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

Email: **helpline@nwkidney.org**

Phone: **206-292-2579**

NORTHWEST Kidney Centers

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Quality Assessment & Performance Improvement

Peritoneal Dialysis QAPI

User Guide

Version 1

February 05th, 2015

To access the application:

- If using NKC computers, type or copy and paste **http://10.1.1.45/QAPIPD** 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 "PD 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.

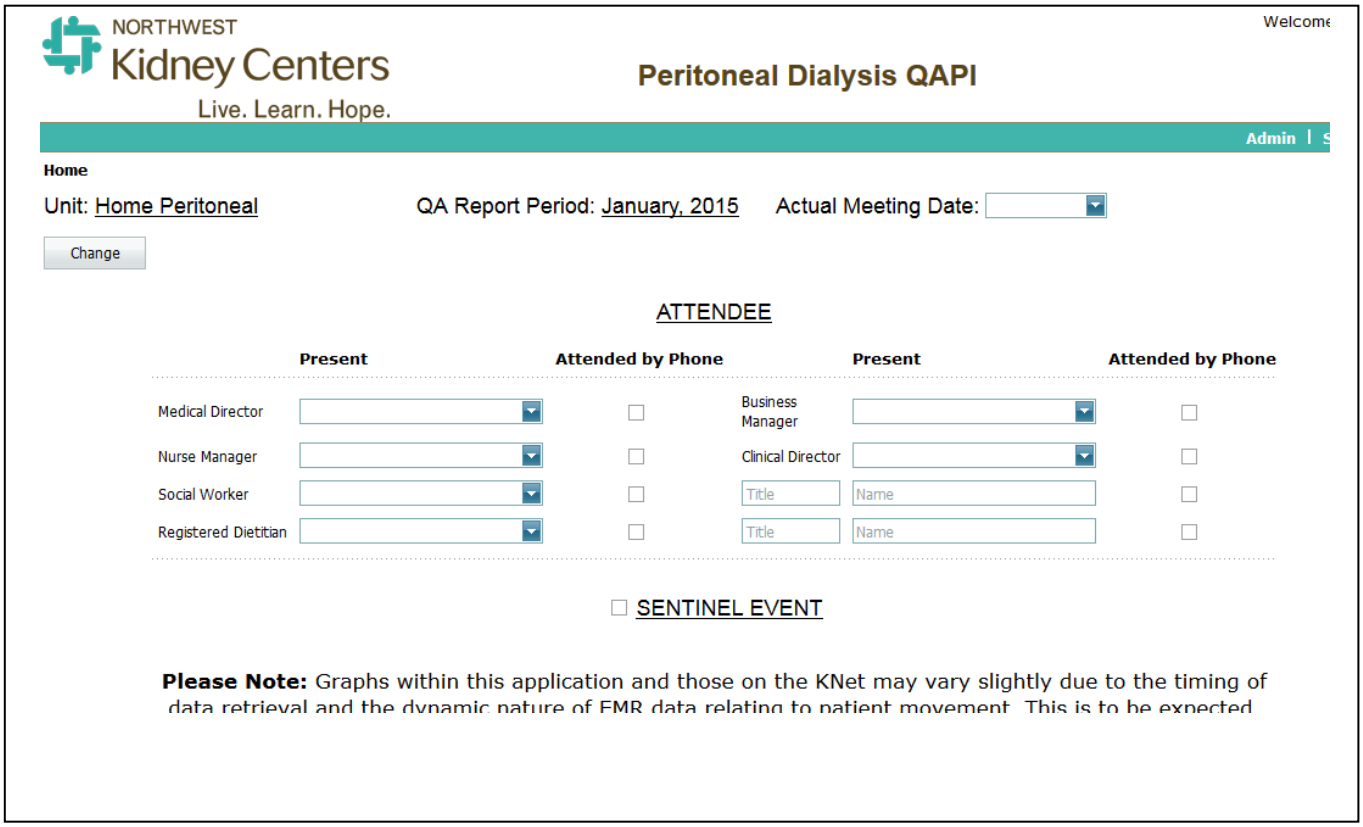
2. Click **nkc_knet** link

3. Under **"Quality Improvement",** click **"PD QAPI - Web-based".**

4. Use your Windows username and password to login the QAPI application.

The PD 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.

