





## **Quality Assessment & Performance Improvement**

# **Peritoneal Dialysis QAPI**

# **User Guide**

Version 1

February 05<sup>th</sup>, 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 use login the web VPN.	ername and password to	2. Click <b>nkc_knet</b> link
Secure Logon for Northwest Kidney Centers	Kin	Enter an Internal resource
3. Under "Quality Improv Web-based". Clinical QIR (Quality Improvement Report) Home Patient Portal PacLab Follow-Up > POC Schedules > Forms/Consents > Patient Education > Quality Assurance	vement", click "PD QAPI - QAPI (Quality Asse In Center QAPI - Web-based In Center OAPI - User Guide PD QAPI - Web-based HH QAPI - User Guide HH QAPI - Web-based	4. Use your Windows username and password to login the QAPI application.          Image: MORTHWEST       Image: MortHWEST         Image: MortHWEST

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

#### Home Screen

Kidney C	Centers Learn. Hope.	Peritor	eal Dialysis QAPI	Welcome Admin I S
Home				
Unit: <u>Home Peritonea</u>	QA	Report Period: <u>January, 201</u>	Actual Meeting Date:	
Change				
		ATTEN	DEE	
	Present	Attended by Phone	Present	Attended by Phone
Medical Directo	r		Business Manager	
Nurse Manager			Clinical Director	
Social Worker			Title Name	
Registered Die	titian		Title Name	
Please N data reti	<b>lote:</b> Graphs withir ieval and the dyna	□ <u>SENTINE</u> n this application and those mic nature of FMR data rel	L EVENT on the KNet may vary s ating to patient moveme	slightly due to the timing of ent This is to be exnected

#### Options on this screen

Use this option	То
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':
  - 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	*
į	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.

Kid	ney Centers Live. Learn. Hop	S e.	Peritone	al Dialysis Q	API		Logo
ome nit: <u>Home P</u> <sub>Change</sub>	eritoneal	QA Report Period	: <u>January, 2015</u>		Actual Meeting Date: [	2/4/2015	
			ATTE	NDEE			
		Present	Attended by Phone		Present	Attended by Phone	
	Medical Director	Bonnie Collins		Business Manager	Aaron Herold		
	Social Worker	Lori Grant		Title	Name		
	Registered Dietitian	Katy Wilkens, MSRD		Title	Name		
			SENTIN	EL EVENT			
	Please Note	: Graphs within this ap dynamic nati	plication and those on the Ki ure of EMR data relating to p	Net may vary slig atient movement.	htly due to the timing of This is to be expected.	data retrieval and the	

Use this option	То						
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.						
	Check "Sentinel Event" box if you want to add a sentinel event.						
	SENTINEL EVENT						
Sentinel Event	Event Event Date IDT Meeting Attendees Finding/Resolution/Action Plan						
	There are no data posted at this time.						
	Click " <b>Add New</b> " to enter a sentinel event.						



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 block       11/6/2013       11/15/2013       Subal Ahmad Ed Stauffer Line Neuverth       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 slect a screen to jump to.							
Next button	Click to go to the next screen.							

