

OIMRI



User's Manual

OIMRI

Health District Information System
HDIS (Windows Ver. 4.0)

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Health District Information Systems
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Introduction

This program is designed to assist you in organizing a systematic approach to entering your OIMRI clients and provides accurate up-to-date records within your health department.

Please review the manual carefully to obtain the maximum benefits. **Little or no prior computer experience is necessary to operate this program.**

About This Manual

The OIMRI Module is simple to use. The maximum benefit with the least time spent will be obtained if you start at the first page of this manual and follow the directions exactly as you enter the first record in your computer.

Square boxes in this manual surround the key that you are to press on your keyboard. As an example, when you read

ENTER

The word

TYPE is followed by bracketed [] instructions of what to type into a field.

Note: For Technical Support, email: helpdesk@hdis.org



Navigation

Whenever you see one  click the left side of your mouse once.

Whenever you see two  click the left side of your mouse twice.

Navigation Keys For Entering Information

Tab or **ENTER** to move to next field

Shift **Tab** or **Up** to go back one field

Alt + **R** places you in the receipt screen.

Editing Keys

Backspace deletes one character left of cursor **Delete**
deletes one character

Insert inserting & overwriting modes

When you see a pull-down field, click the arrow to the right to view all your choices.



Starting HDIS

MICROSOFT Windows Users

Start

Programs

Health District Info Systems

HDIS

Health District Information System Menu Bar

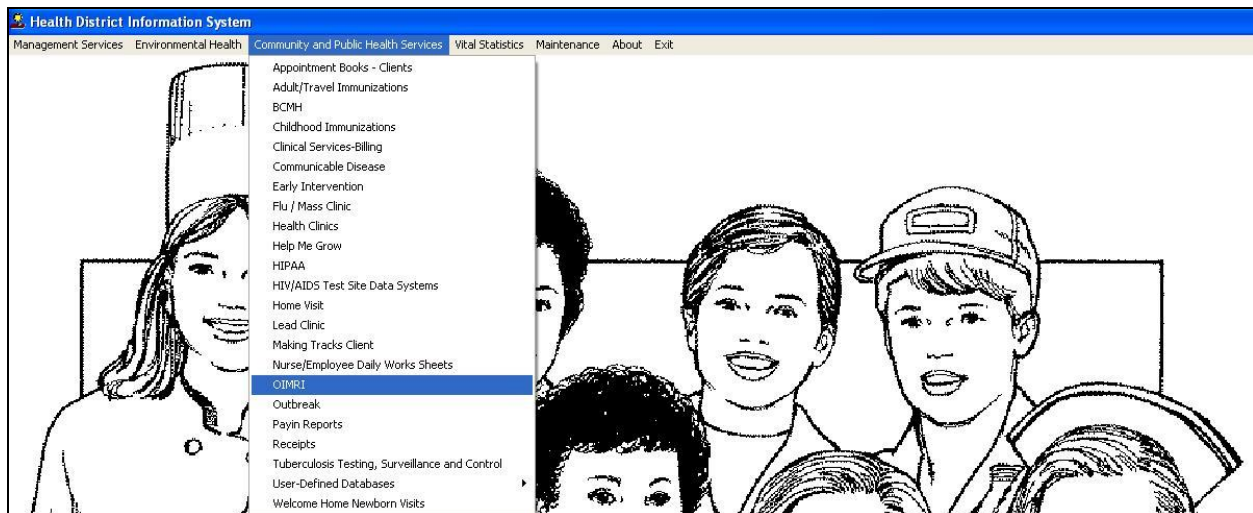
HDIS (Health District Information System) has several different modules designed to assist your health district in its day-to-day operations. The **OIMRI Module** is a great addition to these modules and simplifies your record keeping, billing and information management needs.



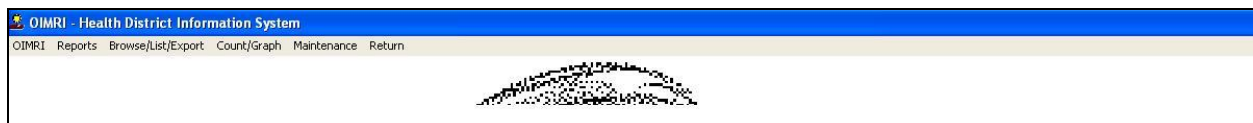
Select Community & Public Health



OIMRI



Surveillance & Control



Finding a Client

To find an existing client, enter the name (**last, first, middle**) and press the “**Enter**” key. The program will automatically locate the name in the database if present. If the client’s name is not in the list, you will then enter it in the database.

Radio Button	Description
by Name	Click to find a client by name
By Case #	Click to find a client by case #
Add Name	Click to add a new client
Close	Click to exit



Add Name

Client Name and Address		Additional Info / Insurance	
Last Name	First Name	Middle Name	Date of Birth
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Maiden Name	Age as of Today	Sex	Race
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Street #		Apt. #	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
City	State	Zip Code	County
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Political Subdivision	Phone		
<input type="text"/>	<input type="text"/>		

Enter the demographic information for the client.



Additional Info/Insurance

Add Patient Info

Client Name and Address Additional Info / Insurance

Primary Care Physician
 Add

Primary Insurance Carrier Insurance # Group #

Secondary Insurance Carrier Insurance # Group #

OK Cancel

Enter information regarding the client's insurance. When finished, click **"OK"**.

Intake



Intake

The screenshot shows the OIMRI software interface. At the top, there are tabs for Prenatal, Postpartum, CDC Risk Assessment Questionnaire, and Home Visit Checklist. Below these are sub-tabs: Find, Demo, Intake (selected), Intake Checklist, Outcome, Birth Checklist, Exit, Exit Checklist, Contact, Notes, Care Plan, Check List, and Assessment. The main form area is divided into sections for Enrollment, Last Updated, Outreach Worker, Intake Referral, and Case #. Below these are three columns of questions: Questions 6 & 7, Question 8 - 11, and Questions 12 & 13. The 'Add Record' button at the bottom right is circled in red.

6. Race/Ethnicity (Check one)

- ☐ a. Asian or Pacific Islander
- ☐ b. Black (non-Hispanic)
- ☐ c. Hispanic
- ☐ d. Native American
- ☐ e. White (non-Hispanic)
- ☐ f. Other:

7. Risk Factors (Check all that apply)

- ☐ a. Less than 18 or more than 35 years old
- ☐ b. Medical problems (STD, UTI, diabetes, etc.)
- ☐ c. Anemia
- ☐ d. Previous preg. complications/poor outcomes
- ☐ e. 2nd pregnancy within twelve months
- ☐ f. Tobacco use (smoking, snuff, etc.)
- ☐ g. Alcohol use suspected
- ☐ h. Drug use suspected
- ☐ i. Late entry into prenatal care (after 13 wks.)
- ☐ j. Non-compliance with keeping appointments
- ☐ k. Domestic violence
- ☐ l. Pregnancy unwanted
- ☐ m. Mental retardation/mental illness
- ☐ n. Homeless/poor living environment
- ☐ o. Language barriers
- ☐ p. Other:

Buttons at the bottom: Print, Previous, Next, Delete OIMRI Record, **Add Record**, Modify.

To add an intake report for the client, click the **“Add Record”** button. HDIS enables you to enter multiple intake records for the client. If there is more than one intake record for the client, the **“Previous”** and **“Next”** buttons will turn to the color red.



Add Record

OIMRI -

Prenatal | Postpartum | CDC Risk Assessment Questionnaire | Home Visit Checklist

Find | Demo | Intake | Intake Checklist | Outcome | Birth Checklist | Exit | Exit Checklist | Contact | Notes | Care Plan | Check List | Assessment

Enrollment: Last Updated: Outreach Worker: Intake Referral: Case #:

Questions 6 & 7 | Question 8 - 11 | Questions 12 & 13

6. Race/Ethnicity (Check one)

- ☐ a. Asian or Pacific Islander
- ☐ b. Black (non-Hispanic)
- ☐ c. Hispanic
- ☐ d. Native American
- ☐ e. White (non-Hispanic)
- ☐ f. Other

7. Risk Factors (Check all that apply)

- ☐ a. Less than 18 or more than 35 years old
- ☐ b. Medical problems (STD, UTI, diabetes, etc.)
- ☐ c. Anemia
- ☐ d. Previous preg. complications/poor outcomes
- ☐ e. 2nd pregnancy within twelve months
- ☐ f. Tobacco use (smoking, snuff, etc.)
- ☐ g. Alcohol use suspected
- ☐ h. Drug use suspected
- ☐ i. Late entry into prenatal care (after 13 wks.)
- ☐ j. Non-compliance with keeping appointments
- ☐ k. Domestic violence
- ☐ l. Pregnancy unwanted
- ☐ m. Mental retardation/mental illness
- ☐ n. Homeless/poor living environment
- ☐ o. Language barriers
- ☐ p. Other

Print | Previous | Next | Delete OIMRI Record | **Add Record** | Modify

Once the intake record has been added for the client, you may begin entering information.

