Administrators
MANUAL

Oregon Trauma Registry

Oregon Health Authority

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1.0 REGISTRY INFORMATION
1.0 General Information

NOTE TO READER: this manual is intended for use by administrators of the Oregon Trauma Registry. Administrators are authorized by the Oregon Health Authority, and by each individual trauma center. This manual is not intended to replace training provided by the Oregon Health Authority on the use of the Oregon Trauma Registry, but is intended to be a guide in addition to hosted training.

The Administrators Manual provides the information necessary for an administrator of the Oregon Trauma Registry to effectively administer access to and use of the registry.

A. REGISTRY INFORMATION

1.1 Registry Overview

The Oregon Trauma Registry is a sophisticated method of gathering and reporting on trauma patient care in the State of Oregon.

- Web-based Software system to gather trauma patient data
- Text based interface
- Patient Injury and Coding Capability
- Data Submission to NTDB
- Capable of Recording & Reporting TQIP Values
- Population & Report Generation Capable
1.2 Registry References

References that were used in preparation of this document in order of importance to the end user.

Oregon Trauma Registry Inclusion Criteria
Oregon Trauma Registry Data Dictionary

1.3 Authorized Use & Permissions

The Oregon Trauma Registry is to be accessed for both data entry and reporting purposes, only by those who have been granted permission by the State of Oregon Office of Information Security, and the Oregon Health Authority. Oregon trauma centers are authorized to allow access to their specific data collection and reporting site as their organization security and compliance officers sees necessary in compliance with the Health Information Portability and Accountability Act, as well as all other federal, state, city, and county, state rules & guidelines.

1.4 Points of Contact

1.4.1 Information

Nathan C. Jarrett
State of Oregon
EMS & Trauma Data Coordinator
Policy Analyst
800 NE Oregon St. Suite 730
Portland, OR 97232
nathan.jarrett@state.or.us
P 1 (971) 673-0527
F 1 (971) 673-0990

1.4.2 Help Desk

Nathan C. Jarrett
State of Oregon
EMS & Trauma Data Coordinator
Policy Analyst
800 NE Oregon St. Suite 730
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nathan.jarrett@state.or.us
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1.5 Acronyms and Abbreviations

A list of commonly used Acronyms in the Oregon Trauma Registry.

- OTR – Oregon Trauma Registry
- *ND – Not Documented
- *NA – Not Applicable
- *BL – Blank
- ICD10 – International Classification of Diseases Version 10
- AIS – Abbreviated Injury Score
- GCS – Glasgow Coma Score
- Mid Init – Middle Initial
- Alt. – Alternative or Alternate
- ED – Emergency Department
- E-CODE 10 - Diagnosis Code
- MINS – Minutes
- RR – Respiratory Rate
- SBP – Systolic Blood Pressure
- 02 SAT – Oxygen Saturation Level
- EO – Eye
- VR – Verbal
- MR – Motor
- ETCO2 – Carbon Dioxide Level
- VEH – Vehicle or Vehicular
- PED – Pedestrian or Pedal Cyclist
- TC – Trauma Center
- LOS – Length of Stay
- POLST – Physicians Order for Life-Sustaining Treatment
- KG – Kilogram
- CM – Centimeter
- QUAL – Qualifier or Qualification
- D/C – Discharge
- SBIRT – Screening, Brief Intervention, Referral to Treatment
- LOC – Location
- ISS – Injury Severity Score
- TMPM – Trauma Mortality Prediction Model
- ICU – Intensive Care Unit

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1.0 General Information

PI – Process Improvement
PR – Peer Review
ID’d – Identified
CDC – MOI – Centers for Disease Control and Prevention Method of Injury
Dx – Diagnosis
TQIP – Trauma Quality Improvement Program
2.0 REGISTRY SUMMARY
B. REGISTRY SUMMARY

The Oregon Trauma Registry’s primary role is to gather data elements for tracking of and research of the quality care for the Oregon trauma patient. Data entered are used to make decisions regarding trauma system status, trauma care practices and guidelines, the proficiency and quality of care initiatives, and the tracking and submission of trauma care to a national level. The Oregon Trauma Registry data are used by researchers both here in Oregon, and across the nation in efforts to improve patient care.

2.1 Registry Configuration

The Oregon Trauma Registry is a web-based application hosted through the Oregon State Data Center in Salem, OR. The registry is hosted on several network servers at the data center, and is subject to security reviews, and data backups by the data center. The Oregon Office of Information Security is responsible for the overall security of the registry and the database storage servers, as well as application servers.

2.2 Data Flows

Data are entered into the Oregon Trauma Registry through a manual process entitled data abstraction. Data abstraction begins at the individual trauma center, where a trauma registrar is responsible for abstracting several different medical records concerning the trauma patient’s care. Data abstraction can take hours to days to complete. Data are entered into the registry. It is viewable at two sources. First, the trauma center that abstracted and entered the data, can view their data again through data validation or report generation. The Oregon Health Authority has access to all registry data entered by the trauma centers in Oregon. Specific trauma centers only have access to their own patient care data.

2.3 User Access Levels

Master Administrator:

- This level is reserved for the Oregon Health Authority. This level has the capability to manage all aspects of the registry, and has authority over all other access levels in the registry. This access level has the ability to:
  - Create, Delete and Restrict User Accounts
  - Modify the Look and Pathway of Individual Users
  - Customize Picklists
  - Set Default Views for Users
  - Create, Edit and Delete Patient Records
  - Create, Edit, Run and Delete Populations
  - Create, Edit, Run and Delete Reports
  - Create, Edit, Run and Delete Batches
  - Unlock, Reset and Log Off Users
  - Create a List of All Registry Users

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Site Administrator:
- This level has the authority to administer user access within their trauma center. This level has the ability to:
  - Create and Delete User Accounts
  - Create, Edit and Delete Patient Records
  - Create, Edit, Run and Delete Populations
  - Create, Edit, Run and Delete Reports
  - Create, Edit, Run and Delete Batches
  - Unlock and Reset User Accounts

Site User:
- This level has the ability to:
  - Create, Edit and Delete Patient Records
  - Create, Edit, Run and Delete Populations
  - Create, Edit, Run and Delete Reports
  - Create, Edit, Run and Delete Batches

*Access level specifics may vary depending on the trauma center.*
3.0 GETTING STARTED
C. GETTING STARTED

This section provides a general walkthrough of the system from initiation through exit. The logical arrangement of the information should enable the administrator to understand the sequence and flow of the administrative functions of the registry.

3.1 Logging On

A user ID and password is required to log onto the Oregon Trauma Registry.

URL: https://otr.oregon.gov/web

3.2 Registry Administrative Menu

This section describes in specific terms in the administrative menu, as well as the navigation paths to functions noted on the screen.

3.2.A Configuration Tab

The configuration tab will allow the administrative user to access all above stated functionality. This button is restricted for other users, except master users.
3.2.B Configuration Menu

All administrative functions are displayed in the administrative menu.

- USER MANAGEMENT

- ADDING A NEW USER

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Select “Add a New Account”

Enter in the “User Logon Name”. This name is usually the first letter and last name of the new user. This will be the “Data User Name” as well. And the data user name will automatically populate. The data user name can be used to search by registrar to see what records they have entered or edited.

Enter “User Full Name”. This is the full name as: *Last, First, Initial*, and is also used to track the registrar that entered data or edited a record.

“Disable Account” is used to disable a user’s account. *Note that this is different than deleting a user’s account. A disabled account locks the user completely out of the registry. But does not require a user be completely reset-up when they need or are able to use the system again."

“Unlock Account” If a user accidentally enters their password too many times, or does not use the registry for 60 days total, the account will lock. Select unlock account to unlock and allow the user to enter their password again. *Note unlocking an account does not required a password reset, unless the user has forgotten their permanent password.

“Details” You can enter employee details in this box if you would like. (I.e. Temp-Employee or Reset Password on __/__/___, etc.).

“Auto Unlock” This feature allows for you to re-enable the account on a set date and at a set time.
MODIFY ACCOUNTS BASIC SETTINGS

If changes need to be made to the users data name, full name, or the users default site (changed at the Master User Level). You can make these changes by selecting the users name form the list. And then selecting “Modify”.

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CUSTOMIZE USERS SETTINGS

Administrators can customize a user’s experience within the registry.

“**Your Name**” is the user’s name. And is editable in this setting. *Note that changes here will also change in the users setup screen.

“**Settings For**” cannot be changed by an administrative user in this screen. To change the hospital site settings you will need to contact a master user. (See section 1.4 Points of Contact) for list of contacts.

“**Module**” You can select where a user lands when they first login to the system. Administrative users will have six different modules to choose from. Including:

- Data Entry
- Report
Select “OK”

*Note that changing this dropdown menu does not deny a user access to the rest of the registry*.

“Pathway” is not adjustable by administrative users. Please contact a master user. (See section 1.4 Points of Contact) for list of contacts.

“Available Chalkboards / Selected Members” administrative users can select which users they want to see various chalkboard reports.

### CHANGE ACCOUNTS PASSWORD

Change an account user’s temporary password by entering it into the “**Enter New Password**” box first, then the “**Reenter New to Confirm**” box second. Select “**OK**”. *Note this does not set a permanent password, a user will need to set their own permanent password when they first login to the registry after a password has been changed.

Password Requirements:

- Minimum Length of 6 Characters
- Must contain letters, numbers, and a special character, (i.e. $, &, %, $, etc.).

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➢ **DELETE USER ACCOUNT**

Select “**YES**” to delete a user’s account. *Note If a user’s account is deleted, it must be recreated for the user to have access to the registry."

➢ **COLOR CODING FOR USERS**

*Note that the user’s account will remain yellow until a permanent password is set.

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3.2.C Activity Dashboard

The activity dashboard displays all users at your site that are currently authorized in the trauma registry. Administrative users have the ability to log off users in the event that their computer or registry software has locked up and is not functional. Logging off a user as an administrator will not delete any of the record information that user has completed. *Note you will only see users for your site.

3.3 Exit Registry

Always exit the registry using the “Log Off” button. The log off button resembles a modern power button. If a user or administrative user simply closes the browser to leave the registry, it will result in a hung session. The user will not be able to log back into the system for up to 5 minutes.