

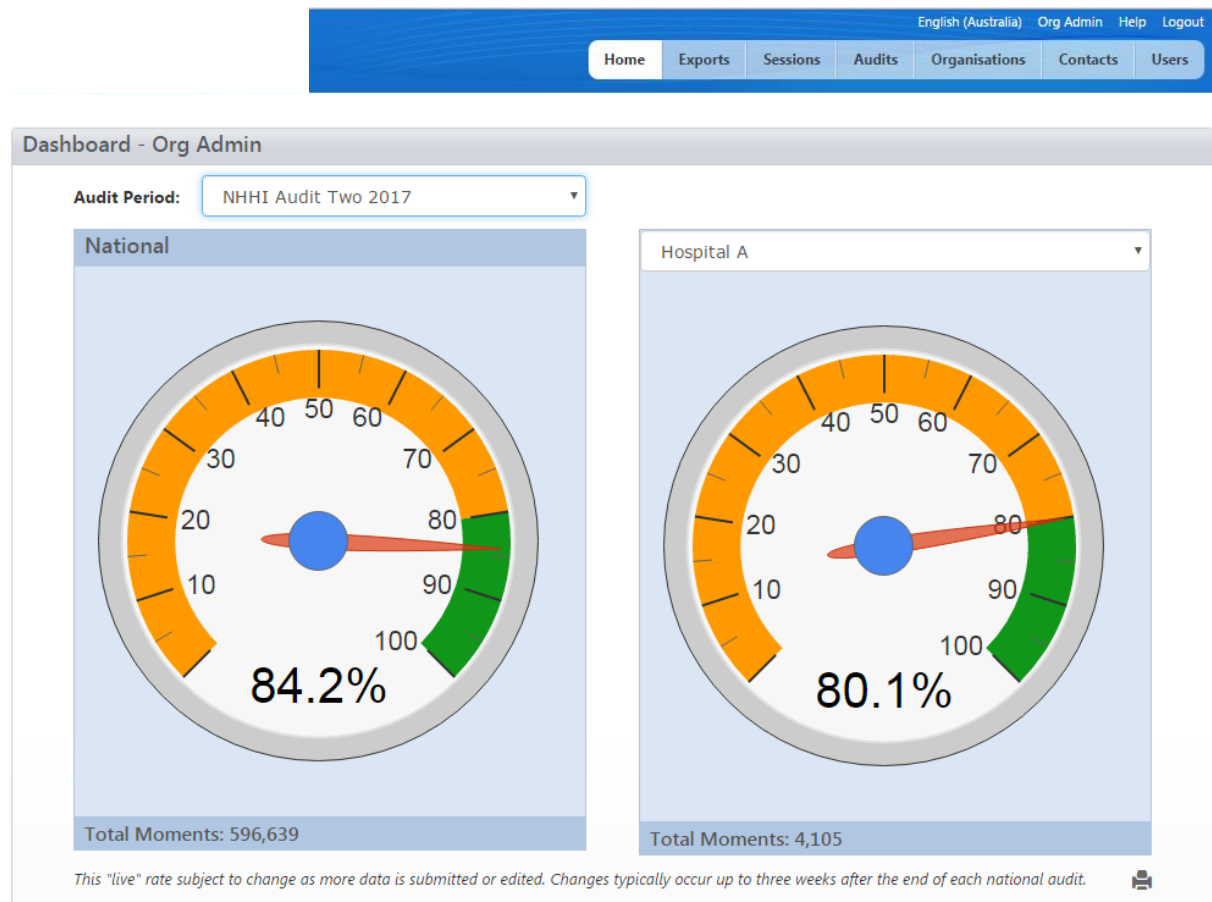
Generating HHCApp Reports

Scope: Organisation Administrators, Region Administrators, Organisation Group Administrators, Unit Managers

Contents

- 1.1 Screen Overview
- 1.2 View Reports
- 1.3 Standard Reports
 - 1.3.1 Compliance Reports
 - 1.3.2 Poster Reports
 - 1.3.3 Auditor and Sessions Report
 - 1.3.4 Export CSV Line Data
- 1.4 Custom Reports
 - 1.4.1 Snapshot Reports
 - 1.4.2 Trend Reports

1.1 Screen Overview



Standard Reports

Simple reports, updated instantly.

- **Compliance Rate by Department**
- **Compliance Rate by HCW Type**
- **Compliance Rate by Moment**
- **Compliance Rate by Department Type**
- **Combined Compliance Rate by Moment and HCW Type**
- **Auditor and Sessions**
- **Action by Moment**
- **Export CSV Line Data**
- **Required Moments**
- **Poster Report**

Custom Reports

Flexible reports, updated daily.

