



Title Focused Importing in AQUA	Date April 4, 2019
CDE Number A-1904001	CDE Credit Hours 1 HR

Focused reviews are for agencies that want to do quality assurance for specific call types or specific call takers. Importing these calls is very similar to importing random calls for service.

When AQUA is first opened, select the import/export tab towards the top:

The screenshot shows the AQUA software interface. At the top, the 'Import/Export' tab is selected in the menu bar. Below the menu is a 'Case List' table with the following data:

Description	Date Created	Modified Date	EMD Total	EPD Total	EFD Total	ECHS Total
01/02/19	1/19/2019	2/06/2019	812	0	0	0
2/20/19	2/12/2019	3/4/2019	117	0	0	0
03/02/19	3/16/2019	3/21/2019	71	0	0	0
Ardale	3/7/2019	3/21/2019	0	0	0	0
Calls to be Q'd	12/02/19	3/09/2019	36	0	0	0
Focus Reviews 01/19	2/22/2019	3/24/2019	14	0	0	0
Jenna	3/7/2019	3/27/2019	18	0	0	0
Jawick	3/7/2019	3/28/2019	13	0	0	0
Jacobin	3/7/2019	3/28/2019	8	0	0	0
Ready to Print	12/20/19	3/24/2019	11	0	0	0
Test case	2/19/2019	3/15/2019	0	0	0	0

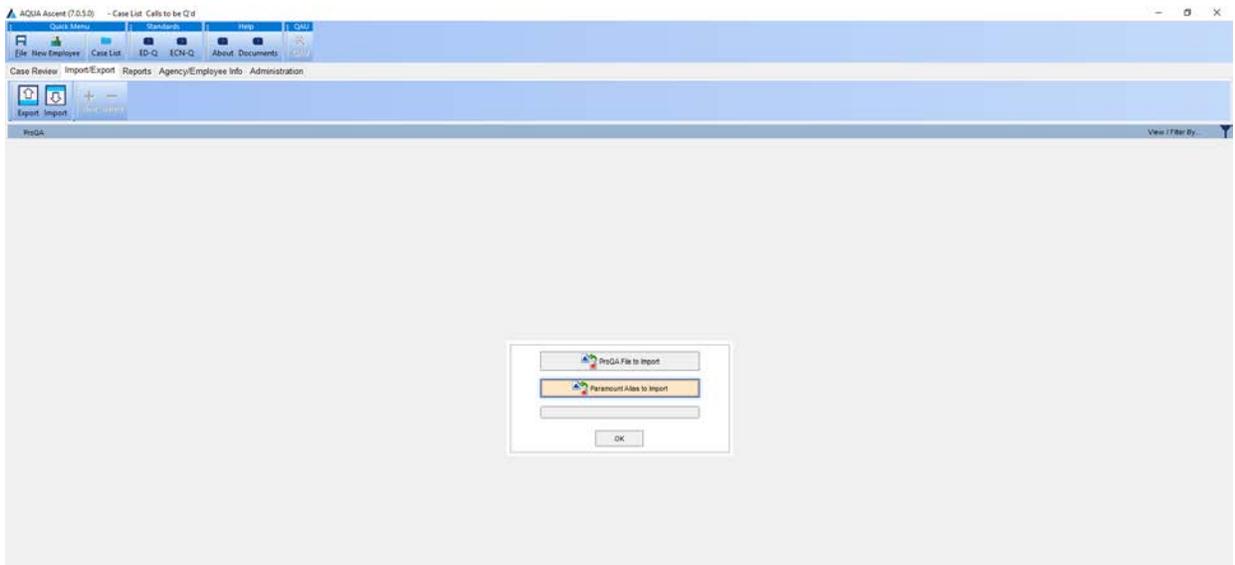
At the bottom of the screenshot, the status bar shows: Ardele Grina, NAE, 5 of 11, El Paso Teller County 911.



This will show all of your case lists. Select the case list where the calls need to go. You can also build a new case list from this screen if needed. Once the case list is selected click on Import in the top left hand side of your screen. This will bring up a drop list for you to select where to import these calls from. Select ProQA.

