# **QUEENSLAND HOSPITAL ADMITTED**

# **PATIENT DATA COLLECTION**

# (QHAPDC)

Statistical Collections and Integration Department of Health

# EVA Plus User Manual

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Approved by:	Rod Leeuwendal Manager Statistical Collections and Integration
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# 1. Introduction

This manual provides instructions for the use of the Electronic Validation (EVA Plus) application. It is a reference for those who are responsible for processing of validation exceptions created from the extraction process of Admitted Patient Data to the Statistical Collections and Integration (SCI), and other interested persons.

**Note:** Snapshots of screens used in this manual may differ slightly from those in the EVA Plus Application viewed by facilities as these snapshots were taken from the 'Test' and 'PAT' version of the application.

#### **EVA Plus Application**

The Queensland Hospital Admitted Patient Data Collection (QHAPDC) receives hospital admitted patient data from both public and private facilities. Once QHAPDC data has been extracted, loaded into the Queensland Health Inpatient Processing System (QHIPS) and validated, validation exceptions are then published to EVA Plus.

The EVA Plus application is a web based application developed by the Health Statistics Branch (HSB), which enables facilities to view and action validation errors that are raised from the extracted data provided by facilities.

EVA Plus is replacing EVA 1a and has been enhanced to improve system efficiency and usability.

#### **Collection manuals**

This manual should be read in conjunction with the current QHAPDC Manual. The QHAPDC Manual for each financial year is published by the 1<sup>st</sup> of July of each year and is available from the <u>Manuals</u> section of the HSB website.

The QHAPDC manual provides comprehensive coverage on data items and validation messages which are not covered within this manual. The validation messages and their explanations are available in Appendix L of the QHAPDC Manual.

## 2. Accessing EVA Plus

There are multiple levels of access for EVA Plus (refer to the Security (access) levels section of this manual). Access for the Primary User is granted by the HSB Users. For Deputy Users, access is granted by the Primary User, and for Facility Users access is granted by either the Primary or Deputy User.

#### Passwords

Passwords must be 8 characters in length and contain a combination of the following;

- An uppercase alpha character (e.g. A, B, C)
- A lowercase alpha character (e.g. a, b, c)
- A number
- A special character (e.g. @, \$ or \*)

Example - Haveaniceday\*1

Passwords will expire after 3 months and users will be automatically prompted to change their password.

Users are responsible for maintaining the integrity of their password, and should be changed immediately if it has been compromised.

#### **Initial Login**

Users will receive two emails when granted access to the system. The first email will contain a unique username, and the second email will contain a system generated password. Both emails contain the link to the EVA Plus Online application.

After entering the unique username and system generated password, users will be promoted to change their password.

If one or both emails are not received, the Primary or Deputy User for the facility, or the Statistical Collections Branch should be contacted. This will be dependent on the security (access) level of the user. A step by step guide is provided below.

1. Click the link provided in the email to access EVA Plus

2. The login screen will appear. Enter the username and password provided in the emails, then select 'Login'.

Queensland Government
lectronic Validation Applicatior EVA PLUS)
AT - v4.1.6)
mail address*
hsu_test4@health.qld.gov.au
assword*
*******
Log on
Log on

**Hint:** For quick access, save this link to Mozilla Firefox Favourites by selecting, the Bookmark tab then **Bookmark this Page**. In the Name field, enter EVA Plus, then select **Done**.

Once logged in, the screen below will appear to change the initial password and to enter a lost password question and answer.

Please note that when filling in your User Name you are required to fill in your full email address.

Change password and lost password question
Current Password
*******
New Password
*******
Confirm Password
*******
Password must at least 8 characters long, combination of upper and lower case alphabet, numeric character and special character. Password can not be re-used on the previous 5 changes.
Please provide a password recovery question and answer that will be used later for password reset or account unlock.
Lost Password Question
Dog's Name
Answer
Magnie

- 3. Enter the initial password contained in the email into the **Current Password** field.
- 4. Enter a new password in the **New Password** field,
- 5. Re-enter the New Password in the Confirm Password field
- 6. Enter a question in the Lost Password Question field.
- 7. Enter an **Answer** to the Lost Password Question in the **Answer** field.
- 8. Select Save Password
- 9. The Welcome page will be displayed along with the confidentiality agreement for using EVA Plus, select **OK**

Aug Queensland Government	EVAPLUS - Electronic Validation Application	PAT
0		4
	salest Collection: Smith 8	
Welcome to the Que	ensland Health Statistics Branch Web Portal	
Product strength a classification	a vice directed prime and indexes	
Which Deep the perpendice stages was	and the second	
	Welcome to the Guernsland Health Electronic Validation Application.	
	This system is for the use of authorized users only. You should not use this system without authority, or in excess of your authority	
	By logging on to this application you are agreeing to comply with the resevent privacy principles and contributive laws	
	In perticular, personal and senistive information must be responsibly and theroparently collected and managed and all information about a person who is receiving, or has received, a health service must be treated with the structest confidence.	

10. The Appropriate Use message will then display. Select OK.

Once the password and/or lost password question has been changed successfully, the following message will appear. Select **OK**.



The Queensland Health Statistics Branch Web Portal page will then display.

11. Select the **QH** collection from the drop down list to display the home page.

Queensland Government	EVA <sup>PLUS</sup> - Electronic Validation Application	EWAPOUR VE D 2 PAT
A read		# HTML THIS TABLE AND DO DO HAN -
	Baleet Collection:	
Welcome to the Quer	ansland Health Statistics Branch Web Port	
Photosof protoct is consections from	Plan attroppingpaners logit addresses	
YOUR HARK ALLECTIVETUS TO GET WIRE &	In 09-24% 2015 at 3 36 um. Your tant universitienter must was un 22-0EC-2014 at 4:00 pm	

**Hint**: This drop down list will only appear if access has been granted to more than one Data Collection e.g. Outpatients (OP). If access has been granted to one collection then the user is taken directly to the home page of that collection.

Queenstand Government	EVAPLUS - Electronic Validation Application	EVAPlus v4.0.2 PÁT
A Home Data Vactation - Reports - Dier Accounts -		L H5U_TESTAQHEALTH OLD GOV/AU +
	Select Collection: OH 😽	
Welcome to the Queensland	Health Statistics Branch Web Portal	
You are currently working in the <b>OH</b> collect Your last successful login was on 09-JAN-	2015 at 3 38 pm Your last unsuccessful login was on 20 DEC- 2014 at 4.09 pm	
Your dashboard		

#### Subsequent Logins

Following the initial login, EVA Plus can be accessed via QHEPS.

- 1. Open the Queensland Health Intranet (**QHEPS**) in Mozilla Firefox.
- 2. Select Reference Tools. Under Data select Health Statistics Branch.
- 3. The HSB home page will open. From the, **Popular Pages** section, select Manuals.
- 4. Under the **Queensland Hospital Admitted Patient Data Colle**ction, select **EVA Plus system link and user manual.**
- 5. Select **EVA Plus** and the login screen to the application will be displayed.

Queensland Hea	lth
Electronic Vali (EVA PLUS)	dation Application
ΡΔΤ - ν4.τ.6)	
Email address*	
Password*	
Password*	
Password*	Log on

If the **User Name** or **Password** is invalid, Invalid Login Credentials will display at the top of the screen. Refer to the forgotten password section of this manual if required.

#### **Locked Account**

A user account will be locked when a password is incorrectly entered 3 times. On the 4th attempt the user account will be locked. The user must then contact their system administrator to unlock their account. Users with the system security level of;

- Facility User should contact the Primary or Deputy User/s of their facility.
- Deputy User should contact the Primary User of their facility.
- Primary User should contact HSB.

Once the user account is unlocked, a system generated email will be sent to the user with a new system generated password. This password will need to be changed following the same process as when initially logging into the system for the first time (see Initial login).

#### **Forgotten Password**

From the Login screen, select Lost Password.

Queensland	t Health
Electronic (EVA PLUS	Validation Application
(BAT ( 94 ( ).6)	
Email addres	55*
Password*	
F	
	Log an

The screen to retrieve **Lost Password Question** displays.

- 1. Enter the User Name (email address).
- 2. Select Retrieve Question.

EVA PLU	c Validation Application S)
Log on	Retrieve Question
Email addr	955*
Ouestion	

- 3. The Lost Password Question will be displayed in the Question field.
- 4. Enter the answer to the question in the **Answer** field.
- 5. Select Submit Answer.

6. The message; **This will change your account password. Do you wish to proceed?** will be displayed. Select **OK**.

If the information entered is correct, the following message will display advising an email has been sent to the user's email inbox containing the new system generated password. The new password has been emailed to your account.

If the information entered is incorrect, the following message is displayed. Incorrect answer.

The user is required to change the system generated password when logging back in.

#### Change Password and/or Lost Password Recovery Question

A password and/or lost password recovery question can be changed at any time.

#### Select Change Password from the User Options Task Bar.

Queensland Government	EVAPIUS - Electronic Validation Application	EVAPINA 4 6 2 PAT
# Home		L ней_техтиднемон одо обили •
	Select Collection: -Select-	1 User Profile
Welcome to the Queens	and Health Statistics Branch Web Portal	Chaoge Password
Please select a collection from the d	rep-down list above	Feedback
Your last successful legin was on 09	JAN-2015 at 4.05 pm. Your last unsuccessful login was on 22-DEC-2014 at 4.09 pm.	Q ragout

#### **To change Password**

- Enter current password in the Current Password field, and the new password in the New Password field. Confirm the new password in the Confirm Password field by re-entering the new password.
- 2. Select Save Password.

Change password and lost password question
Current Password
******
New Password
Confirm Password
********
Password must at least 8 characters long, combination of upper and lower case alphabet, numeric character and special character. Password can not be re-used on the previous 5 changes.
Please provide a password recovery question and answer that will be used later for password reset or account unlock.
Lost Password Question
Mothers' Maiden Name
Answer
Smith

**Hint:** If the lost password question and answer is pre-populated it does not need to be changed.

3. The following message will display; You have successfully changed your password and/or lost password question and answer. Select OK.

#### To change lost password recovery question

- 1. Enter a new Lost Password Question and Answer then
- 2. Select 'Save'.

Change password and lost password question
Current Password
New Password
Confirm Password
Password must at least 8 characters long, combination of upper and lower case alphabet, numeric character, and special character. Password can not be re-used on the previous 5 changes.
Please provide a password recovery question and answer that will be used later for password reset or account unlock.
Lost Password Question
Mothers' Maiden Name
Answer
Smith

3. The following message will display; You have successfully changed your password and/or lost password question and answer. Select OK.

