

# Safecare TeleCAM User Guide

SAFECARE TELECAM – CASE CREATION AND CHILD MALTREATMENT WORKFLOW

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## Getting Started

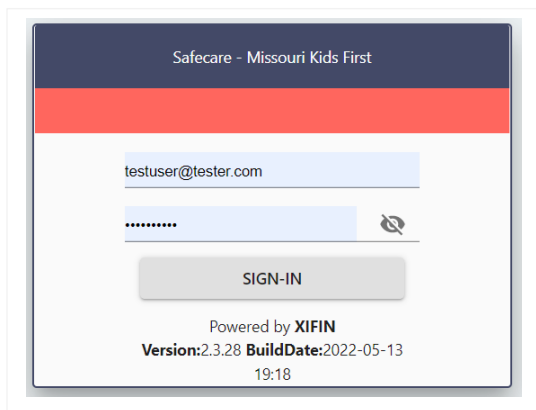
SAFECARE - MISSOURI KIDS FIRST TeleCAM is a web-based application designed specifically for child maltreatment peer review. SAFECARE - MISSOURI KIDS FIRST TeleCAM has a clinical workflow designed for child maltreatment clinicians and providers to collect relevant case information on physical and sexual abuse.

To get started with SAFECARE - MISSOURI KIDS FIRST each user must login with a username and password.

**The SAFECARE - MISSOURI KIDS FIRST url:**

<https://safecare.xifin.net/leoxportal/login>

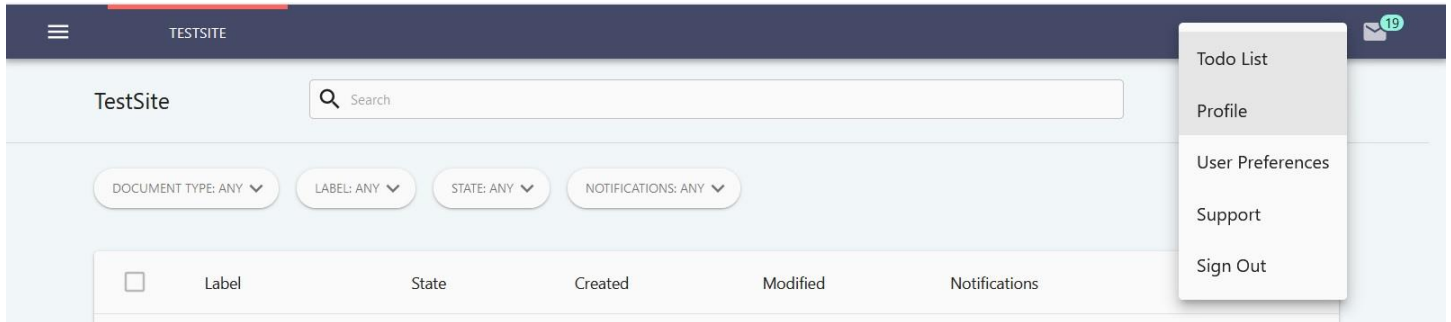
The login page prompts the user for their username and password. All users login with their **email address as their username**. The email address is unique and stored in the SAFECARE - MISSOURI KIDS FIRST database for each user.



