

Instruction Manual: HIIN Improvement Calculator

Version: 1.0

Last Updated: 3/13/2017

Introduction

The Purpose of the Improvement Calculator:

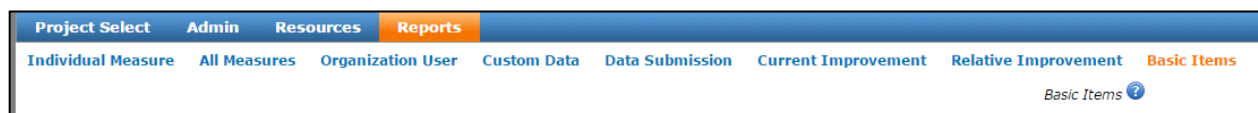
The HIIN Improvement Calculator (IC) is one of many tools provided by HRET to help member hospitals utilize the data stored in the Comprehensive Data System (CDS).

The IC translates raw HIIN data into meaningful information. The main feature of the IC is that it calculates 'improvement', comparing results from the monitoring period to baseline values for several HIIN evaluation measures. It also provides a graphical display of the results for each measure.

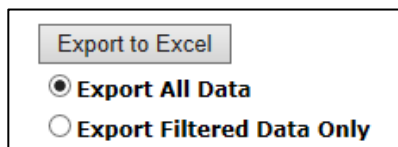
Getting Started

Using data already entered into the Comprehensive Data System (CDS)

- Preparing your "CDS Results" file for Import
 - Log in to the Comprehensive Data System (CDS) using your unique login.
 - <https://www.hretcds.org>
 - Click on the 'Reports' tab on the top of the screen, then click on the 'Basic Items' report



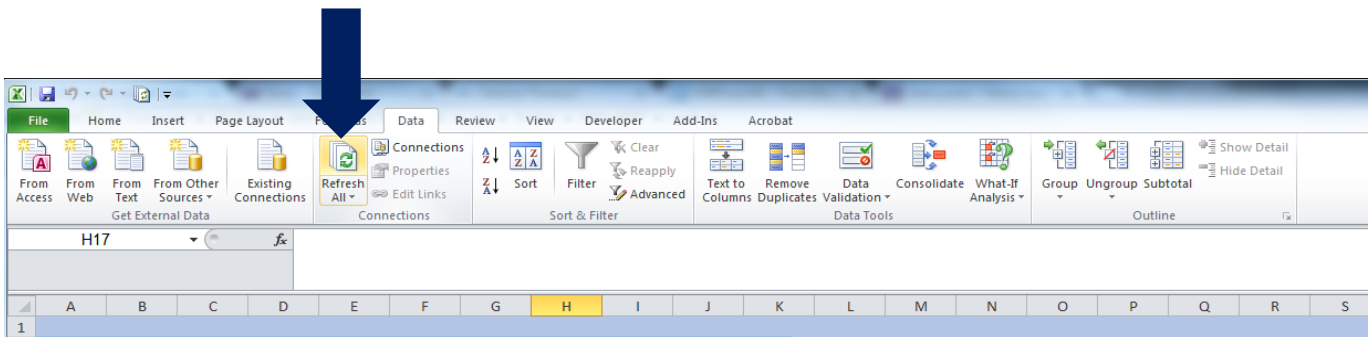
- Once the Basic Items report displays, directly below the report you will see an export file feature. Select 'Export All Data' then click on the 'Export to Excel' button.



Importing Data – using CDS download file

- Copy all rows of data from the CDS data worksheet.
- Open the HIIN IC Template (this file contains no data)
- Paste the values into the corresponding columns in the "Data Load" worksheet of the HIIN IC Template.

- From the toolbar, select “Data...refresh all” or press ctrl-alt-F5 to update the calculator using the new data. NOTE: If this shortcut does not work, Right-click on the desktop, hover over the menu option "Graphics Options" > "Hot Keys" > click Disable.



Trouble shooting:

- It is possible to overwrite data, add data, or correct data in the “Data Load” worksheet of the HIIN IC Template. However, care must be taken to ensure that all of the old data are clear/replaced or errors may result.
- It may be necessary to refresh the data more than once
- Refreshing the data may take a few seconds.

Using Slicer Buttons

The buttons that allow you to choose organizations and measures use an Excel function called a “slicer”. By clicking these buttons, you can view a “slice” of the data you entered in the Data Load tab. The results shown in the Dashboard will reflect the organizations and measures you choose using these buttons. Choosing multiple hospitals will provide a combined result. Choosing multiple measures will provide results for all selected measures for side-by-side comparison.

