

As part of the Evidence2Practice Ontario (E2P) program, [Amplify Care](#) (formerly the eHealth Centre of Excellence) is providing change management at no cost to support clinicians with the implementation and optimal use of E2P tools.



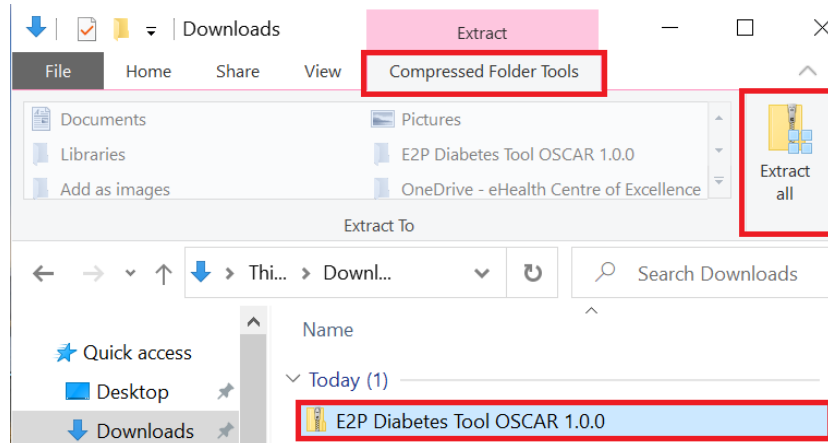
If you have any questions, please reach out to [EMRtools@amplifycare.com](mailto:EMRtools@amplifycare.com) and we will be happy to help!

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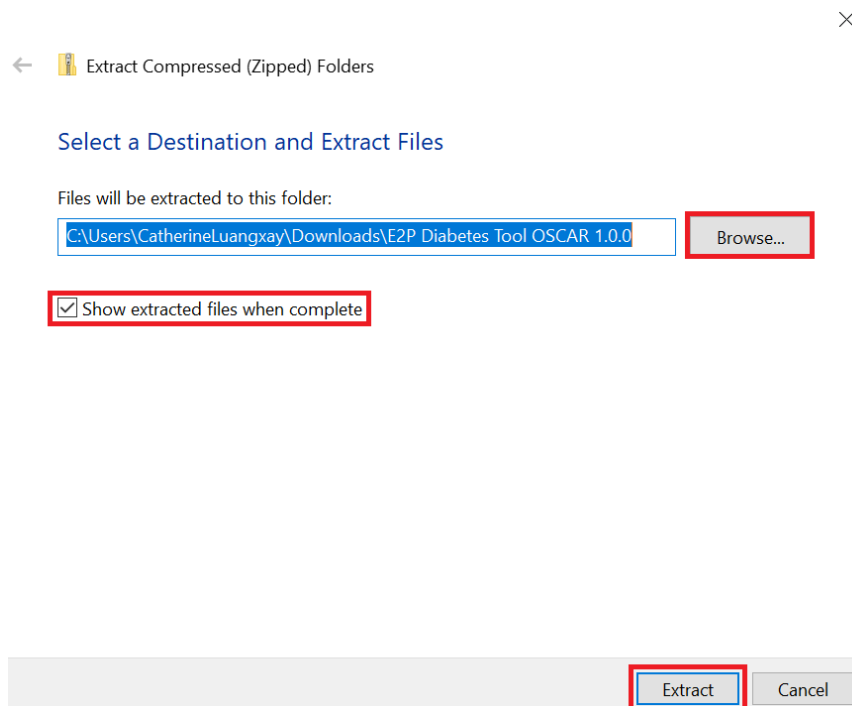
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## A. Unzip the E2P Diabetes Tool file

1. In the download or desktop folder, click on the file named: **“E2P Diabetes Tool OSCAR 1.0.0”**.
2. Select **“Extract Compressed Folder Tools”** at the top then click **Extract All**.

