

OREGON COMPASS TRAINING WEBINAR – Supplemental Notes & Q&A

- Funding Source can be an optional entry. In most cases you can either put other or leave this blank unless you need to track it for your own organizational purposes.
- Personnel information for each organization that has been working with Stanford programs prior to 2016 has been pre-loaded from the data migration from the OHA program database. When you get access to the system the first thing you should do is check your personnel information.
- For those of you who dealt with the MOU we added the programs that your organization is involved with in Compass and the staff that will be using Compass. Those can be updated at any time. We would really appreciate hearing from you regarding necessary changes. If you don't have access to programs that you thought you should, we can update and work it out.
- The Compass physician referral system is not live yet in Oregon; it is currently being tested by QTAC. There will be more information forthcoming about that.
- Workshop notes show in Eastern Time. QTAC is working on fixing this.
- The participant information survey for Oregon has been updated to collect insurance information.
- If you have all your paperwork in you can expect an e-mail from Shira. We encourage you to get your upcoming workshop info in as soon as possible because that will give information to search in the public search function. We will send information to you when our website update process is complete.

Questions presented during the online training:

Q. Is OTAGO Falls Prevention on the Compass platform? OTAGO is one of the three Falls Prevention Programs that are being promoted by Oregon Health Authority in terms of our state wide falls prevention efforts.

A. QTAC has not yet added it, but that's not to say it cannot be added for Oregon.

Q. When will the slides from this webinar be available?

A. Slides will be available after the trainings are completed. We'll send an email when they've been uploaded to the website.

Q. What about schedule changes due to bad weather?

A. Workshops are scheduled according to the program cadence. For example the CDSMP auto gives you 6 consecutive weeks but there is an edit button where you can change the date if you would like. See the live demo webinar for details.

Q. Is there an E-mail hyperlink-Integrating with Google mail?

A. No.

Q. Who gets the alert when session information is not completed in a timely fashion?

A. There's no alert in an e-mail form. The alert would be on the dashboard when the coordinator logs in and it only stays there until the attendance is entered. QTAC had discussed e-mails. It seems that the e-mails would just be astronomical as the system grew, so we decided against it.

Q. What is the NCOA data field?

A. That was created to be able to double check against the information that was created in NCOA and reconciling our data with NCOA data entered in their system.

Q. If a program requires a license, where is that information stored?

A. Organizations are responsible for managing their own program licenses. Any program that requires a license is identified in Compass. OHA has an ability to identify which are licensed programs and which are not. At the program coordinator level there is no feature for you to identify those programs but it's at the OHA level. OHA does not track licenses with Stanford. If organizations choose to upload their license that's great, but OHA does not track that and entering license information is optional.

Q. Can we upload customized participant information forms?

A. Any data form for a particular program can be uploaded. It is done on the owner (state) level and is done across the board but we can work to see how we can incorporate that in to the system.

Q. Does Compass make a distinction between CORE and POST CORE data for the National Diabetes Prevention Program?

A. Yes, recently the system was changed to identify months 1-6 and months 7-12. It does coincide with the 2015 DPRP standards. We continue to add alerts to prevent errors for example Make-up sessions on the same day as a participant session. There are now alerts that come up when you try to enter.

Q. What if we don't get enough people to hold a session that's been scheduled in Compass?

A. In the system there are two features, one lets you delete the workshop for an error, the other one is a feature to cancel. It gives you the opportunity to restore the workshop later on and edit the date. It preserves the information for the participants that were originally registered the first go around.

Q. Could you talk a little bit about concerns over information security and also work with people who may not want to give their full names. It's ok to use initials correct?

Updated April 14, 2016

A. Yes, one character is required I believe. You can put N/A. First names, last initials or first and last initials can be used. Not all user groups have the ability to export participant information, only program coordinators. For example, a master trainer would not be able to export participant information from workshops. QTAC has also added a unique participant ID, and this can be used on reports where names are removed.

Q. For Medicaid, how about adding Open Card/Fee for Service to the list of plan options?

A. That's a great question – the option has been added to the participant information survey.

Q. Can we link to the screen that shows the calendar? On our internet site can we link to that calendar for available classes.

A. Unfortunately you cannot link the public to the system because of information security issues. The best way to do that would be to go through the Compass home page and the find a workshop search.

Q. What's the link?

A. <https://compass.qtacny.org/login>. OHA will also link Compass from the "report your data" page.

Q. Does the person have to have an e-mail to search for a workshop?

A. No, this screen is just an example for the login but find a workshop is on the landing page in a different spot on the main page. There is no login for the public.

Do they have to login to register?

No, it's just an online registration but there is no login required. They just register online, get an e-mail confirmation that they have registered and that's it.

Q. What web browser works best for Compass?

A. The most successful web browser is Google Chrome but Compass is also compatible with internet explorer and Firefox.

Q. Can Compass users have dual access permission levels?

A. A lot of times users have multiple roles. Dual access gives system the ability to assign a program leader to the workshop or a master trainer to a training.

Q. Is there a blank notes section?

Yes several pages contain notes, and specifically the workshop page does feature a notes section that would be date and time stamped.

Q. Does attendance have to be entered every week or after 6 weeks?

A. That is up to your organization and guidelines will be established by Oregon Health Authority. OHA recommends adding attendance every week for enhanced tracking ability.

Updated April 14, 2016

Q. What is NY's experience with online registration? What percentage of people register online?

A. Currently it is a low percentage. We have a question on our survey to determine how they register.

Q. Who has access to the partners tab?

A. Oregon Health Authority, as the owner.

Q. In NY's experience do a lot of leaders do the actual data entry?

Yes a lot do their own data entry. In NY we are testing a Compass Mobile App where you can grant access to a leader for a particular workshop so that they can login data right on their phone and it will immediately be in the Compass online system. Leaders do have access and again there's the option to grant access to workshops you choose. The challenge in Oregon is that we have a limited number of user logins available statewide, so it is recommended that program coordinators or administrative staff do the data entry.

Q. Please explain the data packet forms?

A. When a form is uploaded into the system not only the PDF version of it but also the data entry version is uploaded for reporting purposes. The first button on the screen is the instructions. It's great for leaders as a cover page. It gives special instructions. The attendance log can be downloaded and saved, attached to an e-mail and sent to a Leader to have info readily available. If you enter a participant before you print out the attendance log the names will appear first name, last initial only. Or you can print it out and hand write everyone's names on the sheet.

Q. What's your recommendation for handling participants with the same first name, last initial?

A. Maybe add a middle initial.

Q. Where do we find the MOU and the Non-Disclosure agreement?

A. Both forms are available on the OHA "Data Reporting" page:
<http://public.health.oregon.gov/DiseasesConditions/ChronicDisease/LivingWell/Pages/reportprograminfo.aspx>