



QI RAP: Login and entering data for multi Health Link users

SEPTEMBER 2018

**Health Quality
Ontario**

Let's make our health system healthier

Login

If you are logging in for the first time, you will need the username and temporary password given you to by HQO. If you have not received your username and password, please email Hlhelp@hqontario.ca or contact your QI Specialist.

Once you have your username and password, logging in is a 4 step process. Screen shots and step-by-step instructions follow.

1. Open www.hqotario.ca and click *Login*

The screenshot shows the Health Quality Ontario website. The top navigation bar includes the logo "Health Quality Ontario" with the tagline "Let's make our health system healthier". To the right of the logo are links for "Newsroom", "Blog", "Events", "Careers", "QUICK LINKS", "Login" (highlighted with a red box), "A A A", and "FR". Below the navigation bar is a horizontal menu with categories: "What is Health Quality", "System Performance", "Evidence to Improve Care", "Quality Improvement", "Patient Partnering", and "About Us". A search bar with the placeholder text "I'm looking for..." and a magnifying glass icon is positioned below the menu. The main content area features a large banner for "Health Quality Transformation" with the subtitle "Quality Matters". To the right of the banner is a "Quality Standards" section with a link "SEE OUR QUALITY STANDARDS HERE". Below this is a "TRENDING" section listing several topics: "Health Quality Transformation 2018", "Time Spent in Emergency Departments", "Wait Times for Surgeries and Procedures", and "Wait Times for Diagnostic Imaging". At the bottom of the page, there is a pink rectangular block and a small image of a tablet displaying the website's mobile interface.

2. Enter your username (usually your email address) and password*

Health Quality Ontario
Let's make our health system healthier

Newsroom Blog Events Careers QUICK LINKS Login A A A FR

I'm looking for...

What is Health Quality System Performance Evidence to Improve Care Quality Improvement Patient Partnering About Us

HOME

Home > Login Share: [Twitter] [LinkedIn] [Email]

Please enter your credentials below to log in to HQO's Quality Improvement Reporting and Analysis Platform (QI RAP) and the Practice Reports.

Username: renee.des@gmail.com

Password: [Masked]

Login Cancel

Remember Login

Reset Password

In order to log in to the QIP Navigator, please [click here](#).

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**Note: If you are logging in for the first time, you will be prompted to change the temporary password that was provided to you. Follow the steps on the screen to reset your password. After you have re-logged in with your new password, continue to Step 3.*

