



Administrators

MANUAL

Oregon Trauma Registry

Oregon Health Authority

February 2017

**THIS PAGE INTENTIONALLY
LEFT BLANK**



ADMINISTRATORS MANUAL

TABLE OF CONTENTS

	<u>Page #</u>
1.0 REGISTRY INFORMATION	A-1
1.1 Registry Overview	A-1
1.2 Registry References	A-2
1.3 Authorized Use & Permissions	A-2
1.4 Points of Contact.....	A-2
1.4.1 Information	A-2
1.4.2 Help Desk	A-2
1.5 Acronyms and Abbreviations	A-3
2.0 REGISTRY SUMMARY	B-1
2.1 Registry Configuration.....	B-1
2.2 Data Flows	B-1
2.3 User Access Levels.....	B-1
3.0 GETTING STARTED	C-1
3.1 Logging On	C-1
3.2 Registry Administrative Menu	C-1
3.2A Configuration Tab.....	C-1
3.2B Configuration Menu.....	C-2
User Management Screen.....	C-2
Adding a New User.....	C-2
Modify Account Basic Settings.....	C-4
Customize User Settings.....	C-5
Change Account Password.....	C-6
Delete User Account.....	C-7
Color Coding for Users.....	C-7
3.2C Activity Dashboard.....	C-8
3.3 Exit Registry	C-8

**THIS PAGE INTENTIONALLY
LEFT BLANK**

1.0 REGISTRY INFORMATION

NOTE TO READER: *this manual is intended for use by administrators of the Oregon Trauma Registry. Administrators are authorized by the Oregon Health Authority, and by each individual trauma center. This manual is not intended to replace training provided by the Oregon Health Authority on the use of the Oregon Trauma Registry, but is intended to be a guide in addition to hosted training.*

The Administrators Manual provides the information necessary for an administrator of the Oregon Trauma Registry to effectively administer access to and use of the registry.

A. REGISTRY INFORMATION

1.1 Registry Overview

The Oregon Trauma Registry is a sophisticated method of gathering and reporting on trauma patient care in the State of Oregon.

- Web-based Software system to gather trauma patient data
- Text based interface
- Patient Injury and Coding Capability
- Data Submission to NTDB
- Capable of Recording & Reporting TQIP Values
- Population & Report Generation Capable

1.2 Registry References

References that were used in preparation of this document in order of importance to the end user.

Oregon Trauma Registry Inclusion Criteria
Oregon Trauma Registry Data Dictionary

1.3 Authorized Use & Permissions

The Oregon Trauma Registry is to be accessed for both data entry and reporting purposes, only by those who have been granted permission by the State of Oregon Office of Information Security, and the Oregon Health Authority. Oregon trauma centers are authorized to allow access to their specific data collection and reporting site as their organization security and compliance officers sees necessary in compliance with the Health Information Portability and Accountability Act, as well as all other federal, state, city, and county, state rules & guidelines.

1.4 Points of Contact

1.4.1 Information

Nathan C. Jarrett
State of Oregon
EMS & Trauma Data Coordinator
Policy Analyst
800 NE Oregon St. Suite 730
Portland, OR 97232
nathan.jarrett@state.or.us
P 1 (971) 673-0527
F 1 (971) 673-0990

1.4.2 Help Desk

Nathan C. Jarrett
State of Oregon
EMS & Trauma Data Coordinator
Policy Analyst
800 NE Oregon St. Suite 730
Portland, OR 97232
nathan.jarrett@state.or.us
P 1 (971) 673-0527
F 1 (971) 673-0990

Continued Next Page...

Donald K. Au

State of Oregon

Research Analyst 3

800 NE Oregon St. Suite 730

Portland, OR 97232

donald.k.au@state.or.us

P 1 (971) 673-0521

F 1 (971) 673-0990

1.5 Acronyms and Abbreviations

A list of commonly used Acronyms in the Oregon Trauma Registry.

