



**Defense Centers for Public Health – Portsmouth**

**CUI**

# **Electronic Health Assessment User Guide Standard Operating Procedures**

**EpiData Center Department  
July 2024**

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**CUI**

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## Introduction

### Purpose

The DoD Deployment Health Assessment program ensures that all Service members are routinely monitored for both physical and mental health. The EpiData Center Department (EDC) Application Development and Data Systems Support (ADDSS) Division developed and maintains the Electronic Health Assessment (EHA) system, which assists in fulfilling this requirement. 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 EHA application. Once certified as complete, the assessments become a part of the Service member's medical record and are 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.

## Roles and Responsibilities

### User Roles

Upon logon, the user will choose their role between Periodic Health Assessment (PHA) and Electronic Deployment Health Assessment (EDHA). All users completing a periodic assessment should choose PHA User all users completing a deployment assessment should choose Deployer.

#### PHA Users

The PHA is open to any Navy, Marine Corps, or Coast Guard. Users will be able to see any PHA they have created, both certified and uncertified, as well as a Certification Metrics that shows the progress of certification on the PHA User homepage.

#### 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. All EDHA Assessments the user has completed will be available from the EHDA home page.

### Provider Accounts

#### MHA Provider

Mental Health Assessment (MHA) Providers review all members' mental health in conjunction with their recent deployment history and medical history. After reviewing the MHA through a

person-to-person meeting with the Service member, the MHA Provider will create referrals as well as set the recommended timeliness of the referral.

Because of the sensitive information in the assessment, MHA providers must be a Physician, Nurse Practitioner, Physician Assistant, Advanced Practice Nurse, Independent Duty Corpsman, Independent Duty Health Services Technician, Independent Duty Medical Technician, Special Forces Medical Sergeant, Clinical Psychologist, or Licensed Clinical Social Worker only. All MHA Providers must complete their MHA Training or equivalent PHA Training before they are granted the access to the role.

### HCP

All PHA assessments must be certified by a HCP before they are complete. All surveys must be certified by both the Record Reviewer and the MHA Provider before they are populated in the Health Care Provider (HCP) Dashboard. The HCP reviews the notes and referrals recommended by the Record Reviewer and MHA Provider. Based on the HCP's review of the assessment through a person-to-person meeting with the Service member, the HCP will determine Individual Medical Readiness Disposition. Review by an HCP is the last step of certifying an assessment.

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.

### Health Care Provider

All EDHA assessments must be certified by a Health Care Provider before they are complete. 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.

### 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.

### 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.

## Additional Roles

### 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.

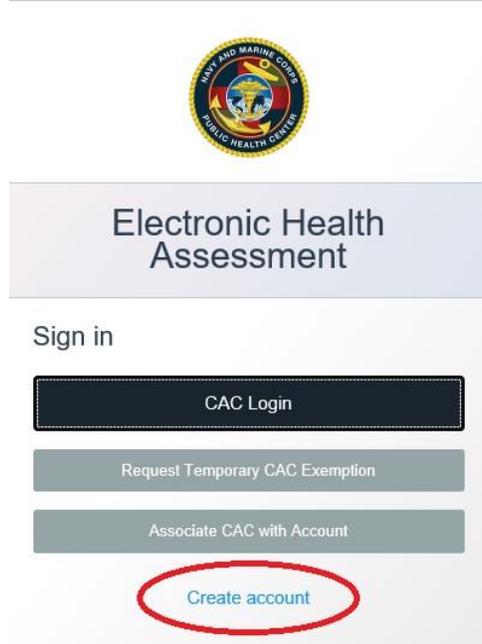
### Record Reviewer

The role of Record Reviewer is used in order to review a Service member's medical records prior to certification by a Health Care Provider. This may be completed before a Service member's appointment and does not require face-to-face interaction. Record Reviewers will enter the Service member's most recent PHA and/or medical documentation as a preliminary review. Based on this preliminary review of the Service member's record, the Record Reviewer marks Provider Referrals and missing documentation which may be needed for completion of the PHA.

## Logging On

### Create a New Account

Click "Create Account."



NAVY AND MARINE CORPS  
PUBLIC HEALTH CENTER

## Electronic Health Assessment

Sign in

CAC Login

Request Temporary CAC Exemption

Associate CAC with Account

Create account

Complete your credentials on the following page. All fields are required to register a new account.

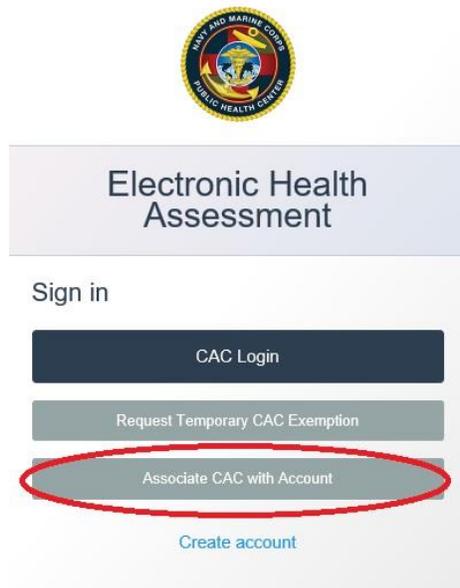
The CAPTCHA is not case sensitive and there are no spaces in between the characters. All passwords must be 15 characters and include two uppercase, two lowercase, two numbers, and two special characters (!,@,#,\$, etc.). Spaces are not allowed in passwords. Security question answers are case sensitive.

Once all fields are completed, click “Submit.”

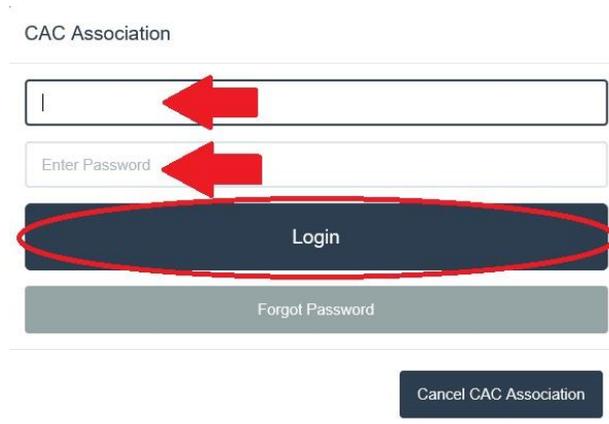
The CAC currently in the system will be registered with the account created. Do not attempt to create an account with another member’s CAC in the system.

### **First Time Logon – Associate CAC**

To logon to a new account, click “Associate CAC with Account.”



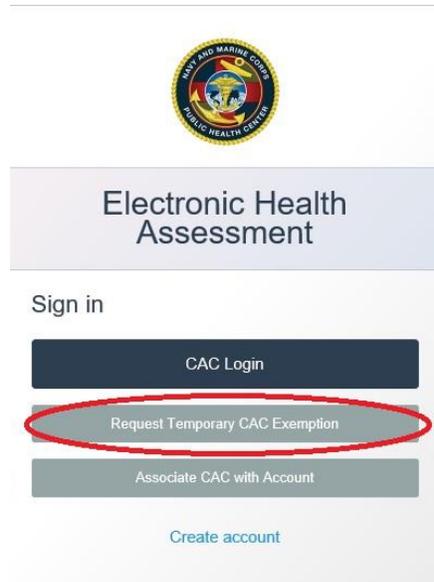
In the pop up window, enter the Username and password. Then click “Login.” The user’s CAC must be in the computer’s CAC reader. Upon successful logon, the CAC will automatically associate with the account. To exit the window without associating a CAC, click “Cancel CAC Association.”



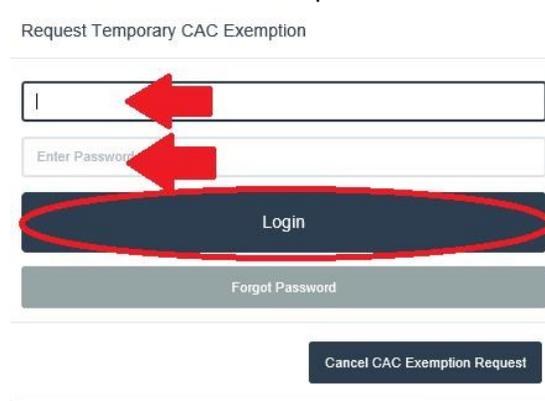
To login, click “CAC Login” on the home page.

### Requesting CAC Exemption

CAC Login is required to access EHA. Only user’s personal accounts can be accessed by Username and password through a CAC exemption. CAC exemptions are only granted once per month. This exemption lasts 3 days. After this exemption, users will need to contact the [EHA Help Desk](#) to receive any subsequent CAC exemptions. To access a CAC exemption, click “Request Temporary CAC Exemption.”



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



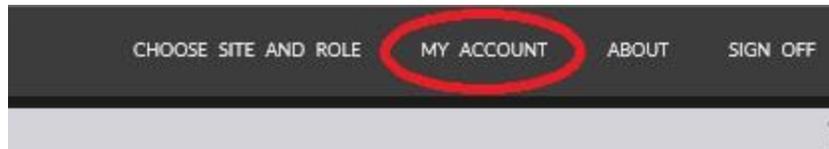
If you have forgotten your Username, please contact the [EHA Help Desk](#).

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.

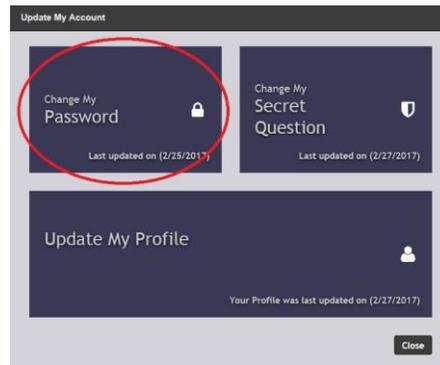
All passwords must be 15 characters long and contain two numbers, two uppercase alpha characters, two lowercase alpha characters, two non-alpha characters (!,@,#,\$, etc.). Spaces are not allowed in passwords.

### Resetting Password

Passwords can also be reset once logged onto either PHA or EDHA. Click “MY ACCOUNT” on the top toolbar.



Click “Change My Password.”

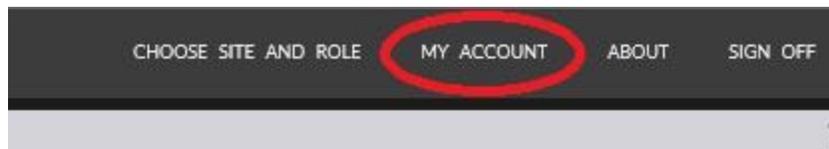


Enter new password and confirm the password. Then click “Enter.” All passwords must be 15 characters long and contain two numbers, two uppercase alpha characters, two lowercase alpha characters, two non-alpha characters (!,@,#,\$, etc.). Spaces are not allowed in passwords.

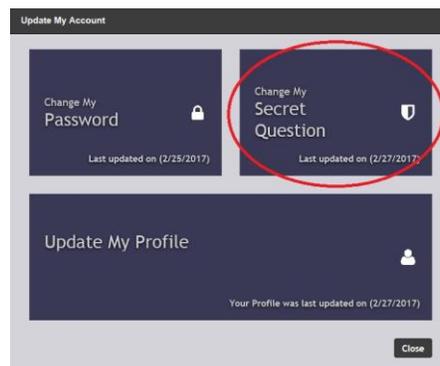
Any further problems with passwords should be directed to the [EHA Help Desk](#).

### 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.”



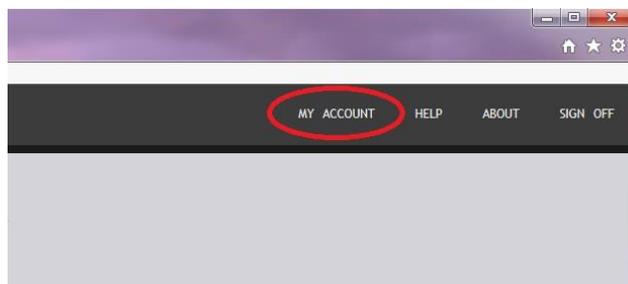
The user will have the option to pick which Secret Question to answer. They will fill in the “New Secret Answer” and “Confirm Secret Answer” fields and click “Update Answer.”

Only the user can update their profile information. Any further requests for resetting Secret Question must be sent to the [EHA Help Desk](#).

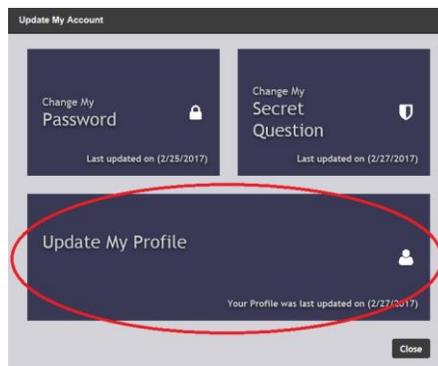
## Updating Name

If your CAC opens another user’s profile, do not change any of the profile information. Contact the [EHA Help Desk](#) to disassociate the account from your CAC.

To update your name within EDHA, click “My Account” on the top toolbar. Names cannot be changed in PHA.



Then click “Update My Profile.”



Update any required fields and click “Submit.”

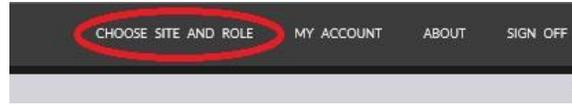
Only the user can update their profile information. Any further requests for name update must be sent to the [EHA Help Desk](#).

## Disassociate CAC

If a CAC is associated with an account that is not the Service member, contact the [EHA Help Desk](#). Do not change any profile information or start an assessment in another user’s account.

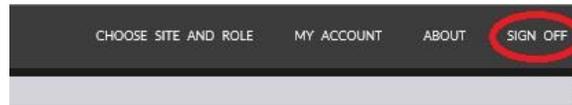
### Changing Site and Roles

To change between EHDA and PHA or to choose a different EHDA role. Click “Choose Site and Roles” on the top toolbar.



### Signing Out

Before leaving the site, especially at a shared, ensure to click “Sign Off” on the top toolbar to ensure no one else can access your account.



## 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

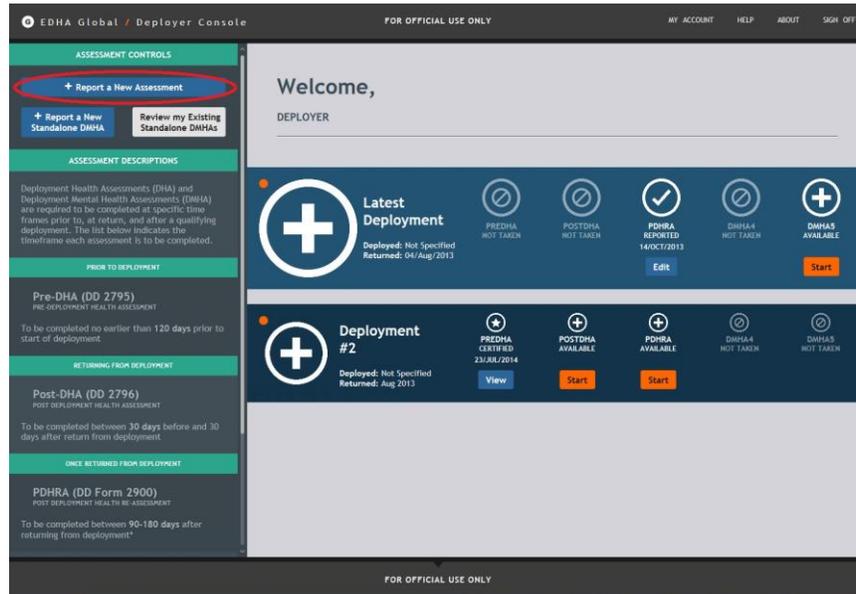
#### DD 2900 Post Deployment Reassessment - PDHRA

- 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

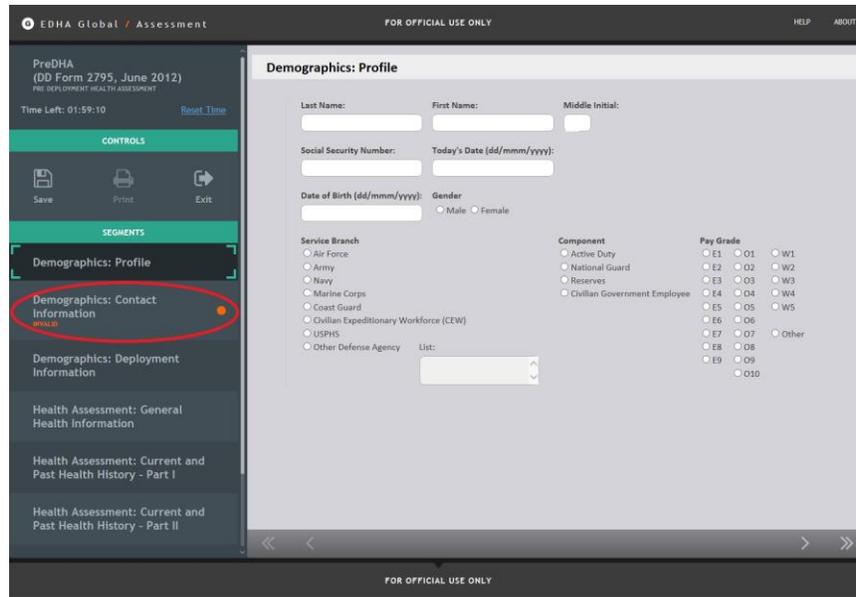


Click in the field “Date of Departure” and select the date of your latest departure from theater or to the best of your knowledge the date of departure of your upcoming deployment.

