



Catheter-Associated Urinary Tract Infection

User Manual

Version 12.2011

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Overview

Introduction to MHA Care Counts

MHA Care Counts is a Web based data collection and reporting tool that allows for real-time monitoring of data to support collaborative activity. MHA Care Counts was developed by the Michigan Health & Hospital Association Service Corporation Data Services Division. MHA Care Counts is a robust system that is scalable on multiple levels from statewide to an individual patient care unit.

Minimum System Requirements

Operating System	Minimum Windows 2000, Windows XP or Windows Vista recommended. All Operating Systems must have the most recent service packs and security patches from Microsoft installed.
Browser	Minimum Internet Explorer 6.0 and Java script 1.5.9, Internet Explorer 6.5 recommended. Adobe PDF file viewer extension must be installed to view reports. Java script 1.5.9 or higher must be installed and enabled.
Other Applications	Microsoft Excel is required to view reports in Excel format.
Display	Super VGA (1024 x 768) or higher-resolution monitor with 256 colors.
Internet Bandwidth	Broadband Internet connection recommended. Minimum of 256kb/sec download speed and 128kb/sec upload speed.

Table 1

General Information

Login

Users may access MHA Care Counts at <http://www.mhacarecounts.org>. Enter the Web site in the address bar of your computer's Internet browser and click on **Go**, or the Enter key on your keyboard. The screen will change to display the User Login screen for MHA Care Counts. The user will be prompted to enter his or her User ID and Password. After entering the User ID and Password, click on the button labeled "**Log in**" to enter the site.

At this point it may be useful to create a shortcut on the computer desktop to provide a means of easily accessing the Login page. In Internet Explorer, a shortcut may be created from the Internet Browser Menu Bar by clicking on **File**, then **Send**, and then **Shortcut to Desktop** (see Figure 1). The shortcut is automatically saved to the computer desktop. On the desktop, the shortcut may be renamed by right clicking on the associated icon on the desktop and choosing **Rename** from the menu. Please Note: Some users may be limited in their ability to create shortcuts based on their institution's guidelines governing the use of computers. If this is the case, please contact your information technology representative to add the shortcut.

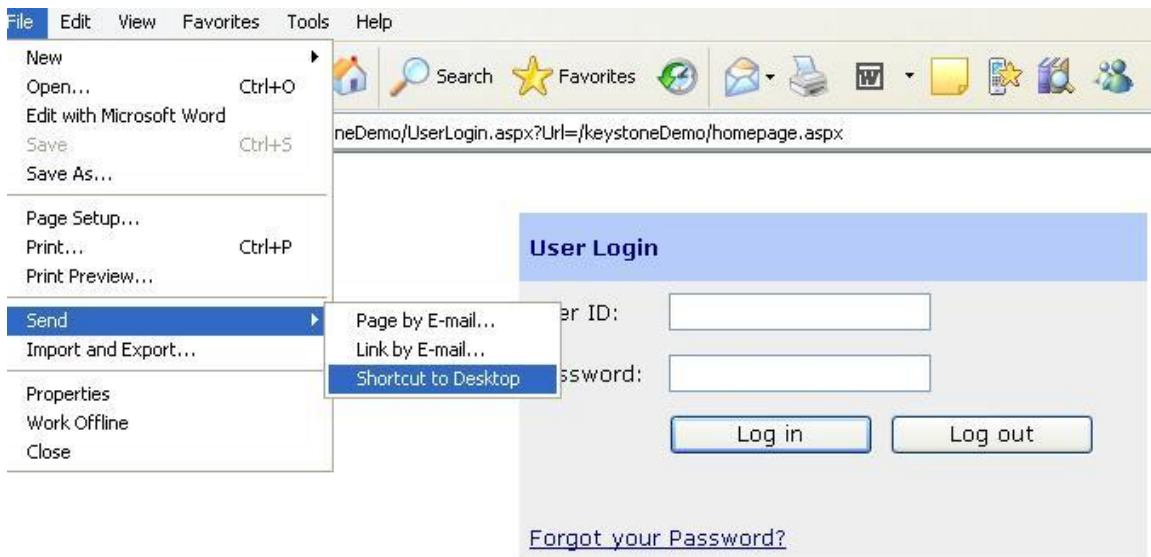


Figure 1

Users may also wish to enter the Login screen in the Internet browser's favorites. This is accomplished using the Internet Browser Menu Bar by clicking on **Favorites**, then **Add to Favorites**, and then **OK**. This will create a listing for the Login page in the favorites list. For ease of use, users may rename the label for the site by typing the new name in the box labeled, **Name**, prior to clicking on **OK**.

