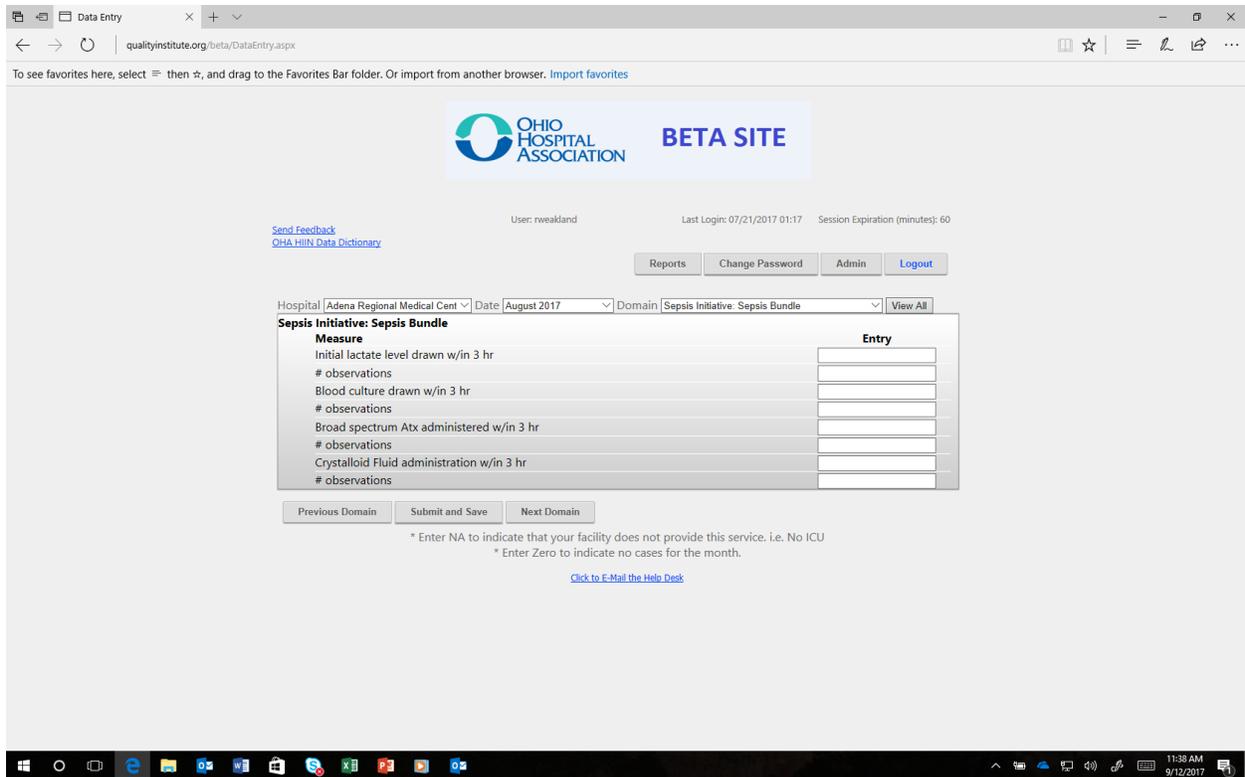# OHA Data Portal Changes
September 2017

Key changes:

1. Status report available to determine data completeness
2. Clarification of when to enter NA vs. 0 (zero)
3. Website timeout extended to 60 minutes
4. Advanced report modification options
5. Ability to develop a system level report
6. Ability to display OHA HIIN rate, benchmark (if available) and HIIN goal

Data Entry:

1. Login with User name and Password
2. Choose correct Hospital if you have access to multiple facilities
3. Choose correct month that you are entering data
4. Choose correct Domain
5. Enter Data
   a. Use "NA" if your facility does not have the service i.e. No ICU so there are no ICU CLABSI
   b. Enter "0" if there were no cases for a given month
   c. Data is due the 25th of each month
6. To save data either click "Submit and Save" button or "Next or Previous Domain" button
7. Click Next Domain and repeat steps until all data is submitted
8. Check submitted data by clicking "View All" button.
   a. The report will show which data is entered and which data is missing

b. If a metric data is not entered, you can click on the hyperlink to go to the data entry page to enter.

Reports:

1. Choose Cohort (PFP) if have access to multiple initiatives
2. Choose Domain
    a. Either All Ratios to see all of the data you submitted or you can choose a specific domain
3. Choose Report Type
    a. Ratio Grid Report- shows numerator, denominator and value for each domain
    b. Ratio Grid w/Graph- shows percent by month with corresponding graph

4.
Select the hospital(s) you want to view or you can select the PFP (able to select three different hospitals to view)

a. If you have more than three facilities in your system, select "each participating site (separated)"

b. To obtain your system overall rates, select "System Total for XXX"