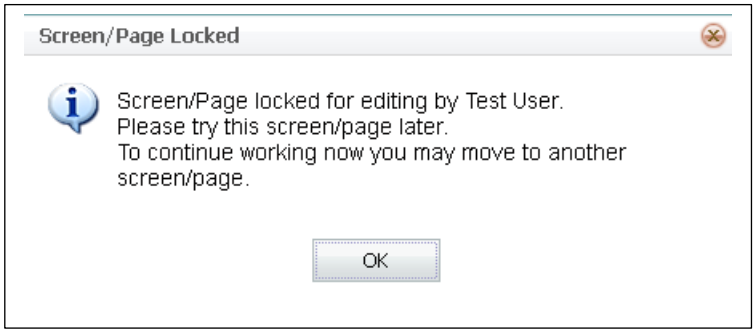
Note 1: Only one user can modify a screen at a time. The screen lock mechanism works as described below.

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.



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.

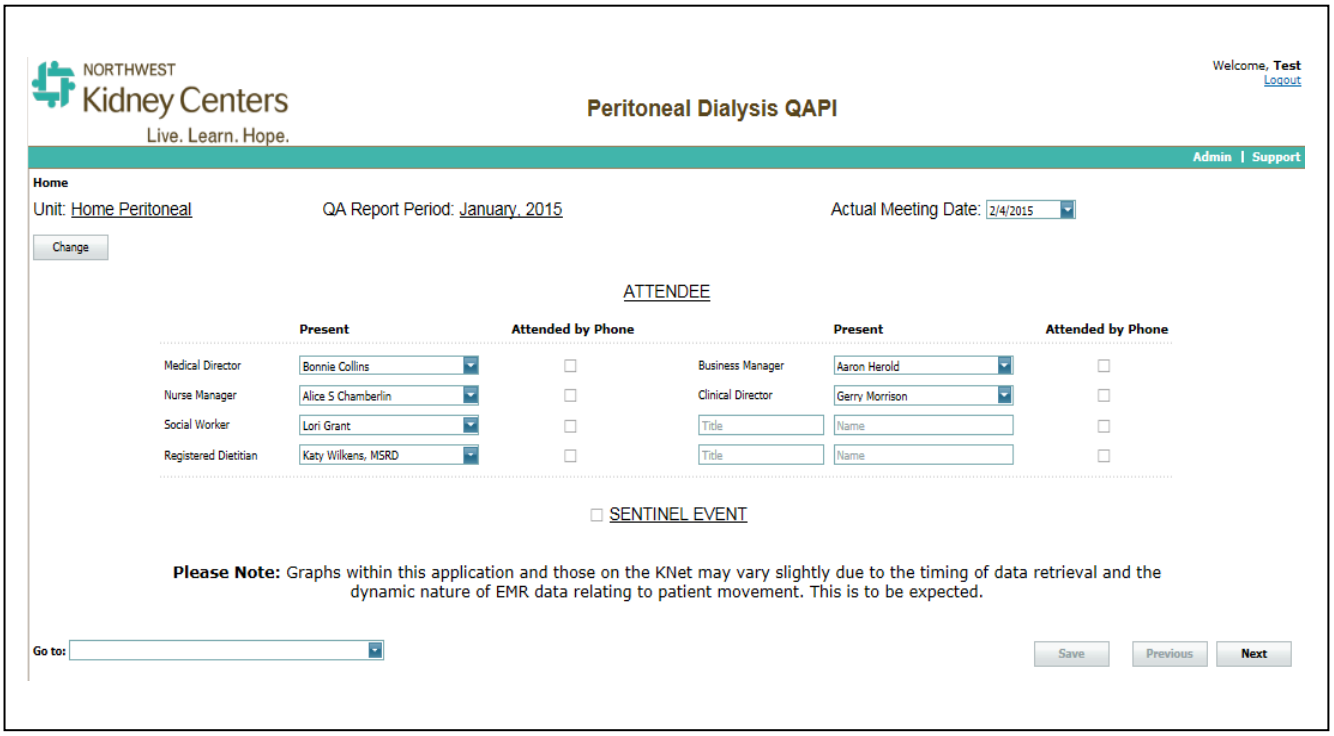
Note 2:

- 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).

