

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.



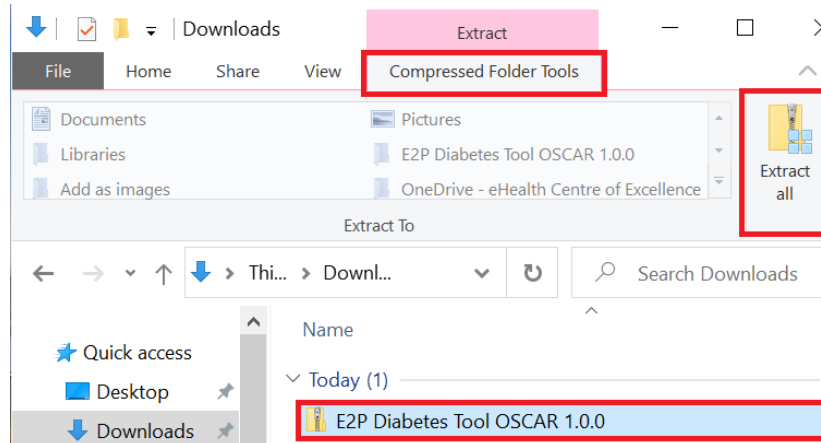
If you have any questions, please reach out to EMRtools@ehealthce.ca and we will be happy to help!

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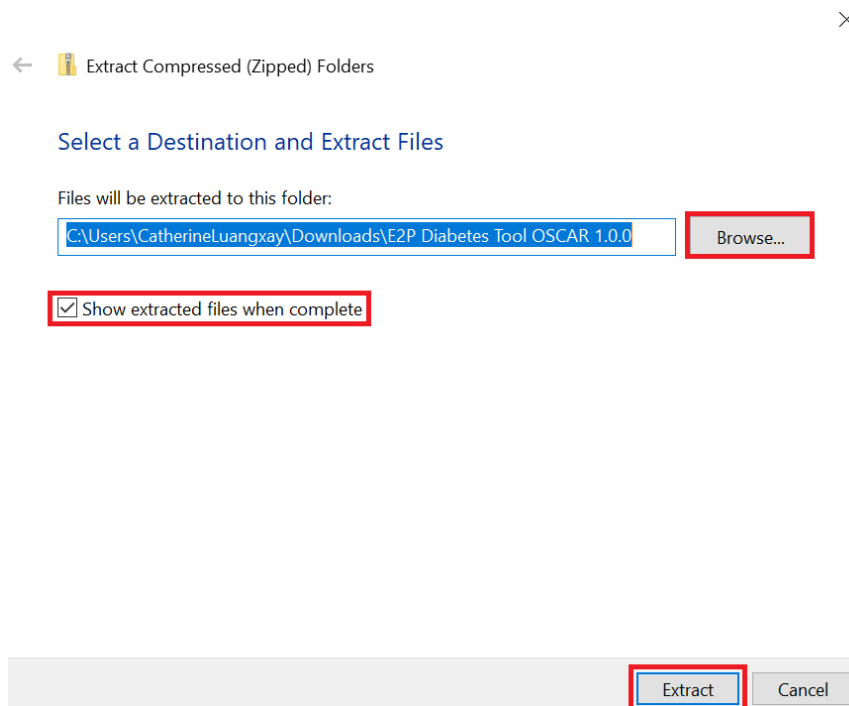
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A. Unzip the E2P Diabetes Tool file

1. In the download or desktop folder, click on the file named: **“E2P Diabetes Tool OSCAR 1.0.0”**.
2. Select **“Extract Compressed Folder Tools”** at the top then click **Extract All**.

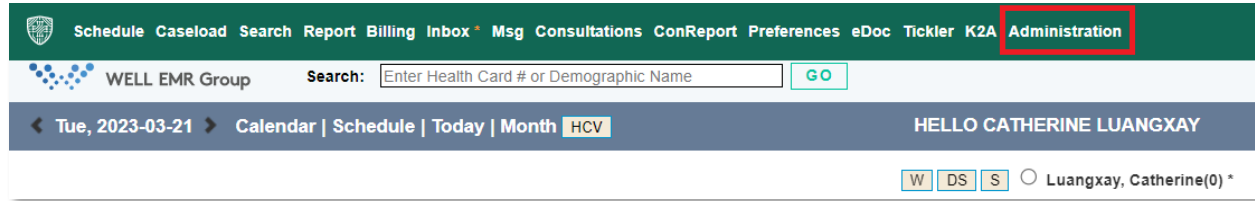


3. You will be prompted to **select the destination folder** to extract the files
*Please note the location you select. For this example, we will select the Downloads folder, ensuring the **checkbox to show the extracted files when complete is selected**, then click **Extract**.

