Mental Health eScreening (MHE) Healthcare System Technical Administrators' training lesson plan (approx. 1 hour)

Note: HSTAs should also attend the Clinicians and Assistants training sessions.
Materials:
- MHE Triple-i HSTA training slide deck
- MHE HSTA Manual
- MHE application for demonstration of the software, including:
  - HSTA user and password to log in
  - 1 test clinician user

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Introduction
1. Show HSTA PPT slides 1 – 5: Welcome screen and introduce MHE.
2. Tell where the training slides and videos are located in the VA system. Also make sure that students know where to locate the HSTA and the Clinicians and Assistants' Training Manuals.
3. Show Research Pilot screens and continue introduction to pilot conclusions.

MHE system overview
Show HSTA PPT slides 7 - 13 and present the system overview.

HSTA tasks and permissions
Show HSTA PPT slides 14 – 19 (Explain the two types of creating assessments - Editors' tab versus Create Battery tab; mention that as an HSTA you may be asked to create assessments from the clinician role in the event of a staff shortage.)

MHE interface demo
Managing your users
1. Show the staff access page; log in using an HSTA role. Click the Users tab and demonstrate filling in the fields and adding a user.
2. Use the test clinician user to demonstrate editing a user and changing a user's password.

System configuration
1. Demonstrate importing data from this tab.
2. Demonstrate alert management.

Customizing MHE for your site
Show the Editors' tab and click Edit Battery.
1. Demonstrate editing the Assessment Welcome screen (alternately, step through HSTA PPT slides 31 – 39).
2. Log in as a Veteran and show the edited Assessment Welcome screen.

Editing forms and templates

1. Show the Editors' tab and demonstrate editing the Basic Demographics module.
2. Demonstrate moving sections.
3. Show the schematic on HSTA PPT slide 63 and discuss rules.

Troubleshooting

Present HSTA PPT slides 70 – 74.

Getting Help

Present HSTA PPT slide 76.

Call for Questions.

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