## The Next Screens

Kitch Rey Centers         Live. Learn. Hope.         Home » Adequacy of Dialysis         Unit: Home Peritoneal         Quality Assessment (Data Review)         Kt/V >= 1.7         # spKt/V         # spKt/V >=1.7         Pop. Mean       2.30         Std. Deviation       0.46         % spKt/V >=1.7       96.5%	QA Rep 95 195 186 2.27	ort Perioc Oct 195 190	d: <u>January</u> Nov 194 192	/. 2015 Dec 191	Jan 193	100 % - 90 % -		'sis Q/	Actual M	leeting Da	Admin   Supp Date: 02/04/2015 Performance Improvement Action Plan Need New Action Plan:
Home > Adequacy of Dialysis           Unit: Home Peritoneal           Quality Assessment (Data Review)           kt/V >= 1.7           # spKt/V           198           # spKt/V >= 1.7           Pop. Mean           2.30           Std. Deviation           0.46           % spKt/V >= 1.7	QA Rep 	oort Perioc Oct 195 190	d: <u>January</u> Nov 194 192	/, 2015 Dec 191	<u>Jan</u> 193	100 %	•		Actual M	leeting Da	Admin   Supp Date: 02/04/2015 Performance Improvement Action Plan Need New Action Plan:
Home » Adequacy of Dialysis           Unit: Home Peritoneal           Quality Assessment (Data Review)           Kt/V >= 1.7           # spKt/V           198           # spKt/V >= 1.7           Pop. Mean           2.30           Std. Deviation           0.46           % spKt/V >= 1.7	QA Rep <u>Sep</u> 195 186 2.27	Oort Perioc Oct 195 190	d: <u>January</u> <u>Nov</u> 194 192	<u>, 2015</u> <u>Dec</u> 191	<u>Jan</u> 193	100 % - 90 % -	•	• •	Actual M	leeting Da	Parte: 02/04/2015 Performance Improvement On Action Plan Need New Action Plan:
Quality Assessment (Data Review)           Kt/V >= 1.7           # spKt/V           198           # spKt/V >= 1.7           Pop. Mean           2.30           Std. Deviation           0.46           % spKt/V >= 1.7	Sep 195 186 2.27	Oct 195 190	Nov 194 192	<b>Dec</b> 191	<b>Jan</b> 193	100 % 90 %	•		Go	al: >= 969	Performance Improvement  Action Plan Need  New Action Plan:
Kt/V >= 1.7           # spKt/V         198           # spKt/V >=1.7         191           Pop. Mean         2.30           Std. Deviation         0.46           % spKt/V >=1.7         96.5%	Sep 195 186 2.27	Oct 195 190	Nov 194 192	<b>Dec</b> 191	<b>Jan</b> 193	100 % 90 %	•	• •	Go	al: >= 969	Action Plan Need     New Action Plan:
Auq           # spKt/V         198           # spKt/V >=1.7         191           Pop. Mean         2.30           Std. Deviation         0.46           % spKt/V >=1.7         96.5%	Sep 195 186 2.27	Oct 195 190	Nov 194 192	<b>Dec</b> 191	Jan 193	100 % 90 %	•	• •	_		New Action Plan:
# spKt/V         198           # spKt/V >=1.7         191           Pop. Mean         2.30           Std. Deviation         0.46           % spKt/V >=1.7         96.5%	195 186 2.27	195 190	194 192	191	193	90 %					
# spKt/V >=1.7         191           Pop. Mean         2.30           Std. Deviation         0.46           We spKt/V >=1.7         96.5%	186	190	192								
Pop. Mean         2.30           Std. Deviation         0.45           Wo spKt/V >= 1.7         96.5%	2.27			190	190	80 % · 70 % ·					-
Std. Deviation         0.46           % spKt/V >=1.7         96.5%		2.26	2.29	2.30	2.28	60 %					Drive Marth Artice Dise:
% spKt/V >=1.7 96.5%	0.44	0.41	0.47	0.45	0.42	50 % - 40 % -					Prior Month Action Plan:
	95.4%	97.4%	99.0%	99.5%	98.4%	30 %					-
Trend is: 🔿 Improving 🔿 Declining 🔿 No Char	nge					20 %					
Comments/Root Cause Analyses:						0%					Review of Previous Month Plan:
					$\sim$		Aug	Sep Oc	t Nov I	Dec Jan	Action Plan Successful. Close Action Plan     Continue Action Plan     With Modifications     With Modifications - see above under current action
	_										∪ plan

Use this option	То
Home	Click to go to the Home screen.
Trend is	Trend is: O Improving O Declining O 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: 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	<b>"Prior Month Action Plan"</b> text box is read only.
	Review of Previous Month Plan:	<ul> <li>If the "Prior Month Action Plan" box is blank, the radio buttons are disabled.</li> <li>If you select "Action Plan Successful. Close Action Plan", then the "New Action Plan" box becomes read only.</li> </ul>
	<ul> <li>Continue Action Plan</li> <li>With No Modifications</li> <li>With Modifications - see above under current action plan</li> </ul>	• 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.
	Select one of the options.	<ul> <li>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.</li> </ul>
Save	Click to save data before going to ano save.	ther screen. The input data will be lost if you do not click
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

	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: 🔿 Improving 🔿 Declining 🔿	No Change					
Comments/Root Cause Analyses:						
						~
						$\sim$

Use this option	То
Edit	Click to modify the field(s)
Trend is	Trend is: O Improving O Declining O 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.			