- **Snapshot Report** *Performance during a single period*
- **Trend Report** *Change in performance over time*

Preset reports, for the current Audit Period

- **Compliance by Department**
- **Compliance by HCW Type**
- **Compliance by Organisation and HCW Type**
- **Compliance by Moment**
- **Compliance by Department Type**
- **Compliance by Moment and HCW Type**
- **Compliance by Glove Use**

1.2 View Reports

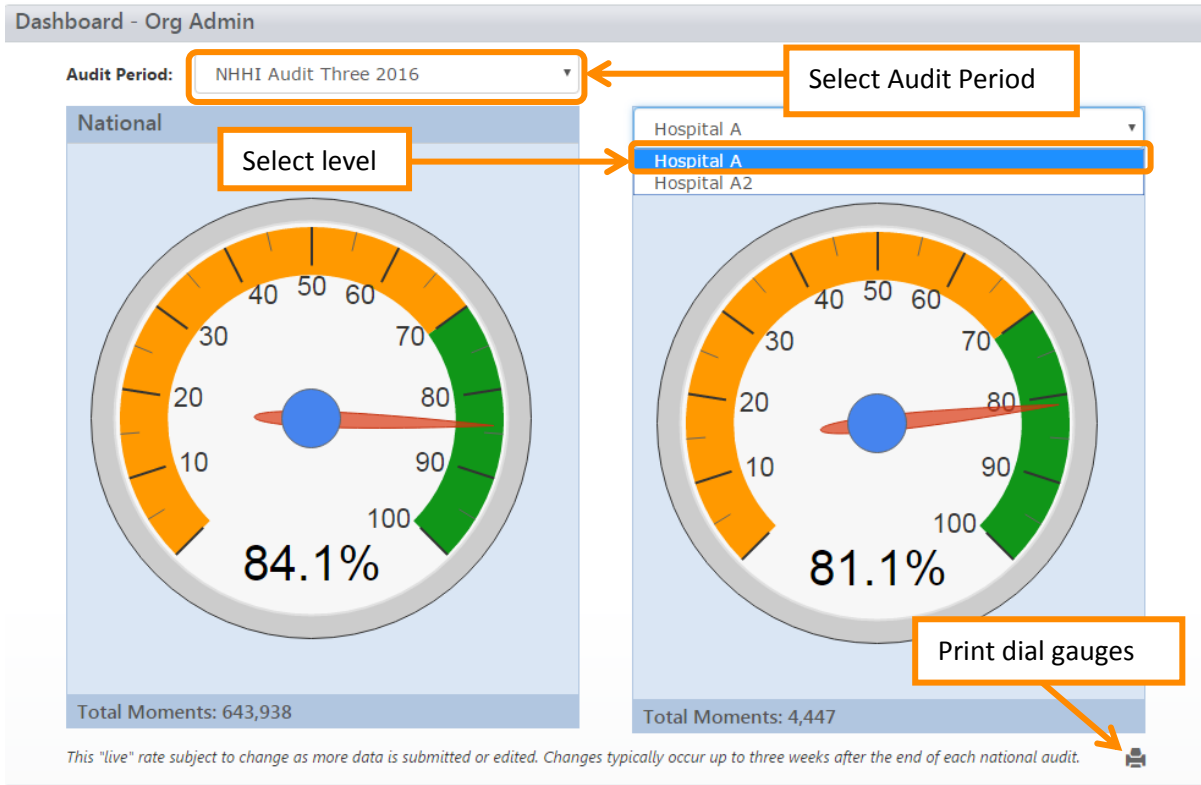
>Login to HHCApp

>The reports page is the 'Home' page for all users with reporting privileges

The dial gauge on the left indicates the current national overall compliance rate for the active national audit period. The audit period can be changed by using the dropdown box. This allows past audit periods to be viewed.

The dial on the right indicates the current compliance rate for the level that the user has reporting privileges for. A region administrator would therefore see their regions overall compliance rate and likewise an organisation administrator would see their organisations compliance rate. The compliance rate will change if a different audit period is selected.

Region administrators with access to more than one region can use the dropdown box to select the region. Organisation administrators with access to more than one organisation can use the dropdown box to select the organisation.



The reports section contains the list of reports that a user has access to.

This list will look different for each level of user.

There are 2 main types of reports – Standard reports and Custom reports

Standard Reports

Simple reports, updated instantly.

- Compliance Rate by Department
- Compliance Rate by HCW Type
- Compliance Rate by Moment
- Compliance Rate by Department Type
- Combined Compliance Rate by Moment and HCW Type
- Auditor and Sessions
- Action by Moment
- Export CSV Line Data
- Required Moments
- Poster Report

Custom Reports

Flexible reports, updated daily.

- **Snapshot Report** *Performance during a single period*
- **Trend Report** *Change in performance over time*

Preset reports, for the current Audit Period

- Compliance by Department
- Compliance by HCW Type
- Compliance by Organisation and HCW Type
- Compliance by Moment
- Compliance by Department Type
- Compliance by Moment and HCW Type
- Compliance by Glove Use

>Click on the report you wish to run to select it.

1.3 Standard Reports

Standard reports are simple reports that are updated instantly.

1.3.1 Compliance Reports

>Click on the report you wish to run

Standard Reports

Simple reports, updated instantly.

- **Compliance Rate by Department**
- Compliance Rate by HCW Type
- Compliance Rate by Moment
- Compliance Rate by Department Type
- Combined Compliance Rate by Moment and HCW Type
- Auditor and Sessions
- Action by Moment
- Export CSV Line Data
- Required Moments
- Poster Report

>Enter the values required into the search fields

>Check box to include all departments attached to the organisation

Data selected can be by audit period (national or local) **or** by date range. To select all data, leave the National Audit Period and Local Audit Period filters at 'All' and select a date range.

