



# Life QI Quick Start Guide

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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
2. Click on "Your Projects"

  - 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. The 'Your projects' section is also highlighted in yellow and contains a list of project teams. A second green arrow points from the 'Demo team' entry in this list to the 'Demo Team - MHA AIM SUD' project entry in the 'Projects' section at the bottom of the page. The 'Demo Team - MHA AIM SUD' entry is highlighted in yellow and includes a progress indicator of 0.5 and a description: 'Reduce severe maternal morbidity and mortality by: • implementing evidence-based mate...'. Other sections visible on the page include 'Project teams', 'Notifications' (All done. No new notifications.), 'People' (People you have pinned will show here), and 'Organisations'.

# 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 is a navigation sidebar with items: Programs, Discussions, Reports, Analytics, Groups, People, Organisations, Settings, and Admin. A green arrow points to the 'Programs' 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 progress indicator 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 'Showing 1 to 1 of 1'. On the right, there is a 'Filters' panel with options: 'Active' (checked), 'My Projects' (checked), 'My Org's Projects' (checked), and 'More filters' (dropdown).

# 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 top navigation bar includes 'Get help with projects', a menu icon, a search icon, and a user profile icon (KB). The main content area has tabs for '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, M, and a yellow circle, a driver diagram, and a 'Measures' section with 9 measures and 0 charts. A yellow box highlights the 'Measures' section, and a green arrow points to it.

# 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 the 'Measures & charts' section for a 'Demo Team - MHA AIM SUD'. The interface includes a left-hand navigation menu with options like Start, Projects, Programmes, Discussions, Reports, Analytics, Groups, People, Organisations, Settings, and Admin. The main content area shows a list of measures under two categories: Outcome Measures and Process Measures. Each measure entry includes a title, a frequency, and a right-pointing arrow for further action.

Measure ID	Measure Description	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
O4	Percent of pregnant and postpartum people with SUD who received or were prescribed Naloxone prior to delivery discharge	Quarterly
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

# 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

< 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 +

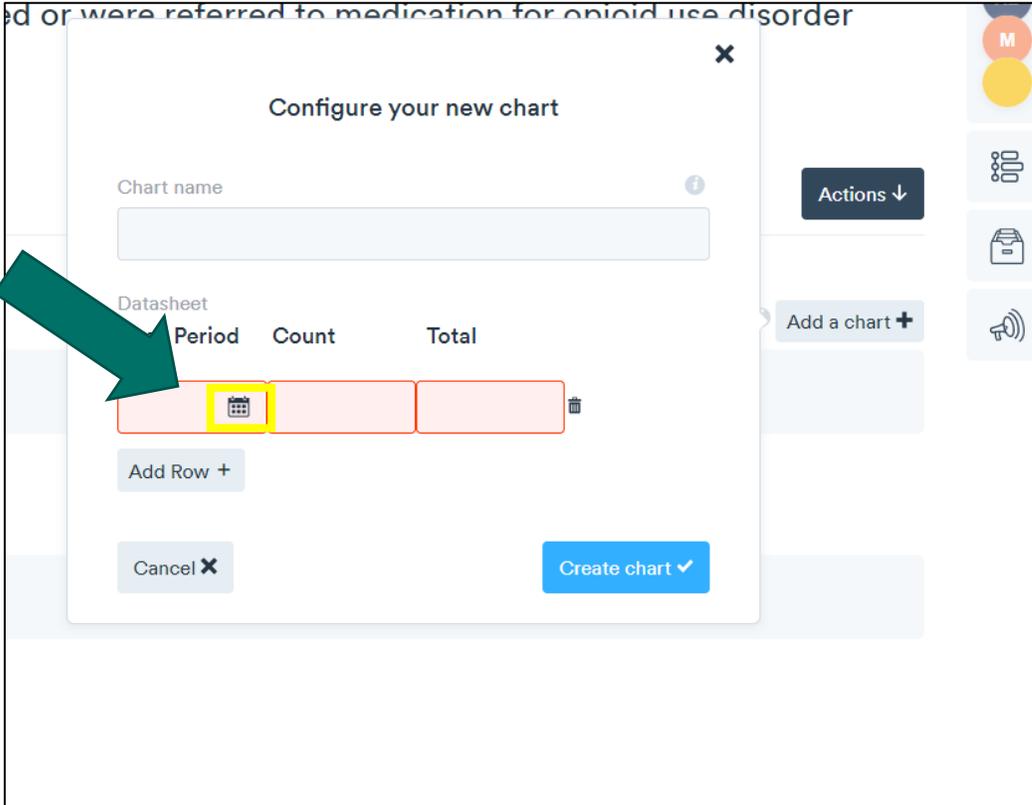
KB

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).



