

## COVID-19 PREPAREDNESS: TELEMENTAL HEALTH CLINICAL SCHEDULING TRAINING

TeleMental Health, ECHO, OPOP & NPOP-C <u>TeleMentalHealth@camh.ca</u> 416-535-8501 x34778

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#### DEFINITIONS

- » **TeleMental Health:** The use of telemedicine to provide mental health assessment and treatment at a distance (Hilty et al. 2013).
- Telemedicine: As per the College of Physicians and Surgeons of Ontario (CPSO), telemedicine is both the practice of medicine and a way to provide or assist in the provision of patient care (which includes consulting with and referring patients to other health-care providers, and practicing telemedicine across borders) at a distance using information and communication technologies such as telephone, email, audio and video conferencing, remote monitoring, and telerobotics.

#### DEFINITIONS

- » OTN: Ontario Telemedicine Network (OTN) is an independent, not-forprofit organization funded by the Government of Ontario. OTN provides service over a secured telecommunications connection for patients in hospitals and health care locations across the province.
- » OTN Site: A clinical location (e.g. hospital or health care setting) that has OTN technology and infrastructure to support patients and/or clinicians access OTN's videoconferencing services
- » **GuestLink:** A link that is sent to a non-OTN user via email which enables them to connect to an OTN call.

## TECHNOLOGY

There are three types of OTN systems currently used at CAMH:

Room System	Mobile Cart	PCVC
<ul> <li>Mounted unit in one room</li> <li>Various systems located across CAMH</li> <li>Uses the OTN network</li> <li>Cannot be used with Guest Link</li> </ul>	<ul> <li>Similar to a room system, but mounted on a cart</li> <li>Can be moved to another room that has an OTN drop</li> <li>Various carts located across CAMH</li> <li>Uses the OTN network</li> <li>Cannot be used with Guest Link</li> </ul>	<ul> <li>A personal videoconference account that can be used on a laptop or desktop computer</li> <li>Uses internet browser (best used on Chrome and Firefox)</li> <li>Requires registration through OTNHub</li> <li>The only system that can connect to a Guest Link videoconferencing event</li> </ul>





#### ROLES

	• CAMH Clinical Scheduler	CAMH Physician (PCVC)	TeleMental Health Services	ΟΤΝ
•	This user will require an OTNHub account to schedule any OTN videoconferencing appointments	• This user will require a PCVC account to use the OTN videoconferencing platform on a personal computer or laptop	• CAMH TeleMental Health Services will assist with registering admins, physicians and other users with OTN accounts as	<ul> <li>OTN approves registration requests from TeleMental Health Services</li> <li>Offers training, technical and troubleshooting</li> </ul>
•	Register for an account through TeleMental Health Services	(separate from using a room system or mobile cart across CAMH)	<ul><li>required</li><li>Provides training on how to use OTN services to CAMH</li></ul>	support for all platforms (scheduling, videoconferencing, etc.)
•	Can schedule appointments on room systems, mobile carts or PCVC accounts	<ul> <li>Register for an account through TeleMental Heath Services</li> </ul>	staff and programs	<ul> <li>See Resources list for information on how to access OTN support</li> </ul>
•	Note: each clinical scheduler must be added as a delegate to schedule onto a system. To be added as a delegate, email TeleMental Health (telementalhealth@camh .ca)			

#### TELEMENTAL HEALTH POLICY & CAMPUS TRAINING



Review the CAMH TeleMental Health Policy 2.20.1 and complete the TeleMental Health Services CAMH Campus Training prior to any Telemedicine activity.

Both links can be found on Insite and the resources page.