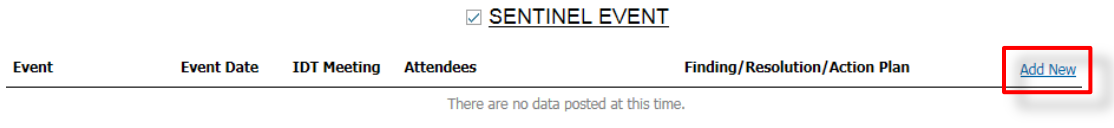
Note 3:

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.

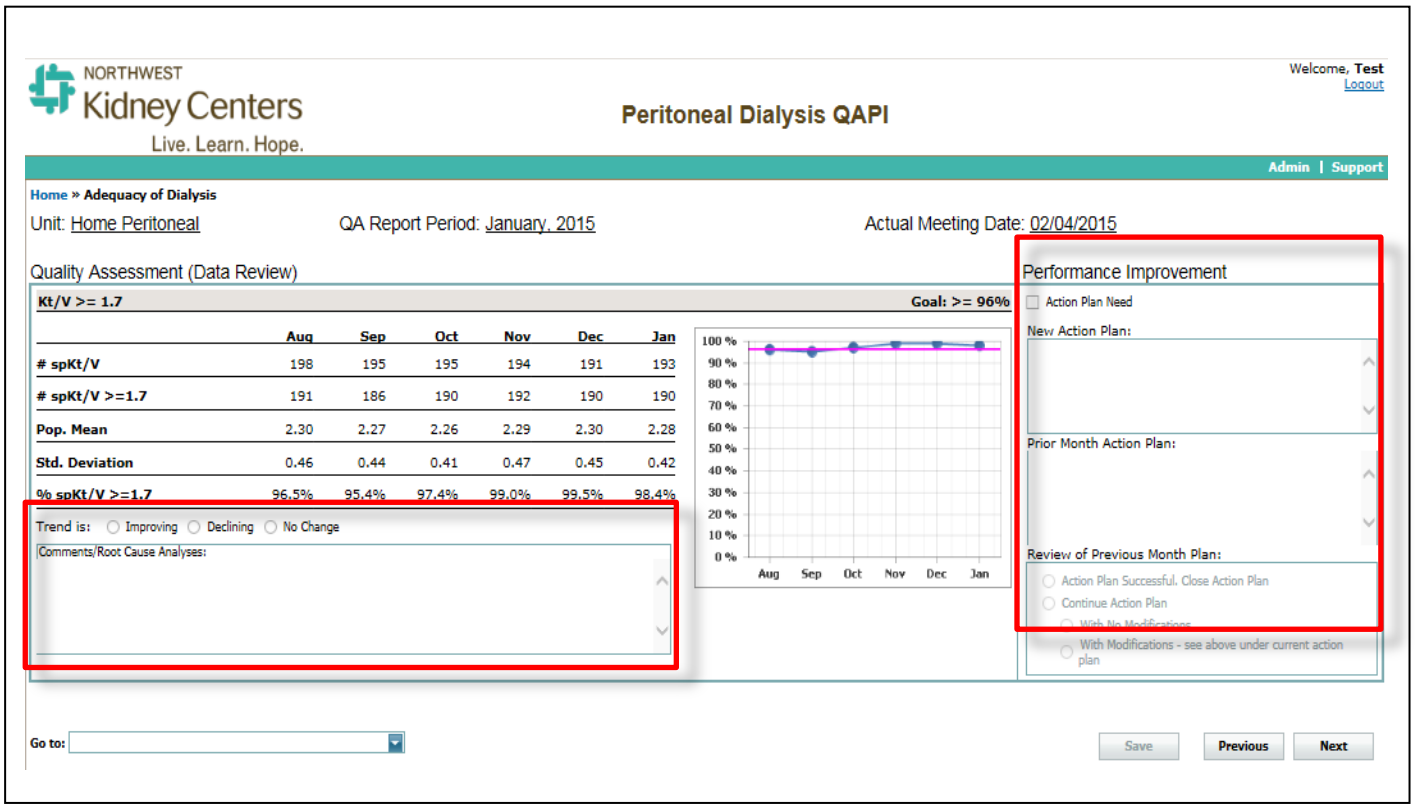


Options on this screen

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
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.

