

new username and password as this is how you will enter CHADIS in the future.

As a partner in your child's healthcare, your input is essential in helping us provide the best care possible. We are dedicated to this goal and we believe CHADIS is a great new tool for achieving this objective.

Your Practice Name

3. Creating a Website Link

If your practice has a website, a link to CHADIS should be added that sends parents directly into CHADIS. Additionally, a link can be set up for New Users so that the practice's Invitation Code is entered automatically.

Please remind those who have already registered to use their existing User name and Password to enter CHADIS, and NOT to re-register using the practice Invitation Code. Continued registering by use of the Invitation Code will result in multiple listings for the same patient, adding a step to merge these records.

About the Website Link

- Your parents can access CHADIS directly when you add a link to your office's website. The URL code below should be programmed into a link on your website.

<https://secure.childhealthcare.org/diagnosis/respondent/welcome.do?invitationCode=Insert Office Invitation Code Here>

- Create a description of CHADIS on your website to answer any questions that Parents may have about your new service.
- Once you have created the website link, refer your parents to your website as a quick access point to the login page on the www.CHADIS.com website.
- You can find a CHADIS logo on the www.CHADIS.com homepage

Example of a CHADIS hyperlink logo on your website



[CHADIS](#)

CHADIS is a web-based screening, diagnostic and management system that administers and analyzes pre-visit, online questionnaires completed by parents, teens or teachers. CHADIS improves the diagnosis and management of health, developmental and behavioral

issues, helping Clinicians address parents' concerns about their child's health and development.

Click the link above to Register

Step 2: Remind



Staff and Clinicians should use every opportunity to remind parents to complete CHADIS questionnaires. The more ways and the greater the frequency with which this is done, the greater the proportion of families who will complete CHADIS questionnaires. Other than in-person communication, we recommend the following reminder methods:

1. Phone Reminders
2. Answering Machine/Automated Telephone Reminder Systems/On Hold Messages
3. CHADIS Automated Reminders
4. Posters

Front Office Phone Reminders

The telephone is often the main point of contact with both new and returning parents, and should be used to introduce and remind them to complete CHADIS questionnaires. Staff should have the web address and invitation code readily available to provide to parents.

“Please remember to complete questionnaires online at www.CHADIS.com using our office telephone number as the invitation code.”

Answering Machines/Automated Telephone Reminder Systems/On-Hold Message

Answering machines, automated telephone reminder systems, and On-hold messages should include reminders about using CHADIS *prior to visits*. A suggested message is:

“Please remember to complete questionnaires online at www.CHADIS.com using our office telephone number as the invitation code.”

CHADIS Automated Email Reminders

The CHADIS system can send out email reminders to all registered parents if you request this function and provide your preferred visit schedule to CHADIS. These reminders go out two weeks prior to when the child reaches the standard age indicated for your office visits.

Please stress that parents use their primary email address for their username. If a parent does not have an email address, suggest they

create one using one of the free online email services. If parents do not register their email address, they cannot receive reminders.

CHADIS will not transfer, sell, or distribute email addresses for commercial purposes or transfer them to an external entity without the specific permission of the practice and the e-mail's owner.

CHADIS Reminder Posters

CHADIS posters in both the waiting and exam rooms are helpful reminders for families and staff. These posters are provided, by request, by contacting our Customer Service department.

Example of an Office Poster (11"x17")



We are proud to now provide

CHADIS

A state-of-the-art, online system that delivers questionnaires recommended by the American Academy of Pediatrics relating to:

Health issues
Developmental progress
Autism
Behavior and Mental health
Family Well-being

Log in at www.CHADIS.com with our office telephone number as your Invitation code. Please ask our front desk for an instruction sheet.



CHADIS

Your Child, Their Total Health

Step 3: View



View CHADIS Reports Online

CHADIS is most effective when the results are viewed online by the Clinician prior to the visit. This gives the Clinician access to questionnaire results, provisional diagnoses, parent handouts and Electronic chapters of Clinical guidance. It also alerts the Clinician to the need for follow up questionnaires that may validate or refute a positive score (e.g. positive M-CHAT).

