

# **NACI Care©:**

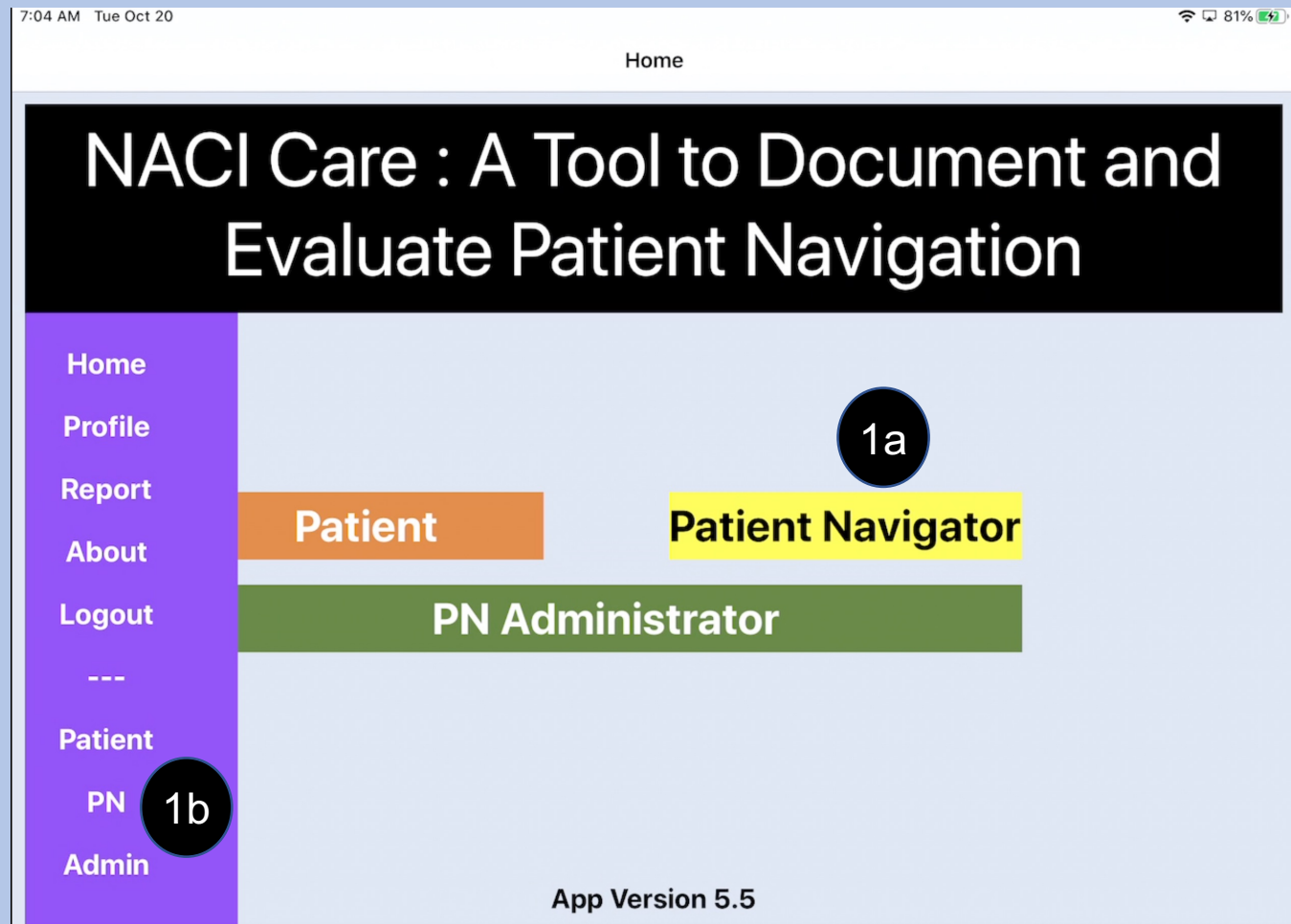
## **A Tool to Document and Evaluate Patient Navigation Patient Navigator (PN) Tutorial**

# Patient Navigator Characteristics



# Patient Navigator (PN) – Home screen

1. Select Patient Navigator to enter personal information
  - a. Home screen or
  - b. Sidebar



# Patient Navigator (PN) – PN Sub-Sidebar

2. PN Sub-Side bar buttons appear (left side of screen) with explanations
  - a. The Administrator identifies fields for PN to complete
  - b. Fields not identified for use will not appear in the program or will be greyed out

