

# Queensland Hospital Admitted Patient Data Collection (QHAPDC)

## Electronic Validation Application (EVA Plus) User Manual Private Facilities

March 2016  
Version 1.0

## **Electronic Validation Application User Manual Private Facilities**

Published by the State of Queensland (Queensland Health), March 2016



This document is licensed under a Creative Commons Attribution 3.0 Australia licence. To view a copy of this licence, visit [creativecommons.org/licenses/by/3.0/au](http://creativecommons.org/licenses/by/3.0/au)

© State of Queensland (Queensland Health) 2016

You are free to copy, communicate and adapt the work, as long as you attribute the State of Queensland (Queensland Health).

For more information contact:

Statistical Collections and Integration Unit, Statistical Services Branch, Department of Health, GPO Box 48, Brisbane QLD 4001, email [qhipsmail@health.qld.gov.au](mailto:qhipsmail@health.qld.gov.au), phone 3234 0200.

An electronic version of this document is available at [www.health.qld.gov.au/hsu/collections/ghapdc](http://www.health.qld.gov.au/hsu/collections/ghapdc)

### **Disclaimer:**

The content presented in this publication is distributed by the Queensland Government as an information source only. The State of Queensland makes no statements, representations or warranties about the accuracy, completeness or reliability of any information contained in this publication. The State of Queensland disclaims all responsibility and all liability (including without limitation for liability in negligence) for all expenses, losses, damages and costs you might incur as a result of the information being inaccurate or incomplete in any way, and for any reason reliance was placed on such information.



# Contents

Summary .....	v
EVA Plus Application .....	v
Collection manuals .....	v
Accessing EVA Plus .....	1
Passwords .....	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 .....	16
Hospital Action .....	17
Facility workflow status.....	18
View History .....	19
Bulk Edit.....	20

## 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 the 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 the Statistical Collections and Integration Unit (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 1<sup>st</sup> of July of each year and is available from the [www.health.qld.gov.au/hsu/collections/qhapdc](http://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

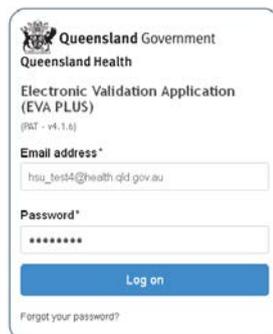
Passwords will expire after 3 months and users will be automatically prompted to change their password.

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@hospital.com.au](mailto:EVA_user@hospital.com.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 Private Facility 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**.



*Tip: For subsequent logons bookmark or save EVA Plus link to your favourites*

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**.

**Change password and lost password question**

**Note:** You may change your password and/or your lost password question. If the lost password question and answer is populated you can choose to update or leave it as is.

**Current Password**

**New Password**

**Confirm Password**

Password must be at least 8 characters long, combination of upper and lower case alphabet, numeric character and special character. Password can not be re-used on the previous 5 changes. Please provide a password recovery question and answer that will be used later for password reset or account unlock. Your password must not be entered as part of the response in either the Lost Password Question or Answer field.

**Lost Password Question**

**Answer**

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**.

 **Queensland** Government  
Queensland Health

Electronic Validation Application  
(EVA PLUS)  
(PAT - v4.1.7)

[Log on](#) [Reset Password](#)

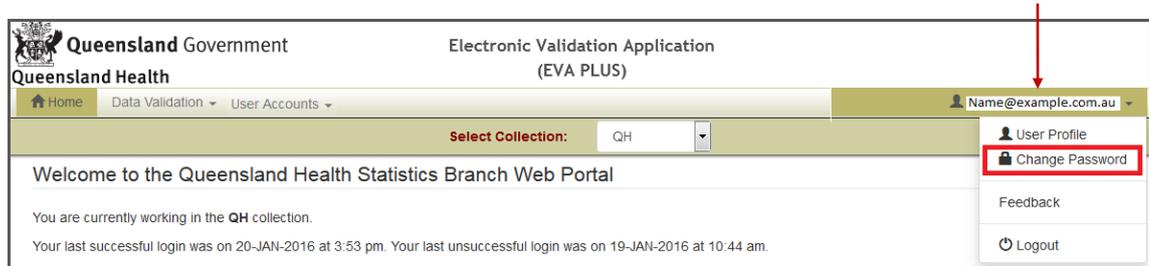
Email address\*  
test.user@example.com.au

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**.

