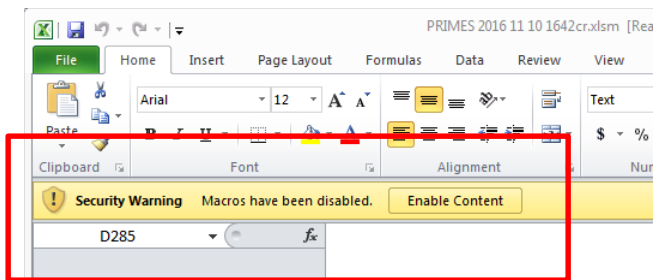
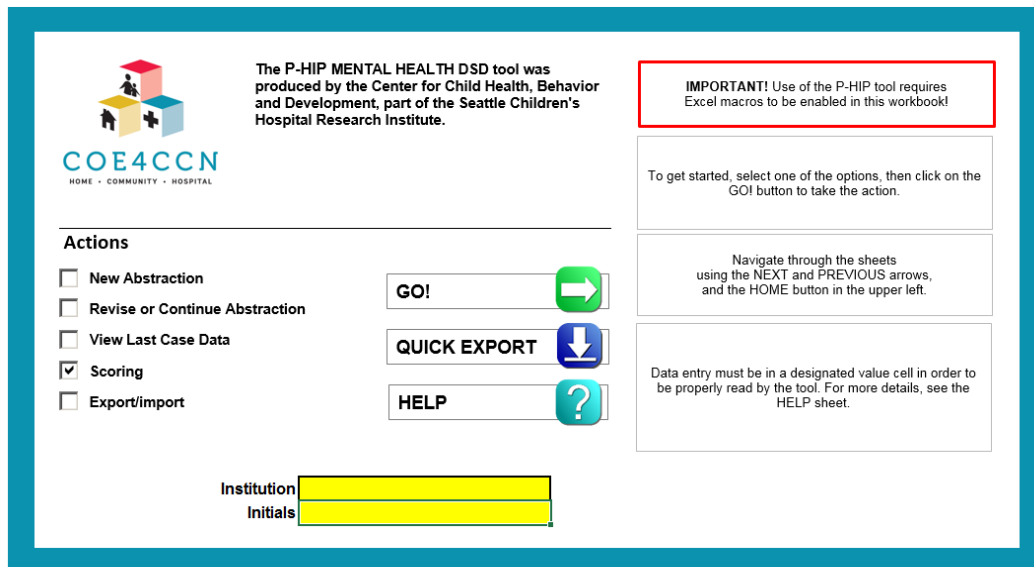
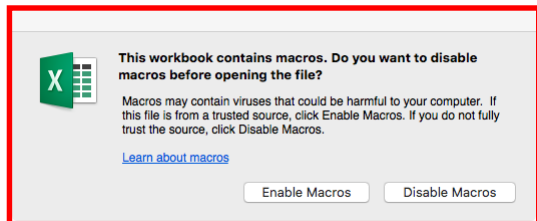


Getting Started With the P-HIP Abstraction Tools

1. Place a copy of the Excel files in your desired directory.
2. The basic functionality of both tools is the same, so this document will focus on MH DSD.
3. If you get any warnings or confirmations about running macros, please enable macros for this file. The tool will not work without them.
4. Once macros are enabled, the tool should automatically navigate to the Home Screen.

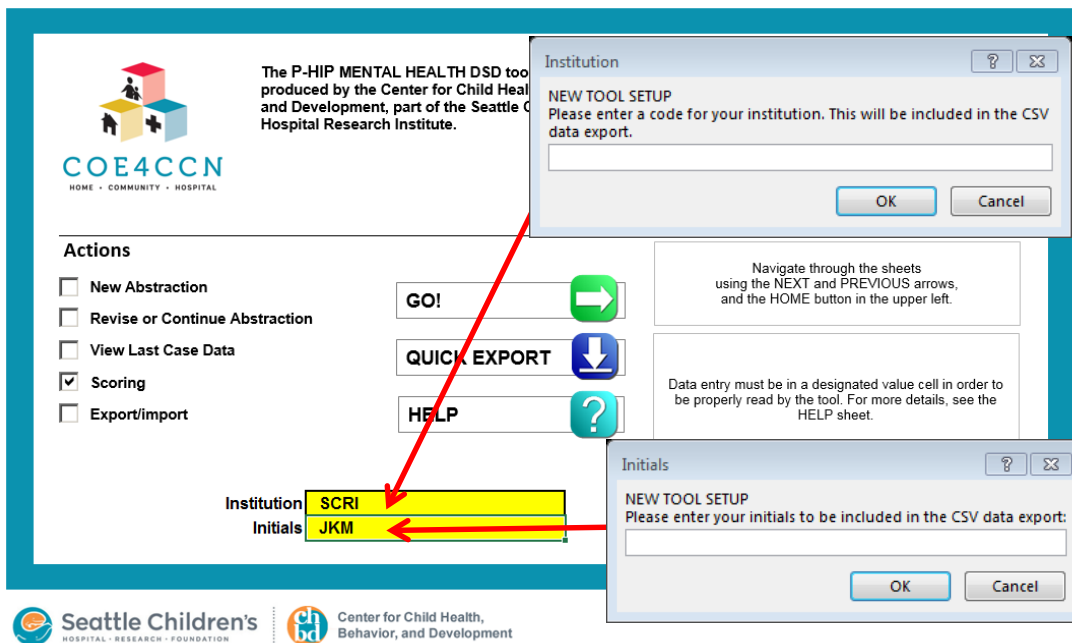


Enable Content/Macros



Personalizing your copy of the tool

1. The **FIRST TIME** a **NEW** copy of the tool is run, it will ask you to personalize it by entering the code for your institution, and your initials.



