

Skin Check App  
User Manual  
6.19.14

# User Manual

## Skin Check App

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## Overview

The Department of Veterans Affairs (VA) Skin Check mobile application (App) allows members of VA care teams to complete skin assessment documentation. With the App, VA clinical staff (primarily nurses) can conduct a comprehensive skin check, assess risk for pressure ulcers (PU), choose the proper preventive measures and add information into their patients' records. The App is designed to be a single, easy-to-access location for finding complete information about wound and skin care and to help VA clinical staff comply with the Veterans Health Administration's (VHA) Pressure Ulcer Prevention Handbook 1180.02.

Although the App is meant to provide you with comprehensive and targeted information regarding the specific health care needs of Veterans, the information it contains is not intended to be a complete nursing care documentation tool or a substitute for clinical judgment.

This App is available for iOS, Android and Windows operating systems, and is supported by these Internet browsers:

1. Internet Explorer 10 and higher
2. Safari 7 and higher
3. Firefox 24 and higher
4. Google Chrome 30 and higher

This user manual is an in-depth, step-by-step guide for using the Skin Check App.

## The Basics

**Prerequisites** To use the Skin Check App, you must be a VA clinician with Veterans Health Information Systems and Technology Architecture (Vista) credentials.

**Logging in** When you access the Skin Check App, you will first see the Provider Login screen. Enter your Vista Username > Enter your Vista Password > Begin typing in a VA Hospital Location > A list of matching facilities will appear in a drop-down list > Tap **Sign In**.

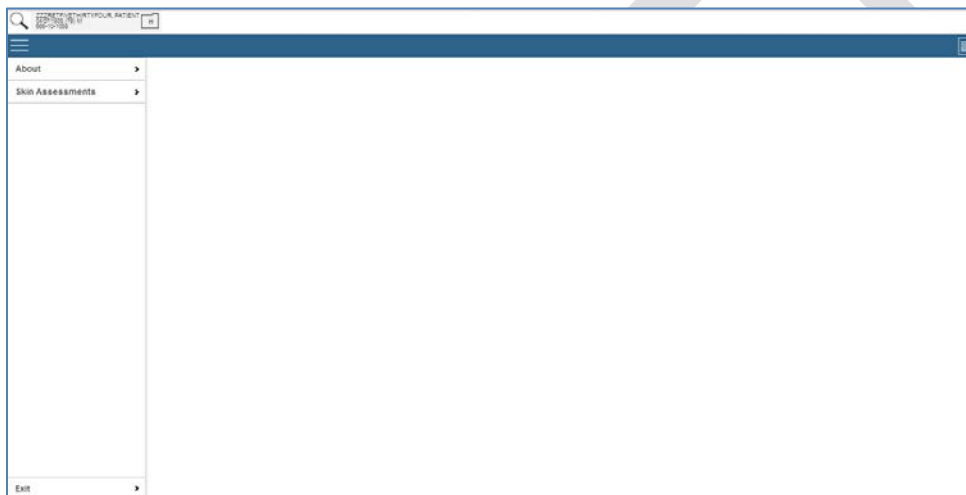
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**Getting to know the screen** When you access the Skin Check App, you will first see the Home screen, which gives you an overview of the App's main functions, including a:

- Search feature – in the upper left corner with a magnifying glass icon that allows you to search for a patient by patient name or ward
- Patient Information feature – in the upper left corner next to the file icon with the patient's name, date of birth, age, gender and social security number (SSN)
- Menu – with a three-line icon that slides in and out from the left side of your screen and offers three sections: About, Skin Assessments and Exit
- Progress Note feature – in the upper right corner with a notepad and pencil icon that allows you to enter information into your patient's file



**Finding more information about the App** Tap the menu button with the three-line icon in the upper left corner of the screen > Tap **About** from the slide-out menu that appears > A pop-up box will appear with more information about the App. To close the About box, tap the **X** in the upper right corner.

**Logging out or returning to the Launchpad** Tap the menu button with the three-line icon in the upper left corner of the screen > Tap **Exit** from the slide-out menu that appears > Tap whether you would like to **Logout** or return to the **Launchpad**.

## Patient Search

Quickly find information about a patient by searching with the patient's name, social security number or by the ward where he or she is receiving care.