OTR – Oregon Trauma Registry

*ND – Not Documented

*NA – Not Applicable

*BL – Blank

ICD10 – International Classification of Diseases Version 10

AIS – Abbreviated Injury Score

GCS – Glasgow Coma Score

Mid Init – Middle Initial

Alt. – Alternative or Alternate

ED – Emergency Department

E-CODE 10 - Diagnosis Code

MINS – Minutes

RR – Respiratory Rate

SBP – Systolic Blood Pressure

O2 SAT – Oxygen Saturation Level

EO – Eye

VR – Verbal

MR – Motor

ETC02 – Carbon Dioxide Level

VEH – Vehicle or Vehicular

PED – Pedestrian or Pedal Cyclist

TC – Trauma Center

LOS – Length of Stay

POLST – Physicians Order for Life-Sustaining Treatment

KG – Kilogram

CM – Centimeter

QUAL – Qualifier or Qualification

D/C – Discharge

SBIRT – Screening, Brief Intervention, Referral to Treatment

LOC – Location

ISS – Injury Severity Score

TMPM – Trauma Mortality Prediction Model

ICU – Intensive Care Unit

Continued Next Page...

PI – Process Improvement

PR – Peer Review

ID'd – Identified

CDC – MOI – Centers for Disease Control and Prevention Method of Injury

Dx – Diagnosis

TQIP – Trauma Quality Improvement Program

2.0 REGISTRY SUMMARY

B. REGISTRY SUMMARY

The Oregon Trauma Registry's primary role is to gather data elements for tracking of and research of the quality care for the Oregon trauma patient. Data entered are used to make decisions regarding trauma system status, trauma care practices and guidelines, the proficiency and quality of care initiatives, and the tracking and submission of trauma care to a national level. The Oregon Trauma Registry data are used by researchers both here in Oregon, and across the nation in efforts to improve patient care.

2.1 Registry Configuration

The Oregon Trauma Registry is a web-based application hosted through the Oregon State Data Center in Salem, OR. The registry is hosted on several network servers at the data center, and is subject to security reviews, and data backups by the data center. The Oregon Office of Information Security is responsible for the overall security of the registry and the database storage servers, as well as application servers.

2.2 Data Flows

Data are entered into the Oregon Trauma Registry through a manual process entitled data abstraction. Data abstraction begins at the individual trauma center, where a trauma registrar is responsible for abstracting several different medical records concerning the trauma patient's care. Data abstraction can take hours to days to complete. Data are entered into the registry. It is viewable at two sources. First, the trauma center that abstracted and entered the data, can view their data again through data validation or report generation. The Oregon Health Authority has access to all registry data entered by the trauma centers in Oregon. Specific trauma centers only have access to their own patient care data.

2.3 User Access Levels

Master Administrator:

- This level is reserved for the Oregon Health Authority. This level has the capability to manage all aspects of the registry, and has authority over all other access levels in the registry. This access level has the ability to:
 - Create, Delete and Restrict User Accounts
 - Modify the Look and Pathway of Individual Users
 - Customize Picklists
 - Set Default Views for Users
 - Create, Edit and Delete Patient Records
 - Create, Edit, Run and Delete Populations
 - Create, Edit, Run and Delete Reports
 - Create, Edit, Run and Delete Batches
 - Unlock, Reset and Log Off Users
 - Create a List of All Registry Users

Continued Next Page...

Site Administrator:

- This level has the authority to administer user access within their trauma center. This level has the ability to:
 - Create and Delete User Accounts
 - Create, Edit and Delete Patient Records
 - Create, Edit, Run and Delete Populations
 - Create, Edit, Run and Delete Reports
 - Create, Edit, Run and Delete Batches
 - Unlock and Reset User Accounts

Site User:

- This level has the ability to:
 - Create, Edit and Delete Patient Records
 - Create, Edit, Run and Delete Populations
 - Create, Edit, Run and Delete Reports
 - Create, Edit, Run and Delete Batches

**Access level specifics may vary depending on the trauma center.*

3.0 GETTING STARTED

C. GETTING STARTED

This section provides a general walkthrough of the system from initiation through exit. The logical arrangement of the information should enable the administrator to understand the sequence and flow of the administrative functions of the registry.

