PRISM Quick Steps

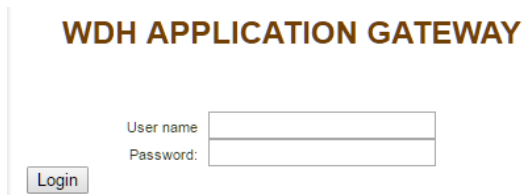A Step by Step Guide to Tasks in PRISM

TABLE OF CONTENTS

NOTE: The PRISM Manual Quick Steps should be used by users who just need a refresher on entering cases within PRISM. If this is your first time entering data into PRISM please read through the detailed sections about entering information. This will provide you with information that is crucial for entering information correctly within the system.
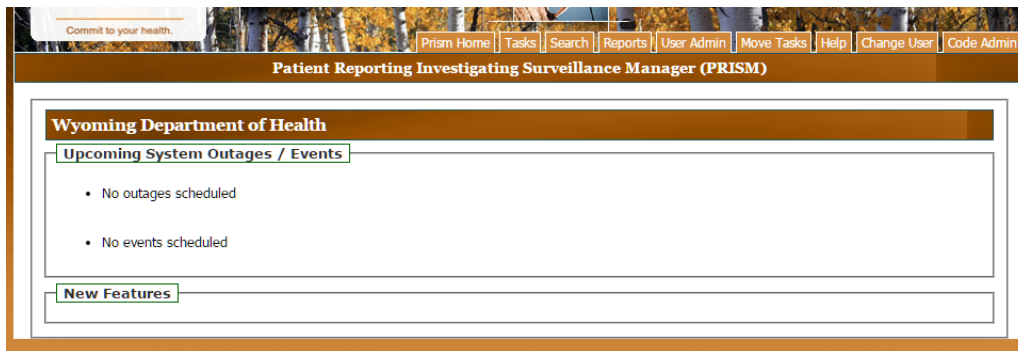
Quick Steps For Logging In

1. Open your web browser (this is on Google chrome).
2. Type in https://prism.health.wyo.gov in the address bar at the top of the screen and press 'Enter'.

3. Enter username and password.

4. Press 'Enter' or click 'Login'. You should see the homepage (shown below) after logging in.

Quick Steps For Accessing The Task List

1. Follow all steps to login to the system.
2. Once at the homepage click on the "Tasks" Tab.

3. To access the records within the task tab, click on the Blue ID numbers and you will be taken to the record.

Quick Steps For Searching The Database

1. Click on the Search Tab (black box).

2. Enter either one of the fields in the red box OR as much information as you can in the Blue box.
3. Click the "Search Profile" button (green box).
4. If the patient is found via search click on the Profile ID to access the patient record (blue circle).
5. If the patient is NOT found via search, click on the Add New Profile button (purple box).

Profile ID	Last Name	First Name	Other Name	Gender	DOB / Age	City	County	Race
63156	BOOP	BETTY		Female	01/01/1949	Cheyenne	Laramie	White

Quick Steps for Creating a Patient Profile

1. Click the "Add New Profile" button.
2. Enter the patient's information into the empty profile. The fields in black are required fields.

   Please see notes regarding the correct way to enter patient information on page 10 of the PRISM manual

3. Click the "Save" button (circled in blue).

Quick Steps for Building a Field Record

1. Click on the "Episodes" tab (circled in red)
2. Click on the "Add New Field Record" tab (circled in blue). A new field record will open.

Required Entries Section:

3. Choose the Disease you are reporting from the "Disease" drop down menu (blue box).
4. Choose the reason that the patient has come in for testing from the "Referral Basis" drop down menu (red box).
5. The initiating area will be automatically assigned based on the region of the state that the patient lives (green box).

Symptoms Section:

6. Select the symptoms that the patient is exhibiting from the drop down menu (purple box).
7. Enter the onset date of symptoms in the "Onset Date (mm/dd/yyyy)" field (yellow box)
8. Enter the Duration of symptoms in the "duration" field (black box).
9. Once you have entered the symptom click the "Add Symptoms" button.

