



# Health Services Clinical Activity Mining User Manual



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## **Getting Started**

Upon installation, Health Services can be accessed by going to **Community and Public Health Services -> Health Services**, as shown here:

Community and Public Health Services	Vital Statistics	Ma
Appointment Books - Clients		
BCMH		
Communicable Disease		
Flu / Pandemic Clinics		
Health Clinics		
Help Me Grow		
HIPAA		
HIV/AIDS Test Site Data Systems		
Home Visit		
Health Services		
Insurance Billing / Statements		
Lead Clinic		
Nurse/Employee Daily Works Sheets		

From the **Health Services** menu, navigate to **Reports -> Clinical Activity Mining**, shown below:



When **Clinical Activity Mining** is selected, the program might warn you that this is a data intensive operation not recommended for use on slower computers or slower network connections.

The program may take a while to load due to the process of gathering and preparing to analyze large amounts of data.





A window titled **Review Health Services Activities** is displayed. The data mining screen provides an overview of all attributes related to Health Services activities. Attributes provided in this mining program are **Date Range**, **Dose #**, **Vaccines/Activities**, **Diseases/Services**, **Age in**, **Nurses**, **Political Subdivisions**, and **Clinic Sites**.

		000.000	_			Nurses			Political S				
Date Range		Dose #					Ch	-				<b>C</b> 1	
Start 06/30/2016		Min				Nurse	Show A		Political Subdivi	Ision City		Shov	
End 06/30/2017		Max	=		BARTON,			ATLANTI					
00/30/2011					BRADLEY,			BGITWP					_
Vaco	ines / Activi	ties			CAVELL, E			BORGVIL	RISE TWP.				-
Vaccine / Activity	Disease	/ Service	Show	^	CURIE, MA								_
CG	BCG		$\checkmark$		Set All	Clear All		Set All	Clear All				
EXSERO	MENINGOCO	CCAL B	$\checkmark$						Clini	c Sites			
holera	CHOLERA				1	Age in			Site	Abb	rev	Shov	N
ECLINE *	HAEMOPHILU	JS	$\checkmark$	¥			ears	BIONICV	LLE	MCA	U	$\checkmark$	-
et All Clear All					Start			BIONICV	ILLE CLINIC	ASC			
Dise	ases / Serv	ices						BROWN	/ILLE HIGHSCH	HOOL CHS			
CG HOLERA IPHTHERIA ANTITOXIN			Show	~	End	pply Filter Selec	tions	BROWN	/ILLE MIDDLE S	SCHOOL CMS	5		
CG HOLERA PHTHERIA ANTITOXIN PHTHERIA, TETANUS,					A	pply Filter Selec	tions		(	SCHOOL CMS	5		
CG HOLERA PHTHERIA ANTITOXIN PHTHERIA, TETANUS,					A		tions		(	SCHOOL CMS			le
CG HOLERA PHTHERIA ANTITOXIN PHTHERIA, TETANUS, et All Clear All Site	ACELLULAR F	PERTUSSIS		~ Age	A	lection Age Mos Age Yrs	onnonononi.		Clear All Vaccine		Do		
CG HOLERA PHTHERIA ANTITOXIN PHTHERIA, TETANUS, et All Clear All Site ONICVILLE	ACELLULAR F Date 08/25/2016	PERTUSSIS		V Age	A Se Dob	Age Mos Age Yrs	Disease	Set All	Clear All Vaccine	Туре	Do	ose II	l
CG HOLERA PHTHERIA ANTITOXIN PHTHERIA, TETANUS, et All Clear All Site ONICVILLE ONICVILLE	ACELLULAR F Date 08/25/2016 08/25/2016	PERTUSSIS Nurse FAIRCHILD, F		• Age 12 12	A Se Dob 08/16/2004	Iection           Age Mos Age Yrs           150         12 h           150         12 h	Disease	Set All MCV A HPV	Clear All Vaccine	Type MET	Do	ose I 1 I 1 I	F
