STAIR-Well

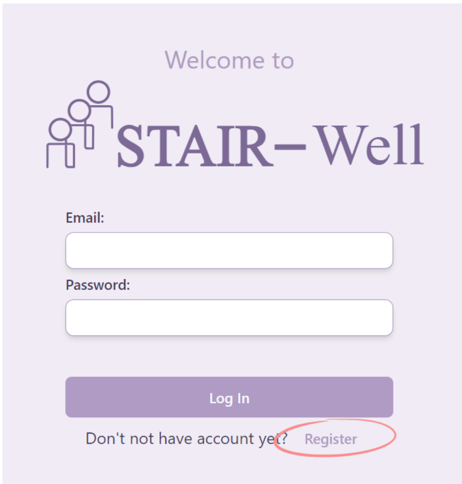
Database Guide

Getting Started

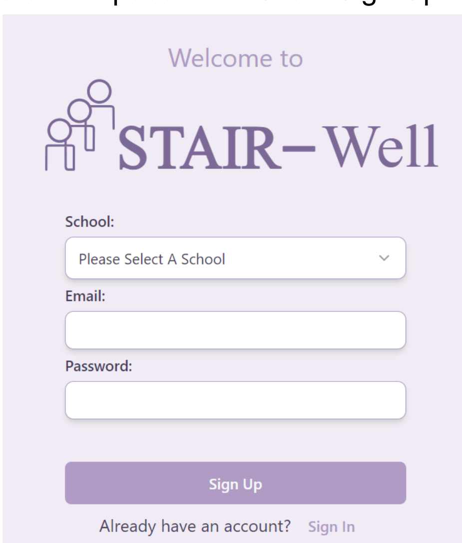
Registering

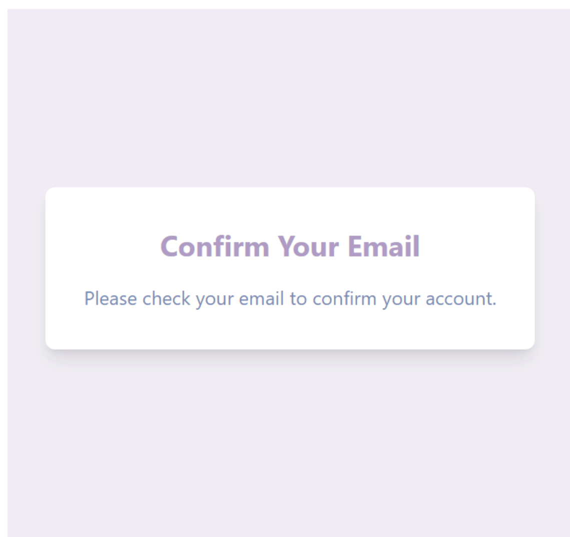
1. Go to www.stair-well.org

2. Click the purple “Register” under the “Log In” button.



3. On the new screen, choose your school from the dropdown menu, enter your email, and create a password. Click “Sign Up.”

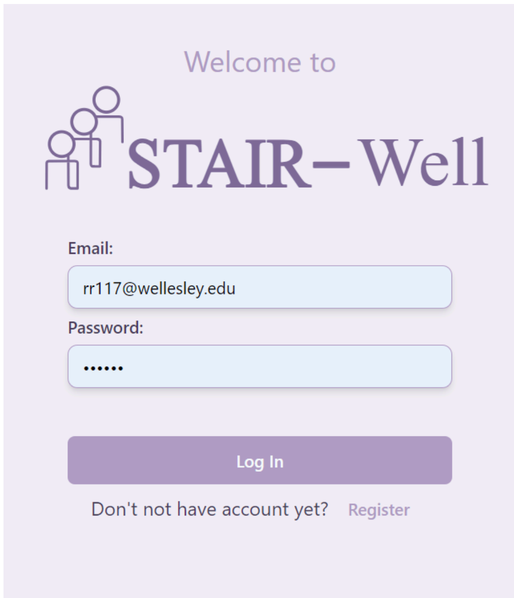


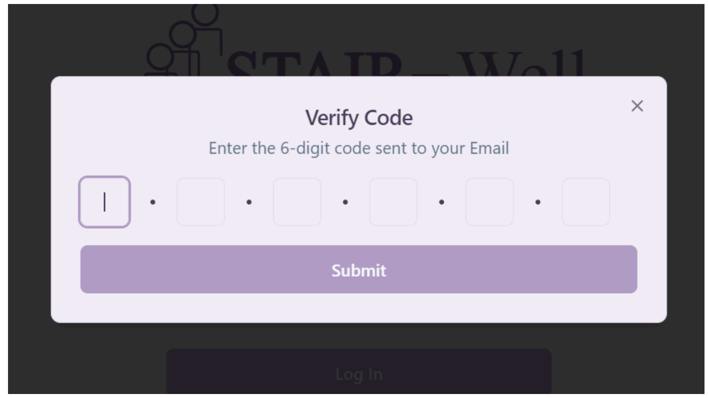


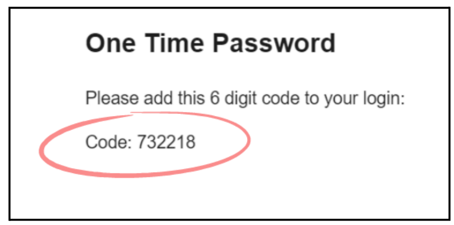
4. You will receive an email from “Stairwell” stair-well@plu.edu with the subject “Confirm Your Signup.”. Go to the email and click “Confirm your mail.”

Returning User Log-in and 2-Factor Authentication

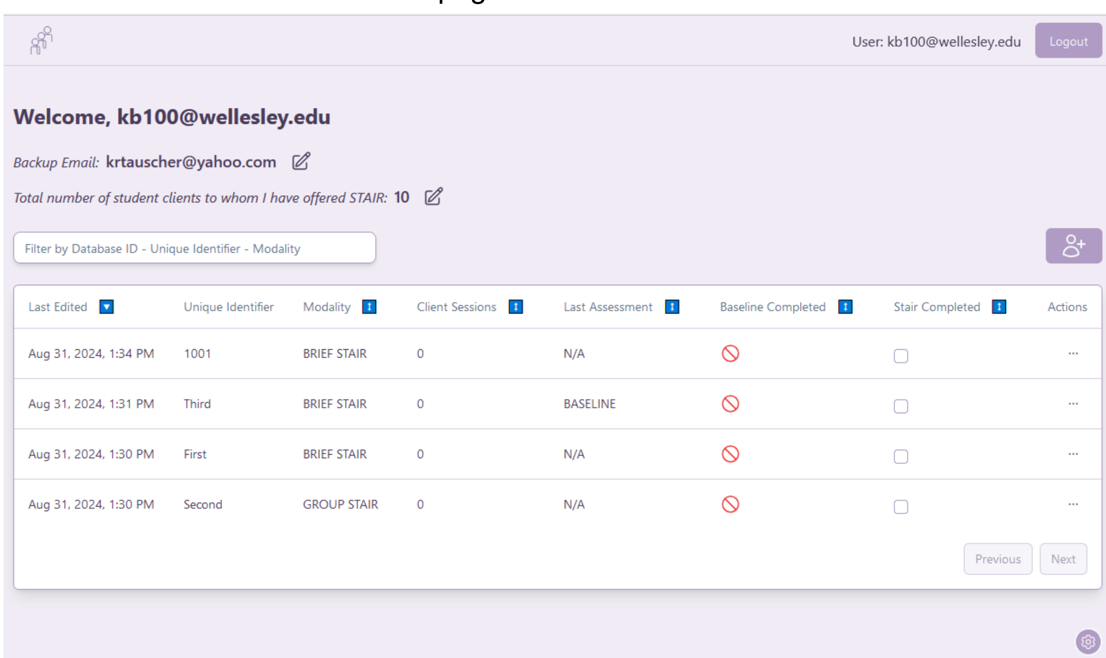
1. Sign in using your email and password. When you click "Log In," you will receive an email with a verification code. Enter the code.



