Hospital Collector Audit Starter Kit

Welcome to the Acute Audit

Thank you for leading your hospital in the data collection for your hospital. We have put this together to assist you have the best possible experience when logging into the data collection tool.

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:

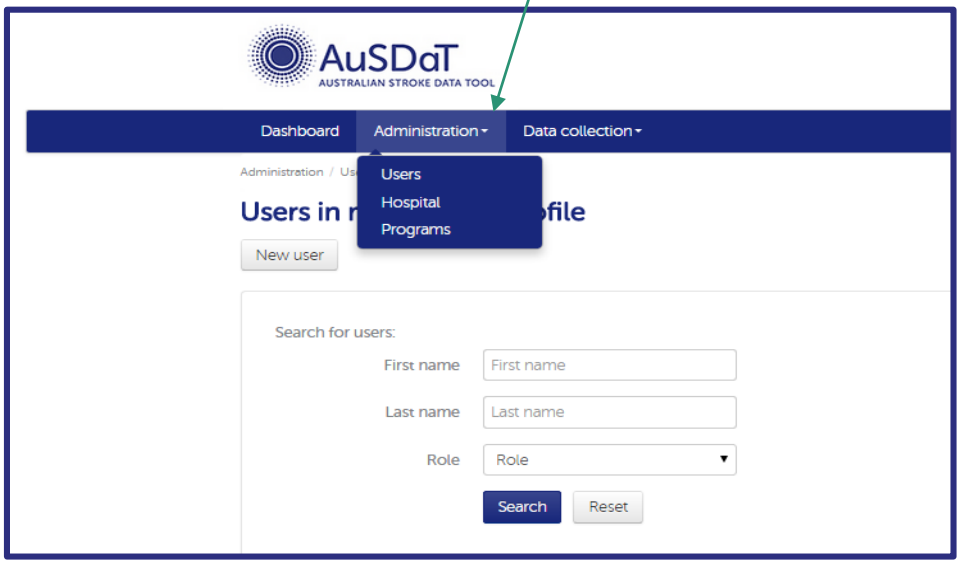
audit@strokefoundation.org.au

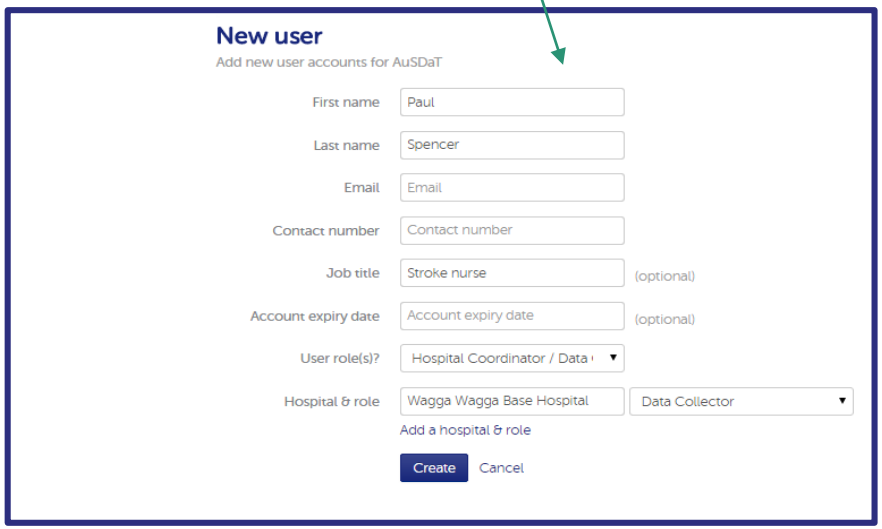
AuSDaT | user-accounts

- There are two types of **AuSDaT** user-accounts:
- **Hospital Coordinator** is the main contact for your 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 up user accounts for site data collectors.
- To set up a data collector, enter the staff member/s details into **AuSDaT** via clicking ***Administration > User >*** New user

Adding new auditors | Data Collectors

- The **Hospital Coordinator** creates the user accounts for site **Data Collectors**.
- Add data collector via ***Administration*** > ***Users*** > ***New user*** and you complete the user profile details.
- Once completed, an email will automatically be sent to the new user's email prompting them to set up a password within 72 hours.
- Please note, all **AuSDaT** user accounts (both expired & current users) will be listed.





Gaining access | invitation email

- If you have been set up as a New user you will receive an invitation email with a link to the **AuSDaT** (see example below).
- Click on the email 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 click ***'Forgot your password?'*** and enter your email address to generate a new email.

