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# Digital Innovation Users Conference

2013

*Building Your Vocabulary Library*



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The logo for Digital Innovation Incorporated features a stylized graphic of a person's head and shoulders in shades of blue and grey, positioned above the company name. The name "digital innovation" is written in a lowercase, sans-serif font, with "digital" on the top line and "innovation" on the bottom line. Below "innovation", the word "incorporated" is written in a smaller, all-caps, sans-serif font.

digital innovation  
incorporated



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# Building Your Vocabulary Library

## **Course Overview**

### **Description**

This course will provide the user with methods to easily build, save, retrieve and use Report Writer Vocabulary. Topics will include naming conventions, identifying tool / vocabulary types and easy edits for reusing and/or creating new vocabulary.

### **Objectives**

The user will be able to:

1. Describe the DI Report Writer Naming Conventions for Vocabulary.
2. Identify methods to expand a library using current Vocabulary.

### **Format**

- Lecture & Lab
- Handouts
- Practice Exercises

### **Prerequisite**

- Vocabulary Mix & Match or knowledge of how to create a single criteria query

## Introduction

DI RW Vocabulary can facilitate report writing by providing pre-defined, easy-to-plug-in reporting tools. Using Mix & Match Methodology, vocabulary can be reused in thousands of combinations with other vocabulary items. Understanding basic vocabulary building concepts and naming conventions enables users to efficiently expand their own report writer vocabulary to meet the specific needs of their facility, as well as to quickly and easily implement any pre-built vocabulary items provided by DI.

Vocabulary Terminology is the use of meaningful descriptions to name sets of instructions assigned to DI Report Writer tools. This training will explore the process of building a Vocabulary Library for the following types of Vocabulary tools:

1. Data Table Reports: Provides information about individual patients
2. Statistics Reports: Provides results for inquiries requiring mathematical calculations
3. Queries: Provides a specific subset of records
4. Gathers: Provides a grouping of values for comparison
5. Coded Variables: Provides a range for values that would otherwise be displayed as individual values

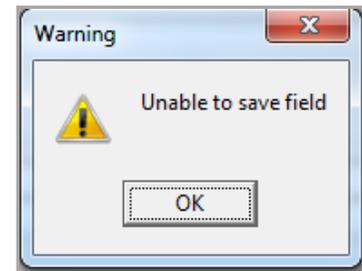
## Vocabulary Library Guidelines

### Naming Conventions for Vocabulary Terms

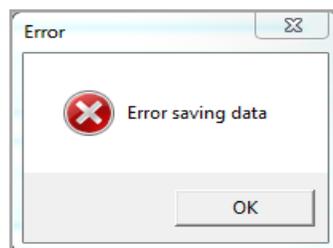
- Alpha Numeric
- No spaces
- No special characters with the exception of the underscore ( \_ )
- Must start with an alpha
- Character Limits
  - Statistics Report, Data Table, Query and Gather - 20 Characters
  - Coded Variable - 12 Characters

### Warning / Error Messages

- Unable to save field
  - Appears if trying to begin the name with a number
  - Change the name to start with an alpha
- Only alphanumeric (and\_) data allowed
  - Appears if trying to enter a space or special character in the Name field
  - Change the name to include only alpha, numeric or ( \_ )
- Error saving data
  - Appears when the name trying to be used already exists for the same vocabulary type
  - Click on the Save As button and enter a different name for the vocabulary then click on the OK button
- X is a reserved word
  - Appears when the name trying to be used is the exact word of a behind the scenes program word or command
  - Change the name and click on the save button



Only alphanumeric (and \_) data allowed





## Naming Conventions for Vocabulary Descriptions

- Alpha Numeric
- Can use spaces
- Can use all special characters
- Can start with Alpha, Numeric or Special Character
- 27 Character Limit

### Warning / Error Messages

- No error messages will appear when entering information in the Description field

## Name Selection Tips

Although the naming conventions described above are the only “rules” for naming vocabulary, using identifiable and descriptive names will facilitate quick searches in the future.

