

Australian Stroke Data Tool (*AuSDaT*)

User Guide

Welcome to the *AuSDaT*

You are required to read this guide **before** using the **AuSDaT**. This will ensure that you have the best possible experience when logging into the tool for your first sessions.

This guide is by no means exhaustive, but it will provide you with enough information to get started.

If you require further assistance using the **AuSDaT** please contact:

audit@strokefoundation.org.au

AuSDaT | Web browser compatibility

- › The **AuSDaT** has been built to work on **all web browsers**; Google Chrome, Safari (for iPad users), Firefox and Internet Explorer.
- › It is not recommended that you run the tool on **early versions of Internet Explorer** (Microsoft no longer supports these browsers).
- › Please contact the Data & Quality Coordinator if you have issues using the tool on your browser, E. audit@strokefoundation.org.au

AuSDaT | User-accounts

- › There are two types of AuSDaT user-accounts:
 - › **Hospital Coordinator**
 - › **Data Collector**
- › **Hospital Coordinator** is the main point of contact for the Stroke Foundation audit. This member of staff oversees data collection and is responsible for the quality of data submitted.
- › **Data Collector** accounts are created by hospital coordinators for their auditors to assist with data entry on the **AuSDaT**.

New AuSDaT user | Invitation email

- › Your **Hospital Coordinator** will set up your account on the **AuSDaT**. You will then receive an **invitation email**, it includes a link to **activate your account** within **72 hours** (see example below).

You are receiving this email because an account has been created for you in the Australian Stroke Data Tool (AuSDaT), as your hospital is participating in one or more programs that use the AuSDaT for stroke data collection.

You are required to activate your AuSDaT Login ID by clicking here: <https://tool.ausdat.org.au/auth/activation/1295/a74d3035-48bc-46d6-9084-f2bbda1a3a3c> where you will be prompted to create a password and accept the AuSDaT Terms and Conditions for Users.

NOTE: you will need to activate your account within 72 hours of receiving this email.

Further information about the AuSDaT is provided on the Australian Stroke Coalition website: <http://australianstrokecoalition.com.au/ausdat/>

Should you have any problems with your account please contact the National System Administrator: ausdat@florey.edu.au

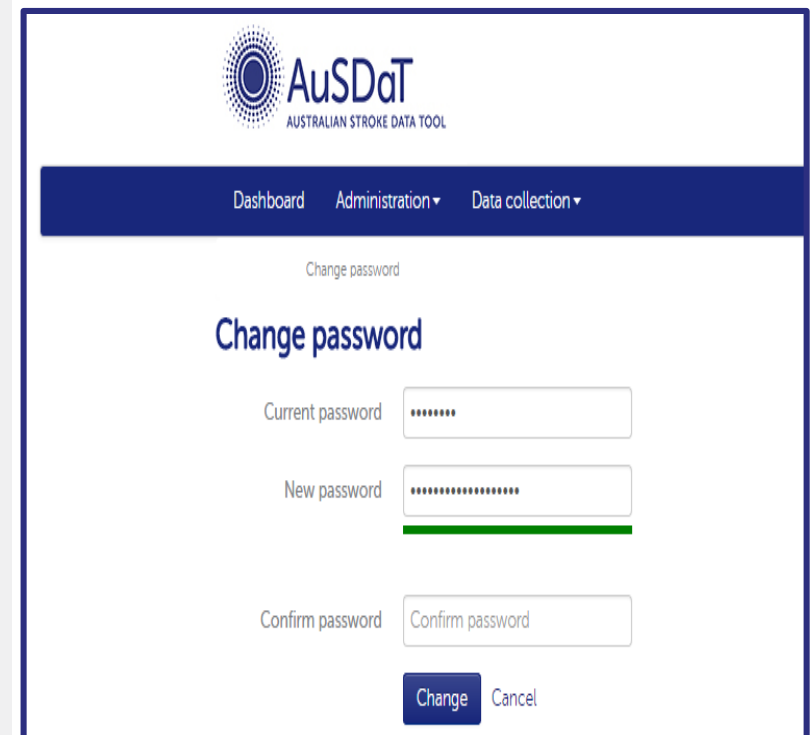
Example only

This message comes from an unmonitored mailbox. Please do not reply to this message.

