

# Entering Data into the Clean Hands Portal

If you have any questions or comments regarding this information please contact the Infection Prevention & Control hand hygiene team at: [Hand.Hygiene@ahs.ca](mailto:Hand.Hygiene@ahs.ca)

If hand hygiene observations data are collected using the [Clean Hands paper tool](#), the data must be entered into the Clean Hands portal in a timely manner. Ideally, data are entered into the portal within three business days after a review session is completed. This ensures availability of data for frontline managers and staff to take data to action.

## Log in to the Clean Hands Portal

1. Open the production environment of the Clean Hands portal.

To access the Clean Hands portal, users need to use the AHS Information Technology supported web browser. The Clean Hands portal can be accessed by using the web address:

Production environment: <https://ahscleanhands.albertahealthservices.ca/Login.aspx>

Refer to the "[Accessing the Clean Hands Portal](#)" webpage for more information.

2. Use your User ID and password to access the Clean Hands portal (i.e. the Production environment).



100° CLEAN HANDS  
Every patient. Every time.

Alberta Health Services

VIEW REPORTS

Click to view reports without login

CLICK HERE

LOGIN

Please enter your AHS Clean Hands UserID and Password.

User ID:

Password:

[Forgot password](#)

LOG IN

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If you need to change or have forgotten your password, select the Forgot Password link on the login page.

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## Save the data

1. Select the REVIEWS tab.
2. Select New Review.

The screenshot shows the top navigation bar with tabs: REVIEWS, REPORTS, ACCOUNT SETTINGS, and TABLE MAINTENANCE. The REVIEWS tab is highlighted with a red box. Below the tabs is a search bar with a dropdown menu set to 'Facility' and a search button. A 'New Review' button is highlighted with a red box in the top right corner.

3. Select the correct parameters under Review Header Information - Zone, Facility, Unit, Reviewer and Date/Time.

The date and time entered need to reflect that the review was actually performed not the time of data entry.

Users with permission to enter data in the Clean Hands System must enter data under the name of the reviewer that collected the data when using the Clean Hands portal. If the name of the reviewer does not appear in the drop-down list please contact the IPC Hand Hygiene Program at [Hand.Hygiene@ahs.ca](mailto:Hand.Hygiene@ahs.ca).

4. Select Continue.

The screenshot shows the 'Review Header Information' form. It includes dropdown menus for Zone, Facility, and Unit, and a dropdown for Reviewer. A text field for Date/Time is set to '2015-09-29 10:25'. A 'Continue' button is highlighted with a red box in the top right corner.

5. From the Add New HCP drop-down list select the appropriate HCP and then select ADD HCP.

The screenshot shows the 'Add New HCP' dropdown menu on the left, with 'Nurses' selected and highlighted by a red arrow. On the right is the 'Clean Hands Paper Tool' form. The form includes fields for Zone, Facility, Unit, Reviewer, Date, and Time. Below these fields is a table for recording hand hygiene observations.

Health Care Provider	Hand Hygiene Moment Select one (1)	Hand Hygiene Observation Select one (1)	Gloves	Additional Parameters	Contacted					
List of Health Care Providers when using Clean Hands Paper Tool	BEF-PAT/ENF-PAT/ENF-PAT/ENF-PAT	WASH	ABHR	MSIS	GLOVES	NAILS	BRACELETS	RINGS	NO SOAP	List of Contacted Comments when using Clean Hands Paper Tool
Name 1	Blue code	X		X				X		
			X							

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6. Select the Hand Hygiene Moment and Hand Hygiene Observation as well as Gloves and any other Additional Parameters such as nails, bracelets and rings.

