NQuIRE®

Nursing Quality Indicators for Reporting and Evaluation®

Data Entry System - User Manual

What is NQuIRE?

Nursing Quality Indicators for Reporting and Evaluation® (NQuIRE®) was designed for Best Practice Spotlight Organizations® (BPSO®) to systematically monitor the progress and evaluate the outcomes of implementing the RNAO Best Practice Guidelines (BPGs) in their organizations. NQuIRE is the first international quality improvement initiative of its kind, and involves development and measurement of structural, process and outcome indicators related to each of the RNAO BPGs.

Why Is NQuIRE Important?
The utilization of NQuIRE will provide a number of benefits for patients, nurses, organizations and health systems, including:

Nursing-Sensitive Indicators: NQuIRE will result in BPSO-validated and endorsed nursing-sensitive indicators. These will include existing nursing-sensitive process and outcome clinical indicators such as those for pain, falls, and pressure ulcers; as well as new nursing-sensitive process and clinical outcome indicators derived from the wide range of clinical conditions addressed in RNAO BPGs. NQuIRE will also include existing and new nursing-sensitive structural indicators. In collaboration with the BPSOs and other researchers, RNAO expects to advance the understanding of the interrelationships between structural factors and clinical processes that influence patient/client/resident outcomes. Our collective work will enable nursing to actively contribute to the safety and quality agendas and promote evidence-based policy decisions at the organizational and health system levels.

Comparative Reporting: NQuIRE will enable data comparisons within the BPSO program for specific clinical populations, health sectors, organizations, and geographic regions, as well as promote meaningful data sharing and benchmarking. With NQuIRE data, BPSOs can monitor their own progress in improving structural and clinical processes, quality of nursing care, and patient as well as organizational outcomes. NQuIRE will provide internal reports enabling participating BPSOs to compare their indicator performance data with that of other units/programs/services/teams within their own organization. BPSOs that wish to share their aggregate data will be part of the cross-BPSO comparative results analysis and can compare their data to the aggregate data of other like BPSOs at the local, national and/or international levels that have also chosen to participate in the cross-BPSO comparative analysis. They will be provided with performance reports of local, national, and international BPSO percentile distributions for indicators of interest in like organizations.

Evidence-Based Decision Making: NQuIRE data will inform where and how RNAO's BPGs are enhancing nursing practice and patient outcomes, as well as organizational and health system performance. Such data will guide the RNAO BPG Program and facilitate evidence-based decision making to promote effective utilization of nursing resources and highlight practical areas for further investments in nursing best practices.

Research Opportunities: Through formal authorization, researchers will be provided with opportunities to use NQuIRE to test nursing-sensitive indicators, develop/refine reliable and valid measurement tools, and identify trends in nursing practice, patient/organizational/system outcomes.

History of Changes to the NQuIRE Data Entry System User Manual

Version	Date	Update
1	Oct 2012	First version
2	June 2013	BPSO Lead may enter data for their own Implementation Sites
3	Oct 2013	New NQuIRE Import Template data submission method
4	Dec 2013	New NQuIRE online BPG Indicator Reports
4.1	Mar 2014	New NQuIRE online BPG Indicator Overlay Reports
4.2	June 2014	NQuIRE user interface changes
5.0	Dec 2015	New BPSO dashboards
5.1	Feb 2017	BPG Indicators profile is now split into multiple profile pages by BPG cluster Add references to the NQuIRE Data Quality Guide for BPSOs and NQuIRE Glossary documents, secure file upload option
6.0	June 2017	New NQuIRE BPSO Location layer demographics, User Status page
7.0	Feb 2020	BPG Indicators profile is required at the Implementation Site level Indicator selections cannot be made in data submission forms (online or import template)
7.1	Aug 2020	BPSO to BPSO Comparative analysis option removed
8.0	Feb 2021	New BPSO OHT reports and configuration pages

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<u>Before You Begin</u>

The Data Entry System User Manual is intended to support the online participation of Best Practice Spotlight Organizations (BPSO) in the Nursing Quality Indicators for Reporting and Evaluation (NQuIRE) initiative.

We have two NQuIRE websites. The official version is located at https://nquire.RNAO.ca. We also have a demo version available for training at http://demo.nquire.RNAO.ca. The two sites are functionally identical, but have independent users and databases.

This User Manual details the online process of BPSO enrollment, Implementation Site registration, Best Practice Guideline (BPG) indicator selection, data submission, and viewing reports and dashboards.

This user manual should be used in conjunction with the *NQuIRE Data Quality Guide*, the *NQuIRE Glossary*, and the **NQuIRE Training Videos** available online at https://nquire.RNAO.ca/training-tab and on the demo NQuIRE site at https://demo.nquire.rnao.ca/training-tab.

Refer to the *NQuIRE Data Quality Guide* document for more detailed information on planning for NQuIRE.

Important: The online data entry system works best in Google Chrome or Firefox. If you access the website with Internet Explorer, you will still be able to access the data entry system in Internet Explorer, you may experience delays. Please contact the NQuIRE Team if you require assistance at NQuIRE@RNAO.ca

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What is a BPSO Lead User?

The BPSO Lead User is the main NQuIRE contact with RNAO. The BPSO Lead User will be invited via email to register their BPSO with NQuIRE and receives all NQuIRE communications from RNAO.

The Lead User is responsible for selecting the BPG indicators for the Implementation Sites within the organization.

The Lead User defines the BPSO's Locations. A BPSO Location represents a physical facility, such as a hospital, or a long-term care home. Some BPSOs may have multiple BPSO Locations, and some may have a single BPSO Location. The Lead User maintains separate demographic profiles for each BPSO Location.

The Lead User is responsible for inviting or registering Implementation Site Users. The BPSO Lead user can maintain demographic profiles for each Site and make data submissions on their behalf.

The Lead User has access to NQuIRE's reports and dashboards.

If your BPSO is part of a BPSO OHT, the Lead User configures which data gets shared with their BPSO OHT and the Lead User also accesses BPSO OHT reports to view data shared from other BPSOs in their BPSO OHT.

What is an Implementation Site User?

NQuIRE data is collected at the Implementation Site level within the BPSO. A BPSO can be comprised of one or many Implementation Sites. An Implementation Site is represented in NQuIRE by Implementation Site User, with its own username and password.

An Implementation Site User is responsible for entering indicator data online for their particular unit, program, service, or team within the BPSO.

Once an Implementation Site User has registered in the system, they will be able to log into their online account, enter demographic information for their Implementation Site, and enter monthly data submissions and view previous data submissions.

The BPSO Lead user also has access to enter and view data submissions for any of their Implementation Sites and enter demographic information for their Implementation Sites.

For many BPSOs, the BPSO Lead will handle all data submissions themselves. For these BPSOs, once the Implementation Sites are registered as separate user accounts, the BPSO Lead can do everything from the Lead User account and never has to log in as an Implementation Site User.

For many BPSOs, the BPSO Lead will handle all data submissions themselves. For these BPSOs, once the Implementation Sites are registered as separate user accounts, the BPSO Lead can do everything from the Lead User account and never has to log in as an Implementation Site User.

Relationship of NQuIRE User types

BPSOs will have one BPSO Lead User and at least one Implementation Site User, but they can have as many Implementation Sites as they wish.

The Lead User will have at least one BPSO Location defined, but they can have as many Locations as they wish.

The Implementation Sites are each linked to a BPSO Location.
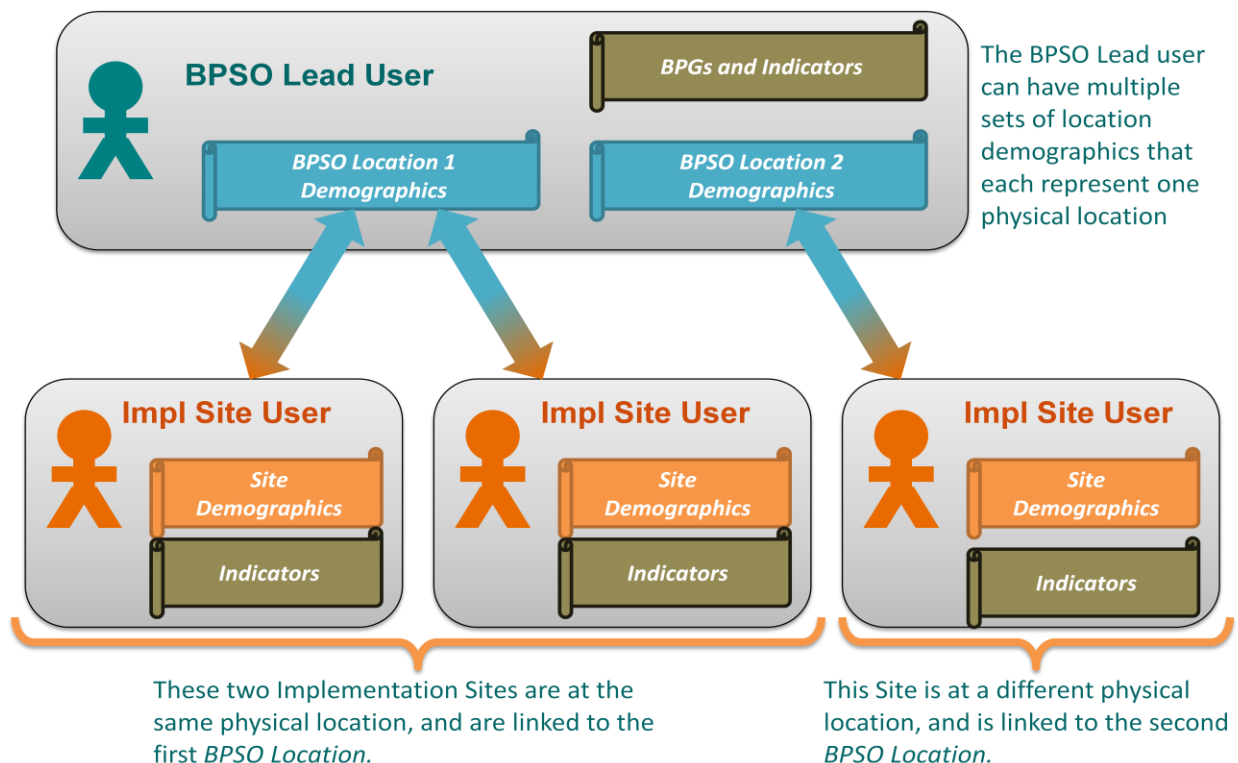
The figure above shows a BPSO Lead user with a username and password to login to NQuIRE, represented by the green stick figure.

The Lead User has a profile to select at the BPSO level which BPGs they are implementing and which indicators they plan on collecting, represented by the brown scroll.

This BPSO has two Locations, so the Lead User has two sets of Location demographics, represented by the blue scrolls. This BPSO may have two hospitals at different addresses, or it could be a long-term care facility with two homes, or it could be a public health unit that serves two different municipalities.

The BPSO has three Implementation Sites, each with their own username and password to login to NQuIRE, represented by the orange stick figures.

Each Implementation Site has a profile of demographics represented by the orange scrolls. Sites also have a profile to select at the Implementation Site level which indicators they plan on collecting, represented by the brown scroll.

Implementation Sites are linked to one BPSO Location. A Lead User may only have one set of BPSO Location demographics, in which case all Sites are linked to the same Location.

BPSO Lead User Registration

Creating your User Account

The BPSO Lead User is the main NQuIRE contact with RNAO. The BPSO Lead User will be invited via email to register their organization with NQuIRE and receives all NQuIRE communications from RNAO.

The Lead User is responsible for creating a BPSO Lead User account in NQuIRE, which then allows access to the Data Dictionaries and training resources. The Lead User is then responsible for registering their BPSO in NQuIRE.

This section outlines the following steps for adding Implementation Site Users:

- Step 1: Invitation email

- Step 2: BPSO Lead User Account Registration and Password

Step 1: Invitation email

The BPSO Lead User will receive an e-mailed invitation from RNAO that will contain a link to begin the enrollment process.

Hello F Nightingale,

You are receiving this e-mail message because RNAO has identified you as the BPSO® lead for Training BPSO. This e-mail provides you with instructions to initiate the enrollment process for Training BPSO in NQuIRE (Nursing Quality Indicators for Reporting and Evaluation).

The link below will take you to the BPSO Enrollment page, where you will be asked to provide the following:

* A User ID and Password
* Contact details
* The organizational profile, including type of BPSO, funding jurisdiction, and size

Get started by clicking this link:
https://nquire.rnao.ca/invite/accept/XXXXXXXX

If you are not the BPSO lead for Training BPSO, please notify our NQuIRE Project Coordinator at nquire@rnao.ca.

To access the User Manual for full enrollment instructions, go to:
https://nquire.rnao.ca/user-manual

NB: Please be aware that the NQuIRE site is known to have some performance issues on Internet Explorer. You will be prompted to update your web browser software, and may experience slow page loads if you use the site with Internet Explorer.

Important: The invitation link will expire 30 days after the email was sent. If your link expires, contact the NQuIRE Project Coordinator at NQuIRE@RNAO.ca to issue a new invitation.

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Step 2: BPSO Lead User Account Registration and Password

Clicking on the link provided in the invitation email will take you to the registration page.

BPSO Lead Users are asked to provide a username and password.

Other information will be pre-filled, such as the email address, BPSO name and the BPSO Lead's name. You cannot edit these during registration, but you should ensure that they are correct.

Click the "**Enroll BPSO**" button at the bottom of the page to create your BPSO Lead User account.

BPSO Lead User Account Registration

| Create new account | Log in | Request new password |

Please create the username that you will use to log-in to NQuIRE. *
Spaces are allowed; punctuation is not allowed except for periods, hyphens, apostrophes, and underscores.

E-mail address *
A valid e-mail address. All e-mails from the system will be sent to this address. The e-mail address is not made public and will only be used if you wish to receive a new password or wish to receive certain news or notifications by e-mail.

fnightingale@trainingbpso.com

Password Requirements

Password *

Password strength:

Confirm password *

▼ Contact Details

BPSO Name *
Training BPSO

BPSO Lead Name *
F Nightingale

(Enroll BPSO)

You now have access to NQuIRE's *Data Dictionaries* from a link on the NQuIRE header menu. Additional training videos and resources are also available to users after logging in under *Training Resources*.

