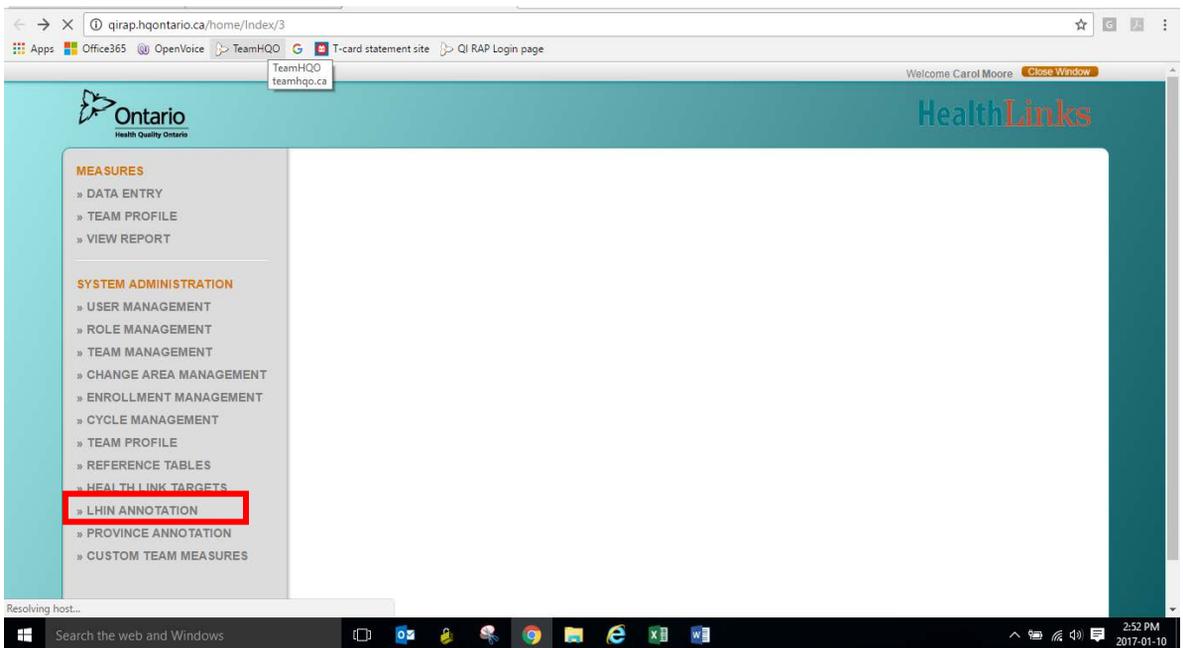


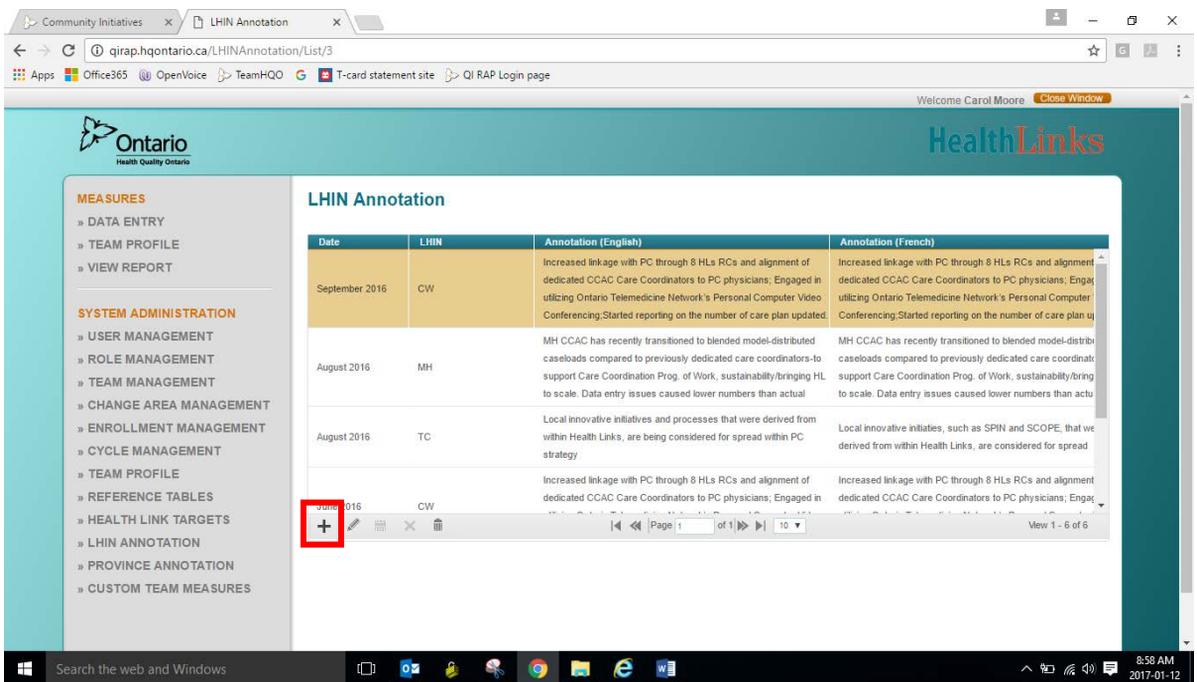
Entering LHIN level Annotations in QI RAP