CG HOLERA PHTHERIA ANTITOXIN PHTHERIA, TETANUS, et All Clear All Site ONICVILLE ONICVILLE ONICVILLE ONICVILLE	ACELLULAR F 08/25/2016 08/25/2016 08/25/2016 08/25/2016 08/25/2016	PERTUSSIS FAIRCHILD, H FAIRCHILD, H FAIRCHILD, H FAIRCHILD, H		<ul> <li>Age</li> <li>12</li> <li>12</li> <li>12</li> <li>12</li> </ul>	A Se Dob 08/16/2004 08/16/2004 08/16/2004 11/08/2004	Age Mos Age Yrs           150         12 h	Disease IENINGITIS IUMAN PAPILLOM/ DIPHTHERIA, TETA	Set All MCV A HPV NUS, A Td	Clear All Vaccine 4 9	Type MET HPV9 TD TDAP	Do	ose I 1 I 1 I 6 I	F
CG HOLERA PHTHERIA ANTITOXIN PHTHERIA TETANUS, et All Clear All Site ONICVILLE ONICVILLE ONICVILLE ONICVILLE ONICVILLE	ACELLULAR F 08/25/2016 08/25/2016 08/25/2016 08/25/2016 04/17/2017 04/17/2017	PERTUSSIS FAIRCHILD, H FAIRCHILD, H FAIRCHILD, H FAIRCHILD, H FAIRCHILD, H		× Age 12 12 12 12 12 12 12	A Se Dob 08/16/2004 08/16/2004 08/16/2004 11/08/2004 11/08/2004	Age Mos Age Yrs           150         12           150         12           150         12           150         12           150         12           150         12           150         12           150         12           150         12           150         12           150         12	Disease IENINGITIS IUMAN PAPILLOM/ IPHTHERIA, TETA IPHTHERIA, TETA IEPATITIS A	MCV A HPV NUS, A Td NUS, A Tdap Hep	Clear All Vaccine 4 9 0 A	Type MET HPV9 TD TDAP HEPA		ose I 1 I 1 I 4 I 6 I 1 I	F
CG HOLERA PHTHERIA ANTITOXIN PHTHERIA TETANUS, et All Clear All Site ONICVILLE ONICVILLE ONICVILLE ONICVILLE ONICVILLE ONICVILLE	ACELLULAR F 08/25/2016 08/25/2016 08/25/2016 04/17/2017 04/17/2017	PERTUSSIS FAIRCHILD, F FAIRCHILD, F FAIRCHILD, F FAIRCHILD, F FAIRCHILD, F FAIRCHILD, F		<ul> <li>Age</li> <li>12</li> <li>12</li> <li>12</li> <li>12</li> <li>12</li> <li>12</li> <li>12</li> </ul>	A Se Dob 08/16/2004 08/16/2004 08/16/2004 11/08/2004 11/08/2004 11/08/2004	Age Mos Age Yrs           150         12           150         12           150         12           150         12           150         12           150         12           150         12           150         12           150         12           150         12           150         12           150         12	Disease IENINGITIS IUMAN PAPILLOM/ JIPHTHERIA, TETA JIPHTHERIA, TETA IENINGITIS	Set All MCV A HPV NUS, A'Td NUS, A'Tdap Hep, MCV	Clear All Vaccine 4 9 9 A 4 4	TD MET HPV9 TD TDAP HEPA MET		ose I 1 I 4 I 6 I 1 I 1 I	FFL
CG HOLERA PHTHERIA ANTITOXIN PHTHERIA, TETANUS, et All Clear All Site ONICVILLE ONICVILLE ONICVILLE ONICVILLE ONICVILLE ONICVILLE	ACELLULAR F 08/25/2016 08/25/2016 08/25/2016 04/17/2017 04/17/2017 04/17/2017	PERTUSSIS FAIRCHILD, F FAIRCHILD, F FAIRCHILD, F FAIRCHILD, F FAIRCHILD, F FAIRCHILD, F FAIRCHILD, F		Age 12 12 12 12 12 12 12 12 12 12 12 12 12	A Se Dob 08/16/200- 08/16/200- 08/16/200- 11/08/200- 11/08/200- 11/08/200- 11/08/200-	Age Mos Age Yrs           150         12           150         12           150         12           150         12           150         12           150         12           150         12           150         12           150         12           150         12           150         12           150         12           150         12           150         12	Disease IENINGITIS IUMAN PAPILLOM/ IPHTHERIA, TETA IEPATITIS A IENINGITIS IUMAN PAPILLOM/	Set All MCV A HPV NUS, A/Td NUS, A/Td Hep, MCV A HPV	Vaccine 4 9 A 4 9	Type MET HPV9 TD TDAP HEPA MET HPV9		ose I 1 I 1 I 6 I 1 I 1 I 1 I 1 I 1 I	FFL
