CREATING AND ENTERING PERSONAL OUTCOME MEASURES DATA

1. Login to [https://cql.rennroc.com/](https://cql.rennroc.com/) with your account (please note, every staff should have their own account). Upon login you will see the following screen (1). Select surveys via one of the methods shown with the arrows.

2. You will next see screen #2. Click where it says “click here to begin”.

3. You will be brought to screen #3 where you should click on “POM Adult Master”
4. Doing so will bring you to the screen (4) that shows you all of your interviews that are completed, in progress, and ready for data entry.

5. If you would like to add a new interview, select “Add POM Adult Interviewees” (5) and then a new box titled “add new object” will pop up. Type in the name of the interviewee and select “save.”
6. If you are an administrator and need to create a new account for a staff member so they can enter interviews, select “click here” where there is the note about inviting users. A box titled “new delegation request” will pop up. Enter this information and it will be sent to the development team for a security check before being approved.
7. When you are ready to enter your interview data click “take survey” corresponding with the interviewee you would like to enter data for.

8. The Adult Personal Outcome Measures survey window will pop up and show you which sections have been completed if you had previously entered any data. You may click on any section to begin data entry.
9. After selecting the section you will see this screen (8). Begin entering your data at your convenience. When done with the page click continue at the top or the bottom of the page and you will be brought to the new section. Continuing to a new page also saves your previously entered data.

10. If you wish to bounce around to different sections, select the dropdown and scroll to the section you are interested in and click it. Changing pages will also save your previously entered data.

11. You can hit “save answers” at any time. Make sure you do so if you need to leave and complete the survey another time. When you are done entering all of your data select “submit survey.” The system will validate and make sure there are no errors at this point.
12. Once you have submitted your survey and the system has made sure there were no problems you will see this screen (12). You have the opportunity to print the completed interview by selecting the printer button.
USING THE REPORTS FEATURE

1. Reports allow you to export data to an excel document. To do so click on the “reports” tab at the top and you will be brought to this page (1). To export your data select “Data Export”. A new item will then load on the right hand side under the “My recent report outputs box.” When it is complete it will allow you to download the report. This will download a file which you can open with Microsoft Excel.

NOTE: Only administrative (default) agency users have access to the reports feature. If you are set to a staff account you will not see the reports or analytics feature. If someone at your agency needs to be switched to administrative to use these features please contact us at data@thecouncil.org.
USING THE ANALYTICS FEATURES

1. Analytics allow agencies to analyze their Personal Outcome Measures data! (If you used the old CQL feature they are very similar to the reports section of the old system). To use analytics click the analytics tab at the top and then you will see this page (1). Click on “SURVEYS”

2. You will be brought to this page (2). To proceed click “VIEWS dashboard.” This will bring you to the template options.
3. Next you need to decide what type of analytic view you are interested in among the list of options. Click on the item you want to use.

4. The report you selected will show up. You have the option to export items you are interested in via JPEG by selecting the printer icon by each item. You can also filter by a wide range of variables by selecting the type of filter you want and then hitting the “filter” button.

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