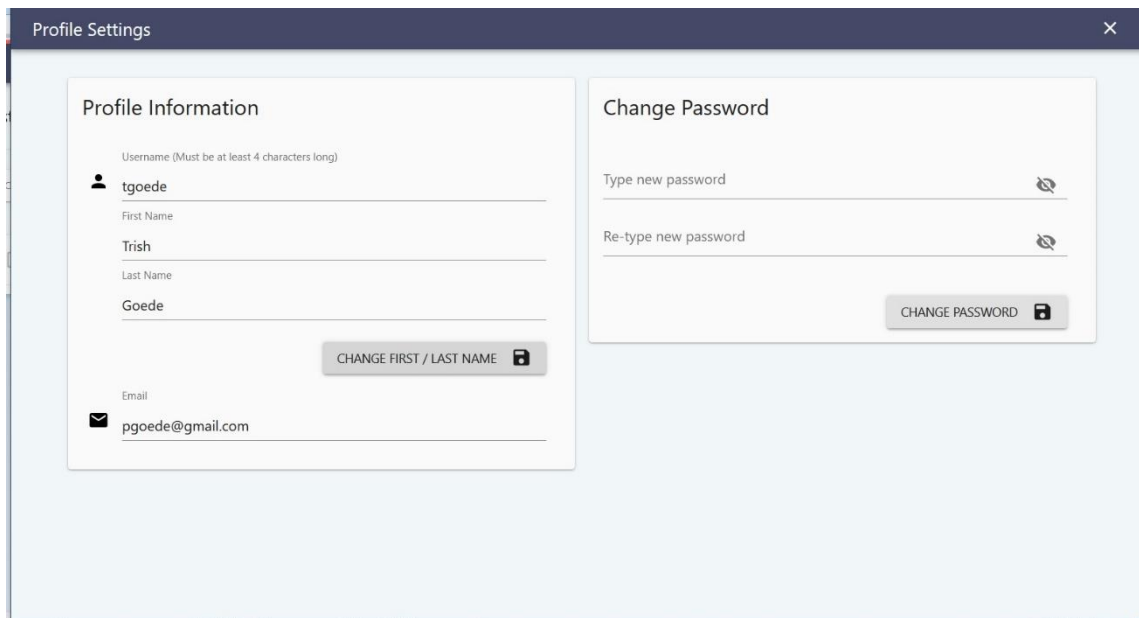
- Enter email as username
- Enter password (note: the first user password will be a temporary password assigned by the administrator)
- Click the SIGN-IN button

## User Profile Changes

The following is included to provide information to the users of the Missouri Kids First Safecare system on how to manage their information contained in their profile. For example, users can change or update a password or first/last name select the drop-down menu by clicking on your username in the upper right-hand corner of the top navigation bar. Select Profile from the list of options (Illustrated below).

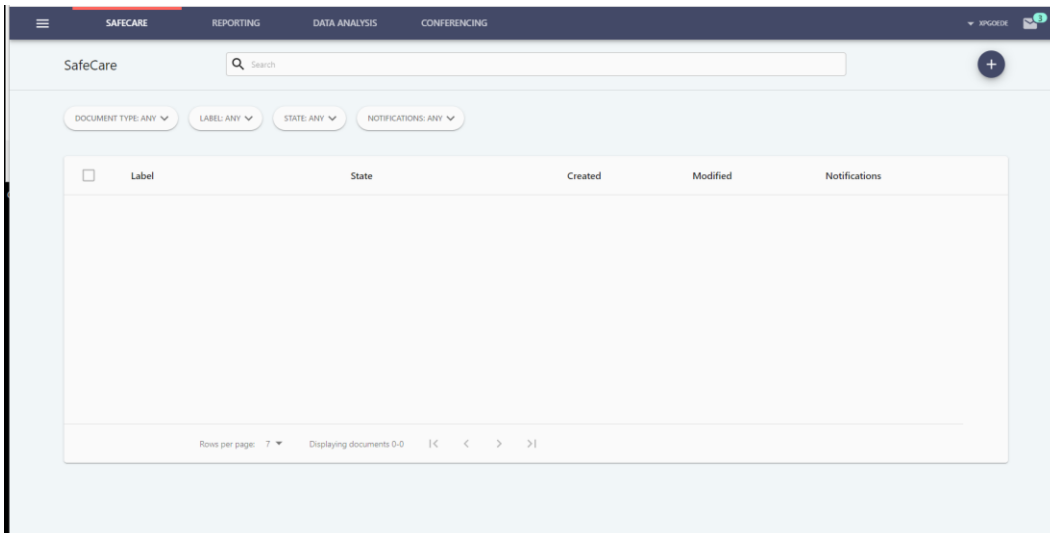


Then select the option to enter/update your name and click the change button or change your password. When complete, click the Save First/Last Name and/or the Change Password button (as illustrated below).