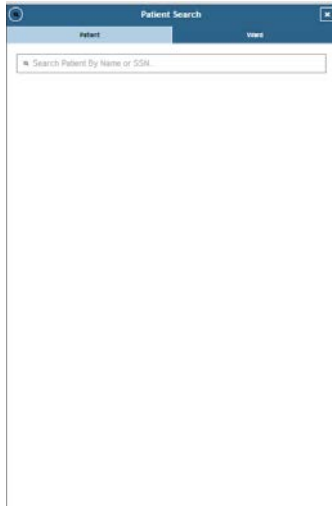
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**Searching for a patient** Tap the magnifying glass icon in the upper left corner of the screen > A pop-up box will appear that gives you the option to search by patient or ward. Searching by patient will be the default option, and you can always return to the option by tapping **Patient**.

**Note:** The patient whose name appears in the upper left corner of the screen is the patient within focus throughout the App until a different patient is selected.



**Searching by patient name or SSN** Begin typing in the your patient's last name or SSN > Tap **Go** on the bottom right corner of your screen > A list of matching results will appear in a drop-down list > Tap the name of the patient you would like to view > A pop-up box with the patient's basic information (last and first name, date of birth, gender, location receiving care and social security number) will appear > Tap **Select Patient** to bring the patient within focus throughout the App.

**Searching by ward** Tap the **Ward** tab on the Patient Search screen > Begin typing in the name of the ward > A list of matching results will appear in a drop-down list > Tap the name of the ward you would like to view > A list of patients in the drop-down menu will appear, along with a search box to further filter your search by patient's name > Either scroll through the list of patients or enter a patient's name in the Filter Patient List box > Tap the name of the patient you would like to view > A pop-up box with the patient's basic information (last and first name, date of birth, gender, location receiving care and social security number) will appear > Tap **Select Patient** to bring the patient within focus throughout the App.

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## Patient Details

After you've found the patient whose information you would like to view, you can readily access an overview of their data.

**Reviewing a patient's information** After you've selected your patient, his or her name will appear in the upper left corner of the screen, alongside a file icon and a quick reference of the patient's identifying information:

- Last name
- First name
- Date of birth
- Age
- Gender
- Social Security Number

To view more detailed information, tap the file icon > A pop-up box with your patient's information will appear that includes: **[VA, please confirm all below definitions]**

- Admitted – date and time admitted to the facility
- Location Identifier – number assigned to the VA facility
- Location Name – name of facility at which the patient is receiving care
- Room / Bed – detailed location within a VA facility
- CWAD – Crises, warnings, allergies and/or adverse reactions and directives
- Service Connected – notes about service-related conditions
- % Service Connected – percentage of patient's disability according to eBenefits requirements
- Sensitive – any physical issues the patient is enduring
- Internal Control Number – **[VA, please advise]**

To close the Patient Info box, tap the **X** in the upper right corner.

The screenshot shows the Skin Check App interface. A pop-up box titled "Patient Info" is displayed in the center. The box contains the following information:

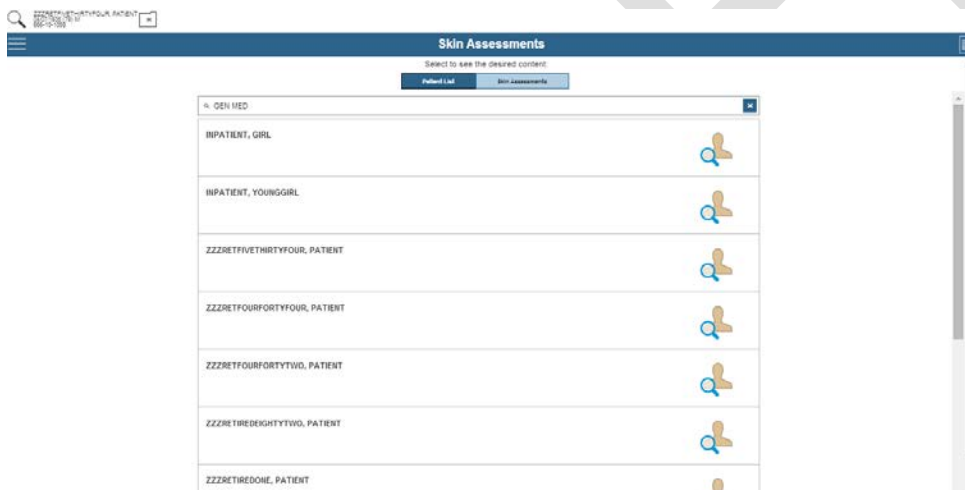
Admitted	08/01/1995 15:45:00
Location Identifier	9
Location Name	GEN SRED
Room / Bed	No Data Found
CWAD	A
Service Connected	No Data Found
% Service Connected	0
Sensitive	No Data Found
Internal Control Number	No Data Found