### Change password and lost password question

**Note:** You may change your password and/or your lost password question. If the lost password question and answer is populated you can choose to update or leave it as is.

**Current Password**

**New Password**

**Confirm Password**

Password must be at least 8 characters long, combination of upper and lower case alphabet, numeric character and special character. Password can not be re-used on the previous 5 changes. Please provide a password recovery question and answer that will be used later for password reset or account unlock. **Your password must not be entered as part of the response in either the Lost Password Question or Answer field.**

**Lost Password Question**

**Answer**

*Tip: A user can change either a password or a lost password question and is NOT required to update both. To only change a password the user should leave the Lost Password Question and Answer with the pre-populated entry. To only update Lost Password Question and/or Answer: leave the current, new and confirm passwords fields blank.*

## Logging Out

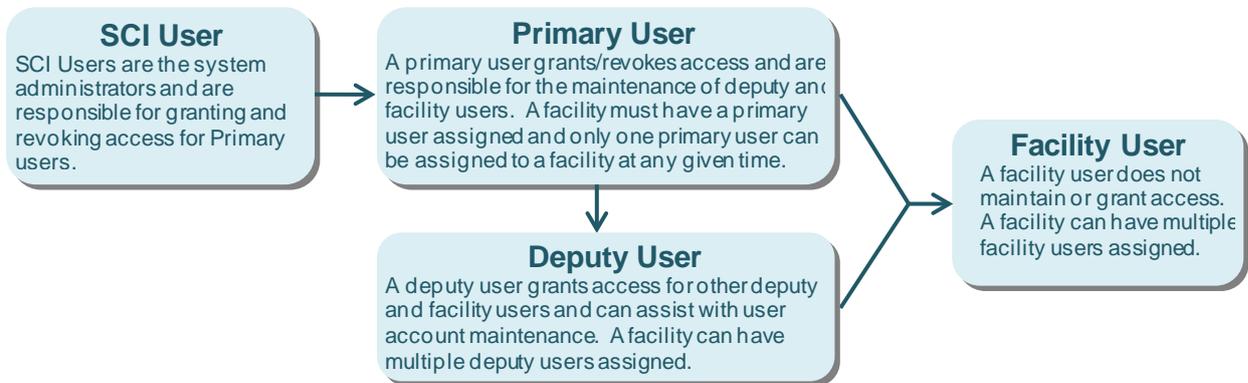
1. Select **Logout** from the **User Options Task Bar** located on the top right hand side of the screen.



# User Management

## Security (Access) Levels

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



## Requesting Primary User Access

To request and be granted primary user access, an email from the line manager must be sent to [qhipsmail@health.qld.gov.au](mailto:qhipsmail@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.

- Step 1: [Search for a user](#)
- Step 2: [Grant](#) or [Edit](#) access
- Step 3: [Assign facility/ies](#)

## Search for an Existing User Account

- From the Main Menu, select **User Accounts** and **Manage Users and Privileges**.
- Enter the **First Name** and/or **Surname** of the user, select **All** in the select output field and click **Search**.

Queensland Government  
Queensland Health

Electronic Validation Application (EVA PLUS)

Home Data Validation User Accounts Name@example.com.au

Manage Users and Privileges Select Collection: QH

Reset Create New User Confirm Facility Users Manage HSB Administrators

Select Facility  
-All Accessible Facilities-

Search Users First Name Surname Search

Select Output:  Users At Facilities Under Your Jurisdiction  Existing Users With No Access To This Application  Users With No Access To Any Facilities  All  Inactive User Accounts  Locked User Accounts

- If the user does not exist, **No users found** will display. Refer to [Create a New User Account](#).

- If a user account does exist refer to; [Update an Existing User Account](#).

## Create a New User Account

- From **Manage Users and Privileges** screen click **Create New User**.

- Enter the Username, First Name, Surname, Contact Telephone Number and select **Create User**.
- Two emails will be sent to the user with their username, system generated password and link to EVA Plus.

### Create User

**User Type**  
Hospital/Facility User

**Account Active**  
Active

**Username\***  
test1@health.qld.gov.au

**First Name\***  
test

**Surname\***  
test

**Contact Tel No**  
312 1234

Cancel **Create User**

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

## Update an Existing User Account

- Complete a user search to verify the user account exists. Refer to [Search for an Existing User Account](#).
- Select **Edit** to update users account.