**Hint:** The current, new and confirm password fields can be left blank when only the lost password question and answer is being changed.

#### Logging Out

To log out of the application, select Logout from the User Options Task Bar.

* Home	Contraction of the second second second second	L HOU_TESTOCHEMITH DES COVAU +
and the second	Select Collection: -Striett- 👱	L User Profile
Welcome to the Queen	sland Health Statistics Branch Web Portal	Change Password
Please select a collection from the	drop-down list sbove.	Peedback
Your last successful login was on t	19-JAN-2015 at 4.06 pm. Your last unsuccessful login was on 22-DEC-2014 at 4.09 pm.	() Lagout

The **Login** screen will be displayed. Close the Mozilla Firefox window to completely log out.

# 3. User Management

## Security (Access) Levels

There are four user security (access) levels in Eva Plus;

- 1. HSB
- 2. Primary
- 3. Deputy
- 4. Facility

Every user needs to be assigned to an appropriate security (access) level and a facility must have a Primary user assigned.

#### **HSB Users**

- HSB users are the SCI processing team.
- HSB users have access to all facilities.
- HSB users grant and manage the Primary user's access.

#### Primary Users

- Primary user access can only be granted by a HSB user. To request Primary user security level access, the user must contact HSB. The request should be from the primary user's line manager and not the person who is requesting to be the primary user. The email request must be sent to QHIPSMail for EVA and provide the facility that the access is required for and their email address.
- A facility can have only one Primary user.
- Primary users can be granted access to more than one facility.
- Primary users grant access for the Deputy and Facility users.
- Primary users are responsible for managing the current active users of EVA Plus.

#### **Deputy Users**

- Deputy user access can be granted by the Primary user of the facility.
- A facility can have any number of Deputy users.
- Deputy users can be granted access to more than one facility.
- Deputy users can grant access to users who require the security (access) levels of Deputy and/or Facility user.

**Note**: The Deputy user security level has the same access privileges as the Primary user security level. The Deputy user security level was created to ensure that a backup role could exist for the Primary user to ensure that in their absence validations processes could continue and that the access at facilities could be managed effectively.

#### **Facility Users**

- Facility user access can be granted by the Primary user or Deputy user/s of the facility.
- A facility can have any number of Facility users.

• Facility users can be granted access to more than one facility.

If a HSB user is required to grant access for other access levels due to the Primary user being unavailable, an email request from a line manager must be sent to HSB before the request can be actioned.

## **Granting Access**

Prior to granting access to EVA Plus the first step is to identify if a user has previously been granted access.

#### Search for an Existing User Account

- 1. Log on to EVA Plus.
- 2. From the Main Menu, select User Accounts and Manage Users and Privileges.

Queensland Government	EVAPLUS - Electronic Validation Application	EVAPIUS V4.0.2 PAT		
A Home Data Validation + Reports + User Accounts +		LIHSU_TEST4@HEALTH QLD GOVAU +		
Manage Users and Privileges	Select Collection: 0H			
Welcome to the succession realt	h Statistics Branch Web Portal			
You are currently working in the OH collection				
Your last successful login was on 09-JAN-2015 at 4	06 pm. Your last unsuccessful login was on 22-DEC-2014 at 4:09 pm.			
Your dashboard				

The following search screen will appear:

Arthonic Dala Visiandrici - Peperta -	duer Accounts +						L HOLTESTARHEALTH OLD COVAL *
				Select Collection:	(CH		
	Reset	Create New User		Select Facility			
				-Al Accessore Facilities-	4.4		
	Search Us	ers	First Name		Surname	$\frown$	
	(goiam)	dja Bok yr	Devid.		(rest	Search	
	Select Ou	tput: O Users At Facilities U O Inactive User Accou	nder Your Jurisdictio nts	n O Users With No Access O Locked User Accounts	To Any Facilities O Users Assig	aned To Facelities Outside Your Jurisdiction	
	Update	Personal Account					
	Edit	Sumome	First Name	Logon Account		Active Flag	
	EM	User	Primary	HSU_TestAl@ni	esten qidi.gov.au	Active	

- 3. Enter the **User name** (email address), **First Name** and/or **Surname** of the user in the relevant search fields.
- 4. Select All in the Select Output field
- 5. Select Search
- 6. If the user does not exist, the message **No users found** is and a new user account can be created. Refer to <u>Create a New User Account</u>.

Queensland Government	EVAPLUS - Electronic Validation Application	EVAPIDE WIT 2 PAT
👘 Home Itada Vansaron + Preporta + Usur Appounds +		LINEQ_TESTAQUEALTH OLD COVALL+
	Select Collection: CH	
Manage Users At Facilities	Under Your Jurisdiction	
	No others round	
Existing Users With No Acc	ess To This Application	
	We search reams	
Users With No Access To A	ny Facilities	
	No upers found.	
Users Assigned To Facilities	s Outside Your Jurisdiction	
	No ošerš kounit	
Inactive User Accounts		
	No users tours:	
Locked User Accounts		
	No uters tours:	

7. If a user account does exist refer to; Update an Existing User Account.

Queensland Government				EVAPLUS - Electr	onic Valida	tion App	lication				ESWPROSIVE 0 2 PAT
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				Select Collect	ion: ()	ł					
	Reset (	Treate New User		Select Facility							
				-All Accessible Facil	be>-		1.0				
	Search User	5	First Name		sum	eman					
	ignesith gr	os.vog t	iest		te	8		1510	acti i		
	Update P Edit	ersonal Account	First Name	Logon Account					Active Flag		
	Ent	User	Fyinary	HSU_Tes	t4@neath.qi	d gov bu			Active		
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	13-DICT-201	d Eet Test	Test, t	est ligheath did gov au	Deputy User	Active	No	CALCHMERA	13-DCT-2014	13-0CT-2014	

#### **Create a New User Account**

Complete a user search to ensure that a user account does not exist. Refer to <u>Search</u> for an Existing User Account. If the user account does not exist, a new user account can be created.

1. From the Main Menu, select User Accounts and Manage Users and Privileges.

1

Queensland Government	EVAPLUS - Electronic Validation Application	EVAPIUS V4.0.2 PAT
Home Data Validation + Reports User Accounts -		L HSU_TEST4@HEALTH QLD.GOV AU ~
Manage Users and Privileges	Select Collection: QH 😒	
Confirm Facility Users Welcome to the queen orange in ealth	Statistics Branch Web Portal	
You are currently working in the OH collection		
Your last successful login was on 12-JAN-2015 at 7:3	7 am. Your last unsuccessful login was on 12-JAN-2015 at 7:28 am.	

The following search screen will appear:

#### 2. Select Create New User.

Queensland Government		EVAPILIES - Electronic 1	validation Applic	ation		Evaluation of 2 PAT
Avenue Data Vandidon + Reports + Unit Accounts +						1101 TESTADHEALTHOLD GOVAD +
		Select Collection:	an			
Frèset Croate I	New User	Select Facility				
		All Accessible Facilities-		- H ( +		
Search Users	First Name		Sumame			
Shengi da Boka	1				Searth	
Select Output ⊘ i	sers At Facilities Under Your Junisdicto active User Accounts	n O Users With No Access T O Lockea User Accounts	lo Any Facilities (	D Uniers Assigned To D ail	Facilities Dutside Your Jurisdiction	

The Create User table will be displayed.

- 3. Enter the First Name, Surname, Contact Telephone Number and the User name (user's email address) in the relevant fields of the table.
- 4. Select Create User.

Queensland Government			EVAPLUS - Electronic Validation Application	E-APPLIE W 0.2. PAT
Arbeid Dits Vindsten + Repaits +	Otor Accounts -			L HOU PERFARMONIAL THIOLOGOVIAU.
			Select Collection: CH	
	Create User			
	User Type	Account Active		
	Hospital Facility Linu	Active		
	Username*			
	\$3menitti uld govinu.			
	First Name*	Sumame	•	
	Contact Tel No			
	$\sim$			
	Cancel Crivate User	)		

**Note**: Ensure the user's email address is entered accurately. A user will be unable to access the system if the email address is incorrect. Once saved, the **User name** cannot be amended.

5. Two emails will be sent to the user with their user name and system generated password, including the link to EVA Plus.

Refer to Add Facility Access to assign a facility to the user.

#### Add Facility Access

Once a user has been granted access to EVA Plus, a facility can be assigned so they can view and amend the validation errors for that facility.

- 1. Perform a search to locate the user. Refer to <u>Search for an Existing User Account</u>.
- 2. Select Edit.

Queensland Government				EVAPLUS - Electron	ic Validatio	n Applic	ation				COMPRESSION PAT
A Home Data (Securitor) - Reports -	iller Altoninis, -										L HSU ТЕЗТИВНЕАТН ОГО СОУАЛ -
A REAL PROPERTY AND A REAL PROPERTY.				Select Collection	к он						
	Read 0	reate New User									
				Select Facility							
				All accessible Fuelite	5		1.0				
	Search User		First Na	me	Surna	me					
	Greats de	Lgoy au	test					See	nit .		
	Edit	Sumame	First Name	Logon Account					Active Flag		
	ER	User	Primary	HISU_TEINA	Shiraith dia g	iov.au			Active		
	Manage I Password Sent (S-DCT-201	Users At Facilitie	S Under Yo First Name	ur Jurisdiction Legen Username U test (@headh did gov/au	Security Level Facility User	Active Flag Active	Account Locked [L NO	Facility Granted Revoked DHARTERS TOWERS HOSPITAL	Valid From 19-DEC-2014	Valid To 18-DEC-2014	
	15-001-301	Test	Test	test tighearth ord gov as	Deputy User	Active	NO	CALOURDRA	18-007-2814	13-007-2014	

The Manage Users screen will be displayed.

Queenstand Government			EVAPLUS	- Electronic	Validation Appli	cation				EVAPOLY ALL 3 PA
Avine Duts Visition + Report +	Investigation a									A HEU, TENTAUHEALTH GLUT GOV AU +
			Select	Collection:	QH					
	Back									
	Manage Users									
	Username					Account datalis				
	Writh Bhirsth old gov au					Uset Type	Morphanity Unit			
	First Name	Su	mame			Account Active Password Date	Action			
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	Contact Tel No					Pwd Created Dy Pwd Created Dy	NSU_TERTARHEA	THE GLD GOVAL		
						Account Locked				
	Account Active									
	Activer 😹									
	Share Anna Reset Passaded									
	Grant User Access to F	acilities within	your Jurisdic	tion						
	Facility				Security Level	Va	id From	Valid To-		
	BOWEN HOSPITAL			8 -	Figurally User	×	6-344-2015		-	
	Add Access									
	Update Existing Users A	Access								
	Facility	Security Level	Valid From	Valid To		Granted By		Granted	On	
	DEMONSCRIPT HOROTAL	Parmillion.	UT IAN STITE			WOL TESTAN	and the polytophile	1. 15 160 5	. 340	

3. From the Facility drop down box, select the Facility to be assigned.

**Note**: Only the facilities the Primary /Deputy user are assigned will be available for selection in the **Facility** drop-down list.

