Queensland Hospital Admitted Patient Data Collection (QHAPDC)

Electronic Validation Application
(EVA Plus) User Manual
Public Facilities

March 2016
Version 1.0
Contents

Summary ................................................................................................................. iv
EVA Plus Application .............................................................................................. iv
Collection manuals .................................................................................................. iv
Accessing EVA Plus ...................................................................................................... 1
  Initial Login ............................................................................................................. 1
  Locked Account....................................................................................................... 2
  Forgotten Password ................................................................................................. 2
  Change Password and/or Lost Password Recovery Question ............................... 4
Logging Out .............................................................................................................. 4

User Management ......................................................................................................... 5
  Security (Access) Levels.......................................................................................... 5
  Requesting Primary User Access ............................................................................ 5
  Granting Access ....................................................................................................... 5
  Search for an Existing User Account ...................................................................... 5
  Create a New User Account .................................................................................... 6
  Update an Existing User Account ........................................................................... 6
  Assign facility access............................................................................................... 7
  Remove User Access............................................................................................... 7
  Remove a User's Access to a Facility ...................................................................... 7
  Inactive a User........................................................................................................ 8
  Confirm Users ......................................................................................................... 9

Data Validation ............................................................................................................. 10
  User Dashboard (home page) .................................................................................... 10
  Screen navigation and functions ............................................................................ 10
  Select facility .......................................................................................................... 11
  Active status ........................................................................................................... 11
  Quick Filter ............................................................................................................. 11
  Reports .................................................................................................................... 12
  Report View ........................................................................................................... 12
  Current Filters ....................................................................................................... 12
  Filter/Sort Columns ............................................................................................... 12
  Actions Menu ........................................................................................................ 13
  Export to CSV ....................................................................................................... 13
  Increase the number of rows displayed .................................................................. 13
  Advanced Filter .................................................................................................... 13
  Add/Remove columns ......................................................................................... 14
  Save Report .......................................................................................................... 14
  Other functions ..................................................................................................... 14

Actioning Validation Errors .......................................................................................... 16
  Workflow status .................................................................................................... 17
  Hospital Action ...................................................................................................... 18
  Facility workflow status ....................................................................................... 19
  View History ......................................................................................................... 20
  Bulk Edit.................................................................................................................. 21
Summary

This manual provides instructions for the use of the Electronic Validation (EVA Plus) application. It is a reference for those who are responsible for processing of validation exceptions created from the extraction process of Admitted Patient Data to Statistical Collections and Integration Unit (SCI), and other interested persons.

Note: Snapshots of screens used in this manual may differ slightly from those in the EVA Plus Application viewed by facilities as these snapshots were taken from the ‘Test’ and ‘PAT’ version of the application.

EVA Plus Application

The Queensland Hospital Admitted Patient Data Collection (QHAPDC) receives hospital admitted patient data from both public and private facilities. Once QHAPDC data has been extracted and loaded into the Queensland Health Inpatient Processing System (QHIPS) and validated, validation exceptions are then published to EVA Plus.

The EVA Plus application is a web based application developed by SCI, which enables facilities to view and action validation errors that are raised from the extracted data provided by facilities.

Collection manuals

This manual should be read in conjunction with the current QHAPDC Manual. The QHAPDC Manual for each financial year is published by the 1st of July of each year and is available from the www.health.qld.gov.au/hsu/collections/qhapdc website.

The QHAPDC manual provides comprehensive coverage on data items and validation messages which are not covered within this manual.

The validation messages and their explanations are available in Appendix L of the QHAPDC Manual.
Accessing EVA Plus

Users will receive two emails when granted access to EVA Plus. The first email will contain a username (users email address), and the second email will contain a system generated password. Both emails contain the link to the EVA Plus Online application.

Access to EVA Plus requires Mozilla Firefox or Internet Explorer version 10 or above.

Passwords

Passwords must be 8 characters in length and contain a combination of: an uppercase alpha character, a lowercase alpha character, a number and a special character.