In the event that a user forgets their password, click on the link labeled, "**Forgot your Password?**" a box will appear on the screen instructing user to enter their User ID and click on **Submit**. This procedure will result in the password being e-mailed to the e-mail address on file for the User ID specified. Retrieve the password from your e-mail and start again.

Home Page

After login you will be taken to the main page of the web tool. This page contains information, links, and announcements. From this page you will navigate through the site.

Before going on, please take a moment to orient yourself to the home page. In the upper right hand corner of the page, you will note the word Welcome followed by the User ID that you used to enter the site. Right next to this is the link that you will use to Logout of the data entry tool.

On the left hand side of the screen is the menu bar. From top to bottom the menu bar displays a number of links: Home, Update User Profile, CAUTI, CAUTI Rates (Outcome), Prevalence & Appropriateness (Process), Reports, User Administration, Support, and Contact Us. You will use these links to connect to and use the various functions of the data tool. Please note that the left hand menu bar may not display all of the links mentioned above. The links that are displayed for each user depend on which rights they were granted by the administrator during the set up process.

The rest of the home page includes messages, links, and announcements that are associated with your quality collaborative.

Menu Bar

The functions of the links on the Menu Bar are briefly described below. Once again, note that the left menu bar may not display all of the links mentioned above. The links that are displayed for each user depend on which rights they are granted by the administrator during the set up process.

- **Home** returns the user to the home page from whatever screen they may be using.
- **Update User Profile** provides users with a means of changing their User ID and Password.
- **CAUTI – CAUTI Rates (Outcome), Prevalence & Appropriateness (Process)** and **Team Checkup Tool** entry and export functions of data collected as part of collaborative activities is accomplished through these links.
- **Reports** allow the user to generate, preview and print reports associated with the data collection activities of the collaborative.
- **User Administration** allows collaborative and site administrators to update site documents, create records for facilities participating in a collaborative, and create accounts for users.
- **Support** provides a number of links to allowing a user to access a Frequently Asked Questions document, the help screens for the data entry forms, and print hard paper copies of the blank data entry forms.
- **Contact Us** provides a place for users to report problems experienced in using the site.

Catheter-Associated Urinary Tract Infection

Data Entry and Editing

The menu option labeled **Data Collection** under the measure links is used to enter the data collected on the forms associated with the collaborative initiatives (see Figure 2).

To access the data collection forms associated with the individual collaborative initiatives, place the cursor over the link for the collaborative for which you will be entering data, (e.g. CAUTI). A drop down menu will appear below the bar indicating which menu options are available to you. To enter data for the selected collaborative (e.g. CAUTI), click on **Data Collection** from the drop down menu. After you have clicked on **Data Collection**, the data entry screen for that collaborative initiative will appear on the page.

Note that after the system has been idle for 20 minutes Care Counts will “time-out” and the user will need to log-in again.

