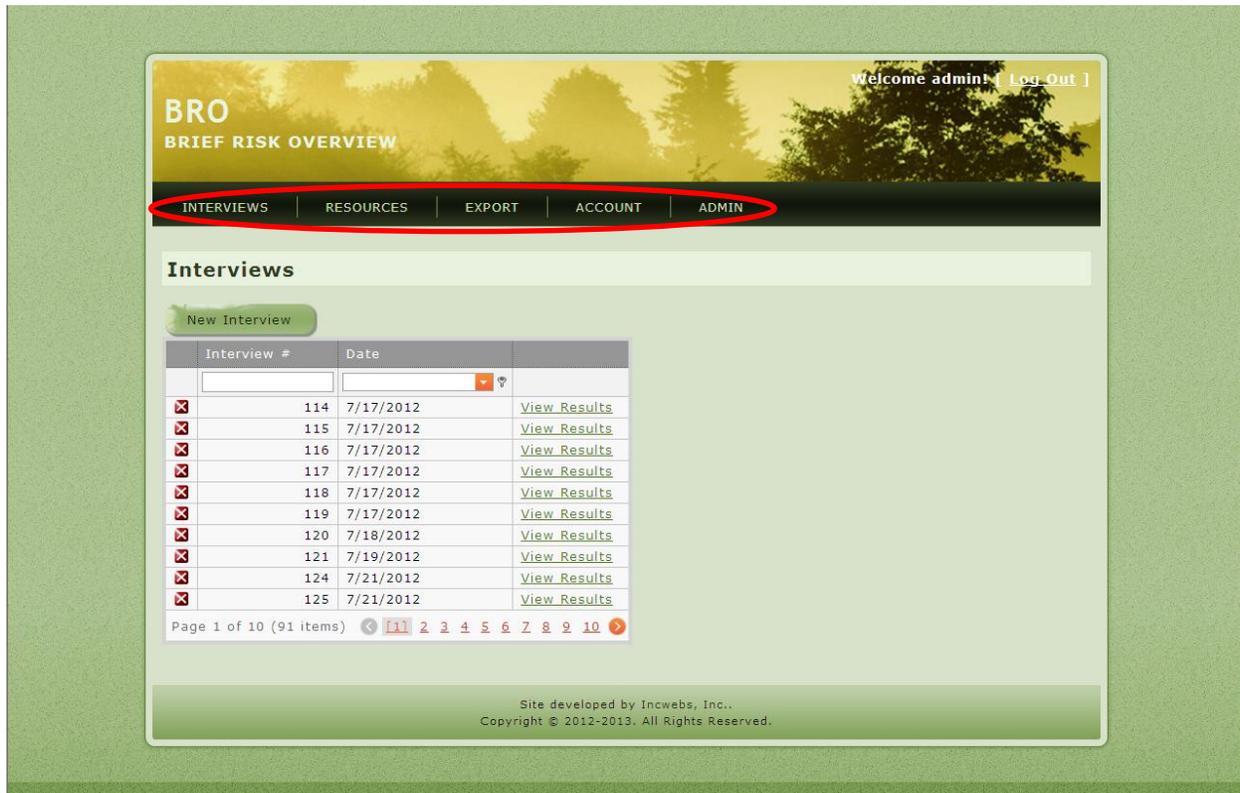


# Brief Risk Overview (BRO) User Guide

## Main menu options

The horizontal menu at the top of the screen includes the menu options listed below.



## INTERVIEWS

Logging in automatically takes you to the **INTERVIEWS** page which lists in numerical/chronological order all the interviews you have conducted. (Your list will include only the interviews conducted under your username.) You can navigate to the results of previously conducted interviews from this page.

## RESOURCES

Includes a User Guide and translations of the BRO interview as they become available.

## EXPORT

This page provides an option to export your interview data to Excel and includes a link to the data dictionary. This feature will enable you to obtain an aggregate summary of your clients' sociodemographic characteristics and risk profiles and/or conduct additional data analyses.