Use this option	То			
Add New	Click to add a new record.			
Date of Survey Citations	Action Plans	Date Completed	Add New	
	0	-	<u>Update</u>	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

Printable Report Nurse Manager Approval	Medical Director Approval	
Go to:	<b>2</b>	Save Previous Next

Use this option	То		
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. QAPI Approval IDT Inter Disciplinary Team reviewed and discussed the QAPI as outlined above. I agree with the review and plans. Nurse Manager: SKC Test Your User Name: sk1235 Password: ••••••• • Date: Monday, February 02, 2015 QAPI Reviewed for December, 2014. Approve Cancel Note: After Approved by Medical Director and Nurse Manager, no changes are allowed to the Report. 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. QAPI Approval IDT Inter Disciplinary Team reviewed and discussed the QAPI as outlined above. I agree with the review and plans. Medical Director: Test User Your User Name: bc1234 Password: bc1234 Password: bc1234 Password: cancel Note: After Approved by Medical Director and Nurse Manager, no changes are allowed to the Report. 1. Enter your username and password (your Windows, same as Outlook, username and password).		

 2.	Check "QAPI Reviewed for December, 2014" box.
3.	Click <b>Approve</b> button if ready or <b>Cancel</b> 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.

NORTHWEST Kidney Cent	ers Hope.	Peritoneal Dialysis QAPI	Welcome, <b>Test</b> <u>Logout</u>
			Admin   Support
Home » Maintenance	Maintenance • Attendee List		

Use this option	То	
Attendee List	Click to open the Attendee List screen.	



## Attendee List Screen

Unit/[	Department: All	Job Role: All			
< Bac	ck Add New		Page 1	of 10 (148 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
< Bac	ck Add New		Page 1	of 10 (148 items)	< [1] <u>2</u> <u>3</u> <u>4</u> <u>10</u>

Use this option	То			
Search and filtering section	Name:       Search       Alphabetic: A B C D E F G H I J K L M N Q P Q B S T U Y W X Y Z All         Unit/Department:       All       Job Role:       All         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.			
- Staff Info Employee ID:	Click 💷 symbol to select a person.			

Select User					
Name:			Unit/Dept: All	Pick a name then click <b>Select</b> button.	
Alphabetic:	ABCDI	EEGHII	K L M N O P Q R S T U V	<u>w x y z All</u>	
Select				878 Items < < [1] 2	
	Id	Name		Email	
0	88	67 Aaron H	lerold	Aaron.Herold@nwkidney.org	
0	89	56 Aaron F	laney	Aaron.Raney@nwkidney.org	
۲	85	20 Abigail	E Houser	Abigail.Houser@nwkidney.org	
0	85	50 Adeline	D Prange	Adeline.Prange@nwkidney.org	
- Staff Info					
		0001			
	First Name:	Alana			
	Last Name:	Jose			
м	liddle Name:				
NKC Network	User Name:	aj9061			
	Title:		<b>-</b>		Select Title, Unit/Department
Unit/I	Department:	[Choose One]			and <b>Role</b> .
	Email:	Alana.Jose@nv	rkidney.org		
	Job Role:	Medical Dir	ector		
		Nurse Mark     Auburn     Broadw     Elliott E     Enund     Home F     Kent Ki     Social Worl     Registered     Case Mana     Nurse Educ     Business M     Tech Sycs I	Iger Kidney Center Kidney Center Kidney Center Lake City Kidney C ay Kidney Center Lake Washington aw Kidney Center Port Angeles Kidn Iemodialysis Renton Kidney Ce Veritoneal Scribner Kidney Ce ver Dietitian ger tator anager Manager Kidney Center Kidney	enter Seattle Kidney Center 2 & 3 Center Seattle Kidney Center 3 d F Kidney Center Snoqualmie Ridge Kidney C ey Center Special Care Unit nter Totem Lake Kidney Center enter West Seattle Kidney Center nter	loor anter
	Status:	Active O	Inactive		Select <b>Status</b> (Active, Inactive)
Save	Cancel		Click Save to save or c	ancel to finish.	

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

## Email: helpline@nwkidney.org

## Phone: 206-292-2579