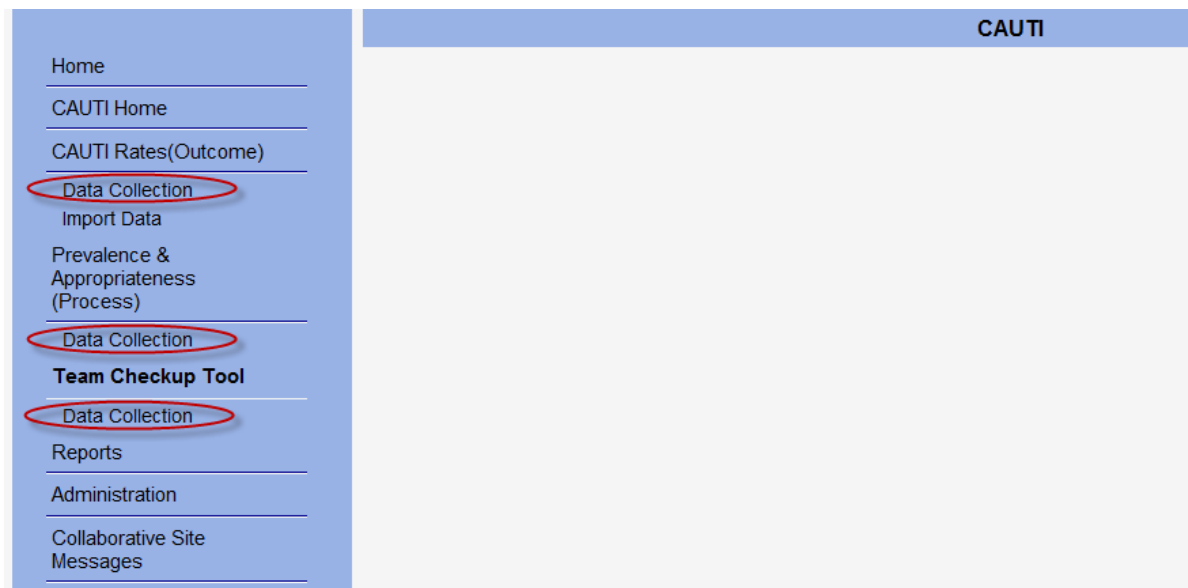


Figure 2

Data Entry Formats

Data formats used in MHA Care Counts include dichotomous (Yes or No) variables, check boxes, free-text entry, numeric entry, and uploading files from a computer or network drive.

- **Yes/No:** You may type in Y for Yes, N for No, or use the mouse to select Yes or No from the drop-down menu, which is displayed by clicking the down arrow on the data entry box. Some Yes/No items include a third option of “Contraindicated.” Type C to indicate the response or select “Contraindicated,” from the drop-down menu.
- **Drop down boxes:** Items whose responses are selected from a list of single select items (i.e., only one response may be indicated) may be completed by selecting the appropriate response from the drop-down menu for that item. The menu is displayed by clicking on the down arrow on the data entry box. Responses are selected by clicking on the desired item in the list.

- **Check boxes:** Questions, whose responses are selected from a predetermined list of items, where more than one response may be indicated, are completed with check boxes. Check boxes are also used for some selected items to indicate that data are not collected or a test was not performed. To select responses for items using check boxes, click on the box *in front* of the desired item. The box will fill with a check mark ✓ or x.
- **Text or numeric data:** Questions whose response requires the entry of text or numbers are completed by typing the words or numbers into the empty box provided for that item.
- **Locked and Unlocked Response Boxes:** Entry of some items depends on response to the previous item. Such items remain locked to data entry unless the appropriate response is entered.
- **Saving Entered Data:** Once all data on a form are entered they must be saved to the database. Click on the button labeled, “**SAVE**” at the bottom of the page. When the data are successfully saved to the database, a message indicating this will appear at the bottom of the page.
- **Missing Data:** All data items on the form must be completed before a form’s data can be saved to the database. When attempting to save a form that contains missing data, a tone will sound and a message will appear at the bottom of the screen indicating that an item or items are missing. Return to the missing item(s) and complete entry of all missing items.
- **Logging Out:** When the user has completed his or her work in the data tool, they should click on the **Logout** link, located in the upper right hand corner of the page. Logging out is the most secure method of exiting the data tool.

CAUTI Rates (Outcome)

CAUTI Rates (Outcome) is a data collection representing the monthly rate of CAUTI by catheter days and patient days. This is collected monthly for five months and then quarterly for four quarters. The dates are provided to you and are available for viewing in the Data Collection screen.

To enter CAUTI Rates, click on ***CAUTI Rates (Outcome)***, on the left side of the screen of the home page. After clicking on ***CAUTI Rates (Outcome)***, select the ***Data Collection*** option (see Figure 3).

