

HHCApp Audit validation and submission

Guidance for Organisation Administrators, Organisation Group Administrators, Region Administrators

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HELPFUL HINTS

- The automated data validation process is only for data that is being submitted to the national audit. It is not available for local audits.
- You can validate the audit submission at any time during the audit period if moments have been added for that period in the HHCApp.
- You can run multiple validation reports during an audit period. This is particularly useful for organisations that submit large amounts of data and would like to address data validation flags closer to real time rather than at the end of the audit period.
- Remember to submit the audit data only when auditing and validation is complete and you are ready to submit to the national audit period. Once submitted, no further moments or sessions can be added for that national audit period.

Validation rules explained

The validation rules enable administrators to check if the organisation's audit data is accurate. The current set of validation rules were developed based on trends observed in data collected over time from the National Hand Hygiene Initiative. If the audit data entered is not consistent with how we *expect* it to be, based on the national data model, the rule will be flagged for 'review'.

A 'review' flag does not necessarily mean that the data is incorrect. Administrators should however, review the flagged data to ensure it accurately reflects what auditors observed during their auditing sessions, and that it has been collected and entered into the HHCApp correctly.

If the data is incorrect or incomplete, amendments should be made to ensure that the organisation's data is accurate. If the data appears correct and true, there is no requirement to amend it.

Over time, the Commission will review and update the validation rules to ensure that the validation process remains up to the date with the trends observed in the national data set.

For ALL validation rules with result OK, there is no review/amendment action required.



How to validate the audit data

1. Login to HHCApp desktop https://nhhi.safetyandquality.gov.au

Validation cannot be undertaken using the mobile HHCApp site.

2. Ensure you are logged into an Administrator profile (three options listed below).

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		English (A	ustralia) Orga	nisation Adm	ninistrator 👻 Reb	ecca Reynolds H	lelp Logout
мнні	Home	Exports	Sessions	Audits	Organisation	s Contacts	Users
Region Administrato	or 👻	Organisa	ition Admi	nistrator		o Administra	ator 👻

There are two ways to access an audit

i. To view and access all audits for the organisation(s) that you are an administrator. Select the Audits tab. Select the audit you wish to validate (which should show status as 'Active')

→ C 🏠 🔒 nhhi.safetyandquality.gov.au/en_AU/NHHI/dashboard						Ð	☆ 8
		English (A	ustralia) Orga	nisation Admi	inistrator 👻 Rebecc	a Reynolds He	lp Logout
МННІ	Home	Exports	Sessions	Audits	Organisations	Contacts	Users

OR

ii. To view and access audits per single organisation only. Select the Organisations tab

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		English (Au	ustralia) Orga	nisation Adm	inistrator 👻 Rebecc	a Reynolds H	lelp L	ogout
мнні	Home	Exports	Sessions	Audits	Organisations	Contacts	Use	ers

3. From the list that appears, click on the relevant organisation name to select it.

Dashboard > Organisations	5						
Organisations							
Code:				Organisati	on Type:	Any	~
Name:							
State:	All		~				
Search							
				Total result	s: 1		
Code Nam	е 🔺 Туре	Depts N	lumber of	Units	Parent	Administrator	Email
1 TEST-HOSP Test	<u>Hospital</u> Hospital	1 B	eds	1	VIC Private	* Jan Gralton	jan.gralton@safetyandquality.gov.au



4. On the next screen, select Audits from the organisation menu on the right hand side of the screen (if not already selected in the system as the default view).

NOTE: There will be a list of audits relevant to the selected organisation. You can use the search fields in the top part of the page to narrow down the list of audits.

5. Click on the relevant audit name (which should show status as 'Active').

Dashboard > Organisation Lis	<mark>st</mark> > Organisation Aud	its					
Test Hospital - Audi	its						Add Audit +
Name:						Audits	
Audit Type:	All	~				Audit Periods	
Audit Period:	All	~				Sessions	
Audit Status:	All	~				Departments	
Spans Date:						Users	
						Details	
Search							
		Total resu	lts: 7				
Name		Start Date	End Date	Status	Sessions		
1 NHHI Audit Three	2020	1 Jul. 2020	31 Oct. 2020	Active 🔶	2/29		
2 NHHI Audit Two 2	2020	1 Apr. 2020	30 Jun. 2020	Complete	0/0		

6. The audit's Sessions page will open.

NOTE: The *View Audit Validation* button will be grey and inactive if the audit has not been previously validated. If the audit was validated previously, the *View Audit Validation* button will be dark blue and the button will be live. If you select the dark blue button, you will be able to view the report of the previous validation for this audit.

