IDEAL CLINIC PROGRAMME

Training module IV part III for Ideal Clinic software

CAPTURE DATA ON THE WEB-BASED SOFTWARE

April 2016
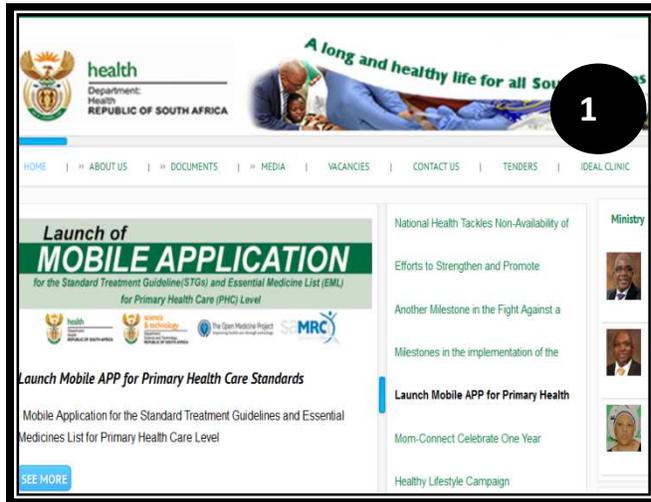
health

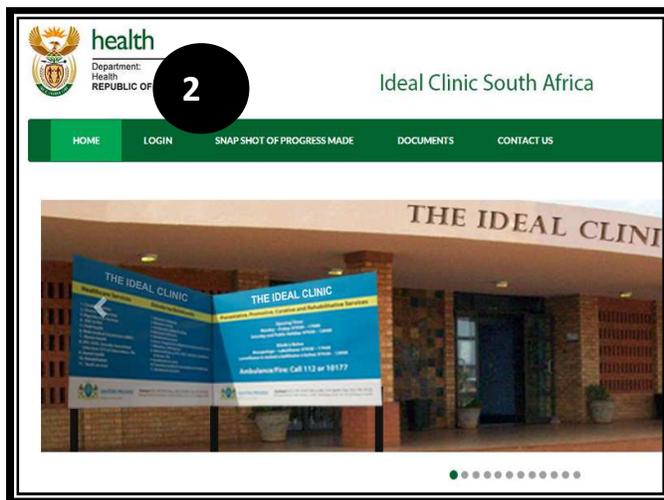Department:
Health
REPUBLIC OF SOUTH AFRICA

Table of contents

1. Log onto the web-based Ideal Clinic software

1. Go to the Department of Health's website https://www.health.gov.za, there is a tab named Ideal Clinic. Clinic on it to redirect you to the Ideal Clinic website: https://www.idealclinic.org.za or you can access the site directly.
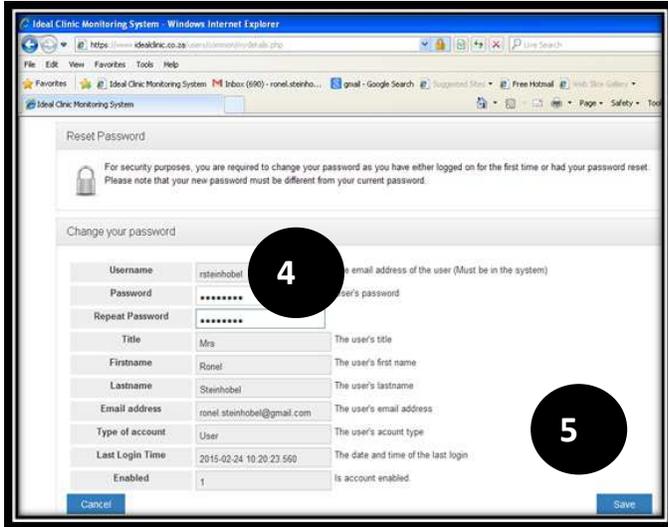

2. Select the 'LOGIN' tab

3. Enter your Username and the temporally Password that was e-mailed to you in the text boxes provided and click on the 'Login' button.

