



# National Nursing Home

QUALITY IMPROVEMENT  
CAMPAIGN

## NNHQI Campaign

# Pain Management Tracking Tool

## Overview and Instructions

This material was prepared by Telligen, National Nursing Home Quality Improvement Campaign contractor, under contract with the Centers for Medicare & Medicaid Services (CMS), an agency of the U.S. Department of Health and Human Services. The contents presented do not necessarily reflect CMS policy. 11SOW-CO-NNHQIC-05/18-001





# Overview

Use the Pain Management Tracking Tool (Excel workbook) to track your residents' pain, the timing and type of assessments, and the kind of interventions they receive.

- Track pain management strategies on a weekly basis.
- Identify opportunities for improvement.
- View individual data in rows, and summary information on patterns and processes in graphs.
- Transfer monthly outcomes to the Campaign website for continuous trending.
- Monitor your progress and share results with your team.



# Calculated Outcomes

The Pain Management Tracking Tool will calculate the following outcomes for you each month. Outcomes are calculated separately for residents receiving long term, short term and end of life care. Your monthly outcomes are displayed on the worksheet named “DataforWebsiteEntry.” The calculations are complete when all required fields have been entered for the month.

- Percent of Residents Who Had a Recorded Pain Score Each Week
- Average Weekly Percent of Residents Reporting Moderate or Severe Pain
- Average Weekly Percent of Residents with Pharmacologic Interventions for Pain
- Average Weekly Percent of Residents with non-Pharmacologic Interventions for Pain
- Average Weekly Percent of Residents with both Pharmacologic and non-Pharmacologic Interventions for Pain



# Getting Started

- The *first* week of the *first* month you ever use this tool will be a lot of work.
- After the first week of tracking, you'll just be updating the workbook (and copying data when you move to a new month).
- The workbook is most useful when you are updating your weekly tabs each week (don't wait till the end of the month).
- Importantly, you will download a FRESH workbook at the beginning of each month (but you won't start fresh – you'll copy data over using a simple process that takes about 5 minutes).



# How It Works

**Weekly Pain Tracking Worksheets:** Track pain scores, pain assessments and pain management interventions for each resident from week to week.

- Enter information for each resident you are tracking. You may choose to begin with a single neighborhood or group of neighborhoods and then expand over time.
- Record the resident's name, stay type, and date of most recent pain score for each resident at your home during the specified week. You will also indicate whether each resident had moderate or severe pain during the week and which pain management interventions were implemented, if any.
- Use the “Close Record” field to indicate when a resident is no longer with you on the last day of the specified week. **Please do not delete any rows.**

# Welcome Tab

This tab gives you an overview of the tool and provides a table of contents describing each worksheet.

To move between the worksheets, click on the tabs at the bottom of the screen or click the links in the table of contents.

Note the version number and date will change when revised tools are posted to the website. Be sure you are always using the most current version of the tool, and download a fresh copy each month.

You may access the website by clicking the website address on this page.

**Welcome**

**Pain Management Tracking Tool v4.2**  
December 13, 2017

Use this workbook to track pain management strategies on a weekly basis, along with information needed for your quality improvement project and root cause analyses. This tool also produces a monthly summary for you to enter on the National Nursing Home Quality Improvement Campaign website where you will be able to **access trend graphs** of your progress over time:  
<http://www.NHQualityCampaign.org>

**Confidentiality is important.** Please do not transmit this form with resident-identifying information. Instructions for de-identifying this tool are provided in the Common Qs & As tab.

**NEW!** 'Start Next' worksheets make starting your next month's workbook easier and faster!

This workbook contains ten [10] worksheets to assist in tracking and monitoring pain management in your home. Access these worksheets by clicking the tabs appearing at the bottom of this workbook.

Worksheet	Description
<a href="#">Welcome</a>	Table of contents and overview.
<a href="#">Instructions</a>	An illustrated step-by-step guide for using this tool is provided in a separate document. Print for easy reference.
<a href="#">Common Qs &amp; As</a>	Answers to commonly asked questions. Print for easy reference.
<a href="#">Weeks 1-5</a>	Steps 1-5: Use these sheets to track weekly pain scores and management on a daily basis.
<a href="#">Weekly Summary Charts</a>	Monitor patterns in pain scores and interventions from week to week with these charts
<a href="#">Data for Website Entry</a>	<b>Final Step:</b> Print the summarized data you will enter on the website and view progress on your outcome measures.
<a href="#">StartNextMonth Week1</a>	<b>NEW!</b> Use this sheet to prepare your data and copy into your next month's workbook

