ERS
☐ FOCI
 Cognitive +
☒ AD8
☐ BOMC
☐ CDR
☐ GDS DEMENTIA
 Couples/Family Func +
☐ CSI
☐ CSI PARTNER VERSION
☐ CSI-4
☐ CSI-4 PARTNER VERSION
 Employment
☐ ERS
☐ IJSS
 Frequent MBCs +
☐ BASIS-24
☐ ISS-2
☐ PCL-5 WEEKLY
☐ PHQ9
 General Symptoms +
☐ BASIS-24
☐ BSL-23
☐ BUSS
☐ CCSA-DSM5
 Pain
☒ AD8
 Pain / Health +
☐ BBHI-2
☐ COPD
☐ FTND
☐ HSI
 Personality +
☐ MBMD
☐ MCMI3
☐ MCMI4
☐ MMPI-2-RF
 Psychosis
☐ AIMS
 Recovery +
☐ BRS
☐ IMRS
☐ ISMI
☐ MHRM
 Screening +
☐ ACE
☐ ASSIST-NIDA
☐ ASSIST-WHOV3
☐ AUDC
 Sleep +
☐ CMQ
☐ D.BAS
☐ ISI
☐ RLS
 Suicide Prevention +
☐ BHS
☐ BSI18
☐ BSS
☐ C-SSRS

Instruments Chosen

IADL
AD8

Add to Favorites Remove from Favorites

Ordered By* Search a name...

Interviewer* Search a name...

Location* Select a location...

Date

Consult

View All Instruments

Click

Cancel Patient Entry **Staff Entry**

2.1.5. Instrument Categories



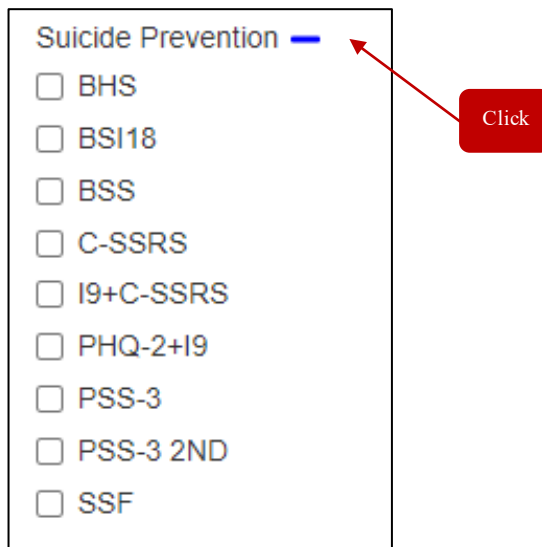
The instruments have been sorted into sub-lists under specific categories. If the user is unable to locate the desired instrument for the patient, the user can select the  icon next to a category to expand the list of instruments within that category. Inversely, if the user wants to reduce the list of instruments within a category, they need to select the  icon.

Figure 13: Expanded Category



2.1.6. View All Instruments

If the user does not know which category the instrument(s) they are looking for are associated with, there is a **View All Instruments** option at the bottom of the screen that allows the user to list all available instruments in alphabetical order. To access the full list of available instruments, the user can use the scroll bar to move down the page to find the desired instrument(s).

Figure 14: Expanded Category

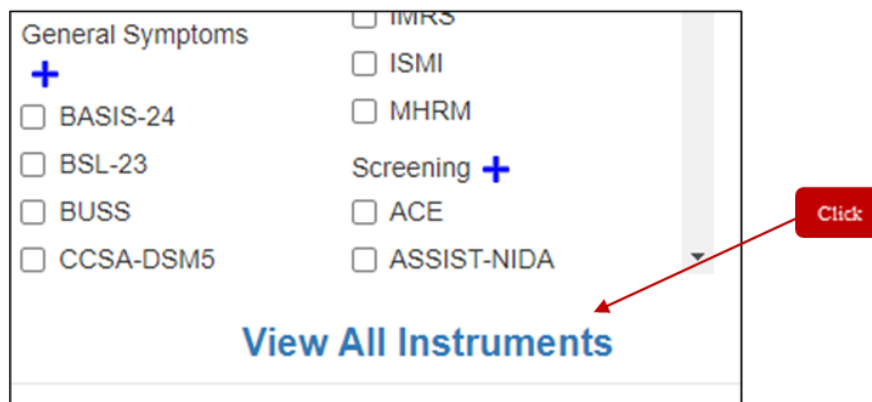


Figure 15: Assign Assessment Modal

Assign Assessment

ADL/Func Status +
☐ BARTHEL INDEX
☐ CASE MIX
☐ FAST
☐ IADL

Addition-SUD +
☐ AUDC
☐ AUDIT
☐ BAM-C
☐ BAM-IOP

Anxiety/PTSD +
☐ BAI
☐ CES
☐ D.ERS
☐ FOCI

Cognitive +
☐ AD8
☐ BOMC
☐ CDR
☐ GDS DEMENTIA

Couples/Family Func +
☐ CSI
☐ CSI PARTNER VERSION
☐ CSI-4
☐ CSI-4 PARTNER VERSION

Employment
☐ ERS
☐ IJSS

Frequent MBCs +
☐ BASIS-24
☐ ISS-2
☐ PCL-5 WEEKLY
☐ PHQ9

General Symptoms +
☐ BASIS-24
☐ BSL-23
☐ BUSS
☐ CCSA-DSM5

Pain
☐ AD8

Pain / Health +
☐ BBHI-2
☐ COPD
☐ FTND
☐ HSI

Personality +
☐ MBMD
☐ MCM13
☐ MCM14
☐ MMPI-2-RF

Psychosis
☐ AIMS

Recovery +
☐ BRS
☐ IMRS
☐ ISMI
☐ MHRM

Screening +
☐ ACE
☐ ASSIST-NIDA
☐ ASSIST-WHOV3
☐ AUDC

Sleep +
☐ CMQ
☐ D.BAS
☐ ISI
☐ RLS

Suicide Prevention +
☐ BHS
☐ BSI18
☐ BSS
☐ C-SSRS

Instruments Chosen

Add to Favorites Remove from Favorites

Ordered By* Search a name...

Interviewer* Search a name...

Location* Select a location...

Date

Consult

Click

[View All Instruments](#)

Cancel Patient Entry Staff Entry

2.1.7. View Instruments Categories

Inversely, if the user wants to return to the categorized view of the available instruments, they can select the **View Instrument Categories** option and the modal will return to the original display format.

Figure 16: Assign Assessment Modal

✕

Assign Assessment

ADL/Func Status +

☐ BARTHEL INDEX

☐ CASE MIX

☐ FAST

☒ IADL

Addiction-SUD +

☐ AUDC

☐ AUDIT

☐ BAM-C

☐ BAM-IOP

Anxiety/PTSD +

☐ BAI

☐ CES

☐ D.ERS

☐ FOCI

Cognitive +

☒ AD8

☐ BOMC

☐ CDR

☐ GDS DEMENTIA

Couples/Family Func +

☐ CSI

☐ CSI PARTNER VERSION

☐ CSI-4

☐ CSI-4 PARTNER VERSION

Employment

☐ ERS

☐ IJSS

Frequent MBCs +

☐ BASIS-24

☐ ISS-2

☐ PCL-5 WEEKLY

☐ PHQ9

General Symptoms +

☐ BASIS-24

☐ BSL-23

☐ BUSS

☐ CCSA-DSM5

Pain

☒ AD8

Pain / Health +

☐ BBHI-2

☐ COPD

☐ FTND

☐ HSI

Personality +

☐ MBMD

☐ MCMI3

☐ MCMI4

☐ MMPI-2-RF

Psychosis

☐ AIMS

Recovery +

☐ BRS

☐ IMRS

☐ ISMI

☐ MHRM

Screening +

☐ ACE

☐ ASSIST-NIDA

☐ ASSIST-WHOV3

☐ AUDC

Sleep +

☐ CMQ

☐ D.BAS

☐ ISI

☐ RLS

Suicide Prevention +

☐ BHS

☐ BSI18

☐ BSS

☐ C-SSRS

Instruments Chosen

IADL
AD8

▲
✕
▼

Add to Favorites
Remove from Favorites

Ordered By*

Interviewer*

Location*

Date

Consult

[View All Instruments](#)