   Refer to the introduction training manual for software how to obtain a user account.

4. When you Login the first time this window will open that will require you to enter a new Password. Enter a new Password twice in each box provided.
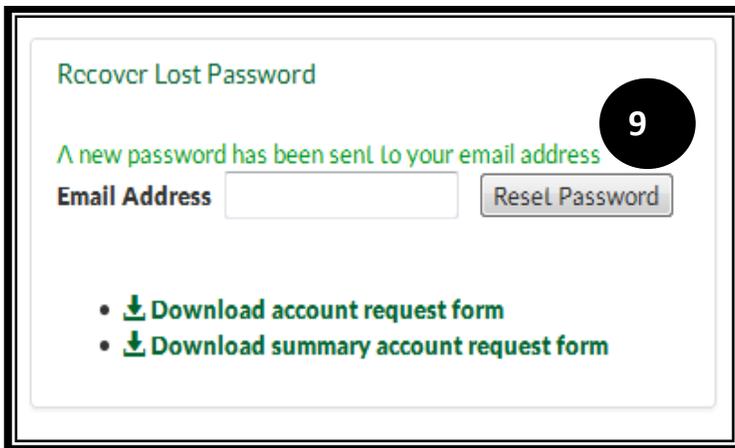5. Click on Save to continue to the Homepage
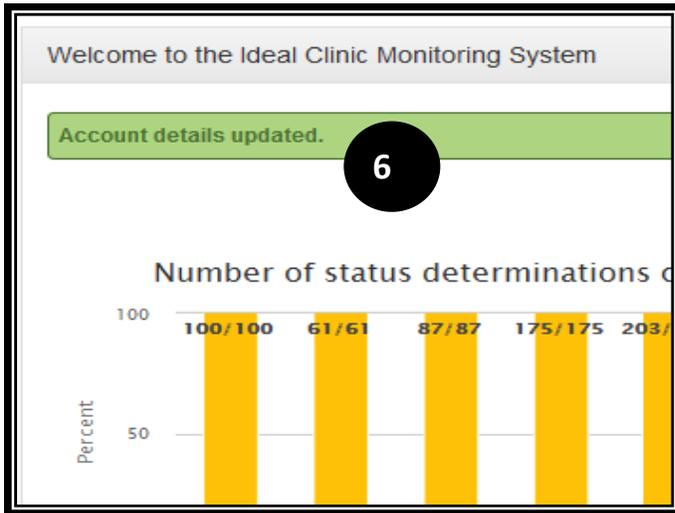
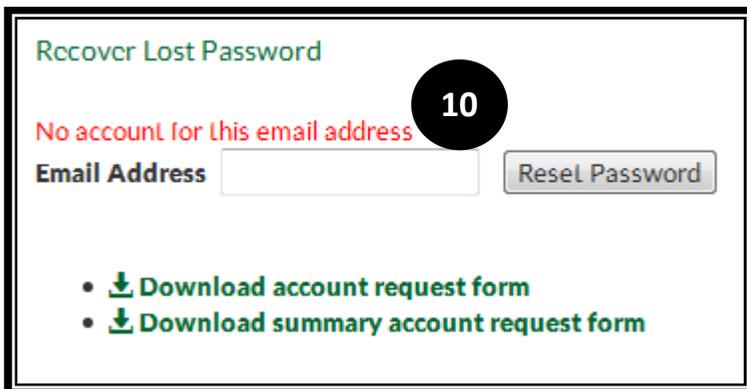6. A message will appear stating "Account details updated"

In cases where staff forget/lost their Password follow the procedure as set out in point 1 to 2

7. Enter your e-mail address that was used to create your user account in the text box provided to "Recover Lost Password".
8. Select the 'Reset Password' button

9. A message will appear stating: "A new password has been send to your email address"

10. If the account does not exist or you have mistyped your e-mail address a message will appear stating "No account for this email address". Contact your provincial or district coordinator for assistance to obtain a user account.

