Please feel free to contact NKC IT Helpline should you have any questions.
Email: helpline@nwkidney.org
Phone: 206-292-2579

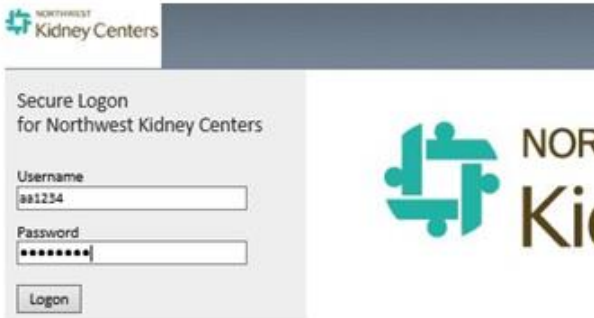# Quality Assessment & Performance Improvement
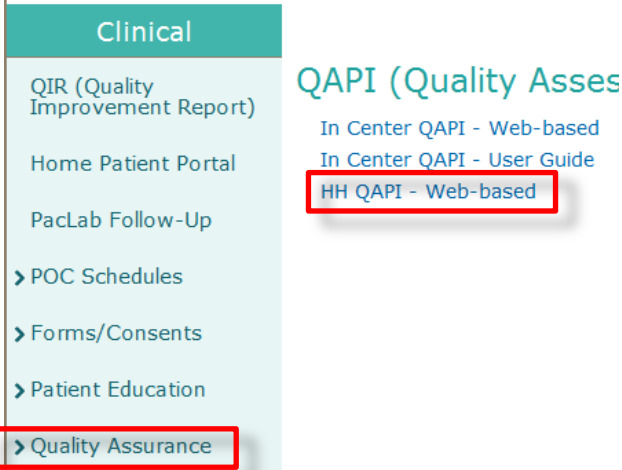
Home Hemodialysis QAPI

User Guide

Version 1

January 30th, 2015

To access the application:

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

1. Use your Windows username and password to login the web VPN.	2. Click **nkc_knet** link
Secure Logon for Northwest Kidney Centers Username: aa1234 Password: •••••••• Logon	Enter an internal resource Applications and Links Helpdesk HospitalServices CrystalReport nkc_knet
3. Under **"Quality Improvement"**, click **"QAPI HH - Web-based".**	4. Use your Windows username and password to login the QAPI application.
Clinical QIR (Quality Improvement Report) Home Patient Portal PacLab Follow-Up › POC Schedules › Forms/Consents › Patient Education › Quality Assurance QAPI (Quality Asses In Center QAPI - Web-based In Center QAPI - User Guide HH QAPI - Web-based	Quality Assessment And Performance Improvement Live. Learn. Hope. Login User Name: aa1234 Password: •••••••• Forgot your password? ☐ Use Windows Authentication Log In Cancel Tip: use your AD domain account or email address to login

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

Home Screen

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.

1. 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':
   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.

Screen/Page Locked

Screen/Page locked for editing by Test User.
Please try this screen/page later.
To continue working now you may move to another
screen/page.

OK
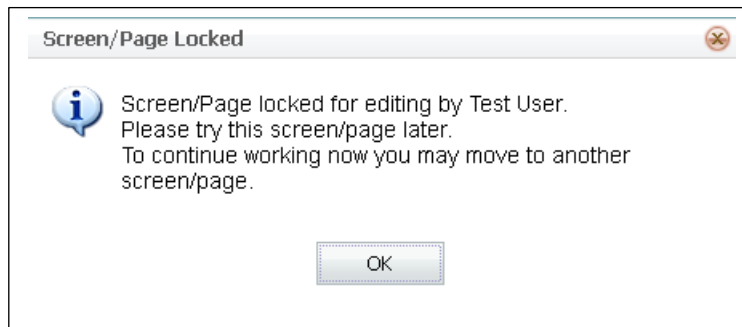
3. To clear the screen lock, User #1 can do one of the following:
a. Click the "Save" button.
b. Leaving the screen:
   - If it is on the first screen, he/she clicks "Change" then "Load Data".
   - Click the "Next", "Previous" button or selecting an item from the "Go to" menu.
   - Click the links: **Home**, **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.

