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# HEALTHY TEEN SCREENER SOFTWARE MANUAL

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## CONTACTS

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- Email: [healthyteens@dartmouth.edu](mailto:healthyteens@dartmouth.edu)
- Website: <http://www.cancer.dartmouth.edu/cech/>

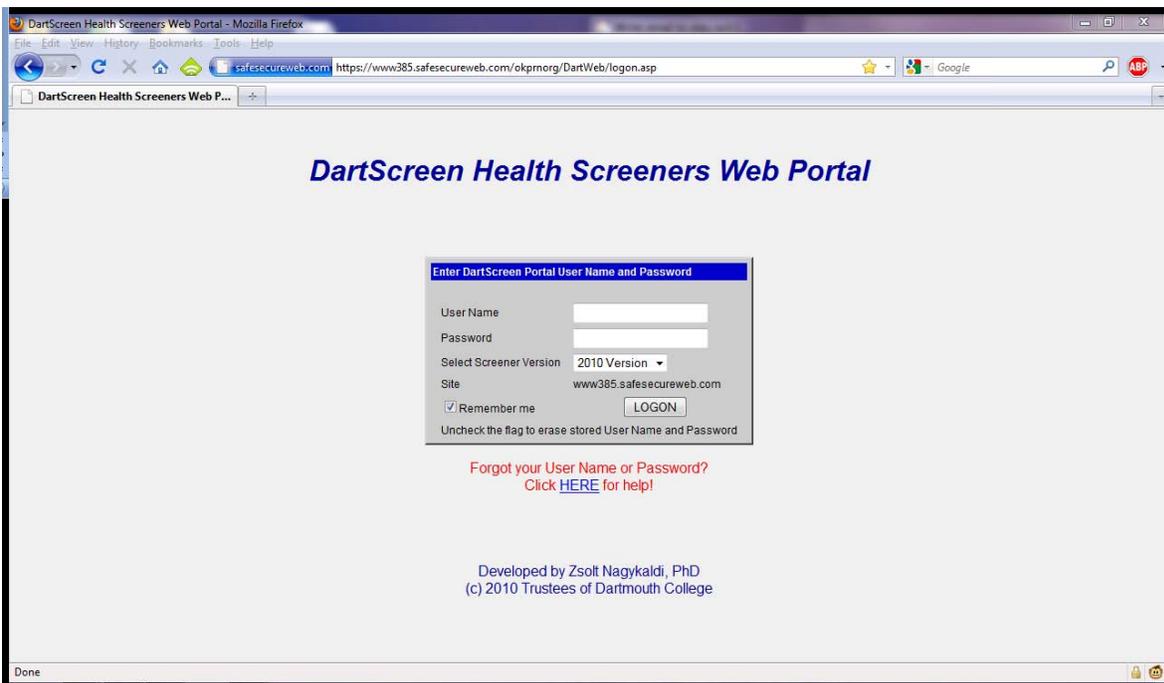
## SYSTEM REQUIREMENTS

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- Computer with Windows® 2000, XP, Windows 7 (32-bit) and Internet access [software not compatible with Mac or 64-bit Windows computers].
- PDA with Palm® OS 5.x-based Palm or higher.
- Administrative privileges are required for installation of Palm Desktop software.

