



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

SEPTEMBER 2018

**Health Quality
Ontario**

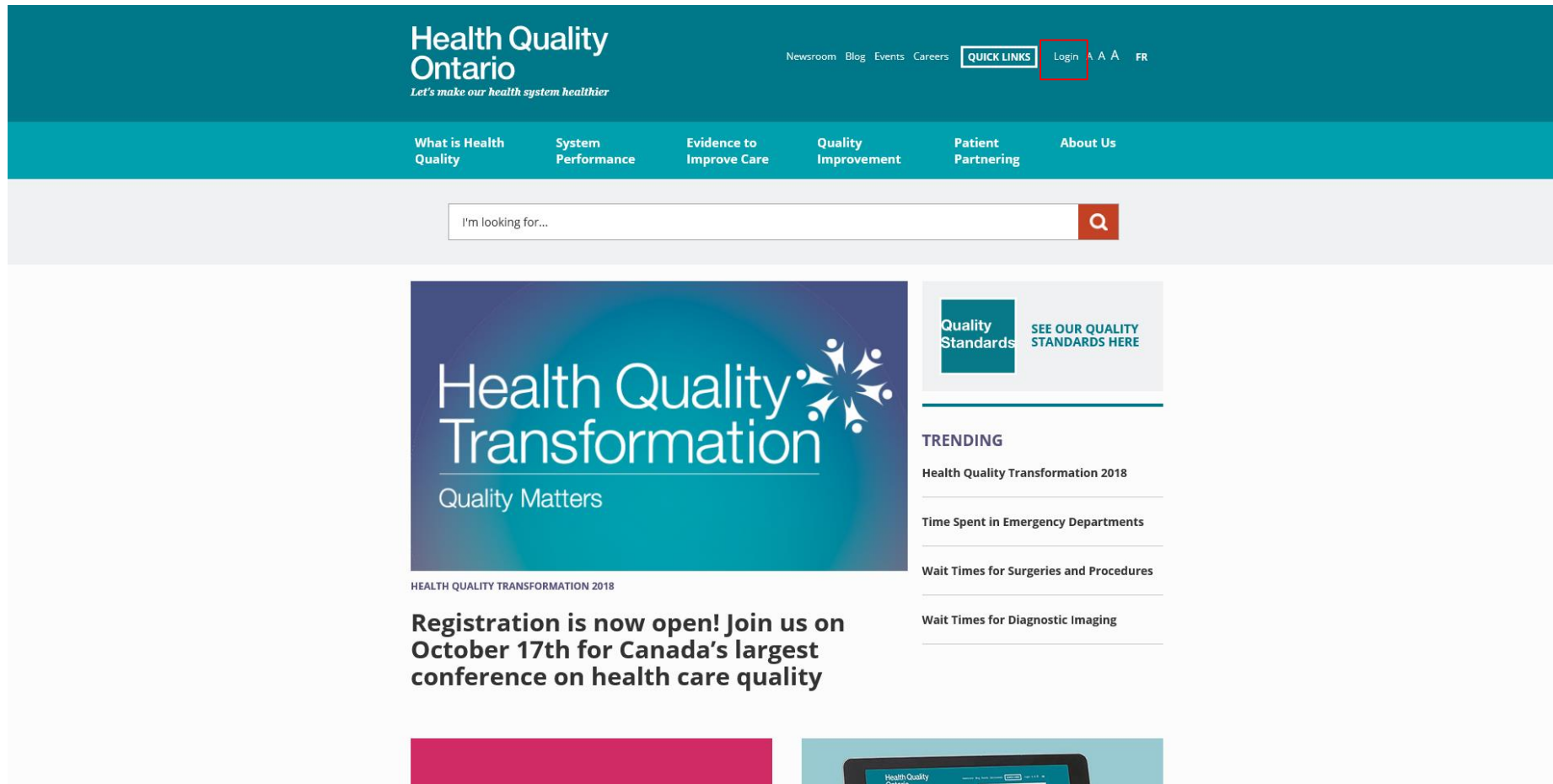
Let's make our health system healthier

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 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*