>Click Run Report

Department Compliance Report - Hospital A

Start Date:	<input type="text"/>	Jurisdiction:	<input type="text" value="State A"/>
End Date:	<input type="text"/>	Region Group:	<input type="text" value="Metropolitan"/>
National Audit Period:	<input type="text" value="NHHI Audit Three 2018"/>	Region:	<input type="text" value="All"/>
Local Audit Period:	<input type="text" value="Please select"/>	Organisation:	<input type="text" value="Hospital A"/>
Department Type:	<input type="text" value="All"/>	Include departments with no data: <input type="checkbox"/>	

The report data will be displayed in tabular format and a bar chart. This can be exported into a spreadsheet program such as MS Excel for further analysis and charting or downloaded as a PDF.

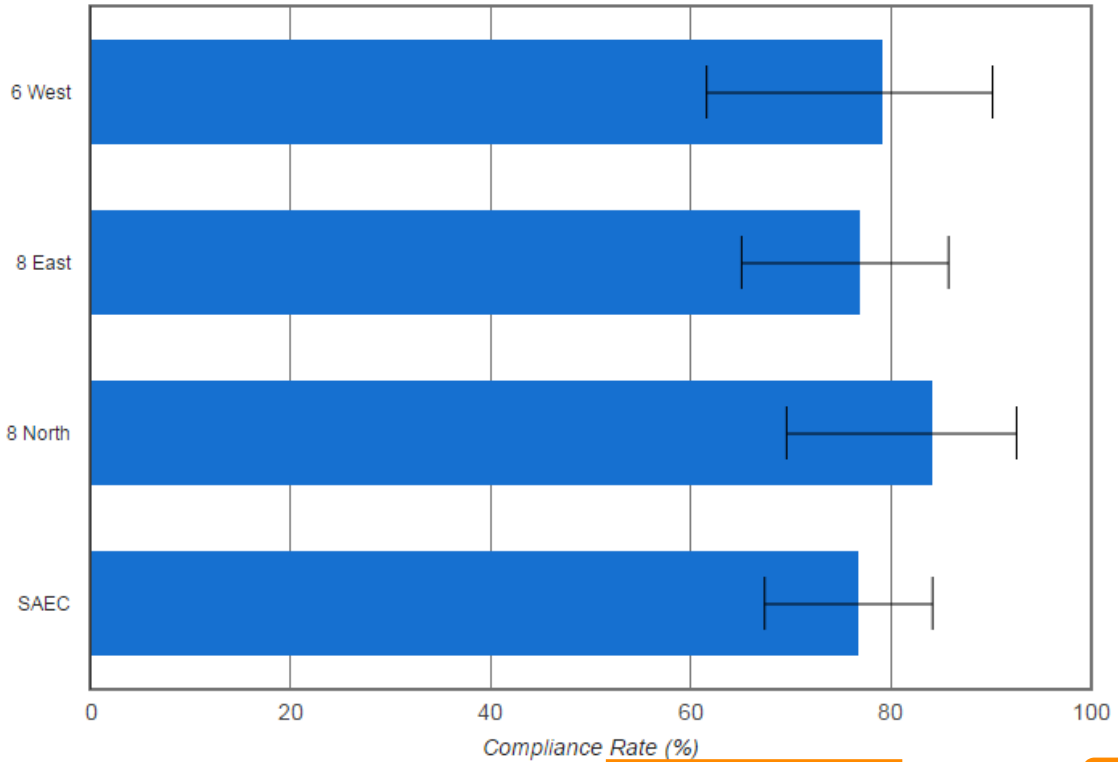
Name	Correct Moments	Total Moments	Compliance Rate	Lower Confidence Interval	Upper Confidence Interval
Hospital A	175	223	78.5%	72.6%	83.4%

Name	Department Type	Correct Moments	Total Moments	Compliance Rate	Lower Confidence Interval	Upper Confidence Interval
1 6 West	Surgical	23	29	79.3%	61.6%	90.2%
2 8 East	Surgical	47	61	77.0%	65.1%	85.8%
3 8 North	Surgical	32	38	84.2%	69.6%	92.6%
4 SAEC	Surgical	73	95	76.8%	67.4%	84.2%

Download as:



Download data as PDF or to a spreadsheet



Download image 

1.3.2 Poster report

Poster reports are designed as a one page display of results. The level of poster depends on the user. A region administrator can get posters at the region level and below. An organisation administrator can get posters at the organisation level and below. A NUM can only get a poster for the department that they are attached to.

Select audit period or date range

Select poster level

Poster Report

Start Date:

End Date:

National Audit Period: NHHI Audit Three 2018

Local Audit Period: Please select

Jurisdiction: State A

Region Group: Metropolitan

Region: Region A

Organisation: Hospital A

Department: All

Include:

- None
- None
- Jurisdictions
- Region Groups
- Regions
- Organisations
- Departments

PDF Export

A PDF of this report will be generated and emailed to you shortly. Please enter a title for the PDF and email address.

Report Title: Poster Report

Email: org.admin@hospital.org.au

Generate PDF Preview

>Select the audit period or date range

>Select the organisation. Select the department. To get a poster for a specific department, choose the department. To get posters for all departments, leave the department filter at 'All' and select 'Departments' in the 'Include' filter.

