

Overview of the SOPS Data Entry and Analysis Tools

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What do the SOPS Data Entry and Analysis Tools do?



- Allow users to input facility respondent survey data
- Calculate survey results and create graphs and tables to display overall results and results by various demographics
- Compare your results against the most recent Database results
- Enable data to be exported for submission to the appropriate SOPS Database
- Enable survey results to be printed as a single report

What Data Entry and Analysis Tools are available?

- The tools are updated as new Database results are made available



Tools for SOPS Supplemental Items



- Health Information Technology Patient Safety Supplemental Items for the Hospital Survey
- Value and Efficiency Supplemental Items for the Hospital Survey
- Value and Efficiency Supplemental Items for the Medical Office Survey



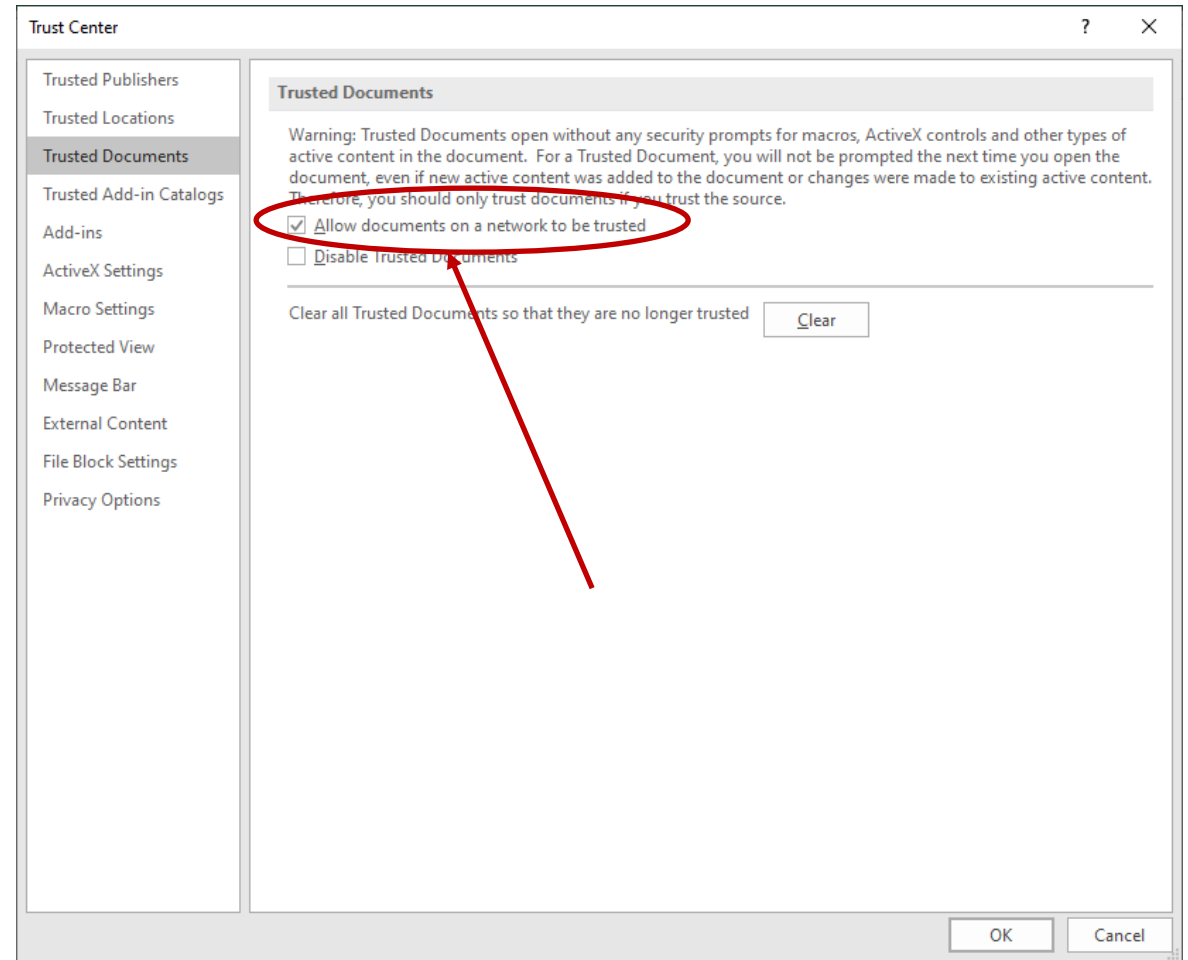
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SOPST[™] Health Information Technology (IT) Patient Safety Supplemental Items for the
SOPS Hospital Survey
Data Entry and Analysis Tool

