

Introduction

This document contains information on how to use i2iTracks Population Health Analytics to export report or graph files you have created and how to import report or graph files that have been created by other i2iTracks users. The following topics are covered:

- Exporting reports for other i2iTracks users
- Importing reports from other i2iTracks users
- Mapping imported reports
- Exporting and importing graph files



Security rights required to export and import reports:

Item	No Access	Access
Setup (General)		
Printing and Reporting	<input type="radio"/>	<input checked="" type="radio"/>

Exporting Reports

If you are creating a report that will be exported to other i2iTracks customers, you will not want to do any 'mapping' of the custom data elements. The 'mapping' can take place by the user who is importing the report. Make sure you enter notes about the data field that will help when the mapping process takes place.

To export a report:

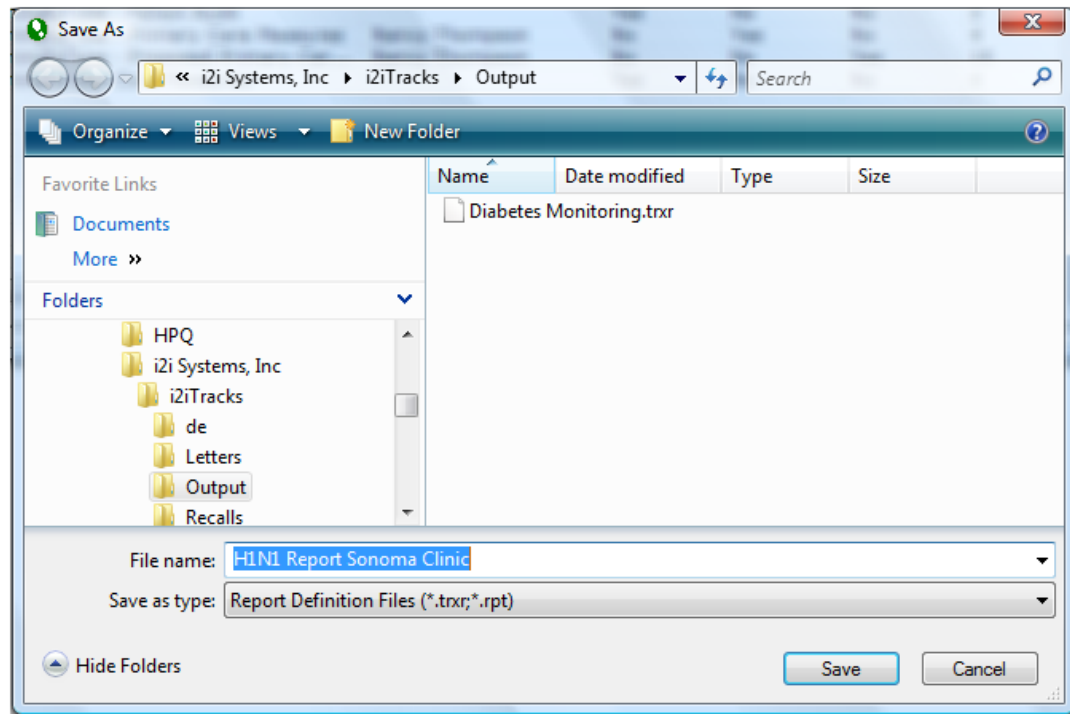
1. Select **Setup > Printing and Reporting > Population Analytics > Reports**.
2. On the **Reports** tab, select the report you want to export.

Population Analytics (Reports)