- 4. Select a **Security Level** from the drop down list.
- 5. Enter the date that the access is to be effective from in the **Valid From** date field and the date that the access is to be effective to in the **Valid To** date field. If this is unknown this field can be left blank until the user's access is revoked.

**Note**: Alternatively the calendar functionality can be used to select dates by clicking on the red calendar icon to the right of these fields.

Queenstand Government		EVAPLUS - Electronic	Validation App	plication			EVAPOLI + AL I PAT
Avene Guts Visition + Arpan +	Init Accounts #						LINU RESTAURCASTINGED GOV.NU -
		Select Collection:	QH				
	Buck						
	Manage Users						
	Username			Account datally			
	Kent N@Micrath ald,gav au			User Type	MorpitalParility User		
	First Name	Surname		Account Active Password Date	Active		
	test	Test		Passwerd Sent User Created By	13-OCT-2014 HEU_TESTAGHEALT	H GLD GOVALI	
	Contact Tel No			Pwd Created Dy Pwd Created Dy	HSU_TERTARHEALT	HIGED GOVAN	
				Account Lockest			
	Account Active						
	Active						
	State Alter Reset Physical						
	Grant User Access to Facilitie	s within your Jurisdiction					
	Facility		Security Lev	rel Val	d From	Valid To	
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	Add Acces						
	Update Existing Users Access						
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	Paviny Securi	A Peakel Anim Loui Agiid to		or mited by	and has been as been as	oranted on	

#### 6. Select Add Access.

7. A text box confirming the access you are about to update will be displayed. Select **OK**.

Completion of the second							
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Most visited 🛃 QHEPS 🔝 MAC Online - PROD 🔝 EVA+ 19	KOD Koogle MAC Online - PAT 11G. MAC OF	ine - PAT 105 MAC Online _ TE	ST 11G 🔄 MAC Online - TI	ST 10G EVAplus - 119	Summer School 2014     Onicians Woolledge	Orect Access Internet. Building Emergency IV. The QLD Governme	et Ste
And Queensland inversion			EVAPLOS - Electron	ic Validation App	lication		PAT PAT
Roma Languages I manufacture						1	
			Calest Dollactics				
	Example Street Fromth						
	-						
	Grant User Anness to Fac	littles within your d	urisdiction				
	STATE STATE STATE IN	united throughout a					
	Facility	You are about to 0	Sharit Access to the User to	the Pacity & Date(s) Spe	cried. Do you wante proceed?	value To	
	emen nordalitati					=	
					OK Cancel		
	Update Existing Users Ac	cess					
	Paulin	insurant and the	From United 7		Transid Br	Contract Co.	
	interior de la contra la		- 2016	· · · · · · · · · · · · · · · · · · ·	time destaments have been been	12 JAN 2018	
			dimon.		Construction and an environment of the		
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The user's access will appear in the Update Existing Users Access section.

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#### Update an Existing User Account

The Primary user and Deputy user/s assigned to a facility have responsibility for managing the users of their facility. To update access for an existing user account:

- 1. Complete a user search to verify the user account exists. Refer to <u>Search for an</u> Existing User Account.
- 2. To edit a user account select Edit.

Queensland Government				EVAPLUS - Electro	onic Validatio	n Applic	ation				EWAPNERAD 2 PAT
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		_						HOSPITAL			
	15-001-2014	Test	Test	test tigheattri aid govieu	Deputy User	Active	NO	CALOURDHA	15-007-3014	15-007-2014	
								HOSPITAL			

3. The Manage Users screen will be displayed.

Queensland Government		EVAPLUS - Electroni	Validation Ap	plication					PRADIES NO D 2 PA
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	Facility		Security Le		alid From		Valid To		
	CONT.P MICH	(*	Fixtery ve	er 🗃	12-JAN-2015	8		1	

Make the required changes and select **Save User**.

#### Remove User Access

The Primary user and Deputy user/s assigned to a facility have responsibility for managing the users of their facility. A Primary user can remove access for Deputy and Facility users. A Deputy user can remove a Facility users access and a HSB user can remove a Primary users access to EVA Plus.

#### Remove a User's Access to a Facility

A user's access to a facility can be removed by providing an end date to the facility assigned to the user. The user will still be able to log in to EVA Plus however cannot perform tasks associated to that facility.

1. Complete a user search to retrieve the user account. Refer to <u>Search for an</u> Existing User Account.

Queensland Government				EVAPEUS - Electronic	c Validation A	pplication				EMPRICEAD 2 PAT
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#### 3. The Manage Users screen will be displayed.

- 4. Enter Valid To (end date) in the Update Existing Users Access table.
- 5. Select **Save Access**. A message will display to state that the facility access changes have been saved.

Kow Queensland Government			EVAPLUS - Electro	mic Validation A	pplication		EVAPArated C 2 PA
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	BEAUDESERT HOSPITAL	Fainity Liter	12-349-2015 13-	Jan-2016	HSU_TESTA@HEALTH OLD GOVAU	12-JAN-2019	

6. The User Access History table will be updated with the changes.

#### 7. Select Back.

Grant User Access to Facilities within your Jurisdiction

Facility				Security Level		Valid From		Valid To
-Select Facility			Ϋ́.	Facility User	8	12-JAN-2015	iiii	
Add Access								
Update Existing Users /	Access							
Facility	Security Level	Valid From	Valid To		Granted B	зу		Granted On
BEAUDESERT HOSPITAL	Facility User	12-JAN-2015	12-Jan-2	015 🛗	HSU_TES	14@HEALTH.QLD.G	OV.AU	12-JAN-2015
Cancel Save Access								
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Facility BEAUDESERT HOSPITAL	Security Facility Us	Level Valid I er 12-JAN	From 4-2015	Valid To	Granted B	Y 4@HEALTH.QLD.GO	DV.AU	Granted On 12-JAN-2015
Facility BEAUDESERT HOSPITAL CALOUNDRA HOSPITAL	<b>Security</b> Facility Us Deputy Us	evel Valid I er 12-JAN er 13-OC	From 1-2015 T-2014	Valid To - 13-OCT-2014	Granted B HSU_TEST HSU_TEST	<b>y</b> 4@HEALTH.QLD.G( 4@HEALTH.QLD.G(	UA.VC	Granted On 12-JAN-2015 13-OCT-2014

The Manage User Accounts and Access search screen will appear:

8. The user's access to that facility will be **Revoked** and will appear red in the **Facility Granted/Revoked** column.

Queensland Government				EVAPEUS - Electro	nic Validation Appli	cation		ENAPHIERAD I PAT
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				Select Facility				
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	Update Pr	ersonal Account						
	opsater							
	Edit	Sumame	First Nam	Logon Account			Active Flag	
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	-							
	Manage L	Isers At Facilitie	es Under Yo	our Jurisdiction				
	Password Sent	Edit Surname	First Name	Username	Security Active	Account Facility	d Valid From Valid To-	
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						HOSPITAL		
	15-001-2014	Test	Test	test tighealth and goy au	Deputy User Active	NO CALOUNDEA	15-007-2014 13-007-2014	
						PLOSPITAL		

#### **Inactive a User**

By making a user's access Inactive the user will no longer be able to log in to EVA Plus.

- 1. Complete a user search to retrieve the user account. Refer to <u>Search for An</u> Existing User Account.
- 2. Select Edit.

Queensland Government				EVAPLUS - Electronia	c Validation	Application				(290-P1	10840 2 PA
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				Select Collection:	OH						
	Reset 0	Create New User									
				Select Facility							
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	Gnestri di	1.004.94	test				Ben	a.19			
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	Update P Edit Con Manage I Password Sent 15007-201	Surname User Jsers At Faciliti	First Nam- Primary es Under Yo First Name	Logen Account Jesu, Tenag ur Jurisdiction Logen : Username : Itestiggtesttindt govau :	chealth cha gov Security / Level / Facety User /	Active Account Flag Locked II Active No	Facility Granted Revoked Deartiers Tombris	Active Flag Active Active Valid From 19-DEC-2014	Valid To 16-DEC-2014		

- 3. From the Account Active drop down list select Inactive.
- 4. Select Save User.
- 5. Select **Back**.

A STATE TO A STATE OF	And the second of the second of the					
Home Lata validad	on - Reports - User Accounts +					HISU_TEST4@HEALTHIGLD/GOVAU -
			Select Collection:	OH		
	Back					
	Manage Users					
	Username				Account details:	
	test i@health.gid.gov.au				User Type Hospitat/Facility User	
	First Name	Surnai	ne		Account Active Active Password Date	
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	Contact Tel No				Pwd Created By HSU_TEST4@HEALTH.OLD.G Pwd Created On 13-OCT-2014 Account Locked -	SOVAU
	Account Active					
	Active					

The Manage User Accounts and Access search screen will appear:

6. The user's access to EVA Plus will now be displayed as **In-Active** in the **Active Flag** column.

Queenstand Government					EAN Elecno	nic validatio	n Applic	noon				Evenue velu 2 Per
Horse Data Vastanzo + Reports + 10	+ United as											LHSU_TERTAGHEALTH CLD NOVALI -
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	13-DCT-2014	Edt	Test	Test	testi@heath did gov au	Facally User	In-ACOVE	No	BEALCIESERT HOSPITAL	12-JAN-2015		
	18-0CT-2014	Fet	Test	Test	test t@heath qid gov au	Facility User	ID-Active	ND	CHARTERS TOWERS HOSPITAL	19-DEC-2014	18-DEC-2014	
	09-349-2015	EUX	USER3	TEST	testusera@neath.gd.gov.au	Deputy User	Attive	NQ.	EDWIN HOSPITAL	22-34N-2014	11-DEC-2014	
	31-JAN-2014	Lot	user	test	testtest01@heath gid gov au	Deputy User	Active	140	HOWEN HOSPITAL	31-JAN-2016	05-0CT-2014	

#### **Confirm Users**

Primary users are required to confirm users on a quarterly basis (March, June, September and December). When a review of users is due, the Primary User will receive an email from qhipsmail@health.qld.gov.au. The option to confirm users is only available in EVA Plus during the period review timeframe. If a Primary user receives an email to confirm users and the option is not available in EVA Plus, please contact HSB.

