Getting Started and how to maneuver throughout NACI Care©

2021-06-13 version

Common issues and resolution(s)

1. Working in an area without sufficient Internet coverage
   a. Need to have access to WiFi to function
   b. Confirm the tablet is NOT in airplane mode
2. Cannot find screens that are needed to upload data
   a. Search function (Sidebar) can help find fields of interest / relevance
   b. Administrator may have inactivated desired screens. Confirm that screens of relevance have been activated

Screen contents

1. Sidebar

2. Back Arrow to go back to previous screen

3. Header for current screen

Screen contents

4. Patient ID
5. Patient name
6. PN ID
7. PN Name
8. Today's Date

Screen contents

9. Patient Sub-Sidebar
   a. Topics for data entry
   b. Topic content explanation

Sidebar: Home

(1)

(a)

1. **Sidebar**: Located on the left side of most screens; Select on an item to go to that topic

    a. **Home**: Goes to NACI Care© Home page and allows access to Patient and Patient Navigator components

        1) PN Administrator: only accessible to Administrators and not viewed on PN tablets

Home

NACI Care : A Tool to Document and Evaluate Patient Navigation

Home
User
Report
About
Logout

Patient
PN
Admin

| Patient | Patient Navigator |

(1) PN Administrator

App Version 8.1
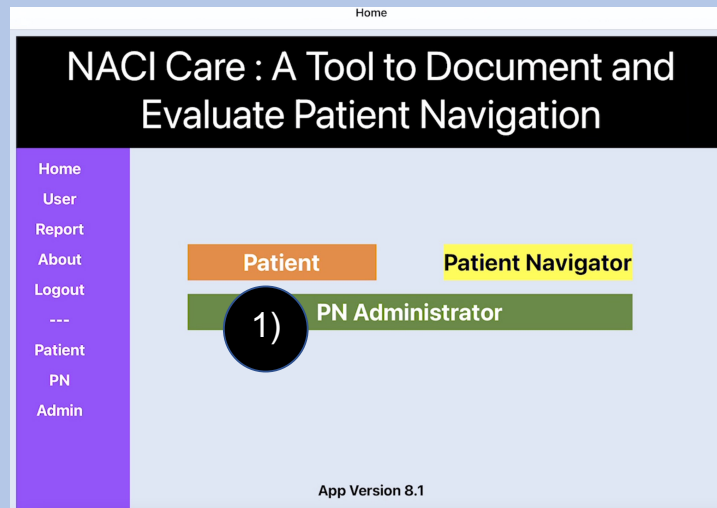
Sidebar: User

b. User identifies the NACI Care© PN or Administrator user(s) of the tablet

c. Includes user information (name, address, email, phone)

   1) The user can edit information (e.g., address)

   2) NOTE: PNs cannot change emails or passwords. Only Administrator can make such changes

7:19 AM Sun May 30

< Back   User Information

Edit

Home	
User	
Report	
About	
Logout	

Patient	
PN	
Admin	

Name: Linda Burhansstipanov
Address: 3022 So. Nova Rd
Email: admin@naci.com
Phone: 1-303-838-9359
Cell: 1-303-550-5181
State: CO - Colorado
City: Pine
Zip: 80470
Organization: Native American Cancer Initiatives, Inc

Sidebar: Search and Help

Sidebar menu:
- Home
- User
- Search (c)
- Help (d)
- Reports
- Settings
- About
- Tutorial
- Logout
- ---
- Patient
- PN
- Admin

c. **Search:** (not yet functional) allows user to search NACI Care© by entering a word or phrase, such as *family cancer history,* into the search box

d. **Help:**

1) To get help <u>within 24 hours</u>, please email and in the subject field, clarify the problem: *help.naci@gmail.com* with your phone number

2) To get help <u>immediately</u>, please email with subject "NACICARE" to driqbal@gmail.com with your phone number

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(d1)

To: help.naci@gmail.com
Cc:
Subject: NACICARE – Keyboard blocking text box – 303-838-9359
From: Linda Burhansstipanov – burhansstipanov@gmail.com

I cannot see what I am typing into the text box
because the keyboard is covering it.
I am in Patient information / Current Health Status / endocrine

Linda
(Cher
Found
Presi
3022
Pine,
303-8
303-5
burha
https:

(d2)