**** Be sure not to miss the tabs with questions 8 – 11 and 12 & 13.**

Intake Checklist



Intake Checklist

OIMRI - ,

Prenatal | Postpartum | CDC Risk Assessment Questionnaire | Home Visit Checklist

Find | Demo | Intake | Intake Checklist | Outcome | Birth Checklist | Exit | Exit Checklist | Contact | Notes | Care Plan | Check List | Assessment

Checklist Date 03/25/2008

Date	Yes	No	Issues	Review	Qualifier	Comments

Add Checklist | Delete Checklist* | Print | Modify

To add an intake checklist for the client, enter the checklist date and click the “**Add Checklist**” button.

The **Intake Checklist** is created under the **Maintenance** menu which is discussed further.

Field/Button	Description
Add Checklist	Click to add a checklist for the client
Delete Checklist*	Right click to delete a checklist
Print	Click to open the print window
Modify	Click to modify the record



Add Checklist

OIMRI -

Prenatal Postpartum CDC Risk Assessment Questionnaire Home Visit Checklist

Find Demo Intake Intake Checklist Outcome Birth Checklist Exit Exit Checklist Contact Notes Care Plan Check List Assessment

Checklist Date

Date	Yes	No	Issues	Review	Qualifier	Comments
▶ 03/25/2008	<input type="checkbox"/>	<input type="checkbox"/>	General Visits	Time of Visit: Start		memo
03/25/2008	<input type="checkbox"/>	<input type="checkbox"/>		Time of Start: Finish		memo
03/25/2008	<input type="checkbox"/>	<input type="checkbox"/>		Primary Advisor		memo
03/25/2008	<input type="checkbox"/>	<input type="checkbox"/>		Secondary Advisor		memo
03/25/2008	<input type="checkbox"/>	<input type="checkbox"/>		Visit Type		memo

Once the checklist is added, you can begin filling out information for the client.

** To enter **Comments** for each **Review**, double click on the word “memo”.

Outcome



Outcome

The screenshot shows the OIMRI software interface. At the top, there are tabs for Prenatal, Postpartum, CDC Risk Assessment Questionnaire, and Home Visit Checklist. Below these are sub-tabs: Find, Demo, Intake, Intake Checklist, Outcome (highlighted), Birth Checklist, Exit, Exit Checklist, Contact, Notes, Care Plan, Check List, and Assessment. The main area contains fields for Reporting Month (//), Baby's Physician (dropdown), and sections for Questions 3 & 4, Questions 5 & 6, and Question 7 - 12. Question 3 asks for the child's name (Last, First, Middle) and Question 4 asks for the child's date of birth (//). At the bottom, there are buttons: Print, Previous, Next, Delete Outcome Record, Add Record (circled in red), and Modify.

To add an outcome record for the client, click the “**Add Record**” button. HDIS enables you to enter multiple intake records for the client. If there is more than one outcome record for the client, the “**Previous**” and “**Next**” buttons will turn to the color red.



Add Record

Once the outcome record has been added for the client, you may begin entering information.

** Be sure not to miss the tabs with questions 5 & 6 and 7 – 12.

Birth Checklist



Birth Checklist

OIMRI - ,

Prenatal Postpartum CDC Risk Assessment Questionnaire Home Visit Checklist

Find Demo Intake Intake Checklist Outcome Birth Checklist Exit Exit Checklist Contact Notes Care Plan Check List Assessment

Checklist Date

Date	Yes	No	Issues	Review	Qualifier	Comments

Add Checklist Delete Checklist* Print Modify

To add a birth checklist for the client, enter the checklist date and click the “**Add Checklist**” button.

The **Birth Checklist** is created under the **Maintenance** menu which is discussed further.

Field/Button	Description
Add Checklist	Click to add a checklist for the client
Delete Checklist*	Right click to delete a checklist
Print	Click to open the print window
Modify	Click to modify the record

Exit



Exit

OIMRI - ,

Prenatal Postpartum CDC Risk Assessment Questionnaire Home Visit Checklist

Find Demo Intake Intake Checklist Outcome Birth Checklist Exit Exit Checklist Contact Notes Care Plan Check List Assessment

Reporting Month Reason for Termination

Questions 3 & 4 Questions 5 & 6 Question 7 & 8

3. Child's Name
Last First Middle

4. Child's Social Security number

Print Modify

Enter information for the client's exit record.

** Be sure not to miss the tabs with questions 5 & 6 and 7 & 8.

Exit Checklist



Exit Checklist

OIMRI - ,

Prenatal Postpartum CDC Risk Assessment Questionnaire Home Visit Checklist

Find Demo Intake Intake Checklist Outcome Birth Checklist Exit Exit Checklist Contact Notes Care Plan Check List Assessment

Checklist Date //

Ex_date	Yes	No	Issues	Review	Qualifier	Comments

Add Checklist Delete Checklist* Print Modify

To add an exit checklist for the client, enter the checklist date and click the “**Add Checklist**” button.

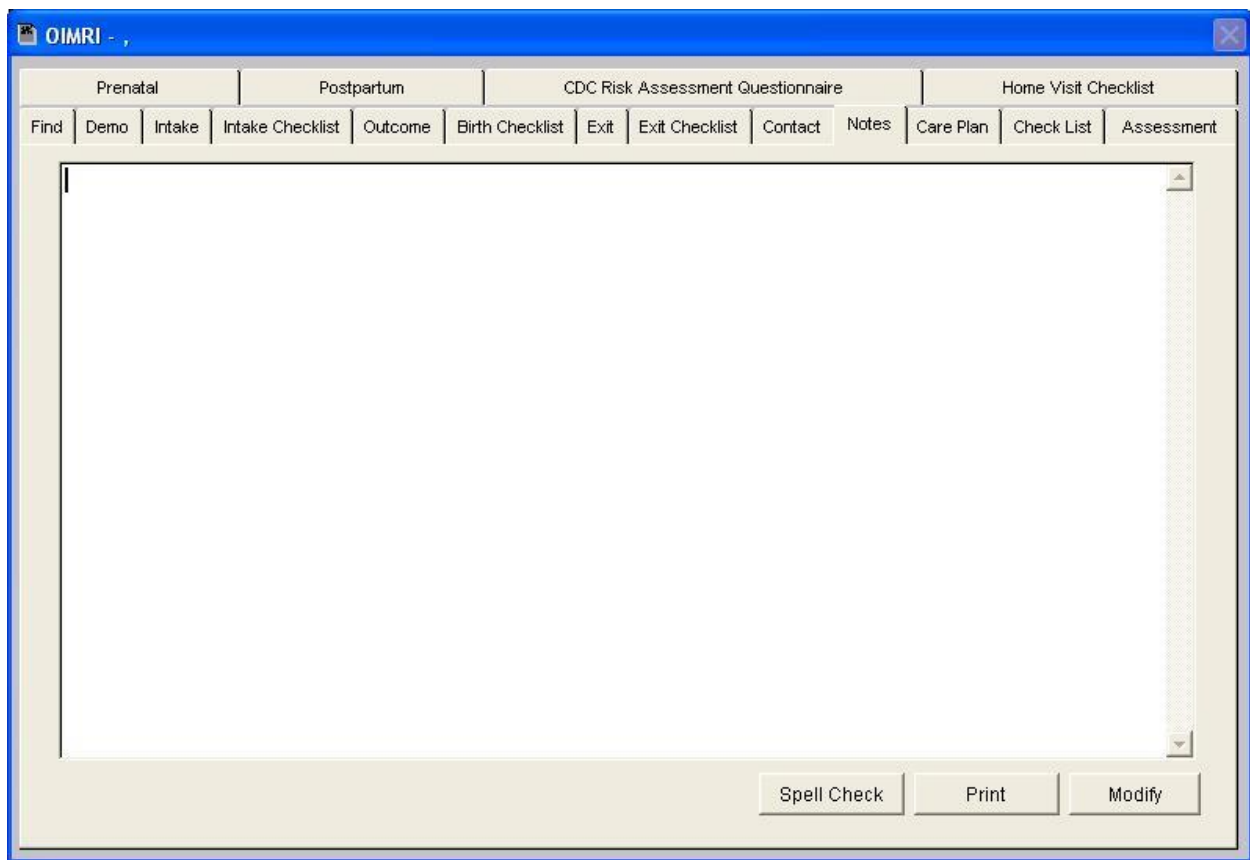
The **Exit Checklist** is created under the **Maintenance** menu which is discussed further.