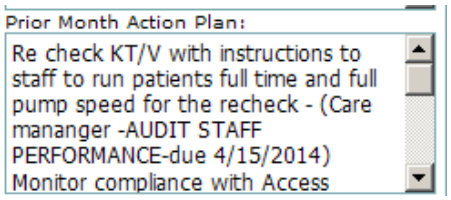
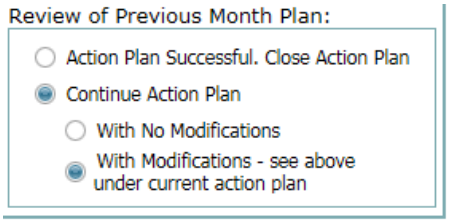
Update and **Cancel**	Enter Event, Event Date, IDT Meeting, Attendees and Finding/Resolution/Action Plan. Click **Update** (saves information) or **Cancel** (loses the information entered) when done.
Go To drop down	Click to slect a screen to jump to.
Next button	Click to go to the next screen.

The Next Screens

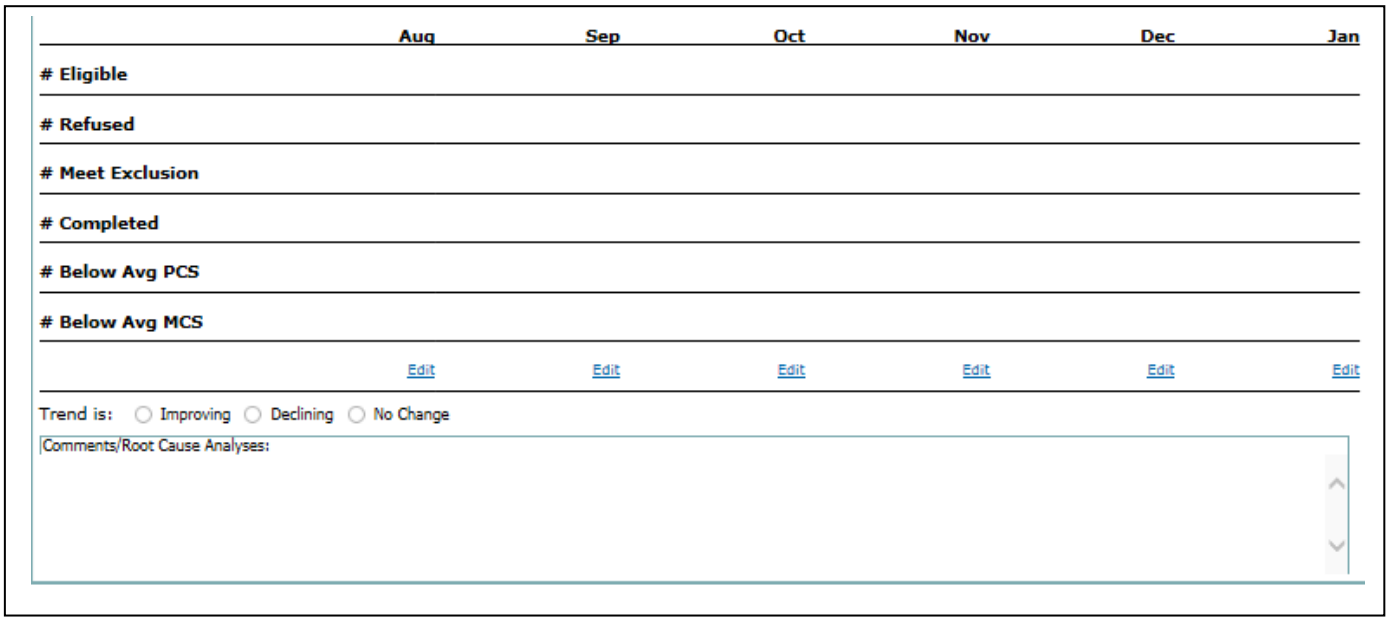


Options on this screen

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: Fill out "**New Plan Action**" text fields if needed.

