Airborne Hazards and Open Burn Pit Registry Clinical Portal

User Manual for VA Care Teams

U.S. Department of Veterans Affairs
Veterans Health Administration
Office of Connected Care

April 2016

User Manual

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Overview

The Department of Veterans Affairs (VA) launched the Airborne Hazards and Open Burn Pit Registry in Spring 2014, as required by Public Law 112-260, Dignified Burial and Other Veterans' Benefits Improvement Act of 2012. The Registry is a database of health information from Operation Enduring Freedom/Operation Iraqi Freedom/Operation New Dawn (OEF/OIF/OND) or 1990-1991 Gulf War Veterans and Servicemembers collected through a questionnaire about exposures to airborne hazards (such as smoke from burn pits, oil-well fires, or pollution during deployment), as well as other exposures and health concerns.

The Airborne Hazards and Open Burn Pit Registry (AHOBPR) Clinical Portal will allow VA health care staff access to review Registrants' data, and therefore better understand the potential health effects of deployment-related exposures.

This User Manual is a guide for how to use the AHOBPR Clinical Portal.

The Basics

Prerequisites and setup

To use the Airborne Hazards and Open Burn Pit Registry Clinical Portal, you must:

1. Be a member of a VA health care team.
2. Be inside the VA network.
3. Have an AHOBPR Clinical Portal account.

Accessing the Clinical Portal

There are two ways to access the AHOBPR Clinical Portal:

1. Enter the portal's link/URL into your Web browser: ***https://vaww.ahobpr.registries.aac.va.gov/***
2. Through the VA Launchpad, which you can access at ***https://staff.mobilehealth.va.gov/launchpad/***. The VA Launchpad is an easy way to consolidate VA apps that require Veterans Health Information Systems and Technology Architecture (VistA) credentials. The VA Launchpad contains links to all VA apps that connect to VA's EHR. By signing into the VA Launchpad once with your VistA credentials, you can access multiple resources from one location and without having to log into each app or website individually.

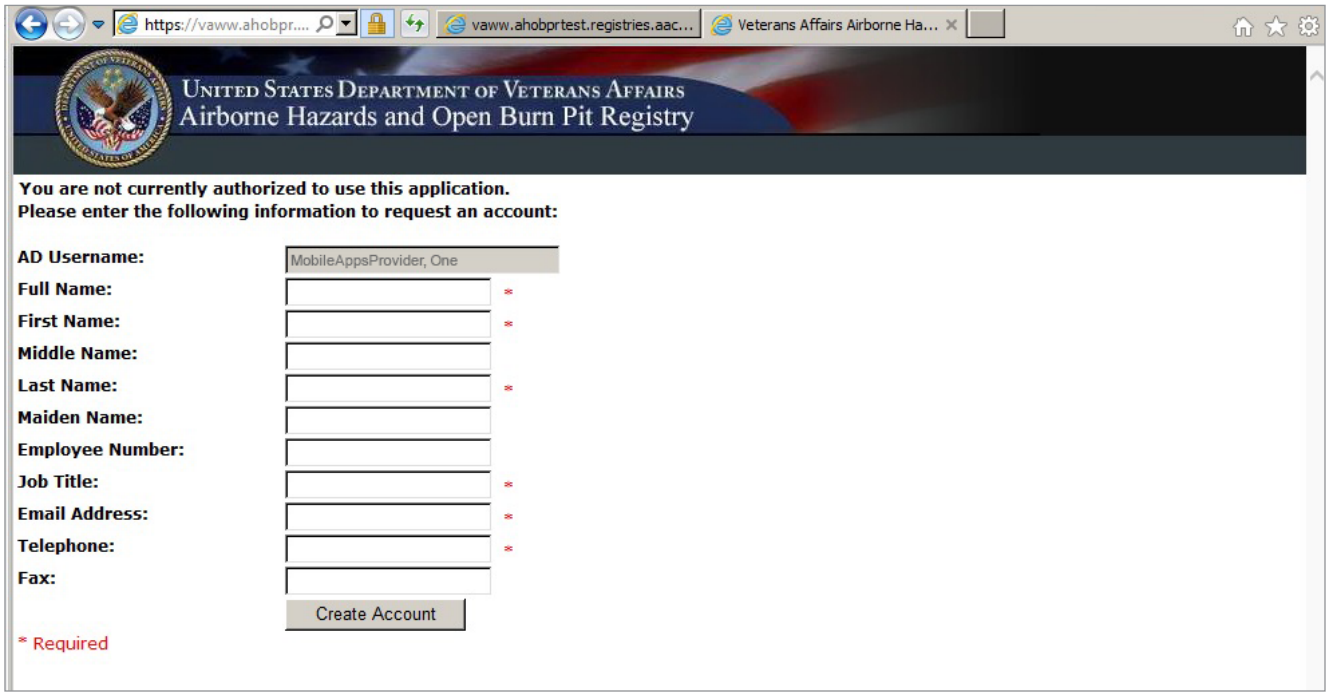
If you have never logged in before, you will be prompted to set up an AHOBPR Clinical Portal account. If you have set up an account, you will proceed directly to the portal and arrive on the Registrant Search screen.