- Example: Haveaniceday*1

Passwords will expire after 3 months and users will be automatically prompted to change their password.

Users are responsible for maintaining the integrity of their password and should be changed immediately if it has been compromised.

Note: Non-compliant, generic or non-standard user names e.g. EVA_user@health.qld.gov.au used to log in to the application will be removed as they are in breach of the Department of Health Standard. An individual user’s Queensland Health email address must be used with password security maintained.

Initial Login

1. Click the EVA Plus URL provided in the email.
2. Enter the username, password and click log on.

3. Complete the change password and lost password screen and select Save Password.
   › enter the initial password in the Current Password field,
   › enter the new password in New Password field and re-enter in the Confirm Password field,
   › enter a Lost Password Question and Answer.

Tip: For subsequent logons bookmark or save EVA Plus link to your favourites
After reading and accepting the terms of access the EVA Plus home page will be displayed.

**Locked Account**

A user account will be locked when a password is incorrectly entered 3 times. To unlock their account a Primary User should contact SCI, a Deputy User should contact the Primary User of their facility and a Facility User should contact either the Primary or Deputy User/s of their facility.

Once the user account is unlocked, an email containing a new password will be sent to the user. This password will need to be changed following the same process as the user’s initial login.

**Forgotten Password**

1. Select **Forgot your password** from the log on screen.

2. Enter the **Username** and select **Reset Password**.
The user will receive an email containing a new password. When logging back in the user will be prompted to change the system generated password.
Change Password and/or Lost Password Recovery Question

A password and/or lost password recovery question can be changed at any time.

1. Select **Change Password** from the **User Options Task Bar**.

2. Complete the **Change password and/or lost password question** screen and Select **Save Password**.

Logging Out

1. Select **Logout** from the **User Options Task Bar** located on the top right hand side of the screen.
User Management

Security (Access) Levels

There are four user security (access) levels in EVA Plus; SCI users, Primary users, Deputy users and Facility user.

<table>
<thead>
<tr>
<th>SCI User</th>
<th>Primary User</th>
<th>Facility User</th>
</tr>
</thead>
<tbody>
<tr>
<td>SCI Users are the system administrators and are responsible for granting and revoking access for Primary users.</td>
<td>A primary user grants/revokes access and are responsible for the maintenance of deputy and facility users. A facility must have a primary user assigned and only one primary user can be assigned to a facility at any given time.</td>
<td>A facility user does not maintain or grant access. A facility can have multiple facility users assigned.</td>
</tr>
<tr>
<td>Deputy User</td>
<td></td>
<td></td>
</tr>
<tr>
<td>A deputy user grants access for other deputy and facility users and can assist with user account maintenance. A facility can have multiple deputy users assigned.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Requesting Primary User Access

To request and be granted primary user access, an email from the line manager must be sent to qhipsmai@health.qld.gov.au. The email must contain the users email address and the required list of facilities.

Granting Access

There are 3 steps a user should follow when granting access in EVA Plus.

1. **Step 1:** Search for a user
2. **Step 2:** Grant or Edit access
3. **Step 3:** Assign facility/ies

Search for an Existing User Account

1. From the Main Menu, select **User Accounts** and **Manage Users and Privileges**.
2. Enter the **First Name** and/or **Surname** of the user, select **All** in the select output field and click **Search**.
3. If the user does not exist, **No users found** will display. Refer to **Create a New User Account**.
4. If a user account does exist refer to: [Search for an Existing User Account](#) and click on the Edit button.

**Create a New User Account**

1. From [Manage Users and Privileges](#) screen click [Create New User](#).
   
   ![Create New User Account](image)
   
   2. Enter the **Username**, **First Name**, **Surname**, **Contact Telephone Number** and select **Create User**.
   
   3. Two emails will be sent to the user with their username, system generated password and link to EVA Plus.

**Update an Existing User Account**

1. Complete a user search to verify the user account exists. Refer to [Search for an Existing User Account](#).
   
   ![Update User Account](image)
   
   2. Select **Edit** to update users account.
   
   3. Make required changes on the manage users screen and select **Save User**.

**Tip:** Ensure the username is entered is correctly. Once save, the username cannot be changed.
Assign facility access

1. Select the Facility and Security Level from the drop down list.
2. Enter the Valid From and Valid To date.
   Note: The valid to field can be left blank and should only be entered if required.
4. The user’s access will appear in the Update Existing Users Access section.
5. Click back to return to the Manage User Access screen.

