# 2014 DI Users Conference: Workshop Outlines

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Pre-Conference Workshops
I. Workshop Overview

The Trauma Registry training workshops will provide instruction on the use of DI's data collection tools. The workshops are intended for users with very little experience using the registry software. Please note that the workshop is not designed as a registrar training session.

A. Objectives
   1. Demonstrate registry software navigation and configure system customization options
   2. Manage the entry and editing of patient records using the Trauma Registry tools

B. Prerequisites
   1. There are no prerequisites for this course.

II. Trauma Registry Modules

A. Admin Module
   1. System Setup Options
   2. User Access, roles and passwords

B. Registry Module
   1. Standard Data Element Types
   2. Data Entry Screens
   3. Coding Diagnosis
   4. Checking/Closing Records

Outcomes Configuration and Use

I. Workshop Overview

This session will provide training on the initial configuration and basic use of the DI Outcomes registry software. Topics include configuration, data entry features, data set review, QA process and outcomes, using Outcomes in peer review and in case management, customization and the basics of referral letters and reports.

A. Objectives
   1. Demonstrate registry software navigation skills.
   2. Configure system customization options.
   3. Manage the record import process.
   4. Edit records.

B. Prerequisites
   1. There are no prerequisites for this course.

II. Topics

A. Issues
B. Outcomes Registry Basic Configuration
C. Using Outcomes
D. Basic Customization
E. Loop Closure Management
F. Running Basic Reports
I. Workshop Overview

Designed for new users who would like to move further along during the main conference than the scheduled eight workshops allows. Attendees in this pre-conference session may attend the ICD-10 training workshops during hours 1 & 2, then follow track 2 beginning with hour three.

A. Objectives
   1. Generate a user-defined Data Table Report.
   2. Describe the role of vocabulary within the DI Report Writer.
   3. Create and save a single-criterion Query.
   4. Describe the effect that a Gather has on data output.

B. Prerequisites – There are no prerequisites for this session.

II. Topics

A. Data Table Reports
B. Vocabulary Concepts
C. Query Concepts
D. Introduction to Gathers

ICD-10 Procedures Coding for Trauma

I. Workshop Overview

This workshop is designed to provide trauma registry staff with the tools necessary to prepare for ICD-10 implementation. The content is specific to the needs of trauma program staff - trauma registry related individuals including coordinators, registrars and trauma prevention personnel new and/or inexperienced with ICD-10 PCS.

Audience members should bring their own ICD-10-PCS coding books. No coding books will be provided.

A. Objectives
   1. Define ICD-10-PCS (What is it?)
   2. Describe the structural differences between ICD-9-CM and ICD-10-PCS
   3. Discuss ICD-10-PCS Code structure and organization
   4. Review ICD-10-PCS conventions and guidelines
   5. Become familiar with choosing the appropriate code in ICD-10-PCS

B. Prerequisites - There are no prerequisites for this course.

II. ICD-10 PCS Topics

A. Conventions and Guidelines
B. Structure and Organization
C. Root Operations Review

III. Examples and Practice

A. Medical and Surgical Section
B. Medical and Surgical Related Section most used by trauma
C. Imaging Ancillary Section
Conference Workshops
Advanced Query Tools

I. Workshop Overview
Designed for users with a strong DI Report Writer knowledge, this course explores the uses of the “IF” and “ANY” operators.

A. Objectives
   1. Create a query that appropriately utilizes the ANY operator.
   2. Describe the difference between using the IF operator in Column 1 of a query as opposed to in the Operator field.

B. Prerequisites
   1. Working knowledge of query development using the Query Editor.
   2. Experience editing Statistics and Data Table Reports.

II. Topics
   A. Using the ANY operator
   B. Using the IF function as a query
   C. Using the IF function as an operator

Benchmark Reports Using Outcomes Data

I. Workshop Overview
Attendees will review and discuss benchmarking processes for evaluation and improvement of provider performance using peer review information collected in the Outcomes Registry. Key benchmarking reports in Outcomes will be examined along with several types of benchmarking queries and gathers.