If the patient has no symptoms, select "no symptoms" from the drop down menu and keep the rest blank

Provider/Treatment Section:

10. In the Provider/Treatment section, the county will already be selected based on the county the patient lives in and you shouldn't need to change the "Provider Type".
11. Select your clinic from the "Test/Treatment Provider Name" drop down. This can be either the individual provider OR the clinic name (red box).
12. Enter the date that the initial exam was performed and specimen was collected in the "Provider Exam Date (mm/dd/yyyy)" field (green box). If the patient did NOT receive treatment, skip to step 14.
13. If the patient DID receive treatment, enter the date that the treatment was given in the "Date Treated (mm/dd/yyyy)" field (yellow box).
14. Select the treatment that was administered in the "Treatment" dropdown menu (purple box).
15. Once all provider and treatment (if applicable) is entered, click the "Add Provider/Treatment" button (blue box).

16. If any of the other fields can be filled out within the field record, do so at this time. Also put any relevant notes about the case in the "Notes" section at the bottom of the field record.
17. When all information is in the field record, click the "Save" button, located at both the bottom and top of the field record.

The following image is shows all of the required fields in the field record as a whole and where the "Save" buttons are located (circled in red).

Quick Steps For Adding A Lab

1. While in the field record click on the "Labs", located under the "Episodes" tab. This will open the lab screen which will allow you to view the labs attached and add a lab.
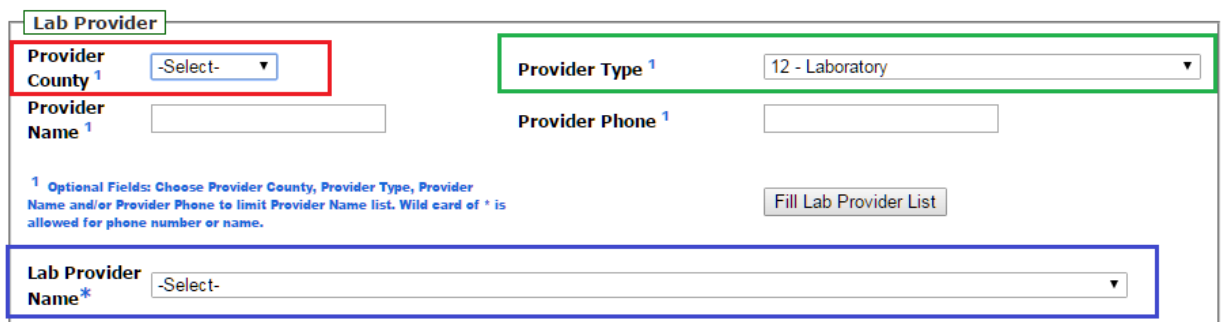
2. Click on the "Add Lab" button. This will open a new lab page.

Lab Provider Section:

3. "Provider County" should be set to "-Select-", you shouldn't need to change this because this will allow you to search all labs across all counties, even those out of state (red box).
4. "Provider Type" should be automatically set to "12 – Laboratory", you don't need to change this (green box).
5. Select the name of the lab that performed the testing from the "Lab Provider Name" drop down (blue box).

Ordering Provider Section:

6. "Provider County" should be automatically set to the county in which the patient lives, if this is different from the county that your clinic is in, select your county from the drop down menu (purple box).
7. Provider Type should be automatically set to "-Select-", you should not need to change this (yellow box).
8. If you changed the County, click on the "Fill Provider List" button.
9. Select the name of you clinic from the "Ordering Provider Name" dropdown menu. This can be either the clinic name OR the individual provider name (pink box).

Results Section:

10. "Disease Category" will be automatically filled in based on the disease that the field record was constructed for (orange box).
11. Fill in the "Specimen Date (mm/dd/yyyy)" field with the date that the specimen was collected (blue box).
12. Fill in the "Result Date (mm/dd/yyyy)" field with the date that the result was reported from the lab (red box).
13. Select the type of test that was run from the "Test" dropdown menu (pink box).
14. Select the qualitative result of the test from the "Qualitative Result" drop down menu (green box).

    Some tests may also prompt you to enter a "Quantitative Result". This will be under the "Specimen Source"

15. When all information is in the lab record, click the "Save" button, located at both the bottom and top of the lab record.

The following image is shows all of the required fields in the Lab record as a whole and where the "Save" buttons are located (circled in red).