Health Care Provider		Hand Hygiene Moment Select one (I)			Hand Hygiene Observation Select one (I)			Gloves	Additional Parameters				Canned Comment
List of Health Care Providers when using Clean Hands Paper Tool	Health Care Provider Descriptor	BEF-PAT/NTV	BEF-ASP	AFT-BPL AFT-PAT/NTV	WASH	ASHH	MISS	GLOVES	NALES	BRACELETS	RINGS	NO SOAP	List of Canned Comments when using Clean Hands Paper Tool
Nurse 1	Physician	X				X					X		
				X		X					X		

7. A Canned Comment or Free Text Comment needs to be entered if a “Miss” Moment for Hand Hygiene is selected.
  - a. When a “Miss” Moment is selected, an Add Note window will appear automatically for entering comments.

- b. If there is a Canned Comment, select from the drop-down list under Note.
  - c. If there is a Free Text Comment, enter the comment under Enter Free Text Note.
  - d. Once finished, select Ok.

8. Select ADD OBS. Once you select ADD OBS the data entered will appear under the selected HCP.

**Record Observation**

Select HCP:

BEF-PAT/ENV BEF-ASP AFT-BFL AFT-PAT/ENV Wash ABHR Miss Gloves NAILS BRACELETS RING NO SOAP + ADD OBS

HCP	Moment	Result	Gloves	NAILS	BRACELETS	RING	NO SOAP		
Nurses 1	BEF-PAT/ENV	ABHR	✓						

9. Repeat steps 5-8 to add all of the observations for each recorded HCP.
10. Select the Summary button in the right-hand corner to review the data that you have entered.

**Use this feature to ensure there are no data entry errors.**

**REVIEWS** **REPORTS** **ACCOUNT SETTINGS**

[Clear All](#) [Summary](#) [Finish](#)

**Review Header Information**

Zone:  Reviewer:

Facility:  Date/Time:

Unit:

Add New HCP:  [ADD HCP](#)

**Record Observation**

Select HCP:

BEF-PAT/ENV BEF-ASP AFT-BFL AFT-PAT/ENV Wash ABHR Miss Gloves NAILS BRACELETS RING NO SOAP + ADD OBS

HCP	Moment	Result	Gloves	NAILS	BRACELETS	RING	NO SOAP		
Nurses 1	BEF-PAT/ENV	Miss							

**Review Summary**

Zone:  Reviewer:

Facility:  Date/Time:

Unit:

Total HCP: 4 Total OBS: 10

[OK](#)

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11. Select Finish to upload the data to the Clean Hands portal.

REVIEWS
REPORTS
ACCOUNT SETTINGS

Clear All

Summary

Finish

Review Header Information

Zone: Calgary

Reviewer: Hand Hygiene

Facility: Foothills Medical Centre

Date/Time: 2015-09-29 10:25

Unit: Unit-100

Add New HCP

Nurses

ADD HCP

Record Observation

Select HCP

Nurses 1

BEF-PAT/ENV

BEF-ASP

AFT-BFL

AFT-PAT/ENV

Wash

ABHR

Miss

Gloves

NAILS

BRACELETS

RING

NO SOAP

+

ADD OBS


HCP	Moment	Result	Gloves	NAILS	BRACELETS	RING	NO SOAP		
Nurses 1	BEF-PAT/ENV	Miss							

## Important information

1. If you need to delete a single observation, select the Delete icon to the right of the observation that you would like deleted.

HCP									
Nurses 1	Moment	Result	Gloves	NAILS	BRACELETS	RING	NO SOAP		
	BEF-PAT/ENV	ABHR	✓						
	AFT-PAT/ENV	ABHR	✓						

2. If you need to delete all observations associated with a particular HCP, select the Delete icon to the far right of the HCP that you would like deleted.

HCP									
Nurses 1	Moment	Result	Gloves	NAILS	BRACELETS	RING	NO SOAP		
	BEF-PAT/ENV	ABHR	✓						
	AFT-PAT/ENV	ABHR	✓						

3. Use the Summary button as described in Step 10 to view how many observations you have successfully entered. It is important to review the data before uploading to avoid data entry errors.
4. If have you noticed any uploaded data that are incorrect, please notify the IPC Hand Hygiene Program at [Hand.Hygiene@ahs.ca](mailto:Hand.Hygiene@ahs.ca).