IPEC Data Management Acute Stroke Measures User Guide

Types of Accesses

Access to the data and reports on the IPEC Data Management Site is restricted to people approved by Facility or Network leadership. There are four types of accesses to this site:

- 1). Facility Edit/Network View allows the user to enter data for a facility and view only access to all other facilities in the facility's network
- 2). Network View allows the user to view only the data for all facilities in their network
- 3). Network Edit allows the user to edit data for all facilities in their network

Access must be granted by the Facility Director, Chief of Staff, or Network Leadership. This approval can come in the form of a simple <u>e-mail to ipec@va.gov</u> from the appropriate leadership person requesting that an individual be given access.

Welcome! You have been assigned by your Facility or Network to input or review Acute Stroke Measure data in the IPEC Database. This user guide will take you step by step through the process. Please note that you should not use the Back button in your web browser to navigate through the website. Use the tabs at the top of the page or the buttons at the bottom of the page to navigate the website.

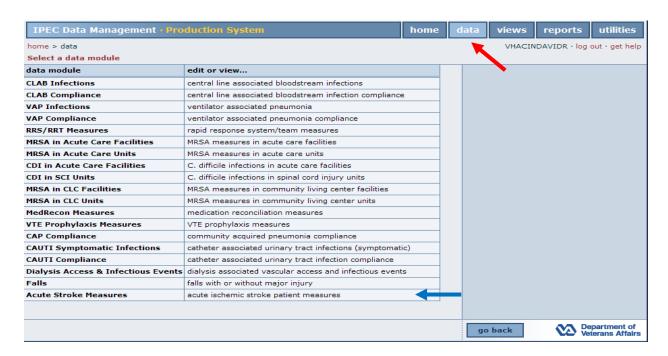


You will be assigned a username and password by the IPEC, which you will use the first time you log on. After you enter your username and password, click the Log In button (green arrow).

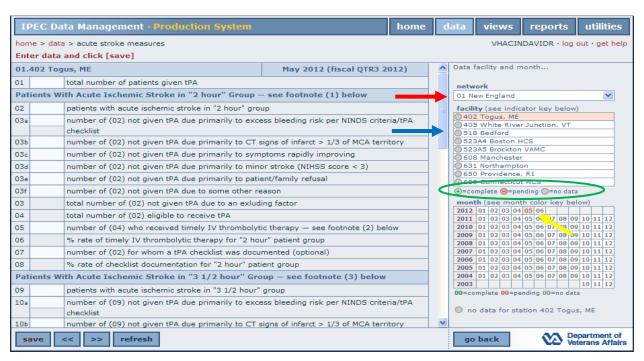
If you have forgotten your password, you must enter your VA e-mail address in the space provided (red arrow) and press Enter. The website will automatically send your username and password to your e-mail account.



This is the home page for the IPEC Data Management website. The red arrow indicates the toolbar that will allow you to navigate through the website.

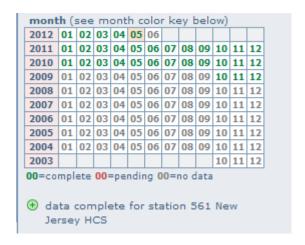


To enter the Dialysis database, select the data tab (red arrow). A screen like the one above will appear. Place the cursor over, "Acute Stroke Measures," (blue arrow) and click. A screen like the one below will appear.

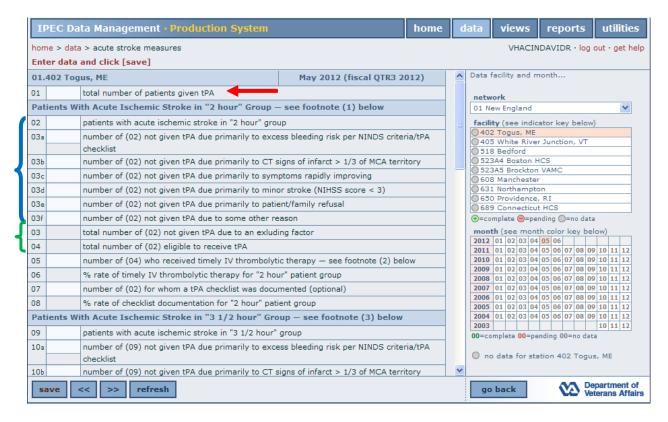


Select your network using the drop down menu (red arrow) and select your facility (blue arrow) by clicking on your choice. Your choice will be highlighted in orange. Select the year and month (yellow arrow) by clicking on your choice. Once again, your selection will be highlighted in orange.

Note the small indicator circles (green oval) under the facility box in the screen shot above. Green indicates that data has been entered and is complete, red indicates that your data is pending, and gray indicates that no data has been entered.



The data status will also be reflected in the month box (above). As you can see from the screen shot above, the data is complete for all months as indicated by the color green.



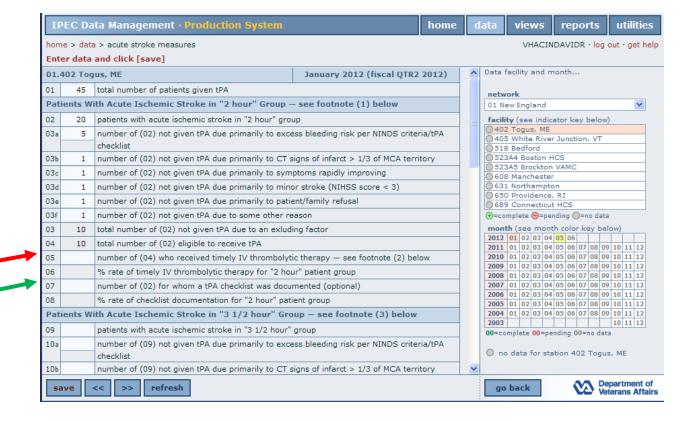
Before you begin entering your data, you must select your network, facility and timeframe as mentioned in the screen shots above.