Manage Users At Facilities Under Your Jurisdiction											
Password Sent	Edit	Surname	First Name	Logon Username	Security Level	Active Flag	Account Locked	Facility	Valid From	Valid To	
22-JAN-2014	<b>Edit</b>	test	test	test32@health.qld.gov.au	Facility User	Active	No	Granted/Revoked	14-DEC-2016		

- Make required changes on the manage users screen and select **Save User**.

### Manage Users

**Username**  
test32@health.qld.gov.au

**First Name**  
test

**Surname**  
test

**Contact Tel No**  
1234565

**Account Active**  
Active

**Save User**

**Account details:**

User Type: Hospital/Facility User  
 Account Active: Active  
 Password Date: 16-DEC-2015  
 Password Sent: 14-DEC-2015  
 User Created By: @HEALTH.QLD.GOV.AU  
 User Created On: 14-DEC-2015  
 Pwd Created By: @HEALTH.QLD.GOV.AU  
 Pwd Created On: 14-DEC-2015  
 Account Locked: -

## 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.
3. Select **Add Access**.
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.

### Manage Users

Username  
test32@health.qld.gov.au

First Name: test Surname: test

Contact Tel No: 1234565 Account Active: Active

**Save User**

**Account details:**

User Type	Hospital/Facility User
Account Active	Active
Password Date	16-DEC-2015
Password Sent	14-DEC-2015
User Created By	@HEALTH.QLD.GOV.AU
User Created On	14-DEC-2015
Pwd Created By	@HEALTH.QLD.GOV.AU
Pwd Created On	14-DEC-2015
Account Locked	-

### Grant User Access to Facilities within your Jurisdiction

Facility: [dropdown] Security Level: Facility User Valid From: 14-DEC-2016 Valid To: [calendar]

**Add Access**

### Update Existing Users Access

Facility	Security Level	Valid From	Valid To	Granted By	Granted On
No facility access granted to this user for facilities in your jurisdiction or they already have access at a higher level than you at one or more of your facilities.					

**Cancel** **Save Access**

### Update Existing Users Access

Facility	Security Level	Valid From	Valid To	Granted By	Granted On
	Facility User	14-DEC-2016	[calendar]	HSU_TEST4@HEALTH.QLD.GOV.AU	22-JAN-2016

**Cancel** **Save Access**

## 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**.

### Manage Users At Facilities Under Your Jurisdiction

Password Sent	Edit	Surname	First Name	Logon Username	Security Level	Active Flag	Account Locked	Facility	Valid From	Valid To
22-JAN-2014	<b>Edit</b>	test	test	test32@health.qld.gov.au	Facility User	Active	No	Granted/Revoked	14-DEC-2016	

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.

#### Manage Users

Username  
test32@health.qld.gov.au

First Name: test Surname: test

Contact Tel No: 1234565 Account Active: Active

Save User Reset Password

**Account details:**

User Type: Hospital/Facility User  
 Account Active: Active  
 Password Date: 22-JAN-2014  
 Password Sent: T5@HEALTH.QLD.GOV.AU  
 User Created By: 22-JAN-2014  
 User Created ...: T5@HEALTH.QLD.GOV.AU  
 Pwd Created By: 22-JAN-2014  
 Pwd Created On: -  
 Account Locked: -

#### Grant User Access to Facilities within your Jurisdiction

Facility: -Select Facility- Security Level: Facility User Valid From: 22-JAN-2016 Valid To:

Add Access

#### Update Existing Users Access

Facility	Security Level	Valid From	Valid To	Granted By	Granted On
	Facility User	14-DEC-2016	01-Jan-2016	4@HEALTH.QLD.GOV.AU	22-JAN-2016

Cancel Save Access

#### User Access History

Facility	Security Level	Valid From	Valid To	Granted By	Granted On
	Facility User	14-DEC-2016	-	4@HEALTH.QLD.GOV.AU	22-JAN-2016

#### User Access History

Facility	Security Level	Valid From	Valid To	Granted By	Granted On
	Facility User	14-DEC-2016	01-JAN-2016	4@HEALTH.QLD.GOV.AU	22-JAN-2016