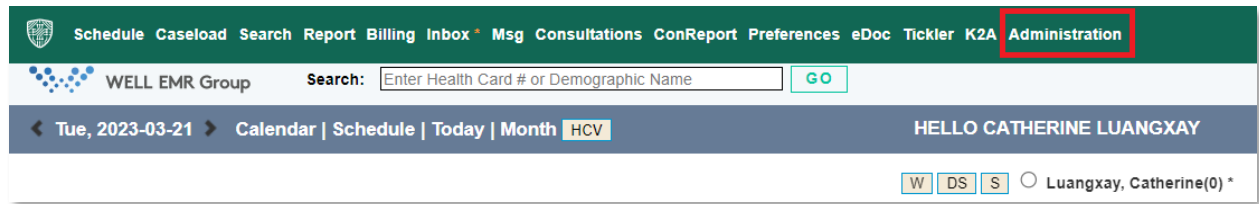


3. You will be prompted to **select the destination folder** to extract the files  
\*Please note the location you select. For this example, we will select the Downloads folder, ensuring the **checkbox to show the extracted files when complete is selected**, then click **Extract**.

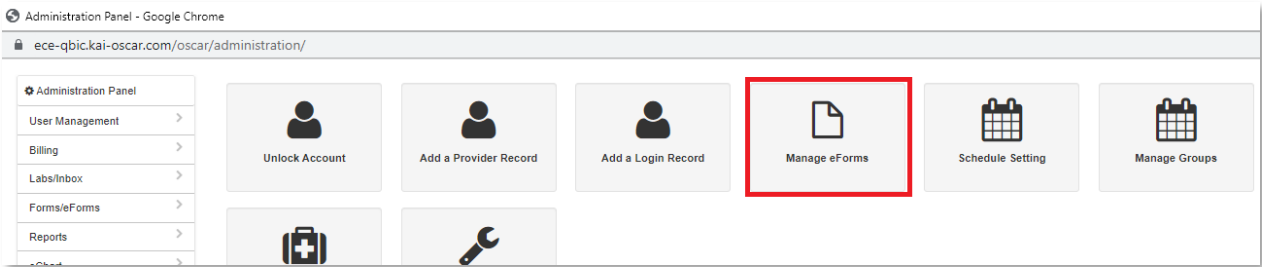


4. You are now ready to import the E2P diabetes management tool.

- In Oscar, from the Scheduler view window, choose **Administration**.



- In the Administration Panel, click the **Manage eForms** icon.



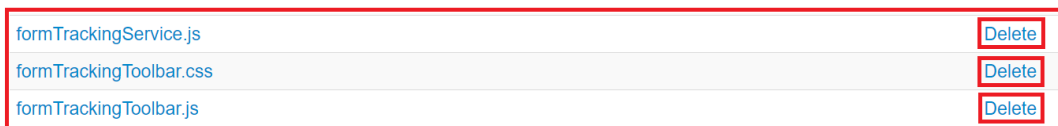
## B. Remove Old E2P Images

\*Please note: For users who have installed previous versions of any E2P tools, please follow these steps or importing the new tools will not work. Otherwise please skip to [Step C](#).

- If you have already downloaded and installed an E2P tool, you will need to find and delete the tracking file images and upload the new ones in this package.
  - Navigate to the **Image Library**.

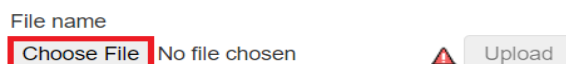


- Search for the following files to delete:
  - FormTrackingService.js
  - formTrackingToolbar.css
  - formTrackingToolbar.js
- Click **Delete** for each one.

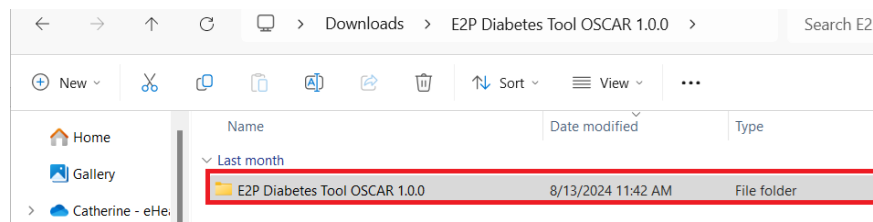


- From here, you are now ready to import the new images.
- Select **Choose File**.

