

# PCQC Manual Data Entry User Guide

Covered in this guide are the steps necessary to:

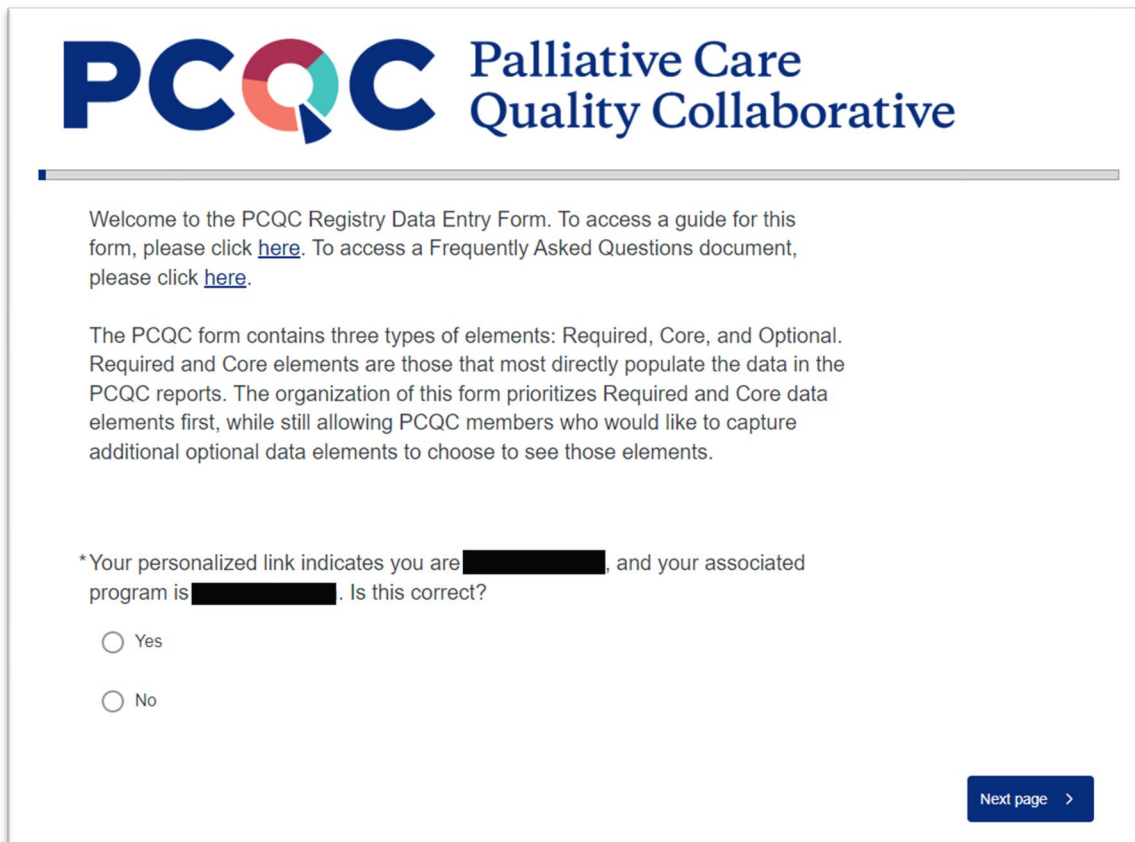
1. Access the new PCQC Manual Data Entry Form on Qualtrics
2. Navigate the form
3. Request changes to selectable options within the form
4. Request access to the form

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## Accessing the Form

1. Access to the form is provided through personal links. When your identity was created in the Qualtrics platform, a personalized link was sent to your email.
  - a. If you did not receive/have not received an email with your personalized link, please contact our Member Services team at [info@palliativequality.org](mailto:info@palliativequality.org) or at (883) 903-2201 and they will be able to provide you with your personalized link, or help you request one (covered later in this guide)
2. On the first page of the form, you will attest that you are using your own link to access the form. Form options will be based upon an accurate representation of your identity, so it is important that you **do not share your personalized link**.



The screenshot shows the top of the PCQC Registry Data Entry Form. It features the PCQC logo and the text "Palliative Care Quality Collaborative". Below the header, there is a horizontal line. The main content area contains the following text:

Welcome to the PCQC Registry Data Entry Form. To access a guide for this form, please click [here](#). To access a Frequently Asked Questions document, please click [here](#).

The PCQC form contains three types of elements: Required, Core, and Optional. Required and Core elements are those that most directly populate the data in the PCQC reports. The organization of this form prioritizes Required and Core data elements first, while still allowing PCQC members who would like to capture additional optional data elements to choose to see those elements.

\*Your personalized link indicates you are [REDACTED], and your associated program is [REDACTED]. Is this correct?