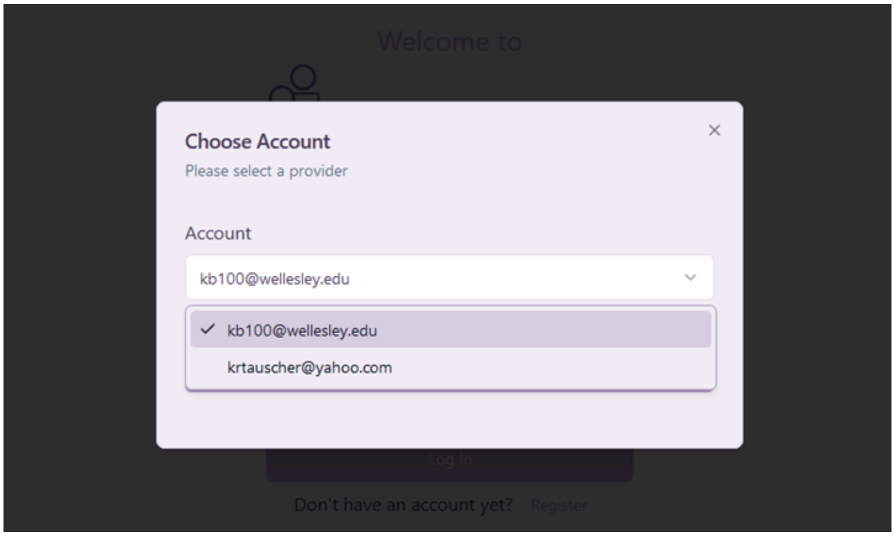




2. You will be taken to the Welcome page.

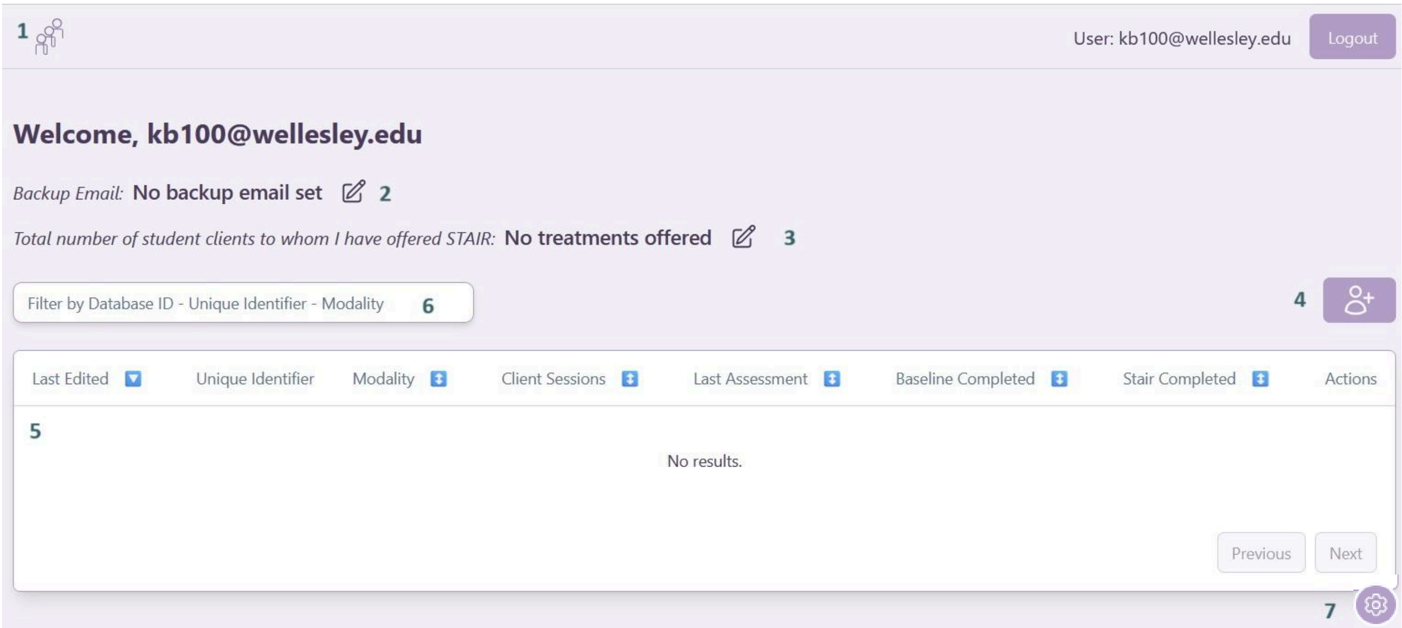


3. If you are designated as someone's backup (see "Assign a Backup Email" section below). You will be asked which account you wish to log onto after you enter your verification code. Select the appropriate account and you will be taken to that account's Welcome Page.



Welcome Page Overview

When you log on, you should see the Welcome screen.



Here is a quick overview - we'll go through each of these later in this document.

1. The **icon in the corner** takes you back to the Welcome page.
2. You can **assign a backup email**. This could be an admin who sends out your paperwork or a supervisor who will make sure the follow up surveys are sent out.
3. We will ask you to **log how many clients you have offered STAIR** to regardless of whether or not they decide to engage in STAIR. It will keep a running sum for you - if you type the wrong number, you can erase it using a negative number.
4. This is the **Add a Client** button.
5. Your clients will appear here.
6. You can sort your clients by different factors to find the one you are looking for.
7. The purple wheel icon pops up a menu. You can turn on “dark mode” or if you have been designated a backup clinician/admin, you can switch between accounts.

Basics

Assign a Backup Email

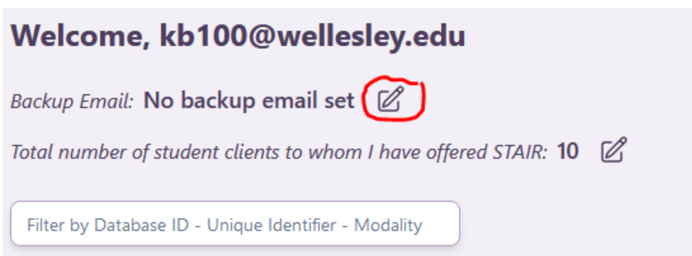
It is not not necessary to assign a backup email. Some reasons to assign a backup:

1. You are a trainee.
2. You will not be present to send the three and six month follow ups
3. You are at a center where your admin support will send out assessments.

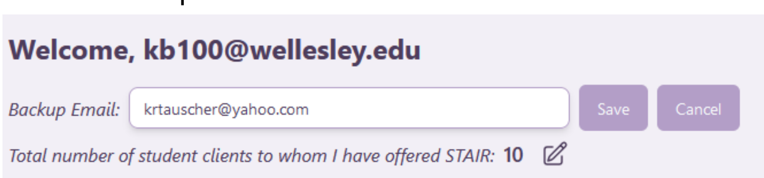
The person who you assign as a backup email will have access to your clients records and account.

To set the backup email:

1. Click on the icon to the right of the “Backup Email” section.



2. Enter a backup email and click “Save.”

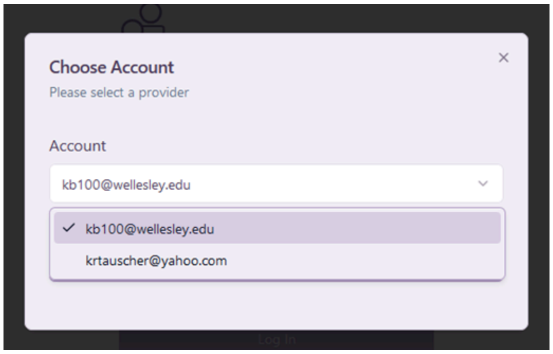


3. The backup email will be displayed. You can change the backup email as many times as you wish.

Managing Accounts if You Are a Designated Backup

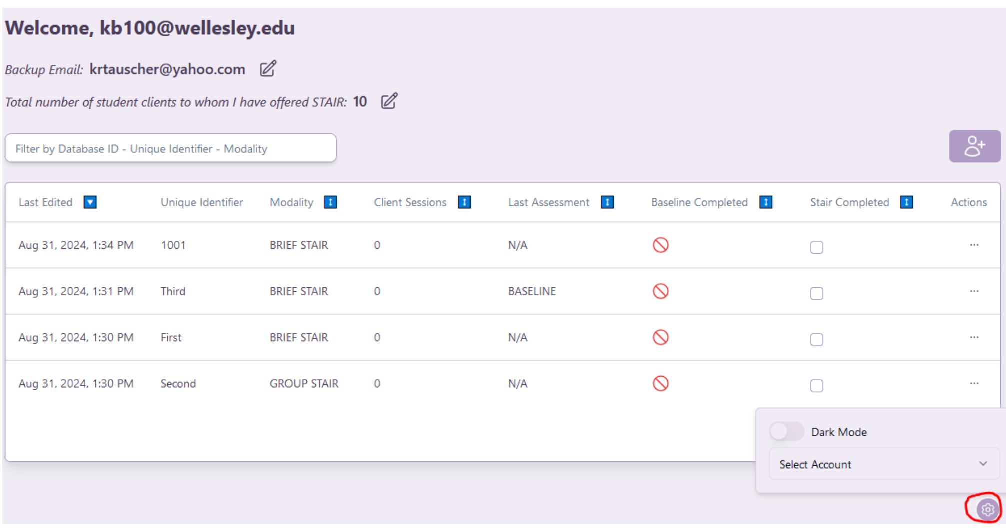
If you are designated as a backup, you will be able to log on to the account of the clinician who identified you as their back up.

