# HEALTH QUALITY ONTARIO

## Quality Improvement Reporting & Analysis Platform

## User Guide

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and Health Quality Ontario
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Version 2.2

Senior Friendly Hospitals
Hôpitaux adaptés aux aînés

Ontario
Health Quality Ontario

# Contents

| Common Acronyms used in QIRAP User Manual | |
|---|---|
| HQO | Health Quality Ontario |
| QIRAP | Quality Improvement Reporting & Analysis Platform |
| LTC | Long-term Care |
| PC | Primary Care |

**Figure 1 - Common Acronyms**

# 1. Introducing QIRAP

The Quality Improvement Reporting and Analysis Platform (QIRAP) provides a single, integrated platform for reporting and analysis of quality improvement (QI) measures for Health Quality Ontario's initiatives, as well as the Senior Friendly Hospitals initiative. End users can enter data for measures through intuitive web pages, as well as use the reporting capability of the platform to view Run Charts for each measure. Administrators of the system are HQO staff who have the ability to perform tasks such as: manage users and their roles, manage measures, and run numerous analysis reports.

# 2. User Access

## 2.1 Functionalities

The following table outlines the permissions that the Data Entry user and View Only user have in the application:

| User Access | | |
|---|---|---|
| **Functionality** | **Data Entry** | **View Only** |
| Add data | X | |
| Edit data | X | |
| View data | X | X |
| Run reports | X | X |
| Create custom measures | X | |
| Edit custom measures | X | |
| View custom measures | X | X |

**Figure 2 - User roles**

# 3. QIRAP Interface at a Glance

## 3.1 Left Navigation Menu

The QIRAP user interface displays a fixed left navigation panel on the left-hand side of the page for easy access on each page of the application.

***Please Note:*** *depending on users' role and privileges, the left navigation menu may display different menu items.*

### 3.1.1 Measures

#### *Data Entry*

The Data Entry interface is used by users to view or enter data points for measures.

#### *View Report*

The View Report interface is used by users to view Run Charts for measures.

#### *Custom Measure*

The Custom Measure Interface is used to create and manage Custom Measures.

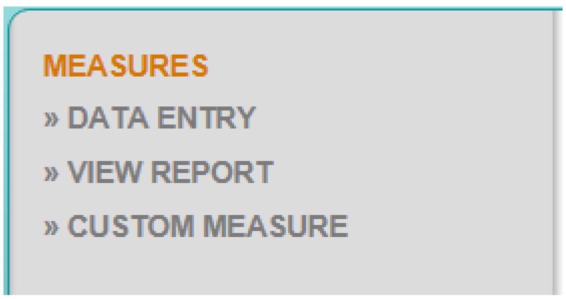



**Figure 3 - Left Navigation Menu - Measures**

## 3.2 Table Grids

Table grids exist throughout the application allowing users to easily view data and perform tasks.


**Figure 4 - Table Grids**

### 3.2.1 Action Buttons

Action buttons are located in almost all of the grids within QIRAP. These buttons are features for users to perform various functions within the interface.

### 3.2.2 Pagination Bar

Pagination bar exists in all the grids. Select the left or right arrow to navigate pages, or select a value in the dropdown to display more fields within the grid at a time.

# 4. Data Entry

## 4.1 Select Team/Health Service Provider

***To View Change Areas and Associated Measures for a Selected Team/Health Service Provider:***

1. Click **Data Entry** from the navigation menu on the left panel
2. Select Team/Health Service Provider from the dropdown menu
3. Click **Go**

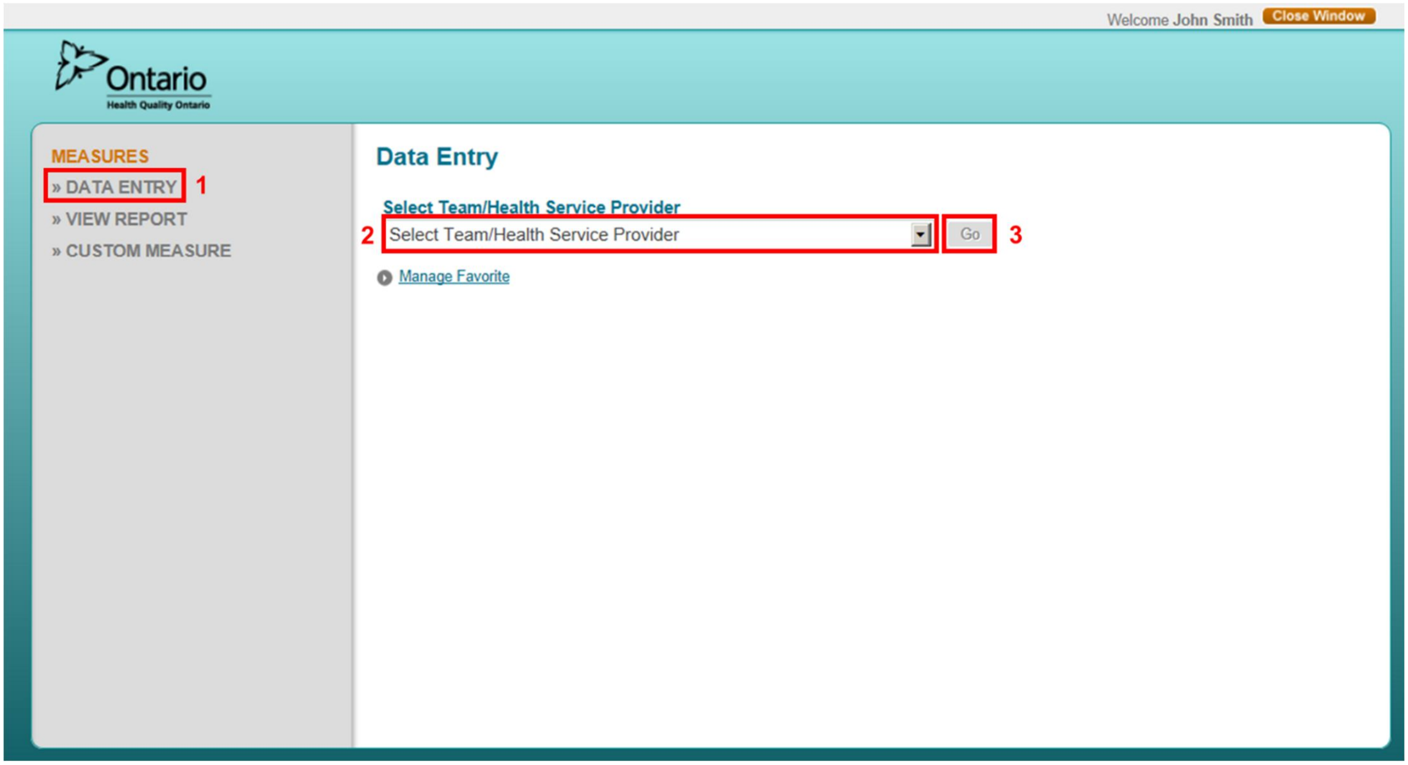



**Figure 5 - Data Entry**

The application will proceed to the Change Area page, which displays each Change Area available to the selected Team/Health Service Provider within the initiative.

## 4.2 View Change Area

Each Change Area within the initiative will be displayed on the Change Area page.

***To View Measures Associated with Selected Change Area:***

1. Click on the **Arrow**  icon next to a Change Area to view the measures associated with that Change Area.

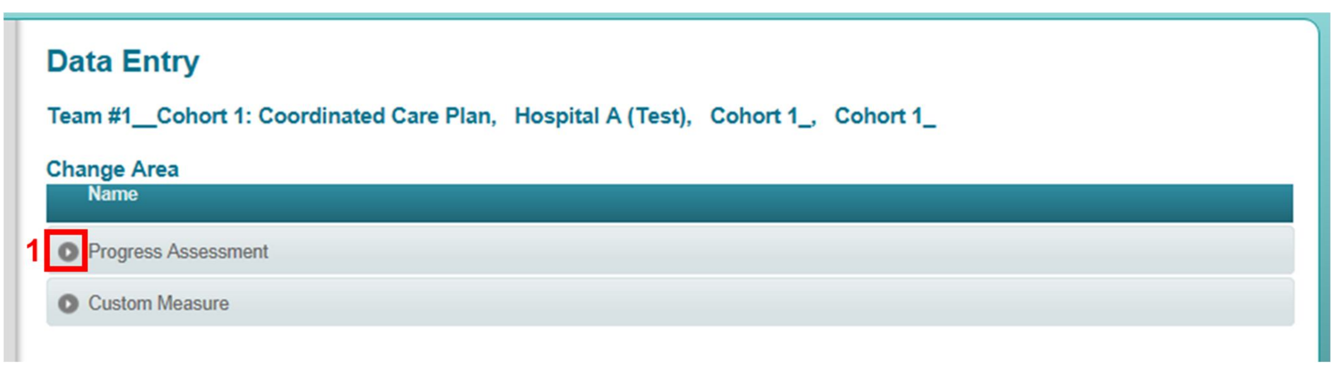



**Figure 6 - Data Entry - View Change Area**

2. Each measure will have three (3) action buttons next to it: Add Measure , View Chart , View All 

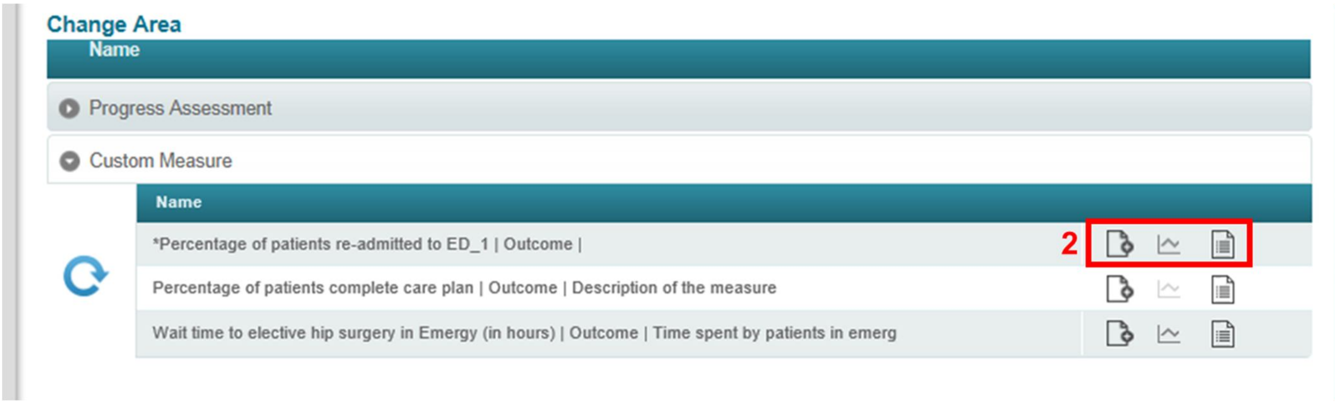



**Figure 7 - Data Entry - View Change Area - Expanded Measure View**

### 4.2.1 Add Data Point

Users can enter data for quality improvement measures.

***To Add Data for Selected Measure:***

1. In the expanded measures view, click on the **Add**  icon next to a measure to add a data point for the measure

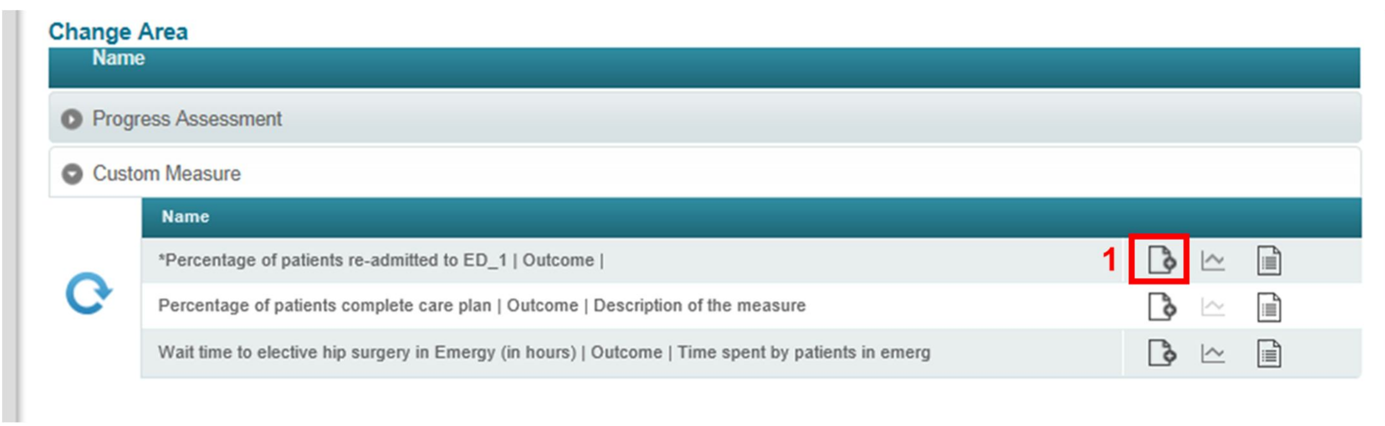



**Figure 8 - Data Entry - Add Data Point**

2. The data entry screen will pop up for the selected measure
3. Click on the **Calendar Control**  icon beside Start Date
4. Select a **Start Date** for the data point
   ***Note:*** *An End Date will be auto-populated by the system based on the selected Start Date.*

5. Enter any notes to be associated with this data point in the **Annotations** text box (e.g. description of an event that occurred during the selected data reporting period). This step is optional.
6. Enter **Field** values for the measure
   ***Note:*** *Asterisks (*) indicate mandatory fields*
7. Once the mandatory fields are filled out, any calculated values for the measure value will appear under **Formulas**.
8. If user would like to add more data in the next step, click **Save & New** and repeat steps 3-6. Otherwise, proceed to step 9
9. Click **Save**

### 4.2.2 Run Charts

Run Charts for measures can be viewed through either the Data Entry Change Area page or through View Reports *(See section 5.1)*

***To Access Chart:***

1. Click on the Change Area name to see associated measures
2. Click on the **Chart**  icon to view Run Chart
   *(The system loads the Run Chart report)*

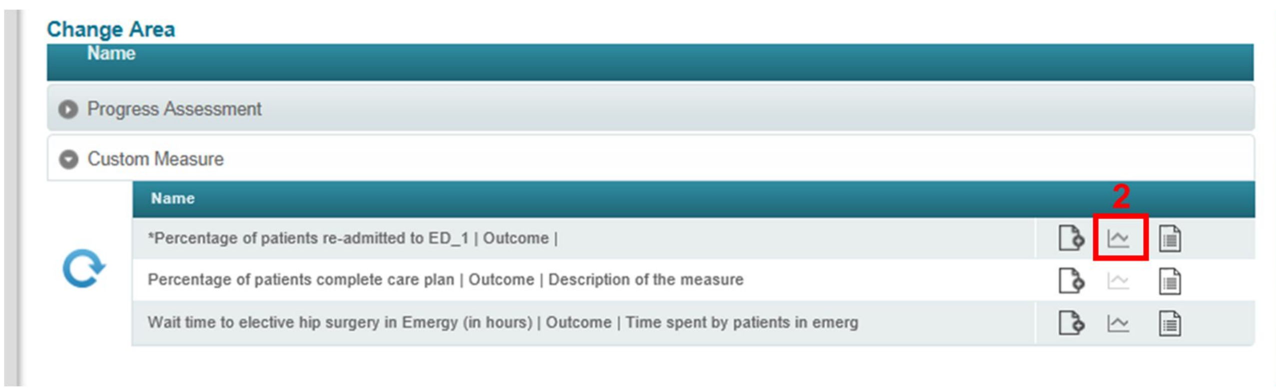



**Figure 9 - Data Entry - Chart**

3. A pop-up window containing a Run Chart for the selected measure is displayed, along with a data table below
   ***Note:*** *The Run Chart and data table will be blank for measures with no data points. For more information on the Run Chart Reports, see section 5.1.1*

### 4.2.3 View All

Users can view all the data points that have been entered for a measure through the View All page. Data points can be added, edited, and/or viewed for the selected measure through the grid. Run Charts can also be viewed from here.

***To View All Entered Data Point(s) for Selected Measure:***

1. Click on the Change Area name to see the associated measures

2. Click on the **View All** icon

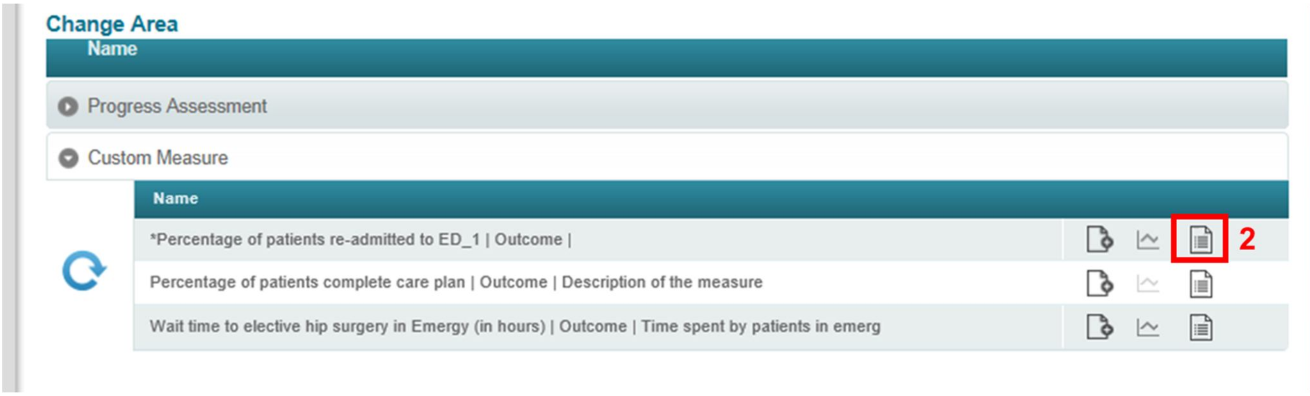



**Figure 10 - Data Entry - View All**

3. The View all page will display all data points entered for the measure (1). Users also have access to several action buttons (2) within this page, including: Add Data Point, Edit Data Point and View Chart.

