



# Data Portal User Guide

## Addiction Treatment Starts Here (ATSH)

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## FIVE THINGS YOU NEED TO KNOW TO GET STARTED

### WHAT IS THIS DATA PORTAL?

- This data portal was created by the National Institute for Children’s Health Quality (NICHQ), in partnership with Center for Care Innovations (CCI) for use by the Addiction Treatment Starts Here program.

### WHAT IS THIS PORTAL USED FOR?

- This portal is where teams participating in the Addiction Treatment Starts Here (ATSH) programs will enter data on a quarterly basis on the required measure set and any chosen optional measures. This data entry is one component of the program’s measurement strategy to evaluate the program and measure progress over time for improvement.

### WHAT CAN BE FOUND ON THE PORTAL?

- Simple, easy to use form for data entry.
- Automatically generated run charts showing individual team data and aggregated data across the program.

### GETTING HELP AND QUESTIONS ANSWERED

- For technical help using the website, submit a ticket at the [website help desk](#).
- For questions more programmatic in nature, contact [Meaghan Copeland](#).

## TUTORIAL VIDEO

To learn how to use the data portal, read through this user guide and/or [watch this tutorial video](#).

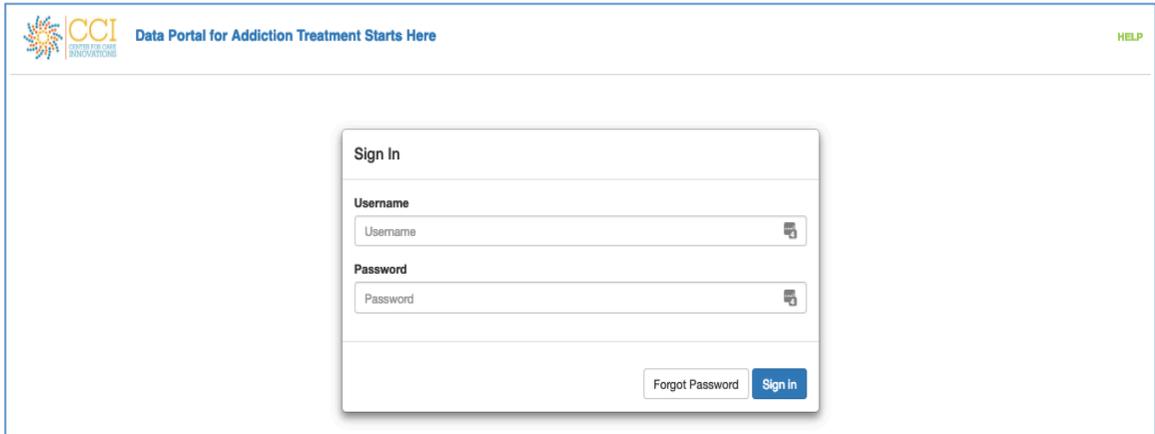
## LOGGING IN & CHANGING PASSWORD

### CREATING AN ACCOUNT

- An account has already been created for each team’s lead and a temporary password has been assigned.
- If a different member of your team wishes to access the data portal for entering or viewing data, please contact [Meaghan Copeland](#) to get assistance.

### LOGGING IN

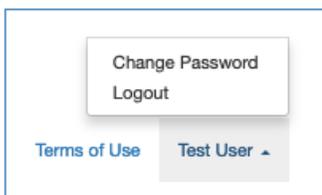
- If CCI has created an account for you, you will receive a new user account email that has instructions on how to log in with a temporary password.
- To log in, visit <https://atsh.data.nichq.org/>



1. Enter your username in the Username field. Your username is your work email.
2. Enter your password.
3. If this is your first time logging in and you haven't yet reset your password or don't remember your password, click "Forgot Password".
4. If you know your password, click the blue "Sign in" button to log into the data portal.
5. If you have trouble logging in or run into difficulties, you can click the "Help" link in top menu. Submit a help desk ticket for assistance with technical issues. If you need more immediate assistance, contact [Meaghan Copeland](#).

## CHANGING PASSWORD

- If you want to change your password after logging in, scroll to the bottom of the website page.
- Click on your name. Click Change Password.



- Follow the prompts on the screen to change your password.

## NAVIGATING THE DATA PORTAL

### DATA USE AGREEMENT

- When you log in for the first time, you'll be asked to review and agree to the Data Use Agreement of the system. You will NOT be entering any PHI or other sensitive data into this portal.



## LANDING PAGE – DATA ENTRY FORM

- The landing page is usually the upcoming quarter’s data form that needs to be completed. The form for data entry will open and be visible only starting the 1<sup>st</sup> of the month following the previous quarter (ie; the data entry form for January-March data will be visible starting April 1<sup>st</sup>). If you log in beforehand, you will either see no data form or a previous quarter’s form.

## DASHBOARD

- The dashboard shows what quarterly reports have been submitted and which are still due.