### Be Consistent

If “INJ\_TYPE\_BLUNT” is used to name vocabulary that identifies a query for the subset of blunt injuries, then vocabulary to identify the subset of penetrating injuries should be named INJ\_TYPE\_PENETRATING. It is helpful to name vocabulary as it would be requested in English, e.g. Males, Falls, MVC.

### Be Clear

Vocabulary that does not accurately reflect the content of the tool makes searching and locating items cumbersome. Using R1, R2, R3, etc. for reports or Q1, Q2, G1, G2, CV1, CV2, etc. for queries, gathers and coded variables provides no information other than the type of vocabulary.

### Be Accurate

Reflect what is contained within the vocabulary. For Example, ISS\_15 as a name would not be an accurate description of a query defining a range for ISS of 15 or higher. A more accurate name would be ISS\_GTE\_15.

Also, if either the “one or more” radio button or the “OR” operator is used, the vocabulary name should incorporate its use: e.g. ISS\_GT25\_OR\_DEATH rather than ISS\_GT25\_DEATH - which would imply an ISS greater than 25 *and* a non-survivor.

### Be Aware

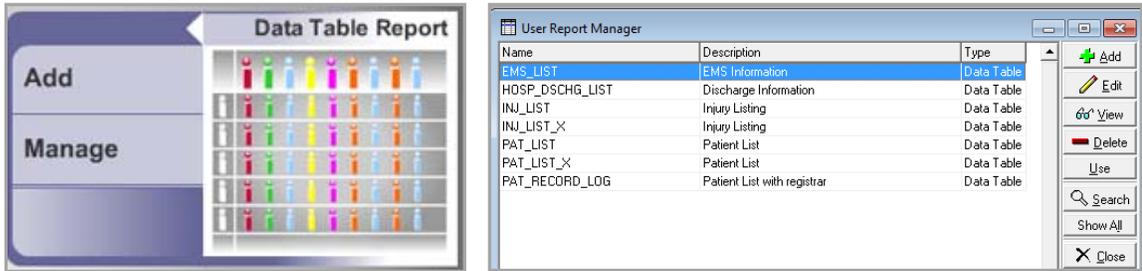
Often the output will reflect the name of the vocabulary. It is prudent to avoid naming vocabulary in a manner that could prove to be embarrassing or inappropriate, e.g. naming a query “DRUNKS” would not be as appropriate as “INTOXICATED” or “ETOH\_POSITIVE”.



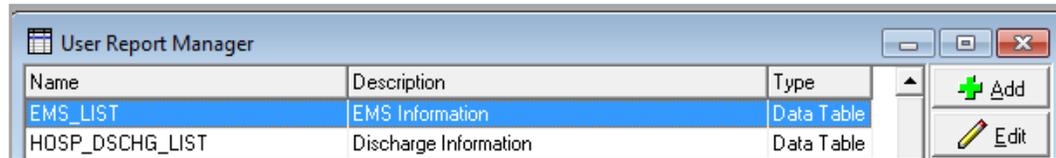
## Easy Edits to Create New Vocabulary

Existing vocabulary can be accessed and edited to create new vocabulary. For example, the EMS\_LIST report displays on the screen. It may be beneficial to have this report exported to Excel®. To maintain the integrity of the original EMS\_LIST report, a new vocabulary must be created. An easy way to accomplish this task is to edit the original vocabulary.

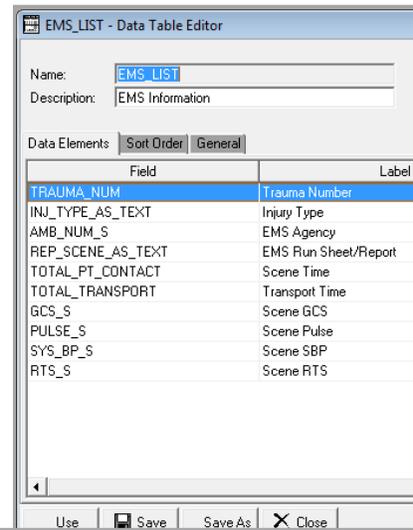
1. Click on the Data Table Report Manage button to open the User Report Manager.