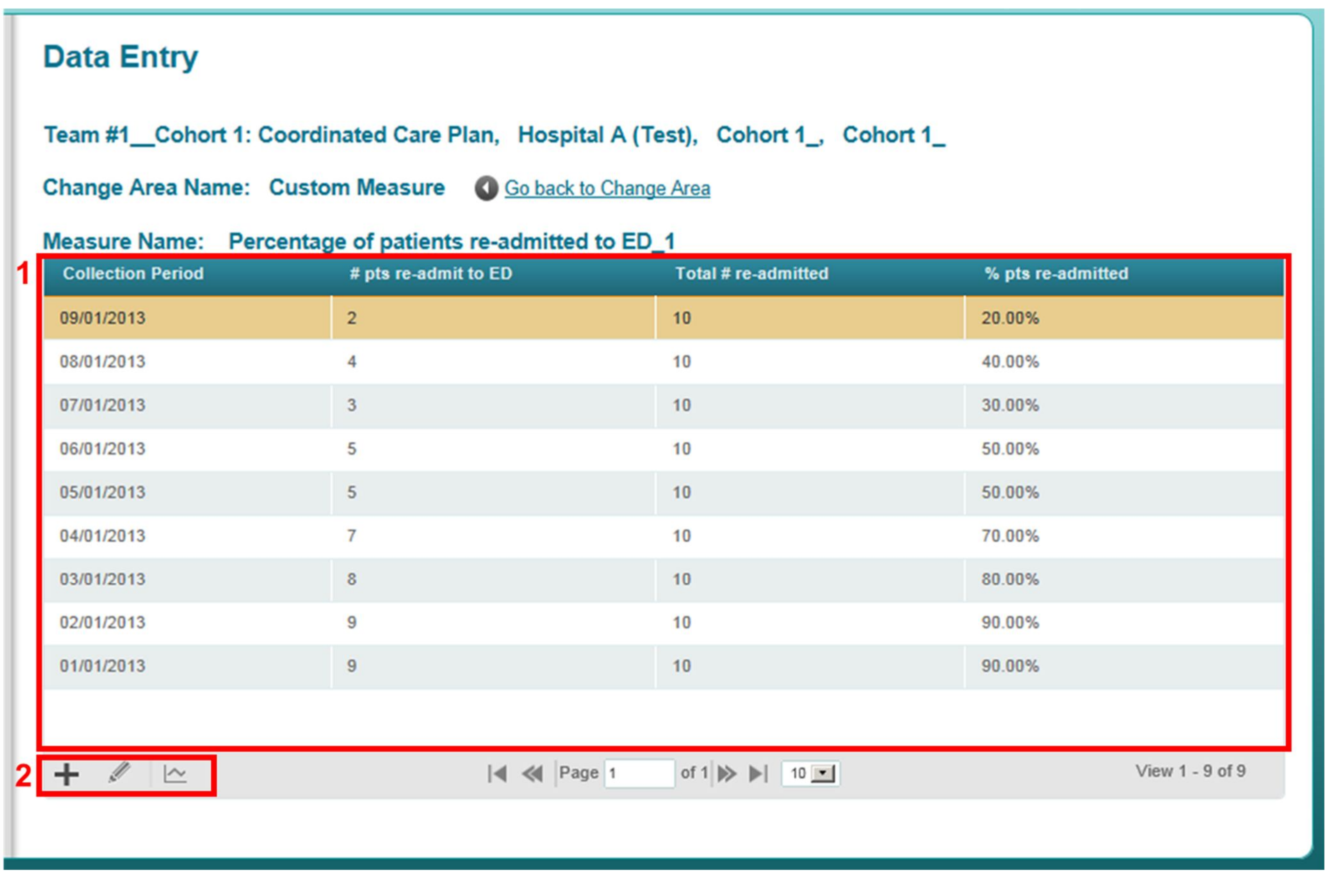
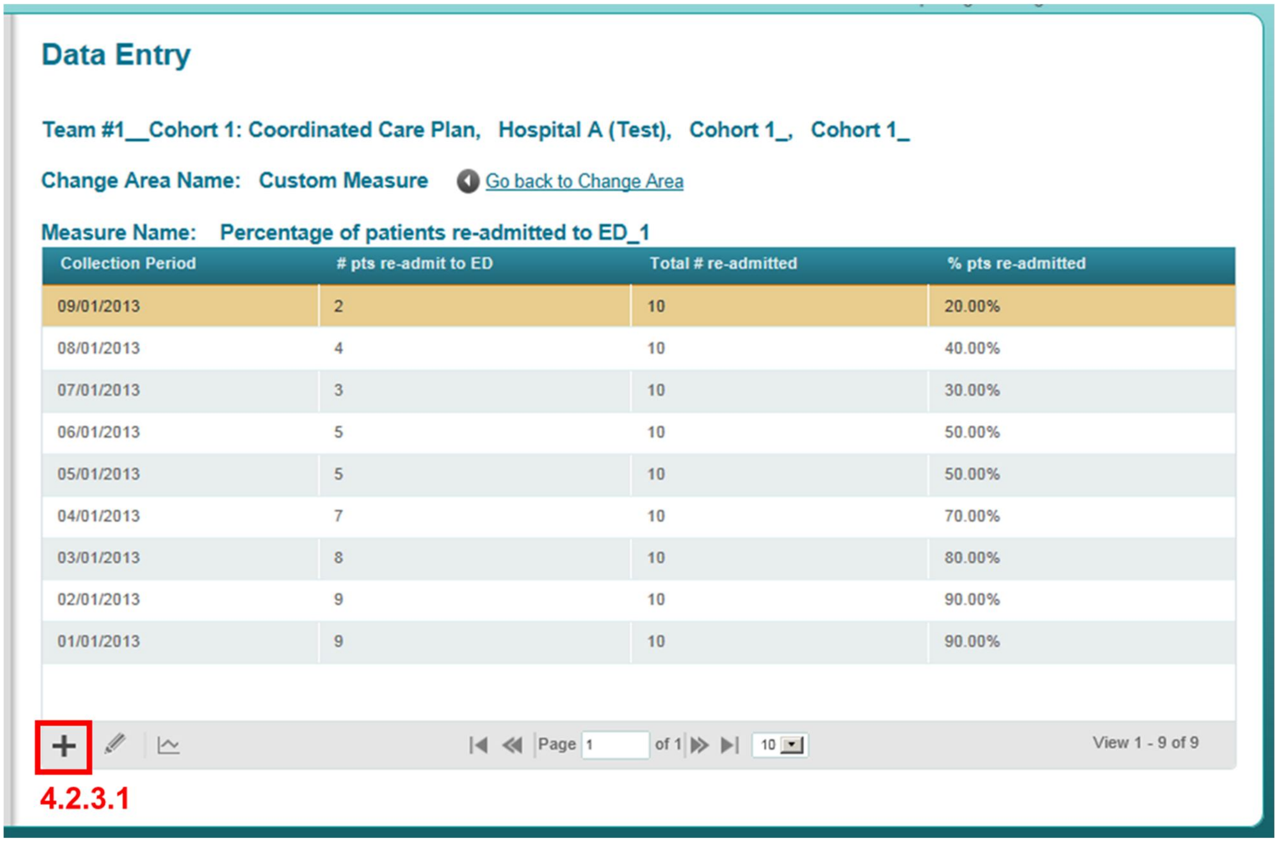



**Figure 11 - Data Entry - View All Chart**

### 4.2.3.1 Add Data Point for Measure

Users can enter data for measures for selected Team/Health Service Provider from the View All grid by clicking on the icon. *(See 4.2.1 Add Data Point)*




| Collection Period | # pts re-admit to ED | Total # re-admitted | % pts re-admitted |
|---|---|---|---|
| 09/01/2013 | 2 | 10 | 20.00% |
| 08/01/2013 | 4 | 10 | 40.00% |
| 07/01/2013 | 3 | 10 | 30.00% |
| 06/01/2013 | 5 | 10 | 50.00% |
| 05/01/2013 | 5 | 10 | 50.00% |
| 04/01/2013 | 7 | 10 | 70.00% |
| 03/01/2013 | 8 | 10 | 80.00% |
| 02/01/2013 | 9 | 10 | 90.00% |
| 01/01/2013 | 9 | 10 | 90.00% |

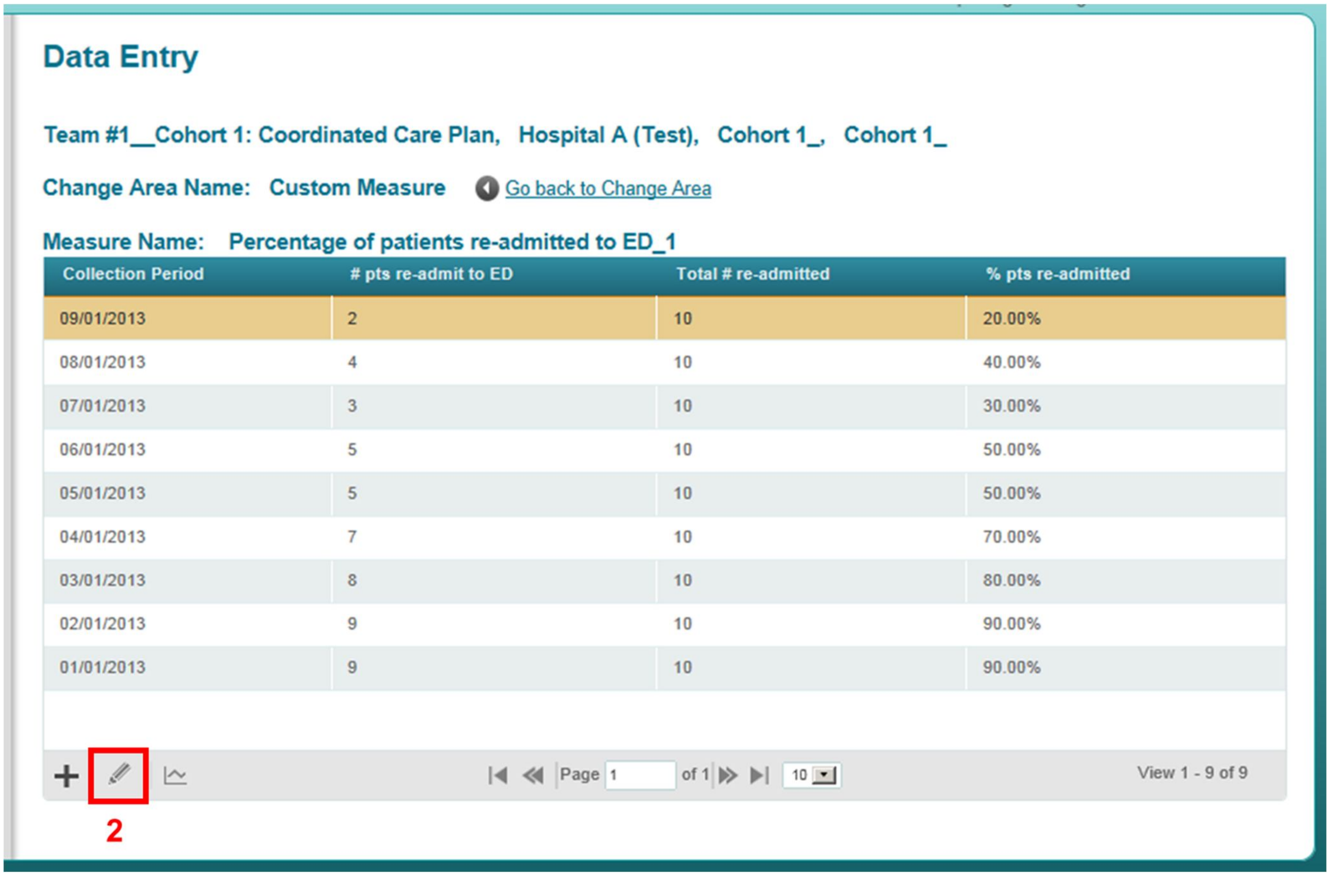
**Figure 12 - Data Entry - View All - Add Data Point**

### 4.2.3.2 Edit Data Point for Measure

Users can edit data points for measures for selected Team/Health Service Provider from the View All grid by clicking on the **Edit** icon.

***To Edit Entered Data Point from View All Grid:***

1. Select a data point by clicking on it
2. Click the **Edit** icon to edit selected data point




| Collection Period | # pts re-admit to ED | Total # re-admitted | % pts re-admitted |
|---|---|---|---|
| 09/01/2013 | 2 | 10 | 20.00% |
| 08/01/2013 | 4 | 10 | 40.00% |
| 07/01/2013 | 3 | 10 | 30.00% |
| 06/01/2013 | 5 | 10 | 50.00% |
| 05/01/2013 | 5 | 10 | 50.00% |
| 04/01/2013 | 7 | 10 | 70.00% |
| 03/01/2013 | 8 | 10 | 80.00% |
| 02/01/2013 | 9 | 10 | 90.00% |
| 01/01/2013 | 9 | 10 | 90.00% |

**Figure 13 - Data Entry - View All - Edit Data Point**

3. The data entry pop-up window will be displayed, and any fields within the pop-up can be edited:
   a. Edit **Start Date** by clicking on the **Calendar Control** icon beside Start Date
   *Note: An End Date will be auto-populated by the system based on the selected Start Date.*
   b. Edit **Annotations**
   c. Edit **Field** values for a measure
   d. If user would like to add more data in the next step, click **Save & New** to add a new data point. Otherwise, proceed to step 4
4. Click **Save**

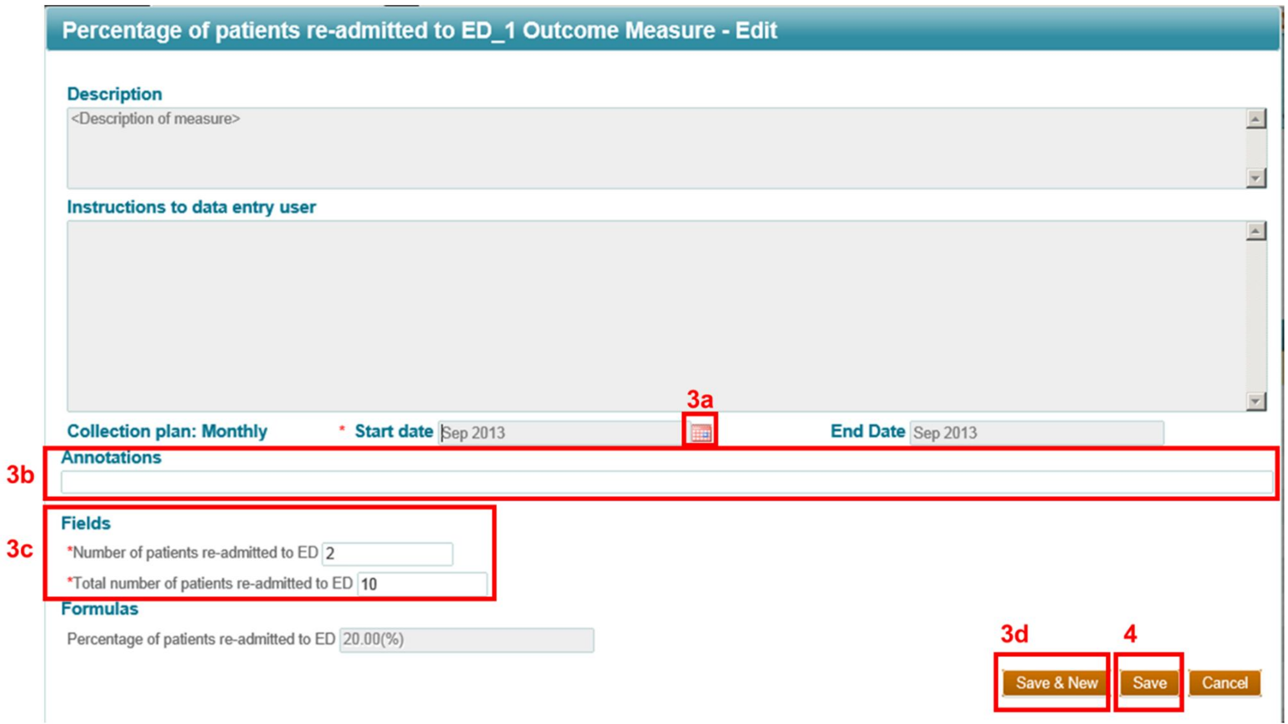



**Figure 14 - Data Entry - View All - Edit Data Point**

### 4.2.3.3 View Run Chart for Measure

Users can view the Run Chart for the selected measure within the Team/Health Service Provider from the View All grid by clicking on the **View Chart** icon.

***To Access Run Charts from View All:***

1. Click on the **View Chart** icon on the View All page to view the Run Chart Report *(The system loads the Run Chart Report)*

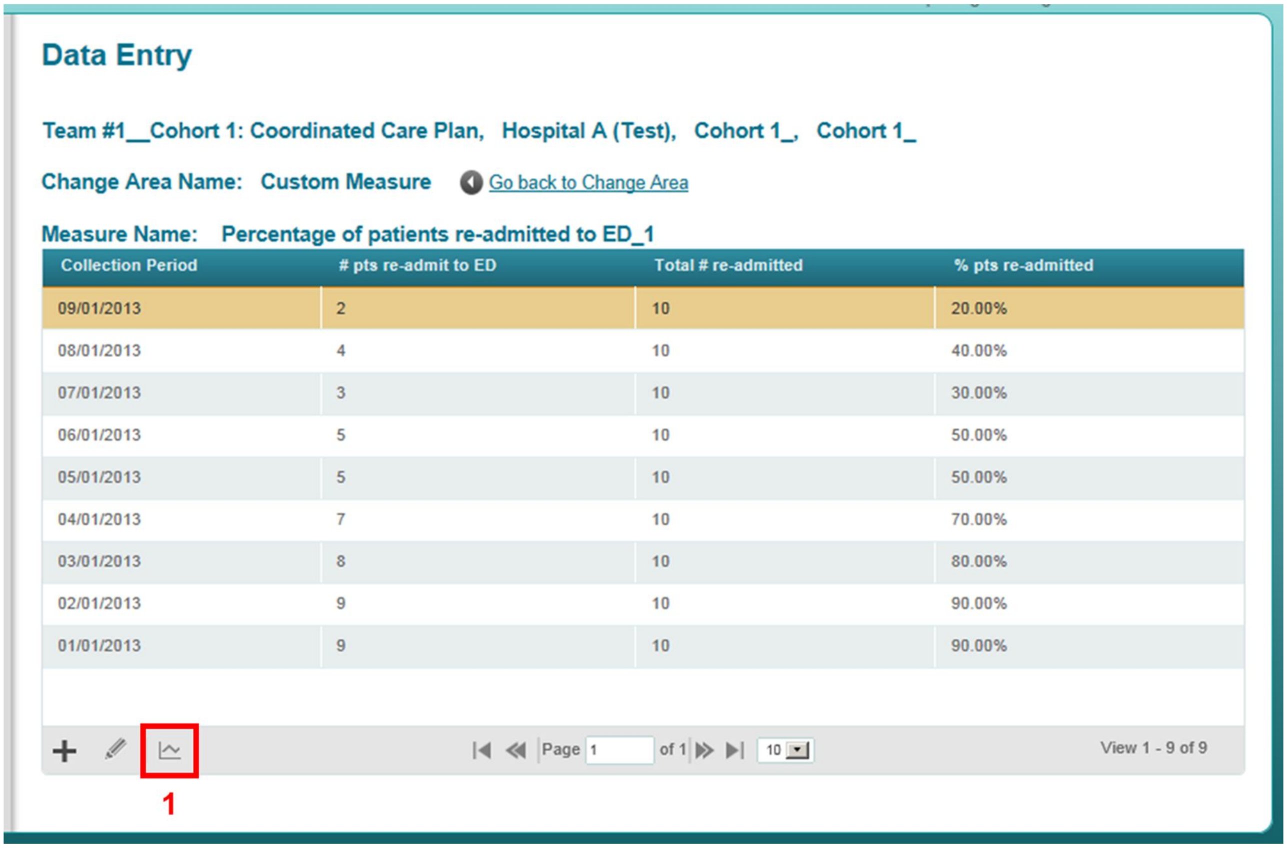



**Figure 15 - Data Entry - View All - View Chart**

2. A pop-up window containing a Run Chart for the selected measure is displayed, along with a data table below.
   *Note: Run Chart and data table will be blank for measures with no data points.*
   *For more information on the Run Chart Reports, please see section 5.1*

### 4.2.4 Manage Favourites

Users can manage favourite Change Areas allowing easy access to selected Change Areas for selected Team/Health Service Provider.

***To Manage Favourites:***

1. Click **Data Entry** from the navigation menu on the left panel
2. Click the **Manage Favourite** link

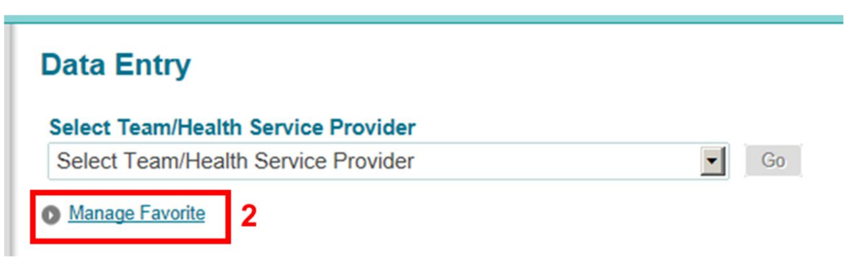



**Figure 16 - Data Entry - Manage Favourite**

3. Tick the Change Areas for Team/Health Service Provider that you would like to have displayed for data entry
4. Uncheck Change Areas that you would like to have hidden for data entry
5. Click the **Save** icon on the Manage Favourite grid

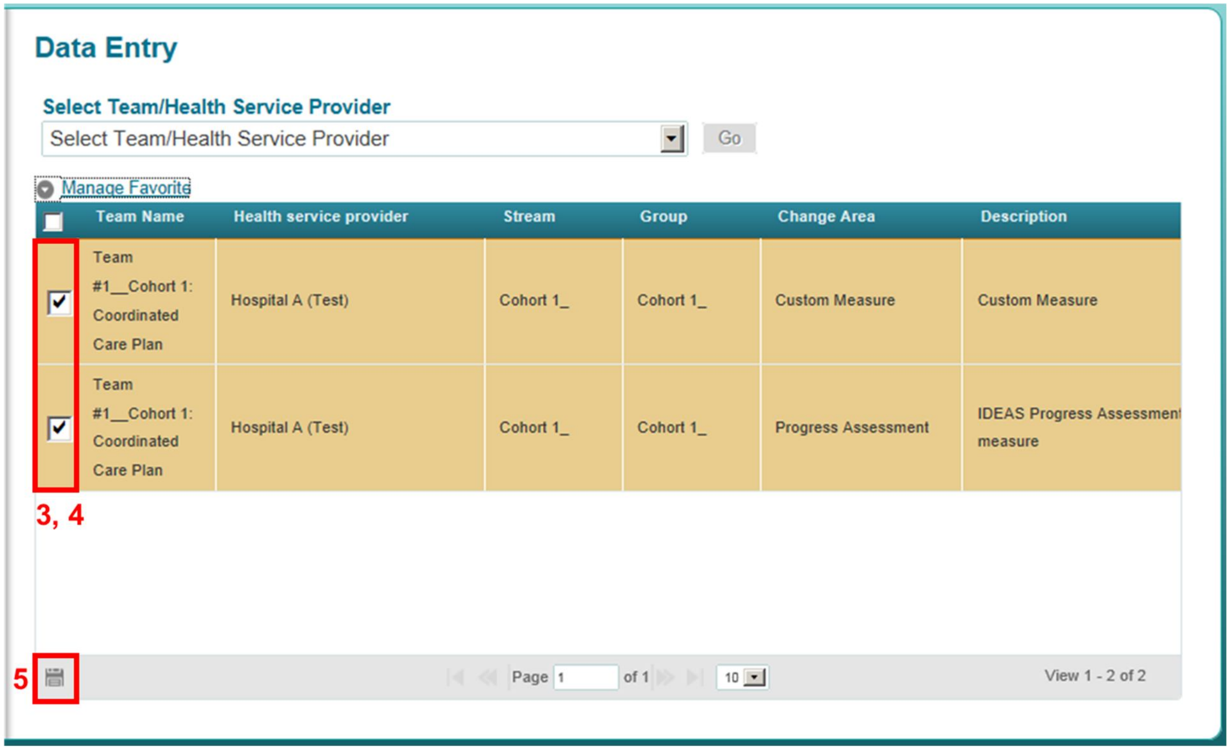



**Figure 17 - Data Entry - Manage Favourite**

# 5. View Report

## 5.1 Viewing Reports

Users can access Run Chart Reports for their associated Team(s). A Run Chart is a graph that illustrates changes in quality over time. Measurements are taken at frequent points in time and connected with a line. This provides a graphical display of variation across time, and can help a QI team see if their changes have led to improvement.