Cancel
Patient Entry
Staff Entry

Figure 17: Assign Assessment Modal

✕

Assign Assessment

ADL/Func Status +

☐ BARTHEL INDEX

☐ CASE MIX

☐ FAST

☐ IADL

Addiction-SUD +

☒ AUDC

☐ AUDIT

☐ BAM-C

☐ BAM-IOP

Anxiety/PTSD +

☐ BAI

☐ CES

☐ D.ERS

☐ FOCI

Cognitive +

☐ AD8

☐ BOMC

☐ CDR

☐ GDS DEMENTIA

Couples/Family Func +

☐ CSI

☐ CSI PARTNER VERSION

☐ CSI-4

☐ CSI-4 PARTNER VERSION

Employment

☐ ERS

☐ IJSS

Frequent MBCs +

☒ BASIS-24

☐ ISS-2

☐ PCL-5 WEEKLY

☐ PHQ9

General Symptoms +

☒ BASIS-24

☒ BSL-23

☒ BUSS

☐ CCSA-DSM5

Pain

☐ AD8

Pain / Health +

☐ BBHI-2

☐ COPD

☐ FTND

☐ HSI

Personality +

☐ MBMD

☐ MCM13

☐ MCM14

☐ MMPI-2-RF

Psychosis

☐ AIMS

Recovery +

☐ BRS

☐ IMRS

☐ ISMI

☐ MHRM

Screening +

☐ ACE

☐ ASSIST-NIDA

☐ ASSIST-WHOV3

☒ AUDC

Sleep +

☐ CMQ

☐ D.BAS

☐ ISI

☐ RLS

Suicide Prevention +

☐ BHS

☐ BSI18

☐ BSS

☐ C-SSRS

Instruments Chosen

BSL-23

▲

BASIS-24

▼

BUSS

▲

AUDC

▼

Add to Favorites

Remove from Favorites

Ordered By*

Interviewer*

Location*

Date

Consult

[View All Instruments](#)

Cancel

Patient Entry

Staff Entry

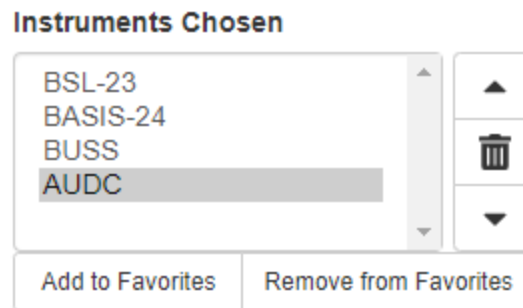
Figure 18: Favorites

- Favorites**
- ☒ AUDC
 - ☒ BASIS-24
 - ☒ BSL-23
 - ☒ BUSS

2.1.8. Instrument Chosen

Once the instrument(s) are selected, the user can see those instruments in the **Instruments Chosen** field on the right side of the **Assign Assessment** modal.

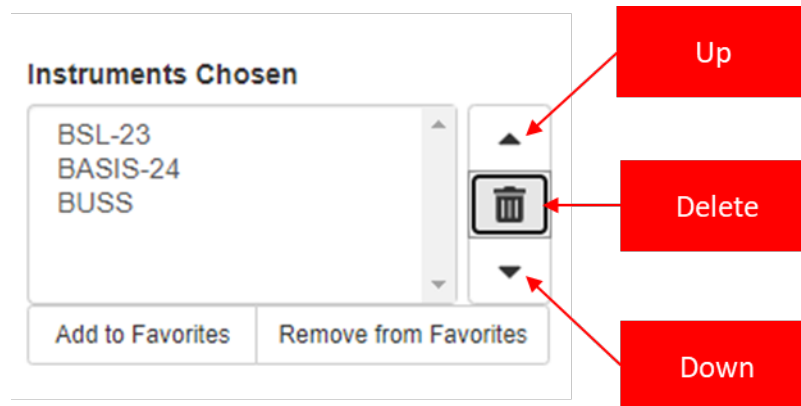
Figure 19: Instruments Chosen Field



2.1.9. Tools

The user is given the ability to adjust the order of the instruments by using the **Up** and **Down** arrows to prioritize the list of instruments in a multi-instrument assessment. There is also a **Delete** button that allows the user to remove instrument(s) from the list before creating the assignment. The user needs to select the instrument(s) they do NOT want to include in the assessment (instrument(s) will be highlighted), and then select the **Delete** button.

Figure 20: Instruments Chosen Field (Tools)



2.1.10. Favorites

MHA Web provides the functionality to add up to eight items to a Favorites list. To add items to the Favorites list, the user needs to select the instruments from the **Assign Assessments** page. Once the instruments are selected, they will show up in the **Instruments Chosen** section. From the **Instruments Chosen** section, the user needs to click the **Add to Favorites** button to add the instruments to the **Favorites** list. To delete instruments from the **Favorites** list, the user must select the instruments that already exist in the **Favorites** section, the instruments will show up in the **Instruments Chosen** section. In the **Instruments Chosen** section, select those instruments and click on the **Remove from Favorites** button to remove the instruments from the Favorites section.

Figure 21: Error Message – Maximum Number of Favorites

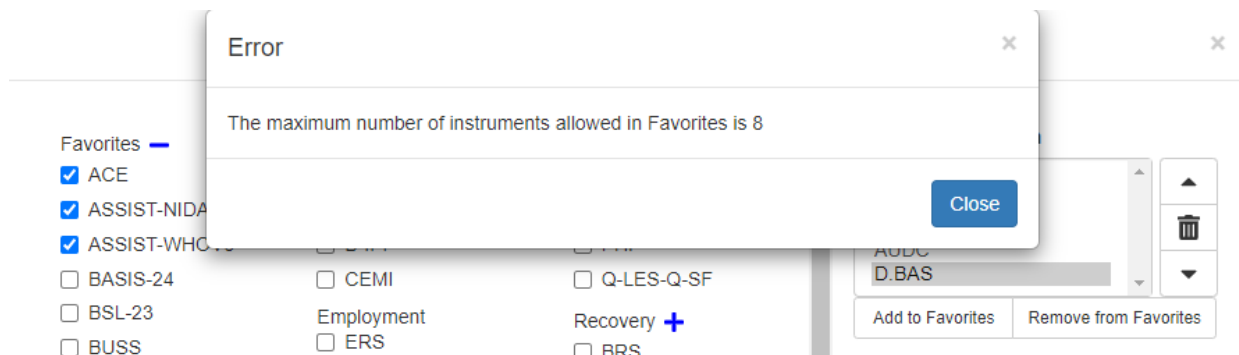


Figure 22: Favorites List – Maximum Number of Favorites

Favorites —

- ☐ ACE
- ☐ ASSIST-NIDA
- ☐ ASSIST-WHOV3
- ☐ BASIS-24
- ☐ BSL-23
- ☐ BUSS
- ☐ ISS-2
- ☐ PHQ9

Figure 23: Favorites List

Favorites +

- ☐ ACE
- ☐ ASSIST-NIDA
- ☐ ASSIST-WHOV3
- ☐ BASIS-24

2.1.11. Ordered By

The user must select the name of the individual ordering the assessment. The text search for this field is dynamic, and as soon as the user has entered at least 2 letters into the field, the application will begin searching for (and returning to the user) a list of viable names in a drop-down field. Highlighting or selecting the name will finish the process of entering the **Ordered By** name. This is a required field, and without it filled in, the assignment will not be created.

