***#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.



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:



TEST DATA

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



* + - 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.