

eHDI WYOMING

Wyoming Early Hearing Detection & Intervention



**WYOMING
EARLY
HEARING
DETECTION &
INTERVENTION
(EHDI)**

WYOMING MIDWIFE
NEWBORN HEARING SCREENING
EHDI – INFORMATION SYSTEM (EHDI – IS)
USER'S MANUAL

Updated June 2016

Table of Contents

- Introduction 2
- Flow Chart for Midwife Newborn Hearing Screening Data Entry..... 3
- Register to Use the Wyoming EHDI – Information System 4
- Log In to the Wyoming EHDI – Information System..... 5
- Individual User and Confidentiality Agreement 6
- EHDI – IS Home Page..... 7
- Search by Child 7
- Add Child 8
- Enter Screening Results..... 9
- Creating Follow-up Tasks 11
- Waived Screening..... 13
- Add Notes..... 16
- Update Child’s Profile..... 17
- Appendix: Recommendation/Follow-up Actions 19

Introduction

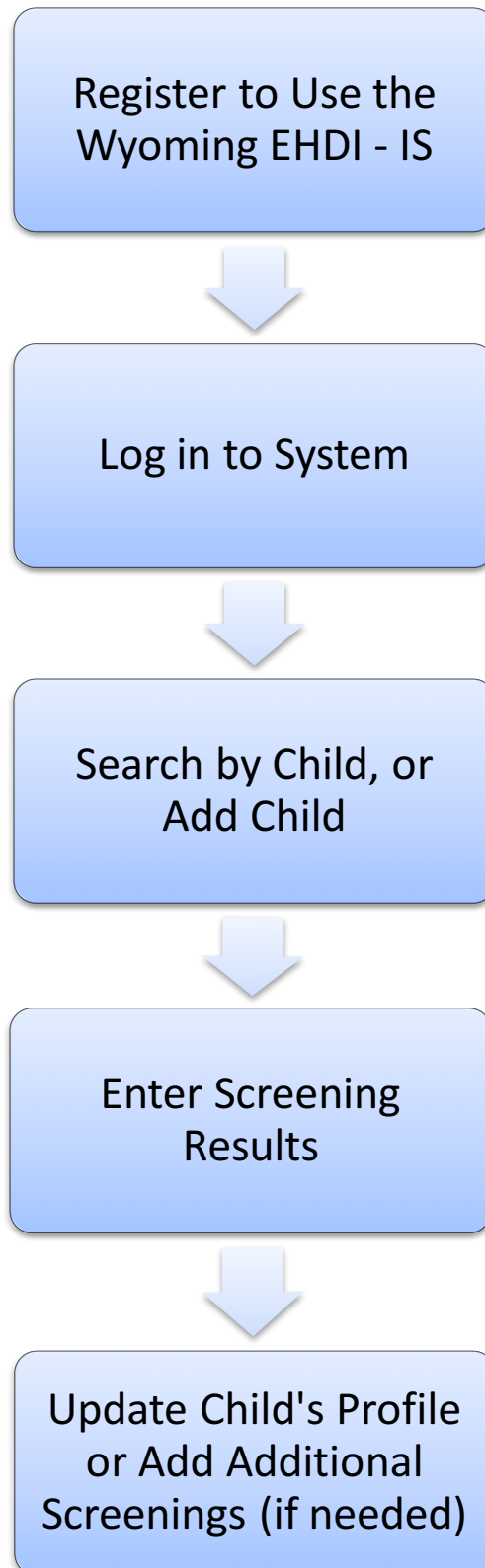
The Wyoming Early Hearing Detection and Information – Information System (EHDI – IS) is a database containing hearing screening results and follow-up information for children in Wyoming. The use of the WY EHDI – IS helps to ensure that all Wyoming children with hearing loss are identified and offered appropriate Early Intervention as early as possible. Provision of timely and appropriate medical, audiological and developmental management provides children with hearing loss the opportunity to develop to their highest potential.

The Wyoming EHDI staff would like to thank midwives for the **prompt** submission of your newborn hearing screening data to the Wyoming EHDI – IS. Your work ensures that Wyoming babies whose births you attend receive this critical screen.