## ACCOUNT

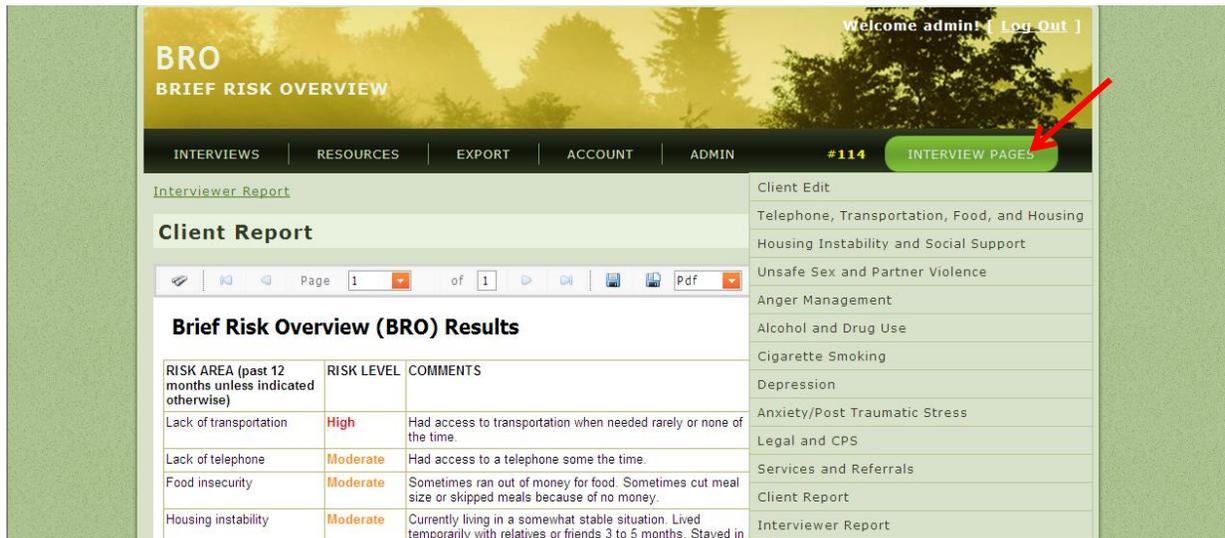
Allows you to change your password or update your user profile (agency name and location).

## ADMIN

Accessible only to the system administrator. Maintains a list of registered users.

## INTERVIEW PAGES

This menu option appears only after you create a new interview, or enter in a previously conducted interview. A drop-down menu allows you to navigate back and forth through the risk domains, client data, and reports.

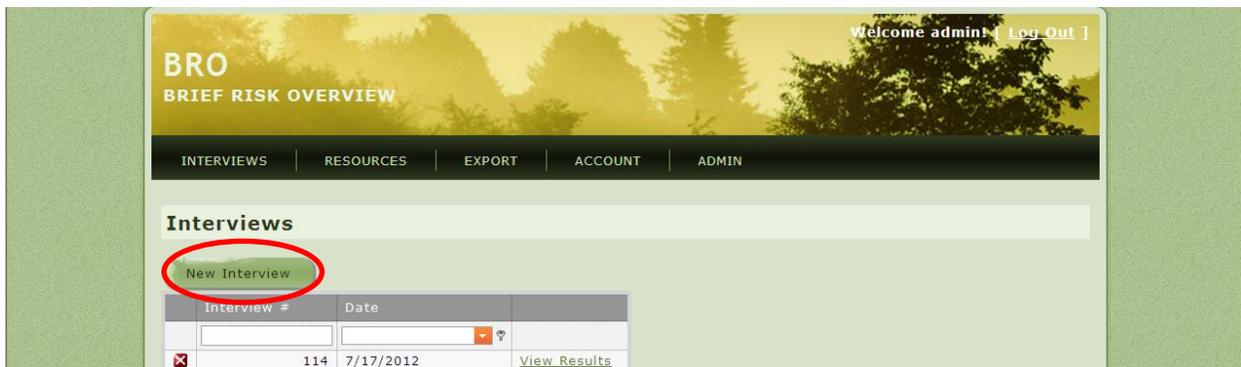


The screenshot shows the BRO (Brief Risk Overview) interface. At the top, it says "Welcome admin! [ Log Out ]". Below that is a navigation bar with "INTERVIEWS", "RESOURCES", "EXPORT", "ACCOUNT", "ADMIN", and "#114 INTERVIEW PAGES". A red arrow points to the "INTERVIEW PAGES" button. The main content area is titled "Client Report" and includes a "Brief Risk Overview (BRO) Results" table.