The screenshot displays the main interface of the P-HIP MENTAL HEALTH DSD tool. At the top left is the COE4CCN logo. The main text reads: "The P-HIP MENTAL HEALTH DSD tool produced by the Center for Child Health and Development, part of the Seattle Children's Hospital Research Institute." Below this is a section titled "Actions" with four checkboxes: "New Abstraction" (unchecked), "Revise or Continue Abstraction" (unchecked), "View Last Case Data" (unchecked), and "Scoring" (checked). To the right of these are three buttons: "GO!" with a right arrow, "QUICK EXPORT" with a down arrow, and "HELP" with a question mark. At the bottom, there are two input fields: "Institution" containing "SCRI" and "Initials" containing "JKM". Two red arrows point from these fields to the "Institution" and "Initials" dialog boxes respectively. The "Institution" dialog box is titled "NEW TOOL SETUP" and asks for an institution code. The "Initials" dialog box is also titled "NEW TOOL SETUP" and asks for initials. Both dialog boxes have "OK" and "Cancel" buttons. At the bottom of the interface are logos for Seattle Children's Hospital and the Center for Child Health, Behavior, and Development.

This information is exported along with the case and abstraction data, in order to facilitate data merging and analysis. This personalized information will be saved when you save your copy of the Excel tool and you should not be prompted for that information the next time you open the file.



P-HIP

P-HIP Home Screen

Actions

- New Abstraction
- Revise or Continue Abstraction
- View Last Case Data
- Scoring
- Export/import

GO! 

QUICK EXPORT 

HELP 

Use the checkboxes on the left to select which action to take.

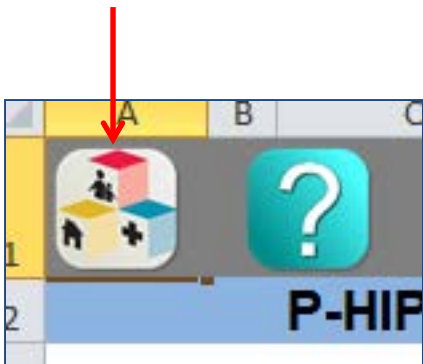
Use the GO! button on the right perform the action.

The QUICK EXPORT button exports CSV.

The HELP Button displays a sheet with some pointers and guidelines

From any sheet, the logo button in the upper left returns to the Home Screen.

Logo





P-HIP

New Abstraction & Case ID generation

Actions

- New Abstraction
- Continue Last Abstraction

The New Abstraction button clears out all data from the previous case and starts collecting data for a new case.

The New Abstraction button clears out all data from the previous case and starts collecting data for a new case. Each case must have a unique Case ID. Your institution is responsible for assigning these Case IDs and maintaining any necessary records about the source of the information.

P-HIP - Mental Health DSD

1.A) Enter unique Case ID

1.B) Enter patient birthdate (MM/DD/YYYY)

2) **Appropriateness of Module Assignment**
Does the medical record indicate that the patient was treated during the admission for dangerous:

1 Yes

2 No

3) **Place of Care**
Was this patient seen in the ED only or was the patient admitted to the marker hospital?

1 Marker ED only

2 Admitted to the marker hospital (no ED)

3 Direct admit to the marker hospital (no ED)

Sample first page of data entry

← →

Abstraction Tool Data Entry

1.A) **Text** Enter unique Case

1.B) **Date** Enter patient birth

2) Appropriateness of Module Assignment
 Does the medical record indicate that the patient v

Multiple choice

1	<input type="text"/>	Yes
2	<input type="text"/>	No

3) Place of Care

Data entry must be in a designated value cell in order to be properly read by the tool. The cells are formatted to indicate the type of data to enter. (Text, multiple choice, time, etc.)

In the case of Multiple Choice or Yes/No questions, it does not matter what kind of character is placed in the cell.