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Home   Contact Us   Data Dictionaries   Training Resources   Log out

Now that your user account has been created, you may choose to log out at any time and return later to complete your BPSO registration.

Important: The system will automatically log-out users from the site after 1 hour of inactivity.

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Registering your BPSO

As the BPSO Lead User for your organization you will be responsible for registering your BPSO, selecting BPGs and Indicators to collect, and registering BPSO Locations with demographic profiles.

This section outlines the following steps:

- Step 1: Reviewing your User Status

- Step 2: Registering your BPSO Locations

Important: Before beginning the enrollment process, it is important that BPSO Lead Users are able to provide the following information:

- **The RNAO Nursing Best Practice Guidelines (BPGs) and indicators to be implemented by the BPSO (Step 3, page** Error! Bookmark not defined.**). The indicators are detailed in** *Data Dictionaries***, which are available in NQuIRE to registered users.**

- **The location demographics profile for the BPSO Locations (Step 4, page 16). The required fields are detailed in the** *NQuIRE Glossary*

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Step 1: Reviewing your User Status

NQuIRE provides a User Status page to help guide you through the registration process.

Select "**Review my user status**" from the user menu on the right-hand side of the page.

The page shows various user registration activities and their status:

User status

BPSO Lead User

✔	User account and password is active	Password will expire on *26 May 2018*
✖	Set the BPSO comparative reporting option	You must complete this setting Set this option
✖	Select the BPGs your BPSO is implementing	You must select at least one BPG Select BPGs
✖	Select the indicators your BPSO is collecting	You must select at least one indicator Select BPGs
ℹ	→ *Structure Indicators* cluster	0 BPGs Edit this cluster
ℹ	→ *Addictions and Mental Health* cluster	0 BPGs Edit this cluster
ℹ	→ *Chronic Disease* cluster	0 BPGs Edit this cluster
ℹ	→ *Clinical Management* cluster	0 BPGs Edit this cluster
ℹ	→ *Foundational* cluster	0 BPGs Edit this cluster
ℹ	→ *Older Adults* cluster	0 BPGs Edit this cluster
ℹ	→ *Women and Children* cluster	0 BPGs Edit this cluster

✔ **Complete/current** (shown in green): passwords and demographic profiles are complete and have been changed in the past year.

⚠ **Expiring soon** (shown in yellow): passwords and demographic profiles should be updated annually. The status turns yellow a month before they expire.

✖ **Incomplete/expired** (shown in red): this step is not yet complete or the demographic profiles are expired and should be reviewed/updated.

ℹ **For information** (shown in blue or grey): for profiles that don't expire. *e.g.* The number of BPGs and Indicators are counted by cluster for your information. Clusters with no BPGs selected are grey, otherwise they are blue.

BPSO Locations

✖	Register BPSO Location(s)	You must register at least one location Add a location

Implementation Sites

✖	Register Implementation Site(s)	You must register at least one implementation site Add implementation sites

Any status that is incomplete will have a link to complete this step.

Once you have completed your user registration, you can use this page to quickly see:

- how many BPGs and indicators your BPSO has selected,
- how many BPSO Locations you have defined and when the demographics were last updated, and
- how many Implementation Sites your BPSO has registered and when the demographics were last updated

You will not be able to access NQuIRE's data submission pages until your registration is complete. You will be redirected to the User Status page with the following message:

> ✖ You have issues with your BPSO's registration and must resolve them before you can access data submission pages.

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Step 2: Registering your BPSO Locations

Your BPSO must have **at least one** BPSO Location defined, but you can have as many Locations as you wish.

A BPSO Location represents a physical facility, such as a hospital, or a long-term care home. If a public health unit is organized by geographic regions, you can set up one Location to represent each region.

Some BPSOs will have multiple BPSO Locations, and some will have a single BPSO Location.

BPSO Locations allows NQuIRE to collect demographic data at a level between the organization as a whole and the implementation site, which is useful for some types of BPSOs. When we want to look at organizations by size, for example, the BPSO Locations let us look at a BPSO's data that come from each physical location, which may closely match demographic details of Locations at other BPSOs that would not be apparent by looking only at the BPSO as a whole.

The Lead User maintains separate demographic profiles for each BPSO Location, and the Implementation Sites will be linked to one BPSO Location.

Select the "**Add / change BPSO locations**" link from the user menu on the right-hand side to begin.

Initially, you will have no locations registered.

BPSO Locations

You have no BPSO Locations registered yet. Click to register a BPSO location

Select the "**Click to register a BPSO location**" link to go to the Create BPSO Location page. A BPSO Location requires demographic details in various sections. Questions with an asterisk (*) are required.

Contact Details

- your BPSO name, which cannot be edited but you should ensure it is correct,
- the Location name, which must be unique in NQuIRE, and
- address details (street address, city, country)

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Location Profile

- the type of organization (*i.e.* the health care sector) of the Location, and
- information related to the health sector.

As you make selections in these fields, other related fields may appear in the form. For example, once you select your BPSO's sector, other sector-specific fields will appear in the form that weren't visible before.

Size of Location

- the fields that measure the size of the Location are sector-specific

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Refer to the *NQuIRE Glossary* document for a list of all BPSO Organizational Profile fields with their available options and definitions.

Click on the "Save BPSO Location" button on the bottom of the page to create your Location.

Important: if required, **the BPSO Lead User can update the saved information** at any time by selecting "Add / change BPSO locations" from the user menu. The demographic details should also be reviewed annually to ensure they are up-to-date.

You will return to the BPSO Locations page, which now shows your Locations (also accessible from the "**Add / change BPSO locations**" link from the user menu).

From this page, you can select the "**Edit this BPSO Location**" link to update this Location, or select the "**Add another BPSO location**" link to create additional BPSO Locations.

Once you register Implementation Sites, those Sites linked to this Location will be listed beside the Location name.

Your BPSO Lead User Status page (accessible from the "**Review my user status**" link from the user menu) will also show each of your Locations, along with the date the demographics were last changed.

Adding Implementation Sites

The BPSO Lead User is responsible for adding Implementation Sites, which is represented in NQuIRE by the Implementation Site User, with its own username and password.

An Implementation Site User is the person responsible for entering indicator data into the system for a particular Implementation Site in your organization.

In your BPSO, you may have the same individual acting as the BPSO Lead User and as an Implementation Site User. You may also have the same individual acting as the Implementation Site User for more than one Implementation Site.

The BPSO Lead User is able to use these steps to enter as many Implementation Site Users as required.

This section outlines the following steps for adding Implementation Site Users:

- Step 1: Adding Implementation Site Users

- Step 2: Sending Email Invitations

- Step 3: Registering Implementation Site Users

- Step 4: Changing Implementation Site Users

- Step 5: Moving an Implementation Site to a different BPSO Location

Step 1: Adding Implementation Site Users

Select the "**Add / change implementation sites**" link from the user menu on the right-hand side of the page.

Enter the information for the Implementation Site in your organization. This includes specifying a Site Name, a suggested User Name, a corresponding email address, and the BPSO Location.

The **Implementation Site Name** is the name for the site that appears on NQuIRE reports.   The Implementation Site User will not be able to change this name.

The Site name must be unique for the selected BPSO Location. *i.e*. you can give two Sites the same Site Name as long as the BPSO Location is different.

The **Implementation Site User Name** is the suggested username name that the Site User will use to logon to NQuIRE. Each user name must be unique in NQuIRE and the Site User has the option to change it when they register.

Individuals who are responsible for multiple Implementation Sites will need a unique user name for each site.

The **Implementation Site User Email** is the address the invitation email will be sent to. If the BPSO Lead User and the Implementation Site User are the same individual, you may leave the email blank or enter the BPSO Lead User's email to simplify the Site User registration.

The **BPSO Location** is a drop down list of all BPSO Locations you have registered. The Implementation Site must be linked to one of these Locations.

> **Refer to the *NQuIRE Data Quality Guide* document for more detailed information on selecting your Implementation Sites.**

Click on "Add another site" to create additional Implementation Sites until you have all of your desired sites listed.

Please see **Appendix A** for a sample chart to track the user names for each Implementation Site in your organization.

Important: You can click "Save" at any point and it will not take you away from the page. However, **please remember to click "Save" before leaving the page**.

Invite emails are not sent automatically when you click "Save". You must explicitly send them in the next step.

Step 2: Sending Email Invitations

This section is for BPSO Lead Users who are delegating the responsibility to submit data for at least one Implementation Site to another individual.

On the Add / change implementation sites page you will now see a table called Unsent Invites / Unregistered Users. This table lists all the Implementation Sites that you have entered in step 1, but where invite emails have not yet been sent. If you have more than one BPSO Location, the Site's Location name will appear with the Site name in the first column.

If the site email is different than the BPSO Lead User's email, the site will have a Send link that will send an email to the Implementation Site User you created. Click "**Send**" for each Implementation Site.

Unsent Invites / Unregistered Users

Implementation Site	Site User Name	Site Email	Operations	Status
Cardiology	Training BPSO Site 1	fnightingale@trainingbpso.com	Register	User not registered
Medical-Sugical Combined	Training BPSO Site 2	jdoe@trainingbpso.com	Send	Invite not sent
Palliative Care Unit	Training BPSO Site 3		Register	User not registered

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NOTE: If the BPSO Lead User will also be responsible for at least one Implementation Site there will be a Register link instead of Send. Please see step 3 on page 23.

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Once the invitations have been sent, the Implementation Site will move into a table called Pending Invites.

Unsent Invites / Unregistered Users

Implementation Site	Site User Name	Site Email	Operations	Status
Cardiology	Training BPSO Site 1	fnightingale@trainingbpso.com	Register	User not registered
Palliative Care Unit	Training BPSO Site 3		Register	User not registered

Pending Invites

Implementation Site	Site User Name	Site Email	Operations	Status
Medical-Surgical Combined	Training BPSO Site 2	jdoe@trainingbpso.com	Resend	Invite sent, awaiting user registration

When an Implementation Site User has accepted their invitation and set up their account, the Implementation Site will move into a table called Registered Users.

Unsent Invites / Unregistered Users

Implementation Site	Site User Name	Site Email	Operations	Status
Cardiology	Training BPSO Site 1	fnightingale@trainingbpso.com	Register	User not registered
Palliative Care Unit	Training BPSO Site 3		Register	User not registered

Registered Users

Implementation Site	Site User Name	Site Email	Operations	Status
Medical-Surgical Combined	Training BPSO Site 2	jdoe@trainingbpso.com		User registered

Step 3: Registering Implementation Site Users

This section is for BPSO Lead Users who are also responsible for at least one Implementation Site. You may directly register these Site Users without sending yourself an invite email.

On the Add / change implementation sites page, you will now see a table called Unsent Invites / Unregistered Users. This table lists all the Implementation Sites you entered earlier in this page.

On the Add / change implementation sites page, you will now see a table called Unsent Invites / Unregistered Users. This table lists all the Implementation Sites you entered in step 1, but where the Sites have not been registered. If you have more than one BPSO Location, the Site's Location name will appear with the Site name in the first column.

If the Site User's email is the same as the BPSO Lead User's email or was left blank, the site will have a Register link that will allow the BPSO Lead User to register this user directly. Click "**Register**" for each Implementation Site.

Unsent Invites / Unregistered Users

Implementation Site	Site User Name	Site Email	Operations	Status
Cardiology	Training BPSO Site 1	fnightingale@trainingbpso.com	Register	User not registered
Palliative Care Unit	Training BPSO Site 3		Register	User not registered

Registered Users

Implementation Site	Site User Name	Site Email	Operations	Status
Medical-Surgical Combined	Training BPSO Site 2	jdoe@trainingbpso.com		User registered

NOTE: If the BPSO Lead User will be delegating at least one Implementation Site to other individuals there will be a Send link instead of Register. Please see step 2 on page 21.

You will be taken to an Implementation Site registration page (Steps 2 and 3, on pages 28-29), and then you will return to the Add / change implementation sites page.

Once these users have been registered, the Implementation Site will move into a table called Registered Users.

Step 4: Changing Implementation Site Users

On the Add/change implementation sites page you may edit the Update Sites / Invite New Site Users table. Some changes are not allowed once the Site User has been registered.

The BPSO Lead User may change the Implementation Site Name at any time, whether the Site User has registered yet or not. This is **not** the username used to log in to NQuIRE, but is the name for the Implementation Site that appears on NQuIRE reports.

The BPSO Lead User may change the Implementation Site's username and email **only if the invite has not already been accepted.** Once the invitation has been accepted and the site user is created, only the site user themselves can change their email address, and only RNAO Administrators can change their username.

Note that if you change an Implementation Site's email address, you must resend the invite so it goes to the new address.

If the Implementation Site User has registered and has changed their username or email, then those changes will be reflected in this table.

In the figure below, the Cardiology Site is not registered and changes can be made to any field. The Medical-Surgical Combined Site is registered, so only the Implementation Site name and BPSO Location can be changed. The other fields are disabled.

Step 5: Moving an Implementation Site to a different BPSO Location

On the Add/change implementation sites page, you may move an Implementation Site from one BPSO Location to another. You can do this at any time, including after the user has registered and submitted data. When you move the Site to a new Location all its submitted data and demographics moves with it.

In the Update Sites / Invite New Site Users table, the BPSO Lead User can change the BPSO Location for the desired Sites and save the page.

The Implementation Site name must be unique within a Location. This rule is checked whenever you click the Save button. If duplicate Site Names were found for the same Location, an error message will appear and the duplicated Site Name fields will be highlighted.
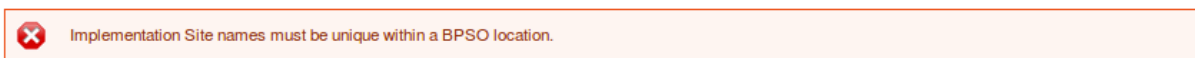
This rule applies when inviting new Sites or when changing Sites to a new Location. For example, you can have two Implementation Site Names set to Cardiology as long as the Locations are different. If you then change one of those Sites so they are at the same Location, you must also rename one of the Cardiology sites.