## THE HEALTHY TEEN SCREENER SECURE WEB PORTAL

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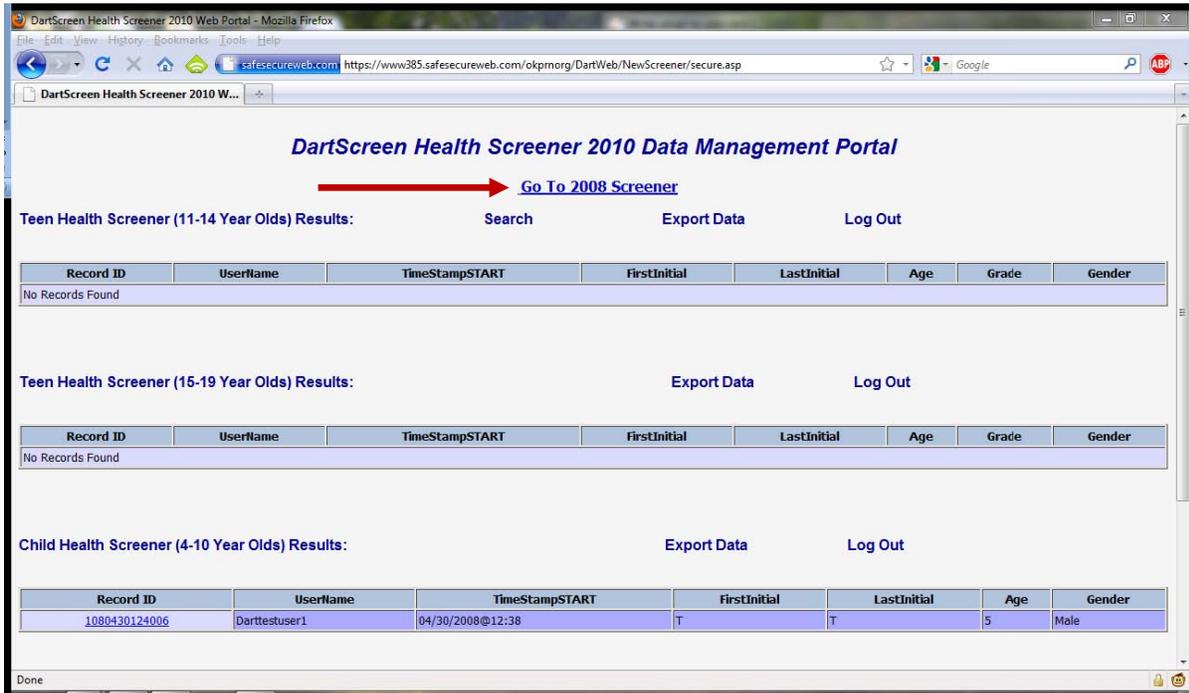
To log into the Healthy Teens Secure Web Portal, go to the following website:

- <https://www385.safesecureweb.com/okprnorg/DartWeb/logon.asp>

It is recommended that you add it to your favorites or bookmarks for future reference.

Enter the user name and password (case-sensitive) you were assigned when you purchased the Healthy Teen Screener Software. Check the box labeled "Remember Me" if you would like to store this information for future reference.

Note on screener versions: To view records created in DartScreen 4.5, select "2010 Version." To view records created with earlier versions of the software, select "2008 Version."



Once logged in, you will be on the data management page for your practice. You can switch back and forth between versions by clicking "Go to [Year] Screener" at the top of the screen, as seen above.

## HOT-SYNCING THE PALM

There are two ways to start the Hot Sync process on the Palm, but first be sure that the sync cable is plugged into the USB port on your computer and into your Palm.

1. Touch the red and blue HotSync icon on the Palm touch screen with the stylus. Confirm that the "Local" connection is highlighted and "cradle/cable" is the chosen method for syncing. Touch the red and blue hot sync icon with the stylus. *Do not touch the touch screen or other buttons while syncing.* When the Palm screen shows that the syncing is complete, unhook the sync cable.
2. The second method for starting the syncing process from the Palm is to touch the HotSync icon in the black writing area at the bottom of the touch screen of the PDA. The Palm will immediately start the HotSync process using the last selected settings.

While you are syncing there will be a message on your PC screen that indicates when syncing is in progress and when it is completed. See manufacturer's instructions for additional information:

<http://www.Palm.com/us/support/>

Each time you Hot Sync the Palm, a log is generated. This log tells you the time and date of the last Hot Sync and if each of the programs on the Palm was successfully synced. Touch the small button on the bottom left corner of the Hot Sync screen on the Palm to generate a report. Dartscreen Conduit should be listed at the top of the programs and after a successful sync, "OK Dartscreen Conduit" will be displayed.

## MAINTENANCE OF THE PALM

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Although the Palm can maintain a charge for days, it is highly recommended that all the Palms are kept plugged in when the practice is closed or when the Palm is not in use. If you forget to charge the Palm and its battery charge runs out, you may lose the HT screener software and any data that has not been synced.

