



Life QI Quick Start Guide

June 2023

IN PARTNERSHIP WITH THE



Life QI Quick Start Guide

Key Topics

- Navigating Life QI to Enter Data
- Creating Charts and Entering Data
- PDSAs
- Reports
- Resources

Navigating Life QI

From the Start Menu there are 3 ways to get to your "Team Project" page to begin entering data.

1. Click "Projects" tab on Left side of the webpage
 - Option 1 and 2 will take you to your "Projects" page
3. Click your "Team Project" Under "Projects" section
 - Option 3 takes you directly to "Team Project" page

The screenshot displays the user interface for Katie Brassfield, a PQC Project Manager at Missouri Hospital Association. The left sidebar contains a navigation menu with the following items: Start, Projects (highlighted in yellow), Programmes, Discussions, Reports, Analytics, Groups, People, Organisations, Settings, and Admin. A green arrow points from the 'Projects' menu item to the 'Your projects' section in the main content area. Below this, the 'Project teams' section lists a 'Demo team' with a right-pointing arrow. A second green arrow points from this arrow to the 'Demo Team - MHA AIM SUD' project entry in the 'Projects' section at the bottom, which is also highlighted with a yellow box. The project description reads: 'Reduce severe maternal morbidity and mortality by: • implementing evidence-based mate...'. Other sections visible include 'Your participation', 'People in your network', 'Notifications' (showing 'All done. No new notifications.'), and 'People' (showing 'People you have pinned will show here' and a 'Browse people' link).

Navigating Life QI

From “Projects” page (page seen if option 1 or 2 is selected), click on your project which will bring you to your “Team Project” page.

The screenshot shows the 'Projects' page in the Missouri POC system. On the left, a navigation menu includes 'Programs', 'Discussions', 'Reports', 'Analytics', 'Groups', 'People', 'Organisations', 'Settings', and 'Admin'. A green arrow points to the 'Programs' menu item. The main content area is titled 'Projects' and features a search bar, a 'Start a new project +' button, and an 'Actions' dropdown. A single project card is displayed, titled 'Demo Team - MHA AIM SUD', with a score of 0.5. The card description reads: 'Reduce severe maternal morbidity and mortality by: • implementing evidence-based maternal safety bundles • promoting safe maternal care for every Missouri birth • engaging mul...'. Below the card, it says 'Led by and Missouri Hospital Association'. To the right of the card, there are filter options: 'Active', 'My Projects', 'My Org's Projects', and 'More filters'. The page footer indicates 'Showing 1 to 1 of 1'.

Navigating Life QI

From the “Team Project” page, click on “Measures” to enter data.

The screenshot shows the 'Demo Team - MHA AIM SUD' project page. The left sidebar contains navigation options: Start, Projects, Programmes, Discussions, Reports, Analytics, Groups, People, Organisations, Settings, and Admin. The main content area has tabs for 'General', 'Driver diagram', 'Measures & charts', 'Pdsas', and 'Discuss'. The 'Measures & charts' tab is active, showing a summary of 9 Measures and 0 Charts. A yellow box highlights the 'Measures' section, and a green arrow points to it from the 'Driver diagram' tab. The 'Pdsas' section has an 'Add →' button. The top right corner includes a 'Get help with projects' link and user avatars for KB, M, and a yellow circle.

Step 1 – Creating a Chart and Entering Data

Within the “Measures and Charts” section you will see all the measures for which you need to enter data.