3.1 Logging On

A user ID and password is required to log onto the Oregon Trauma Registry.

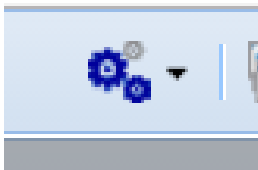
URL:<https://otr.oregon.gov/web>



3.2 Registry Administrative Menu

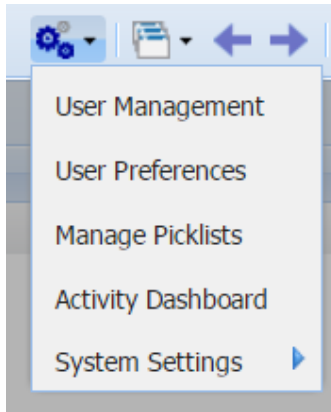
This section describes in specific terms in the administrative menu, as well as the navigation paths to functions noted on the screen.

3.2.A Configuration Tab



The configuration tab will allow the administrative user to access all above stated functionality. This button is restricted for other users, except master users.

3.2.B Configuration Menu



All administrative functions are displayed in the administrative menu.

➤ USER MANAGEMENT

The screenshot shows the 'User Management Control' interface. It features a table of user accounts with columns for Login Name, Full Name, Data Name, Default Site, Password Expires On, and Previous Login On. A legend at the bottom left explains password expiration colors (yellow for expired, red for disabled, orange for locked). On the right, a sidebar provides actions for existing accounts (Modify, Customize, Change, Delete, Control), new accounts (Add), all accounts (Print), and customize defaults (Defaults).

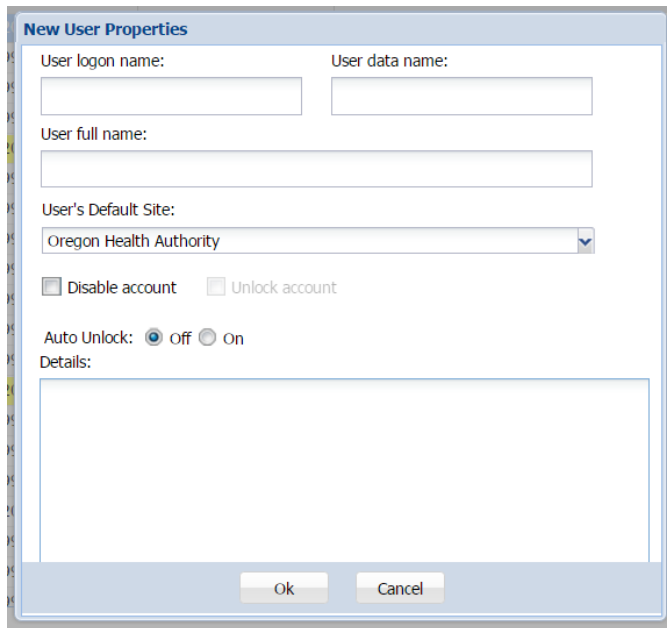
Login Name	Full Name	Data Name	Default Site	Password Expires On	Previous Login On
ACAMPBELL	Angela Campbell	ACAMPBELL	Gary General Hospital	01/05/2017 11:18:15 ...	01/01/0001 12:00:00 ...
AFINETTI	Abigail Finetti	AFINETTI	Lake District Hospital	12/31/9999 11:59:58 ...	02/07/2017 07:15:06 ...
ALUEDERS	Andie Lueders	ALUEDERS	Wallowa Memorial Hospital	12/31/9999 11:59:58 ...	02/09/2017 11:21:57 ...
AMIX	Anne Mix	AMIX	Legacy Emanuel Hospital &...	12/31/9999 11:59:58 ...	02/07/2017 10:04:58 ...
ATTINNEY	Amber Tinney	ATTINNEY	Silverton Hospital	01/09/2017 04:14:38 ...	01/01/0001 12:00:00 ...
BALBRIGHT	Bianca Albright	BALBRIGHT	Asante Three Rivers Medic...	12/31/9999 11:59:58 ...	02/08/2017 12:49:48 ...
BHAKE	Brian Hake	BHAKE	Bay Area Hospital	12/31/9999 11:59:58 ...	01/25/2017 06:45:34 ...
BOCANNELL	Bobbie O'Connell	BOCANNELL	Good Samaritan Regional ...	12/31/9999 11:59:58 ...	02/06/2017 03:19:53 ...
BREITZ	Brenda Rertz	BREITZ	Salem Hospital	12/31/9999 11:59:58 ...	02/08/2017 01:57:09 ...
BRENDAR	Brenda Rertz	BRENDAR	West Valley Hospital	12/31/9999 11:59:58 ...	02/08/2017 11:03:10 ...
CBARTKUS	Orndy Bartkus	CBARTKUS	Bay Area Hospital	12/31/9999 11:59:58 ...	01/12/2017 05:48:50 ...
CGILES	Carol Giles	CGILES	Pioneer Memorial Hospital ...	12/31/9999 11:59:58 ...	02/07/2017 12:15:37 ...
CHSPILDE	Chris Spilde	CHSPILDE	Silverton Hospital	01/05/2017 11:29:49 ...	01/01/0001 12:00:00 ...
CLEWIS	Christy Lewis	CLEWIS	Peacehealth Peace Harbor ...	12/31/9999 11:59:58 ...	02/07/2017 07:49:28 ...
CHELHORN	Claire Melhorn	CHELHORN	St. Charles Medical Center ...	12/31/9999 11:59:58 ...	02/09/2017 05:49:29 ...
CRUSTOCIL	Cystal Rustocil	CRUSTOCIL	Salem Hospital	12/31/9999 11:59:58 ...	02/08/2017 05:30:21 ...
CVINZANT	Carolann VinZant	CVINZANT	Legacy Emanuel Hospital &...	04/05/2017 04:19:31 ...	02/09/2017 09:06:53 ...
DBGURST	Debbie Gurst	DBGURST	Coquille Valley Hospital	12/31/9999 11:59:58 ...	01/26/2017 01:29:22 ...
DONALD A	Donald Au	DONALD A	Oregon Health Authority	12/31/9999 11:59:58 ...	01/30/2017 11:23:20 ...
DGJANICKY	Deborah Sbaeckv...	DGJANICKY	Bay Area Hospital	12/31/9999 11:59:58 ...	02/08/2017 09:23:40 ...