# **OTN HUB & N-COMPASSS**

#### SCHEDULING APPOINTMENTS

#### HOW TO REGISTER FOR CLINICAL SCHEDULING

Users who require an OTN account for clinical scheduling will be required to register with OTN:

- 1. Complete the registration form on the **TeleMental Health Services** website <u>https://www.porticonetwork.ca/web/telemental-health/telemental-health/registration</u> and email it to <u>telementalhealth@camh.ca</u> to register for an account
- 2. You will need to provide your full name, email, phone/extension and indicate who you will be scheduling on behalf of (e.g. specific physician's PCVC account)
- 3. Request for an account will be approved by OTN
- 4. Users will receive communication from OTN on finalizing their clinical scheduling account (Note: this may take approximately 15 business days)

\*For users who have previously signed up for OTN and are required to re-activate their account, call OTN directly: **1-855-654-0888** 

#### REQUESTING DELEGATE ACCESS

Clinical schedulers must be added as delegates to OTN systems in order to schedule on them:

Once you have your scheduling account set up, email <u>telementalhealth@camh.ca</u> the following:

To: telementalhealth@camh.ca Subject: Delegate Access

Hello,

Indicate that you need scheduling access to all the cameras (room systems/mobile carts) at CS and QS. Then, add the consultant PCVC accounts. Please provide Firstname Lastname (first.last@camh.ca) delegate access to schedule on behalf of:

- All TOR\_CAMH\_0079\_COL cameras
- All TOR\_CAMH\_0132\_QUE cameras
- Firstname\_Lastname\_CAMH (PCVC CAMH consultant name)

Thank you,

#### OTN HUB HOMEPAGE



[Video] How to Schedule in N-Compass: https://training.otn.ca/pluginfile.php/20633/mod\_resource/content/35/SchedulingNutshell/SchedulingNutshell.html

#### FINDING AN OTN SITE



#### FINDING AN OTN SITE



#### NCOMPASS - SCHEDULING



#### SCHEDULING IN NCOMPASS

	4 0111			
	3 am			May ▼ 2018 ▼ ▶
Calendar	4 am			Mo Tu We Th Fr Sa Su
:- <u>Today</u>	5 am			→ 1 2 3 4 5 6
: This Week	6 am			$\rightarrow$ 7 8 9 10 11 12 13
: View My Events 6	7 am			$\rightarrow 14$ 15 16 17 18 19 20
View My Marked Times	8 am			- $21$ $22$ $23$ $24$ $23$ $20$ $21$ $20$ $21$
		9:00 AM - 10:30 AM EST 84654079 Blanca_BoleaAlamanac_CAMH	Cancelled	
Non-Clinical Events		Event Category: Clinical	Event Type: Mental Health (Psychiatry,	Mark a Time Print Calendar
: Create Multipoint		Event Title: telepsych appt i	includes addictions behaviour, addictions	
: Create Point-to-Point		Patient Name: Chad Miller	substance)	My Systems:
<u></u>			Consultant Name: Blanca Bolea-Alamanac	View My Systems
Clinical Events		Systems In Event: ORI_CCFH_2749_CCF_01, Blanca_BoleaAlamana	c_CAMH	
: Create Point-to-Point		9:25 AM - 10:30 AM EST 82407246 KNG_CAMH_1578_PEH_01+	Completed	All Other States
Create Noompass Clinic		Event Category: Administrative	Event Type: Other (required to specify as	View Other Systems
in <u>Groate Neompass cime</u>	9 am	Event Title: 2018 PSSP All Staff Planning Committee	free text)	
Resources			Presenter: Rupi Chera	
: Public Events		9:30 AM - 11:00 AM EST 84705741 TOR_CAMH_0079_COL_14	Completer	On the right side of the NCOMPASS
· Peports		Event Category: Clinical	Event Type: Mental Health (Psychiatry,	
- Recumenta		Event Title: CAMH	includes addictions behaviour, addiction	home page, you will see a calendar.
Disertees		Patient Name: Brenda Roach	substance)	
: <u>Directory</u>			Consultant Name: Sarah Mishelle	Click on the day to view its schedule
<ul> <li>Scheduling Models</li> </ul>		Systems In Event: BAR BCEH 5114 BCE 01 TOR CAMH 0079 CO	14	lucy will can appaintments healed
<ul> <li><u>Upcoming Events</u></li> </ul>		Sistems in event brid_bern_bility_ber_bil_bil_bil	L_11	(you will see appointments booked
What's New		10:30 AM - 11:00 AM EST 83816233 TOR_CAMH_0132_QUE_10	Complet	on systems that you are a delegate
THILL'S NOW		Event Category: Clinical	Event Type: Mental Health (Psychiatry,	on systems that you are a delegate
Mark Time Feature		Event Title: Pain Clinic	includes addictions behaviour, addiction	to)
Nonpass users can		Patient Name: Murray Daniel Andrews	Substance) Consultant Namai Androiu Jamos K. Smi	
system is, or is not available		Systems In Event: COB NHH 1713 LMHS 01, TOR CAMH 0132 OF	UF 10	
- by marking time in their		10:20 AM - 11:20 AM EST 94247654 TOD CAMH 0122 OUE 06	Complet	
calendar. This is a powerful		Event Category: Clinical	Event Type: Mental Health (Psychiatry	You can look at other sites'
enables bealthcare		Event Title: Telensychiatry - Gender ID	includes addictions behaviour, addiction	
coordinators and schedulers	10 am	Patient Name: Owen(Amber) Tomasini	substance)	schedules and other information.
to share notes and statuses		(	Consultant Name: Christopher Allan	Click "View Other Systems"
regarding systems.			McIntosh	Click "View Other Systems".
Click liere to learn more		Systems In Event: DRV_DRDH_0314_DRH_04, TOR_CAMH_0132_0	UF 06	