Enter your data, beginning with line 01 (red arrow) while following the guidelines outlined in Footnote #1.

(1) Patients with acute ischemic stroke with hospital arrival time within 2 hours (arrived ≤ 120 min) after symptom onset, and patients who had a stroke while admitted for any reason whose stroke symptoms were recognized within 2 hours (recognized ≤ 120 min) after symptom onset.

Enter your data in lines 02, and 03a, 03b, 03c, 03d, 03e, 03f (blue bracket). Lines 03 and 04 (green bracket) will calculate and populate automatically.

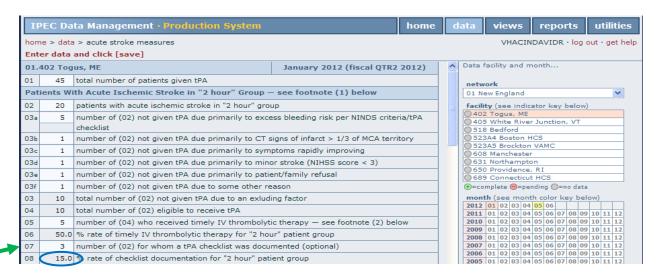
Questions 03a through 03f are all based on your response to question 02.



For Line 05 (red arrow), your response will be based upon your data in Line 04 while using the criteria set forth in footnote #2. Once data has been entered into Line 05, Line 06 will automatically calculate.

(2) Patients in "2 hour" group for whom IV thrombolytic therapy was initiated at this hospital within 3 hours (initiated \leq 180 min) of symptom onset.

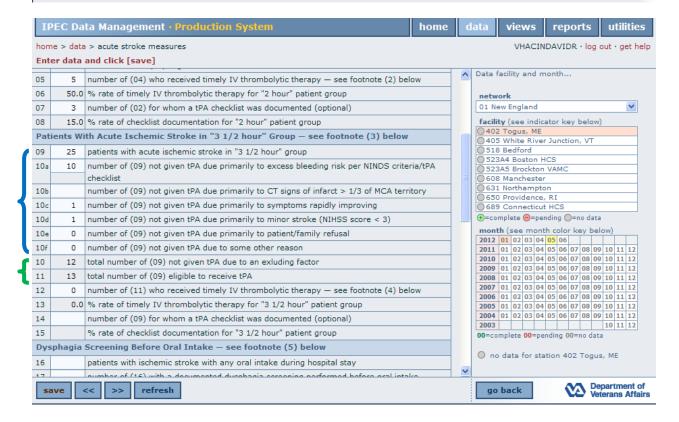
Line 07 (green arrow) is also based on your response to line 02. Collection of this data is optional.



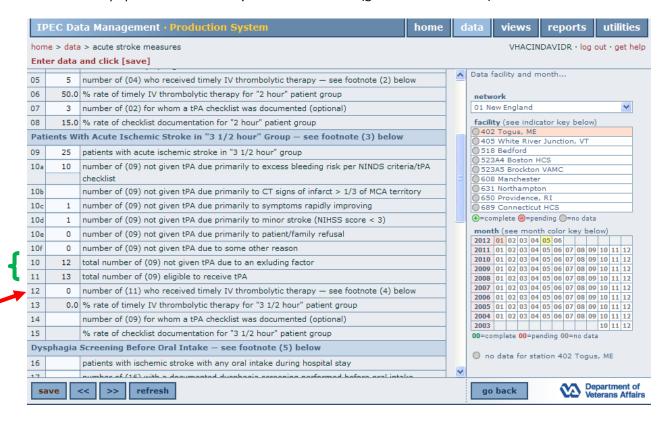
Line 07 (green arrow) is also based on your response to line 02. Collection of this data is optional. If data is entered, Line 08 (blue oval) will calculate and populate automatically.

Before entering data into Lines 09 through 10f, please follow the criteria set forth in Footnote #3.

(3) Patients with acute ischemic stroke with hospital arrival time within 3 1/2 hours but later then 2 hours (121 min ≤ arrived ≤ 210 min) after symptom onset, and patients who had a stroke while admitted for any reason whose stroke symptoms were recognized within 3 1/2 hours but later then 2 hours (121 min ≤ recognized ≤ 210 min) after symptom onset.



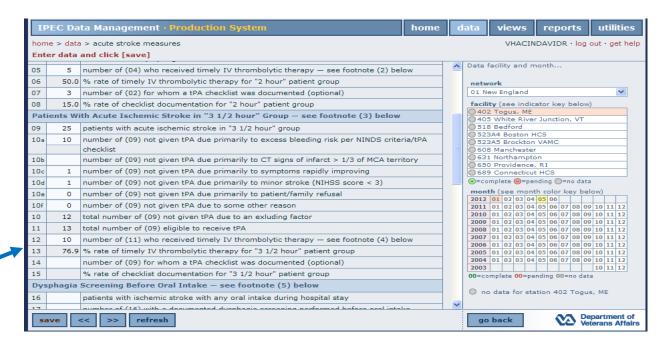
Once data has been entered into Lines 09, 10a, 10b, 10c, 10d and 10f (blue bracket above) your data will calculate and populate automatically in Lines 10 and 11 (green bracket below).