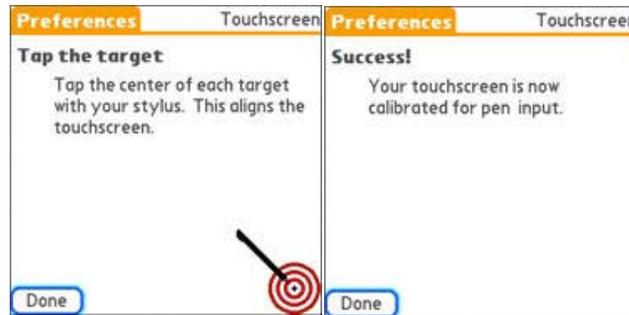
- When storing your Palm choose a location that is near an electrical outlet. Cabinets and shelves above workstations work well. Store it in the same place every day.
- Plug in the Palm every night. This allows you to keep track of the Palm and also prevents its battery from running out of charge.
- Sync the Palm to the secure website and download patient records weekly. You must be connected to the Internet when you sync but you do not have to be logged onto the secure web portal.
- Digitize the touch screen of the Palm weekly by following the instructions below. If the Palm becomes less responsive to the touch of the stylus, you can do this calibration at any time to correct the problem.
- If you need to correct the colors on the Palm, open the preferences and choose Color Theme.

## CALIBRATING YOUR PALM TOUCH SCREEN (DIGITIZER)

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The first time you turn on your PDA after charging it, you will be prompted to calibrate your digitizer (i.e., the LCD touch screen) by tapping in the center of the targets with the stylus. With use over time, calibration of the touch-sensitive LCD screen can be less accurate, making your taps on the screen less accurate. To correct the inaccuracy of the LCD screen, you will need to calibrate the digitizer periodically.

- Go to Home by tapping on this icon: .
- Tap on the Prefs icon to open.
- Depending on your PDA, tap the Digitizer or Touch screen application.
- A target appears on the screen. Tap the center of the target with your stylus. This aligns the screen digitizer. The more accurately you tap the center of the targets, the more accurately your screen is set. If you miss the target(s), the process will repeat until calibration is successful.
- Continue tapping these targets until you receive a "Digitizer successfully calibrated" or "Your touch screen is now calibrated for pen input" message.
- Tap Done.



*Your targets may look different, depending on your device.*

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## INSTALLATION

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### INSTALLING THE PALM SOFTWARE ONTO YOUR PC

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Determine whether you have administrative privileges on your PC. You will need the ability to add and remove/delete software programs.

Download the Palm Desktop software from Palm's website.

- Windows XP and earlier: Palm Desktop 4.1.4 and Hotsync Manager  
[http://kb.palm.com/wps/portal/kb/common/artide/37014\\_en.html](http://kb.palm.com/wps/portal/kb/common/artide/37014_en.html)
- Windows Vista and Windows 7: Palm Desktop 6.2 and Hotsync Manager  
[http://kb.palm.com/wps/portal/kb/common/artide/32859\\_en.html](http://kb.palm.com/wps/portal/kb/common/artide/32859_en.html)

Follow the prompts for full installation. Plug in the sync cord that comes with Palm and hot sync your Palm when prompted. When you are prompted to establish a new account, use the exact "name" (case sensitive) assigned to you when you purchased Healthy Teen Screener software. This name is listed on the Palm itself, within the Hotsync program on the upper right-hand corner of the screen.

Syncing the Palm to the website requires that a Palm OS-based Palm be installed on the computer and at least one synchronization performed prior to uploading data to the website. Shortcuts for Palm desktop and Palm Quick Install programs will be placed on your desktop.

### INSTALLING THE HT SCREENER CONDUIT SOFTWARE ONTO YOUR PC

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#### DOWNLOAD THE CONDUIT SOFTWARE

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Using the computer on which the Palm desktop application is installed, log onto the secure website as described above, choosing the 2010 version of the screener. The first time you log in, you will need to install the Dartscreen Conduit onto your computer.

