

# **Electronic Data Collection**

### **Contractor Manual**

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#### **Devices and Chargers**

TotalWellness provides one iPad per contractor. Black faced iPads, in black or navy cases, have wi-fi connectivity only. White faced iPads, in teal green cases, have both cellular and wi-fi connectivity. If black faced iPads are provided at your event, one Verizon Wireless Wi-Fi Hub will also be sent for every eight iPads.

All iPads and Hubs will be sent to the primary contractor and will arrive fully charged. It is the primary contractor's responsibility to make sure all devices remain fully charged for the event. The primary contractor must take all Hub and iPad chargers with to the event in case the devices need to be charged. If possible, we recommend keeping the Hub plugged in during the event. Contractor(s) may use the iPad(s) plugged in or not, depending on outlet availability and battery charge levels.

#### **Contractor Procedures**

Each contractor should keep his or her iPad with them. The iPad should not follow the participant. Always write down the screening values on the results handout first, before entering the results into the iPad data collection system. This will ensure that we have the data to re-enter if necessary.

#### **iPad Updates**

If the iPad prompts for an update prior or during an event, click later. Do NOT update. TotalWellness will take care of all updates.

#### **Hub Activation**

To turn on the Hub hold the power button for three seconds. If you do not have a strong signal, try moving the Hub around the room to find the best cell signal. Once a strong signal has been found, the iPad(s) can be connected to the Hub. The iPads should already have the Hub password stored. If needed, you can find the password by clicking the button on the front of the Hub until you reach the second page where the SSID and password are located.

#### Verizon Wireless Wifi Hub



#### Turning your Hub On/Off

1. Connect your Hub to a wall adapter with a USB-C cable and plug the wall adapter to the wall outlet. 2. To turn your Hub on, press and hold the Power Button.

- The Power Button is the rectangular button on the front of the Hub.
- 3. To turn it off, press and hold the Power Button until you see the screen turn off.

You may see one or more of the following on your Verizon Wireless Hub LCD display:

LCD Indicator	Description
Yul	Wireless network strength (more bars indicate stronger signal)
((:-	Wi-Fi Available
41111	Battery Strength
⊠1	Message Notification
0	Number of Wi-Fi Users Connected to your W02.
(Press button for more)	Press the Power Button for other menus (i.e. SSID, IMEI).

#### Connecting to your Hub's WiFi

- 1. The home screen should show a "Verizon" symbol.
- 2. By clicking the button on the front of the Hub, you will be able to view the Wi-Fi access network and password to connect your iPads.

\*Note that all TotalWellness iPads should already have the Hub network and password stored.

#### Activating iPads and Collecting Data

1. Upon arrival, turn on the iPad. The power button is located on the top of the iPad.

2. To unlock, press the home button on the bottom of the iPad.



3. White faced iPads should connect to the internet automatically utilizing cellular signal. Black faced iPads will need to be connect to a Hub to access the internet. Connect to the Hub by following the steps below.

a. Click on the Settings Icon



b. Click on Wi-Fi under the Settings list on the left hand side of the screen. Click on the Hub number (i.e. W02\_7638). The coordinator will provide this information.

Settings			Settings	
λ Search	Wi-Fi		Q, Search	Wi-Fi
TotalWellness	MY NETWORKS		TotalWellness	✓ W02_7638
TI iPadThree Apple ID, iCloud, Media & Purchases	TotalWellness Guest	≜ ≈ (1)	iPadThree Apple ID, iCloud, Media & Purchases	MY NETWORKS
	THER NETWORKS			TotalWellness Guest
Airplane Mode		ê ≑ (j)	Airplane Mode	
Wi-Fi Not Connected	W02_7638	• • •	🛜 Wi-Fi W02_7638	OTHER NETWORKS
Bluetooth Off	TotalWellness	ê ≑ 🚺	Bluetooth Off	DIRECT-9C-HP M404dw LJ
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4. Once connected to the Hub, click on the home button on the bottom of the iPad to return to the home screen. Then click on the Well tile at the bottom and a landing page will display in Safari. Click on the Onsite Data Collection Favorite.





5. Select the Screening Onsite Data Collection button from the landing page.

• If the onsite data collection site does not load, open Safari and manually type in: <u>https://data.totalwellnesshealth.com/agency</u> into the address bar.

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	TOTALWELL	
Screening Coordinator	Sign In Event ID Event ID	
Onsite Data Event Collection Summary	Password Password	
	Sign In	
Participant Satisfaction Survey		
I Additional Pages		
© 2024 Total/Wellness. All Rights Reserved. 9320 H Court, Ornaha, NE 68127   402.964.6	0542	
0		0

6. Use the following login credentials:

- Event ID = Event ID #
- Password = Password provided by Coordinator & listed on your worksheet under Onsite Data Collection.
- NOTE: Passwords are case sensitive.

