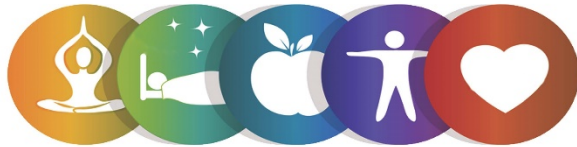


# #StayWell

Adolescent Well Visit  
Learning Collaborative



Alabama Child Health Improvement Alliance

# Group Administrator User Manual

February 2019

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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/achiastaywell/welcome> 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](mailto: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: March 1 – August 30, 2018. Enter by February 28, 2019

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.**

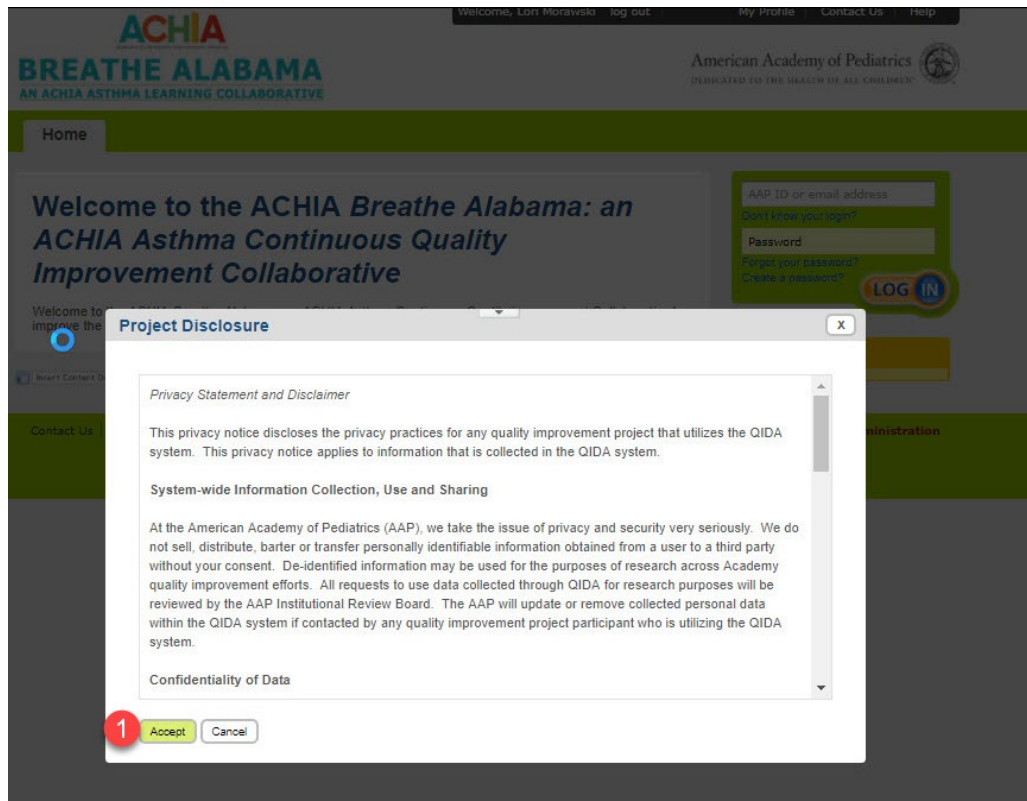
### Reminders & Staff Contact Information

For technical assistance, please reach out to the QIDA Program Manager at [qidata@aap.org](mailto:qidata@aap.org) or for project specific questions, please contact Linda Champion at [lchampion@alaap.org](mailto: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**.

The screenshot shows the user log-in interface for the #StayWell Adolescent Well Visit Learning Collaborative. At the top left, there are logos for #StayWell (Adolescent Well Visit Learning Collaborative) and ACHIA (Alabama Child Health Improvement Alliance). At the top right, there is a 'Contact Us/Help' button (callout 3) and the American Academy of Pediatrics logo with the tagline 'DEDICATED TO THE HEALTH OF ALL CHILDREN' (callout 4). The main content area has a blue header with a 'Home' button. Below the header, the title '#StayWell Adolescent Well Visit Learning Collaborative' is displayed. A welcome message reads: 'Welcome to the #StayWell Adolescent Well Visit Learning Collaborative to improve adolescent well visits in your practice.' The log-in form is highlighted in green and contains two input fields: 'AAP ID or email address' (callout 1) and 'Password' (callout 2). Below the password field are links for 'Forgot your password?' and 'Create a password?'. A 'LOG IN' button is located at the bottom right of the form. At the bottom of the page, there is a blue footer bar with links for 'Contact Us/Help' and 'Privacy Policy' (callout 5).

