

CHADIS: Adolescent Survey

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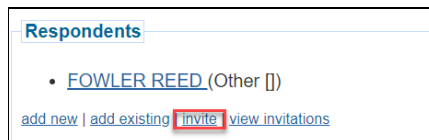
OP sets **all defaults to share all information** Any individual decisions by Practice-users to restrict information sharing (access, use, or exchange) are the responsibility of the Practice in the implementation of its 21st Century Cures Act Information Blocking policies and procedures for its Practice and patients.

About

OP staff may invite teens to take a CHADIS survey through OP with a few additional steps. CHADIS surveys can be completed by teens and provide clinicians with valuable information to diagnose and manage health or developmental/behavioral concerns.

Complete the Survey From an Email Invitation

1. Create the task in OP for the survey the teen will complete.
 - a. Navigate to the Patient Chart and search for and select the patient.
 - b. Click **Tasks** then click the **New Order** button.
 - c. Click the **Survey** tab.
 - d. In the Survey Name field, click the drop-down arrow or begin typing the name of the survey and select.
 - e. *(Optional)* If more than one survey, repeat the above step.
 - f. Once all surveys have been selected, click the **Create** button to create the task for the survey order.
2. Double-click the survey name to start the process.
3. The CHADIS page will open for the Respondent, log out of CHADIS.
4. From the Patient Chart, click **Surveys** then click the **CHADIS** button. This will take you to the Patient Detail page in CHADIS.
5. Click **Invite** at the bottom of the Respondents section.



6. Complete the Create Invitation information.
 - **Relationship:** Click the drop-down and select **Self**.
 - **Longevity:** Click the drop-down and select from the list, the typical selection would be 6 months.
 - **Number of Uses:** Leave the number of uses blank.
 - **Send email:** Click the checkbox to notify the recipient of the invitation.
 - **Recipient Name:** Enter the name of the adolescent. If not sending to the adolescent, enter the parent's name.
 - **email address:** Enter the email address of the adolescent. If the parent/patient will forward to the adolescent enter their email in this field.
 - **Extra text:** Enter instructions in the text box.



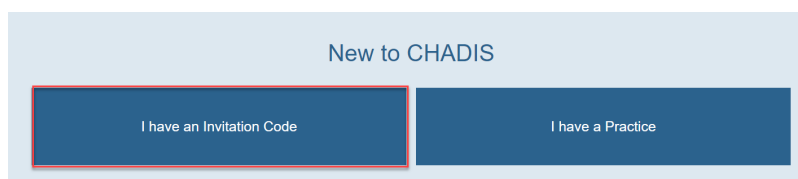
7. Click the **Save** button.
8. The Invitation Created page displays, click the **Continue** button.
9. Log out of CHADIS.
10. An invitation email will be sent with the login information. Once logged in to CHADIS the teen will complete and submit the assigned survey.

Complete the Survey in the Office

1. Create the task in OP for the survey the teen will complete.
 - a. Navigate to the Patient Chart and search for and select the patient.
 - b. Click **Tasks** then click the **New Order** button.
 - c. Click the **Survey** tab.
 - d. In the Survey Name field, click the drop-down arrow or begin typing the name of the survey and select.
 - e. (*Optional*) If more than one survey, repeat the above step.
 - f. Once all surveys have been selected, click the **Create** button to create the task for the survey order.
2. Double-click the survey name to start the process.
3. The CHADIS page will open for the Respondent, log out of CHADIS.
4. From the Patient Chart, click **Surveys** then click the **CHADIS** button. This will take you to the Patient Detail page in CHADIS.
5. Click **Invite** at the bottom of the Respondents section.



6. Complete the Create Invitation information.
 - **Relationship:** Click the drop-down and select **Self (I am the patient)**.
 - **Longevity:** Click the drop-down and select from the list, the typical selection would be 6 months.
7. Click the **Save** button.
8. Click the **Print** button with the Invitation Code and give it to the teen patient.
9. Using a tablet or other device, go to <https://www.chadis.com/chadis/index.html>.
10. Click **I have an Invitation Code**.



11. Click, **No, I have never used CHADIS before**

Have you ever used CHADIS before?

No, I have never used CHADIS before

Yes, I have used CHADIS before



Note: If the teen has previously used CHADIS, select **Yes, I have used CHADIS before**

12. Hand the device to the teen to enter the invitation code, create their account and submit the assigned survey.



Quick Tip Videos: Don't have much time to spare? Want a quick review of the content in this article? Watch our Quick Tip videos related to Completing and Reviewing Surveys for on-the-job help or a refresher of what this article goes over.