

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

The screenshot shows a mobile application interface for 'Interactions'. It features a purple sidebar on the left with menu items: Home, User, Report, About, Logout, ---, Patient, PN, and Admin. Callout 1 points to the 'Patient' menu item. The main content area has a header with a back arrow (callout 2) and the title 'Interactions' (callout 3). Below the header, patient information is displayed: Patient ID: NACR-002, PN ID: 3, PN Name: NACI, Patient Name: Lana Artin, and Today's Date: Mar 19, 2021. A green 'Add New Interaction' button is present. Below this is a table with columns: Date of Interaction, Purpose, Method, and Status.

Date of Interaction	Purpose	Method	Status
2021-03-16			
2021-03-15	Revise file (correction/edit)		
2021-03-15	Revise file (correction/edit)		
2021-03-09	Revise file (correction/edit)		
2021-03-09	Referral		
2021-03-06	Follow-up	Webinar	
2021-02-09	Appointment; schedule or re-schedule	Webinar	Appointment kept

Screen contents

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

3:03 PM Fri Mar 19

< Interactions 6 New Interaction 7

4 Patient ID: NACR-002 PN ID: 3 PN Name: NACI
5 Patient Name: Lana Artin 8 Today's Date: Mar 19, 2021

Home
User
Report
About
Logout

Patient
PN
Admin

Purpose
Method
Location
Comments

Screen contents

9. Patient Sub-Sidebar

- a. Topics for data entry
- b. Topic content explanation

Patient Sub-Sidebar	
Home	Patient ID/Contact Info
User	Emergency Contact
Report	Demographics
About	General Health Behaviors
Logout	Current Health Status 9a
---	Health History
Patient	Barriers & Solutions
PN	Referrals / Appointments
Admin	Education
	Surveys & Data Collection
	Patient Program Status
	Interaction Summary

<p>Patient Identification: Specific patient identifier(s) (medical record number, code number, and/or navigation program identifier, etc.)</p>	9
<p>Contains information about upto 3 emergency contacts</p>	
<p>Demographics: height, weight, education, medical care / insurance, employment, living situation, disabilities learning, mobility, visual, auditory, language, literacy, learning preferences.</p>	
<p>General Health Behaviors: diet, food security, physical activity, tobacco, alcohol & substance use, sun protection, vaccines, environmental contaminants</p>	
<p>Current Health Problems and Management: cancer diagnosis, recurrence, metastases, treatments and side effects (symptoms); CVD, digestive, endocrine, hemotologic, infection, integumentary / skin, musculoskeletal, neurologic, oncologic emergencies, psychosocial, psychiatric, renal / urologic, 9b</p>	
<p>Past Health Problems and Management: cancer diagnosis, recurrence, metastases, treatments side effects (symptoms) and family cancer history; CVD, digestive, endocrine, hemotologic, infection, integumentary / skin, musculoskeletal, neurologic, oncologic emergencies, psychosocial, psychiatric,</p>	
<p>Barriers: practical, family, physical, emotional, spiritual, cultural and 6b Solutions: schedule appointments, refer, find resources, complete forms, advocacy, education</p>	
<p>Referrals / Appointments: screening, counseling, CAM, dx, follow-up, molecular cancer tests</p>	
<p>Education: assessment, format, topics</p>	
<p>Surveys & Data Collection: QoL, BRFS survivor supplement, stress distress, patient goals, self-efficacy, alcohol (NIAAA), patient satisfaction)</p>	
<p>Tracking the status of patient(Open, Closed, Navigation services suspended, Deceased)</p>	
<p>Show Interaction Summary</p>	