RISK AREA (past 12 months unless indicated otherwise)	RISK LEVEL	COMMENTS
Lack of transportation	High	Had access to transportation when needed rarely or none of the time.
Lack of telephone	Moderate	Had access to a telephone some of the time.
Food insecurity	Moderate	Sometimes ran out of money for food. Sometimes cut meal size or skipped meals because of no money.
Housing instability	Moderate	Currently living in a somewhat stable situation. Lived temporarily with relatives or friends 3 to 5 months. Stayed in

## Conducting the BRO interview

On the **INTERVIEWS** page, click **New Interview** (green button) to start a new interview.



The screenshot shows the BRO interface with the "Interviews" section. A green button labeled "New Interview" is circled in red. Below it is a table with columns "Interview #", "Date", and "View Results".

Interview #	Date	View Results
114	7/17/2012	<a href="#">View Results</a>

On the **New Interview** page, enter sociodemographic information you wish to record. Click **SAVE AND START BRO** to proceed to the next screen to start the risk screening questions.



The screenshot shows the "New Client" form in the BRO interface. The form contains various dropdown menus for sociodemographic information. A green button labeled "Save and Start BRO" is circled in red at the bottom right.

Age: [Select item] Married?: [Select item]  
Race: [Select item] Do you have a girlfriend or female partner? [Select item]  
Foreign Born?: [Select item] Is your wife/partner pregnant? [Select item]  
Primary language ONLY IF not English: [Select item] How long has it been since you have seen a doctor? [Select item]  
In school?: [Select item] How long has it been since you have seen a dentist? [Select item]  
Employed?: [Select item] In the past year, how many times have you been to the emergency room? [Select item]  
Have children (How many)? [Select item] Do you have a clinic where you usually or always get your health care? [Select item]

On subsequent pages, ask each series of questions and click responses. Make sure each click registers as a response. Click **SAVE AND CONTINUE** to store the responses and move to the next page.

Note that the menu option **INTERVIEW PAGES** now appears on the main menu. You can use this feature to navigate back and forth to risk domains and sociodemographic information, or preview the **Client Report** to check for missing data. Remember to click **SAVE AND CONTINUE** if you enter or change any responses.

**BRO**  
BRIEF RISK OVERVIEW

INTERVIEWS | RESOURCES | EXPORT | ACCOUNT | ADMIN | #217 | INTERVIEW PAGES

Your answers will help us serve you better, but you may skip questions if you want to.

**Telephone, Transportation, Food Insecurity, and Housing Instability**

THINK ABOUT THE **LAST 12 MONTHS** WHEN YOU ANSWER THE NEXT QUESTIONS

How often have you had access to a telephone?  
 All the time  Some of the time  Rarely or none of the time

How often have you had access to transportation when you needed it?  
 All the time  Some of the time  Rarely or none of the time

How often did you not have enough money to buy the food you wanted?  
 Never  Sometimes  Often

How often did you cut the size of your meals or skip meals because there wasn't enough money for food?  
 Never  Sometimes  Often

How many months did you live with relatives or friends on a temporary basis?  
 0  1 or 2  3-5  6 or more

How many nights did you stay in a shelter or other temporary facility?  
 0  1 or 2  3 or more

Save and Continue

When you have completed the last page of data entry (the questions about which services the client would like), click **SAVE**. Two reports will be automatically generated.

**BRO**  
BRIEF RISK OVERVIEW

INTERVIEWS | RESOURCES | EXPORT | ACCOUNT | ADMIN | #114 | INTERVIEW PAGES

[View BRO Results](#)

