

Reporting & Learning System (RLS)

for

ELOPEMENT OF CERTIFIED MENTAL HEALTH PATIENTS

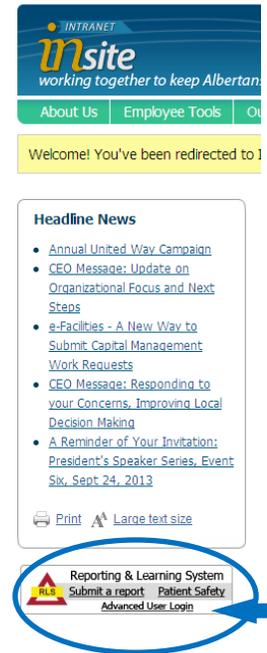
ADVANCED USERS

BACKGROUND

This manual is intended to be utilized in conjunction with the Advanced User manual of the Reporting & Learning System and is specific to the Elopement features within RLS.

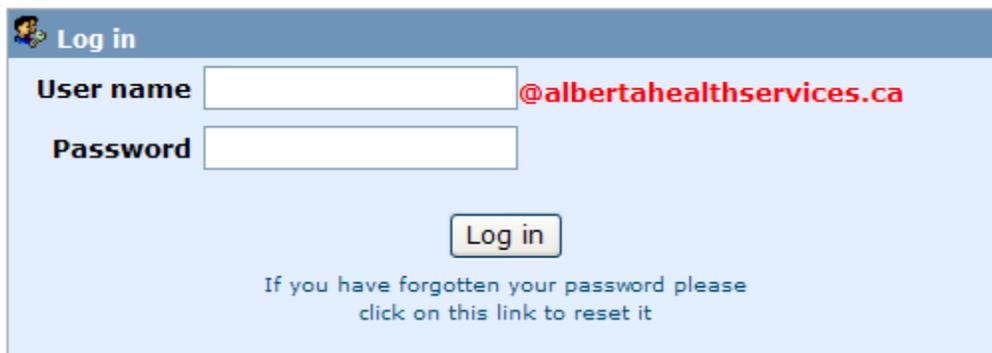
READING YOUR REPORTS – LOGGING IN

- The Reporting & Learning System (RLS) is accessed from the internal web. Look for the red triangle which is the associated RLS icon. Locate the Reporting System banner and
- [Click on Advanced User Login](#)



You are now taken to the log-in screen.

To log-in [type in your user name and password](#). For more information on password issues, please see “Managing your Password”. Once you have entered your user name and password [click Log in](#).



FINDING YOUR REPORTS

After logging in you will be on the Main Menu screen. First, notice the links at the top of the page which will be very useful in navigating the system.

Main Menu
Logout
My Dashboard



The screenshot shows the Main Menu interface. At the top left is the Alberta Health Services logo. Below it, the text 'Main Menu : Logout : My Dashboard' is displayed. The main menu consists of five blue horizontal bars, each with an icon and a label: 'Reporting & Learning System' (with a red triangle icon and a message '! There are overdue items'), 'Recommendation Tracker' (with a yellow triangle icon), 'Safety Alerts' (with a red triangle icon), 'Actions' (with a clipboard icon), and 'Administration, setup and configuration' (with a gear icon). At the bottom left, the text 'DATIXWeb 10.6.1.5 @DATIX Ltd 2011' is visible.

Additionally there are links to the 3 main functional modules of the system:

Reporting & Learning System
Actions
Administrations, setup and configuration

The Recommendation Tracker and Safety Alert modules are the responsibility of designated users. You will not be required to perform these functions. If you are designated, further training will be provided at a later date.

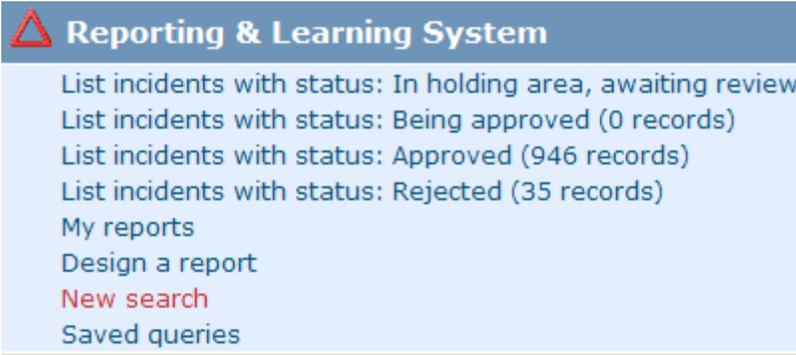
If reports are not read within 48 hours there are overdue reports or actions, the system will alert you with a flag and message beside the module with overdue items (as above; beside the Reporting & Learning System line: **!There are overdue items**). The overdue functions is there for your benefit, there is no 'penalty' for overdue reports.