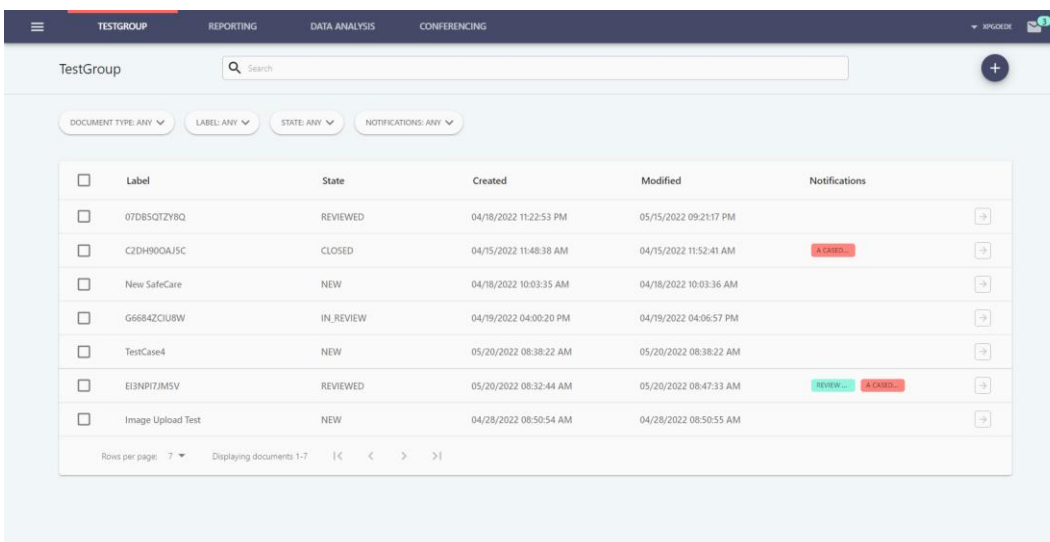
## Case List View

When the user logs into the system, they will see the directory they enter cases into. If the user is logging in for the first time the directory will be empty and ready to populate with cases (illustrated in Figure 1 below).

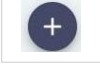


The figure below shows what the user will see:

1. List of cases that will be highlighted when the user hovers the mouse/cursor over the name of the case.
2. Light green and orange buttons containing notifications with instructions for the case (e.g., review and discussion).
3. To access a case, click anywhere in the highlighted area as you hover over the case.