### 5.1.1 View Run Chart

***To View Report:***

1. Click **View Report** from the navigation menu on the left panel

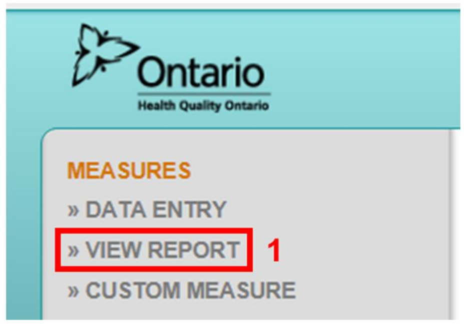



**Figure 18 - View Report**

2. Select the report from the dropdown menu
3. Click **View** button


**Figure 19 - View Report - Select Report**

4. A pop-up window will display the Reports page.
   *Note: If you receive a pop-up blocker message, select "Allow pop-ups for qirap.hqontario.ca"*


**Figure 20 - View Report - Pop-up Blocker**

5. Reports can be viewed for all measures with associated data points. The following Report Parameters are used to create a report:

### Report Parameters:

**Group (Team):** Users can select a Team enrolled in the initiative that they are associated with from the Group dropdown.
**Sector:** Users can select the health care sector of the organization whose measure they would like to view in the Run Chart from the dropdown.
**Health Service Provider:** Users can select a Health Service Provider from the selected Team that they are associated with from the dropdown.

**Enrollment Group**: The sub group within the initiative that the Team belongs to can be selected from the dropdown.
**Measure**: Users have the ability to select a measure to view on the Run Chart.
**Field**: Users can select a field or formula from the selected measure to view on the Run Chart.
**Visibility**: Users have the ability to display or hide the Median, Target and Annotations entered for each data point on the Run Chart by using the checkboxes in the dropdown.

6. Select Report Parameters.
7. Click **View Report** button.

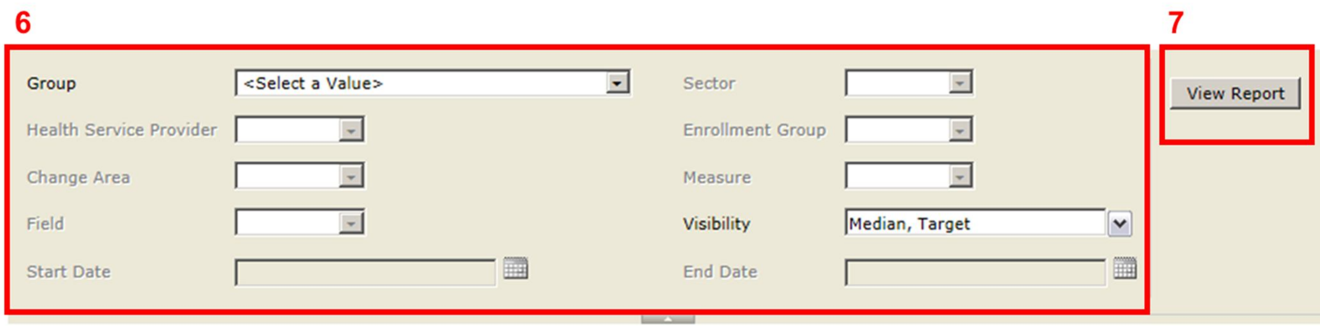
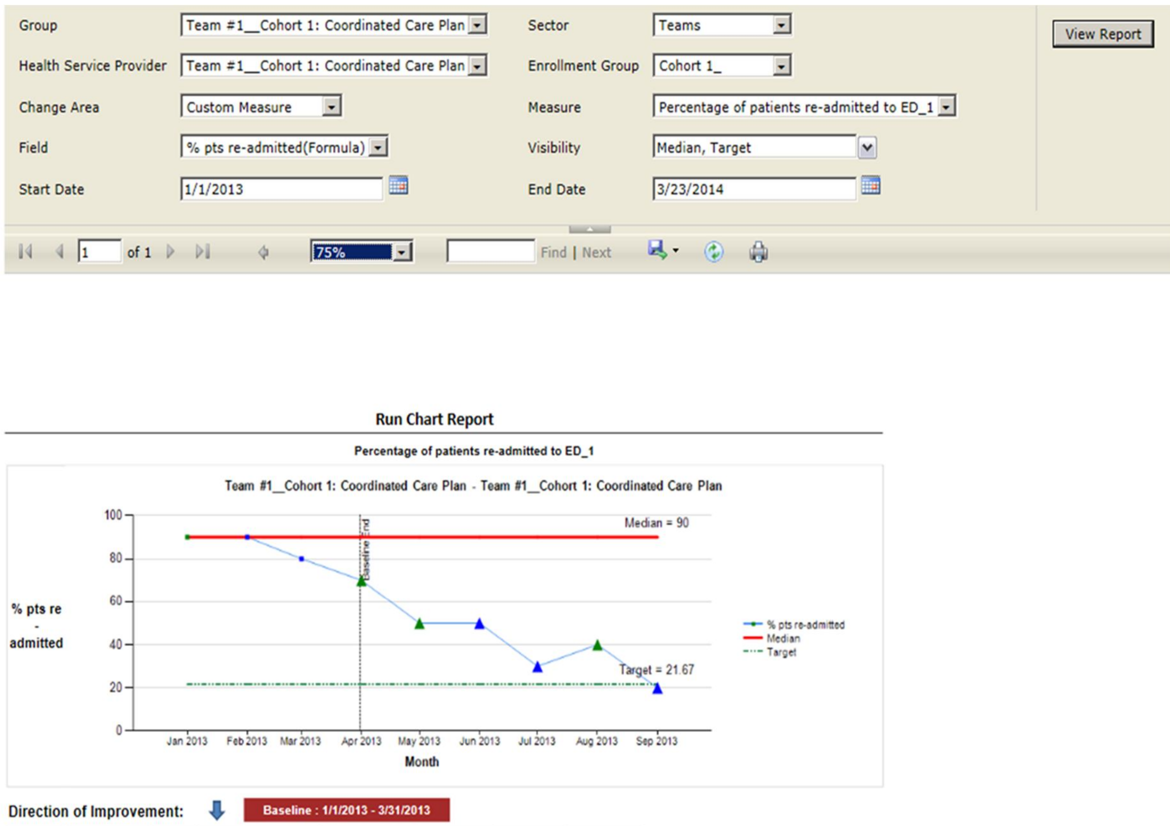



**Figure 21 - View Report - Report Parameters**

8. The run chart will be displayed according to the selected parameters, along with the data table.




| Date | % pts re-admitted (Formula) | Median | Target | Division | Annotation | # pts re-admit to ED(Field) | % pts re-admitted (Formula) | Total # re-admitted (Field) |
|---|---|---|---|---|---|---|---|---|
| Jan 2013 | 90.00 | 90.00 | 21.67 | NA | Start of baseline | 9 | 90.00 | 10 |

**Figure 22 - View Report - Run Chart Report**

*Note: Reports with a large dataset may have multiple pages. The pagination bar can be used to navigate through the report.*

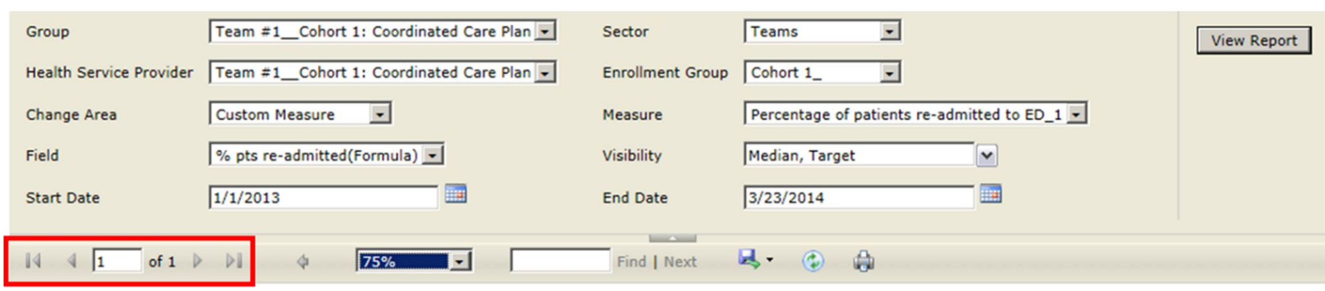



**Figure 23 - View Report - Pagination**

### Run Chart Features:

Run charts can display the following features:

- **Median**: a horizontal line across the graph, which represents the median value of the baseline data
- **Target**: a horizontal line across the graph indicating the target of the QI team
- **Annotations**: comments associated with the data points to provide details such as when improvement ideas were tested
- **Direction of Improvement**: an arrow indicating the direction of improved quality is displayed underneath the chart
- **Baseline**: baseline end date is represented by a vertical line on the Run Chart, and the baseline range is stated underneath the chart

Significant improvement in the QI data can be detected through two (2) tests on a Run Chart:

- Six (6) or more consecutive points above or below the median
- Six (6) consecutive points moving upward or downward

The following markers are used on the run charts:

- [ ]: An annotation exists for the data point, which is displayed when you scroll over the point on the graph
- [ ]:  Six (6) or more consecutive points above or below the median (Run Chart rule)
- [ ]: Six (6) or more consecutive points moving upward or downward (Run Chart rule)
- [ ]: Both Run Chart rules are achieved

## 5.1.2 Print Report

***To Print Report:***

1. Click on the **Print** icon underneath the report parameters to print the run chart and data table.

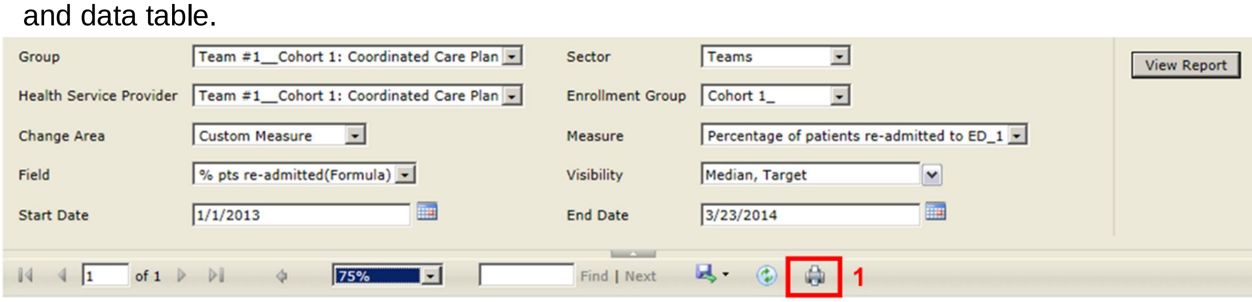



**Figure 24 - View Report - Print Report**

### 5.1.3 Export Report

***To Export Report:***

1. Click on the **Export** icon underneath the report parameters to export the Run Chart and data table into a variety of formats (Available formats include: XML file with report data, CSV – comma delimited, PDF, MHTML – web archive, Excel, TIFF file, Word).

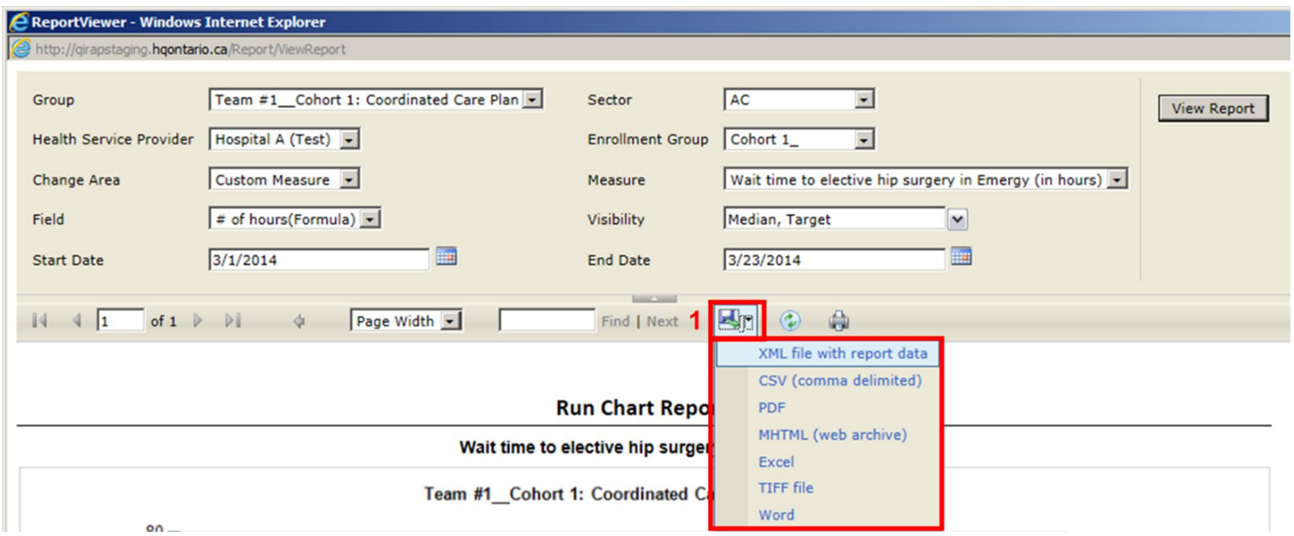



**Figure 25 - View Report - Export Report**

# 6. Custom Measure

## 6.1 Create Custom Measure

Users can create a customized measure from the Custom Measure page.

***To Create Custom Measure:***

1. Click **Custom Measure** from the navigation menu on the left panel

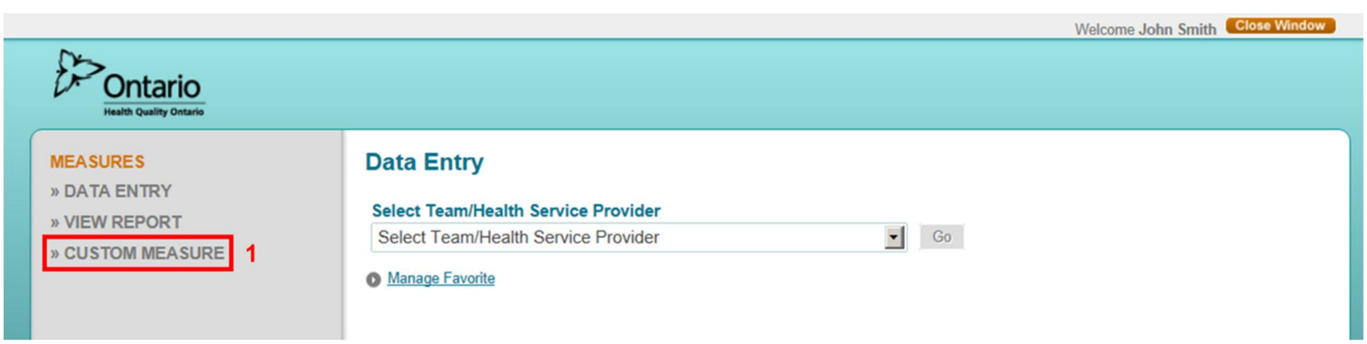



**Figure 26 - Custom Measure**

2. Click on the **Add** + icon below the grid

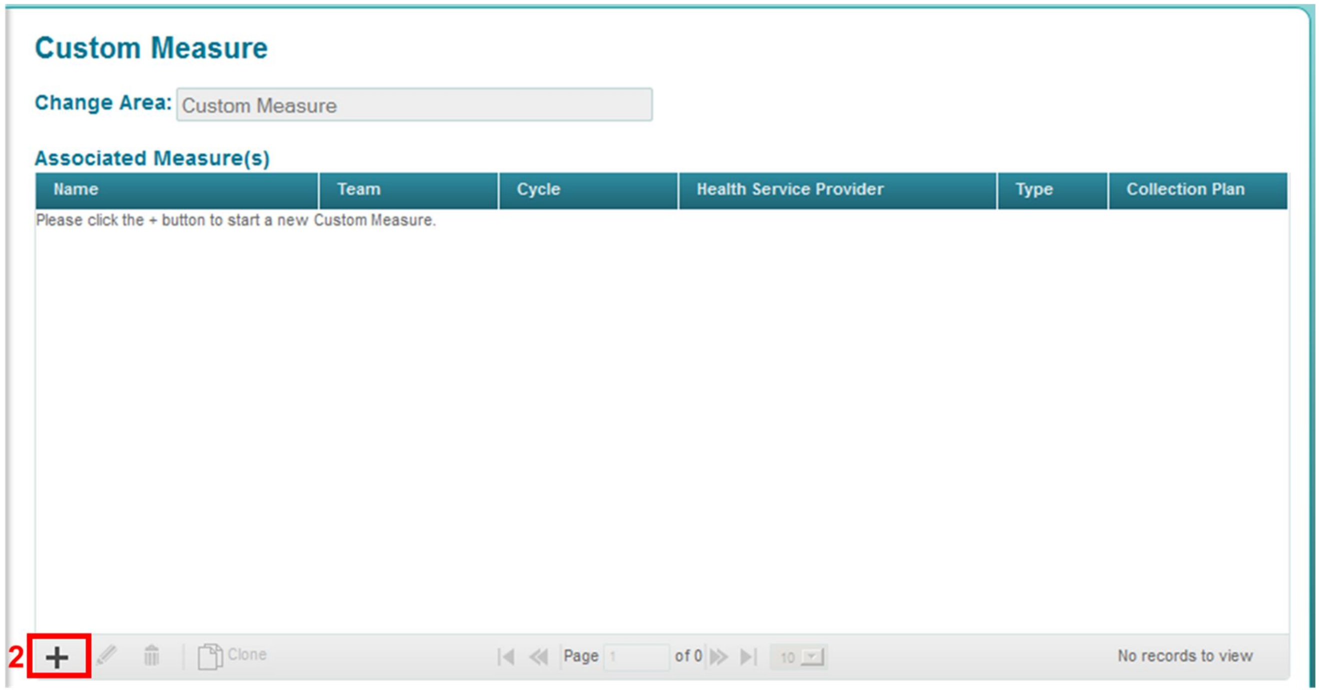



**Figure 27 - Custom Measure**

*Step 1: Select Team*

3. Select **Team** from Team dropdown menu
   *Note: Asterisks (*) indicate mandatory fields*
4. Click **Next**
5. Note: Each step in the Custom Measure creation wizard contains a **Help** option. To display additional instructions for the step, place cursor over the icon.