Sign In		
Event ID		
71994		
Password		
••••••		
Sign In		

7. After you have logged into the data collection system, you will be brought to the main search screen. This screen allows you to search for participants.

Company Onsite Data Collection Training Completed Screenings 2	Location Training Incomplete Screenings 0	Event 71994	
Search for Employee			
Employee Last Name			
Employee Last Name			
Unique ID			
Unique ID			
Date of Birth (MM/DD/YYYY)			
Date of Birth (MM/DD/YYYY)			

8. The majority of individuals from the company will be loaded into the data collection system using a company provided eligibility file. As participants arrive, use the search field(s) to find each individual's profile. Search by Date of Birth (mm/dd/yyyy) first. If you don't find the participant, you can search by Employee Last Name or Unique ID.

You only need to enter search criteria into one of the fields, you do not have to complete all of the fields prior to searching for a participant. If the participant is found go to Step 9. If the participant is not found, go to Step 10.

9. Select the correct participant from the search screen and verify the individual by Legal Last Name, Legal First Name, and Date of Birth. If this is the correct participant click on "Enter Readings" next to their name and then skip to Step 11.

- Legal name from company provided eligibility file (i.e. James instead of Jimmy)
- You can view the participant's Unique ID by tapping on the XXXXXXX under Unique ID

Search Add Nev	v Employee		
Employee Name	Unique ID (Click to View)	Date of Birth	
Smith Jane	X00000000X	1/1/1990	Enter Readings

10. If you are unable to locate the individual, you can enter the employee by clicking on the "Add New Employee" button. Enter the employee's information and click the "Save" button. If the employee does not know their Unique ID, you can create one by using the employees initials and Date of Birth (i.e. JD01012020).

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TOTALWELLNESS			Sign Out	
Contractor Data Entry				
Company Onsite Data Collection Training Completed Screenings 2	Location Training Incomplete Screenings 0	Event 71994		
Search for Employee				
Employee Last Name				
Employee Last Name				
Unique ID				
Unique ID				
Date of Birth (MM/DD/YYYY)				
Date of Birth (MM/DD/YYYY)				
Search Add New Employee				
				1

Js12345	
312343	
First Name *	
Jane	
Last Name *	
Smith	
Email Address	
Date of Birth *	
Jan 1, 1990	
Address Line 1	
123 Main Street	
Address Line 2	
City Omaha	
Omaha	
State	
Nebraska	
Postal Code	
68127	
Sex at Birth Male O Female Prefer not to disclose	

11. Have the participant read the participant consent, answer the questions, and sign the agreement. To sign the agreement, have the participant use their finger to sign in the signature box. Then click Sign Agreement. This will take you back to the Search screen. You can now search for the next participant or continue to step 12 to proceed with the screening process.