Print a CHADIS Report Summary Page

If viewing results online during the visit is not your preference, the Summary page can be printed from the Clinician Worksheet and put in the patient's chart for review. However, to see specific responses, the detailed view of each questionnaire must be printed separately. For most complete CHADIS usage, we recommend online viewing so that if a positive result occurs, details and links to the chapters and resources are readily available.

Please remember that in order to bill the 96110 code correctly, the validated questionnaire must be scored, interpreted (both done by CHADIS) and reviewed by the Clinician with a note placed in the chart. The CHADIS printout constitutes such a note.

Further instructions on how to access all content available within the CHADIS report can be found in the CHADIS *How to Handbook*.

Using CHADIS w/ an Electronic Medical Record (EMR)

There are four ways in which the current CHADIS system can act as a simple EMR or assist your current EMR.

1. Copy and paste the Summary page before or after the visit into your patient's EMR record.
2. Create a PDF of the Summary page that you can attach to the patient's record in the EMR. This can be achieved by installing a PDF converter. These software programs are available free, along with instructions, on sites such PrimoPDF.com and GotoPDF.com.
3. Print the CHADIS results and have them scanned into your EMR as you might do for other paper records.

4. Note CHADIS results and summarize them in your EMR record. The CHADIS record is permanent and can be accessed for details at any time through the CHADIS website.

Remember that setting up an icon and keeping CHADIS open on your computer makes its other functionality easy to access, such as the CHADIS Resources database and its Electronic textbook, even when you are using an EMR for your visit notes.

Recommended Office Roles for CHADIS Use

Below is a chart outlining the essential responsibilities that need to be completed to use CHADIS to its full capacity. We recommend that the Primary person (marked “1” on the chart) perform the function listed. A Secondary person (marked “2” on the chart) can perform the task as well, if that work best for your practice.

Process	Clinician	Nurse	Staff
Prior to Office Visit:			
Login to determine whether CHADIS questionnaires have been completed by clicking on the magnifying glass icon next to the patient name and scrolling down to see if questionnaires have been “Submitted” in the Questionnaires section	2		1
Send out reminder email or make reminder call 1-2 days before visit for parents who have yet to complete their questionnaires			1
When not using CHADIS online during the visit, create CHADIS report and place printed summary in patient chart			1
During Office Visit:			
Login and create CHADIS report online	1	2	2
Collect vital signs and enter them into CHADIS		1	
Discuss details of CHADIS report with family	1		
Complete computerized follow-up questions with family if appropriate (i.e., M-CHAT follow-up)	1		
Search the electronic Chapters of clinical guidance when appropriate	1		
Select resources and create handout for the parent	1		

After Office Visit:			
Hand parent resources selected for them			1
Complete billing sheet adding 96110 for each validated tool completed	1		2

