

Safe Driving Basics (SDB) Training



This training provides an overview of the new Safe Driving Basics (SDB) application and the highlights of its enhancement.

☰ Welcome

☰ Safe Driving Basics (SDB)

QUESTION BANKS

Welcome



This training provides an overview of the new Safe Driving Basics (SDB) application and the highlights of its enhancement.

Please contact mvd.edandoutreach@iowadot.us for assistance with this training.

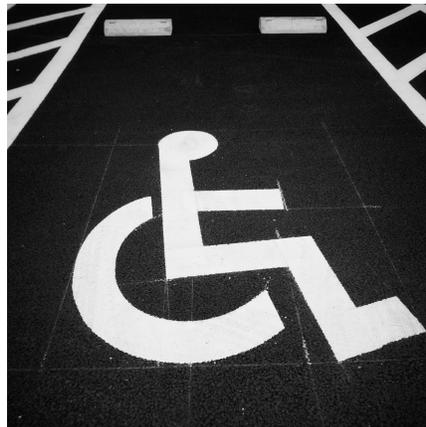
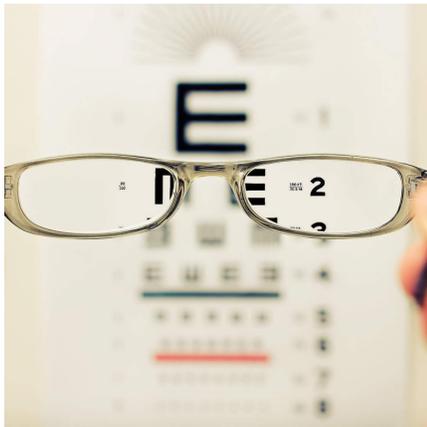
CONTINUE

i Please use the “**Exit Course**” button in DOTU when closing a course. This will ensure your place is held in the event you need to leave and return to complete the course at a later time.

Please ensure you complete 100% of the course, including the survey (if applicable), so the course reflects as fully completed in DOTU. Thank you! mvd.edandoutreach@iowadot.us.

CONTINUE

Safe Driving Basics (SDB)



It's not uncommon for customers to want to know why they are being asked to complete this screening.- press "Continue" for helpful talking points.

[CONTINUE](#)

HOW DOES FUNCTIONAL SCREENING RELATE TO SAFE DRIVING?

Research has found that drivers who fall below particular performance levels on measures of the most basic visual, mental, and physical abilities needed to drive safely are up to 5 times

more likely to be in a crash.

A loss in a basic ability does not mean that a crash is certain. Nor does excellent driving health guarantee crash-free experience - caution and good judgment are always important. But a poor screening results can be a warning flag that a person is placing himself or herself -- and others -- at significantly higher risk, and may need to be evaluated by a medical professional or certified driving rehabilitation specialist to safely stay behind the wheel.

CONTINUE

The following mental or cognitive abilities are key to safe driving:

VISUAL SEARCH WITH DIVIDED ATTENTION —

- This screening measure asks you to locate letters and numbers scattered randomly across a page, in a particular order, as fast as you can.
- When driving, you must quickly scan across the entire scene to detect other cars, pedestrians, and bicyclists and take notice of important road features, traffic signs, and traffic signals. This is especially important at intersections, where you also must pay attention to particular things in a particular order.
- For example, when you are about to start moving after a traffic light turns green, you might first shift your attention from the signal to check for cross traffic, then make sure there are no conflicts with pedestrians or cyclists, then focus on the location across the intersection that you want to move toward. Being able to shift attention quickly among many different places is fundamental to safe driving.

VISUALIZING MISSING INFORMATION —

- Often you must "fill in" missing information to recognize a whole object when only part of it is in view. This screening measure uses simple line drawings with missing parts to see how well you can do this.
- This ability helps you become aware of many different kinds of potential threats and critical safety information as you drive. It could be a bicyclist or a pedestrian stepping out from behind a parked car; a warning or stop sign that is partially obscured by brush at the side of the road; or another car coming out of an alley, that is hidden from view except for its leading edges. Without early recognition of such threats, you won't be as likely to steer or brake in time to avoid a crash.

CONTINUE

Safe Driving Basics (SDB) Equipment



Step 1

Notable Features on the SDB Device:



- Flip screen ("tent mode") capabilities
- Touchscreen/Tablet
- No Email on the devices
- Shared devices are to be used for SDB only

Step 2

Encryption Screen

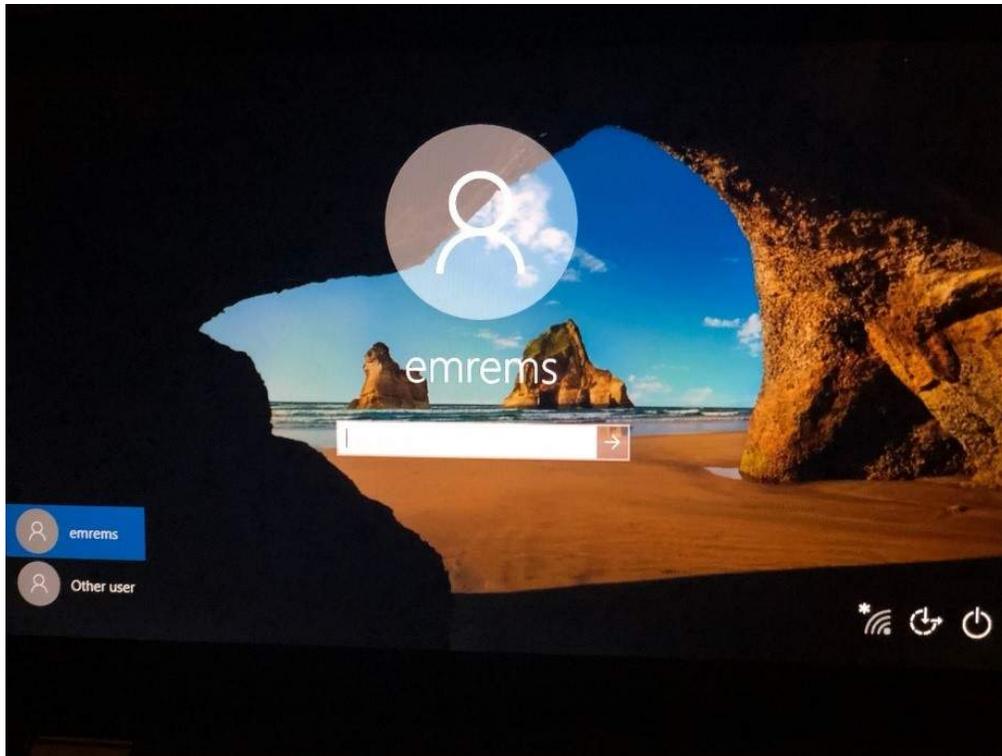


Each county has their own encryption code assigned to them.

Please contact helpdesk@iowadot.us or 515 239 1075 for assistance, if needed.

Step 3

Sign-on Screen



Press any key to get to the sign-on screen.

The default user should be displayed as emrems.

Users should log in using the password provided.

Do not attempt to log on as Administration or with your personal DOT user ID and password.

Please contact mvd.aceteam@iowadot.us for assistance, if needed.

Step 4

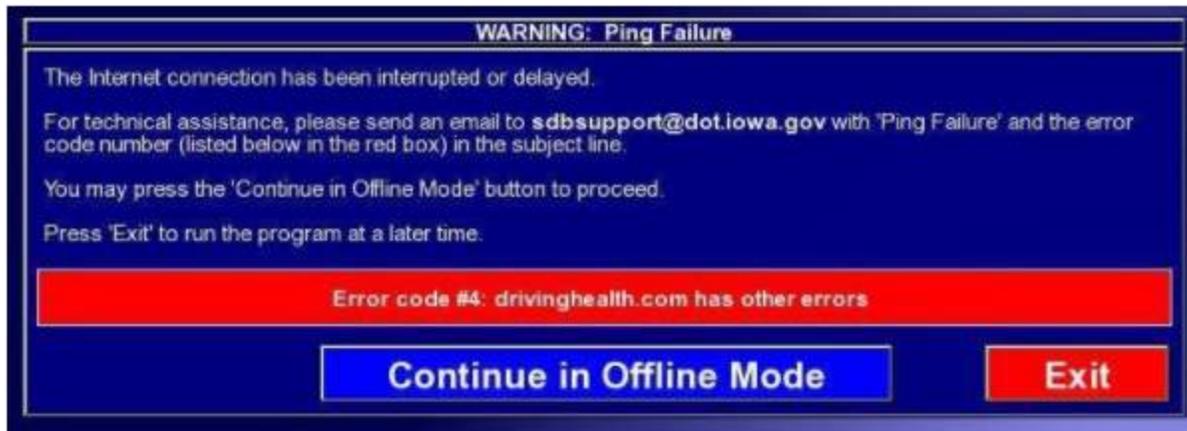
The Desktop Home Screen



Reminder: This is a touch screen device.

