EHDDI Web Application Guide

This guide describes how to use the EHDDI web application for reporting diagnostic information to the Department of Health.

EHDDI **Early Hearing-loss Detection Diagnosis & Intervention Program**

Better Communication with Early Detection
(206) 418-5613 · (888) WAEHDDI

Washington State Department of **Health**

For persons with disabilities, this document is available on request in other formats. To submit a request please call 1-800-525-0127 (TDD/TTY 711)

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Using the EHDDI Web Application

Log-in Banner for Confidential Internet Applications

When you login, you will first see a banner that is required by the Department of Health for confidential web applications.
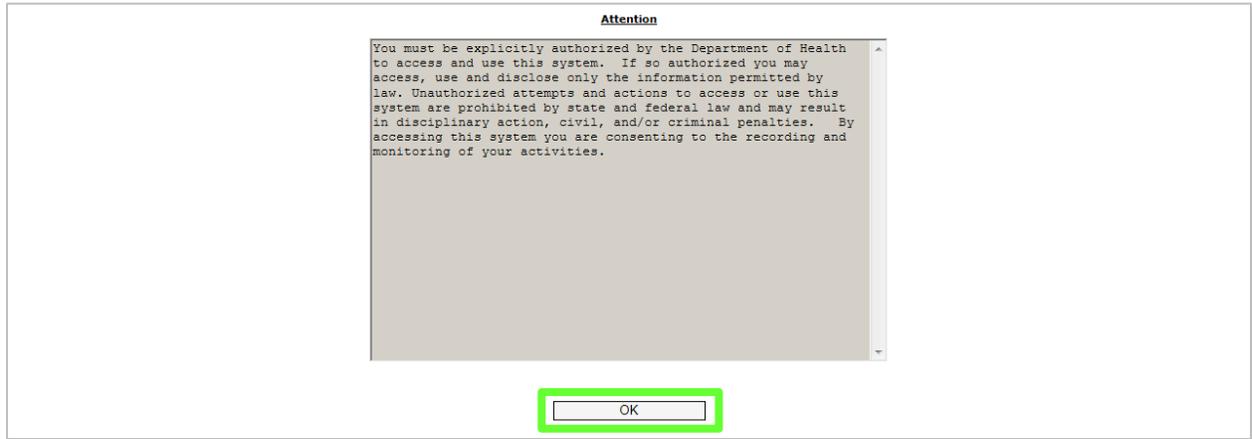
1) Select OK.

Homepage

After you select OK, you will be taken to the Audiologists Home/Patient Search page. From this page you can access and search for infants who have been referred to your clinic. The EHDDI program knows if an infant has been referred to your clinic through communications with the infant's Primary Care Provider (PCP), the hospital hearing screening coordinator, your audiology clinic, or another audiology clinic. If you do not find an infant in our system for whom you want to enter diagnostic results, please contact the EHDDI program and we will 'push the baby through' to your clinic. You will then see the infant in the pending patients grid or be able to search for the infant.

The Homepage is divided into two sections. The top half is where you can search for infants and the bottom half is where you can view and access records of infants the EHDDI program has been told have been referred to your clinic.

Patient search

Pending patients grid

Searching for Infants

Search for infants referred to your clinic in the top portion of the homepage. Use an asterisk as a wild card character. Below are directions for an example search for a child with a mother's last name of Duck.

1) Type du* in the Mother's Last Name field.
2) Select Search.

3) Patients who meet the search criteria will appear next to the patient search. Click Select next to the infant record you want to access.

Using the Pending Patients Grid

The bottom portion of your homepage lists infants who have been referred to your clinic and the EHDDI program has identified as needing a diagnostic evaluation. These are infants who:

- Do not have a final diagnostic evaluation reported.
- Are indicated as being seen at your clinic and are not considered lost.
- Do not have a future diagnostic evaluation indicated in Referral section.

The grid contains the child's name, date of birth, gender, hospital of birth, and mother's first and last name. It also has the following information:

- Referral Status – if there have been previous diagnostic evaluations entered for the infant
  - Not Entered – no diagnostic evaluations have been entered for the infant
  - In Progress –diagnostic results have been entered for the infant
- Referral Date – the date when the EHDDI program was informed that the infant was referred to your audiology clinic

You can sort the grid using the down caret character (ˇ) next to the name of each column and filter the grid using the row just below the column headings. Click on 'Select' to go to the Physiologic Test/Hearing Loss Section for an infant. In the following example, you will be shown how to use the pending patients grid to find and go into the patient record of an infant whose mother's first name is 'Daisy.'

1) Type da in the open field just below the Mother's First Name column heading.