<u>Implementation Site User Registration</u>

<u>*Creating your User Account and Registering your Site*</u>

NQuIRE data is collected at the Implementation Site level within the BPSO. A BPSO can be comprised of one or many Implementation Sites.

An Implementation Site is represented in NQuIRE by the Implementation Site User, with its own username and password. An Implementation Site User is responsible for entering indicator data online for a particular unit, program, service, or team within the BPSO into the online NQuIRE system.

Once an Implementation Site User has registered in the system (either directly by the BPSO Lead User or by using their invitation email), they will be able to log into their online account, enter demographic information for their Implementation Site, enter information for their Implementation Site and view previous submissions.

The Implementation Site User will receive an e-mailed invitation from NQuIRE, generated by the BPSO Lead User, which will link them to the account registration process.

The following steps are required to set up an account as an Implementation Site User:

Step 1: Receiving the Invitation Email

Step 2: Implementation Site Account Registration and Password

Step 3: Entering Your Implementation Site Information

Step 4: Reviewing your User Status

Step 1: Receiving the Invitation Email

The Implementation Site User will automatically receive an e-mailed invitation from RNAO that will contain a link to begin the enrollment process.

Hello Implementation Site,

You are receiving this e-mail because a BPSO Admin has identified you as requiring an account for Medical-Surgical Combined to participate in NQuIRE (Nursing Quality Indicators for Reporting and Evaluation) as part of the RNAO's Best Practice Spotlight Organization designation.

To register Medical-Surgical Combined in NQuIRE, please click the link below.

The link will take you to the BPSO Implementation Site Account Registration page, where you will be asked to provide the following:

* A Username and Password
* The Implementation Site profile, including basic details about the type of care and care setting.

Get started by clicking on this link:

https://nquire.rnao.ca/invite/accept/XXXXXXXX

If you feel that you have received this e-mail in error, please notify our NQuIRE Project Coordinator at nquire@rnao.ca.

NB: Please be aware that the NQuIRE site is known to have some performance Issues on Internet Explorer. You will be prompted to update your web browser software, and you may experience slow page loads if you use the site with Internet Explorer.

Click on the link provided in the email to continue to the Implementation Site registration page.

Important: The invitation link will expire 30 days after the email was sent. If your link expires, contact your BPSO Lead User to resend the invitation which will reset the invitation for another 30 days.

Important: If you are the BPSO Lead User as well as an Implementation Site User**, please ensure that you have logged out of your BPSO Lead User account** before clicking on the link in the Implementation Site invitation email.

Step 2: Implementation Site Account Registration and Password

Clicking on the link provided in the Implementation Site invitation email (or when the BPSO Lead User registers a Site directly) will take you to the registration page.

Implementation Site Users are asked to provide a username and password.

You can also provide address details (city, country), if it is different from the BPSO Location's address.

Other information will be pre-filled, such as the email address, BPSO name, BPSO Location name and Implementation Site name. You cannot edit these during registration, but should you ensure they are correct.

User Account

| Create new account | Log in | Request new password |

Username *
Spaces are allowed; punctuation is not allowed except for periods, hyphens, apostrophes, and underscores.

Training BPSO Site 2

E-mail address *
A valid e-mail address. All e-mails from the system will be sent to this address. The e-mail address is not made public and will only be used if you wish to receive a new password or wish to receive certain news or notifications by e-mail.

jdoe@trainingbpso.com

Password Requirements

Password *

Password strength:

Confirm password *

▼ Contact Details

BPSO *

Training BPSO

BPSO Location *

Anytown General Hospital

Implementation Site *

Medical-Surgical Combined

BPSO Lead

- Restricted access -

Address is different from BPSO *
Implementation site's address is different from organization's address.

No

Important: You may change your username. Please note that **the username for each Implementation Site User must be unique.** This username must also be different from the BPSO Lead User's username. Individuals who are responsible for multiple Implementation Sites will need a unique username for each site.

Please see Appendix A for a sample chart with which to track the user names for each Implementation Site in your organization.

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Step 3: Entering Your Implementation Site Information

Implementation Site Users are also asked to provide other Site profile details relating to the site type, patient or client population, and funding jurisdiction.

As you make selections in the fields, other related fields may appear in the form. For example, once you select your BPSO's sector, other sector-specific fields will appear in the form that weren't visible before.

Complete the form by entering the data in text fields or selecting the Site information from the drop down menus or checkboxes as requested. Questions with an asterisk (*) are required.

> **Refer to the *NQuIRE Glossary* document for a list of all Implementation Site Profile fields with their available options and definitions.**

The options for some fields are limited based on what the BPSO Lead User selected in their profile. Sometimes, an Implementation Site can only choose from one option. If that option is not appropriate, contact your BPSO Lead User to select more options in their profile.

Click on the "Create new account" or "Register site" button to create the user account and save the Implementation Site profile.
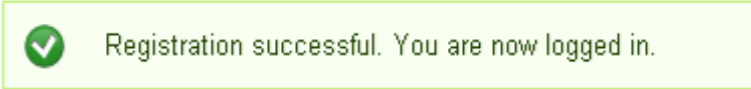
Important: if required, the BPSO Implementation Site can update the saved information at any time by selecting "Change site demographic information" from the menu.

The BPSO Lead User can update an Implementation Site's saved information at any time by selecting "Add/change implementation sites" from the menu, and selecting the Implementation Site's name from the Registered Users table.

Step 4: Reviewing your User Status

NQuIRE provides a User Status page to help guide you through the registration process.

Select "**Review my user status**" from the user menu on the right-hand side of the page.

The page shows various user registration activities and their status:

✅ **Complete/current** (shown in green): passwords and demographic profiles are complete and have been changed in the past year.

⚠️ **Expiring soon** (shown in yellow): passwords and demographic profiles should be updated annually. The status turns yellow a month before they expire.

❌ **Incomplete/expired** (shown in red): this step is not yet complete or the demographic profiles are expired and should be reviewed/updated.

User status

Implementation Site User

✅	User account and password is active	Password will expire on *31 May 2018*
✅	BPSO Lead has selected BPGs and indicators to collect	BPSO Lead user has completed this registration
✅	Register Implementation Site	Site demographics last updated on *31 May 2017* Edit demographics

Any status that is incomplete will have a link to complete this step.

Once you have completed your user registration, you can use this page to quickly see:

- that your BPSO Lead User has completed their user registration and selected BPGs and indicators, and
- when the demographics for your Site were last updated

You will not be able to access NQuIRE's data submission pages until your registration is complete. You will be redirected to the User Status page with the following message:

> ❌ You have issues with your BPSO's registration and must resolve them before you can access data submission pages.
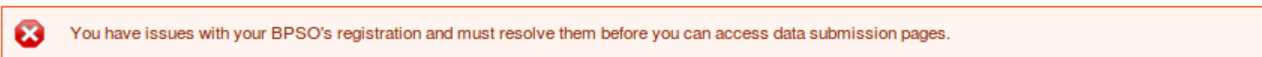
Your BPSO Lead User's User Status page will also show each of the BPSO's Implementation Sites, along with the date the demographics were last changed.

Implementation Sites

| ✅ | Register Implementation Site(s) | Registered 1 site
 Add/change implementation sites |
| ✅ | → *Medical-Surgical Combined* | Site demographics last updated on *31 May 2017*
 Edit this site |

Selecting BPGs and Indicators

BPSO / Organization Level

BPSOs specify which BPGs your BPSO is implementing and which indicators you plan on collecting at both the BPSO / organization level and at the Implementation Site level.

The BPSO Lead User selects from all BPGs and indicators in NQuIRE. Later, Implementation Sites will also select indicators that the Site is reporting on, but they can only select from indicators already selected by the BPSOI.

Note: BPSOs are to select the BPG versions that have been or in the process of being implemented. There may be more than one version of a BPG topic available i.e. Falls 2017 vs Falls of the Older Adult . This is to ensure that the recommendations that are implemented are aligned with the indicators in the matching data dictionary

---

Select "**Add / change my BPSO's BPGs or indicators**" from the user menu on the right-hand side to select the BPGs and indicators.

Important: Before beginning this step, the BPSO Lead User should have reviewed the *RNAO Nursing Best Practice Guidelines (BPGs)* and indicators in NQuIRE's *Data Dictionaries*

The BPGs and their indicators are grouped in pages by cluster. On the BPGs and Indicators page, you will see the clusters with their BPG titles listed under it. Select either the cluster name or a BPG title to go to the settings page for that cluster.

BPGs and Indicators

Addictions and Mental Health

Engaging Clients Who Use Substances (First Edition, 2015)
Integrating Smoking Cessation Into Daily Nursing Practice
Integrating Tobacco Interventions into Daily Practice (Third Edition, 2017)

Chronic Disease

Assessment and Management of Foot Ulcers for People With Diabetes
Nursing Care of Dyspnea: The 6th Vital Sign in Individuals with Chronic Obstructive Pulmonary Disease (COPD)
Nursing Management of Hypertension
Ostomy Care & Management
Reducing Foot Complications for People With Diabetes
Strategies to Support Self-Management in Chronic Conditions
Stroke Assessment Across the Continuum of Care

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On the Cluster page, you will see the BPG titles for this cluster on the left, and the indicators for the selected BPG on the right.

Note: Past data dictionaries are available up to three years from the date of the BPG being retired to allow BPSOs time to transition to the current BPG and corresponding data dictionary. After three years the indicators will no longer be available for reporting.

Chronic Disease

With a BPG selected on the left, select on the right whether your BPSO is implementing this guideline and if you are, then enter the implementation details and select which indicators from this guideline are being reported.

Set the options for all the BPGs in this cluster (by clicking the BPG titles on the left). By default, they will all be set to "No", so you only need to change those BPGs that you are implementing.

When you are done, click on the "**Save**" button on the bottom of the page to save the BPG and indicator selections for this cluster.

You may click the "**Save**" button at any time (*e.g.* after entering the information for a single BPG or after entering the information for several BPGs in the cluster), but you must click "Save" before switching clusters to prevent losing your settings.

BPG titles list (left):
- Assessment and Management of Foot Ulcers for People With Diabetes *
- Nursing Care of Dyspnea: The 6th Vital Sign in Individuals with Chronic Obstructive Pulmonary Disease (COPD) *
- Nursing Management of Hypertension *
- Ostomy Care & Management *
- **Reducing Foot Complications for People With Diabetes** *
- Strategies to Support Self-Management in Chronic Conditions *
- Stroke Assessment Across the Continuum of Care *

—Implementation Details—

Are you implementing the Reducing Foot Complications for People With Diabetes BPG? *
No ▾

Are you implementing this guideline Organization wide? *
◯ Yes
◉ No

Using RNAO NOS?
Are you using RNAO Nursing Order Sets as a standard implementation tool?
- None - ▾

— ▾ **Scale of Implementation** —

Number of Sites Reporting
Number of implementation sites you are reporting to NQuIRE
[   ]

Number of Sites Implemented
Number of implementation sites where BPG is being implemented
[   ]

—Indicators—

Please select the indicators that will be collected for this guideline.

Risk factor assessment (footcomp_pro01) *
◯ Yes
◉ No

Assessment, use of monofilament (footcomp_pro02) *
◯ Yes
◉ No

Foot care education (footcomp_pro03) *
◯ Yes
◉ No

Foot ulcer incidence (footcomp_out01) *
◯ Yes
◉ No

Save

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To edit the BPGs and indicators for other clusters, use the Cluster Navigation Menu on the right-hand side of the page.

To see the full list of BPGs and their clusters, select the "**Add / change my BPSO's BPGs or indicators**" link from the user menu.

> **Important:** the BPSO Lead User can update the saved information at any time by selecting "Add/change my BPSO's BPGs or indicators" from the menu.

Your BPSO Lead User Status page (accessible from the "**Review my user status**" link from the user menu) will also show how many BPGs and Indicators you have selected for your BPSO.

Implementation Site Level

BPSOs specify which BPGs your BPSO is implementing and which indicators you plan on collecting at both the BPSO / organization level and at the Implementation Site level.

When the Site is first registered, it will automatically have selected all of the indicators the BPSO has already chosen. Follow these steps if the Site will **not** be reporting on all the indicators chosen at the BPSO level and some indicators will need to be unselected for the Site.

BPSO Lead Users can view and edit indicator selections for any of their Implementation Sites. Site users can edit their own indicator selections.

BPSO Lead Users can go to the BPSO Lead User Status page (accessible from the "**Review my user status**" link from the user menu). Scroll to the "Selected Indicators by Sites" section. A table lists all of the indicators selected by the BPSO. The Implementation Sites are columns and they show a checkmark if they have the indicator selected.

Click on an Implementation Site name in the table's header row to edit the indicator selections for that Site.

Selected Indicators by Sites

‣ **Legend**

	Anytown General Hospital-Cardiology	Anytown General Hospital-Medical-Surgical Combined
Preventing Falls and Reducing Injury from Falls (Fourth Ed., September 2017)		
falls_pro01_2017	✔	✔
falls_pro02_2017	✔	✔
falls_out01_2017	✔	✔
falls_out03_2017	✔	✔

Implementation Site Users can select "**Add / change my Site's BPGs or indicators**" from the user menu on the right-hand side to edit their indicator selections.

Cardiology: training bpso cardiology

My Implementation Site

Change email or password

Change site demographic information

Add/change my Site's BPGs or indicators

Review my user status

My Indicator Data

Submit data by online form (new and draft)

Upload data by file

Log out

Both Lead and Site Users will see the same edit page. All BPGs already selected by the BPSO in included a single page (unlike the BPSO which had separate cluster pages). The BPGs are still arranged in clusters on this single page.

Important: Implementation Site users will only be able to select from indicators already selected at the BPSO / organization level.

Add/change BPGs or indicators for Anytown Children's Hospital-Cardiology (training bpso cardiology)

Addictions and Mental Health

The BPSO Lead has not selected any BPGs or indicators for this cluster.