Step 5

Internet Connection



If you start SDB without an internet connection, you will get the warning shown above.

This SDB devices require a local internet connection in order to operate.

For County Locations:

- SDB units will need to be connected to the county's local internet using the internet cable or if available the local Wi-Fi network.
- A wired connection is preferred, if possible. This will provide you with a quicker connection.
- See your IT admin for the password.

If you should be online, choose exit, fix the internet connection and restart SDB.

When you do not have an internet connection, select Continue in Offline Mode. You can proceed and results may be submitted once you are reconnected.

Step 6

Launching the SDB Program

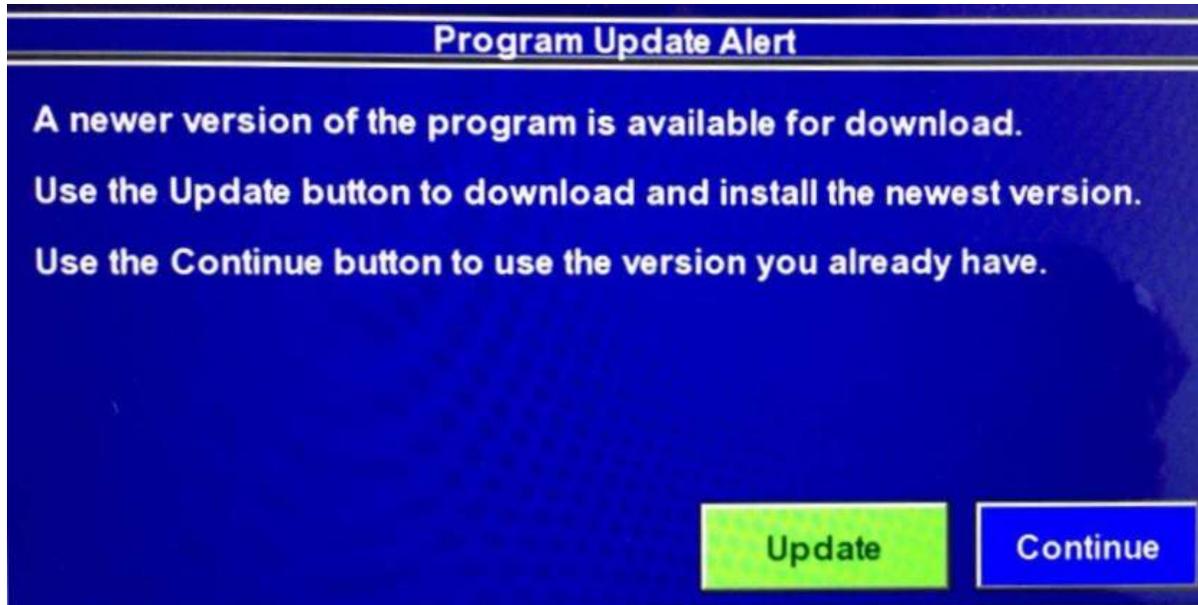


If the SDB program is not open, double click the Safe Driving Basics icon to access the program.

SDB laptops require a local Internet or WI-FI connection to operate online.

Step 7

SDB Program Updates



If you see this warning at start up, please select "Update".

Support



If you experience any issues with your SDB equipment contact the Help Desk 1075 (DOT) or ACE Team (Counties).

[CONTINUE](#)

[The SDB Home Screen](#)

Instructions: Select the pulsating icons to learn more about the Safe Driving Basics start screen.

PN

IOWA DOT

Safe Driving
BASICS™

PROD20220102-M

Brief Auto-Screening Instrument for Cognitive Status

**Press here for
Re-Exam Medical Review**

Voluntary
Screening

View Log

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PN



Safe Driving
BASICS™

PROD20220102-M

Brief Auto-Screening Instrument for Cognitive Status

**Press here for
Re-Exam Medical Review**

Voluntary
Screening

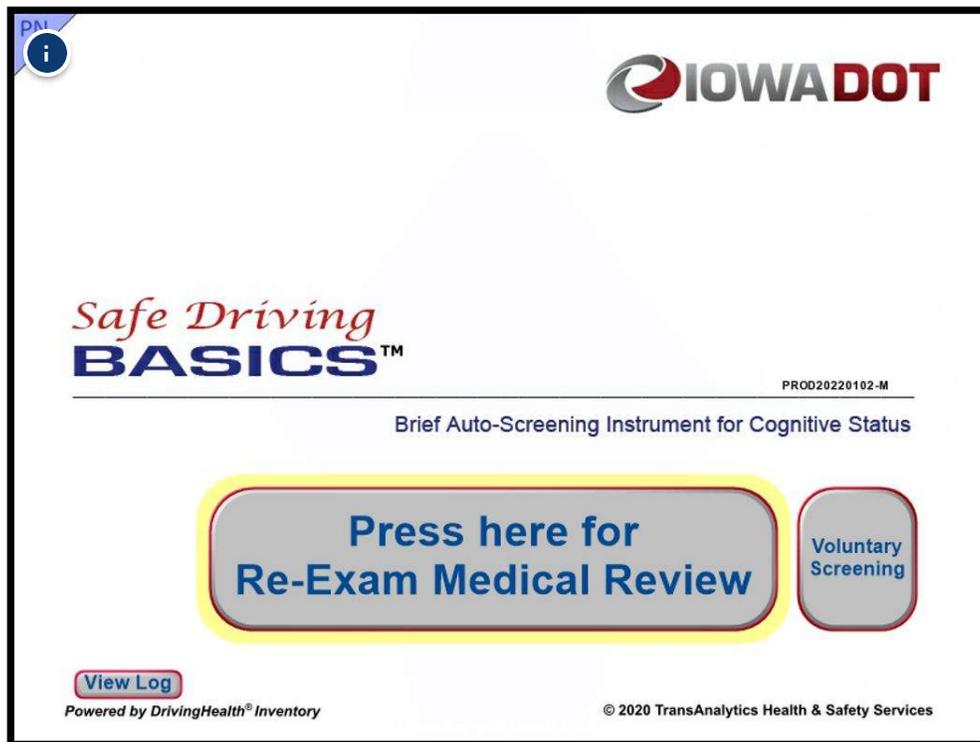
 **View Log**

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View Log Button

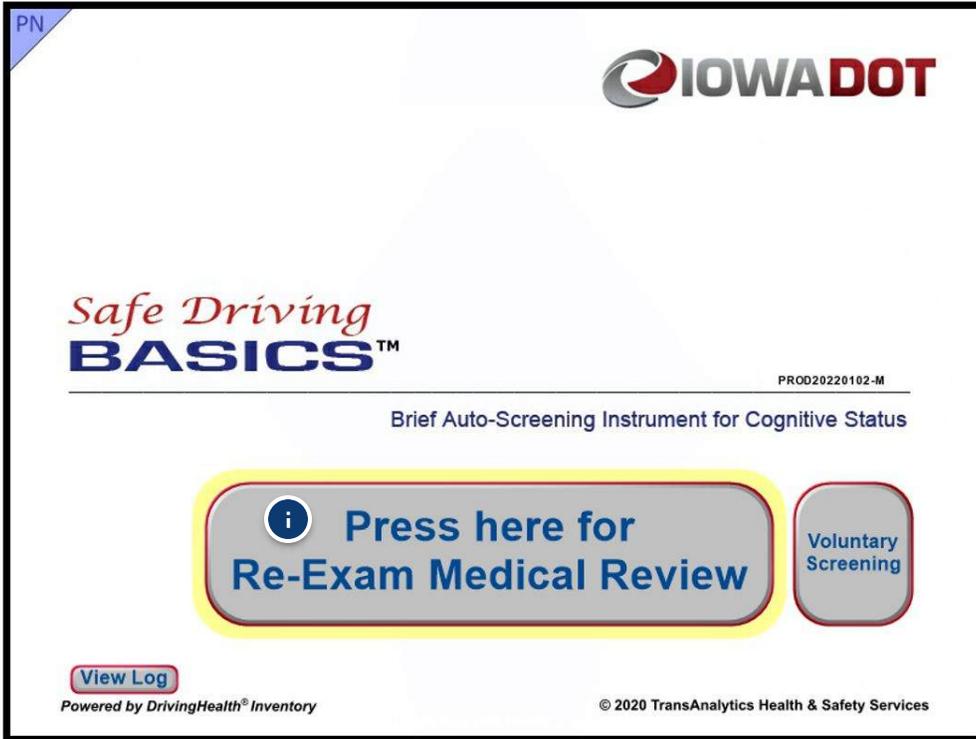
Open list of results successfully sent to EMREMS.



