



BREATHE ALABAMA
AN ACHIA ASTHMA LEARNING COLLABORATIVE

**Group Administrator
User Manual**

February 2018

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General Information

What is QIDA?

The acronym QIDA is the Quality Improvement Data Aggregator, and it is a web-based data aggregation tool that has been developed by the American Academy of Pediatrics e-Learning Division. It allows:

1. Individual clinicians to enter their improvement data securely;
2. Viewing of real-time data reports, project workspace, and message board; and
3. Access to a group administrator to help facilitate practice-wide QI implementation.

How do I access QIDA?

A unique website URL has been developed for the ACHIA Breathe Alabama Asthma Continuous Quality Improvement Collaborative; it is: <https://qidata.aap.org/breathelabama> Users will access the ACHIA Project using an AAP Single Sign On (SSO). **The SSO is what AAP members use to login to AAP website portals (eg, AAP Member Center).** QIDA Staff will give each participant access to the project using their existing AAP ID and Password.

Project participants do not need to be AAP members to access QIDA. If you do not have an AAP ID, QIDA staff can provide instructions on how to set one up. Kristen Minaglia, QIDA Program Manager, will notify you of your access to the site once you have been registered for the project (email to come from qidata@aap.org).

What is the difference between a Group Administrator and Project Participant as it applies to QIDA?

The ACHIA Breathe Alabama Asthma Project will be collecting Practice Level Data. Therefore, each group administrator (identified by the practice) will have the ability to enter data on behalf of their practice. Group Administrators will have the ability to enter, view and analyze their real-time run charts, as well as have access to the project Workspace page. More information about the Project Workspace page can be found on page 9 of this user manual.

Project Data Cycles

Baseline Data

Timeframe: September 1- December 31, 2017. Enter by February 28, 2018

Enter chart data from consecutive asthma visits in your practice until there 30 charts. If there are fewer than **30 charts** available in this timeframe, enter all available. **Do not go beyond the 30 maximum.**

Intervention Data

Timeframe: Days 1 – 25 of the month, enter all data by the last day of the month.

Enter chart data from consecutive asthma visits in your practice until there are 10 charts reviewed. If there are fewer than **10 charts** available in this timeframe, enter all available. **Do not go beyond the 10 maximum.**

