IMPROVING *Sepsis* SURVIVAL

Data Portal User Manual version 2.0
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Data Portal User Accounts

There are three types of data portal user accounts, each with a different set of abilities:

<table>
<thead>
<tr>
<th>User Account Name</th>
<th>Abilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hospital Admin</td>
<td>View data entry</td>
</tr>
<tr>
<td></td>
<td>Submit new data entry</td>
</tr>
<tr>
<td></td>
<td>Edit existing data entry</td>
</tr>
<tr>
<td></td>
<td>Accesses reports</td>
</tr>
<tr>
<td></td>
<td>Access resources</td>
</tr>
<tr>
<td></td>
<td>Manage user accounts</td>
</tr>
<tr>
<td>View/Edit User</td>
<td>View data entry</td>
</tr>
<tr>
<td></td>
<td>Submit new data entry</td>
</tr>
<tr>
<td></td>
<td>Edit existing data entry</td>
</tr>
<tr>
<td></td>
<td>Accesses reports</td>
</tr>
<tr>
<td></td>
<td>Access resources</td>
</tr>
<tr>
<td>View-only User</td>
<td>View data entry</td>
</tr>
<tr>
<td></td>
<td>Accesses reports</td>
</tr>
<tr>
<td></td>
<td>Access resources</td>
</tr>
</tbody>
</table>

Each hospital can have an unlimited number and mix of these user accounts. In addition, user accounts can be associated with one or more hospitals – a feature most useful to system-level staff.
Logging into the Data Portal

Open your web browser and go to [http://sepsis.marylandpatientsafety.org/](http://sepsis.marylandpatientsafety.org/)

Enter your email address and password and click the Login button.

If you forgot your password, click the Forgot your password? button. Enter your email address, and click the Retrieve Password button. An automated email with a new password will be sent to you.

Be sure to check your spam or junk folder for the email, or contact sepsishelp@marylandpatientsafety.org for assistance.
Outcome Data Entry

This section includes instructions for the following:

- Outcome Data Due Dates
- View Data Entry
- Submit New Data Entry
- Edit Existing Data Entry

**Outcome Data Due Dates**

Outcome data, i.e., sepsis mortality data, are due by the 30th day of the following month, for example, May 2015 data are due no later than midnight June 30, 2015. Data elements to be submitted are:

  Numerator: Total number of sepsis patients who expired with ICD-9 785.52 (septic shock)  
  Numerator: Total number of sepsis patients who expired with ICD-9 995.92 (severe sepsis)  
  Denominator: Total number of sepsis patients with ICD-9 785.52 (septic shock)  
  Denominator: Total number of sepsis patients with ICD-9 995.92 (severe sepsis)  

The data portal will automatically sum the numerators and denominators to prevent user error, and calculate the sepsis mortality rate for that month.

The data portal automatically “closes” the data entry period at midnight on the 30th, at which time you will no longer be able to enter data or edit data.

If you miss a due date, contact sepsishelp@marylandpatientsafety.org.

<table>
<thead>
<tr>
<th>Item Due</th>
<th>Due By</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monthly Sepsis Mortality Data</td>
<td>- Due monthly, June 2015 (May 2015 data) through May 2017 (June 2016 data)</td>
</tr>
<tr>
<td></td>
<td>- Due by the 30th day of the following month, i.e., May 2015 data are due no later than midnight June 30, 2015</td>
</tr>
</tbody>
</table>
**View Data Entry**

To view data that have been entered into the data portal, select the *Data Entry* menu from the top of the page.

Select criteria from the drop-down boxes, and click the *Find* button. **TIP:** You can select one or more criteria, or no criteria. If you click the *Find* button without selecting criteria, all data entered for your facility will be retrieved.

Data will be displayed in a table at the bottom of the page.
Submit New Data Entry

The following instructions apply only to Hospital Admin and View/Edit User accounts. View-only user accounts are able to view data, but cannot enter or edit data.