- › If you are a new **Hospital Coordinator** your service please contact the Data & Quality Coordinator to set up your account, E. audit@strokefoundation.org.au

AuSDaT access | Change password

- › When you first sign-in to AuSDaT you will be prompted to **Change password**.
- › Due to the sensitivity of data contained within the AuSDaT, stringent security measures are in place.
- › You will see the password strength meter changes colour as you enter your **New password**.
- › Choose letters and additional number &/or symbol in order to provide a 'strong' password (think of a memorable phrase, i.e. *nice & natural*).
- › We recommend that you immediately write down your password for future reference.



The screenshot shows the AuSDaT (Australian Stroke Data Tool) login interface. At the top, there is a navigation bar with links for 'Dashboard', 'Administration', and 'Data collection'. Below this, the 'Change password' section is displayed. It includes three input fields: 'Current password' (masked with dots), 'New password' (masked with dots and featuring a green strength indicator bar), and 'Confirm password' (labeled 'Confirm password'). At the bottom of the form are two buttons: 'Change' and 'Cancel'.

AuSDaT access | Forgotten passwords

- › If you can't remember your old AuSDaT password, simply click on **Forgot your password?**
- › You will then be instructed to enter your AuSDaT account **email** address.
- › If you don't know which email address or have changed email address, please contact:
audit@strokefoundation.org.au
- › Once you've clicked **Continue**, an automatic email will be sent to the specified email address and you will be prompted to re-set your password.

Please sign in

Email

Password

[Forgot your password?](#)

Sign in

Forgotten password

Email

Continue

New AuSDaT user | Terms and Conditions

- › **First time** AuSDaT users, after you have changed your password you will be required to read and agree to the **Terms and Conditions**. If they are updated 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 web page footer.

Terms and Conditions

Australian Stroke Data Tool (AuSDaT)
Terms and Conditions for Users

Background

The Australian Stroke Data Tool (AuSDaT) is an online, integrated data management system for monitoring the quality of stroke care. The AuSDaT is operated by a collaboration of four organisations (the AuSDaT Collaboration) to enable shared responsibilities for the collaborative development and operation of the AuSDaT in accordance with an interparty agreement between the Stroke Foundation; the Florey Institute of Neuroscience and Mental Health; Hunter Medical Research Institute; and the Stroke Society of Australasia.

Session Timeout | secure your screen

- › After **nine minutes** of inactivity, a **Session inactive** banner will appear on your screen and you simply have to click **Continue** to remain in your session.
- › Although you may find this frustrating at times, this measure is implemented for security reasons and to comply with national standards.

Session inactive

Your AuSDaT web session is about to expire due to inactivity.
You will be logged out automatically if you don't respond by pressing the Continue button below.

Continue

Organisational Survey | Prompt on first login

- › When the audit begins on 2nd March the **Hospital Coordinator** will be prompted to **complete** or **review** the rehabilitation service **Stroke Foundation Organisational Survey**.

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

- › Rehabilitation audit participants from 2018, the organisational survey will already be populated with your previous responses. You will simply be required to **review & update** the information stored in the system and **enter new data** for a **new question**.

Stroke Foundation Organisational Survey for Mackay Base Hospital

Please complete the Stroke Foundation 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

☒ Rehab

Continue

Cancel

Organisational Survey | Completing data

- › When you enter the **Rehab** survey the section tab will turn **amber** indicating the survey is in the process of being completed.
- › When you have entered a valid response to all questions, please select **Submit**.

Stroke Foundation Organisational Survey for Mackay Base Hospital

To prevent data loss your survey edits are being automatically saved.

Rehab

Submit

Which of the following best describes the rehabilitation service at your site? Comprehensive Stroke Unit

How many beds are dedicated for inpatient rehabilitation at your site?

Does your site have a dedicated stroke rehabilitation unit with co-located stroke beds within a geographically defined unit? ☐ Yes ☐ No

If yes, how many designated stroke beds are there?

