Comprehensive Data System (CDS) Quick Start Guide:
How to Enter Measure Data

This document is created to support HIIN hospitals in entering measure data into the HRET Comprehensive Data System (CDS). This Quick Start Guide covers logging into CDS and walks you through how to select the measure, enter baseline data, and enter monthly monitoring data.

In order to enter data into CDS, users must have a named user account with Data Entry or Data Administrator privileges. Initial setup user accounts do not have data entry privileges.

The Comprehensive Data System can be accessed by visiting: https://www.hretcds.org/

SYSTEM REQUIREMENTS

The HRET CDS is a secure, web-based data collection system. Users must have a connection to the Internet and a browser which supports SSL (secure socket layer) encryption.

Currently, the CDS supports the use of Internet Explorer v8 or higher and FireFox v 11.0 or higher. The system is currently being tested for use with Google Chrome and on iPad (IOS v5 or higher).
For optimal performance, your computer and/or browser must be configured as follows:
- The computer/browser must permit SSL connections
- The computer/browser must allow pop-ups from https://www.hretcds.org
- CDS must be set up as a trusted site
- Email systems should be configured to allow emails from hretdatasupport@aha.org

TECHNICAL ASSISTANCE
- HRET actively monitors data support emails: hretdatasupport@aha.org.
- HRET generally responds to requests within 2 business days, more complex items may require more time.

LOG IN AS AN EXISTING CDS USER

- As a reminder, your LoginID is your email address, and if you have forgotten your password, please click on the "forgot password" link on the CDS homepage and the system will email you your password.

HRET
HEALTH RESEARCH &
EDUCATIONAL TRUST
In Partnership with AHA

HRET Comprehensive Data System

Questions? Email HRET Data Support

Welcome, please log in.

LoginID: [   ]

Password: [   ]

This web site enables organizations participating in Health Research & Educational Trust (HRET) projects to securely submit project data.

[Login]

Enter your LoginID and password, then click "Login."

The CDS has been developed for the following browsers:
Internet Explorer, Version 8.0, 9.0 or 10.0
FireFox 11, version 11.0 or higher

Forgot your password?

If you have forgotten your password, click 'Forgot your password?' to have your password emailed to you.

JULY 19 2016 - There are no known issues with CDS at this time.

v. 4.3.7, Build 0

Important messages about the system will appear in **red** at the bottom of the page.

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DATA ENTRY - PREWORK

Prior to data entry, users should review the [Encyclopedia of Measures](#) (EOM) to understand the measurement specifications, and applicability criteria, for the measures.

The data entry process is greatly streamlined if users gather the following prior to logging into CDS:

Baseline (one data point):
- Timeframe: Define your timeframe with a start date and an end date. Refer to the EOM for preferred baseline timeframes, which vary by measure.
- Numerator: For the timeframe defined, the numerator value
- Denominator: For the timeframe defined, the denominator value

Monitoring (monthly, beginning with October 2016):
- Numerator: For the timeframe defined, the numerator value
- Denominator: For the timeframe defined, the denominator value

ENTERING DATA – ORGANIZATION OR MEASURE SELECTION

For users assigned to only one organization, data entry begins with the selection of a measure (see page 4). For users assigned to **multiple** facilities, data entry begins with selecting the organization (hospital) for which users will enter data. NOTE: Options on the menu bar may vary; only Data Administrators will see the "Admin" option.

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MEASURE SELECTION

On the Measure Select Screen, the organization always appears on the top left; baseline and monitoring data status for each measure are shown to the right. Additional details about each measure can be obtained by clicking the "i" button to the right of the measure name.

In the example screen below, October 2016 data has been submitted for ADEs – excessive anticoagulation; baseline and November 2016 data has been submitted for ADEs – hypoglycemia; the Needs Assessment is not completed (baseline is not applicable), and no data has yet been entered for ADEs – opiods or CAUTI Rate.

| Data Entry | Admin | Reports | Resources |

Reporting Entity Select   Project Select   > Measure Select

Measure Select

HIIN Test Hospital 2 (HRET ID: HIIN-TEST-2) (1) HIIN Items

Below are the measures available with this project. Click the "Enter Data" button to enter data. For additional details, click the Information icon next to the measure.

Measure (click the i button for measure specifications)		Monitoring Period	Baseline Status	Monitoring Status	
HIIN - Hospital Needs Assessment: HIIN-Needs-1 Process (Recommended)	(i)	11/1/2016 - 12/31/2018 (Once)	N/A	No Data	Enter Data
ADEs - excessive anticoagulation: HIIN-ADE-1a Outcome (Recommended)	(i)	10/1/2016 - 12/31/2019 (Monthly)	No Data	Most recent data: 10/01/2016	Enter Data
ADEs - hypoglycemia: HIIN-ADE-1b Outcome (Recommended)	(i)	10/1/2016 - 12/31/2019 (Monthly)	Most recent data: 01/01/2014	Most recent data: 11/01/2016	Enter Data
ADEs - opiods: HIIN-ADE-1c Outcome (Recommended)	(i)	10/1/2016 - 12/31/2019 (Monthly)	No Data	No Data	Enter Data
CAUTI Rate - all except NICUs: HIIN-CAUTI-2a Outcome (Recommended)	(i)	10/1/2016 - 12/31/2019 (Monthly)	No Data	No Data	Enter Data

To enter data on a measure from the list, select "Enter Data." If no baseline data has been entered, the baseline data entry screen will appear first. At any time, the user can toggle to monitoring by selecting the "Monitoring" tab.