Use this row to filter the pending patients grid

3) Now only patients who meet this criterion will be seen in the pending patients grid. Click Select next to the infant record you want to access.
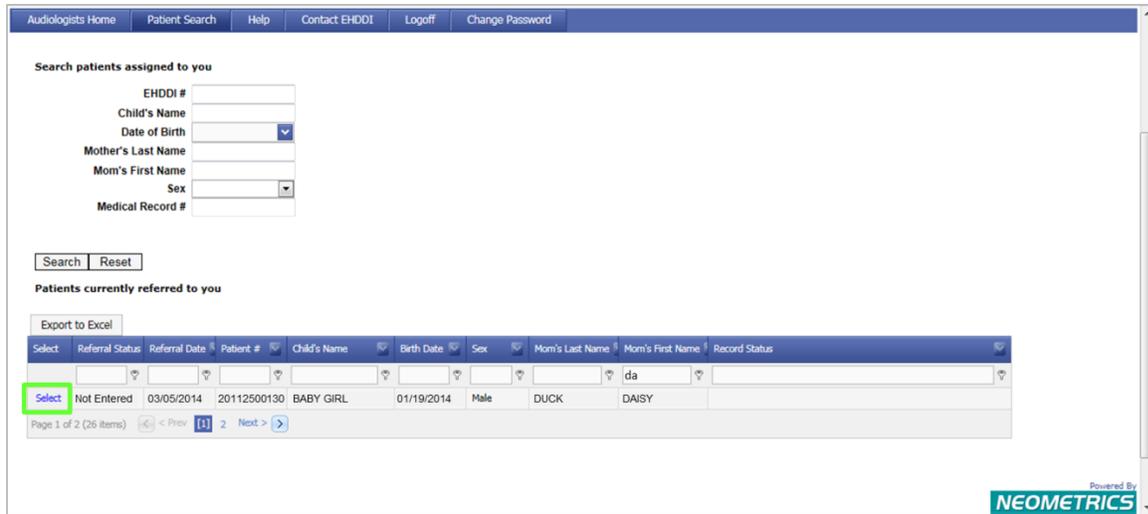
Patient Record Sections

When you select an infant from the search or pending patients grid, you will be taken to the Physiologic Test Hearing Loss section of the patient's record.
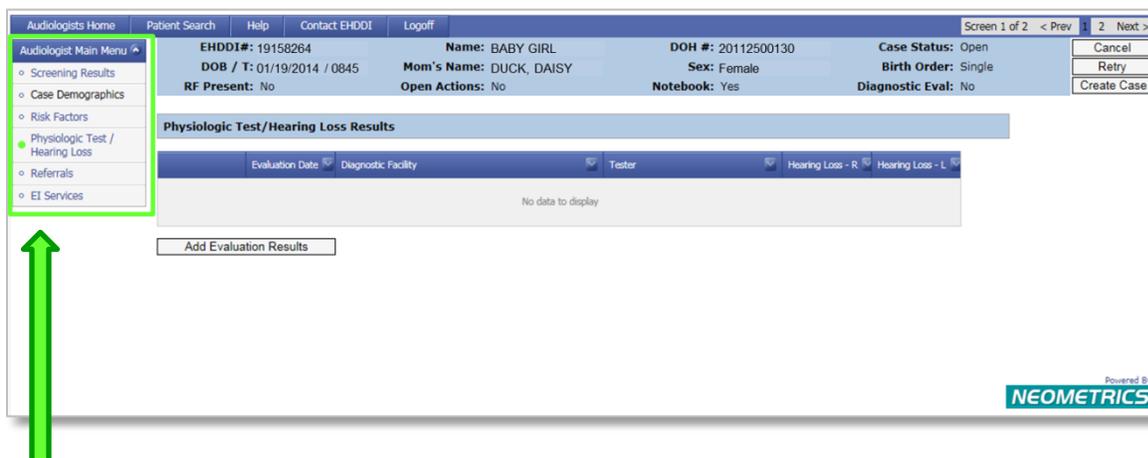
There are six different sections that you can access in an infant's record.

- **Screening Results** - view the newborn hearing screening results that hospitals and clinics have reported to the EHDDI program
- **Case Demographics** - view and edit infant and mother's information
- **Risk Factors** - report risk factors for late onset hearing loss
- **Physiologic Test/Hearing Loss** - report the results of diagnostic testing and whether or not a hearing loss was identified
- **Referrals** – 1) report the infant as unknown, not showing to appointments, or not returning to your clinic, (2) make referrals to other audiology clinics, specialists, and the Part C program, and (3) indicate the date of the infant's next diagnostic evaluation.

