

IDD Health Check – EMR Guide

A comprehensive health assessment
for adults with intellectual and
developmental disabilities

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Introduction

The IDD Health Check toolkit provides an intellectual and developmental disabilities (IDD) perspective on a task that is familiar to family doctors and primary care nurse practitioners. It identifies health problems common in adults with IDD that are different from the general population, and provides a step-by-step outline, tips, and resources to facilitate diagnosis and management.

It selects from and supplements the [2018 Canadian Consensus Guidelines for Primary Care of Adults with Intellectual and Developmental Disabilities](#) (Canadian Family Physician, 2018; 64:254-79).

This toolkit for Telus PS Suite provides two main custom forms to assess adults with IDD. The full form includes practice tips for each item. The brief form is a summary to allow a quick overview.

This installation guide includes the contents of the toolkit package and instructions on how to import the different type of files (custom forms and reminders) into Telus PS Suite EMR.

For more information on the IDD Health Check, visit the Developmental Disabilities Primary Care Program website at: ddprimarycare.surreyplace.ca

Package contents

The tool requires all the following items imported into the EMR to work properly.

Custom forms

- Main forms
 - Health Check Program for Adults with Intellectual and Developmental Disabilities - full form
 - Health Check Program for Adults with Intellectual and Developmental Disabilities - brief form
- Supporting forms: these forms are not meant to be used on their own but are called by the main forms. For example, some of these forms work as additional information dialogs.
 1. IDD - Accommodations Help Encounter
 2. IDD - Assessment and Plan
 3. IDD - Behaviours
 4. IDD - Cause Note
 5. IDD - Communication Daily Living
 6. IDD - Copyright and Disclaimer
 7. IDD - Diagnosis picker
 8. IDD - Medication Review
 9. IDD - Mental Health
 10. IDD - Nutrition
 11. IDD - Patient and Caregiver Educational Material

12. IDD - Physical Exam
13. IDD - Physical Exam Genito Gyne
14. IDD - Questionnaires
15. IDD - Screening Maneuvers
16. IDD - Symptom Monitoring Tools
17. IDD - Systems Risk Assessment
18. Intellectual and Developmental Disabilities (IDD) Tool - Note #1

The tool bar form

- IDD - Toolbar

Reminders

- IDD Reminder
- IDD Main Search

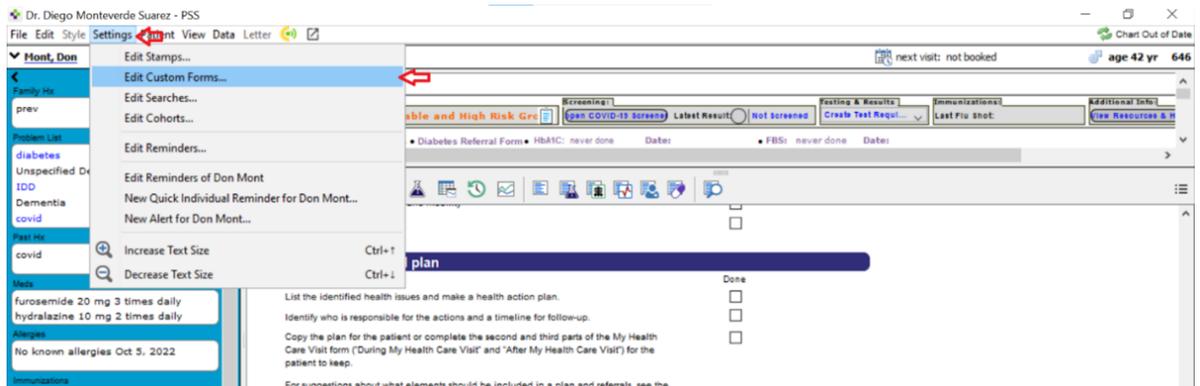
How to import the files

The files should be imported in the following order (files found in other folders in this package):