7. Click the Validate Audit button at the bottom of the screen.

Oashboard > Audit List > Audit > Audit Session	ons						
NHHI Audit Three 2020 - Sessi	ons						Add Session +
Date:		De	partment: All Auditor: All		× ×	Sessions Details	
Organisation: Department	Toi	al results: 2	Auditor	Moments	Session #		
1 Test Hospital: Medical	10 Jul. 2020 07:20 am	10 Jul. 2020 07:20 am	Jan Gralton	15	123		
2 Test Hospital: Medical	1 Jul. 2020 12:10 am	1 Jul. 2020 12:10 am	Jan Gralton	14			
Audit Status: Active View Audit Validation Validate Aud	it						



- 8. The Audit Validation report page will now open. The Validation Status will read either; 'Validated with no errors' if there are no data validation rules that have been flagged or 'Validated with errors' if one or more data validation rules have been flagged with data to be reviewed.
- The section in the report 'Understanding this validation report' provides full information and guidance regarding data validation and how to review any 'flagged' data.
- 10. The Result column in the report will identify data flagged as 'Review'. The number in brackets next to the review text indicates the number of items that require review, for example, 'Review (1)' means there is one issue to be reviewed, (2) means two and so on. However, in the case of the first "Moments' rule, number in brackets relates to the difference between the required and actual observed moments entered for the audit period
- 11. Only select 'Submit audit' if data collection has been completed, submission of audit is complete, the validation report has been reviewed and you are happy for the data to be submitted. If ready to complete and submit, review the guidance on how to submit the audit data, found later within this document <u>here</u>.



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МНН			Home	Exports	Sessions	Audits	Organisatio	ons Conta	cts U
shboard > Audits > Audit Val	idation								
NHHI Audit Two 2020	0 - Audit Validation								
Organisation: 7	Test Hospital	Created:	Jan Gralton						
Audit Period: /	NHHI Audit Two 2020	Create Date:	30 Jun. 2020), 9:37:49 am	1				
Validation Status:	Validated with Errors	Last Modified:	Rebecca Rey	molds					
		Last Modify Date:	25 Feb. 202	1, 1:11:41 pm	,				
									Bad
DERSTANDING THIS VALID	DATION REPORT								
a may or may not be correct dation report below to ensur- ction. If the data appears cor validation rules with an 'OK' ministrators can validate the en all auditing for the audit p	The valuation rules in your org at or complete. If 'review' app rect and true, there is no rec result, there is no review/an audit submission at any time period is complete and the d	panisation's submitted pears, the organisation anisation. If the data is quirement to amend al nendment action requi e during the audit peri ata is ready to be subr	administrat incorrect or fter it has be ired. od and as m nitted to the	or should ide incomplete, en reviewed. any times as	necessary. A dit period. Or	dministrato	data via the d made to the d ors should only ted, no further	ata links prov data using the submit the s	ided in th e edit audit data
added.									
rganisation Overview									
Required Moments	Actual Moments	Moments Differe	ence	Complian	ce Rate	M1	M2 M	3 M4	M5
200	33	-167		8	7.9	17	5	6 5	0
	Please don't u	use these figures in you	ur reports. D	ata Validatio	n to be comp	lotod			
						neteu.			
alidation Rule						neteo.	Result	Status	Note
'alidation Rule Total number of moments is	s greater than or equal to F	Required number of r	noments			ieleo.	Result Review (- 1	Status	Note 0
/alidation Rule fotal number of moments is fotal number of moments fo	s greater than or equal to F or M1 is is greater than or	Required number of r equal to Total numbe	noments er of mome	nts for each	of M2, M3 a	ind M5	Result Review (-1 OK	5tatus	Note 9
/alidation Rule Fotal number of moments is Fotal number of moments fo Fotal number of moments fo	s greater than or equal to F or M1 is is greater than or or M4 is is greater than or	Required number of r equal to Total numbe equal to Total numbe	noments er of mome er of mome	nts for each nts for each	of M2, M3 a of M2, M3 a	ind M5	Result Review (- 1 OK Review	Status 67)	Note 9
Validation Rule Total number of moments is Total number of moments for Total number of moments for Each of M1, M2, M3, M4 or	s greater than or equal to F or M1 is is greater than or or M4 is is greater than or M5 is submitted (missing:	Required number of r equal to Total numbe equal to Total numbe M5)	noments er of mome er of mome	nts for each nts for each	of M2, M3 a of M2, M3 a	ind M5	Result Review (- 1 OK Review Review	5tatus 67)	Note
Validation Rule Total number of moments is Total number of moments fo Total number of moments fo Each of M1, M2, M3, M4 or Departments	s greater than or equal to F or M1 is is greater than or or M4 is is greater than or M5 is submitted (missing:	Required number of r equal to Total numbe equal to Total numbe M5)	noments er of mome	nts for each	of M2, M3 a of M2, M3 a	ind M5	Result <u>Review (-1</u> OK <u>Review</u> <u>Review</u>	5tatus	Note
Validation Rule Total number of moments is Total number of moments for Total number of moments for Each of M1, M2, M3, M4 or Departments Validation Rule	s greater than or equal to F or M1 is is greater than or or M4 is is greater than or M5 is submitted (missing:	Required number of r equal to Total numbe equal to Total numbe M5)	noments er of mome er of mome	nts for each nts for each	of M2, M3 a of M2, M3 a	ind M5 ind M5	Result Review (-1 OK <u>Review</u> Result	Status 67) Status	Note
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Validation Rule Total number of moments is Total number of moments fo Total number of moments fo Total number of moments fo Each of M1, M2, M3, M4 or Departments Validation Rule No Departments with a com No Departments with a com Auditors Validation Rule No Auditors with a complian No Auditors with a complian No Auditors with a complian No Auditors with a complian No Auditors with total num fealth Care Worker Types Validation Rule No HCW types with a complian	s greater than or equal to F or M1 is is greater than or or M4 is is greater than or M5 is submitted (missing: pliance rate that varies by pliance rate that varies by nce rate that varies by mor nce rate greater than 95% ber of moments greater th liance rate that varies by m	Required number of r equal to Total number equal to Total number M5) more than 20% from more than 20% from the an 600	noments er of mome er of mome n the overal n the previo overall Org he overall O	nts for each nts for each I Organisati us Audit Pe panisation co	of M2, M3 a of M2, M3 a on complian riod	ind M5 ind M5 ce rate	Result Review (-1 OK Review Review OK Result OK Review (1) CK Result Review (1)	Status 677 1 547 547 547 547 547 547 547 547 547 547	Note Note Note Note Note Note
Validation Rule Total number of moments is Total number of moments for Total number of moments for Each of M1, M2, M3, M4 or Departments Validation Rule No Departments with a com No Departments with a com No Departments with a complian No Auditors with a complian No Auditors with a complian No Auditors with a complian No Auditors with total num lealth Care Worker Types Validation Rule No HCW types with a complian	s greater than or equal to F or M1 is is greater than or or M4 is is greater than or M5 is submitted (missing: pliance rate that varies by pliance rate that varies by nce rate that varies by mor nce rate greater than 95% ber of moments greater th liance rate that varies by m	Required number of r equal to Total number equal to Total number M5) more than 20% from more than 20% from the than 20% from the an 600	noments er of mome er of mome n the overal n the previo	nts for each nts for each I Organisati us Audit Pe panisation co	of M2, M3 a of M2, M3 a on complian riod	ind M5 ind M5 ce rate	Result Review (-1 OK Review Review OK Result OK Review (1) Review (1) Review (1) Review (1) Review (1)	Status 5tatus Status Status Status Status Status V	Note Note Note Note Note Note