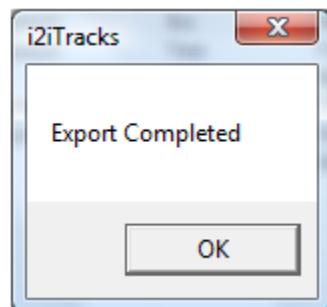
Reports | Custom Data Elements

Name	Author	Mapped	Enabled	Imported	Version
CCALAC Adult Preventative Care Measu...	Janice Nicholson	Yes	No	No	7
CCALAC Diabetes Performance Measures	Janice Nicholson	Yes	No	No	2
CCALAC Hypertension Measures	Janice Nicholson	Yes	No	No	6
Comprehensive Healthcare Maintenance...	Janice Nicholson	Yes	Yes	No	10
Diabetes Health Status		Yes	No	No	4
Diabetes Report	Nancy Thompson	Yes	Yes	Yes	44
El Rio Diabetes	Janice Nicholson	Yes	No	No	2
Falcon Base Catalog		No	No	Yes	3
H1N1 Report	Nancy Thompson	No	No	No	2
Meaningful Use - Core Clinical Quality M...	Nancy Thompson	Yes	Yes	No	2
Meaningful Use - Falcon Audit		Yes	No	No	2
Meaningful Use - Primary Care Measures	Nancy Thompson	No	Yes	No	4
Meaningful Use - Proposed Primary Car...	Nancy Thompson	No	No	Yes	16
Meaningful Use Core Measures		Yes	No	No	4

3. Click the **Export Report** button.
4. Navigate to the folder you want to save the report file in (if desired) and enter the name for your report file. Click the **Save** button.



5. Select **OK** when prompted.



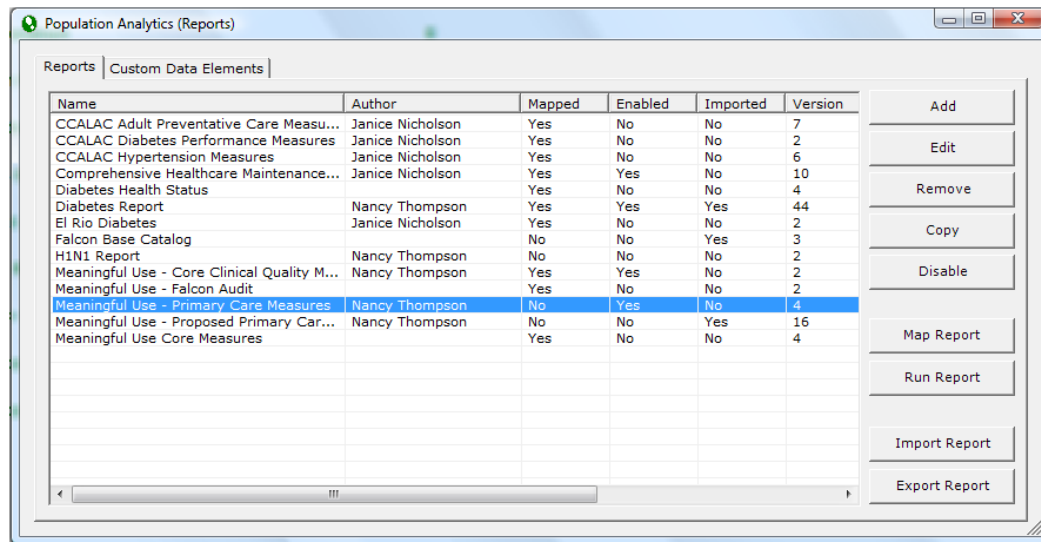
Importing Reports

You can import report files that other i2iTracks customers have created. You will need to create a copy of the imported report and map the data elements in the report to the data in your system before enabling the report for use.

