

# 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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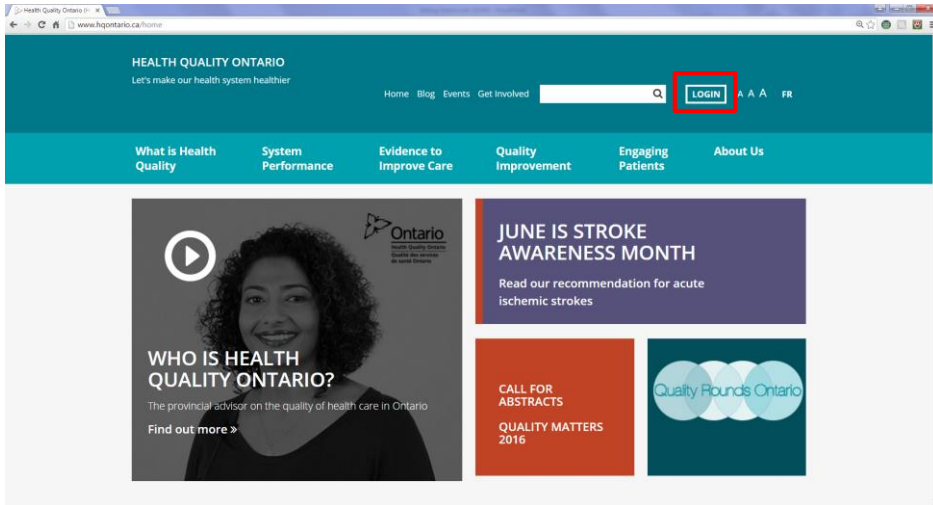
## Logging In

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 [HIhelp@hqontario.ca](mailto:HIhelp@hqontario.ca) or contact your QI Specialist.

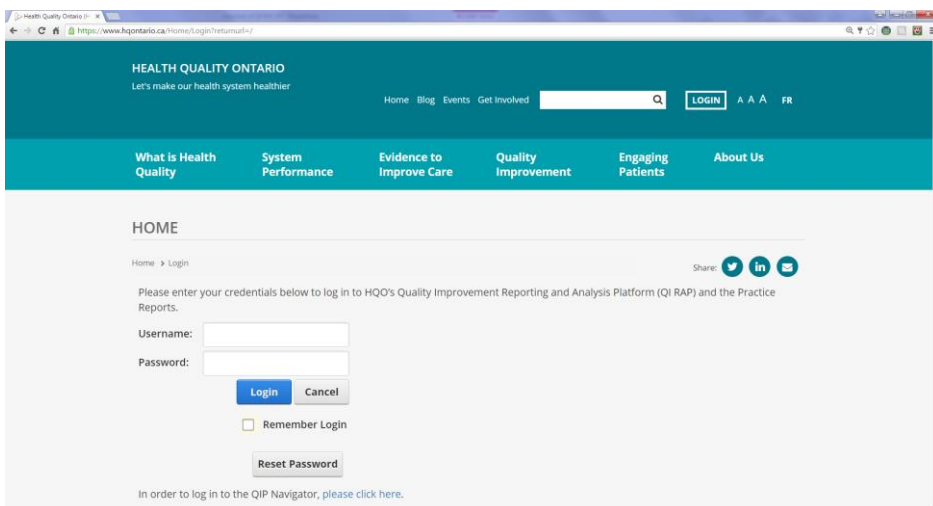
Once you have your username and password, logging in is a 4 step process. Screen shots and step-by-step instructions follow.