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
Business Manager	Click to select the Business Manager
Tech Svcs Manager	Click to select the Tech Svcs Manager
The 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	Check "Sentinel Event" box if you want to add a sentinel event. Click "**Add New**" to enter a sentinel event. Enter Event, Event Date, IDT Meeting, Attendees and Finding/Resolution/Action Plan.
Update and **Cancel**	Click **Update** (saves information) or **Cancel** (loses the information entered) when done.
Go To drop down	Click to slect a screen to jump to.
Next button	Click to go to the next screen.

The Water Treatment Screens

Options on this screen

Use this option...	To...
Home	Click to go to the Home screen.
Results	Free text box for results.
Monthly Home patient water testing received/reviewed	Select Complete or Incomplete
Comments	Free text box for comments.
Save	Click to save data before going to another screen. The input data will be lost if you do not click save.
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 Next Screens

Options on this screen

Use this option...	To...
Home	Click to go to the Home screen.
Trend is	Trend is: ○ Improving ○ Declining ○ No Change Select one of the trend options.
Comments/Root Cause Analyses	Free text box for comments.
Performance Improvement section	☐ Action Plan Need Click the check box if an action plan needed. New Action Plan: [text box] Fill out "**New Plan Action**" text fields if needed. 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 mananger -AUDIT STAFF PERFORMANCE-due 4/15/2014) Monitor compliance with Access "**Prior Month Action Plan**" text box is read only.
	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 Select one of the options.	• If the "**Prior Month Action Plan**" box 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 action plan will populate in the "**New Action Plan**" box but you cannot modify it. • If you select "**Continue Action Plan**" and "**With Modification – see above under current action plan**", then the previous month action plan will populate in the "**New Action Plan**" and you can modify it.
Save	Click to save data before going to another screen. The input data will be lost if you do not click save.
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 function

	Jul	Aug	Sep	Oct	Nov	Dec
# Eligible						
# Refused						
# Meet Exclusion						
# Completed						
# Below Avg PCS						
# Below Avg MCS						
	Edit	Edit	Edit	Edit	Edit	Edit

Trend is: ○ Improving ○ Declining ○ No Change

Comments/Root Cause Analyses:
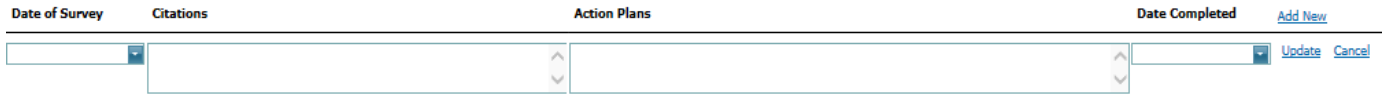
Options on this screen

Use this option…	To…
Edit	Click to modify the field(s)
Trend is	Trend is: ○ Improving ○ Declining ○ No Change Select one of the trend options.
Comments/Root Cause Analyses	Free text box for comments.

The Screens with Add New function

Patient Satisfaction Survey Review

Date of Survey	Citations	Action Plans	Date Completed	Add New
		There are no data posted at this time.		

Options on this screen

Use this option...	To...
Add New	Click to add a new record.

Date of Survey	Citations	Action Plans	Date Completed	Add New
				Update Cancel

Date of Survey	Enter survey date.
Citations	Free text box for Citations.
Action Plan	Free text box for Action Plans.
Date Completed	Enter completed date.
Update	Click update when done.
Cancel	Click Cancel if you donot want to save the record.

