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# HEALTHY TEEN SCREENER SYSTEM INSTALLATION INSTRUCTIONS FOR IT STAFF

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The Healthy Teen Screening system consists of the Palm screener application, a handheld data conduit, and an SQL database on a secure server. The system requires a PDA with Palm Operating system and a Windows PC (2000, XP, or Windows 7 [32-bit]). The conduit will not work on a Macintosh computer or 64-bit Windows computers.

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## SETTING UP THE PALMS

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The practice must purchase the Palms; a Zire 22 or Zire 31 Palm has adequate functionality. Included with the Palm is a CD with the Palm Desktop Software, a power cord and a USB sync cord. Follow the manufacturer's instructions to fully charge the new Palm. Check the version number of the software on the CD. If it doesn't match the versions recommended below, please download the 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)

The first time you sync the Palm to the desktop, it will ask you to "name" the Palm. Your practice will be assigned a unique name for each Palm. This Palm name must exactly match the assigned name in order to link to the online database (the name is case sensitive). Each Palm used will have a different assigned name. You can't give two Palms the same name.

After syncing the Palm for the first time, you can install the Teen Screener application using the Palm QuickInstall program. The Screener application and two additional Palm support libraries (NSBSystemLib.prc and MathLib.prc) will be emailed to your practice when you purchase the license.

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## SETTING UP THE CONDUITS

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The data conduit must be downloaded from the following link (secure website):  
<https://www385.safesecureweb.com/okprnorg/DartWeb/logon.asp>. Your practice will be assigned the user name and password needed to access this site.

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 each of the 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. Repeat for the Child Conduit install file.

Restart your computer after installing these files.

The next time the Palm is synced to the PC it will automatically run the conduit and connect to the secure database. Check the synclog on the Palm to be sure it says OK DartScreen Conduit v4.5 and OK DartScreen Conduit Child v3.1M.

## TESTING THE CONDUITS

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Palm Desktop Version 4.1.4 (Windows XP):

1. Right-click on the small red and blue Palm hot-sync 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 hot-sync 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.

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

## FIREWALL SETTINGS FOR THE DARTSCREEN CONDUIT

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If you have an institutional firewall, take the following steps to make the Screener data sync with the database:

*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.*

Give this information to your local network administrator and request that communication with the above server and port is allowed by the firewall.

If you have a personal firewall, you may have to add a rule to allow both incoming and outgoing traffic for the Hotsync.exe application, located in the directory where the Palm software was installed (usually C:\Program Files\Palm\). Consult the support documentation for your firewall software for specific instructions on how to configure the rules and exceptions.

## HIPPA COMPLAINCY

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The patient records (screener results) are HIPAA compliant delimited data. The Palm Screener application and the secure online database do not store patient names, only initials of the first and last names. In addition, the database stores age, grade in school, gender, and (optionally), local medical record number. All of these parameters are encrypted using industry-strength algorithms both in the PDA client database and in the secure online database and remain encrypted all the time whether they are stored or transmitted between the PDA client and the online database. Other data elements include non-identifiable health information.