# Logging In to QI RAP

1. Open [www.hqontario.ca](http://www.hqontario.ca) and click the *LOGIN* button

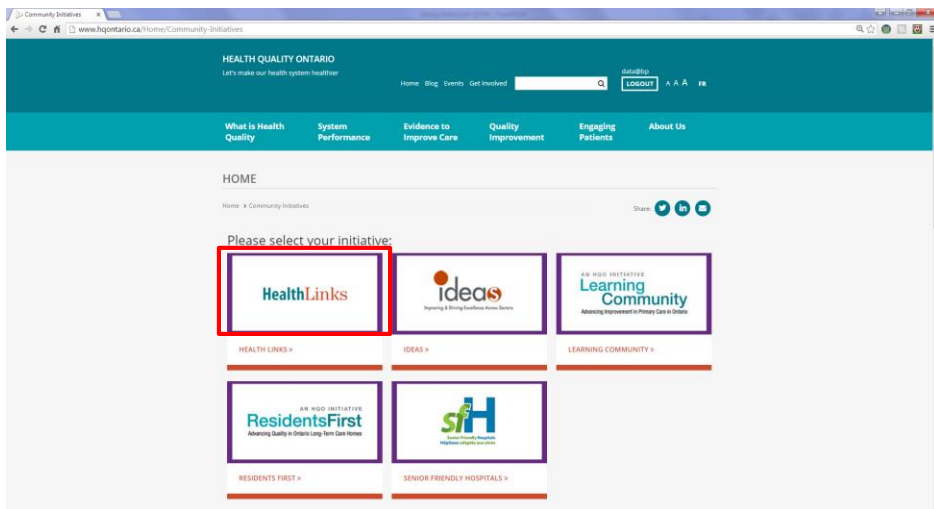


2. Enter your username (usually your email address) and password\*.



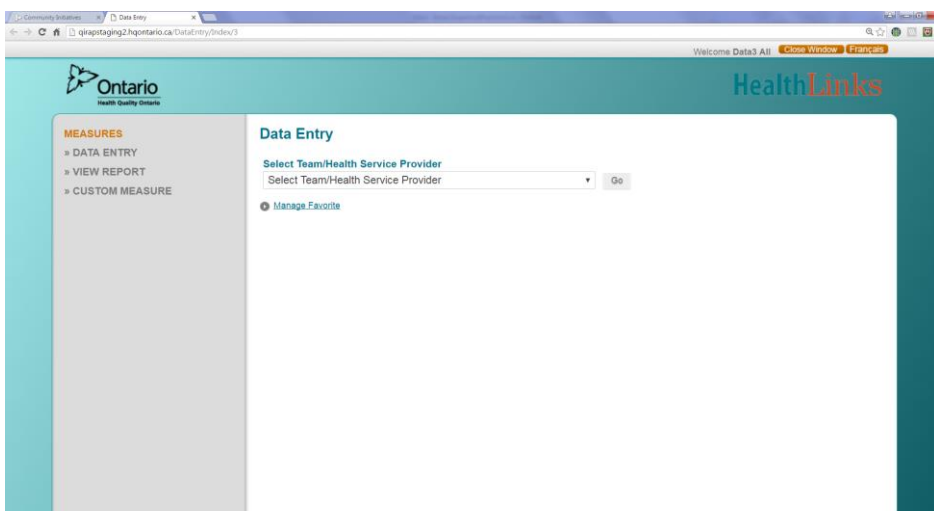
*\*Note: If you are logging in for the first time, you will be prompted to change the temporary password that was provided to you. Follow the steps on the screen to reset your password. After you have re-logged in with your new password, continue to Step 3.*

### 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

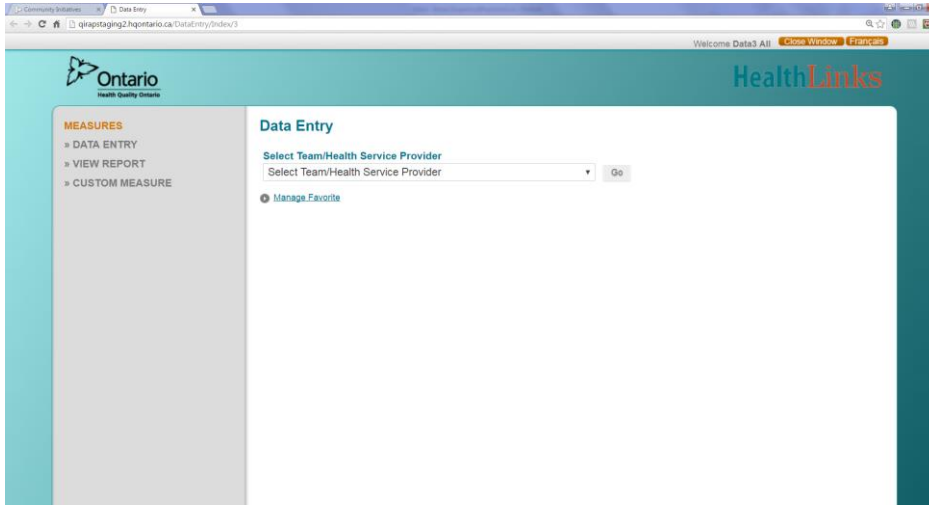
The following guides QI RAP users through a step-by-step process for entering CCP and PCP data through the data entry screens.