Configure your new chart

Chart name

Datasheet

Period	Count	Total
		

Add Row +

Cancel ✕

Create chart ✓

# 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-based interface for creating a chart. At the top, there is a text input field labeled "Chart name" with an information icon to its right. Below this is a "Data" section containing a "Time Period" dropdown menu currently set to "Q1 2023" with a calendar icon. To the right of the time period are two input fields: "Count" containing the number "8" and "Total" containing the number "10". Both the "Count" and "Total" input fields are highlighted with a yellow border. Below the data entry fields are three buttons: "Add Row +", "Cancel ✕", and "Create chart ✓". The "Create chart ✓" button is also highlighted with a yellow border. A large green arrow points from the top-left text box to the "Count" field, and another large green arrow points from the bottom-right text box 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 application. The interface includes a sidebar with navigation options: Discussions, Reports, Analytics, Groups, People, Organisations, Settings, and Admin. The main content area is divided into 'Outcome Measures' and 'Process Measures'. Under 'Outcome Measures', there are three items: O2 (MOUD medication), O3 (SUD recovery services), and O4 (SUD Naloxone prescription), all with 'Quarterly' frequency. Under 'Process Measures', P1 (SUD screening) is highlighted with a yellow box and labeled 'Monthly Data Overdue'. P2 (MOUD counseling) is partially visible below. A 'New measure +' button is located in the top right of the measures list. A green arrow points to the P1 measure from the left sidebar area.