At login you will need to select which account you would like to enter:

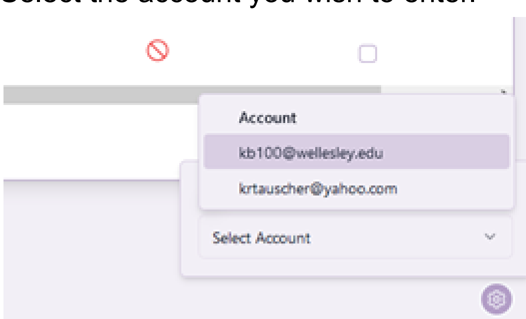


You can also switch accounts when you are logged on.

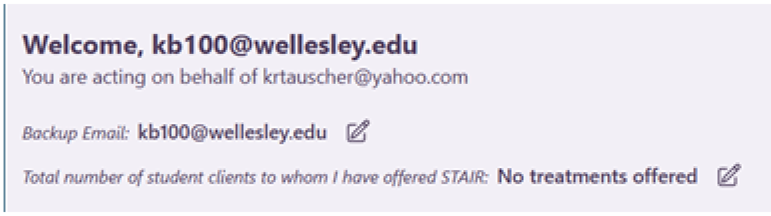
1. Go to the wheel icon in the corner of the Welcome Page.



2. Click the drop down menu “Select Account.”
3. Select the account you wish to enter.



4. You will notice that it tells you that you are acting on behalf of another provider.



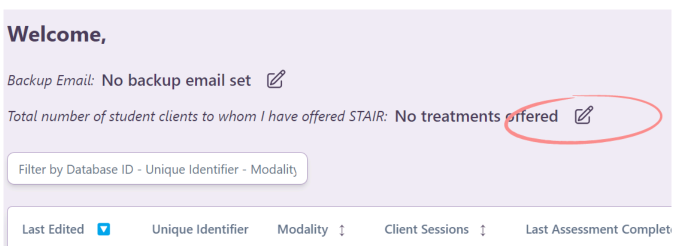
Enter Number of Students Offered STAIR

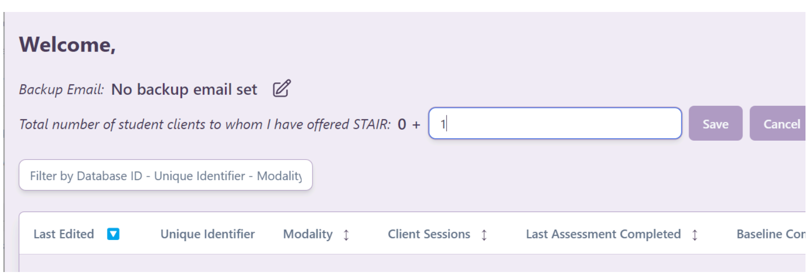
1. Each time you log in, please enter the number of clients you have offered STAIR to since your last entry. This number should be the number of students to whom you offered STAIR regardless of whether or not they chose to engage in STAIR.

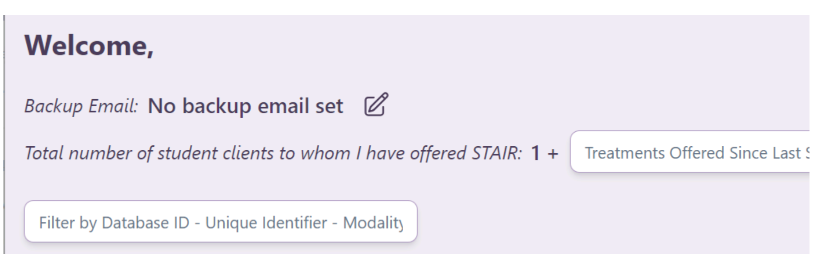
   This number helps us keep track of student interest in STAIR and is an important reporting metric for PCORI, our funder.

2. To enter the number click the pen and paper icon next to “Total number of student clients to whom I have offered STAIR:” Enter the number and click “Save.”

3. If you accidentally enter the wrong number, you can correct mistakes by entering another positive or negative number so that the total is corrected.



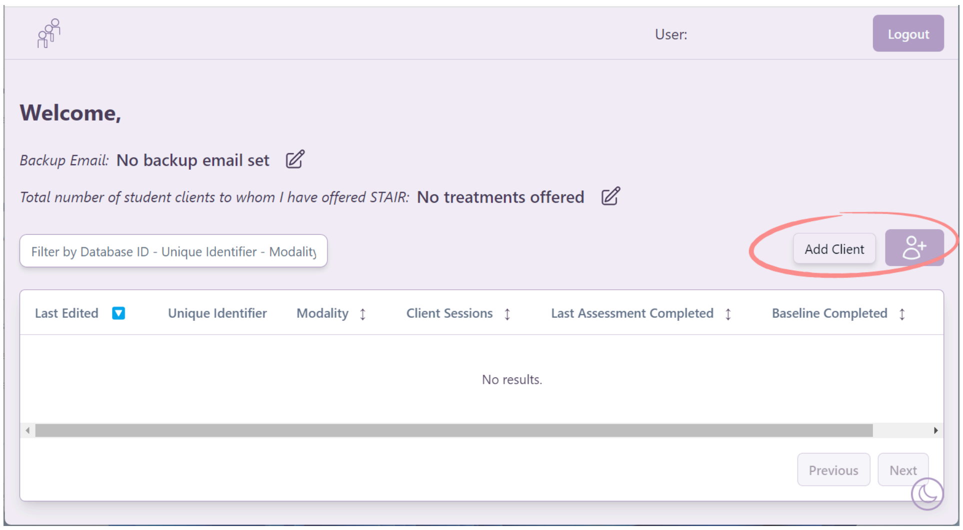




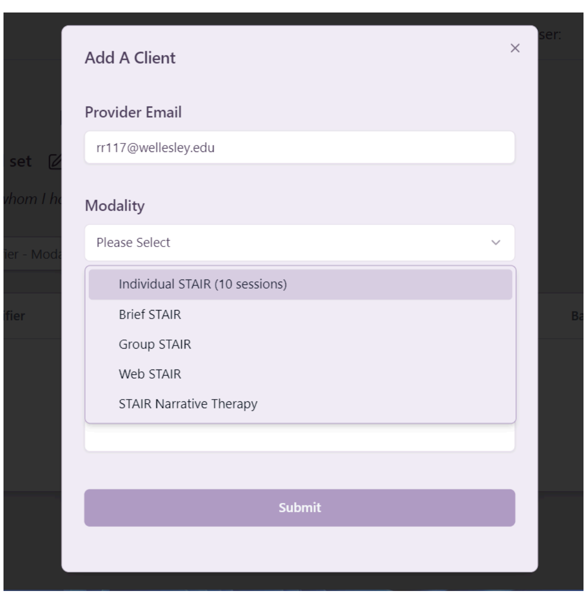
Adding a Client

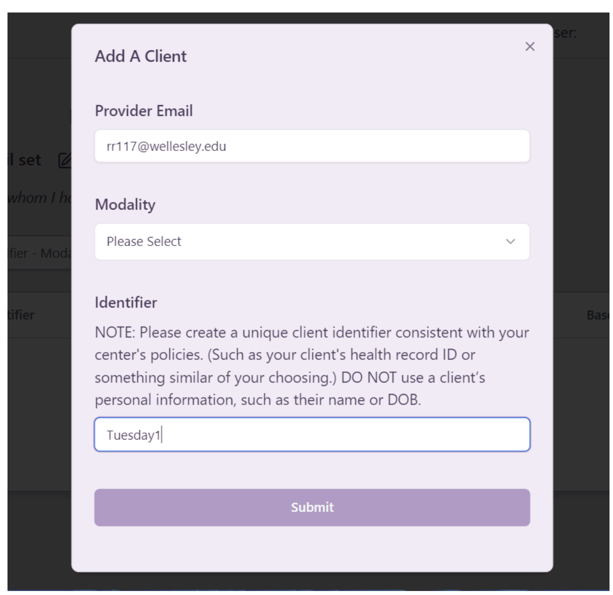
When a client initiates STAIR, we ask that you enter them into the database. **Please note that we are using this database to track clients who score a 31 or higher on the PCL-5.** However, you are welcome to use STAIR with any client for whom you think it would be helpful. We may ask in the future if you have used or are using STAIR with clients outside of the database so that we know if we need to revise our screening process.