1. From the Main Menu, select User Accounts and Confirm Facility Users.

Queensland Government		EVAPLUS - Electronic Validation Application	Evel(but set 0.2 PAT
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	Manage Users and Privileges	Select Collection: GH	
C	Control Active Users		
	Facility		
	-Select Placeby-	<u>a</u> ,	
		tio users toune	

2. From the Facility drop down list, select the Facility.

Queensland (	Sovernment			EVAPLUS - Electronic \	alidation Application				EWAPER V4 0 2 PAT
A Home Dala Viedila	oh = Reports =	User Accounts						A HSU_TESTAR	MEALTH QLD GOV ALL +
				Select Collection:	OH				
	Curre	nt Active Use	ers						
						Manage Use	rs. Confirm Use	er Leit	
	Facility								
	BICIW	EN HDSPITAL		8					
	Edit	First Name	Surname	li Username	Security Level	Valid From	Valid To	111	
	End	Deputy	User	HSU_Test5@neath ald.gov.au	Deputy User	16-JAN-2013			
	Edil	Facility	User	HSU_Test6@health.gld.gov.au	Facility User	16-JAN-2013	*		
	Eau	Primary	User	HSU_Test4@health.gld.gov.au	Primary User	16-JAN-2013			

- 3. A list of current EVA Plus users with access to the selected facility will be displayed.
- 4. Review the list of users to ensure access is current.
- 5. To update a user select **Edit** and the **Manage Users** screen will be displayed. Refer to Update an Existing User or <u>Remove User Access</u> for making changes.
- 6. If a user needs to be added to the Facility, select **Manager Users**. The **User Maintenance** screen will display.
- 7. Select **Create New User**. Refer to Create a New User Account for the steps on adding a new user.
- 8. If all users listed are current, select **Confirm User List**.

Queenstand Government				EVAPLUS - Electronic	Validation Application			EUXPRIL v1.0.7 PAT
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	Edit	First Name	Sumame	li Username	Security Level	11 Valid From	Valid To	
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	Con.	Facility	User	HSU_TestSgineath old gov au	Placetty Liser	16-JAN-2013		
	RIP	Primary	User	HGU_Test4@hisath gid.gov.au	Primary User	16-JAN-2013		

# 4. Data Validation

The home page will display; **You are currently working in the QH Collection** to identify which collection is being viewed. You can return to this screen at any time by selecting the **Home** tab.

The **Dashboard** provides a summary count of the validations for each Facility broken down by month.

## Validation Errors

Validation errors in EVA Plus are classified as either Fatal or Warning. Both types of errors must be actioned in EVA Plus. Actioning informs HSB of the outcome of the investigation undertaken by the facility for that validation error and does not amend or change any data within the source system i.e. HBCIS. Records which require amendments must be updated in the source system and this will trigger the source system to send an amendment record to QHAPDC in the next data extraction. If no amendment is made to the record in the source system (and no mapping by HSB is required) the error will re-present in EVA Plus.

For a full list and explanations of error messages please refer to <u>Appendix L</u> in the latest copy of the QHAPDC manual. The QHAPDC Manual can be accessed from the HSB web site: <u>http://qheps.health.qld.gov.au/hsu/datacollections.htm</u>

Fatal validation errors have three actions:

- FTL Fatal error Record to be updated by facility.
- FTL Fatal error Record confirmed as correct please map error.
- FTL Fatal error Facility to contact HSB.

Warning validation errors have three actions:

- WRN Record updated by facility.
- WRN Record confirmed as correct.
- WRN Warning Error Facility to contact HSB

#### **Opening Validation Errors**

There are two ways to view validation errors for a facility. ALL validation errors for a facility can be viewed or only the validation errors for a particular month.

1. To view all the validation errors, select the hyperlink of the facility to be viewed. All the validation errors for this facility will be displayed.

Queensland Government			EV	APLUS - E	Electroni	c Validat	ion App	leation						EWAPINE WOOD PAT
A Hours Data Validation - Reports - 10	Ner Auguandi +													L HSU_TEST4GHEALTH OLD GOVAU +
The second s				Select C	ollection	a	1							
	Welcome to the Queens	land Health S	tatistics	Branch	Web F	Portal								
	You are currently working in the OF	collection												
	Your last successful login was on 17	-JAN-2015 at 7 37	am Your last	unsucces	istul lägin v	valis on 12	JAN-2011	at 7 28 a	m.					
	Your dashboard													
	Felty Name	Older Feb	4 Mar 14	Apr 14	May 14	Jun 14	Jul 14	Sep 14	Sep 14	Oct 14	Nov 14	Dec 14 Jan	15 Total II	
	TOOMODWBA HOSPITAL						0	0	100	0			202	
	CALOUNDRA HIBBIETAL							0	0	G			43	
	CHARTERS TOWERS HOSPITAL						0			0			10	
	USAULESSET HOSPITAL													

2. To view only the validation errors for a particular month, select the red circle under the month, against the Facility. The number within the red circle is the total number of validation errors for that month. All the validation errors for the selected month will be displayed.

Queenstand Government		E	VArcos.	Electrons	c Validat	on App	lication							EVENUE VILU 2. PAT
A Hour Dida Validation + Reports + Oper Adjourds +														L HSU_TEST4@HEALTH GLD GOV/AU +
Provide an and the second s			Select	Collection	a									and the second
Welcome to the Queen	sland Health	Statistics	Branc	h Web I	Portal									
You are distently weighted in the O	H collection													
Vour last ruccentful login wirs on	2-JAN-2015 at 7 3	Tam Your ta:	st unsuèce	sshul login i	Asks on 12-	100-RAL	5 at 7 28 at	π.						
Your dashboard														
Feity Name	Older Fet	14 Mar 14	Apr 14	May 14	Jun 14	Jul 14	Sep 14	Sep 14	Oct 14	Nov 14	Dec 14 J	an 15 1	fotal 11	
TOOWOOMBĂ HOSPITAL							23	100		)			202	
CALOLINGRIA HORRITAL							0	0	O				43	
CHARTERS TOWERS HOSPITAL						0			0				10	
USAULESCHT HOSPITAL														
LICIVIEN HORPITAL														
		1												

The **QH Patient Data** screen will be displayed and the validation errors listed are defaulted to those for the **Facility to Action**. The **Status** column also identifies the error as **Not Actioned**.

Filter	r Da	ita												
Select	Faci	lity									Act	ve status		
100	MOC	MBA HOSP	TAL							<b>H</b> )	+ 4	ctive only	2	
OHP	atier	t Data												
G	uno	IT D'und			1	-	-	-						
14				0	o Report	2 Facility to Action		Actions	Duik	edit checked rec	cords (200 n	an)		
	CHINO 1	10 THOT ACTION	od Field	হ দা										
1 - 50 0	1 202	×												
		Status	Eclay.bd	Patient M	Episoda M	Esitsi Unique lid	Start Date	EndDate	Mug.Tope	Mag Category	Usu.Cede	Man Demarkation		Latest Action Text
Ent		Status	Eclty.M	Patient M	Episoda M utomotopoto 2	Ficility Unique Id.	Start Date 04-3LL-2014	End Date 05-JUL-2014	Mullipe FTL	Mau Category NMD8	Mou.Cede H74	Mon Description Missing or availal code for the fact	Ny thist the patient was transferred from. Please clinck referral iteration	Latest Action Text
Ent Ent			Ecity.1d 00104 00104	Patient M	Episode bl phonoconooo constacoopst	Folixi Unique Id desvolutivescol descolutioned	Start Date 04-010,-2014 05-JUL-2014	End Date 05-JUL-2014 08-JUL-2014	Mail Men FTL FTL	Msu Category NMDS NMDS	Msu.Cede H74 H74	<u>Misa Descritution</u> Missing or avails code for the fact	hy that the patient was transformed from. Please the ckreformal behads hy that the patient was transformed from. Please the ckreformal details	Latest Action Text

#### **Viewing Validation Errors**

The **QH Patient Data** screen is interactive which allows various ways of viewing the validation errors. They can be viewed by Facility, Active Status, by a field value and/or by validation status (Not Actioned, Actioned or HSB to Action).

To move between pages select the > icon.

QH Patie	ent Data											
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	0											
	Status	Letter 14	Patient M	Episode Id	Ectty Unique Id	Stint Date	EndDate	Han Type	Man Gategory	Man Code	MigDeactablies	Latest Action Tex
E01	SLates	Echv.14	Patient M	Episode M	Ecity Unique M	Stint Dute 04-JUL-2014	EndDute 05-JUL-2014	<u>Hisa Type</u> FTL	Man Category	Man Code H74	Hor Description Missing or invalid code for the facility that the palient was bansferred from. Please check referral defails	Latest Action Tex

Viewing the Validation Error Messages – There are two ways to view the validation error messages, either at summary level or in detail. The summary level is the default option. To move between the two views, select the **View** icon. Below are the two different options.

