

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



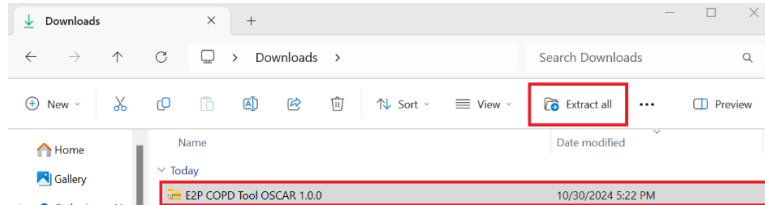
If you have any questions, please reach out to EMRtools@ehealthce.ca and we will be happy to help!

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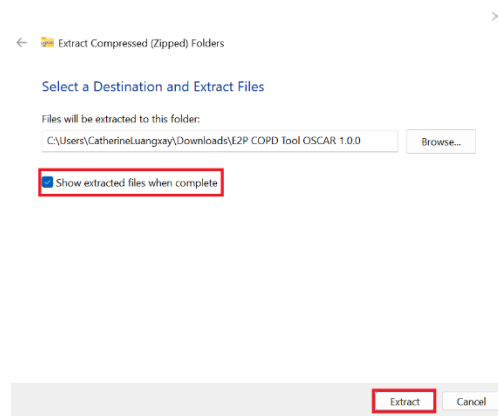
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A. Unzip the E2P COPD Management Tool file

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

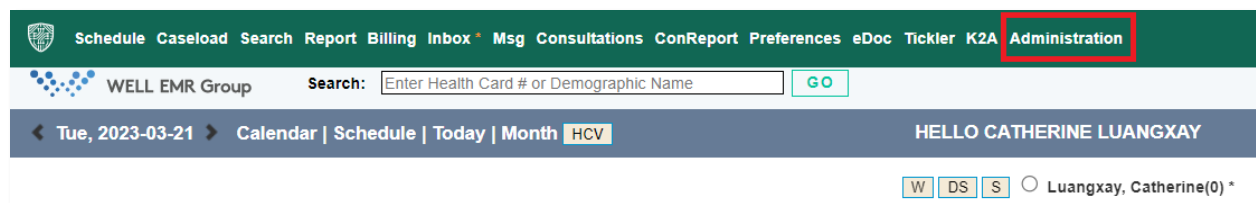


3. You will be prompted to **select the destination folder** to extract the files
*Please note the location you select. For this example, we will select the Downloads folder, ensuring the **checkbox shows the extracted files when complete is selected**, then click **Extract**.

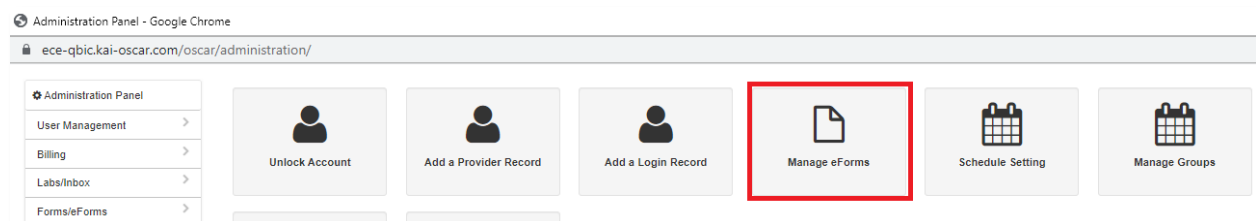


You are now ready to import the E2P COPD tool.

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



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



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 [Step C](#).

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



- a. Search for the following files to delete:
 - i. "E2P Patient Care Plan"

eForm Name	Additional Information	Modified Date	Modified Time	Role Type	Action	Send
E2P Patient Care Plan	E2P Patient Care Plan	2024-10-30	17:36:49	null		

- b. Next, navigate to the **Image Library**.



- c. Search for the following files, and click **Delete** for each one:
 - i. FormTrackingService.js
 - ii. formTrackingToolbar.css
 - iii. formTrackingToolbar.js

formTrackingService.js	
formTrackingToolbar.css	
formTrackingToolbar.js	

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

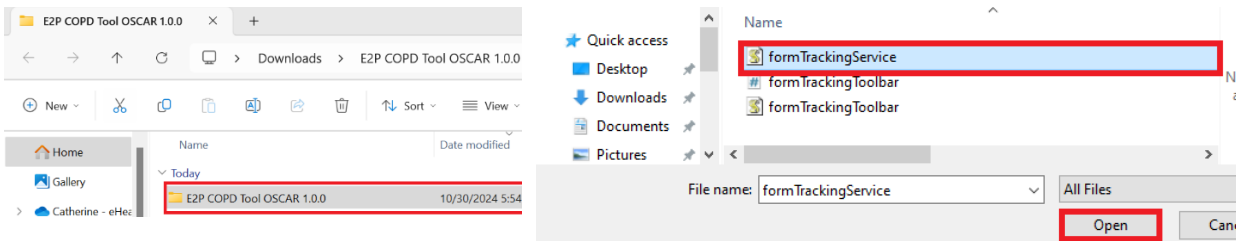
2. Select **Choose File**.

