

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: December 18 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/>

Each facility team lead will be assigned an initial account with a temporary username and password to use at first login.

The screenshot shows the login page for the HRET Comprehensive Data System. At the top left is the HRET logo (Health Research & Educational Trust in Partnership with AHA). At the top right is the title 'HRET Comprehensive Data System' and a link for 'Questions? Email HRET Data Support'. The main content area has a 'Welcome, please log in.' message. Below it are input fields for 'LoginID:' and 'Password:', followed by a 'Login' button. A callout box points to the login fields with the text: 'Enter your LoginID and password, then click "Login."'. Below the login fields is a paragraph: 'This web site enables organizations participating in Health Research & Educational Trust (HRET) projects to securely submit project data.' At the bottom left, there is a link for 'Forgot your password?'. A callout box points to this link with the text: 'If you have forgotten your password, click "forgot your password" to have your password emailed to you.' At the bottom center, there is a red message: '5 MARCH 2013 - CDS Upgrade COMPLETE! Thanks for your patience.' A callout box points to this message with the text: 'Important messages about the system appear in red at the bottom of the page.' At the bottom left, the version number 'v. 3.3.6, Build 7' is displayed.

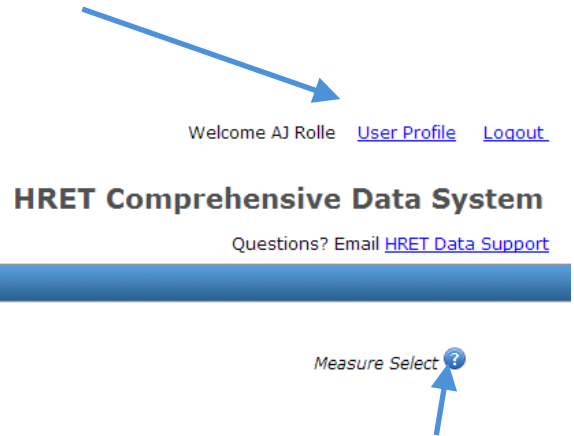
General Navigation


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.



Breadcrumbs allow the user to easily see in which section she/he is working. The active section will be orange.

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



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.

Initial User Set-up

Each facility team lead will be provided a username and password associated with a temporary "initial user" account to gain first-time access to CDS.

After logging in to this initial user account, you will be directed to the User Setup screen.

Welcome Test LTC Account All Measures [Logout](#)

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Questions? Email [HRET Data Support](#)

Admin Data Entry Resources

User Setup [User Setup ?](#)

Organization: LTC Test Facility - All Measures [TEST_HRETL_2]

You have logged in as a temporary user. Please use the form below to enter additional users for your organization.

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	Organizations		
AJ	Rolle	ajrolle@aha.org	*****	Data Administrator	LTC Test Facility - All Measures Rainbow Valley Nursing Home		
Mariana A	Leshner	mlesher@aha.org	*****	Data Administrator	LTC Test Facility - All Measures		
				Data Administrator ▾	<input checked="" type="checkbox"/> LTC Test Facility - All Measures		

For full site functionality, you will need to create additional user accounts for your facility. Reports cannot be viewed with "initial user" accounts.

Adding Additional Users

If possible, facilities are required to designate at least one primary and one backup Data Administrator accounts (2 total). Only Data Administrators, or HRET Data Support, can create or modify user accounts.

Three types of user roles are available in CDS:

- Data administrators should be persons with experience in data collection and measurement. An administrator will be permitted to add and delete users, enter & edit data, view reports, download data, and add/remove measures from the listing.
- Data entry users should have experience with entering data, and shall only be permitted to enter and edit data.
- Reporting users can view reports but may not 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.

The screenshot shows the 'User Setup' form in the CDS system. At the top, there is a navigation bar with tabs for 'Data Entry', 'Admin', 'Reports', and 'Resources'. Below this, there are sub-tabs for 'User Setup' and 'Measure Enrollment'. The 'User Setup' tab is active, and a help icon is visible. The form content includes:

- Organization:** TEST ASC [TEST-HRETA-123]
- Instructions:** 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.
- Form Fields:** First Name, Last Name, Login (Email), Password, Role (Data Administrator), and a checkbox for TEST ASC.
- Buttons:** A plus sign (+) and a minus sign (-) are located to the right of the checkbox.

