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[™] 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*

Incident Analyse			۲
Analyse Select View:	Falls Report for Acacia Pr	ivate 🚹	
		1 100 2010	•
Dates:	From:	1 Jan 2010 Y	
	To:	31 Dec 2010 🗸	
Display Options			۲
		Clone	a 🎎 🔞
View Name:	Falls Report for Acacia Private		
Timeframe:	Last Calendar Year	•	
Column Group:	Monthly	+	
Row Group(s):	Admission Date	 Select Clear 	
	Selected Row Groups	Row Statistics	_
	Site	Row Total Average	Std Deviation
Indicator:	Count of Incidents	•	
As A Ratio Of:	{None}	 Edit Factors 	
Filter:	Falls for Acacia Private	✓ Edit Filters	
Output Options			
🗹 Display Data Table			
Display Chart	Spline Chart	 Swap Rows & Columns 	
		Show Legend	

- To preview an existing report, select one from the Select View 1 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

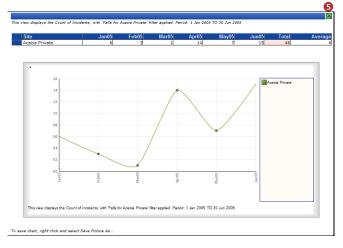
Note: The dates are based on the Incident Date

Check the Leave Options Panel Open ⁽³⁾ 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

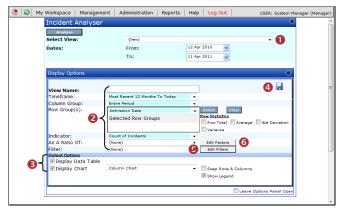
You can maximise it again by clicking this button on the right hand side of the **Display Options** panel.

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[™] by clicking on the 🖾 ୠ icon
 - Both the table data and the displayed chart will be exported to Excel[™]



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

Incident Analyser				۲
Analyse				
Select View:	{New}			•
Dates:	From:	1 Jan 2006	~	
	To:	30 Jun 2006	~	
- market and a second second second second	والمتحد والمحاصلين والمحاصر والمحاص	and the superstanding on	and a stand of the second second	and the second

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 Selected Row Groups	¥	Select Clear Row Statistics Row Total Average Std Deviation Variance
Indicator:	Count of Incidents	-	
As A Ratio Of:	{None}	-	Edit Factors
Filter:	{None}	-	Edit Filters

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

Row Group(s): 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[™]

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 G Creating Filters** for more information)

Step Cutput Options

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

Output Options III Display Data Table III Display Chart Spline Chart IIII Swap Rove & Columns III 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 **4**: Save the View

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

Step Create a Filter

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



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

				Incident Filt	er Mai	ntenance			
rou	must spec	cify at	o create a re-usea least one conditio ld to type a value	on line when creat	ting a Fi		alysis.		
Sele	ect Filter:		Falls at Eucalyptu	s Lodge and Acacia	Private	•			
Name	ie:		Falls at Eucalyptu:	s Lodge and Acacia	Private				
Desc	cription:		Falls at Eusahustur	s Lodge and Acacia	Private			-	
	chpuon.		Fails at Eucalyptus	o Louge una / leuciu				40	
	chpdon.		rails at Eucalyptu:	5 Lodge und / lodeld				0	22
	chpuon.		rails at Eucalyptus				2 New	()	22 (j)
	er Conditio	or	4	5	7	6	2 New	()]]	24 (j) (j)
		<u> </u>			7	6 Value	2 New	0 2	24 (j) (j)
	er Conditio	í	4	6	7		2 New	()]]	224 () ()
	er Conditio	ĩ	4 Field	Test	7	Value	2 New		24 (j))

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

 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 ⁽³⁾ 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	%
9	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 ⁽³⁾ field and double click your mouse. The available list items will display. Click **ONE** of the items in the list