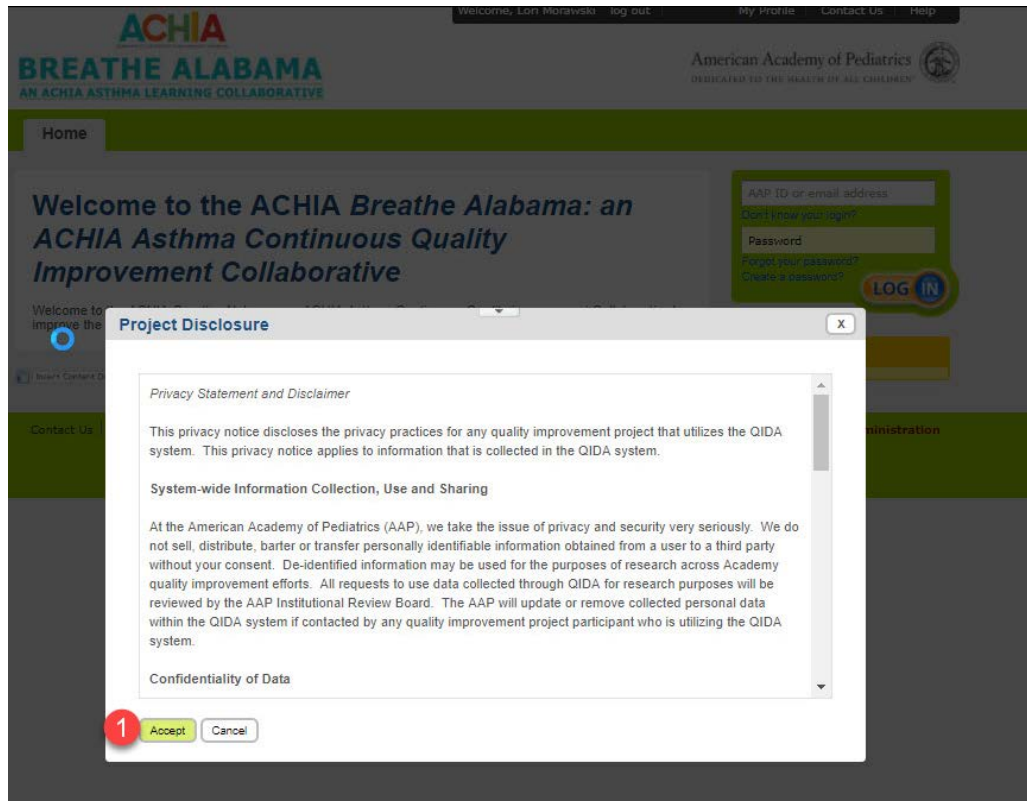
Reminders & Staff Contact Information

For technical assistance, please reach out to the QIDA Program Manager at qidata@aap.org or for project specific questions, please contact Linda Champion at lchampion@alaap.org with your questions.

Project Disclosure Statement

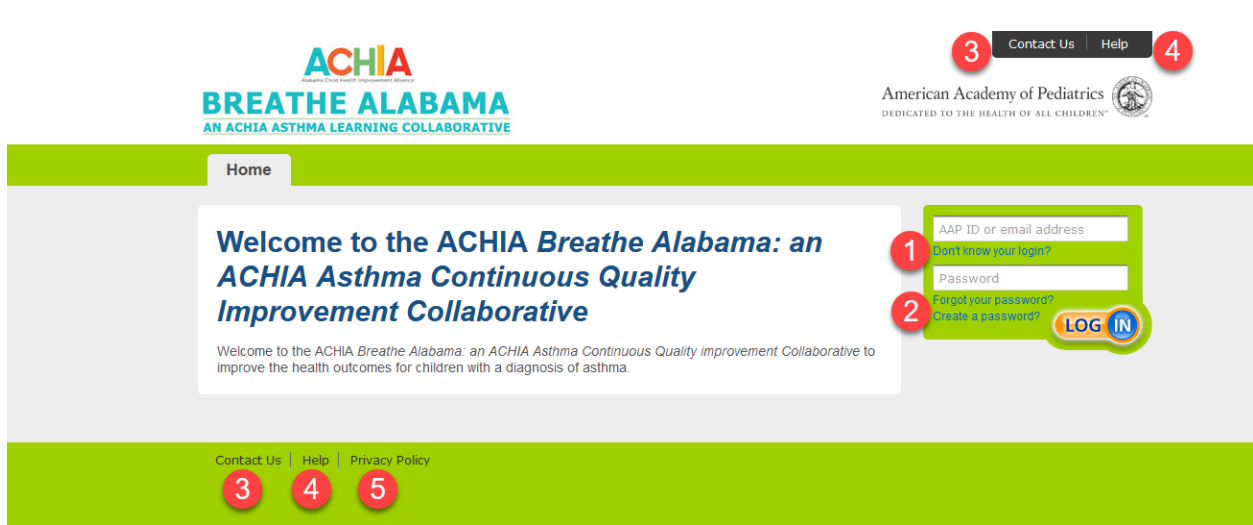
When logging into the system for the first time, the Project Disclosure pop-up window will appear. This will explain the Privacy Statement and Disclaimer.

Click the **Accept** button (1) to continue accessing the system. If the **Cancel** button is select, the system will not be able to be accessed.



User Log-In Screen

1. To log into the main project page using your unique AAP ID and Password.
2. To retrieve a forgotten password, or to create a new password, select **Forgot your password?** Or **Create a password?** Located below the log-in box or under the password box.
3. To contact QIDA Administration staff, select either of the **Contact Us** links on the log-in screen.
4. Select **Help** to access the help section.
5. To view information on system privacy information that is standard for all projects that utilize the QIDA system, select **Privacy Policy**.



My Profile

All QIDA users are required to complete general profile questions that provide information about workplace setting, medical specialty, role in organization and Electronic Health Record (EHR) usage. The **My Profile** window will appear automatically upon first QIDA log-in. These questions only have to be completed one time, upon first log-in. Questions are answered using a series of check boxes (a set of options, displayed as open squares, where multiple answers can be selected) and radio buttons (a set of options, displayed as open circles, from which only one may be selected). Once answers are chosen, select the green **Submit** button (1) at the bottom of the **My Profile** pop up window.

