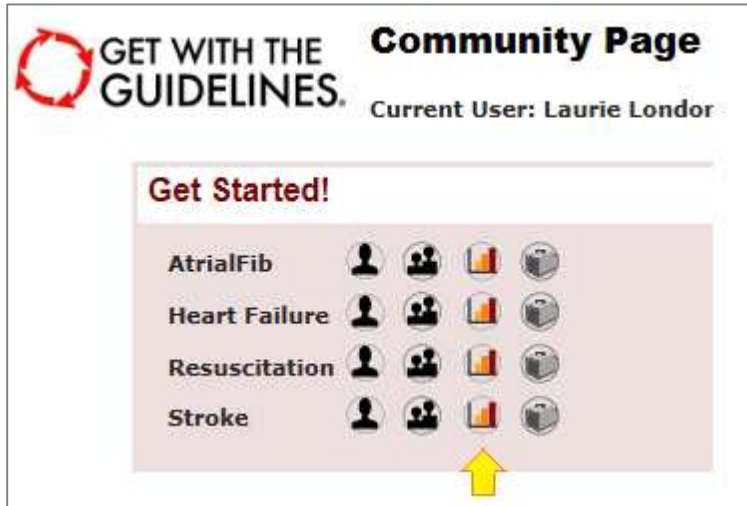


Using GWTG-Stroke for Reporting to SETRAC

INSTRUCTIONS FOR STANDARD FORM USERS

- 1) Go to <https://qi.outcome.com> and log into the Patient Management Tool. You will be taken to the Community Page.
- 2) Under “Get Started”, click the “Run Reports” icon next to Stroke.



- 3) Click the “Pre-Defined Measure Reports” option.



- 4) Scroll down to “Run Reports with Previously Saved Report Options”. Set the Interval to Monthly, then set your From and To options to reflect the reporting quarter of interest. Now click on “SETRAC Report 1”.

Run Reports with Previously-Saved Report Options

STEP ONE: SELECT TIME PERIOD

Interval:	Monthly	▼	←		
From:	2014	▼	Apr	▼	←
To:	2014	▼	Jun	▼	←

STEP TWO: CLICK ON DESIRED REPORT

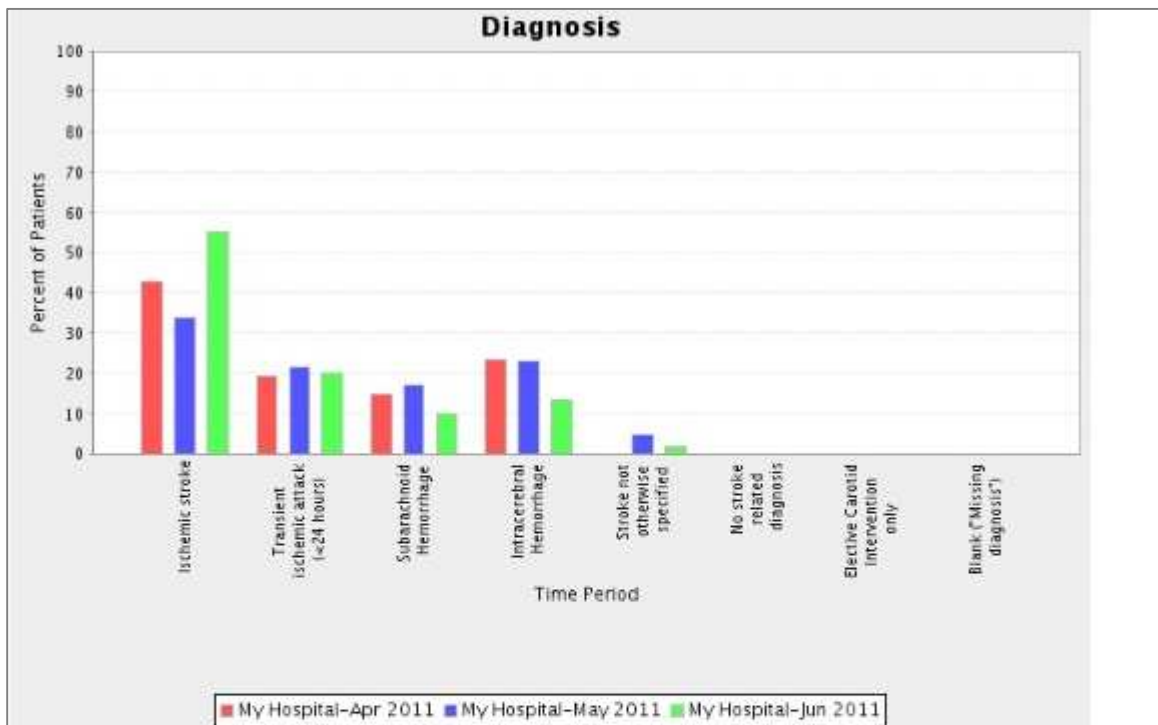
SETRAC Report 4 (Show Details)

SETRAC Report 3 (Show Details)

SETRAC Report 2 (Show Details)

← SETRAC Report 1 (Show Details)

