Electronic Deployment Health Assessment User Guide Standard Operating Procedures

EpiData Center Department

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Introduction

Purpose

The DoD Deployment Health Assessment program ensures that all Service members who are deployed for more than 30 days boots on ground are monitored periodically for both physical and mental health concerns as mandated by the Assistant Secretary of Defense for Health Affairs. The EpiData Center Department (EDC) Application Development and Data Systems Support (ADDSS) Division developed and maintains the Electronic Deployment Health Assessment (EDHA) system which assists in fulfilling this requirement. Five deployment health assessments are currently in use to monitor Service member health throughout their deployment cycle and up to three years after they return.

Each completion of an online assessment requires certification by an authorized Health Care Provider through a subsequent interview. The assessments can only be completed electronically using the EDHA application. Once certified as complete, a paper copy will be placed in the Service member's medical record or the records transferred to AHLTA. EDC epidemiologists in the Deployment Health Division utilize the information within the assessments to analyze positive screens for physical and mental health concerns, provider referrals, and evaluate overall compliance and completion. Their analysis allow for timely reporting of battle injuries, identifying specific deployment health threats and tracking of specific health related outcomes which may be related to military deployments.

Roles and Responsibilities

Deployer

Deployer accounts are for all Service members both active and reservists who deploy. Deployment Health Assessments (DHAs) completed in EDHA are a part of the medical record and help determine medical readiness.

Health Care Provider

All assessments must be certified by a Health Care Provider within EDHA before they are completed. Although other roles may make notes in, view, or print assessments, only the Health Care Provider role may certify assessments.

Because of the sensitive information in the assessment, HCPs must be a Physician, Nurse Practitioner, Physician Assistant, Advanced Practice Nurse, Independent Duty Corpsman, Independent Duty Health Services Technician, Independent Duty Medical Technician, or Special Forces Medical Sergeant. All HCPs must complete their MHA Training before they are granted the role.

Provider Screener

Provider Screeners are able to view and print Deployer's assessments, but are not able to certify them. Run AHLTA reports which can be copied and pasted into AHLTA notes. View at a glance referral status of Deployer assessments.

Local Administrator

Local Administrators have the ability to create Deployer accounts, unlock Deployer accounts, reset Deployer passwords, and disassociate CACs from Deployer accounts. This role can also run reports which show missing PDHRAs, survey status report, and DMHA report standing. This role is useful to help facilitate the EDHA process on a local level and can be a POC for site trouble shooting.

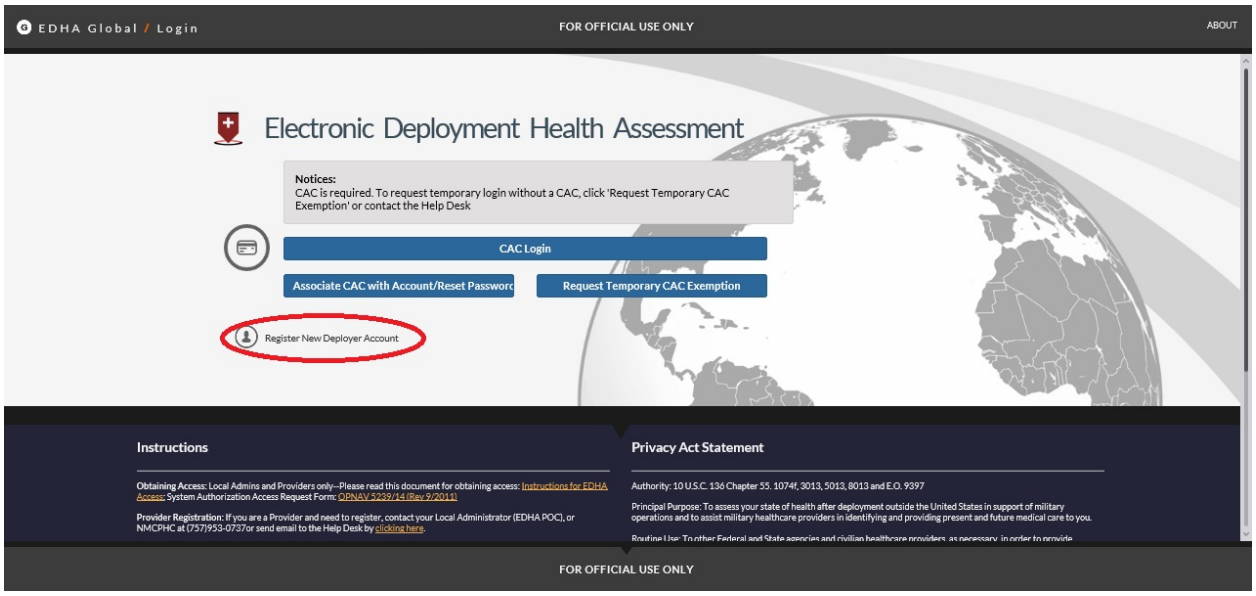
Provider Screener Trainee

Provider Screener Trainee access is reserved for students at Flight Surgeon School and those training to be Providers. All reports and access available with Provider Screener is also available with Provider Screener Trainee access. However, Provider Screener Trainees may only view approved test Deployer accounts. Upon graduation, Provider Screener Trainees will need to follow the standard guidelines for requesting additional access to EDHA.

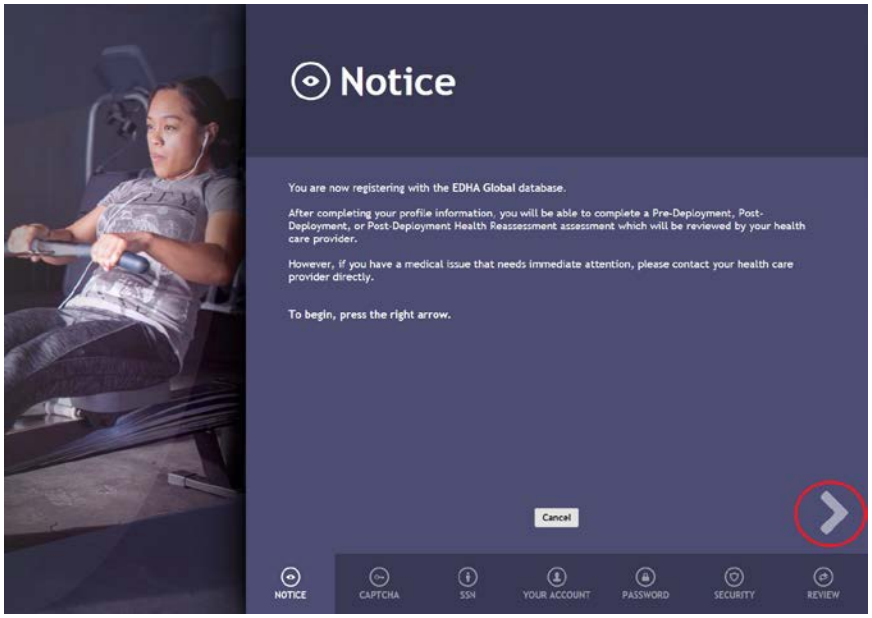
Logging On

Create a New Account

Click "Register New Deployer Account."



On the new page, use the arrows to navigate through and create a new Deployer Account.

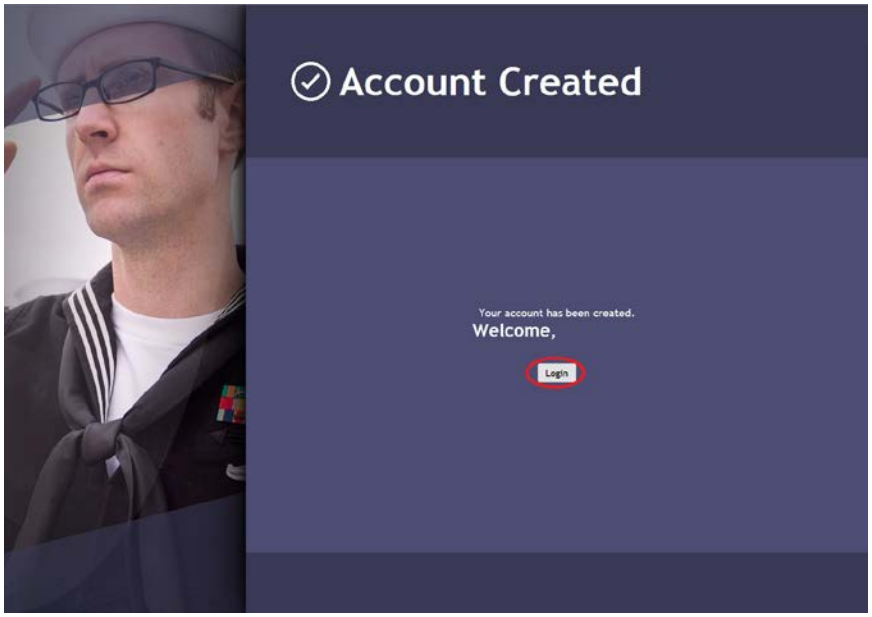


The CAPTCHA is not case sensitive and there are no spaces in between the characters. All passwords must be 15 characters and include two uppercase, two lowercase, two numbers, and two special characters (!,@,#,$, etc.). Spaces are not allowed in passwords.

The page will not allow you to continue until all fields are correctly filled out on the current page.

All fields are required to register a new account. Once all pages are completed, click the final arrow on the “Review” page.

To login immediately, click “Login” on the “Account Created” page.

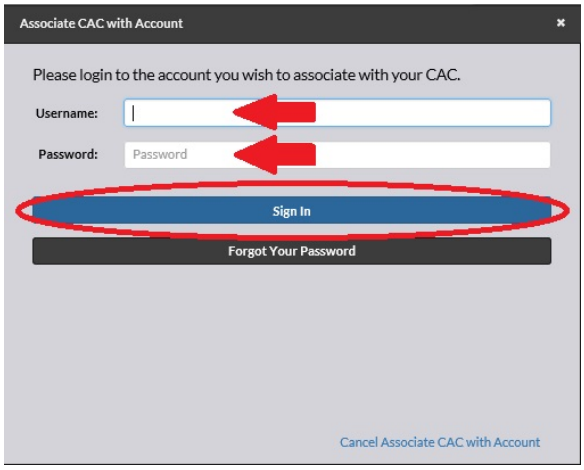


The CAC currently in the system will be registered with the account created. Do not attempt to create an account with another member’s CAC in the system.

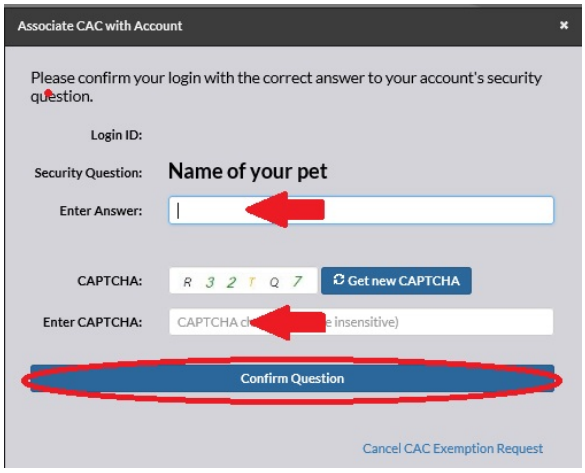
First Time Logon – Register CAC

Click “Associate CAC with Account/Reset Password.”

In the pop up window, enter the Username and password. Then click sign in. The user's CAC must be in the computer's CAC reader. Upon successful logon, the CAC will automatically associate with the account.



On the next pop up window, enter the answer to your security question and the CAPTCHA.