Entering LHIN Annotations

1. LHIN users can add annotations to their quarterly data. After logging in, click on the “LHIN annotation” option on the left-hand menu.

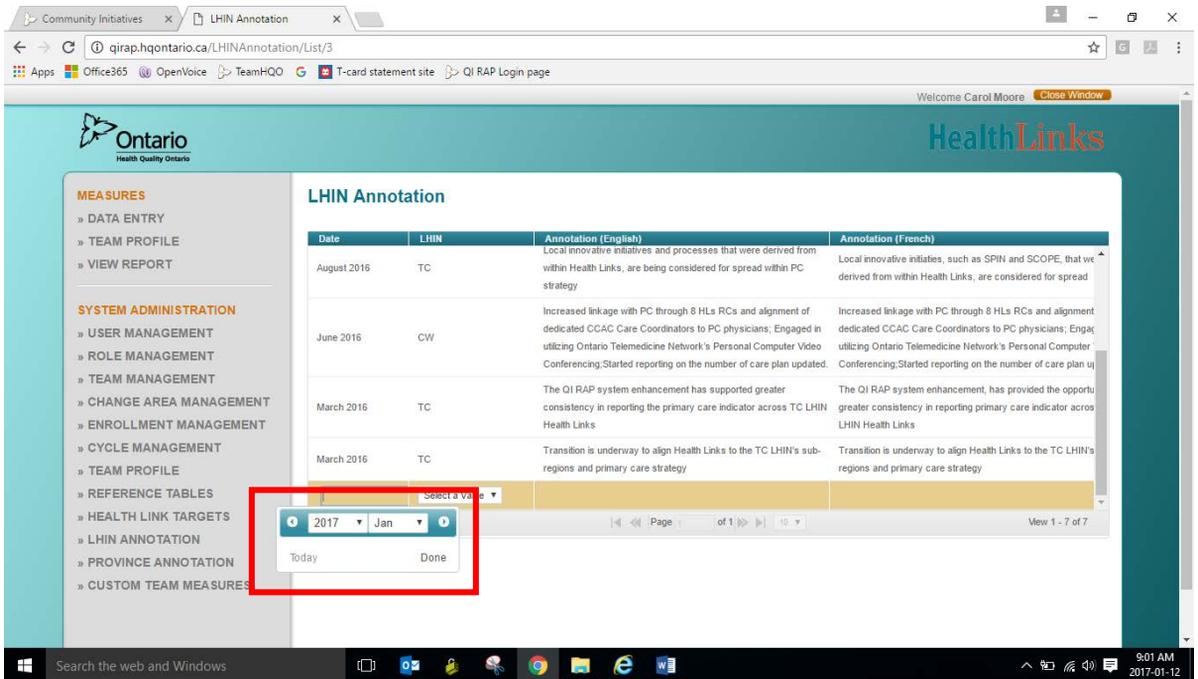


2. Click on the plus sign on the bottom left hand corner to add a new annotation:

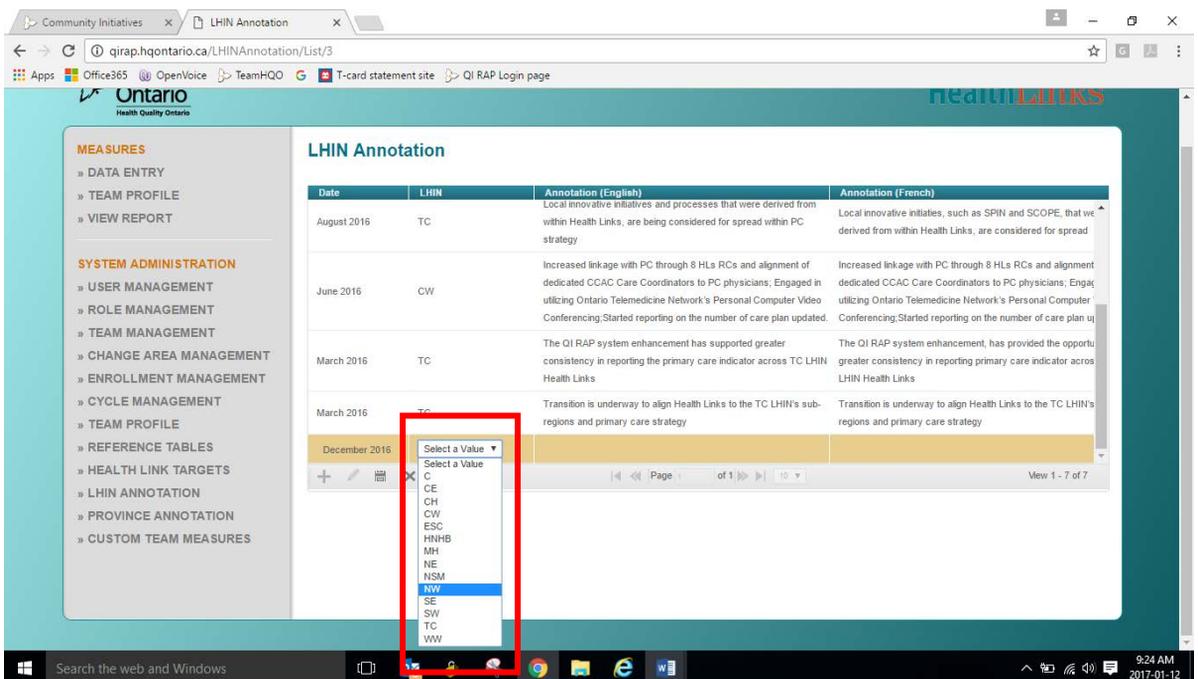


3. A new row, in gold, will appear and you will be prompted to enter a date. Enter the final month in the quarter to which you are adding an annotation:

NOTE: Q1 = June, Q2 = September, Q3 = December, Q4 = March



4. Select your LHIN from the drop down menu:



5. When you click on the annotation (English) or annotation (French) box a blue text box will appear.

Type your annotation into that box. If you wish to have bilingual annotations you must enter English in one box and French in the other. If you only enter a comment into one language box and click save, the comment defaults into the other language box.

Date	LHIN	Annotation (English)	Annotation (French)
August 2016	TC	Local innovative initiatives and processes that were derived from within Health Links, are being considered for spread within PC strategy	Local innovative initiatives, such as SPIN and SCOPE, that were derived from within Health Links, are considered for spread
June 2016	CW	Increased linkage with PC through 8 H.Ls RCs and alignment of dedicated CCAC Care Coordinators to PC physicians; Engaged in utilizing Ontario Telemedicine Network's Personal Computer Video Conferencing; Started reporting on the number of care plan updates	Increased linkage with PC through 8 H.Ls RCs and alignment of dedicated CCAC Care Coordinators to PC physicians; Engaged in utilizing Ontario Telemedicine Network's Personal Computer Video Conferencing; Started reporting on the number of care plan updates
