## C RLDatix

### **Introduction**

Analyser allows users with the appropriate permissions, to view and create Incident statistical Views based on selected filters and external comparison factors. The data in these Views can be

- Expressed as a count of incidents e.g. number of falls per month per location for a particular Facility; Number of Visits per Month per Program; or
- Expressed as a percentage (%) if based on a comparison factor e.g. % of falls based on the number of occupied bed days per month per Site; % of injuries incurred by staff in a particular Site, based on the total number of hours worked in a month or total number of Staff at each Site

The data is displayed in a table format with an optional chart.

Both the data and the chart can be exported to Excel<sup>™</sup> if further analysis is required or if you wish to print out the report

## How do I preview an Analyser View?

To create and view Analyser reports, from the menu select *Reports -> Analyser* 



- To preview an existing report, select one from the Select View O list.
  - This list will display all the reports you have created or have been shared to you
- 2. A **date range 2** will display based on the Time frame selected in the report
  - This date range can be changed by entering the
     From and To dates ② in the respective fields

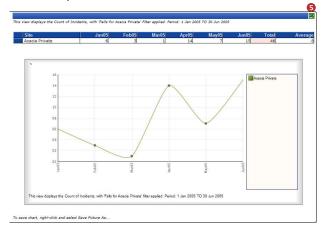
Note: The dates are based on the Incident Date

Check the Leave Options Panel Open 

 option if you wish the Display Options section to be visible when you preview your report. If left unchecked, the Display Options section will minimise after you press Analyse

You can maximise it again by clicking this button on the right hand side of the **Display Options** panel.

- 4. To preview the report press Analyse 4
  - Content highlighted in pink (except for the Statistical columns e.g. Total) indicate that the value is 2 standard deviations from the Mean
- 5. To **print** the report
  - Export to Excel<sup>™</sup> by clicking on the 🖾 6 icon
  - Both the table data and the displayed chart will be exported to Excel<sup>™</sup>



## How do I create an Analyser View?



The above represent the 7 main steps to creating an Analyser View. Details of these steps are on the following pages

## Step 0: Select {New}

The first step to creating a view is to make sure your Analyser page is clear.

Select {New} from the Select View list to clear your page

Analyse				
Select View:	{New}			+
Dates:	From:	1 Jan 2006	~	
	To:	30 Jun 2006	~	

## Step 2: Display Options

The second step to creating your View is to select your Display Options as described below

View Name:			
Timeframe:	Most Recent 12 Months To Today	•	
Column Group:	Entire Period	-	
Row Group(s):	24 Hrs prior to Patient in	•	Select Clear
	Selected Row Groups		Row Total Average Std Deviation
			Variance
Indicator:	Count of Incidents	•	Variance
Indicator: As A Ratio Of:	Count of Incidents {None}	•	Edit Factors

View Name: Name of your report

<u>Timeframe</u>: Select a default date range for your report from the list of categories. On previewing the report this default date range will display, but it can be changed if required

<u>Column Group</u>: Select an Incident field or a time interval e.g. monthly, quarterly, entire period, for displaying the data in the column of your table. You will <u>ONLY</u> be able to select <u>ONE</u> column group. In most cases a time-based measure is used as the Column Group

**Note:** If you select a field other than a time-based field, ensure that the field <u>only</u> contains a <u>small list</u> e.g. Site, Severity, Risk Rating, Incident Involved. For all other fields e.g. Location, Specialty, Department, Supergroup, Class, Definition, select these fields in the Row Groups

<u>Row Group(s)</u>: Select one or more fields to appear in the rows of your table (*the example below shows a selection of 2 fields from RiskCat*). To select a Row Group:

- Locate the field in the drop down list and press the **Select** button.
- Repeat above step if you wish to add more fields
- To remove a row selection or re-order your row selections you will need to press **Clear**. All the row selections will then be removed. You will then need to re-select the Row Groups again

Row Group(s):	Admission Date	Select Clear
	Selected Row Groups	Row Statistics
	Class	Row Total Average Std
	Definition	Deviation 🔲 Variance

<u>Row Statistics</u>: Select the options you wish to include in your data table using the checkboxes shown ie. Row Total, Average, Standard Deviation, Variance

# **Note:** Column statistics are not available. These can be added when you export your View to Excel<sup>™</sup>

Indicator: This option will always display Count of Incidents.