This manual is designed to give you step by step instructions on how to enter hearing screening results into the Wyoming EHDI – IS for the babies born under your care. If at any time you should have any questions about the system or the process, please feel free to contact the Wyoming EHDI office. We can be reached by phone at **307-721-6212** or **307-760-6625** and by email at nancy.pajak@wyo.gov or sarah.fitzgerald@wyo.gov.

Again, thank you for all you do for Wyoming children and families!

Flow Chart for Newborn Hearing Screening Results Entry



Register to Use the Wyoming EHDI – Information System

The screenshot shows the Wyoming EHDi website. At the top, there is a navigation bar with tabs for Training, Pediatric Audiology Clinics, Wyoming EHDi-IS (highlighted), Resources, and Directory. A blue box with the word "Click" and an arrow points to the Wyoming EHDi-IS tab. Below the navigation bar, the page title is "Wyoming EHDi – Information System". The main content area contains a paragraph describing the system as a database for hearing screening results and follow-up information for children in Wyoming. Below this, there are two buttons: "Wyoming EHDi – IS Log-In" and "EHDi – IS User's Manual". A graphic for the "Early Hearing Detection and Intervention Program Information System EHDi-IS WYOMING" is displayed. At the bottom, a section titled "Paperwork to access the Wyoming EHDi – IS" contains several buttons: "Child Development Centers/Head Starts", "Hospitals", "Midwives", "Audiologists", "Women Infants and Children (WIC)", and "Physicians/Primary Care Providers". A blue arrow points to the "Midwives" button.

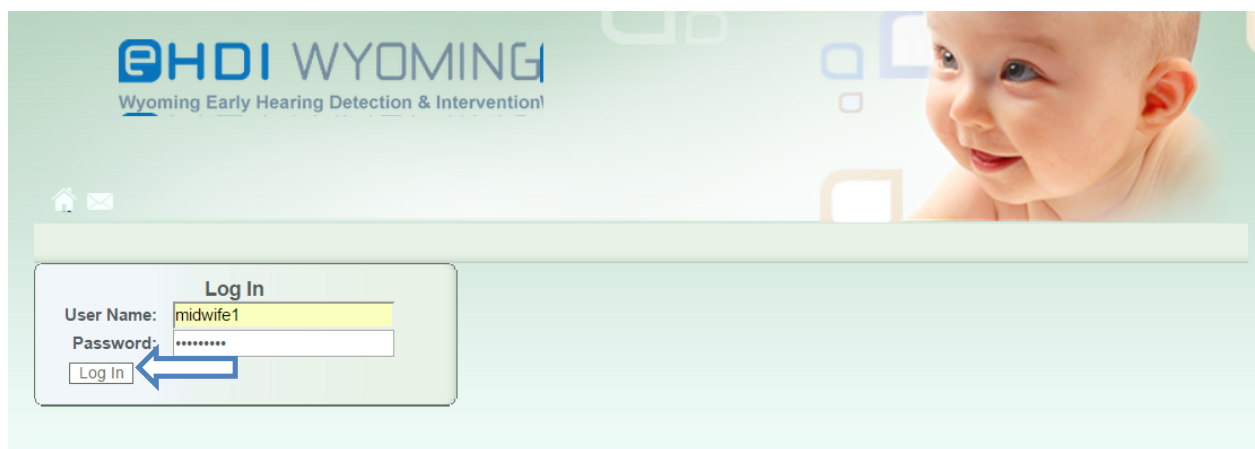
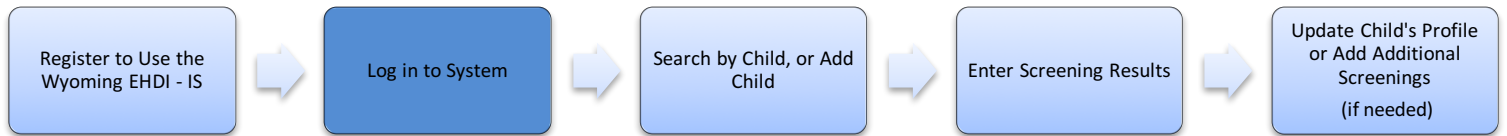
To register and obtain a user name and password for the Wyoming EHDi – Information System, you will need to complete the **“Individual User Confidentiality Agreement.”** To obtain this form:

- Go to the Wyoming EHDi website at www.wyomingehdi.org
- On the home page, click on the “Wyoming EHDi-IS” tab on the navigation bar.
- In the “Paperwork to access the Wyoming EHDi – IS” box, click on “Midwives”.
- Print and complete the paperwork. For your user name, you can use your first and last name. Your password must include 1 number and 1 letter; do not use spaces; Note: passwords are case sensitive.
- The completed paperwork may be faxed to the Wyoming EHDi office at 307-721-6313. However, the original **must** be mailed to:

Wyoming EHDi Program
1771 Centennial Drive #220
Laramie, WY 82070

- Please retain a copy of the paperwork for your records. Once you receive a confirmation e-mail from Wyoming EHDi staff, you will be ready to use the Wyoming EHDi – Information System.

Log in to the Wyoming EHDI - Information System

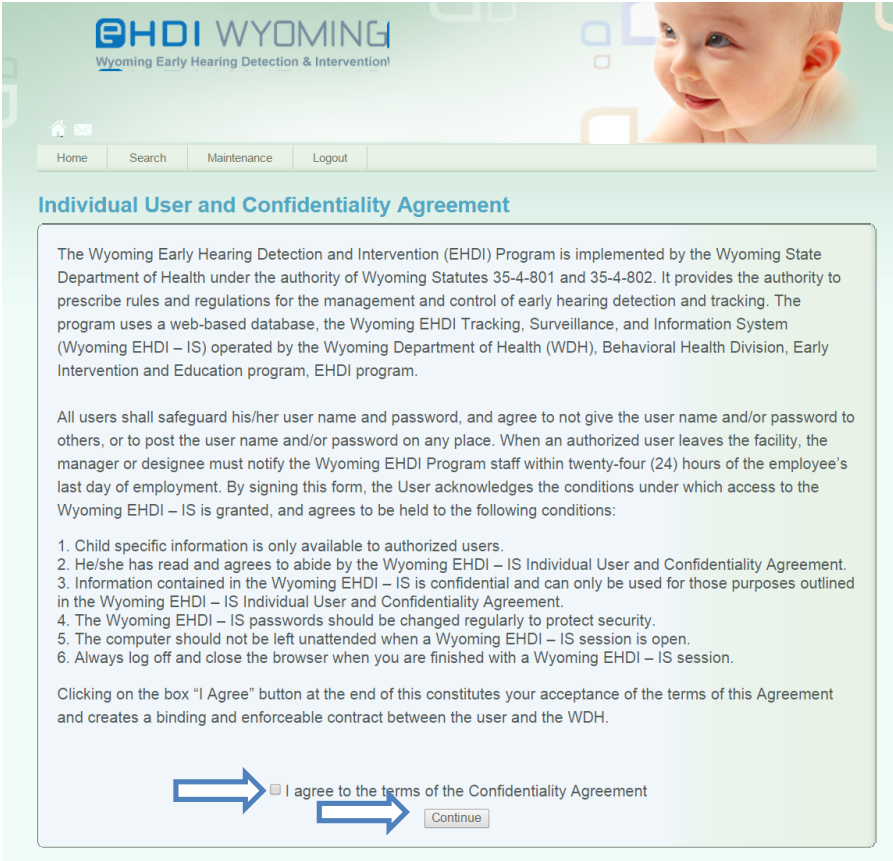


To log in to the Wyoming EHDI – IS, in your web browser, go to the website <https://ehdi.health.wyo.gov/>. Once on the website, enter your user name and password in the boxes labeled “User Name” and “Password.”

Once you have entered your user name and password, click the “Log In” button. Note: the password is case sensitive and you will be locked out if you enter an incorrect password more than three (3) times.

If you get locked out, do not have a user name or password, or have forgotten your password, contact the Wyoming EHDI staff by calling 307-721-6212 or 307-760-6625 and by e-mail at nancy.pajak@wyo.gov or sarah.fitzgerald@wyo.gov.