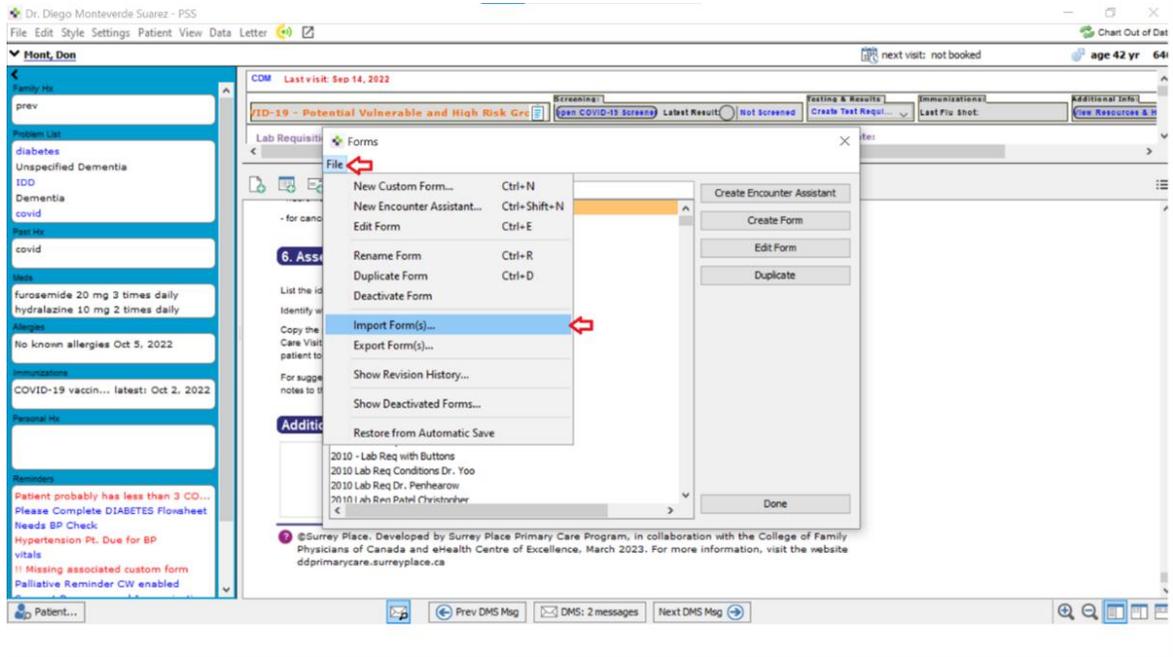
1. First the Custom forms (import the forms in the folder labelled '1. Custom Forms')
2. Then, the toolbar (import the form(s) in the folder labelled '2. Toolbar')
3. Finally, the Reminders (import the forms in the folder labelled '3. Reminders')

How to import a custom form into Telus PS Suite

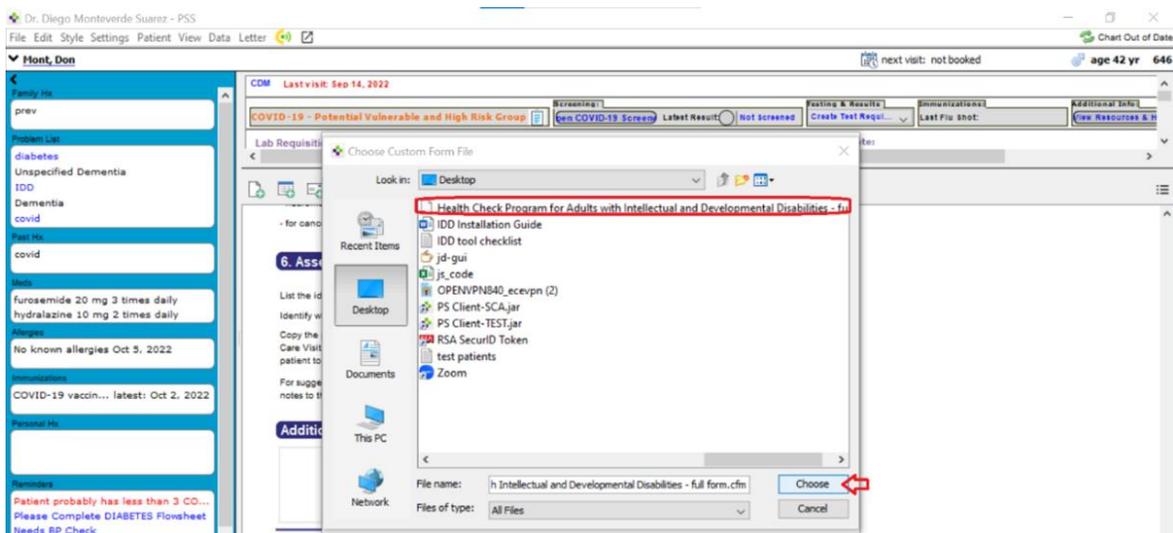
1. Go to a patient chart.
2. In the upper left menu, select the "Settings" option and click on "Edit Custom Forms...".



