



## HOW-TO ACCESS REPORTS IN DELPHI

1. Go to <http://delphi.pqcnc.org/>.
2. **Log** in with you username and password
3. Click on the **Reports** tab near the top. Your screen should now look like this:

The screenshot shows the 'Reports' page in the Delphi system. At the top right, there are links for 'My account' and 'Log out'. The main heading is 'Reports'. Below this is a 'Filter' section with a dropdown arrow. The filter section is divided into two columns. The left column is titled 'Please choose one or more reports to run: \*' and contains four items: 'Conservative Management of Preeclampsia (CMOP)', 'Neonatal Abstinence Syndrome (NAS)', 'Patient Family Engagement', and 'Pre-NAS'. The right column is titled 'Please choose one or more groupings to report on: \*' and contains a list of checkboxes with labels: 'National', '-- IL', '---- 11002', '---- 11017', '-- NC', '---- 1110', '---- 1120', '---- 1140', '---- 1200', '---- 1201', '---- 1210', and '---- 1220'. Below these columns are two date selection fields. The left one is labeled 'Enter or choose an optional start date:' and has a 'Date' input field with a placeholder 'E.g., 2014-06-02'. The right one is labeled 'And an optional end date:' and has a 'Date' input field with a placeholder 'E.g., 2014-06-02'. Below the date fields is a dropdown menu labeled 'Which theme should the reports use:' with 'Standard' selected. At the bottom of the filter section is a 'Run Reports' button.

***If you have followed these instructions but are still unable to access your reports, Use the “Contact” link at [pqnc.org](http://pqnc.org) to get additional assistance.***



4. Click on your **initiative**. A list of options will appear for your initiative. For example, C-MOP report options look like this:

Please choose one or more reports to run: \*

▼ Conservative Management of Preeclampsia (CMOP)

Toggle All

- Admitted for Hypertension
- Average Length of Stay When Admitted for Hypertension
- Family Education
- Infant Admitted to NICU
- Magnesium Use
- Payor
- Percent of Delivered Pre 37 Weeks w/ Any Hypertension
- Primary Indication for Delivery
- Severe Preeclampsia Criteria
- Steroid Administration

Scroll down a little bit and you will see the rest of the options:

- Total Delivered
- Total Delivered Pre 37 Weeks
- Total Delivered Pre 37 Weeks w/ Chronic Hypertension and Superimposed Preeclampsia
- Total Delivered Pre 37 Weeks w/ Gestational Hypertension
- Total Delivered Pre 37 Weeks w/ Mild Preeclampsia
- Total Delivered Pre 37 Weeks w/ Severe Preeclampsia
- Export: Deliveries Data
- Export: Discharge Data

► Neonatal Abstinence Syndrome (NAS)

***If you have followed these instructions but are still unable to access your reports, Use the “Contact” link at pqcnc.org to get additional assistance.***



5. Click on **Toggle All** at the top of these options in blue. Checks will appear in all boxes for all reports for this initiative.

- ▼ Conservative Management
- Toggle All
- Admitted for Hypertension
- Average Length of Stay WI
- Family Education
- Infant Admitted to NICU
- Magnesium Use
- Payor
- Percent of Delivered Pre 37
- Primary Indication for Delivery
- Severe Preeclampsia Criteria

You may uncheck any of these boxes by clicking on each box individually, or clicking the blue Toggle All again.

6. **Manually uncheck** the last two options by clicking on their boxes individually.

- Total Delivered Pre 37 Weeks w/ Chronic Hypertension and Superimposed Preeclampsia
- Total Delivered Pre 37 Weeks w/ Gestational Hypertension
- Total Delivered Pre 37 Weeks w/ Mild Preeclampsia
- Total Delivered Pre 37 Weeks w/ Severe Preeclampsia
- Export: Deliveries Data
- Export: Discharge Data
- ▶ Neonatal Abstinence Syndrome (NAS)
- ▶ Patient Family Engagement
- ▶ Pre-NAS

You are unchecking these two boxes because exporting data is not necessary to run reports and doing so makes the program run more slowly. That's why we're unchecking these boxes.