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

#### Manage Users At Facilities Under Your Jurisdiction

Password Sent	Edit	Surname	First Name	Logon Username	Security Level	Active Flag	Account Locked	Facility	Valid From	Valid To
22-JAN-2014	Edit	test	test	test32@health.qld.gov.au	Facility User	Active	No	TEST PUBLIC HOSPITAL	14-DEC-2016	01-JAN-2016

## 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**).

#### Manage Users At Facilities Under Your Jurisdiction

Password Sent	Edit	Surname	First Name	Logon Username	Security Level	Active Flag	Account Locked	Facility	Valid From	Valid To
22-JAN-2014	Edit	test	test	test32@health.qld.gov.au	Facility User	Active	No	TEST PUBLIC HOSPITAL	14-DEC-2016	01-JAN-2016

2. Select **Inactive** from the **Account Active** drop down list and click **Save User**.

Manage Users

Username  
test32@health.qld.gov.au

First Name  
test

Surname  
test

Contact Tel No  
1234565

Account Active  
In-Active

Save User    Reset Password

Account details:

User Type	Hospital/Facility User
Account Active	Active
Password Date	-
Password Sent	22-JAN-2014
User Created By	T5@HEALTH.QLD.GOV.AU
User Created ...	22-JAN-2014
Pwd Created By	5@HEALTH.QLD.GOV.AU
Pwd Created On	22-JAN-2014
Account Locked	-

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**.

Manage Users At Facilities Under Your Jurisdiction

Password Sent	Edit	Surname	First Name	Logon Username	Security Level	Active Flag	Account Locked	Facility	Valid From	Valid To
22-JAN-2014	<a href="#">Edit</a>	test	test	test32@health.qld.gov.au	Facility User	In-Active	No	TEST PUBLIC HOSPITAL	14-DEC-2016	01-JAN-2016

## 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**.

Current Active Users

Facility

Manage Users    Confirm User List

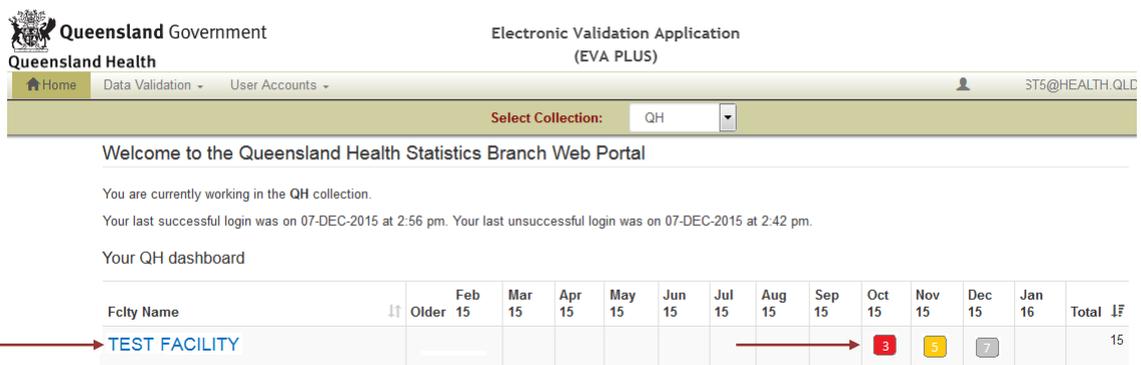
Edit	First Name	Surname	Username	Security Level	Valid From	Valid To
<a href="#">Edit</a>	Deputy	User	Test5@health.qld.gov.au	Deputy User	16-DEC-2014	-
<a href="#">Edit</a>	Facility	User	est6@health.qld.gov.au	Facility User	16-DEC-2014	-