<u>As a ratio of</u>: Contains a list of external factors that are available to report against e.g. Occupied bed days per Month per Site; Number of Visits per Month per Department; Number of Staff Hours per Month per Site (refer to **Step**  Creating External Factors for more information)

**<u>Filter:</u>** Contains a list of filters (restriction criteria) e.g. Falls, Staff Injuries that you are able to use with your report (*refer* to **Step (3) Creating Filters** for more information)

## Step 6: Output Options

The third step to creating your View is to select your **Output Options** for your View as described below:

Output Greions ② Display Data Table ③ Display Chart Spline Chart Spline Chart ③ Show Legend

**Display Data Table:** When this option is checked, the results of your analysis will appear in a data table.

**Display Chart:** When this option is checked, the result of your analysis will display in a chart. Additional options for charting your data will appear.

- Select your desired chart type from the **Chart** list.
- Swap Rows & Columns: If checked, data types displayed on the axes of your chart will be switched
- Show Legend: Check this box if you want a data legend to be displayed to the right of your chart

Column Chart	~	Swap Rows & Columns
		Show Legend

**Note:** Charts are useful if you only have one row group in your report. If you have more than one row group it is recommended that you do not use the Analyser Charts. Once the report is exported to Excel you could use Excel's charting

## Step **0**: Save the View

Press the **Save** icon when you have completed your report.

## Step General Step Step General Step General Step Step

Each Analyser View should have an accompanying filter so that you only see the relevant incidents in your View

**Note:** Analyser will <u>not obey</u> any restrictions that you have in your User profile so if there are no filters assigned to a view you will see **ALL** incidents (based on the date range in your report)

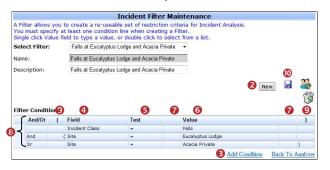
#### 1. To create a filter, press Edit Filters 0

indicator:	Count of Incidents			
As A Ratio Of:	{None}	¥.	Edit Factors	
ilter:	{None}		Edit Filters	

#### 2. The Incident Filter Maintenance page will open



# If you select a filter from the Select Filter list and you wish to create a new one press New 2



#### 4. Press Add Condition 6

- 5. Select one of the **Fields** I from the drop down list that you want to base your condition on
- Select a comparison Test S based on the type of field selected – refer to recommendations below
  - List & Classification fields: =, <> (not equals), Is Null (empty), Is not null (not empty), Like, Not Like
  - Date, Time or Numeric fields: =, <>, >, >=, <, <=, ls Null, ls Not Null
  - Text fields: Is Null, Is Not Null, Like, Not Like
- Enter or select the Value <sup>(3)</sup> for the filter this will depend on the type of field selected

Text fields: Enter the text in this field. It is advised that the Wildcard "%" is selected at the **beginning** and end of the text you are entering, to ensure the report finds the Incidents that contain your entered text, e.g. Summary like %fall% to show all incidents where "Fall" appears in the "Summary" field (see example below)

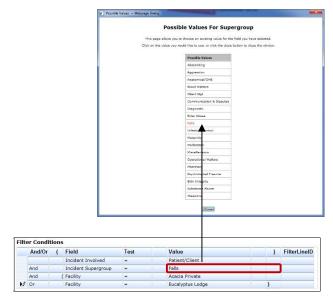
	And/Or	(	Field	Test	0	Value	7)
			Summary	Like	%	fall	%
	Or		Summary	Like	%	fell	%
	Or		Summary	Like	%	trip	%
0	Or		Summary	Like	%	slip	%

#### Date fields: Enter the date as 1 Jan 2010

Time fields: Enter the time as 15:15 (24 hr clock)

Numeric fields: Enter the number e.g. 4, 50

List or Classification fields: Place your cursor over the "blue" space in the Value <sup>(3)</sup> field and double click your mouse. The available list items will display. Click **ONE** of the items in the list