Figure 24: Ordered By Field

Ordered By*

Provider, One

Interviewer*

Search a name...

Location*

Select a location...

Date

Consult

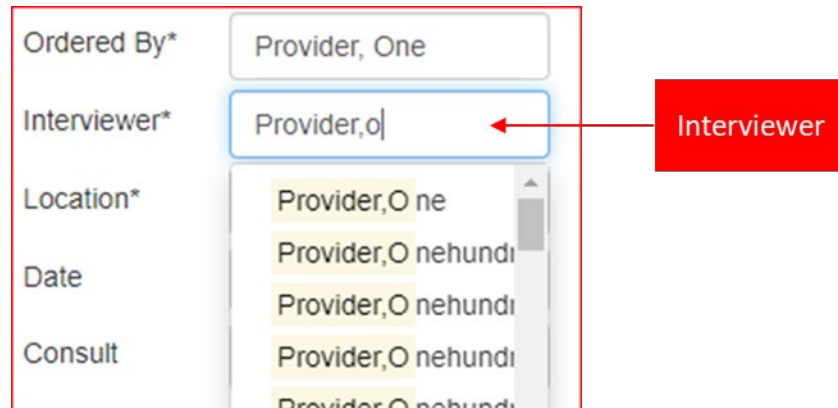
-

Ordered By

2.1.12. Interviewer

The user must select the name of the individual interviewing the patient for the assessment. The text search for this field is dynamic, and as soon as the user has entered at least 2 letters into the field, the application will begin searching for and returning to the user a list of viable names in a drop-down field. Highlighting or selecting the name will finish the process of entering the **Interviewer** name. This is a required field and without it filled in, the assignment will not be created.

Figure 25: Interviewer Field

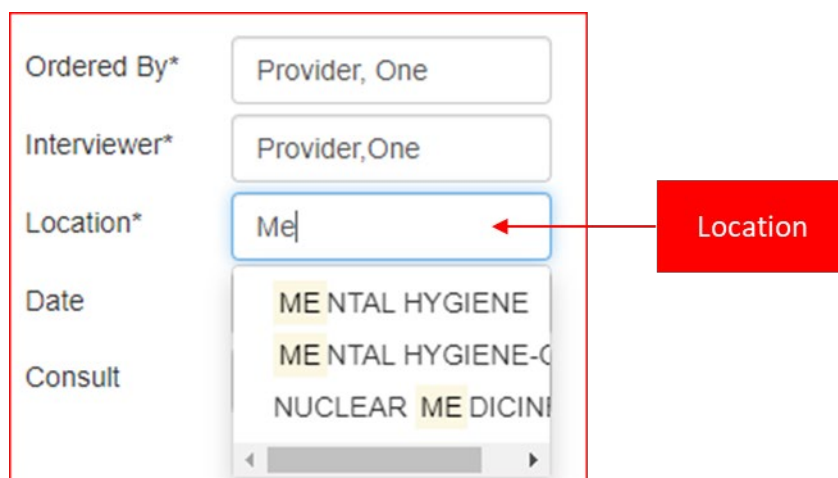


The screenshot shows a form with several fields. The 'Interviewer*' field is highlighted with a blue border and contains the text 'Provider,o'. A red arrow points from a red box labeled 'Interviewer' to this field. Below the 'Interviewer*' field, a drop-down menu is open, showing a list of suggestions: 'Provider,O ne', 'Provider,O nehundi', 'Provider,O nehundi', 'Provider,O nehundi', and 'Provider,O nehundi'. The other fields in the form are 'Ordered By*' (containing 'Provider, One'), 'Location*', 'Date', and 'Consult'.

2.1.13. Location

The user must select the name of the location of the assessment. The text search for this field is dynamic, and as soon as the user has entered at least 2 letters into the field, the application will begin searching for and returning to the user a list of viable names in a drop-down field. Highlighting or selecting the name will finish the process of entering the **Location** name. This is a required field and without it filled in, the assignment will not be created.

Figure 26: Location Field

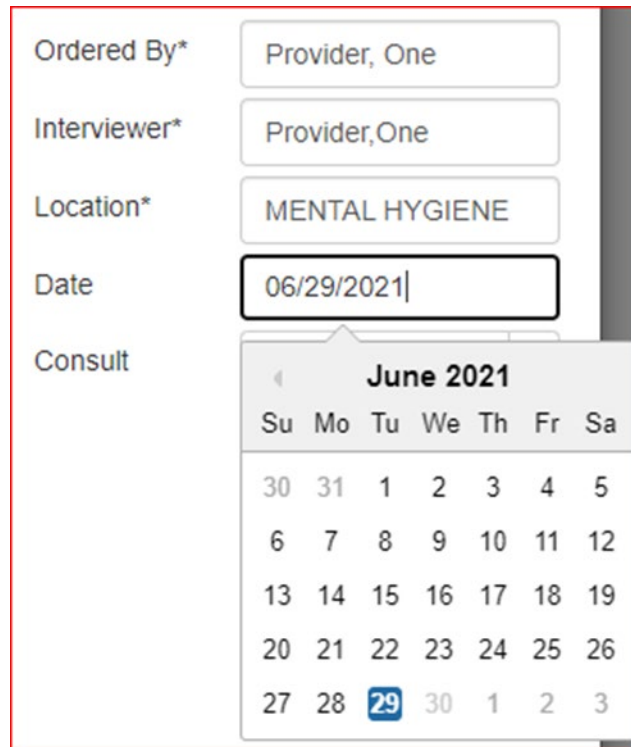


The screenshot shows the same form as Figure 25, but with the 'Location*' field highlighted with a blue border and containing the text 'Me'. A red arrow points from a red box labeled 'Location' to this field. Below the 'Location*' field, a drop-down menu is open, showing a list of suggestions: 'ME NTAL HYGIENE', 'ME NTAL HYGIENE-C', and 'NUCLEAR ME DICINI'. The other fields in the form are 'Ordered By*' (containing 'Provider, One'), 'Interviewer*' (containing 'Provider,One'), 'Date', and 'Consult'.

2.1.14. Date

The user has the option to select a **Date** for the date related to the assessment. The **Date** can be selected by clicking the field and selecting the appropriate date from the displayed list. This is a required field to complete the assignment creation process.

Figure 27: Date Field



The screenshot shows a form with five fields: "Ordered By*", "Interviewer*", "Location*", "Date", and "Consult". The "Date" field is highlighted with a red border and contains the text "06/29/2021". Below the "Date" field, a calendar for June 2021 is displayed. The calendar shows the days of the week (Su, Mo, Tu, We, Th, Fr, Sa) and the dates (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). The date 29 is highlighted in blue.

2.1.15. Consult

The user has the option to select a consult if there is a consult related to the assessment. The **Consult** can be selected by clicking the drop-down arrow beside the **Consult** field and selecting the appropriate consult from the displayed list. This is an optional field and is NOT required to complete the assignment creation process.

Figure 28: Consult Field

Ordered By*	Provider, One
Interviewer*	Provider, One
Location*	MENTAL HYGIENE
Date	06/29/2021
Consult	-

2.1.16. Cancel

If the user does not want to continue with the creation of an assignment, they can select the **Cancel** button, which will close the **Assign Assessment** modal and return the user to the MHA Web landing page.