1. To add a client click the purple button with the person icon.

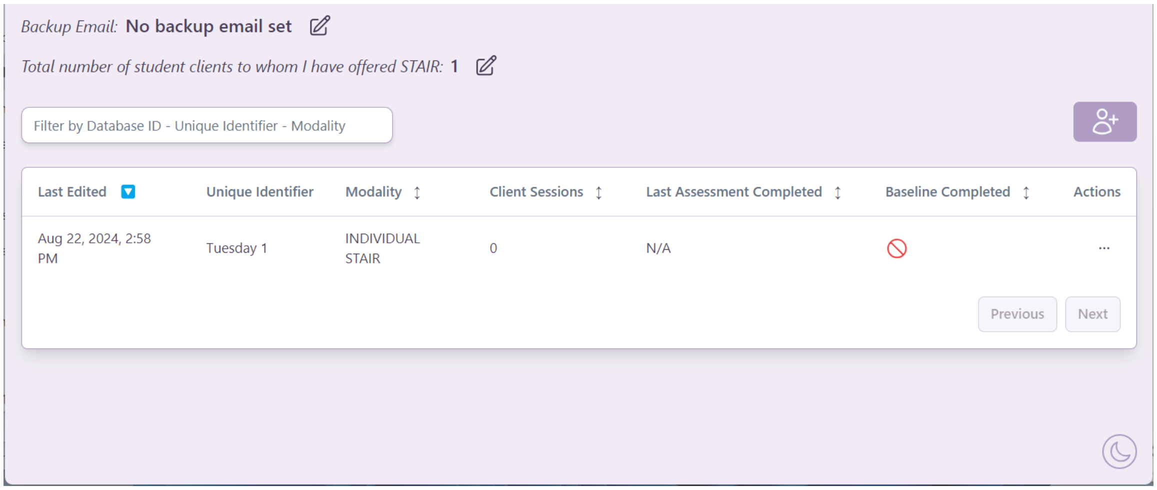


2. Confirm your email and enter the STAIR modality for the client. You will also be asked to enter an identifier for the client. **Do NOT use something that can directly identify the client. All information in the database is deidentified.** You can use a code or phrase that you will know matches with your client (e.g., the ID from your clinic's medical record, or "ST client 1", "Grey shirt", 1001, or your own coding system). Please ensure you have a way to keep track of who your client is using the identifier you add.

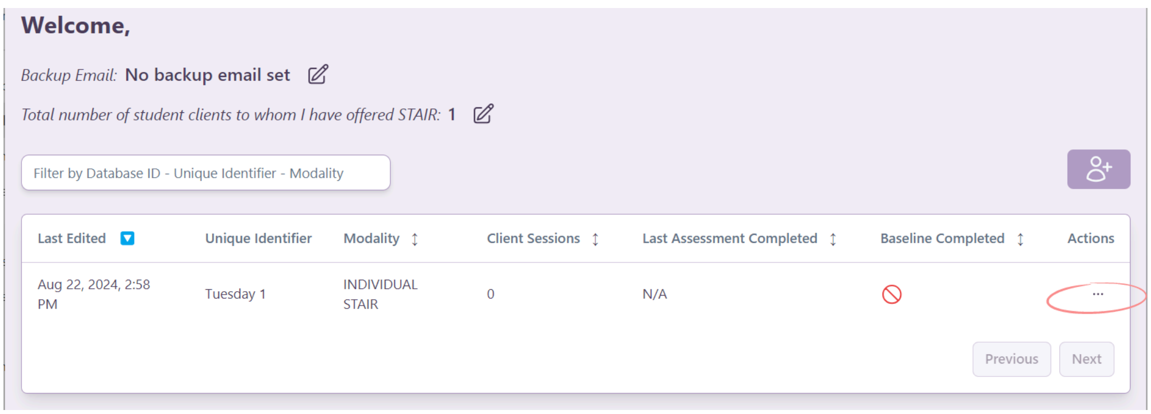




3. You will know that you have successfully registered a client if they are listed on the Welcome Page.



4. Edit this client information by clicking the three dots on the right side of the client list.



5. The Client Page for a particular client can be accessed by clicking on that client's row from the Welcome Page.

Administering Assessment Measures

The database has been designed so you can copy a link and send any assessments or measures to students through email. You also have the ability to view measures, edit them, and save them to a PDF that you can upload into your EMR.

A Word About Screening

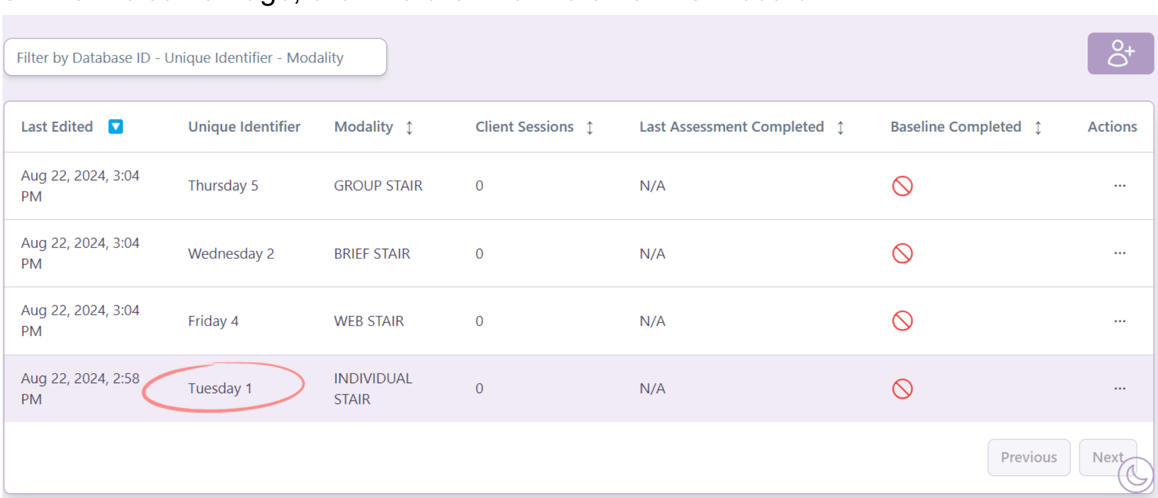
We have asked you to integrate screening procedures into your intake/referral process for clients. We request that you use your own EMR and sum the responses on the PCL-5 to determine if the client should be offered STAIR. **We do not anticipate clinicians using this system to screen clients for STAIR.**

However, there may be times when you and a client that you are already working with collaboratively decide that STAIR might be a good option. In these cases where a client is not coming through the intake process, you have the option of using your regular PCL-5 through your EMR or entering the student and using the screening option in the database. If you choose to use the screen feature through the database, you will access the screen assessment in the same way you access the other assessments.

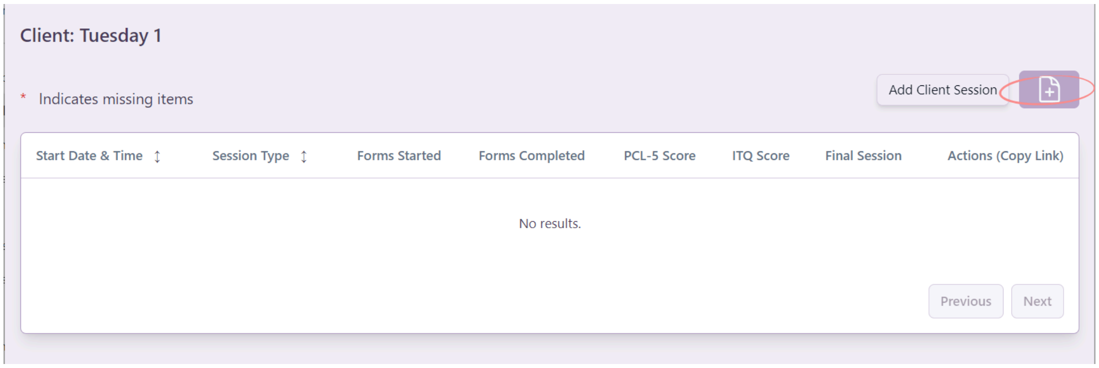
Baseline Assessment

Please administer the baseline assessment prior to the first session of STAIR. This can be any time in the days leading up to the first session or right before the session.