>Report Title – add a name

>Email – check the email address is correct

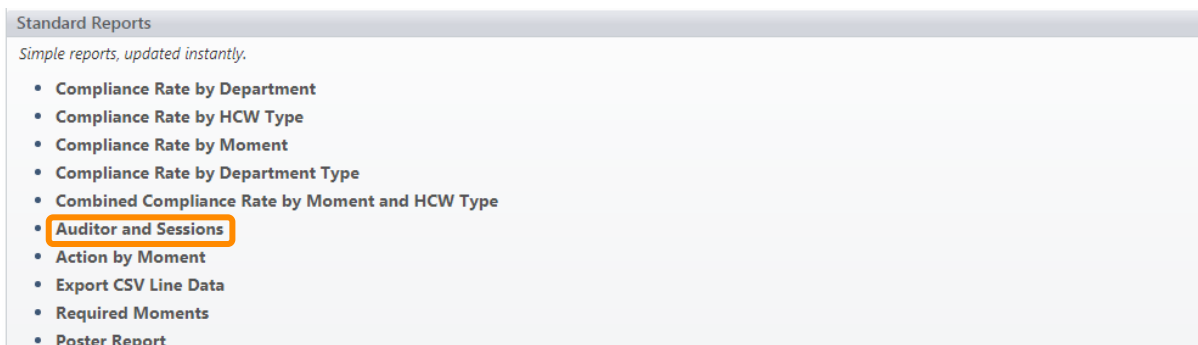
>Preview – check reports prior to downloading

>Generate PDF – reports will be sent to the email address

>Exports tab – reports are also available in the exports tab for 7 days

1.3.3 Auditor and Sessions report

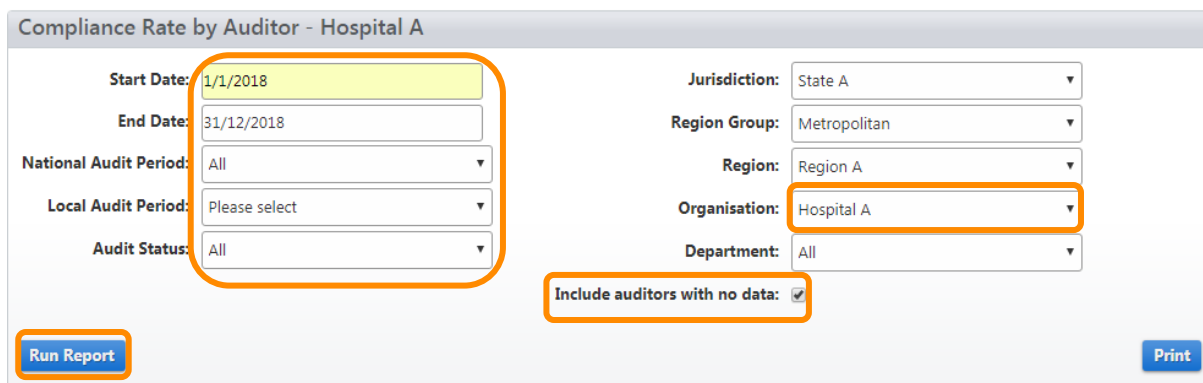
Auditor and sessions reports enable an organisation to review the number of moments collected by their auditors and the average compliance rate of the data collected. This report should be run as part of the data validation process.



Standard Reports
Simple reports, updated instantly.

- Compliance Rate by Department
- Compliance Rate by HCW Type
- Compliance Rate by Moment
- Compliance Rate by Department Type
- Combined Compliance Rate by Moment and HCW Type
- Auditor and Sessions
- Action by Moment
- Export CSV Line Data
- Required Moments
- Poster Report

>Select Auditor and Sessions report



Compliance Rate by Auditor - Hospital A

Start Date: 1/1/2018
End Date: 31/12/2018
National Audit Period: All
Local Audit Period: Please select
Audit Status: All

Jurisdiction: State A
Region Group: Metropolitan
Region: Region A
Organisation: Hospital A
Department: All

Include auditors with no data:

Run Report Print

>Select audit period or date range

>Select organisation

>Check box to include all auditors attached to the organisation

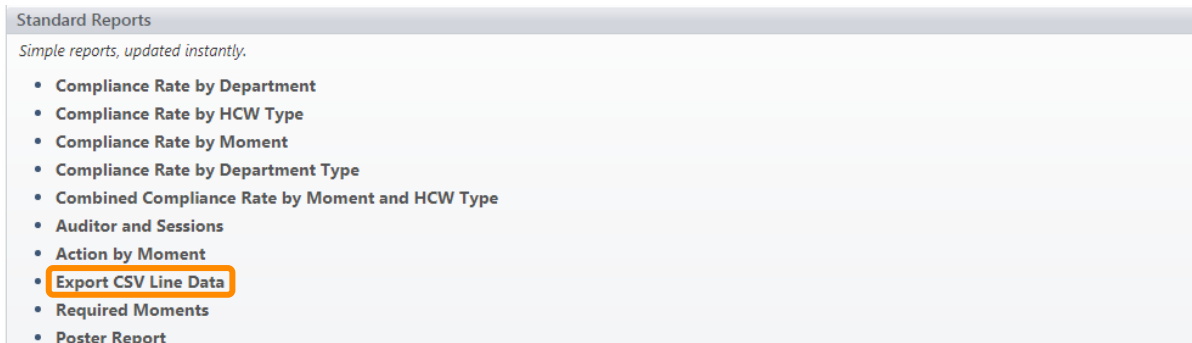
>Run Report

>Download PDF or spreadsheet

1.3.4 Export CSV Line Data

CSV Line Data reports provide a file of all moments line by line.