Figure 29: Assign Assessment Action Buttons



2.1.17. Patient Entry

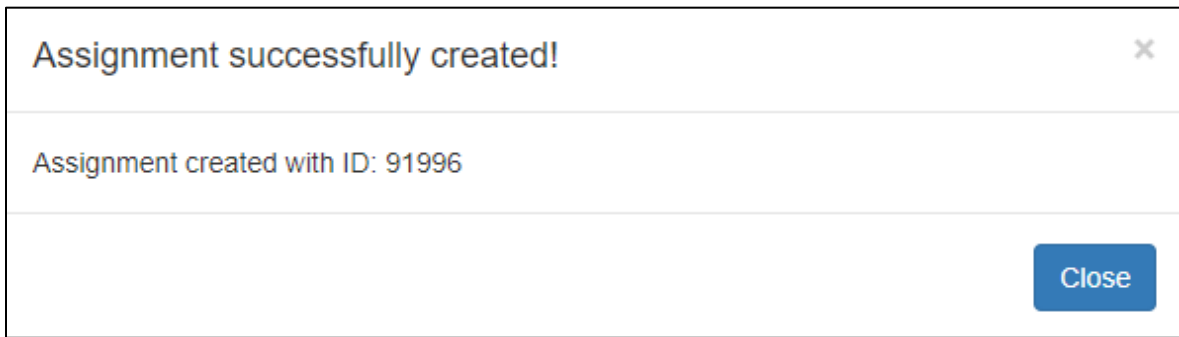
When selecting the **Patient Entry** button, the application will create an Assignment ID that will be displayed in a small window on the screen. This number is the **PIN** that will be given to a patient so the patient can complete their assessment.

Figure 30: Assign Assessment Action Buttons



The patient name must be verified before entering questionnaire data. Once verified, the clinician or other representative in the MH clinic will provide the **PIN** to the patient. The patient will use either a kiosk or an iPad, enter the **PIN** and the last 4 numbers of their SSN into the landing page of the Patient Entry application, and complete the desired administration(s) for the clinician. For a more detailed explanation of the process for using the Patient Entry application, reference the **MHA Patient Entry User Manual** in the VDL

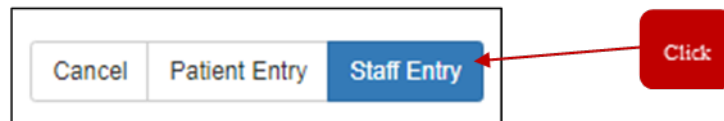
Figure 31: Patient Entry Assignment ID Modal



2.1.18. Staff Entry

When selecting the **Staff Entry** button, the application will immediately launch the assessment in Staff Entry mode. This is the mode the clinician will use to complete the patient assessment. Further detailed information regarding this functionality can be found in the **Executing a Staff Entry Assignment** section.

Figure 32: Assign Assessment Action Buttons

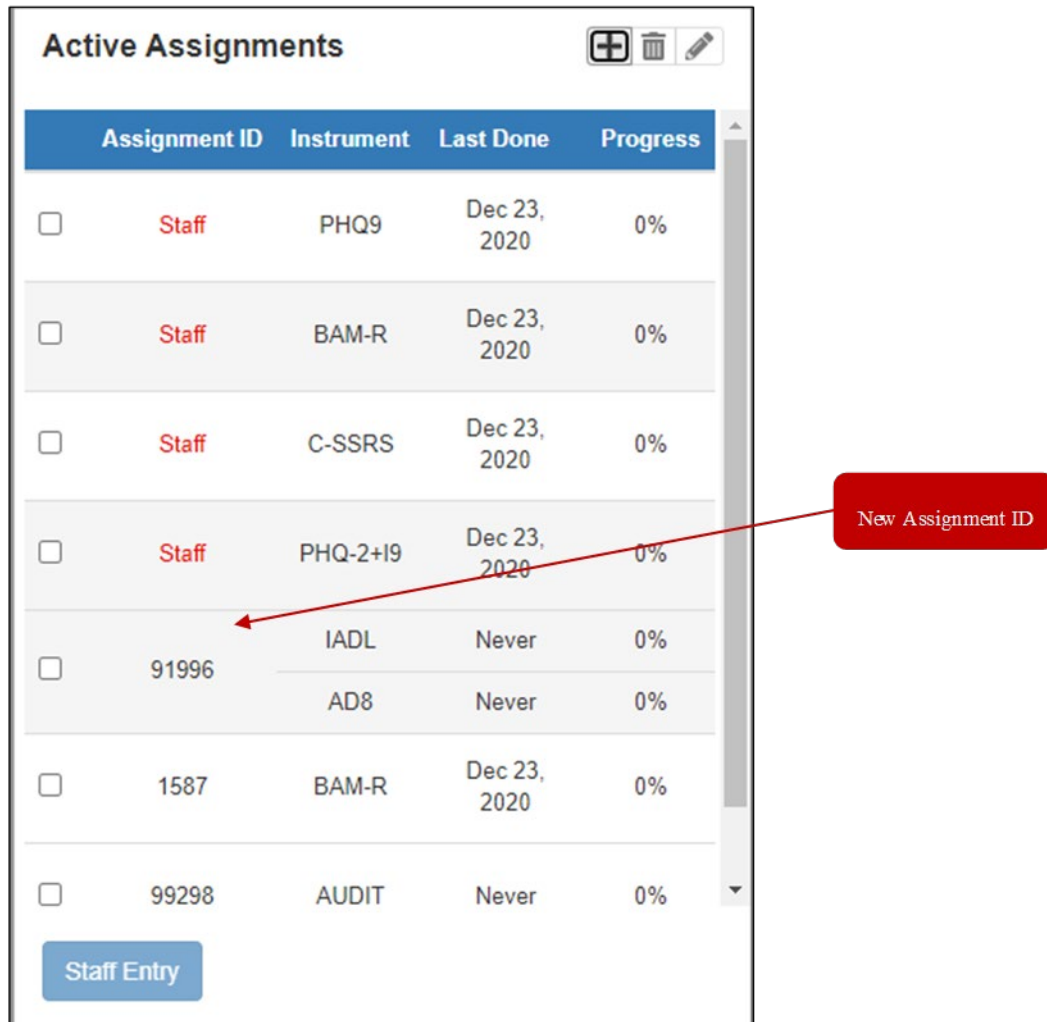


The patient name must be verified before entering questionnaire data.

2.2. Reviewing Assignment IDs in Active Assignments Table

When the user creates an Assignment ID by selecting the **Patient Entry** button in the **Assign Assessments** modal, the **Active Assignments** table is automatically updated with the new Assignment ID.

Figure 33: Active Assignments Table




The screenshot shows the 'Active Assignments' table with a header row and several data rows. A red callout box labeled 'New Assignment ID' points to the '91996' entry in the 'Assignment ID' column. The table has a 'Staff Entry' button at the bottom left. At the top right of the table, there are three icons: a plus sign, a trash can, and a pencil.

	Assignment ID	Instrument	Last Done	Progress
<input type="checkbox"/>	Staff	PHQ9	Dec 23, 2020	0%
<input type="checkbox"/>	Staff	BAM-R	Dec 23, 2020	0%
<input type="checkbox"/>	Staff	C-SSRS	Dec 23, 2020	0%
<input type="checkbox"/>	Staff	PHQ-2+I9	Dec 23, 2020	0%
<input type="checkbox"/>	91996	IADL	Never	0%
<input type="checkbox"/>		AD8	Never	0%
<input type="checkbox"/>	1587	BAM-R	Dec 23, 2020	0%
<input type="checkbox"/>	99298	AUDIT	Never	0%

