Welcome to the AuSDaT

You are required to read this guide **before** being granted access to the AuSDaT. This will ensure that you have the **best possible experience** when logging into the tool for the first time.

This guide is by no means exhaustive, but will provide you with the necessary information to **get started**.

For more information and assistance please contact:

[audit@strokefoundation.org.au](mailto:audit@strokefoundation.org.au)
AuSDaT | Web browser compatibility

- The AuSDaT is built to work on **all web browsers**: Google Chrome, Safari (so it works on an iPad), Firefox and Explorer.
- It is not recommended to run the tool on **early Internet Explorer versions** (Microsoft no longer supports these browsers). We suggest you use Google Chrome.
- Please contact the Data & Quality Coordinator if you have any issues: audit@strokefoundation.org.au
AuSDaT | User-accounts

› There are two types of AuSDaT user-accounts for hospital staff:
  › Hospital Coordinator
  › Data Collector

› **Hospital Coordinator** is the main contact for the Stroke Service; they oversee the data collection and are responsible for data quality.
› **Data Collector** reviews patient files and enters audit data.
› The Hospital Coordinator sets their Data Collectors up on AuSDaT.
› To set up Data Collector, please enter the staff member/s details into AuSDaT via clicking **Administration > User > New user**.
Gaining access | Invitation email

› If you are new to AuSDaT you will receive an invitation email with a link to the AuSDaT (see below).
› Click on the link to create a password and start using the AuSDaT.
› This link needs to be activated within 72 hours.
› If you do not activate your profile within 72 hours, go to https://tool.ausdat.org.au and click ‘Forgot your password?’ → enter your email address. This will generate another email with a new link.
When you first sign-in you will be prompted to change your password.

Due to sensitivity of data contained on AuSDaT stringent security measures are in place.

The password strength meter changes colour to green as you enter your new password.

You will be required to choose a sentence, such as a few short words (think of a memorable phrase e.g. ‘Summer holidays’ & allow spaces) and a number/s for a strong password.

Please write down your password for later reference.
If you can’t remember a previous AuSDaT password, simply click on **forgot your password**.

You will be instructed to enter the email address associated with your account.

Once you’ve clicked **continue**, an automatic email will be sent to your email and you will be prompted to **re-set** your AuSDaT password.
Gaining access | Terms and Conditions

› For **first time users** of the AuSDaT, after you have changed your password you will be required to read and agree to the **Terms and Conditions**.

› If these change at any point, you will be prompted to agree to the **new version** when you next sign in.

› You can access the latest Terms and Conditions at any time via the bottom of your AuSDaT screen.

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**Terms and Conditions**
You must accept the Ausdat terms and conditions before proceeding.

**AusDaT Terms and Conditions of Use**

The Australian Stroke Data Tool (AuSDaT) is an online data collection tool for clinical performance monitoring in patient stroke care. From June 1st 2015 the tool is being used to collect hospital data for the National Stroke Foundation (NSF) National Stroke Audit of Acute Services 2015.

By signing this document, your hospital agrees to the outlined terms and conditions. Failure to abide by the terms and conditions may result in your exclusion from further use of the tool for the purposes the National Stroke Audit, and any other data collection programs that use the tool in the future.

If a site uses the AuSDaT, they will: 
Please remember | Session timeout

› After **9 minutes** of inactivity, a **session timeout banner** will appear on your screen (see below). You simply need to click ‘**continue**’ to remain in your session.

› Although you may find this frustrating at times, this measure is implemented for **security reasons** and complies with national standards.
Organisational Survey
Organisational Survey | Prompt on first login

HOSPITAL COORDINATORS ONLY

› Once you have agreed to the Terms and Conditions you will be prompted to either complete or review your Stroke Foundation Organisational Survey.

**You will not be able to commence Clinical Audit data collection until the Survey is complete**

› Services that have previously participated in audits, your Organisational Survey will already be populated with your past responses. Simply review and update the information stored in the system and answer any new questions.

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SF Organisational Survey for Dummy Hospital

Please complete the SF Organisational Survey relevant to your position. Once successfully completed, you will be able to begin collecting patient record data for the clinical audit.

Select relevant survey
- Acute (this survey is due for review)
- Rehab

Continue Cancel
Organisational Survey | Completing data

When you have entered a valid response to all questions, please select Submit.

