



eBASIS User Guide April 2011

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1.0 McLean eBASIS Product Options

The eBASIS group at McLean Hospital offers several service options to meet your organization's needs.

- BASIS-32 Survey License: copyrighted, 32-item, patient self-report survey used for behavioral health outcomes measurement.
- BASIS-24 Survey License: copyrighted, 24-item, patient self-report survey used for behavioral health outcomes measurement.
- BASIS-24 WebScore License: optional online scoring and reporting application for the BASIS-24 survey. (To try BASIS-24 WebScore for 30 days, sign up for our demo at <https://secure.ebasis.org/basisdemo/login.php>)
- BASIS Plus Services – eBASIS provides analysis and reporting services for the following measures.
 - BASIS 32/24 Surveys
 - Perceptions of Care – 18-item self-report survey developed by eBASIS to measure patient satisfaction in the areas of Continuity and Coordination of Care, Communication / Information Received From Provider, Interpersonal Aspects of Care, Global Evaluation of Care, and Access and Availability of Provider (outpatient only).
 - Administrative Indicators - set of non-core quality measures for assessing quality and safety of psychiatric care.
 - Patient Characteristics – reporting on clinical and demographic information
 - Hospital-Based Inpatient Psychiatric Services – set of core measures The Joint Commission requires of all free-standing psychiatric hospitals with an inpatient average daily census greater than ten to maintain accreditation. McLean BASIS Plus is accepted as an ORYX® PMS vendor by The Joint Commission.
 - Custom Reporting – eBASIS can create a Custom Reporting Service according to your needs. Please contact us directly for more information on this service.

2.0 Preregistration

Once you have an idea of what services you would like to subscribe to, you can preregister. There is no commitment associated with preregistering and you will be able to add/delete services before officially signing on with eBASIS.

To begin the Preregistration process, go to www.ebasis.org and click "Preregistration." You will be brought to the following screen. In order to proceed to the next step in preregistration, you must read and agree to the terms of the eBASIS General Service Agreement. To open the agreement, click "McLean eBASIS – General Service Agreement."

After reading the agreement, you can click "I Agree" to continue with preregistration. Prior to clicking, "I Agree," if you would like to know what information is required in the next preregistration step; you can click on "Click here for information needed for preregistration."

The screenshot shows a Microsoft Internet Explorer browser window displaying the eBASIS preregistration page. The browser's address bar shows the URL: https://secure.ebasis.org/basisdemo/basistest1/reg_step0.php. The page features a blue header with the text "McLean eBASIS" and navigation links for "Help", "Contact", and "Logout". Below the header, the page is titled "eBASIS END-USER PRE-REGISTRATION - STEP 1 of 4" and "McLean eBasis - GENERAL SERVICE AGREEMENT". The main content area contains the text: "Before preregistering with McLean eBASIS, you must read and agree to the terms and conditions set forth in our General Service Agreement." Below this text are two links: "Click here for information needed for preregistration." and "McLean eBASIS - General Service Agreement". At the bottom of the main content area, there are two buttons: "I Agree" and "I Disagree". A footer bar at the bottom of the page reads "eBASIS Version 3.0 Copyright © McLean Hospital, 2011". The browser's status bar at the bottom shows "Done" and "Internet".

Below is the next screen you will see in the preregistration process. Fill in the appropriate contact and organization information. The password you create during this step will be the same password that you will need to log on with when you officially sign on with eBASIS.

The Joint Commission accreditation category field is required for BASIS Plus HBIPS clients.

All users please enter facility characteristics information including ownership (public/private), Tax status (for profit/not-for-profit), Academic Affiliation (yes/no), and Primary Geographic setting (urban/suburban/rural).

When you complete this page, click "Next>>."

The screenshot shows a web browser window titled "BASIS Online Services - Microsoft Internet Explorer". The address bar displays "https://secure.ebasis.org/basisdemo/basistest1/reg_step1.php". The page header features the "McLean eBASIS" logo and navigation links for "Help", "Contact", and "Logout". The main content area is titled "eBASIS END-USER PRE-REGISTRATION - STEP 2 of 4". A red notice states: "User ID will be automatically assigned. Please write down your User ID at the end of registration process." Below this, there is a registration form with the following fields and instructions:

- Password ***: Passwords should be at least 6 characters in length and must have at least 1 upper case, 1 lower case and 1 number
- Password again ***: Example: Mclean1 or P@ssw0rd1
- Organization ***:
- Department**:
- Contact name ***:
- Position title ***:
- Email ***: If none possible, enter 'NA' to proceed
- Address ***:

In the next preregistration step, you can select your services by checking the appropriate boxes.