To: driqbal@gmail.com
Cc:
Subject: NACICARE – cannot get report to print – 303-838-9359
From: Linda Burhansstipanov – burhansstipanov@gmail.com

My report is due tomorrow and I cannot get it to print from NACI Care

Linda Burhansstipanov, DrPH, MSPH
(Cherokee Nation)
Founder, Native American Cancer Research Corporation
President, Native American Cancer Initiatives, Incorporated
3022 South Nova Road
Pine, CO 80470-7830
303-838-9359
303-550-5181 (preferred)
burhansstipanov@gmail.com
https://www.NatAmCancer.org

Sidebar: Reports

e

e. Reports: includes 35 default reports (recommended by national patient navigation organizations):

Navigation Load:
- Navigation caseload(s)
- Clinical trials education
- Patient education
- Patient retention through navigation

Patient Compliance:
- Treatment compliance
- Patient transition from point of entry
- No show rate

Patient Characteristics:
- Demographics (e.g., Best ways to learn)
- Barrier report
- Disparate population at screening event

Referrals (for Patient):
- Clinical trials referrals
- Referrals to revenue-generating services
- Referrals to revenue-generating services by PN
- Cancer screening
- Social support referrals
- Social support referrals for survivors who have completed SCP
- Palliative care referral

Diagnosis & Treatments:
- Diagnosis to first oncology consult
- Diagnostic workup to diagnosis
- Cancer screening follow-up to diagnostic workup
- Completion of diagnostic workup
- Treatment compliance
- Diagnosis to initial treatment
- Patient transition from point of entry

Sidebar: Reports

e. Reports (continued):

Hospital:
- 30-, 60-, 90-Day readmission rate
- Inpatient oncology unity length of stay
- Emergency department utilization
- Emergency admissions per number of chemotherapy patients

Survey:
- Patient experience / Patient satisfaction with care
- Patient experience / Patient satisfaction with navigation program
- Psychosocial distress screening
- Patient goals
- Survivorship Care Plan
- Transition from treatment to survivorship

PN Characteristics:
- Navigation knowledge at time of orientation
- Oncology navigator annual core competencies review

Sidebar – Settings and About

Home

User

Search

Help

Reports

Settings

About

Tutorial

Logout

Patient

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f. **Settings:** (not yet functional) Use finger spread to make font larger. Can change sidebar color to correct for visual issues

g. **About**: Provides information on how NACI Care© evolved from an effective web-based evaluation program ~~initiated in 2005~~, information about the lead organizations and Research Team and other background

Background: NACI Care

- Evolved from a web-based evaluation program
  - Initiated 2005
  - Very effective, but website was challenging to navigate
  - Needed to simplify the web-based program
- Needed to expand to address national PN guidelines and competencies
- Needed more pull-down menus and checkboxes to simplify PN data input
- Partnership for the development:
  - Native American Cancer Research Corporation (NACR)
  - UBITRIX, LLC
  - Southeastern Program Evaluation
  - Oncology Consultation, Education and Advocacy Network (OCEAN)

About Us: Native American Cancer Initiatives, Inc. (NACI)

