## Health Quality Ontario

The provincial advisor on the quality of health care in Ontario

# QI RAP: Getting Started

In Logging in Entering Data

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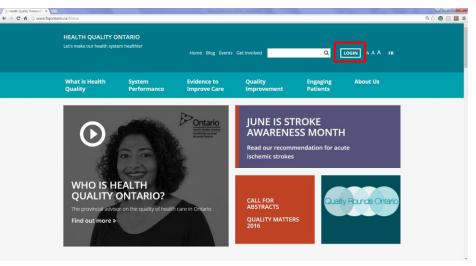
# Logging In

If you are logging in for the first time, you will need the username and temporary password given you to by HQO. If you have not received your username and password, please email <u>HIhelp@hqontario.ca</u> or contact your QI Specialist.

Once you have your username and password, logging in is a 4 step process. Screen shots and step-by-step instructions follow.

### Logging In to QI RAP

1. Open <u>www.hqontario.ca</u> and click the *LOGIN* button

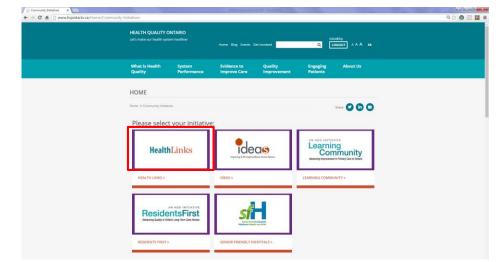


2. Enter your username (usually your email address) and password\*.

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	In order to log in to t	he QIP Navigator, please	click here.				

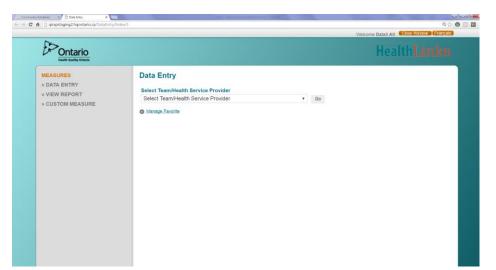
\*Note: If you are logging in for the first time, you will be prompted to change the temporary password that was provided to you. Follow the steps on the screen to reset your password. After you have re-logged in with your new password, continue to Step 3.

#### 3. Click on Health Links



Note: Ensure pop-up blocker is off

4. QI RAP will open in another window.



The left navigation menu will display menu items specific to your access and permissions.

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## **Entering Measure Data**

The following guides QI RAP users through a step-by-step process for entering CCP and PCP data through the data entry screens.

Only users with data entry permission can access the data entry screens.

To learn more about access levels in QI RAP, please email <u>HIhelp@hqontario.ca</u> or contact your QI Specialist.

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2. Select a Health Link from the Select Team/Service Provider dropdown

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Ontario Health Quality Ontario		HealthLinks
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3. Click the Go button

#### 4. Select a measure under Change Area

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Ontario Health Quality Ontario	HealthLinks
MEASURES	Data Entry
» DATA ENTRY » VIEW REPORT	South Georgian Bay Community HL, South Georgian Bay Community Health Link, 2013-Jul, 2013-Jul
» CUSTOM MEASURE	Change Area
	Coordinated Care Plans
	Primary Care Providers

#### 5. Click on the Add button

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MEASURES » DATA ENTRY » VIEW REPORT » CUSTOM MEASURE	Data Entry South Georgian Bay Community HL, South Georgian Bay Community Health Link, 2013-Jul, 2013-Jul Change Area Name
	Coordinated Care Plans      Name      Coordinated Care Plans   Outcome   Number of Health Link patients with a coordinated care plan (CCP) developed through the     Health Link during the past quarter. CCPs must: 1. Have been developed with the patient/curegiver and two or more health care     prefersionals; and 2. Contean a plan for one or more health issues, which can be physical, mental; social or spiritual      Primary Care Providers

6. Follow the measure-specific instructions in the *Instructions for data entry* dialogue box to enter your measure data.

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	Coordinated Care Plans Measure - New				
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	Start Date: If you are entering your data quarterly, select the last month of the guarter (Q1 = June, Q2 = September, Q3 = December, Q4 = March). The end date will automatically				
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#### 7. Enter the reporting period in the Start Date field.

If you are entering your data quarterly, select the last month of the quarter (Q1 = June, Q2 = September, Q3 = December, Q4 = March). The end date will automatically populate

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\*Note: Data can be entered monthly or quarterly. If entering quarterly, select the last month of the quarter (Q1 = June, Q2 = September, Q3 = December, Q4 = March). The end date will automatically populate.

8. Enter measure data in the measure field and click the *Save button* 

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