

NACI Care™ :

A Patient Navigation Data Entry, Tracking and Evaluation Program



Tutorial: How to Maneuver and Enter Data

August 12, 2022



Tutorial Content

1. This tutorial will take you through the process of maneuvering and entering data into NACI Care™
2. There are 2 sections:
 - a. Maneuvering
 - 1) Cancel and Submit
 - 2) Previous and Next
 - 3) Circle X
 - 4) Scrolling
 - a) Toggle buttons
 - b) Topic list buttons
 - b. Entering Data
 - 1) Text boxes/spaces
 - a) Using the keyboard
 - b) Using voice
 - 2) Toggle buttons
 - 3) Lists
 - 4) Other text box

Maneuvering in NACI Care™





Cancel and Submit Buttons

1. Cancel erases information and takes user to the previous screen
2. Submit saves information and takes user to next screen or back to main topic screen
 - a. May also have a submit button that takes the user to specific content/place

Did the patient ever participate in any physical activities or exercises such as running or walking for exercise?

Yes

Yes

No

Don't want to answer

1 Cancel

2 Submit

9:27 PM Mon Mar 7

Interactions

New Interaction

Patient ID: LUK032 PN ID: 10 PN Name: Linda Krebs

Patient Name: James Dugan Today's Date: Mar 07, 2022

Initial Interaction Comment

Discuss chemotherapy concerns

Cancel Submit & Go to sidebar Submit & Go to summary

2a



Previous and Next Buttons

1. Cancel or Previous returns to the former screen within the sequence
2. Next is for items that are linked and sequenced
3. At the end of the sequence, cancel erases the entered information and submit will be used to erase or save the entered information

Purpose

Appointment, schedule or re-schedule

Barrier

Education

Follow-up

New patient setup

Question

Referral

1 Cancel 2 Next

Method

Please select an option

Email

In-person

Phone

Social media

Telehealth

1 Previous 2 Next

Did the patient ever participate in any physical activities or exercises such as running or walking for exercise?

Yes

Yes

No

Don't want to answer

1 Cancel 2 Submit



The X Circle

1. Instead of using the cancel or submit buttons, select the X circle to exit the current screen and move to the previous screen
 - a. Previously entered information is not erased
 - b. Unsubmitted information is erased

A screenshot of a web-based form titled "Language". The form is overlaid on a background that shows patient information: "Patient ID / Contact Info", "Patient ID: NCR 020", "Patient Name: Clara Clarkson", and "Today's Date: Apr 09, 2022". The form contains three questions with text input fields:

- Question 1: "Which language(s) does the patient speak?" with the answer "English,Spanish".
- Question 2: "What language does the patient prefer to use?" with the answer "Spanish".
- Question 3: "Does the patient need a translator?" with the answer "Yes".

At the bottom of the form are two buttons: "Cancel" and "Submit". A black circle with a white "X" is positioned in the top right corner of the form, and a black circle with a white "1" is positioned to its right, indicating the "X" circle is the focus of the instruction.



Scrolling: Toggle Buttons

1. Some *toggle button lists* do not fit on the screen. Additional items can be accessed by using your finger on the touch screen to scroll up or down to see all topics

The screenshot shows a mobile application interface with a purple sidebar on the left and a main content area on the right. The sidebar contains a list of toggle buttons: Home, User, Search, Help, Reports, About, Logout, ---, Tutorials, ---, Patient, PN, and Adm. The main content area is titled 'Demographics' and displays a list of patient information: Patient ID: NACR 023, PN ID: 3, PN Name: Linda Burhansstipanov, Patient Name: Clara Clarkson, and Today's Date: Apr 09, 2022. Below this information is a vertical list of 15 light blue toggle buttons: Medical Care, Health Insurance, Dependent Children/Elders, Birth Date, Gender, Sexual Orientation, Race & Ethnicity, Height/Weight, Physical Conditions, Language, Literacy & Learning, Religion, Education, Employment, and Household. A blue arrow points downwards from a black circle containing the number '4' to the 'Religion' button, indicating the scroll direction.