The screenshot displays a web application interface for a project named "Demo Team - MHA AIM SUD". The page is titled "Measures & charts" and is part of a larger navigation structure. On the left, a sidebar lists various navigation options: Start, Projects (selected), Programmes, Discussions, Reports, Analytics, Groups, People, Organisations, Settings, and Admin. The main content area shows a list of measures under the heading "Outcome Measures". There are three measures listed, each with a description and a frequency: "O2: Percent of pregnant and postpartum people with OUD who received or were referred to medication for opioid use disorder (MOUD)" (Quarterly), "O3: Percent of pregnant and postpartum people with SUD who received or were referred to recovery treatment services" (Quarterly), and "O4: Percent of pregnant and postpartum people with SUD who received or were prescribed Naloxone prior to delivery discharge" (Quarterly). Below this, under "Process Measures", there are two measures: "P1: Percent of pregnant and postpartum people screened for SUDs" (Monthly) and "P2: Percent of pregnant and postpartum people with OUD who were counseled on medication for opioid use disorder (MOUD)" (Monthly). Each measure has a right-pointing arrow icon. A "New measure +" button is visible in the top right of the measures list. The top right of the page includes a "Get help with measures" link and a user profile icon labeled "KB".

Step 2 – Creating a Chart and Entering Data

Projects > Demo Team - MHA AIM SUD > Measures & charts

Demo Team - MHA AIM SUD

Only members can view

General Driver diagram **Measures & charts** Pdsas Discuss

Outcome Measures New measure +

- O2: Percent of pregnant and postpartum people with OUD who received or were referred to medication for opioid use disorder (MOUD)**
Quarterly
- O3: Percent of pregnant and postpartum people with SUD who received or were referred to recovery treatment services
Quarterly
- O4: Percent of pregnant and postpartum people with SUD who received or were prescribed Naloxone prior to delivery discharge
Quarterly

Process Measures

- P1: Percent of pregnant and postpartum people screened for SUDs
Monthly
- P2: Percent of pregnant and postpartum people with OUD who were counseled on medication for opioid use disorder (MOUD)
Monthly

Click on the "Measure" to enter data

Projects > Demo Team - MHA AIM S... > Measures & cha... > O2: Percent of pregnant and postpartum people with OUD who received or were referred to medication for opioid use disorder (MO... > Charts [Get help with measures](#)

< Back to measures list

O2: Percent of pregnant and postpartum people with OUD who received or were referred to medication for opioid use disorder (MOUD)

Outcome measure (P chart)

Charts Plan

Charts

There is nothing in this list

Aggregate chart

i You haven't added any charts. Please add at least one chart, then an aggregate chart will be available.

Then Click "Add a Chart"

Step 3 – Creating a Chart and Entering Data

“Configure your new chart” will come up

You do not have to name the chart. If you leave this space blank, the chart will automatically have the name of the measure.

Click “Add Row +”

who received or were referred to medication for opioid use disorder

Configure your new chart

Chart name

Datasheet

Time Period	Count	Total
Add Row +		

Cancel X

Create chart ✓

Actions ↓

Add a chart +

KB

M

be available.

Step 4 – Creating a chart and entering Data

To begin entering data, click the calendar icon to select time frame for data collection (i.e. Measure data is entered on a monthly or quarterly basis).

The screenshot shows a 'Configure your new chart' dialog box. It has a 'Chart name' input field, an 'Actions' dropdown, and an 'Add a chart +' button. Below these is a 'Datasheet' table with columns for 'Period', 'Count', and 'Total'. A green arrow points to a calendar icon in the 'Period' column of the first row. Below the table are 'Add Row +', 'Cancel X', and 'Create chart ✓' buttons.

Period	Count	Total

Step 5 – Creating a Chart and Entering Data

Then enter your numerator in the “Count” cell and the denominator in the “Total” cell

Then Click “Create chart ✓”

The screenshot shows a web interface for creating a chart. At the top, there is a text input field for the 'Chart name'. Below it, a 'Data' section contains a table with columns for 'Time Period', 'Count', and 'Total'. The first row of the table has 'Q1 2023' in the 'Time Period' column, '8' in the 'Count' column, and '10' in the 'Total' column. A yellow box highlights the 'Count' and 'Total' cells. Below the table are three buttons: 'Add Row +', 'Cancel ✕', and 'Create chart ✓'. A yellow box highlights the 'Create chart ✓' button. Two green arrows point to the 'Count' and 'Total' cells, and another green arrow points to the 'Create chart ✓' button.