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

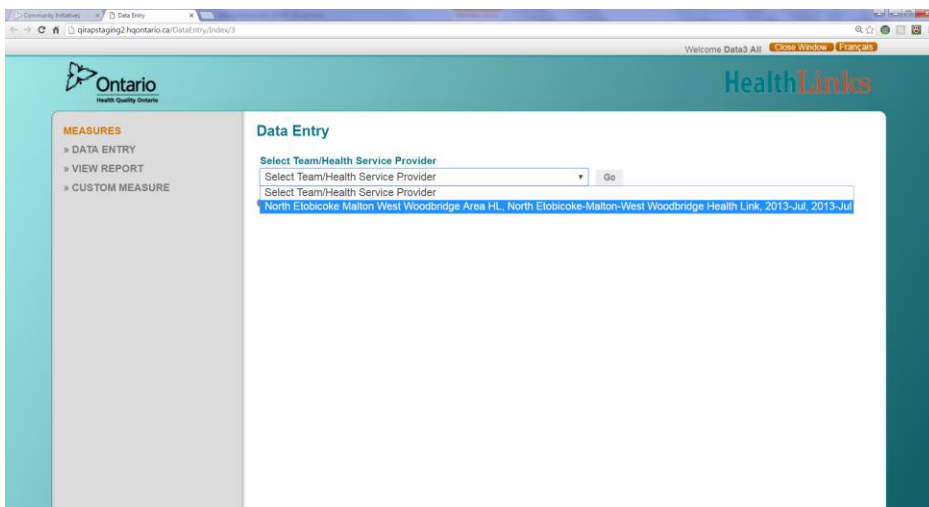
To learn more about access levels in QI RAP, please email [Hlhelp@hqontario.ca](mailto:Hlhelp@hqontario.ca) or contact your QI Specialist.

# Entering Measure Data

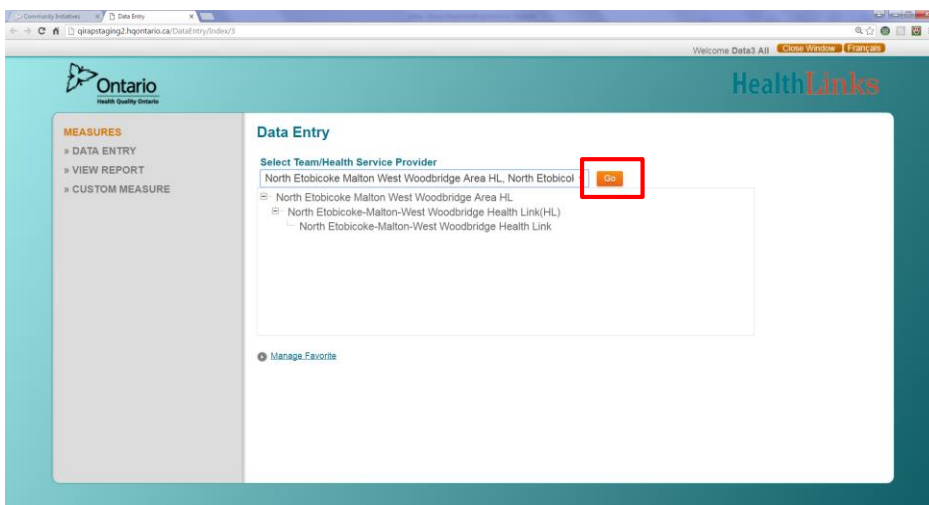
1. Login to QI RAP and land on the *Data Entry* page