2

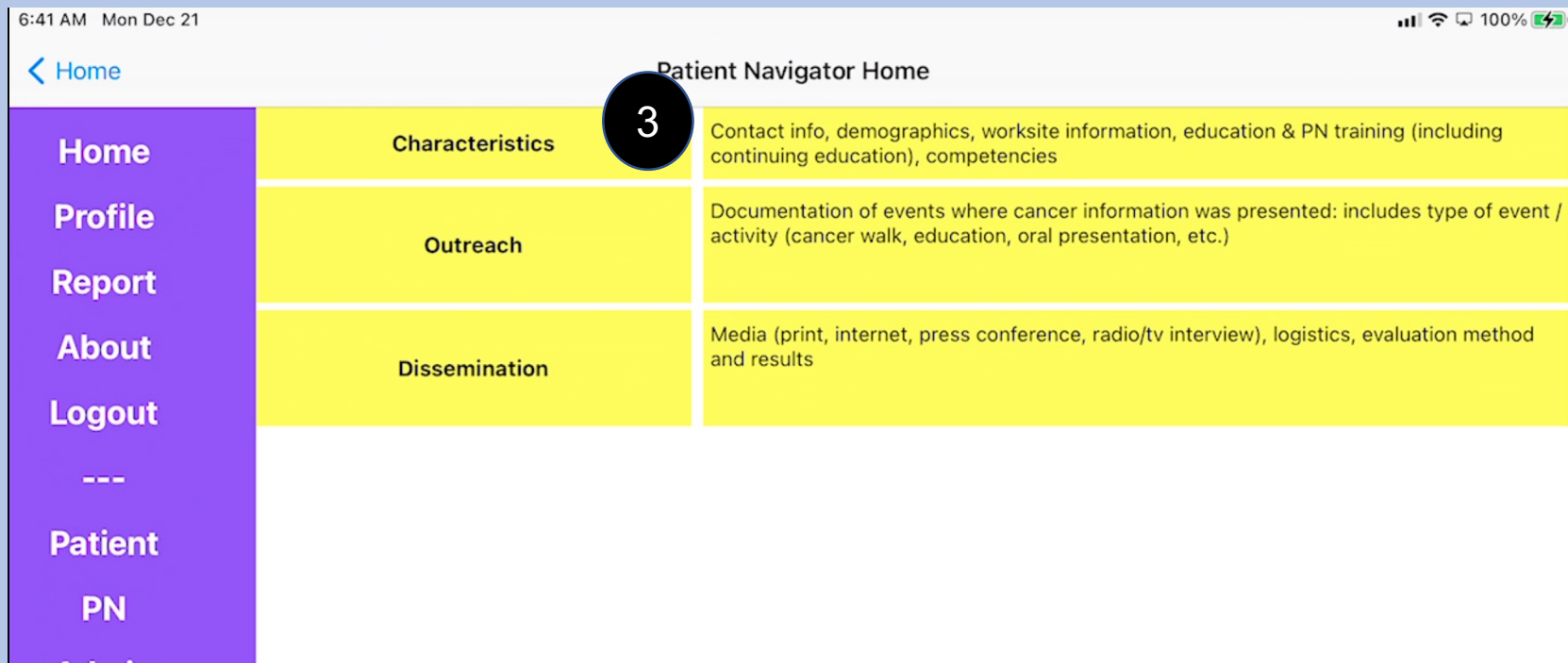
<a href="#">&lt; Back</a>		
Patient Navigator Home		
Home	Characteristics	Contact info, demographics, worksite information, education & PN training (including continuing education), competencies
Profile	Outreach	Documentation of events where cancer information was presented: includes type of event / activity (cancer walk, education, oral presentation, etc.)
Report	Dissemination	Media (print, internet, press conference, radio/tv interview), logistics, evaluation method and results
About		
Logout		
---		
Patient		
PN		
Admin		



# Patient Navigator (PN) – PN Sub-Sidebar – PN Contact Info

## 3. Select Characteristic to add contact Info

- Contact: personal address, phone
- Emergency contacts is name(s), address(es), phone for individuals to be contacted in case of emergency.