Understanding the Validation report

The Organisation Overview section of the audit validation screen provides detail including:

- the number of moments the organisation is required to submit at each audit period
- the actual number of moments entered to date for the audit period
- the moments difference between these two figures, which includes either a + or symbol, to indicate either a surplus or deficit of moments entered for the audit period
- overall organisation compliance rate
- breakdown of the data submitted for each of the five moments

Any underlined blue or red text in the audit validation screens are active clickable hyperlinks. Selecting these hyperlinks will direct you to another page of information to review.

For the first validation rule highlighted below, the number in brackets does not indicate the items for review. In this case, it highlights the difference of 167 (or relevant number applicable to the organisation) between the required and actual moments entered for the audit period. This includes either a + or – symbol to indicate a surplus or deficit in moments.

Organisation Overview											
Required Moments	Actual Moments	Moments Difference	Compliance Rate	M1	M2	M3	M4	M5			
200	33	-167	87.9	17	5	6	5	0			
Please don't use these figures in your reports. Data Vanantion to be completed.											
Validation Rule Result Status N											
Total number of moments is	s greater than or equal to	Required number of moments			Review	<u>(-167)</u>		0			
Total number of moments f	or M1 is is greater than o	equal to Total number of mome	ents for each of M2, M3 a	nd Click	here for the	Audit Se	ssions				
Total number of moments f	or M4 is is greater than o	equal to Total number of mome	ents for each of M2, M3 a	nd MS	screen to a	mend data	a				
Each of M1, M2, M3, M4 or M5 is submitted (missing: M5)											

The validation rules within the report are broken down into sections by:

- 1. Moment Type
- 2. Departments
- 3. Auditors
- 4. Health Care Worker Types

Validation Rule	Result	Status	Note
Total number of moments is greater than or equal to Required number of moments	ОК		θ
Total number of moments for M1 is is greater than or equal to Total number of moments for each of M2, M3 and M5	ОК		
Total number of moments for M4 is is greater than or equal to Total number of moments for each of M2, M3 and M5	Review		
Each of M1, M2, M3, M4 or M5 is submitted	ОК		
Departments			
Validation Rule	Result	Status	Note
No Departments with a compliance rate that varies by more than 20% from the overall Organisation compliance rate	ОК		
No Departments with a compliance rate that varies by more than 20% from the previous Audit Period	ОК		
Auditors			
Validation Rule	Result	Status	Note
No Auditors with a compliance rate that varies by more than 20% from the overall Organisation compliance rate	ОК		
No Auditors with a compliance rate that varies by more than 20% from the overall Organisation compliance rate No Auditors with a compliance rate greater than 95%	ок ок		
No Auditors with a compliance rate that varies by more than 20% from the overall Organisation compliance rate No Auditors with a compliance rate greater than 95% No Auditors with total number of moments greater than 600	ок ок ок		
No Auditors with a compliance rate that varies by more than 20% from the overall Organisation compliance rate No Auditors with a compliance rate greater than 95% No Auditors with total number of moments greater than 600 Health Care Worker Types	ок ок ок		
No Auditors with a compliance rate that varies by more than 20% from the overall Organisation compliance rate No Auditors with a compliance rate greater than 95% No Auditors with total number of moments greater than 600 Health Care Worker Types Validation Rule	OK OK OK Result	Status	Note
No Auditors with a compliance rate that varies by more than 20% from the overall Organisation compliance rate No Auditors with a compliance rate greater than 95% No Auditors with total number of moments greater than 600 Health Care Worker Types Validation Rule No HCW types with a compliance rate that varies by more than 20% from the overall Organisation compliance rate	OK OK OK Result Review (2) V	Status	Note