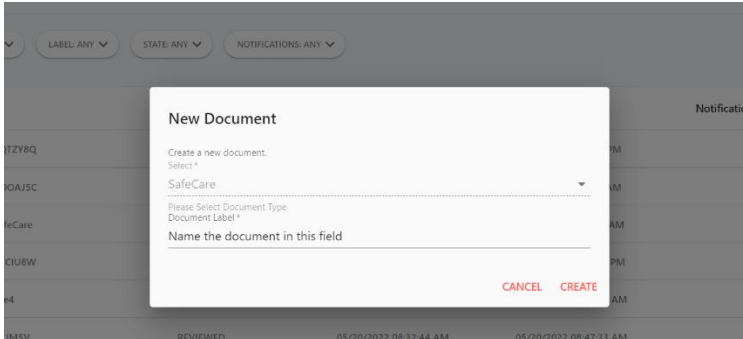


## New Case Creation

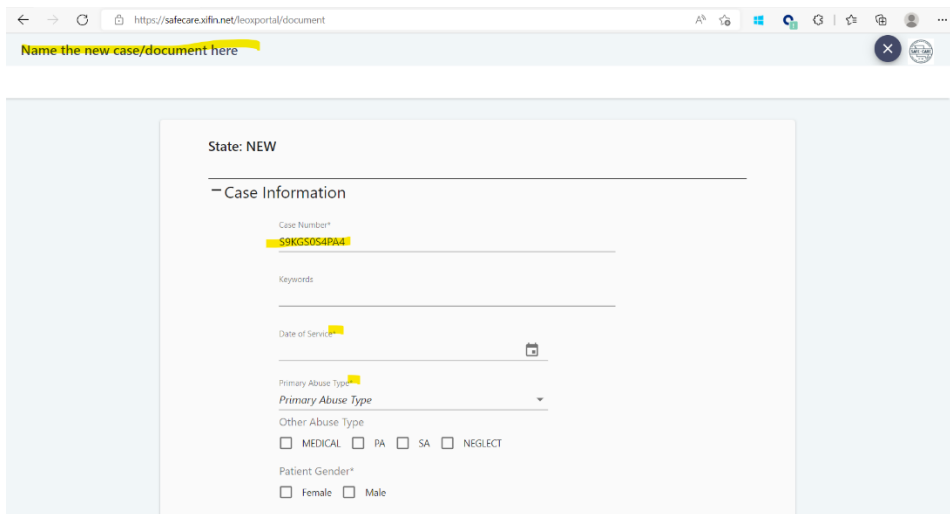
To create a new case, click on the Add Document button  and select the Document from the drop down.

Note: We use the terminology of Document and Case interchangeably.

A New Document window will open that allows the user to provide a label.



To name the DOCUMENT (or CASE) select/delete/enter the name in the Document Label entry then click CREATE.



**The name of the Case appears in the top left hand (highlighted).**

The 'Case Number' is an auto generated number. The case number can be edited by the user.

Date of Service fields are highlighted by an asterisk \*

Dates use a standard date picker.

**Select** from the following **REQUIRED** fields.

Primary abuse type.

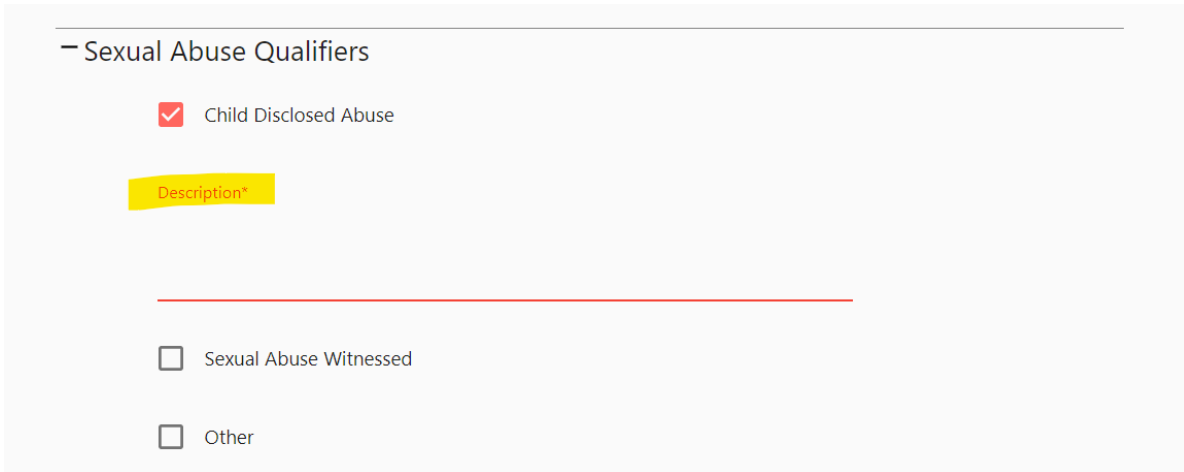
Case Type from the following:

1. Medical
2. Physical Abuse (PA)
3. Sexual Abuse (SA)
4. Neglect

Patient Gender: Select **Female** or **Male**

## Sexual Abuse Case Type

Sexual abuse (SA) qualifiers are required. If the checkbox is selected for 1) Child Disclosed Abuse, 2) Sexual Abuse Witnessed or 3) Other, the Description field becomes a required field (see image below).