#### SEARCHING AN OTN SITE

Select Sea	rch View Site Update
Site	Barrie & Community Tamily Health Team
System Name	BAR_BCFH_5114_BCF_01
Address	370 Bay view Drive Barrie, ON
Postal Code	L4N8Y2
City	Barrie
Room	Capacity approx 6 for clinical event, 6-8 for non clinical event
Fax	
Phone	
System Status	Active
Date Testing Was Completed	
Tested By	
System Protocol	H.323
System Type	Hardware Video Endpoint
Connection Type	On-Net IP VPN-s
Portal Calling Activated	Yes
Connection Speed	512 Kbps
Bridge Required	No
Clinical Use	Yes
Administrative Use	Yes
Educational Use	Yes
Notes	Send Ncompass requests and confirmations Deb Hill at telemedicine@bcfht.ca. Site is open to accommodate all patients. If appointment is urgent, call Deb directly to book. Hours of operation are Monday-Friday 0830 to 1630 EST. **Note: System is booked on Tues 1230-1600 EST, Wed and Thurs 0900-1200 EST. Site is aware of and using the Mark a Time Feature. // Site has General Exam Camera (no Stethoscope).

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VIEW

Search the OTN site by name, address, city, PCVC or **system ID**\*

- A System ID represents each system across Ontario. For room-based or mobile cart systems, the ID usually begins with the first three letters of the city, followed by the site name, a four digit code (system ID), location of the camera & two digits at the end (camera #).
- *Example*: TOR\_CAMH\_0079\_COL\_05 (Toronto/CAMH/0079/College St./camera 05).
- **A PCVC ID** is the name of the individual, followed by their organization name (e.g. Melissa\_Dymond\_CAMH)

Once you have found the system ID you are looking for, click the magnifying glass next to it. This pulls all relevant information (contact info, coordinators, etc.)

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When you find the OTN site for your patient/client, you need to contact the telemedicine coordinator at the site to reserve a camera.

- Confirm the OTN site's system ID
- Confirm the name of the onsite contact person who will be available during the appointment
- You may request nursing support for your patient/client if available

Once you are ready to schedule a clinical OTN appointment, click **"Create Point-to-Point"** under Clinical Events.

For clinical events between more than two OTN systems, click **"Create N-Compass Clinic".** You will notice that you have the option to add more systems. Use this option for scheduling clinical multi-point events.

