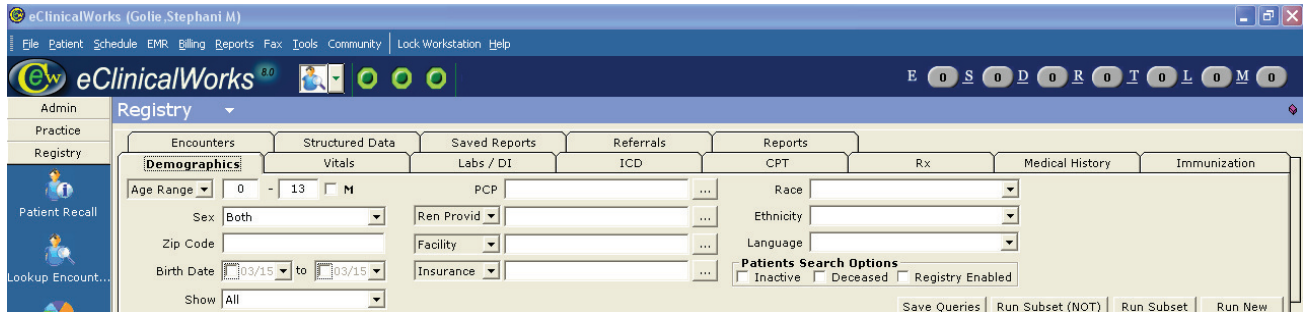


## Appendix 4

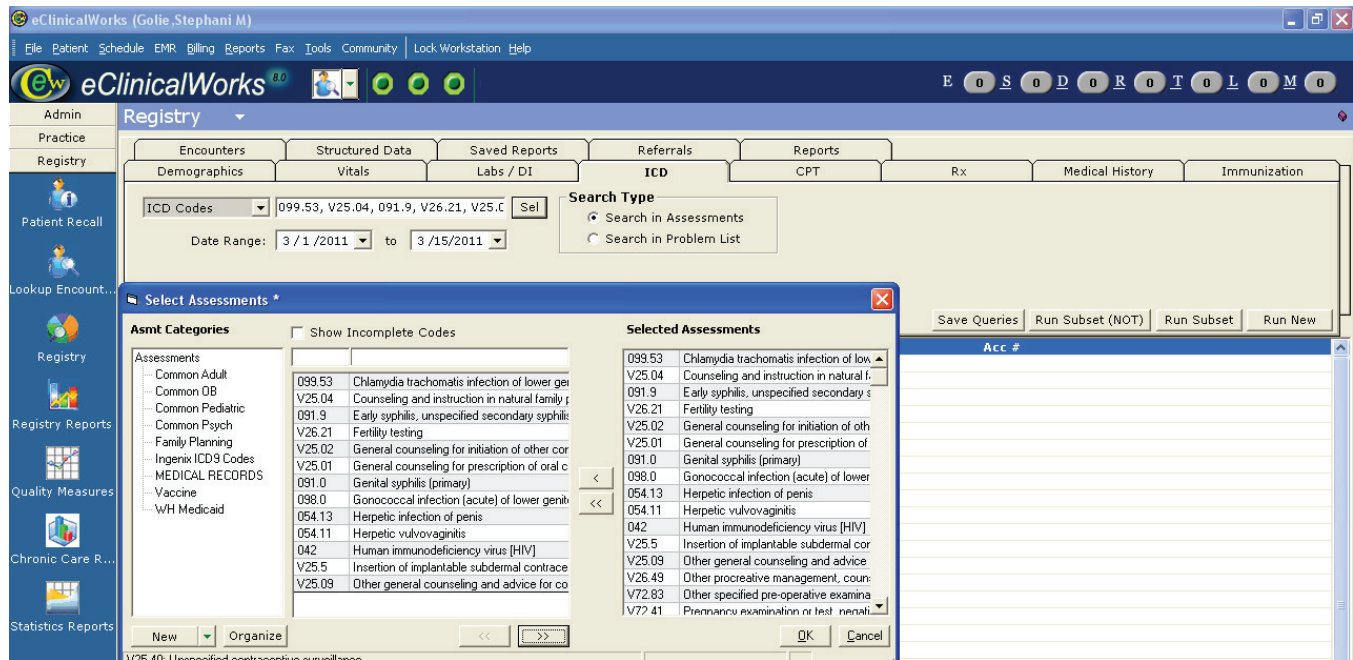
### Abuse Screening (Under 14 years of age) Report Methodology

#### Criteria 1: Patients under the age of 14 years receiving Family Planning Services

1. Go to Registry on the Left Panel of ECW
2. Choosing the DEMOGRAPHICS TAB, input age range from 0-13.
3. Click RUN NEW. This will create a list of patients that meet the criteria for 0 to 13 years of age.