Field/Button	Description
Add Checklist	Click to add a checklist for the client
Delete Checklist*	Right click to delete a checklist
Print	Click to open the print window
Modify	Click to modify the record

Contact



Contact



The “**Notes**” page allows you to enter unlimited notes on the client.

Care Plan



Care Plan

OIMRI - ,

Prenatal | Postpartum | CDC Risk Assessment Questionnaire | Home Visit Checklist

Find | Demo | Intake | Intake Checklist | Outcome | Birth Checklist | Exit | Exit Checklist | Contact | Notes | Care Plan | Check List | Assessment

Needs	Activities	Goals	Completed

Print | Delete Care Plan Row* | Add Care Plan Row | Add Master Care Plan | Modify

To add a care plan for the client, click the “**Add Care Plan**” button.

The **Care Plan** is created under the **Maintenance** menu which is discussed further.

Field/Button	Description
Add Master Care Plan	Click to add a care plan for the client
Add Care Plan Row	Click to add a blank row to the care plan
Delete Care Plan Row*	Right click to delete a row
Print	Click to open the print window
Modify	Click to modify the record

Check List



Check List

To add a check list for the client, click the “**Add Check List Plan**” button.

The **Check List** is created under the **Maintenance** menu which is discussed further.

Field/Button	Description
Add Check List Plan	Click to add a check list for the client
Delete Check List*	Right click to delete the check list
Print	Click to open the print window
Modify	Click to modify the record

Assessment



Assessment

OIMRI - ,

Prenatal Postpartum CDC Risk Assessment Questionnaire Home Visit Checklist

Find Demo Intake Intake Checklist Outcome Birth Checklist Exit Exit Checklist Contact Notes Care Plan Check List Assessment

Issues	Review	Yes	No	N/A	Notes

Print Delete Assessment* Add Assessment Modify

To add an assessment for the client, click the “**Add Assessment**” button.

The **Assessment** is created under the **Maintenance** menu which is discussed further.

Field/Button	Description
Add Assessment	Click to add an assessment for the client
Delete Assessment*	Right click to delete the assessment
Print	Click to open the print window
Modify	Click to modify the record

Prenatal



Prenatal

The screenshot shows the OIMRI software window with a menu bar at the top containing: Find, Demo, Intake, Intake Checklist, Outcome, Birth Checklist, Exit, Exit Checklist, Contact, Notes, Care Plan, Check List, and Assessment. Below the menu bar are four tabs: Prenatal, Postpartum, CDC Risk Assessment Questionnaire, and Home Visit Checklist. The Prenatal tab is active, displaying a table with three columns: Question, Choice, and Notes. The table has five empty rows. At the bottom of the window are four buttons: Print, Delete Prenatal*, Add Prenatal, and Modify.

To add a prenatal questionnaire for the client, click the “**Add Prenatal**” button.

The **Prenatal Questionnaire** is created under the **Maintenance** menu which is discussed further.

Field/Button	Description
Add Prenatal	Click to add a questionnaire for the client
Delete Prenatal*	Right click to delete the questionnaire
Print	Click to open the print window
Modify	Click to modify the record

Postpartum



Postpartum

The screenshot shows the OIMRI software window with a menu bar at the top containing: Find, Demo, Intake, Intake Checklist, Outcome, Birth Checklist, Exit, Exit Checklist, Contact, Notes, Care Plan, Check List, and Assessment. Below the menu bar are four tabs: Prenatal, Postpartum, CDC Risk Assessment Questionnaire (which is selected), and Home Visit Checklist. The main area displays a table with four columns: Question, Choice, and Notes. The table has five empty rows. At the bottom right of the window are four buttons: Print, Delete Postpartum*, Add Postpartum, and Modify.

To add a postpartum questionnaire for the client, click the “**Add Postpartum**” button.

The **Postpartum Questionnaire** is created under the **Maintenance** menu which is discussed further.

Field/Button	Description
Add Postpartum	Click to add a questionnaire for the client
Delete Postpartum*	Right click to delete the questionnaire
Print	Click to open the print window
Modify	Click to modify the record

CDC Risk Assessment Questionnaire



CDC Risk Assessment Questionnaire

The screenshot shows the OIMRI software window with a menu bar (Find, Demo, Intake, Intake Checklist, Outcome, Birth Checklist, Exit, Exit Checklist, Contact, Notes, Care Plan, Check List, Assessment) and a sub-menu bar (Prenatal, Postpartum, CDC Risk Assessment Questionnaire, Home Visit Checklist). The 'CDC Risk Assessment Questionnaire' is selected. Below the sub-menu bar is a 'Checklist Date' field with a date picker. The main area contains a table with columns: Issues, Date, Yes, No, and a scroll bar. The table is currently empty. At the bottom, there are four buttons: 'Add Checklist', 'Delete Checklist*', 'Print', and 'Modify'.

To add a CDC Checklist for the client, enter the checklist date and click the “**Add Checklist**” button.

The **CDC Questionnaire** is created under the **Maintenance** menu which is discussed further.

Field/Button	Description
Add Checklist	Click to add a checklist for the client
Delete Checklist*	Right click to delete a checklist
Print	Click to open the print window
Modify	Click to modify the record

Home Visit Checklist



Home Visit Checklist

OIMRI - ,

Find Demo Intake Intake Checklist Outcome Birth Checklist Exit Exit Checklist Contact Notes Care Plan Check List Assessment

Prenatal Postpartum CDC Risk Assessment Questionnaire Home Visit Checklist

Checklist Date / /

Visit Date	Yes	No	Issues	Review	Qualifier	Comments

Add Checklist Delete Checklist* Print Modify

To add a Home Visit Checklist for the client, enter the checklist date and click the “**Add Checklist**” button.

The **Home Visit Checklist** is created under the **Maintenance** menu which is discussed further.

Field/Button	Description
Add Checklist	Click to add a checklist for the client
Delete Checklist*	Right click to delete a checklist
Print	Click to open the print window
Modify	Click to modify the record

Print Button

Print

☐ Envelope
 ☒ OIMRI Intake Report
 ☐ Intake Checklist
☐ Letter A
 ☐ OIMRI Outcome Report
 ☐ Outcome Checklist
☐ Letter B
 ☐ OIMRI Exit Report
 ☐ Exit Checklist
☐ Letter C
 ☐ OIMRI Assessments Form
 ☐ CDC Risk Assessment Questionnaire
☐ Letter D
 ☐ OIMRI Care Plan Form
 ☐ Home Checklist
☐ Letter E
 ☐ OIMRI Checklist Form
☐ Letter F
 ☐ OIMRI Prenatal Visit Form
 ☐ OIMRI Postpartum Visit Form
 ☐ Contacts
 ☐ Notes
 ☐ Notes(Bracketed Only)

☒ Preview
☐ Print

OK Close

Print Options	Description
OIMRI Intake Report	Prints the OIMRI Intake Report for the client
OIMRI Outcome Report	Prints the OIMRI Outcome Report for the client
OIMRI Exit Report	Prints the OIMRI Exit Report for the client
OIMRI Assessments Form	Prints the OIMRI Assessment Form for the client
OIMRI Care Plan Form	Prints the OIMRI Care Plan for the client
OIMRI Checklist Form	Prints the OIMRI Checklist for the client
OIMRI Prenatal Visit Form	Prints the OIMRI Prenatal Visit form for the client
OIMRI Postpartum Visit Form	Prints the OIMRI Postpartum Visit form for the client
OIMRI Contacts	Prints your contacts for the client
OIMRI Notes	Prints your notes for the client
OIMRI Notes (Bracketed)	Prints your [bracketed] notes for the client
Intake Checklist	Prints the OIMRI Intake Checklist for the client
Outcome Checklist	Prints the OIMRI Outcome Checklist for the client
Exit Checklist	Prints the Exit Checklist for the client
CDC Risk Assessment Ques.	Prints the CDC Risk Assessment for the client
Home Checklist	Prints the Home Checklist for the client
Envelope	Prints an envelope addressed to the client
Letters A - F	Prints Letter A - F
Preview	Previews the report
Print	Prints the report

Reports



Reports



The reports menu contains a list of the many reports that you are able to obtain from the program.



For each report, an option box will appear similar to the one shown above. It enables you to enter dates for your reports as well as use of filters.