Organisational Survey | Data errors

- › If you enter an incorrect response, a message will highlight an error and the section tab will appear **red**.
- › The survey **cannot** be complete if there is one or more **invalid responses**.

Stroke Foundation Organisational Survey for Princess Alexandra Hospital

To prevent data loss your survey edits are being automatically saved.

☒ Rehab

Rehab

Which of the following best describes the rehabilitation service at your site? Rehabilitation ward within act ▼

How many beds are dedicated for inpatient rehabilitation at your site? This field is required.

Does your site have a dedicated stroke rehabilitation unit with co-located stroke beds within a geographically defined unit? ☐ Yes ☐ No

If yes, how many designated stroke beds are there?

Organisational Survey | Completion

- › Once you submitted your completed survey, a confirmation message will appear on sign in page.
- › Click **Continue** to move on and begin the audit, see below.
- › If you need to edit your survey, please go to the next slide (Review).

Stroke Foundation Organisational Survey for Mackay Base Hospital

Please complete the Stroke Foundation 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

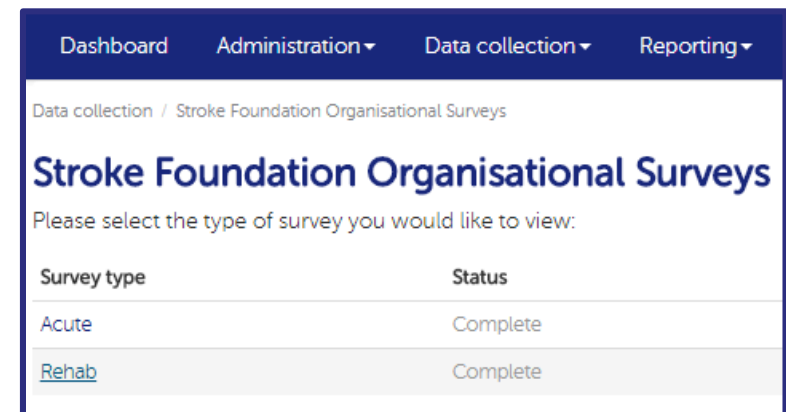
☒ Rehab (this survey has been completed and no further action is required)

Continue


Cancel

Organisational Survey | Review

- › To review & edit data your survey, go to **Data collection**.
- › Click on **Stroke Foundation Organisational Survey**.
- › Then click on Survey type, **Rehab**, this will allow you to re-open the survey and review your responses.






Organisational Survey | Review

- › Once you enter valid responses to all questions the **Rehab** tab and each questions status will turn **green**.
- › Click  to change and update the survey.
- › To avoid data loss, all your edits are being automatically saved within **AuSDaT** so there is no need to hit the **Submit** button to save your edits.