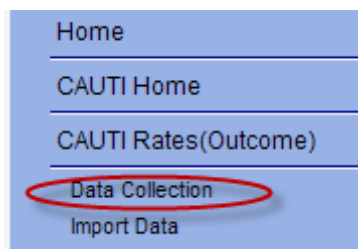


Figure 3

The boxes at the top of the data entry screen indicate the unit and year for which data are being entered. A list of units for which the user is authorized to complete data entry may be seen by clicking on the arrow in the drop down box labeled Unit. If you are in a hospital with multiple units and are authorized to

complete data entry for multiple units, please select the unit for which you wish to complete data entry by highlighting the unit name on the drop down menu.

Indicate the year in which the data were collected by clicking on the down arrow in the drop down box labeled Year (see Figure 4).



Figure 4

The left side of the screen lists the months of the year under the main heading labeled **Data Collection Status**. The middle of the screen lists the status of data collection for each month, respectively.

- **Complete** – indicates months for which the data entry has been completed.
- **Incomplete** – indicates months for which the data collection has not been completed.
- **Not Collected** – indicates months for which the data were not available and will not become available.

Select the month for which you wish to enter data by clicking on the **Edit Data** link, which can be found at the right side of each month's row (see Figure 5). Depending upon whether you are editing previously entered data or entering new data the cells in the form will either clear for data entry or display the values in the database. Note: when editing data, confirm that you have selected the correct month and year. Enter or edit the data as required and click on **Save** to save the data values to the database.

Data Collection Status		
Collection Period: Baseline Period		
01/01/2009	Complete	Edit Data
02/01/2009	Complete	Edit Data
03/01/2009	Complete	Edit Data
04/01/2009	Complete	Edit Data
05/01/2009	Complete	Edit Data
06/01/2009	Complete	Edit Data
07/01/2009		Edit Data
08/01/2009		Please enter previous data.
09/01/2009		Please enter previous data.
10/01/2009		Please enter previous data.
11/01/2009		Please enter previous data.
12/01/2009		Please enter previous data.

** Indicates data is locked for edits.

[Return](#)

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Figure 5

Although the denominator type (see Unit Set-up for a description) used to report CAUTI is shown on the data entry screen, users are not able to change this value during data entry. If you believe the information displayed for this item is incorrect, please alert your team leader.

To enter the number of CAUTI's, catheter days, and patient days, you will need to click in the appropriate box or tab and use your keyboard to manually enter the number. Both catheter days and patient days are required for data collection (see Figure 6).

Lastly, although it is important to minimize the extent of missing data in the database, we know that there may be times when infection data are not available. In such cases, click on the box labeled, **Data Not Collected for this Period**, at the top of the screen and click on the button labeled, **Save** (see Figure 6).

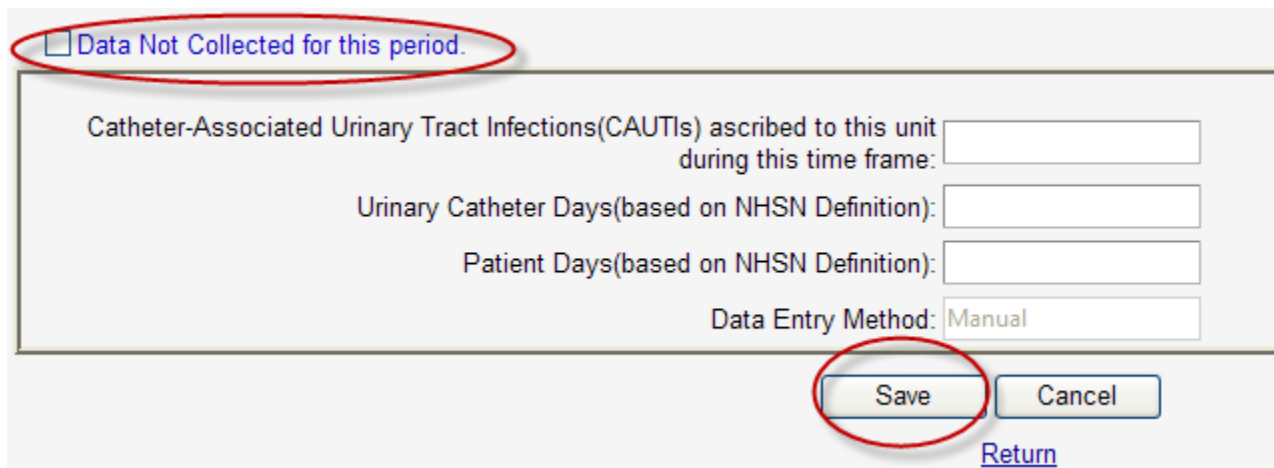


Figure 6

Prevalence & Appropriateness (Process)

Prevalence & Appropriateness (Process) is a data collection representing the number of patients with urinary catheters, and the reason for catheter placement. This data is collected according to your cohort specific data collection calendar. The dates are provided to you and are available for viewing in the Data Collection screen.