Waiting Room Solutions

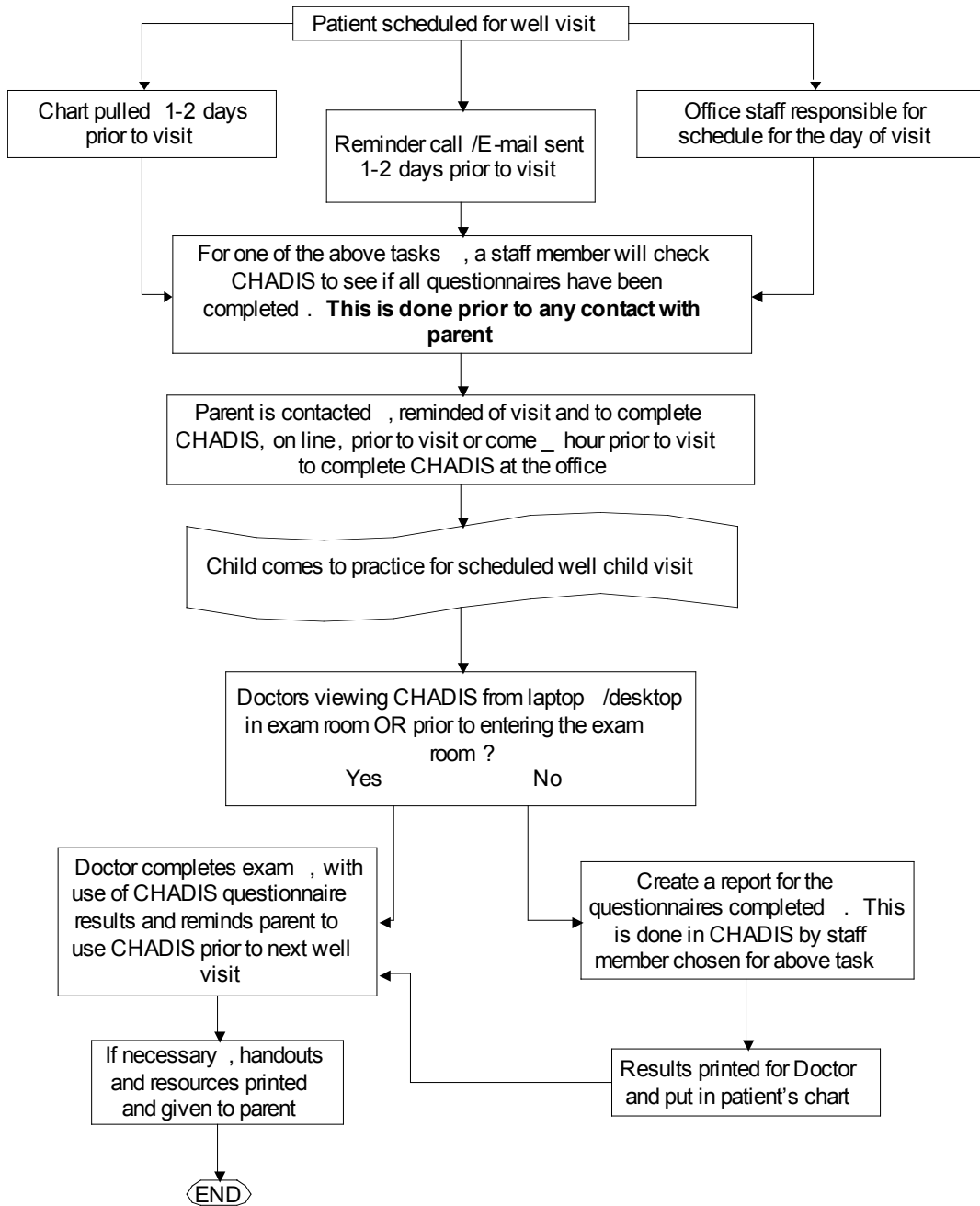
CHADIS questionnaires are meant to be completed by the parent online *prior to the office visit*, anywhere Internet access is available. When done in this manner, it is easiest to take full advantage of all that CHADIS has to offer.

However, in certain circumstances where parents have not completed the questionnaires prior to their office visit, practices can provide either laptop or desktop access in the waiting room as a solution to achieve the goal of completed questionnaires.