		"**Prior Month Action Plan**" text box is read only.
	 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.	

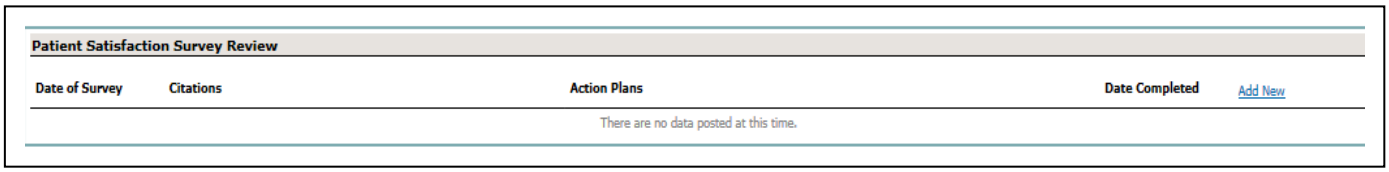
The Screens with Edit function



Options on this screen

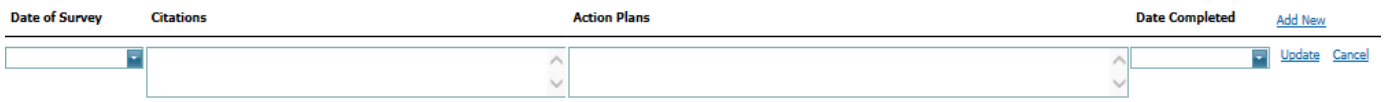
Use this option…	To…
Edit	Click to modify the field(s)
Trend is	Trend is: ○ Improving ○ Declining ○ No Change Select one of the trend options.
Comments/Root Cause Analyses	Free text box for comments.