>Select Export CSV Line Data



Standard Reports

Simple reports, updated instantly.

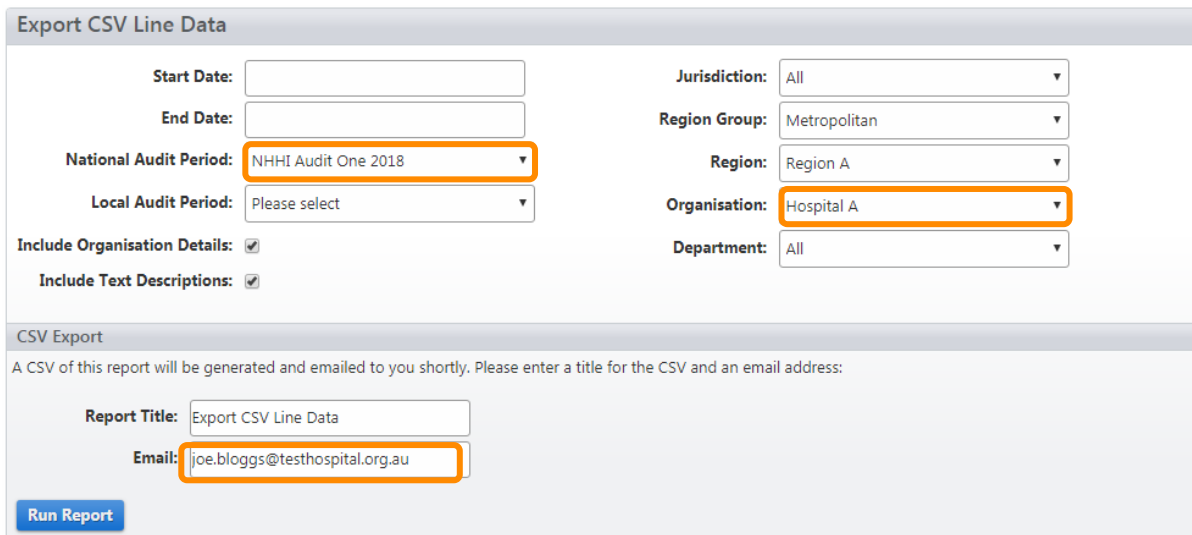
- Compliance Rate by Department
- Compliance Rate by HCW Type
- Compliance Rate by Moment
- Compliance Rate by Department Type
- Combined Compliance Rate by Moment and HCW Type
- Auditor and Sessions
- Action by Moment
- **Export CSV Line Data**
- Required Moments
- Poster Report

>Filter by date or audit period

>Filter by level required (region, organisation, department)

>Check boxes for extra organisation details and text descriptions if required

>Check the email address in the Email box is correct



Export CSV Line Data

Start Date:

End Date:

National Audit Period: **NHHI Audit One 2018** ▼

Local Audit Period: Please select ▼

Include Organisation Details:

Include Text Descriptions:

Jurisdiction: All ▼

Region Group: Metropolitan ▼

Region: Region A ▼

Organisation: **Hospital A** ▼

Department: All ▼

CSV Export

A CSV of this report will be generated and emailed to you shortly. Please enter a title for the CSV and an email address:

Report Title:

Email:

Run Report

>Run Report

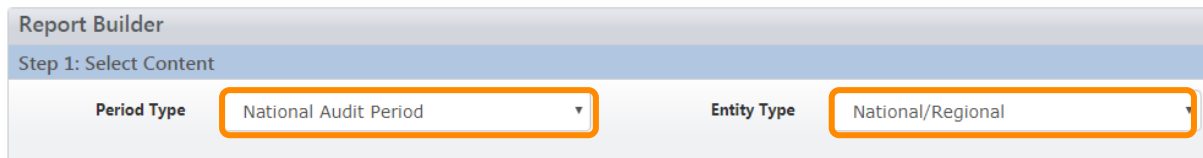
The CSV file will be sent to the email address in the email field and can also be retrieved for 7 days from the Exports tab at the top of the page

1.4 Custom Reports

Custom reports include flexible reports and pre-set reports. Data is updated overnight.