Menu

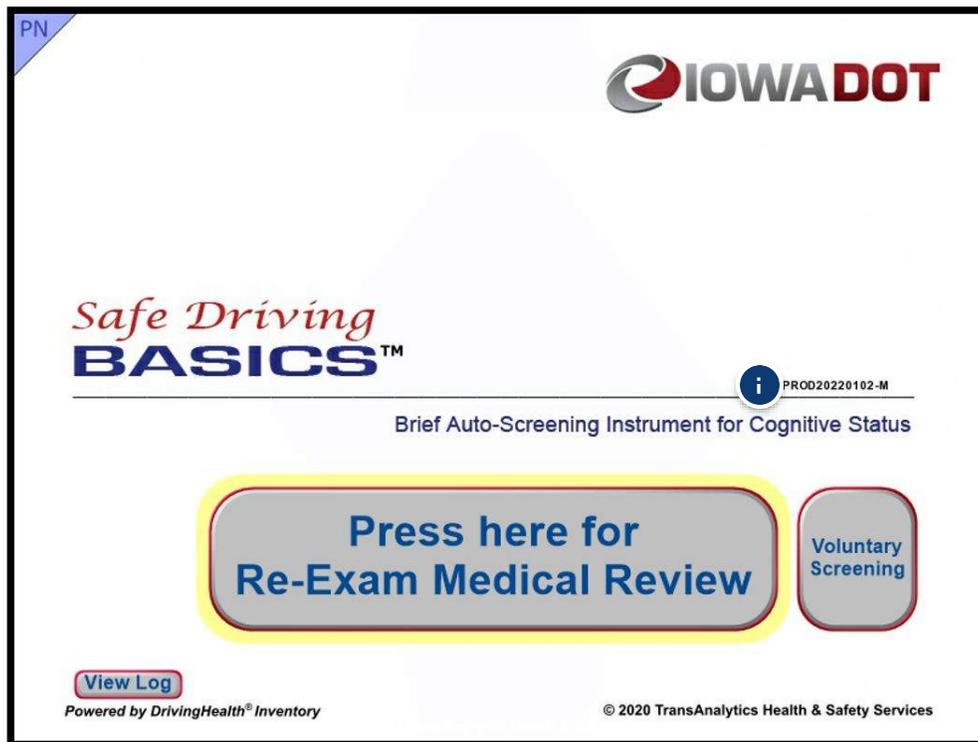


Press upper left corner (marked “PN”) 4 times to open Program Navigator.



Mode Selection Button

Select Reexam Medical Review for Reexams.



Version

Indicates ARTS environment and last update. PROD20220102

Support staff may ask you to provide this information.



Menu Program Navigator

You can access this page from anywhere in the program by pressing the "PN" button in the upper-left corner 4 times.

Instructions: Select the pulsating icons to learn more about the Safe Driving Basics Program Navigator.

Program Navigator

 Restart this exercise

Cancel this exercise only 

 Start a new session

Exit Program 

Respond via touchscreen?

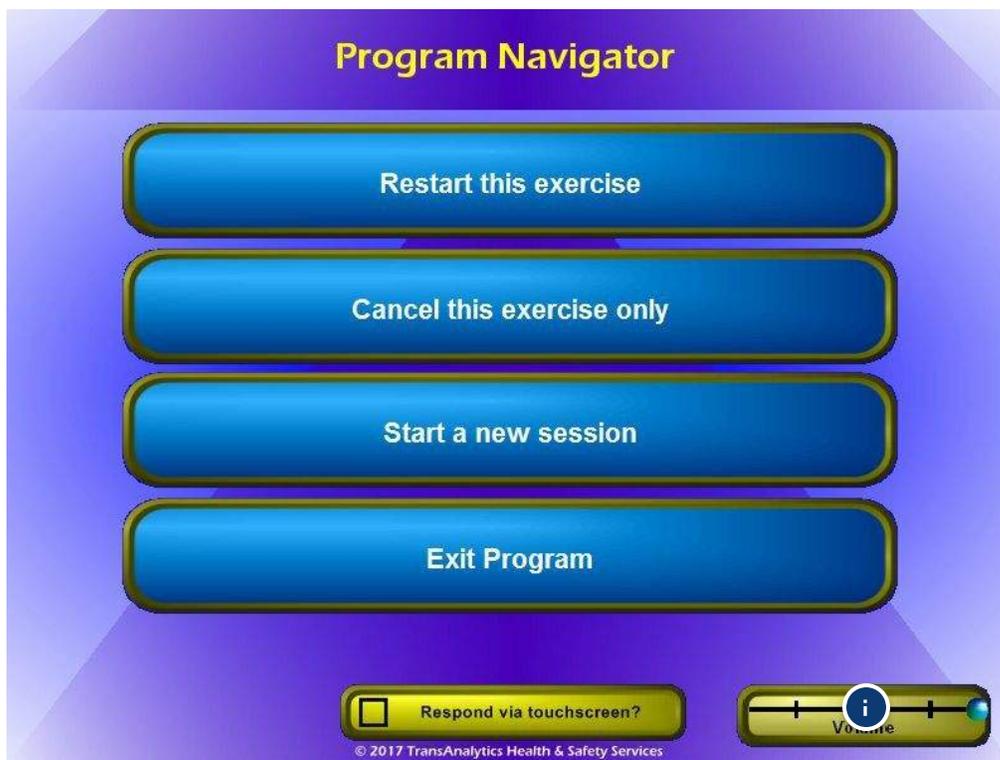
 Volume

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Cancel this exercise only

Use this button if driver is unable to complete an exercise, require medical report.



Volume

Master volume here should be set to far right.

DO NOT adjust volume here. Use the F1 and F2 keys on the laptop keyboard. Older laptops have a volume control on the side of the laptop instead.



Start a new session

Press this button to start a new session. The current session will be labeled incomplete and will return to the home screen of SDB.

SDB home screen will display to start a new session. Use when the driver has not completed any exercises and the laptop locks up or loses connection.



Exit Program

Use this to exit the SDB program.



Restart this exercise

Use this button to restart an exercise if, for example, the driver misunderstood the instructions.

 Complete the content above before moving on.

Let's Get Started

PN

IOWA DOT

Safe Driving
BASICS™

PROD20220102-M

Brief Auto-Screening Instrument for Cognitive Status

**Press here for
Re-Exam Medical Review**

Voluntary
Screening

[View Log](#)

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Safe Driving Basics is only used for re-exams, not line exams or recalls.

Step 1

Locate the Customer

PN

Getting Started

Please enter either the driver's license number or the customer number using the keyboard below. Then press the 'Check DL' or 'Check CN' button to find the driver's name. If the displayed name in the Result field is correct, press the Continue button. Otherwise, reenter DL or CN and retry.

DL

CN

Result

Check DL

Check CN

1 2 3 4 5 6 7 8 9 0

Q W E R T Y U I O P

A S D F G H J K L

Clear Z X C V B N M Backspace

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Enter the Driver License (DL) or Customer Number (CN).

"Check DL" and "Check CN" buttons: When pressed, the DL or CN entered in the field to the left of the button will be checked in ARTS and, if a valid user is found, returns DL, CN, and the driver's name.

Offline Mode: Enter the DL. When a valid format has been entered (3 numbers, 2 letters, and 4 numbers) the **"Continue"** button will be displayed. Important Note: The **"Check DL"** or **"Check CN"** buttons will not be displayed in Offline mode.

Step 2

Select Customer

PN

Getting Started

Enter either the driver's license number or customer number using the keyboard below. Then press Check DL or Check CN to locate the driver's name.

DL 121AA1512

CN 6896841

Touch or click inside the field below if the correct driver is shown. If not correct, reenter the DL or CN and run Check DL or CN again.