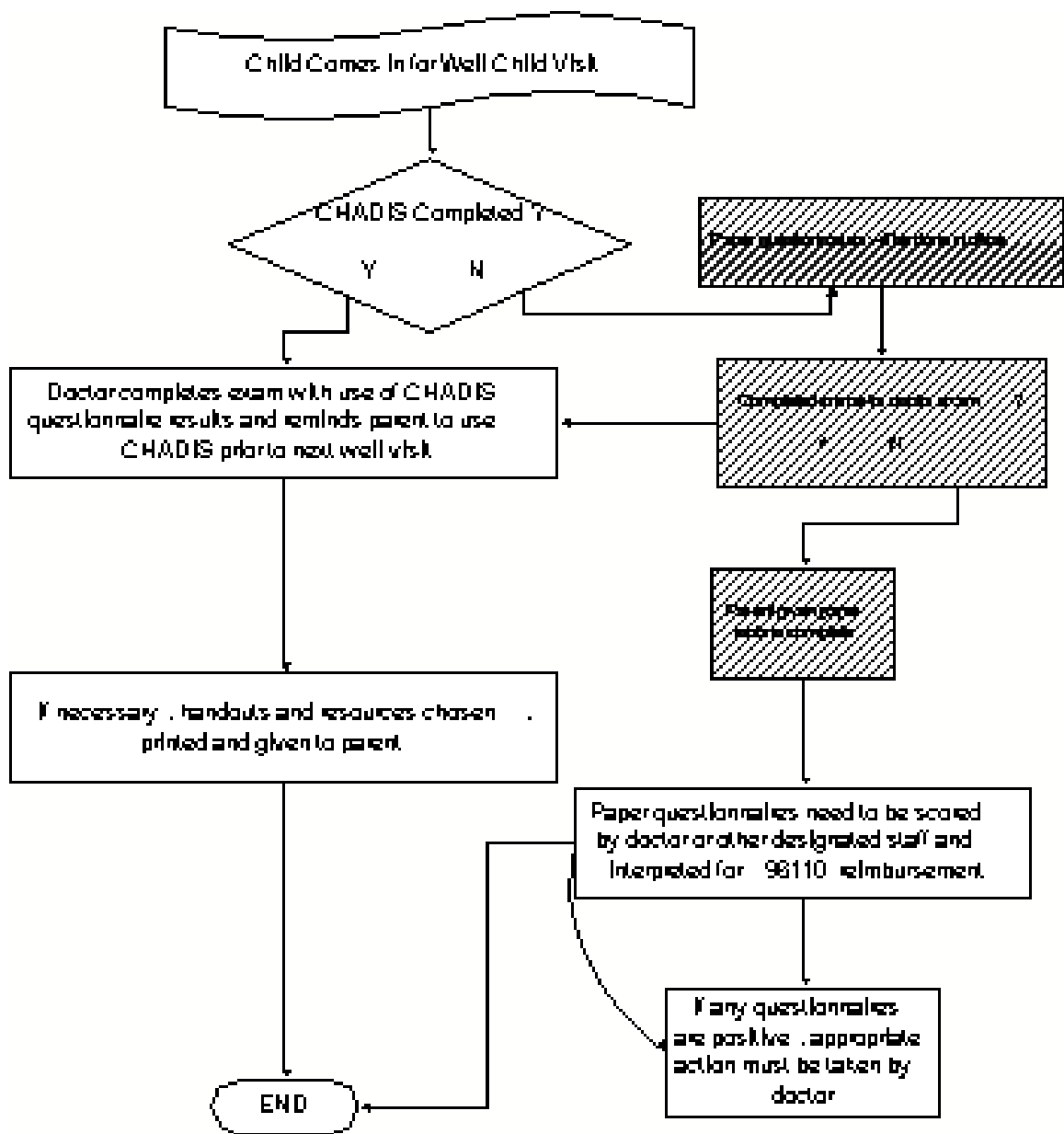
If this option is not possible, paper tools may be provided. Operational Flowcharts on pages 26-29 demonstrate how to implement these solutions into the practice work flow.