The Screens with Add New function



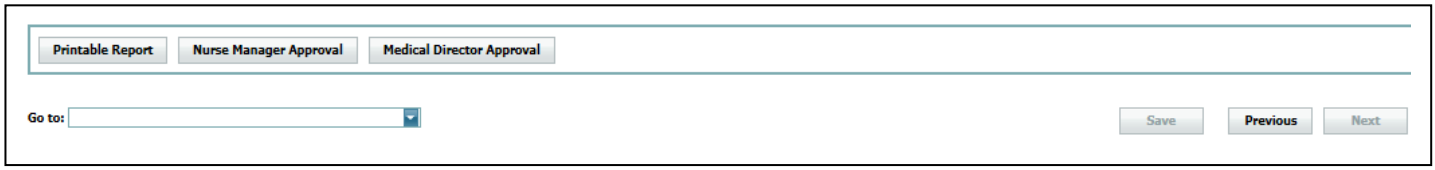
Options on this screen

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

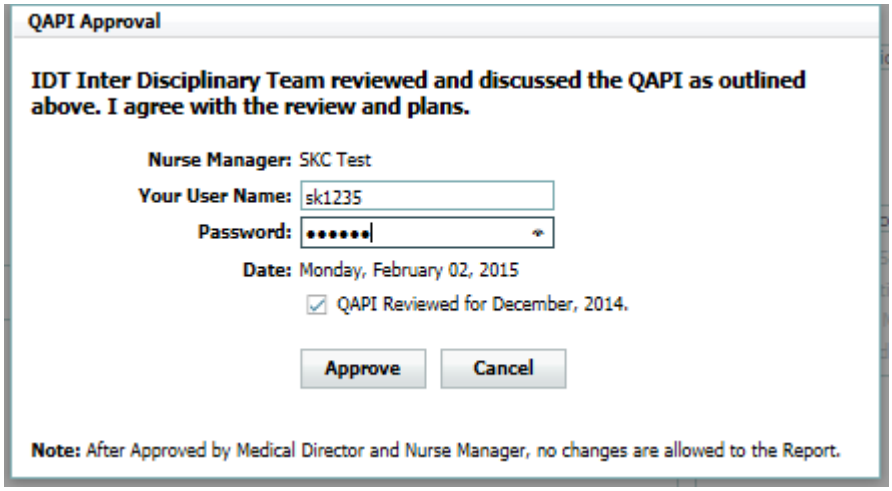
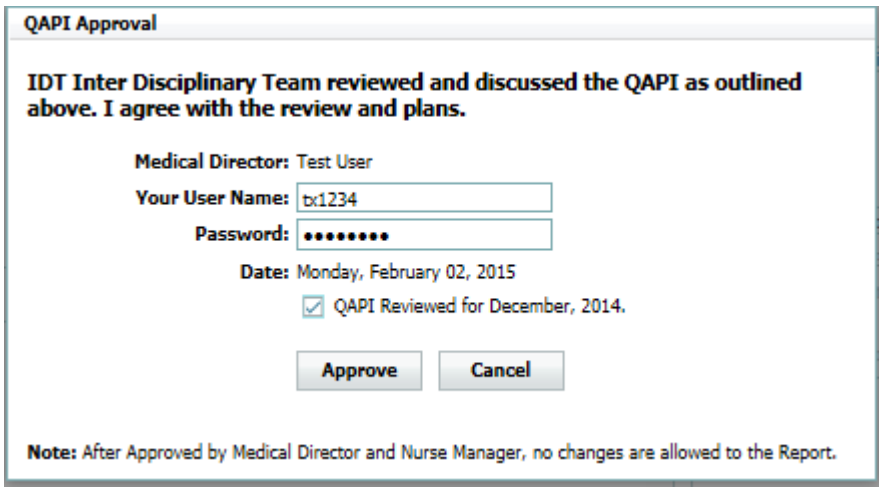


Date of Survey	Enter survey date.
Citations	Free text box for Citations.
Action Plan	Free text box for Action Plans.
Date Completed	Enter completed date.
Update	Click update when done.
Cancel	Click Cancel if you donot want to save the record.

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).

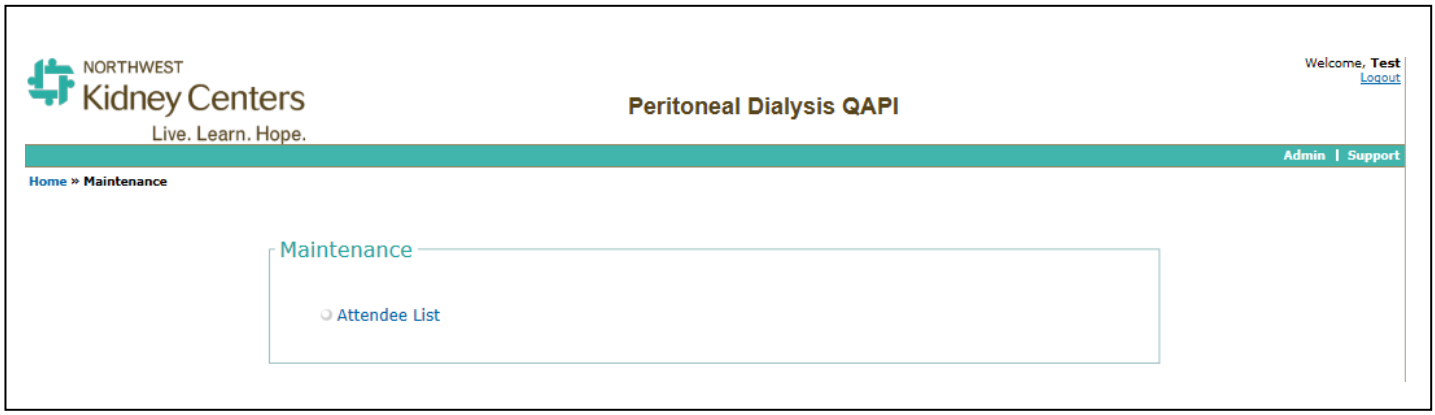
	2. Check "**QAPI Reviewed for** December, 2014" box. 3. Click **Approve** button if ready or **Cancel** if not.