Result Found: Mark E Sample

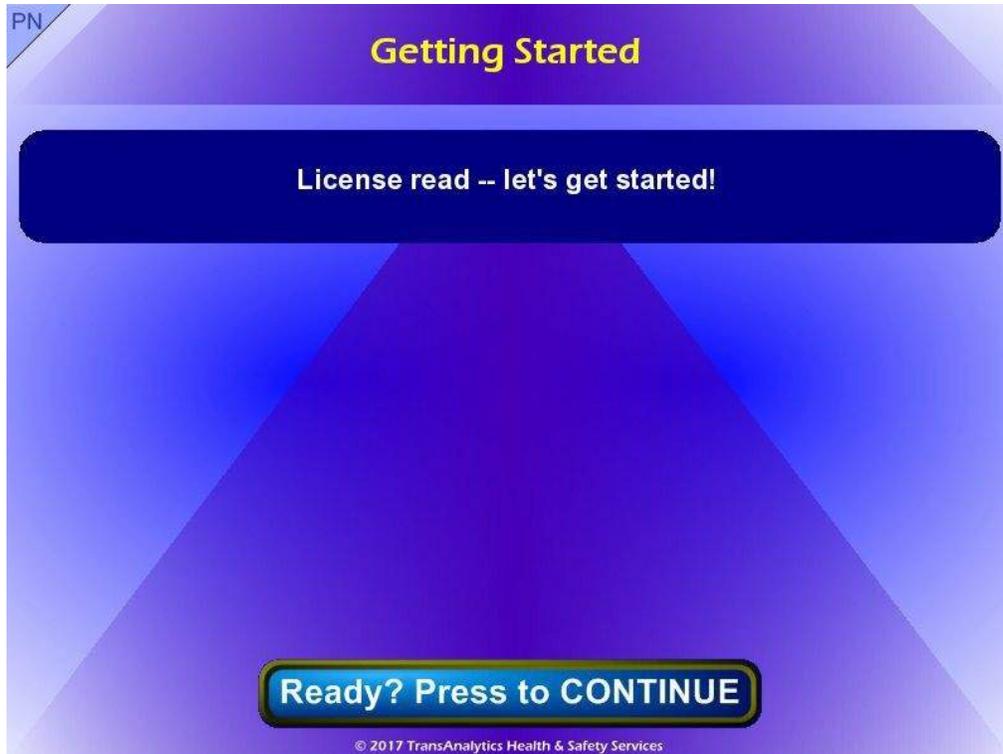
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The example above shows the information returned from ARTS. Touch the name in the result field if correct.

If the name is incorrect, clear the DL or CN number field, enter the correct number and press "Check DL/CN" to verify.

Step 3

DL Saved



After pressing the "Continue" button, the following page will be displayed.

Press the button on the bottom to proceed.

Step 4

Tent-mode



Tent-mode (pictured above) must be used for screening because it provides better stability when touching the screen and prevents the driver from hitting the keyboard.

After signing into the system and rotating the screen as shown below-left, the screen should auto-rotate so that the top of the screen is near the hinge.

Step 5

Touch Practice

Touching Practice

On each of the pages that follow, you will be asked to touch or draw on the screen. The examples below will help you get the feel of these actions. Repeat these examples until you feel confident that you can touch and draw on the screen.

Touch '1' below, then touch '2', then touch '3'.



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Touching involves momentarily touching the screen then lifting the finger off of the screen before the next touch.

When it is finished correctly, a thumbs up icon is displayed, and a sound is played. At the end of the sound, the screen is reset.

A "**Continue**" button will be displayed after drawing practice is completed.

Users can practice until they feel confident with touching the screen.

CONTINUE

Step 1

Visual Search A - Instructions

PN

Visual Search - Part A

- In this exercise, you will connect the numbers 1 through 25, in order, as fast as you can.
- When you see the page full of numbers, find Begin, and touch the number 1. Then touch 2, then 3, and every other number in order, until you arrive at End (number 25).
- Each number that you touch, in the correct order, will be connected by a line to the number that you touched before. If you make a mistake, by touching a number out of order, go back to the last number you touched correctly and continue from there.

Ready?
Press to CONTINUE

Repeat instructions? Repeat example only?

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M

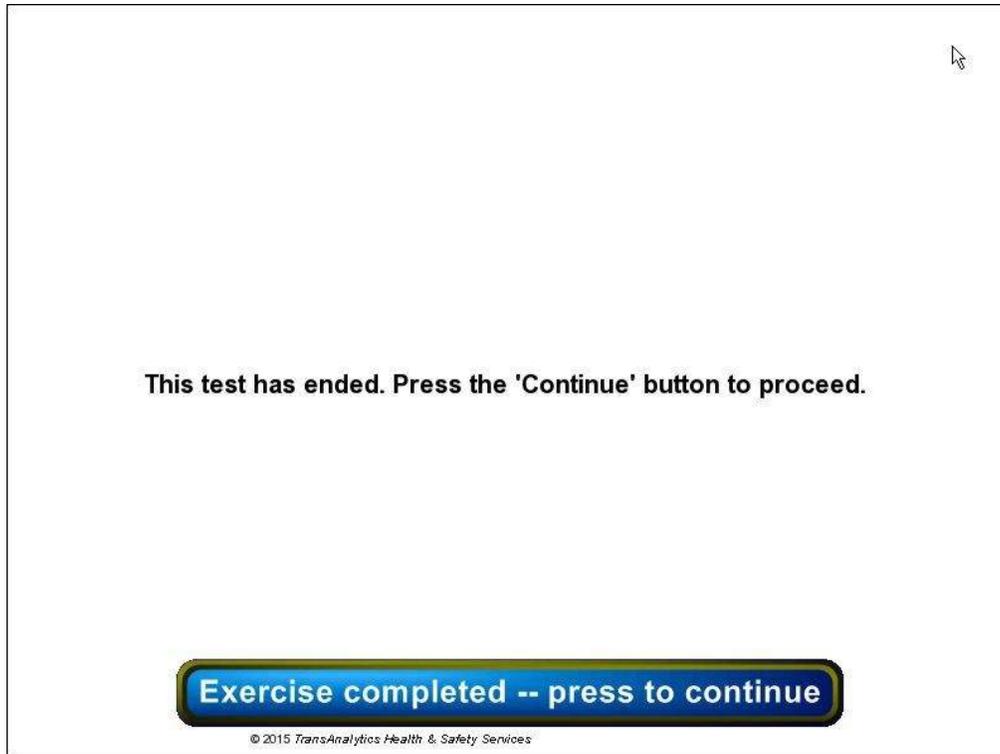
This exercise requires the driver to connect the numbers 1 to 25, by touching each one, in order.

The driver will then see the instruction page for Visual Search A.

Instructions are displayed, audio instructions will also be heard. Once the audio is finished, ask the driver if they understand the instructions and can they explain it you. Use the repeat instructions or repeat example until you are confident they know what to do, then have them press Ready.

Step 2

Visual Search A - Time Out

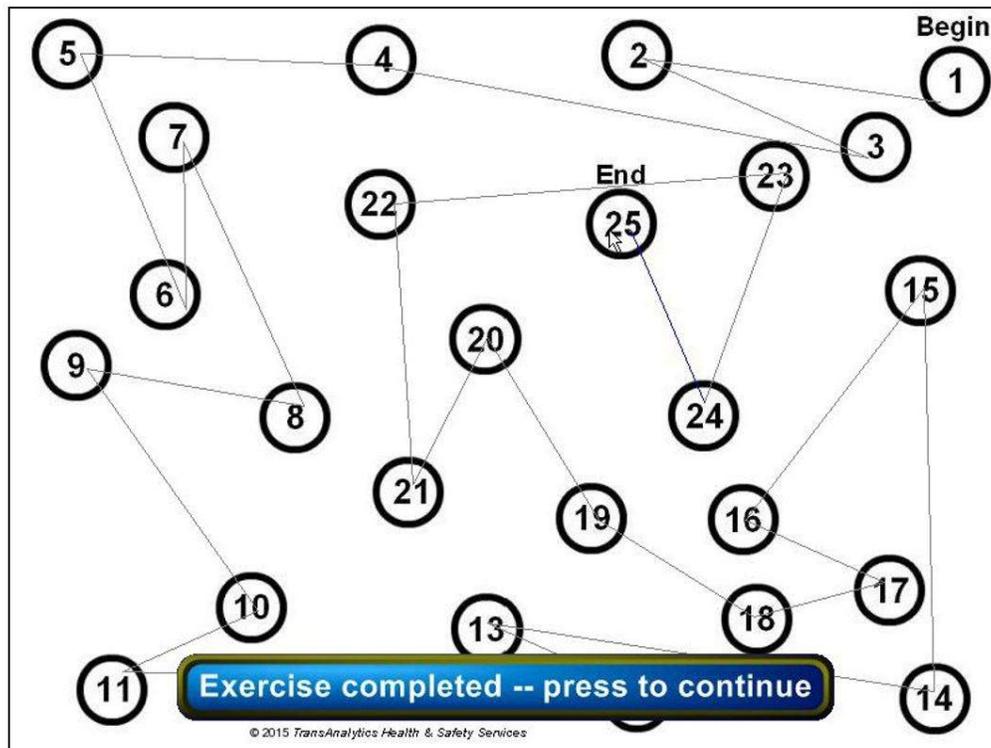


This exercise is time-limited. If the driver does not finish before the time limit is exceeded, the above screen is displayed.

The driver must press the button on the bottom of the page to proceed

Step 3

Visual Search A - Completion



After successfully connecting all the numbers, the "Exercise completed – press to continue" button is displayed on the bottom of the page.