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

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

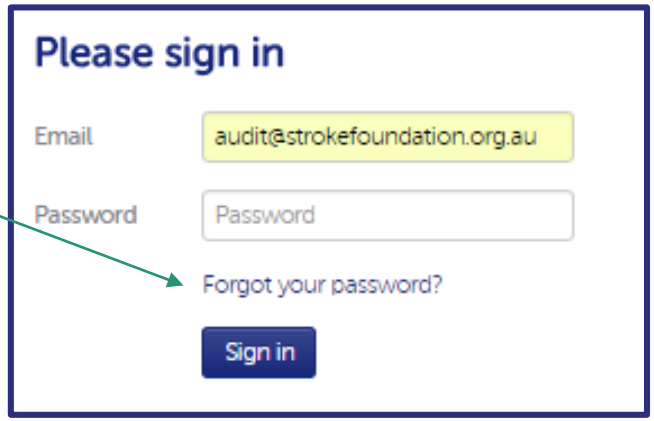
Example only

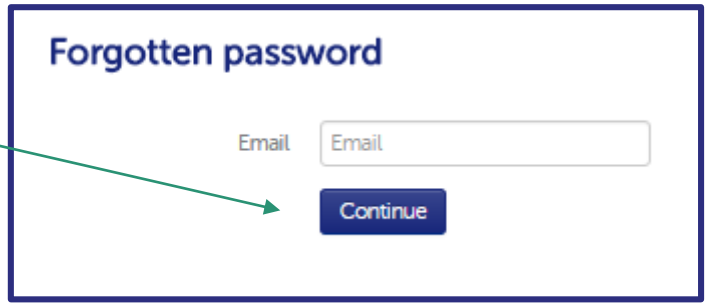
Gaining access | password set up

- When you first sign-in you will be prompted to change your **password**.
- Due to **sensitivity** of the data on **AuSDaT** stringent security measures are in place.
- For a strong password choose a sentence, a few short words and keep the spaces i.e., think of a memorable phrase ‘Summer holiday12’ (& allow spaces) with a number/s.

Gaining access | forgotten passwords

- If you can't remember your password, click on ***forgot your password***.
- You will be instructed to enter your email address.
- Click ***continue*** and 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 next time you sign in.
- You can access the latest Terms and Conditions at any time via the link at the bottom of your **AuSDaT** screen.

Terms and Conditions

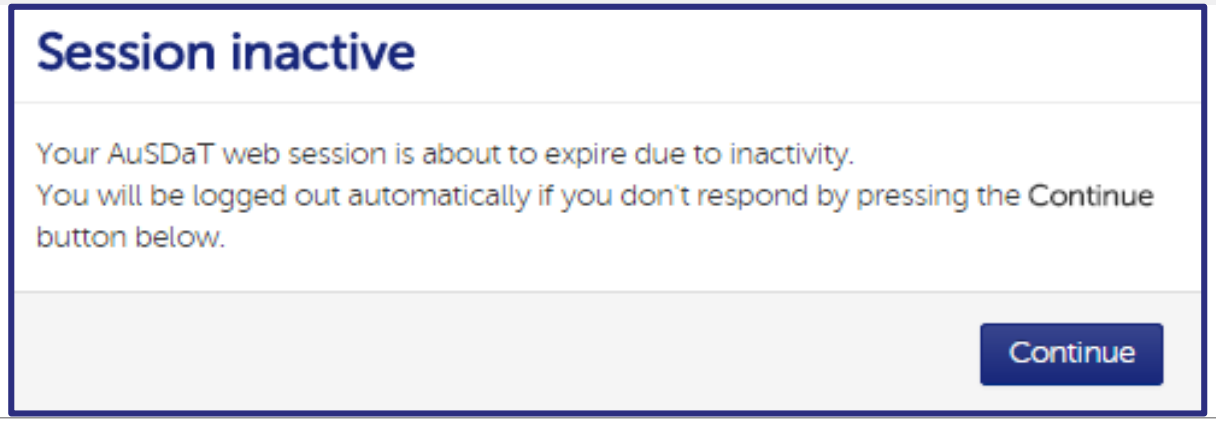
You must accept the Ausdat terms and conditions before proceeding.

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 inactive** 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, the measure has been implemented for security reasons and complies with national standards.



Organisational Survey

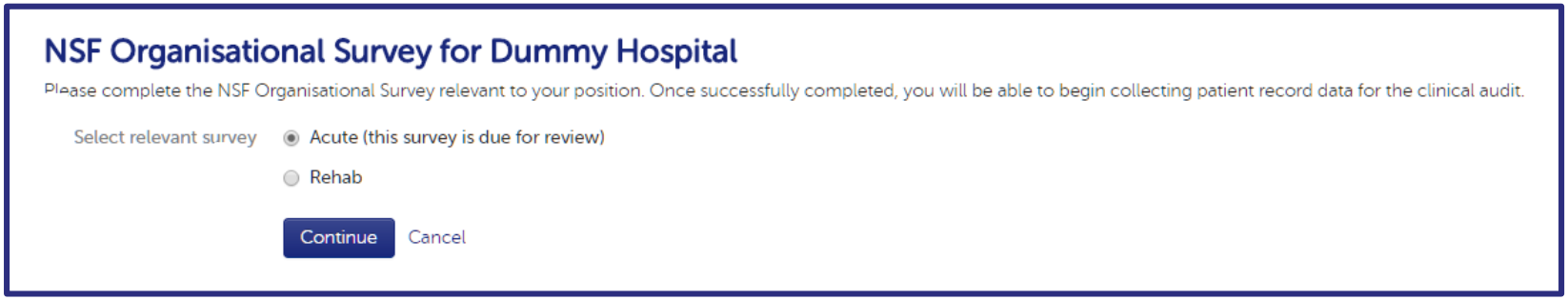
National Audit of Acute Stroke Services 2021

Organisational Survey | prompt on first login

- When you first login on the 1st March you will be prompted (see example below) to either **complete** or **review** your services Stroke Foundation **Organisational Survey**.