March 2016	TC	The QI RAP system enhancement has supported greater consistency in reporting the primary care indicator across TC LHIN Health Links	The QI RAP system enhancement, has provided the opportunity for greater consistency in reporting primary care indicator across LHIN Health Links
March 2016	TC	Transition is underway to align Health Links to the TC LHIN's sub-	Transition is underway to align Health Links to the TC LHIN's regions and primary care strategy
December 2016	Select a Value	Annotation is written in this box for English	Annotation is written in this box for French

NOTE: There is no spell-check or word count function in the annotation box in QI RAP. You may wish to type and edit annotations in a Word document, then copy and paste the annotation into QI RAP.

6. When you are finished entering your annotation click the save/disk icon on the bottom left hand of the screen.

Date	LHIN	Annotation (English)	Annotation (French)
August 2016	TC	Local innovative initiatives and processes that were derived from within Health Links, are being considered for spread within PC strategy	Local innovative initiatives, such as SPIN and SCOPE, that were derived from within Health Links, are considered for spread
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March 2016	TC	The QI RAP system enhancement has supported greater consistency in reporting the primary care indicator across TC LHIN Health Links	The QI RAP system enhancement, has provided the opportunity for greater consistency in reporting primary care indicator across LHIN Health Links
March 2016	TC	Transition is underway to align Health Links to the TC LHIN's sub-	Transition is underway to align Health Links to the TC LHIN's regions and primary care strategy
December 2016	Select a Value	Annotation is written in this box for English	Annotation is written in this box for French