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.*

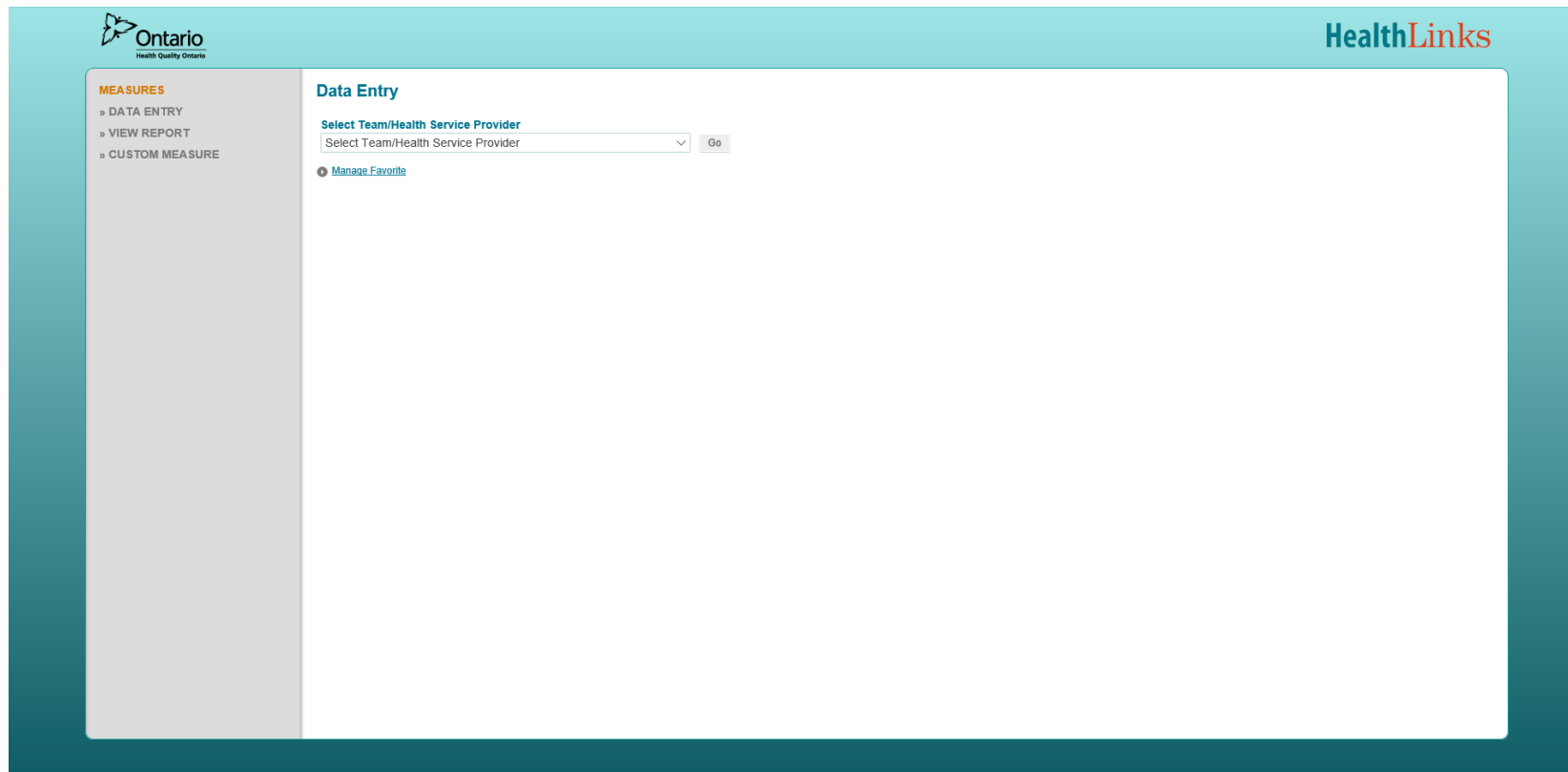
3. Click on *Health Links*

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 "A A A". A search bar contains 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". A "Share:" section includes icons for Twitter, LinkedIn, and Email. The text "Please select your initiative:" is followed by five initiative cards: "HealthLinks" (highlighted with a red box), "ideas" (Improving & Driving