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Overview

The following information provides an overview of the AHOBPR Clinical Portal.

Introduction

Open Burn Pit Registry: On January 10, 2013, the President signed Public Law (PL 112-260) requiring the Department of Veterans Affairs (VA) to establish an open burn pit registry for Veterans who may have been exposed to burn pits in Iraq or Afghanistan (refer to Appendix A for Public Law 112-260). Section 201 of this PL requires the registry to be established no later than one year after the date of enactment of the law, and in coordination with the Secretary of Defense. The law indicates VA may include any information determined necessary to ascertain and monitor the health effects of the exposure of members of the Armed Forces to toxic airborne chemicals and fumes caused by open burn pits. As a result of uncertain exposure data, VA should consider all Operation Enduring Freedom/Operation Iraqi Freedom/Operation New Dawn (OEF/OIF/OND) Veterans as potentially exposed to burn pits and eligible for registry participation.

The law defines an Open Burn Pit as "designated by the Secretary of Defense to be used for disposing solid waste by burning in the outdoor air". However, open burn pits were used frequently in Iraq and Afghanistan and Department of Defense (DoD) did not require or maintain records for open burn pits prior to 2009. Based on existing registry participation for the Environmental Health Registries (roughly ten percent of prior era Veterans participate in in-person registry exams), VA should anticipate roughly 200,000 of the more than 2 million Service Members (SM) who deployed to request in-person registry examinations over a multi-year period. Any Veteran, regardless of their enrollment status, may request an in-person examination. Presently, it is difficult to estimate how many Veterans without current symptoms will request entry into the registry.

About the Clinical Portal

The AHOBPR Registry will help participating Veterans and Servicemembers become more aware of their own potential health issues and help VA better understand the potential health effects of deploymentrelated environmental exposures.

The Clinical Portal is designed to help Clinicians, Coordinators, Schedulers, and other VA staff review Registrants demographic and questionnaire information. Each Clinical Portal user will also be able to run reports on Registrant, questionnaire, and registry data.

Clinicians will be able to view responses to a Registrant's completed questionnaire prior to their inperson evaluation. They will be able to view clinically relevant questionnaire responses, health factors, encounter information, and health care information. Clinicians will also be able to search for, set and view Registrant subpopulations.

Coordinators will be able to view contact information and communication preferences of registrants. They will also be able search for, set and view subpopulation flags and administrative flags and have access to reports to help forecast potential upcoming need for examinations. Schedulers will be able to ensure a questionnaire is completed prior to an in-person examination being scheduled. They will also be able to search for, set and view administrative flags.

User Roles

The AHOBPR Clinical Portal has three basic user roles.

User Role	Description
Care Team	Clinicians and Schedulers Care Team users are able to view Registrant records, add flags to Registrant records, and run basic reports.
Advanced User	EH and TCM Coordinators Advanced users are able to view Registrant records, add flags to Registrant records, and run basic and advanced reports.
Registry Manager	OPH Staff Registry Mangers can manage user accounts and Registry Flags, update a Registrant's status, view
	Registrant records, manage message templates, create and send messages, and run advanced reports.

AHOBPR Clinical Portal User Roles

User Permissions

Thee AHOBPR Clinical Portal user roles are assigned specific permissions as described in the following table:

Permissions	Care Team Role	Advanced User Role	Registry Manager Role
View Questionnaire Responses	Х	Х	X
View Registrant Status History	Х	Х	X
Aging Report	x	Х	X
Status Report by State	x	Х	X
Participation Report		х	Х
Registrant Contact Information Report	х	Х	x
Ad Hoc Report by Individual	Х	Х	x
Ad Hoc Report by Location	Х	Х	X
Export Report Results	Х	Х	x
Select Sub-Population Flags for an Individual Registrant	Х	Х	x
Select Admin Flags for an Individual Registrant	Х	Х	x
Remove an Admin or Subpopulation Flag			Х

Reconsider Registrant Eligibility			Х
Eligibility Review Report (For HEC)			Х
Approve/Update/Disable Users			Х
Add/Delete/Disable Sub-Population Flags			Х
Permissions	Care Team Role	Advanced User Role	Registry Manager Role
Add/Delete/Disable Admin Flags			Х
Add Flags to Multiple Users		X	Х
Create Follow-up Questionnaires			Х
Send Follow-up Questionnaires			х
Create Messages			х
Send Messages			x
My Messages Templates		х	
Send My Messages		x	

AHOBPR Clinical Portal User Roles and Permissions

Getting Started with the AHOBPR Clinical Portal

The following topics will provide information on how to log on the AHOBPR Clinical Portal and obtain access to the necessary permissions and roles to perform your job functions:

- Accessing the AHOBPR Clinical Portal
- Getting Help with the AHOBPR Clinical
- Portal Introduction for Clinicians
- Introduction for Coordinators
- Introduction for Schedulers

Accessing the AHOBPR Clinical Portal

New AHOBPR Clinical Portal users can obtain access to the system based on the following criteria.

Users with VistA Accounts

If you have an active VistA account, you can request an account based on your VistA credentials. After the VistA credentials are validated, you will be provided access to the AHOBPR Clinical Portal as a Care Team Member.

Users without VistA Accounts

Fill out the account information in the provided boxes, and then click the **Create Account** button. The account request will be submitted to the Help Desk for approval.

Getting Help with the AHOBPR Clinical Portal

To obtain support for the AHOBPR Clinical Portal, review the following information:

Help Desk Support

Support technicians are available Monday - Friday from 7 AM to 7 PM Central Time (CT) by telephone at **1-877-470-5947**.



UNITED STATES DEPARTMENT OF VETERANS AFFAIRS Airborne Hazards and Open Burn Pit Registry

You are not currently authorized to use this application. Please enter the following information to request an account:

AD Username:	
Full Name:	
First Name:	
Middle Name:	
Last Name:	
Maiden Name:	
Employee Number:	
Job Title:	
Email Address:	
Telephone:	
Fax:	
	Create Account

Mailing Address

To contact program representatives by mail, use the following address:

VA Mobile Health VHA OIA 10P2, 375H U.S. Department of Veterans Affairs 810 Vermont Avenue, NW Washington, DC 20420

Introduction for Clinicians

Review the following information to learn how the AHOBPR Clinical Portal can help Clinicians.

What the Clinical Portal Can Do for You:

- View responses to a Registrant's completed questionnaire prior to their in-person evaluation.
- View clinically relevant Questionnaire responses, Health Factors, encounter information, and health care information.

- Track administrative actions taken for the Registrant to include reviewing their record, contacting the Registrant by telephone, sending the Registrant an email, etc.
- Search, manage and view Registrant subpopulations.

Quick Start Examples:

The Quick Start examples for Clinicians using the AHOBPR Clinical Portal include the following:

• Use the system's search features to locate a specific Registrants, in order to review their completed Questionnaire.

Click here to search for Registrant Records.

1. Click the **Registrant** tab in the banner at the top of the page.

The *Registrants > Registrant Search* page displays:

2. Select from the following search criteria to filter the Registrant records returned in the search results:

Registrant Search Criteria		
Last Name:	Last Four Digits of SSN:	Date
Registry Status:	Registry Flags:	
		▼ Sear

User Information	Description
Last Name	The Registrant's last name.
	Note: Users can also use search for the Registrant using a partial name.
User Information	Description

Last Four digits of SSN	The last four digits of the Registrant's Social Security Number (SSN).
	Note: When users filter by the last four digits of the SSN, all statuses will be returned in the results.
Date of Brith	The Registrant's date of birth.
Registry Status	The <u>status</u> of the Registrant's questionnaire. Users can filter by one of the listed statuses.
Registry Flags	Registry flags include all Administrative and Subpopulation Flags in the system. An Administrative Flag documents administrative action in a Registrant's record. A Subpopulation Flag designates Registrants into common groups. Users can select from one of the listed Registry Flags.

Search Criteria for Registrant Search Page

3. Click the **Search** button.

The system displays a list of Registrants that meet the selected search criteria.

Registrant Search Criter	ia	
Last Name:	Last Four Digits of SSN:	Date o
Registry Status:	Registry Flags:	
		 Search

Total Registrants Found: 1

Ð	Registrant Name	Last 4 of SSN	Date of Birth	Duty Status
5		0000		Veteran

Note: The displayed results can be sorted by clicking on an underlined table heading.

• After locating the appropriate Registrant, you can view their Questionnaire responses. The Clinically Relevant Summary section displays by default. This section contains information on Health Factors, encounters, significant Questionnaire responses, etc.

Click here to view a Registrant's Questionnaire responses.

- 1. <u>Search for the Registrant's record in the AHOBPR Clinical Portal.</u>
- 2. Click the **Select** button that corresponds to the user in the listed results.

U A	NITED STATES I irborne Haza	DEPARTMEN	T OF VET	rerans Af	FAIRS		
	Registrants	Reporting	Adminis	tration	5.000 2		
Registrant Search		R	EGISTRA	NTS > REG	ISTRANT > C	LINIC	ALLY R
Change Status Clinically Relevant Su Full Questionnaire Deployment History Deployments Deployment Expo Military Occupatio Environmental Ex Symptoms & Medica Functional Limitat Health Conditions Height & Weight Cancer History Tobacco Exposure Deployment Smok 12 Month Alcohol Health Concerns	mmary sures nal Exposures posures & Air Po Il History ion & Reported C ing History Use	Allution	Registrant ame: ast 4 SSN mail: ddress: eport Hea ast Admin Health Fac b health fac b health fac View Enc View Cur Clinically R View Exposures	tors counter Info rent Health elevant Sun s for Individu	d. Health Fac ormation Care Inform mary Individual D ual Deployme	ge: "Re tors an nation neployr nts	eview"
Places You've Lived				AHO	BPR Deploym	ents v	vith Res
Work History Current Occupation Main Occupation Dust Exposures Gas, Smoke, Vapo Asbestos Exposur	nal Status rs or Fumes Exp e	osure?	Time	e Period	Confl	ict	Loc
Home Environment Health Care Utilizat Contact Preference Status History	& Hobbies ion s		Question ID 1.2.F	Did your sorting a	duties during at the burn pi) these t)?	dates
Subpopulation Flags		-					
Admin Tracking			Smoke an	noke and Du d Dust Stor	ist Storms Exposures	cposur d Dust	es

3. Use the menu links to view the various responses the Registrant entered for the questionnaire, track administrative activity for the Registrant, or add the Registrant to a subpopulation group. The table below describes what information can be viewed by clicking the various links in the menu.

Menu Link	Description
Clinically Relevant Summary	The positive responses to the identified 32 most clinically relevant questions. The questions will only appear in the summary if there is a positive response.
	The Clinically Relevant questions are separated into 11 sections that can be expanded/collapsed.
	• The <i>Health Factors</i> section displays the health factors reported in CPRS and the evaluation date the health factor was reported.
	 The Encounter Information section can be viewed by selecting the View Encounter Information checkbox.
	This information includes a list of dates and locations for the AHOBPR Registry Examinations and the date, location, and appointment type of the most recent VA Encounter.
	• The Current Health Care Information section can be viewed by selecting the View Current Health Care Information checkbox.
	This information includes the Registrant's current health care enrollment status and location.
	• The Airborne Hazard Exposures section displays questions: 1.2.A, 1.2.F, & 1.2.G
	 The Airborne Hazard Exposures section also displays the list of deployments that the registrant answered questions for in section 1.2 of the questionnaire
	• The Smoke and Dust Storm Exposures section displays questions: 1.3.B, 1.4.C
	• The <i>Symptoms during Deployment</i> section displays questions: 1.4.D, 1.4.E, 1.4F
	 The <i>Current Symptoms</i> section displays questions: 2.1.D, 2.1.E, 2.1.F
	 The Have you been told by a Doctor? section displays questions: 2.2.1B, 2.2.1.C, 2.2.1.D, 2.2.1.E, 2.2.1.F, 2.2.1.G, 2.2.1.H

Menu Link	Description
	• The <i>Relationship between Respiratory Conditions & Deployment</i> section displays questions: 2.2.1.I, 2.2.1.J
	• The Patient Reported Currently Experiencing Shortness of Breath
	section displays questions: 2.2.1.M • The Cancer section displays
	questions: 2.4.A, 2.4.B • The <i>Smoking</i> section displays questions:
	2.5
	• The Current & Future Health Concerns Related to Deployment section displays questions; 3.A, 3.E, 3.F, 3.H, 3.J
	• The <i>Non-Military Exposures</i> section displays questions; 5.4.A, 5.4.B.4, 5.5.D
	Note: If there are no positive responses in a section the system will display the message:
	No positive responses for <i>section name</i> .
Full Ouestionnaire	All the questions in the Questionnaire and the corresponding responses.
•	Note: Users can also view this information by section.
Questionnaire	The Questionnaire responses broken down into 21 separate sections.
Sections	Each of the Questionnaire section pages displays the Question ID,
	Question, and Answer. If a question on the Questionnaire was not applicable for the registrant the question will not display.
	The <i>Deployment History</i> section provides the deployment history for the Registrant and is received from existing VIERS Deployment History Service, supplemental file from DoD and Self-Reported.
	The <i>Deployment Exposures</i> section provides the deployment Exposure questionnaire responses by deployment. The deployment exposure responses can be maximized or minimized.
Status History	This page provides Registrant information and the history of all of the status changes for this Registrant to include the date of the change and who made the change.
Subpopulation Flags	Allows users to separate Registrants into common group, such as operations served.

Admin Tracking	Allows user to view the Administrative Flags that have been added to a Registrant's record, and add and remove these Registry Flags as neces-
Menu Link	Description
	sary.

Menu Links for Viewing Registrant Records

Click for information about viewing the *Clinically Relevant Summary* **information.**

a. Click the Clinically Relevant Summary link in the menu.

The *Registrants > Registrant > Clinically Relevant Summary* page displays.

- b. Each section of the summary information includes a checkbox that allows you to view or hide the responses provided in that section. Select the checkbox that corresponds to the section for which you want to view the information, or clear the checkbox to hide the information.
- c. If a section includes questions from the questionnaire, click on a hyperlink for the question number to view all of the questions from that section of the questionnaire.
- d. Some sections will display hyperlinks that users can click to display new pages related to the information. After viewing the information, click the Back to **Clinically Relevant Summary** link.
- e. To view additional information about the Registrant that includes demographic, Questionnaire Completion Date, Registry Flags, Separation information, and current contact details, click the **View All Registrant Information** link. See "Viewing Registrant Information" for more information.

Click here to view a PDF Version of the Registrant's Questionnaire.

Click the **Questionnaire PDF** button to view the Registrant's responses to the questions in the Questionnaire.

The Questionnaire opens as a PDF file in your Web browser.

Open Burn Pit Registi (OMB 2900-0800)

Name:	
SSN:	
EDIPI:	
Service Status:	
Registry Status:	
Date Started:	Monday, Novembe
Date Completed:	Wednesday, Nove
Date Generated:	Wednesday, Nove

Eligible Deployment History Deployment Data from the VA Defense Info (VADIR) and other sources

Iraq: 2/2/2002 to 2/1/2003, A, -- BPR Eligible, Not GWVIS , Co

Location Specific Deployment Exposures Iraq: 2/2/2002 to 2/1/2003, A,

- A. Were you exposed to soot, ash, smoke, or fumes from the (Not Applicable)
- B. Where did you spend most of your time during these da

I do not wish to answer

C. If you were at more than one base, where did you spenc time during these dates?

I was not at any other bases

D. Were you near a burn pit during these dates (on the bas you to see the smoke)? **Click here for information about viewing the Registrant's** *Full Questionnaire* **information.**

a. Click the Full Questionnaire link in the menu.

The *Registrants > Registrant > Full Questionnaire* page displays.

- b. Click on the hyperlink for a question number to view all of the questions from that section of the questionnaire.
- c. Click on any of the links underneath the **Full Questionnaire** menu item to review the questions and responses from that section of the questionnaire.

Click here for information about viewing the Registrant's *Status History*.

Click the **Status History** link in the menu.

REGISTRAN	TS > REGISTRANT:	> STATUS H	ISTORY
Registrant I	nformation		100 C 201 C 200
Name:			Date of Birth (mm/dd/yyyy
ast 4 SSN:			Gender:
mail:			Phone:
Address:			
Report Heal	th Concerns? Yes		Questionnaire Completion I
Report Heal Last Admin I Status Histo	th Concerns? Yes Flag Set: Called-No Ansi ory for Smith, James A-0	wer (3/27/2015 3:56:47 PM)	Questionnaire Completion I Subpopulation Flags: Cong
Report Heal ast Admin I Status Histo Status	th Concerns? Yes Flag Set: Called-No Ansi ory for Smith, James A-0 Updated Date Time	wer (3/27/2015 3:56:47 PM) Status History Updated By	Questionnaire Completion I Subpopulation Flags: Cong
Report Heal ast Admin I Status Histo Status Consent	th Concerns? Yes Flag Set: Called-No Ansion ory for Smith, James A-0 Updated Date Time 10/23/2014 2:04:00 PM	wer (3/27/2015 3:56:47 PM) Status History Updated By	Questionnaire Completion I Subpopulation Flags: Cong
Report Heal ast Admin I Status Histo Status Consent Participant	th Concerns? Yes Flag Set: Called-No Answory for Smith, James A-0 Updated Date Time 10/23/2014 2:04:00 PM 10/23/2014 2:04:04 PM	wer (3/27/2015 3:56:47 PM) Status History Updated By AHOBPR DBA	Questionnaire Completion I Subpopulation Flags: Cong

The *Registrants > Registrant: LastName, FirstName > Status History* page displays.

• To note if you have reviewed the Registrant's file, talked to the Registrant, etc., you can add an Administrative Flag to their Registrant Record.

Click here to add an Administrative Flag to a Registrant's Record.

- 1. <u>Search for the Registrant's record in the AHOBPR Clinical Portal.</u>
- 2. Click the **Select** button that corresponds to the user in the listed results.

The *Registrants > Registrant > Clinically Relevant Summary* page displays.



UNITED STATES DEPARTMENT OF VETERANS AFFAIRS Airborne Hazards and Open Burn Pit Registry Registrants Reporting Administration F/U Question Tool

Registrant Search REGISTRANTS > REGISTRANT > CLINICALLY R Change Status Registrant Information Add Flags Name: My Message Templates Send Message Last 4 SSN: Email: **Clinically Relevant Summary** Address: Full Questionnaire **Deployment History** Deployments **Deployment Exposures** Military Occupational Exposures **Environmental Exposures & Air Pollution** Health Factors Symptoms & Medical History **Functional Limitation & Reported Cause Health Conditions Height & Weight Cancer History Tobacco Exposure Deployment Smoking History 12 Month Alcohol Use Health Concerns** Places You've Lived Work History **Current Occupational Status Main Occupation Dust Exposures** Gas, Smoke, Vapors or Fumes Exposure Asbestos Exposure Home Environment & Hobbies **Health Care Utilization Contact Preferences** Question Follow-up Questions ID Status History 1.4.D Subpopulation Flags Admin Tracking

Report Health Concerns? Yes Last Admin Flag Set: Clinician Reviewed (1/20/20

Help

No health factors found. Health Factors are enter

View Encounter Information View Current Health Care Information **Clinically Relevant Summary**

✓ View Exposures for Individual Deployments Exposures for Individual Deployments No positive responses for Exposures for Individual

✓ View Smoke and Dust Storms Exposures Smoke and Dust Storms Exposures No positive responses for Smoke and Dust Storms.

✓ View Symptoms During Deployment Symptoms During Deployment

> During your deployment(s), did you result of poor air quality?

✓ View Current Symptoms

Current Symptoms



3. Click the Admin Tracking link in the menu.

REGISTRANTS > REGISTRANT:	> ADMIN TRACKING
Registrant Information	
Name:	Date of Birth (mm/dd/yyyy)
Last 4 SSN:	Gender: M
Email:	Phone:
Address:	
Report Health Concerns? Yes	Questionnaire Completion Di
Last Admin Flag Set: Called-No Answer (3/2	7/2015 3:56:47 PM) Subpopulation Flags: Congr

Admin Tracking for

Admin Flag	Created Date Time	Created By User	
Called-Left Message	2/27/2015 5:11:25 PM		
Called-No Answer	3/27/2015 3:56:47 PM		C
Admin Flag:			
Called-No Answer			

The Registrants > Registrant: LastName, FirstName > Admin Tracking page displays.

- 4. Use the **Admin Flag** dropdown to select the appropriate Administrative Flag to add to the Registrant's record.
- 5. Click the **Add** button.

The system displays a confirmation that the Administrative Flag was successfully added to the Registrant's record.

6. Click OK.

The page refreshes to display that the Administrative Flag was added to the Registrant's record.

• To more easily identify Registrants within a subpopulation, you can add a Subpopulation Flag to their Registrant Record.

Click here to add a Subpopulation Flag to a Registrant's Record.

- 1. <u>Search for the Registrant's record in the AHOBPR Clinical Portal.</u>
- 2. Click the **Select** button that corresponds to the user in the listed results.

The *Registrants > Registrant > Clinically Relevant Summary* page displays.



Change Status

Send Message

Status History

Admin Tracking

Add Flags

UNITED STATES DEPARTMENT OF VETERANS AFFAIRS Airborne Hazards and Open Burn Pit Registry

Administration

Help Registrants Reporting F/U Question Tool **Registrant Search REGISTRANTS > REGISTRANT > CLINICALLY R** Registrant Information Name: My Message Templates Last 4 SSN: Email: **Clinically Relevant Summary** Address: Full Questionnaire Report Health Concerns? Yes **Deployment History** Last Admin Flag Set: Clinician Reviewed (1/20/20 Deployments **Deployment Exposures Military Occupational Exposures Environmental Exposures & Air Pollution** Health Factors No health factors found. Health Factors are enter Symptoms & Medical History **Functional Limitation & Reported Cause Health Conditions** View Encounter Information **Height & Weight** View Current Health Care Information **Cancer History** Clinically Relevant Summary **Tobacco Exposure** Deployment Smoking History ✓ View Exposures for Individual Deployments 12 Month Alcohol Use **Exposures for Individual Deployments** No positive responses for Exposures for Individual **Health Concerns Places You've Lived** Work History ✓ View Smoke and Dust Storms Exposures **Current Occupational Status** Smoke and Dust Storms Exposures **Main Occupation** No positive responses for Smoke and Dust Storms. **Dust Exposures** Gas, Smoke, Vapors or Fumes Exposure ✓ View Symptoms During Deployment Asbestos Exposure Symptoms During Deployment **Home Environment & Hobbies Health Care Utilization Contact Preferences** Question Follow-up Questions ID 1.4.D During your deployment(s), did you Subpopulation Flags result of poor air quality?

✓ View Current Symptoms

Current Symptoms

Question ID	
2.1.E	How difficult is it to walk up 10 steps
215	with the same distance on the same below and

3. Click the **Subpopulation Flags** link in the menu.

REGISTRANTS > REGISTRANT:	ION FLAGS
Registrant Information	CONTROL PART
Name:	Date of Birth (mm/dd/yyyy
Last 4 SSN:	Gender:
Email:	Phone:
Address:	
Report Health Concerns? Yes	Questionnaire Completion E
Last Admin Flag Set: Emailed Registrant (3/30/2015 6:27:14 PM)	Subpopulation Flags: Cong

Subpopulation Flags for Smith, James A-0

Congressional Inquiry

			Subp	pot
Subpopulation Flag	Created Date Time	Created By User	Flag Status	
Congressional Inquiry	2/27/2015 4:58:34 PM	4	Active	
Subpopulation Flag:				

Active

The Registrants > Registrant: LastName, FirstName > Subpopulation Flags page displays.

- 4. Use the Subpopulation Flag dropdown to select the appropriate Subpopulation Flag to add to the Registrant's record.
- 5. Click the Add button.

The system displays a prompt confirming that the Subpopulation Flag was successfully added to the Registrant's record.

6. Click OK.

The page refreshes to display that the Subpopulation Flag was added to the Registrant's record.

Introduction for Coordinators

Review the following information to learn how the AHOBPR Clinical Portal can help Coordinators.

What the Clinical Portal Can Do for You:

 View a Registrant's contact information and communication preferences.
 Manage and view all Administrative and Subpopulation Flags.
 Generate reports that allow for forecasting the need for upcoming examinations.

Quick Start Examples:

The Quick Start examples for Coordinators using the AHOBPR Clinical Portal include the following:

• Use the system's search features to locate specific Registrants, in order to view their contact

REGISTRANTS > REGIST	RANT SEARCH	
Registrant Search Criteria		
Last Name:	Last Four Digits of SSN:	Date
Registry Status:	Registry Flags:	
1		▼ Sear

information and communication preferences.

Click here to search for Registrant Records.

1. Click the **Registrant** tab in the banner at the top of the page.

The *Registrants > Registrant Search* page displays:

2. Select from the following search criteria to filter the Registrant records returned in the search results:

User Information	Description
Last Name	The Registrant's last name.
	Note: Users can also use search for the Registrant using a partial name.
Last Four digits of	The last four digits of the Registrant's Social Security Number (SSN).
SSN	Note: When users filter by the last four digits of the SSN, all statuses will be returned in the results.
Date of Brith	The Registrant's date of birth.
Registry Status	The <u>status</u> of the Registrant's questionnaire.
	Users can filter by one of the listed statuses.

Registry Flags	Registry flags include all Administrative and Subpopulation Flags in the
	system. An Administrative Flag documents administrative action in a
	Registrant's record. A Subpopulation Flag designates Registrants into
	common groups.
	Users can select from one of the listed Registry Flags.

Search Criteria for Registrant Search Page.

3. Click the **Search** button.

Regis Last N	trant Search Criteria ame:	Last Four Digits of SSN:		Date
Regist	ry Status:	Registry Flags:		• Sea
Cotal P	edistrants Found: 1			
	Registrant Name	Last 4 of SSN	Date of Birth	Duty Status

The system displays a list of Registrants that meet the selected search criteria.

- **Note:** The displayed results can be sorted by clicking on an underlined table heading.
- After opening the Registrant's Record, you can view their contact information and communication preferences on the *Registrant Information* page.

Click here to view the Registrant Information page.

- 1. <u>Search for the Registrant's record in the AHOBPR Clinical Portal.</u>
- 2. Click the **Select** button that corresponds to the user in the listed results.

The *Registrants > Registrant > Clinically Relevant Summary* page displays.

3. Click the View All Registrant Information link.

The *Registrants > Registrant Information* page displays.

REGISTRANTS > REGISTRANT INFORMATION

 Registrant Information

 Name:

 Last 4 SSN:

 Email:

 Address:

 Report Health Concerns?

 Last Admin Flag Set:
 Status Change: "Review" to "Reviewed - Eligible" (7/7/2015 2:50:29 PM)

Return to Previous Page

Registrant Demographics		
Race:	Ethnicity:	Marital Status:
Vital Status: Alive		Education Level:
Current Branch Of Service: US Army		Branch of Service at First Login: US Ar
Current Component: Active Duty		Component at First Login: Active Duty
Current Duty Status: Guard/Reserve		Duty Status At First Login: Guard/Rese
Separation Information		
Character of Service:		
Most recent Separation Type:	Separation	Type at First Login:
Most recent Separation Date:	Separation	Date at First Login:

Current Contact Information
Contact Preference: Through the Department of Defense
Phone: Mobile: Email:
Address:

View Contact Information History

4. To view the Registrant's contact information, select the **View Contact Information History** checkbox.

The Contact Information History section displays.

- 5. To return to the *Clinically Relevant Summary* page, click the **Return to Previous Page** link.
- To view a list of Registrants in your state or by their assigned location, use the *Status by Location Report*.

Click here to generate the Status by Location Report.

1. Click the **Reporting** tab, and select **Status by Location Report** from the menu options.

The *Reporting > Status By Location Report* page displays.