# Patient Navigator (PN) – PN Sub-Sidebar – PN Demographics

## 4. PN Demographics

### a. Select specific demographic and fill in information

7:49 AM Thu Oct 29 80%

< Patient Navigator Home PN Characteristics

PN's Contact Info	Contact Information: personal address, phone number(s), emergency contact
4 PN's Demographics	Demographics: date of birth, gender, sexual orientation, race/ethnicity, religion, basic education (non-PN related)
PN's Work Site Information	Worksite Information: organization, department, location, work setting, work hours, date of hire, date of release
Education & Training	Education & Training: PN training and education, continuing education, skill and attainment

4a

Date of Birth

Gender

Sexual Orientation

Race & Ethnicity

Religion

Education



# Patient Navigator (PN) – PN Worksite

5. Worksite information for where PN works, when hired, and when left (if applicable)
  - a. If works in multiple settings, enter each address and location

Characteristics Work Site List

Home Characteristics Outreach Dissemination Add a new work site info

5

6:49 AM Mon Dec 21

Work Site List

Home Profile Report

Characteristics Outreach Dissemination

Work site information

Date of hire

Date of release

8:55 AM Mon Oct 19

5a

PN Worksite information

Characteristics Outreach Dissemination

Name of organization  
NACR

Name of department  
Name of department

City State Zip  
Denver CO - Colorado Zip

Type of work setting  
Clinic-urban

Hours worked per week  
Hours worked per week

Cancel Submit



# Patient Navigator (PN) – PN Education and Training

6. Education and Training specific to previous PN training
  - a. When select Yes, a list of organizations that provide PN training appears.
  - b. When the training organization does not appear, select Add a new organization and enter information

[< Characteristics](#)

Training info

Home

Profile

Report

About

Characteristics

Outreach

Dissemination

Did you receive training?

6

6:52 AM Mon Dec 21

[< Training organization list](#)

Logistics of Education

Home

Profile

Report

About

Logout

Characteristics

Outreach

Dissemination

Organization Information

Contact Person

Description of Competencies

Format of Education/Training

6b





# Patient Navigator (PN) –PN Education and Training

## 7. Enter education information and the date the PN course was completed

11:53 AM Mon Oct 19

Logistics of PN Education

Organization Information

7

Characteristics

Outreach

Dissemination

Home

Profile

Report

About

Logout

---

Patient

PN

Admin

Name

Address

City State Zip

Phone Website

Email Other

Date training session/course completed

Date training session/course completed

Cancel Submit

Select Training Date

2018-08-19



# Patient Navigator (PN) – PN Sub-Sidebar – PN Education and Training

## 8. Provide course contact information

12:04 PM Mon Oct 19

100%

< Logistics of PN Education

Contact information

Home

Profile

Report

About

Logout

Characteristics

Outreach

Dissemination

Type contact information here

8

Cancel

Submit



# Patient Navigator (PN) – PN Sub-Sidebar – PN Education and Training

9. Select the box for the list of competencies to appear
  - a. Use the toggle buttons to select each relevant competency
  - b. The competency domain will appear in the box

12:08 PM Mon Oct 19

< Logistics of PN Education

Home Characteristics Outreach Dissemination Profile Report About Logout

Description of Competencies

Select competencies attained in training

Identify competencies

Submit

9

12:12 PM Mon Oct 19

< Logistics of PN Education

Home Characteristics Outreach Dissemination Profile Report About Logout

Description of Competencies

Select competencies attained in training

Communication/Interpersonal Skills, Patient Care Coordination – what), Health Knowledge – content (what)

Cancel Submit

9b

Ethical, cultural, legal, and professional issues – process (how) ☐

Competency: Demonstrate sensitivity and responsiveness to a diverse patient population, including but not limited to respecting confidentiality, organizational rules and regulations, ethical principles and diversity in gender, age, culture, race, ethnicity, religion, abilities, sexual orientation and geography.

Client and care team interaction - process (how) ☐

Competency: Apply insight and understanding concerning human emotional responses to create and maintain positive interpersonal interactions leading to trust and collaboration between patient/client/family and the healthcare team. Patient safety and satisfaction is a priority.