▼ General Information

1. Please indicate your medical speciality (check all that apply):

Primary Care Physican Hospitalist

Sub-Specialist (please specify)

Surgical Sub-Specialist (please specify)

Do not provide direct clinical care

2. If you provide direct patient care, please indicate your setting (check all that apply):

Primary Care Practice Setting Hospital Academic Setting N/A

3. Is your practice using an Electronic Health Record (EHR) for clinical documentation?

Yes No N/A

4. Please indicate your primary employment site setting, that is, where you spend most of your time (please check only ONE response):

Solo or two-physician practice Pediatric group practice: 3-5 pediatricians

Pediatric group practice: 6-10 pediatricians Pediatric group practice: >10 pediatricians

Multi-speciality group practice (other than staff model HMO) Staff model HMO

Medical school (or parent university) Non-government hospital/clinic

City/county/state government hospital/clinic US government hospital/clinic

Non-profit community health center Other patient care or non-patient care employment

Other (specify)

1

Project Home

On the **Project Home** page, group administrators are able to enter data, view and analyze data, toggle between project pages, view alerts and complete project surveys. The screenshot (on the next page) is an example of how the main QIDA homepage appears when a user logs into the system.

1. To toggle between the **Project Home** and **My Group** pages, use the tabs at the top of the **Project Home** page.
2. On the right side of the **Project Home** page, users are able to their **Data Collection Status**.
3. Under the **Data Collection Tools** subheading, use the associated links to view data collection **Status** and **Enter Data** for each data collection tool.
4. Under the **My Documents** subheading, users are able to upload useful documents that pertain to their work within the project. Anything posted here will not be shared with anyone else in your practice. It is only meant for individual use.
5. If assigned to multiple quality improvement projects using QIDA, use the **Select Project** drop down menu to toggle between projects.



Project Home | **Workspace** | **My Group** 1

Switch Project
 Breathe Alabama: an ACHIA Asthma Continuous Quality Improvement Collaborative 5

In this project Workspace you will find everything to guide you through data collection for this continuous quality improvement collaborative. Take some time to familiarize yourself with the data collection details below.

Breathe Alabama: an ACHIA Asthma Continuous Quality Improvement Collaborative

Asthma Care Quick Reference: Diagnosing and Managing Asthma
 Breathe Alabama Collaborative Overview
 ACHIA QI TeamSpace achia.org/qi-teamspace
 Data Support
 QIDA Technical Assistance: qidata@aap.org
 All other questions: Ichampion@alaap.org

Project Alerts

Jan 2018

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

2 **Data Collection Status**

- ▶ Breathe Alabama Asthma Data Collection Tool - Required
- ▶ Breathe Alabama Asthma Data Collection Tool - Optional

Data Collection Tools

▼ **Breathe Alabama Asthma Data Collection Tool - Required**

Select a Report

Cycle	Status	Actions
Cycle 1	Complete 1/24/2018 9:21 AM 1 encounters entered	3 <input type="button" value="Analyze Data"/>
Cycle 2	Not Started	<input type="button" value="Enter Data"/>

▶ **Breathe Alabama Asthma Data Collection Tool - Optional**

4 **My Documents**

Store Project Documents Here for Quick Access

My Group

The **My Group** page allows group administrators to email others from their practice. Please also note that this email function does not send messages directly through QIDA, but rather will open a new email message using the user's preferred email on their computer or device.

1. To print the information on the **My Group** page, select the **Print** button.
2. To e-mail individual group members, select the envelope icon under the corresponding group member's name.
3. Select the Enter Data button if you would like to enter in data from this screen (it is the same tool as the one from the project home page, just another option for data entry).

Project Home Workspace **My Group**

Switch Project
Breathe Alabama: an ACHIA Asthma Continuous Quality Improvement Collaborative

My Group

Print **1**

AAP Staff

Administrator(s): Kristen Minaglia

Enter Practice Data Download Chart Data Download Measurements Run Chart Report

Member	Collection Tool	Cycle	Entries	Last Updated	Actions
Lori Morawski					
2 Kristen Minaglia					
PRACTICE DATA					
	Breathe Alabama Asthma Data Collection Tool - Required	1 Closed	1	1/24/2018	3 Enter Data Analyze
	Breathe Alabama Asthma Data Collection Tool - Optional	1 Not Started	0	--/--/--	Enter Data

Project Alerts

Jan 2018

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

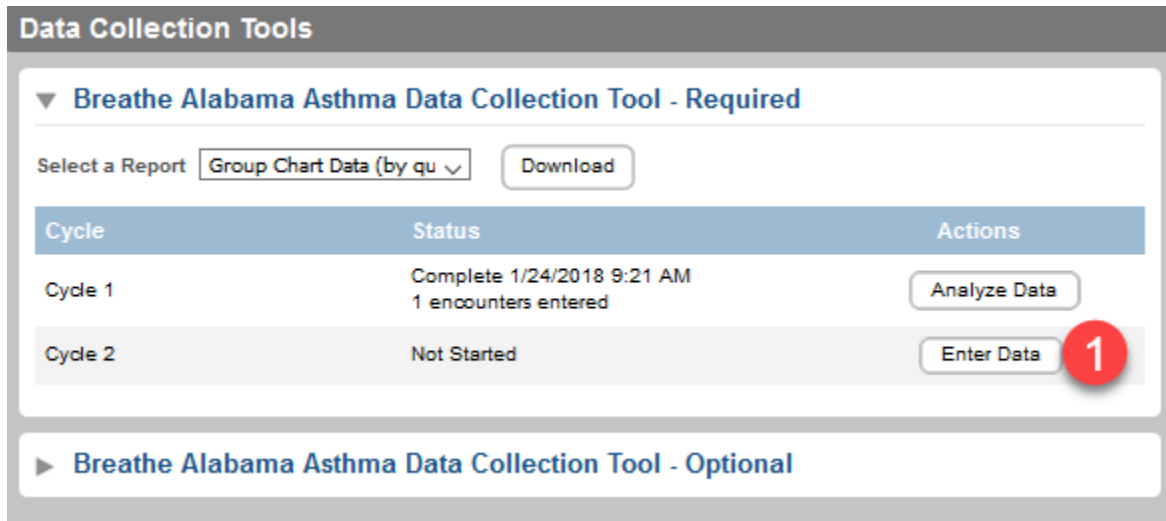
Data Collection Status

- Breathe Alabama Asthma Data Collection Tool - Required
- Breathe Alabama Asthma Data Collection Tool - Optional

Data Collection – Accessing Data Collection Tools

This project is collecting practice level data, therefore, each practice has identified a group administrator who is responsible for entering in data on behalf of their practice.

1. As the group administrator, you will enter your data in the Breathe Alabama Data Collection Tools on the **Project Home** tab of the QIDA site. You will select **Enter Data** next to the appropriate cycle you are working on.



Data Collection Tools

▼ **Breathe Alabama Asthma Data Collection Tool - Required**

Select a Report

Cycle	Status	Actions
Cycle 1	Complete 1/24/2018 9:21 AM 1 encounters entered	<input type="button" value="Analyze Data"/>
Cycle 2	Not Started	<input type="button" value="Enter Data"/> 1

► **Breathe Alabama Asthma Data Collection Tool - Optional**

Data Collection – *Breathe Alabama Asthma Data Collection Tool*

This project has a data collection tool the *Breathe Alabama Asthma Data Collection Tool* they will be completed using a series of radio buttons. There are a number of skip patterns programmed into this tool and depending on the patient set selected in the first question, the tool will update appropriately. One chart will be completed for each patient chart being entered. The tool contains the following elements:

1. Data collection **Cycle Status** is displayed at the top of the data collection tool. For this project, thirty (30) charts are required to be entered at **Baseline** and ten (10) charts are required to be entered during **intervention cycles (March – August 2018)**.
2. Each chart entered has a designated tab at the top of the tool. Use these tabs to toggle between charts during the data entry process.
3. Once the data collection tool is complete for each chart, select the **Submit** button. Once submitted, the next chart tool tab will automatically come up.
4. To change the answers on a previously submitted chart, use the corresponding tab at the top of the tool to access the appropriate chart. Select the **Reset** button before making any changes. Once the data is cleared using the **Reset** button, new data can be re-entered and resubmitted using the **Submit** button at the bottom of the window.
5. To delete a chart entry, select the corresponding numeric chart tab at the top of the window, then select the **Delete** button. If **Delete** is selected, an additional window will appear confirming the delete.
6. Once all required charts are submitted, select **Close Data Cycle**. This allows the QIDA Administrator and the project managers to know that the practice's data has been entered. (Additional information on closing data cycles can be found on page 13.)
7. To exit the data collection tool, select either the **Cancel** button (a) or the **X (exit window)** (b) button.

Data Collection *Breathe Alabama Asthma Data Collection* — Continued

Enter Encounter Data

X

Breathe Alabama Asthma Data Collection Tool - Required

Cycle Status **1**

Encounters Entered: 9 (30 Required)

Close Data Cycle **6**

Chart#

1

2

3

4

5

6

7

8

9

10

11

12

+

2

5

Delete

▶ [Instructions](#)

▶ [Questions Skipped Based on Selection](#)

1. Was asthma severity classified (today or previously) and documented today as Intermittent, Mild Persistent, Moderate Persistent, or Severe Persistent? (Page 5)

Yes No

2. Was level of control assessed and documented? (Page 6)

Yes No

3. Was the correct follow-up recommended and documented? (Page 6)

Well controlled: 1-6 months Not well/very poorly: 1-6 weeks
 Not documented or wrong time frame recommended

4. Were the Age, Classification, and Level of control used to select STEP and preferred or alternative treatment (Page 7)

Yes No

5. Was correct medication and medication dose prescribed OR was reason for variation (such as patient preference) documented? (Pages 8-10)

Yes No

6. Does the patient have a written, updated asthma action plan?

Yes No

3

4

Submit

Reset

Cancel

7

Data Collection – *Breathe Alabama Data Collection Tools* – Continued

Closing Data Cycles

Once all required data is entered into the data collection tool, data cycles must be closed. After data is submitted, select the **Close Data Cycle** button (1) to close the data collection cycle.

Enter Encounter Data

X

Breathe Alabama Asthma Data Collection Tool - Required



You have met the requirements to close your data cycle

Close Data Cycle

1

Cycle Status

Encounters Entered: 30 (30 Required)

Chart # 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16
17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 +

Delete

Analyze Data

Once all data has been entered into the data collection tools, and the data cycle is closed, users are able to review and analyze the data results. This can be done from the **Project Home** page under the **Data Collection Tools** subheading.

1. Under the **Data Collection Tool** subheading on the **Project Home** page, users will find each cycle of data, with an **Analyze Data** button (1) if the data cycle has been closed. All individual QIDA users are able to access their data through the **Analyze Data** link through the **Project Home** page.

The screenshot displays the 'Data Collection Tools' section of a web application. It features a subheading 'Breathe Alabama Asthma Data Collection Tool - Required' with a dropdown menu set to 'Group Chart Data (by qu)' and a 'Download' button. Below this is a table with three columns: 'Cycle', 'Status', and 'Actions'. The table lists three cycles: Cycle 1 (Complete 1/24/2018 9:21 AM, 1 encounter entered) with an 'Analyze Data' button; Cycle 2 (Open, 30 encounters entered of 30 required) with an 'Enter Data' button; and Cycle 3 (Open, 0 encounters entered of 30 required) with an 'Enter Data' button. A red circle with the number '1' highlights the 'Analyze Data' button for Cycle 1. Below the table is another subheading 'Breathe Alabama Asthma Data Collection Tool - Optional'.

Cycle	Status	Actions
Cycle 1	Complete 1/24/2018 9:21 AM 1 encounters entered	Analyze Data
Cycle 2	Open You entered 30 encounters (30 required)	Enter Data
Cycle 3	Open You entered 0 encounters (30 required)	Enter Data

Analyze Data - Continued

Once **Analyze Data** is selected, a pop-up window appears where all data analysis information can be found. There are two main sections in the **Analyze Data** screen: **Measure Analysis** (1) and **Run Charts** (2). To close the **Analyze Data** screen and return to the **Project Home** page, select the **X (exit window)** (3) button at the top right corner of the window.

