

MENTAL HEALTH LIBERIA User Documentation

1. Client

1.1 Prerequisite:

- Before installing, please make sure you have JRE (Java Runtime Environment) installed on target system. This can be downloaded from <http://www.oracle.com>.

1.2 Installing:

- Execute the installer and follow its instructions. Make sure you have the administrative rights on target system before attempting to install the program.

1.3 Main Screen:

- The form has multiple parts – you can navigate to different parts of the form by clicking the appropriate tab, highlighted by the red circle.

1.4 Basic Information:

The screenshot shows a web application window titled "Mental Health Liberia Patient Encounter Application". It has a menu bar with "File" and "Help". Below the menu bar is a tabbed interface with six tabs: "Basic Information", "Patient Demographics", "Symptoms and Functioning", "Treatment", "Discharge", and "Diagnosis". The "Basic Information" tab is active. The form contains several fields and a button:

- Date of Service (mm/dd/yyyy)**: A text input field.
- Clinician ID**: A text input field.
- Location of Service (clinic/hospital name)**: A text input field.
- Clinician Training Level**: A dropdown menu with options: "No formal training", "Community health worker training", "Physician's assistant training", "General nursing training", "Psychiatric nurse training", and "Other".
- Reason for Visit**: Radio buttons for "Seeking mental health care" and "Other".
- Patient ID**: A text input field with the value "Not generated".
- Generate Patient ID**: A button.
- Referral Source**: A dropdown menu with options: "Clinician", "Messages (radio, etc)", and "Other".

- Date of Service: Input the date of service in "mm/dd/yyyy" form. For example, if the date of service was May 10th 2011, then input "05/10/2011".
- Clinician ID: Input clinician ID number here.
- Location of Service: Input the name of clinic/hospital.
- Reason for Visit: Select the appropriate option by clicking on one of the options.
- Clinician Training Level: Select the appropriate option by clicking on one of the options.
- Referral Source: Select the appropriate option by clicking on one of the options.

1.4.1 Generating Patient ID:

- The basic information section of the form has the option to automatically generate non-identifying, unique patient ID based on patient information. Please note that program does not save any information inputted during this process.

- To start generating patient ID, click “Generate Patient ID” button.

Mental Health Liberia Patient Encounter Application

File Help

Basic Information Patient Demographics Symptoms and Functioning Treatment Discharge Diagnosis

Basic Information

Date of Service (mm/dd/yyyy) *Clinician ID*

Location of Service (clinic/hospital name) *Clinician Training Level*

Reason for Visit

☐ Seeking mental health care

☐ Other

Patient ID *Referral Source*

Not generated

Generate Patient ID

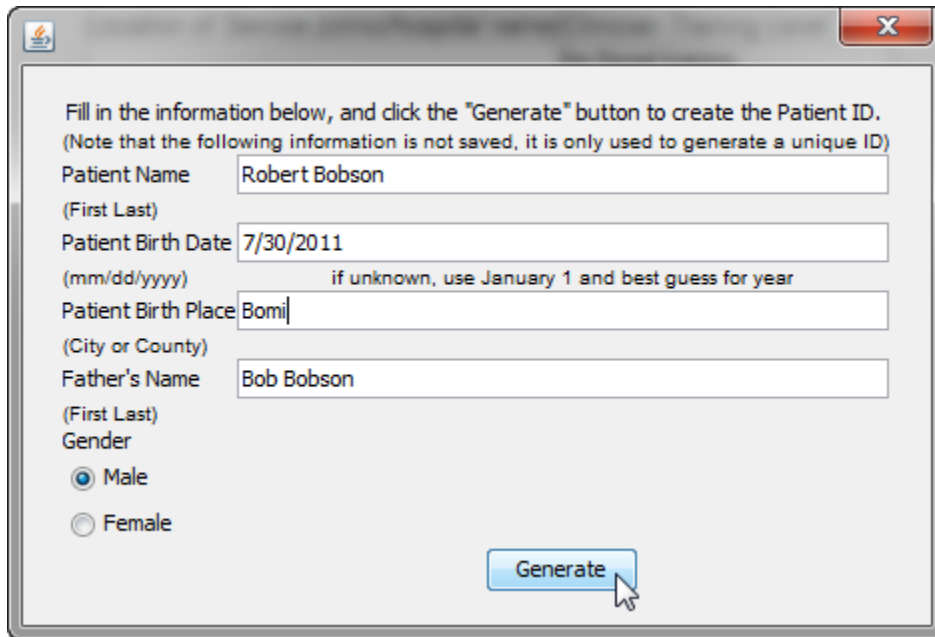
Clinician

Messages (radio, etc)

Other

Click

- Clicking the button will display this screen.