– Sexual Abuse Qualifiers

Child Disclosed Abuse

Description\*

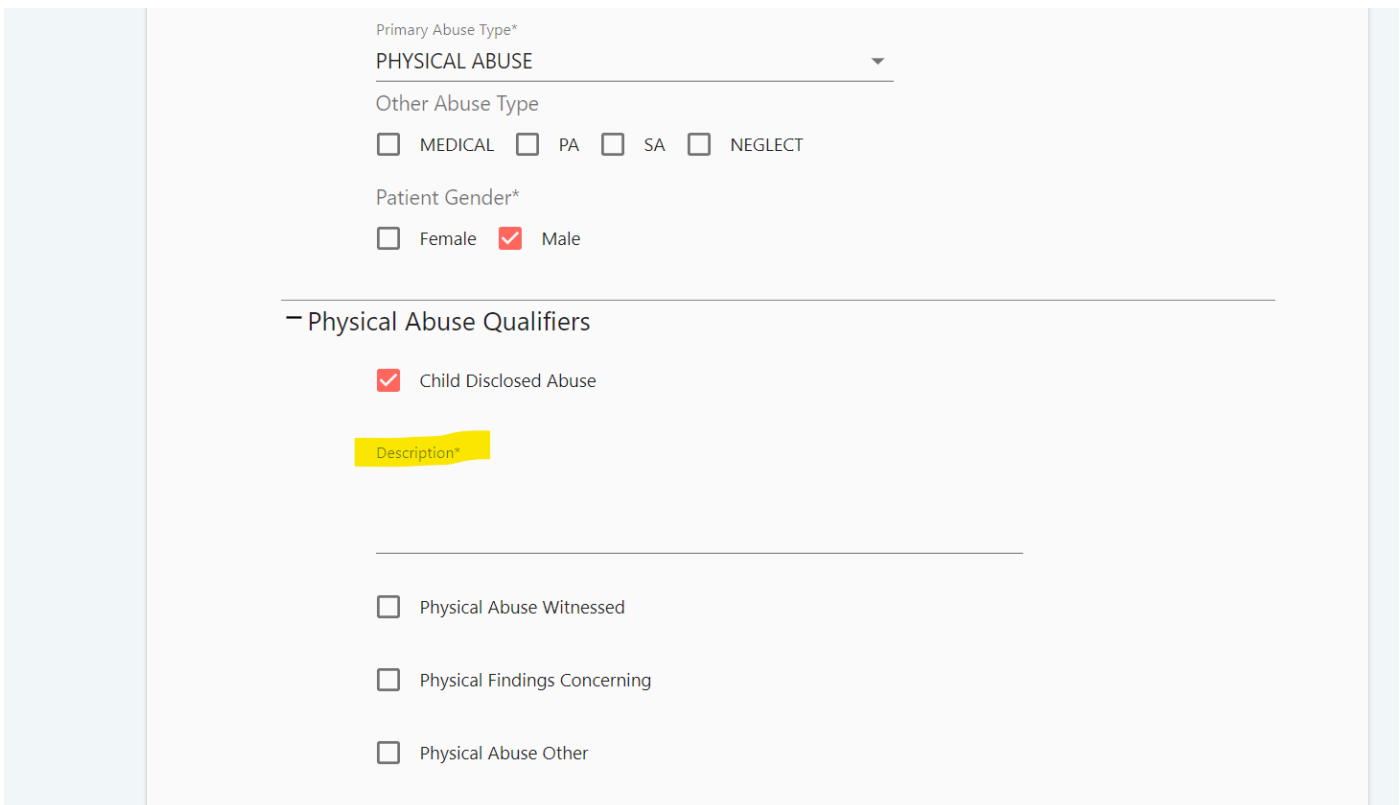
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Sexual Abuse Witnessed

Other

## Physical Abuse Case Type

Physician Abuse (PA) qualifiers are required. If the checkbox is selected for 1) Child Disclosed Abuse, 2) Physical Abuse Witnessed, 3) Physical Findings Concerning or 4) Physical Abuse Other, the Description field becomes a required field (see image below).