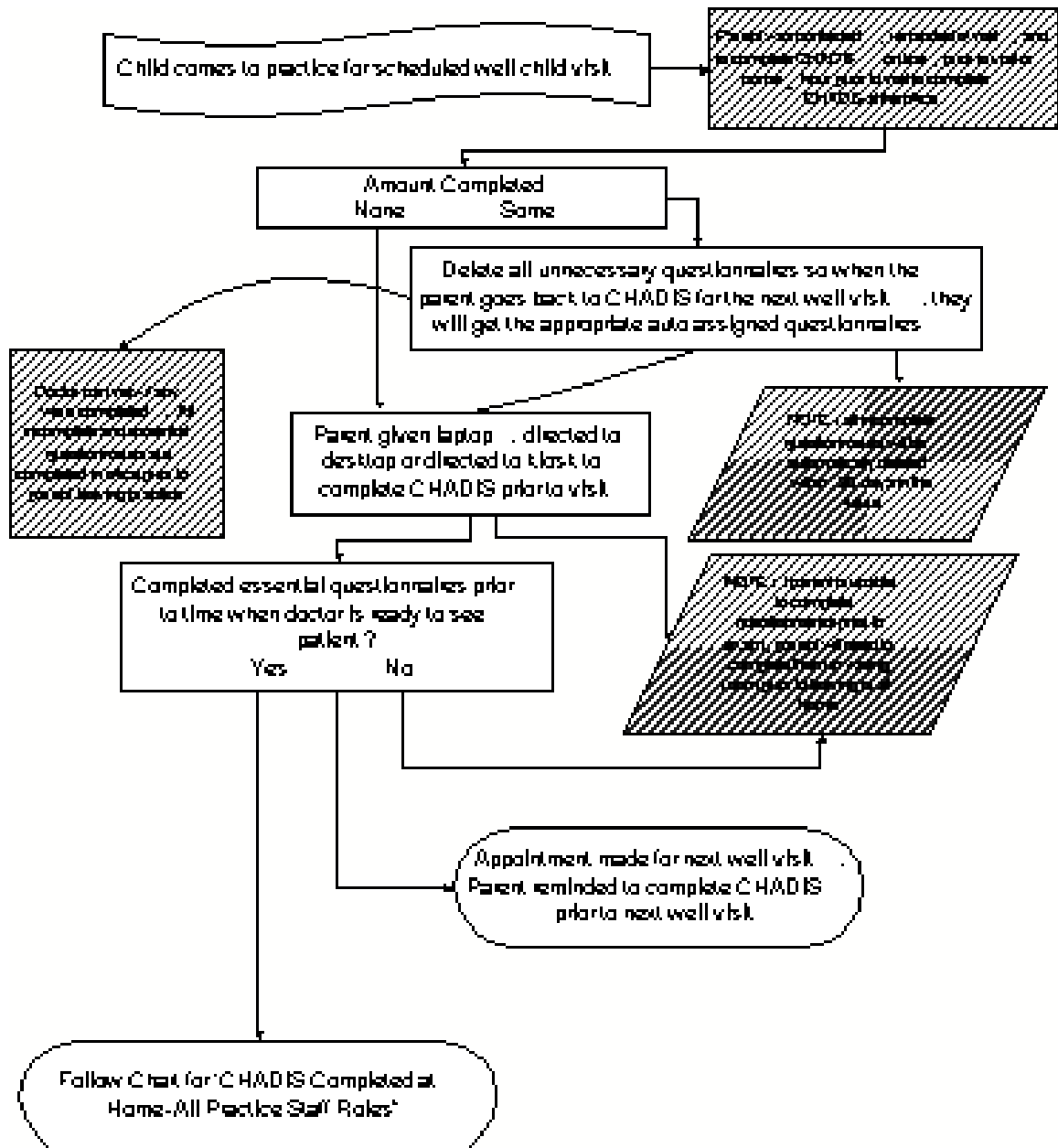
CHADIS Completed at Home: *All Practice Staff Roles*