HIIN Test Hospital 1 - Project: (1) HIIN Items
Measure: ADEs - excessive anticoagulation: HIIN-ADE-1a - Outcome (Recommended)

| Baseline | Monitoring |

Below is the baseline measurement timeframe for this measure. If you do not see the dates you are looking for, please click the MONITORING tab in blue, above.

Measurement Start	Measurement End	
		Add

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ENTERING BASELINE DATA

Enter the baseline measurement start and end dates. The date may be directly entered into the space provided, in **mm/dd/yyyy** format, or the user may click the calendar icon to select the dates from the calendar. Both dates must be entered to proceed; once entered, click "Add."

After the timeframe has been entered, click "Go" in the data entry column to enter the data.

ENTERING BASELINE DATA, CONTINUED

The data entry pop-up window displays the measure name, measure identifier, and measurement timeframe being collected. Item 1 asks whether data was collected for the period. Item 2 allows the user to enter a numerator and denominator. Brief numerator and denominator statements are shown; refer to the Encyclopedia of Measures (EOM) for more details.

Data may be **saved** or **submitted**. Saving allows a user to return to revise the data at a later date. In order for data to be sent to the system and made available for reporting, data must be **submitted**.

The CDS recognizes that data may be updated or errors may be made during data entry, and allows for previously submitted data to be edited following the collection period. To edit and re-submit data, go to Data Entry (as described earlier in this guide) for the particular data you wish to correct. Correct the data, then click the SUBMIT button.

IMPORTANT NOTE: **If baseline data are NOT available – such as if the facility has not been tracking the measure prior to the start of the HIIN program**, select "NO" for Item 1 (Was data collected for this measurement period?), and enter "Data not collected prior to HIIN" in Item 2 (Please provide comments on why the data was unavailable). You must submit the **exact text** shown to ensure HRET is aware that baseline data is not available.

After saving, a confirmation message will appear just below the measure name.

When data are submitted, a submission confirmation message appears. After clicking "Close" on the data entry window, the user will be directed to monitoring data entry.

ENTERING MONTHLY MONITORING DATA

Monthly monitoring measurement periods have been predefined. Enter data by clicking "Go" in the Data Entry column. A month must pass before it is available for data entry. In the example below, only October and November 2016 are available.

HIIN Test Hospital 1 - Project: (1) HIIN Items

Measure: ADEs - excessive anticoagulation: HIIN-ADE-1a - Outcome (Recommended)

Baseline	Monitoring

Select "Go" to enter data for the periods available. Some measurement periods have been pre-set by the CDS administrator.

Measurement Start	Measurement End	Submit Date	Status	Data Entry
10/1/2016	10/31/2016		No Data	Go
11/1/2016	11/30/2016		No Data	Go
12/1/2016	12/31/2016		No Data	
1/1/2017	1/31/2017		No Data	

Monitoring data are entered in the same fashion as baseline. If data are not available for a specific timeframe, select "No" for Item 1 and provide brief comments.

ADEs – excessive anticoagulation: HIIN–ADE–1a
Outcome (Recommended)
10/1/2016 – 10/31/2016 (Monitoring)

1. Was data collected for this measurement period?

○ Yes
○ No

2. Please enter the numerator and the denominator:

Numerator [ ]
Denominator [ ]

To save your data for editing at a later time, click "SAVE." To submit your data to the system, click "SUBMIT."

[Save] [Submit]

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CORRECTING DATA ENTRY

The CDS recognizes that data may be updated or errors may be made during data entry, and allows for previously submitted data to be edited following the collection period. To edit and re-submit data, go to Data Entry (as described earlier in this guide) for the particular data you wish to correct. Correct the data, then click the SUBMIT button.

COMMON WARNING MESSAGES

The CDS has been programmed to warn the user of data entry issues. The warning messages appear in red font or highlighted in red. Some examples of common warning messages are shown below.

NOTE: Warning messages appear when the user attempts to SUBMIT the data; they will not appear when the user SAVES the data.

For baseline:
- The measurement start date must be before the measurement end date.
- The baseline timeframe must be prior to October 1 2016 (end date prior to October 1 2016).

Numerators and denominators must be entered correctly before data can be submitted. The CDS will not accept characters, fractions, or decimal values for these variables. In addition, numerators must be smaller than, or equal to, denominators. Spaces – which may not be immediately visible – are considered characters and will also cause an error.

Entry of any non-numeric value or character will generate a warning message. Numerators entered with decimals will generate a warning message even if they are smaller than the denominator.