Completing Data Entry

Adoption of CLASP Referral Guidelines (RGs) to Improve Referral Process, Reduce Referral Rates, and Improve Access to Care

1. Select “your” Quarters
   - Make a note of the four times (months) you will submit data to CCMC
   - Each time you enter data, you will need to select a month (from a drop down menu) to identify the quarter for which you are submitting data. Choose the month according to your selected timeline.

2. Each time a referral is being considered to a CCSG sub-specialist, complete a CLASP Data Form (CDF)

3. Administrative CLASP Champ reviews CDF for completeness prior to entering data into QInsight

4. Gather all completed CDF Forms for the month you are auditing
   - Complete data entry form in QInsight for each CDF gathered

5. Once you enter each CDF, click the ‘Submit Data’ button
   - From the drop down menu, select the month for which you are submitting data. Each time you submit data, start with the earliest month in the quarter that you chose to audit.
• Report if you had a team meeting during the last reporting period and who attended.

• Complete the PDSA worksheet. Be sure to include ‘Referral Rates and Variation’ information in the additional comments section of the worksheet (see ‘Additional Comments Template’ document).

• Click ‘Submit Data.’