CG HOLERA PHTHERIA ANTITOXIN PHTHERIA, TETANUS, et Ali Clear Ali Site ONICVILLE ONICVILLE ONICVILLE ONICVILLE ONICVILLE ONICVILLE ONICVILLE	ACELLULAR F 08/25/2016 08/25/2016 08/25/2016 08/25/2016 04/17/2017 04/17/2017 04/17/2017 08/25/2016	PERTUSSIS FAIRCHILD, F FAIRCHILD, F FAIRCHILD, F FAIRCHILD, F FAIRCHILD, F FAIRCHILD, F FAIRCHILD, F		Age 12 12 12 12 12 12 12 12 12 12 12 12 12	A Se Dob 08/16/2004 08/16/2004 11/08/2004 11/08/2004 11/08/2004 11/08/2004 11/08/2004 11/08/2004 11/08/2004 10/17/1998	Age Mos Age Yrs           150         12           150         12           150         12           150         12           150         12           150         12           150         12           150         12           150         12           150         12           150         12           150         12           150         12           150         12           150         12	Disease IENINGITIS IUMAN PAPILLOM/ DIPHTHERIA, TETA IENINGITIS IUMAN PAPILLOM/ IENINGITIS	Set All MCV A HPV NUS, A'Td Hep MCV A HPV MCV	Clear All Vaccine 4 9 0 A 4 9 9 4 4	Type MET HPV9 TD TDAP HEPA MET MET		ose    1    4    1    1    1    1    1	L F F L F F F
CG HOLERA PHTHERIA ANTITOXIN PHTHERIA, TETANUS, et All Clear All Site ONICVILLE ONICVILLE ONICVILLE ONICVILLE ONICVILLE ONICVILLE ONICVILLE ONICVILLE	ACELLULAR F 08/25/2016 08/25/2016 08/25/2016 08/25/2016 04/17/2017 04/17/2017 04/17/2017 08/25/2016 09/26/2016	PERTUSSIS FAIRCHILD, F FAIRCHILD, F FAIRCHILD, F FAIRCHILD, F FAIRCHILD, F FAIRCHILD, F FAIRCHILD, F FAIRCHILD, F		Age 12 12 12 12 12 12 12 12 12 12 12 12 17 17 17	Dob           08/16/2004           08/16/2004           08/16/2004           11/08/2004           11/08/2004           11/08/2004           11/08/2004           01/17/1995           04/21/1995	Age Mos Age Yrs           150         12           150         12           150         12           150         12           150         12           150         12           150         12           150         12           150         12           150         12           150         12           150         12           150         12           150         12           150         12           150         12           150         12           150         12	Disease IENINGITIS IUMAN PAPILLOM/ DIPHTHERIA, TETA DIPHTHERIA, TETA IENINGITIS IENINGITIS IUMAN PAPILLOM/ IENINGITIS	Set All MCV A HPV NUS, A'Td NUS, A'Tdag Hep MCV A HPV MCV A HPV	Clear All Vaccine 4 9 2 A 4 9 9 4 9 9	Type           MET           HPV9           TD           TDAP           HEPA           HEV9           MET           HPV9           MET           HPV9		ose I 1 I 1 I 4 I 1 I 1 I 1 I 1 I 1 I 2 I	LFFLL
CG HOLERA PHTHERIA ANTITOXIN PHTHERIA TETANUS, et All Clear All Site ONICVILLE ONICVILLE ONICVILLE ONICVILLE ONICVILLE	ACELLULAR F 08/25/2016 08/25/2016 08/25/2016 04/17/2017 04/17/2017 04/17/2017 04/17/2017 04/17/2017 04/17/2017 04/25/2016 08/25/2016	PERTUSSIS FAIRCHILD, F FAIRCHILD, F FAIRCHILD, F FAIRCHILD, F FAIRCHILD, F FAIRCHILD, F FAIRCHILD, F		Age 12 12 12 12 12 12 12 12 12 12 12 17 17 17	A Se Dob 08/16/2004 08/16/2004 11/08/2004 11/08/2004 11/08/2004 11/08/2004 11/08/2004 11/08/2004 11/08/2004 10/17/1998	Age Mos Age Yrs           150         12 h           150         12 h	Disease IENINGITIS IUMAN PAPILLOM/ DIPHTHERIA, TETA IENINGITIS IUMAN PAPILLOM/ IENINGITIS	Set All MCV A HPV NUS, A'Td NUS, A'Tdag Hep MCV A HPV MCV A HPV	Clear All Vaccine 4 9 9 4 4 9 9 4 9 9 9 9 9 9 9 9	Type MET HPV9 TD TDAP HEPA MET MET		ose I 1 I 1 I 4 I 1 I 1 I 1 I 1 I 1 I 2 I	L F F F F F F