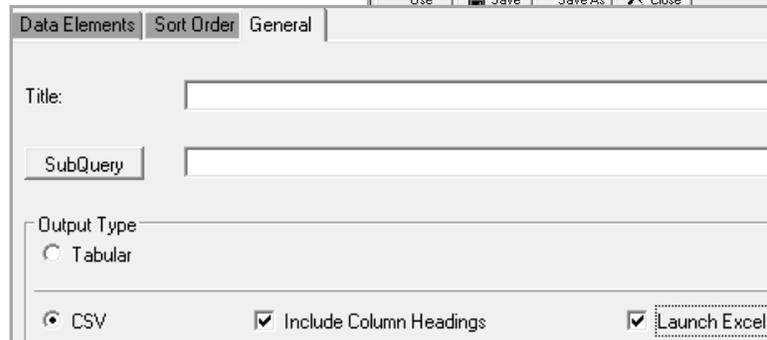
2. Select the desired vocabulary and click Edit.



3. Use the Save As feature to re-save the vocabulary item with a new name. Be sure the new name reflects that the output location is the only difference between this edited version and the original. (The new name could be EMS\_LIST\_X to designate the output will be exported to Excel®)



4. Click on the OK button.
5. Make the changes to the newly saved vocabulary:
  - a. Select the General tab and choose
    - i. CSV radio button
    - ii. Include Column Headings
    - iii. Launch Excel





- Save the new vocabulary and close the Editor window. The new vocabulary is now available within the User Report Manager.

EMS\_LIST\_X - Data Table Editor

Name: EMS\_LIST\_X  
Description: EMS Information

Data Elements | Sort Order | General

Title: \_\_\_\_\_

SubQuery: \_\_\_\_\_

Output Type  
 Tabular  
 CSV  
 Include Column Headings  
 Launch Excel

Default Filename: \_\_\_\_\_

Use Save Save As Close

User Report Manager

Name	Description	Type
EMS_LIST	EMS Information	Data Table
EMS_LIST_X	EMS Information	Data Table
HOSP_DSCHG_LIST	Discharge Information	Data Table
INJ_LIST	Injury Listing	Data Table
INJ_LIST_X	Injury Listing	Data Table

Notice there are now two vocabulary items for the EMS\_LIST report; the original will display on the screen and the new vocabulary output will be exported to Excel®.

Any existing vocabulary can be used to create a new vocabulary for the same type of Report Writer asset (i.e., Query vocabulary edited to create Query vocabulary, Gather vocabulary can be used to create a new Gather vocabulary, etc.)

### Review

There are ten review items. For numbers 1-4, select the name that best defines the vocabulary shown in the screen shot. For review items 5-10, determine if the name given for the screen shot vocabulary is appropriate. If it is not, detail why it is not.

1.

Column 1	Operator	Column 2
ISS	<=	15

- a. 1-15 ISS
- b. ISS 1 – 15
- c. ISS\_GTE\_15
- d. ISS\_LTE\_15

2.

Column 1	Operator	Column 2
ETOH_BAC_A	>	0

- a. >0 ETOH
- b. DRUNK
- c. INTOXICATED
- d. STUPID

3.

Data Element Level 1

Data Element	RACE	<input checked="" type="checkbox"/> Use As Text if Available
Title	Race	<input checked="" type="checkbox"/> Tabulate Subtotal

- a. HISPANIC\_RACE
- b. RACE\_ALL
- c. RACE
- d. RACE\_T

4.

Data Element Level 1

Data Element	SEX	<input checked="" type="checkbox"/> Use As Text if Available
Title	Gender	<input type="checkbox"/> Tabulate Subtotal

- a. GENDER
- b. GENDER\_T
- c. MALES
- d. FEMALES



5.