A. Objectives
   1. Describe and construct benchmarking queries and gathers that can be applied to provider performance in Outcomes using the Outcomes DI Report Writer.
   2. Demonstrate the step by step process in benchmarking queries and gathers with standard reports in Outcomes to conduct benchmarking.
   3. Discuss best practices in interpretation of results provided in benchmark reporting from Outcomes.

B. Prerequisites
   1. Previous knowledge of the DI Outcomes Registry product
   2. Data set collected in Outcomes
   3. Familiarity with using the DI Outcomes Report Writer
   4. Familiarity with developing queries and gathers is desired but not required.

II. Topics
   A. Review of Available Tools
   B. Developing Benchmarking Queries and Gather
   C. Step by Step Benchmark Reporting “Putting it all together”
I. Workshop Overview

Attendees will discuss the methods and considerations for developing benchmarking reports. Several examples will demonstrate the application of the benchmarking process to trauma program improvement.

A. Objectives
   1. Describe the process to develop benchmarking reports
   2. Identify opportunities within the trauma program for which benchmarking could lead to process improvement

B. Prerequisites
   1. Previous knowledge of, or attendance in the following workshops:
      a) Data Table Reports
      b) Statistical Reports: Count Functions and/or Percent Functions
      c) Coded Variables
   2. A familiarity with the DBF Export function is helpful, but not required

II. Comparison Reports

III. DI RW Trending Tools

IV. Examples

Building Your Vocabulary Library

I. Workshop Overview

This course introduces the concepts used to analyze data requests and to determine the appropriate DI Report Writer tools that should be used to fulfill the requests. The course will also instruct users on how to employ vocabulary combinations to satisfy data requests from the registry.

A. Objectives
   1. Analyze a data request to determine the tools needed to fulfill the request.

B. Prerequisites
   1. There are no prerequisites for this course.

II. Analyzing a Data Request

   A. Process

   B. Components

III. Mix & Match Methodology

IV. Examples and Exercises
Coded Variable Concepts

I. Workshop Overview
This course will define the term *Coded Variable* and explain the function of Coded Variables within a gather and within a data table report. The steps to create coded variables and how to use them will also be presented.

A. Objectives
   1. Describe the function of a Coded Variable.
   2. Create a Coded Variable for use within a Data Table Report.

B. Prerequisites
   1. Analyze a data request
   2. Create a data table report
   3. Create a single level gather
   4. Create a single criteria query

II. Topics
A. About Coded Variables
B. Create a Coded Variable
C. Coded Variable Usage

III. Examples and Exercises

Combining Queries

I. Workshop Overview
This course will teach the steps for how to build layered queries using a combination of query types.

A. Objectives
   1. Create a combined query using an “Each” query and a “One or More” query.
   2. Create a combined queries using the DI RW query components “Each”, “One or More”, “AND” and “OR” query.

B. Prerequisites
   1. A familiarity of how to analyze data requests
   2. An understanding of Each criteria searches
   3. An understanding of One or More criteria searches

II. Topics
A. Using the *Each* operator
B. Using the *One or More* operator

III. Examples and Exercises
Combining the Core Concepts

I. Workshop Overview
Using the skills taught in previous workshops of Track 1, this course will demonstrate the creation of the DI Report Writer tools required to satisfy various data requests.

A. Course Objectives
   1. Identify which DI Report Writer Tools are needed to fulfill a data request.
   2. Create the necessary DI Report Writer vocabulary needed to fulfill a data request.

B. Prerequisites
   Attendees should be familiar with the following concepts:
   1. Analyze a data request
   2. Create and use both a Data Table Report and a Statistics Report
   3. Create and use a Query
   4. Create and use both a Gather and a Coded Variable

II. Topics
   A. Scenario review
   B. Tools and vocabulary selection / creation
   C. Output format and location
   D. Define parameters, run, review

III. Examples and Exercises

Core Concepts & Data Table Reports

I. Workshop Overview
This course will introduce two methods of running a report. Attendees will receive instruction on how to access and run built-in reports and also for how to build and run Data Table reports.

A. Objectives
   1. Prepare and run Standard and User-Defined Reports.
   2. Describe the difference between embedding a query inside of a data table report and running the data table with the query applied.

