



- Open new incident CIH module
- Enter “Run Info” Section
 - “visit info” panel
 - Write something about CIH Response Number field
 - Enter required and relevant information
 - CIH Incident Type
 - Community Outreach
 - Patient Visit
 - If CIH Incident Type = “Community Outreach”, Determine the Community event Type
 - If CIH Incident Type = “Patient Visit”, Determine the Type of Visit
 - Single encounter-1 time visit, no planned follow up
 - Examples: One vaccine delivery, legal blood draw, INR draw, COVID test
 - Initial visit/enrollment-First visit, with planned follow up
 - Follow-up visit: subsequent visit(s) done after enrollment visit
 - Final visit/graduation: Last time seeing patient for this specific enrollment
 - Cancelled/no patient contact: Unable to reach patient for follow up
 - If someone’s enrollment status changes from being seen for a single encounter to now being enrolled with an initial visit and follow up visits, please enter the visit after “single encounter” as “initial visit” and continue forward as outlined above.
 - Enter How Patient was referred to the CP program
 - Enter eligible program(s)- primary reason(s) person being visited by CIH. There may be more than one reason. Select all that apply.
 - Move to “Unit and Crew Info” Panel
 - Enter relevant and required information
 - Move to “Scene Info” Panel
 - Enter relevant and required information
- Click “Patient Info” Section
 - Patient demographics panel
 - Enter required fields and as much additional information as possible
 - Please include patient race
 - Driver’s License Scanner can be used to fill in patient information
 - Drivers Licenses: this link that has instructions for iPad users to install the iOS Elite Utilities app that allows them to scan Drivers

- More information on DL scanning in Elite can also be found [here](#)
- Use “find a repeat patient” (searches for existing patient information)
- Record other information your agency may need, like medical record number.
- Patient history panel
 - Enter what is relevant to this CIH visit
 - Enter current medications and route
 - Click on medication name to see description
 - Environmental allergies for asthma patients
- Patient address panel
 - Enter homeless status
 - Patient address
 - Enter Zip Code and use buttons to fill in City/County/State based on Zip Code entry
- Emergency contact panel
 - Optional
- Medical insurance panel
 - Enter primary insurance

- Move to “activities” Section.
- “Activities” Panel:
 - Download any devices from the cloud.
 - In order to import data from EKG monitors, Elite users need to download and install the Elite Desktop Client. There are instructions for this on EMSTS’ website

<https://dphhs.mt.gov/assets/publichealth/EMSTS/EMS/installingelitedesktopclient.pdf>

CIH Power Tools Summary:

Name of Power tool	Items Able to Document
Asthma	Procedures <ul style="list-style-type: none">• CIH- Asthma Self-Management Education• CIH- Asthma trigger education• CIH- Asthma Control Test• CIH- Asthma inhaler technique observed
Diabetes	Procedures <ul style="list-style-type: none">• CIH- Diabetes Self-Management Education• CIH- Prediabetes Risk Test• CIH- Diabetes Dietary Education
CVH	Procedures <ul style="list-style-type: none">• CIH- Cardiovascular education• CIH- ASCVD Risk Score• CIH- Hypertension Lifestyle education• CIH- Self-measured BP education• CIH- DASH (dietary approaches to stop hypertension)• dietary education CIH- Lipid disorder Dietary education
Blood Glucose	Vitals – Record Blood Glucose value Procedures <ul style="list-style-type: none">• Assess - Glucose Check - Prior to Glucose Given• Assess - Glucose Check - After Glucose Given• Glycemic management- Blood Glucose Check• CIH- Blood glucose control education