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 hretdatasupport@aha.org, 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 valid 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 *	<input type="text" value="mlesher@aha.org"/>
Current password *	<input type="password"/>
New password	<input type="password"/>
Reenter new password	<input type="password"/>
First name *	<input type="text" value="Mariana"/>
Last name *	<input type="text" value="Leshner"/>

*** required**

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.

The screenshot shows the CDS interface with a blue header containing 'Data Entry', 'Admin', 'Reports', and 'Resources'. Below the header are navigation links: 'Reporting Entity Select', 'Project Select', and 'Measure Select'. The main content area displays the project name 'Rainbow Valley Nursing Home - Project: CAUTI in Long Term Care' and a message: 'Below are the measures available with this project. Click the "Enter Data" button to enter data. For additional details, click the Information icon next to the measure.' A white box at the bottom contains the text: 'There are no measures available for this project. Please contact HRET Data Support.'

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 **i** 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.

The screenshot shows the CDS interface with a table of measures. The table has five columns: Measure (click the i button for measure specifications), Monitoring Period, Baseline Status, Monitoring Status, and an 'Enter Data' button. The table contains four rows of measures. Annotations A, B, C, and D are placed on the screenshot to highlight specific features.

Measure (click the i button for measure specifications)	Monitoring Period	Baseline Status	Monitoring Status	
Monthly CAUTIs, resident and catheter days, and urine cultures: CUSP-CAUTI-LTC-11 Outcome (Recommended)	9/1/2014 - 12/31/2015 (Monthly)	N/A	In Progress	Enter Data
Monthly urine cultures ordered: CUSP-CAUTI-LTC-12 Process (Recommended)	9/1/2014 - 12/31/2015 (Monthly)	N/A	In Progress	Enter Data
Team Communication Guide (LTC): CUSP-CAUTI-LTC-9 Process (Recommended)	1/1/2015 - 9/30/2015 (Quarterly)	In Progress	No Data	Enter Data
CALCULATED Catheter Utilization rate (DO NOT ENTER DATA): CUSP-CAUTI-LTC-10 Process (Recommended)	9/1/2014 - 12/31/2015 (Monthly)	N/A	No Data	Enter Data

Annotations: **A** points to the project name 'LTC Test Facility - All Measures (HRET ID: TEST_HRETL_2) CAUTI in Long Term Care Cohort 2'. **B** points to the 'Additional details, click the Information icon next to the measure.' text. **C** points to the information icon (i) next to the last measure. **D** points to the 'Enter Data' button for the last measure.

Non-NHSN Users — Entering Data for a Measure

Data Entry Admin Reports Resources

Reporting Entity Select Project Select **Measure Select**

Measure Select ?

LTC Test Facility - All Measures (HRET ID: TEST_HRETL_2) CAUTI in Long Term Care Cohort 2

Below are the measures available with this project. Click the "Enter Data" button to enter data. For additional details, click the Information icon next to the measure.

Measure (click the i button for measure specifications)		Monitoring Period	Baseline Status	Monitoring Status	
Monthly CAUTIs, resident and catheter days, and urine cultures: CUSP-CAUTI-LTC-11 Outcome (Recommended)	i	9/1/2014 - 12/31/2015 (Monthly)	N/A	In Progress	Enter Data
Monthly urine cultures ordered: CUSP-CAUTI-LTC-12 Process (Recommended)	i	9/1/2014 - 12/31/2015 (Monthly)	N/A	In Progress	Enter Data
Team Communication Guide (LTC): CUSP-CAUTI-LTC-9 Process (Recommended)	i	1/1/2015 - 9/30/2015 (Quarterly)	In Progress	No Data	Enter Data
CALCULATED Catheter Utilization rate (DO NOT ENTER DATA): CUSP-CAUTI-LTC-10 Process (Recommended)	i	9/1/2014 - 12/31/2015 (Monthly)	N/A	No Data	Enter Data

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.