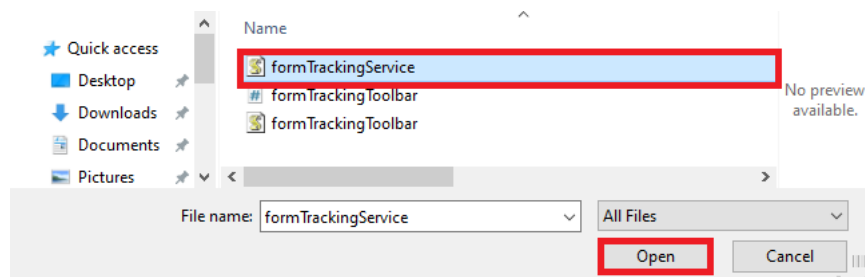
### Image Library



4. Navigate to the Downloads folder and open the folder titled: "E2P Diabetes Tool OSCAR 1.0.0".



5. Open the folder: "Add as images"
  - a. Select the file titled: "formTrackingService"
  - b. Click **Open**
  - c. Then click the **Upload** button.

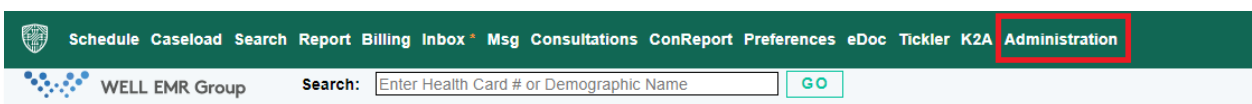


6. Repeat steps 3-5 (steps above) for the following zip folders that are also included in the folder:
  - a. formTrackingToolbar
  - b. formTrackingToolbar

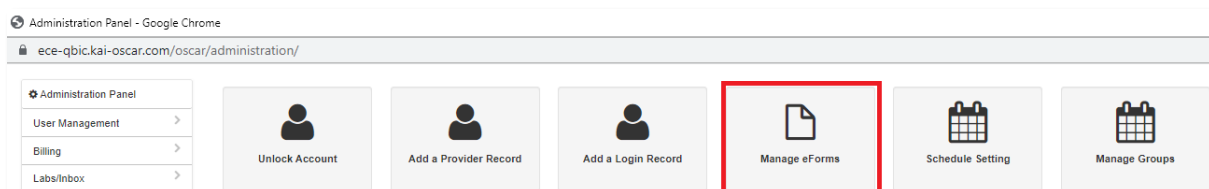
## C. Import the eForms

*\*If you just completed Step B. Removing old E2P images please skip the following step #1.*

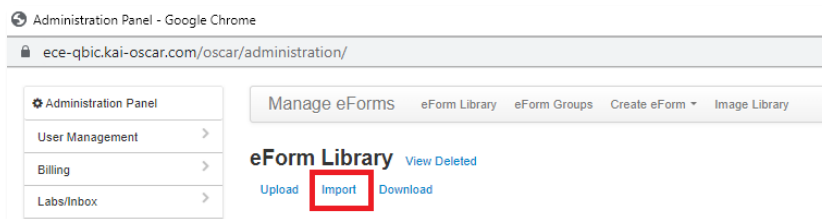
1. In OSCAR, from the Scheduler view window, choose **Administration**.



