HiTrack
EHDI Data Management System

Version 5

### Quick Start Guide

Introduction

HiTrack 5 represents the cutting-edge of EHDI Data Management. It provides powerful tools for managing complex EHDI tracking and follow-up. HiTrack offers a task-oriented user interface and is designed for maximum flexibility. As a web-based application HiTrack offers secure and flexible access from any computer connected to the Internet.

This Quick Guide provides a basic overview of HiTrack. Please refer to the User Manual for more comprehensive details on HiTrack functionality.

LOGIN SCREEN

Log in to begin using HiTrack:

1) Open your web browser to the HiTrack website URL that was provided to you. Enter the Username and Password (passwords are case sensitive) that was entered during the installation process or given to you by your state coordinator.
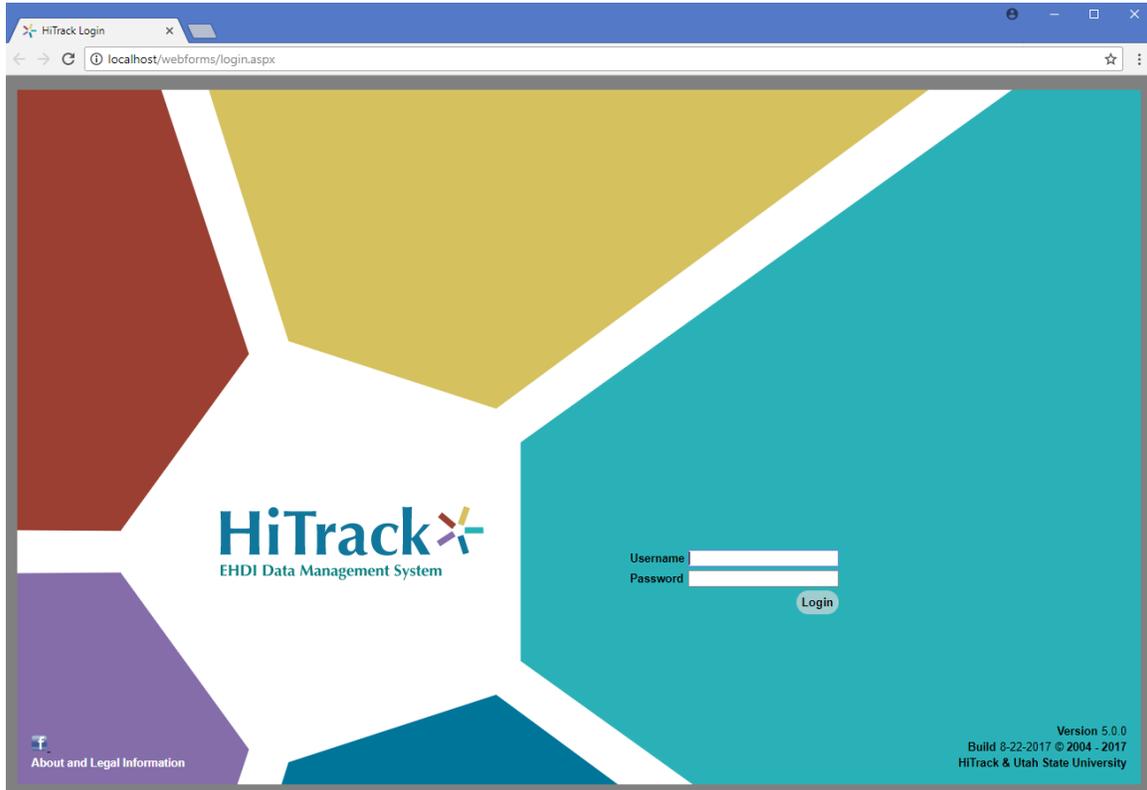
2) Click on the Login button to login.

USER INTERFACE

The HiTrack user interface opens after a successful log in. The user interface is made up of the following sections:

Baby Chart

Running Facility Selector

Sprocket Menu

Work Area

Action Buttons

The baby chart area will open with a baby's information when the record is selected from the list.

Baby Chart

Buttons and Icons

Below are some common buttons and icons you will see while using HiTrack. Hovering the mouse over features in HiTrack will often give context specific information.

The HiTrack **Sprocket** button allows you to access features such as Communication Hub, Reports, Merge and System Settings.

Click the **Action** button to complete an action on the current screen such as generating letters or running a report.

The **Add** button adds a record on the current screen.

The **Delete** button removes a record on the current screen.

