

DI Report Writer

Training Opportunities

Software training sessions provide valuable information for both new and experienced registry users. Establishing a new registry, introducing a new staff member to the program, changing role responsibilities, or learning to utilize more of the DI Report Writer capabilities are the most frequent reasons training is requested. DI Report Writer training also:

- Helps new users to develop good registry habits
- Enables all users to implement efficient and consistent software techniques
- Provides guidance to generate effective reports quickly and easily

Training Topics

DI Report Writer training includes six modules, which allows users to select the sessions most appropriate for their current trauma registry knowledge and reporting skills. Prerequisites and topics/course objectives are provided to assist users in selecting the session(s) that best match their needs. Modules can be presented through either web or in-person format.

DI Report Writer Module 1: Analyzing Data Requests

Prerequisites: None

Topics/ Course Objectives:

1. *Identify steps used to analyze a data request.*
2. *Identify objects in the DI Report Writer that can be used to fulfill data requests.*
3. *Create additional objects needed to fulfill data requests.*

DI Report Writer Module 2: Running Your First Reports

Prerequisites: A familiarity of how to analyze data requests.

Topics/ Course Objectives:

1. *Access the DI Report Writer software.*
2. *Navigate through the DI Report Writer software.*
3. *Access and run standard reports.*
4. *Create a data table report.*
5. *Create a single criteria search.*
6. *Use a single criteria search embedded within a data table report.*
7. *Create and use data completeness queries.*
8. *Create and use range queries.*

DI Report Writer Module 3: Creating Powerful Queries

Prerequisites:

1. *A familiarity of how to analyze data requests.*
2. *A basic understanding of single criteria searches.*

Topics/ Course Objectives:

1. *Create <Each> queries, used to determine a data subset by several criteria, where all criteria must be met.*
2. *Create <One or More> queries, used to determine a data subset by several criteria, where at least one of the criteria must be met.*
3. *Create queries using repeating fields (such as procedures).*
4. *Create <Building Block> queries where the user is able to combine <Each> queries with <One or More> queries.*
5. *Create <Not> queries to negate positive statements to determine a subset of the data.*
6. *Create <Not Equal To> queries to determine a subset of the data.*

7. Create <True / False> queries for use in a data table report to further analyze data, rather than create a data subset (example: determining if patients had an injury in a specified body region).

DI Report Writer Module 4: Statistical Reports

Prerequisites:

1. A familiarity of how to analyze data requests.
2. A basic understanding of single criteria searches.

Topics/ Course Objectives:

1. Create a statistical report.
2. Use functions such as average, minimum, maximum and percentages within a statistical report.

DI Report Writer Module 5: Gathers and Coded Variables

Prerequisites: A familiarity of how to analyze data requests.

Topics/ Course Objectives:

1. Create groupings for data by defining, creating and using single-level Gathers.
2. Create groupings for data by defining, creating and using multiple-level Gathers.
3. Handle unknown, not applicable and blank values within a Gather.
4. Create a Coded Variable to use within a Gather to group data.
5. Create Coded Variables for:
 - a. Age (by decades and by pediatric, adult and geriatric)
 - b. Shifts (first, second and third)
 - c. Surgical vs. non-surgical admissions
 - d. Reporting quarters

DI Report Writer Module 6: Launching Reports in Excel

Prerequisites:

1. A familiarity of how to analyze data requests.
2. A familiarity of how to use standard reports.
3. A familiarity of how to create and use both a data table report and a statistical report.

Topics/ Course Objectives:

1. Send a standard report to MS Excel or MS Word.
2. Send a data table report to MS Excel.
3. Send a statistical report to MS Excel.
4. Create graphs in MS Excel from data exported from the DI Report Writer.
5. Create pivot tables in MS Excel from data exported from the DI Report Writer.

Upon request, customized training programs can also be presented. Training topics can be adjusted and an agenda will be developed based on the needs determined.



Training Methods

To accommodate various learning styles, busy schedules and budget needs, DI has developed several training delivery options.

Web Training:

DI Report Writer web sessions provide information and instruction in a condensed, yet thorough format. Functions, processes and practical examples are presented in a lecture style. The sessions are live and time is allocated for discussions with the instructor and other attendees. In addition to the versatility of topics available, these popular on-line courses provide many other benefits including:

- Convenience - you can even train from your home!
- Economy - no traveling costs and allows for multiple participants
- Experience - DI instructors are skilled in web-based teaching techniques
- Ease of scheduling - choose regularly scheduled modules, targeted to your needs

Training dates are posted in advance on DI's web site. Individual DI Report Writer training sessions and sessions for specific groups of regional hospitals are scheduled as requested. To access web training sessions, attendees will need Internet access to view the training and a telephone (preferably a speaker phone) for the audio portion.