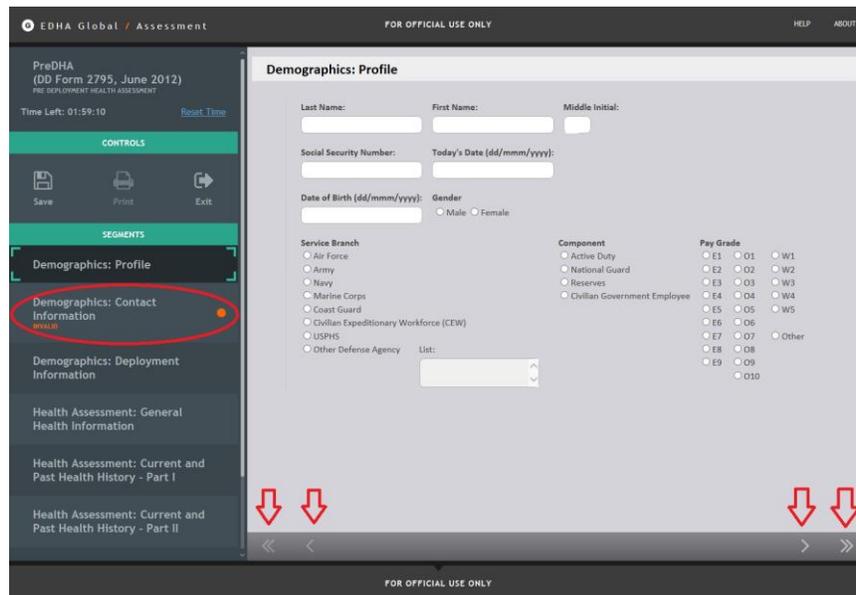
The system will list all available surveys for that date. After selecting the desired assessment, you will be directed to the assessment page.

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

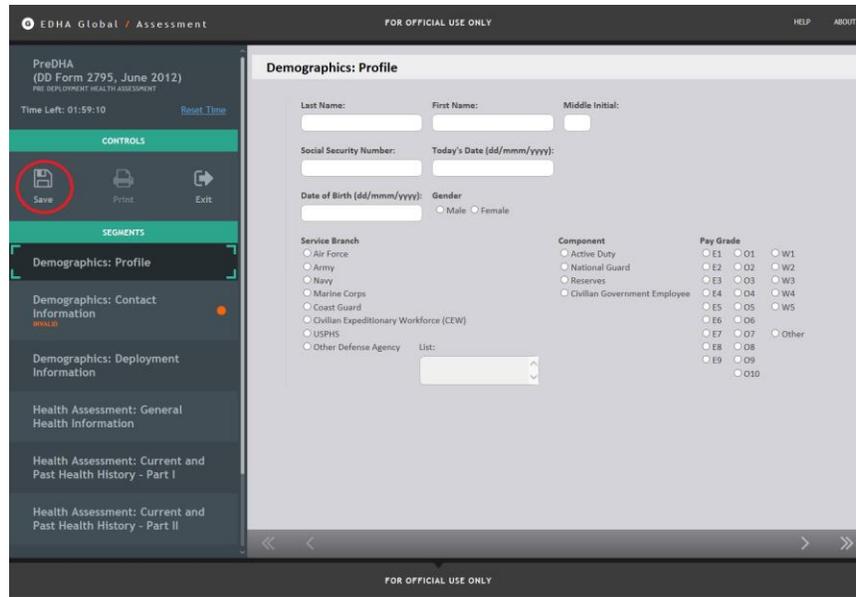
If a page with required information is not completely filled out, an orange dot will appear next to that page. When a page is completely filled out, the orange dot will disappear.



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.



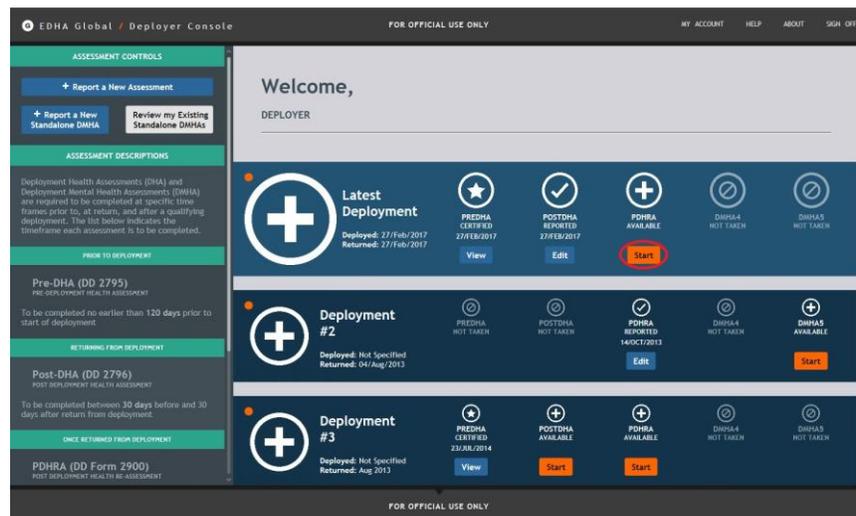
The assessment cannot be submitted while there is missing required information. The assessment can be saved and closed at any time.



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

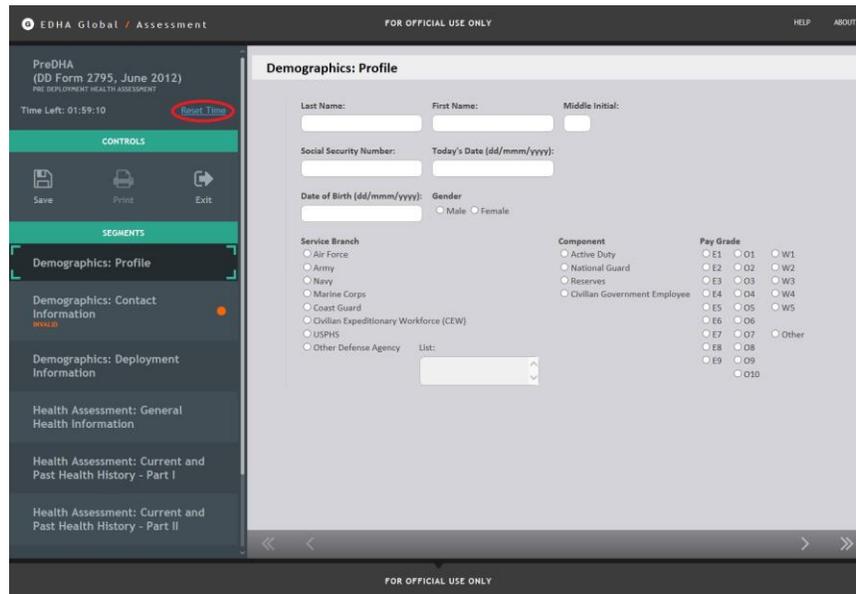


If the orange “Start” button is not visible under the assessment, the assessment is not available based on the [assessment completion timeline](#).

## 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.



The screenshot shows the EDHA Global Assessment interface. The top bar includes 'EDHA Global / Assessment', 'FOR OFFICIAL USE ONLY', and 'HELP ABOUT'. The main content area is titled 'Demographics: Profile' and contains several form fields: Last Name, First Name, Middle Initial, Social Security Number, Today's Date (dd/mm/yyyy), Date of Birth (dd/mm/yyyy), Gender (Male/Female), Service Branch (Air Force, Army, Navy, Marine Corps, Coast Guard, Civilian Expeditionary Workforce (CEW), USPS, Other Defense Agency), Component (Active Duty, National Guard, Reserves, Civilian Government Employee), and Pay Grade (E1-E9, O1-O10, W1-W5, Other). A 'Reset Time' button is circled in red in the top right corner of the assessment area. The bottom bar also displays 'FOR OFFICIAL USE ONLY'.

## 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.

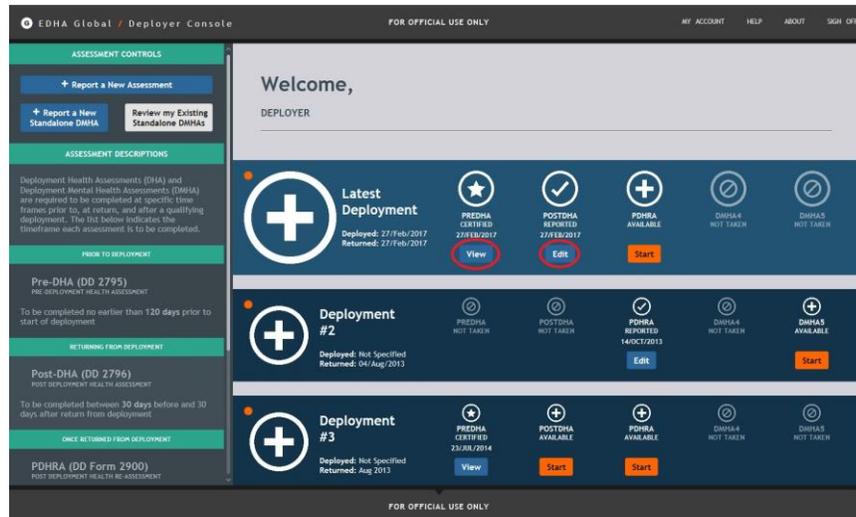
## Accessing Previous Assessments

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.

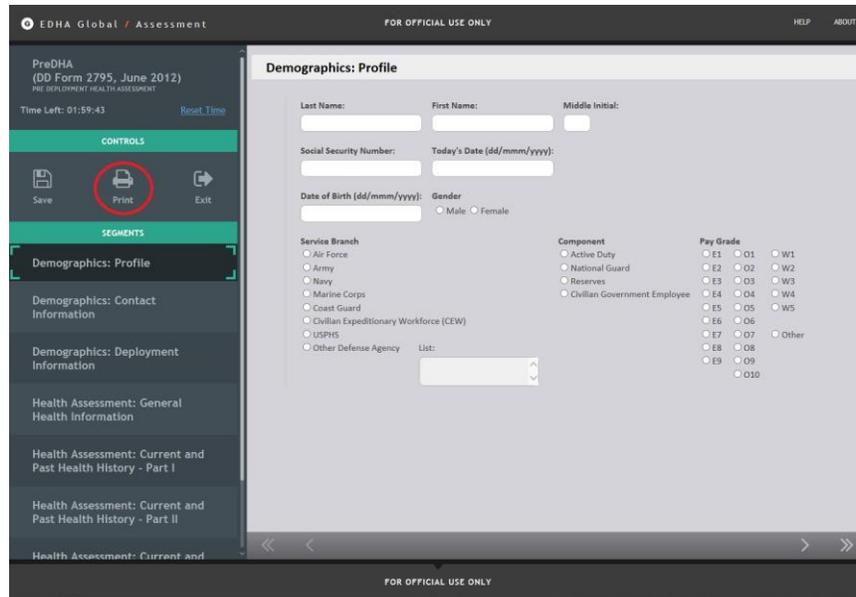
Click the blue “Edit” button under the desired assessment on the My EDHA homepage. All previous assessments will be visible.

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.

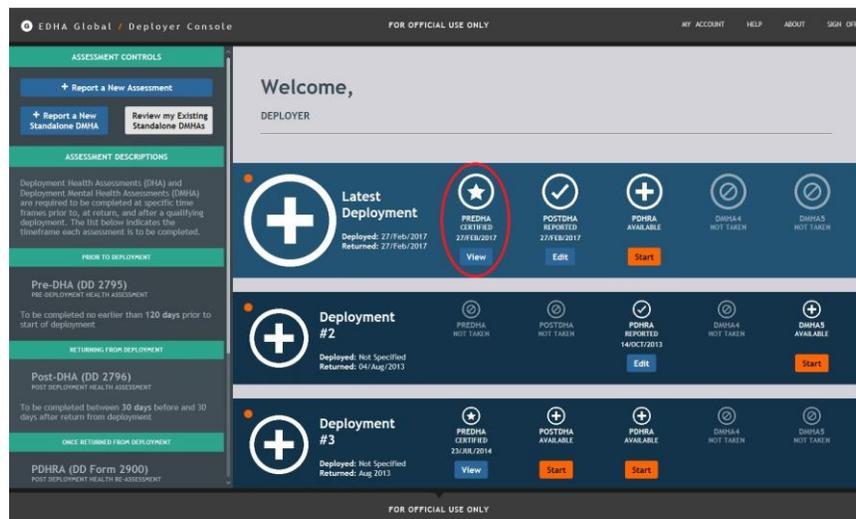
Click “PRINT” on the left panel.



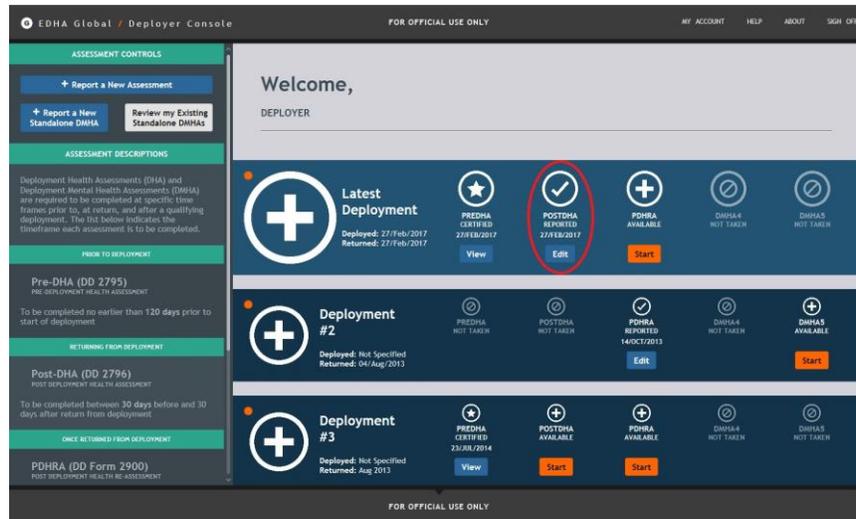
## Certification Progress

All previously completed assessments are visible to Deployers.

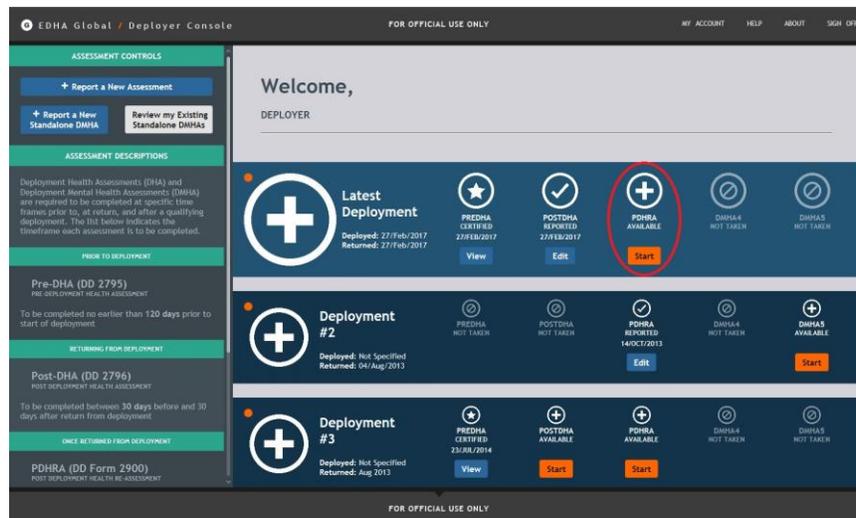
When the assessment is submitted by the Deployer and certified by the Health Care Provider, the circle above the assessment will have a white star, read "CERTIFIED" as well as the date of certification, and the blue button will read "View."