**Would you like any help with any of the following?**

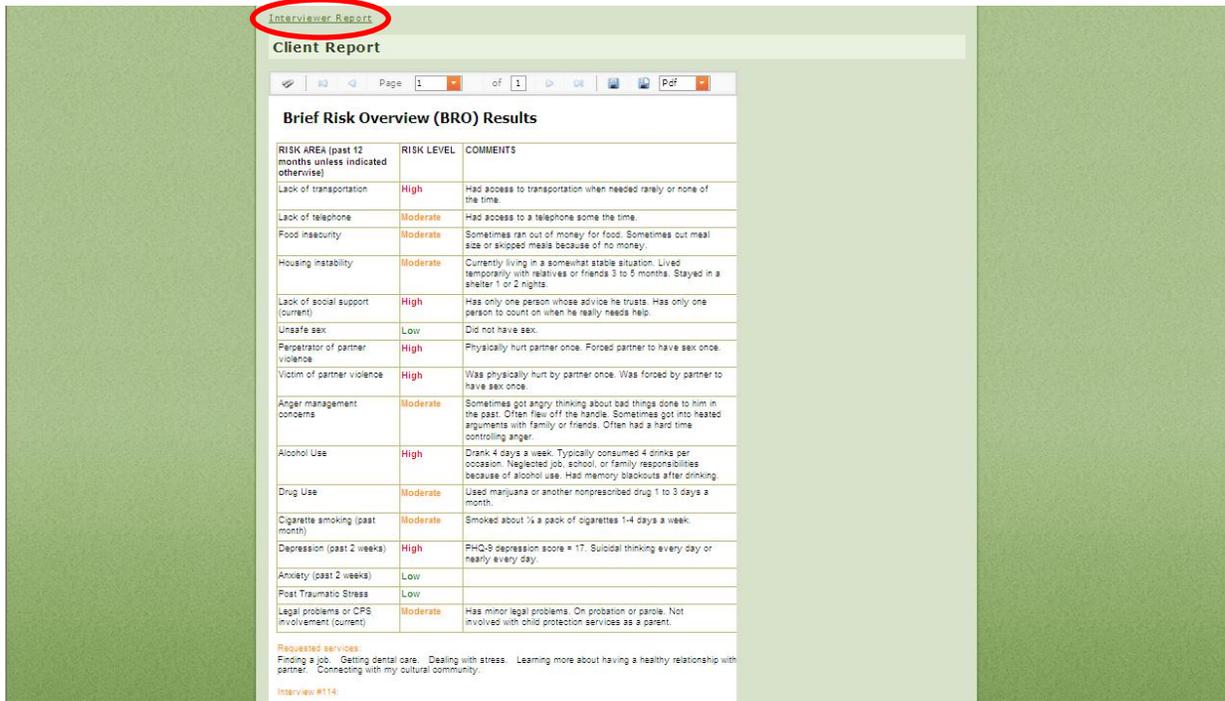
[Check all that apply]

- Finishing high school or getting a GED
- Enrolling in college or a trade school
- Finding a job
- Improving job skills
- Finding a place to live
- Getting health care
- Getting dental care
- Dealing with anger and avoiding fights
- Dealing with stress
- Learning how to take care of a baby
- Learning how to take care of a toddler
- Learning more about having a healthy relationship with a partner
- Connecting with a faith community
- Connecting with my cultural community