1.B) Enter

2) Appropriateness of Module Assignm
 Does the medical record indicate that

1	<input type="text" value="X"/>	Yes
2	<input type="text"/>	No

3) Place of Care

1.B) Enter

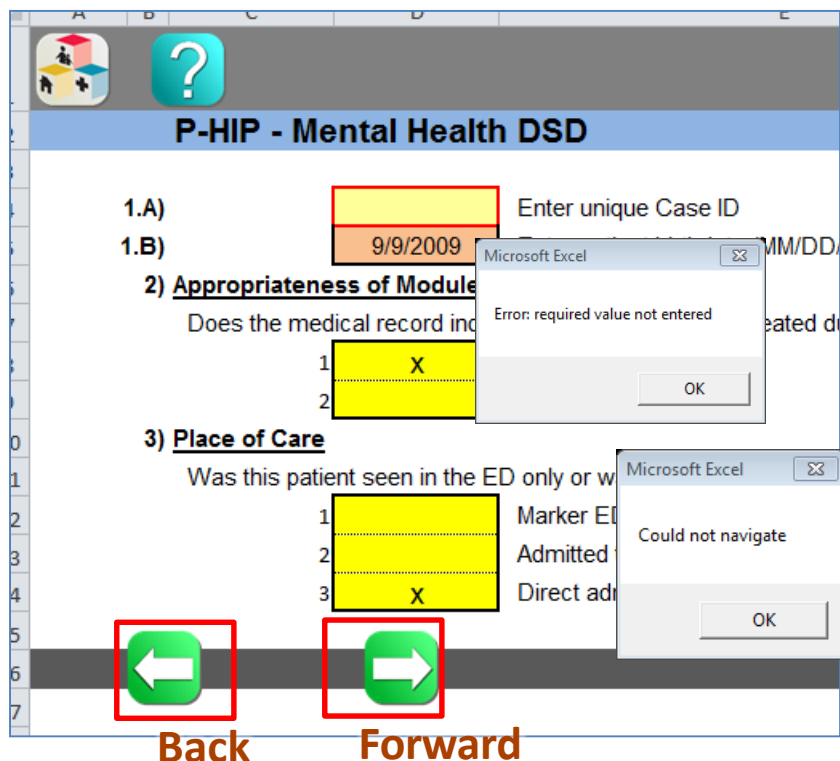
2) Appropriateness of Module Assignm
 Does the medical record indicate that

1	<input type="text" value="MH"/>	Yes
2	<input type="text"/>	No

3) Place of Care

These are considered the same.

Abstraction Tool Navigation and Data Checks



The screenshot shows the 'P-HIP - Mental Health DSD' interface. It includes a header with a question mark icon and a navigation bar with 'Back' and 'Forward' buttons. The main area contains several data entry sections:

- 1.A)** Enter unique Case ID (field highlighted in red)
- 1.B)** 9/9/2009 (date field)
- 2) Appropriateness of Module**
 - Does the medical record include... (text)
 - 1 X (checkbox)
 - 2 (checkbox)
- 3) Place of Care**
 - Was this patient seen in the ED only or w... (text)
 - 1 (checkbox)
 - 2 (checkbox)
 - 3 X (checkbox)

Two error messages are displayed:

- Microsoft Excel**: Error: required value not entered (overlaid on the Case ID field)
- Microsoft Excel**: Could not navigate (overlaid on the navigation bar)

Navigate through the tool using the forward/back buttons. When you move forward through the tool, the data is checked for validity. If an invalid cell is found, the cell is outlined in red and you will get a pop-up message indicating the type of problem. Common problems:

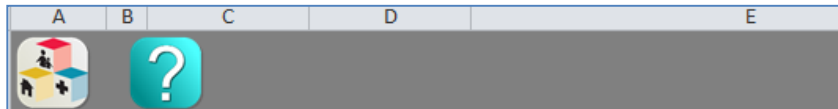
- Required value missing
- Invalid Date
- Invalid Time
- More than one multiple choice cell marked

The “Could not navigate” warning following the data warning indicates that you cannot move forward through the tool until you correct the error.

Branching Logic

Just as with online surveys you might have used (REDCap, etc.) the Excel P-HIP tool uses branching logic to navigate to different data entry form pages depending on the answers to earlier questions.

Stop - Replace

A	B	C	D	E
				
P-HIP - Mental Health DSD				
1.A)	52005	Enter unique Case ID		
1.B)	9/9/2009	Enter patient birthdate (MM/DD/YY)		
2) Appropriateness of Module Assignment				
Does the medical record indicate that the patient was treated during				
1	X	Yes		
2		No		
3) Place of Care				
Was this patient seen in the ED only or was the patient admitted to				
1	X	Marker ED only		
2		Admitted to the marker hospital via		
3		Direct admit to the marker hospital		

Microsoft Excel

No measures apply for ED-only cases. -- Start over from the beginning?

Yes No

Sometimes you will get a message that says something like “No measures apply. Please replace case. Start over from the beginning?”

If you select “Yes” your answers up until that point will be saved, the current case data will be cleared, and you will be placed back on the first page of abstraction.

If you select “No” you will be left on the same page to correct the data. However, you will not be able to move forward with the data as it is.

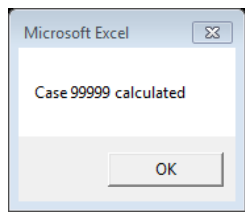
Calculate and save



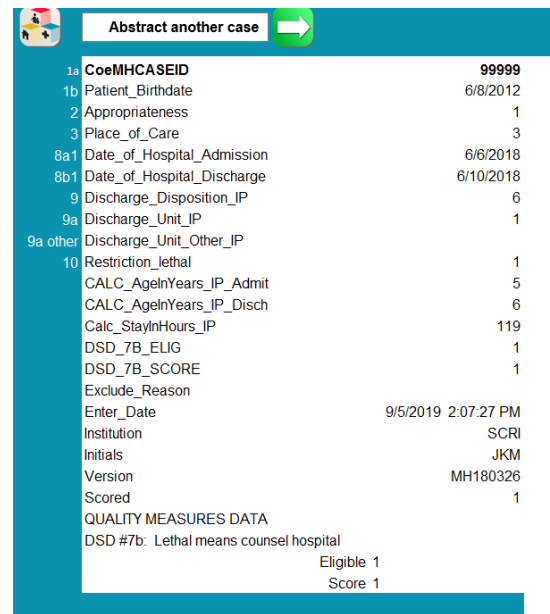
P-HIP - Mental Health DSD

← → **FINISHED! Right arrow (next) Calculates this case**

If you get all the way through data entry with no errors, you will see the FINISHED! Right arrow (next) Calculates this case. This will calculate the quality measure score for this case, and export the data as a txt file. If the calculation and export is successful, you will see this message:



Click OK to view a summary of the case.