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## Skin Assessments

Make sure you're giving the most comprehensive skin assessments by going through the checklists and information provided in the Skin Check App. Then use the education section to guide you in providing explanations, treatments and resources to both your patients and their Caregivers.

**Finding patients by ward** Begin typing in the name of the ward into the Search Wards box on the Patient List tab > A list of matching results will appear in a drop-down list > Tap the name of the ward you would like to view > A list of patients in the drop-down menu will appear > Tap the name of the patient you would like to view > A pop-up box with the patient's basic information (last and first name, date of birth, age, gender, location receiving care and social security number) will appear > Tap **Select Patient** to bring the patient within focus throughout the App.



**Administering a skin assessment** Use this section to walk through the initial phase of a comprehensive skin assessment. Tap the menu button with a three-line icon > Tap **Skin Assessments** from the slide-out menu that appears > Tap the **Skin Assessments** tab > You will see a list of subcategories > Tap the **Skin Assessment** subcategory > Tap on each of the following sections to expand the contents:

- Areas Assessed
- Major Risk Factors/Special Populations
- Skin Patches
- Skin Color
- Skin Temperature

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- Skin Moisture
- Skin Turgor
- Skin Problems

To complete each section, either tap on an applicable answer or enter in the required data. In some sections, you are able to enter a comment. To collapse the contents, tap on the heading of each section. To save your answers and comments, tap the **Save** button at the bottom of the screen. **Information you save will be available for entry into a note. [VA, PLEASE CONFIRM THIS IS ACCURATE]** To return to the Skin Assessments screen, tap the **Previous Page** button with the back arrow in the upper left corner.

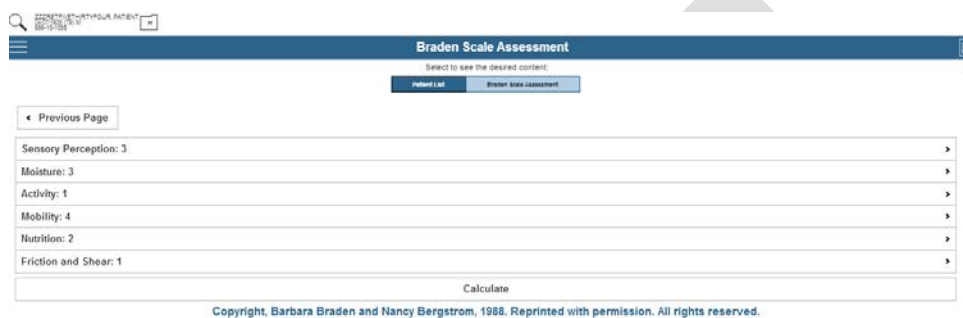
**Administering the Braden Assessment** The Skin Check App has built in the Braden Scale to analyze the six main categories that help assess ulcer risk. Tap the menu button with a three-line icon > Tap **Skin Assessments** from the slide-out menu that appears > Tap the **Skin Assessments** tab > You will see a list of subcategories > Tap the **Braden Assessment** tab > You will see a list of six main areas of the Braden Scale Assessment:

- Sensory Perception – measures whether the patient responds to voice commands, and any deficit in the ability to feel pain or discomfort
- Moisture – measures the moisture level of the skin
- Activity – measures the patient’s activity levels, frequency of movement and ability to walk
- Mobility – measures any limitations on the patient’s ability to change position unassisted
- Nutrition – measures the patient’s nutritional intake

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- Friction and Shear – measures the amount of assistance a patient needs while moving, and the level of friction movement causes against a patient's skin.