Image Library

File name
 No file chosen

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

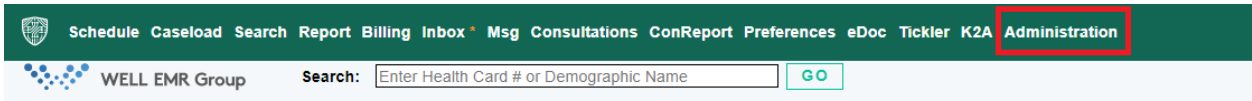
- a. Open the folder: "Add as images", then select the file titled: **"formTrackingService"**, then click **Open**



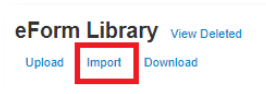
- b. Then click the **Upload** button.
4. Repeat steps 2 & 3 (steps above) for the following zip folders that are also included in the folder.

C. Import the eForms

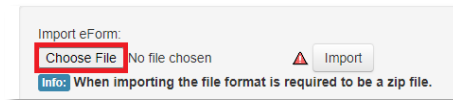
1. In OSCAR, from the Scheduler view window, choose **Administration**.



2. In the Administration Panel, click the **Manage eForms** icon
3. In the eForm Library Window, click **Import**.

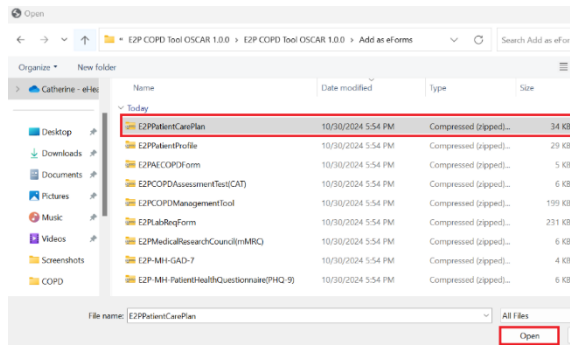
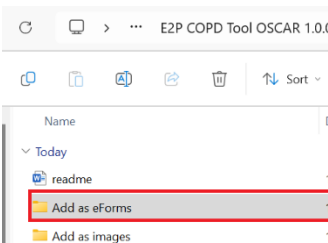


4. Select **Choose File**, then Navigate to the Downloads folder and open the folder titled: "E2P COPD Tool OSCAR 1.0.0".

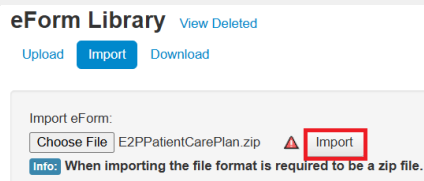


***Note: When importing the file format is required to be a zip file**

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



6. Then click the **Import** button.



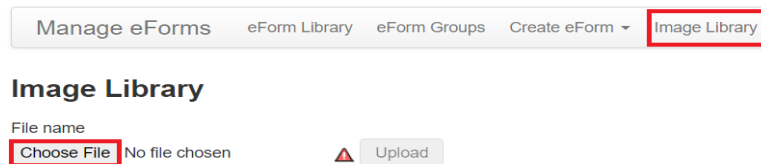
- a. A message will let you know if the eForm was successfully imported and is now ready to be used.

7. 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. ***

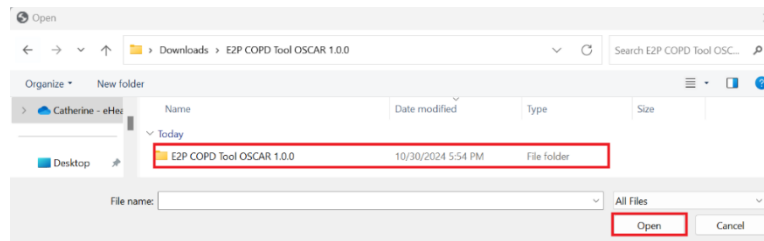
D. Import the Images

*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.

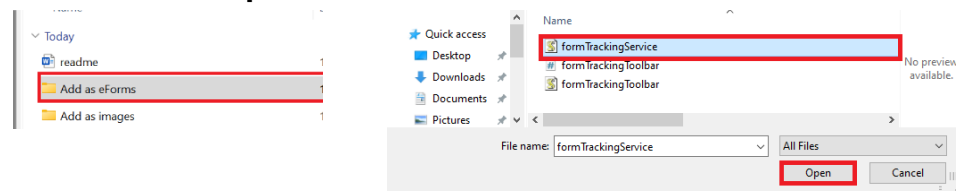
1. After importing the forms, stay in the manage eForms window but navigate to the **Image Library**. Then, select **Choose File**.