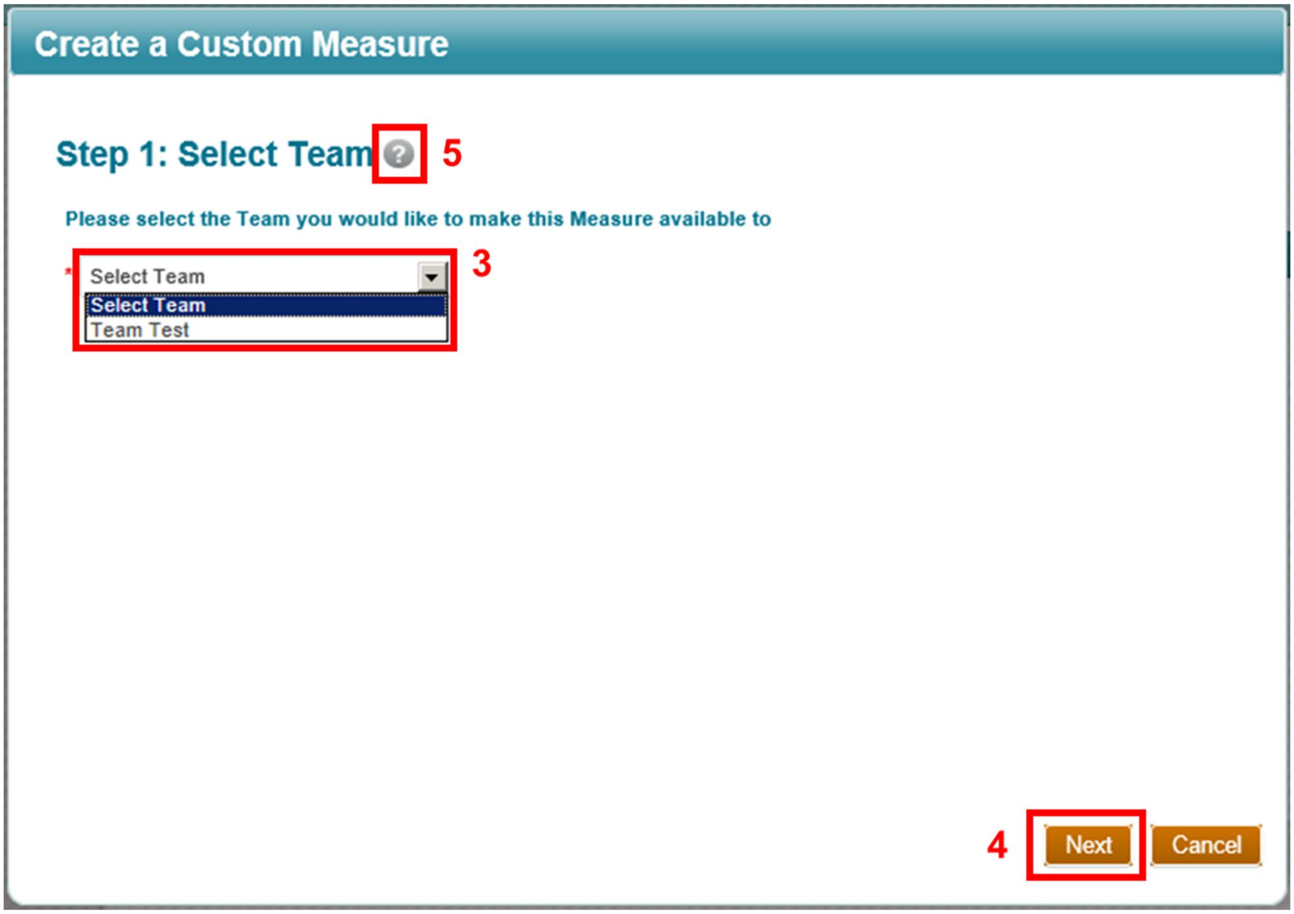



**Figure 28 - Custom Measure - Select Team**

*Step 2: Define measure name and description*

6. Enter the name of the measure in the **Measure Name** textbox
7. Enter a description for the measure in the **Description** text area. This field is optional.
8. Click **Next**
9. Note: To return to the previous step in the wizard and make alterations, click **Back** and follow the steps outlined

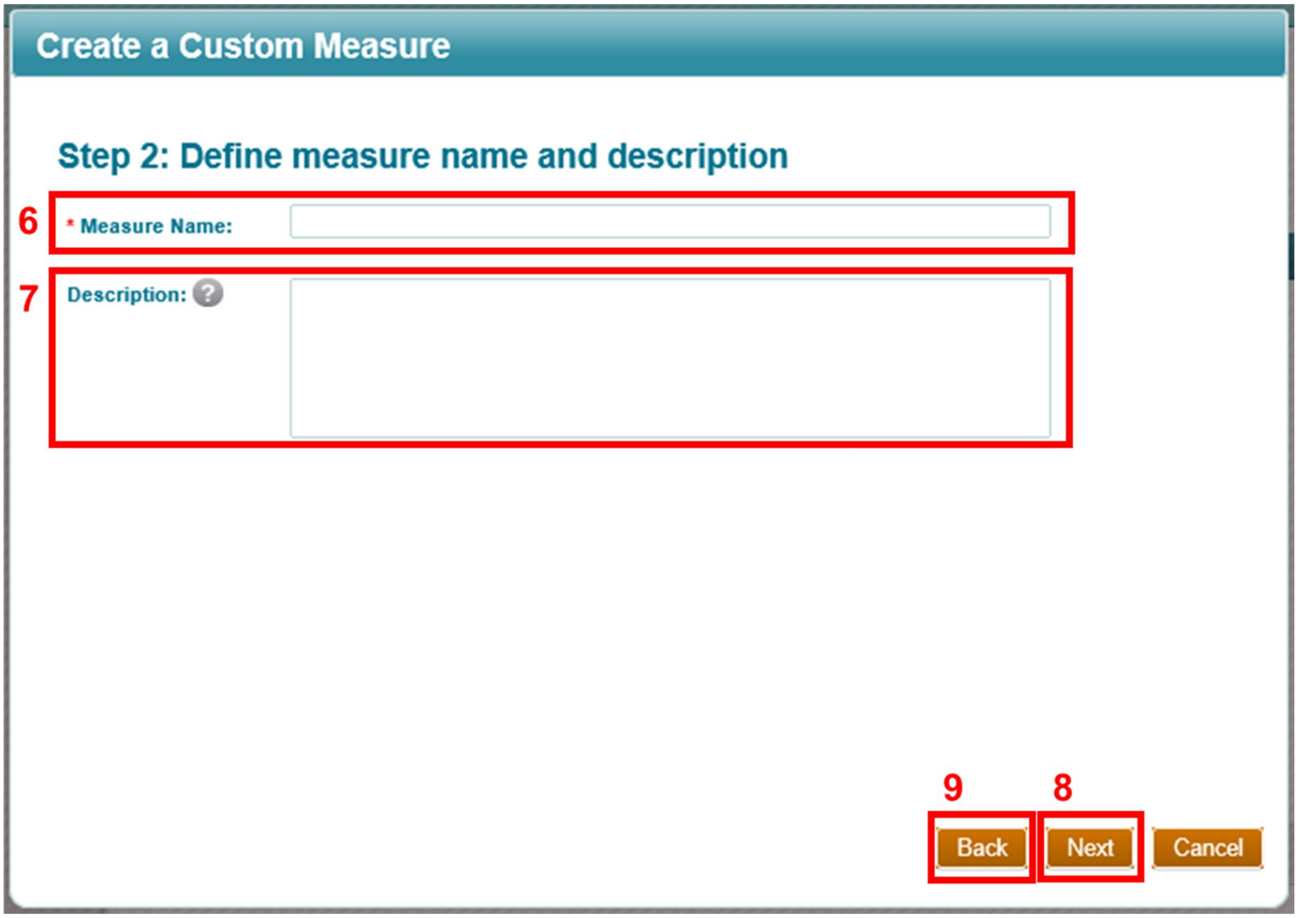



**Figure 29 - Custom Measure - Create Custom Measure - Define Measure Name and Description**

*Step 3: Select Format, Collection Plan, and Measure Type*

10. Select the format for the measure (i.e., a number or percentage) from the **Select Format** dropdown menu
11. Select the frequency of data reporting for the measure (i.e., weekly or monthly) from the **Collection Plan** dropdown menu
12. Select the type for the measure (i.e., outcome, process or balancing) from the **Measure Type** dropdown menu
13. Click **Next**

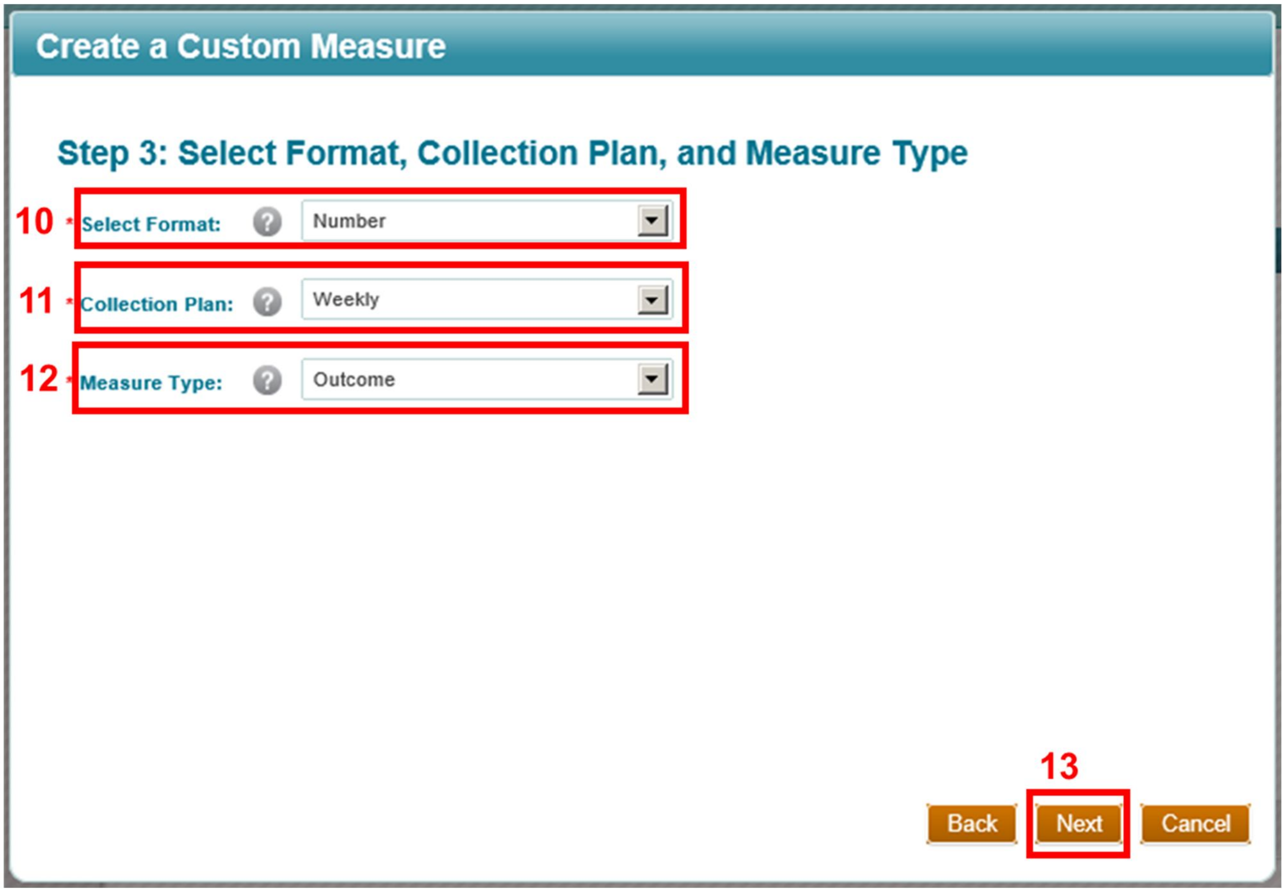



**Figure 30 - Custom Measure - Create Custom Measure - Select Format, Collection Plan, Measure Type**

*Step 4: Define Baseline Range and Target*

14. Define the Baseline period for the measure. Click on the **Calendar Control** icon next to the **Baseline Start Date** field to select the start date for the baseline.
15. Click on the **Calendar Control** icon next to the **Baseline End Date** field to select the end date for the baseline
16. Define the target for the measure. Select the type of target (i.e., a number – a specific value for the target, or a percentage – the specified percentage of improvement that would be applied to the baseline average to calculate the target value) from the **Target Type** dropdown menu.
17. Select an operator for the target (i.e., should the measure value be greater than [>], greater than or equal to [>=], less than [<], or less than or equal to [<=] the specified target?) from the **Target** dropdown menu.
    Note: If the direction of improvement for the measure is up/higher, please select the operator greater than [>] or [>=]. If the direction of improvement for the measure is down/lower, please select the operator [<] or [<=].

18. Enter a numeric value in the textbox next to the **Target** dropdown. If the target type selection was number, enter the specific target value. If the target type selection was percentage, enter the percentage of improvement that should be applied to the baseline to calculate the target value (the target value will be automatically calculated based on the percentage specified).
    Note: This field should only contain numbers. Do not include any special characters. This is an optional step (i.e., if a target for the measure has not been defined, this field can be left blank).
19. Click **Next**

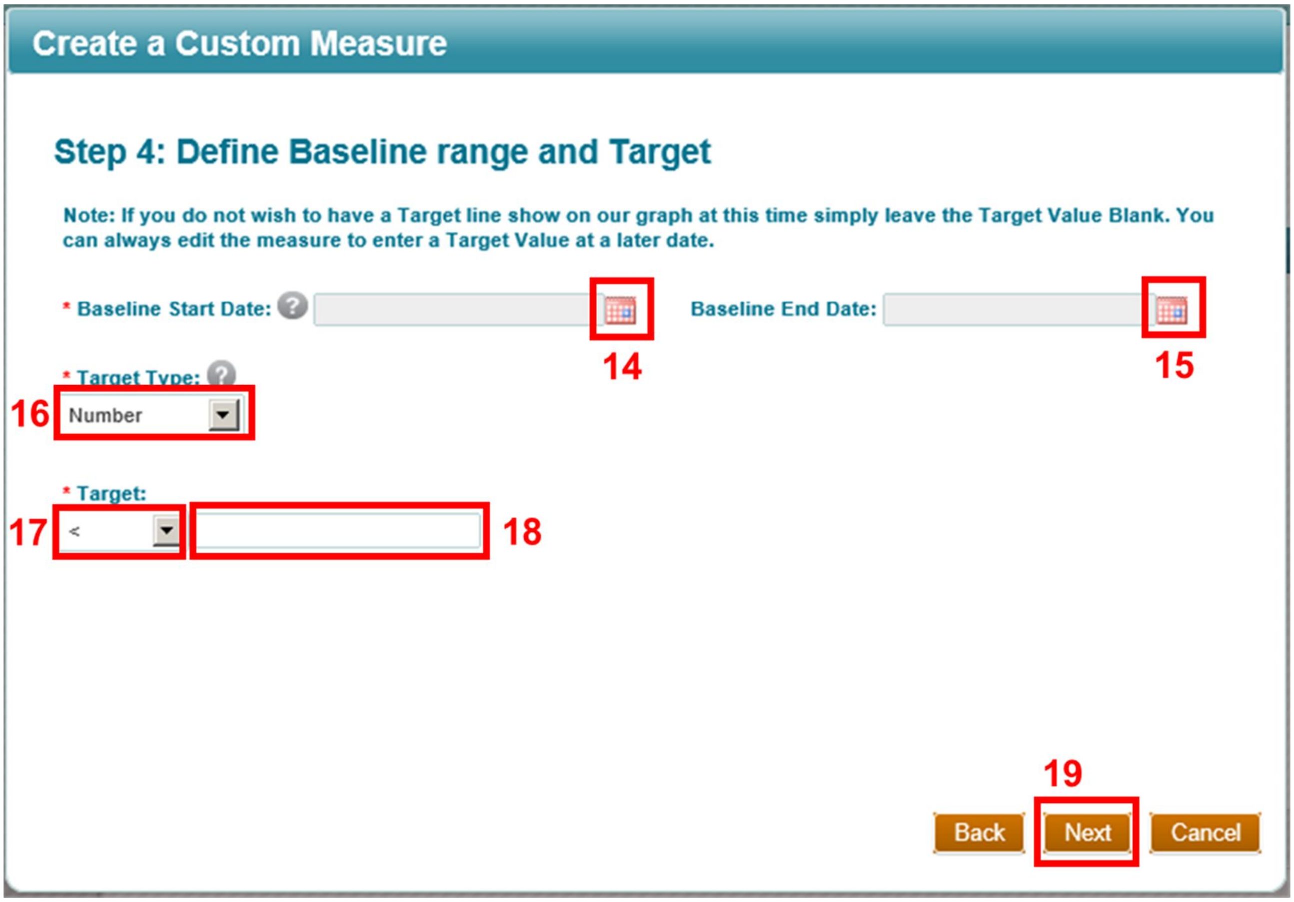



**Figure 31 - Custom Measure - Create Custom Measure - Select Format, Collection Plan, Measure Type**

*Step 5: Create Field – Define Field Label, Alias and Format*

20. This step involves creating fields for the measure (e.g., numerator field, denominator field). Enter the name of the field in the **Label to display on screen** textbox.
21. Enter a shortened version of the field label, limited to 20 characters, in the **Alias** textbox. The alias will be displayed on some pages of the application where space is limited.

*Step 6: Define Maximum and Minimum Values and Number of Decimals*

The values defined in this step will serve as validation for the input for the field being created to ensure data quality.

22. Define the minimum value for the field by entering in a numeric value in the **Min** textbox
23. Define the maximum value for the field by entering in a numeric value in the **Max** textbox.
    Note: This step is optional.
24. Define the number of decimal places that can be entered for the field by entering in a numeric value in the **# of decimals** textbox.

*Step 7: Mandatory Field*

25. Select whether the field is mandatory or optional. If the field is mandatory, click on the *Yes* radio button next to **Is this field Mandatory?**; if the field is optional, click on the *No* radio button.
26. Click **Next**

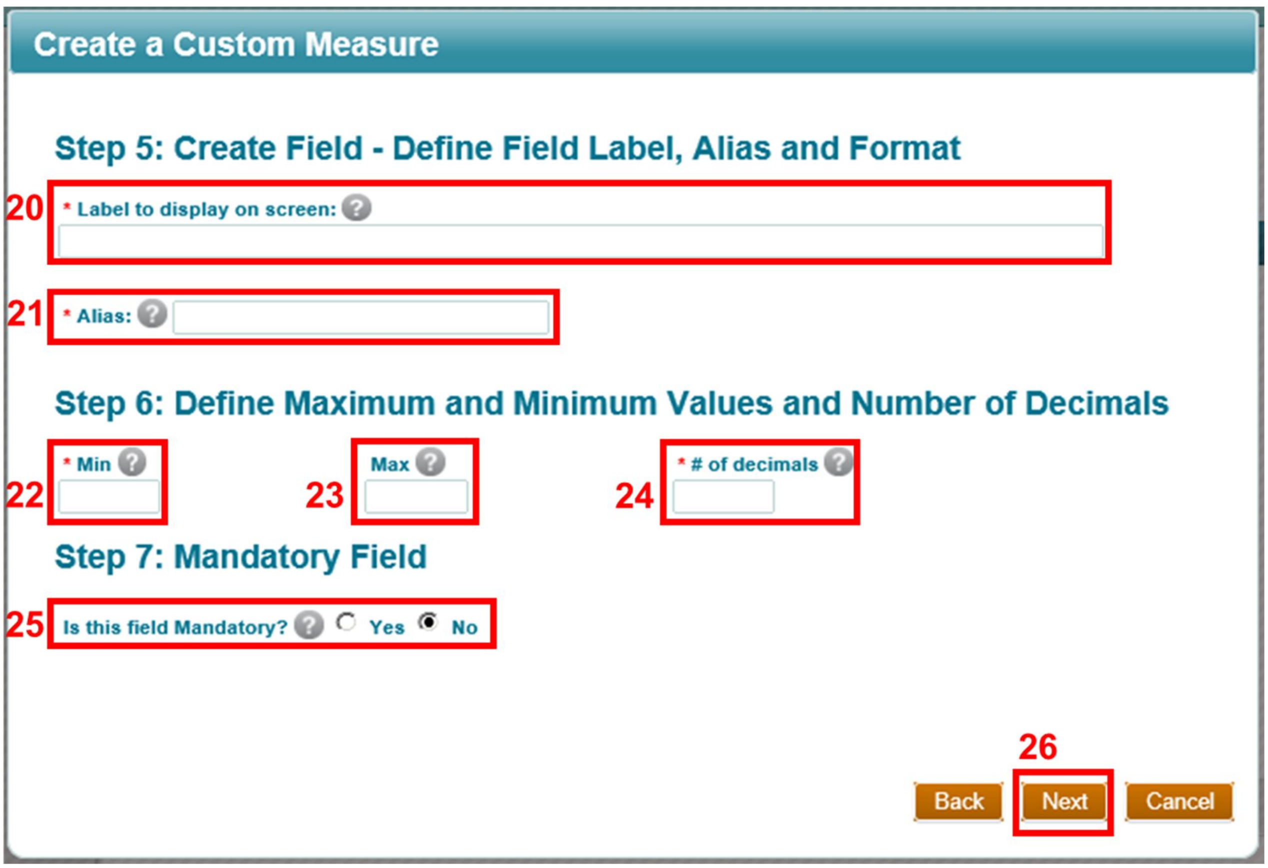



**Figure 32 - Custom Measure - Create Custom Measure - Create Field, Define Max and Min, Number of Decimals, Mandatory**

*Step 8: Field Summary*

27. A summary of all fields that have been created can be viewed through the grid. A number of **action buttons** are located at the bottom of the fields grid that can be used to **add** another field, **edit** an existing field, **delete** a field or re-order fields for the measure using the **up** or **down** arrow icons**.**
28. Click the **Next** button to proceed