How to review and amend Moment Type Validation rules

1. Click on the live 'Review' link for the relevant rule.

Validation Rule		Result	Status	Note
Total number of moments is greater than or equal to Required number of moments	<	Review (-162)		θ
Total number of moments for M1 is is greater than or equal to Total number of moments for each of M2, M3 and M5		OK		
Total number of moments for M4 is is greater than or equal to Total number of moments for each of M2, M3 and M5	<	Review		

NOTE This will direct you to the Audit Sessions page, which contains the full moment data. Relevant moments are highlighted in red to demonstrate where the data has been flagged for attention.

2. To review or amend, click the data link in the M1 - M5 columns to review the data and amend, if necessary.

				_		_	100.505
	Department	Auditor	HCW 1	ype	Moment Type		Sessions
							Sessions / Validation
							Details
iearch							
alidation Rule: Total	number of moments is greater th	an or equal to Req	uired numbe	r of moments			
Noment counts: M1	: 20 M2: 4 M3: 7 M4: 6	M5: 1					
otal Sessions: 12	Total Moments: 38	Correct	Moments: 34		Compliance: 8	9.5	
ick the data link in th	e M1 - M5 columns to review you	r data and amend	if necessary	━			
Department	Session Dates	M1	▼ M2	MB	M4	M5	
1 Medical	28 May 2020 01:48 pm - 01:54 pm		3	Q 1	1	<u>0</u>	
2 <u>Medical</u>	28 May 2020 01:48 pm - 01:54 pm		2	0 1	2	Q	
3 Medical	28 May 2020 01:49 pm - 01:54 pm		2	<u>0</u> <u>1</u>	1	Q	
4 Medical	23 Jun. 2020 12:50 am - 12:50 am		2	<u>2</u> 0	<u>0</u>	<u>0</u>	
5 Medical	16 Jun. 2020 12:50 am - 12:50 am		2	0 0	<u>0</u>	<u>0</u>	
6 Medical	20 May 2020 08:00 am - 09:00 am		2	0 0	<u>0</u>	Q	
7 Medical	28 May 2020 01:49 pm - 01:54 pm		2	0 1	1	<u>0</u>	
8 Medical	28 May 2020 01:49 pm - 01:51 pm		1	0 0	<u>0</u>	<u>0</u>	
9 Medical	23 Jun. 2020 12:40 am - 12:40 am		1	0 0	<u>0</u>	<u>0</u>	
10 <u>RENAL</u>	23 Jun. 2020 01:10 am - 01:10 am		1	1 1	<u>0</u>	<u>0</u>	
	23 Jun. 2020		1	0 1	<u>0</u>	Q	
11 Medical	01.10 am - 01.10 am						



3. Edit or delete the relevant moments.

Da	<u>shboard</u> > Audit List > Audit > Au	idit Sessions > Session Details				
Ν	IHHI Audit Two 2020 - I	Edit Session				
						Sessions
	Moments (4/5)					Sessions / Validation
	HCW Type	Moment #	Action	Gloves	Source	Details
	~	×	~	~	save	
	Allied Health Care Worker	1. Before Touching A Patient	Rub		edit Mobile	
	Allied Health Care Worker	4. After Touching a Patient	Missed		edit Mobile	
	Allied Health Care Worker	1. Before Touching A Patient	Rub		edit Mobile	
	Allied Health Care Worker	3. After a Procedure or Body Fluid Exposure Risk	Rub	Off	edit Mobile	
	Allied Health Care Worker	1. Before Touching A Patient	Rub	On 【	edit Mobile	

4. Click the Save button in the bottom left of the screen.

Session Details		
Organisation:	Test Hospital	
Audit:*	NHHI Audit Two 2020 🗸	
Auditor:*	Gralton, Jan 🗸	
Department: [*]	Medical 🗸]
Session Number:	1	
Start Date: [*]	23/06/2020	
Start Time: [*]	00:50	
End Date: [*]	23/06/2020	
End Time: [*]	00:50	
Created By:	Rebecca Reynolds	
Create Date:	25 Feb. 2021, 12:40:46 pm	
Last Modified By:	Rebecca Reynolds	
Last Modified Date:	25 Feb. 2021, 12:42:52 pm	
Save		Cannot delete Session - Has Moments

5. A message will appear in the top right of the screen for a few seconds.

Dashboard > Audit List > Audit > Audit Sessions > Session Details	
NHHI Audit Two 2020 - Edit Session	Session details saved
	Sessions



6. To return to the previous screen, click the back button on your internet browser twice. Alternatively, select the Sessions/Validation tab on the right hand side menu.

ashboard > Audit List > A	udit > Audit Sessions > Session Deta	ils			
NHHI Audit Two 2	020 - Edit Session				
					Sessions
Moments (4/5)				<	Sessions / Validation
HCW Type	Moment #	Action	Gloves	Source	Details
	▼	~	Save		

7. This will default to the Department tab. Choose the Moment Type tab and click 'Search' to revert back to the relevant moment data, to complete further amendments if necessary.