#### Note: The fields from RiskCat are called Incident Supergroup, Incident Class & Incident Definition

- 8. If another condition is required press Add Condition 69
- If 2 or more conditions are added to your filter, select
   "And" or "Or" <sup>(3)</sup> at the beginning of the Condition

When to use "And": When more than one condition must be met e.g. "Incident Supergroup = Falls" And "Incident Involved = Patient/Client", then both conditions must be met before the incident is included in the report

When to use "Or": When at least one condition must be met e.g. "Incident Involved = Patient/Client" Or "Incident Involved = Resident", then only one of the conditions must be met before the incident notification is included in the report

 If required add Brackets 

 around the conditions.
 Brackets may be required around some conditions to ensure the alert is triggered correctly

A common scenario where you would need to use brackets is when:

- You have more than one condition to test for, and
- At least one of those conditions has more than one option that could satisfy it

	And/Or	(	Field	Test	Value	)
			Incident Involved	=	Patient/Client	
	And		Incident Supergroup	=	Falls	
	And		( Facility	-	Acacia Private	
10	Or		Facility	1-	Eucalyptus Lodge	)

**Example:** In this example we have 3 distinct conditions but one of those conditions, Facility, has 2 options. Therefore we put brackets around the Facility conditions

11. If you wish to **delete** a condition click on the box at the

front of the condition and the icon will display *(refer to example below).* 

Press the **Delete** key on your keyboard.

You may need to modify your "Or" and "And" options and your brackets

	And/Or	(	Field	Test	Value	)
			Incident Involved	-	Patient/Client	
A. 400	And		Incident Supergroup	-	Falls	
- 8	And	(	( Facility	-	Acacia Private	
10	Dr		Facility	Î=	Eucalyptus Lodge	)

12. Once you have completed creating your Filter

- Press the Save 🗾 🛽 icon.
- This filter can now be linked to any View that you have created on the main Analyser page

## Can I delete a Filter?

If you wish to delete a filter, RiskMan will check that the filter isn't being used in an Analyser View. If the filter is being used it will need to be removed from the Analyser View first and then it can be deleted

- 1. If you are not on the Incident Filter Maintenance page, click on the **Edit Filters** button on the Analyser page
- In the Incident Filter Maintenance page, select the filter 1 that you wish to delete

100

		ast one conditio	n line when a	striction criteria for creating a Filter. lick to select from a			
Select Filter:		Client Falls					
Name:		Client Falls					
Description:		Client Falls					0
					New	22	1

Add Condition

Back To Ana

4. Press OK <sup>6</sup> to the pop-up message



- If the Filter is being used the following message 4 will display
- Press the Back to Analyser So link and open the View that this filter is linked

ove uns i	ilter	from the existing vie	w before dele	ed with an existing view 'Client ting it.		
er Condi	ion	s				
And/Or	(	Field	Test	Value	)	FilterLinel
		Incident Involved	-	Patient/Client		

- 7. Either change the filter in the **Filter** list or select **None**
- 8. Save the View and repeat steps 1-4

## Step 6: Create an External Factor

An external factor contains information that comes from an external source, but can be either uploaded or manually entered into RiskMan e.g. Total number of occupied bed days per month per site; Number of visits per Program per Month; Total number of staff hours per month per Site. These factors can be used to compare your Incident data e.g. Compare number of falls per occupied bed days per month per Site; Compare number of staff injuries per total staff hours worked per month per Site.

**Note:** Any external factors that you use in Analyser can also be referenced from the Indicators page to compare Indicator data

To add or view External Factors, press the Edit Factors
 button

Select View:	{New}			<b>.</b>
Dates:	From:	29 May 2	2009 🗸	
	To:	28 May 2	2010 🗸	
Display Options				(
View Name:			1	
Timeframe:	Most Recent 12 Months To Today	-	Ĩ.	
Column Group:	Entire Period	•		
Row Group(s):	Admission Date		Select	ear
	Selected Row Groups		Row Statistics	Average Std
			Deviation 🔲 Va	iriance
Indicator:	Count of Incidents	-	[	
As A Ratio Of:	{None}		Edit Factors	0
Filter:	{None}	+	Edit Filters	
Output Options				