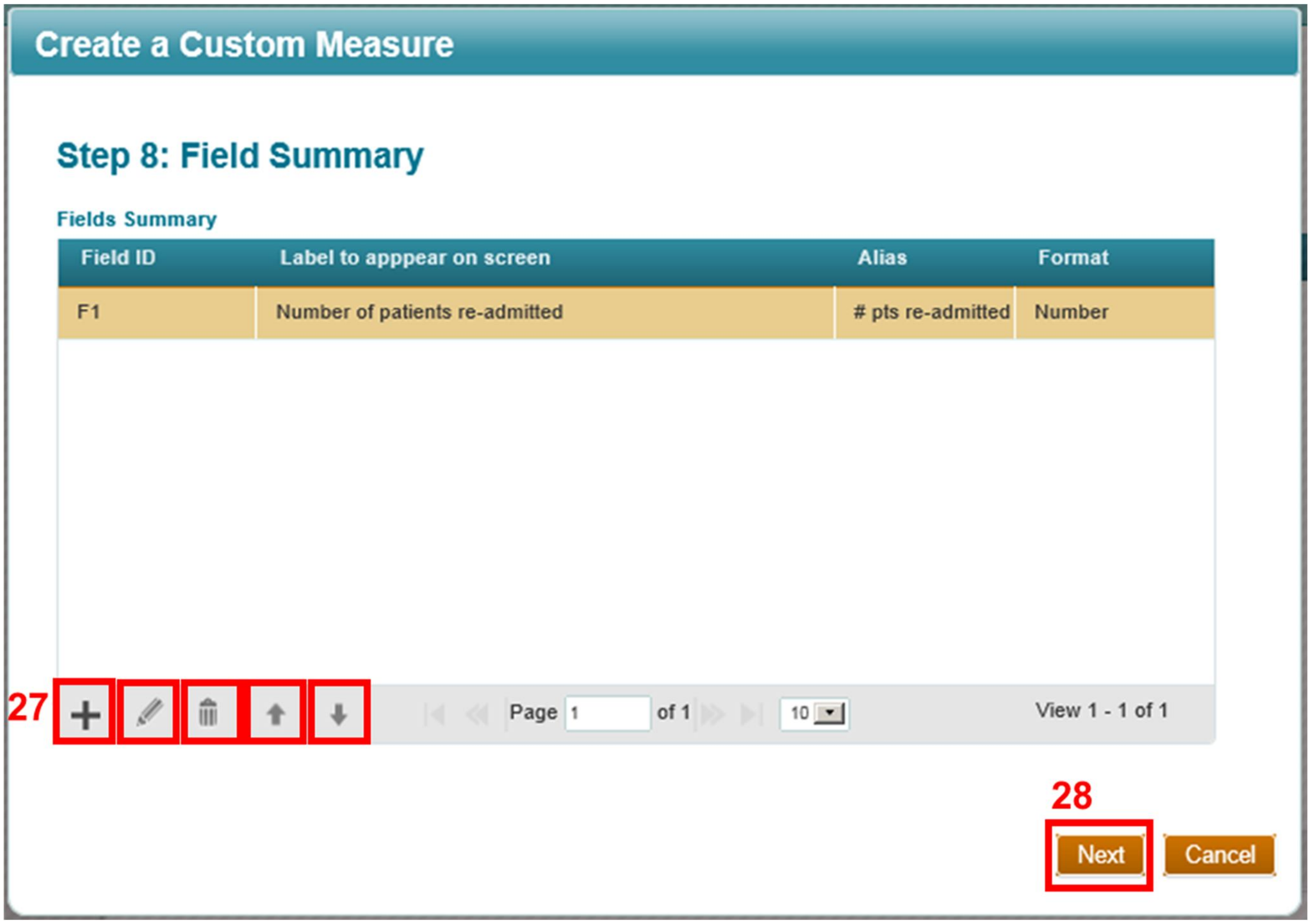



**Figure 33 - Custom Measure - Create Custom Measure - Field Summary**

*Step 9: Create Formula: Define Formula Label and Alias*

29. This step involves creating a formula for the measure using the fields. Enter the name of the formula field in the **Label to display on screen** textbox.
30. Enter a shortened version of the formula label, limited to 20 characters, in the **Alias** textbox. The alias will be displayed on some pages of the application where space is limited.
31. Click **Next**

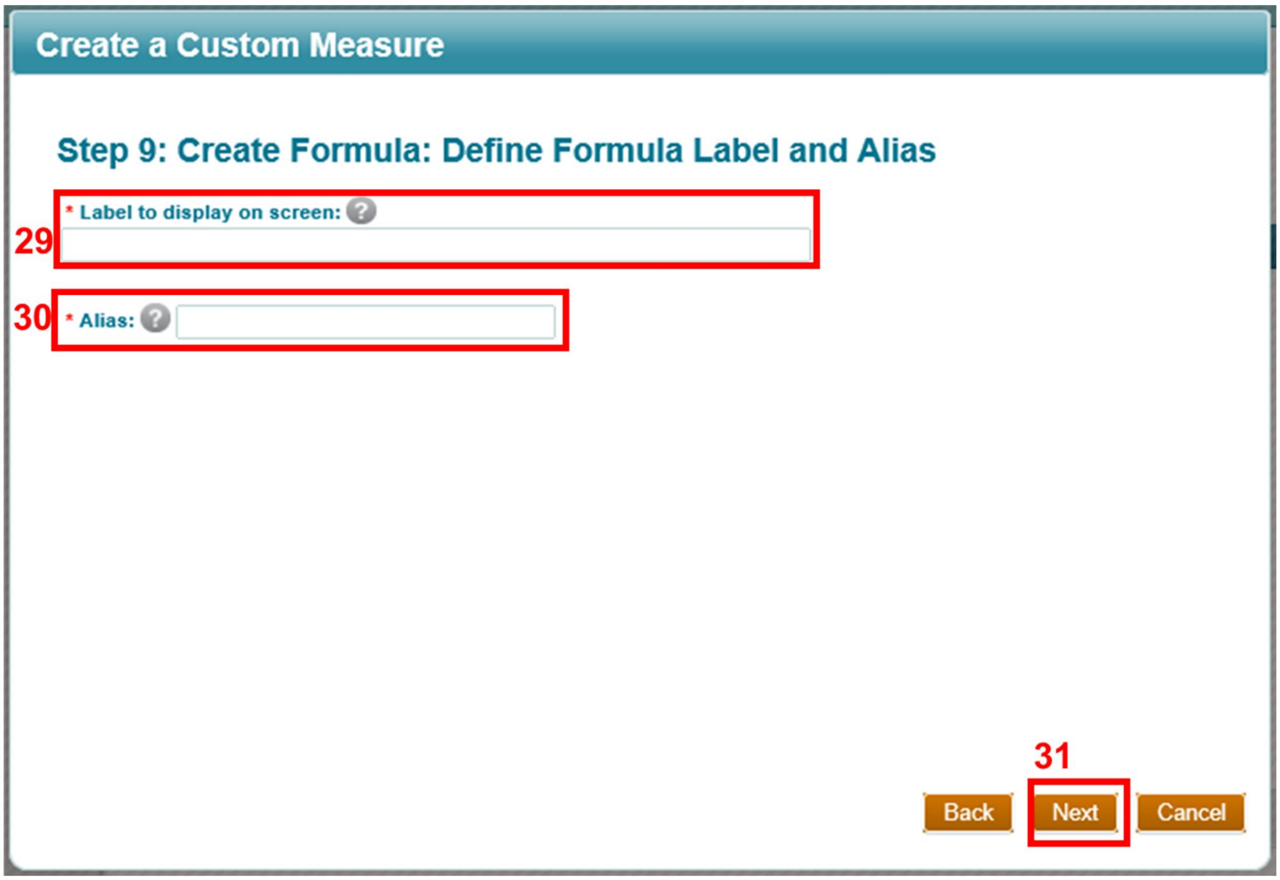



**Figure 34 - Custom Measure - Create Custom Measure - Create Formula**

*Step 10: Create Formula: Select Format*

32. Select the type of formula (i.e., a number or percentage) from the **Select Format** dropdown menu

*Step 11: Create Formula: Create Formula*

33. Define the formula for calculating the measure. To select a field for the formula, double click on a field from the **List of Fields** grid. The field (e.g., F1) will be populated in the **Formula** text box. To select an operator for the formula, double click on an operator from the **Operators** list. The selected operator (e.g., +) will be populated in the **Formula** text box. Numeric values are also permitted in the **Formula** text box. To add a numeric value, type in the value directly into the text box. To clear the **Formula** text box, click on the X button next to the text box.
    Note: A minimum of one operator must be included in the formula. If formula only consists of one field (e.g., formula = F1), then use the following formula: F1+0.
34. Click **Next**

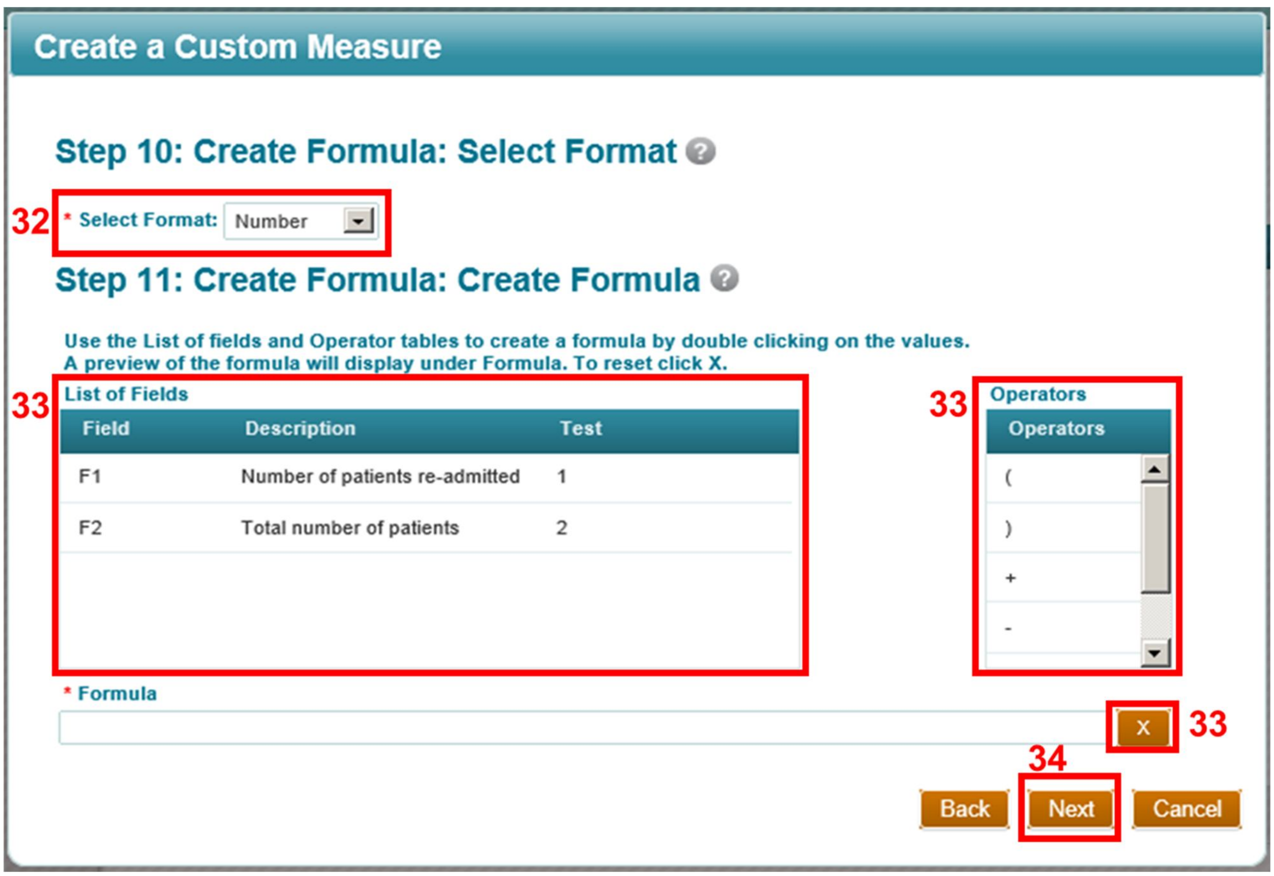



**Figure 35 - Custom Measure - Create Custom Measure - Create Formula**

*Step 12: Formula Summary*

35. A summary of all formulas that have been created can be viewed through the grid. A number of **action buttons** are located at the bottom of the formulas grid that can be used to **add** another formula , **edit** an existing formula , or **delete** a formula .
36. Click the **Next** button to proceed

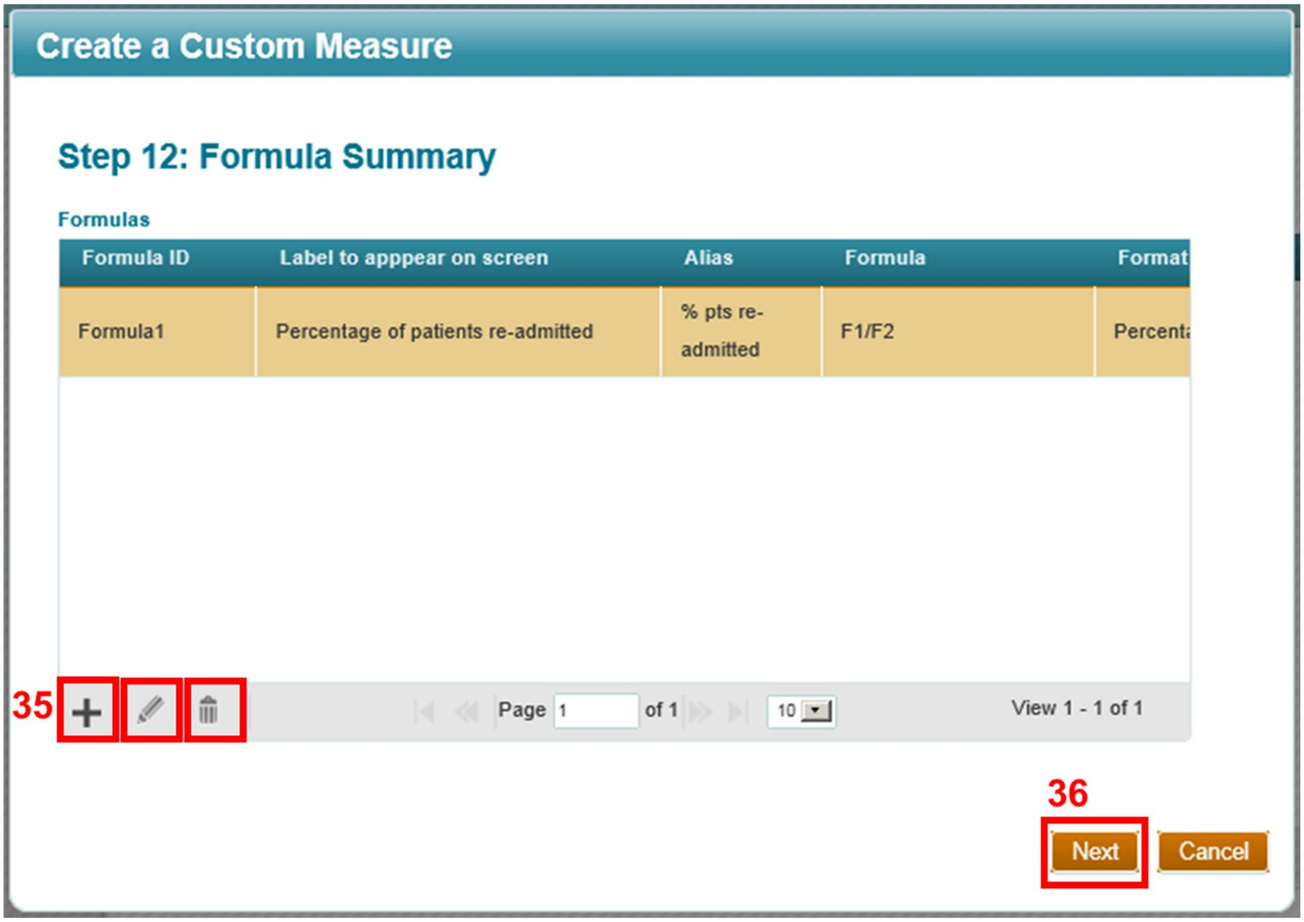



**Figure 36 - Custom Measure - Create Custom Measure - Formula Summary**

*Step 13: Run Chart Field*

37. Select field(s) and formula(s) to be displayed in the Run Chart Report by ticking the checkbox next to each field or formula row in the grid.
38. Click **Next**

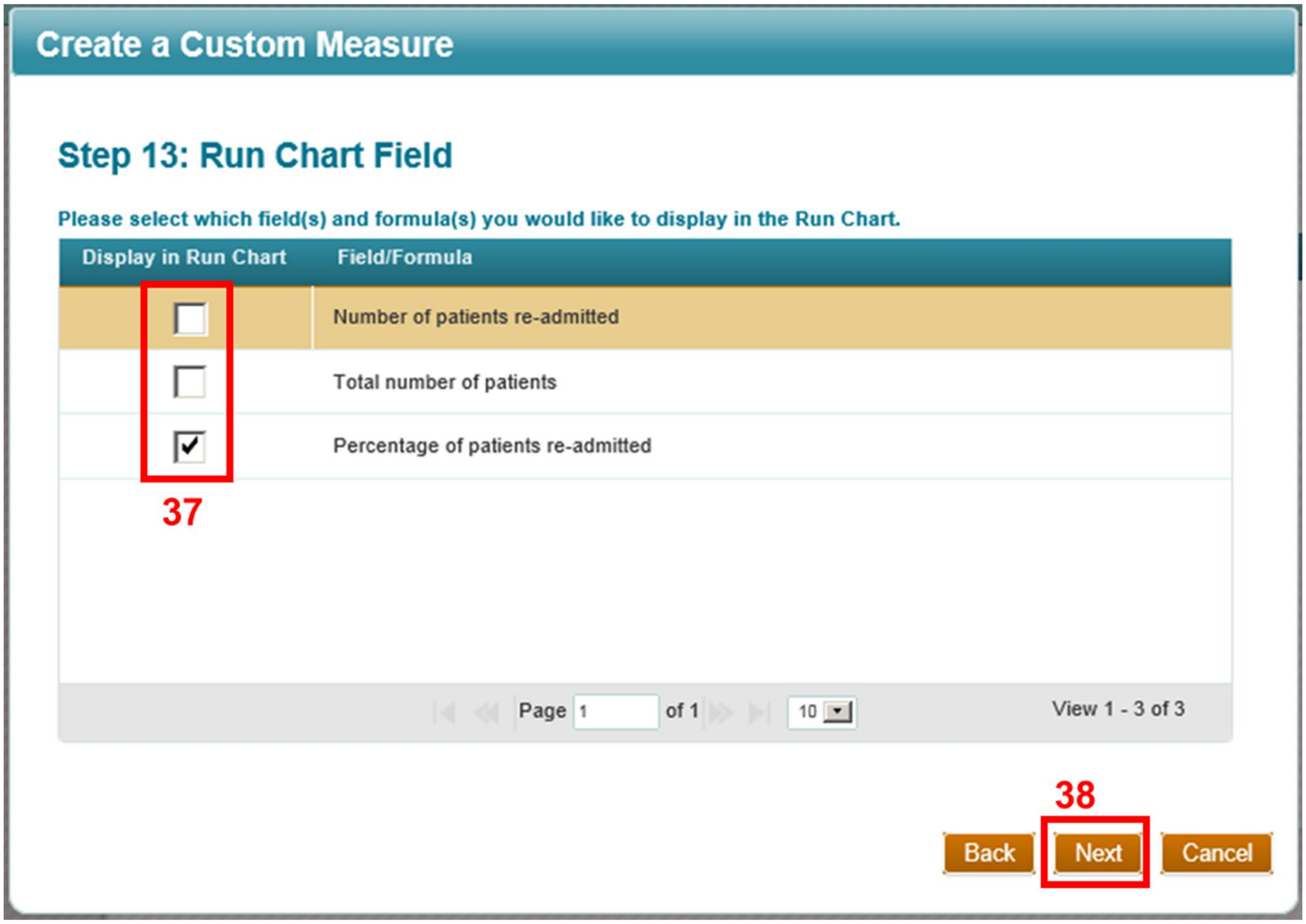



**Figure 37 - Custom Measure - Create Custom Measure - Run Chart Field**

39. Click **Yes** to view a preview of the measure, or **No** to skip preview and continue

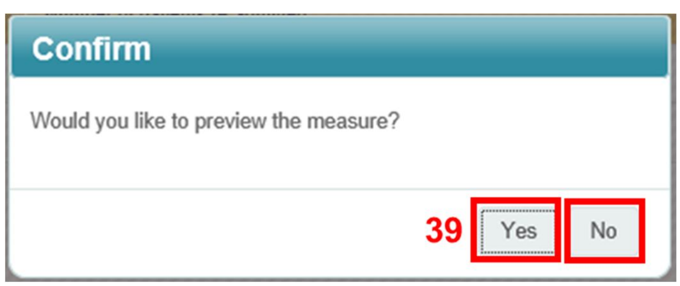



**Figure 38 - Custom Measure - Create Custom Measure - Run Chart Preview**

40. If **Yes** was selected in #39, a page previewing the measure data entry will be displayed. Click **OK** to continue.