Stroke Foundation Organisational Survey
Last update on 20/02/2018 by JO MAXWELL

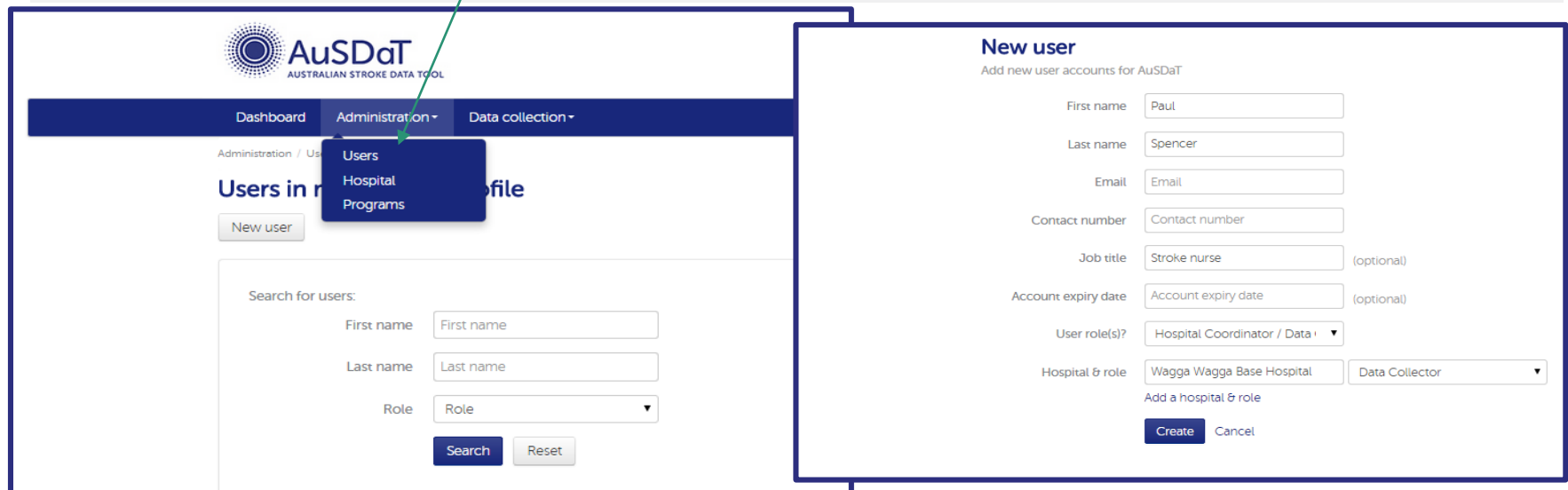
Survey response

Rehab 

Ref	Name	Value	Status
9.00	Which of the following best describes the rehabilitation service at your site?	Rehabilitation ward within acute hospital in separate buildings of same health campus	
9.01	How many beds are dedicated for inpatient rehabilitation at your site?	20	

Adding new auditors | Data Collectors

- › **Hospital Coordinators** can create AuSDaT user accounts for **Data Collectors**. Simply go to **Administration** → open the **Users** screen → click **New user** box, where you will be asked to complete the user account details.
- › On completion, an email will automatically be sent to the new user's email address and prompt then to access AuSDaT and **change their password within 72 hours**.
- › All AuSDaT users for your hospital (both expired & current) are listed in the users screen.



The screenshot displays the AuSDaT (Australian Stroke Data Tool) interface. The top navigation bar includes 'Dashboard', 'Administration', and 'Data collection'. The 'Administration' menu is expanded, showing 'Users', 'Hospital', and 'Programs'. The 'Users' screen is active, displaying a 'New user' button and a search section for existing users. The 'New user' form is shown in a separate window, titled 'New user' with the subtitle 'Add new user accounts for AuSDaT'. The form contains the following fields:

- First name:
- Last name:
- Email:
- Contact number:
- Job title: (optional)
- Account expiry date: (optional)
- User role(s): (dropdown menu)
- Hospital & role: (dropdown menu)

At the bottom of the form, there is a section 'Add a hospital & role' with 'Create' and 'Cancel' buttons.

AuSDaT | Rehab audit Criteria

- › Ensure the patient record that you add an episode to in the **AuSDaT** is eligible for the Rehabilitation Audit.
- › Eligibility criteria, patients must be **admitted** to, and **discharged** from, your inpatient rehabilitation service between **1 January - 31 December 2019**.
- › Episodes must also fall within specific ICD10 codes:

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)

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 / TIA (G45.9).

Clinical Audit | Patient record management

- › To manage all your patient record data collection activities click → **Patient record management** for record **creation**, record **searching**, record **exporting** and more!

All
Copy of National Audit of Rehabilitation Stroke Services 2020

Go to patient record
ID

Search for patient records:
First name
Last name
Gender
Date Of Birth
Error/Completion State
Show advanced search options

Dashboard Administration Data collection Reporting
Data collection / Patient record management
Patient record management
New record
Patient record import
Patient record data collection statistics
Stroke Foundation Organisational Survey
Patient record follow ups

Show 10 entries

ID	First name	Last name	Gender	Date Of Birth	Admission date	Date created	Date updated	Completeness	Status
195666			Male	05/08/1937		17/02/2020	17/02/2020	53%	Open
195665			Female	24/05/1990		17/02/2020	17/02/2020	50%	Open
195664			Female	15/12/1960		17/02/2020	17/02/2020	50%	Open
195663			Male	15/11/1938		17/02/2020	17/02/2020	98%	Open

Clinical Audit | For AuSCR (acute) data services

- › If your hospital collects data for the Australian Stroke Clinical Registry (**AuSCR**) during 2019, please ensure a **New episode for patient** is added for each patient audited in the National Audit of Rehabilitation Services 2020 program.

