

As part of the Evidence2Practice Ontario (E2P) program, the <u>eHealth Centre</u> of <u>Excellence</u> is providing change management at no cost to support clinicians with the implementation and optimal use of E2P tools.



If you have any questions, please reach out to <u>EMRtools@ehealthce.ca</u> and we will be happy to help!

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### A. Unzip the E2P COPD Management Tool file

- 1. In the download or desktop folder, click on the file named: "E2P COPD Tool OSCAR 1.0.0".
- 2. Then click Extract All.

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🕂 New -	<b>O</b> î	a) 🖻 🛈	↑↓ Sort ~	≡ View ~	Co Extract all	Preview
Aome	Name imes Today				Date modified	Ý
	📜 E2P CC	PD Tool OSCAR 1.0.0			10/30/2024 5:22 PM	M

You will be prompted to select the destination folder to extract the files
 \*Please note the location you select. For this example, we will select the Downloads folder,
 ensuring the checkbox shows the extracted files when complete is selected, then click
 Extract.

$\leftarrow$	🐜 Extract Compressed (Zipped) Folders
	Select a Destination and Extract Files
	Files will be extracted to this folder:
	C:\Users\CatherineLuangxay\Downloads\E2P COPD Tool OSCAR 1.0.0 Browse
	Extract Cancel

You are now ready to import the E2P COPD tool.

4. In Oscar, from the Scheduler view window, choose Administration.



#### 5. In the Administration Panel, click the Manage eForms icon.

ece-qbic.kai-oscar.com/oscar/a	idministration/					
Administration Panel				Γ	<b></b>	<b></b>
Billing >	Unlock Account	Add a Provider Record	Add a Login Record	Manage eForms	Schedule Setting	Manage Groups
_abs/Inbox >				-	-	



### **B. Existing E2P Tool Workflow**

\*Please note: For users who **have** existing E2P tools, please follow these steps, or importing the new tools will not work. Users who **do not** have any of the E2P Tools, please skip to <u>Step C.</u>

1. If you have already downloaded and installed an E2P tool: Navigate to **eForm Library.** 

	Manag	je eForms	eForm Library	eForm Groups	Create eForm	<ul> <li>Image Lib</li> </ul>	orary	
			llowing files to nt Care Plan"	o delete:				
eForm Na	me 🍦 Ad	dditional Information	Modified Date	Modified Time	Role Type	Action	🔶 Send 🕜	\$
E2P Patier	nt Care Plan E2	2P Patient Care Plan	2024-10-30	17:36:49	null	🖋 📩 💼	Ċ	
	b. Next	, navigate to	the Image Li	brary.				
	Manage	e eForms	eForm Library	eForm Groups	Create eForm	<ul> <li>Image Li</li> </ul>	brary	
	i	i. FormTrac ii. formTracl	llowing files, a kingService.js kingToolbar.c: kingToolbar.js	SS	<b>te</b> for each c	one:		
Γ	formTrackingSer	vice.js				D	elete	
	formTrackingToo	lbar.css				D	elete	
	formTrackingToo	lbar.js				D	elete	

From here, you will need to import the new images.

2. Select Choose File.

## Image Library



3. Navigate to the Downloads folder and open the folder titled:

#### "E2P COPD Tool OSCAR 1.0.0".

- a. Open the folder: "Add as images", then select the file titled:
  - "formTrackingService", then click Open

E2P COPD Tool OSCAR 1.0.0 × +	^ Name ^	
$\leftarrow$ $\rightarrow$ $\uparrow$ $\bigcirc$ $\square$ > Downloads > E2P COPD Tool OSCAR 1.0.0	Quick access     Desktop	
⊕ New -	Downloads     Documents	ž
Name Date modified	► Pictures x v <	>
✓ Today           > ▲ Catherine - eHez	File name: formTrackingService  V All Files Open	Can



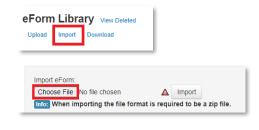
- b. Then click the **Upload** button.
- 4. Repeat steps 2 & 3 (steps above) for the following zip folders that are also included in the folder.