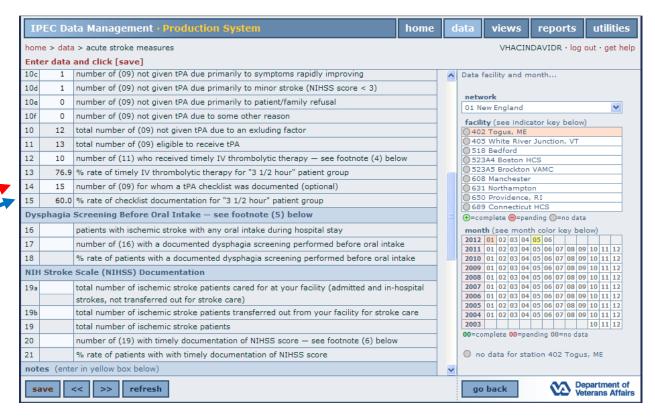
Line 12 (red arrow) is based on the calculation of Line 11 and the criteria set forth in footnote #4.

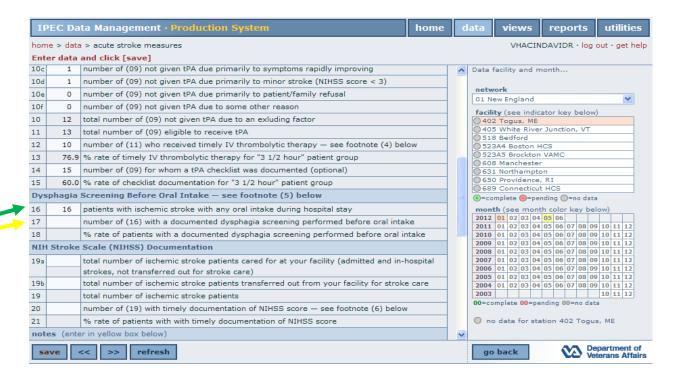
(4) Patients in "3 1/2 hour" group for whom IV thrombolytic therapy was initiated at this hospital within 4 1/2 hours (initiated ≤ 270 min) of symptom onset.

Once that data has been entered, Line 13 (blue arrow below) will calculate and populate automatically.



Line 14 (red arrow below) is based on your response to Line 09. Entering this data is optional. If data is entered into Line 14, Line 15 (blue arrow below) is calculated and populated automatically.

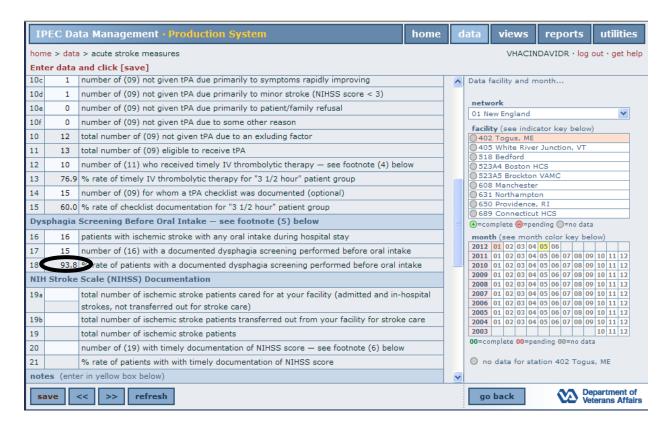




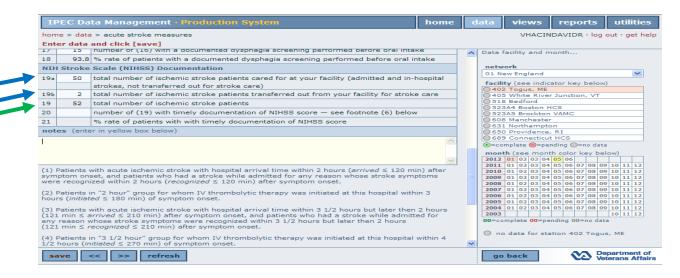
Enter your data into Line 16 (green arrow above) based on the criteria set forth in footnote #5.

(5) Oral intake includes medications, fluids, or food. Patients being transferred to another facility for acute stroke care are eligible if they have any oral intake between the time of stroke onset and the time of transfer.

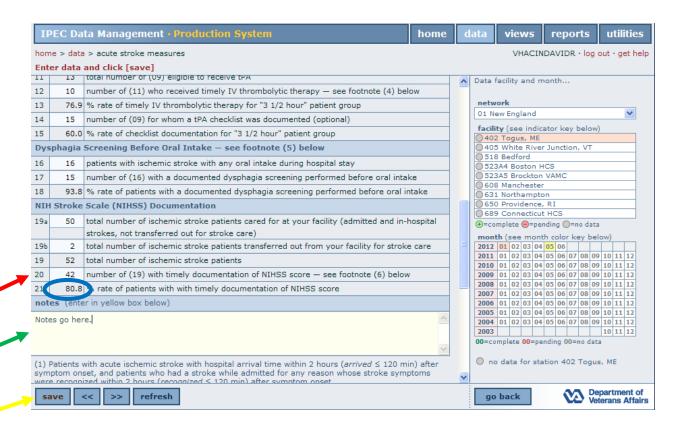
Line 16 (yellow arrow above) is based on your response to Line 15. The data is then calculated and populated in Line 18 (black oval below).



