

Getting Started Compass Checklist

Congratulations, your hospital has been successfully enrolled into the Compass HQIC Network!

Step One: Get Connected

Task (check when completed or acknowledged)	Description
<input type="checkbox"/> Receive Compass newsletters and communications	All contacts included in your enrollment profile have been automatically enrolled to receive the two program newsletters, Compass Navigator (monthly newsletter) and Compass Cliff Notes (mid-month updates). Please be sure to check with your IT department to ensure that emails originating from <u>compass@ihconline.org</u> and MailChimp are not blocked by your organization. Newsletters will be delivered on the 1 st Monday of the Month and on or around the 15 th or the following Monday. ★ Please subscribe using the <u>Compass Hospital Network subscription form</u>.
<input type="checkbox"/> Connect to iCompass	iCompass is an online forum designed to share information throughout the entire industry and bring the Compass Network and others together to drive sustainable healthcare transformation. iCompass is one of the primary means of network communication, information dissemination and archival. In the next three business days all contacts included in your enrollment profile will be automatically enrolled to iCompass (if they do not have an account already established). After the account is approved, they will receive an account confirmation email with instructions for logging into the platform. ★ Follow the <u>Get Started: iCompass Training PowerPoint</u> to learn how to log in, update profile information and navigate iCompass.

Step Two: Get Ready to Learn

Task (check when completed or acknowledged)	Description
<input type="checkbox"/> Register for iCompass Academy	<p>Compass education, trainings, webinars, workshops and conferences will be offered through the new iCompass Academy learning management system (LMS). Anyone from your organization that would like to participate in education and trainings, should register. iCompass Academy offers an online suite of eLearning education and helps registrants keep track of upcoming and completed webinars, trainings and courses along with associated certificates and continuing education credit (when applicable). Anyone from network hospitals will be granted access.</p> <p>★ <u>Follow the Get Started: iCompass Academy Training PowerPoint to learn how to sign in and get started.</u></p>
<input type="checkbox"/> Know where to look for upcoming education and training	<p>Upcoming education will be featured in the Compass newsletters mentioned above, so ★ be sure to keep an eye out and spread the word to other's in your organization who may benefit! Remember quality and safety are team sports!</p>

Step Three: Get Data Registered

Task (check when completed or acknowledged)	Description
<input type="checkbox"/> Compass Data Portal Admin	<p>Each hospital should have two administrative users for the Compass Data Portal</p> <p>Steps to get started as an administrative user:</p> <ol style="list-style-type: none">1. Go to the <u>Compass Data Portal</u> (linked) or found at compassdataportal.ihconline.org2. Click on the red “Register Here” button.3. Complete the fields and select your facility from the drop down.4. Click “Submit”.5. Wait 24-48 hours, while Compass confirms you as an authorized hospital administrative user (do not repeat the process during this time).6. Upon confirmation you will receive an email from compass@ihconline.org asking you to reset your password.7. Now you can log-in to the Compass Data Portal and confirm authentication using the verification code sent to your inbox. <p>★ <u>Follow the Hospital Administrative and User Account Set-Up Training Module to learn how to get started and add others.</u></p>

Have Questions, Need Help?

Please contact:

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