

Please feel free to contact NKC IT Helpline should you have any questions.

Email: helpline@nwkidney.org

Phone: 206-292-2579



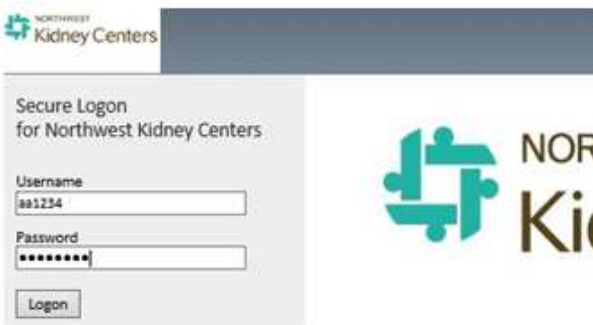

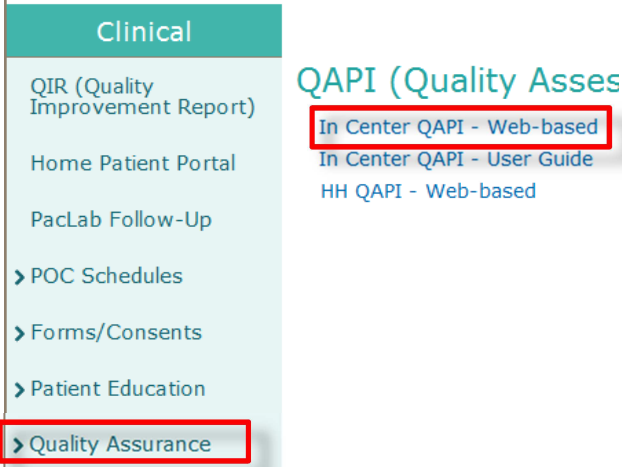

Quality Assessment & Performance Improvement In Center QAPI User Guide

Version 3

January 29th, 2015

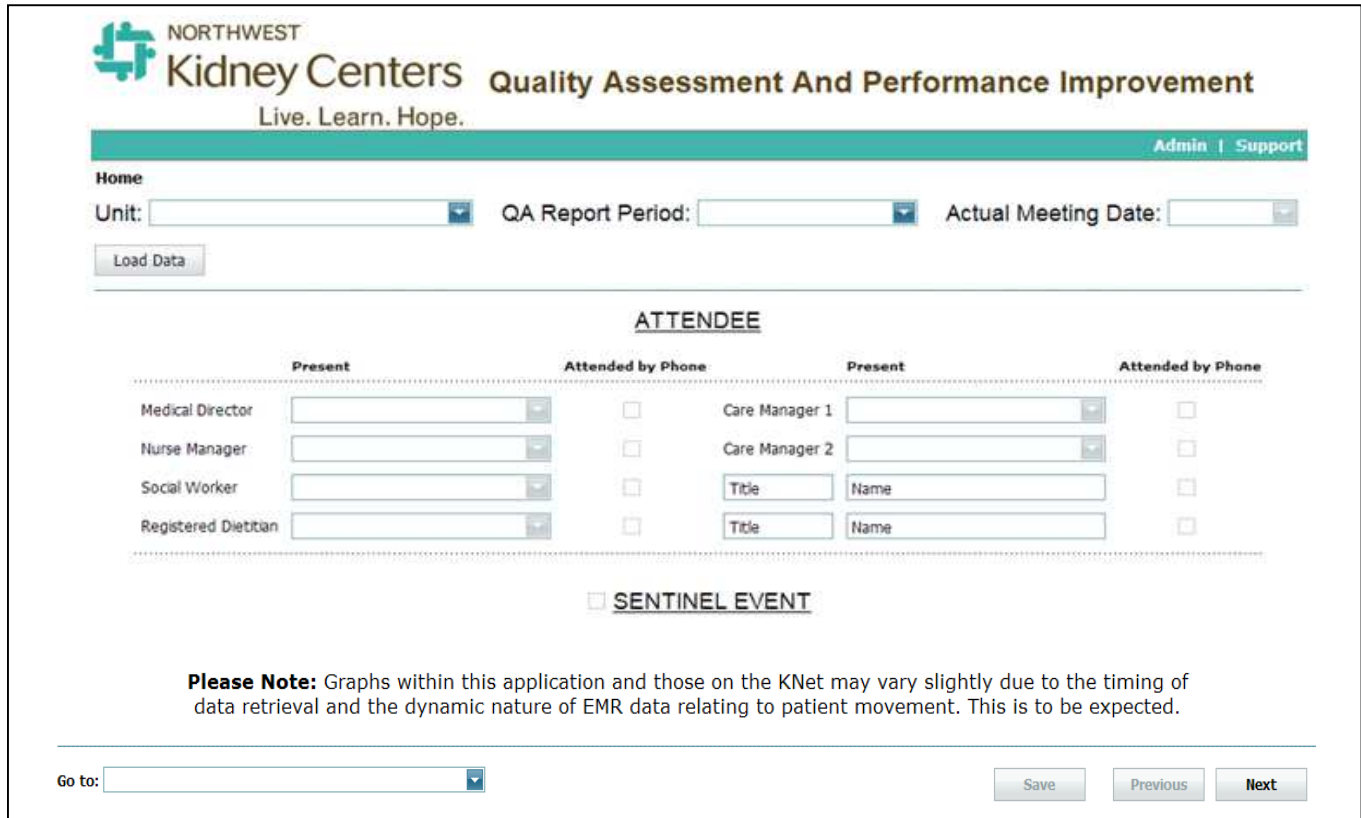
To access the application:

- If using NKC computers, type or copy and paste <http://10.1.1.45/QAPI> to a web browser, e.g. Internet Explorer. Use your Windows username and password to login the QAPI application.
- If using K-Net, under Clinical -> "Quality Assurance", click "**QAPI (Quality Assessment and Performance Improvement)**". Click "**In Center QAPI Web-based**". Use your Windows username and password to login the QAPI application.
- If using home computers, type <https://nkcwebvpn.nwkidney.org> to a web browser.

<p>1. Use your Windows username and password to login the web VPN.</p> 	<p>2. Click <code>nkc_knet</code> link</p> 
<p>3. Under "Quality Improvement", click "QAPI Web-based".</p> 	<p>4. Use your Windows username and password to login the QAPI application.</p> 

The QAPI home page will display. Follow the instructions below.

Home Screen



Home

Unit: [dropdown] QA Report Period: [dropdown] Actual Meeting Date: [dropdown]

Load Data

ATTENDEE

	Present	Attended by Phone		Present	Attended by Phone
Medical Director	[dropdown]	<input type="checkbox"/>	Care Manager 1	[dropdown]	<input type="checkbox"/>
Nurse Manager	[dropdown]	<input type="checkbox"/>	Care Manager 2	[dropdown]	<input type="checkbox"/>
Social Worker	[dropdown]	<input type="checkbox"/>	Title	Name	<input type="checkbox"/>
Registered Dietitian	[dropdown]	<input type="checkbox"/>	Title	Name	<input type="checkbox"/>

SENTINEL EVENT

Please Note: Graphs within this application and those on the KNet may vary slightly due to the timing of data retrieval and the dynamic nature of EMR data relating to patient movement. This is to be expected.

