HRET

HEALTH RESEARCH & EDUCATIONAL TRUST
In Partnership with AHA

Comprehensive Data System (CDS)

Users Guide
AHRQ's Safety Program for Long-Term Care: CAUTI

Last update: June 23 2014

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Before you Log In

System Requirements

The HRET CDS is a secure, web-based data collection system. Users must have a connection to the Internet and a browser which supports SSL (secure socket layer) encryption.

CDS supports the use of Internet Explorer v7, 8 or 9 or higher and Mozilla FireFox v 11.0 or higher. The system is currently being tested for use with Google Chrome and on iPad (IOS v5 or higher).

Please ensure that your browser settings allow pop-ups from https://www.hretcds.org.

Logging In To get started, visit https://www.hretcds.org/

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HRET Comprehensive Data System

Questions? Email HRET Data Support

Welcome, please log in.

Enter your LoginID and password, then click "Login."

LoginID:

Password:

This web site enables organizations participating in Health Research & Educational Trust (HRET) projects to securely submit project data.

Login

The CDS has been developed for the following browsers:
Internet Explorer, Version 7.0 or higher
FireFox 11, version 11.0 or higher

If you are a first time user or have forgotten your password, click "forgot your password" to have your password emailed to you.

Forgot your password?

5 MARCH 2013 - CDS Upgrade COMPLETE! Thanks for your patience.

v. 3.3.6, Build 7

Important messages about the system appear in red at the bottom of the page.

General Navigation

Navigation tabs across the top allow the user to toggle between CDS functions. Depending on your role, these tabs may look different. The active tab is orange.

User information and the data support email are on the top right.

Breadcrumbs allow the user to easily see in which section she/he is working. The active section will be orange.
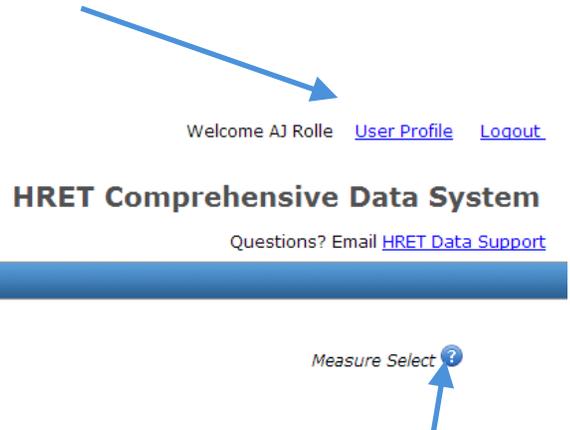
Help for each section can be accessed by clicking the 🌐 button next to the section name.
(Note your browser must allow pop-ups to access help)

How to Get Help

HRET actively monitors a data support email: hretdatasupport@aha.org.

HRET responds to these emails as quickly as possible, and always within 2 business days of the request.

User Setup

All principal contacts have been issued a user-specific LoginID with the "Data Administrator" role. If possible, facilities are required to designate at least one other user for their facility to serve as a back-up. Only Data Administrators, or HRET Data Support, can create or modify user accounts.

Three types of user roles are available in CDS:
- <u>Data administrators</u> should be persons with experience in data collection and measurement. An administrator will be permitted to add and delete users, <u>enter & edit</u> data, view reports, download data, and add/remove measures from the listing.
- <u>Data entry</u> users should have experience with entering data, and shall only be permitted to enter and edit data.
- <u>Reporting</u> users can view reports but <u>may not</u> enter or edit data.

To create a user account as a Data Administrator, select the "Admin" tab, then "User Setup"

Enter the information requested, then click the "plus" sign to add the user

- First name & last name: Enter the first & last name of the user
- Login: Enter the user's email address
- Password: Create a password for the user. Passwords must be at least 7 characters long, and contain at least one letter and one number.

| Data Entry | **Admin** | Reports | Resources |

User Setup   **Measure Enrollment**

User Setup ❓

Organization: *TEST ASC [TEST-HRETA-123]*

Please use the form below to enter additional users, edit or delete existing users from your organization. Note that if your LoginID is associated with more than one organization, all users at those organizations will be displayed below.