2. To create a new factor, press the Add New 2 button



#### Static Factors

A static factor is one that does not change over time e.g. Available Beds

- Enter a name for your factor ① (appears in the As a Ratio drop down list on the Analyser page) e.g.
   Occupied Bed Days, FTE (Full Time Equivalents)
- Enter a more detailed **description** *in factor e.g.* Occupied Bed Days per Month per Site
- 3. Select Type = Static 6
- 4. **Optional:** If the Static factor is different base on a dimension e.g. Site, Program, Department then select

the respective fields from the **Related Dimension ()** list

- If you do not select a Related Dimension then enter your value in the Value 

   field
- 6. Press Save <sup>(3)</sup> when complete

	Comparison I	Factors
		s in relation to other data. Comparison factors may be ad (may vary from one time period to the next).
6 save Comparison Fa	Cancel	Back To Analyzer
Factor Name:	Total No of Staff & Volunteers p	er Facility 🕕
Description:	Total Number of Staff & Volunte	ers per Facility 2
Type:	2 Static 🔿 Timebased	
Related Dimens	ion: Facility	

Example: Static Factor based on Related Dimension

in relation to other data. Comparison factors may be d (may vary from one time period to the next).
Back To Analyzer
2
-
5

#### Example: Static Factor with a constant value

#### Time Based Factors

A **Time Based Factor** is one that changes over time and needs to be based on a dimension e.g. Site, Program, and Department

**Note:** In Analyser, Time Based Factors need to have a Related Dimension otherwise they won't be available to select in an Analyser View

- Enter a name for your factor ① (appears in the As a Ratio drop down list on the Analyser page) e.g. No of visits per month per Site)
- Enter a more detailed **description** *in for the second seco*
- 3. Select Type = Time-Based
- Select a Related Dimension ④ e.g. Site, Location, Department
- 5. Press Save S when complete

-		Comparison Fact	ors	
			lation to other data. Comparison f ay vary from one time period to the	
6	Save Canc Comparison Factor		Back To Analyzer	
	Factor Name:	No of Visits per Month per Site	0	
	Description:	Total Number of Visits per Month per S	Site 2	
	Туре:	🔿 Static 💿 Timebased  3	-	
	Related Dimension:	Facility 4		
-				

## Adding Values to Static Factors based on a Related Dimension

1. From the Comparison Factors page click the blue box

#### • next to the **Static factor** you created

С	omparison Factors			
ion Factors are used to assess Inci Static (do not change, or rarely cha				
Factor	Description	Туре	Relates To	Ratio Format
Available Bed Days By Site	Available Bed Days By Site	Static	Site	Unit
FTE by Site	FTE by Site	Static	Site	Unit
Oversid and David Over Marth Davids	Occupied Bed Days Per Month Per Site	*	e144	Unit

2. In the example below, the **Related Dimension = Site**. Accordingly, all sites have been displayed.

		Comparis	son Factors	
	atic (do no		urrence rates in relation to ige, over time) or Time-bas	
Delet		e Cancel		Back To Analyzer
Compa	arison Fact	or Properties		
Facto	r Name:	Available Bed Days		
Descri	ption:	Available Bed Days		
Type:		Static		
Relate	d Dimensio	n: Site		
	Dimensi	on	Value	
	Academ	y Hospital	+	690
	Acacia F	Private		780
	Eucalyp	tus Lodge		560
	Wattle P	rivate		30
		spital		45

- Add the value next to each dimension in the respective
   Value 2 field
- If you wish to modify a value, just enter the new value in the corresponding Value 2 field
- When finished press the Update S button. Your comparison is now ready to use in your Analyser Views

In the example above the factor will <u>only</u> be available if the **"Site"** related field e.g. Facility, Campus has been selected in the Analyser View

