



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

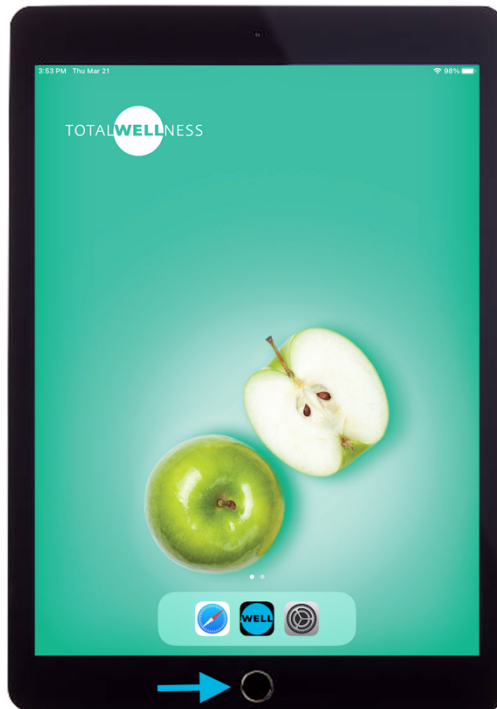
Connecting to your Hub's WiFi

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.

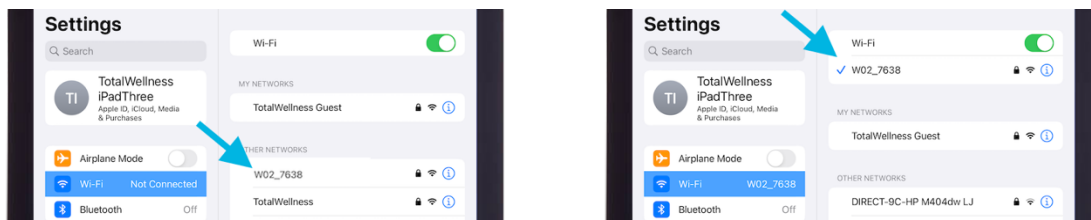


3. White faced iPads should connect to the internet automatically utilizing cellular signal. Black faced iPads will need to be connect to a Hub to access the internet. Connect to the Hub by following the steps below.

- 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.

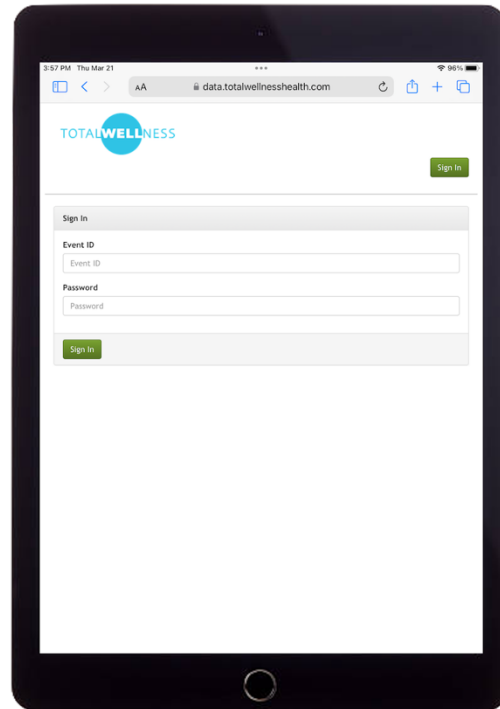
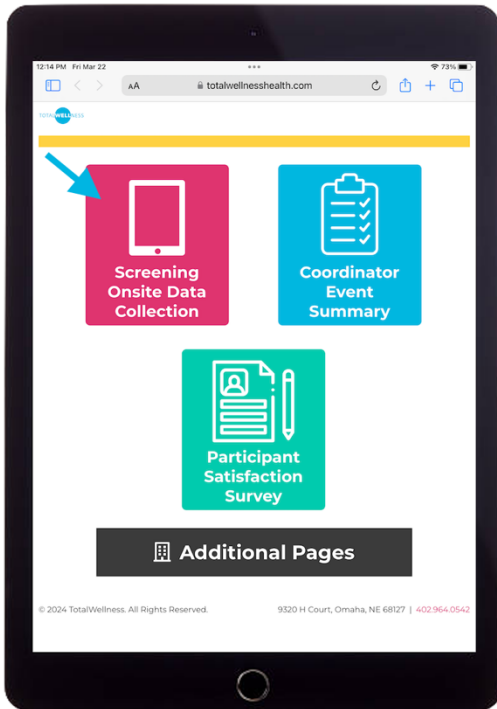


4. Once connected to the Hub, click on the home button on the bottom of the iPad to return to the home screen. Then click on the Well tile at the bottom and a landing page will display in Safari. Click on the Onsite Data Collection Favorite.



