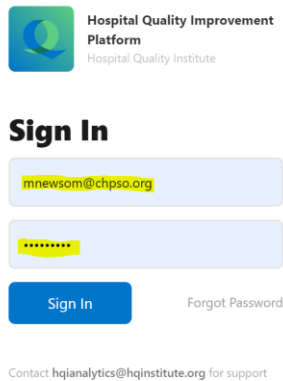


Using the HQIP Platform

1. Go to <https://hqipanalytics.org/>
2. Enter your user name and password and click "Sign In". For your first time logging on you will want to select "Forgot My Password" to set your desired password.



Hospital Quality Improvement Platform
Hospital Quality Institute

Sign In

mnewsom@chpsa.org

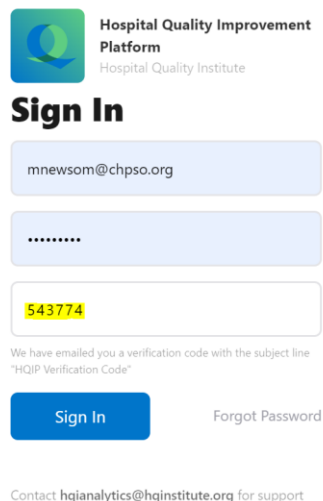
Sign In Forgot Password

Contact hqianalytics@hqinstitute.org for support

3. Check your email for your MFA code. Make sure to check your spam folder.
HQIP Verification Code: 543774



4. Once you have retrieved your code, enter it into the Two-Factor Code box on the main page. Then click "Sign In".



Hospital Quality Improvement Platform
Hospital Quality Institute

Sign In

mnewsom@chpsa.org

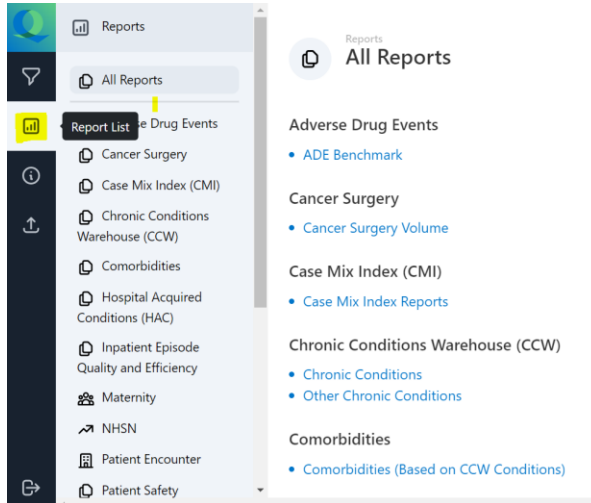
543774

We have emailed you a verification code with the subject line "HQIP Verification Code"

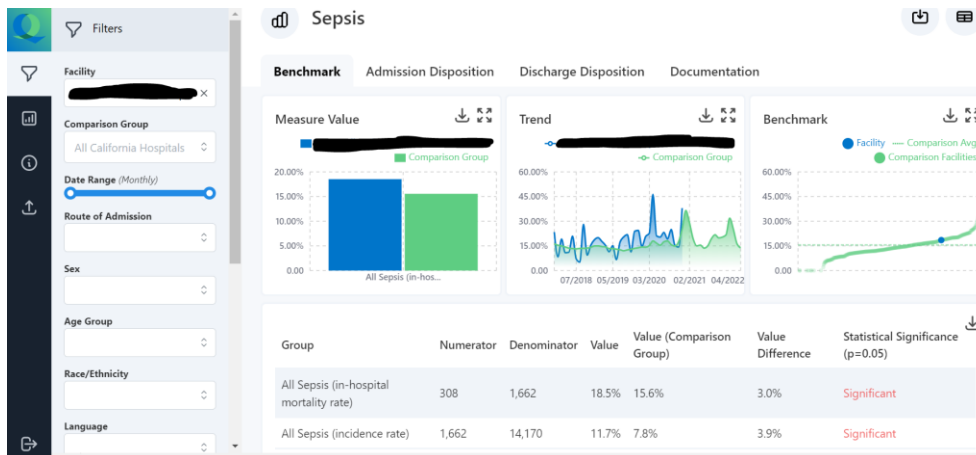
Sign In Forgot Password

Contact hqianalytics@hqinstitute.org for support

- On the far left hand side, you have your icons that control what functions you want to perform.
- To access reports-** click the graph logo to access the “Reports List” tab, then select which report you would like to view from the menu.

