Texas Risk Assessment
For Type 2 Diabetes in Children

Risk Factor Electronic System
Quick User’s Guide

University of Texas Pan-American Border Health Office - 2012
Texas Risk Assessment for Type 2 Diabetes in Children
Risk Factor Electronic System Homepage

You can access the RFES website at https://rfes.utpa.edu
How to Login

The RFES homepage provides two login sections.

Note: You will notice your username will still appear in all caps (This is due to the default of the system) and the password shows in dots.
Authentication Error message!

AUTHENTICATION ERROR!

User name or password is incorrect!

Please check your user name and password and try again!

This happens if one or both (username and/or password) are entered incorrectly in the login box. If the RFES continues showing authentication error message please contact us by email tmbhco@utpa.edu or by phone at 956-665-8900.
How to create/change a password

When a password is set up for new RFES users as well as for current/active RFES users, the RFES automatically generates a temporary password. The temporary password, an eight (8) digit of length, consists of a combination of letters and numbers. This temporary password allows user to login the RFES.

If you successfully followed the guidelines for creating your new password, the password changed successfully message will appear. Click on the tab to continue.

Note: Once the user logs into the RFES, this temporary password becomes OLD PASSWORD and user will be prompt to change it.
Forgot Password?

Active/current RFES users who know their username, but have forgotten or misplaced their password, enter your username and email in the password reminder section and click on remind me.
User acknowledgement page

PURPOSE
Purpose of this notice is to inform our users about their responsibilities and to promote the appropriate use of resources and tools provided in RFES web site.

USER RESPONSIBILITIES
Access to resources in RFES is controlled by password based logins. For this reason, your password is an essential security asset for accessing and using RFES. When using RFES you should comply with the following guidelines:

. Create a strong password, which is hard to guess by another person. A strong password has at least 10 characters and at least:
  o 1 Alpha character (a-z)
  o 1 Number (0-9)
  o 1 Special Character (like punctuation marks, shift + number key)
. Do not use words from dictionary as your passwords, since they are the easiest to guess for an attacker.
. Do not share your password with another person under any circumstances.
. Do not write down your password where it is visible for anyone.
. Make sure that nobody is watching over your shoulder, when typing in your password.
. Always notify your regional administrator, if you suspect that your password is compromised.
. Always log out using the menu after you are done with your session.
. Do not use the information and reports provided in RFES in an unintended manner.
. Do not attach identifier information to the reports provided in RFES, unless it is filed securely or used in correspondence within the privacy of the student or his/her family.
. Always safeguard the identifiable information for keeping the privacy of the students.

Please read the guideline and click on "I Agree" button if you agree to comply with the guidelines. If you have questions, contact your district coordinator or regional administrator for more information. If you click on "I Disagree", your session will be terminated and you will be forwarded to the RFES main page. Next time you log in, RFES will display this notice again in that case.
Update email

Step 1

Please Enter your email

In order to increase efficiency of communication, we need to have emails of all users. This email will only be used to send important notifications and news on the TRAT2DC program, and will not be shared with any other entity.

Email

Note: If RFES user email has changed, please notify the Border Health Office to have it updated.

Step 2

Please Enter your email

In order to increase efficiency of communication, we need to have emails of all users. This email will only be used to send important notifications and news on the TRAT2DC program, and will not be shared with any other entity.

Email: tmbhco@utpa.edu

Update
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How to set your security challenge question

Step 1

Selecting a challenge question and answer will help retrieve forgotten login information.

Step 2

Use the pull down menu to select a question.

Step 3

Enter your answer and click on submit.
Selecting Assigned School(s)

The user’s assigned school will automatically display in this box.

If user is assigned to more than one school, use the pull down menu to select appropriate school.

Your school will be highlighted in blue.
Entering Risk Assessment Information

**Step 1**
Click here to create a form. Create only **ONE** form per grade.

**Step 2**
Grade: Use the pull down menu to select the school grade.

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**Step 3**

- **Students Assessed:** is the grand total of students in selected grade who are visually examined by the school nurse.

**Step 4**

- **AN(+) Students:** is the number of students who are identified with AN marker in selected grade.

**Step 5**

- **Note:** On this screen, you will find your Region, ISD, and school name. Make sure that this is your correct school before you continue.

- Click on save button to save form.
The grade is set and it cannot be modified.
The Total # Assessed and # with AN can be modified if necessary
If modifications are made, click on save changes to update RFAF

To enter student’s assessment information click on add record.
Add Record (Student's Information)

Student’s birth date can be entered manually or by clicking on the calendar box.

Use the pull down menu to select student’s sex.
Use the pull down menu to select student’s race/ethnicity:
Categories are in accordance to the 2010 US Census.
User may check student’s school registration records for appropriate selection.