11. The user will then receive an e-mail on the registered e-mail address. Enter your Username and the temporally Password that was emailed to you in the boxes provided (see point 3 to 6)
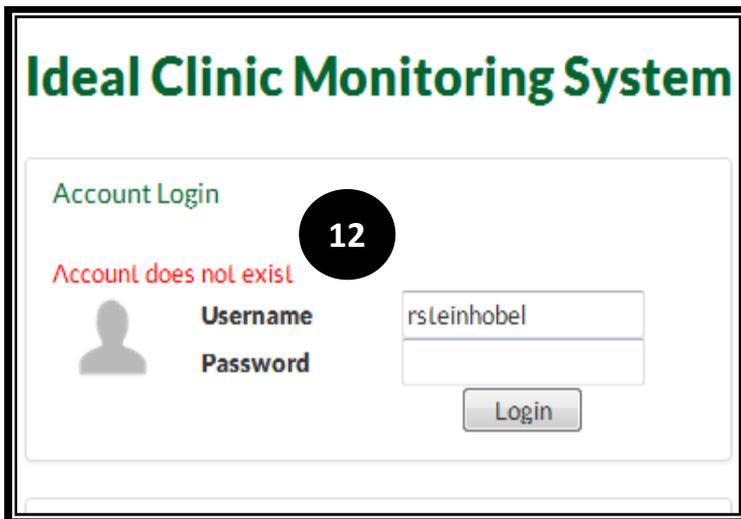

12. **Note: When logging and the password is typed in incorrectly in the password text box a message will be displayed stating "Account does not exist" therefore make sure you type in your password correctly**.
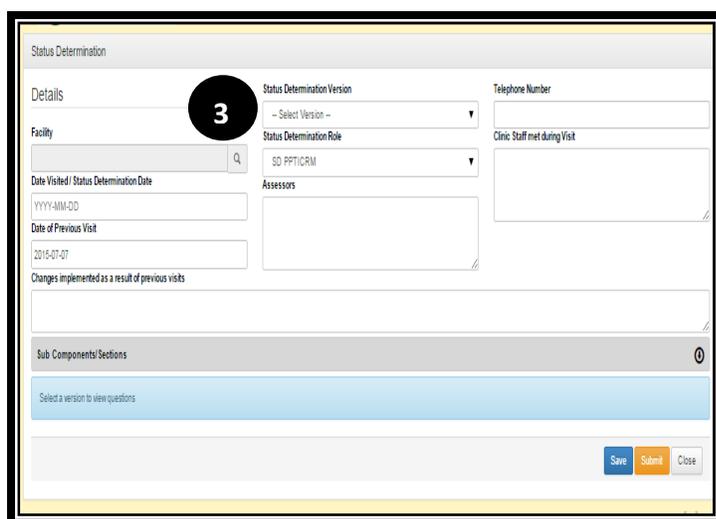
2. Capture online
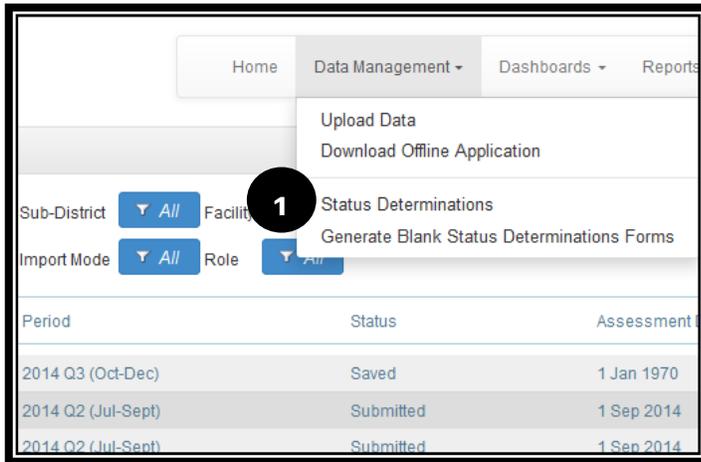
Log onto the software on the webpage – www.idealclinic.org.za.