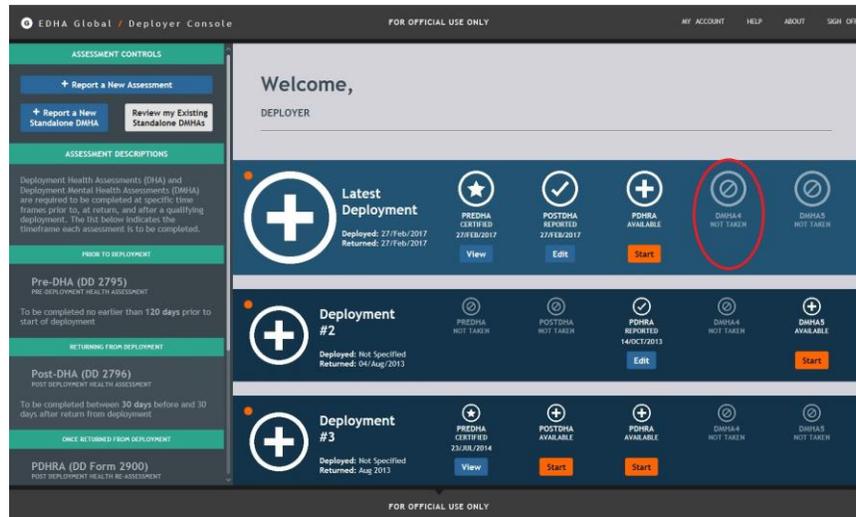
When the assessment is submitted but not yet certified, the circle above the assessment will have a white check, read "REPORTED" as well as the date of submission, and the blue button will read "Edit."



When an assessment is available based on the [assessment completion timeline](#) but not yet completed, the white 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 below.



## 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

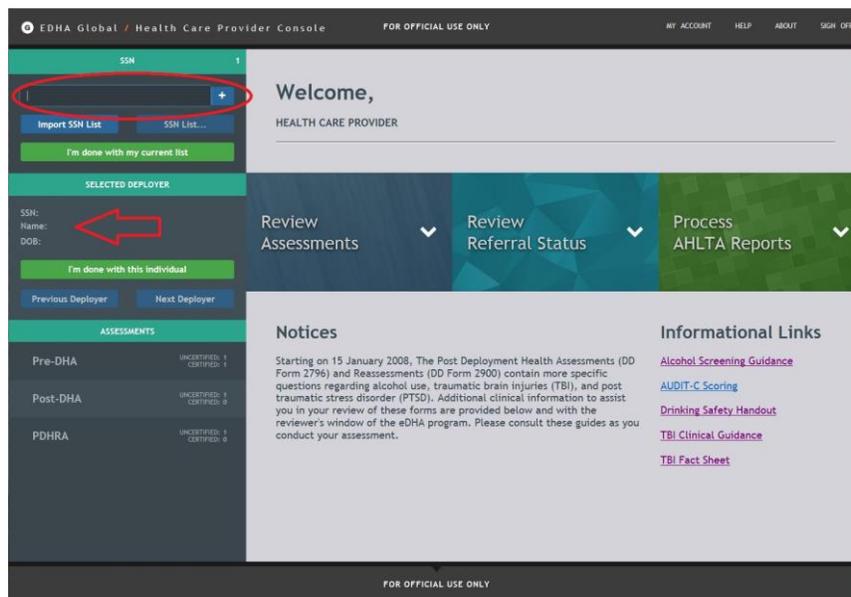
### Registering CAC

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.

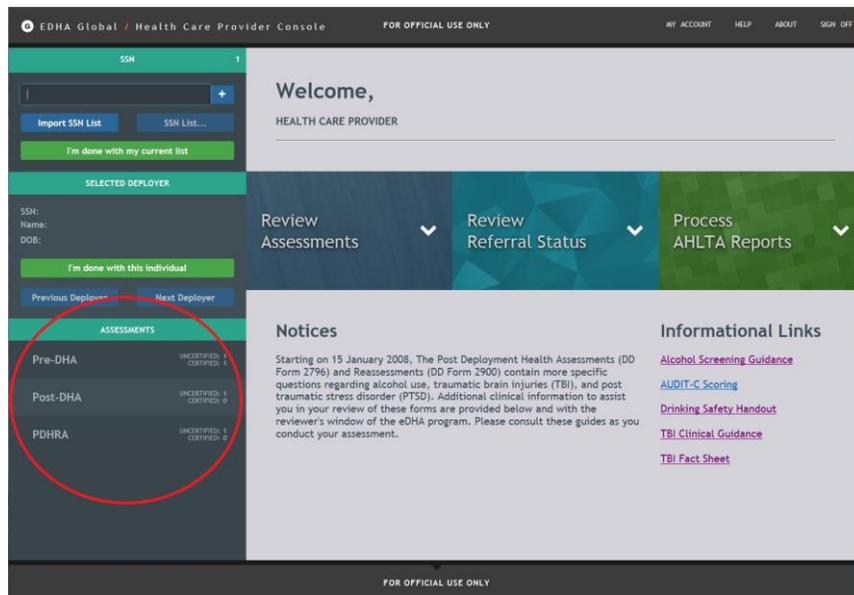
### Finding a Service Member

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, date of birth, first name, middle name, and last name will appear under "SERVICE MEMBER INFO" in the left panel.



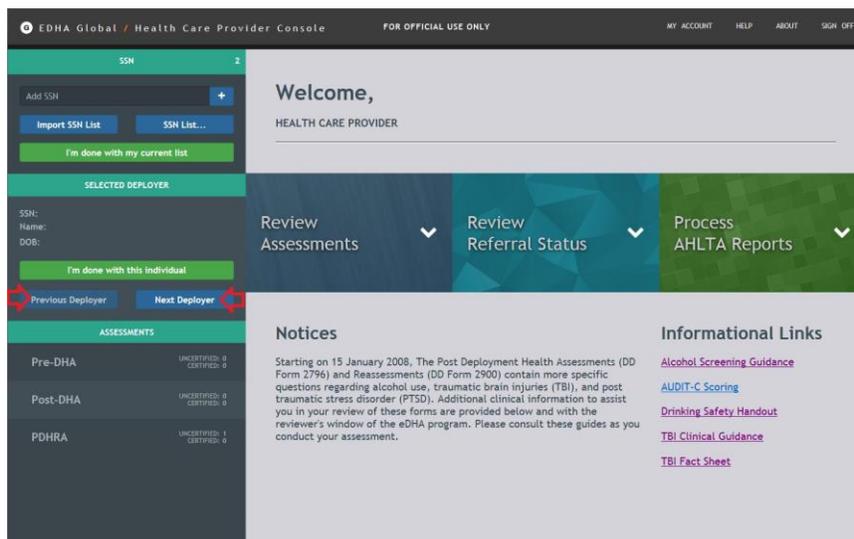
In the left panel under "ASSESSMENT," the Deployer's assessments will be visible and will show how many assessments are certified and how many are uncertified.



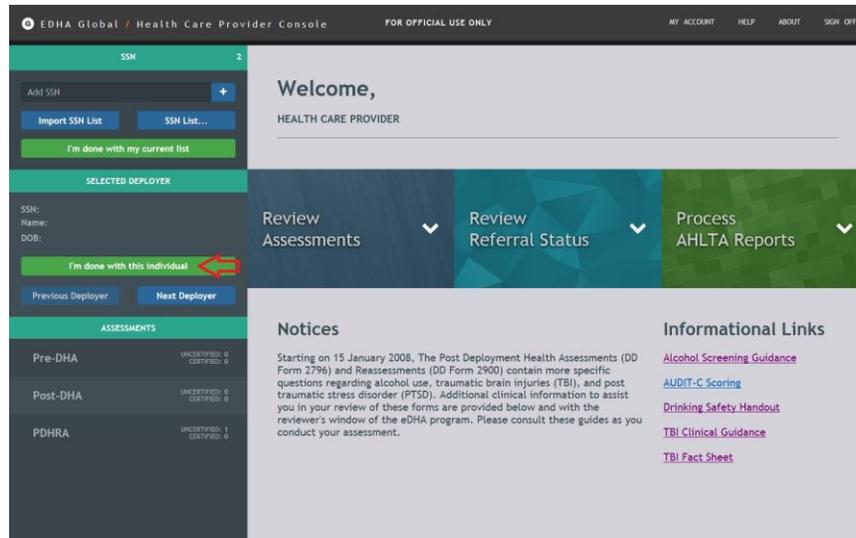
Click “Pre-DHA,” “Post-DHA,” or “PDHRA.” You will be able to view certified and uncertified assessments.

### 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.”

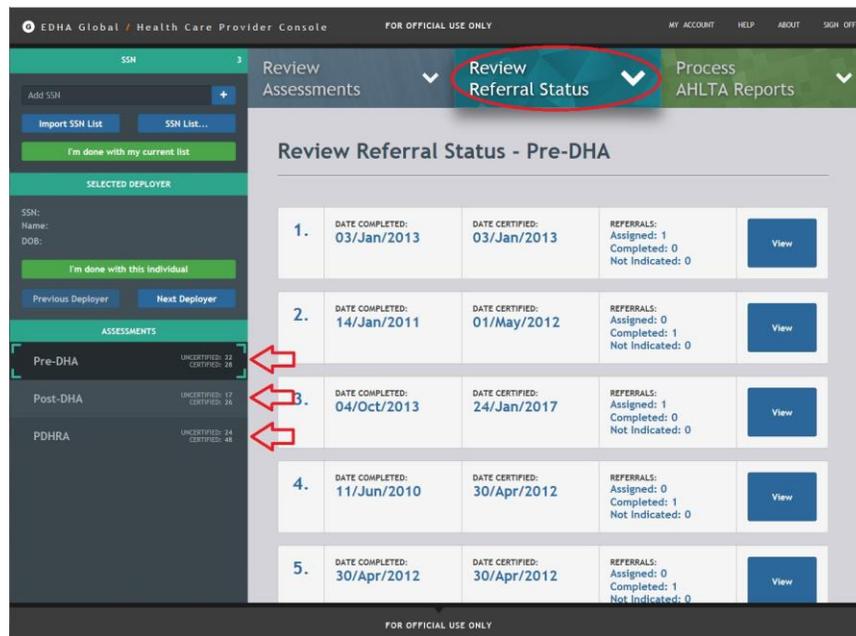


When finished click “I’m done with this individual.”

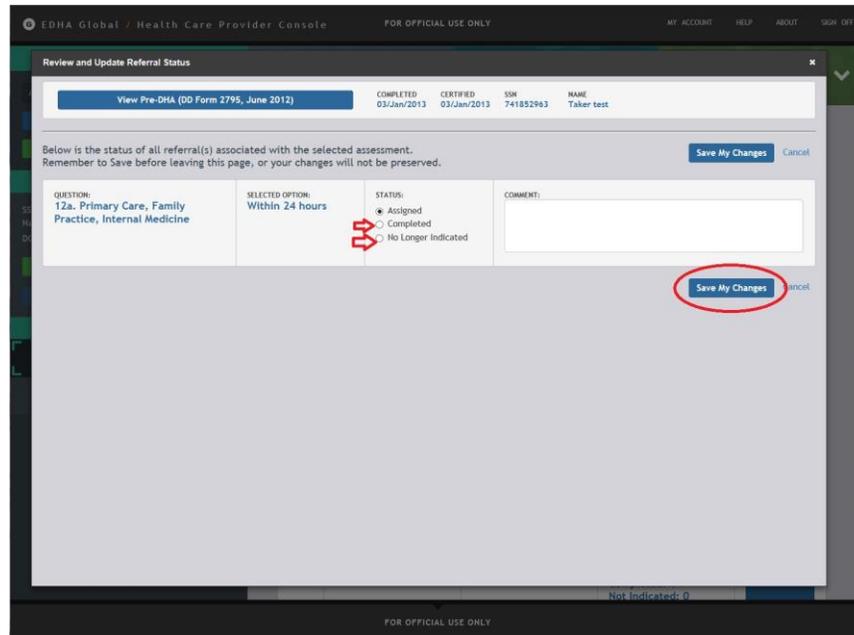


## View Referral Status

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



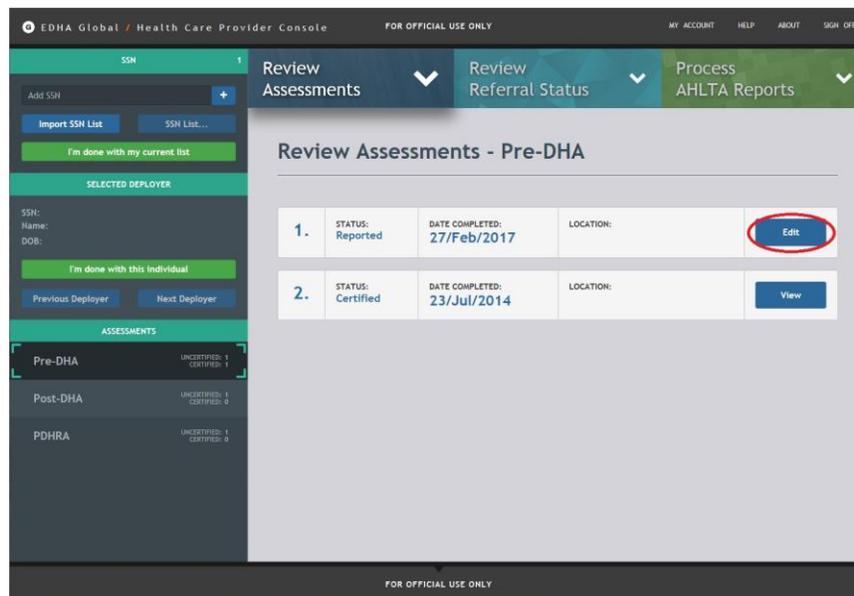
To view a referral, click "View" or "Edit." To close a referral click "Completed" or "No Longer Indicated." Add any comments in the "COMMENT" field. And click "Save My Changes."



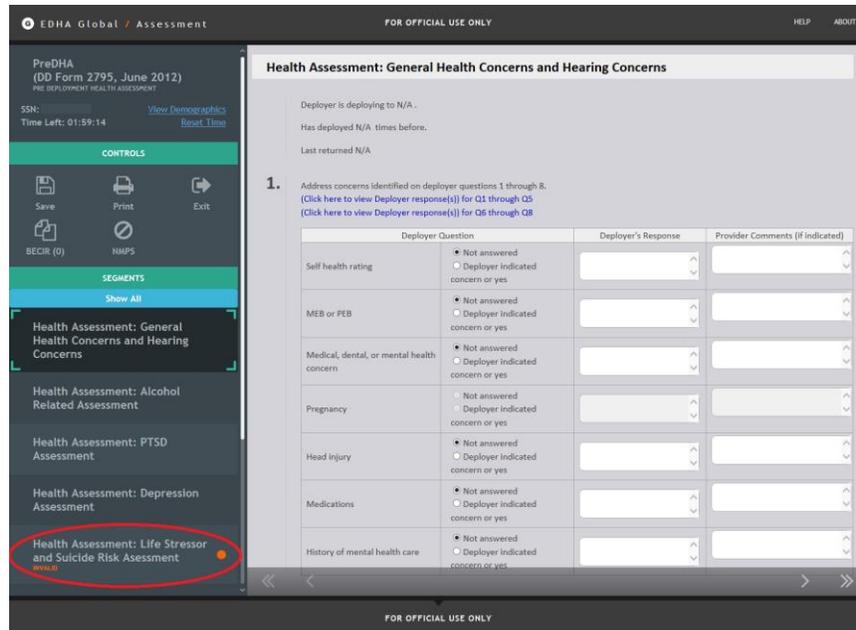
## Certify an Assessment

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

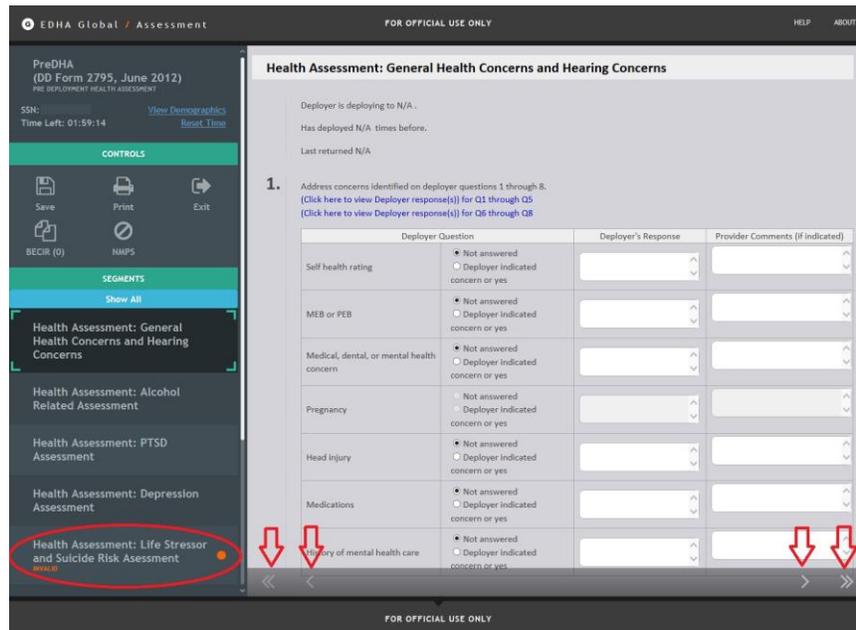
To certify an assessment, click “Edit” on the line of the desired assessment.