Time Period	Count	Total
Q1 2023	8	10

Step 6 – Entering Data

When entering data for next reporting period, click on individual “Measure”

The screenshot displays the 'Measures & charts' section of the Missouri POC interface. The left sidebar contains navigation options: Discussions, Reports, Analytics, Groups, People, Organisations, Settings, and Admin. The main content area is divided into 'Outcome Measures' and 'Process Measures'. A yellow box highlights the 'Process Measures' section, which includes the following measures:

- P1: Percent of pregnant and postpartum people screened for SUDs**
Monthly **Data Overdue**
- P2: Percent of pregnant and postpartum people with OUD who were counseled on medication for opioid use disorder (MOUD)**

The 'Outcome Measures' section includes:

- O2: Percent of pregnant and postpartum people with OUD who received or were referred to medication for opioid use disorder (MOUD)**
Quarterly
- O3: Percent of pregnant and postpartum people with SUD who received or were referred to recovery treatment services**
Quarterly
- O4: Percent of pregnant and postpartum people with SUD who received or were prescribed Naloxone prior to delivery discharge**
Quarterly

A green arrow points from the left towards the 'Process Measures' section. The interface also features a 'New measure +' button and an 'Actions' dropdown menu in the top right corner.

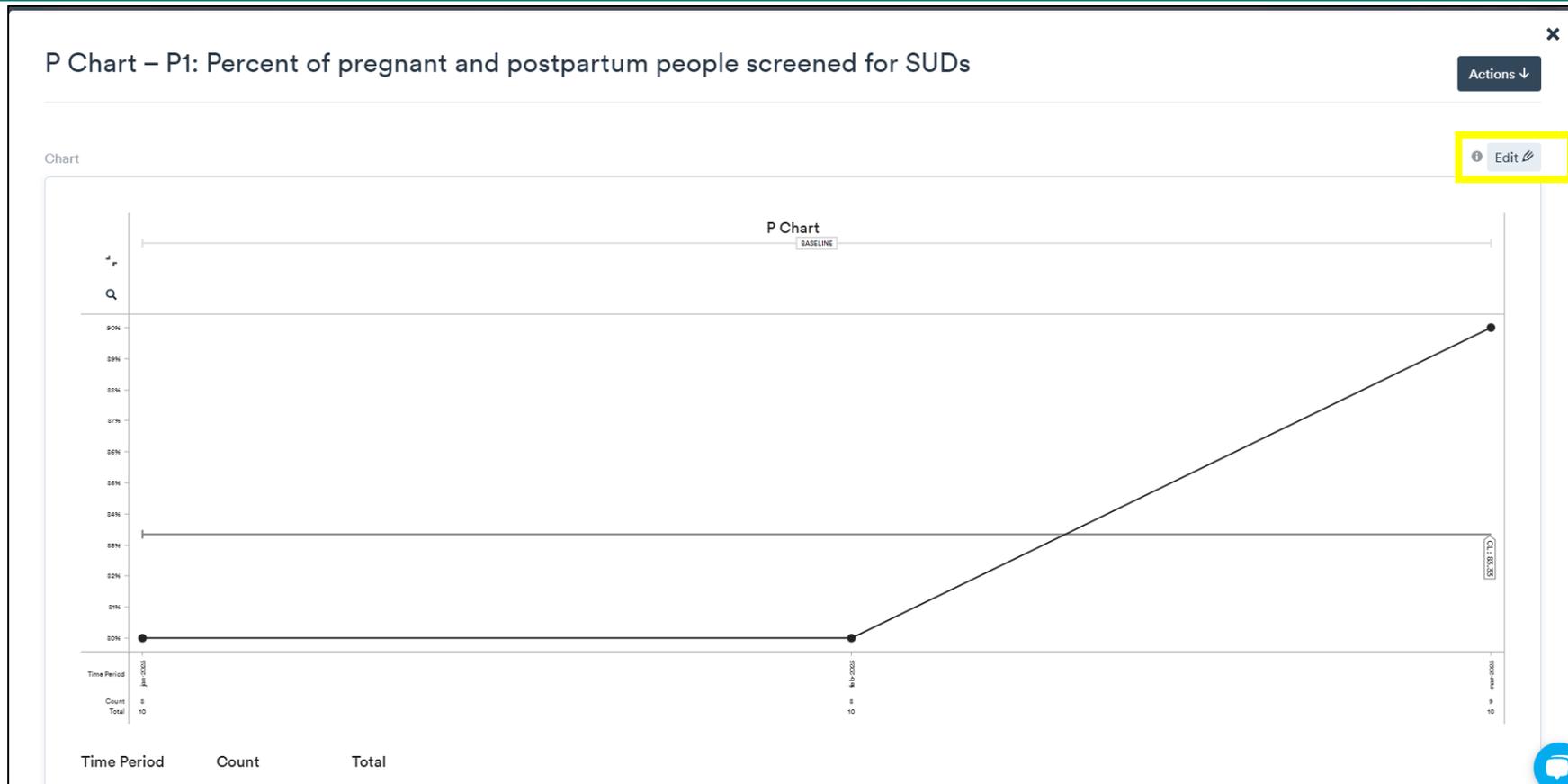
Step 7 – Entering Data

Then click on “Measure Chart”

The screenshot displays the Missouri POC dashboard interface. On the left is a vertical sidebar with navigation options: Start, Projects, Programmes, Discussions, Reports, Analytics, People, Organisations, Settings, and Admin. A large green arrow points from the 'Analytics' menu item to the main content area. The main content area is titled 'P1: Percent of pregnant and postpartum people screened for SUDs' and is labeled as a 'Process measure (P chart)'. It features two tabs: 'Charts' (selected) and 'Plan'. An 'Actions' dropdown menu is visible in the top right of this section. Below the tabs, a 'Charts' section contains a single chart titled 'P1: Percent of pregnant and postpartum people screened for SUDs' with a red label 'Monthly Data Overdue'. A yellow rectangular box highlights this chart. To the right of the chart is an 'Add a chart +' button. Below the main chart is an 'Aggregate chart' section with an 'Edit' button. The aggregate chart is a 'P Chart' showing a 'BASELINE' and a data point at approximately 90% on a scale from 88% to 90%.