Quality Improvement Organizations | Telligen

Material was prepared by Telligen, National Nursing Home Quality Improvement (NNHQI) Campaign Special Innovation Project under contract with the Centers for Medicare & Medicaid Services (CMS), an agency of the U.S. Department of Health and Human Services. The contents presented do not necessarily reflect CMS policy. 11SOW-CO-NNHQIC-10/16-042

**NOTE:** Data entry occurs only on the 5 weekly pain tracking worksheets. You will use the "StartNextMonth" sheet to clean up your data at the beginning of the next month and copy it over to populate your next month's workbook.

# Common Q&As

Please take a moment to scan the information available on the Common Qs&As tab. You don't need to study this, just know what's here so you can come back as questions arise. Or, contact us at [Help@nhQualityCampaign.org](mailto:Help@nhQualityCampaign.org)

## Common Qs & As

### Quick Links

<a href="#">Jump to a Section of the Qs&amp;As</a>	<b>Locate a Specific Topic (number of related responses are indicated in parentheses)</b>	
<a href="#">About the Goal</a>	<a href="#">How outcomes are calculated (2)</a>	<a href="#">When residents come or go (3)</a>
<a href="#">About the Outcomes</a>	<a href="#">Sharing your data (2)</a>	<a href="#">When residents change stay type (1)</a>
<a href="#">About Collecting Data</a>	<a href="#">De-identifying your file for sharing (1)</a>	<a href="#">Choosing Stay Type (1)</a>
<a href="#">Data for Process Improvement</a>	<a href="#">Maximizing your screen space (1)</a>	<a href="#">Pain Scores and Assessments (1)</a>
<a href="#">About Using This Tool</a>	<a href="#">Copying and Pasting (2)</a>	
<a href="#">Tips and Tricks</a>	<a href="#">Sorting lists (1)</a>	
<a href="#">Troubleshooting</a>	<a href="#">Message boxes are in the way (1)</a>	<a href="#">Starting a new month (1)</a>
<a href="#">Entering Data on the Website</a>	<a href="#">Graphs have moved / changed size (1)</a>	<a href="#">Contact the HelpDesk</a>

### About The Goal [jump to top](#)

Pain management means that nursing homes will implement a comprehensive system to address issues related to pain. This system involves assessing and managing pain in residents, both long and short term, so that all residents have individualized, person-centered care plans. Nursing home residents will receive appropriate care to prevent and minimize episodes of moderate to severe pain. Less than adequate pain management can affect residents' daily activities and quality of life. It can also cause depression, sleeplessness, restlessness, or decline in appetite and unintentional weight loss.

[Access additional resources on Pain Management from the Campaign Website](#)

### About the Outcomes [jump to top](#)

**Q:** What outcomes does this tool calculate?

**A:** Each week, you will indicate whether each of your residents reported or expressed pain; had a pain assessment, and if so, the kind of assessment (verbal or non-verbal); whether the resident had any pain intervention(s), and if so, the type of intervention, (pharmacologic, non-pharmacologic, or both).

Five outcomes are calculated for you: the percent of residents who had a pain assessment each week, the average weekly percent of residents reporting moderate to severe pain each week, and among those receiving an intervention for pain, the average weekly percent who are receiving pharmacologic intervention only, non-pharmacologic intervention only, or both pharmacologic and non-pharmacologic interventions. These outcomes are calculated

Navigation: Welcome | **Common Qs & As** | Week\_1 | Week\_2 | Week\_3 | Week\_4 | Week\_5 | WeeklySummaryCharts | Data

# Week 1 Basics

Select the month for the data you are collecting. The dates for each week will be populated for you.

On-screen instructions

## Pain Tracking Worksheet \* Week 1

- Step 1:** Click the "Select" box to the left, and choose the month and year for this workbook from the dropdown list.
- Step 2:** Beginning with the resident's name, enter information for each resident at your home during the first week of the month.
- Step 3:** Use the "Close Record" field (the last column in this sheet) to indicate any residents who are no longer at your home on the last day of the week.