- A small, minority (American Indian), woman-owned business
- A for-profit company founded in 1998 (based in Colorado)
- To provide technical assistance to:
  - Communities
  - Tribal leaders
  - Patients
  - Researchers
  - Academicians
  - Universities
  - Research institutions
  - Professionals
  - Government
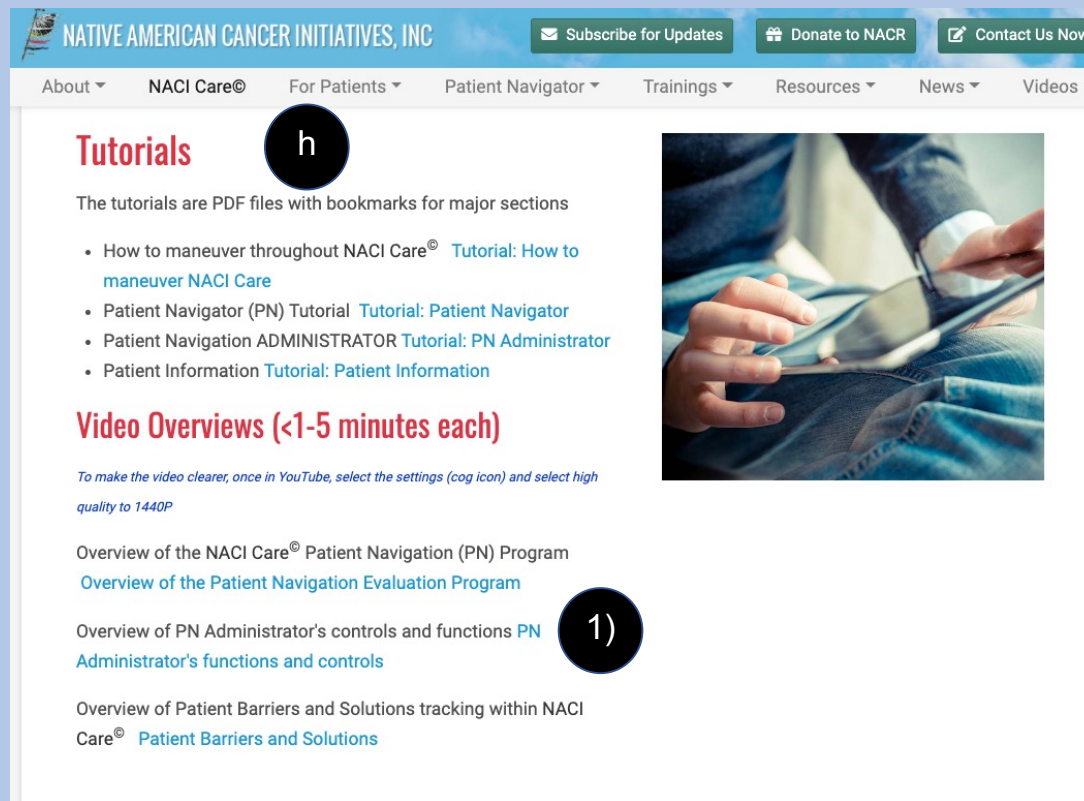
Sidebar - Tutorial(s)

Home

User

Search

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About

h | Tutorial

Logout

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h. **Tutorials:** available on the website https://natamcancer.org/NACI-Care or from the sidebar

   1) YouTube videos show how to use different parts of NACI Care©

Sidebar - Logout

i. **Logout:** logs the user out of NACI
   Care©

   1) Select Ok to logout

   2) NOTE: if close NACI Care© but do not logout, when re-enter, the program remains in the place where it was last used

      a) For example, if PN is interrupted while uploading data, can turn the tablet face-down on desk to prevent visitor from viewing confidential information. Once visitor leaves, even if tablet has gone to sleep, NACI Care© returns to the last screen when opened

Log Out
Do you really want to log out?
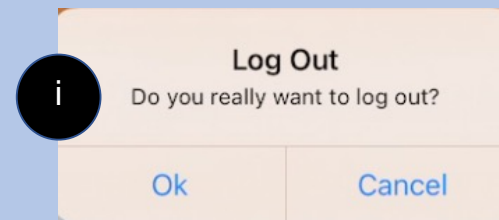
Ok   Cancel