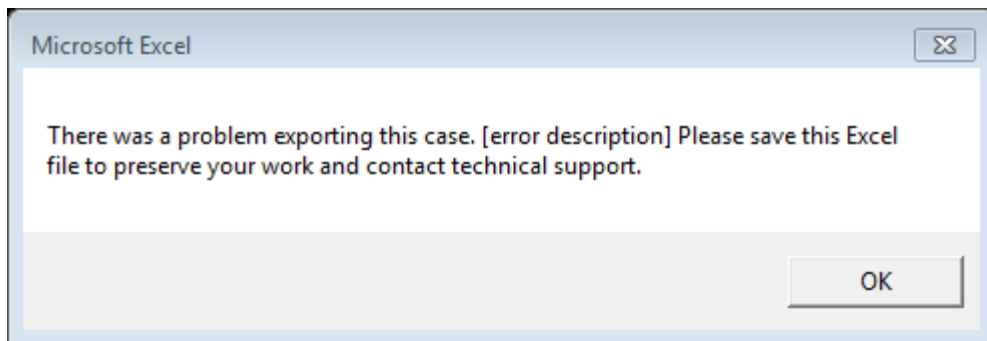


Abstract another case →

1a	CoeMHCASEID	99999
1b	Patient_Birthdate	6/8/2012
2	Appropriateness	1
3	Place_of_Care	3
8a1	Date_of_Hospital_Admission	6/6/2018
8b1	Date_of_Hospital_Discharge	6/10/2018
9	Discharge_Disposition_IP	6
9a	Discharge_Unit_IP	1
9a other	Discharge_Unit_Other_IP	
10	Restriction_lethal	1
	CALC_AgeInYears_IP_Admit	5
	CALC_AgeInYears_IP_Disch	6
	Calc_StayInHours_IP	119
	DSD_7B_ELIG	1
	DSD_7B_SCORE	1
	Exclude_Reason	
	Enter_Date	9/5/2019 2:07:27 PM
	Institution	SCRI
	Initials	JKM
	Version	MH180326
	Scored	1
QUALITY MEASURES DATA		
	DSD #7b: Lethal means counsel hospital	
		Eligible 1
		Score 1

Export errors

If you get an error message similar to the one below, the Excel file had trouble exporting the single case text file. There are many potential reasons for this – for example, the write function won't work on most Macs, or your network might be set up to deny Excel write permissions in order to protect against malicious macros.



Don't worry, the abstraction data is still being saved within the Excel sheet and can still be exported. See the Export/Import section for more information.

Export/Import

Actions




- New Abstraction
- Revise or Continue Abstraction
- View Last Case Data
- Scoring
- Export/import

Export/Import takes you to the export/import control sheet. This sheet lets you:

1. Set the “no export” option, which you can use if you’re having trouble exporting the data.
2. Import a CSV file of cases to the current cases sheet.
3. Import the individual case files to the current cases sheet.
4. Export the current cases sheet to a CSV file. This is the same option as Quick Export on the home sheet.



Advanced export/import functions

Do not export, write cases to a new Excel workbook.	x	This option is usually required when using a Mac or other system where the file structure or permissions don't permit direct read/write to a hard drive or network location.
Export/import directory		
Q:\Rita Mangione Smith\P-HIP\Single measure modules\Scored versions 2019 06 19\data\		
	Ignore	Overwrite
Handle duplicated case IDs	x	Applies to import only. If the imported file(s) has a Case ID that already exists in the Cases sheet, should we skip over that case? Or rewrite the existing data?
Import CSV file to the Cases sheet		When you export from here or from the Home sheet, the Cases file is exported as a CSV file.
Import individual text case files to the Cases sheet		When a case is calculated, information for that case is written as a text file. This option imports all text files found in the export/import directory
Export Cases sheet as a CSV file		This is the same option as "Quick Export" from the Home sheet.



P-HIP

Where is My Abstraction Data?

Name	Date modified	Type
~SP-HIP TOC FCT 2018 03 01.xlsm	3/14/2018 10:51 AM	Microsoft Excel M..
P-HIP TOC FCT 2018 03 01.xlsm	3/1/2018 3:45 PM	Microsoft Excel M..
P-HIP MH DSD 2018 03 01.xlsm	3/1/2018 8:37 AM	Microsoft Excel M..
P-HIP TOC FCT 2017 02 19.xlsm	2/19/2018 4:36 PM	Microsoft Excel M..
P-HIP MH DSD 2018 02 14.xlsm	2/15/2018 5:19 PM	Microsoft Excel M..
~SP-HIP MH DSD 2017 12 13.xlsm	1/29/2018 10:09 AM	Microsoft Excel M..
P-HIP MH DSD 2017 12 13.xlsm	1/17/2018 11:56 AM	Microsoft Excel M..
P-HIP TOC FCT 2017 12 13.xlsm	12/17/2017 3:40 PM	Microsoft Excel M..

