

# Queensland Hospital Admitted Patient Data Collection (QHAPDC)

## Electronic Validation Application (EVA Plus) User Manual

### Private Facilities

2025-2026 Version 1.0, July 2025



## Queensland Perinatal Data Collection Electronic Validation Application (EVA Plus) Manual V1.0

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

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# Table of Contents

<b>1. Summary</b>	<b>4</b>
1.1 EVA Plus Application	4
1.2 Collection Manuals	4
<b>2. Accessing EVA Plus</b>	<b>5</b>
2.1 Passwords	5
2.2 Initial Login	5
2.3 Locked Account	6
2.4 Forgotten Password	6
2.5 Change Password and/or Lost Password Recovery Question	7
2.6 Logging Out	8
<b>3. User Management</b>	<b>9</b>
3.1 Security (access) Levels	9
3.2 Requesting Primary User Access	9
3.3 Granting Access	9
3.3.1 Search for an Existing User Account	9
3.3.2 Create a New User Account	10
3.3.3 Update an Existing User Account	11
3.3.4 Assign facility access	11
3.4 Remove User Access	12
3.4.1 Remove a user's access to a facility	12
3.4.2 Inactive user	14
3.5 Confirm Users	14
<b>4. Data Validation</b>	<b>16</b>
4.1 User Dashboard	16
4.2 Screen Navigation and Functions	16
4.2.1 Select facility	17
4.2.2 Active status	17
4.2.3 Quick filter	17
4.2.4 Reports	18
4.2.5 Report View	19
4.2.6 Current filter	19
4.2.7 Filter/Sort Columns	19
4.2.8 Actions Menu	20
4.2.9 Export to CVS	20
4.2.10 Increase the number of rows displayed	20
4.2.11 Advance Filter	21
4.2.12 Add/Remove columns	21
4.2.13 Save Report	22
4.2.14 Other functions	22
4.3 Actioning Validation Errors	24
4.3.1 Workflow status	24
4.3.2 Hospital Action	25
4.3.3 Facility Workflow Status	27
4.3.4 View History	28
4.3.5 Bulk Edit	28

## 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.

### 1.1 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.

### 1.2 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.

# 1. 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 **Microsoft Edge** browser.

## 2.1 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.

## 2.2 Initial Sign In

1. Click the EVA Plus URL provided in the email.
2. Enter the **username**, **password** and click **Sign In**.



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

3. Complete the **change password and lost password** screen and select **Save Password**.
  - o Enter the initial password in the **Current Password** field,
  - o Enter the new password in **New Password** field and re-enter in the **Confirm password** field,

- o 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**  
Place of birth

**Answer**  
London

Save Password Cancel

After reading and accepting the terms of access, the EVA Plus home page will be displayed.

## 2.3 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 ([ghips@health.qld.gov.au](mailto:ghips@health.qld.gov.au)), 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](#).

## 2.4 Forgotten Password

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

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**Electronic Validation Application (EVA PLUS)**  
(PAT - v22.0)

**Username\***  
Username

**Password\***  
Password

**Forgot your password?**

Sign In

2. Enter the **Username** and select **Reset Password**.

Queensland Government | Queensland Health

Electronic Validation Application (EVA PLUS)  
(PAT - v22.0)

Sign In | **Reset Password**

Username\*  
Username

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.

## 2.5 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**.

Queensland Government | Queensland Health | Electronic Validation Application (EVA PLUS) | v22.0: PAT

Home | Data Validation | User Accounts | Select Collection: QH | @HEALTH QLD.GOV.AU

User Profile  
**Change Password**  
Feedback  
Logout

Welcome to the Queensland Statistical Services Branch Web Portal

You are currently working in the QH collection.  
Your last successful login was on 13-MAY-2025 at 9:05 am. Your last unsuccessful login was on 12-MAY-2025 at 1:41 pm.

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**

Save Password | Cancel

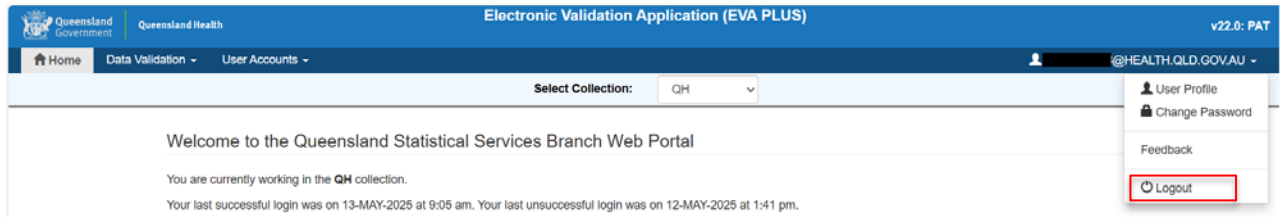
*Tip: A user can change either a password or a lost password question and is NOT required to update both.*

