QI RAP:Login and entering data for single Health Links users

SEPTEMBER 2018

Health Quality Ontario
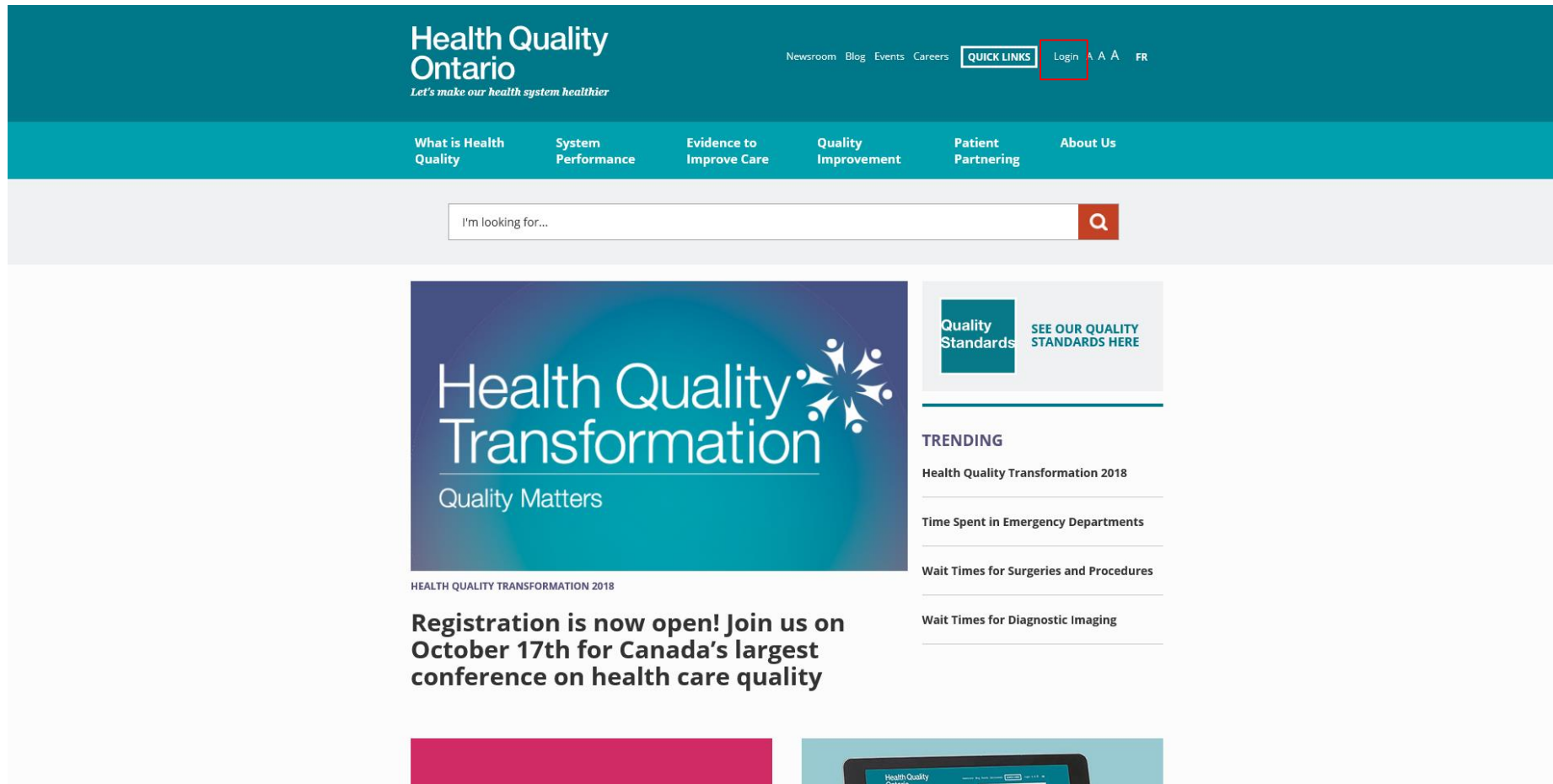
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Login

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 HIhelp@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*