Tap on each of the sections to rate your patient on a scale from one to four in each of these areas, except Friction and Shear, which is rated on a scale from one to three. Explanations of each rating level can be found by tapping the **i** button next to each number. To collapse the contents, tap on the heading of each section. Tap **Calculate** to see the Braden score. To return to the Skin Assessments screen, tap the **Previous Page** button with the back arrow in the upper left corner.



**Considering additional risk factors** For the most comprehensive assessment, the Skin Check App includes a list of other factors that might contribute to wound and skin care. Tap the menu button with a three-line icon > Tap **Skin Assessments** from the slide-out menu that appears > Tap the **Skin Assessments** tab > You will see a list of subcategories > Tap the **Additional Risk Factors** tab to see a list of risk factor categories:

- Alterations in Sensation
- Alterations in Mobility
- Friction or Shear
- Alterations in Nutrition or Hydration
- Moisture
- Other Diagnoses
- Devices and Equipment

Tap on each of the categories to see a list of risk factors > Tap on any risk factors that might apply to your patient. To collapse the contents, tap on the heading of each section. After you have entered information in each category, tap the **Save** button at the bottom of the screen. **Information you save will be available for entry into a note. [VA, PLEASE CONFIRM THIS IS ACCURATE]** To return to the Skin Assessments screen, tap the **Previous Page** button with the back arrow in the upper left corner.



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**Educating Veterans and Caregivers about skin assessment results** After you've assessed your patient on his or her skin issues, the Skin Check App provides you with a checklist to ensure you have educated Veterans and Caregivers properly by explaining issues, treatment needs and reference materials. You also may document their responsiveness to remember how well they seemed to grasp the information and how willing they seemed to follow instructions. To get to the education screen, tap the menu button with a three-line icon > Tap **Skin Assessments** from the slide-out menu that appears > Tap the **Skin Assessments** tab > You will see a list of subcategories > Tap the **Educate** tab > You will see two sections on your screen, one for Patients and one for Caregivers. You will see a series of questions that allow you to either rate the way both patients and Caregivers respond to information on a scale of one to five by moving the blue circle on the sliding scale or tapping either **Yes** or **No** to ensure you have provided them with any necessary information. You can also leave a comment to add additional information. After you have entered information in each category, tap the **Save** button at the bottom of the screen. **Information you save will be available for entry into a note. [VA, PLEASE CONFIRM THIS IS ACCURATE]** To return to the Skin Assessments screen, tap the **Previous Page** button with the back arrow in the upper left corner.

Patient		Caregiver	
Explained risk factors?	No Yes	No Yes	
Explained a routine skin inspection?	No Yes	No Yes	
Discussed the importance of nutrition, hydration, mobility, position changes, pressure redistribution, and relief?	No Yes	No Yes	
Explained the treatment plan?	No Yes	No Yes	
Explained preventative skin care?	No Yes	No Yes	
Explained ulcer management (if necessary)?	No Yes	No Yes	
Provided printed education material?	No Yes	No Yes	
Discussed the role of the Veteran and/or caregivers including active participation in prevention and discharge planning?	No Yes	No Yes	
Documented response to education: [Slider]		[Slider]	
Comment: [Text Box]			
Save			

**Finalizing your assessment as a Progress Note** After you have gone through all the assessment areas and have educated both your patients and their Caregivers, save the assessment to your patient's file as a Progress Note. Tap the **Finalize** tab at the bottom of the Skin Assessments screen and a Progress Note draft will appear. See Creating a Progress Note below to learn how to enter a Progress Note.