Individual User and Confidentiality Agreement



EHD I WYOMING
Wyoming Early Hearing Detection & Intervention

Home Search Maintenance Logout

Individual User and Confidentiality Agreement

The Wyoming Early Hearing Detection and Intervention (EHD I) Program is implemented by the Wyoming State Department of Health under the authority of Wyoming Statutes 35-4-801 and 35-4-802. It provides the authority to prescribe rules and regulations for the management and control of early hearing detection and tracking. The program uses a web-based database, the Wyoming EHD I Tracking, Surveillance, and Information System (Wyoming EHD I – IS) operated by the Wyoming Department of Health (WDH), Behavioral Health Division, Early Intervention and Education program, EHD I program.

All users shall safeguard his/her user name and password, and agree to not give the user name and/or password to others, or to post the user name and/or password on any place. When an authorized user leaves the facility, the manager or designee must notify the Wyoming EHD I Program staff within twenty-four (24) hours of the employee's last day of employment. By signing this form, the User acknowledges the conditions under which access to the Wyoming EHD I – IS is granted, and agrees to be held to the following conditions:

1. Child specific information is only available to authorized users.
2. He/she has read and agrees to abide by the Wyoming EHD I – IS Individual User and Confidentiality Agreement.
3. Information contained in the Wyoming EHD I – IS is confidential and can only be used for those purposes outlined in the Wyoming EHD I – IS Individual User and Confidentiality Agreement.
4. The Wyoming EHD I – IS passwords should be changed regularly to protect security.
5. The computer should not be left unattended when a Wyoming EHD I – IS session is open.
6. Always log off and close the browser when you are finished with a Wyoming EHD I – IS session.

Clicking on the box "I Agree" button at the end of this constitutes your acceptance of the terms of this Agreement and creates a binding and enforceable contract between the user and the WDH.

I agree to the terms of the Confidentiality Agreement

For users who log on for the first time, an “Individual User and Confidentiality Agreement” page will display on the screen. This is very similar to the document you signed to become a user of the system. Please read the agreement, carefully. To agree and continue into the system, click on the “I agree to the terms of the Confidentiality Agreement” box and then click on the “Continue” button.

Note: This agreement will also come up every 90 days for you to review.

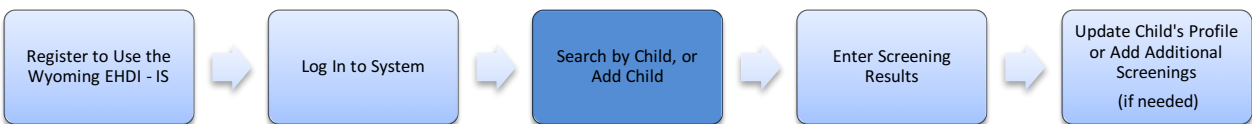
EHDI – IS Home Page

The screenshot shows the EHDI Wyoming Home Page. At the top, there is a navigation bar with links for Home, Search, Maintenance, and Logout. Below the navigation bar, there is a section titled "Hearing Followup Actions" which contains a table with the following data:

Task	PatientName	Status	Creation Date	Due Date
Rescreen in 7-10 days	Smith, John	Pending	5/16/2016	5/26/2016

After the “Individual User and Confidentiality Agreement” page, you will be directed to the home page. Here you will find a list of follow-up tasks which need to be completed. If you have no follow-up actions, your home page will default to the Child Search page, as shown below.