Each section tab will turn green when complete. If there are one or more question/s is still awaiting a response, that section tab will remain amber.
Organisational Survey | Data errors

› If you enter an **incorrect** response, the error and the section tab will appear **red**.
› You **cannot** complete your organisational survey with one or more invalid response/s, please edit your answer/s for **100% completeness**.
Organisational Survey | Completion

› Once you click ‘Submit’ on your the **completed** survey you will receive a message and then you can begin your Clinical Audit review of up to 40+ stroke patient files.

**You will not be able to commence Clinical Audit data collection on AuSDaT until the Organisational Survey is complete**

› If you need to **edit** or **enter further data** into the survey please go to **review section** (please refer to next slide).
If you need to return to your survey to edit data go to ‘Data collection’, click on ‘Stroke Foundation Organisational Surveys’. Then click on **Acute** and this will allow you to re-open the survey and review your responses. All your edits will be **automatically saved** so there is no need to hit the ‘submit’ button to save your edits.
Organisational Survey | Review

› When you have entered valid responses to all questions the Survey response screen will turn/remain green (in the question status).
› Click [Edit] to change and update the survey.
› To avoid data loss, all your edits are automatically saved within AuSDaT so there is no need to hit the ‘Submit’ button to save your edits.
Hospital Coordinators
Adding new auditors | Data Collectors

- The **Hospital Coordinator** creates user accounts for **Data Collectors**.
- Simply go to **Administration** and open the **users** screen and click **new user**, you will be asked to complete the user profile details.
- Once completed, an email prompting the auditor to sign-in will **automatically** be sent to the new user’s email. All hospital staff that have held an AuSDaT user account (both expired & current users) will be listed in the **users** screen.
During data collection in this year’s Clinical Audit (open from 18 Feb – 31 May 2019) you will be able to use the ‘Patient record data collection statistics’ screen to view all relevant program details and keep track of program completeness.
Clinical Audit
Clinical Audit | Patient record management

› You will be able to manage all your patient record data collection activities from this screen, including record creation, record searching and record exporting.
Clinical Audit | Services using AuSCR

› If your hospital enters data for the **Australian Stroke Clinical Registry** (AuSCR), all previously entered patient records can be expanded for the Stroke Foundation’s Acute Audit program.

› Data entered for any **overlapping variables** (i.e. patient demographics, admission details & discharge information) will be carried over, leaving you to populate **only** the remaining fields which are **unique** to the Acute Audit. Please refer to AuSCR user training package for more information.
Please carefully review the criteria below and check your records before proceeding as reviewing an ineligible record for the Acute Audit may result in time wasted and inaccurate audit data.

Eligible patients must be admitted to, and discharged from, your hospital between 1 July - 31 December 2018. Episodes also need to fall within specific ICD10 codes which are provided below:

- Medical records to request are: 161.0-161.9 (Intracerebral haemorrhage), 163.0 – 163.9 (Cerebral infarction), 164 (Stroke not specific as haemorrhage or infarction) and 162.9 (Intracerebral haemorrhage unspecified).

- Case exclusion criteria: cases with sub-arachnoid haemorrhage (160), subdural and extra-dural haematoma (162 & 162.1), and Transient Ischaemic Attacks (G45.9).
Clinical Audit | Creating a new record

1. Go to patient record management;
2. Click the new record button, After clicking the new record button;
3. You will be taken to the new patient record form;
4. Now you can enter the patient’s first name, last name, date of birth and gender. These variables combined to create a unique Statistical Linkage Key (SLK) which prevents you from creating duplicate patient record in error;

**If there is a duplicate patient in AuSDaT, the system will flag this with a prompt and you will need to go back to search for patient records to locate the existing patient record and edit the existing record**
5. Once you have entered the patient details, select the National Acute Stroke Services Audit 2019 program and click *create new record*.

6. You will then open the patient record form, allowing you to enter the Clinical Audit data.
When you enter valid response/s to all questions within a section, the section tab will turn **green**.

If there are one or more question/s awaiting a response, the section tab will continue to show as **amber**.
If you enter an incorrect response to a question, an error message will appear in **red** text, and the section tab will appear **red**.
Clinical Audit | Disabled questions

› Questions can be disabled due to a valid response to a previous question.
› These questions do not require a response and will be greyed-out (you will not be able to enter data).
› The question will still be shown as complete (green) in the patient record view screen.
Clinical Audit | Switch between views

You can easily switch between the patient record entry form and patient record view screen by selecting the pencil icon on the patient record view screen, or clicking the return to view button.

**You will remain in the same section when you switch between the two screens**
Clinical Audit | Closing a record

› You will have successfully completed a patient record when it has **100% completeness** and all indicators turn **green** and the option to **close** the record appears.