Month & Year: **July 2017**

**Weekly Summary**  
July 01 through July 07

Number of residents tracked this week: 15

Residents with pain score recorded this week (of all residents): 73.3%

Scores that were verbal (of those with recorded scores): 36.4%

Scores that were nonverbal (of those with recorded scores): 36.4%

Scores that were both verbal and nonverbal (of those with recorded scores): 27.3%

Residents with moderate or severe pain (of all residents): 33.3%

Residents receiving non-pharmacologic intervention (of those receiving intervention): 40.0%

Residents receiving both pharmacologic and non-pharmacologic intervention (of those receiving intervention): 16.7%

66.7%

Weekly summary statistics are calculated for you.

	Resident Name*	EOL Care	Pain Scales		Managing Pain		Type of Pain	Location of Pain
			Stay Type*	Date of Most Recent Pain Score*	Type of Pain Score	Has Moderate or Severe pain been observed or reported during this week?*		
	required	Long / Short Stay / End of Life	required	highlighted red when not documented this week required	Verbal / Non-Verbal / Both	highlighted red if missing or when moderate/severe pain is noted until re-assessment is complete required	select from dropdown list	Free Text
r1	Jane B	Long Stay	7/3/17	Verbal	Yes	7/3/17	Multiple	Neck, back
r2	Maureen O	Long Stay	7/3/17	Non-verbal	Yes	7/3/17	Neuropathic	back
r3	Jacob C	Short Stay						
r4	Heather P	Short Stay						
r5	Erin W	Short Stay	7/6/17	Both	No	7/6/17		
r6	Martha E	Long Stay	7/6/17	Verbal	Yes	7/6/17	Nociceptive	right leg
r7	David E	Long Stay	7/5/17	Non-verbal	No	7/5/17		
r8	Theodore M	End of Life	7/6/17	Both	No	7/6/17		
r9	Brandy L	End of Life						
r10	Frank L	Long Stay	7/6/17	Verbal	No	7/6/17		
r11	Laurie B	Long Stay	7/6/17	Verbal	Yes	7/6/17	Multiple	Back, ankle
r12	Bob S	Short Stay	7/5/17	Non-verbal	No	7/5/17		
r13	Steven C	Short Stay	7/5/17	Both	Yes	7/5/17	Nociceptive	Neck
r14	Craig R	End of Life	7/3/17	Both	Yes	7/3/17	Related to terminal dx	Back, neck, abdomin
r15	Stan M	Long Stay						
r16	Kyle B	Long Stay	7/3/17	Non-verbal	No	7/3/17	Multiple	Neck, chest
r17								
r18								



# Week 1 Required Fields

**NOTE:** The fields with a red asterisk are required for outcome calculations. It is recommended to use all fields to track pain, interventions and efficacy.

	EOL Care	Pain Scales	Pain Scales	Managing Pain				
	<b>Resident Name*</b> <small>Long / Short Stay / End of Life</small>	<b>Stay Type*</b>	<b>Date of Most Recent Pain Score*</b> <small>highlighted red when not documented this week</small>	<b>Type of Pain Score</b> <small>Verbal / Non-Verbal / Both</small>	<b>Has Moderate or Severe pain been observed or reported during this week?*</b>	<b>Date of Most Recent Pain Assessment</b> <small>highlighted red if missing or when moderate/severe pain is noted until re-assessment is complete</small>	<b>Type of Pain</b> <small>select from dropdown list</small>	<b>Location of Pain</b> <small>Free Text</small>
r1	Jane B	Long Stay	7/3/17	Verbal	Yes	7/3/17	Multiple	Neck, back
r2	Maureen O	Long Stay	7/3/17	Non-verbal	Yes	7/3/17	Neuropathic	back
r3	Jacob C	Short Stay						
r4	Heather P	Short Stay						
r5	Erin W	Short Stay	7/6/17	Both	No	7/6/17		
r6	Martha E	Long Stay	7/6/17		Yes	7/6/17	Receptive	right leg
r7								
r8								
r9								
r10								
r11								
r12								
r13								
r14								
r15								
r16								
r17								
r18								
r19								
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r40								
r41								
r42								
r43								
r44								
r45								
r46								
r47								
r48								
r49								
r50								

List your residents' names. You can type these in or paste them in from another source. Instructions on copying/pasting names are provided in the Common Qs & As tab and StartNextMonth\_Week1 tab.


Select the residents' type of stay from the drop-down menu:

- Long Stay
- Short Stay
- End of Life

Type in the date of the most recent pain score for the resident.

Select whether moderate or severe pain has been observed or reported this week.