A screenshot of a web-based form titled "Patient ID Generation". The form is enclosed in a window with a standard OS-style title bar and a close button (X) in the top right corner. The form contains the following fields and instructions:

- Instruction: "Fill in the information below, and click the 'Generate' button to create the Patient ID. (Note that the following information is not saved, it is only used to generate a unique ID)"
- Field: "Patient Name" with the value "Robert Bobson" and a sub-label "(First Last)".
- Field: "Patient Birth Date" with the value "7/30/2011" and a sub-label "(mm/dd/yyyy) if unknown, use January 1 and best guess for year".
- Field: "Patient Birth Place" with the value "Bomi" and a sub-label "(City or County)".
- Field: "Father's Name" with the value "Bob Bobson" and a sub-label "(First Last)".
- Field: "Gender" with two radio buttons: "Male" (selected) and "Female".
- Button: "Generate" at the bottom right, with a mouse cursor hovering over it.

(Note: above picture is for display purpose only; this screenshot may not match your patient's information.)

- Patient Name: Type in the patient's name, in ([First name] [Last name]) format.
- Patient Birth Date: Type in the patient's birth date, in form of (mm/dd/yyyy).
 - It is okay to omit the leading zero if the month is single digit number.
- Patient Birth Place: Type in the patient's birth place.
- Father's Name: Type in the name of the patient's father.
- Gender: Select the patient's gender.

After typing all the information to this form, please click "Generate".

- Program will indicate that patient ID is generated by displaying “Generated” under “Patient ID” section.

Mental Health Liberia Patient Encounter Application

File Help

Basic Information Patient Demographics Symptoms and Functioning Treatment Discharge Diagnosis

Basic Information

Date of Service (mm/dd/yyyy) *Clinician ID*

Location of Service (clinic/hospital name) *Clinician Training Level*

Reason for Visit

☐ Seeking mental health care

☐ Other

Patient ID *Referral Source*

Generated

Generate Patient ID

Clinician

Messages (radio, etc)

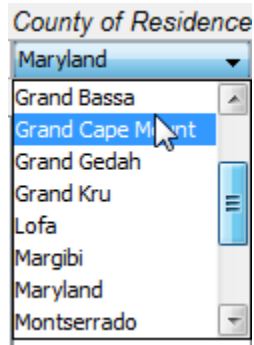
Other

1.5 Patient Demographics:

The screenshot shows a software window titled "Mental Health Liberia Patient Encounter Application". It has a menu bar with "File" and "Help". Below the menu bar are several tabs: "Basic Information", "Patient Demographics" (which is selected), "Symptoms and Functioning", "Treatment", "Discharge", and "Diagnosis". The main content area is titled "Patient Demographics (Enter for First Visit)". It contains several input fields and dropdown menus:

- Age (years)**: A text input field.
- County of Residence**: A dropdown menu currently showing "Maryland".
- Distance Traveled to Clinic/Hospital (km)**: A text input field.
- Employment Status**: A list with two options: "Not working" and "Working".
- Marital Status**: A list with four options: "Single, never married", "Married", "Divorced", and "Widowed".
- Education (Select highest completed)**: A list with five options: "No formal education", "Grade (primary) school", "High school", "Some university", and "University".

- Age: Type in the patient's age in years.
- County of Residence: Select the patient's county of residence.



- When the field is clicked, it will display a "drop-down menu", where the user can scroll up or down and find the appropriate options.
- Distance Traveled to Clinic/Hospital: Type in the appropriate distance the patient has travelled to get to the clinic/hospital in kilometers, rounded to a whole number.
- Employment status: Click the appropriate option that reflects the employment status of the patient.
- Marital status: Click the appropriate option that reflects the marital status of the patient.
- Education: Click the appropriate option that reflects the highest education completed by the patient.