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

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.
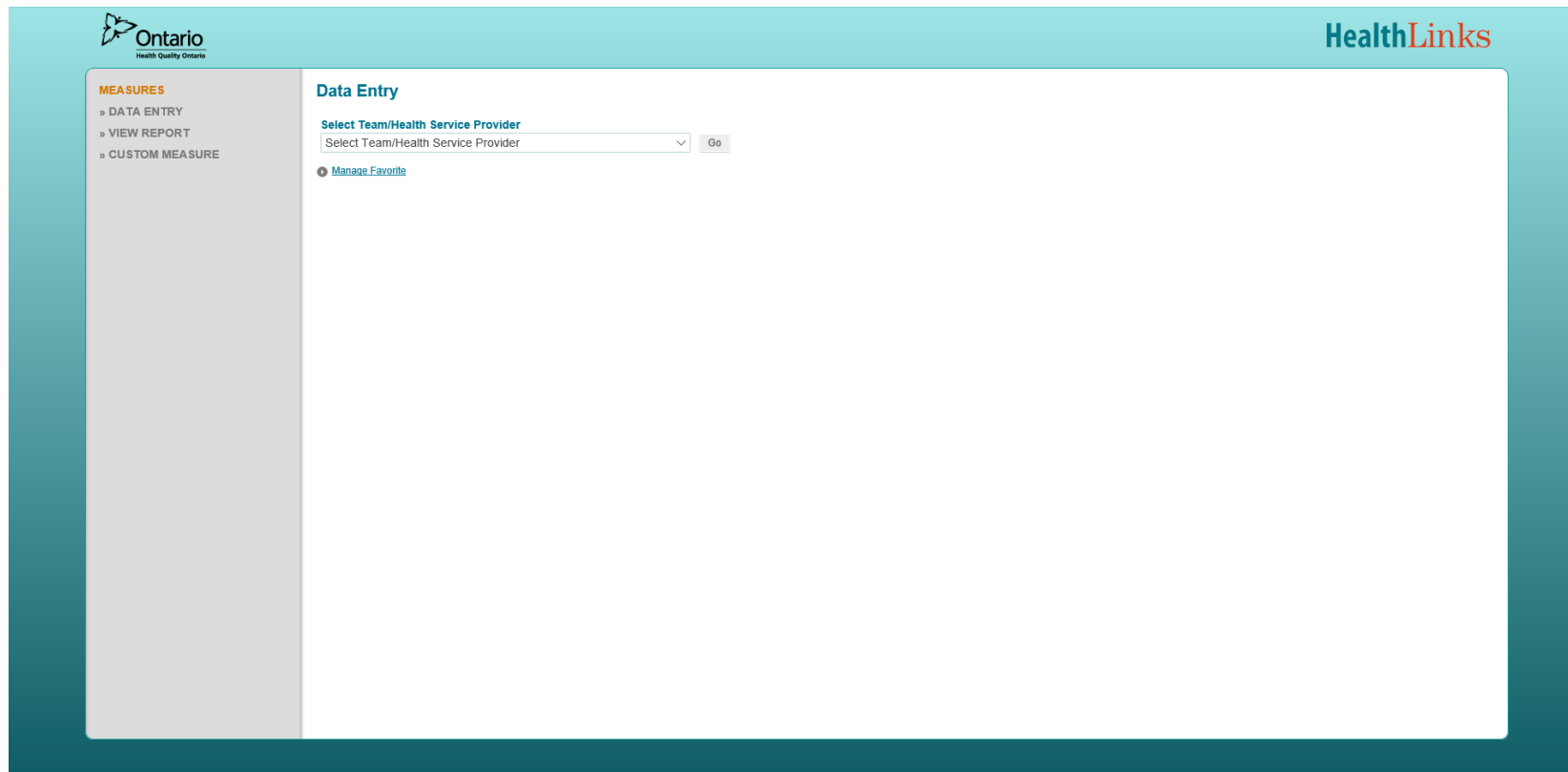
3. Click on *Health Links*