#### C. Import the eForms

1. In OSCAR, from the Scheduler view window, choose Administration.

Ø	Schedule	Caseload	Search	Report I	Billing	Inbox *	Msg	Consultations	ConReport	Prefe	rences	eDoc	Tickler	K2A	Administration	
•	WELI	EMR Gro	up	Search:	Enter	Health C	Card #	or Demographi	c Name		GO	]				

- 2. In the Administration Panel, click the Manage eForms icon
- 3. In the eForm Library Window, click **Import**.
- 4. Select Choose File, then Navigate to the Downloads folder and open the folder titled: "E2P COPD Tool OSCAR 1.0.0".
  \*Note: When importing the file format is required to be a zip file



- 5. Opening the folder titled: "Add as eforms".
  - a. Select the zip file titled: "E2PPatientCarePlan".

	🕙 Open				
C □ > ···· E2P COPD Tool OSCAR 1.0.(	← → ~ ↑	* E2P COPD Tool OSCAR 1.0.0 > E2P COPD Tool OS	CAR 1.0.0 > Add as eForms	∨ C Search	Add as eForms
	Organize * New folder	r			≣ •
[□ 🖺 🖄 🕅 🕄 Sort ~	> 🌰 Catherine - eHea	Name	Date modified	Type S	ize
Name	Desktop #	<ul> <li>Today</li> <li>E2PPatientCarePlan</li> </ul>	10/30/2024 5:54 PM	Compressed (zipped)	34 KB
✓ Today	↓ Downloads #	🔤 E2PPatientProfile	10/30/2024 5:54 PM	Compressed (zipped)	29 KB
	Documents 🖈	E2PAECOPDForm	10/30/2024 5:54 PM	Compressed (zipped)	5 KB
🐏 readme 1		See E2PCOPDAssessmentTest(CAT)	10/30/2024 5:54 PM	Compressed (zipped)	6 KB
Add as eForms	Pictures 🖈	💳 E2PCOPDManagementTool	10/30/2024 5:54 PM	Compressed (zipped)	199 KB
	🚱 Music 🛛 🖈 📕	🚟 E2PLabRegForm	10/30/2024 5:54 PM	Compressed (zipped)	231 KB
Add as images	🛂 Videos 🛛 🖈	🚟 E2PMedicalResearchCouncil(mMRC)	10/30/2024 5:54 PM	Compressed (zipped)	6 KB
	Screenshots	🚝 E2P-MH-GAD-7	10/30/2024 5:54 PM	Compressed (zipped)	4 KB
	COPD	E2P-MH-PatientHealthQuestionnaire(PHQ-9)	10/30/2024 5:54 PM	Compressed (zipped)	6 KB
	File nan	me: E2PPatientCarePlan		~ All File	
6. Then click the <b>Import</b>	_	ibrary View Deleted			Dpen
button.	Upload Im	port Download			

a. A message will let you know if the eForm was successfully imported and is now ready to be used.

Choose File E2PPatientCarePlan.zip 
Import
Info: When importing the file format is required to be

Repeat steps 4-6 for the following zip folders that are also included in the folder:
 \*If you already have any forms from previous tools, please skip importing them. \*



### D. Import the Images

\*If you have already completed Step B. Removing the old E2P images, please skip this step (Step D. Import the Images). If you have never installed an E2P Tool, please continue.

1. After importing the forms, stay in the manage eForms window but navigate to the **Image Library**. Then, select **Choose File**.



- 2. Navigate to the Downloads folder and open the folder titled: "E2P COPD Tool OSCAR
  - **1.0.0″**.

🚱 Open					×
$\leftrightarrow$ $\rightarrow$ $\checkmark$ $\uparrow$	> Downloads > E2P COPD Tool OSCAR 1.0.0	)	~ C	Search E2P COPD To	ol OSC 🔎
Organize • New folder				≡	- 🔳 💡
> 📥 Catherine - eHea	Name < Today	Date modified	Туре	Size	
Desktop 🖈	E2P COPD Tool OSCAR 1.0.0	10/30/2024 5:54 PM	File folder	]	
File name	к		~	All Files	~
				Open	Cancel

- 3. Open the folder: "Add as images".
  - b. Select the file titled: "formTrackingService". Click Open
  - c. Then click the **Upload** button.