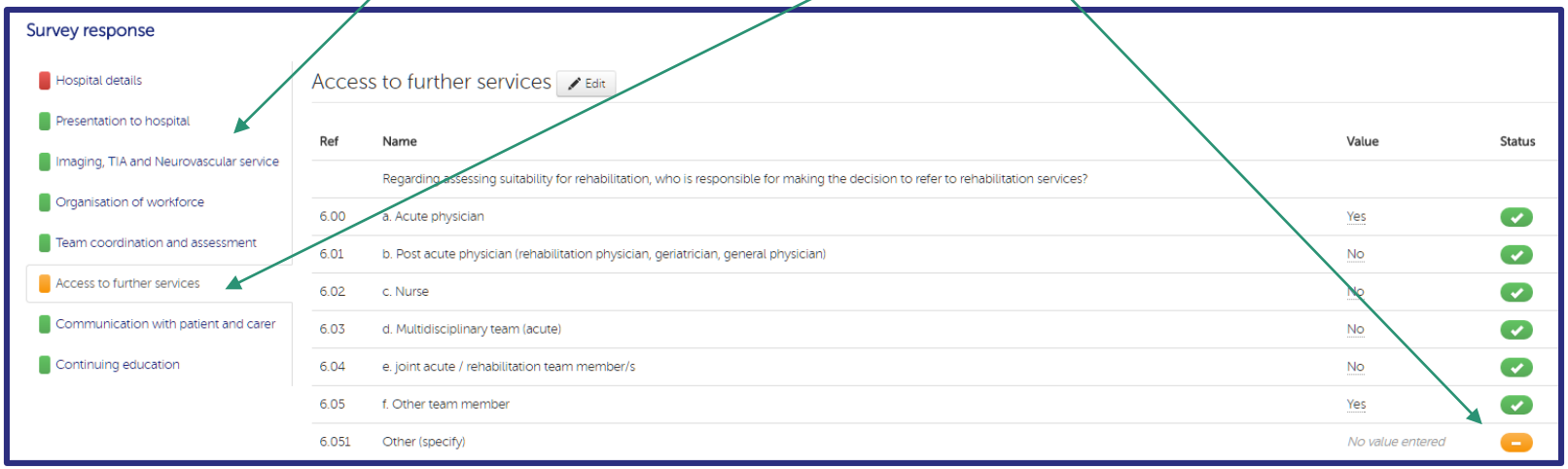
  You will not be able to enter Clinical Audit until the Survey is complete

- Services that have previously participated in audits, your Organisational Survey is populated with your past responses. Please **review** and **update** the information stored in the system and answer any **new questions**.



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 questions 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, please edit your answer/s for **100%** completeness.

Survey response

- Hospital details
- Presentation to hospital
- Imaging, TIA and Neurovascular service
- Organisation of workforce
- Team coordination and assessment
- Access to further services
- Communication with patient and carer
- Continuing education

Hospital details Edit

Ref	Name	Value	Status
1.00	How many beds are there in your hospital?	400	✓
1.01	Does your hospital have a specialist stroke unit(s)?	Yes	✓
1.02	How many beds are in the stroke unit?	*No value entered*	✗
1.03	How many patients with acute stroke are present in the hospital today?	*No value entered*	✗
1.04	How many patients with acute stroke were admitted to your hospital in the last year (approx)?	*No value entered*	✗
1.05	How many patients with acute stroke are present in the stroke unit today?	*No value entered*	✗
1.06	How many patients with acute stroke were admitted to the stroke unit in the last year?	*No value entered*	✗

Organisational Survey | completion

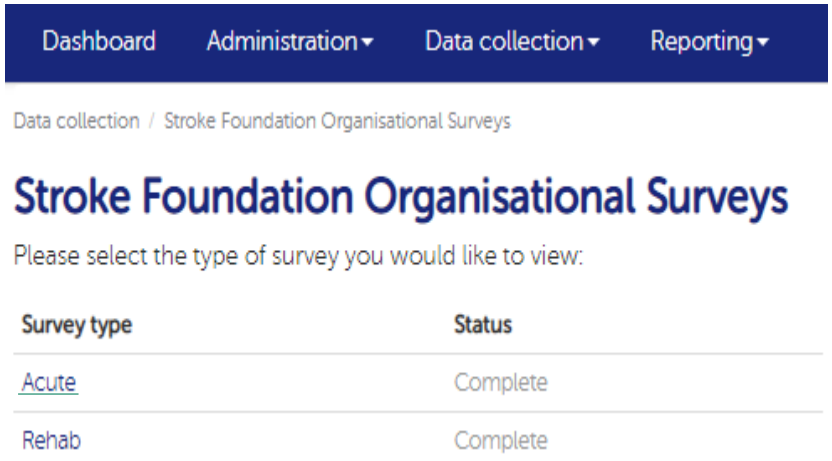
- Once you click ***'Submit'*** on the completed survey you can begin your Clinical Audit review of stroke patient files.