Staff Entry

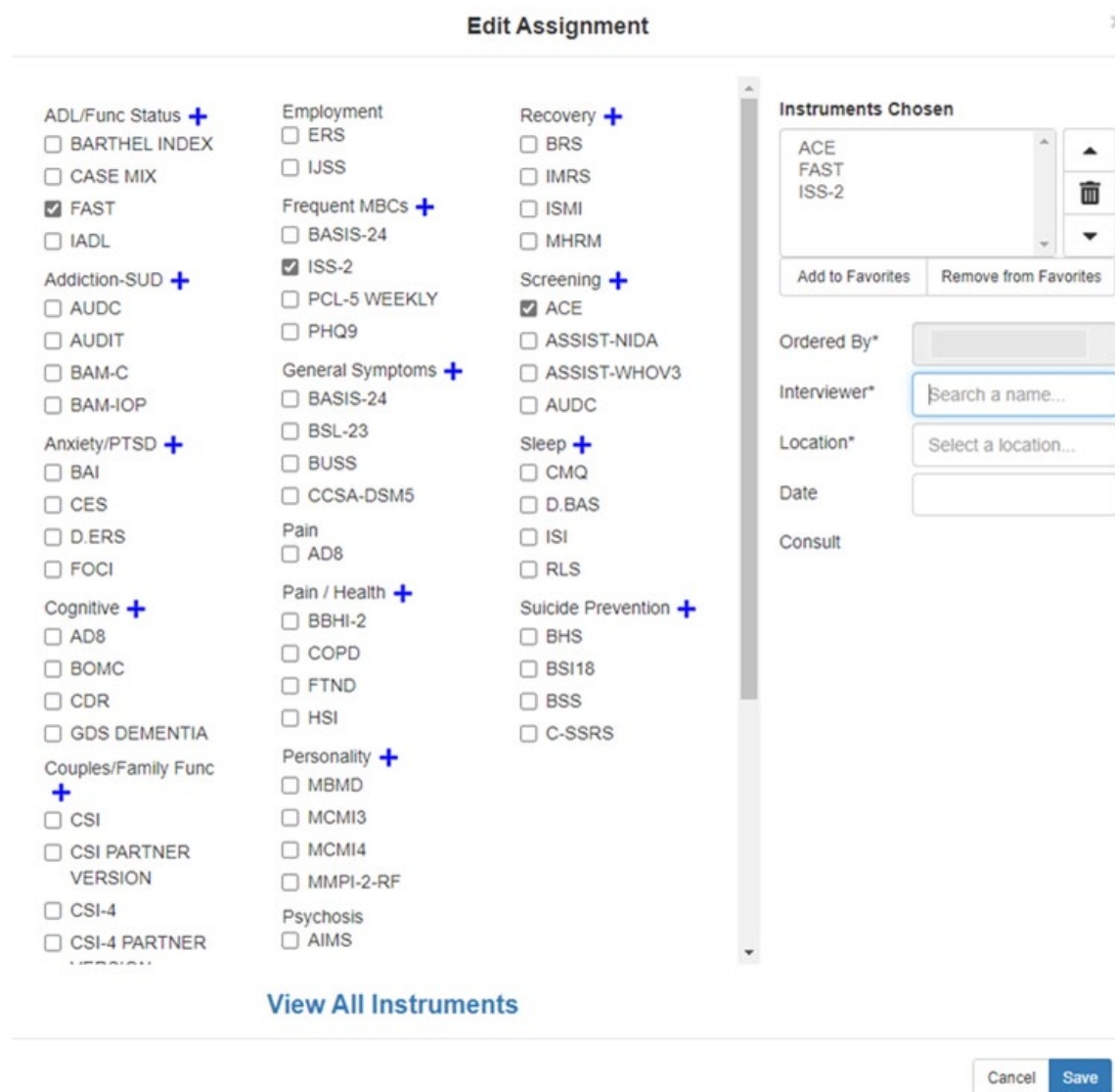
If needed, the user can edit or delete the Assignment ID, whether it be **Patient** or **Staff** entry, by selecting the appropriate icon at the top of the table.

2.2.1. Edit an Assignment

In order to edit an assignment, the user must select the Assignment ID they wish to edit by checking the checkbox beside that ID. Then, select the **edit** icon  to perform the desired action. The **Edit Assignment** window will appear allowing the user to perform the same functions as they would when creating an assignment with two exceptions. The user will not be able to change the **Ordered By** nor the **Consult** fields. To save any changes, the user must select the **Save** button. If the user does NOT want to save changes made to the assignment, they must select the **Cancel** button. Either action will return the user to the MHA Web landing page.

*****NOTE*** It is important to remember that an Assignment ID CANNOT be edited once the assessment has been started (anything above 0% complete). If an assignment is partially complete, the 'edit' option will not be available to the user. The only options are to complete the assignment or delete it.**

Figure 34: Edit Assignment Window



Edit Assignment [X]

ADL/Func Status +

- ☐ BARTHEL INDEX
- ☐ CASE MIX
- ☒ FAST
- ☐ IADL

Addiction-SUD +

- ☐ AUDC
- ☐ AUDIT
- ☐ BAM-C
- ☐ BAM-IOP

Anxiety/PTSD +

- ☐ BAI
- ☐ CES
- ☐ D.ERS
- ☐ FOCI

Cognitive +

- ☐ AD8
- ☐ BOMC
- ☐ CDR
- ☐ GDS DEMENTIA

Couples/Family Func +

- ☐ CSI
- ☐ CSI PARTNER VERSION
- ☐ CSI-4
- ☐ CSI-4 PARTNER

Employment

- ☐ ERS
- ☐ IJSS

Frequent MBCs +

- ☐ BASIS-24
- ☒ ISS-2
- ☐ PCL-5 WEEKLY
- ☐ PHQ9

General Symptoms +

- ☐ BASIS-24
- ☐ BSL-23
- ☐ BUSS
- ☐ CCSA-DSM5

Pain

- ☐ AD8

Pain / Health +

- ☐ BBHI-2
- ☐ COPD
- ☐ FTND
- ☐ HSI

Personality +

- ☐ MBMD
- ☐ MCMI3
- ☐ MCMI4
- ☐ MMPI-2-RF

Psychosis

- ☐ AIMS

Recovery +

- ☐ BRS
- ☐ IMRS
- ☐ ISMI
- ☐ MHRM

Screening +

- ☒ ACE
- ☐ ASSIST-NIDA
- ☐ ASSIST-WHOV3
- ☐ AUDC

Sleep +

- ☐ CMQ
- ☐ D.BAS
- ☐ ISI
- ☐ RLS

Suicide Prevention +

- ☐ BHS
- ☐ BSI18
- ☐ BSS
- ☐ C-SSRS

Instruments Chosen

- ACE
- FAST
- ISS-2

Add to Favorites Remove from Favorites

Ordered By* []

Interviewer* [Search a name...]

Location* [Select a location...]


Date []

Consult []

[View All Instruments](#)