Remove User Access

Remove a User’s Access to a Facility

A user’s access to a facility can be removed by providing an end date to the facility assigned to the user. The user will still be able to log on to EVA Plus however cannot perform tasks associated to that facility.

1. Complete a user search to retrieve the user account (refer to search for an existing user account) and select Edit.
2. Enter **Valid To** (end date) in the **Update Existing Users Access** table.

3. Select **Save Access**.

4. The **User Access History** table will be updated with the changes.

5. Select **Back** to return to the **Manage User Accounts and Access** search screen.

6. The user’s access to that facility will be **Revoked**.

**Inactive a User**

By making a user’s access Inactive the user will no longer be able to log in to EVA Plus.

1. Complete a user search to retrieve the user account (refer to search for an existing user account and select **Edit**).
2. Select **Inactive** from the **Account Active** drop down list and click **Save User**.

3. Select **Back** to return to the **Manage User Accounts and Access** search screen.

4. The user’s access to EVA Plus will now be **In-Active**.

### Confirm Users

Primary users are required to confirm users on a quarterly basis (March, June, September and December). When a review of users is due, the Primary User will receive an email from qhipsmail@health.qld.gov.au. The option to confirm users is only available in EVA Plus during the period review timeframe. If a Primary user receives an email to confirm users and the option is not available in EVA Plus, please contact SCI.

1. From the Main Menu, select **User Accounts** and **Confirm Facility Users**.

2. Select **Facility** from the facility drop down list. A list of current EVA Plus users with access to the selected facility will be displayed.

3. Review the list of users to ensure access is current.
   a) **Update**: to update a user select **Edit** and the **Manage Users** screen will be displayed.
   b) **Remove**: refer to **Remove User Access**.
   c) **Add**: To add a user refer to **Granting access**.

4. If all users listed are current, select **Confirm User List**.
Data Validation

User Dashboard (home page)

Home is the ‘Start Page’ for all EVA Plus users. Located on the home screen is the QH dashboard. The QH Dashboard provides a count of the number of validations errors that require facility action. The dashboard is displayed by facility/ies that the user has been allocated and by month.

1. Validations highlighted red indicates validations are overdue and require immediate action
2. Validations highlighted grey relate to validations from the most recent data extract. These validations should be addressed within 7 calendar days.
3. Validations highlighted orange relate to validations for the previous months data extraction. These validations are also overdue and require action

1. Click on the hyperlink of the facility name to review all validations.
2. Click on the month hyperlink to review validations for that month only.

Screen navigation and functions

The QH Patient Data screen is interactive which allows various ways of viewing the validation errors. The below screen shot explains the features of the search toolbar.
An explanation of each function is listed below:

**Select Facility**

Select Facility drop down list allows a user to select the facility. If the user only has access to one facility the select facility drop down list will not appear.

![Select Facility dropdown list](image)

**Active status**

EVA Plus contains both current and historical validation errors. Current validation errors are displayed as active and historical validations are displayed as Inactive.

1. Select **Active Status** from the drop down list.

![Active status dropdown list](image)

**Quick Filter**

Enables a user to apply a basic filter.

1. Click ![select columns icon](image) and select the required column.
2. Enter the filter text and select **Go**.
3. The filter will be displayed along with any other already existing filters.

![Quick Filter](image)

The above example will display validation errors with **Msg Code** of H190.
Reports

There are 3 default report options available.

1. **Primary Report**: displays validation errors that require hospital user, SCI action as well as those validation errors where no further action is required.