WARNING!

- › **DO NOT EXPAND** AuSCR records into the Rehabilitation Service 2020 clinical audit program (Expand does not allow the acute admission dates to be changed into a rehabilitation care episode!).
- › Please refer to the audit guide specifically prepared for **AuSCR** services, follow this link:
<https://informme.org.au/en/stroke-data/Rehabilitation-audits>

Patient record view

Last update on 17/02/2020 by JO MAXWELL

A patient record collects data on a single patient per episode of care.

Actions ▾

New episode for patient

Record death for patient

Opt-out

Refuse follow-up

Reverse follow-up refusal

5666

53%

Hospital Rehab Audit Test Hospital

Created on 17/02/2020

Clinical Audit | New patient record

1. Go to **Patient record management** → click **New record**. **NB:** if you have data already uploaded from **AROC** please go straight to **Search patient records** and enter **DOB** and **Gender** to obtain a patient record on your **AROC** case list.
2. Once you click **New record** box, you will be taken to the **New patient record** form.
3. Enter **first name**, **last name**, **date of birth** and **gender**. These variables combined to create a unique Statistical Linkage Key (SLK) preventing you from creating a duplicate patient record.

****If there is a duplicate patient in the 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. Enter patient details → click specific Patient record ID → click Actions box → New episode for patient and ensure you select the National Audit of Rehabilitation Stroke Services 2020 program****

Patient record management

New record

Clinical Audit | New patient record

6. Click on **Patient record management**
7. Click **New record**.
8. Enter the patient details.
9. Select **National Audit of Rehabilitation Stroke Services 2020**.
10. Click **Create new record** and you will go to the patient record form. This will allow you to enter the clinical audit data.

New patient record

Enter preliminary data for the new patient record

In order to create the new patient record, the following fields are required to be completed so a patient reference number can be generated. Please fill in all the fields below, and click the "Create new record" button

First name

Last name

Date of birth

Gender

Male ▼

Admission date

 (optional)

Program(s)

☐ BLACK-migrate
☐ AUSCR-BLACK-1
☐ National Audit of Rehabilitation Stroke Services 2020

Create new record

Cancel

Clinical Audit | Valid responses

- › When you enter valid responses to **all** questions within a section, the section tab will turn **green**.
- › If there are one or more question/s still **awaiting a response**, the section tab will continue to show as **amber**.

Patient record edit

Record attributes

Patient record ID 188934

Collect data

To prevent data loss your patient record edits are being automatically saved.

☒ Auditor information

☒ Patient demographics

☒ Admission and transfer information

☒ Other clinical information

☐ Allied health management

☐ Complication during hospital admissions

☐ Further rehabilitation and community re-integration

☐ Secondary prevention

☐ Discharge information

Allied health management

Physiotherapist Occupational therapist Speech pathologist Social worker Dietitian Psychologist

