

# Infusion Pump Informatics

## Guide for Alaris Knowledge Portal (KP) Users: How to Upload Alaris KP Compliance Data to Infusion Pump Informatics (IPI)

**Regenstrief Center**  
for **Healthcare Engineering**

**PURDUE**  
UNIVERSITY™

Revision 2  
September 1<sup>st</sup>, 2015

---

## **Purpose Statement**

This document is intended to assist users of Alaris pumps to upload their alert log files into Infusion Pump Informatics (IPI) system. This training is modeled on a typical healthcare provider; however, specific processes may vary by provider.

This document provides instructions on how to export the data from Alaris Knowledge Portal (KP) and upload it to IPI.

**Revision 0**

**Unknown**

**Revision 1**

**Unknown**

**Revision 2**

**September 1<sup>st</sup>, 2015**

## **Table of Contents**

|   |           |
|---|-----------|
| <b>Create Alaris Knowledge Portal (KP) Report.....</b>                      | <b>3</b>  |
| Create an XLSX Spreadsheet or CSV File from the Alaris Knowledge Portal ... | 3         |
| <b>Upload XLSX or CSV file to IPI .....</b>                                 | <b>7</b>  |
| Upload Alert Logs.....  | 7         |
| <b>Appendix A: Facilities and Site in Analysis .....</b>                    | <b>11</b> |



## Create Alaris Knowledge Portal (KP) Report

Use the *Alaris Knowledge Portal* system to generate the *Guardrails® Suite MX Usage by Profiles* report.

**Note** – Thanks to Andy Aldred for providing the instructions and images

## Create an XLSX Spreadsheet or CSV File from the Alaris Knowledge Portal

**Caution** – Hospitals with more than one facility need to continue using CQI Reporter to generate the *Counters by Profile* files for upload to *IPI*.

For additional detail on this issue, see *Appendix A: Facilities and Site in Analysis*.

Log into your hospital's *Alaris KP* System

- Select *Run a Report*

The screenshot shows the Alaris Knowledge Portal interface. The top navigation bar includes the CareFusion logo, 'Knowledge Portal', and a user welcome message. Below the navigation bar, there are tabs for 'Alaris® Products' and 'MedMined® services'. The main content area is divided into a left sidebar and a main panel. The sidebar contains a 'Site in Analysis' dropdown menu set to 'Cameron Memorial Community Hospital', a 'Reports' section with a red box around the 'Run a Report' button, and other options like 'Report Management', 'Favorites', 'Shared', 'Comparative Information', and 'Ad Hoc Analysis Reports'. The main panel displays an 'Executive Summary' for 'Performance Scorecard for All Alaris® Systems' with criteria for 'Summary by Month' (Previous Period Jul. 2014, Current Period Aug. 2014). Below this is a table with columns for 'Key Performance Indicators (KPIs)', 'Current Period', and 'P'. The table shows 'Total Infusion Alarms' at 1999 and 'Total Infusion Status Events' at 877.

- Select the *Guardrails® CQI Reporter Charts* tab.

The screenshot shows the Alaris Knowledge Portal interface with the 'Reports' section selected in the sidebar. The 'Guardrails® CQI Reporter Charts' tab is highlighted in a red box. The main panel displays a list of reports under the 'Clinical Details' section, including 'All Available Columns Data Element Report', 'All Other Alerts Details', 'Canceled Report Data Elements', 'Overrides Report Data Elements', and 'Reprogramming Data Elements Report'. Below this is a 'Library Management' section.