As of Date:	State:		Selected State
7/8/2015	AA AE AK AL AP	Add Add All Remove Remove All	
Assigned Location			
● All ○ Select a Locati	on O No Location Assigned		
AHOBPR Evaluation Loca	tion (Most Recent)		

REGISTRANTS > REGISTRANT INFORMATION

Registrant Information Name: Last 4 SSN: Email: Address: Report Health Concerns? Last Admin Flag Set: Status Change: "Review" to "Reviewed - Eligible" (7/7/2015 2:50:29 PM)

Return to Previous Page

Registrant Demographics		
Race:	Ethnicity:	Marital Status:
Vital Status: Alive		Education Level:
Current Branch Of Service: US Army	/	Branch of Service at First Login: US Ar
Current Component: Active Duty		Component at First Login: Active Duty
Current Duty Status: Guard/Reserve		Duty Status At First Login: Guard/Rese
Separation Information		
Character of Service:		
Most recent Separation Type:	Separation	Type at First Login:
Most recent Separation Date:	Separation	Date at First Login:
Current Contact Information		
Contact Preference: Through the De	partment of Defe	nse
Phone: Mobile:	Email:	and the second sec
Address:		
✓ View Contact Information History		
Contact Information History		

Date Entered	Address 1	Address 2	<u>City</u>	State	Zip	Country	Phe
7/7/2015 12:00:00 AM				(·		US	1

2. Select the criteria for which you want to generate the report from the available options.

The following table describes the criteria you can select for this report.

User Information	Description
As of Date	The date upon which the report results will be based.
	Note: This date is today's date and cannot be changed.
State	States from the Registrant's current addresses in the AHOBPR Clinical Portal.
	Users can filter by one or more states.
Status	The <u>status</u> of the Registrant's questionnaire.
	Users can filter by one or more statuses.
Assigned Loca-	The VISN or facility where the Registrant is assigned.
User Information	Description
tion	Users can filter by all locations, a single VISN, a single Main Facility, a single Sub-Facility, or by Registrants that have no assigned location
	Note: When filtering the report by only a VISN or Main Facility, the report will return results for all of the subordinate facilities for the selected facility type.
AHOBPR Evaluation	The VISN or facility where the Registrant was evaluated as reported in the Corporate Data Warehouse (CDW).
(Most Recent)	Users can filter by all locations, a single VISN, a single Main Facility, a single Sub-Facility, or by Registrants that have no assigned location
	Note: When filtering the report by only a VISN or Main Facility, the report will return results for all of the subordinate facilities for the selected facility type.

Selection Criteria for Status By Location Report

3. Click the **Run Report** button.

The system generates the report using the selected criteria.

election Criteria (Please select at least one) of Date: 3/2016 AA AE AA AE AA AE AA AE AA AE AA AE AA AE AA AE AA AE AC AC AC AC AC AC AC AC AC AC	Selected State
Add Add All AA AE AA AE AA AE AA AE AA AE Add Add	Selected State
AA AE AK AL AR AR AR AC AC AC AC AC AC AC AC AC AC	AA AE AK AL AII AP
AE AK AL AP Assigned Location Assigned Location All O Select a Location O No Location Assigned AHOBPR Evaluation Location (Most Recent) All O Select a Location O No Location Assigned	AE AK AL All AP
Assigned Location Assigned Location Assigned Location All Select a Location Most Recent) AHOBPR Evaluation Location No Location Assigned AHOBPR Evaluation Location No Location Assigned	
Assigned Location Assigned Location All Select a Location Most Recent) All Select a Location No Location Assigned	All AP
Assigned Location All O Select a Location O No Location Assigned AHOBPR Evaluation Location (Most Recent) All O Select a Location O No Location Assigned	
 All O Select a Location O No Location Assigned AHOBPR Evaluation Location (Most Recent) All O Select a Location O No Location Assigned	
AHOBPR Evaluation Location (Most Recent) All O Select a Location O No Location Assigned	
AHOBPR Evaluation Location (Most Recent) All Select a Location No Location Assigned	
All Select a Location No Location Assigned	
SAIL Select a Location Ono Location Assigned	
Pup Papat Print/Event Papat Class	
Run Report Clear	
Registrant Name Date of Birth Reg	istrant Record St
	Participant
	Participant
	Participant Participant
	Participant Participant Participant

- 4. To sort the results by a specific data element, click on any underlined column name.
- 5. To view a specific Registrant's record, click the appropriate name in the Registrant Name column to display their record.
- To view a list of Registrants who have requested to be seen in their Questionnaire by their assigned location, use the *Ad Hoc by Individual Report* and select the **Assigned Location** and **Request to be seen?** filter criteria.

Click here to generate the Ad Hoc Report By Individual.

Note: The system allows users to save the criteria used to generate this report to allow the report to be generated more quickly in the future.

1. Click the Reporting tab, and select Ad Hoc Report by Individual from the displayed menu

REPORTING > AD HOC REPORT BY INDIVID	UAL
Select the Data Elements for Ad Hoc Report - S Click here to load or delete saved search criteria	tep 1 of 2 (Please select at least one)
Registrant Status	Duty Status (Active Duty, Guard/Reserve, Ref
Location (VISN or Facility)	Health Concerns? Yes/No (Yes=any positive
Health Factor	Request to be seen? Yes/No (Yes=any positiv
Subpopulation Flag	Deployment Country One O All Deployments O Deployments W
🗌 Admin Flag	
Response to specific question	Date Range for Questionnaire None Questionnaire Start Date Question
🗌 Death Flag	Race
Gender	Ethnicity
Go to Step 2 Clear	AHOBPR Evaluation

options.

The *Reporting > Ad Hoc Report By Individual* page displays.

Note: The report criteria are selected in two separate steps that are displayed on consecutive pages. The first page will contain the list of data elements

that can be used for filtering the report results. These data elements will populate the selections available on the next page.

- 2. Set the filter criteria for the report by performing the following steps:
 - a. Use the checkboxes to select the filter criteria that will be used to generate the report, and then click the **Go to Step 2** button.

Note: Users must select at least one data element to generate the report.

The *Reporting > Ad Hoc Report By Individual* page displays the selection criteria.

~	
~	
~	
~	
~	
Duty Status:	
Active Duty Guard/Reserve	Add Add Al
Separated	Remove
Unknown	Remove
	Duty Status: Active Duty Guard/Reserve Retiree Separated Unknown

. Choose the selection chiena that will be used to lifter the report.

Click here to view the selection criteria you can use to filter this report.

Registrant Information	Description
Location (VISN or Facility)	The VISN or facility where the Registrant is assigned or where the Registrant was evaluated as reported in the Corporate Data Warehouse (CDW).

Registrant	Description
Information	

	Users can filter by all locations, a single VISN, a single Main Facility, a single Sub-Facility, or by Registrants that have no assigned location
	Note: When filtering the report by only a VISN or Main Facility, the report will return results for all of the subordinate facilities for the selected facility type.
Response to specific question	A Registrant has provided a response to a question in a completed Questionnaire.
	Note: This data will only be available for Registrants in Participant status.
	Users can filter by Yes, No, I do not wish to answer , or Don't know .
Date Range for Questionnaire	The date the Registrant either started or completed the questionnaire. Completed Questionnaires must have been submitted in the system. Users can set the date range for either dates using the format
	Note: Start dates are available for only those Registrants assigned either the "Eligible" or "Participant" statuses. Completed dates will only return those Registrants that are assigned the "Participant" status.
Subpopulation Flag	Subpopulation Flags separate Registrants into common groups, such as operations served.
	Users may filter by one Subpopulation Flag.
Admin Flag	An Admin Flag documents administrative action in a Registrant's record.
	Users can filter by a single Administrative Flag.
	Note: As the Registrant Record may include multiple instances of the Administrative

Flag, users can specify a date range for when the
Registrant Information

Health Concerns?
Request to be seen?
<u>Registrant Status</u>
Deployment Coun- try
Duty Status
Health Factor

-

Registrant Information	Description
	Note: This data will only be available for Registrants in Participant status.
Race	The hereditary group to which the registrant identifies. The Selection Criteria allows the user to filter by a single racial type.
Gender	The sex of the Registrant. The Selection Criteria allows the user to filter by a single gender type.
Separation Type	The reason for the Registrant's most recent separation. The Selection Criteria allows the user to filter by a single Separation Type.
Ethnicity	The ethnic affiliation of the Registrant. The Selection Criteria allows the user to filter by one Ethnicity.
Death Flag	The Death Flag is set when a Registrant is deceased. The Selection Criteria allows the user to exclude registrants that are deceased.
Health Care (VA Care) Enrollment Status	Health Care Enrollment Status is the Registrant's status in VA Care. The Selection Criteria allows the user to filter by one Health Care Enrollment Status.

Selection Criteria for Ad Hoc By Individual Report

3. Click the **Run Report** button.

The system generates the report using your selected criteria.

ctive Duty A etiree Ad eteran Rer Rem	Active Dur Active Dur Retiree Veteran	ty		
Run Report	Print/Export Rep	toot	Save Search Crite	eria
Registrant Name	Date of Birth	Registrant Status	Duty Status	Questionna
		Participant	Veteran	08/16/201
		Eligible	Veteran	
		Eligible	Veteran	
	10.0	Consent	Retiree	-
		Participant	Veteran	08/17/201
		Consent	Active Duty	
		Consent	Active Duty	
	1	Review - Not Eligible	Veteran	-
		Eligible	Veteran	
	11	Eligible	Veteran	
		Eligible Eligible	Veteran Veteran	-

4. To save the data elements and selection criteria used to generate this report for future use, or load existing saved search criteria, choose from the following:

Click here to save the search criteria.

- a. Click the Save Search Criteria button.
- b. Enter a name for the report in the Search Criteria Name box.
- c. Click the Save Search Criteria button.

A link will be displayed in the *Reporting > Ad Hoc Report by Individual* page that allows you to load or delete the saved search criteria.

Click here to load the saved search criteria.

a. At the top of the *Select the Data Elements (Step 1)* or *Selection Criteria (Step 2)* pages, click the **Click here to load or delete saved search criteria** link.

The Saved Report Search Criteria section displays on the page.

Saved Report Search Cr	iteria		The sure
		Sa	aved Report S
Search Criteria Name	Search Criteria	Saved Date Time	Delete
	Duty Status: Retiree Health Concerns: All Request to be Seen: All	3/25/2015 9:51:29 AM	Delete

Each saved search will include the name assigned to the report options, a list of the search criteria, the date and time the options were saved, and a Delete and Select button.

b. Click the **Select** button that corresponds to the saved selection criteria that will be used to generate the report.

The Ad Hoc report page displays the selection criteria that were previously selected for the report.

c. Click the Run Report button.

The system generates the report using your selected criteria.

d. If you have made changes to the search criteria and need to save the changes, enter a new name for the report in the **Search Criteria Name** box, and then click the **Save Search Criteria** button.

Note: The AHOBPR Clinical Portal does not allow users to save changes to existing search criteria. You must select a new name when saving the search criteria.

Click here to delete existing saved search criteria.

a. At the top of the *Select the Data Elements (Step 1)* or *Selection Criteria (Step 2)* pages, click the **Click here to load or delete saved search criteria** link.

The Saved Report Search Criteria section displays on the page.

Saved Report Search Cr	iteria	Sa	aved Report S	Searc
Search Criteria Name	Search Criteria	Saved Date Time	Delete	
	Duty Status: Retiree Health Concerns: All Request to be Seen: All	3/25/2015 9:51:29 AM	Delete	

Each saved search will include the name assigned to the report options, a list of the search criteria, the date and time the options were saved, and a Delete and Select button.

b. Click the appropriate **Delete** button.

The system prompts you to confirm the deletion of the saved search criteria.



c. Click **OK** to delete the saved search criteria. Otherwise, click **Cancel**.

The system displays a confirmation that the deletion was successful.

d. Click OK.

The *Saved Report Search Criteria* page refreshes to display that the saved criteria has been deleted.

• To view a list of the Registrants assigned to your facility and their contact information, use the *Registrant Contact Information Report*.

Click here to generate the Registrant Contact Information Report.

1. Click the **Reporting** tab, and select **Contact Information Report** from the menu options.

The *Reporting > Registrant Contact Information Report* page displays.

		Selected Duty S	tatus:	Status:	
Active Duty Guard/Reserve Retiree Separated Unknown	<u>Add</u> <u>Add All</u> <u>Remove</u> <u>Remove All</u>			No Consent Consent Not Eligible Review Reviewed - Not Eligibl	Add Add All Remove Remove
state:		Selec	ted State:		
AA AE AK AL AP	< >	Add Add All Remove Remove All			
Admin Flag					
Admin Flag:	min Flag			~	
Assigned Loca All O Sele AHOBPR Evalu All O Sele	ation ct a Location lation Location ct a Location	○ No Location A n (Most Recent) ○ No Location A	ssigned ssigned		
Contact Type	ess Only				

2. Select the criteria for which you want to generate the report from the available options.

The following table describes the criteria you can select for this report.

User Information	Description	
Duty Status	The military standing of the Registrant: Veteran, Retiree, or Active Duty.	
	Users can filter by one or more Duty Statuses.	

User Information	Description
------------------	-------------

	Note: You must select at least one criteria from the Duty Status list to generate the report.
Status	The <u>status</u> of the Registrant's questionnaire.
	Users can filter by one or more statuses.
	Note: You must select at least one criteria from the Status list to generate the report.
Subpopulation	An additional flag that is designated for the Registrant's record.
Flag	Users can filter on one of the listed Subpopulation Flags.
State	State is the state from the most current addresses a Registrant has in AHOBPR. The Selection Criteria allows a user to filter with one or more states.
Admin Flag	An Admin Flag documents administrative action in a Registrant's record.
	Users can filter by a single Administrative Flag. As the Registrant Record may include multiple instances of the Administrative Flag, users can specify a date range for when the flag was entered in the record.
	Enter the date using the format <i>mm/dd/yyyy</i> .
Assigned Location	The VISN or facility where the Registrant is assigned.
	Users can filter by all locations, a single VISN, a single Main Facility, a single Sub-Facility, or by Registrants that have no assigned location
	Note: When filtering the report by only a VISN or Main Facility, the report will return results for all of the subordinate facilities for the selected facility type.
AHOBPR	The VISN or facility where the Registrant was evaluated as reported in
Evaluation	the Corporate Data Warehouse (CDW).
(Most Recent)	Users can filter by all locations, a single VISN, a single Main Facility, a single Sub-Facility, or by Registrants that have no assigned location
	Note: When filtering the report by only a VISN or Main Facility, the report will return results for all of the subordinate facilities for the selected facility type.
Contact Type	The method by which the Registrant may be contacted: Address Phone, or Email.

User Information	Description	
	Users can filter on all of the contact methods or by only the Registrant's address.	
Questionnaire Completed Date:	The date the Registrant completed the questionnaire. To complete the questionnaire, it must have been submitted in the system.	
	Enter the date range for when the questionnaire was completed using the format <i>mm/dd/yyyy</i> .	

Selection Criteria for Registrant Contact Information Report

3. Click the **Run Report** button.

The system generates the report using your selected criteria.

Selection Criteria (Plea	ase select at least one)		
Duty Status:	Selected Duty St	atus: Status	
Active Duty	dd Active Duty	No Co	nsent Add
Guard/Reserve Ad	d All Guard/Reserve	Conse	Add.
Retiree Ren	nove Soperated	Not El	gible Remo
Unknown Remo	ove All Unknown	Review	ed - Not Eligibl Remov
State:	Select	ed State:	
AA	Add		
AE	A Add All		
AK	Add All		
AL	 <u>Remove</u> 		
AP	Remove All		
Admin Flag			
Admin Flag:	Section of the sectio		Admin Flag Entered
Status Change: "Review	w" to "Reviewed - Eligible"	~	From Date (mm/dd
Assigned Location All Select a Location AHOBPR Evaluation L AHOBPR Evaluation L	cation O No Location As	ssigned	
Assigned Location All Select a Location AHOBPR Evaluation L AHOBPR Evaluation L All Select a Loc Contact Type All Address On	cation O No Location A ocation (Most Recent) cation O No Location A ly	ssigned ssigned	
Assigned Location All Select a Location L AHOBPR Evaluation L All Select a Location Contact Type All Address On Questionnaire Comp	cation O No Location A location (Most Recent) cation O No Location A ly	ssigned ssigned	
Assigned Location All Select a Location AHOBPR Evaluation L AHOBPR Evaluation L All Select a Loc Contact Type All Address On Questionnaire Comp From Date (mm/dd/	cation (Most Recent) ocation (Most Recent) ocation (No Location As ly leted Date yyyy):	ssigned ssigned To Date (mm/do	I/yyyy):
Assigned Location All Select a Lo AHOBPR Evaluation L AHOBPR Evaluation L All Select a Lo Contact Type All Address On Questionnaire Comp From Date (mm/dd/ Run Report	Acation O No Location As Location (Most Recent) Acation O No Location As Ny leted Date YYYY):	ssigned To Date (mm/do Clear	l/yyyy):
Assigned Location All Select a Location AHOBPR Evaluation L AHOBPR Evaluation L All Select a Loc Contact Type All Address On Questionnaire Comp From Date (mm/dd/ Run Report Paport Pacults	ecation (Most Recent) ocation (Most Recent) ocation (No Location As ly leted Date yyyy): [ssigned To Date (mm/do Clear	I/yyyy):
Assigned Location Assigned Location All Select a Lo AHOBPR Evaluation L All Select a Lo Contact Type All Address On Questionnaire Comp From Date (mm/dd/ Run Report Report Results otal Number of Resul	ecation (Most Recent) cocation (Most Recent) cocation (No Location As ly leted Date yyyy): [ssigned To Date (mm/do	I/yyyy):
Assigned Location All Select a Lo AHOBPR Evaluation L AHOBPR Evaluation L All Select a Lo Contact Type All Address On Questionnaire Comp From Date (mm/dd/ Run Report Report Results otal Number of Resul	Acation (Most Recent) Acation (Most Recent) Acation (No Location As No Loca	ssigned To Date (mm/do	i/yyyy):
Assigned Location All Select a Lo AHOBPR Evaluation L AHOBPR Evaluation L All Select a Lo Contact Type All Address On Questionnaire Comp From Date (mm/dd/ Run Report Report Results otal Number of Resul	cation No Location As .ocation (Most Recent) cation No Location As ly No Location As ly Ide as a second	ssigned To Date (mm/do Clear	I/yyyy):
Assigned Location All Select a Lo AHOBPR Evaluation L AHOBPR Evaluation L All Select a Lo Contact Type All Address On Questionnaire Comp From Date (mm/dd/ Run Report Report Results otal Number of Resul Registrant Last Nar	Acation O No Location As Acation (Most Recent) Acation O No Location As Aly leted Date yyyy): Print/Export Report ts Found: 4 Me Registrant First	ssigned To Date (mm/do Clear Name <u>Cont</u>	act Preference Department of Defense
Assigned Location All Select a Lo AHOBPR Evaluation L AHOBPR Evaluation L All Select a Lo Contact Type All Address On Questionnaire Comp From Date (mm/dd/ Run Report Report Results otal Number of Result Registrant Last Nar	cation No Location As .ocation (Most Recent) ocation No Location As ly No Location As ly Idea leted Date YYYY): Print/Export Report ts Found: 4	ssigned To Date (mm/do Clear Name <u>Cont</u> Through the	I/yyyyy):
Assigned Location All Select a Lo AHOBPR Evaluation L AHOBPR Evaluation L All Select a Lo Contact Type All Address On Questionnaire Comp From Date (mm/dd/ Run Réport Report Results otal Number of Resul Registrant Last Nar	Acation No Location As Location (Most Recent) Acation No Location As Aly No Location As	ssigned To Date (mm/do Clear Name <u>Cont</u> Through the	act Preference Department of Defense

• To note if you have reviewed the Registrant's file, talked to the Registrant, etc., you can add an Administrative Flag to their Registrant Record.

Click here to add an Administrative Flag to a Registrant's Record.

- 1. Search for the Registrant's record in the AHOBPR Clinical Portal.
- 2. Click the **Select** button that corresponds to the user in the listed results.

The *Registrants > Registrant > Clinically Relevant Summary* page displays.

3. Click the **Admin Tracking** link in the menu.

The Registrants > Registrant: LastName, FirstName > Admin Tracking page displays.

REGISTRANTS > REGISTRANT:	CING
Registrant Information	
Name:	Date of Birth (mm/dd/yyyy)
Last 4 SSN: 0000	Gender: M
Email:	Phone:
Address:	
Report Health Concerns? Yes	Questionnaire Completion D
Last Admin Flag Set: Called-No Answer (3/27/2015 3:56:47 PM)	Subpopulation Flags: Congr
Admin Tracking for	

Admin Flag	Created Date Time	Created By User	
Called-Left Message	2/27/2015 5:11:25 PM		
Called-No Answer	3/27/2015 3:56:47 PM		
Admin Flag:			
Called-No Answer 🗸			

- 4. Use the **Admin Flag** dropdown to select the appropriate Administrative Flag to add to the Registrant's record.
- 5. Click the **Add** button.

The system displays a confirmation that the Administrative Flag was successfully added to the Registrant's record.

6. Click OK.

The page refreshes to display that the Administrative Flag was added to the Registrant's record.

• To more easily identify Registrants within a subpopulation, you can add a Subpopulation Flag to their Registrant Record.

Click here to add a Subpopulation Flag to a Registrant's Record.

- 1. <u>Search for the Registrant's record in the AHOBPR Clinical Portal.</u>
- 2. Click the **Select** button that corresponds to the user in the listed results.

The Registrants > Registrant > Clinically Relevant Summary page displays.

3. Click the **Subpopulation Flags** link in the menu.

The Registrants > Registrant: LastName, FirstName > Subpopulation Flags page displays.

Registrant Information			
Name:		Date of Bin	th (mm/dd/yy
ast 4 SSN:		Gender: M	1
Email:		Phone:	
Address:			
Second Hardel Communication of Man		Questionna	ire Completion
ceport Health Concerns? Yes		-	
Subpopulation Flags for t	strant (3/30/2015 6:27:14	PM) Subpopulat	tion Flags: Co Subp
Subpopulation Flags for Subpopulation Flags	strant (3/30/2015 6:27:14	PM) Subpopulat	tion Flags: Co Subp Flag Status
Subpopulation Flags for : Subpopulation Flags for : Subpopulation Flags for Subpopulation Flag	Created Date Time 2/27/2015 4:58:34 PM	PM) Subpopulat	tion Flags: Co Subp Flag Status Active
Subpopulation Flags for : Subpopulation Flags for : Subpopulation Flags for : Subpopulation Flag Congressional Inquiry Subpopulation Flag:	strant (3/30/2015 6:27:14 Created Date Time 2/27/2015 4:58:34 PM	PM) Subpopulat	tion Flags: Co Subp Flag Status Active

- 4. Use the **Subpopulation Flag** dropdown to select the appropriate Subpopulation Flag to add to the Registrant's record.
- 5. Click the Add button.

The system displays a prompt confirming that the Subpopulation Flag was successfully added to the Registrant's record.

6. Click OK.

The page refreshes to display that the Subpopulation Flag was added to the Registrant's record.

Introduction for Schedulers

Review the following information to learn how the AHOBPR Clinical Portal can help Schedulers.

What the Clinical Portal Can Do for You:

- Ensure Questionnaires are completed prior to in-person examinations being scheduled. View a Registrant's contact information and communication preferences.
- Manage and view all Administrative and Subpopulation Flags.

Quick Start Examples:

The Quick Start examples for Schedulers using the AHOBPR Clinical Portal include the following:

• Use the system's search features to locate specific Registrants, in order to determine if they have completed their Questionnaire. If the <u>Registrant's status</u> is **Participant**, they have completed their Questionnaire.

Click here to search for Registrant Records.

1. Click the **Registrant** tab in the banner at the top of the page.

The *Registrants > Registrant Search* page displays:

2. Select from the following search criteria to filter the Registrant records returned in the search results:

REGISTRANTS > REGIST	RANT SEARCH	
Registrant Search Criteria		
Last Name:	Last Four Digits of SSN:	Date
Registry Status:	Registry Flags:	
(▼ Sear

User Information	Description
Last Name	The Registrant's last name.
	Note: Users can also use search for the Registrant using a partial name.
Last Four digits of SSN	The last four digits of the Registrant's Social Security Number (SSN).
	Note: When users filter by the last four digits of the SSN,
User Information	Description

	all statuses will be returned in the results.
Date of Brith	The Registrant's date of birth.
Registry Status	The <u>status</u> of the Registrant's questionnaire.
	Users can linter by one of the listed statuses.
Registry Flags	Registry flags include all Administrative and Subpopulation Flags in the system. An Administrative Flag documents administrative action in a Registrant's record. A Subpopulation Flag designates Registrants into common groups.
	Users can select from one of the listed Registry Flags.
	Search Criteria for Registrant Search Page.

3. Click the **Search** button.

The system displays a list of Registrants that meet the selected search criteria.

ISTRANT S	EARCH > LAST NAM	E: SMITH	
eria	act form Dialty of SE	M-	Data
	ist Four Digits of SS		Date
Re	egistry Flags:		
			▼ Sea
1: 1			
lame	Last 4 of SSN	Date of Birth	Duty Status
		-	Veteran
	ISTRANT S eria Li Ri I: 1	eria Last Four Digits of SSI Registry Flags: I: 1 Last 4 of SSN	eria Last Four Digits of SSN: Registry Flags: 1: 1 Last 4 of SSN Date of Birth

Note: The displayed results can be sorted by clicking on an underlined table heading.

• After opening the Registrant's Record, you can view their contact information and communication preferences on the *Registrant Information* page.

Click here to view the Registrant Information page.

- 1. <u>Search for the Registrant's record in the AHOBPR Clinical Portal.</u>
- 2. Click the **Select** button that corresponds to the user in the listed results.

The *Registrants > Registrant > Clinically Relevant Summary* page displays.

Registrants Rep	orting	Administration	n F/U Question Tool 🕜 Hel
Registrant Search	R	EGISTRANTS	> REGISTRANT > CLINICALLY R
Change Status	_	enictrant Infor	mation
Add Flags		registrant mion	mauon
My Message Templates		ame.	
Send Message		ast 4 SSN:	
Clinically Relevant Summary		ddrocc.	
Full Questionnaire		anort Hoalth C	oncorne? Vos
Deployment History		eport nearth C	Sett Clinician Deviewed (1/20/2
Deployments		ast Admin Flag	Sec: Clinician Reviewed (1/20/2
Deployment Exposures			
Military Occupational Exposures			
Environmental Exposures & Air Pollu	tior	Health Factors	
Symptoms & Medical History	N	health factor	s found. Health Factors are ente
Functional Limitation & Reported Cau	ise		
Health Conditions		View Encount	er Information
Height & Weight		View Current	Health Care Information
Tabassa Exposure	0	Clinically Releva	int Summary
Deployment Smoking History		View Exposu	ess for Individual Donloumonts
12 Month Alcohol Use		Exposures for 1	Individual Deployments
Health Concerns	N	o positive resp	onses for Exposures for Individua
Places You've Lived			
Work History		View Smoke	and Dust Storms Exposures
Current Occupational Status		Smoke and Du	st Storms Exposures
Main Occupation	N	o positive resp	onses for Smoke and Dust Storms
Dust Exposures			
Gas, Smoke, Vapors or Fumes Exposi	ure 🗸	View Sympto	ms During Deployment
Asbestos Exposure		Symptoms Duri	ng Deployment
Home Environment & Hobbies			
Contact Preferences	L D		
Follow-up Questions		Question	
Status History		10	
Subpopulation Flags		1.4.D DI	uring your deployment(s), did you
Admin Tracking		re	sult of poor air quality?
		View Current	Symptoms
	16	Current Sympto	oms
	15	_	
		Question	
		ID	
		2.1.E H	ow difficult is it to walk up 10 step

3. Click the View All Registrant Information link.

REGISTRANTS > REGISTRANT INFORMATION
Registrant Information
Name:
Last 4 SSN:
Email:
Address:
Report Health Concerns?
Last Admin Flag Set: Status Change: "Review" to "Reviewed - Eligible" (7/7/2015 2:50:29 PM)

Return to Previous Page

Race:	Ethnicity:	Marital Status:
Vital Status: Alive		Education Level:
Current Branch Of Service: US Army		Branch of Service at First Login: US Ar
Current Component: Active Duty		Component at First Login: Active Duty
Current Duty Status: Guard/Reserve		Duty Status At First Login: Guard/Rese
Separation Information		
Character of Service:		
Most recent Separation Type:	Separation	Type at First Login:
Most recent Separation Date:	Separation	Date at First Login:
Current Contact Information		
Contact Preference: Through the Depa	rtment of Defe	nse
Phone: Mobile: E	mail:	
Addross		

View Contact Information History

The *Registrants > Registrant Information* page displays.

