mtl

mtl.how/data
Data Folder Cheatsheet
(updated 2021_02_02)
MTL 2.0

Modeling to Learn
Test. Don't guess.

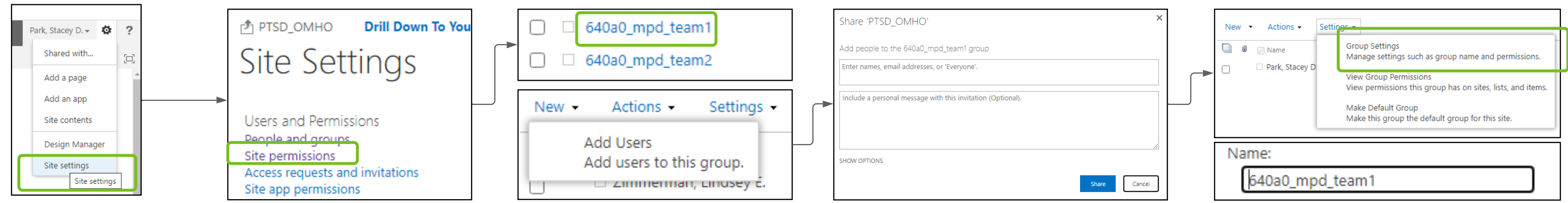*MTL* objectives include activites and competencies that...

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.
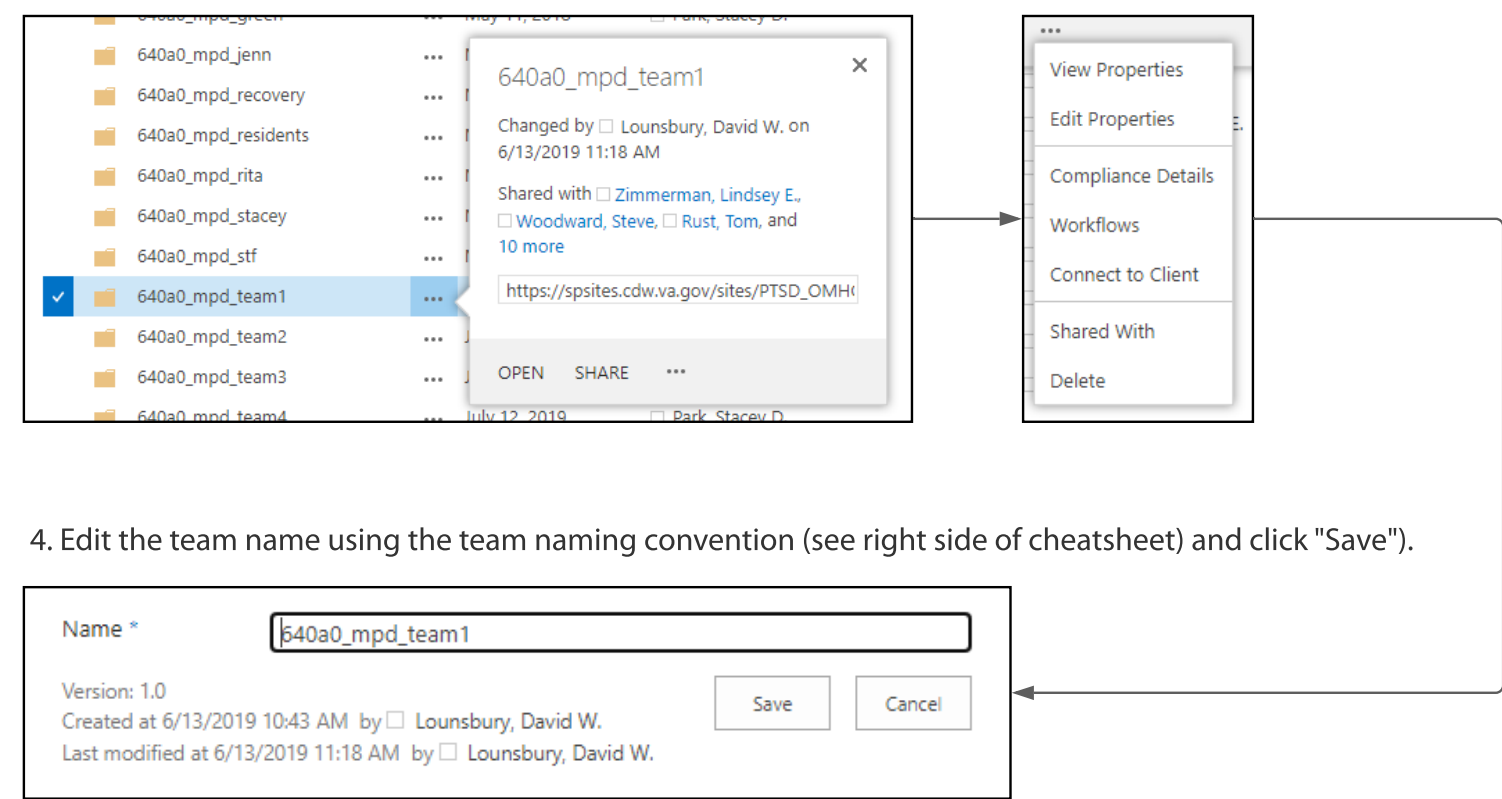4. Empower you to realize ongoing improvements in team quality of care & work life.

