



# ACE Report Description

## QRT Policy Performance Reports: QIAT SI Summary

(Updated: May 2017)

### Overview

The Quality Investigation Assessment Tool (QIAT) Safety Investigator (SI) Summary Report tracks the number of QIATs completed per SI per quarter to help Divisions achieve their goal of four QIATs per SI per performance quarter. The report displays the number of investigations and number of QIATs that have been completed for each SI.

Note: the SI Division Office and duration of time in position are based on the GOTHAM Roster. It is understood that there are valid reasons why Divisions would not achieve the goal of four QIATs per SI per performance quarter that simply need to be noted in the comment field.

### Filter Options

Performance Quarter – Choose which performance quarter you would like the report to show. This field is mandatory. Performance quarters are defined as follow:

Quarter	Timeframe
Q1	June 1 – August 30
Q2	September 1 – November 30
Q3	December 1 – February 28
Q4	March 1 – May 31

Met Goal – Choose to display the SIs who have either met or not met their goal of four QIATs completed per quarter. If “N/A” is chosen, non-SIs will be displayed, for example Federal Program Specials that maintain certification. This section is defaulted to “No” in order to help Division Administrators and Federal Program Specialists identify SIs that still need QIATs.

### Column Descriptions

SI Name – List of both SIs (all SIs identified in GOTHAM) and non-SIs with investigations

# of Inv – Number of investigations per individual

# of QIATs – Number of QIATs per individual

Met Goal – Yes/No/N/A indicator if four QIATs were completed for the SI during the selected quarter, the N/A refers to non-SIs

Comment – Ability for users to add/edit comments

Position – Position of the individual from the GOTHAM roster

Time in Position – Amount of time the individual spent in their position from the GOTHAM roster

State – State of the investigator from the GOTHAM roster

Performance Quarter – Quarter when the investigations were completed

## Additional Report Details

You can click certain information within the following columns of the report for additional information:

SI Name – Clicking the name of a SI will redirect you to the QIAT SI Detail report for the selected SI

Add/Edit Comment – Clicking this link will allow you to add/edit comments within the report

Users also have the ability to hide columns. To do so, right-click on the column you wish to hide, and select “Hide Column.” To add a column back to the report, right-click where you would like the column to appear and select “Add Column.” You can also change the order of the columns in the report by dragging and dropping columns where you would like them to appear.