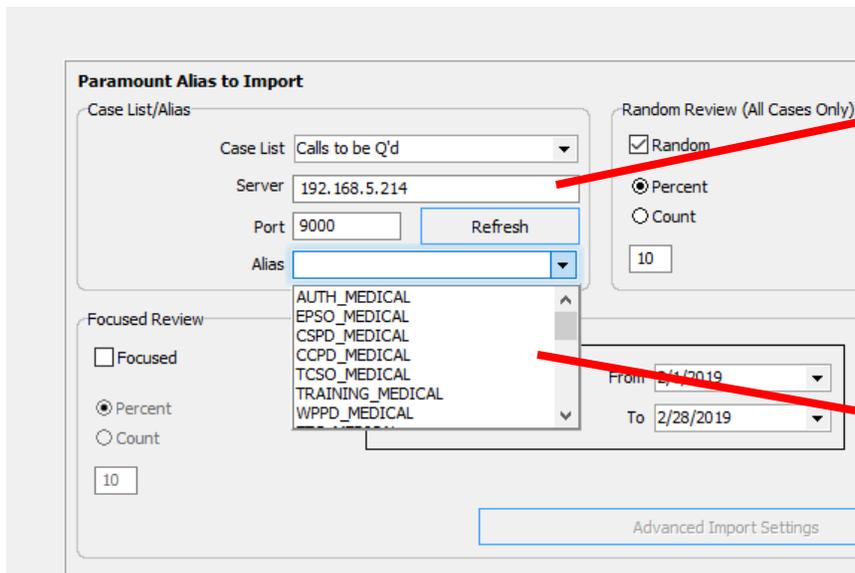
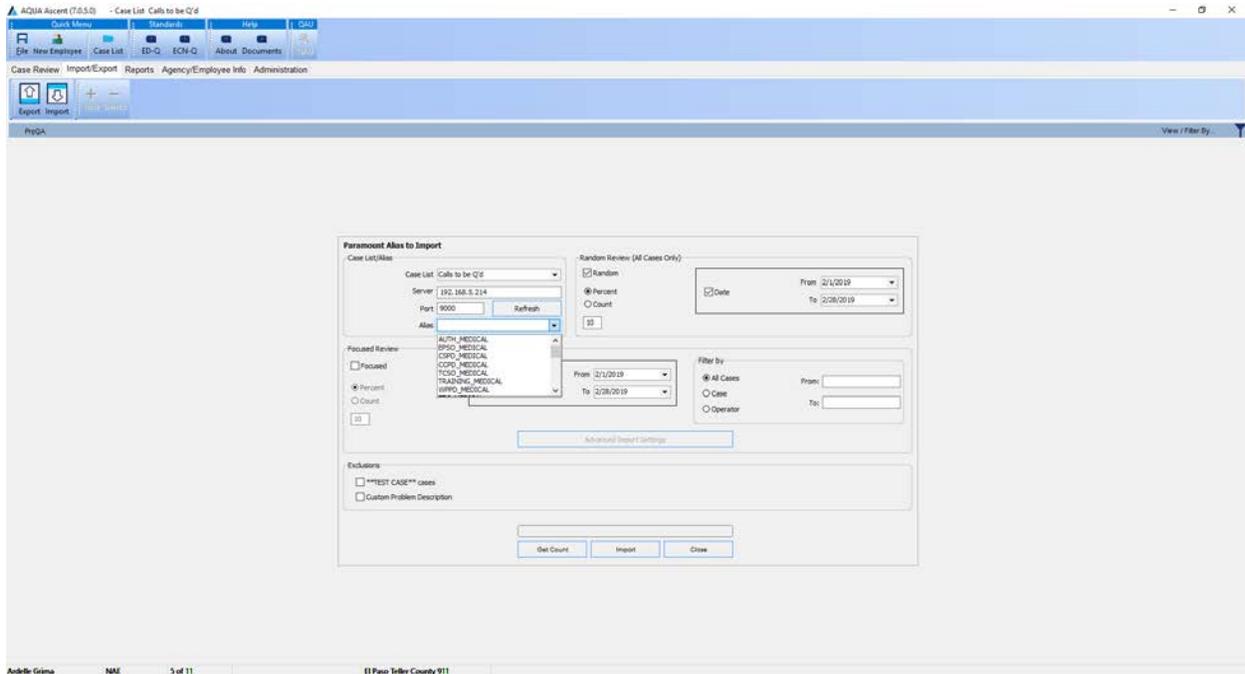


Selecting ProQA will bring up another box asking if you want to pull from a ProQA file or Paramount Alias. Always select Paramount Alias to Import:





Once you are at the import screen, it is a matter of filling in the blanks:

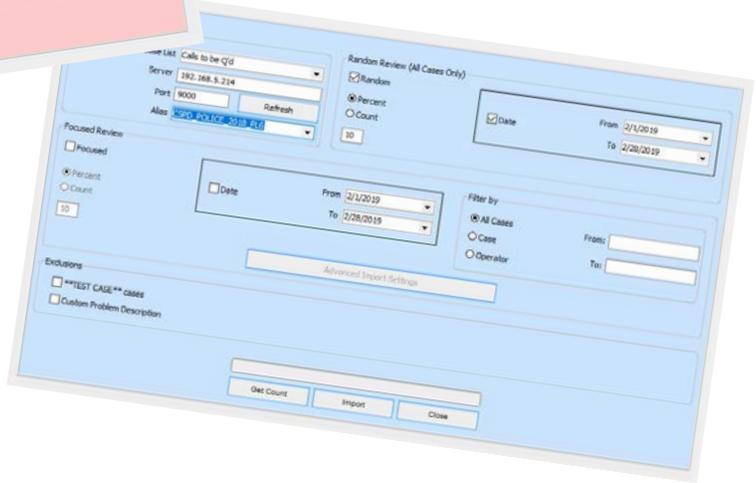
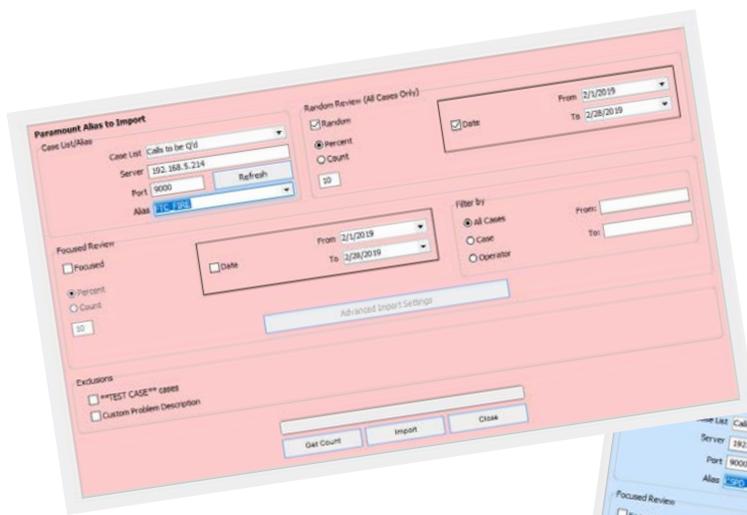
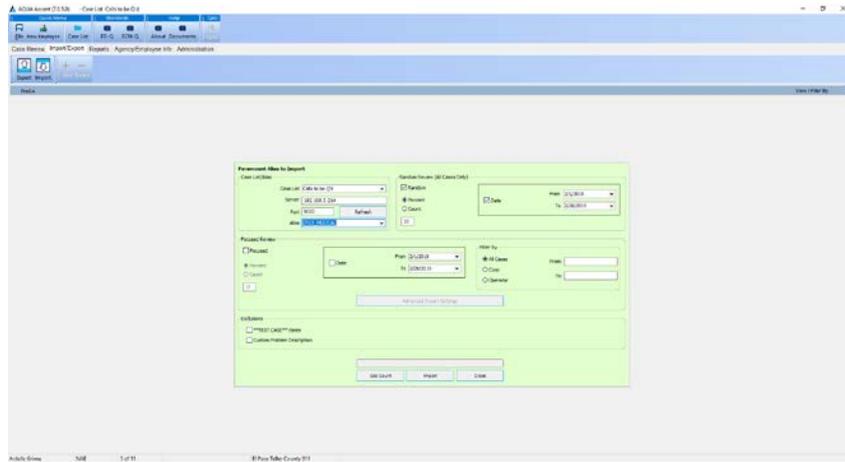


Make sure the server IP is at: 192.168.5.214. If it is wrong, you will not be able to see your agency alias in the list below.

Once the IP is correct, click refresh, then select your agencies alias. There are different ones for medical, fire, and police. (This list may look different due to having access to others data)



The import screen is color-coded: When medical is selected, it will be green, fire is red, and police is blue:





Once your agency alias is correct, then we want to look directly below that and select the focused box:

Paramount Alias to Import

Case List/Alias

Case List:

Server:

Port: Refresh

Alias:

Random Review (All Cases Only)

Random

Percent

Count

Date

From:

To:

Focused Review

Focused

Percent

Count

Date

From:

To:

Filter by

All Cases

Case

Operator

From:

To:

Advanced Import Settings

Exclusions

TEST CASE cases

Custom Problem Description

Get Count Import Close

With this box selected, click on the date button to the right and choose the date range you want to pull the calls from:

Focused Review

Focused

Percent

Count

Date

From:

To:

Filter by

All Cases

Case

Operator

From:

To:

Advanced Import Settings



There are different ways to decide how to pull calls in. One way is based off a percentage of the calls in ProQA, the other is to select a certain number of calls to be pulled in. Select whichever one you want to use, then put a number in the box below it. On this example, since percent is selected, AQUA will pull 10% of the call volume with the dates chosen. If "count" was selected, AQUA would pull in 10 calls from that date range.