Chronic Disease

The BPSO Lead has not selected any BPGs or indicators for this cluster.

Clinical Management

Preventing Falls and Reducing Injury from Falls (Fourth Ed.,September 2017)
*

Implementation Details (Site)

Implementation start date
Provide the year and month when implementation began for this Site, if it's available.
E.g., 2020-01

Indicators
Please select the indicators that will be collected for this guideline.

Falls risk screening (falls_pro01_2017) *
● Yes
○ No

You will see the BPG titles for this cluster on the left, and the indicators for the selected BPG on the right.

Set the options for all the BPGs in this cluster (by clicking the BPG titles on the left). By default, the indicators will all be set to "Yes", so you only need to change those indicators that the Site is not implementing.

With a BPG selected on the left, enter an implementation start date, if available, as a month and year and then select which indicators from this guideline are being reported by the Site.

The start date is defined as the date when the first BPG recommendation was implemented. This is the same definition used in MyBPSO reports. When editing this field, a calendar will pop up to select the

date. NQuIRE only stores the month and year, so you can select any day in that month's calendar to select the month.

When you are done, click on the "**Save**" button on the bottom of the page to save the indicator selections for this Site.

You may click the "**Save**" button at any time (*e.g.* after entering the information for a single BPG or after entering the information for several BPGs in the profile), but you must click "Save" before you leave the page to prevent losing your settings.

Important: NQuIRE data submissions (via online forms and import template) receive indicator selections from this profile. You cannot change the indicator selections in the data submission forms themselves.

Once your Sites have begun submitting data, the BPSO Lead User's User Status table will show how recently the data was last reported per indicator and Site. The indicators will have a colour coded background to tell Lead users if data is being submitted on time. The User Status page also includes a legend with this table to explain the colours.

In the above example the first Site, Cardiology, has selected three Falls indicators – Pro01, Out01, and Out03. They have not selected Pro02. They submitted data recently for Pro01 and Out01 and these are highlighted in green. They have never submitted data for Out03, which is checked but has a blue background colour.

The second Site, Medical-Surgical Combined, has selected four Falls indicators. They missed reporting data on Falls in the last reporting quarter and the most recent data was submitted between three and six months ago and these are highlighted in yellow. They also have never submitted data for Out03.

Because both Sites have selected the Falls Out03 indicator but neither has submitted data for it yet, it is likely that the BPSO and/or Site recently added this indicator.

Both Sites have selected four HR monthly structure indicators. They have both submitted recently for the first three indicators, but stopped reporting on Quart04 at least six months ago.

If this BSPO is no longer interested in collecting Quart04, they can unselect it at the BPSO or Site level. This would remove the checkmark and the red background colour, leaving the cells empty with a blue background colour. The data in NQuIRE would remain and be available in NQuIRE reports, but it would not show up in this table, which shows the current indicator selection status.

Important: If a BPSO Lead User unselects an indicator in their BPSO profile, that indicator is automatically unselected in all of their Site profiles. A Site cannot select an indicator that isn't selected by the BPSO. The data in NQuIRE remains and is available in NQuIRE reports, but the indicator will not appear in the User Status page, which shows the currently selected indicators.

Recovering a Lost Password

If you have forgotten your password, NQuIRE can automatically reset it via email.

On the NQuIRE home page, in the User login block, click "Request new password".
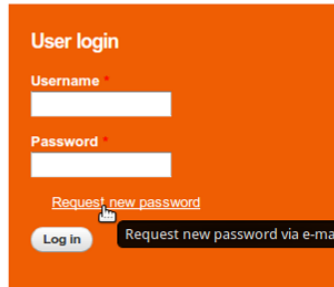
You will be prompted for your username or the email address used to create your user account. Note that if you have multiple user accounts registered with the same email address, you must enter the username.
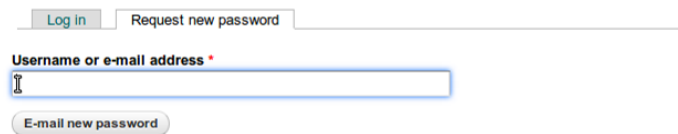
Check for an email that will contain a password reset link.

The link provides a one-time only login to NQuIRE, which expires 24 hours after the new password was requested.

Reset password

This is a one-time login for *fnightingale* and will expire on *1 June 2017 - 12:53pm*.

Click on this button to log in to the site and change your password.

This login can be used only once.

Log in

You will be able to edit your user account. Take note of your username, if you have forgotten it. Create a new password.

✔ You have just used your one-time login link. It is no longer necessary to use this link to log in. Please change your password.

fnightingale

Password Requirements

Password must contain at least one uppercase character.
Password must contain at least one lowercase character.
Password must contain at least one digit.
Password must not match last 3 passwords.
Password must be at least 6 characters in length.

Password

Password strength:

Confirm password

E-mail address *
A valid e-mail address. All e-mails from the system will be sent to this address. The e-mail address is not made public and will only be used if you wish to receive a new password or wish to receive certain news or notifications by e-mail.

fnightingale@trainingbpso.com

▾ **Contact settings**

☑ Personal contact form
Allow other users to contact you via a personal contact form which keeps your e-mail address hidden. Note that some privileged users such as site administrators are still able to contact you even if you choose to disable this feature.

▾ **Locale settings**

Time zone
Select the desired local time and time zone. Dates and times throughout this site will be displayed using this time zone.

America/New York: Wednesday, May 31, 2017 - 12:59 -0400

Save

Once your new password has been saved, you will see the confirmation below.

✔ The changes have been saved.

Indicator Data Dictionaries

The indicator data dictionaries are accessible to BPSO Lead Users and Implementation Site Users.

BPSO Lead Users and Implementation Site Users may download the indicator data dictionaries at any time by selecting the appropriate file from the Data Dictionaries link on the header menu.

The data dictionary will open in pdf format.

Data dictionaries may be viewed, printed or saved. When new data dictionaries are available or are updated, an announcement is made on NQuIRE's home page and in the Recent Changes block.

Reporting on Indicators

Once you have successfully registered as an Implementation Site User you are ready to start entering data. Typically, an Implementation Site User would report their indicator data, but a BPSO Lead User may also submit indicator data for any of their implementation sites.

Important: **Before submitting indicator data, it is important that Implementation Site Users are familiar with the following:**

• **The BPGs selected for implementation in the Implementation Site;**

• **The indicator data dictionaries for selected BPGs; and**

• **The corresponding BPG indicators chosen by the BPSO Lead User to be reported on by the Implementation Site User.**

Log-in to https://nquire.rnao.ca/ with your Implementation Site username or BPSO Lead username and password.

Select the data submission method. There are two methods available to enter data to the system.

The first method is the Data Form method by entering in forms online that you answer questions indicator by indicator.

The second method is a direct import template that you can download, enter the data using MS Excel or other spreadsheet program, and then upload the excel document to the system.

Please consult the indicator data dictionaries for indicator descriptions and definitions.

Refer to the *NQuIRE Data Quality Guide* document for more detailed information on collecting your Implementation Sites' data.

Online Form Method

From the menu on the right-hand side of the home page, select "Submit data by online form (new and draft)". Select the BPG Data Submission Form you wish to work on.
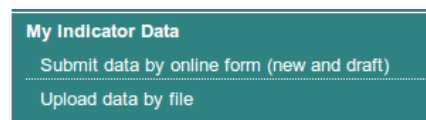
For BPSO Lead Users only, the form will not appear until an implementation site has been selected. A drop-down menu lists all the Implementation Sites for your BPSO.
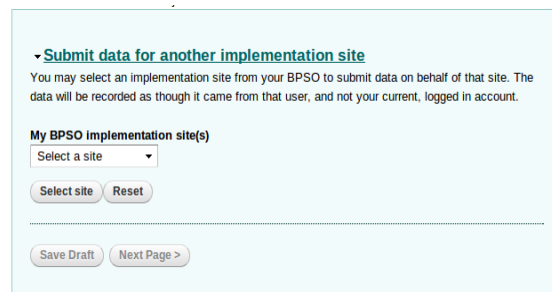
For BPSO Lead Users only, a message appears at the top of the second and subsequent pages of the form to remind you which implementation site you are submitting data for.
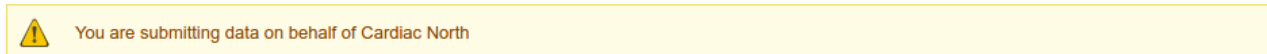
Select the year and month corresponding to the reporting period that you are submitting data for. Each site may only submit one form per reporting month and year. If you try to submit a duplicate form for a reporting period, a warning appears after the first page of the form and you are prevented from continuing.
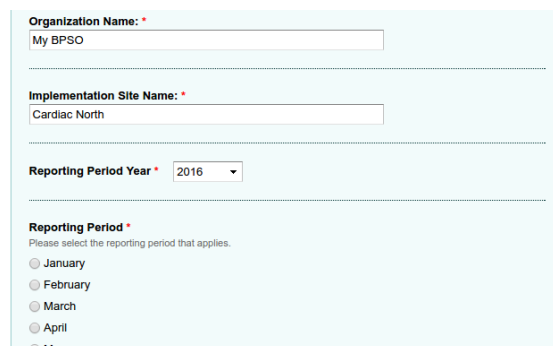
You may optionally annotate your data submission to provide additional context for your data.

> **Refer to the *NQuIRE Data Quality Guide* document for more detailed information on utilizing the annotation feature.**
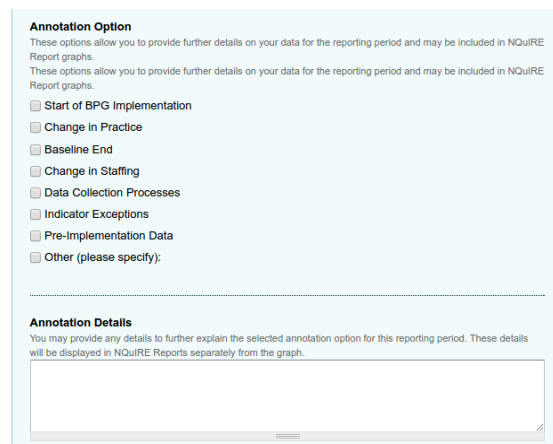
All of the indicators for the BPG are listed on this page. Indicators correspond to the indicator data dictionaries (see the "Indicator Data Dictionaries" section for instructions on how to find the dictionaries).

An indicator selected as "Yes" will provide access to the data submission form for that indicator.

Important: Indicator selections were pre-selected by your BPSO Lead User and set in your Implementation Site user's profile and **cannot** be change here. If you need to change the indicator selections, refer to the "Selecting BPGs and Indicators – Implementation Site Level" section on page 34.

After you have verified that the appropriate indicators have been selected for reporting, click on the "Next Page" button to be taken to the data submission screens for the indicators that apply to your Implementation Site.

Please enter the requested data for each indicator. Indicators typically require numerator and denominator values, as defined in the corresponding data dictionary.

Some indicators collect additional information, such as timing of assessments or tools used. These are also listed in the corresponding data dictionaries.

Percentage calculations are generated automatically. You should confirm that they are correct before continuing.

Ulcermgt_Pro01: Pressure Ulcer Assessment, New Admissions

Number of Pressure Ulcer Admission Assessments Completed for Newly Admitted Patients With a Pressure Ulcer   15

Number of Patients Admitted with a Stage II or Higher Pressure Ulcer During Measurement Period   25

Timing of Pressure Ulcer Assessment
(As Indicated by the Implementation Site Policy)
(As Indicated by the Implementation Site Policy)
○ Within 24 Hours of Admission
○ Within 48 Hours of Admission
○ Within 72 Hours of Admission
○ No Policy
○ Other (please specify):

ulcermgt_Pro01: Percentages

Percentage of Patients With Pressure Ulcer Assessment, New Admissions 60.00 %

(Save Draft) (< Previous Page) (Next Page >)

Please consult the indicator data dictionaries for indicator descriptions and definitions.

Refer to the *NQuIRE Data Quality Guide* document for more detailed information on collecting and processing your data for NQuIRE.

Click on the "Next Page" button to continue through the data submission screens for all the selected BPG indicators.

At any time, an Implementation Site User may save the submission as a draft by clicking the "Save Draft" button at the bottom of the form. Only **one** draft of a form for an Implementation Site is permitted at a time. When you return to the form later, you will have to continue working on this draft before starting a new submission.

On the final indicator screen, clicking the "Submit" button will complete the data entry process for the BPG and save your data to the database.

Complete these steps for each BPG indicator to be reported on for the Implementation Site.

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Data Import Template Method

BPSO Lead and Implementation Site Users both have the ability to upload data using a CSV (comma separated values) spreadsheet file. Lead Users can upload data for any of their sites; Site users can only upload data for their own account. If you have decision support and or informatics team members, we recommend that you involve them in this method of data submission.

Download the template

Log into NQuIRE. Click the "Upload data by file" link on the menu on the right-hand side of the site to get to the Submit Data by File page.

Click the "Download NQuIRE Data Submission Import template" link to expand this section. Click which BPG forms and implementation sites the file will collect data for. Each BPG name is repeated for each site. Once users make this selection, it will be saved and used as the default selection the next time they visit this page.

Click the 'Download submission template' button at the bottom of the page. Save the CSV file.