Name	Date modified
PhipMhDsdCase_0.txt	1/18/2018
PhipMhDsdCase_52005.txt	1/18/2018
PhipMhDsdCase_898987.txt	2/15/2018
PhipMhDsdCase_898989.txt	2/15/2018
PhipMhDsdCase_998899.txt	2/15/2018
PhipMhDsdCase_999999.txt	3/1/2018
PhipMhDsdCase_8899887.txt	2/15/2018
PhipMhDsdCase_asdasdf.txt	1/9/2018
PhipMhDsdCases.csv	2/15/2018
PhipLocFctCase_6788.txt	2/26/2018
PhipTocFctCase_999999.txt	3/1/2018
PhipTocFctCase_wertert.txt	2/15/2018

Case File PhipMhDsdCase_999999.txt

CSV File PhipMhDsdCases.csv

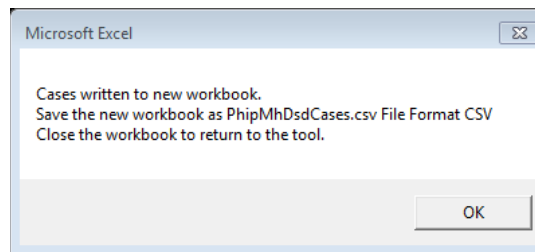
Abstraction data is saved automatically to a “cases” sheet in the Excel Workbook, each time you click on the “next” or “forward” button.

Unless you have “no export” turned on, abstraction data is saved in a folder called “data” which will be created in the same directory where your Excel tool is stored. Each case is saved as a single text file in the format PhipMhDsdCase_[Case ID].

Data for all cases is saved as a CSV file. The CSV file output can be combined with other CSV files for analysis in a data science or visualization program such as Stata, R or Tableau.

The No Export option

The No Export option does not export a CSV file automatically. Instead, it copies the current cases data into a brand new Excel file, which can be saved as a CSV file in the desired location.



If the No Export option still doesn't work, please see the next section: **Other data export/import options.**

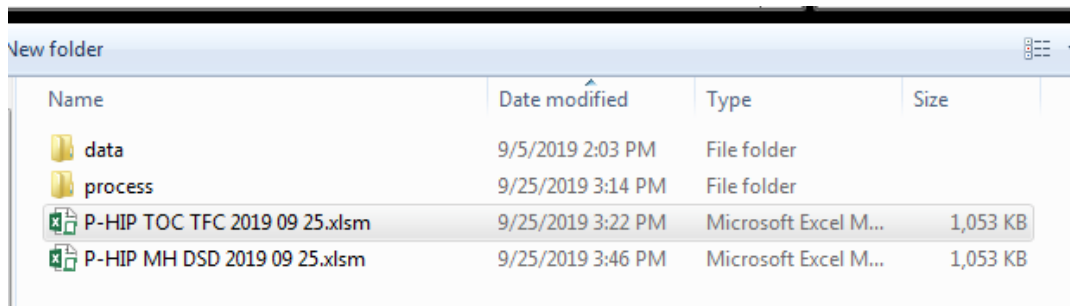
A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
1	CoeMCA Patient_B	Appropria	Place_of	Date_of_D	Date_of_I	Discharge	Discharge	Restrictio	CALC_Age	CALC_Age	StayI	DSD_7B	E_DSD_7B	S_Exclude	F	Enter_Dat	Institution	Initials	Ve
2	190001	1/3/2011	1	2	1/3/2019	6	1		2				1	1			SCRI	JKM	MI
3	190002	1/6/2011	1	2	1/1/2019	1/4/2019	6	1	2				1	1			SCRI	JKM	MI
4	190003	1/9/2011	1	2	1/4/2019	1/7/2019	6	1	2				1	1			SCRI	JKM	MI
5	190004		1	2	1/7/2019		6	1	2				1	0			SCRI	JKM	MI
6	190005		1	2			5	1	2				1	1			SCRI	JKM	MI
7	190006		1	2			6	1	2				1	1			SCRI	JKM	MI
8	190007		1	2			6	1	2				1	0			SCRI	JKM	MI
9	190008		1	2			6	1	2				1	0			SCRI	JKM	MI
10	190009		1	2			6	1	2				1	0			SCRI	JKM	MI
11	190010		1	2			5	1	2				1	1			SCRI	JKM	MI
12	190011	2/2/2011	1	2			5	1	2				1	1			SCRI	JKM	MI
13	190012	2/3/2011	1	2			5	1	2				1	0			SCRI	JKM	MI
14	190013	2/8/2011	1	2	2/3/2019	2/6/2019	5	1	2				1	1			SCRI	JKM	MI
15	190014		1	2	2/6/2019	2/9/2019	6	1	2				1	1			SCRI	JKM	MI
16	190015		1	2	2/9/2019		5	1	2				1	1			SCRI	JKM	MI
17	190016		1	2			5	1	2				1	0			SCRI	JKM	MI
18	190017		1	2			6	1	2				1	1			SCRI	JKM	MI
19	190018		1	2			6	1	2				1	1			SCRI	JKM	MI
20	190019		1	2			6	1	2				1	0			SCRI	JKM	MI
21	190020	3/1/2011	1	2			6	1	2				1	1			SCRI	JKM	MI
22	190021	3/4/2011	1	2			6	1	2				1	1			SCRI	JKM	MI
23	190022	3/7/2011	1	2	3/2/2019	3/5/2019	5	1	2				1	1			SCRI	JKM	MI
24	190023		1	2	3/5/2019	3/8/2019	6	1	2				1	0			SCRI	JKM	MI
25	190024		1	2	3/8/2019		6	1	2				1	1			SCRI	JKM	MI
26	190025		1	2			6	1	2				1	1			SCRI	JKM	MI
27	190026		1	2			6	1	2				1	0			SCRI	JKM	MI
28	190027		1	2			5	1	2				1	0			SCRI	JKM	MI
29	190028		1	2			5	1	2				1	0			SCRI	JKM	MI
30	190029		1	2			5	1	2				1	1			SCRI	JKM	MI
31	190001		1	2			5	1	2				1	1			SCRI	JKM	MI
32	190002	4/7/2011	1	2			6	1	2				1	1			SCRI	JKM	MI
33	190003	4/6/2011	1	2	4/1/2019	4/4/2019	5	1	2				1	1			SCRI	JKM	MI
34	190004	4/9/2011	1	2	4/4/2019	4/7/2019	5	1	2				1	0			SCRI	JKM	MI
35	190005		1	2	4/7/2019		6	1	2				1	1			SCRI	JKM	MI
36	190006		1	2			6	1	2				1	1			SCRI	JKM	MI