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	ê data	.totalwelinesshealth.com	C C + C	UMM Notice and Authorization. voluntary program administered a Act ("OldA"). Screening results in Notice and Authorization be provide by GNA and other applicable has contracted service provides, for not be sold. Additionally, in will no out activities related to the wellin Information as a condition of part Your GNA protected information	is data tatalomismismit nom mis sciencenis pis parto i me apoinsoring company si scicarding to federal nues, including the Genetic II observation and the science of the science of the def prior to screening participation. GNA protect list risks and to offer you other wellbes scivics. Your GNA protectes issummy on well be factore papers of provide you with events. Your GNA to be exclusinged or transferred, except to the ex- ticipation in the wellbes program or as a condition to only the disclosed to the sponsore grompany.	formation Nondiscrimi A requires that this GI de information is used The wellness program prmation, except as pe d to you and to any ap , protected informatio ent required by law to onfidentiality of this of receiving any incer
Employee Scr	eening Ir	nformation		disclose your specific identity. Release. Except for claims that an	rise under the HIPAA Privacy rules or the Employer	Retirement Income S
Employee Information				Act ("ERISA"), I hereby release an	nd forever discharge for myself, my heirs, executo s, owners and representatives, as well as the com	s, administrators and
Employee Information				and their agents, representatives,	, employees, successors, assignees, governing bod	es, and advisory commi
Name JANE SMITH	Age 35	DOB 01/01/1990	Unique ID XXXXXXXXXXXX	from any and all claims, demands biometric screening program.	actions, and causes of action, which may result t	rom participation in th
				Have you fasted for at least 9 ho	ours?	
Participant Consent & Relea	ise Form			Select		
		e purpose of this screening is to eval		Have you used tobarco/olcotine	products (including vaping) within the past 90 d	2057
		in this biometric screening provider rstand that my participation is comp		·· Select ··	products (including repring) means the past you	ays.
		impact on my employment. I accep screening. I have had the opportuni				
Privacy Practices Notice to m			ty to read and consider the Tw	Are you currently pregnant?		
Blood Test. I hereby consent	to the drawing of	f a blood sample for the purpose of	measuring my total cholesterol,	Select		
HDL cholesterol, LDL cholest for these tests.	erol, Triglycerides	s and/or glucose levels and authoriz	e TW to obtain blood from me	Signature		
might be rendered in a non-p blood tests or other body me replace normal health care.	average of the setting of the settin	services, including health education urther understand that this biometr eant to be educational and is not mi accept that it is my responsibility, n eening, to initiate a follow-up exan i treatment.	ic screening, including any sant to diagnose illness or ot the responsibility of TW or			
to, my name, my unique ID, Information may be transmit company. My Personal Inform management services to me. provider, TW may deliver my services for me. In order to c name/unique ID to the spons eligible for the incentive. I u	my date of birth, i ted by TW to anot nation may be use. In the event that Personal Informa listribute any ince oring company or nderstand that the	sonal identifiable information abox and my screening results (my "Perss there contracted service provider II r d by TW or another contracted serv services provider I in or services provided by TW are transit tion to the successor provider I in or netwes, TW or another contracted si its designated representative to no le information collected and enteree FodEx, etc.). In addition to any Per	nal Information"). My Personal equested by the sponsoring ice provider to provide health ioned to another service fer to maintain a continuity of rvvice provider may provide my ify them of the fact that I am ionto this form may be	Cear Continue Cancel		
		0			0	

12. The individual who signed the consent is now in the participant Incomplete Screenings que. Click on the number in the Incomplete Screenings que to bring up the list of participants who need screening results entered.



- a. Find the participant in the list and click on their name.
  - i. Participants are listed in the order in which the consent form was signed.

тот	Incomplete Screenings	×	
	Name		ign Out
Contr	ADELMEYER, DENNIS Smith, Jane		
Compa Onsite		Close	
Compl	eted Screenings Incomplete Screenings		

- b. After clicking on the participant name, verify the individual by Legal Last Name, Legal First Name, and Date of Birth, to ensure you are in the correct profile.
  - If you accidentally click on the incorrect participant hit the Cancel button to return to the main search screen



13. Input the participant's screening information into the iPad. All fields are required and either must contain a value or have a radio button checked for the record to be complete. The tool is setup to include all the necessary services ordered per event.

- Fasting, Pregnant, & Tobacco User
  - Answers will automatically populate based on how the participant answered the question on the consent form, you may update if necessary.
- Biometric Fields
  - o Enter whole numbers
    - Exception: HbA1c includes a decimal
    - Exception: Bravo groups require a decimal for height-inches (to the nearest ¼ inch), weight (to the nearest 1/10 of a pound), and waist circumference (to the nearest ¼ inch).
- Refused Buttons
  - If the participant refuses a service, click the refused button underneath the field.
- Unable to Obtain Result Buttons
  - If you attempt a finger-stick twice and do not receive results, check the unable to obtain result button next to each finger-stick value.
- N/A Button
  - If a value displays as N/A, click the N/A button.
- < and > Buttons
  - If a value displays with a < or > symbol, enter the numeric value into the field and also check the corresponding < or > button. For example, if a Total Cholesterol shows as < 100, enter 100 into the field and also check the < button.
- Notes: This field can be used for any notes (i.e. participant wore shoes for weight because of religion, finger-stick was attempted twice with no results).

After entering all of the values, click the "Ready to Confirm" button.

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Employee Informat	tion				
Name Jane Smith	Age 34	DOB 1/1/1990	Unique ID XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX		
	dy to Confirm Cancel				
Fasting Yes		0			
Pregnant					
No		0			
Tobacco User					
No		0			
BP Systolic					
120					
BP Diastolic					
78					
Refused					
Height Ft					
5					
Height In					
4					
○ Refused					
Weight					
125					
O Refused					
BMI					

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0	ii data.totalwelinesshealth.com	
Total Cholesterol		
150		
○ Refused ○ Unable to obtain	n result () < () >	
HDL Cholesterol		
60		
O Refused O Unable to obtain	n result () < () >	
TC/HDL Ratio		
2.5		
LDL Cholesterol		
80		
O Refused O Unable to obtain	n result 🔿 N/A	
Triglycerides 80		
○ Refused ○ Unable to obtain	result () N/A () < () >	
Contractor Initials		
JB		
Notes		
Notes		
Save Interim Ready to Conf	Irm Cancel	

14. Have the participant review their results. If results are incorrect, click Edit Results and update anything that needs updating. After verifying all data is correct, check the box confirming that the participant verbally agrees to the results. Hit the "Post Results" button to submit the data.