✓ Today	Downloads	Software in the second seco		No preview available.
		File name: formTrackingService	7.111103	∼ Cancel

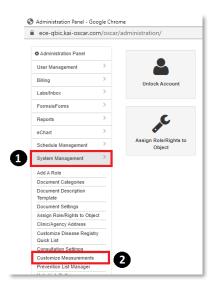
- 4. Repeat steps 2-4 for the following zip folders that are also included in the folder:
  - a. formTrackingToolbar (css)
  - b. formTrackingToolbar (js)



#### E. Add New Measurement Types

- 1. Check if the Measurement Types already exist in your EMR:
  - a. Go to

Administration > System Management > Customize Measurement



b. Click "View All Measurement Types".

Administration Panel		Group Add Measurement Group	Edit Measurement Group	
User Management	>	Type	<u>Dat interstement broop</u>	
Billing	>	View All Measurement Types	Add Measurement Type	<u>Edit Measurement Type</u>

#### c. Scroll down and search for:

• BNP	• ECG	• PHQ9
• CAT	• ECHO	PAID
• MMRC	• CXR	• WHO5
• LLN	• GAD7	

i. If they **do** exist, then confirm if they match the criteria listed in the image below. If they all match, then you are done!

- Please note for the lab ECG, the validation Yes/No will also work.
- i. If they **do not** exist/match, then proceed to the next steps (2a).

<u>BNP</u>	BNP	BNP		No Validations	
CAT	CAT	COPD Assessment Test		Numeric Value: 0 to 100	
MMRC	mMRC	Modified Medical Research Council		Numeric Value: 0 to 10	C
LLN	LLN	lower limit of normal		Numeric Value: 0 to 1	C
ECG	ECG	ECG	Yes/No	Yes/No/NA	
ECHO	ECHO	ECHO		Yes/No	
CXRY	Chest X Ray	Chest X Ray		Yes/No	
GAD7	GAD7	GAD7		Numeric Value: 0 to 50	
рнор	PHQ9	PHQ9		Numeric Value: 0 to 50	
PAID	PAID	PAID		Numeric Value: 0 to 100	
WHO5	Who5	Who5		Numeric Value: 0 to 100	



#### 2. Add the Measurement Types to your EMR:

a. Click "Add Measurement Type".

Add Measurement Group	Edit Measurement Group	
Type	<u>Lott intervention Group</u>	I.
	Add Measurement Type	<u>Edit Measurement Type</u>
	Туре	Type <u>View All Measurement Types</u> <u>Add Measurement Type</u>

b. Input the following, click **[Add]** for each type.

Туре	<b>Type Description</b>	Display Name	Validation
BNP	BNP		No Validations
CAT	CAT	COPD Assessment Test	Numeric Value: 0 to 100
MMRC	MMRC	mMRC Modified Medical	Numeric Value: 0 to 10
		Research Council	
LLN	LLN	Lower Limit of Normal	Numeric Value: 0 to 1
ECG	ECG	ECG	Yes/No/NA
ECHO	ECHO	ECHO	Yes/No
CXR	Chest X-Ray	Chest X-Ray	Yes/No
GAD7	GAD7	GAD7	Numeric Value: 0 to 50
PHQ9	PHQ9	PHQ9	Numeric Value: 0 to 50
PAID	PAID	PAID	Numeric Value: 0 to 100
WHO5	Who5	Who5	Numeric Value: 0 to 100

Add Measureme	nt Type	
Type Type Description Display Name	BNP BNP BNP	
Measuring Instruction	[	To conf under 1 For exa - Choos - Choos - Choos Note: - "No v
Validation	No Validations	
Close	1	
Add Measurem	ent Type	
Type Type Descriptior Display Name Measuring Instruction	Lower Limit of Normal	To c undi - Ch - Ch - Ch - Ch - NN
Validation Close Ad	Numeric Value: 0 to 1 d	- 10

	nt Type	
Type Type Description	CAT CAT	
Display Name	COPD Assessment Test	
Measuring Instruction		To cor under For ex - Choo - Choo - Choo Note: - "No
Validation	Numeric Value: 0 to 100	
Close Add	1	
Add Measuren	ent Type	
Туре	ECG	
Туре	FCG	
Type Descriptio	FCG	
Туре	FCG	
Type Descriptio Display	n ECG	To
Type Descriptio Display Name	ECG ECG	un Foi
Type Descriptio Display	ECG ECG	un Foi - C
Type Descriptio Display Name Measuring	ECG ECG	un Foi - C - C - C No
Type Descriptio Display Name Measuring Instruction	ECG ECG	un Foi - C - C - C
Yype Descriptio Display Name Measuring Instruction Validation	ECG ECG	un Foi - C - C - C No