B. Prerequisites
   1. There are no prerequisites for this session.

II. Topics
   A. Access the DI Report Writer
   B. Welcome Screen Navigation
   C. Run Report Screen Navigation
   D. Standard Reports
   E. Create a User Defined Data Table
   F. Edit Reports

III. Examples and Exercises
Corrective Action Mitigating Graphics

I. Workshop Overview
Preparation for a site visit can be a daunting experience. Through discussion and examples, attendees can
prepare responses for corrective actions in known areas of deficiencies or weakness.

A. Course Objectives
   1. Identify program areas that are likely to be flagged during a verification site visit.
   2. Develop an action plan presentation which addresses the remediation of deficiencies or weaknesses.

B. Prerequisites
   1. Understanding of trauma program management roles and parameters.

II. Topics
A. ACS Verification/State Accreditation Processes
B. 5 Step Process
C. Examples
   1. Time of ED arrival to OR cut time in OR
   2. DVT/PE after new Clinical Practice Guideline implemented
   3. Suggestions from participants: Email us one of your more challenging CD/SI in advance of the conference. Several suggestions will be selected to work on during the class.

Creating Categories

I. Workshop Overview

A. Objectives
   1. Describe the uses of the Categories feature.
   2. Demonstrate the creation of a Report Writer Categories specification.

B. Prerequisites

II. Topics
A. Categories Overview
B. Use the Categories Feature
C. Add Categories

III. Practice Exercises and Answers
Creating Pivot Tables in MS® Excel®

I. Workshop Overview
Attendees will receive instruction for the creation of Pivot Tables using data extracted from the DI Report Writer.

A. Objectives
   1. Describe how columns and rows of data in an Excel® spreadsheet will be depicted in a Pivot Table.
   2. Generate meaningful Pivot Tables for given scenarios.

B. Prerequisites
   1. Working knowledge of Excel® spreadsheets and an understanding of chart/graph development.

II. Topics
A. Pivot Table Overview
B. Pivot Table Creation
C. Retrieve Data from DI Report Writer

III. Examples and Exercises

Define Custom Data Ranges Using Coded Variables

I. Workshop Overview
This course will review simple Coded Variables and explain the use of more data ranges that span multiple days and similar situations.

A. Objectives
   1. Identify data requests which require the use of a complex data range.
   2. Apply the data element and query components of the RW to define data ranges, such as Shift of Arrival, using a coded variable.

B. Prerequisites
   1. Create: data table report, single criteria query, single level gather, simple coded variable

II. Topics
A. Coded Variable Review
B. Coded Variable Usage
C. Coded Variable Examples
   1. Date & Time Consideration
   2. Coded Variable Using Queries to Define Ranges
   3. Using a Coded Variable as a Data Element within a Data Table Report Exercises

III. Examples and Exercises
DI TQIP Reports

I. Workshop Overview
The DI TQIP Report Writer includes several reports specific to the TQIP data set. This workshop will review the DI TQIP reports as well as discuss the general capabilities of the TQIP Report Writer.

A. Objectives
   1. Access and run Standard reports from the DI TQIP Report Writer
   2. Generate a user-defined report the using the Across feature.

B. Prerequisites
   1. Ability to create and use the DI RW Core Concept tools: Query, Gather, Data Table Report and Statistics Report.

II. Topics
A. Access Standard Reports
B. Understanding the Across Feature
C. Generate a report

III. Examples and Exercises

Formatting Report Output in Microsoft® Excel®

I. Workshop Overview
This session demonstrates how to use DI Report Writer tools with Microsoft® Excel®. Instructions are provided on how to create and export a Data Table Report to Excel and how to then manipulate the data within Excel. The skill sets demonstrated in this session can be applied to any data in Excel to fit the needs of each individual user.

A. Objectives
   1. Demonstrate the process to export data from the DI Report Writer into Microsoft Excel.
   2. Apply native Excel functions to manipulate spreadsheets and create graphs.

B. Prerequisites
   1. DI Report Writer Vocabulary Concepts

II. Topics
A. Exporting Data to Excel
B. Add Formatting to Spreadsheets
C. Using AutoFilters
D. Creating Formulas
E. Pivot Table Demonstration
   (Note: A full workshop is being offered on creating Pivot Tables)

III. Review Questions and Answers
I. Workshop Overview
This course will provide instructions for how to implement the Gather function as well as use the Gather Subtotals feature of the DI Report Writer.