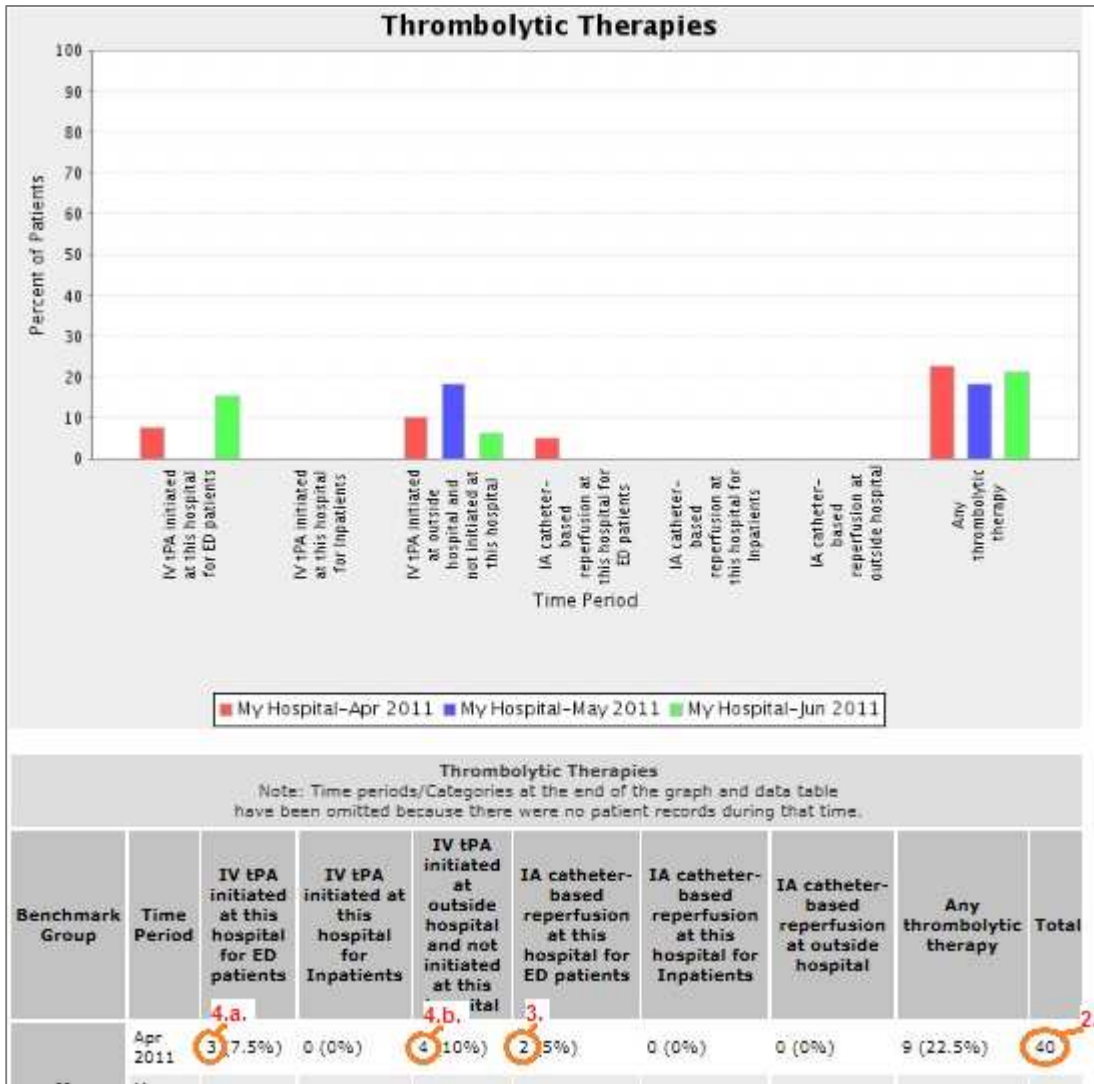
- 5) The first measure in this report is *Diagnosis*. Below the graph, you will find a table listing the number of patients with each diagnosis for each month in the reporting quarter. For each month:
- The number of patients in the column “Ischemic stroke” answers **SETRAC question 1.a.**
 - The number of patients in the column “Intracerebral hemorrhage” answers **SETRAC question 1.b.**
 - The number of patients in the column “Subarachnoid hemorrhage” answers **SETRAC question 1.c.**



Diagnosis
Note: Time periods/Categories at the end of the graph and data table have been omitted because there were no patient records during that time.

Benchmark Group	Time Period	Ischemic stroke	Transient ischemic attack (<24 hours)	Subarachnoid Hemorrhage	Intracerebral Hemorrhage	Stroke not otherwise specified	No stroke related diagnosis	Elective Carotid Intervention only	Blank ("Missing diagnosis")	Total
My Hospital	Apr 2011	40 (42.6%)	18 (19.1%)	14 (14.9%)	22 (23.4%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)	94
	May 2011	44 (33.8%)	28 (21.5%)	22 (16.9%)	30 (23.1%)	6 (4.6%)	0 (0%)	0 (0%)	0 (0%)	130
	Jun 2011	66 (55%)	24 (20%)	12 (10%)	16 (13.3%)	2 (1.7%)	0 (0%)	0 (0%)	0 (0%)	120

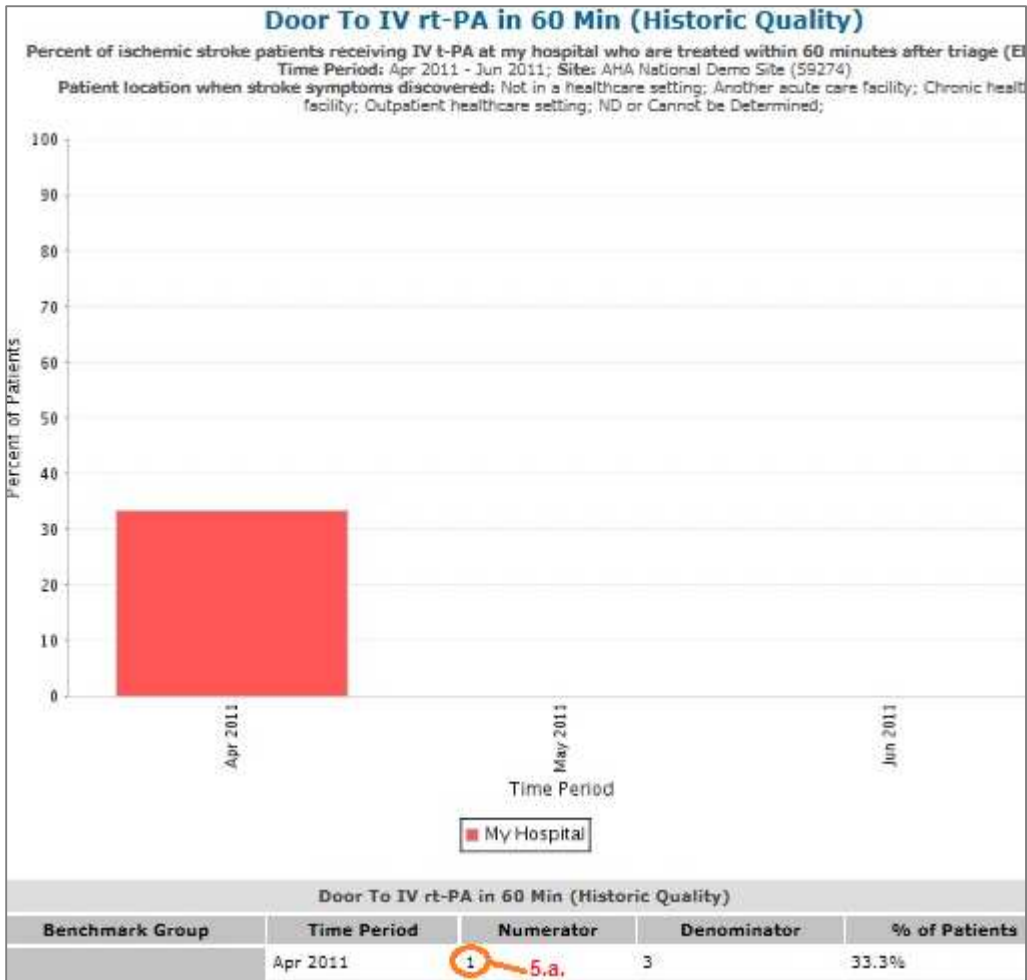
- 6) The next measure in this report is *Thrombolytic Therapies*. In the table below the graph, for each month:
- The “Total” answers **SETRAC question 2**.
 - The number of patients in the column “IA catheter-based treatment at this hospital for ED patients” answers **SETRAC question 3**.
 - The number of patients in the column “IV-tPA initiated at this hospital for ED patients” answers **SETRAC question 4.a**.
 - The number of patients in the column “IV tPA initiated at outside hospital and not initiated at this hospital” answers **SETRAC question 4.b**.
 - Add 4.a. and 4.b. Subtract from the Total. This is your answer for **SETRAC question 4.c**.



4.c. = 2 - (4.a. + 4.b.)