4. To view the Registrant's contact information, select the **View Contact Information History** checkbox.

The Contact Information History section displays.

REGISTRANTS > REGISTRANT INFORMATION

Registrant Information Name: Last 4 SSN: Email: Address: Report Health Concerns? Last Admin Flag Set: Status Change: "Review" to "Reviewed - Eligible" (7/7/2015 2:50:29 PM)

Return to Previous Page

Registrant Demographics		
Race:	Ethnicity:	Marital Status:
Vital Status: Alive		Education Level:
Current Branch Of Service: US Arm	Y	Branch of Service at First Login: US Ar
Current Component: Active Duty		Component at First Login: Active Duty
Current Duty Status: Guard/Reserve	e	Duty Status At First Login: Guard/Rese
Separation Information		
Character of Service:		
Most recent Separation Type:	Separation	Type at First Login:
Most recent Separation Date:	Separation	Date at First Login:
Current Contact Information		
Contact Preference: Through the De	epartment of Defe	nse
Phone: Mobile:	Email:	
Address:		
View Contact Information History		

5. To return to the *Clinically Relevant Summary* page, click the **Return to Previous Page** link.

• To note if you have reviewed the Registrant's file, talked to the Registrant, etc., you can add an Administrative Flag to their Registrant Record.

Click here to add an Administrative Flag to a Registrant's Record.

- 1. Search for the Registrant's record in the AHOBPR Clinical Portal.
- 2. Click the **Select** button that corresponds to the user in the listed results.

The *Registrants > Registrant > Clinically Relevant Summary* page displays.

3. Click the **Admin Tracking** link in the menu.

The Registrants > Registrant: LastName, FirstName > Admin Tracking page displays.

REGISTRANTS > REGISTRANT:	> ADMIN TRACKI	ING		
Registrant Information			June Inc. 1944	
Name:		Date	of Birth (mm/dd/y	YYY
Last 4 SSN: 0000		Gend	ler: M	
Email:		Phon	e:	
Address:				
Report Health Concerns? Yes		Ques	tionnaire Completio	on Da
Last Admin Flag Set: Called-No Answer (Admin Tracking for	(3/27/2015 3:56:47 PM)	Subp	opulation Flags: C	ongi
Last Admin Flag Set: Called-No Answer (Admin Tracking for Admin Flag	(3/27/2015 3:56:47 PM) Created Date Ti	Subp	opulation Flags: C	Congr
Last Admin Flag Set: Called-No Answer (Admin Tracking for Admin Flag Called-Left Message	(3/27/2015 3:56:47 PM) Created Date Ti 2/27/2015 5:11:2	Subp ime 5 PM	opulation Flags: C Created By User	Congr
Last Admin Flag Set: Called-No Answer (Admin Tracking for Admin Flag Called-Left Message Called-No Answer	(3/27/2015 3:56:47 PM) Created Date Ti 2/27/2015 5:11:2 3/27/2015 3:56:4	Subp ime 5 PM 7 PM	opulation Flags: C Created By User	
Last Admin Flag Set: Called-No Answer (Admin Tracking for Admin Flag Called-Left Message Called-No Answer Admin Flag:	(3/27/2015 3:56:47 PM) Created Date Ti 2/27/2015 5:11:2 3/27/2015 3:56:4	Subp ime 5 PM 7 PM	opulation Flags: C Created By User	

- 4. Use the **Admin Flag** dropdown to select the appropriate Administrative Flag to add to the Registrant's record.
- 5. Click the **Add** button.

The system displays a confirmation that the Administrative Flag was successfully added to the Registrant's record.

6. Click **OK**.

The page refreshes to display that the Administrative Flag was added to the Registrant's record.

Managing the Registry

The AHOBPR Clinical Portal allows authorized users to manage the Registry in several different areas. These areas include the following: *Administration > Registry Flags*

- Managing AHOBPR Clinical Portal User Accounts
- Managing Registry Flags
 Reviewing Eligibility

Managing AHOBPR Clinical Portal User Accounts

The AHOBPR Clinical Portal allows users to perform the following administrative tasks for user accounts:

Note: Only Registry Managers are authorized to perform administrative actions for AHOBPR Clinical Portal user accounts.

<u>Adding User Accounts</u>
 <u>Editing User Accounts</u>
 <u>Managing</u>
 <u>User Roles from the Administration > Users Page</u>
 <u>Managing</u>
 <u>User Roles from the Role Matrix</u>
 <u>Deactivating User</u>
 <u>Accounts</u>
 <u>Reactivating User Accounts</u>

Adding User Accounts

To add a user account in the AHOBPR Clinical Portal, perform the following steps:

Note: Only Registry Managers can add a user account in the AHOBPR Clinical Portal.

1. Click the **Administration** tab in the banner at the top of the page.

The Administration > Users page displays.

ADMINISTRATION > USERS

~
To sort ple
lame <u>Last Login</u> <u>Last Vista Logi</u> n
7/6/2015 10:43:47 AM
6/24/2015 9:59:04 AM
7/2/2015 2:11:59 PM
6/17/2015 12:19:01 PM 6/2/2015 12:30:55 F
7/6/2015 12:44:20 PM
6/5/2015 1:38:24 PM 6/2/2015 12:34:43 F
7/6/2015 10:13:55 AM
6/5/2015 9:28:09 AM
7/2/2015 3:38:05 PM 6/24/2015 9:46:46 A
12

The user information displayed on the page includes the user's AHOBPR Clinical Portal ID number, user name, and first and last name.

2. Click the Add User button.

Add User

The Administration > Add User page displays.

Administration > Add U	SER
Search Username	
To add a new user, first search	i if the username exists in the Registries application:
Search Username:	Search Clear
]	
Close	

- 3. To prevent users from adding duplicate user accounts in the AHOBPR Clinical Portal, you must first determine if the user already as an account in the system. Enter the user's Active Directory user ID in the **Search Username** box, and then click the **Search** button.
- 4. Continue as follows:
 - If the user already has an account, the system will list the user's account information in the displayed table.

You can perform the following functions by using the links included in the table:

- Click the **ID** number link to edit/view the user's account information. See the "Editing User Accounts" topic.
- Click the **Roles** link to change the user's roles in the system. See the "Managing User Roles from the Administration > Users Page" topic.
- To approve a user's account in **Pending** status, click the **Approve** link.
- To restore a user's account access, click the **Activate** link. See the "Activating User Accounts" topic.
- To remove a user's account access, click the **Deactivate** link. See the "Managing User Roles from the Administration > Users Page" topic.
- If the user does not exist in the system, the *Administration > Add User > UserName* page displays:

ADMINISTRATION > U	SERS		
Manage Users			
Search By Username:			
Search By Type:	10	~	
	Search		
			To sort p
The second second	Name	Last Login	Last Vista Loo
<u>10</u> <u>Username</u>		COSt Coom	East vista Eag
10 Username 124	+	7/6/2015 7:32:38 PM	Cust visit Ett
10 <u>Username</u> 124	+	7/6/2015 7:32:38 PM	
124 Active Users	•	7/6/2015 7:32:38 PM	
124 Active Users	+	7/6/2015 7:32:38 PM	
124 Active Users Pending Users Inactive Users		7/6/2015 7:32:38 PM	

ADMINISTRATION > ADD USER > JOHN.JONES	
Edit User Account Information	
Username:	
Full Name:	
First Name:	
Middle Name:	
Last Name:	
Maiden Name:	
Employee Number:	
Job Title:	
Email Address:	
Telephone:	
Fax:	
Save Close	

5. In the *Edit User Account Information* section, enter the user's information in the provided fields.

User Information	Description
Username	This box displays the user's Active Directory user name for which you previously searched.
	Note: This field is not editable.
Full Name	Enter the user's full name to include their middle name.
First Name	Enter the user's first name.
Middle Name	Enter the user's middle name.
Last Name	Enter the user's last name.
Maiden Name	If applicable, enter the user's maiden name.
Employee Number	Enter the user's employee number.
Job Title	Enter the user's job title.
Email Address	Enter the user's e-mail address.
Telephone	Enter the user's telephone number.
Fax	Enter the user's fax number.

The following table describes the information that can be edited in the Edit Users page.

Edit User Account Information Fields

6. After reviewing the information, click the **Save** button.

The *Administration > Add User* page refreshes with the user's name and the date the account was created displayed at the bottom of the page.

7. Click the **Close** button to exit this page.

The Administration > Users page displays.

8. The user account must now be assigned the appropriate user roles. See the "Managing User Roles from the Administration > Users Page" topic..

Editing User Accounts

To edit a user's account information from the *Administration > Users* page, perform the following steps:

Note: Only Registry Managers can edit user accounts in the AHOBPR Clinical Portal.

1. Click the **Administration** tab in the banner at the top of the page.

The Administration > Users page displays.

ADMINISTRATION > USERS

Manage Users		
	-	

Search By Username:		
Search By Type:	Active	~
	Search	

Ite To sort please

Id	<u>Username</u>	Name	Last Login	Last Vista Login
1	and the second	Dan Marg	7/6/2015 10:43:47 AM	
112		Darm West	6/24/2015 9:59:04 AM	
113		trained from	7/2/2015 2:11:59 PM	
114		Matter Samons	6/17/2015 12:19:01 PM	6/2/2015 12:30:55 PM
115		Looks rapp?	7/6/2015 12:44:20 PM	
116		Barry Treasure	6/5/2015 1:38:24 PM	6/2/2015 12:34:43 PM
118	-	Laborated	7/6/2015 10:13:55 AM	
124		inter-feature		
<u>125</u>		Larian	6/5/2015 9:28:09 AM	
<u>130</u>		Name includes and	7/2/2015 3:38:05 PM	6/24/2015 9:46:46 AM
			12	
ctive	Users			
endin	ig Users			
nactiv	e Users			
Ad	dUser			

The user information displayed on the page includes the user's AHOBPR Clinical Portal ID number, user name, and first and last name.

2. Use the following methods to search for the user's account:

Click here to search for a user by username.

- a. Enter any of the following search criteria in the Search By Username box:
 - user name
 - first name
 - last name

Note: You can enter a partial name in the box to search for the user.

b. Click the **Search** button.

If the user name is found in the system, the page will refresh to display on this user on the *Administration > Users* page.

Note: If necessary, use the numbered links at the bottom of the *User/Roles* section to locate the appropriate user.

Click here to search for the user by type.

- a. Use the **Search by Type** dropdown to select the type of users that you want to locate: **Active**, **Pending**, and **Inactive**.
- b. Click the **Search** button.

All users that match the type of user you selected previously are displayed.

3. In the ID column, click the user's ID number that corresponds to their user account.

The Administration > Users > User.Name page displays.

	A	DMINI	STRATI	ON >	USERS	> 11	AMES.S	MITH
--	---	-------	--------	------	-------	------	--------	------

Username:	
Full Name:	
x	
First Name:	
Middle Name:	
Last Name:	
Maiden Name:	
Employee Number:	
Job Title:	
- m. e	
Email Address:	
Telephone:	
Fax:	
Created By:	Created On: 11/25/2014
Updated By:	Updated On: 3/27/2015

- Note: The User.Name included in the title of the page will be specific to the user selected previously. The system displays the Administration > Users > FIRSTNAME.LASTNAME> page accordingly.
- 4. In the *Edit User Account Information* section, edit the existing information for the user as appropriate.

User Information	Description
Username	Enter the user's Active Directory user name.
	Note: Username is a required field.
Full Name	Enter the user's full name to include their middle name.
First Name	Enter the user's first name.
Middle Name	Enter the user's middle name.
Last Name	Enter the user's last name.
Maiden Name	If applicable, enter the user's maiden name.
Employee	Enter the user's employee number.
Number	
Job Title	Enter the user's job title.
Email Address	Enter the user's e-mail address.
Telephone	Enter the user's telephone number.
Fax	Enter the user's fax number.

The following table describes the information that can be edited in the Edit Users page.

Edit User Account Information Fields

5. Click the **Save** button.

The system displays a prompt that shows the changes were successfully saved.

- 6. Click **OK**.
- 7. To deactivate this user account, click the **Deactivate** button.
- 8. Click the **Close** button to exit this page.

The Administration > Users page displays.
Managing User Roles from the Administration > Users Page

To manage a user's assigned roles from the *Administration > Users* page, perform the following steps:

Note: Only Registry Managers can manage user roles in the AHOBPR Clinical Portal.

1. Click the **Administration** tab in the banner at the top of the page.

The *Administration > Users* page displays.

ADMI	NISTRATION >	Users		
Mana Search Search	ge Users n By Username: [n By Type: [Active Search	~	
				Ite To sort please
Id	Username	Name	Last Login	Last Vista Login
1		Statute Manage	7/6/2015 10:43:47 AM	
112		Date: Nat	6/24/2015 9:59:04 AM	
113		Index of them	7/2/2015 2:11:59 PM	
114		Montes Samana	6/17/2015 12:19:01 PM	6/2/2015 12:30:55 PM
115		Looks fager	7/6/2015 12:44:20 PM	
116		Broom Change	6/5/2015 1:38:24 PM	6/2/2015 12:34:43 PM
118		1.00776495	7/6/2015 10:13:55 AM	
<u>124</u>		Interiment		
125		1.00170.000	6/5/2015 9:28:09 AM	
<u>130</u>		Rept Stationer	7/2/2015 3:38:05 PM	6/24/2015 9:46:46 AM
	_		1 <u>2</u>	
Active (Users			
Pendin Inactiv	g Users e Users			
Add	d User			

The user information displayed on the page includes the user's AHOBPR Clinical Portal ID number, user name, and first and last name.

2. Use the following methods to search for users:

Click here to search for a user by username.

- a. Enter any of the following search criteria in the Search By Username box:
 - user name
 - first name
 - last name

Note: You can enter a partial name in the box to search for the user.

b. Click the **Search** button.

If the user name is found in the system, the page will refresh to display on this user on the *Administration > Users* page.

Note: If necessary, use the numbered links at the bottom of the *User/Roles* section to locate the appropriate user.

Click here to search for users by type.

- a. Use the **Search by Type** dropdown to select the type of users that you want to locate: **Active**, **Pending**, and **Inactive**.
- b. Click the **Search** button.

All users that match the type of user you selected previously are displayed.

3. Click the **Roles** button associated with the user.

The Administration > Users > User.Name > Roles page displays.

Edit User Role In	formation
User Profile	
Jsername:	
Full Name:	
Employee Numb	er:
Job Title:	Registry Manager
1.5.1	
Roles	
AHOBPR Regi	stry Manager
AHOBPR Adv	anced User
	Team

- **Note:** The *User.Name* included in the title of the page will be specific to the user selected previously. The system displays the *Administration > Users > FIRSTNAME.LASTNAME> Roles* page accordingly.
- 4. In the *Roles* section, select or clear the check boxes to assign the appropriate roles to the user. The available roles include the following:

Permissions	Care Team Role	Advanced User Role	Registry Manager Role
View Questionnaire Responses	х	Х	x
View Registrant Status History	x	Х	x
Aging Report	x	Х	x
Status Report by State	x	Х	x
Participation Report		х	х
Registrant Contact Information Report	Х	Х	x
Ad Hoc Report by Individual	x	Х	x
Ad Hoc Report by Location	Х	Х	x
Export Report Results	Х	Х	x

Permissions	Care Team Role	Advanced User Role	Registry Manager Role
Select Sub-Population Flags for an Individual Registrant	Х	Х	х
Select Admin Flags for an Individual Registrant	Х	Х	x
Remove an Admin or Subpopulation Flag			х
Reconsider Registrant Eligibility			х
Eligibility Review Report (For HEC)			х
Approve/Update/Disable Users			x
Add/Delete/Disable Sub-Population Flags			х
Add/Delete/Disable Admin Flags			x
Add Flags to Multiple Users		Х	x
Create Follow-up Questionnaires			x
Send Follow-up Questionnaires			x
Create Messages			x
Send Messages			x
My Messages Templates		х	
Send My Messages		х	

AHOBPR Clinical Portal User Roles and Permissions

5. Click the **Save** button.

The system displays a prompt confirming that the user assignment role changes were successfully made.

- 6. Click **OK**.
- 7. Click the **Close** button to exit this page.

The Administration > Users page displays.

Managing User Roles from the Role Matrix

To manage a user's assigned roles from the *Administration > Role Matrix* page, perform the following steps:

Note: Only Registry Managers can manage user roles in the AHOBPR Clinical Portal.

1. Click the Role Matrix link menu option.

The Administration > Role Matrix page displays:

Jser / Roles earch User:	Searc To sort	h Clear	able headings
<u>ID</u> <u>Username</u>	Full Name	Role	
1			er.
2		a	er.
2			er.
L	a	J.	ır
i	1		
ž			٩r
2			er
2	1	4	٩r
Ł			٩r
<u>i</u> najinanin <u>i</u>	_	1	

The user information displayed includes the user's AHOBPR Clinical Portal ID number, user name, and first and last name.

- **Note:** If a user is assigned to multiple user roles, a separate entry will be displayed for each assigned role.
- 2. To search for a user, enter any of the following search criteria in the **Search User** box, and then click the **Search** button:
 - user name
 - first name
 - last name

Note: You can enter a partial name in the box to search for the user.

If the user name is found in the system, the page will refresh to display on this user on the *Administration > Users* page.

- **Note:** If necessary, use the numbered links at the bottom of the *User/Roles* section to locate the appropriate user.
- 3. Click the ID number link adjacent to the user's name.

The Administration > Users > User.Name > Roles page displays.

ADMINISTRATIC	ON > USERS >	> Roles
Edit User Role Ir	formation	
User Profile		
Username:		
Full Name:		
Employee Numb	er:	
Job Title:	Registry Manager	r,
Roles		
AHOBPR Reg	istry Manager	
AHOBPR Adv	anced User	
	a Toam	

Note: The User.Name included in the title of the page will be specific to the user selected previously. The system displays the Administration > Users > FIRSTNAME.LASTNAME> Roles page accordingly.

Permissions	Care Team Role	Advanced User Role	Registry Manager Role
View Questionnaire Responses	Х	Х	х
Permissions	Care Team Role	Advanced User Role	Registry Manager Role
View Registrant Status History	Х	Х	x
Aging Report	Х	Х	x
Status Report by State	Х	Х	x
Participation Report		Х	x
Registrant Contact Information Report	х	Х	x
Ad Hoc Report by Individual	х	Х	x
Ad Hoc Report by Location	Х	Х	x
Export Report Results	Х	Х	x
Select Sub-Population Flags for an Individual Registrant	Х	Х	x
Select Admin Flags for an Individual Registrant	Х	Х	x
Remove an Admin or Subpopulation Flag			x
Reconsider Registrant Eligibility			X
Eligibility Review Report (For HEC)			x
Approve/Update/Disable Users			x
Add/Delete/Disable Sub-Population Flags			x
Add/Delete/Disable Admin Flags			X
Add Flags to Multiple Users		х	X
Create Follow-up Questionnaires			X
Send Follow-up Questionnaires			X
Create Messages			X
Send Messages			x
My Messages Templates		Х	

4. In the *Roles* section, select or clear the check boxes to assign the appropriate roles to the user. The available roles include the following:

Send My Messages	Х	

AHOBPR Clinical Portal User Roles and Permissions

5. Click the **Save** button.

The system displays a prompt confirming that the user assignment role changes were successfully made.

- 6. Click **OK**.
- 7. Click the **Close** button to exit this page.

The *Administration > Role Matrix* page displays.

Deactivating User Accounts

To deactivate a user's AHOBPR Clinical Portal account, perform the following steps:

Note: Only Registry Managers can remove a user's access to the AHOBPR Clinical Portal.

1. Click the **Administration** tab in the banner at the top of the page.

The Administration > Users page displays.

The user information displayed on the page includes the user's AHOBPR Clinical Portal ID number, user name, and first and last name.

arch U	ser:	Search Clear		
a	Username	Name		-
		1	Edit User	Edit Roles
2			Edit User	Edit Roles
2			Edit User	Edit Roles
Ł			Edit User	Edit Roles
ž			Edit User	Edit Roles
ż			Edit User	Edit Roles
ž			Edit User	Edit Roles
2			Edit User	Edit Roles
2			Edit User	Edit Roles
£			Edit User	Edit Roles
	-		12	

2. Use the following methods to search for users:

Click here to search for a user by username.

- a. Enter any of the following search criteria in the Search By Username box:
 - user name
 - first name
 - last name

Note: You can enter a partial name in the box to search for the user.

b. Click the **Search** button.

If the user name is found in the system, the page will refresh to display on this user on the *Administration > Users* page.

Note: If necessary, use the numbered links at the bottom of the *User/Roles* section to locate the appropriate user.

Click here to search for users by type.

- a. Use the **Search by Type** dropdown to select the type of users that you want to locate: **Active**, **Pending**, and **Inactive**.
 - **Note:** Only users in an **Active** status can have their access removed from the system.
- b. Click the **Search** button.

All users that match the type of user you selected previously are displayed.

3. Click the **Deactivate** link associated with the user.

WARNING! Deactivating this user will remove all their access to the AHOBPR Clinical Portal.

The *Administration > Users* page refreshes to display that the user account has been removed from the **Active** user list.

Note: While the user no longer appears in the user list and cannot be located by search for their user name, their information still resides in the system. To restore the user's account, you must add their account back to the system.See the "Activating User Accounts" topic..

Activating User Accounts

To activate a user's account in the AHOBPR Clinical Portal, perform the following steps:

Note: Only Registry Managers can restore a user's access to the AHOBPR Clinical Portal.

1. Click the **Administration** tab in the banner at the top of the page.

The *Administration > Users* page displays.

ADMI	NISTRATION >	Users		
Mana Search Search	ge Users n By Username: [n By Type: [Active Search	~	
				Ite To sort please
Id	Username	Name	Last Login	Last Vista Login
1		Statute Manage	7/6/2015 10:43:47 AM	
112		Date: Nat	6/24/2015 9:59:04 AM	
113		Index of them	7/2/2015 2:11:59 PM	
114		Montes Samana	6/17/2015 12:19:01 PM	6/2/2015 12:30:55 PM
115		Looks fager	7/6/2015 12:44:20 PM	
116		Broom Change	6/5/2015 1:38:24 PM	6/2/2015 12:34:43 PM
118		1.00776495	7/6/2015 10:13:55 AM	
<u>124</u>		Interiment		
125		1.00170.000	6/5/2015 9:28:09 AM	
<u>130</u>		Rept Stationer	7/2/2015 3:38:05 PM	6/24/2015 9:46:46 AM
	_		1 <u>2</u>	
Active (Users			
Pendin Inactiv	g Users e Users			
Add	d User			

The user information displayed on the page includes the user's AHOBPR Clinical Portal ID number, user name, and first and last name.

- 2. Use the Search By Typedropdown box to select Inactive.
- 3. Click the **Search** button.

The Administration > Users page displays a list of all Inactive users.

ADMINISTRATION	>	USERS

Search By Username: Search By Type: Inact	ive 🗸		
			Ite To sort please
<u>Id</u> <u>Username</u>	Name	Last Login	Last Vista Login
128			
131			
132			
133			
134			
135			
136			
137			
138	APRIL Transformed TO		
139			
		1 <u>2</u>	
Active Users Pending Users Inactive Users			

4. Click the **Activate** link that corresponds for whom you want to activate their account.

The *Administration > Users* page refreshes to display that the user has been removed from the **Inactive** user list.

5. To verify that the user account has been activated, use the Search By Type dropdown to select Active, and then click the Search button.

The user should appear in the list of **Active** users.

Managing Registry Flags

The *Administration > Registry Flags* page allows users to add Admin and Subpopulation Flags to an individual's Registrant record. From this page, users can manage these Registry Flags as follows:

- Adding Registry Flags
- <u>Activating/Deactivating Registry Flags</u>
- Deleting Registry Flags

Adding Registry Flags

To add a Registry flag perform the following steps:

Note: Only Registry Managers can add Registry flags in the AHOBPR Clinical Portal.

1. Click the **Administration** tab in the banner at the top of the page.

The Administration > Users page displays:

Manage Users			
Search By Username:	1	Ţ	
Search By Type:	All	~	
Add User	Search		

2. Click the **Registry Flags** link in the menu.

The Administration > Registry Flags page displays.

- 3. In the *Manage Registry Flags* section, use the **Registry Flag Type** dropdown to select the type of Registry Flag that you want to add. Choose from the following options:
 - Administrative Flag—Administrative flags are used to record an administrative action. These flags can be added by a user or system generated.

ADMINISTRATION > REGISTRY FLAGS

Manage Registry Flags

Registry Flag Type	Registry Flag Name	Regis
Administrative Flag	Called-Left Message	User called Registrant left mess
Administrative Flag	Called-No Answer	User called Registrant there wa
SubPopulation Flag	Congressional Inquiry	Registrant has requested a Cor
Administrative Flag	Eligibility Review - More Documentation Needed	Eligibility Review - More Docume
Administrative Flag	Eligible-HEC	Reviewed by HEC and found Eli
Administrative Flag	Emailed Registrant	User emailed Registrant
Administrative Flag	Not Eligible-Confirmed	User has confirmed thru HEC ar
Administrative Flag	Not Eligible-HEC	Reviewed by HEC found Not Elig
SubPopulation Flag	OEF-Operation Enduring Freedom	Registrant was deployed during
SubPopulation Flag	OIF-Operation Iraqi Freedom	Registrant was deployed during
Registry Flag Type Administrative Flag 🔻	Registry Flag Name **	Registry Flag Description
		123

** indicates required field

- **SubPopulation Flag**—Subpopulation flags are used to separate Registrants into common groups, such as operations served.
- 4. In the **Registry Flag Name** box, enter the name for the Registry Flag.

Note: This is a required field.

- 5. To add a description for the Registry Flag, enter one in the **Registry Flag Description** box.
- 6. Click the **Add** button.

The system displays a prompt confirming that the Registry Flag was added successfully.

7. Click **OK**.

Deleting Registry Flags

A Registry Flag can only be deleted if it has not been associated with a Registrant. If the flag has been associated with a Registrant the flag can only be deactivated. See the "Activating/Deactivating Registry Flags" topic.

Note: Only Registry Managers can delete Registry flags in the AHOBPR Clinical Portal.

To delete a Registry Flag, perform the following steps:

1. Click the **Registry Flags** link in the menu.

The Administration > Registry Flags page displays.

ADMINISTRATION > REGISTRY FLAGS

Manage Registry Flags

Registry Flag Type	Registry Flag Name	Regis
Administrative Flag	Called-Left Message	User called Registrant left mess
Administrative Flag	Called-No Answer	User called Registrant there wa
SubPopulation Flag	Congressional Inquiry	Registrant has requested a Cor
Administrative Flag	Eligibility Review - More Documentation Needed	Eligibility Review - More Docume
Administrative Flag	Eligible-HEC	Reviewed by HEC and found Eli
Administrative Flag	Emailed Registrant	User emailed Registrant
Administrative Flag	Not Eligible-Confirmed	User has confirmed thru HEC ar
Administrative Flag	Not Eligible-HEC	Reviewed by HEC found Not Elig
SubPopulation Flag	OEF-Operation Enduring Freedom	Registrant was deployed during
SubPopulation Flag	OIF-Operation Iraqi Freedom	Registrant was deployed during
Registry Flag Type Administrative Flag 🔻	Registry Flag Name **	Registry Flag Description
		1 <u>23</u>

** indicates required field

2. Locate the Registry flag that will be deleted, and then click the **Delete** button that corresponds to that flag.

The system prompts the user to confirm the deletion of the Registry Flag.