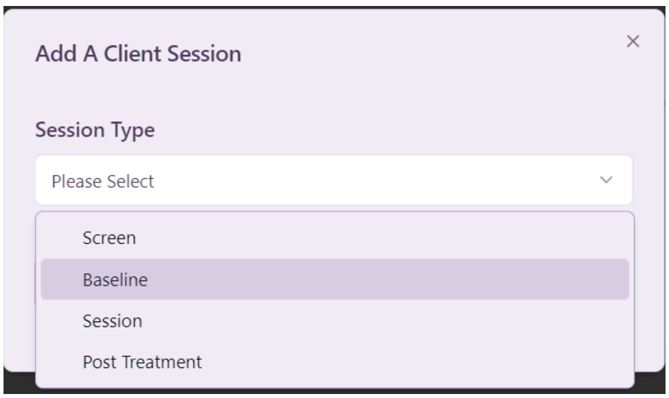
1. On the Welcome Page, click the client row to enter their record.



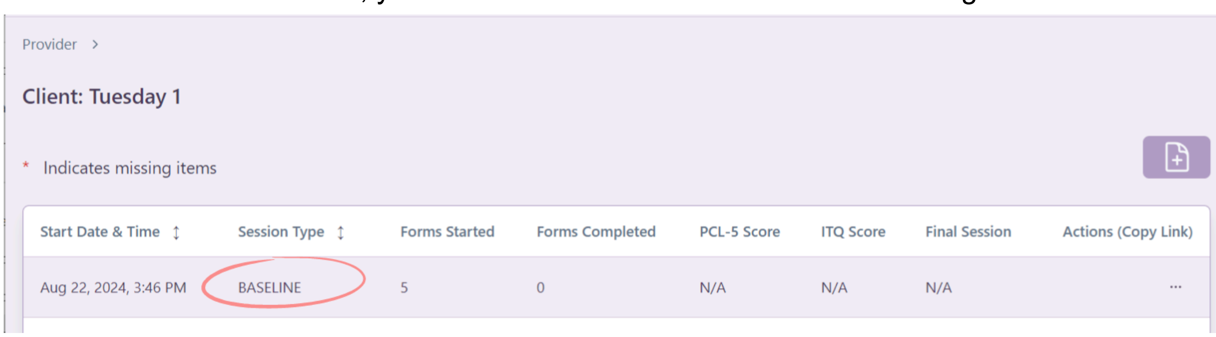
2. On the Client Page, click the purple add a document button on the upper right.



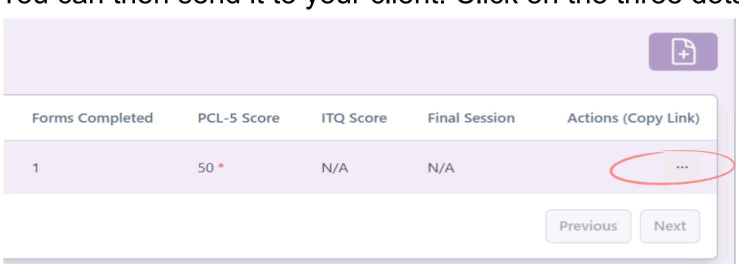
3. Select “Baseline” and click submit.



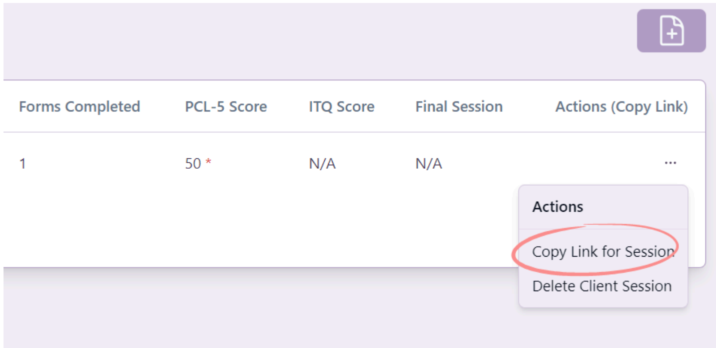
4. Once the session is created, you will see “Baseline” listed on the Client Page.



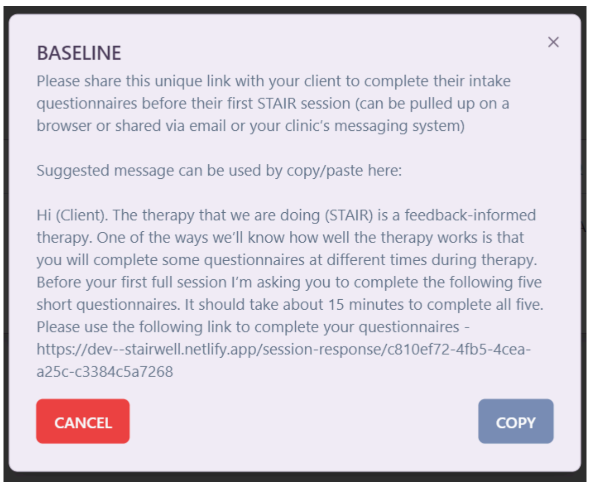
5. You can then send it to your client. Click on the three dots at the end of the Baseline row.



6. Next select “Copy Link for Session”

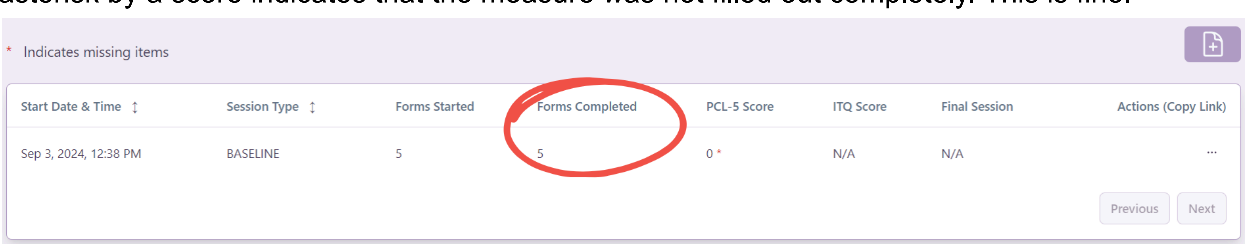


7. Email text with the link will pop up. Use the copy button to transfer the text to an email for the client. The link in the text is a unique link for the client to access the assessment.

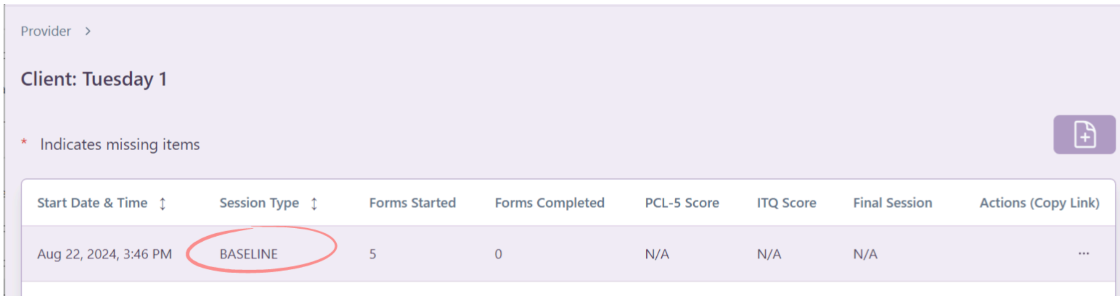


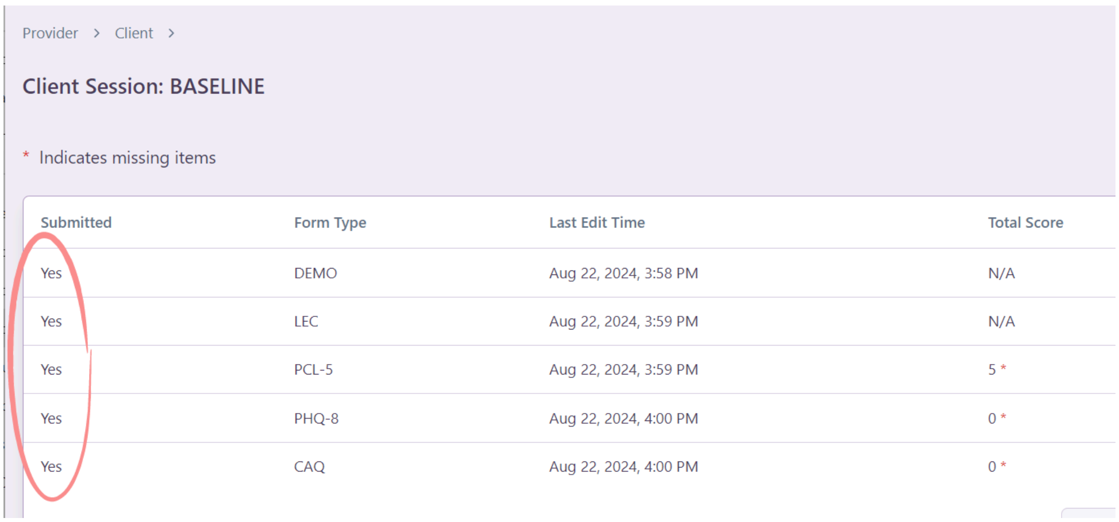
8. To confirm the client completed the baseline assessment enter the client’s record from the Welcome Page by clicking on their row.