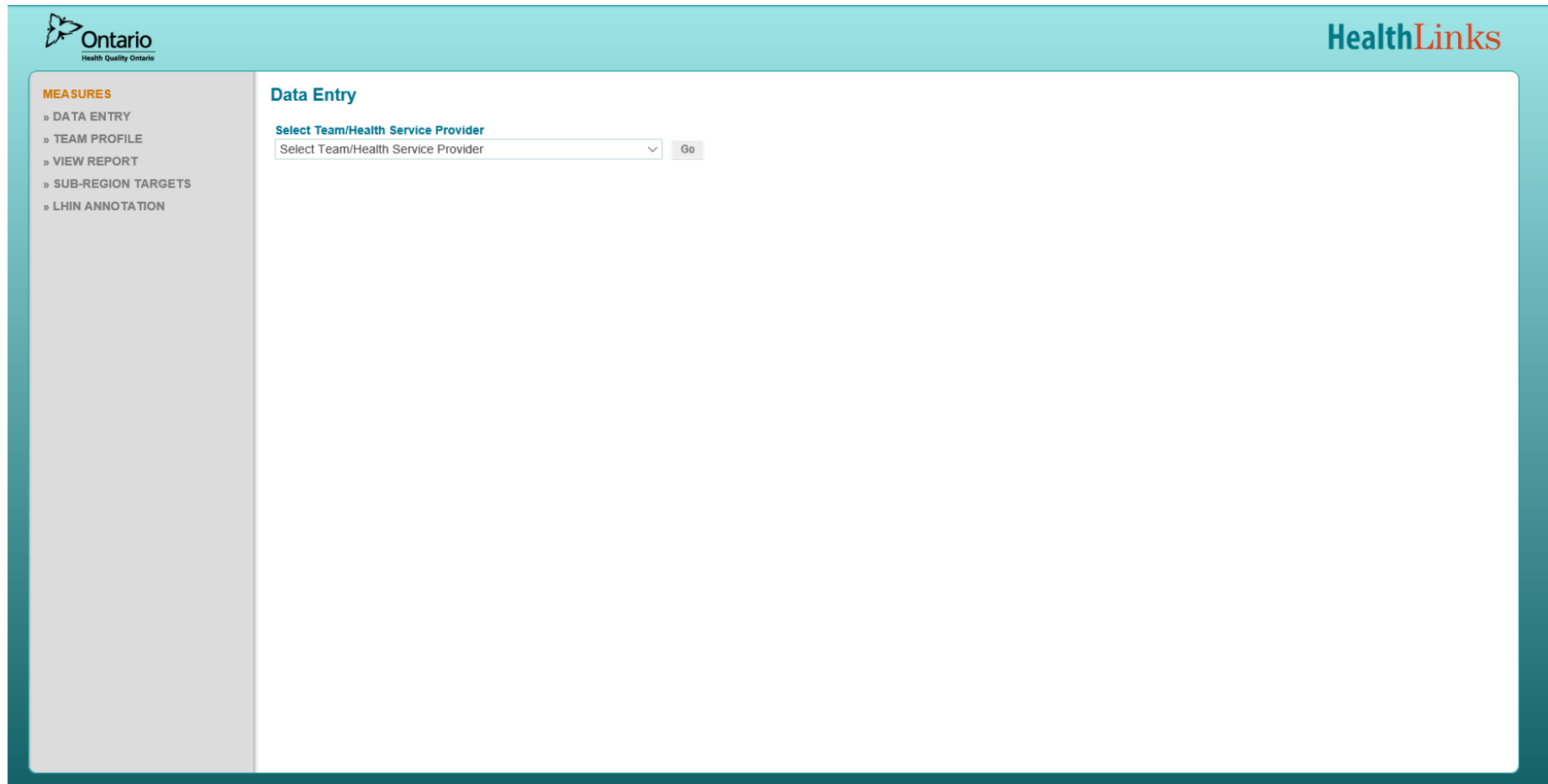
3. Click on *Health Links*

The screenshot shows the Health Quality Ontario website. The header includes the logo 'Health Quality Ontario' with the tagline 'Let's make our health system healthier'. Navigation links include Newsroom, Blog, Events, Careers, QUICK LINKS, Logout, and accessibility options (A A A). A search bar is present with the text 'I'm looking for...'. A teal navigation bar contains links for 'What is Health Quality', 'System Performance', 'Evidence to Improve Care', 'Quality Improvement', 'Patient Partnering', and 'About Us'. The main content area is titled 'HOME' and shows a breadcrumb trail 'Home > Community Initiatives'. Below this, a prompt says 'Please select your initiative:'. Five initiative cards are displayed in a grid: 'HealthLinks' (highlighted with a red box), 'ideas' (Improving & Driving Excellence Across Sectors), 'Learning Community' (AN HQO INITIATIVE, Advancing Improvement in Primary Care in Ontario), 'ResidentsFirst' (AN HQO INITIATIVE, Advancing Quality in Ontario Long-Term Care Homes), and 'Senior Friendly Hospitals' (Senior Friendly Hospitals, Hospitals adapted for seniors). Each card has a red arrow pointing right below it.

Note: Ensure pop-up blocker is off

4. QI RAP will open in another window

The left navigation menu will display menu items specific to your access and permissions.