## 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.

Switch Project  
#StayWell: an Adolescent Well Visit Learning Collaborative

Welcome to the #StayWell Adolescent Well Visit Learning Collaborative database! Use this tab to enter data required for MOC and to track other available data over time.

## #StayWell: an Adolescent Well Visit Learning Collaborative

Bright Futures. [https://www.aap.org/en-us/Documents/periodicity\\_schedule.pdf](https://www.aap.org/en-us/Documents/periodicity_schedule.pdf)  
[StayWell Required vs Available Measures .docx](#)  
[StayWell Required Measures for MOC.docx](#)  
[StayWell Available Measures .docx](#)  
[StayWell Aggregate Required Measures](#)

### Project Alerts

Jan 2019						
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

- #StayWell Adolescent Well Visit Data Collection Tool - Required Measures
- #StayWell Adolescent Well Visit Data Collection Tool - Available Measures

### Data Collection Tools

#### #StayWell Adolescent Well Visit Data Collection Tool - Required Measures

Select a Report:

Cycle	Status	Actions
Cycle 1	Open You entered 1 encounters (30 required)	<input type="button" value="Enter Data"/>
Cycle 2	Complete 1/4/2019 2:08 PM 4 encounters entered	<input type="button" value="Analyze Data"/>
Cycle 3	Open You entered 0 encounters (30 required)	<input type="button" value="Enter Data"/>

#### #StayWell Adolescent Well Visit Data Collection Tool - Available Measures

### Have a Question?

### My Documents 4

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).

The screenshot displays the 'My Groups' interface. At the top, a blue navigation bar contains 'Project Home', 'Workspace', 'My Groups', and 'Project Administration'. Below this, a 'Switch Project' dropdown is set to '#StayWell: an Adolescent Well Visit Learning Collaborative'. The main heading is 'My Groups' with a 'Print' button. The 'AAP Staff' section lists administrators with buttons for 'Enter Practice Data', 'Download Chart Data', 'Download Measurements', and 'Run Chart Report'. A table below lists staff members: Lori Morawski, Linda Champion, and Kristen Minaglia, each with an envelope icon. A data table follows with columns: Member, Collection Tool, Cycle, Entries, Last Updated, and Actions. The table shows one entry for '#StayWell Adolescent Well' with 3 cycles, 30 entries, and a last updated date of 1/18/2019. To the right, a 'Project Alerts' calendar for Jan 2019 is visible, and a 'Data Collection Status' section shows two alerts for '#StayWell Adolescent Well'.

## 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

### ▼ #StayWell Adolescent Well Visit Data Collection Tool - Required Measures

Select a Report

Cycle	Status	Actions
Cycle 1	Complete 1/18/2019 5:00 PM 31 encounters entered	<input type="button" value="Analyze Data"/>
Cycle 2	Complete 1/4/2019 2:08 PM 4 encounters entered	<input type="button" value="Analyze Data"/>
Cycle 3	Open <b>You entered 0 encounters</b> (30 required)	<input type="button" value="Enter Data"/>

1

### ▶ #StayWell Adolescent Well Visit Data Collection Tool - Available Measures

## Data Collection – *Breathe Alabama Asthma Data Collection Tool*

This project has a data collection tool the *#StayWell Adolescent Well Visit Learning Collaborative Data Collection Sheet* 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.

## Enter Encounter Data

X

### #StayWell Adolescent Well Visit Data Collection Tool - Required Measures

Cycle 3 (Open)



You have met the requirements to close your data cycle

Close Data Cycle **6**

Started: 1/7/2019 Encounters Entered: 30 **1**  
 Last Entry: 1/18/2019 Encounters Required: 30

Chart # 1-30 31 + **2**

**5**

Delete

Data Entry Method: Individual Chart Data [change to aggregate chart](#)

#### Instructions

Enter chart data from consecutive visits by adolescent patients ages 11- 18 to practice.  
 Exclusions: None

Part II	Timeframe	Enter Data By:	#of charts per practice site
Baseline Data	March 1 – August 30, 2018	Feb 28, 2019	30 consecutive visits to the individual practice site or, if fewer, as many as are available in timeframe  Maximum- 30 (do not go beyond this)
Intervention	March – August 2019 Days 1-25 of each month	Last day of each of the six months March through August 2019	10 consecutive visits to the individual practice site or, if fewer, as many as are available in timeframe  Maximum – 10 (do not go beyond this)
<i>The StayWell Adolescent Well Visit Collaborative ends September 2019; however, the database is available through December 2022 to monitor your quality data</i>			
Post Collaborative	Continue to monitor data monthly until goal met for six consecutive data points.  Then, continue to monitor and report out on a routine basis such as quarterly.	To be determined by practice	10 consecutive visits to the individual practice site for monthly data or, if fewer, as many as are available in selected timeframe  30 consecutive visits to the individual practice site for quarterly data or, if fewer, as many as are available