9. On the client’s page, you can see that the baseline measures were submitted. A red asterisk by a score indicates that the measure was not filled out completely. This is fine.



10. You can see the individual forms that were submitted by clicking the Baseline row and opening the session page.

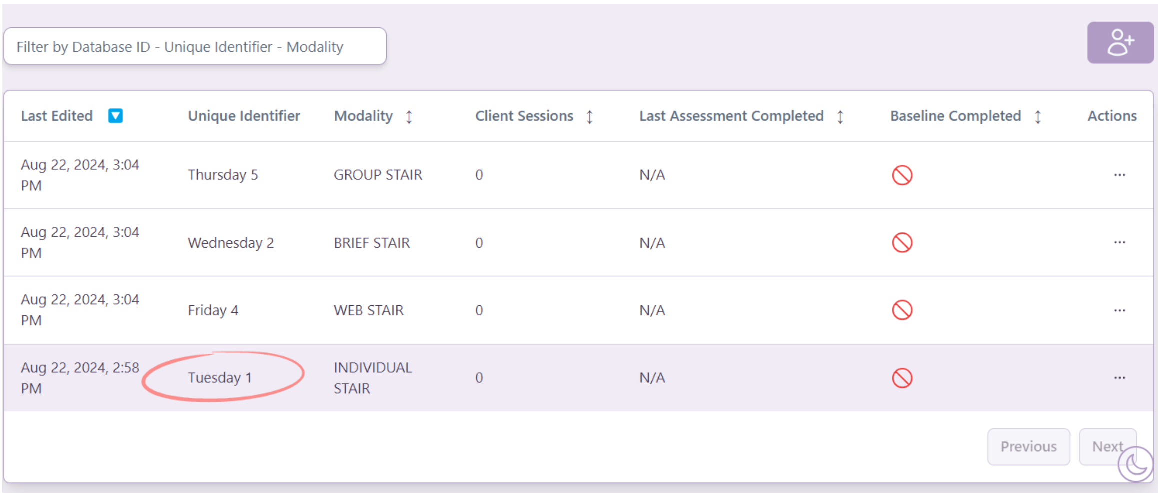




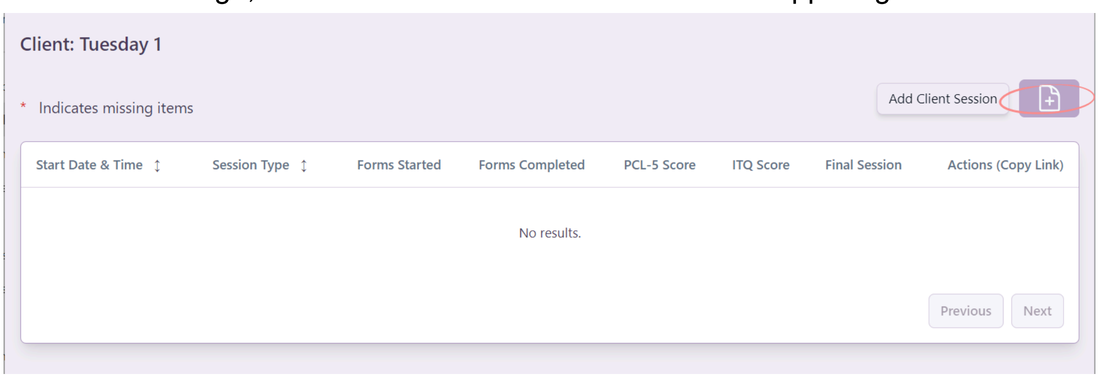
Session by Session ITQ Administration

Please administer the ITQ before every session of STAIR. This is a way to track the client's symptoms over time and guide your work with them. It can be helpful to look back over how scores have changed when you are at the end of treatment.

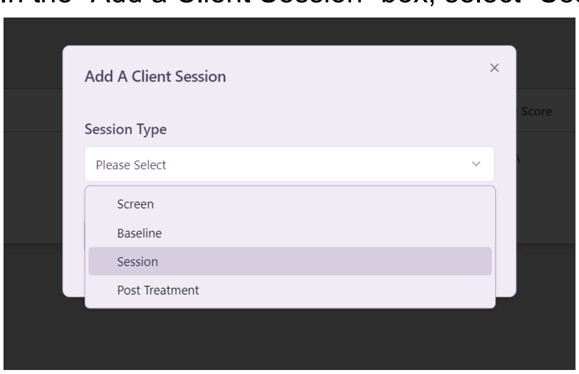
1. On the Welcome Page, click the client row to enter their record.



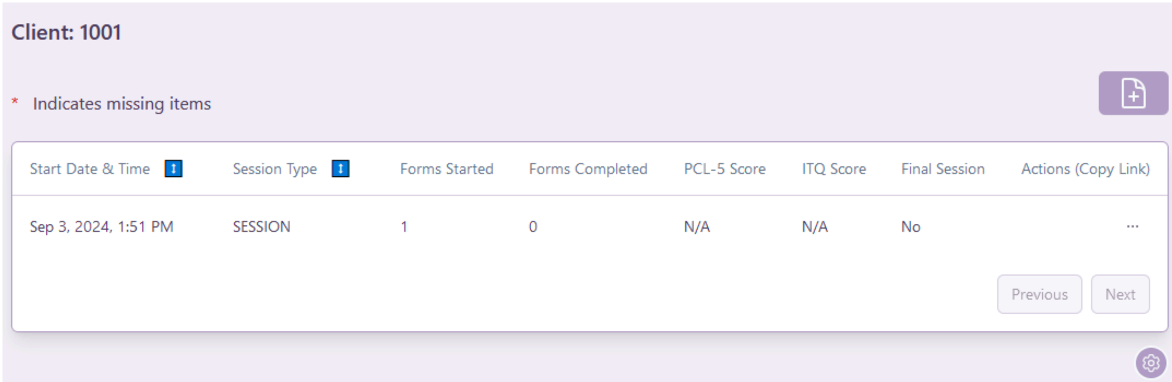
2. On the Client Page, click the add a document button on the upper right.



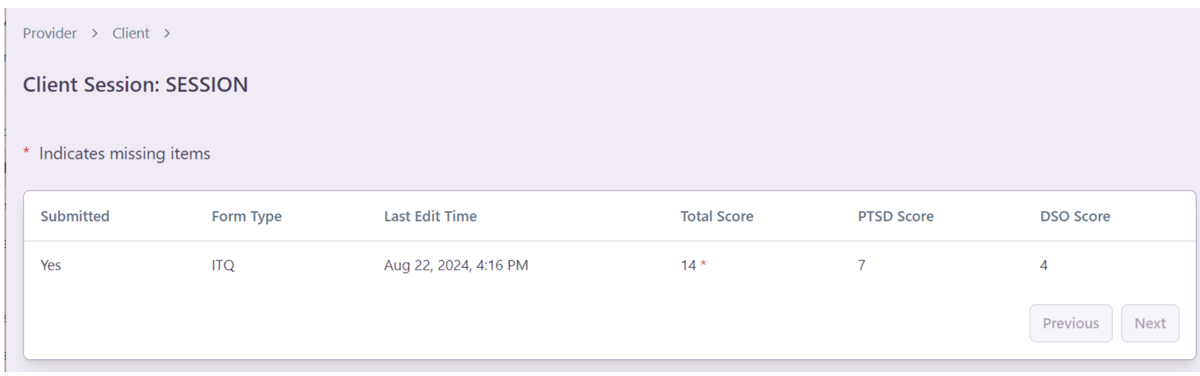
3. In the "Add a Client Session" box, select "Session." Click submit.