Go to: [dropdown] Save Previous Next

Options on this screen

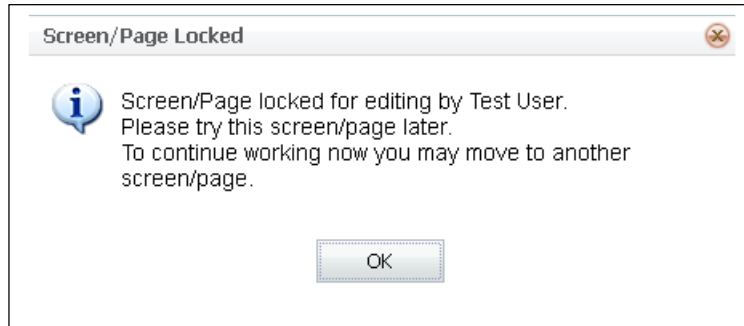
Use this option...	To...
Unit	Click to select a NKC Unit.
QA Report Period	Click to select a reporting month.
Actual Meeting Date	It is blank by default.
Load Data button	Click to load data.
Admin	Click to manage this application. Only those who have privileges can go here.
Support	Click to send an email message to Helpline@nwkidney.org if you have a question.

Note 1: Only one user can modify a screen at a time. The screen lock mechanism works as described below.

If two users log in at a same time and try to modify a same screen.

- The User #1 attempts to enter information (i.e. clicks in a text box and type a character, toggles on a radio button or checkbox, or clicks on "Edit" for a manual entry field).
For example, User #1 clicks a text box and type character 'A':
 - The screen is refreshed. The character 'A' is clear, the text box becomes blank.

- b. The screen is locked. The Save button is enabled.
 - c. User #1 then can modify the text box and the screen.
 - d. No one can modify the screen until the screen is unlocked by User #1.
2. If the User #2 attempts to enter information, a pop up message will appear.



3. To clear the screen lock, User #1 can do one of the following:
- a. Click the “Save” button.
 - b. Leaving the screen:
 - If it is on the first screen, he/she clicks “Change” then “Load Data”.
 - Click the “Next”, “Previous” button or selecting an item from the “Go to” menu.
 - Click the links: [Home](#), [Admin](#)
 - Log out of the program.

Note 2:

- While the screen is locked, if the computer of User #1 crashes, **OR** he/she closes the web browser (using the “X”) without saving the data, the screen lock is still there. That means no one can modify the screen until it is unlocked.
- To unlock the screen, User #1 needs to log back in the program (from any computer).

Note 3:

If User #1 has unsaved data on a screen, he/she leaves the screen (by clicking **Next**, **Previous**, [Logout](#), [Home](#), [Admin](#) or **Go to**) then the data will not be saved.

After you click the “**Load Data**” button, the IDT members of the unit will populate.

The screenshot shows a web interface for a QA report. At the top, it displays 'Home', 'Unit: Auburn Kidney Center', 'QA Report Period: March, 2014', and 'Actual Meeting Date: [dropdown]'. A 'Change' button is located below the unit information. The main section is titled 'ATTENDEE' and is divided into two columns: 'Present' and 'Attended by Phone'. Each column has sub-sections for 'Medical Director', 'Nurse Manager', 'Social Worker', and 'Registered Dietitian'. Under 'Present', there are dropdown menus for selecting individuals (e.g., Frank Fung, Anelita Galban, Elizabeth Mavorqa, Katy Wilkens, MSRD) and empty text fields for 'Title' and 'Name'. Under 'Attended by Phone', there are checkboxes and dropdown menus for 'Care Manager 1' and 'Care Manager 2' (both currently showing Amabel Borillo), and empty text fields for 'Title' and 'Name'. A checkbox labeled 'SENTINEL EVENT' is located below the attendee selection. A 'Please Note' message states: 'Please Note: Graphs within this application and those on the KNet may vary slightly due to the timing of data retrieval and the dynamic nature of EMR data relating to patient movement. This is to be expected.' At the bottom, there is a 'Go to:' dropdown menu and 'Save', 'Previous', and 'Next' buttons.