Scrolling: Toggle Buttons

a) Some toggle button lists include a “Select All” button that allows the User to select or unselect all toggle button options (Note: “Select all” turns to “Unselect all” to deselect all options)

Health History

4 Select all

- Health Issues: Medical
- Health Issues: Surgery
- Hospital Admissions
- Emergency Visit
- Screening, Diagnostic & Follow-up Tests
- Medications
- Family Cancer History

Cancel Submit

Health History

4 Unselect all

- Health Issues: Medical
- Health Issues: Surgery
- Hospital Admissions
- Emergency Visit
- Screening, Diagnostic & Follow-up Tests
- Medications
- Family Cancer History

Cancel Submit



Scrolling: Topic List Buttons

1. Some *topic lists* are longer than the screen. Use your finger on the touch screen to scroll up or down to see all topics.

The screenshot displays the 'Medical Issues' section of the NACI Care app. On the left is a purple sidebar with navigation options: Home, User, Search, Help, Reports, About, Logout, ---, Tutorials, ---, Patient, PN, and Adm. The main content area shows patient information: Patient ID: abcd112266677, PN ID: 3, PN Name: Linda Burhansstipanov, Patient Name: , and Today's Date: Apr 09, 2022. Below this is a vertical list of 15 light blue buttons representing medical issues: Allergy, Cancer, Cardiovascular, Digestive or Gastrointestinal Problems, Endocrine, Hematologic, Infection, Integumentary / Skin, Musculoskeletal, Neurologic, Psychosocial, Psychiatric, Renal and Urologic, Reproductive, and Respiratory. A blue arrow points from a circle containing the number '1' to the bottom of the list, indicating the scrolling action.

Entering Data into NACI Care™





Data Entry Text, Toggle Buttons, Drop-down items and Lists

1. Data may be entered into NACI Care™ in 3 ways: text, toggle buttons, and drop-down items
2. Text allows the user to enter the specific data requested or, to clarify data entered or include additional pertinent information.
 - a. Text can be entered either by keyboard *or voice*

Type treatment plan details here

Type treatment plan details here

2

Cancel Submit

This screenshot shows a text input field with a light blue background and a grey border. The text 'Type treatment plan details here' is displayed in a light grey font. A black circle with the number '2' is overlaid on the input field. Below the input field are two light blue buttons labeled 'Cancel' and 'Submit'.





Data Entry Text, Toggle Buttons, Drop-down items and Lists

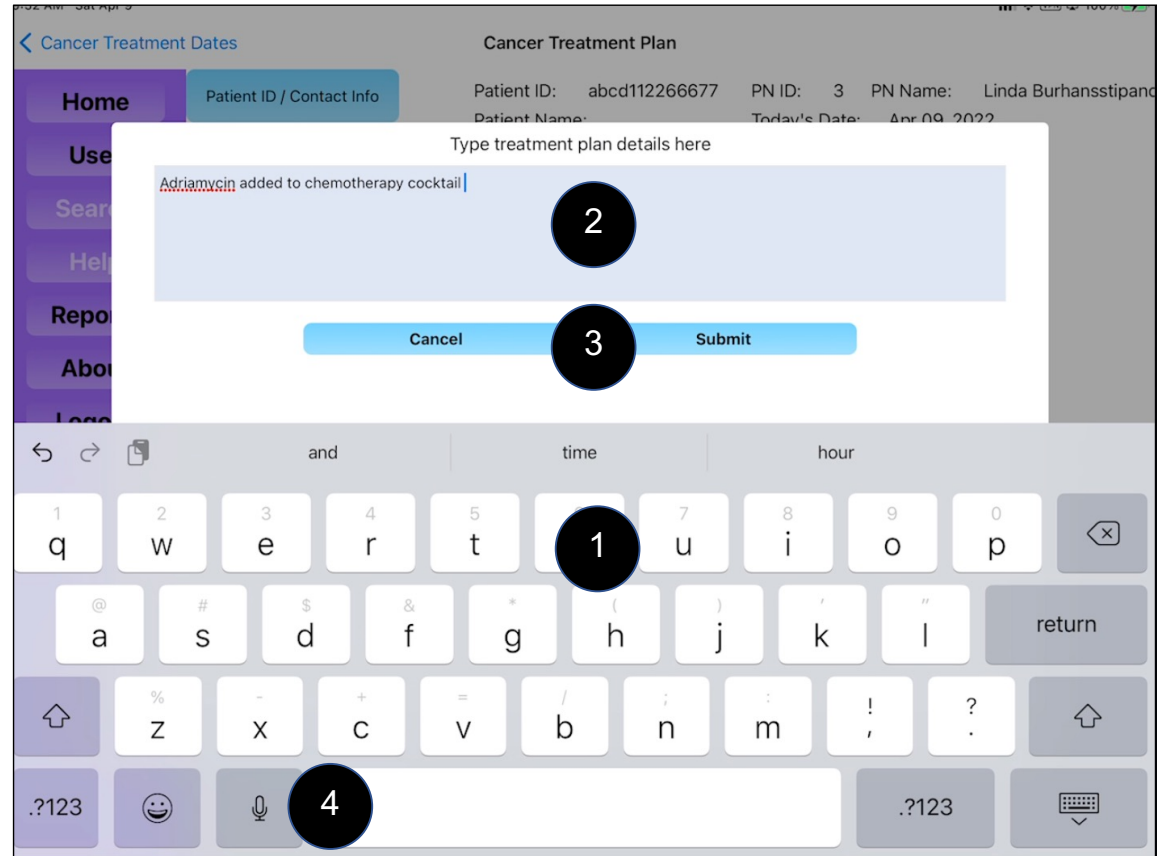
- 3. Toggle buttons and Drop-down items are for both topic selection or specific data entry
- 4. For many entries, the user will 1st be asked to “add a new record/entry/diagnosis,” etc.
 - a. Select this button
 - b. A new button will appear
 - c. Select this button to move to the next screen to begin entering data