Excellence Across Sectors), "AN HQO INITIATIVE Learning Community" (Advancing Improvement in Primary Care in Ontario), "AN HQO INITIATIVE ResidentsFirst" (Advancing Quality in Ontario Long-Term Care Homes), and "sfH" (Senior Friendly Hospitals - Highways adapt to our cities). Each card has a red arrow pointing right.

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.

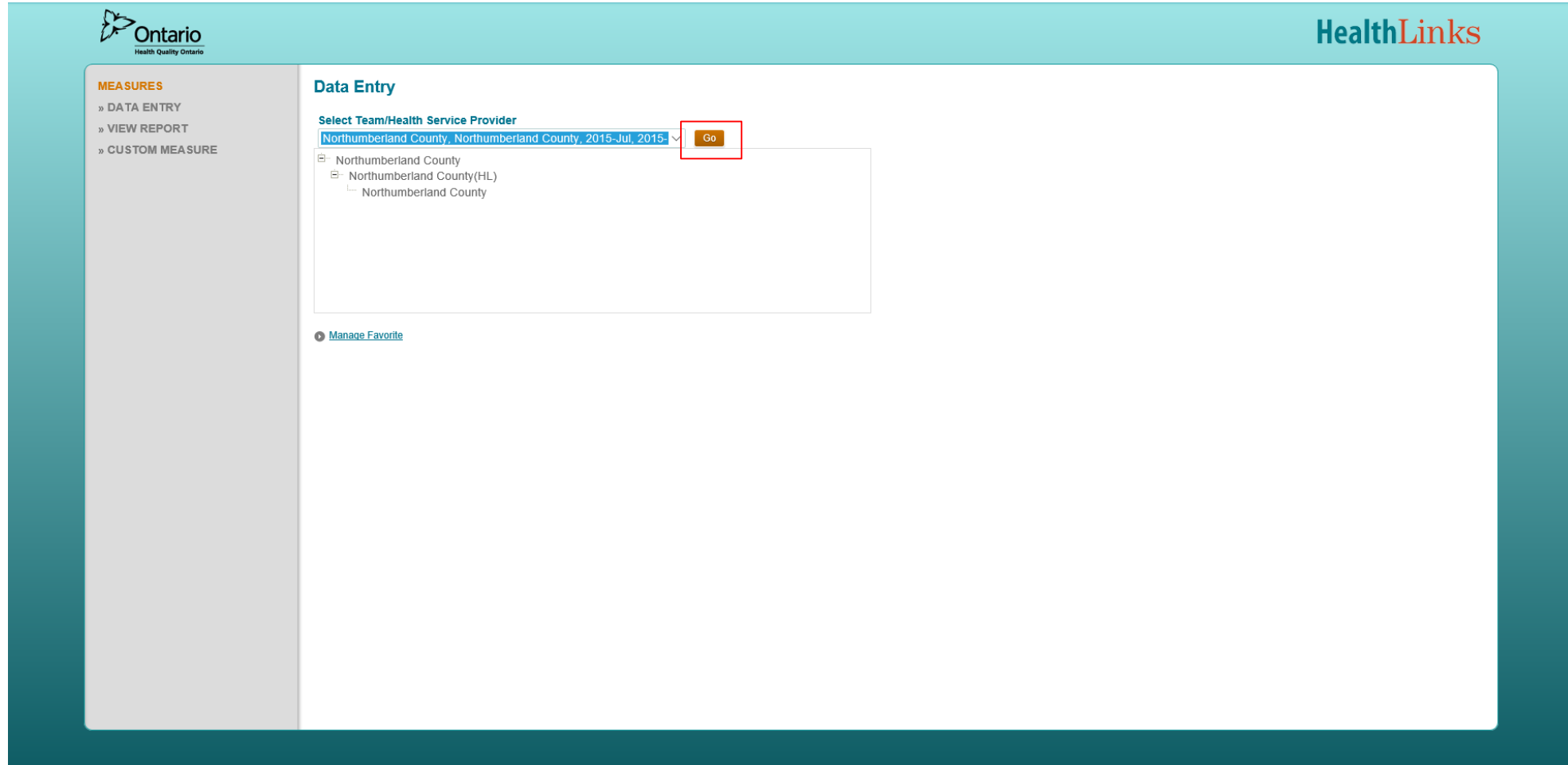
Only users with data entry permission can access the data entry screens.