OIMRI Reports

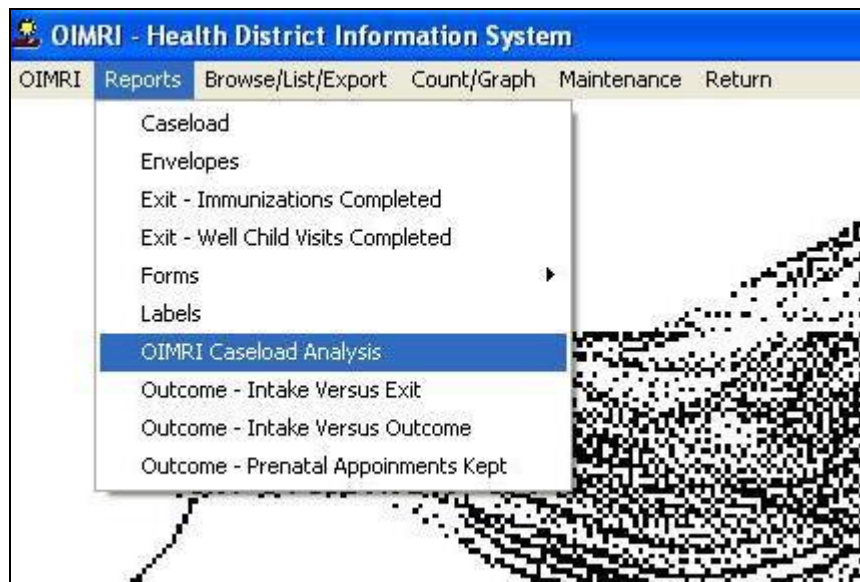
Reports	Description
Caseload	Prints a caseload of clients
Envelopes	Prints envelopes in bulk addressed to the clients
Exit – Immunizations Completed	
Exit – Well Child Visits Completed	
Forms – Intake	Prints intake forms in bulk
Forms – Intake (Update)	
Forms – Outcome	Prints outcome forms in bulk
Forms – Exit	Prints exit forms in bulk
Labels	Prints labels for all clients
OIMRI Caseload Analysis	
Outcome – Intake Vs. Exit	
Outcome – Intake Vs. Outcome	
Outcome – Prenatal Appointments Kept	

OIMRI End of the Month Reports

Mail by the 5th of the Following Month

OHIO DEPARTMENT OF HEALTH OIMRI CASELOAD ANALYSIS REPORT

Click Reports
Click OIMRI Caseload Analysis



Enter **"From Reporting Date"**
Enter **"To Reporting Date"**

"Reporting Date" field is located on the **Exit** window tab of the **OIMRI** Window.



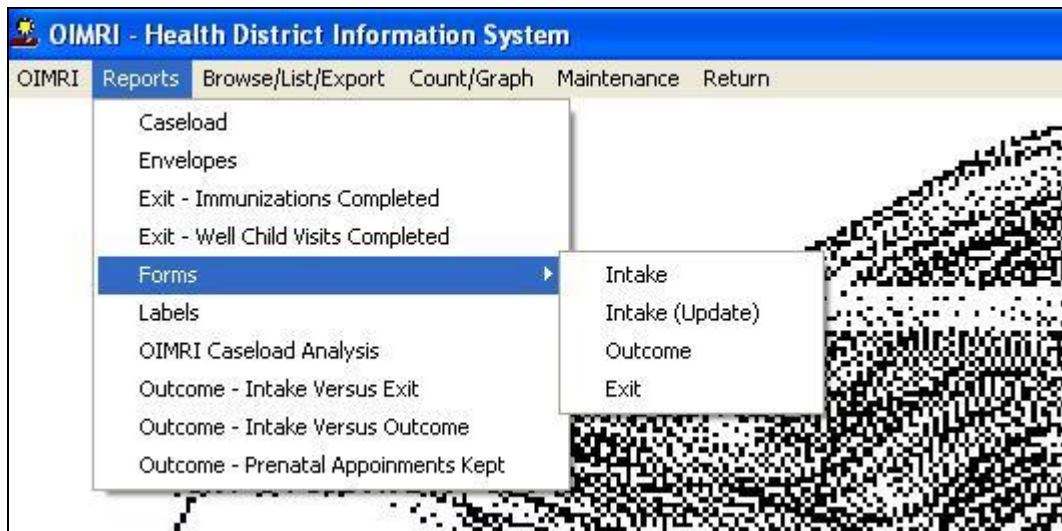
OHIO DEPARTMENT OF HEALTH OIMRI CASELOAD ANALYSIS REPORT

1. Outreach Staff Caseload:
Caseload by Outreach staff.
Blank Outreach staff indicates number of clients that have exited program.
2. Outreach Staff Contacts:
Number of contacts made to current caseload
and
Number of contacts made to clients that have exited during the reporting dates
3. Total number of clients enrolled in WIC with completed CPS:
Number of clients
 Outcome window tab
 Questions 7-12 window tab
 Box "Child has been referred to WIC with completed CPA form by
 outreach worker" checked
4. Clients Terminated
List of clients that have exited during the From and To Reporting Date.

**OHIO DEPARTMENT OF HEALTH
OIMRI CLIENT INTAKE REPORT**

Click Reports

Click Forms
Click Intake



Enter “**From Enrollment Date**”
Enter “**To Enrollment Date**”

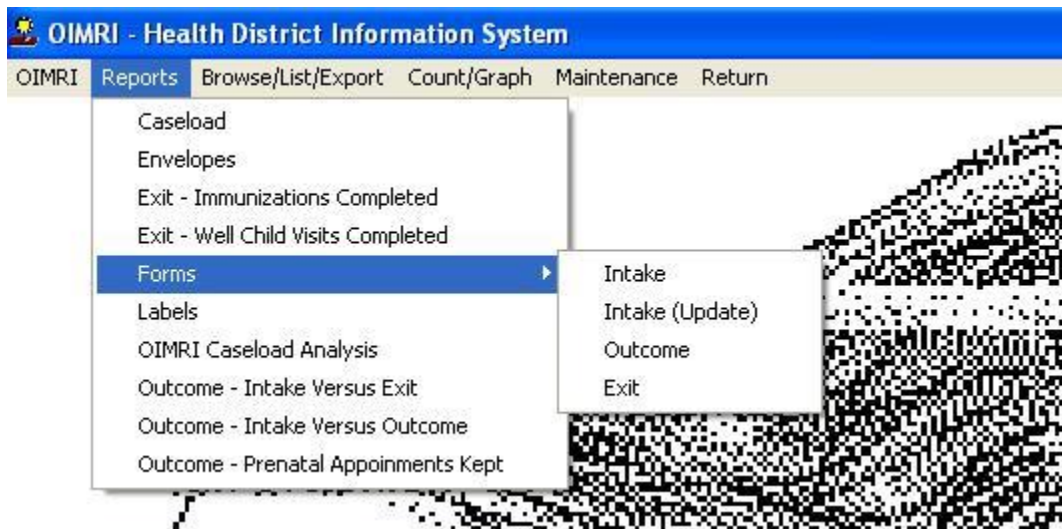
“**Enrollment**” date field is located on the **Intake** window tab of the OIMRI Window.

The screenshot shows the 'Intake Report Options' dialog box. It has a blue title bar with the text 'Intake Report Options' and a close button. The dialog is divided into two main sections. On the left, under 'Output to:', there are two radio buttons: 'Preview' (selected) and 'Printer'. On the right, there are two date input fields: 'From Enrollment Date' and 'To Enrollment Date', both containing '11'. To the right of these fields are three buttons: 'OK', 'Close', and 'Filters'.