Sidebar: Home

1

Home

a

Profile

Search

Help

Reports

Settings

About

Tutorial

Logout

Patient

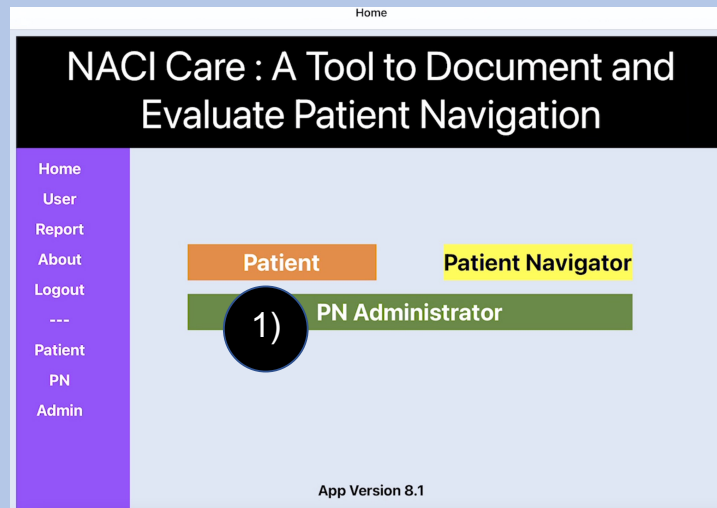
PN

Admin

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



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 **b**
Report
About
Logout

Patient
PN
Admin

Name: Linda Burhansstipanov
Address: 3022 So. Nova Rd
Email: admin@naci.com
Phone: 1-303-838-9359 **c1)**
Cell: 1-303-550-5181
State: CO - Colorado
City: Pine
Zip: 80470
Organization: Native American Cancer Initiatives, Inc

Sidebar: Search and Help

Home

User

Search

c

d Help

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 within 24 hours, please email and in the subject field, clarify the problem: *help.naci@gmail.com* with your phone number
- 2) To get help immediately, please email with subject "NACICARE" to *driqbal@gmail.com* with your phone number

To: help.naci@gmail.com

Cc:

d1)

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 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

To: driqbal@gmail.com

Cc:

Subject: NACICARE - cannot get report to print - 303-838-9359

From: Linda Burhansstipanov – burhansstipanov@gmail.com

d2)

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 unit 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

PN

Admin

f

g

- 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

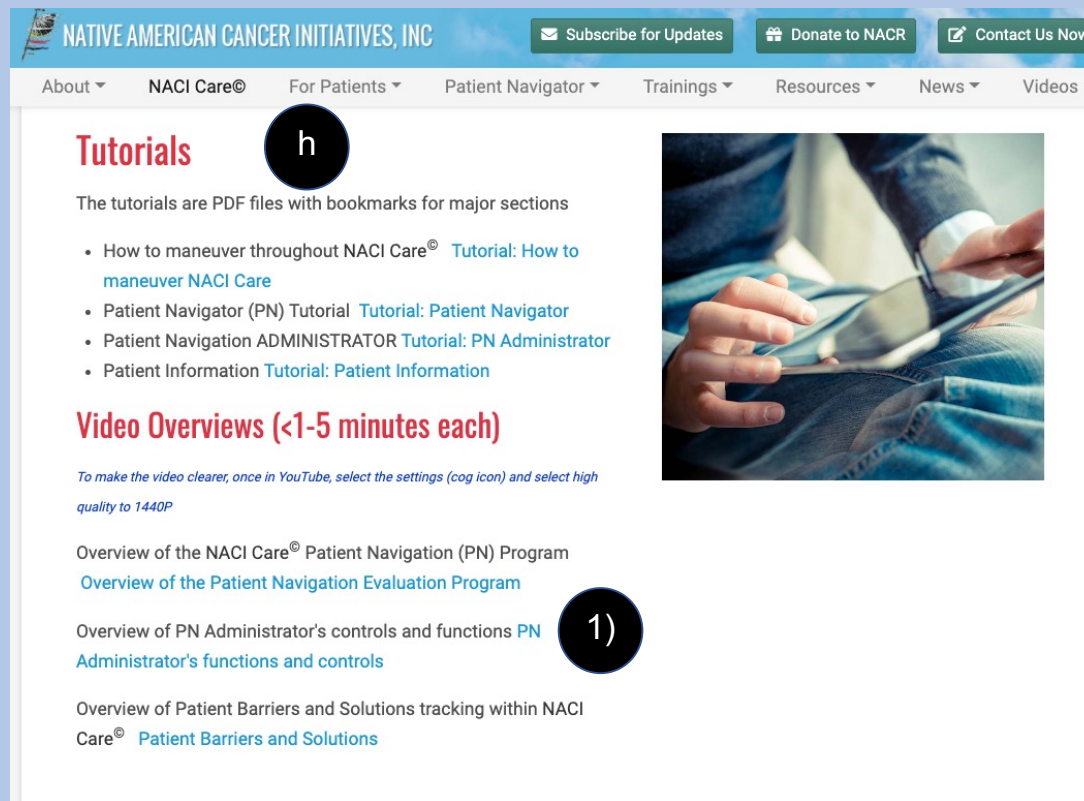
Sidebar - Tutorial(s)

Home
User
Search
Help
Reports
Settings
About
Tutorial
Logout

Patient
PN
Admin

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©



The screenshot shows the website for Native American Cancer Initiatives, Inc. The header includes the organization's name and navigation links: About, NACI Care©, For Patients, Patient Navigator, Trainings, Resources, News, and Videos. There are also buttons for 'Subscribe for Updates', 'Donate to NACR', and 'Contact Us Now'. The main content area is titled 'Tutorials' and contains a list of PDF tutorials with links. A 'Video Overviews' section follows, featuring a video thumbnail and a list of overview links. A red circle with the letter 'h' is placed over the 'Tutorials' heading, and another red circle with the number '1)' is placed over the 'PN Administrator's functions and controls' link.