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 through a step-by-step process for entering data.
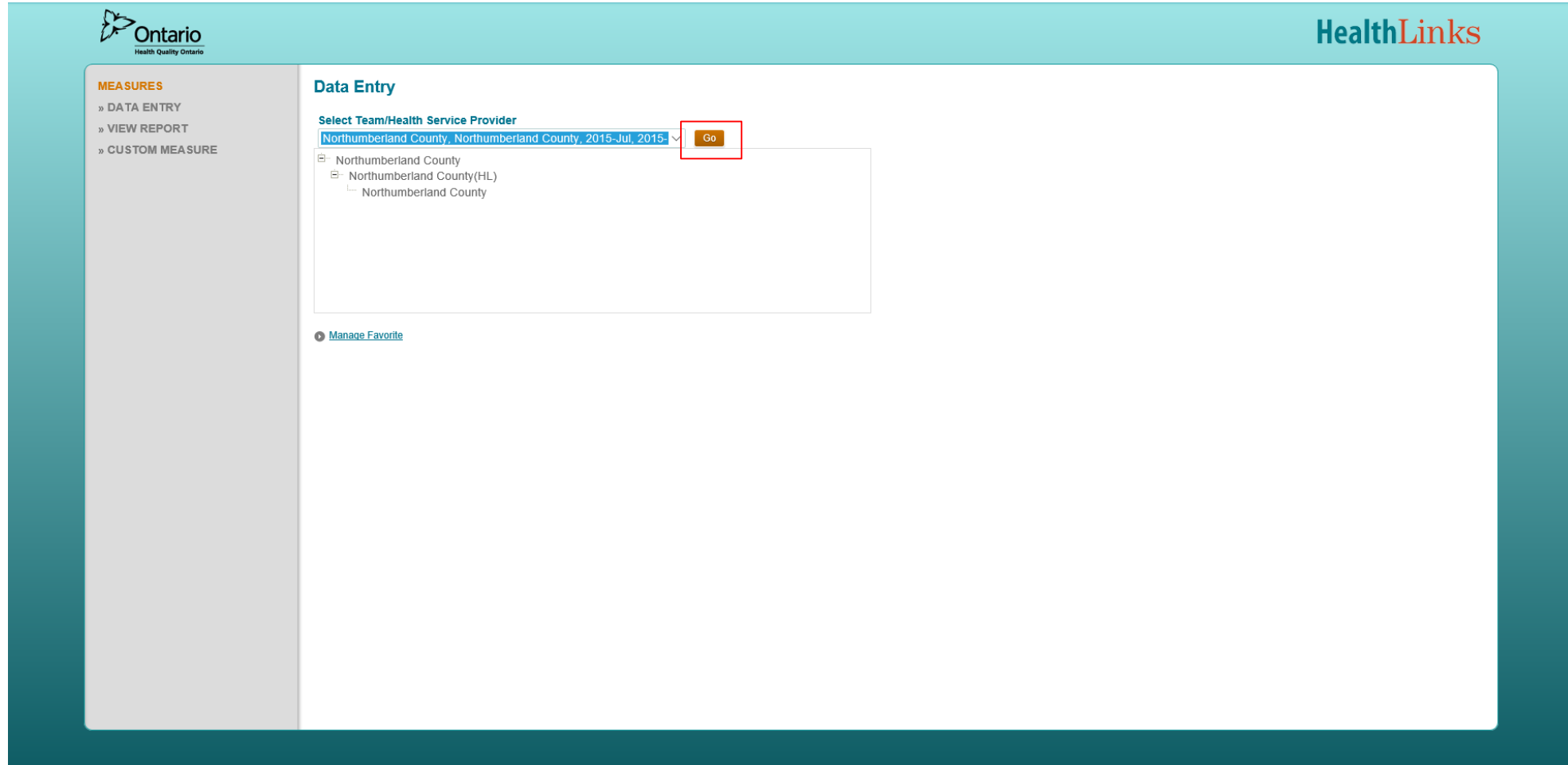
Only users with data entry permission can access the data entry screens.

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

1. Login to QI RAP

2. Select your Sub-Region from the *Select Team/Service Provider* dropdown and click *Go*

3. Select a measure under *Change Area*

4. Click *Add*

5. 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? [   ]

[Save & New] [Save] [Cancel]

6. 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

| 2016 ▼ | Jul ▼ |
| Today | Done |

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.

7. 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
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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? [   ]

[Save & New] [Save] [Cancel]

Thank you.

LET'S CONTINUE THE CONVERSATION:

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