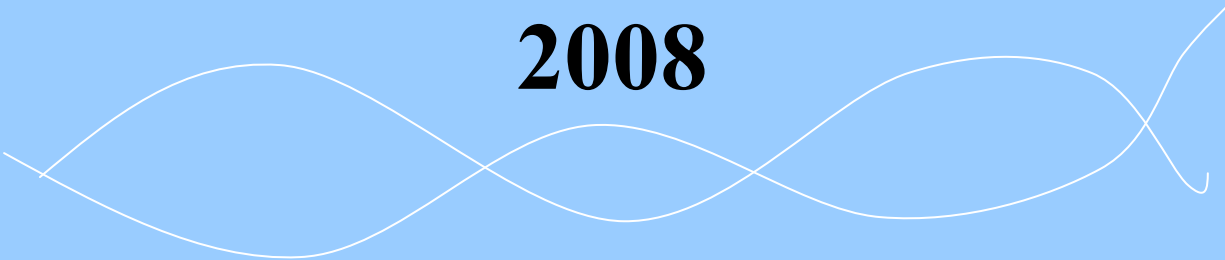


CHADIS

How to Handbook



2008






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CHADIS


Create Reports

Once a parent completes a questionnaire, a report needs to be created in order to view the results. If you would like office staff to do this task, they must be listed as “doctor” or “nurse” in their CHADIS role.



1. Enter CHADIS using user name and password
2. Search for Patient
3. Click on the  to the left of the patient’s name
4. The details window for the patient will appear
5. Scroll down to Reports
6. If you see , the report has either already been created or it could be an old report with old questionnaire data. You should check the report if you are not sure which questionnaires it contains.
7. If you do not see , click on “Create Report”
8. Change any default information as necessary such as the doctor and the respondent report title and choose the “Type of Visit”. Also, check the Questionnaires box to make sure that all assigned questionnaire results will be included in the report.
9. Click “Create Report”
10. The information the clinician needs to review is then visible

View Patient Information

Patient information includes patient demographics and patient questionnaires including those assigned and those completed.




1. Enter CHADIS using your user name and password
2. On the homepage, enter the patient’s name in the search window
3. Select “Search”
4. Select the patient you are looking for by clicking on the  to the left of the patient’s name
5. The details window for the patient you have selected will then appear

View and/or print parent specific responses to questionnaires

1. Enter CHADIS using your user name and password
2. Search for Patient
3. Click on the  to the left of the patient’s name
4. The Details window for the patient will appear
5. Scroll down to Reports
6. If you see a , Click on it
 - a. Go to **Bold** faced “Questionnaires” section
 - b. Select “Display all Questionnaires”
 - c. Choose the Questionnaire of interest
 - d. A window will pop up in which you will see the name of the parent, date, and time the questionnaire was submitted
 - e. Click on the blue highlighted questionnaire name
 - f. The questionnaire will pop up with the answers provided
 - g. Use the “file” tab to print the questionnaire
7. If there are no icons, but you can see that a questionnaire has been completed
 - a. Click on “Create a report”
 - b. Once the report is created, you will be able to see the information about the questionnaire.
 - c. Then follow the directions above which apply

View the e-Textbook

An e-Textbook is available for your assessment while viewing results of questionnaires. This is an excellent tool to assist with diagnosis as well as searching for information related to possible treatments. Additionally, the e-Textbook is helpful for those practices that have medical students or residents. This allows them quick and easy access to information on diagnosis and treatment of disorders that they may not have yet seen or infrequently have dealt with in the past.

1. Enter CHADIS using your user name and password
2. Search for the Patient
3. Click on the  to the left of the patient’s name
4. The Details window for the patient will appear
5. Scroll down to Reports
6. If you see , the report has either already been created or it could be an old report with old questionnaire data. You should check the report if you are not sure which questionnaires/results it contains. You may view the e-Textbook in any of these reports that may be appropriate
7. If you do not see , click on “Create Report”
8. Change any default information as necessary such as the doctor and the respondent report title and choose the “Type of Visit”




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View the e-Textbook (Cont)

9. Click “Create Report”
10. The information the doctor needs to review is then visible
11. Click on any of the BLACK results under the “summary of results” in the shaded gray area in the left hand column
12. Information will appear that is related to the heading under which a fact, challenge or disorder has been determined (i.e., Development and Learning)
13. A light blue bar appears with the category of fact, challenge or disorder determined
14. Two fields are underlined at the far right of the light blue bar (“related resources” and “e-Textbook”)
15. Click on “e-Textbook”
16. Information related to that specific category of disorders will appear
17. Some categories will have a table of contents
18. Clicking on any of the fields in the table of contents will take you directly to that page
19. Resting the cursor on any phrase in yellow will give you additional information about that phrase

Search for and Choose Resources for the Parent/Respondent/Adolescent

A search tool for handouts, resources and referrals is available through CHADIS. The resources include books, programs, websites, organizations, etc. This may be accessed in two ways.