Period	Measures	Assessment
October - December 2018	Draft	Not Started
July - September 2018	Submitted	Not Started
April - June 2018	Submitted	Not Started

## REPORTS

- Clicking on the Reports link will take you to the reports generated by the data your team has entered. More details about reports in the main Reports section.

Team	Multi-team



## DOWNLOAD DATA

- Click the “Download Data” link at the top of the page to download a .CSV file of all entered data to date.

The screenshot shows the CCI Data Portal interface. At the top, there is a navigation bar with links for DASHBOARD, REPORTS, DOWNLOAD DATA, and HELP. A green arrow points to the 'DOWNLOAD DATA' link. Below the navigation bar, there is a sidebar on the left with a 'My Team's Reports' section containing links for General Reports, All Reports, Quarterly Team Reports, Aggregate Reports, and Print this Page. The main content area is titled 'Reports listing' and contains a table with columns for 'Report group' and 'Team'. The table lists 'Aggregate Project Report for all teams (continuously updated)' under the 'Multi-team' category.

## DOWNLOAD REPORTS

- When viewing reports, you can click “Print this Page” from the left toolbar to print a PDF copy of the data reports.

The screenshot shows the CCI Data Portal interface displaying an 'Aggregate Project Report for all teams (continuously updated)'. The page features a line chart titled 'A3: Percentage of x-waivered prescribers of all eligible prescribers in practice'. The chart has a y-axis labeled 'Percent' ranging from 0% to 100% and an x-axis labeled 'Reporting period start date' with markers for '2018 Apr' and '2018 Jul'. The chart displays three data series: 'TEST' (pink), 'Project Average' (purple), and 'Project Median' (blue). All three series show a value of 0% for both time points. Below the chart, there are buttons for 'Show table' and 'Download table'. On the left sidebar, a green arrow points to the 'Print this Page' link.



## ENTERING QUARTERLY DATA

### FORM

- The form for data entry will open and be visible only starting the 1<sup>st</sup> of the month following the previous quarter (ie; the data entry form for January-March data will be visible starting April 1<sup>st</sup>).
- The data entry form will look similar to this:

### MEASURE SETS

- On the left side you will see the measure sets assigned to your team. All teams are required to submit data from the three required measure sets (A, B, C).
- If your team decides to submit optional measures as well, you will see those measures included. Please notify CCI if you would like to submit data for optional measures.

### DATA FIELDS

- You will enter data for the corresponding quarter in the fields provided on the form. The form is set up for you to enter counts, numerators and denominators, depending on the measure.
- In some cases, a numerator may be the same number as from a previous measure. In these scenarios, the form will automatically fill those fields for you and calculate percentages automatically.



## MEASURE DEFINITIONS

- For a measure definition, click the black info button next to each sub-measure.

## ANNOTATIONS

- If you want to include any notes on your data, you may enter notes in the Annotation field. Examples of annotations could be: “x-waivered provider was out on vacation for July and no patients were seen during that month”; “issues with new EHR implementation and pulling data”; “new provider got waived and we were able to increase patients seen this quarter”.

## NO DATA

- If for some reason you don’t have data for a measure, check the No Data box.
- Please make a note in the Annotation field explaining why data wasn’t entered.

## SAVING FORM ALONG THE WAY

- You may click the blue Save buttons along the way to save your progress.
- You can also click the blue Save as Draft button at the bottom of the page to resume the form at a later time.

## TEAM SELF-ASSESSMENT

- After the data entry fields is a Team Self-Assessment section. Each team is asked to rate themselves based on the IHI scale of improvement. This is another measure to track progress over time. Select the Assessment Score dropdown and select the rating that best describes your current state.
- We’ll ask you to elaborate on your team’s activity over the quarter by writing notes in the text box entry form.

A screenshot of a web form titled "T1: Team Self-Assessment Score" with an information icon. The form contains two main sections. The first section, "T1: Team Self-Assessment Score", has a dropdown menu for "Assessment Score" showing "-----" and a text input field for "Annotation" containing "Annotation". To the right of the annotation field is a checkbox labeled "No data". The second section, "T2: Changes Tested and Notes", has a text area with the placeholder text "Here's some text" and a "No data" checkbox. At the bottom of the form, there are three buttons: a blue "Save" button, a blue "Save as Draft" button, and a green "Save and Submit" button.

## SUBMIT DATA TO CCI

- To submit your quarterly report, click the green Save and Submit button.



## REPORTS

### REPORT GENERATION

- Reports (run charts) will be automatically generated once the quarterly data has been submitted.

