



QUICK START GUIDE FOR THE CPOE EVALUATION TOOL

Before you can select a test, you must be able to access the “Take CPOE Tool” button. **This button will only appear on the Survey Dashboard if you have affirmed and submitted sections 1 and 2 of the survey.** You can return to the survey and submit sections 3-9 at any time prior to December 31, 2016 when the survey closes. The instructions below illustrate how to affirm and submit section 2 of the survey.

Important Note: The online survey and CPOE Evaluation Tool perform best when opened in the latest version of Internet Explorer (IE) or Chrome. If you are not able to download the latest version of IE or Chrome to complete and submit the survey, you may use Firefox. However, the CPOE Evaluation Tool will only operate properly in IE. Therefore, when you are ready to take the CPOE Evaluation Tool (Sample or Adult Inpatient Tool), make sure you are using IE. See the CPOE Tool section of this document for more information.

1. Open **Internet Explorer** and login to the survey <https://survey.leapfroggroup.org> using your hospital’s 16-digit security code. The security code is the same as the one used to complete the Leapfrog Hospital Survey. Get a copy of the security code from the survey contact or your hospital’s CEO. (See the link on the home page of the online survey site if the survey contact needs a security code).
2. If you are completing the 2016 survey for the first time, you will need to complete Section 1 in order to be able to submit Section 2. Complete Sections 1 and 2 of the survey by clicking on the text for the section (circled below in yellow). Once these sections have been completed, return to the survey dashboard and click **AFFIRMATION** to affirm each section (circled below in red).

2016 Leapfrog Hospital Survey Dashboard		Section Status	Errors
Section 1: BASIC HOSPITAL INFORMATION	READY FOR AFFIRMATION	0 errors	
Section 2: COMPUTERIZED PHYSICIAN ORDER ENTRY (CPOE)	READY FOR AFFIRMATION	0 errors	



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

Section Affirmation x

As the hospital CEO or as an employee of the hospital to whom the hospital CEO has delegated responsibility, I have reviewed these statements pertaining to the Computerized Physician Order Entry Section at our hospital, and I hereby certify that these statements are true, accurate, and reflect the current, normal operating circumstances at our hospital. I am authorized to make this certification on behalf of our hospital.

The hospital and I understand that The Leapfrog Group, its members and the public are relying on the truth and accuracy of this information. The hospital and I also understand that The Leapfrog Group will make this information and/or analyses of this information public through the survey results public reporting website, The Leapfrog Group's Hospital Safety Score, and/or other Leapfrog Group products and services. This information and/or analyses and all intellectual property rights therein shall be the sole and exclusive property of The Leapfrog Group. The hospital and I acknowledge that The Leapfrog Group may use this information in a commercial manner for profit. The hospital shall be liable for and shall hold harmless and indemnify The Leapfrog Group from any and all damages, demands, costs, or causes of action resulting from any inaccuracies in the information or any misrepresentations in this Affirmation of Accuracy. The Leapfrog Group and its participants reserve the right to omit or disclaim information that is not current, accurate or truthful.

Affirmed by
 ← Enter the name of the person affirming this section

Title
 ← Enter the title of the person affirming this section

Date
 03/21/2016, 11:09 (EDT)

- Once you affirm Section 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).

2016 Leapfrog Hospital Survey Dashboard	Section Status	Errors
Section 1: BASIC HOSPITAL INFORMATION	AFFIRMED - 03/21/2016 ⓘ	0 errors
Section 2: COMPUTERIZED PHYSICIAN ORDER ENTRY (CPOE)	AFFIRMED - 03/21/2016 ⓘ	0 errors
+ Section 3: EVIDENCE-BASED HOSPITAL REFERRAL		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: BAR CODE MEDICATION ADMINISTRATION		0 errors
+ Section 9: READMISSION FOR COMMON ACUTE CONDITIONS AND PROCEDURES		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.

2016 Leapfrog Hospital Survey Dashboard	Section Status	Errors
Section 1 : BASIC HOSPITAL INFORMATION	AFFIRMED - 03/21/2016 ⓘ	0 errors
Section 2 : COMPUTERIZED PHYSICIAN ORDER ENTRY (CPOE)	AFFIRMED - 03/21/2016 ⓘ	0 errors
+ Section 3 : EVIDENCE-BASED HOSPITAL REFERRAL		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 : BAR CODE MEDICATION ADMINISTRATION		0 errors
+ Section 9 : READMISSION FOR COMMON ACUTE CONDITIONS AND PROCEDURES		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

Check for data review warnings **Submit affirmed sections**

- 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, then click **Submit**.