LTC Test Facility - All Measures - Project: CAUTI in Long Term Care Cohort 2
Measure: Monthly CAUTIs, resident and catheter days, and urine cultures: CUSP-CAUTI-LTC-11 - Outcome (Recommended)

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

Measurement Start	Measurement End	Submit Date	Status	Data Entry
9/1/2014	9/30/2014	10/7/2014	Submitted	Go
10/1/2014	10/31/2014		No Data	
11/1/2014	11/30/2014		No Data	
12/1/2014	12/31/2014		No Data	
1/1/2015	1/31/2015		No Data	
2/1/2015	2/28/2015		No Data	
3/1/2015	3/31/2015		No Data	
4/1/2015	4/30/2015		No Data	
5/1/2015	5/31/2015		No Data	

When you select **GO**, a pop-up window will display, containing the data that is to be entered and submitted (see pg. 10). You may expand the size of the pop-up, and you may use the vertical scroll bar to see the rest of the information.

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

Monthly CAUTIs, resident and catheter days, and urine cultu...
 Outcome (Recommended)
 9/1/2014

1. Please provide the following for the month

Total number of CA-UTIs

Total number of resident days

Total number of resident-catheter days

Total number of urine cultures ordered

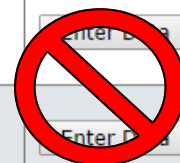
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Provide the information requested and click **submit**. When you **submit** your data, it becomes available for reporting. You may **submit** at any time, prior to the data submission deadline, when you know your data is final.

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 monthly CAUTI and resident/resident with catheter counts.


CALCULATED CAUTI rate per 1,000 catheter days (DO NOT ENTER DATA): CUSP-CAUTI-LTC-7 Outcome (Recommended)		9/1/2014 - 12/31/2015 (Monthly)	N/A	No Data	<input type="button" value="Enter Data"/>
CALCULATED CAUTI rate per 10,000 resident days (DO NOT ENTER DATA): CUSP-CAUTI-LTC-8 Outcome (Recommended)		9/1/2014 - 12/31/2015 (Monthly)	N/A	No Data	<input type="button" value="Enter Data"/>



NHSN Users — Entering Data for a Measure






Data Entry Admin Reports Resources

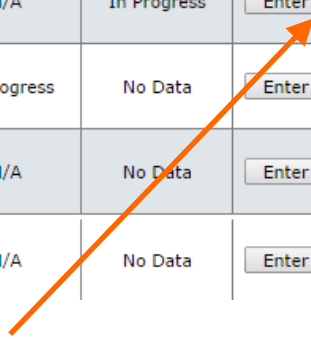
Reporting Entity Select Project Select **Measure Select**

Measure Select 

LTC Test Facility - All Measures (HRET ID: TEST_HRETL_2) CAUTI in Long Term Care Cohort 2

Below are the measures available with this project. Click the "Enter Data" button to enter data. For additional details, click the Information icon next to the measure.

Measure (click the  button for measure specifications)	Monitoring Period	Baseline Status	Monitoring Status	
Monthly urine cultures ordered: CUSP-CAUTI-LTC-12 Process (Recommended)	 9/1/2014 - 12/31/2015 (Monthly)	N/A	In Progress	<input type="button" value="Enter Data"/>
Team Communication Guide (LTC): CUSP-CAUTI-LTC-9 Process (Recommended)	 1/1/2015 - 9/30/2015 (Quarterly)	In Progress	No Data	<input type="button" value="Enter Data"/>
NHSN: CALCULATED CAUTI rate per 10,000 resident days (DO NOT ENTER DATA): CUSP-CAUTI-LTC-6 Outcome (Recommended)	 9/1/2014 - 12/31/2015 (Monthly)	N/A	No Data	<input type="button" value="Enter Data"/>
NHSN: CALCULATED CAUTI rate per 1,000 catheter days (DO NOT ENTER DATA): CUSP-CAUTI-LTC-5 Outcome (Recommended)	 9/1/2014 - 12/31/2015 (Monthly)	N/A	No Data	<input type="button" value="Enter Data"/>



To enter data on a measure from the list, select **Enter Data**. Facilities that have opted to have CAUTIs, resident and catheter days imported from NHSN are responsible for entering the total monthly urine cultures ordered.