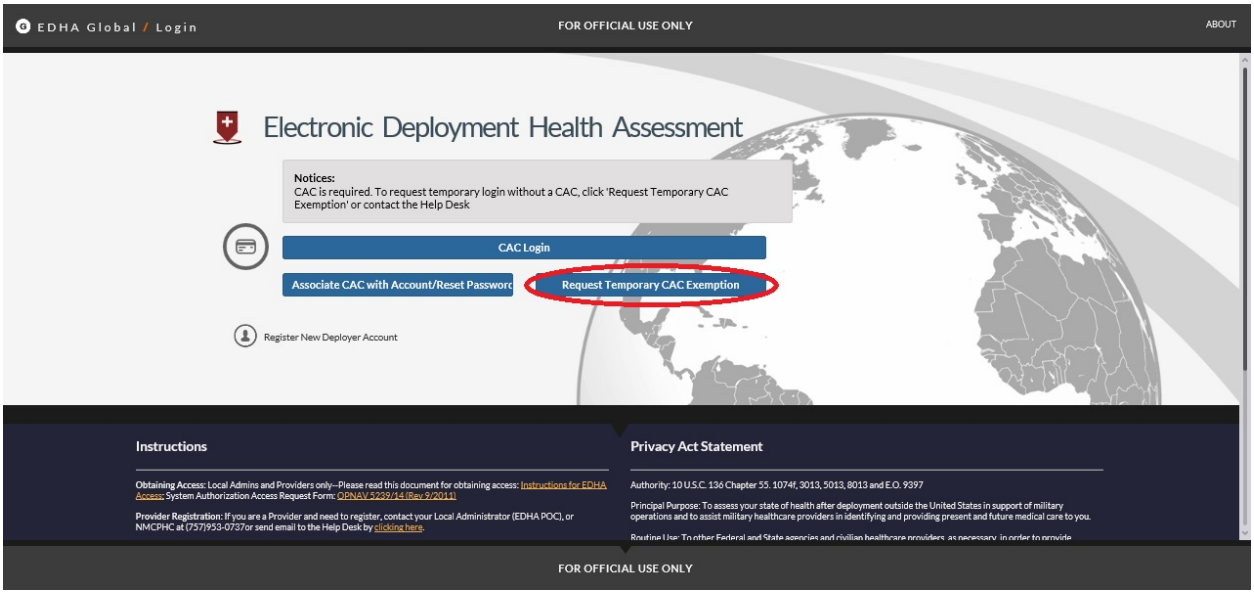


The CAPTCHA is not case sensitive and there are no spaces in between the characters. All passwords must be 15 characters and include two uppercase, two lowercase, two numbers, and two special characters (!,@,#,$, etc.). Spaces are not allowed in passwords.

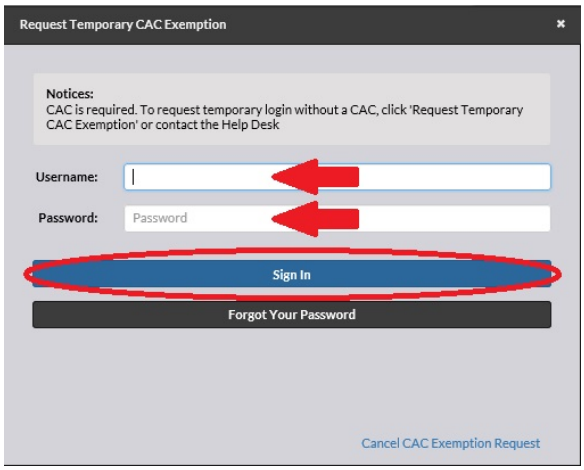
To login, click “CAC Login” on the home page.

Requesting CAC Extension

CAC Login is required to access EDHA. If you are a Deployer and need an extension to log on with your username and password, click “Request Temporary CAC Extension.”



On the pop up window, enter the Username and password then click “Sign In.”



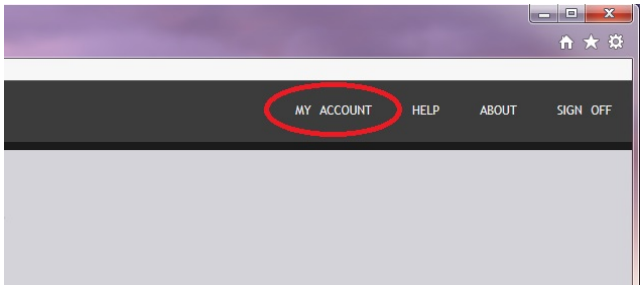
If you have forgotten your Username, please contact the EDHA Help Desk.

If you have forgotten your Password, click "Forgot Your Password" and follow the prompts in the pop up window to reset your password. Passwords can only be reset by the user once in a 24 hour period.

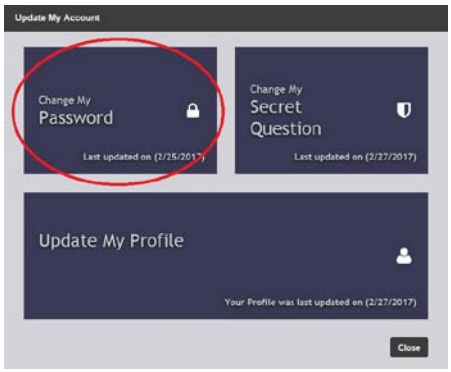
All passwords must be 15 characters long and contain two numbers, two uppercase alpha characters, two lowercase alpha characters, two non-alpha characters (!,@,#,$, etc.). Spaces are not allowed in passwords.

Resetting Password

Passwords can also be reset once logged onto EDHA. Click "MY ACCOUNT" on the top toolbar.



Click "Change My Password."

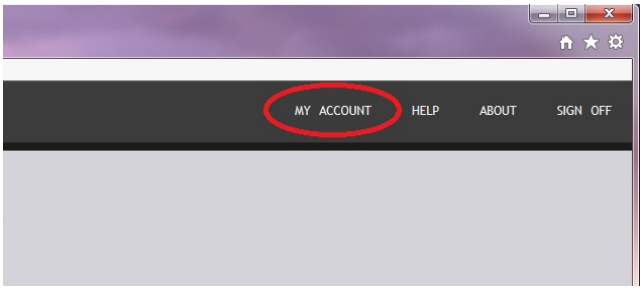


Enter new password and confirm the password. Then click "Enter." All passwords must be 15 characters long and contain two numbers, two uppercase alpha characters, two lowercase alpha characters, two non-alpha characters (!,@,#,$, etc.). Spaces are not allowed in passwords.

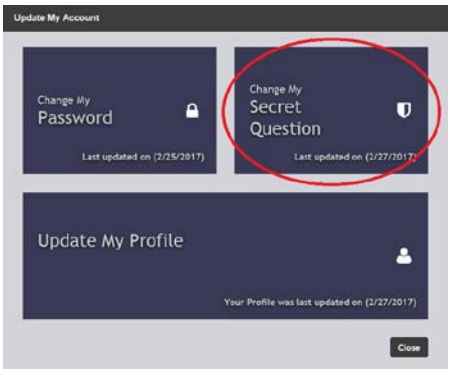
Any further problems with passwords should be directed to the EDHA Help Desk.

Resetting Secret Question

Any user can update their Secret Question after logging on by clicking "MY ACCOUNT" on the top bar.



Click "Change My Secret Question."



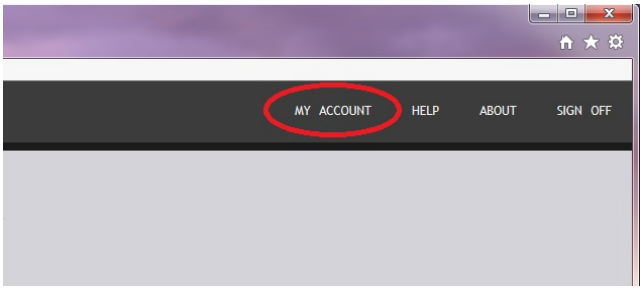
The user will have the option to pick which Secret Question to answer. They will fill in the "New Secret Answer" and "Confirm Secret Answer" fields and click "Update Answer."

Only the user can update their profile information. Any further requests for resetting Secret Question must be sent to the EDHA Help Desk.

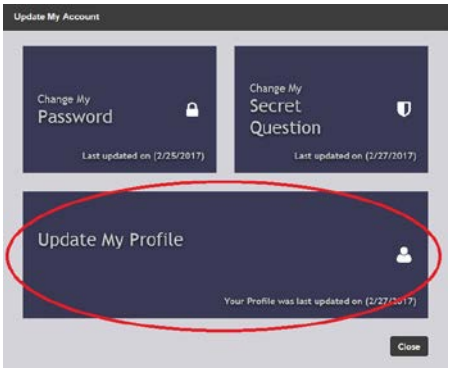
Updating Name

If your CAC opens another user's profile, do not change any of the profile information. Call the EDHA Help Desk to disassociate the account from your CAC.

To update your name within EDHA, click "My Account" on the top toolbar.



Then click "Update My Profile."



Update any required fields and click "Submit."

Only the user can update their profile information. Any further requests for name update must be sent to the EDHA Help Desk.

Disassociate CAC

If a CAC is associated with an account that is not the Service member, contact the EDHA Help Desk.

EDHA User Guide

Assessment Completion Timeline

DD 2795 Pre-Deployment Health Assessment

- to be completed no earlier than 120 days prior to start of deployment

DD 2796 Post Deployment

- to be completed between 30 days before and 30 days after return from deployment

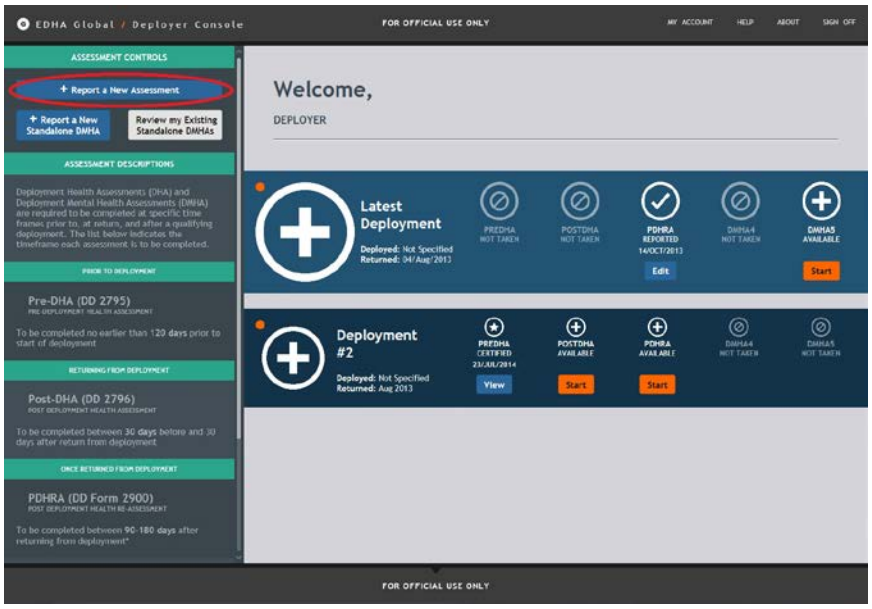
DD 2900 Post Deployment Reassessment - PDHRA

- to be completed between 90-180 days after returning from deployment

DD 2978 Deployed Mental Health Assessment - DMHA

- two surveys to be completed between 181-545 days and 546-910 days after returning from deployment

Start a New Assessment

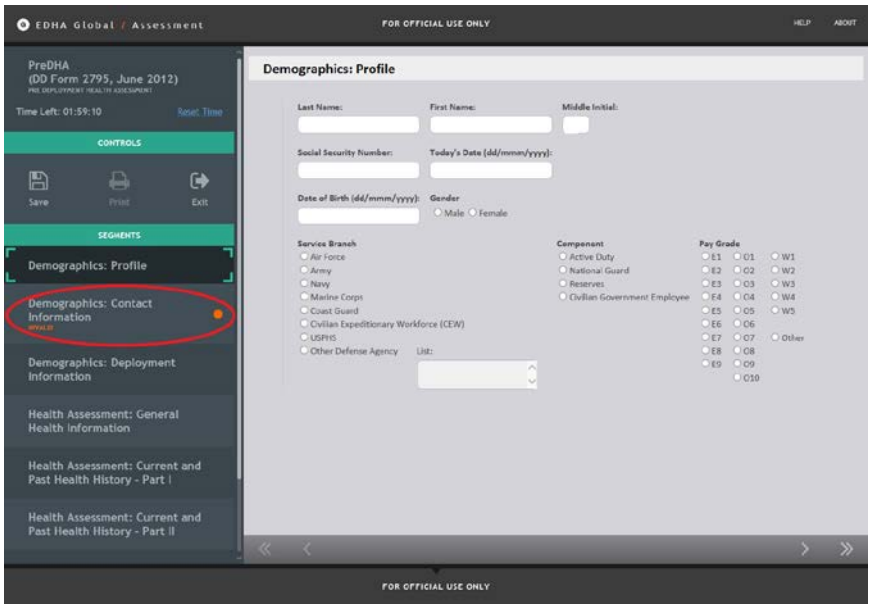


Click in the field “Date of Departure” and select the date of your latest departure from theater or to the best of your knowledge the date of departure of your upcoming deployment.

