

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 Peritoneal Dialysis QAPI

User Guide

Version 1

February 05th, 2015

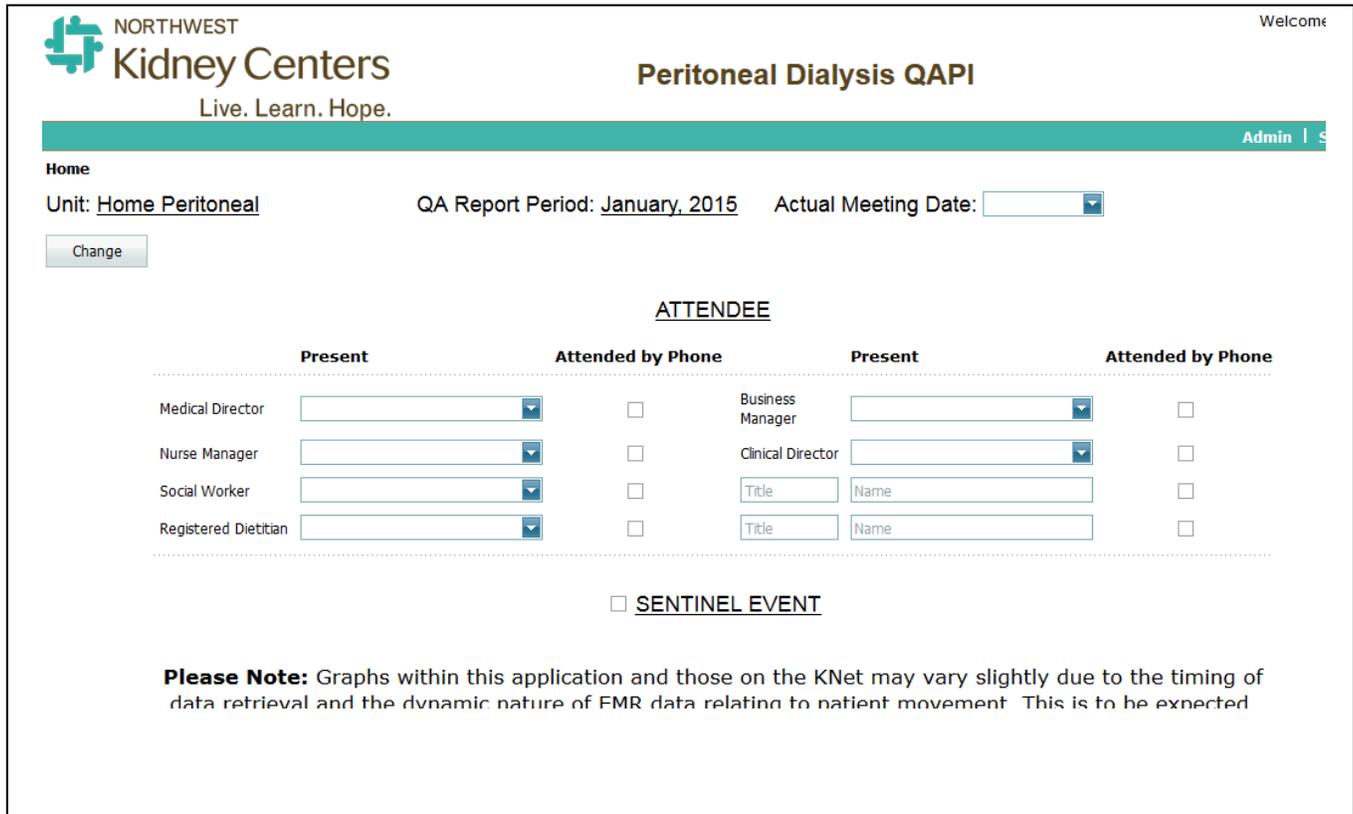
To access the application:

- 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.

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

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

Home Screen



ATTENDEE

	Present	Attended by Phone		Present	Attended by Phone
Medical Director	<input type="text"/>	<input type="checkbox"/>	Business Manager	<input type="text"/>	<input type="checkbox"/>
Nurse Manager	<input type="text"/>	<input type="checkbox"/>	Clinical Director	<input type="text"/>	<input type="checkbox"/>
Social Worker	<input type="text"/>	<input type="checkbox"/>	Title	<input type="text"/>	<input type="checkbox"/>
Registered Dietitian	<input type="text"/>	<input type="checkbox"/>	Name	<input type="text"/>	<input type="checkbox"/>
			Title	<input type="text"/>	<input type="checkbox"/>
			Name	<input type="text"/>	<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 FMR data relating to patient movement. This is to be expected.

Options on this screen

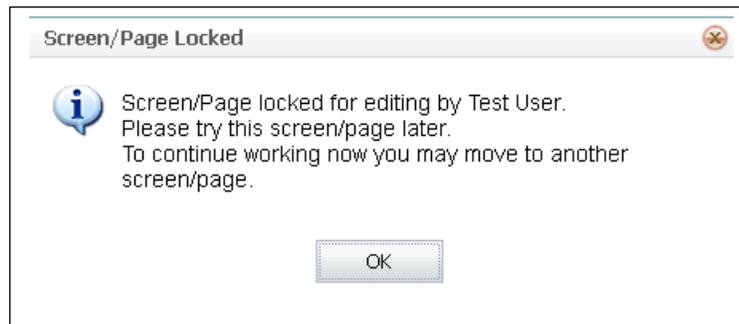
Use this option...	To...
Unit	Click to select a NKC Unit.
QA Report Period	Click to select a reporting month.
Actual Meeting Date	It is blank by default.
Load Data button	Click to load data.
Admin	Click to manage this application. Only those who have privileges can go here.
Support	Click to send an email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

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	<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> </tr> </thead> <tbody> <tr> <td colspan="5" 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.</p>	Event	Event Date	IDT Meeting	Attendees	Finding/Resolution/Action Plan	There are no data posted at this time.				
Event	Event Date	IDT Meeting	Attendees	Finding/Resolution/Action Plan							
There are no data posted at this time.											

