



# PIRT Online User Guide

## Data Submission Due Dates

First half data submission  
(January – June)

**AUG**  
**20**

Second half data submission  
(July – December)




**FEB**  
**20**

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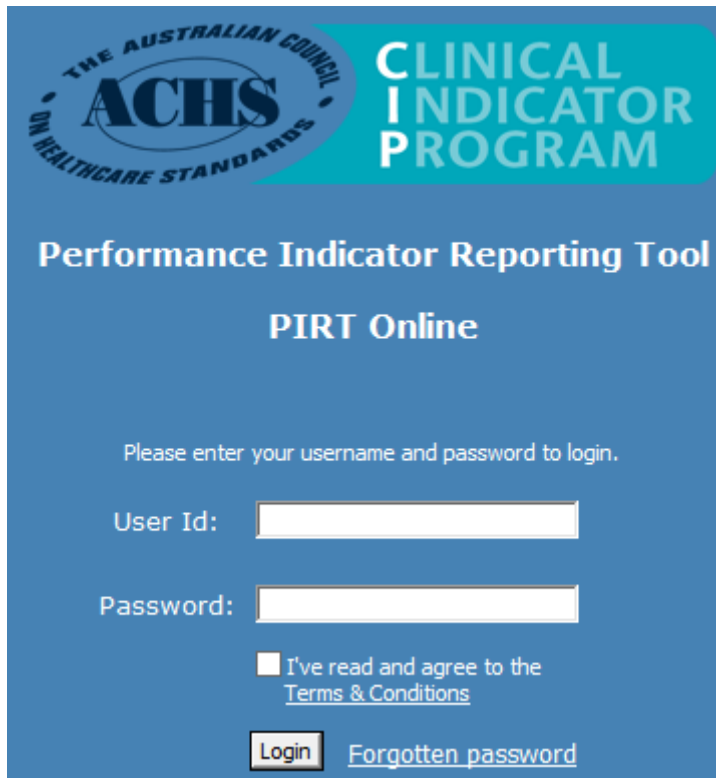
## Getting Started

To use PIRT Online, make sure your computer has the following:

- Windows XP, Vista or 7 operating system
- JavaScript must be enabled
  - Add ACHS website to the Trusted Sites Zone (Tools Menu / Internet Options / Security)
  - Click on Customer level button to enable the following settings:
    - enable all settings under  ActiveX controls and plug-ins
    - enable all settings under  Downloads
    - enable Active scripting and scripting of Java applets under  Scripting
    - other settings should remain as default settings
- Stable Internet connection
- Internet Explorer 8+ or Mozilla Firefox

If your computer does not meet the above requirements, you will need to upgrade your computer before using PIRT Online.

## Logging In



THE AUSTRALIAN COUNCIL  
ON HEALTHCARE STANDARDS  
**ACHS**

**CLINICAL  
INDICATOR  
PROGRAM**

**Performance Indicator Reporting Tool**

**PIRT Online**

Please enter your username and password to login.

User Id:

Password:

I've read and agree to the  
[Terms & Conditions](#)

[Forgotten password](#)

### How to

#### ↳ log into PIRT

- The PIRT is available at <http://pirt.achs.org.au/login.aspx?ReturnUrl=%2f>
- Enter your User Id and Password in the respective boxes
- Tick the terms and conditions box
- Click the Login button



#### The PIRT Online said login failed

- ❖ The User Id and Password are both **case sensitive**.
- ❖ Individuals who already have access to the ACCHS website and/or EAT/ART will still need to separately request access to PIRT Online.
- ❖ Requests for password alignment can be sent to [pos@achs.org.au](mailto:pos@achs.org.au)

# Step 1: Reporting Period

test account 3 (765046) - 1H2015

Organisation Details

- 1. Reporting Periods
- 2. Select Indicators for Submission
- 3. Enter Peer Group Stratification for Selected CI Sets

4. Clinical Indicators

- 5. Data Cleaning
- 6. Submit Data

## How to

### select the reporting period

- Click reporting period
- Select the current reporting period on the right hand side (eg. Second Half 2015)

From Date	To Date	Extension Date	Post Finalisation Date	Description	Status
01/07/2015	31/12/2015			Second Half 2015	Open
01/01/2015	30/06/2015			First Half 2015	Submitted
01/07/2014	31/12/2014			Second Half 2014	Submitted
01/01/2014	30/06/2014			First Half 2014	Submitted
01/07/2013	31/12/2013			Second Half 2013	Submitted



- The selected reporting period is listed in the navy blue panel next to your organisation name and code on the top left-hand side

### Submission Status Overview

	Enter Data	Change Data	Submit Data	View Data
Closed	✗	✗	✗	⊘
Open	✓	✓	✓	✓
Submitted	✗	✗	⊘	✓