1.6 Symptoms and Functioning:

The screenshot shows a software window titled "Mental Health Liberia Patient Encounter Application". It has a menu bar with "File" and "Help". Below the menu bar is a tabbed interface with six tabs: "Basic Information", "Patient Demographics", "Symptoms and Functioning" (which is the active tab), "Treatment", "Discharge", and "Diagnosis". The main content area of the "Symptoms and Functioning" tab contains three labels: "PHQ-9 Score", "GAF Score", and "CAGE Score". Below each label is a text input field for recording the patient's score.

PHQ-9 Score	GAF Score	CAGE Score
<input type="text"/>	<input type="text"/>	<input type="text"/>

- PHQ-9 Score: Type in the patient's PHQ-9 score here.
- GAF Score: Type in the patient's GAF score here.
- CAGE Score: Type in the patient's CAGE score here.

1.7 Treatment:

The screenshot shows a web-based application window titled "Mental Health Liberia Patient Encounter Application". The "Treatment" tab is selected, showing various medication and counseling options. The interface is organized into several sections with checkboxes for selection.

Anti-depressant Medication	Anti-psychotic Medication	Sedative/Hypnotic Medication
<input type="checkbox"/> Fluoxetine	<input type="checkbox"/> Haloperidol	<input type="checkbox"/> Clomipramine
<input type="checkbox"/> Escitalopram	<input type="checkbox"/> Haloperidol decanoate injection	<input type="checkbox"/> Clonazepam
<input type="checkbox"/> Sertraline	<input type="checkbox"/> Chlorpromazine	<input type="checkbox"/> Diazepam
<input type="checkbox"/> Amitriptyline	<input type="checkbox"/> Fluphenazine	<input type="checkbox"/> Lorazepam
<input type="checkbox"/> Imipramine	<input type="checkbox"/> Fluphenazine decanoate injection	<input type="checkbox"/> Other
<input type="checkbox"/> Other	<input type="checkbox"/> Risperidone	
	<input type="checkbox"/> Risperidone consta injection	
	<input type="checkbox"/> Other	

Mood Stabilizer Medication	Anti-epileptic Medication	Anti-cholinergic Medication
<input type="checkbox"/> Depakote (valproic acid)	<input type="checkbox"/> Depakote (valproic acid)	<input type="checkbox"/> Trihexyphenidyl
<input type="checkbox"/> Lithium	<input type="checkbox"/> Carbamazepine	<input type="checkbox"/> Other
<input type="checkbox"/> Carbamazepine	<input type="checkbox"/> Phenobarbital	
<input type="checkbox"/> Other	<input type="checkbox"/> Phenytoin	
	<input type="checkbox"/> Other	

Counseling	Individual Counseling (second level choice)	Family Psycho-education (second level choice)
<input type="radio"/> Individual counseling	CBT	Support group
<input type="radio"/> Group counseling	DBT	Other
<input type="radio"/> Family psycho-education	Motivational interviewing	
<input type="radio"/> Family therapy		

- Medication: The form shows medication categories (anti-depressant, anti-psychotic, etc.) and medications under that category. If patient has received any medications, please check the box next to the medication name.
- Counseling: Click the appropriate option that reflects any counseling done to the patient as a part of a treatment.
- Individual counseling: if "Individual Counseling" was chosen from the "Counseling" section, select the type of given counseling.
- Family Psycho-education: if "Family psycho-education" was chosen from the "Counseling" section, select the type of given counseling.

