



## Using the Adult OP CTRC Visit Status Dashboard

The Adult OP CTRC Visit Status Dashboard will be visible on electronic screens in the study team landing area and nursing station. It can also be viewed online. It can be accessed from any computer, including all CTRC OP computers, your own laptop or desktop, and via cell phone using [PowerApps for iPhone](#) or [Android](#). The application uses automated flows and daily data imports to keep the CTRC Scheduler information up to date for all outpatient CTRC study visits. If you have any questions regarding this application itself, please [reach out to the CCTSI Webmaster](#). For any workflow or visit-related questions, please contact [CTRC Scheduler](#).



To use the Adult OP CTRC Visit Status Dashboard, [navigate to the application](#). You must use your University of Colorado login to access the site.

There are several access points both internal and external:

External

<https://cctsi.cuanschutz.edu/resources/ctrc/scheduler>

<https://cctsi.cuanschutz.edu/resources/ctrc/services/uchservices>

Internal (SharePoint)

<https://olucdenver.sharepoint.com/sites/ctrcscheduler>



## Status Board Workflow

### For visits with study staff at the CTRC during the visit

1. The CTRC front desk will update the participant status to “Checked in”, which will appear as green, when a participant is checked in.
2. Study staff will room the participant once they show as “Checked in”.
  - For visits that do NOT require any CTRC services (room only visits), please pick up visit paperwork at the front desk as you greet your participant. Skip to Step 4.
3. When you are ready for CTRC nursing assistance, go to the CTRC visit dashboard and press “status” in the upper right corner. Update the appointment that you are in to “Blood draw” status (blue) and raise the blue flag at the door to your exam room. This will alert CTRC staff that you are ready for their assistance.
  - CTRC staff will come to your room as quickly as possible. Please do NOT go to the nursing station to get a nurse unless it is 10 mins since you changed the visit status to “Blood draw”. It may take up to 2 minutes for CTRC staff to see the updated status and will need time to prepare and respond.
3. The CTRC nurse will change the status of the visit to “Assigned” (yellow) when they are preparing to come to your room. They will come to your room as quickly as possible, bringing nursing visit paperwork with them, once they are assigned. The CTRC nurse will lower the blue flag as they enter the room.
4. The CTRC nurse will change the visit status to “Checked out” (red) if they are the last person to see the participant.
  - If a CTRC nurse or staff member is NOT the last person to see the participant (eg. room only visits), please change the visit status to “Checked out” (red) as you leave the room so we can turn rooms over efficiently.

### For visits with no study staff at the CTRC during the visit

1. The CTRC front desk will update the participant status to “Blood draw” at check in and room the participant, to alert CTRC nursing that the participant is waiting for them.
2. The CTRC nurse will change the status of the visit to “Assigned” (yellow) when they are preparing to come to the room. They will come to your room as quickly as possible, bringing nursing paperwork with them, once they are assigned and lower the blue flag as they enter.
3. The CTRC nurse will change the visit status to “Checked out” (red) if they are the last person to see the participant.



The initial screen is for displaying updates. Please note that the updates are displayed in descending order based on the time it was last modified. All recent changes will automatically move to the top.