Please complete the following for each user you wish to add.
- *First name & last name: Enter the first & last name of the user*
- *Login: Enter the user's email address. If the user has also been assigned to another organization by that organization's data administrator, you will see the list of other organizations after you add the users*
- *Password – passwords must be at least 7 characters long, and contain at least one letter and one number. If the user has also been assigned to another organization by that organization's data administrator, the first password will be retained.*
- *Role – Data Entry, Data Admin, or Reporting. Click the ? button next to "User Setup" for additional information about these roles.*

If you have any questions regarding User Setup, please contact HRET CDS Data Support.

First Name	Last Name	Login (Email)	Password	Role	☑ TEST ASC	➕ 🚫
				Data Administrator ▾		

Each user added will receive an email confirmation, which will include their Login, password, role, and to which facility(s) they have been assigned.

NOTE: this email confirmation is sent from <u>hretdatasupport@aha.org</u>, be sure your email is configured to allow messages from this address to come through.

User Profile

Once a user has been setup in the CDS, she/he may edit their user information after they log in, by selecting the "User Profile" option on the top right of the screen.

Welcome AJ Rolle   User Profile   Logout

HRET Comprehensive Data System

Questions? Email HRET Data Support

Users may change their LoginIDs (LoginIDs must be <u>valid</u> email addresses), passwords, and first & last names. To make changes, enter the relevant information and click "Update Profile."

Update User Profile   ✕

Please update your user profile:

LoginID *	mlesher@aha.org
Current password *	
New password	
Reenter new password	
First name *	Mariana
Last name *	Lesher

* required

Update Profile   Close

A confirmation message appears, and an email is sent to the LoginID (email) address.
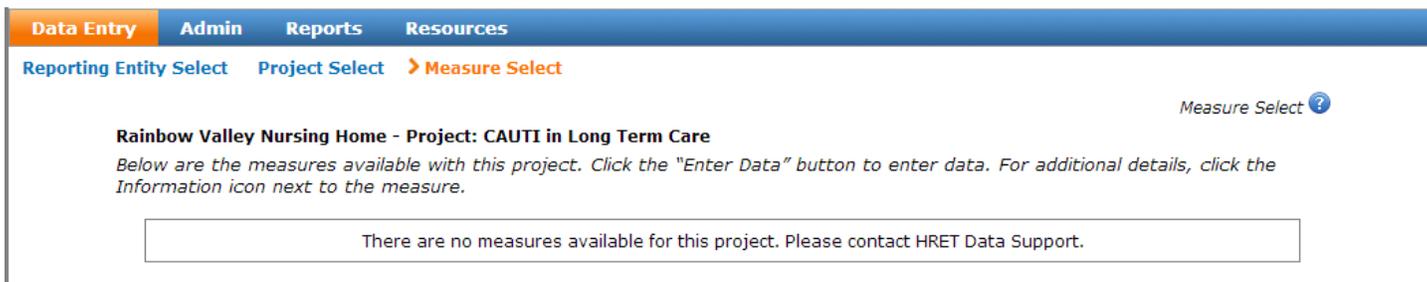
Your user profile was successfully updated.

Your information was emailed to mlesher@aha.org.

Getting Started with Data Entry in CDS

Data entry for AHRQ's Safety Program for Long-Term Care: CAUTI is simple and straightforward. Data entry is also customized for each data collection timeframe.

Data entry will not be available until the start of the data collection period.

Until then, if you log in CDS, you will see a "no measures are available" message, as shown below.

After the start of the data collection period, when you log into CDS, you'll be taken to the Data Entry—Measure Selection screen.