Single Facility On-Site Training:

On-site training for an individual facility accommodates up to 10 attendees. The additional time allocated for on-site sessions allows for ample hands-on practice, in-depth question and answer time and the opportunity to tailor the training to address individual needs.

- In-person training with no travel for hospital personnel
- Hands-on skills practice
- Topics tailored to your staff's needs
- Keeps staff "on the same page"
- Discuss individual facility registry questions

Regional On-site Training:

Regional on-site training sessions normally require the most lead time, particularly if individuals will be invited from many facilities. These sessions are often requested for groups of 10-20 users from facilities in the same geographic area. A training agenda is developed in advance to ensure that the attendees' training needs are accommodated. DI's staff will work with you to make arrangements for these sessions.

- Designed for a group of 10-20 trainees from local facilities
- In-person training with limited or no travel
- Hands-on training
- Opportunity to network with other users within your state/region
- Can be coordinated to piggy-back with other regional meetings

Registration and Training Costs:

Please contact DI's Client Services team to initiate the plans for your training session. You will receive information the registration process, costs as well as answers to other questions you may have regarding DI's training options. Once your training format and dates are selected, a training quote will be sent for your review and signature. To assist in your planning, web training dates are posted on DI's website approximately two months in advance.

Training Information and Sales: 410-838-4034 ext. 230

DI Website: www.dicorp.com

Email: clientservices@dicorp.com

DI Software Training Costs

The following is a list of the fees for web and on-site training sessions. Training session registration will be confirmed upon DI's receipt of a signed quote*.

Web Training Costs (priced per module):		
<p><i>The cost for each web training session includes:</i></p> <ul style="list-style-type: none"> * Training for up to five (5) persons per facility, for monthly pre-scheduled sessions * One (1) connection to the training web site * One (1) toll free conference call for audio 	<p><i>Additional fees will be charged for the following:</i></p> <ul style="list-style-type: none"> * Each additional attendee from same facility (\$50) * Each additional web connection (\$25) * Each additional audio connection (\$25) * Special sessions for individual facility (\$100) 	
PRODUCT	TRAINING FEE	LENGTH (approx.)
<u>Collector Software:</u>		
Collector CVW or CV4 Module 1: <i>Setup & Configuration</i>	\$125	1 hour
Collector CVW or CV4 Module 2: <i>Data Collection</i>	\$125	1 hour
<u>NTRACS Software:</u>		
NTRACS Module 1: <i>Setup & Configuration</i>	\$125	1 hour
NTRACS Module 2: <i>Data Collection</i>	\$125	1 hour
NTRACS: <i>FoxFire Reports</i>	\$350	3 hours
<u>DI Report Writer (DI RW):</u>		
DI RW Module 1: <i>Analyzing Data Requests</i>	\$175	1.5 hours
DI RW Module 2: <i>Running Your First Reports</i>	\$175	1.5 hours
DI RW Module 3: <i>Creating Powerful Queries</i>	\$175	1.5 hours
DI RW Module 4: <i>Statistical Reports</i>	\$175	1.5 hours
DI RW Module 5: <i>Gathers and Coded Variables</i>	\$175	1.5 hours
DI RW Module 6: <i>Launching Reports in Excel</i>	\$175	1.5 hours
<u>Outcomes Software:</u>		
Outcomes Module 1: <i>Configuration, Concepts & Letters</i>	\$175	1.5 hours
Outcomes Module 2: <i>Issue-based Queries for Outcomes</i>	\$175	1.5 hours
Single Facility "On-Site" Training (priced per day):		
Training and materials for up to 10 attendees from same facility:	\$1,000/day plus travel expenses	
<i>Additional fees will be charged for the following:</i>		
* Additional attendees from the same facility	\$ 75/each/day	
* Up to 3 attendees from other facilities	\$150/each/day	
Regional "On-site" Training (priced per person):		
(A minimum of 10 attendees is required and attendees are responsible for their own travel expenses.)		
Two-day training and materials at regional location:	\$300/per person	

*Price quotes will indicate a 4% discount for cash/check payment.