Name:

Description:

Quick

---

Data Element Level 1

Data Element

Title

---

Data Element Level 2

Data Element

Title

Appropriate

Inappropriate

Why?

6.

Name:

Description:

Select records that match  Each  One or more of the following criteria.

Column 1	Operator	Column 2
ELDERLY	AND	FALLS_ACCIDENTAL

Appropriate

Inappropriate

Why?

7.

Name:

Description:

Select records that match  Each  One or more of the following criteria.

Column 1	Operator	Column 2
MALE	AND	ETOH_POSITIVE

Appropriate

Inappropriate

Why?

8.

Name:

Description:

Quick

---

Data Element Level 1

Data Element

Title

---

Data Element Level 2

Data Element

Title

Appropriate

Inappropriate

Why?



9.

Name:	INJ_TYPES
Description:	Injury Types
Quick:	Advanced
Data Element Level 1	
Data Element	INJ_TYPE
Title	Injury Type
Data Element Level 2	
Data Element	ISS_RANGES_5
Title	ISS Ranges

Appropriate  
 Inappropriate  
 Why?

10.

Name:	FEMALE	
Description:	Female Patients	
Select records that match <input checked="" type="radio"/> Each <input type="radio"/> One or more of the following criteria.		
Column 1	Operator	Column 2
SEX	=	2

Appropriate       Inappropriate      Why or Why Not?

**Answers: Review Section One**

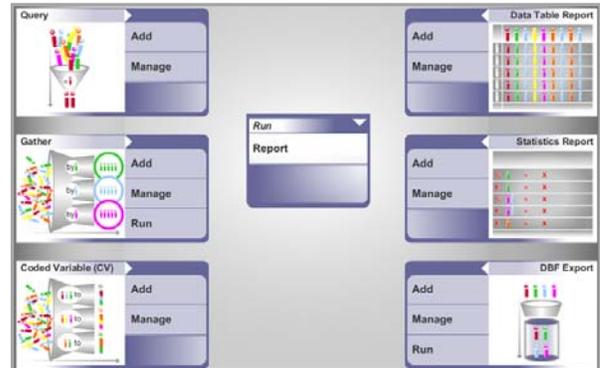
1. (d) ISS\_LTE\_15
2. (c) INTOXICATED
3. (d) RACE\_T
4. (a) GENDER
5. Inappropriate. Name should reflect by the Year of Arrival and the ISS Ranges
6. Inappropriate. Name should reflect both Elderly and Falls
7. Appropriate
8. Inappropriate. Name should reflect ISS Ranges and Injury Type
9. Inappropriate. Name should reflect Injury Type and ISS Ranges
10. Appropriate.



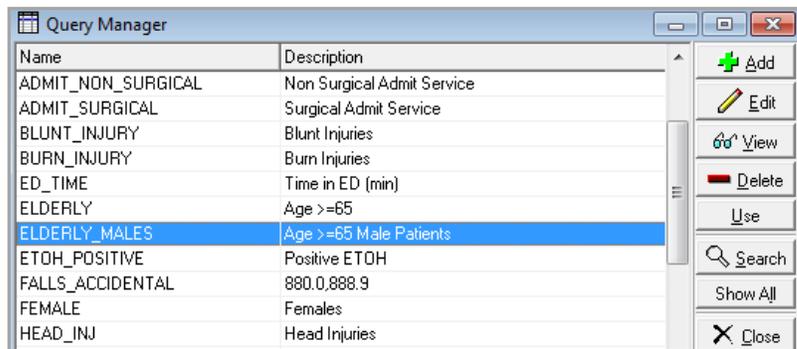
## Practice Exercises

Create new vocabulary using the ten Practice Scenarios listed at the end of these instructions. Complete the following steps for each scenario:

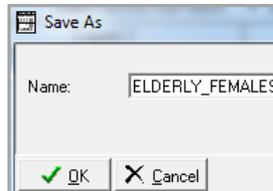
1. Use the appropriate Vocabulary tool manager to locate the vocabulary that will be edited for each.