4. Choose the ICD tab. Search Type should be SEARCH IN ASSESSMENTS.
5. Click the SEL button and choose the FAMILY PLANNING folder from the ASMT CATEGORIES. Choose all the Family Planning ICD codes on the list.
6. Use the arrow to move through library of codes. After all codes are added, click OK.
7. Date range can be changed to meet the time frame being monitored.
8. Click RUN SUBSET. It will now shorten the existing list for the persons who meet the criteria under ICD.



9. Click COPY at the bottom of the page. This will open the list to NOTEPAD. Copy the list from NOTEPAD and place in the ABUSE REPORTING EXCEL SPREADSHEET.

Origination Date: 10/5/2009

Revised Date: 4/13/2011

10. Access each chart and determine the need for reporting based on the spreadsheet criteria.

**Criteria 3: Teen and Adult patients who answered YES to “HAVE YOU EVER BEEN ABUSED?”**

1. Repeat steps 1 through 3 from Criteria 1 report.
2. Click the ellipse for the CATEGORY. A pop up will reveal 3 folders. Choose the BVCAA TEEN/ADULT folder. Click ok.
3. In the ITEM line, click the ellipse and choose FAMILY DYNAMICS.
4. Locate the question, “HAVE YOU EVER BEEN ABUSED?” Click ok.
5. Choose the radial button, YES, for the FIELD VALUE.
6. Click RUN SUBSET.
7. Repeat steps 9 and 10 from the Criteria 1 Report.

**Criteria 4: Patients who are 0-13 years who answer YES to “ARE YOU CURRENTLY SEXUALLY ACTIVE?”**

1. Repeat steps 1 through 3 of the Criteria 1 report.
2. In the ITEM line, click the ellipse and choose SEXUAL HISTORY.
3. Locate the question, “ARE YOU CURRENTLY SEXUALLY ACTIVE? Click ok
4. Choose the radial button, YES, for the FIELD VALUE.
5. Click RUN SUBSET.
6. Repeat steps 9 and 10 from Criteria 1 Report.

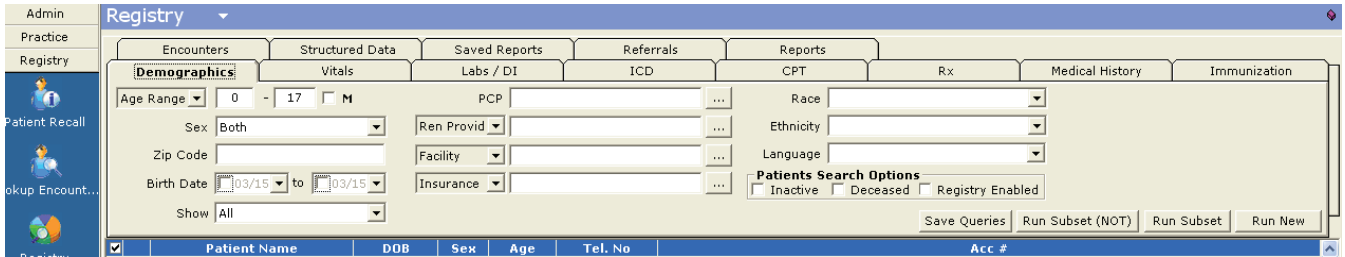
**Criteria 5: Patients who are 0-13 years who answer YES to “IS THE PATIENT WHO IS REPORTING SEXUAL ACTIVITY, PREGNANCY OR STI 13 YEARS OLD OR YOUNGER?”**

1. Repeat steps 1 through 3 of Criteria 1 report.
2. In the ITEM line, click the ellipse and choose RIDER SCREENING.
3. Locate the question, ““IS THE PATIENT WHO IS REPORTING SEXUAL ACTIVITY, PREGNANCY OR STI 13 YEARS OLD OR YOUNGER?”
4. Choose the radial button, YES, for the FIELD VALUE.
5. Click RUN SUBSET.
6. Repeat steps 9 and 10 from the Criteria 1 Report.