In the table above, 4.c. = 40 - (3 + 4) = 33

- 7) The next measure in this report is *Door to tPA in 60 min.* In the table below the graph, for each month:
- The numerator answers **SETRAC question 5.a.**
 - Subtract numerator from denominator. This is your answer for **SETRAC question 5.b.**



5.b. = Denominator – Numerator
 In the table above, 5.b. = 3-1 = 2

- 8) Go back to Pre-Defined Measure Reports section of the PMT. Set your time period for the first month in the reporting quarter. Then click on SETRAC Report 2.

Run Reports with Previously-Saved Report Options

STEP ONE: SELECT TIME PERIOD

Interval: Monthly ▾

From: 2014 ▾ Apr ▾ ←

To: 2014 ▾ Apr ▾ ←

STEP TWO: CLICK ON DESIRED REPORT

[SETRAC Report 4 \(Show Details\)](#)

[SETRAC Report 3 \(Show Details\)](#)

→ [SETRAC Report 2 \(Show Details\)](#)

[SETRAC Report 1 \(Show Details\)](#)

- 9) Click “Export to Excel”, and save this to some place on your computer.

Print | **Export to Excel** | Export to .csv

Patient Records Report for measure Reasons for delay, IV rt-PA initiation beyond 60 minutes

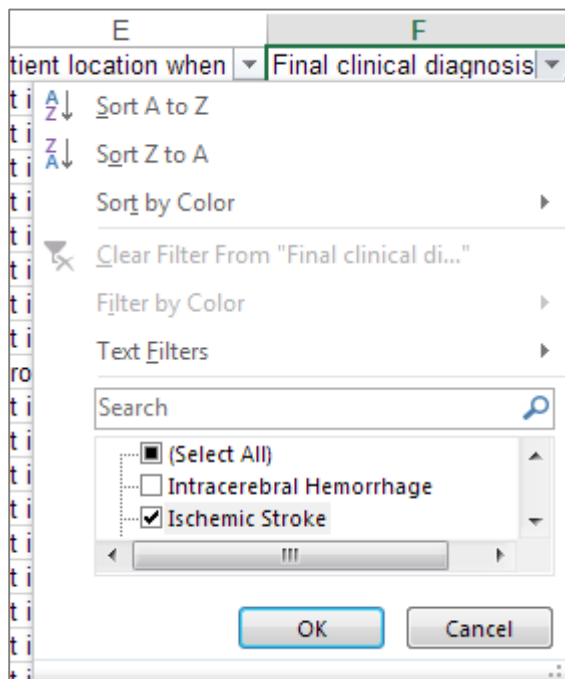
Reasons why IV t-PA was initiated greater than 60 minutes after hospital arrival in ischemic stroke patients treated with IV t-PA greater

Note: These instructions were created using Excel 2013.

- 10) Open the file in Excel. Go to the tab “report_data”, and click on Row 1 so that all columns are selected. From the Excel menu bar, click on the Data tab, and then click “Filter”.

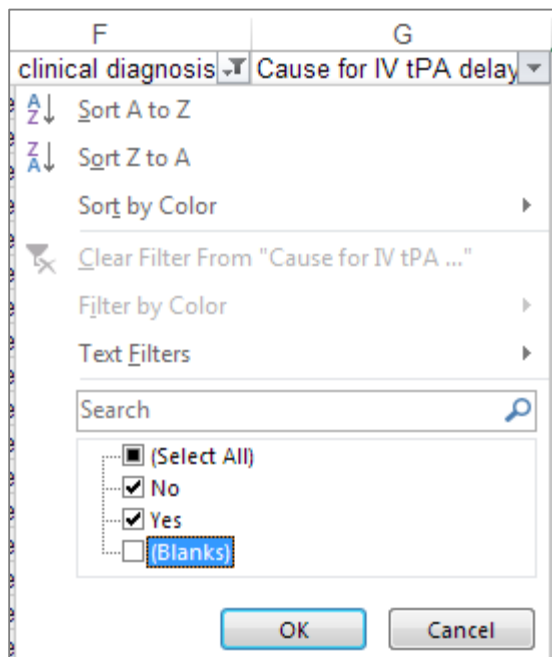


11) Filter *Final Clinical Dx* to include Ischemic strokes only.



12) Filter *Age* to exclude pts <18.

13) Filter *Cause for tPA delay* to exclude blanks.



14) Refer to the columns *Cause for IV tPA delay Eligibility Reasons*, *Cause for IV tPA delay Medical Reasons*, and *Cause for IV tPA delay Hospital-Related or Other Reasons* and transcribe the number of patients into the corresponding options for **SETRAC question 6**.

HINT: Make sure to click on each cell with a reason as more than one reason may have been entered for each patient.

Note that:

- A patient could have both eligibility and medical reasons selected.
- Within each category of reasons (eligibility, medical, hospital-related or other), more than one reason may be selected for a single patient.

Each reason selected for a patient counts toward the total to enter into the SETRAC dataform.

Data quality check: If *Cause for tPA delay* = Yes, then an Eligibility or Medical reason should be selected. If *Cause for tPA delay* = No, then a Hospital-Related or Other reason should be selected.

15) Now repeat Steps 8-14 for each of the remaining months in the reporting period.

16) Go back to Pre-Defined Measure Reports section of the PMT. Set the Interval to Monthly, then set your From and To options to reflect the reporting quarter of interest. Click on SETRAC Report 3.

Run Reports with Previously-Saved Report Options

STEP ONE: SELECT TIME PERIOD

Interval: Monthly

From: 2014 Apr

To: 2014 Jun

STEP TWO: CLICK ON DESIRED REPORT

SETRAC Report 4 (Show Details)