1. Enter CHADIS using your user name and password
2. Search for the Patient
3. Click on the  to the left of the patient’s name
4. The details window for the patient will appear
5. Scroll down to Reports
6. If you see , the report has either already been created or it could be an old report with old questionnaire data. You should check the report if you are not sure which questionnaires/results it contains.
7. If you do not see , click on “Create Report”
8. Change any default information as necessary such as the doctor and the respondent report title and choose the “Type of Visit”
9. Click “Create Report”
10. The information the doctor needs to review is then visible
11. Click on any of the BLACK results under the “summary of results” in the shaded gray area in the left hand column

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Search for and Choose Resources for the Parent/Respondent/Adolescent (Cont.)

12. Information will appear that is related to the heading under which a fact, challenge or disorder has been determined (i.e., Development and Learning)
13. A light blue bar appears with the category of fact, challenge or disorder determined
14. Two fields are underlined at the far right of the light blue bar (“related resources” and “e-Textbook”)
15. Click on “related resources”
16. Resources related to the specific disorder identified will appear (the radio button for these disorders will be automatically populated)
17. Check the boxes to the left of any and all resources that are being recommended to the parent/respondent/adolescent
18. These resources will turn pink, confirming they have been selected
19. Additionally, in the top blue band, you will see the number of resources you have chosen. They will be underlined.
20. Click on this underlined “selected resources”
21. A window will appear that will be the handout you can give the parent/respondent/adolescent prior to leaving the office
22. Clicking on the “printable view” will allow you to use your computer’s printer icon to print the handout

Search for and Choose Resources for the Parent/Respondent/Adolescent (Cont.)

Providers may also be searched and selected through this feature:


23. Under the search buttons, click on “[Switch to Advanced Program and Provider Search](#)”
24. You may enter a specific provider’s name or complete the fields which apply to your search preferences. (Please keep in mind that with increased search specifications, fewer providers will appear)
25. Click the “search” button and choose the provider(s) that are recommended for the parent/respondent/adolescent

Note: Resources can be found under the "Resources" tab in the report without clicking specifically on any results. However, more detailed information related to the specific results for the patient will not appear when going directly to this tab. All selected resources can be printed and given to the patient.

Create and Print a Summary Page

On occasion you may want to print out a Summary Page of the visit. This will include any concerns the parent specified, a list of all questionnaires completed, the history of the patient (includes scores and interpretations for each questionnaire completed) and any notes entered into CHADIS.

In order to follow these instructions, you must be looking at a report

1. Enter all information/notes into CHADIS that you feel appropriate
2. Click on the printer icon (), at the top right hand corner of the page
3. The Summary Page will appear
4. Print this report by using the printer icon on your computer or by going to File then Print using the toolbar of your computer's software (e.g., Microsoft Office)

Preview a Questionnaire

1. Enter CHADIS using your user name and password
2. At the bottom of the home page choose “browse questionnaires” from the blue, underlined tabs.
3. A list of available questionnaires will appear. Scroll down to select the questionnaire that you want to view
4. Read through the overview information about the questionnaire
5. Choose “Preview this Questionnaire” from the bottom of the screen to view the questionnaire.
6. To return to the home page, click back from your internet browser window

View Auto-Assignments

1. Enter CHADIS using your user name and password
2. At the bottom of the homepage, choose “view auto assignments” from the blue, underlined tabs.
3. A list of the Automatic Questionnaire Assignments will appear
4. To the right of each questionnaire are the age ranges and the relation for which the questionnaire is assigned

CHADIS

Change Auto-Assignments

1. Enter CHADIS using your user name and password
2. At the bottom of the homepage, choose “view auto assignments” from the blue, underlined tabs.
3. Scroll down to the visit type for which you would like to change auto-assignments.

To add a new auto assignment:

1. Click on “add a new auto assignment” at the bottom of the questionnaire list
2. Click on the questionnaire to be added
3. A window will pop up which asks you to choose age ranges and relations for this questionnaire




If you set a wide age range such as 1 through 5, the respondent will be asked to complete this questionnaire for **EVERY** well visit from the age of one through five. If you would like the questionnaire given at ages 1 and 3, you will need to enter the questionnaire 2 times with the appropriate age ranges (i.e., ages 0 years, 10 months through 1 year, 2 months AND 2 years, 10 months through 3 years, 2 months). As well, be sure to set a *range* that is reasonable, otherwise the questionnaire may not be assigned (i.e., setting the age range at 2 years through 2 years means the questionnaire will only be assigned if the parent completes the questionnaire on the child’s 2nd birthday).