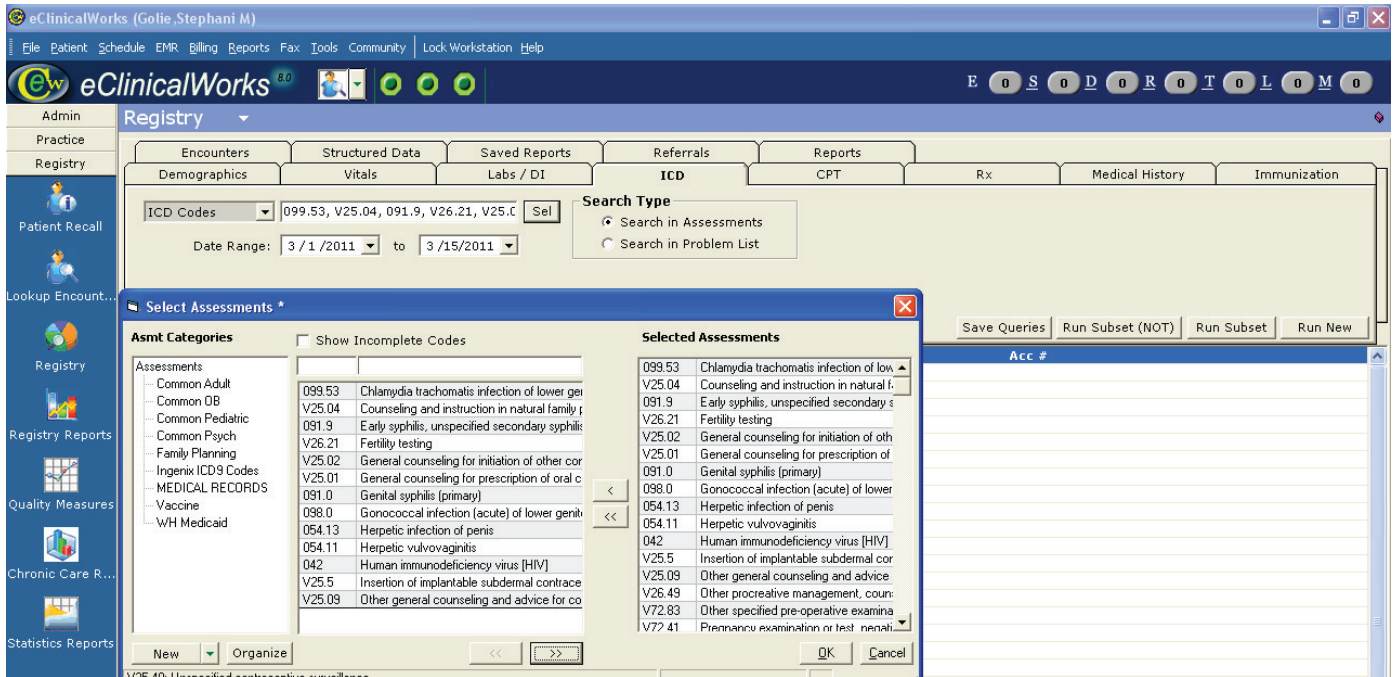
## Abuse Screening Report Methodology

### Criteria 1: Patients under the age of 17 years receiving Family Planning Services

11. Go to Registry on the Left Panel of ECW
12. Choosing the DEMOGRAPHICS TAB, input age range from 0-17.
13. Click RUN NEW. This will create a list of patients that meet the criteria for 0 to 17 years of age.