Format the template file

The template file is a CSV file that can be opened in MS Excel or other spreadsheet program. It is a plain text file, with no saved formatting, which makes it difficult to read. Its appearance can be improved with the following steps:

- In Excel, select all cells (Ctrl + A, or from the Edit menu).
- Right-click any cell and select 'Format Cells...'
- In the 'Number' tab, select 'Text' as the category.
- In the 'Alignment' tab, under 'Text alignment' select 'Left' and 'Top', and check the wrap text checkbox.
- Click OK.
- You can now reduce the column widths and increase the row heights to make the table easier to read.
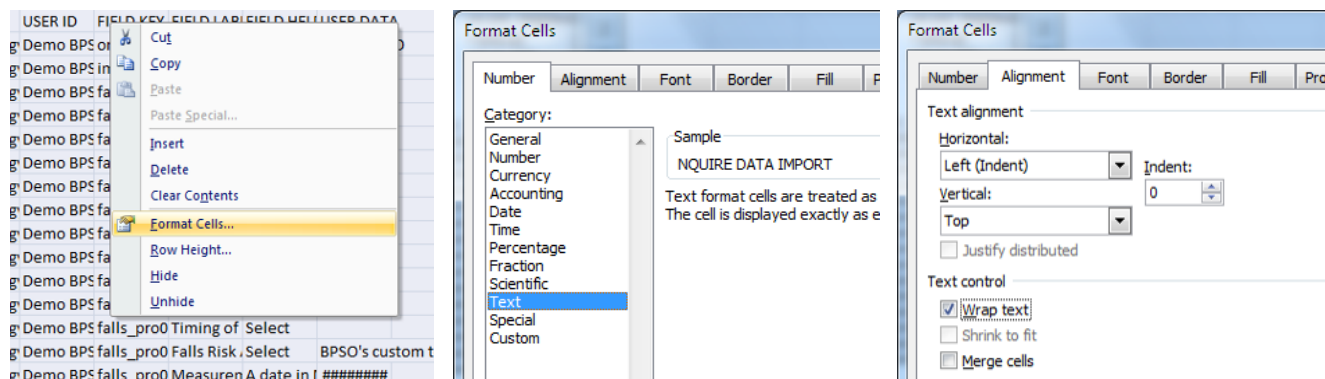
Note that when you save the file as a CSV format (which is required to upload your file to NQuIRE), the formatting changes made above will be lost.

A useful tip is to save a copy of the file in Excel format using 'Save as' and choosing a .xls or .xlsx format. The Excel file will save formatting changes you make (including changing cell colours or fonts) that you find useful while editing the file. When you are done, use 'Save as' again to save the file in a CSV format. You will get a warning that any formatting will be lost, but no data will be changed. Both copies will be stored on your computer.

Structure of the template file

The first line of the file begins with 'NQUIRE DATA IMPORT'. This line allows NQuIRE to recognize that the file is valid. If you choose to separate the import template you downloaded into multiple files (such as one file per Site or BPG), the first line of every file must be this NQUIRE DATA IMPORT line.

Following the first line, the file consists of submissions, stacked vertically. The submissions in the file depend on your BPG and site selections when downloading the file. You may change the order of the submissions, if you like.

A submission begins with a BPG number and the BPG title on its first line. The line also includes the BPG's version code. This code allows NQuIRE to check that the import template you are using is still valid. The version code will change when significant changes are made to the data fields. If you upload a file with an outdated BPG version code, you will be directed to download a new import template to get the updated data fields.

The second line of a submission contains column headers: SITE, USER ID, FIELD KEY, FIELD LABEL, FIELD HELP, and USER DATA. The following lines each contain one data field of the BPG form for that submission. The table below describes how each column.

Column	Description
SITE[*]	This column is pre-filled with the name of your implementation site.
	It is meant as a reference so the user can keep track of which site the data is for. It is not used by NQuIRE when the file is uploaded.
USER ID	This column is pre-filled with the user name of your implementation site. It is used by NQuIRE to determine which user the data will be saved under.
	A BPSO lead user may submit data for any of their sites, but a site user may only submit their own data.
FIELD KEY	A unique name for each data field. It is used by NQuIRE to determine what the data represents, so the data in the file matches what would be submitted in the online form.
FIELD LABEL[*]	A description for each data field. This description matches the online forms.
	It is meant as a reference for the user. It is not used by NQuIRE when the file is uploaded.
FIELD HELP[*]	A description of the type of data for each data field. It specifies which fields are required, and what valid data is accepted. Many data fields require a specific option from a list, and those options are listed in this column.
	It is meant as a reference for the user. It is not used by NQuIRE when the file is uploaded.
USER DATA	This column contains your submission data. **You can have as many USER DATA columns as you need,** so you may submit multiple months of data for the same BPG and the same Implementation Site.

[*] These columns do not need to be included in the uploaded file if your BPSO is programmatically generating the file.

Entering data to the file

Your data is entered in the USER DATA column(s). Some data fields are pre-filled from your BPSO profiles, just as they are in the online forms.

Indicators and data fields correspond to the indicator data dictionaries (see the "Indicator Data Dictionaries" section for instructions on how to find the dictionaries).

The import file will only include data fields for those indicators selected in the Site's Indicators profile. An indicator selected as "Yes" in that profile will expect data to be submitted for that indicator.

Important: Indicator selections were pre-selected by your BPSO Lead User and set in your Implementation Site user's profile and **cannot** be change here. If you need to change the indicator selections, refer to the "Selecting BPGs and Indicators – Implementation Site Level" section on page 34.

The file contains the same data fields in the same order that appear in the online forms with the exception of the list of indicators on the first page of the online submission forms, which are not included in the import file because they cannot be edited during a data submission.

Some data fields require data in a specific format, such as an integer, a number rounded to 2 decimal places, or an option or options from a specific list. The required format is listed in the FIELD HELP column.

When entering an option from a specific list, you must enter exactly what is in the FIELD HELP between the | characters. It is best to copy and paste. You may include or exclude the | characters, NQuIRE will remove them before saving your data. As in the online forms, some of these data fields still allow you to enter your own choice. If multiple values are allowed, separate each with the | character.

Please consult the indicator data dictionaries for indicator descriptions and definitions.

Refer to the *NQuIRE Data Quality Guide* document for more detailed information on collecting and processing your data for NQuIRE.

You may delete data field rows if you are not submitting data for them and the FIELD HELP does not specify the field is required. You may also leave the USER DATA cell empty and NQuIRE will ignore the empty data.

If you wish, you may add notes to the file that you want NQuIRE to ignore. You can provide reminders or instructions to you or your staff within the file.

Any line that begins with a hash character (#) will not be read by NQuIRE.

Similarly, you can have NQuIRE ignore a column for a BPG by changing the column header to "#USER DATA".

RNAO Registered Nurses' Association of Ontario
L'Association des infirmières et infirmiers
autorisés de l'Ontario

Upload the data file

Once the file is ready to be uploaded to NQuIRE, return to the Submit BPG Data by File page in NQuIRE. Click the "Upload completed NQuIRE Data Submission file" link to expand this section. Select the file and click the "Upload submission file" button.

The file is read as separate submissions. Each submission is checked that the data is in the correct format and that it is not a duplicate submission for the reporting quarter and year.

Error checking

When the file is uploaded, each submission is validated to prevent common errors from being saved. If no errors are found for a submission, a message will appear saying it has been saved to the database.

If any error is found in a submission, that submission will not be saved to the database. An error message will appear describing the error. Correct the file and re-submit it.

If you have multiple submissions in a file, it is possible that one may contain an error and the others do not. The submission with the error will not be saved in the database, but the others will. In this scenario, you may correct the file and submit the entire file again. The submissions that were already saved will now be rejected as duplicates, and the submission that failed the first time will now be saved to the database.

In the figure below, a file containing three submissions was uploaded by a BPSO Lead User. The first submission, a Prevention of Falls BPG submission for Demo BPSO Site 1, had no errors and was saved to the NQuIRE database. The second submission, a Prevention of Falls BPG submission for Demo BPSO Site 4, was a duplicate submission for this site for Q2 2013 and was not saved again to the database. The third submission, a Structure Indicators submission for Demo BPSO Site 1, contained two data format errors and was not saved to the NQuIRE database. This BPSO Lead User should correct the file and resubmit. When they do, the first two submissions will now show in the red area as duplicates, and the third submission will be in the green area as a saved submission.

Important: If you require help troubleshooting your import template file, **do not email the file** to the NQuIRE team. Please first contact us (see the "Contact Us" section) for assistance. Then, if you need to send us the file for troubleshooting purposes, please use the Secure File Upload method, which is more secure than email (see the ***Secure File Upload*** section).

The table below describes the potential error messages. For any of these messages, the submission will not be saved to the NQuIRE database.

Error message	Detailed description
Error on row <*row_number*>: the BPG was not recognized. A submission starting at this row was not saved to NQuIRE.	Each submission begins with the BPG number and BPG title on its own row. This row was not found, or was changed from the downloaded template. You may need to download the template again to restore this line.
You do not have permission to submit data for this user	BPSO Lead Users may submit data for any of their sites, but a Site User can only submit their own data. This message likely means a Site User uploaded a file that contained data for another Implementation Site.
A submission already exists for this reporting period. Submission <*number*>, Reporting period: <*period*>, submitted on <*date*>	As with the online forms, only one submission per reporting quarter is allowed from each site. This message means the file contains a duplicate submission. **If you are resubmitting a file that contains multiple submissions and at least one submission was already saved to NQuIRE, you may ignore this error as it is expected.**
Row <*row_number*>: the User ID changed in the middle of a submission from "<*user 1*>" to "<*user 2*>"	A submission is the group of lines from one BPG title to the next (or to the end of the file). The consecutive rows in a submission must be for the same user.
Field <*field_name*> contains data but this submission has not selected the corresponding indicator	As with the online forms, each clinical submission begins with a list of indicators. Indicators that have data submitted for them must be selected as 'Yes' in the Site's profile. This message appears when there is data for an indicator, but the indicator has not been selected in the profile.
Required field <*field_name*> is missing or contains no data	A submission is missing required data – either no data in the cell or the data field's row was missing from the file. **This may also indicate a 'blank' submission – one that is in the file but contains no data. If this is the case, you may ignore the error as it is expected.**
Row <*row_num*>: the FIELD KEY was not recognized (<*field_name*>)	The field key column must match a specific key in NQuIRE. This may mean your template file is out-dated and you should download it again.
Row <*row_number*>: field <*field_name*> has invalid data: • required field has no value • date is not in correct format • value must be greater/less than <*x*> • value must be rounded to <*x*> decimal places • must be a number, without prefixes or suffixes • only one value is allowed, multiple selections detected • data did not match an expected value	These messages will appear if the data doesn't match a prescribed format. The error message will only contain the specific bullet point that corresponds to the error.

Tracking Submitted Data

Implementation Site Users can view the last submission date for each of their forms. From the menu on the right-hand side of the home page, select "Submit data by online form (new and draft)".

Form	Latest Data Submission
Assessment and Management of Foot Ulcers for People with Diabetes	
Assessment and Management of Pain	Thursday, June 13, 2013 - 15:55 *[unsubmitted draft]*
Assessment and Management of Stage I to IV Pressure Ulcers	
Breastfeeding	
Client Centred Care	
Nursing Management of Hypertension	
Ostomy Care & Management	
Prevention of Falls and Fall Injuries in the Older Adult	Thursday, June 13, 2013 - 15:47

BPSO Lead Users can see all of the submission dates of all of their Implementation Sites. From the menu on the right-hand side of the home page, select "View submitted data". A table lists all of your Implementation Sites and the forms they have submitted. Expand the "Options" link to show all submission dates, or filter the table by date ranges.

Implementation Site	Ostomy Care & Management	Prevention of Falls and Fall Injuries in the Older Adult	Structure Indicators - Quarterly
Cardiology (Demo BPSO Site 1)	2013-10-01 (Q1 2013)	2013-11-27 (Q4 2012)	2013-10-04 (Q1 2013)
Chronic Complex Care (Demo BPSO Site 2)			2013-10-04 (Q1 2013)
General Medicine (Demo BPSO Site 5)			2013-10-04 (Q1 2013)
General Surgery (Demo BPSO Site 8)			2013-10-04 (Q1 2013)
Medical-Surgical Combined (Demo BPSO Site 4)		2013-10-04 (Q4 2012)	2013-10-04 (Q1 2013)

A table lists all of your Implementation Sites and the forms that they have submitted. Expand the "Options" link to show all submission dates, or filter the table by date ranges.

<u>Exporting Data</u>

The data submitted by an Implementation Site to the NQuIRE system can be downloaded. The information is exported as a downloadable Microsoft Excel file. You may download your data upon completing a data submission form, or at any time thereafter.

The following steps are involved in exporting your data:

- Step 1: Accessing the form

- Step 2: Selecting Export Format and List Options

- Step 3: Selecting included export components

- Step 4: Selecting the download range options

Step 1: Accessing the Form

Upon completing a Data Submission Form, you will be able to download and save the information in a spreadsheet format. This download can be performed at any time.

To download your data, log in to NQuIRE using your BPSO Lead User or Implementation Site username and password. Select "Submit data by online form (new and draft)" from the right-hand side menu.

Select from the BPG list the completed Data Submission Form that you would like to download.

Once you have selected the form that you would like to download, click on the "Export Submissions" tab.

Client Centred Care

View	Export submissions

BPG Name:
Client Centred Care

Organization Name: *
Demo BPSO

Implementation Site Name: *
Cardiology

Reporting Period Year *   - Select - ▼

Step 2: Selecting Export Format and List Options

Clicking on the "Export Submissions" tab will open the data export screen. Here you will be able to customize the format and content of the data to be downloaded.

First, select the desired export format.

If using Microsoft Excel, select "Microsoft Excel". If you are using any other spreadsheet software, we recommend selecting "Delimited text format".

Second, select the format in which the data will be presented.

For ease of reading and interpretation, we recommend using the default option of "Full, human-readable options" and the "Separate" list format.

Client Centred Care

View	Export submissions

Export format
- ○ Delimited text
- ◉ Microsoft Excel
- ○ SPSS

Delimited text format

Comma (,) ▼

This is the delimiter used in the CSV/TSV file when downloading Webform results. Using tabs in the export is the most reliable method for preserving non-latin characters. You may want to change this to another character depending on the program with which you anticipate importing results.

▾ **Select list options**

Select keys
- ◉ Full, human-readable options (values)
- ○ Short, raw options (keys)

Choose which part of options should be displayed from key|value pairs.

Select list format
- ◉ Separate

Option A	Option B	Option C
X		
X		X
	X	X

Separate options are more suitable for building reports, graphs, and statistics in a spreadsheet application.

- ○ Compact

My select list
Option A
Option A,Option C
Option B,Option C

Compact options are more suitable for importing data into other systems.