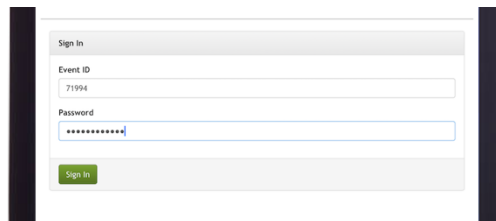
5. Select the Screening Onsite Data Collection button from the landing page.

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



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.



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	Location	Event
Onsite Data Collection Training	Training	71994
Completed Screenings	Incomplete Screenings	
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)

Search Add New Employee

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 XXXXXXXX under Unique ID

Employee Name	Unique ID (Click to View)	Date of Birth	
Smith Jane	XXXXXXXX	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).

Contractor Data Entry

Company	Location	Event
Onsite Data Collection Training	Training	71994
Completed Screenings	Incomplete Screenings	
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)

Search Add New Employee

* denotes required field

Unique ID *
J112345

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

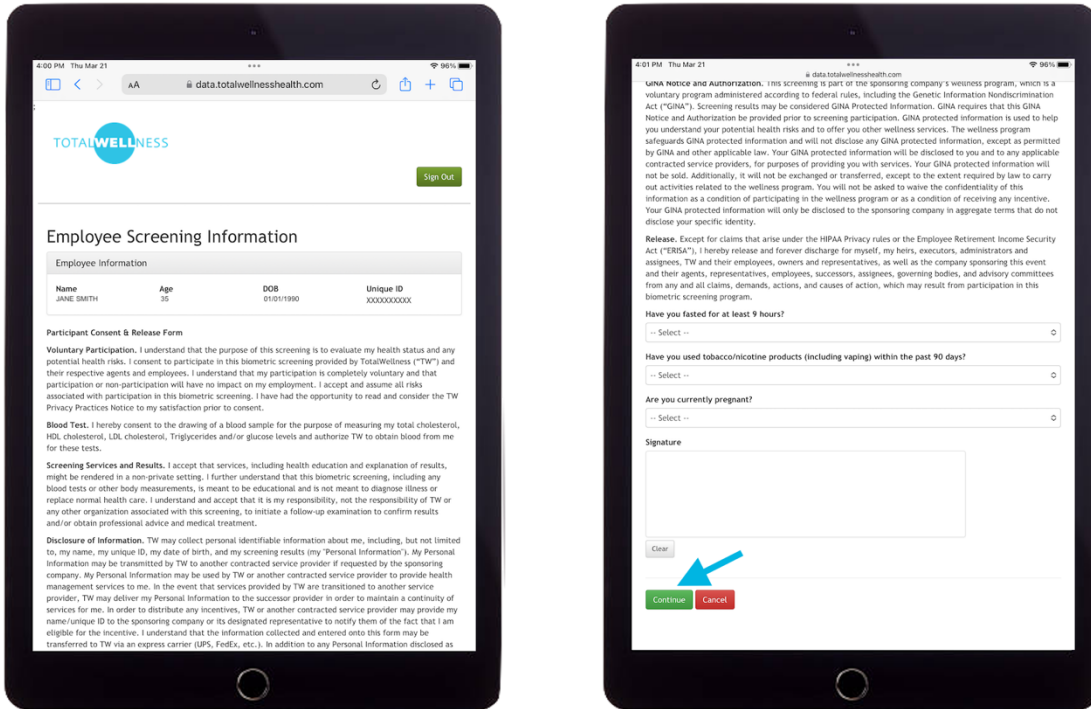
State
Nebraska

Postal Code
68127

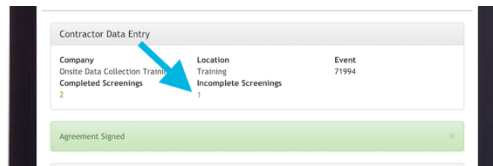
Sex at Birth Male Female Prefer not to disclose

Save Cancel

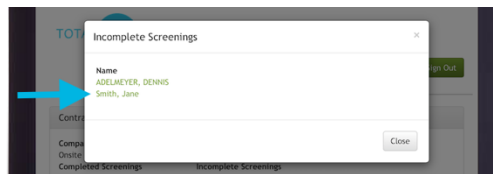
11. Have the participant read the participant consent, answer the questions, and sign the agreement. To sign the agreement, have the participant use their finger to sign in the signature box. Then click Sign Agreement. This will take you back to the Search screen. You can now search for the next participant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



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 was signed.



