Next Step Responder Resource

Next Step is a hospital-based violence intervention program that connects victims of violent injury to resources and support. By providing bedside support for participants and families, facilitating in-hospital interventions, and continuing support once participants are in the community, Next Step aims to interrupt the cycle of recurrent violence and help individuals avoid re-injury and further trauma.

PowerChart

Login to PowerChart using your network login and password.

Patient List Set Up

You will need to set up your Patient List the first time you login to PowerChart. This is a one-time set up. Upon login, the Patient List view opens.
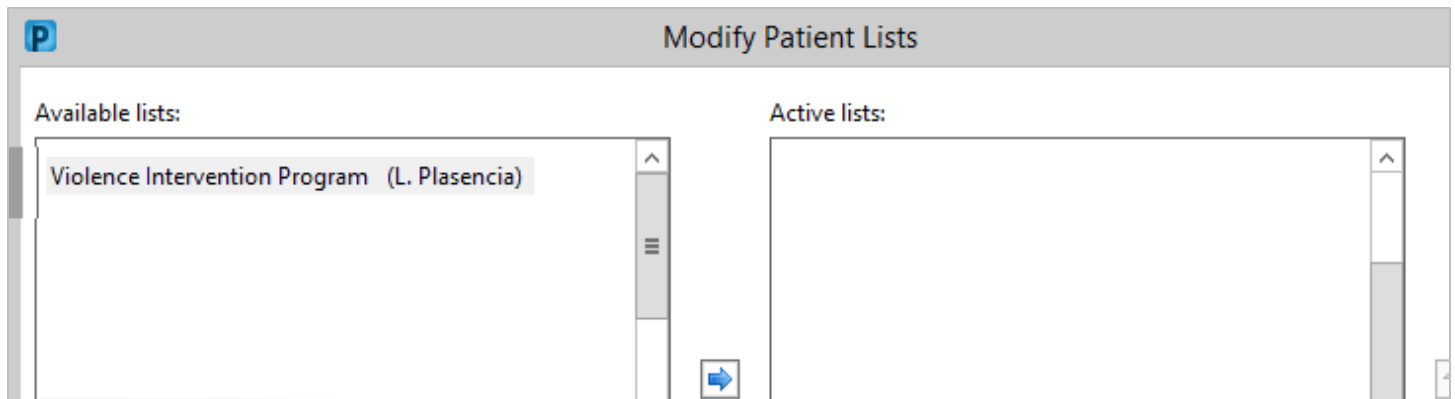
1. Click the wrench (List Maintenance) icon.

    This opens the Modify Patient Lists window.

2. Select **Violence Intervention Program (L. Plasencia)**, and using the arrows, move the list from **Available lists** to **Active lists.**

    Note: Do not delete this list as this will delete the list for everyone.

    Upon your next login, the chart will open to the Patient List.

    Note: Your patient list is associated with your login, so it is available wherever you are logged in.

Locate/Add/Remove a Patient

Social Work provides the patient name, FIN number and patient's location.

1. To locate and add a patient to your list, click the ![icon] icon.

   To delete a patient, click the ![icon] icon.

2. Enter the Account Number (or FIN) supplied by Social Work.

   Note: The FIN may also be referred to as the visit number, encounter number, or account number.

3. Click **Search**

4. The patient displays in the Encounter Search window in the top section.
5. In the bottom section, select the correct encounter for the correct **Estimated Arrival Date/Time** and/or **Reg Date/Time**.
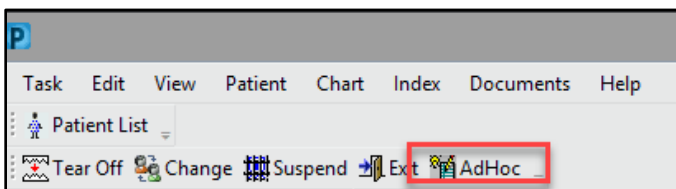

Account Number	Patient Type	Clinic/Department/Unit	Estimated Arrival Date/Time	Reg Date/Time	Disch Date/Time	Attending Provider	Reason For Visit	Facility	Med Service	Room	Bed	VIP
	Emergency Dept	ED-M		6/9/2023 12:23			Rash	Minneapolis		06	1	
	Emergency Dept	ED-S	10/23/2017 17:51	10/23/2017 17:51	10/23/2017 21:29	Milner MD, Donna M	Injured face	St Paul				

Document Note

1. Click **Ad Hoc** on the PowerChart toolbar.

2. Click the Social Work folder and select **Violence Intervention Program.**

2

Informatics Education Reviewed May 2025

Questions or need assistance? Call Children's IT Service Desk 24/7 at 952-992-5000 or 4-5000 internally

3. Click **Chart**.

4. The Violence Intervention Program PowerForm contains the following:
   - Radio buttons are used for single select options i.e., Yes or No.
   - Check boxes contain multi select options.
   - Free text fields are available to add comments.
   - Sign the PowerForm by clicking the blue check mark.

Review Violence Intervention Notes

Violence Intervention notes can be found in the Social Work Documentation folder. The Table of Contents (TOC)/Menu can be used to navigate the chart.
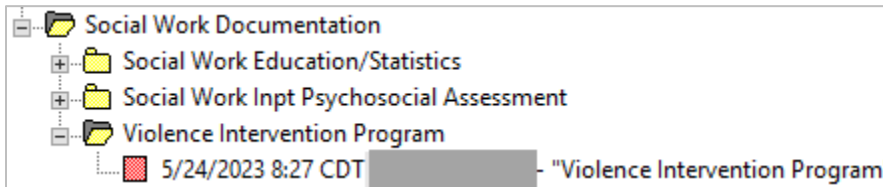
1. To view all documents, click **Notes** from the Menu.

3

Informatics Education Reviewed May 2025

Questions or need assistance? Call Children's IT Service Desk 24/7 at 952-992-5000 or 4-5000 internally

2. The **Notes** section defaults to the **Violence Intervention Program** folder. Filters can be set up to change your view.

3. **Form Browser** (also accessed from the Table of Contents (TOC)/Menu) can be used to access **Violence Intervention Program/Next Step Notes** if you need to perform additional tasks such as modify, unchart, print, etc.

Informatics Education Reviewed May 2025

Questions or need assistance? Call Children's IT Service Desk 24/7 at 952-992-5000 or 4-5000 internally