Tutorials h

The tutorials are PDF files with bookmarks for major sections

- How to maneuver throughout NACI Care© [Tutorial: How to maneuver NACI Care](#)
- Patient Navigator (PN) Tutorial [Tutorial: Patient Navigator](#)
- Patient Navigation ADMINISTRATOR [Tutorial: PN Administrator](#)
- Patient Information [Tutorial: Patient Information](#)

Video Overviews (<1-5 minutes each)

To make the video clearer, once in YouTube, select the settings (cog icon) and select high quality to 1440P

Overview of the NACI Care© Patient Navigation (PN) Program
[Overview of the Patient Navigation Evaluation Program](#)

Overview of PN Administrator's controls and functions [PN Administrator's functions and controls](#) 1)

Overview of Patient Barriers and Solutions tracking within NACI Care© [Patient Barriers and Solutions](#)

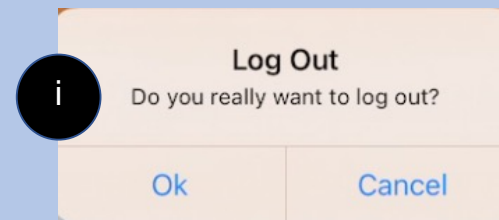
Sidebar - Logout

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

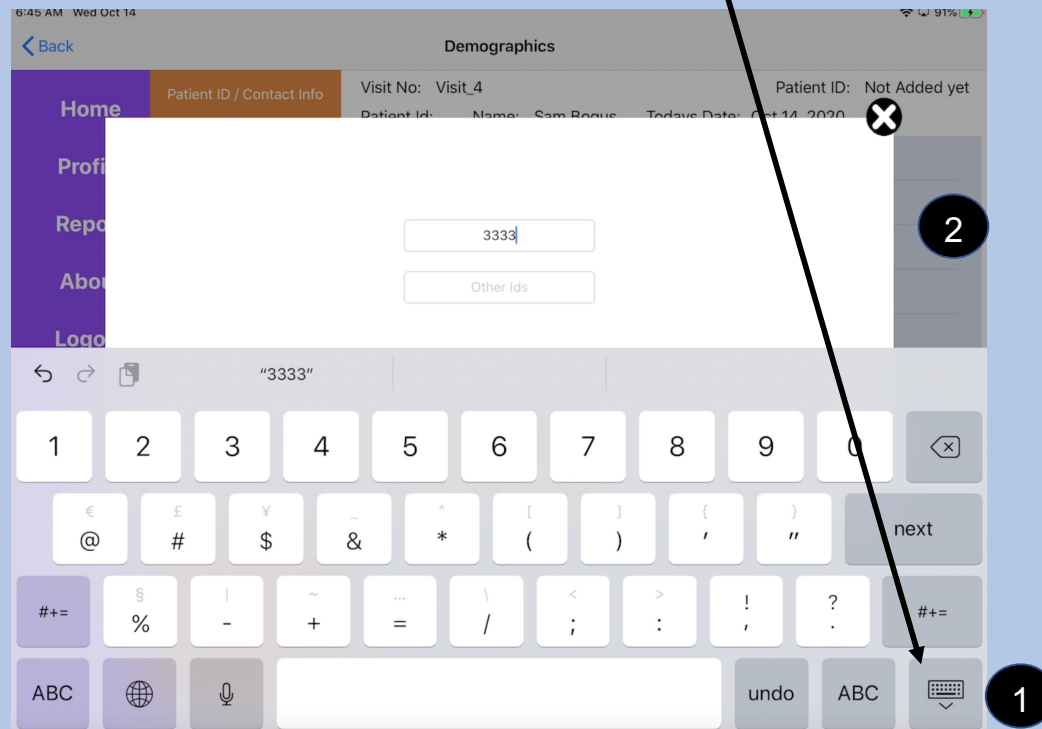


Maneuvering



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 screenshot shows a mobile application interface. At the top, the status bar displays '6:47 AM Wed Oct 14' and '90%' battery. The app header includes a back arrow, 'Demographics', and 'General Health Behaviors'. Below the header, there are tabs: 'Home', 'Patient ID / Contact Info' (selected), and 'Patient Id: 3333'. A modal dialog is open, displaying the question: 'Did the patient ever participate in any physical activities or exercises such as running or walking for exercise?'. The dialog contains a dropdown menu with the text 'Please select an option' and a list of three options: 'Yes', 'No', and 'Don't want to answer'. At the bottom of the dialog, there are two buttons: 'Cancel' (labeled with a circled '1') and 'Submit' (labeled with a circled '2'). The background of the app shows a sidebar menu with items like 'Home', 'Profile', 'Reports', 'About', 'Logout', 'Patient', 'PN', and 'Admin', and a 'Preview Options' button at the bottom.