How to Add New Team Members and Update Permissions Folder Name

1. On the top right, click on the Gear Icon next to your name.
2. Click on Site Settings.

3. Click on Site Permissions.

4. Look for the team name and click on it.
5. Click on New > Add User.s

5. Add new team members. Once you start typing emails/names, suggestions will queue up that you can choose. Click on "Share" once you're done.

6. Click on Settings > Group Settings.
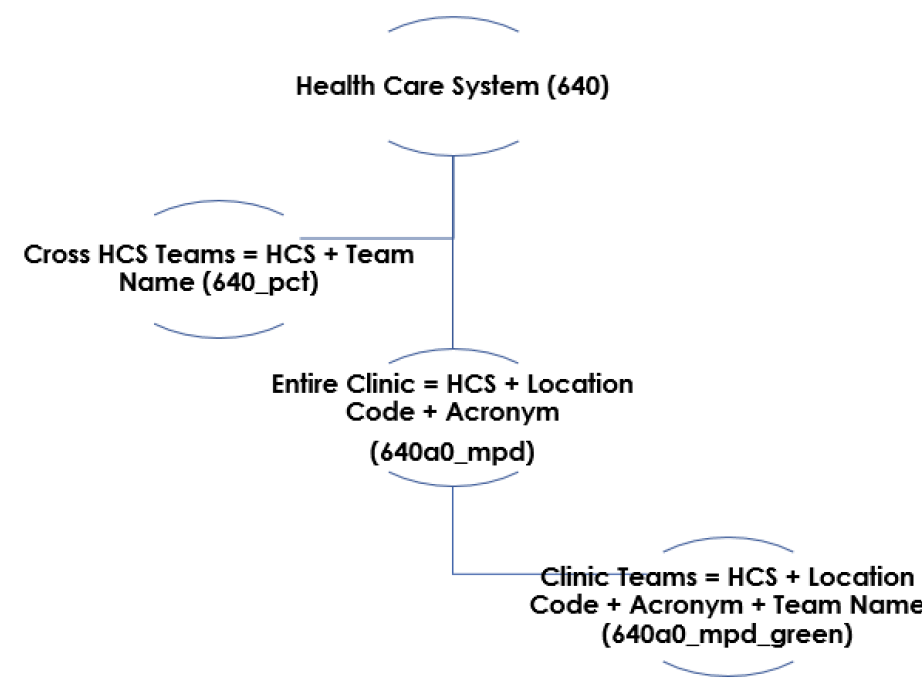7. Edit the name and click on Ok.

How to Update Team, Data UI, and Team Data Table Folder Names

1. Click on the three dots next to any folder icon
2. Click on the three dots next to "Share"

3. Click on "Edit Properties"

4. Edit the team name using the team naming convention (see right side of cheatsheet) and click "Save").

Team Naming Convention

Health Care System (640)

Cross HCS Teams = HCS + Team Name (640_pct)

Entire Clinic = HCS + Location Code + Acronym (640a0_mpd)

Clinic Teams = HCS + Location Code + Acronym + Team Name (640a0_mpd_green)

Use for:
- All Team folders on mtl.how/data
- Team world names and team data files on mtl.how/sim

Convention:
1. Health Care System - 3 digits (numeric)
2. *Location Code - 2 digits (alpha numeric)
3. Location Acronym - 3 digits (alpha)
4. Team Name

*You can find the location code by looking for **Master_DataUI** in each facility folder, and then Sta6a_### excel