WebLEDS Medical Health Database
Training Guide
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Introduction

The precursor to HB 3466 (HB 2054) was the result of the efforts of state law enforcement officials, community mental health representatives, and clients of the mental health system and their families. After numerous high profile events involving individuals with mental illness, stakeholders agreed on the importance of three goals: (1) protection for at risk individuals in the community; (2) protection for officers working in the field; and (3) peace of mind for families of at risk individuals. HB 3466 expands the categories eligible for enrollment in the database as a result of ongoing discussion with system stakeholders.

HB 3466 does the following: (1) Creates a voluntary medical health database that provides information to assist law enforcement officers in identifying individuals in need of medical, mental health and social services; (2) Directs the Department of Human Services to develop enrollment and revocation forms for submission of personal medical diagnosis, medication and contact information to the database; (3) Identifies consent requirements for enrollment; (4) Defines qualifying diagnosis that allows for registry.

The following training guide provides information on how to properly enter, modify, delete and query information into the WebLEDS Medical Health Database.

To gain access to this database, contact LEDS at (503) 378-3055 ext 55021.
To have a username and password issue to your office, contact LEDS at (503) 378-3055 ext. 55021.
This is a screen shot of the main page of the data base.

This is where the operator has the option to query, enter, modify and cancel records. To add a new record, choose the Entry button. To modify (update) an existing record, choose the Modify button. To cancel (delete) an existing record, choose the Cancel button.

To add last known address and phone numbers for the client, choose the Add Contact button.

To remove the last known address and phone numbers for the client, choose the Delete Contact button.

To add contact information; primary care physician, case manager, probation officer and emergency contact choose the Add Supplemental Info button. To delete contact information, choose the Delete Supplemental Info button.

All information can be obtained from the Volunteer Consent Form, DHS 3466.
Entry Screen: The ORI, Name, Record Type, Date of Record and Originating Agency Case Number fields are all mandatory entry fields. The record cannot be successfully added to the database without these fields.

The information needed to populate these fields can be found on the Volunteer Consent Form (DHS 3466).

The lookup link next to the SMT and OLS fields will open up a .pdf that explains the proper codes to be used.
The Inquiry screen allows the operator to search the database for a client. The operator can search by name, date of birth (DOB), LEDS Number (LNU), Social Security Number (SOC), Operator License Number (OLN) or Operator License State (OLS).

This will be useful to the operator to find out the client’s LEDS Number (LNU) after the client has been entered into the database. A LNU will only be issued after the initial entry.
To view the response to an Inquiry, choose the View Responses button.

The LNU (LEDS Number) can be found on the response.

The operator has the ability to delete and/or print the responses.

After each entry, modification, addition to a record and deletion the operator is required to check the responses to ensure the transaction was accepted.
To modify information on a record already in the system, the name of the client is needed along with either the Originating Agency Case Number (OCA) or the LEDS Number (LNU). Only the fields that need to be modified are to be filled out.
To cancel a record, remove it from the database as an active record, the name of the client is a required field along with either the Originating Agency Case Number (OCA) or the LEDS Number (LNU). The date the record is being canceled is also a requirement.
The Add Supplemental Info screen is available to add the contact information found on the Volunteer Consent Form (DHS 3466).

The Primary Care Physician, Case Manager, Probation Officer and Emergency Contact information can be added to the client’s record.

The drop-down selection allows the operator to distinguish which type of contact it is.

Up to four contacts can be entered.
The Delete Supplemental Info screen allows the operator to remove contact information that is no longer valid.
The Add Contact screen allows the operator to add the client’s last known address. This information can be found on the Volunteer Consent Form (DHS 3466).
The Delete Contact screen allows the operator to delete the client’s last known address.
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