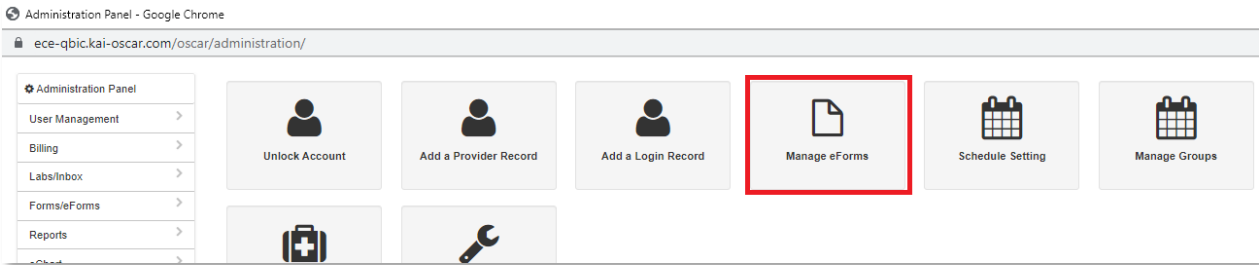


4. You are now ready to import the E2P diabetes management tool.

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



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



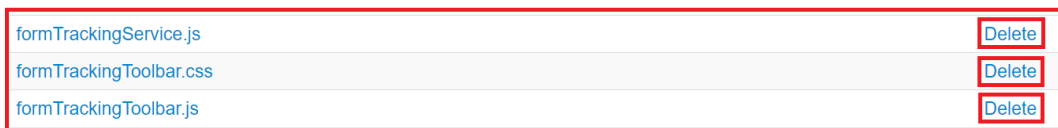
B. Remove Old E2P Images

*Please note: For users who have installed previous versions of any E2P tools, please follow these steps or importing the new tools will not work. Otherwise please skip to [Step C](#).

1. If you have already downloaded and installed an E2P tool, you will need to find and delete the tracking file images and upload the new ones in this package.
 - a. Navigate to the **Image Library**.

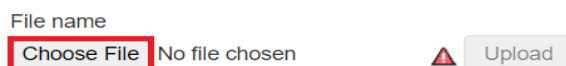


- b. Search for the following files to delete:
 - i. FormTrackingService.js
 - ii. formTrackingToolbar.css
 - iii. formTrackingToolbar.js
- c. Click **Delete** for each one.