*If you have followed these instructions but are still unable to access your reports, Use the "Contact" link at [pqnc.org](http://pqnc.org) to get additional assistance.*



- Optional:** Choose your **start** and **end** date for your reports. Make sure it's in the format YYYY-MM-DD. If you don't enter in a start and end date, DELPHI will give you reports for **all** data you've ever entered for the initiative. Choose a start and end date if you only want to see certain months of data.

Enter or choose an optional start date:

Date

2014-01-07

E.g., 2014-06-02

And an optional end date:

Date

2014-06-02

E.g., 2014-06-02

- Choose your **facility code** from the list on the right hand side. Your list will be different depending on which facilities you have access to - for example, I've chosen 1110:

**Reports**

Filter

Please choose one or more reports to run: \*

- Total Delivered Pre 37 Weeks
- Total Delivered Pre 37 Weeks w/ Chronic Hypertension and Superimposed Preeclampsia
- Total Delivered Pre 37 Weeks w/ Gestational Hypertension
- Total Delivered Pre 37 Weeks w/ Mild Preeclampsia
- Total Delivered Pre 37 Weeks w/ Severe Preeclampsia
- Export: Deliveries Data
- Export: Discharge Data

▶ Neonatal Abstinence Syndrome (NAS)

▶ Patient Family Engagement

▶ Pre-NAS

Please choose one or more groupings to report on: \*

- National
- IL
- 11002
- 11017
- NC
- 1110
- 1120
- 1140
- 1200
- 1201
- 1210
- 1220

Enter or choose an optional start date:

Date

2014-01-07

E.g., 2014-06-02

And an optional end date:

Date

2014-06-02

E.g., 2014-06-02

Which theme should the reports use:

Standard

Run Reports

- Click **Run Reports** on the bottom left hand corner.

*If you have followed these instructions but are still unable to access your reports, Use the "Contact" link at [pqcn.org](http://pqcn.org) to get additional assistance.*



10. Wait while the results are loading. Do **NOT** click anything, open any exported files, click on any links during this time. **WAIT** for reports to load. It looks like this when loading:

**Reports**

▼ Results

- Loading Admitted for Hypertension...
- Loading Average Length of Stay When Admitted for Hypertension...
- Loading Family Education...
- Loading Infant Admitted to NICU...
- Loading Magnesium Use...
- Loading Payor...
- Loading Percent of Delivered Pre 37 Weeks w/ Any Hypertension...
- Loading Primary Indication for Delivery...
- Loading Severe Preeclampsia Criteria...
- Loading Steroid Administration...
- Loading Total Delivered...
- Loading Total Delivered Pre 37 Weeks...
- Loading Total Delivered Pre 37 Weeks w/ Chronic Hypertension and Superimposed Preeclampsia...
- Loading Total Delivered Pre 37 Weeks w/ Gestational Hypertension...
- Loading Total Delivered Pre 37 Weeks w/ Mild Preeclampsia...
- Loading Total Delivered Pre 37 Weeks w/ Severe Preeclampsia...

► Filter

The following message appears if you don't wait for it to load by **clicking something, hitting refresh, attempting to go back to the previous page, or doing anything on your computer other than simply waiting**: “Sorry! An error was encountered trying to run the report. Please advise the site administrator.” Do **NOT** advise the site administrator! Try again, but this time **WAIT** for it to load:

**Reports**

▼ Results

Sorry! An error was encountered trying to run the report. Please advise the site administrator.  
Sorry! An error was encountered trying to run the report. Please advise the site administrator.  
Sorry! An error was encountered trying to run the report. Please advise the site administrator.  
Sorry! An error was encountered trying to run the report. Please advise the site administrator.  
Sorry! An error was encountered trying to run the report. Please advise the site administrator.  
Sorry! An error was encountered trying to run the report. Please advise the site administrator.  
Sorry! An error was encountered trying to run the report. Please advise the site administrator.  
Sorry! An error was encountered trying to run the report. Please advise the site administrator.  
Sorry! An error was encountered trying to run the report. Please advise the site administrator.  
Sorry! An error was encountered trying to run the report. Please advise the site administrator.  
Sorry! An error was encountered trying to run the report. Please advise the site administrator.  
Sorry! An error was encountered trying to run the report. Please advise the site administrator.  
Sorry! An error was encountered trying to run the report. Please advise the site administrator.  
Sorry! An error was encountered trying to run the report. Please advise the site administrator.  
Sorry! An error was encountered trying to run the report. Please advise the site administrator.  
Sorry! An error was encountered trying to run the report. Please advise the site administrator.  
Sorry! An error was encountered trying to run the report. Please advise the site administrator.  
Sorry! An error was encountered trying to run the report. Please advise the site administrator.  
Sorry! An error was encountered trying to run the report. Please advise the site administrator.  
Sorry! An error was encountered trying to run the report. Please advise the site administrator.