3. Click **OK** to delete the Registry Flag. Otherwise, click **Cancel**.

The system displays a prompt confirming that the Registry Flag was deleted successfully.

4. Click **OK**.

The Administration > Registry Flags page refreshes to display that the Registry Flag was deleted.

Activating/Deactivating Registry Flags

To activate/deactivate a Registry Flag, perform the following steps:

- **Note:** Only the AHOBPR Registry Manager can activate/deactivate specific Registry Flags in the AHOBPR Clinical Portal.
 - 1. Click the **Registry Flags** link in the menu.

The Administration > Registry Flags page displays.

2. Locate the Registry flag that will be deactivated/reactivated, and then choose from the following

ADMINISTRATION > REGISTRY FLAGS

Manage Registry Flags

Registry Flag Type	Registry Flag Name	Regis
Administrative Flag	Called-Left Message	User called Registrant left mess
Administrative Flag	Called-No Answer	User called Registrant there wa
SubPopulation Flag	Congressional Inquiry	Registrant has requested a Cor
Administrative Flag	Eligibility Review - More Documentation Needed	Eligibility Review - More Docume
Administrative Flag	Eligible-HEC	Reviewed by HEC and found Eli
Administrative Flag	Emailed Registrant	User emailed Registrant
Administrative Flag	Not Eligible-Confirmed	User has confirmed thru HEC ar
Administrative Flag	Not Eligible-HEC	Reviewed by HEC found Not Elig
SubPopulation Flag	OEF-Operation Enduring Freedom	Registrant was deployed during
SubPopulation Flag	OIF-Operation Iraqi Freedom	Registrant was deployed during
Registry Flag Type Administrative Flag 🔻	Registry Flag Name **	Registry Flag Description
		1 <u>2 3</u>

** indicates required field

options:

- To activate a Registry Flag, click the **Activate**button.
- To deactivate a Registry Flag, click the **Deactivate**button.

The system displays a prompt confirming that the Registry Flag was activated/deactivated successfully.

3. Click **OK**.

The *Administration > Registry Flags* page refreshes to display that the Registry Flag was activated/deactivated.

Managing Registrant Messages

Registry Managers can create, edit and send messages to Registrants via e-mail or a notification in the Registrant Portal. These messages can be sent to an individual Registrant or multiple Registrants. The AHOBPR Clinical Portal allows Registry Managers to manage Registrant messages as follows:

- <u>Creating\Editing Registrant Messages</u>
- Sending Registrant Messages

Creating\Editing Registrant Messages

Registry Managers can create and edit messages that can be sent to Registrants via e-mail or notifications in the Registrant Portal as follows:

Creating a Message

1. Click the **Administration** tab in the banner at the top of the page.

The Administration > Users page displays.

Administration >	USERS	
Manage Users		
Search By Username:		3
Search By Type:	All	~
	Search	
	Search	
Add User		

The user information displayed on the page includes the user's AHOBPR Clinical Portal ID number, user name, and first and last name.

2. Click the **Registry Messages** link in the menu.

The Administration > Registry Messages page displays.

3. Click the Add New Message Template button.

ADMINISTRATION > REGISTRY MESSAGES

Add New Message Template

Manage Registry Messages

□ Include Message Templates Created by Advanced Users

ID	Title	Subject
1	Eligible for Burn Pit Registry	Department of Veterans Affairs Airborne Hazards and Open Burr
2	Not Eligible for Burn Pit Registry	Department of Veterans Affairs Airborne Hazards and Open Burr
3	Need More Documentation	Department of Veterans Affairs Airborne Hazards and Open Burr

The Administration > Registry Messages > Add Message Template page displays.

4. Complete the information in the provided fields as follows:

Registrant Information	Description
Message Type	Select the appropriate checkboxes to determine if the message will be sent to the Registrant via e-mail or the Registrant Portal using a notification.
Status	Select the <i>Active</i> checkbox to indicate that the message is ready to send to the Registrant.
	on the SendMessages page.
Advanced Users	Select this checkbox if you want Advanced Users to be able to access this message template.
Title	Use this field to create a title for the message.
	Note: Users can select the appropriate messages to send to Registrants by selecting from the displayed message titles in the dropdown list for the <i>SendMessages</i> page.
Subject	Use this field to create the Subject of the message.
Registrant Information	Description

	Note: This information will be used to create the Subject information for the e-mail sent to the Registrant and the title of the notification in the Registrant Portal.
Salutation	The Salutation field contains the greeting that will be displayed at the beginning of each message. The default salutation created for messages is "Hello [REGISTRANTNAME]",
	where the REGISTRANTNAME variable will be replaced by the name of the Registrant who will receive the message.
Body	Use this field to enter the body of the message.
	WARNING! As this information can be included in any e- mail messages for the Registrant, do not include any PHI information in this part of the message template.
Contact Info	Use this field to enter relevant contact information that the Registrant might require.

Message Template Information for Creating Registrant Messages

- 5. Click **Preview** to view the message as it would appear to the Registrant.
- 6. After verifying that the message content is complete and accurate, click the **Back to Edit Template Page** button.
- 7. Click **Save** to create the message.

The *Administration > Registry Messages* page displays. The new message is displayed in the list of messages available to be sent to Registrants.

Note: If the message is not displayed in the list, you might need to click on the numbered link at the bottom of the list to see the message on another page.

Editing an Existing Message

1. Click the **Administration** tab in the banner at the top of the page.

The Administration > Users page displays.

ADMINISTRATION >	USERS	
Manage Users		
Search By Username	:	1
Search By Type:	All	~
	Search	
	Coulon	
Add User		

The user information displayed on the page includes the user's AHOBPR Clinical Portal ID number, user name, and first and last name.

2. Click the **Registry Messages** link in the menu.

The Administration > Registry Messages page displays.

	Add New Message Template	
Mar In	nage Registry Messages Iclude Message Templates Create	d by Advanced Users
ID	Title	Subject
<u>ID</u> 1	Title Eligible for Burn Pit Registry	Subject Department of Veterans Affairs Airborne Hazards and Open Burn
1D 1 2	Title Eligible for Burn Pit Registry Not Eligible for Burn Pit Registry	Subject Department of Veterans Affairs Airborne Hazards and Open Burn Department of Veterans Affairs Airborne Hazards and Open Burn

3. In the *Manage Registry Messages* section, click the **Edit** link that corresponds to the message that you want to edit.

The Administration > Registry Messages > Edit Message Template page displays.

- **Note:** Select the Include Message Templates Created by Advanced Users to display these types of messages in the list.
- 4. Update the information in the provided fields as follows:

Registrant Information	Description
Message Type	Select the appropriate checkboxes to determine if the message will be sent to the Registrant via e-mail or the Registrant Portal using a notification.
Status	Select the <i>Active</i> checkbox to indicate that the message is ready to send to the Registrant.
	Note: Only active messages will be displayed in the dropdown list on the <i>SendMessages</i> page.
Advanced Users	Select this checkbox if you want Advanced Users to be able to access this message template.
Title	Use this field to create a title for the message.
	Note: Users can select the appropriate messages to send to Registrants by selecting from the displayed message titles in the dropdown list for the <i>SendMessages</i> page.
Subject	Use this field to create the Subject of the message.
	Note: This information will be used to create the Subject information for the e-mail sent to the Registrant and the title of the notification in the Registrant Portal.
Salutation	The Salutation field contains the greeting that will be displayed at the beginning of each message.
	The default salutation created for messages is "Hello [REGISTRANTNAME]", where the REGISTRANTNAME variable will be replaced by the name of the Registrant who will receive the message.
Body	Use this field to enter the body of the message.
	WARNING! As this information can be included in any e- mail messages for the Registrant, do not include any PHI information in this part of the message template.

Contact Info	Use this field to enter relevant contact information that the Registrant
	might require.

Message Template Information for Editing Registrant Messages

- 5. Click **Preview** to view the message as it would appear to the Registrant.
- 6. After verifying that the message content is complete and accurate, click the **Back to Edit Template Page** button.
- 7. Click **Save** to create the message.

The *Administration > Registry Messages* page displays. The updated message is displayed in the list of messages available to be sent to Registrants.

Note: If the message is not displayed in the list, you might need to click on the numbered link at the bottom of the list to see the message on another page.

Sending Registrant Messages (Registry Managers)

Registry Managers can send messages to Registrants via e-mail or the Registrant Portal as follows:

1. Click the **Administration** tab in the banner at the top of the page.

The Administration > Users page displays.

Manage Users Search By Username:	
Search By Username:	
Search By Type: All	~
Search	

The user information displayed on the page includes the user's AHOBPR Clinical Portal ID number, user name, and first and last name.

2. Click the Send Messages link in the menu.

The Administration > Send Message page displays.

ADMINISTRATION > SEND MESSAGE

Registrant Status	State
Location (VISN or Facility)	Health Concerns? Yes/No (Yes=any positive response to Q3.A
Health Factor	Request to be seen? Yes/No (Yes=any positive response to Q7
Subpopulation Flag	Deployment Country
🗌 Admin Flag	None All Deployments Deployments With Exposure Resp
Response to specific question	Date Range for Questionnaire
	None Questionnaire Start Date Questionnaire Completed
Date of Birth	Last Name
Contact Preference	Last 4 of SSN
Email	AHOBPR Evaluation
Go to Step 2 Cle	ar

Selection Criteria - Step 1 of 2 (Please select at least one)

3. Choose the selection criteria that will be used to filter the report.

Click here to view the selection criteria you can use to select the Registrants.

Registrant Information	Description
Registrant Status	The status of the Registrant's questionnaire.
	Users can filter by one or more statuses.
Location (VISN or Facil- ity)	The VISN or facility where the Registrant is assigned or where the Registrant was evaluated as reported in the Corporate Data Warehouse (CDW).
	Users can filter by all locations, a single VISN, a single Main Facility, a single Sub-Facility, or by Registrants that have no assigned location
	Note: When filtering the report by only a VISN or Main Facility, the report will return results for all of the sub-

Registrant Information	Description		
	ordinate facilities for the selected facility type.		
Health Factor	Health Factors are entered into the CPRS Template by a Health Care Provider during the Clinical Exposure Evaluation.		
	Users can filter by one or more Health Factors.		
	Note: This data will only be available for Registrants in Participant status.		
Subpopulation Flag	Subpopulation Flags separate Registrants into common groups, such as operations served.		
	Users may filter by one Subpopulation Flag.		
Admin Flag	An Admin Flag documents administrative action in a Registrant's record.		
	Users can filter by a single Administrative Flag.		
	Note: As the Registrant Record may include multiple instances of the Administrative Flag, users can specify a date range for when the flag was entered in the record.		
Response to specific question	A Registrant has provided a response to a question in a completed Questionnaire.		
	Note: This data will only be available for Registrants in Participant status.		
	Users can filter by Yes, No, I do not wish to answer, or Don't know .		
Date of Birth	Registrant's date of birth.		
	Note: The format for entering the date should be <i>mm/dd/yyyy</i> .		
Contact Preference	Registrants preferred method of being contacted.		
	Users can filter by Letter/U.S. mail, Through my health care provider, or VA social media.		

Email	Indicates if the Registrant has entered an e-mail address.
	You can filter by All , Yes , or No .
State	The state where the Registrant resides.
	To filter by a Registrant's state, select one (or more) status from the State

Registrant Information	Description		
	list, and then click the Add link. The states are added to the Selected State list. To add all states from the list, click the Add All link.		
	To remove a state from the list, select the state in the Selected State list, and then click the Remove link. To remove all states from this list, click the Remove All link.		
Health Concerns?	A Registrant is considered to have health concerns if they answered "Yes" to any of the questions in the Health Concerns section (Question 3.A– 3.K).		
	Note: This data will only be available for Registrants in Participant status.		
	Users may filter by No, Yes , or All .		
Request to be seen?	The Registrant has provided a positive response to Question 7.B (Do you wish to see a DoD or VA health care provider to discuss your health concerns related to airborne hazards during deployment?).		
	Note: This data will only be available for Registrants in Participant status.		
	Users may filter by No, Yes , or All .		

Deployment Country	A country from the Registrant's deployment history that was received from the deployment interfaces or was self-reported.
	Note: The data for deployments that have exposure responses will only be available for Registrants in a "Participant" status.
	Users may filter by one country from any of the Registrant's deployments or from the AHOPBR eligible deployments with exposure responses on the Questionnaire.
Date Range for	The date the Registrant either started or completed the questionnaire.
Questionnaire	Completed Questionnaires must have been submitted in the system.
	Users can set the date range for either dates using the format
	mm/dd/yyyy.
	Note: Start dates are available for only those Registrants assigned either the "Fligible" or "Participant" statuses
	Completed dates will only return those Registrants that
Registrant Information	Description
	are assigned the "Participant" status.
Last Name	The Registrant's last name.
Last 4 of SSN	The last four numbers of the Registrant's Social Security Number (SSN).
AHOBPR Evaluation	Indicates if the Registrant has had an AHOBPR Evaluation.
	You can filter by All, Yes, or No .

Selection Criteria for Sending Registrant Messages

4. Click the **Find** button.

The system displays a list of Registrants that match your selected criteria in the *Report Results* section.

Status:		Selected Status:	
No Consent Consent Not Eligible Review Reviewed - Not Eligib	<u>Add</u> <u>Add All</u> <u>Remove</u> <u>Remove All</u>	Review Reviewed - Not Eligib Reviewed - Eligible Eligible Participant	< >
Eind 1	Class	Pack to	Ctop 1

Report Results

Total Number of Results Found: 24

REGISTRANTS > SEND MESSAGE

	ID	Registrant Name	
Select			

- **Note:** You can also view a Registrant's record by click the ID or Registrant Name link that corresponds to the appropriate Registrant.
- 5. Use the My Message dropdown list to select the message that will be sent to the Registrants.
 - **Note:** Only active messages can be sent to a Registrant. If no messages are listed in the dropdown list, then you have no active messages available.
- 6. Select the checkboxes that correspond to the Registrants that will receive the messages.
 - **Note:** You can send the selected message to all of the displayed Registrants without selecting the checkboxes, by clicking the **Send to All** button.
- 7. Click the Send to Selected button.

The system displays a new popup window that indicates the message was sent to the Registrants.

8. Click **OK**.
Reviewing Eligibility

The AHOBPR Clinical Portal allows authorized users to perform the following tasks when reviewing the eligibility of a Registrant:

- Adding the "Review-HEC" Administrative Flag to a Record
- Changing Registrant Status

Adding the "Review-HEC" Administrative Flag to a Record

To add the Review-HEC Administrative Flag to the Registrant's record, perform the following steps:

- **Note:** Note: Only Registry Managers can add the "Review-HEC" Administrative Flag to a Registrant's record.
 - 1. Click the **Change Status** link in the menu.

User Information	Description
<u>Status</u>	To filter by a Registrant's status, select one (or more) status from the Status list, and then click the Add link. The status(es) are added to the Selected Status list. To add all statuses from the list, click the Add All link.
	To remove a status from the list, select the status in the Selected Status list, and then click the Remove link. To remove all statuses from this list, click the Remove All link.

Date Range for	To filter using the date range when the Registrant's status was changed to any

The *Registrants > Change Status* page displays.

2. Select from the following search criteria to filter the Registrant records returned in the search results:

Registrant Search Crit	teria			
Status:		Selected Status:	Date Range for Registrant Cu	rent 9
Not Eligible Review	Add Add All		From Date (mm/dd/yyyy):	
Review - Not Eligible	Remove All		Last Name:	La
Admin Flag				
Admin Flag:				
Select an Admin Fla	g –	•		

User Information	Description
Registrant Current Status	of the status selected in the Status list. Use the From Date and To Date boxes to select the date range using the format <i>mm/dd/yyyy</i> .
	Note: If using this filter criteria, you must select at least one status from the Status list.
Last Name	To filter by last name, enter the Registrant's last name in the provided box.
	Note: Users can also use a search for Registrant's using a partial name.

Last Four digits of SSN	To filter by SSN, enter the last four digits of the Registrant's Social Security Number (SSN) in the provided box.
Admin Flag	To filter by Administrative Flags assigned to the Registrant's record, select an Administrative Flag from the Admin Flag dropdown.
Exclude All Registrants with "Review-HEC" Admin Flag	To exclude those Registrants that have had the Review-HEC Administrative Flag assigned to their record, select this checkbox.

Search Criteria for Registrants > Change Status Page

3. Click the **Search** button.

The system displays the *Change Status > Registrant Search* page that lists those Registrants that meet the selected search criteria.

Status:		Selected Status:	Date Range for Registr	ant Current S
Not Eligible	Add	Review	From Date (mm/dd/y	vvv):
Review - Not Eligible	Add All			
	Remove		Last Name:	La
	Remove All			
Admin Flag				
Admin Flag:				
- Select an Admin Flag -				

Total Registrants Found: 16

To sort

ID Re	gistrant Name	Last 4 of SSN	Date of Birth	Duty Status	Registrant Current Status	Last
				Retiree	Review	
1			- 1	Retiree	Review	
				Active Duty	Review	
				Veteran	Review	
				Retiree	Review	1
				Retiree	Review	
				Veteran	Review	
				Retiree	Review	
				Active Duty	Review	1
0.				Retiree	Review	
				12		

Note: The displayed results can be filtered by clicking on an underlined table heading.

4. Click the **Select** button that corresponds to the user in the listed results.

The Change Status > Registrant: LastName, FirstName > Current Status: Status page displays.

	CHANGE STATUS > REGISTRANT:				US: REVIEW	v
Registrant Information					-	
Name:	Da	te of Birth	(mm/dd/yyy	y):	Duty Statu	s: Unknown
Last 4 SSN:	Ge	nder:			Status: R	eview
Email:	Phe	one:				
Address:						
Report Health Concern	ıs? Qu	estionnair	e Completion	Date:	Request to	be Seen?
Last Admin Flag Set:	Su	bpopulatio	n Flags:			
					View All Re	gistrant Informa
Change Status for		Curre	ent Status: Rev	iew)	A	dd "Review-HEC
Change Status for Change Status To:		Curre	ent Status: Rev	iew)	А	dd "Review-HEC
Change Status for Change Status To: O Reviewed - Not Eli	igible 🖲 R	Curre	ent Status: Rev Eligible	iew) Change Status	A	dd "Review-HEC Add "Rev
Change Status for Change Status To: O Reviewed - Not Eli Eligible Deployments	igible	Curre	ent Status: Rev Eligible Reanch	Change Status		dd "Review-HEC Add "Rev
Change Status for Change Status To: O Reviewed - Not Eli Eligible Deployments Begin End	igible • R	Curre eviewed - <u>Location</u>	ent Status: Rev Eligible <u>Branch</u>	iew) Change Status <u>Unit Component</u>	A Rank MO	dd "Review-HEC Add "Rev S Data Source
Change Status for Change Status To: O Reviewed - Not Eli Eligible Deployments Begin End	igible References Re	(Curre eviewed - <u>Location</u> Iraq	ent Status: Rev Eligible Branch US Army	iew) Change Status <u>Unit Component</u>	A Rank MO	dd "Review-HEC Add "Rev Self Reported

5. To view the Registrant's deployment history, select the View Deployment History checkbox.

The *Deployment History* section displays.

6. Click the Add "Review-HEC" Admin Flag button.

The system displays a prompt that confirms that the Administrative Flag was added successfully.

7. Click **OK**.

CHANGE STATUS > REGIS	TUS: REVIEW	
Registrant Information		the first of the second second
Name:	Date of Birth (mm/dd/yyyy):	Duty Status: Unknown
Last 4 SSN:	Gender:	Status: Review
Email:	Phone:	
Address:		
Report Health Concerns?	Questionnaire Completion Date:	Request to be Seen?
Last Admin Flag Set:	Subpopulation Flags:	
		View All Registrant Informat
Change Status for	(Current Status: Review)	Add "Review-HEC
Change Status To:		
O Reviewed - Not Eligible	Reviewed - Eligible Change Status	Add "Revi

Begin	End	Conflict	Location	Branch	Unit Component	Rank	MOS	Data Source
		conflict	Iraq	US Army	1			Self Reported
		conflict	Iraq	Coast Guard				Self Reported

View Deployment History

Deployment								
Registrant V	Data Source	MOS	Rank	Unit Component	Location	Conflict	End	Begin
	Self Reported				Iraq	conflict		
-	Self Reported				Iraq	conflict		

Back to Search Results

Go to Admin Tracking

Changing Registrant Status

To change the status of a Registrant in the AHOBPR Clinical Portal, perform the following steps:

Note: Note: Only Registry Managers can change a Registrant's status.

1. Click the **Change Status** link in the menu.

User Information	Description
<u>Status</u>	The <u>status</u> of the Registrant's questionnaire.
	Users can filter by one or more statuses.
Date Range for Registrant Current Status	Users can filter for those Registrant records by the date on which their status changed to its current status.
	Note: If using this filter criteria, you must select at least one status from the Status list.

Last Name	The Registrant's last name.
-	

The *Registrants > Change Status* page displays.

2. Select from the following search criteria to filter the Registrant records returned in the search results:

Registrant Search Crit	teria		nila nuci
Status:	Selected State	Date Range for Registra	ant Current
Not Eligible	Add	From Date (mm/dd/yy	yy):
Review	Add All		
Review - Not Eligible	Remove	Last Name	
	Remove All	Last Name:	La
Admin Elan			
Admin Flag			
Admin Flag:			
Select an Admin Fla	ig	•	
Evoludo All Ponict	ants with "Roview-HEC" Adm	in Flag	
	and with Review file Aut	in ridg	

User Information	Description
	Note: Users can also use search for the Registrant using a partial name.
Last Four digits of SSN	The last four digits of the Registrant's Social Security Number (SSN).
	Note: When users filter by the last four digits of the SSN, all statuses will be returned in the results.

Admin Flag	An Admin Flag documents administrative action in a Registrant's record.
	Users can filter by a single Administrative Flag. As the Registrant Record may include multiple instances of the Administrative Flag, users can specify a date range for when the flag was entered in the record.
	Enter the date using the format <i>mm/dd/yyyy</i> .
Exclude All Registrants with "Review-HEC" Admin Flag	The Review-HEC Admin Flag is added to a Registrant's record when the Registry Manager is unable to determine the Registrant's eligibility and plans to send their information to the Health Eligibility Center (HEC) for eligibility review.
	To exclude those Registrants that have had the Review-HEC Administrative Flag assigned to their record, select this checkbox.

Search Criteria for Registrants > Change Status Page

3. Click the **Search** button.

The system displays the *Change Status > Registrant Search* page that lists those Registrants that meet the selected search criteria.

Registrant Search Crit	teria	1.000		
Status:	_	Selected Status:	Date Range for Regist	rant Current S
Not Eligible	Add	Review	From Date (mm/dd/y	vvv):
Review Net Elizable	Add All	· · · · · · · · · · · · · · · · · · ·	le la provisione de la companya	1990-1
Review - Not Eligible	Remove		Lact Namo	1.2
	Remove All		Last Maine.	La
Admin Flag				
Admin Flag:				
- Select an Admin Fla	g			
Exclude All Registr	Clear	view-HEC" Admin Flag		

Total Registrants Found: 16

To sort

ID Registrant Name	Last 4 of SSN Date of Bi	irth Duty Status	Registrant Current Status	Last
		Retiree	Review	
		Retiree	Review	
		Active Duty	Review	
		Veteran	Review	
		Retiree	Review	
		Retiree	Review	
		Veteran	Review	
		Retiree	Review	
		Active Duty	Review	
		Retiree	Review	
		1 2		

Note: The displayed results can be filtered by clicking on an underlined table heading.

4. To change a Registrant's status, click the **Select** button that corresponds to the user in the listed results.

	al SIRAAI.			> CURRENT STAT	US: REVIE	. vv
Registrant Information						
Name:	Date	of Birth	(mm/dd/yyy	y):	Duty Stat	us: Unknown
Last 4 SSN:	Gende	er:			Status:	Review
Email:	Phone	e:				
Address:						
Report Health Concerns	? Quest	tionnaire	e Completion	Date:	Request t	o be Seen?
Last Admin Flag Set:	Subpo	opulation	n Flags:			
					View All R	egistrant Informa
Change Status for		(Curre	nt Status: Rev	iew)		Add "Review-HEC
Change Status for Change Status To:		(Curre	nt Status: Rev	iew)	1.1	Add "Review-HEC
Change Status for Change Status To: O Reviewed - Not Elig	ible 🖲 Revi	(Curre iewed -	nt Status: Rev Eligible	iew) Change Status		Add "Review-HEC Add "Rev
Change Status for Change Status To: C Reviewed - Not Elig Eligible Deployments Begin End	ible	(Curre iewed -) ocation	nt Status: Rev Eligible Branch	iew) Change Status Unit Component	Rank M	Add "Review-HEC Add "Rev
Change Status for Change Status To: O Reviewed - Not Elig Eligible Deployments Begin End	ible Revi Conflict	(Curre iewed -	nt Status: Rev Eligible Branch	iew) Change Status Unit Component	Rank M	Add "Review-HEC Add "Rev OS Data Source
Change Status for Change Status To: C Reviewed - Not Elig Eligible Deployments Begin End	ible Revi Conflict L conflict Ir	(Curre iewed -) ocation raq	nt Status: Rev Eligible Branch US Army	iew) Change Status Unit Component	Rank M	Add "Review-HEC Add "Rev OS Data Source Self Reported

The Change Status > Registrant: LastName, FirstName > Current Status: Status page displays.

5. To view the Registrant's deployment history, select the View Deployment History checkbox.

The Deployment History section displays.

CHANGE STATUS > REGIS	TRANT: CURRENT ST			US: REVIEW	
Registrant Information Name: Last 4 SSN: Email:	Date of Birth Gender: Phone:	(mm/dd/yyy	/y):	Duty Status: Status: Rev	Unknown iew
Address: Report Health Concerns? Last Admin Flag Set:	Questionnair Subpopulatio	e Completion n Flags:	Date:	Request to b	e Seen? strant Informat
Change Status for Change Status To: O Reviewed - Not Eligible	(Curre • • Reviewed -	ent Status: Re Eligible	view) Change Status	Ado	I "Review-HEC Add "Revi
Eligible Deployments					
Begin End Co	nflict Location	Branch	<u>Unit Component</u>	Rank MOS	Data Source

✓ View Deployment History

conflict Iraq

Registrant	Data Source	MOS	Rank	Unit Component	Location	Conflict	End	Begin
	Self Reported				Iraq	conflict		
-	Self Reported				Iraq	conflict		

Coast Guard

Self Reported

6. To change the status of the Registrant, select one of the radio buttons in the *Change Status* section, and then click the **Change Status** button.

The system prompts you to confirm the change.

WARNING! Verify the status change as necessary, as this change cannot be undone once it has been made in the system.

- 7. Click **OK** to continue. Otherwise, click **Cancel**.
 - Note: The system sends an email to the Registrant to inform them of the status change when the user confirms the status change. If the Registrant does not have an e-mail address entered for their account, no e-mail will be sent to this Registrant.

Working with Follow-up Questions

The AHOBPR Clinical Portal allows Registry Managers and Advanced Users to create and send follow-up questions to Registrants via the Registrant Portal as follows:

- Managing Follow-up Question Groups
- <u>Managing Follow-up Questions</u>
 <u>Sending</u>

Follow-up Questions • Viewing Failed To Send

Follow-up Questions

Managing Follow-up Question Groups

Registry Managers can manage follow-up question groups as follows:

Add a New Question Group

1. Click the **F/U Question Tool** tab in the banner at the top of the page.

The Follow-up Question Tool > Question Group List page displays:

FOLLOW-UP QUESTION TOOL > QUESTION GROUP LIST

Add New Question Group

Go to Question List

Manage Question Groups

Filter By Key Words:	Filter By Status:	S. S	
	All 🗸	Filter	Clear

Edit	Preview	Question Group ID
	Preview Question Group	1
	Preview Question Group	2
	Preview Question Group	4
	Preview Question Group	5
	Preview Question Group	6
	Preview Question Group	7
	Preview Question Group	8
	Preview Question Group	9
	Preview Question Group	10
	Preview Question Group	11
1000		

Add New Question Group Go to Question List

2. Click the Add New Question Group link.

The Follow-up Question Tool > Add Question Group page displays.