Enter your data in Line 19a and 19b (blue arrows below) and Line 19 (green arrow below) will calculate and populate automatically.

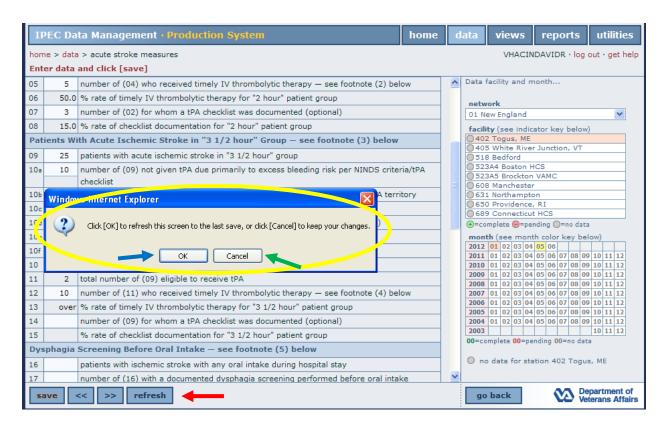


For Line 20 (red arrow below), your response will be based upon your data in Line 19 while using the criteria set forth in footnote #6. Line 21 (blue oval) will calculate and populate automatically.



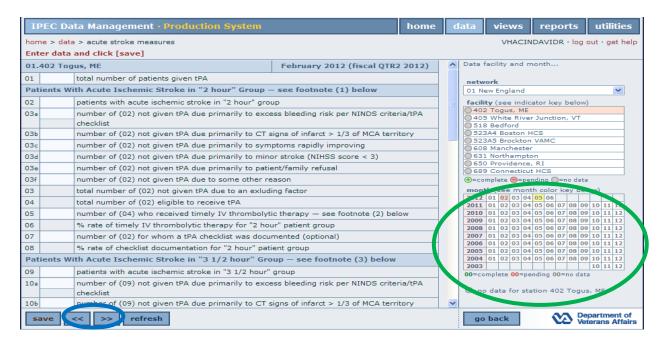
To enter a note, place your cursor in the yellow box (green arrow above) and begin typing.

To save your data, click the save button (yellow arrow above).

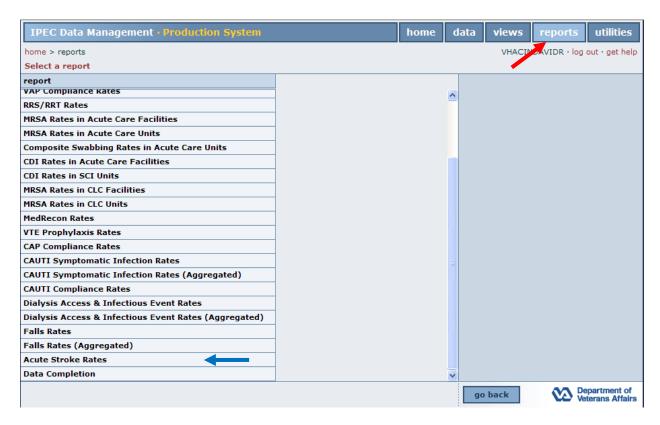


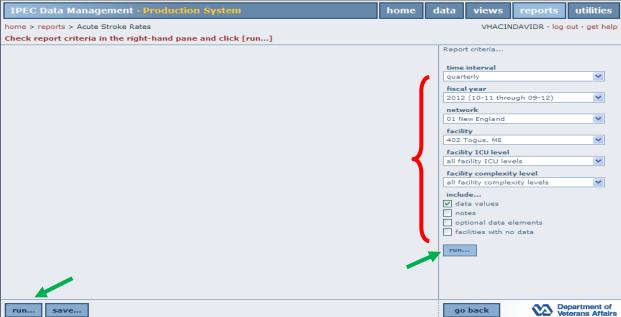
To refresh your screen to the last save, click refresh (red arrow above) and the dialogue box (yellow oval) will appear. Click OK (blue arrow above) to refresh your screen to the last save, or click Cancel (green arrow above) to keep what is on your screen currently.

Use the scroll bars (blue oval below) to see your monthly data. You can also see your monthly data by clicking on the year and month in the calendar (green oval).



To run a report of your data, click reports (red arrow) from any screen. Select Acute Stroke Rates (blue arrow).