Other data export/import options

In case of an error, or when using a new copy of the tool, you might need to use other methods for exporting or importing your data.

Method 1: get individual text case files into a new copy of the tool.

1. Save the new tool Excel file in the folder above a “data” folder where individual case files are saved.

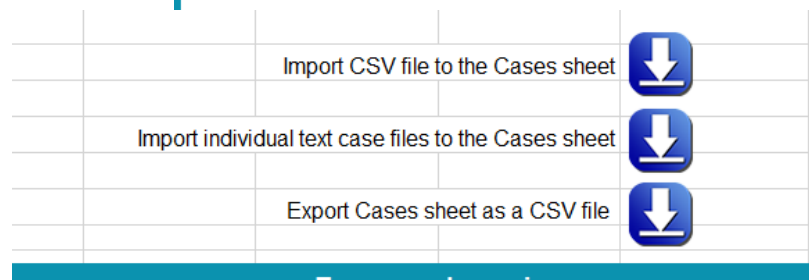


2. Open the tool and select the export/import option from the home tab.

Actions

- New Abstraction
- Revise or Continue Abstraction
- View Last Case Data
- Scoring
- Export/import

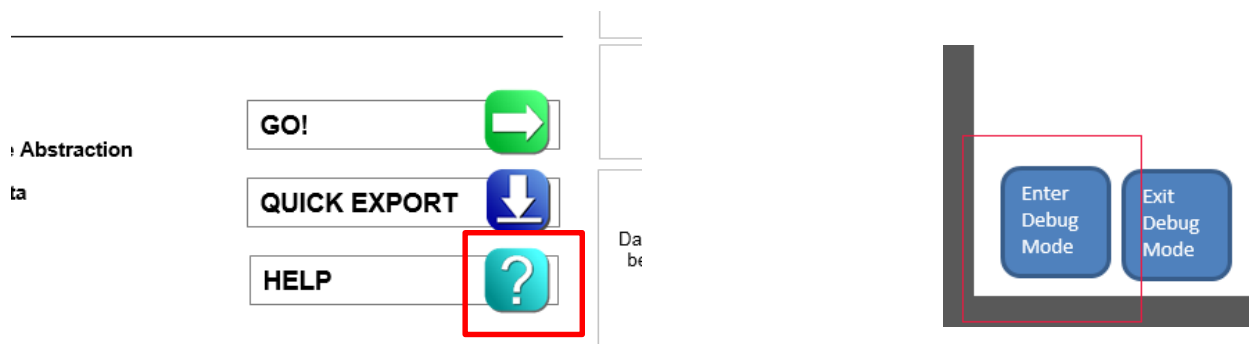
3. Select “Import individual text case files to the Cases sheet.” Then select “Export Cases sheet as a CSV file” to review the case data and make sure it imported properly.



Other data export/import options

Method 2: direct copy from old tool into new tool.

1. Open both copies of the tool at the same time. On each copy, go to the Help sheet and click on on Enter Debug Mode



2. The sheet tabs should be visible now. Locate the CoeMHCases tab in both workbooks. Copy the **ENTIRE SHEET** (select from the upper left corner) from the old workbook into the new workbook.