To enter data for CAUTI Process data, left click on the tab labeled, **Prevalence & Appropriateness (Process)** and left click on the drop down option labeled, **Data Collection** (see Figure 7).

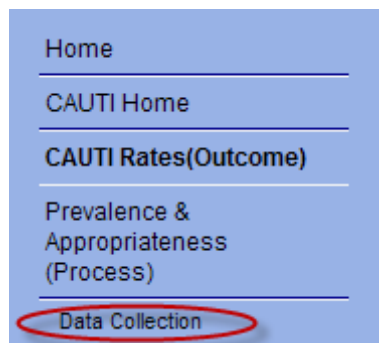


Figure 7

The boxes at the top of the data entry screen indicate the unit and year for which data are being entered. A list of units for which the user is authorized to complete data entry may be seen by clicking on the down arrow in the drop down box labeled Unit (see Figure 8). If you are in a hospital with multiple units and are authorized to complete data entry for multiple units, please select the unit for which you wish to complete data entry by highlighting the unit name on the drop down menu.

Host
 Nicole - Sponsor
 Nicole - System
 Nicole - Facility B
 Nicole - Unit B1

Host > Nicole - Sponsor > Nicole - System > Nicole - Facility B > Nicole - Unit B1 3332

Year:
 2008

Data Collection Status		
Baseline Period 1: Week of 11/3/2008		
11/03/2008	Complete	Edit Data
11/04/2008	Not Collected	Edit Data
11/05/2008	Complete	Edit Data
11/06/2008	Complete	Edit Data
11/07/2008	Complete	Edit Data
Baseline Period 2: Week of 11/10/2008		
11/10/2008	Incomplete	Edit Data
11/11/2008		Edit Data
11/12/2008		Please enter previous data.
11/13/2008		Please enter previous data.
11/14/2008		Please enter previous data.

Figure 8

Indicate the year in which the data were collected by clicking on the down arrow in the drop down box labeled Year (see Figure 8).

The left-most column under the Data Collection Status header lists the day of the month and year (see Figure 8). The middle column under the Data Collection Status header indicates the status of the data collection (see Figure 8). The status options are listed below.

- **Complete** – indicates months for which the data entry has been completed.
- **Incomplete** – indicates months for which the data collection has not been completed.
- **Not Collected** – indicates months for which the data were not available and will not become available.

Select the month for which data is being entered by clicking on the **Edit Data** option at the right side of the desired month’s row (see Figure 8). Enter the total number of patients that are on the unit during the timeframe for which you selected and enter the number of patients who have an indwelling urinary catheter (see Figure 9). Once you have entered the number of total patients and the number of patients with an indwelling urinary catheter, click **Generate Patient Records**.

State River Hospital > MICU
1/19/2010
[Return](#)

Please answer the two following questions regarding the number of patients on the unit (0 for no patients) and press **Generate Patient Records**. If no data was collected for the day, select **Data Not Collected**.

How many patients, total, are on the unit today?

How many patients have an indwelling urinary catheter?

Figure 9

After clicking **Generate Patient Records**, your total number of patients will appear and “Yes” to “Foley Present?” will be populated for the number of patients with an indwelling urinary catheter you entered from the previous step.

Depending upon whether you are editing previously entered data or entering new data, the cells in the form will either be clear for data entry or display the values in the database. Note: when editing data, confirm that you have selected the correct month and year. Enter or edit the data as required and click on **Save** to save the data values to the database.

Patient Number	Foley Present?	Chart Status		Delete Record
1	Yes	Incomplete	Enter Data	<input type="checkbox"/>
2	No	Complete	Enter Data	<input type="checkbox"/>

Figure 10

Once you have selected *Foley Present* for a patient, you may then enter the Indication Data by clicking *Enter Data* (See Figure 10). This will allow you to select the insertion location and indication reasons (See Figure 11). There are many indication reasons to choose from. You may select all reasons that apply and click *Save*.