			Possible	Values Webpage Dialog	-	and a second sec	-		
					Possible Valu	es For Supergro	up		
				10.000					
						existing value for the field yo ie, or click the close button t			
				Citic on the	valde you would like to th	e, or click the close botton c	o close the	whoow.	
					Possible	Values			
					Abscondi	ng			
					Aggressi	241			
					Anatomic	al/OHS			
					Blood Ma	tters			
					Client Mg	it.			
					Commun	ication & Disputes			
					Diegnost				
					Elder Abu				
					Falls				
					Infectio	ontrol			
					Maternity				
					Medicatio	n.			
						al Matters			
					Pharmac				
						icel Treume			
					Sido Inte	13100700000000			
					Substanc				
					Weepon				
						(Close)			
			L						
lte	er Condit	ions	;						
	And/Or	(Field	Test	Value)	FilterLinell
			Incident Involved	-	Patient/Client				
	And		Incident Supergroup	-	Falls				
	And		(Facility	-	Acacia Private				
	Or	_	Facility	-	Eucalyptus Loc	0.0)	

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" ③ 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	1	(Facility	-	Acacia Private	
0	Or		Facility	-	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 *for the condition and the for the condition and the for the condition 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	
	And		Incident Supergroup	-	Falls	
	And	(Facility	-	Acacia Private	
0	Dr		Facility	-	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?

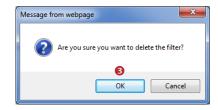
If you wish to delete a filter, RiskMan will check that the filter isn't being used in an Analyser View. If the filter is being used it will need to be removed from the Analyser View first and then it can be deleted

- 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
 that you wish to delete

1 Aligner (* 1917)

			Incident F	ilter Maintenance				
You must sp	ecify	at least one conditio	n line when cr	triction criteria for Incide reating a Filter. ck to select from a list.	ent Analysis.			
Select Filte	r:	Client Falls	0	•				
Name:		Client Falls						
Description:		Client Falls						2
	tions				New	2	22) (j)
Filter Cond	uolis							
Filter Cond And/Or	(Field	Test	Value)	FilterLineID
	(Field Incident Involved	Test =	Value Patient/Client)	FilterLineID

4. Press OK ⁶ to the pop-up message



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

ove this f						Please
r Condi		from the existing vie	w betore dele	ting it. 🗿		
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

Analyse				
Select View:	{New}			•
Dates:	From:	29 May 3	2009 🗸	
	To:	28 May 3	2010 🗸	
Display Options				۲
View Name:				2
Timeframe:	Most Recent 12 Months To Today	-		
Column Group:	Entire Period	-		
Row Group(s):	Admission Date	-	Select Clear	
	Selected Row Groups		Row Statistics	_
			Row Total Average	e 📃 Std
			Deviation 🔲 Variance	
Indicator:	Count of Incidents	-		
As A Ratio Of:	{None}	•	Edit Factors	
Filter:	{None}	•	Edit Filters	
Output Options				
🗹 Display Data Tabl	e			
🔲 Display Chart				

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** *O* of your factor e.g.
 Occupied Bed Days per Month per Site
- 3. Select Type = Static 😉
- 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 ④** list

- If you do not select a Related Dimension then enter your value in the Value S field
- 6. Press Save ⁽³⁾ when complete

	Comparison Fac	tors
		elation to other data. Comparison factors may be ay vary from one time period to the next).
6 Save C	incel	Back To Analyzer
Factor Name: Description: Type: Related Dimensi	Total No of Staff & Volunteers per Fa Total Number of Staff & Volunteers p ② Static	

Example: Static Factor based on Related Dimension

		Comparison Fa	actors		
		ess Incident occurrence rates i nge, over time) or Time-based			
6	Save Cance	al		Back To Analyzer	
-	Comparison Factor	Properties			
	Factor Name:	Total Beds በ			
	Description:	Total Number of Combined Beds	2		
	Туре:	Static			
	Related Dimension:		-		
	Value:	1400	6		