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

- The Organisational Survey will remain open for editing up until Friday 2nd April 2021.
- To update your answers, see next slide in this presentation on how to review the Organisational Survey.

Organisational Survey | review

- To review or update your survey answers 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

- 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 again to save your edits.

Stroke Foundation Organisational Survey

Last update on 07/03/2017 by ICM HOSPITAL COORD

Survey response

- Hospital details
- Presentation to hospital
- Imaging, TIA and Neurovascular service
- Organisation of workforce
- Team coordination and assessment
- Access to further services
- Communication with patient and carer
- Continuing education

Hospital details

Edit

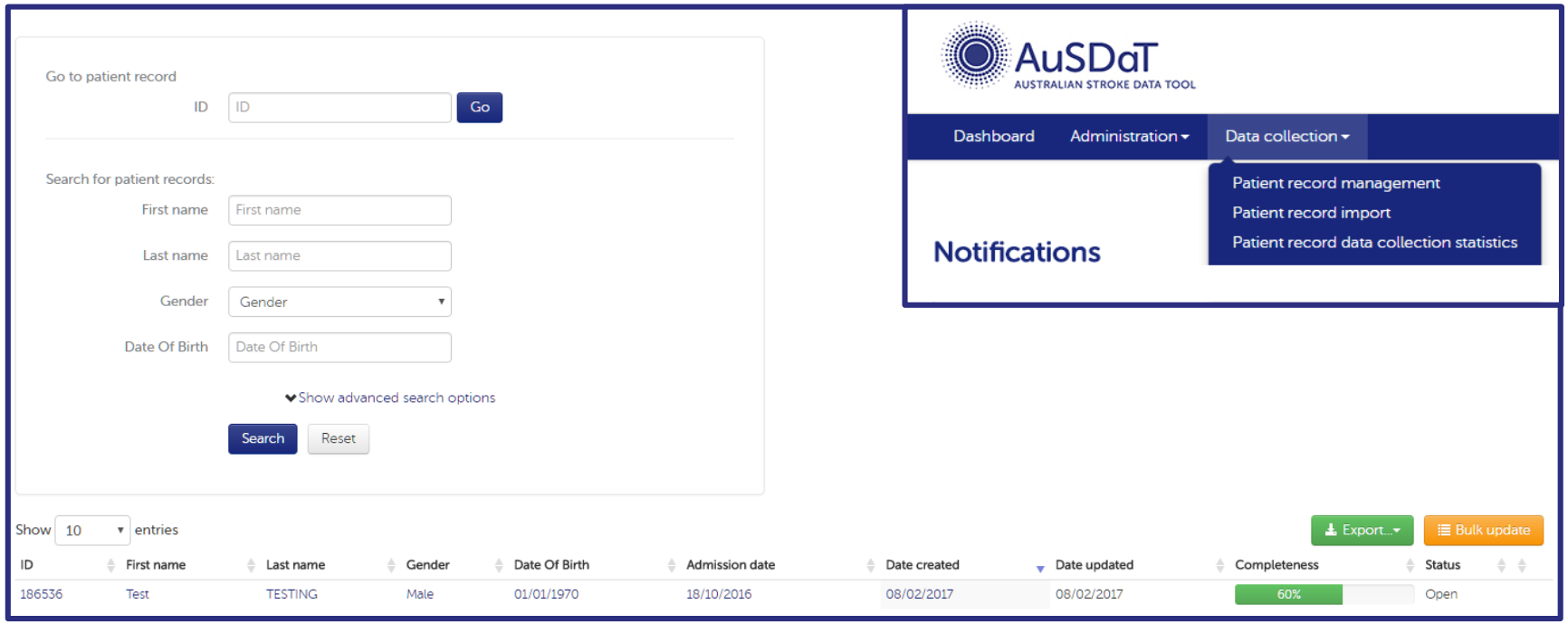
Ref	Name	Value	Status
1.00	How many beds are there in your hospital?	500	✓
1.01	Does your hospital have a specialist stroke unit(s)?	Yes	✓
1.02	How many beds are in the stroke unit?	12	✓
1.03	How many patients with acute stroke are present in the hospital today?	23	✓
1.04	How many patients with acute stroke were admitted to your hospital in the last year (approx)?	637	✓
1.05	How many patients with acute stroke are present in the stroke unit today?	10	✓

Clinical Audit

National Audit of Acute Stroke Services 2021

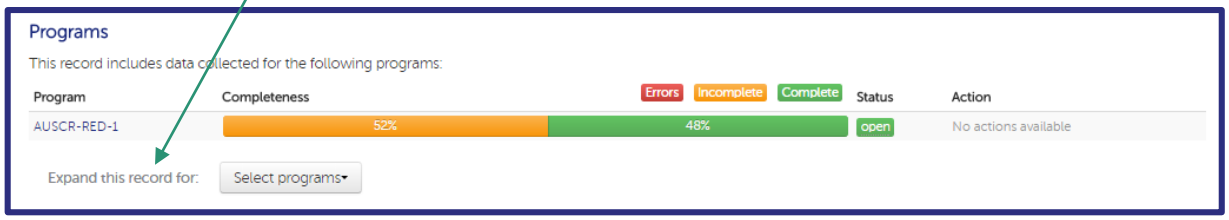
Clinical Audit | Patient record management

› You will be able to manage all your patient record data collection activities from this screen, including record **creation**, **searching** and **exporting**.