To submit new outcome data, click the Data Entry menu at the top of the page.

Click the Enter Data button in the left hand corner of the page.

Select the month and year from the drop-down boxes. Enter your numerator and denominator values in the appropriate boxes, and click the Save button.
If data for the time period have already been entered, you will receive an error message:

Data entry already exists for this hospital. Please try again.

Refer to the instructions in this manual if you need to edit existing data entry.

**Edit Existing Data Entry**

To edit existing data entry, click the *Data Entry* menu at the top of the page.

Select criteria from the drop-down boxes, and click the *Find* button. **TIP:** You can select one or more criteria, or no criteria. If you click the *Find* button without selecting criteria, all data entered for your facility will be retrieved.

Click the 🌐 image to edit an entry or the ✗ image to delete an entry.
If you click the ❌ image to delete an entry, you will be prompted to confirm your request:

![Delete Confirmation Dialog]

If you click the ⌨️ image to edit an entry, you will be taken to the **Data Entry Edit** page to make changes. When finished with your edits, click the **Save** button.
Resources

To access resources, click the Resources menu at the top of the page.

Resources are categorized into Literature, Protocols and Checklists, Presentations, Human Factors and Agenda and Minutes. Select a category from the drop-down box and click the Find button. Resources will be displayed in a table on the page. From the “Download” column in the table, select the items to download.
Reports

This section includes instructions for accessing and downloading the following:

- Hospital Implementation Plans
- Quarterly Status Reports
- Monthly Outcome Reports

Hospital Implementation Plans

To access implementation plans for hospitals in your cohort, click the Reports menu at the top of the page, and select Hospital Implementation Plans from the sub-menu.

Hospital implementation plans will be displayed in a table on the page. From the “Download” column in the table, select the items to download.
Quarterly Status Reports

There will be a total of seven status reports due throughout the collaborative. You will be provided instructions via email for submitting status reports, which are due by the following due dates. Please contact sepsishelp@marylandpatientsafety.org with any questions about status report submissions.

Cohort 1:

- October 31, 2014
- January 30, 2015
- April 24, 2015
- July 31, 2015
- October 30, 2015
- January 29, 2016
- May 27, 2016

Cohort 2:

- August 28, 2015
- November 30, 2015
- February 26, 2016
- May 27, 2016
- August 26, 2016
- November 28, 2016
- February 24, 2017

To access status reports for hospitals in your cohort, click the Reports menu at the top of the page, and select Quarterly Status Reports from the sub-menu.

Quarterly status reports will be displayed in a table on the page. From the “Download” column in the table, select the items to download.
**Monthly Outcome Reports**

Outcome data, i.e., sepsis mortality data, are due by the 30th day of the following month, for example, May 2015 data are due no later than midnight June 30, 2015. You will be notified via email when the reports are available for downloading.

To access monthly outcome reports for hospitals in your cohort, click the **Reports** menu at the top of the page, and select **Monthly Outcome Reports** from the sub-menu.

Select criteria from the drop-down boxes, and click the **Find** button. **TIP:** You can select one or more criteria, or no criteria. If you click the **Find** button without selecting criteria, all reports will be retrieved.

The monthly outcome data reports: hospital-specific (Excel file) is accessible from the “Download” column in the table, click the ![image](image) to download.
Sample hospital-specific report: compares your hospital's monthly rate to the cohort aggregate

![Graph showing Sepsis Mortality Rate]