# Week 1 Required Fields (cont.)



Month & Year: **July 2017**

**Weekly Summary**  
July 01 through July 07

Number of residents tracked this week

Residents with pain score recorded this week (of all residents)

Scores that were verbal (of those with recorded scores)

Scores that were nonverbal (of those with recorded scores)

Scores that were both verbal and nonverbal (of those with recorded scores)

Select the pain management intervention from the drop-down menu:

- Pharmacological
- Non-Pharmacological
- Both
- None

	EOL Care	Pain Interventions	Pain Interventions	Notes	Close Record*
Resident Name*	Stay Type*	Pain Management Interventions*	Treatment Changes this Week	Is this pain management strategy effective? Is this acute or chronic pain? Does resident report decreased pain within 45 minutes / absence of moderate to severe pain throughout the week? Additional information on treatment and ideas for next steps	Use this field if resident is not at your home by the last day of this week. This will remove the resident from the denominator for your weekly calculations.
required	required	Pharmacologic / Non-Pharm / Both / None required	select from list or type in change made		
r1	Jane B	Long Stay	Both	Added non-pharm	
r2	Maureen O	Long Stay	Both	No changes	
r3	Jacob C	Short Stay			
r4	Heather P	Short Stay			
r5	Erin W	Short Stay			
r6	Martha E	Long Stay	Non-pharmacologic	Ordered consult	
r7	David E	Long Stay			
r8	Theodore M	End of Life			
r9	Brandy L	End of Life			
r10	Frank L	Long Stay			
r11	Laurie B	Long Stay	Both	Multiple changes	
r12	Bob S	Short Stay			
r13	Steven C	Short Stay	Non-pharmacologic	Added non-pharm	
r14	Craig R	End of Life	Pharmacologic	Increased dose of PRN med	
r15	Stan M	Long Stay			
r16	Kyle B	Long Stay	Both	Added non-pharm	
r17					
r18					

If a resident is no longer at your home on the last day of the week, select the reason they left from the drop-down menu, otherwise leave this field blank.

# Weeks 2-5

Each week's information will be pre-populated from the previous week's pain tracking worksheet, so you only need to update a few fields in subsequent weeks. If a new resident is admitted during the week, add them during the week they are admitted to the **BOTTOM** of the weekly list. It is critical that you do not change the order of entries in the list from week to week.

Weekly Summary July 15 through July 21		Pain Tracking Worksheet * Week 3						
Number of residents tracked this week	0.0%	Weeks 2-5: Resident's names, stay type and date of most recent pain score and assessment will automatically carry over from the previous week. Score dates will initially be highlighted red when moderate/severe pain is noted until re-assessment is complete.						
Residents with pain score recorded this week	0.0%	Residents receiving non-pharmacologic intervention (of those receiving intervention)						
Scores that were verbal (of those with recorded scores)	n/a	Residents receiving both pharmacologic and non-pharmacologic intervention (of those receiving intervention)						
Scores that were nonverbal (of those with recorded scores)	n/a							
Scores that were both verbal and nonverbal (of those with recorded scores)	n/a							
Resident Name*	Stay Type*	Date of Most Recent Pain Score*	Type of Pain Score	Managing Pain	Date of Most Recent Pain Assessment	Type of Pain	Location of Pain	Pain Management Interventions*
required	required	required	Verbal / Non-Verbal / Both		highlighted red if missing or when moderate/severe pain is noted until re-assessment is complete	select from dropdown list	Free Text	
r1 Jane B	Long Stay	7/11/17			7/11/17			
r2 Maureen O	Long Stay	7/11/17			7/11/17			
r3 Jacob C	Short Stay	7/12/17			7/12/17			
r4 Heather P	Short Stay	7/13/17			7/13/17			
r5 Erin W	Short Stay	7/14/17			7/14/17			
r6 Martha E	Long Stay	7/11/17			7/11/17			
r7 David E	Long Stay	7/13/17			7/13/17			
r8 Theodore M	End of Life	7/14/17			7/14/17			
r9 Brandy L	End of Life	7/11/17			7/11/17			
r10 Frank L	Long Stay	7/12/17			7/12/17			
r11 Laurie B	Long Stay							
r12 Bob S	Short Stay	7/13/17			7/13/17			
r13								
r14 Craig R	End of Life	7/14/17			7/14/17			
r15 Stan M	Long Stay	7/12/17			7/12/17			
r16								

These 4 fields are carried over from the previous week. **DO NOT** change the resident's name, however, **DO** update the other fields as needed each week.