Clinical Audit | services using AuSCR

- If your hospital enters data for the **AuSCR** all previously entered patient records can be **expanded** for the *National Acute Stroke Services Audit 2021* 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** Hospital guide for more information.



AuSDaT | audit criteria

- 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 2021**. Episodes need to fall within the 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:
Sub-arachnoid haemorrhage (160)
Subdural and extra-dural haematoma (162 & 162.1)
Transient Ischaemic Attacks (G45.9).

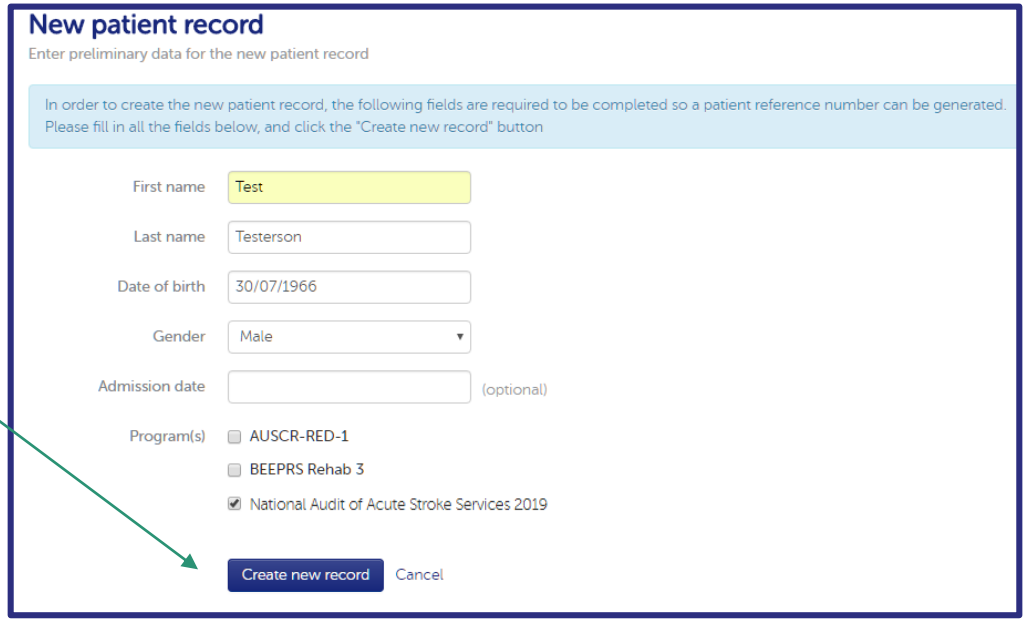
Clinical Audit | creating a new record

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 >search for patient records*** >locate the existing patient record >edit the existing record***

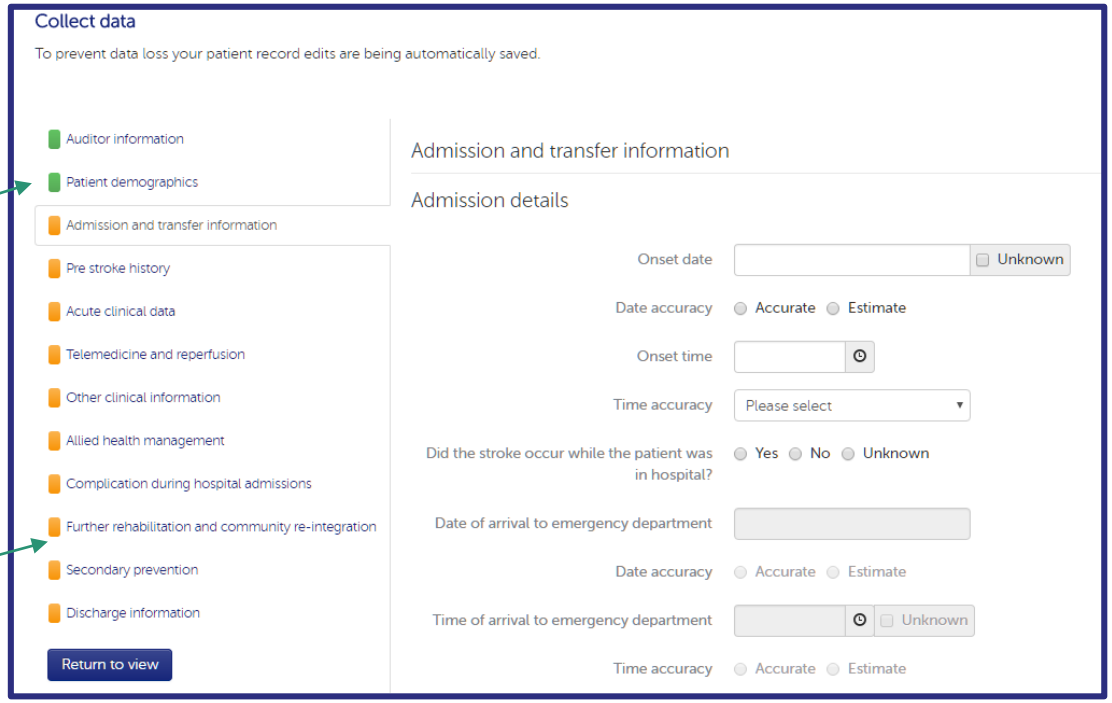
Clinical Audit | creating a new record (cont.)