- **EI Services** – view Early Intervention (EI) services that the infant's Family Resource Coordinator reported on the infant's first Individual Family Service Plan (IFSP)

Physiologic Test/Hearing Loss Section

In the Physiologic Test/Hearing Loss Section you report the results of diagnostic testing and whether or not a hearing loss was identified.

When you select on a patient from the home page or from search, you'll first be directed to the Physiologic Test/Hearing Loss Section. You will see any previously reported evaluations and be able to add a new evaluation by selecting [Add Evaluation Results] . Shown below is the diagnostic evaluation form where you report the results of the completed tests and whether or not a hearing loss was identified. **A red asterisk indicates a mandatory field.**

1) Enter the date of the evaluation.
2) Report the results for any tests performed.

3) Indicate whether a hearing loss was diagnosed. If you did not test an ear because you previously diagnosed that ear as having or not having a hearing loss and you do not suspect that diagnosis has changed, please enter the previous diagnosis for that ear.
   - Yes – a hearing loss is present
   - No – no hearing loss is present

- Undetermined – you were unable to determine if a hearing loss was present
4) If a hearing loss was diagnosed, report the degree and type of hearing loss.
5) If the infant was found to not have a hearing loss or was definitively diagnosed with a permanent hearing loss, check the 'Final Report for this Child' box. If an infant has a hearing loss, don't forget to report the type and degree of hearing loss to the best of your ability. If the infant has a conductive fluctuating hearing loss and you are confident the infant does not have a permanent hearing loss, indicate 'Conductive - Fluctuating' as the type of hearing loss and check the 'Final Report for this Child' box.
6) Select Save

The evaluation you entered will be shown in the Physiologic Test/Hearing Loss section. Click select next to the evaluation if you want to view the results that were entered.

Referral Section

In the Referral Section, you can **(1)** report the infant as unknown, not showing to appointments, or not returning to your clinic, **(2)** make referrals to other audiology clinics, specialists, and the Part C program, and **(3)** indicate the date of the infant's next diagnostic evaluation.

Reporting an Infant as Lost in Referrals Section

In the Referrals section, you can indicate that an infant is not being seen at your clinic. You can assign an infant to one of three types of lost categories. They are:

- No Show: The infant has no future appointments scheduled and the family has cancelled or has not been coming in for appointments.
- Not Seen at This Facility – Unknown Patient: The family has never scheduled an appointment for the infant at your audiology clinic.
- Patient Not Returning: The infant had an inconclusive evaluation at your audiology clinic and the family has not scheduled or brought their infant in for a needed evaluation.

When you report that an infant falls into one of these lost categories, the EHDDI program will call the infant's Primary Care Provider (PCP) to determine why the infant is not receiving necessary audiology services and assist the PCP in making sure the infant does receive an evaluation.

1) In the Referrals section, click on Select next to the pending referral that indicates the infant was referred to your clinic.

2) Click on the down carrot for the Referral Status field.

3) Choose the appropriate status for the infant. In this case, we will report the infant as not being a patient in our clinic.

4) Select Save

You will see that the referral status for the infant changed from 'Pending' to 'Not Seen at This Facility- Unknown Patient'. This change creates an action for EHDDI staff to contact the infant's PCP and the infant will no longer appear in your pending patients grid on your homepage. You will still be able to search for the infant, however.

Entering Pending Evaluation in Referral Section

In the Referrals section, you can indicate the date of the infant's next diagnostic evaluation. If you enter this date, the infant will not be listed in your pending patients grid on the homepage and the EHDDI program will not contact your clinic for results on this infant until after the date of the reported pending diagnostic evaluation.

1) Go to the Referrals section in the infant's record
2) Select Add Next Evaluation Date

3) Enter the date of the infant's next evaluation. If you do not know the exact date of the child's next evaluation (e.g. infant should have evaluation in 6 weeks), you can enter an estimated date and in the comments section write 'estimate'.

4) Select Save

Referring Infants to Other Clinics or Specialists

If you know that an infant is going to be seen at another audiology clinic or by another specialist, please report the referral(s) in the Referrals section in an infant's record. If you refer an infant to another audiology clinic, the infant will then appear in that audiology clinic's pending patients grid. That clinic will then know that the infant was referred to their clinic and that they need to enter diagnostic results for the infant.

In the following example, let's say we are Seattle Children's Hospital Audiology and want to refer the infant to Mary Bridge Audiology

1) Go to the Referrals section in the infant's record
2) Select Add New Referral

3) Choose Audiologist as from the dropdown menu for Specialist

4) Type the first few letters of the clinic's name in the Facility field. In this case, let's start with 'mar' for Mary Bridge.