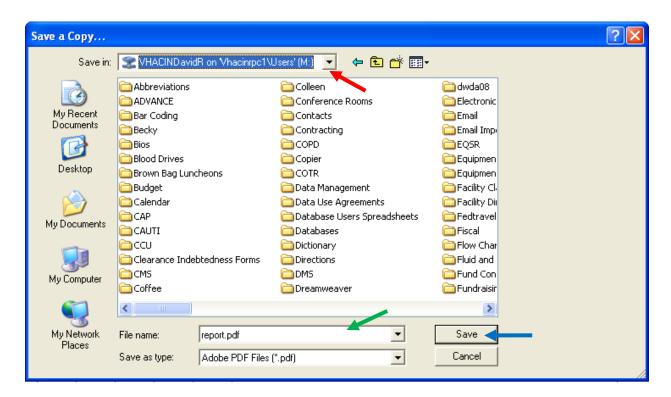




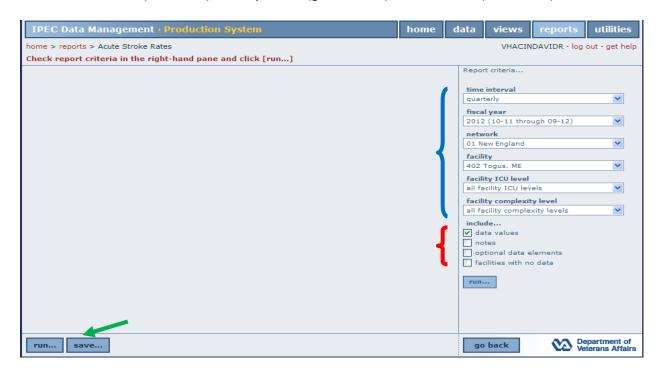
Make your selections using the drop down and check boxes (red bracket). Click either run button (green arrows), and the following pdf report will appear.

	Dutu	Mana	geme	nt 2	
cute St	roke Rat	tes - Qua	rterly		26 June 2012, page 1 of 2
				its: fiscal	year = 2012; facility = 01.402 Togus, ME; including data values
QTR1	QTR2	QTR3	QTR4	FY12	01.402 Togus, ME [i3,c2]
		45		45	(01) total number of patients given tPA
Patients	With A	cute Isch	emic Str	oke in "2	2 hour" Group
		20		20	(02) patients with acute ischemic stroke in "2 hour" group
		5		5	(03a) number of (02) not given tPA due primarily to excess bleeding risk per NINDS cr
		1		1	(03b) number of (02) not given tPA due primarily to CT signs of infarct > 1/3 of MCA te
		1		1	(03c) number of (02) not given tPA due primarily to symptoms rapidly improving
		1		1	(03d) number of (02) not given tPA due primarily to minor stroke (NIHSS score < 3)
		1		1	(03e) number of (02) not given tPA due primarily to patient/family refusal
		1		1	(03f) number of (02) not given tPA due to some other reason
		10		10	(03) total number of (02) not given tPA due to an exluding factor
		10		10	(04) total number of (02) eligible to receive tPA
		5		5	(05) number of (04) who received timely IV thrombolytic therapy
		50.0		50.0	(06) % rate of timely IV thrombolytic therapy for "2 hour" patient group
Patients	With A	cute Isch	emic Str	oke in "	3 1/2 hour" Group
		25		25	(09) patients with acute ischemic stroke in "3 1/2 hour" group
		10		10	(10a) number of (09) not given tPA due primarily to excess bleeding risk per NINDS cr
		1		1	(10b) number of (09) not given tPA due primarily to CT signs of infarct > 1/3 of MCA te
		1		1	(10c) number of (09) not given tPA due primarily to symptoms rapidly improving
		1		1	(10d) number of (09) not given tPA due primarily to minor stroke (NIHSS score < 3)
		0		0	(10e) number of (09) not given tPA due primarily to patient/family refusal
		0			(10f) pumber of (09) not given tPA due to some other reason
		13		13	total number of (09) not given tPA due to an exluding factor
		12		12	(11) total number of (00) eligible to receive PA
		0			2 number (11) the ceffet timely by nromb hour therapy
		0.0		0.0	(13) % rate of timely IV thrombolytic therapy for "3 1/2 hour" patient group

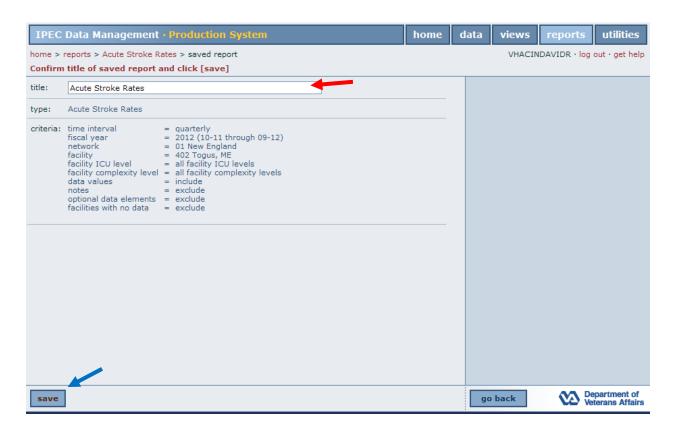
To print your document, click the printer button (blue arrow). To save a copy of your report, click the save button (red arrow) and the following dialogue box will appear.



Select a file location (red arrow), name your file (green arrow), and click save (blue arrow).



To save a report to the Data Management site, make your selections using the drop down menu boxes (blue bracket), check your criteria (red bracket), and click save (green arrow). The following screen will appear.

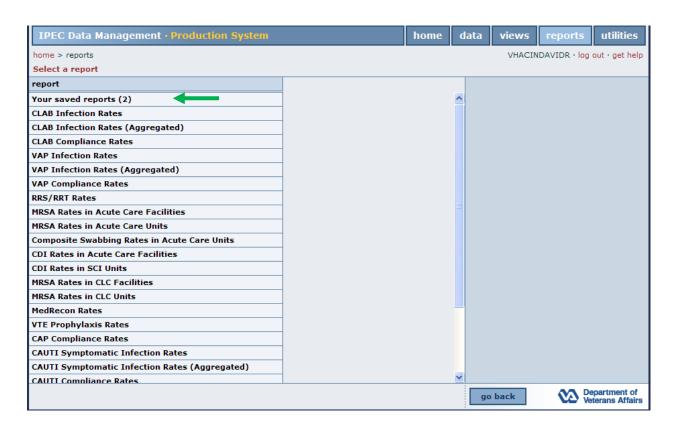


Name your report if desired (red arrow), and click save (blue arrow).