5. Once you have entered the patient details, select the *National Acute Stroke Services Audit 2021* program and click ***create new record***.
6. You will then open the patient record form, allowing you to enter the Clinical Audit data.



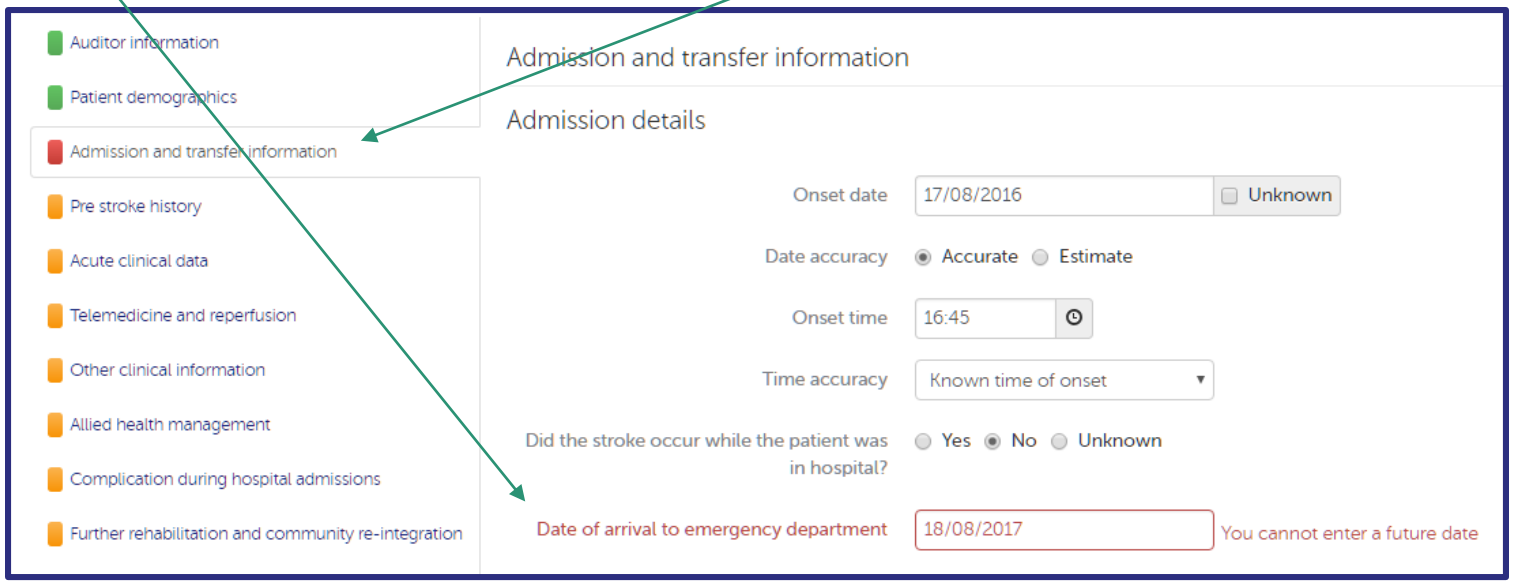
Clinical Audit | valid responses

- 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**.