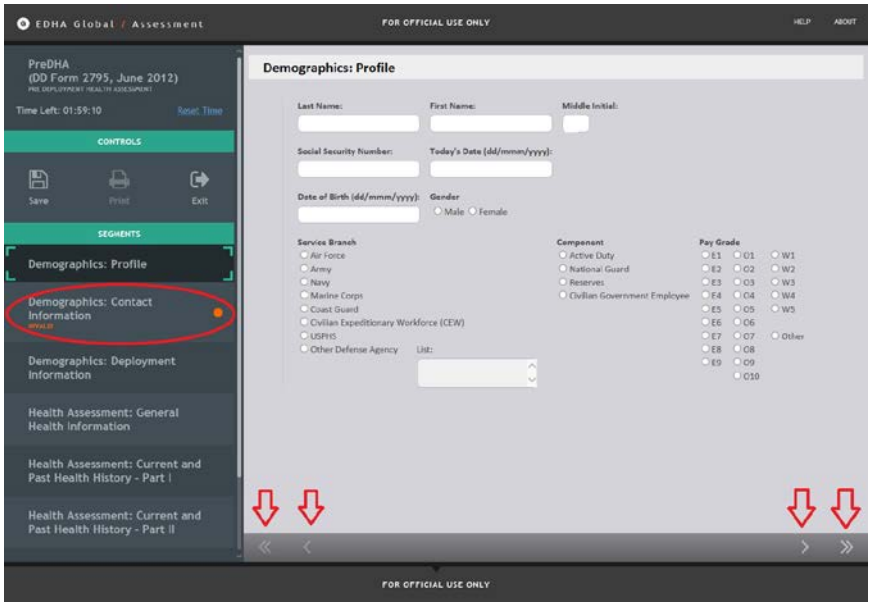
The system will list all available surveys for that date. After selecting the desired assessment, you will be directed to the assessment page.

A “Notice” window with the Privacy Act Statement will pop up. Click “OK” after reading the statement.

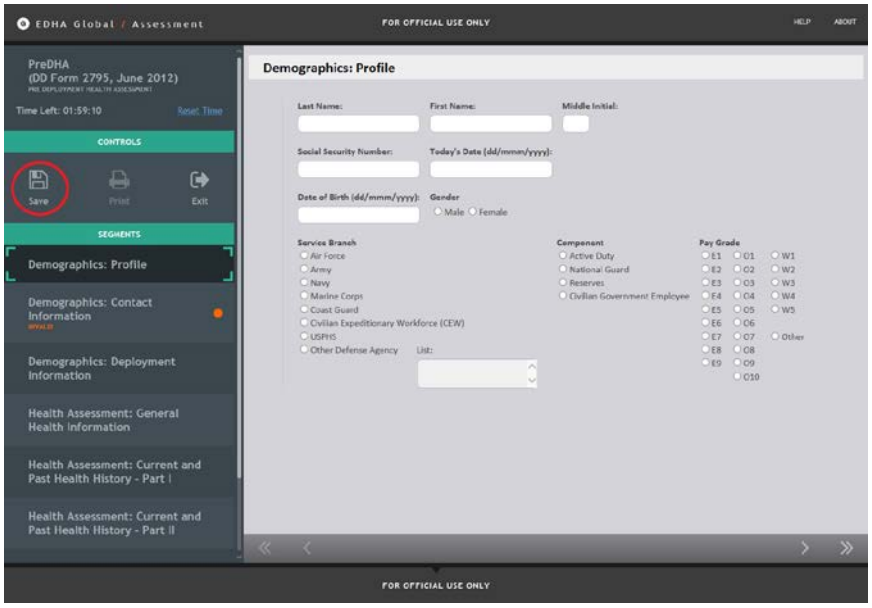
If a page with required information is not completely filled out, an orange dot will appear next to that page. When a page is completely filled out, the orange dot will disappear.



Use the arrows at the bottom of the page or click the page number on the left hand navigation pane to navigate through the assessment.



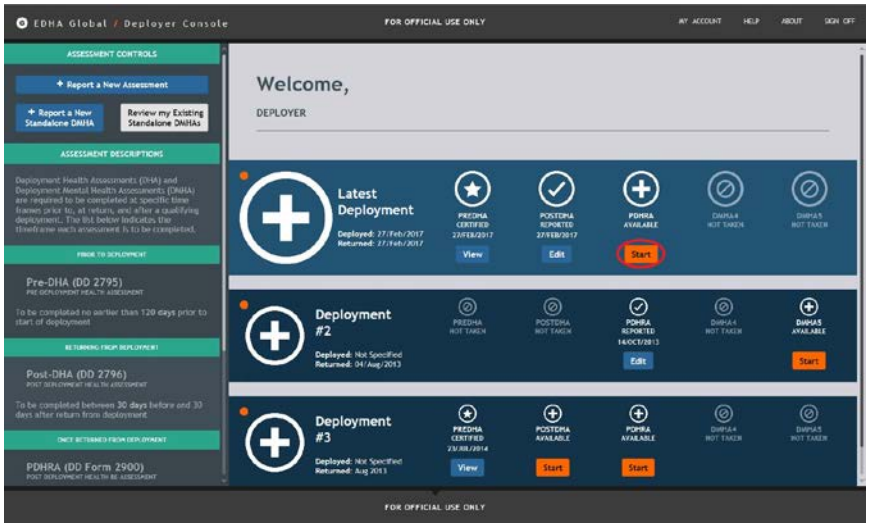
The assessment cannot be submitted while there is missing required information. The assessment can be saved and closed at any time.



After you have completely filled in your assessment, click "Save." And schedule a face to face with your healthcare provider. Your assessment is not complete until it has been certified by a credentialed healthcare provider.

Associate Assessments

To associate a new assessment with a previous assessment, click the orange "Start" button under the assessment on the same line of the previous assessment

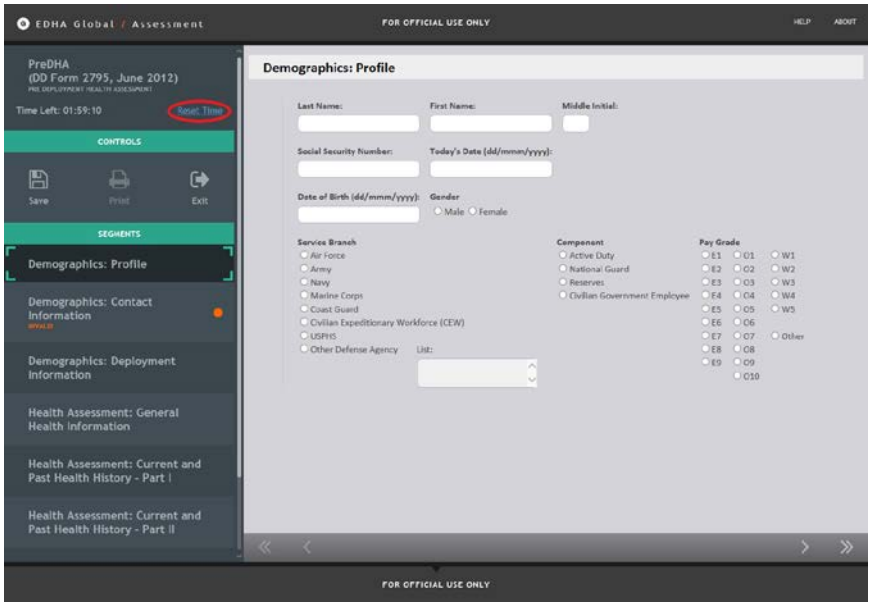


If the orange “Start” button is not visible under the assessment, the assessment is not available based on the assessment completion timeline.

Timer

Each page of the assessment is automatically set with a 2 hour limit. The timer will refresh every time a user navigates from one page to another.

To extend the time allowed, click “Reset Time” on the side of the Assessment to reset the 2 hour timer if necessary.



Next Steps

After completing your assessment, contact your local healthcare provider to have your assessment certified. Until your assessment is both completed and certified, your assessment will not be marked as finished and you may still appear as non-compliant.

Accessing Previous Assessments

A user may access any previous assessment. From the My EDHA homepage, select the desired assessment.

Only non-certified assessments may be edited. However, previous assessments may be accessed at any time.

Editing Previous Assessment

Under previously completed assessments, a blue button will read “View” or “Edit.”

If the button reads “View,” the assessment has already been certified and can no longer be changed. If the button says “Edit,” the assessment has not yet been certified and can be edited and saved. Only non-certified assessments may be edited.

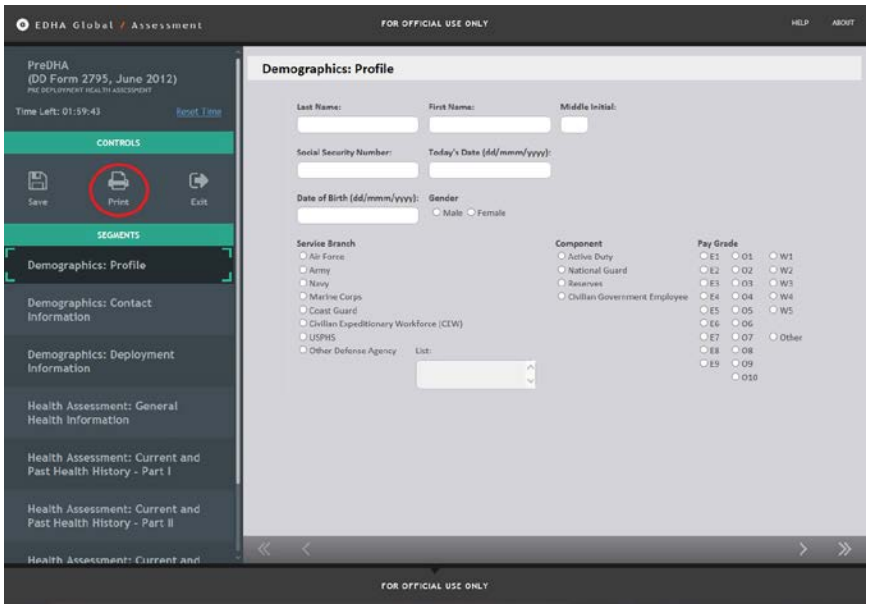
Click the blue “Edit” button under the desired assessment on the My EDHA homepage. All previous assessments will be visible.

After making any desired changes, click “SAVE” on the left panel before closing. Any changes not saved will not be applied to the assessment.

Printing Assessment

Select the desired EDHA on the My EDHA homepage. All previous assessments will be visible.

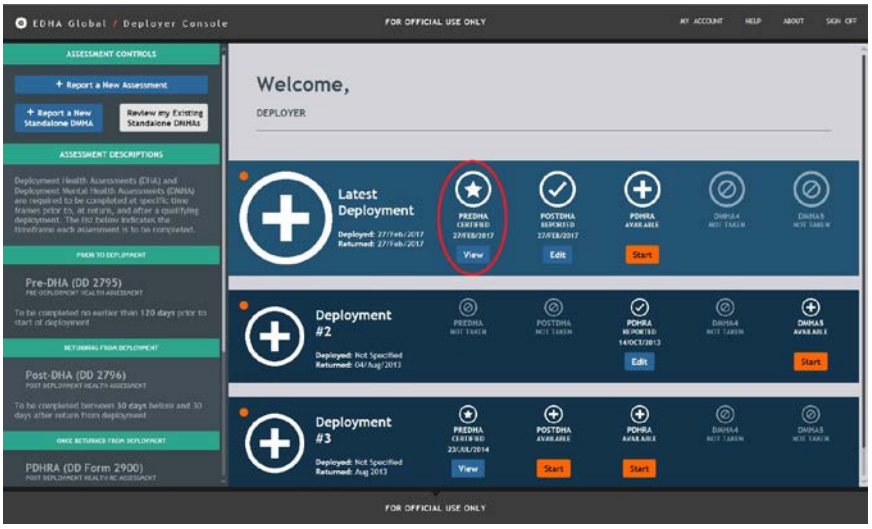
Click “PRINT” on the left panel.