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

The screenshot shows a mobile application interface with a 'Demographics' screen. A 'Language' dialog box is overlaid on the screen. The dialog box contains the following text and input fields:

- Language
- Which language(s) does the patient speak?
- What language does the patient prefer to use?
- Does the patient need a translator?
- Buttons: Cancel, Submit

A red 'X' icon is visible in the top right corner of the dialog box, and a black circle with the number '1' is next to it.

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 Previous

2 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)

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"/>
Hypoparathytoidism	<input type="checkbox"/>

Cancel Submit

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"/>
Hypoparathytoidism	<input type="checkbox"/>

Cancel Submit

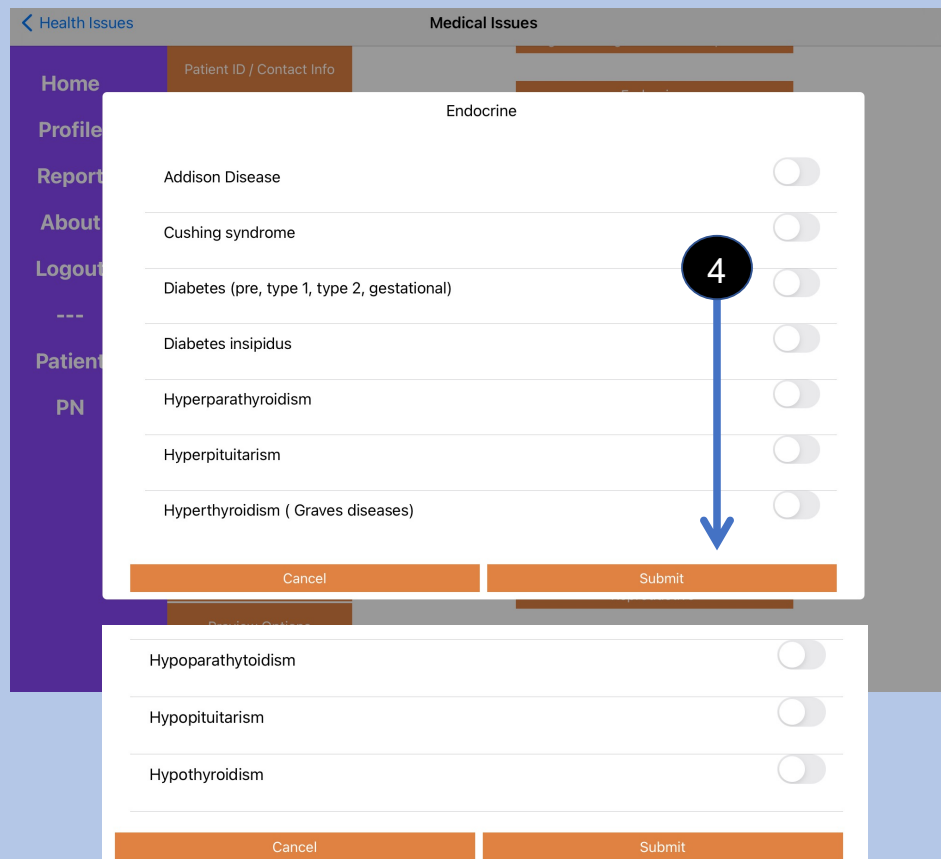
Endocrine

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"/>
Hypoparathytoidism	<input type="checkbox"/>

Cancel Submit

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.


The screenshot shows a mobile application interface with a purple sidebar menu on the left and a white main content area on the right. The sidebar menu includes options: Home, User, Report, About, Logout, ---, Patient, PN, and Admin. The main content area is titled "Medical Issues" and displays patient information: Patient ID: NACR-002, PN ID: 3, PN Name: NACI, Patient Name: Lana Artin, and Today's Date: Mar 19, 2021. Below this information is a vertical list of medical issue categories, each represented by an orange button. The categories are: 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 black circle containing the number "1" to the bottom of the list, indicating that the list is scrollable.