➤ ADDING A NEW USER

This block shows a close-up of the sidebar from the previous screenshot. The 'Add...' button under the 'New accounts' section is highlighted with a red rectangle. Other buttons include 'Modify...', 'Customize...', 'Change...', 'Delete...', 'Control...', 'Print...', and 'Defaults...'.

Continued Next Page...

Select “**Add a New Account**”



Enter in the “**User Logon Name**”. This name is usually the first letter and last name of the new user. This will be the “**Data User Name**” as well. And the data user name will automatically populate. The data user name can be used to search by registrar to see what records they have entered or edited.

Enter “**User Full Name**”. This is the full name as: *Last, First, Initial*, and is also used to track the registrar that entered data or edited a record.

“**Disable Account**” is used to disable a user’s account. *Note that this is different than deleting a user’s account. A disabled account locks the user completely out of the registry. But does not require a user be completely reset-up when they need or are able to use the system again.

“**Unlock Account**” If a user accidentally enters their password too many times, or does not use the registry for 60 days total, the account will lock. Select unlock account to unlock and allow the user to enter their password again. *Note unlocking an account does not required a password reset, unless the user has forgotten their permanent password.

“**Details**” You can enter employee details in this box if you would like. (I.e. Temp-Employee or Reset Password on __/__/__, etc.).

“**Auto Unlock**” This feature allows for you to re-enable the account on a set date and at a set time.

Continued Next Page...

➤ MODIFY ACCOUNTS BASIC SETTINGS

Modify... this account's basic settings.

Customize... this account's personal settings.

Change... this account's password.

Delete... this account.

Control... this account's site access.

New accounts

Add... a new account.

All accounts

Print... a list of all user accounts.

Customize Defaults

Defaults... for new user.