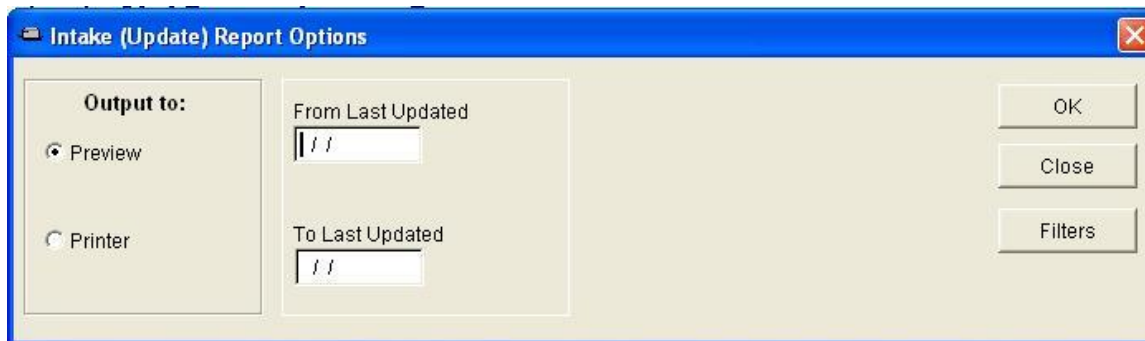
OHIO DEPARTMENT OF HEALTH OIMRI CLIENT INTAKE REPORT (UPDATED)

Click Reports

Click Forms
Click Intake (Update)



Enter “From Last Updated”
Enter “To Last Updated”

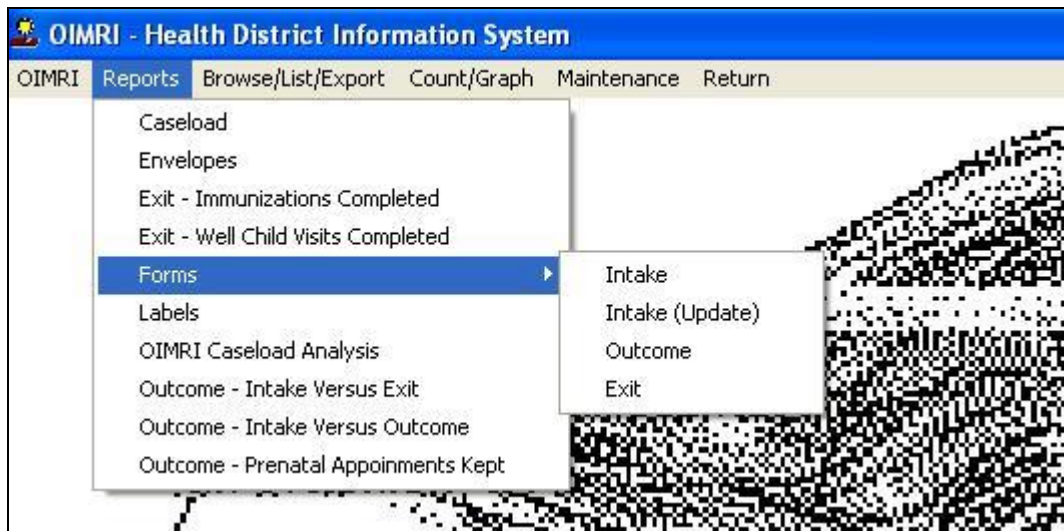


“Last Updated” date field is located on the **Intake** window tab of the OIMRI Window.

OHIO DEPARTMENT OF HEALTH OIMRI CLIENT OUTCOME REPORT

Click Reports

Click Forms
Click Outcome



Enter “From Reporting Date”
Enter “To Reporting Date”

“Reporting Month” date field is located on the Outcome window tab of the OIMRI Window.

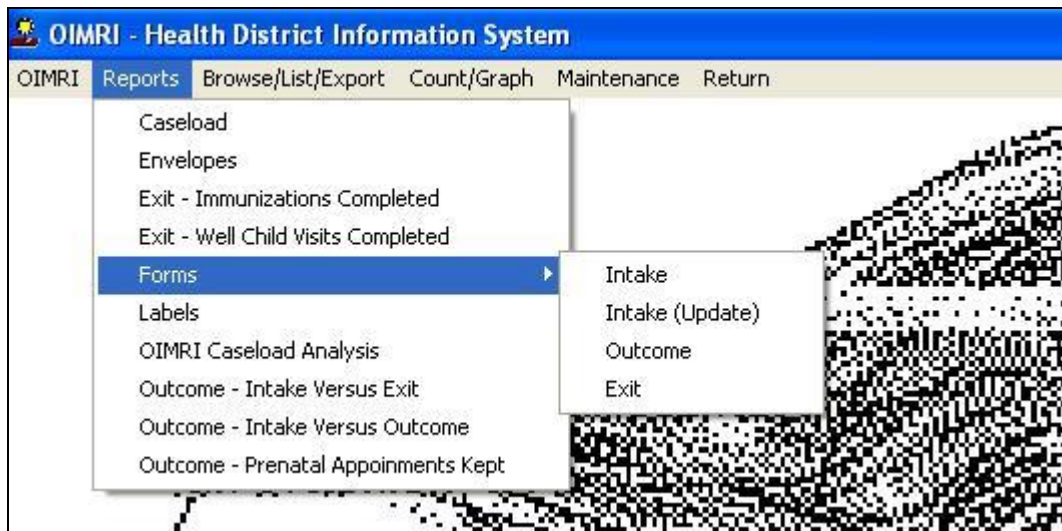
The screenshot shows the 'Outcome Report Options' dialog box. It has a blue title bar with a close button. The main area is divided into two sections. On the left, under 'Output to:', there are two radio buttons: 'Preview' (selected) and 'Printer'. On the right, there are two date input fields: 'From Reporting date' and 'To Reporting date', both containing '11'. To the right of these fields are three buttons: 'OK', 'Close', and 'Filters'.

OHIO DEPARTMENT OF HEALTH OIMRI EXIT REPORT

Click Reports

Click Forms

Click Exit



Enter “From Reporting Date”

Enter “To Reporting Date”

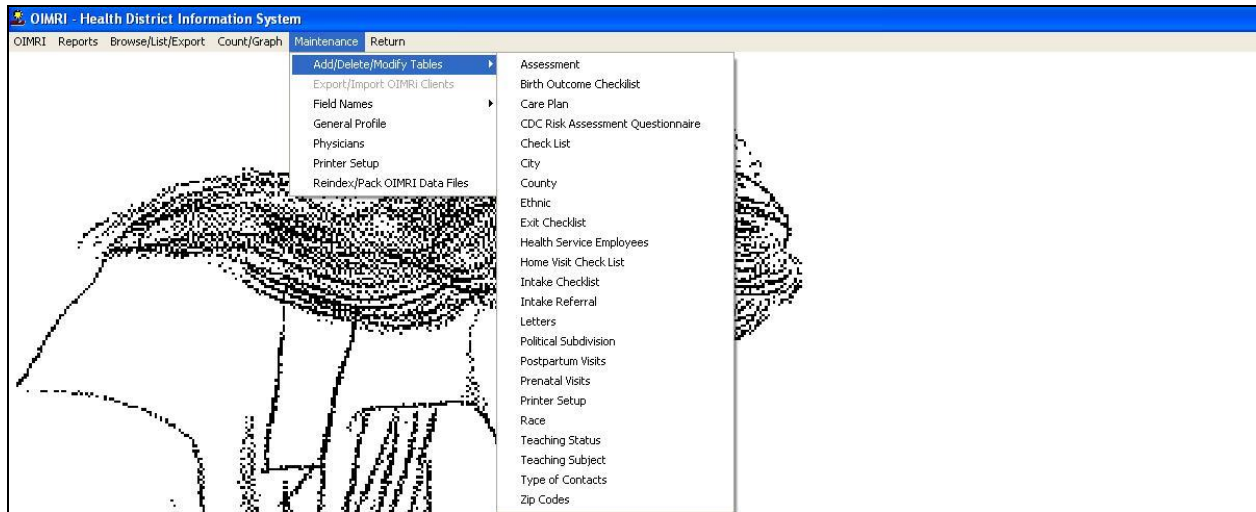
“Reporting Month” date field is located on the **Exit** window tab of the OIMRI Window.

The screenshot shows the 'Outcome Report Options' dialog box. It has a title bar with a close button. The dialog is divided into two main sections. On the left, under 'Output to:', there are two radio buttons: 'Preview' (selected) and 'Printer'. On the right, there are two date input fields: 'From Reporting date' and 'To Reporting date', both containing '11'. To the right of these fields are three buttons: 'OK', 'Close', and 'Filters'.

Maintenance - Add/Delete/Modify Tables



Maintenance



The maintenance menu contains a list of tables that you can modify for your program.



Assessment

Number	Letter	Issues	Review
1	A	PREGNANCY INFORMATION	IS THIS YOUR FIRST BABY?
1	B		DO YOU HAVE OTHER CHILDREN?
1	C		AGES OF OTHER CHILDREN:
1	D		HOW DID YOU FEEL ABOUT BEING PREGNANT WHEN YOU FIRST FOUND OUT? (PLEASED, UPSET)
1	E		HOW DO YOU FEEL ABOUT IT NOW?
1	F		DO YOU HAVE ANY HEALTH PROBLEMS (NOT RELATED TO PREGNANCY)?