Analyze Data

3 X

Breathe Alabama Asthma Data Collection Tool - Required

Measure Analysis 1

Cycle: [+ Annotate Cycle](#) Print Table

▼ Cycle Measures

Measure Analyzed	My Score	Group Score	Goal	Quality Gap
Asthma Severity Documented	--	100.0%	80.0%	--
Asthma Level of Control and Follow Up Documented	--	100.0%	80.0%	--
Stepwise Approach	--	100.0%	80.0%	--
Provide/ review current Asthma Action Plan	--	100.0%	80.0%	--

Run Charts 2

Measure:

▼ Display Options Update Chart

All Cycles Selected Date Range

Start: End:

My Group My State My District Goal All Subscribers

Analyze Data – Measure Analysis

1. In the **Measure Analysis** section, data analysis by cycle can be viewed by utilizing the **Cycle** drop down menu. Please note that all QIDA users (Group Administrators (if assigned for this project) and Project Participants) are able to perform this measure analysis.
2. To annotate a cycle, or hide the annotation section, select the **+ Annotate Cycle** link.
3. To print the Measure Analysis section, select the **Print Table** button.
4. To expand or collapse the cycle measures table, use the **triangle** next to the **Cycle Measures** heading.

Analyze Data X

Breathe Alabama Asthma Data Collection Tool - Required

Measure Analysis **1**

Cycle Hide Annotation **2** Print Table **3**

Annotation

▼ Cycle Measures **4**

Measure Analyzed	My Score	Group Score	Goal	Quality Gap
Asthma Severity Documented	--	100.0%	80.0%	--
Asthma Level of Control and Follow Up Documented	--	100.0%	80.0%	--
Stepwise Approach	--	100.0%	80.0%	--
Provide/ review current Asthma Action Plan	--	100.0%	80.0%	--

When the Cycle Measures heading is expanded, the **measures analyzed** (1), **group (practice) score(s)** (2), the **project goal** (3), and the **quality gap** (4) can be viewed.

Analyze Data X

Breathe Alabama Asthma Data Collection Tool - Required

Measure Analysis

Cycle [Show Annotation](#) Print Table

▼ Cycle Measures **1**

Measure Analyzed	My Score	Group Score 2	Goal 3	Quality Gap 4
Asthma Severity Documented	--	100.0%	80.0%	--
Asthma Level of Control and Follow Up Documented	--	100.0%	80.0%	--
Stepwise Approach	--	100.0%	80.0%	--
Provide/ review current Asthma Action Plan	--	100.0%	80.0%	--

Analyze Data – Run Charts

1. To view run charts, select the measure appropriate measure from the **Measure** drop-down menu.
2. Expand the options field by clicking the triangle next to **Display Options**.
3. Select any descriptive tags associated with the project. These selections will add additional data points to the run chart, as selected. *(This step is optional)*
4. Select date/cycle range for run charts by either selecting **All Cycles** or **Selected Date Range**. If **Selected Date Range** is chosen, specify dates using **Start** and **End** sections.
5. Once the display options are selected, click **Update Chart** for the run chart to appear.

The screenshot shows the 'Run Charts' interface. At the top, a grey header contains the text 'Run Charts'. Below this, a 'Measure' dropdown menu is set to 'Asthma Severity Documented', with a red circle '1' next to it. Below the dropdown is a 'Display Options' section, indicated by a red circle '2' next to a downward-pointing triangle. To the right of 'Display Options' is an 'Update Chart' button with a red circle '5' next to it. Under 'Display Options', there are two radio buttons: 'All Cycles' (selected, with a red circle '4' next to it) and 'Selected Date Range'. Below these are two input fields for 'Start' and 'End', both containing the placeholder text 'mm/dd/yyyy'. To the right of the radio buttons are five checkboxes with corresponding colored line and dot icons: 'My Group' (checked, blue), 'My State' (unchecked, pink), 'My District' (unchecked, red), 'Goal' (unchecked, brown), and 'All Subscribers' (unchecked, teal, with a red circle '3' next to it).