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

1. Login to QI RAP

The screenshot displays the HealthLinks QI RAP interface. At the top left is the Ontario Health Quality Ontario logo. At the top right is the HealthLinks logo. On the left side, there is a sidebar menu under the heading "MEASURES" with three options: "» DATA ENTRY", "» VIEW REPORT", and "» CUSTOM MEASURE". The main content area is titled "Data Entry" and contains a "Select Team/Health Service Provider" section. This section includes a dropdown menu with the text "Select Team/Health Service Provider" and a "Go" button. Below this is a link labeled "Manage Favorite".

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



The screenshot displays the HealthLinks interface. At the top left is the Ontario Health Quality Ontario logo, and at the top right is the HealthLinks logo. On the left side, there is a sidebar with the heading "MEASURES" and three options: "» DATA ENTRY", "» VIEW REPORT", and "» CUSTOM MEASURE". The main content area is titled "Data Entry" and contains a section labeled "Select Team/Health Service Provider". This section features a dropdown menu with the selected text "Northumberland County, Northumberland County, 2015-Jul, 2015". To the right of the dropdown is a "Go" button, which is highlighted with a red rectangular box. Below the dropdown, a tree view shows the following structure: "Northumberland County" (expanded), "Northumberland County(HL)" (expanded), and "Northumberland County" (selected). At the bottom of this section, there is a "Manage Favorite" link.

3. Select a measure under *Change Area*

The screenshot displays the HealthLinks Data Entry interface. On the left, a sidebar contains the 'MEASURES' section with options for 'DATA ENTRY', 'VIEW REPORT', and 'CUSTOM MEASURE'. The main content area is titled 'Data Entry' and shows the current location as 'Northumberland County, Northumberland County, 2015-Jul, 2015-Jul'. Under the 'Change Area' heading, a list of measures is shown, with 'Coordinated Care Plans' selected and expanded. The expanded view shows a table with one row: 'Coordinated Care Plans | Outcome | 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'. To the right of this row are icons for refresh, zoom, and print. Below this, other measures like 'Organizations', 'Primary Care Provider Access', 'Primary Care Provider Attachment', and 'Wait Time' are listed with expandable arrows.

4. Click Add

The screenshot displays the HealthLinks Data Entry interface. On the left, a sidebar contains the 'MEASURES' menu with options for 'DATA ENTRY', 'VIEW REPORT', and 'CUSTOM MEASURE'. The main content area is titled 'Data Entry' and shows the current selection: 'Northumberland County, Northumberland County, 2015-Jul, 2015-Jul'. Under the 'Change Area' section, a list of measures is shown. The 'Coordinated Care Plans' measure is selected and expanded, revealing a detailed description: 'Coordinated Care Plans | Outcome | 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'. To the right of this description, an 'Add' button is highlighted with a red box. Other measures listed include 'Confidence Score', 'Organizations', 'Primary Care Provider Access', 'Primary Care Provider Attachment', and 'Wait Time'. The top of the interface features the Ontario Health Quality Ontario logo and the HealthLinks brand name.

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?

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

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
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:



hqontario.ca



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