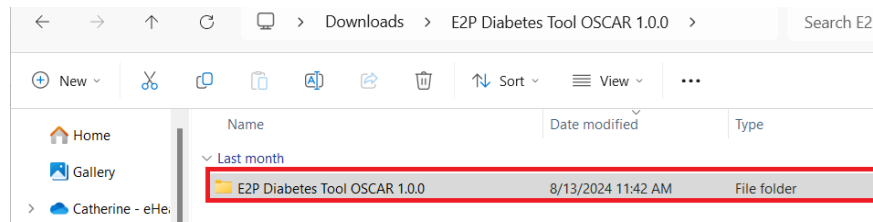


2. From here, you are now ready to import the new images.
3. Select **Choose File**.

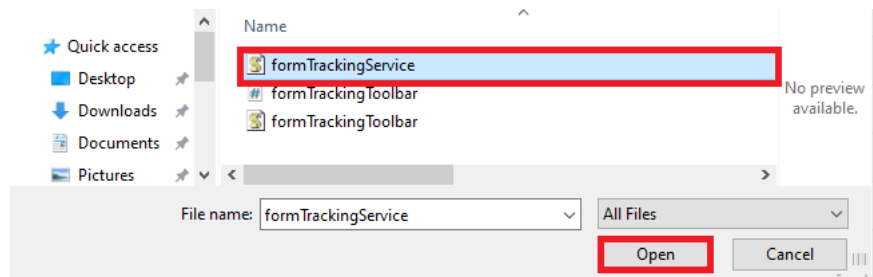
Image Library



4. Navigate to the Downloads folder and open the folder titled: "E2P Diabetes Tool OSCAR 1.0.0".



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

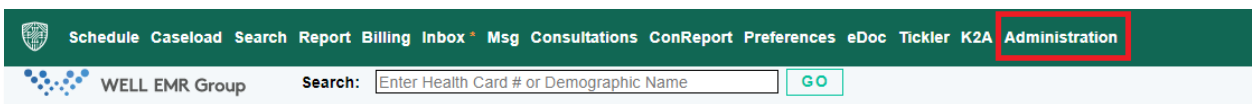


6. Repeat steps 3-5 (steps above) for the following zip folders that are also included in the folder:
 - a. formTrackingToolbar
 - b. formTrackingToolbar

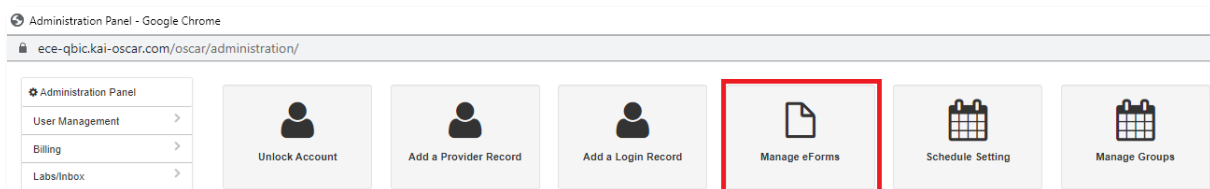
C. Import the eForms

*If you just completed Step B. Removing old E2P images please skip the following step #1.

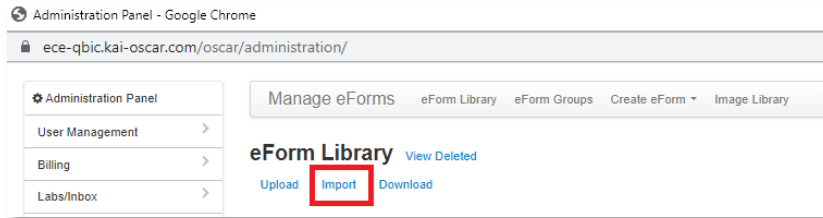
1. In OSCAR, from the Scheduler view window, choose **Administration**.



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

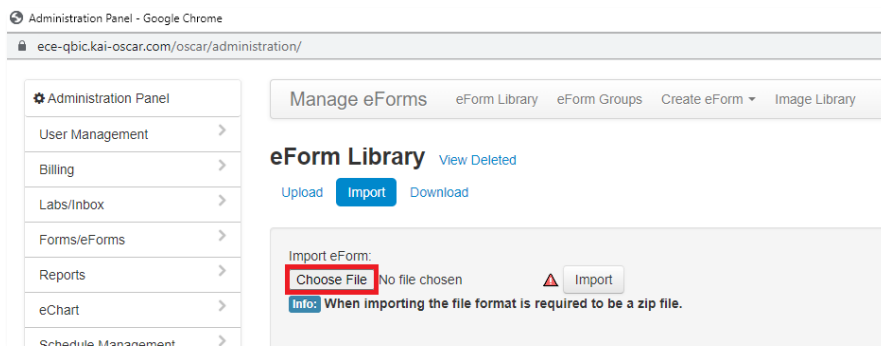


3. In the eForm Library Window, choose **Import**.



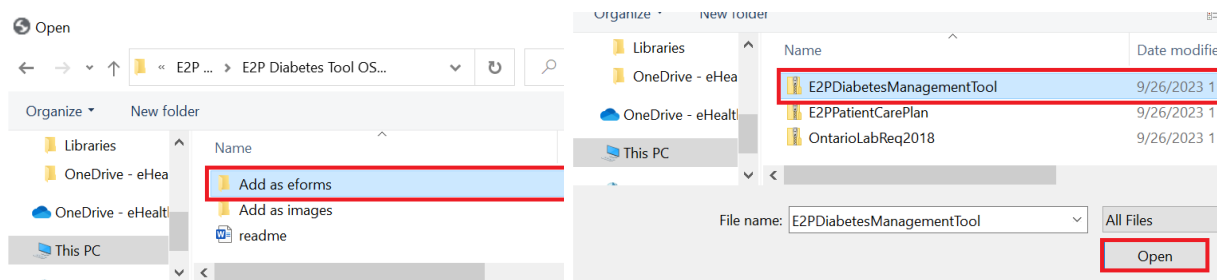
4. Select **Choose File**, then Navigate to the Downloads folder and open the folder titled: "E2P Diabetes Tool OSCAR 1.0.0".

