



## mtl.how/data Cheatsheet

(updated 2020\_03\_09)  
MTL 2.0

## Modeling to Learn

MTL objectives include activities and competencies that...

Test. Don't guess.

1. Are meaningful for you and align your learning goals with your team.
2. Develop systems thinking skills to help you see how several things fit together, & understand causes hard to see without data & modeling resources.
3. Make VA data, initiatives, and standards transparent to you.
4. Empower you to realize ongoing improvements in team quality of care & work life.

### How to: Navigate to the SplashPage

**Step 1:** Open mtl.how/data in an Internet Explorer or Edge browser window



Select Your VISN

For best results, please use Internet Explorer or Microsoft Edge.

VISN 1	VISN 2	VISN 4	VISN 5	VISN 6	VISN 7
VISN 8	VISN 9	VISN 10	VISN 12	VISN 15	VISN 16
VISN 17	VISN 19	VISN 20	VISN 21	VISN 22	VISN 23

**Step 2:** Select your VISN

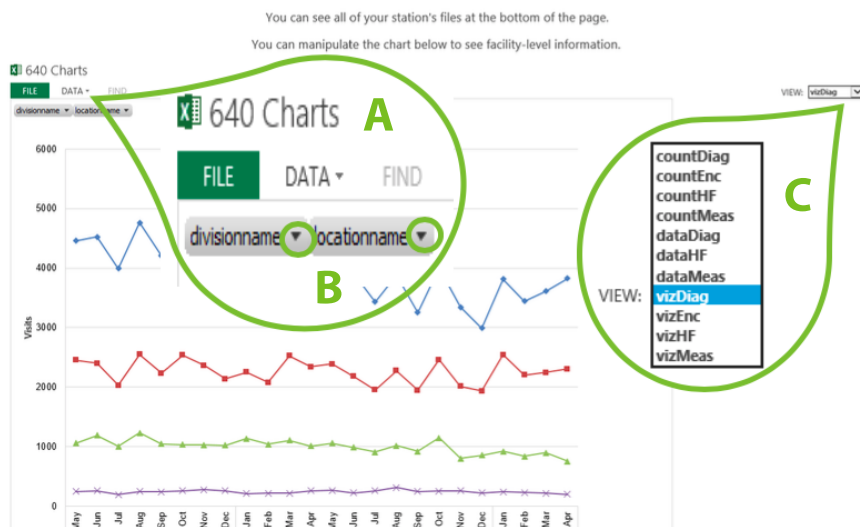
Select Your Facility

(358) Manila, Philippines	(459) VA Pacific Islands HCS (Honolulu HI)	(570) Central California HCS (Fresno CA)	(593) Southern Nevada HCS (Las Vegas NV)
(612) Northern California HCS (Martinez CA)	(640) Palo Alto HCS (Palo Alto CA)	(654) Sierra Nevada HCS (Reno NV)	(662) San Francisco, CA

**Step 3:** Select your Facility

**Step 4:** Explore the Splashpage

- a Click on the facility # at the top left corner of the charts above "File" for a larger view
- b. Use grey buttons with dropdowns to filter by division name, location name, etc.
- c. Click on View dropdown to switch between different visualization and count options

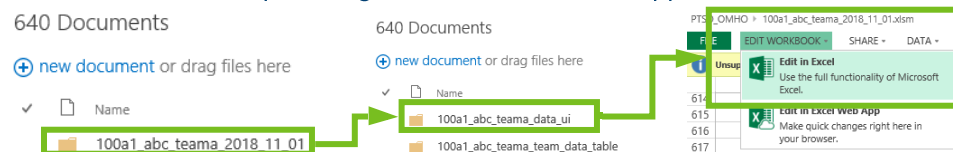


Modeling to Learn (MTL) is an ongoing quality improvement project by VA Team Participatory System Dynamics.

### How to: Create data\_ui file & team\_data\_table file

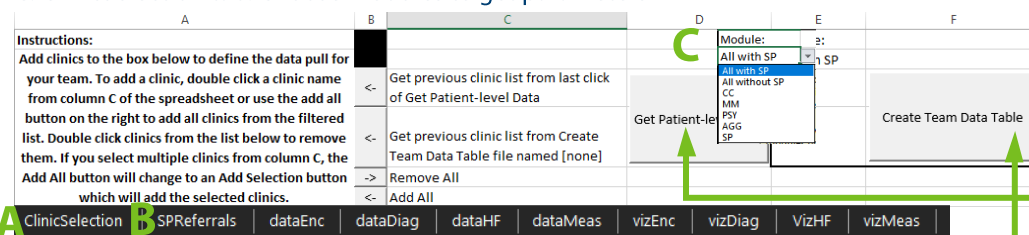
**Step 1:** Navigate to your facility's SplashPage (instructions on left)

**Step 2:** Click on your team's folders and then click on the data\_ui folder. Click on most recent data\_ui file and open using "Edit in Excel" (not web app).

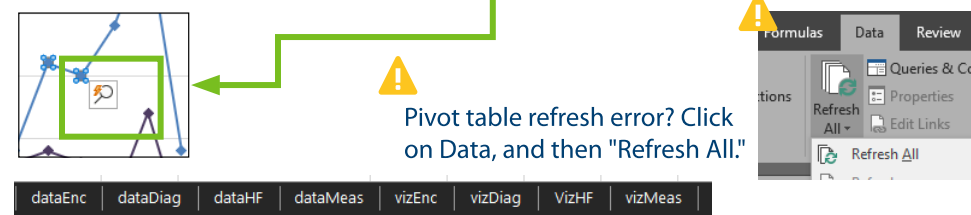


**Step 3:** Determine if you want "Patient-level Data" (Step A) or "Team Data Table" (Steps A-C). See instructions at the top of Columns A and C for different ways to select your data.

- A. ClinicSelection tab: Choose your team's grids by Clinic, Division, Location, etc. Make Column B wider to the right for hidden grids. Note: "ZZ" Clinic Names = Deactivated grids
- B. SPReferrals tab (only for SP): Choose grids your team refers to.
- C. ClinicSelection tab: Choose modules to get parameters



**Step 4a:** Click "Get Patient-level Data." Once the query is done, explore data & viz tabs. Click on trend lines & then click on the magnifying glass for further drill down.



**Step 4b:** Click "Create Team Data Table." Once the query is done, click on the different Params tabs or view DataNotes for further details on data calculations.

**Step 5:** Save. This is PHI. Save back to the SharePoint or PHI-safe places.

Info: mtl.info@va.gov