Step 4

Visual Search B – Instructions

PN

Visual Search - Part B

- This is the same as the last exercise, except with a mix of letters and numbers. Complete it as fast as you can.
- When you see the page with numbers and letters, find Begin and touch the number 1. Then touch the letter A, then touch 2, then touch B, and so on, going back and forth between numbers and letters in order, until you arrive at End (number 13).
- Each number or letter you touch, in the correct order, will be connected by a line to the number or letter that you touched before. If you make a mistake, by touching a number or letter out of order, go back to the last number or letter you touched correctly and continue from there.



Ready?
Press to CONTINUE

Repeat instructions? Repeat example only?

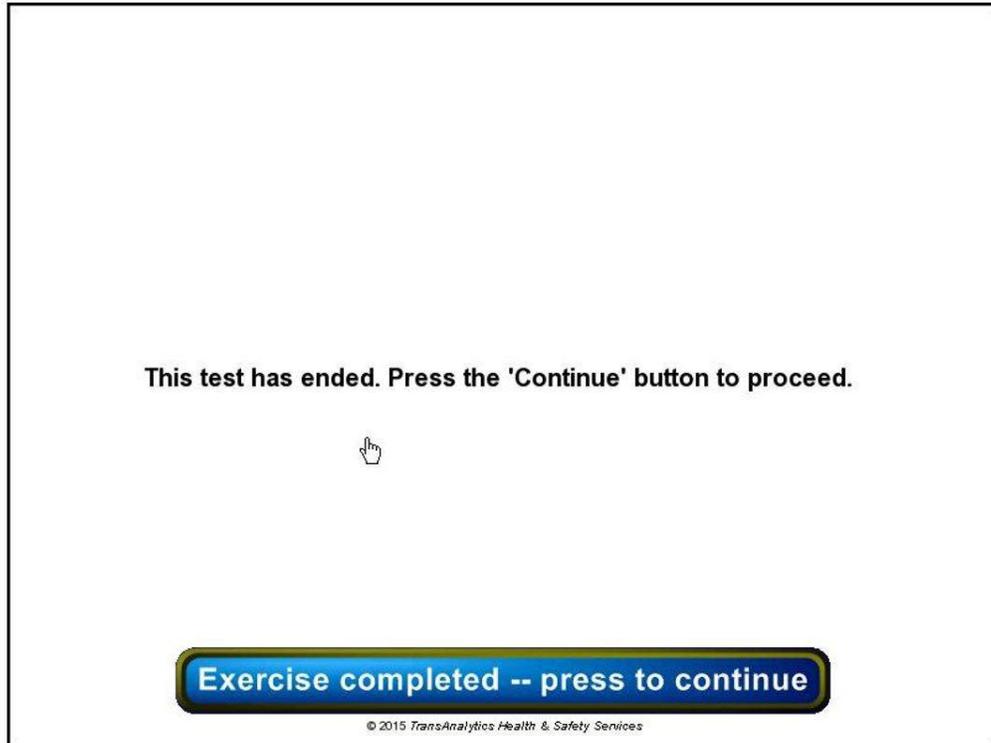
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This exercise requires the driver to select alternating numbers and letters in order, starting with 1, then A, and so on.

The instruction format is the same as before, ensure the driver understands the instructions before pressing Ready.

Step 5

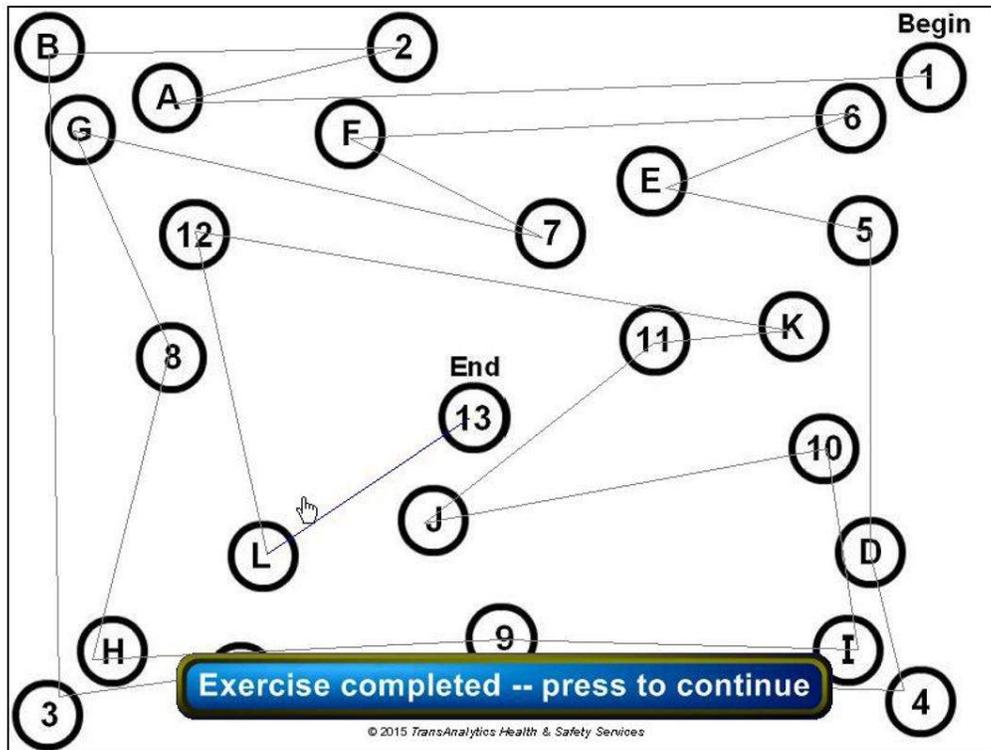
Visual Search B - Time Out



As for Part A, Part B is time limited. If the time limit is exceeded, the page above is displayed.

Step 6

Visual Search B - Completion



When completed successfully, the "Exercise completed – press to continue" button will be displayed.

CONTINUE

Visualizing Missing Information - Instruction

PN

Visualizing Missing Information

- In this exercise, you will choose an incomplete figure that can be made to match an example figure, by filling in missing lines.
- You will see a number of pages that each have an example figure at the top, and four incomplete figures below it. The first page is for practice. On each page, touch the figure at the bottom that could be completed to match the example at the top by only adding lines.
- This is **IMPORTANT!** You cannot move or take away lines. You may only add lines to make an incomplete figure match the example figure.



Ready?
Press to CONTINUE

Repeat instructions? Repeat example only?

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M

This is the instruction page for Visualizing Missing Information.

Drivers must choose which of four objects could be completed to match the top object if only lines were added, so without moving or removing lines.

Instruction format is the same as for previous tests.

Step 1

Visualizing Missing Information - Practice

Visualizing Missing Information

Practice

SELECT ONE OF THE FOUR FIGURES BELOW THAT COULD BE COMPLETED TO MATCH THE FIGURE ABOVE. **REMEMBER, YOU CAN ONLY ADD LINES; YOU CANNOT MOVE OR TAKE AWAY LINES.**

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A practice example is given, must be completed correctly before proceeding.

The driver must choose which of the four diagrams could be completed to match the example if only lines are added. The diagram cannot be made to match if a line must be moved or removed, only by adding lines. Instruction format is the same as previous exercises.

Step 2

Visualizing Missing Information - Practice Correct

Visualizing Missing Information
Practice

SELECT ONE OF THE FOUR FIGURES BELOW THAT COULD BE COMPLETED TO MATCH THE FIGURE ABOVE. *REMEMBER, YOU CAN ONLY ADD LINES; YOU CANNOT MOVE OR TAKE AWAY LINES.*

Correct! You only need to add lines to match the example. Use the same rule for each page of figures you see in this exercise. Press here to continue.

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If the driver responds correctly, they will see the button at the bottom.

Press the button to continue.

Step 3

Visualizing Missing Information - Practice Incorrect

Visualizing Missing Information
Practice

SELECT ONE OF THE FOUR FIGURES BELOW THAT COULD BE COMPLETED TO MATCH THE FIGURE ABOVE. **REMEMBER, YOU CAN ONLY ADD LINES; YOU CANNOT MOVE OR TAKE AWAY LINES.**

Incorrect! You would need to move or take away lines to make this figure match the example. Remember, you can only add lines. Please try again.