You will also be asked for facility level of care figures in this step.

The last field “Total number of locations using the BASIS-24 or BASIS-32 survey” refers to the number of unique street addresses using the survey. If you are not subscribing to a BASIS-24 or BASIS-32 license, enter “0” in this field.

McLean eBASIS

Help Contact Logout

eBASIS END-USER PRE-REGISTRATION - STEP 3 of 4

Product/Service selection

Tools	License/Service Selection	Data Input Format			Reporting			
		Web	Excel / Access	Scanned	Web	PMS Qtrly Rpt	Joint Comm Rpt	Special R
BASIS-32	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
BASIS-24	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Perceptions of Care IP/RP	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Perceptions of Care OP	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Administrative Indicator	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
HBIPS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Patient Characteristics	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments

In the final step, a site box will appear for each site using the BASIS-24 or BASIS-32 survey. Complete the site information for all sites and click "Submit Registration."

During preregistration, you are required, at a minimum, to enter a site name for each site using either survey. If you wish to edit site information later, you will be able to do so after your preregistration has been activated.

If you have more than 30 sites that would like to use the BASIS-24 or BASIS-32 survey, contact us and we will give you special instructions on how to fill out this form.

BASIS Online Services - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Refresh Print Mail Stop

Address https://secure.ebasis.org/basisdemo/basistest1/reg_step3.php Convert Select

McLean eBASIS

Help Contact Logout

eBASIS END-USER PRE-REGISTRATION - STEP 4 of 4

Add Site Information

Site 1	
Site name	<input type="text"/>
Address	<input type="text"/>
City / state / zip	<input type="text"/> <input type="text"/> <input type="text"/>

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Done Internet

You should next see confirmation that your preregistration is complete with the following screen.

Write down your User ID and print the appropriate documents for the services you selected before exiting the screen.

You will receive an email with your User ID and we will contact you to go over your preregistration. At that time, we will ask you to mail all documents with payment. When your application is processed we will activate your account.

BASIS Online Services - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Refresh Print Mail Stop

Address https://secure.ebasis.org/basisdemo/basistest1/reg_complete.php?action=save Convert Select

McLean eBASIS

Help Contact Logout

Your Pre-registration process is completed.

Please print and prepare the appropriate documents (below) as you will need to mail them to this address after you have been contacted regarding this registration:

McLean Hospital
Attn: eBASIS/MS112
115 Mill Street
Belmont MA 02478-9106

Please write User ID on all correspondence, including licenses, agreements and checks.

[General Service Agreement \(All Users\)](#)

[BASIS-24 End-User Agreement \(Only for BASIS-24 users\)](#)

[BASIS-32 End-User Agreement \(Only for BASIS-32 users\)](#)

[Business Associate Agreement \(Only for full service clients: eg: HBIPS, qtrly reporting\)](#)

[WebScore Agreement \(All WebScore users\)](#)