# Data Validation

## User Dashboard (home page)

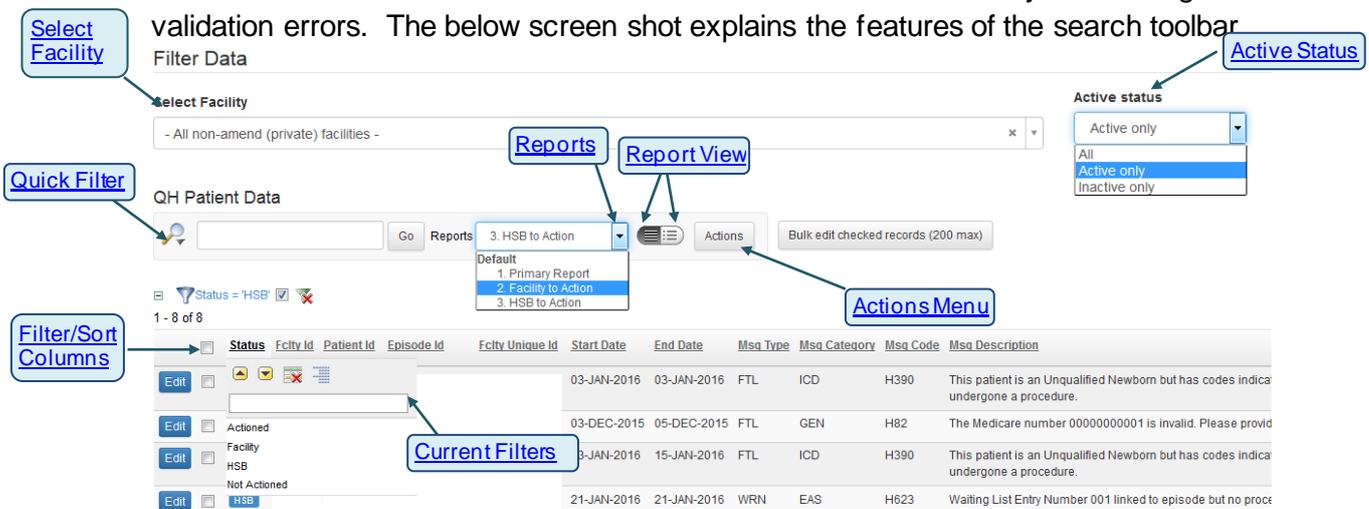
Home is the 'Start Page' for all EVA Plus users. Located on the home screen is the QH dashboard. The QH Dashboard provides a count of the number of validations errors that require facility action. The dashboard is displayed by facility/ies that the user has been allocated and by month.

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

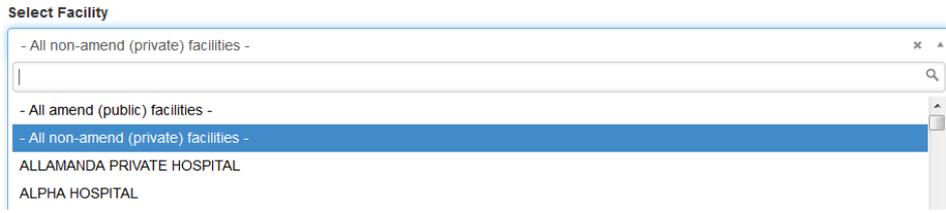
The **QH Patient Data** screen is interactive which allows various ways of viewing the validation errors. The below screen shot explains the features of the search toolbar



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.



### 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.



### Quick Filter

Enables a user to apply a basic filter.

1. Click  (select columns icon) 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.



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.

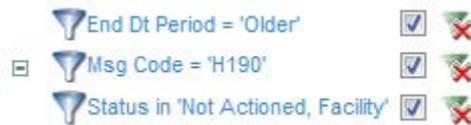
## Report View

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 sorts 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.

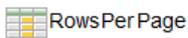
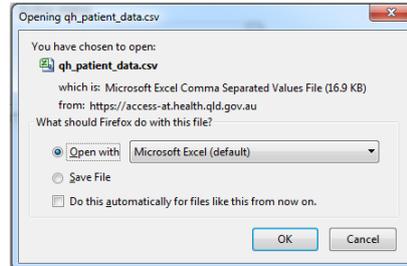
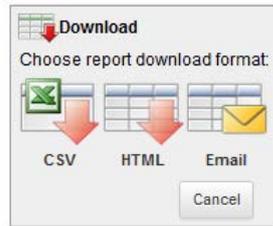
## Actions Menu



Download

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

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



Rows Per Page

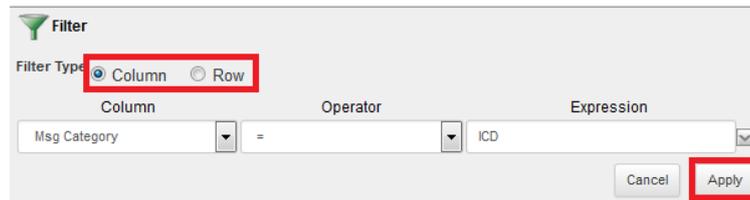
Select **Actions**, then **Rows Per Page** to change the number of rows viewed on one page. The default is set at 50 rows per page.