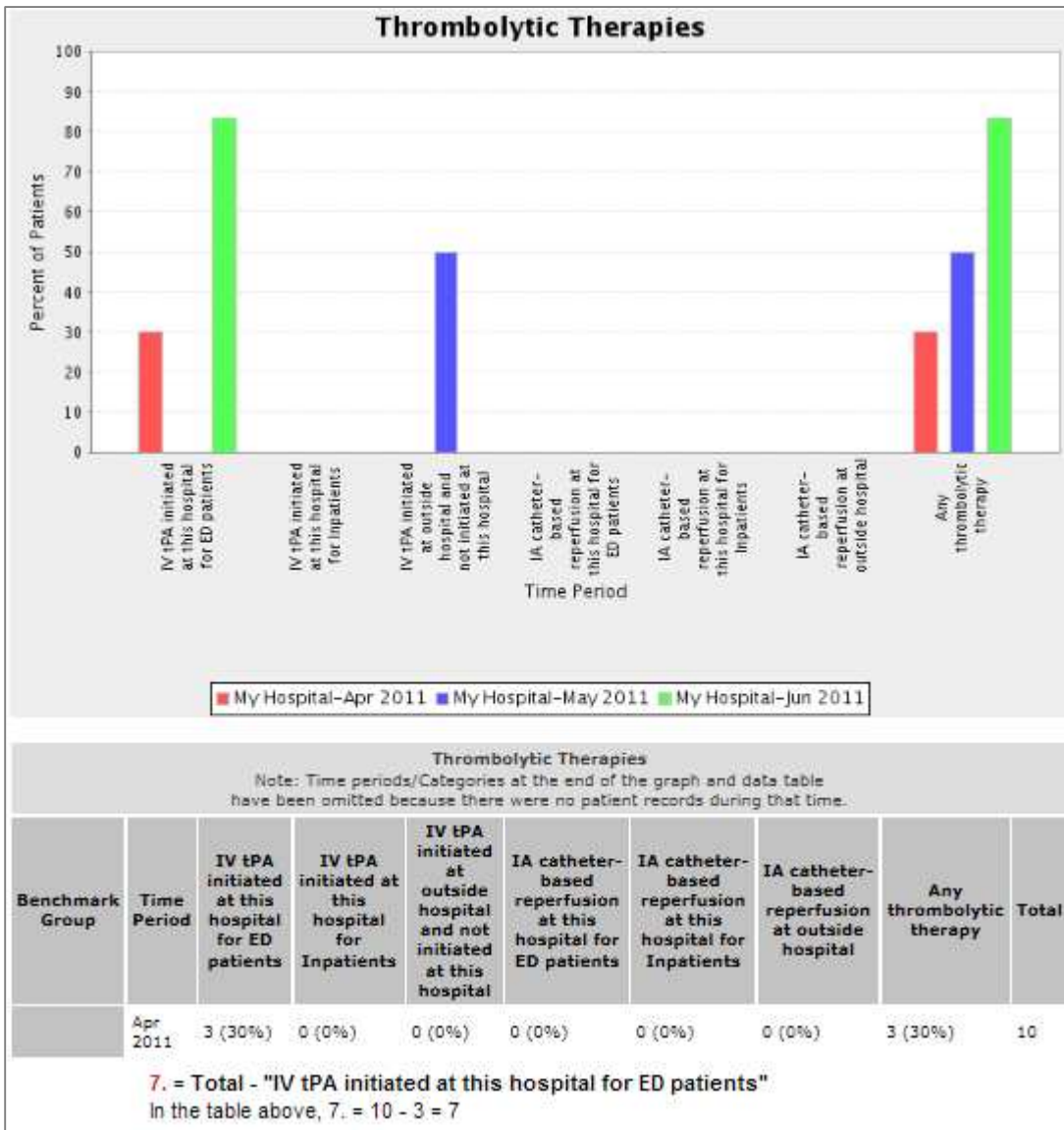
SETRAC Report 3 (Show Details)

SETRAC Report 2 (Show Details)

SETRAC Report 1 (Show Details)

17) The first measure in the report is *Thrombolytic Therapies*. In the table below the graph, for each month, subtract “IV-tPA initiated at this hospital for ED patients” from the Total. This is your answer for **SETRAC question 7**.

Note: This is different from the *Thrombolytic Therapies* graph in Step 6 because it has been filtered to only include patients who arrived at your facility within 3.5 hrs LKW.

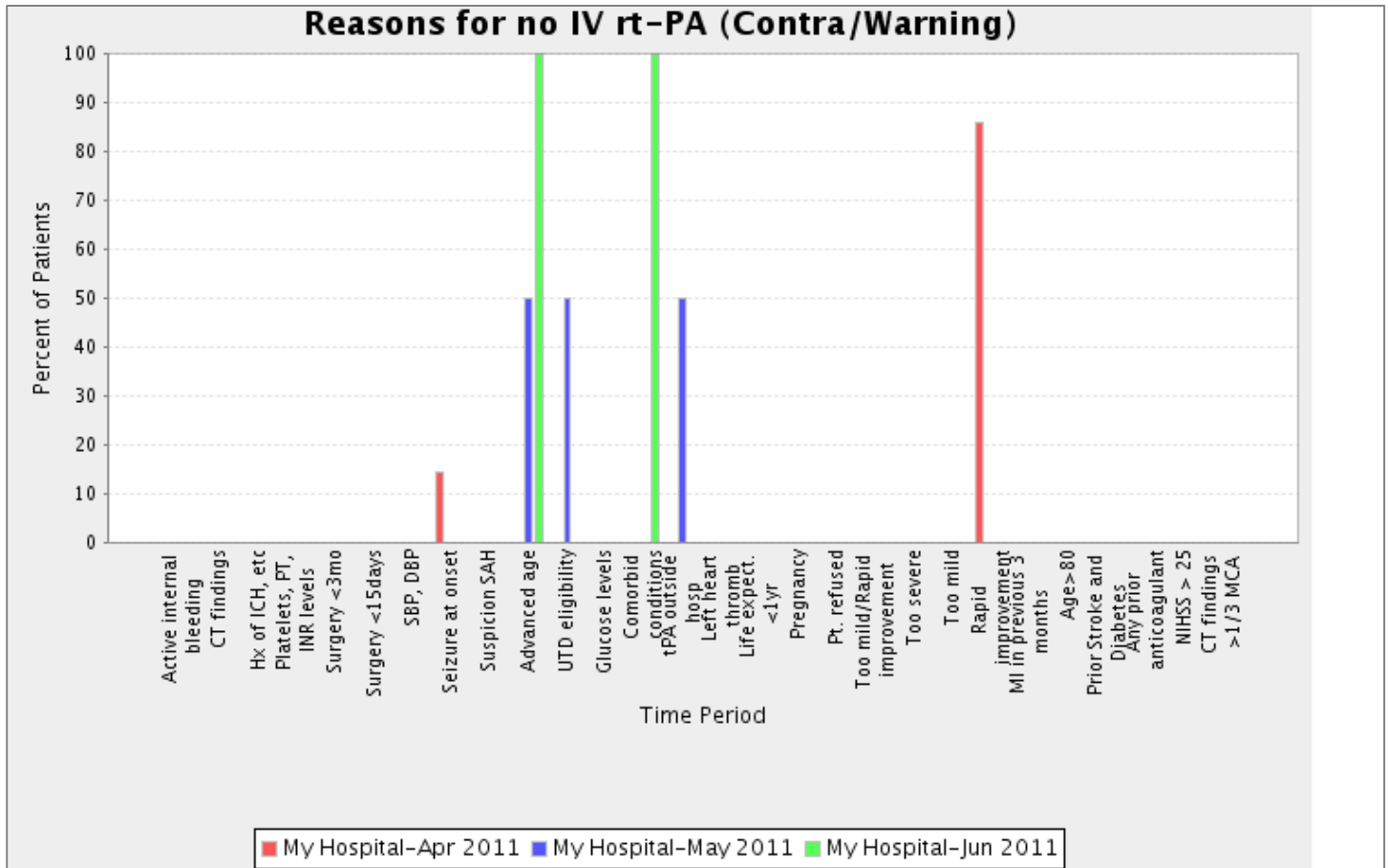


18) The next measure in this report is *Reasons for no tPA (Contra/Warning)*. In the table below the graph, for each month, transcribe the number of patients in each column into the corresponding options for **SETRAC question 8**. Note that you will need to run one more report to get the Hospital Related or Other Reasons for SETRAC question 8.