Physiotherapist

Was the patient seen by a physiotherapist

Date ☐ Unknown

Occupational therapist

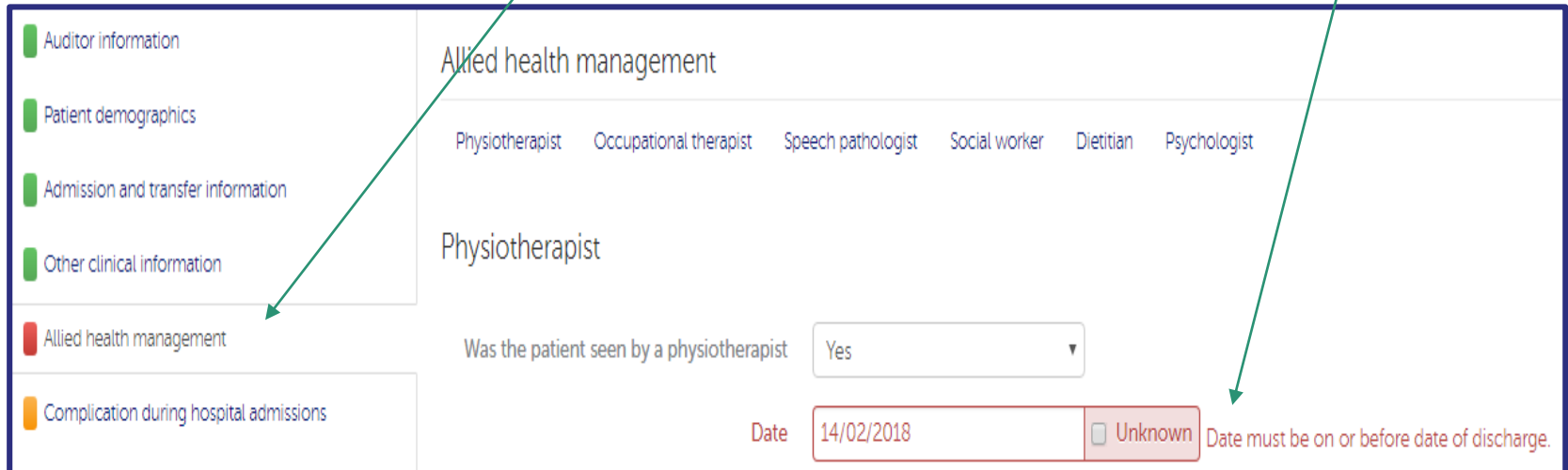
Was the patient seen by an occupational therapist

Date ☐ Unknown

[Return to view](#)

Clinical Audit | Invalid responses

- › If you enter an **incorrect** response to a question, an **error** message will appear in **red** text, and the section tab will appear **red**.



The screenshot shows a clinical audit form with the following sections and fields:

- Left sidebar (Section tabs):**
 - Auditor information
 - Patient demographics
 - Admission and transfer information
 - Other clinical information
 - Allied health management** (highlighted in red)
 - Complication during hospital admissions
- Main content area:**
 - Allied health management** (Section title)
 - Physiotherapist Occupational therapist Speech pathologist Social worker Dietitian Psychologist
 - Physiotherapist
 - Was the patient seen by a physiotherapist: Yes
 - Date: 14/02/2018
 - ☐ Unknown
 - Error message: Date must be on or before date of discharge.

Clinical Audit | Disabled questions

- › Some questions will be disabled due to a valid response to a previous question, these questions will be **greyed-out** and you will not be able to enter data.
- › The question will still show as complete and **green** in the **Patient record view** screen.

Mood

Was the patient's mood assessed? ☒ Yes ☐ No ☐ Not documented

Did the patient have a mood impairment (depression, emotional lability or anxiety)? ☐ Yes ☒ No ☐ Not documented

Management included:

Antidepressants ☐ Yes ☐ No


Psychological (e.g. Cognitive-behavioural) interventions ☐ Yes ☐ No

Other therapy ☐ Yes ☐ No

No therapy provided ☐ Yes ☐ No

Clinical Audit | Toggling views

- › You can easily toggle 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 on the patient record edit form.
- › You will remain on the **same section** of the record when you toggle between the two screens.

Complication during hospital admissions  Edit

- ☒ Auditor information
 - ☒ Patient demographics
 - ☐ Admission and transfer information
 - ☐ Pre stroke history
 - ☐ Acute clinical data
 - ☐ Telemedicine and reperfusion
 - ☐ Other clinical information
 - ☐ Allied health management
 - ☐ Complication during hospital admissions
 - ☐ Further rehabilitation and community re-integration
 - ☐ Secondary prevention
 - ☐ Discharge information
- [Return to view](#)

Clinical Audit | Closing a record

- › When you have successfully completed a patient record and all **Completeness** indicators turn **green**, the **Action** to **Close** the record appears.
- › If you are a **Data Collector**, you will not be able to close a completed patient record. **Only** the **Hospital Coordinator** can see which records are 100% complete and close them.