3. In the **Question Group Name** box, enter the name of the question group.

Note: The Question Group Name information is required.

4. In the **Question Group Notes** box, enter a title for the question group.

Go to Question Group List	Add New Question Group	Add New Question	Go to Question List
Manage Question Group			
Question Group Name: **		Question Group	Notes: **
Caus Quanting Cause	Submit Question	Group	

 Go to Question Group List
 Add New Question Group
 Add New Question
 Go to Question List

 Note:
 The Question Group Notes information is required.
 Go to Question List
 Go to Question List

5. Click the Save Question Group button.

A new popup window displays confirming that the question group was created successfully.

6. Click **OK**.

The Follow-up Question Tool > Add Question Group page displays the Manage Questions section.

- 7. In the *Manage Questions* section, complete the following:
 - a. To assign a question to the group, click the **Add to Group** link that corresponds to the question, and then click **OK** when prompted.

Go to Question Group List	Add New Question Group	Add New Question	Go to Que	estion List
Manage Question Group Question Group Name: **	Exposure Location	Question Group	Notes: **	How many o
Save Question Group	Submit Question	Group		
Manage Questions Filter By Key Words:	Filter By T	VDe:		
	All		Fil	ter C

Q	Question ID	Preview	Add to Group
Question 2	2	Preview Question	Add to Group
Question 3	3	Preview Question	Add to Group
Question 4	4	Preview Question	Add to Group
Question to [5	Preview Question	Add to Group
Question 6	8	Preview Question	Add to Group
Question 9	9	Preview Question	Add to Group
Question 5	10	Preview Question	Add to Group
Question 7	11	Preview Question	Add to Group
Question 8	12	Preview Ouestion	Add to Group
Question 10	13	Preview Question	Add to Group

Go to Question Group List Add New Question Group Add New Question Go to Question List

- b. To remove a question from the question group, click the **Remove from Group** link that corresponds to the question listed in the *Questions included in the group* section, and then click **OK** when prompted.
- 8. To finish the changes to the question group, choose from the following options:
 - a. To save the question group without completing it, click the **Save Question** button.
 - b. To save all changes for the question group, including the answer information listed in the *Manage Answers* section, click the **Submit button**.

WARNING! Once a question group has been submitted, it cannot be changed.

The system displays a new popup window confirming that the question was saved successfully.

9. Click **OK**.

The Follow-up Question Tool > Add Question Group page displays the new question group in the Manage Question Group section.

Edit an Existing Question Group

Note: Completed question groups cannot be edited.

1. Click the **F/U Question Tool** tab in the banner at the top of the page.

The Follow-up Question Tool > Question Group List page displays:

FOLLOW-UP QUESTION TOOL > QUESTION GROUP LIST

Add New Question Group

Go to Question List

Manage Question Groups

Filter By Key Words:	Filter By Status:	5. Sama 1.	
	All 🗸	Filter	Clear

Preview Question Group	1
	-
Preview Question Group	2
Preview Question Group	4
Preview Question Group	5
Preview Question Group	6
Preview Question Group	7
Preview Question Group	8
Preview Question Group	9
Preview Question Group	10
Preview Question Group	11

Add New Question Group Go to Question List

2. Click the **Edit** link that corresponds to the question group.

The Follow-up Question Tool > Edit Question Group page displays.

3. In the **Question Group Name** box, edit the name of the question group as appropriate.

Note: The Question Group Name information is required.

Go to Question Group List	Add New Question (Group Ac	ld New Question	Go to Que	estion List
Manage Question Group Question Group Name: **	Iraq Deployment Inform	mation	Question Group	Notes: **	Iraq Deployr
Save Question Group	Submit Q	uestion Group)		
Manage Questions Filter By Key Words:	Filt	ter By Type:			
	AI		~	Filt	ter C

Add to Group	Preview	Question ID	Q
Add to Group	Preview Question	2	Question 2
Add to Group	Preview Question	3	Question 3
Add to Group	Preview Question	4	Question 4
Add to Group	Preview Question	5	Question to D
Add to Group	Preview Question	8	Question 6
Add to Group	Preview Question	9	Question 9
Add to Group	Preview Question	10	Question 5
Add to Group	Preview Question	11	Question 7
Add to Group	Preview Ouestion	12	Question 8
Add to Group	Preview Question	13	Question 10

Go to Question Group ListAdd New Question GroupAdd New QuestionGo to Question List4. In the Question Group Notes box, edit the title for the question group as appropriate.Go to Question List

Note: The Question Group Notes information is required.

- 5. To make changes to the assigned questions in the *Manage Questions* section, complete the following:
 - a. To assign a question to the group, click the **Add to Group** link that corresponds to the question, and then click **OK** when prompted.

- b. To remove a question from the question group, click the **Remove from Group** link that corresponds to the question listed in the *Questions included in the group* section, and then click **OK** when prompted.
- 6. To finish the changes to the question group, choose from the following options:
 - a. To save the question group without completing it, click the **Save Question** button.
 - b. To save all changes for the question group, including the answer information listed in the *Manage Answers* section, click the **Submit button**.

WARNING! Once a question group has been submitted, it cannot be changed.

The system displays a new popup window confirming that the question group was saved successfully.

7. Click **OK**.

The Follow-up Question Tool > Add Question Group page displays with the new question group information displayed in the Manage Question Group section.

Go To Question List

To view all of the follow-up questions outside their groups, click the Go to Question List link.

The Follow-up Question Tool > Question List page displays.

Go To Question Group List

FOLLOW-UP QUESTION TOOL > QUESTION LIST

Add New Question

Go to Question Group List

r By Ke	ey Words:	Filter By Type: All	✓ AI	ter By Status:
dit	Preview	Question ID	Question Text	
	Preview Question	1	Question 1	
	Preview Question	2	Question 2	1
	Preview Question	3	Question 3	
	Preview Question	4	Question 4	
	Preview Question	5	Question to Delete	
	Preview Question	8	Question 6	hours
	Preview Question	9	Question 9	
	Preview Question	10	Question 5	one
	Preview Question	11	Question 7	
	Preview Question	12	Question 8	

Add New Question Go to Question Group List

To view the follow-up question groups, click the Go to Question Group List link.

The Follow-up Question Tool > Question Group List page displays.

Preview a Question Group

FOLLOW-UP QUESTION TOOL > QUESTION GROUP LIST

Add New Question Group

Go to Question List

ilter By Key W	ords: Filter By Statu	Filter Clear	
Edit	Preview	Question Group ID	
	Preview Question Group	1	Grou
	Preview Question Group	2	Grou
	Preview Question Group	4	Ques
	Preview Question Group	5	
	Preview Question Group	6	Grou
	Preview Question Group	7	Grou
	Preview Question Group	8	Grou
	Preview Question Group	9	Grou
	Preview Question Group	10	Grou
	Preview Question Group	11	Grou

Add New Question Group

Go to Question List

To preview a question group as it would appear to the Registrant, click the **Preview Question Group** link.

The *Follow-up Question Tool > Preview Question Group* page displays for the appropriate question group.

o to Question Group List		
Preview Question Group - Group 1		
1. Question 3		
Answer 3B 🗸		
2. Question 4		
Answer 4A	Enter text here	
Answer 4B		
Answer 4C		
Answer 4D		
Answer 4E	Enter text here	
3. Question to Delete		
Test Answer 1	help text	
Test Answer 2	more help text	
() Test Answer 3		
4. Question 6		
() Answer бА	number of hours	
Answer 6B		
C Answer 6C		

Go to Question Group List

Managing Follow-up Questions

Registry Managers can manage follow-up questions as follows:

Add a New Follow-up Question

To add a question from the *Follow-up Question Tool > Add Question* page, perform the following steps:

1. Click the **F/U Question Tool** tab in the banner at the top of the page.

The Follow-up Question Tool > Question Group List page displays:

FOLLOW-UP QUESTION TOOL > QUESTION GROUP LIST

Add New Question Group

Go to Question List

Manage Question Groups

Filter By Key Words:	Filter By Status:	5. S	
	All 🗸	Filter	Clear

Edit	Preview	Question Group ID
	Preview Question Group	1
	Preview Question Group	2
	Preview Question Group	4
	Preview Question Group	5
	Preview Question Group	6
	Preview Question Group	7
	Preview Question Group	8
	Preview Question Group	9
	Preview Question Group	10
	Preview Question Group	11

Add New Question Group Go to Question List

2. Click the **Question List** link in the menu.

The Follow-up Question Tool > Question List page displays.

FOLLOW-UP QUESTION TOOL > QUESTION LIST

Add New Question

Go to Question Group List

Manage Questions				
Filter By Key Words:	Filter By Type:		Filter By Status:	
	All	~	All	~

	Question Text	Question ID	Preview	Edit
	Question 1	1	Preview Question	
(Question 2	2	Preview Question	
	Question 3	3	Preview Question	
	Question 4	4	Preview Question	
	Question to Delete	5	Preview Question	
hours	Question 6	8	Preview Question	
	Question 9	9	Preview Question	
one	Question 5	10	Preview Question	
	Question 7	11	Preview Question	
1	Question 8	12	Preview Question	

Add New Question Go to Question Group List

3. Click the Add New Question link.

The Follow-up Question Tool > Add Question page displays.

- 4. In the *Manage Question* section, complete the following:
 - a. In the **Question Text** box, enter the question text including punctuation.
 - b. In the **Key Words** box, enter key words that can be used to search for the question. To enter multiple keywords, separate each word with a space.

o to question List	Add New Question	Go to Question Group List
Manage Question		
Question Text: **		кеу и
Question Type: **	O Dropdown List - Mi	ultiple Choice 🔿 Checkboxes - Multiple Select 🔿 Radio But
Save Question	Submit Questio	n
Go to Question List	Add New Question	Go to Question Group List
c. In the Question	Type section, select the ty	ype of question that will be displayed.
Note: If you s	elected the Radio Button	is with Numeric Value radio button, you
Note: If you s must ent	elected the Radio Button er numeric values in the I	is with Numeric Value radio button, you Minimum Value and Max Value boxes.

A new popup window displays that the question was saved successfully.

e. Click OK.

The Manage Answers section displays.

Go to Question List Ad	d New Question	Go to Question Group List	
Manage Question			
Question Text: ** How	often do you experie	nce symptoms?	
Question Type: **)ropdown List - Mu	ultiple Choice 🔿 Checkboxe	s - Multiple Select 🔿 Rad
Save Question	Submit Question	n	
Manage Answers			
Update Answer C)rder	I do not wish to answer	Don't know
Answer Text **		Order **	Answer Help Text
		1 Editabl	e

Go to Question List Add New Question Go to Question Group List

- 5. In the *Manage Answers* section, complete the following:
 - a. If you want to allow the Registrant to not answer the question, select the I do not wish to answer checkbox.
 - b. If you want to allow the Registrant to indicate they do not know the answer to a question, select the **Don't know** checkbox.
 - c. In the **Answer Text** box, enter the order that the answer will display in the list of answers.
 - d. To make the answer editable, select the Editable checkbox.
 - e. To provide help for the answer, enter the help text in the Answer Help Text box.
 - f. To make the answer part of the information displaying in the *Clinically Relevant Summary* section of the Registrant Record, select the **Clinically Relevant** checkbox.
 - g. In the **Order** box, enter the text of the answer.
 - h. In the **Key Words** box, enter key words that can be used to search for the question. To enter multiple keywords, separate each word with a space.
 - i. In the **Question Type** section, select the type of question that will be displayed.

Note: If you selected the **Radio Buttons with Numeric Value** radio button, you must enter numeric values in the **Minimum Value** and **Max Value** boxes.

- 6. To finish the changes to the question, choose from the following options:
 - a. To save the question information without completing it, click the **Save Question** button.
 - b. To save all changes for the question, including the answer information listed in the *Manage Answers* section, click the **Submit button**.

WARNING! Once a question has been submitted, it cannot be changed.

The system displays a new popup window confirming that the question was saved successfully.

7. Click **OK**.

Edit an Existing Follow-up Question

To edit an existing question, perform the following steps:

1. Click the **F/U Question Tool** tab in the banner at the top of the page.

The Follow-up Question Tool > Question Group List page displays:

FOLLOW-UP QUESTION TOOL > QUESTION GROUP LIST

Add New Question Group

Go to Question List

Manage Question Groups

Filter By Key Words:	Filter By Status:	1. Sec. 1.	
	All 🗸	Filter	Clear

Edit	Preview	Question Group ID
	Preview Question Group	1
	Preview Question Group	2
	Preview Question Group	4
	Preview Question Group	5
	Preview Question Group	6
	Preview Question Group	7
	Preview Question Group	8
	Preview Question Group	9
	Preview Question Group	10
	Preview Question Group	11

Add New Question Group Go to Question List

2. Click the **Question List** link in the menu.

The Follow-up Question Tool > Question List page displays.

FOLLOW-UP QUESTION TOOL > QUESTION LIST

Add New Question

Go to Question Group List

Manage Questions				
Filter By Key Words:	Filter By Type:		Filter B	y Status:
	All	~	All	~

	Question Text	Question ID	Preview	Edit
	Question 1	1	Preview Question	
(Question 2	2	Preview Question	
	Question 3	3	Preview Question	
	Question 4	4	Preview Question	
	Question to Delete	5	Preview Question	
hours	Question 6	8	Preview Question	
	Question 9	9	Preview Question	
one	Question 5	10	Preview Question	
	Question 7	11	Preview Question	
1	Question 8	12	Preview Question	

Add New Question Go to Question Group List

3. Click the **Edit** link that corresponds to the question you want to edit.

The *Tool > Edit* Question page displays.

- 4. In the *Manage Question* section, complete the following:
 - a. In the **Question Text** box, enter the question text including punctuation.
 - b. In the **Key Words** box, enter key words that can be used to search for the question. To enter multiple keywords, separate each word with a space.

	STION			
So to Question List	Add New Question	Go to Quest	tion Group List	
Manage Question				
Our dies Test ##	Ware you expected	an more than one eas	2000ion2	
Question Text: **	were you exposed t	on more than one oct	28551011?	Key
Question Type: **	O Dropdown List	- Multiple Choice	O Checkboxes -	Multiple Select 🖲 Radio But
Save Question	Submit Qu	estion		
Manage Answers				
Update An	swer Order	I do not wish	to answer	Don't know
-				
Answer Text **		Order **		Answer Help Text
Answer Text **		Order **	Editable	Answer Help Text
Answer Text **		Order **	Editable	Answer Help Text
Answer Text **	4.6.14	Order **	□ <mark>Ed</mark> itable	Answer Help Text
Answer Text **	1 field	Order **	🗌 Editable	Answer Help Text
Answer Text **	1 field	Order ** 1	Editable	Answer Help Text
Answer Text ** Answer Text ** ** indicates require to to Question List C In the Question	l field Add New Questic	Order ** 1 <u>Go to Quest</u> the type of question	Editable	Answer Help Text
Answer Text ** Answer Text ** indicates require to to Question List c. In the Question	l field Add New Question Type section, select t	Order ** 1 <u>Go to Quest</u> the type of question	Editable Etion Group List That will be display	Answer Help Text

must enter numeric values in the **Minimum Value** and **Max Value** boxes.

- 5. To update the answers in the *Manage Answers* section, complete the following:
 - a. If you want to allow the Registrant to not answer the question, select the I do not wish to answer checkbox.
 - b. If you want to allow the Registrant to indicate they do not know the answer to a question, select the **Don't know** checkbox.
 - c. In the **Answer Text** box, enter the order that the answer will display in the list of answers.
 - d. To make the answer editable, select the Editable checkbox.
 - e. To provide help for the answer, enter the help text in the Answer Help Text box.
 - f. To make the answer part of the information displaying in the *Clinically Relevant Summary* section of the Registrant Record, select the **Clinically Relevant** checkbox.
 - g. In the **Order** box, enter the text of the answer.

- h. In the **Key Words** box, enter key words that can be used to search for the question. To enter multiple keywords, separate each word with a space.
- i. In the **Question Type** section, select the type of question that will be displayed.
 - **Note:** If you selected the **Radio Buttons with Numeric Value** radio button, you must enter numeric values in the **Minimum Value** and **Max Value** boxes.
- 6. To finish the changes to the question, choose from the following options:
 - a. To save the question information without completing it, click the **Save Question** button.
 - b. To save all changes for the question, including the answer information listed in the *Manage Answers* section, click the **Submit button**.

WARNING! Once a question has been submitted, it cannot be changed.

The system displays a new popup window confirming that the question was saved successfully.

Go To Question List

To view all of the follow-up questions outside their groups, click the **Go to Question List** link.

The Follow-up Question Tool > Question List page displays.

Go To Question Group List

FOLLOW-UP QUESTION TOOL > QUESTION LIST

Add New Question

Go to Question Group List

By Ke	ey Words:	Filter By Type: All	~	All V
14	Draviour	Quarties ID	Question Tax	
	Preview Question	1	Question 1	<u>.</u>
	Preview Question	2	Question 2	
	Preview Question	3	Question 3	
	Preview Question	4	Question 4	
	Preview Question	5	Question to Delete	
	Preview Question	8	Question 6	hours
	Preview Question	9	Question 9	
	Preview Question	10	Question 5	one
	Preview Question	11	Question 7	
	Preview Question	12	Question 8	

Add New Question Go to Question Group List

To view the follow-up question groups, click the Go to Question Group List link.

The Follow-up Question Tool > Question Group List page displays.

Sending Follow-up Questions

Registry Managers can send follow-up questions to Registrants via the Registrant Portal as follows:
FOLLOW-UP QUESTION TOOL > QUESTION GROUP LIST

Add New Question Group

Go to Question List

er By Key W	Filter By Status	Filter Clear	
Edit	Preview	Question Group ID	
	Preview Question Group	1	Grou
	Preview Question Group	2	Grou
	Preview Question Group	4	Que
	Preview Question Group	5	
	Preview Question Group	6	Grou
	Preview Question Group	7	Grou
	Preview Question Group	8	Grou
	Preview Question Group	9	Grou
	Preview Question Group	10	Grou
	Preview Question Group	11	Grou

Add New Question Group Go to Question List

Note: Only the Registry Manager can create follow-up questions.

1. Click the **Administration** tab in the banner at the top of the page.

The Administration > Users page displays:

ADMINISTRATION > Users			
Manage Users			
Search By Username:		1	
Search By Type:	All	~	
	Search		
Add User			

2. Click the Send Follow-up Questions link in the menu.

The Administration > Send Follow-up Questions page displays.

Selection Criteria - Step 1 of 2 (Plea	ise select at least one)
Date of Birth	Last Name
Last 4 of SSN	Health Concerns? Yes/No (Yes=any positive response to Q3.A-
Subpopulation Flag Admin Flag	 Deployment Country None O All Deployments O Deployments With Exposure Response
Response to specific question	Date Range for Questionnaire None Questionnaire Start Date Questionnaire Completed

- 3. Set the filter criteria for choosing the Registrants that will receive the follow-up questions as follows:
 - a. Use the checkboxes to select the filter criteria that will be used to select the Registrants, and then click the **Go to Step 2** button.

Note: Users must select at least one data element to generate the results.

b. Choose the selection criteria that will be used to select the Registrants that will receive the messages.

Registrant Information	Description	
Date of Birth	Registrant's date of birth.	
	Note: The format for entering the date should be mm/dd/yyyy.	
Last 4 of SSN	The last four numbers of the Registrant's Social Security Number (SSN).	
Subpopulation Flag	Subpopulation Flags separate Registrants into common groups, such as operations served.	
	Users may filter by one Subpopulation Flag.	
Admin Flag	An Admin Flag documents administrative action in a Registrant's record.	
	Users can filter by a single Administrative Flag.	
	Note: As the Registrant Record may include multiple instances of the Administrative Flag, users can specify a date range for when the flag was entered in the record.	
Response to specific question	A Registrant has provided a response to a question in a completed Questionnaire.	
	Note: This data will only be available for Registrants in Participant status.	
	Users can filter by Yes, No, I do not wish to answer, or Don't know .	
Last Name	The Registrant's last name.	

Click here to view the selection criteria you can use to select the Registrants.

Registrant Information	Description
Deployment Country	A country from the Registrant's deployment history that was received from the deployment interfaces or was self-reported.
	Note: The data for deployments that have exposure responses will only be available for Registrants in a "Participant" status.
	Users may filter by one country from any of the Registrant's deployments or from the AHOPBR eligible deployments with exposure responses on the Questionnaire.
Date Range for Questionnaire	The date the Registrant either started or completed the questionnaire. Completed Questionnaires must have been submitted in the system.
	Users can set the date range for either dates using the format <i>mm/d d/yyyy</i> .
	Note: Start dates are available for only those Registrants assigned either the "Eligible" or "Participant" statuses. Completed dates will only return those Registrants that are assigned the "Participant" status.
Health Concerns?	A Registrant is considered to have health concerns if they answered "Yes" to any of the questions in the Health Concerns section (Question 3.A–3.K).
	Note: This data will only be available for Registrants in Participant status.
	Users may filter by No, Yes, or All .

_

Selection Criteria for Sending Follow-up Questions

4. Click the Find button.

The system displays a list of Registrants that match your selected criteria in the *Report Results* section.

Selection Criteria - S	Step 2 of 2 (Please selec	t at least one)	
Status:	Selec	cted Status:	
No Consent Consent	Add Revie	wed - Not Eligible	
Not Eligible	Add All Revie	wed - Eligible	
Reviewed - Not Eligi	Remove All Parti	cipant	
Find	Clear	Back to Step 1	
Report Results			
otal Number of Res	ults Found: 24		
	70	Ponistrant Namo	
		Registrant Name	
Select			
Select			7
Select			
Select Select Select			
Select Select Select Select			
Select Select Select Select Select			
Select Select Select Select Select Select Select			
 Select Select Select Select Select Select 			
 Select Select Select Select Select Select 			

- **Note:** You can also view a Registrant's record by clicking the **ID** or **Registrant Name** link that corresponds to the appropriate Registrant.
- 5. Use the **Question Group** dropdown list to select the follow-up questions that will be sent to the Registrants.
 - **Note:** Only active question groups can be sent to a Registrant. If no question groups are listed in the dropdown list, then you have no active follow-up questions available.
- 6. Select the checkboxes that correspond to the Registrants that will receive the follow-up questions.
 - **Note:** You can send the selected follow-up questions to all of the displayed Registrants without selecting the checkboxes, by clicking the **Send to All** button.
- 7. Click the **Send to Selected** button.

The system displays a new popup window that indicates the follow-up questions were sent to the Registrants.

8. Click **OK**.

Viewing Failed To Send Follow-up Questions

The *Administration > Failed to Send Follow-up Questions* page displays those instances where follow-up questions could not be sent to a Registrant.

To view the follow-up questions that failed to send to Registrants, perform the following steps:

1. Click the **Administration** tab in the banner at the top of the page.

The Administration > Users page displays:

ADMINISTRATION >	USERS		
Manage Users			
Search By Username:			
Search By Type:	All	~	
	Search		
Add User			

2. Click the Failed to Send F/U Questions link in the menu.

The Administration > Failed To Send Follow-up Questions page displays.

 ADMINISTRATION > FAILED TO SEND FOLLOW-UP QUESTIONS

 Failed to Send Follow-up Questions

 ID
 Registrant Name
 Follow-up Group that Failed
 Date Failed

 Group A
 11/12/2015 11:37:18 AM

3. To resend the messages, click the Resend Question Group to Registrants button.

The system displays a new popup window indicating that the follow-up questions were resent.

4. Click **OK**.

Working with Registrant Records

The AHOBPR Clinical Portal allows authorized users to perform the following tasks with Registrant records:

- Viewing Registrant Records
- Working with Registry Flags

Viewing Registrant Records

The AHOBPR Clinical Portal allows authorized users to view a Registrant's record as follows:

- Searching for Registrant Records
- Viewing Registrant Records

Searching for Registrant Records

To search for a Registrant record in the AHOBPR Clinical Portal, perform the following steps:

1. Click the **Registrant** tab in the banner at the top of the page.

The *Registrants > Registrant Search* page displays:

REGISTRANTS > REGISTR	ANT SEARCH	
Registrant Search Criteria	Last Four Digits of SSN:	Date of Birt
Registry Status:	Registry Flags:	
		▼ Search

2. Select from the following search criteria to filter the Registrant records returned in the search results:

User Information	Description	
Last Name	The Registrant's last name.	
	Note: Users can also use search for the Registrant using a partial name.	
Last Four digits of SSN	The last four digits of the Registrant's Social Security Number (SSN).	
	Note: When users filter by the last four digits of the SSN, all statuses will be returned in the results.	
Date of Brith	The Registrant's date of birth.	
Registry Status	The <u>status</u> of the Registrant's questionnaire. Users can filter by one of the listed statuses.	
Registry Flags	Registry flags include all Administrative and Subpopulation Flags in the system. An Administrative Flag documents administrative action in a Registrant's record. A Subpopulation Flag designates Registrants into common groups.	
	Users can select from one of the listed Registry Flags.	

Search Criteria for Registrant Search Page.

3. Click the **Search** button.

The system displays a list of Registrants that meet the selected search criteria.

REGISTRANTS > REGISTRA	ANT SEARCH > LAST NAM			
Registrant Search Criteria Last Name:	Last Four Digits of SS	N:		Date of Birth
Registry Status:	Registry Flags:		+	Search
Total Registrants Found: 1				
ID Registrant Name	Last 4 of SSN	Date of Birth	Duty Status	Re
	1		Veteran	

Note: The displayed results can be sorted by clicking on an underlined table heading.

Viewing Registrant Records

To view the Registrant's questionnaire responses, perform the following steps:

- 1. <u>Search for the Registrant's record in the AHOBPR Clinical Portal.</u>
- 2. Click the **Select** button that corresponds to the user in the listed results.

The *Registrants > Registrant > Clinically Relevant Summary* page displays.

 Use the menu links to view the various responses the Registrant entered for the questionnaire, track administrative activity for the Registrant, or add the Registrant to a subpopulation group. The table below describes what information can be viewed by clicking the various links in the menu.

Menu Link	Description
Clinically Relevant	The positive responses to the identified 32 most clinically relevant questions. The questions will only appear in the summary if there is a positive response.
Summary	The Clinically Relevant questions are separated into 11 sections that can be expanded/collapsed.
	• The <i>Health Factors</i> section displays the health factors reported in CPRS and the evaluation date the health factor was reported.
	• The <i>Encounter Information</i> section can be viewed by selecting the View Encounter Information checkbox.
	This information includes a list of dates and locations for the AHOBPR Registry Examinations and the date, location, and appointment type of the most recent VA Encounter.
	 The Current Health Care Information section can be viewed by selecting the View Current Health Care Information checkbox.
	This information includes the Registrant's current health care enrollment status and location.
	 The Airborne Hazard Exposures section displays questions: 1.2.A, 1.2.F, & 1.2.G
	• The <i>Airborne Hazard Exposures</i> section also displays the list of deployments that the registrant answered questions for in section 1.2 of the questionnaire
	• The Smoke and Dust Storm Exposures section displays questions: 1.3.B, 1.4.C
	• The Symptoms during Deployment section displays questions: 1.4.D, 1.4.E,
	1.4F • The <i>Current Symptoms</i> section displays questions: 2.1.D, 2.1.E, 2.1.F
	• The <i>Have you been told by a Doctor</i> ? section displays questions: 2.2.1B, 2.2.1.C, 2.2.1.D, 2.2.1.E, 2.2.1.F, 2.2.1.G, 2.2.1.H

Menu Link	Description
	• The <i>Relationship between Respiratory Conditions & Deployment</i> section displays questions: 2.2.1.I, 2.2.1.J
	• The Patient Reported Currently Experiencing Shortness of Breath section
	displays questions: 2.2.1.M • The <i>Cancer</i> section displays questions:
	2.4.A, 2.4.B • The Smoking section displays questions: 2.5
	• The Current & Future Health Concerns Related to Deployment section displays questions; 3.A, 3.E, 3.F, 3.H, 3.J
	• The <i>Non-Military Exposures</i> section displays questions; 5.4.A, 5.4.B.4, 5.5.D
	Note: If there are no positive responses in a section the system will display the message:
	No positive responses for section name.
Full Questionnaire	All the questions in the Questionnaire and the corresponding responses.
	Note: Users can also view this information by section.
Questionnaire	The Questionnaire responses broken down into 21 separate sections.
Sections	Each of the Questionnaire section pages displays the Question ID, Question, and
	Answer. If a question on the Questionnaire was not applicable for the registrant the question will not display
	The <i>Deployment History</i> section provides the deployment history for the Registrant and is received from existing VIERS Deployment History Service
	supplemental file from DoD and Self-Reported.
	The <i>Deployment Exposures</i> section provides the deployment Exposure questionnaire responses by deployment. The deployment exposure responses can be maximized or minimized.
Status History	This page provides Registrant information and the history of all of the status changes for this Registrant to include the date of the change and who made the change.
Subpopulation Flags	Allows users to separate Registrants into common group, such as operations served.