4. You will see the Session row was created for your client.

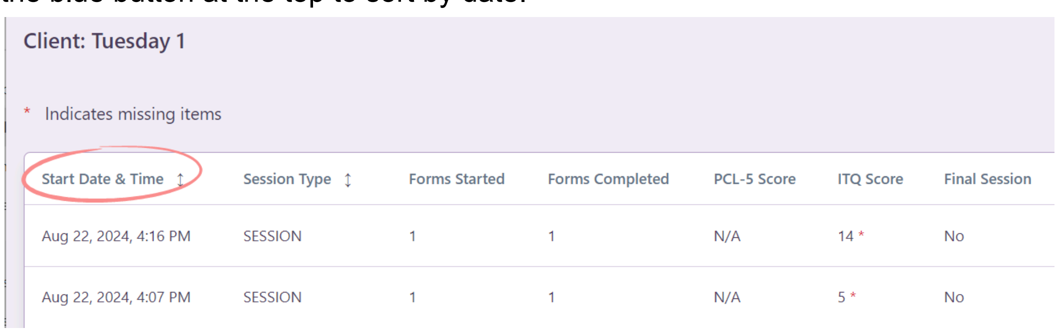


5. Send the ITQ survey to the client by clicking on the three dots at the end of the session row (see instructions in the baseline section for screenshots of this process).
6. Click “Copy Link for Session” and use the copy button on the pop-up window to copy email text and link. Send it to your client.
7. You will be able to see when your client completes the ITQ.



The * asterisk indicates some items on the ITQ were missed/skipped on the form. You can edit the form if you want to ask your client the missing items, but it is not necessary.

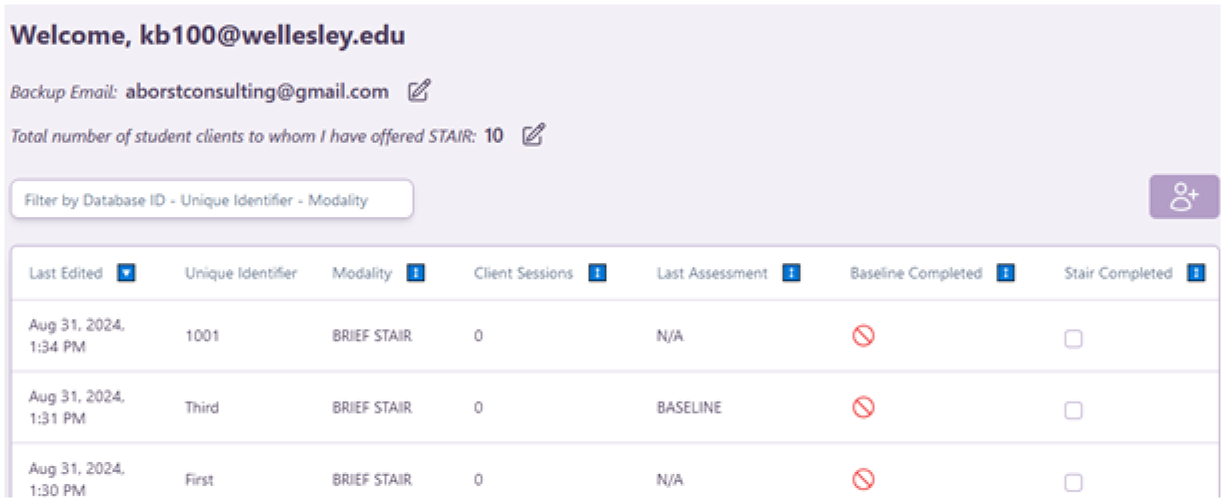
8. After multiple sessions, you can see their scores over time. On their Client Page. Click the blue button at the top to sort by date.



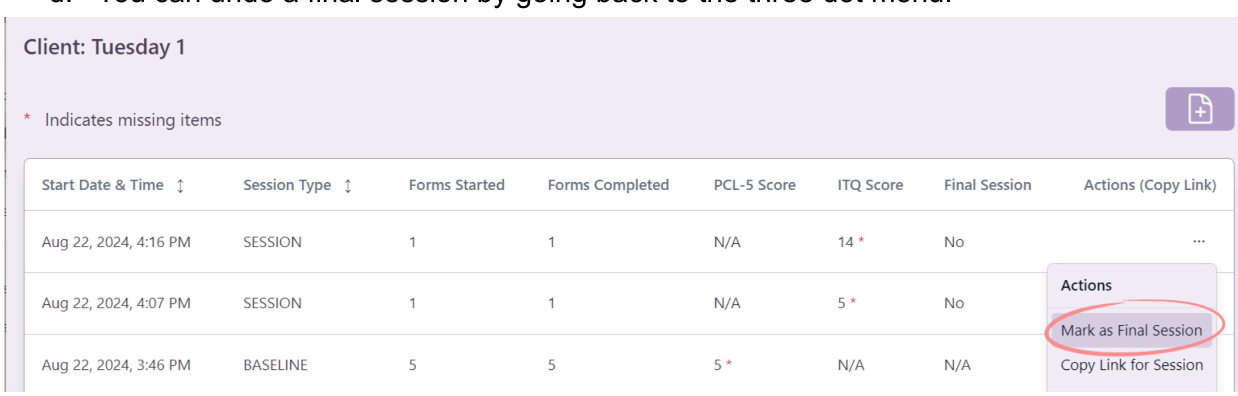
Treatment Completion

*Please see the section below to know what to do for clients who terminate early or drop out of STAIR.

1. When a client completes a full course of STAIR please mark that they have completed treatment in the second to last column (the Actions column is not shown below) on the Welcome Page.



2. Then send the client the posttreatment assessment (see section below) or have them do it at their final session.
3. Mark the last session as "Final Session" on the Client Page.
   a. From the Client Page click the three dots in the last column.
   b. Select "Mark as Final Session." And confirm with the pop up window.
   c. Three and six months from the time you select "Mark as Final Session," you and the person who you entered as a backup (see Assign a Backup Email) will receive an email with text and a link to send to the client.
   d. You can undo a final session by going back to the three dot menu.



Post Treatment Assessment

Screen shots for this process are in the Baseline Assessment section. You just select a different assessment time point.

1. Enter the client record by clicking on their row from the Welcome Page.
2. Click on the button to add a document and select “Post Treatment.” Click submit.
3. On the Client Page, click the three dots at the end of the column and select “Copy Link for Session.”
4. Copy the text from the pop up box, edit, and send to the client.
5. You can see if the client completed the forms by clicking through to the Post Treatment page from the Client Page.

Three and Six Month Assessments

Please see the Treatment Completion section for details on how to designate a final session. Once a final session is marked, the clinician and backup email designee will receive an email to send to the client at three and six months. This is how clients can access the follow up assessments.

Other Features

Treatment Drop Out

For clients who either terminate treatment early or “drop out” of treatment, please still send their post-treatment and follow-up assessments. While we understand that they may not complete these assessments, the information is valuable, if they do.

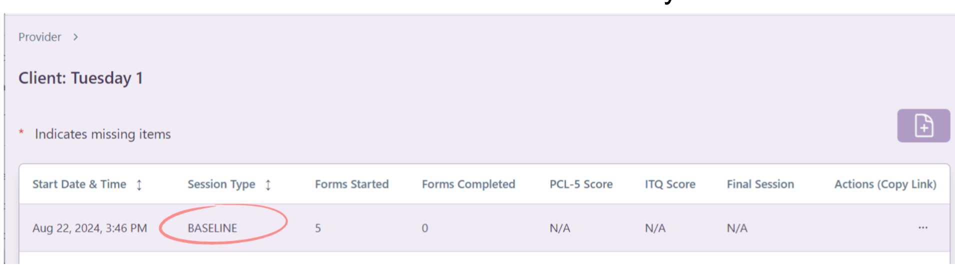
To do this you will create a post assessment as detailed in the “Post Treatment Assessment” section above. We will also ask that you mark the last session that they attended as their “Final Session” as detailed above. The “Final Session” button will create email reminders at three and six months for you to send the follow up assessments.

View and Edit Client Forms

At any point, you can view and edit client forms. Please do not edit forms that the clients have completed unless they have missed an item and it is helpful to ask them to rate it in session, you are verbally administering forms to the client, or the client says that they completed something incorrectly.

You can view forms to see what items clients are endorsing or to create a PDF to upload to the client’s medical record.

1. Enter the client record by clicking on their row from the Welcome Page.
2. Click on the session row that has the assessments you would like to view.