▸ **Included export components**

▸ **Download range options**

Download

Step 3: Selecting Included Export Components

The second drop down menu "Included export components" enables you to specify the information that you wish to download.

By default, each section of the data submission form is automatically selected for download.

If there are items that you do not wish to download, simply uncheck them from this list.

Only data corresponding to the checked items will be downloaded.

Step 4: Selecting the Download Range Options

From this drop-down menu, users can specify number of data submissions that they would like to download.

Users are able to select from the following options:

- Download all submissions
- Download new submissions since the last download
- Download a numerical amount of latest submissions (e.g., the last 3 submissions)
- Download submissions within a certain timeframe

Once you have specified this information, click the "Download" button to launch Microsoft Excel and display the specified data.

From here, the data may be viewed, printed or saved.

NQuIRE Dashboards (BPSO Lead Users only)

BPSO Dashboards

Each Implementation Site in your BPSO can have a BPSO dashboard. The dashboards are accessible only to the BPSO Lead User. The dashboards show up to six blocks, where each block can show a different indicator graph for the Implementation Site.

Refer to the *NQuIRE Data Quality Guide* document for more detailed information on analyzing your data for NQuIRE.

The BPSO Lead User can configure these blocks to select which indicators are shown and customize how the graphs are displayed. The configurations are saved, so when the BPSO Lead returns to view the Site's dashboard at a later date, NQuIRE will display the same graphs with those saved configurations.

The advantage of using NQuIRE Dashboards is that you can configure them once and then view them later in just one click, rather than selecting the indicators to display upon each viewing. Dashboards also show simplified information over the NQuIRE Reports, and are intended to give a snapshot view of recent activity.

To access your BPSO Dashboards, please log in to NQuIRE with your BPSO Lead User account. From the menu on the right-hand side, select "BPSO Dashboards".

Under the Options heading, select an Implementation Site. Only those Sites with submitted data to NQuIRE will be available to select. You may only select one Implementation Site at a time.

Click the "Display dashboard" button to refresh your dashboard.

If dashboard has not yet been set up for the selected Implementation Site, you will see the message "*There is no dashboard available for the selected Implementation Site.*" Set up the configuration by clicking the "Configure this dashboard" button. See the following section, "Configuring BPSO Dashboards" for more information.

If dashboard configuration was already saved in NQuIRE, the Options section will collapse and your Site's dashboard will be displayed. See the following section, "Using BPSO Dashboards" for more information.

You may change the configurations at any time by clicking the Options link to expand the section and clicking the "Configure this dashboard" button. See the following section, "Configuring BPSO Dashboards" for more information on changing the dashboard configurations.

Configuring BPSO Dashboards

Each Implementation Site can have its own dashboard, showing up to six blocks. Each block is an independent display of NQuIRE data, which may include graphs or data tables.

As a BPSO Lead User, you can configure what each block will display. NQuIRE stores those configurations so once you have configured the dashboard blocks, you can quickly get an updated dashboard with the same configurations later.

Dashboards can be configured after they have been loaded from the "BPSO dashboards" page. Select an Implementation Site and click the "Configure this dashboard" button.

You will see a page that has the Implementation Site name, and has six collapsible dashboard configuration blocks, labelled Dashboard Block 1 to Dashboard Block 6. Click these labels to collapse or expand the blocks.

There is also a colour wheel on the right-hand side.

‣ **Options**

Dashboard for Acute Medicine
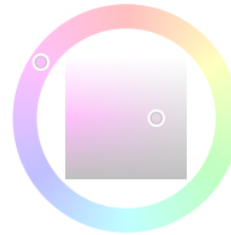
▾ Dashboard Block 1

Type of dashboard block
Single site, single indicator

Implementation Site
Acute Medicine

Best practice guideline
Human Resource Structure Indicators - Monthly

Human Resource Structure Indicators - Monthly Indicator
Struc_Quart01: Nursing Hours Per Patient Day or Patient Visit

Timeframe
Most recent 3 reporting periods

Graph type
Bar Graph

Graph Series Colour
#B98245
Select the field then use the colour wheel.

▾ Dashboard Block 2

Type of dashboard block
Single site, single indicator
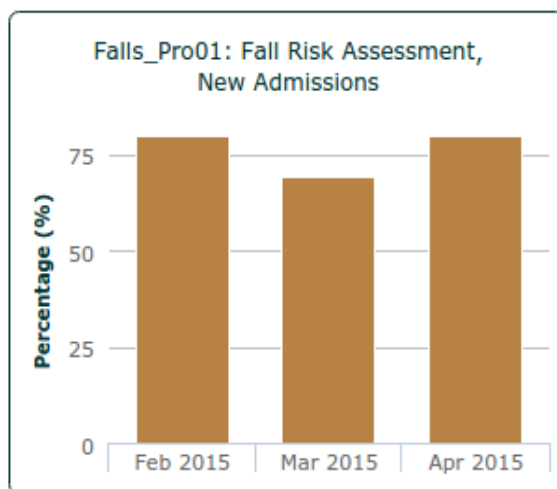
Implementation Site
Acute Medicine

Each block is configured independently, and the configurations depend on the type of dashboard block you select. At the moment, there are only two types of dashboard blocks to choose from, but more types will be added over time.

The next section describes the different block types.

Once you have configured each block, click the "Save configuration" button at the bottom of the page. If you do not want to make any changes, click the "Cancel" button. Both buttons will return you to the view dashboard page.

Dashboard type: Single site, single indicator

This block type will show a graph for one indicator for one Implementation Site.

This block type has the following configuration options:

Implementation Site	This field is pre-selected with the dashboard's own Implementation Site, and it is currently disabled so you cannot change it. All blocks in a dashboard must be for the same Implementation Site.
Best practice guideline	Select the BPG first to get a list of indicators to display. Only BPGs with data for the Implementation Site are shown in the list.
Indicator	Select the indicator to display. Only those indicators that have data for the Implementation Site are shown in the list.
Timeframe	You can display the 3 or 6 most recent reporting periods in the dashboard. Dashboards are intended to give a snapshot view of recent activity for an Implementation Site.
Graph type	You may choose to display a bar graph, a line graph, or a smoothed line graph.
Graph Series Colour	You can choose the colour of the graph series. Select this field, and then use the colour wheel on the right-hand side to choose the desired colour. You can also type in the hexadecimal colour code, if you know it.

Dashboard type: Empty block

This block type will show an empty space in the dashboard. If your Site does not submit data for six indicators, or you do not wish to include six indicators in the dashboard, you can set the block to be empty.

This block type has no further configuration options.

Using BPSO Dashboards

Each Implementation Site has its own dashboard page, with a specific URL. As a BPSO Lead User, you may wish to bookmark your dashboard pages, to quickly find them. You will have to be logged into NQuIRE to view the dashboards, and only BPSO Lead Users will have access to them.

To switch between different Implementation Sites, click the Options link to expand the section, select an Implementation Site, and click the "Display dashboard" button.

The dashboard blocks use similar graphs that the NQuIRE Reports have, but the dashboard graphs are simplified and have fewer interactive features.

Display data values

As you move your mouse over the graph, a tooltip will appear displaying the indicator value.
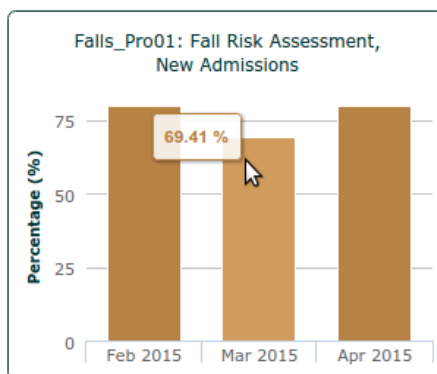

Other interactive features found in the NQuIRE Reports graphs, such as hiding data series, zooming, and exporting/printing are not available in the dashboards.

Printing the Dashboards

To view a printer-friendly version of a dashboard, click the "Printer-friendly dashboard" button at the top of the page. A new browser window or tab will open displaying the same dashboard content, but with formatting more appropriate for printing. You may use your browser's print function to print the report. You may wish to change your browser's printer settings to add or remove page headers/footers to hide the URL.

The printout will include the dashboard title and all dashboard blocks that were displayed in the online version, but the NQuIRE site's header and menus are not displayed.
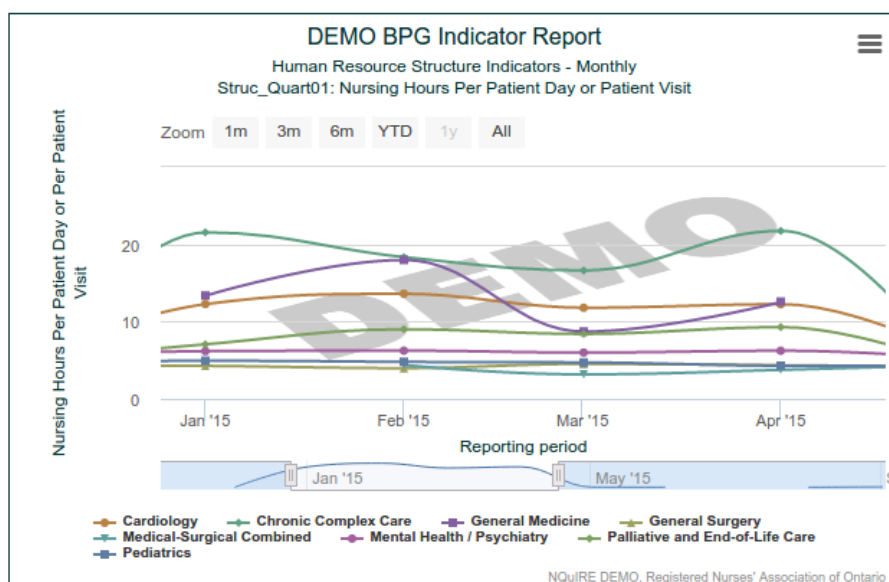
Online dashboard:
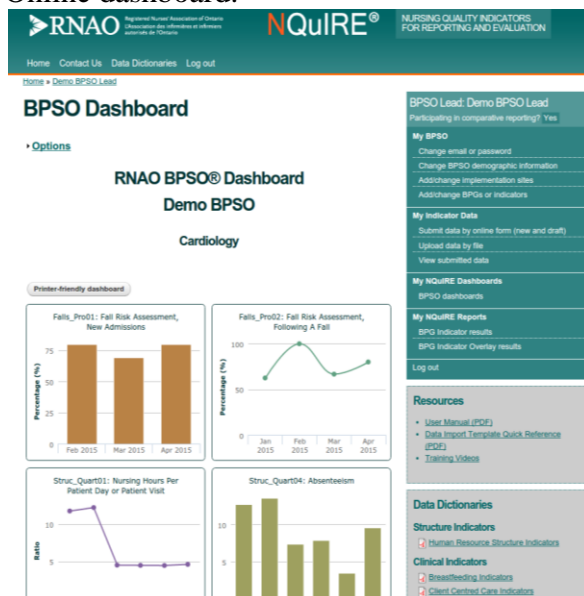
Printer-friendly dashboard:
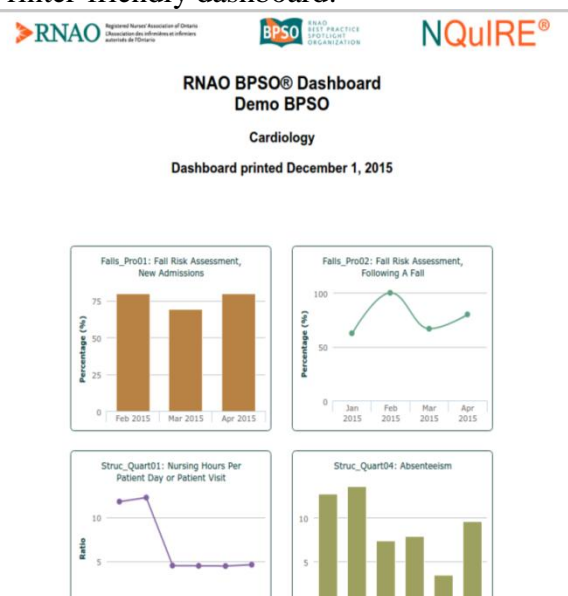
NQuIRE Reports (BPSO Lead Users only)

BPG Indicator Reports

Each BPG has its own BPG Indicator report. These reports show all submitted indicator data for all sites in your BPSO for the BPG. These reports include a data table with the indicator values and separate interactive graphs for each indicator.

To access your BPG Indicator Report for a BPG, please log in to NQuIRE with your BPSO Lead User account. From the menu on the right-hand side, select "BPG Indicator results".

Under the Options heading, select the BPG. Only those BPGs with submitted data from your BPSO's Implementation Sites will be available to select.

Select the Implementation Site(s) to include in your report. Only those Implementation Sites that have data for the selected BPG will be available to select. You may choose multiple sites by clicking and dragging the mouse over the list, or holding the Ctrl key and clicking individual sites from the list.

There are some customizations available for these reports:

- *Select the aggregate calculation for the indicators* – You can choose if you want the Mean (average) or the Median to be calculated for your indicator data. By default, the Median is calculated.

- *Select the timeframe the aggregate calculation covers* – You can choose if the aggregate is calculated from just the most recent reporting period, or if the aggregate is calculated from all reporting periods in the report. Either way, the data is aggregated from all sites in the report. Indicators with 'Not reported' and 'No submission' entries in the data table are excluded from the calculation. By default, the aggregate is calculated for the most recent reporting period only.

- *Select the graph type* – You can choose if the indicator data is graphed as a bar (column) series, a line series, or a smoothed-line series. By default, the indicator data is graphed as a line series. The aggregate data is always graphed as a line series.

- *Check if you want to include the data annotations* – You can choose to include the annotations in the data tables and/or graphs. The annotations will appear as superscript notes and footnotes in the data table, and as flags in the graphs.

Once you have made your selections, click the "Display report" button to refresh your report. The Options section will collapse and your report will be displayed. To change the report, click the Options link to expand the section and change your settings.

