ONLINE DATA ENTRY & REPORTING SYSTEM

Ad-hoc Report - Survey Completeness

This guide assists users with to navigate extracting a Survey Completeness Report

Please note, depending on your login permissions, various other modules will be available from either the blue banner or the light grey banner above.

1. Click "Reports" in the header banner, then click "New Report" button on the screen

2. Navigate to the category "UNIT SUMMARY" and select "Survey Completeness Data - Detailed" report from this section

3. Select the button [NEXT] to return all patients you are permitted to view or the button [ADD CONDITION] to filter for specific cohorts and then click [NEXT]

4. View results on screen or export results by selecting the design file format and click the button [EXPORT RESULTS]

The file output will download to your default folder on your local network.

5. Interpret results on screen or from the exported output to find outstanding or incomplete data for a patient.

Using MS Excel tools and tips you can apply further filters to the output.

The last column ion the tabled output indicates 'Y' or 'N' if the minimum dataset for the patient's survey is complete.

If 'N' exists in the COMPLETED column, there will be a 'Y' in one of the other columns indicating there are issues to be resolved. The columns refer to sections of the minimum dataset of the online system or section of the paper form. Refer to the below to take the appropriate next steps in the online data entry system:

Centre Issues – Missing MRN or Missing Facility code. Navigate to the 'Facility Transfers' screen of the online data entry system via the patient link **TRANSFERS**.

New Patient Issues – Missing data at Registration. Navigate to **PATIENT DETAILS** screen of the online system

> Please note: Data can only be updated in the current open survey periods on this screen. Otherwise, data will need to be sent to the Registry office by email anzdata@anzdata.org.au or contacting one of the Registry staff.

Comorbidity – Missing data such as residential postcode, comorbidities, cancer in survey, Hep C result, Calciphylaxis in survey, or non-registry-based trials. Navigate to the Patient Details Screen and scroll to the **POSTCODE and COMORBDITIES** and Co-Morbidities table at the bottom of the screen and select the respective survey period end date to open the edit screen.

Dx Issues – Missing data for type of dialysis, biochemistry nearest to the end fo survey period for the respective test result, use of Epoetin agent. Navigate to the Patient record via the **DIALYSIS** screen.

HD Issues – Missing data pertaining to the Haemodialysis regime the patient was undertaking, dialysis adequacy and vascular access in use, nearest to the end of survey period or prior to a change in modality on the **DIALYSIS** screen under the heading **HEAMODIALYSIS** for the respective survey period.

PD Issues – Missing data pertaining to the Peritoneal Dialysis connection system and

regime the patient was undertaking and dialysis adequacy, residual function on infection episodes, nearest to the end of survey period or prior to a change in modality on the **DIALYSIS** screen under the heading **PERITNOEAL DIALYSIS** for the respective survey period.

Tx Issues – Missing data pertaining a new transplant in open survey period. Navigate to the **TRANSPLANTS** screen and select the recent transplant.

From the **CURRENT GRAFT** tab - Recipient CMV & EBV results, total ischeamia, immediate function data issues.

From the **SURGICAL DATA** tab - data on graft anastomosis.

From **TRANSPLANT THERAPIES** tab - immunosuppression monoclonal/polyclonal agents used as prophylaxis at transplant event.

Drug Data Issues – Missing data for prevalent patients at anniversary time point of their current graft on the **DAILY DRUG DOSE** tab.

Please note, the fields are only editable on screens if the patient was in your unit at the time point data is required.