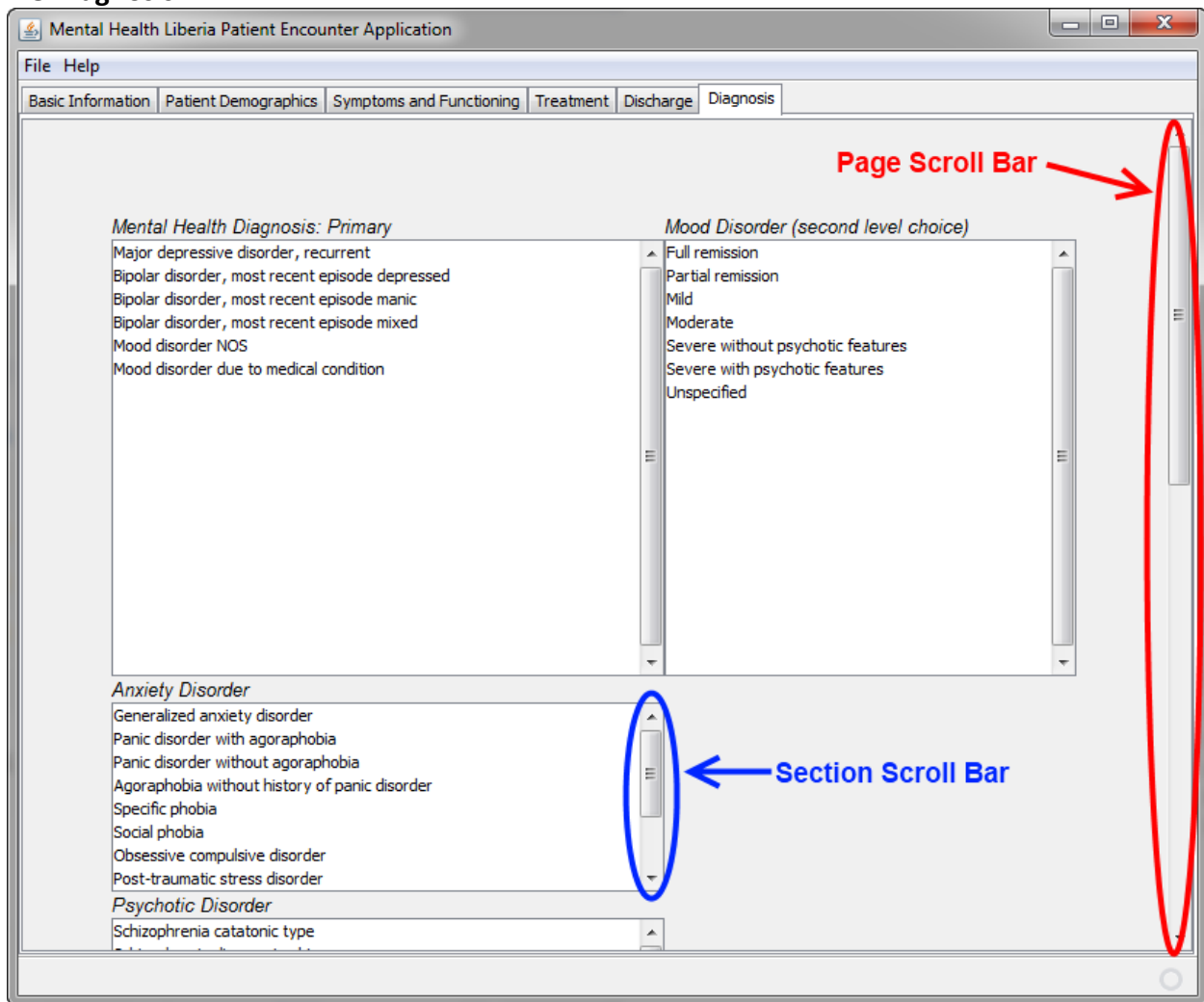
1.8 Discharge:

The screenshot shows a software window titled "Mental Health Liberia Patient Encounter Application". It has a menu bar with "File" and "Help". Below the menu bar is a tabbed interface with tabs for "Basic Information", "Patient Demographics", "Symptoms and Functioning", "Treatment", "Discharge", and "Diagnosis". The "Discharge" tab is currently selected. The main content area of the "Discharge" tab contains four sections:

- Need for Follow-up Care - Medications:** Two radio buttons, "Yes" (selected) and "No".
- Need for Follow-up Care - Counseling:** Two radio buttons, "Yes" and "No".
- Discharge Disposition (Location):** A list box containing the following options: "Home", "Hospital", "Psychiatric facility", "Prison", and "Other".
- Permission to Report Data:** Two radio buttons, "Yes" and "No".