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** *O* of your factor e.g. Number of visits per month per Site
- 3. Select Type = Time-Based
- Select a Related Dimension @ e.g. Site, Location, Department
- 5. Press Save S when complete

	Comparison Fa	actors	
Comparison Factors are used to asse Static (do not change, or rarely chan			
5 Save Cance Comparison Factor		Back To Analyzer	
	No of Visits per Month per Site	0	
Description:	Total Number of Visits per Month	per Site 2	
Type:	🔿 Static 💿 Timebased 🚯	-	
Related Dimension:	Facility 4	-	

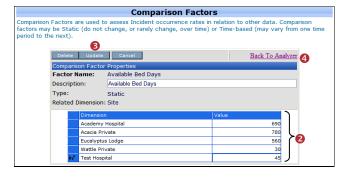
Adding Values to Static Factors based on a Related Dimension

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

• next to the Static factor you created

		Comparison Factors			
	son Factors are used to assess Inc Static (do not change, or rarely ch				
	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
	Occupied Bed Days Per Month Per Site	Occupied Bed Days Per Month Per Site	Timebased	Site	Unit
Add	New			Back	: To Analyzer

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



- 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 ⁽⁶⁾ 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

omparison Factors	o othor d	ata Como	arison fact
			-
Description	Туре	Relates To	Ratio Forma
Available Bed Days By Site	Static	Site	Unit
FTE by Site	Static	Site	Unit
Occupied Bed Days Per Month Per Site	Timebased	Site	Unit
			To Analyze
	lent occurrence rates in relation in nge, over time) or Time-based (n Description Available Bed Days By Site FTE by Site	Ient occurrence rates in relation to other di nge, over time) or Time-based (may vary fr Description Type Available Bed Days By Site Static FTE by Site Static	Ient occurrence rates in relation to other data. Comp nge, over time) or Time-based (may vary from one ti Description Type Relates To Available Bed Days By Site Static Site

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

				s in relation to other data me-based (may vary from	
Update D	elete Cancel				Back To Analyze
	Comparison Factor	Properties			<u>Buck rormay</u>
		Occupied Bed Day	s per Month pe	er Site	
		Occupied Bed Days			
		Timebased			
	Related Dimension:				
Instance:	Acacia Private		- 2		
instancer					4
From Date:	1/07/2005 🗸	To Date:	29/01/2010	Value:	
Dimension		From Date		To Date	Value
Acacia Priva		1/06/2005		30/06/2005	92
Eucalyptus I	-	1/06/2005		30/06/2005	92
Acacia Priva		1/05/2005		31/05/2005	55
Acacia Priva		1/05/2005		31/05/2005	55
Acacia Priva	ite	1/05/2005		31/05/2005	55
Eucalyptus I	Lodge	1/05/2005		31/05/2005	92
Acacia Priva	ste	1/04/2005		30/06/2005	58
Acacia Priva	ate Hospital	1/04/2005		30/06/2005	58
Acacia Priva	ate Hospital	1/04/2005		30/06/2005	58
Acacia Priva	ate	1/04/2005		30/04/2005	55
Eucalyptus I	Lodge	1/04/2005		30/04/2005	90
Acacia Priva	ate	1/03/2005		31/03/2005	48
Eucalyptus I	Lodge	1/03/2005		31/03/2005	92
Acacia Priva	ate	1/02/2005		28/02/2005	49
Eucalyptus I	Lodge	1/02/2005		28/02/2005	89
Acacia Priva		1/01/2005		31/01/2005	56

- 3. Select the dimension e.g. Site from the Instance 2 list
- 4. Enter a date range in the respective From Date and ToDate S fields
- 5. Enter the value in the Value 4 field
- 6. Press the Save 🗾 🛭 icon
- 7. Repeat **steps 2-5** until you have entered all the values for each instance e.g. Site
- When finished press the Update ⁽³⁾ 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