Certification Progress

All previously completed assessments are visible to Deployers.

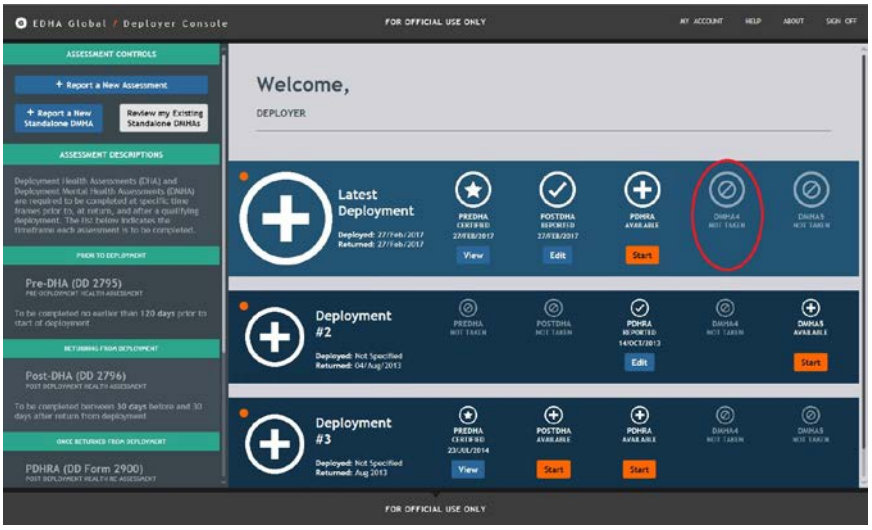
When the assessment is submitted by the Deployer and certified by the Health Care Provider, the circle above the assessment will have a white star, read “CERTIFIED” as well as the date of certification, and the blue button will read “View.”



When the assessment is submitted but not yet certified, the circle above the assessment will have a white check, read “REPORTED” as well as the date of submission, and the blue button will read “Edit.”

When an assessment is available based on the assessment completion timeline but not yet completed, the while circle will have a plus sign, read “AVAILABLE,” and the orange button will read “Start.”

When an assessment is not available, the white circle and assessment title will be dulled and no button will be available bellow.



Requesting Additional Access

All users requesting Provider, Provider Screener, Local Administrator, or Provider Screener Trainee, must provide a SAAR-N form with blocks 1-16b completed and copies of their MHA training to the EDHA Help Desk.

Requirements for Accounts:

- Provider – Because of the sensitive information in the assessment, HCPs must be a Physician, Nurse Practitioner, Physician Assistant, Advanced Practice Nurse, Independent Duty Corpsman, Independent Duty Health Services Technician, Independent Duty Medical Technician, or Special Forces Medical Sergeant. Must complete their MHA and have submitted a SAAR with signed permission from their Department Head.
- Provider Screener –Because of the sensitive information, SAAR forms must be signed by the CO or XO.
- Local Administrator – Must have submitted a SAAR with signed permission from their Department Head.
- Provider Screener Trainee – Must have submitted a SAAR with signed permission from the Naval Aerospace Medical Institute (NAMI) Academics Department Head or Director of Academics

Provider Guide

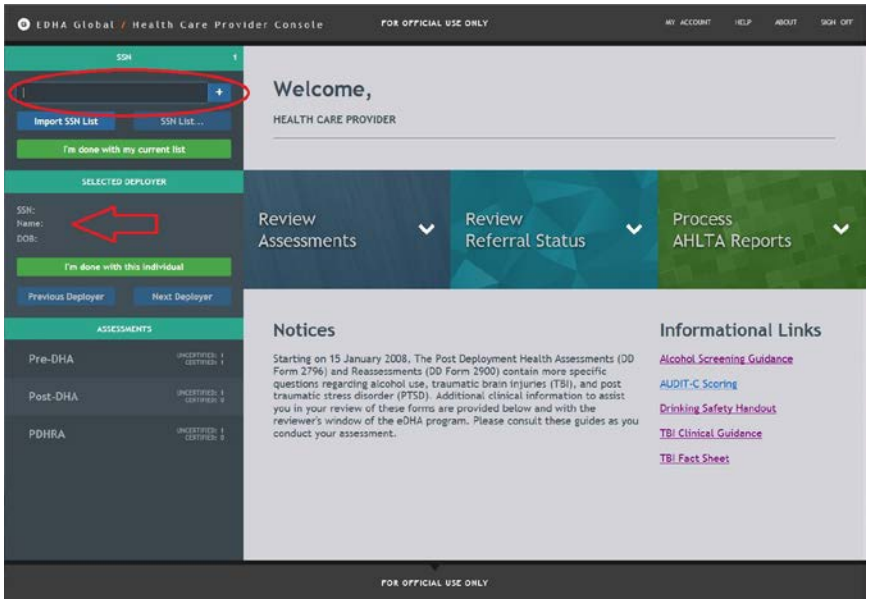
Registering CAC

All roles can be registered to the user's CAC by clicking "Associate CAC with Account/Reset Password." After entering the Username and Password, you will be prompted with your secret question and CAPTCHA. After the CAC is registered, you will be able to log in by clicking "CAC Login" and selecting the role.

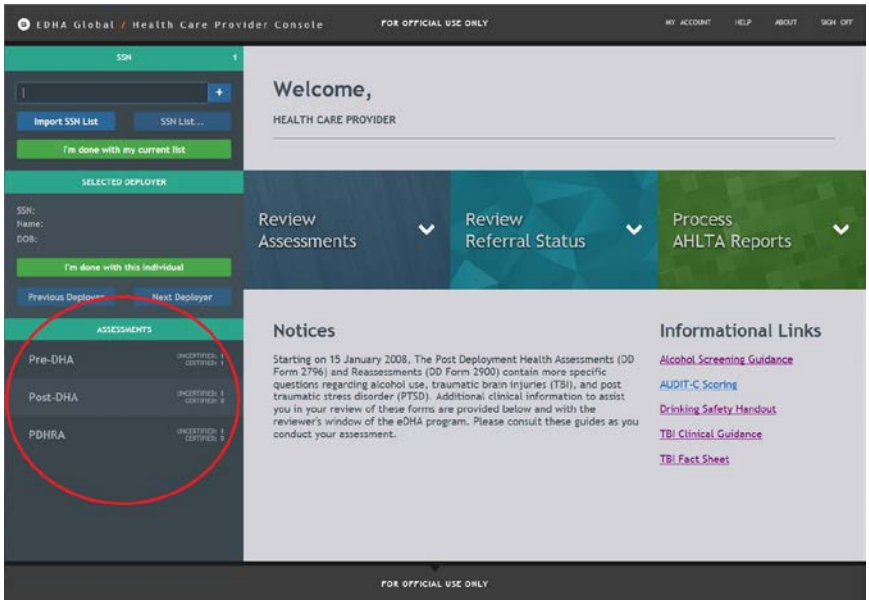
Finding a Service Member

Search for desired Service member by their SSN by entering their SSN into the SSN field. Then, click the plus button to search. The Deployer's information will appear under "Selected Deployer."

The Service members DOD ID, SSN, first name, middle name, and last name will appear under "SERVICE MEMBER INFO" in the left panel.



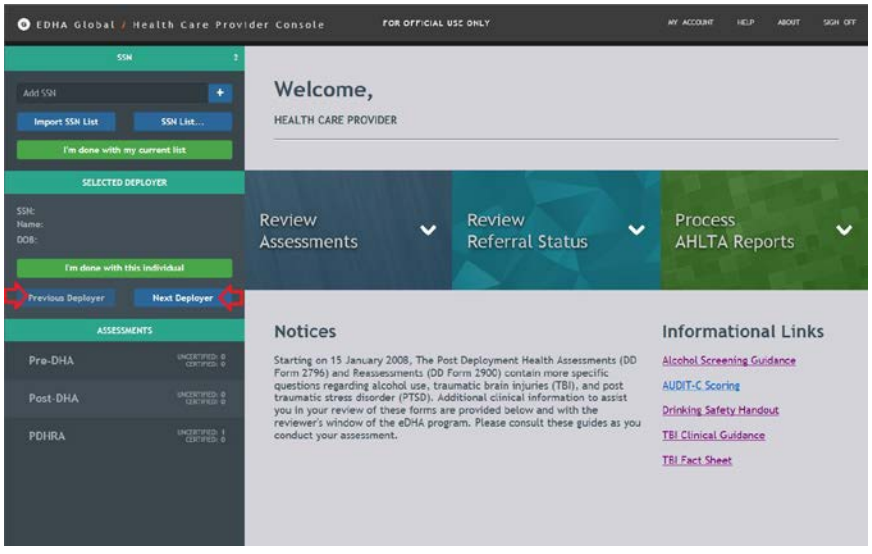
In the left panel under "ASSESSMENT," the Deployer's assessments will be visible and will show how many assessments are certified and how many are uncertified.



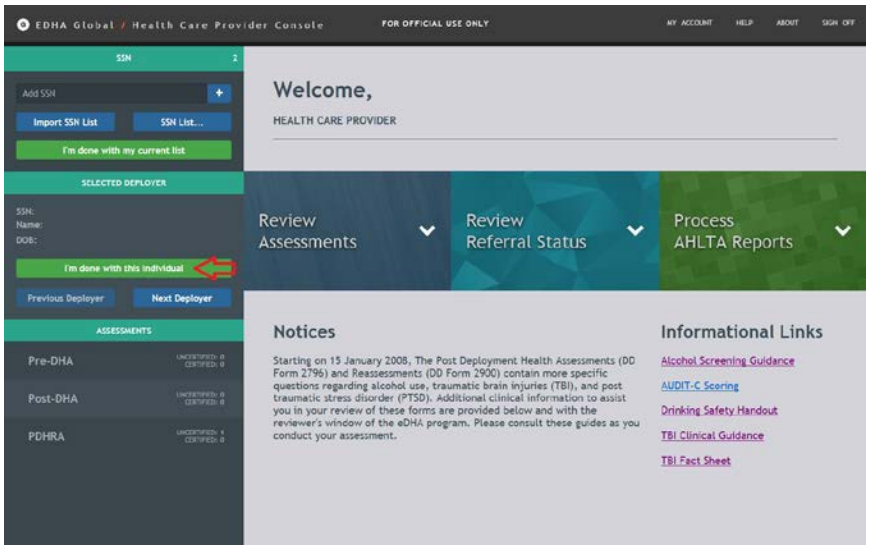
Click “Pre-DHA,” Post-DHA,” or “PDHRA.” You will be able to view certified and uncertified assessments.

Adding a List of SSNs

To search multiple SSNs at once, save the list of SSN in Notepad. Click “Import SSN List” on the side panel and locate the Notepad file that contains the list of SSNs. Click “Import.” The SSNs will now be included in the “SSN List:” Scroll through Deployers by clicking “Previous Deployer” or “Next Deployer.”