Your UserID is : 5625

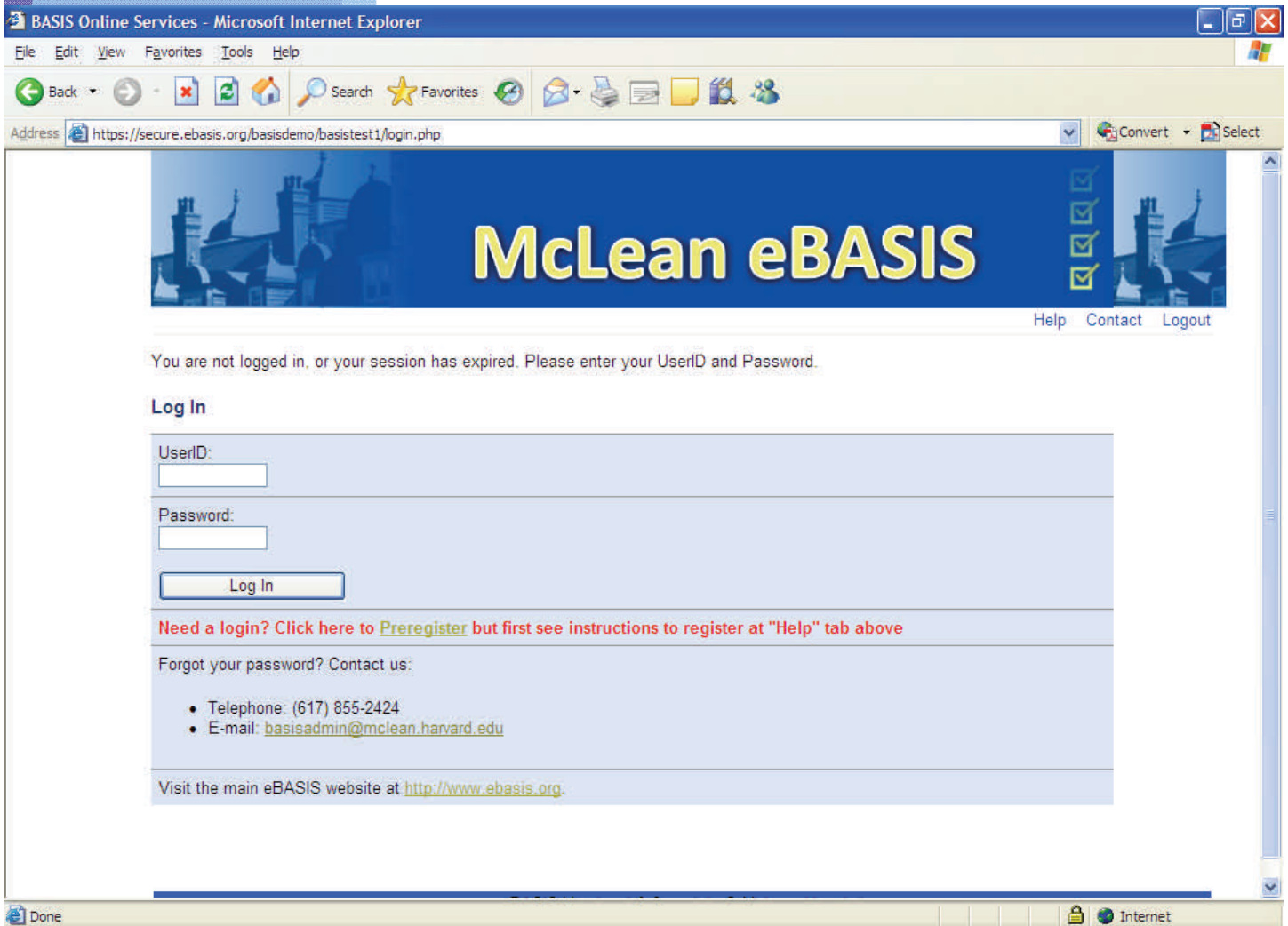
Internet

3.0 Logging In

Once you have been contacted by us and have received an email that your account has been activated, you can logon to your account.

To do this, go o to www.ebasis.org and click “Log In” at the bottom of the screen. Use your UserID (same as your site ID) and password to sign on. Your password is the same password that you created when you preregistered.

If you have forgotten your password, email eBASIS at basisadmin@mclean.harvard.edu and we will reset your password.



The screenshot shows a Microsoft Internet Explorer browser window titled "BASIS Online Services - Microsoft Internet Explorer". The address bar displays the URL <https://secure.ebasis.org/basisdemo/basistest1/login.php>. The page content includes a blue header with the text "McLean eBASIS" and a logo on the right. Below the header, there are links for "Help", "Contact", and "Logout". A message states: "You are not logged in, or your session has expired. Please enter your UserID and Password." The "Log In" section contains two input fields: "UserID:" and "Password:", followed by a "Log In" button. Below the login form, there is a red text prompt: "Need a login? Click here to [Preregister](#) but first see instructions to register at "Help" tab above". A link for "Forgot your password? Contact us:" is provided, along with contact information: Telephone: (617) 855-2424 and E-mail: basisadmin@mclean.harvard.edu. At the bottom, there is a link to the main eBASIS website: <http://www.ebasis.org>. The browser's status bar at the bottom shows "Done" and "Internet".

When you log in, the first screen you see will be a chart of services that you are registered for.

If at any time, you see an error in or need to change the services that you have registered for, please email us at basisadmin@mclean.harvard.edu.