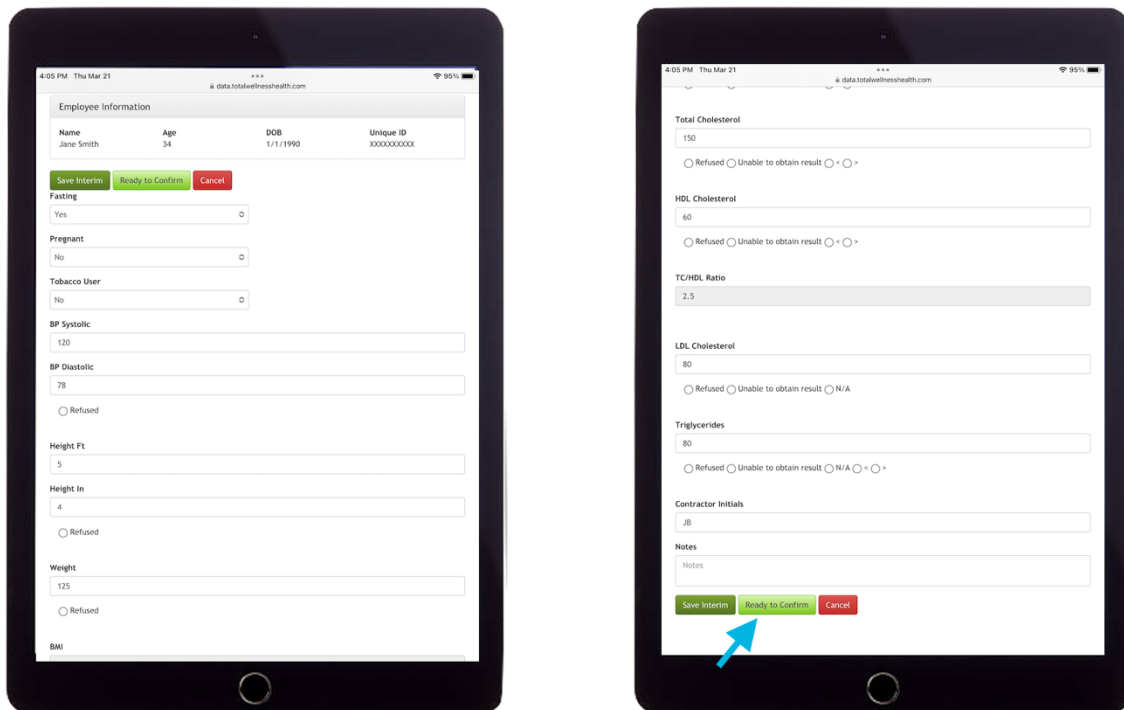
- b. After clicking on the participant name, verify the individual by Legal Last Name, Legal First Name, and Date of Birth, to ensure you are in the correct profile.
 - If you accidentally click on the incorrect participant hit the Cancel button to return to the main search screen



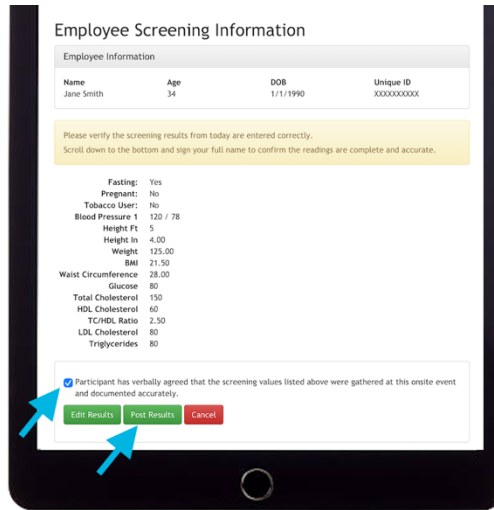
13. Input the participant's screening information into the iPad. All fields are required and either must contain a value or have a radio button checked for the record to be complete. The tool is setup to include all the necessary services ordered per event.