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.



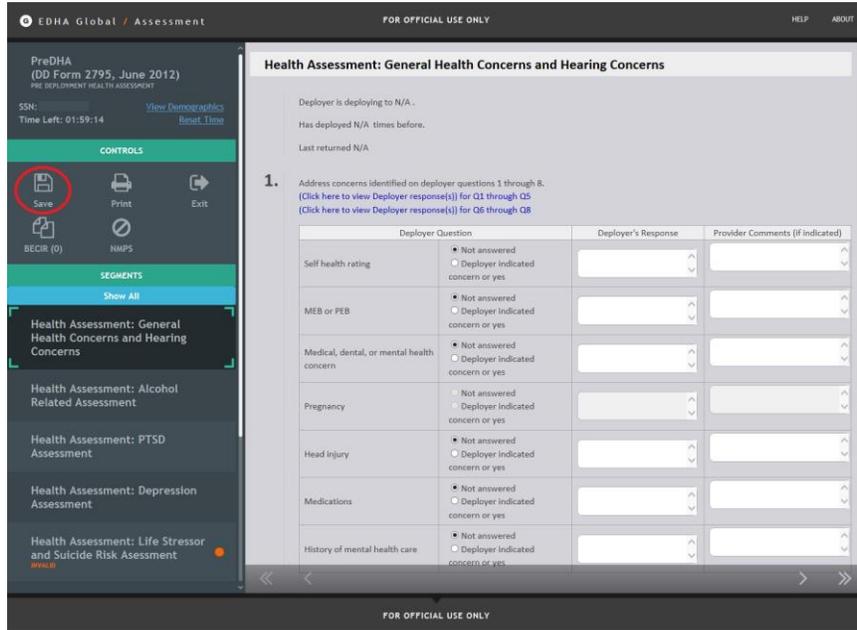
Use the arrows at the bottom of the page to navigate through the assessment. Or click on the page in the left panel.



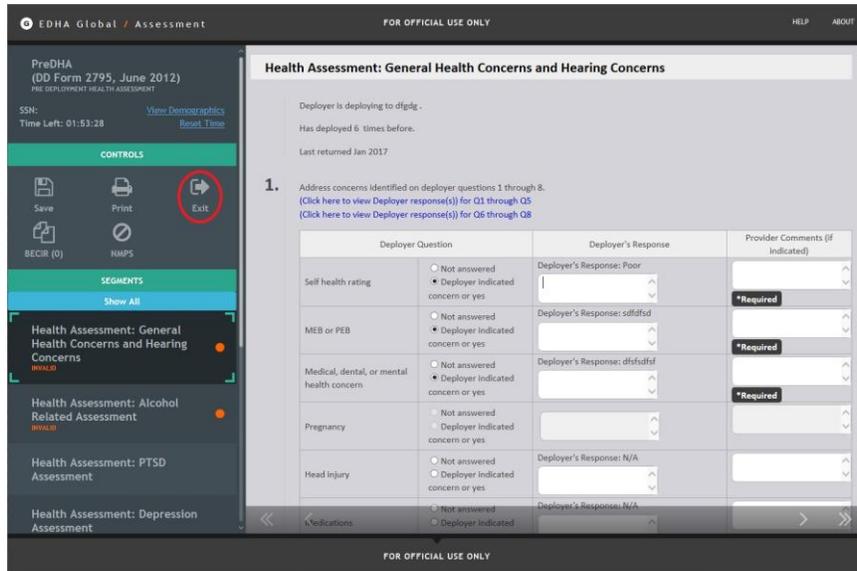
The assessment cannot be submitted while there is required information incomplete. The assessment can be saved and closed at any time.

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.

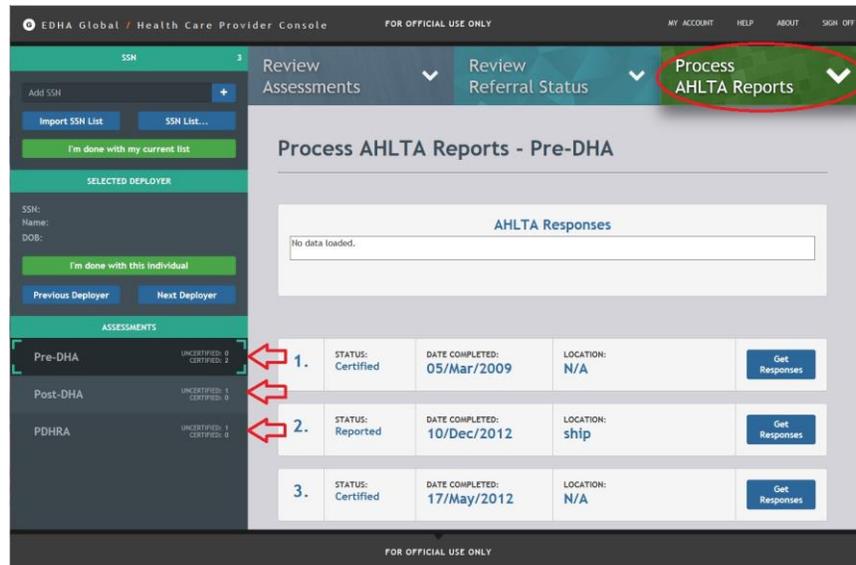


To close the assessment, click “Exit” on the left side panel.

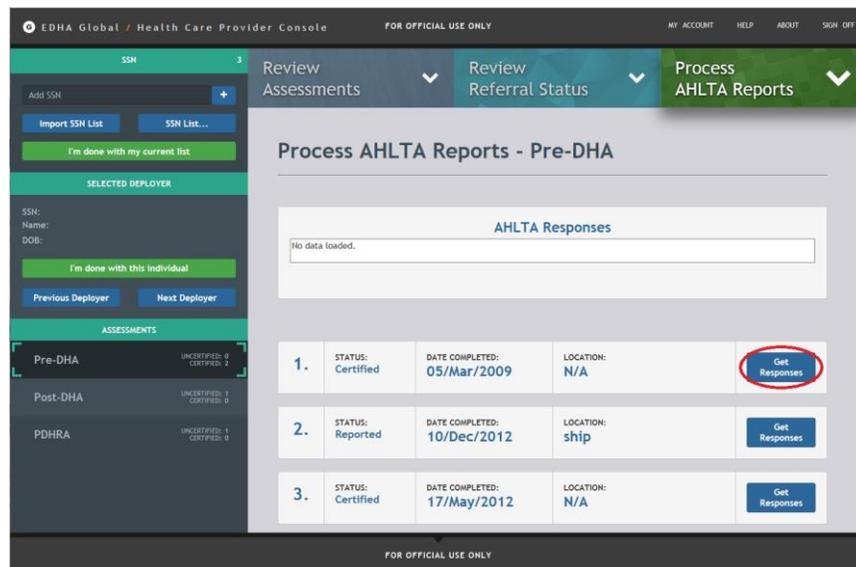


### AHLTA Reports

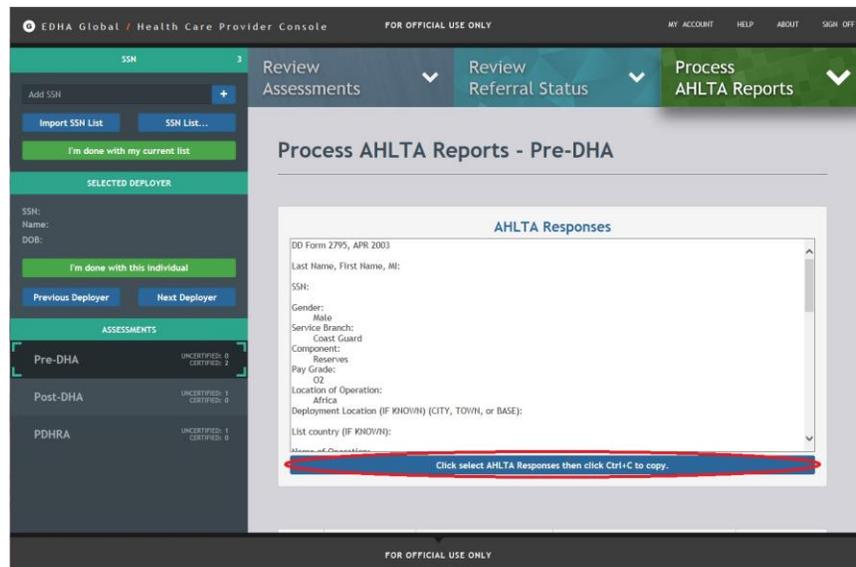
After selecting the appropriate Deployer, click “Pre-DHA,” “Post-DHA,” or “PDHRA.” Then click “Process AHLTA Reports.”



Click “Get Responses” next to the desired assessment.



The AHLTA Response List 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.

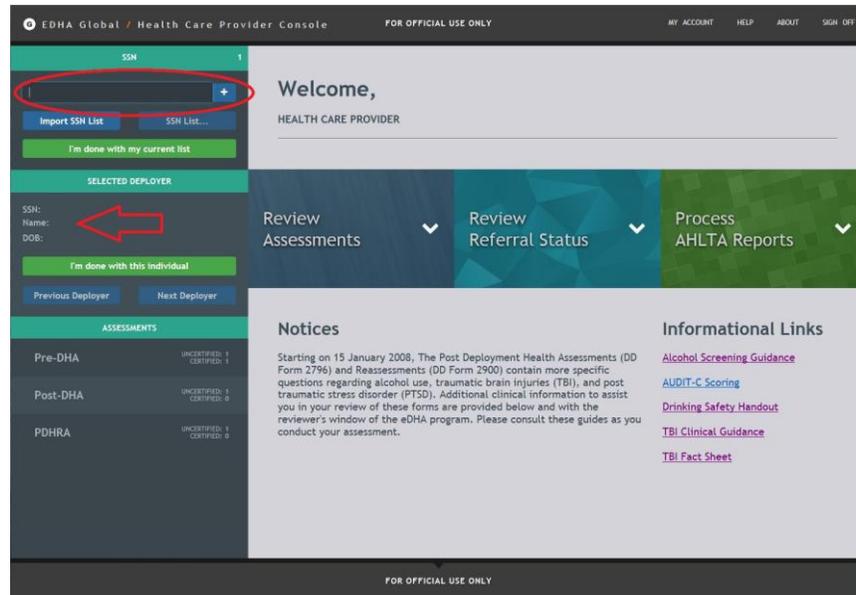
### Registering CAC

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.

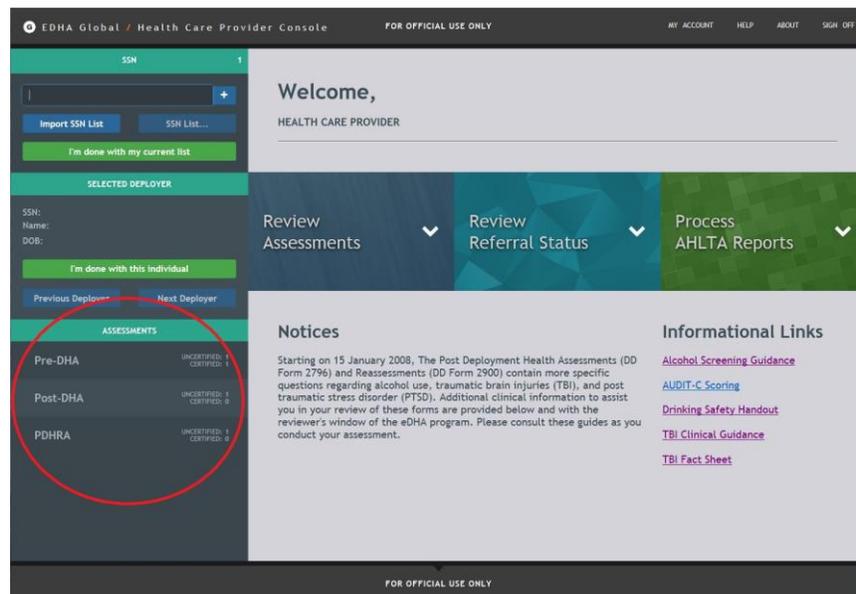
### Finding a Service Member

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.



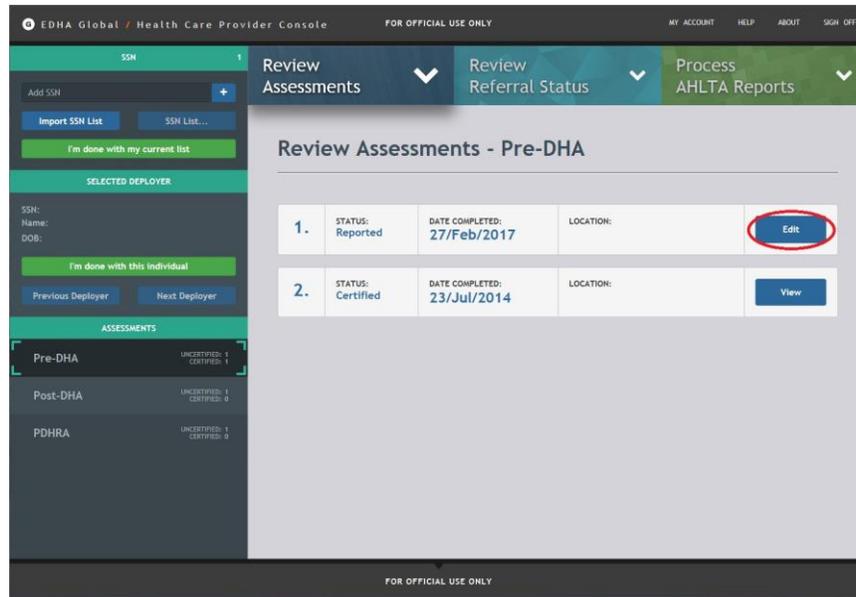
In the left panel under “ASSESSMENT,” the Deployer’s assessments will be visible and will show how many assessments are certified and how many are uncertified.