Dashboard > Audit List > NHHI Audit Two	Audit > Audit Sessions 2020 - Sessions				Add Session +
	Department	Auditor	HCW Type	Moment Type	Sessions
					Sessions / Validation
					Details
Search					

8. Once complete, click the Validate Audit button AGAIN to accept the changes.

Audit Status: Active		
View Audit Validation	Validate Audit	

9. This will return to the Audit Validation page. If all errors have been resolved, the result column will now show OK and Status will update to 'Amended'.

NOTE If no edits or amendments have been made regarding the data flagged for this rule, the status will remain BLANK.

Validation Rule	Result	Status	Note
Total number of moments is greater than or equal to Required number of moments	Review (-162)		0
Total number of moments for M1 is is greater than or equal to Total number of moments for each of M2, M3 and M5	ОК		
Total number of moments for M4 is is greater than or equal to Total number of moments for each of M2, M3 and M5	Review		
Each of M1, M2, M3, M4 or M5 is submitted	ок 🧹	Amended	>



How to review and amend Departments validation rules

1. In the results column click on the downward arrow beside Review to open additional field(s) of information.



2. Click on the live 'Review' link.

Departments			
Validation Rule	Result	Status	Note
No Departments with a compliance rate that varies by more than 20% from the overall Organisation compliance rate	Review (1) 🔺		
Department	Varia	nce	
Dental (DENT)	-4	16 Review	
No Devente with a second increased that write humans they 200/ from the maximum Audit Deviad	01/		
No Departments with a compliance rate that varies by more than 20% from the previous Audit Period	OK		

NOTE This will direct you to the Audit Sessions page, which is automatically filtered by the relevant Department. The data list that appears will include sessions and moments entered for that department within the relevant period.

3. To review or amend, select the relevant data link (highlighted in red and underlined) in the Correct/Total Moments column to select the related session.

	Department	Audite	or HCW Type	Moment Type		Sessions (Validation
Department	: Dental	```	-			Sessions / Validation
			-			Details
earch						
(alidation Rule: Dona	rtmonts with a compli	anco rato that vario	- hu more than 20% from the over	all Organisation	Varianco:	
ompliance rate	runents with a complic	ance rate that valle.	s by more than 20% norm the over	an organisation	-41.6	
otal Sessions: 1	Total Momen	nts: 5	Correct Moments: 2	Compliance: 40).0	
	e Correct/Total Momer	nts column to revie	w your data and amend if necessa	ry 👍		
lick the data link in th				Comul	iance 🔺	
lick the data link in th Department	Start Date	End Date 🤞	Correct / Total Moments	Compi		
lick the data link in th Department 1 Dental	Start Date 15 Jun. 2020 12:20 am	End Date <	Correct / Total Moments	40.0%		



4. In the following Session Details page, edit or delete the incorrect moments.

Da	shboard > Audit List > Audit > Au	udit Sessions > Session Details					
Ν	HHI Audit Two 2020 - I	Edit Session					
							7
							Sessions
	Moments (2/5)						Sessions / Validation
	HCW Туре	Moment #	Action	Gloves		Source	Details
	~	×	~	~	save		
	Dental Assistant/Dental Nurse	5. After Touching A Patient's Surroundings	Missed	Cont.	edit	Web	
	Student Dentist	4. After Touching a Patient	Missed	Cont.	edit	Web	
	Dental Assistant/Dental Nurse	3. After a Procedure or Body Fluid Exposure Risk	Missed	Cont.	edit	Web	
	Student Dentist	2. Before Procedure	Rub	On	edit	Web	
	Dental Assistant/Dental Nurse	1. Before Touching A Patient	Rub	On	edit	Web	
	Dental Assistant/Dental Nurse	1. Before Touching A Patient	Rub	On	edit	Web	

5. Click the Save button in the bottom left of the screen.

Session Details		
Organisation:	Test Hospital	
Audit:*	NHHI Audit Two 2020 🗸]
Auditor:*	Reynolds, Rebecca 🗸]
Department:*	Dental 🗸]
Session Number:	1	
Start Date:*	15/06/2020	
Start Time: [*]	00:20	
End Date:*	15/06/2020	
End Time:*	00:20	
Created By:	Rebecca Reynolds	
Create Date:	1 Mar. 2021, 3:15:31 pm	
Last Modified By:	Rebecca Reynolds	
Last Modified Date:	1 Mar. 2021, 3:20:34 pm	
Save Cancel		Cannot delete Session - Has Moments

6. A message will appear in the top right of the screen for a few seconds.

Dashboard > Audit List > Audit > Audit Sessions > Session Details	
NHHI Audit Two 2020 - Edit Session	Session details saved
	Sessions



7. To return to the previous screen, click the back button on your internet browser twice. Alternatively, select the Sessions/Validation tab on the right hand side menu.

Dashboard >	Audit List > Au	dit > Audit Sessions				
NHHI A	udit Two 20	20 - Sessions				Add Session +
		Department	Auditor	HCW Type	Moment Type	Sessions
	Department:	Dental	~			Sessions / Validation Details

8. This will default to the Department tab with full session data. Use the drop-down list to filter by the relevant Department and click 'Search', to complete further amendments if necessary.

