



QUICK START GUIDE

FOR THE CPOE EVALUATION TOOL

Important Note: Version 3.5 of the CPOE Evaluation Tool is optimized for Chrome, Firefox, and Safari desktop web browsers. While we recommend using one of these browsers, the test is also functional in Internet Explorer 11 (IE11) on a Windows 7 operating system. To confirm compatibility with IE11 in your environment and settings, we recommend taking a Sample Test on the same computer prior to initiating the Adult Inpatient Test and reviewing the browser instructions available on page 8 of this CPOE Quick Start Guide. In addition, if your hospital is using IE, you must remember to clear your browsing history as described on page 8 of this CPOE Quick Start Guide before taking a test for the first time in 2018. Ignoring these instructions will result in an error and your hospital will not be able to retake an Adult Inpatient Test for 120 days.



Before selecting a Sample Test or Adult Inpatient Test, you must activate the “Take CPOE Tool” button from the [Survey Dashboard](#). **This button will only appear on the Dashboard once you have submitted Section 1 Basic Hospital Information and Section 2 CPOE.** You can return to the Survey and submit Sections 3-9 at later [date](#). Use the instructions below to activate the “Take CPOE Tool” button.

1. Log in to the Survey Dashboard (<https://survey.leapfroggroup.org>) using your hospital’s 16-digit [security code](#).
2. Once you log into the Survey Dashboard, complete Sections 1 and 2 of the Survey by clicking on the text link for each section (circled below in yellow). Once these sections have been completed, return to the Survey Dashboard and click on **AFFIRMATION** (circled below in red).

2018 Leapfrog Hospital Survey Dashboard		Section Status	Errors View All
Section 1: BASIC HOSPITAL INFORMATION		READY FOR AFFIRMATION	0 errors
Section 2: COMPUTERIZED PHYSICIAN ORDER ENTRY (CPOE)		READY FOR AFFIRMATION	0 errors

3. When you click on **AFFIRMATION**, a Section Affirmation window will pop up. You must enter the first and last name of the person affirming the section and their title, and then click on the **Affirm** button.

Affirmed by (Must enter complete first and last name. Failure to do so may result in this section of the Survey not being scored or publicly reported.)

Title

Date
03/16/2018, 01:09 PM (EDT)

Enter the first and last name of the person affirming the section.

Enter the title of the person affirming the section.

4. Once you have affirmed Sections 1 and 2, you will need to check for data review warnings. Click on **Check for data review warnings** at the bottom of the Survey Dashboard (see screenshot below).



2018 Leapfrog Hospital Survey Dashboard	Section Status	Errors
Section 1 : BASIC HOSPITAL INFORMATION	AFFIRMED - 03/16/2018 ⓘ	0 errors
Section 2 : COMPUTERIZED PHYSICIAN ORDER ENTRY (CPOE)	AFFIRMED - 03/16/2018 ⓘ	0 errors
+ Section 3 : INPATIENT SURGERY		0 errors
+ Section 4 : MATERNITY CARE		0 errors
Section 5 : ICU PHYSICIAN STAFFING (IPS)		0 errors
+ Section 6 : NQF SAFE PRACTICES		0 errors
+ Section 7 : MANAGING SERIOUS ERRORS		0 errors
+ Section 8 : MEDICATION SAFETY		0 errors
+ Section 9 : PEDIATRIC CARE		0 errors

You will NOT be submitting unaffirmed sections 3, 4, 5, 6, 7, 8 and 9

- Once you have checked for data review warnings, click **Submit affirmed sections**. Sections that are NOT being submitted (because they have not been completed and affirmed) will be highlighted in grey.

2018 Leapfrog Hospital Survey Dashboard	Section Status	Errors
Section 1 : BASIC HOSPITAL INFORMATION	AFFIRMED - 03/16/2018 ⓘ	0 errors
Section 2 : COMPUTERIZED PHYSICIAN ORDER ENTRY (CPOE)	AFFIRMED - 03/16/2018 ⓘ	0 errors
+ Section 3 : INPATIENT SURGERY		0 errors
+ Section 4 : MATERNITY CARE		0 errors
Section 5 : ICU PHYSICIAN STAFFING (IPS)		0 errors
+ Section 6 : NQF SAFE PRACTICES		0 errors
+ Section 7 : MANAGING SERIOUS ERRORS		0 errors
+ Section 8 : MEDICATION SAFETY		0 errors
+ Section 9 : PEDIATRIC CARE		0 errors

You will be submitting affirmed sections 1 and 2
You will NOT be submitting unaffirmed sections 3, 4, 5, 6, 7, 8 and 9

- A window will pop up that summarizes the sections that are being submitted and the sections that are not being submitted. Confirm that Section 2 is listed as a section that is being submitted, and then click **Submit**.



You will be submitting affirmed sections: 

Section 1 and Section 2

The following sections WILL NOT be submitted, and will be reported as "Declined to Respond": 

Section 3, Section 4, Section 5, Section 6, Section 7, Section 8 and Section 9

7. The **Take CPOE Tool** button will appear on the Survey Dashboard now.

2018 Leapfrog Hospital Survey Dashboard		Section Status	Errors
Section 1: BASIC HOSPITAL INFORMATION		SUBMITTED  03/16/2018 - 01:28 PM (EDT)	0 errors
Section 2: COMPUTERIZED PHYSICIAN ORDER ENTRY (CPOE)	<input type="button" value="Take CPOE Tool"/>	SUBMITTED  03/16/2018 - 01:28 PM (EDT)	0 errors

- When you click on **Take CPOE Tool**, a new window will open and you will be brought to the CPOE Evaluation Tool website.
- Once the CPOE Evaluation Tool website has launched in a separate tab, remember to go back to the Survey Dashboard and log out of the Survey. If you forget to log out of the Survey Dashboard, you risk being locked out due to inactivity on the page.
- The first time you log in to the CPOE Evaluation Tool, you will need to complete the **Hospital Information** page.

See the screen shot below for an illustration of this portion of the test.



Hospital Information

All fields are required.

HOSPITAL INFORMATION		
1.	Hospital ID:	45-5129
2.	Hospital Name:	2017 Test Hospital 15
3.	Physical Address:	123 Test St
4.	City:	Test
5.	State:	TX
6.	Zip Code:	15151

CONTACT INFORMATION		
7.	Name of Contact Person:	<input type="text"/>
8.	Contact's title:	<input type="text"/>
9.	Contact's phone:	<input type="text" value="xxx-xxx-xxxx"/> <input type="text" value="xxx-xxx-xxxx"/>
10.	Contact's email:	<input type="text"/>

EHR APPLICATION INFORMATION		
11.	EHR Application Source:	--Select One-- <input type="button" value="v"/>
	Vendor Name:	--Select One-- <input type="button" value="v"/>
	Application Version:	<input type="text"/>
	Product Name:	<input type="text"/>
12.	Initially installed date:	March <input type="button" value="v"/> 2018 <input type="button" value="v"/>
13.	Medication Reference Database:	--Select One-- <input type="button" value="v"/>
14.	Meaningful use stage achieved in inpatient EHR:	--Select One-- <input type="button" value="v"/>

11. Once you have completed this section, click **Save and Continue**.

Note: The timed portion of the test has not yet started.

12. After you click **Save & Continue**, you will be brought to the page where you can select either the **Sample Adult Inpatient Test** or the **Adult Inpatient Test**. Once you select a test, check the box next to **"Yes, I have reviewed and printed the instructions,"** and click **Continue**. A screen shot of the dropdown menu is below.

Note: The timed portion of the test has not yet started.



Start a Test

Requirements

Prior to beginning a test, you are required to:

- Print a hardcopy of the [instructions](#).
- Review the instructions and requirements completely before taking the test and have them available while completing each step.

Every hospital is strongly urged to complete a Sample Test before attempting an Adult Inpatient Test (which is used in public reporting).

Time Limits and Steps

If you fail to complete the steps within the time limits, the test will be scored as "Incomplete Evaluation" and you will not be able to take this test again for 120 days.

Time Limits	Steps
Steps 1 - 2 must be completed within 3 hours.	<p>Step 1: (a) Print a list of Test Patients and (b) log out of the Tool.</p> <p>Step 2: (a) Enter the Test Patients into your hospital's production environment (or test environment that mirrors your production environment exactly) and (b) log back into the Tool to confirm completion of Step 2 and proceed to Step 3.</p>
<p>Steps 3 – 6 must be completed within 3 hours.</p> <p>Important Note 1: Any remaining time from Steps 1 and 2 does not carry over to this portion of the test.</p> <p>Important Note 2: We recommend leaving at least 45 minutes to perform Step 5.</p>	<p>Step 3: (a) Print the Orders and Observation Sheet and (b) log out of the Tool.</p> <p>Step 4: (a) Have a prescriber who routinely orders medications through your inpatient CPOE system enter and sign the test order(s) assigned to each Test Patient (b) the prescriber must record any advice or information he/she receives from the system onto the Orders and Observation Sheet (c) discontinue the test order(s) before moving on to the next order and then (d) log back into the Tool to confirm completion of Step 4 and proceed to Step 5.</p> <p>Note: Do not record any advice or information on the Orders and Observation Sheet that was sent directly to a pharmacist.</p> <p>Step 5: (a) Record the responses from the Orders and Observation Sheet onto the Online Answer Form (b) review the Online Answer Form for accuracy and completeness (c) submit the Online Answer Form proceeding to Step 6.</p> <p>Step 6: Complete and submit the Affirmation.</p> <p>IMPORTANT NOTICE: If you close the browser before submitting the Affirmation you will not be able to return to the test for 120 days and your hospital will receive a score of "Incomplete Evaluation."</p>
Step 7 has no time limit.	Step 7: View and print your results.

Browser Requirements

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Please select a Test Type:

Yes, I have reviewed and printed the instructions.

- After you click **Continue**, you will be brought to a page that lists the test you are about to take. If you are ready to start taking the test, check the box next to **"Yes, I'm ready to start the timed portion of the Test,"** and click on **Continue to Step 1** to start Step 1 of the test. See the screen shot below. **The timer for Step 1 starts as soon as you click Continue to Step 1.**

Remember to carefully review the detailed [instructions](#) before starting the timed portion of the test.



Click the Continue button to start the timed portion of the Sample Adult Inpatient Test

Time Limits and Steps

If you fail to complete the steps within the time limits, the test will be scored as "Incomplete Evaluation" and you will not be able to take this test again for 120 days.

Time Limits	Steps
Steps 1 - 2 must be completed within 3 hours.	<p>Step 1: (a) Print a list of Test Patients and (b) log out of the Tool.</p> <p>Step 2: (a) Enter the Test Patients into your hospital's production environment (or test environment that mirrors your production environment exactly) and (b) log back into the Tool to confirm completion of Step 2 and proceed to Step 3.</p>
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Step 7 has no time limit.	Step 7: View and print your results.

Yes, I'm ready to start the timed portion of the Test.

No, Logout & Return Later

Continue to Step 1

Note: Do not close the browser until you have logged out of the CPOE Evaluation Tool.

Hospitals must carefully review the CPOE Evaluation Tool User Instructions before attempting a test.
The instructions are available on the Survey and CPOE Materials [webpage](#).



Operating the CPOE Evaluation Tool in Internet Explorer 11 (Windows 7)

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1. Clear Cache History

To ensure proper functionality in IE11, hospitals will need to clear the cache history **prior to initiating a Sample Test or Adult Inpatient Test.**

- Open Internet Explorer, select the **Tools** button (the “gear” icon in the top right of the browser) and then select **Safety**
- Select **Delete browsing history**
- Make sure to uncheck “Preserve Favorite website data” (you can also uncheck “Cookies and website data”) and check “Temporary Internet Files” and then select delete.

2. Allow Pop-ups from the Tool’s Website

If the browser is set up to block pop-ups, the settings may need to be adjusted to allow pop-ups. If the setting is not available to you, you may need to contact your system administrator. Before logging in to the Tool:

- Open Internet Explorer, select the **Tools** button (the “gear” icon in the top right of the browser) and then select **Internet options**
- On the **Privacy** tab, under **Pop-up Blocker**, select **Settings** (the Settings button may be disabled if the “Turn on Pop-Blocker” option is unchecked. If this is the case, all pop-ups are allowed and there is no need to add the Tool’s website).
- Under Exceptions, in the “Address of the website to allow:” text box, type **“cpoetest.vowirehosting.com”**

Depending on the browser settings, printing PDFs (containing the Test Patients and the Orders and Observation Sheet) and receiving Tool notifications will fail if pop-ups from the website are not enabled. Depending on your settings, you may receive a notification if the Tool’s website is not deemed a Trusted Site or you have not allowed pop-ups as instructed above. This notification may allow you to allow the pop-up:

- Select “Allow pop-ups”
- Select “Stay on this page”
- Use the window that pops-up and note that every time you click “direct link” the PDF opens the pop up in a new window and in a new tab

Hospitals must carefully review the CPOE Evaluation Tool User Instructions before attempting a test.

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