Buttons: Close, Add, Delete, Print

You have been provided assessments that you may use or you may create your own. We have found that the easiest method of using the assessment section is to print the assessment table and compare it to what data you already collect.

Field/Button	Description
Number	Groups review items under an issues listing
Letter	Puts the review items in order
Issues	Select the main issues/headers for the assessment
Review	Main items to be assessed
Close	Closes the table
Add Button	Adds an assessment to the table.
Delete Button	Deletes a highlighted entry
Print Button	Prints the list



Birth Outcome Check List

Add/Modify/Delete Check List

No.	Letter	Issues	Review
1	A	General Visits	Time of Visit: Start
1	B		Time of Start: Finish
1	C		Primary Advisor
1	D		Secondary Advisor
1	E		Visit Type
1	F		Client Type
1	G		Weight
1	H		BP
1	I		Height
1	J		Pulse
1	K		HC
1	L		Temperature
1	M		General Appearance
2	A	Pre/Postnatal	LMP
2	B		EDC
2	C		EGA
2	D		Preg. Start Wt.
2	E		End Wt.
2	F		Total Number of prenatal visits to date:
2	G		Maternal Birth Pregnancy/Complications
3	A	New Born	Birth Weight
3	B		Length
3	C		APGARs
3	D		HC

Buttons: Close, Add, Delete, Print

Field/Button	Description
Number	Groups review items under an issues listing
Letter	Puts the review items in order
Issues	Select the main issues/headers for the assessment
Review	Main items to be assessed
Close	Closes the table
Add Button	Adds a row to the table.
Delete Button	Deletes a highlighted entry
Print Button	Prints the list



Care Plan

Add/Delete/Modify Care Plan

Needs	Activities	Goals
Client will follow through on all scheduled appointments.	Client will utilize availability of Outreach Worker to help ensure prenatal appointments are kept.	At the completion of the prenatal period, client will have had early and consistent prenatal care.
Client will utilize the WIC Program.	Client will schedule and follow through with enrolling in the WIC Program. Regular appointments will be kept.	Client will be actively enrolled in the WIC Program throughout the prenatal period.
Client will follow through on scheduling and keeping regular well child physicals for the child.	Client will utilize immunization clinics to ensure proper immunizations.	Child's immunizations will be up to date by age one.
Client will follow through on scheduling and keeping regular well child physicals for the child.	Client will call clinic or doctor of choice and schedule well child physicals. Client will follow through on keeping all appointments.	Client will keep all well child appointments and child will be up to date on all well child physicals.

Close
Add
Delete
Print

You have been provided care plans that you may use or you may create your own. We have found that the easiest method of using the care plan section is to print the care plan and compare it to what data you already collect.

Field/Button	Description
Needs	Enter the client's needs
Activities	Enter the activities to meet the client's needs
Goals	Enter the goals for the client
Close	Closes the table
Add Button	Adds a row to the table.
Delete Button	Deletes a highlighted entry
Print Button	Prints the list



Add/Modify/Delete Check List

Number	Issues
1	Does your child live or regularly visit an old house built before 1960?
2	Was your child's day care center/preschool/babysitter's home built before 1960?
3	Does your house have peeling, chipping, dusting, or chalking paint?
4	Does your child live in a house built before 1960 with recent, ongoing or planned renovation or remodeling?
5	Have any of your children or their playmates had lead poisoning?
6	Does your child frequently come in contact with an adult who works with lead? Examples are construction, welding, pottery, or other trades practiced in your community.

Close
Add
Delete
Print

Field/Button	Description
Number	Puts the Issues in order
Issues	Select the main issues/headers for the checklist
Close	Closes the table
Add Button	Adds an issue to the table.
Delete Button	Deletes a highlighted entry
Print Button	Prints the list



Check List

Add/Modify/Delete Check List

Number	Issues
1	THE RIGHT TO A TIMELY, MULTIDISCIPLINARY ASSESSMENT.
2	THE RIGHT, IF ELIGIBLE, TO APPROPRIATE EARLY INTERVENTION SERVICES FOR THEIR CHILD AND FAMILY.
3	THE RIGHT TO REFUSE EVALUATIONS ASSESSMENTS AND SERVICES.
4	THE RIGHT TO NOTICE BEFORE A CHANGE IS MADE OR REFUSED IN THE IDENTIFICATION, EVALUATION OR PLACEMENT OF THE CHILD, OR IN THE PROVISION OF SERVICES TO THE CHILD OR FAMILY.
5	THE RIGHT TO CONFIDENTIALITY OF PERSONALLY IDENTIFIABLE INFORMATION.
6	THE RIGHT TO REVIEW AND CORRECT RECORDS.

Close

Add

Delete

Print

Field/Button	Description
Number	Puts the Issues in order
Issues	Select the main issues/headers for the checklist
Close	Closes the table
Add Button	Adds an issue to the table.
Delete Button	Deletes a highlighted entry
Print Button	Prints the list



City

Add/Delete/Modify City Table

City
CLEVELAND
CONCORD TWP.
EASTLAKE
EUCLID
EUCWILLOUGH
FAIRPORT HARBOR
GRAND RIVER
HOSPITAL
KIRTLAND
LAKE
LAKE HOSPITAL
LEROY TWP
MADISON
MENTOR
MENTOR ON THE LAKE
MTR. \ WILLBY
NORTH ROYALTON
PERRY
TALLMADGE
WESTPARK
WICKLIFFE
WILLOUGHBY

Close

Add

Delete

Print

Copy Master

Field/Button	Description
City	Enter the city name
Close Button	Closes the table
Add Button	Adds a line to the list
Delete Button	Deletes a highlighted entry
Print Button	Prints the list



County

Add/Delete/Modify County Table

County
ALLEGHENY
ALLEN
ASHLAND
ASHTABULA
ATHENS
ATLANTIC
AUGLAIZE
BAXTER
BEAVER
BEDFORD
BELMONT
BENTON
BERGEN
BERKS
BRONX
BROOK
BROWARD
BRUNSWICK
BUTLER
CABELL
CALHOUN
CAMBRIA
CHARLOTTE

Close

Add

Delete

Print

Field/Button	Description
County	Enter the county name
Close Button	Closes the table
Add Button	Adds a line to the list
Delete Button	Deletes a highlighted entry
Print Button	Prints the list



Ethnic

The screenshot shows a software window titled "Add/Delete/Modify Ethnic Table". The window contains a table with a header row labeled "Name". The first data row is highlighted in blue and contains the text "AMISH". Below this are several empty rows. To the right of the table are four buttons: "Close", "Add", "Delete", and "Print". The window has a standard Windows-style title bar with a close button in the top right corner.

Field/Button	Description
Name	Enter the ethnicity
Close Button	Closes the table
Add Button	Adds a line to the list
Delete Button	Deletes a highlighted entry
Print Button	Prints the list



Exit Check List

Add/Modify/Delete Check List

No.	Letter	Issues	Review
1	A	General Visits	Time of Visit: Start
1	B		Time of Start: Finish
1	C		Primary Advisor
1	D		Secondary Advisor
1	E		Visit Type
1	F		Client Type
1	G		Weight
1	H		BP
1	I		Height
1	J		Pulse
1	K		HC
1	L		Temperature
1	M		General Appearance
2	A	Pre/Postnatal	LMP
2	B		EDC
2	C		EGA
2	D		Preg. Start Wt.
2	E		End Wt.
2	F		Total Number of prenatal visits to date:
2	G		Maternal Birth Pregnancy/Complications
3	A	New Born	Birth Weight
3	B		Length
3	C		APGARs
3	D		HC

Buttons: Close, Add, Delete, Print

Field/Button	Description
Number	Groups review items under an issues listing
Letter	Puts the review items in order
Issues	Select the main issues/headers for the assessment
Review	Main items to be assessed
Close	Closes the table
Add Button	Adds a row to the table.
Delete Button	Deletes a highlighted entry
Print Button	Prints the list



Health Service Employees

Add/Modify/Delete Check List

No.	Letter	Issues	Review
1	A	General Visits	Time of Visit: Start
1	B		Time of Start: Finish
1	C		Primary Advisor
1	D		Secondary Advisor
1	E		Visit Type
1	F		Client Type
1	G		Weight
1	H		BP
1	I		Height
1	J		Pulse
1	K		HC
1	L		Temperature
1	M		General Appearance
2	A	Employment, Training, and Financial	Are you having difficulty paying on your bills each month?
3	A	Emotional Health Support	Do you have a support person? 1. Can't name anyone, 2. Spouse
4	A	Current Medical Issues	Do you have any current medical problems? Please write in current
4	B		Are you taking any medications? 1. Prescribed by a doctor, 2. Over
4	C		Are you having trouble paying for your medications
5	A	Safety and Habits	Does anyone in your home smoke? If yes, discuss effects of sec
6	A	Child Development Issues	Is your infant/child behind on his/her immunizations?
6	B		Has your child missed his/her regular check ups at the doctor?
7	A	Current Pregnancy	Are you obtaining prenatal care?
7	B		Are you taking prenatal vitamins?
7	C		Estimated Delivery Date (indicate yes, write in date)