Services available to McLean Hospital (account 5626)

Tools	License	Data Input Format			Reporting				
		Web	Excel / Access	Scanned	Web	PMS Qtrly Rpt	Joint Comm Rpt	Special Rpt	Benchmarking
BASIS-32	X	✓	X	X	X	X	X	X	X
BASIS-24	✓	✓	X	X	✓	X	X	X	X
Perceptions of Care IP/RP	X	X	X	X	X	X	X	X	X
Perceptions of Care OP	X	X	X	X	X	X	X	X	X
Administrative Indicators	X	X	X	X	X	X	X	X	X
HBIPS	X	X	X	X	X	X	X	X	X
Patient Characteristics	X	X	X	X	X	X	X	X	X

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4.0 Tabs

Once you are logged in, you have several tabs that serve different functions.

4.1 Account

You can hover over "Account" to view this tab's functions.

Account Data Entry Web Reports File Transfer Help Contact Logout

Profile
Services
Change Password
Custom WebScore fields
Documentation
User Administration

Services available to McLean Hospital (account 5626)

Tools	License	Data Input Format			Reporting	Special Rpt	Benchmarking
		Web	Excel / Access	Scanned			
BASIS-32	✗	✓	✗	✗	✗	✗	✗
BASIS-24	✓	✓	✗	✗	✓	✗	✗
Perceptions of Care IP/RP	✗	✗	✗	✗	✗	✗	✗
Perceptions of Care OP	✗	✗	✗	✗	✗	✗	✗
Administrative Indicators	✗	✗	✗	✗	✗	✗	✗
HBIPS	✗	✗	✗	✗	✗	✗	✗
Patient Characteristics	✗	✗	✗	✗	✗	✗	✗

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Profile

The Profile option allows you to view and edit profile information.

Once you select “Edit,” scroll through all four screens and click “Save Profile” to make and save any changes.

You cannot edit your services with this option. To add or delete services, contact eBASIS at basisadmin@mclean.harvard.edu.

Services

The Services option allows you to view your services.

Change Password

The Change Password option allows you to change your password.

Custom WebScore Fields

If you are a WebScore subscriber, the Custom WebScore fields allows you to name WebScore fields specific to your organization’s needs.

If you set names for the fields, they will appear in the survey, reports and, CSV data. Renaming a field only changes the label applied to it, and does not affect the field’s data. Similarly, deleting a field name does not delete its data.

Documentation

Documentation will provide you information about services.

User Administration

The User Administration option allows you to add SubUsers and reset their passwords. (See Section 5.0 for more information on sub-users.)

You can also access your profile here by clicking, “More..”

4.2 Data Entry

You can hover over “Data Entry” to view this tab’s functions.

You will only have access to the tools that you are signed up for. For example, if you are a BASIS-24 WebScore user, the BASIS-24 option will take you to the BASIS-24 WebScore tool.

For more information on specific data entry tools, consult the user manual for that service.

Account **Data Entry** Web Reports File Transfer Help Contact Logout

BASIS-24
Search Records

Services available to McLean Hospital (account 5626)

Tools	License	Data Input Format			Reporting				
		Web	Excel / Access	Scanned	Web	PMS Qtrly Rpt	Joint Comm Rpt	Special Rpt	Benchmarking
BASIS-32	✗	✓	✗	✗	✗	✗	✗	✗	✗
BASIS-24	✓	✓	✗	✗	✓	✗	✗	✗	✗
Perceptions of Care IP/RP	✗	✗	✗	✗	✗	✗	✗	✗	✗
Perceptions of Care OP	✗	✗	✗	✗	✗	✗	✗	✗	✗
Administrative Indicators	✗	✗	✗	✗	✗	✗	✗	✗	✗
HBIPS	✗	✗	✗	✗	✗	✗	✗	✗	✗
Patient Characteristics	✗	✗	✗	✗	✗	✗	✗	✗	✗

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Search Records

The Search Records option will allow you to search records for the data entry tools that are part of your service.

You can either choose the appropriate "Category" and search by client ID to view records entered for that client or you can download client data as a CSV file.

You can view, edit, download, or delete records from this screen.

Category

Basis-24 Adolescent Pilot Basis-24 PoC-OP PoC-IP
 Adm.Ind. Pat.Char.