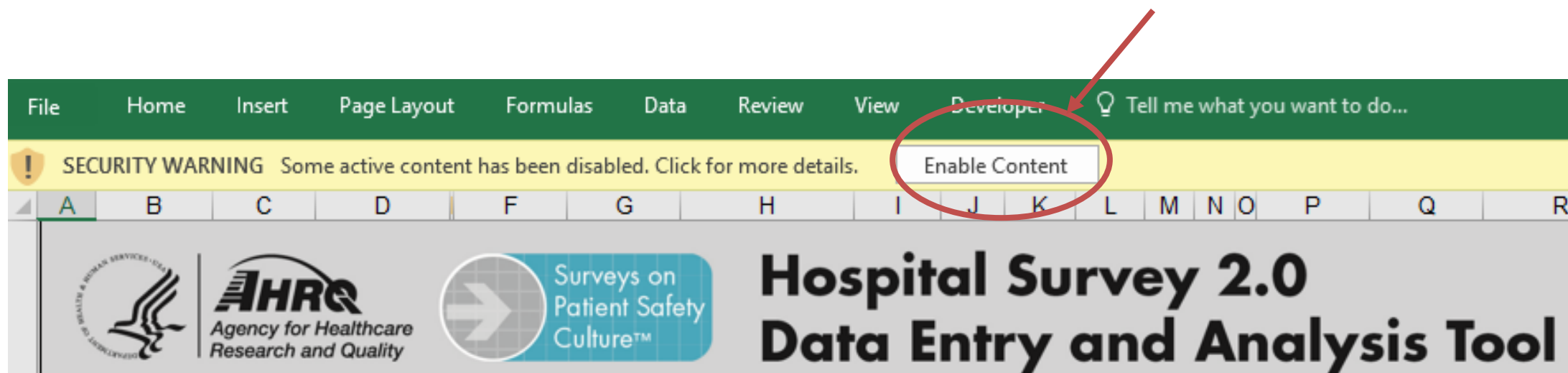
System Requirements

- Requires at least Microsoft Excel 2010 or higher to use the tools
- Uses Excel macros
 - ▶ May need to enable macros
- Options/Trust Center/Trust Center Settings/Trusted Documents/ and Check “Allow documents on a network to be trusted”



System Requirements

- When opening the Tool, enable content



How to Use the Tool






Enter
survey
data

Update
tables and
graphs

Review
and share
results

Demo of SOPS Hospital 2.0 Data Entry and Analysis Tool



  		<h2>Hospital Survey 2.0 Data Entry and Analysis Tool</h2>					
Version 2.0: October 2020							
1. Entering Data		2. Your Hospital Results		3. Comparative Results			
Instructions		Respondent Demographics					
Edit Report Cover Sheet		Composite Measure Results		Composite Measure Results			
Data Entry		Item Results		Item Results			
Explanation of Calculations		Patient Safety Rating		Patient Safety Rating			
Interpreting Your Results		Number of Events Reported		Number of Events Reported			
Print All*		Survey Comments					
Export Data **							
4. Comparative Results by Staff Position		5. Comparative Results by Unit/Work Area		6. Comparative Results by Interaction with Patients		7. Comparative Results by Tenure in Unit/Work Area	
Composite Measure Results		Composite Measure Results		Composite Measure Results		Composite Measure Results	
Item Results		Item Results		Item Results		Item Results	
Patient Safety Rating & Number of Events Reported		Patient Safety Rating & Number of Events Reported		Patient Safety Rating & Number of Events Reported		Patient Safety Rating & Number of Events Reported	

Common Questions About the Tool



- Can I modify the Excel tool?
- How can I export Web survey data into the Excel tool?
- Will I be able to use the Excel tools in Microsoft Excel for a Mac?
- The tool is not working. Can you help?

How to Get the Tool

- Contact DatabasesOnSafetyCulture@westat.com
 - ▶ Subject: SOPS Excel Tool
 - ▶ Name the setting you are interested in
 - If Hospital, specify version 1.0 or 2.0