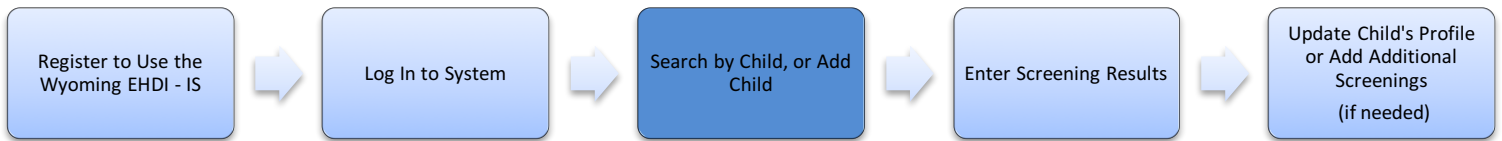
Search by Child



The screenshot shows the "Child Search" page. A blue arrow points to the "Search" button in the navigation bar. Another blue arrow points to the "Search By Child" option in the dropdown menu. A third blue arrow points to the "Search" button at the bottom of the form. A callout box with a blue arrow pointing to the form fields contains the text: "Enter the child's last name, sex, and date of birth, in the fields." The form fields include "Last Name", "Date of Birth", and "Sex" (with radio buttons for Male and Female).

Newborn Hearing Screening results are due to the Wyoming EHDI program within 10 days of the screening. To enter a child's hearing screening results into the EHDI – IS, hover over the “Search” button on the navigation bar, then click on “Search By Child”. On the child search page, enter in the child's last name, date of birth and sex, then click on “Search”. **All data fields must be filled before clicking search.**

Add Child



The screenshot shows the 'Child Search' interface. At the top, there's a navigation bar with 'Home', 'Search', 'Maintenance', and 'Logout'. Below that, the search form is titled 'Child Search'. It contains fields for 'Last Name' (Smith), 'Date of Birth' (5/16/16), and 'Sex' (Male). There are three buttons: 'Search', 'Add Child', and 'Quick Add'. A blue arrow points to the 'Quick Add' button. Below the form, a message states 'No children match search criteria'.

If your search resulted in “No Children match search Criteria”, first make sure the information you entered is correct. Otherwise, this means the child you screened is not yet in the EHDI – IS. If you receive this message click on the “Quick Add” button.

Note: A child may also be added by clicking on the “Add Child” button. However, you will be prompted to enter additional child profile information before you can enter the screening results. By clicking on the “Quick Add” button, you will be prompted to enter the screening results without additional demographic information therefore saving you time.

This screenshot shows the same 'Child Search' interface as above, but with a modal dialog box open. The dialog box has a title bar and contains the text 'Enter child's first name: John'. There are 'OK' and 'Cancel' buttons at the bottom of the dialog. A blue arrow points from the 'Quick Add' button in the search form to the dialog box, and another blue arrow points to the input field containing 'John'.

After clicking on the “Quick Add” button, a box will appear for you to enter the child’s first name. Enter the child’s first name in the data field provided, then click on “OK”.

Enter Screening Results



EHDl WYOMING
Wyoming Early Hearing Detection & Intervention

Home Search Child Maintenance Logout

John Smith
Age 0 years, 0 months, 0 days Physician Audiologist
DOB 5/16/2016 Eye Professional
Sex Male Physician Number
Hospital Home Birth / Out of Hospital Birth Guardian Relation
Name

Details

Add Birth Screening

Screening Date 5/16/2016
Screening Type Initial
Screening Method OAE
Left Result Pass
Right Result Pass
Recommendation
Facility Home Birth / Out of Hospital Birth

Birth Risk Factors

Description	
Family history of hearing loss	Unknown
Syndrome associated with hearing loss	Unknown
Perinatal infection	Unknown
Bacterial meningitis	Unknown
Ototoxic medication	Unknown
Hyperbilirubinemia	Unknown
Craniofacial anomalies	Unknown
Low birth weight	Unknown
Prolonged ventilation	Unknown
Severe asphyxia at birth	Unknown

Notes

Save Cancel

At this point the system will create the child's profile and take you directly to enter the child's screening results. On the "Add Birth Screening" section, enter the information for the screening and any notes. Once all the information has been entered, click on "Save".

Note: If the child **failed their initial screening(s)**, you will need to select "Rescreen in 7-10 days" under the "Recommendation" section. This will trigger a task on your home page to help you remember to provide the rescreening.