SAVE   CANCEL

Required Entries*:

┌─ **Lab Provider** ──
│
│ **Provider County** [1]   -Select- ▼   **Provider Type** [1]   12 - Laboratory ▼
│
│ **Provider Name** [1]   [_____]   **Provider Phone** [1]   [_____]
│
│ [1] Optional Fields: Choose Provider County, Provider Type, Provider
│ Name and/or Provider Phone to limit Provider Name list. Wild card of * is   Fill Lab Provider List
│ allowed for phone number or name.
│
│ **Lab Provider Name***   -Select- ▼
│
└──

┌─ **Ordering Provider** ───
│
│ **Provider County** [1]   Laramie ▼   **Provider Type** [1]   -Select- ▼
│
│ **Provider Name** [1]   [_____]   **Provider Phone** [1]   [_____]
│
│ [1] Optional Fields: Choose Provider County, Provider Type, Provider
│ Name and/or Provider Phone to limit Provider Name list. Wild card of *   Fill Ordering Provider List
│ is allowed for phone number or name.
│
│ **Ordering Provider Name***   -Select- ▼
│
└──

┌─ **Results** ───
│
│ **Disease Category**   Chlamydia   **Specimen Date (mm/dd/yyyy)***   [_____]
│
│ **Result Date (mm/dd/yyyy)***   [_____]   **Test ***   -Select- ▼
│
│ **Qualitative Result***   **Accession ID**   [_____]
│
│ **Specimen Source**   -Select- ▼   **Specimen Type**   -Select- ▼
│
└──

SAVE   CANCEL

12

Quick Steps For Dispositioning A Field Record

Dispositioning a Field Record should be done after all other information has been entered in the field record, interviews and labs have been added

Opening the Field Record:

1. Click on the "Episodes" tab (blue box).
2. Click on the blue "Field Record ID" number to open the Field Record (red box).

Profile	Episodes	Linked Profiles
All Labs		

Add New Field Record

Field Records

Date Initiated	Field Record ID	Interview ID	Date Initial Specimen	Lab Result	Date Initial Treatment	Disease	Preg.	Date Due	Disposition	Date Disposed	Date Closed	Morb.
01/25/2017	74154	27550				300 - Gonorrhea		02/09/2017	~~~ Due ~~~			

Dispositioning the Field Record:

3. Click on the "Edit" button located at both the top and bottom of the Field Record.
4. In the second section of the field record choose the reason for dispositioning in the "Disposition Code" dropdown menu (green box).
5. In the "Disposition Entity" dropdown menu, select the county your clinic is in (purple box).
6. Once you have selected "Disposition Code" and "Disposition Entity", click on the "Save" button located at both the top and bottom of the field Record.

   ** For a list of disposition codes and explanations of them see page 21 of the PRISM manual**

Entering one field in this block requires entry for all fields in this block:		
Disposition Code	-Select- ▼	Disposition Date
Disposition Entity	-Select- ▼	Dispositioned By

The following image is shows the location of the disposition section in the field record, the required fields in the disposition section and where the "Save" buttons are located (circled in red). Once you have saved the field record, you can add an interview. Once an interview has been added, you can click the "Task Completed" button at the bottom of the field record.

SAVE   CANCEL

Required Entries*:

Disease*	-Select- ▼	**Initiating Area***	HQ ▼
Referral Basis*	-Select- ▼	**Imported**	Not an imported case ▼
Interview Only FR?	-Select- ▼	**Notifiability**	-Select- ▼
Location Method	-Select- ▼		

Entering one field in this block requires entry for all fields in this block:

Disposition Code	▼	**Disposition Date**	
Disposition Entity	-Select- ▼	**Dispositioned By**	

Insurance Scanned ☐   **Outbreak** -Select- ▼

Symptoms

Symptoms	-Select- ▼	**Onset Date (mm/dd/yyyy)**	
Duration	___ -Select- ▼		

Add Symptoms   Clear

Client Status

Results Provided to Client* No ▼

Provider / Treatment

Provider County [1]	Natrona ▼	**Provider Type [1]**	-Select- ▼

[1] **Optional Fields: Choose Provider County and/or Provider Type, to limit Provider Name list.**

Fill Provider List

Test/Treatment Provider Name -Select- ▼

Provider Exam Date (mm/dd/yyyy)		**Date Treated (mm/dd/yyyy)**	
Treatment*	-Select- ▼		

*If you enter a Treatment, you must enter a Provider Name and Date Treated.