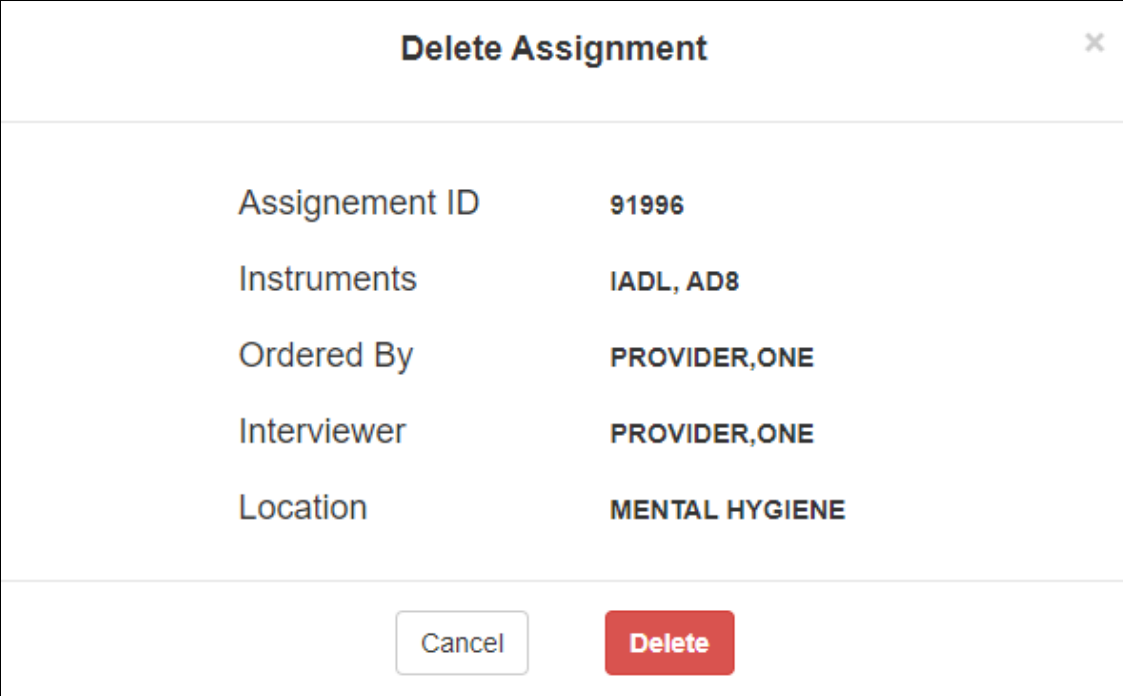
Cancel Save

2.2.2. Delete an Assignment

To delete an assignment, the user must select the Assignment ID they wish to delete by checking the checkbox beside that ID, then select the **Delete** icon  to perform the desired action. The **Delete Assignment** window will appear allowing the user to review and confirm the assignment before deleting it. To delete the assignment, user must select the **Delete** button. If the user does NOT want to delete the assignment, they must select the **Cancel** button. Either action will return the user to the MHA Web landing page.

*****NOTE***** User can delete an assignment ID once the assessment has begun (anything above 0% complete). If an assignment is partially complete, the 'Delete' option will be available to the user. The only options for the assignment are completing the assignment or deleting it.

Figure 35: Delete Assignment Window



The screenshot shows a modal window titled "Delete Assignment" with a close button (X) in the top right corner. The window contains a table with assignment details and two buttons at the bottom: "Cancel" and "Delete".

Assignment ID	91996
Instruments	IADL, AD8
Ordered By	PROVIDER,ONE
Interviewer	PROVIDER,ONE
Location	MENTAL HYGIENE

Buttons: Cancel, Delete

2.3. Executing a Staff Entry Assignment

Once the setup of an assignment has been completed, and the user selects the **Staff Entry** button, the **Staff Entry** mode of MHA Web will automatically launch and allow the user to begin completing assessment(s).

Figure 36: Staff Entry Execution Screen

PHQ-2+I9 Options ▾ ONE, PATIENT
SSN xxx []

Please read each item carefully and give your best response. Over the past two weeks, how often have you been bothered by any of the following problems?

1. Little interest or pleasure in doing things

☐ 0. Not at all
☐ 1. Several days
☐ 2. More than half the days
☐ 3. Nearly every day

2. Feeling down, depressed, or hopeless

☐ 0. Not at all
☐ 1. Several days
☐ 2. More than half the days
☐ 3. Nearly every day

3. Thoughts that you would be better off dead or of hurting yourself in some way

☐ 0. Not at all
☐ 1. Several days
☐ 2. More than half the days
☐ 3. Nearly every day

Cancel ☒ Use speed tab (use number key to speed data entry) 0% Finish

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2.3.1. Cancel

If the user decides they do not want to complete the assessment, they can select the **Cancel** button to end the **Staff Entry** session. MHA Web will prompt the user to confirm their selection by opening a **Cancel Assessment** modal. The user can either select **Yes** to continue, or **No** to return to the assessment. If the user selects **Yes**, the user will be returned to the MHA Web landing page and a **Staff** assignment will be created in the **Active Assignments** table. In the event there are multiple instruments in the assignment, **Staff Entry** will take the user to the next instrument in the assignment after selecting **Cancel**. This will continue until the user has cancelled out of all instruments in the assignment.

Figure 37: Cancel Assessment Modal

×

Are you sure you want to cancel the administration of: PHQ-2+I9

Yes No

2.3.2. Finish

Once an assessment has been completed, the user can select the **Finish** button, where MHA Web will open the **Progress Note** window that allows the user to **Save Note**, **Do Not Save Note**, or **Copy Text**.

Figure 38: Finished Assessment (Unsubmitted)

3. Thoughts that you would be better off dead or of hurting yourself in some way

☐ 0. Not at all
☒ 1. Several days
☐ 2. More than half the days
☐ 3. Nearly every day

Click

Cancel ☒ Use speed tab (use number key to speed data entry) 100% Finish

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Figure 39: Finished Assessment (Submitted)

Progress Note

ONE PATIENT
SSN XXX-XX-XXXX

Patient Health Questionnaire-2 - Item9(PHQ-2+I9)

Date Given: 12/23/2020
Clinician: Provider,One
Location:XXX-XX-0001
DOB: Apr 7,1935 (85)
Gender: Male

PHQ-2+I9 Depression Screening Score: 4

PHQ-2+I9 Suicide Screening Score: 1

Questions and Answers

1. Little interest or pleasure in doing things
More than half the days

2. Feeling down, depressed, or hopeless
More than half the days

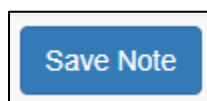
3. Thoughts that you would be better off dead or of hurting yourself
in some way
Several days

Do Not Save Note Copy Text Save Note

2.3.3. Save Note

Selecting the **Save Note** button will create a progress note for the administration in CPRS, and the progress note will also be accessible in the **Completed Instruments** section of MHA Web.

Example: Save Note button



2.3.4. Do Not Save Note

Selecting the **Do Not Save Note** button will NOT create a progress note for the administration in CPRS. However, the report created from the completed administration will be accessible in the **Completed Instruments** section of MHA Web.

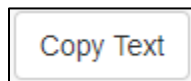
Example: Do Not Save Note button



2.3.5. Copy Text

Selecting the **Copy Text** button allows the user to copy the progress note information to the clipboard for pasting into other applications.

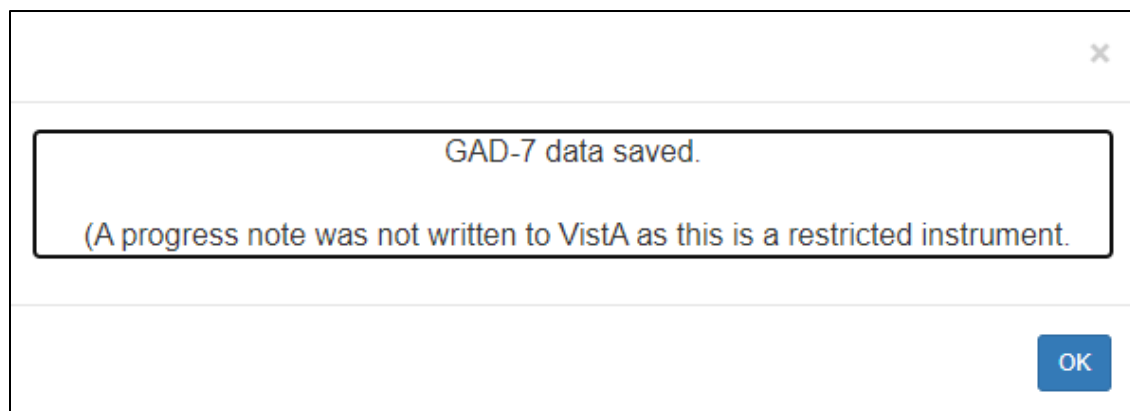
Example: Copy Text button



2.3.6. Restricted Instrument(s)

If the instrument being completed in the assessment is a restricted instrument, when the user selects **Finish**, MHA Web will NOT create a progress note to be stored in CPRS, and a modal will appear notifying the user as much. Selecting **Continue** will return the user to the MHA Web main landing page where they can then select the instrument name and view the report for that date of completion.