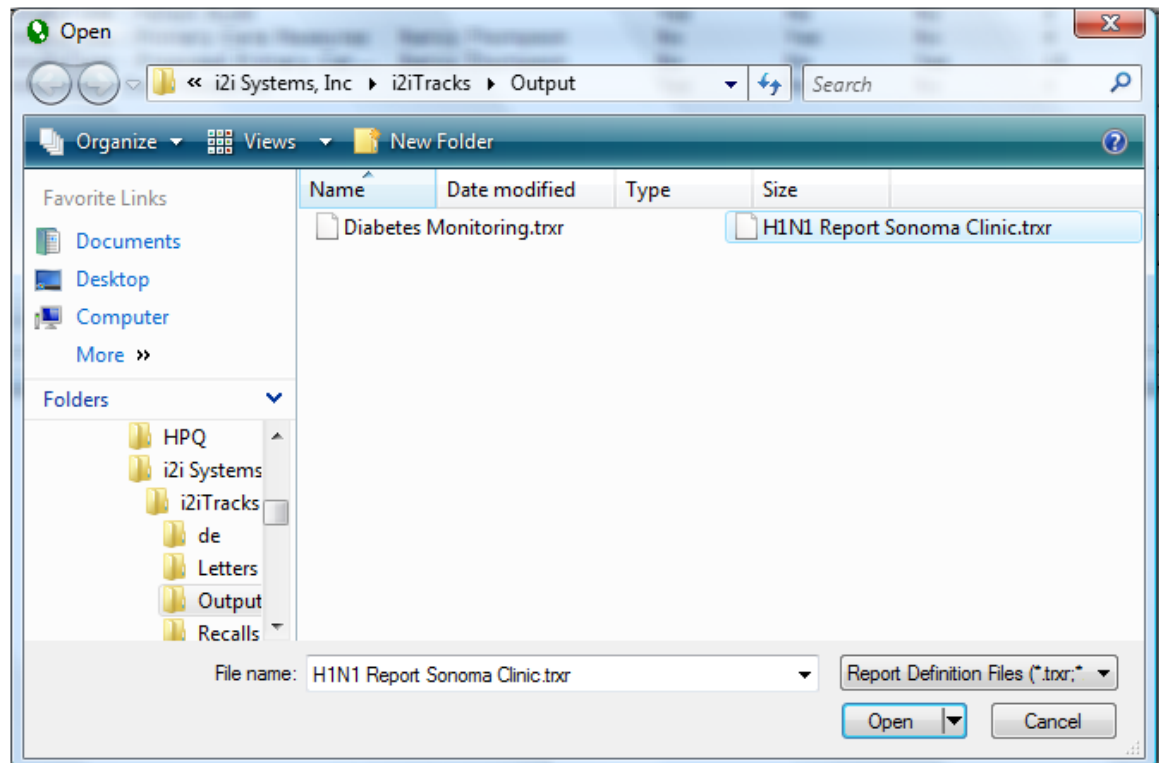
To import a report file:

1. Select **Setup > Printing and Reporting > Population Analytics > Reports**.

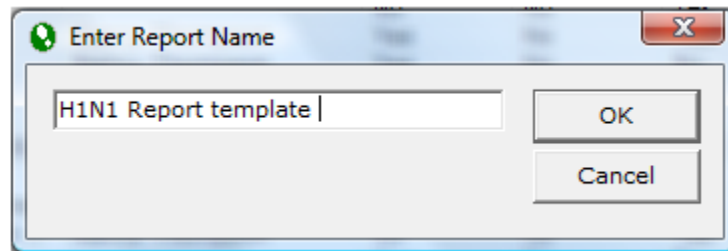
2. On the **Reports** tab, click the **Import Report** button.



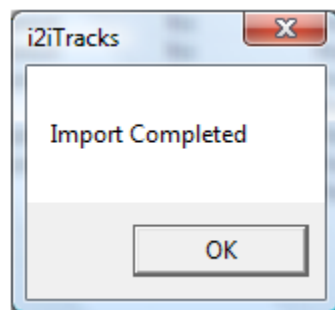
3. Navigate to the folder where the report file you want to import is located and select the file name.
4. Click the **Open** button.



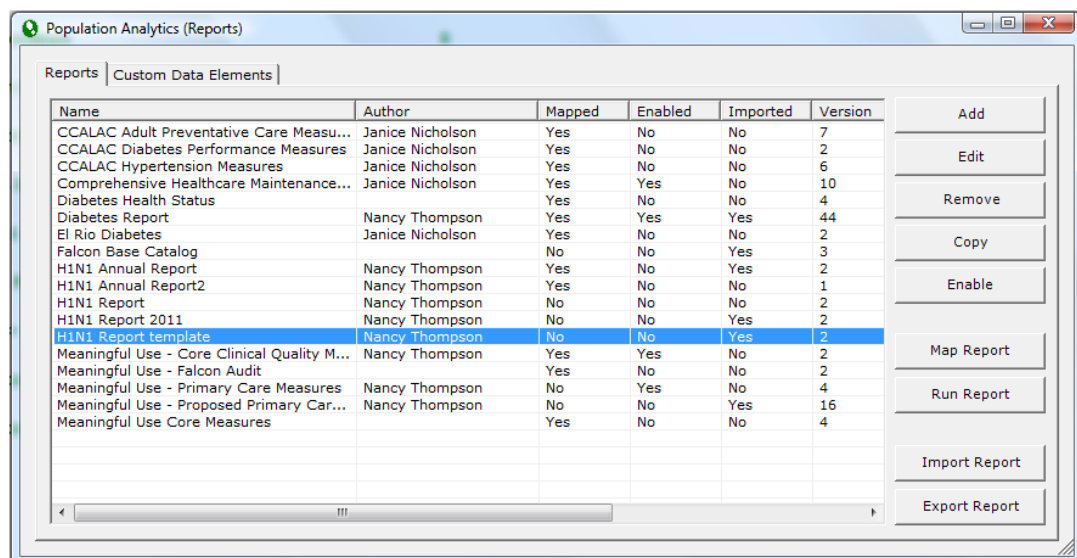
5. Enter a name for the report and click **OK**. If you would like to modify the report, you will need to make a copy of this version of the report, so you may want to give it a name that reminds you, such as “H1N1 Report template”.