Primary Abuse Type\*  
PHYSICAL ABUSE

Other Abuse Type

MEDICAL  PA  SA  NEGLECT

Patient Gender\*

Female  Male

---

– Physical Abuse Qualifiers

Child Disclosed Abuse

Description\*

---

Physical Abuse Witnessed

Physical Findings Concerning

Physical Abuse Other

## Child Maltreatment Workflow

Each case contains sections that contain required fields. All required fields are indicated by an asterisk \*

- Case Information
- Patient Demographics
- Submit for Review to move the case to the review state

S9KGS054PA4

Initial Diagnostic Impression

Explain your diagnostic impression of the exam findings in detail  
Test entry to enter diagnostic impression.

Your Diagnostic Impression\*

Accidental Trauma

Abuse Findings

Bruise  Abrasion  Laceration  Erythema  Hematoma  Transaction

Deep notch  Edema of hymen  Other

Sexual Maturity

Sexual Maturity

Submit For Review

Reviewer\*

Test Reviewer 1

Submit Case for Review

Submitted for Review

SAVE & CLOSE

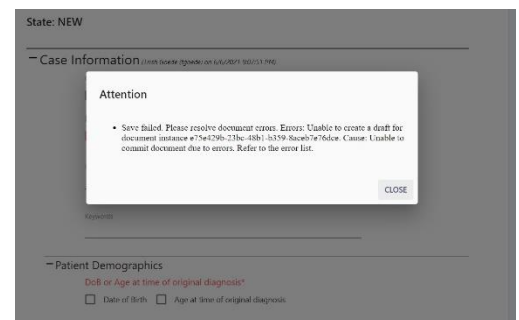
## Case Sections and Error Handling

The fields in the case that are REQUIRED and noted by an asterisk must be filled in. If the user does not enter information and tries to save the case, the case will not be saved and generate errors.

The figure to the left illustrates the error dialog.

When the CLOSE button is selected on the error dialog, the user is returned to the case where they can navigate through the errors for the case (highlighted in yellow).

Use the mouse to navigate through the errors by clicking the arrows illustrated in the image below. Each arrow will move to the next error. Hover over the error to get a description of the error as illustrated below.





The user can click on the 'next' icon highlighted in yellow to navigate to each error.

New Test Case

2 Errors |< |>

SAVE & CLOSE

Case Information (Trials Guide (guide) on 6/8/2021 9:07:51 PM)

Case Type\*

SIMPLE  SEXUAL FEMALE  SEXUAL MALE  PHYSICAL

Patient Gender\*

Female  Male

Date of Service\*

06/02/2021

Keywords

Patient Demographics

DoB or Age at time of original diagnosis\*

Date of Birth  Age at time of original diagnosis

Age at time of original diagnosis\*

Case Type\*

SIMPLE  SEXUAL FEMALE  SEXUAL MALE  PHYSICAL

Patient Gender\*

Female  Male

Date of Service\*

**▲ Data is required for Date of Service.**

Save

## Initial Diagnostic Impression

The clinician (originator of the case) must select and submit an initial diagnostic impression from the drop-down list in the section (see below).

- Initial Diagnostic Impression

Explain your diagnostic impression of the exam findings in detail  
Test entry to enter diagnostic impression.

Your Diagnostic Impression

Inflicted Trauma/Penetrative genital trauma  Hematoma  Transection

Accidental Trauma

Indeterminate / Cannot tell

Normal or common variant

Medical condition (other than STI in sexual abuse)

STI

- Submit  Submit Case for Review.

## To Submit a Case for Review

Once all required fields have been completed, and the user is ready to submit the case for peer review check the **'Submit for Review'** check box and **'Save and Close'** the case as illustrated in the figure below. Reviewers will be notified with a single email notification that the case is ready to be reviewed.