Options on this screen

Use this option...	To...																								
Change button	Click to change the Unit and/or the QA Report Period.																								
Medical Director	Click to select a Medical Director.																								
Nurse Manager	Click to select a Nurse Manager																								
Social Worker	Click to select a Social Worker																								
Registered Dietitian	Click to select a Registered Dietitian																								
Care Manager 1	Click to select a Case Manager																								
Care Manager 2	Click to select a Nurse Educator																								
Two Empty Fields	These are free text fields that you can enter more attendees, e.g. patient name.																								
Attended by Phone check boxes	Check a box if the person attended by phone.																								
Sentinel Event	<p>Check “Sentinel Event” box if you want to add a sentinel event.</p> <p><input checked="" type="checkbox"/> SENTINEL EVENT</p> <table border="1"> <thead> <tr> <th>Event</th> <th>Event Date</th> <th>IDT Meeting</th> <th>Attendees</th> <th>Finding/Resolution/Action Plan</th> <th>Add New</th> </tr> </thead> <tbody> <tr> <td colspan="6" style="text-align: center;">There are no data posted at this time.</td> </tr> </tbody> </table> <p>Click “Add New” to enter a sentinel event. Enter Event, Event Date, IDT Meeting, Attendees and Finding/Resolution/Action Plan.</p> <table border="1"> <thead> <tr> <th>Event</th> <th>Event Date</th> <th>IDT Meeting</th> <th>Attendees</th> <th>Finding/Resolution/Action Plan</th> <th>Update Cancel</th> </tr> </thead> <tbody> <tr> <td>Line separation with blood</td> <td>11/6/2013</td> <td>11/15/2013</td> <td>Suhail Ahmad Ed Stauffer Lisa Newirth</td> <td>Staff was retrained re appropriate use of cross tape</td> <td>Update Cancel</td> </tr> </tbody> </table> <p>Click Update (saves information) or Cancel (loses the information entered) when done.</p>	Event	Event Date	IDT Meeting	Attendees	Finding/Resolution/Action Plan	Add New	There are no data posted at this time.						Event	Event Date	IDT Meeting	Attendees	Finding/Resolution/Action Plan	Update Cancel	Line separation with blood	11/6/2013	11/15/2013	Suhail Ahmad Ed Stauffer Lisa Newirth	Staff was retrained re appropriate use of cross tape	Update Cancel
Event	Event Date	IDT Meeting	Attendees	Finding/Resolution/Action Plan	Add New																				
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Go To drop down	Click to select a screen to jump to.																								
Next button	Click to go to the next screen.																								

The Next Screens

Home » Adequacy of Dialysis
Unit: Auburn Kidney Center QA Report Period: March, 2014 Actual Meeting Date:

Quality Assessment (Data Review)

Kt/V >= 1.2 (3tx/wk) Goal: >= 98%

	Oct	Nov	Dec	Jan	Feb	Mar
# spKt/V	107	110	109	109	112	116
# spKt/V >=1.2	102	100	105	102	103	106
Pop. Mean	1.70	1.64	1.68	1.67	1.65	1.64
Std. Deviation	0.31	0.32	0.31	0.29	0.35	0.34
% spKt/V >=1.2	95.33%	90.91%	96.33%	93.58%	91.96%	91.38%

Trend is: Improving Declining No Change

Comments/Root Cause Analyses:
baseline audits revealed.....issues identified with staff lab draw technique. will continue to educate and audit results.
Staff and patient communication completed regarding process improvement activities

Performance Improvement

Action Plan Need

New Action Plan:

Prior Month Action Plan:
Re check KT/V with instructions to staff to run patients full time and full pump speed for the recheck - (Care manager -AUDIT STAFF PERFORMANCE-due 4/15/2014)
Monitor compliance with Access monitoring program - (Manager -PERFORM CHART

Review of Previous Month Plan:

Action Plan Successful. Close Action Plan
 Continue Action Plan
 With No Modifications
 With Modifications - see above under current action plan

StdKt/V > 2.0 (>3tx/wk) Goal: >= 98%

	Oct	Nov	Dec	Jan	Feb	Mar
# StdKt/V	1	1	1	1	1	1
# StdKt/V >2.0	1	1	1	1	1	1
Pop. Mean	3.24	3.19	3.34	3.24	3.10	3.14
Std. Deviation	0.00	0.00	0.00	0.00	0.00	0.00
% StdKt/V >2.0	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%