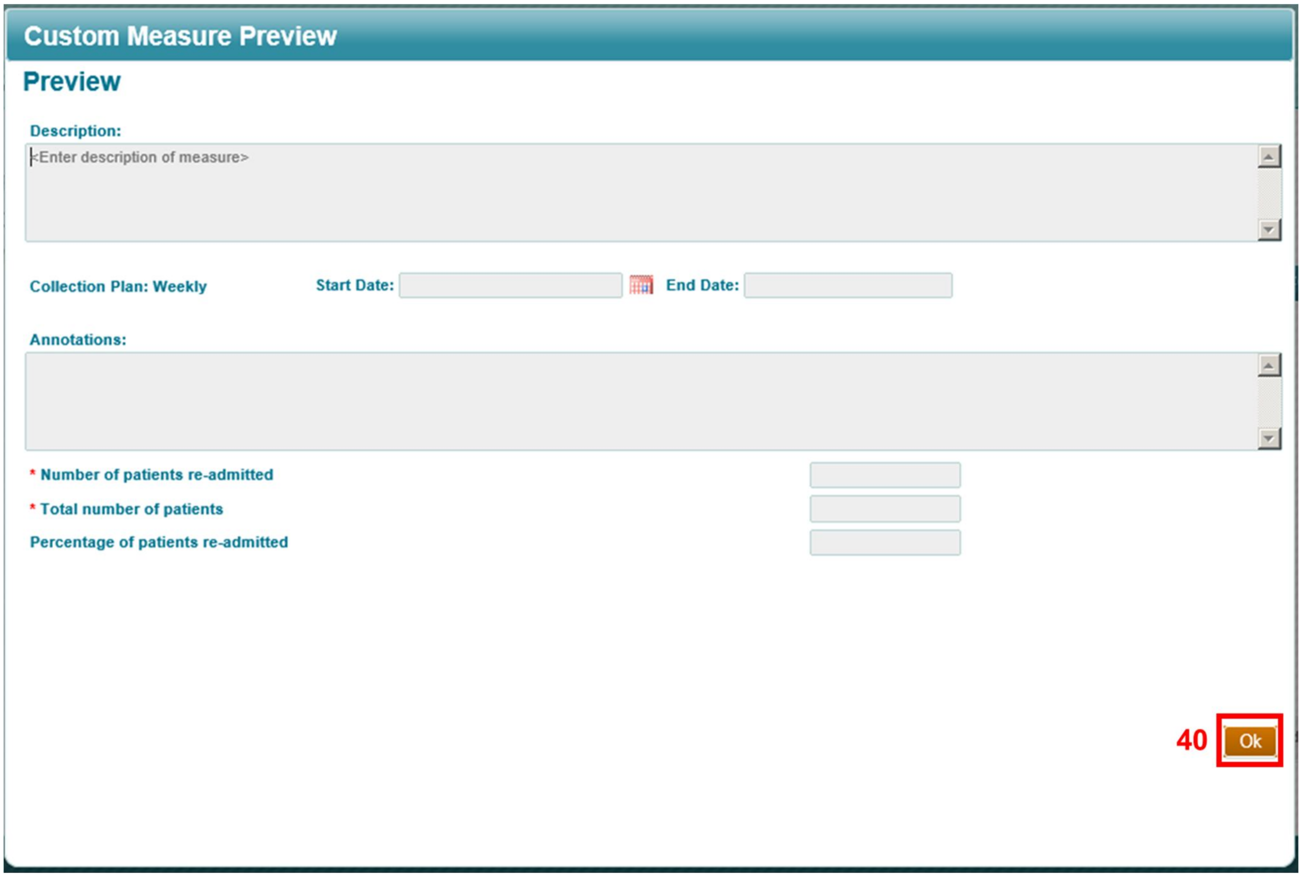



**Figure 39 - Custom Measure - Create Custom Measure - Custom Measure Preview**

41. The Create a Custom Measure page will be displayed, which includes all aspects defined for the measure (i.e., measure name, measure type, collection plan, description, field(s), formula(s), baseline, target). To save the measure, click **Save**.
Note: If any aspect of the measure must be edited, proceed to next section.

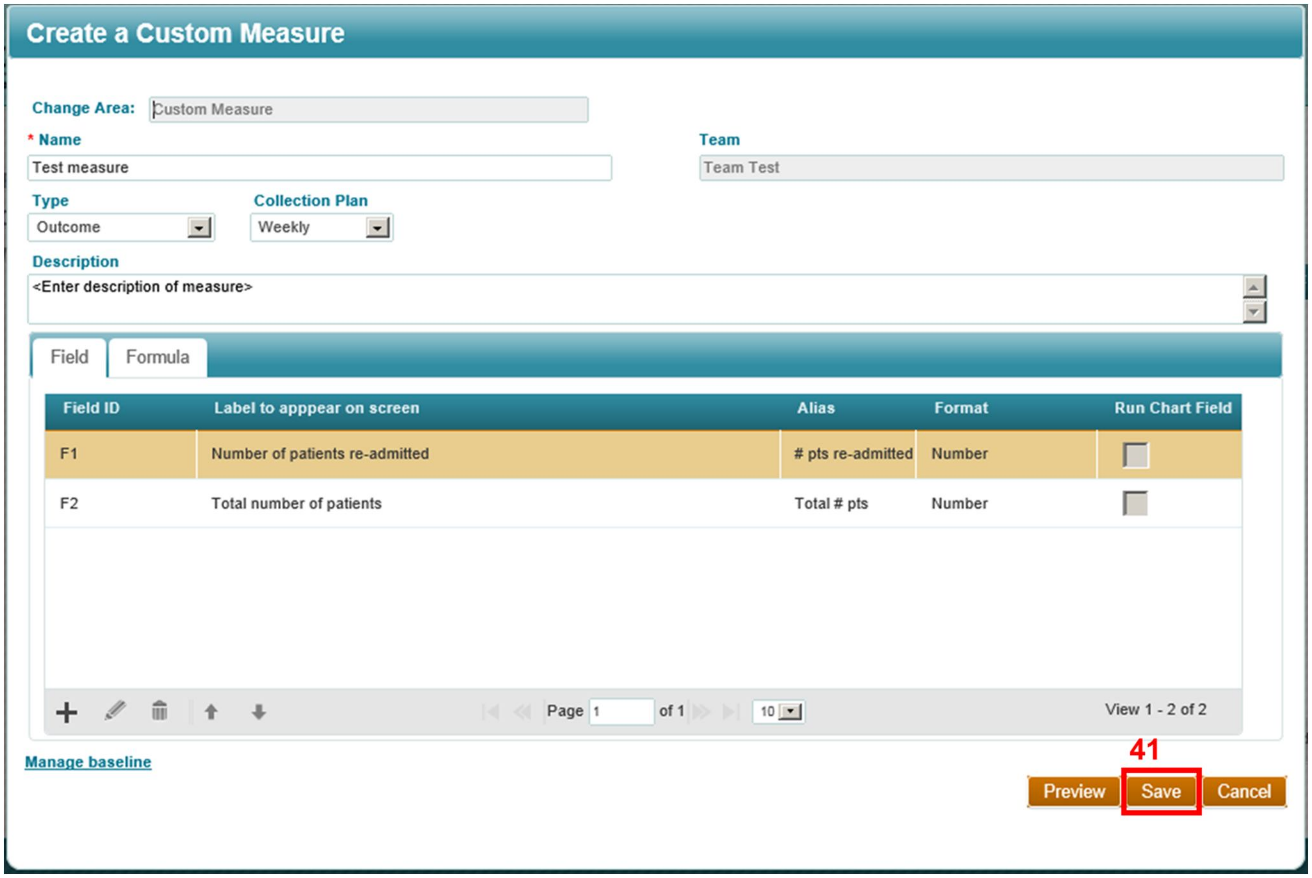



**Figure 40 - Custom Measure - Create Custom Measure - Create a Custom Measure**

42. The new custom measure will appear in the Associated Measure(s) grid on the Custom Measure page.

***To Add a Field:***

1. Select the **Field** tab in the bottom grid
2. Click the **Add**  icon under the grid

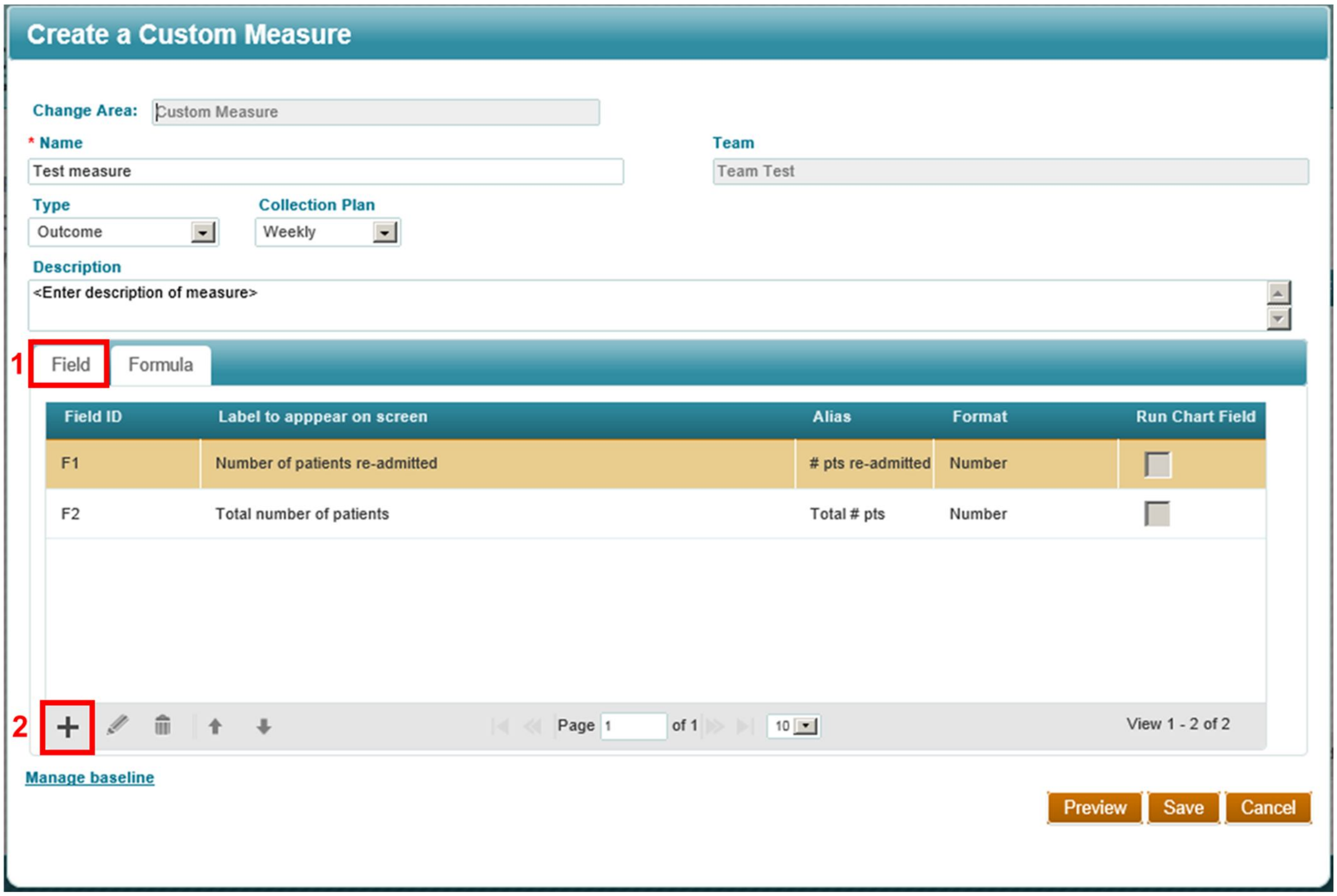



**Figure 41 - Custom Measure - Create a Custom Measure - Add Field**

*Add Field: Step 1 - Define Field Label and Alias*

3. This step involves creating fields for the measure (e.g., numerator field, denominator field). Enter the name of the field in the **Label to display on screen** textbox.
4. Enter a shortened version of the field label, limited to 20 characters, in the **Alias** textbox. The alias will be displayed on some pages of the application where space is limited.

*Add Field: Step 2 – Create Field: Define Max, Min and # of Decimals*

The values defined in this step will serve as validation for the input for the field being created to ensure data quality.

5. Define the minimum value for the field by entering in a numeric value in the **Min** textbox

6. Define the maximum value for the field by entering in a numeric value in the **Max** textbox.
   Note: This step is optional.
7. Define the number of decimal places that can be entered for the field by entering in a numeric value in the **# of decimals** textbox.

   *Add Field: Step 3*
8. Select whether the field is mandatory or optional. If the field is mandatory, click on the *Yes* radio button next to **Is this field Mandatory?**; if the field is optional, click on the *No* radio button.

   *Add Field: Step 4*
9. To be able to display the field on the Run Chart Report, click on the *Yes* radio button next to **Run Chart Field?**. To exclude the field from the Run Chart Report, click on the *No* radio button.
10. Click **Next**


**Figure 42 - Custom Measure - Create a Custom Measure - Create Field**

***To Edit a Field:***

1. Select the **Field** tab in the bottom grid.
2. Select the field to edit and click the **Edit**  icon under the grid.

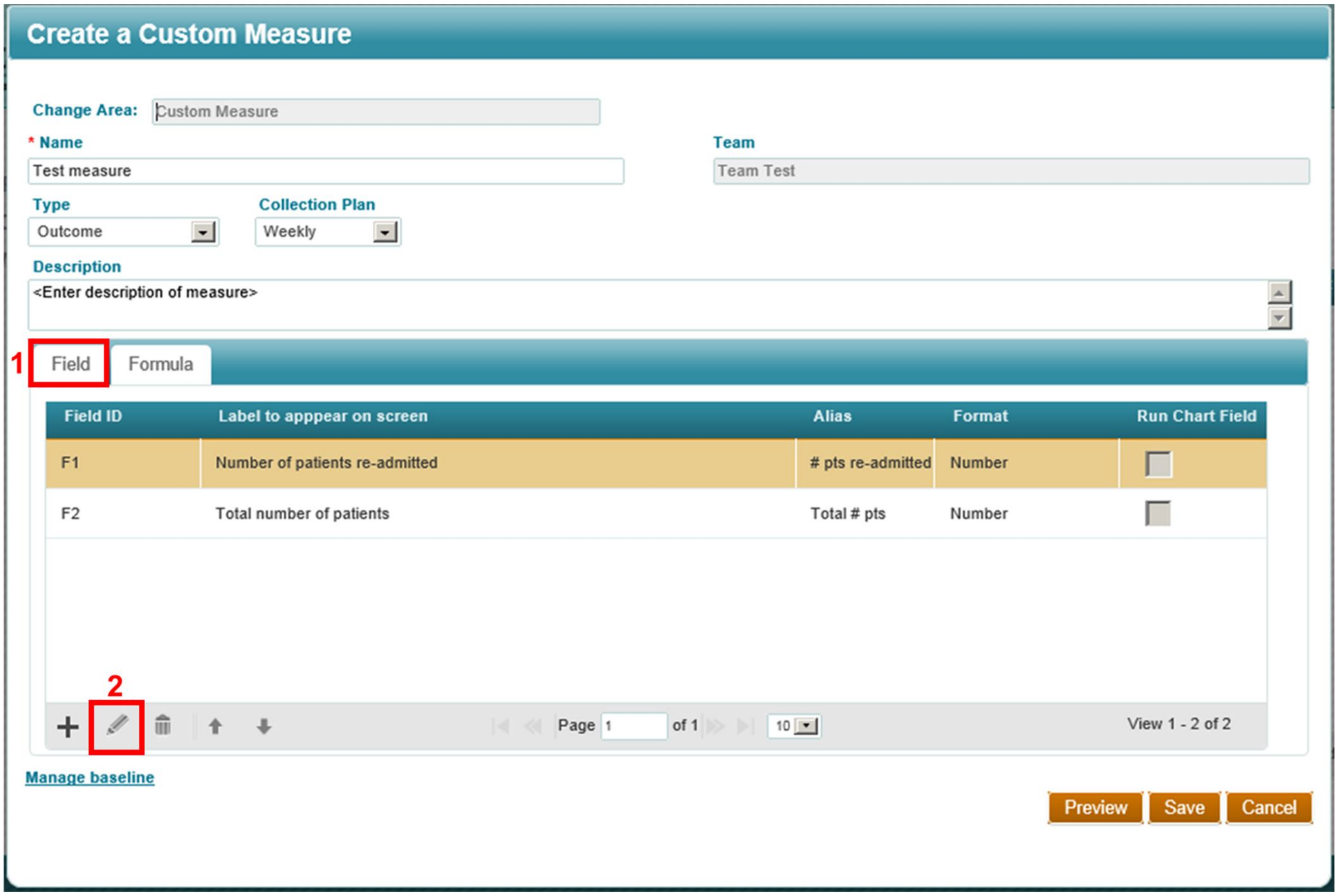



**Figure 43 - Custom Measure - Create a Custom Measure - Edit Field**

3. The field label (**Label to display on screen**), field alias (**Alias**), field minimum (**Min**), field maximum (**Max**), number of decimals places (**# of decimals**), mandatory field option (**Is this field Mandatory?**) and display field on Run Chart option (**Run Chart Field?**) can be edited.
4. Click **Next** to save changes and return to Custom Measure page