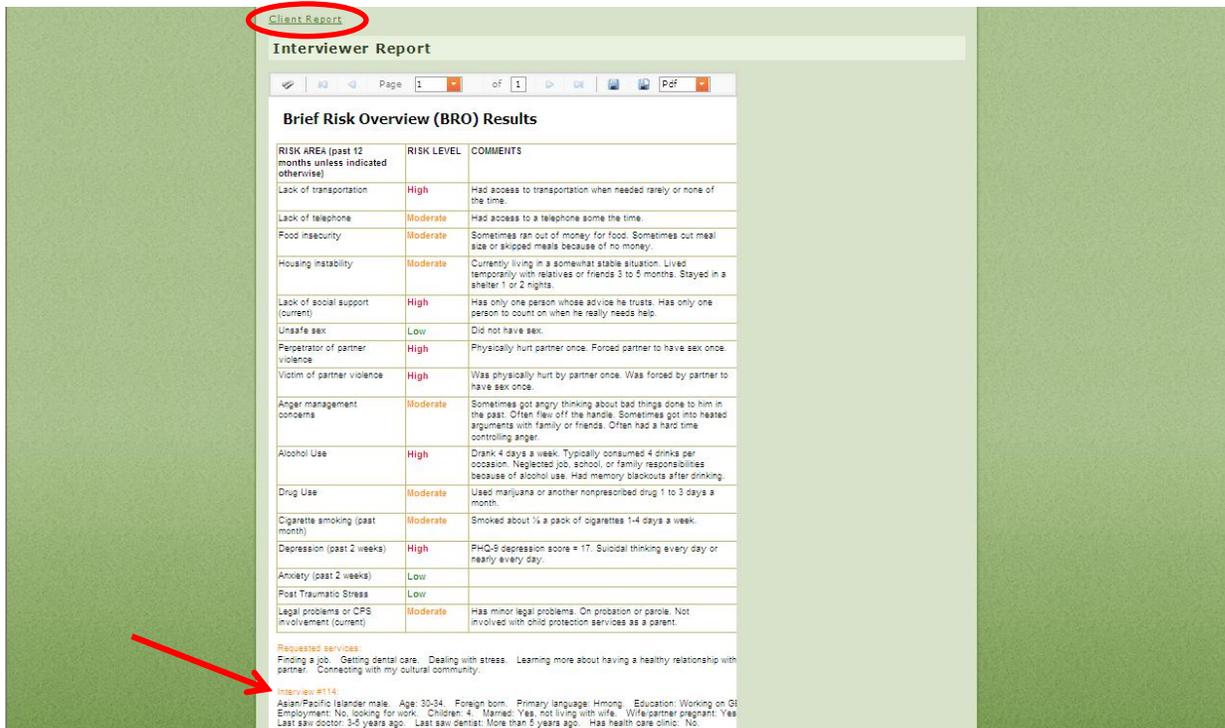
Save

The BRO system produces two versions of the screening results called the **Client Report** and the **Interviewer Report**.

The **Client Report** is designed for the client and includes the color-coded risk profile, a summary of the services requested, and the **Interview #**. To access the **Interviewer Report** click on the button.



The **Interviewer Report** includes all this information plus any sociodemographic information entered in order to aid the interviewer in suggesting or making referrals (red arrow). You can go back to the **Client Report** by clicking on the button.



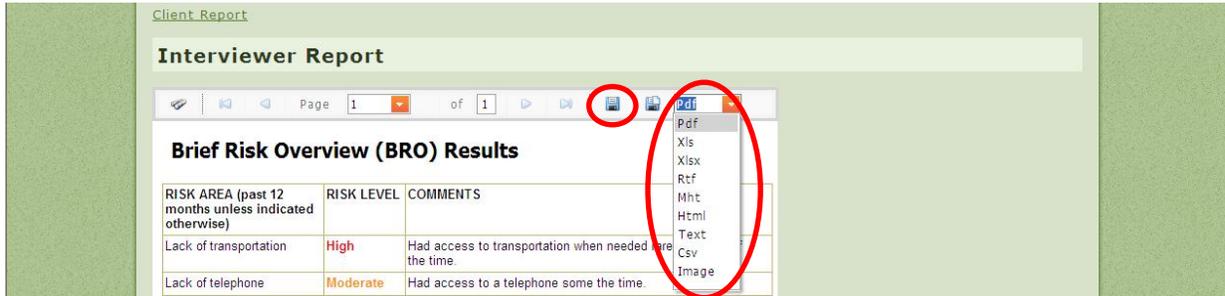
A risk domain may not be scored if some questions within that domain were not answered or if a response was not recorded (a "missed" click). To complete a missing item, click the **INTERVIEW PAGES** menu tab, select the affected domain(s) from the drop-down menu, enter the missing response(s), and click **SAVE AND CONTINUE**. The **Client Report** and **Interviewer Report** will reflect any corrections you made.

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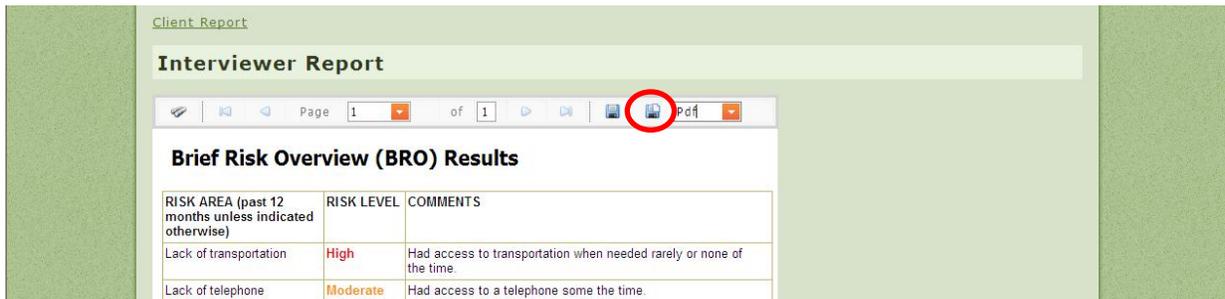
## Viewing, editing, printing, and saving the BRO reports

Both reports can be viewed, printed, or saved in pdf or other formats. A copy of the BRO reports will be saved on the website indefinitely.