Status Ectiviti	Patient M Episode Id	Ecity Unique Id	Start Date	EndDate	Man Type	Mun Catenny	Man Code	ManDescription	Latest Action 1
Edit 🔲 Internet 00104	17500424 NACCODECCO	-	04-3UL-2014	05-JUL-2014	FTL	NMD5	H74	Nissing or invalid code for the facility that the patient was transferred from. Please check referral details.	+
Edd [] (D.C. A. D. B. D.	1000000000 m00000000	Dessociation	05-JUL-2014	06-JUL-2014	FTL.	NMDS	347.4	Missing or invalid code for the facility that the patient was transferred from. Please theck referral details.	
Cat		-	06-AU-0-2014	13-AUG-2014	FTL.	÷	H614	ICD code PR4752601 does not match diagnosis site code. Please review excludes notes (refer to coding standards)	÷
Edt 00104	Mumore pumponocom		25-40-2014	26 AU-0 2014	FIL.	NMDB	H24	Missing or unvalid code for the facility that the patient was transferred from. Please check referral details	1
Edt Distances 00104	<b>WHENHIN</b> 00(1030000000	2 10000000000000	05-AUG-2014	16-803-2014	FTL	FUND	H822	The patient has been treated in a putier breintr and assigned a funding source of AHCA or Recorder Health Agreement but the patient was compensable; or had a private chargeable status or was not eligible for Medicare Prease check these terms.	
Detailed Le	evel								
H Patient Data							1		
0									
14		Go H	eports	2. Facility 1	to Actio	n 💌		Actions Buik eat checked records (200 max)	
Status in 'Not Acti	oned, Facility' 💌	GO H	eports	2. Facility 1	to Actio	n Y		Actions Bulk eat checked records (200 max)	
<ul> <li>Status in 'Not Acti</li> <li>50 of 189 (3)</li> </ul>	oned, Facility' 🗹	Go H	eports	2. Facility1	to Actio	n 💌			
<ul> <li>Status in Not Acti</li> <li>50 of 189 (2)</li> <li>Check All</li> </ul>	oned, Facility' 🗹	Go H	eports	2. Facility1	to Actio	n 💌			
	oned, Facility' 🔽 H629 Waiting I attient Id: ccility 00104 T(	Go H	unber 001 de: 00000	2. Facility1 1 has a Na 10000002 1L	tional F Facilit	n Y Procedure ty Unique I	Indicate	Actions Buik built checked records (200 max) or of 1 whilst the Waiting List Specialty is not in 3,6,11. Start Date: 20-AUG-2014 End Date: 21-AUG-2014	
	oned, Facility' 🔽 H629 Waiting I atient Id: acility 00104 T( sage Date: 25-	So H	mber 001 de: 00000 HOSPITA Type: FTL	2. Facility 1 1 has a Na 10000002 1 1. - Validatio	tional F Facilit	Procedure ty Unique I	Indicate id:	Actions Buik buik concrete directords (200 max) or of 1 whilst the Waiting List Specialty is not in 3,6,11. Start Date: 20-AUG-2014 End Date: 21-AUG-2014	
Status in Not Action Status in Not Action Status in Not Action Check All Ch	H629 Waiting I titent Id: hcility 00104 T( sage Date: 25- ction ;	Go H	imber 001 de: 00000 HOSPITA Type: FTL	2. Facility 1 L has a Na 10000002 L . Validati	tional F Facilit	Procedure by Unique I MO Active	Indicate Id:	Actions Built built checked records (200 max) or of 1 whilst the Waiting List Specialty is not in 3,6,11. Start Date: 20-AUG-2014 End Date: 21-AUG-2014	
Status in 'Not Acti - 50 of 189 (3) Check All Not Actioned Fa Mes Edit Not Actioned Pa Fa	oned, Facility' ♥ H629 Waiting I atient Id: aciity 00104 T( sage Date: 25- ction - H629 Waiting I atient Id: atient Id: atient Id: atient Id: atient Id: base 26	Go H	Imber 001 de: 00000 HOSPITA Type: FTL mber 001 de: 00000 HOSPITA	2. Facility 1. bas a Na 100000002 L 2. Validati 1. bas a Na 10000002 L 2. Validati	tional F Facilit fional F Facilit Facilit	Procedure ty Unique I MO Active Procedure	Indicate Id: (	Actions Buik built checked records (200 max) built built bui	
Status in 'Not Acti 50 of 189 () Check All Not Actioned Fa Mes Edit Not Actioned Pa Fa Mes Fa Fa Fa Fa Fa Fa Fa Fa Fa Fa	ened, Facility' V H629 Waiting I atient Id: aciity 00104 T( sage Date: 25- ction H629 Waiting I atient Id: atient Id: atient Id: atient Id: atient Id: cility 00104 T( sage Date: 25- ction	Go H SEP-2014 SEP-2014	Imber 001 de: 00000 HOSPITA Type: FTL mber 001 de: 00000 HOSPITA Type: FTL	2. Facility 100000002 L Validati 10000002 L Validati	tional F Facili on: DEF Facili Facili	Procedure ty Unique I MO Active ty Unique I	Indicate Id: a: Y Indicate Id: a: Y	Actions Buik built checked records (200 max) built built bui	

#### Filter Data

**By Facility** – From the **Select Facility** drop down list, choose a Facility or select All Facilities.

Queensland Government	EVAPLUS - Electronic	Validation Application		EVAPlus v4 0.2. PAT
A Home Data Vallazban - Reports - User Accounts -				A HSU_TESTAGHEALTH OLD GOV AU +
	Select Collection:	QH		
Filter Data				
Select Facility		Active status		
TOOWOOMBA HOSPITAL	× •	Active only	8	
	q			
- All facilities -				
BEAUDESERT HOSPITAL	a	s (200 max)		
BOWEN HOSPITAL				
CALOUNDRA HOSPITAL				
CHARTERS TOWERS HOSPITAL				
TOOWOOMBA HOSPITAL				Latest Action Text

#### **Note** – If access is only granted for one facility the drop down box will not appear.

**By Active Status** – This refers to whether validation errors still require action, or no further action is required. From the **Active Status** drop down list, select **Active Only** to view validation errors that still require action, or **Inactive** for validation errors that have been completed. To view both Active and Inactive, select **All**.

#### **QH Patient Data Filter Options**

**Field Value** – A particular value within the **QH Patient Data** table can be selected to filter the validation errors. For example, to filter on **Msg Code** to only show validation errors with a particular code, select the magnifying glass and select **Msg Code**. Enter the validation error code and select **Go**. All validation errors with that Msg Code will be displayed.

Queensland Gove	emme	ent				EVA	PLUS - Electronic \	alidation Application			EVARIUS V4 D 2 P
A Home Data Valluation -	Rep	ionts - Use	r Accounts +							L HSL	TEST4@HEALTH QLD.GOV AU +
						s	elect Collection:	QH.			
Filter Data											
Select Facility								Active status			
TOOWOOMBA HOSPITAL							* *	Active only		8	
All Columns Status 1 Fotty Id Patient Id Episode Id	ont Id	Episoda Id	Folly Unique Id	Start Date	End Date	Mag Code	Mag Description	(200 may			Latest Action Text
Start Date	2 COLOR	0000000000000		07-OCT-2013	21-0CT-2013	H559	ICD code PDJ13 has b	een provided but this is a rare code.	Please confirm.		WARNING ACTION BY DCU, TESTING
Msg Code Msg Description	10995	00000000012		18-007-2013	09-NOV-2013	H656	ICD Code W91 usually	have a condition Present on Admiss	sion indicator of 1 - Present o	n Admission. Please confirm this is corre	t WARNING ACTION BY DOU, TESTING
Latest Action Text	19990	000000000002	-	86-NOV-2013	09-DEC-2013	H550	ICD ODK0709 has bee weeks	n provided which is only valid for pat	tients who are between 1 yea	rs and 124 years but this patient is 2	WARNING ACTION BY DCU, TESTING
E01 Advance 00104		0000000000002	-	23-DEC-2013	24-DEC-2013	H447	Funding Source is Reci as overseas.	iprocal Health Care Arrangements (	(with other countries) but path	ent's State of Usual Residence is not liste	WARNING ACTION BY DCU, TESTING

The field value can also be filtered by using the column hyperlink. Select **Msg Code**, enter the validation error Msg Code (eg, H120) and select the Msg Code entered. All validation errors with that Msg Code will be displayed.

	EVA - Electronic	Validation Applicat	ion	EV	APlus v4.0.3
Home Data validation + Reports + User Accounts + Administration +		-	L HSU	TEST2@HEALTH	LD GOV AU
	Select Collection:	QH			
Filter Data					
Select Facility		Active status			
ROYAL CHILDREN'S HOSPITAL	я -	Active only	8		
OH Patient Data					
Go Reports 2 Facility to Action M (11) Action	Bulk edit checked records	(200 mai)			
Status in Tabl Astroned, Facility 🖓 🥸					
1-2 of 2 Status Echvild Patient M Entrade Id Echvilmiene M Start Date Ecol Date	Msn Type Msn Category Msn	Code Msg Description		Latest Action Tex	MsgDate
1-2 ef2     Status Echtual Patientila Entendelal Echtushimmela Stati Dane Ecal Dane     Ecal Dane     Ecal Dane Ecol Dane     Ecol Dane	Man Tupe Man Categor Man		nt class indicate this patient is a newborn, but other codes are not newborn	Latest Action Tex	MsgDate 21-NOV-2014
1-2 ef 2     Stotes Ecklul Patientili Enkedelul Ecklutheren il Start Date EuriConte     Ever Contenting (00007) peddeten (0000000003) peddetendeles 17-0CF-2014 18-0CF-201	Man Tune Man Categor Man 4 FTL GEN 1112		nt class indicate this patient is a newborn, but other codes are not newborn. Saccount class.	Latest Action Tex	MsgDate 21-NOV-2014
1-2 cf2         Status         Exitable Patient M Exitable M Exitable M Stat. Date: Exit. Date: E	Msaßare MsaGateaur Msa 4 FTL GEN M12 4 FTL GEN M12	Code Misa Description	nt class indicate this patient is a newborn, but other codes are not newborn 3 account class. Indicate this patient is a newborn, but biter codes are not newborn 5 account class.	Latest Action Tex	Msa:Date 21-NOV-201- 21-NOV-2014
1 - 2 of 2     Software Exhibit Patient M Exhibition M Exhibitione M Shart Done Enclose     Descourse 00007 0000000000 0000000000 0000000000	Msa Dare Msa Cateau Msa 4 FTL GEN 1112 4 FTL GEN 1112	Code Man Description	nt class indicate this patient is a newborn, but other codes are not newborn 3 account class. In a class indicate this patient is a newborn, but other codes are not newborn 5 account class.	Latest Action Tex	1 <u>Msg.Date</u> 21-NOV-201- 21-NOV-201-
1 - 2 of 2     Status EchtVall Patient M Enisode M EchtValmene M Start Done End Dote     Occorrection 00007 00000000000 0000000000 000000000	Msn.Tope Man Categori Msn 4 FTL OEN (2) 4 FTL OEN (120)	Cook Misa Descubling	nt class indicate this patient is a newborn, but other codes are not newborn 3 account class. In class indicate this patient is a newborn, but other codes are not newborn 3 account class.	Latest Action Tex	1 <u>Msa Date</u> 21-NOV-2014 21-NOV-2014
1-2 cf2     Status EditAd Patient M Enisode M EditAdment M Statt.Date EndDate     Doctorement 00007 00000000000 00000000000 00000000	Man Dans Man Catenor Man 4 FTL OEN MI 4 FTL OEN MI 6 FTL OEN MI 1000	King Description	nt class indicate this patient is a newborn, but other codes are not newborn 5 account class. In class data this patient is a newborn, but other codes are not newborn 9 account class.	Latest Action Tex	1 <u>Maa Date</u> 21-NOV-201- 21-NOV-201-
1 - 2 d 2     Status Esticular Partient Ma Enisode Ma Esticulturame Ma Start Done Enal Done     East Done	Maa Dana Maa Categor Maa 4 FTL OEN ma 4 FTL OEN Maa 4 FTL OEN Maa		nt class indicate bits patient is a newborn, but other codes are not newborn 3 account class. In class indicate bits patient is a newborn, but other codes are not newborn 5 account class.	Latest Action Tex	1 Msg.Date 21-NOV-2014 21-NOV-2014

#### Reports

There are three different report options available. **Primary Report**, **Facility to Action** and **HSB to Action**. Facility to Action is the default and will only list the validation errors that require action. The Primary Report will list all validation errors that still require action as well as those validation errors where no further action is required.

elect Facility		Active status		
CALOUNDRA HOSPITAL	х •	Active only	2	
OU Deliver Date				
CH Patient Data				
Go Reports 2 Facility to Action	E Actions Bulk edit checked records	: (200 miax)		

#### **Actions**

The **Actions** icon allows various options for displaying the list of validation errors. This includes; adding or removing columns from the table, adding or removing the number of rows to be viewed and saving the desired view as the default.