The image displays two screenshots of the NACI Care app interface. The left screenshot shows the 'Abdominal Pain' screen with a sidebar menu on the left containing options like Home, User, Report, About, Logout, Patient, PN, and Adm. The main content area shows patient information (Patient ID: 3, PN Name: Linda Burhansstipanov, Today's Date: Mar 11, 2022) and a button labeled 'Add New Entry: Abdominal Pain' highlighted with a black circle labeled '4a'. The right screenshot shows the 'Cancer Treatment Info: Chemotherapy' screen with patient information (Patient ID: abcd112266677, PN ID: 3, PN Name: Linda Burhansstipanov, Today's Date: Apr 09, 2022) and a button labeled 'Date not set' highlighted with a black circle labeled '4b'. Below the right screenshot is a list of input fields: 'Date of treatment', 'Drug', 'Dose', 'Route', 'Treatment status', and 'Additional Info', with a black circle labeled '4c' pointing to the top of the list.

Using the keyboard

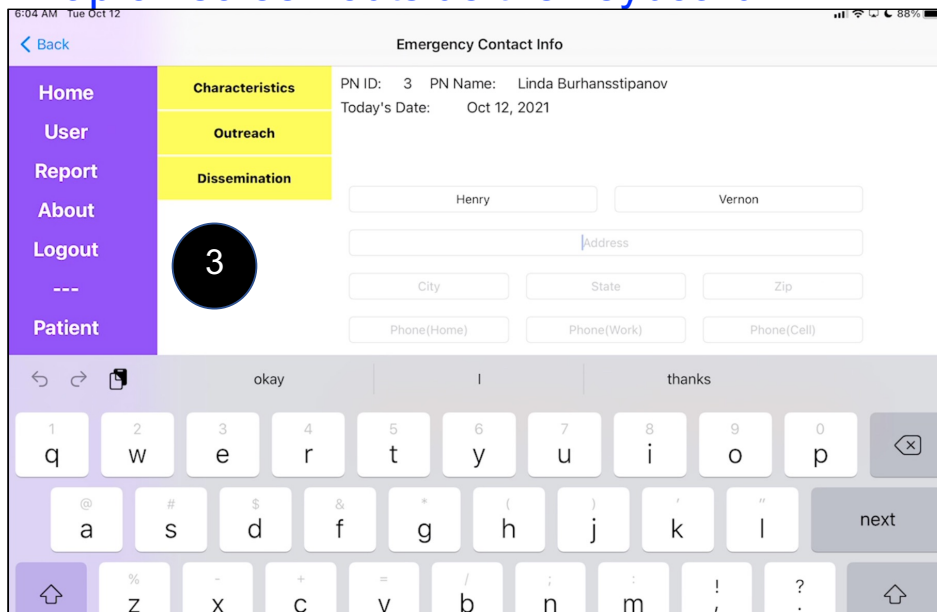
1. The keyboard can be used to enter data into any text box or “Other” space
2. Click in the box or space and begin to type
3. Submit to save; Cancel to erase