Enter weight in lbs. (pounds).
First box is for whole numbers and second box use the pull down menu to select inches to the nearest quarter (.25, .50, .75).
Note: Weight entered in other weight measure will result as an error. Errors in records and forms will reflect on district and school’s RFES fact sheets.
Enter height in in. (inches).

First box is for whole numbers and second box use the pull down menu to select inches to the nearest quarter (.25, .50, .75).

**Note:** Height entered in any other measurement will result as an error. Errors in records and forms will reflect on district and school’s RFES fact sheets.

Once the correct weight and height are entered in the appropriate boxes, the BMI is instantly calculated and the BMI chart is available to view/print by clicking on view chart.
Use the pull down menu to:
=select Yes if student was identified with AN marker
=select No if student was not identified with the AN marker but was identified with either high BMI or High BP or both.

The RFES can be utilized to issue referrals for student's that present any of the TRAT2DC assessment (AN, BMI, or BP)

Two blood pressure readings are required to collect from a child identified with AN.
Enter child’s first BP reading in the Blood Pressure 1 section.
Enter child’s first BP reading in the Blood Pressure 2 section.

Optional: For a quick check BP level. Click on check blood pressure level and a window will show reading and BP level, close window to go back to student box.
Click on save button to save student’s record. The student’s information will be recorded on the RFAF form for selected grade.

If record is not saved, student’s information will not be recorded on RFAF(s) form.

Cancel record, if this entry is an error.

* ALL VARIABLES MUST BE ENTERED

Note: MISSING OR INCOMPLETE VARIABLES WILL RESULT IN INACCURATE RESULTS AND/OR EXCLUSIONS WHEN RETRIEVING FACT SHEETS INFORMATION.
Once the Student’s record has been saved, the user will be notified that student record was successfully saved and added to the RFAF form of selected grade. User will be presented with three options to select from. Print referral form, add another record, and close and refresh RFAF.

**Note:** Allow at least 30 days to receive referral back. Upon return of the risk assessment referral letter, login the RFES to retrieve the record and indicated referral outcome. (See page 21).
RFAF with Records

<table>
<thead>
<tr>
<th>Referral Status</th>
<th>Race/Ethnicity</th>
<th>Sex</th>
<th>DOB</th>
<th>Weight (lbs.)</th>
<th>Height (in)</th>
<th>BMI</th>
<th>BP syst (Measure)</th>
<th>BP dia (Measure)</th>
<th>BP cat</th>
<th>AN (Yes/No)</th>
<th>Current Referral Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Referred</td>
<td>White, Hispanic</td>
<td>Male</td>
<td>9/1/2004</td>
<td>100</td>
<td>66</td>
<td>22.4</td>
<td>116/78</td>
<td>117/78</td>
<td>PH</td>
<td>Yes</td>
<td>Refer</td>
</tr>
<tr>
<td></td>
<td>White, Hispanic</td>
<td>Female</td>
<td>10/5/2004</td>
<td>95</td>
<td>55</td>
<td>22.1</td>
<td>105/65</td>
<td>108/68</td>
<td>N</td>
<td>Yes</td>
<td>Refer</td>
</tr>
</tbody>
</table>

If the option of the referral letter was not opened after saving the record, the RFES will show record under not referred.

If a different referral letter is issued, click on refer to indicate the referral status.
Upon return of risk assessment referral, click on update to select appropriate case.

Use the pull down menu to indicate referral status of current year. Once selected, click on submit.

At the end of the school year, RFES report should look like image below.
Logout Due to Inactivity

It is important to mention that the RFES will automatically log RFES user out if it detects inactivity for about 20 minutes. Please note that any TRAT2DC information (forms and/or records) that was not saved in the RFES system will not be listed next time user logs in. It is recommended that all users save information as it goes to avoid any lost unsaved information. To login again go to the RFES homepage.

The following might have caused this:

1. Login expires if you have not done any actions in the last 20 minutes.

   • [Click here to Login again](#)
Legends/Icons

**LEGENDS**

**Blood Pressure Categories**

- **Heart** H ---- Hypertensive
- **Lightning Bolt** PH ---- Pre-Hypertensive
- **Leaf** N ---- Normal

**Body Mass Index**

- **Red** O ---- Obesity
- **Yellow** OW ---- Overweight
- **Green** N ---- Normal Weight
- **Gray** U ---- Underweight

**icons**

- **Mail** ---- Sample Referral Letter
30 days have passed! Second or third referral letter need to go out.

--- Save Changes

Or --- Delete Risk Factor Assessment Form

--- View Risk Factor Assessment Form

--- Date stamped when information was entered

--- Help menu bar

--- Login into RFES website

--- Logout from RFES website
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For More Information Contact:

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Border Health Office
1201 West University Drive
UTPA CESS Building, Suite 1.400
Edinburg, Texas 78539

Phone: (956) 665-8900
Fax: (956) 665-8903
Email: tmbhco@utpa.edu
RFES Website: https://rfes.utpa.edu
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