To select the format, go into the drop down box on the right-hand side of the report and make a selection. Click on the **Save** button to save the report in your selected format.



To print without saving a copy of the report on your computer click **Export**.



Click **Print** when the report opens in a new window.

### Brief Risk Overview (BRO) Results

RISK AREA (past 12 months unless indicated otherwise)	RISK LEVEL	COMMENTS
Lack of transportation	High	Had access to transportation when needed rarely or none of the time.
Lack of telephone	Moderate	Had access to a telephone some the time.
Food insecurity	Moderate	Sometimes ran out of money for food. Sometimes cut meal size or skipped meals because of no money.
Housing instability	Moderate	Currently living in a somewhat stable situation. Lived temporarily with relatives or friends 3 to 5 months. Stayed in a shelter 1 or 2 nights.
Lack of social support (current)	High	Has only one person whose advice he trusts. Has only one person to count on when he really needs help.

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## Finding and viewing previously conducted interviews

Reports can be accessed at a later date from the **INTERVIEWS** page. Type the **BRO INTERVIEW #** or the **Date** in its respective field or use the page numbers or arrows at the bottom of the screen to advance to higher numbers

Welcome admin! | Log-Out |

## BRO BRIEF RISK OVERVIEW

INTERVIEWS | RESOURCES | EXPORT | ACCOUNT | ADMIN

### Interviews

New Interview

Interview #	Date	
114	7/17/2012	<a href="#">View Results</a>
115	7/17/2012	<a href="#">View Results</a>
116	7/17/2012	<a href="#">View Results</a>
117	7/17/2012	<a href="#">View Results</a>
118	7/17/2012	<a href="#">View Results</a>
119	7/17/2012	<a href="#">View Results</a>
120	7/18/2012	<a href="#">View Results</a>
121	7/19/2012	<a href="#">View Results</a>
124	7/21/2012	<a href="#">View Results</a>
125	7/21/2012	<a href="#">View Results</a>

Page 1 of 10 (92 items) | < 1 2 3 4 5 6 7 8 9 10 >

Welcome admin! | Log-Out |

## BRO BRIEF RISK OVERVIEW

INTERVIEWS | RESOURCES | EXPORT | ACCOUNT | ADMIN

### Interviews

New Interview

Interview #	Date	
206	3/22/2013	<a href="#">View Results</a>

The **BRO INTERVIEW #** you searched for should appear. To access the **Client Report**, click **View Results** to the right of the corresponding **BRO INTERVIEW #**. The **Interviewer Report** can be accessed from the **Client Report** page.