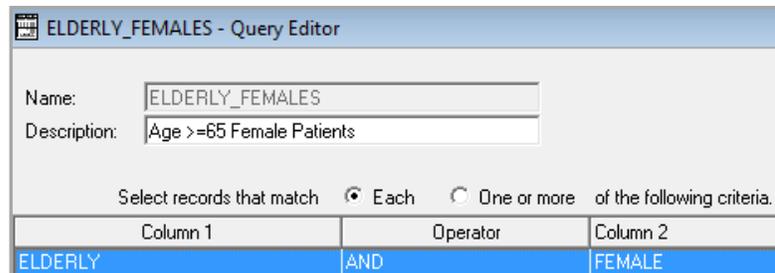
2. Highlight and open the vocabulary for editing.



3. Rename the vocabulary.



4. Make the changes (including the description). Save the new vocabulary.



## Practice Scenarios

Create new vocabulary to define the following:

1. Female patients who fell
2. No ICU Days (ICU Length of Stay <= 0)
3. ISS Statistics Report exported to Excel®
4. Elderly patients (age >= 65) who fell
5. Age Statistics Report exported to Excel®
6. Males who were positive for ETOH (ETOH > 0)
7. Probability of Survival Statistics Report exported to Excel®
8. Intoxicated Females
9. Male patients who fell
10. Injury Statistics Report exported to Excel®



**Answers: Practice Scenarios**

The screenshots shown indicate the existing item to edit as well as what to edit in the query criteria or on the General Tab for Reports to be exported to Excel®. Remember to use Save As and rename each original vocabulary. The last screen shot for each answer reflects all of the requested changes.

**1. Existing Query: Elderly Females**

**ELDERLY\_FEMALES** | Age >=65 Female Patients

**ELDERLY\_FEMALES - Query Editor**

Name:

Description:

Select records that match  Each  One or more of the following criteria.

Column 1	Operator	Column 2
ELDERLY	AND	FEMALE

Change the query in Column 1 to be the query for Accidental Falls

**FEMALE\_FALL - Query Editor**

Name:

Description:

Select records that match  Each  One or more of the following criteria.

Column 1	Operator	Column 2
FALLS_ACCIDENTAL	AND	FEMALE

**2. Edit existing query for ICU LOS greater than 0.**

**ICU\_LOS\_GT\_0** | ICU LOS > 0

**ICU\_LOS\_GT\_0 - Query Editor**

Name:

Description:

Select records that match  Each  One or more of the following criteria.

Column 1	Operator	Column 2
ICU_DAYS	>	0

Change the Operator to <=

**ICU\_LOS\_LTE\_0 - Query Editor**

Name:

Description:

Select records that match  Each  One or more of the following criteria.

Column 1	Operator	Column 2
ICU_DAYS	<=	0



ISS\_STATS | ISS Analysis | Statistics

2. Edit the ISS Statistics Report.

ISS\_STATS - Statistics Editor

Name: ISS\_STATS Description: ISS Analysis

Tabular Output  CSV Output  Launch Excel

Statistics | Categories | General

Report Title: Sub Title:

CSV Output  Include Headings  Launch Excel

ISS\_STATS\_X - Statistics Editor

Name: ISS\_STATS\_X Description: ISS Analysis

Tabular Output  CSV Output  Launch Excel

Statistics | Categories | General

Report Title: Sub Title:

CSV Output  Include Headings  Launch Excel

Click the CSV Output check box.  
Include Headings and Launch Excel Boxes.

FEMALE\_FALL | Female Patients Who Fell

3. Edit the query for females who fell.

FEMALE\_FALL - Query Editor

Name: FEMALE\_FALL Description: Female Patients Who Fell

Select records that match  Each  One or more of the following criteria.

Column 1	Operator	Column 2
FALLS_ACCIDENTAL	AND	FEMALE

ELDERLY\_FALL - Query Editor

Name: ELDERLY\_FALL Description: Age >=65 w/ho Fell

Select records that match  Each  One or more of the following criteria.

