Chart Reviews – KC Life 360

# BU Tracking System: <https://wwwru.bumc.bu.edu/dcc_etap_trk/default.aspx>

* From the left menu, click on “Reports”
* Choose “Visual Tracking Report”
* Look under columns for “Chart Review” for “DUE”

# Chart Review Tool: Admin/HIV Services/Housing – HIV Services – Programmatic/KC Life 360/Chart Review Tool – May 2019

* From the Visual Tracking Report, record the client’s Study ID number, enrollment date, and timeframe for the chart review (i.e. 6 month, 12 month)
* Back in the BU Tracking System, click on “Home” to see the list of Study IDs and Client Names – use this to fill in the client’s name based on their ID
* Update the header with the enrollment date and the chart review period (6-month timeframe)
* Print document

# SCOUT: Internet Explorer: <https://gateway.nextgen.com>, then on to SCOUT via link

* Using the hints on the Chart Review Tool, navigate through SCOUT to gather as much information as is available

# REDCap: <https://redcap.bumc.bu.edu/>

* Select “SPNS Housing and Employment”
* Choose “Record Status Dashboard” from left menu
* Click on the Participant ID hyperlink
* Under “Data Collection Instrument,” look for “Chart Review Tool” and select the appropriate radio button (i.e. Month12)
* Fill out the form with the information collected from SCOUT
* Choose “Complete” from the drop-down menu in the “Form Status” section
* Click “Save & Exit Form”

# BU Tracking System:

* From the “Home” page, find the client in the list
* Click on “Forms List”
* Select “Scheduling” from the menu
* Find the line for the chart review you completed and put in the date you completed the chart review
* Choose “Complete” from the drop-down menu on that line
* Click “Save” at the bottom of the page
* Note: If you run the Visual Tracking Report again right away, it will not show the chart review as complete for a little while, but will in an hour or so