Patient record view

Last update on 17/02/2020 by JO MAXWELL

A patient record collects data on a single patient per episode of care.

Actions ▾

Record attributes [Edit](#)

Patient record ID 195657

Percentage complete 100%

Hospital Rehab Audit Test Hospital

Created on 17/02/2020

Created by JO MAXWELL

Comments

Programs

This record includes data collected for the following programs:

Program	Completeness	Errors	Incomplete	Complete	Status	Action
Copy of National Audit of Rehabilitation Stroke Services 2020	100%				open	Close

Clinical Audit | Re-opening and editing

- › To edit a closed record, the hospital coordinator can **re-open** the record, make changes and re-close.
- › After data collection ceases you will no longer be able to re-open or create records.
- › If you need to edit a closed record after data collection please contact the **Data & Quality Coordinator**.

Record attributes
Edit

Patient record ID 195657

Reliability Record ID Create reliability record

Percentage complete

100%

Hospital Rehab Audit Test Hospital

Created on 17/02/2020

Created by JO MAXWELL

Comments

Programs

This record includes data collected for the following programs:

Program	Completeness	Errors	Incomplete	Complete	Status	Action
Copy of National Audit of Rehabilitation Stroke Services 2020	<div>100%</div>				closed	Re-open

Clinical Audit | Monitoring completeness

Tip: a useful way to keep track **Completeness** of your patient records is via the **Patient record data collection statistics** screen through the **Data collection** drop-down menu.

Here you can:

- › View the total number of records created at your hospital.
- › See how many records are open or closed.
- › The open records, it shows you how many records are **incomplete**, have an **error** and number of **complete** audit files.

Patient record data collection statistics

View statistics for your hospitals programs

Hospital program completion

Show 10 entries

Program	Collection from	Collection to	Total count	Open	In error	Incomplete	Complete	Closed	Completeness
Copy of National Audit of Rehabilitation Stroke Services 2020	28/01/2020	31/12/2020	11	10	2	7	2	1	<div> <div>18%</div> <div>64%</div> <div>18%</div> </div>

Clinical Audit | Searching for a record

- › All records created by your hospital are listed in the **Patient record management** screen.
- › You can search using various fields, but the fastest way is to enter the unique **patient record ID**.

Show 10 entries

ID	First name	Last name	Gender	Date Of Birth
189717			Male	22/03/1918
189317			Female	01/06/1931

Go to patient record

ID

Search for patient records:

First name

Last name

Gender

Date Of Birth

Admission date From To

Date created From To

MRN

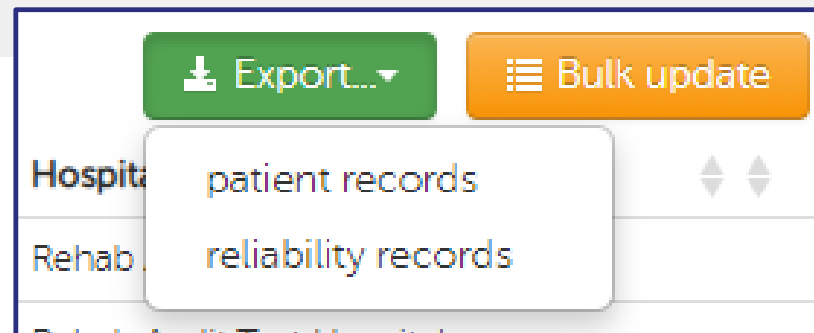
Program

State

Clinical Audit | Exporting patient records

- › Finally - it is important for **Hospital Coordinators** to export the completed patient records.
- › To export your services data go to the **Patient Record Management** screen click **Export** → **patient records**.
- › The data exports into an **Excel CSV spreadsheet** that you can download via a link that appears at the top of your screen:

Your export is ready! Click here to download.
- › This will ensure you have a record of your audited files (suggest you add a column to insert your MRNs) and the exported data can be used for your local **quality improvement action plans**.



You're ready to get started!

We hope you find this information useful.

To request a **Hospital Coordinator** user-account please email the Stroke Foundation Data & Quality Coordinator, E. audit@strokefoundation.com.au

Also, for any questions or feedback please contact us as above.