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

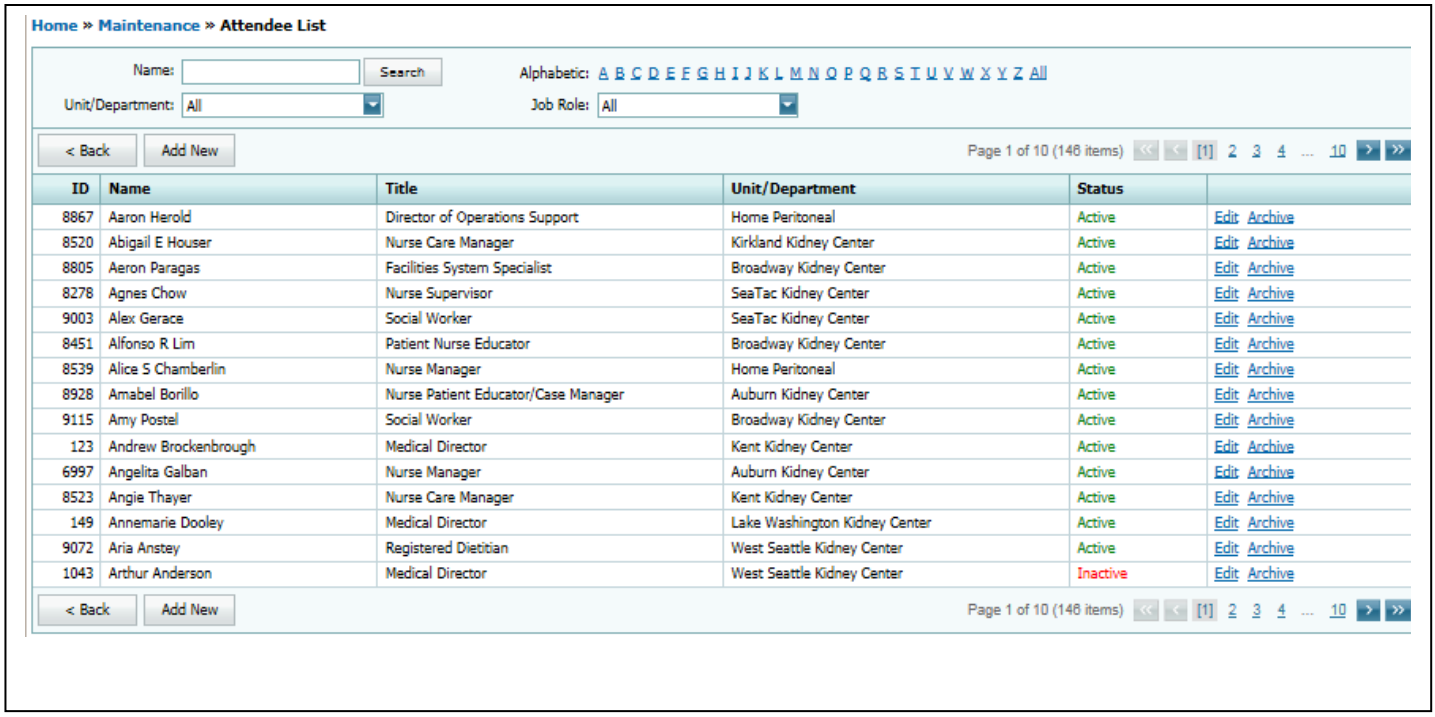
Only users with administrative privileges can access this screen.