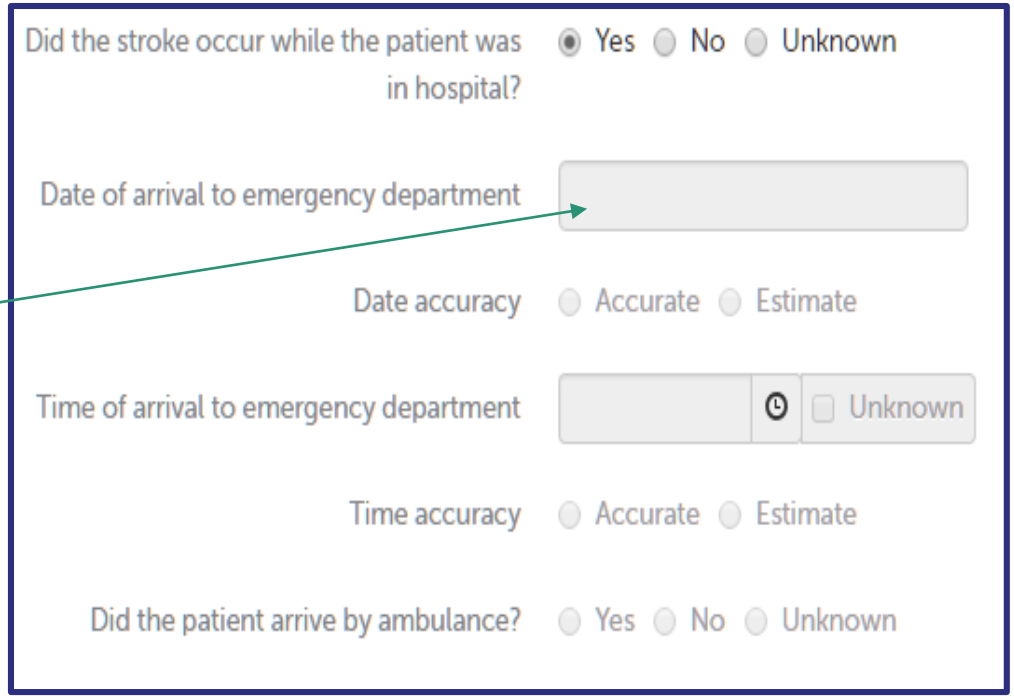
Clinical Audit | invalid responses

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



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 the section 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****

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

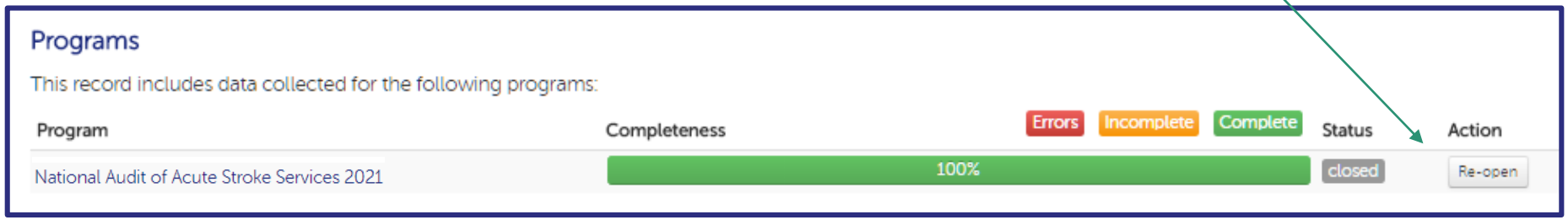
Return to view

Clinical Audit | closing a record

- 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 patient record.

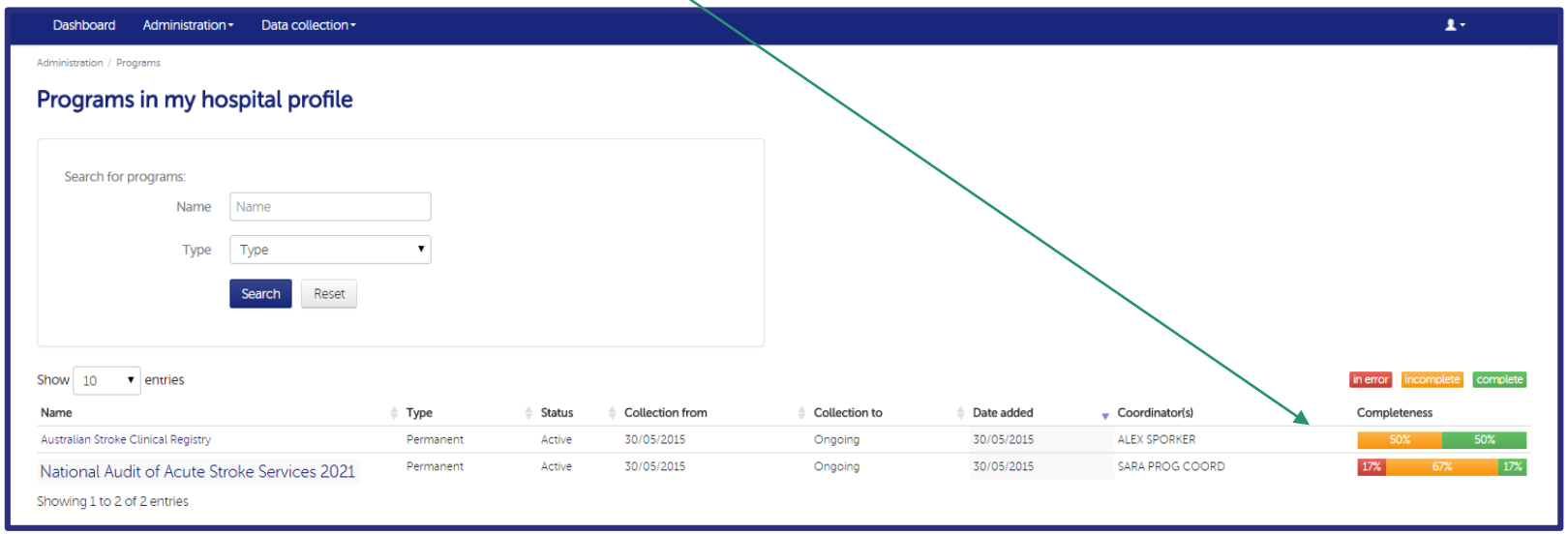
Clinical Audit | re-opening and editing

- If you need to edit the content of a closed record**,** you can **Re-open** the record and make changes.
- After data collection ceases on Friday 28th May 2021, you will no longer be able to re-open, expand or create a new record.
- 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