Queensland Government	EVAPLUS - Electronic	alidation Application	EVAPIUS V4 0.2 PA
🕈 Home Dato Validation - Reports - User Accounts -			LHSU_TEST4@HEALTH QLD GOVAU +
	Select Collection:	QH	
Filter Data			
Select Facility		Active status	
CALOUNDRA HOSPITAL	/ × +	Active only	
OH Patient Data	/		
	<u> </u>		
Ge Reports 2 Facility to Action M Act	ions Bulk edit checked records	(200 mai)	
e 🗸 Status in tol Autoned, Facility' 🗹 😵	Select Columns		
Status Eclivid Patient M Enisode M Folivithique M Start Date End	Rows Per Page	Code Msg.Description	Latest Action Text
Edi Distances 00043 deserve 00000000001 deserves 15-SEP-2014 15-	Format H44	Funding Source has been provided as Other but Patient's der Source, Check all details	ails indicate they should have a different Funding
EOR . Martistana 00043 Matalan 00000000002 Matalana 22-SEP-2014 08-	Save Report H39	Genatric Evaluation and Management patients should be at a	sast 65 years old -
Edd D Statements 00043 Managenet 00000000001 Managenetics 17-FE8-2014 03-	9 Reset H60	Patient days are more than 100 but patient has not had psych	latic care or nursing home type care.
Eon . Research 00043	нар нар	Geriabric Evaluation and Management patients should be at I	rast 65 years old -
Edd NELAdoxed 00043 000000000006	Uownioad H17	Patient was discharged at same time they returned from leave	e. Check all leave dates.

#### Adding or removing columns - select Actions then Select Columns

lelect Facility		Active status	Active status	
CALOUNDRA HOSPITAL		# * Active anty		
all Ball and Ball				
OH Patient Data				

- 1. Select the fields to be added from the Do Not Display field
- 2. Select the Arrow to move the fields into the Display in Report field
- 3. Select Apply

QH Patient Data

Select Columns		
Do Not Display		Display in Report
B Audit User		kinput type="checkbox" onclick="html_CheckAll(\$x_UpTill(this,"TABLE"),this.checked)" id="checkall-msg-id">
ad Id	69	Fotty Id
dule Id ion Load Id		Patient Id Episode Id
LE Timeout Millis	4 F	Fotty Unique Id

These fields will now be added to the table.

Queensland Government	EVAPLUS - Electronic	Validation Application		DVARION VED 2 PAT
Allome Data Valgotion - Reports - User Accounts -				HSU_TESTAIBHEALTH OLD GOV AU +
	Select Collection:	QH		
Filter Data				
Select Facility		Active status		
TOOWOOMBA HOSPITAL	- 10 T F	Active only	8	
OH Patient Data				
🔎 00 Reports 2. Factor/12.Action 💌 💷 Actions	Bulk edit checked record	s (200 mai)		
🚊 🕎 Statuu in Téét éclimus, rantin' 🖾 😵				
1-50 ef 202 (a)			6	
Status Echyld Entrancial Entrancial Echyldrinaerial StartDate EndDate Ma	ad Type: Misa Category Mis	a Code Mag Description	Latest Action Text (HSB	Andr User Name HSB Andr Date Locked By

To make this the default table that is displayed, select Actions then Save Report.

QH P	atie	ent Data							L			
2	E			3	30 Reports :	2. Facility to Action	r 💌 🖪	D [	Actions Bulk edit che	ecked r	ecords (200 n	nax)
⊟ 🏹 1 - 43 c	Statu of 43	is in 'Not Action	ied, Fşcil	ity' 🗹 📡					Select Columns			
		<u>Status</u>	Felty Id	Patient Id	Episode Id	Felty Unique Id	Start Date	End	Rows Per Page	•	v <u>Msg Code</u>	Msq De
Edit		Not Actioned	00043		000000000001		15-SEP-2014	15-)	Format	•	H448	Funding Source.
Edit		Not Actioned	00043	1 1	00000000002	-	22-SEP-2014	08-)	Save Report		H395	Geriatric
Edit		Not Actioned	00043	-	00000000000	1	17-FEB-2014	03-)	Reset		H606	Patient o
Edit		Not Actioned	00043	-	00000000019	-	29-SEP-2014	08-1	Help		H395	Geriatric
Edit		Not Actioned	00043	-	00000000006		21-SEP-2014	17-1	Download		H177	Patientv

A text box will appear to name the report, select **Apply.** The report is now available in the **Reports** drop down list.

QH Patient Data		
A	Go Reports 2, Facility to Action 🥣 📺 🗐 Actions Bulk edit checked records (200 max)	
Save Report		
Name TEST		
Description Test Report with extra fields	Cancel Apply	
2H Patient Data		
DH Patient Data	Go Reports 1. Test Actions Bulk edit checked records (200 mag)	

#### Filters - Select Actions then Filter

QH F	atie	ent Data							1			
2					Go Reports :	2. Facility to Action			Actions Bulk edit che	ecked re	cords (200 n	nax)
⊟ 🏹 1 - 43 o	Statu of 43	s in 'Not Action Status	ied, Facil	ity 🗹 📡 Patient Id	Episode Id	Folly Unique Id	Start Date	End	Select Columns	•	Msa Code	MsaDe
Edit		Not Actioned	00043		000000000000000000000000000000000000000		15-SEP-2014	15-1	Format		H448	Funding
									Save Report			Source.
Edit		Not Actioned	00043	(	000000000002	-	22-SEP-2014	08-)	Deset		H395	Geriatric
Edit		Not Actioned	00043	-	00000000000		17-FEB-2014	03-	W Resel		H606	Patient
Edit		Not Actioned	00043	-	00000000019	-	29-SEP-2014	08-1	W Help		H395	Geriatric
Edit		Not Actioned	00043	-	000000000006	-	21-SEP-2014	17-1	Download		H177	Patientv

- 1. Select Filter Type; Column or Row.
- 2. Select a field from the drop down list under Column/Row, Operator and Expression.
- 3. Select Apply.

A	Ga Reports	2. Facility to Action 😁	Actions	Bulk edit checked records (200 max)
Filter Filter Type O Column O Row Column	Operator		Expression	
Msg Category =		ICD		

For the above example, the table will display all validation errors with an ICD in the **Msg Category** column.

Select Facility								Act	ive status			
TOOWOOMBA	A HOSPITAL						*	- 0	Active anily	*		
OH Patient D	Data											
2			Go Reports 3	Facility to Action		Actions	Bulk edit thecked n	cords (200 r	naið .			
-		-										
P Visious in Th	opy = 100"	×	-									
	AND NOT DRIVE OF ALL A	SCHOL DAL										
1 50 of 84 😥	tor manufactor allo	schat 🖾 🗶					-					
1 50 of 84 ∲ □ State	us ficilis	let Patient ld	Ebisoske ki	Echy. Oneque M	Starr Date	Ettol Dinte	bisa tuo bisa Category	Maugade	MsaDescription			Latest Action R
50 of 84 (2)	us Esko	14 Patient la	Ebisode M	Folty.Onequie.M	Start Date 27-AUG-2014	End.Date 29-AUG-2014	Misu Tup Misu Category FTL ICD	Man Conje Haseo	Miss Description This patient is an Unqualified News undergone a procedure. Please chi	om byt has ICD Codes indicat	ng they have received the atment or have	Latest Action F
50 of 84 (s) State Edat  C (SS)	05 Esito	Jel Patient Id 14 manual	Ebiseda M Londoccocomier	Ficility University M	Start Date 27-AUG-2014 17-JUL-2014	En0.0/ite 28-AUG-2014 17-JUL-2014	Misa Ray Misa Category FTL ICD FTL ICD	Mag.Code H390 H562	Misa Description This patient is an Ungualified News undergone a procedure Please chi (Cti code MMS0708 must be preces	om but has ICD Codes indicat ick tod by a code in the range D C7	ng they have received treatment or have	Lafest Action I
50 of 84 (2) 50 of 84 (2) 51 of 84 50 of 84 (2) 50 of 84 (2) 51 of	us Folko Transmi Ocili Transmi Ocili	let Patient let 14 millionalist 14 millionalist 14 millionalist	Ebisoda Id 20000000000000 000000000000 0000000000	Felty Unique M	Start Date 27-AUG-2014 17.J.J.2.2014 21.J.J.2.2014	End.Onte 28-AUG-2014 17-30L-2014 03-9EP-2014	Nisa Tup Uksa Category FTL ICD FTL ICD FTL ICD	Misu Code Hillion Histo Histo	Misia Description This patient is an Ungluetified News undergone a procedure. Please ch ICD code MMS0706 must be prece ICD code PDU09 has been provided	om bit has ICD Codes indicat ick ted by a tode in the range D C1 I but this is a rate code. Please	ng they have received treatment or have 7.C799. confirm	Lafest Action F
50 of 84 (2) 50	us Folk Control 0011	let Patient la 14 patient la 14 patient la 14 patient 14 patient	Ebisoda Id 20000000000000 0000000000000 000000000		Start Date 27-AUG-2014 17-JUL-2014 21-JUL-2014 23-AUG-2014	End.Date 29-AUG-2014 17-JUL-2014 03-SEP-2014 27-AUG-2014	Misa Zao Misa Categori FTL ICD FTL ICD FTL ICD FTL ICD FTL ICO	Mau Scole H390 H662 H559 H562	Miss Description This patients is no Ungualitied News Undergone a procedure. Please ch ICD code MM00706 must be procee ICD code MM00706 must be procee	om big has ICD Codes indicat ick led by a code in the range D C7 I but Pils is a nete code. Please led by a rode in the range D C7	ng they have received treatment or have 7.C199. confirm 7.C199.	Lafest Action, Is
- 50 of 84 (5) - 51 at a - 51 a	us Folk 	Lei Parlient Id 14 anti-cashi 14 a	Ebitedic Id 200000000000000 000000000000 000000000		Start Date 27-AUG-2014 17-JUL-2014 21-JUL-2014 23-AUG-2014 21-AUG-2014	Epil.Dinte 29-AUG-2014 17-JUL-2014 03-SEP-2014 27-AUG-2014 22 AUG-2014	Ыза Люб Иза. Сленоол FTL ICD FTL ICD FTL ICD FTL ICD FTL ICD FTL ICD	Misu Code H390 H662 H559 H552 H390	Mina Descriptions This patient is no Unqualified Newd Undergrine a procedure. Please chi ICD code MIN0706 must be precei ICD code MIN0706 must be precei This patient to an Unqualified Newd undergrine a processor. Please the	om bid tasi ICD Codes indicat ex liss by a code in the range D C7 bid Bits is a rate code. Please lied by a rode in the range D C7 om bid has IOD Codes indicat ex	ng Brey have received beatment or have 7.0198. Scollern 7.0299. In they have received beatment or have	Latest Action It