Add Provider/Treatment   Clear

Travel History	
Venue	
GISP ☐	**Internet Outcome** -Select- ▼

Notes - Add

SAVE   CANCEL

14

Quick Steps For An Interview Record

Opening the Interview:

1. While in the field record click on the "Add Interview" button located at the top of the field record.

Main section:

2. Select the type of interview from the "Interview Type" dropdown (green box). This will by default be "Original".
3. Select your clinic from the "First Interviewed By" dropdown menu (purple box).
4. Enter the date of the interview in the "First Date Interviewed (mm/dd/yyyy)" field (yellow box).
5. Fill out any other fields as you have the information.
6. Click on the small check box next to "HIV Section" (red box). This will expand the HIV section.

HIV Section:

7. In the "HIV Test" field, select from the dropdown whether or not the patient received a HIV test (blue box).
8. In the "Self-Reported Status" field, choose from the dropdown menu as what status the patient identifies as when it comes to HIV (green box).
9. In the "HIV Confirmed Status" field, choose from the dropdown menu the result of the HIV test (purple box).
10. In the "Rapid Test Counseling" field, choose from the dropdown if the patient received counseling for their HIV test (pink box).
11. Enter the date of the counseling in the "Rapid Test Counseling Date" field (yellow box).

12. Select your clinic or individual provider name from the "Rapid Test Counseling Provider" dropdown menu (orange box). If your clinic is in a different county than is selected in the "Provider County", select the county your clinic is in from the dropdown menu.
13. If you changed the County, click the "Fill Provider List" button.
14. In the "Previous Test" field, select from the drop down if the patient has had a previous HIV test, or if this is unknown (grey box).
15. In the "Previous Test Result" field, select from the dropdown the result of the previous test, or if this is unknown (black box).
16. If the patient has had a previous test, enter the date of the test in the "Previous Test Result Date" field (brown box). If this is unknown or if the patient did not receive a test, leave this blank.
17. Fill out any other information pertaining to the interview in the optional fields, if you have the information.
18. Once you have filled out this portion of the interview, click the "Save" button located at both the top and bottom of the screen.

The following image is shows the interview section, the required fields in the interview record and where the "Save" buttons are located (circled in red).
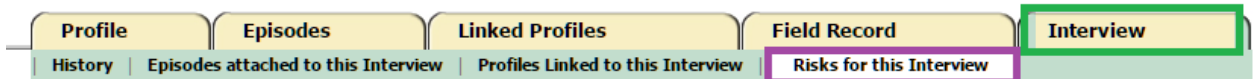
Adding Risks to the Interview:

1. Once the interview is saved click on the Interview Tab (green box).
2. Under the Interview tab click on the "Risks for this Interview" option (purple box).
3. Click on the "Add Risk(s)" button (orange box). This will open up the risks that you can add to the interview.

4. In the risk sheet, check all of the risks that the patient has identified.
5. Once you have selected all applicable risks, click the "Save" button at both the top and bottom of the screen. This will show you a screen that shows which risks you identified with your patient.

**You do NOT need to fill all of these risks out. Just the ones the patient identifies **

The following image is shows the risks section, and where the "Save" buttons are located (circled in red).

SAVE   CANCEL

Risks

HealthCare Worker:
☐ Prior ☐ Present ☐ Screening for Employment

History Of:
☐ Hemophilia ☐ Hemodialysis ☐ Blood Transfusion ☐ Blood Exposure (Under Skin) ☐ Blood Exposure (Mucous Membrane)
☐ Immunsuppressive Therapy ☐ Chemotherapy ☐ Recent Pregnancy ☐ Current Pregnancy ☐ Abnormal Liver Test
☐ Pos Hep Test ☐ Pos Hiv Test ☐ Prior STD ☐ Active TB ☐ Latent TB
☐ Possible Contact to Communicable Disease ☐ Reliable Risk History Unavailable

Contact To:
☐ Hep B+ ☐ Hep C+ ☐ STD+ ☐ HIV+ ☐ Active TB
☐ Latent TB

Contact Type:
☐ Household ☐ Needle Share ☐ Sexual ☐ Blood Exposure

Mother - History Of:
☐ HIV+ ☐ Hep B+ ☐ Hep C+ ☐ STD+

Sexual History:
☐ Recent Exposure to STD ☐ Victim of Sexual Assult ☐ New Sex Partner (Last 2/3 Months) ☐ Multiple Sex Partner (Last 2/3 Months)