Welcome admin! | Log-Out |

## BRO BRIEF RISK OVERVIEW

INTERVIEWS | RESOURCES | EXPORT | ACCOUNT | ADMIN

### Interviews

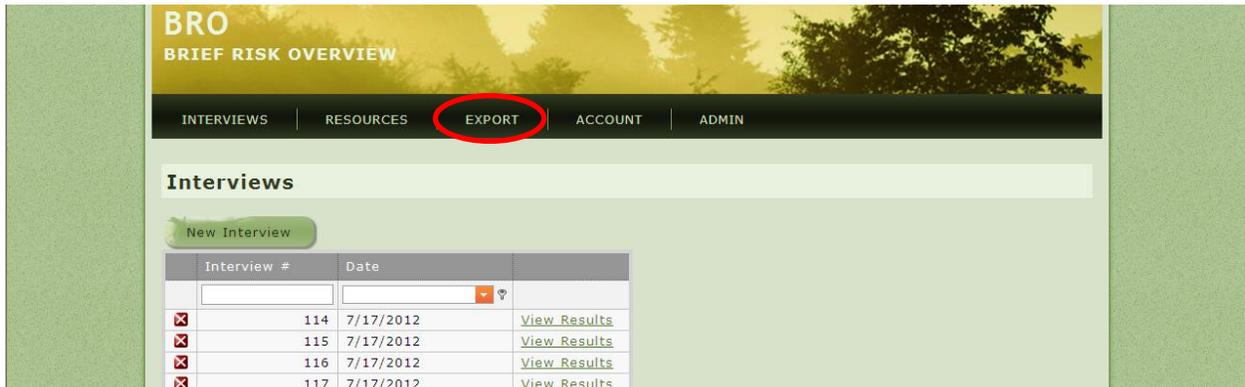
New Interview

Interview #	Date	
206	3/22/2013	<a href="#">View Results</a>

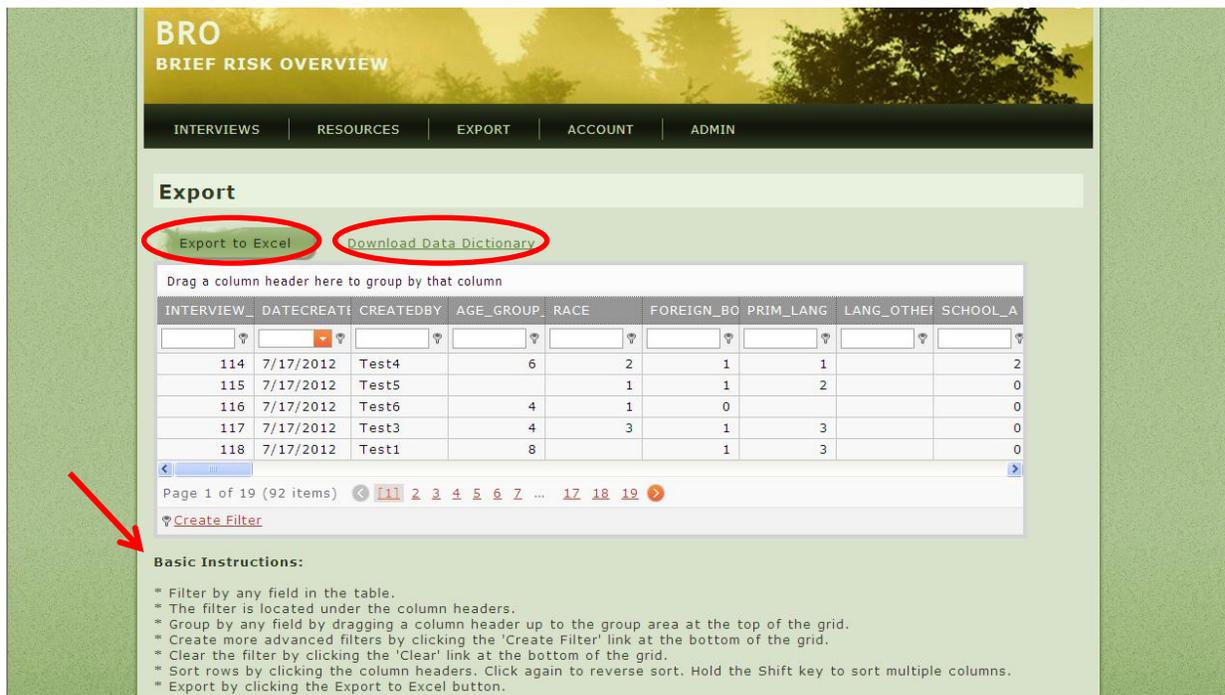
Because the BRO does not record unique individual identifiers, you will need to maintain a record of your BRO interviews if you wish to access BRO reports at a later date. One method is to create an Excel spreadsheet with columns for the BRO Interview # and unique individual identifiers, such as name, birthdate, medical record # or agency record #.

# Downloading data for an aggregate summary of interview data

Click **EXPORT** on the main menu.



Then click **Export to Excel**. Basic instructions are provided at the bottom of the spreadsheet. This page also includes a link to the **Download Data Dictionary** resource.



The BRO was developed by the Minneapolis Health Department, Minneapolis, Minnesota. If you need additional information, please contact [BRO@minneapolismn.gov](mailto:BRO@minneapolismn.gov)