*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.*

## 2.6 Logging Out

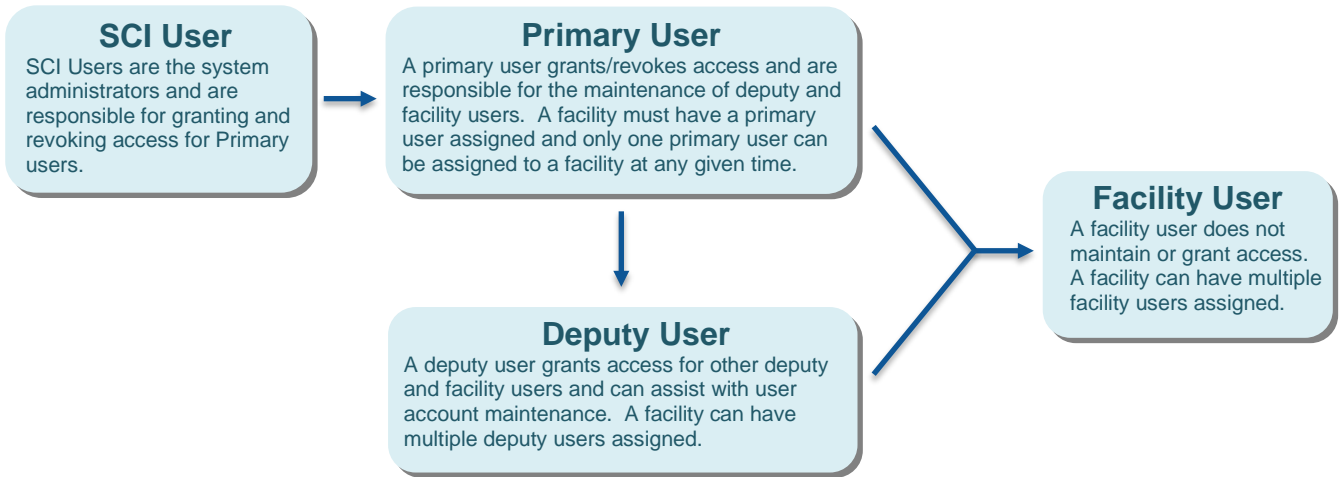
1. Select Logout from the **User Options Task Bar** located on the top right-hand side of the screen.



## 2. User Management

### 3.1 Security (access) Levels

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



### 3.2 Requesting Primary User Access

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

### 3.3 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](#) a user
- Step 3:** [Assign facility](#)

#### 3.3.1 Search for an Existing User Account

1. From the Main Menu, select **User Accounts** and **Manage Users and Privileges**.

Queensland Government | Queensland Health | Electronic Validation Application (EVA PLUS) | v22.0: PAT

Home | Data Validation | **User Accounts** | Manage Users and Privileges | Confirm Facility Users | Select Collection: QH | @HEALTH.QLD.GOV.AU

Reset | Create New User

Select Facility: -All Accessible Facilities-

Search Users: [ ] First Name: [ ] Surname: [ ] Search

Select Output:  Active Users at Facilities Under your Jurisdiction  All Users At Facilities Under Your Jurisdiction  Users With No Access To Any Facilities  Users Assigned To Facilities Outside Your Jurisdiction  Inactive User Accounts  Locked User Accounts  All

2. Enter the **First Name** and/or **Surname** of the user, select **All** in the select output field and click **Search**.

The screenshot shows the 'Manage Users and Privileges' interface. At the top, there are navigation links for 'Home', 'Data Validation', and 'User Accounts'. The 'User Accounts' dropdown menu is open, showing 'Manage Users and Privileges' and 'Confirm Facility Users'. Below this, there are buttons for 'Reset' and 'Create New User'. A 'Select Facility' dropdown menu is set to '-All Accessible Facilities-'. There are input fields for 'Search Users', 'First Name', and 'Surname', followed by a 'Search' button. The 'Select Output' section contains several radio buttons: 'Active Users at Facilities Under your Jurisdiction' (selected), 'All Users At Facilities Under Your Jurisdiction', 'Users With No Access To Any Facilities', 'Users Assigned To Facilities Outside Your Jurisdiction', 'Inactive User Accounts', and 'Locked User Accounts'. The 'All' radio button is highlighted with a red box.

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 [Update an Existing User Account](#) and click on the **Edit** button.

### 3.3.2 Create a New User Account

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

This screenshot is similar to the previous one, showing the 'Manage Users and Privileges' screen. The 'Create New User' button is highlighted with a red box.

2. Enter the **Username, First Name, Surname, Contact Telephone Number** and select **Create User**.

The 'Create User' form contains the following fields and options:

- User Type:** Hospital/Facility User
- Account Active:** Active
- Username\*:** [Input field]
- First Name\*:** [Input field]
- Surname\*:** [Input field]
- Contact Tel No:** [Input field]
- Buttons:** Cancel, Create User (highlighted with a red box)

*Tip: Ensure the username (user's email address) is entered correctly. Once saved, the username cannot be changed.*

3. Two emails will be sent to the user with their username, system generated password and link to EVA Plus.

### 3.3.3 Update an Existing User Account

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

Manage Active Users At Facilities Under Your Jurisdiction											
Password Sent	Edit	Surname ↑≡	First Name	Logon Username	Contact No	Security Level	Active Flag	Account Locked	Facility	Valid From	Valid To
18-NOV-2021	<b>Edit</b>	User	Primary	HSU_Test4@health.qld.gov.au	56780	Primary User	Active	No	BIGGENDEN HOSPITAL	19-FEB-2021	-

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

#### Manage Users

**Username**

**First Name**  **Surname**

**Contact Tel No**

**Account Active**

**Save User**

**Account details:**

User Type: Hospital/Facility User  
 Account Active: Active  
 Password Date: 07-MAY-2025  
 Password Sent: 18-NOV-2021  
 User Created By: ██████████@HEALTH.QLD.GOV.AU  
 User Created On: 16-JAN-2013  
 Pwd Created By: ██████████@HEALTH.QLD.GOV.AU  
 Pwd Created On: 16-JAN-2013  
 Account Locked: N

### 3.3.4 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**

**First Name**  **Surname**

**Contact Tel No**

**Account Active**

**Account details:**

User Type: Hospital/Facility User  
 Account Active: Active  
 Password Date: 14-JUN-2024  
 Password Sent: 01-DEC-2022  
 User Created By: ██████████@HEALTH.QLD.GOV.AU  
 User Created On: 16-JAN-2013  
 Pwd Created By: ██████████@HEALTH.QLD.GOV.AU  
 Pwd Created On: 16-JAN-2013  
 Account Locked: N

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

**Facility**

**Security Level**  
  
 -Select Security Level-  
 Deputy User  
 Facility User

**Valid From**

**Valid To**

**Update Existing Users Access**

Facility ↑±1	Security Level	Valid From ↓±2	Valid To	Granted By	Granted On
██████████ HOSPITAL	Deputy User	13-MAY-2025		██████████@HEALTH.QLD...	13-MAY-2025