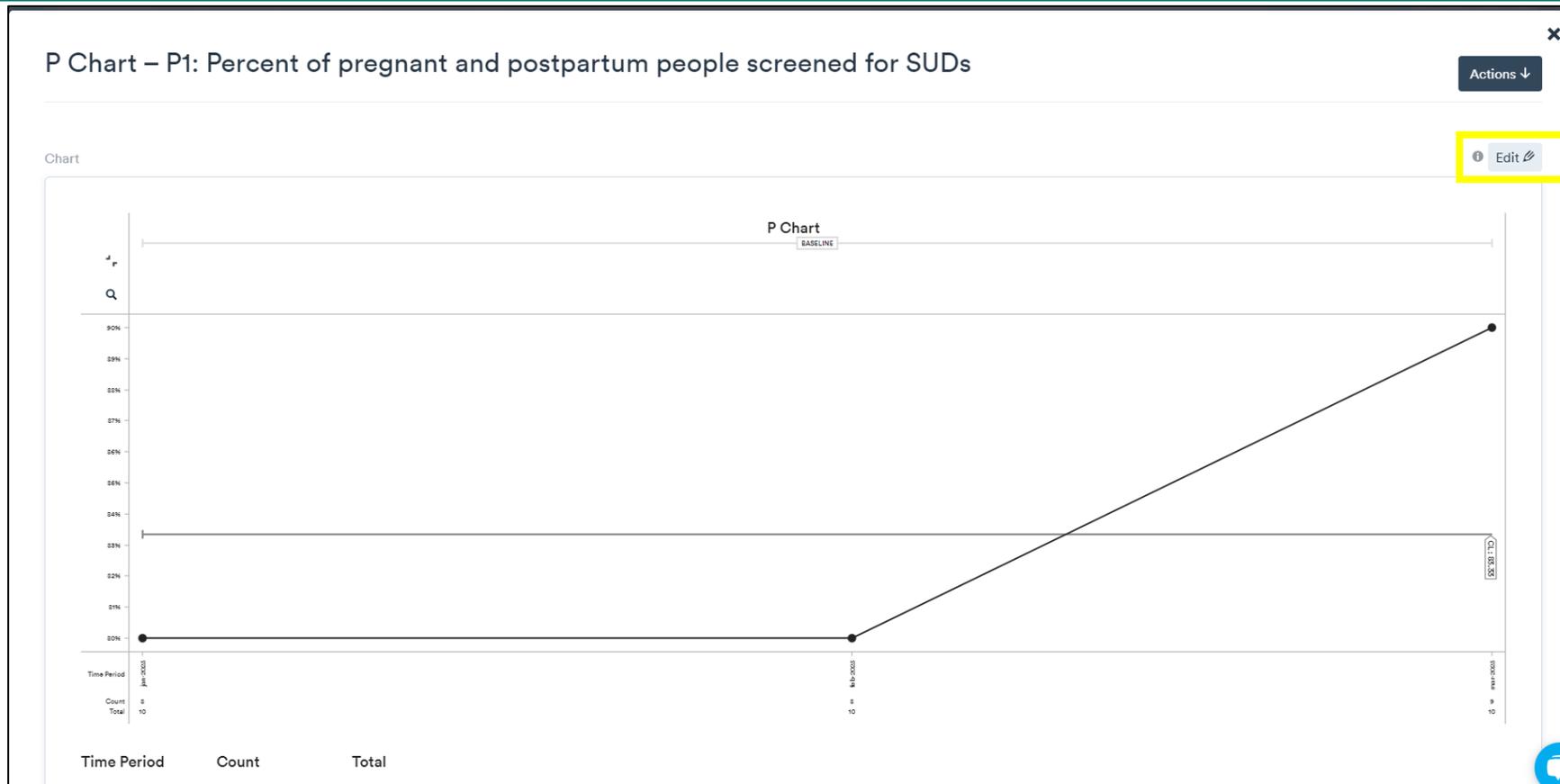
# Step 7 – Entering Data

Then click on “Measure Chart”

The screenshot displays the Missouri POC dashboard interface. On the left, a vertical sidebar contains navigation options: Start, Projects, Programmes, Discussions, Reports, Analytics, People, Organisations, Settings, and Admin. A large green arrow points to the 'Organisations' menu item. The main content area is titled 'P1: Percent of pregnant and postpartum people screened for SUDs' and is identified as a 'Process measure (P chart)'. It features two tabs: 'Charts' (selected) and 'Plan'. An 'Actions' dropdown menu is visible in the top right. 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 box highlights this chart area. 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 90% on the y-axis. The y-axis is labeled with 'P' and 'Q' and has tick marks at 88%, 89%, and 90%. A blue chat bubble icon is located in the bottom right corner.