	A	B	C	D	E	F
1	coeMHCASEID	Patient_Birthdate	appropriateness	Place_of_Care	Date_of_Hospital_Admission	Date_of_Hospital_Discharge
5	190004	1/12/2011	1	2	1/7/2019	1/10/2019
6	190005	1/15/2011	1	2	1/10/2019	1/13/2019
7	190006	1/18/2011	1	2	1/13/2019	1/16/2019
8	190007	1/21/2011	1	2	1/16/2019	1/19/2019

Note: this method also works to export the cases if there's a problem. Copy the ENTIRE SHEET and paste it into a new blank workbook, then save the workbook as a CSV file.

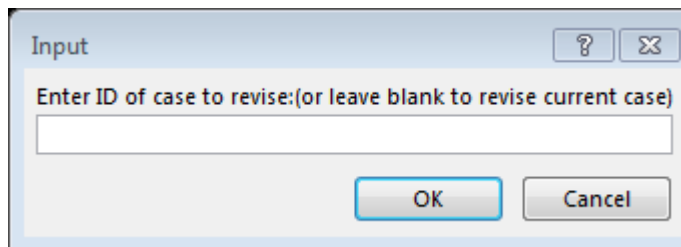
Revise or Continue Abstraction

1. Select Revise or Continue Abstraction from the Home Sheet

Actions

- New Abstraction
- Revise or Continue Abstraction
- View Last Case Data
- Scoring
- Export/import

2. Fill in the Case ID when prompted
OR leave blank to revise the currently
loaded case.

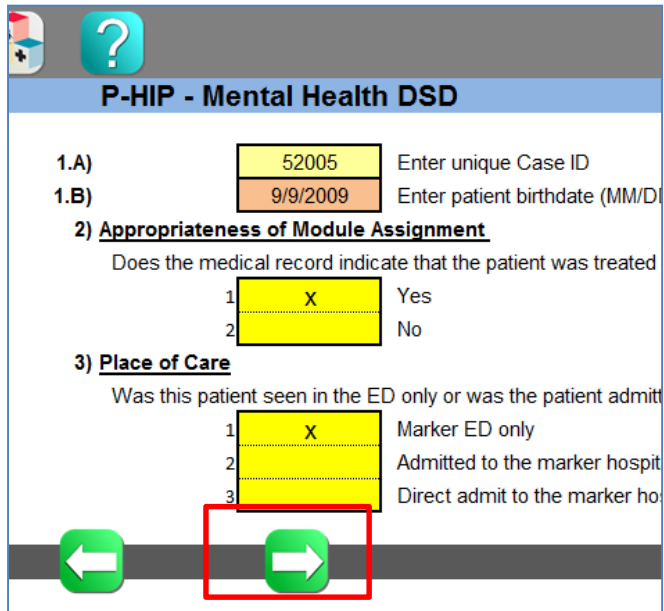


Input

Enter ID of case to revise:(or leave blank to revise current case)

OK Cancel

Revise or Continue Abstraction



P-HIP - Mental Health DSD

1.A) Enter unique Case ID
 1.B) Enter patient birthdate (MM/DD/YYYY)

2) Appropriateness of Module Assignment
 Does the medical record indicate that the patient was treated

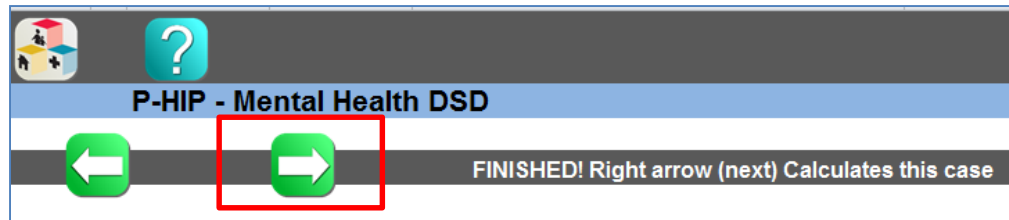
1 Yes
 2 No

3) Place of Care
 Was this patient seen in the ED only or was the patient admitted to the marker hospital?

1 Marker ED only
 2 Admitted to the marker hospital
 3 Direct admit to the marker hospital

←

3. If the program finds the case and encounters no errors, you will be able to quickly page forward to the end of a case with all abstraction data already filled in. If your case was only partially complete, you will be able to get to the page where you stopped entering data.



P-HIP - Mental Health DSD

← FINISHED! Right arrow (next) Calculates this case

4. When you get to the end of the case, submit as usual.





P-HIP

View Last Case Data

Actions

- New Abstraction
- Revise or Continue Abstraction
- View Last Case Data
- Scoring
- Export/import

Displays the case summary screen.

A	B	C
 Abstract another case 		
1a	CoeMHCASEID	999992
1b	Patient_Birthdate	7/8/2012
2	Appropriateness	1
3	Place_of_Care	3
8a1	Date_of_Hospital_Admission	7/6/2018
8b1	Date_of_Hospital_Discharge	7/10/2018
9	Discharge_Disposition_IP	6
9a	Discharge_Unit_IP	1
9a other	Discharge_Unit_Other_IP	
10	Restriction_lethal	1
	CALC_AgeInYears_IP_Admit	5
	CALC_AgeInYears_IP_Disch	6
	Calc_StayInHours_IP	119
	DSD_7B_ELIG	1
	DSD_7B_SCORE	1
	Exclude_Reason	
	Enter_Date	9/5/2019 2:21:29 PM
	Institution	SCRI
	Initials	JKM
	Version	MH180326
	Scored	1
QUALITY MEASURES DATA		
DSD #7b: Lethal means counsel hospital		
	Eligible	1
	Score	1

Actions

- New Abstraction
- Revise or Continue Abstraction
- View Last Case Data
- Scoring
- Export/import



Scoring

Scoring copies the discharge date, case id, and eligibility/scoring data from the cases sheet into the calculation sheet.