The screen will display with the date range default to the last year, ending on current date, with all options for filter values selected.

The result of health services data extracted for the default criteria is displayed in the grid in the bottom section of the screen.





## **Buttons**

The filter selections are provided to specify the criteria used to extract the information you desire and display in the **Selection** area.

Each filter option displays the list of all values defined for that filter option. For each of the filter options, you will find two buttons beneath the list of values.

### Set All / Clear All

The **Set All** button selects all of the values defined for the filter. **Clear All** deselects all values selected for the filter. This makes it easier than going through and clicking each choice.

Set All Clear All

To select a single or a few selections, you can first click the **Clear All** button, then select the single/few selections desired. Similarly, to select all but one or a few selections, first click the **Set All** button, then deselect the one/few selections not desired.

The deselection of all selections without subsequent selection of one/few selections is equivalent to having clicked the **Set All** button.

### **Apply Filter Selections**

Upon modifying the selection of one or more filter options, the extraction of data to match to the updated filter selection can be achieved by clicking the **Apply Filter Selection** button

**Apply Filter Selections** 

When the extraction of data matching the updated filter selections is complete, the grid display will be updated to reflect the data extracted per the updated filter criteria.

#### **Save Visit List**

The Save Visit List button displayed below the grid is provided to save the current data set displayed in the grid to an Excel compatible file.

Save	Visit Li	st	
12/09/1998	150	12	MF
12/03/1330	150	14	110

The process of saving extracted data to a file is discussed in the **Saving Extracted Activity Details** section on page 10.





# **<u>Clinical Activities Filter Criteria</u>**

The following pages discuss the options available for specifying the criteria of data details for which to extract clinical activities.

For the options of Nurses, Political Subdivisions and Clinic Sites are effective to the extent to which those values are specified when the clinical activities are entered (per Nurses and Clinic Sites) and when the patient/client demographic details (Political Subdivisions) are entered into HDIS. If those values are entered on an irregular basis, or not at all, then you will want to have all options selected.

When extracting data details for activities in the distant past there are likely to be options which do not apply currently, such as nurses who are no longer with the health department. Therefore, make sure all the options possible for that time period, or all options entirely, are selected.

**Date Range:** The date range of clinical activities to be extracted. The date range values will default to 1 year ending on current date.

D	ate Range
Start	06/30/2016
End	06/30/2017

**Dose #:** The **minimum** and **maximum** dose event # range for clinical activities to be extracted. To extract all dosage events, leave both values blank.

se #

Nurses:

Specify the nurse(s) who provided the clinical activities to be extracted.

~
v







## **<u>Clinic Activities Filter Criteria</u>** (continued)

**Political Subdivisions:** 

The political subdivision(s) which the clients receiving the clinical services reside in, which are to be extracted

	Political Subdivision City	Show	~
ATLANTI	S TWP.		
BGI TWP			
BORGVILLE TWP.			
ENTERP	RISE TWP.		¥
Set All	Clear All		

Vaccines / Activities: The Vaccine / Activity specified in the clinical service details which are to be extracted.