*Removing Filters* – To remove any filters select the red cross next to the field to be removed.

Select Facility				Active status	
TOOWOOMBA HOSPITAL			× (*	Active only	
OH Patient Data					
		the state of the state of the			
14	Go Reports 2 Particle to Action M	Actions	Buill edit chiecked record	Is (200 mai)	

*Rows Per Page* – Select **Actions**, then **Rows Per Page** to change the number of rows viewed on one page. The default is set at 50 rows per page.

÷ 📖			3	Go Reports 2	2. Facility to Action		Ð	Actions Bul	edit checked	records (200 max)
7Statu 3 of 43	us in 'Not Action	ed, Facili	ty' 🗹 📡	Enjoyde Id	Felly Unitaria Id	Start Bata	5.6	Select Colu	mns	4
	Status	Feity Id	PatientId	Episode id	FCRY Unique Id	Start Date	Eng	RUWS PER P	age	1
iit 🔲	Not Actioned	00043	-	000000000001	_	15-SEP-2014	15-!	Format	1.4	5
	Net Adlaced	00043		000000000002	-	22.SED.2014	09-1	💾 Save Repo	t	10
	Nor Marched	00043		.000000000002		22-061-2014	00-7	Reset		15
it 🗖	Not Actioned	00043	L	000000000001	-	17-FEB-2014	03-)	A Help		20
it 🗉	Not Actioned	00043	(	00000000019	-	29-SEP-2014	08-)			25
1	Not Actioned	00043	-	000000000006	L	21-SEP-2014	17-)	Uownload	-	50
it 🔲	Not Actioned	00043	-	000000000001	-	03-OCT-2014	03-0	OCT-2014 FTL	FUND	100
										1000
	Not Actioned	00043	0	000000000001	2	03-OCT-2014	03-0	OCT-2014 WRN	FUND	

*Format* – The **Format** function enables different options of formatting the display of the validations error.

Sort – Select Actions, Format, then Sort. The validation errors can be sorted by a specified column either in ascending or desecnding order and can select the Null Values to appear either at the start or end of the list.

QHI	Patie	ent Data						1			
R					Go Reports	2. Facility to Action		D	Actions Bulk edit checked	records (200 max)	
E 1.43	Statu of 43	is in Not Action	ed, Facil	w 🗹 🔀					Select Columns		
		Status	Ectty 1d	Patient k	1 Episode Id	Ecity Unique Id	Start Date	End	Bows Per Page	y Msa Code Isa Description	
Edit		Not Actioned	00043	6.000	00000000000	-	15-SEP-2014	1	Format	Sort	been provided as Other but P tails
Edit		Not Adjoined	00043	-	00000000002	-	22-SEP-2014	08-	Save Report	Control Break	ind Management patients shi
Edit		Not Religned	00043	1	00000000000	-	17-FEB-2014	03-1	🕑 Reset	Highlight	e than 100 but patient has no
Edit		Not Artioned	00043	-	0000000000	-	29-SEP-2014	08-1	() Help	Compute	ind Management patients sho
Edit		Not accord	00043	-	80000000000	-	21-SEP-2014	17-1	Download	Z Aggregate	ed at same time they returned
Edit	0	Not Adicted	00043		00000000000	_	03-0CT-2014	03-0	CT-2014 FTL FUND	Group By	compensable Status has bee ion
Edd		Not Actioned	00043	-	00000000000	1	03-0CT-2014	03-0	CT-2014 WRN FUND		been provided as Other but P

R		Go Reports	2. Facility to Act	ion 👱		Actions	Bulk edit checked records (200 max)
1 Sort Column		Direction	Null Sortin	q	1		
Folty Id		Descending 😪	Nulls Always La	ast 👻	>		
- Select Column -	~	Ascending 👻	Default	~			
- Select Column -	¥	Ascending 💌	Default				
- Select Column -		Ascending 😽	Default				
- Select Column -	~	Ascending 😽	Default				
- Select Column -		Ascending 😪	Default	~			

Control Break – Used to create a break group on one or several columns. This pulls the comlumns out of the interative report and displays them as a master record.

Highlight – Enable a filter to be defined. The rows that the meet the filter criteria display as highlighted using the characteristics assoicated with the filer.

Compute – Enables addition of computed columns to the report.

Aggregrate – Mathematical computations performed againts a column. Aggregates display after each control break and at the end of the report withn the column they are defined.

Chart – Used to create a chart of the validation errors. The chart options include;

- Chart Type identifies the chart type to include. Select from horizontal bar, vertical bar, pie, or line.
- Label enables you to select the column to be used as the label.
- Axis Title for Label is the title that displays on the axis associated with the column selected for Label. This is not available for pie chart.
- Value enables you to select the column to be used as the value. If your function is a COUNT, a Value does not need to be selected.
- Axis Title for Value is the title that displays on the axis associated with the column selected for Value. This is not available for pie chart.
- Function is an optional function to be performed on the column selected for Value.
- Sort allows you to sort your result set.

*Reset* – The **Reset** function will return the QH Patient Data view to the original default view

QH P	atie	ent Data							1			
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*Help* – Refer to Help for more information on interative reports.

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#### **Exporting Validation Errors**

EVA Plus enables the validation errors to be exported into Excel as a CSV file or exported as an email.

#### 1. Select Actions

2. Select Download

2.					Go Reports 2	2. Facility to Action		D [	Actions Bulk edit ch	ecked re	ecords (200 n	nax)
⊟ 🏹 1 - 43 o	Statu of 43	is in 'Not Action	ned, Fácili	ty 🗹 📡					📰 Select Columns 🅎 Filter			
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-		Not Addressed	00043	-	00000000000	-	21-SEP-2014	17-1	Download		H177	Patient

#### 3. Select the format, CSV or Email.

Filter Data	Openiug uh_patienl_data.csv. 🔀	
Select Facility	You have chosen to open:           Image: The second	
CALOUNDRA HOSPITAL	which is: Microsoft Excel Comma Separated Values File (15.4 KB) from: http://oasdcaspat.co.health.qld.gov.au:7600	
OH Patient Data	What should Firefox do with this file?	
Go Reports 2. Facility to Action 👻 🗐 Actions Bulk	Qpen with Microsoft Excel (default)     Save File     Do this automatically for files like this from now on.	
Choose report download format:		
Cancel		

#### **Hospital Action of Validation Errors**

Action will need to be taken against all validation errors that have a status of; **Not Actioned** and **Facility.** There are three responses available for facilities;

- Record updated by Facility
- Record confirmed as correct please map error
- Facility to contact HSB
- 1. Navigate to the QH Patient Data screen
- 2. Select **mathematical** at the beginning of the validation to be actioned to display the additional information that relates to this validation.
- 3. The Edit Record(s) screen is displayed.
- 4. In the **Hospital Action** field select a relevant action.

Hospital Action			
	*	Current Values H	story
ecord updated by Facility record confirmed as correct - please map error acility to contact HSB Cancel Apply Changes	17	Potient Id Episode Id Focility Unique Id Start Date End Date Facility Message Date Message Date Active Hag	соловологосог 04-кул. 2014 05-кул. 2014 05-кул. 2014 05-кул. 2014 05/104 ТОСИМОСИНА, НОЗРТАL 25-268-2014 FTL T
		Message Code Message Houpital Action Action Text Hospital Audit Uner Hospital Audit Uner HSB Action HSB Action HSB Action HSB Action HSB Action Text	ትሃርች Missing of Invalid code for the fucility that the patient was hansferred from, Please check formal details

5. Action Text will need to be entered if Record confirmed as correct or Facility to contact HSB is selected.

#### 6. Select Apply Changes.

When a validation error has been actioned it will be removed from the current working screen. If, Record confirmed as correct – please map error or Facility to contact HSB is selected, the status will update to **INSE**. If, Record updated by facility is selected, the status will update to **INSE**.

Once a validation message has a status of **Actioned** no further changes can be made. It can be viewed by selecting **1.Primary Report** from the **Reports** filter.

QH Patient Data		1						
R	Go R	teports 1 Primary Ra	ED 🐑 hoge	Actions	Bulk edit checked rec	ords (200 mail)		
Row text contains 00	0000713284' 🖂 😴							
1-1 011								
Status	Eclly M Patient M	Episode.td	Ectly Unique Id	Start Date:	East Date	Msg Code	Bag Description.	Latest Action Text
	00104	0000000000000	-	22-AUG-2014	12-SEP-2014	H559	ICD code ODJ09 has been provided but this is a rare code. Please confirm	Record actioned by HSB

**Note** – When searching for records ensure you have your reports set for the correct Action that you're looking for. The primary report will show all Actions.