The **Return** button navigates HiTrack back to the main Baby List

The **Filter** button allows you to apply various filters to the current list.

Click the **Dashboard** button to bring up a selection list.

The **Select All** button selects all of the choices in a list.

The **Unselect All** button deselects all of the choices in a list.

The **Information** button provides more details about the current screen.

The **Wrench** button brings up configuration settings for the current screen.

The **Print** button will print the displayed list or record.

FEATURES

The HiTrack sprocket menu is always located at the top right corner of the screen.

This shows a menu of 5 different options when clicked:

The Merge feature imports data from screening devices and patient information systems. This screen is divided into two sections:

- Pending Merge Data – You can select a pending merge item to resolve potential duplicate records and other data entry problems previously detected during a merge operation.

- Merge History – You can review the history of past merges into HiTrack.

Use the **Wrench** 🔧 button in the upper left to configure Merge Sources for your Facility. After Merge Sources are setup, click the **Add** ➕ button to manually merge new data.

To configure automated merging contact the HiTrack Help Desk at (435) 797-3584.

Clicking on Reports will take you to the last report you worked on (or to a default report the first time you use it). Use the **Dashboard** ⊞ button to display the complete list of reports that can be generated:

- Screening Results Report - Screening results for babies.

- Outpatient Screening Report - Babies with outpatient results.

- Physicians Report - Babies grouped by Primary Care Provider.

- Hearing Status Report - Babies whose hearing disposition has been evaluated.

- Risk Indicator Report - Babies with risk indicators.

- Lab Testing - Lab testing performed and outcomes.

- Needing Outpatient Report - Babies that need Outpatient Screening.

- Needing Evaluation Report - Babies who need continued evaluation.

- Summary Reports - Summarize statistics by facility using the Flow Chart, Quarterly Report and more.

After selecting a report from the list, the output can be customized using the criteria filters and options. A preview of the report data will be displayed on the right.

Click the **Action** ⚡ button to generate an interactive report. The **Print** 🖨 button will generate a formatted PDF report for saving or printing.

Communication Hub

Clicking Communication Hub opens the Letters Outbox for the current selected facility or facility group. There are two areas available on this page – Outbox (including Pending Letters) and Communication History.

The Outbox displays the list of letters waiting to be processed. These letters are either queued automatically based on your letter settings or requested manually. Use the **Process** button in the lower-right corner to process the queued letters and generate a Word document for printing.

The Communication History tab provides a list of all of the contact efforts in HiTrack. Filters at the bottom of the screen help to narrow down the historical list of letters. Use the **Resend** option in the left column to regenerate the historical letter. Click the Selection from Off ⚫ to On ⚫ to select the letters you want to reprint, then hit the generate ⚡ button in the bottom-right corner to add them to the Outbox.

System

Clicking System opens a management screen for System Settings and User Preferences. You will only see the settings that you are authorized to access. Use the Dashboard icon ⊞ to access various System management screens.

Commonly used System Setting screens are:

- Equipment Linking - Export medical person information to screening devices.
- Data Export - Export baby patient data.
- User Access - Manage HiTrack user accounts and user groups.
- Facilities - Manage Facilities and Facility Groups.
- Medical People - View, add, and edit medical people.
- User Interface - Various settings for how HiTrack displays information.
- Required Fields - Set which fields will be required when adding a baby.
- Preferences - Modify settings related to your specific user account.

Log Out

Log Out icon clears your user session and returns to the Login screen. Always Log Out of HiTrack before stepping away from your computer.

SETTINGS AND ADMINISTRATION

There are specific items that should be setup before entering or merging baby data into HiTrack. Click System in the sprocket menu in the upper right corner of the screen to begin.

User Access

The User Access section allows you to create and revise HiTrack Logins. User Groups allow administrators to control each user's ability to make changes to data and grant access to specified screens.