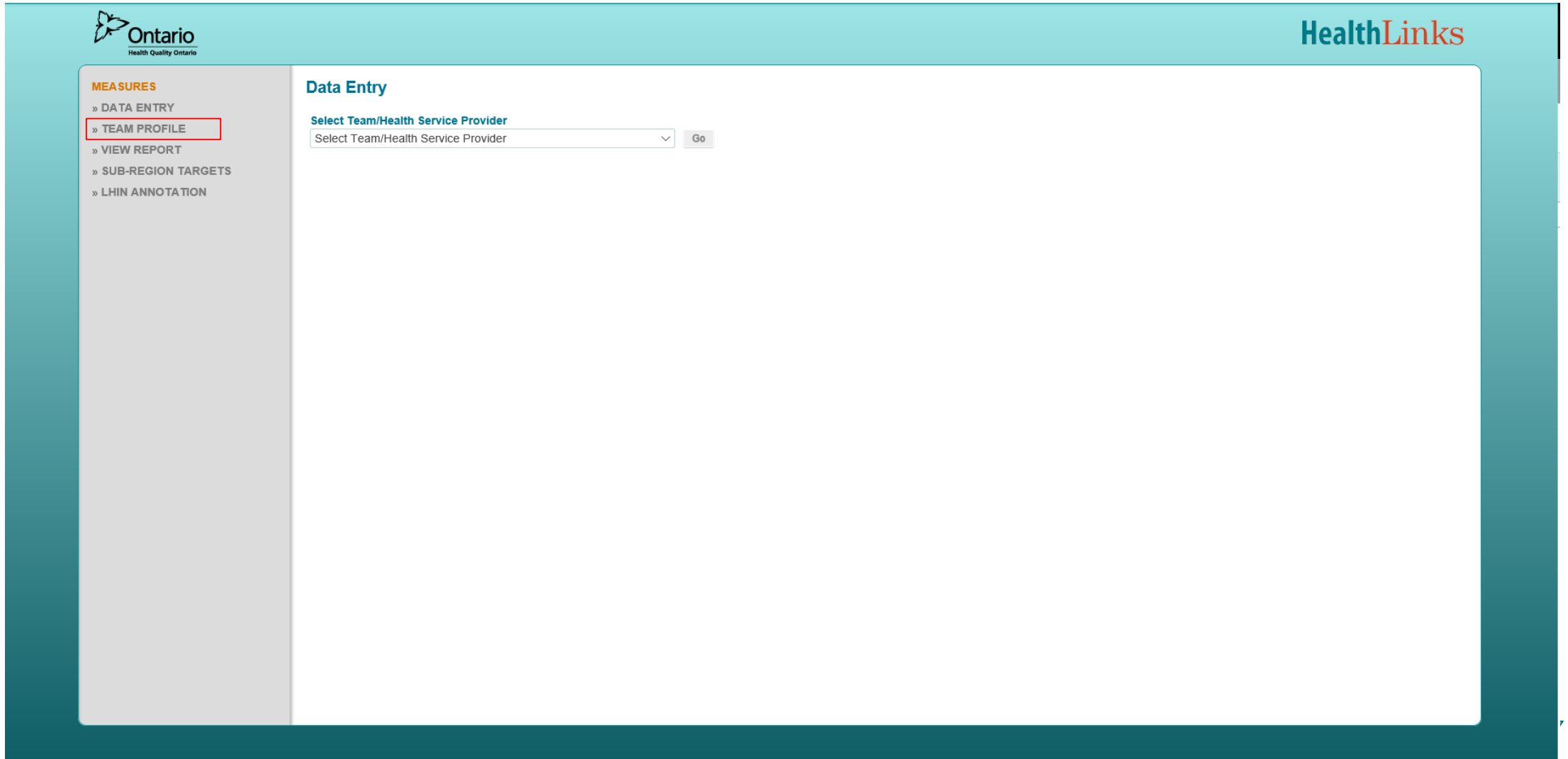


Entering Measure Data

The following guides QI RAP users that have access to 1 or more Sub-Regions through a step-by-step process for entering measure data using the Team Profile page.

To learn more about access levels in QI RAP, please email Hlhelp@hqontario.ca or contact your QI Specialist.

1. Login to QI RAP and click *Team Profile*



The screenshot displays the HealthLinks QI RAP interface. At the top left is the Ontario Health Quality Ontario logo, and at the top right is the HealthLinks logo. The main content area is divided into a left sidebar and a main panel. The sidebar, titled 'MEASURES', contains a list of options: 'DATA ENTRY', 'TEAM PROFILE' (highlighted with a red box), 'VIEW REPORT', 'SUB-REGION TARGETS', and 'LHIN ANNOTATION'. The main panel, titled 'Data Entry', features a dropdown menu labeled 'Select Team/Health Service Provider' with the text 'Select Team/Health Service Provider' and a 'Go' button.