- 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
 - 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).

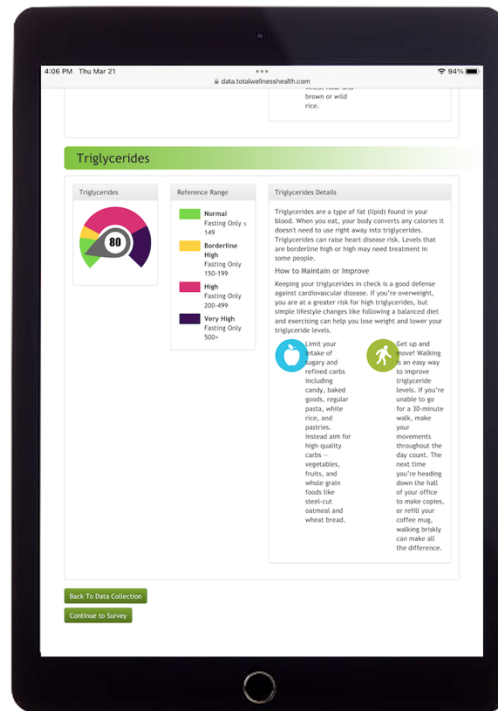
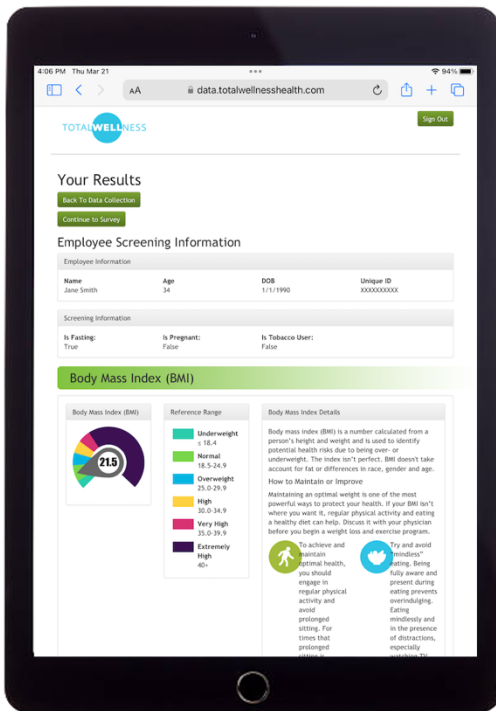
After entering all of the values, click the “Ready to Confirm” button.



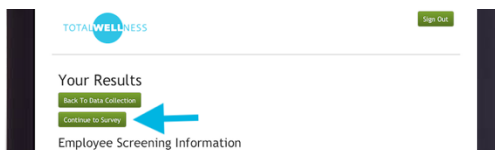
14. Have the participant review their results. If results are incorrect, click Edit Results and update anything that needs updating. After verifying all data is correct, check the box confirming that the participant verbally agrees to the results. Hit the “Post Results” button to submit the data.