6. Select **OK** when prompted.



7. The report is now listed on the **Reports** tab and its status is shown as “Yes” in the **Imported** column. Select the report and click **Copy**.



- Enter a name for the report in the **Name** field and click **Save**.

The **Report Setup** dialog box is shown with the **General** tab selected. The fields are filled as follows:

- Enabled for General Use:** ☐
- Name:** H1N1 Report 2011
- Title:** H1N1 Report
- Description:** H1N1 Report
- Author:** Nancy Thompson
- Details:**

Version:	1
Created On:	
Created By:	
Modified On:	
Modified By:	
Imported:	No
Imported On:	
Imported By:	

Buttons at the bottom: **Setup Custom Elements...**, **Save**, and **Cancel**.

Now the report status is shown as “No” in the **Imported** column. This version of the report can be altered or changed by you. If you do not make a copy of an imported report, you can map the data and run the report, but you cannot change the report. You will also notice that the report is not mapped. You will need to map the items in the report to the items in your i2iTracks system before enabling the report for use.

The **Population Analytics (Reports)** window shows a list of reports. The **H1N1 Report 2011** is highlighted in blue. The table data is as follows:

Name	Author	Mapped	Enabled	Imported	Version
CCALAC Adult Preventative Care Measu...	Janice Nicholson	Yes	No	No	7
CCALAC Diabetes Performance Measures	Janice Nicholson	Yes	No	No	2
CCALAC Hypertension Measures	Janice Nicholson	Yes	No	No	6
Comprehensive Healthcare Maintenance...	Janice Nicholson	Yes	Yes	No	10
Diabetes Health Status		Yes	No	No	4
Diabetes Report	Nancy Thompson	Yes	Yes	Yes	44
El Rio Diabetes	Janice Nicholson	Yes	No	No	2
Falcon Base Catalog		No	No	Yes	3
H1N1 Annual Report	Nancy Thompson	Yes	No	Yes	2
H1N1 Annual Report2	Nancy Thompson	Yes	No	No	1
H1N1 Report	Nancy Thompson	No	No	No	2
H1N1 Report 2011	Nancy Thompson	No	No	No	1
H1N1 Report template	Nancy Thompson	No	No	Yes	2
Meaningful Use - Core Clinical Quality M...	Nancy Thompson	Yes	Yes	No	2
Meaningful Use - Falcon Audit		Yes	No	No	2
Meaningful Use - Primary Care Measures	Nancy Thompson	No	Yes	No	4
Meaningful Use - Proposed Primary Car...	Nancy Thompson	No	No	Yes	16
Meaningful Use Core Measures		Yes	No	No	4