Figure 40: Restricted Instrument Warning Modal



2.4. Reviewing Completed Assessments (Reports / Graphs)

2.4.1. Reports

Upon the completion of an assessment by either the patient, or a user, a report is generated for the completed assessment and is viewable in the **Completed Instruments** section of the main MHA Web landing page. To view this report, the user needs to select the desired instrument name and then select the appropriate date for the report. Once selected, MHA Web will display the details of the report for review.

Figure 41: Completed Instruments Field – Displayed Report

Completed Instruments:

PHQ-2+I9 PHQ9 C-SSRS BAM-R BSL-23 ATQ

PHQ-2+I9

Dec 23, 2020@11:54:50
Dec 23, 2020@10:42:06

Patient Health Questionnaire-2 + Item9(PHQ-2+I9)

Date Given: 12/23/2020
Clinician: Provider,One
Location:xxx-xx-0001
DOB: Apr 7,1935 (85)
Gender: Male

PHQ-2+I9 Depression Screening Score: 4
The score on this administration is 4, which indicates a POSITIVE screen
Depression Scale over the past 2 weeks.

PHQ-2+I9 Suicide Screening Score: 1
The score on this administration is 1, which revealed suicidal ideation SEVERAL
DAYS
over the past 2 weeks, which indicates a POSITIVE screen for Risk of Suicide.

Questions and Answers

1. Little interest or pleasure in doing things
More than half the days

2. Feeling down, depressed, or hopeless

2.4.2. Graphs

The option to review the data within the report in a graphical format is also available to the user.


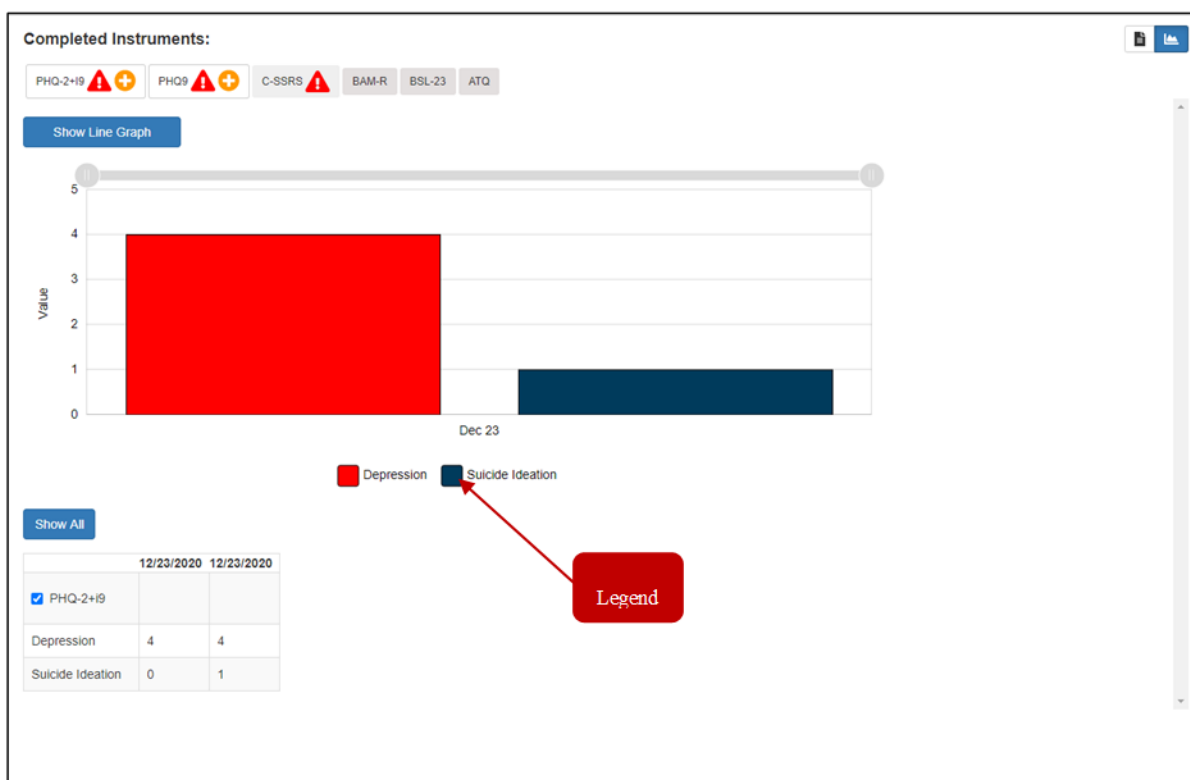
The user must select the  icon in order to see display the data. The history of all assessments related to that selected instrument will be available for review, and a table of information will be provided for reference.

Figure 42: Graphed Instrument Results Display



A legend is provided below the graph that displays the metric associated with each graphed color for assessments that have multi-value metrics. This information comes directly from the data table below the graph.

The user can also use the slider bar at the top of the graph to display data based on a date range desired by the user. The user must use their mouse to click on the slide bar and then drag it right or left to gain the desired display of graphed data.

Figure 43: Graph Slider Bar Adjustments (Expanded Range)

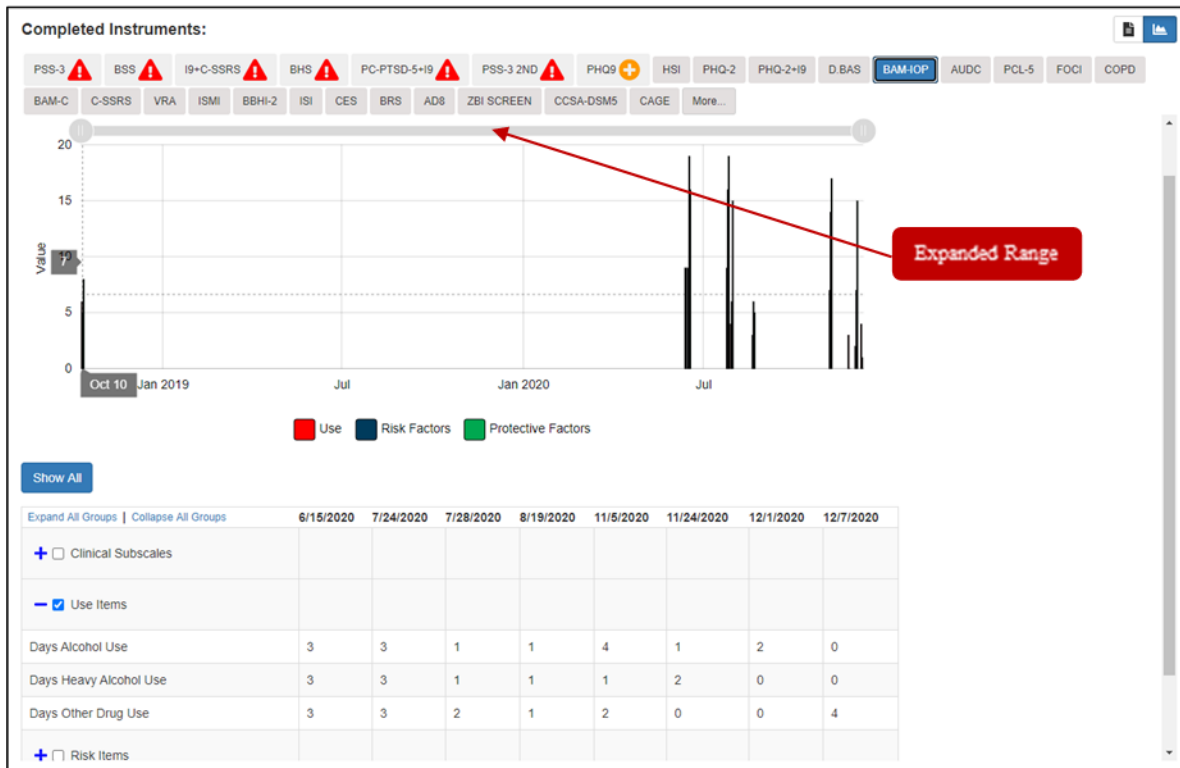


Figure 44: Graph Slider Bar Adjustments (Narrowed Range)





The table can also be filtered for specific trending information if the user so desires. This can be accomplished by selecting the  icon beside a specific category in order to expand the subcategories and review the results. To graph the results for this subcategory, select the checkbox beside the category in the data reference table. The graphical display will automatically update based on the user selection, and the legend will also update to reflect which colors are associated with each component of the subcategories. Inversely, if the user wants to close the expanded category, they need to select the  icon.

