***#StayWell2022: A Teen Vaccine QI Learning Collaborative***

**– Project Participants QIDA At-A-Glance Tool**

The following is a basic help sheet to help project participants navigate through the *#StayWell2022* Quality Improvement Data Aggregator (QIDA) web-based system.

1. **System Access**
   * To access the system, go to <https://qidata.aap.org/StayWell2022>. Please note that the system operates best in Firefox or Google Chrome browsers.
2. **Project Disclosure** *(first log-in only)*
   * When accessing the system for the first time, select **Accept** to agree to the **Project Disclosure**.
3. **System Log-in**
   * To log-in to the main project page, use your AAP Login (AAP ID or email address) and password.
4. **My Profile** *(first log-in only)*
   * When accessing the system for the first time, answer the **My Profile** questions and select the **Submit** button at the bottom of the window.
5. **Project Pages**
   * The system contains three project pages, **Project Home**, **Workspace,** and **My Group**. Use the tabs at the top of the screen to toggle between pages.

Graphical user interface, application

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SAMPLE

1. **Data Entry**
   * Each practice team has a designated Data Administrator, who is responsible for entering in practice data. Project participants do not have permissions to enter in practice data.
2. **Data Analysis**
   * Once data has been entered and the cycle is closed, project participants may analyze the data entered for their practice. To access the analyze data section as a participant:
     1. Select **Analyze Data** in the **Data Collection Tools** section of the **Project Home**

OR

* + 1. Select the **Analyze** link from the **My Group** page
    2. From the **Analyze Data** screen:

Graphical user interface

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TEST DATA

* + 1. View measure scores in the **Measure Analysis** section
    2. Generate real-time run charts. To generate run charts:

Graphical user interface, application

Description automatically generated

* + - 1. Select the **Measure** from the drop down menu
         1. All Measures
         2. Individual Measures Report
         3. Milestones
         4. Raw Data
      2. Select **Filter Cycles** if you are interested in seeing particular cycles instead of all of the cycles
      3. Select data tags to add additional data points to the run chart (*optional*)
      4. Select **Generate Report**
    1. Once **Generate Report** is selected, a run chart will generate and display on the screen.