CHADIS

Change Auto-Assignments (Cont.)


If you would like to view the questionnaire before adding it to your auto assignments:

1. After clicking on the “add a new auto assignment”
2. From the list presented, find the questionnaire you’d like to view
3. Click on the  to the right of the questionnaire
4. A window will pop up that displays information about the questionnaire chosen
5. Scroll down to the bottom and click on “preview this questionnaire”
6. The questionnaire will appear




To delete an auto assignment:

1. Click on the red  and the assignment will disappear



Assign Additional Questionnaires for a Specific Patient

1. Enter CHADIS using user name and password
2. Click the “search” button
3. Choose a patient and click the  to the left of the patient’s name
4. The Details window for the patient will appear
5. Scroll down to the Questionnaire box
6. Go to “Add Questionnaires”
7. Select the questionnaires you would like added for this patient
8. Click “Save”
9. The additional questionnaires will appear in the questionnaires window for the parent to complete.

Delete a Questionnaire Assignment for a Specific Patient



1. Enter CHADIS using your username and password
1. On the home page, enter the patient’s name in the search window
2. Select “Search”
3. Select the Patient you are looking for by clicking on the  to the left of the patient’s name
4. The details window for the patient you have selected will appear
5. Scroll down to the “Questionnaires” box
6. You will see a red  next to each questionnaire that has been assigned to the patient but not yet completed
7. Click on the red  and the assignment will disappear

Determine if a Questionnaire has Been Completed

1. Enter CHADIS using your user name and password
2. Search for Patient
3. Click on the  to the left of the patient’s name
4. The Details window for the patient will appear
5. Scroll down to the Questionnaire box
6. You will see a grayed out  next to each completed question along with the word “Submitted” under the status sections



Determine if a Questionnaire has Been Completed (Cont)

You can also do the following to find a specific patient's questionnaire status:

1. Search for Patient
2. Click on the  to the left of the patient's name
3. The Details window for the patient will appear
4. Scroll down to the Reports Box
5. If you see a , Click on it
 - a. Go to the **Bold** faced “Questionnaires” section
 - b. Select “Display all Questionnaires”
 - c. Choose the Questionnaire of interest
 - d. A window will pop up in which you will see the name of the parent, date, and time the questionnaire was submitted
 - e. Click on the blue highlighted questionnaire name
 - f. The questionnaire will pop up with the specific responses from the parent

See Results that are “In Progress” or “Not Submitted”

Sometimes a parent does not fully complete a questionnaire. In those cases, they will appear as “in progress” to the left of the questionnaire. You can “force submission” of the parts of the questionnaire that were answered through the following steps. Since the data from this questionnaire will be incomplete, please be mindful that any scoring or conclusions are tentative and may not be valid.


1. Enter CHADIS using your user name and password
2. Search for Patient
3. Click on the  to the left of the patient’s name
4. The Detail window for the patient will appear
5. Scroll down to the Questionnaire box
6. A red arrow () will appear to the left of those questionnaires which have been assigned but either not completed (“in progress”) or not submitted.
7. Click on the arrow to force submission of the questionnaire

CHADIS

See Results that are “In Progress” or “Not Submitted” (Cont.)

8. A window appear asking if you are sure you want to “force submission” of this questionnaire
9. Click “force submission”
10. The questionnaire box will appear again
11. To the left of the questionnaire you will see a gray ✕ as well as information under the “status” stating that the questionnaire was forced and incomplete
12. This questionnaire may now be included in a report

Invite a Teacher or Additional Respondent

1. Enter CHADIS using your user name and password
2. Search for Patient
3. Click on the  to the left of the patient's name
4. The Details window for the patient will appear
5. Scroll down to Respondents
6. Click on “Invite” at the bottom right of the window
7. Choose “Relationship” and “Relationship Type”*
8. Choose the smallest time frame appropriate in the longevity drop down list
9. Leave “Number of Uses” blank as this allows the invitee multiple opportunities to complete the questionnaire(s)
10. You can take advantage of our email feature if you have the invitee's email address. If so, complete all required information.
You must **check the “Send Email” Box** first.
11. If you do not have email addresses or you prefer another method, please leave this area blank

* "Any relationship" may be chosen if the user chooses not to constrain the relationship of the invitee.