Trend is: Improving Declining No Change

Comments/Root Cause Analyses:
Test for save screen

Action Plan Need

New Action Plan:

Prior Month Action Plan:


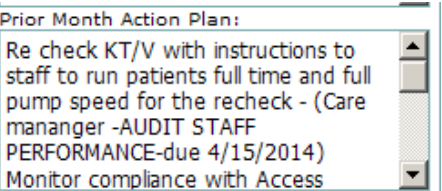
Review of Previous Month Plan:

Action Plan Successful. Close Action Plan
 Continue Action Plan
 With No Modifications
 With Modifications - see above under current action plan

Go to:

Options on this screen

Use this option...	To...
Home	Click to go to the Home screen.
Trend is	Trend is: <input type="radio"/> Improving <input type="radio"/> Declining <input type="radio"/> No Change Select one of the trend options.
Comments	Free text box for comments.

Performance Improvement section	<input type="checkbox"/> Action Plan Need Click the check box if an action plan needed. New Action Plan: 	Fill out "New Plan Action" text fields.
	Prior Month Action Plan: 	"Prior Month Action Plan" text box is read only.
	Review of Previous Month Plan: <input type="radio"/> Action Plan Successful. Close Action Plan <input checked="" type="radio"/> Continue Action Plan <input type="radio"/> With No Modifications <input checked="" type="radio"/> With Modifications - see above under current action plan Select one of the options.	<ul style="list-style-type: none"> • If "Prior Month Plan" is blank, the radio buttons are disabled. • If you select "Action Plan Successful. Close Action Plan", then the "New Action Plan" box becomes read only. • If you select "Continue Action Plan" and "With No Modification", then the previous month plan will populate in the "New Action Plan" box. • If you select "Continue Action Plan" and "With Modification – see above under current action plan", then the previous month plan will populate in the "New Action Plan" and you can modify it.
Go To drop down	Click to select a screen to jump to.	
Previous button	Click to go to the previous screen.	
Next button	Click to go to the next screen.	

The Screens with Edit, Add New and Delete functions

	May	Jun	Jul	Aug	Sep	Oct
# Eligible						
# Incomplete						
# Refused						
# Meet Exclusion						
# Completed*						
# Below Avg PCS						
# Below Avg MCS						
	Edit	Edit	Edit	Edit	Edit	Edit
*#Completed = #Eligible- (#Incomplete + #Refused + #Meet Exclusion)						
Trend is: <input type="radio"/> Improving <input type="radio"/> Declining <input type="radio"/> No Change						
Comments:						
Staff Education						
Class Date	Inservice Topics	#Attendees-Certificate	Speaker	Comments	Add New	
10/21/2013	ODNS	12	Kim Langdon		Edit Delete	
10/17/2013	Infection control	12	Suhail Ahmad	Comments	Edit Delete	
Staff Audits						
Date	Description	Staff Audited	Audited By	Conclusions/Remark	Add New	
There are no data posted at this time.						

Options on this screen

Use this option...	To...
Edit link	Click to modify the field(s)
Add New link	Click to add a new record.
Delete link	Click to delete the record.

The Last Screen

The screenshot shows a horizontal toolbar with four buttons: 'Save Report', 'Printable Report', 'Nurse Manager Approval', and 'Medical Director Approval'. Below the toolbar is a 'Go to:' dropdown menu and two buttons labeled 'Previous' and 'Next'.

After entering information, you click **Save Report** button to save the data. It then enables the **Printable Report**, **Nurse Manager Approval** and **Medical Director Approval** buttons as below.