### 3.4 Remove User Access

#### 3.4.1 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 All Users At Facilities Under Your Jurisdiction**

Password Sent	Edit	Surname ↑±	First Name	Logon Username	Contact No	Security Level	Active Flag	Account Locked	Facility Granted/Revoked	Valid From	Valid To
18-NOV-2021	<input type="button" value="Edit"/>	User	Primary	██████████@health.qld.gov.au	56780	Primary User	Active	No	██████████ HOSPITAL	19-FEB-2021	-

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**

**First Name**  **Surname**

**Contact Tel No**

**Account Active**

**Account details:**

User Type: Hospital/Facility User  
 Account Active: Active  
 Password Date: 18-FEB-2024  
 Password Sent: 20-JUL-2016  
 User Created By: ██████████@HEALTH.QLD.GOV.AU  
 User Created On: 07-JUN-2018  
 Pwd Created By: ██████████@HEALTH.QLD.GOV.AU  
 Pwd Created On: 07-JUN-2018  
 Account Locked: -

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

**Facility**  **Security Level**  **Valid From**  **Valid To**

**Update Existing Users Access**

Facility ↑≡1	Security Level	Valid From ↓≡2	Valid To	Granted By	Granted On
██████████ HOSPITAL	Deputy User	12-MAY-2025		██████████@HEALTH.QLD...	12-MAY-2025
██████████ HOSPITAL	Deputy User	30-MAR-2022		██████████@HEALTH...	30-MAR-2022
██████████ HOSPITAL	Deputy User	07-JUN-2023		██████████@H...	07-JUN-2023
██████████ HOSPITAL	Deputy User	07-JUN-2023		██████████@H...	07-JUN-2023
██████████ HOSPITAL	Deputy User	16-NOV-2022		██████████@HEALTH.QLD...	16-NOV-2022
██████████	Deputy User	19-SEP-2022		██████████	19-SEP-2022

**Update Existing Users Access**

Facility ↑≡1	Security Level	Valid From ↓≡2	Valid To	Granted By	Granted On
██████████ HOSPITAL	Deputy User	12-MAY-2025		██████████@HEALTH.QLD...	12-MAY-2025
██████████ HOSPITAL	Deputy User	30-MAR-2022	12-MAY-2025	██████████@HEALTH...	30-MAR-2022
██████████ HOSPITAL	Deputy User	07-JUN-2023		██████████@H...	07-JUN-2023
██████████ HOSPITAL	Deputy User	07-JUN-2023		██████████@H...	07-JUN-2023
██████████ HOSPITAL	Deputy User	16-NOV-2022		██████████@HEALTH.QLD...	16-NOV-2022
██████████	Deputy User	19-SEP-2022		██████████	19-SEP-2022

6. The user's access to that facility will be **Revoked** (highlighted in red).

### Manage Active Users At Facilities Under Your Jurisdiction

Password Sent	Edit	Surname ↑≡	First Name	Logon Username	Contact No	Security Level	Active Flag	Account Locked	Facility Granted/Revoked	Valid From	Valid To
20-JUL-2016	<input type="button" value="Edit"/>	User	Deputy	██████████@health.qld.gov.au		Deputy User	Active	No	██████████ HOSPITAL	12-MAY-2025	-

### 3.4.2 Inactive 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**.

Manage Users

Username: [redacted]@health.qld.gov.au

First Name: Deputy Surname: User

Contact Tel No: [empty]

Account Active: In-Active

Save User Reset Password

Account details:

User Type	Hospital/Facility User
Account Active	Active
Password Date	19-FEB-2024
Password Sent	20-JUL-2016
User Created By	[redacted]@HEALTH.QLD.GOV.AU
User Created On	07-JUN-2016
Pwd Created By	[redacted]@HEALTH.QLD.GOV.AU
Pwd Created On	07-JUN-2016
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**.

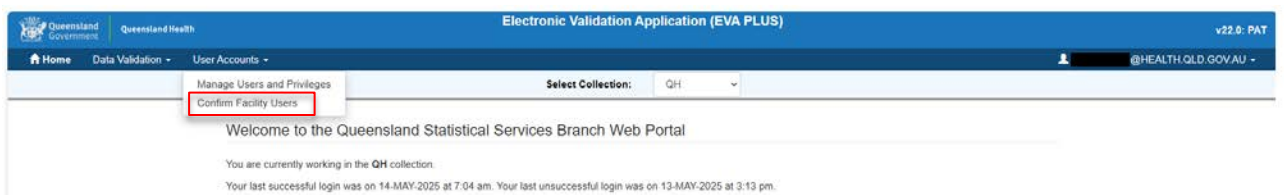
Manage All Users At Facilities Under Your Jurisdiction

Password Sent	Edit	Surname	First Name	Logon Username	Contact No	Security Level	Active Flag	Account Locked	Facility Granted/Revoked	Valid From	Valid To
20-JUL-2016	Edit	User	Deputy	[redacted]@health.qld.gov.au		Deputy User	In-Active	No	[redacted] HOSPITAL	12-MAY-2025	-

### 3.5 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 [qhpsmail@health.qld.gov.au](mailto:qhpsmail@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 SCIU.

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

██████████ HOSPITAL

Manage Users
Confirm User List

Edit	First Name	Surname ↑	Username	Security Level	Valid From	Valid To
<span>Edit</span>	Deputy	User	<span style="background-color: black; color: black;">██████████</span> @health.qld.gov.au	Deputy User	08-MAR-2021	-
<span>Edit</span>	Primary	User	<span style="background-color: black; color: black;">██████████</span> @health.qld.gov.au	Primary User	08-MAR-2021	-

## 4 Data Validation

### 4.1 User Dashboard (home page)

Home is the 'Start Page' for all EVA Plus users. Located on the home screen is the QPDC dashboard. The QPDC Dashboard provides a count of the number of validations errors that require facility action. The dashboard displays the 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 before the next extract of data.
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.