You will select **GO** next to the measurement timeframe for which you would like to enter data.

LTC Test Facility - All Measures - Project: CAUTI in Long Term Care Cohort 2

Measure: Monthly urine cultures ordered: CUSP-CAUTI-LTC-12 - Process (Recommended)

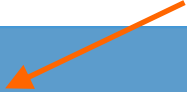
Select "Go" to enter data for the periods available.

Measurement Start	Measurement End	Submit Date	Status	Data Entry
9/1/2014	9/30/2014	10/7/2014	Submitted	Go
10/1/2014	10/31/2014		No Data	
11/1/2014	11/30/2014		No Data	
12/1/2014	12/31/2014		No Data	
1/1/2015	1/31/2015		No Data	
2/1/2015	2/28/2015		No Data	
3/1/2015	3/31/2015		No Data	
4/1/2015	4/30/2015		No Data	
5/1/2015	5/31/2015		No Data	

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.

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

Monthly urine cultures ordered: CUSP-CAUTI-LTC-12
 Process (Recommended)
 9/1/2014




1. Please provide the following for the month

Total number of urine cultures ordered

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Provide the information requested and click **submit**. 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 other 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 monthly CAUTI counts and the daily resident/resident with catheter counts.





NHSN: CALCULATED CAUTI rate per 1,000 catheter days (DO NOT ENTER DATA): CUSP-CAUTI-LTC-5 Outcome (Recommended)		9/1/2014 - 12/31/2015 (Monthly)	N/A	No Data	<input type="button" value="Enter Data"/> 
NHSN: CALCULATED CAUTI rate per 10,000 resident days (DO NOT ENTER DATA): CUSP-CAUTI-LTC-6 Outcome (Recommended)		9/1/2014 - 12/31/2015 (Monthly)	N/A	No Data	<input type="button" value="Enter Data"/> 

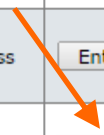
Team Communication Guide

To enter responses to the Team Communication Guide, select **Enter Data** on the Measure Select page, as indicated below.

LTC Test Facility - All Measures (HRET ID: TEST_HRETL_2) CAUTI in Long Term Care Cohort 2

Below are the measures available with this project. Click the "Enter Data" button to enter data. For additional details, click the Information icon next to the measure.

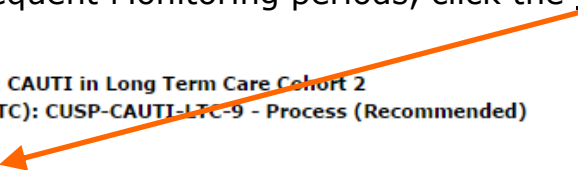
Measure (click the i button for measure specifications)		Monitoring Period	Baseline Status	Monitoring Status	
Monthly CAUTIs, resident and catheter days, and urine cultures: CUSP-CAUTI-LTC-11 Outcome (Recommended)		9/1/2014 - 12/31/2015 (Monthly)	N/A	In Progress	<input type="button" value="Enter Data"/>
Monthly urine cultures ordered: CUSP-CAUTI-LTC-12 Process (Recommended)		9/1/2014 - 12/31/2015 (Monthly)	N/A	In Progress	<input type="button" value="Enter Data"/>
Team Communication Guide (LTC): CUSP-CAUTI-LTC-9 Process (Recommended)		1/1/2015 - 9/30/2015 (Quarterly)	In Progress	No Data	<input type="button" value="Enter Data"/>
CALCULATED Catheter Utilization rate (DO NOT ENTER DATA): CUSP-CAUTI-LTC-10 Process (Recommended)		9/1/2014 - 12/31/2015 (Monthly)	N/A	No Data	<input type="button" value="Enter Data"/>



Data entry for the Team Communication Guide is divided between Baseline and Monitoring periods. Clicking **Enter Data** will bring you to the **Baseline** tab by default. To enter data for the subsequent Monitoring periods, click the **Monitoring** tab.