Reminder: you can select the microphone have text entered by voice

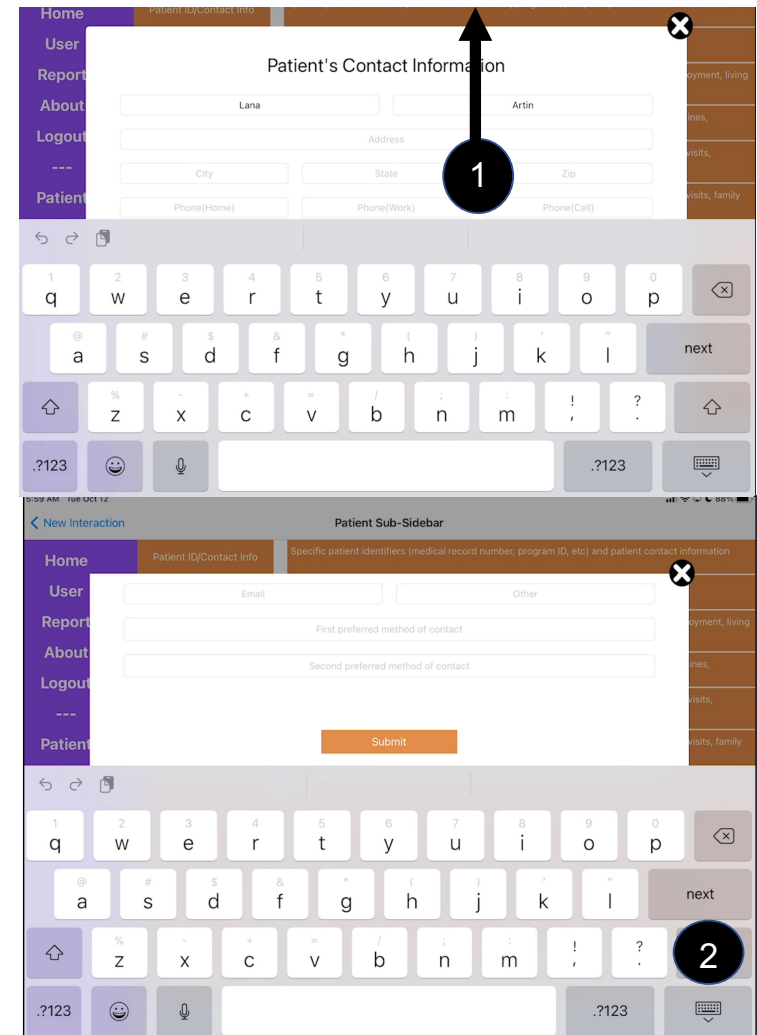


Using the Keyboard (cont)

1. If the keyboard blocks the fields to be completed, most screens allow the user to touch and move the screen contents up
 - a. If the screen content does not move up, contact help.naci@gmail.com
2. To hide the keyboard, tap the keyboard icon, OR
3. Tap on screen outside the keyboard