2. In the Administration Panel, click the **Manage eForms** icon

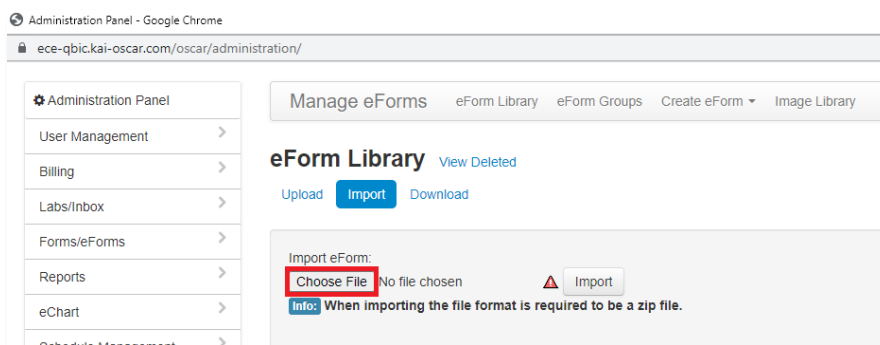


3. In the eForm Library Window, choose **Import**.



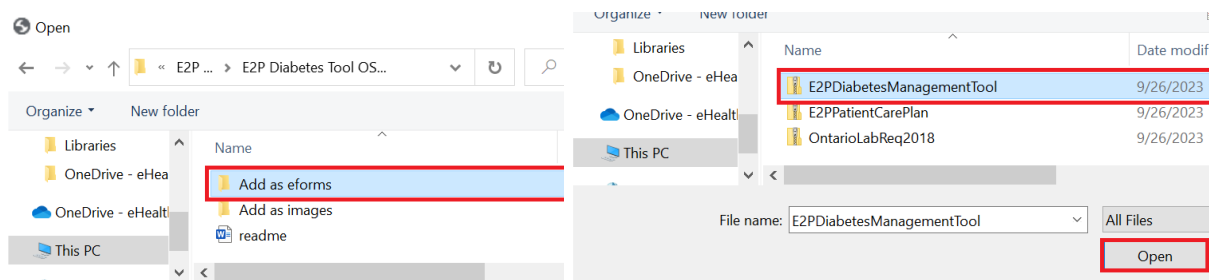
4. Select **Choose File**, then Navigate to the Downloads folder and open the folder titled: "E2P Diabetes Tool OSCAR 1.0.0".

**\*Note: When importing the file format is required to be a zip file**



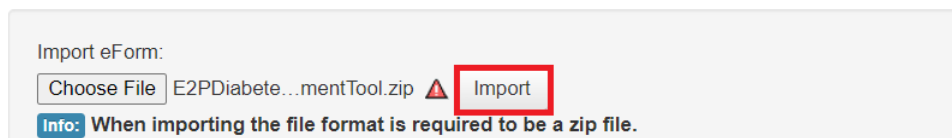
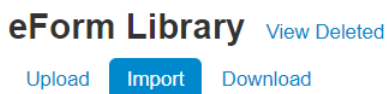
5. Opening the folder titled: "**Add as eforms**".

a. Then select the zip file titled: "E2PDiabetesManagementTool".



6. Then click the **Import** button.

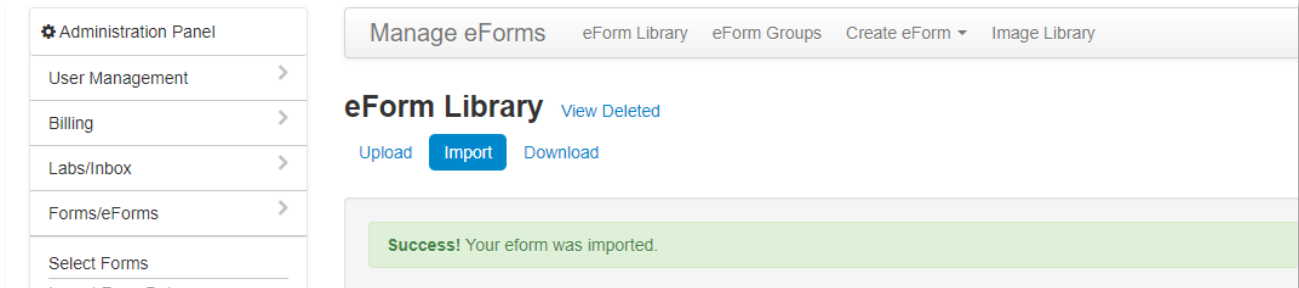
a. A message will pop up to let you know if the eForm was successfully imported and is now ready to be used.