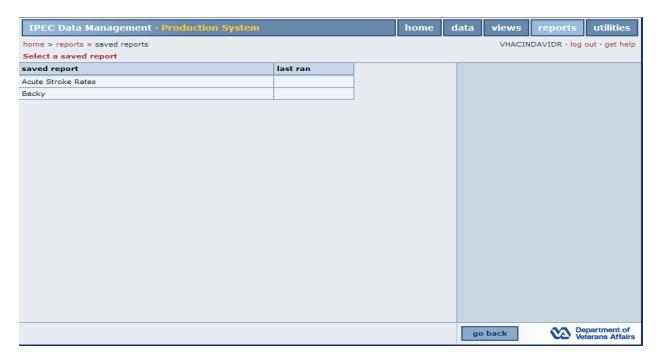
A confirmation screen will appear like the one below.



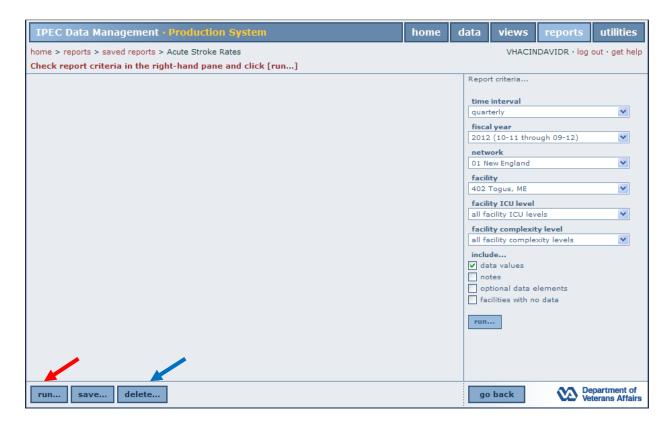
To view your saved report, click reports (blue arrow) from any screen, and the following screen will appear.



Click your saved reports (green arrow), and the following screen will appear.

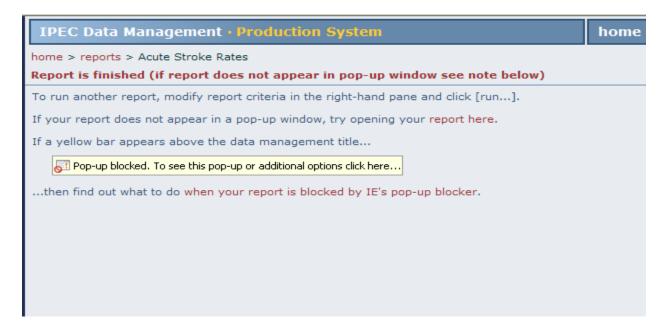


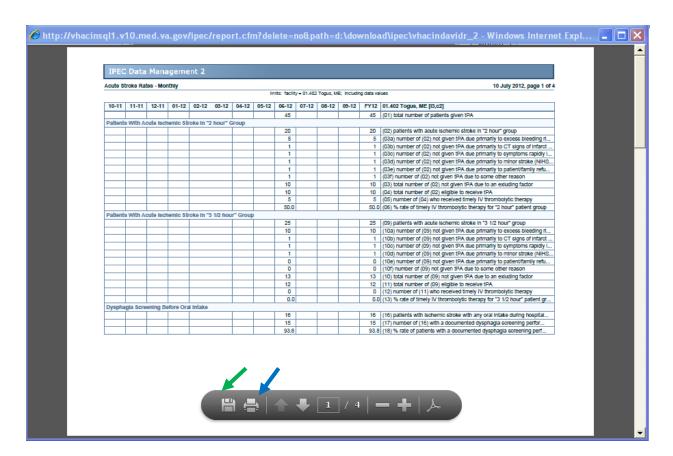
Click on your selection and you are returned to the following screen.



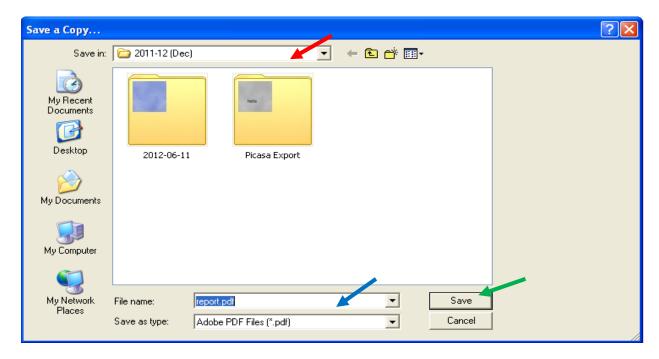
Click run (red arrow) to open a pdf report. To delete the report, click delete (blue arrow).

If your report does not show, please follow the directions on the screen.