A. Objectives
  1. Create a single-level Gather
  2. Use the Gather Subtotals feature

B. Prerequisites
  1. The user should understand the process of analyzing a data request.

II. Topics
A. Characteristics and Naming Conventions
B. Single-Level Gather Example
C. Options for Handling Not Valued Data
D. Output Options

III. Examples and Exercises

Gather & Coded Variable Review

I. Workshop Overview
This class is designed for users who are familiar with the concepts of Gathers & Coded Variables, but need a refresher of the steps for creating them. Those planning to attend the remainder of Track 5 classes should attend or have these skills.

A. Objectives
  1. Create a Coded Variable from a menu list.
  2. Use a coded variable within a Gather.

B. Prerequisites
  1. Create a data table report
  2. Create a single criteria query

II. Topics
A. Single-Level Gather
B. Options for creation
C. Create a Coded Variable
D. Use a Coded Variable within a Gather

III. Examples and Exercises
Get Creative with Coded Variables

I. Workshop Overview
   A. Objectives
      1. Demonstrate the advanced capabilities of Coded Variables.
      2. Create Coded Variables that customize trending reports.
   B. Prerequisites
      1. Knowledge of DI Report Writer Queries, Gathers and the creation of basic Coded Variables.

II. Topics
   A. Coded Variable Review
   B. Additional CV Concepts
   C. Reorder / Re-label
   D. Create aliases
   E. Filter
      …and several others

III. Examples and Exercises

ICD-10 and the DI Coder

I. Workshop Overview
   This course will present an overview of the impact ICD10-CM and PCS will have on the DI Coding products and on DI Registries.
   A. Objectives:
      1. Explain the impact ICD10-CM and PCS will have on the DI Coder coding tools and processes.
      2. Describe the registry changes related to ICD10-CM and PCS with the regard to Injury Coding, Procedure Coding and Mechanism Coding.

II. ICD-10 within the DI Coding Module
   A. Updates to the DI Coding tool
   B. Changes to Coding process

III. Demonstration and Examples

IV. Impact Discussion
ICD-10: Diagnosis Coding

I. Workshop Overview
This workshop is designed to provide trauma registry staff with the tools necessary to prepare for ICD-10 implementation. The content is specific to the needs of trauma program staff - trauma registry related individuals including coordinators, registrars and trauma prevention personnel new and/or inexperienced with ICD-10 Diagnosis Codes. **Audience members should bring their own ICD-10-CM coding books.** No coding books will be provided.

A. Objectives
   1. Articulate differences between ICD-9 and ICD Diagnosis coding
   2. Demonstrate proper use of ICD-10 coding for selected diagnosis codes

B. Prerequisites - There are no prerequisites for this course.

II. ICD-10-CM Chapter 19: Injury, Poisoning and Certain Other Consequences of External Causes Topics
   A. Conventions and Guidelines
   B. Structure and Organization
   C. Finding Your Code

II. Examples and Practice
   A. Fractures
   B. Lacerations
   C. Head Injuries

ICD-10: Mechanism of Injury Coding

I. Workshop Overview
This workshop is designed to provide trauma registry staff with the tools necessary to prepare for ICD-10 implementation. The content is specific to the needs of trauma program staff - trauma registry related individuals including coordinators, registrars and trauma prevention personnel new and/or inexperienced with ICD-10 Diagnosis Codes. **Audience members should bring their own ICD-10-CM and ICD-10-PCS coding books.** No coding books will be provided.

A. Objectives
   1. Articulate differences between ICD-9 and ICD coding of Mechanism of Injury
   2. Demonstrate proper use of ICD-10 coding for selected MOI codes

B. Prerequisites - There are no prerequisites for this course.

III. ICD-10-CM Chapter 20: External Causes of Morbidity Topics
   A. Conventions and Guidelines
   B. Structure and Organization
   C. Finding Your Code

II. Examples and Practice
   A. Falls
   B. Motor Vehicle
   C. Place of Occurrence
I. Workshop Overview
Most often the primary purpose of a trauma registry is identified as being performance improvement with secondary purposes of research and data analysis. Whether one is attempting to execute appropriate performance improvement measures, perform research or conduct data analysis, it is necessary to ensure valid data exists within the registry.