#### **HSB** Responses

There are three options for a HSB user to respond with when a facility has actioned a validation error;

- Refer back to facility
- Mapped by HSB
- Actioned by HSB

The option **Refer back to facility** is available for HSB users when further information is required from the facility. This option is available to HSB users when a facilities response is;

- Record confirmed as correct please map
- Facility to contact HSB

If **Refer back to facility** is selected by a HSB user, the status will be updated to Facility. The reason why the validation error has been referred back can be seen by selecting **Edit** next to the validation error to view the **Edit Record(s)** screen. The response by HSB is located in the **HSB Action Text**.

Hospital Action		
Record confirmed as correct - please map error	Current Values	History
	Patient	d u
Action Text	Episodé	d 0000000014
coding verified by pathology Auslab Number	Facility Unique	d l
	Start Da	6 04-001-2014 40.007-2014
	Enter	BARTELOGAN HOSPITAL
42 of 1024	Message	
	Message Da	e 12-NOV-2014
HSB Action	Message Typ	e. FTL
E COMPANY AND	Active Fla	g. Y
Referred back to Facility	Message Co.	e H569
	Messag	e lict code nas peen provided but mis is a rare pode.
HSB Action Text	Nospital Actic	Record confirmed as correct - please man error
for eq. Becord does not require manning places amond in your information system	Action Ta	coding venied by pathology Ausian
and re file.	ciii	Discourse and the second se
and re-me.	Hospital Audit Use	0
	Hospital Audit Day	e Friday , 5 December 2014 (2:11:41
	HSB Actio	n
	HSB Action fe	đ
93 of 4000	HSB Audit Use	
	1150 Autor 150	<b>6</b>

OH Patient Data									
R	Go Reports	2. Facility to A	ktion 👱		nons	Bulk edit checke	id records (	200 maid	
Provised contains 000000843310     Status in Nol Athoneo, Facility     1 -1 of 1	X								
Status Ectty.ld Patient.ld i	Episode Id	Ecity Uniquin Id	Start Date	EndDate	Mon Type	Msg Category	Mag Code	MsaDescription	Latest Action Text
Edd [] 00029	4/10000000004	-	04-0CT-2014	10-007-2014	FTL	KOD .	H559	ICD code CDDDDD1 has been provided but this is a rare cod Please confirm	for eg. Record does not require mapping please amend in your information system and re-the
1 - 1 of 1									

#### **View History**

All correspondence between a facility and HSB is recorded. To view the history, navigate to the **Edit Record(s)** screen and select the **History** tab.

+		
Ourrent Values Hi	story	
Action Date	Tuesday, 13 January 2015 09:10:08	
Action	Facility to contact DCU	
Action By	HOBE: Primary User	
Action lext	tor eg. Coded deleted and acteen re-med. manks	
Action Date	Tuesday 13 January 2015 09 07 29	
Action	Referred back to Facility	
Action By	DCU DCU User	
Action Text	for eg: Record does not require mapping please amend on your information system and re-file. Thanks:	
Action Date	Tuesday, 13 January 2015 09:06:00	
Action	Record confirmed as correct - please map error	
Action By	HOSP: Brimary User	
Action Text	för eg: Rare code Confirmed.	
Action Date	Wednesday, 22 October 2014 08:46:27	
Action		
Action By		
Action Text		

#### Bulk Edit

Bulk edit enables a bulk selection of validation errors to be actioned. For example, if the same action is required for all validation errors with a message code of H74.

- 1. Filter the validations according to the message code that require the same action. See QH Patient Data Filter Options for guidance on filtering.
- 2. Once all the validations errors required are displayed, select the check box so all records are selected.
- Select Bulk Edit Checked Records. The Edit Records(s) screen will be displayed.

-				0.0	Heports 7.1	and to Acher		Actions	Buik edit (	nacked records (	200 mag		
10 of 1		n Not ections	e: Locady Estimated	Eaternt. Id	Travede Id	Telly (Inique id	Start Date	DetDate	Magaze	Mail Category	Man Code	MacOescelation	Lotest Action Te
Can E	11	THE ADDRESS OF	90104		19900000000000	-	04-JUIS-2014	05-JUL-2014	FTL	NMD/S	H74	Missing or invalid code for the facility that the patient was transferred from. Please check referral details.	
line I	1	Tatt Additional	00104	-	10000000000	-	05-JUL-2014	88-JUL-2014	FTL.	NMDS	H74	Missing or Invalid code for the facility that the catient was transferred from. Please check referral details.	
Edit [		THE MARTINE	00104	-	000000000001		25-AU0-2014	26-AUO-2014	FTL	NMDS	H74	Missing or invalid code for the facility that the patient was transferred from. Please check referral details,	
Enn D	3 1	III A Assessed	00104		-000000000035		07-SEP-2014	04-SEP-2014	FR	NMOS	874	Missing or availed only for the facility that the patient was transferred from. Please check referral details	
104 1	1 1	MAR ANTINO-S	00104	-	000000000000000000000000000000000000000	000000444866	11-SEP-2014	11-SEP-2014	FTL.	NHDS	H74	Missing or invalid code for the facility that the patient was transferred from. Please check referral details.	
E da I	11	Har watering	00104	-	00000000000	-	06-SEP-3014	06.0EP.2014	FTL	NHOS	674	Missing or invalid code for the facility that the patient was transferred from. Please check referral details	
Eur I	1	ALL PALLAMENT	00104	-	00000000000	040400mmitys	10-9EP-3014	12-SEP-2014	PTL.	NNDS	H7.4	Missing or invatig code for the facility that the patient was transferred from. Please check referral details	
car C	3 1	and party strength	00104	-	00000000000	-	28-9EP-2014	13-005-2018	ETL	NIMENE	147.4	Missing or invalid code for the facility that the patient was transferred from. Please check referral details.	
1 mai		Not Addressed	00104		100000000000	-	02-OCT-2014	02-0CT-2014	FTL	HINDS	1174	Missing of invalid code for the facility that the patient was transferred from. Piease check referral details	-
Rand T	7 1	TAX NUMBER OF	00104	-			10.007-2014	14 OCT 2014	FTL:	PANEIG	117.8	Missing or invalid code for the facility that the patient was transferred from. Please check referred details	

4. Complete all the fields required and select Apply Changes.

#### Edit Record(s)

Record updated by Facility       Image: Construction Text         Action Text       Patient to HBCIS and amended all the missing facility codes for these 10 records.         34 of 1024       The provide the text of text			Current Values	
Action Text for gg: I have been into HBCIS and amended all the missing facility codes for these 10 records. 34 of 1024 Cancel Apply Changes To Cancel Cancel Apply Changes To Cancel Ca				d by Facility
for egr. I have been into HBCIS and amended all the missing facility codes for these 10records. 34 of 1024 Cancel Apply Changes Hospital Action Hospital Audit User Hospital		*** multiple values *** *** multiple values ***	Patient Id Episode Bi	
Pacifity		*** multiple values *** *** multiple values *** *** multiple values ***	Facility Unique Id. Start Date End Date	een into $\underbrace{HBCIS}_{RCIS}$ and amended all the missing facility codes for these
Cancel Apply Changes		B0194 TOOVVOOMBA HOEPITAL *** multiple values ***	Facility Message Date	
from. Please theokreférrálidetails. Hospital Activut Activut Text Hospital Audit User Hospital Audit Date HSB Activut HSB Activut Text HSB Audit Use)	the patient was transferred	F I L H7∮ Missing or invalid code for the facility that the patier	Message type Message Code Message	ly Changes
Hospital Audit User Hospital Audit Date - HSB Action HSB Action HSB Audit User -		from. Please check referral details.	Hospital Action Action Text	
Hospital Autor Date - HSB Action HSB Action HSB Audit User -			Hospital Audit User	
HSB Actino Text HSB Andit User -			Hospital Audit Date HSB Action	
Had Atum Oser			HSB Action Text	
HSB Audin Dare			HSB Audit User HSB Audit Date	

# 5. Reporting

### **User Reports**

The **User Report** screen displays a summary count, facility details and a list of active users for a facility.

- 1. Select **Reports** from the menu.
- 2. Select User Report.



The following information will be displayed:

- User Type Account Active Users Only Provides a summary count of EVA Plus active users set up with either HSB User or Hospital User access.
- Active Hospital Users by Facility Provides the number of users that are active for that facility.

Queensland Government	EVAPLUS - Electronic Validation Applica	EVAPILIIS - Electronic Validation Application			
Alcone Data Validation + Reports + User Accounts +			LISU TESTAQUENTIC D GOVAL +		
	Select Collection: CH				
User Type Count - Active	Users Only				
User Type		Count			
HSB Administrator		14			
Hospital User		15			
Active Hospital Users by	Facility				
A single hospital user can be a	ssigned to multiple facilities, so will be included in the count for each assigned fai	cety.			
Facility		li Count			
ALLAMANDA PRIVATE HOSPI	PPL .	2			
ALPHA HUSPITAL		1			
AVE HOSPITAL		2			

To display the Users for this Facility;

 From the Active Hospital Users by Facility table select the required facility. This will default to displaying the Account Type of Active Accounts. To view Inactive/Expired Accounts or All users, change the Account Type from the radio buttons above the table. To view or edit the users details;

1. Select Edit against the user to view or update. The Manage Users screen will be displayed. Refer to Updating an Existing User.

Queensland Government		EVAPLUS -	EVAPLUS - Electronic Validation Application			EyWPlus V4 D 2 PAT				
A Home	Dista validation *	Reports - 1	/ser Accounts =						LHSU TEST WORK	BALTH OLD GOV AM +
				Select (	ollection: OH	1				
		Facility D	etails							
		Pos	Facility Id 00 Address G tal Address Pl	1131 ALPHA HOSPITAL DRDON ST ALPHA OLD 4724 D BOX 3 ALPHA GLD 4724						
		Back								
		Users for	this Facility							
		Account Typ	e 🛞 Active Accol	ints O Inactive/Expired Accounts O All						
		First Name	Surnam	e 🏦 Email Address	Security Level	Valid From	Valid To	Account Status	Edit	
		inspirate-	1.000	<ul> <li>a@uestlp.dpd_Box.emAt</li> </ul>	Primary User	23-JAN-2013		Active		

To email a user directly from the **Active Hospital Users by Facility** table, select the **Email Address** hyperlink and a new email will open from the default email account.

Primary Users Report

#### **Facility Management**

This functionality allows a user to view or look up a facility ID or an address of a facility.

You can also use the magnifying icon so the state to assist with queries.

The magnify icon allows the user to select All columns, or Collection, Facility, Email Address, First Name, Surname.

The **Actions** icon allows various options for displaying the list of primary users. This includes; adding or removing columns from the table, adding or removing the number of rows to be viewed and saving the desired view as the default