

IHS Division of Diabetes Treatment and Prevention Diabetes WebAudit

FAQ

1. GENERAL QUESTIONS

1.1 If I am planning on doing an electronic audit, do I need to set up a WebAudit account?

Yes, you do need to set up a WebAudit account even if you are doing an electronic audit.

Instead of emailing your REC file to your Area Diabetes Consultant (ADC) or Ray Shields, you will "upload" it via the WebAudit. Then you can view, edit, and run reports on your data. The ADC for your area and IHS Division of Diabetes Treatment and Prevention staff (including Ray) will also have access to your data once it is uploaded.

1.2 Can more than one person have access to the data for a facility?

Yes – any number of people can have access to the data for a facility, with permission from the facility staff.

1.3 I was automatically logged out of the WebAudit – why?

Audit data includes information that could be used to identify individuals (e.g., Date of Birth, Chart Number) which must be kept confidential. In order to do so with internet-based software like the WebAudit, HHS security guidelines require an automatic log out if the computer is unattended for some period of time (20 minutes).

If you are in the middle of entering data for a record and need to leave your computer, click on the "Save" button at the bottom of the screen, even if you aren't done entering data for that record. That way you won't lose any data, and can go back and "Edit" that record (meaning adding in the rest of the record's data) when you next get back to your computer.

2. FACILITY INFORMATION: REGISTRY NUMBER AND SDPI

2.1 How do I enter the Registry Number for my facility?

1. From the main menu click on "WebAudit Facility Administration".
2. From the Facility Administration page Click on the button or left menu item that says "Enter Reg Num".
3. On the Audit Registry Number Tool page, follow the instructions on the screen to enter your REGNUM.

2.2 How do I enter the information about SDPI grant funds for my facility?

There is not a way to do so at the current time. This information will not be required for the 2008 Audit, but will be collected in future years.

3. DATA ENTRY/EDITING

3.1 Why can't I see some of the questions on the screen, like tobacco cessation counseling and depression screening?

These questions depend on the response to the previous question and will appear on your screen if they should be answered.

3.2 When I have missing data for blood pressure, HbA1c, lipid panel, or other fields that usually have a number what do I put in?

Just don't enter anything if you have missing data. DO NOT enter a value of 0, 99, a negative number, a dash, or any another number or character.

3.3 For a question where I choose a response from a list, I accidentally chose a response but really the response is missing – what should I do?

1. For STATE of residence, just select the word "State" at the top of the list.
2. For DM Therapy, missing is assumed to be "No", so select "2 - No" from the list.
3. For all other fields where you choose a response, select "Choose One" from the top of the list.

3.4 Why can't I enter a Urine Ratio (urine protein test result) that isn't a single number (e.g., <30, 30-300)?

For the 2008 audit, only data from quantitative urine protein tests are being collected. Urine protein test results that are ranges of values like these examples come from non-quantitative urine protein tests and should not be entered.

If your facility is running non-quantitative protein tests, you should select "4 – None" for Urine Protein Testing.

3.5 I entered/uploaded my data and I need to change/correct some values. How do I do that?

1. From the main menu click on "WebAudit".
2. From main WebAudit page, click on the button or left menu item that says "View/Download Data".
3. Follow the instructions at the top of the screen to see a list of records for your facility.
4. Once the list appears, follow the instructions above the list to choose a record to edit.
5. You will be taken to the Data Entry Tool, which is also used for data edits. Follow the instructions at the top of the screen to make any necessary data edits.

3.6 Why can't I use the Enter key to go between fields anymore?

The ability to use different keys to move through data entry is dependent on the software. The WebAudit software requires use of the Tab key or mouse instead of the Enter key.

4. VIEW/DOWNLOAD DATA

4.1 The List of Audit Forms Entered is not in the order that I entered them. How can I change the order?

You can reorder the List of Audit Forms Entered by clicking on any of the underlined column headers. To see the list in the order the forms were entered, click on the "Entry Date" column header.

5. LOCKING DATA

5.1 What does "Lock Facility Data" mean?

"Lock Facility Data" means data for your facility has been submitted and can no longer be entered or changed by you or other staff with access to your data. Locking your data via the WebAudit is essentially the same as sending it to your ADC or to the IHS Division of Diabetes Treatment and Prevention in previous years.

5.2 How do I "Lock" the data for my facility?

1. From the main menu click on "WebAudit Facility Administration".
2. From the Facility Administration page Click on the button or left menu item that says "Lock Facility Data".
3. On the Lock Facility Data Tool page, follow the instructions on the screen to lock the data for your facility.

6. OTHER

6.1 I didn't find the information I was looking for here, how can I get help?

Please send an email message to ddtpwebauditadmins@ihs.gov. If you would like someone to contact you via phone, please indicate that in your message and provide a phone number.