Setting up an AHOBPR Clinical Portal account

If you need to set up an AHOBPR Clinical Portal account, you will be prompted to register for an account when you first access the portal. After you have filled out and submitted your personal information, your account will be approved either by:

- Your VistA credentials – If you have VistA credentials, you will be allowed to enter them and receive immediate approval for and access to the Clinical Portal.
- Calling Post Deployment Health Services – If you do not have VistA credentials, you will be given a number to call to request that a VA PDHS staff member review and approve your account.

Once your account has been approved, the next time you access the Clinical Portal, you will proceed directly into the Clinical Portal and arrive on the Registrant Search screen. You must access the portal at least once every 90 days to keep your account activated. If you were approved using your VistA credentials, you will have to verify your credentials once a year.



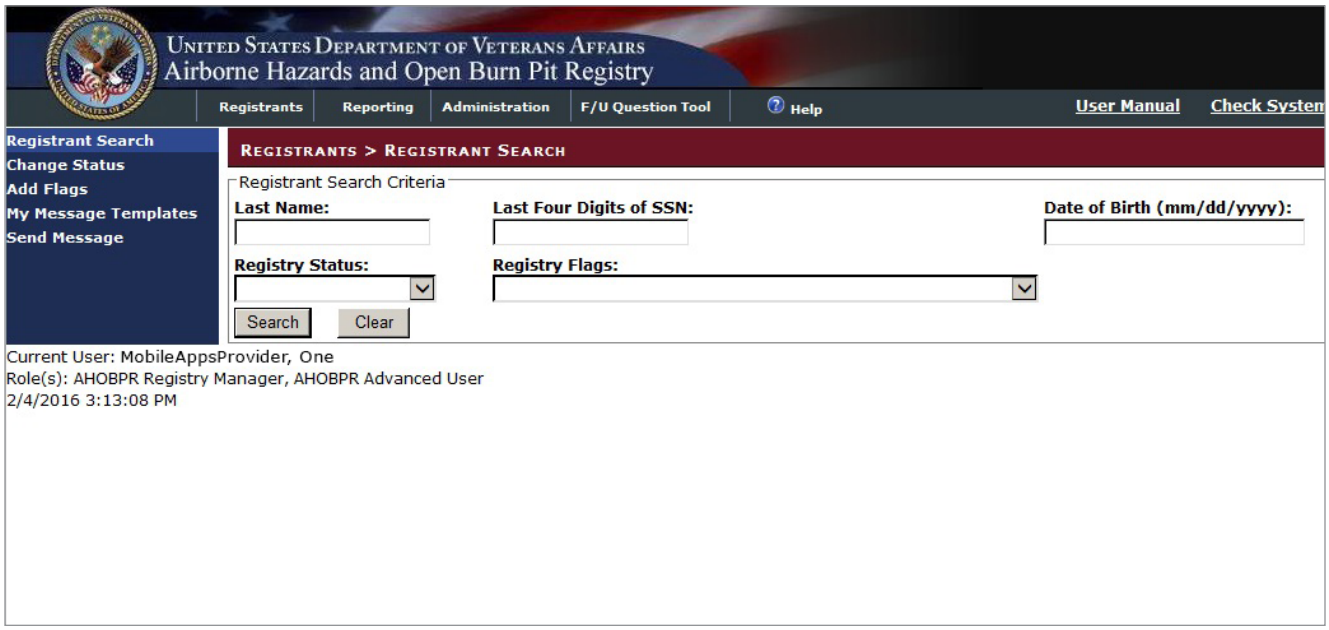
Understanding types of staff user roles and features

There are three types of user roles for the Clinical portal:

1. Care Team (for clinicians and schedulers) – View Registrant records, add flags to Registrant records and run basic reports.
2. Advanced User (Environmental Health and Transition and Care Management coordinators) – View Registrant records, add flags to Registrant records, and run basic and advanced reports.
3. Registry Manager (PDHS staff) – Manage user accounts and Registry Flags, update a Registrant's status, view Registrant records, manage message templates, create and send messages, ask follow-up questions and run advanced reports.