Facility Name	Older	Jan 21	Feb 21	Mar 21	Apr 21	May 21	Jun 21	Jul 21	Aug 21	Sep 21	Oct 21	Nov 21	Dec 21	Total
HOSPITAL	13	16	13						3	2	5	2		54

### 4.2 Screen Navigation and Functions

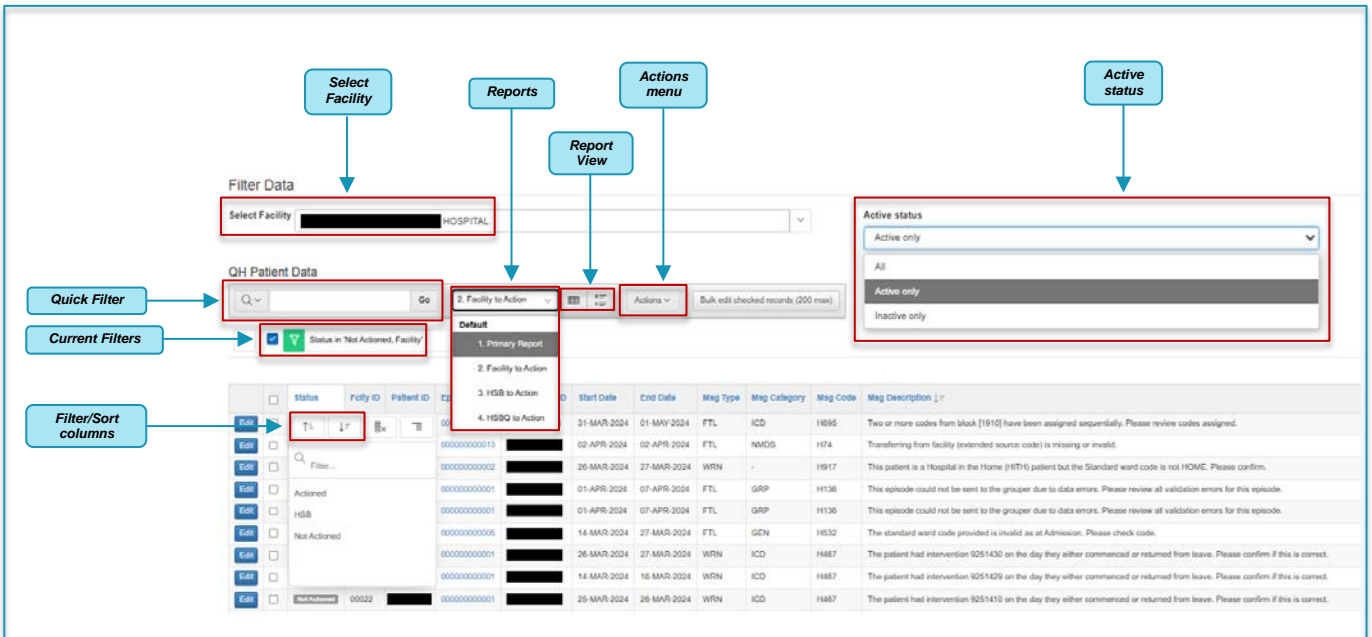
The **QH Patient Data** screen is interactive which allows various ways of viewing the validation errors. The below screen shot explains the features of the search toolbar.

From the Main Menu, select **Data Validation** and **QH Patient Data**.


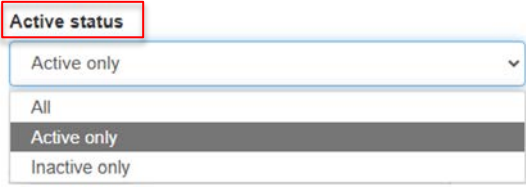

Welcome to the Queensland Statistical Services Branch Web Portal

You are currently working in the **QH** collection.

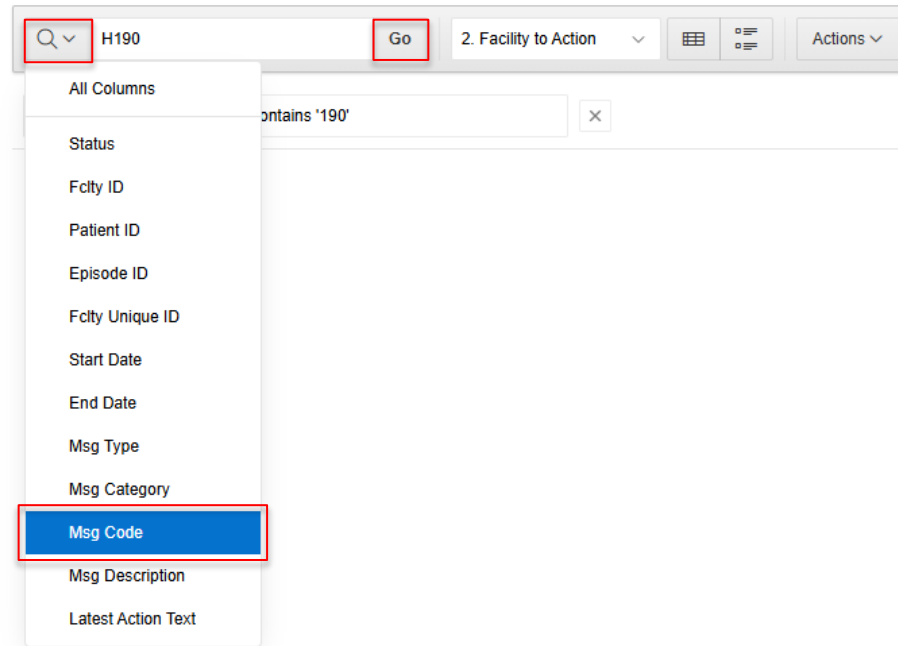
Select **Facility** from the facility drop down list. A list of facility(ies) will be displayed.