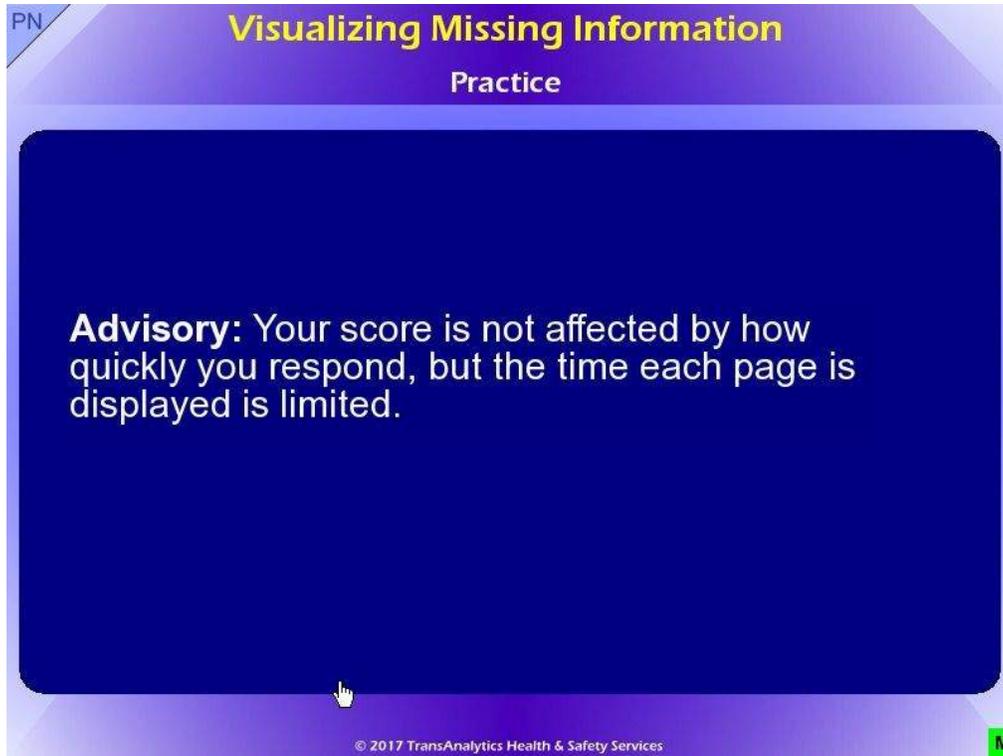
© 2015 TransAnalytics Health & Safety Services

If the driver responds incorrectly, they will see the button on the bottom.

Press the red button to try again.

Step 4

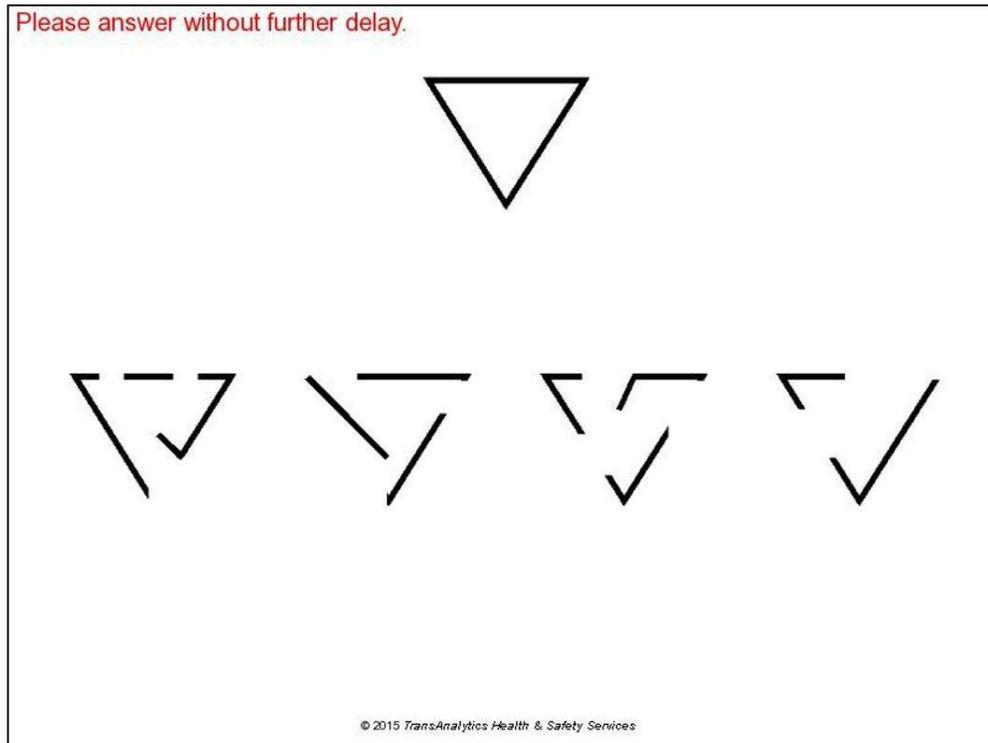
Visualizing Missing Information - Practice Complete



After the practice trial is completed, the screen above will be displayed briefly which indicates that the score is not affected by how quickly the driver responds. Even so, each page is only displayed for a brief time.

Step 5

Visualizing Missing Information - Time Out



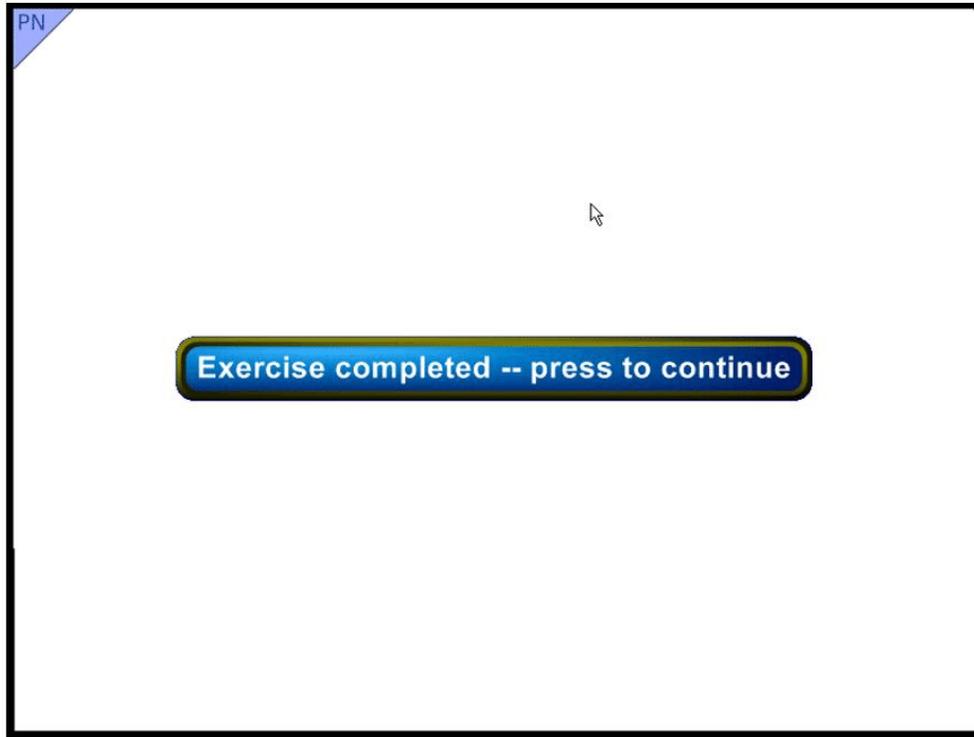
This exercise has 11 different pages.

If the driver doesn't respond within 22 seconds on any page, the warning above will be displayed.

If a response is not received within 30 seconds, the program automatically proceeds to the next.

Step 6

Visualizing Missing Information - Completion



When completed, the following page is displayed.

CONTINUE

Results - Re-Exam Medical Review Mode

PN

**Safe Driving
BASICS™**

IOWADOT

Brief Auto-Screening Instrument for Cognitive Status

DL: 515AA1900 Date: 02/08/2022

Screening Procedure	Pass if less than	Your Result	Pass?
Visual Search - Part A	90	83 secs	Yes
Visual Search - Part B	180	127 secs	Yes
Visualizing Missing Information	5	9 incorrect	No

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Save Results

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The result screen will open, discuss results with driver.

