Steps To Completing EQIPP Courses (additional option for Sample Data)

- Initial Launch
- My Improvement Project
  - If Using Your Own Chart Data – Eligible for MOC and CME Credit
  - If Using Sample Data- Eligible for MOC Credit only
- Clinical Guide
  - Eligible for CME Credit
- Claim Credit

Initial Launch

*QI Basics course must be complete in order to complete any other course*

1. Launch the course you would like to take
2. Click Accept Terms on the Accreditation Statement
3. Select your course settings and click submit
   You will be asked if you will be entering your own data or if you would like to use sample data.  
   (Note using sample data will exclude you from receiving AMA Category 1 Credit)

4. Click on Start the Course

There is no set order that you need to do the course in you can access each section at any time.

You can also continue where you left off by clicking on the “Continue where I left off” button

Also you can check your course status by clicking on the “Course Status” button
My Improvement Project

(If using your own chart data - Eligible for MOC and CME credit

If using Sample Data – Eligible for MOC credit only)

1. My improvement project is separated into different steps starting with “Introduction to the Project”

2. As you move along the course you will notice check marks by the steps you have completed

3. Your course may include a step to take a practice survey which will ask you question about the policies and procedures that are currently in place for your particular course. Click on the practice survey link to access the survey.
Take Practice Survey

Important factors such as the people, processes, resources, and culture of your practice will shape your ability to make quality improvement strides in newborn screening. Please use this practice survey to answer the following questions about the policies and procedures currently in place for newborn screening.

You may choose to answer the questions on an individual basis, on a practice-wide basis, or both by making additional copies. Use the results of the survey and the information in this EQIPP course to guide your improvement efforts.

It is important that the Newborn Screening Champion in your office keep up-to-date with requirements and periodically audit office procedures to assure they are up-to-date and that staff members adhere to them consistently and correctly.

4. Enter Baseline Data
   You will be able to see the number of records currently entered (note each course has a minimum amount of patients to enter)

   ![Patient Data Entry Status]

   If using Sample Data, the data entry method will be set as sample, and you can click the continue button to proceed with using the sample data

   ![Select Data Entry Method]

   ![Patient Data Entry Status]

   If using your own data, you can enter the data by individual or by aggregate data. You can also switch between data entry methods while entering data

   ![Select Data Entry Method]

   ![Patient Data Entry Status]
Individual Patient Data. Enter the data for at least the minimum required number of patients (depending on the course). Click Continue after entering the data for each patient to display a new form.

Once the minimum required data is entered. You will have the option to Close the Data Set and Submit for Analysis

Aggregate Data. If you have an EMR or patient registry that allows you to run queries and obtain the data requested by the form below, you can enter the data in aggregate format.

After the minimum required patient data is entered, you will have a choice to close data set and submit for analysis or you can continue entering data. (note as long as you enter the minimum requirement you will qualify for credit)

NOTE: If you decide to change between using Sample Data or Entering your own data, you can click on the Settings link in the upper-right side of the page before you close the data set
You will then be able to change your option for the data

If you have already closed the data set, you will not be able to change your data options and would need to contact us to adjust.

5. Analyze Data and Identify Gaps
Here you will gain Analysis which is based on quality gaps (measures) in key clinical activities. Identify the gaps (measures) your team wants to select for improvement. Identify your biggest gaps. In our example it is Family concerns regarding DBS screening/results elicited and addressed.
6. You will then continue to Cycle 1

7. Create Aim Statements
   An aim statement helps your team develop a clear vision of what it wants to accomplish. A well-written aim statement describes the improvements the team will make and the specified results it wants to achieve by identifying the following:
   
   What will improve?
   
   When will it improve?
   
   How much will it improve?
   
   For whom will it improve?

8. Review EQIPP Measures
9. Develop Ideas for Change
10. Specify changes
    Specify the team’s idea(s) for change for the selected quality gap (measures).
    Click on Save Idea after each idea
11. View or Print Improvement Project
12. Implement Changes to Practice
13. Observe and Note Progress

**Observe and Note Progress**

Welcome back from testing your improvement project! What does the team think worked well? What did not work well? Record your test observations here. If you elected to use sample data, record a hypothetical outcome based on your current improvement plan.

14. Enter follow up data (follow steps 4)
15. Adopt, Adapt or Reject Change
16. Start cycle 2 if applicable repeat steps 8 – 15
If you are completed with course you will see a note on the Adopt, Adapt or Reject Change Page

If you don’t see that note it is possible you have to proceed to another cycle or you are missing a check mark on your progress bar.
Clinical guide (Eligible for CME Credit)

*You can only claim credit for the clinical guide once. If you want full credit for the clinical guide finish all assessments and case studies and then claim credit.*

1. You will work your way down through the following steps

2. At the end of each Activity there will be an assessment where you will be able to earn credit

3. There will also be assessments available within the case studies tab where you will be able to earn credit.
1. Once complete, from the EQIPP course you can click on the Claim Credit link on the top right.

2. You can also find the Claim Credit link for your courses on the EQIPP Home tab.

3. From the Claim Credit window, click on Claim MOC Credit for MOC Points. Also you will be able to claim CME for your My Improvement Project Credit and also for the Clinical Guide.
The claim credit window will display the status if credit was claimed successfully

If these steps were used to correct an issue but the issue persists, please contact the Customer Service Center at 800.433.9016 or email us at csc@aap.org for further assistance