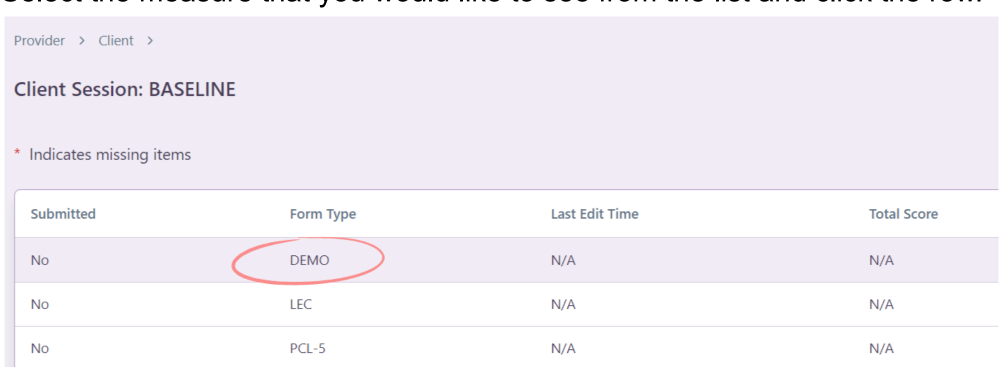
Provider >

Client: Tuesday 1

* Indicates missing items

Start Date & Time	Session Type	Forms Started	Forms Completed	PCL-5 Score	ITQ Score	Final Session	Actions (Copy Link)
Aug 22, 2024, 3:46 PM	BASELINE	5	0	N/A	N/A	N/A	...

3. Select the measure that you would like to see from the list and click the row.



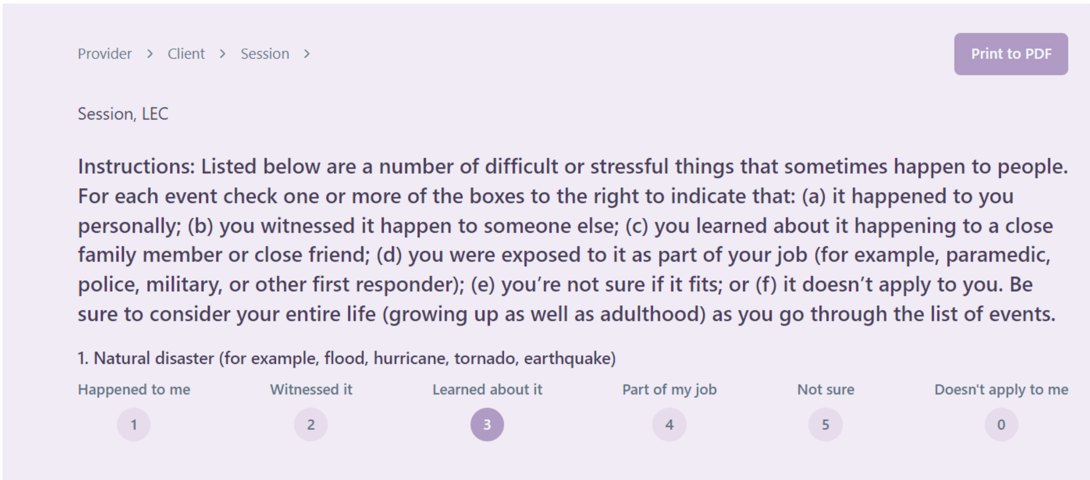
Provider > Client >

Client Session: BASELINE

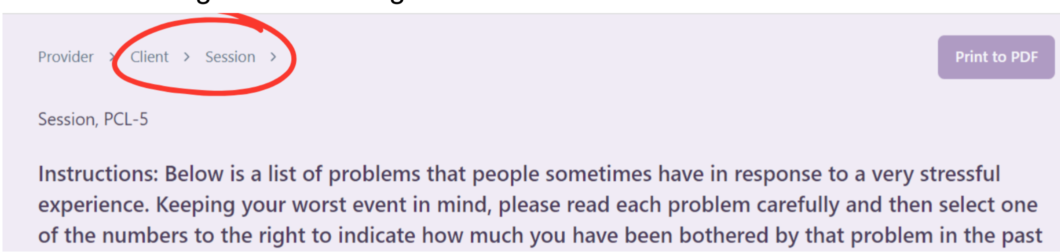
* Indicates missing items

Submitted	Form Type	Last Edit Time	Total Score
No	DEMO	N/A	N/A
No	LEC	N/A	N/A
No	PCL-5	N/A	N/A

4. The form will open. You can edit by clicking a response on the item. The purple “Print to PDF” button will create a PDF that you can save and upload to the client's medical record.



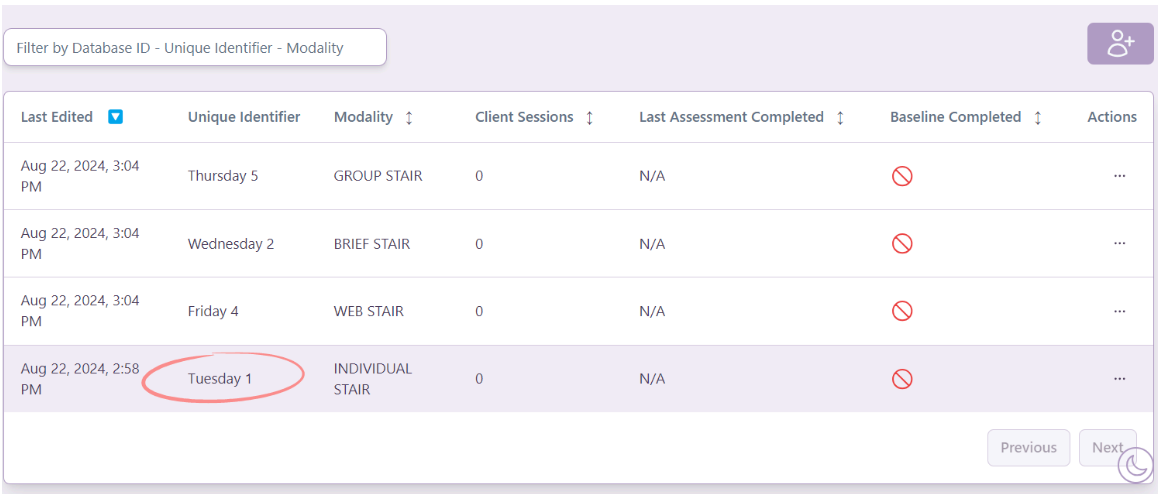
5. If you have edited the measure, click submit at the bottom of the page to save the changes. Otherwise, click either “Session” or “Client” at the top left-hand side to return to the Session Page or Client Page.



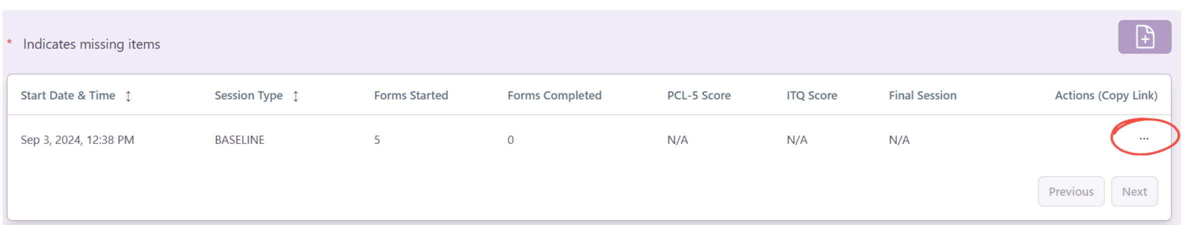
Delete a Session

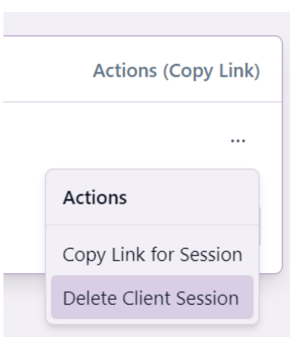
If you create a new session by mistake, you can delete it. Please note, that for the purposes of tracking how many sessions a client has had, it would be helpful to keep sessions in the record even if clients do not complete or partially complete the surveys.

1. To delete a session, click on the client row on the Welcome Page to enter that client's record.



2. For the session that you want to delete, click the three dots at the end of the row. Then select delete. You will be asked to confirm the deletion.





Delete a Client

We do not anticipate that you will need to use the delete function. There are only two situations in which a client should be deleted:

1. You used the database to screen a client and they decided to not engage in STAIR.
2. The client after initially agreeing, tells you they do not want their deidentified data to go to the project. (Please also alert us by using their ID if this occurs as we will have to delete them from our data files that we have already pulled and stored.)

Please note that it is valuable for us to retain data for those clients who do not complete a full course of STAIR. Please do NOT delete clients who have terminated treatment early or dropped out.

1. To delete a client, click the three dots in the client's row on the Welcome Page. Then select delete.
2. You will be asked to confirm the deletion.