A screenshot of a software interface titled "Focused Review". It features a "Focused" checkbox which is checked. Below it, there are two radio buttons: "Percent" (selected) and "Count". A text input field next to "Count" contains the number "10". To the right, there is a "Date" checkbox which is checked, and two date pickers: "From" set to "4/1/2019" and "To" set to "4/8/2019". Further right, there is a "Filter by" section with three radio buttons: "All Cases" (selected), "Case", and "Operator". Below these are two empty text input fields labeled "From:" and "To:". At the bottom center, there is a button labeled "Advanced Import Settings".

Advanced import settings allows you to include, or exclude certain types of chief complaints. If your agency wants to do focused reviews on cardiac arrest, select the box for 9: Cardiac or Respirator Arrest/Death. This will only pull from that call type during the date ranges. If you do not want to filter out anything or focus on specific chief complaints, it is not necessary to bring up this advanced import settings box:

A screenshot of a dialog box titled "Advanced Import Settings". It has a standard window title bar with minimize, maximize, and close buttons. At the top right, there are "Select All" and "Clear All" buttons. The main area is divided into two sections: "Include" and "Exclude". Each section contains a list of 13 chief complaint categories, each with a checkbox. The categories are: 1 Abdominal Pain / Problems, 2 Allergies (Reactions) / Envenomations (Stings, Bites), 3 Animal Bites / Attacks, 4 Assault / Sexual Assault / Stun Gun, 5 Back Pain (Non-Traumatic or Non-Recent Trauma), 6 Breathing Problems, 7 Burns (Scalds) / Explosion (Blast), 8 Carbon Monoxide / Inhalation / HAZMAT / CBRN, 9 Cardiac or Respiratory Arrest / Death, 10 Chest Pain / Chest Discomfort (Non-Traumatic), 11 Choking, 12 Convulsions / Seizures, and 13 Diabetic Problems. At the bottom of the dialog, there are "OK" and "Cancel" buttons.



After all of these selections are complete, be sure to Exclude the ****TEST CASE**** cases. Do this by clicking the box next to it at the bottom. Clicking this will not import calls that were marked in ProQA as test during "Tell me exactly what happened":

The screenshot shows a web interface for importing data. It is titled "Paramount Alias to Import". The interface is divided into several sections: "Case List/Alias" with fields for Case List (Ardelle), Server (192.168.5.214), Port (9000), and Alias (EPSO_MEDICAL); "Random Review (All Cases Only)" with options for Random, Percent (selected), and Count (10); "Focused Review" with options for Focused (checked), Percent (selected), and Date (checked); "Filter by" with options for All Cases (selected), Case, and Operator; "Advanced Import Settings" button; "Exclusions" with a checked box for "**TEST CASE** cases" and an unchecked box for "Custom Problem Description"; and a "Get Count" button. A red arrow points to the "Get Count" button.

After all the selections are complete, if you chose to pull a percentage of the calls it is good practice to choose get count. This tells you how many calls will be imported. This is good because if you need more, you can up your percentage or vice versa. If the number in the count is good, click on import.



Once the import is done a pop up box will appear:

The screenshot shows a web-based interface titled "Paramount Alias to Import". The interface is divided into several sections: "Case List/Alias" with fields for Case List (Ardelle), Server (192.168.5.214), Port (9000), and Alias (EPSO_MEDICAL); "Random Review (All Cases Only)" with radio buttons for Random, Percent (selected), and Count, and a "Date" checkbox; "Focused Review" with checkboxes for Focused, Percent (selected), and Count, and a "Date" checkbox; and "Exclusions" with checkboxes for "**TEST CASE** cases" (checked) and "Custom Problem Description". A central pop-up box with an information icon and the text "Import is complete." and an "OK" button is overlaid on the interface. At the bottom, there are buttons for "Get Count", "Import", and "Close".

Click OK and go back to the case list you selected in the beginning. All calls should be in that folder.



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I verify that I read and am familiar with the contents of this document.

Please return this to your agency's training coordinator for CDE credit. If you have any questions please contact us at 911training@elpasoteller911.org

X _____

Signature

DATE

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Printed Name

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Agency