Note that:

- A patient could have both contraindications and warnings selected.
- Within each category of reasons (contraindications or warnings), more than one reason may be selected for a single patient.

Each reason selected for a patient counts toward the total to enter into the SETRAC dataform.



■ My Hospital-Apr 2011 ■ My Hospital-May 2011 ■ My Hospital-Jun 2011

Benchmark Group	Time Period	Active internal bleeding	CT findings	Hx of ICH, etc	Platelets, PT, INR levels	Surgery <3mo	Surgery <15days	SBP, DBP	Seizure at onset	Suspicion SAH	Advanced age	UTD eligibility
	Apr 2011	0 (0%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)	1 (14.3%)	0 (0%)	0 (0%)	0 (0%)

Glucose levels	Comorbid conditions	tPA outside hosp	Left heart thromb	Life expect. <1yr	Pregnancy	Pt. refused	Too mild/Rapid improvement	Too severe	Too mild	Rapid improvement	MI in previous 3 months
0 (0%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)	6 (85.7%)	0 (0%)

Age > 80	Prior Stroke and Diabetes	Any prior anticoagulant	NIHSS > 25	CT findings > 1/3 MCA	Total
0 (0%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)	7

In this example, you would enter for SETRAC question 8, for the month of April:

- Seizure at onset – 1
- Rapid improvement – 6

19) Go back to Pre-Defined Measure Reports section of the PMT. Set your time period for the first month in the reporting quarter. Then click on SETRAC Report 4.

Run Reports with Previously-Saved Report Options

STEP ONE: SELECT TIME PERIOD

Interval:

From: ←

To: ←

STEP TWO: CLICK ON DESIRED REPORT

→ [SETRAC Report 4 \(Show Details\)](#)

[SETRAC Report 3 \(Show Details\)](#)

[SETRAC Report 2 \(Show Details\)](#)

[SETRAC Report 1 \(Show Details\)](#)

20) Click “Export to Excel”, and save this to some place on your computer.

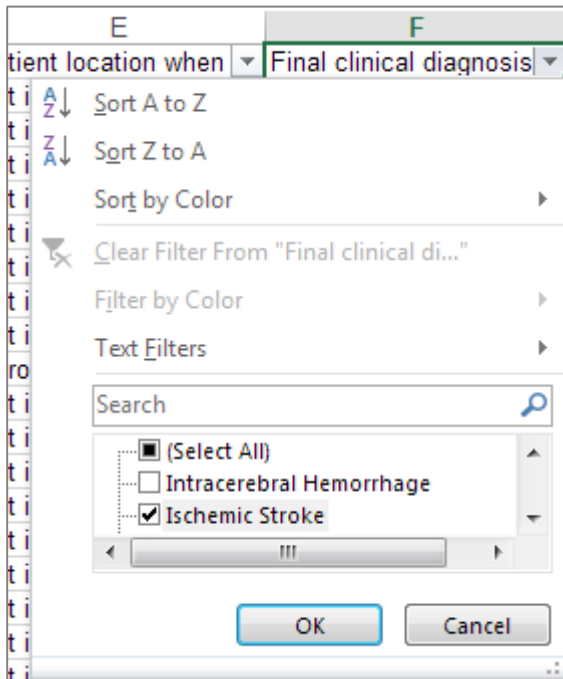
Print | [Export to Excel](#) | [Export to .csv](#)

Patient Records Report for measure Reasons for no IV rt-PA (Hospital-Related)

21) Open the file in Excel. Go to the tab “report_data”, and click on Row 1 so that all columns are selected. From the Excel menu bar, click on the Data tab, and then click “Filter”.

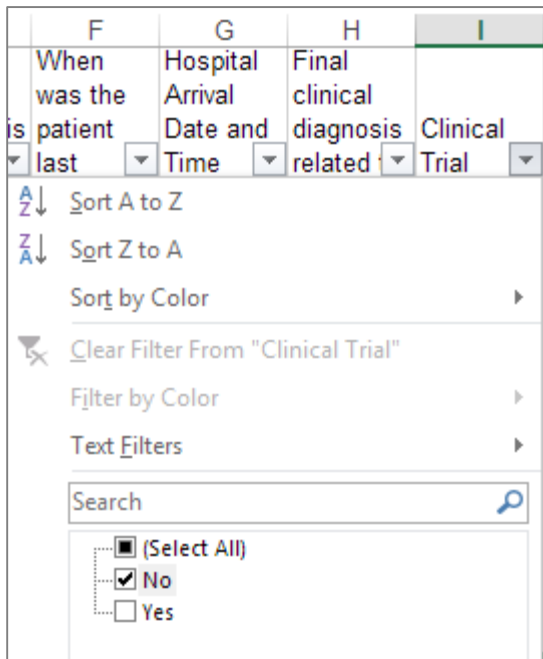


22) Filter *Final Clinical Dx* to include Ischemic strokes only.



23) Filter *Age* to remove patients <18.

24) Filter to remove patients who were in a clinical trial for stroke.



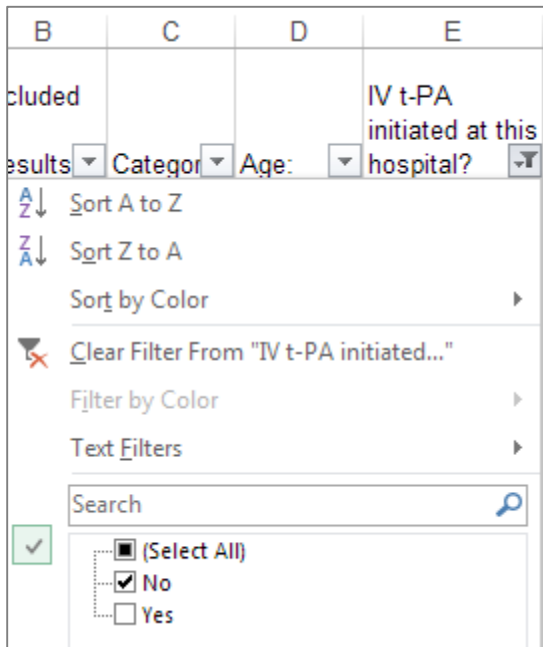
Note: If your version of the Patient Management Tool does not include the JC Overlay, you will not have a column for Clinical Trial patients. If your hospital does not have the JC Overlay and does see patients who were enrolled in a clinical trial for stroke*, please see Kate.

**from TJC/Core Measures: During this hospital stay, was the patient enrolled in a clinical trial in which patients with the same condition as the measure set were being studied (i.e. STK)?*

To answer "Yes", BOTH of the following must be true:

1. There must be a signed consent form for clinical trial. For the purposes of abstraction, a clinical trial is defined as an experimental study in which research subjects are recruited and assigned a treatment/intervention and their outcomes are measured based on the intervention received. Treatments/interventions most often include use of drugs, surgical procedures, and devices. Often a control group is used to compare with the treatment/intervention. Allocation of different interventions to participants is usually randomized.
2. There must be documentation on the signed consent form that during this hospital stay the patient was enrolled in a clinical trial in which patients with the same condition as the measure set were being studied (i.e. STK). Patients may either be newly enrolled in a clinical trial during the hospital stay or enrolled in a clinical trial prior to arrival and continued active participation in that clinical trial during this hospital stay.