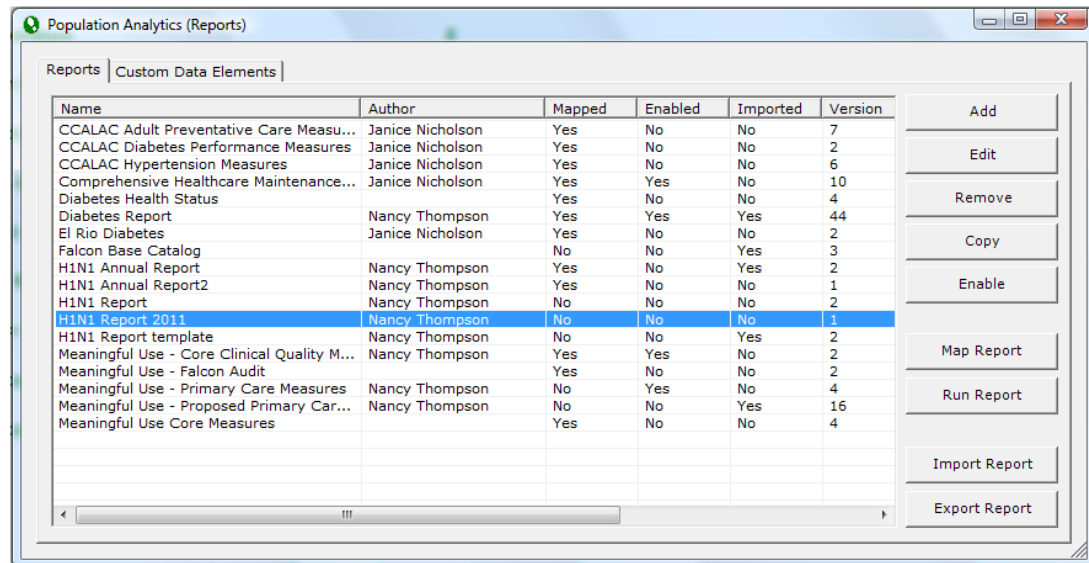
Buttons on the right: **Add**, **Edit**, **Remove**, **Copy**, **Enable**, **Map Report**, **Run Report**, **Import Report**, **Export Report**.

Mapping Imported Reports

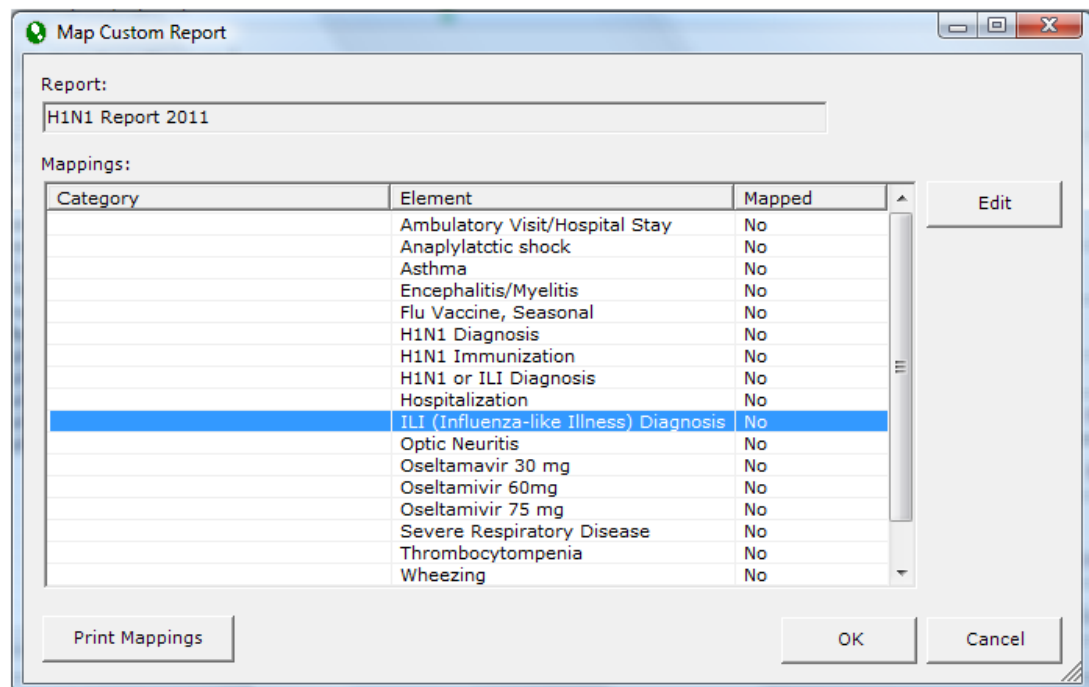
Before users can run the report, you must first map the report items.

To map report data:

1. Select **Setup > Printing and Reporting > Population Analytics > Reports**.
2. On the **Reports** tab, select the report and click the **Map Report** button.