l: Maneuver



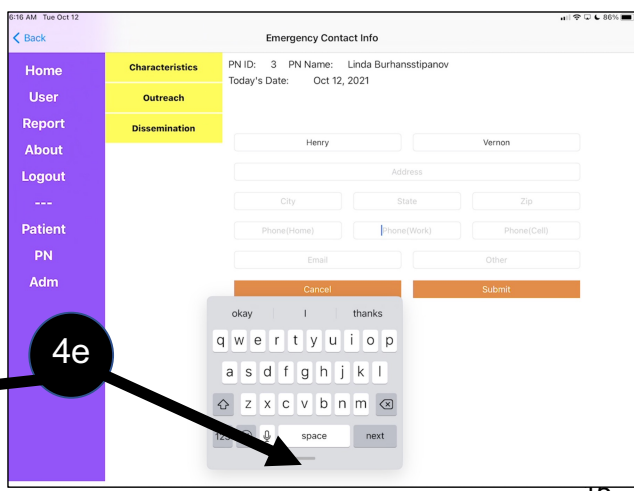
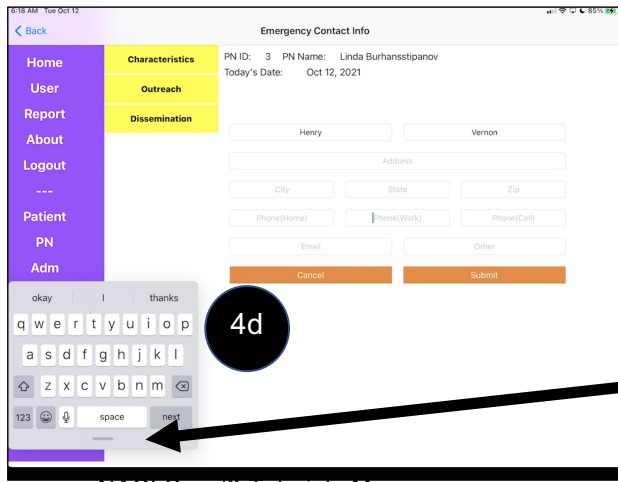
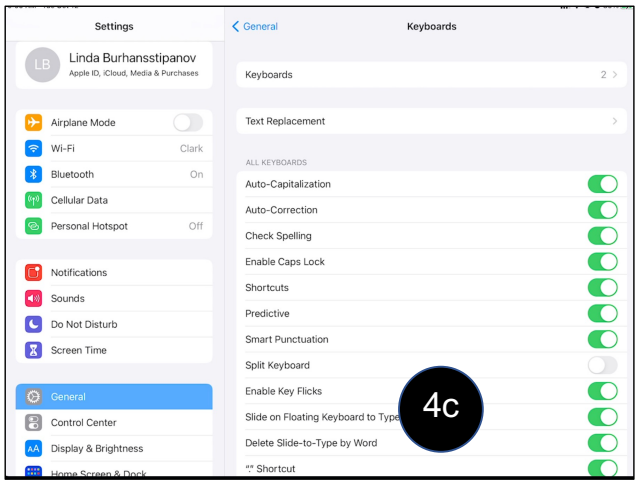
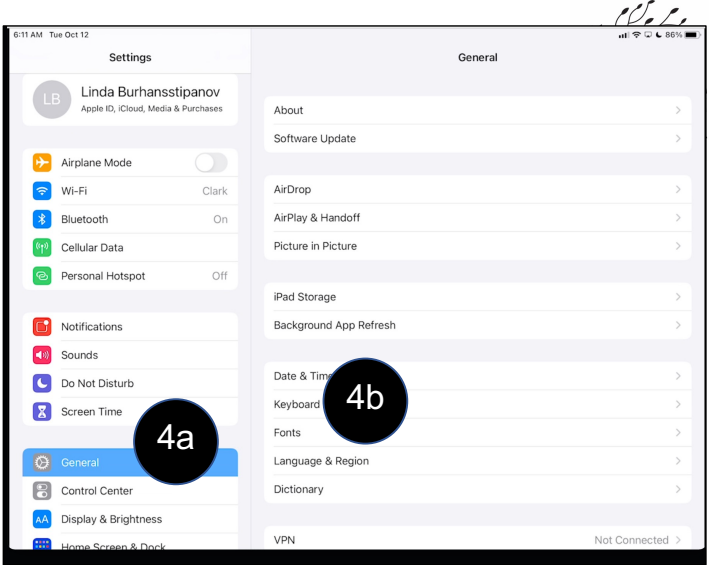
14

Using the Keyboard (cont.)