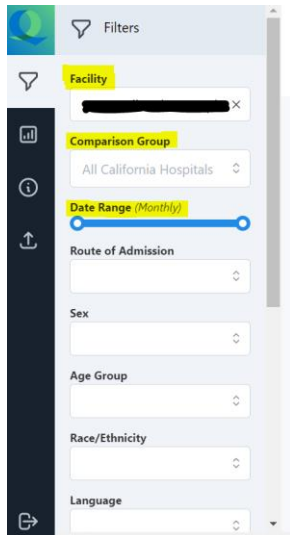


- Once you select a report you will be taken to that report page the will show your facilities metrics.

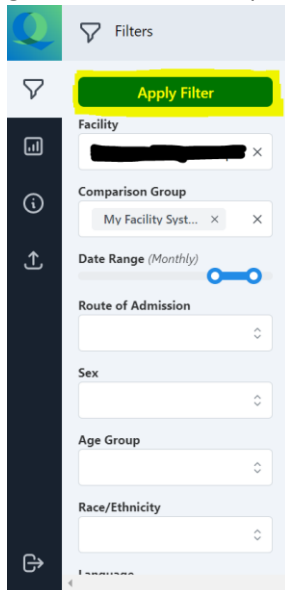


- By clicking on each measure within the report, the top graphs will change to reflect your choice.

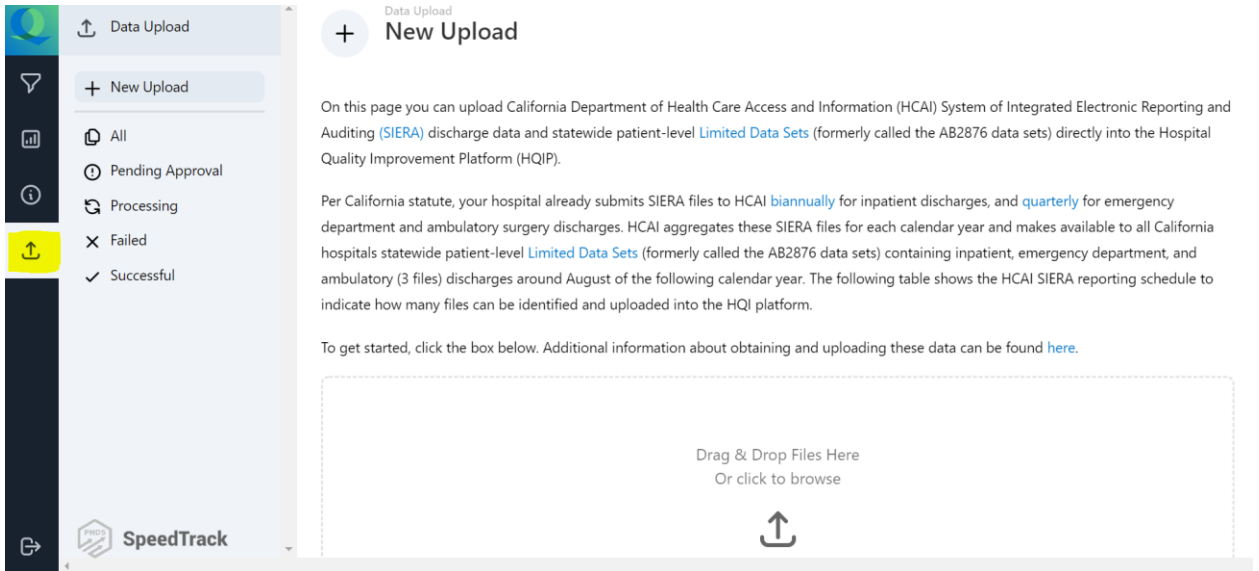
9. If you would like to change the “Facility” you are looking at, change the “Comparison Group” (default is All California Hospitals), or change the “Date Range” of the data you see, you can do so in the Filters tab on the far left. You can also filter by sex, age, race/ethnicity, language, etc.



10. Once you have selected your desired filter selections, press the “Apply Filter” button to generate the new report reflecting your changes.



11. **To upload data-** Select the upwards arrow button on the far left side



12. You can either drag and drop your files one at a time in the “Drag and Drop Files Here” section or click that same section to open up your file folder to select your files to upload. Then you will select the type of file you are uploading and click “Upload File”.
13. When you are finished utilizing the platform and are ready to log off, you will click the “Sign Out” button in the bottom left hand corner of the page.