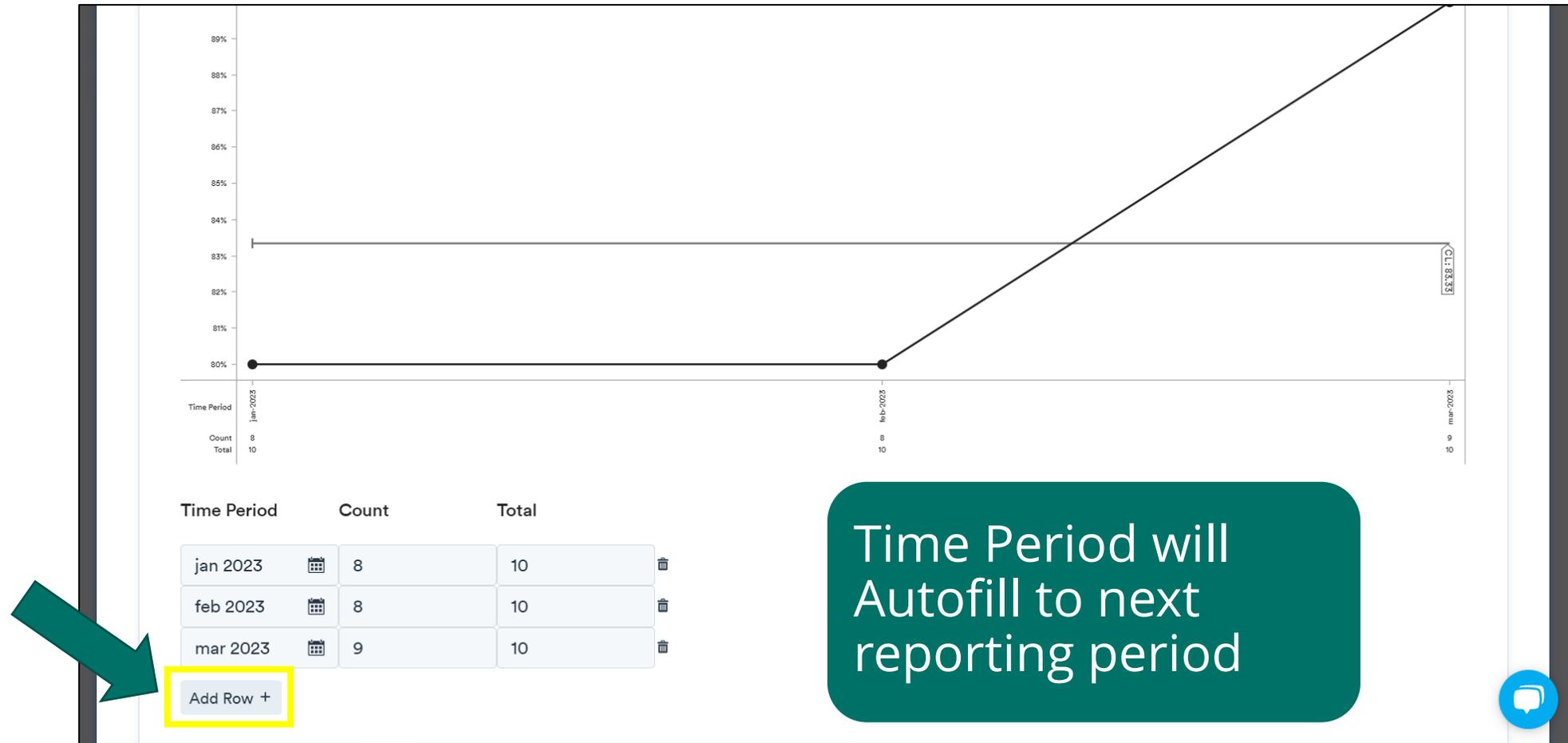
Step 8 – Entering Data

Then Click “Edit”