Dashboard > Audit List > Au	dit > Audit Sessions				
NHHI Audit Two 20	20 - Sessions				Add Session +
	Department	Auditor	HCW Type	Moment Type	Sessions
					Sessions / Validation
Department:	All	~			Details
Search	All Medical RENAL				
Summary	Dental				

9. Once complete, click the Validate Audit button AGAIN to accept the changes.

Audit Status: Active		
View Audit Validation	Validate Audit	

10. This will return to the Audit Validation page. If all errors have been resolved, the result column will now show OK and Status will update to 'Amended'.

NOTE If no edits or amendments have been made regarding the data flagged for this rule, the status will remain BLANK.

Departments			
Validation Rule	Result	Status	Note
No Departments with a compliance rate that varies by more than 20% from the overall Organisation compliance rate	ОК	Amended	
No Departments with a compliance rate that varies by more than 20% from the previous Audit Period	ОК		



How to review and amend Auditor validation rules

1. In the results column click on the downward arrow beside Review to open additional field(s) of information.



2. Click on the live 'Review' link.

Auditors			
Validation Rule	Result	Status	Note
No Auditors with a compliance rate that varies by more than 20% from the overall Organisation compliance rate	ОК		
No Auditors with a compliance rate greater than 95%	Review (1)		
Auditor	Complia	nce	
Gralton, Jan (j,gralton)	1(00.0 Review	<u>)</u>
No Auditors with total number of moments greater than 600	ОК		

NOTE The review link(s) will direct you to the Audit Sessions page, which is filtered by Auditor tab and relevant auditor name. The data list that appears will include all the sessions/ moments entered by a particular auditor for the period.

3. To review or amend, select the relevant data link (highlighted in red and underlined) in the Correct/Total Moments column to select the auditor's related session.

	Department	Audit	or HCW Type	Moment Type	363510/15
Audito	r: Gralton, Jan				Sessions / Validation
			_		Details
earch					
immary					
lidation Rule: Audi	tors with a compliance	rate greater than 9	5%		
tal Sessions: 5	Total Moments	s: 12	Correct Moments: 12	Compliance: 100.0	
ck the data link in th	e Correct/Iotal Momer	its column to revie	w your data and amend if necessar	ry 🖊	
Department	Start Date	End Date	Correct / Total Moments	Compliance	•
1 Medical	23 Jun. 2020 12:50 am	23 Jun. 2020 12:50 am	<u>4/4</u>	100.0%	
2 <u>Medical</u>	23 Jun. 2020 12:40 am	23 Jun. 2020 12:40 am	1/1	100.0%	
	23 Jun. 2020	23 Jun. 2020 01:10 am	<u>3/3</u>	100.0%	
8 <u>RENAL</u>	01:10 am		2.12	100.0%	
8 <u>RENAL</u> 4 <u>Medical</u>	16 Jun. 2020 12:50 am	16 Jun. 2020 12:50 am	2/2		
RENAL Medical Medical	16 Jun. 2020 12:50 am 23 Jun. 2020 01:10 am	16 Jun. 2020 12:50 am 23 Jun. 2020 01:10 am	2/2	100.0%	



4. In the following Session Details page, edit or delete the incorrect moments.

shboard > Audit List > Au	idit > A	udit Sessions > Session Details								
HHI Audit Two 20	020 -	Edit Session								
										Sessions
Moments (4/4)										Sessions / Validation
HCW Туре		Moment #		Action		Gloves			Source	Details
	~		~		~		\sim	save		
N: Nurse/Midwife	~	2. Before Procedure	~	1. Rub	$\boldsymbol{\checkmark}$	1. On	~	save	Web	
								del		
Domestic		1. Before Touching A Patient		Rub		On		edit	Web	
Nurse/Midwife		2. Before Procedure		Wash		On		edit	Web	
Nurse/Midwife		1. Before Touching A Patient		Rub		On		edit	Web	

5. Click the Save button in the bottom left of the screen.

Session Details		
Organisation:	Test Hospital	
Audit:*	NHHI Audit Two 2020 🗸]
Auditor:*	Gralton, Jan 🗸]
Department: [*]	Medical 🗸]
Session Number:	1	
Start Date: [*]	23/06/2020	
Start Time: [*]	00:50	
End Date: [*]	23/06/2020	
End Time: [*]	00:50	
Created By:	Rebecca Reynolds	
Create Date:	25 Feb. 2021, 12:40:46 pm	
Last Modified By:	Rebecca Reynolds	
Last Modified Date:	25 Feb. 2021, 12:42:52 pm	
Save Cancel		Cannot delete Session - Has Moments

6. A message will appear in the top right of the screen for a few seconds.

Dashboard > Audit List > Audit > Audit Sessions > Session Details	
NHHI Audit Two 2020 - Edit Session	Session details saved
	Sessions



7. To return to the previous screen, click the back button on your internet browser twice. Alternatively, select the Sessions/Validation on the right hand side menu.

Dashboard > Audit List > Au	idit > Audit Sessions				
NHHI Audit Two 20	020 - Sessions				Add Session +
	Department	Auditor	HCW Type	Moment Type	Sessions
Auditor:	Gralton, Jan	~			Details

8. This will default to the Department tab. Choose the Auditor tab and select the relevant Auditor name from the drop-down menu and click 'Search' to filter to the relevant data.