1. Go to the Data Management tab and select 'Status Determinations' option. Click on the 'New' button to capture.
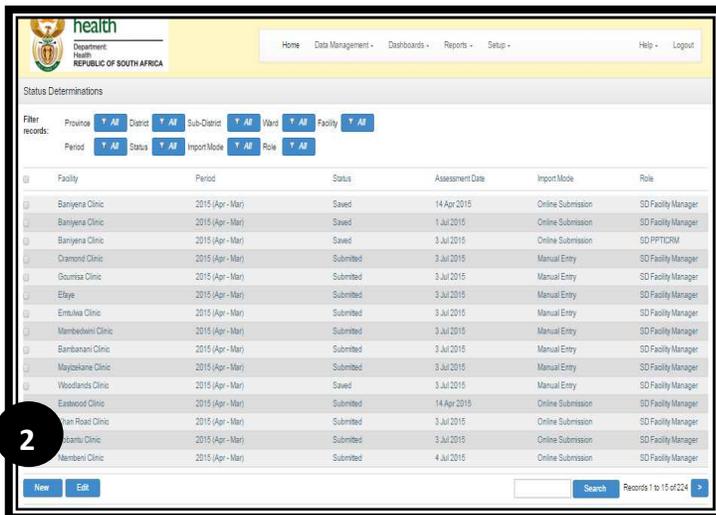
2. Click on the 'New' button at the left bottom corner of the page to capture a new status determination.

3. Click on the magnifying glass to select the facility name that you want to capture a status determination for.

4. Type in the facility name in the search box for the facility that you want to capture the status determination for.
5. Click on the search button.
6. Select the facility from the list that appears by clicking on the radio button.
7. Click the Select button

The following fields are compulsory to complete:

8. Select from the dropdown list at the 'Status Determination Version' the version you want to capture for

9. Select the 'Status determination Role' option and select the role.

10. Enter the date of visit

The other information on the form is not compulsory to complete but it is good practice to complete it, therefore it is advisable to complete it

11. Select the score for each element by clicking on the radio button.

12. The elements that are scored against a checklist are marked with an icon to the right of the screen. Note that you will not be able to select the 'Yes', 'No' and 'Partial' on the dashboard as the options are blocked. Select the icon to the right of the element that will then open the checklist.

13. Remember to write a comment in the 'Current Challenges column' if you have selected a score that is 'Partial', else you will not be able to submit the status determination.

14. The red margin to the right of the pages will disappear once a comment is captured

For the elements that have a checklist, after you have clicked on the icon for the checklist, the checklist form will open.

15. Select the various scores by clicking on the radio buttons.

16. On completion select the close button once done. Note that you have to score a minimum of at least one measure on all checklists else the SD cannot be submitted. All measures must be scored on checklists that have only a "Yes" and "No" option, else the score will not calculate.

17. Remember to **select the 'Save' button at regular intervals.** If connection is lost during capturing the data will be lost if the 'save' function was not used while capturing.

18. Once all the scores have been captured and you have verified that the data was captured correctly, select the 'Submit' button

Very important: The data of the facility will only display on the reports and dashboard once the status determination has been 'submitted'

Once a status determination has been submitted it cannot be changed or removed by the user. In cases where a status determination was submitted with incorrect data and the facility/district wishes to remove the status determination from the software, the responsible staff member must send an e-mail to the Ideal Clinic address (idealclinic@health.gov.za) with a request to remove the status determination. The name of the facility, district and date when assessment was conducted must be provided.