<table>
<thead>
<tr>
<th>Collaborative Aggregate</th>
<th>Jul '13</th>
<th>Aug '13</th>
<th>Sep '13</th>
<th>Oct '13</th>
<th>Nov '13</th>
<th>Dec '13</th>
<th>Jan '14</th>
<th>Feb '14</th>
<th>Mar '14</th>
<th>Apr '14</th>
<th>May '14</th>
<th>Jun '14</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Reporting Hospitals (n)</td>
<td>75</td>
<td>85</td>
<td>15</td>
<td>55</td>
<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Number of Sepsis Patients Who Expired (a)</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Percent of Sepsis Patients Who Expired [(a/b)*100]</td>
<td>8%</td>
<td>2%</td>
<td>8%</td>
<td>1%</td>
<td></td>
<td></td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>TEST HOSPITAL - 1</th>
<th>Jul '13</th>
<th>Aug '13</th>
<th>Sep '13</th>
<th>Oct '13</th>
<th>Nov '13</th>
<th>Dec '13</th>
<th>Jan '14</th>
<th>Feb '14</th>
<th>Mar '14</th>
<th>Apr '14</th>
<th>May '14</th>
<th>Jun '14</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Number of Sepsis Patients Who Expired (a)</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

SOURCE: MPSC and MHA Improving Sepsis Survival Initiative

Although these data are not federally protected Patient Safety Work Product, please keep confidential and do not distribute beyond your sepsis team participating in the Improving Sepsis Survival Initiative, co-led by the Maryland Patient Safety Center and the Maryland Hospital Association.
My Profile

To view your profile, click the My Profile menu from the top-right side of the page.

For security reasons, users may only edit first and last name. To edit email addresses and other settings, contact sepsishelp@marylandpatientsafety.org.

To update your profile, make the edits to your name and click the Save button.
Users

The following instructions apply to Hospital Admin accounts only. Hospital Admin accounts can manage multiple user accounts for one or more hospitals.

This section includes instructions for the following:

- Add new users
- Edit existing user profiles
- Reset user passwords

Add New Users

To add new users, click the User menu at the top of the page.

Click the Add New User button in the left hand corner of the page.
Enter the first and last name, the email address, and a password in the boxes. Select the user access level from the drop down box, and click the Save button. **Note:** new user accounts are automatically set to “active” status. To change this, un-check the “Active” box at the top of the page.
For Hospital Admins associated with more than one hospital: you may assign new user accounts to one or more of your hospitals. After selecting the user access level from the drop down box,

- Select a hospital name from the Hospital drop-down box and click the Assign button.
- Select another hospital name from the Hospital drop-down box and click the Assign button again.
- When finished assigning the new user to the correct hospitals, click the Save button.

---

Add New User

Active ☑️
First Name
Dusty
Last Name
Burnes
Email ID
burnes@hotmail.com
Password
****
User Access Level
View-only User

Please assign the new user to a hospital by selecting from the drop-down box and clicking Assign

Hospital Name
Select
Assign

Save Cancel
**Edit Existing User Profiles**

To edit existing user profiles, click the **User** menu at the top of the page.

Enter the criteria, and click the **Find** button. **TIP:** You can enter one or more criteria, or no criteria. If you click the **Find** button without specifying criteria, all user accounts for your facility will be retrieved and displayed in a table at the bottom of the page.

Click the edit image to edit a user profile or the delete image to delete an entry.

If you click the delete image to delete a user profile, you will be prompted to confirm your request:
If you click the image to edit a user profile, you will be taken to the Edit User page to make changes. When finished with your edits, click the Save button.

For user accounts that are associated with more than one hospital, you may edit the account to be associated with fewer hospitals or more hospitals.

- To remove a hospital assignment from an existing user account, click the image, and then click the Save button.
- To assign an existing user account to more hospitals, select the hospital name from the Hospital drop-down box, click the Assign button, and then click the Save button.
**Reset User Passwords**

To reset passwords for users, click the **User** menu at the top of the page.

Enter the criteria, and click the **Find** button. **TIP:** You can enter one or more criteria, or no criteria. If you click the **Find** button without specifying criteria, all user accounts for your facility will be retrieved and displayed in a table at the bottom of the page.
Click the image to edit a user profile, and you will be taken to the **Edit User** page. Click the *Reset Password* button at the bottom of the page, and the user will receive a temporary password by email.

**Logout**

To logout of the data portal, click the **Logout** menu from the top-right side of the page.

Please note the data portal will automatically logoff after 20 minutes of inactivity.