2. **Facility to Action**: displays validation errors that require hospital user action. The default report for a hospital user is ‘2. Facility to Action’.

3. **HSB to Action**: lists validation errors that have been actioned by a hospital user and require SCI action.

Customised saved reports will be displayed under private.

Report View

Switches between the summary report and a detailed report view.

- Displays summary report view.
- Displays detailed report view.

Current Filters

Displays the filters that have been applied. Click on the ✅ (check box icon) to uncheck filter or alternatively click on ✗ (delete icon) to delete the filter.

Filter/Sort Columns

Enables a user to filter or sort using the column name.

1. Click on the column name hyperlink.

2. To sort the results displayed click on ⬆️ (up arrow icon) to sort the rows ascending or ⬇️ (down arrow icon) to sort the rows descending.

3. To apply a filter in the free text area enter the filtered value.

4. The filter will be displayed along with any other already existing filters.

The above example will display validation errors with **Msg Code** of H190.
**Actions Menu**

Enables a user to export validation errors into Excel as a CSV file, HTML or email.

1. Select **Download** from the Actions menu.
2. Select the format, CSV, HTML or Email.
3. Open or save the file.

**Rows Per Page**

Select **Actions**, then **Rows Per Page** to change the number of rows viewed on one page. The default is set at 50 rows per page.

**Filter**

The **advanced filter** function enables a user to apply a filter on a column or row.

1. Complete the **Filter** screen and select **Apply**.
   - Select a filter type of either **Column** or **Row**
   - Select the required column from the column drop down list
   - Select a required **Operator** function.
   - Enter the **Expression**.
2. The filter will be displayed along with any other already existing filters.

The below example will display all validation errors with a **Msg Category** of ICD.
A user is able to modify the columns displayed by either adding additional columns or removing selected columns

1. Select **Actions**, then **Select Columns**

2. Select the fields to be added from the **Do Not Display** field. Hold down the shift key to select multiple values.

3. Select the **Arrow** to move the fields into the **Display in Report** field and select **Apply**.
   - (single arrow) icon will move a selected value.
   - (double arrow) icon will move all values.
   - (single arrow) icon will remove a selected value.
   - (double arrow) icon will remove all values.
   - (arrow up and arrow down) can be used to re-order the columns.

4. These fields will now be added to the table.

---

**Save Report**

1. Name the report, add a description and select **Apply**.
2. Saved reports appear in the **Reports** drop down list.

---

**Help**

Refer to **Help** for more information on interactive reports.

**Reset**

The **Reset** function will return the QH Patient Data view to the original default view.

**Format**

The **Format** function enables different options of formatting the display of the validations error. The following sub filters are available:

- **Sort**: Select **Actions**, **Format**, then **Sort**. The validation errors can be sorted by a specified column either in ascending or descending order and can select the Null Values to appear either at the start or end of the list.

- **Control Break**: Used to create a break group on one or several columns. This pulls the columns out of the interactive report and displays them as a master record.

- **Highlight**: Enable a filter to be defined. The rows that meet the filter criteria display as highlighted using the characteristics associated with the filter.
<table>
<thead>
<tr>
<th><strong>Compute</strong></th>
<th>Enables addition of computed columns to the report.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Aggregate</strong></td>
<td>Mathematical computations performed against a column. Aggregates display after each control break and at the end of the report within the column they are defined.</td>
</tr>
<tr>
<td><strong>Chart</strong></td>
<td>Used to create a chart of the validation errors. The chart options include:</td>
</tr>
<tr>
<td></td>
<td>- Chart Type identifies the chart type to include. Select from horizontal bar, vertical bar, pie, or line.</td>
</tr>
<tr>
<td></td>
<td>- Label enables you to select the column to be used as the label.</td>
</tr>
<tr>
<td></td>
<td>- Axis Title for Label is the title that displays on the axis associated with the column selected for Label. This is not available for pie chart.</td>
</tr>
<tr>
<td></td>
<td>- Value enables you to select the column to be used as the value. If your function is a COUNT, a Value does not need to be selected.</td>
</tr>
<tr>
<td></td>
<td>- Axis Title for Value is the title that displays on the axis associated with the column selected for Value. This is not available for pie chart.</td>
</tr>
<tr>
<td></td>
<td>- Function is an optional function to be performed on the column selected for Value.</td>
</tr>
<tr>
<td></td>
<td>- Sort allows you to sort your result set.</td>
</tr>
</tbody>
</table>
**Actioning Validation Errors**

