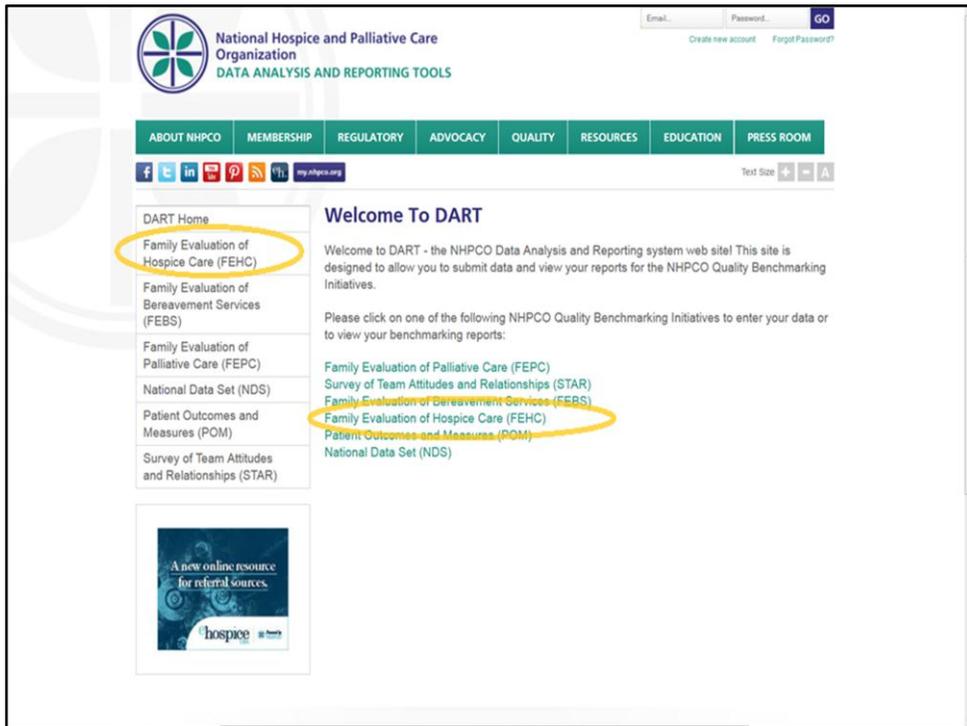# NHPCO DART System
Tutorial

November 2013

Welcome to the tutorial for the new DART!

DART looks just a little different now, and our hope is that it will be easier to use. This document will walk you through the new DART system step-by-step. Read it through before using the new DART to learn how it works – and save a copy for future reference.

This is a screenshot of the DART Homepage.

In this screenshot, you see a list of our performance measures both on the left side of the page and in the middle of the page.

Click on any performance measure in either list to access the homepage of that measure where you can learn more about that performance measure, access reports, or enter data for your hospice.

In this example, we will choose Family Evaluation of Hospice Care (FEHC).
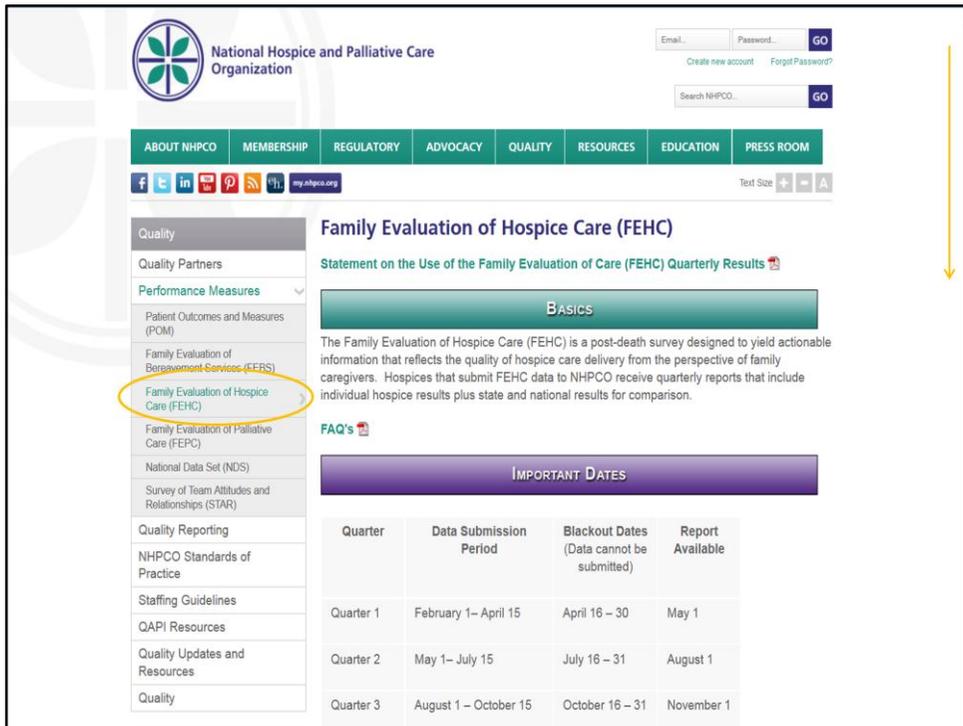
In the previous screenshot we clicked the Family Evaluation of Hospice Care (FEHC) link and we are now on the FEHC homepage. You will see that the performance measure we clicked on is highlighted in green text in the menu on the left side of the page (yellow circle in the slide above).