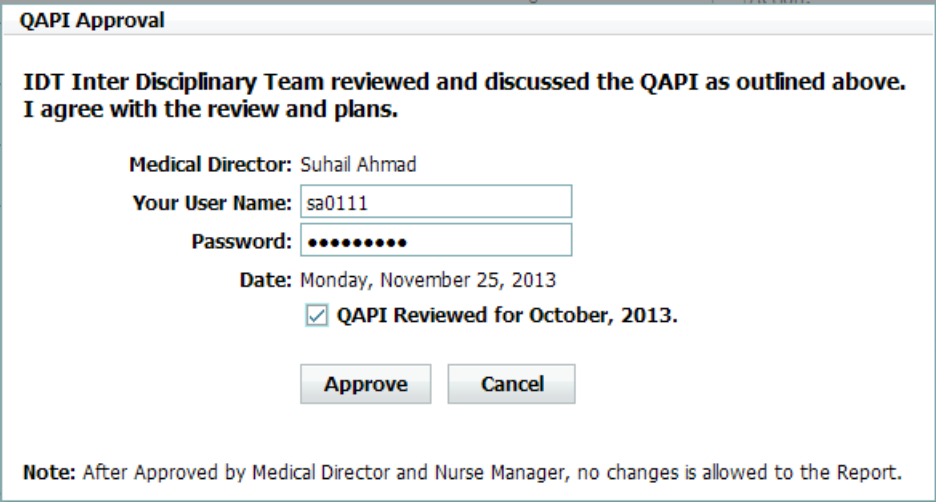
This screenshot is identical to the previous one, but the 'Save Report' button is now disabled, and the 'Printable Report', 'Nurse Manager Approval', and 'Medical Director Approval' buttons are now active and visible.

Options on this screen

Use this option...	To...
Printable Report button	Click to print the report.
Nurse Manager Approval button	<p>Click to approve the report if you are the Unit Manager. It will pop up a screen as below.</p> <div data-bbox="492 1226 1425 1724" data-label="Form"> <p>QAPI Approval</p> <p>IDT Inter Disciplinary Team reviewed and discussed the QAPI as outlined above. I agree with the review and plans.</p> <p>Nurse Manager: Ed Stauffer</p> <p>Your User Name: <input type="text" value="es8554"/></p> <p>Password: <input type="password" value="....."/></p> <p>Date: Monday, November 25, 2013</p> <p><input checked="" type="checkbox"/> QAPI Reviewed for October, 2013.</p> <p><input type="button" value="Approve"/> <input type="button" value="Cancel"/></p> <p>Note: After Approved by Medical Director and Nurse Manager, no changes is allowed to the Report.</p> </div> <ol style="list-style-type: none"> 1. Enter your user name and password (same as your Windows user name and password). 2. Check “QAPI Reviewed for October, 2013” box. 3. Click Approve button if ready or Cancel if not.
Medical Director	Click to approve the report if you are the Medical Director. It will pop up a screen as

Approval button

below.



QAPI Approval

IDT Inter Disciplinary Team reviewed and discussed the QAPI as outlined above. I agree with the review and plans.

Medical Director: Suhail Ahmad

Your User Name: sa0111

Password: ●●●●●●●●

Date: Monday, November 25, 2013

QAPI Reviewed for October, 2013.