An explanation of each function is listed below:

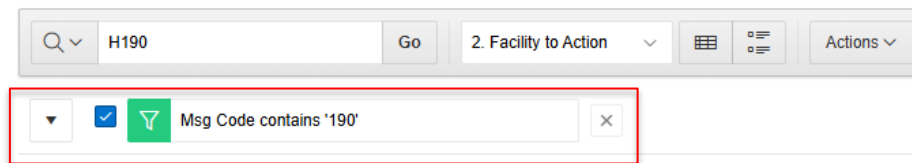
<p><b>Select Facility</b></p>	<p>Select Facility drop down list allows a user to select the facility. If the user only has access to one facility the select facility drop down list will not appear.</p> 
<p><b>Active Status</b></p>	<p>EVA Plus contains both current and historical validation errors. Current validation errors are displayed as active and historical validations are displayed as Inactive.</p> <p>Select <b>Active status</b> from the drop-down list.</p> 
<p><b>Quick Filter</b></p>	<p>Enables a user to apply a basic filter.</p> <ol style="list-style-type: none"> <li>1. Click  (select columns icon) and select the required column.</li> <li>2. Enter the filter text and select <b>Go</b>.</li> </ol>

### QH Patient Data



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

### QH Patient Data



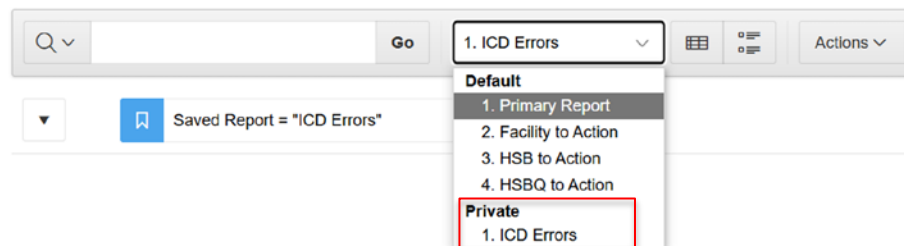
The above example will display validation errors with **Msg Code** of H190.

## 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.

### QH Patient Data

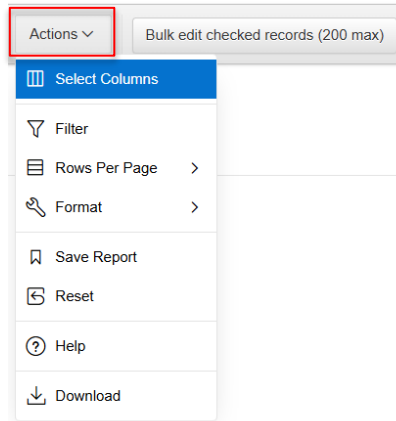


Customised saved reports will be displayed under **Private**.

<p>Report View</p>	<p>Switches between the summary report and a detailed report view.</p> <p> Displays summary report view.</p> <p> Displays detailed report view.</p>																																																																																								
<p>Current Filter</p>	<p>Displays the filters that have been applied.</p> <p>QH Patient Data</p> <p> <input type="text"/> <input type="button" value="Go"/> 1. Primary Report   <input type="button" value="Actions"/></p> <p><input type="checkbox"/> <input checked="" type="checkbox"/>  End Dt Period = 'Older' <input type="button" value="X"/></p> <p><input type="checkbox"/> <input checked="" type="checkbox"/>  Msg Code = 'H190' <input type="button" value="X"/></p> <p><input type="checkbox"/> <input checked="" type="checkbox"/>  Status in 'Not Actioned, Facility' <input type="button" value="X"/></p> <p>Click on the <input checked="" type="checkbox"/> (check box icon) to uncheck filter or alternatively click on the <input type="button" value="X"/> (delete icon) to delete the filter.</p>																																																																																								
<p>Filter/Sort Columns</p>	<p>Enables a user to filter or sort using the column name.</p> <ol style="list-style-type: none"> <li>Click on the column name hyperlink.</li> <li>To sort the results displayed click on: <ul style="list-style-type: none"> <li> (up arrow icon) to sort the rows ascending or</li> <li> (down arrow icon) to sorts the rows descending.</li> </ul> </li> <li>To apply a filter in the free text area enter the filtered value.</li> <li>The filter will be displayed along with any other already existing filters.</li> </ol> <table border="1" data-bbox="438 1317 1396 1601"> <thead> <tr> <th></th> <th><input type="checkbox"/></th> <th>Status</th> <th>Fclty ID</th> <th>Patient ID</th> <th>Episode ID</th> <th>Fclty Unique ID</th> <th>Start Date</th> <th>End Date</th> <th>Msg Code </th> <th>Msg Description</th> </tr> </thead> <tbody> <tr> <td><input type="button" value="Edit"/></td> <td><input type="checkbox"/></td> <td>Not Actioned</td> <td>00022</td> <td></td> <td>000000000001</td> <td></td> <td>01-APR-2024</td> <td>07-APR-2024</td> <td>H104</td> <td>Episode has an invalid/missing lea</td> </tr> <tr> <td><input type="button" value="Edit"/></td> <td><input type="checkbox"/></td> <td>Not Actioned</td> <td>00022</td> <td></td> <td>000000000001</td> <td></td> <td>01-APR-2024</td> <td>07-APR-2024</td> <td>H104</td> <td>Episode has an invalid/missing lea</td> </tr> <tr> <td><input type="button" value="Edit"/></td> <td><input type="checkbox"/></td> <td>Not Actioned</td> <td>00022</td> <td></td> <td>000000000002</td> <td></td> <td>31-MAR-2024</td> <td>01-MAY-2024</td> <td>H118</td> <td>Admission ward is missing.</td> </tr> <tr> <td><input type="button" value="Edit"/></td> <td><input type="checkbox"/></td> <td>Not Actioned</td> <td>00121</td> <td></td> <td>SNAP000000001</td> <td></td> <td>15-JUL-2024</td> <td>15-JUL-2024</td> <td>H123</td> <td>Admission date/time is greater tha</td> </tr> <tr> <td><input type="button" value="Edit"/></td> <td><input type="checkbox"/></td> <td>Not Actioned</td> <td>00121</td> <td></td> <td>SNAP000000001</td> <td></td> <td>15-JUL-2024</td> <td>15-JUL-2024</td> <td>H123</td> <td>Admission date/time is greater tha</td> </tr> <tr> <td><input type="button" value="Edit"/></td> <td><input type="checkbox"/></td> <td>Not Actioned</td> <td>00015</td> <td></td> <td>000000000001</td> <td></td> <td>11-JUL-2015</td> <td>12-JUL-2015</td> <td>H134</td> <td>The DRG code provided does not grouped and check your Grouper v</td> </tr> <tr> <td><input type="button" value="Edit"/></td> <td><input type="checkbox"/></td> <td>HSB</td> <td>00121</td> <td></td> <td>SNAP000000001</td> <td></td> <td>01-JAN-2024</td> <td>03-JAN-2024</td> <td>H134</td> <td>The DRG code provided does not been grouped and check your Gro</td> </tr> </tbody> </table>		<input type="checkbox"/>	Status	Fclty ID	Patient ID	Episode ID	Fclty Unique ID	Start Date	End Date	Msg Code 	Msg Description	<input type="button" value="Edit"/>	<input type="checkbox"/>	Not Actioned	00022		000000000001		01-APR-2024	07-APR-2024	H104	Episode has an invalid/missing lea	<input type="button" value="Edit"/>	<input type="checkbox"/>	Not Actioned	00022		000000000001		01-APR-2024	07-APR-2024	H104	Episode has an invalid/missing lea	<input type="button" value="Edit"/>	<input type="checkbox"/>	Not Actioned	00022		000000000002		31-MAR-2024	01-MAY-2024	H118	Admission ward is missing.	<input type="button" value="Edit"/>	<input type="checkbox"/>	Not Actioned	00121		SNAP000000001		15-JUL-2024	15-JUL-2024	H123	Admission date/time is greater tha	<input type="button" value="Edit"/>	<input type="checkbox"/>	Not Actioned	00121		SNAP000000001		15-JUL-2024	15-JUL-2024	H123	Admission date/time is greater tha	<input type="button" value="Edit"/>	<input type="checkbox"/>	Not Actioned	00015		000000000001		11-JUL-2015	12-JUL-2015	H134	The DRG code provided does not grouped and check your Grouper v	<input type="button" value="Edit"/>	<input type="checkbox"/>	HSB	00121		SNAP000000001		01-JAN-2024	03-JAN-2024	H134	The DRG code provided does not been grouped and check your Gro
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## Actions Menu