- 6. To return to main Analyser page
  - Click on the Back to Analyser 4 link

### Adding Values to Time Based Factor based on a Related Dimension

1. From the **Comparison Factors** page click the blue box

• next to the Time Based factor you created

Fa	ctor	Description	Туре	Relates To	Ratio Forn
Av	ailable Bed Days By Site	Available Bed Days By Site	Static	Site	Unit
FT	E by Site	FTE by Site	Static	Site	Unit
00	cupied Bed Days Per Month Per Site	Occupied Bed Days Per Month Per Site	Timebased	Site	Unit

2. The example above, the **Related Dimension = Site** and the factor is based on **time** 

				in relation to other data. ne-based (may vary from	
Update	Delete Cancel				Back To Analyz
	Comparison Facto	or Properties			
	Factor Name:	Occupied Bed Day	s per Month pe	r Site	
	Description:	Occupied Bed Days	per Month per Si	e	
	Type:	Timebased			
	Related Dimension				
Instance:	Acacia Private		- 2		
					-
From Date:	1/07/2005	To Date:	29/01/2010	Value:	0 🗢 🛃 🔒
Dimension		From Date		To Date	Value
Acacia Priv	ate	1/06/2005		30/06/2005	92
Eucalyptus	Lodge	1/06/2005		30/06/2005	92
Acacia Priv	ate	1/05/2005		31/05/2005	55
Acacia Priv	ate	1/05/2005		31/05/2005	55
Acacia Priv	ate	1/05/2005		31/05/2005	55
Eucalyptus	Lodge	1/05/2005		31/05/2005	92
Acacia Priv	ate	1/04/2005		30/06/2005	58
Acacia Priv	ate Hospital	1/04/2005		30/06/2005	58
Acacia Priv	ate Hospital	1/04/2005		30/06/2005	58
Acacia Priv	ate	1/04/2005		30/04/2005	55
Eucalyptus	Lodge	1/04/2005		30/04/2005	90
Acacia Priv	ate	1/03/2005		31/03/2005	48
Eucalyptus	Lodge	1/03/2005		31/03/2005	92
Acacia Priv	ate	1/02/2005		28/02/2005	49
Eucalyptus	Lodge	1/02/2005		28/02/2005	89
Acacia Priv	ate	1/01/2005		31/01/2005	56
	Lodge	1/01/2005		31/01/2005	85

- 3. Select the dimension e.g. Site from the Instance 2 list
- Enter a date range in the respective From Date and To
   Date 6 fields
- 5. Enter the value in the Value ④ field
- 6. Press the Save 🗾 6 icon
- 7. Repeat **steps 2-5** until you have entered all the values for each instance e.g. Site
- 8. When finished press the Update <sup>6</sup> button. Your comparison is now ready to use in your Analyser reports. In the example above the factor will <u>only</u> be available if the "Site" related field e.g. Facility, Campus has been selected in the Analyser View
- 7. To return to main Analyser page
  - Click on the Back to Analyser 🛿 link

**Note:** External Factors that appear in the **"As a Ratio"** list on the Analyser page are available to anyone who has access to creating Analyser reports. If a related dimension is included in the factor, the factor will only display if the related dimension has been included in the report you are creating e.g. if your external factor involves Site, then Site needs to be a selected field in your View

**Note:** If you wish to import your External Factors contact RiskMan Support - <u>https://hub.rldatix.com/SupportHUB/s/</u>for more information

## Can I delete a row of data in a Time-Based Factor?

Unfortunately there is no facility to delete a row in a timebased comparison factor.

However you can change elements in a row e.g. the **From** and **To** date and the **Value** 

If this is not suitable, you will need to delete the entire Time Based Factor and create a new one (refer to details below on how to delete a comparison factor)

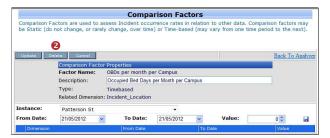
## Can I delete a Comparison Factor?