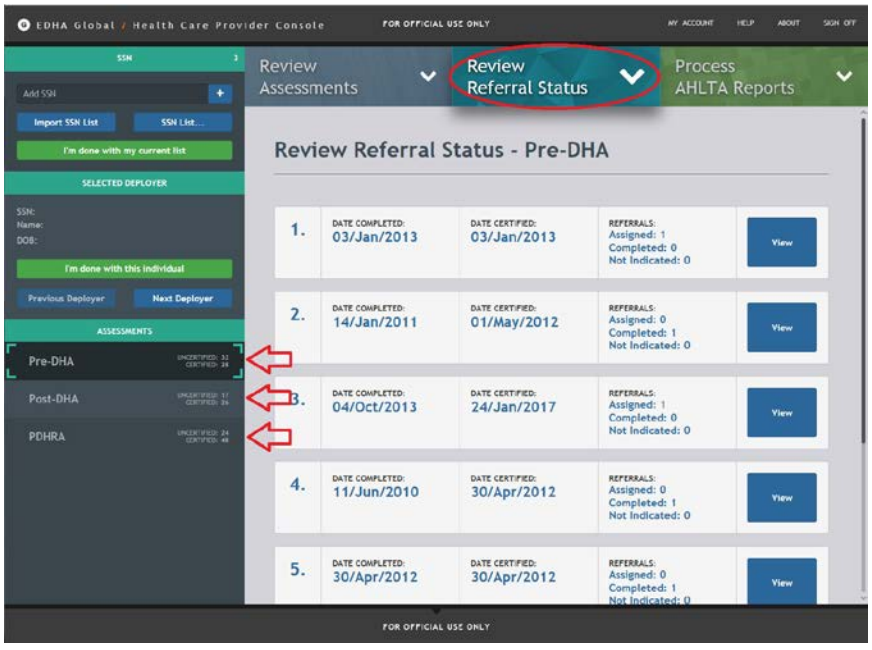


When finished click “I’m done with this individual.”

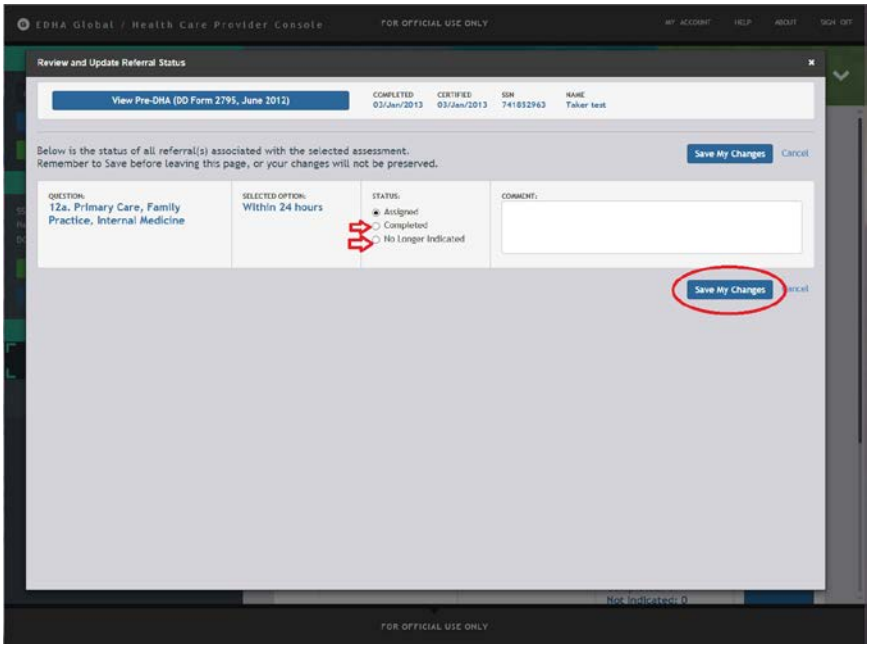


View Referral Status

To view a Deployer’s referral status, click either “Pre-DHA,” “Post-DHA,” or “PDRHA” and then click “Review Referral Status.”



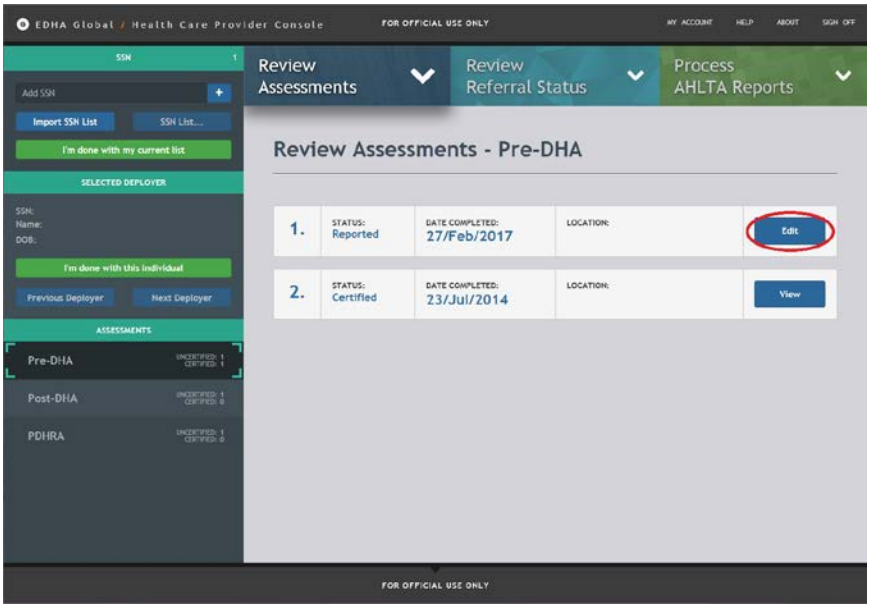
To view a referral, click “View” or “Edit.” To close a referral click “Completed” or “No Longer Indicated.” Add any comments in the “COMMENT” field. And click “Save My Changes.”



Certify an Assessment

It is prohibited that Health Care Providers should certify their own assessment. This is against policy and will result in your account being locked.

To certify an assessment, click “Edit” on the line of the desired assessment.



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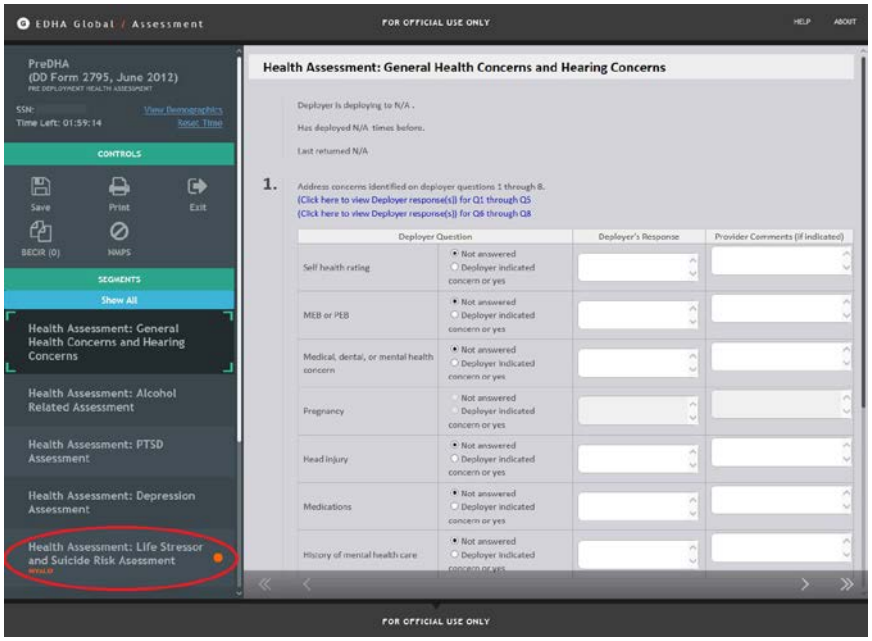
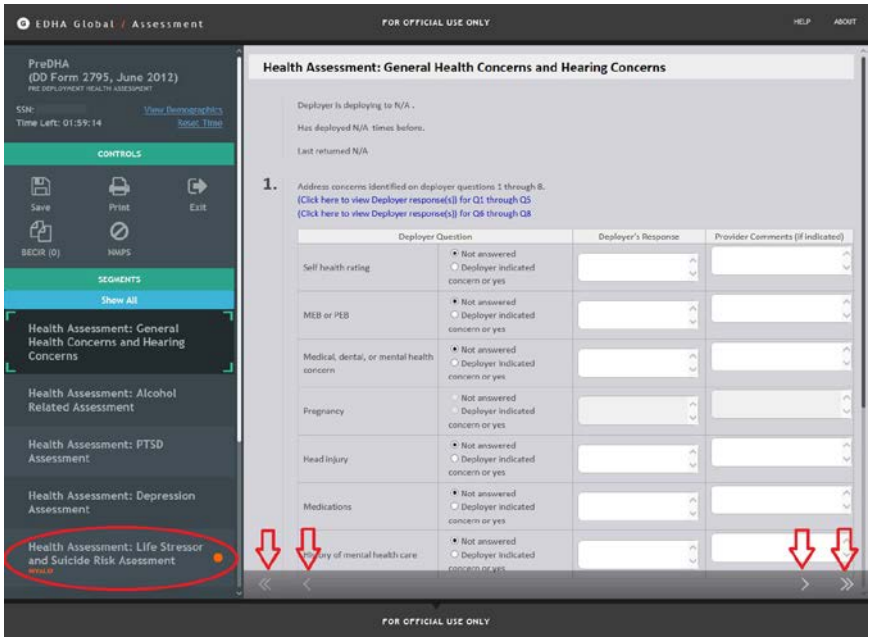
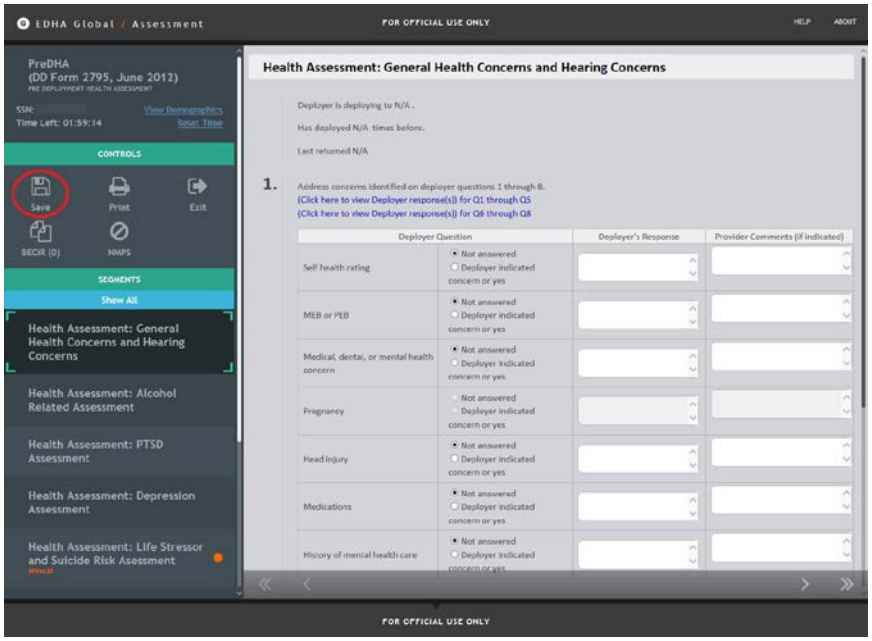


Use the arrows at the bottom of the page to navigate through the assessment. Or click on the page in the left panel.

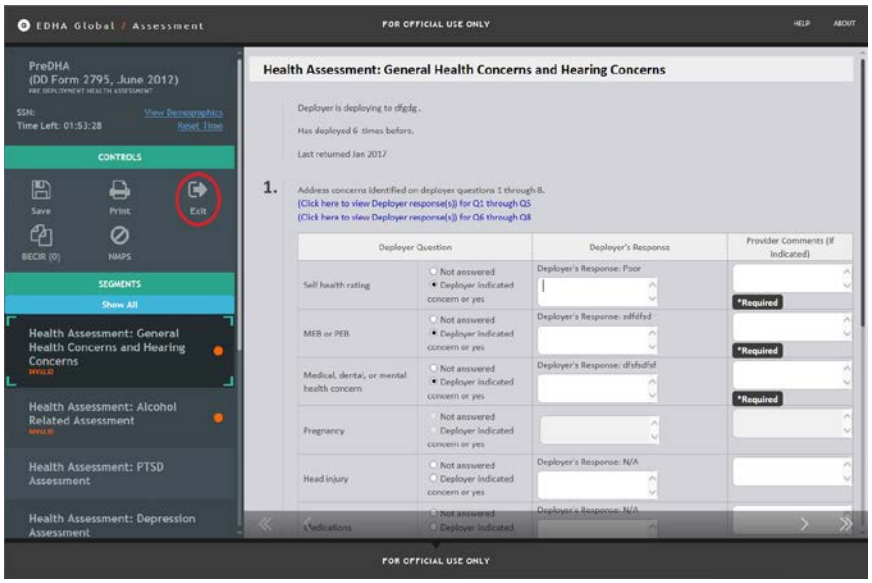


The assessment cannot be submitted while there is required information incomplete. The assessment can be saved and closed at any time.