2. Select a Sub-Region from the *Select Team* dropdown

The screenshot shows the HealthLinks interface. On the left is a sidebar with navigation options: MEASURES, DATA ENTRY, TEAM PROFILE, VIEW REPORT, SUB-REGION TARGETS, and LHIN ANNOTATION. The main content area is titled "Team Profile" and contains a "Select Team" dropdown menu. The dropdown is open, showing a list of sub-regions: Durham North East (highlighted), Durham West, Haliburton County and City of Kawartha Lakes, Northumberland County, Peterborough City and County, Scarborough North, and Scarborough South. Below the dropdown is a table of team members with columns for Role, Email address, and Health Service Provider. The table shows three rows of data. Below the table is a pagination control showing "Page 1 of 9" and "View 1 - 5 of 44".

Team Profile

Select Team

- Durham North East
- Durham West
- Haliburton County and City of Kawartha Lakes
- Northumberland County
- Peterborough City and County
- Scarborough North
- Scarborough South

Role	Email address	Health Service Provider
BP Data Entry	mandy.lee@ce.ccac-ont.ca	Durham North East(HL)/Durham North
BP Data Entry	lisa.mizzi@lhins.on.ca	Durham North East(HL)/Durham North
BP Data Entry	jai.mills@lhins.on.ca	Durham North East(HL)/Durham North
LHIN Coach data	don.ford@ce.ccac-ont.ca	

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Health Service Provider enrollment profile

Show Enrollment Groups: All Filter

Health Service Provider	Cycle	Group Name	Group Start Date
Durham North East(HL)/Durham North East	2014-Oct	2014-Oct	October 2014

Page 1 of 1 | View 1 - 1 of 1

3. Click *Change Area View*

Ontario Health Quality Ontario HealthLinks

MEASURES

- » DATA ENTRY
- » TEAM PROFILE
- » VIEW REPORT
- » SUB-REGION TARGETS
- » LHIN ANNOTATION

Team Profile

Select Team
Durham North East

[Team Hierarchy](#)

Associated users

User Name	First Name	Last Name	Role	Email address	Health Service Provider
mandy.lee@ce.ccac-ont.ca	Mandy	Lee	BP Data Entry	mandy.lee@ce.ccac-ont.ca	Durham North East(HL)/Durham North
lisa.mizzi@lhins.on.ca	Lisa	Mizzi	BP Data Entry	lisa.mizzi@lhins.on.ca	Durham North East(HL)/Durham North
jai.mills@lhins.on.ca	Jai	Mills	BP Data Entry	jai.mills@lhins.on.ca	Durham North East(HL)/Durham North
don.ford@ce.ccac-ont.ca	Don	Ford	LHIN Coach data	don.ford@ce.ccac-ont.ca	

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Health Service Provider enrollment profile

Show Enrollment Groups All Filter

Health Service Provider	Cycle	Group Name	Group Start Date
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Change Area View

4. Select a measure from the *Change Area Name* dropdown

Change Area View

Cycle 2014-Oct **Organization** Durham North East **Health Service Provider** Durham North East

Group 2014-Oct **Group Start Date** October 2014

Change Area Name
Confidence Score
Coordinated Care Plans
Organizations
Primary Care Provider Access
Primary Care Provider Attachment
Wait Time

Change Area Description
Confidence Score

Type	Collection Plan
Outcome	Weekly

Page 1 of 1 View 1 - 1 of 1

Data Points entered for a selected measure

Collection Period	Confidence Score %	# of recorded patient confidence scores	# of CCPs developed
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Page 1 of 0 No records to view

Close

5. Click *Add new row*

Change Area View

Cycle 2015-Jul **Organization** Northumberland County **Health Service Provider** Northumberland County