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



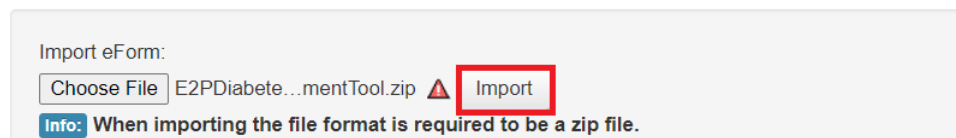
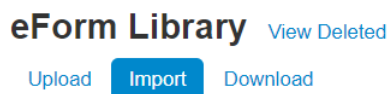
5. Opening the folder titled: "**Add as eforms**".

a. Then select the zip file titled: "E2PDiabetesManagementTool".



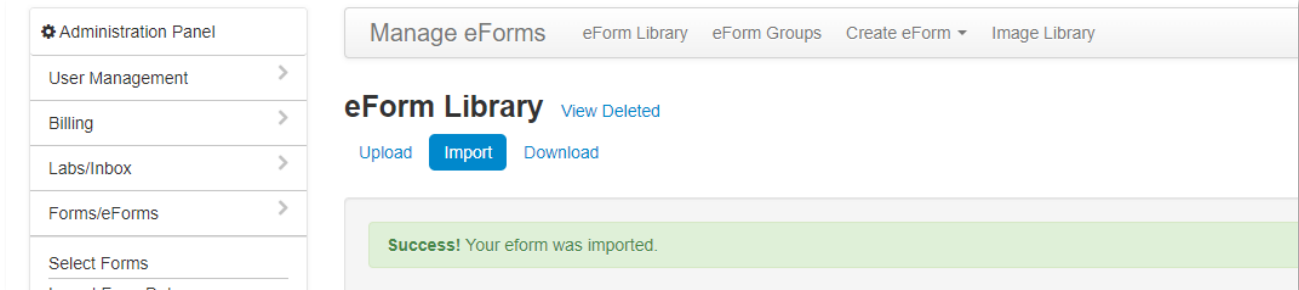
6. Then click the **Import** button.

a. A message will pop up to 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 folder:
 - a. **OntarioLabReq2018**

If you already have the form listed above, please skip this step



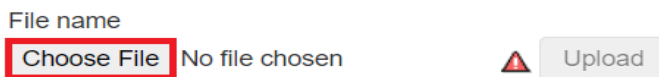
D. Import the Images

**If you have already completed step B. (Removing the old E2P images), please skip this step. If you have never installed an E2P Tool, proceed to step #1. **

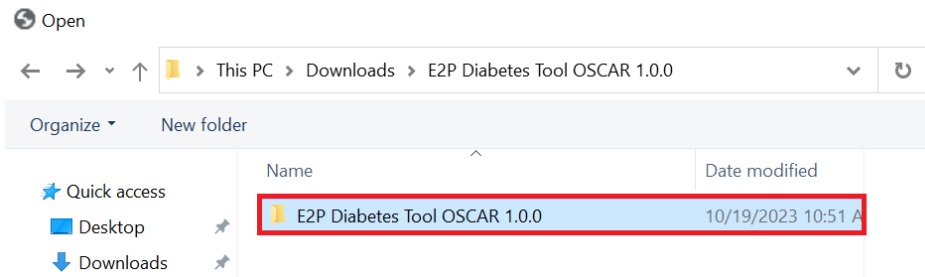
1. After importing the forms, stay in the manage eForms window but navigate to the **Image Library**.
2. Select **Choose File**.