After you have completely filled in the review portion, sign the assessment on the last page. Under “I certify that this review process has been completed,” click the radio button next to “Yes.” Click your “Title.” Your name and date should auto populate in the field “Provider’s Name” and “Date (DD/MMM/YYYY).” Click “Save” on the left panel to complete the certification.

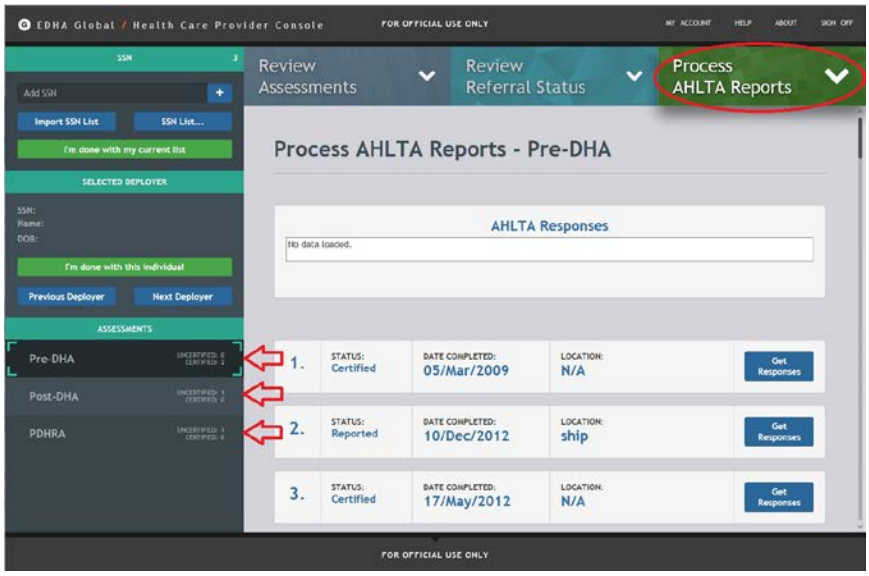


To close the assessment, click “Exit” on the left side panel.

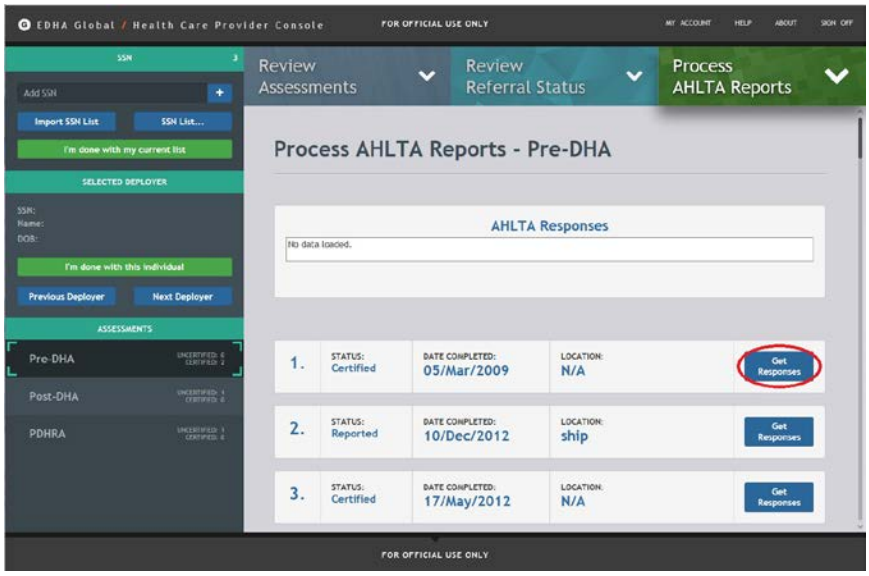


AHLTA Reports

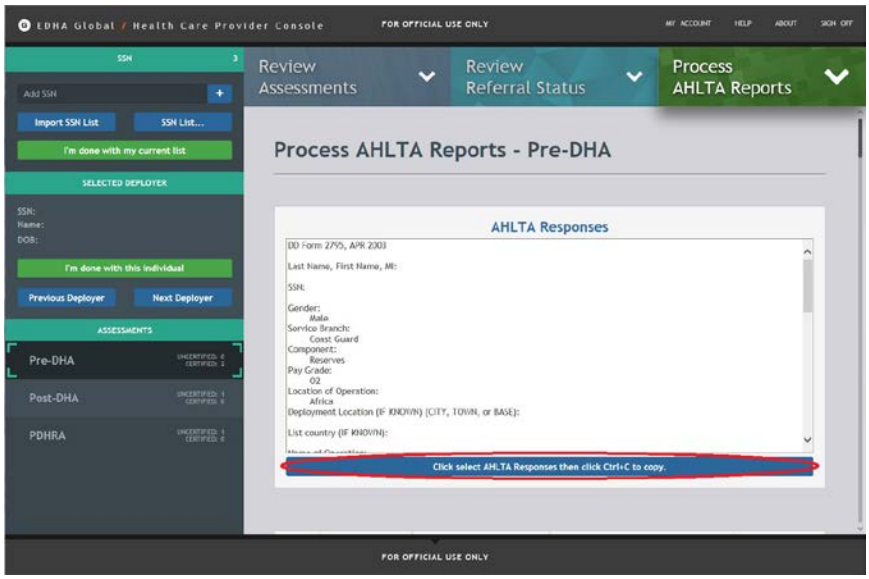
After selecting the appropriate Deployer, click “Pre-DHA,” “Post-DHA,” or “PDHRA.” Then click “Process AHLTA Reports.”



Click “Get Responses” next to the desired assessment.



The AHLTA Response will populate. Click “Click select AHLTA Responses then click Ctrl+C to copy” then paste into AHLTA.



Provider Screener Guide

Provider Screener Trainee

The role Provider Screener Trainee has the same functionality as Provider Screener. However, the access is limited to only select test socials and is used for training purposes only.

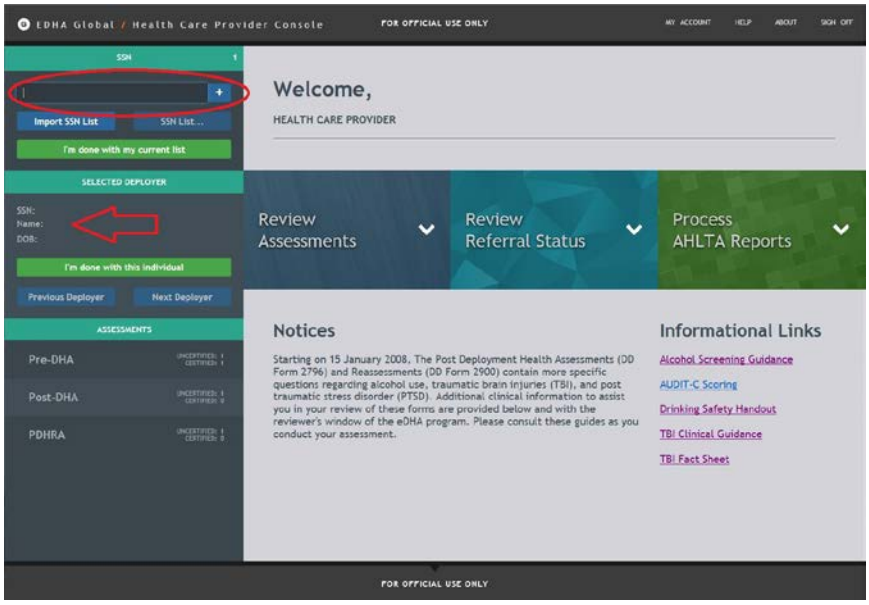
Registering CAC

All roles can be registered to the user's CAC by clicking "Associate CAC with Account/Reset Password." After entering the Username and Password, you will be prompted with your secret question and CAPTCHA. After the CAC is registered, you will be able to log in by clicking "CAC Login" and selecting the role.

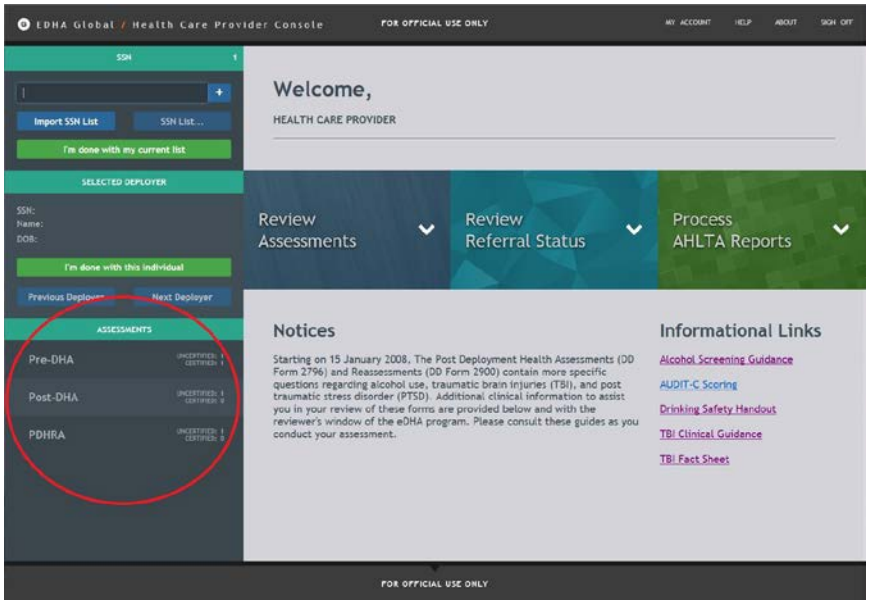
Finding a Service Member

Search for desired Service member by their Social Security Number by entering their SSN into the SSN field. Then, click the plus button to search. The Deployer's information will appear under "Selected Deployer."

The Service members DOD ID, SSN, first name, middle name, and last name will appear under "SERVICE MEMBER INFO" in the left panel.



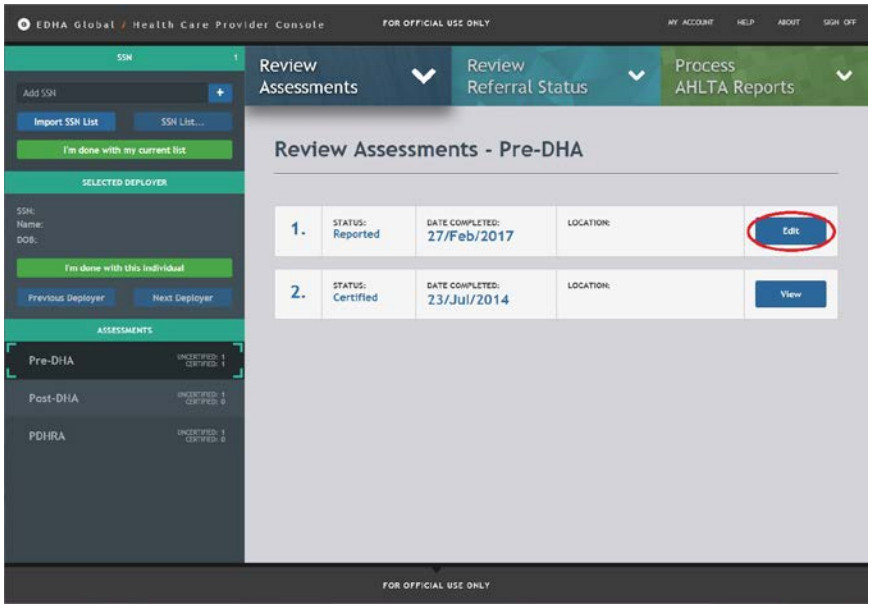
In the left panel under "ASSESSMENT," the Deployer's assessments will be visible and will show how many assessments are certified and how many are uncertified.



Click “Pre-DHA,” Post-DHA,” or “PDHRA.” You will be able to view certified and uncertified assessments.

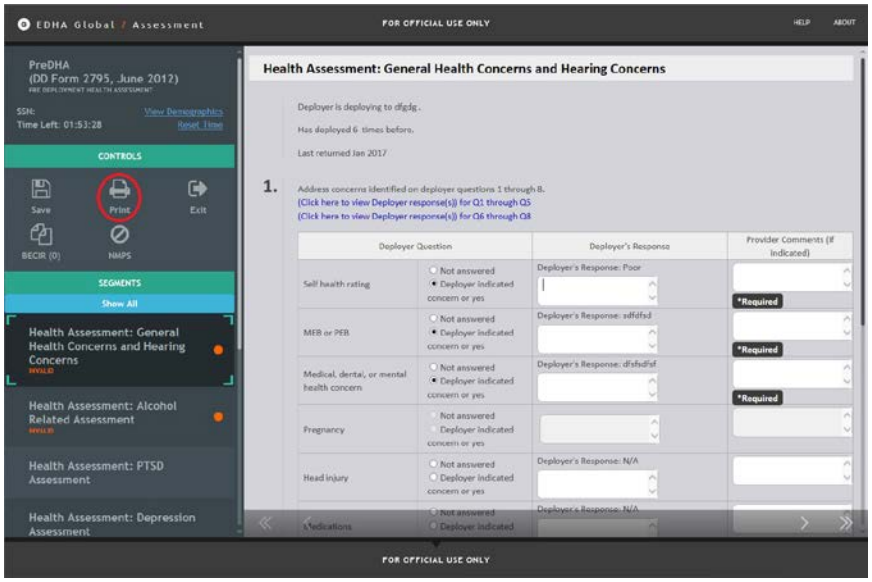
Viewing and Printing Assessment

To certify an assessment, click “Edit” on the line of the desired assessment.

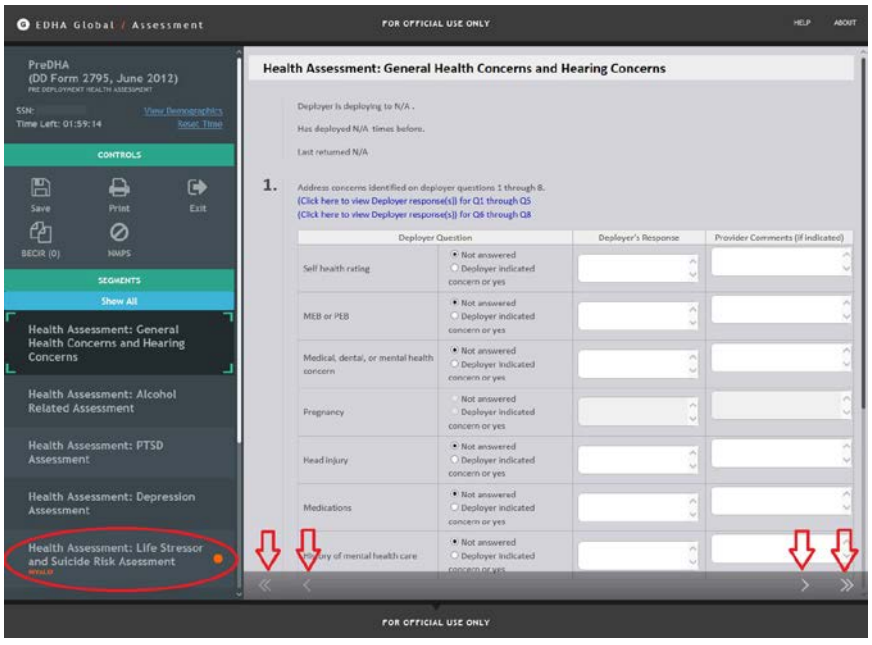


You will be able to view the assessment, as well as add comments, save, and print but not certify assessments.

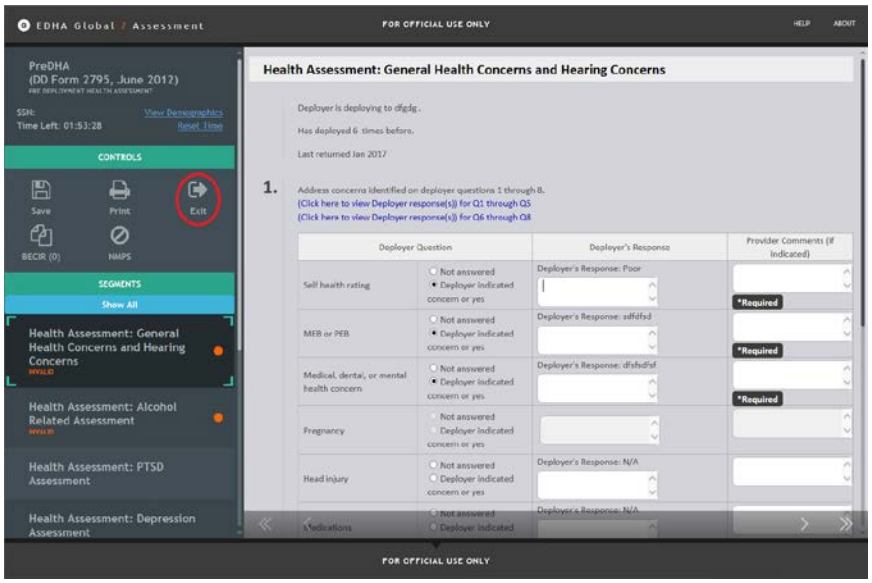
To print the assessment, click print on the left panel.



Use the arrows at the bottom of the page to navigate through the assessment. Or click on the page in the left panel.



To close the assessment, click “Exit” on the left side panel.



AHLTA Reports

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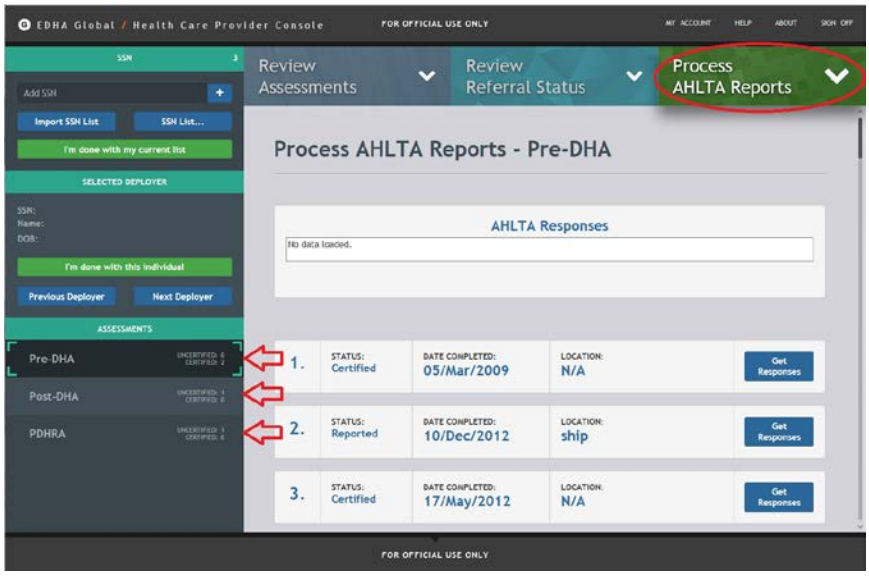

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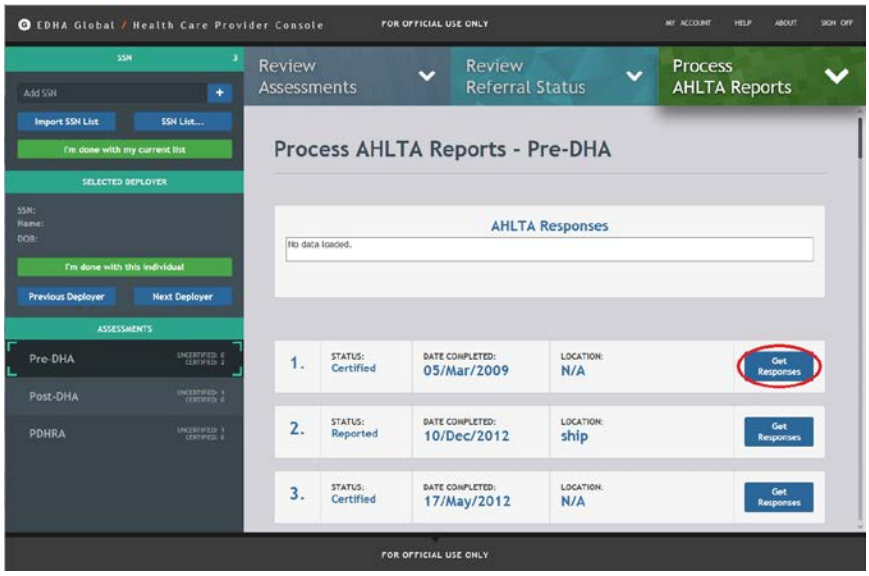

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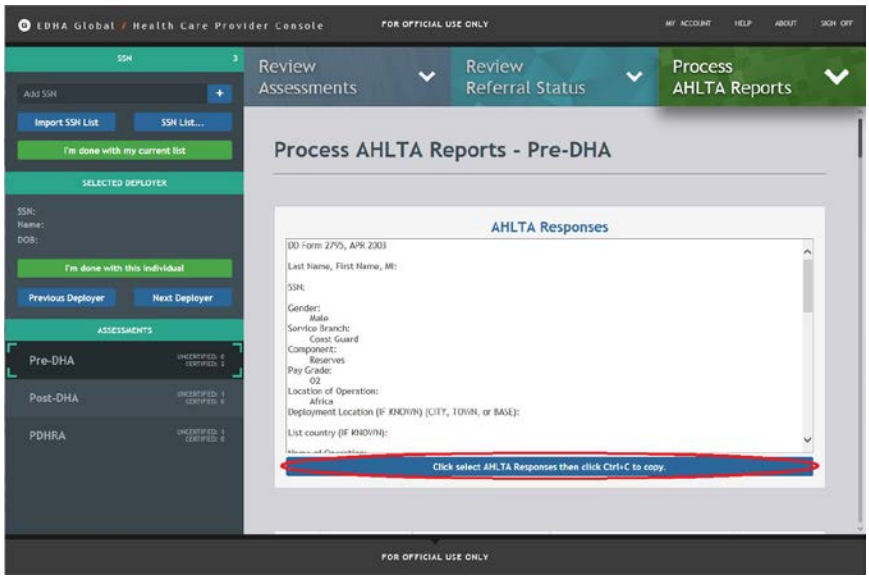


Local Administrator Guide

Registering CAC

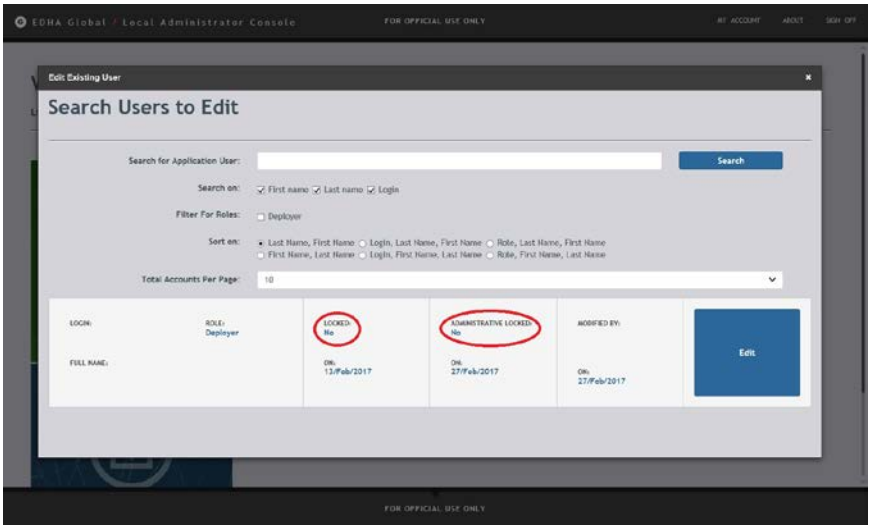
All roles can be registered to the user’s CAC by clicking “Associate CAC with Account/Reset Password.” After entering the Username and Password, you will be prompted with your secret

question and CAPTCHA. After the CAC is registered, you will be able to log in by clicking “CAC Login” and selecting the role.

