

# ERP

## Chronicle Diabetes Workbook

## Contents:

### 1. [What is Chronicle Diabetes?](#)

- System Description & Capabilities
- Recorded Chronicle Webinar

### 2. [Chronicle Setup Steps](#)

- Business Associate Addendum
- Activating Chronicle
- Setting up Program and Staff with Chronicle Access
- Chronicle Setup Tips

### 3. [Chronicle Walkthrough](#)

- Creating and Managing Patient Records
- Managing Classes & Documenting Education
- Creating/Editing Letters with the Letter Manager

### 4. [Chronicle Reports](#)

- ERP Site Report
- Patient Status Report
- Educator Hours Report
- Patient No Show Report
- ERP Delta Report
- ERP Filter Report

### 5. [Chronicle Resources & Templates](#)

## What is Chronicle Diabetes?

**Chronicle Diabetes** is a diabetes HIPAA and HITECH compliant education documentation tool that is available for ADA Recognized DSME programs to use for FREE if you choose. It allows you to document your education process according to Recognition guidelines and do much more including scheduling your patients, tracking outcomes and generating letters to your patients and providers. The only time a program will have a fee involved with CD use is if a program has a special request or need that the ADA staff cannot perform.

### Program Capabilities

**Chronicle Diabetes can be utilized in two capacities:**

Capabilitie	Maximum Capacity	Minimal Capacity
Ability to document and track the complete patient DSME Cycle	✓	
Ability to track educator hours and patient statistics	✓	
Ability to generate Letters to patients and providers	✓	
Ability to generate reports for the purpose of advertising program outcomes and use for QI projects	✓	✓
<b>Ability to import data required for ERP Applications</b>	✓	✓
<b>Ability to import data required for ERP Annual Status Reports</b>	✓	✓

**Helpful Tip:** Documenting Patient Education is not required if you plan to utilize Chronicle at minimal capacity. You will still be able to run reports and import data into an Application and/or Annual Status Report.

## What is Chronicle Diabetes?

### Recorded Chronicle Webinar

Before documenting in Chronicle we recommend viewing the [Recorded Chronicle Webinar](#).

This webinar will walk you through the following functions:

- Creating Patient Records
- Generating Online Patient Assessment
- Documenting Behavior Goals & Lab Data
- Documenting Education
- Generating Patient Letters
- Generating Patient and Program Reports

## Chronicle Setup Steps

**Step 1) Business Associate Addendum:** The ERP Business Associate Addendum (BAA) must be accepted prior to accessing Chronicle Diabetes. The BAA can be found within the **Chronicle Diabetes tab** of the ERP Portal. **Please Note:** You may still access the [Chronicle Demo Site](#) prior to accepting the BAA.

**Step 2) Activating Chronicle:** Once the BAA has been accepted, click on the “Click here to turn on Chronicle Diabetes” link within Chronicle Diabetes tab of the ERP Portal.

### Step 3) Setting up Program and Staff:

1. Log into the ERP Portal (<https://erp.diabetes.org/>) and click on the Staff Information tab on the left navigation menu
2. Click on the show details link next to the staff members name (If the staff member is not listed, click on the Add New Staff Member link at the top of the page and complete their profile before proceeding)
3. Click on the Assign Staff Member to Site link towards the bottom of the staff members profile
4. Choose the site you are assigning the staff member to, check the Grant access to Chronicle box and click save changes.
5. If the staff member is already assigned to a site, click on the grant access link to the right of each site name activate their access.

**Once you’ve set up an educator, assigned him/her to a site, and granted him/her access to Chronicle, you can provide them with the credentials (username and password) that they will need to log in.**

1. You can find the staff members username and password within their profile under the Login section. When you create each staff member, Chronicle automatically creates a username and password, where the password is initially the same as the username. For example, if the username is JaneSmith12 then the password will also be JaneSmith12. The first time the staff member logs in they will be required to create a new password. **(For record keeping purposes you may want to keep a log of the staff member’s usernames).**

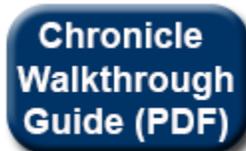
**Note:** The **Program Coordinator** will need to follow the steps above to assign themselves access to Chronicle.

## Chronicle Walkthrough Guide

The Chronicle Walkthrough guide will walk you through the functions below with step by step instructions and screenshots.

- **Creating and Managing Patient Records**
  - Creating New Patient Record
  - Online Patient Self-Assessment
  - Creating/Managing Patient Cohorts
  - DSME Assessment & Health Status
  - Contact History / Notes/ Documents
  - Documenting Behavior Changes
  - Documenting Clinical & Lab Values
  - Documenting Medications
  - Patient Snapshot Reports
- **Managing Classes & Documenting Education**
  - Creating a 1:1 or Group Class
  - Creating/Managing class templates for a series of classes
  - DSME & Follow-Up
  - Individual Pre Assessment and Post Education Evaluation
  - Individual DSMS Plan
- **Creating/Editing Letters with the Letter Manager**
  - Sending Login Details for Online Patient Self-Assessment
  - Generating Letters to send to Individual Patients
  - Generating Letters to send to Class Participants

Click on the button below to download the Chronicle Walkthrough Guide.



## Chronicle Reports

- **ERP Site Report**
  - Provides cumulative data for your site in all of the areas necessary for ADA ERP recognition during a specific reporting period.
- **Patient Status Report**
  - Provides the number of participants that have been documented as either: Referred Assessment Completed, Inactive, Entered, and Education Completed and/or have a follow-up documented during a specific reporting period.
- **Educator Hours Report**
  - Provides the total amount of time (minutes) an educator has contributed to the DSME program whether through a group or 1:1 session during a specific reporting period.
- **Patient No Show Report**
  - Provides the patient contact information (name, phone number and address) for patients that have been placed in No Show status within the attendance section of a group or 1:1 session during a specific reporting period.
- **ERP Delta Report**
  - Provides an aggregate outcome of pre and post values for a number of clinical indicators (HgbA1c, blood pressure, etc.) and Behavior Goals during a specific reporting period.
- **ERP Filter Report**
  - Provides the ability to define exactly what data you would like to be generated by the system within a specific reporting period. Reports can be filtered by participant information (ex. pt. demographics, insurance type), DSME information and Clinical Data. **The filter report** provides the ability to export patient Information, provider information, insurance information, Pre & Post Labs and Clinical Data and more.

Click on the button below to download the **Chronicle Report Guide**.



## Chronicle Resources

- [Chronicle User Manual](#)
- [Recorded Chronicle Webinar](#)
- [Chronicle Walkthrough](#)
- [Chronicle Reports Guide](#)
- [Required Data for an Annual Status Report](#)
- [Required Data for an Application](#)
- [Chronicle Diabetes Complete De-Identified Patient Record](#)
- [Chronicle Diabetes Assessment Form](#)
- [Chronicle Diabetes Assessment Form](#) (Spanish)

For assistance with Chronicle Diabetes please contact ADA staff at [Chronicle@diabetes.org](mailto:Chronicle@diabetes.org) or 888-232-0822.