Add Measurem	ent Type	
Туре	MMRC	
Type Description	MMRC	
Display	mMRC Modified Medical Re	
Name Measuring Instructior		To con under or ex Choo Choo Choo Note:
Validation	Numeric Value: 0 to 10	110
Close Ad	d	
Add Measurer	nent Type	
		_
Туре	ECHO	
Туре	ECHO	
Description Display	on	4
Name	ECHO	
		To ur
Measuring	1	Fc
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		- ( No
		1
Validation	Yes/No	
Validation	Yes/No	



Add Measurement Type	Add Measurement Type		Add Measurement Type
Type CXRY Type Chest X Ray Description	Type PHQ9 Type PHQ9 Description Display PHQ9 Name		Type GAD7 Type GAD7 Description Display GAD7 Name GAD7
Measuring	Tc Measuring u Instruction Fc	To configure the meas under Measurement Ir For example: - Choose radio yes,no - Choose radio yes,no - Choose radio always, Note: - "No validations" mus	To configure under Mea For examp - Choose r Instruction - Choose r - Choose r - Note: - "No valid
Instruction       Validation       Yes/No       Close       Add	- Validation Numeric Value: N Close Add		Validation Numeric Value: 0 to 50
Add Measurement Type		Add Measurement Type	
Type PAID Type PAID Description Display PAID Name	To configure the mea:	Type WHO5 Type Who5 Description Who5 Display Who5 Name Who5	To configure the me
Measuring Instruction	under Measurement I For example: - Choose radio blue,o - Choose radio yes,nc - Choose radio alway: Note: - "No validations" mu	Measuring	under Measurement For example: - Choose radio blue - Choose radio yes, - Choose radio alwa Note: - "No validations" m
Validation         Numeric Validation           Close         Add	ue: 0 to 100 🗸	Validation         Numeric Val           Close         Add	

### **New Tool Version Process**

You might have been notified that a new version of the E2P tool is available via the tool or email. Once a new tool version has been released, please follow these steps to update the tool in your EMR.

- 1. Download the tool file package on the eHealth Centre of Excellence's Community Portal.
- 2. Follow this guide to import the tool into the EMR.
  - a) If you receive this error message, you will need to delete the E2P Patient Care Plan form from your EMR.



### **Overview of Form Tracking Solution**

The eHealth Centre of Excellence tracks usage to understand the extent to which our tools are being used. We are committed to protecting the data we are collecting and sharing. With our EMR usage analytics program, we collect general information about your usage (e.g., clinic name, name of tool used, date of usage, clinician type, anonymized clinician ID, and anonymized patient ID). **There is absolutely no Personal Health Information (PHI) collected by usage analytics**, and no assessment of clinical knowledge or expertise is made. Information collected by usage analytics may be shared with external organizations, such as funding bodies and evaluators, to support program evaluation, sustainability, and future funding opportunities.

Participation in usage analytics is optional and you may withdraw your participation at any time. However, your participation ensures that E2P tools are meeting the needs of frontline clinicians. You would be supporting the meaningful adoption of clinical guidelines, as well as the development of future tools and updates. It's an easy method of supporting quality improvement – you don't have to do anything!

For more information, please contact <u>privacy@ehealthce.ca</u> or see our <u>privacy statement</u>. If you would like to learn more about our EMR usage analytics program and the benefits of participating, please visit our <u>website</u>.

E2P brings together multi-disciplinary, cross-sector expertise under the joint leadership of the Centre for Effective Practice, eHealth Centre of Excellence, and North York General Hospital. Funding and strategic guidance for E2P is provided by Ontario Health in support of Ontario's Digital First for Health Strategy.