Admin	Allows user to view the Administrative Flags that have been added to a
Tracking	Registrant's record, and add and remove these Registry Flags as necessary.

Menu Links for Viewing Registrant Records

Click for information about viewing the Clinically Relevant Summary information.

a. Click the Clinically Relevant Summary link in the menu.

The *Registrants > Registrant > Clinically Relevant Summary* page displays.

- b. Each section of the summary information includes a checkbox that allows you to view or hide the responses provided in that section. Select the checkbox that corresponds to the section for which you want to view the information, or clear the checkbox to hide the information.
- c. If a section includes questions from the questionnaire, click on a hyperlink for the question number to view all of the questions from that section of the questionnaire.
- d. Some sections will display hyperlinks that users can click to display new pages related to the information. After viewing the information, click the Back to **Clinically Relevant Summary** link.
- e. To view additional information about the Registrant that includes demographic, Questionnaire Completion Date, Registry Flags, Separation information, and current contact details, click the **View All Registrant Information** link. See "Viewing Registrant Information" for more information.
- f. Click the **Questionnaire PDF** button to view the Registrant's responses to the questions in the Questionnaire.

The Questionnaire opens as a PDF file in your Web browser.

Open Burn Pit Registi (OMB 2900-0800)

Name: SSN: EDIPI: Service Status: Registry Status: PARTIC Date Started: Monday Date Completed: Wednes Date Generated: Wednes

PARTICIPANT Monday, Novembe Wednesday, Nove Wednesday, Nove

Iraq: 2/2/2002 to 2/1/2003, A, -- BPR Eligible, Not GWVIS , Co

1.2. Location Specific Deployment Exposures Iraq: 2/2/2002 to 2/1/2003, A,

- A. Were you exposed to soot, ash, smoke, or fumes from the (Not Applicable)
- B. Where did you spend most of your time during these da

I do not wish to answer

C. If you were at more than one base, where did you spenc time during these dates?

I was not at any other bases

D. Were you near a burn pit during these dates (on the bas you to see the smoke)?

Click here for information about viewing the Registrant's Full Questionnaire information.

a. Click the **Full Questionnaire** link in the menu.

The *Registrants > Registrant > Full Questionnaire* page displays.

- b. Click on the hyperlink for a question number to view all of the questions from that section of the questionnaire.
- c. Click on any of the links underneath the **Full Questionnaire** menu item to review the questions and responses from that section of the questionnaire.

Click here for information about viewing the Registrant's Status History.

Click the **Status History** link in the menu.

The *Registrants > Registrant: LastName, FirstName > Status History* page displays.

REGISTRAN	TS > REGISTRANT:		> STATUS HIS	TORY
Registrant I	Information			
Name:				Date of Birth (mm/dd/yyyy): 8/1
Last 4 SSN:				Gender:
Email:				Phone:
Address:				
Report Heal	th Concerns? Yes			Questionnaire Completion Date:
Last Admin Flag Set: Called-No Answer (3/27/2015 3:56:47 PM)		Subpopulation Flags: Congression		
Status Histo	ory for	Status History		
Status	Updated Date Time	Updated By		
Consent	10/23/2014 2:04:00 PM			
Participant	10/23/2014 2:04:04 PM			
and the second se		the second se		

Viewing Registrant Information

Users can view information about a Registrant that includes demographic, Questionnaire Completion Date, Registry Flags, Separation information, and current contact details, click the View all Registrant Information link. for more information from the *Clinically Relevant Summary* page of the Registrant's Record.

To view the Registrant's information, perform the following steps:

- 1. <u>Search for the Registrant's record in the AHOBPR Clinical Portal.</u>
- 2. Click the **Select** button that corresponds to the user in the listed results.

The Registrants > Registrant > Clinically Relevant Summary page displays.

- 3. Click the View All Registrant Information link.
- 4. To view the Registrant's contact information, select the **View Contact Information History** checkbox.

The Registrants > Registrant Information page displays.

Registrant Information			
Name:			Date
Last 4 SSN:			Gend
Email:			Phon
Address:			0
Report Health Concerns?	"Review" to "De	viewed Elizible" (7/7/2015 2:50:20 PM)	Ques
Last Aumin Flag Set: Status change:	Review to Re	wewed - Eligible (7/7/2015 2:50:29 PM)	Supp
Return to Previous Page			
Registrant Demographics			
Race:	Ethnicity:	Marital Status:	
Vital Status: Alive	ton view	Education Level:	
Current Branch Of Service: US Army		Branch of Service at First Login: US /	Army
Current Component: Active Duty		Component at First Login: Active Duty	
Current Duty Status: Guard/Reserve		Duty Status At First Login: Guard/Res	erve
Separation Information			
Character of Service:			
Most recent Separation Type:	Separation	Type at First Login:	
Most recent Separation Date:	Separation	Date at First Login:	
Current Contact Information			
Contact Preference: Through the Dep	partment of Defe	nse	
Phone: Mobile:	Email:		
Address:			

The Contact Information History section displays.

REGISTRANTS > REGISTRANT INFORMATION

Registrant Information	
Name:	Date
Last 4 SSN:	Gend
Email:	Phone
Address:	
Report Health Concerns?	Ques
Last Admin Flag Set: Status Change: "Review" to "Reviewed - Eligible" (7/7/2015 2:50:29 PM)	Subp

Return to Previous Page

Registrant Demographics						
Race:	Ethnicity:	Marital S	tatus:			
Vital Status: Alive		Education	n Level:			
Current Branch Of Service: US Army		Branch o	f Service	at First	Login:	US Army
Current Component: Active Duty		Compone	ent at First	t Login:	Active [Duty
Current Duty Status: Guard/Reserve		Duty Sta	tus At Firs	st Login	: Guard/	Reserve
Separation Information						
Character of Service:						
Most recent Separation Type:	Separation	Type at Fir	st Login:			
Most recent Separation Date:	Separation	Date at Firs	st Login:			
Current Contact Information						
Contact Preference: Through the Depa	artment of Defe	nse				
Phone: Mobile: E	mail:					
Address:						
View Contact Information History						
Contact Information History						
Date Entered Address 1	Address 2	<u>City</u>	State	Zip	Country	Phone Nu

5. To return to the *Clinically Relevant Summary* page, click the **Return to Previous Page** link.

Working with Registry Flags

The AHOBPR Clinical Portal allows authorized users to add/remove Administrative and Subpopulation Flags to Registrant records as follows:

- Adding Administrative Flags to a Registrant Record
- <u>Removing Administrative Flags to a Registrant Record</u>
- <u>Adding Registrants to Subpopulation Groups</u>
- <u>Removing Registrants from Subpopulation Groups</u>

Adding Administrative Flags to a Registrant Record

Review the following procedures for adding Administrative flags to Registrant records:

Adding a Single Administrative Flag to a Single Registrant Record

To add an Administrative Flags to a Registrant's record, perform the following steps:

- 1. <u>Search for the Registrant's record in the AHOBPR Clinical Portal.</u>
- 2. Click the **Select** button that corresponds to the user in the listed results.

The Registrants > Registrant > Clinically Relevant Summary page displays.

3. Click the **Admin Tracking** link in the menu.

The *Registrants > Registrant: LastName, FirstName > Admin Tracking* page displays.

REGISTRANTS > REGISTRANT: > ADMIN TR	ACKING
Registrant Information	
Name:	Date of Birth (mm/dd/yyyy): 8/1
Last 4 SSN:	Gender:
Email:	Phone:
Address:	
Report Health Concerns? Yes	Questionnaire Completion Date: 8
Last Admin Flag Set: Called-No Answer (3/27/2015 3:56:47 P	M) Subpopulation Flags: Congression

Admin

Admin Flag	Created Date Time	Created By User	
Called-Left Message	2/27/2015 5:11:25 PM		
Called-No Answer	3/27/2015 3:56:47 PM		Remo
Admin Flag:			
Called-No Answer			Add

- 4. Use the **Admin Flag** dropdown to select the appropriate Administrative Flag to add to the Registrant's record.
- 5. Click the **Add** button.

Admin Tracking for

The system displays a confirmation that the Administrative Flag was successfully added to the Registrant's record.

6. Click **OK**.

The page refreshes to display that the Administrative Flag was added to the Registrant's record.

Adding an Administrative Flag to Multiple Registrant Records

To add an Administrative flag to multiple Registrant Records, perform the following steps:

Note: Only Registry Managers and Advanced Users can add Administrative flags to multiple Registrant records.

1. Click the **Registrants** tab in the banner at the top of the page.

The *Registrants > Registrant Search* page displays:

2. Click the **Add Flags** link in the menu.

The *Registrants> Add Flag* page displays.

REGISTRANTS > REGIST	RANT SEARCH	
Registrant Search Criteria		Web Dares
Last Name:	Last Four Digits of SSN:	Date of Birt
Registry Status:	Registry Flags:	
· · · · · · · · · · · · · · · · · · ·		▼ Search

Registrant Status	State
	Health Concerns? Yes/No (Yes=any positive response to Q3.A-3.
Health Factor	Request to be seen? Yes/No (Yes=any positive response to Q7.B)
Subpopulation Flag	Deployment Country
Admin Flag	None All Deployments Deployments With Exposure Respon
	Date Range for Questionnaire
	None \bigcirc Questionnaire Start Date \bigcirc Questionnaire Completed D
	Date Range for Deployments
	None Deployment Start Date Deployment End Date

3. Choose the selection criteria that will be used to identify the appropriate Registrants.

Click here to view the selection criteria you can use to identify the appropriate Registrants.

Registrant Information	Description
Registrant Status	The status of the Registrant's questionnaire.
	Users can filter by one or more statuses.
Location (VISN or Facil- ity)	The VISN or facility where the Registrant is assigned or where the Registrant was evaluated as reported in the Corporate Data Warehouse (CDW).
	Users can filter by all locations, a single VISN, a single Main Facility, a single Sub-Facility, or by Registrants that have no assigned location
	Note: When filtering the report by only a VISN or Main Facility, the report will return results for all of the subordinate facilities for the selected facility type.
Health Factor	Health Factors are entered into the CPRS Template by a Health Care Pro-

Registrant Information	Description
	vider during the Clinical Exposure Evaluation.
	Users can filter by one or more Health Factors.
	Note: This data will only be available for Registrants in Participant status.
Subpopulation Flag	Subpopulation Flags separate Registrants into common groups, such as operations served.
	Users may filter by one Subpopulation Flag.
Admin Flag	An Admin Flag documents administrative action in a Registrant's record.
	Users can filter by records that include a single Administrative Flag, or they can choose to exclude the Admin flag by selecting either the All or
	Note: As the Registrant Record may include multiple instances of the Administrative Flag, users can specify a date range for when the flag was entered in the record.
State	State is the state from the most current addresses a Registrant has in AHOBPR. The Selection Criteria allows a user to filter with one or more states.
Health Concerns?	A Registrant is considered to have health concerns if they answered "Yes" to any of the questions in the Health Concerns section (Question 3.A–3.K).
	Note: This data will only be available for Registrants in Participant status.
	Users may filter by No , Yes , or All .

Deployment Country	A country from the Registrant's deployment history that was received from the deployment interfaces or was self-reported. Note: The data for deployments that have exposure responses will only be available for Registrants in a "Participant" status.
	Users may filter by one country from any of the Registrant's deployments or from the AHOPBR eligible deployments with exposure responses on the Questionnaire.
Date Range for Ques-	The date the Registrant either started or completed the questionnaire.
Registrant Information	Description
tionnaire	Completed Questionnaires must have been submitted in the system. Users can set the date range for either dates using the format mm/dd/yyyy.
	Note: Start dates are available for only those Registrants assigned either the "Eligible" or "Participant" statuses. Completed dates will only return those Registrants that are assigned the "Participant" status.

Selection Criteria for Adding Admin Flags to Multiple Registrant Records

4. Click the **Find** button to search for the Registrants that match the selection criteria. Otherwise, click the **Clear** button to reset the selections on the page or click the **Back to Step 1** button to choose different selection criteria.

The system displays a list of Registrants that match the selection criteria in the *Report Results* section.

- 5. Select the checkboxes that correspond to the Registrants who will have the Registry flag added to their record.
- 6. Use the Registry Flag dropdown list to select Administrative Flag.

- 7. Use either the **Admin Flag Name** dropdown list to select the correct Administrative flag that will be added to the Registrant records.
- 8. Click the **Set for Selected** button to only add the flags to the selected Registrants. Otherwise, click the **Set for All** button to add the Administrative Flag to all the Registrants listed in the *Report Results* section.

The system displays a popup message stating that the Registry flag was set successfully.

9. Click **OK**.

Removing Administrative Flags from a Registrant Record

To remove an Administrative Flag from a Registrant's record, perform the following steps:

Note: Only the same user who added an Administrative Flag can remove it from the system.

Report Results

Total Number of Results Found: 3

ID	Registrant Name	Last 4 SSN
		1111
		1115
		1117

- 1. <u>Search for the Registrant's record in the AHOBPR Clinical Portal.</u>
- 2. Click the **Select** button that corresponds to the user in the listed results.

The Registrants > Registrant > Clinically Relevant Summary page displays.

3. Click the **Admin Tracking** link in the menu.

Admin Tracking for

The *Registrants > Registrant: LastName, FirstName > Admin Tracking* page displays.

REGISTRANTS > REGISTRANT:	KING
Registrant Information	The state of the second state of the
Name:	Date of Birth (mm/dd/yyyy): 8/1
Last 4 SSN:	Gender: M
Email:	Phone:
Address:	
Report Health Concerns? Yes	Questionnaire Completion Date: 8
Last Admin Flag Set: Called-No Answer (3/27/2015 3:56:47 PM)	Subpopulation Flags: Congression

Admin

Admin Flag	Created Date Time	Created By User	
Called-Left Message	2/27/2015 5:11:25 PM		
Called-No Answer	3/27/2015 3:56:47 PM		Remo
Admin Flag:			
Called-No Answer			Add

4. Click the **Remove** button that corresponds to the Administrative Flag that will be removed.

The system prompts you to confirm the removal of the Administrative Flag.

5. Click **OK**to remove the Administrative Flag, Otherwise, click **Cancel**.

The system displays a confirmation that the Administrative Flag was successfully removed from the Registrant's record.

6. Click **OK**.

The page refreshes to display that the Administrative Flag was removed from the Registrant's record.

Adding Registrants to Subpopulation Groups

Review the following procedures for adding Subpopulation Group flags to Registrant records:

Adding a Single Subpopulation Group Flag to a Single Registrant Record

To add a Registrant to a subpopulation group, you must add a Subpopulation Group Flag to their Registrant record as follows:

- 1. <u>Search for the Registrant's record in the AHOBPR Clinical Portal.</u>
- 2. Click the **Select** button that corresponds to the user in the listed results.

The Registrants > Registrant > Clinically Relevant Summary page displays.

3. Click the **Subpopulation Flags** link in the menu.

The *Registrants > Registrant: LastName, FirstName > Subpopulation Flags* page displays.

REGISTRANTS > REGISTRANT:	> SUBPOPULATION FLAGS	
Registrant Information		
Name:	Date of Birth (mm/dd/yyyy): 8/	
Last 4 SSN:	Gender:	
Email:	Phone:	
Address:		
Report Health Concerns? Yes	Questionnaire Completion Date:	
Last Admin Flag Set: Emailed Registrant (3/30/20)	15 6:27:14 PM) Subpopulation Flags: Congressio	
Last Admin Flag Set: Emailed Registrant (3/30/20)	15 6:27:14 PM) Subpopulation Flags: Congression	

Subpopulation Flags for

Subpopulation

Subpopulation Flag	Created Date Time	Created By User	Flag Status	
Congressional Inquiry	2/27/2015 4:58:34 PM		Active [Remo
Subpopulation Flag:			No. of Concession, Name	-
Congressional Inquiry -			Active	Add

- 4. Use the **Subpopulation Flag** dropdown to select the appropriate Subpopulation Flag to add to the Registrant's record.
- 5. Click the **Add** button.

The system displays a prompt confirming that the Subpopulation Flag was successfully added to the Registrant's record.

6. Click **OK**.

The page refreshes to display that the Subpopulation Flag was added to the Registrant's record. Adding an Subpopulation Group Flag to Multiple Registrant Records

To add a Subpopulation Group flag to multiple Registrant Records, perform the following steps:

- **Note:** Only Registry Managers and Advanced Users can add Subpopulation Group flags to multiple Registrant records.
 - 1. Click the **Registrants** tab in the banner at the top of the page.

The *Registrants > Registrant Search* page displays:

2. Click the **Add Flags** link in the menu.

The *Registrants> Add Flag* page displays.

REGISTRANTS > REGIS	TRANT SEARCH	
Registrant Search Criter	a	
Last Name:	Last Four Digits of SSN:	Date of Birt
Registry Status:	Registry Flags:	
•		▼ Search

Selection Criteria - Step 1 of 2 (P	Please select at least one)
Registrant Status	State
Location (VISN or Facility)	Health Concerns? Yes/No (Yes=any positive response to Q3.A-3.
Health Factor	Request to be seen? Yes/No (Yes=any positive response to Q7.B
Subpopulation Flag	Deployment Country
Admin Flag	None All Deployments Deployments With Exposure Respon
	Date Range for Questionnaire
	None Questionnaire Start Date Questionnaire Completed D
	Date Range for Deployments
	None Deployment Start Date Deployment End Date
Go to Step 2	Date Range for Deployments None O Deployment Start Date O Deployment End Date

3. Choose the selection criteria that will be used to identify the appropriate Registrants.

Click here to view the selection criteria you can use to identify the appropriate Registrants.

Registrant Information	Description	
Registrant Status	The status of the Registrant's questionnaire.	
	Users can filter by one or more statuses.	
Location (VISN or Facil- ity)	The VISN or facility where the Registrant is assigned or where the Registrant was evaluated as reported in the Corporate Data Warehouse (CDW).	
	Users can filter by all locations, a single VISN, a single Main Facility, a single Sub-Facility, or by Registrants that have no assigned location	
	Note: When filtering the report by only a VISN or Main Facility, the report will return results for all of the subordinate facilities for the selected facility type.	
Health Factor	Health Factors are entered into the CPRS Template by a Health Care Pro-	

Registrant Information	Description	
	vider during the Clinical Exposure Evaluation.	
	Users can filter by one or more Health Factors.	
	Note: This data will only be available for Registrants in Participant status.	
Subpopulation Flag	Subpopulation Flags separate Registrants into common groups, such as operations served.	
	Users may filter by one Subpopulation Flag.	
Admin Flag	An Admin Flag documents administrative action in a Registrant's record.	
	Users can filter by records that include a single Administrative Flag, or they can choose to exclude the Admin flag by selecting either the All or	
	Note: As the Registrant Record may include multiple instances of the Administrative Flag, users can specify a date range for when the flag was entered in the record.	
State	State is the state from the most current addresses a Registrant has in AHOBPR. The Selection Criteria allows a user to filter with one or more states.	
Health Concerns?	A Registrant is considered to have health concerns if they answered "Yes" to any of the questions in the Health Concerns section (Question 3.A–3.K).	
	Note: This data will only be available for Registrants in Participant status.	
	Users may filter by No , Yes , or All .	

Deployment Country	A country from the Registrant's deployment history that was received from the deployment interfaces or was self-reported. Note: The data for deployments that have exposure responses will only be available for Registrants in a "Participant" status.	
	Users may filter by one country from any of the Registrant's deployments or from the AHOPBR eligible deployments with exposure responses on the Questionnaire.	
Date Range for Ques-	The date the Registrant either started or completed the questionnaire.	
Registrant Information	Description	
tionnaire	Completed Questionnaires must have been submitted in the system. Users can set the date range for either dates using the format mm/dd/yyyy.	
	Note: Start dates are available for only those Registrants assigned either the "Eligible" or "Participant" statuses. Completed dates will only return those Registrants that are assigned the "Participant" status.	

Selection Criteria for Adding Admin Flags to Multiple Registrant Records

4. Click the **Find** button to search for the Registrants that match the selection criteria. Otherwise, click the **Clear** button to reset the selections on the page or click the **Back to Step 1** button to choose different selection criteria.

The system displays a list of Registrants that match the selection criteria in the *Report Results* section.

- 5. Select the checkboxes that correspond to the Registrants who will have the Registry flag added to their record.
- 6. Use the **Registry Flag** dropdown list to select **Subpopulation Group Flag**.

- 7. Use either the **Admin Flag Name** dropdown list to select the correct Subpopulation Group flag that will be added to the Registrant records.
- 8. Click the **Set for Selected** button. Otherwise, click the **Set for All** button to add the Subpopulation Group Flag to all the Registrants listed in the *Report Results* section.

The system displays a popup message stating that the Registry flag was set successfully.

9. Click **OK**.

Removing Registrants from Subpopulation Groups

To remove a Registrant from a subpopulation group, you must remove the appropriate Subpopulation Flag from their Registrant record as follows:

- 1. <u>Search for the Registrant's record in the AHOBPR Clinical Portal.</u>
- 2. Click the **Select** button that corresponds to the user in the listed results.
The Registrants > Registrant > Clinically Relevant Summary page displays.

3. Click the **Subpopulation Flags** link in the menu.

The *Registrants > Registrant: LastName, FirstName > Subpopulation Flags* page displays.

REGISTRANTS > REGISTRANT:	SUBPOPULATION FLAGS
Registrant Information	
Name:	Date of Birth (mm/dd/yyyy): 8/
Last 4 SSN:	Gender:
Email:	Phone:
Address:	
Report Health Concerns? Yes	Questionnaire Completion Date:
Last Admin Flag Set: Emailed Registrant (3/30/20	15 6:27:14 PM) Subpopulation Flags: Congressio

Subpopulation Flags for

Subpopulation

Subpopulation Flag	Created Date Time	Created By User	Flag Status	
Congressional Inquiry	2/27/2015 4:58:34 PM		Active [Remo
Subpopulation Flag:		1		
Congressional Inquiry -			Active	Add

4. Click the **Remove** button that corresponds to the Subpopulation Flag to be removed.

The system prompts you to confirm the removal of the Subpopulation Flag.

5. Click **OK**to remove the Subpopulation Flag. Otherwise, click **Cancel**.

The system displays a confirmation that the Subpopulation Flag was successfully removed from the Registrant's record.

6. Click **OK**.

The page refreshes to display that the Subpopulation Flag was removed from the Registrant's record.

Working With Registrant Messages

Advanced Users are allowed to work with message templates that have been assigned to them by the Registry Managers. These messages can then be sent to Registrants via e-mail or notifications in the Registrant Portal.

Note: Only Registry Managers can create message templates.

The AHOBPR Clinical Portal allows Advanced Users to work with message templates as follows:

- <u>Working with My Message Templates</u>
- Sending Registrant Messages (Advanced Users)

Working with My Message Templates

The *Registrants > My Message Templates* page is used by Advanced Users to manage message templates that have been assigned to them by the Registry Managers. Advanced Users can manage these message templates as follows:

Copy Message Templates

To create a copy of a message templates that was assigned to you by a Registry Manager, perform the following steps:

1. Click the **Registrants** tab in the banner at the top of the page.

Unr Airt	red States I oorne Haza	Departmen rds and O	t of Veterans pen Burn Pit	Affairs Registry	
	Registrants	Reporting	Administration	F/U Question Tool	Help
Registrant Search	REGIS	TRANTS > R	EGISTRANT SEAF	сн	
Add Flags My Message Templates Send Message	Regist Last Na	rant Search C a me:	criteria	Four Digits of SSN:	
Send Hessage	Registr	y Status:	Regis	try Flags:	
	Search	Clear			

The *Registrants > Registrant Search* page displays:

2. Click the My Message Templates link in the menu.

REGISTRANTS > My MESSAGE TEMPLATES

My Message Templates

<u>1D</u>	Title
31	Review all Email Contact Information
33	Welcome New Participants
34	Contact your Local Facility - Copy

<u>1D</u>	Title	Subject
6	Contact your Local Facility	AHOBPR Question
16	Welcome for new participants	Welcome to AHC
20	Contact your Local Facility	AHOBPR Questio

The *Registrants > My Message Template* page displays.

3. Click the **Copy** link for the appropriate message template In the *Available Message Templates* section.

The Copy Message Template page displays.

REGISTRANTS > My MESSAGE TEMPLATES > COPY MESSAGE TEMPLATE

Status:	Active
Title:	Welcome for new participants - Copy(1)
Subject:	Welcome to AHOBPR
Salutation:	Hello {REGISTRANTNAME},
Body:	Lorem ipsum dolor sit amet, consectetur adipiscing elit. Suspendisse condimentum luctus risus, eu sagittis augue blandit id. Praesent commodo tempus metus, eget facilisis dolor rhoncus at. Cras tempor elit quis nulla blandit, a sollicitudin eros convallis. Nulla facilisi. Suspendisse vehicula lorem sit amet imperdiet malesuada. Quisque fringilla lacinia rutrum. Donec mattis lorem erat, nec fringilla metus fermentum nec. Etiam placerat libero in luctus viverra. Ut quis eros sed nunc tempus imperdiet sed vel elit. Maecenas orci est, imperdiet non ex ac, sagittis porttitor nulla. Nullam quis dictum neque, at feugiat orci. Nulla a massa nec eros euismod volutpat. Morbi pretium ante sit amet
	est malesuada, nec posuere velit auctor. Nunc vel varius sapien. In faucibus tristique urna, a efficitur quam eleifend eget. Sed sodales ante eleifend, luctus arcu nec, laoreet purus. Mauris ultrices erat eu dapibus pellentesque. Mauris pretium metus vel augue mattis pharetra. Etiam molestie nisl cursus urna feugiat posuere. Ouisque eget
Contact Info	Donec lobortis tempor turpis quis tempor. Suspendisse sapien turpis, egestas non ante id, blandit tristique libero. Mauris placerat aliquam egestas. Praesent tempus nec sapien eu faucibus. Integer gravida ac diam et finibus. Sed accumsan tellus in orci maximus, et accumsan mi venenatis. Pellentesque non tempor massa. Vestibulum blandit accumsan

4. Update the message template information as follows:

Registrant Information	Description
Status	Select the Active checkbox to indicate that the message is ready to send to the Registrant. Note: Only active messages will be displayed in the dropdown list on the SendMessages page.
Title	Use this field to create a title for the message.

Registrant Information	Description
	Note: Users can select the appropriate messages to send to Registrants by selecting from the displayed message titles in the dropdown list for the <i>SendMessages</i> page.
Contact Info	Use this field to enter relevant contact information that the Registrant might require.

Message Template Information for Copying Message Templates

- 5. Click **Preview** to view the message as it would appear to the Registrant.
- 6. After verifying that the message content is complete and accurate, click the **Back to Edit Template Page** button.
- 7. Click Save to create the message.;

The *Registrants > My Message Template* page displays.