Buttons: Close, Add, Delete, Print

Field/Button	Description
Number	Groups review items under an issues listing
Letter	Puts the review items in order
Issues	Select the main issues/headers for the assessment
Review	Main items to be assessed
Close	Closes the table
Add Button	Adds a row to the table.
Delete Button	Deletes a highlighted entry
Print Button	Prints the list



Intake Check List

Add/Modify/Delete Check List

No.	Letter	Issues	Review
1	A	General Visits	Time of Visit: Start
1	B		Time of Start: Finish
1	C		Primary Advisor
1	D		Secondary Advisor
1	E		Visit Type
1	F		Client Type
1	G		Weight
1	H		BP
1	I		Height
1	J		Pulse
1	K		HC
1	L		Temperature
1	M		General Appearance
2	A	Pre/Postnatal	LMP
2	B		EDC
2	C		EGA
2	D		Preg. Start Wt.
2	E		End Wt.
2	F		Total number of prenatal visits to date:
2	G		Maternal Birth Pregnancy/Complications
3	A	New Born	Birth Wt.
3	B		Length
3	C		APGARs
3	D		HC

Buttons: Close, Add, Delete, Print

Field/Button	Description
Number	Groups review items under an issues listing
Letter	Puts the review items in order
Issues	Select the main issues/headers for the assessment
Review	Main items to be assessed
Close	Closes the table
Add Button	Adds a row to the table.
Delete Button	Deletes a highlighted entry
Print Button	Prints the list



Intake Referral

The screenshot shows a software window titled "Add/Delete/Modify Intake Referral". It contains a table with a header "Name" and 15 empty rows. The first row is highlighted. To the right of the table are four buttons: "Close", "Add", "Delete", and "Print".

Field/Button	Description
Name	Enter the referral name
Close Button	Closes the table
Add Button	Adds a line to the list
Delete Button	Deletes a highlighted entry
Print Button	Prints the list



Letters

Enter/Modify OIMRI

Letter A Letter B Letter C Letter D Letter E Letter F

Spell Check Close

The HDIS system provides you the flexibility to write standard letters that can be sent to clients. These letters will pull data through use of the *. The * is placed on each end of the field name that you want to pull into the letter. Use **capital letters** to describe the field name. The letters are automatically addressed to the caregiver of the client.



Political Subdivisions

Add/Modify/Delete Postpartum Visit

Number	Question	Letter	Choice
1	DATE OF CONTACT	A	
2	LOCATION/MEANS OF CONTACT	A	HOME VISIT
2		B	HEALTH CLINIC VISIT
2		C	TELEPHONE
2		D	OTHER
3	DID CLIENT KEEP LAST CLINIC APPOINTMENT	A	YES

Close
Add
Delete
Print

Field/Button	Description
Number	Groups the questions in order
Letter	Groups the choices for each question in order
Issues	Enter the choice for the question
Close	Closes the table
Add Button	Adds a row to the table.
Delete Button	Deletes a highlighted entry
Print Button	Prints the list



Prenatal Visits

Add/Modify/Delete Prenatal Visit

Number	Question	Letter	Choice
1	ALTERNATE CONTACT PERSON	A	NAME/RELATIONSHIP/ADDRESS/TELEPHONE
2	EMERGENCY CONTACT PERSON	A	NAME/RELATIONSHIP/ADDRESS/TELEPHONE
3	ARE YOU PREGNANT?	A	YES
3		B	NO
4	IF PREGNANT, GIVE DUE DATE	A	
5	IF NOT PREGNANT, GIVE DATE OF DELIVERY OF LAST CHILD	A	

Close
Add
Delete
Print

Field/Button	Description
Number	Groups the questions in order
Letter	Groups the choices for each question in order
Issues	Enter the choice for the question
Close	Closes the table
Add Button	Adds a row to the table.
Delete Button	Deletes a highlighted entry
Print Button	Prints the list



Race

The screenshot shows a software window titled "Add/Delete/Modify Race Table". It contains a table with one column labeled "Name" and 15 empty rows. To the right of the table are four buttons: "Close", "Add", "Delete", and "Print".

Field/Button	Description
Name	Enter the race
Close Button	Closes the table
Add Button	Adds a line to the list
Delete Button	Deletes a highlighted entry
Print Button	Prints the list



Teaching Status

The screenshot shows a software window titled "Add/Delete/Modify Teaching Status". It contains a table with a header "Name" and 15 empty rows. The first row is highlighted. To the right of the table are four buttons: "Close", "Add", "Delete", and "Print".

Field/Button	Description
Name	Enter the teaching status
Close Button	Closes the table
Add Button	Adds a line to the list
Delete Button	Deletes a highlighted entry
Print Button	Prints the list



Teaching Subject

The screenshot shows a software window titled "Add/Delete/Modify Teaching Subject". It contains a table with a single column labeled "Name". The table has a scrollable list of rows, with the first row highlighted in blue. To the right of the table, there are four buttons: "Close", "Add", "Delete", and "Print".

Field/Button	Description
Name	Enter the subject
Close Button	Closes the table
Add Button	Adds a line to the list
Delete Button	Deletes a highlighted entry
Print Button	Prints the list



Type of Contact

The screenshot shows a software window titled "Add/Delete/Modify Type of Contacts". Inside the window, there is a table with a header row labeled "Name" and 15 empty rows below it. To the right of the table, there are four buttons stacked vertically: "Close", "Add", "Delete", and "Print". The window has a standard Windows-style title bar with a close button in the top right corner.

Field/Button	Description
Name	Enter the type of contact
Close Button	Closes the table
Add Button	Adds a line to the list
Delete Button	Deletes a highlighted entry
Print Button	Prints the list



Zip Codes

Zip
01013
01983
02062
02110
02152
03784
04073
06830
07065
07071
07645
07762
07869
08402
10028
10033
10305
10465
10466
10805
11361
14048

Buttons: Close, Add, Delete, Print

Field/Button	Description
Zip	Enter the zip code
Close Button	Closes the table
Add Button	Adds a line to the list
Delete Button	Deletes a highlighted entry
Print Button	Prints the list