4

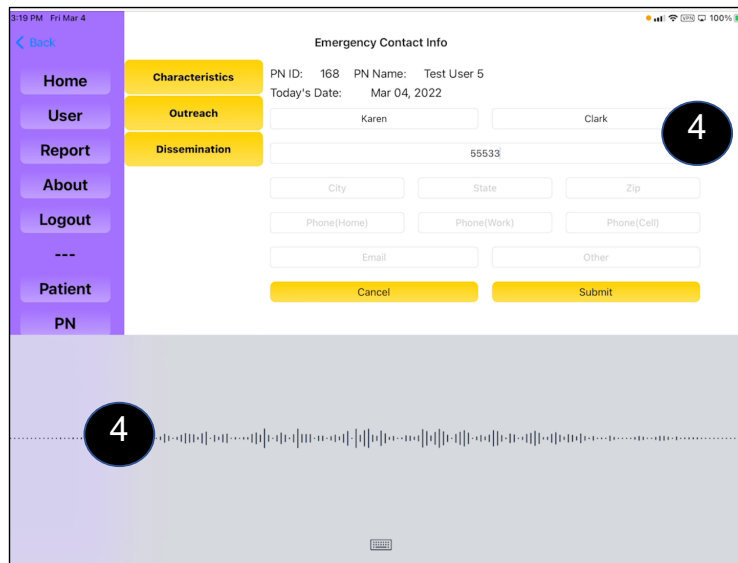
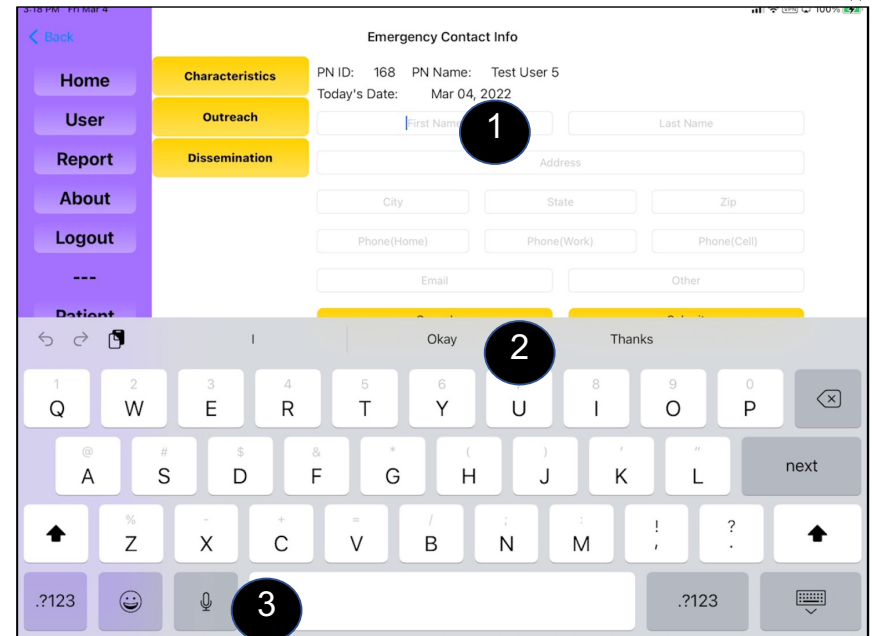


- 4. To make the keyboard “float”, go to the settings icon
 - a. Select General
 - b. Select Keyboard
 - c. Select “Slide on Floating keyboard to type”
 - d. Pinch fingers on the screen to make the keyboard smaller and float
 - e. Move the floating keyboard where desired by holding and moving the “line” under the space bar



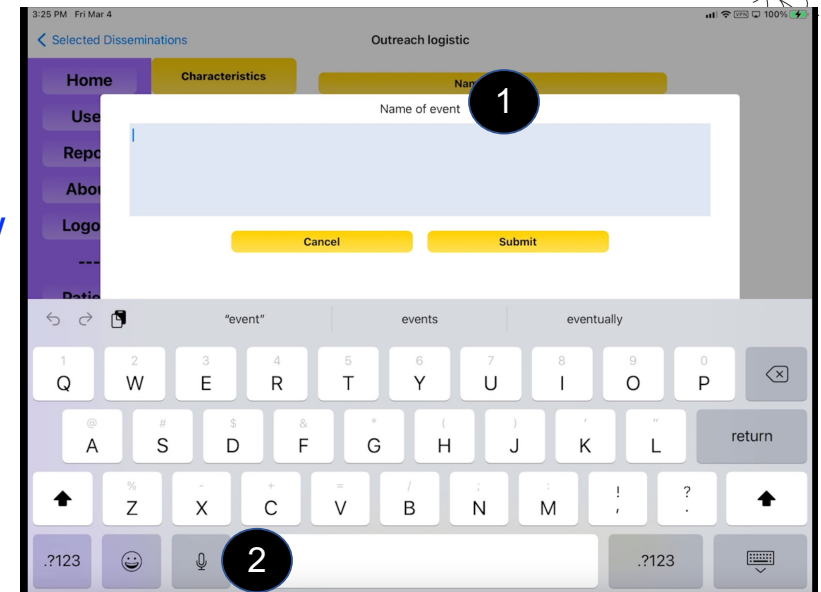
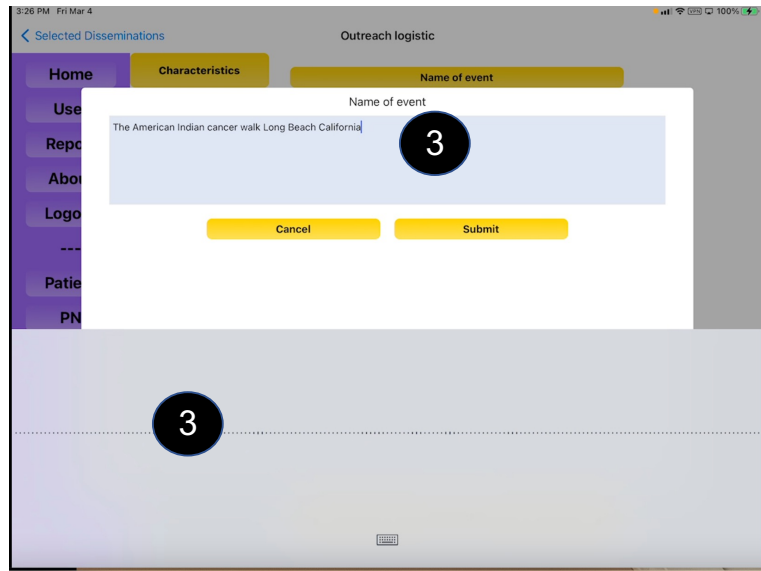
Using Voice to enter data