***If you have followed these instructions but are still unable to access your reports, Use the “Contact” link at pqcnc.org to get additional assistance.***



11. Once it's finished loading, **one of two things will happen**, depending on how much data you've entered online:

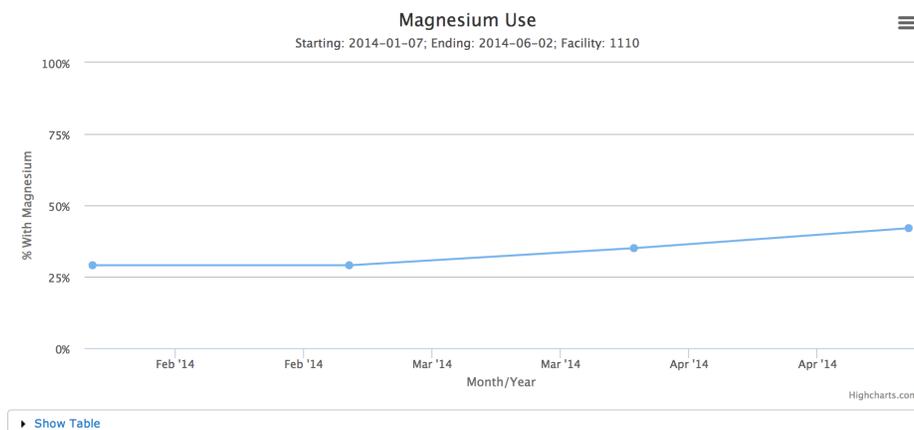
- a. If you **have NOT entered** any data for the period of time between the dates you selected on the previous screen, graphs will **NOT** appear for this data. Instead, it will say "no matching data was found" like the image below:

Total Delivered Pre 37 Weeks w/ Chronic Hypertension and Superimposed Preeclampsia (Starting: 2014-06-02; Ending: 2014-06-03; Facility: 1110): no matching data was found.  
Total Delivered Pre 37 Weeks w/ Gestational Hypertension (Starting: 2014-06-02; Ending: 2014-06-03; Facility: 1110): no matching data was found.  
Total Delivered Pre 37 Weeks w/ Mild Preeclampsia (Starting: 2014-06-02; Ending: 2014-06-03; Facility: 1110): no matching data was found.  
Total Delivered Pre 37 Weeks w/ Severe Preeclampsia (Starting: 2014-06-02; Ending: 2014-06-03; Facility: 1110): no matching data was found.

If you feel you are receiving this message in error, go back to the first page and make sure you've entered the correct dates, that the start and end dates aren't reversed, that you've checked all the reports you want to run, and that you checked your correct facility code.

Please **WAIT** and don't leave the screen, don't click anything else, just **WAIT**, until you see either the "no matching data was found" message or graphs appear. If you have selected all the reports available, **it could take several minutes to complete!**