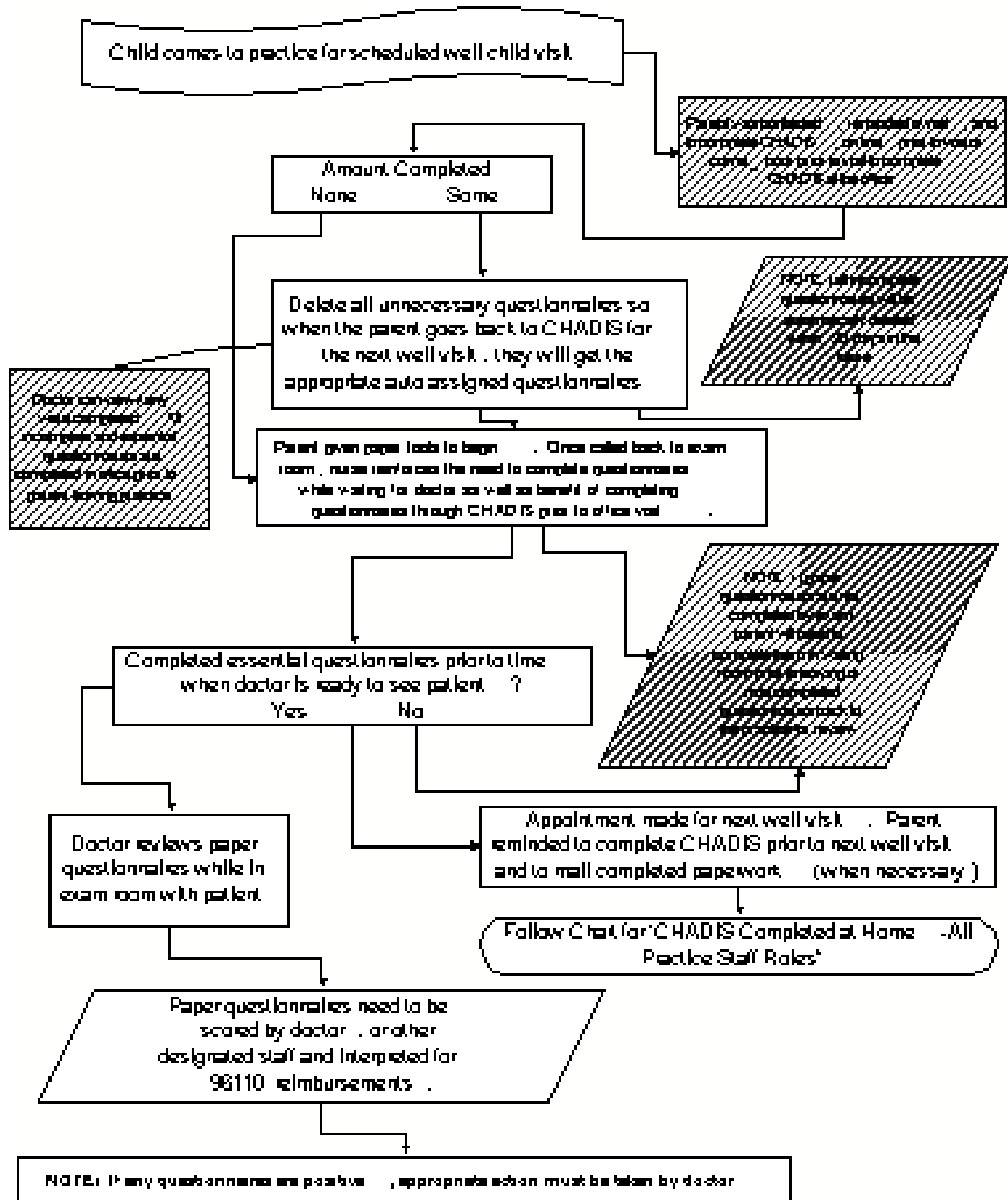
CHADIS Completed at Home: *Role of MD / Clinician*



CHADIS Not Completed at Home: *Waiting Room Solution*



CHADIS Not Completed at Home: *No Waiting Room Solution*



Instructions for Assisting Parents

The following are step-by-step instructions designed to help you assist parents in the use of CHADIS. These instructions are also available for parents on our website under the “For Families” tab.