Tracking data collection | viewing progress

› During data collection in this year's Clinical Audit **(1 March – 28 May 2021)** 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 | 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

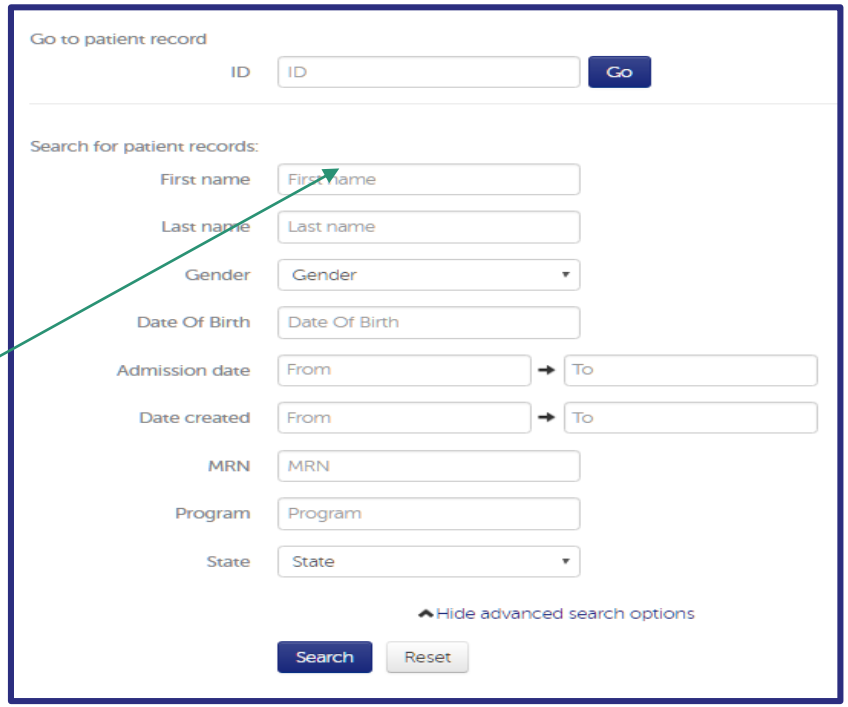
Hospital program completion

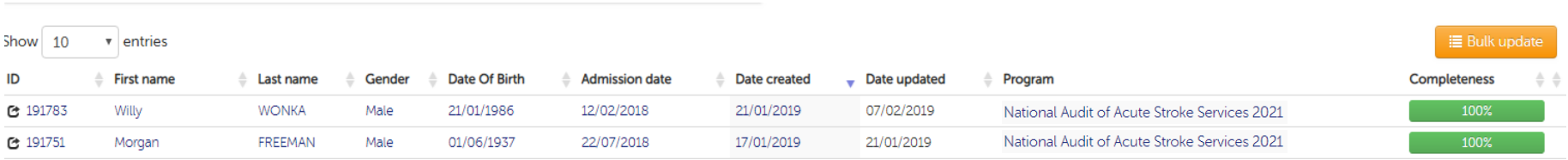
Show 10 entries

Program	Collection from	Collection to	Total count	Open	In error	Incomplete	Complete	Closed	Completeness
National Audit of Acute Stroke Services 2021	16/01/2019	31/05/2019	3	3	0	1	2	0	33% 67%
BLACK-migrate	21/06/2016	Ongoing	1662	364	1656	6	0	1298	100%
AUSCR-BLACK-1	22/05/2016	Ongoing	174	174	143	31	0	0	82% 18%

Clinical Audit | search for a record

- 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.





ID	First name	Last name	Gender	Date Of Birth	Admission date	Date created	Date updated	Program	Completeness
191783	Willy	WONKA	Male	21/01/1986	12/02/2018	21/01/2019	07/02/2019	National Audit of Acute Stroke Services 2021	100%
191751	Morgan	FREEMAN	Male	01/06/1937	22/07/2018	17/01/2019	21/01/2019	National Audit of Acute Stroke Services 2021	100%

Clinical Audit | export your clinical audit data

- It is important to **Export** all completed patient records to keep a record the files audited and check the accuracy of data entered prior to analysis.
- From the ***Patient record management*** screen, data can be exported to a CSV file and we can provide an export key to help you interpret each variable/column.
- Exported data can then be used for your own local analysis.

Login and get started!

AuSDaT Link:

https://tool.ausdat.org.au/auth/login

We hope you found this information useful.

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

audit@strokefoundation.org.au

or

jmaxwell@strokefoundation.org.au