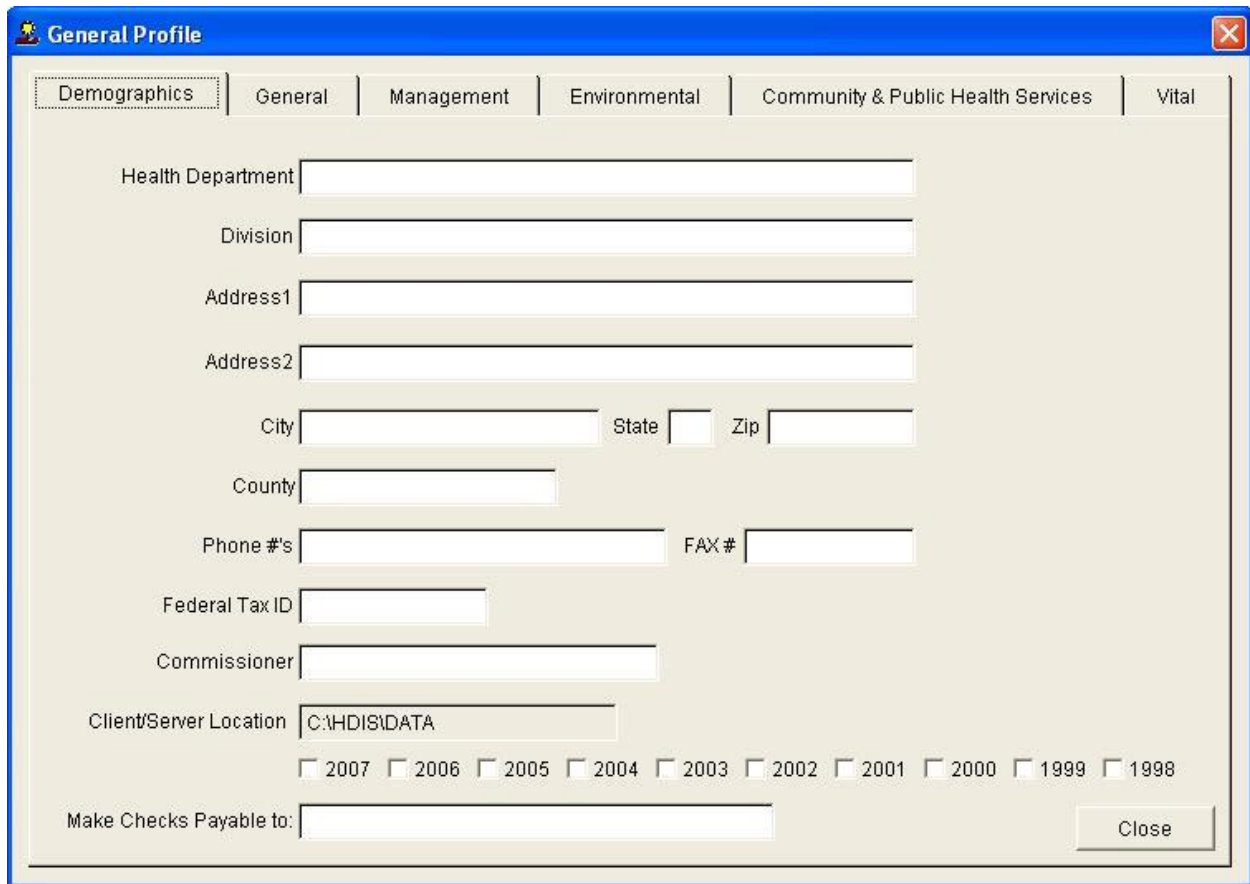
Field Names

Data Base Field Names for Assessment		
Field Name	Data Base Field Name	
10A.NO TRANSPORTATION	OIM.I_10A	
10B.NO INSURANCE	OIM.I_10B	
10C.DID NOT KNOW PREGNAN	OIM.I_10C	
10D.PERSONAL PROBLEMS	OIM.I_10D	
10E.OTHER	OIM.I_10E	
10E.OTHER(SPECIFY)	OIM.I_10EOTH	
11.CLIENT ENROLLED-NO	OIM.I_11NO	
11.CLIENT ENROLLED-YES	OIM.I_11YES	
12.CLIENT HAS BEEN-EXPLA	OIM.I_12EX	
12.CLIENT HAS BEEN-NO	OIM.I_12NO	
12.CLIENT HAS BEEN-YES	OIM.I_12YES	
12.CLIENT HAS BEEN-DATE	OIM.I_12DATE	
13A.HOW-DOOR-TO-DOOR	OIM.I_13A	
13B.HOW-HOME VISIT	OIM.I_13C	
13B.HOW-NEIGHBORHOOD	OIM.I_13B	
13D.HOW-SELF	OIM.I_13D	
13E.HOW-FRIEND	OIM.I_13E	
13F.HOW-PRENATAL	OIM.I_13F	
13G.HOW-CFHS	OIM.I_13G	
13H.HOW-AGENCY	OIM.I_13H	
6A.RACE-ASIAN	OIM.I_6A	
6A.RACE-OTHER(SPECIFY)	OIM.I_6FOTH	
6B.RACE-BLACK	OIM.I_6B	

The **field names** listing can be very useful in determining what fields you wish to utilize to capture data for letters and when creating reports for that data. The program will display a list of names that you can print.



General Profile



General Profile

Demographics | General | Management | Environmental | Community & Public Health Services | Vital

Health Department

Division

Address1

Address2

City State Zip

County

Phone #'s FAX #

Federal Tax ID

Commissioner

Client/Server Location

☐ 2007 ☐ 2006 ☐ 2005 ☐ 2004 ☐ 2003 ☐ 2002 ☐ 2001 ☐ 2000 ☐ 1999 ☐ 1998

Make Checks Payable to:

Close

The **General Profile** enables you to enter the basic information for your health department. The **OIMRI module** information can be found under the “**Community & Public Health Services**” tab.



Physicians

Add/Delete/Modify Physicians

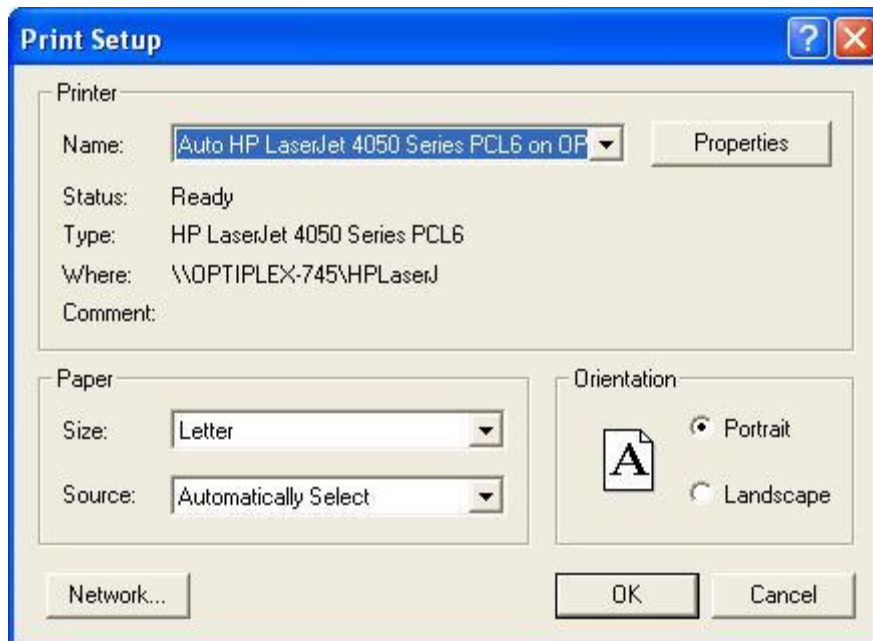
Name	Address1
ANSAR	
ANTARAN	
ARCHACKI, DR.	
ARENSEN	
ARNOLD MD, JAMES E	
ARONSON	
ARRABI	
ATAN, DR.	
ATARAN, DR.	
ATTARA	
ATTARAN	
ATTARAN, DR	
ATTARAN, DR.	
ATTASI, DR.	
ATTRAN	
AZAR	
AZEM	
BACHTEL	

Close
Add
Delete
Print
Envelope
Find & Replace

Field/Button	Description
Name	Enter the name of the physician
Address1	Enter the address of the physician
Address2	Enter the address of the physician
City	Enter the city of the physician
State	Enter the state of the physician
Zip	Enter the zip of the physician
NPI # ^ Legacy #	Enter the NPI/Legacy #
Phone	Enter the phone number of the physician
Fax	Enter the fax number of the physician
Group Name	Enter the group name of the physician
Type of Practice	Enter the type of practice
Add Button	Adds a physician to the table.
Close Button	Closes the table
Delete Button	Deletes a highlighted entry
Print Button	Prints the list
Envelope	Prints an envelope addressed to the physician



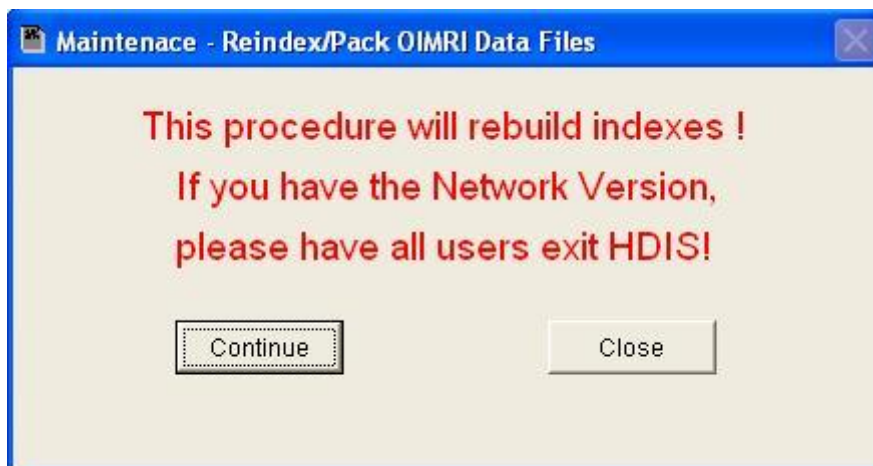
Printer Setup



The print setup allows you to choose from what printer you would like to print. Select the printer in the name dropdown and click “OK”.



Reindex/Pack OIMRI Services Data Files



This function is only needed should your data be corrupt due to a power failure. Please contact CHC Software if you have any questions or concerns.

CHC Software, Inc.
Health District Information Systems
helpdesk@hdis.org