Edit Message Templates

To edit an existing message template, perform the following steps:

1. Click the **Registrants** tab in the banner at the top of the page.

Airbo	orne Haza	rds and O	pen Burn Pit	Registry	-
	Registrants	Reporting	Administration	F/U Question Tool	Help
tegistrant Search	REGIS	TRANTS > RE	EGISTRANT SEAR	сн	
Add Flags My Message Templates Send Message	Regist Last Na	rant Search C ame:	criteria	Four Digits of SSN:	
	Registr	y Status:	Regis	try Flags:	

The *Registrants > Registrant Search* page displays:

2. Click the My Message Templates link in the menu.

The *Registrants > My Message Template* page displays.

REGISTRANTS > My MESSAGE TEMPLATES

My Message Templates

<u>1D</u>	Title	
31	Review all Email Contact Information	
33	Welcome New Participants	
34	Contact your Local Facility - Copy	

<u>ID</u>	Title	Subject
6	Contact your Local Facility	AHOBPR Question
16	Welcome for new participants	Welcome to AHO
20	Contact your Local Facility	AHOBPR Question

3. To edit a message template, click the **Edit** link for the appropriate message template In the *My Message Templates* section.

The *Edit Message Template* page displays.

REGISTRANTS > My Message Templates > Edit Message Template

5:	Active
	Welcome New Participants
ect:	Welcome to AHOBPR
ation:	Hello {REGISTRANTNAME},
	Lorem ipsum dolor sit amet, consectetur adipiscing elit. Suspendisse condimentum luctus risus, eu sagittis augue blandit id. Praesent commodo tempus metus, eget facilisis dolor rhoncus at. Cras tempor elit quis nulla blandit, a sollicitudin eros convallis. Nulla facilisi. Suspendisse vehicula lorem sit amet imperdiet malesuada. Quisque fringilla lacinia rutrum. Donec mattis lorem erat, nec fringilla metus fermentum nec. Etiam placerat libero in luctus viverra. Ut quis eros sed nunc tempus imperdiet sed vel elit. Maecenas orci est, imperdiet non ex ac, sagittis porttitor nulla. Nullam quis dictum neque, at feugiat orci.
	Nulla a massa nec eros euismod volutpat. Morbi pretium ante sit amet est malesuada, nec posuere velit auctor. Nunc vel varius sapien. In faucibus tristique urna, a efficitur quam eleifend eget. Sed sodales ante eleifend, luctus arcu nec, laoreet purus. Mauris ultrices erat eu dapibus pellentesque. Mauris pretium metus vel augue mattis pharetra. Etiam molestie nisl cursus urna feugiat posuere. Quisque eget
act Info	Donec lobortis tempor turpis quis tempor. Suspendisse sapien turpis, egestas non ante id, blandit tristique libero. Mauris placerat aliquam egestas. Praesent tempus nec sapien eu faucibus. Integer gravida ac diam et finibus. Sed accumsan tellus in orci maximus, et accumsan mi venenatis. Pellentesque non tempor massa. Vestibulum blandit accumsan

Note: Advanced Users can only edit the Title and Contact information for these message templates.

4. Update the message template information as follows:

Registrant Information	Description
Status	Select the <i>Active</i> checkbox to indicate that the message is ready to send to the Registrant.

Registrant Information	Description
	Note: Only active messages will be displayed in the dropdown list on the <i>SendMessages</i> page.
Title	Use this field to create a title for the message.
	Note: Users can select the appropriate messages to send to Registrants by selecting from the displayed message titles in the dropdown list for the <i>SendMessages</i> page.
Contact Info	Use this field to enter relevant contact information that the Registrant might require.

Message Template Information for Editing Message Templates

- 5. Click **Preview** to view the message as it would appear to the Registrant.
- 6. After verifying that the message content is complete and accurate, click the **Back to Edit Template Page** button.
- 7. Click **Save** to create the message.;

The *Registrants > My Message Template* page displays.

Sending Registrant Messages (Advanced Users)

Advanced Users can send messages to Registrants via e-mail or the Registrant Portal as follows:

- **Note:** The method of delivering the message is determined when the Registry Manager creates the message.
 - 1. Click the **Registrants** tab in the banner at the top of the page.

UNITE Airbo	ed States De orne Hazard	PARTMEN s and O	t of Veterans pen Burn Pit	Affairs Registry	
	Registrants	Reporting	Administration	F/U Question Tool	Help
Registrant Search	REGISTRA	ants > Re	GISTRANT SEAR	сн	
Change Status Add Flags My Message Templates Send Message	Registrant Search Criteria Last Name:		riteria Last I	Four Digits of SSN:	
	Registry S	status:	Regis	try Flags:	
	Search	Clear			

The *Registrants > Registrant Search* page displays:

2. Click the Send Message link in the menu.

The Registrants > Send Message page displays.

- 3. Set the filter criteria for choosing the Registrants that will receive the message as follows:
 - a. Use the checkboxes to select the filter criteria that will be used to select the Registrants, and then click the **Go to Step 2** button.

REGISTRANTS > SEND MESSAGE

Science Step 1 of 2 (He	
Registrant Status	□ State
Location (VISN or Facility)	Health Concerns? Yes/No (Yes=any positive response to Q3.A-
Health Factor	□ Request to be seen? Yes/No (Yes=any positive response to Q7
Subpopulation Flag	Deployment Country
Admin Flag	None All Deployments Deployments With Exposure Resp
Response to specific question	Date Range for Questionnaire
	None Questionnaire Start Date Questionnaire Completed
Date of Birth	Last Name
Contact Preference	Last 4 of SSN
🗌 Email	AHOBPR Evaluation
Go to Step 2 Cle	ear

Selection Criteria - Step 1 of 2 (Please select at least one)

Note: Users must select at least one data element to generate the results.

b. Choose the selection criteria that will be used to select the Registrants that will receive the messages.

Click here to view the selection criteria you can use to select the Registrants.

Registrant Information	Description
Registrant Status	The status of the Registrant's questionnaire.
	Users can filter by one or more statuses.
Location (VISN or	The VISN or facility where the Registrant is assigned or where the

|--|

Facility)	Registrant was evaluated as reported in the Corporate Data Warehouse (CDW).
	Users can filter by all locations, a single VISN, a single Main Facility, a single Sub-Facility, or by Registrants that have no assigned location
	Note: When filtering the report by only a VISN or Main Facility, the report will return results for all of the subordinate facilities for the selected facility type.
Health Factor	Health Factors are entered into the CPRS Template by a Health Care Provider during the Clinical Exposure Evaluation.
	Users can filter by one or more Health Factors.
	Note: This data will only be available for Registrants in Participant status.
Subpopulation Flag	Subpopulation Flags separate Registrants into common groups, such as operations served.
	Users may filter by one Subpopulation Flag.
Admin Flag	An Admin Flag documents administrative action in a Registrant's record.
	Users can filter by a single Administrative Flag.
	Note: As the Registrant Record may include multiple instances of the Administrative Flag, users can specify a date range for when the flag was entered in the record.
Response to specific question	A Registrant has provided a response to a question in a completed Questionnaire.
	Note: This data will only be available for Registrants in Participant status.
	Users can filter by Yes, No, I do not wish to answer , or Don't know .

Date of Birth	Registra	nt's date of birth.	
	Note:	The format for entering the date should be	

Registrant Information	Description
	mm/dd/yyyy.
Contact Preference	Registrants preferred method of being contacted.
	Users can filter by Letter/U.S. mail, Through my health care provider, or VA social media.
Email	Indicates if the Registrant has entered an e-mail address.
	You can filter by All, Yes , or No .
State	The state where the Registrant resides.
	To filter by a Registrant's state, select one (or more) status from the State list, and then click the Add link. The states are added to the Selected State list. To add all states from the list, click the Add All link.
	To remove a state from the list, select the state in the Selected State list, and then click the Remove link. To remove all states from this list, click the Remove All link.
Health Concerns?	A Registrant is considered to have health concerns if they answered "Yes" to any of the questions in the Health Concerns section (Question 3.A–3.K).
	Note: This data will only be available for Registrants in Participant status.
	Users may filter by No, Yes , or All .

Request to be seen?	The Registrant has provided a positive response to Question 7.B (Do you wish to see a DoD or VA health care provider to discuss your health concerns related to airborne hazards during deployment?).
	Note: This data will only be available for Registrants in Participant status.
	Users may filter by No. Yes. or All .
Deployment Country	A country from the Registrant's deployment history that was received from the deployment interfaces or was self-reported.
	Note: The data for deployments that have exposure responses will only be available for Registrants in a "Participant" status.

Registrant Information	Description
	Users may filter by one country from any of the Registrant's deployments or from the AHOPBR eligible deployments with exposure responses on the Questionnaire.
Date Range for Questionnaire	 The date the Registrant either started or completed the questionnaire. Completed Questionnaires must have been submitted in the system. Users can set the date range for either dates using the format <i>mm/d d/yyyy</i>. Note: Start dates are available for only those Registrants assigned either the "Eligible" or "Participant" statuses. Completed dates will only
	return those Registrants that are assigned the "Participant" status.
Last Name	The Registrant's last name.
Last 4 of SSN	The last four numbers of the Registrant's Social Security Number (SSN).
AHOBPR Evaluation	Indicates if the Registrant has had an AHOBPR Evaluation. You can filter by All, Yes , or No .

Selection Criteria for Sending Registrant Messages

4. Click the **Find** button.

The system displays a list of Registrants that match your selected criteria in the *Report Results* section.

atus: o Consent onsent ot Eligible eview eview eviewed - Not Eligibl	Add Revie Add All Revie Add All Revie Remove Eligit Remove All Parti	ewed - Not Eligible wwed - Eligible wed - Eligible ble cipant	
Find port Results	Clear	Back to Step 1	
il Number of Resu	Its Found: 24	Registrant Name	
Select		Registrane name	
Select			

- **Note:** You can also view a Registrant's record by click the ID or Registrant Name link that corresponds to the appropriate Registrant.
- 5. Use the My Message dropdown list to select the message that will be sent to the Registrants.
 - **Note:** Only active messages can be sent to a Registrant. If no messages are listed in the dropdown list, then you have no active messages available.
- 6. Select the checkboxes that correspond to the Registrants that will receive the messages.
 - **Note:** You can send the selected message to all of the displayed Registrants without selecting the checkboxes, by clicking the **Send to All** button.
- 7. Click the **Send to Selected** button.

The system displays a new popup window that indicates the message was sent to the Registrants.

8. Click **OK**.

Generating AHOBPR Clinical Portal Reports

The AHOBPR Clinical Portal allows users to generate the following reports:

<u>Generating the Status by Location Report</u>

• <u>Generating the Aging Report</u> • <u>Generating the Ad Hoc</u> <u>Report by Individual</u> • <u>Generating the Ad Hoc Report by</u> <u>Location</u> • <u>Generating the Participation Report</u>

- <u>Generating the Registrant Contact Information Report</u>
- <u>Generating the Eligibility Review Report</u>

Generating the Status by Location Report

The *Reporting > Status by Location Report* page allows users to search for a list of Registrants by status and Registrant's address state.

To generate the report, perform the following steps:

1. Click the **Reporting** tab, and select **Status by Location Report** from the menu options.

The Reporting > Status By Location Report page displays.

2. Select the criteria for which you want to generate the report from the available options.

s of Date:	State:			Selected State:
7/8/2015	AA AE AK AL AP	\$	<u>Add</u> <u>Add All</u> <u>Remove</u> <u>Remove All</u>	
Assigned Location All OSelect a Locat AHOBPR Evaluation Locat All OSelect a Locat	ion O No Location Assigned ation (Most Recent) ion O No Location Assigned			

As of Date	The date upon which the report results will be based.		
	Note: This date is today's date and cannot be changed.		
State	States from the Registrant's current addresses in the AHOBPR Clinical Portal.		
	Users can filter by one or more states.		
Status	The <u>status</u> of the Registrant's questionnaire.		
	Users can filter by one or more statuses.		
Assigned Location	The VISN or facility where the Registrant is assigned.		
	Users can filter by all locations, a single VISN, a single Main Facility, a single Sub-Facility, or by Registrants that have no assigned location		
	Note: When filtering the report by only a VISN or Main Facility, the report will return results for all of the subordinate facilities for the selected facility type.		
AHOBPR	The VISN or facility where the Registrant was evaluated as reported in the		
Evaluation Location (Most Recent)	Corporate Data Warehouse (CDW). Users can filter by all locations, a single VISN, a single Main Facility, a single Sub-Facility, or by Registrants that have no assigned location		
	Note: When filtering the report by only a VISN or Main Facility, the report will return results for all of the subordinate facilities for the selected facility type.		

Selection Criteria for Status By Location Report

3. Click the **Run Report** button.

The system generates the report using the selected criteria.

4. To sort the results by a specific data element, click on any underlined column name.

action Criteria (Please select a	t least one)	
f Date:	State:	Selected State:
2015	AA AE AK AL	Add AA Add All AE AK Remove AL Remove All AP
signed Location		
All 🔾 Select a Location 🔿 N	o Location Assigned	
All 🔿 Select a Location 🔿 N	o Location Assigned	
Run Report Print/Ex ort Results Number of Results Found: 20	cport Report Clear	
Run Report Print/Ex ort Results Number of Results Found: 2 Registrant Name	Clear Clear Date of Birth	Registrant Record Stat
Run Report Print/Ex ort Results Number of Results Found: 20 <u>Registrant Name</u>	Clear Clear Date of Birth	Registrant Record Stat Participant
Run Report Print/Ex ort Results Number of Results Found: 20 <u>Registrant Name</u>	Clear 6 <u>Date of Birth</u>	Registrant Record Stat Participant Participant
Run Report Print/Ex ort Results Number of Results Found: 20 <u>Registrant Name</u>	cport Report Clear	Registrant Record Stat Participant Participant Participant Participant
Run Report Print/Ex ort Results Number of Results Found: 20 <u>Registrant Name</u>	cport Report Clear	Registrant Record Stat Participant Participant Participant Participant Participant
Run Report Print/Ex ort Results Number of Results Found: 20 <u>Registrant Name</u>	cport Report Clear	Registrant Record Stat Participant Participant Participant Participant Participant Participant
Run Report Print/Ex ort Results Number of Results Found: 20 <u>Registrant Name</u>	cport Report Clear Date of Birth	Registrant Record Stat Participant Participant Participant Participant Participant Participant Participant Participant
Run Report Print/Ex ort Results Number of Results Found: 20 <u>Registrant Name</u>	Clear Clear Date of Birth	Registrant Record Stat Participant Participant Participant Participant Participant Participant Participant Participant Participant Participant
Run Report Print/Ex ort Results Number of Results Found: 20 <u>Registrant Name</u>	Clear Clear Date of Birth	Registrant Record Stat Participant Participant Participant Participant Participant Participant Participant Participant Participant Participant Participant
Run Report Print/Ex ort Results Number of Results Found: 20 <u>Registrant Name</u>	cport Report Clear	Registrant Record Stat Participant Participant Participant Participant Participant Participant Participant Participant Participant Participant Participant Participant

5. To view a specific Registrant's record, click the appropriate name in the *Registrant Name* column to display their record.

Generating the Aging Report

The *Reporting > Aging Report* page allows users to generate an aggregated report for the number of days that records have been in a specified status for the selected date.

To generate the report, perform the following steps:

1. Click the **Reporting** tab, and select **Aging Report** from the menu options.

The *Reporting > Aging Report* page displays.

2. Select the criteria for which you want to generate the report from the available options.

The following table describes the criteria you can select for this report.

User Information	Description		
As of Date	The date upon which the report results will be based.		
	Note: This date is today's date and cannot be changed.		
Duty Status	The military standing of the Registrant: Separated, Retiree, Active Duty, Guard/Reserve, Unknown.		
	Users can filter by one or more Duty Statuses.		
Assigned Location	The VISN or facility where the Registrant is assigned.		
	Users can filter by all locations, a single VISN, a single Main Facility, a single Sub-Facility, or by Registrants that have no assigned location		
User Information	Description		

	Note: When filtering the report by only a VISN or Main Facility, the report will return results for all of the subordinate facilities for the selected facility type.
AHOBPR Evaluation Location	The VISN or facility where the Registrant was evaluated as reported in the Corporate Data Warehouse (CDW).
(Most Recent)	Sub-Facility, or by Registrants that have no assigned location
	Note: When filtering the report by only a VISN or Main Facility, the report will return results for all of the subordinate
	facilities for the selected facility type.

Selection Criteria for Aging Report

3. Click the **Run Report** button.

The system generates the report using your selected criteria.

Selection Criteria (Please select at least one)		
As of Date (mm/dd/yyyy): 7/8/2015	Duty Status	
	All O Separated O Retiree O Active	Duty (
Assigned Location		
\odot All \bigcirc Select a Location \bigcirc No Location As	signed	
AHOBPR Evaluation Location (Most Recent)		
All Select a Location No Location As	signed	
Run Report Print/Export Report	Clear	
Report Results		
Registrant Status	0 - 30 Days	
Registrant Status No Consent	0 - 30 Days 1	
Registrant Status No Consent Consent	0 – 30 Days 1 0	
Registrant Status No Consent Consent Not Eligible	0 - 30 Days 1 0 0	
Registrant Status No Consent Consent Not Eligible Review	0 - 30 Days 1 0 0 1	
Registrant Status No Consent Consent Not Eligible Review Reviewed - Not Eligible	0 - 30 Days 1 0 0 1 1 0	
Registrant Status No Consent Consent Not Eligible Review Reviewed - Not Eligible Reviewed - Eligible	0 - 30 Days 1 0 0 1 1 0 0 0	
Registrant Status No Consent Consent Not Eligible Review Reviewed - Not Eligible Reviewed - Eligible Eligible	0 - 30 Days 1 0 0 1 0 1 0 0 38	
Registrant Status No Consent Consent Not Eligible Review Reviewed - Not Eligible Reviewed - Eligible Eligible Participant	0 - 30 Days 1 0 0 1 0 1 0 0 38 29	

Generating the Ad Hoc Report by Individual

The *Reporting > Ad Hoc Report By Individual* page allows users to generate a list of Registrants that based on selected criteria.

Note: The system allows users to save the criteria used to generate this report to allow the report to be generated more quickly in the future.

To generate the report, perform the following steps:

1. Click the **Reporting** tab, and select **Ad Hoc Report by Individual** from the displayed menu options.

REPORTING > AD HOC REPORT BY INDIVID	UAL	
Select the Data Elements for Ad Hoc Report - Step 1 of 2 (Please select at least one) Click here to load or delete saved search criteria		
Registrant Status	Duty Status (Active Duty, Guard/Reserve, Retiree, S	
Location (VISN or Facility)	Health Concerns? Yes/No (Yes=any positive respor	
Health Factor	Request to be seen? Yes/No (Yes=any positive resp	
Subpopulation Flag Admin Flag	 Deployment Country None O All Deployments O Deployments With Exp 	
Response to specific question	Date Range for Questionnaire None Questionnaire Start Date Questionnaire	
🗌 Death Flag	Race	
Gender	Ethnicity	
Health Care (VA Care) Enrollment Status	AHOBPR Evaluation	
Go to Step 2 Clear		

The *Reporting > Ad Hoc Report By Individual* page displays.

Note: The report criteria are selected in two separate steps that are displayed on consecutive pages. The first page will contain the list of data elements that can be used for filtering the report results. These data elements will populate the selections available on the next page.

- 2. Set the filter criteria for the report by performing the following steps:
 - a. Use the checkboxes to select the filter criteria that will be used to generate the report, and then click the **Go to Step 2** button.

Note: Users must select at least one data element to generate the report.

The *Reporting > Ad Hoc Report By Individual* page displays the selection criteria.

ation ONo Lo	cation Assigned		
cation (Most R	ecent)		
ation 🔿 No Lo	cation Assigned		
	~		
-		~	
		Duby Status	
_	Selected Status:	Duty Status.	
Add	Selected Status:	Active Duty	Add
Add Add All	Selected Status:	Active Duty Guard/Reserve	Add Add All
Add Add All Remove	Selected Status:	Active Duty Guard/Reserve Retiree Separated	<u>Add</u> Add All Remove
Add Add All Remove	Selected Status:	Active Duty Guard/Reserve Retiree Separated	Add Add All Remove
<u>Add</u> <u>Add All</u> <u>Remove</u> <u>Remove All</u> 'es/No (Yes=Re	gistrants with an AHO	Active Duty Guard/Reserve Retiree Separated Unknown	Add Add All Remove Remove All
	ation O No Lo ocation (Most Ro ation O No Lo s/No (Yes=any	ation O No Location Assigned ocation (Most Recent) ation O No Location Assigned 	ation O No Location Assigned Acation (Most Recent) ation O No Location Assigned

b. Choose the selection criteria that will be used to filter the report.

Click here to view the selection criteria you can use to filter this report.

Registrant Information	Description
Registrant Status	The status of the Registrant's questionnaire.
	Users can filter by one or more statuses.
Location (VISN or	The VISN or facility where the Registrant is assigned or where the

Registrant Information	Description			
Facility)	Registrant was evaluated as reported in the Corporate Data Warehouse (CDW).			
	Users can filter by all locations, a single VISN, a single Main Facility, a single Sub-Facility, or by Registrants that have no assigned location			
	Note: When filtering the report by only a VISN or Main Facility, the report will return results for all of the subordinate facilities for the selected facility type.			
Health Factor	Health Factors are entered into the CPRS Template by a Health Care Provider during the Clinical Exposure Evaluation.			
	Users can filter by one or more Health Factors.			
	Note: This data will only be available for Registrants in Participant status.			
Subpopulation Flag	Subpopulation Flags separate Registrants into common groups, such as operations served.			
	Users may filter by one Subpopulation Flag.			
Admin Flag	An Admin Flag documents administrative action in a Registrant's record.			
	Users can filter by a single Administrative Flag.			
	Note: As the Registrant Record may include multiple instances of the Administrative Flag, users can specify a date range for when the flag was entered in the record.			
Response to specific question	A Registrant has provided a response to a question in a completed Questionnaire.			
	Note: This data will only be available for Registrants in Participant status.			
	Users can filter by Yes, No, I do not wish to answer, or Don't know .			

Death Flag	The Death Flag is set when a Registrant is deceased. The Selection Criteria allows the user to exclude registrants that are deceased.
Gender	The sex of the Registrant. The Selection Criteria allows the user to fil-

Registrant Information	Description
	ter by a single gender type.
Health Care (VA Care) Enrollment Status	Health Care Enrollment Status is the Registrant's status in VA Care. The Selection Criteria allows the user to filter by one Health Care Enrollment Status.
Duty Status	The military standing of the Registrant: Active Duty , Guard/Reserve, Retiree, Separated, Unknown Users can filter by one or more Duty Statuses.
Health Concerns?	A Registrant is considered to have health concerns if they answered "Yes" to any of the questions in the Health Concerns section (Question 3.A–3.K).
	Note: This data will only be available for Registrants in Participant status.
	Users may filter by No, Yes , or All .
Request to be seen?	The Registrant has provided a positive response to Question 7.B (Do you wish to see a DoD or VA health care provider to discuss your health concerns related to airborne hazards during deployment?).
	Note: This data will only be available for Registrants in Participant status.
	Users may filter by No, Yes , or All .
Deployment Country	A country from the Registrant's deployment history that was received from the deployment interfaces or was self-reported.
	Note: The data for deployments that have exposure responses will only be available for Registrants in a "Participant" status.
	Users may filter by one country from any of the Registrant's deployments or from the AHOPBR eligible deployments with exposure responses on the Questionnaire.
Date Range for Questionnaire	The date the Registrant either started or completed the questionnaire. Completed Questionnaires must have been submitted in the system.
	Users can set the date range for either dates using the format <i>mm/d d/yyyy</i> .

Registrant Information	Description
	Note: Start dates are available for only those Registrants assigned either the "Eligible" or "Participant" statuses. Completed dates will only return those Registrants that are assigned the "Participant" status.
Race	The hereditary group to which the registrant identifies. The Selection Criteria allows the user to filter by a single racial type.
Ethnicity	The ethnic affiliation of the Registrant. The Selection Criteria allows the user to filter by one Ethnicity.
AHOBPR Evaluation	Indicates if the Registrant has had an AHOBPR Evaluation. You can filter by All, Yes , or No .

-

Selection Criteria for the Ad Hoc By Individual Report

3. Click the **Run Report** button.

ection Criteria - Step	2 of 2 (Please se	lett at least only			
rty Status: ctive Duty etiree Add eteran Remo	Selected dd Active Dut d All Retiree nove Veteran	Duty Status:			
Run Report	Print/Export Rep	port	Save Search Crite	eria	1
Number of Results	Found: 107				
Registrant Name	Date of Birth	Registrant Status	Duty Status	<u>Questionnaire</u> Start Date	c.
<u>Registrant Name</u>	<u>Date of Birth</u>	<u>Registrant Status</u> Participant	<u>Duty Status</u> Veteran	Questionnaire Start Date 08/16/2014	<u>c</u>
Registrant Name	Date of Birth	Registrant Status Participant Eligible	<u>Duty Status</u> Veteran Veteran	Ouestionnaire Start Date 08/16/2014	<u>c</u>
<u>Registrant Name</u>	Date of Birth	Registrant Status Participant Eligible Eligible	Duty Status Veteran Veteran Veteran	Questionnaire Start Date 08/16/2014	0
Registrant Name	Date of Birth	Registrant Status Participant Eligible Eligible Consent	Duty Status Veteran Veteran Veteran Retiree	Questionnaire Start Date 08/16/2014	C
Registrant Name	Date of Birth	Registrant Status Participant Eligible Eligible Consent Participant	Duty Status Veteran Veteran Veteran Retiree Veteran	Questionnaire Start Date 08/16/2014 08/17/2014	C
Registrant Name	Date of Birth	Registrant Status Participant Eligible Eligible Consent Participant Consent	Duty Status Veteran Veteran Veteran Retiree Veteran Active Duty	Questionnaire Start Date 08/16/2014 08/17/2014	<u>(</u>
Registrant Name	Date of Birth	Registrant Status Participant Eligible Eligible Consent Participant Consent Consent	Duty Status Veteran Veteran Retiree Veteran Active Duty	Ouestionnaire Start Date 08/16/2014 08/17/2014	<u>c</u>
Registrant Name	Date of Birth	Registrant Status Participant Eligible Eligible Consent Participant Consent Consent Review - Not Eligible	Duty Status Veteran Veteran Veteran Retiree Veteran Active Duty Active Duty Veteran	Questionnaire Start Date 08/16/2014 08/17/2014	<u>c</u>
Registrant Name	Date of Birth	Registrant Status Participant Eligible Eligible Consent Participant Consent Consent Review - Not Eligible Eligible	Duty Status Veteran Veteran Veteran Retiree Veteran Active Duty Active Duty Veteran Veteran	Questionnaire Start Date 08/16/2014 08/17/2014	<u>c</u>

The system generates the report using your selected criteria.

4. To save the data elements and selection criteria used to generate this report for future use, or load existing saved search criteria, choose from the following:

Click here to save the search criteria.

- a. Click the Save Search Criteria button.
- b. Enter a name for the report in the Search Criteria Name box.
- c. Click the Save Search Criteria button.

A link will be displayed in the *Reporting > Ad Hoc Report by Individual* page that allows you to load or delete the saved search criteria.

Click here to load the saved search criteria.

a. At the top of the *Select the Data Elements (Step 1)* or *Selection Criteria (Step 2)* pages, click the **Click here to load or delete saved search criteria** link.

The Saved Report Search Criteria section displays on the page.

Each saved search will include the name assigned to the report options, a list of the search criteria, the date and time the options were saved, and a Delete and Select button.

b. Click the **Select** button that corresponds to the saved selection criteria that will be used to generate the report.

The Ad Hoc report page displays the selection criteria that were previously selected for the report.

c. Click the Run Report button.

Saved Report Search C	REPORT BY LOCATION	> REPORT SEARCH CRI	TERIA	
Saved Report Search Ci	lena	S	aved Report 9	Search Crite
Search Criteria Name	Search Criteria	Saved Date Time	Delete	Select
-	Duty Status: Retiree Health Concerns: All Request to be Seen: All	3/25/2015 9:51:29 AM	Delete	Select

The system generates the report using your selected criteria.

d. If you have made changes to the search criteria and need to save the changes, enter a new name for the report in the Search Criteria Name box, and then click the Save Search Criteria button.