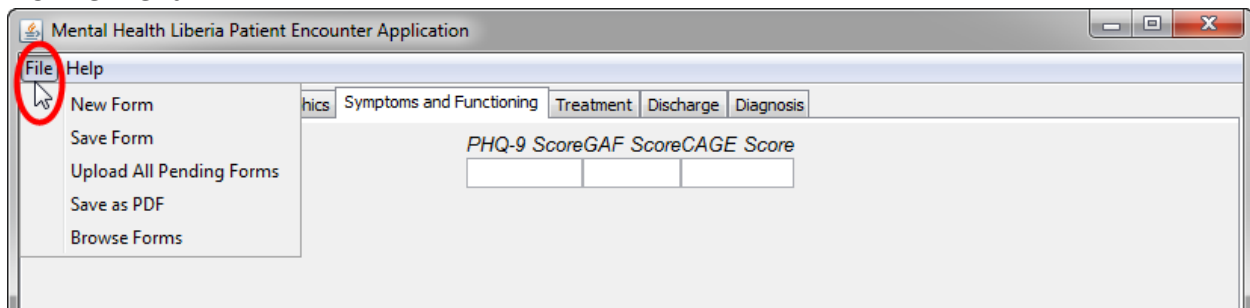
- Need for Follow-up Care - Medications: Select "Yes" if the patient needs follow-up care due to medication reasons. Otherwise, select "No".
- Need for Follow-up Care - Counseling: Select "Yes" if the patient needs follow-up care due to counseling reasons. Otherwise, select "No".
- Discharge Disposition (Location): Select the location patient has discharged to.
- Permission to Report data: Select "Yes" if you'd like to report this patient's data. Otherwise, select "No".

1.8 Diagnosis:



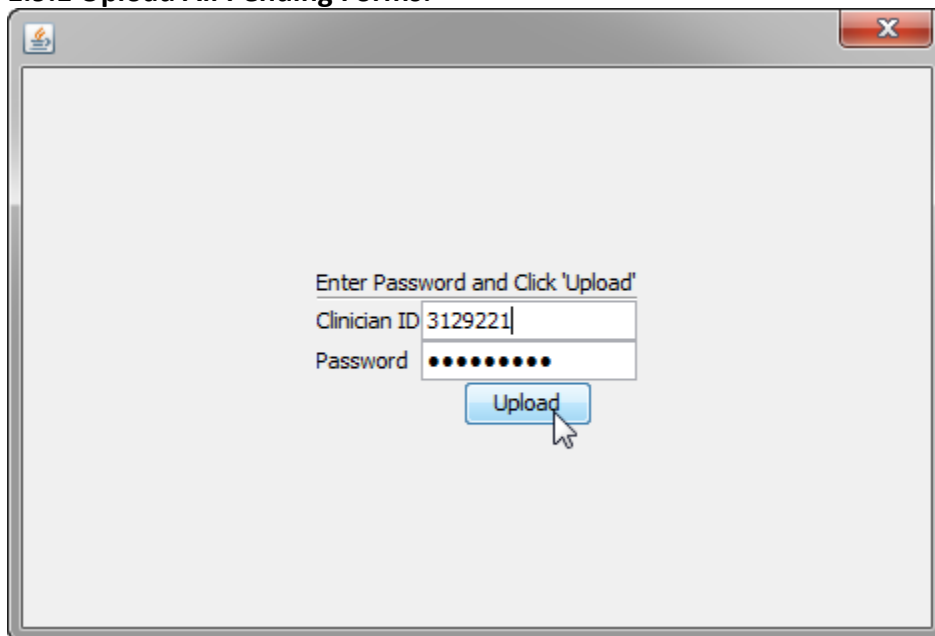
- Select the appropriate diagnosis for the patient here.
- Note that this section has a “page scroll bar”, highlighted in red. You can use this to scroll up or down this page.
- Note that this section has a “section scroll bar”, highlighted in blue. You can use this to scroll up or down a specific section.

1.9 File Menu:



- Click the “File” on upper left section to access the file menu.
- New Form: Discards the current form and start a new form.
- Save Form: Save current form to a local disk.
- Upload All Pending Forms: Uploads all saved forms. See section 1.9.1 for more information.
- Saves as PDF: Saves current form as a .pdf file.
- Browse Forms: Open any saved forms using “Save Form” option.

1.9.1 Upload All Pending Forms:



- Above screen will pop-up after clicking the “Upload All Pending Forms” option.
- Enter the clinician ID number and password, then click “Upload” button to upload any forms saved in local disk.
 - If you have forgotten this information, please contact the administrator.