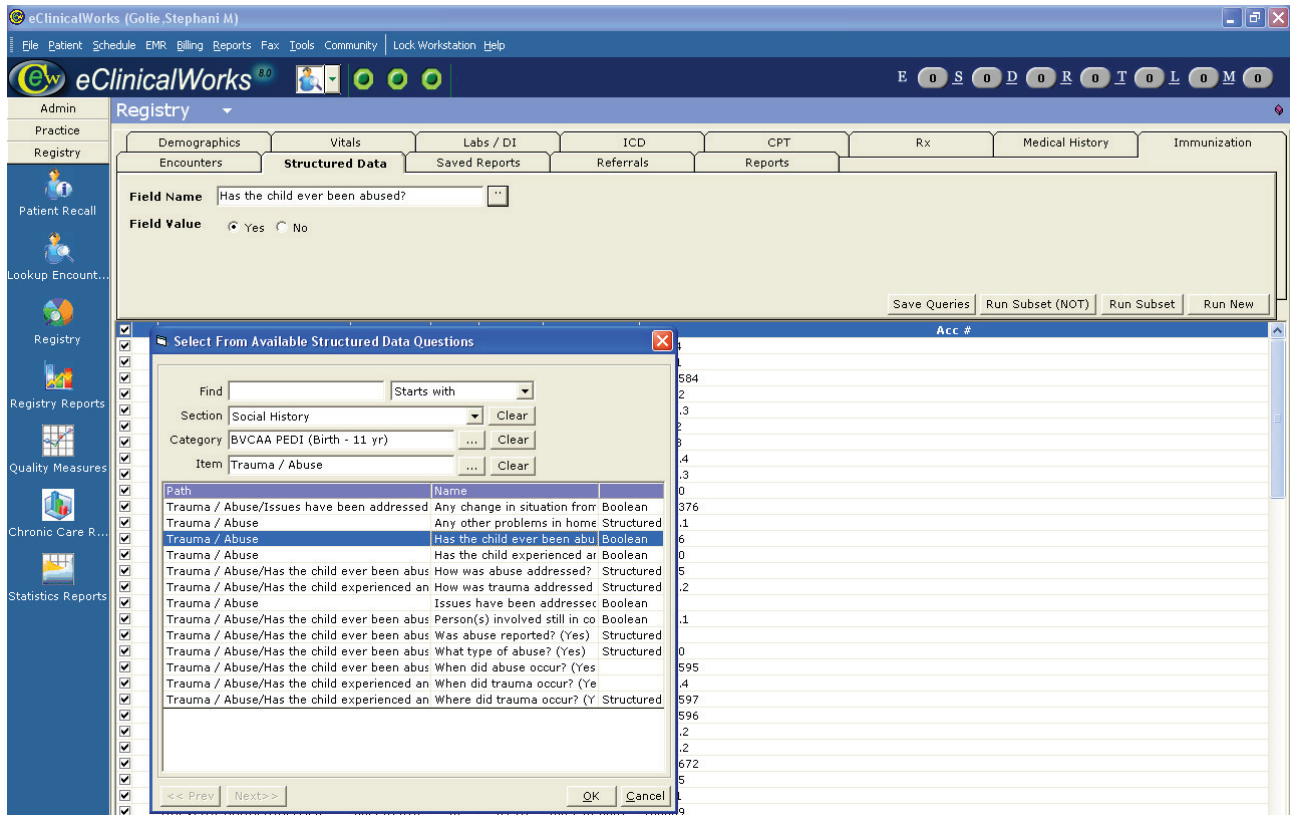
14. Choose the ICD tab. Search Type should be SEARCH IN ASSESSMENTS
15. Click the SEL button and choose the FAMILY PLANNING folder from the ASMT CATEGORIES. Choose all the Family Planning ICD codes on the list.
16. Use the arrow to move through library of codes. After all codes are added, click OK.
17. Date range can be changed to meet the time frame being monitored.
18. Click RUN SUBSET. It will now shorten the existing list for the persons who meet the criteria under ICD.



19. Click COPY at the bottom of the page. This will open the list to NOTEPAD. Copy the list from NOTEPAD and place in the ABUSE REPORTING EXCEL SPREADSHEET.
20. Access each chart and determine the need for reporting based on the spreadsheet criteria.

**Criteria 2: Pediatric patients who answer YES to the question, “HAS THE CHILD EVER BEEN ABUSED?”**

1. Repeat steps 1 through 3 of the Criteria 1 report.
2. Choose the STRUCTURED DATA tab.
3. Click the ellipse for FIELD NAME.
4. In the SECTION, choose SOCIAL HISTORY from the drop down menu.
5. Click the ellipse for the CATEGORY. A pop up will reveal 3 folders. Choose the BVCAA PEDI folder. Click ok.
6. In the ITEM line, click the ellipse and choose TRAUMA/ABUSE.
7. Locate the question, “HAS THE CHILD EVER BEEN ABUSED?” Click ok.
8. Choose the radial button, YES, for the FIELD VALUE.
9. Click RUN SUBSET.
10. Repeat steps 9 and 10 from Criteria Report 1.



**Criteria 3: Teen and Adult patients who answered YES to “HAVE YOU EVER BEEN ABUSED?”**

8. Repeat steps 1 through 4 from Criteria 2 report.
9. Click the ellipse for the CATEGORY. A pop up will reveal 3 folders. Choose the BVCAA TEEN/ADULT folder. Click ok.
10. In the ITEM line, click the ellipse and choose FAMILY DYNAMICS.
11. Locate the question, “HAVE YOU EVER BEEN ABUSED?” Click ok.
12. Choose the radial button, YES, for the FIELD VALUE.
13. Click RUN SUBSET.

14. Repeat steps 9 and 10 from the Criteria Report 1.

**Criteria 4: Patients who are 0-17 years who answer YES to “ARE YOU CURRENTLY SEXUALLY ACTIVE?”**

7. Repeat steps 1 and 2 of the Criteria 3 report.
8. In the ITEM line, click the ellipse and choose SEXUAL HISTORY.
9. Locate the question, “ARE YOU CURRENTLY SEXUALLY ACTIVE? Click ok
10. Choose the radial button, YES, for the FIELD VALUE.
11. Click RUN SUBSET.
12. Repeat steps 9 and 10 from Criteria 1 report.