It is important to review the information presented on the performance measure's homepage *prior* to beginning data entry or before reviewing a report for the first time. The information and documents presented on these pages will assist you with setting up and using the measures at your hospice.

Performance measure homepages contain :
- Information pertaining to the measure including:
    - Dates for data entry
    - Dates when reports will be made available
    - Survey materials
    - Cover letters, … and more!
- Hospice-level reports (FEHC, FEBS, and FEPC only)
- National-level reports (FEHC, POM, NDS, and STAR only)

Most computers will not display the entire homepage of a performance measure. The yellow arrow in the right margin tells you that you need to scroll down to see the entire page.

In this screenshot we have scrolled down to view additional portions of the FEHC homepage.

Here you can see links to information and survey materials for FEHC under the Step 1- Data Collection banner.

After reviewing the information available under the Step 1 banner you may click on:
- Under Step 2, "Enter Data Here" to begin entering data for a performance measure (yellow circle in the slide above) or,
- Under Step 3, "View Reports Here" to access the reports* for your hospice for certain performance measures.

*Reminder: Not all performance measures have individual hospice-level reports.

The arrow on this screenshot points to the link for the FEHC National Reports page.

NHPCO produces a national report for some, but not all, of its performance measures. The national reports are an additional resource to assist hospices to evaluate their own performance. National reports are produced for the FEHC, POM, and NDS. NHPCO does not produce a national report for FEBS or FEPC. NHPCO does offer a national report for STAR but at an additional cost (details about the STAR National Report may be found on the STAR homepage).
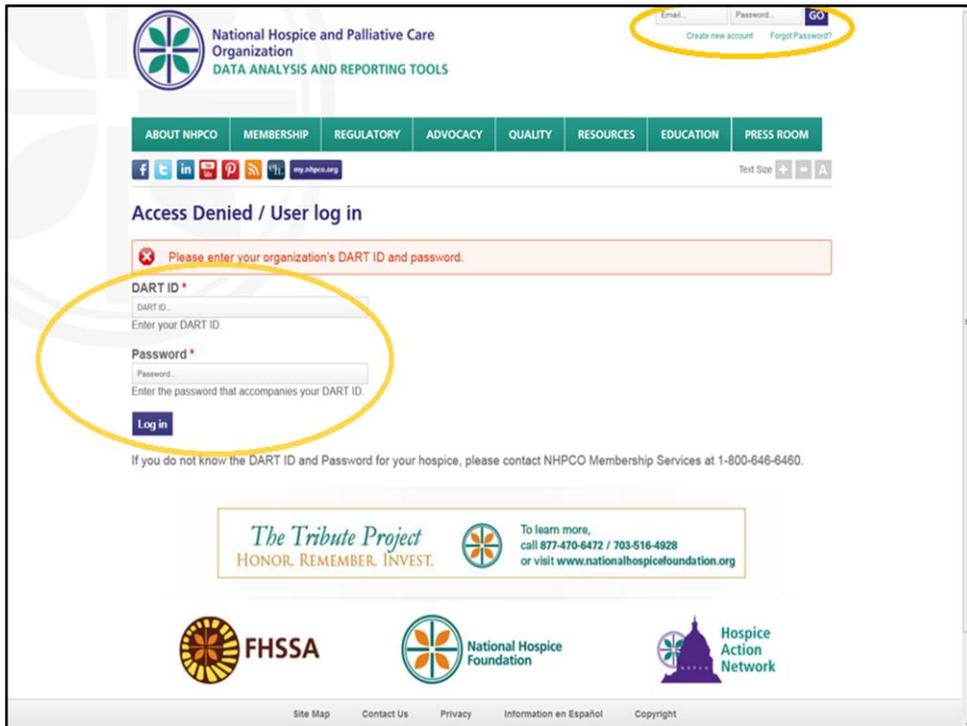
After clicking on "Enter Data Here" or "View Reports Here", you will see this login page. To proceed, you are required to log in with your organization's DART ID and PW (large yellow circle in the slide above) in order to enter data or access your reports.