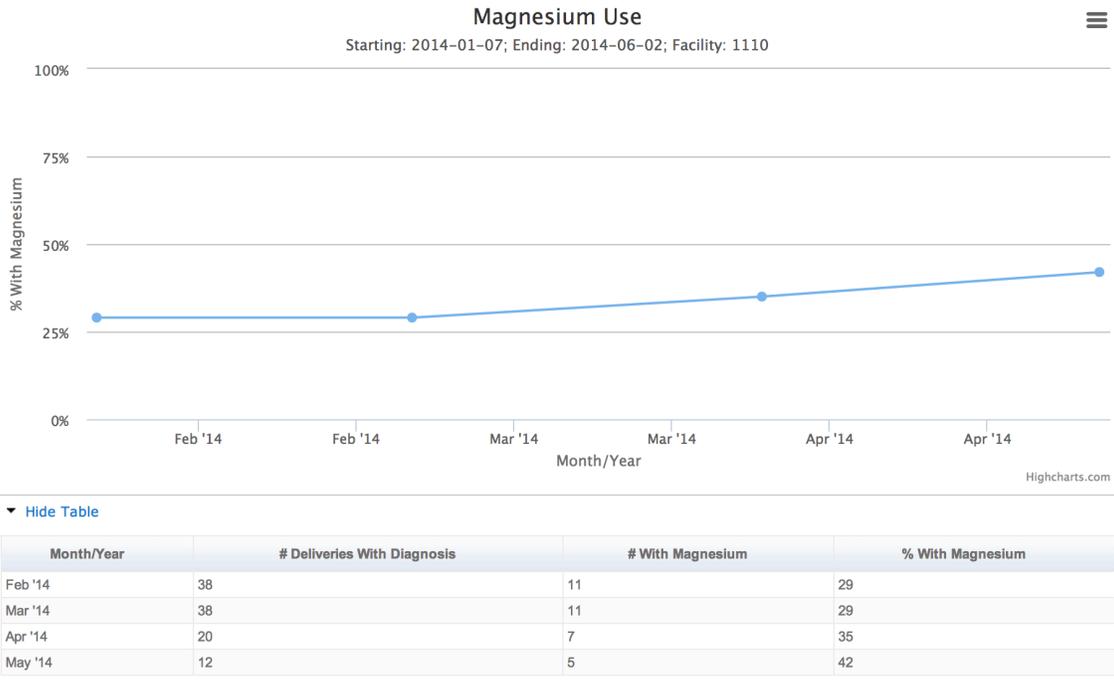
- b. If you **have entered** any data for the period of time between the dates you selected on the previous screen, a series of **graphs** will appear for this data:



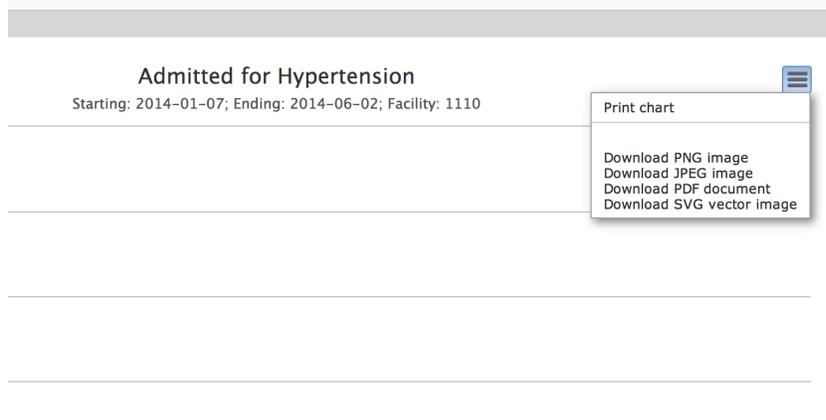
***If you have followed these instructions but are still unable to access your reports, Use the "Contact" link at pqcnc.org to get additional assistance.***



12. If you click on the blue **Show Table** under each graph, the data for the corresponding graph will appear:



13. At the top right hand corner of every graph there are **three small lines**. Click on these lines to see options for printing or downloading each graph. **Print** your reports and show them to your team! Post them at the Nurse’s Station or in the break room, or wherever your team will see them.



***If you have followed these instructions but are still unable to access your reports, Use the “Contact” link at pqcnc.org to get additional assistance.***



**Congrats - that's it!**

Thank you for all you do for mothers and babies! Printing these reports will serve as a tangible reminder of your hard work. Please let us know if you have any questions.

*If you have followed these instructions but are still unable to access your reports, Use the "Contact" link at [pqcn.org](http://pqcn.org) to get additional assistance.*