A. Objectives
   1. Determine which data elements logically connect and should be checked for validity.
   2. Identify logic errors between two or more data elements by using queries and True/False statements.

B. Prerequisites
   1. An understanding of Query development and Data Table Reports will be helpful for this course.

II. Data Validation Process
   A. Key Processes
   B. Making the Multi-Variable Connection
   C. Creating Queries
   D. Creating True/False statements within a Data Table report

III. Examples

Open Lab Time

I. Workshop Overview
This workshop session provides attendees with time to review their workshop notes and spend time completing the practice exercises provided in the training handouts. There is no classroom instruction time scheduled. DI staff members will be on hand to assist as available. Attendees may choose to work alone or with others to discuss the methodologies and processes to complete various report exercises.

A. Objective
   1. Demonstrate skills learned through various conference workshops by completing the practice exercise provided in the handouts.

II. Practices Exercises
   A. Workshop materials
   B. New scenarios
Presenting Your Data Effectively

I. Workshop Overview
This workshop will present a compact and powerful approach for delivering your data results in a method that is meaningful to your audience.

A. Objectives
   1. Design a content appropriate data presentation for a designated target audience.
   2. Evaluate data presentations and determine improvements that can be made.

B. Prerequisites
   1. There are no registry prerequisites for this workshop.

II. Topics
   A. Engaging Audiences with Data Visualization
   B. Establish an Objective and a Story
   C. Identify Your Target Audience
   D. How to Improve Next Time
   E. Last Word on Data Visualization

Query Concepts

I. Workshop Overview
This course will define the term Query and explain how Query vocabulary functions. Participants will also receive instruction for creating vocabulary to define subsets of patient populations using various types of Query operators.

A. Objectives
   1. Describe the primary purpose of a query
   2. Demonstrate the logic used to define the various types of single-line queries

B. Prerequisite
   1. The user should be familiar with concept of analyzing a data request.

II. Topics
   A. About Queries
   B. Creating and Editing Queries

III. Examples and Exercises
Statistics Reports: Using the Count Functions

I. Workshop Overview
   A. Objectives
      1. Describe how each of the COUNT functions operates
      2. Create a statistics report which requires use of the COUNT functions to respond to a data request.
   B. Prerequisites
      1. Analyze a data request
      2. Create a single criteria Query
      3. Create a statistics report

II. Definitions

III. Creation of a Statistics Report Using Counts

IV. Exercises (examples may include)
   A. Counts with Average Age
   B. Counts with Percentage of Patients
   C. Counts with Average ISS
   D. Counts with Percentage of Patients
   E. Counts with Average Hospital LOS

Statistics Reports: Using Percent Functions

I. Workshop Overview
This course will introduce common statistical functions used within the DI Report Writer to report percentages.
   A. Objectives
      1. Describe how each of the Statistic Report options for PERCENT operates.
      2. Create a Statistic Report which requires use of the PERCENT functions to respond to a data request.
   B. Prerequisites
      1. Analyze a data request (see Report Writer Concepts)
      2. Create a single criteria query
      3. Create a statistics report

II. Statistics Definitions

III. Creation of Statistics Report using Percents

IV. Exercises
   A. Several scenarios provided for practice.
Important Note: The Across tool is a standard feature being deployed with the DI Report Writer V5 registry software. Across functionality is also included in the DI TQIP Report Writer and custom versions of the v4 software. Although any conference participant interested in learning about the Across feature may attend, those who have the tool already, or are planning to move to the V5 software in upcoming months will benefit most from attending this session.

I. Workshop Overview
This course will demonstrate the functionalities of the DI’s Report Writer’s Across feature, such as the capability to identify and report upon specific values from within lists of values (repeating data).

A. Objectives
   1. Describe the purpose of the Across Feature.
   2. Use the Across with DI Report Writer tools, such as reports, queries and gathers.

B. Prerequisites
   1. Knowledge of the basic DI Report Writer tools and their usage (See DI RW Concepts)

II. Across Feature Definition and Use

III. Practice Exercises
A. Several exercises will be presented, such as (but not limited to):
   1. Incidents by AIS Body Region
   2. Incidents with AIS>=3 by AIS Body Region
   3. TQIP Report Examples