Image Library

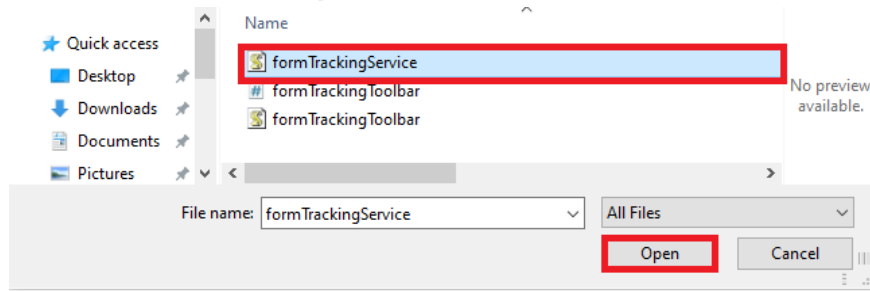


3. Navigate to the Downloads folder and open the folder titled: **"E2P Diabetes Tool OSCAR 1.0.0"**.



4. Open the folder: **"Add as images"**.
 - a. Select the file titled: **"formTrackingService"**.
 - b. Click **Open**

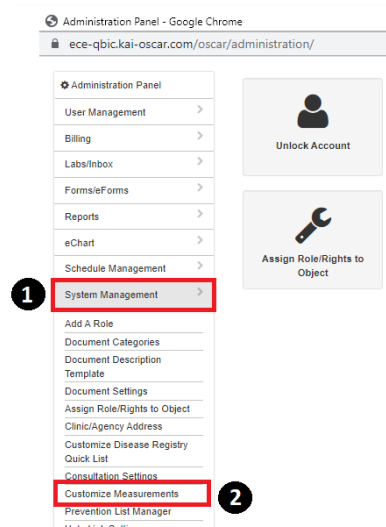
c. Then click the **Upload** button.



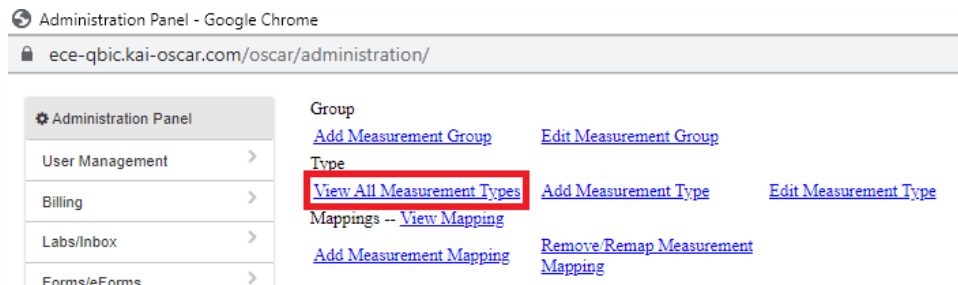
5. Repeat steps 2-4 for the following zip folders that are also included in the folder:
 - a. **formTrackingToolBar** (css)
 - b. **formTrackingToolBar** (js)

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”**.



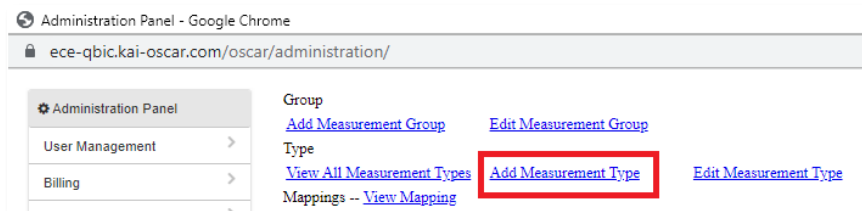
- c. Scroll down and search for **GAD-7, PHQ-9, PAID, and WHO5**.
 - i. If they **do** exist, then confirm if they match the criteria in the table below (step #2b). If they match the criteria in the table, you are done!

ii. If they **do not** exist, then proceed to the next steps (#2a).

Type	Type Description	Display Name	Validation	
PHQ9	PHQ9	PHQ9	Numeric Value: 0 to 50	<input type="checkbox"/>
GAD7	GAD7	GAD7	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"**, a new screen will pop up.



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

Type	Type Description	Display Name	Validation
PHQ9	PHQ9	PHQ9	Numeric Value: 0 to 50
GAD7	GAD7	GAD7	Numeric Value: 0 to 50
WHO5	Who5	Who5	Numeric Value: 0 to 100
PAID	PAID	PAID	Numeric Value: 0 to 100

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.