To download the software, scroll to the bottom of the page. You will see the following three items listed:

**MySQL Driver For 2010 Screener Conduits: [MySQL Driver Install File](#)**

**Teen Health Screener 2010 Conduit: [DartScreen Conduit v4.5 Install File](#)**

**Child Health Screener 2010 Conduit: [DartScreen Child v3.1M Install File](#)**

Right-click on the MySQL Driver Install File and DartScreen Conduit v4.5 Install File links to download the files to your desktop. Once downloaded, double-click the MySQL file to run that installer first. Choose the default settings by clicking "Next" to progress through the installer, then "Install" to run it.

After installing the MySQL driver, double-click the Dartscreen Conduit install file. Click "Run" and it will automatically install the conduit onto your computer. It installs the conduit into your program folder by default.

Restart your computer after installing these files.

You may check the conduit installation prior to syncing your Palm again or you may sync your Palm and see if data from patient screeners have been uploaded to your practice's webpage. If the uploading of surveys is successful, you can skip the following test.

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### TESTING THE DARTSCREEN CONDUIT CONNECTION

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Palm Desktop Version 4.1.4 (Windows XP):

1. Right-click on the small red and blue Palm hotsync icon in your system tray (next to the system clock).
2. Select "Custom" from the popup menu and select "DartScreen Conduit v4.5."
3. Click on "Change" and then click on the "Data Source" button
4. Click on the "Test connection" button. If the connection is NOT successful, make sure the "Database Driver" drop-down shows "SQL Server" and try again.

Palm Desktop Version 6.2 (Windows 7):

1. Right-click on the small red and blue Palm hotsync icon in your system tray (next to the system clock).
2. Select "Settings..." from the popup menu.
3. In the window that pops up, choose "Applications" from the left-hand menu. Select "Dartscreen Conduit v4.5" and click the Configure button.
4. In the box that pops up, click the Datasource button.
5. Click on the "Test connection" button. If the connection is NOT successful, make sure the "Database Driver" drop-down shows "SQL Server" and try again.

HT v.4.5

The connection test must be successful in order for the Palm to sync with the database.

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## FIREWALL SETTINGS FOR THE DARTSCREEN CONDUIT

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If the connection is not successful, then your institution has a firewall that prevents the Palm from uploading the data to the website. This is what your IT/network support will need to know in order to make the PDA sync process work over your institutional firewall:

*At each sync operation, the Palm will make a standard ODBC call to the following MySQL server: **elm.safesecureweb.com (204.12.119.4) on port 3306**. The most straightforward solution to allow PDA synch through an institutional firewall is to add an "allow inbound" rule for the IP address: 204.12.119.4 (elm.safesecureweb.com) in the firewall protocol.*

Once the conduit is established each time that you sync your PDA to this computer when it is connected to the Internet, it will automatically upload any new patient screeners on the Palm. The most recently completed patient questionnaires are found at the top of the list for the younger and older screener files.

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## INSTALLING THE HEALTHY TEEN SCREENER ONTO YOUR PALM

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When you purchase the HT screener software, you will receive an email with

- The HT Screener application, Dartscreenv4.5.prc
- Two support applications, MathLib.prc and NSBSystemLib.prc

Save these applications to your desktop or a folder on your computer. In order to install this software, you must sync the Palm at least once prior to following these steps.

Palm Desktop Version 4.1.4 (Windows XP):

- Double-click on the Palm Quick Install icon on your desktop, or go to Start > Programs > palmOne and open the Quick Install software from there.
- In the upper right-hand corner is a drop-down box with the names of all Palms that are synced to the Palm software on your PC. Select the name of the Palm onto which you want to load the Healthy Teen Screener application.
- When the name of the Palm appears in the box, drag the Dartscreen4.5.prc, mathLib.prc and NSBSystemLib.prc files into the white box on the left.
- If you have more than one Palm, repeat this process for each Palm by selecting the name of the Palm from the drop-down list.
- Close the Quick Install program.

Palm Desktop Version 6.2 (Windows 7):

- Right-click on the Hotsync Manager icon in the system tray and choose "Install..." In the window that pops up, choose the name of the Palm onto which you want to load the HT Screener application from the drop-down list at the top of the window.
- Click "Add..." and browse to where you saved the files. Select all three files and click Open.