1.4.1 Snapshot reports – Data from a specific period

Step 1. Select Content



Report Builder
Step 1: Select Content

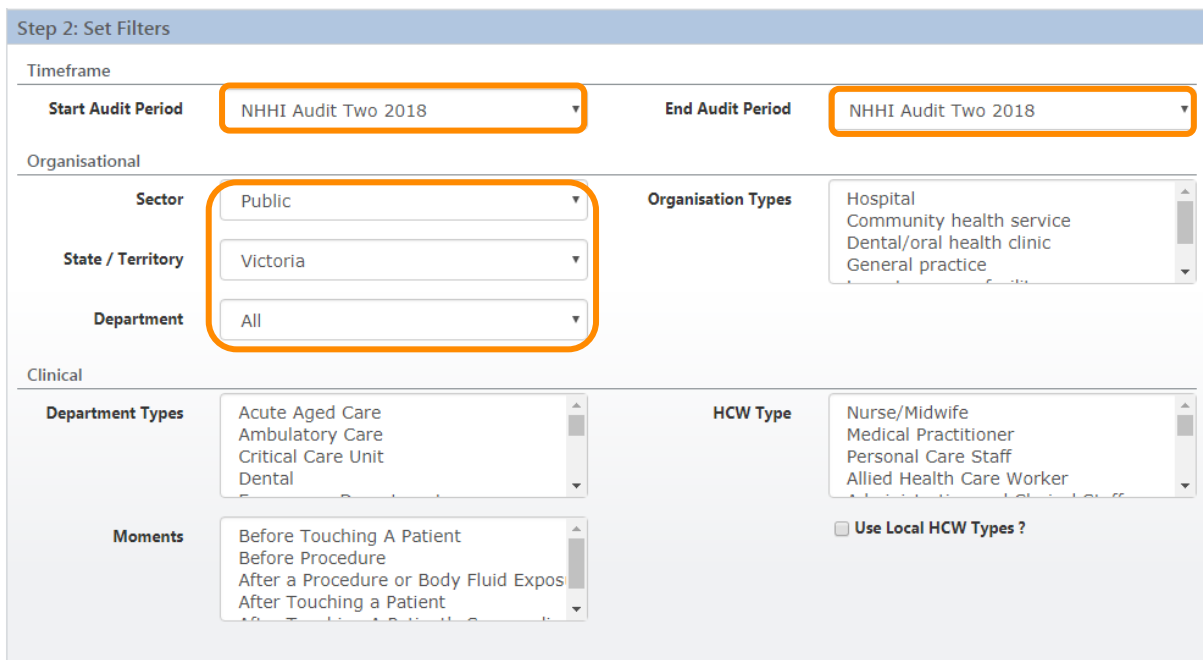
Period Type: National Audit Period

Entity Type: National/Regional

>Select the Period Type – the period type can be an audit period or can be a specific time frame of Year/month

>Select Entity Type

Step 2. Set Filters



Step 2: Set Filters

Timeframe

Start Audit Period: NHHI Audit Two 2018

End Audit Period: NHHI Audit Two 2018

Organisational

Sector: Public

State / Territory: Victoria

Department: All

Organisation Types: Hospital, Community health service, Dental/oral health clinic, General practice

Clinical

Department Types: Acute Aged Care, Ambulatory Care, Critical Care Unit, Dental

HCW Type: Nurse/Midwife, Medical Practitioner, Personal Care Staff, Allied Health Care Worker

Moments: Before Touching A Patient, Before Procedure, After a Procedure or Body Fluid Expos, After Touching a Patient

Use Local HCW Types ?

>Select the time frame start and end

>Select the organisation/department

Further filters can be applied if required. For example, click on Nurse/Midwife to only include this data. To select more than one HCW Type, press 'Ctrl' whilst clicking the next HCW Type to be included. To remove this selection, press 'Ctrl' whilst clicking on the highlighted HCW Type.

If HCW Types have been personalised, these can be included in the report by checking the box 'Use Local HCW Types?' If left unchecked, the Parent HCW Types will be in the report.

Step 3. Stratification and Display Options

Step 3: Stratification & Display Options

Organisational

Sector Jurisdiction Region Group Region
 State / Territory Organisation Organisation Type

Clinical

Department Type Department Name Healthcare Worker Group Moment
 Glove Use Hand Hygiene Method

Options

Show Total

Yes No

>Select the columns that you want to add to the report. Each selection here will create another column in the results table.

>Generate Report

Compliance Report	
Audit Period	NHHI Audit Two 2018
Sector	Public
State / Territory	Victoria
Organisation	Hospital A

	Organisation	Moment	Correct Moments	Total Moments	Compliance	Lower Confidence Interval	Upper Confidence Interval	
<input type="checkbox"/>	1	Hospital A	Before Touching A Patient	1,008	1,326	76.0%	73.6%	78.2%
<input type="checkbox"/>	2	Hospital A	Before Procedure	343	396	86.6%	82.9%	89.6%
<input type="checkbox"/>	3	Hospital A	After a Procedure or Body Fluid Exposure Risk	495	543	91.2%	88.5%	93.3%
<input type="checkbox"/>	4	Hospital A	After Touching a Patient	1,224	1,385	88.4%	86.6%	90.0%
<input type="checkbox"/>	5	Hospital A	After Touching A Patient's Surroundings	600	755	79.5%	76.4%	82.2%
	Report Total			3,670	4,405	83.3%	82.2%	84.4%

Download as:    

>Download data as a PDF or to a spreadsheet

>Check the boxes on the left to include in the graph or leave the boxes unchecked to include all rows in the graph

Modifying your report – When you generate a report, the report builder tab remains open and the report opens in a new tab. You can return to the report builder tab to modify your report then click ‘Generate Report’ again.