The Summary Tables show results for all measures and only require you to choose the organization(s) of interest. The slicer buttons on the Summary Tables are independent of those on the Dashboard. If you are using both the Dashboard and Summary Table information, be sure that the organization(s) selected match in all tabs.

Choose Organization and Measure

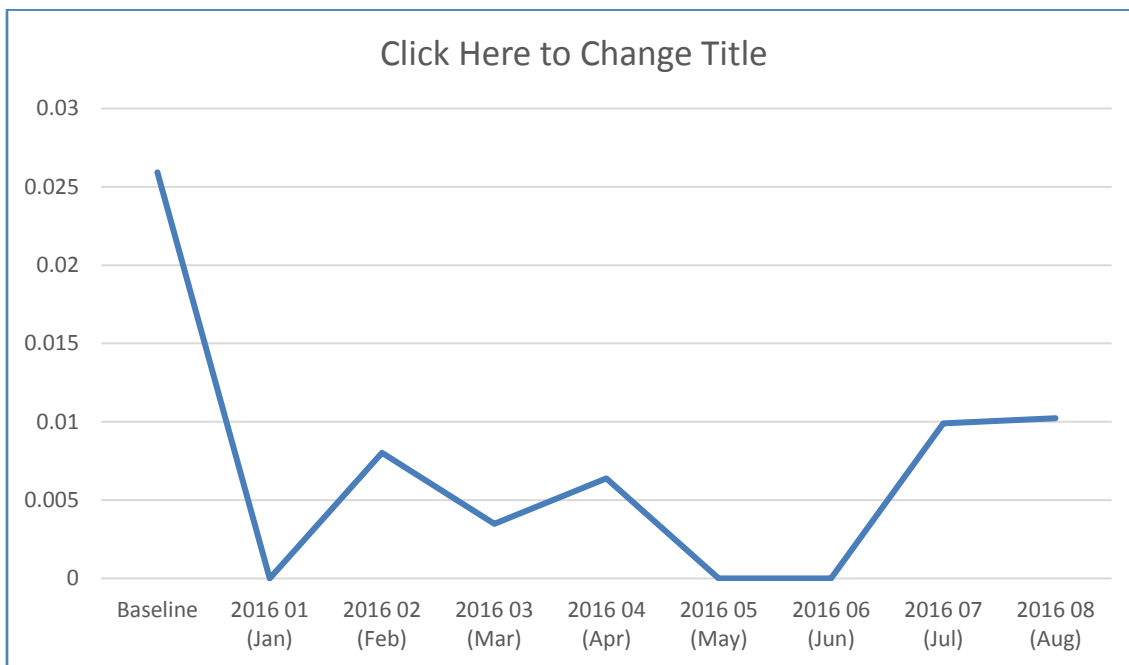
Organization Name	HRET_MeasureID
Hosp1	
	HIIN-ADE-1b
(blank)	HIIN-ADE-1c
	HIIN-CAUTI-2a
	HIIN-CLABSI-2a
	HIIN-Falls-1

Using Graphics and Reporting

Whether publishing a newsletter, reporting to a committee, or creating a presentation, you may want to use the graphics generated by the HIIN IC in another format. Because the HIIN IC is based in excel, moving, updating, and reformatting the graphics is simple.

Select the graphic you want, copy, and paste into your document, report, or slide. You can then resize, recolor, or reformat as needed. You can also customize titles, axis labels, and chart options as you see fit. The example below was copied and pasted from the HIIN IC test data and is fully customizable.

Summary tables can also be copied and pasted into other documents but take care to paste the values of the cells (instead of the formulas). Depending on the software you use, resizing a large table may be challenging. It is recommended that you paste the summary tables as images in order to retain the cell value contents and allow for resizing. If reformatting is necessary, you can reformat the tables as needed before copying to another document.



Printing Reports

Printing the Dashboard: To print a Dashboard report for a specific hospital or measure directly from the HIIN IC, select the hospital and measure of interest in the Dashboard tab using the slicer buttons. Then select "File...print" from your toolbar. The Dashboard will print on a single page in landscape format.

Printing multiple pages: In order to print the Dashboard and Summary Tables together, select all of the tabs you want to print by holding the ctrl key while selecting. When multiple tabs are selected, they will each print on separate pages. Be sure to select the hospital of interest on the Dashboard as well as the Summary Tables using the slicer buttons on all tabs. The slicer button on the Dashboard does not effect the Summary Tables, and vice versa.