Maneuvering

Hide keyboard

1. To hide the keyboard tap on the icon

2. Or, tap on screen outside of keyboard
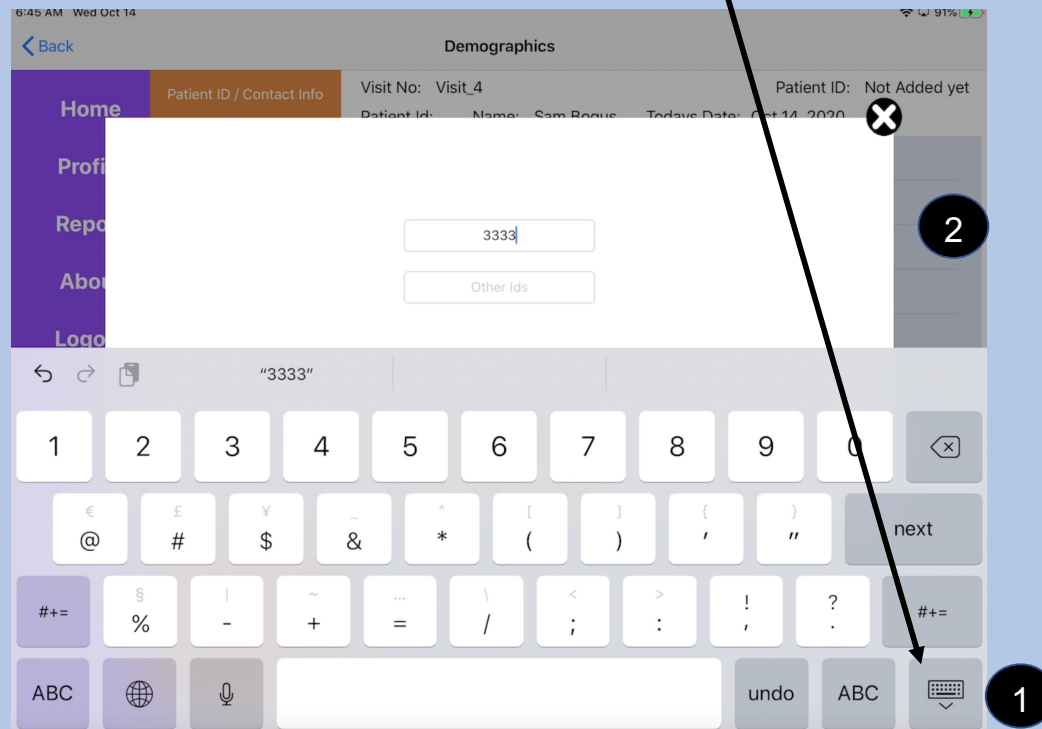
Cancel and Submit

1. Cancel erases information
2. Submit saves information

The X Circle

1. Select the X to exit the current screen and move to the previous screen
   a. ~~If reviewing information~~ Previously entered information is not ~~selecting X will not~~ erased ~~it~~
   b. Unsubmitted information is erased

Previous and Next

1. Previous and Next are used occasionally
2. Next is for items that are linked and sequenced
3. Previous returns to the former screen within the sequence

Method

Please select an option ▲

Email

In-person

Phone

Social media

Telehealth

1

2

Previous

Next

Toggle Buttons

1. Choose a toggle button to select an item (turns green)

2. More than one toggle button can be selected at one time.

3. Select the toggle button again to deselect that item (turns back to gray)

Toggle button lists

4. Some *toggle button lists* do not fit on the screen and can be accessed by scrolling ~~moved~~ up or down to see all information
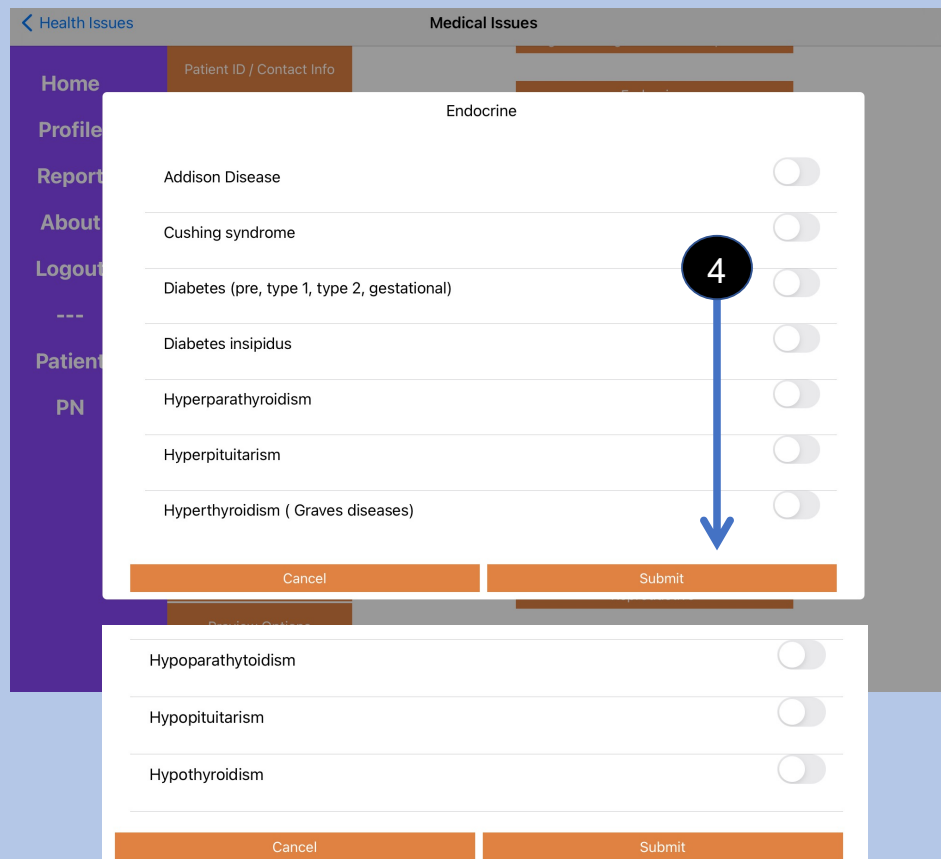
Button / Topic Lists