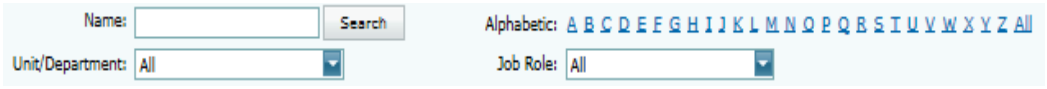
Options on this screen

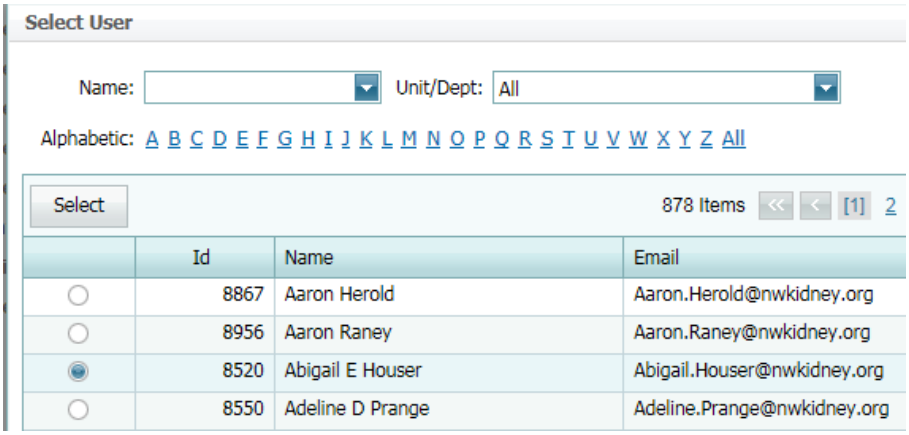
Use this option…	To…
Attendee List	Click to open the Attendee List screen.

Attendee List Screen

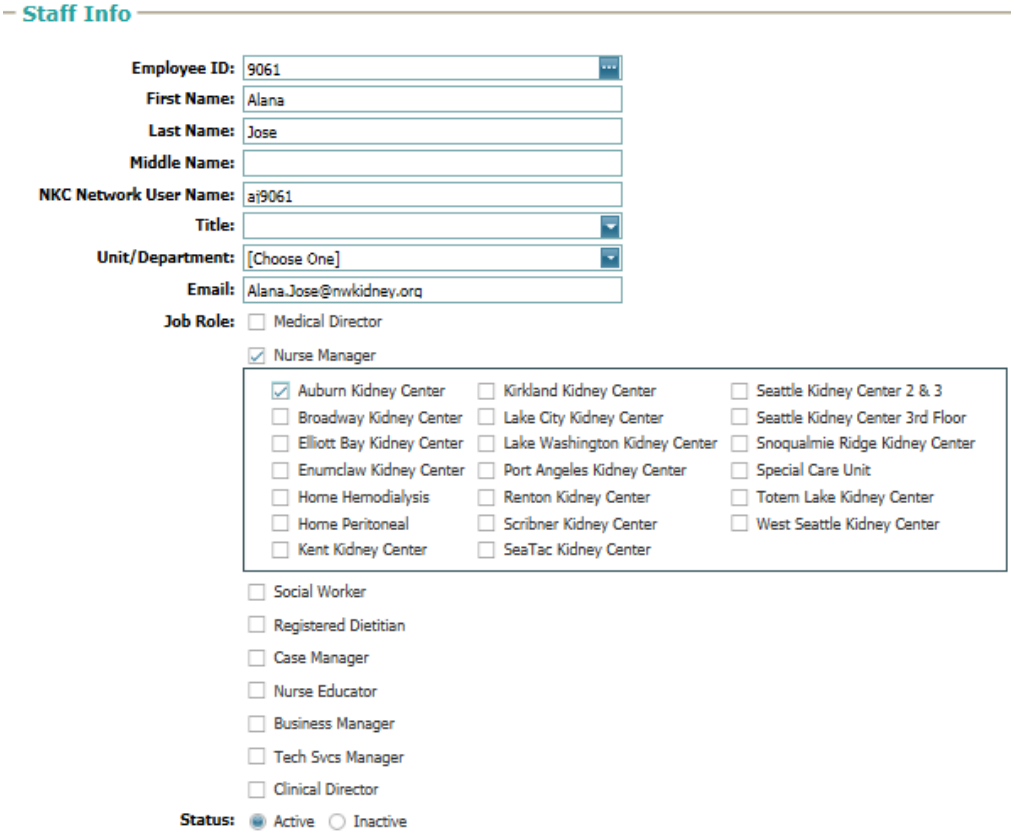


Options on this screen

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.



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



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

Select **Status** (Active, Inactive)

Save Cancel	Click Save to save or cancel to finish.

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