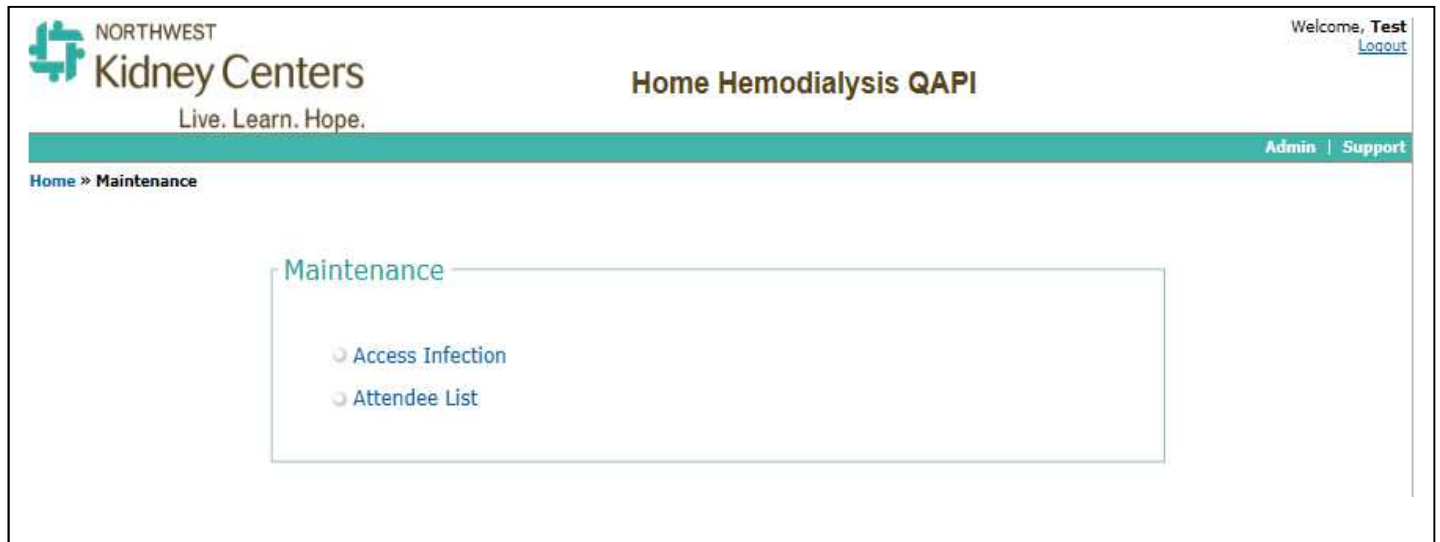
Approve **Cancel**

Note: After Approved by Medical Director and Nurse Manager, no changes is allowed to the Report.

1. Enter your username and password (your Windows, same as Outlook, username and password).
2. Check “**QAPI Reviewed for October, 2013**” box.
3. Click **Approve** button if ready or **Cancel** if not.

Admin Screen

Only users with administrative privileges can access this screen.



Options on this screen

Use this option...	To...
Access Infection	Click to open the Access Infection screen.
Attendee List	Click to open the Attendee List screen.

Access Infection Screen

Home » Maintenance » Access Infection

Period: All Unit: All

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Month	Unit	Fistula Infected	Graft Infected	Catheter Infected	Edit
January, 2015	Auburn Kidney Center				Edit
December, 2014	Auburn Kidney Center				Edit
November, 2014	Auburn Kidney Center				Edit
October, 2014	Auburn Kidney Center				Edit
September, 2014	Auburn Kidney Center				Edit
August, 2014	Auburn Kidney Center		1		Edit
July, 2014	Auburn Kidney Center				Edit
June, 2014	Auburn Kidney Center				Edit
May, 2014	Auburn Kidney Center				Edit
April, 2014	Auburn Kidney Center				Edit
March, 2014	Auburn Kidney Center				Edit
February, 2014	Auburn Kidney Center				Edit
January, 2014	Auburn Kidney Center				Edit
December, 2013	Auburn Kidney Center				Edit
November, 2013	Auburn Kidney Center				Edit

< Back Page 1 of 32 (478 items) [1] 2 3 4 ... 32 Page size: 15

Options on this screen

Use this option...	To...
Period	By default, it shows twelve rolling months. You can select a month that you want to enter data.
Unit	By default, it shows all units. You can select a unit to enter data.
Edit	Click Edit and enter data for Fistula Infected, Graft Infected, and Catheter Infected. The entered data will display on the "Access Infection %" screen.
Back Button	Click to go to the Admin screen.

