

## WCCEAL: ALC eQuality Tasks

Once you have joined WCCEAL through your Sponsor Association, you will be given login access to QID ([qid.wisc.edu](http://qid.wisc.edu)). QID houses the WCCEAL, eQuality and CRC websites, all of these websites are available to WCCEAL members via their QID user (your sponsor administrators can help you set up your QID users). eQuality is WCCEAL's online data and reporting system. The following is a list of the tasks required to be completed yearly on eQuality by each ALC. WCCEAL recommends consulting your Sponsor Association for best practices and efficient completion of these tasks. You may want to add these dates to your calendar or use this sheet as a reminder to record when you have completed your WCCEAL tasks.

### Yearly Tasks for all WCCEAL ALCs:

DATE	TASK	DEADLINE	DATE COMPLETED
<b>January 1</b>	QI Variables: Submit Quarterly Data	January 15	
<b>February 4</b>	Generate Satisfaction Survey Instructions/Surveys	March 31	
<b>February 4</b>	Distribute Satisfaction Surveys to Residents	March 31	
<b>March 18</b>	Verify Surveys have been returned to WCCEAL	April 23	
<b>April 1</b>	QI Variables: Submit Quarterly Data	April 15	
<b>July 1</b>	QI Variables: Submit Quarterly Data	July 15	
<b>Oct 1</b>	QI Variables: Submit Quarterly Data	Oct 15	

#### ***Summary of WCCEAL tasks listed above:***

*Four times a year the ALC users must log into eQuality and enter their ALC's Quality Improvement Variable data. This is done during a 2 week window following the end of each quarter. The data must be submitted for each quarter before the 15<sup>th</sup> of January, April, July and October. The first time an ALC's data is entered it may take approximately 30 minutes (depending how prepared the user is), subsequent quarters usually take between 5-20 minutes to complete.*

*Once each year the ALC users must administer the WCCEAL Resident Satisfaction Survey between February 4<sup>th</sup> and April 23<sup>rd</sup>, instruction sheet PDFs and surveys for each of your ALCs are created and downloaded from the Survey page of the eQuality website. There you can choose how you would like to administer your ALC's surveys, either online or on paper. Surveys can then be returned in self-addressed envelopes (available from your Sponsors), in bulk mail or upload by the ALC or they can be entered directly into the system by the resident, resident's helper or ALC staff. Paper and PDF surveys must be postmarked or uploaded by April 9<sup>th</sup> and online surveys can be entered into the system through April 23<sup>rd</sup>.*

Your Sponsor Association may have other duties necessary to keep in good standing with their QI programs; these are the ALC requirements within WCCEAL. Please contact your Sponsor Association for further information or the WCCEAL Helpdesk for website related issues ([wcceal@qid.wisc.edu](mailto:wcceal@qid.wisc.edu)).

## Optional Gold Member Status

Though not a requirement of WCCEAL, ALC staff can choose to more fully utilize the benefits and features of the eQuality: WCCEAL system by not only completing the duties and tasks listed above but by also reviewing and utilizing the data and reports available. ALCs that achieve this each quarter will be listed on the Public Membership list as a Gold Status Member and on the Map with a Gold Star, they will also be able to print a Gold Certificate from their profile page of the eQuality website for each quarter they attain Gold Member Status.

In order to maintain WCCEAL Gold Member Status:

- The ALC has been enrolled and in good standing for more than 2 quarters.
- If the ALC was required to submit the most recent QI Variables, they must have submitted them on time and have looked at their new QI Variables reports by the end of the Reports Review Period.
- If the ALC was required to administer the most recent Satisfaction Survey, they must have reached the 25% return rate and have looked at their new Satisfaction Survey reports by the end of the Reports Review Period.

## Additional Quarterly Tasks for Gold Member Status:

DATE	TASK	DEADLINE	DATE COMPLETED
February 4	Review new QI Variables quarterly reports (and yearly Resident Satisfaction Survey reports)	March 14	
March 18	Verify 25% return rate of ALC's resident surveys	April 23	
May 1	Review new yearly Resident Satisfaction Survey and quarterly QI Variables reports	June 14	
August 1	Review new QI Variables quarterly reports (and yearly Resident Satisfaction Survey reports)	September 14	
November 1	Review new QI Variables quarterly reports (and yearly Resident Satisfaction Survey reports)	December 14	