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

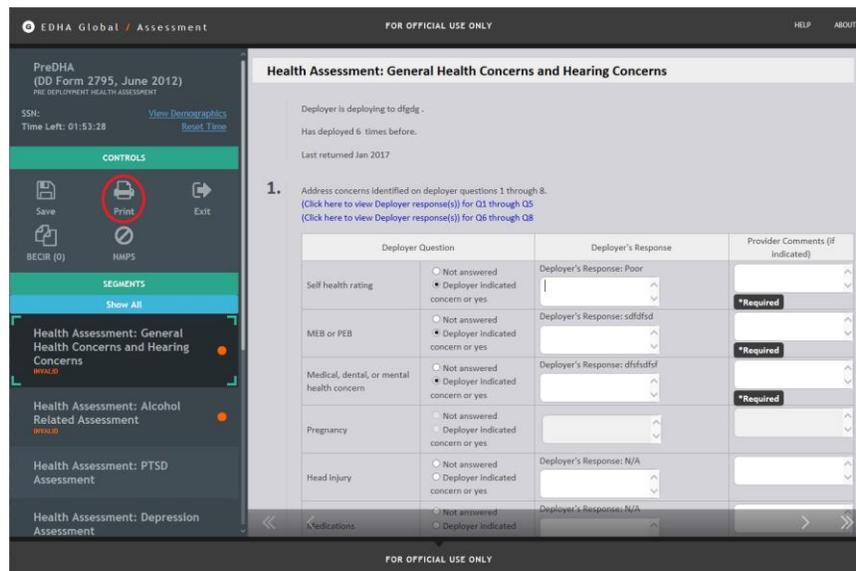
### Viewing and Printing Assessment

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

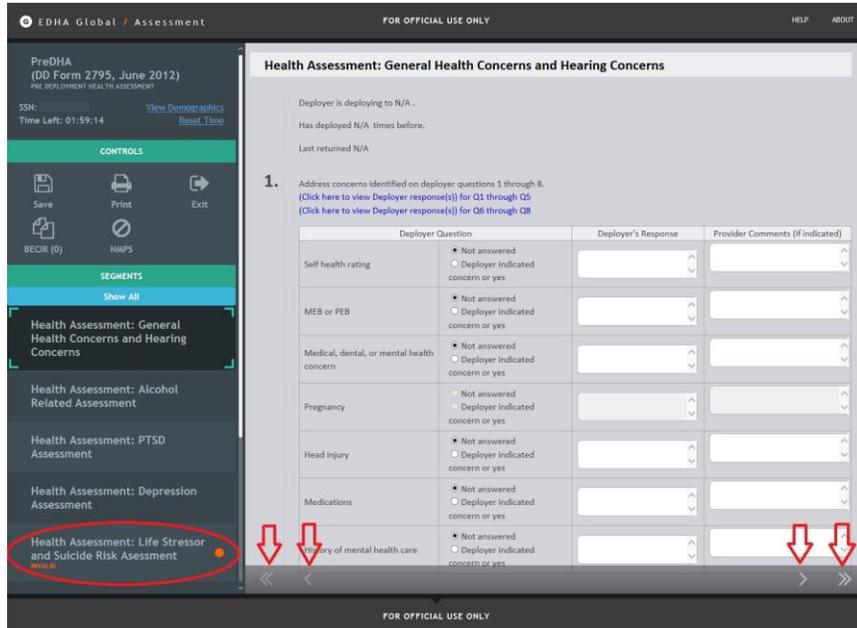


You will be able to view the assessment, as well as add comments, save, and print but not certify assessments.

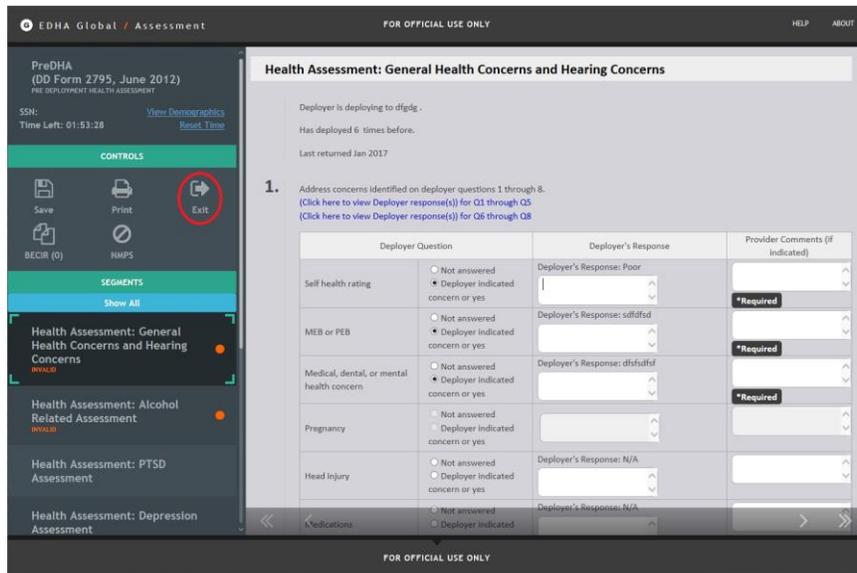
To print the assessment, click print on the left panel.



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

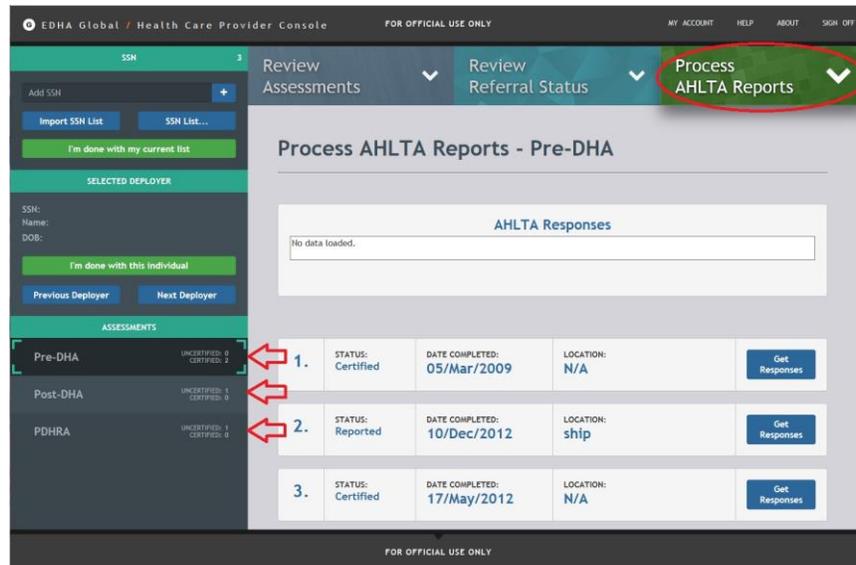


To close the assessment, click “Exit” on the left side panel.

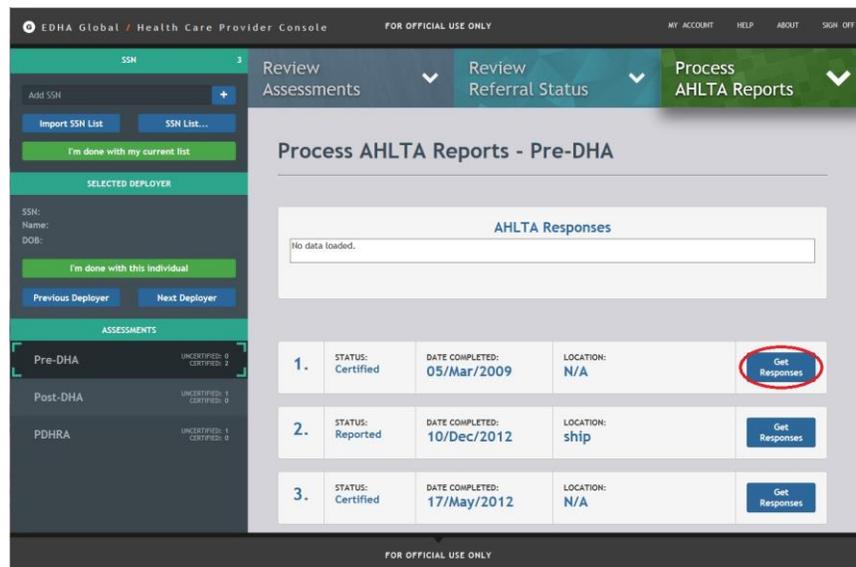


### AHLTA Reports

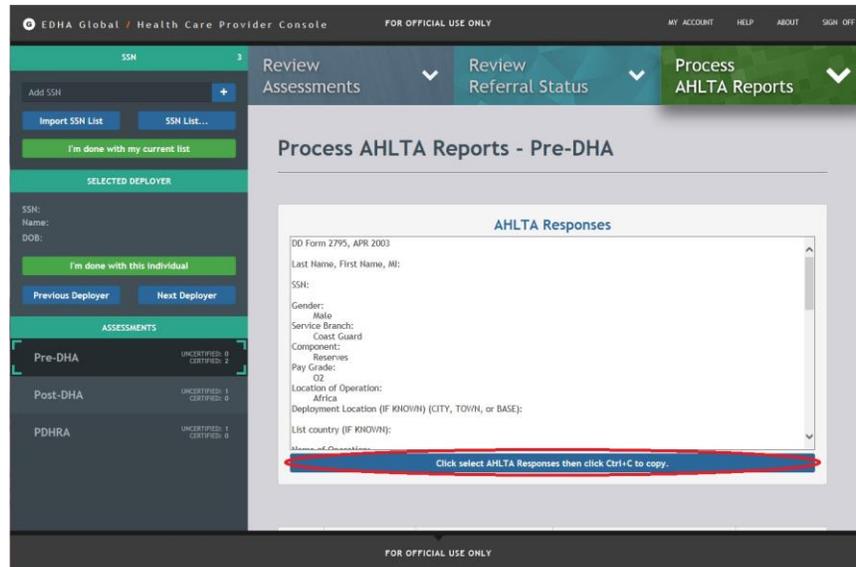
After selecting the appropriate Deployer, click “Pre-DHA,” “Post-DHA,” or “PDHRA.” Then click “Process AHLTA Reports.”



Click “Get Responses” next to the desired assessment.



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



## Local Administrator Guide

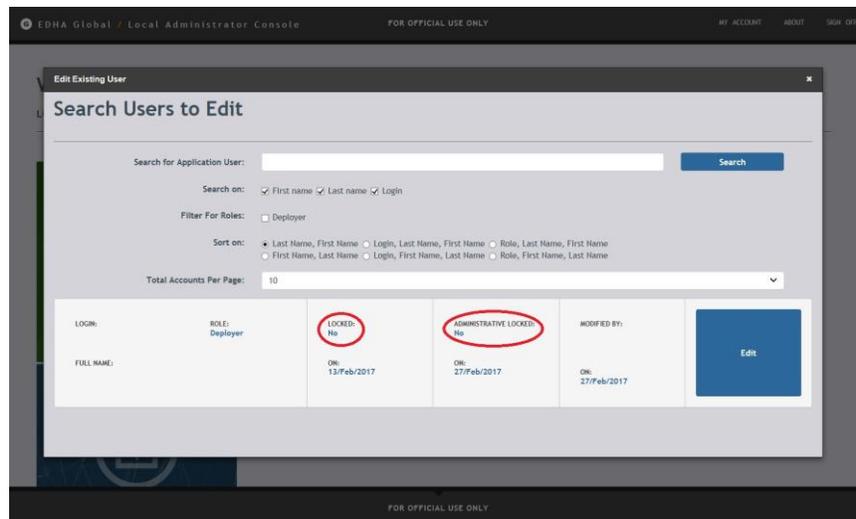
### Registering CAC

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.

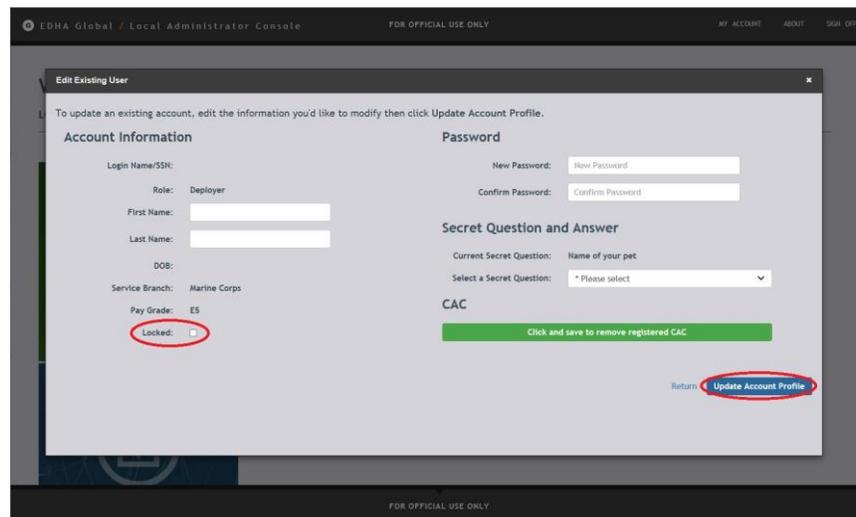
If the account is locked it will say "Yes" under "LOCKED" or "ADMINISTRATIVE LOCKED."



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.”

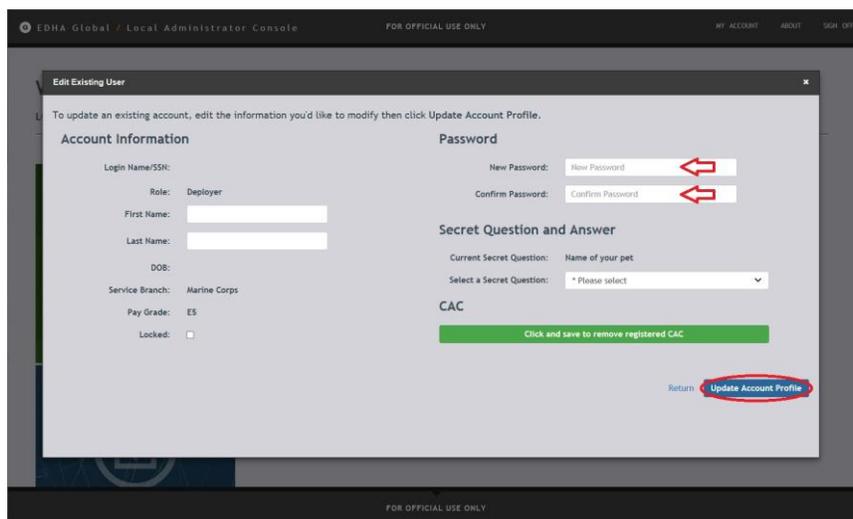


### Update Deployer’s Password or Secret Question

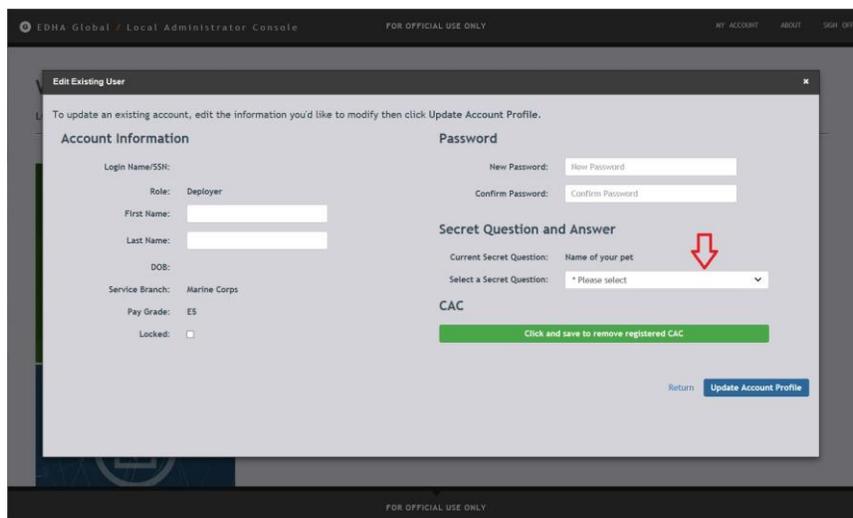
Click Accounts on the Local Admin Homepage. Click “Edit Existing User.” Search for user by first name, last name, or login in the “Search for Application User.” Filter search if desired by checking the appropriate boxes. Click the blue “Edit” button.

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

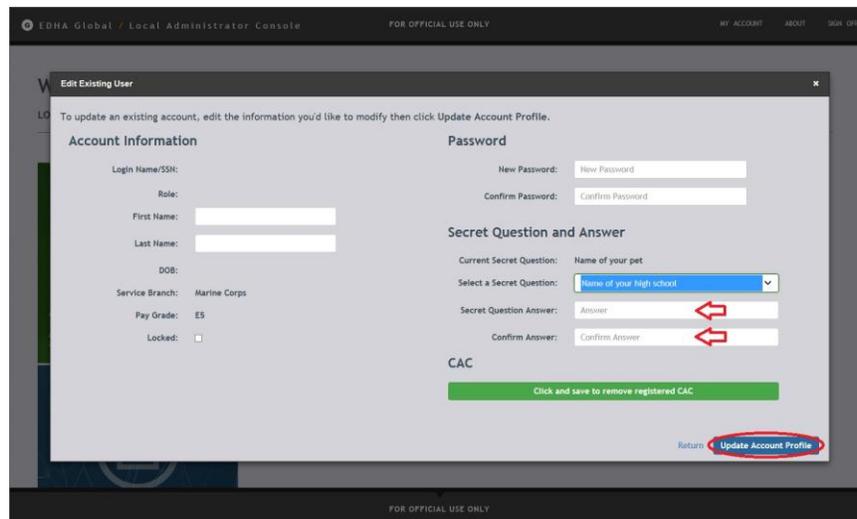
lowercase, two numbers, and two special characters (!,@,#,\$, etc.). Spaces are not allowed in passwords.