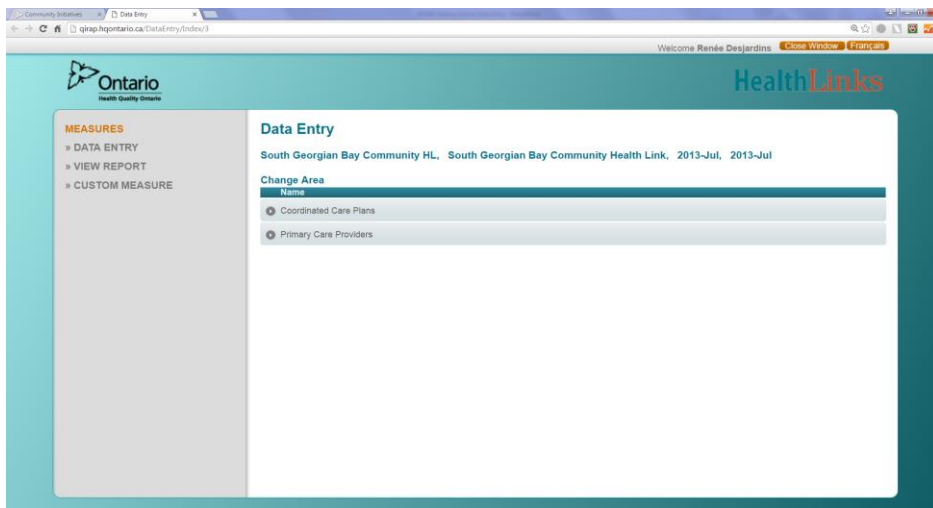
2. Select a Health Link from the *Select Team/Service Provider* dropdown



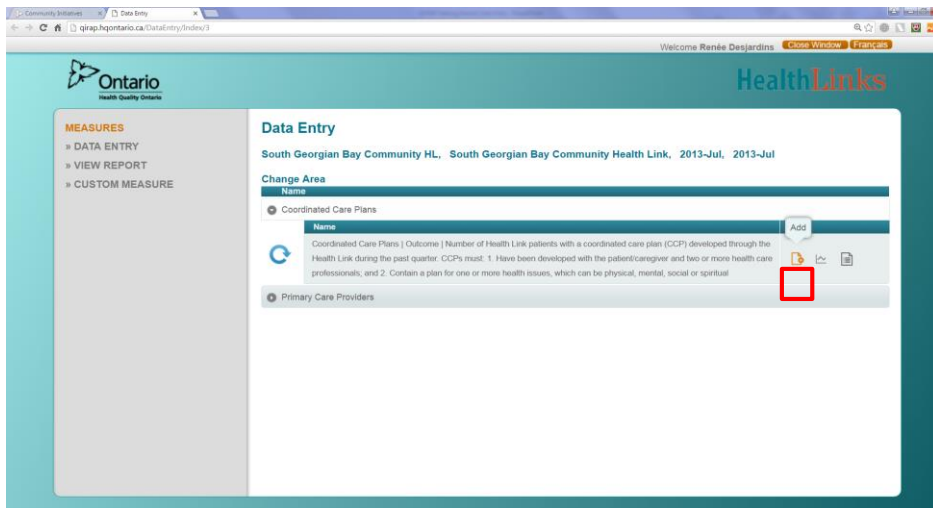
3. Click the *Go* button



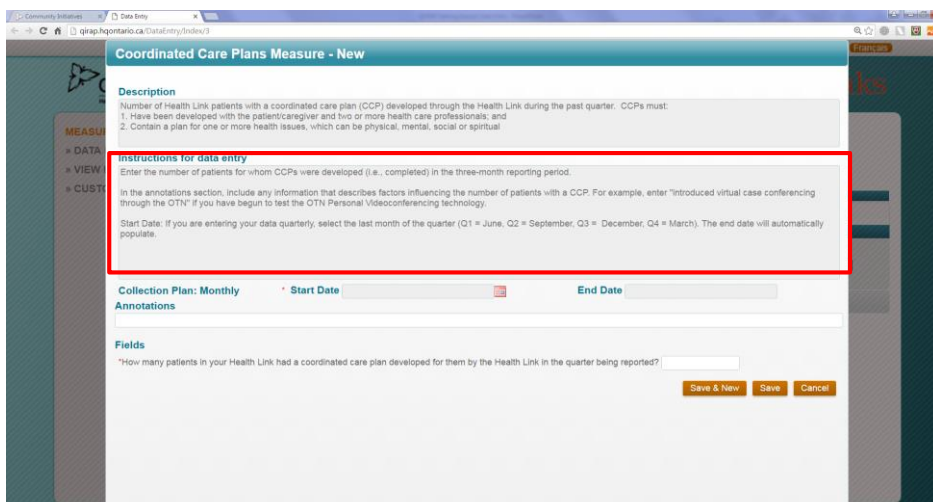
#### 4. Select a measure under *Change Area*