Column 1	Operator	Column 2
FALLS_ACCIDENTAL	AND	ELDERLY

Change the query in Column 2 to be the query for Accidental Falls.



4. Edit the query for Elderly Male patients.

ELDERLY\_MALES | Age >=65 Male Patients

**ELDERLY\_MALES - Query Editor**

Name:

Description:

Select records that match  Each  One or more of the following criteria.

Column 1	Operator	Column 2
ELDERLY	AND	MALE

Change the query in Column 1 to be the query for Accidental Falls.

**MALE\_FALLS - Query Editor**

Name:

Description:

Select records that match  Each  One or more of the following criteria.

Column 1	Operator	Column 2
FALLS_ACCIDENTAL	AND	MALE

5. Edit the query for male patients who fell.

MALE\_FALLS | Male Patients Who Fell

**MALE\_FALLS - Query Editor**

Name:

Description:

Select records that match  Each  One or more of the following criteria.

Column 1	Operator	Column 2
FALLS_ACCIDENTAL	AND	MALE

Change the query in Column 1 to be the query for ETOH Levels > 0.

**MALE\_INTOXICATED - Query Editor**

Name:

Description:

Select records that match  Each  One or more of the following criteria.

Column 1	Operator	Column 2
ETOH_POSITIVE	AND	MALE



6. Edit the Probability of Survival Statistics Report.

PS\_STATS | P(s) Analysis | Statistics

PS\_STATS - Statistics Editor

Name: PS\_STATS Description: P(s) Analysis

Tabular Output  CSV Output  Launch Excel

Statistics | Categories | General

Report Title: Sub Title:

CSV Output  Include Headings  Launch Excel

Click on the CSV, Include Headings and Launch Excel boxes.

PS\_STATS\_X - Statistics Editor

Name: PS\_STATS\_X Description: P(s) Analysis

Tabular Output  CSV Output  Launch Excel

Statistics | Categories | General

Report Title: Sub Title:

CSV Output  Include Headings  Launch Excel

7. Edit the query for male patients with a positive ETOH Level.

MALE\_INTOXICATED | Male Patients with + ETOH

MALE\_INTOXICATED - Query Editor

Name: MALE\_INTOXICATED Description: Male Patients with + ETOH

Select records that match  Each  One or more of the following criteria.

Column 1	Operator	Column 2
ETOH_POSITIVE	AND	MALE

Change the query in Column 2 to be the query for female patients.

FEMALE\_INTOXICATED - Query Editor

Name: FEMALE\_INTOXICATED Description: Female Patients with + ETOH

Select records that match  Each  One or more of the following criteria.

Column 1	Operator	Column 2
ETOH_POSITIVE	AND	FEMALE



8. Edit the query for Female patients who fell.

FEMALE\_FALL | Female Patients Who Fell

**FEMALE\_FALL - Query Editor**

Name:

Description:

Select records that match  Each  One or more of the following criteria.

Column 1	Operator	Column 2
FALLS_ACCIDENTAL	AND	FEMALE

**MALE\_FALL - Query Editor**

Name:

Description:

Select records that match  Each  One or more of the following criteria.

Column 1	Operator	Column 2
FALLS_ACCIDENTAL	AND	MALE

Change the query in Column 2 to be the query for Male patients.

9. Edit the Injury Stats Statistics Report.

INJ\_STATS | Injury Analysis | Statistics

**INJ\_STATS - Statistics Editor**

Name:   Tabular Output

Description:   CSV Output  Launch Excel

Statistics | Categories | General

Report Title:

Sub Title:

CSV Output  Include Headings  Launch Excel

**INJ\_STATS\_X - Statistics Editor**

Name:   Tabular Output

Description:   CSV Output  Launch Excel

Statistics | Categories | General

Report Title:

Sub Title:

CSV Output  Include Headings  Launch Excel

Click on the CSV; Include Headings and Launch Excel Boxes.