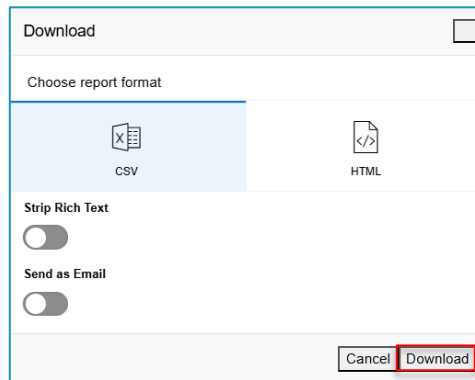
Has a number of functions to display the data.



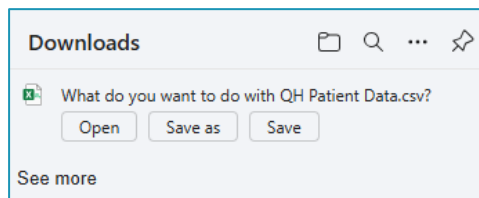
## Download

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 (recommended) or HTML.

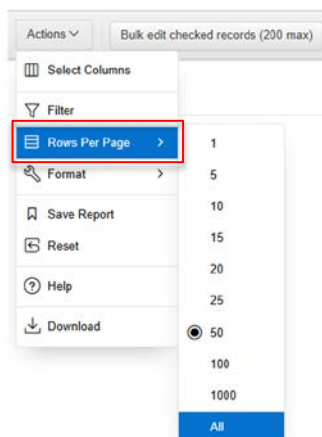


3. Open or save the file.



## 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**.
  - o Select a filter type of either **Column** or **Row**
  - o Select the required column from the column drop down list
  - o Select a required **Operator** function.
  - o Enter the **Expression**.
2. The filter will be displayed along with any other already existing filters.

The screenshot shows a 'Filter' dialog box with two tabs: 'Column' and 'Row'. The 'Column' tab is active. Below the tabs, there are three input fields: 'Column' (set to 'Msg Category'), 'Operator' (set to '='), and 'Expression' (set to 'ICD'). Below these fields is a list of columns under the heading 'Displayed'. The list includes: Status, Fclty ID, Patient ID, Episode ID, Fclty Unique ID, Start Date, End Date, Msg Type, Msg Category (highlighted), Msg Code, Msg Description, Latest Action Text, and an 'Other' section with: Action Load ID, Active Flag, Amend Fclty, Batch ID, DCU Action, and Dcu Audit User. At the bottom right of the dialog are 'Cancel' and 'Apply' buttons.

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

## Select Columns

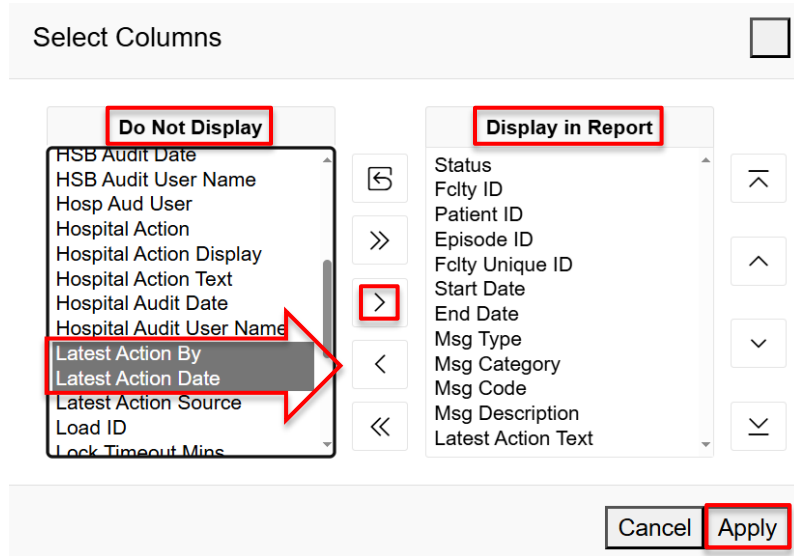
A user is able to modify the columns displayed by either adding additional columns or removing selected columns.