Condom Use:
With Main Partner:
○ Always ○ Sometimes ○ Never ○ N/A

With Other Partners:
○ Always ○ Sometimes ○ Never ○ N/A

With New Partner (Within Last 3 Months)
○ Always ○ Sometimes ○ Never ○ N/A

With Previous Partner
○ Always ○ Sometimes ○ Never ○ N/A

Sex with Female:
☐ Yes ☐ Anal (☐ Give ☐ Receive) ☐ Oral (☐ Give ☐ Receive)
☐ Vaginal

Sex with Male:
☐ Yes ☐ Anal (☐ Give ☐ Receive) ☐ Oral (☐ Give ☐ Receive)
☐ Vaginal

Sex with:
☐ Anonymous Partner ☐ Partner Met Via Internet ☐ Pickup at: ☐ Bar ☐ Bath
☐ STD Infected Partner ☐ HEP + Partner ☐ HIV + Partner ☐ Hemophiliac ☐ IDU Partner
☐ Known MSM ☐ Bisexual ☐ Multiple Partners ☐ Sex While Intoxicated or High ☐ Sex in Public or Semi-Public Place

Sex in Exchange For:
☐ Drugs ☐ Money ☐ Food ☐ Shelter

Drug Use:
☐ Cocaine ☐ Crack ☐ Heroin ☐ Nitrates or Poppers ☐ Erectile Disfunction Meds
☐ Methamphetamines ☐ Other

Preferred Method:
☐ Injection ☐ Needle Pooling ☐ Shared Works ☐ Snorting/Snuffing ☐ Smoking
☐ Inhaling ☐ Injestion

Tattoo or Piercing:
☐ Yes ☐ Professional ☐ Non-Professional

History Of:
☐ Long-Term Incarceration (> 6 Months) ☐ Homelessness

Born Outside of US:
☐ Client - Asia ☐ Client - Africa ☐ Client - S. America
☐ Parent - Asia ☐ Parent - Africa ☐ Parent - S. America

Risk Evaluation Not Conducted: Tested as part of Screening Panel:
☐ CT/GC ☐ Hep B ☐ Hep C ☐ HIV ☐ Syphilis
☐ TB

SAVE   CANCEL

19

Quick Steps For Linking An Existing Profile To An Interview Record

1. After the risks have been entered, click on the "Interview Tab". This will take you to the main interview page.
2. Click on the "Link Profile" button. This will open a search screen.
3. Search for the partner in the with the search categories. For quick steps on how to search for a patient refer to page 5.
4. If the partner is found via search, click on the blue "Profile ID" number to open that profile.

Add Marginal Profile   **Add Internet Profile**

Profile ID	Last Name	First Name	Other Name	Gender	DOB / Age	City	County	Race
63156	BOOP	BETTY		Female	01/01/1949	Cheyenne	Laramie	White

5. Once the profile opens, verify the partner information.
6. If this is the correct partner, click on the "Link this Profile" button located at both the top and bottom of the profile (green box). This will open a window that will allow you to define the partners relationship to the patient.

Link this Profile   CANCEL

Name		
Last Name	BOOP	**Middle Name**
First Name	BETTY	**Prefix**
Other Name		**Suffix**

Relationship Section:

7. In the "Relationship type" field, select from the dropdown what type of partner this is (orange box).
8. In the "Contact Type" field, select the best fitting type of contact from the drop down (pink box).
9. Fill out as much information in this section as you can, then click the "Save" button, located at both the top and bottom of the screen (circled in red). This will bring up a window showing you the partner information, and all other partners linked to the interview.
   Repeat these steps and add as many partners as you need to

SAVE CANCEL

Linked To

Name	BOOP, BETTY	**Profile ID**	63156
Date Of Birth	1/1/1949	**Gender**	F

Relationship

Required Entries*:

Relationship Type* -Select-   ▼   **Contact Type*** -Select-   ▼

First Exposure Date (mm/dd/yyyy) [   ]   **Last Exposure Date (mm/dd/yyyy)** [   ]

Frequency [   ] time(s) a -Select- ▼   **Date Notified Of HIV Exposure (mm/dd/yyyy)** [   ]

HIV Proposed Notification Plan -Select-   ▼   **HIV Actual Notification Plan** -Select-   ▼

SAVE CANCEL

Quick Steps For Building a Partner Profile

1. After the risks have been entered, click on the "Interview Tab". This will take you to the main interview page.
2. Click on the "Link Profile" button. This will open a search screen.
3. Search for the partner in the with the search categories. For quick steps on how to search for a patient refer to page 5.
4. If the partner is not found via search, click on the "Add New Profile" button (blue box).