Patient Number

Foley Present

Insertion Location

Please select the main reason for placement

- Accurate measurement of urinary output in the critically ill patients
- Acute urinary retention or obstruction
- Assist healing of perineal and sacral wounds in incontinent patients
- Chronic indwelling urinary catheter on admission
- Hospice/comfort/palliative care
- Hospital Approved Indication (exclusive of all other non-indicated reasons)
- Perioperative use in selected surgeries
- Required immobilization for trauma or surgery
- Incontinence without a sacral or perineal pressure score
- Others(include those transferred from intensive care, morbid obesity, immobility, confusion or dementia, and patient request)
- Prolonged postoperative use
- Urine output monitoring OUTSIDE the intensive care unit

Figure 11

Team Checkup Tool

The Team Checkup Tool is a quarterly data collection that is used to assess the unit's CAUTI reduction efforts, CUSP practices, team progress and barriers to completing the project. To enter data for the quarterly Team Checkup Tool, left click on the tab labeled, Team Checkup Tool and left click on the drop down option labeled, Data Collection (see Figure 12).

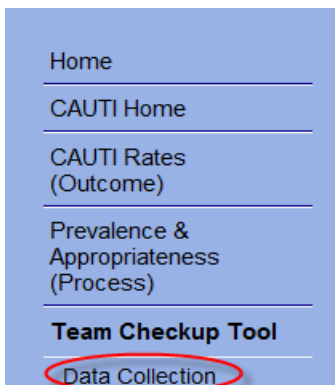
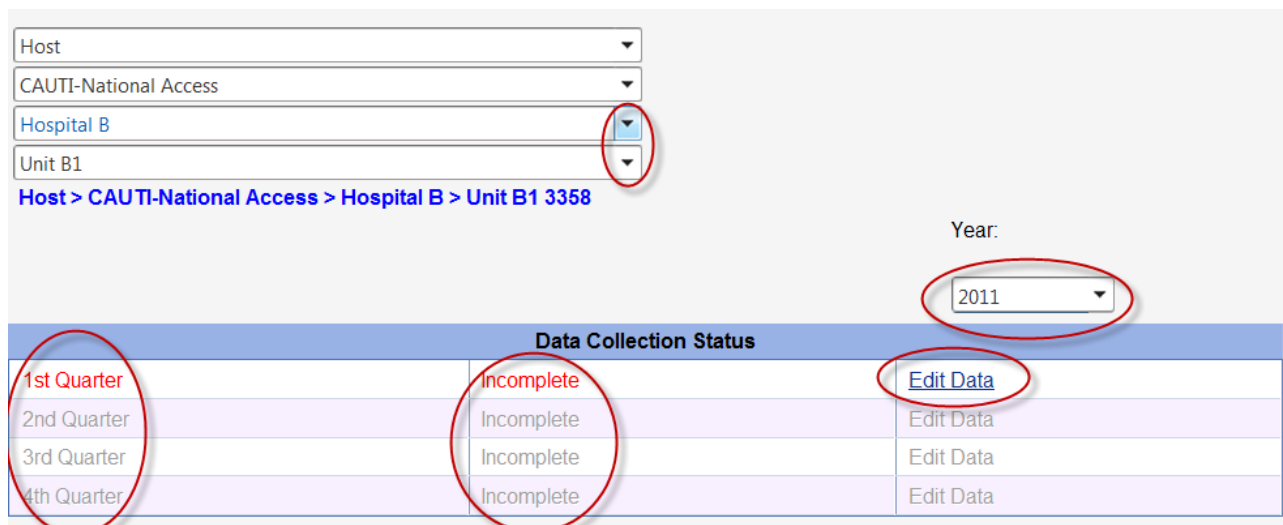


Figure 12

The boxes at the top of the data entry screen indicate the unit and year for which data are being entered. A list of units for which the user is authorized to complete data entry may be seen by clicking on the down arrow in the drop down box labeled Unit (see Figure 13). If you are in a hospital with multiple units and are authorized to complete data entry for multiple units, please select the unit for which you wish to complete data entry by highlighting the unit name on the drop down menu.