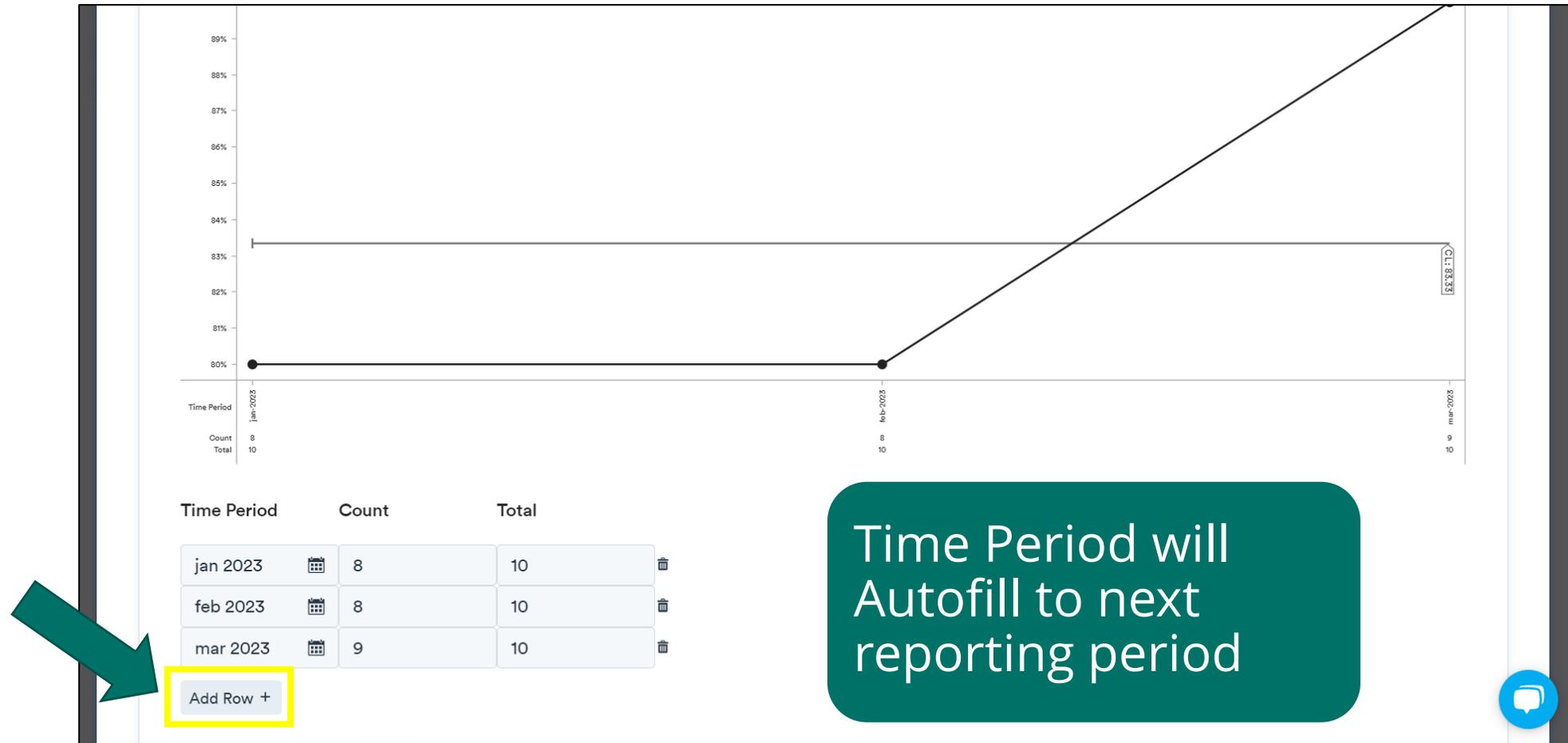
# Step 8 – Entering Data

Then Click “Edit”