5. Enter the patient's information into the empty profile. The fields in black are required fields.

   Please see notes regarding the correct way to enter patient information on page 10 of the PRISM Manual

6. Click the "Save" button (circled in blue). This will take you to a profile page.

7. Click on the "Link this Profile" button, located at both the top and bottom of the screen (circled in red). This will take you to a screen where you will define the patient relationship.

Relationship Section:

1. In the "Relationship type" field, select from the dropdown what type of partner this is (orange box).
2. In the "Contact Type" field, select the best fitting type of contact from the drop down (pink box).
3. Fill out as much information in this section as you can, then click the "Save" button, located at both the top and bottom of the screen (circled in red). This will bring up a window showing you the partner information, and all other partners linked to the interview.
   You can repeat these steps and add as many partners as you need to

SAVE   CANCEL

Linked To

Name	CULLEN, BELLA	**Profile ID**	63168
Date Of Birth	2/1/1989	**Gender**	F

Relationship

Required Entries*:

Relationship Type*	-Select- ▼	**Contact Type***	-Select- ▼
First Exposure Date (mm/dd/yyyy)		**Last Exposure Date (mm/dd/yyyy)**	
Frequency	☐ time(s) a -Select- ▼	**Date Notified Of HIV Exposure (mm/dd/yyyy)**	
HIV Proposed Notification Plan	-Select- ▼	**HIV Actual Notification Plan**	-Select- ▼

SAVE   CANCEL

Quick Steps for Entering a Negative HIV Rapid

1. Search for the patient in the search page. If you need a refresher for how to search see the search quick steps on page 5.
2. If the patient is found via search click on the patient ID number and verify their information. Skip to step 6.
3. If the patient is NOT found via search, click the "Add New Profile" button.
4. Enter the patient information in the profile including:
   o LAST NAME
   o FIRST NAME
   o CITY
   o STATE
   o COUNTY
   o ZIP CODE
   o DOB
   o BIRTH GENDER
   o RACE
   o ETHNICITY

   In the case of an anonymous entry enter the following:

   o LAST NAME LISTED AS "ANONYMOUS"
   o FIRST NAME LISTED AS THE COUNTY IN WHICH TESTING IS BEING PERFOMED
   o CITY
   o STATE
   o COUNTY
   o AGE or DOB
   o BIRTH GENDER
   o RACE
   o ETHNICITY

Note: WDH Voucher Program – If you are entering an HIV test on a patient that tested positive for chlamydia, gonorrhea, syphilis, hepatitis, or HIV, it is required that you enter all information pertaining to this patient in one profile. You may not enter HIV results in an anonymous profile.

If you have additional questions about vouchers, please refer to the CDU Voucher Program Guidance.

5. Click the "Save" button located at both the bottom and top of the page.

Adding the Field Record:

6. Click on the "Episodes" tab at the top of the page (circled in blue).
7. Click on the "Add New Field Record" button (circled in red).

Disease Section:

8. In the "Disease" field choose "900-HIV" from the dropdown menu (green box).
9. In the "Referral Basis" field choose the reason that the patient is in for the HIV test (yellow box).

Disposition Section:

10. In the Disposition code choose either a "3 – Negative" or "6 – Not Previously Tested, New Negative" (blue box).
11. In the Disposition Entity choose the county that your clinic is in from the dropdown list (pink box).

HIV Section:

12. In the "Permit DIS HIV/AIDS Follow-Up" field, choose "No" from the dropdown menu.
13. If the patient has symptoms review steps 14-18, if the patient is asymptomatic, skip steps 14-18.

Symptoms Section:

14. If the patient is reporting symptoms, select the symptom from the dropdown menu in the "Symptom" field (brown box).

15. Enter the onset date of the reported symptoms in the "Onset Date (mm/dd/yyyy)" field (gray box).
16. Enter the Duration of the symptoms in the "Duration field" (orange box).
17. Click the "Add Symptoms" button (black box).
18. Repeat steps 14-17 for each symptom.

Client Status Section:

19. In the "Results Provided to Client" Field, choose "Yes" or "No" from the dropdown menu, dependent on whether or not you gave the patient results.