1. Some lists do not fit on the screen. You can scroll up or down through the items on the list to see all items.
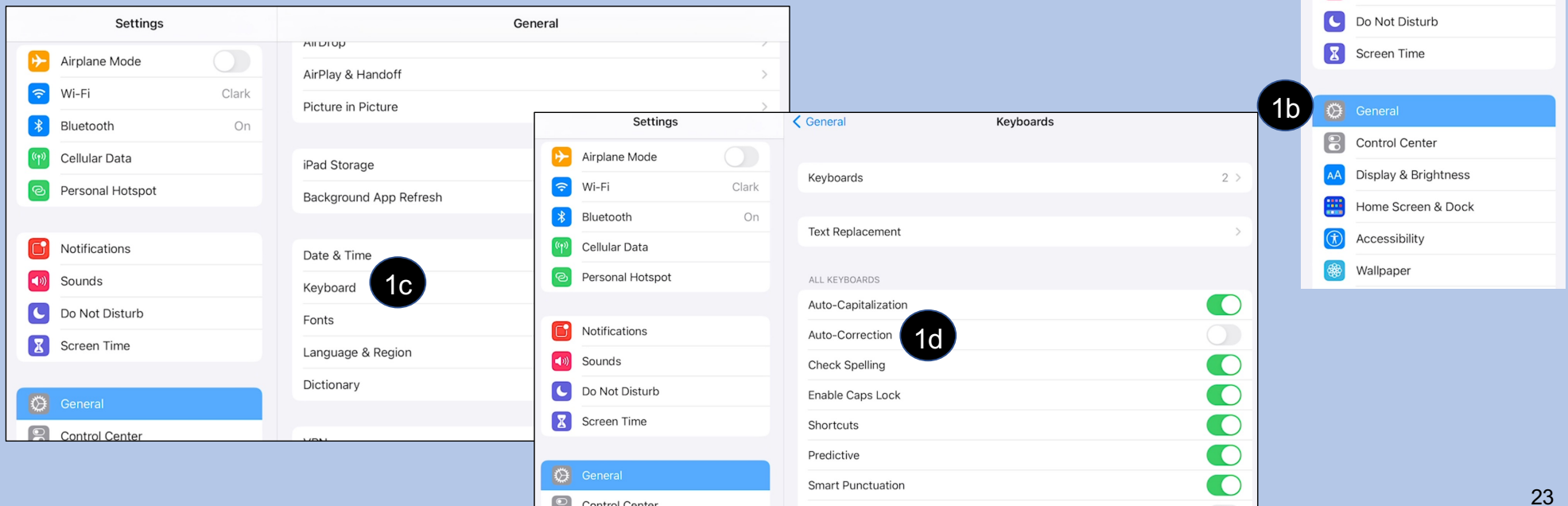
US or Metric Systems for measurement

1. Only the Administrator can set measurements to either the US or Metric system
   a. Select System Preferences from Administrator Sidebar
   b. Select Measurement System
   c. Select whichever system is appropriate for the program

Auto-Correction

1. If the tablet is changing text to unwanted words, turn Auto-Correction off
   a. Go to iPad Settings icon
   b. Scroll through Settings list and select General
   c. Select Keyboard
   d. Select Auto-Correction and click toggle to off

Other, and how NACI Care© Populates fields

1. When Other is selected at the end of a list, a text box appears to add information

2. In subsequent uses, that information added will appear in the list:

   a. **Example**: Under Current Health Status select Health Issues then medical Issues, and then Endocrine

      1) If the PN is uncertain which condition is appropriate, can select Other and type in Hashimoto's

      2) The next time the PN is in Endocrine, Hashimoto's appears in the list

3. **Use Other and text box only as a last option. If used frequently, the program will end up with a long, duplicative list with items that will not show up in any reports**

4. NOTE: The auto population function is not applicable to *comment boxes* that clarify issues about the data entered