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.”

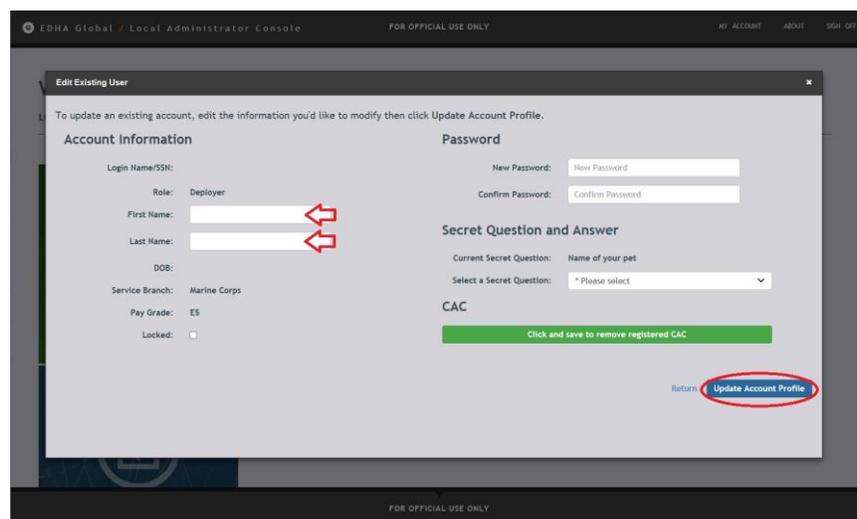


### Update User's Name

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.

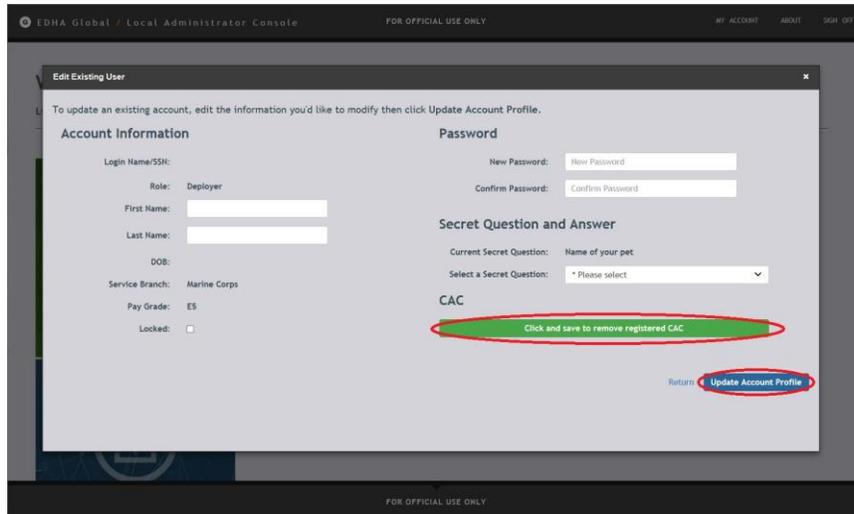
Update the “First Name” and “Last Name” fields as needed. Then click the blue “Update Account Profile” button.



### 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 DODID in the “Login Name (DODID)” field. In the drop down “Role” field, select “Deployer.” The fields “SSN,” “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.

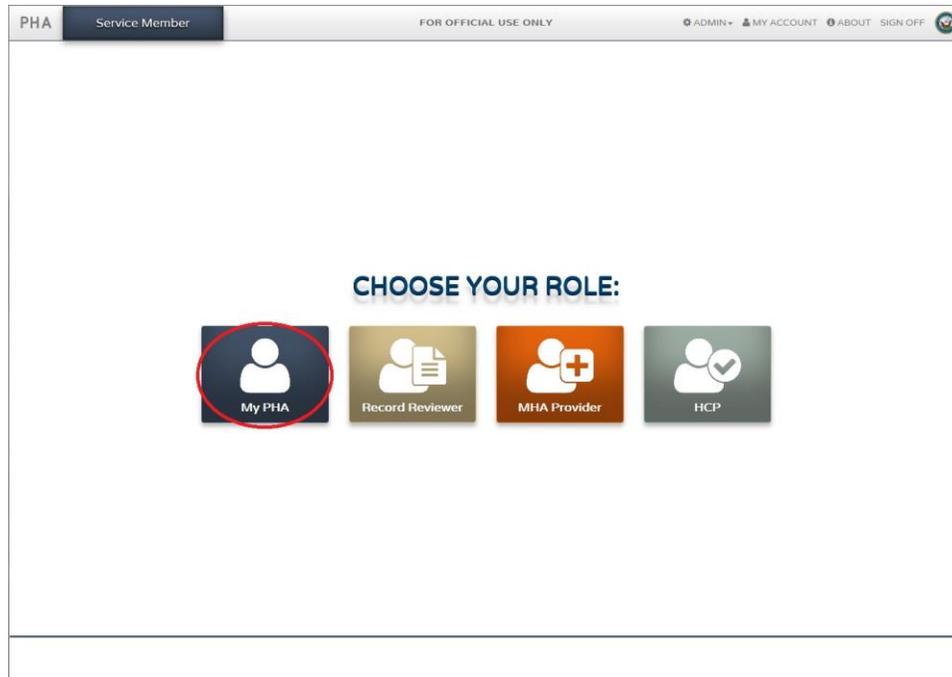
## PHA User Guide

### Low Bandwidth

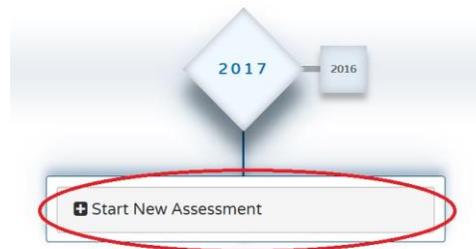
To access PHA with low bandwidth, click “Switch to Limited Bandwidth” on the PHA logon page.

### Start a New Assessment

Once logged if you have additional access, click “My PHA” on the user homepage.

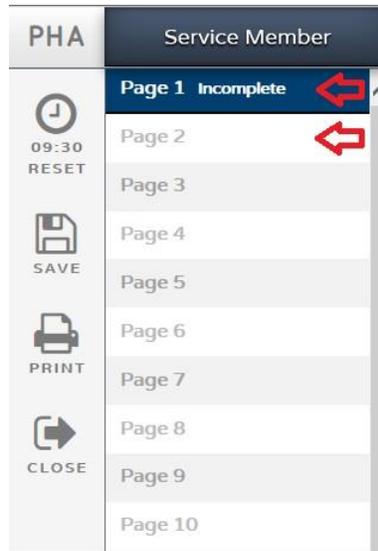


Click “Start New Assessment” under the current year on the My PHA homepage.

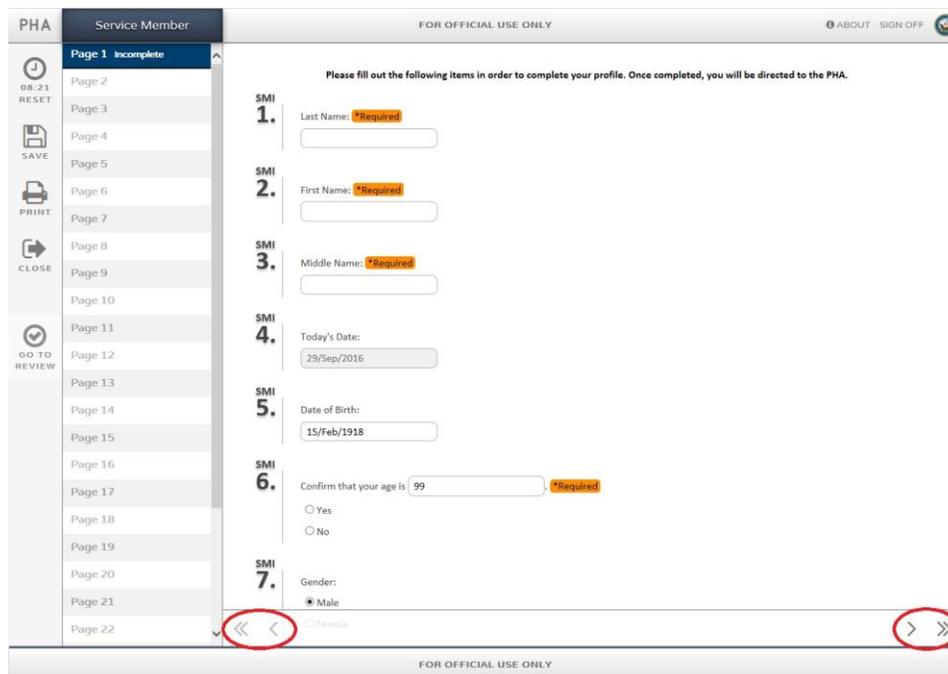


A “Notice” window with the Privacy Act Statement will pop-up. Click “Acknowledge” after reading the statement. A “Welcome” window will pop-up. After you reading the contents, click “Let’s Get Started.”

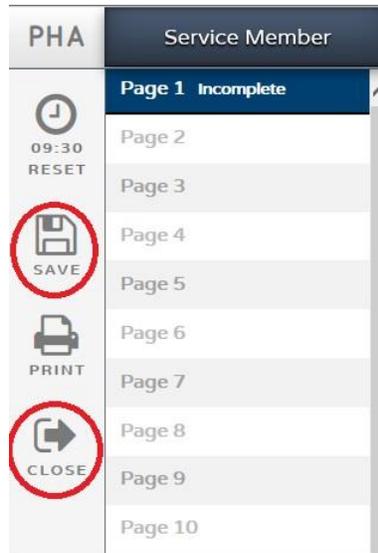
All questions are required to complete the assessment. When a page is completely filled out, the “Incomplete” next to the page number will disappear.



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 an “Incomplete” page. The assessment can be saved and closed at any time.



After you have completely filled in your assessment, click “Go to Review.”

If the assessment is incomplete, a pop-up window will state “Review Unavailable.” When the assessment is completely filled out, a pop-up window will state “Proceed to Review?” Click “OK” to begin the assessment certification process by going to the review page.

The user will be directed to a review page of the assessment. At the top of the page, at the top of the page the options available are “Bottom,” “Print,” and “Close.”

After reviewing the assessment, the user can submit the PHA by clicking the green button at the bottom of the page that says “Sign and Finish.”

A window will pop-up that has the user confirm completion of the assessment. To confirm, click “Finish.”

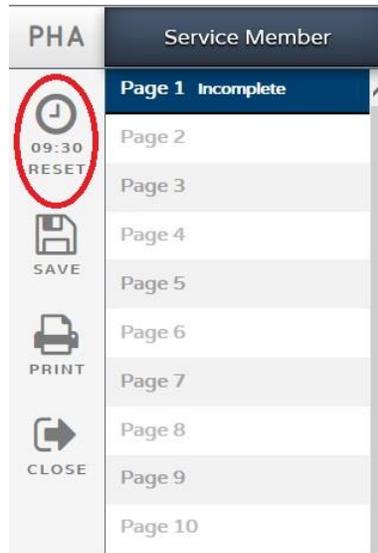
The user will be directed to an “Education Report.” At the bottom of the Education Report, the user has the option to email or print the Education Report. Once finished, click the green button that says “Completed.”

The user will be directed back to the Service Member Welcome page where the Certification Metrics will allow the user to see the progression of certification of each PHA assessment.

### Timer

Each page of the assessment is automatically set with a 10 minute limit. The timer will refresh every time a user navigates from one page to another.

To extend the time allowed, click the timer icon on the side of the Assessment to reset the 10 minute timer if necessary.



### Next Steps

After completing your PHA, contact your local 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 PHA homepage, select the year of the desired PHA.



All previous assessments will be visible. Select the blue check on the line of the desired assessment.



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

## Editing Previous Assessment

Only non-certified assessments may be edited.

Select the year of the desired PHA on the My PHA homepage. All previous assessments will be visible.



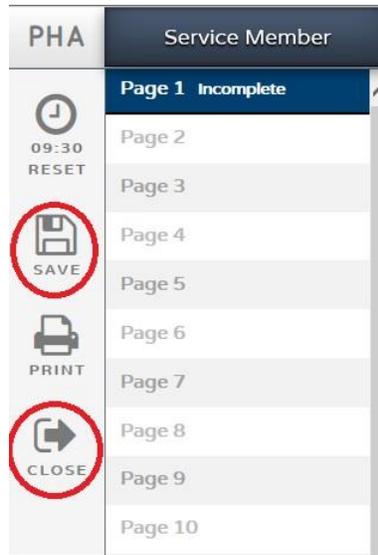
Select the blue check or the empty circle above “SERVICE MEMBER” on the line of the desired assessment.



A “Notice” window with the Privacy Act Statement will pop-up. Click “Acknowledge” after reading the statement. A “Welcome” window will pop-up. After you reading the contents, click “Let’s Get Started”.

If the user has already submitted their survey, a “Notice: Auto-Save Disabled” pop-up will remind the user that they have previously submitted their survey. Click “OK” to proceed.

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

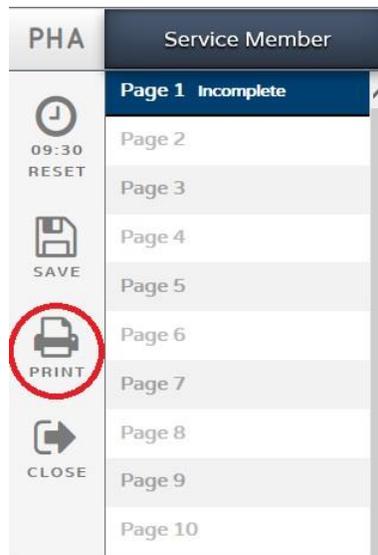
Select the year of the desired PHA on the My PHA homepage. All previous assessments will be visible.



Select the blue check or the empty circle above “SERVICE MEMBER” on the line of the desired assessment.



Click “PRINT” on the left panel.



### Certification Progress



As a user, a Service member has the ability to see the progression of each of their survey's certification. The Certification progression will be visible from the My PHA homepage. If the user has more than one role, click "My PHA" to view the My PHA homepage.

Each survey started will appear on a new line. As each role certifies the assessment, the circle above their name will be filled in and checked. If the circle is blank, that role has not completed the survey.

If the circle above "SERVICE MEMBER" is blank, the Service member has not signed and finished that assessment. The roles Record Reviewer, MHA Provider, and HCP cannot view or certify a Service Member's PHA until that PHA has been signed and finished by the user. When the user has completed an assessment, a blue circle and check mark will appear above "SERVICE MEMBER" indicated that their portion is completed.

## Requesting Access as a Record Reviewer, MHA Provider, or HCP

In order to grant additional roles, the user must first have a PHA User account.

All users requesting Record Reviewer, MHA Provider, or HCP accounts, must provide a SAAR-N form with blocks 1-16b completed to the [PHA Help Desk](#) and complete training in JKO:

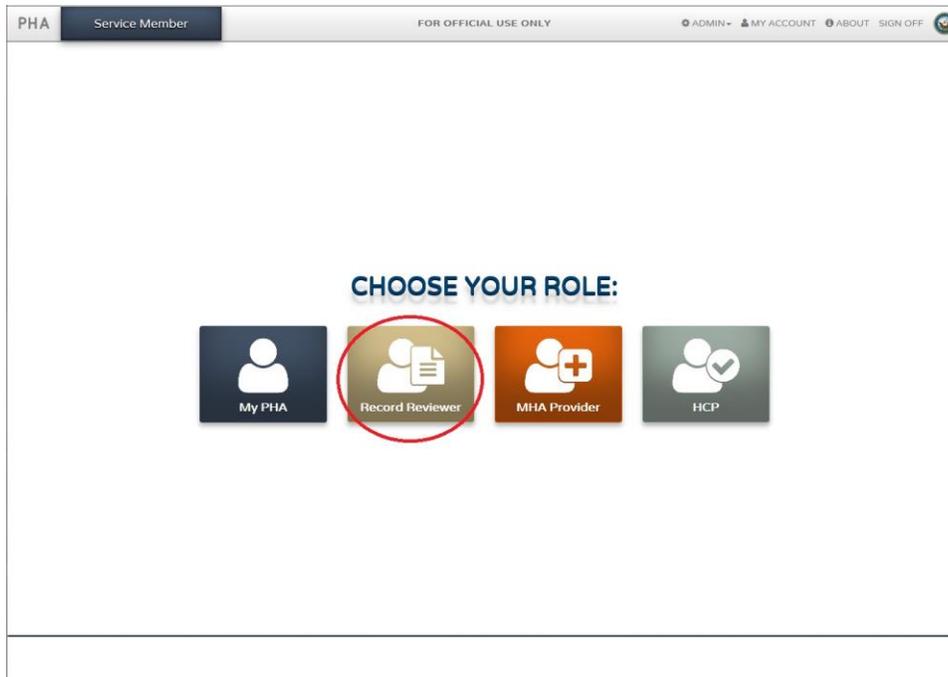
Requirements for Accounts:

- Record Reviewer – Must have submitted a SAAR with signed permission from their Department Head and complete JKO training course number: JKO DHA-US066.
- MHA Provider – Must be a Physician, Nurse Practitioner, Physician Assistant, Advanced Practice Nurse, Independent Duty Corpsman, Independent Duty Health Services Technician, Independent Duty Medical Technician, Special Forces Medical Sergeant, Clinical Psychologist, or Licensed Clinical Social Worker. Must have submitted a SAAR with signed permission from their Department Head. Must complete their MHA training on JKO training course number: DHA-US332.
- HCP – 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 have submitted a SAAR with signed permission from their Department Head. Must complete their MHA training on JKO training course number: DHA-US066.

