

USER GUIDE FOR DOWNLOADING THE GRASP-AF TOOL

FIRST STEPS

You should make sure you have completed these steps before you start installing the GRASP-AF Tool – Please note it may take upto a week to complete these step depending on staff numbers and system productivity

1. Get a PRIMIS+ Log-In

Go to <https://www.primis.nottingham.ac.uk/registration/> and click on “Register”

Fill out the details and follow the steps that are on the screen

You should get an e-mail back automatically confirming your registration

NOTE – If you already have a Primis+ log-in please ignore this step

2. PRIMIS+ Upgrade To Level 2

Once you have a PRIMIS+ Log-in, you need to upgrade your user level to level 2 (you start as Level 1).

To do this log-into PRIMIS+, to get to the log-in page [click here](#)

Upgrade your details to Level 2, to find official instructions on doing this please [click here](#)

Important – If you experience any issues during this second step you should contact your IT representative at your PCT to sort these issues out

NOTE – If you already are Primis+ Level 2 please ignore this step

3. Get CHART

Once you have a PRIMIS+ Log-in you will need to get the CHART Software, as this is the basis for GRASP-AF

Detailed instruction of how to get a hold of CHART can be found [here](#) – this includes instructions on updated to the newest version of CHART (which is required)

As well as CHART you will also need to know about running MIQUEST queries, to find out more about this click on one of these options (opens a PDF in your web browser)

[EMIS GV](#)

[EMIS LV](#)

[EMIS PCS](#)

[InPS Vision](#)

[iSoft Synergy](#)

4. Request the link to the GRASP Download Area

Go to the GRASP NHS Improvement Web Page
(<http://www.improvement.nhs.uk/graspaf/>)

Fill Out The Details – see right image

NOTE – Under “Network (if applicable)”, if you are not aware of belonging to a Network, leave this blank

Registration form for the GRASP-AF tool

Name:
Person A

Telephone:
01234 5678910

E-mail:
person.a@nhs.net

Practice Name:
A Practice |

Network (if applicable)
|

Send now

PLEASE NOTE – These requests are dealt with manually, normally you should get a return e-mail within a working day, however due to staff shortages or sickness it may take longer

DOWNLOADING THE GRASP-AF TOOL

This process can be completed on-line and will take approximately 10 to 30 minutes to complete depending on whether you have used PRIMIS+ tools before. In order to obtain the data required, you will need to be familiar with running MIQUEST queries on your practice computer system.

PLEASE NOTE – You should download GRASP-AF onto a machine which also has CHART installed on it

You should have your e-mail with the link to the GRASP-AF Download page, click on the link and it should take you to the page seen on the right

If you have followed the steps at the start of this user guide you should be able to go straight to the third on the page

Under “Sign the GRASP-AF Data Collection Agreement (DCA)” there should be link to click on; you must have your PRIMIS+ log-in to access the next step

Read the Data Collection Agreement, see right screen, if you agree with the requirements press the “Accept” button

NHS Improvement **GRASP-AF audit tool** **PRIMIS+**

Obtaining the NHS Improvement GRASP-AF tool (GPs and Practice staff)

Thank you for volunteering to participate in the NHS Improvement survey for AF using the free NHS Improvement GRASP-AF Tool. If you have not received an email confirming your registration with NHS Improvement, please go to [this page](#).

In order to use this tool you will need to register with PRIMIS+ for GRASP-AF and then download the GRASP-AF library. Please follow these instructions carefully. Note that all the links in this page will open in a new browser window.

Registering with PRIMIS+ for GRASP-AF

This is a three step process, all of which **must** be completed in the correct order before you can download the library. The whole process should take no longer than five minutes. If you are already registered with the PRIMIS+ Profile Centre, you will still need to complete Step 3.

- 1. Register with the PRIMIS+ Profile Centre**
Please follow [this link](#), to register.
- 2. Validate your details (upgrade to Level 2)**
To validate your details please login to the PRIMIS+ Profile Centre and go to the "Manage your details" section. Then select the option "Upgrade to Level 2 to use CHART Online". As part of the process, you will be asked for your practice's immForm (IFA) password, so please make sure you have it ready. Detailed instructions on how to upgrade to Level 2 can be found [here](#).
- 3. Sign the GRASP-AF Data Collection Agreement (DCA)**
The GRASP-AF DCA can be found [here](#). Please read carefully and follow the instructions to confirm that you accept the agreement.

Obtaining the GRASP-AF library

NHS Improvement / PRIMIS+
Guidance on Risk Assessment for Stroke Prevention - Atrial Fibrillation Data Collection Agreement

This data collection agreement is purely for the topic of GRASP-AF and is for the purposes of collecting anonymised data from the use of the GRASP-AF toolkit in CHART. By accepting this agreement you agree to the terms and conditions outlined below. This is an essential pre-requisite to uploading and viewing data for GRASP-AF in CHART Online.