### TYPES OF REPORTS

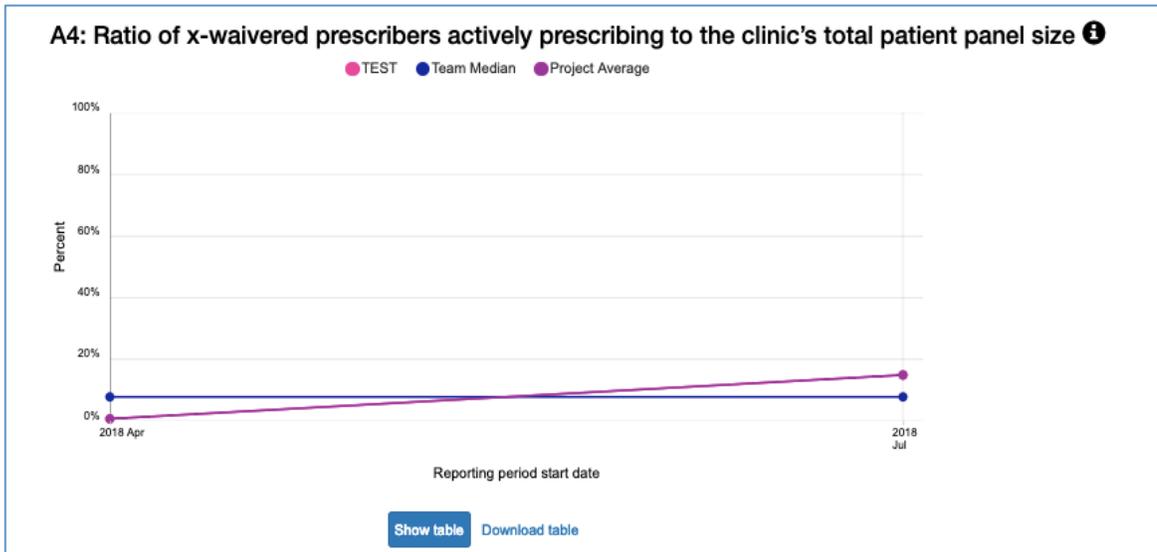
- Quarterly team reports – run charts showing that quarter’s data (i.e.; Jan 1 – March 31) and compares against your team’s median and the project average.
- Aggregate reports – run charts that show data over time compared to project median and project average.

### VIEWING REPORTS

- Click on Reports from the top menu.

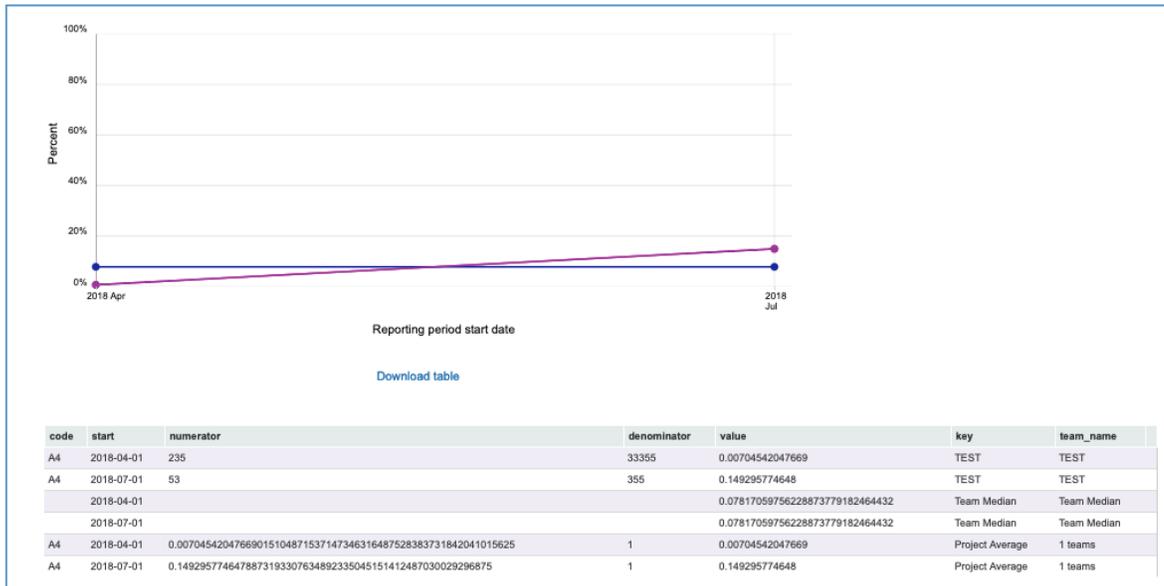


- Select a report type from the left side and then select the specific reporting period or report you’d like to view. You can use the green slider to change the start and end date of data you are viewing.
- The run chart reports show your team’s performance over time and will show other values for comparison.





- Click the blue “Show table” button below the chart and a table will appear that shows the data related to the table. You can download this as a csv file by clicking “Download data”.



- Click “Print this Page” from the left toolbar to save or print PDF files of the charts.

## COACH ASSESSMENT

The ATSH coaches will have viewable access to your run chart data and will be alerted when data has been submitted. Coaches will review data, submit comments for your review and select an assessment score. Your team lead will be alerted via email to your coach’s comments, and you can discuss the data and comments with your coach on your next coaching call or via email.

## GET HELP

If you have technical issues, please submit a ticket here: <https://support.nichq.org/hc/en-us/requests/new>

If you have questions about data definitions and interpreting reports, contact Meaghan Copeland ([Meaghan@careinnovations.org](mailto:Meaghan@careinnovations.org)).