To read your reports, click on **Reporting & Learning System**. A list of files will appear. The files contain all the accumulated reports from your area(s). To look at specific Elopement reports, see further:

ELOPEMENT REPORTS – ADVANCE TO DETAIL

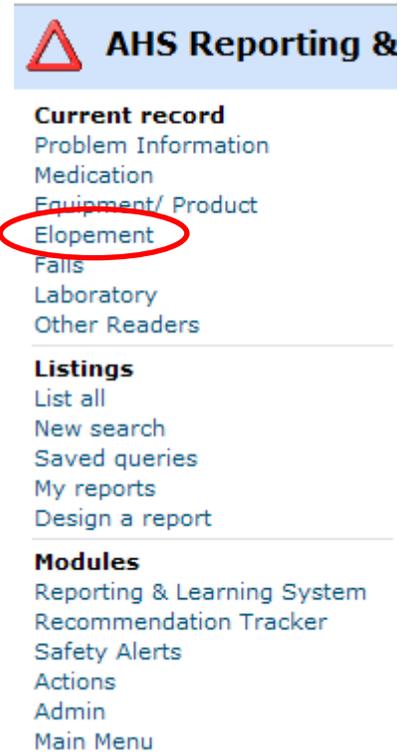
This feature allows the managers to advance to the details of the report. For instance, clicking on Elopement results in a display of only the details related to the elopement in this report.

- Click on the Reporting & Learning System
- Click on New Search
- Click on Elopement



Reporting & Learning System

- List incidents with status: In holding area, awaiting review
- List incidents with status: Being approved (0 records)
- List incidents with status: Approved (946 records)
- List incidents with status: Rejected (35 records)
- My reports
- Design a report
- New search**
- Saved queries



AHS Reporting & Learning System

Current record

- Problem Information
- Medication
- Equipment/ Product
- Elopement**
- Falls
- Laboratory
- Other Readers

Listings

- List all
- New search
- Saved queries
- My reports
- Design a report

Modules

- Reporting & Learning System
- Recommendation Tracker
- Safety Alerts
- Actions
- Admin
- Main Menu

Utilizing the drop-down menus, you can search for any one specific question or all. For example, if you choose Patient is a HIGH risk of harm to THEMSELVES on the first question of 'Patient "Elopement" Risk to THEMSELVES Assessment' and then click on the Search button, you will find only those patients within that parameter.

Elopement	
Patient "Elopement" Risk to THEMSELVES Assessment Please assess patient's risk of harm to themselves	<input type="text"/> ▼
Patient "Elopement" Risk to OTHERS Assessment Please assess patient's risk of harm to others	<input type="text"/> ▼
Observation Level What Observation Level was the Patient on when they Eloped?	<input type="text"/> ▼
Pass / Privilege Status What pass (off grounds / out of facility) or privilege (on grounds / within facility) status was the patient on when they eloped?	<input type="text"/> ▼
Action and Notification What action has been taken and who has been notified related this elopement event?	<input type="text"/> ▼
Contributing Factors - SMOKING What is the patient's smoking and Nicotine Reduction Therapy (NRT) status?	<input type="text"/> ▼
Contributing Factors - ENVIRONMENTAL What issues related to unit environment may have contributed to the patient's elopement?	<input type="text"/> ▼
Contributing Factors - PATIENT Issues (Staff Perspective) What issues were staff aware of which may have contributed to the patient's elopement?	<input type="text"/> ▼
Outcome / Condition What was the outcome of the elopement event and condition of patient if they returned?	<input type="text"/> ▼

Patient "Elopement" Risk to THEMSELVES Assessment[x]

Patient is a LOW risk of harm to THEMSELVES
 Patient is a MEDIUM risk of harm to THEMSELVES
 Patient is a HIGH risk of harm to THEMSELVES

The following questions are manager related and are a follow up to the elopement or attempted elopement.

Outcome What was the final outcome of the elopement event and condition of patient if they returned?	<input type="text"/> ▼
Condition What was the condition of the patient when (if) they were returned?	<input type="text"/> ▼
Contributing Factors What reasons has the patient given for why they eloped?	<input type="text"/> ▼
Completed Follow up Procedures What follow up has been completed related to the elopement event?	<input type="text"/> ▼
<input type="button" value="Search"/> <input type="button" value="Cancel"/>	

Within the My Reports section of RLS, you can search for all Elopement occurrences using the following instructions and parameters:

- Click on the Reporting & Learning System
- Click on My Reports
- Click on List – Extended – Elopement Panel
- Complete the all the fields for your area utilizing the drop down menus and click 'Continue'

 **Reporting & Learning System**

List incidents with status: In holding area, awaiting review

List incidents with status: Being approved (0 records)

List incidents with status: Approved (946 records)

List incidents with status: Rejected (35 records)

My reports

Design a report

New search

Saved queries

My reports

Bar chart - RLSs for my area of responsibility - approved

Bar chart - RLSs I am invited to read

Bar chart - RLSs I have Action on

CrossTab - Event Type by Month

CrossTab - RLSs for my area of responsibility - approved

CrossTab - RLSs grouped by Exact Location

CrossTab - RLSs I am invited to read

CrossTab - RLSs I have Action on

CrossTab - Severity by Exact Location

List - Date, RLS Number, Description and Severity

List - Extended

List - Extended - Elopement Panel

List - Extended - Equipment Panel

List - Extended - Fall Panel

List - Extended - Lab Panel

List - Extended - Medication Panel

In order to proceed with your request, you must provide further information. Please complete the fields below and press Continue:

Reported Date from:  to: 

Zone 

City/ Town 

Area Of Healthcare 

Facility 

Exact Location 