7. Repeat steps 4–6 for the following zip folders that are also included in folder:

- a. **OntarioLabReq2018**

*\*If you already have the form listed above, please skip this step\**



## D. Import the Images

*\*If you have already completed step B. (Removing the old E2P images), please skip this step.  
If you have never installed an E2P Tool, proceed to step #1. \**

1. After importing the forms, stay in the manage eForms window but navigate to the **Image Library**.
2. Select **Choose File**.

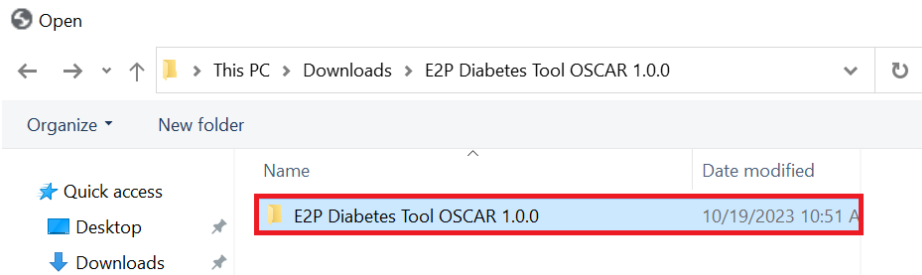


### Image Library

File name

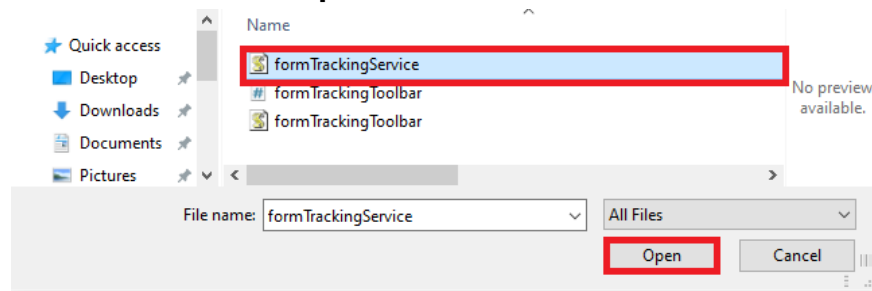


3. Navigate to the Downloads folder and open the folder titled: **“E2P Diabetes Tool OSCAR 1.0.0”**.



4. Open the folder: **“Add as images”**.
  - a. Select the file titled: **“formTrackingService”**.
  - b. Click **Open**

c. Then click the **Upload** button.

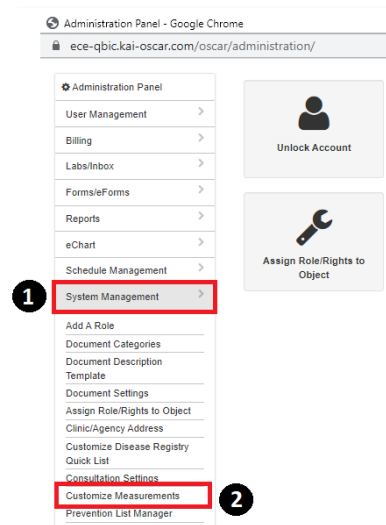


5. Repeat steps 2-4 for the following zip folders that are also included in the folder:

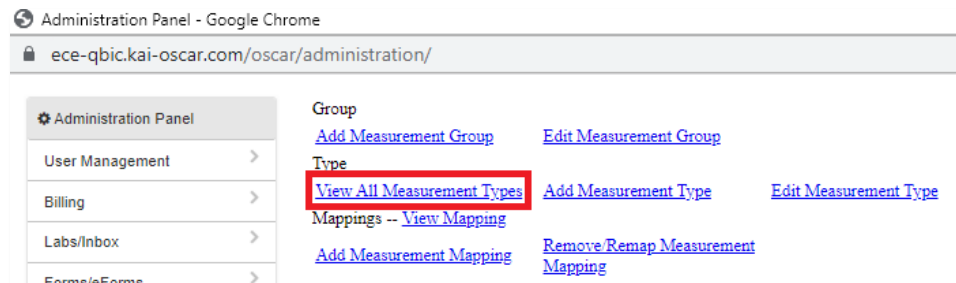
- a. **formTrackingToolbar** (css)
- b. **formTrackingToolbar** (js)