Calendar	Requestor*	Select Requestor	Created By:
> Today	Consultant* :	Select Consultant	
> <u>This Week</u>	Patient* :	Select Patient Clear	Creation Date:
<ul> <li>View My Marked Times</li> </ul>	Gender*: O Male O Female	Click to search	Save
Non-Clinical Events	Address:		
> Create Multipoint		consultant	
: Create Point-to-Point	Home Phone:	name in the	
Clinical Events	Work Phone:	OTN directory	You must fill in all the required
> Create Point-to-Point	Date of Birth: e.g.: 18-01-1	973	fields (*)
: Create Ncompass Clinic	Age Group*: O Paediatric (0-17) O Adult (18-7	74) 🔵 Geriatric (75+) 🔵 Unknown	lielus ( )
Resources	OHIP Number:		
: Public Events			OHIP Number is not mandatory
> <u>Reports</u>			
: Documents	Event Details	Click here for help with this section 🕜	but useful for identifying
: Directory			
Scheduling Models	Event Title:		patients as they arrive at the
:- Upcoming Events	Event Type* -		OTN Site
What's New	Lvent Type .	Select Type	OTNISILE
Mark Time Feature	Other Description :		
Ncompass users can	Do not include patient health inform	nation (PHI)	
communicate whether their system is, or is not available	Appointment Type*: O Initial  Follow-Up		TO NOTE.
- by marking time in their	Purpose* :		1 Event Type is Mental Health
calendar. This is a powerful	Priority* : Elective Urgent/Emergent	Need help selecting the appropriate priority code?	1. Event type is Mental field
enables healthcare		teed help selecting the appropriate priority code:	2. Purpose is one-to-one
coordinators and schedulers to share notes and statuses	Date of Event* : dd-mm-	уууу	(unless otherwise)
regarding systems.	Scheduled Event:		
about how to use the			3. Scheduled in <b>EST</b>
mark time feature in	24 Hour Format, HHMI	1	
incompass	Start Time*	End Time*	
		(FCT)	I

	Date of Event*	dd-mm-yyyy		
		Scheduled Event:		
			>	
	Start Time* (EST)	24 Hour Format, HHMM	End Time* (EST)	
Start (	Initiating System Call Automatically	n: Patient 🔘 Consultant 💿 ?: Yes 🔘 No 💿		

- Enter date and time of appointment (EST)
- Initiating system: the consultant should initiate the call
- Start call automatically: you can select yes to have the call start at the scheduled event time

Systems	Click here for help with this section	0
Patient System : My Systems :	▼ Select Other System	Here is where you will need the OTN site ID.
Email:	Select	the system number (4-digit code) to search. Then, select the one you need to use.
Consultant System* : My Systems : Consultant Site Coordinator: Email: Phone:	▼ Select Other System Select Clear	Click <b>"Select"</b> beside patient site coordinator and search by last name to add them. It is important to add this information in case you need to contact them on the day of the appointment. You can add additional contacts if applicable at the bottom of this page.
Who Will Contact The Patient?* Patient Coordinator Other Coordinator: Please note that this person	Click here for help with this section Consultant Coordinator  Other (Specify) Select Requestor will not automatically be notified about contacting the patient.	Repeat the above steps for the consultant system information. Finally, indicate who will contact the patient to notify them of their appointment.

#### EVENT APPROVAL

Non-Clinical Events	Event Type:	Mental Health (Psychiatry, includes addictions behaviour, addictions substance)	02-05-2018
Create Multipoint     Oreate Point-to-Point     Clinical Events	Purpose: Priority: Initiating System:	One to One Consult Elective Consultant	Edit. Copy
Create Point-to-Point <u>Create Ncompass Clinic</u> Resources	Start Call Automatic: Patient: Patient Gender:	No	Show Full Log Cancel
Public Events     Reports     Documents     Directory     Scheduling Models     Upcoming Events	Patient Address: Patient Home Phone: Patient Work Phone: Patient DOB: Age Group: Patient OHIP:		Generate Patient Letter Notify Participants Request Scheduling Assistance Manage Attachments
Mark Time Feature Ncompass users can communicate whether their system is, or is not available - by marking time in their calendar. This is a powerful communication tool that enables healthcare coordinators and schedulers to share notes and statuses regarding systems. Click here to learn more about how to use the	Consultant: Supporting Materials: Right-Click To Save Participant Systems Patient System	File Name Click Approve and Confirm to schedule the clinical event. To edit after an event has been scheduled, click revise, then click edit.	Event Approval Patient System Approval Consultant System Approval Approve Patient Has Been Contacted? Confirm