For First-time Users

1. Open your web browser that leads you to the Internet such as Internet Explorer, AOL, Mozilla, or Safari.
2. Type in the URL: www.CHADIS.com in the address bar. This will take you to the CHADIS homepage
3. Press the tab “For Families” located on the tool bar and click on “*New Users Register Here*” in the CHADIS Login box directly under the logo. This will take you to the Registration page in CHADIS
4. Under “New Users”, enter your invitation code
 - This code should be your doctor’s office telephone number with no parentheses, slashes, dashes or spaces.
 - If you try this number and it does not work, confirm the Invitation code with your doctor’s office
5. Enter your first name, last name and email address.
6. Create a password and enter it into the Password box
 - Your password must be at least 8 characters long, and contain at least one UPPERCASE letter and at least one number.
 - Example – Password1
7. Click “Register” to go to the next screen
8. After you have written down your Username and Password, press “login”
9. Click “Enroll a Child” and enter the requested information about your child
10. Select a doctor by choosing your doctor’s name
11. Choose a Visit Type:
 - If your child has a Regular checkup visit or Behavior or Development focused visit within the two weeks, please select the appropriate visit label and proceed to #12
 - If your child does not have one of these visits within the next two weeks, continue with your registration by selecting, “Initial Registration” and return to CHADIS when your appointment time is closer.
12. Complete questionnaires: To begin each questionnaire, click on the word “Begin” to the left of the questionnaire name and select “Save and Continue” when completed
 - If you are satisfied with your answers, click “Submit Now”.

- If you have not finished the questionnaire, but need to stop, please select “Save and Quit” so that you can continue or restart the questionnaire at another time.
13. Complete this process for each questionnaire assigned.
 14. When all assigned questionnaires have been completed, please logout.

Instructions for Assisting Parents

For Returning Users

1. Open your web browser that leads you to the Internet such as Internet Explorer, AOL, Mozilla, or Safari.
2. Type in the URL: www.CHADIS.com in the address bar. This will take you to the CHADIS homepage.
3. Press the tab “For Families” located on the tool bar and locate the CHADIS Login box directly under the logo.
4. Enter the username and password you created the first time you logged into CHADIS.
 - Typically your username is your email address
 - If you have forgotten your password, your doctor’s office can reset your password.
5. A list of questionnaires will appear that your doctor has assigned for your upcoming visit. To begin each questionnaire, click on the word “Begin” to the left of the questionnaire name and select “Save and Continue” when completed
 - If you are satisfied with your answers, click “Submit Now”.
 - If you have not finished the questionnaire, but need to stop, please select “Save and Quit” so that you can continue or restart the questionnaire at another time.
 - You may also restart or continue questionnaires that you have previously begun.
6. When all assigned questionnaires have been completed, please logout.

Registration Letter: *En Español*

Estimado Padre de Familia,

Cuando usted puede estar enterado, hay un aumento en el reconocimiento dentro de la comunidad Pediátrica de que el diagnóstico y el tratamiento temprano de la salud, los problemas de desarrollo y conducta en niños y adolescentes son muy beneficiosos en tratar exitosamente estos problemas. Muchas organizaciones, incluyendo a la Academia Norteamericana de la Pediatría, ahora recomiendan usar instrumentos de investigación de pre-visita que ayudarían con la identificación temprana.

Empezando inmediatamente, estaremos utilizando CHADIS, un basado en la Internet por la cual usted podrá completar cuestionarios *antes de cada visita*, para poder rastrear el desarrollo de su niño y así informarnos de los temas que usted quiera discutir.

Para utilizar CHADIS, por favor regístrese **ahora** en el Internet en www.CHADIS.com. Debajo de la etiqueta llamada "Para Familias", haga clic en *Nuevos Usuarios Regístrense Aquí* en el cuadrado de Entrada de CHADIS. Por favor entre el "Código de Invitación" abajo, que es nuestro número de teléfono de la oficina.

El Número de teléfono de la oficina (Invitation Code)

Una vez que usted entre en CHADIS, le pedirán crear un nombre de usuario y contraseña Su dirección de correo electrónico es el mejor nombre de usuario. Escriba su nuevo nombre de usuario y la contraseña debajo y por favor guarde esta carta.

