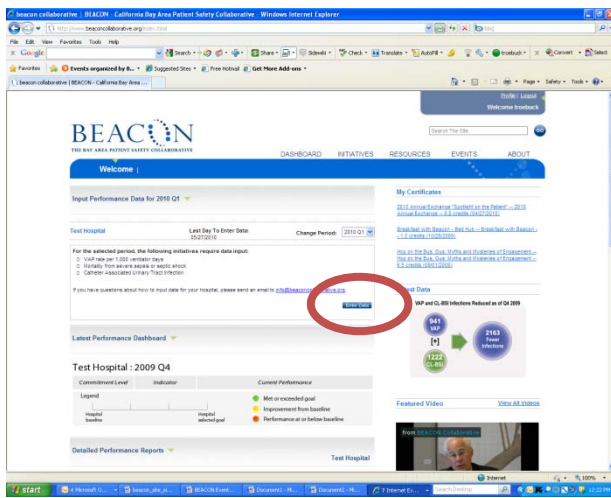
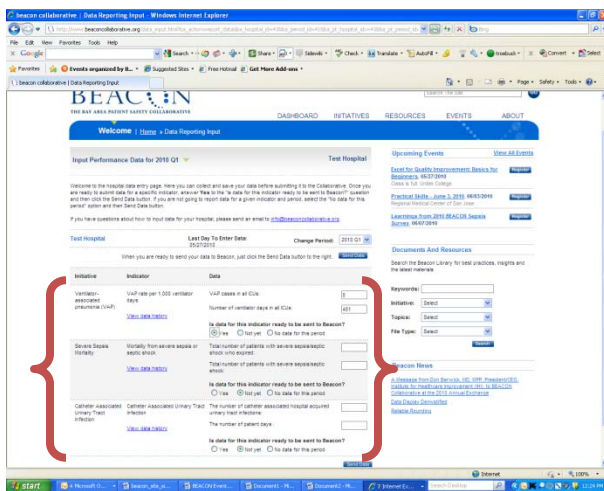


- 1) Go to www.beaconcollaborative.org
Log into the site with your username and password.
- 2) If you do not have a username and password, click on the link on the Member Login module: Part of the Collaborative? Click here to sign up and create a profile. After you complete the profile, contact us at info@beaconcollaborative.org and we will enable you to enter your hospital's data.



- 3) After logging into the site, you will be taken to your personal homepage.

Click the **Enter Data** button to access the numerator/denominator fields for the various initiatives.



- 4) Enter your data for the current quarter. If you need to enter data for previous quarters, send that information to info@beaconcollaborative.org

- 5) You have 3 options for entering data:
 - * "yes" to submit data
 - * "no data for this period"
 - * "not yet" if you have entered data but are not ready to submit it.

Click **Send Data** button after all actions, it functions as a SAVE button.

***The data will be reviewed by BEACON and we will contact you if there are any questions.*

To View Data Graphs

Click on DASHBOARD on the top navigation bar (next to the BEACON logo at the top of the page), find the graph, left click on it to expand the image. Right click on the graph to save the image.

2010 Data Entry Window dates:

Q4 2009 data entry window - Open 2/15/10, Close 2/26/10

Q1 2010 data entry window - Open 5/17/10, Close 5/28/10

Q2 2010 data entry window - Open 8/16/10, Close 8/27/10

Q3 2010 data entry window - Open 11/15/10, Close 11/26/10

Data administrators will receive auto-generated emails notifying them of the data entry window open and close dates. Once the data window is closed, all updates to the data will need to be sent to kcarrothers@beaconcollaborative.org

Viewing and Entering Data

The hospital data entry person(s) will receive rights to enter and view the data results. It is also possible for others to have access to view the data for their hospital. Those who wish to view their hospital's data will need to create a profile on www.beaconcollaborative.org and send a request for access to kcarrothers@beaconcollaborative.org.

Measurement Plan

The Measurement Plan with definitions is on the DASHBOARD page and it can also be found by typing the word *measurement* into the *Search the Site* box in the upper right-hand corner of the website.

Data Questions

If you have questions about your data, or to send historical data, please contact Kathleen Carrothers, Improvement Advisor, kcarrothers@beaconcollaborative.org