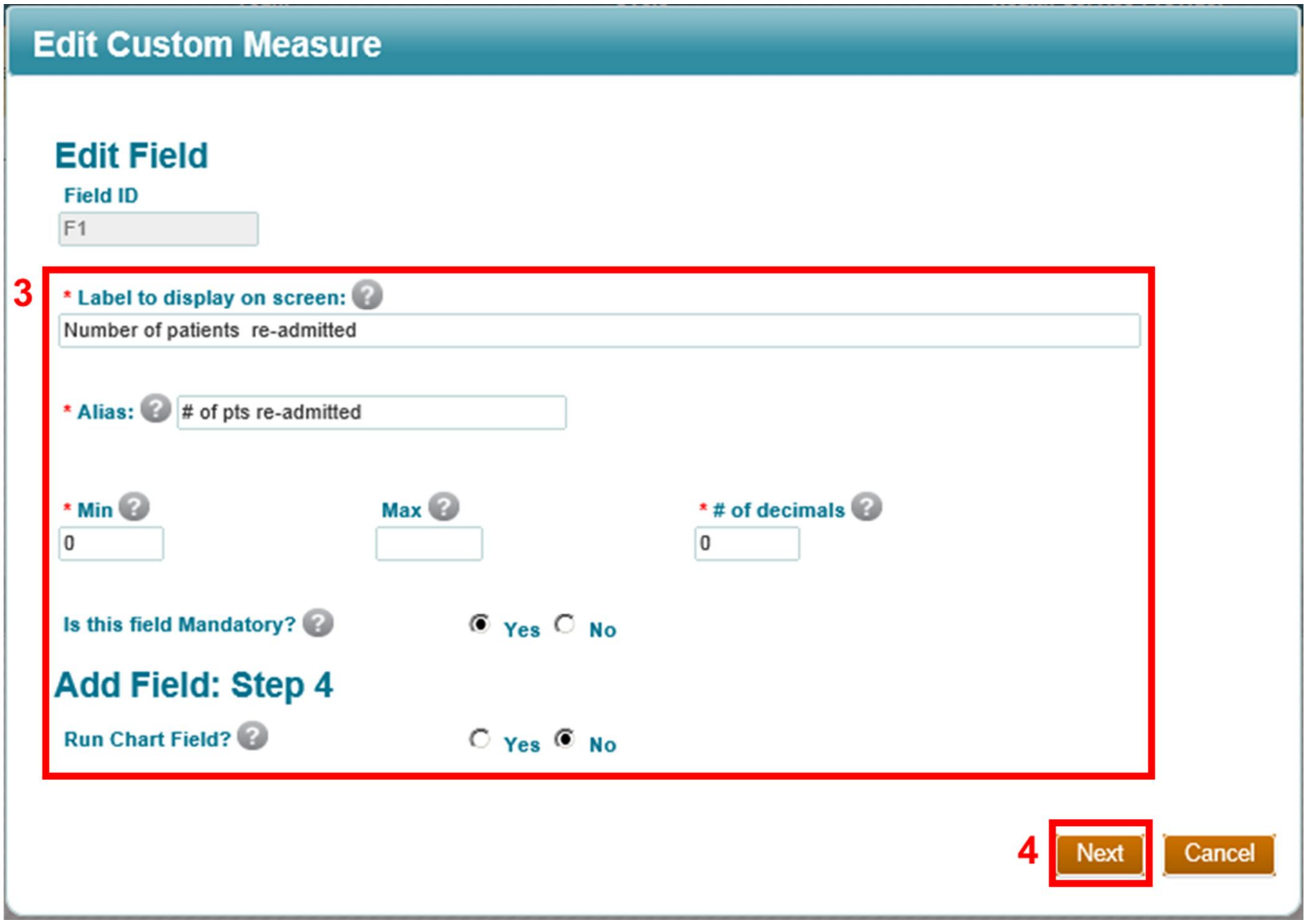



**Figure 44 - Custom Measure - Create a Custom Measure - Edit Field**

***To Add a Formula:***

1. Select the **Formula** tab in the bottom grid.
2. Click the **Add** + icon under the grid.

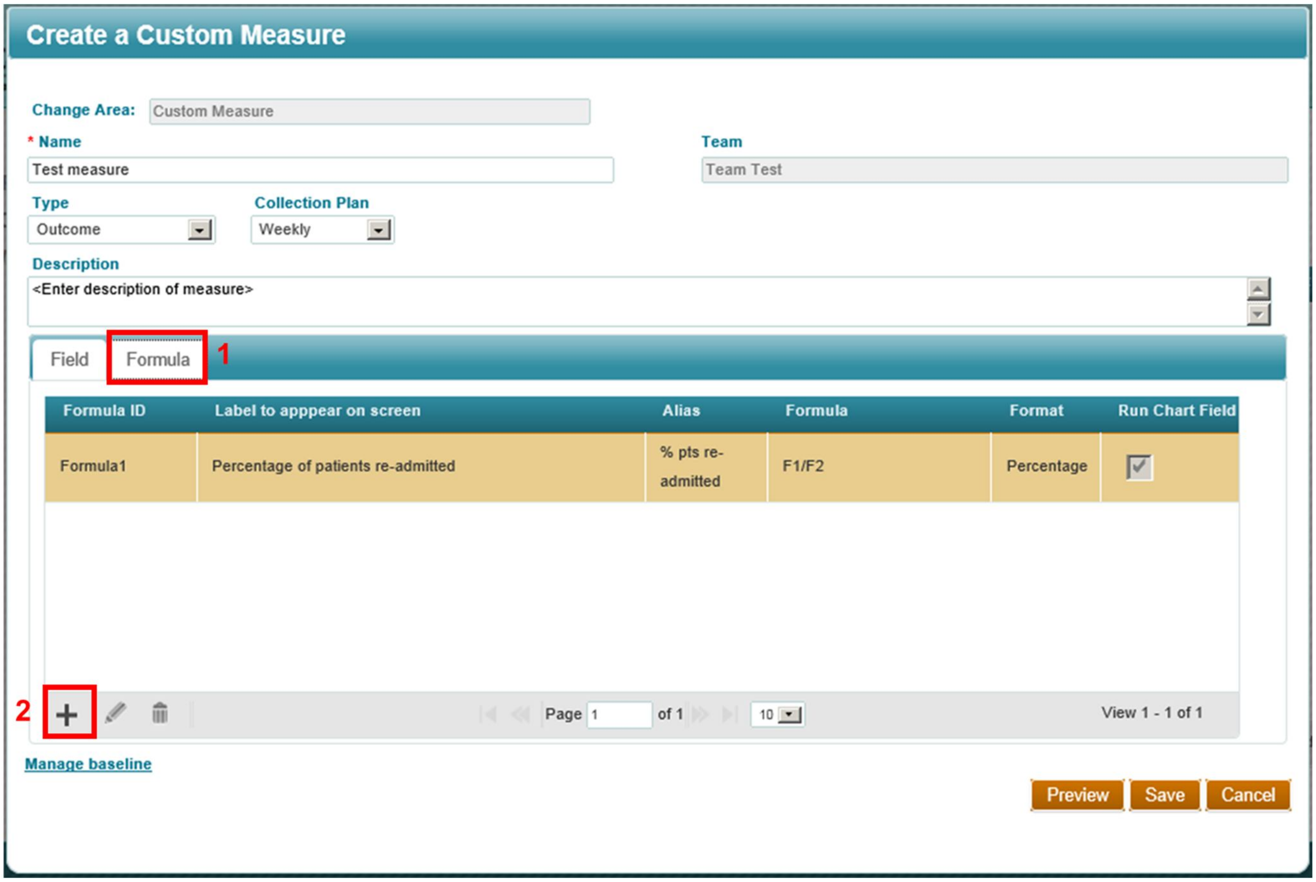



**Figure 45 - Custom Measure - Create a Custom Measure - Add Formula**

*Step 1 – Add Formula: Define Formula Label and Alias*

3. This step involves creating a formula for the measure using the fields. Enter the name of the formula field in the **Label to display on screen** textbox.
4. Enter a shortened version of the formula label, limited to 20 characters, in the **Alias** textbox. The alias will be displayed on some pages of the application where space is limited.
5. Click **Next**

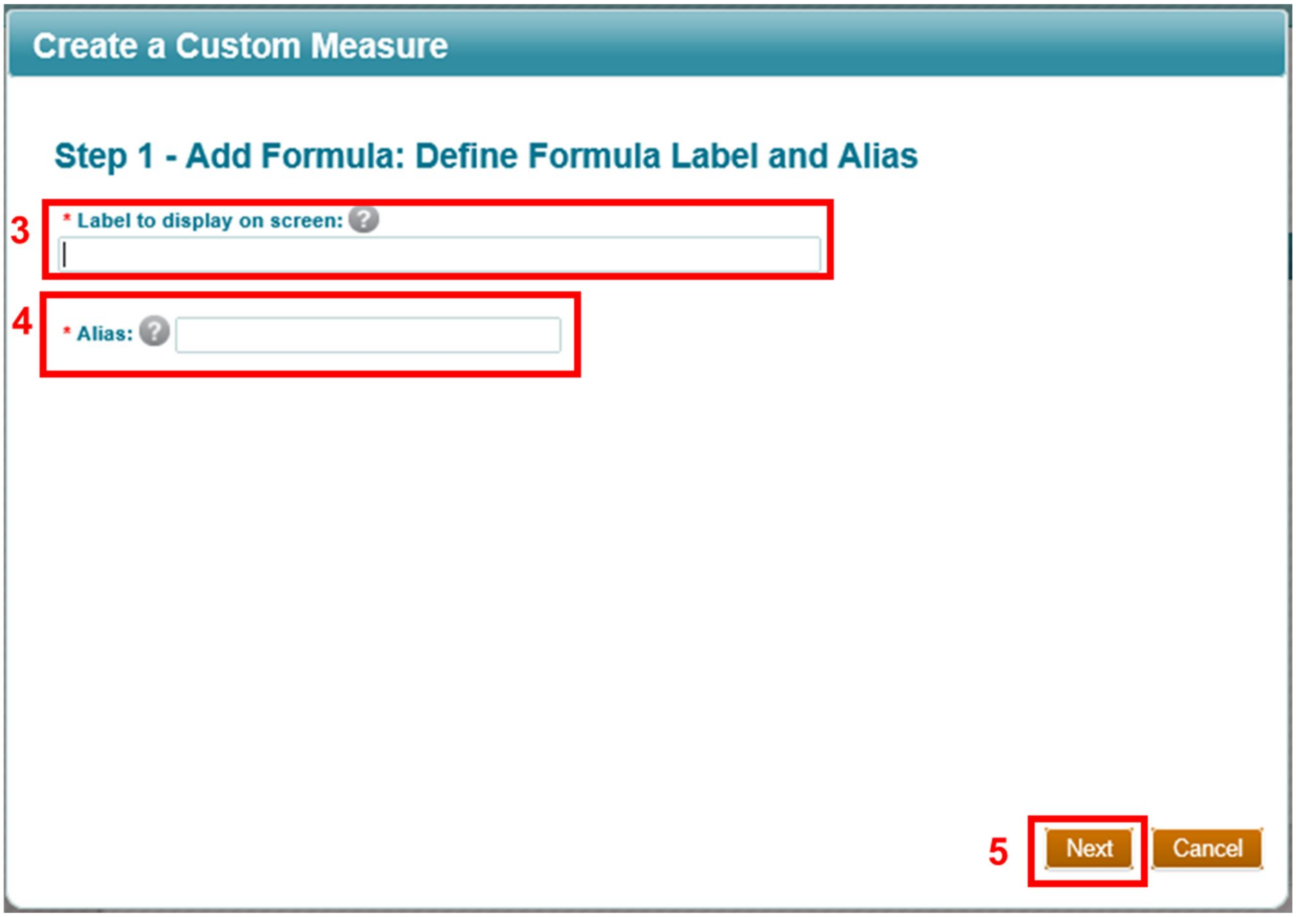



**Figure 46 - Custom Measure - Create a Custom Measure - Create Formula**

*Step 2 – Add Formula: Select Format and Formula*

6. Select the type for the formula (i.e., a number or percentage) from the **Select Format** dropdown menu
7. Define the formula for calculating the measure. To select a field for the formula, double click on a field from the **List of Fields** grid. The field (e.g., F1) will be populated in the **Formula** text box. To select an operator for the formula, double click on an operator from the **Operators** list. The selected operator (e.g., +) will be populated in the **Formula** text box. Numeric values are also permitted in the **Formula** text box. To add a numeric value, type in the value directly into the text box. To clear the **Formula** text box, click on the X button next to the text box.
   Note: A minimum of one operator must be included in the formula. If formula only consists of one field (e.g., formula = F1), then use the following formula: F1+0.
8. Click **Next**

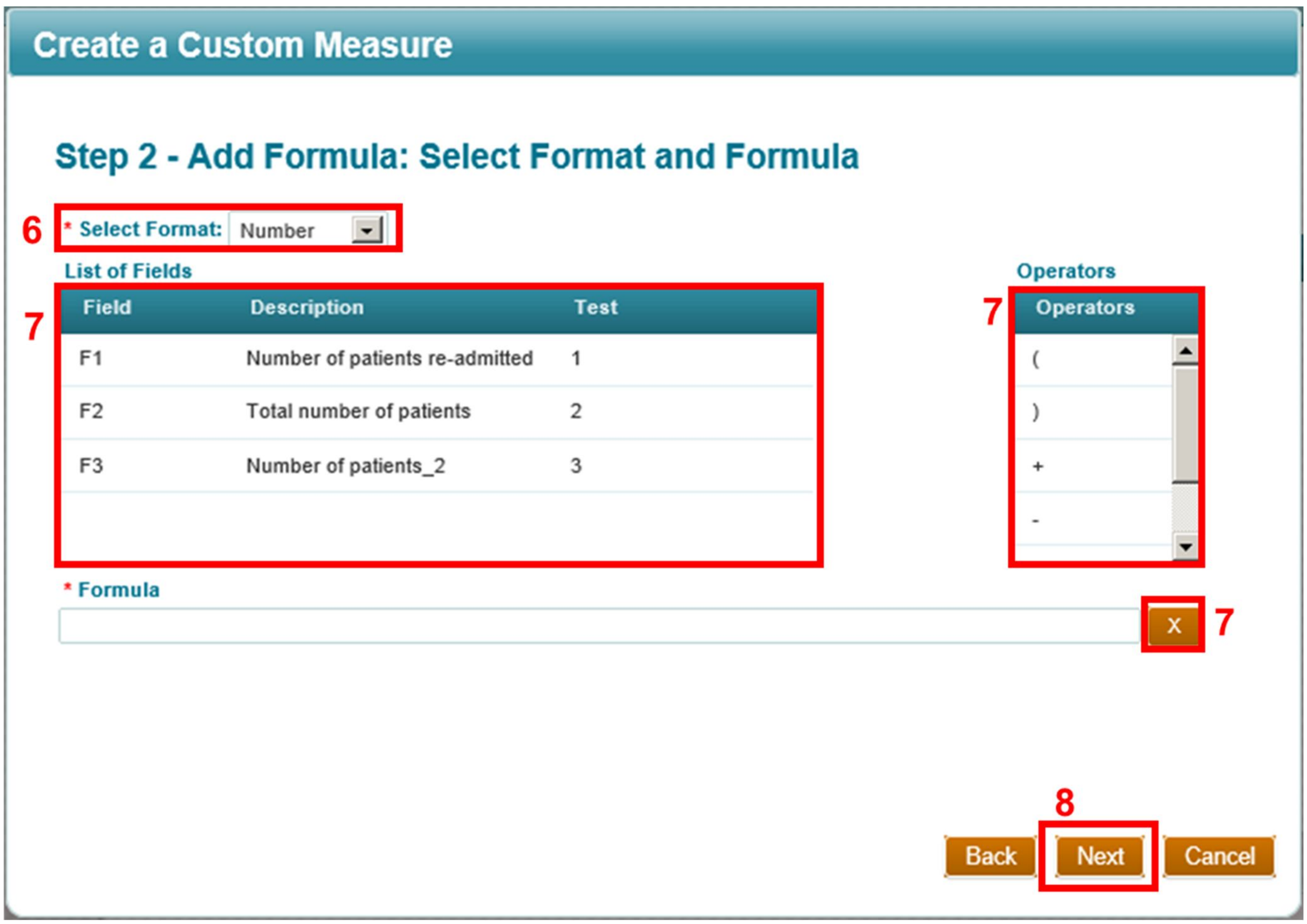



**Figure 47 - Custom Measure - Create a Custom Measure - Create Formula**

*To Edit a Formula:*

1. Select the **Formula** tab in the bottom grid.
2. Select the formula to edit and click the **Edit** icon below the grid

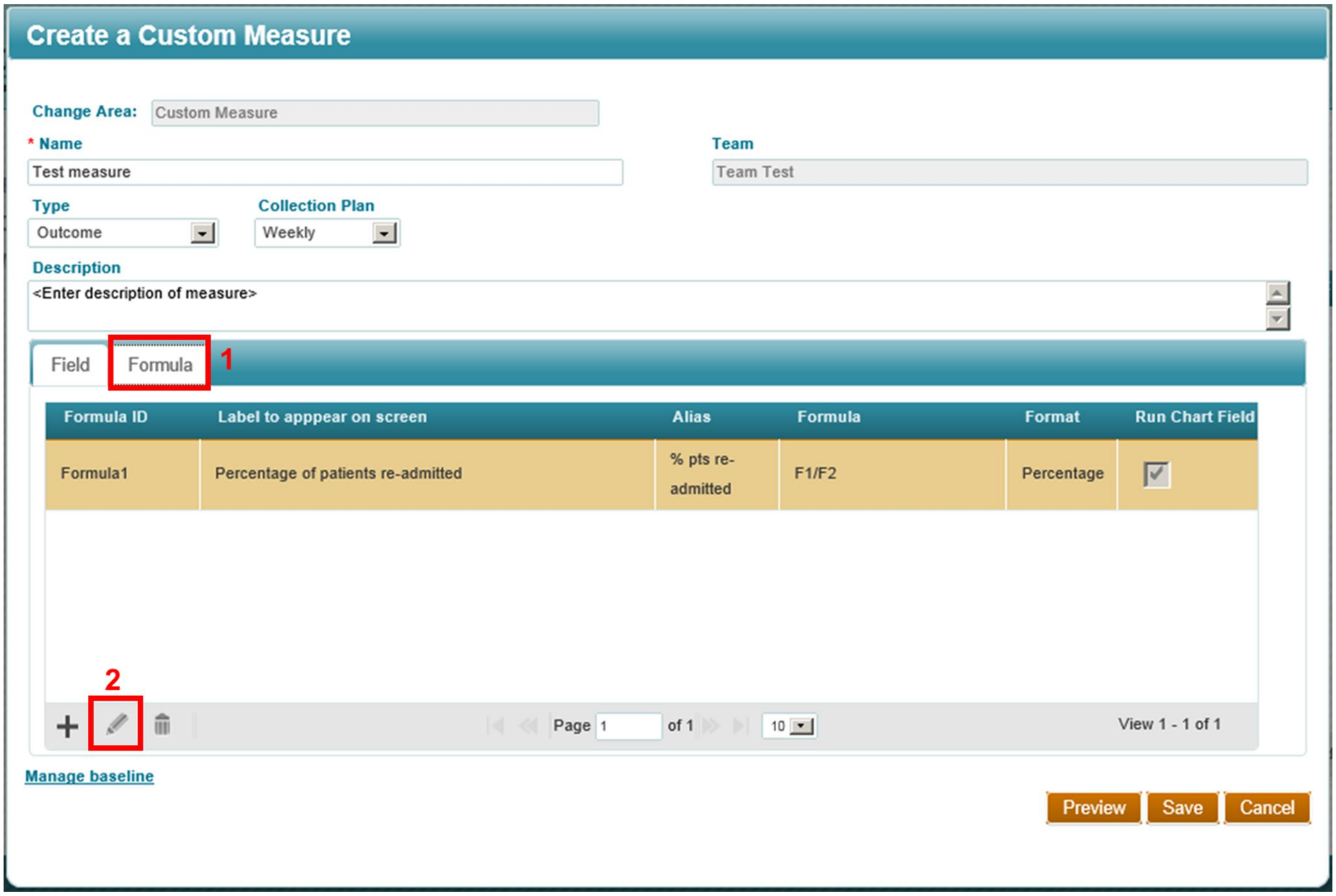



**Figure 48 - Custom Measure - Create a Custom Measure - Edit Formula**

3. The formula label (**Label to display on screen**), formula alias (**Alias**), formula type (**Select Format**), formula (**Formula**), and whether the formula should be displayed on the Run Chart Report (**Run Chart Field?**) can be edited.
4. Click **Next** to save changes and return to Custom Measure page

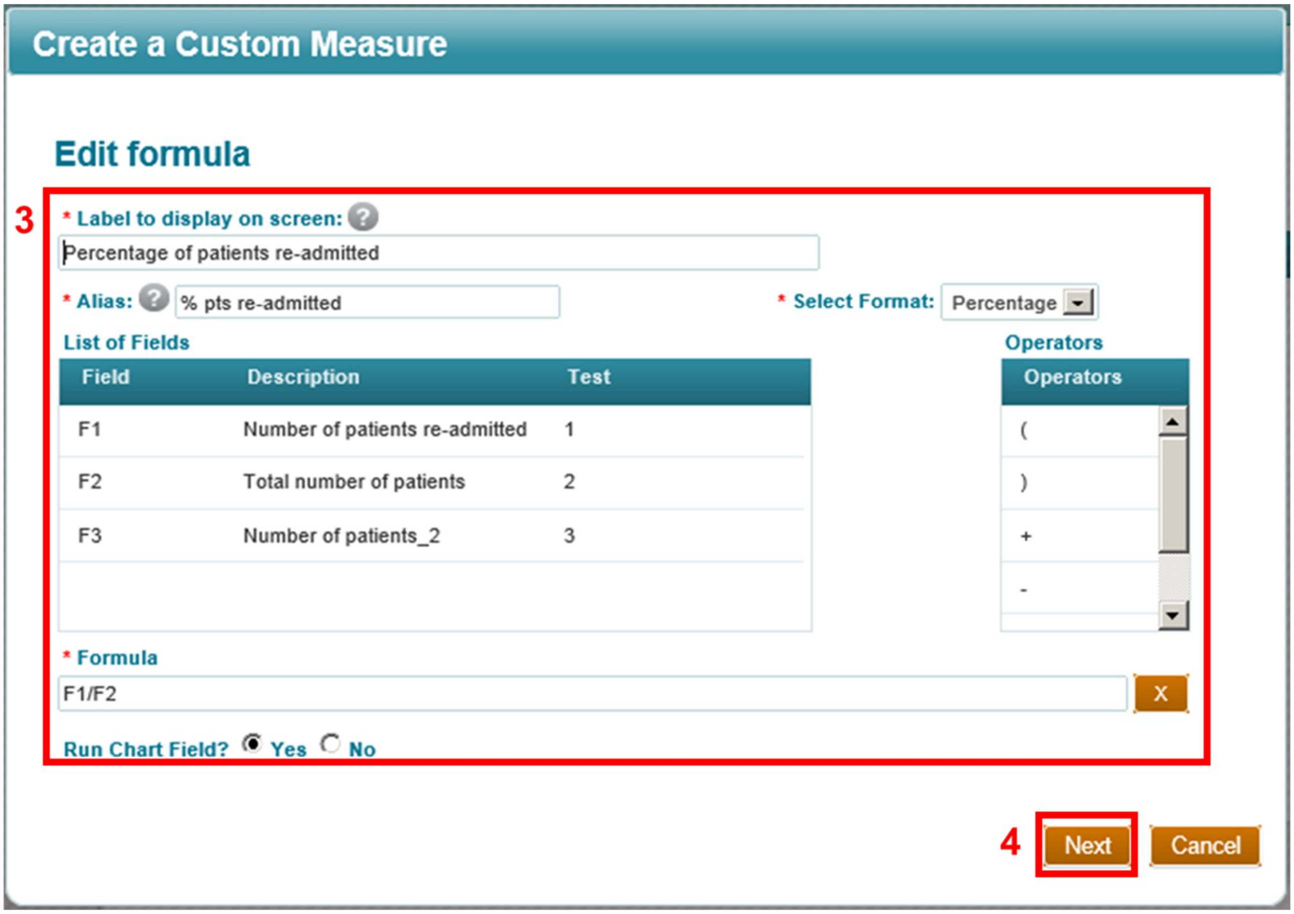



**Figure 49 - Custom Measure - Create a Custom Measure - Edit Formula**

## 6.2 Edit Custom Measure

Custom Measures can be edited from the Custom Measure Page.

