



## DI Outcomes Software

### *Registry and Report Writing Training Opportunities*

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

The training modules described below provide instruction specific to the Outcomes registry. Prior to beginning Module 2, users should have a working knowledge of the DI Report Writer. The DI Report Writer for Outcomes functions in the same manner as when used with DI's trauma registry products. For those users new to the DI Report Writer (DI RW), the prerequisites for *Outcomes Module 2* can be fulfilled by attending the corresponding DI Report Writer training modules described on page 2.

Modules can be presented through either web or in-person format.

#### *Outcomes Module 1: Configuration, Concepts & Letters*

*Prerequisites: None*

*Topics/ Course Objectives:*

1. Access the Outcomes registry.
2. Add, modify and delete accounts.
3. Manage records and review each data screen.
4. Perform validity checks.
5. Perform diagnostic checks.
6. Create, store and use referral letters.
7. Set up system options.
8. Manage and edit popup menu options.
9. Customize sign-off authorization.
10. Edit referral contacts.
11. Set up facility contacts.
12. Set up default meeting attendees.
13. Select referral templates.

#### *Outcomes Module 2: Issue-based Queries for Outcomes*

*Prerequisites:*

1. A familiarity of how to analyze data requests. (See DI RW Module 1)
2. An understanding of how to use a single criteria search and run a report. (See DI RW Module 2)
3. Knowledge of using various query functions such as "Each", "One or More", "Not", "Building Blocks", "Equal to", and others. (See DI RW Module 3)

*Topics/ Course Objectives:*

1. Review Standard reports within the Outcomes DI Report Writer.
2. Create issue-based filtering questions through queries.

## DI Report Writer Training Sessions

### *DI Report Writer Module 1: Analyzing Data Requests*

*Prerequisites: None*

*Topics/ Course Objectives:*

1. *Identify objects available in the DI Report Writer that can be used to fulfill data requests.*
2. *Identify steps to analyze a request and determine which DI Report Writer objects need to be created to fulfill the 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 running 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 using data completeness queries.*
8. *Create and using 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 or more 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).*

## Additional Report Writer Training

The sessions listed above provide the instruction users will need to begin using the DI Report Writer to generate reports from the Outcomes software. Several other report writing sessions are also offered. DI Report Writer Modules 4-6 include instruction for developing statistical reports, using the Gather and Coded Variable functions and launching reports in MS Excel. A course on use of the FoxFire Report Writer is also available upon request. DI's Client Services Department can provide more information regarding these classes.

## 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 coordinate a training session 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](http://www.dicorp.com)

Email: [clientservices@dicorp.com](mailto: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):

*The cost for each web training session includes:*

- \* 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

*Additional fees will be charged for the following:*

- \* 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 &amp; 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 &amp; 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 &amp; 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.