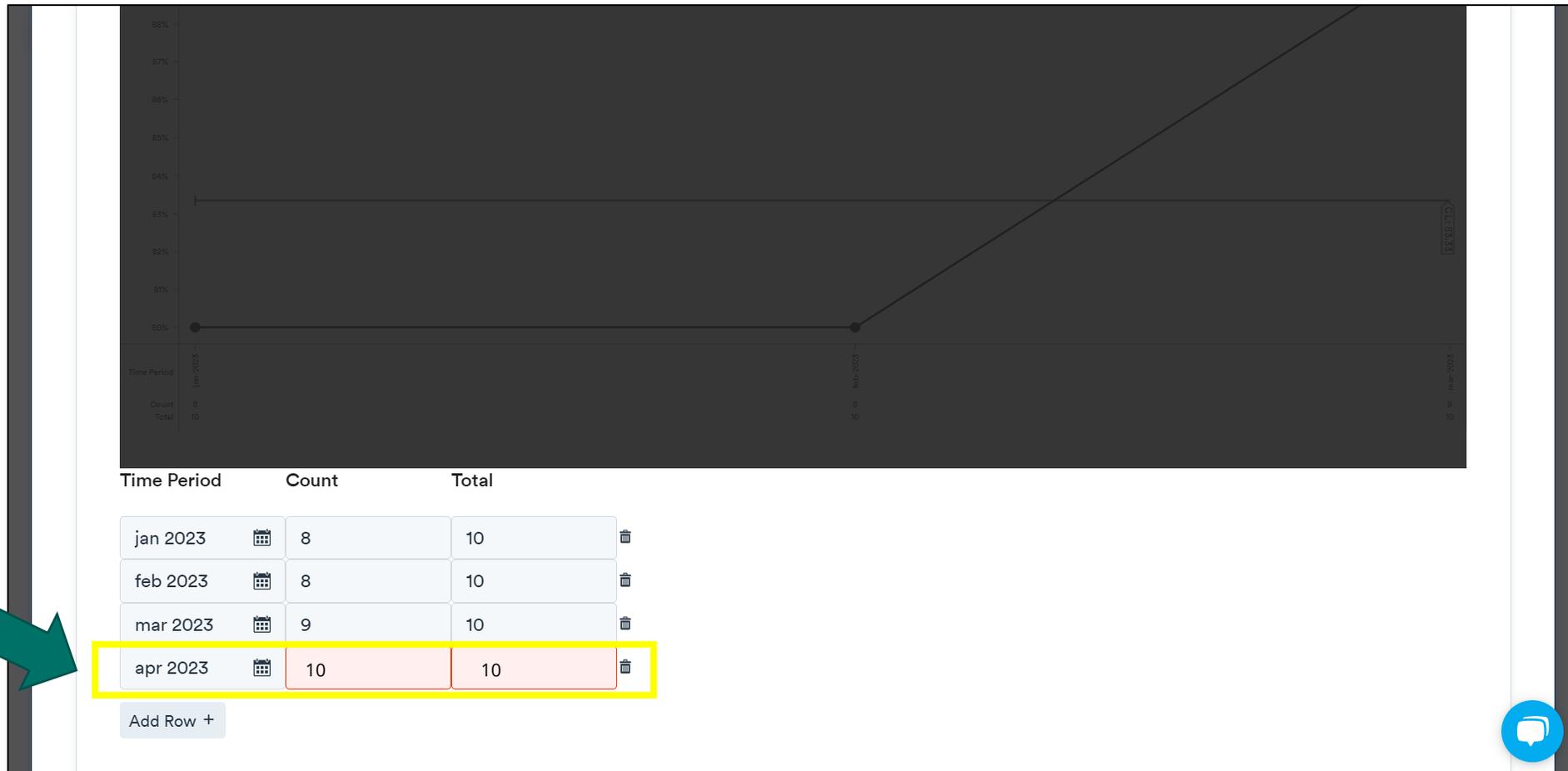
# Step 9 – Entering Data

Then Click “Add Row +”



# Step 10 – Entering Data

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



# Step 11 – Entering Data

Then Click “Re-draw chart”, then “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" (highlighted with a yellow box and labeled with a green arrow and the number 2) and "Cancel". The chart area itself is dark grey and contains a message: "The chart's c... has been changed, you will need to re-draw it." Below this message is a button labeled "Re-draw chart" with a gear icon, which is also highlighted with a yellow box and labeled with a green arrow and the number 1. The chart area shows a vertical axis on the left with values from 0% to 95% and a horizontal axis at the bottom. A diagonal line is visible in the chart area. A blue chat icon is located in the bottom right corner of the interface.

# 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 Missouri POC interface for a specific measure. The title is "P1: Percent of pregnant and postpartum people screened for SUDs". The "Plan" tab is highlighted with a yellow box and a green arrow. Below the title, there is a message: "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 is visible, showing 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

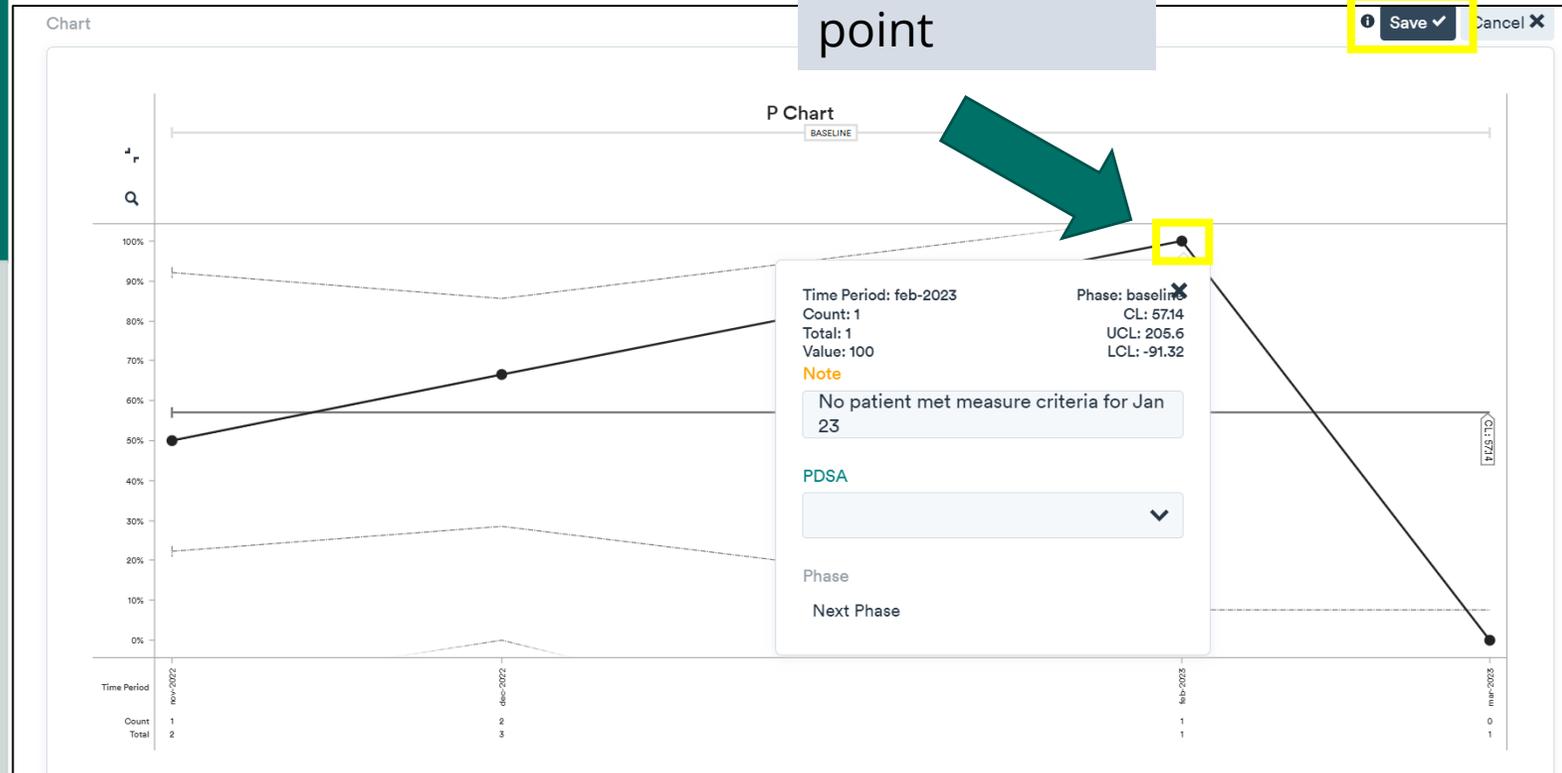
Data collection frequency: Monthly

Linked drivers: There is nothing in this list

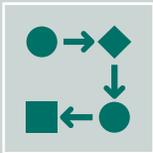
# Other Tips

If you do not have any patients that meet measure criteria during reporting period, enter 0/0.

- No data point will appear for this reporting period.
- 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 shows the Missouri PQC web application interface. The browser address bar displays 'us.lifeqsystem.com/projects/104798/general/'. The page title is 'Demo Team - MHA AIM SUD' with the subtitle 'Only members can view'. The navigation menu on the left includes: 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 'General' tab is active, showing a score of 0.5, a project team with members KB and M, and a driver diagram. A dropdown menu is open under the 'Actions' tab, with the 'Reports' option highlighted. Other options in the menu include 'Export driver diagram', 'Pin', 'Admin actions', 'Delete', 'Manage progress scores', and 'Show all notifications'. A green arrow points from the 'Reports' option in the menu to the 'MO PQC Report' mentioned in the text.

# 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](mailto:Kbrassfield@mhanet.com) with any questions.