Note: The AHOBPR Clinical Portal does not allow users to save changes to existing search criteria. You must select a new name when saving the search criteria.

Click here to delete existing saved search criteria.

a. At the top of the *Select the Data Elements (Step 1)* or *Selection Criteria (Step 2)* pages, click the **Click here to load or delete saved search criteria** link.

The Saved Report Search Criteria section displays on the page.

Each saved search will include the name assigned to the report options, a list of the search criteria, the date and time the options were saved, and a Delete and Select button.

b. Click the appropriate **Delete** button.

The system prompts you to confirm the deletion of the saved search criteria.

Saved Report Search Cr	iteria	S	aved Report S	Search Crite
Search Criteria Name	Search Criteria	Saved Date Time	Delete	Select
	Duty Status: Retiree Health Concerns: All Request to be Seen: All	3/25/2015 9:51:29 AM	Delete	Select

?	Are you sure you if you do not war	want to delete this int to delete.	report search criteria?	Click cancel

c. Click **OK** to delete the saved search criteria. Otherwise, click **Cancel**.

The system displays a confirmation that the deletion was successful.

d. Click OK.

The *Saved Report Search Criteria* page refreshes to display that the saved criteria has been deleted.

Generating the Ad Hoc Report by Location

The *Reporting > Ad Hoc Report By Location* page allows users to generate a list of Registrants that are aggregated by VISN or Facility.

To generate the report, perform the following steps:

1. Click the **Reporting** tab, and select **Ad Hoc Report by Location** from the menu option.

The *Reporting > Ad Hoc Report By Location* page displays.

Note: The report criteria that can be specified are handled in two steps that are

REPORTING > AD HOC REPORT BY LOCATIO	N
Select the Data Elements for Ad Hoc Report - S	tep 1 of 2 (Please select at least one)
Registrant Status	Duty Status (Active Duty, Guard/Reserve, Retiree, Status)
Location (VISN or Facility)	Health Concerns? Yes/No (Yes=any positive respor
Health Factor	Request to be seen? Yes/No (Yes=any positive resp
Subpopulation Flag	Deployment Country
Admin Flag	None All Deployments Deployments With Exp
Response to specific question	Date Range for Questionnaire
	\odot None \bigcirc Questionnaire Start Date \bigcirc Questionnaire
Death Flag	Race
Gender	Ethnicity
Health Care (VA Care) Enrollment Status	AHOBPR Evaluation
Go to Step 2 Clear	

displayed on consecutive pages. The first page will contain the Step 1 criteria and this will be used to populate the Step 2 page criteria.

- 2. Set the filter criteria for the report by performing the following steps:
 - a. Use the checkboxes to select the filter criteria that will be used to generate the report, and then click the **Go to Step 2** button.

Note: Users must select at least one data element to generate the report.

The *Reporting > Ad Hoc Report By Location* page displays the selection criteria.

REPORTING > AD HOC REPORT BY INDIVIDUAL

Location							
All VISN Fa	cility						
Questions: - Select O	ne						
Questionnaire Start I	Date						
From Date (mm/dd/	yyyy):			o Date	e (mm/de	d/yyyy):	
Subpopulation Flag: Admin Flag			•	•			
Admin Flag:							
	-			-			
Select an Admin Flag Health Concerns? Ye All Yes No	g es/No (Yes=ar	ny positive	response	to Q3.	A-3.K)	Reques	t to be seen? ' Yes () No
Select an Admin Flag Health Concerns? Ye All Yes No	g es/No (Yes=ar	ny positive	response	to Q3.	A-3.K)	Reques	t to be seen? ' Yes () No
Select an Admin Flag Health Concerns? Ye a All O Yes O No Status:	g es/No (Yes=ar	ny positive Selecte	response ed Status:	to Q3.	A-3.K) Duty S	Reques all ()	t to be seen? ' Yes © No S
Select an Admin Flag Health Concerns? Ye a All Yes No Status: No Consent Concernt	es/No (Yes=ar	ny positive Selecte	response ed <mark>Status:</mark>	to Q3.	A-3.K) Duty St Active I	Reques all () tatus: Duty	t to be seen? ' Yes O No <u>S</u> Add
Select an Admin Flag Health Concerns? Ye and All and Yes No Status: No Consent Consent Not Eligible	es/No (Yes=ar Add Add All	Selecte	response ed Status:	to Q3.	A-3.K) Duty Si Active I Retiree	Reques all and all and a second seco	t to be seen? ' Yes No Add Add All
Select an Admin Flag Health Concerns? Ye and All and Yes No Status: No Consent Consent Not Eligible Review	es/No (Yes=ar Add Add All <u>Remove</u>	Selecte	response ed <mark>Status:</mark>	to Q3.	A-3.K) Duty Si Active I Retiree Veterar	Reques all and the second sec	t to be seen? Yes No Add Add All Remove
Select an Admin Flag Health Concerns? Ye and All Yes No Status: No Consent Consent Not Eligible Review Review - Not Eligible	es/No (Yes=ar Add Add All Remove Remove A	Selecte	response ed Status:	to Q3.	A-3.K) Duty Si Active I Retiree Veterar	Reques all (tatus: Duty n	t to be seen? Yes No Add <u>Add All</u> <u>Remove</u> <u>Remove All</u>
Select an Admin Flag Health Concerns? Ye and All and Yes and No Status: No Consent Consent Not Eligible Review Review - Not Eligible Deployment Country (Add Add All Remove All Deployme	Selecte	ed Status:	to Q3.	A-3.K) Duty Si Active I Retiree Veterar	Reques all (tatus: Duty n	t to be seen? ' Yes No Add Add All Remove Remove All
Select an Admin Flag Health Concerns? Ye and All and Yes and No Status: No Consent Consent Not Eligible Review Review - Not Eligible Deployment Country (Health Factor:	es/No (Yes=ar Add Add All Remove Remove A	Selecte	response	to Q3.	A-3.K) Duty Si Active I Retiree Veterar	Reques a All a a All a buty a elected He	t to be seen? ' Yes No Add Add All Remove Remove All
Select an Admin Flag Health Concerns? Ye and All Yes No Status: No Consent Consent Not Eligible Review Review - Not Eligible Deployment Country (Health Factor: Abnormalities: Cardiova	es/No (Yes=ar Add Add All Remove Remove A All Deployme	Selecte	ed Status:	to Q3.	A-3.K) Duty Si Active I Retiree Veterar	Reques all () tatus: Duty n	t to be seen? ' Yes No Add Add All Remove Remove All
Select an Admin Flag Health Concerns? Ye and All and Yes and No Status: No Consent Consent Not Eligible Review Review - Not Eligible Deployment Country (Health Factor: Abnormalities: Cardiova Abnormalities: Cognitive	Add Add All Remove Remove A All Deployme scular Function	Selecte	ed Status:	to Q3.	A-3.K) Duty St Active I Retiree Veterar	Reques All (tatus: Duty n elected He	t to be seen? ' Yes No Add Add All Remove Remove All
Select an Admin Flag Health Concerns? Ye and All areas on the Yes on the Not Status: No Consent Consent Not Eligible Review Review - Not Eligible Deployment Country (Health Factor: Abnormalities: Cardiova Abnormalities: Dermato	Add Add All Remove Remove A All Deployme scular Function logic	Selecte	ed Status:	to Q3. Ad Add Rem	A-3.K) Duty Si Active I Retiree Veterar Se All ove	Reques all a all all a all	t to be seen? ' Yes No Add Add All Remove Remove All

b. Choose the selection criteria that will be used to filter the report.

Click here to view the selection criteria you can use to filter this report.

Registrant Information	Description
Registrant Status	The status of the Registrant's questionnaire.

Registrant Information	Description
	Users can filter by one or more statuses.
Location (VISN or Facility)	The VISN or facility where the Registrant is assigned or where the Registrant was evaluated as reported in the Corporate Data Warehouse (CDW).
	Users can filter by all locations, a single VISN, a single Main Facility, a single Sub-Facility, or by Registrants that have no assigned location
	Note: When filtering the report by only a VISN or Main Facility, the report will return results for all of the subordinate facilities for the selected facility type.
Health Factor	Health Factors are entered into the CPRS Template by a Health Care Provider during the Clinical Exposure Evaluation.
	Users can filter by one or more Health Factors.
	Note: This data will only be available for Registrants in Participant status.
Subpopulation Flag	Subpopulation Flags separate Registrants into common groups, such as operations served.
	Users may filter by one Subpopulation Flag.
Admin Flag	An Admin Flag documents administrative action in a Registrant's record.
	Users can filter by a single Administrative Flag.
	Note: As the Registrant Record may include multiple instances of the Administrative Flag, users can specify a date range for when the flag was entered in the record.

Response to specific question	A Registrant has provided a response to a question in a completed Questionnaire.
	Note: This data will only be available for Registrants in Participant status.
	Users can filter by Yes, No, I do not wish to answer , or Don't know .
Death Flag	The Death Flag is set when a Registrant is deceased. The Selection

Registrant Information	Description	
	Criteria allows the user to exclude registrants that are deceased.	
Gender	The sex of the Registrant. The Selection Criteria allows the user to filter by a single gender type.	
Health Care (VA Care) Enrollment Status	Health Care Enrollment Status is the Registrant's status in VA Care. The Selection Criteria allows the user to filter by one Health Care Enrollment Status.	
Duty Status	The military standing of the Registrant: Veteran, Retiree, or Active Duty.	
	Users can filter by one or more Duty Statuses.	
Health Concerns?	A Registrant is considered to have health concerns if they answered "Yes" to any of the questions in the Health Concerns section (Question 3.A–3.K).	
	Note: This data will only be available for Registrants in Participant status.	
	Users may filter by No , Yes , or All .	
Request to be seen?	The Registrant has provided a positive response to Question 7.B (Do you wish to see a DoD or VA health care provider to discuss your health concerns related to airborne hazards during deployment?).	
---------------------------------	---	--
	Note: This data will only be available for Registrants in Participant status.	
	Users may filter by No, Yes, or All .	
Deployment Country	A country from the Registrant's deployment history that was received from the deployment interfaces or was self-reported.	
	Note: The data for deployments that have exposure responses will only be available for Registrants in a "Participant" status.	
	Users may filter by one country from any of the Registrant's deployments or from the AHOPBR eligible deployments with exposure responses on the Questionnaire.	
Date Range for Questionnaire	The date the Registrant either started or completed the questionnaire. Completed Questionnaires must have been submitted in the system.	

Registrant Information	Description	
-	Users can set the date range for either dates using the format <i>mm/d d/yyyy</i> .	
	Note: Start dates are available for only those Registrants assigned either the "Eligible" or "Participant" statuses. Completed dates will only return those Registrants that are assigned the "Participant" status.	
Race	The hereditary group to which the registrant identifies. The Selection Criteria allows the user to filter by a single racial type.	
Ethnicity	The ethnic affiliation of the Registrant. The Selection Criteria allows the user to filter by one Ethnicity.	
AHOBPR Evaluation	Indicates if the Registrant has had an AHOBPR Evaluation. You can filter by All, Yes , or No .	

Selection Criteria for Ad Hoc By Location Report

3. Click the **Run Report** button.

The system generates the report using your selected criteria.

Selection Criteria - Step	2 of 2 (Please select at least one)		
Location			
VISN Facility			
Health Concerns? Yes	/No (Yes=any positive response to (Q3.A-3.K) Request to	o be seen? Yes/No (\ 'es 🔘 No
Status:	Selected Status:	Duty Status:	Selected I
No Consent	Add No Consent	 Active Duty 	Add Active Dut
Consent	Add All Not Eligible	E Veteran	Add All Retiree
Review	Remove Review	<u>F</u>	Remove
Review - Not Eligible 💌	Remove All Review - Not Eligible	• <u>Re</u>	move All
eployment Country (Al	ll Deployments):	-	
lealth Factor:		Selected Healt	h Factor:
Abnormalities: Cardiovasc	ular	Add	
Abnormalities: Dermatoloc	aic A	Add All	
Abnormalities: Ear, Nose	and Throat	emove	
Abnormalities: Fatigue	* <u>Rer</u>	move All	
Run Report	Print/Export Report	Save Search Criteria	CI
Run Report	Print/Export Report	Save Search Criteria	CI
Run Report	Print/Export Report	Save Search Criteria	CI
Run Report Report Results To sort plea	Print/Export Report	Save Search Criteria	CI
Run Report Report Results To sort plea Location (VISN/Facilit	Print/Export Report ase click table headings ty) Total Registrants	Save Search Criteria	CI
Run Report Report Results To sort plea Location (VISN/Facilit Other	Print/Export Report ase click table headings ty) Total Registrants 63	Save Search Criteria	CI
Run Report Report Results To sort plea Location (VISN/Facilit Other V01	Print/Export Report ase click table headings	Save Search Criteria	CI
Run Report Report Results To sort plea Location (VISN/Facilit Other V01 V02	Print/Export Report ase click table headings	Save Search Criteria	CI
Run Report Report Results To sort plea Location (VISN/Facilit Other V01 V02 V03	Print/Export Report ase click table headings	Save Search Criteria	CI
Run Report Report Results To sort plea Location (VISN/Facilit Other V01 V02 V03 V04	Print/Export Report ase click table headings	Save Search Criteria	CI
Run Report Report Results To sort plea Location (VISN/Facilit Other V01 V02 V03 V04 V07	Print/Export Report ase click table headings	Save Search Criteria	C
Run Report Report Results To sort plea Location (VISN/Facilit Other V01 V02 V03 V04 V07 V08	Print/Export Report ase click table headings	Save Search Criteria	CI
Run Report Report Results To sort plea Location (VISN/Facilit Other V01 V02 V03 V04 V07 V08 V10	Print/Export Report ase click table headings Total Registrants 63 10 1 1 4 4 4 2 5	Save Search Criteria	CI
Run Report Report Results To sort plea Location (VISN/Facilit Other V01 V02 V03 V04 V07 V08 V10 V11	Print/Export Report ase click table headings	Save Search Criteria	CI

The results include the facility and the total number of Registrants assigned to the facility.

4. Users can drill-down through the results to view the number of Registrants assigned to a facility and a specific Registrant's questionnaire information.

Click here to view the Registrants assigned to a facility.

In the *Total Registrants* column, click the hyperlink that corresponds to the facility.

The *Reporting > Ad Hoc Report By Location > Facility_ID* page displays.

Click here to view the questionnaire data for a specific Registrant.

a. In the *Total Registrants* column, click the hyperlink that corresponds to the facility.

The *Reporting > Ad Hoc Report By Location > Facility_ID* page displays.

b. In the *Registrant Name* column, click the hyperlink that corresponds to the Registrant.

The *Registrants > Registrant > Clinically Relevant Summary* page for the Registrant displays. See the "Viewing Registrant Records" topic.

5. To save the data elements and selection criteria used to generate this report for future use, or load existing saved search criteria, choose from the following:

Click here to save the search criteria.

- a. Click the Save Search Criteria button.
- b. Enter a name for the report in the Search Criteria Name box.
- c. Click the Save Search Criteria button.

A link will be displayed in the *Reporting > Ad Hoc Report by Individual* page that allows you to load or delete the saved search criteria.

Click here to load the saved search criteria.

a. At the top of the page, click the **Click here to load or delete saved search criteria** link.

The Saved Search Criteria section displays on the page.

Each saved search will include the name assigned to the report options, a list of the search criteria, the date and time the options were saved, and a Delete and Select button.

b. Click the **Select** button that corresponds to the saved selection criteria that will be used to generate the report.

The Ad Hoc report page displays the selection criteria that were previously selected for the report.

REPORTING > AD HOC REPORT BY LOCATION > REPORT SEARCH CRITERIA

Saved Report Search Criteria

Saved Report Search Crite

Search Criteria Name	Search Criteria	Saved Date Time	Delete	Select
AdHocIndiv2	Duty Status: Retiree Health Concerns: All Request to be Seen: All	3/25/2015 9:51:29 AM	Delete	Select

c. Click the Run Report button.

The system generates the report using your selected criteria.

- d. If you have made changes to the search criteria and need to save the changes, enter a new name for the report in the Search Criteria Name box, and then click the Save Search Criteria button.
 - **Note:** The AHOBPR Clinical Portal does not allow users to save changes to existing search criteria. You must select a new name when saving the search criteria.

Click here to delete saved search criteria.

a. At the top of the page, click the Click here to load or delete saved search criteria link.

The Saved Search Criteria section displays on the page.

Each saved search will include the name assigned to the report options, a list of the search criteria, the date and time the options were saved, and a Delete and Select button.

b. Click the appropriate **Delete** button.

The system prompts you to confirm the deletion of the saved search criteria.



c. Click **OK** to delete the saved search criteria. Otherwise, click **Cancel**.

The system displays a confirmation that the deletion was successful.

d. Click OK.

Selection Criteria (Please Questionnaire Completed From Date (mm/dd/yyy)	select at least one) d Date ():	To Date (mm/dd/yyyy):	
Assigned Location	on ONo Location Ass	ianed	
AHOBPR Evaluation Locat	tion (Most Recent)	igned	
Run Report	Print/Export Report	Clear	

The *Saved Report Search Criteria* page refreshes to display that the saved criteria has been deleted.

Generating the Participation Report

The *Reporting > Participation Report* page allows users to generate an aggregated report for the number of respondents who meet pre-defined participation criteria for the specified time period.

Note: Only Registry Managers and Advanced Users can generate this report.

To generate the report, perform the following steps:

1. Click the **Reporting** tab, and select **Participation Report** from the menu options.

The *Reporting > Participation Report* page displays.

2. Select the criteria for which you want to generate the report from the available options.

Description

The following table describes the criteria you can select for this report.

User Information

Questionnaire Completed Date	The date the Registrant completed the questionnaire. To complete the questionnaire, it must have been submitted in the system.
	Enter the date range for when the questionnaire was completed using the format <i>mm/dd/yyyy</i> .
Assigned Location	The VISN or facility where the Registrant is assigned.
	Users can filter by all locations, a single VISN, a single Main Facility, a single Sub-Facility, or by Registrants that have no assigned location
	Note: When filtering the report by only a VISN or Main Facility, the report will return results for all of the subordinate facilities for the selected facility type.
AHOBPR	The VISN or facility where the Registrant was evaluated as reported in the
Evaluation	Corporate Data Warehouse (CDW).
(Most Recent)	Users can filter by all locations, a single VISN, a single Main Facility, a single Sub-Facility, or by Registrants that have no assigned location
	Note: When filtering the report by only a VISN or Main Facility,
User Information	Description
	the report will return results for all of the subordinate facilities for the selected facility type.

Selection Criteria for Participation Report

3. Click the **Run Report** button.

The system generates the report using your selected criteria.

EPORTING > REGISTRANT CONT	ACT INFORMATION REPORT
Selection Criteria - Step 1 of 2 (Plea	ase select at least one)
Registrant Status	State
Location (VISN or Facility)	Health Concerns? Yes/No (Yes=any positive response to Q3.)
Health Factor	Request to be seen? Yes/No (Yes=any positive response to Q
Subpopulation Flag	Deployment Country
Admin Flag	None All Deployments Deployments With Exposure Res
Response to specific question	Date Range for Questionnaire None Questionnaire Start Date Questionnaire Complete
Date of Birth	Last Name
Contact Preference	Last 4 of SSN
Email	AHOBPR Evaluation
Go to Step 2 Cle	ar
Number of respondents that wish	to discuss health concerns (Answer to Q7.B=Yes)
	twich to discuss health concerns (Answer to O7 R-No)

Generating the Registrant Contact Information Report

The *Reporting > Registrant Contact Information Report* page allows users to generate a list of Registrants' contact information.

To generate the report, perform the following steps:

1. Click the **Reporting** tab, and select **Contact Information Report** from the menu options.

The *Reporting > Registrant Contact Information Report* page displays.

- 2. Set the filter criteria for the report by performing the following steps:
 - a. Use the checkboxes to select the filter criteria that will be used to generate the report, and then click the **Go to Step 2** button.

Note: Users must select at least one data element to generate the report.

The *Reporting > Registrant Contact Information* page displays the selection criteria.

b. Choose the selection criteria that will be used to filter the report.

Registrant Information	Description
Registrant Status	The status of the Registrant's questionnaire.
	Users can filter by one or more statuses.
Location (VISN or Facility)	The VISN or facility where the Registrant is assigned or where the Registrant was evaluated as reported in the Corporate Data Warehouse (CDW).
	Users can filter by all locations, a single VISN, a single Main Facility, a single Sub-Facility, or by Registrants that have no assigned location
	Note: When filtering the report by only a VISN or Main Facility, the report will return results for all of the subordinate facilities for the selected facility type.
Health Factor	Health Factors are entered into the CPRS Template by a Health Care Provider during the Clinical Exposure Evaluation. Users can filter by one or more Health Factors.
	Note: This data will only be available for Registrants in Participant status.
Subpopulation Flag	Subpopulation Flags separate Registrants into common groups, such as operations served.
	Users may filter by one Subpopulation Flag.

Click here to view the selection criteria you can use to filter this report.

Admin Flag	An Admin Flag documents administrative action in a Registrant's record.
	Users can filter by a single Administrative Flag.
	Note: As the Registrant Record may include multiple instances of the Administrative Flag, users can specify a date range for when the flag was entered in the record.
Response to specific question	A Registrant has provided a response to a question in a completed Questionnaire.

Registrant Information	Description
	Note: This data will only be available for Registrants in Participant status.
	Users can filter by Yes, No, I do not wish to answer , or Don't know.
Date of Birth	Registrant's date of birth.
	Note: The format for entering the date should be <i>mm/dd/yyyy</i> .
Contact Preference	Registrants preferred method of being contacted.
	Users can filter by Letter/U.S. mail, Through my health care provider, or VA social media.
Email	Indicates if the Registrant has entered an e-mail address.
	You can filter by All, Yes , or No .
State	The state where the Registrant resides.
	To filter by a Registrant's state, select one (or more) status from the State list, and then click the Add link. The states are added to the Selected State list. To add all states from the list, click the Add All link.
	To remove a state from the list, select the state in the Selected State list, and then click the Remove link. To remove all states from this list, click the Remove All link.

Health Concerns?	A Registrant is considered to have health concerns if they answered "Yes" to any of the questions in the Health Concerns section (Question 3.A–3.K).	
	Note: This data will only be available for Registrants in Participant status.	
	Users may filter by No, Yes, or All .	
Request to be seen?	The Registrant has provided a positive response to Question 7.B (Do you wish to see a DoD or VA health care provider to discuss your health concerns related to airborne hazards during deployment?).	
	Note: This data will only be available for Registrants in Participant status.	

Registrant Information	Description	
	Users may filter by No, Yes , or All .	
Deployment Country	A country from the Registrant's deployment history that was received from the deployment interfaces or was self-reported.	
	Note: The data for deployments that have exposure responses will only be available for Registrants in a "Participant" status.	
	Users may filter by one country from any of the Registrant's deployments or from the AHOPBR eligible deployments with exposure responses on the Questionnaire.	
Date Range for Questionnaire	The date the Registrant either started or completed the questionnaire. Completed Questionnaires must have been submitted in the system.	
	Users can set the date range for either dates using the format <i>mm/d d/yyyy</i> .	
	Note: Start dates are available for only those Registrants assigned either the "Eligible" or "Participant" statuses. Completed dates will only return those Registrants that are assigned the "Participant" status.	
Last Name	The Registrant's last name.	
Last 4 of SSN	The last four numbers of the Registrant's Social Security Number (SSN).	
AHOBPR Evaluation	Indicates if the Registrant has had an AHOBPR Evaluation.	
	You can filter by All, Yes , or No .	

Selection Criteria for the Registrant Contact Information Report

3. Click the **Run Report** button.

The system generates the report using your selected criteria.

Generating the Eligibility Review Report

The *Reporting > Eligibility Review Report* page allows users to generate a list of Registrants that is sent to the Health Eligibility Center.

ntact Preference:	Letter/U.S. Mail	~	
ontact Type			
All O Address Onl	Y		
Run Report	Print/Export Report	Clear	Back to Step 1
ort Results			

Note:

Only Registry Managerscan generate this report.

To generate the report, perform the following steps:

1. Click the **Reporting** tab, and select **Eligibility Review Report** from the displayed menu options.

The *Reporting > Eligibility Review Report* page displays.

2. Select the criteria for which you want to generate the report from the available options.

REPORTING > ELIGIBILITY REVIEW REPORT

Status:		Selected Status:	
No Consent Consent Not Eligible Review Review - Not Eligible	Add Add All Remove Remove All		
Admin Flag Admin Flag:			
Select an Admin F	lag	•	

The following table describes the criteria you can select for this report.

User Information	Description
Status	The <u>status</u> of the Registrant's questionnaire.
	Users can filter by one or more statuses.
Admin Flag	An Admin Flag documents administrative action in a Registrant's record.
	Users can filter by a single Administrative Flag. As the Registrant Record may include multiple instances of the Administrative Flag, users can specify a date range for when the flag was entered in the record.
	Enter the date using the format <i>mm/dd/yyyy</i> .

Selection Criteria for Eligibility Review Report

3. Click the **Run Report** button.

The system generates the report using your selected criteria.

REPORTING > ELIGIBILITY REVIEW REPORT

status:	_	Selected Status		
No Consent Consent Not Eligible Review Review - Not Eligible	Add Add All Remove Remove All	Review No Consent Consent Not Eligible Review - Not Elig	ible -	
Admin Flag				
Admin Flag: Eligibility Review - Mo	re Documentation	Needed	•	Admin Flag Entered Date From Date (mm/dd/yyyy)
Run Report	Print/Expor	t Report	Clear	
Report Results otal Number of Res	ults Found: 2			
	Last Name			First Name

Frequently Asked Questions

This collection of questions and answers provides information and troubleshooting tips to common questions users have asked.

Q: What are Statuses?

This is the Registrant's status for the AHOBPR Clinical Portal. For more information about these statuses, see the "Registrant Status" topic.

Q: What is an Administrative Flag?

Administrative Flags are used to record an administrative action in a Registrant's record.

Q: What is a Subpopulation Flag?

Subpopulation Flags are used to separate Registrants into common groups, such as operations served.

Glossary

The following proxy can be used to generate a list of all glossary entries in your project. Optional Tasks: You can select whether alphabetized headings should be automatically included at the top of each glossary section in the output. You can also select a style to affect the look of the entire glossary. To do either of these, right-click on the proxy below and select **Edit Glossary Proxy**. Then choose the appropriate option and/or style. If you need help, press **F1** when the dialog is open. When you are ready, you can delete this paragraph or replace it with your own text. **Note:** If you cannot see the proxy below, make sure your markers are turned on. To do this, in the local toolbar click the down arrow next to the **Show Tags** button and select **Show Markers**.

A

Administrative Flag

A type of Registry Flag that is used to record an administrative action. These flags can be added by a user or system generated.

AHOBPR Evaluation Location

The AHOBPR Evaluation Location is a VISN or Facility that a registrant had their most recent AHOBPR Evaluation, as reported in the Corporate Data Warehouse (CDW).

Assigned Location

The VISN or Facility that a registrant is assigned to as reported in the Corporate Data Warehouse (CDW).

С

Corporate Data Warehouse

The Corporate Data Warehouse (CDW) is the Veteran Administration's data warehouse that hosts various data elements used in the AHOBPR Clinical Portal.

D

Death Flag

A selection criteria that can be set for a Registrant record that indicates the Registrant is deceased.

Duty Status

The military standing of the registrant.

Health Concerns

A Health Concern is any positive response by a Registrant in the Questionnaire to Questions 3.A through 3.K.

Health Factors

Those criteria entered into the Computerized Patient Record System (CPRS) Template by a Health Care Provider during the Clinical Exposure Evaluation.

R

Registrant

A Veteran or Servicemember who has signed up to be part of the Airborne Hazards and Open Burn Pit Registry.

S

Status

The status of the Registrant's questionnaire.

Subpopulation Flag

A type of Registry Flag that separates Registrants into common groups, such as operations served.

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