Vaccine / Activity	Disease / Service	Show	~
BCG	BCG		
BEXSERO	MENINGOCOCCAL B		
Cholera	CHOLERA		
DECLINE *	HAEMOPHILUS		v

**Diseases / Services:** The Disease / Service specified in the clinical service details which are to be extracted

	Disease / Service	Show	~
BCG			
CHOLER	A	$\checkmark$	
DIPHTHE	RIA ANTITOXIN		
DIPHTHE	RIA, TETANUS, ACELLULAR PERTUSSIS		v

### Specifying criteria for Diseases / Services and Vaccines / Activities

The Disease/Vaccine and Services/Activities definitions are organized in a parent/child relationship such that upon selecting a disease/service definition during data entry, only those vaccines/activities designated with that disease/service specification are available for selection in the health service details.

The restriction of selecting vaccines/activities associated to the disease/service selected is not enforced here in the Clinical Activity Mining screen.





## **<u>Clinic Activities Filter Criteria</u>** (continued)

Age in: Specify the age of the client, at the time the clinical service was provided, for the clinical service details to be extracted.



With ability to specify age in two manners, Months and Years, the filter criteria for Age is applied in two parts – the first component for the Months criteria, the second component for the Years criteria.

Examples for specifying age criteria :

Months (start,end)	Years (start,end)	Result
1, 12	5,	Activity for clients 1-12 months and 5 yrs and up
1, 12	, 5	Activity for clients 5 yrs and younger (which covers the 1-12 months specification as well)
, 36	65 <i>,</i>	Activity for infants up to 36 months and seniors 65+
	13,18	Activity for adolescents 13 – 18 years of age

<u>Clinic Sites:</u> Specify the clinic site(s) where clinical services were provided for the clinical service details to be extracted.

	Clinic Site	S		
Site		Abbrev	Show	^
BIONICV	ILLE	MCAU		
BIONICV	ILLE CLINIC	ASC		
BROWNVILLE HIGHSCHOOL		CHS		
BROWNVILLE MIDDLE SCHOOL CMS		CMS		~
Set All	Clear All			





# **Review Clinic Activities Extract**

Once the criteria is specified and the data satisfying such criteria has been extracted, the extracted data set will be displayed in the grid located in the bottom section of the screen with the label **Selection**.

The extracted data will be displayed as sorted by the Clinic Site detail. An example of extracted data displayed in the Selection grid is shown below.

Selection											
Site	Date	Nurse	Age	Dob	Age Mos	Age Yrs	Disease	Vaccine	Туре	Dose	^
BIONICVILLE	08/25/2016	FAIRCHILD, HELEN	12	08/16/2004	144	12	MENINGITIS	MCV4	MET	1	
BIONICVILLE	08/25/2016	FAIRCHILD, HELEN	12	08/16/2004	144	12	HUMAN PAPILLOMA	HPV9	HPV9	1	
BIONICVILLE	08/25/2016	FAIRCHILD, HELEN	12	08/16/2004	144	12	DIPHTHERIA, TETANUS, A	Td	TD	4	
BIONICVILLE	04/17/2017	FAIRCHILD, HELEN	12	11/08/2004	149	12	DIPHTHERIA, TETANUS, A	Tdap	TDAP	6	
BIONICVILLE	04/17/2017	FAIRCHILD, HELEN	12	11/08/2004	149	12	HEPATITIS A	HepA	HEPA	1	
BIONICVILLE	04/17/2017	FAIRCHILD, HELEN	12	11/08/2004	149	12	MENINGITIS	MCV4	MET	1	
BIONICVILLE	04/17/2017	FAIRCHILD, HELEN	12	11/08/2004	149	12	HUMAN PAPILLOMA	HPV9	HPV9	1	
BIONICVILLE	08/25/2016	FAIRCHILD, HELEN	17	10/17/1998	214	17	MENINGITIS	MCV4	MET	1	
BIONICVILLE	09/26/2016	FAIRCHILD, HELEN	17	04/21/1999	209	17	HUMAN PAPILLOMA	HPV9	HPV9	2	
BIONICVILLE	08/25/2016	FAIRCHILD, HELEN	17	12/09/1998	212	17	HUMAN PAPILLOMA	HPV, quadrivalent	HPV	1	
BIONICVILLE	08/25/2016	FAIRCHILD HELEN	17	12/09/1998	212	17	MENINGITIS	MCV4	MFT	1	¥

Upon entry to the Clinical Activity Mining screen, an extract of data for all activities occurring during the previous 12 months, with no filter selections, is displayed.