Dashboard > Audit List > Au	dit > Audit Sessions					
NHHI Audit Two 20	20 - Sessions					Add Session +
	Department	Audito	r HCW Type	Moment Type		Sessions
						Sessions / Validation
Auditor:	All	~				Details
Search	Gralton, Jan Reynolds, Rebecca					
Summary	Semmelweis, Ignaz Vidler, Leanne					
Total Sessions: 11	Iotal Moment	s: 33	Correct Moments: 21	Compliance: 63.6		
Department	Start Date	End Date	Correct / Total Moments	Compliance	• 🔻	

9. Once complete, Click the Validate Audit button AGAIN to accept the changes.

Audit Status: Active		
View Audit Validation	Validate Audit	

10. This will return to the Audit validation page. If all errors have been resolved, the result column will show OK and status will update to Amended.

NOTE If no edits or amendments have been made regarding the data flagged for this rule, the status will remain BLANK.

Validation Rule	Result (Status	Note
No Auditors with a compliance rate that varies by more than 20% from the overall Organisation compliance rate	ОК	Amended	
No Auditors with a compliance rate greater than 95%	ОК	Amended	



How to review and amend HCW Type validation rules

1. In the results column click on the downward arrow beside Review to open additional field(s) of information.



2. Click on the relevant live 'Review' link.

Health Care Worker Types				
Validation Rule		Result	Status	Note
No HCW types with a compliance rate that varies by more than 20% from the overall Organisation compliance rate	Rev	/iew (4) 🖍		
Health Care Worker Type		Varian		•
Personal Care Staff [PC]		-75	.8 <u>Review</u>	
Administrative and Clerical Staff [AC]		-25	.8 <u>Review</u>	
Invasive Technician (BL)		-75	.8 <u>Review</u>	
Domestic [D]		+24	.2 <u>Review</u>	

NOTE. The review link(s) will direct you to the Audit Sessions page, which is automatically filtered by the relevant HCW Type. The data list that appears will include the sessions/moments with flagged data for the HCW Type for the auditing period.

3. To review or amend, select the relevant data link (highlighted in red and underlined) in the Correct/Total Moments column to select the auditor's related session.

	Departme	nt A	Auditor	HCW Type	Moment	Туре		Sessions	
HCW Typ	e: Personal Care S	taff (PC)						Sessions / V	alidation
new typ	- Personal care s	tan (FC)	Ť					Details	
earch									
earch									
ummary									
ummary alidation Rule: HCV	V types with a comp	liance rate that va	aries by more tha	an 20% from the overa	ll Organisation	Var	iance:		
ummary alidation Rule: HCV ompliance rate	V types with a comp	liance rate that va	aries by more tha	in 20% from the overa	ll Organisation	Var -75	iance: .8		
ummary alidation Rule: HCV ompliance rate otal Sessions: 1	V types with a comp	liance rate that va	aries by more tha	n 20% from the overa	ll Organisation Complia	Var -75	iance: .8		
ummary 'alidation Rule: HCV ompliance rate 'otal Sessions: 1 lick the data link in t	V types with a comp	liance rate that va ments: 1 ments column to	aries by more tha Correct M review your data	in 20% from the overa foments: 0	Il Organisation Complian	Var -75	iance: .8		
ummary 'alidation Rule: HCV ompliance rate otal Sessions: 1 lick the data link in tl	V types with a comp Total Mor he Correct/Total Mor	liance rate that va ments: 1 ments column to	aries by more tha Correct M review your data	in 20% from the overa foments: 0 and amend if necessa	Il Organisation Complian ary	Var -75 nce: 0.0	iance: .8		
ummary (alidation Rule: HCV ompliance rate (otal Sessions: 1 lick the data link in the Department	V types with a comp Total Mon he Correct/Total Mon Start Date	liance rate that va nents: 1 ments column to End Date <i><</i>	aries by more tha Correct M review your data Correct / Tot	In 20% from the overa foments: 0 In and amend if necessa tal Moments by HCW	Il Organisation Complian	Var -75. nce: 0.0	iance: .8		
ummary lalidation Rule: HCV ompliance rate otal Sessions: 1 lick the data link in tl Department	V types with a comp Total Mon he Correct/Total Mon Start Date 23 Jun 2020	liance rate that vanents: 1 ments: 1 End Date 23 Jun 2020	aries by more tha Correct M review your data Correct / Tot	In 20% from the overa foments: 0 In and amend if necessa tal Moments by HCW	Il Organisation Complian ary	Var -75. nce: 0.0 Complian	iance: .8 nce ▲		
alidation Rule: HCV ompliance rate otal Sessions: 1 lick the data link in th Department 1 Medical	V types with a comp Total Mor he Correct/Total Mor Start Date 23 Jun. 2020 01:10 am	liance rate that va ments: 1 ments column to End Date 23 Jun. 2020 01:10 am	aries by more tha Correct M review your data Correct / Tot	In 20% from the overa foments: 0 a and amend if necessa tal Moments by HCW <u>0 / 1</u>	Il Organisation Complian ary	Var -75. nce: 0.0 Complian 0.0%	iance: .8 nce ▲		



4. In the following Session Details page, edit or delete the incorrect moments. The relevant HCW Type moments will be highlighted in red.