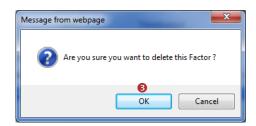
- 1. Click on the Edit Factors button on the Analyser page
- Click on the oicon next to the factor that you wish to delete and the Comparison Factor details will display

	Com	oarison Factors			
Factor	Description		Туре	Relates To	Ratio Format
Number of Staff per Campus	Number of Staff	nor Compute	Static	a contract of the	
		per Campus	Static	Incident_Location	Unit
	(do not change, or rarely	n Factors are used to assess Incident oc (do not change, or rarely change, over ti Foctor Description	In Factors are used to assess Incident occurrence rates in relati (do not change, or rarely change, over time) or Time-based (ma factor Description	(do not change, or rarely change, over time) or Time-based (may vary fro	In Factors are used to assess Incident occurrence rates in relation to other data. Compari (do not change, or rarely change, over time) or Time-based (may vary from one time peri factor Description Type Relates To

3. Press the Delete 2 button

		Compa	rison Fact	ors		
		assess Incident occu ly change, over time				
Update De	elete Cancel					Back To Analyz
	Comparison Fact	or Properties				
	Factor Name:	OBDs per month p	er Campus			
	Description:	Occupied Bed Days	per Month per Ca	mpus		
	Type:	Timebased				
	Related Dimensio	n: Incident_Location				
Instance:	Patterson St		•			
From Date:	21/05/2012	To Date:	21/05/2012	~	Value:	0 🗘
Dimension		From Date		To Dat	e	Value

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 relation change, over time) or Time-based (ma			
	e factor 'OBDs per month per Campus' 'Clinical Falls Report'. Please remove f ore deleting it.			
Factor	Description	Туре	Relates To	Ratio Format
Number of Staff per Campus	Number of Staff per Campus	Static	Incident_Location	Unit
OBDs per month per Campus	Occupied Bed Days per Month per Campus	Timebased	Incident_Location	Unit

Press the Back to Analyser So link 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 for Eucalyptus Lodge
Dates:	From: 29 May 2009
	To: 28 May 2010 🗸
Display Options	8
View Name:	Falls by Outcome for Eucalyptus Lodge Clone 🛃 🌺 👸
Timeframe:	Most Recent 12 Months To Today 🗸 🛃
Column Group:	Quarterly 👻
Row Group(s):	Admission Date Gelect Clear
	Selected Row Groups
	Outrome Row Total Average Std
	Deviation Variance
Indicator:	Count of Incidents 👻
As A Ratio Of:	{None} Edit Factors
Filter: Output Options	Falls at Eucalyptus Lodge
Display Data Ta	hle
Display Chart	Spline Chart
	Show Legend

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 for	E			
Owner	Manager				
	User			Users with Permission	
	Jenkins, Lisa (lisa) Neil H. Garde (Neil 6 Scott D. Esler (Scot		Authorise>	hayden, anne (anne)	
	Filt	er List 🔱			
	Template			Templates with Permission	
	Default				
	Executive Manager				
	Risk Manager				
	Superuser Unit Manager				
	Save	Cancel		1	

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 (a)** icon

ou must spe	cify at	o create a re-usea : least one conditio eld to type a value	n line when crea	ction crit ating a Fi	eria for Incident / Iter.	Analysis.	
elect Filter:		Falls at Eucalyptu:					
ame:		Falls at Eucalyptus	Lodge and Acacia	a Private			
Description:		Falls at Eucalyptus Lodge and Acacia Private					2
ilter Condit	ions					New	22 (j)
A - 110-	(Field	Test		Value		
And/Or)
And/Or		Incident Class	=		Falls)
And/Or And	(Incident Class Site	=)

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



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

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)

	A	В	С	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:

Olick on the Edit Factors button

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.