2. Navigate to the Downloads folder and open the folder titled: **“E2P COPD Tool OSCAR 1.0.0”**.



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



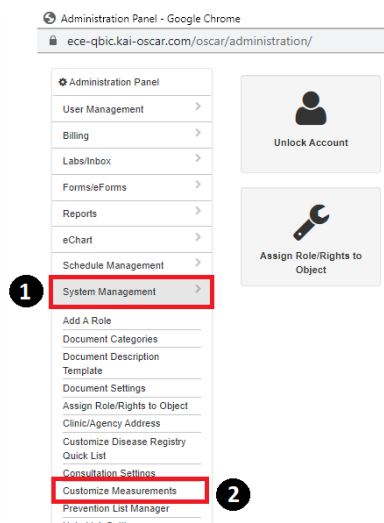
4. Repeat steps 2-4 for the following zip folders that are also included in the folder:
 - a. **formTrackingToolbar (css)**
 - b. **formTrackingToolbar (js)**

E. Add New Measurement Types

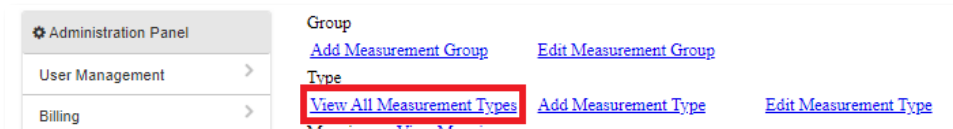
1. Check if the Measurement Types already exist in your EMR:

a. Go to

Administration >
System Management >
Customize Measurement



b. Click **“View All Measurement Types”**.



c. Scroll down and search for:

<ul style="list-style-type: none"> • BNP • CAT • MMRC • LLN 	<ul style="list-style-type: none"> • ECG • ECHO • CXR • GAD7 	<ul style="list-style-type: none"> • PHQ9 • PAID • WHO5
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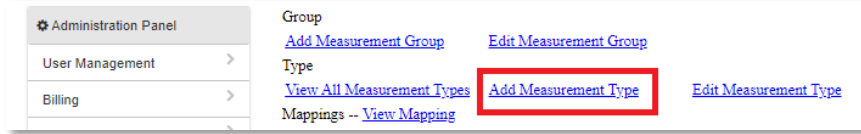
i. If they **do** exist, then confirm if they match the criteria listed in the image below. If they all match, then you are done!

- 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).

Measurement Type	Code	Description	Validation	Validation Status
BNP	BNP	BNP	No Validations	<input type="checkbox"/>
CAT	CAT	COPD Assessment Test	Numeric Value: 0 to 100	<input type="checkbox"/>
MMRC	mMRC	Modified Medical Research Council	Numeric Value: 0 to 10	<input type="checkbox"/>
LLN	LLN	lower limit of normal	Numeric Value: 0 to 1	<input type="checkbox"/>
ECG	ECG	ECG	Yes/No	<input type="checkbox"/>
ECHO	ECHO	ECHO	Yes/No	<input type="checkbox"/>
CXRY	Chest X Ray	Chest X Ray	Yes/No	<input type="checkbox"/>
GAD7	GAD7	GAD7	Numeric Value: 0 to 50	<input type="checkbox"/>
PHQ9	PHQ9	PHQ9	Numeric Value: 0 to 50	<input type="checkbox"/>
PAID	PAID	PAID	Numeric Value: 0 to 100	<input type="checkbox"/>
WHO5	Who5	Who5	Numeric Value: 0 to 100	<input type="checkbox"/>

2. Add the Measurement Types to your EMR:
 - a. Click **"Add Measurement Type"**.



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

Type	Type Description	Display Name	Validation
BNP	BNP		No Validations
CAT	CAT	COPD Assessment Test	Numeric Value: 0 to 100
MMRC	MMRC	mMRC Modified Medical Research Council	Numeric Value: 0 to 10
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 Measurement Type

Type:

Type Description:

Display Name:

Measuring Instruction:

Validation:

Add Measurement Type

Type:

Type Description:

Display Name:

Measuring Instruction:

Validation:

Add Measurement Type

Type:

Type Description:

Display Name:

Measuring Instruction:

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Add Measurement Type

Type:

Type Description:

Display Name:

Measuring Instruction:

Validation:

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 privacy@ehealthce.ca or see our [privacy statement](#). If you would like to learn more about our EMR usage analytics program and the benefits of participating, please visit our [website](#).

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.