3. In the new window, select the "File" option located on the upper left area. Then select the "Import Form(s)..." option.



4. In the new window, select the “.cfm” and click the “Choose” button.



5. The new form should now be imported into the EMR.

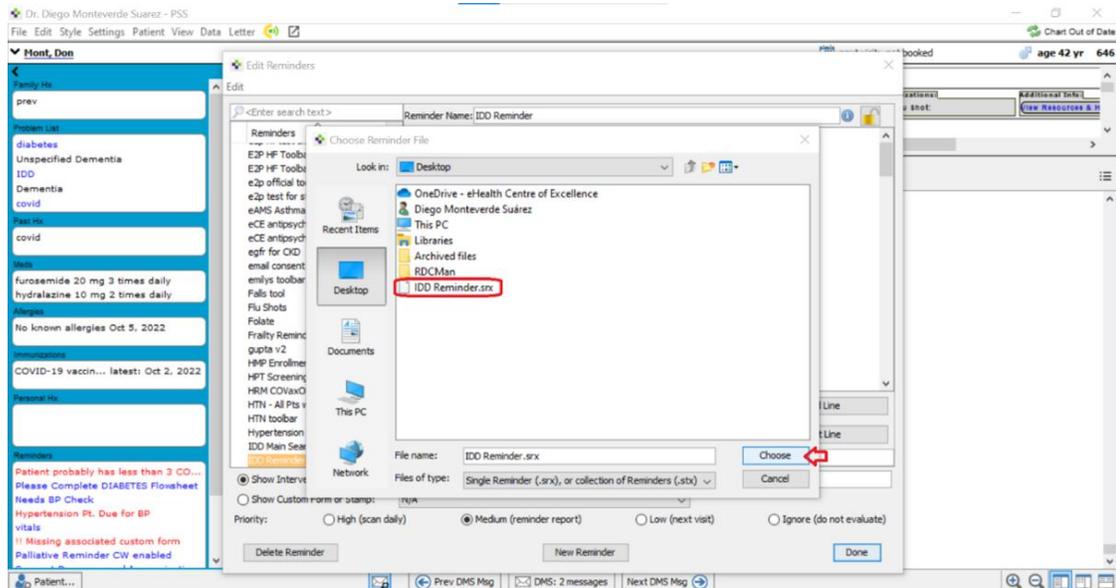
How to import a toolbar into Telus PS Suite

Importing the toolbar is the exact same process as above, except that you choose the toolbar “.cfm” file in step form. Toolbars in PS Suite are specially treated custom forms and that is why they are also “.cfm” files.

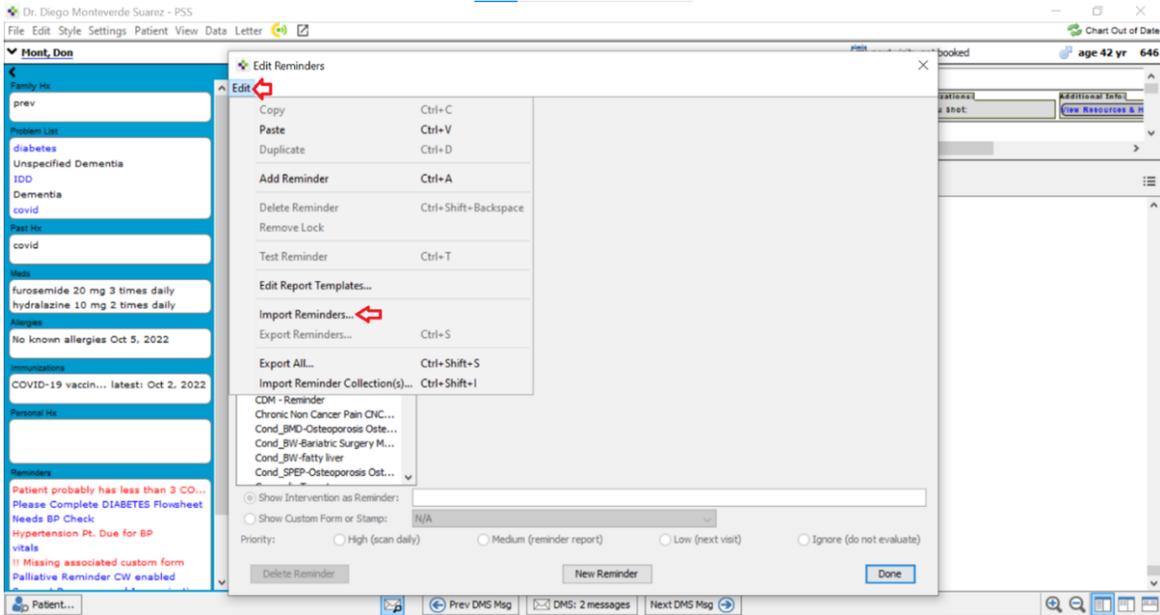
After the toolbar and reminders are imported, the toolbar will be automatically added to a patient’s chart if they meet the criteria of an IDD diagnosis or have received the “Health Check Program for Adults with Intellectual and Developmental Disabilities - full form” at least once.

