- Open new incident CIH module
- Enter "Run Info" Section
  - "visit info" panel
    - Write something about CIH Response Number field
    - Enter required and relevant information
    - CIH Incident Type
      - Community Outreach
      - Patient Visit
    - If CIH Incident Type = "Community Outreach", Determine the Community event Type
    - If CIH Incident Type = "Patient Visit", Determine the Type of Visit
      - Single encounter-1 time visit, no planned follow up
        - Examples: One vaccine delivery, legal blood draw, INR draw, COVID test
      - Initial visit/enrollment-First visit, with planned follow up
      - Follow-up visit: subsequent visit(s) done after enrollment visit
      - Final visit/graduation: Last time seeing patient for this specific enrollment
      - Cancelled/no patient contact: Unable to reach patient for follow up
      - If someone's enrollment status changes from being seen for a single encounter to now being enrolled with an initial visit and follow up visits, please enter the visit after "single encounter" as "initial visit" and continue forward as outlined above.
    - Enter How Patient was referred to the CP program
    - Enter eligible program(s)- primary reason(s) person being visited by CIH. There may be more than one reason. Select all that apply.
  - Move to "Unit and Crew Info" Panel
    - Enter relevant and required information
  - Move to "Scene Info" Panel
    - Enter relevant and required information
- Click "Patient Info" Section
  - Patient demographics panel
    - Enter required fields and as much additional information as possible
      - Please include patient race
    - Driver's License Scanner can be used to fill in patient information
      - Drivers Licenses: this link that has instructions for iPad users to install the iOS Elite Utilities app that allows them to scan Drivers

- o More information on DL scanning in Elite can also be found here
- Use "find a repeat patient" (searches for existing patient information)
- Record other information your agency may need, like medical record number.
- o Patient history panel
  - Enter what is relevant to this CIH visit
  - Enter current medications and route
    - Click on medication name to see description
  - Environmental allergies for asthma patients
- o Patient address panel
  - Enter homeless status
  - Patient address
    - Enter Zip Code and use buttons to fill in City/County/State based on Zip Code entry
- o Emergency contact panel
  - Optional
- o Medical insurance panel
  - Enter primary insurance
- Move to "activities" Section.
  - o "Activities" Panel:
    - Download any devices from the cloud.
      - In order to import data from EKG monitors, Elite users need to download and install the Elite Desktop Client. There are instructions for this on EMSTS' website https://dphhs.mt.gov/assets/publichealth/EMSTS/EMS/installingelitedesktopclient.pdf

CIH Power Tools Summary:

Name of Power tool	Items Able to Document
Asthma	Procedures • CIH- Asthma Self-Management Education • CIH- Asthma trigger education • CIH- Asthma Control Test • CIH- Asthma inhaler technique observed
Diabetes	Procedures • CIH- Diabetes Self-Management Education • CIH- Prediabetes Risk Test • CIH- Diabetes Dietary Education
CVH	Procedures • CIH- Cardiovascular education • CIH- ASCVD Risk Score • CIH- Hypertension Lifestyle education • CIH- Self-measured BP education • CIH- DASH (dietary approaches to stop hypertension) • dietary education CIH- Lipid disorder Dietary education
Blood Glucose	Vitals – Record Blood Glucose value Procedures • Assess - Glucose Check - Prior to Glucose Given • Assess - Glucose Check - After Glucose Given • Glycemic management- Blood Glucose Check • CIH- Blood glucose control education

INR/Draw	Procedures –
	    • Lab- International Normalized Ratio (INR)
	    • IV- Blood Draw via IV or Venous Puncture
	Vascular access location
	Size of procedure equipment
	Procedure complication
	Results

Foot check	Exams – left foot exam, right foot exam Procedures • CIH- Education about daily diabetic foot exam

Med Rec	Procedures
	    • CIH- Medication Reconciliation
	Assessment of compliance (Procedures):
	      o Med Reconciliation - Pt able to manage medications
	      o Med Reconciliation - Non-compliance (accidental)
	      o Med Reconciliation - Non-compliance (intentional)
	Assessment of supply
	      o Med Reconciliation - Insufficient Supply
	      o Med Reconciliation - Removal of expired/no longer used medications
	      o Med Reconciliation - Supply adequate
	Education
	      o Med Reconciliation - Development of medication care plan
	      o CIH- Promotion of adherence to medication

Vitals	GCS, BP, HR, RR, SpO2, Pain Score, Temp, BG

Vitals: Strongly suggested to Use "vitals" power tool, but can also document via the Vitals fields on the ePCR form

- Same vitals are on power tool and form: GCS, BP, HR/rhythm, RR/effort, SpO2, Pain Scale, blood glucose, Temperature
- Required to Record at least 1 blood pressure
- Required to Record Blood Glucose for patients with diabetes
    - Suggested to Use "Blood Glucose" power tool, but can also document via the Vitals fields on the ePCR form
    - Assessments: Optional
        - Use "Foot check" power tool to record foot check findings for patients with diabetes
    - Medications: This section refers to medications given during CIH visit. Enter via ePCR Form
    - Procedures: Strongly suggested to use relevant power tools (see table above), but can also document via fields on the ePCR form
        - If documenting via form fields, Start search with "CIH" to find relevant codes or use Power Tool
  - Move to "Referrals" panel: Enter places patient referred to-general

  - Move to "LINKS" panel: Complete relevant screening links
    - ASCVD Risk Calculator-patients aged 20-79 years of age and without known ASCVD
    - Prediabetes Risk Test- all patients 35 years and older
        - Document in Procedures "CIH Prediabetes Risk Test"
    - Asthma Control Test- all patients with asthma
        - Document in Procedures – "CIH Asthma Control Test"
    - Record scores and enter into the CIH Chronic Disease Worksheet
- Narrative: Summarize Visit

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- Worksheets
  - **ASK-12**
    - Required when Type of Visit = "initial visit/enrollment" or "Final visit/graduation"
    - If score is >0 a referral may be necessary. In some cases, a referral may not be deemed necessary (for example, if patient says they occasionally miss a dose). Counsel patient on any medication compliance concerns and refer if necessary.
  - **PHQ-2**
    - Required when Type of Visit = "Initial Visit/Enrollment", "Final visit/graduation", or "Follow up visit
    - If score is 2 or greater, complete the PHQ-9.
      - If the PHQ-9 score is $\geq$ 5, then refer
  - **CIH Initial Screener-**
    - Required when Type of Visit = "Initial visit/enrollment"
  - **CIH Follow up Visit worksheet**
    - Required when Type of Visit ="Follow up visit"
  - **CIH Final Graduation worksheet**
    - Required when Type of Visit ="Final visit/graduation"
  - **Social Screener**
    - - Optional- complete for patients to assess social determinants of health, make referrals as necessary or perform other counseling
  - **CIH Chronic Worksheet**
    - Required for qualifying chronic disease patients:
      - If Medical/surgical history indicates Asthma, any Cardiovascular conditions, or Diabetes
      - If Eligible Program = Asthma, Cardiovascular Health, or Diabetes (from Visit Info panel)
    - Required when Type of Visit = "Initial Visit/Enrollment", "Final visit/graduation", or "Follow up visit"
    - Fill out relevant information depending on patient conditions
- Use Validation Score (red number at bottom) & Timeline Functions to determine completeness of your report
- Click Save