Hide

1. Has the 11-18 year old had a Well Visit in the previous 12 months?

Yes  No

2. Is there documentation that the practice's confidentiality policy was reviewed with the patient?

Yes  No  Unable to determine

**3**

**4**

**7**

Submit

Reset

Cancel


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

### 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

#### #StayWell Adolescent Well Visit Data Collection Tool - Required Measures

Cycle 3 (Open) 



You have met the requirements to close your data cycle

Close Data Cycle

1

Started: 1/7/2019    Encounters Entered: 30  
Last Entry: 1/18/2019    Encounters Required: 30

Chart # 1-30 31 +

Delete

Data Entry Method: Individual Chart Data [change to aggregate chart](#)

## 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.

### Data Collection Tools

▼ #StayWell Adolescent Well Visit Data Collection Tool - Required Measures

Select a Report

Cycle	Status	Actions
Cycle 1	Complete 1/4/2019 2:07 PM 1 encounters entered	<b>1</b> <input type="button" value="Analyze Data"/>
Cycle 2	Complete 1/4/2019 2:08 PM 4 encounters entered	<input type="button" value="Analyze Data"/>
Cycle 3	Not Started	<input type="button" value="Enter Data"/>

▶ #StayWell Adolescent Well Visit Data Collection Tool - Available Measures

## 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

**#StayWell Adolescent Well Visit Data Collection Tool - Required Measures**

**Measure Analysis** 1

Cycle  [+ Annotate Cycle](#) Print Table

▼ Cycle Measures

Measure Analyzed	My Score	Group Score	Goal	Quality Gap
Adolescent Well Visit	--	75.0%	N/A	N/A
Confidentiality Policy	--	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.

The screenshot shows the 'Analyze Data' window for '#StayWell Adolescent Well Visit Data Collection Tool - Required Measures'. The 'Measure Analysis' section is highlighted with a red circle '1'. Below it, the 'Cycle' dropdown is set to 'Cycle 2', and the 'Hide Annotation' link is circled with a red circle '2'. The 'Print Table' button is circled with a red circle '3'. Below the 'Annotation' text area are 'Save' and 'Cancel' buttons. The 'Cycle Measures' heading is circled with a red circle '4' and is expanded to show a table.

Measure Analyzed	My Score	Group Score	Goal	Quality Gap
Adolescent Well Visit	--	75.0%	N/A	N/A
Confidentiality Policy	--	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.

This screenshot is identical to the one above, showing the 'Analyze Data' window with the 'Cycle Measures' table expanded. The table data is as follows:

Measure Analyzed	My Score	Group Score	Goal	Quality Gap
Adolescent Well Visit	--	75.0%	N/A	N/A
Confidentiality Policy	--	100.0%	80.0%	--