**DO NOT** rearrange list of residents on weekly tabs.

Scores and assessments will be highlighted pink until they are updated/completed for the current week.

Residents who left the nursing home in a previous week are grayed out and their information will not appear. **IMPORTANT: DO NOT ATTEMPT TO USE OR DELETE THIS ROW.**




# Getting the most out of your weekly pain tracking worksheets

- 1) Review the worksheet at the beginning of each week. Dates of Most Recent Pain Score will initially be highlighted pink to indicate that the week's scores have not yet been recorded. Record the highest pain reported or observed during the week and the date associated with that score.
- 2) Several fields include hyperlinks (underlined, white text) at the top of the columns. If you want more information, click on the links to access related tools and resources.

# Viewing Your Results: Weekly Summary Charts

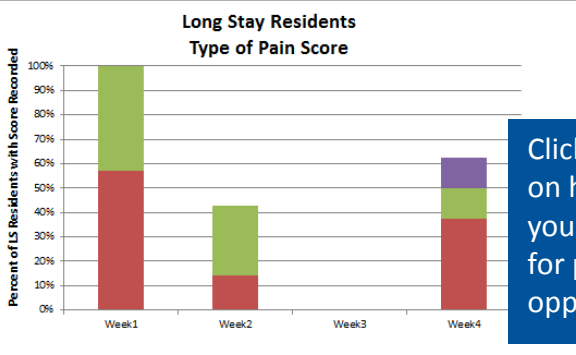
The WeeklySummaryCharts tab will produce tables and graphs displaying the weekly distribution of pain scores and intervention types. **No data input is needed on this sheet.** You may print the sheet as a whole or copy the graphs into another program, such as PowerPoint, to share with your stakeholders including leadership, staff, residents and their families.



## Weekly Summary Charts

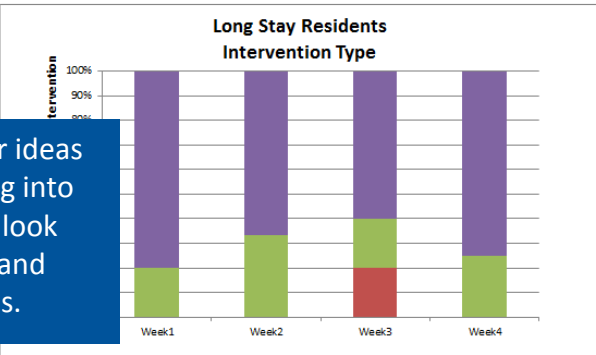
[Click here to explore patterns and identify opportunities](#)

### Long Stay Residents Type of Pain Score



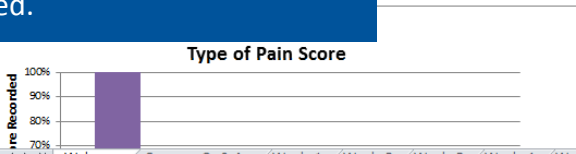
	Week3	Week4
Score Recorded	0.0%	100.0%
Pharmacologic	n/a	37.5%
Non-Pharmacologic	n/a	12.5%
Pharmacologic & Non-pharmacologic	n/a	12.5%

### Long Stay Residents Intervention Type

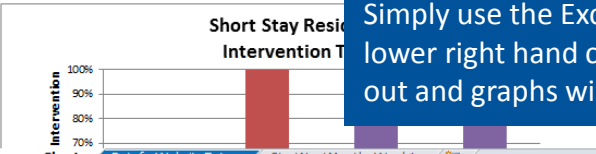


Intervention Type	Week1	Week2	Week3	Week4
Long Stay Residents Tracked (n)	8	8	8	8
Long Stay Residents with Intervention	62.5%	37.5%	62.5%	50.0%
Pharmacologic	0.0%	0.0%	20.0%	0.0%
Non-Pharmacologic	20.0%	33.3%	20.0%	25.0%
Pharmacologic & Non-pharmacologic	80.0%			

### Type of Pain Score



### Short Stay Residents Intervention Type



Navigation: Welcome | Common Qs & As | **Week 1** | Week 2 | Week 3 | Week 4 | Week 5 | WeeklySummaryCharts | DataforWebsiteEntry | StartNextMonth\_Week1

**Remember:** Fix graph (and logo) placement by zooming in and out with the zoom bar at the bottom right of your screen. This will snap them back into place.