Unlock Accounts

Click Accounts on the Local Admin Homepage. Click “Edit Existing User.” Search for user by first name, last name, or login in the “Search for Application User.” Filter search if desired by checking the appropriate boxes.

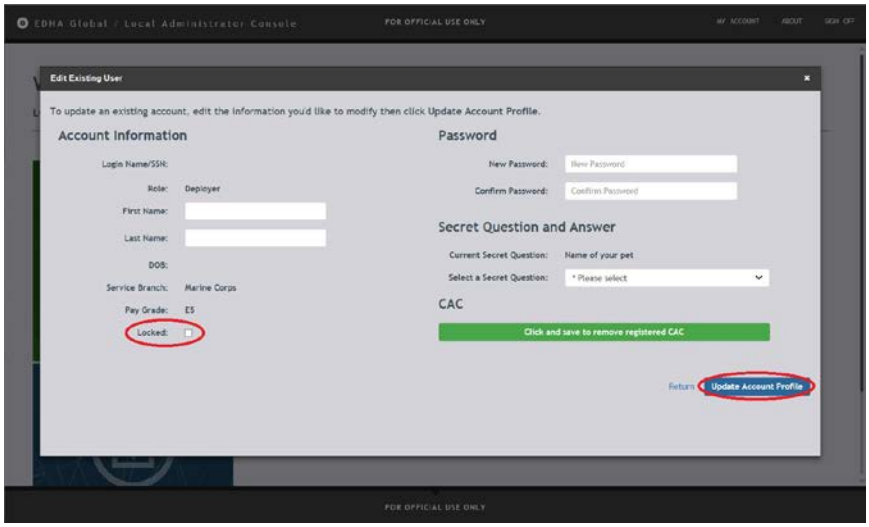
If the account is locked it will say “Yes” under “LOCKED” or “ADMINISTRATIVE LOCKED.”



Only the EDHA Help Desk can unlock an Administrative Locked account. If the account says “Yes” under “ADMINISTRATIVE LOCKED,” call or email the EDHA Help Desk.

If the account says “Yes” under “LOCKED,” click the blue “EDIT” button.

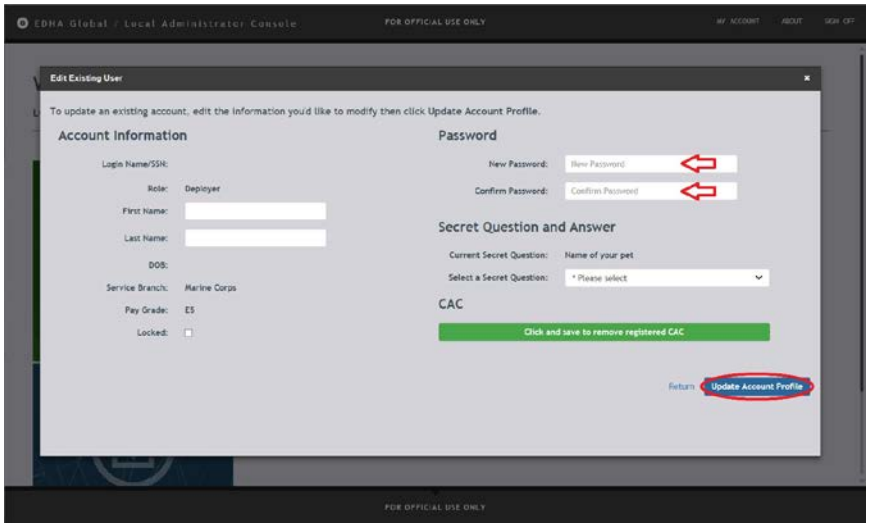
Uncheck the box next to “Locked.” Then click “Update Account Profile.”



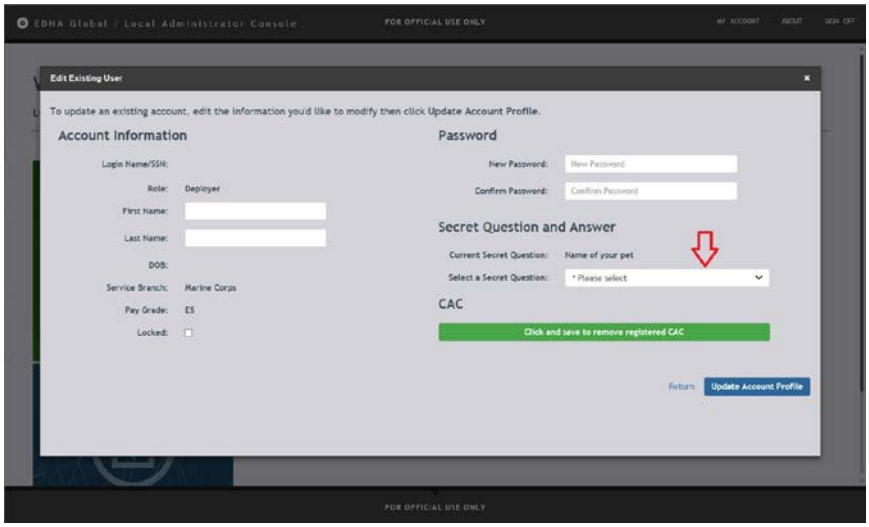
Update Deployer's Password or Secret Question

Click Accounts on the Local Admin Homepage. Click "Edit Existing User." Search for user by first name, last name, or login in the "Search for Application User." Filter search if desired by checking the appropriate boxes. Click the blue "Edit" button.

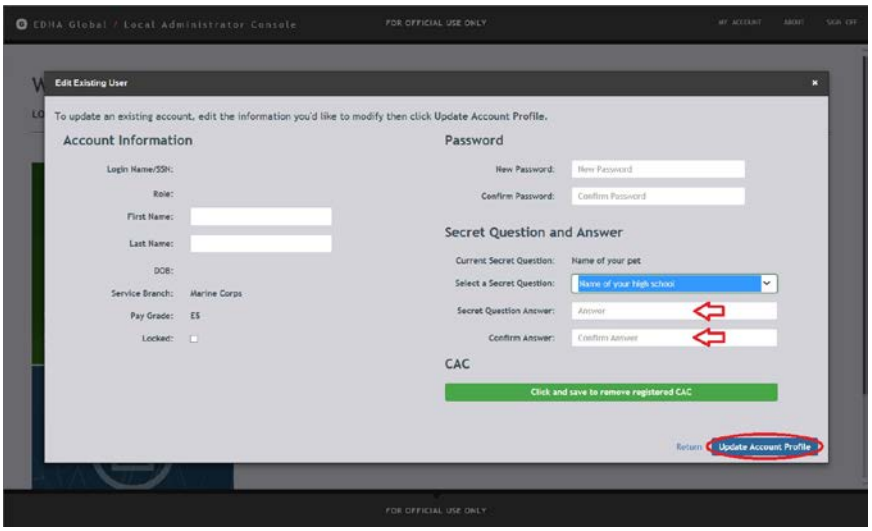
Update the password by entering the new password into the "New Password" and "Confirm Password" fields. All passwords must be 15 characters and include two uppercase, two lowercase, two numbers, and two special characters (!,@,#,$, etc.). Spaces are not allowed in passwords.



To update the secret question, click the "Select a Secret Question" drop box.



After selecting a question, the answer boxes will appear. Enter the answer in the "Secret Question Answer" and "Confirm Answer" field. Then click "Update Account Profile."

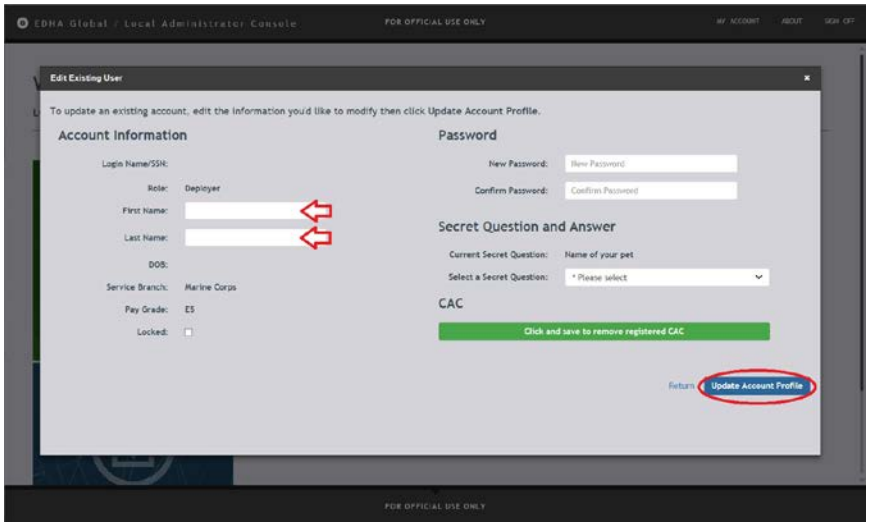


Update User's Name

Click Accounts on the Local Admin Homepage. Click "Edit Existing User." Search for user by first name, last name, or login in the "Search for Application User." Filter search if desired by checking the appropriate boxes.

To update a Deployer's name, click the blue "Edit" button.

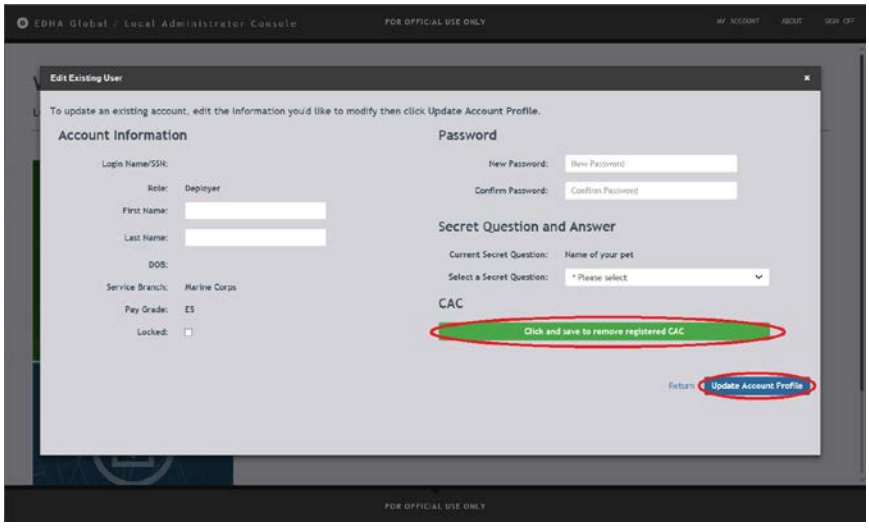
Update the “First Name” and “Last Name” fields as needed. Then click the blue “Update Account Profile” button.



Remove CAC

Click Accounts on the Local Admin Homepage. Click “Edit Existing User.” Search for user by first name, last name, or login in the “Search for Application User.” Filter search if desired by checking the appropriate boxes.

To disassociate a CAC with an account, click the blue “Edit” button. Then click the green “Click and save to remove registered CAC” button. Then click the blue “Update Account Profile” button.



Create Deployer Account

Click Accounts on the Local Admin Homepage. Click “Create New User.”

Enter the Service member’s SSN in the “Login Name/SSN” field. In the drop down “Role” field, select “Deployer.” The fields “First Name,” “Last Name,” “New Password,” “Confirm New Password,” “Select a Secret Question,” “Secret Question Answer,” and “Confirm Answer” are required.

All passwords must be 15 characters and include two uppercase, two lowercase, two numbers, and two special characters (!,@,#,$, etc.). Spaces are not allowed in passwords.

Click “Register New Account” to create account.

EDHA Help Desk

Email usn.hampton-roads.navmcpubhlthcenpors.list.nmcphc-edha@mail.mil

Phone number 757 953 0737
DSN 312 377 0737

POINT OF CONTACT

Navy and Marine Corps Public Health Center	Azad Al-Koshnaw
EpiData Center Department	757.953.0938
WWW.NMCPHC.MED.NAVY.MIL/	azad.m.alkoshnaw.civ@mail.mil