Contact the Help Desk for more information on customizing User Groups.
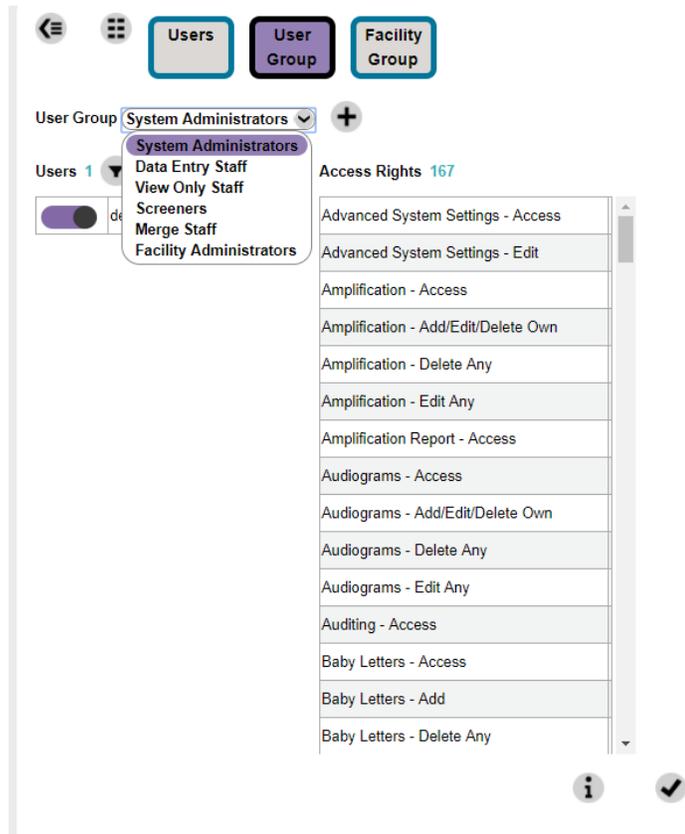
Facilities

Under the Facilities tab you can add or edit Facilities in HiTrack. A Facility represents any birthing hospital, screening location or diagnostic location. Clicking the **Add** ⊕ button at the bottom of the Facilities tab will present the following screen.

This screen allows you to set the Protocol for a Facility. HiTrack's Hearing Screening Protocol Engine ^{TM} governs how records are tracked. Based on the screening protocol selected by the Screening Program Coordinator, infants' records can be filed into appropriate categories to help you track their hearing evaluation.

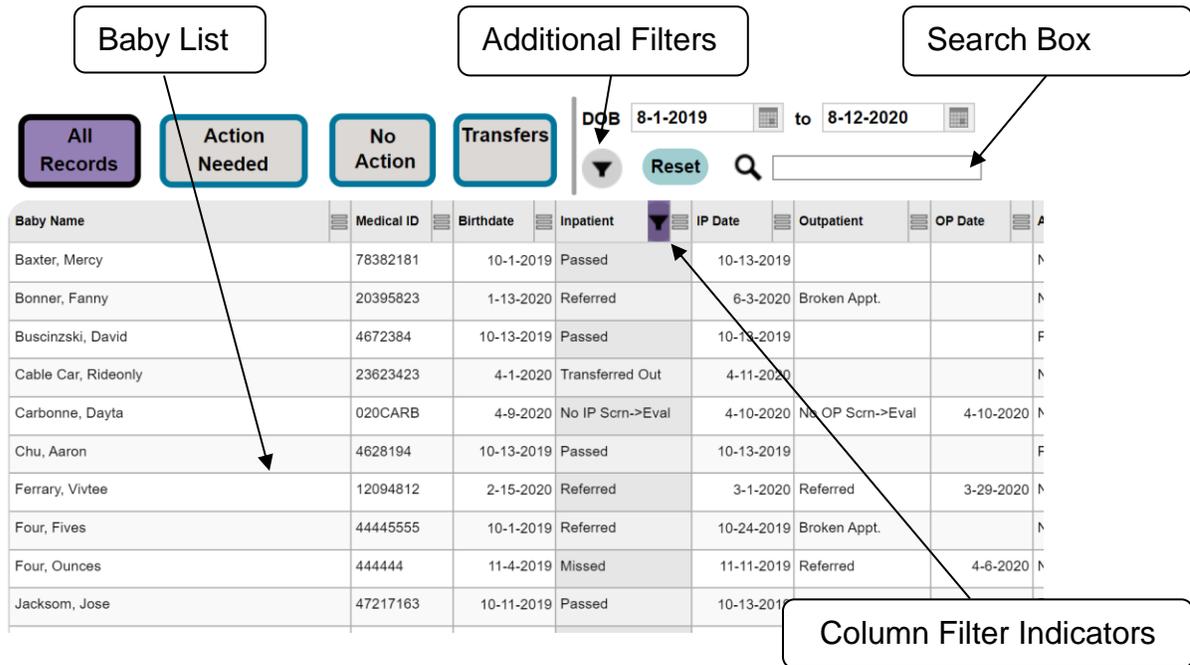Listed below are the available protocols along with usage information.