[Section 2](#): COMPUTERIZED PHYSICIAN ORDER ENTRY (CPOE) AFFIRMED - 03/21/2016 ⓘ 0 errors

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

Cancel **Submit**



- The **Take CPOE Tool** button will appear on the Survey Dashboard after you have submitted section 2.

2016 Leapfrog Hospital Survey Dashboard		Section Status	Errors
Section 1 : BASIC HOSPITAL INFORMATION		SUBMITTED ✓ 03/21/2016 - 11:13:43 (EDT)	0 errors
Section 2 : COMPUTERIZED PHYSICIAN ORDER ENTRY (CPOE) Take CPOE Tool		SUBMITTED ✓ 03/21/2016 - 11:13:43 (EDT)	0 errors

- When you click on **Take CPOE Tool**, a new window will open and you will be brought to a different website where the CPOE test is hosted (www.vowirehosting.com).

Note: If another user is logged-in to the CPOE Test concurrently, you will not be able to login until that user logs out.

- The first time you login to the CPOE Tool, you will need to complete the **Organization and Contact Information**.

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

The screenshot shows the 'Leapfrog CPOE Evaluation Tool' interface. On the left is a navigation menu with 'Home', 'Logout without Saving!', and 'Saving!'. The main content area is titled 'Organization and Contact Information' and contains a form with the following fields:

- MPN: 00-008M
- Hospital Name: Test Hospital #8
- Street Address: 123 Anystreet
- City: Anytown
- State: NJ

Below the form, a note states: 'This information is based on your hospital's current Organization Information in the Leapfrog Hospital Quality and Safety Survey. If it is incorrect, please Logout of this Evaluation Tool and change it in the Survey.'

The form includes several sections:

- * Required fields**
- Additional Facility Information**
 - 1. Hospital type: Both, Adult/general, Pediatric
 - 2. Academic teaching facility?: Yes, No
- CPOE Application Information**
 - 3. CPOE application source: Vendor Application (answer Q4, Q5), Homegrown Application (skip Q4, Q5)
 - 4. Vendor name (if application source is vendor): [Text input field]
 - 5. Version (if application source is vendor, e.g., 3.2.12): [Text input field]
 - 6. CPOE initially installed date (mm/dd/yyyy): [Text input field]
 - 7. Medication reference database: --Select One-- [Dropdown menu]



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

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

Contact Information

11. Name of contact person for CPOE
test

12. Contact's title

13. Contact's phone

14. Contact's email address

* Required fields

11. After you click **Save and Continue**, you will be brought to the page where you select either the **Sample Test** or the **Adult Inpatient Test**. Once you select a test, click **Download Patients**. A screen shot of the dropdown menu is below. See **SELECTING A TEST, SAMPLE TEST** and **TAKING THE ADULT INPATIENT TEST** sections of this document for more information.

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

Leapfrog CPOE Evaluation Tool

Previous Tests

Sorry! You have no record of completed tests!!

Click on View Results for any completed test to see a scoring summary.

Select a Test

Before you select a test from the dropdown menu below, review the complete set of instructions available at <https://leapfroghospitalsurvey.org/cpo-evaluation-tool/>.

To begin a CPOE Test, you must first select a **Sample** or **Adult Inpatient** test from the dropdown menu below.

Once you select the appropriate test, you will have **1 hour** to complete the following steps:

- **Step 1** – Download and print a list of Patient Descriptions and log out
- **Step 2** – Load the patient information into your hospital system(s) and log back into the test
- **Step 3** – Print a set of Medication Orders and log out

Please select CPOE Evaluation Type:
This selection determines the type of CPOE Test that you will receive.
You can select and conduct only one type of test at a time.



12. After you click **Download Patients**, 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, click on **Yes, Continue the Test** to start Step 1 of the test. See the screen shot below. **The timer for Step 1 starts as soon as you click Yes, Continue the Test.**

Leapfrog CPOE Evaluation Tool

! You are about to start a CPOE test: Sample Test

You will have **4 hours** to complete the following steps:

- **Step 1** – Download and print a list of Patient Descriptions and log out
- **Step 2** - Load the patient information into your hospital system(s) and log back into the test
- **Step 3** – Print a set of Medication Orders and log out

! If you do not complete **Steps 1-3** within the **4 hours**, the test will be scored as "Incomplete Evaluation" and you will not be able to take this test again for six months.

Are you sure you want to start this test?

Note: Do not close the browser until you have logged out of the CPOE Test, otherwise you will remain logged in for 20 minutes until your login "times out" and will be precluded from logging in during that period.

It is strongly advised that you carefully review the CPOE Evaluation Tool User Instructions before continuing with the test. The instructions are available for download at <http://www.leapfroggroup.org/survey-materials/survey-and-cpoe-materials>.