Filter

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

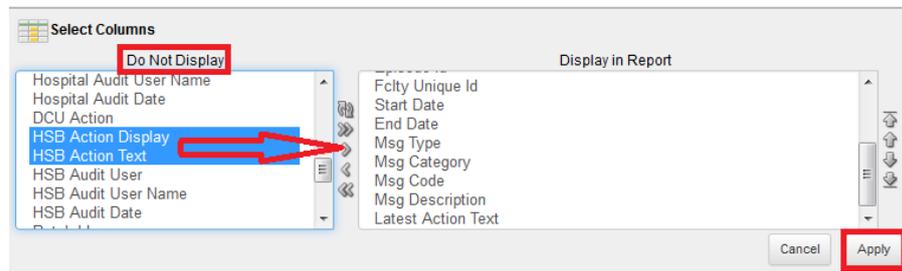
1. Complete the **Filter** screen and select **Apply**.
  - > Select a filter type of either **Column** or **Row**
  - > Select the required column from the column drop down list
  - > Select a required **Operator** function.
  - > Enter the **Expression**.
2. The filter will be displayed along with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



The below example will display all validation errors with a **Msg Category** of ICD.

 **Select Columns** 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.



### Compute

Enables addition of computed columns to the report.



### Aggregate

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.



### Chart

Used to create a chart of the validation errors. The chart options include;

- > Chart Type identifies the chart type to include. Select from horizontal bar, vertical bar, pie, or line.
  - > Label enables you to select the column to be used as the label.
  - > 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.
  - > 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.
  - > 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.
  - > Function is an optional function to be performed on the column selected for Value.
  - > Sort allows you to sort your result set.
-

## 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 resolve 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:

Error type	Action available	Action text
Fatal	Record confirmed as correct – please map error	Must contain a detailed explanation as to why the record is correct
	Facility to contact HSB	Must contain a detailed explanation of how to correct the validation error
Warning	Record confirmed as correct	Correct reason provided
	Facility to contact HSB	Must contain a detailed explanation of how to correct the validation error

A full list of validation messages and explanations are provided in [Appendix L](#) of the latest copy of the QHAPDC manual located:

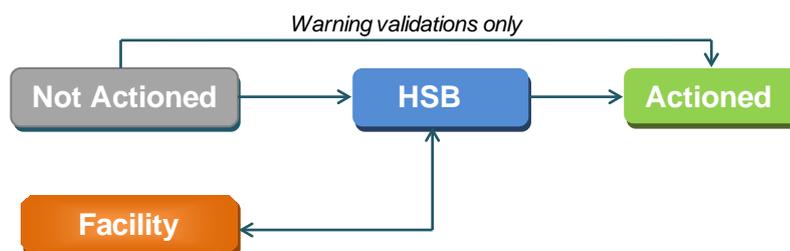
<https://www.health.qld.gov.au/hsu/collections/qhapdc.asp>

## 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.

Status	Facility Id	Patient Id	Episode Id	Facility Unique Id	Start Date	End Date	Msa Type	Msa Category	Msa Code	Msa Description
Not Actioned					18-SEP-2015	19-SEP-2015	FTL	ICD	H648	The Condition present on admission indicator is missing or invalid for diagnosis code PDP154.
Not Actioned					14-AUG-2015	23-AUG-2015	FTL	DVA	H414	This is a Department of Veterans' Affairs patient, but DVA file number and card type are missing.
Not Actioned					28-SEP-2015	01-OCT-2015	FTL	ICD	H45	Code U793 has been duplicated for this admission/episode.
Not Actioned					21-NOV-2015	22-NOV-2015	FTL	ICD	H548	Procedure date is before the Episode Start or Admission date.