If you wish to delete a Comparison Factor, RiskMan will check that the comparison factor isn't being used in an Analyser View. If it is being used, it will need to be removed from the Analyser View first and then it can be deleted

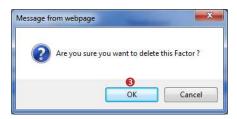
- 1. Click on the Edit Factors button on the Analyser page
- Click on the local connext to the factor that you wish to delete and the Comparison Factor details will display

		Comparison Fac			
		ess Incident occurrence rates i change, over time) or Time-bas			
Fac	tor	Description	Туре	Relates To	Ratio Format
		Description Number of Staff per Campus	Type Static	Relates To Incident_Location	
Nur	mber of Staff per Campus	No	Static	Incident_Location	Unit

## 3. Press the Delete Ø button



4. Press **OK 6** to the pop-up message.



 If the factor is linked to an Analyser View the following message will display. You will need to remove the factor from the View/s that it is linked to before you can proceed with deleting the Comparison Factor

	Comparison Factors		
	ess Incident occurrence rates in relati change, over time) or Time-based (ma		
	e factor 'OBDs per month per Campus' 'Clinical Falls Report', Please remove t		
existing view bet		in one che	
			Ratio Format
existing view be	Description		Concession of the Local Division in which the Local Division in the Local Division in the Local Division in the

Press the Back to Analyser Solink to return to your main Analyser page

If you need to remove the Comparison Factor from your View

- 1. Open the View that this factor is linked to
- 2. Either change the comparison factor in the As a Ratio List or select None
- 3. Save the View
- 4. You can now delete the Comparison factor

### Can I share my View to other RiskMan Users?

- To share your view (provided you have permission), select the View that you wish to share from the Select View 1 list
- 2. Press the Share 🏙 🛿 icon

Select View:	Falls by Outcome f	or Eucalyptus Lodo	• •	-
Dates:	From:	29 May 20		
Jules.	To:	28 May 20		
Display Options				
View Name:	Falls by Outcome for Eucal	yptus Lodge	Clone 🛃	¥ ()
Timeframe:	Most Recent 12 Months To	Today 👻		2
Column Group:	Quarterly	•		
Row Group(s):	Admission Date Selected Row Groups	R	Select Clear	
	Outcome		Row Total 🛛 Average eviation 🔲 Variance	je 🔣 Std
Indicator:	Count of Incidents	+		
As A Ratio Of:	{None}	-	Edit Factors	
Filter:	Falls at Eucalyptus Lodge	- [	Edit Filters	
Output Options		-		
🗹 Display Data Ta	ble			
🗹 Display Chart	Spline Chart	•	Swap Rows & Column	IS

#### 3. To share a report:

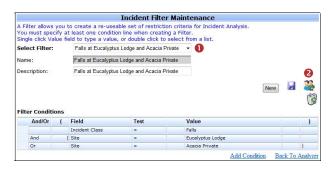
- Either search for specific users using the Filter List option, highlight the user/s (hold your CTRL key if you wish to select more than one) and press Authorise or
- Select one or more **Templates** (hold your CTRL key if you wish to select more than one) and press **Authorise**
- 4. To remove sharing on a report:
  - Either highlight the users that have already been shared the report (hold your CTRL key if you wish to select more than one) and press **Remove** or
  - Highlight the **templates** that have been shared the report (hold your CTRL key if you wish to select more than one) and press **Remove**
- 5. Press **Save** to save your changes and **Cancel** to return to the main **Analyser** page

Share	View			
View Name	Falls by Outcome fo	r E		
	Manager			
	User		-	Users with Permission
	Jenkins, Lisa (lisa) Neil H. Garde (Neil Scott D. Esler (Sco	Garde) tt Esler)	Authorise ->	hayden, anne (anne)
	Template	ter List 🙎		Templates with Permission
	Default Executive Manager Risk Manager Superuser Unit Manager			
	Save	Cancel		

#### Can I share a Filter with other RiskMan Users?

If you have linked a filter to a view that you have shared to other users, that filter will <u>only</u> be available in that view. However if you wish others to be able to use a filter you have created for their own views, you can share that filter provided you have the appropriate permissions

- In the Incident Filter Maintenance page, (provided you have permission) select the filter you wish to share, from the Select Filter 0 list
- 2. Click on the Share 🤷 Ø icon