The screenshot shows a data entry interface. At the top, there are four dropdown menus: 'Host', 'CAUTI-National Access', 'Hospital B', and 'Unit B1'. Below these is a breadcrumb trail: 'Host > CAUTI-National Access > Hospital B > Unit B1 3358'. To the right, there is a 'Year:' label and a dropdown menu set to '2011'. Below this is a table with the header 'Data Collection Status'. The table has three columns: 'Quarter', 'Status', and 'Action'. The '1st Quarter' is circled in red. The 'Incomplete' status for all quarters is circled in red. The 'Edit Data' link for the 1st quarter is circled in red.

Data Collection Status		
1st Quarter	Incomplete	Edit Data
2nd Quarter	Incomplete	Edit Data
3rd Quarter	Incomplete	Edit Data
4th Quarter	Incomplete	Edit Data

Figure 13

Indicate the year in which the data were collected by clicking on the down arrow in the drop down box labeled Year (see Figure 13).

The left-most column under the Data Collection Status header lists the quarter for data collection (see Figure 13). The middle column under the Data Collection Status header indicates the status of the data collection (see Figure 13). The status options are listed below.

- **Complete** – indicates quarters for which the data entry has been completed.
- **Incomplete** – indicates quarters for which the data collection has not been completed.
- **Not Collected** – indicates quarters for which the data were not available and will not become available.

Select the quarter for which data is being entered by clicking on the **Edit Data** option at the right side of the desired quarter's row (see Figure 13). You will only be able to enter data for the quarter that has previously lapsed. The remainder of the quarters will be grayed out until it is time to enter the new data. The data schedule for the quarterly Team Checkup Tool is as follows:

- **1st Quarter** – data should be entered in April to reflect the activities from January, February and March
- **2nd Quarter** – data should be entered in July to reflect the activities from April, May and June
- **3rd Quarter** – data should be entered in October to reflect the activities from July, August and September
- **4th Quarter** – data should be entered in January to reflect the activities from October, November and December

Depending upon whether you are editing previously entered data or entering new data, the cells in the form will either be clear for data entry or display the values in the database. Note: when editing data, confirm that you have selected the correct quarter. Enter or edit the data as required and click on **Save** to save the data values to the database.

Technical Support

Reporting Problems or Suggestions

If a user experiences a problem while using the data tool they should report the problem to MHA data services by selecting **Contact Us** from the main menu. Enter your email address in the box labeled **Your E-mail**. Use the box labeled **Message** to record the details of the problem you are reporting. Please include your telephone number in your message to allow MHA data services to reach you in case they need more information.

Click on the button labeled **Send Feedback**, to send your message to MHA Staff.

Example Data Collection Calendar

CAUTI Rates (Outcome) and Prevalence & Appropriateness (Process) Data Collection

Below is an example of what the data collection will look like for both CAUTI Rates (Outcome) and Prevalence & Appropriateness (Process) data collections. CAUTI Rates (Outcome) is a data collection representing the monthly rate of CAUTI by catheter days and patient days. This is collected monthly for five months and then quarterly for four quarters. Prevalence & Appropriateness (Process) is a data collection representing the number of patients with urinary catheters, and if the catheters are indicated. This is collected for five days a week over a period of 3 weeks and then a daily collection over a period of single weeks. **Your actual data collection dates will depend upon the Cohort that you are participating in.**