HT v.4.5

- If you have more than one Palm, repeat this process for each Palm by selecting the name of the Palm from the drop-down list.
- Close the Install Tool.

The next time you sync your Palm(s), the HT screener application will be loaded.

## SETTING UP THE HEALTHY TEEN SCREENER ON YOUR PALM

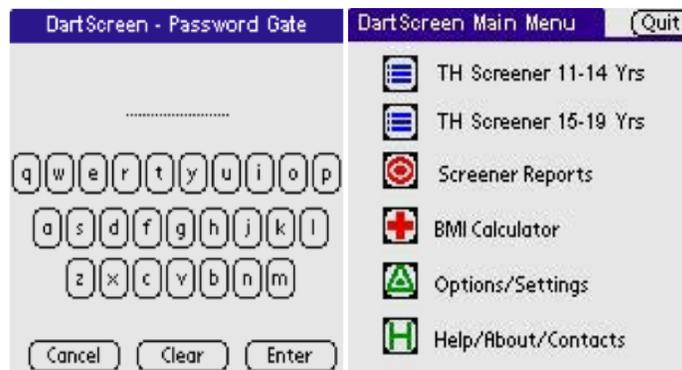
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After you load the Healthy Teen Screener onto your Palm, you will find an icon on your Palm's touch screen. Tapping on the square green icon labeled Dartscreen will access the Healthy Teen Screener. There are two versions, one for younger teens aged 11-14 years, and one for older adolescents aged 15-19 years.



When you tap the Screener icon, a login screen will appear called "DartScreen – Password Gate". Using the stylus, tap in the following letters: **"teens"**. This is the default password. This opens the Main Menu screen.

NOTE: You will always be asked for a password to open the Screener Reports or Options/Settings on the DartScreen Menu screen. If you have completed a patient screener within the past 30 minutes, you will not be asked to enter the password in order to start a new screener. Once a screener is completed, you can only see the responses by using the "Screener Reports". Access to Screener Reports always requires a password.



## CHANGING THE PASSWORD

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You may change the default password if desired. On the Dartscreen Main Menu Screen choose "Options/Settings." This will again send you to the Password Gate. Type in "teens" (or your password if you've changed it previously) and touch the enter button. If you are using a white Zire 21 you will have to tap the Menu Hard button [found in the black writing area under the Home icon] for the menu of options to appear.

Under "Options" (top left corner of screen) select "Set Password". Enter the old password and your new password (it must be 5-12 characters long). The application will tell you if you have successfully changed the password.

## PERSONALIZING YOUR HEALTHY TEEN SCREENER: OPTIONAL QUESTIONS

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On the Main Menu Screen, choose "Options/Settings". This will again send you to the Password Gate. Type in "teens" and touch the enter button. If you are using a Zire 21, you must tap the Menu Hard button [found in the black writing area under the Home icon] for the menu of options to appear.

Under "Options" (top left corner of screen) select from the following list of options:

- Set password
- Delete Record
- Purge Database
- Turn on/off StrengthQs: *four questions assessing youth strengths*
- Turn on/off Popup Msg: *short motivational messages appear to teen if they have risks for tobacco, exercise, etc.*
- Turn on/off Weight/Height: *enter in either pounds/kg and foot-inches/cm; BMI % for age reported top of summary screen. If turned on, teen must enter weight/height to complete screener.*
- Turn on/off Sex Q: *for 11-14 yr survey only, will disable question about whether teen has been sexually active.*
- Turn on/off MRN: *provides place to enter medical record number if you wish to add that ID*
- Turn on/off Study: *used only when our practice is participating in a study and is set by study staff based on eligibility criteria for research.*

The default settings for the optional questions are

- Turn on/off StrengthQs: ON
- Turn on/off Popup Msg: OFF
- Turn on/off Weight/Height: OFF
- Turn on/off Sex Q [for 11-14 yr survey only]: ON
- Turn on/off MRN: OFF
- Turn on/off Study: OFF

## DELETE OR PURGE PATIENT DATA

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The Delete Record button allows you to choose one screener from those completed and delete that single record from the Palm. The "Purge Database" button will erase all the patient records permanently. Since the Palm holds several hundred records, it is not necessary to purge the Palm database often. BE SURE TO SYNC to the website and download all patient data before purging.