✗ = not allowed

✓ = allowed

⊘ = not applicable

## Step 2: Select Indicators for Submission

test account 3 (765046) - 1H2015



Organisation Details

1. Reporting Periods

2. Select Indicators for Submission

3. Enter Peer Group Stratification for Selected CI Sets

4. Clinical Indicators





5. Data Cleaning

6. Submit Data

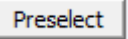
### How to

#### select indicators for submission

##### Option 1

- Click Select Indicators for Submission
- Click  next to Clinical Indicators to expand
- Click  next to ACHS Clinical Indicators to expand
- Click  next to Clinical Indicator set to expand
- the individual Clinical Indicator that you wish to submit
- Save  the selected Clinical Indicators

##### Option 2

- Click  button to select the same Clinical Indicators as submitted for the last reporting period



- The revised or new Clinical Indicators will not be selected by using **Option 2**
- **Option 2** will override the Clinical Indicators that had already been selected for the reporting period
- If you make a mistake or change your mind, you can use **Option 1** to select / de-select any Clinical Indicators
- Only tick those Clinical Indicators that you intend to submit because you are required to enter data for every Clinical Indicator that you have selected



#### I cannot select any Clinical Indicators because there is no box for me to tick or there is a green tick next to the Clinical Indicator set

- ❖ The missing tick box indicates that the Clinical Indicator is no longer available for submission. The reporting period that you are currently viewing has been closed.
- ❖ The green tick indicates that data has already been submitted for the reporting period that you are currently viewing.

## Step 3: Enter Peer Group Stratification for Selected CI Sets

test account 3 (765046) - 1H2015



Organisation Details


1. Reporting Periods
2. Select Indicators for Submission
3. Enter Peer Group Stratification for Selected CI Sets

#### 4. Clinical Indicators

5. Data Cleaning
6. Submit Data

### How to

#### ▼ enter the peer group stratification

- Click Enter Peer Group Stratification for Selected CI Sets
- Enter/select peer group stratification for selected Clinical Indicator set(s)
- Save  the information



- You will need to enter/select peer group stratification for all selected Clinical Indicator sets which have defined variables.
- It is important that you correctly identify your organisation's peer group. If you do not know your organisation's peer group, do not guess. Please contact The Performance and Outcomes Service on 02 9281 9955 or email [pos@achs.org.au](mailto:pos@achs.org.au) and seek further assistance, preferably at the beginning of the data submission period, rather than on the deadline day.

## Step 4: Enter Data for Selected Indicator(s)

test account 3 (765046) - 1H2015



Organisation Details





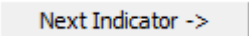
1. Reporting Periods
2. Select Indicators for Submission
3. Enter Peer Group Stratification for Selected CI Sets

### 4. Clinical Indicators

5. Data Cleaning
6. Submit Data

### How to

#### ▼ enter data for select indicator(s)

- Click  next to Clinical Indicators on the left-hand side
- Click  next to the selected Clinical Indicator set
- Click  next to the Clinical Indicator
- Enter the numerator and denominator figures in the fields provided
- Save  the data
- Click  to move to the next Clinical Indicator



- You do not need to calculate the rate as the program will do the calculation for you once you press the save button
- Relevant definitions and exclusions appear on the screen, however the User Manual should be consulted to ensure the quality of the data being entered is consistent. There is a separate User Manual for every Clinical Indicator set. These can be accessed from the ACHS website (<http://www.achs.org.au/programs-services/clinical-indicator-program/>) following the entry of your User Id and Password in the Login section
- The numerator, denominator, and rate for the previous two reporting periods appear on the screen so that you can compare the data you are entering with your previous data



#### **The program did not allow me to enter data for the next indicator when I answered 'No' to the question: *Were the manual instructions followed properly?***

If your answer to the question: *Were the manual instructions followed properly?* Is 'No, please specify modification', you will need to write comments explaining why or how you varied from the process outlined in the User Manual. Until your response is added in the blank area provided, you will be unable to save the data.



## Step 5: Run Data Cleaning

test account 3 (765046) - 1H2015



Organisation Details

1. Reporting Periods
2. Select Indicators for Submission
3. Enter Peer Group Stratification for Selected CI Sets

#### 4. Clinical Indicators

5. Data Cleaning

6. Submit Data

### How to

#### ↳ run data cleaning

- Click Data Cleaning
- Respond to all data cleaning messages



- Tick the box  next to the message in the Override column if you are sure the data is correct
- You will need to correct the data accordingly for the message with no box in the Override column as you have broken a data cleaning rule
- You will not be able to submit your data until you respond to all data cleaning messages