## Hospital Action

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

Queensland Government  
Queensland Health

Electronic Validation Application (EVA PLUS)

Home Data Validation Reports

Select Collection: QH

Filter Data

Select Facility: [ ] Active status: Active only

QH Patient Data

Go Reports 2 Facility to Action Actions Bulk edit checked records (200 max)

Status in Not Actioned Facility

1 - 50 of 397

Status	Facility Id	Patient Id	Episode Id	Facility Unique Id	Start Date	End Date	Msa Type	Msa Category	Msa Code	Msa Description
Not Actioned					18-SEP-2015	19-SEP-2015	FTL	ICD	H648	The Condition present on admission indicator is missing or invalid for diagnosis code PDP154.
Not Actioned					14-AUG-2015	23-AUG-2015	FTL	DVA	H414	This is a Department of Veterans' Affairs patient, but DVA file number and card type are missing.
Not Actioned					28-SEP-2015	01-OCT-2015	FTL	ICD	H45	Code U793 has been duplicated for this admission/episode.
Not Actioned					21-NOV-2015	22-NOV-2015	FTL	ICD	H548	Procedure date is before the Episode Start or Admission date.

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.

Edit Record(s)

Hospital Action

Action Text\*

Cancel Apply Changes

Current Values History

Patient Id  
Episode Id  
Facility Unique Id  
Start Date 14-AUG-2015  
End Date 23-AUG-2015  
Facility  
Message Id 11963788  
Message Date 23-NOV-2015  
Message Type FTL  
Active Flag Y  
Message Code H414  
Message This is a Department of Veterans' Affairs patient, but DVA file number and card type are missing

Hospital Action  
Action Text -  
Hospital Audit User -  
Hospital Audit Date -  
HSB Action  
HSB Action Text -  
HSB Audit User -  
HSB Audit Date -

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**.

Edit Record(s)

**Hospital Action**

Facility to contact HSB

**Action Text\***

Patient transferred to facility id 00111

40 of 1024

Cancel
Apply Changes

Current Values
History

Patient Id  
Episode Id  
Facility Unique Id  
Start Date 12-AUG-2015  
End Date 15-OCT-2015  
Facility  
Message Id  
Message Date 17-DEC-2015  
Message Type FTL  
Active Flag Y  
Message Code H589  
Message Mode of separation (discharge status) is 15 Residential aged care service, but the Transferring to facility is missing or is not a valid residential aged care facility.

Action Text -  
Hospital Audit User -  
Hospital Audit Date -  
HSB Action Text -  
HSB Audit User -  
HSB Audit Date -

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

## 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.

QH Patient Data

Go Reports 2: Facility to Action Actions Bulk edit checked records (200 max)

▼ Patient Id = '00675210'
▼ Status in Not Actioned, Facility

1 - 1 of 1

Status	Facility Id	Patient Id	Episode Id	Facility Unique Id	Start Date	End Date	Msg Type	Msg Category	Msg Code	Msg Description	Latent Action Text
Edit	Facility	00312			17-NOV-2015	17-NOV-2015	FTL	ICD	H589	Code O0J09 is a rare code. Please confirm	Please see below and advise. Thanks As noted in Coding Rules Re virus: should only be assigned for influenza virus types A (H1N1) (swi code upon recommendation from World Health Organisation (WHO) classify influenza type A (H3N2) assign the appropriate code from ca to certain identified influenza virus has been assigned for influenza v

2. The response by SCI is located in the **HSB Action Text**.

Edit Record(s)

Hospital Action

Action Text\*

59 of 1024

Cancel Apply Changes

Current Values History

Patient Id  
Episode Id  
Facility Unique Id  
Start Date 27-SEP-2015  
End Date 02-OCT-2015  
Facility  
Message Id 11181581  
Message Date 17-DEC-2015  
Message Type FTL  
Active Flag Y  
Message Code H589  
Message Mode of separation (discharge status) is 15  
Residential aged care service, but the  
Transferring to facility is missing or is not a valid  
residential aged care facility.

Hospital Action  
Action Text -  
Hospital Audit User -  
Hospital Audit Date -

HSB Action Referred back to Facility  
HSB Action Text Facility id 00111 is not valid. Please advise the  
name of the hospital the patient was transferred  
to.  
HSB Audit User DCU User  
HSB Audit Date Monday , 25 January 2016 13:21:25

3. Select a relevant action in the **Hospital Action** field.

4. Enter the correction required in the **Action Text** field.

5. Select **Apply Changes**.

Edit Record(s)

Hospital Action

Action Text\*

59 of 1024

Cancel Apply Changes

Current Values History

Patient Id  
Episode Id  
Facility Unique Id  
Start Date 27-SEP-2015  
End Date 02-OCT-2015  
Facility  
Message Id 11181581  
Message Date 17-DEC-2015  
Message Type FTL  
Active Flag Y  
Message Code H589  
Message Mode of separation (discharge status) is 15  
Residential aged care service, but the  
Transferring to facility is missing or is not a valid  
residential aged care facility.