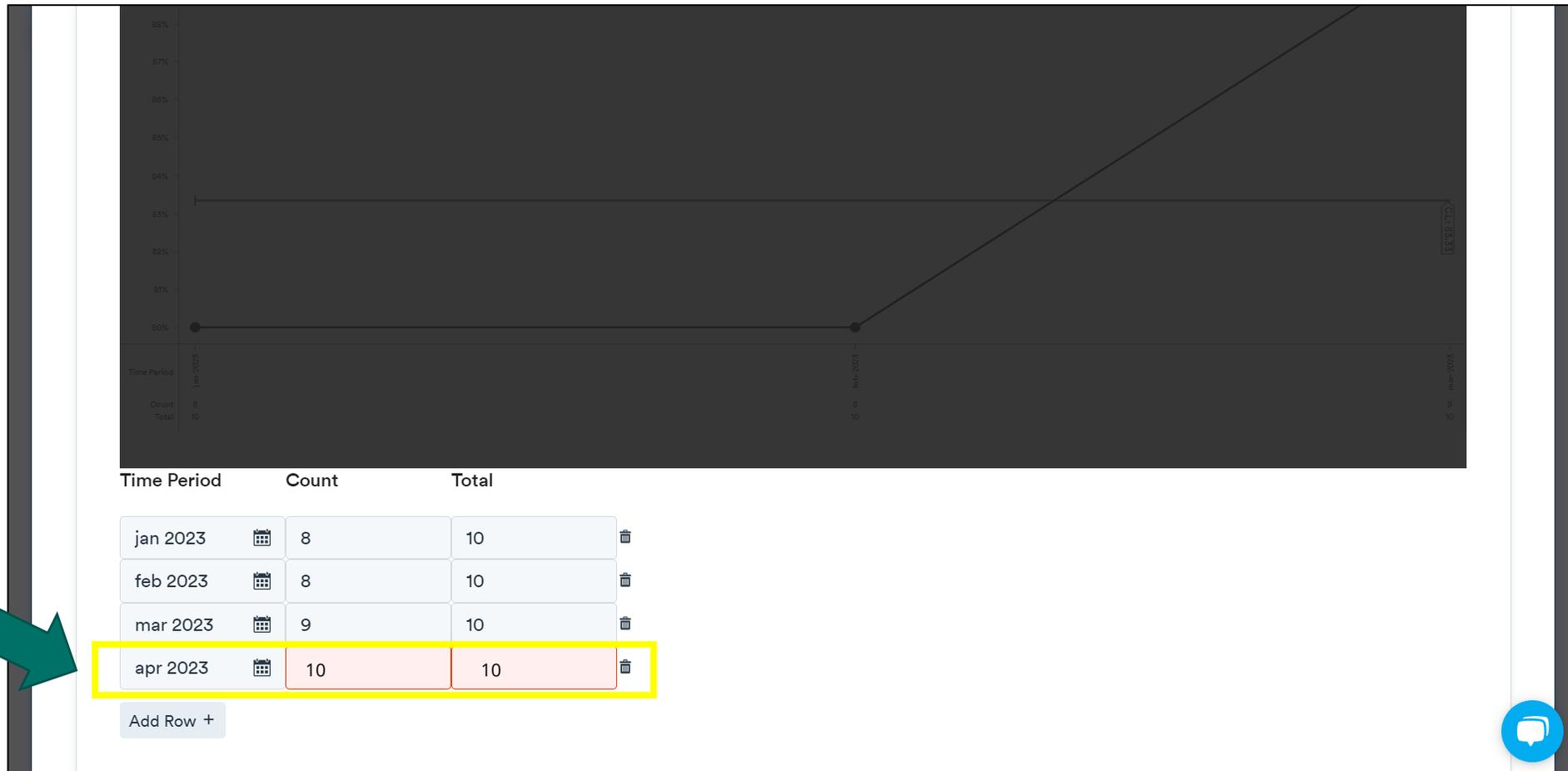
Step 9 – Entering Data

Then Click “Add Row +”



Step 10 – Entering Data

Enter Numerator in “Count” cell and Denominator in “Total” cell



Step 11 – Entering Data

Then Click “Save”

The screenshot shows a software interface for a P Chart. The title bar reads "P Chart – P1: Percent of pregnant and postpartum people screened for SU". In the top right corner, there is an "Actions" dropdown menu. Below the chart area, there are two buttons: "Save" with a checkmark and "Cancel" with an 'X'. The "Save" button is highlighted with a yellow border, and a large green arrow points to it from the right. The main chart area is dark grey and contains the text "The chart's data has been changed, you will need to re-draw it." and a "Re-draw chart" button with a gear icon. The y-axis on the left is labeled "P" and "Q" and has a scale from 0% to 100% in 5% increments. A single data point is plotted at the 100% mark. A blue chat bubble icon is visible in the bottom right corner.

Creating a Chart and Entering Data

See video below detailing
the create a chart process

- [Creating a Chart Tutorial Video](#)

General Information on Entering Data

You can enter data manually or export from excel.