## USING THE HEALTHY TEEN SCREENER

### OPENING THE SCREENER FOR YOUR PATIENT

On the Main Menu Screen, choose the appropriate screener for the teen patient based on the patient's age. Open the Screener by tapping on the icon and give the Palm to the teen.

Ask the teen to complete the entire screener. If necessary, show the patient how to use the stylus to tap the screen. It usually takes about 7-10 minutes for a teen patient to complete the screen.

Instruct the patient to save their results when they have completed the screener.

Once the patient has completed the screener, have them to return it to a nurse or roomer. Some practices have had the patient put the Palm into a small bag and hang it outside on the door handle of the exam room when they are finished. This alerts the clinician that the teen is ready.

### VIEWING PATIENT SCREENER RESULTS ON THE PALM

- On the DartScreen Main Menu screen, click on "Screener Reports". Enter the password when prompted.
- Select younger or older screener in drop-down box in the upper right hand corner based on patient age.
- Highlight the patient screener you wish to review from the list in the list box. The most recently completed screener will appear at the top of the list. Initials, data and time can be used to confirm that you are viewing correct patient results.
- DartScreen will generate a summary report for that patient.

DS Reports - Result		Print IR
CLIENT: A. A. (12)		SCORE: 30
# Health concerns (8-17)	1	
# Nutrition/Exercise (18-34)	5	
# School/Family (35-44)	4	
# Safety/Prevent. (45-49)	4	
# Tobacco use (50-56)	3	
# Alcohol use (57-64)	3	
# Drug use (65-71)	2	
# Sexual issues (72-80)	3	
# MH/Psychosocial (81-93)	5	

The summary report divides the questions into nine categories and provides a "risk score" within each category. A total risk score is shown at the top of the report. If you have chosen to enter height and weight, the calculated % BMI will appear next to the "risk score." The initials of the patient's first and last name and his/her age are also shown at the top of the screen.

In order to review the response to specific questions, tap on the topic name with the stylus. When you wish to return to the summary report, tap on the list of questions and it will return you to the summary report screen. You may also scroll down the questions using the scroll button on the Palm. You may return to the report list to generate another patient screener report or return to the Main Menu screen to quit the application.

## PRINTING REPORTS FOR INDIVIDUAL PATIENTS

If you wish to print out a report of one patient's screener, sync the Palm containing the record of that screener. Once the sync is completed, open the secure web portal and log in. The most recently completed record will appear at the top of the screen.

You can identify records using the time of screening, initials, gender, and age of the patient. Click on the record number on the left-hand side of the page to generate a report that is printed out on three pages in the format shown below.

Click the "Print" button. The report will print to your default printer.

The screenshot shows a web browser window titled "DarScreen Health Screener Report" displaying a "Teen Health Screener Report". The browser is Internet Explorer. The report page has a "Back" and "Print" button at the top. Below the buttons, the client information is displayed: CLIENT: X.X, GRADE: 12, SCORE: 64, BMI: 75%. The report is organized into two main sections: a table of health concerns and a list of personal information.

Health Concern	Score
# Health concerns (8-17)	8
# Nutrition/Bioactive (18-34)	11
# School/Family (35-45)	10
# Safety/Prevention (46-49)	8
# Tobacco use (50-55)	1
# Alcohol use (56-64)	5
# Drug use (65-71)	4
# Sexual Issues (72-80)	7
# MH/Ego/Emotional (81-87)	15

# Record ID	1080229114037
# PDA UserID	Dartmuser3
1 Date Time Done	02/29/2008 11:38
2 Initial of first name	X
3 Initial of last name	X
4 Age (years)	12
5 Grade in school	12th
6 Sex	Female
7 Weight	160
8 Height	51
9 BMI	75%
10 Living with relatives	
11	Father
12	Stepmother
13	Brother(s)
14	Sister(s)
15 Illnesses started	Yes
16 Illnesses regular	Yes
17 Dental visit	Yes
18 Hospital stay	Yes
19 Medical history	