## 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.

Action Date	Wednesday, 24 February 2016 16:56:16
Action	Facility to contact DCU
Action By	HOSP:
Action Text	J09 confirmed by VMP
Action Date	Thursday, 4 February 2016 11:45:58
Action	Referred back to Facility
Action By	DCU:
Action Text	As noted in Coding Rules Reference Number TN448 Influenza A (H3N2), only J09 Influenza due to certain identified influenza virus should only be assigned for influenza virus types A (H1N1) (swine flu) and (H5N1) (avian influenza) and that additional virus strains may only be classified to this code upon recommendation from World Health Organisation (WHO). At this time WHO has not recommended this code be assigned for influenza type A (H3N2). To classify influenza type A (H3N2) assign the appropriate code from category J10 Influenza due to other identified influenza virus. Please confirm that J09 Influenza due to certain identified influenza virus has been assigned for influenza virus types A (H1N1) (swine flu) and (H5N1) (avian influenza) only.
Action Date	Thursday, 4 February 2016 11:40:39
Action	Facility to contact DCU
Action By	HOSP:
Action Text	Haemophilus influenza confirmed on Bronchial Washings
Action Date	Monday, 25 January 2016 08:50:25
Action	-
Action By	-

## 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**.

Select Facility:  x Active status: Active only

QH Patient Data

Go Reports 2 Facility to Action Actions **Bulk edit checked records (200 max)**

End Dt Period = 'Oct 15' Status = 'Not Actioned'

1 - 50

<input checked="" type="checkbox"/>	Status	Fctry Id	Patient Id	Episode Id	Fctry Unlque Id	Start Date	End Date	Msg Type	Msg Category	Msg Code	Msg Description
<input checked="" type="checkbox"/>	Not Actioned					12-AUG-2015	15-OCT-2015	FTL	GEN	H589	Mode of separation (discharge status) is 15 Residential aged care service, but the Transferring to facility is missing or is not a valid residential aged care facility.
<input checked="" type="checkbox"/>	Not Actioned					15-AUG-2015	17-OCT-2015	FTL	GEN	H589	Mode of separation (discharge status) is 15 Residential aged care service, but the Transferring to facility is missing or is not a valid residential aged care facility.
<input checked="" type="checkbox"/>	Not Actioned					17-AUG-2015	14-OCT-2015	FTL	GEN	H589	Mode of separation (discharge status) is 15 Residential aged care service, but the Transferring to facility is missing or is not a valid residential aged care facility.
<input checked="" type="checkbox"/>	Not Actioned					14-OCT-2015	20-OCT-2015	FTL	GEN	H589	Mode of separation (discharge status) is 15 Residential aged care service, but the Transferring to facility is missing or is not a valid residential aged care facility.
<input checked="" type="checkbox"/>	Not Actioned					25-AUG-2015	01-OCT-2015	FTL	GEN	H589	Mode of separation (discharge status) is 15 Residential aged care service, but the Transferring to facility is missing or is not a valid residential aged care facility.

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

### Edit Record(s)

<p><b>Hospital Action</b></p> <p>Facility to contact HSB</p> <p><b>Action Text*</b></p> <p>Mode of separation should be 01 discharged to usual residence or all records.</p> <p>77 of 1024</p> <p>Cancel <b>Apply Changes</b></p>	<p><b>Current Values</b></p> <p>Patient Id *** multiple values ***</p> <p>Episode Id *** multiple values ***</p> <p>Facility Unique Id *** multiple values ***</p> <p>Start Date *** multiple values ***</p> <p>End Date *** multiple values ***</p> <p>Facility</p> <p>Message Date *** multiple values ***</p> <p>Message Type FTL</p> <p>Message Code H589</p> <p>Message Mode of separation (discharge status) is 15 Residential aged care service, but the Transferring to facility is missing or is not a valid residential aged care facility.</p> <p>Action Text -</p> <p>Hospital Audit User -</p> <p>Hospital Audit Date -</p> <p>HSB Action *** multiple values ***</p> <p>HSB Action Text *** multiple values ***</p> <p>HSB Audit User *** multiple values ***</p> <p>HSB Audit Date *** multiple values ***</p>
---	---