The AHOBPR Clinical Portal

Search for Registrants, review their information, flag records and run reports. Registry Managers can also send messages and ask follow-up questions.



Getting to know the screen

When you arrive in the AHOBPR Clinical Portal, you will land on the Registrant Search screen. There are four tabs at the top of the screen to help you navigate the portal:

- **Registrants** – Search for a Registrant by last name, last four digits of SSN, date of birth, registry status or registry flags.
- **Reporting** – Run a report based on location, aging, ad hoc by individual, ad hoc by location, participation, Registrant contact information or eligibility.
- **Administration** (Registry Managers only) – Search for other users, view a role matrix, review Registry Flags, review Registry Messages, send a message, send follow-up questions and view follow-up questions that failed to send.
- **F/U Question Tool** (Registry Managers only) – Send a follow-up question to a Registrant
- There is also a menu on the left side of the screen, and the options will adjust depending on which of the four tabs you selected at the top of the screen.

NOTE: Depending on your level of access, you may not see all of the options listed above. Only Registry Managers have access to the Administration and F/U Question Tool options.

Accessing and using the built-in User Manual

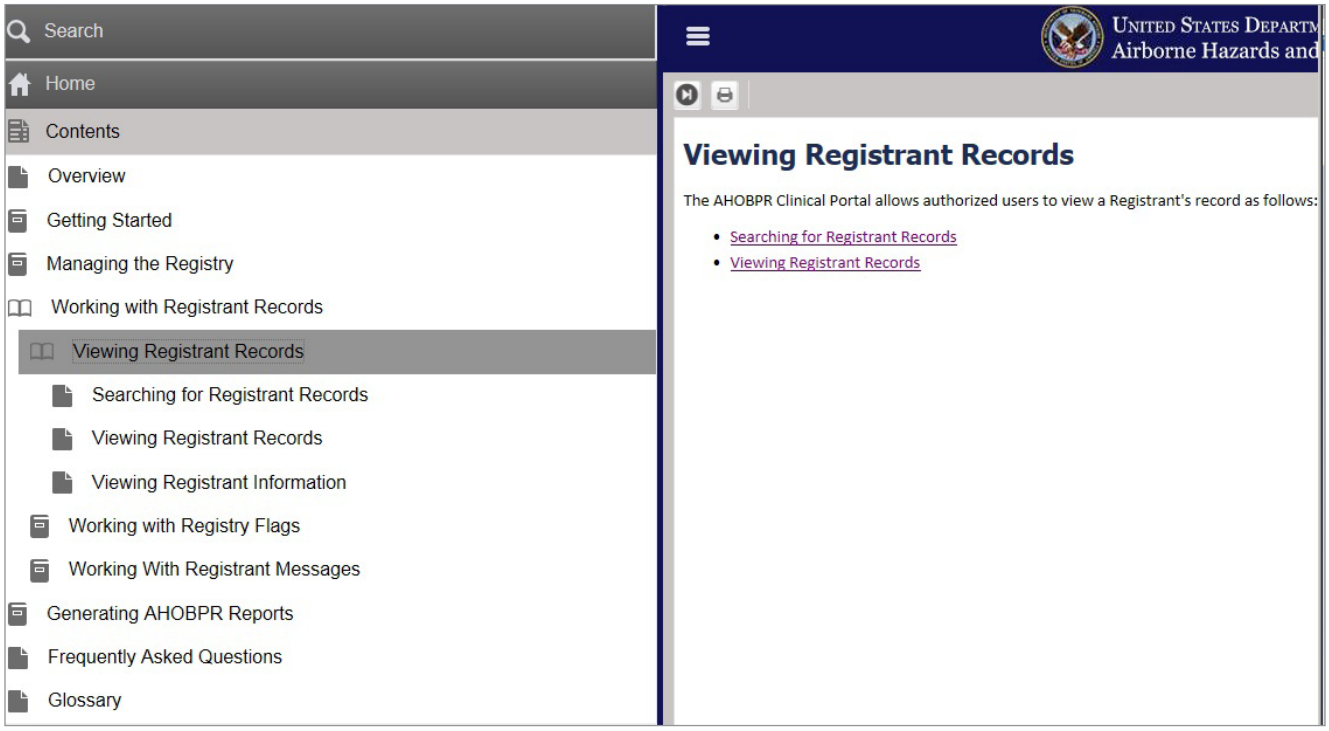
The AHOBPR Clinical Portal offers a User Manual that is available within the site. No matter which screen you are viewing, you can access it by selecting **User Manual** in the upper right corner of the screen > The User Manual will open in a new browser window. The User Manual's contents include:

- Home
- Contents
- Overview
- Getting Started
- Managing the Registry
- Working with Registrant Records
- Generating AHOBPR Reports
- Frequently Asked Questions
- Glossary

There are three ways to navigate through the User Manual:

- Arrow buttons – Select the forward and backward arrows in the upper right corner of the User Manual.
- Table of Contents – Select the menu button (three-line icon in the upper left corner of the User Manual) > The screen will split so a Table of Contents appears in the left pane > Select the part of the User Manual you would like to read > You will jump to that part in the User Manual.
- Search – Select the menu button (three-line icon in the upper left corner of the User Manual) > The screen will split so a Table of Contents appears in the left pane > In the Search bar in the upper left corner (with the magnifying glass icon), type in the term for which you would like to search > Select **Enter** > You will go to a screen that shows all the results for all the User Manual pages that included the term for which you searched.

You can also print the User Manual by selecting the button with the printer icon in the upper left corner > Print as you would most documents.



Accessing and using the built-in help feature

No matter which screen you are currently viewing, you can always access help directly within the portal. In the upper right corner, select the **? Help** button > A help screen will open in a new browser window, and the information will relate to the screen you are currently viewing in the portal > Select the arrows next to the topic heading on the screen to expand or collapse the information. Some help screens will also have a Related Topics option in the bottom left corner of the screen that you can select to read about associated information. If you would like to learn about another topic, go to the screen in the portal you would like to learn more about, and then select **? Help** again.

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

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.

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.

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.

Help and Additional Information

Additional Training Materials for the Airborne Hazards and Open Burn Pit Registry Clinical Portal

In addition to the built-in User Manual and help feature, more resources can be found at ***www.publichealth.va.gov/exposures/burnpits/index.asp***.

Help Desk Information

If you need assistance with the Airborne Hazards and Open Burn Pit Registry Clinical Portal, dial 844-482-6624 to speak with a VA representative, or consult IT support at your local VA Medical Center (VAMC). For TTY assistance, dial 711.

Appendices

Appendix #1: Project References

VA developed the Registry because studies have shown that many Veterans, particularly those who served after September 2001, use the Internet frequently to seek information on VA benefits and services and to obtain news and information. Therefore, the development of the online Registry was a natural way to easily reach and engage the target audience.

The Registry was tested in a demo environment to ensure optimal functionality.

Appendix #2: Glossary

App – an application, or software program, that can be accessed through a website or mobile device and is designed to fulfill a particular purpose

Burn Pit – a common waste disposal practice at military sites outside of the U.S. such as in Iraq and Afghanistan from which smoke and other emissions contained an unknown mixture of substances that may have short- and long-term health effects, especially for individuals who were exposed for longer periods or those with pre-existing conditions such as asthma or other lung or heart conditions.

Computerized Patient Record System (CPRS) – electronic medical record applications and databases that provide a complete overview of patient's medical records.

EH – Environmental Health

Electronic Health Record (EHR) – a digital record of a patient's treatment plan and health care interactions with his or her providers

PDHS – Post Deployment Health Services

SSN – Social Security Number

TCM – Transition and Care Management

VAMC – VA Medical Center

VA Mobile Health – an initiative that aims to improve the health of Veterans by providing technologies that will expand care beyond the traditional office visit and includes the creation of secure mobile Apps that will leverage the popularity of wireless technologies to support Veterans, Caregivers and VA clinical teams [More at: mobile.va.gov]

Veterans Health Information Systems and Technology Architecture (VistA) – VA's computerized patient record system

Appendix #3: Revision History

Date	Version	Description	Author
March 2016	2.0	Updated to reflect all changes in version 2.0	VA Mobile Training Team

Appendix #4: Functionality Updates

Activity	New Capability	Feature Enhancement
Messages	1a - Allows Advanced users to create and send templates	1b - My Messages: Create email message templates that can be emailed to Registrants; Send Messages: Send My Message templates to selected/filtered groups of Registrants.
Help	2a - Incorporate built-in help	2b - Reflects all changes to version 2.0