1. Touch the text box or the space where information is requested
2. The keyboard appears
3. Touch the microphone icon and speak what you want written
4. The voice fluctuation shows and the text appears in the box you touched



Using Voice *Example*

1. When adding information about an outreach event, touch the text box for Name of event
2. Touch the microphone icon
3. As you speak the voice recorder fluctuations show and the text appears in the text box



NOTE: You must touch each data field for the keyboard to appear. The microphone icon **ONLY** appears on the keyboard for screens where you can use voice to enter information (ex. You can use voice to enter the text of an email, but not for the address). If you use an external keyboard, see directions for your iPad to use voice



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)
4. On some screens, a “Select all” button will allow the user to highlight all options

Endocrine

Addison Disease	<input type="checkbox"/>
Cushing Syndrome	<input type="checkbox"/>
Diabetes(pre/ type 1/ type 2/ gestational)	<input checked="" type="checkbox"/>
Diabetes Insipidus	<input type="checkbox"/>
Hyperparathyroidism	<input type="checkbox"/>
Hyperpituitarism	<input type="checkbox"/>
Hyperthyroidism(Graves Diseases)	<input type="checkbox"/>

Cancel

Endocrine

Addison Disease	<input type="checkbox"/>
Cushing Syndrome	<input type="checkbox"/>
Diabetes(pre/ type 1/ type 2/ gestational)	<input checked="" type="checkbox"/>
Diabetes Insipidus	<input checked="" type="checkbox"/>
Hyperparathyroidism	<input checked="" type="checkbox"/>
Hyperpituitarism	<input type="checkbox"/>
Hyperthyroidism(Graves Diseases)	<input checked="" type="checkbox"/>

Submit

Endocrine

Addison Disease	<input type="checkbox"/>
Cushing Syndrome	<input type="checkbox"/>
Diabetes(pre/ type 1/ type 2/ gestational)	<input type="checkbox"/>
Diabetes Insipidus	<input type="checkbox"/>
Hyperparathyroidism	<input type="checkbox"/>
Hyperpituitarism	<input type="checkbox"/>
Hyperthyroidism(Graves Diseases)	<input type="checkbox"/>

Cancel Submit

Default Report Templates

Select all

Navigation Load	<input checked="" type="checkbox"/>
Compliance	<input checked="" type="checkbox"/>
Patient / Participants' Characteristics	<input checked="" type="checkbox"/>
Referrals	<input checked="" type="checkbox"/>
Diagnosis & Treatments	<input checked="" type="checkbox"/>
Hospital	<input checked="" type="checkbox"/>
Surveys	<input checked="" type="checkbox"/>

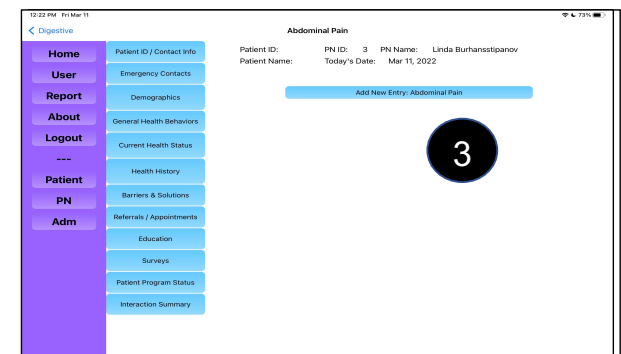
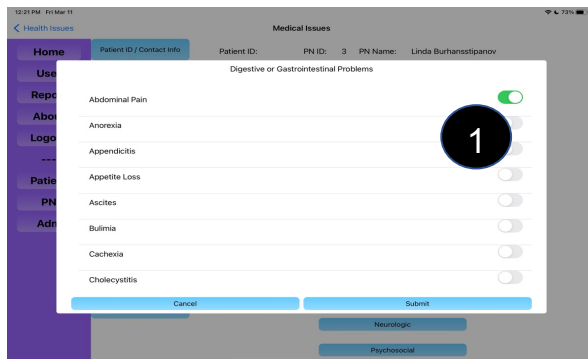
Cancel Submit

utorial: Maneuver



Toggle Buttons (cont)