Provider/Treatment Section:

20. "Provider County" will be automatically selected based on the county the patient lives in. If this is different from the county that your clinic is in, select the county that your clinic is from the dropdown menu and click the "Fill Provider List" button (purple box).
21. In the "Provider Type" field, select "01 – HIV Counseling and Testing Site", from the dropdown (green box), then click the "Fill Provider List" button.
22. In the "Test/Treatment Provider Name" field, select the name of your clinic, or individual provider, from the drop down menu (orange box).
23. Under the "Provider Exam Date (mm/dd/yyyy)" enter the date that the test was performed (blue box).
24. Click on the "Add Provider/Treatment" button (pink box).

25. You can add any notes that pertain to the field record in the "Notes" section.
26. Click the "Update" button located at both the top and bottom of the page.

The following image is shows all of the required fields in the field record as a whole and where the "Save" buttons are located (circled in red)

SAVE | CANCEL

Required Entries*:

Disease*	900 - HIV ▼	**Initiating Area***	HQ ▼
Referral Basis*	-Select- ▼ *	**Imported**	Not an imported case ▼
Interview Only FR?	-Select- ▼	**Notifiability**	-Select- ▼
Location Method	-Select- ▼		

Entering one field in this block requires entry for all fields in this block:

Disposition Code	-Select- ▼	**Disposition Date**	
Disposition Entity	-Select- ▼	**Dispositioned By**	

Insurance Scanned ☐   **Outbreak** -Select- ▼

HIV

Permit DIS HIV/AIDS Follow-Up -Select- ▼

Symptoms

Symptoms	-Select- ▼	**Onset Date (mm/dd/yyyy)**	
Duration	___ -Select- ▼		

Add Symptoms   Clear

Client Status

Results Provided to Client* No ▼

Provider / Treatment

Provider County [1]	Laramie ▼	**Provider Type** [1]	01 - HIV Counseling and Testing Site ▼

[1] **Optional Fields: Choose Provider County and/or Provider Type, to limit Provider Name list.**

Fill Provider List

Test/Treatment Provider Name	-Select- ▼
Provider Exam Date (mm/dd/yyyy)	_____ **Date Treated (mm/dd/yyyy)** _____
Treatment*	-Select- ▼

***If you enter a Treatment, you must enter a Provider Name and Date Treated.**

Add Provider/Treatment   Clear

Travel History	
Venue	
GISP ☐	**Internet Outcome** -Select- ▼

Notes - Add

SAVE | CANCEL

29

Adding an Interview to the negative HIV

27. Click on the "Add Interview" button at the top of the field record (purple box).

Profile	Episodes	Linked Profiles	Field Record
History	Labs		

Add Interview   EDIT   CANCEL

Main section:

28. Select the type of interview from the "Interview Type" dropdown (green box). This will by default be "Original".
29. Select your clinic from the "First Interviewed By" dropdown menu (purple box).
30. Enter the date of the interview in the "First Date Interviewed (mm/dd/yyyy)" field (yellow box).
31. Fill out any other fields as you have the information.
32. Click on the small check box next to "HIV Section" (red box). This will expand the HIV section.

SAVE   CANCEL

Required Entries*:

Interview Type*	Original	**First Date Interviewed (mm/dd/yyyy)***
First Interviewed By*	-Select-	
Re-Interviewed By	-Select-	**Date Re-Interviewed (mm/dd/yyyy)**
Interview Period	-Select-	**Referral Service** -Select-
# of Sex Partners		**# of Needle Partners**
# of Sex & Needle Partners		

HIV Section ☐

HIV Section:

33. In the "HIV Test" field, select "Yes" from the dropdown (blue box).
34. In the "HIV Self-Reported Status" field, choose from the dropdown menu as what status the patient identifies as when it comes to HIV (green box).
35. In the "HIV Confirmed Status" field, choose from the dropdown menu the result of the HIV test (purple box).
36. In the "Rapid Test Counseling" field, choose from the dropdown if the patient received counseling for their HIV test (pink box).
37. In the "Provider Type" field, select "01 – HIV Counseling and Testing Site", from the dropdown (red box), then click the "Fill Provider List" button.