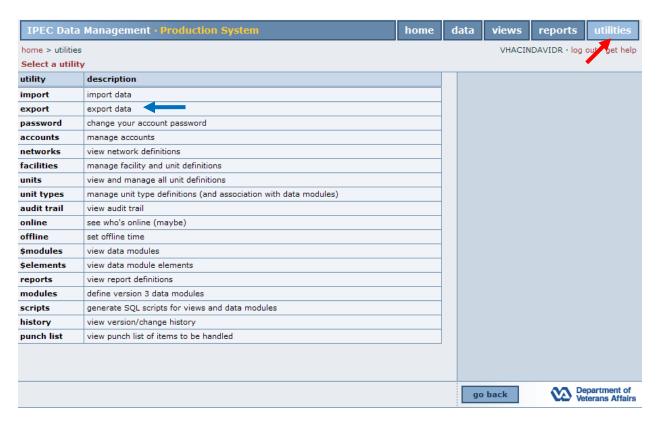


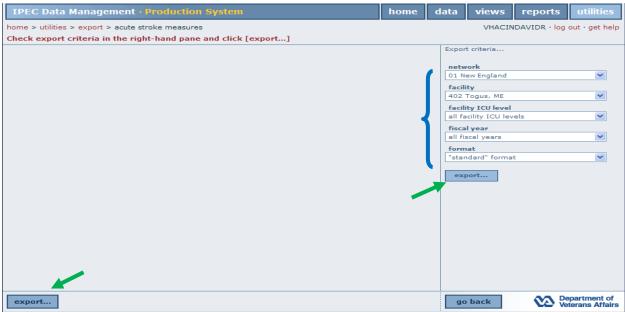


To print your report, click the printer icon (blue arrow). To save a copy, click the save (green arrow) button and the following screen will appear.

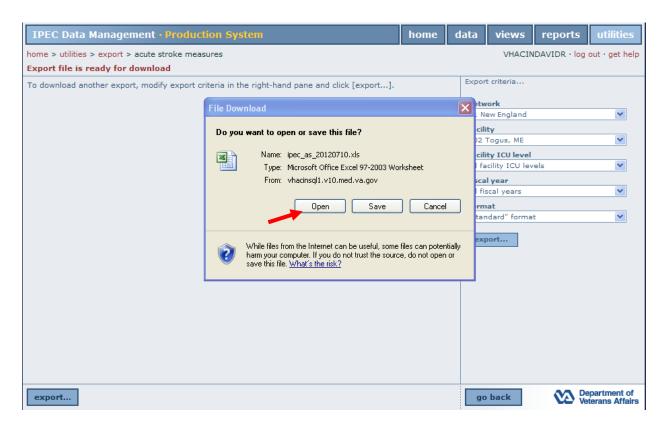


Specify a file location (red arrow), name your file if desired (blue arrow), and click save (green arrow). To export your data to an Excel file, click utilities (red arrow) from any screen. Click export data (blue arrow).

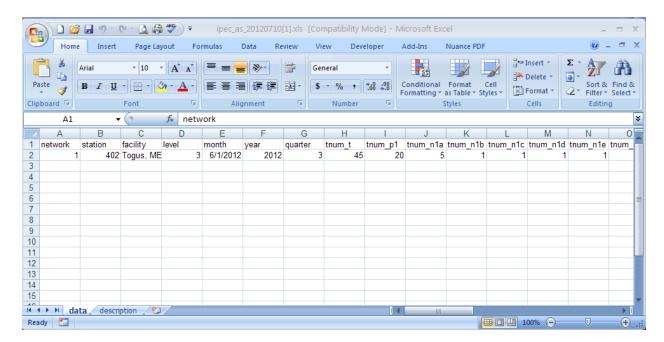


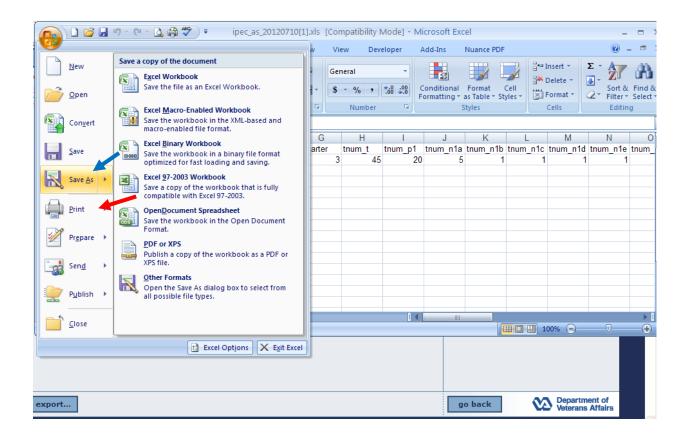


Make your selections using the drop down boxes (blue bracket) and click either export button (green arrows).

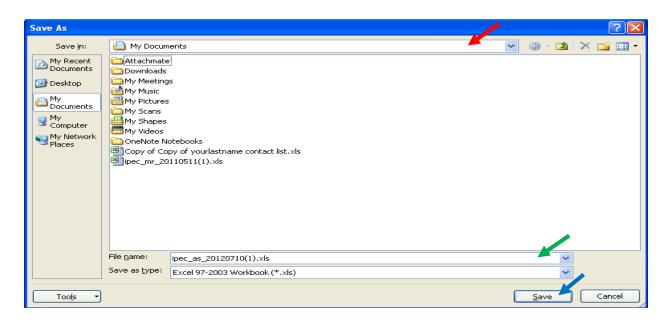


To view your file, click open (red arrow). A file like the one below will appear.