NEW "DART Administrator" Designation
Hospices may now designate individuals as a "DART Administrator." A hospice may designate as many individuals as a DART Administrator who need to access hospice-level reports or perform data entry. DART Administrators <u>only</u> need to log into the main NHPCO site with their own email address and password (small yellow circle in slide). Once in the DART system, a DART Administrator's individual credentials will automatically provide access to their organization's hospice-level reports and data entry pages.

DART Administrators save time and effort:
- o If your hospice has multiple locations you only log in once with your own credentials instead of logging in multiple times with the DART ID for each location.
- o If you are already logged into NHPCO to access other members-only sections of the website, you will not also need to separately log into DART.

Please contact our Solutions Center at 800-646-6460 or solutions@nhpco.org to be designated as a DART Administrator. You may also contact research@nhpco.org.
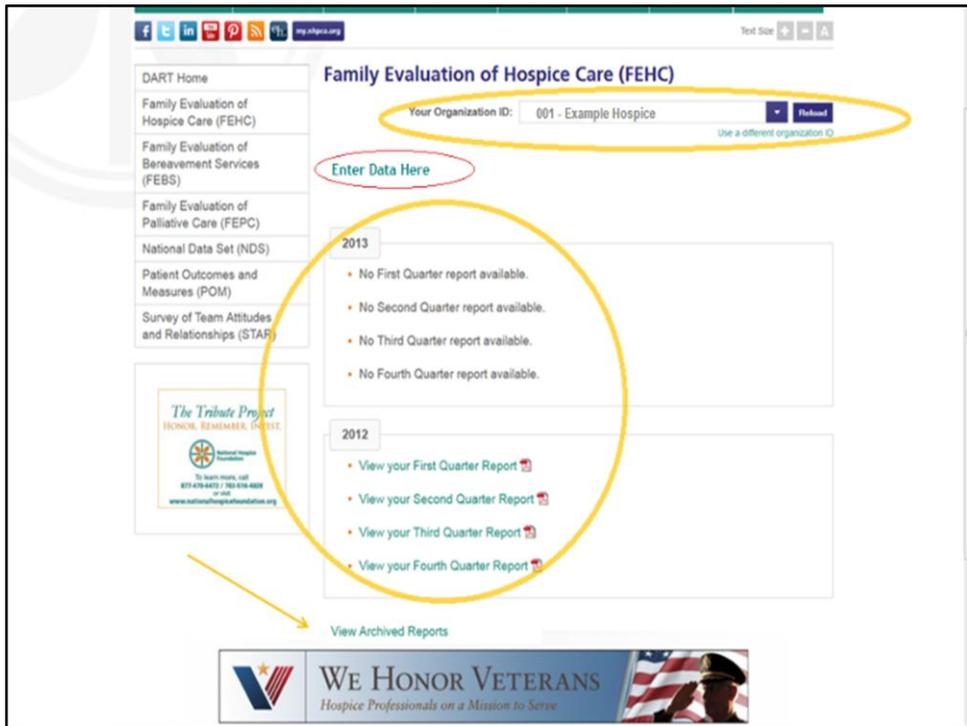
This screenshot shows what DART looks like once you're logged in.