A The facility and project selected always appears on the top left

B Data entry status for each measure is shown to the right of each measure

C Additional details about each measure can be obtained by clicking the ⓘ button to the right of the measure name

D To enter data on a measure from the list, select "Enter Data" Please note: your screen may look different than below.
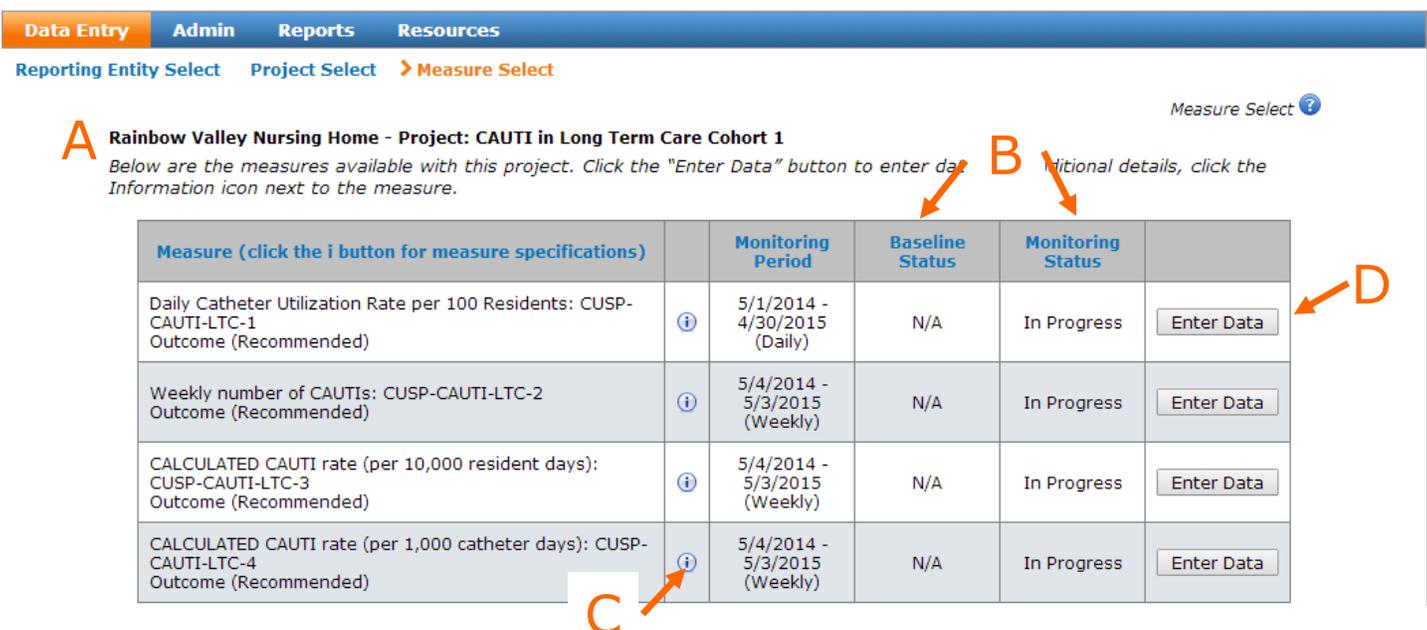
Measure (click the i button for measure specifications)		Monitoring Period	Baseline Status	Monitoring Status	
Daily Catheter Utilization Rate per 100 Residents: CUSP-CAUTI-LTC-1 Outcome (Recommended)	ⓘ	5/1/2014 - 4/30/2015 (Daily)	N/A	In Progress	Enter Data
Weekly number of CAUTIs: CUSP-CAUTI-LTC-2 Outcome (Recommended)	ⓘ	5/4/2014 - 5/3/2015 (Weekly)	N/A	In Progress	Enter Data
CALCULATED CAUTI rate (per 10,000 resident days): CUSP-CAUTI-LTC-3 Outcome (Recommended)	ⓘ	5/4/2014 - 5/3/2015 (Weekly)	N/A	In Progress	Enter Data
CALCULATED CAUTI rate (per 1,000 catheter days): CUSP-CAUTI-LTC-4 Outcome (Recommended)	ⓘ	5/4/2014 - 5/3/2015 (Weekly)	N/A	In Progress	Enter Data

Entering Data for a Measure

To enter data on a measure from the list, select "Enter Data." For most measures, you will select "GO" next to the measurement timeframe for which you would like to enter data.