To export data from excel, data must:

- Be formatted as it is in Life QI (i.e. same number of columns- date/numerator/denominator)
- Be formatted in UK setting of Day/Month/Year
 - Format cell in excel by changing date setting locale to English (United Kingdom) or change to custom mmm-yy

Once data is formatted correctly, copy data then right click in first date box on the left and click paste.

Other Tips

Within an individual
“Measure” page,
Click “Plan” to the
right of Charts

The “Plan” tab
provides all
“Measure” details
including:

- Title
- Measure Type
- Operational Definition
- Data reporting frequency

The screenshot displays the 'Plan' tab for a measure titled 'P1: Percent of pregnant and postpartum people screened for SUDs'. A green arrow points to the 'Plan' tab, which is highlighted with a yellow box. The interface includes a sidebar with navigation options like 'Start', 'Projects', 'Programmes', 'Discussions', 'Reports', 'Analytics', 'Groups', 'People', 'Organisations', 'Settings', and 'Admin'. A notification banner states: 'Editing has been disabled on this measure as it is directly linked to P1: Percent of pregnant and postpartum people screened for SUDs in the programme MO AIM Care for Pregnant and Postpartum Persons with Substance Use Disorder. Please contact the programme team if you need to make changes.' The 'Details' section shows the following information:

Title	Measure type	Chart type
P1: Percent of pregnant and postpartum people screened for SUDs	Process	P

Operational definition

Denominator: Pregnant and postpartum people during their birth admission

Numerator: Among the denominator, those with documentation of having been screened for SUD using a validated screening tool prenatally and during their birth admission

Inclusion criteria: Screening quickly assesses the risk and severity of substance use and