The extracted data will display in ascending order based on the first column, Site.

### **Change Order of Display**

The order in which the extracted data is displayed can be changed by clicking the mouse on the header display for the data value which you want to sort by. The display of the grid below reflects a change to display by clinical service / vaccination date.

Site	Date	Nurse	Age	Dob	Age Mos	Age Yrs	Disease	Vaccine	Туре	Dose	1
BIONICVILLE	08/25/2016	FAIRCHILD, HELEN	17	10/17/1998	214	17	MENINGITIS	MCV4	MET	1	
BIONICVILLE	09/26/2016	FAIRCHILD, HELEN	17	10/30/1998	214	17	VARICELLA	Var	VAR	2	đ
BIONICVILLE	09/26/2016	FAIRCHILD, HELEN	17	10/30/1998	214	17	MENINGITIS	MCV4	MET	1	
BIONICVILLE	09/07/2016	FAIRCHILD, HELEN	17	11/16/1998	213	17	MENINGITIS	MCV4	MET	2	
BIONICVILLE	09/07/2016	FAIRCHILD, HELEN	17	11/16/1998	213	17	HEPATITIS A	НерА	HEPA	2	
BIONICVILLE	08/25/2016	FAIRCHILD, HELEN	17	11/18/1998	213	17	DIPHTHERIA, TETANUS, A	Tdap	TDAP	7	
BIONICVILLE	08/25/2016	FAIRCHILD, HELEN	17	11/18/1998	213	17	VARICELLA	Var	VAR	2	
BIONICVILLE	08/25/2016	FAIRCHILD, HELEN	17	11/18/1998	213	17	MENINGITIS	MCV4	MET	1	
BIONICVILLE	08/25/2016	FAIRCHILD, HELEN	17	12/09/1998	212	17	HUMAN PAPILLOMA	HPV, quadrivalent	HPV	1	
BIONICVILLE	08/25/2016	FAIRCHILD, HELEN	17	12/09/1998	212	17	MENINGITIS	MCV4	MET	1	ā.
BIONICVILLE	08/25/2016	FAIRCHILD HELEN	17	12/09/1998	212	17	HEPATITIS A	HenA	HEPA	1	
<										)	Þ.

Upon clicking the heading display for the Date column again, the extracted data will be displayed with the date values in descending order.





Note: Upon clicking a header display of a different column, the extracted data will be (re)displayed in order based on the newly selected column. The Ascending / Descending characteristic of the sorting will reset to Ascending.

Upon updating extract criteria and clicking to Apply (updated) Filter Selections, the display order for the new extract of data will remain the same as that of the previous extract at time the Apply Filter Selections button is clicked.

## **Saving Extracted Activity Details**

Upon clicking the **Save Visit List** button, a dialogue box (shown below) is displayed for the user to specify the name of the file which to save the data details to and the location of the folder to save the file in.

The filename and folder will default with the following:

Filename	health services activities mm-dd-yyyy	using current date
Save as Type	XLS	Excel file

2 Save As X EXPORT G 🗊 📂 🖽 -Save in: Date modified Name Type -No items match your search. Quick access Desktop -Libraries This PC Network health services activities 03-05-2019 Health Services V Save Save as type: XLS Cancel  $\sim$ 

The display defaults to save the file to the C:\HDIS\Export directory on the workstation.

You may change the name of the file which to save the extracted data details as well as the folder to save the file in (via the 'Save in' specification at top of display).

Upon completing specifying details of the file which to save the extracted data to, click the Save button. Select the Cancel button to exit the screen without saving the data to file.