Rainbow Valley Nursing Home - Project: CAUTI in Long Term Care
Measure: Weekly number of CAUTIs: CUSP-CAUTI-LTC-2 - Outcome (Recommended)

Select "Go" to enter data for the periods available.

Measurement Start	Measurement End	Submit Date	Status	Data Entry
1/1/2014	1/7/2014		No Data	Go
1/8/2014	1/14/2014		No Data	Go
1/15/2014	1/21/2014		No Data	Go
1/22/2014	1/28/2014		No Data	Go
1/29/2014	2/4/2014		No Data	Go
2/5/2014	2/11/2014		No Data	Go
2/12/2014	2/18/2014		No Data	Go
2/19/2014	2/25/2014		No Data	Go
2/26/2014	3/4/2014		No Data	Go

When you select "GO," a pop-up window will display, containing the data that is to be entered and submitted (see pg. 9). You may expand the size of the pop-up, and you may use the vertical scroll bar to see the rest of the information.

For calculated measures (e.g. CAUTI rate per 1,000 catheter days and CAUTI rate per 10,000 resident days), data **should NOT** be entered. These fields are calculated in CDS from the data entered for weekly CAUTI counts and the daily resident/resident with catheter counts.

CALCULATED CAUTI rate (per 10,000 resident days): CUSP-CAUTI-LTC-3 Outcome (Recommended)	ⓘ	5/4/2014 - 5/3/2015 (Weekly)	N/A	In Progress
CALCULATED CAUTI rate (per 1,000 catheter days): CUSP-CAUTI-LTC-4 Outcome (Recommended)	ⓘ	5/4/2014 - 5/3/2015 (Weekly)	N/A	In Progress

The top of the pop-up window always displays the measure and timeframe.

Daily count of residents and residents with urinary catheters: CUSP-CAUTI-LTC-1
Process (Recommended)
1/8/2014   ✕

1. Was data collected for this measurement period?

◉ Yes
◯ No

2. Please enter the numerator and the denominator:

Numerator: Number of residents with urinary catheters today [   ]

Denominator: Number of residents today [   ]

To save your data for editing at a later time, click "SAVE." To submit your data to the system, click "SUBMIT."

[Save]   [Submit]

Copyright (c) 2012, 2013 HRET

For measures with a numerator and denominator, indicate whether data was collected for the period (if no, provide brief reason), then enter the numerator and denominator

To **save** your data entry to finish at a later date, select "SAVE", then click the "CLOSE" button. When you **submit** your data, it becomes available for reporting. You may **submit** at any time, prior to the data submission deadline, when you know your data is final.

[Close]

For measures without a numerator and denominator, such as number of CA-UTIs, provide the information requested.

Submit as above.

Weekly number of CAUTIs: CUSP-CAUTI-LTC-2
Outcome (Recommended)
1/1/2014   ✕

1. Please provide the following for the week

Total number of CA-UTIs [   ]

[Submit]   Page 1 / 1

Copyright (c) 2012, 2013 HRET

[Close]

Reports

Reports area available in the "Reports" tab

| Data Entry	Admin	Reports	Resources			
Individual Measure	Ind Meas w/ Trendline	Ind Meas w/ Median	Measure Comparison	All Measures	Organization User

Not all reports are available to all users: The Individual Measure, Ind Meas w/Trendline, Ind Meas w/ Median, Measure Comparison, and All Measures reports are available to all users. Only <u>Data Administrators</u> may see the Organization User report.