On this screen you can see the DART ID and name of the hospice that we've logged in as (long yellow circle in the slide above). For our example, we are logged in as "Example Hospice" with a DART ID of "001".

Since we selected FEHC on the DART Welcome page, you can see the available FEHC reports for *Example Hospice* for the current and the previous year (large yellow circle). Reports are only available for those data entry periods where data was entered. For *Example Hospice*, reports are not available in 2013 because surveys were not entered for that year.

Older reports are made available by clicking on the "View Archived Reports" link near the bottom of the page (yellow arrow).   Report availability links will not appear on this page for performance measures without hospice-level reporting (POM and NDS).

To perform data entry simply click on the "Enter Data Here" link near the top of the page (red circle). For FEHC and FEBS, this is where you'll submit your survey responses. For POM and NDS, this is where you'll submit your data.
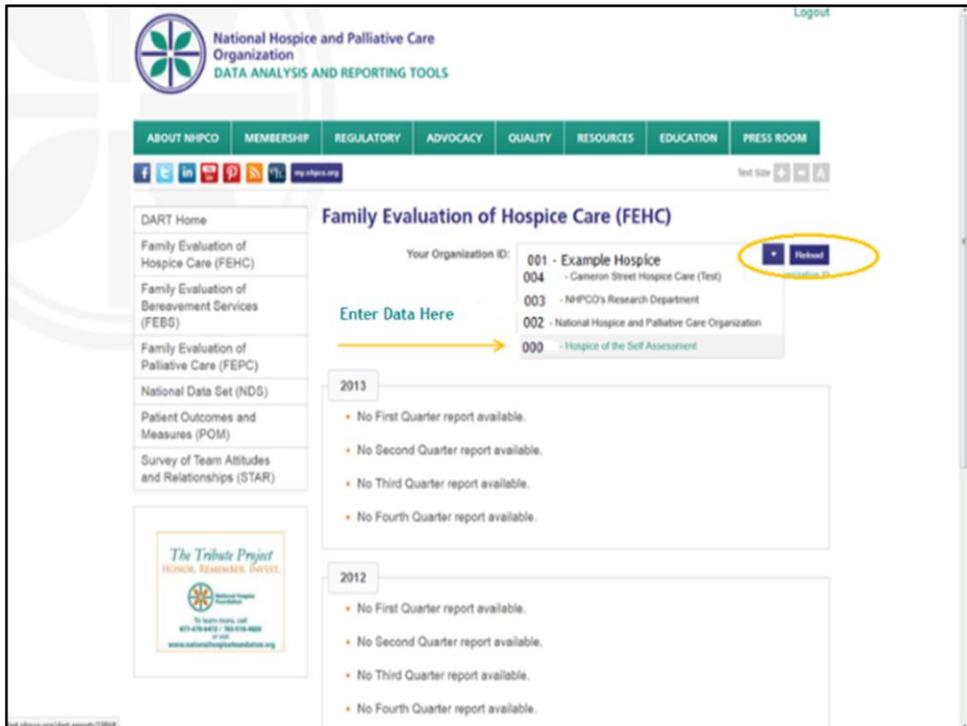
DART Administrators for Multiple Locations:

This screenshot shows an example of the reports page for an individual who was designated as a "DART Administrator" for multiple locations **AND** who has logged into the main NHPCO website with their own email address and password.

DART Administrators may navigate through DART for all of their locations from the same webpage by utilizing a drop-down list of every location for which they are designated as a DART Administrator.

To perform data entry or review reports for multiple locations, follow these three steps:
1) Click on the purple box with the triangle (yellow circle in the slide above) to reveal a drop-down menu of locations where you've been designated a DART Administrator
2) Select the desired location by clicking on the name of that location (yellow arrow in the slide above)
3) Click the "Reload" button (yellow circle in the slide above)

NOTE: You <u>must</u> click the "Reload" button after selecting each new location or you will remain on the current location.

This functionality is available **only if** you have been designated as a DART Administrator for multiple hospice locations. (See slide 6 for instructions on how to be designated as a DART Administrator).

Questions about DART?
research@nhpco.org

That's it!!

We hope that this tutorial has assisted you with navigating the *new* NHPCO DART system. And, we hope that you find the DART System easier to use.

If you have any questions, comments, or concerns please email us at research@nhpco.org.