

TQCC Data Submission Process for RHAs

(for Clinics on Accuro EMR who also have SQL reporting capabilities)

Table of Contents

1. Extract the Line Level TQCC Data from the EMR.....	1
2. Duplicate Records.....	1
2.1. Reporting Duplicate Record information to Shared Health.	1
2.2. Response from Shared Health.....	1
2.3. Correcting Duplicate Records (only if instructed to do so by Shared Health Analyst).....	2
3. Running the Consolidated Reports.....	2
4. Extra Instructions for use with private clinics recording data outside of regional EMR.....	2

1. Extract the Line Level TQCC Data from the EMR

Launch your SQL reporting link (external to Accuro) and look for the report called **TQC Line Level Data** and run it. Note that this extracted data contains identifying line level data, and protocols regarding sharing of private data should be followed. This line level data is not covered by a Data Sharing Agreement with Shared Health and is never to be sent to Shared Health or posted on Microsoft Teams.

Note that you may run the **TQC Line Level Data** report any time you want to see the detailed data that the Tobacco Educators have been collecting from program participants in your EMR. This will be useful for data quality checks between official data extraction periods which are expected 1-2 times per year.

2. Duplicate Records

2.1. Reporting Duplicate Record information to Shared Health

Once you have extracted the Line Level TQCC Data from the EMR, note the last line number that contains data in the extracted data. Also count how many times the Quit Card Number is blank in your extracted data. Report both those numbers by email as follows:

To: SHQualityData@sharedhealthmb.ca

CC: *[Shared Health Analyst working with the TQCC program]*

Subject: TQCC Record Counts (Regional Accuro) from *[Start Date]* to *[End Date]* for *[YourRHAName]*

Email Body:

Our region has the following record counts in our Line Level TQCC Data:

Number of records: xxx

Number of records with blank Quit Card Number: xxx

2.2. Response from Shared Health

The Shared Health Analyst will review the numbers you provided in Section 2.1 and respond to your email identifying whether data cleaning will be necessary for the data collected in your regional Accuro.

1. If data cleaning is deemed **unnecessary**, please follow the instructions in Section 3.
2. If data cleaning is deemed **necessary** based on having duplicate records for a high proportion of your participants, please follow the instructions in Section 2.3.

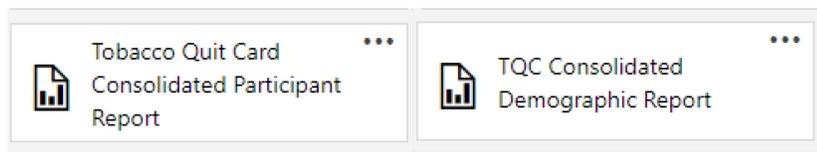
2.3. Correcting Duplicate Records (only if instructed to do so by Shared Health Analyst)

1. Each record in your **TQC Line Level Data** extract that has a blank Quit Card Number will need to be pulled up from the TQCC Data Collection Tool in Accuro, and investigated to determine the pattern of completeness of the “Initial visit”, “1-month visit”, and “6-month visit” sections.
2. The data from the multiple records for the same Quit Card Number will need to be reassembled to create one “master” record for that Quit Card, and the duplicate (incorrect) records will need to be deleted.
3. Tobacco Educators may print the duplicate records, so they have the data available to refer to when transcribing it into the “master” record.
4. Once all duplicates have been corrected, it is advised to perform the TQC Line Level Data extract again to make sure the duplicate records were removed from the data.
5. Once the duplicates are cleaned, please follow the instructions in Section 3.

3. Running the Consolidated Reports

After you have completed all the above steps, two reports need to be run for submission to Shared Health analysts.

Launch your SQL reporting link (external to Accuro) and look for two reports with the following names:



Run the two reports (as described in the steps below) and submit:

1. Run the “Tobacco Quit Card Consolidated Participant Report”. When asked for reporting dates during this step, please select the specific start and end dates required for the current analysis (if the data submission has been requested by Shared Health, a Shared Health Data Analyst will provide the start and end dates to use).
2. Save and/or export the data from the report server
3. Repeat steps 1 and 2 for the report called “TQC Consolidated Demographic Report”
4. Email the two reports called “Tobacco Quit Card Consolidated Participant Report” and “TQCC Consolidated Demographic Report” to Shared Health Analysts as follows:

To: SHQualityData@sharedhealthmb.ca

CC: *[Shared Health Analyst working with the TQCC program]*

Subject: TQCC Consolidated Reports (Regional Accuro) from *[Start Date]* to *[End Date]* for *[RHA]*

4. Extra Instructions for use with private clinics recording data outside of regional EMR

Private clinics who are not capturing data in the regional EMR have two options for reporting.

One option is to input the Data Collection Tool into the private EMR and build a query or report to pull data automatically (see the Guideline for details). The other option is manual data collection. RHA leads provide private clinics the [TQCC Private Clinic Data Template](#) along with the reporting period dates and a due date. RHA leads provide aggregated data to Shared Health using the [TQCC Private Clinic Data RHA Summary Template](#). The first tab of each template provides instructions on how to complete and submit it.