Health Knowledge – content (what) ☐

Competency: Demonstrates breadth of health, the cancer continuum, psychosocial and spiritual knowledge, attitudes and behaviors specific to their PN (clinical/licensed or non-medical licensure) role

Patient Care Coordination – process and content (how and what) ☐

Assessment of patient self-management. Responsible for arranging referrals. Participates in the development of an evidence-based or promising/best practice patient-centered plan of care, which is

Cancel Done

9a



# Patient Navigator (PN) – PN Education and Training

## 10. Select the box for the type of PN Education / Training

- When the box is selected, the types of education venues appear
- The types selected will be summarized in the box

12:21 PM Mon Oct 19

< Logistics of PN Education

Type of PN Education/Training

Select type of PN Education/Training

Identify type(s)

10

Cancel Submit

Home  
Profile  
Report  
About

Characteristics  
Outreach  
Dissemination

Online Instruction ☐

In-person Instruction ☐

Combination of online and In-person ☐ 10a

Academic courses ☐

Tailored Workshop ☐

Other ☐

Cancel Done

12:23 PM Mon Oct 19

< Logistics of PN Education

Type of PN Education/Training

Select type of PN Education/Training

Combination of online and In-person

10b

Cancel Submit

Home  
Profile  
Report  
About  
Logout

Characteristics  
Contact Information  
Demographics  
Worksite  
Education & Training  
Outreach & Dissemination