Protocol	*Use if…*
Two-Stage Automated Pass/Manual Non-Pass	Use this Protocol if you manually review Inpatient and Outpatient results for infants who have not Passed.
Two-Stage Automated	Use this Protocol if you merge completed Inpatient and Outpatient screening results from screening equipment or other HiTrack systems.
Two-Stage Manual	Use this Protocol if you manually review Inpatient and Outpatient results for all infants.
Two-Stage Inpatient Automated	Use this Protocol if you merge completed Inpatient screening results from screening equipment or other HiTrack systems, but review Outpatient screening results by hand.
Two-Stage Dual Equipment Auto-Pass Only	Use this Protocol if you require A-ABR tests for infants who did not pass OAE screening and keep an active list of infants who have not Passed. Infants who do not Pass Outpatient must be finished by hand.
Two-Stage Dual Equipment Automated.	Use this Protocol if you merge completed OAE and A-ABR Inpatient screening results from screening equipment. Infants in Outpatient screening must be finished by hand.
Single-Stage Dual Equipment Automated	Use this Protocol if you merge completed OAE and A-ABR Inpatient screening results from third-party screening equipment. Infants who do not pass screening will be recommended for evaluation.
Single-Stage Dual Equipment Auto-Pass Only	Use this Protocol if you require A-ABR tests for infants who did not pass OAE screening and keep an active list of infants who have not Passed. Infants who do not pass A-ABR screening will be recommended for evaluation.

CUSTOMIZATION

The Nurseries, Nursery Groups and Pick Lists settings allow you to customize the data entry screens for your facility. Under Pick Lists you can customize the following categories: Race, Insurance Type, Languages and Custom Fields. For example, if you added "Free Healthcare" as an insurance type, this would enable users to select it from a list of insurance types when entering information. The optional Code field allows you to synchronize data coming from screening equipment data files.

THE BABY LIST

After entering the necessary information in the System menu, click on the Return to Baby List Icon ⬅ at the top of the screen to display the same interface viewed immediately after logging in.

Baby List | Additional Filters | Search Box

Baby Name	Medical ID	Birthdate	Inpatient	IP Date	Outpatient	OP Date	A
Baxter, Mercy	78382181	10-1-2019	Passed	10-13-2019			N
Bonner, Fanny	20395823	1-13-2020	Referred	6-3-2020	Broken Appt.		N
Buscinzski, David	4672384	10-13-2019	Passed	10-13-2019			F
Cable Car, Rideonly	23623423	4-1-2020	Transferred Out	4-11-2020			N
Carbonne, Dayta	020CARB	4-9-2020	No IP Scrn->Eval	4-10-2020	No OP Scrn->Eval	4-10-2020	N
Chu, Aaron	4628194	10-13-2019	Passed	10-13-2019			F
Ferrary, Vivtee	12094812	2-15-2020	Referred	3-1-2020	Referred	3-29-2020	N
Four, Fives	44445555	10-1-2019	Referred	10-24-2019	Broken Appt.		N
Four, Ounces	444444	11-4-2019	Missed	11-11-2019	Referred	4-6-2020	N
Jacksom, Jose	47217163	10-11-2019	Passed	10-13-2019			

Column Filter Indicators

This list of babies is generated based on a specified range of birthdates and the current running Facility or Facility Group. Additional columns may be viewed using the scroll bar (not shown above) at the bottom of the list.

Sorting

The baby list may be sorted by clicking on the desired column name at the top of the list. Clicking on the column drop down will give you options to go between ascending and descending order.

Baby List Filters

To search by Medical ID, last name, first name, contact name or other text you see in the list type in the Search Box near the top of the list.

Use the Advanced Filter funnel button to filter by screening result, birth facility, probable duplicate criteria or by appointments. Column Auto-Filters provide even more flexibility by allowing column specific filtering.

HiTrack will show a reload button while you are making changes to the filters. When you are done setting up your filter criteria click the reload button to apply the changes and reload the revised Baby list.

BABY CATEGORIES

HiTrack organizes your EHDI data to help you track the progress of babies needing attention in your database.
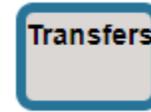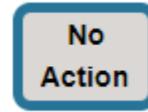
This is done by categorizing babies into filters that represent what they need next in the flow of follow-up. At the broadest level baby records are considered either "Complete" with no further action needed or are considered "In Progress" with on-going recommendations.

The category filters provide powerful "To Do List" filtering based on the protocol setting for your facility.

Action Needed Category

The records shown in this category are for babies who need attention. For example: The Two-Stage Automated Pass/Manual Non-Pass protocol requires manual review for all infants who do not pass screening. In this protocol you must "Finish" each record by hand to complete the screening step.