LTC Test Facility - All Measures - Project: CAUTI in Long Term Care Cohort 2

Measure: Team Communication Guide (LTC): CUSP-CAUTI-LTC-9 - Process (Recommended)



Please add or edit the measurement start & end dates. Select "Go" to enter data once measurement start & end dates have been defined. Please be aware of the start & end dates you select for baseline. You will be permitted to modify the dates, and any data.

Measurement Start	Measurement End	Submit Date	Status	Data Entry
7/1/2014	9/30/2014		In Progress	Go

As with other measures, you will select "GO" next to the measurement timeframe for which you would like to enter data. A pop-up window will be displayed.

The Team Communications Guide has 3 sections. Please provide responses to all 3 sections by clicking **Next page >>** (indicated with a * below).

Section 1: T.E.A.M.S Bundle

Please refer to the previous quarter (i.e. July 2014 to September 2014) when providing your responses to each of the items below.

1. Percent (%) of staff who viewed "Enhancing Your Resident Safety Culture" Onboarding Webinar for the first time?
 0% 25% 50% 75% 100%

2. Number of times your administrative champion met with your CAUTI project team
 0 1 2 3 4+

3. Type of CAUTI data shared with your administrative champion. (select all that apply)
 CAUTI infection rate Safety culture results
 Team communication tool results Staff safety assessment

4. Number of times your administrative champion participated in safety rounds
 0 1 2 3 4+

5. Has anyone used the Safety Assessment Tool?
 Yes No

6. Has anyone used the Learn from Defects Tool?
 Yes No

7. Has anyone identified / provided feedback on?
 Yes No

7a. Did your team work on the feedback?
 Yes No

7b. Did your team share learnings?
 Yes No



Once you have completed all 3 sections, submit your responses by clicking the **Submit** button at the bottom of the final screen.. →

SECTION 3: BARRIERS TO YOUR TEAM'S PROGRESS

Please refer to the previous quarter (i.e. July 2014 to September 2014) when providing your responses to each of the items below.

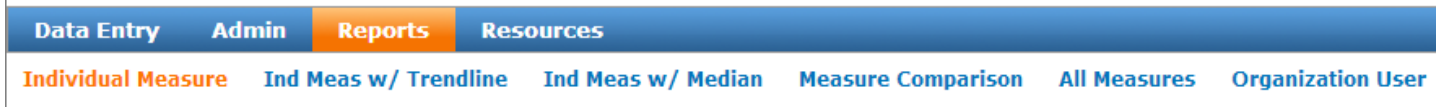
1. To what extent were these elements barriers to your team progress?

Select the option that most closely indicates the extent to which these barrier elements affected your teams' progress

	Never/Rarely	Less than 1/2 of the time	More than 1/2 of the time	Almost always/always
Insufficient knowledge of evidence for interventions	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Lack of quality improvement skills	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Unclear about CAUTI reduction activities	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Lack of leadership support from administration	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Lack of leadership support from nurses	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Insufficient resources to implement interventions	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Lack of buy-in from CNAs	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