Mi Nombre de Usuario

Mi Contraseña

Si usted tiene una cita dentro de las dos próximas semanas, por favor entre a CHADIS usando el nombre de usuario y contraseña que usted acaba de crear. Su médico ha asignado cuestionarios para esa visita. De lo contrario, antes de cada visita, por favor entre en CHADIS y complete los cuestionarios prescritos. Usted recibirá recordatorios de CHADIS para llenarlos.

Estos cuestionarios son recomendados por la Academia Norteamericana de la Pediatría y nosotros estamos contentos al ser un líder al proporcionárselos. Por favor note que CHADIS es un sitio Web seguro y que su información nunca será hecha disponible a organizaciones exteriores.

Como socio en cuidado de la salud de niño, sus respuestas a estos cuestionarios son esenciales para poder proporcionarles el mejor cuidado posible. Estamos dedicados a esta meta y nosotros creemos que CHADIS es un nuevo gran instrumento para lograr este objetivo.

¡Nos vemos pronto!

Your practice name

Registration Email: *En Español*

Estimado Padre de Familia,

Como usted puede estar enterado, hay un aumento en el reconocimiento dentro de la comunidad Pediátrica de que el diagnóstico y el tratamiento temprano de la salud, los problemas de desarrollo y conducta en niños y adolescentes son muy beneficiosos para tratar estos problemas exitosamente. Muchas organizaciones, incluyendo a la Academia Norteamericana de la Pediatría, ahora recomiendan usar instrumentos de investigación de pre-visita que ayudarían con la identificación temprana.

Empezando inmediatamente, estaremos utilizando CHADIS, un basado en la Internet por la cual usted podrá completar cuestionarios *antes de cada visita*, para poder rastrear el desarrollo de su niño y así informarnos de los temas que usted quiera discutir.

Por favor haga clic la dirección que sigue para que usted se pueda registrar y utilizar CHADIS:

<https://secure.childhealthcare.org/diagnosis/respondent/welcome.do?invitationCode=inser el Número de invitación de la Oficina>

Una vez que usted entra en el sitio, le pedirán crear un nombre de usuario y contraseña. Su dirección correo electrónico es el mejor nombre de usuario. Anote su nuevo nombre de usuario y la contraseña y así usted entrará CHADIS en el futuro.

Como socio en cuidado de la salud de niño, sus respuestas a estos cuestionarios son esenciales para poder proporcionarles el mejor cuidado posible. Estamos dedicados a esta meta y nosotros creemos que CHADIS es un nuevo gran instrumento para lograr este objetivo.

Your practice name

Ages and Stages Questionnaires® Age Administration Chart

If your practice changes the Auto Assignment defaults for Ages and Stages, use these Age ranges determined by the tool's authors.

ASQ Name	Administer at Child's Corrected Age
4	0 years, 3.0 months---0 years, 4.99 months
6	0 years, 5.0 months---0 years, 6.99 months
8	0 years, 7 months---0 years, 8.99 months
10	0 years, 9 months---0 years, 10.99 months
12	0 year, 11 months---1 year, .5 months
14	1 year, 1.1 months---1 year, 2.99 months
16	1 year, 3 months---1 year, 4.99 months
18	1 year, 5 months---1 year, 6.99 months
20	1 year, 7 months---1 year, 8.99 months
22	1 year, 9 months---1 year, 10.99 months
24	1 year, 11 months---2 years, 1.5 months
27	2 years, 1.53 months—2 years, 4.5 months
30	2 years, 4.53 months--- 2 years, 7.5 months
33	2 years, 7.53 months---2years, 10.5 months
36	2 years, 10.53 months---3 years, 2.99 months
42	3 years, 3 months--- 3 years, 8.99 months
48	3 years, 9 months--- 4 years, 2.99 months
54	4 years, 3 months---4 years, 8.99 months
60	4 years, 9months—5 years, 2.99 months