38. Enter the date of the counseling in the "Rapid Test Counseling Date" field.
39. Select your clinic or individual provider name from the "Rapid Test Counseling Provider" dropdown menu (orange box). If your clinic is in a different county than is selected in the "Provider County", select the county your clinic is in from the dropdown menu and then click the "Fill Provider List" button.
40. In the "Previous Test" field, select from the drop down if the patient has had a previous HIV test, or if this is unknown (grey box).
41. In the "Previous Test Result" field, select from the dropdown the result of the previous test, or if this is unknown (black box).
42. If the patient has had a previous test, enter the date of the test in the "Previous Test Result Date" field (brown box). If this is unknown or if the patient did not receive a test, leave this blank.
43. Fill out any other information pertaining to the interview in the option fields, if you have the information.
44. Once you have filled out this portion of the interview, click the "Save" button located at both the top and bottom of the screen.

The following image is shows the interview section, the required fields in the interview record and where the "Save" buttons are located (circled in red).

Adding Risks to the Negative HIV Interview

45. Once the interview is saved click on the Interview Tab (green box).

46. Under the Interview tab click on the "Risks for this Interview" option (purple box).
47. Click on the "Add Risk(s)" button (orange box). This will open up the risks that you can add to the interview.

48. In the risk sheet, check all of the risks that the patient has identified.
49. Once you have selected all applicable risks, click the "Save" button at both the top and bottom of the screen. This will show you a screen that shows which risks you identified with your patient.

**You do NOT need to fill all of these risks out. Just the ones the patient identifies. **

The following image is shows the risks section, and where the "Save" buttons are located (circled in red).

50. Click on the Interview Tab again to be taken to the interview screen.

Profile	Episodes	Linked Profiles	Field Record	Interview
History	Episodes attached to this Interview	Profiles Linked to this Interview	Risks for this Interview	

51. Click the "TASK COMPLETED (Move to Supervisor)" button at the bottom of the screen and it will be moved to headquarters for closure.
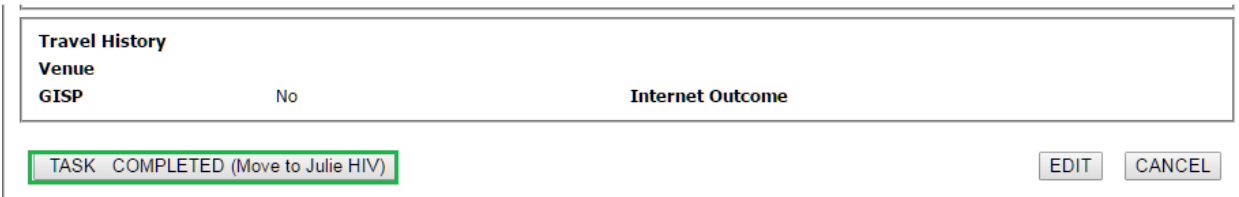

HIV Medical Care Information

Referred to Medical Care
Attend First Appointment

TASK COMPLETED (Move to Supervisor)   EDIT   CANCEL

52. Click on the Field Record Tab (blue box).

| Profile	Episodes	Linked Profiles	Field Record
History	Interview	Labs	

53. Click on the "TASK COMPELTED (Move to Julie HIV)" button at the bottom of the screen and it will be moved to headquarters for closure.

Travel History
Venue
GISP   No   **Internet Outcome**

TASK   COMPLETED (Move to Julie HIV)   EDIT   CANCEL

Quick Steps for Editing a Maternal Record

In the field record, when you choose "Yes" in the field labeled "Pregnant" a maternal record is created by the system.

1. Click on the "Episodes" Tab (purple box).

Profile	Episodes	Linked Profiles
All Labs		
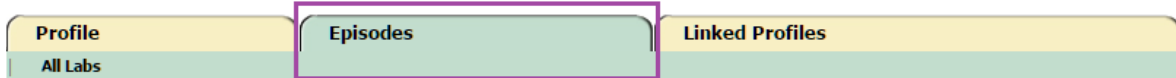
2. Click on the "Date Initiated" for the "Maternal Record" to open it (red box).

Maternal / Congenital

Date Initiated	Record Type	Disease	Due Date	Status	Date Closed
1/10/2017	Maternal	Hepatitis C	1/31/2017	Alive	

3. Click on the "Edit" button at the top of the maternal record.
4. Enter the due date in the "Estimated Date of Confinement" field (orange box).
5. Fill in any other information that is available for the maternal record.
6. Click the "Update" button, located at both the top and bottom of the Maternal Record.

7. In the Questions and Answers section, PRISM will populate the disease based on the disease indicated in the field record. Click the "click to populate Disease questions and answers" button. This will expand into a questionnaire regarding treatment and testing for both during and after the pregnancy.