Calculation results -- Mental Health Measure DSD #7b: Lethal means counsel hospital						
Selection method						
1	1	Select by Discharge Date	2 5/1/2018	to	3 12/31/2018	
2	x	Direct Select				
Select	Discharge Date	Case ID	DSD_7B_ELIG	DSD_7B_SCORE		
	3/4/2019	3323	1	1		
x	4/5/2018	19999	1	1		
	5/8/2016	89999	1	1		
	7/9/2018	1234	1	0		
x	6/10/2018	99999	1	1		
	5/7/2018	999991	1	1		
	5/12/2018	999992	1	0		
	3/15/2019	999993	1	0		
	6/8/2016	96788	1	0		

- 1 Select cases by Discharge Date or Direct Select, or leave blank to use all cases.
- 2 Earliest date. Required if selecting cases by date.
- 3 Latest date. Required if selecting cases by date.
- 4 View summary of selected cases on Score sheet.
- 5 View summary and run chart of selected cases.
- 6 Use this column to indicate directly selected cases.
- 7 Discharge Date is used when selected by date. Date is highlighted when case is selected.

Scoring: Score Sheet

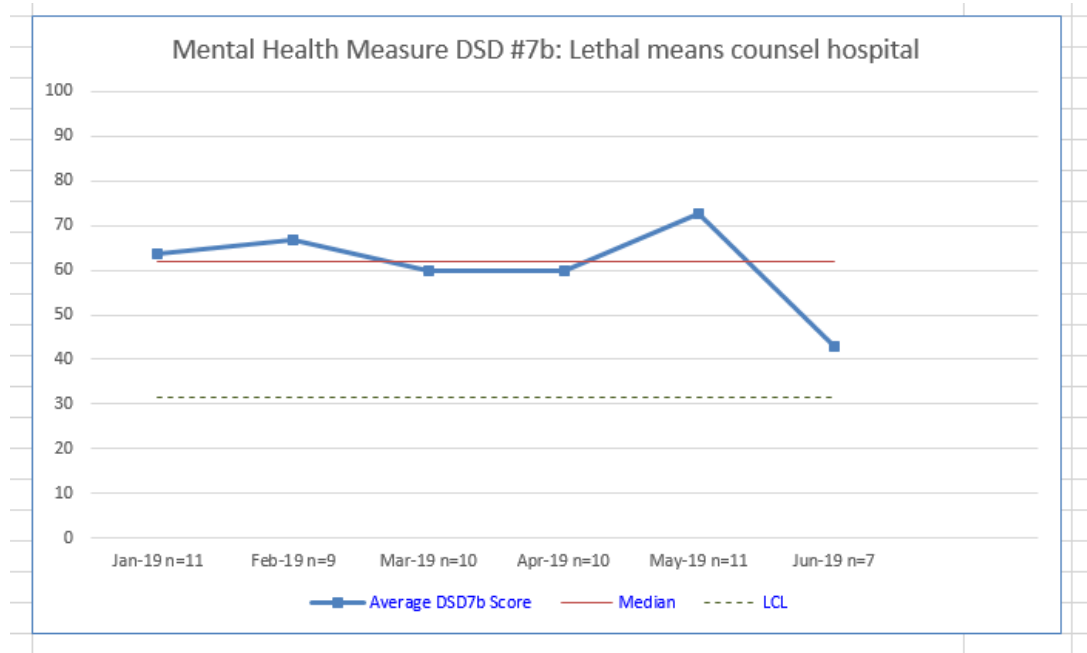
A	B	C	D	E	F
 Scoring results -- Mental Health Measure DSD #7b					
1					
2	<div style="border: 1px solid red; padding: 5px; display: inline-block;">Showing all cases 1</div>		<div style="border: 1px solid red; padding: 5px; display: inline-block;">Sample Size 15 2</div>	<div style="border: 1px solid red; padding: 5px; display: inline-block;">Score 3 0.53</div>	<div style="border: 1px solid red; padding: 5px; display: inline-block;">  Change parameters 4 </div>
3					
4	DSD #7b: Lethal means counsel hospital				
5	Children/adolescents who were admitted to the hospital for dangerous self-harm or suicidality, Should have documentation in the medical record that their caregivers were counseled on how to restrict their child's/adolescent's access to potentially lethal means of suicide (e.g., firearms, medications, car) prior to discharge				
6					
7					

- 1 Indicates which selection method was used
- 2 Indicates how many eligible cases were found using that method
- 3 Gives average score for selected cases
- 4 Returns to the selection sheet



P-HIP

Scoring: Run Chart



The run chart calculates and displays averages for each month/year included in the sample. The N value indicates how many eligible cases were found in the sample for that month/year. The Median is the median across included months. The run chart gives best results if you collect data for at least 5-10 cases per month.