Analyze Data – Run Charts – Continued

1. When the run chart is generated, it will display lines for any descriptive tags associated with the project.
2. If the annotation feature was used, the annotated text will appear below the run chart.
3. Select the **Print Chart** button to print the run chart.



My Documents

The **My Documents** subheading in QIDA is an optional section located on the **Project Home** page. Users have the option to upload any documents related to the project. **Please note that files you upload to the My Documents section will be viewable by project leaders, who can access and post to the Workspace.** Any standard Microsoft Office program file (Word, Excel, Power Point, etc.) will be able to be uploaded into the My Documents section by the user.

1. To upload a document, select the **Upload** button.
2. To replace an outdated document with a more up-to-date version, select the **Replace** button.
3. To delete a file, select the **Delete** button.

The screenshot shows the 'My Documents' interface. At the top, there is a header 'My Documents' and a sub-header 'Store Project Documents Here for Quick Access'. Below this is an 'Upload' button with a red circle containing the number '1'. Below the 'Upload' button is a table with the following columns: 'Name', 'Document', 'Uploaded', and 'Actions'. The table contains one row with the following data: 'Welcome Document.docx', 'Welcome Document.docx', '1/25/2018 4:52:21 PM', and 'Replace' and 'Delete' buttons. The 'Replace' button has a red circle containing the number '2' and the 'Delete' button has a red circle containing the number '3'.

<u>Name</u>	<u>Document</u>	<u>Uploaded</u>	Actions
Welcome Document.docx	<u>Welcome Document.docx</u>	1/25/2018 4:52:21 PM	Replace Delete

User Log Out

1. When finished with project tasks, select the (1) **Log Out** button to log out of the system.

The screenshot shows the user interface for the 'Breathe Alabama' project workspace. At the top, a navigation bar includes 'Welcome, Kristen Minaglia', a 'log out' button (highlighted with a red circle and the number 1), 'My Profile', 'Contact Us', and 'Help'. The main header features the 'ACHIA BREATHE ALABAMA' logo and the American Academy of Pediatrics logo. Below the header is a green navigation bar with 'Project Home', 'Workspace', and 'My Group' tabs. The 'Workspace' tab is active, displaying a 'Switch Project' dropdown menu set to 'Breathe Alabama: an ACHIA Asthma Continuous Quality Improvement Collaborative'. A text box explains that the workspace provides guidance for data collection. The main content area is titled 'Breathe Alabama: an ACHIA Asthma Continuous Quality Improvement Collaborative' and lists resources like 'Asthma Care Quick Reference: Diagnosing and Managing Asthma' and 'Data Support'. On the right, there are 'Project Alerts' (a calendar for Jan 2018) and 'Data Collection Status' (listing 'Required' and 'Optional' tools). At the bottom, a 'Data Collection Tools' section lists the 'Breathe Alabama Asthma Data Collection Tool - Required'.

Welcome, Kristen Minaglia **log out** My Profile Contact Us Help

ACHIA
BREATHE ALABAMA
AN ACHIA ASTHMA LEARNING COLLABORATIVE

American Academy of Pediatrics
DEDICATED TO THE HEALTH OF ALL CHILDREN™

Project Home Workspace My Group

Switch Project
Breathe Alabama: an ACHIA Asthma Continuous Quality Improvement Collaborative

In this project Workspace you will find everything to guide you through data collection for this continuous quality improvement collaborative. Take some time to familiarize yourself with the data collection details below.

Breathe Alabama: an ACHIA Asthma Continuous Quality Improvement Collaborative

Asthma Care Quick Reference: Diagnosing and Managing Asthma
Breathe Alabama Collaborative Overview
ACHIA QI TeamSpace achia.org/qi-teamspace
Data Support
QIDA Technical Assistance: qidata@aap.org
All other questions: lchampion@alaap.org

Data Collection Tools

- ▶ Breathe Alabama Asthma Data Collection Tool - Required

Project Alerts

Jan 2018

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Data Collection Status

- ▶ Breathe Alabama Asthma Data Collection Tool - Required
- ▶ Breathe Alabama Asthma Data Collection Tool - Optional

Technical Assistance

Please Contact:

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