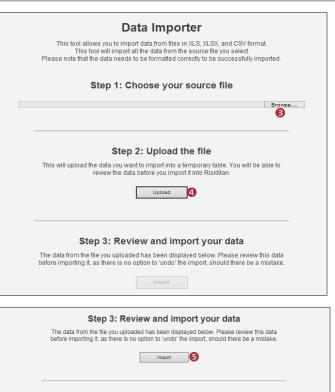
Olick the browse button to locate your file

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

omparison Factors are used to assess Inci ay be Static (do not change, or rarely cha				
ext).		,		
Factor	Description	Туре	Relates To	Ratio Forr
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
d New Import Timebased Imp	port Static		Ba	ck To Analy



F	File Home Insert Form	ulas Data	las Data			
	A	В	С	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						
8						

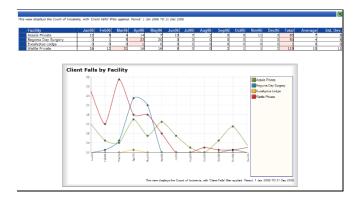
Once the data has been imported the following screen will appear:



Examples of Analyser Reports

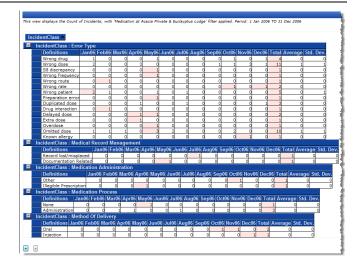
Client Falls report by Facility

Analyse Select View:	Client Falls by Facility	*
Dates:	From: To:	1 Jan 2006 v 31 Dec 2006 v
Display Options		
View Name:	Client Falls by Facility	Clone 🛃 🌺 👸
Timeframe:	Custom Dates	
Column Group:	Monthly	•
Row Group(s):	24 Hrs prior to Patient in Selected Row Groups Facility	Select Clear Row Statistics Row Total V Average V Std Deviation Variance
Indicator:	Count of Incidents	
As A Ratio Of:	{None}	✓ Edit Factors
Filter:	Client Falls	✓ Edit Filters
Output Options		
🗹 Display Data Table		
🗷 Display Chart	Spline Chart	 Swap Rows & Columns Show Legend



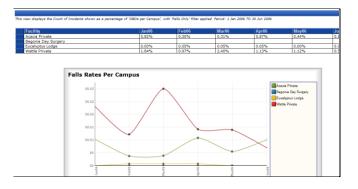
Medication Summary report

Incident Analyser	
Analyse Select View:	Medication Detailed Report
Dates:	From: 1 Jan 2006 🗸
	To: 31 Dec 2006 🗸
Display Options	۵
View Name:	Medication Detailed Report
Timeframe:	Most Recent 12 Months To Today 🔹
Column Group:	Monthly
Row Group(s):	24 Hrs prior to Patient in Select Clear
	Selected Row Groups Row Statistics
	Class Class Definition Variance Variance
Indicator:	Count of Incidents
As A Ratio Of:	{None} Edit Factors
Filter:	Medication at Acacia Private & Euclayptus 👻 Edit Filters
Output Options	
🗹 Display Data Table	
🔲 Display Chart	Swap Rows & Columns
	Show Legend
	Leave Options Panel Opt



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 Campus	-
		1 Jan 2006
Dates:	From:	
	To:	30 Jun 2006
Display Options		٥
	Falls Rates Per Campus	Clone 🛃 🌺 慃
View Name: Timeframe:	Last Calendar Year	
		-
Column Group:	Monthly	•
Row Group(s):	24 Hrs prior to Patient in	- Select Clear
	Selected Row Groups	Row Statistics
	Facility	Row Total Average Std Deviation
Indicator:	Count of Incidents	
As A Ratio Of:	OBDs per Campus	 Edit Factors
Filter:	Falls Only	Edit Filters
Output Options		
🗹 Display Data Table		
Display Chart	Spline Chart	 Swap Rows & Columns
		Show Legend



Above report exported to Excel™

The percentage (%) value will be expressed as a number in the Excel[™] 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



