Overview of the SOPS Data Entry and Analysis Tools

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What do the SOPS Data Entry and Analysis Tools do?

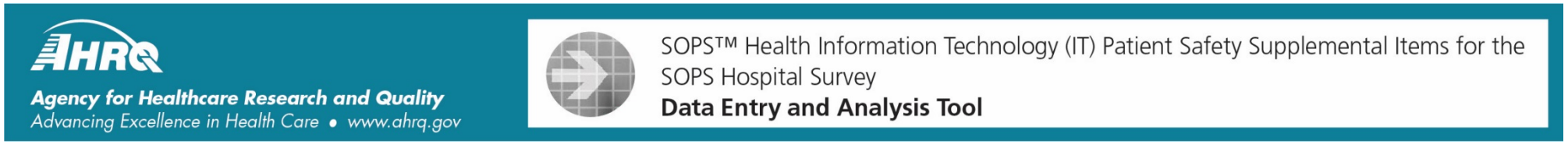
- Allow users to input facility respondent survey data
- Calculate survey results and create graphs and tables to display overall results and results by various demographics
- Compare your results against the most recent Database results
- Enable data to be exported for submission to the appropriate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

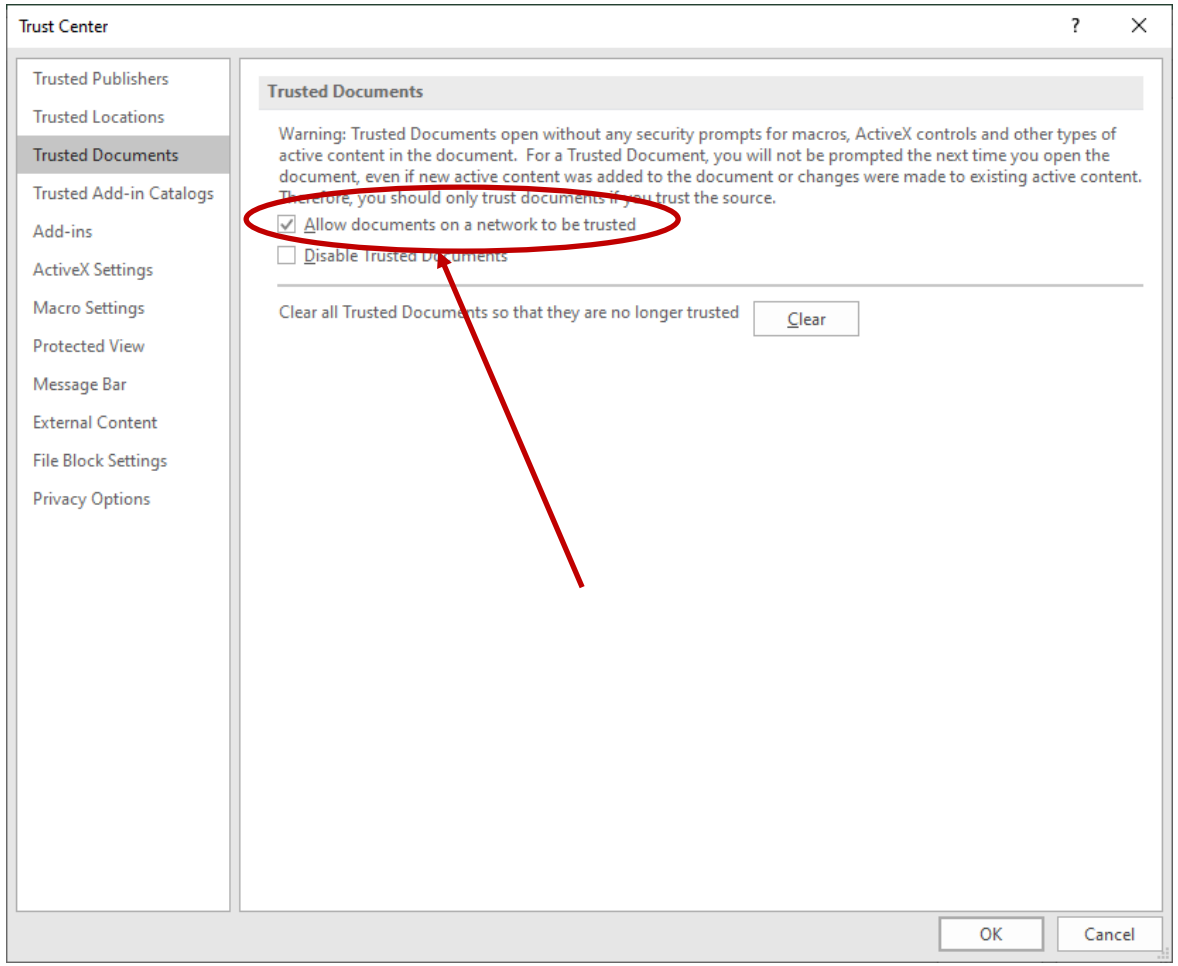
Tools for SOPS Supplemental Items

- 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



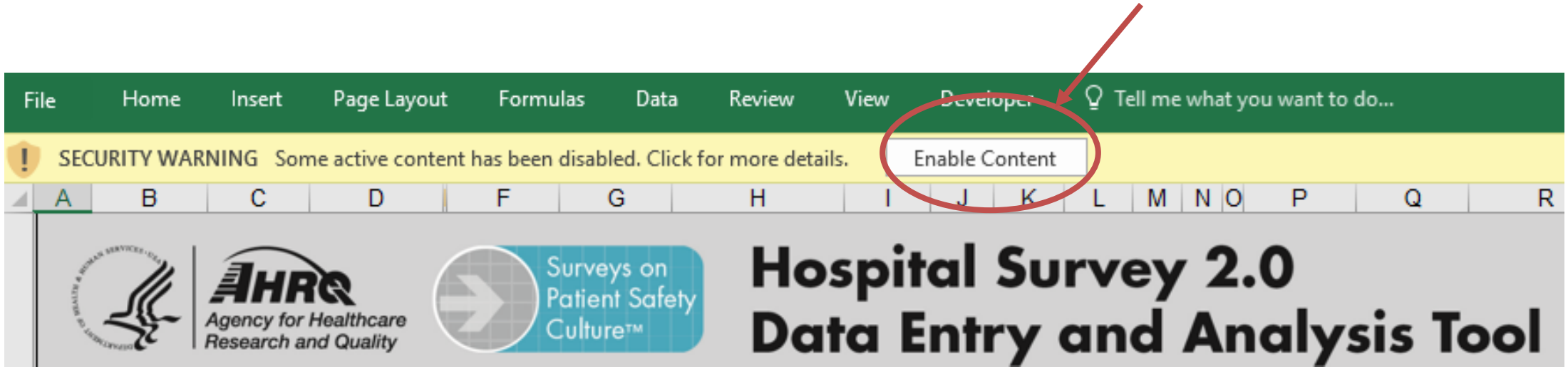
System Requirements

- 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”

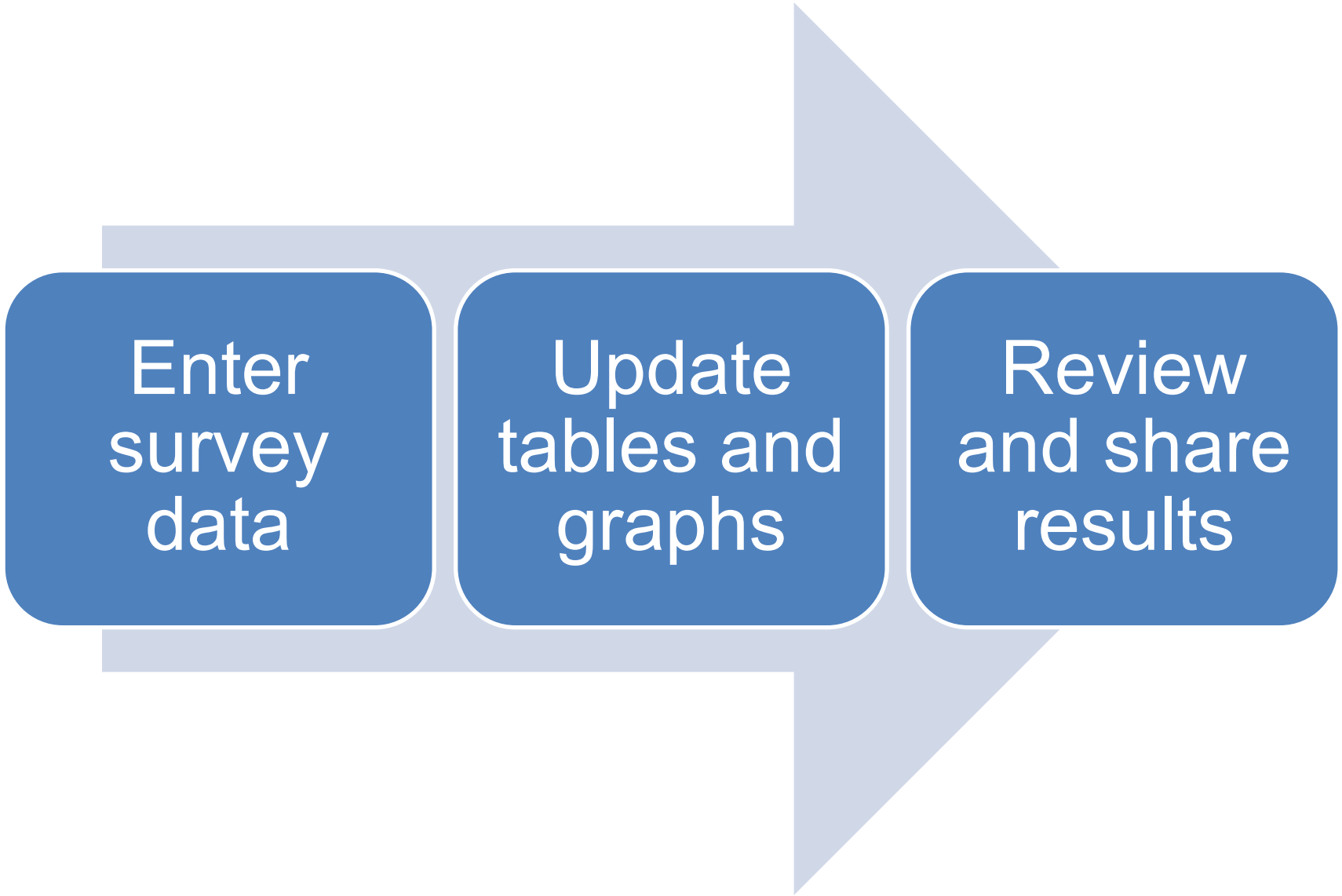


System Requirements

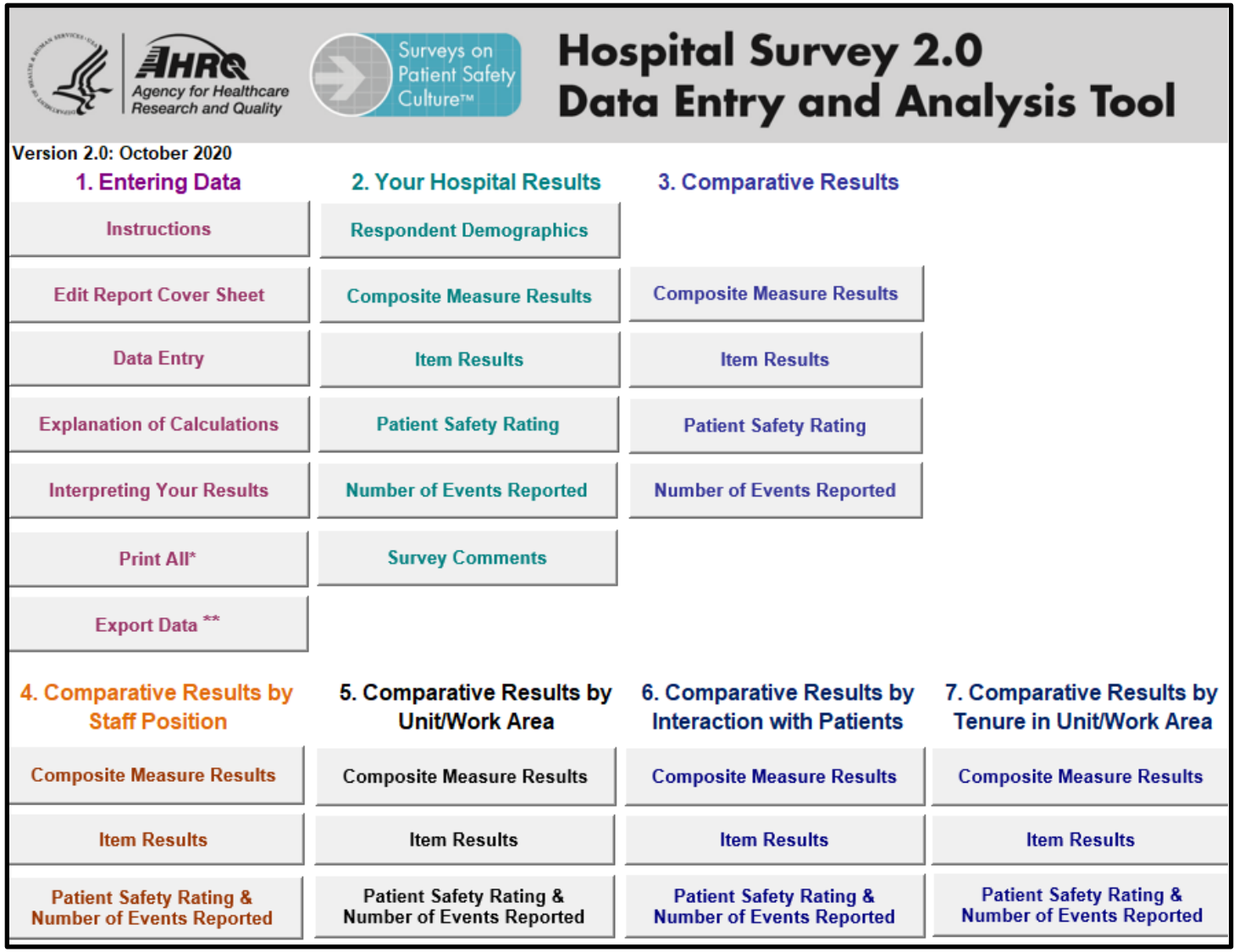
- When opening the Tool, enable content



How to Use the Tool



Demo of SOPS Hospital 2.0 Data Entry and Analysis Tool



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