Invite a Teacher or Additional Respondent (Cont)

12. Click “Save”

13. You will come to a window that says “Invitation created”

14. The invitation code and expiration date of the code is specified

Note: This invitation code is different from the one on the Registration Letter in that it connects the “respondent” directly to the patient for which you’d like them to complete a questionnaire

15. This invitation code is what you want to give to your invitee (if you did not choose the e-mail function, you should either call the invitee or send a letter specifying the invitation code).

- a. If you did not choose the email function**, you should either call the invitee or send a letter specifying the **invitation code**.

For Teachers, it is recommended that you send the email to the parents and ask them to forward it to the teacher’s email address. Using this method gives parental consent and therefore fulfills that requirement.

Create a Patient

On occasion you may want to create the patient record in CHADIS instead of having the parent create the patient. For instance, if it is a *new* patient and you want the parent to complete questionnaires other than those automatically assigned, you must create the patient and then manually assign questionnaires. In this instance, you would not be giving the parent or “respondent” an invitation code. Instead, when you create the patient and respondent, you will automatically generate a user ID and password for the respondent.

1. Enter CHADIS using your username and password
2. At the bottom of the homepage, select Add a Patient from the blue, underlined tabs
3. Complete the information requested – this is the Child’s information
4. Click “Save”
5. The Details window for the patient will appear
6. Scroll down to Respondents
7. Click “add new”
8. Enter the user name for the parent (the parent e-mail address is the best option so CHADIS will be able to send reminders to complete CHADIS in the future)
9. Enter a password (we recommend something that will remind the parent of your office, such as Practice1)
10. Enter all other information requested
11. Click “save”

You Now Have Two Options

Create a Patient (Option 1)

Option 1:

“Auto Assign Questionnaires” –If you want the parent to complete the questionnaires that the office has designated for all patients in the age range of the child you created.

1. Scroll down to Questionnaires
2. Click on “auto assign questionnaires”
3. The “auto assign questionnaires” window will appear
4. Complete the requested information
5. Click “Save”
6. The auto assigned questionnaires for the child’s age will appear in the Questionnaires box

Create a Patient (Option 2)

Option 2:

If you do not want to auto assign questionnaires:

1. Scroll down to Questionnaires
2. Click “add questionnaire”
3. Check any and all questionnaires you’d like to assigned to this patient
4. Click “save”
5. The questionnaires you have chosen for this patient will now appear in the Questionnaires box

If you want the parent to complete both the auto assignments for all patients in the age range of the child AND additional questionnaires, follow both directions above.

Search for Patients by Doctor

If there are several doctors in a practice, one may want to look up patients for that doctor only.

1. Enter CHADIS using your user name and password
2. In the drop down box, choose the doctor for which you want to search for patients
3. Check the “exclusive box” to the right of the doctor drop down box*
4. Click the “search” button on the left hand side of the home page




***If you do not see your patients, un-check the "exclusive" box**

CHADIS

Use CHADIS as an EMR

CHADIS has the ability to be used as an EMR for your practice. A word document can be pasted into any spot that says “make a comment” by clicking on the field. The space in these boxes is unlimited and may be used to for documents, such as checklists, that your practice may prefer or require. In order to use CHADIS as an EMR, one needs to be either viewing or creating a report.

How to Create a Report*



1. Enter CHADIS using your user name and password
2. Search for Patient
3. Click on the  to the left of the patient’s name
4. The Details window for the patient will appear
5. Scroll down to “Reports”
6. If you see , the report has either already been created or it could be an old report with old questionnaire data. You should check the report if you are not sure which questionnaires it contains.
7. If you do not see , click on “Create Report”
8. Change any default information as necessary such as the doctor and the respondent report title and choose the “Type of Visit”
9. Click “Create Report”
10. The information the doctor needs to review is then visible
11. Tabs will appear at the top of the page
12. Select the “Physical” tab
13. Complete all appropriate information

***Make sure you click the “save” button or notes will not be saved.**

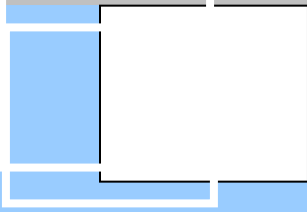
CHADIS

Use CHADIS as an EMR (Cont)

How to View a Report*

1. Go to the home page for your practice
2. Search for Patient
3. Click on Magnifying glass  to the left of the name
4. The details window for the patient will pop up
5. Scroll down to “Reports”
6. If you see , a report already exists.
7. Choose the date for which you’d like to add medical information/notes
8. The information the doctor needs to review is then visible
9. Tabs will appear at the top of the page
10. Select the “Physical” tab
11. Complete all appropriate information

***Make sure you click the “save” button or notes will not be saved.**



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