3. Select the report element from the **Mappings** list and click the **Edit** button.



4. Review the **Mapping Notes** to understand how this element is used in the report and how you can best map it to the data in your system.

Element: Event: ILI (Influenza-like Illness) Diagnosis

Mapping Notes: Enter all diagnosis codes for Influenza

☒ Map to the following items:

Item Type	Item	Details

☐ Map to Custom Data Element:

OK Cancel

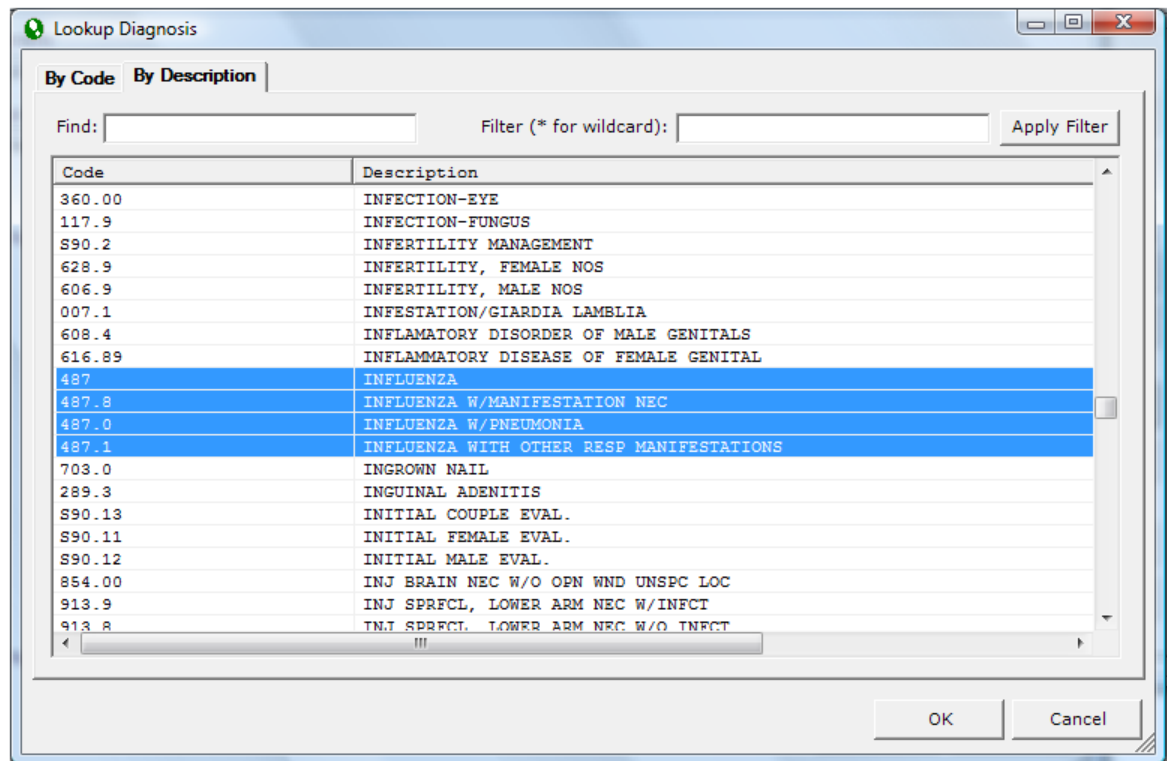
5. Click the **Add** button. Select the item type and click **OK**.