5) Select on the ellipses (…)

6) Our library of audiology clinics will appear, filtered to audiology clinics that have names starting with what you entered in the Facility field. You can find other audiology clinics by editing what is entered in the row just below the column headings.

7) Click Select for the audiology clinic to which you want to refer.

8) Select Save.

You can also report that you have referred an infant to other specialists. Audiology clinics, ENTs, Genetics clinics, and Primary Care Providers can be found in our library. For referrals to Neurologists and Early Intervention you can write the facility in the Facility Name field after you have indicated the specialist type in the Specialist field. For example, below are instructions for referring and infant to the Arc of Tri Cities (Early Intervention).

1) Go to the Referrals section in the infant's record.
2) Select Add New Referral.
3) Choose Early Intervention as from the dropdown menu for Specialist.

4) Write in the facility where the infant was referred.
5) Select Save.

Referring Infants to the ESIT Program (Part C)

Audiologists can use the EHDDI system to refer infants with hearing loss to Washington's Part C Program, the Early Support for Infants and Toddlers (ESIT) program. The ESIT program provides services for infants and toddlers who have hearing loss (birth to three years of age). Family Resources Coordinators (FRC) in each county help families access services such as family training, counseling, and other early intervention services – including specialized help to meet the unique communication needs of infants and toddlers with hearing loss. Follow these instructions to refer an infant to the ESIT program.

1) In the Referrals Section, select Add New Referral.

2) In the Specialist field, choose Family Resources Coordinator (FRC) from the dropdown.

3) Indicate the county/Lead FRC where the infant will receive Part C services. Type the first few letters of the county's name in the Facility field.
4) Click on the ellipses (…) to take you to the library. In this example we are choosing the Snohomish County Lead FRC.

5) Select the appropriate County Lead FRC

6) Enter in the infant's Primary Contact (mother, father, guardian, etc.) information. Provide as much information as possible. The fields in red are required in order for the referral to go through to the ESIT program.
Please note: you will need to get the parent or guardian's consent to make a referral to Part C through the EHDDI system. By checking the Parent Consent box, you are indicating to EHDDI that parent consent was obtained.

Fix for Duplicate Numbers: You may find that digits are duplicated when you try entering the Primary Contact's phone number and zip code (e.g. 77 when you type 7). This is a web browser compatibility issue. Please follow the instructions on page 27 to fix this problem.

7) Select Save.

The EHDDI system sends referrals to the ESIT system once every hour, so the referral should be received by the ESIT program within the hour. Once the referral is received by ESIT, the County Lead FRC will process the referral and contact the parent.

At this time, you will still need to send diagnostic results to the FRC separately. In the future, the EHDDI system will be able to send diagnostic results you enter along with the referral.

Early Intervention (EI) Services Section

After an infant has been referred to the ESIT Program, an FRC will work with the family and other partners to develop an Individual Family Service Plan (IFSP). This plan ensures that the child will receive the services necessary to reach his or her goals. The IFSP should be created within 45 days of a child's referral to ESIT. Once the IFSP has been completed, the FRC enters the IFSP information into the ESIT system. This information will then be sent to the EHDDI system. You can find what EI services were indicated in an infant's IFSP in the EI Services Section of the EHDDI system.

Screening Results Section

In this section you can view the newborn hearing screening results that hospitals and clinics have reported to the EHDDI program. Please do not add hearing screening results in this section.

1) Click select next to the hearing screening result if you wish to see more details about the hearing screen.

Audiologists Home | **Patient Search** | **Help** | **Contact EHDDI** | **Logoff** | **Change Password**

Audiologist Main Menu ⌃
- ● Screening Results
- ○ Case Demographics
- ○ Risk Factors
- ○ Physiologic Test / Hearing Loss
- ○ Referrals
- ○ EI Services

EHDDI#: 19179213   Name: BABY BOY   DOH #: 20112440345   Case Status: Open

DOB / T: 03/04/2014 / 1025   Mom's Name: MOUSE, MINNIE   Sex: Male   Birth Order: Single

RF Present: No   Open Actions: No   Notebook: No   Diagnostic Eval: No

[Cancel]
[Retry]
[Create Case]

Screening Results

	NBHS #	Screening	Method	Result	Screening Date	Status
[Select]	20141188002	Repeat Screening	ABR	Left ear: Pass, Right ear: Refer for further testing	03/16/2014	Refer
Select	20141188001	Initial Screening	TEOAE	Left ear: Refer for further testing, Right ear: Refer for further testing	03/05/2014	Refer

[Add Screening Result]

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Audiologists Home | **Patient Search** | **Help** | **Contact EHDDI** | **Logoff** | **Change Password**