#### NOTIFY PARTICIPANTS

Insert A CH Follow Up -2a Cerry High Importance Check Signature Low Importance J Permitt Paints Names After confirming the appointment, a pop-up > Clipboard Batte Text Manager Tags box will appear. Click "OK" to generate an telemedicinementalhealth@nbrhc.on.ca Tain -1 Cc. email to send to all coordinators listed. Send Subsect: Event: 84507800 Notification This email does not contain any confidential > or private patient/client information. It Event notification [8450780 Event date: May 22, 2018, 14:00 to 15:00 EST contains a link to the appointment in N-Name of consulting healthcare provider Compass that only approved users can Consultant site: Centre for Addiction and Mental Health, TOR\_CAMH\_0079\_COL\_13 Patient site: North Bay Regional Health Centre - King Street, NBY NBRH 1512 KNG 02 access. Who Will Be Contacting The Patient: Consultant Coordinator Send this link to the patient site coordinator > Click here to view event details: https://schedule.otn.ca/tsm/portal/clinical/details.do?request.requestId=84507800 as confirmation of a booked appointment. To safeguard patient health information you will be required to sign in to view event details. It may be useful to note the Event ID # as > If you encounter any technical issues please contact OTN Technical Support at 1-855-654-0888 this reference number is required for any troubleshooting via OTN technical support.

#### NEW: SCHEDULING IN I-CARE

Books Appointment	
Interpreter Requested?:	^ Move ►
*Contact Type:	▼ Next
Phone / E-mail	E Clear
Face to face Phone / E-mail	
Video - OTN Video - Webex	<b></b>
Physician Case Consult - Face to Face Physician Case Discussion - Pt Not Seen	

Scheduling in I-CARE will remain the same with the exception of Contact Type.

**IMPORTANT: Select "Video-OTN"** when scheduling a TeleMental Health appointment.

#### PLACING A CALL IN N-COMPASS



If your OTN call does not start, you can manually push the call through.

To place the call on behalf of a consultant remotely, click **"Place Call"** next to the appointment details in N-Compass.

If the call cannot start, you will see a red bar with an error message. You may troubleshoot at this time.

#### SCHEDULING VIA GUEST LINK



#### SCHEDULING VIA GUEST LINK

Next, click "Guest Via OTNinvite".

Enter the participants' name and email address. Select the consultant you are scheduling on behalf of (if applicable). Click the green schedule icon at the bottom.

Fill in the appointment details and click schedule.



# **ROOM SYSTEMS/MOBILE CARTS**

VIDEOCONFERENCE

#### STARTING A CALL ON A ROOM SYSTEM OR MOBILE CART

STEP 1 - Turn on the TV using the remote for the television

**STEP 2** – Turn on the camera by clicking the red phone button on the system remote

**STEP 3** - Adjust the microphone and camera.

 $\rightarrow$  Move the mic relatively close to you (sometimes an echo occurs when the mic is too close to the TV or computer). There should be an image on the screen to tell you if your mic is on or off

→ You can use the arrows on the remote to move the camera angle (or you can move it by hand). To zoom in or out, use the buttons that say 'zoom' or have a picture of a magnifying glass, depending on the type of remote.

**STEP 4** - Start the call: Depending on the system, you may start the call by searching the address book, or clicking on the magnifying glass on the TV screen.

 $\rightarrow$  Begin typing the site's name (*example, TOR\_CAMH\_0079\_COL\_12*). When you find the correct system, click to place the call.