Individual Measure Report

To view data entered and submitted for an individual measure, select from the drop-down options at the top. There are three separate reports that users can view: Daily Catheter Utilization Rate, CALCULATED CAUTI rate per 1,000 catheter days and CALCULATED CAUTI rate per 10,000 resident days. There are two views for the measure: **Data**, which displays the data entered and the measure rate, in tabular format, and **Chart**, which displays the measure rate over time.

The chart can be printed or downloaded as a PDF or PNG (graphic) format by selecting the options on the lower left of the chart. PNG, JPEG, and PDF files can be saved to your computer. PNG and JPEG files can then be imported into other applications, such as Microsoft Word or PowerPoint.
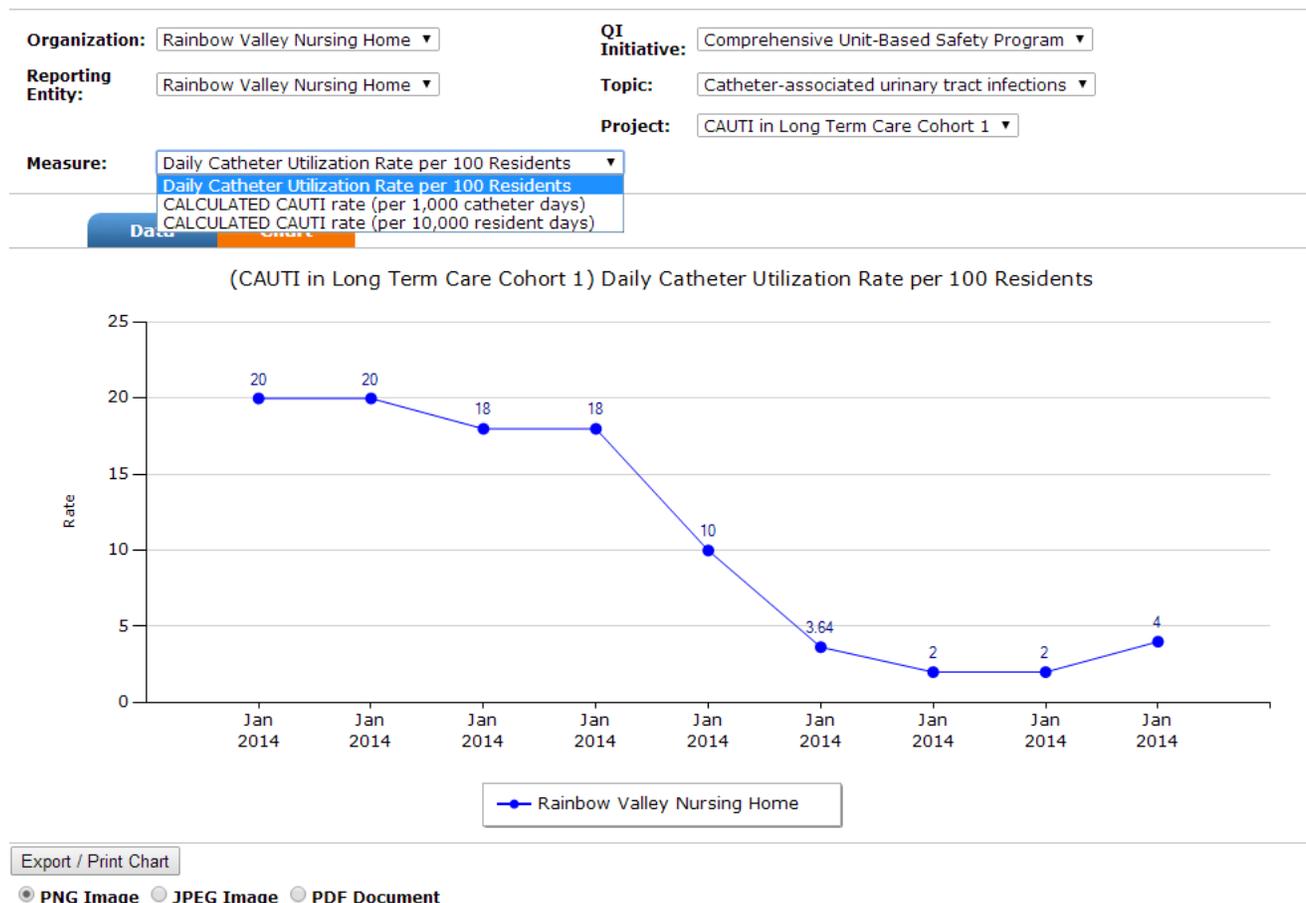
Individual Measure Report, continued

