



**QUALITY HEALTH  
NEW ZEALAND**  
TE TAUMATA HAUORA  
A DIVISION OF TELARC SAI LIMITED

# **HOW TO ACCESS THE ELECTRONIC ASSESSMENT TOOL (EAT)**

## Overview

The Electronic Assessment Tool (EAT) v4 is web browser-based and the organisation's data is hosted at QHNZ.

Each member organisation has a nominated Primary Contact with QHNZ. Access to EATv4 must be approved by the Primary Contact of each organisation.

For EAT v4 there are two levels of access:

- Administrator Level - This person/s has ultimate responsibility for EAT for the organization.
- Respondent Level - This person/s have access to EAT.

The Primary Contact of an organisation may be the Administrator for EAT v4 or may nominate another person as the Administrator.

## Process to arrange organisation connection to EAT v4

Step 1. Access to EAT v4 can only be provided by QHNZ if the Primary Contact for your organisation has given approval. Please complete the EAT Access Approval form (available from QHNZ phone 04 499 0367 or email [eatv4@qualityhealth.org.nz](mailto:eatv4@qualityhealth.org.nz)).

Step 2. QHNZ will process requests for EAT v4 access as soon as possible. You will be notified when this has been completed.

## EAT v4 Data Access Levels

Following are the three data access levels for EAT v4:

- Administrator's data (shared):  
Criterion or Recommendation data is shared by all administrators and those respondents to whom it has been assigned as "Administrator's Data (shared)".
- Respondent's data:  
Each respondent so assigned has his/her own response data, not visible or able to be entered or altered by others. Such respondents cannot view the Administrator's data, only their own.
- Administrator's data (read only):  
Respondent can view Administrator's data for the criterion, but cannot enter or alter that data.

## **EAT v4 Administrators**

The EAT v4 Administrator may assign additional staff at Administrator Level if required. Administrators will all share one EAT dataset. They will be able to input and delete data into the same EAT folder. If there is more than one Administrator there will need to be agreement as to who has the responsibility to submit the final completed EAT data to QHNZ.

The Administrator/s can also nominate others to have access to EAT v4 at Respondent level. It will then be the Administrator/s decision as to what EAT data from the Respondent dataset they may wish to consolidate into their final EAT dataset for submission to QHNZ.

The EAT Administrator of your organisation has the authority to decide when the EAT v4 data is to be submitted to QHNZ. Once submitted, the data becomes "Read Only" and no new information can be added to the Self-Assessment.