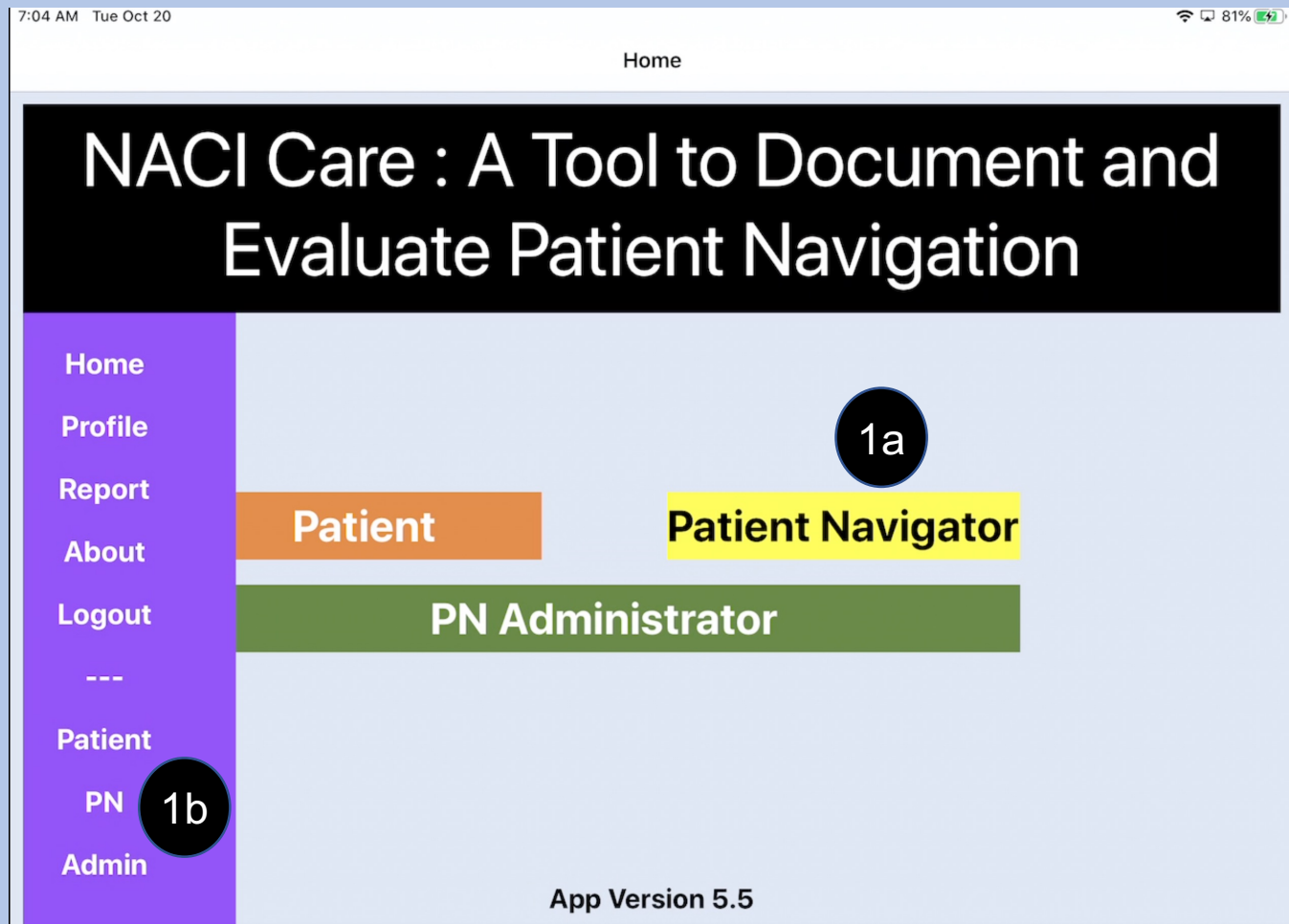
# Patient Navigator

## Outreach



# Patient Navigator (PN) – Home screen

1. Select Patient Navigator to enter outreach details
  - a. Home screen or
  - b. Sidebar



# PN Outreach

2. Outreach: activities or strategies to provide information and/or promote and recruit s to the program

a. Select Outreach

8:18 AM Thu Oct 29 83%

[PN Demographics](#) Patient Navigator Home

Home	Characteristics	Contact info, demographics, worksite information, education & PN training (including continuing education), competencies
Profile	<b>2a</b> Outreach	Documentation of events where cancer information was presented: includes type of event / activity (cancer walk, education, oral presentation, etc.)
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About		
Logout		
---		
Patient		
PN		
Admin		



# PN Outreach

## 3. Select event(s)

Outreach

Cancer walk	<input type="checkbox"/>
Cultural event (powwow, dragon boat racing, Juneteenth)	<input type="checkbox"/>
Education session	<input type="checkbox"/>
Exhibit / information booth	<input checked="" type="checkbox"/>
Focus group	<input type="checkbox"/>
Informant interview	<input type="checkbox"/>
Networking	<input type="checkbox"/>