5. Choose Start Date, End Date and Period (month, quarter, half, year) you want to view

6. Click View

7. Click $\triangle$ in Period, Facility and Measure boxes to reverse order once the report is created

8. To download report export in PDF, Excel or CVS (select appropriate button) and save in folder you desire.

Advanced functions to modify reports

◢ Expand/Collapse Individual Columns/Rows

To toggle the expanded state of a column/row, do one of the following:

- Click the expand/collapse button:

- Right-click the corresponding field value and
  choose **Expand** (or **Collapse**) from the context menu:
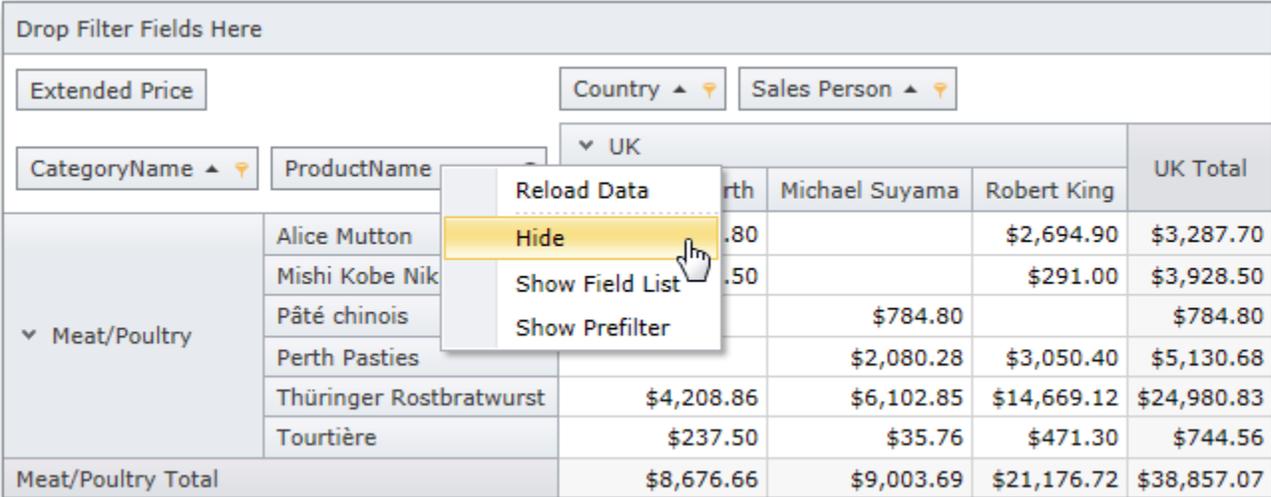
◀ Expand/Collapse Multiple Columns/Rows

To expand or collapse all columns/rows that correspond to the values of a particular field, right-click one of the field values and choose **Expand All** (or **Collapse All**) from the context menu.
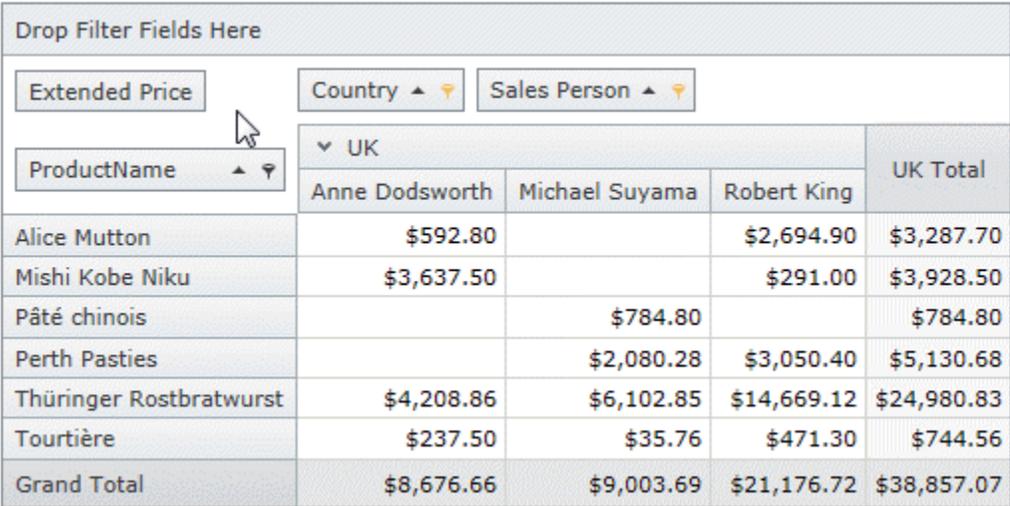
Controlling the Visibility of Fields

◢ Hide Fields

Select the **Hide** item in the field header context menu (right-click the field name):

Drop Filter Fields Here						

Extended Price			Country ▲ ▼	Sales Person ▲ ▼	

			⌄ UK				UK Total
CategoryName ▲ ▼	ProductName		Reload Data	rth	Michael Suyama	Robert King	
	Alice Mutton		Hide	.80		$2,694.90	$3,287.70
	Mishi Kobe Nik		Show Field List	.50		$291.00	$3,928.50
⌄ Meat/Poultry	Pâté chinois		Show Prefilter		$784.80		$784.80
	Perth Pasties				$2,080.28	$3,050.40	$5,130.68
	Thüringer Rostbratwurst			$4,208.86	$6,102.85	$14,669.12	$24,980.83
	Tourtière			$237.50	$35.76	$471.30	$744.56
Meat/Poultry Total				$8,676.66	$9,003.69	$21,176.72	$38,857.07