C	Dashboard > Audit List > Audit > A	udit Sessions > Session Details					
	NHHI Audit Two 2020 -	Edit Session					
ſ							
							Sessions
	Moments (1/2)						Sessions / Validation
	HCW Type	Moment #	Action	Gloves		Source	Details
	~	~	~	~	save		
4	Personal Care Staff	1. Before Touching A Patient	Missed	Cont.	edit	Web	
	Medical Practitioner	3. After a Procedure or Body Fluid Exposure Risk	Rub	Off	edit	Web	
					_		

5. Click the Save button in the bottom left of the screen.

Created By:	Rebecca Reynolds	
Create Date:	30 Jul. 2020, 4:00:00 pm	
Last Modified By:	Rebecca Reynolds	
Last Modified Date:	30 Jul. 2020, 4:00:46 pm	
Save Cancel		Cannot delete Session - Has Moments

6. A message will appear in the top right of the screen for a few seconds.

Dashboard > Audit List > Audit > Audit Sessions > Session Details	
NHHI Audit Two 2020 - Edit Session	Session details saved
	Sessions

7. To return to the previous screen, click the back button on your internet browser twice. Alternatively, select the Sessions/Validation on the right hand side menu.

Dashboard > Audit List > Au	dit > Audit Sessions				
NHHI Audit Two 20	20 - Sessions				Add Session +
	Department	Auditor	HCW Type	Moment Type	Sessions
HCW Type:	Administrative and Cleri	cal Staff [A(🗸			Sessions / Validation Details



8. This will default to the Department tab. Choose the HCW Type tab and filter by HCW Type from the drop-down menu and select 'Search' to filter to the relevant data.

HI Audit Two 20	20 - Sessions		Add Session
	Department Auditor HCW Type Moment T	vpe	Sessions
			Sessions / Validation
HCW Type:	All 🗸		Details
_	All	A	
Search	Nurse/Midwife [N]		
_	Medical Practitioner [DR]	_	
ummary	Alliad Health Care Worker [AH]		
otal Sessions: 11	Administrative and Clerical Staff [AC]	75.8	
	Invasive Technician (BL)		
Department	Domestic [D]	ipliance 🔍 🔻	
1 Medical	Student Doctor [SDR]	0%	
	Student Nurse/Midwife [SN]		
2 Medical	Student Allied Health [SAH]	0%	
	Student Personal Care [SPC]		
3 Medical	Other - Not Categorised Elsewhere [O]	0%	
o <u>meanan</u>	Dentist, Specialist dentists [DO]	070	
4 Marilian	Dental Assistant/Dental Nurse (DA)	0/	
4 <u>Iviedical</u>	Dental Technicians/Laboratory staff (no patient contact) [D] 1	70	
	Student Dentist (SDO)		
5 Medical	Student Dental Therapists [SDT]	%	
	Student Dental Assistant/Dental Nurse [SDA]	T	

9. Once complete, Click the Validate Audit button AGAIN to accept the changes.

Audit Status: Active		
View Audit Validation	Validate Audit	

10. This will return to the Audit validation page. If all errors have been resolved, the result column will show OK and status will update to Amended.

Health Care Worker Types		
Validation Rule	Result 📢	Status Note
No HCW types with a compliance rate that varies by more than 20% from the overall Organisation compliance rate	ОК	Amended

NOTE If no edits or amendments have been made regarding the data flagged for this rule, the status will remain BLANK



How to submit the audit data

You can submit the data to the national audit if all validation flags have been reviewed and where necessary, amended, or if there no validation flags in the data. You must run the validation report before you can submit the data. If ready to complete and submit to the national dataset, please follow guidance below:

1. The Submit Audit button will appear in the bottom right of the screen. If the audit is complete, click **Submit Audit**.

NOTE. Only submit if the audit is complete and you are happy with the data to be submitted.

Validation Rule	Result Status Note
No Auditors with a compliance rate that varies by more than 20% from the overall Organisation compliance	By clicking Submit you will waive any non-
No Auditors with a compliance rate greater than 95%	critical rules that are in Review status.
No Auditors with total number of moments greater than 600	These fulles will be marked Accepted.
Validate Audit	Submit Audit

2. A pop up message below will appear. Click OK, if you are satisfied with the validation results and are ready to submit this data.

NOTE: Once an audit is submitted to the national dataset, no further sessions can be added or deleted from the data for that national audit period.

nhhi.safetyandquality.gov.au says		
Are you sure you want to submit this Audit?		
	ок	Cancel

- 3. In the Audit Validation page, the validation status will update to "*Submitted with no errors*" if there were no rules still flagged when the data was submitted or "*Submitted with errors*" if there were flags remaining in the data. The 'Submit Audit' button will now show as grey and inactive.
- 4. On the Audits page, the Audit Status has now updated to 'Complete'. This means that your organisation's data was submitted successfully to the national dataset.

2 NHHI Audit Two 2020 1 Apr. 2020 30 Jun. 2020 Complete 0/0 Test Hospital *Jan Gralton jan.gralton@safetyandquality.gov.au