The Last Screen

Options on this screen

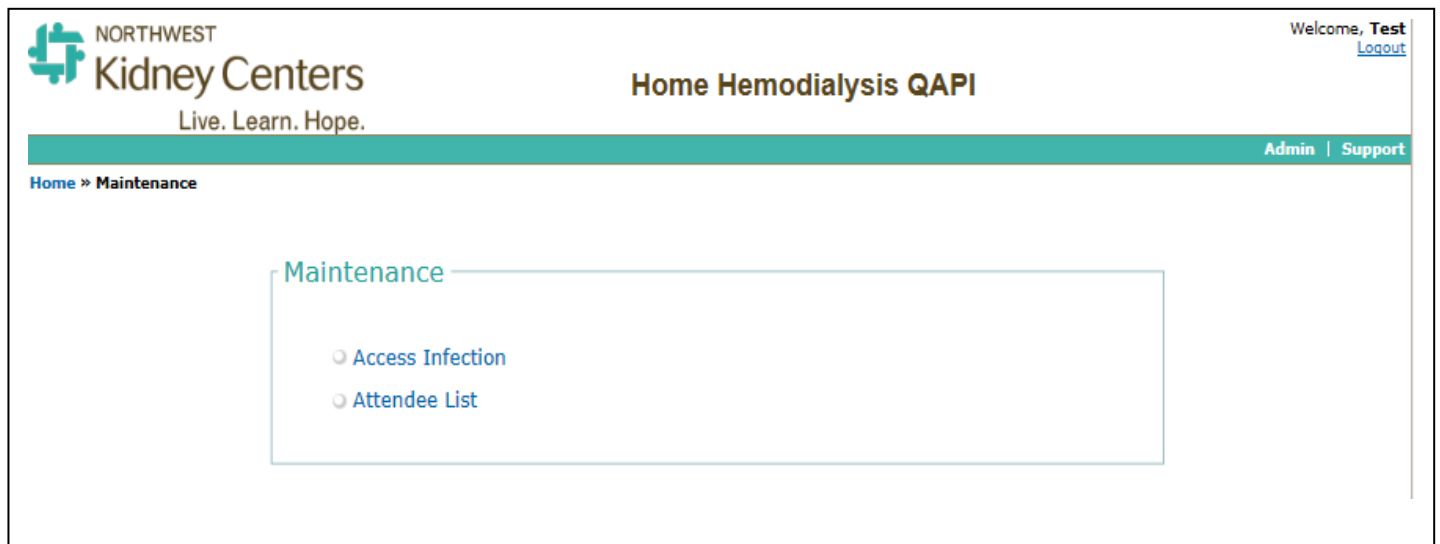| Use this option…	To…
Printable Report button	Click to print the report.
Nurse Manager Approval	Click to approve the report if you are the Unit Manager. It will pop up a screen as below. 1. Enter your user name and password (same as your Windows user name and password). 2. Check "**QAPI Reviewed for** December, 2014" box. 3. Click **Approve** button if ready or **Cancel** if not.
Medical Director Approval	Click to approve the report if you are the Medical Director. It will pop up a screen as below. 1. Enter your username and password (your Windows, same as Outlook, username and password).

| | 2. Check "**QAPI Reviewed for** December, 2014" box. |
| | 3. Click **Approve** button if ready or **Cancel** if not. |

Note:

- When the unit Manager and Medical Director approved the QAPI of the month, it is locked. Users cannot modify the QAPI.
- If only Manager or Medical Director approved the QAPI of the month, users can still modify the QAPI.

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

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	Home Hemodialysis is the only unit.
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

Options on this screen

Use this option...	To...
Search and filtering section	 You can search for a person by typing her/his name in the Name box then click Search. You can filter the list by click an alphabet letter. You can you filter the list by select a Unit/Department or Job Role.
Back Button	Click to go to the Admin screen.
Add New Button	Click to add a new attendee.
	Click ⬛ symbol to select a person.

Select User

Name: [▼] Unit/Dept: [All   ▼]

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
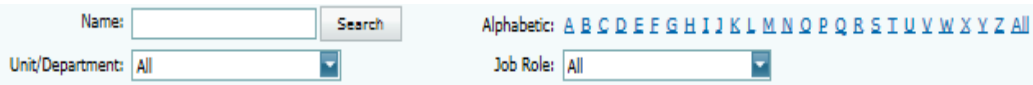
[Select]   878 Items [«] [‹] [1] 2

	Id	Name	Email
○	8867	Aaron Herold	Aaron.Herold@nwkidney.org
○	8956	Aaron Raney	Aaron.Raney@nwkidney.org
●	8520	Abigail E Houser	Abigail.Houser@nwkidney.org
○	8550	Adeline D Prange	Adeline.Prange@nwkidney.org

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

Staff Info

Employee ID: 9061
First Name: Alana
Last Name: Jose
Middle Name:
NKC Network User Name: aj9061
Title: [▼]
Unit/Department: [Choose One] [▼]
Email: Alana.Jose@nwkidney.org
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)

[Save] [Cancel]   Click Save to save or cancel to finish.

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Phone**: 206-292-2579**