If the child **fails the rescreening(s)**, you will need to select "Refer to Wyoming EHDl Program and PCP" under the "Recommendation" section. Please refer to the "Recommendations/Follow-up Actions" Appendix for a complete list of hearing screening scenarios with appropriate recommendations.

eHDI WYOMING
Wyoming Early Hearing Detection & Intervention

Home Search Child Maintenance Logout

John Smith

Age 0 years, 0 months, 0 days Physician Audiologist
DOB 5/16/2016 Eye Professional
Sex Male Physician Number
Hospital Home Birth / Out of Hospital Birth Guardian Relation Name

Details

Update Child

Hearing

Birth Hearing Screenings

Screening Type	Left Result	Right Result	Screening Method	ScreeningDate			
Initial	Pass	Pass	OAE	5/16/2016	Edit	Delete	Details

Add Birth Hearing Screening

After the screening has been saved, you will be directed back to the child's profile. At this time, if you have more screenings to enter for this child you can add those now by clicking on the "Add Birth Hearing Screening" button and following the steps in the "Enter Screening Results" section of this manual.

If you would like to add additional information about the child such as parent/guardian name, address, phone number, etc., you can do so by clicking on the "Update Child" button (See "Update Child" section for details).

If all the screenings and information for this child have been added, click on "Home" in the navigation bar to go back to the home page or "Logout" to logout of the system.

Creating Follow-up Tasks



An option exists within the EHDY – IS which allows you to create (add) follow-up tasks for yourself in regards to a particular child. For example, if you accidentally cancel a follow-up task, you may add the cancelled follow-up task back into the child’s profile by using this option. To create a follow-up task outside of a screening, hover over the “Child” tab in the top navigation bar and select “Add Action Item” in the dropdown menu.



See next page.

Once on the “Add Action Item” page, select the “Action Item” by clicking on the dropdown box. These items include: Rescreen in 7-10 days, Refer to Wyoming EHDI Program, and Risk Factor for Late Onset Hearing Loss. Select the appropriate task you wish to associate with this child. Select the facility (Home Birth/Out of Hospital Birth) and due date for when the task should be completed. Click on “Add Action Item” to save your work. This will create the follow-up task you selected and display it in the “Follow-up Actions” section on the child’s profile.

Waived Screening

EHDY WYOMING
Wyoming Early Hearing Detection & Intervention

Home Search Child Maintenance Logout

Child Information

First Name	<input type="text" value="Test"/>	Birth County	<input type="text"/>
Last Name	<input type="text" value="Jackson"/>	Home Birth / Out of Hospital Birth	<input checked="" type="checkbox"/>
Date of Birth	<input type="text" value="5/13/16"/>	Physician Name	<input type="text"/>
Sex	<input checked="" type="radio"/> Male <input type="radio"/> Female	Audiologist Name	<input type="text"/>
Primary Language	<input type="text" value="Other"/>	Eye Professional Name	<input type="text"/>

Address Information

Primary Address	Physical Address	Mailing Address
Address Line 1	Address Line 1	Address Line 1
Address Line 2	Address Line 2	Address Line 2
City State Zip	City State Zip	City State Zip

Other Information

Phone	<input type="text"/>	Guardian Relationship	<input type="text"/>
Transfer Hospital	<input type="text"/>	Last Name	<input type="text"/>
Region	<input type="text"/>	First Name	<input type="text"/>
Child Care Facility	<input type="text"/>	Mother's Phone	<input type="text"/>
Border Baby	<input type="text"/>	Father's Phone	<input type="text"/>
Lost To Follow Up	<input type="text" value="Birth - Parent(s) Declined"/>	Cell Phone	<input type="text"/>

If a child's hearing screening is waived per parent's request and *the child is not in the EHDY – IS*, click on the "Add Child" button while you're on the "Child Search" page. If *the child is in the system*, click "Update Child" from the child's home profile page. Enter the child's information and select "Birth - Parent's Declined" in the "Lost To Follow Up" drop down menu. Click on "Add Child" or "Update Child" to save your result.