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

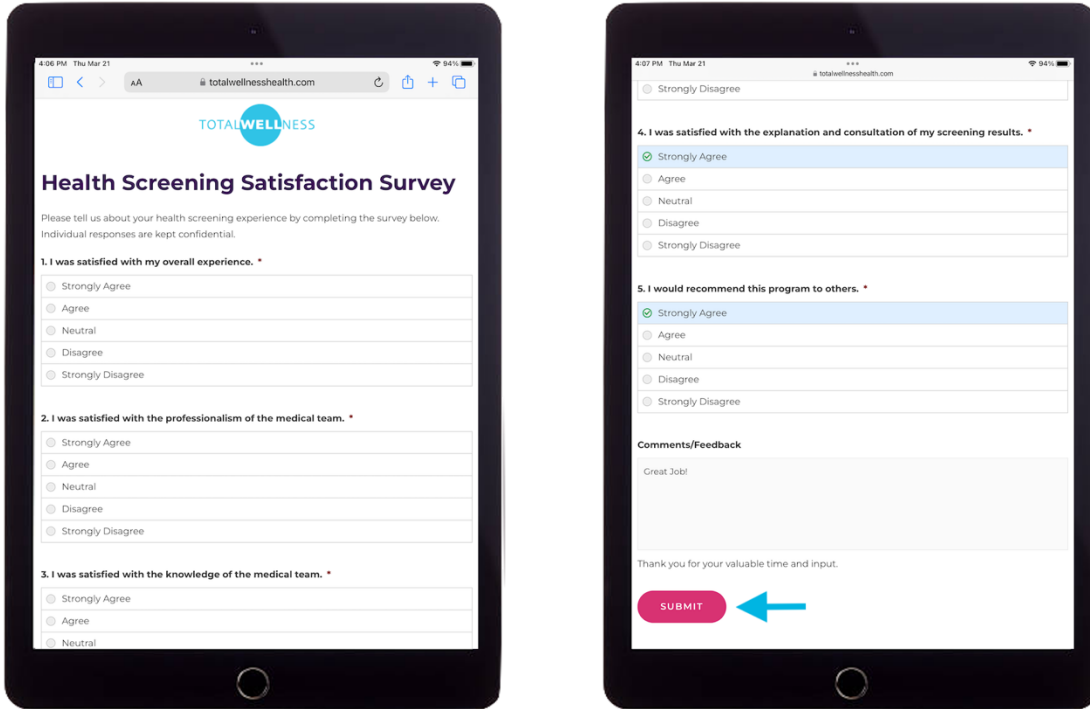


16. After you’ve reviewed all results with the participant, click the Continue to Survey button to proceed to the participant satisfaction survey. The Continue to Survey button is available at the top and bottom of the screen.

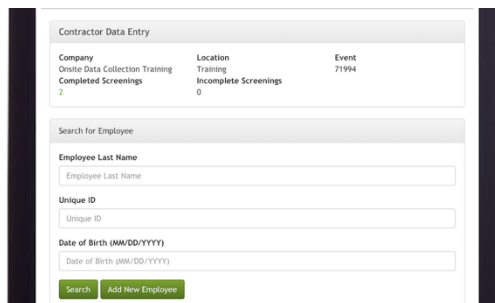


17. A Participant Satisfaction Survey will appear on the screen. Inform the participant as a final screening step we'd like them to complete a short survey. After completing the survey, the participant can hit "submit" and return the iPad to you.

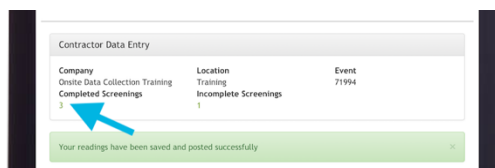
- Step outside of the screening pod while the participant completes the survey.
- Assure the participant that once they hit "submit" their answers have been stored, but you as the screener cannot see them.
- Participants can decline to complete the survey, but every participant must be asked and provided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



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



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.



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.



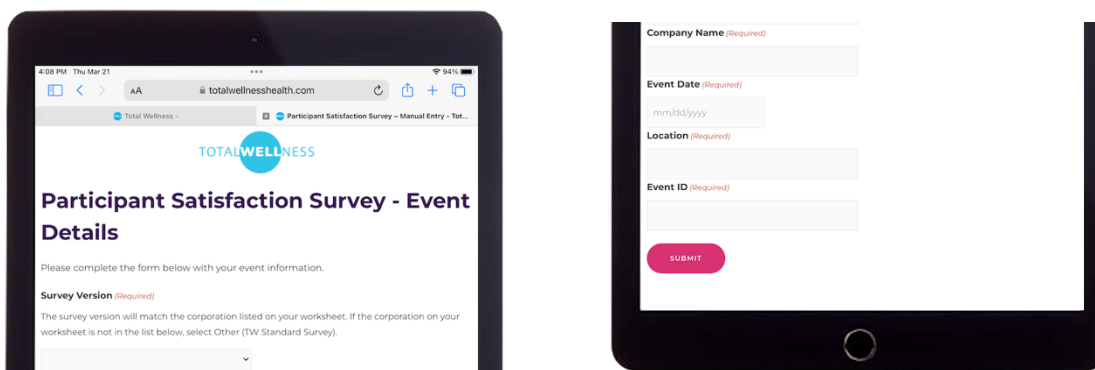
Step 2

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.

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 <https://data.totalwellnesshealth.com/agency>. 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.