#### 5. Click on the *Add* button

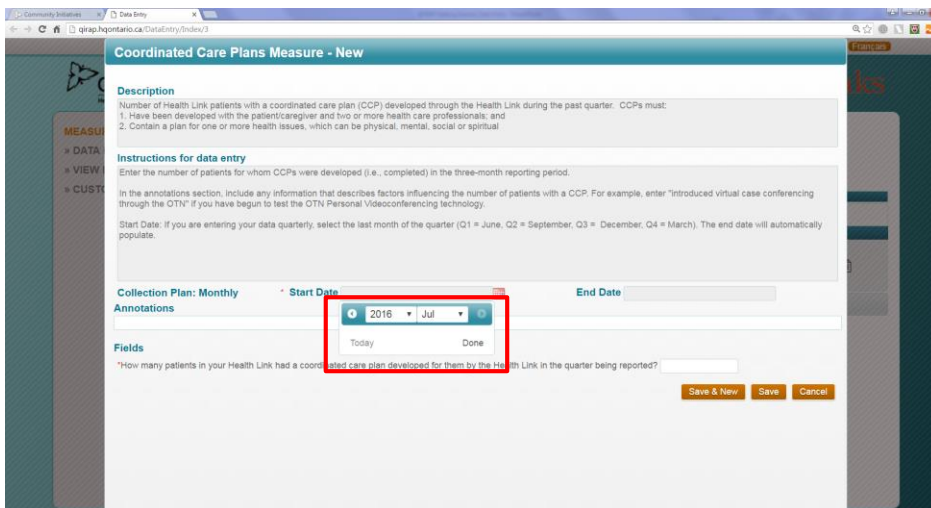


#### 6. Follow the measure-specific instructions in the *Instructions for data entry* dialogue box to enter your measure data.



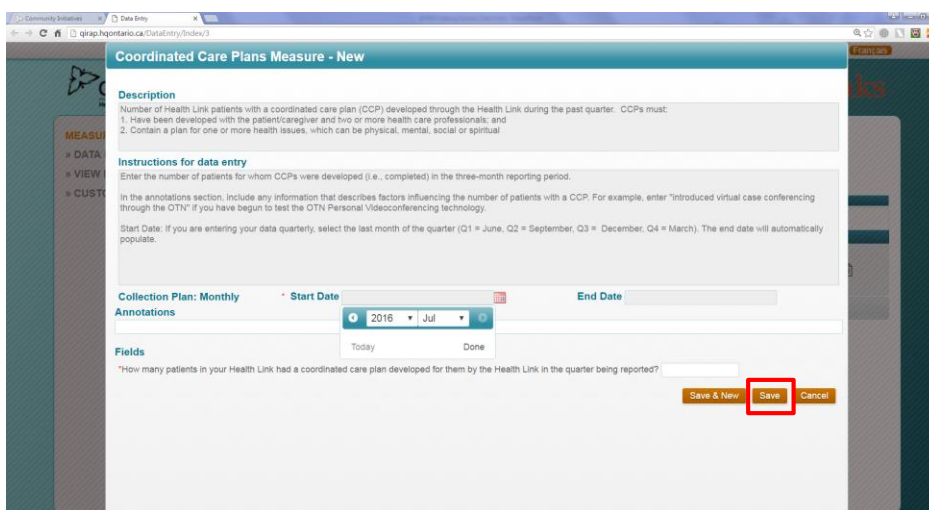
7. Enter the reporting period in the *Start Date* field.

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

A screenshot of a web-based data entry form titled "Coordinated Care Plans Measure - New". The form includes a "Description" section, "Instructions for data entry", and a "Collection Plan" dropdown set to "Monthly". The "Start Date" field is highlighted with a red box and shows a date picker with "2016" and "Jul" selected. Below the date picker are "Annotations" and "Fields" sections. At the bottom right, there are "Save & New", "Save", and "Cancel" buttons.

*\*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*

A screenshot of the same web-based data entry form. The "Start Date" field is now populated with "2016 Jul". The "Fields" section contains a text input field with the placeholder text: "\*How many patients in your Health Link had a coordinated care plan developed for them by the Health Link in the quarter being reported?". The "Save" button at the bottom right is highlighted with a red box.