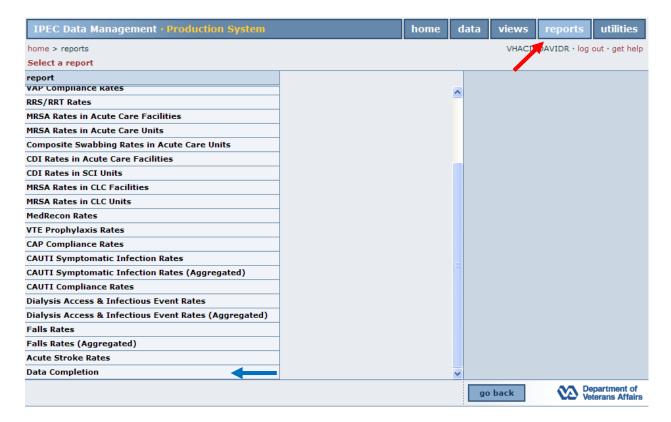


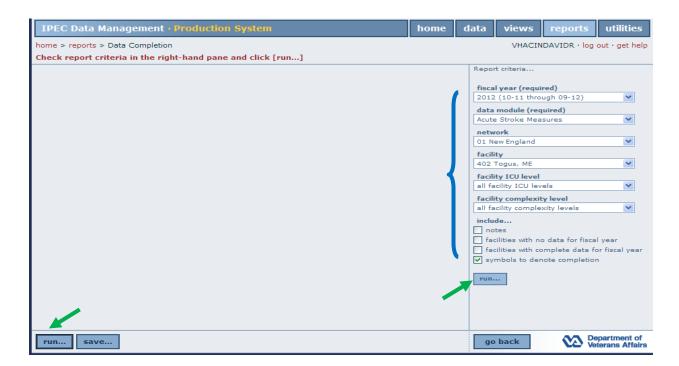


To print a copy of your file, click print (red arrow). To save a copy of your file, click, save as (blue arrow) and the following screen will appear.



Specify a file location (red arrow). Name your file if desired (green arrow), and click save (blue arrow). To run a data completion report, click reports (red arrow) from any screen. Click data completion (blue arrow).

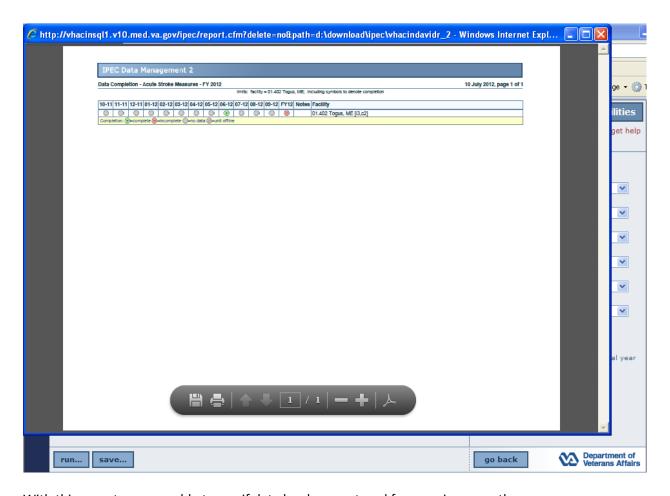




Make your selections using the drop down and check boxes (blue bracket) and click either run button (green arrows).

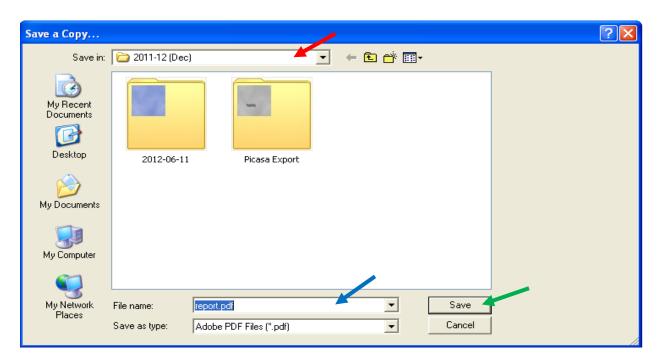


If your report does not appear, follow the directions that appear on your screen.



With this report, you are able to see if data has been entered for any given month.

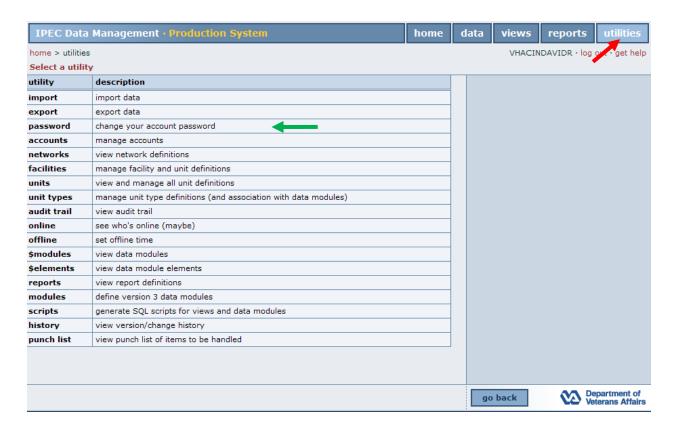
To print your report, click the printer icon (blue arrow). To save a copy, click the save (green arrow) button and the following screen will appear.



Specify a file location (red arrow), name your file if desired (blue arrow), and click save (green arrow). To export your data to an Excel file, click utilities (red arrow) from any screen. Click export data (blue arrow).



For additional help with any page, click get help (red arrow).



To change your password, click utilities (red arrow) from any page and select password (green arrow).



Enter and confirm (blue bracket) your password. Click save (red arrow).