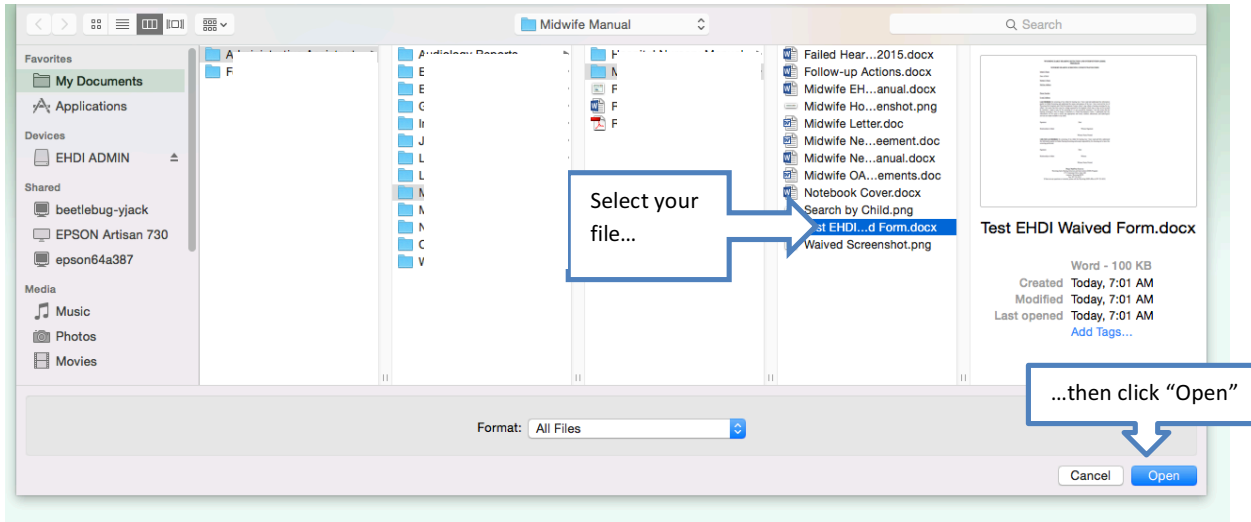


After saving the waived result, you have the option to upload the signed waived form to the child’s profile. To do so, hover over the “Child” tab on the top navigation bar and click on “Documents”.

Note: This is assuming the waived form has been scanned and saved on your computer. If you do not have the ability to scan and save the waived form document to your computer, it can not be uploaded to the EHDY – IS. Instead, you can send the waived screening form to our office via fax (307-721-6313) or mail (1771 Centennial Drive, Suite 220, Laramie, WY 82070).



Click on the “Choose File” button to browse for your file.



Once you have click on the “Choose File” button, a file browse box will display. Navigate to where your file is located, select your document and click on the “Open” button.



Once you have selected your file, click on “Add Document”, to upload your document to the child’s profile.

Add Notes

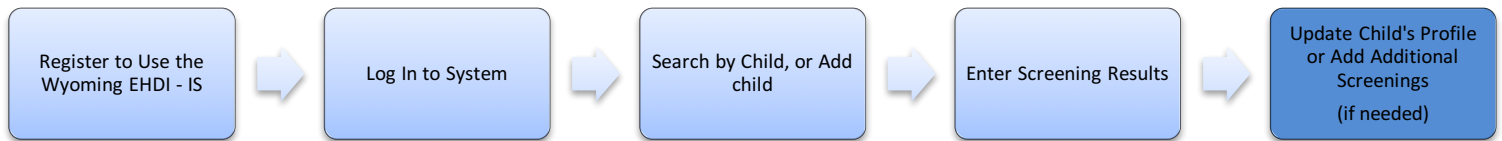
The screenshot displays the EHDi Wyoming web application interface. At the top, the logo reads "EHDi WYOMING" with the subtitle "Wyoming Early Hearing Detection & Intervention". Below the logo is a navigation bar with "Home", "Child", "Maintenance", and "Logout". A dropdown menu is open under the "Child" tab, showing options: "Child View", "Add Action Item", "Notes" (highlighted in green), and "Documents". A red text label "Lost To Follow Up" is positioned above the "Notes" option. Below the navigation is a "Test Ehdi" section containing a table of patient information:

Age	0 years, 3 months, 5 days	Physician
DOB	2/4/2016	Audiologist
Sex	Male	Eye Professional
Hospital	Home Birth / Out of Hospital Birth	Physician Number
		Guardian Relation Name

Below the table is a "Details" button. Underneath is an "Add Note" section with a large, empty text input field. At the bottom left, there is an "Add Note" button. Blue arrows in the image point to the "Child" tab, the "Notes" option in the dropdown, and the "Add Note" button.