› Only the **Hospital Coordinator** will be able to see which records are complete and **close** them. **Data Collectors** are not able to **close** a completed patient record.
If you need to edit the content of a closed record, you can **re-open** the record and make changes before re-closing.

After data collection ceases on **31 May 2019**, you will no longer be able to re-open, expand or create new records.

If you need to edit a closed record after this date you will need to contact the Stroke Foundation Data & Quality Coordinator, audit@strokefoundation.org.au

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**Clinical Audit | Re-opening and editing**

**Programs**

This record includes data collected for the following programs:

<table>
<thead>
<tr>
<th>Program</th>
<th>Completeness</th>
<th>Errors</th>
<th>Incomplete</th>
<th>Complete</th>
<th>Status</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>National Audit of Acute Stroke Services 2019</td>
<td></td>
<td></td>
<td></td>
<td>100%</td>
<td>closed</td>
<td>Re-open</td>
</tr>
</tbody>
</table>
Clinical Audit | Monitoring completeness

Another useful way to keep track on the completeness of your patient records is via the *patient record data collection statistics* screen (in the ‘Data collection’ drop-down menu).

Here, you can view the total number of records created at your hospital and how many of your records are open or closed.

Of the open records, this screen also tells you how many records are *incomplete*, in *error* and *complete*.

**Patient record data collection statistics**
View statistics for your hospitals programs

<table>
<thead>
<tr>
<th>Hospital program completion</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Show</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Program</th>
<th>Collection from</th>
<th>Collection to</th>
<th>Total count</th>
<th>Open</th>
<th>In error</th>
<th>Incomplete</th>
<th>Complete</th>
<th>Closed</th>
<th>Completeness</th>
</tr>
</thead>
<tbody>
<tr>
<td>National Audit of Acute Stroke Services 2019</td>
<td>16/01/2019</td>
<td>31/03/2019</td>
<td>3</td>
<td>3</td>
<td>0</td>
<td>1</td>
<td>2</td>
<td>0</td>
<td>67%</td>
</tr>
<tr>
<td>BLACK-migrate</td>
<td>21/06/2016</td>
<td>Ongoing</td>
<td>1662</td>
<td>364</td>
<td>1656</td>
<td>0</td>
<td>0</td>
<td>1258</td>
<td>100%</td>
</tr>
<tr>
<td>AUSCR-BLACK-1</td>
<td>22/05/2016</td>
<td>Ongoing</td>
<td>174</td>
<td>174</td>
<td>143</td>
<td>31</td>
<td>0</td>
<td>0</td>
<td>62%</td>
</tr>
</tbody>
</table>
All records created by your hospital will be listed in the **patient record management** screen.

You can refine your search using various fields, including the **unique patient record ID** attributed to each patient record.
Clinical Audit | Exporting patient records

- It is important to export all completed patient records to keep a record of the files audited and check the accuracy of data entered prior to analysis.

- From the *Patient record management* screen, data can be exported in a CSV spreadsheet and we can provide an export key to help you interpret each variable/column.

- Exported data can also be used by your staff for local analysis.
3-5 reliability record audits are required per site. This is an essential process to ensure audit questions are being interpreted consistently.

When you have completed a patient file your Hospital Coordinator can ‘close’ a record (the status of this record for other programs, i.e. AuSCR, will still remain ‘open’ so you can still amend data in these programs if required).

Once the patient record has been ‘closed’ by your site Hospital Coordinator, you will then see an option to create a reliability record.
Once the patient record has been ‘closed’ by your site Hospital Coordinator, you will then see an option to create a **reliability record** (see previous slide).

A **separate auditor** needs to login using their unique account to complete a reliability record. Open a Acute Audit record via **patient record management** search and select ‘**create a reliability record**’. All values will be blank and the auditor will then answer the same audit questions on the patient.

As the separate auditor answers the Audit questions and each section will turn **green** as it is completed. When you have finished, click ‘**return to view**’. On the **patient record view** screen you should see a **pink message** at the top of your screen on completion.
Login and get started!

We hope you found this information useful.

To request a **Hospital Coordinator** user-account please email the Stroke Foundation’s Data & Quality Coordinator

P. (07) 3084 6377 or via email:

[audit@strokefoundation.org.au](mailto:audit@strokefoundation.org.au) or [jmaxwell@strokefoundation.org.au](mailto:jmaxwell@strokefoundation.org.au)