Yes

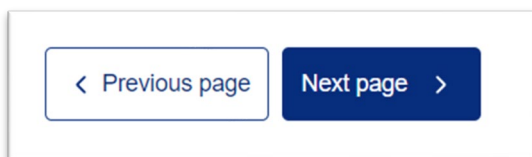
No

Next page >

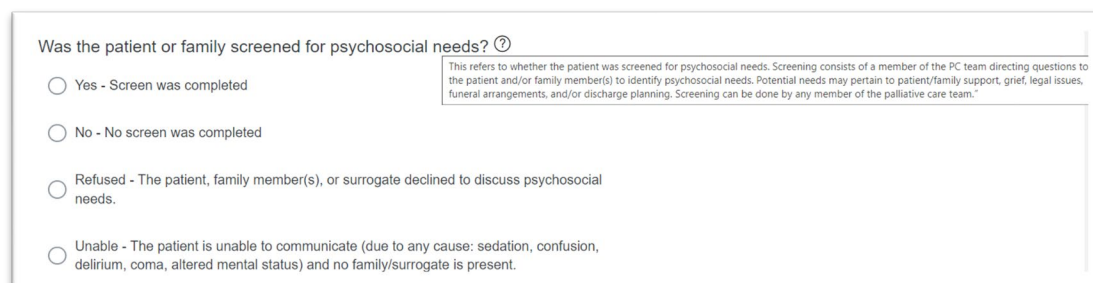
3. If you do not believe that you have a personalized link, please read the *Requesting Access to the Form* section of this guide.

## Navigating the Form

1. The form navigation should work similarly to other form tools you may have used in the past. Navigate the form using the 'Next page' and 'Previous page' buttons located on the bottom of the page. You can click on these buttons with your mouse, or by tapping (if you are accessing on a phone or tablet).



2. Additionally, you can navigate the form solely with the keyboard. To do this, use the following keys:
  - a. The Tab key will move you to the next question or element.
  - b. The space bar will allow you to make a selection.
  - c. On dropdown data elements, you can begin to type the response to jump directly to the desired answer.
3. If you are interrupted while completing the form (loss of internet connection, end of the workday, etc.), re-accessing your link will return you to the portion of the form you last accessed.
4. Required questions will be denoted with an asterisk (\*). If you do not answer these questions, you will not be able to move forward with the form.
5. Some questions have additional guidance, if needed. These questions will be marked with a question mark icon. When you hover over this icon, additional text will appear.

A screenshot of a form question: "Was the patient or family screened for psychosocial needs? ⓘ". Below the question are four radio button options: "Yes - Screen was completed", "No - No screen was completed", "Refused - The patient, family member(s), or surrogate declined to discuss psychosocial needs.", and "Unable - The patient is unable to communicate (due to any cause: sedation, confusion, delirium, coma, altered mental status) and no family/surrogate is present." A tooltip box is open to the right of the question mark icon, containing the text: "This refers to whether the patient was screened for psychosocial needs. Screening consists of a member of the PC team directing questions to the patient and/or family member(s) to identify psychosocial needs. Potential needs may pertain to patient/family support, grief, legal issues, funeral arrangements, and/or discharge planning. Screening can be done by any member of the palliative care team."

6. On the final page of the form, you will see a link that will allow you to restart and edit the form, if necessary. When you click this link, you will be taken back to the beginning of the form, and all answers will be prepopulated. If you have made an error, it can be corrected through this process.

## Requesting Changes to Selectable Options

1. There are two questions that have pre-populated answer responses based on your associated program: Site & Associated Practitioner(s). If you need to request a change to either of these data elements, follow these links:
  - a. To request a change to selectable sites:  
<https://survey.alchemer.com/s3/7680709/Site-Request>
  - b. To request a change to selectable practitioners:  
<https://survey.alchemer.com/s3/7680746/Practitioner-Request>
2. The types of changes that can be made to these lists include adding a new site or practitioner, removing an existing site or practitioner, and editing an existing site or practitioner.

4. What change(s) do you need to make to your site list?

Add a new site

Remove an existing site

Edit an existing site

3. Please ensure that you have selected the correct program from the dropdown when using this form.
4. If additional changes are needed, please re-access the form. If there are many changes to request, you can instead contact the Member Services team at [info@palliativequality.org](mailto:info@palliativequality.org) and request a change form.

## Requesting Access to the Form

1. If you believe you should have access to the form or are a new team member, but do not have a personalized link, please ask your program administrator to request a personalized link for you.
2. To ensure security, link requests for new participants can be made only by your program administrator. To request a new link for a program participant, have your program administrator contact our Member Services team via email at [info@palliativequality.org](mailto:info@palliativequality.org) and provide your name and email address.
3. If you do not know your program administrator for the PCQC Registry, contact the Member Services team and they can provide you with that information.