## TROUBLESHOOTING

ROOM-BASED SYSTEM/MOBILE CART

Common problems and solutions:

"The screen is black"

- $\checkmark$  Make sure the TV is switched on and all the plugs are firmly pressed in.
- ✓ Ensure you are connecting to the correct site ID and camera
- ✓ Make sure the TV input is set to HDMI. If the TV has more than one HDMI port, select the one that connects to the Videoconference system.
- ✓ If all else fails, unplug everything from the wall outlet, wait a few seconds, then plug it back in and turn it all back on. This is a "hard reboot" and can get rid of glitches

*"I can't control the camera"* 

✓ Sometimes the camera can get put in one position and fail to reset. Gently turn it as far as it will go to the left or right; when it reaches its limit, it should reset and turn by itself back to the middle. If it doesn't, unplug it, wait a few seconds, then plug it back in.

"The people at the remote site can't hear me"

- ✓ Your microphone may be muted. Press the mute button on the microphone or on the remote.
- ✓ Ensure their volume is turned up

If you are still having trouble connecting, call <u>OTN Troubleshooting</u>: <u>1-855-654-0888</u> <u>ext. 2.</u>

#### OTN CAMERAS AT CAMH

\* Subject to change

Camera ID	Program (system owner)	Contact	Room Number
0079_02	TeleMental Health Services	TeleMental Health Services	CS Room 1133 (Dr. Rodie's Office)
0079_03	IMG	Fiona Cai or 30000	Eli Lilly Centre Room 2015
0079_04	IMG	Fiona Cai or 30000	RS Room 2022
0079_06	UofT	Fiona Cai or 30000	CS 801
0079_07	PSSP	Christine McDermid	RS 3030
0079_08	TeleMental Health Services	TeleMental Health Services	CS 824 (Dr. Goldbloom's Office)
0079_09	Access and Transitions	Katherine Gatfield	CS 1158
0079_10	UofT	Fiona Cai or 30000	CS 845
0079_11	TeleMental Health Services	TeleMental Health Services	RS 1071-B
0079_12	Project ECHO	Maurey Nadarajah	CS Room 853
0079_13	TeleMental Health Services	TeleMental Health Services	RS 1071-C
0079_14	TeleMental Health Services	TeleMental Health Services	RS 1071-A1
0079_15	PSSP	Christine McDermid	RS 4100
0079_16	TeleMental Health Services	TeleMental Health Services	RS 1046
0132_01	IMG	Fiona Cai or 30000	QS Unit 4 Room 186
0132_02	IMG	Fiona Cai or 30000	QS Unit 4 Room 180
0132_03	Complex Care & Recovery (LAMH)	Yvonne Hinds	QS Unit 3 Room102
0132_04	Complex Care & Recovery (LAMH)	Yvonne Hinds	QS Unit 3-4
0132_05	Addiction Services	Ines Moreira	60 WSW, Multiple Rooms
0132_06	Pain Clinic	Andrea Blair	BGB Room 3151
0132_08	CYFP	Erika Schmidt	80 WW Room 5222
0132_09	Complex Care & Recovery (LAMH)	Yvonne Hinds	Unit 1-186
0132_10	Pain Clinic	Andrea Blair	BGB Room 3357
0132_11	Gender Identity Clinic	Peter Panagrov	60 WSW Room 441
0132_12	CYFP	Erika Schmidt	80 WW Room 6111

#### RESOURCES

#### **CAMH Resources**

1. CAMH TeleMental Health Policy & Tip Sheets for Clinicians and Patients: <u>http://insite.camh.net/policies/pc 2 20 1 telemental health-</u> <u>115420.pdf#search=telemental%20health%20policy%20</u>

2. TeleMental Health E-learning Module on CAMPUS: <u>Https://camhlms.peoplefluent-ca.com</u>

3. TeleMental Health Services Website:

https://www.porticonetwork.ca/web/telemental-health/telepsychiatry

#### **OTN Resources**

1. All OTN Resources for the above training can be found at: <u>https://support.otn.ca/en/connect-help</u> including:

- OHIP Billing Information & Physician Registration form
- Troubleshooting
- How-to guides
- FAQ & more
- 2. PCVC Log-in page: https://tm.otn.ca



# QUESTIONS?