Cancel

Submit

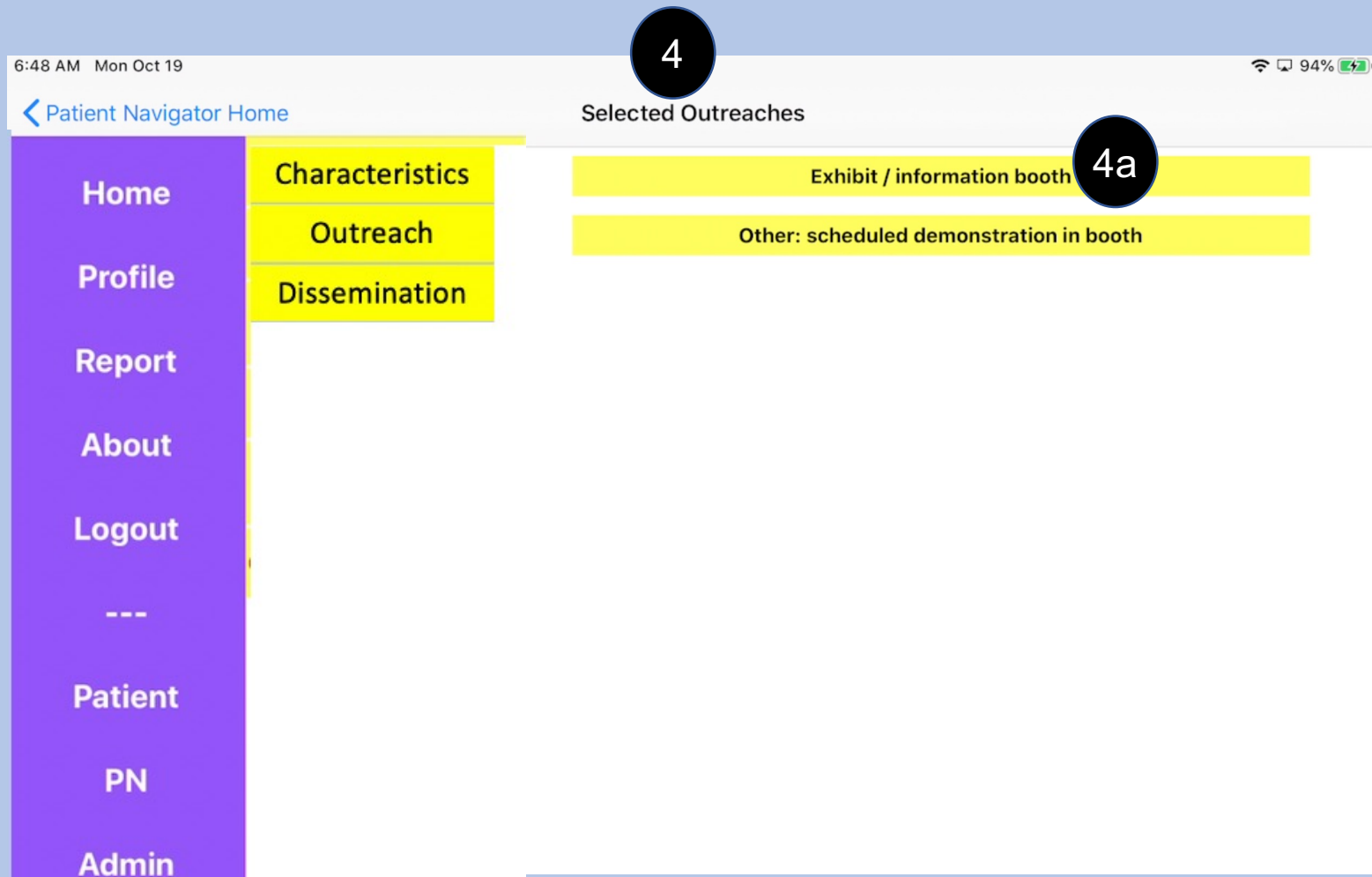
3





# PN Outreach

4. Once selected, each selected outreach event will come up
  - a. Select the event to add logistical details



# PN Outreach

5. Selected event appears
  - a. Select Add new event or
  - b. Edit a previous event

7:39 AM Mon Oct 19

96%

< Selected Outreaches

Previous outreach summary for Exhibit / information booth

Home

Profile

Report

About

Logout

---

Patient

PN

Admin

Characteristics

Outreach

Dissemination

Name	Start Date	Participant#	
Pow wow	2018-03-22		<div>Add a new event</div>
Compadre breast s...	2018-07-14	188	<div>Edit</div>
Men's Health	2018-07-19		<div>Edit</div>



# PN Outreach

6. Add logistic information for any category listed
  - a. For example, select date of the event

6:53 AM Mon Oct 19

[Back](#) Outreach logistic : Exhibit / information booth

6

Home	Characteristics	Name of event
Profile	Outreach	Date
Report	Dissemination	Time slot
About		Length of activity
Logout		# of repeated sessions
---		Location
Patient		# of participants
PN		Demographic of participants
Admin		# of contacts
		Topics
		Roles
		Partner
		Sponsor
		Disseminate materials
		Fundraiser
		Activity evaluated
		Activity outcomes

6a



# PN Outreach

- b. Select start date
- c. Select time slot; a pull-down menu provides options

Select Start Date for the event

April	16	2015
May	17	2016
June	18	2017
July	19	2018
August	20	2019
September	21	2020
October	22	2021

Cancel Done

6b

Select timeslot

Friday, Saturday, Sunday

Weekday

Weekend

Friday, Saturday, Sunday

Other

Cancel Submit

6c



# PN Outreach

d. Selecting timeframes provides options

Select timeframes

Full day ▲

Morning

Afternoon

Evening

Full day

Other

6d

Cancel Submit



# PN Outreach: Activity evaluated

e. If event was evaluated, select from the list of logistics

1) Select Yes

Was the activity evaluated?

Yes **6e1)**

Cancel Submit

Name of event
Date
Time slot
Length of activity
# of repeated sessions
Location
# of participants
Demographic of participants
# of contacts
Topics
Roles
Partner
Sponsor
Disseminate materials
Fundraiser
Activity evaluated <b>6e</b>
Activity outcomes



# PN Outreach: Activity evaluated

- f. A list of evaluation activities appears
- 1) Select option
  - 2) Type or select response

Activity evaluation
Number of participants taking pretest
% of correct knowledge responses in pretest
Number of participants taking post test
% of correct knowledge responses in posttest
% of increase in knowledge: pre- to post

6f1)

Number of participants taking post test

Number of participants taking post test

6f2)

Cancel Submit



# PN Outreach: Outcome evaluation

- g. For another example, select event outcomes
- 1) Select yes and Submit to save
  - 2) Multiple outcome measures can be selected using toggle buttons

Was there any activity outcome?