25) Filter to remove patients who received tPA at your hospital.



26) Refer to the columns *Hospital-Related or Other Factors* and *Hospital-Related or Other Factors - 3-4.5hr* and transcribe the number of patients in each column into the corresponding options for **SETRAC question 8**.

HINT: Make sure to click on each cell with a reason as more than one reason may have been entered for each patient.

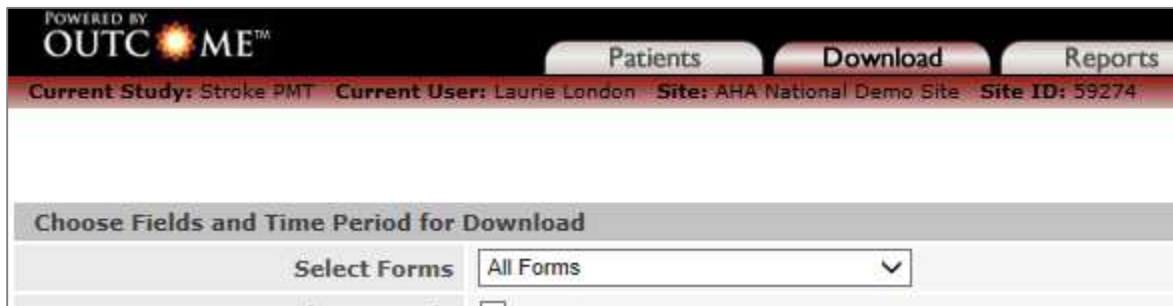
If a reason appears in either time window (*Hospital-Related or Other Factors* or *Hospital-Related or Other Factors - 3-4.5hr*), count it in the SETRAC dataform. If one reason appears in both time windows for a patient, count it only once.

27) Repeat Steps 19-26 for each of the remaining months in the reporting period.

28) We will perform a data download to gather the transfer and EMS elements needed for SETRAC. Begin by clicking on the Download tab at the top of your GWTG-Stroke Patient Management Tool.



29) Next to **Select Forms**, choose "Stroke".



The first time you work through these steps, you will need to select each field that will be part of the data download.


- If this is your first time, proceed to Step 30.
- If you have already set up the fields for this data download, skip to Step 31.

30) Proceed to **Select Individual Fields**.

Choose Fields and Time Period for Download	
Select Forms	Stroke
Select a Set of Fields	Saved sets: <input type="text"/>
	<input type="checkbox"/> All Fields
Select Individual Fields	<p>(Hold down the "Ctrl" key to select multiple fields. Click on a single entry to de-select all but that entry.)</p> <ul style="list-style-type: none"> Stroke Form Type Bitmap Final clinical diagnosis related to stroke: Stroke Mimics ICD-9-CM Principal Diagnosis Code: When is the earliest documentation of comfort measures only? Discharge Disposition If Other Health Care Facility Clinical Trial Elective Carotid Intervention Patient location when stroke symptoms discovered:
	Save the Set of Fields (optional): <input type="text"/> <input type="button" value="Save"/>

- a. Press the "Ctrl" key to multi-select the following fields:
 - Final clinical dx related to stroke
 - Discharge Disposition
 - Clinical Trial
 - Patient location when stroke symptoms discovered
 - How patient arrived at your hospital
 - Not admitted
 - Reason not admitted
 - Age
 - IV tPA initiated at this hospital
 - Patient care record available at time of patient arrival?
 - Patient care record available at a later time during hospitalization?
 - EMS agency name or number
 - EMS agency name or number UNK
 - Dispatched as suspected stroke
 - Blood Glucose level
 - Blood Glucose level ND
 - Pre-hospital stroke screen performed
 - Suspected stroke
 - Destination decision made
- b. In the *Save the Set of Fields* box, type "SETRAC Transfer & EMS Elements", and click "Save".
- c. Proceed to Step 32.

31) **Select a Set of Fields** – Choose the option "SETRAC Transfer & EMS Elements".

Select a Set of Fields	Saved sets:	<div style="border: 1px solid black; padding: 2px;"> staffdemo: EMS Elements for SETRAC staffdemo: Elements for SETRAC Rpt staffdemo: SETRAC Transfer & EMS Elements staffdemo: temp </div>
	<input type="checkbox"/> All Fields (Hold down the "Ctrl" key to select multiple fields. Click on a single entry to de-select all but that entry.)	

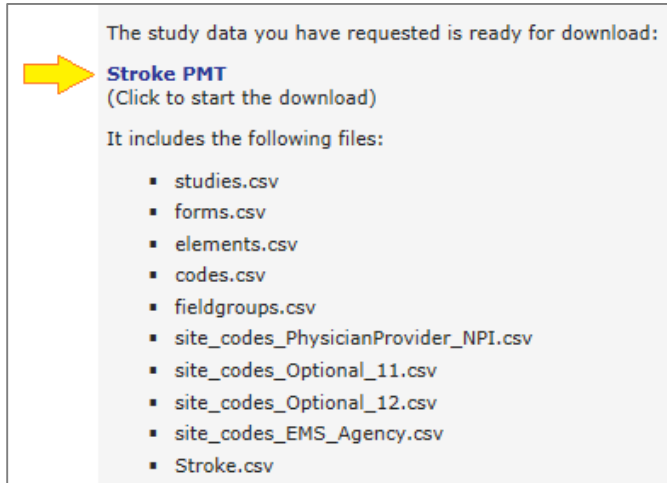
32) **Date Range** – Select the first month in the reporting period.

33) **Format Download File**

- a. *Coded fields format* - Select “As Descriptives”.
- b. *Multiselect fields format* – Select “Single Field”.

34) Click “Generate Download File”.

35) You will be taken to this screen. Click on **Stroke PMT** to start the download.



36) You will be asked whether you want to open or save the file. Save it to a location you can find.

HINT: You may want to select “Save As” and rename the file so you can distinguish it from your SETRAC data for other months in the reporting quarter. For example, “SETRAC EMS 2014 April”.

37) Open the zip file that you just saved. One of the files in there is called *Stroke.csv*. This is the file that you will be working with. Open it and save it as an Excel file.

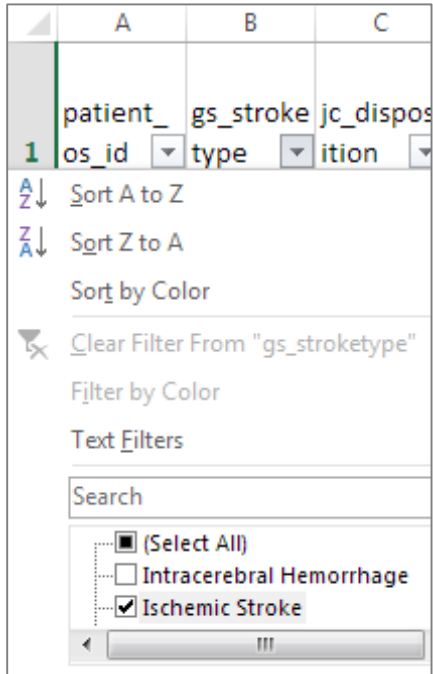
38) Delete the following columns:

- o site_os_id
- o study_id
- o procstep_id
- o formdata_sequence

39) Click on Row 1 so that all columns are selected. From the Excel menu bar, click on the Data tab, and then click “Filter”.