- Click on the **Guardrails® Suite MX Usage by Profiles** chart. This chart reports on “infusion starts” (or “infusion counters”) for each profile separately and also displays compliance

The screenshot shows the Knowledge Portal interface. At the top, it says 'Knowledge Portal' and 'Welcome! Ann Christine Catlin'. Below that, there are navigation tabs for 'Alaris® Products' and 'MedMined® services'. A breadcrumb trail shows 'Home > Reports'. On the left, there is a sidebar with sections: 'Site in Analysis:' (Cameron Memorial Community Hospital), 'Reports', 'Run a Report', 'Report Management' (Favorites, Shared), 'Comparative Information', and 'Ad Hoc Analysis Reports'. The main content area shows 'KPI Reports' with a sub-tab 'Guardrails® CQI Reporter Charts'. A list of reports is displayed, with 'Guardrails® Suite MX Usage by Profiles' highlighted by a red box. Other reports include 'Alerts by Profile', 'Alerts by Times Limit', 'Drug Or Fluid Alert Dashboard Chart', 'Monthly Count of Infusions using Guardrails® Suite MX and those not using Guardrails Suite MX', and 'Snapshot Mix by Top 10 Drugs'.

- Choose a single month of compliance data to upload to **IPI**. **KP** gives you **From:** and **To:** for entering the beginning and ending date of your selected month. This is shown below outlined in red.

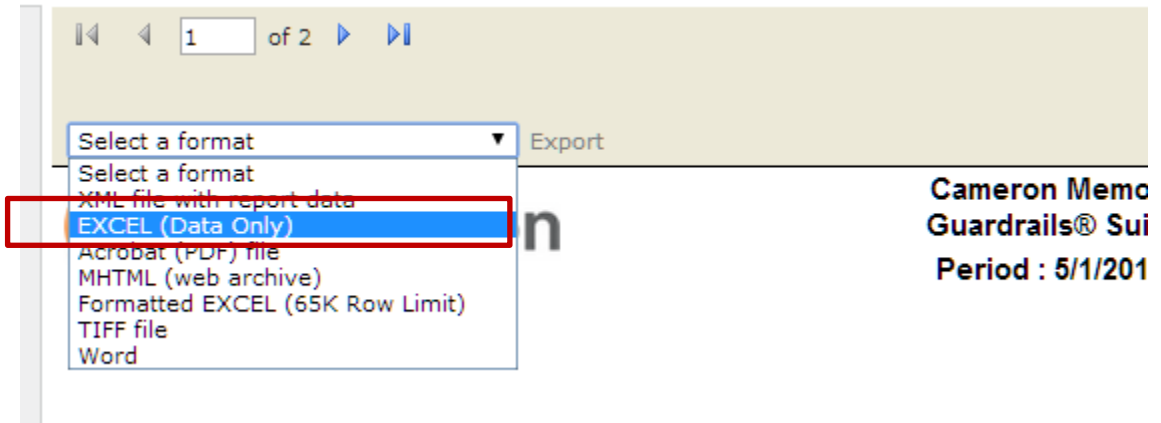
The screenshot shows the 'Parameters' section for the 'Guardrails® Suite MX Usage by Profiles' report. The 'From:' field is set to 5/01/2014 and the 'To:' field is set to 5/02/2014. Both fields are highlighted with a red box. A red arrow points from this box to a larger, detailed view of the 'Parameters' section on the right, which shows the 'From:' field set to 5/01/2014 and the 'To:' field set to 5/02/2014. The 'Run' button is visible on the right side of the interface.

In **From:** enter the first day of the month you want, and in **To:** enter the last day that month. For example, for the month of May, enter 5/01/2014 for **From:** and enter 5/31/2014 for **To:**.

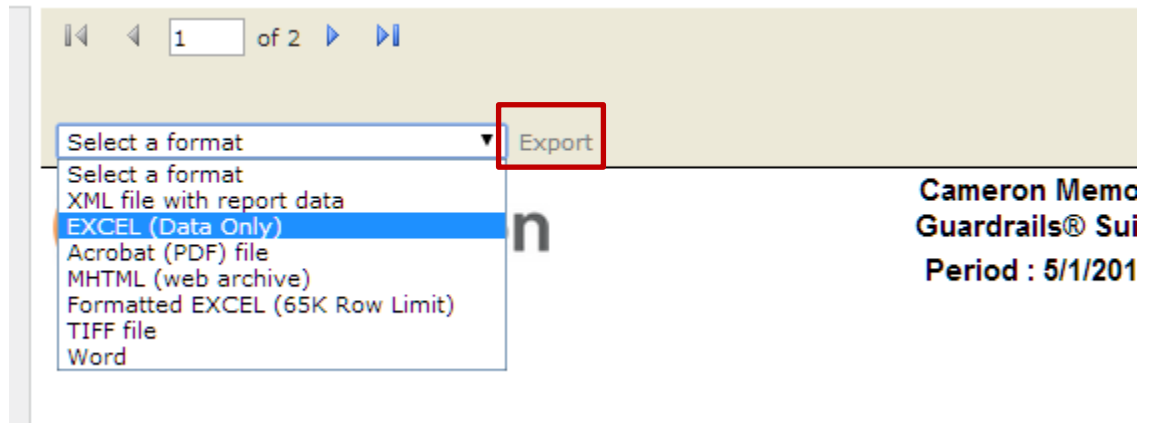
- Select **Run** to generate the report.