## Record Reviewer Guide

### Choosing Role

After logging on, choose “Record Reviewer” on the user homepage.



If you have multiple additional roles, you will be able to toggle through your roles at the bottom of the page.

### Finding a Service Member

Search for desired Service member by DOD ID or SSN by clicking the appropriate radio button next to “DOD ID” or “SSN.” Then, enter the DOD ID or SSN in the field and click “Search.”

Search for a service member to get their Periodic Health Assessment.



The search form includes a "Search By:" section with radio buttons for "DOD ID" (selected and circled in red) and "SSN". Below this is a "DOD ID:" input field with the placeholder text "Enter DOD ID" and a "Search" button. To the right of the "Search" button are two checkboxes: "Search for Records in other Services Systems (May increase search time)" (checked) and "Search in:" with radio buttons for "Air Force Only" (selected) and "Army Only".

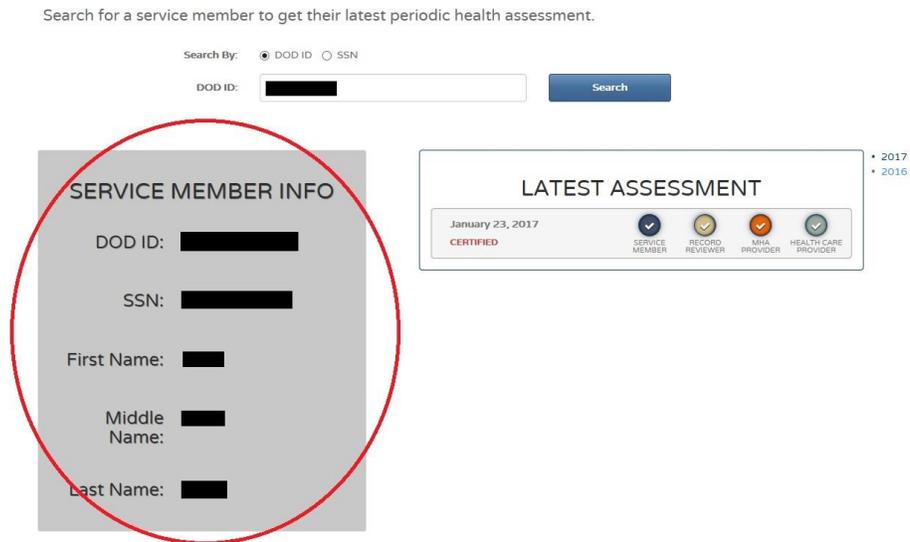
If the Service member is in the Air Force or Army, click the check box “Search for Records in other Service Systems (May increase search time).” Then click the radio button for either “Air Force Only” or “Army Only.”

Search for a service member to get their Periodic Health Assessment.

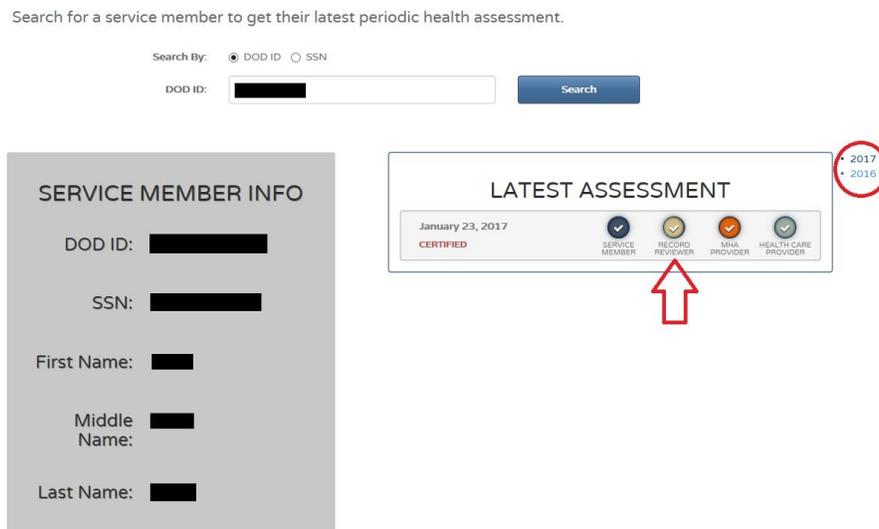


This screenshot is similar to the previous one but highlights the "Search for Records in other Services Systems (May increase search time)" checkbox and the "Search in:" radio buttons with red boxes. A red arrow points to the "Search for Records in other Services Systems" checkbox.

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 right panel under “LATEST ASSESSMENT,” the Service member’s most recent PHAs and Certification Metrics will be visible. If they have PHAs from previous years, toggle between years to the right of the Certification Metrics.



If the Service member has not signed and completed their PHA, it will not be visible to the Record Reviewer.

### Record Review

Record Reviewer should not be able to review their own assessment. The system will prevent this from occurring as this is against policy and will result on your account being locked.

To complete the Record Review section, click the empty circle over “RECORD REVIEWER.”

Search for a service member to get their latest periodic health assessment.

Search By:  DOD ID  SSN

DOD ID:

**SERVICE MEMBER INFO**

DOD ID:

SSN:

First Name:

Middle Name:

Last Name:

**LATEST ASSESSMENT**

January 23, 2017  
**CERTIFIED**

SERVICE MEMBER

RECORD REVIEWER

MHA PROVIDER

HEALTH CARE PROVIDER

• 2017  
• 2016

Once you open an assessment to review, the assessment is locked to be reviewed by any other Record Reviewer. The Record Reviewer who originally opened the assessment must complete the review.

When all required questions are completed on a page, the “Incomplete” next to the page number will disappear.

The screenshot shows a mobile interface for a Periodic Health Assessment (PHA) for a Service Member. On the left is a sidebar with icons for 'RESET' (09:30), 'SAVE', 'PRINT', and 'CLOSE'. The main area displays a list of pages from Page 1 to Page 10. Page 1 is highlighted in blue and labeled 'Page 1 Incomplete' with a red arrow pointing left. Page 2 also has a red arrow pointing left. Pages 3 through 10 are shown in a light grey color.

Use the arrows at the bottom of the page to navigate through the assessment.

The assessment cannot be submitted while there is an “Incomplete” page. The assessment can be saved and closed at any time.

After you have completely filled in the review portion, click “Go to Review.”

If the assessment is incomplete, a pop-up window will state “Review Unavailable.” When the assessment is completely filled out, a pop-up window will state “Proceed to Review?” Click “OK” to go to the review page.

At the top of the page, at the top of the page the options available are “Bottom,” “Print,” and “Close.” Review the information on the review page. If all of the information is correct, click

the green button at the bottom of the page that says “Certify and Finish.” If changes need to be made, click the “Close” button to return to the assessment.

A window will pop-up that has the user confirm completion of the assessment. To confirm, click “Finish.”

If you have further access, a window will pop-up to continue certifying the assessment in your additional role.

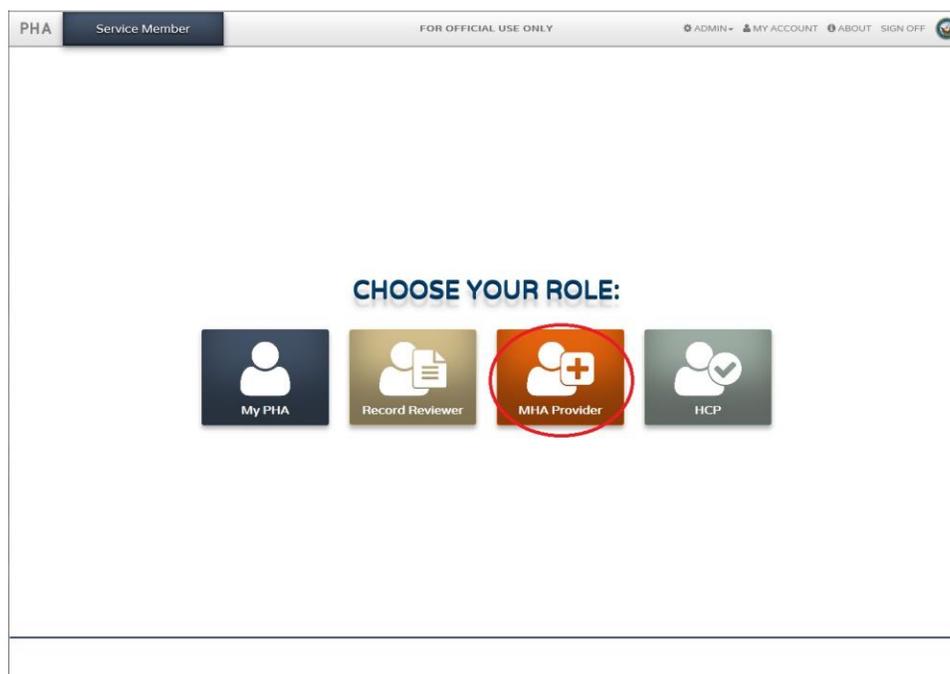
Select “Return to Main” to return to the Record Reviewer homepage. Click “Stay on Review” to stay on this assessment review.

The Certification Metrics will now have a beige circle with a white check mark above “RECORD REVIEWER.”

## MHA Provider Guide

### Choosing Role

After logging on, choose “MHA Provider” on the user homepage. If you have multiple additional roles, you will be able to toggle through your roles at the bottom of the page.



### Finding a Service Member

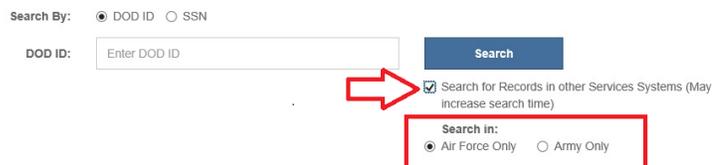
Search for desired Service member by DOD ID or SSN by clicking the appropriate radio button next to “DOD ID” or “SSN.” Then, enter the DOD ID or SSN in the field and click “Search.”

Search for a service member to get their Periodic Health Assessment.



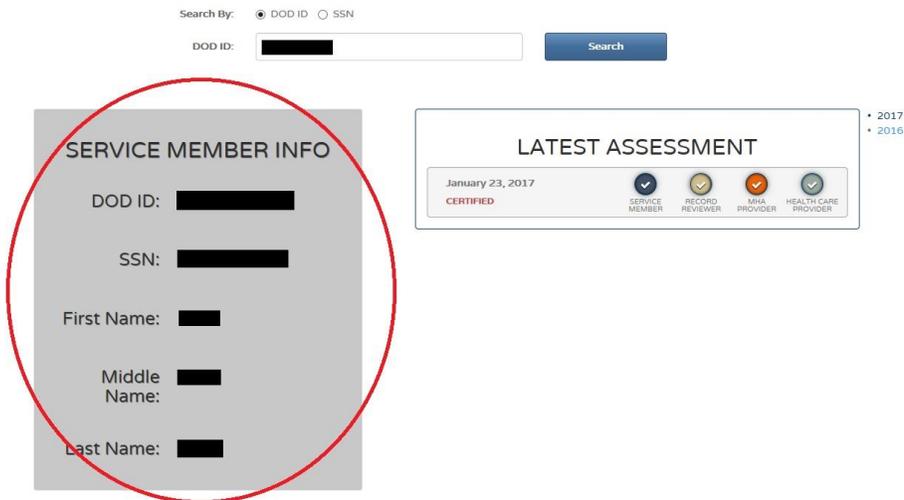
If the Service member is in the Air Force or Army, click the check box “Search for Records in other Service Systems (May increase search time).” Then click the radio button for either “Air Force Only” or “Army Only.”

Search for a service member to get their Periodic Health Assessment.



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

Search for a service member to get their latest periodic health assessment.



In the right panel under “LATEST ASSESSMENT,” the Service member’s most recent PHAs and Certification Metrics will be visible. If they have PHAs from previous years, toggle between years to the right of the Certification Metrics.

Search for a service member to get their latest periodic health assessment.

Search By:  DOD ID  SSN

DOD ID:

**SERVICE MEMBER INFO**

DOD ID:

SSN:

First Name:

Middle Name:

Last Name:

**LATEST ASSESSMENT**

January 23, 2017  
**CERTIFIED**

SERVICE MEMBER  RECORD REVIEWER  MHA PROVIDER  HEALTH CARE PROVIDER

• 2017  
• 2016

If the Service member has not signed and completed their PHA, it will not be visible to the MHA Provider.

### Certify Assessment

MHA Providers should not be able to review their own assessment. The system will prevent this from occurring as this is against policy and will result on your account being locked.

To certify a Service member's assessment, click the empty circle over "MHA PROVIDER."

Search for a service member to get their latest periodic health assessment.

Search By:  DOD ID  SSN

DOD ID:

**SERVICE MEMBER INFO**

DOD ID:

SSN:

First Name:

Middle Name:

Last Name:

**LATEST ASSESSMENT**

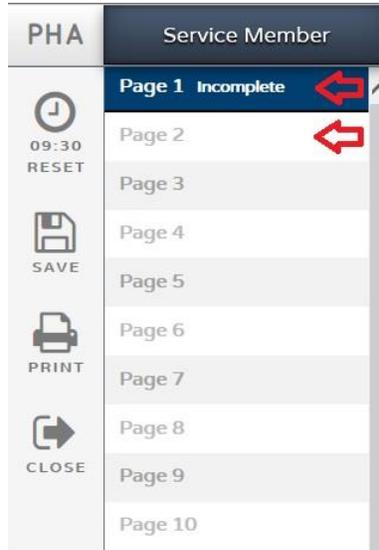
January 23, 2017  
**CERTIFIED**

SERVICE MEMBER  RECORD REVIEWER  MHA PROVIDER  HEALTH CARE PROVIDER

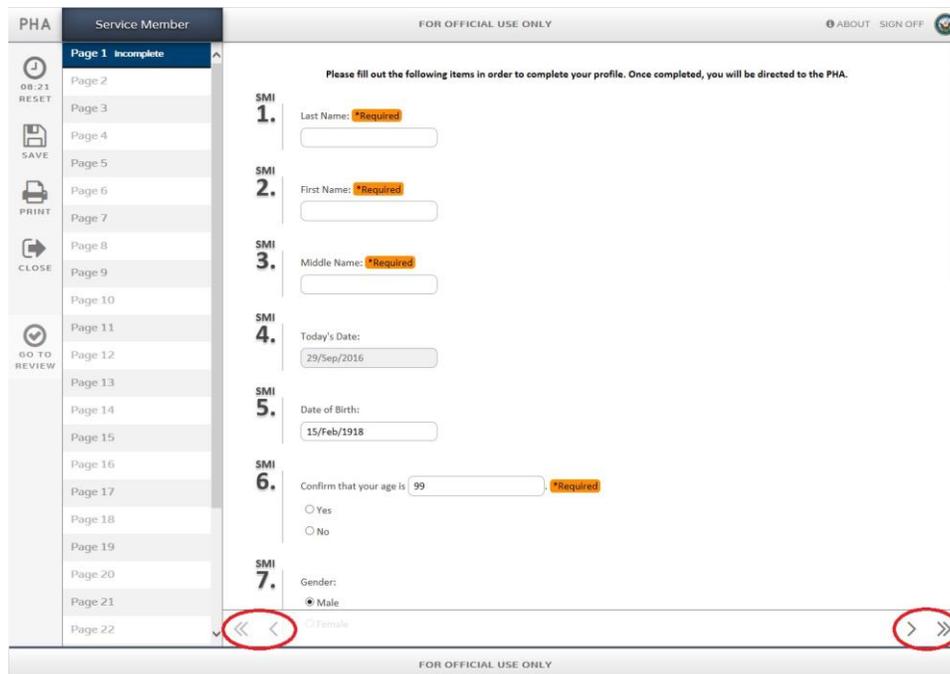
• 2017  
• 2016

Once you open an assessment to certify, the assessment is locked to be certified by any other MHA Provider. The MHA Provider who originally opened the assessment must complete the review.