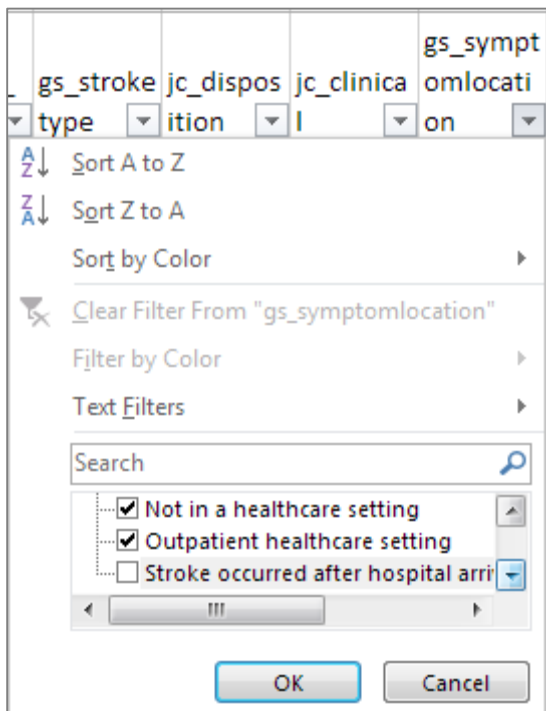
40) Filter *gs_stroketype* to include Ischemic strokes only.



41) Filter *jc_clinical* to remove patients who were in a clinical trial for stroke.

Note: If your version of the Patient Management Tool does not include the JC Overlay, you will not have the column *jc_clinical*. See note at Step 24.

42) Filter *gs_symptomlocation* to remove patients in which "Stroke occurred after hospital arrival (in ED/Obs/inpatient)".



43) Filter *gs_age* to remove patients who were under 18 years old.

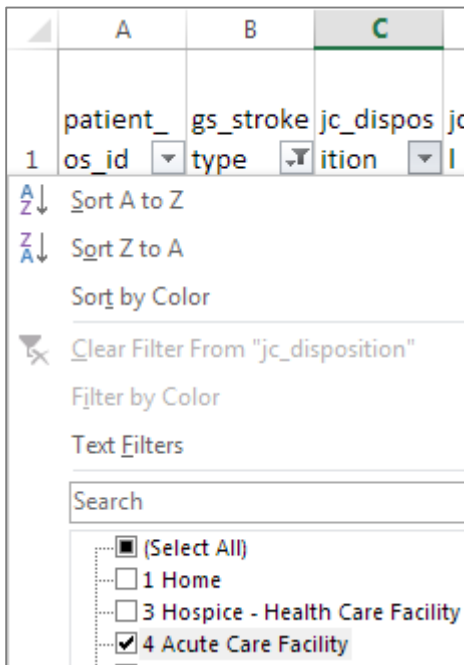
44) Filter *gs_ivthrombit* to only include patients with a “Yes” response.

You have now filtered your spreadsheet to only include the patients reported in SETRAC question 4.a. To get the answer for SETRAC question 9, number of patients who received tPA and were transferred, we need to account for two scenarios:

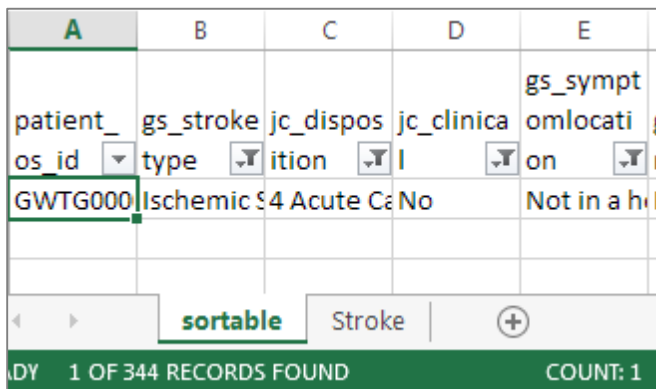
- Drip-and-ship patients (those never actually admitted to your facility), and
- Patients who were admitted to your facility and then discharged to another acute care hospital.

45) Filter *gs_notadmit* to remove patients with response “Yes, not admitted”.

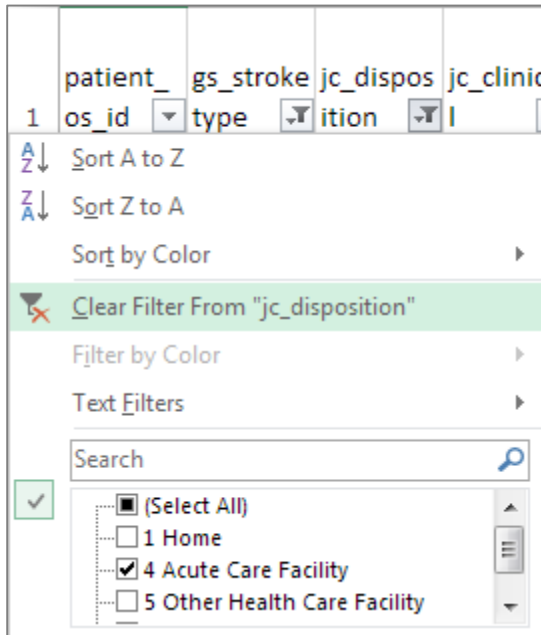
46) Filter *jc_disposition* to only include patients discharged to an Acute Care Facility (response option 4).



47) Count the number of records remaining. Write this number down.



48) Clear the Filters for *gs_notadmit* and *jc_disposition* only.



49) Filter *gs_notadmit* to only include patients with response “Yes, not admitted”.

50) Filter *gs_notadmitwhy* to only include patients with response “Transferred from your ED to another acute care hospital”.

51) Count the number of records remaining. Add this to the number of records you found in Step 47. This is your answer for **SETRAC question 9**.

52) From the Excel menu bar, click on the Data tab, and then click “Clear” next to Filter to clear all of the filters on your sheet.



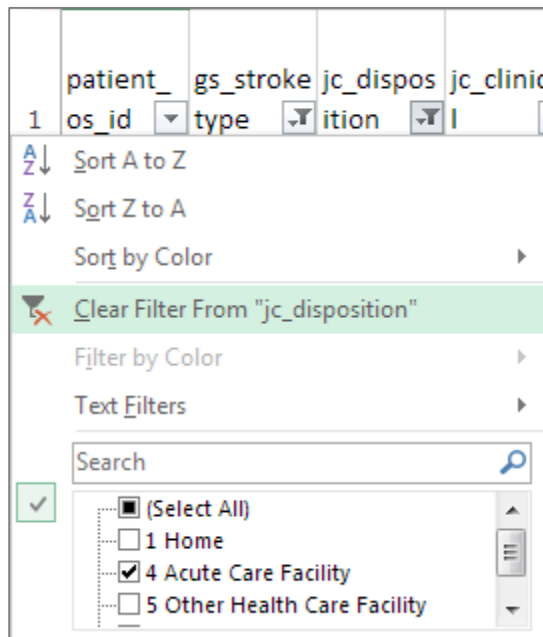
53) Filter *gs_stroketype* to include Intracerebral Hemorrhages and Subarachnoid Hemorrhages only.