To see the data that generated the chart, select the **Data** tab on the top left

Organization:	Rainbow Valley Nursing Home ▼	QI Initiative:	Comprehensive Unit-Based Safety Program ▼
Reporting Entity:	Rainbow Valley Nursing Home ▼	Topic:	Catheter-associated urinary tract infections ▼
		Project:	CAUTI in Long Term Care ▼
Measure:	Daily count of residents and residents with urinary catheters ▼		

Data	Chart				
Timeframe ⬦	Start Date	End Date	Numerator	Denominator	Rate
Monitoring	01/01/2014	01/01/2014	10	50	20.00
Monitoring	01/02/2014	01/02/2014	10	50	20.00
Monitoring	01/04/2014	01/04/2014	9	50	18.00
Monitoring	01/05/2014	01/05/2014	9	50	18.00
Monitoring	01/06/2014	01/06/2014	5	50	10.00
Monitoring	01/07/2014	01/07/2014	2	55	3.64

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Export to Excel

From the **Data** view, you may export the data shown to Excel by clicking the "Export to Excel" button on the lower left. **Depending on your browser settings**, you may see a pop-up window prompting you to save or open the file:
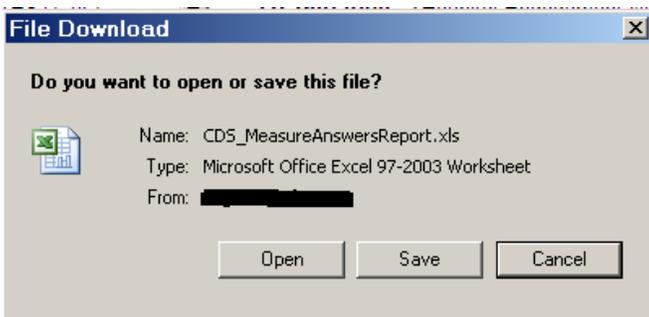

Depending on which version of Excel is loaded on your computer, you may receive a warning that the file is in a different format. There is nothing wrong with the file, therefore, you may disregard the warning and click open or save.