Your Diagnostic Impression\*

Accidental Trauma

Abuse Findings

Bruise  Abrasion  Laceration  Erythema  Hematoma

Reviewer

Tim Kutz

James Anderst

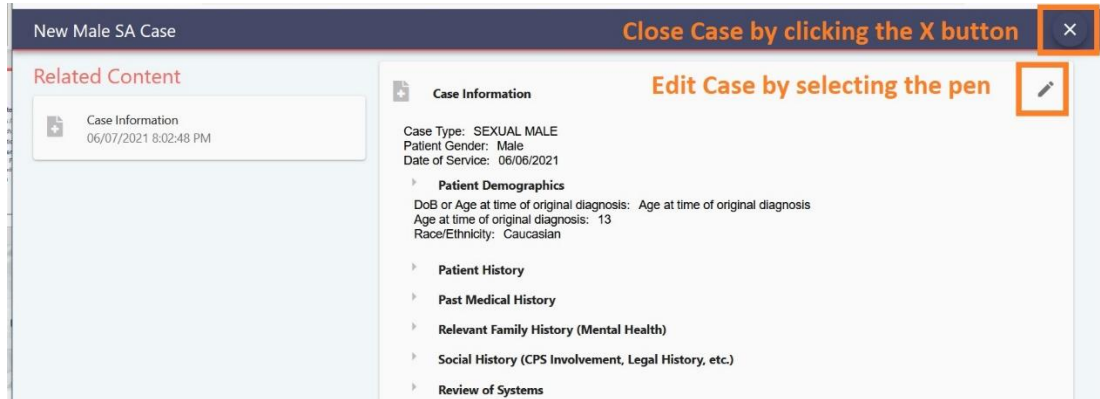
Adrienne Atzemis

Test Reviewer 1

- Submit  Submit Case for Review.

## Edit or Revise an Existing Case

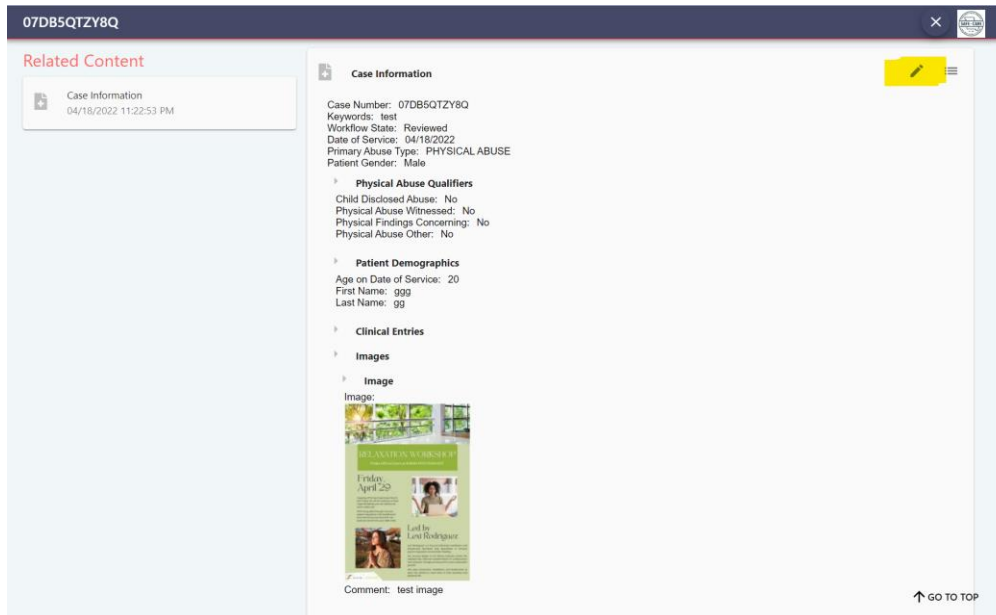
Once the case is saved, the user can add information as any additional information becomes available prior to submitting the case for review. To edit a case, select the case from the case list and click on the 'Pencil' icon in the upper right corner. The case will then be opened to allow revision as illustrated in the figure below.