Search

Client ID:

Download

Download client data as a CSV file

Download all data
 Select date range

From:
Month: Day: Year:
To:
Month: Day: Year:

Search Results

Searching For Client ID 3030

Survey Date	Admission/Intake Date	Timepoint	Level of Care	Action
<input type="checkbox"/> 2011-03-30 12:32:27	2011-03-30	Admission/Intake	Inpatient	Download CSV Data Edit This Entry

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4.3 Web Reports

You can hover over “Web Reports” to view this tab’s functions.

You will only have access to the tools that you are signed up for.

BASIS-24 WebScore users can view case level reports and all users have the option to view aggregate level reports.

Services available to McLean Hospital (account 5626)

Tools	License	Data Input Format			Reporting				
		Web	Excel / Access	Scanned	Web	PMS Qtrly Rpt	Joint Comm Rpt	Special Rpt	Benchmarking
BASIS-32	X	✓	X	X	X	X	X	X	X
BASIS-24	✓	✓	X	X	✓	X	X	X	X
Perceptions of Care IP/RP	X	X	X	X	X	X	X	X	X
Perceptions of Care OP	X	X	X	X	X	X	X	X	X
Administrative Indicators	X	X	X	X	X	X	X	X	X
HBIPS	X	X	X	X	X	X	X	X	X
Patient Characteristics	X	X	X	X	X	X	X	X	X

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4.4 File Transfer

The File Transfer option allows users to submit and view data by uploading and downloading files to the website's secure server.

To view files relating to how to use your service, click the appropriate file under Files from the Administrator.

To view files that eBASIS has submitted to you, click the appropriate file under Files in WebScore Storage.

When you need to submit data, click on "Choose a file to upload" and then "Browse" to select the file you want to upload.

4.5 Help, Contact, & Logout

Help opens this User Guide document in another window.

Contact provides you with eBASIS contact information.

Logout logs you out and returns you to the login page.

5.0 Sub-Users

We recommend that users do not share the same userID and password. A current user can create a sub-user to meet data entry needs.

5.1 Adding a Sub-User

Once logged in, hover over “Account” and click on “User Administration” to get to the screen below.

The screenshot shows a web browser window titled "BASIS Online Services - Microsoft Internet Explorer". The address bar shows the URL: https://secure.ebasis.org/basisdemo/basistest1/useradm.php?sortBy=user_asc. The page header features the "McLean eBASIS" logo and navigation links: Account, Data Entry, Web Reports, File Transfer, Help, Contact, and Logout. The main content area is titled "User Administration" and includes an "Export to CSV" button, filters for "Active Accounts" and "Inactive Accounts", and a search bar set to "Client Username". Below the search bar is a table with the following data:

Ref Id	UserID	User Type	Reset Pwd	Status	Delete	More Info
680	5626	user Add SubUser	RESET.PWD	ACTIVE		More...

At the bottom of the page, a blue footer bar contains the text: "eBASIS Version 4.0 Copyright © McLean Hospital".

Click "Add SubUser" and the following screen will appear. Fill in the fields.

The sub-user will appear below the user's UserID in "User Administration." The user can reset the password for the sub-user and delete the sub-user.

Any user that creates sub-users will be able to view and edit data entered by those sub-users.

The screenshot shows a web browser window with the address bar containing the URL: <https://secure.ebasis.org/basisdemo/basistest1/NewUser.php?userid=680&...>. The page title is "New User".

The form contains the following fields and labels:

- User Name* (text input: 5626-1)
- Password* (text input)
- Retype Password* (text input)
- Organization* (text input)
- Department (text input)
- Name* (text input)
- Position title* (text input)
- Email* (text input) If none possible, enter 'NA' to proceed
- Address* (text input)
- City* (text input)
- State/Province* (text input)
- Zip/Postal code* (text input)
- Country (if not US) (text input)
- Phone* (text input)
- Fax (text input)

At the bottom of the form are two buttons: "Create User" and "Cancel".

5.2 Sub-User Capabilities & Limitations

A sub-user can...	A sub-user cannot...
<ul style="list-style-type: none">• Enter data for subscribed services• View profile information• Access all the tabs on the eBASIS website	<ul style="list-style-type: none">• View data entered by another user or sub-user• Edit profile information• Change or add facility characteristics information• Create another sub-user• Delete a user or sub-user