◢ Show Fields

Open the Field List (right-click in the field name area shown below), and drag the field header from the Customization Form to the required area within the Pivot Grid:

Drop Filter Fields Here				

Extended Price		Country ▲ ▼	Sales Person ▲ ▼	

	⌄ UK			UK Total
ProductName ▲ ▼	Anne Dodsworth	Michael Suyama	Robert King	
Alice Mutton	$592.80		$2,694.90	$3,287.70
Mishi Kobe Niku	$3,637.50		$291.00	$3,928.50
Pâté chinois		$784.80		$784.80
Perth Pasties		$2,080.28	$3,050.40	$5,130.68
Thüringer Rostbratwurst	$4,208.86	$6,102.85	$14,669.12	$24,980.83
Tourtière	$237.50	$35.76	$471.30	$744.56
Grand Total	$8,676.66	$9,003.69	$21,176.72	$38,857.07

Reordering Fields

To change the field location, click and drag the field header to a new position in the same area or a different area:

Drop Filter Fields Here				
Extended Price		Country ▲ ⚲	Sales Person ▲ ⚲	
		⌄ UK		UK Total
CategoryName ▲ ⚲	ProductName ▲ ⚲	Anne Dodsworth	Michael Suyama	Robert King
› Beverages		$19,642.55	$9,450.20	$27,963.83	$57,056.58
› Condiments		$10,125.54	$4,648.47	$8,851.37	$23,625.38
› Confections		$8,053.16	$6,859.63	$14,518.98	$29,431.77
› Dairy Products		$21,101.12	$17,039.04	$27,621.86	$65,762.02
› Produce		$314.81	$11,560.70	$10,753.38	$22,628.89
Grand Total		$59,237.18	$49,558.04	$89,709.42	$198,504.64

Sorting

◢ Sort Field Values

To toggle the sort order of field values, click the field header:

Drop Filter Fields Here					
Extended Price			Country ▲ ⚲	Sales Person ▲ ⚲	
			⌄ UK			UK Total
CategoryName ▲ ⚲	ProductName ▲ ⚲		Anne Dodsworth	Michael Suyama	Robert King
	Alice Mutton		$592.80		$2,694.90	$3,287.70
	Mishi Kobe Niku		$3,637.50		$291.00	$3,928.50
	Pâté chinois			$784.80		$784.80
⌄ Meat/Poultry	Perth Pasties			$2,080.28	$3,050.40	$5,130.68
	Thüringer Rostbratwurst		$4,208.86	$6,102.85	$14,669.12	$24,980.83
	Tourtière		$237.50	$35.76	$471.30	$744.56
Meat/Poultry Total			$8,676.66	$9,003.69	$21,176.72	$38,857.07

◢ Sort by Summary

To sort the values of a column field by a row, or the values of a row field by a column, right-click the row (column) and choose the field whose values should be sorted by the row (column) summaries from the context menu:
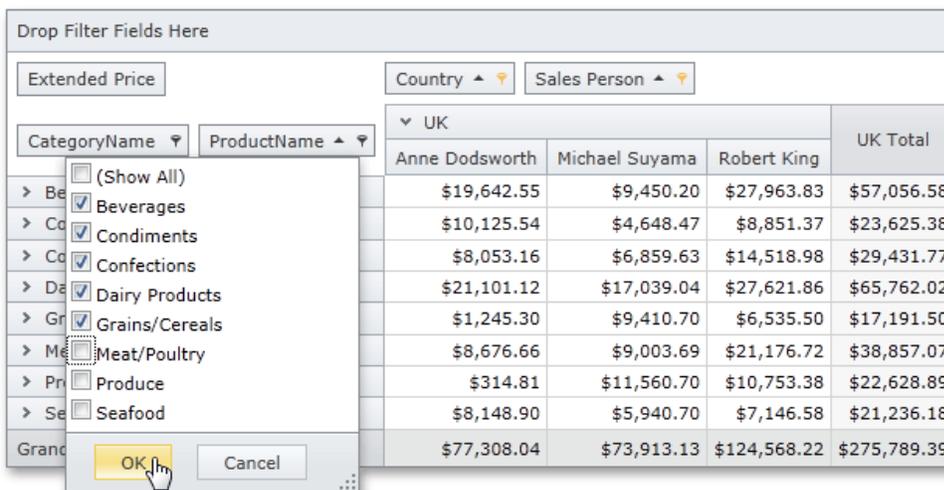

Filtering

◢ Filter Data

To apply filtering to a field, click the filter button in the field header and select field values that should be displayed in the pivot grid: