

## Illinois EMS for Children Pediatric DKA in the Emergency Department

### Instructions for Obtaining Reports from the Web-Based Record Reviews and Survey

The following instructions serve as a guide for users obtaining reports from Illinois EMSC's Web-based indicator regarding pediatric DKA in the emergency department.

**NOTE:** Use of the reporting system requires **Internet Explorer**. If you use another browser, please contact Dan Leonard ([dleonar@lumc.edu](mailto:dleonar@lumc.edu)) of the EMSC office regarding how to obtain your reports.

To begin, go to the Web address <http://ilemsc.org/DKArpt/login.aspx>

Done

A login screen will appear. Enter your **UserID** and **Password** that was assigned by EMSC, and then click the **Login** button.

NOTE: If you have forgotten your UserID or password, please contact Dan ([dleonar@lumc.edu](mailto:dleonar@lumc.edu)) or Kathy Janies ([kjanies@lumc.edu](mailto:kjanies@lumc.edu)).

# 1. Main Menu

Introduction - Windows Internet Explorer  
http://ilemsc.org/DKArpt/Intro.aspx


File Edit View Favorites Tools Help

Introduction Home Feeds (1) Print Page Tools

LOYOLA UNIVERSITY HEALTH SYSTEM  
Loyola University Chicago

Illinois Emergency Medical Services for Children

Illinois Department of PUBLIC HEALTH

 Emergency Department QI Module Survey, Case Scenario and Record Review Results [Logout](#)

**Pediatric DKA**

Thank you for participating in our statewide DKA module.  
Click on the links below to access the related reports.

**Survey Results**  
[All Survey Questions](#)

**Case Scenarios**  
[Case Scenario 1](#)  
[Case Scenario 2](#)

**Record Review Results**  
[All Record Review Findings](#)

*Note: Survey, case scenario, and record review findings were also addressed in the following statewide summary reports.*  
[Statewide Summary Report \(PDF\)](#)

Done Internet 100%

After login, a main menu appears with several report links to choose from. These include:

- **Survey Results**
- **Case Scenario Results**
- **Record Review Results**

Also, lower down on this Web page, is a link to the summary report for all components of the statewide indicator.

All of the links work similarly. For example, clicking on **All Record Review Findings** brings up a menu of reports.

## 2. Reports Menu

LOWOLA UNIVERSITY HEALTH SYSTEM  
Loyola University Chicago

Illinois Emergency Medical Services for Children

Illinois Department of PUBLIC HEALTH

Emergency Department QI Module Survey, Case Scenario and Record Review Results

*Pediatric DKA*

[Report Home Page](#) [Logout](#)

### Record Review Results

Question	EMS Region	Size of Facility
Summary report for all questions	<a href="#">Region</a>	<a href="#">Size</a>
1. What was the patient's mode of arrival?	<a href="#">Region</a>	<a href="#">Size</a>
a. What level of prehospital service was used?	<a href="#">Region</a>	<a href="#">Size</a>
b. All levels: Was blood glucose level checked by prehospital provider?	<a href="#">Region</a>	<a href="#">Size</a>
c. All levels: Was neurologic status assessed by prehospital provider? (e.g., AVPU, GCS)	<a href="#">Region</a>	<a href="#">Size</a>

1 2 3 4 5 6 7 8

The menu for selecting reports is in table format. Basically, a detailed report of each item is available, as well as a summary report containing data for all items. Specific links consist of the following:

- Summary reports showing data for all questions are at the top of the table. (This report that was emailed to you prior to the regional CQI meeting.)
- Reports showing your facility's data and how it compares with other facilities in your EMS Region are accessed by clicking the links labeled **Region** in the second column of the table
- Reports showing your facility's data as well as how it compares with facilities of the same size are accessed by clicking the links labeled **Size** in the third column of the table
- Numbers at the bottom take you to more "pages" of the table, showing later questions from the record review.

As an example, clicking on **Region** in the second row of the table leads to a detailed report regarding the patient's mode of arrival.

**Before showing the report, a network login is required.**

Enter Network Password

Please type your user name and password.

Site: rs.discountasp.net

User Name: rs\_124707

Password: xxxxxxxxxxxx

Domain:

Save this password in your password list

OK Cancel

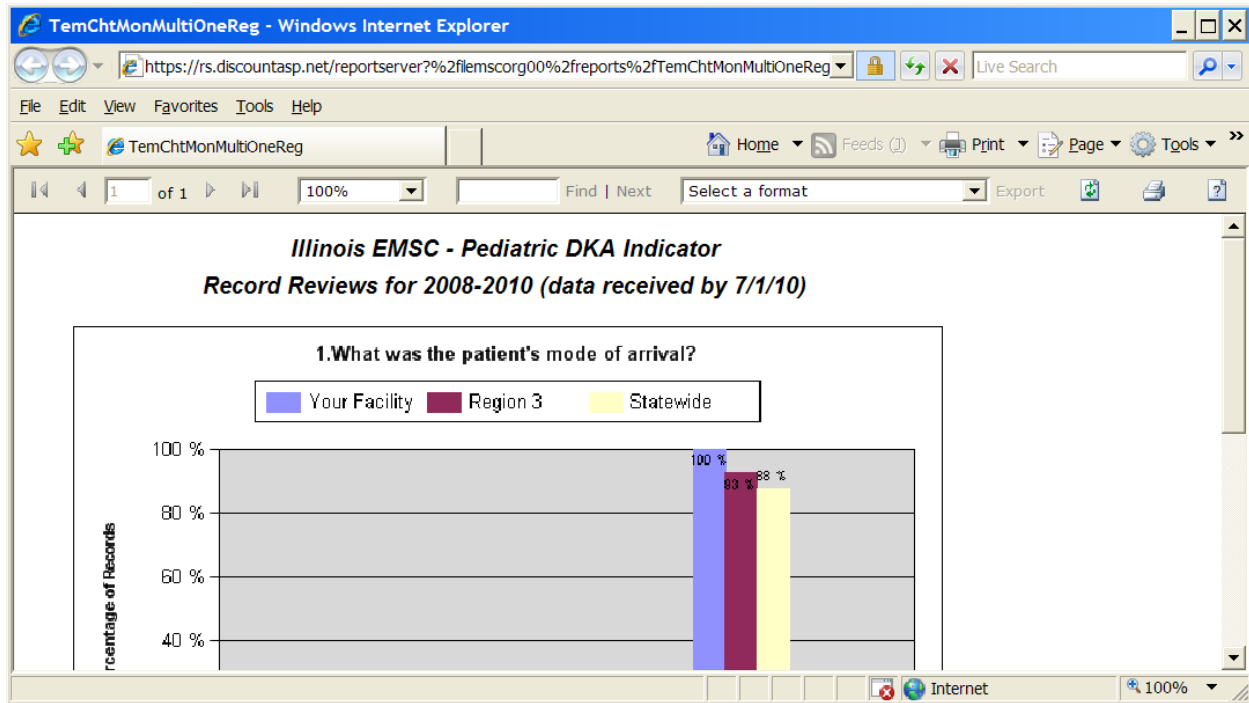
In this screen, enter **rs\_124707** as the User Name (please include the underscore) and **emsc2468** as the Password. Leave the Domain blank and, for convenience later, check the box for saving the password.

Note that the User Name and Password only need to be entered once per session. Subsequent reports viewed in the same session will not require re-entry.

Click the **OK** button to continue.

### 3. Report Detail

A report now appears. (Note: Data shown in this user guide are fictitious.)



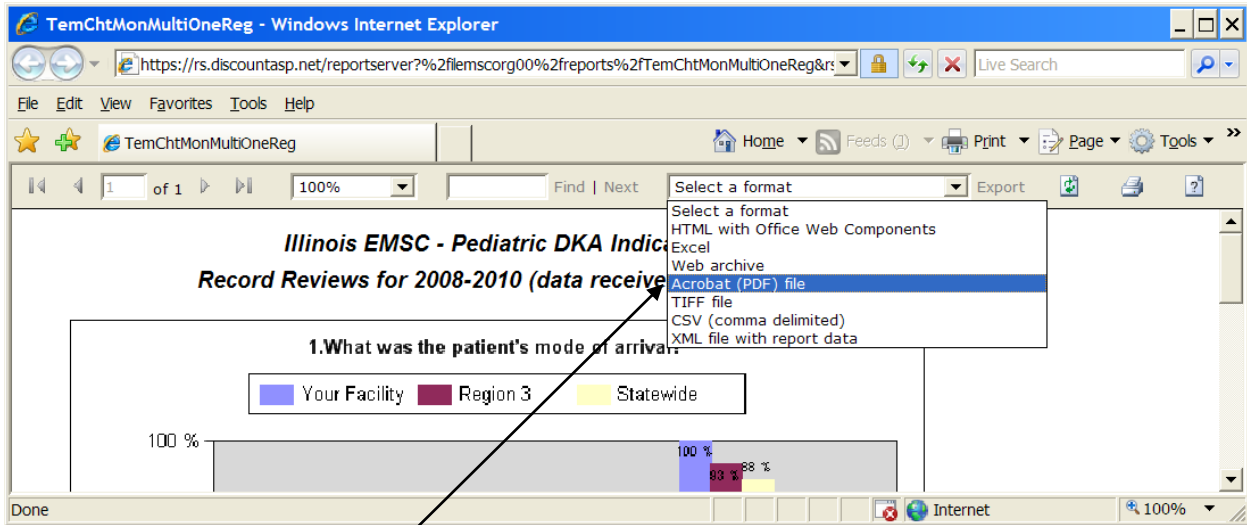
Information on this page includes the following:

- A chart with a title that consists of the record review item and bars showing results for your facility, your region (or similar size facilities if the “size” link was selected), and statewide
- Your facility’s identification (not displayed here)
- A table showing detailed results (not displayed here)

## 4. Export Report to PDF File

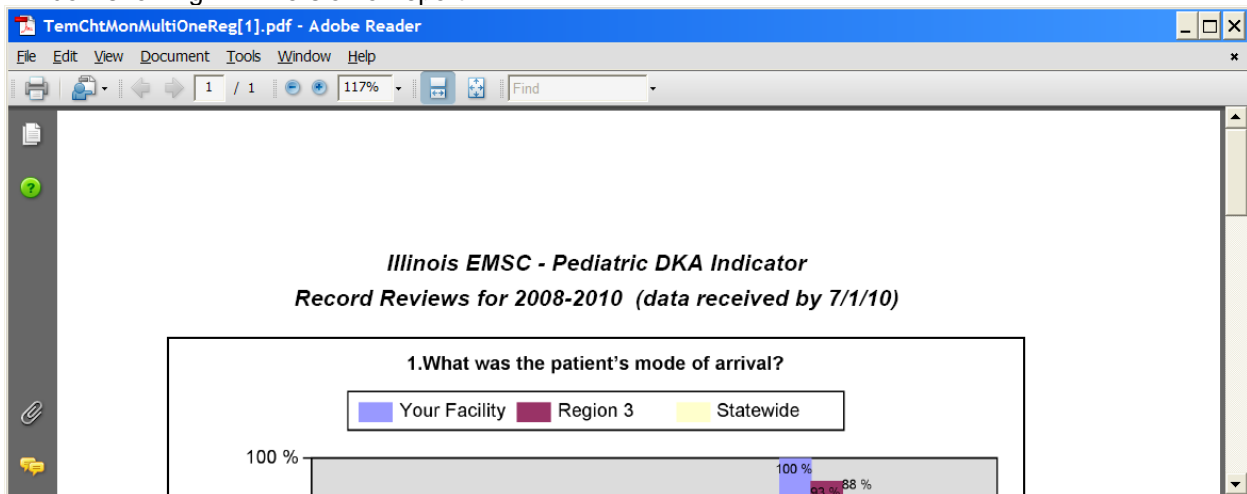
The upper section of this report has several important features to help control the reports

- Different formats of the report for export are available with a **format control**. To use it, click on the **drop down arrow**, and several format options appear. Of these, the two of most interest are Acrobat (PDF) file and Excel.



- In particular, the **Acrobat (PDF) file** format can be selected. Then by clicking **Export**, a separate window will present the report as a PDF file. This is much more convenient for printing. (A second screen may appear requesting if you would like to open the file, in which case click the **Open** button.)

Window showing PDF version of report:



- The report may also be exported to Microsoft Excel. Using the same drop-down list as shown above, select "Excel" and then click **export**. From Excel, charts and tables can be copied directly into other Office applications, such as a Word document or PowerPoint presentation.

## 5. Logout

In any work with the results of the survey and monitor tool, it is important to click **Logout** when you are finished. This link appears throughout the menu and report selection screens. If it does not appear in the screen(s) you are viewing, simply close the screen(s) until you return to a menu screen.

Questions? Contact EMSC at 708-327-3672