Select Item Type

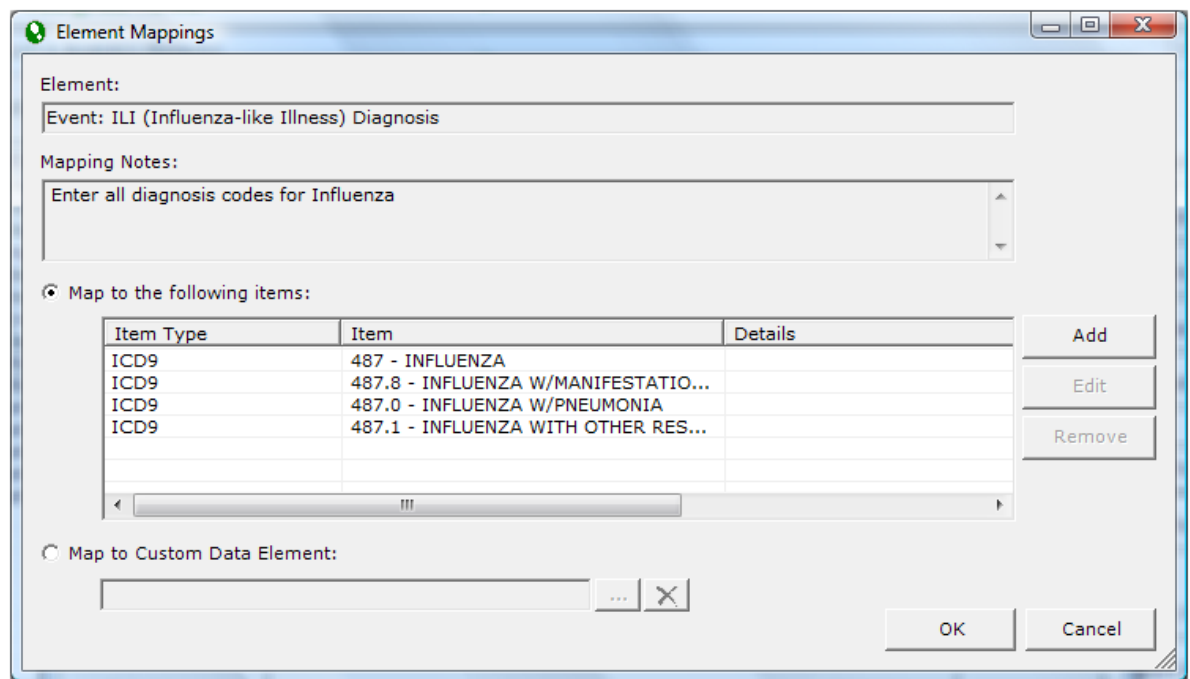
- CPTs
- Educations
- Goals
- ICD9s
- Immunizations
- Labs
- Linked Visit Types
- Other Profile Items
- Problems
- Procedures / Referrals
- Vaccine Groups
- Vaccine Types
- Women's Health Procedures

OK Cancel

6. Select the items that you want to map to and click **OK**.



7. Click **Add** to continue to add items, then click **OK** when finished.



8. The item is now mapped. Continue to map all the report items until they are all mapped.

Map Custom Report

Report: H1N1 Report 2011

Mappings:

Category	Element	Mapped
	Ambulatory Visit/Hospital Stay	Yes
	Anapylactic shock	Yes
	Asthma	Yes
	Encephalitis/Myelitis	Yes
	Flu Vaccine, Seasonal	Yes
	H1N1 Diagnosis	Yes
	H1N1 Immunization	Yes
	H1N1 or ILI Diagnosis	Yes
	Hospitalization	Yes
	ILI (Influenza-like Illness) Diagnosis	Yes
	Optic Neuritis	Yes
	Oseltamivir 30 mg	Yes
	Oseltamivir 60mg	Yes
	Oseltamivir 75 mg	Yes
	Severe Respiratory Disease	Yes
	Thrombocytopenia	Yes
	Wheezing	Yes
	Zanamivir, 10mg	Yes
	Zanamivir, Nebulized	Yes

Print Mappings OK Cancel

9. To print a report of the mappings for the newly imported report, click **Print Mappings** then **Print**. Click **OK** to return to **Population Analytics (Reports)**.
10. If you are satisfied that the report is ready for use, select the report and click **Enable** to allow users to run the report.

Population Analytics (Reports)

Reports | Custom Data Elements

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Add Edit Remove Copy Enable Map Report Run Report Import Report Export Report

Exporting and Importing Graphs

Exporting and importing graph screens in Population Analytics is done the same way you export and import reports, as described in detail above. Below is an overview of the process.

To export graph screens:

- Go to **Setup > Printing and Reporting > Population Analytics > Graph Screens**.
- Select the graph and click **Export Screen**.

To import graph screens:

- Go to **Setup > Printing and Reporting > Population Analytics > Graph Screens**.
- Click **Import Screen**.
- Select a name for the graph.
- Create a copy of the graph screen using **Copy**.
- Map the data using **Map Screen**.
- Enable the graph for use by others by clicking **Enable**.