.

3. Retrieve a 'saved' status determination
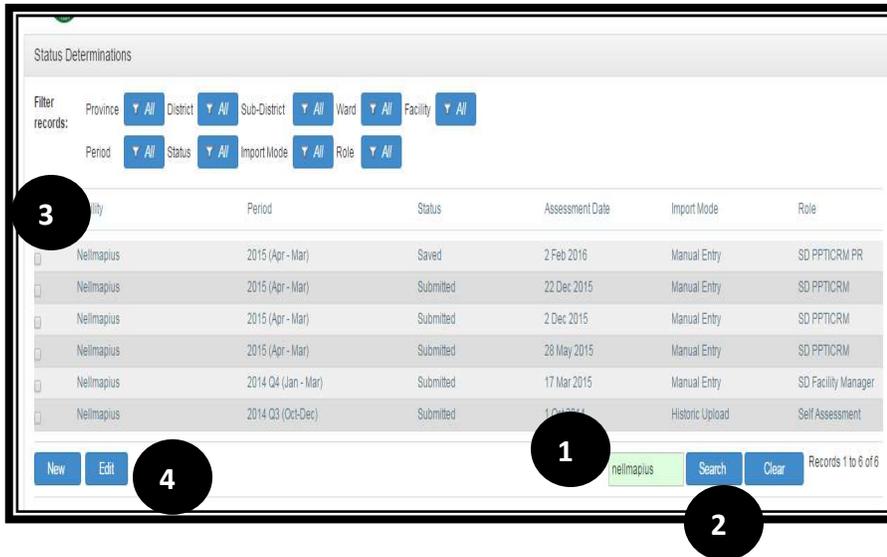
Follow point 1 on page 6

1. Type the facility name that you have saved a Status Determination (SD) for and you want to recall it to complete it and submit it.
2. Select the search button.
3. A list of all the SDs for that facility will come up. Click on the tick box next to the facility's status determination Select the one that you want to open.
4. Click the 'Edit' button.
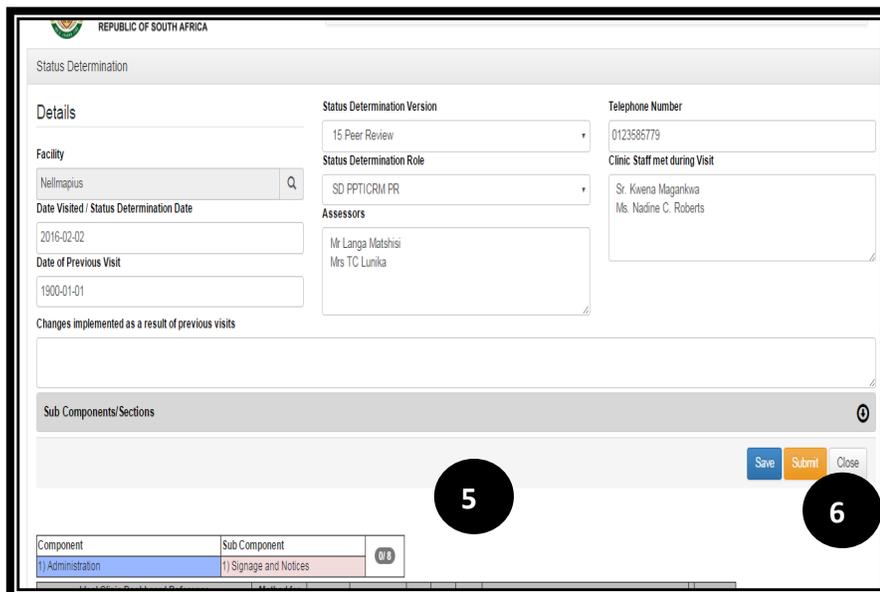
5. The dashboard form for the facility will come up.
6. Complete the status determination and 'submit' is once complete and it verified that