Measure Comparison Report—CHART view

To view results for an individual measure, compared to all facilities in the project and all facilities in the organization submitting data for that measure, select "Measure Comparison." Select the measure you wish to see from the drop-down options. As with the Individual Measure report, there are two views for the measure: **Chart**, which displays the measure rates over time, and **Data**, which displays the data in tabular format.
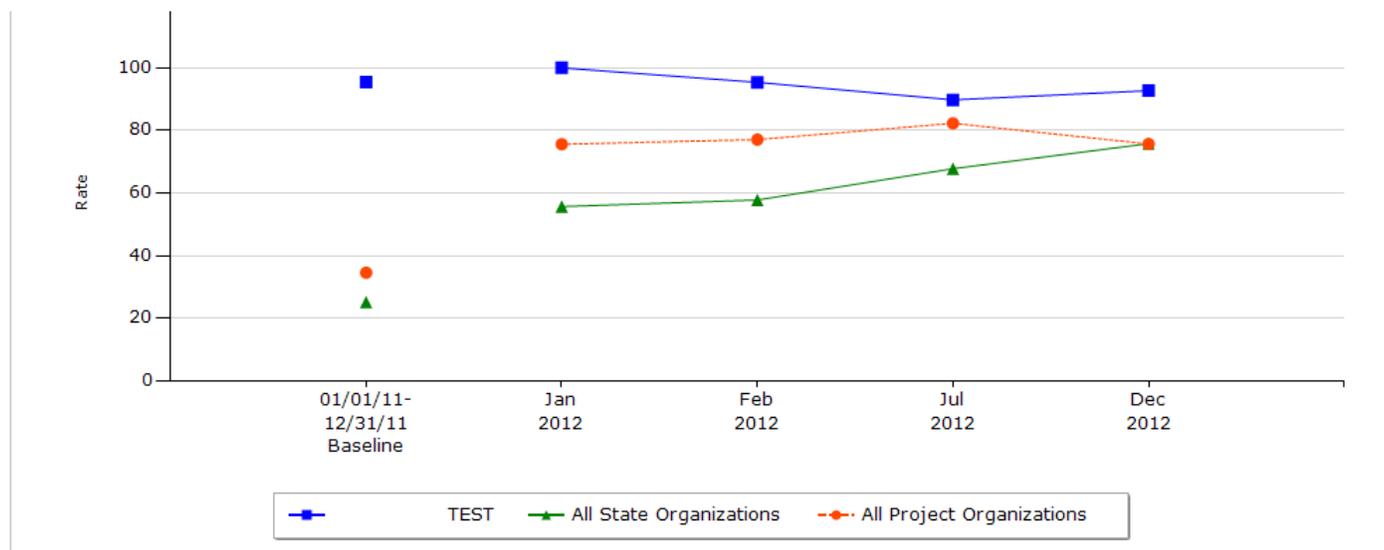
Export / Print Chart

⦿ PNG Image   ◯ JPEG Image   ◯ PDF Document

The **Chart** view displays the measure rate(s) plotted over time. The facility's results are shown as blue squares with a blue line; all state facilities' results are shown as orange circles with an orange line; all project facilities' results are shown as green triangles with a green line.

NOTE: The "All State" and "All Project" results represent the aggregate results for all facilities in your state, and across the project, that have **submitted** data on the **same** measure, regardless of the number or type of facilities submitting the data.

The Measure Comparison report is not available for organization-defined measures.

The chart can be printed or downloaded as a PDF or PNG (graphic) format by selecting the options on the lower left of the chart. PNG, JPEG, and PDF files can be saved to your computer. PNG and JPEG files can then be imported into other applications, such as Microsoft Word or PowerPoint.

Measure Comparison Report—DATA view

The data used in the **CHART** can be found by clicking the **DATA** tab.

The variables included in the **DATA** view are
- HRET_OrganizationID—the unique HRET identifier for your facility
- HRET_MeasureID—the unique measure identifier
- Measure—the measure name
- Timeframe – Monitoring (open data submission)
- StartDate – timeframe start date
- EndDate – timeframe end date
- Numerator—your facility's numerator
- Denominator—your facility's denominator
- Rate– your facility's rate
- All State Organizations Rate—the rate for all facilities in your state reporting this measure (Note: If your Lead Organization is sponsoring facilities from different states, these numbers should be interpreted with caution)
- # State Orgs Reporting —the number of facilities in your state reporting this measure
- All Project Organizations Rate—the rate for all facilities in the project reporting this measure
- # Project Orgs Reporting —the number of facilities in the project reporting this measure
- MeasureType—Outcome