Reports

Reports are available in the "Reports" tab

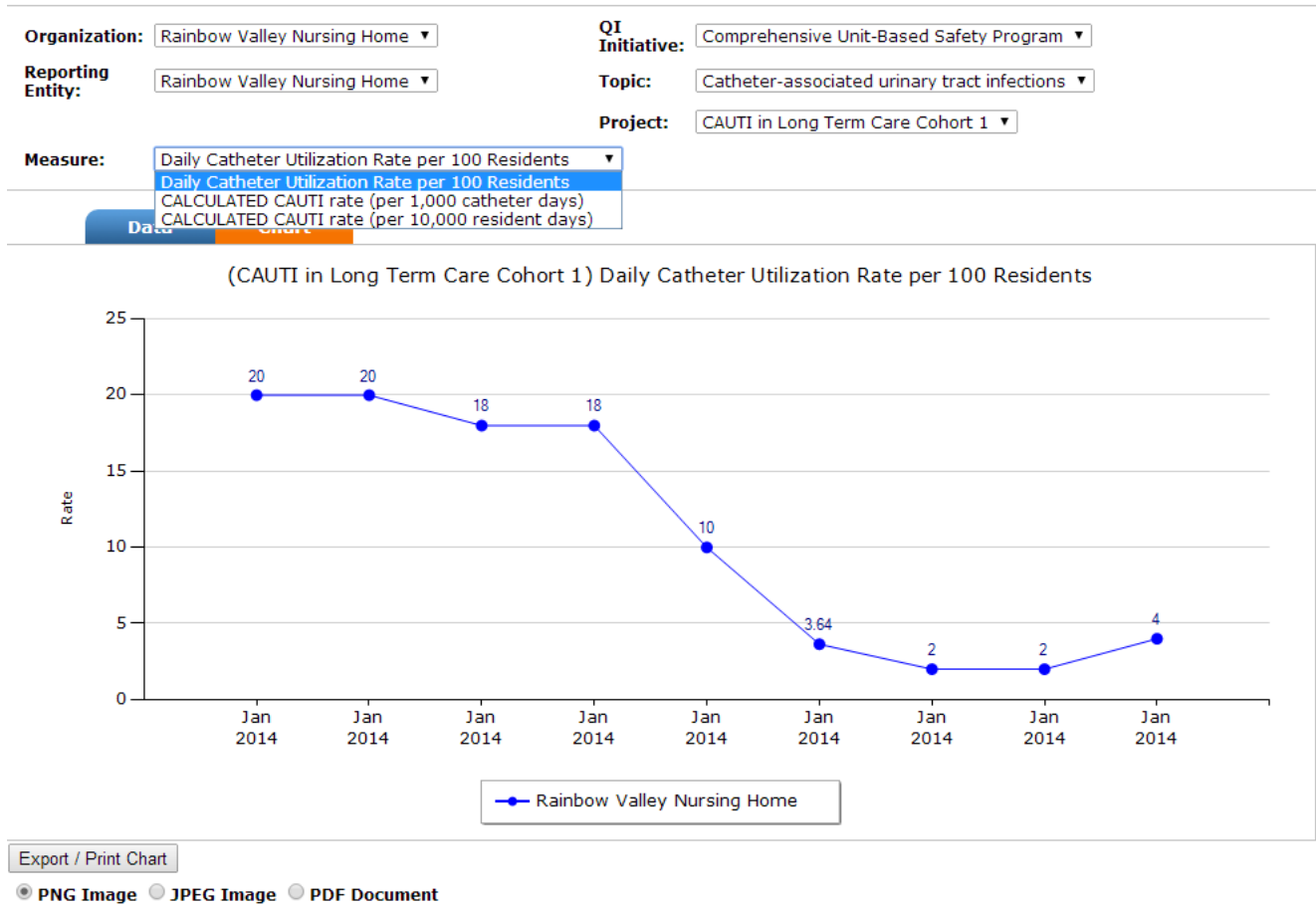


Not all reports are available to all users: The Individual Measure, Ind Meas w/Trendline, Ind Meas w/ Median, Measure Comparison, and All Measures reports are available to all users. Only Data Administrators may see the Organization User report.

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

Data

Chart

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

Data

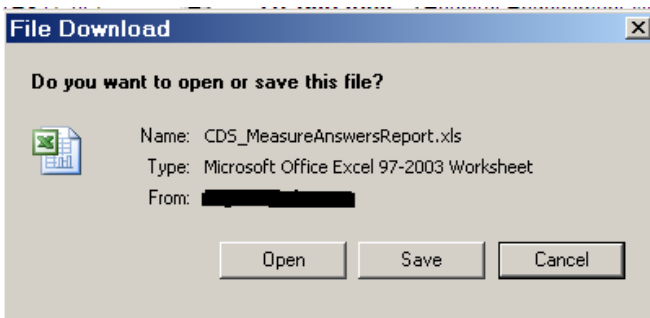
Chart

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

Page 1 of 1 50 View 1 - 6 of 6

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:



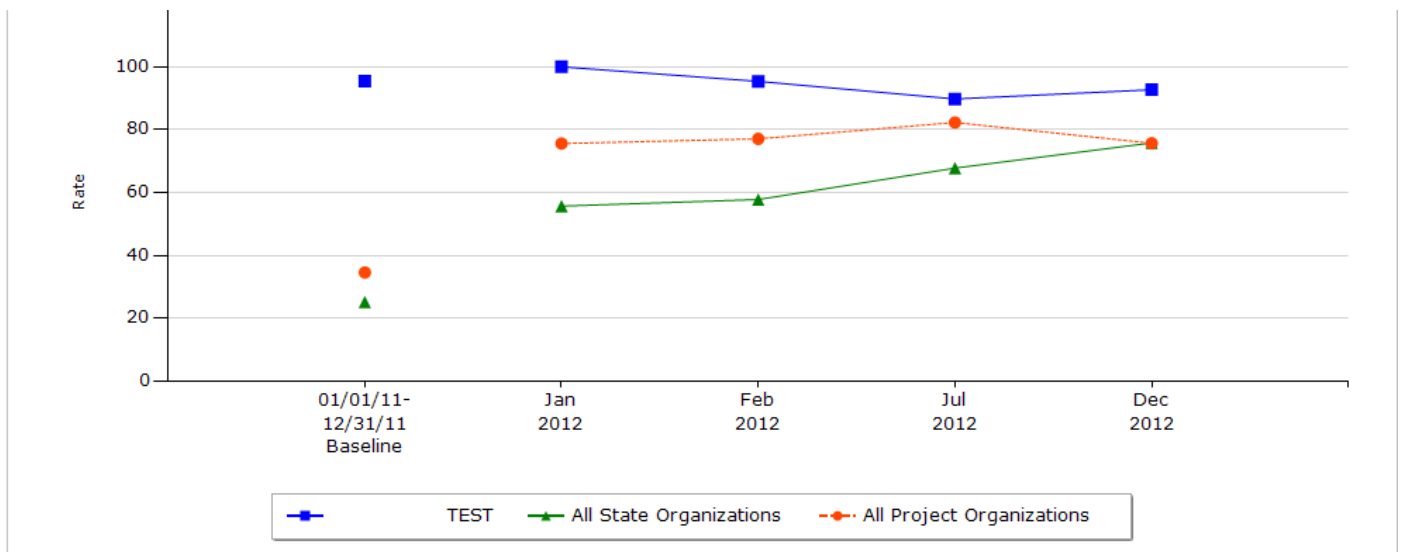
Depending on which version of Excel is loaded on your computer, you may receive a warning that the file is in a different format. There is nothing wrong with the file, therefore, you may disregard the warning and click open or save.

Measure Comparison Report—CHART view

Data Entry Admin **Reports** Resources

Individual Measure Ind Meas w/ Trendline Ind Meas w/ Median **Measure Comparison** All Measures Organization User

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.

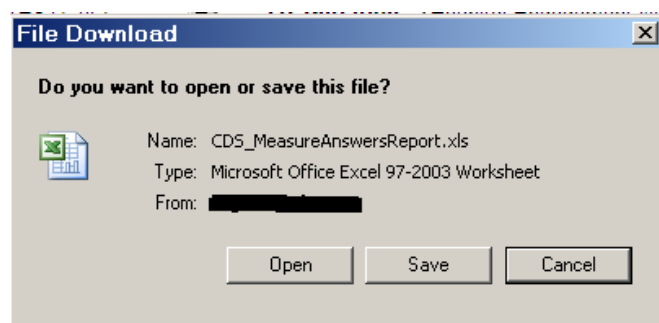
HRET_OrganizationID	HRET_MeasureID	Measure	Timeframe	Start D
TEST-HRETA-123	ASC-Process1	Prophylactic Intravenous (IV) Antibiotic Timing	Monitoring	01/01/20
TEST-HRETA-123	ASC-Process1	Prophylactic Intravenous (IV) Antibiotic Timing	Monitoring	02/01/20
TEST-HRETA-123	ASC-Process1	Prophylactic Intravenous (IV) Antibiotic Timing	Monitoring	03/01/20
TEST-HRETA-123	ASC-Process1	Prophylactic Intravenous (IV) Antibiotic Timing	Monitoring	04/01/20
TEST-HRETA-123	ASC-Process1	Prophylactic Intravenous (IV) Antibiotic Timing	Monitoring	05/01/20
TEST-HRETA-123	ASC-Process1	Prophylactic Intravenous (IV) Antibiotic Timing	Monitoring	06/01/20