Yes 6g1)

Cancel Submit

Increased knowledge 6g2) ☒

# referred to HCP or HC setting ☒

# referred to screening ☐

# with screening appointments ☐

# materials given out ☐

Participant satisfaction ☒

Other ☐

Cancel Submit

Name of event
Date
Time slot
Length of activity
# of repeated sessions
Location
# of participants
Demographic of participants
# of contacts
Topics
Roles
Partner
Sponsor
Disseminate materials
Fundraiser
Activity evaluated
Activity outcomes <span>6g</span>





# PN Outreach: Outcome evaluation

- h. The outcomes selected appear
- 1) Select one to add details
  - 2) Click inside the box to type in the number referred
  - 3) Information can be entered for subsequent outcome measures

6h

# referred to HCP or HC setting 6h1)

6h4) Participant satisfaction

# referred to HCP or HC setting

# referred to HCP or HC setting 6h2)

Cancel Submit

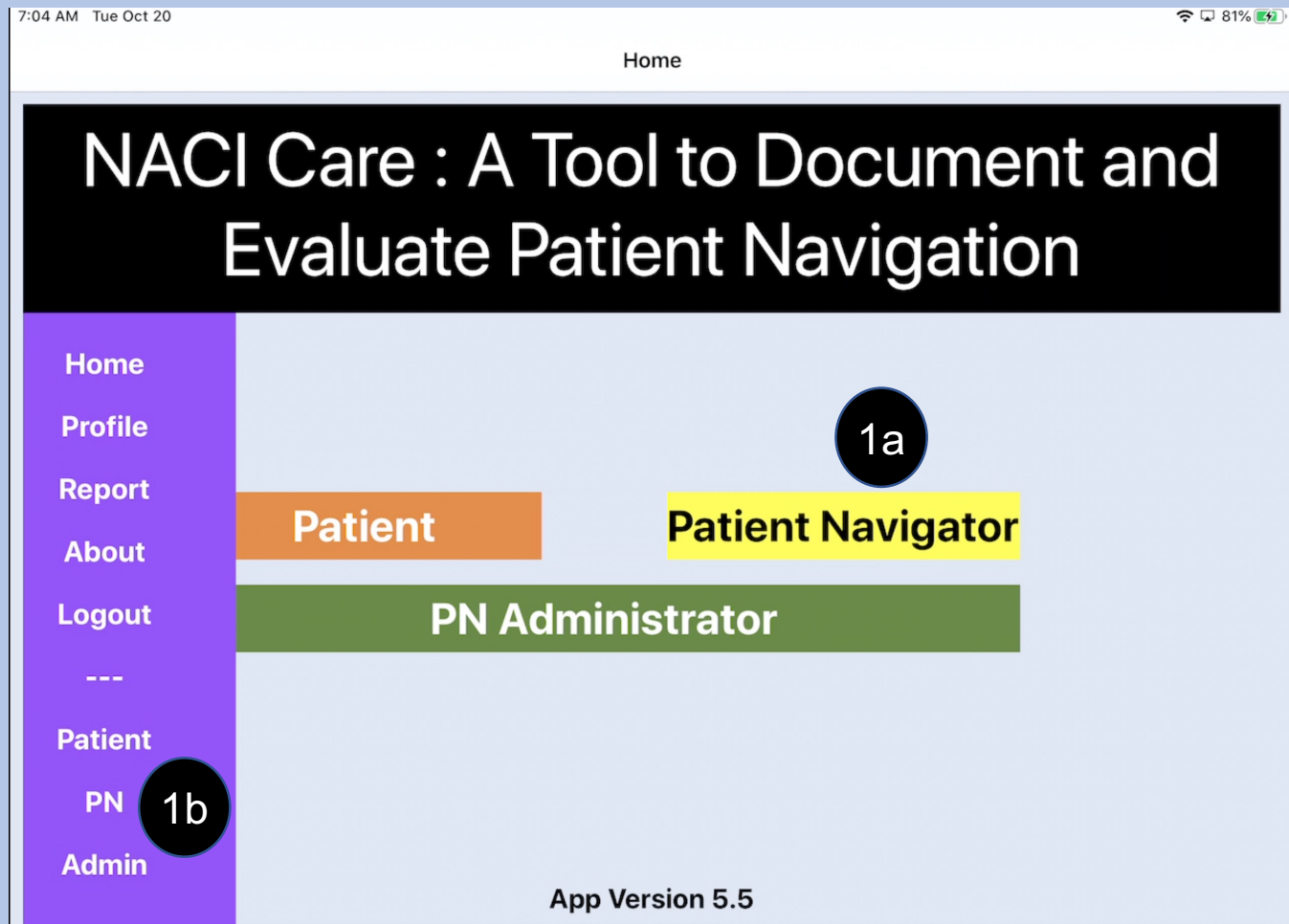


# Patient Navigator Dissemination



# Patient Navigator (PN) – Home screen

1. Select Patient Navigator to enter dissemination details
  - a. Home screen or
  - b. Sidebar



# PN Dissemination – PN Sub-Sidebar

2. Dissemination: activities or strategies used to share when, where and how findings or products from the program are shared with others
- a. Select Dissemination

