



## CheckPoint 4.0 Quick-Start Guide

The basics of CheckPoint public reports and login-only options are outlined below.

### **Hospital Report** – All Measure Results for One Hospital

Select Hospital Report on the menu bar and choose a hospital from the drop-down list. You can also type a portion of the hospital's name and select it from the matches found. Changing your selection will automatically refresh the report for the new hospital.

- Click on a measure family name to display results for those measures.
- Click See All Measures to expand all measure families.
- Click the **i** button to the left of a measure name for information. Right-clicking on Link to Specifications in the information box will open the link in a new tab. Click anywhere outside the information box to close it.
- Click on a star rating or other symbol for its meaning. Click the explanation again to close it.
- Click on a **blue** number in the Hospital Result column to see the hospital's performance history for that measure.
- Click on Compare to other Hospitals at the foot of each measure family section to show a report for all hospitals.
- Click Export to Excel if you wish to download and save the report.

### **Compare Hospitals** – All Hospitals' Results for a Measure Family

Click on Compare Hospitals on the menu bar, choose a Measure Family and press Submit. Users can also customize the hospitals shown by selecting one or more within the selection box before pressing Submit.

- Click Show Rates at the top of the report to toggle the results to display measure results instead of star ratings. You can click a **blue** number to see a hospital's measure performance history. The Show Rates control will change to Show Stars so you can toggle back to stars if desired.
- Click on any hospital name in the left column to display its Hospital Report.
- Click the **i** button to the left of a measure name for information. Right-clicking on Link to Specifications in the information box will open the link in a new tab. Click anywhere outside the information box to close it.

- Click on a star rating or other symbol for its meaning. Click the explanation again to close it.
- Click the up/down arrow next to a column name to toggle an ascending/descending sort for that column.
- Click [Export to Excel](#) if you wish to download and save the report.
- Click on [Compare Hospitals](#) on the menu bar to select a different measure family and/or the hospitals.

**Resources** – See Documents Related to CheckPoint

Measure-specific information is only available via the **i** buttons in reports. Click [Resources](#) on the menu bar for the following categories:

- [What is CheckPoint](#): general information about CheckPoint.
- [For Hospitals](#): technical information, including the **CheckPoint Update Calendar** and **CheckPoint Data Flow** (for data sources).
- [For Consumers](#): public-oriented information and the CheckPoint FAQ.

**Hospital Login** – Account holders can log in and access the options listed below. Health system users may also need to select one of their hospitals.

- The **Hospital Services** console allows users to configure the services their hospital provides and authorize CheckPoint reporting.
- The **Data Entry** form allows hospitals using a third-party perinatal measure vendor to add their data. Just select a hospital and quarter, add, or revise data and click the [Save Data](#) button. Users can confirm that their changes were saved by re-selecting the year-quarter of interest and verifying that the appropriate values are shown.
- **Preview Reports** allow users to check their hospital data before it is reported publicly. CheckPoint Alert emails notify account holders when new data are available for preview. Measures already publicly reported elsewhere (such as on Hospital Compare) are released directly to the public reports but are still provided in the Preview Report.
- **Reset Password** provides a form to reset your password.
- Click **Sign Out** once you have finished working behind the login or click [LOG OUT](#) in the top right corner above the orange menu bar.

Contact [quality@wha.org](mailto:quality@wha.org) with any questions.