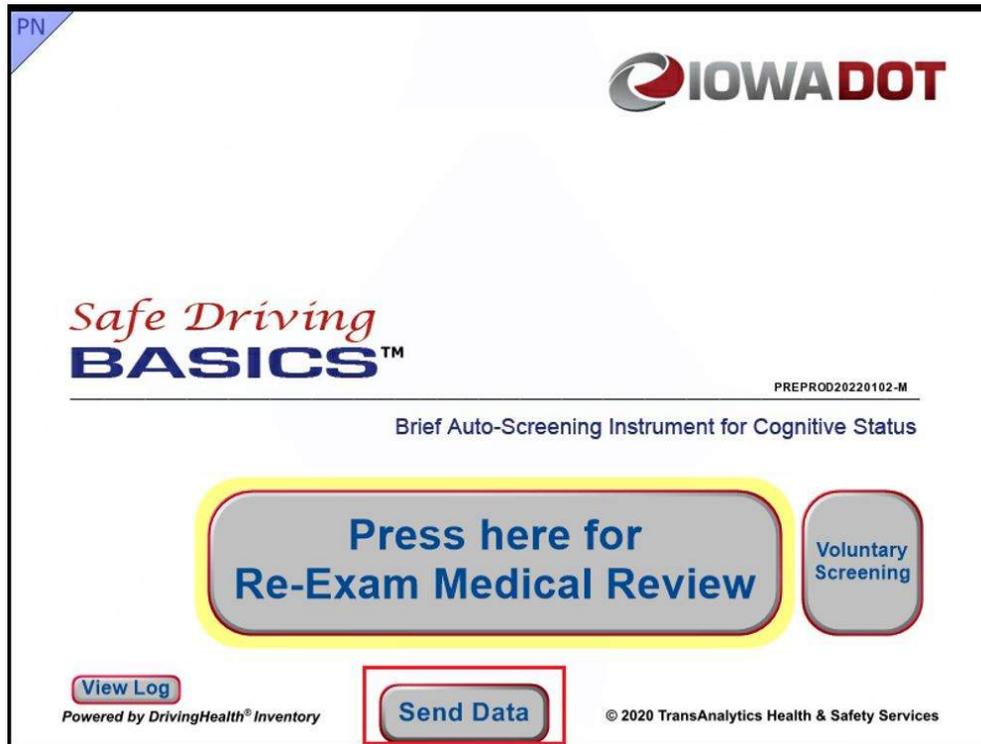
Passing all three exercises is a satisfactory result. Always press Save Results.

This saves the results if the screening was done offline, if screening was online it will send the results directly to ARTS/EMREMS.

CONTINUE



Send Data



SDB offline – then online – SEND DATA

When using SDB in offline mode the results are saved only on the laptop.

When SDB is opened with an internet connection, the Send Data button indicates results have not sent. Select **Send Data**.

Step 1

Log of Unsent Data

PN

Safe Driving BASICS™

IOWA DOT

PREPROD20220102-M

Log of Unsent Data **Brief Auto-Screening Instrument for Cognitive Status**

DL	CN	ARTS Name	Last Name	First Name	Screening Date	Status
<input type="button" value="Edit"/> 515AA1900			RECORD	PAUL	20220208 004413	ERROR 10

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When the log opens, the DL numbers and names entered offline are checked against the ARTS record.

There may be multiple records waiting to be sent or corrected.

If there is a name match, that record can be sent.

If there are errors, the DL or CN must be corrected.

Select **Edit**.

Step 2

If Edits are Needed

The screenshot shows a software interface titled "DL/CN Repair" with a purple header. The main area has a dark blue background. At the top left, it displays "Name: PAUL RECORD", "DL: 515AA1900", and "CN: ...". Below this, a instruction reads: "Enter the correct DL or CN then press Check DL or Check CN to locate the driver's name." There are two input fields: "DL" containing "515AA1991" and "CN" containing "7252985". To the right of each field is a button: "Check DL" and "Check CN". Below these fields, a instruction says: "Touch or click inside the field below if the correct driver is shown. If not correct, reenter the DL or CN and run Check DL or CN again." A "Result" field contains the text "Found: Paul Eugene Record". To the right of the result field are "Delete" and "Cancel" buttons. At the bottom, there is a numeric keypad with buttons for digits 1-0 and a "Cancel" button.

Enter the correct DL or CN and select Check.

If the name returned is correct, touch the name in the box, the Update button will appear.

Step 3

If Edits are Needed

PN

DL/CN Repair

Name: PAUL RECORD
DL: 515AA1900
CN: ...
Enter the correct DL or CN then press Check DL or Check CN to locate the driver's name.

DL

CN

Result

Select Update.

Step 4

DL/CN Repair

PN

Update Data

Name: Update PAUL RECORD to Paul Eugene Record
DL: Update 515AA1900 to 515AA1991
CN: Update ... to 7252985
Date: 20220208
Time: 004413

Use this process to update data files that cannot be sent to EMREMS because of incorrectly entered DL or CN. Enter your UserID in the field below to perform the Update.

After you enter a valid UserID, use the Update button to update the data for this driver.

Press Cancel to skip Update and return to list of unsent data.

UserID

1 2 3 4 5 6 7 8 9 0

The name, DL, and CN will appear at the top as updates.

Enter your UserID and select **Update**.

Step 5

DL/CN Repair

PN

Safe Driving BASICS™

IOWA DOT

Brief Auto-Screening Instrument for Cognitive Status

DL: 515AA1991 Date: 02/08/2022

Screening Procedure	Pass if less than	Your Result	Pass?
Visual Search - Part A	90	83 secs	Yes
Visual Search - Part B	180	127 secs	Yes
Visualizing Missing Information	5	9 incorrect	No

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Results screen will display with the corrected DL number. Wait for this screen to close in a few seconds and the Log of Unsent Data will open.

Step 6

DL/CN Repair

PN

Safe Driving BASICS™

IOWA DOT

PREPROD20220102-M

Log of Unsent Data **Brief Auto-Screening Instrument for Cognitive Status**

	DL	CN	ARTS Name	Last Name	First Name	Screening Date	Status
<input type="button" value="Send"/> <input type="button" value="Edit"/>	515AA1991	7252985	Paul Eugene Record	Eugene Record	Paul	20220208 004413	Name match

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Correct Name, DL, and CN appears from ARTS.

Since the status has changed to Name Match, the Send button will appear.

Select **Send** to send the results to ARTS/EMREMS.

Exit to return to the home screen.

Step 7

View Log



If desired, select **View Log** to show corrections made.

Step 8

View Log Example

PN **Safe Driving BASICS™** **IOWA DOT**

Log of Sent & Edited Data Brief Auto-Screening Instrument for Cognitive Status

```
20220208,010311,'515AA1991-20220208-004413.zip','Driver DL Updated from 515AA1900 to 515AA1991 by dcarney'  
20220208,010311,'515AA1991-20220208-004413.zip','Driver CN Updated from null to 7252965 by dcarney'  
20220208,010311,'515AA1991-20220208-004413.zip','Driver Name Updated from PAUL RECORD to Paul Eugene Record by dcarney'  
20220208,010890,'515AA1991-20220208-004413.zip','Data Sent Successfully'  
20220208,010851,'515AA1991-20220208-004413.zip','Zip File Sent Successfully'
```

Exit

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Exit to return to home screen.

CONTINUE

Successful Screening

When the driver has successfully completed all three screenings, update the Safe Driving Basics requirement in EMREMS to show the date and Passed.

Unsuccessful Screening

When the driver is not able to successfully complete all three screenings, a medical report or doctor's opinion on the need for further cognitive screening is required.

When the driver **was not required to provide a satisfactory medical report for the reexam**, then does not pass the SDB screening, create a medical report with the Reason: Evaluate Cognitive Ability/Score and Description attached.

- Print the SDB result and the NEEDS MEDICAL REPORT letter from the SDB result screen in EMREMS. Attach the SDB result and NEEDS MED REPORT letter to the medical report, reschedule the reexam to allow for return of the medical report.
- DO NOT PROCEED TO KNOWLEDGE OR DRIVING TESTS UNTIL A SATISFACTORY MEDICAL REPORT IS RECEIVED.

When the driver **was required to provide a satisfactory medical report for the reexam** and does not pass the SDB screening, contact the provider who completed the medical report to advise of the cognitive screening results. Print the SDB result and the HAS MED REPORT letter from the SDB result screen in EMREMS. Fax these documents to the doctor and wait for a response. Calling the office first often results in a quick response. It is always the doctor's decision whether or not the driver needs further cognitive evaluation or not. If the doctor advises no further evaluation is necessary, proceed with reexam testing. If further evaluation is necessary, a new medical report is required following cognitive evaluation. Store the response in ERMS, for a response received by phone, complete the additional medical vision information form.

Empty rectangular box with a blue border on the left and top, and a grey border on the bottom and right.