Patient Navigator Home		
<a href="#">Home</a> <a href="#">Profile</a> <a href="#">Report</a> <a href="#">About</a> <a href="#">Logout</a> --- <a href="#">Patient</a> <a href="#">PN</a> <a href="#">Admin</a>	Characteristics	Contact info, demographics, worksite information, education & PN training (including continuing education), competencies
	Outreach	Documentation of events where cancer information was presented: includes type of event / activity (cancer walk, education, oral presentation, etc.)
	<b>2a</b> Dissemination	Media (print, internet, press conference, radio/tv interview), logistics, evaluation method and results



# PN Dissemination Logistic

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---  
Patient  
PN  
Admin

Characteristics  
Outreach  
Dissemination

3. Select each logistic of relevance describing how information was disseminated

[All disseminations](#)

Dissemination Logistic

Home

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Logout

---

Patient

PN

Admin

Characteristics

Outreach

Dissemination

Topic

Time Frame

Location

Roles

Partners

Sponsors

Fundraiser

Disseminate Materials

Media evaluated

3



# PN Dissemination Logistic: Topic

Home

Profile

Search

Help

Reports

Settings

About

Tutorial

Logout

---

Patient

PN

Admin

Characteristics

Outreach

Dissemination

4. Select Topic and 3 options appear
  - a. Fill in Write-in box as needed

8:46 AM Sun Mar 14

[Dissemination Logistic](#)

Dissemination Logistic: Topic

Home

Characteristics

Profile

Outreach

Name

Subject

Title

4

Topic Name

Denver 9 Health Fair

Cancel

Submit

Topic Subject

Men's Wellness

Topic Title

Men's Veterans Day Cancer Prevention

Cancel

Submit



# PN Dissemination Logistics: Disseminate Materials

Home  
Profile  
Search  
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Tutorial  
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---  
Patient  
PN  
Admin

Characteristics

Outreach

Dissemination

5. Select Time Frame, Location etc. as appropriate to the dissemination strategies

a. Most items allow for additional details

6. For example, Disseminate Materials, Select Yes, then Select the number of different Types of products that were disseminated

## Dissemination Logistic

Topic

Time Frame

Location

Roles

Partners

Sponsors

Fundraiser

Disseminate Materials

Media evaluated

5

6

Select number of product

Please select an option

6  
7  
8  
9  
10



# PN Dissemination Logistics: Disseminate Materials

Home  
Profile  
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Tutorial  
Logout  
---  
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PN  
Admin

Characteristics

Outreach

Dissemination

6a. Select each item disseminated,

Dissemination Materials
Item 1
Item 2

6b. Screens appear allowing details for each  
Such as, toggle to select type of product

Material info
Type of product
Name
# of units
Source of material
Author

Type of product	
Booklet	<input type="checkbox"/>
Brochure	<input type="checkbox"/>
Fact / information sheet	<input type="checkbox"/>
Give-away (pens, key chains, etc.)	<input type="checkbox"/>
Magazine/journal article	<input type="checkbox"/>
Other	<input type="checkbox"/>

Cancel	Submit
--------	--------





# PN Dissemination Logistics: Media Evaluated

Home  
Profile  
Search  
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Reports  
Settings  
About  
Tutorial  
Logout  
---  
Patient  
PN  
Admin

Characteristics

Outreach

Dissemination

7. When media was used and evaluated, select Yes

- a. A menu specific to media appears
- b. Select strategy relevant to what was used
- c. Most options have write-in box to add details

Increased Participation

Media reach/circulation

Number of hits/views

Radio/TV ratings/reach

Length on site

Number of followers

Number of retweets

Other

Comments

Length on site

Length on site

Cancel

Submit



# Help and Support

- 1) To get help within 24 hours, please email: [help.naci@gmail.com](mailto:help.naci@gmail.com) with your phone number
- 2) To get help within 12 hours, please email with subject "NACICARE" to [help.naci@gmail.com](mailto:help.naci@gmail.com) [for member with subscription only] with your phone number
- 3) To get help immediately, please email with subject "NACICARE" to [driqbal@gmail.com](mailto:driqbal@gmail.com) [for premium member only] with your phone number