Figure 45: Expanded Category with Refreshed Data



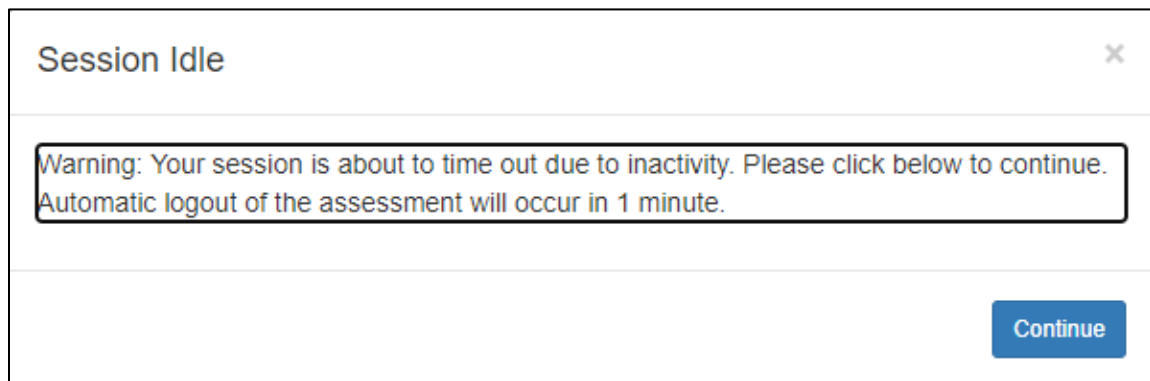
2.5. Application Time-Out Warnings

MHA Web has 2 different timeout requirements. These are relative to the function and security of the application.

2.5.1. Staff Entry 10-Minute Timeout

If the user is completing an administration and is idle for 10 minutes, MHA Web will automatically end that session and return the user to the main landing page of the application. At the 9-minute mark, a warning modal will appear allowing the user to continue the administration or log out of the administration.

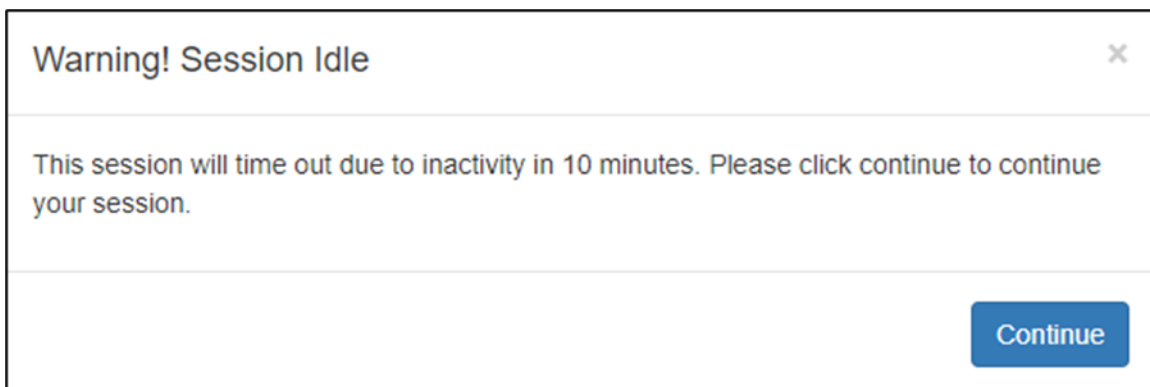
Figure 46: 10-Minute Timeout Modal



2.5.2. MHA Web Server Timeout

If the user is inactive in the application for 1 hour, MHA Web will automatically end that session and log the user out of the application. At the 50-minute mark, a warning modal will appear allowing the user to continue the session or be automatically logged out of the session.

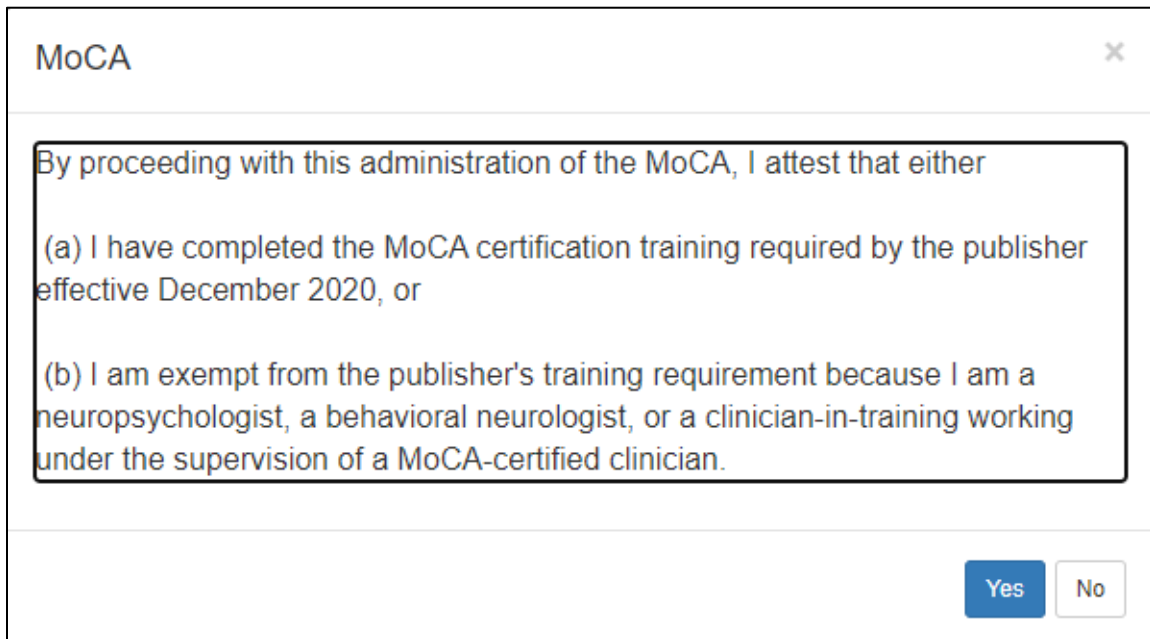
Figure 47: 1 Hour Timeout Modal



2.6. Special Instrument Notification in Staff Entry

Certain instruments require special training/certification before they can be executed by a clinician. When a clinician attempts to complete any of the MoCA instruments, a warning modal will appear that informs them of the requirement for the certification training required in order to administer the instrument, and this modal must be acknowledged before the clinician can proceed with the administration.

Figure 48: MoCA Certification Modal



The image shows a software modal window titled "MoCA" with a close button (X) in the top right corner. The main content area contains a text box with the following text: "By proceeding with this administration of the MoCA, I attest that either (a) I have completed the MoCA certification training required by the publisher effective December 2020, or (b) I am exempt from the publisher's training requirement because I am a neuropsychologist, a behavioral neurologist, or a clinician-in-training working under the supervision of a MoCA-certified clinician." At the bottom right of the modal, there are two buttons: a blue "Yes" button and a white "No" button with a grey border.

3. Acronyms

Term	Meaning
CPRS	Computerized Patient Record System
IAM	Identity and Access Management
MHA	Mental Health Assistant
MoCA	Montreal Cognitive Assessment
OIT	Office of Information and Technology
PIN	personal identification number
PIV	Personal Identity Verification
VA	Veterans Administration