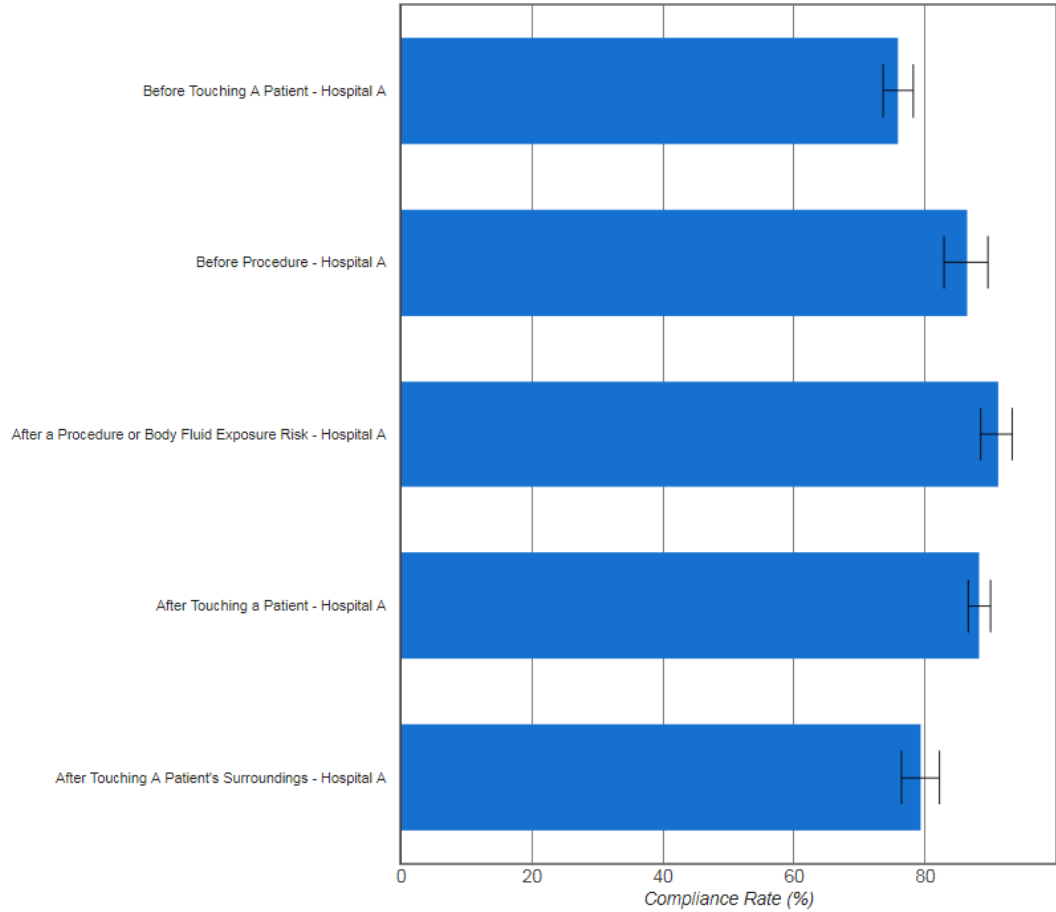
Note : Reports that stratify by healthcare worker and department can only be run at the level of a single organisation.

>Generate Graph

>Download graph as a PDF or image or print

Compliance Report	
Audit Period	NHHI Audit Two 2018
Sector	Public
State / Territory	Victoria
Organisation	Hospital A

Hand Hygiene Performance



Download as [Print](#) or [Image](#)

To 'Save As PDF' via the Print button

>Click 'Print'

>'Change' Destination to 'Save as PDF'

>Save

1.4.2 Trend reports – Changes in data over time

Step 1. Select Content

Report Builder

Step 1: Select Content

Period Type: National Audit Period Entity Type: National/Regional

>Select the Period Type and the Entity Type

Step 2. Set Filters

Step 2: Set Filters

Timeframe

Start Audit Period: NHHI Audit Two 2016 End Audit Period: NHHI Audit Two 2018

Organisational

Sector: Public Organisation Types: Hospital, Community health service, Dental/oral health clinic, General practice

State / Territory: Victoria

Department: All

Clinical

Department Types: Acute Aged Care, Ambulatory Care, Critical Care Unit, Dental

HCW Type: Nurse/Midwife, Medical Practitioner, Personal Care Staff, Allied Health Care Worker

Moments: Before Touching A Patient, Before Procedure, After a Procedure or Body Fluid Expos, After Touching a Patient

Use Local HCW Types ?

>Select the time frame start and end

>Select the organisation/department

Further filters can be applied if required. For example, click on Nurse/Midwife to only include this data. To select more than one HCW Type, press 'Ctrl' whilst clicking the next HCW Type to be included. To remove this selection, press 'Ctrl' whilst clicking on the highlighted HCW Type.

If HCW Types have been personalised, these can be included in the report by checking the box 'Use Local HCW Types?' If left unchecked, the Parent HCW Types will be in the report.

Step 3. Stratification and Display Options

Step 3: Stratification & Display Options

Organisational

Sector Jurisdiction Region Group Region
 State / Territory Organisation Organisation Type

Clinical

Department Type Department Name Healthcare Worker Group Moment
 Glove Use Hand Hygiene Method

Options

Data Point

Total Moments Compliance





>Select the fields that you want to add to the report.