A hospital user is responsible for actioning validation error/s published to EVA Plus. Actioning a validation error informs SCI of the investigation undertaken by the facility and steps required to resolve the error. A hospital user should ensure a detailed response is supplied in the ‘Action Text’ field of a validation error. This will ensure SCI have the required information to action the error.

Each validation error is assigned a unique validation code and is classified as either **Fatal** or **Warning**. A hospital user has the below action options available:

<table>
<thead>
<tr>
<th>Error type</th>
<th>Action available</th>
<th>Action Text</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fatal</td>
<td>Record updated by Facility</td>
<td>Must contain a detailed description of how the record was updated by the facility</td>
</tr>
<tr>
<td></td>
<td>Record confirmed as correct – please map error</td>
<td>Must contain a reason on why the validation needs to be mapped</td>
</tr>
<tr>
<td></td>
<td>Facility to contact HSB</td>
<td>Must detail the reason for contacting SCI</td>
</tr>
<tr>
<td>Warning</td>
<td>Record updated by Facility</td>
<td>Must contain a detailed description of how the record was updated by the facility</td>
</tr>
<tr>
<td></td>
<td>Record confirmed as correct</td>
<td>Correct reason provided</td>
</tr>
<tr>
<td></td>
<td>Facility to contact HSB</td>
<td>Must detail the reason for contacting SCI</td>
</tr>
</tbody>
</table>

**Workflow status**

A variety of workflow statuses are used in EVA Plus to identify what action is required and by whom. An explanation of each workflow status is listed below:

- **Not Actioned**: the validation error has not been actioned by facility.
- **Facility**: further investigation is required in order to address the validation error. A SCI user has included additional instruction on how to correct the validation.
- **HSB**: the validation error has been sent to SCI for actioning.
- **Actioned**: the validation error has been actioned by facility/SCI. Once a validation message has a status of **Actioned** no further changes can be made.

Lifecycle of a validation error:
Workflow status can be located in the first column of the validation report.

**Hospital Action**

1. Navigate to the **QH Patient Data** screen and select **Edit**.

2. **Edit Record(s)** screen is displayed which contains:
   - a) **Hospital Action**: details the action required to resolve the validation error.
   - b) **Current Values**: provides additional information about the validation error.
   - c) **History**: details all correspondence between a facility and SCI.
3. Select a relevant action in the **Hospital Action** field.

4. Enter a detailed description of how to resolve the validation in the **Action Text** field or a detailed reason why the error is confirmed correct.

5. Select **Apply Changes**.

Workflow status of the validation will change from **Not actioned** to **Actioned** or **HSB**.

**Facility workflow status**

A validation record with a workflow status of **Facility** indicates the validation has been referred back to the facility as further information is required.

1. Click **Edit** to view the SCI action text.
The response by SCI is located in the **HSB Action Text**.

2. Select a relevant action in the **Hospital Action** field.
3. Enter the correction required in the **Action Text** field.
4. Select **Apply Changes**.

**View History**

All correspondence between a facility and SCI is recorded. To view the history, navigate to the **Edit Record(s)** screen and select the **History** tab.
Bulk Edit

Bulk edit enables a bulk selection of validation errors to be actioned. For example, if the same action is required for all validation errors with a message code of H589.

1. **Filter** the validations according to the message code that require the same action.

2. Select the check box and click on **Bulk Edit Checked Records**.

3. Complete **Hospital Action** and **Action Text** ensuring a detailed explanation is provided and select **Apply Changes**.