Name Jane Smith	Age 34	DOB 1/1/1990	Unique ID X00000000X
Please verify the scre	ening results from tod	ay are entered correctly.	
Scroll down to the bo	tom and sign your full	name to confirm the readings a	ire complete and accurate.
Fasting:	Yes		
Pregnant:	No		
Tobacco User:	No		
Blood Pressure 1	120 / 78		
Height Ft	5		
Height In	4.00		
Weight			
BMI	21.50		
Waist Circumference	28.00		
Glucose	80		
	150		
HDL Cholesterol			
	2.50		
LDL Cholesterol	80		
Triglycerides	80		

15. After posting results, you'll see a results review page. Review and explain the results to the participant.



16. After you've reviewed all results with the participant, click the Continue to Survey button to proceed to the participant satisfaction survey. The Continue to Survey button is available at the top and bottom of the screen.



17. A Participant Satisfaction Survey will appear on the screen. Inform the participant as a final screening step we'd like them to complete a short survey. After completing the survey, the participant can hit "submit" and return the iPad to you.

- Step outside of the screening pod while the participant completes the survey.
- Assure the participant that once they hit "submit" their answers have been stored, but you as the screener cannot see them.
- Participants can decline to complete the survey, but every participant must be asked and provided the opportunity to complete the survey.

4:06 PM Thu Mar 21 *** 🗢 94%	4:07 PM Thu Mar 21	a totalwellnesshealth.com	<del>ବ</del> 94%
□ < > AA	Strongly Disagree		
TOTALWELLNESS	4. I was satisfied with the expl	lanation and consultation of my scree	ning results. *
	⊘ Strongly Agree		
Health Screening Satisfaction Survey	Agree		
	Neutral		
Please tell us about your health screening experience by completing the survey below. Individual responses are kept confidential.	Disagree		
1. I was satisfied with my overall experience. *	Strongly Disagree		
Strongly Agree	5. I would recommend this pro	ogram to others. *	
Agree	⊘ Strongly Agree		
Neutral	Agree		
Disagree	Neutral		
Strongly Disagree	Disagree		
	Strongly Disagree		
2. I was satisfied with the professionalism of the medical team. *			
Strongly Agree	Comments/Feedback		
Agree	Great Job!		
Neutral			
Disagree			
Strongly Disagree			
3. I was satisfied with the knowledge of the medical team. *	Thank you for your valuable time	e and input.	
Strongly Agree		_	
O Agree			
Neutral			
0		0	

18. Upon survey submission, the screen will return to the onsite data collection participant search screen, so you can pull up the next participant.

Company Onsite Data Collection Training Completed Screenings	Location Training Incomplete Screenings	Event 71994	
2	0		
Search for Employee			
Employee Last Name			
Employee Last Name			
Unique ID			
Unique ID			
Date of Birth (MM/DD/YYYY)			
Date of Birth (MM/DD/YYYY)			

19. The system tracks the number of completed screenings. At the end of the event the completed screening count should match the number of participants that were screened. Verify this number against the sign in sheet/roster maintained at the registration station.

Company	Location	Event	
Onsite Data Collection Training	Training	71994	
Completed Screenings	Incomplete Screenings		
3	1		

20. When the event is over, press and hold the power button to turn off the iPad. The power button is located on the top of the iPad.

#### Accessing Participant Satisfaction Surveys Outside of the Screening Onsite Data Collection System

Follow the instructions below for accessing participant satisfaction surveys outside of the onsite data collection system. You may need to do this when:

- A client is not utilizing the results review page.
  - NOTE: Many venipuncture clients do not utilize the results review page.
- The participant satisfaction survey is completed at a separate station.

#### Step 1

Click on the home button and then the Well tile. If you will be completing the surveys at your station after a screening, you'll want to have one tab opened to onsite data collection and one tab opened to the participant satisfaction survey. You'll need to toggle between the tabs to enter data and then have the participant complete the survey.





#### Step 2

Click on the Participant Satisfaction Survey Button.



#### Step 3

Enter in the event details and click submit. You'll only have to enter the details into this page once.