ACAMPBELL Properties

User logon name: ACAMPBELL User data name: ACAMPBELL

User full name: Angela Campbell

User's Default Site: Curry General Hospital

Disable account Unlock account

Auto Unlock: Off On

Details:

Ok Cancel

If changes need to be made to the users data name, full name, or the users default site (changed at the Master User Level). You can make these changes by selecting the users name form the list. And then selecting “**Modify**”.

Continued Next Page...

➤ CUSTOMIZE USERS SETTINGS

Modify... this account's basic settings.

Customize... this account's personal settings.

Change... this account's password.

Delete... this account.

Control... this account's site access.

New accounts

Add... a new account.

All accounts

Print... a list of all user accounts.

Customize Defaults

Defaults... for new user.

Customization ACAMPBELL

Your Name: Angela Campbell

Settings For: Curry General Hospital

Default

Module: Data Entry

Pathway: MAIN

Default page is first page in pathway Page: DEMOGRAPHICS

Chalkboards

Available Chalkboards		Selected Members	
Chalkboard Name	Site	Chalkboard Name	Site
No Chalkboard Found		No Chalkboard Selected	

Ok Cancel

Administrators can customize a user's experience within the registry.

“**Your Name**” is the user's name. And is editable in this setting. *Note that changes here will also change in the users setup screen.

“**Settings For**” cannot be changed by an administrative user in this screen. To change the hospital site settings you will need to contact a master user. (See section 1.4 Points of Contact) for list of contacts.

“**Module**” You can select where a user lands when they first login to the system. Administrative users will have six different modules to choose from. Including:

- Data Entry
- Report

- Population
- Batch
- Chalkboard

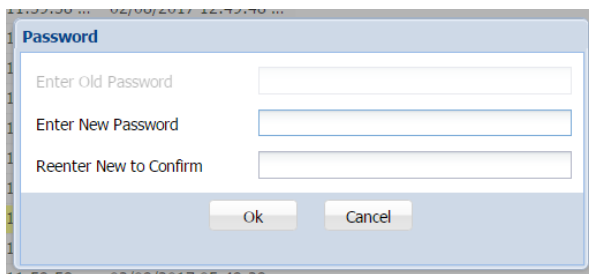
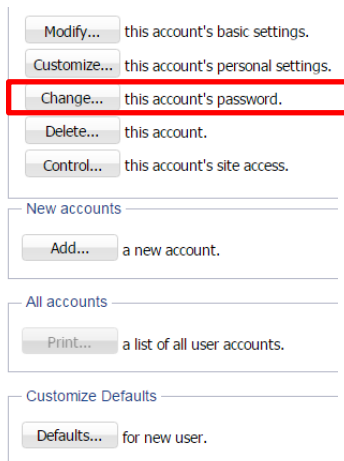
Select “**OK**”

Note that changing this dropdown menu does not deny a user access to the rest of the registry.

“**Pathway**” is not adjustable by administrative users. Please contact a master user. (See section 1.4 Points of Contact) for list of contacts.

“**Available Chalkboards / Selected Members**” administrative users can select which users they want to see various chalkboard reports.

➤ **CHANGE ACCOUNTS PASSWORD**



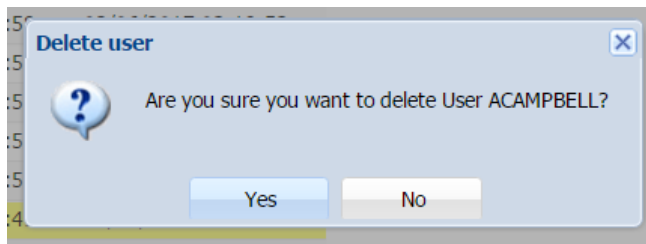
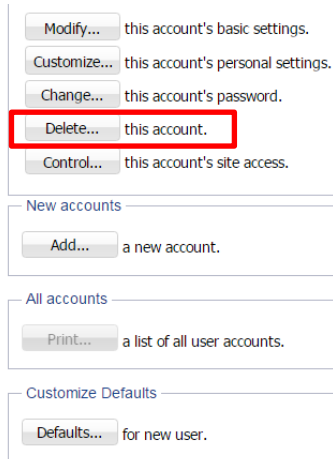
Change an account user’s temporary password by entering it into the “**Enter New Password**” box first, then the “**Reenter New to Confirm**” box second. Select “**OK**”. *Note this does not set a permanent password, a user will need to set their own permanent password when they first login to the registry after a password has been changed.