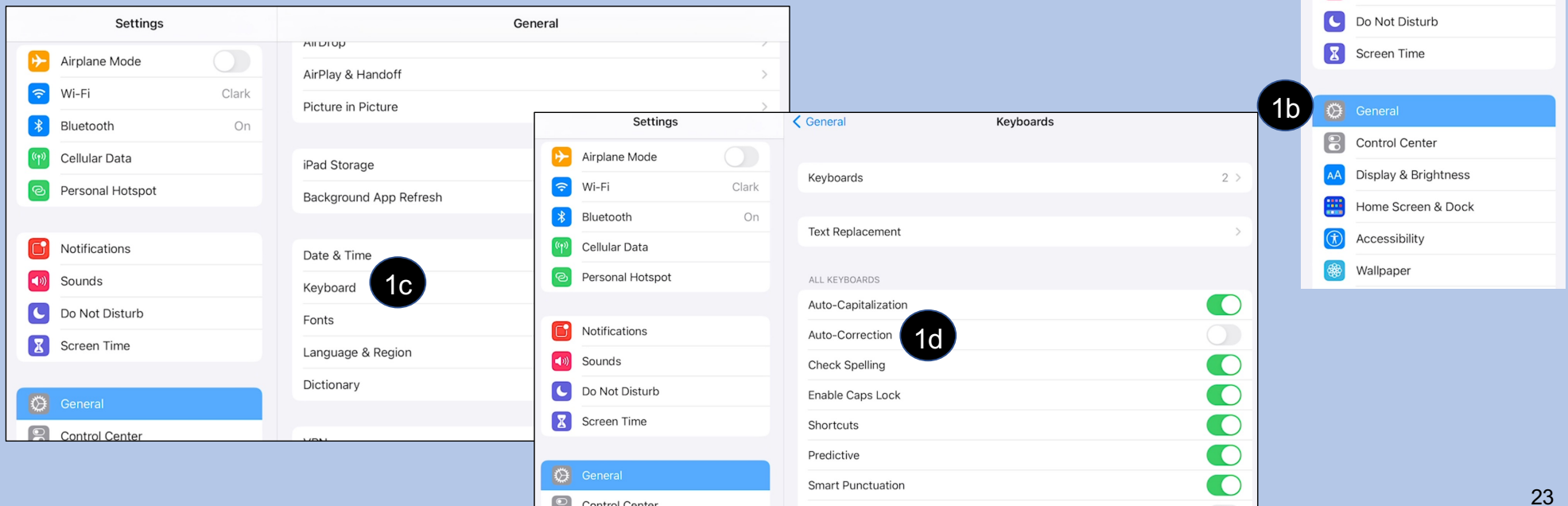
US or Metric Systems for measurement

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

The image shows two screenshots from a web application. The left screenshot displays the 'PN Administrator' sidebar with a purple background and white text. The sidebar items are: Home, User, Report, About, Logout, ---, Patient, PN, and Admin. The 'System Preferences' menu item is highlighted in green and marked with a black circle containing the number '1a'. The right screenshot shows the 'System Preference' page with a white background. It features a green header bar with the text 'System Preference'. Below the header, there are two green buttons: 'Measurement System' (marked with a black circle containing '1b') and 'Link to EPIC EHR'. The 'Measurement System' button is selected. Below this, there is a dialog box titled 'Does the program use metric or American system of measurements?'. The dialog box has a white background and a grey border. It contains a dropdown menu with three options: 'American System', 'Metric System', and 'American System'. The 'Metric System' option is selected and marked with a black circle containing '1c'. At the bottom of the dialog box, there are two orange buttons: 'Cancel' and 'Submit'.

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



The image displays four sequential screenshots from an iPad's Settings application, illustrating the steps to disable Auto-Correction:

- Screenshot 1:** The main Settings menu is shown. The 'General' option is highlighted with a blue bar and a black circle containing the number '1c'.
- Screenshot 2:** The 'General' settings page is shown. The 'Keyboard' option is highlighted with a blue bar and a black circle containing the number '1c'.
- Screenshot 3:** The 'Keyboards' settings page is shown. The 'Auto-Correction' toggle switch is highlighted with a black circle containing the number '1d'. The toggle is currently turned on (green).
- Screenshot 4:** The 'Auto-Correction' toggle switch is shown in its off position (grey).

A separate screenshot on the right side of the image shows the 'Settings' menu with the 'General' option highlighted with a blue bar and a black circle containing the number '1b'.

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