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.
- ↻ (loop arrow) icon will remove all values.

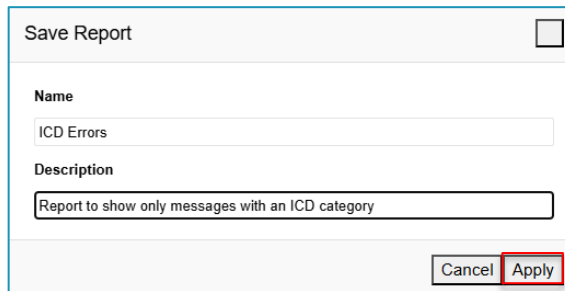
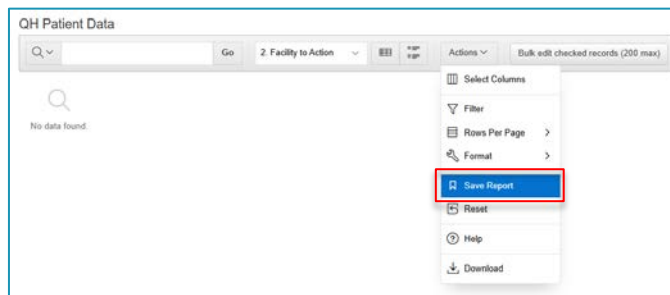
- ⤴ ⤵ (arrow up and arrow down) can be used to re-order the columns.

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

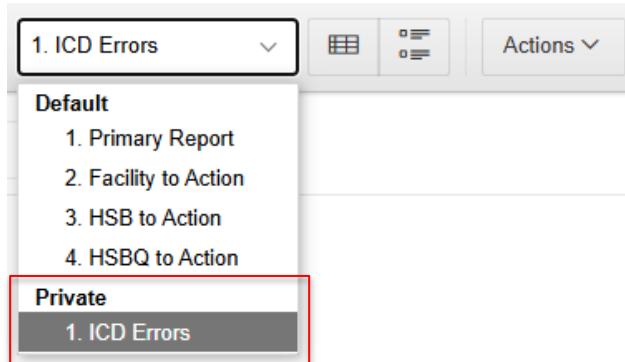


**Save Report**

1. Name the report, add a description and select **Apply**.



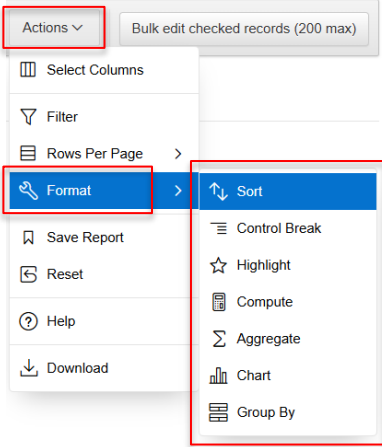









2. Saved reports appear in the [Reports](#) drop down list.



**Help**

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

 Reset	<p>The <b>Reset</b> function will return the QPDC Patient Data view to the original default view.</p>
 Format	<p>The <b>Format</b> function enables different options of formatting the display of the validations error.</p>  <p>The following sub filters are available:</p> <ul style="list-style-type: none"> <li> <b>Sort</b>     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.</li> <li> <b>Control Break</b>     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.</li> <li> <b>Highlight</b>     Enable a filter to be defined. The rows that the meet the filter criteria display as highlighted using the characteristics associated with the filter.</li> <li> <b>Compute</b>     Mathematical computations performed against a column. Aggregates display after each control break and at the end of the report with the column they are defined.</li> <li> <b>Aggregate</b>     Enables addition of computed columns to the report.</li> <li> <b>Chart</b>     Used to create a chart of the validation errors. The chart options include: <ul style="list-style-type: none"> <li>• Chart Type identifies the chart type to include. Select from horizontal bar, vertical bar, pie, or line.</li> <li>• Label enables you to select the column to be used as the label.</li> <li>• 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.</li> <li>• 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.</li> <li>• 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.</li> <li>• Function is an optional function to be performed on the column selected for Value.</li> <li>• Sort allows you to sort your result set.</li> </ul> </li> <li> <b>Group By</b>     Used to group by a specific column and a user is also able to add additional functions such as sum, average, count, count distinct etc.</li> </ul>

## 4.3 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:

Error type	Action available	Action Text
<b>Fatal</b>	Update data – details provided in Action text	Must contain a detailed explanation of how to correct the validation error. Please supply details of any updates to data.
	Record confirmed as correct – please map error	Must contain a detailed explanation as to why the record is correct.
	Facility to contact HSB	Contains a question for HSB to respond to. User may be asking what needs to be updated to fix the validation.
<b>Warning</b>	Update data – details provided in Action text	Must contain a detailed explanation of how to correct the validation error. Please supply details of any updates to data.
	Record confirmed as correct	Correct reason provided
	Facility to contact HSB	Contains a question for HSB to respond to. User may be asking what needs to be updated to correct the validation.

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>.