Update and Cancel

Enter Event, Event Date, IDT Meeting, Attendees and Finding/Resolution/Action Plan.

Event	Event Date	IDT Meeting	Attendees	Finding/Resolution/Action Plan
Line separation with blood	11/6/2013	11/15/2013	Subal Ahmad Ed Stauffer Lisa Newirth	Staff was retrained re appropriate use of cross tape

[Update](#) [Cancel](#)

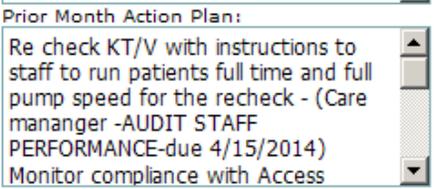
Click **Update** (saves information) or **Cancel** (loses the information entered) when done.

Go To drop down

Click to select a screen to jump to.

Next button

Click to go to the next screen.

		<p>“Prior Month Action Plan” text box is read only.</p>
	 <p>Select one of the options.</p>	<ul style="list-style-type: none"> • 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.
<p>Save</p>	<p>Click to save data before going to another screen. The input data will be lost if you do not click save.</p>	
<p>Go To drop down</p>	<p>Click to select a screen to jump to.</p>	
<p>Previous button</p>	<p>Click to go to the previous screen.</p>	
<p>Next button</p>	<p>Click to go to the next screen.</p>	

The Screens with **Edit** function

	Aug	Sep	Oct	Nov	Dec	Jan
# Eligible						
# Refused						
# Meet Exclusion						
# Completed						
# Below Avg PCS						
# Below Avg MCS						
	Edit	Edit	Edit	Edit	Edit	Edit
Trend is:	<input type="radio"/> Improving <input type="radio"/> Declining <input type="radio"/> No Change					
Comments/Root Cause Analyses:	<div style="border: 1px solid #ccc; height: 60px; padding: 5px;"> <div style="text-align: right; border-left: 1px solid #ccc; border-right: 1px solid #ccc; border-bottom: 1px solid #ccc;"> ↑ ↓ </div> </div>					

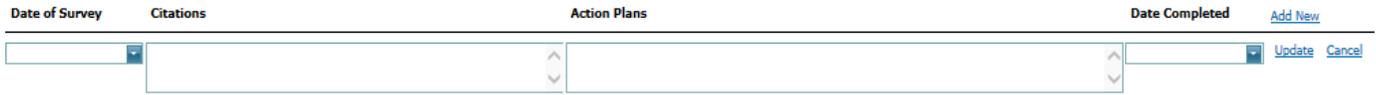
Options on this screen

Use this option...	To...
Edit	Click to modify the field(s)
Trend is	Trend is: <input type="radio"/> Improving <input type="radio"/> Declining <input type="radio"/> 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	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...
<p>Printable Report button</p>	<p>Click to print the report.</p>
<p>Nurse Manager Approval</p>	<p>Click to approve the report if you are the Unit Manager. It will pop up a screen as below.</p> <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 December, 2014” box. 3. Click Approve button if ready or Cancel if not.
<p>Medical Director Approval</p>	<p>Click to approve the report if you are the Medical Director. It will pop up a screen as below.</p> <ol style="list-style-type: none"> 1. Enter your username and password (your Windows, same as Outlook, username and password).

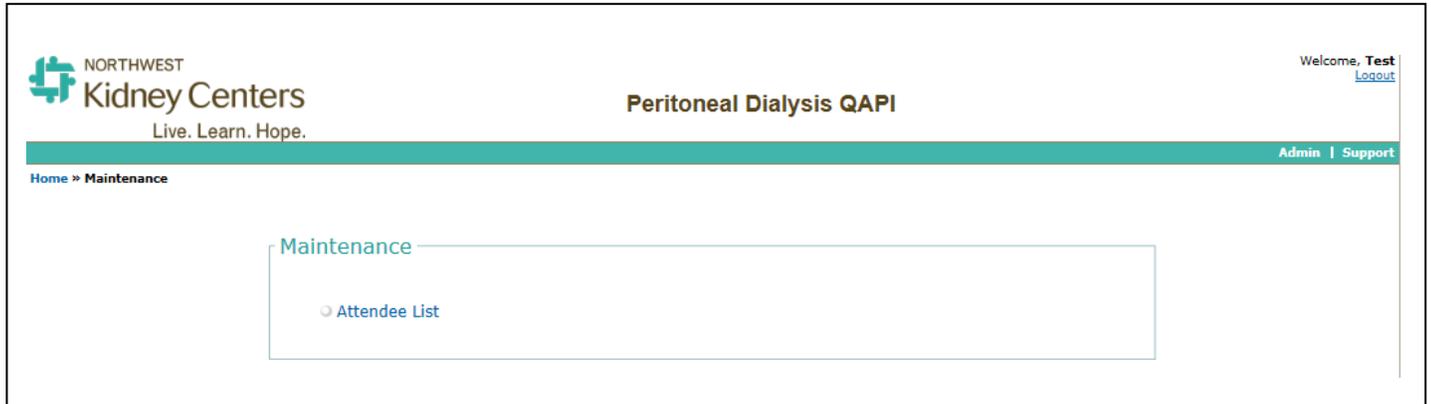
-
- | | |
|--|--|
| | <ol style="list-style-type: none">2. Check “QAPI Reviewed for December, 2014” box.3. Click Approve button if ready or Cancel if not. |
|--|--|
-

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

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>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](#)

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