The screenshot shows the 'Parameters' section for the 'Guardrails® Suite MX Usage by Profiles' report. The 'From:' field is set to 5/01/2014 and the 'To:' field is set to 5/02/2014. The 'Run' button is highlighted with a red box. The 'Cancel' button is also visible on the left side of the interface.

- Export in CSV format by selecting **Excel (Data Only)** from the **Export** menu pulldown



- Select the **Export** button



- Your browser downloads the CSV file. Click to save that file to your desktop for uploading to **IPI**. You can open this CSV file in Excel before saving if you want. It is not a problem for the **Usage by Profile** CSV file. In fact, you can save it as CSV or as an Excel spreadsheet XLSX file. Either format is accepted for uploading to **IPI**.



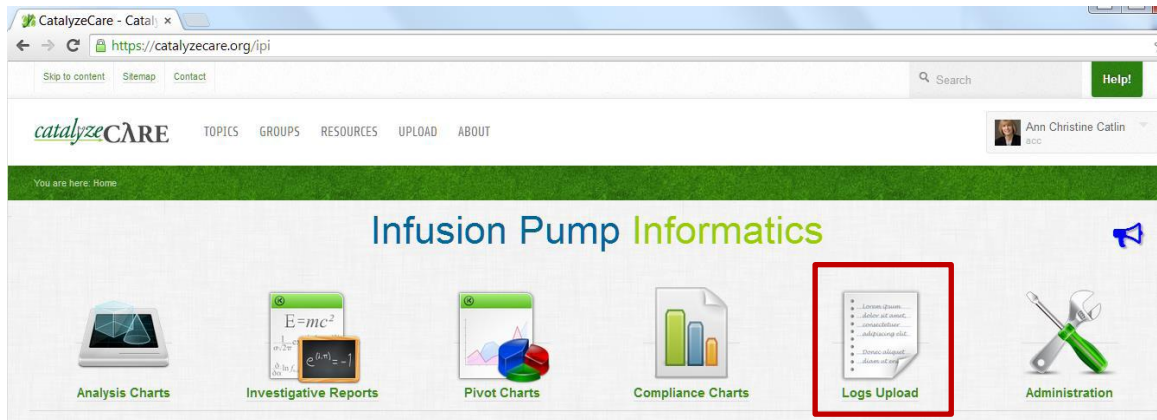


## Upload XLSX or CSV file to IPI

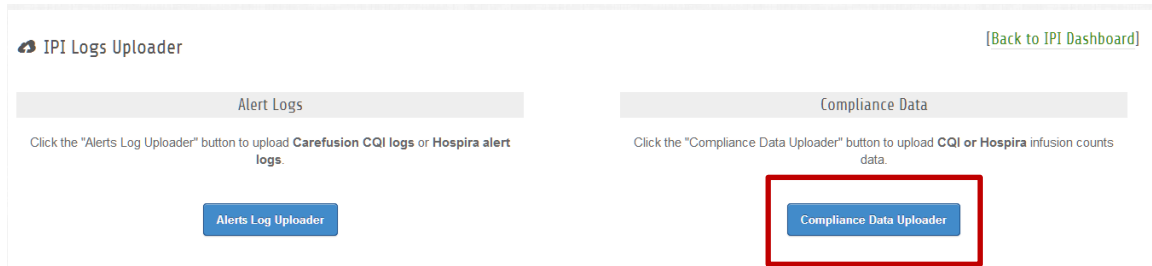
Use the **IPI Dashboard** to upload the XLSX or CSV file created from **Knowledge Portal (KP)**.