If there is no data for the report (either you have no submissions or your submissions are all in draft/edit mode), the page will display "There is no report available for your BPSO for this BPG." Otherwise, you should see your report directly.

See the following section, "Using the Reports" for more information on the data tables and using the interactive graphs.

Refer to the *NQuIRE Data Quality Guide* document for more detailed information on analyzing your data for NQuIRE.

BPG Indicator Overlay Reports

Some indicators from various BPGs have been determined to correlate with each other. The Indicator Overlay Reports allows BPSO Lead Users to compare two indicators for an Implementation Site and examine how the indicators correlate in all reporting periods.

Once the two indicators have been selected, these reports show the two indicators' data over the reporting periods for the selected site. The reports include a data table with the indicator values, and an interactive graph displaying both indicators.

The report options label one indicator as a '**base**' indicator and one as a '**comparison**' indicator. The base indicator will be graphed using the left-hand vertical axis. You can choose to display this data series as a bar series, line series, or a smoothed-line series. The comparison indicator will be graphed using the right-hand vertical axis and will always be displayed as a line series.
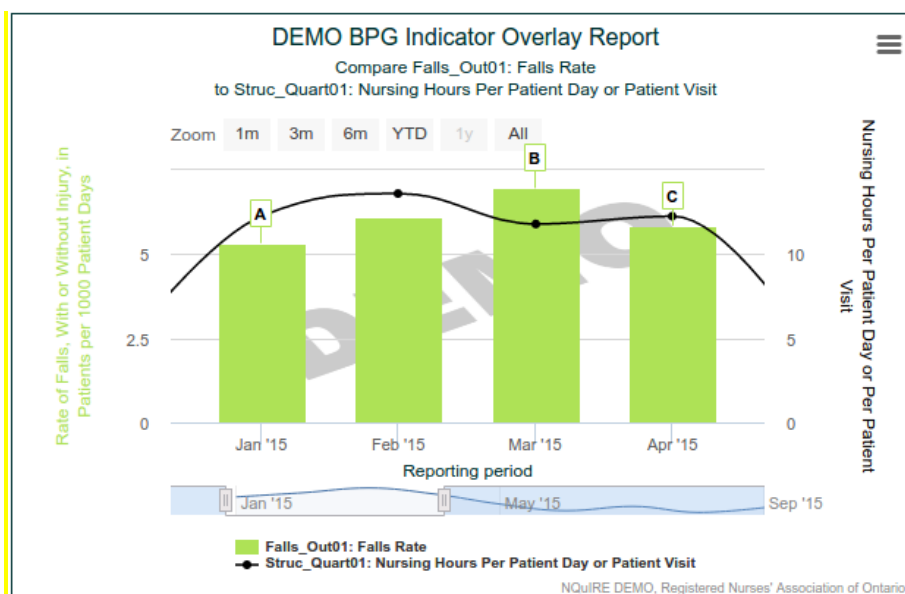
To access your BPG Indicator Overlay Reports, please log in to NQuIRE with your BPSO Lead User account. From the menu on the right-hand side, select "BPG Indicator Overlay results".

Under the Options heading, you will select the Implementation Site and indicators to compare. Follow the steps listed. First, you will select the Implementation Site for the report. You may only select one site for this report.

Next, select the BPG and one of its indicators to compare as the 'base' indicator. The indicators that can be compared have been pre-determined by the NQuIRE team. Only those BPGs and indicators that can be compared and that also have submitted data for the selected implementation site will be available to select.

Next, select another BPG and one of its indicators to compare as the 'comparison' indicator. Only those BPGs and indicators that can be compared to the selected 'base' indicator and that also have submitted data for the selected site will be available to select.

There are some customizations available for these reports:
- *Select the graph type* – You can choose if the 'base' indicator data is graphed as a bar (column) series, a line series, or a smoothed-line series. By default, the 'base' indicator data is graphed as a line series. The 'compare' indicator data is always graphed as a smoothed-line series (or a line series if the 'base' indicator is a line series).

- *Check if you want to include the data annotations* – You can choose to include the annotations in the data tables and/or graphs. The annotations will appear as superscript notes and footnotes in the data table, and as flags in the graphs.

Once you have made your selections, click the "Display report" button to refresh your report. The Options section will collapse and your report will be displayed. To change the report, click the Options link to expand the section and change your settings.

If there is no data for the report (either you have no submissions or your submissions have not been approved for the report), the page will display "There is no report available for you BPSO for this BPG." Otherwise, you should see your report directly.

See the following section, "Using the Reports" for more information on the data tables and using the interactive graphs.

> **Refer to the *NQuIRE Data Quality Guide* document for more detailed information on analyzing your data for NQuIRE.**

BPSO OHT BPG Indicator Reports

These reports are available only to BPSOs participating in the Ontario Health Team Best Practice Spotlight Organizations (BPSO OHT) program.

See the section "BPSO OHTs" for information on features available to BPSO OHTs, including this report type.

Using the NQuIRE Reports

Step 1: Viewing the data table

Each report contains a data table with the indicator data listed.

Indicator data is displayed for each reporting period that your site has submitted data for. If a site has not submitted any data for the BPG for a reporting period, but has submitted data in other periods, the table will display "**No submission**" for that unreported quarter for all indicators. If a site has submitted data for the reporting period but did not submit data for a particular indicator, the table will display "**Not reported**" for that quarter and indicator.

Some additional data for the indicators, such as the tools used or an assessment schedule, may be included in the data table. This additional data is not separated by reporting period. Instead, these parameters are displayed as a list of any option selected in any of the sites' data submissions.

> **Refer to the *NQuIRE Data Quality Guide* document for more detailed information on analyzing your data for NQuIRE.**

Step 2: Using the interactive graphs

The graphs have some interactive features, which are described below.

Display data values

As you move your mouse over the graph, a tooltip will appear displaying the series name (usually the implementation site name or indicator name), reporting period, and the indicator value.
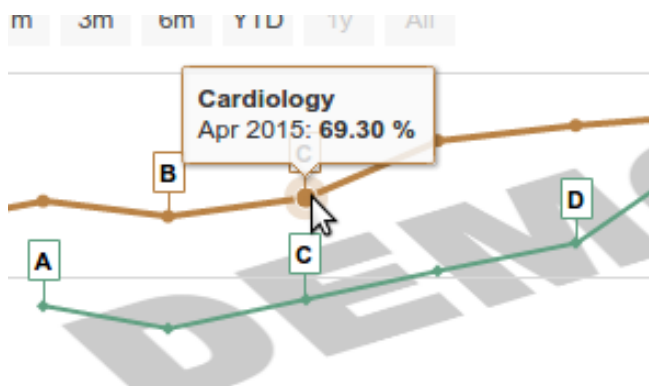
Display annotations

If you include annotations in your graphs, they will appear as flags above the data point. As you move your mouse over the flags, a tooltip will appear displaying the series name (usually the implementation site name or indicator name) and annotation option. Note that the annotation details do not appear in the graphs, but do appear in the report's data tables.
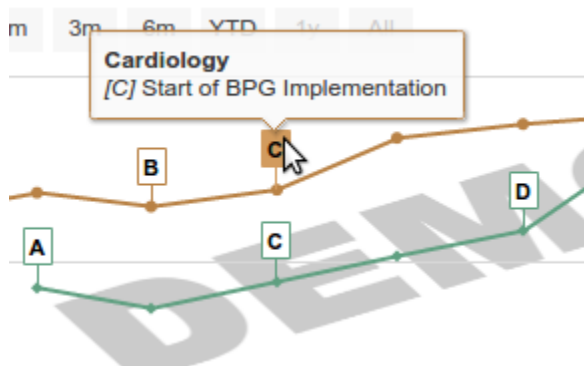

Hiding data series

You can hide/show a graph's data series by clicking the series name in the legend. The graph will adjust its scale as you add or remove the series. The hidden series will still be included in the legend, but in grey text, so you can still click it to show the series again.
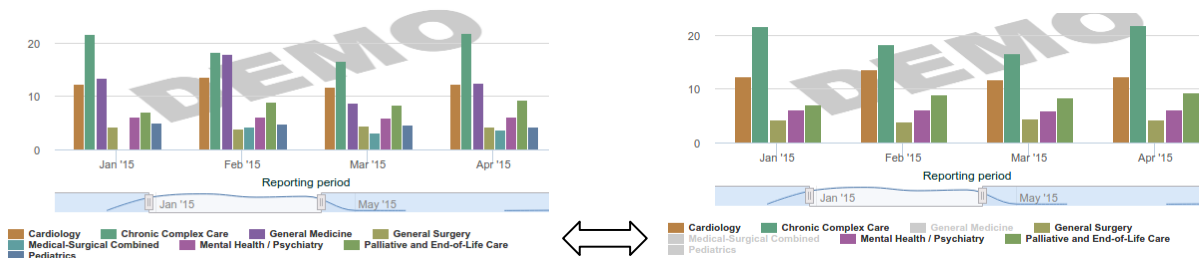
Zooming

You can zoom in on the graph to show pre-defined time frames at the top of the graph: one month (1m), three months (3m), six months (6m), year-to-date (YTD), or one year (1y). You can also zoom out to view all data (All).
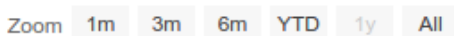
Use the scale at the bottom of the graph to show the timeframe you are interested in. Drag the white box to move the time-axis or drag the grey boxes to expand or contract the zoomed area.
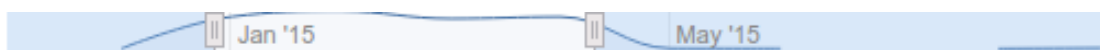

Or, you can zoom in on specific reporting periods by clicking-and-dragging the mouse over the graph area. This zoom feature can be tricky. To zoom in on one reporting period, click-and-drag the mouse over the entire reporting period, using the ticks on the horizontal axis as a guide. To zoom in on multiple reporting periods, click-and-drag the mouse between the middle of the reporting periods.

You can reset the zoom by clicking the all data (All) zoom button.

Exporting and printing graphs

At any time, you may click the graph's context menu to print or export your graph. You may save it as a PNG, JPEG, or SVG image, or a PDF document. The graph will print nicely to an 8.5" x 11" page in landscape orientation, in any of the image formats. If you have zoomed in on the graph or hidden any data series, your downloaded image will reflect those changes.
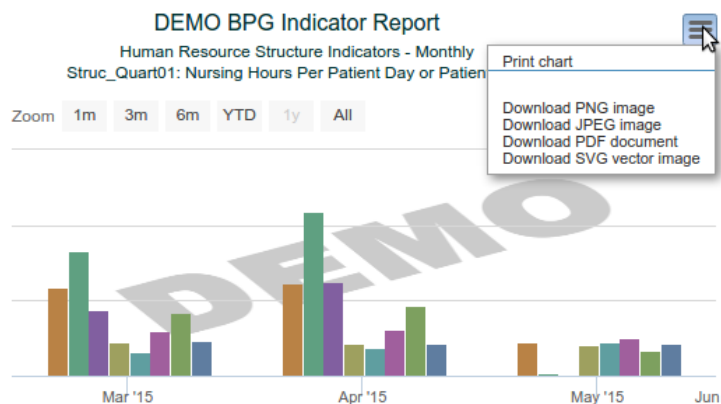
Each graph in the report is managed independently, so zooming or hiding series in one graph will not affect the others. The graphs are also downloaded individually.

Printing the Reports

To view a printer-friendly version of a report, click the "Printer-friendly report" button at the top of the report. A new browser window or tab will open displaying the same report content, but with formatting more appropriate for printing. You may use your browser's print function to print the report. You may wish to change your browser's printer settings to add or remove page headers/footers to hide the URL and show page numbers.

The report will include the report title, data table, and graphs that were displayed in the online version, but the NQuIRE site's header and menus are not displayed.

Online report:

Printer-friendly report:

Note that if you made any modifications to the graphs as described in the previous section, such as zooming or hiding data series, those modifications are initially reset in the printer-friendly report. The graphs still maintain their interactive features, so you can make those modifications again.
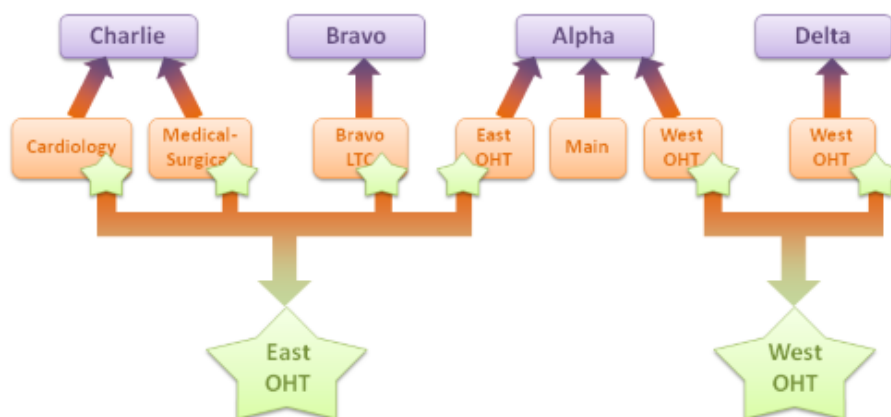
BPSO OHTs

BPSO OHTs in NQuIRE

Ontario Health Teams (OHTs) are groups of organizations and health providers that are clinically and fiscally accountable for delivering a full and coordinated continuum of care to a defined geographic population. RNAO has developed a BPSO model for integrated systems of care called BPSO OHT. This model is designed to support OHT partners across the continuum of care to achieve the quadruple aim of improved patient outcomes, improved patient experience, improved cost effectiveness and an improved provider experience.

NQuIRE enables data sharing among the BPSOs within a BPSO OHT. With NQuIRE data report sharing, BPSO OHTs will be able to track progress as a collective, thereby supporting rapid learning and quality improvement to optimize clinical, organizational, and health system outcomes.

BPSO OHTs are created and maintained in NQuIRE by RNAO Administrators. If you are a BPSO belonging to a BPSO OHT, administrators sets this up for you in NQuIRE.