## E. Add New Measurement Types

1. Check if the Measurement Types already exist in your EMR:
  - a. Go to Administration > System Management > Customize Measurement



b. Click **“View All Measurement Types”**.



c. Scroll down and search for **GAD-7, PHQ-9, PAID, and WHO5**.

- i. If they **do** exist, then confirm if they match the criteria in the table below (step #2b). If they match the criteria in the table, you are done!

- ii. If they **do not** exist, then proceed to the next steps (#2a).

Display Measurement Types - Google Chrome

cfm-ci.kai-oscar.com/oscar/oscarEncounter/oscarMeasurements/SetupDisplayMeasurementTypes.do

|                      |      |      |                         |                          |
|----------------------|------|------|-------------------------|--------------------------|
| <a href="#">PHQ9</a> | PHQ9 | PHQ9 | Numeric Value: 0 to 50  | <input type="checkbox"/> |
| <a href="#">GAD7</a> | GAD7 | GAD7 | Numeric Value: 0 to 50  | <input type="checkbox"/> |
| <a href="#">PAID</a> | PAID | PAID | Numeric Value: 0 to 100 | <input type="checkbox"/> |
| <a href="#">WHO5</a> | Who5 | Who5 | Numeric Value: 0 to 100 | <input type="checkbox"/> |

2. Add the Measurement Types to your EMR:

- a. Click **"Add Measurement Type"**, a new screen will pop up.

Administration Panel - Google Chrome

ece-qbic.kai-oscar.com/oscar/administration/

Administration Panel

- User Management
- Billing

Group

[Add Measurement Group](#) [Edit Measurement Group](#)

Type

[View All Measurement Types](#) [Add Measurement Type](#) [Edit Measurement Type](#)

Mappings -- [View Mapping](#)

- b. Input the following, click **[Add]** for each type.

| Type | Type Description | Display Name | Validation              |
|------|------------------|--------------|-------------------------|
| PHQ9 | PHQ9             | PHQ9         | Numeric Value: 0 to 50  |
| GAD7 | GAD7             | GAD7         | Numeric Value: 0 to 50  |
| WHO5 | Who5             | Who5         | Numeric Value: 0 to 100 |
| PAID | PAID             | PAID         | Numeric Value: 0 to 100 |

Measurements Add Measurement Type

Type

Type Description

Display Name

Measuring Instruction

Validation

To configure the measure under Measurement Instructions For example:  
- Choose radio blue,orange,yellow  
- Choose radio yes,no  
- Choose radio always,often,never  
Note:  
- "No validations" must be selected

Measurements Add Measurement Type

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- Choose radio blue,orange,yellow  
- Choose radio yes,no  
- Choose radio always,often,never  
Note:  
- "No validations" must be selected

## New Tool Version Process

You might have been notified that a new version of the E2P tool is available via the tool or email. Once a new tool version has been released, please follow these steps to update the tool in your EMR.

1. Download the tool file package on the Amplify Care website.
2. Follow this guide to [import the tool into the EMR](#).
  - a) If you receive this error message, you will need to delete the E2P Patient Care Plan form from your EMR.

## Overview of Form Tracking Solution

Please visit our website to review our [overview of usage analytics](#).

E2P brings together multi-disciplinary, cross-sector expertise under the joint leadership of the [Centre for Effective Practice](#), [Amplify Care](#), and [North York General Hospital](#). Funding and strategic guidance for E2P is provided by Ontario Health in support of Ontario's Digital First for Health Strategy.