Attendee List Screen

Home » Maintenance » Attendee List

Name: Search Alphabetic: [A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#) [All](#)

Unit/Department: Job Role:

< Back Add New Page 1 of 10 (146 items) << < [1] 2 3 4 ... 10 > >>

ID	Name	Title	Unit/Department	Status	
8867	Aaron Herold	Director of Operations Support	Home Peritoneal	Active	Edit Archive
8520	Abigail E Houser	Nurse Care Manager	Kirkland Kidney Center	Active	Edit Archive
8805	Aeron Paragas	Facilities System Specialist	Broadway Kidney Center	Active	Edit Archive
8278	Agnes Chow	Nurse Supervisor	SeaTac Kidney Center	Active	Edit Archive
9003	Alex Gerace	Social Worker	SeaTac Kidney Center	Active	Edit Archive
8451	Alfonso R Lim	Patient Nurse Educator	Broadway Kidney Center	Active	Edit Archive
8539	Alice S Chamberlin	Nurse Manager	Home Peritoneal	Active	Edit Archive
8928	Amabel Borillo	Nurse Patient Educator/Case Manager	Auburn Kidney Center	Active	Edit Archive
9115	Amy Postel	Social Worker	Broadway Kidney Center	Active	Edit Archive
123	Andrew Brockenbrough	Medical Director	Kent Kidney Center	Active	Edit Archive
6997	Angelita Galban	Nurse Manager	Auburn Kidney Center	Active	Edit Archive
8523	Angie Thayer	Nurse Care Manager	Kent Kidney Center	Active	Edit Archive
149	Annemarie Dooley	Medical Director	Lake Washington Kidney Center	Active	Edit Archive
9072	Aria Anstey	Registered Dietitian	West Seattle Kidney Center	Active	Edit Archive
1043	Arthur Anderson	Medical Director	West Seattle Kidney Center	Inactive	Edit Archive


< Back Add New Page 1 of 10 (146 items) << < [1] 2 3 4 ... 10 > >>

Options on this screen

Use this option...	To...
Search and filtering section	<p>Name: <input type="text"/> Search Alphabetic: A B C D E F G H I J K L M N O P Q R S T U V W X Y Z All</p> <p>Unit/Department: <input type="text" value="All"/> Job Role: <input type="text" value="All"/></p> <p>You can search for a person by typing her/his name in the Name box then click Search.</p> <p>You can filter the list by click an alphabet letter.</p> <p>You can you filter the list by select a Unit/Department or Job Role.</p>
Back Button	Click to go to the Admin screen.
Add New Button	Click to add a new attendee.

— Staff Info —

Employee ID:

Click  symbol to select a person.

Select User

Name: Unit/Dept:

Alphabetic: [A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#) [All](#)

878 Items << < [1] 2

	Id	Name	Email
<input type="radio"/>	8867	Aaron Herold	Aaron.Herold@nwkidney.org
<input type="radio"/>	8956	Aaron Raney	Aaron.Raney@nwkidney.org
<input checked="" type="radio"/>	8520	Abigail E Houser	Abigail.Houser@nwkidney.org
<input type="radio"/>	8550	Adeline D Prange	Adeline.Prange@nwkidney.org

Pick a name then click **Select** button.

Staff Info

Employee ID:

First Name:

Last Name:

Middle Name:

NKC Network User Name:

Title:

Unit/Department:

Email:

Job Role: Medical Director
 Nurse Manager

Auburn Kidney Center Kirkland Kidney Center Seattle Kidney Center 2 & 3
 Broadway Kidney Center Lake City Kidney Center Seattle Kidney Center 3rd Floor
 Elliott Bay Kidney Center Lake Washington Kidney Center Snoqualmie Ridge Kidney Center
 Enumclaw Kidney Center Port Angeles Kidney Center Special Care Unit
 Home Hemodialysis Renton Kidney Center Totem Lake Kidney Center
 Home Peritoneal Scribner Kidney Center West Seattle Kidney Center
 Kent Kidney Center SeaTac Kidney Center

Social Worker
 Registered Dietitian
 Case Manager
 Nurse Educator
 Business Manager
 Tech Svcs Manager
 Clinical Director

Status: Active Inactive

Select **Title, Unit/Department** and **Role**.

Select **Status** (Active, Inactive)

Click Save to save or cancel to finish.

Please feel free to contact NKC IT Helpline should you have any questions.

Email: helpline@nwkidney.org

Phone: 206-292-2579