	PROCESS								OUTCOME						
	S	M	T	W	T	F	S		S	M	T	W	T	F	S
BASELINE PERIOD	<i>No Data Collected</i>							SEP 2010	<i>Baseline Data Collected</i>						
				1	2	3	4					1	2	3	4
	5	6	7	8	9	10	11		5	6	7	8	9	10	11
	12	13	14	15	16	17	18		12	13	14	15	16	17	18
	19	20	21	22	23	24	25		19	20	21	22	23	24	25
	26	27	28	29	30				26	27	28	29	30		
	<i>No Data Collected</i>							OCT 2010	<i>Baseline Data Collected</i>						
						1	2						1	2	
	3	4	5	6	7	8	9		3	4	5	6	7	8	9
	10	11	12	13	14	15	16		10	11	12	13	14	15	16
	17	18	19	20	21	22	23		17	18	19	20	21	22	23
	24	25	26	27	28	29	30		24	25	26	27	28	29	30
31							31								
<i>Baseline Data Collected</i>							NOV 2010	<i>Baseline Data Collected</i>							
	1	2	3	4	5	6			1	2	3	4	5	6	
7	8	9	10	11	12	13		7	8	9	10	11	12	13	
14	15	16	17	18	19	20		14	15	16	17	18	19	20	
21	22	23	24	25	26	27		21	22	23	24	25	26	27	
28	29	30						28	29	30					
IMPLEMENTATION	<i>Implementation Data Collected</i>							DEC 2010	<i>Implementation Data Collected</i>						
				1	2	3	4					1	2	3	4
	5	6	7	8	9	10	11		5	6	7	8	9	10	11
	12	13	14	15	16	17	18		12	13	14	15	16	17	18
	19	20	21	22	23	24	25		19	20	21	22	23	24	25
	26	27	28	29	30	31			26	27	28	29	30	31	
	<i>Implementation Data Collected</i>							JAN 2011	<i>Implementation Data Collected</i>						
							1								1
	2	3	4	5	6	7	8		2	3	4	5	6	7	8
	9	10	11	12	13	14	15		9	10	11	12	13	14	15
	16	17	18	19	20	21	22		16	17	18	19	20	21	22
	23	24	25	26	27	28	29		23	24	25	26	27	28	29
30	31						30	31							

SUSTAINABILITY PERIOD 1	<i>No Data Collected</i>							FEB 2011	<i>No Data Collected</i>						
			1	2	3	4	5				1	2	3	4	5
	6	7	8	9	10	11	12		6	7	8	9	10	11	12
	13	14	15	16	17	18	19		13	14	15	16	17	18	19
	20	21	22	23	24	25	26		20	21	22	23	24	25	26
	27	28						27	28						
	<i>No Data Collected</i>							MAR 2011	<i>No Data Collected</i>						
			1	2	3	4	5				1	2	3	4	5
	6	7	8	9	10	11	12		6	7	8	9	10	11	12
	13	14	15	16	17	18	19		13	14	15	16	17	18	19
	20	21	22	23	24	25	26		20	21	22	23	24	25	26
	27	28	29	30	31			27	28	29	30	31			
<i>Sustainability Data Collected</i>							APR 2011	<i>Sustainability Data Collected</i>							
					1	2							1	2	
3	4	5	6	7	8	9		3	4	5	6	7	8	9	
10	11	12	13	14	15	16		10	11	12	13	14	15	16	
17	18	19	20	21	22	23		17	18	19	20	21	22	23	
24	25	26	27	28	29	30		24	25	26	27	28	29	30	
SUSTAINABILITY PERIOD 2	<i>No Data Collected</i>							MAY 2011	<i>No Data Collected</i>						
	1	2	3	4	5	6	7		1	2	3	4	5	6	7
	8	9	10	11	12	13	14		8	9	10	11	12	13	14
	15	16	17	18	19	20	21		15	16	17	18	19	20	21
	22	23	24	25	26	27	28		22	23	24	25	26	27	28
	29	30	31					29	30	31					
	<i>No Data Collected</i>							JUN 2011	<i>No Data Collected</i>						
				1	2	3	4					1	2	3	4
	5	6	7	8	9	10	11		5	6	7	8	9	10	11
	12	13	14	15	16	17	18		12	13	14	15	16	17	18
	19	20	21	22	23	24	25		19	20	21	22	23	24	25
	26	27	28	29	30			26	27	28	29	30			
<i>Sustainability Data Collected</i>							JUL 2011	<i>Sustainability Data Collected</i>							
					1	2							1	2	
3	4	5	6	7	8	9		3	4	5	6	7	8	9	
10	11	12	13	14	15	16		10	11	12	13	14	15	16	
17	18	19	20	21	22	23		17	18	19	20	21	22	23	
24	25	26	27	28	29	30		24	25	26	27	28	29	30	
31							31								
KEY															
BASELINE															
IMPLEMENTATION															
SUSTAINABILITY															