Password Requirements:

- Minimum Length of 6 Characters
- Must contain letters, numbers, and a special character, (i.e. \$, &, %, \$, etc.).

Continued Next Page...

➤ DELETE USER ACCOUNT



Select “**YES**” to delete a user’s account. *Note If a user’s account is deleted, it must be recreated for the user to have access to the registry.

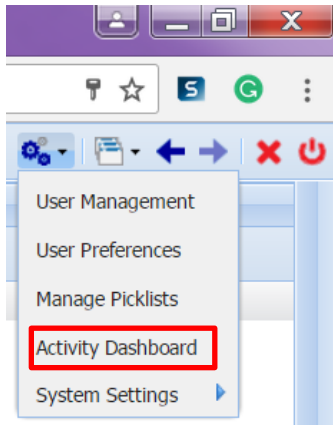
➤ COLOR CODING FOR USERS



*Note that the user’s account will remain yellow until a permanent password is set.

Continued Next Page...

3.2.C Activity Dashboard



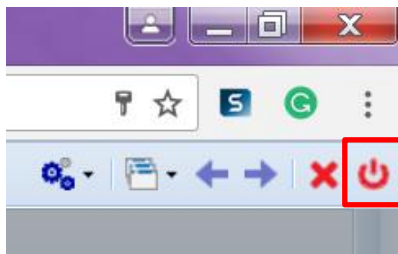
Activity Dash Board

Log Off | Unlock All | Refresh

	LoginTime	LoginName	Login Site Name	UserName
<input type="checkbox"/>	02/09/2017 09:06:53 AM	CVINZANT	Legacy Emanuel Hospital & Health Center	Carolann VinZant
<input type="checkbox"/>	02/09/2017 12:33:01 PM	JPERRIGO	Columbia Memorial Hospital	▶ Jennifer Perrigo
<input type="checkbox"/>	02/09/2017 09:06:20 AM	RVOSS	Asante Three Rivers Medical Center	▶ Rebecca Voss
<input type="checkbox"/>	02/09/2017 09:28:50 AM	KWEBER	Mercy Medical Center	Kendall Weber
<input type="checkbox"/>	02/09/2017 10:26:37 AM	NJARRETT	Oregon Health Authority	▶ Nathan Jarrett
<input type="checkbox"/>	02/09/2017 09:02:19 AM	SSHAW	Good Samaritan Regional Medical Center	▶ SCOTT SHAW
<input type="checkbox"/>	02/09/2017 05:49:29 AM	CME LHORN	St. Charles Medical Center - Bend	▶ Claire Melhorn
<input type="checkbox"/>	02/09/2017 05:55:05 AM	KMAUCH	Sky Lakes Medical Center	▶ Kalissa Mauch
<input type="checkbox"/>	02/09/2017 10:12:33 AM	SHOLMES	Sky Lakes Medical Center	▶ Stacey Holmes
<input type="checkbox"/>	02/09/2017 10:02:58 AM	SGORDON	Samaritan Albany General Hospital	▶ Stephanie Gordon

The activity dashboard displays all users at your site that are currently authorized in the trauma registry. Administrative users have the ability to log off users in the event that their computer or registry software has locked up and is not functional. Logging off a user as an administrator will not delete any of the record information that user has completed. *Note you will only see users for your site.

3.3 Exit Registry



Always exit the registry using the “Log Off” button. The log off button resembles a modern power button. If a user or administrative user simply closes the browser to leave the registry, it will result in a hung session. The user will not be able to log back into the system for up to 5 minutes.



OREGON TRAUMA REGISTRY

**Oregon Trauma Registry
Oregon Health Authority
Public Health Division
800 NE Oregon Street
Portland, OR 97232**