## Upload Alert Logs

- Log into [www.catalyzecare.org](http://www.catalyzecare.org) and navigate to the **IPI Dashboard**
- Select **Logs Upload**



- Select **Compliance Data Uploader**



- Your hospital should already be selected. Select the month for your upload file. It must be the same month you selected in **KP** for the **Guardrails® Suite MX Usage by Profiles** chart. If the months do not match, **IPI** will notify you and ask you to re-enter the month. Select the **Browse** icon to select the XLSX or CSV file for uploading to **IPI**.

Select hospital :\*

Good Samaritan Hospital Vincennes ▼

Select month for upload :\*

- select - ▼ - select - ▼

Upload file:

File:\*  No file selected.

You can optionally add information about your profile library updates during the month. **IPI** will save this information and display it along with your infusion counts and compliance data. Since the infusion counters are affected by profile library updates, some users find this information useful.

- Enter the days (separated by commas) for the dates of library update (E.g., 3, 5, 15 means that the library was updated on the 3rd, 5th and 15th of the month). Alternatively, you could enter how many update there were that month, in the example above, 3.

Did you have any new profile library updates this month?

Enter day or days (separate days by commas, e.g. 3, 5, 15):  Or

If you dont know the dates enter number of profile updates:

File upload history :

 Profile Updates  Data Collection

- You can also optionally add a comment about your file. Click **Submit** to upload.

A screenshot of a web form. At the top, the text "Comment :" is displayed. Below it is a large, empty rectangular text input field. At the bottom left of the form, there is a button labeled "Submit". The "Submit" button is highlighted with a red rectangular border.

Your file is loaded into the **IPI** database as soon as you click **Submit**.

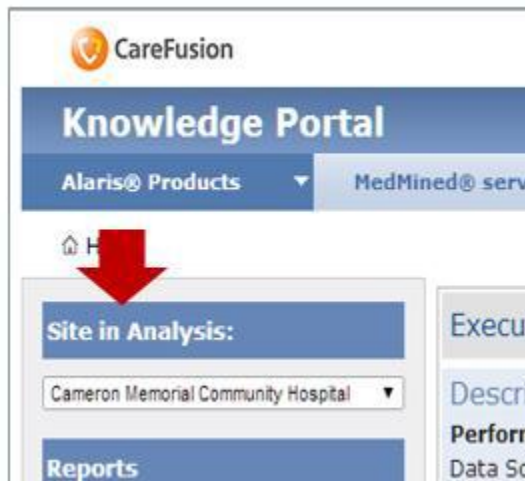
In the **File upload history** section, you will see the history of all files uploaded by your hospital.

If there are errors in processing, these will be noted in the **File upload history**.



## Appendix A: Facilities and Site in Analysis

If your hospital has many facilities in the **Site in Analysis** menu, you need to continue using **Alaris CQI® Reporter** to export your **Counters by Profile** compliance data file.



The **Alaris Knowledge Portal (KP)** does not currently have an option to select ALL your facilities for **Site in Analysis**. You can see how many facilities **KP** lists for your hospital system by clicking on the **Site in Analysis** menu.

For hospitals with one facility (E.g., Cameron Memorial Community Hospital, Eskenazi Health), this does not affect their analysis work using **KP**.

For hospitals with more than one facility however (E.g., IU Health, Aurora) this is an issue for their analysis work using **KP** – since **KP** currently does not support aggregate analysis across all facilities for charts and reports. This makes it difficult to analyze compliance data across the entire hospital system.

**Note:** Several hospitals have been urging Becton Dickinson to add an option of **All** facilities to the **Site in Analysis** menu. Until that feature is available, hospitals systems with many facilities may find it easier to continue using **Alaris CQI® Reporter** to generate a single **All Available Columns** report that includes all facilities – since **Alaris CQI® Reporter** generates the **All Available Columns** for all facilities at one time.