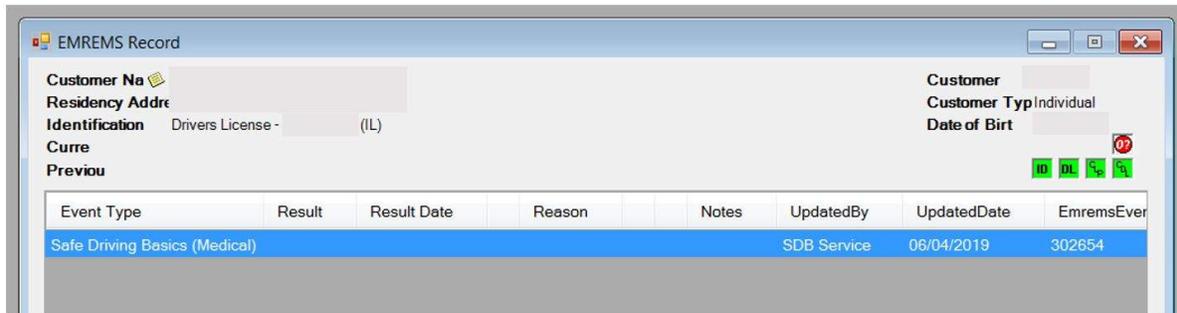
CONTINUE

SDB in ARTS



Step 1

Open EMREMS and select Safe Driving Basics, enter result and date.



Step 2

View and print SDB results and letter for doctor if SDB was not passed.

Safe Driving Basics (Medical)

Reason: Result: **Medical Report Required** DOSCI: ResultDate: 6/4/2019

SDB Results

Overall Result: **Unsatisfactor**

SDB Version: Medical

Test Date: 6/4/2019

File Name: 515AA1991 20190604 094927

Comments:

Fail if >=	Results	
Planning	42.20	N/A
- Part A	90.00	70.50
visual search - Part B	180.00	N/A
Visualizing Missing Information	5	2
Visual Processing Speed - Part 1	100	N/A
Visual Processing Speed - Part 2	300	N/A

Buttons: Delete, Needs Med Report, SDB Image, Has Med Report, Save, Cancel

Step 3

The screenshot shows a software window titled "Generate Correspondence" with a "Cancel" button in the top right corner. On the left side of the window, there is a button labeled "Needs Med Report". The main area of the window contains a table with the following structure:

Subject	Print by ba...	Void	Add CC	Override	View Im...
SDB Needs Med Report	<input type="checkbox"/>	<input type="checkbox"/>	Add CC	Comments	View Images

Both the "Needs Med Report" button on the left and the "View Images" button in the table are highlighted with pink rectangular boxes.

Step 4

Print for customer and add office fax number.

 **IOWA DOT**
SMARTER | SIMPLER | CUSTOMER DRIVEN

www.iowadot.gov

Driver & Identification Services
PO Box 9204 | Des Moines, IA 50306-9204
Phone: 515-244-9124 | Fax: 515-239-1837

Populates your station's address and phone number

Driver's License Station, 6310 SE Convenience Blvd _____ Ankeny _____ IA _____ 50021 _____
(DL station address) (City) (State) (ZIP Code)

Phone: _____ Fax: **Write in your office fax number** _____

Re: _____ Birthdate: _____ Customer No: _____

Information for Health Professional

The driver has completed Safe Driving Basics, a series of brief exercises designed to detect possible impairments in cognitive function that have been shown to significantly increase crash risk. Specifically, the exercises screen for deficits in visual search, visual search with divided attention, and visuospatial ability.

Because the driver's screening results on one or more of the exercises place him or her in a group at significantly elevated risk of a crash, a medical report is required.

Please evaluate the need for a cognitive evaluation and provide your patient a referral for this medically-based evaluation, when deemed necessary. The attached medical report should be completed after you receive the results of the cognitive evaluation.

OR

If no further cognitive evaluation is recommended at this time, please complete the attached medical report.

Please feel free to contact me if you need further information.

Populates user name from ARTS and date

Carney, D _____ 06/04/2019 _____
(Examiner/Supervisor Name) (Date)

Step 5

Save – Do Not Void. A copy will be stored in ERMS.

The screenshot shows a software window titled "Generate Correspondence". It contains a table with the following columns: "Subject", "Print by ba...", "Void", "Add CC", "Override", and "View Im...". The first row of the table has the subject "SDB Needs Med Report" and checkboxes for "Print by ba..." and "Void", both of which are unchecked. To the right of the "Add CC" column, there are buttons for "Add CC", "Comments", and "View Image". Below the table, there are three buttons: "Apply", "Save", and "Void All". The "Save" button is highlighted with a pink rectangular box.

Subject	Print by ba...	Void	Add CC	Override	View Im...
SDB Needs Med Report	<input type="checkbox"/>	<input type="checkbox"/>	Add CC	Comments	View Image

Apply Save Void All

Step 6

Generate Correspondence

Subject	Print by ba...	Void	Add CC	Override	View Im...
SDB Has Med Report	<input type="checkbox"/>	<input type="checkbox"/>	Add CC	Comments	View Image

Has Med Report

Step 7

Print, write in your fax number and the health professional's name.



Driver & Identification Services
PO Box 9204 | Des Moines, IA 50306-9204
Phone: 515-244-9124 | Fax: 515-239-1837

Driver's License Station, 6310 SE Convenience Blvd Ankeny IA 50021
(DL station address) (City) (State) (ZIP Code)

Phone: 515-237-3089 Fax: **Write in your office fax number**

To: **Write in Doctor's name, Dr. who completed the medical report.**
From: Carney, D
Date: 06/04/2019

Re: _____ Birthdate: _____ Customer No: _____

The driver has completed Safe Driving Basics, a series of brief exercises designed to detect possible impairments in cognitive function that have been shown to significantly increase crash risk. Specifically, the exercises screen for deficits in visual search, visual search with divided attention, and visuospatial ability.

Because the driver's screening results on one or more of the exercises place him or her in a group at significantly elevated risk of a crash, further cognitive evaluation may be required. Since the driver has provided a medical report completed prior to the cognitive screening, your recommendation is requested. Please complete the following:

Formal cognitive evaluation is recommended. (Please provide your patient a referral for this medically-based evaluation, and complete a medical report after you receive the results of the evaluation.)
OR
 No further cognitive evaluation is recommended.

Please sign below and return this form to me at the address or fax number above. Feel free to contact me if you need further information.

(Signature of Health Professional) (Date)

This must be the MD, DO, ARNP or PAC who completed the medical report the driver submitted to you.

Step 8

Save – DO NOT VOID. A copy will be stored in ERMS.

The screenshot shows a software window titled "Generate Correspondence". At the top, there is a table with the following columns: "Subject", "Print by ba...", "Void", "Add CC", "Override", and "View Im...". The first row of the table is highlighted in blue and contains the text "SDB Has Med Report", two unchecked checkboxes, and three buttons: "Add CC", "Comments", and "View Image". Below the table is a large empty white area. At the bottom of the window, there are three buttons: "Apply", "Save", and "Void All". The "Save" button is highlighted with a pink rectangular border.

Step 9

Print the SDB Results to send with either letter.

cal)
it:
al Report Required

PN

Safe Driving
BASICS™



Brief Auto-Screening Instrument for Cognitive Status

DL: 515AA1991 Date: 06/04/2019

Screening Procedure	Pass if less than	Your Result	Pass?
Visual Search - Part A	90	71 secs	Yes
Visual Search - Part B	180	n/a	n/a
Visualizing Missing Information	5	2 incorrect	Yes

Visu
Visua
Visua

SDB Image

Powered by DrivingHealth® Inventory © 2019 TransAnalytics Health & Safety Services

Print

Step 10

Save Changes to Safe Driving Basics requirement in EMREMS.

Safe Driving Basics (Medical)

Reason: Result: DOSCI: ResultDate:

SDB Results

	Fail if >=	Results
Overall Result		Unsatisfactory
SDB Version		Medical
Test Date		6/4/2019
Route Planning	42.20	N/A
Visual Search - Part A	90.00	70.50
Visual Search - Part B	180.00	N/A
Visualizing Missing Information	5	2
Visual Processing Speed - Part 1	100	N/A
Visual Processing Speed - Part 2	300	N/A

File Name:

Comments:

Buttons: Delete, Needs Med Report, SDB Image, Has Med Report, **Save**, Cancel

Step 11

EMREMS Record

Customer Na [Redacted]
Residency Addr [Redacted]
Identification Drivers License - [Redacted] (IL)
Curre [Redacted]
Previou [Redacted]

Customer [Redacted]
Customer Typ Individual
Date of Birt [Redacted]

Event Type	Result	Result Date	Reason	Notes	UpdatedBy	UpdatedDate
Safe Driving Basics (Medical)	Medical Report Required	06/04/2019			dcarney	06/04/2019

CONTINUE



Contact Information

Questions on when to use Safe Driving Basics and when to require medical reports are referred to the area supervisor/ACE Team.

For equipment or system problems contact the IDOT Help Desk:

- **515-239-1075** or
- [**DOT.Helpdesk@dot.iowa.gov**](mailto:DOT.Helpdesk@dot.iowa.gov)

CONTINUE

**Printable User Guide- Add to ARTS Help Menu as it's own.
Remove old material from EMREMS section.**