Group 2015-Jul **Group Start Date** July 2015

Change Area Name Coordinated Care Plans **Change Area Description** Number of patients with a coordinated care plan (CCP) developed through the Sub-region

Associated Measure(s)

Name	Type	Collection Plan
Coordinated Care Plans	Outcome	Monthly

Navigation: Page 1 of 1 | 10 View 1 - 1 of 1

Data Points entered for a selected measure

Collection Period	# pts w/ CCP
06/01/2018	78
03/01/2018	96
12/01/2017	160
09/01/2017	84
06/01/2017	107
03/01/2017	63
01/01/2016	79

Navigation: Page 1 of 2 | 10 View 1 - 10 of 11

Buttons: Add new row (+), Edit (pencil), Delete (trash), Close

6. Follow the measure-specific instructions in the *Instructions for data entry* dialogue box to enter your measure data.

Coordinated Care Plans Measure - New

Description

Number of Sub-region patients with a coordinated care plan (CCP) developed through the Sub-region during the past quarter. CCPs must:

1. Have been developed with the patient/caregiver and two or more health care professionals; and
2. Contain a plan for one or more health issues, which can be physical, mental, social or spiritual

Instructions for data entry

Enter the number of patients for whom CCPs were developed (i.e., completed) in the three-month reporting period.

In the annotations section, include any information that describes factors influencing the number of patients with a CCP. For example, enter "introduced virtual case conferencing through the OTN" if you have begun to test the OTN Personal Videoconferencing technology.

Start Date: If you are entering your data quarterly, select the last month of the quarter (Q1 = June, Q2 = September, Q3 = December, Q4 = March). The end date will automatically populate.

Collection Plan: Monthly * Start Date End Date

Annotations

Fields

*How many patients in your Sub-region had a coordinated care plan developed for them by the Sub-region in the quarter being reported?

7. Enter the reporting period in the *Start Date* field.

Coordinated Care Plans Measure - New

Description

Number of Health Link patients with a coordinated care plan (CCP) developed through the Health Link during the past quarter. CCPs must:

1. Have been developed with the patient/caregiver and two or more health care professionals; and
2. Contain a plan for one or more health issues, which can be physical, mental, social or spiritual

Instructions for data entry

Enter the number of patients for whom CCPs were developed (i.e., completed) in the three-month reporting period.

In the annotations section, include any information that describes factors influencing the number of patients with a CCP. For example, enter "introduced virtual case conferencing through the OTN" if you have begun to test the OTN Personal Videoconferencing technology.

Start Date: If you are entering your data quarterly, select the last month of the quarter (Q1 = June, Q2 = September, Q3 = December, Q4 = March). The end date will automatically populate.

Collection Plan: Monthly

* Start Date

End Date

Annotations

Fields

*How many patients in your Health Link had a coordinated care plan developed for them by the Health Link in the quarter being reported?

Save & New

Save

Cancel

If you are entering your data quarterly, select the last month of the quarter:

- Q1 = June
- Q2 = September
- Q3 = December
- Q4 = March

The end date will automatically populate.

8. Enter measure data in the measure field and click *Save*

Coordinated Care Plans Measure - New

Description

Number of Sub-region patients with a coordinated care plan (CCP) developed through the Sub-region during the past quarter. CCPs must:


1. Have been developed with the patient/caregiver and two or more health care professionals; and
2. Contain a plan for one or more health issues, which can be physical, mental, social or spiritual

Instructions for data entry

Enter the number of patients for whom CCPs were developed (i.e., completed) in the three-month reporting period.

In the annotations section, include any information that describes factors influencing the number of patients with a CCP. For example, enter "introduced virtual case conferencing through the OTN" if you have begun to test the OTN Personal Videoconferencing technology.

Start Date: If you are entering your data quarterly, select the last month of the quarter (Q1 = June, Q2 = September, Q3 = December, Q4 = March). The end date will automatically populate.

Collection Plan: Monthly * Start Date  End Date

Annotations

Fields

*How many patients in your Sub-region had a coordinated care plan developed for them by the Sub-region in the quarter being reported?

Thank you.

LET'S CONTINUE THE CONVERSATION:



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