

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

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 Internet Explorer, which is 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](#)" document posted on the Clean Hands System [webpage](#) for more information.

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

The screenshot shows the Clean Hands Portal interface. At the top left is the '100% CLEAN HANDS' logo with the tagline 'Every patient. Every time.' At the top right is the 'Alberta Health Services' logo. The main content area is divided into two panels. The left panel, titled 'VIEW REPORTS', features a bar chart with three bars (orange, blue, green) and the text 'Click to view reports without login' above it. A blue button labeled 'CLICK HERE' is at the bottom of this panel. The right panel, titled 'LOGIN', contains the text 'Please enter your AHS Clean Hands UserID and Password.' followed by 'User ID:' and 'Password:' labels, each with a corresponding text input field. Below the input fields are two links: 'Forgot password' and 'Forgot UserID'. A blue button labeled 'LOG IN' is at the bottom of this panel. At the bottom center of the page is the 'Crede Technologies Inc.' logo and the text 'Crede Technologies Inc. Copyright 2019 v 1.28'.

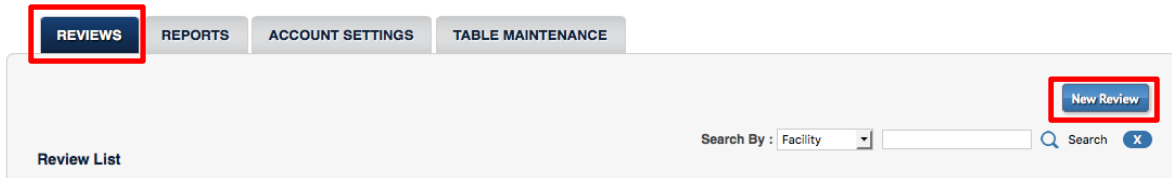
Refer to the "[Troubleshooting Clean Hands Portal User ID and Password Issues](#)" document posted on the Clean Hands System [webpage](#) if you experience any issues.

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Enter the Data

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



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.

4. Select Continue.

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

Add New HCP

Select HCP Category

- Select HCP Category
- Addiction & Mental Health
- Administrative & Clerical Services
- Cancer Care
- Cardiac Care
- Dental Care
- Diagnostic Imaging Services
- Emergency Medical Services
- Facilities, Maintenance & Engineering
- Laboratory Services
- Linen & Environmental Services
- Nurses
- Nutrition & Food Services
- Other
- Pharmacy Services
- Physicians

Alberta Health Services Hand Hygiene Provincial Program Resource Materials

Clean Hands Paper Tool EXAMPLE

Calgary
 Central
 Edmonton
 North
 South
 FACILITY: _____
 UNIT: _____

REVIEWER (First Name, Last Name) _____
 DATE (YYYY-MM-DD) _____
 TIME (HH:MM) _____

Health Care Provider	Hand Hygiene Moment Select one (1)	Hand Hygiene Observation Select one (1)	Gloves	Additional Parameters	Comment								
	APR PATERNY	BEP-ASP	APT-BEL	APT-PATERNY	WASH	ABIR	MISS	GLOVES	NAILES	BRACELETS	RINGS	NO SOAP	
List of Health Care Providers when using Clean Hands Paper Tool	Health Care Provider Description												List of Comment Comments when using Clean Hands Paper Tool.
Name 1	Rol code	X		X							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.

Record Observation

Select HCP: Nurses 1

BEF-PATN
BEF-ASP
AFT-PATN
AFT-ASP
MISS
NAILS
BRACELETS
RINGS
NO SOAP

ADD LOG

Hand Hygiene Provincial Program
Resource Materials

Clean Hands Paper Tool EXAMPLE

ZONE Calgary Central Edmonton North South

FACILITY: _____

UNIT: _____

REVIEWER (First Name, Last Name): _____

DATE (YYYY-MM-DD): _____

TIME (HH:MM): _____

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		BEF-PATN	BEF-ASP	AFT-BPFL	AFT-PATN	WASH	MISS	GLASSES	NAILS	BRACELETS	RINGS	NO SOAP	List of Canned Comments when using Clean Hands Paper Tool
Step 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.

Add note ✕

Enter free text note :

Note :

1-01 Infrastructure needed for hand hygiene not available or accessible.

Ok
Cancel

- 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.

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

The screenshot shows the 'Record Observation' form. At the top, there is a dropdown menu for 'Select HCP' with 'Nurses 1' selected. Below this are several buttons for observation types: BEF-PAT/ENV, BEF-ASP, AFT-BFL, AFT-PAT/ENV, Wash, ABHR, Miss, Gloves, NAILS, BRACELETS, RING, and NO SOAP. To the right of these buttons is a blue '+ ADD OBS' button, which is highlighted with a red box. Below the buttons is a table with the following structure:

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.

The screenshot shows the 'Summary' page. At the top, there are tabs for 'REVIEWS', 'REPORTS', and 'ACCOUNT SETTINGS'. Below these is a 'Clear All' button and a 'Summary' button, which is highlighted with a red box. The 'Summary' page contains the following information:

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

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

Table:

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

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Review Summary

Zone:	Calgary	Reviewer:	Hand Hygiene
Facility:	Foothills Medical Centre	Date/Time:	2015-09-29 10:25
Unit:	Unit-100		
Total HCP:	4	Total OBS:	10

OK

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							

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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									
	Moment	Result	Gloves	NAILS	BRACELETS	RING	NO SOAP		
Nurses 1	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									
	Moment	Result	Gloves	NAILS	BRACELETS	RING	NO SOAP		
Nurses 1	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.

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