How to import a reminder into Telus PS Suite

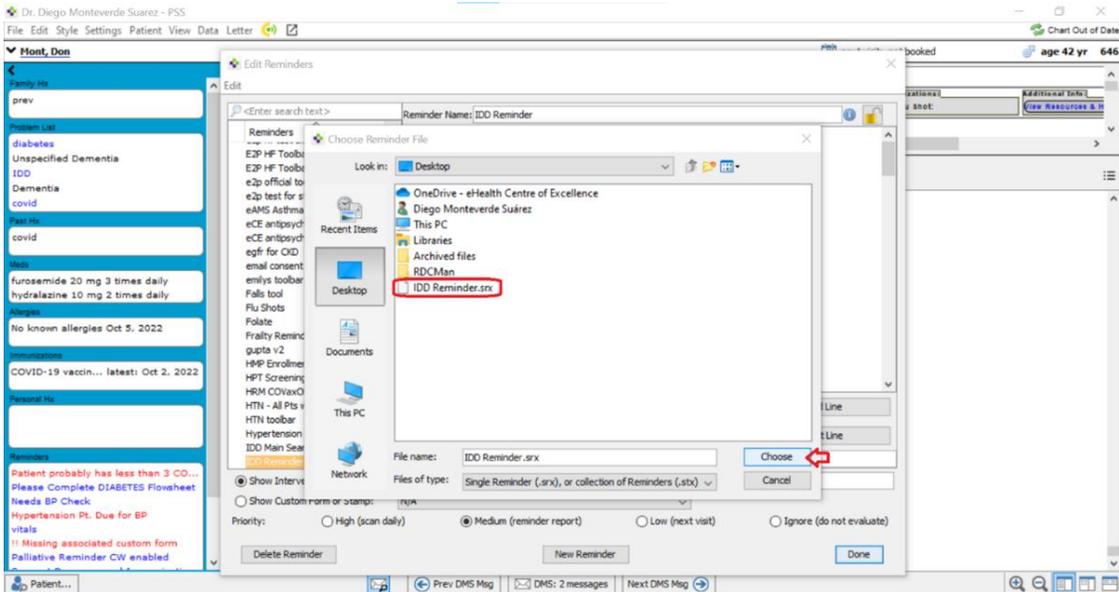
1. Go to a patient chart.
2. In the upper left menu, select the “Settings” option and click on “Edit Reminders...”.



- In the new window, select the “Edit” option located on the upper left area. Then select the “Import Reminders...” option.



- In the new window, select the “.srx” and click the “Choose” button



- The new reminder should now be imported into the EMR.

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Surrey Place, the Developmental Disabilities Primary Care Program and others contributing to the preparation of this document cannot accept liability for errors, omissions or any consequences arising from the use of the information. Primary care providers and other healthcare professionals are required to exercise their own clinical judgement in using this tool.

The Telus PS Suite EMR version of the Health Check tool was developed with the assistance of the e-Health Centre of Excellence, Waterloo, Ontario and through a grant funded by the College of Family Physicians of Canada (2021).

Please use this citation when referencing this tool:

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Contact us

We would love to hear any feedback or suggestions you may have on how we can improve this tool to better suit you or your patients' needs. For any feedback or questions regarding the IDD Health Check tool, please contact emrtools@ehealthce.ca

For any feedback or questions regarding clinical content/guidelines of the tool, please contact the Developmental Disabilities Primary Care Program of Surrey Place at email: ddpcp@surreyplace.ca