#### Step 4

Inform the participant as a final screening step we'd like them to complete a short survey. After completing the survey, the participant can hit "submit" and return the iPad to you.

- Step outside of the screening pod while the participant completes the survey.
- Assure the participant that once they hit "submit" their answers have been stored, but you as the screener cannot see them.
- Participants can decline to complete the survey, but every participant must be asked and provided the opportunity to complete the survey.

Return to the Onsite Data Collection tab to screen the next participant.

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#### **Frequently Asked Questions**

#### Who do I call if I'm experiencing technical difficulties?

Contact TotalWellness at 402-964-0542 with any technical difficulties.

#### How can I tell if I have a cellular enabled iPad?

Cellular enabled iPads are in teal green cases and have white faces. Cellular enabled iPads will automatically connect to the internet for you. iPads with black faces in black or navy cases must be connected to a Hub or the client's Wi-Fi to access the Onsite Data Collection site.

#### I'm experiencing issues with the Hub, what should I do?

Follow the troubleshooting tips below.

#### I can't find a signal

Move the Hub around the room or into a hallway to find a signal. Try near windows or doors.

#### I can't get the iPad to connect to the Hub

Turn off the Hub and the iPad. Turn the devices back on in the following order: Hub first and then the iPad. If that doesn't work, turn both devices off. Remove the sim card from the Hub and then reinsert. Turn on the Hub and then the iPad.

#### My cellular enabled iPad is not connecting to the internet, what should I do?

Turn the iPad off and back on. If that is not successful, try moving the iPad around to see if you can locate a signal. Try near windows or doors.

## After troubleshooting, I still cannot connect to the internet using the Hub or cellular enabled iPad. What do I do next?

If the above troubleshooting steps do not work, see if the client has Wi-Fi. If they do, connect to the client's Wi-Fi using the steps below.

- Click on the Settings Icon
- Click on Wi-Fi (left hand side of the iPad screen)
- Click on the client's Wi-Fi network
- Enter in the provided password

#### What if the iPads won't connect to either the Hub(s) or the client Wi-Fi network?

Call TotalWellness at 402-964-0542. We will let you know what to do next. As a backup, TotalWellness includes paper consent forms in each event shipment. The paper consent forms are to only be used in an emergency and can only be used after first receiving authorization from TotalWellness.

#### The Onsite Data Collection site is asking for a username, where do I enter the Event ID?

You are likely accessing the incorrect webpage. Make sure you are at <u>https://data.totalwellnesshealth.com/agency</u>. You must include /agency at the end. Type in the address when in doubt to ensure you are pulling up the correct page.

#### The Onsite Data Collection site doesn't seem to be working correctly, what should I do?

Close out of all tabs and re-open the site. You should always only have one tab open for Onsite Data Collection and if applicable, one tab open for the participant satisfaction survey.

#### The participant search is not working, what should I do?

Close all browser tabs and then reopen the site (https://data.totalwellnesshealth.com/agency). The site should only be open in one tab. If you search for a participant and the site indicates "Your search returned 0 results" the participant is not in the system, and you will have to add them by clicking "Add New Employee". If you search for a participant and after waiting do not receive a result of "Your search returned 0 results," close the tab (not the browser) and then open a new tab for the site.

#### How can I ensure that a participant's data saved?

You can verify that values were entered and saved by clicking on the number under "Completed Screenings." If the participant's name is in the list their data has saved. You can verify the data entered by clicking on the participant's name and viewing their results.

If the participant's name is not listed under Completed Screenings, click on the number under Incomplete Screenings and look for the participant's name. Click on the correct name (verify their legal first name, legal last name, and date of birth) and have the participant verify their results. Then click "Post Results" to save the data in the system.

If the participant's name is not under the Completed Screenings or Incomplete Screenings, then their results have not been saved in the data collection system. You must search for the participant and enter in their screening results.

#### How do I edit readings after they have been posted?

On the main search screen click on the number under Completed Screenings, and find the correct participant. Click on the participant's name and verify the individual by legal last name, legal first name, and date of birth. Update the readings and click "Ready to Confirm". Have the participant review their results and update anything that needs updating. After verifying all data is correct, have the participant type their first and last name into the signature box. Hit the "Post Results" button to submit the data. The updated information will now be saved.

#### What should I do if I don't have enough functioning iPads for each contractor to have one?

The Registration station can function without an iPad. Have registration check in participants on the paper roster and then have the participants complete the consent form within their pod.

#### Do contractors need to logout of the application prior to powering the iPad off?

No, the system will automatically logout each contractor.