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**Reviewing previous skin assessments** If your patient has undergone previous skin assessments, you will be able to search and find the information by tapping **Previous Assessments** at the bottom of the Skin Assessments screen. [VA, PLEASE ADVISE IF ADDITIONAL DETAILS ARE NECESSARY TO EXPLAIN THIS FEATURE]

## Progress Notes

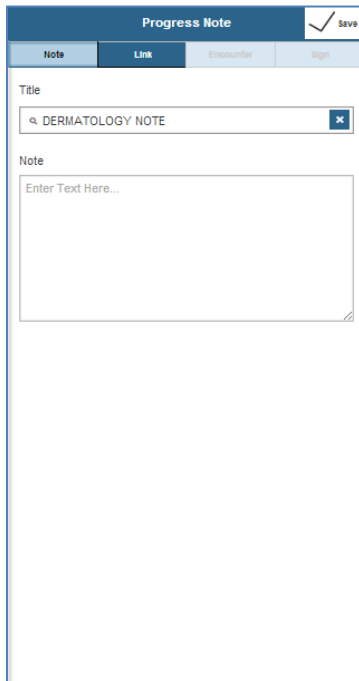
Not only does the Skin Check App guide you through a full skin and risk assessment, you can submit your answers and comments directly into VistA as a Progress Note in your patient's file.

**Creating a Progress Note** Tap the upper right corner with a notepad and pencil icon > the Progress Note draft will appear > Tap the **Note** tab to create a new note or tap the **Link** tab to add information to an existing note > Begin typing a title in the Enter Note Title bar and tap one of the matching titles from the drop-down search results list that appears > Type your comments in the Note section > Tap **Encounter** to add more details about your patient's visit. **NOTE:** The Encounter details can only be filled in once you write a note in the comment box. You can specify by: [VA, PLEASE CONFIRM DESCRIPTIONS]

- Visit Type – the type of visit
- Providers – who cared for the patient
- Related To – options to categorize the visit if the assessment was related to your patient's service, Agent Orange, radiation, Southwest Asia conditions, military sexual trauma, head and/or neck cancer, combat or shipboard hazards and defense
- Diagnosis – either select from official names and codes or enter your own
- Procedures – search for possible procedures

Tap **Sign** to authorize the note > Tap the **Save** button with the check mark in the upper right corner to save the note. **NOTE:** You must sign the note for the data to be written to VistA. [VA, PLEASE CONFIRM THIS IS ACCURATE]

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## Help and Additional Information

**Additional training materials for the Skin Check App** More resources, such as a Quick Start Guide, Slideshow and FAQs, can be found on [mobilehealth.va.gov/training](http://mobilehealth.va.gov/training).

**Help Desk information** If you need help with the Skin Check App, dial 1-877-470-5947 to speak with a VA representative. The Help Desk is open weekdays from 7 a.m. to 7 p.m. CT. For TTY assistance, dial 711. **[VA, please confirm if there is another number we should use]**

**Emergencies** You should never use this App in an emergency. If you encounter an emergency, call your local medical center or dial 911. If you feel your information may have been compromised, contact your local VA facility to obtain the contact information for your Privacy Officer. To locate your local VA facility, visit VA's Facility Locator: **[va.gov/directory/guide/home.asp?isflash=1](http://va.gov/directory/guide/home.asp?isflash=1)**.

## Appendices

### **Appendix #1: Project References**

This App was developed by Agilex [[www.agilex.com](http://www.agilex.com)] according to an approved concept paper. The App was tested in a demo environment to ensure optimal functionality. Subject matter experts who served in the Skin Check App's creation are: et al. **[VA, please confirm this is accurate and advise which SMEs should be included]**

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**Appendix #2: Glossary**

**App** – an application or software program that can be accessed through a website or mobile device and is designed to fulfill a particular purpose

**Braden Assessment** – a scale developed by Barbara Braden and Nancy Bergstrom in 1988 to predict ulcer risk based on sensory perception, moisture, activity, mobility, nutrition and friction

**CWAD** – crises, warnings, allergies and/or adverse reactions and directives

**eBenefits** – an online portal that allows Veterans, Servicemembers and their families to research, find, access and manage their benefits and personal information

**Military sexual trauma** – sexual assault or repeated, threatening sexual harassment that occurred while a Veteran was in the military

**VA** – Department of Veterans Affairs

**VA Mobile Health** – an initiative that aims to improve the health of Veterans by providing technologies to expand care beyond the traditional office visit and includes the creation of secure mobile Apps to leverage the popularity of wireless technologies to support Veterans, Caregivers and VA clinical teams [More at: [mobilehealth.va.gov/](http://mobilehealth.va.gov/)]

**Veterans Health Information Systems and Technology Architecture (VistA)** – VA's computerized patient record system

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