The **Two-Stage Automated Pass/Manual Non-Pass** protocol includes the following babies under **Action Needed:**

- Inpatient Screen:
  - Need Screening   -- Babies yet to be screened
  - Incomplete   -- Babies in process of being screened waiting to be finished
- Outpatient Screen:
  - Need Appointment   -- Babies who have finished Inpatient screening without passing
  - Need Screening   -- Babies with appointments for Outpatient Screening
- Evaluation:
  - Need Appointment   -- Babies needing appointments for diagnostic or other evaluation
  - Need Evaluation   -- Babies with appointments for evaluation
- Risk Monitoring -- Babies who have passed screening but are being monitored for Risks
- Need to Locate   -- Babies with invalid contact information who need follow-up

No Action Category

After screening, most babies will need no further action. Infants who do not need further action are categorized into the following options in the No Action category:

- Complete:
  - Passed Screening
  - Completed Evaluation
  - Enrolled in Intervention
  - (others)
- Transferred Out
- Refused
- Follow-Up Discontinued
- Deceased

Automated protocols, such as the **Two-Stage Automated**, omit the "Incomplete Inpatient" category because they assume that only completed screening data for babies is being merged from third-party screening equipment software. This allows HiTrack to give you the most efficient data management support and keeps your data in convenient "To Do" lists.

All Records

The All Records filter gives you ready access to a complete and unfiltered view of the Baby List.

CHART LINKS

A list of options opens in the blank space on the left-hand side of the screen when you select a baby from the list.

Baby Chart Links

These links provide access to information specific to the selected baby. HiTrack shows an empty circle next to record areas that already have entries. Areas that have noteworthy information or that need attention will be indicated with a filled circle to the left.

HiTrack will automatically prompt for adding new information when an area without information is clicked.

Select any of the links within this area to see detailed information for that baby

Communication Hub

This option will give a view of the baby's communication options. A preview of the outstanding contact efforts is shown in this area.

Clicking on the link will display a screen with three sections. The Outbox list shows letters that are waiting to be printed and other unresolved contact efforts. The History grid shows the previous contact efforts and allows you to resend a previously sent letter. The Contacts list allows you to manage the contacts for this baby.

To manually request a letter or to document contact efforts use the + button.

Record Overview

Clicking the Record Overview link will provide a summary of data for a baby and provides links to obtain more detailed information. Simply close out of the pop-up screen to return to the previous screen.

Clicking on one of the headings in the record overview will take you to a page with a more in-depth description of that specific topic for that baby.

Baby Demographics

The Demographics link is directly below the Record Overview link on the baby chart area. This option provides specific demographic data for a baby and their primary contact.

The top half of the demographics screen is dedicated to baby information. The bottom half is dedicated to primary contact information. Purple fields are required.

The **Notes** field allows you to add a new note at the same time you add or revise demographics.

Screening

The Screening link is where hearing screening information may be entered and reviewed for a baby. The complete history of screening is shown on the page.

Notes

Free form notes about a baby can be accessed at the bottom of the chart area by clicking the **Notes - All** link. Previews of the three most recent notes are also shown in this area for quick access.

Tracking Options

This screen will allow you to advance a baby record from one tracking action to another. A list of suggested actions for a baby is shown based on the protocol being used. You may override the choices at any time for special circumstances by deselecting the **Suggested Actions** filter.

The bottom grid provides a history of actions for the selected baby.

Transfer

The transfer link can be used to transfer a baby to another facility within the system. An option is also available to transfer the baby out of the system.

Risks

Selecting the Risks link will display a list of risk indicators for a baby. Use the plus and minus buttons to indicate whether a baby has any of the risks shown here. A history of risk indicators may also be accessed from this screen.

Hearing Status

This link opens a page to manage hearing evaluation outcomes determined by audiologists.

Diagnostics

The Diagnostics link provides a screen for entering Hearing Status, DxABR, OAE, Tympanometry and other types of diagnostic results. A baby's diagnostic report can also be created from this screen.

Amplification

The Amplification link is where information may be entered regarding a baby's hearing devices.

EI Services

Information about enrollment in Early Intervention services may be added and edited using this link. Both public and private services can be managed here.

Recommended Actions

Clicking on this option will bring up a pop-up window in which you can add a recommended action.

Lab Testing

Clicking on the lab testing option will bring up a pop-up window in which you can add the results of lab tests for the baby, including CMV.

For support contact our Help Desk at 435.797.3584 or ncham.helpdesk@usu.edu

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