***To Edit Custom Measure:***

1. Click on the Custom Measure link from the navigation menu on the left panel
2. Select a measure from the **Associated Measure(s)** grid
3. Click on the **Edit** icon under the grid

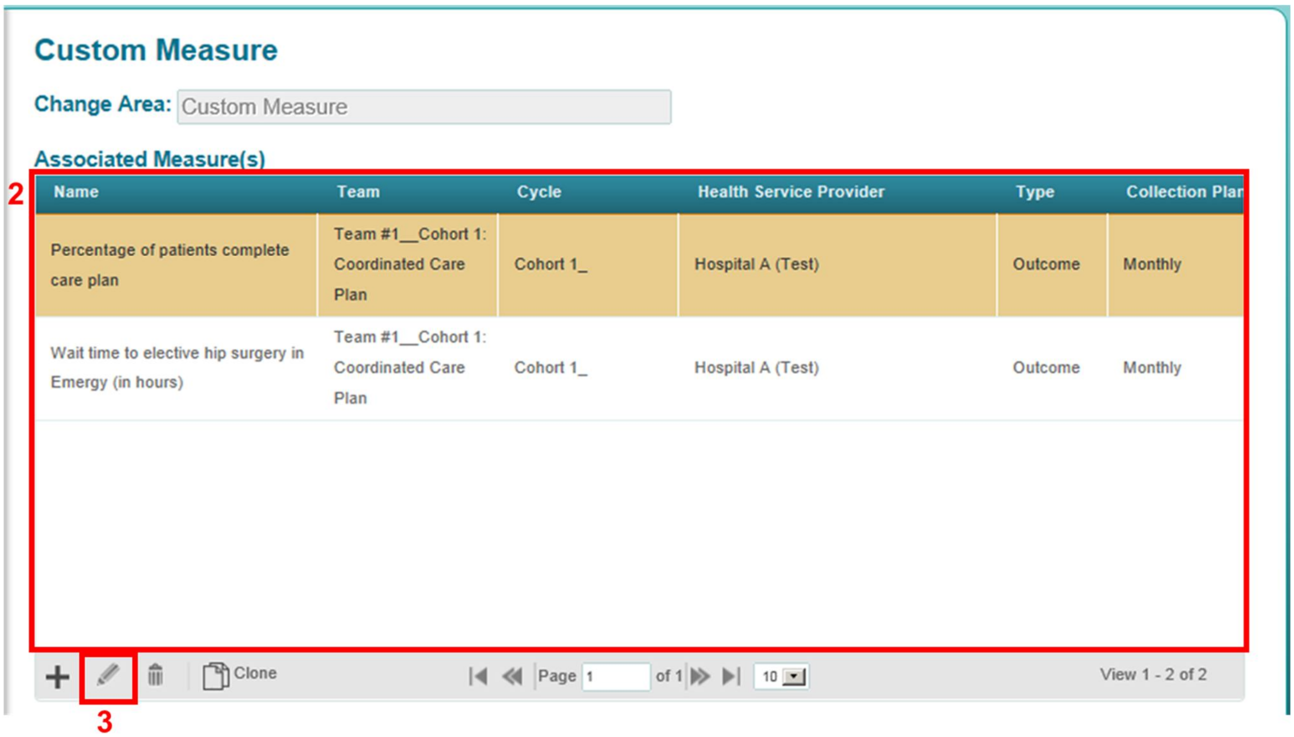



**Figure 50 - Custom Measure - Edit Custom Measure**

4. On the Edit Custom Measure page, any aspect of the measure can be edited, including the measure name, measure type, collection plan, description, field(s), formula(s), baseline, target.
5. Click **Save** to save changes to the Custom Measure

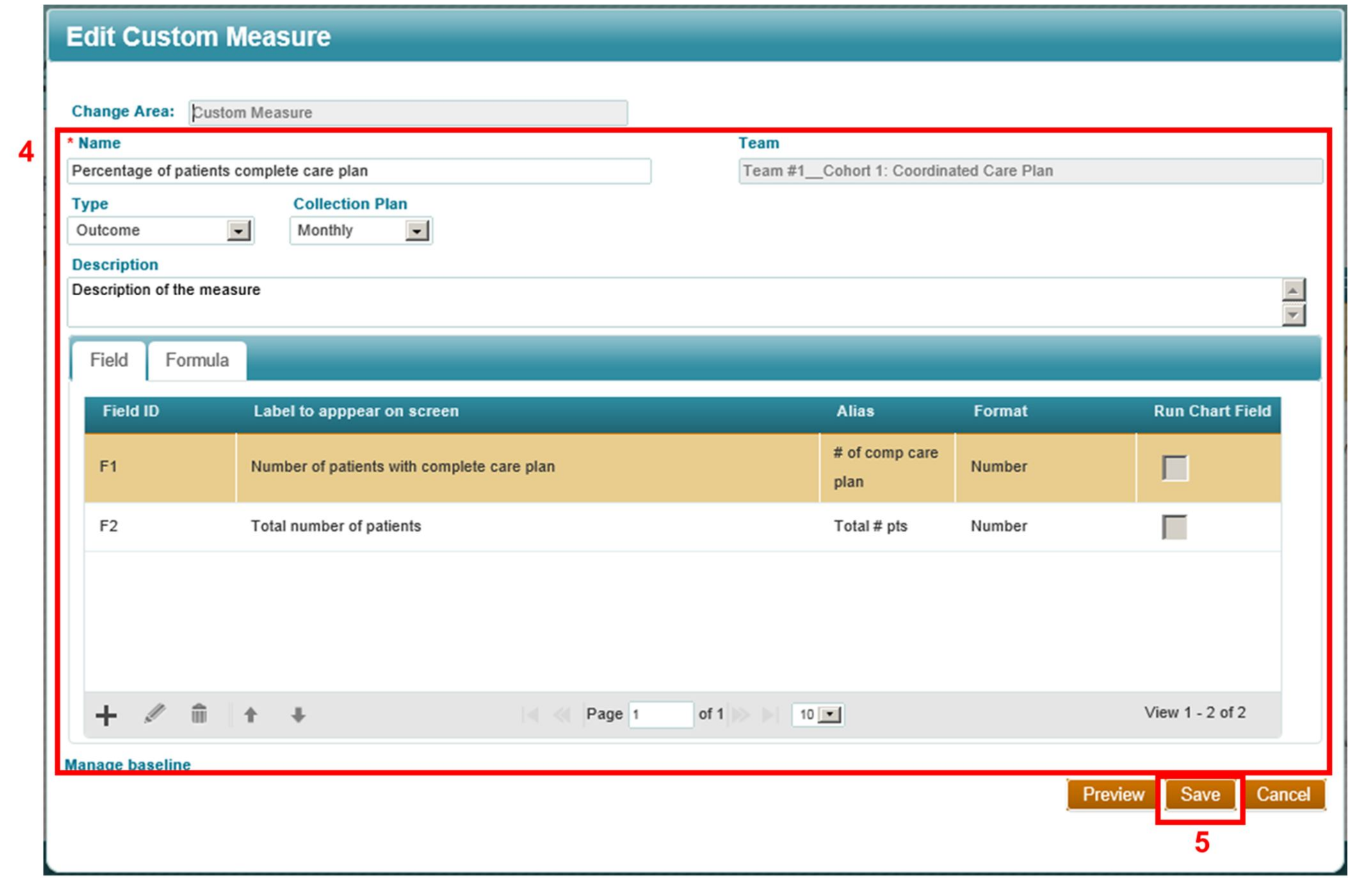



**Figure 51 - Custom Measure - Edit Custom Measure**

## 6.3 Clone Custom Measure

Custom Measures can be cloned (i.e., create a copy of an existing Custom Measure) from the Custom Measure Page. The cloned measure can be used as a template for a new Custom Measure and can be edited based on the requirements for the new measure.

***To Clone Custom Measure:***

1. Select a measure from the **Associated Measure(s)** grid
2. Click on the **Clone** icon under the grid

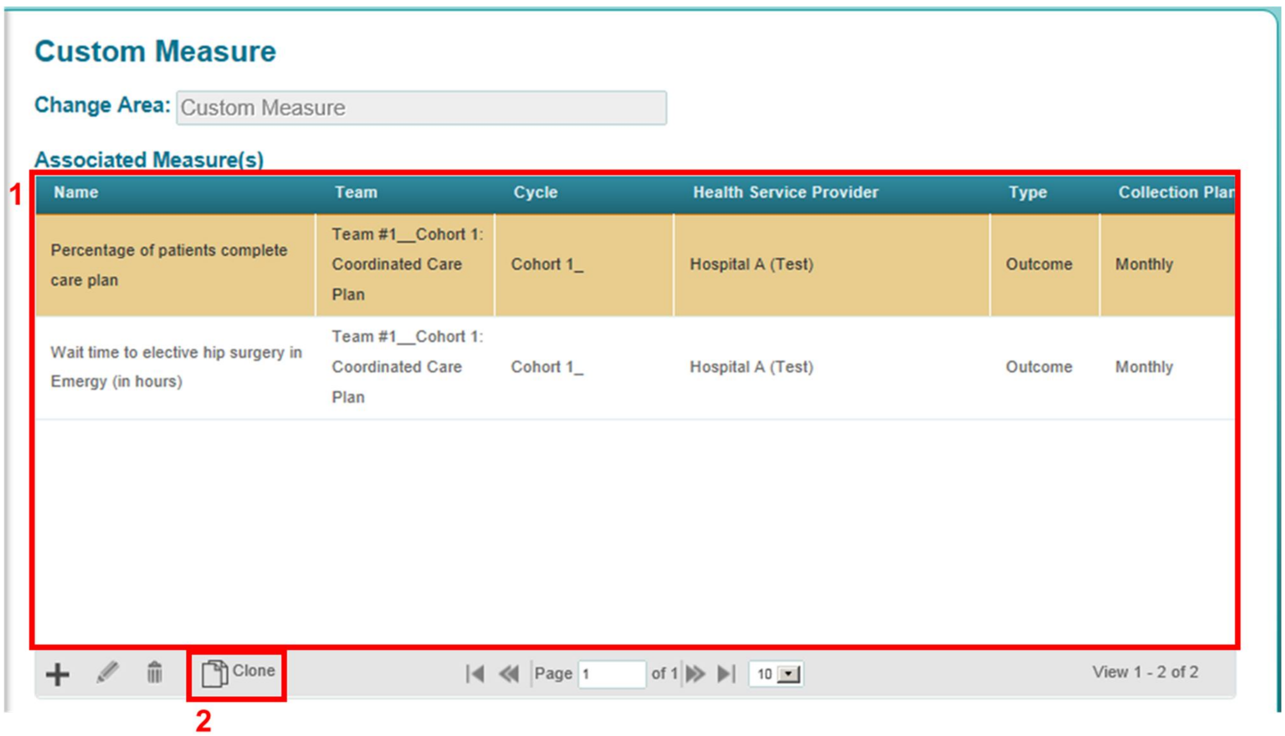



**Figure 52 - Custom Measure - Clone Custom Measure**

3. A pop-up window will appear, confirming whether you want to clone the selected measure. Click **Yes** to proceed, or **No** to cancel.

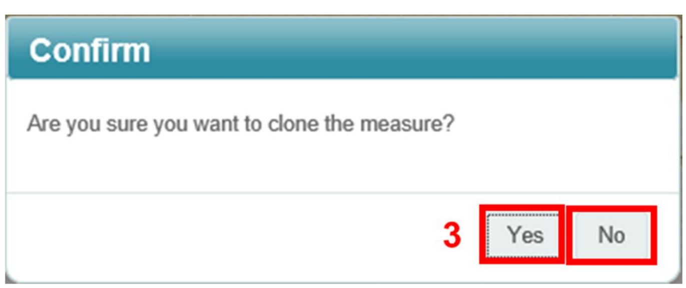



**Figure 53 - Custom Measure - Clone Custom Measure – Confirmation message**

*Step 1: Define Baseline Range and Target*

4. Define the Baseline period for the measure. Click on the **Calendar Control** icon next to the **Baseline Start Date** field to select the start date for the baseline.
5. Click on the **Calendar Control** icon next to the **Baseline End Date** field to select the end date for the baseline
6. Define the target for the measure. Select the type of target (i.e., a number – a specific value for the target, or a percentage – the specified percentage of improvement that would be applied to the baseline average to calculate the target value) from the **Target Type** dropdown menu.
7. Select an operator for the target (i.e., should the measure value be greater than [>], greater than or equal to [>=], less than [<], or less than or equal to [<=] the specified target?) from the **Target** dropdown menu.
   Note: If the direction of improvement for the measure is up/higher, please select the operator greater than [>] or [>=]. If the direction of improvement for the measure is down/lower, please select the operator [<] or [<=].
8. Enter a numeric value in the textbox next to the **Target** dropdown. If the target type selection was number, enter the specific target value. If the target type selection was percentage, enter the percentage of improvement that should be applied to the baseline to calculate the target value (target value will be automatically calculated based on the percentage specified).
   Note: This field should only contain numbers. Do not include any special characters. This is an optional step (i.e., if a target for the measure has not been defined, this field can be left blank).
9. Click **Next**

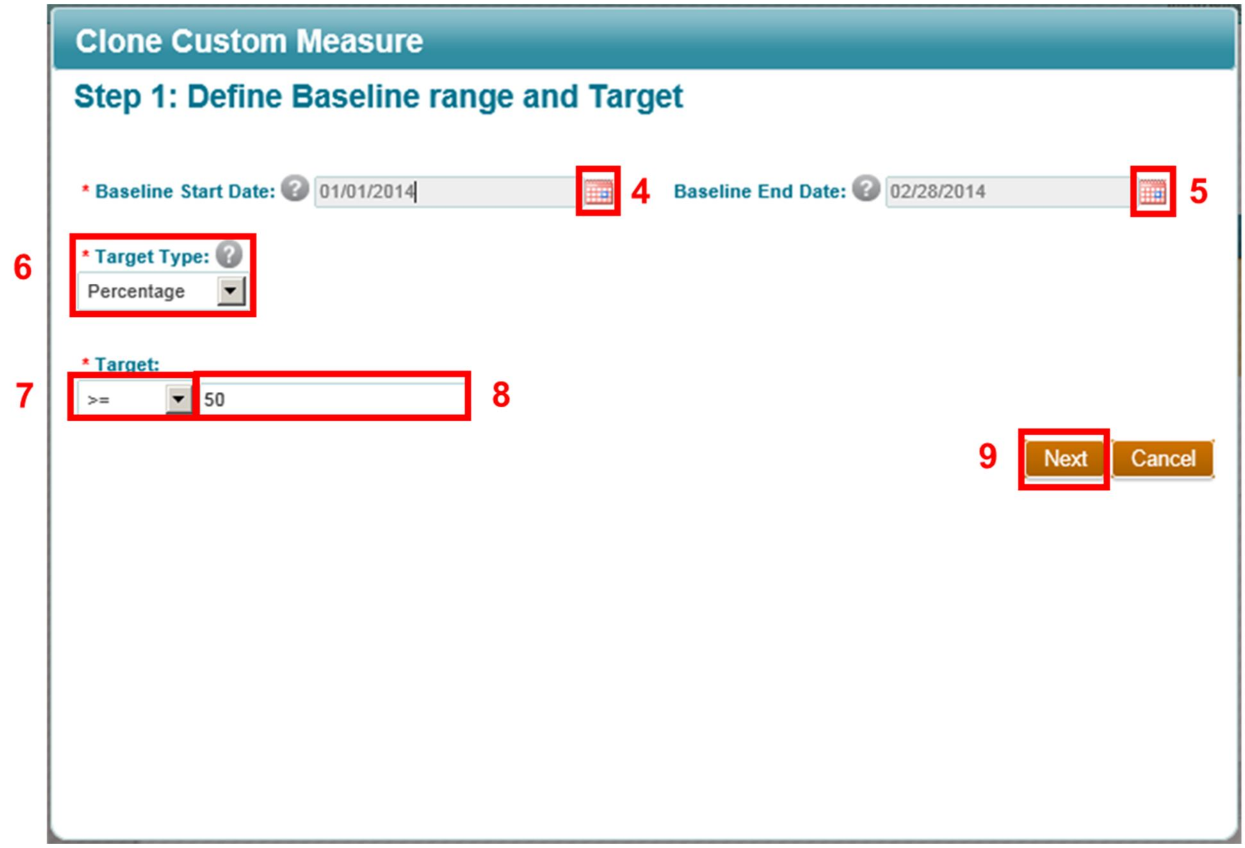



**Figure 54 - Custom Measure – Clone Custom Measure**

*Step 2: Verify and Edit*

3. a) To edit the cloned Custom Measure, click on **Edit Cloned Measure**, or
   b) To proceed with saving the cloned Custom Measure, click **Close.**

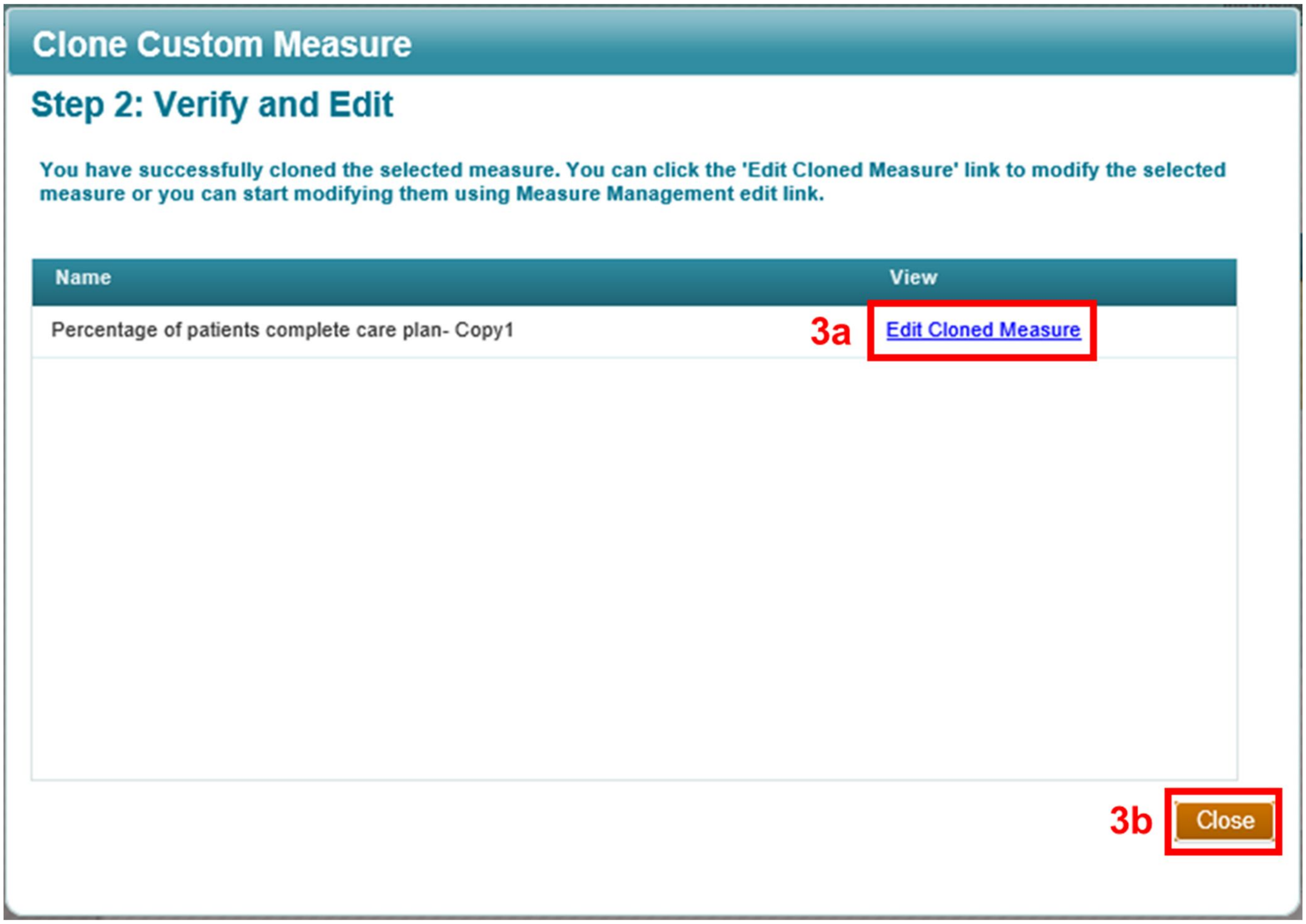



**Figure 55 - Custom Measure - Clone Custom Measure**

## 7. Exiting QIRAP

A **Close Window** button is located at the top right corner of the page.

***To Exit QIRAP:***

1. Click the **Close Window** button at the top right corner of the page.

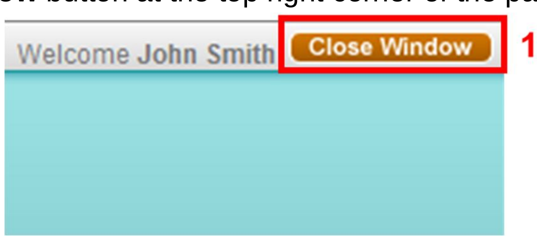



**Figure 56 - Exiting QIRAP**

2. Click **Yes** to confirm exiting QIRAP or **No** to remain logged in to QIRAP.

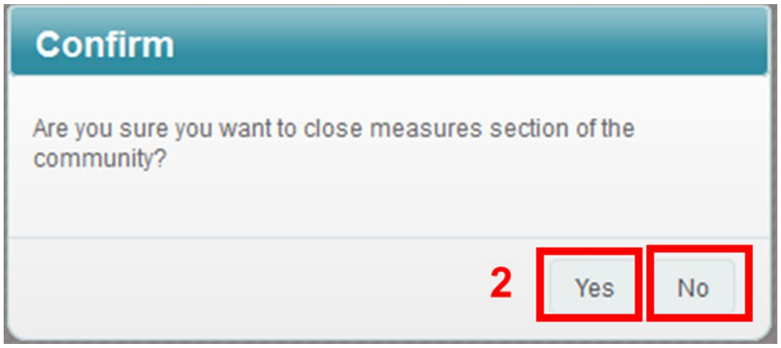



**Figure 57 - Exiting QIRAP - Confirmation**