ENCOR-a Hospital Chart-Abstracted Measures Abstractor Training

Introduction

The purpose of today's training is to introduce the Abstractors and Administrators to the ENCOR worksheets, and a few helpful reports you may wish to run prior to your full Report Training session in 4 weeks. Not only can today's agenda be used to follow along during the training, but it can also be a helpful resource while learning our application.

At the end of this training session the **ABSTRACTOR** will be able to:
- Identify resources from the Home Page.
- Understand Navigation and Functionality of the Abstraction list
- Understand the Worksheet to include the Floating Toolbar, Skip Logic, Help Icons, Calculations and Provider Information
- Enter CSTK-02 events, CSTK-10 events & Restraints and Seclusions (HBIPS Events) If applicable
- Enter Psychiatric Leave Days and Inpatient Days. If applicable
- Review reports to Identify Potential Outliers, Worksheets with UTD values, Rate Measures, Case History, Cases No Longer in Population, and the Abstracted data Element export.
- Access the Medisolv Knowledge Center.

At the end of this training session the **ADMINISTRATOR** will be able to:
- Understand how to set up Sampling methodology with oversample at the beginning of each quarter.
- Understand the sampling methodology process and impact on abstraction productivity.
- Monthly-vs-Do Not Sample

1. ENCOR Alert Messages
   a. Sampling Reminder
   b. Last Load Date
2. Home Page
   a. Quarter Information
   b. Submission Details
   c. Quick Links
   d. Announcements
   e. Change Hospital
   f. 9-Box

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3. Abstraction
   a. Common Navigation and Functionality Features
      - Field List & Exporting Capability
      - Expand/Collapse
      - Drag & Drop
      - Grouping
      - Filtering
      - Sorting
      - Hovering
      - Pagination
      - Color Coding of the Abstraction Icon
      - Save View Layout
      - GWTG (If Applicable)
   b. Worksheet overview
      - Floating Toolbar
         a. Help Documents/ Spec Links
         b. Visit Details
         c. Save & Continue and Save & Exit
         d. ENCOR-e Patient Details
         e. Case Evaluator
         f. Cancel
         g. Measure Status Toolbar
         h. Questions Tab
      - Skip Logic
      - Change Worksheet
      - Help Icon(s)
         o Specifications can be opened from the measure set/number hyperlink on the far right next to the questions. The measure set/measure # corresponds to the question.
      - Critical Edits
      - Calculations & Sepsis Calculator
      - Provider Information
      - Annotations
   c. CSTK-02 & CSTK-10 Events Grid (If Applicable)
   d. Entering HBIPS 2 & HBIPS 3-Events (If Applicable)

4. Reporting
   a. Data Quality
      - Cases by Category Assignment

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- Measure Decision Point
- Potential Outlier Report
- Rate Measures Results

b. Population
- Case History

c. Miscellaneous
- Abstracted Data Elements export

5. Concurrent Abstraction- Available, not required
    a. Concurrent Abstraction: Add a Case
    b. Concurrent Abstraction: Identifying Potential Cases
    c. Concurrent Abstraction List
    d. Concurrent Abstraction Results
    e. Concurrent Abstraction Rate Measures Results

6. Inter-rater Reliability (IRR) – re-abstraction. Available, not required.
    a. IRR Sampling
    b. IRR Abstraction List
    c. IRR- Annotation Report
    d. IRR Comparison
    e. IRR: CAAR Report (Category Assignment Agreement Rate)
    f. IRR: DEAR (Data Element Agreement Rate) Report

7. Administration
    a. *Mark Period Ready for Abstraction
    b. Abstraction Count Report
    c. Abstractor Productivity Report
    d. Audit Trail
    e. Delete Visits
    f. Mapping
        - Ethnicity Mapping
        - Payment Source Mapping
        - Race Mapping
    g. Hospital Information
    h. Joint Commission DDSP Data Entry
    i. Manage Abstracted Data Elements Report
    j. Save All Cases
    k. TJC Submission Selections
    l. User Access
    m. User Access Audit Trail
    n. User Administration
    o. Workflow Audit

8. Medisolv Knowledge Center
    a. Registration is Required

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