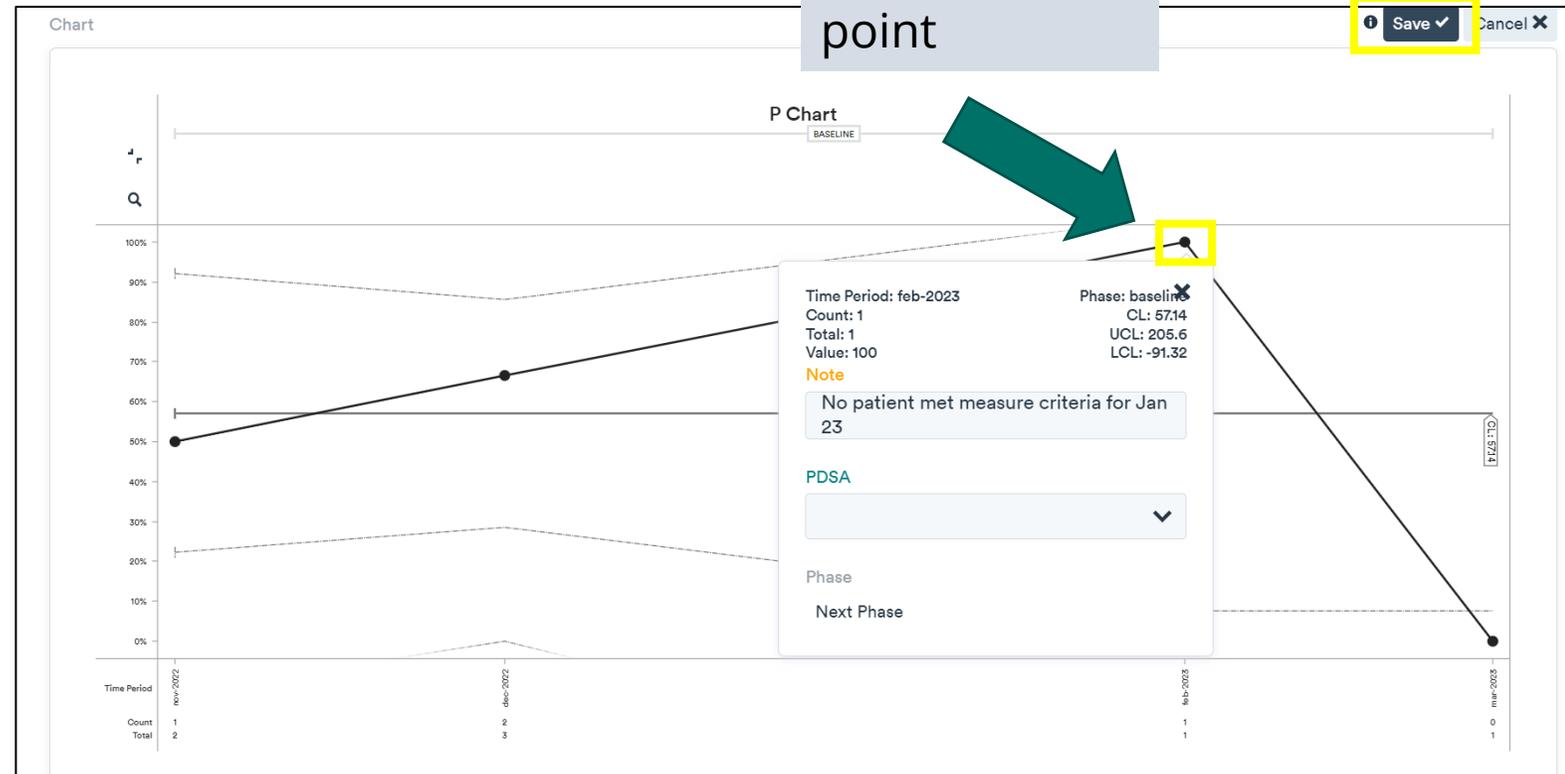
Data collection frequency: Monthly

Linked drivers: There is nothing in this list

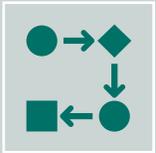
Other Tips

Do not enter 0/0 for reporting period. This entry creates issues with the aggregate chart.

- If you do not have any patients that meet criteria for a measure during reporting period, skip that month/quarter.
- Click on “Measure Chart”, then “Edit”
 - Click on data point on graphed line, make note that no patients met measure criteria for X time period, then click “Save”



Review



Repeat Steps 1-5 for Initial Data entry and Chart Creation for each required measure within your project.

Click [here](#) to return to Step 1



Repeat Steps 6-11 when Entering Data for each required measure for all subsequent reporting periods.

Click [here](#) to return to Step 6

Creating PDSAs

Click the links below to learn about and create a PDSA.

- [Understanding PDSA cycles](#)
- [Planning a PDSA cycle](#)
- [Creating a new PDSA video](#)
- [Ramping an existing PDSA cycle](#)

Reports

To view the “MO PQC Report”, click on “Actions” tab, then “Reports”

The “MO PQC Report” provides each measure’s chart for you to print and display for your team’s review.

The screenshot displays the web application interface for a project titled "Demo Team - MHA AIM SUD". The browser address bar shows "us.lifeqsystem.com/projects/104798/general/". The page has a left-hand navigation menu with options like Start, Projects, Programmes, Discussions, Reports, Analytics, Groups, People, Organisations, Settings, and Admin. The main content area is divided into tabs: General, Driver diagram, Measures & charts, Pdsas, and Discuss. The "General" tab is active, showing a score of 0.5, a project team with members KB and M, and a driver diagram. A right-hand sidebar contains an "Actions" button, which is highlighted with a yellow box and a green arrow. A dropdown menu is open from the "Actions" button, with the "Reports" option highlighted by another yellow box and a green arrow. Other options in the menu include "Export driver diagram", "Pin", "Admin actions", "Delete", "Manage progress scores", and "Show all notifications".

Resources

[Get Help with Link](#) takes you to Life QI
Help Center

- Located at the top right corner of the webpage

Resources

Please reach out to Katie Brassfield @ Kbrassfield@mhanet.com with any questions.