To close a case, click on the 'X' and the case will close returning the user to the case list.

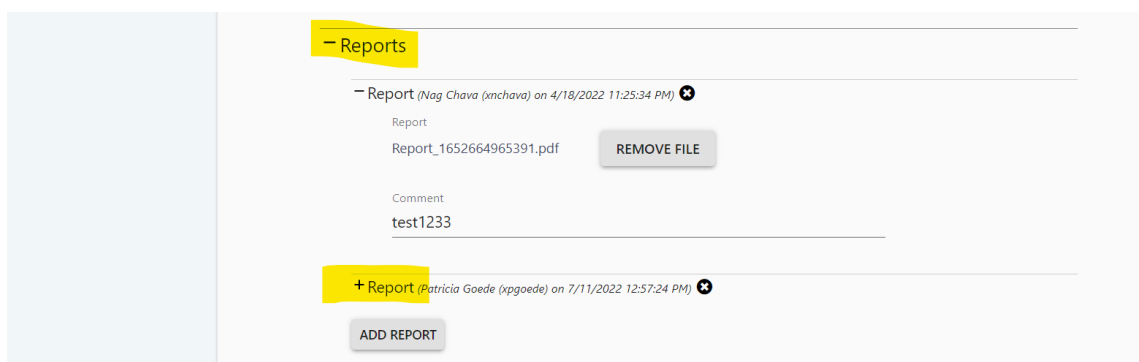
## Case Reporting

User's can create a PDF version of the case referred to as a case report that contains data that has been entered into the case. The To create a case report, get to the edit mode of the case by clicking on the pencil icon (see illustration below).






Once the case is in the edit mode, scroll to the section named 'Reports'. Expand the reports section by clicking on the + (plus) icon. Users can create and remove as many reports of the case as possible and all reports are listed in the Reports section.


To create a report, click the ADD REPORT button and expand the + (plus) icon next to the Report in the list to expand the newly added Report section (see below).






When the Report section is expanded a CREATE REPORT button is available. Click the CREATE REPORT button to open the view where items/data entered into the case populate the view. The user is able to select/deselect sections and fields from the content in the case. To preview the Report, click the PREVIEW button. To name the Report, place the cursor in the Report\_XXXX next to the PREVIEW. To save the report click the save icon in the upper right-hand corner (see illustration below).

The saved report will be saved to the Report section of the case.

07DB5QZY8Q   

Female  Male  SAVE & CLOSE

07DB5QZY8Q PREVIEW Report\_1657566141099  

- Patient Gender Male
- Physical Abuse Qualifiers
  - Child Disclosed Abuse : No
  - Physical Abuse Witnessed : No
  - Physical Findings Concerning : No
  - Physical Abuse Other : No
- Patient Demographics
  - Age on Date of Service 20
  - First Name ggg
  - Last Name gg
  - Race/Ethnicity
- Clinical Entries
  - Medical History
  - Physical Exam Findings
  - Genital Exam Findings
  - Anal Exam Findings
- Images
  - Image
    - 

ADD REPORT

## Conferencing

The conference feature is designed to allow an organization to use their existing web conferencing tools (e.g., WebEx, Got to Meeting, Zoom, etc).

To set up a conference, login to the TeleCAM application, click on Conferencing tab at top in the top navigation pane (illustrated below).

Conference Id	Conference Name	Conference Date	Conference URL	Conference User
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Provide the name of the Conference (e.g., rounds conference, peer review, mentoring session, etc) in the Conference Name field.

Copy and paste the URL from your web conferencing system into the Conference URL field.

Select a date and time from the Conference Date & Time field.

Select invitees from the Invite List drop down list.

NOTE: The conference is not automatically included, so they should make sure to select their own name from the dropdown as well.

Conference Id	Conference Name	Conference Date	Conference URL
---------------	-----------------	-----------------	----------------

Click the ADD button to add the conference. The list of conferences will appear as they are created.