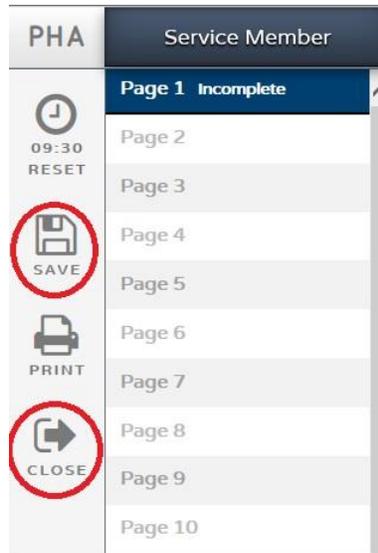
When all required questions are completed on a page, the “Incomplete” next to the page number will disappear.



Use the arrows at the bottom of the page to navigate through the assessment.



The assessment cannot be submitted while there is an “Incomplete” page. The assessment can be saved and closed at any time.



After you have completely filled in your review of the assessment, click “Go to Review.”

If the assessment is incomplete, a pop-up window will state “Review Unavailable.” When the assessment is completely filled out, a pop-up window will state “Proceed to Review?” Click “OK” to go to the review page.

At the top of the page, at the top of the page the options available are “Bottom,” “Print,” and “Close.” Review the information on the review page. If all of the information is correct, click the green button at the bottom of the page that says “I certify this Mental Health Assessment process has been completed.” If changes need to be made, click the “Close” button to return to the assessment.

A window will pop-up that has the user confirm completion of the assessment. To confirm, click “Finish.”

If you have further access, a window will pop-up to continue certifying the assessment in your additional role.

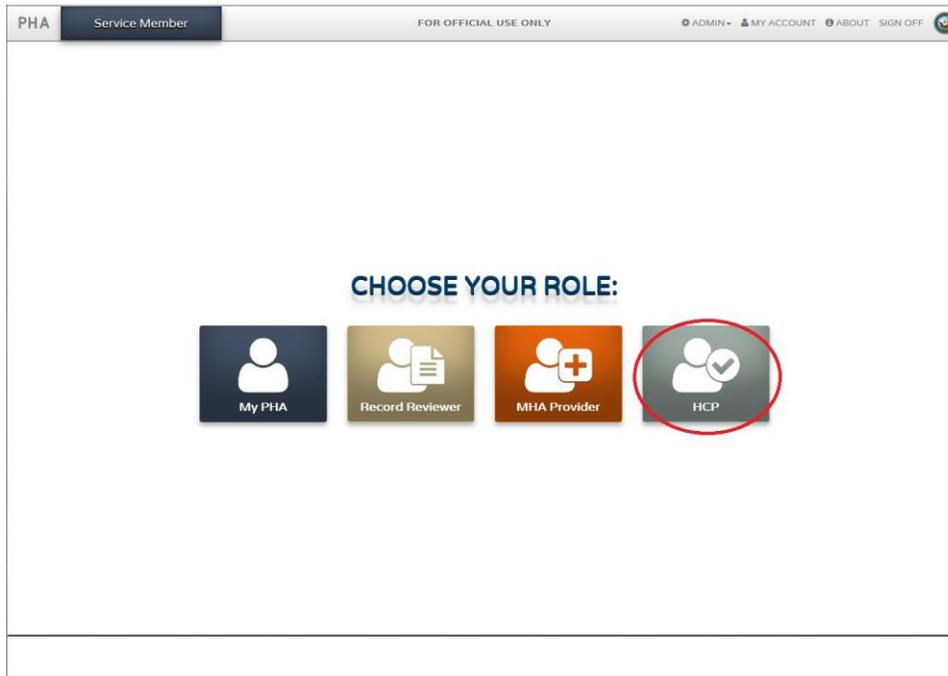
Select “Return to Main” to return to the HCP homepage. Click “Stay on Review” to stay on this assessment review.

The Certification Metrics will now have an orange circle with a white check mark above “MHA PROVIDER.”

## Health Care Provider (HCP) Guide

### Choosing Role

After logging on, choose “HCP” on the user homepage. If you have multiple additional roles, you will be able to toggle through your roles at the bottom of the page.



### Finding a Service Member

Search for desired Service member by DOD ID or SSN by clicking the appropriate radio button next to “DOD ID” or “SSN.” Then, enter the DOD ID or SSN in the field and click “Search.”



If the Service member is in the Air Force or Army, click the check box “Search for Records in other Service Systems (May increase search time).” Then click the radio button for either “Air Force Only” or “Army Only.”

Search for a service member to get their Periodic Health Assessment.

Search By:  DOD ID  SSN

DOD ID:

Search for Records in other Services Systems (May increase search time)

Search in:  
 Air Force Only  Army Only

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

Search for a service member to get their latest periodic health assessment.

Search By:  DOD ID  SSN

DOD ID:

### SERVICE MEMBER INFO

DOD ID: [REDACTED]

SSN: [REDACTED]

First Name: [REDACTED]

Middle Name: [REDACTED]

Last Name: [REDACTED]

### LATEST ASSESSMENT

January 23, 2017  
CERTIFIED

SERVICE MEMBER  RECORD REVIEWER  MHA PROVIDER  HEALTH CARE PROVIDER

• 2017  
• 2016

In the right panel under “LATEST ASSESSMENT,” the Service member’s most recent PHAs and Certification Metrics will be visible. If they have PHAs from previous years, toggle between years to the right of the Certification Metrics.

Search for a service member to get their latest periodic health assessment.

Search By:  DOD ID  SSN

DOD ID:

### SERVICE MEMBER INFO

DOD ID: [REDACTED]

SSN: [REDACTED]

First Name: [REDACTED]

Middle Name: [REDACTED]

Last Name: [REDACTED]

### LATEST ASSESSMENT

January 23, 2017  
CERTIFIED

SERVICE MEMBER  RECORD REVIEWER  MHA PROVIDER  HEALTH CARE PROVIDER

• 2017  
• 2016

If the Service member has not signed and completed their PHA, it will not be visible to the HCP.

### Certify Assessment

HCPs should not be able to review their own assessment. The system will prevent this from occurring as this is against policy and will result on your account being locked.

The HCP certification cannot begin until the Record Reviewer and MHA Provider have both completed their section of the assessment.

To certify a Service member’s assessment, click the empty circle over “HEALTH CARE PROVIDER.”

Search for a service member to get their latest periodic health assessment.

Search By:  DOD ID  SSN

DOD ID:

**SERVICE MEMBER INFO**

DOD ID: ██████████

SSN: ██████████

First Name: ██████

Middle Name: ██████

Last Name: ██████

**LATEST ASSESSMENT**

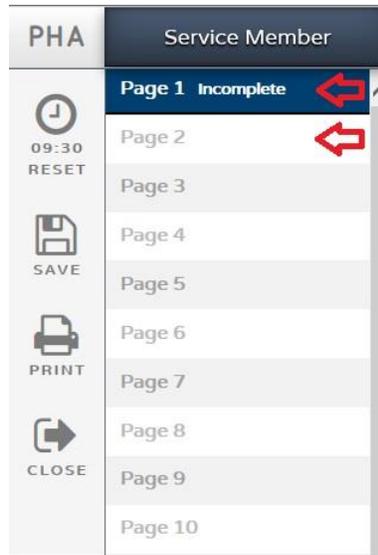
January 23, 2017  
**CERTIFIED**

✓ SERVICE MEMBER	✓ RECORD REVIEWER	✓ MHA PROVIDER	○ HEALTH CARE PROVIDER
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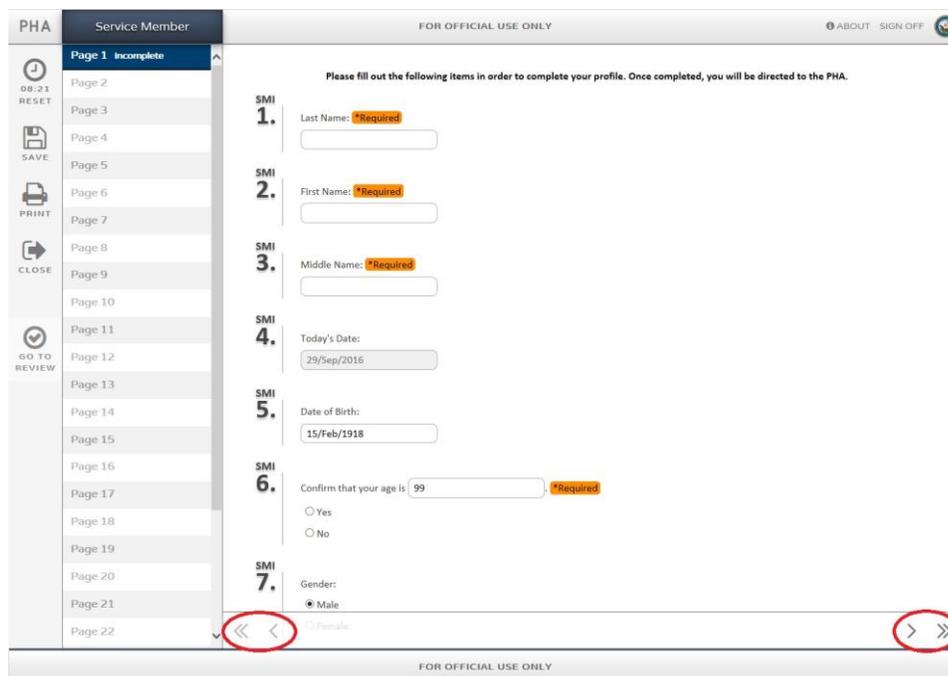
• 2017  
• 2016

Once you open an assessment to certify, the assessment is locked to be certified by any other HPC. The HPC who originally opened the assessment must complete the certification.

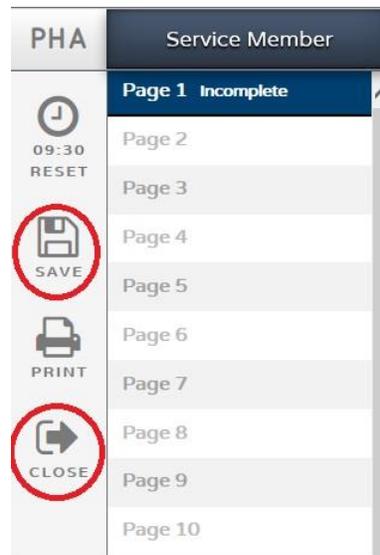
When all required questions are completed on a page, the “Incomplete” next to the page number will disappear.



Use the arrows at the bottom of the page to navigate through the assessment.



The assessment cannot be submitted while there is an “Incomplete” page. The assessment can be saved and closed at any time.



After you have completely filled in your review of the assessment, click “Go to Review.”

If the assessment is incomplete, a pop-up window will state “Review Unavailable.” When the assessment is completely filled out, a pop-up window will state “Proceed to Review?” Click “OK” to go to the review page.

At the top of the page, at the top of the page the options available are “Bottom,” “Print,” and “Close.” Review the information on the review page. If all of the information is correct, click the green button at the bottom of the page that says “I hereby certify that the Periodic Health Assessment has been completed.” If changes need to be made, click the “Close” button to return to the assessment.

A window will pop-up that has the user confirm completion of the assessment. To confirm, click “Finish.”

Select “Return to Main” to return to the HCP homepage. Click “Stay on Review” to stay on this assessment review.

The Certification Metrics will now have a check mark above “HEALTH CARE PROVIDER.”

## Copy and Paste to AHLTA

### During Certification Process

Upon clicking “Finish” in the last section of certification, a pop-up window will give the option to copy and paste the information into AHLTA. To copy and paste, click “Copy/Paste to AHLTA.”

How would you like to proceed? x

The assessment has been certified.  
Would you like to return to the main HCP assessment selection page?

**Copy/Paste to AHLTA**

**Return to Main**

**Stay on Review**

### Any time after certification

Search for user following the steps in [Finding a Service Member](#). Find the assessment by clicking the year the Service member completed their portion. All assessments completed in that year will be visible. If the assessment has been certified, click “Get AHLTA Responses” under the desired assessment.



January 23, 2017  
CERTIFIED

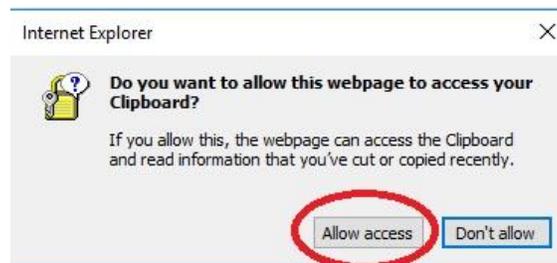
SERVICE MEMBER ✓ RECORD REVIEWER ✓ MHA PROVIDER ✓ HEALTH CARE PROVIDER ✓

**Get AHLTA Responses** | Print PHA DD Form 3024 to PDF | Print Assessment Summary PDF

- 2018
- 2017
- 2016

### Allowing the Copy/Paste Function

A pop-up window will ask to give the webpage access to your Clipboard. Click “Allow access.”



A pop-up window will show all of the information to copy. Click “Copy to clipboard.” The information is now saved in your Clipboard and can be pasted into AHLTA.

Copy/Paste to AHLTA

Hide questions without responses.

Annual Periodic Health Assessment  
DD Form 3024, Apr 2016

SMI1  
1. Last Name:  
[Redacted]

SMI2  
2. First Name:  
[Redacted]

SMI3  
3. Middle Name:  
[Redacted]

SMI4  
4. Today's Date:  
[Redacted]

SMI5  
5. Date of Birth:  
[Redacted]

SMI6  
6. Confirm that your age is:  
[Redacted]

SMI7

[Copy to clipboard](#)

[Print PHA DD Form 3024 to PDF](#)

Exit from the pop-up window when finished pasting into AHLTA by clicking the x in the upper right corner of the pop-up.

Copy/Paste to AHLTA

Hide questions without responses.

Annual Periodic Health Assessment  
DD Form 3024, Apr 2016

SMI1  
1. Last Name:  
[Redacted]

SMI2  
2. First Name:  
[Redacted]

SMI3  
3. Middle Name:  
[Redacted]

SMI4  
4. Today's Date:  
[Redacted]

SMI5  
5. Date of Birth:  
[Redacted]

SMI6  
6. Confirm that your age is:  
[Redacted]

SMI7

[Copy to clipboard](#)

[Print PHA DD Form 3024 to PDF](#)

Logon to AHLTA to paste the copied assessment.

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## EHA Help Desk

### EDHA Help Desk

Email [usn.hampton-roads.navmcpubhlthcenpors.list.nmcphc-edha@health.mil](mailto:usn.hampton-roads.navmcpubhlthcenpors.list.nmcphc-edha@health.mil)

Phone number 757 900 9050

DSN 312 377 0737

### PHA Help Desk

[usn.hampton-roads.navmcpubhlthcenpors.list.nmcphc-pha1@health.mil](mailto:usn.hampton-roads.navmcpubhlthcenpors.list.nmcphc-pha1@health.mil)

Phone number 757 900 9050

DSN 312 377 0737



## Contact Us

Since 2006, the EpiData Center (EDC) has provided timely, actionable data surveillance and analysis for the Department of the Navy and Department of Defense in support of military health and readiness. The EDC's epidemiological and technical expertise informs a comprehensive, evidence-based suite of public health products regarding reportable and emerging infections, healthcare-associated infections, delivery of care challenges, patient safety, behavioral and operational health, exposure and injury analysis, and application development and data systems support.

For questions about this report or to inquire about project support, please contact the EDC at [usn.hampton-roads.navmcpubhlthcenpors.list.nmcphc-epi-plls@health.mil](mailto:usn.hampton-roads.navmcpubhlthcenpors.list.nmcphc-epi-plls@health.mil).