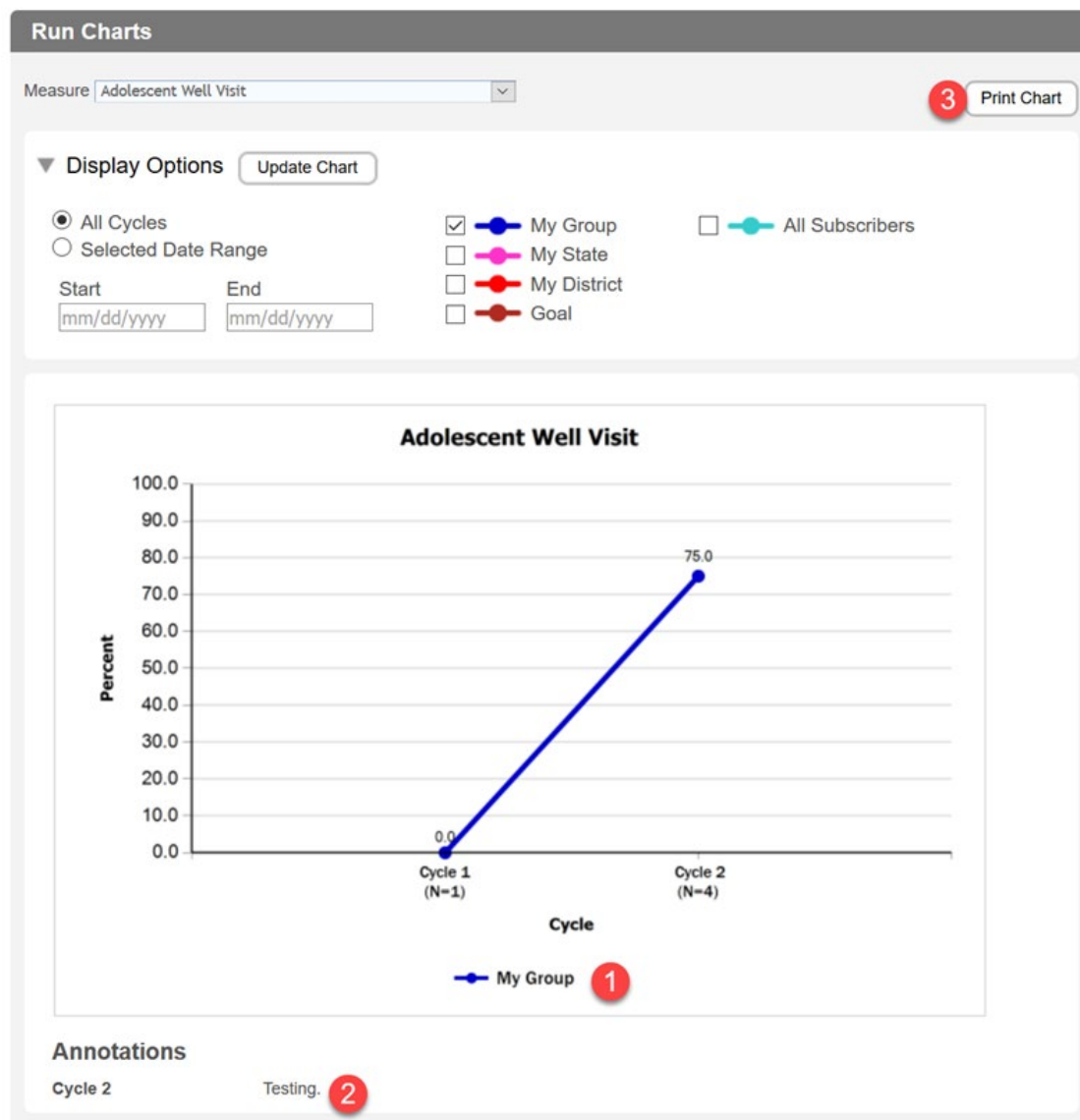
## Analyze Data – Run Charts

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, there is a header 'Run Charts'. Below it, a dropdown menu labeled 'Measure' is set to 'Adolescent Well Visit', with a red circle '1' next to it. Below the dropdown is a section titled 'Display Options' with a red circle '2' next to it. 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 with the placeholder 'mm/dd/yyyy'. To the right of the radio buttons are five checkboxes with corresponding colored lines and dots: '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' section of a web application. 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'. A table follows with columns for 'Name', 'Document', 'Uploaded', and 'Actions'. The table contains one row with the following data: 'Welcome Document.docx' in the Name column, a link to 'Welcome Document.docx' in the Document column, '1/25/2018 4:52:21 PM' in the Uploaded column, and 'Replace' and 'Delete' buttons in the Actions column. The 'Replace' button has a red circle with the number '2' and the 'Delete' button has a red circle with the number '3'.

<a href="#">Name</a>	<a href="#">Document</a>	<a href="#">Uploaded</a>	<a href="#">Actions</a>
Welcome Document.docx	<a href="#">Welcome Document.docx</a>	1/25/2018 4:52:21 PM	<a href="#">Replace</a> <a href="#">Delete</a>

## User Log Out

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

**#StayWell** Adolescent Well Visit Learning Collaborative

ACHIA  
Alabama Child Health Improvement Alliance

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

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

Project Home **Workspace** My Groups

Switch Project #StayWell: an Adolescent Well Visit Learning Collaborative

Welcome to the #StayWell Adolescent Well Visit Learning Collaborative database! Use this tab to enter data required for MOC and to track other available data over time.

**#StayWell: an Adolescent Well Visit Learning Collaborative**

**#StayWell Required v. Available Measures**  
The purpose of #StayWell adolescent well visit learning collaborative is to improve both the rate and the quality of adolescent well visits. ACHIA recommends practices approach improving adolescent well visits in a stepwise fashion. During the January-September 2019 collaborative, practices have two focus areas. 1) Elevate reminder/recall systems by

**AAP Alert**

**Project Alerts**

Jan 2019

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		

## **Technical Assistance**

Please Contact:

Kristen Minaglia, MPH

Program Manager, Quality Improvement Projects

(630) 626-6390

[qidata@aap.org](mailto:qidata@aap.org)