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[Cancel]
[Retry]
[Create Case]

Update Hearing Screen Information

Field	Value
EHDDI No	
Last Name	MOUSE
NBHS #	20141188002
Screen Type	Repeat Screening
Screen No.	2
Date of Screening	3/16/2014
Screening Method	ABR
Result Left Ear	Pass
Result Right Ear	Refer
Risk Factors	☑RF1 ☐RF2 ☐RF3 ☐RF4 ☐RF5 ☐None
Outpatient Provider	P2345 ...
Screen Facility	H0001
Screener ID	KSN
Screening Refused	☐

[Edit] [Save and Exit] [Cancel]

Return to Screen Results Grid

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Case Demographics Section

In this section you can view the infant and mother's demographic information.

Risk Factors Section

In this section you can report risk factors for late onset hearing loss.

Tips for Using the System

- If you have forgotten your password for the EHDDI application, you can select 'Forgot Password.' This will take you through the steps to reset your password.

- "Audiologists Home" and "Patient Search" in the top toolbar will bring you to Homepage where you can search for patients and select pending patients from the grid.

- If you are in a patient record, use 'Cancel' or 'Retry' on the right to navigate back to the Homepage.
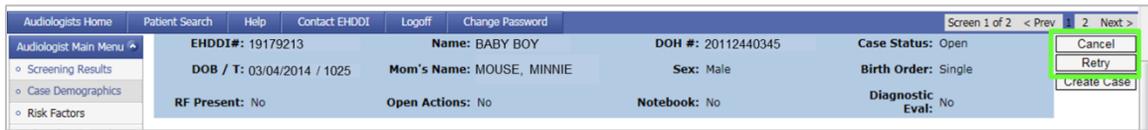
- Memorize or write down the ID numbers of specialists to which you frequently refer. If you just type the ID into the Facility field when making a referral, the EHDDI system will automatically find the correct referral. For example, just type 'AUDCL6' after selecting Audiologists as a specialist if you want to refer to Mary Bridge. Or just type 'FRC30' after selecting Lead FRC as a specialist if you want to refer to Spokane County's Lead FRC.
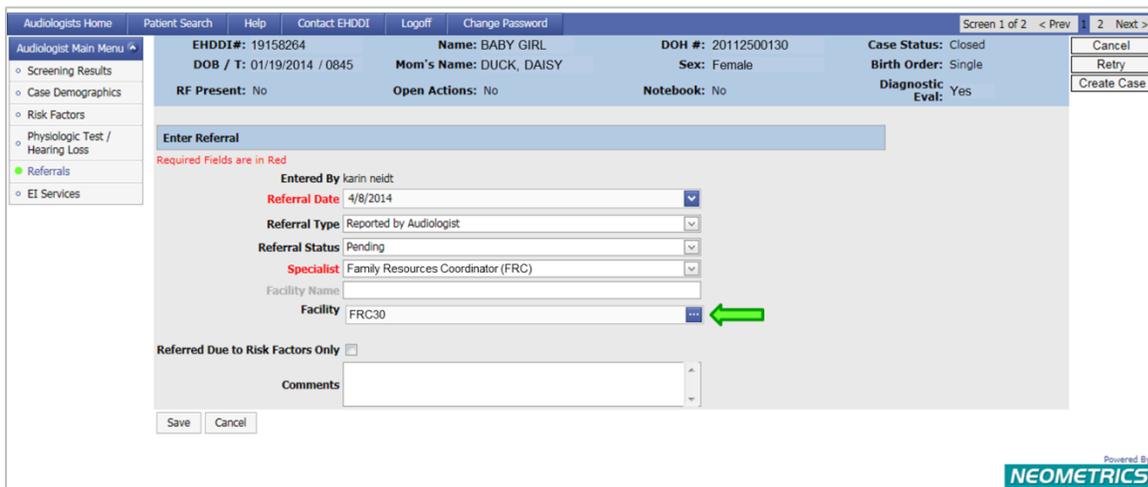
Fix for Duplicate Numbers in ESIT Referral

When making a referral to the ESIT program (Family Resources Coordinator), you may find that digits are duplicated when you try entering the Primary Contact's phone number and zip code (e.g. 77 when you type 7). This is a web browser compatibility issue. Please follow these instructions to fix this problem in Internet Explorer.

1) Open Internet Explorer
2) If you do not see a Menu bar at top with Tools listed, press the Alt key
3) Select Tools > Compatibility View Settings
4) Enter the following for the 'Add this website': wa.gov
5) Select the Add button – the website added will be listed under 'Websites you've added to Compatibility View'
6) Select the Close button at the bottom of the Compatibility View Settings window