Please **do not move or resize** the charts. They are left unprotected so you may print them individually or copy into another document.

You may delete this message. It will not print with graphs.

Click here for ideas on how to dig into your data to look for patterns and opportunities.

You can print a graph to share with your stakeholders.

- 1) Click a graph once to select it.
- 2) Select "Print" from the menu.
- 3) Under the "Print what" option make sure "Selected graph" is checked.

DO NOT MOVE OR RESIZE GRAPHS.

Simply use the Excel zoom bar in the lower right hand corner to zoom in and out and graphs will snap into place.

# Data for Website Entry

## Get your Trend Graph

This sheet displays your outcomes for the month. You will always see data on this tab, but **it is not complete until** all of the information for your residents has been entered for the month.

Print this tab and follow instructions to transfer the outcomes to the Campaign website. Do this each month for a continuous trend graph.

Your trend graph is essential for monitoring your progress. Share your trend graph with your team to optimize engagement.



## Data for Website Entry

### Final Steps:

- Print this page. **\*Print Page 1 ONLY** unless you want your weekly numerators and denominators for reference.
- <https://www.nhqualitycampaign.org>
- Log-in with your username and password.
- Select "Enter Data" and choose 'Pain'
- Enter data from the first table (Page 1) below, only
- Click "Submit" and check the screen for the confirmation message.

Thank You!

July 2017\*

	Long Stay	Short Stay	End of Life	All
Percent of Residents Who Had a Recorded Pain Score <b>Each Week**</b> During this Month	0.0%	0.0%		
Average Weekly Percent of Residents Reporting <b>Moderate or Severe Pain</b>	50.0%	43.8%		
Average Weekly Percent of Residents with <b>Pharmacologic</b> Interventions for Pain among those with intervention	5.0%	41.7%		
Average Weekly Percent of Residents with <b>non-Pharmacologic</b> Interventions for Pain among those with intervention	24.6%	16.7%		
Average Weekly Percent of Residents with <b>CASPER</b> Pain Scores	70.4%	16.7%	29.2%	53.0%

This worksheet is set to print on a single page for an easy monthly snapshot.

Entering the data on the Campaign website gives you access to real-time trend graphs AND maintains your active participation status.

### OPTIONAL: TYPE YOUR CASPER SCORES HERE

To create a trend of your CASPER pain scores, enter the scores for the calendar month for this workbook and transfer them to the Campaign website with the other numbers in the table.



\*Not included in calculations.  
\*\*as of the last day of the week.

# Data for Website Entry (cont.)



## Data for Website Entry

### Final Steps:

► Print this page. **\*Print Page 1 ONLY** unless you want your weekly numerators and denominators for reference.

<https://www.nhqualitycampaign.org>

► **Log-in** with your username and password.

► Select **"Enter Data"** and choose 'Pain'

► **Enter data** from the first table (Page 1) below, only

► Click **"Submit"** and check the screen for the confirmation message.

Thank You!

July 2017\*

	Long Stay	Short Stay	End of Life	All
Percent of Residents Who Had a Recorded Pain Score <b>Each Week**</b> During this Month	0.0%	0.0%	0.0%	0.0%
Average Weekly Percent of Residents Reporting <b>Moderate or Severe Pain</b>	50.0%	43.8%	75.0%	53.3%
Average Weekly Percent of Residents with <b>Pharmacologic</b> Interventions for Pain among those with intervention	5.0%	41.7%		
Average Weekly Percent of Residents with <b>non-Pharmacologic</b> Interventions for Pain among those with intervention	24.6%	16.7%		
Average Weekly Percent of Residents with <b>Pharmacologic and non-Pharmacologic</b> Interventions for Pain among those with intervention	70.4%	16.7%		
CASPER (QIES) pain measures				

### HOW TO ENTER YOUR DATA ON THE WEBSITE

1. Print the Data for Website Entry tab.
2. Go to <https://www.nhQualityCampaign.org>.
3. Log in with your community's username and password.
4. Select "Enter My Data."
5. Choose the "Pain" goal.
6. Enter numbers from this table into corresponding fields on the website.
7. Click "Submit" and check screen for confirmation message.

\*Note: Only Week 1 through Week 4 are included in calculations.

\*\*For each week the resident was in the home as of the last day of the week.

# Start Next Month Week 1

It is important to start fresh each month by downloading a new tracking tool from the [NNHQI Campaign website](#). To make entering next month's data easier, follow instructions on this tab to copy resident and pain management information this month to the next month.