54) Filter *gs_symptomlocation* to remove patients in which “Stroke occurred after hospital arrival (in ED/Obs/inpatient)”.

You have now filtered your spreadsheet to only include the patients reported in SETRAC questions 1.b. & 1.c. To get the answer for SETRAC question 10, number of ICH & SAH patients who were transferred to another acute care facility, we need to account for two scenarios:

- Patients who were transferred before being admitted to your facility, and
- Patients who were admitted to your facility and then discharged to another acute care hospital.

- 55) Filter *gs_notadmit* to remove patients with response “Yes, not admitted”.
- 56) Filter *jc_disposition* to only include patients discharged to an Acute Care Facility (response option 4).
- 57) Count the number of records remaining. Write this number down.
- 58) Clear the Filters for *gs_notadmit* and *jc_disposition*.



- 59) Filter *gs_notadmit* to only include patients with response “Yes, not admitted”.
- 60) Filter *gs_notadmitwhy* to only include patients with response “Transferred from your ED to another acute care hospital”.
- 61) Count the number of records remaining. Add this to the number of records you found in Step 57. This is your answer for **SETRAC question 10**.
- 62) From the Excel menu bar, click on the Data tab, and then click “Clear” next to Filter to clear all of the filters on your sheet.
- 63) Filter *gs_symptomlocation* to remove patients in which “Stroke occurred after hospital arrival (in ED/Obs/inpatient)”.
- 64) Filter *gs_stroketype* to include ischemic strokes, intracerebral hemorrhages and subarachnoid hemorrhages only.

- 65) Filter *gs_patientarrival* to only include “Private transport/taxi/other from home/scene”. The record count at the bottom of the spreadsheet is your answer for **SETRAC question 11.b**. (For example, given the below screenshot, you would enter 16 for SETRAC question 11.b.)

	A	B	C	D	E	F
1	patient	gs_stro	jc_disp	jc_clini	gs_sym	gs_pati
14	GWTG000	Ischemic	1 Home	No	Not in a ho	Private tra
44	GWTG001	Ischemic	1 Home	No	Not in a ho	Private tra
65	GWTG002	Ischemic	1 Home	No	Not in a ho	Private tra
80	GWTG002	Subarachn	1 Home	No	Outpatien	Private tra
123	GWTG003	Ischemic	1 Home	No	Not in a ho	Private tra
152	GWTG004	Ischemic	1 Home	No	Not in a ho	Private tra
163	GWTG004	Ischemic	1 Home	No	Not in a ho	Private tra
170	GWTG004	Ischemic	1 Home	No	Not in a ho	Private tra
186	GWTG005	Ischemic	1 Home	No	Not in a ho	Private tra
216	GWTG006	Ischemic	1 Home	No	Not in a ho	Private tra
237	GWTG006	Ischemic	1 Home	No	Not in a ho	Private tra
252	GWTG007	Subarachn	1 Home	No	Outpatien	Private tra
295	GWTG008	Ischemic	1 Home	No	Not in a ho	Private tra
324	GWTG009	Ischemic	1 Home	No	Not in a ho	Private tra
335	GWTG009	Ischemic	1 Home	No	Not in a ho	Private tra
342	GWTG009	Ischemic	1 Home	No	Not in a ho	Private tra
346						
347						

READY 16 OF 344 RECORDS FOUND

- 66) Now filter *gs_patientarrival* to only include “Transfer from another hospital”. The record count at the bottom of the spreadsheet is your answer for **SETRAC question 11.c**.
- 67) Now filter *gs_patientarrival* to only include “ND or Unknown”. The record count at the bottom of the spreadsheet is your answer for **SETRAC question 11.d**.
- 68) Now filter *gs_patientarrival* to only include “EMS from home/scene”. The record count at the bottom of the spreadsheet is your answer for **SETRAC question 11.a**. You will keep this filter in place when collecting the remaining EMS elements.
- 69) Filter *ems_recordavail* to only include “Yes” responses. The record count at the bottom of the spreadsheet is your answer for **SETRAC question 12.a**.
- 70) Now filter *ems_recordavail* to only include “No/ND” responses. The record count at the bottom of the spreadsheet is your answer for **SETRAC question 12.b**. Keep this filter in place and proceed to the next step.
- 71) Filter *ems_recordlater* to only include “Yes” responses. Enter the record count into the corresponding box in **SETRAC question 13.a**. Now filter *ems_recordlater* to only include “No/ND” responses. Enter the record count into the corresponding box in **SETRAC question 13.b**.
- 72) Clear the Filters for *ems_recordlater* and *ems_recordavail* only.

- 73) Filter *ems_agency* by the first agency name and enter the record count into the corresponding box in **SETRAC question 14**. Repeat this step until all agencies in your spreadsheet have been accounted for. Now clear the Filter for *ems_agency*
- 74) Filter *ems_agency_unk* to only include responses in which this button was “Checked”. Enter the record count at the bottom of the spreadsheet for the “agency unknown” option in **SETRAC question 14**. Now clear the Filter for *ems_agency_unk*.
- 75) Filter *ems_dispatch* to only include “Yes” responses. Enter the record count into the corresponding box in **SETRAC question 15**.
- 76) Clear the filter for *ems_dispatch* only.
- 77) Filter *ems_bgl* to exclude blanks. Enter the record count for the option “Documented” in **SETRAC question 16**. Now clear the Filter for *ems_bgl*.
- 78) Filter *ems_bgl_nd* to only include “Glucometer Not Available” responses and enter the record count into the corresponding box in **SETRAC question 16**. Now filter *ems_bgl_nd* to only include “Not Documented” responses and enter the record count into the corresponding box in **SETRAC question 16**.
- 79) Clear the filter for *ems_bgl_nd*.
- 80) Filter *ems_prehospscreen* to only include “Yes” responses. Enter the record count for **SETRAC question 17**. Keep this filter in place and proceed to the next step.
- 81) Filter *ems_suspstroke* to only include “Yes” responses and enter the record count into the corresponding box in **SETRAC question 18**.
- 82) Clear the Filters for *ems_prehospscreen* and *ems_suspstroke* only.
- 83) Filter *ems_destdec* by the first destination decision options and enter the record count into the corresponding box in **SETRAC question 19**. Repeat this step until all destination decision options in your spreadsheet have been accounted for.
- 84) Repeat steps 31-83 for each of the remaining months in the reporting period.**

Congratulations! You are finished with your data entry for this quarter. Follow the instructions on the SETRAC dataform to submit your data to SETRAC.