GRASP-AF Data uploaded to PRIMIS+

Data uploaded to PRIMIS+ will be used for the purposes of comparative analysis.

Access to viewing CHART Online is restricted to those people registered on the PRIMIS+ Profile Centre and validated by PRIMIS+ or NHS Improvement. The only persons authorised in this category are: staff from practices who have contributed data; PRIMIS+ facilitators; PRIMIS+ staff and persons authorised by NHS Improvement.

Viewing data in CHART Online

Unauthorised access to these data is covered under the Computer Misuse Act 1990. A log of all persons accessing this data is kept for security purposes. Every effort has been made by PRIMIS+ to ensure that a valid verification process is in place for trusted users. Data must not be shared with unauthorised persons that do not have access to CHART Online.

By accepting this agreement you have also agreed that anonymised data may be used by NHS Improvement to understand and monitor improvement to the management of patients across England with atrial fibrillation to reduce the risk of stroke.

Accept Decline

Once you click “Accept” the two buttons will disappear and a tick box and two more buttons will be shown, you check the tick box AND press the “Confirm” button to continue

The next screen will feature all the help files on using CHART and MIQUEST, you shouldn’t need these at this point but if you require a refresh feel free to look

If you scroll down the page you will come to the following table

Generic 5 Byte Systems	EMIS 5 Byte Systems (Excluding PCS)	CTv3 Systems
EMIS PCS	EMIS LV	SystemOne*
Vision	EMIS GV	Healthsoft
iSoft Synergy		Seetec
iSoft Premiere		
Microtest		

This will start the download process; remember to be on a machine which has CHART installed on it

Click on the name of clinical system you are using to begin the download process, another Internet Window will open – a “File Download” box (see right) should appear

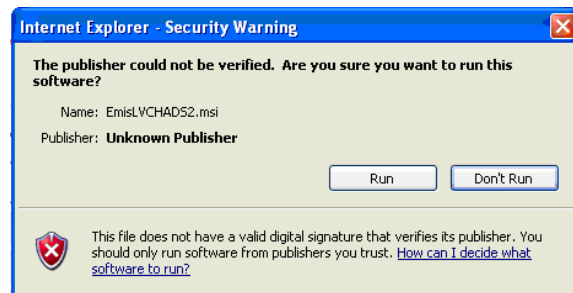
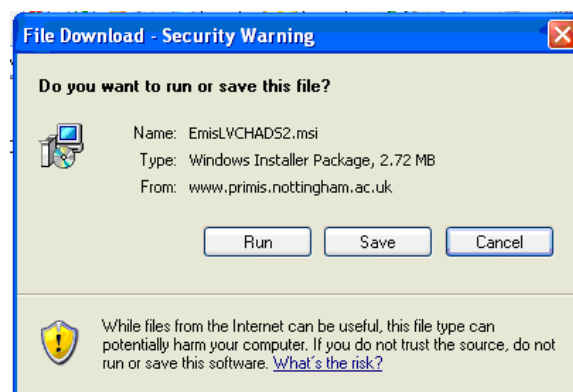
PLEASE NOTE – You may notice a yellow security bar appear at the top of the second Internet window, right click on this and choose “Download File”, you should then get the “File Download” box

Click “Run”

The files will download the necessary information then present you with a box saying “Internet Explorer – Security Warning” (see right)

Click “Run”

Once you click Run a “Set-Up Wizard” will appear, and take you through the rest of the process



When it asks for a file location it will default to C:\CHART, dependent on personal preference you should be able to save the file anywhere you like

Once you have chosen the location and followed the previous steps it will install (should see right screen)

Once this is finished it should say “Completing the AF & CHADS2 for *your clinical system* Setup Wizard”

Click the “Finish Button”

If you find the files (should be in the location you chose e.g. C:\CHART)

In this file you should find the MIQUEST queries you need to run, consult your user information on how to do this

CHART AND MIQUEST HELP

PLEASE NOTE – This information comes from running the queries on SystemOne, your experience may differ depending on your clinical system

- Before you start preparing the queries in CHART empty your “Queries” and “Responses” Folders, it will save confusion later on
- In CHART the GRASP-AF material will appear as a separate library – this will be called “CHADS-2 Score”
- Once processed in CHART the queries should be in the usual “Queries” folder, ready to be imported into MIQUEST
- Once ran in MIQUEST the responses should be in the usual “Responses” folder
- The responses can be found in CHART under the name “Report On Patients With AF”