## Step 6: Submit Data

test account 3 (765046) - 1H2015



Organisation Details

1. Reporting Periods
2. Select Indicators for Submission
3. Enter Peer Group Stratification for Selected CI Sets

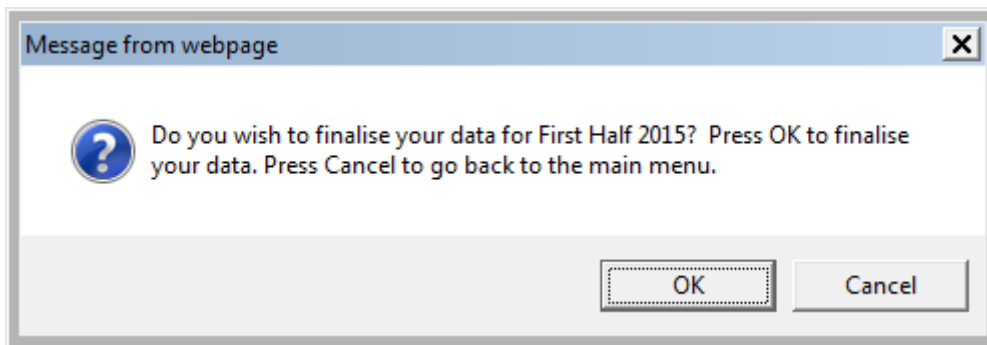
#### 4. Clinical Indicators

5. Data Cleaning
6. Submit Data

### How to

#### submit your data

- Click Submit Data



- Press OK to submit your data



- The reporting period will be changed from Open to Submitted
- An automated confirmation email with data checking report attached will be sent to you



#### **I can't enter data for indicators that my department collects because the data has already been finalised by another user within my organisation.**

- ❖ When there is more than one user within an organisation, one user can accidentally finalise the data. As a result, other users will be unable to enter or change their data. If this happens, contact the POS team to reopen the reporting period for you.
- ❖ It is strongly recommended that organisations with multiple users make an internal decision on who holds the overall responsibility to ensure all the data has been submitted.

# Update Organisation Details

test account 3 (765046) - 1H2015

## Organisation Details


1. Reporting Periods
2. Select Indicators for Submission
3. Enter Peer Group Stratification for Selected CI Sets

### **4. Clinical Indicators**

5. Data Cleaning
6. Submit Data

## How to

### ↳ update organisation details

- Click Organisation Details
- Update the Primary or Secondary Contact
- Save  the information



- If the organisation name or address has changed, please contact The Performance and Outcomes Service on 02 9281 9955 or email [pos@achs.org.au](mailto:pos@achs.org.au) to update the information for you

# Generate Reports

test account 3 (765046) - 1H2015



Organisation Details

1. Reporting Periods
2. Select Indicators for Submission
3. Enter Peer Group Stratification for Selected CI Sets

#### 4. Clinical Indicators


5. Data Cleaning
6. Submit Data



Reports

## How to

### ↳ generate reports

- Click  next to Reports to expand
- Select the specific report
- Select the collection period for the report
- Click the link to produce the report that you require



Reports



Organisation Details Report



Export Current Period Result



Data Checking Report



General and Peer Comparison Reports



Trend Report



- The reports can be opened locally or sent to your email box
- Add [pos@achs.org.au](mailto:pos@achs.org.au) to your safe sender list so that the report will not be diverted to your junk email folder
- Tick the box  next to All Sets if you wish to include all Clinical Indicators in one general or peer comparison report. Alternatively, you can generate separate comparison reports for each Clinical Indicator set

## Clinical Indicator Resources



### How to

#### ↳ download Clinical Indicator Resources

- Click Clinical Indicator Resources located in the bottom left hand corner of your screen
- Select the specific resource
- Enter your User Id and Password in the respective boxes
- Tick the terms and conditions box
- Click the Login button
- Click the link of the resource to open the document

### Clinical Indicator Resources

- [PIRT Online Help / User Guide](#)
- [Empty Booklets](#)
- [Clinical Indicator Summary Guide](#)
- [Australasian Clinical Indicator Report](#)
- [Clinical Indicator User Manual](#)
- [Download Certificate of Participation](#)

# Change Organisations



## How to

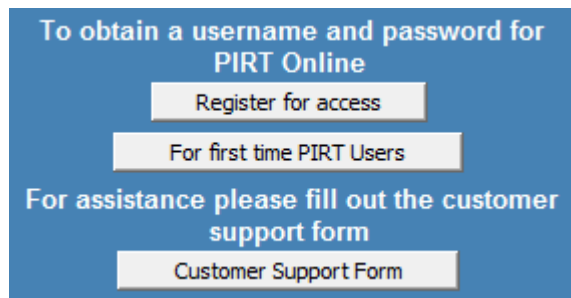
### ↳ change Organisations

- Click on Organisations located in the bottom left hand corner of your screen
- Click on Find Organisations
- Type the Organisation name in the 'Look for' field
- Click Find
- Select the Organisation you wish to view



- This option only applies to users with access to multiple Organisations

## Other Features of PIRT



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<b>Register for access</b>	It directs you to the ACHS website to enter your details to register for access
<b>For first time PIRT Users</b>	It directs you to the ACHS eLearning page
<b>Customer Support Form</b>	This form allows you to submit your query to the POS team, and is structured according to your request – definition query, access query and technique issue

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## What to Expect after Data Submission

The POS team undertakes further data cleaning after the data submission is closed. Cleaning usually takes six weeks to complete. You may receive queries by phone or email, requesting that you check the data submitted for the current or previous reporting periods.

You will receive a notification email from the POS team when the comparison reports are available. You can then login to the PIRT Online to download the reports (Refer to page 12).



- Comparison reports for the first half reporting period are usually available in the second week of October.
- Comparison reports for the second half reporting period are usually available in the second week of April.