From the **Data** view, you may export the data shown to Excel by clicking the "Export to Excel" button on the lower left. **Depending on your browser settings**, you may see a pop-up window prompting you to save or open the file:
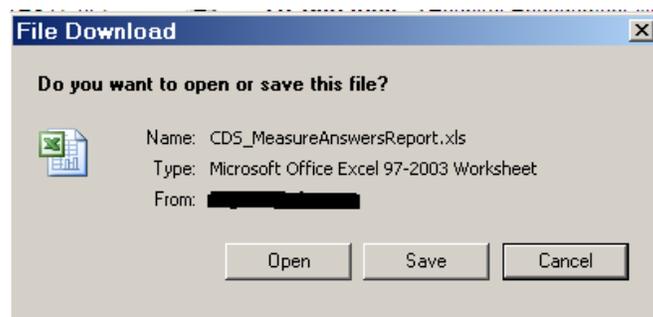
Depending on which version of Excel is loaded on your computer, you may receive a warning that the file is in a different format. There is nothing wrong with the file, therefore, you may disregard the warning and click open or save.

All Measures Report

The all measures report will display, in tabular format, all measures submitted by all facility(s) to which the user has been assigned. Please note, if you have a lot of measures and/or many facilities assigned to your login, the report may take a few seconds to load.

Data Entry	Admin	**Reports**	Resources

Individual Measure   **Measure Comparison**   **All Measures**   **Organization User**

The report may be sorted by clicking on the column headers. The following variables may be filtered using the drop-down listings at the top of these columns:

<u>Organization Name</u> (refers to your facility name)
<u>State</u> (refers to the state where your facility is located)
<u>QI Initiative</u> (most users will only see one)
<u>Topic</u> (most users will only see one)
<u>Project</u> (most users will only see one)
<u>Measure</u> (Only those measures for which data have been entered and submitted will appear in the drop-down listing)
<u>Timeframe</u> (monitoring = open data submission)

For other variables, you may enter your criteria in the box provided.

All Measures - *The table below shows the data that have been entered for your organization(s). To limit (filter) results, you may enter criteria in the boxes just below the column headers. Click the "All Measures" help button on the top right of the table for further instructions. Click "Export to Excel" to download your results – be sure to indicate whether you want All Data or Filtered Data Only. This data was last refreshed on 4/18/2014 2:42:14 PM CST.*

Organization Name	State	Reporting Entity	QI Initiative	Topic	Project
[All] ▼	MP ▼		[All] ▼	[All] ▼	[All]
Rainbow Valley Nursing Home	MP	Rainbow Valley Nursing Hom	Comprehensive Unit-Based Sa	Catheter-associated urinary tract infections	CAUTI in Long Te
Rainbow Valley Nursing Home	MP	Rainbow Valley Nursing Hom	Comprehensive Unit-Based Sa	Catheter-associated urinary tract infections	CAUTI in Long Te
Rainbow Valley Nursing Home	MP	Rainbow Valley Nursing Hom	Comprehensive Unit-Based Sa	Catheter-associated urinary tract infections	CAUTI in Long Te
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Rainbow Valley Nursing Home	MP	Rainbow Valley Nursing Hom	Comprehensive Unit-Based Sa	Catheter-associated urinary tract infections	CAUTI in Long Te
Rainbow Valley Nursing Home	MP	Rainbow Valley Nursing Hom	Comprehensive Unit-Based Sa	Catheter-associated urinary tract infections	CAUTI in Long Te
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Export to Excel

◉ **Export All Data**
◯ **Export Filtered Data Only**

Once you have finished filtering the results, you may export the data by clicking "Export to Excel."

Be sure to indicate whether you want All Data or Filtered Data Only.

Organization User Report

Only **<u>Data Administrators</u>** may see this report.

The list can be filtered by State & Role using the drop-down options. All other variables shown can be filtered by entering criteria in the text boxes.

Once you have finished filtering the results, you may download them by clicking "Export to Excel" which is at the bottom of the table. Be sure to indicate whether you want All Data or Filtered Data Only.

Resources

The Resources section provides helpful information for using the CDS, and is the place where facility-specific reports are made available (facility-specific reports are only visible to those users who have been assigned to the facility in CDS).

HRET strives to keep these Resources up-to-date and welcomes suggestions. Please send suggestions to hretdatasupport@aha.org