Export to Excel

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.



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:

Organization Name (refers to your facility name)

State (refers to the state where your facility is located)

QI Initiative (most users will only see one)

Topic (most users will only see one)

Project (most users will only see one)

Measure (Only those measures for which data have been entered and submitted will appear in the drop-down listing)

Timeframe (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 Home	Comprehensive Unit-Based Sa	Catheter-associated urinary tract infections	CAUTI in Long Te
Rainbow Valley Nursing Home	MP	Rainbow Valley Nursing Home	Comprehensive Unit-Based Sa	Catheter-associated urinary tract infections	CAUTI in Long Te
Rainbow Valley Nursing Home	MP	Rainbow Valley Nursing Home	Comprehensive Unit-Based Sa	Catheter-associated urinary tract infections	CAUTI in Long Te
Rainbow Valley Nursing Home	MP	Rainbow Valley Nursing Home	Comprehensive Unit-Based Sa	Catheter-associated urinary tract infections	CAUTI in Long Te
Rainbow Valley Nursing Home	MP	Rainbow Valley Nursing Home	Comprehensive Unit-Based Sa	Catheter-associated urinary tract infections	CAUTI in Long Te
Rainbow Valley Nursing Home	MP	Rainbow Valley Nursing Home	Comprehensive Unit-Based Sa	Catheter-associated urinary tract infections	CAUTI in Long Te
Rainbow Valley Nursing Home	MP	Rainbow Valley Nursing Home	Comprehensive Unit-Based Sa	Catheter-associated urinary tract infections	CAUTI in Long Te

Page 1 of 1 25 View 1 - 7 of 7

- 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 **Data Administrators** may see this report.

Data Entry Admin **Reports** Resources

Individual Measure Ind Meas w/ Trendline Ind Meas w/ Median Measure Comparison All Measures **Organization User**

Organization User ?

Organization User - The table below shows the users that have been assigned to your organization(s). To limit (filter) results, you may enter criteria in the boxes just below the column headers. Click "Export to Excel" to download your results - be sure to indicate whether you want All Data or Filtered Data Only.

Group by State No Grouping

Organization Name	State	HRET Id	Login Id	First Name	Last Name	Role	Created Date
<input type="text"/>	[All] ▼	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	[All] ▼	<input type="text"/>
State: MP							
Rainbow Valley Nursing Home	MP	TEST_HRET_L1	ajrolle@aha.org	Aj	Rolle	Data Administrator	3/19/2014 2:14:11 PM
Rainbow Valley Nursing Home	MP	TEST_HRET_L1	kfaulkner@aha.org	Kelly	Faulkner	Data Administrator	3/19/2014 2:13:45 PM
Rainbow Valley Nursing Home	MP	TEST_HRET_L1	mariana@mariana.org	Mariana	ALL QJ TEST	Data Administrator	3/19/2014 2:16:50 PM

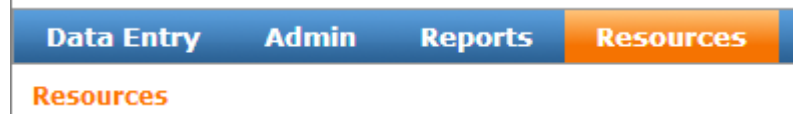
Export to Excel

Export All Data
 Export Filtered Data Only

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