#### 3. To share a filter:

- Either search for specific users using the Filter List option, highlight the user/s (hold your CTRL key if you wish to select more than one) and press Authorise or
- Select one or more **Templates** (hold your CTRL key if you wish to select more than one) and press **Authorise**
- 4. To remove sharing on a filter:
  - Either highlight the users that have already been shared the filter (hold your CTRL key if you wish to select more than one) and press **Remove** or
  - Highlight the **templates** that have been shared the filter (*hold your CTRL key if you wish to select more than one*) and press **Remove**
- 5. Press **Save** to save your changes and **Cancel** to return to the main **Analyser** page



Share	Filter	
View Name	Falls at Eucalyptus Loc	
Owner	Manager	
	User	Users with Permission
	Line manager (brett) (LM brett)	Brett Fernandez (Brett)
	Filter List	Templates with Permission
	Executive Risk Manager	Default Manager Superuser Unit Manager
	Save Cancel	

Г

## Can I import data from Excel and other files?

Yes, comparison factor data can be imported from Excel (XLS, XLSX) or comma separated (CSV) files. Uploaded data will be **appended** to the data already stored in a factor. You must adhere to the following prescribed format for the upload to be successful:

**Column A** must contain the name of the existing factor to which data will be appended

**Column B** must contain the respective related dimension (e.g. site value)

1	A	В	C	D	E
1	Factor Name	Dimension	From Date	To Date	Value
2	OBDs per Campus	Acacia Private	1/01/2015	31/01/2015	754
3	OBDs per Campus	Eucalyptus Lodge	1/01/2015	31/01/2015	311
4	OBDs per Campus	Wattle Private	1/01/2015	31/01/2015	206
5					
6					
7					

Please note that the values in these columns must match the values in your database verbatim, or the import will fail.

To import data:

• Click on the Edit Factors button

O Two new buttons will appear at the bottom of the list of comparison factors. Choose whether you want to import timebased factor data or static factor data. A pop up screen will subsequently appear.

S Click the browse button to locate your file

Olick upload. Note that you will be able to review the data before you import it.

S Click the Import button to complete the process

elect View:	(New)	~
Dates:	From:	14 Mar 2014 🗸
	To:	13 Mar 2015 🗸
Display Options		(
View Name:		
Timeframe:	Most Recent 12 Months To Today	V
Column Group:	Entire Period	
Row Group(s):	(Blood) Acute transfusion reaction (in	du 🗸 Select Clear
	Selected Row Groups	Row Statistics
		Row Total Average Std Deviation
		Variance
Indicator:	Count of Incidents	
As A Ratio Of:	{None}	Edit Factors
Filter: Output Options	{None}	Edit Filters
Display Data Table		
Display Chart		

Comparison Factors are used to assess Inci nay be Static (do not change, or rarely cha				
ext).				
Factor	Description	Туре	Relates To	Ratio Form
OBD by site per month	OBD by site per month	Timebased	Site	Unit
OBDs by site per month	OBDs by site per month	Static	Site	Unit
OBDs per Campus	Occupied Bed Days Per Campus	Timebased	Site	Unit
OBDs Per Facility Per Month		Timebased	Site	Unit
Square Metre Floor Space	Internal Useable Floor Space	Static	Site	Unit
Total Beds	Total Number Of Combined Beds	Static		Unit
Total Number of Staff & Volunteers per Facility	Total Number of Staff & Volunteers per Facility	Static	Site	Unit
Total Staff	Total Staff	Static		Unit
ld New Import Timebased Imp	oort Static		Ba	ck To Analyz
2	1.50			

Data Importer

Step 1: Cho	oose your sou	irce file	
		В	B
Step 2	: Upload the f	ïle	
This will upload the data you want review the data b	to import into a tempo efore you import it int		to
Г	Upload 4		
L.			
Step 3: Revie	w and import	your data	
The data from the file you uploaded before importing it, as there is no op			
L.	and the second s		
		your data	

3	1975 - ANDREA - ANDRA - ANDRA	mulas Data				×
A		В	С	D	E	,
1	Factor Name	Dimension	From Date	To Date	Value	1
2	OBDs per Campus	Acacia Private	1/01/2015	31/01/2015	754	
3	OBDs per Campus	Eucalyptus Lodge	1/01/2015	31/01/2015	311	
4	OBDs per Campus	Wattle Private	1/01/2015	31/01/2015	206	
5						
6						
7						
8						