1. Once one or more toggle buttons are selected, choose enter to save your selection and move to the next screen.
2. Your choice will be shown on the next screen, select to enter data
3. You may be asked to enter a new record to begin entering data; if so, select button, select entered date or “Date not added” button and go to next screen
4. Begin entering data



Topic List Buttons

1. Topic lists are common for many data entry fields.
 - a. Select the topic button for data entry
 - b. This will take the user to a new screen to enter data.
 - c. Note: some screens will include one or more methods to enter data:
 - 1) toggle buttons
 - 2) a list of items or
 - 3) a place to enter text

Drop-Down Items

1. Several locations will provide drop-down items
2. Only one item can be selected from the drop-downs
3. Some items, such as “religion” have drop-down items; use a finger to scroll lower among the items

Literacy and Learning

How well is the patient able to read English?

Select an answer

- Well
- Okay
- Not very well
- Don't know /Not sure
- Don't want to answer

Select an answer

1

Religion

What is the patient's preferred religion?

Select an answer

- Abrahamism
- Atheism
- Baha'i
- Buddhism
- Christianity(Catholic, Baptist,...

Cancel Submit

3

Religion

What is the patient's preferred religion?

Confucianism

- Druidry
- Hinduism
- Islam
- Judaism

Cancel Submit

3

- Judaism
- Native American / Indigenou...
- Satanism
- Scientology
- Shinto

- Taoism
- Voodoo
- Wicca
- Non-organized faith
- Agnostic

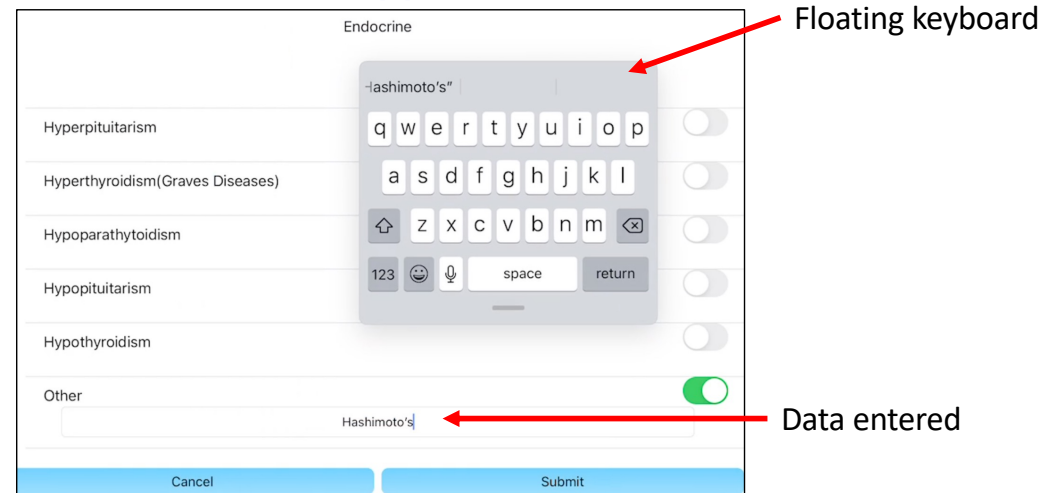
- None
- No religious preference
- Other
- Don't want to answer

3



Other Textbox

1. When “Other” or “Write in” is selected, a text box appears to add information
2. In subsequent uses, the information added will appear in the list:
 - a. **Example:** To enter a diagnosis of Hashimoto’s, under Current Health Status select Health Issues, then Medical Issues, and then Endocrine
 - 1) If the User is uncertain which toggle button to select, the User 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/the text box only as a last option. If used frequently, the program will end up with a long, duplicative list of items that will not show up in any reports**
4. **NOTE:** The auto population function is not applicable to *comment/free text boxes* that clarify issues about the data entered



Thank you and we are available to help you



We hope you find NACI Care™ useful and easy-to-use. If you are having difficulty, please contact our support team at: help.naci@gmail.com.