### 4.3.1 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:



- 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 QH Validation Record**

**Hospital Action**

**Action Text\***

Cancel Apply Changes

**Current Values** History

Patient ID [REDACTED]  
 Episode ID 00000000001  
 Facility Unique ID [REDACTED]  
 Start Date 07-MAR-2024  
 End Date 07-MAR-2024  
 Facility [REDACTED] HOSPITAL  
 Message ID 20126450  
 Message Date 11-JUN-2024  
 Message Type WRN  
 Active Flag Y  
 Message Code H89  
 Message Compensable status is 1 Workers' Compensation Queensland or 2 Workers' Compensation (other), but age is less than 15 years or greater than 70 years.

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.

**Edit QH Validation Record**

**Hospital Action**

Record updated by Facility  
 Record confirmed as correct  
 Facility to contact HSB

Cancel Apply Changes

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.

**Edit QH Validation Record**

**Hospital Action**

Facility to contact HSB

**Action Text\***

Please update Date of Birth to xxxxx.

37 of 1024

Cancel Apply Changes

5. Select **Apply Changes**.

### Edit QH Validation Record

**Hospital Action**

Facility to contact HSB
▼

**Action Text\***

Please update Date of Birth to xxxxx.

37 of 1024

Cancel

Apply Changes

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

### 4.3.3 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
2. Facility to Action
Actions
Bulk edit checked records (200 max)

▼
Status in 'Not Actioned, Facility'
x

1 - 38 of 38

	Status	Fclty Id	Patient Id	Episode Id	Fclty Unique Id	Start Date	End Date	Msg Type	Msg Category	Msg Code	Msg Description
<a href="#">Edit</a>	Not Actioned					21-SEP-2015	21-SEP-2015	FTL	ICD	H560	Code PDR69 has been provided contravenes coding standards.
<a href="#">Edit</a>	Not Actioned					12-JUN-2015	01-JUL-2015	WRN	SNAP	H525	SNAP episode 001 started while patient was on leave. Leave dates are 12-JUN-2015 14:01 to 14-JUN-2015 09:13. Please check details.
<a href="#">Edit</a>	Facility					17-AUG-2015	17-AUG-2015	FTL	EAS	H633	Waiting list Entry number 003 has a National procedure indicator of 05 Haemorrhoidectomy, but the NMDS speciality grouping is not 03 General surgery, 04 Gynaecology, 10 Vascular surgery or 11 Other - surgical.

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

#### Edit Record(s)

**Hospital Action**

▼

Current Values    History

---

Patient Id

Episode Id

Facility Unique Id

Start Date    17-AUG-2015

End Date      17-AUG-2015

Facility

Message Id    11989544

Message Date   24-DEC-2015

Message Type   FTL

Active Flag    Y

Message Code   H633

Message

Waiting list Entry number 003 has a National procedure indicator of 05 Haemorrhoidectomy, but the NMDS speciality grouping is not 03 General surgery, 04 Gynaecology, 10 Vascular surgery or 11 Other - surgical.

Hospital Action

Action Text    -

Hospital Audit User   -

Hospital Audit Date   -

HSB Action      Referred back to Facility

HSB Action Text   In our NMDS Speciality grouping field we have 90 (non-surgical). The NPI is 05 Haemorrhoidectomy. With a procedure of 3208400 (Fieroptic Colonoscopy)

HSB Audit User

HSB Audit Date    Tuesday , 23 February 2016 09:27:18

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

29 of 1024

Cancel Apply Changes

Field	Value
Patient Id	
Episode Id	
Facility Unique Id	
Start Date	17-AUG-2015
End Date	17-AUG-2015
Facility	
Message Id	11989544
Message Date	24-DEC-2015
Message Type	FTL
Active Flag	Y
Message Code	H633
Message	Waiting list Entry number 003 has a National procedure indicator of 05 Haemorrhoidectomy, but the NMDS speciality grouping is not 03 General surgery, 04 Gynaecology, 10 Vascular surgery or 11 Other - surgical.
Hospital Action	-
Action Text	-
Hospital Audit User	-
Hospital Audit Date	-
HSB Action	Referred back to Facility
HSB Action Text	In our NMDS Speciality grouping field we have 90 (non-surgical). The NPI is 05 Haemorrhoidectomy, With a procedure of 3208400 (Fieropic Colonoscopy)
HSB Audit User	
HSB Audit Date	Tuesday, 23 February 2016 09:27:18

### 4.3.4 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.

56 of 1024

Cancel Apply Changes

Action Date	Action	Action By	Action Text
Wednesday, 7 May 2025 18:20:41	-	-	-
Wednesday, 7 May 2025 14:44:47	[redacted]	[redacted]	-
Wednesday, 7 May 2025 09:52:20	Record confirmed as correct - please map error	[redacted]	Chargeable Status: Public (1)
Wednesday, 30 April 2025 15:01:56	-	-	-

row(s) 1 - 4 of 4

### 4.3.5 Bulk Edit

Bulk edit enables a bulk selection of validation errors to be actioned at once. For example, if the same action is required for all validation errors with a message code of H745.

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  Active status

QH Patient Data

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

Mag Code = H589  
Status = Not Actioned

1 - 50

Status	Facility Id	Patient Id	Episode Id	Facility Unique Id	Start Date	End Date	Msa Type	Msa Category	Msa Code	Msa Description
<input checked="" type="checkbox"/>					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"/>					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"/>					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"/>					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"/>					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)

**Hospital Action**

Facility to contact HSB

**Action Text\***

Mode of separation should be 01 discharged to usual residence or all records.]

77 of 1024

Cancel **Apply Changes**

**Current Values**

Patient Id \*\*\* multiple values \*\*\*  
 Episode Id \*\*\* multiple values \*\*\*  
 Facility Unique Id \*\*\* multiple values \*\*\*  
 Start Date \*\*\* multiple values \*\*\*  
 End Date \*\*\* multiple values \*\*\*  
 Facility  
 Message Date \*\*\* multiple values \*\*\*  
 Message Type FTL  
 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 \*\*\* multiple values \*\*\*  
 HSB Action Text \*\*\* multiple values \*\*\*  
 HSB Audit User \*\*\* multiple values \*\*\*  
 HSB Audit Date \*\*\* multiple values \*\*\*