Once the data has been imported the following screen will appear:

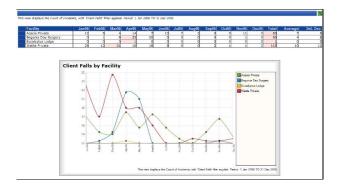


## **RISKMAN REFERENCE GUIDE TO INCIDENT ANALYSER**

#### **Examples of Analyser Reports**

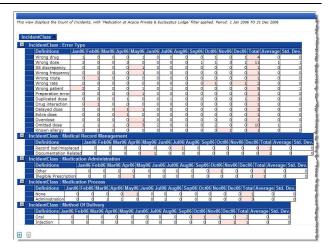
#### Client Falls report by Facility

Select View:	Client Falls by Facility		2.00
Dates:	From:	1 Jan 2006 🗸	
	To:	31 Dec 2006 🗸	
Display Options			
View Name:	Client Falls by Facility	Clone	a 🏭 👸
Timeframe:	Custom Dates	*	
Column Group:	Monthly	▼	
Row Group(s):	24 Hrs prior to Patient in	Select Clear	
	Selected Row Groups	Row Statistics	
	Facility	Row Total Average S	d Deviation
Indicator:	Count of Incidents	Variance	
As A Ratio Of:	{None}	✓ Edit Factors	
Filter:	Client Falls	✓ Edit Filters	
Output Options			
🗹 Display Data Table			
Display Chart	Spline Chart	<ul> <li>Swap Rows &amp; Columns</li> </ul>	
A DECEMBER OF		Show Legend	



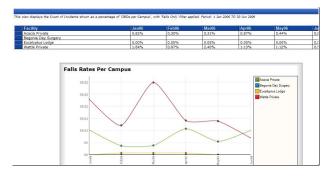
#### Medication Summary report

ncident Analyse	r							
Analyse Select View:	Medication Detailed Report						Ţ	
Dates:			L Jan 2006 🗸					
	To:	31	Dec 2006	~				
Display Options								0
View Name:	Medication Detailed Report		í.		Clone		24	Ô
Timeframe:	Most Recent 12 Months To Today							
Column Group:	Monthly	-						
Row Group(s):	24 Hrs prior to Patient in	-	Select	Cle	ar.			
in CC 553	Selected Row Groups		Row Statist	ics				
	Class Definition		Row Tota		Average	Std C	eviatio	n
Indicator:	Count of Incidents	-	-					
As A Ratio Of:	{None}		Edit Fact	ors	1			
Filter:	Medication at Acacia Private & Euclayptus		Edit Filte	ers	1			
Output Options			- 25		8			
🗹 Display Data Table								
Display Chart			Swap Ro	ws &	Columns			
			Show Le	aend				



Falls report showing the number of falls expressed as a percentage (%) based on the number of occupied bed days per month per site

Select View:	Falls Rates Per Campu	5		-
Dates:	From:	1 Jan 2006	~	
	To:	30 Jun 2006	~	
Display Options				(
View Name:	Falls Rates Per Campus		Clone	🖬 🏭 👸
Timeframe:	Last Calendar Year	¥		
Column Group:	Monthly	-		
Row Group(s):	24 Hrs prior to Patient in Selected Row Groups Facility	Select     Row Statis     Row To     Variance	tal 🔲 Average 📰	Std Deviation
Indicator:	Count of Incidents	*		
As A Ratio Of:	OBDs per Campus	✓ Edit Fac	tors	
Filter:	Falls Only	- Edit Filt	ers	
Output Options			10	
🗹 Display Data Table				
Display Chart	Spline Chart	<ul> <li>Swap R</li> <li>Show Let</li> </ul>	ows & Columns	



### Above report exported to Excel™

The percentage (%) value will be expressed as a number in the Excel<sup>™</sup> report. You can change the value to a percentage by re-formatting the respective cells in the Excel spreadsheet

**Note:** If the occupied bed days per site per month needs to be expressed as a per 1000 amount, then multiply the values by 1000