>Select the Data Point - either Total Moments or Compliance

>Generate Report

Compliance Report	
Audit Period	NHHI Audit Two 2016, NHHI Audit Three 2016, NHHI Audit One 2017, NHHI Audit Two 2017, NHHI Audit Three 2017, NHHI Audit One 2018, NHHI Audit Two 2018
Sector	Public
State / Territory	Victoria
Organisation	Hospital A

Moment	NHHI Audit Two 2016			NHHI Audit Three 2016			NHHI Audit One 2017			NHHI Audit Two 2017			NHHI Audit Three 2017			NHHI Audit One 2018			NHHI Audit Two 2018		
	Rate	LCI	UCI	Rate	LCI	UCI	Rate	LCI	UCI	Rate	LCI	UCI	Rate	LCI	UCI	Rate	LCI	UCI	Rate	LCI	UCI
<input type="checkbox"/> 1 Before Touching A Patient	76.5%	74.0%	78.9%	74.3%	71.8%	76.6%	73.1%	70.6%	75.6%	73.1%	70.5%	75.5%	69.4%	66.7%	71.8%	76.6%	74.1%	78.9%	76.0%	73.6%	78.2%
<input type="checkbox"/> 2 Before Procedure	81.8%	77.7%	85.3%	77.1%	72.8%	80.9%	81.7%	77.6%	85.2%	76.8%	72.3%	80.8%	82.2%	78.0%	85.8%	84.2%	80.3%	87.5%	86.6%	82.9%	89.6%
<input type="checkbox"/> 3 After a Procedure or Body Fluid Exposure Risk	91.5%	88.8%	93.6%	89.3%	86.5%	91.5%	89.5%	86.6%	91.9%	89.6%	86.7%	91.9%	90.3%	87.5%	92.6%	90.5%	87.7%	92.7%	91.2%	88.5%	93.3%
<input type="checkbox"/> 4 After Touching a Patient	89.1%	87.3%	90.7%	87.4%	85.6%	89.0%	87.2%	85.3%	88.9%	85.2%	83.2%	87.1%	84.9%	82.9%	86.6%	85.9%	83.9%	87.7%	88.4%	86.6%	90.0%
<input type="checkbox"/> 5 After Touching A Patient's Surroundings	80.2%	77.2%	82.9%	76.1%	72.9%	79.1%	76.6%	73.3%	79.6%	76.7%	73.4%	79.8%	70.1%	66.5%	73.4%	75.7%	72.4%	78.8%	79.5%	76.4%	82.2%

Download as:    

>Download data as a PDF or to a spreadsheet

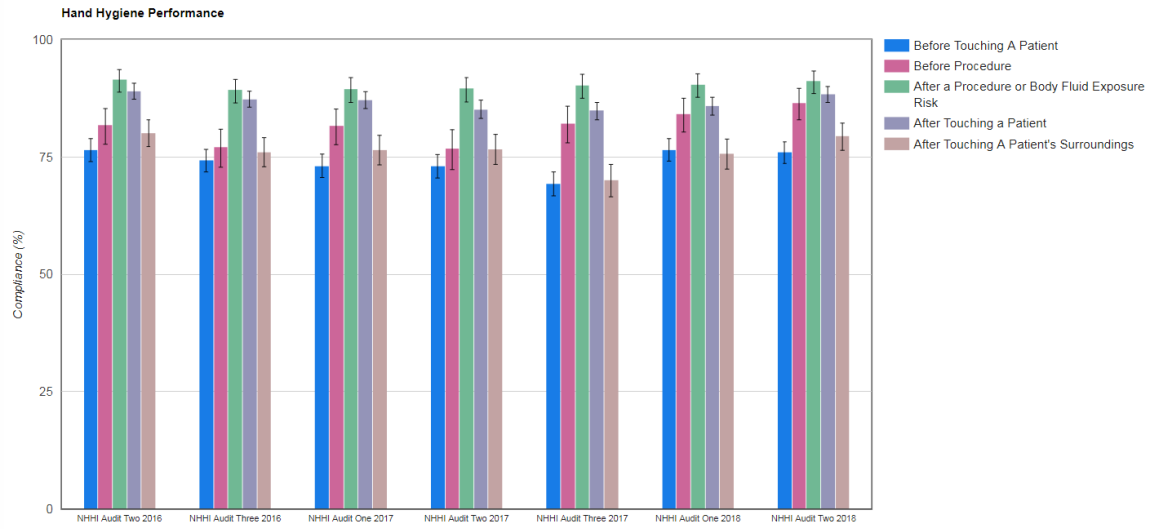
Modifying your report – When you generate a report, the report builder tab remains open and the report opens in a new tab. You can return to the report builder tab to modify your report then click ‘Generate Report’ again.

>Check the boxes on the left to include in the graph or leave the boxes unchecked to include all rows in the graph

>Generate Graph

Note : Graphs will not display if more than 10 rows are selected.

Compliance Report	
Audit Period	NHHI Audit Two 2016, NHHI Audit Three 2016, NHHI Audit One 2017, NHHI Audit Two 2017, NHHI Audit Three 2017, NHHI Audit One 2018, NHHI Audit Two 2018
Sector	Public
State / Territory	Victoria
Organisation	Hospital A



Download as  or 

A one page Cheat Sheet is available for Custom Reports.