INR/Draw	<p>Procedures –</p> <ul style="list-style-type: none"> • Lab- International Normalized Ratio (INR) • IV- Blood Draw via IV or Venous Puncture <p>Vascular access location</p> <p>Size of procedure equipment</p> <p>Procedure complication</p> <p>Results</p>
Foot check	<p>Exams – left foot exam, right foot exam</p> <p>Procedures</p> <ul style="list-style-type: none"> • CIH- Education about daily diabetic foot exam
Med Rec	<p>Procedures</p> <ul style="list-style-type: none"> • CIH- Medication Reconciliation <p>Assessment of compliance (Procedures):</p> <ul style="list-style-type: none"> ○ Med Reconciliation - Pt able to manage medications ○ Med Reconciliation - Non-compliance (accidental) ○ Med Reconciliation - Non-compliance (intentional) <p>Assessment of supply</p> <ul style="list-style-type: none"> ○ Med Reconciliation - Insufficient Supply ○ Med Reconciliation - Removal of expired/no longer used medications ○ Med Reconciliation - Supply adequate <p>Education</p> <ul style="list-style-type: none"> ○ Med Reconciliation - Development of medication care plan ○ CIH- Promotion of adherence to medication
Vitals	GCS, BP, HR, RR, SpO2, Pain Score, Temp, BG

Vitals: Strongly suggested to Use “vitals” power tool, but can also document via the Vitals fields on the ePCR form

- Same vitals are on power tool and form: GCS, BP, HR/rhythm, RR/effort, SpO2, Pain Scale, blood glucose, Temperature
- Required to Record at least 1 blood pressure
- Required to Record Blood Glucose for patients with diabetes
 - Suggested to Use “Blood Glucose” power tool, but can also document via the Vitals fields on the ePCR form
- Assessments: Optional
 - Use “Foot check” power tool to record foot check findings for patients with diabetes
- Medications: This section refers to medications given during CIH visit. Enter via ePCR Form
- Procedures: Strongly suggested to use relevant power tools (see table above), but can also document via fields on the ePCR form
 - If documenting via form fields, Start search with “CIH” to find relevant codes or use Power Tool
- Move to “Referrals” panel: Enter places patient referred to-general
- Move to “LINKS” panel: Complete relevant screening links
 - ASCVD Risk Calculator-patients aged 20-79 years of age and without known ASCVD
 - Prediabetes Risk Test- all patients 35 years and older
 - Document in Procedures “CIH Prediabetes Risk Test”
 - Asthma Control Test- all patients with asthma
 - Document in Procedures – “CIH Asthma Control Test”
 - Record scores and enter into the CIH Chronic Disease Worksheet
- Narrative: Summarize Visit

- Worksheets
 - **ASK-12**
 - Required when Type of Visit = “initial visit/enrollment” or “Final visit/graduation”
 - If score is >0 a referral may be necessary. In some cases, a referral may not be deemed necessary (for example, if patient says they occasionally miss a dose). Counsel patient on any medication compliance concerns and refer if necessary.
 - **PHQ-2**
 - Required when Type of Visit = “Initial Visit/Enrollment”, “Final visit/graduation”, or “Follow up visit”
 - If score is 2 or greater, complete the PHQ-9.
 - If the PHQ-9 score is ≥ 5 , then refer
 - **CIH Initial Screener-**
 - Required when Type of Visit = “Initial visit/enrollment”
 - **CIH Follow up Visit worksheet**
 - Required when Type of Visit = “Follow up visit”
 - **CIH Final Graduation worksheet**
 - Required when Type of Visit = “Final visit/graduation”
 - **Social Screener**
 - - Optional- complete for patients to assess social determinants of health, make referrals as necessary or perform other counseling
 - **CIH Chronic Worksheet**
 - Required for qualifying chronic disease patients:
 - If Medical/surgical history indicates Asthma, any Cardiovascular conditions, or Diabetes
 - If Eligible Program = Asthma, Cardiovascular Health, or Diabetes (from Visit Info panel)
 - Required when Type of Visit = “Initial Visit/Enrollment”, “Final visit/graduation”, or “Follow up visit”
 - Fill out relevant information depending on patient conditions
- Use Validation Score (red number at bottom) & Timeline Functions to determine completeness of your report
- Click Save