To remove gray rows or blank rows, click on the Excel row number to the far left to highlight the entire row (NOT the "r" number in the gold column). Then right click and select "Delete."

**Transfer Data**

Read these instructions →

**STOP!**  
Do NOT re-use this workbook. Download a fresh workbook from the website and copy your data below into the Week\_1 Tab.

**Prepare data to begin your next month's workbook:**

- Review the information below and remove any rows where:  
(a) the resident is not with you on the first day of the next month (the month of the workbook you are starting),  
(b) the row is blank.  
**Follow these instructions:**  
To remove rows, click on the **GRAY** Excel row number on the far left of your screen (not the "r" number in the gold column). The entire row will automatically be selected. Right click, and select 'Delete.' The row will be removed and there will not be a blank row left over.
- If you would like to sort your data before moving it to your new month's workbook, you can do so. Select ALL of the information for all of your residents, from the 'Resident Name' column through the Pain Check column, and include all of the rows with data. Right click, and select 'Sort.' (Respond to 'Sort by' when prompted.)
- Move this data into your next month's workbook:  
a. **CRITICAL:** Download a **NEW** copy of the workbook:  
[Click HERE to go to the Tool Page of the Campaign website to do so.](#)  
**DO NOT REUSE THIS WORKBOOK.**

Now select **ONLY** the data in the first three columns. (Select ALL of the information for all of your residents, from the 'Resident Name' column through the Pain Check column, and include all of the rows with data.) Right click, and select 'Copy.' Move to your new workbook, Click in the space for the first resident's name, Right Click, and select 'Paste special' and then 'Values' (or '123' if you are using the version of Excel you are using). DO NOT unprotect the worksheet in your new workbook. Repeat the copy/paste for the other columns.

	Resident Name	Stay Type	Date of Most Recent Pain Score	Date of Most Recent Pain Assessment
r1	T. Brown	Long Stay	1/5/18	1/5/18
r2	F. Jones	Long Stay	1/5/18	1/5/18
r3				
r4	W. Cunningham	Long Stay	1/7/18	1/7/18
r5	V. Wales	End of Life	1/6/18	1/6/18
r6	G. Washington	Short Stay	1/1/18	1/1/18
r7	A. Adams	End of Life	1/3/18	1/3/18
r8	P. George	Short Stay	1/3/18	1/3/18
r9	W. Russell	Short Stay	1/4/18	1/4/18
r10				

Worksheet tabs: Welcome | Common Qs & As | Week\_1 | Week\_2 | Week\_3 | Week\_4 | Week\_5 | WeeklySummaryCharts | DataforWebsiteEntry

Before copying data to the new month, follow these instructions to remove residents or sort alphabetically.



# Start Next Month Week 1 (cont.)

**NOTE:** When selecting information to copy, select only cells that contain your data (do not select row numbers, row labels or column headers). See the image below showing which cells to highlight in red outline.

## Copy data in two groups

	Resident Name	Stay Type	Date of Most Recent Pain Score	Date of Most Recent Pain Assessment
r1	Jane B	Long Stay	7/24/17	7/24/17
r2	Maureen O	Long Stay	7/24/17	7/24/17
r3	Jacob C	Short Stay	7/25/17	7/25/17
r4	Heather P	Short Stay	7/26/17	7/26/17
r5	Erin W	Short Stay	7/24/17	7/24/17
r6	Martha E	Long Stay	7/25/17	7/25/17
r7	David E	Long Stay	7/26/17	7/26/17
r8	Theodore M	End of Life	7/27/17	7/27/17
r9	Brandy L	End of Life	7/28/17	7/28/17
r10	Frank L	Long Stay	7/25/17	7/25/17
r11	Laurie B	Long Stay	7/26/17	7/26/17
r12	Bob S	Short Stay	7/26/17	7/26/17

### Steps for Copying Data:

1. Select all rows with data from the first three columns and right click to copy.
2. Navigate to the Week\_1 tab in your new workbook for next month.
3. Click the space for the first resident's name.
4. Right click.
5. Select "Paste special."
6. Select "Values" or ("123" depending on your version of Excel).
7. Repeat steps 1-6 for the "Date of Most Recent Pain Assessment" column except "Paste Special" into the corresponding date column for next month's Week\_1 tab.



# National Nursing Home Quality Improvement Campaign

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