BPSO Lead Users choose which of their Implementation Sites' indicator data is shared with their BPSO OHT(s). If the BPSO is part of more than one BPSO OHT, the BPSO Lead selects which data to share with each BPSO OHT independently. The BPSO Lead User then has access to BPSO OHT reports to view the shared data.

In the figure above, BPSOs (in purple) have enabled Implementation Sites (in orange) to share data with BPSO OHTs (green stars). BPSOs Alpha, Bravo, and Charlie share data with East OHT, and BPSOs Alpha and Delta share data with West OHT. Alpha has one Site that is not shared with any BPSO OHT and that data remains private to Alpha. Charlie and Bravo cannot see what is shared with West OHT or access West OHT reports. Likewise, Delta cannot access East OHT reports. Alpha has access to both East OHT reports and West OHT reports.

BPSOs that are not in BPSO OHTs do not have the ability to share data with other BPSOs in NQuIRE and cannot access BSPO OHT reports or features.

<u>*Configure Data Sharing*</u>

NQuIRE has a report type that allows BPSOs in BPSO OHTs to view data that is shared with the BPSO OHT. Unlike other NQuIRE reports that only show your own BPSO data, these reports include data from other BPSOs' Implementation Sites that have been shared with your BPSO OHT.

Each BPSO decides what to share with their BPSO OHT. The BPSO Lead User decides which Implementation Sites will be shared and which indicator data each of those Sites is shared with the BPSO OHT.

Step 1: Linking your BPSO to a BPSO OHT

If your BPSO is part of a BPSO OHT, an RNAO Administrator will link your BPSO to your BPSO OHT and will enable BPSO OHT features for your BPSO Lead User account.

You will see a new section in the User Status page listing which BPSO OHT(s) you are associated with.

This section lists each BPSO OHT your BPSO is part of and how many Implementation Sites and indicators are shared. The BPSO OHTs will appear green once you have configured data sharing with the BPSO OHT. There is a link to configure what gets shared with each BPSO OHT, but you will have to enable which Implementation Sites may be shared first.

Your BPSO Lead User menu contains additional options for BPSO OHT features.

BPSO OHT submenu: BPSO OHT report added to Reports submenu

Step 2: Enable Implementation Sites to share data

There is a two-step process to share data from your Implementation Sites. This process reduces the chance of mistakenly sharing an incorrect Implementation Site with your BPSO OHTs.

The BPSO Lead User will first have to mark which of your Implementation Sites may share data with your BPSO OHT. You will specify which indicators get shared with which BPSO OHTs in a later step.

Edit your Implementation Site from the User Status page by clicking the "Edit this site" link in the Implementation Sites section or by selecting "Add/change implementation sites" from the Leas user menu and selecting the Implementation Site's name from the Registered Users table.

You will now see a new section in your Implementation Site's demographic profile to set this Site as eligible to share data with your BPSO OHT.

Setting this option will **not** automatically share any data from this Site, but it makes the Site eligible to be configured in the next step.

NOTE: The Implementation Site User does not have access to this field, even when editing their own profile. Only a BPSO Lead User can enable the Site to share data with the BPSO OHT.

Step 3: Configure which Implementation Sites and indicators are shared

After you have enabled one or more Implementation Sites to share data with your BPSO OHT(s), you can configure what specific Sites and indicators are shared. This can only be done by BPSO Lead Users. You can change these configurations at any time.

Configure your BPSO OHT from the User Status page by clicking the "Configure BPSO OHT(s)" link in the BPSO OHT(s) section or by selecting "Configure my BPSO OHT(s)" from the BPSO Lead User menu.

You will see a table with your BPGs, indicators and the Implementation Sites you selected in the previous step. Your other Sites that were not enabled to share in the previous step do not appear in this table, thereby minimizing the risk of sharing an unintended Site with the BPSO OHT. The figure below shows a BPSO's configurations for a BPSO OHT. The name of the BPSO OHT name appears above the table, East OHT. This BPSO has enabled two Implementation Sites to be shared and has named them East OHT Site and West OHT Site.

The indicators that appear in this table are those (1) selected in your Implementation Site profiles or (2) that your BPSO has submitted data for in the past (but may not be actively selected). Checkboxes will not appear in the table for Sites that do not meet either criterion. In the figure above, the East OHT Site may share the pfcc_out01_2015 indicator but the West OHT Site cannot so West OHT Site does not have a checkbox for that indicator.

NOTE: The indicators in this table may not match those in your User Status page's Selected Indicators by Sites section. Your BPSO may have stopped reporting on an indicator and it no longer appears in the User Status page but it may still be shared with a BPSO OHT if there was data submitted for it.

Below the indicators table, your BPSO may choose to share data prior to the BPSO OHT established date which when the agreement between RNAO and the BPSO OHT took effect. Otherwise, the shared BPSO OHT reports will only display your data reported on or after this date. This date applies to your data submission's **reporting period**, not the date the data was submitted to NQuIRE.

If your BPSO is part of more than one BPSO OHT, the table above will be repeated for each BPSO OHT. You may click the name of the BPSO OHT to collapse or expand the table. Each BPSO OHT is configured independently.

NQuIRE does not prevent or restrict you from sharing the same Implementation Site's indicators with more than one BPSO OHT.

BPSO OHT List

BPSO Lead Users can see which BPSOs are in their BPSO OHT and can see a summary of which Implementation Sites and indicators are shared with the BPSO OHT.

Click the "List my BPSO OHT(s)" link in the BPSO Lead User menu.

You will see a table listing each BPSO in your BPSO OHT with their shared Implementation Sites and indicators. If your BPSO is part of more than one BPSO OHT, you will see a separate table for each one.

List my BPSO OHT(s)

Filter indicator
Optionally filter by indicator.
You may use partial matches, such as 'out' to show only outcome indicators.

East OHT

BPSO OHT established *August 2020*

Click your BPSO name to edit your BPSO OHT configurations

BPSOs	Shared Implementation Sites	Shared Indicators
Alpha	East OHT Site	pfcc_out01_2015
		pfcc_pro01_2015
Bravo	Bravo LTC	pfcc_out02_2015
		pfcc_pro01_2015
Charlie	Cardiology	pfcc_out01_2015
		pfcc_out02_2015
		pfcc_pro01_2015
	Medical-Surgical	pfcc_pro01_2015

You may filter the table on the indicators. You can enter any indicator code in this filter to quickly show which BPSOs share the indicator. This filter allows partial matches. For example, you can type "PFCC" to show which BPSOs share any Person- and Family-Centred Care indicators. Or, you can type "out" to show which outcome indicators from any BPG are shared.

Your own BPSO name (in green) is a link to the Configure BPSO OHT(s) page.

A BPSO OHT BPG Indicator results report is available for any indicator shared by at least two BPSOs in the same BPSO OHT. The BPSO viewing the report must also share that indicator with the BPSO OHT.

BPSO OHT BPG Indicator Results

The BPSO OHT BPG Indicator reports are very similar to the BPG Indicator reports that are available to all BPSOs in NQuIRE, but the BPSO OHT report also shows indicator data for Implementation Sites from other BPSOs that are sharing data with your BPSO OHT.

Like the BPG Indicator reports, these reports also include a data table with the indicator values and an interactive graph. These reports display one indicator at a time.
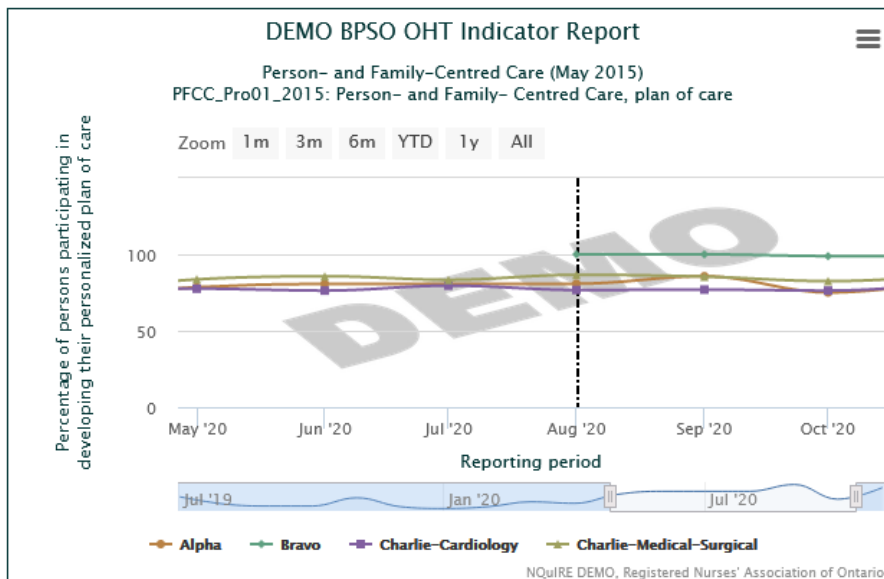
Access your BPSO OHT BPG Indicator Report by clicking the "BPSO OHT BPG Indicator results" link in the BPSO Lead User menu. This menu item only appears for BPSOs that are in one or more BPSO OHTs.

Under the Options heading, select a BPSO OHT. If your BPSO is part of just one BPSO OHT it will be selected for you. If you are part of more than one BPSO OHT, you must select one BPSO OHT for the report. You cannot combine data from two BPSO OHTs in the same report.

Select an indicator for the report. Only those indicators that you share with your BPSO OHT are available to select. Your BPSO OHT may have other indicators shared from other BPSOs, but you cannot access BPSO OHT reports for indicators that your BPSO does not share. When you change the selected BPSO OHT, this list will reload for the new BPSO OHT selected.

Select at least one Implementation Site from your BPSO to include in the report. You cannot view a BPSO OHT report that does not include your own BPSO. Only those Implementation Sites that have data for the selected indicator will be available to select. You may choose multiple sites by clicking and dragging the mouse over the list, or holding the Ctrl key and clicking individual sites from the list.

Select at least one Implementation Site from other BPSOs in your BPSO OHT. Again, multiple selections are allowed. You will see the BPSO name along with their Implementation Site name in the selection list.

There are fewer customizations available for the BPSO OHT reports as they do not include an aggregate calculation or annotations.

- *Select the graph type* – You can choose if the indicator data is graphed as a bar (column) series, a line series, or a smoothed-line series. By default, the indicator data is graphed as a line series.

Once you have made your selections, click the "Display report" button to refresh your report. The Options section will collapse and your report will be displayed. To change the report, click the Options link to expand the section and change your settings.

If there is no data for the report (either you have no submissions or your submissions are all in draft/edit mode), the page will display "There is no report available for your BPSO OHT for this indicator." Otherwise, you should see your report directly.

See the preceding section, "Using the Reports" for more information on the data tables and using the interactive graphs. The following describes some key differences between the BPSO OHT reports and the BPG Indicator Results reports that are available to all BPSOs:

- The BPSO OHT reports usually use the BPSO name as the label in the data table and in the graphs. If one BPSO in the BPSO OHT shares more than one Implementation Site, then the report will use the BPSO name and the Site name as the label. This can be seen in the graph above. BPSOs Alpha and Bravo share one Site and the BPSO name is the label. BPSO Charlie shares two Sites, so the BPSO and Site name are used.

- Annotations are not included in the BPSO OHT reports.

- The BPSO OHT established date is included in the Notes section of the data table, and appears in the graph as a vertical, dashed black line. BPSOs in the BPSO OHT may opt to not share data reported prior to this date.

- If data is not available at a reporting period, the BPSO OHT report will display "**NA / Not shared**". This differs from the BPG Indicators report that displays "**Not reported**" or "**No submission**." Both reports display "**Undefined**" if the data had a denominator of zero.

<u>Contact Us</u>

If you require assistance, please select "Contact Us" from the header menu to email the NQuIRE team.

To speak with us directly, please contact the RNAO home office:

NQuIRE team
Email: NQuIRE@RNAO.ca
Phone: 416-599-1925 or 1-800-268-7199

Secure File Upload

If you need to send the NQuIRE team files containing sensitive data, you may use NQuIRE's secure file upload page, available at https://nquire.rnao.ca/secure-file-upload. This page provides a more secure method of sending us files through email.

Secure file upload

1 September 2016 - 12:00am -- admin
Use this page to securely send files to the NQuIRE team.

Do **not** use this page to upload your import template - to upload an import template use the "Upload data by file" link. Files sent in this page will not automatically store your data. You *may* upload your import template file here so the NQuIRE team can help troubleshoot errors, but data in this file will not be stored in NQuIRE.

Email address *
You must provide your email address when uploading a file to the NQuIRE team.

Upload file *
Maximum upload size: 4 MB
Choose file | No file chosen   Upload

Description
Provide a quick description of the file you are uploading and who on the NQuIRE team it is intended for, if applicable.

Submit

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L'Association des infirmières et infirmiers
autorisés de l'Ontario

Appendix A - BPG Implementation Inventory

SAMPLE TEMPLATE – Implementation Site BPG Implementation Inventory

The table below provides a sample template to record an organization-level inventory of the Implementation Sites for each of the RNAO Best Practice Guidelines.

Extra columns may be added as necessary to reflect additional guidelines. Rows may be added as necessary to accommodate additional site / area names or Implementation Sites.

Consider adding colour to the inventory to indicate which guidelines have been selected for organization-wide or corporate implementation. Similarly, individual cells may be highlighted to indicate which Implementation Sites are targeted for broad practice change versus focused quality improvement efforts.

Implementation Site	Implementation Site User Name & Email	[BPG Name]	[BPG Name]	[BPG Name]	[BPG Name]	[BPG Name]
Facility / Clinical Area: [Name]						
[Implementation Site name]						
[Implementation Site name]						
[Implementation Site name]						
Facility / Clinical Area: [Name]						
[Implementation Site name]						
[Implementation Site name]						
[Implementation Site name]						
Facility / Clinical Area: [Name]						
[Implementation Site name]						
[Implementation Site name]						
[Implementation Site name]						

RNAO Registered Nurses' Association of Ontario
L'Association des infirmières et infirmiers autorisés de l'Ontario

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