CTRC Scheduler Updates					Status
18-2483	LOB Week 8: Monthly Check-In	Exam Room 1 (307)	3/29/2022 7:00 AM	Checked in	
20-0332	LOB Study Visit w/ Blood Draw	Exam Room 4 (302)	3/29/2022 7:00 AM	Blood draw	
20-0048	LOB OP Study Visit	Exam Room 3 (304)	3/29/2022 7:00 AM	Assigned	
20-1033	LOB Visit 11 - Week 18	Exam Room 1 (307)	3/29/2022 8:00 AM	Scheduled	
19-1423	LOB AOA-mTBI and AOA Follow up Visit	Exam Room 5 (395)	3/29/2022 8:00 AM	Scheduled	
20-0332	LOB Study Visit w/ Blood Draw	Exam Room 4 (302)	3/29/2022 8:00 AM	Scheduled	
18-2315	LOB Step 2 R, R+12, R+24 and R+36 (IM Injection)	Exam Room 11 (379)	3/29/2022 8:30 AM	Scheduled	
14-0528	LOB Year 5 Full Visit	Exam Room 2 (309)	3/29/2022 8:45 AM	Scheduled	
14-0528	LOB Year 5 Full Visit	Exam Room 5 (395)	3/29/2022 8:45 AM	Scheduled	
15-0023	LOB 30 min Study Visit (- Blood Draw)	Exam Room 7 (387)	3/29/2022 9:00 AM	Scheduled	
20-0332	LOB Study Visit w/ Blood Draw	Exam Room 4 (302)	3/29/2022 9:00 AM	Scheduled	
15-1774	LOB Room Only (2 hrs)	Exam Room 8 (386)	3/29/2022 9:00 AM	Scheduled	
18-2607	LOB Blood Draw /Lumbar Puncture (NO CTRC PA)	Exam Room 6 (390)	3/29/2022 9:00 AM	Scheduled	
18-2607	LOB Neuropsych Visit	Exam Room 2 (309)	3/29/2022 9:00 AM	Scheduled	
15-1774	LOB Annual/Baseline Post Virtual Visit	Exam Room 7 (387)	3/29/2022 9:00 AM	Scheduled	
18-2483	LOB Week 0: Pre-Procedure Blood Draw	Exam Room 9 (385)	3/29/2022 9:00 AM	Scheduled	
20-1033	LOB Visit 6 - Week 9	Exam Room 1 (307)	3/29/2022 9:30 AM	Scheduled	

If you would like to update an appointment, select the Status button at the upper right side of the screen. You will then arrive at the Update appointment screen.



# Update appointment

Status Dashboard

Refresh screen

Update data

18-2483	LOB Week 8: Monthly Check-In	Exam Room 1 (307)	3/29/2022 7:00 AM	Checked in
20-0332	LOB Study Visit w/ Blood Draw	Exam Room 4 (302)	3/29/2022 7:00 AM	Blood draw
20-0048	LOB OP Study Visit	Exam Room 3 (304)	3/29/2022 7:00 AM	Assigned
20-1033	LOB Visit 11 - Week 18	Exam Room 1 (307)	3/29/2022 8:00 AM	Scheduled
19-1423	LOB AOA-mTBI and AOA Follow up Visit	Exam Room 5 (395)	3/29/2022 8:00 AM	Scheduled
20-0332	LOB Study Visit w/ Blood Draw	Exam Room 4 (302)	3/29/2022 8:00 AM	Assigned
18-2315	LOB Step 2 R, R+12, R+24 and R+36 (IM Injection)	Exam Room 11 (379)	3/29/2022 8:30 AM	Scheduled
14-0528	LOB Year 5 Full Visit	Exam Room 2 (309)	3/29/2022 8:45 AM	Scheduled
14-0528	LOB Year 5 Full Visit	Exam Room 5 (395)	3/29/2022 8:45 AM	Scheduled
15-0023	LOB 30 min Study Visit (- Blood Draw)	Exam Room 7 (387)	3/29/2022 9:00 AM	Scheduled
20-0332	LOB Study Visit w/ Blood Draw	Exam Room 4 (302)	3/29/2022 9:00 AM	Scheduled
15-1774	LOB Room Only (2 hr)	Exam Room 8 (385)	3/29/2022 9:00 AM	Scheduled

To update an appointment, select the dropdown to the right of the entry you wish to update. The border of the dropdown will become bold and then return to its normal state. The main dashboard automatically updates every 60 seconds in the background. If the status is Checked out, the line item will reflect that for five minutes before that visit is automatically removed from the list.

The two buttons at the top of the Update appointment screen are as follows:

# Update appointment

Status Dashboard

Refresh screen

Status Dashboard: Return to the main dashboard to receive updates.

Refresh screen: Ping the database to update a list item that has been added manually to the list (list access required)