If you would like to add a note to the child's record for any reason (i.e. a child did not have an initial hearing screening or rescreening and you selected the lost to follow-up action "Birth – Other"), you can add a brief summary in the "Notes" section of the child's profile. Hover over the "Child" tab on the top navigation bar and click on "Notes". Type your summary in the field box provided and click "Add Note" to save your work. Your note will be date and time stamped along with your name.

Update Child's Profile



EHDI WYOMING
Wyoming Early Hearing Detection & Intervention

Home Search Child Maintenance Logout

Child Information

First Name	Bob	Birth County	
Last Name	Test	Home Birth / Out of Hospital Birth	<input checked="" type="checkbox"/>
Date of Birth	1/1/2015	Physician Name	
Sex	<input checked="" type="radio"/> Male <input type="radio"/> Female	Audiologist Name	
Primary Language	Other	Eye Professional Name	

Address Information

Primary Address	Physical Address	Mailing Address
Address Line 1	Address Line 1	Address Line 1
Address Line 2	Address Line 2	Address Line 2
City State Zip	City State Zip	City State Zip

Other Information

Phone		Guardian	
Transfer Hospital		Guardian Relationship	
Region		Last Name	
Child Care Facility		First Name	
Border Baby		Mother's Phone	
Lost To Follow Up		Father's Phone	
		Cell Phone	

Update Child Cancel

To enter additional information on a child's profile (i.e. demographic, etc.), click on "Update Child" while you are on the child's profile page. The system will then open the "Child Information" page. Once on the "Child Information" page, enter the information you have for the child. When all the information has been added click on "Update Child".

Note: If a child failed their hearing screening it is convenient to enter in the child's parent/guardian information including contact information and address. This will help ease communication by keeping contact information in one accessible location.

Note: If a child's hearing screening was waived and the child was already in the system when you performed a search, you can enter a "Waive Result" in the "Lost To Follow Up" section and choose "Birth – Parent(s) Declined".



After updating a child's profile information, you can:

- Search for a new child by hovering over "Search" in the navigation and then clicking on "Search by Child"
- Return to your home page by clicking on "Home" in the navigation bar
- Or logout of the system by clicking on "Logout" in the navigation bar

Appendix: Recommendation/Follow-up Actions

Initial Screening Result	Follow-up Action	
Pass: Both ears Risk Factors: None	Leave follow-up actions blank	
Pass: Both Ears Risk Factors: One or more	Risk Factor for Late Onset Hearing Loss	
Fail: One or both ears Risk Factors: None	Rescreen 7-10 days	
Fail: One or both ears Risk Factors: Yes	Rescreen 7-10 days	
Rescreening Result	Follow-up Action	
Pass: Both ears Risk Factors: None	Leave follow-up actions blank	
Pass: Both ears Risk Factors: Yes	Risk Factor for Late Onset Hearing Loss	
Fail: One of both ears Risk Factors: Yes or No	Refer to Wyoming EHDI Program and PCP	Send Failed Rescreening form to Wyoming EHDI Program
Incomplete Screening	Follow-up Action	
(Equipment did not state pass or refer)	Rescreen 7-10 days	Put N/A in the for the screening result
Waived Screening	Follow-up Action	
Waives	See "Waived Screening" Section in Midwife EHDI – Information System User's Manual	

THANK YOU!

Again, the Wyoming EHDI staff thanks you for helping us serve the children of Wyoming. Your entry of hearing screening results is a critical step in helping children with hearing loss be identified at the earliest possible age. If you should have any questions or comments, please feel free to contact the Wyoming EHDI Program. We appreciate all your hard work.

Wyoming EHDI Program
1771 Centennial Drive, Suite 220
Laramie, WY 82070
Phone: 307-721-6212 or 307-760-6625
Fax: 307-721-6313
E-mail: nancy.pajak@wyo.gov
sarah.fitzgerald@wyo.gov