

Safely Reduce Hospitalizations Tracking Tool

Overview and Instructions

December 15, 2016



QUICK LINKS

Sheet-specific Instructions	Topics
Welcome	Introduction to the Excel Tracking Tools
Instructions	Maximize Your Screen
Common Qs & As	Making the Most of Your Admissions Sheet
DropDownLists	Making the Most of Your Transfer Log
Census	About the Outcomes
Admissions	Contact the Campaign HelpDesk
TransferLog	
ProcessTracking	
ItemSummaries	
Customized Reports	
Monthly Website Data Entry	

Welcome to the NNHQI Campaign's Safely Reduce Hospitalizations Tracking Tool!

This tool is an Excel workbook that you can use to support your quality improvement project using data on your acute hospital admissions, readmissions, and transfers.

You will enter information for all residents **discharged from** an acute care hospital, and for all residents **transferred to** the hospital for any reason. Entering these items will produce monthly summary statistics that will allow you to track your outcomes and progress over time.

There are also options to record additional information that will help you examine your care processes to discover what is working well and where there are opportunities for improvement. You will be able to identify some areas of improvement by recording items such as specific hospitals you receive residents from and transfer to, doctors requesting transfers, days of week and time of day that transfers occur, and whether structured communication tools were used to receive and send information about your resident during transfers to or from your community.

Please contact the [Campaign Help Desk](#) if you have any questions or would like support getting started with this tool.

Thank you for participating in this important project!

National Nursing Home Quality Improvement Campaign Help Desk
Help@nhQualityCampaign.org

INSTRUCTIONS [QuickLinks](#) You may wish to print these instructions for easy reference as you access the Safely Reduce Hospitalizations Tracking Tool.

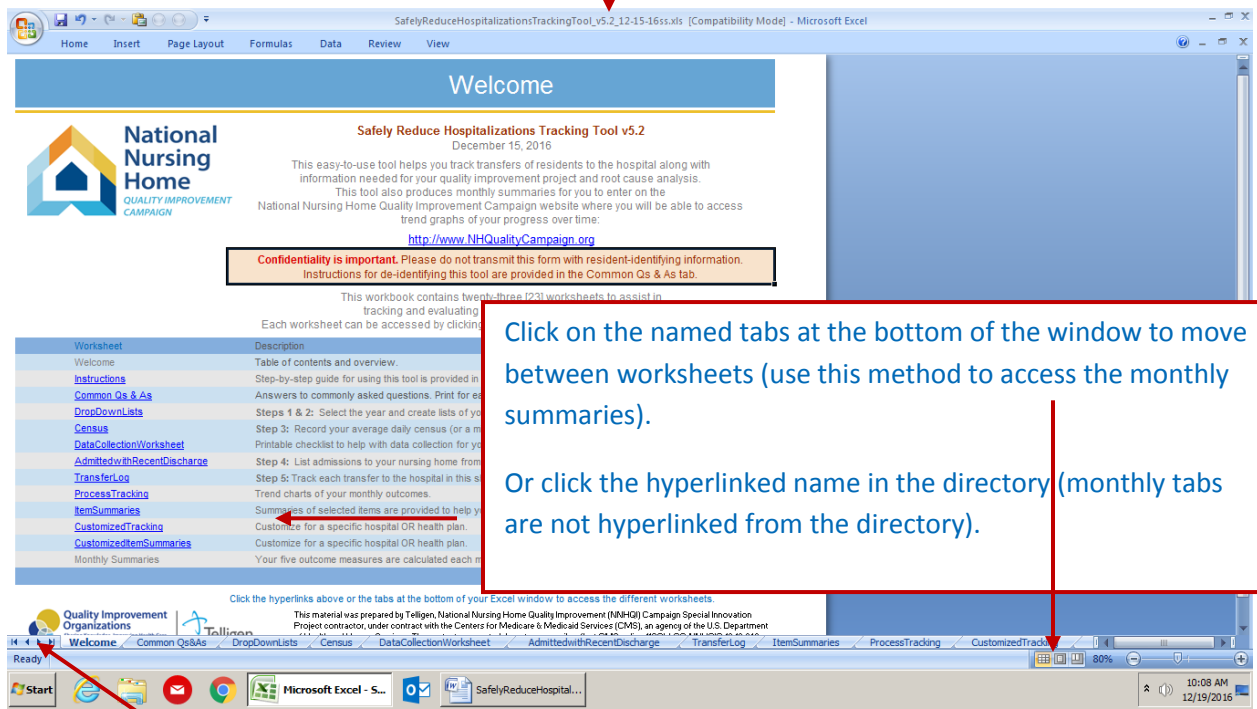
Open the Safely Reduce Hospitalizations Tracking Tool from the website. Save the file to a location on your computer.

Excel vocabulary:

The file named 'SafelyReduceHospitalizationsTrackingTool' is an Excel **workbook**.

Within the **workbook** are **worksheets**. Worksheets are accessed by clicking the tabs that appear at the bottom of your Excel window.

Note: If you can't see the tabs at the bottom of the Excel window, make sure your window is maximized.
If that doesn't work, or you can't see the upper right corner, double click the title bar.



Click on the named tabs at the bottom of the window to move between worksheets (use this method to access the monthly summaries).
Or click the hyperlinked name in the directory (monthly tabs are not hyperlinked from the directory).

Sometimes there are so many worksheets in your workbook that you can't see them all. Use the scroll bar on the LEFT side of the window to see all tabs.

Welcome [QuickLinks](#) This page gives you an overview of the tool. Note the version number and date – occasionally updates are posted to the website. You may access the website by clicking the website address on this page. The table of contents indicates that there are 2 informational worksheets (Welcome, Common Qs&As); The “Instructions” hyperlink will take you to the document you are reading now. There are 4 data entry worksheets (DropDownLists, Census, AdmittedwithRecentDischarge, and TransferLog). Following these worksheets are your reports. The ProcessTracking tab will produce graphs for any processes you’ve chosen to track. ItemSummaries gives you frequencies and charts for other fields you have completed. Two tabs offer the option of creating customized reports for specific hospitals or health plans. The monthly summary sheets contain your calculated rates of hospital transfers – including all admissions and 30-day readmissions.

Welcome



Safely Reduce Hospitalizations Tracking Tool v5.2
December 15, 2016

This easy-to-use tool helps you track transfers of residents to the hospital along with information needed for your quality improvement project and root cause analysis. This tool also produces monthly summaries for you to enter on the National Nursing Home Quality Improvement Campaign website where you will be able to trend graphs of your progress over time:
<http://www.NHQualityCampaign.org>

Website address. Click here to go to the Campaign homepage.

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.

This workbook contains twenty-three [23] worksheets to assist in tracking and evaluating hospital transfers in your home. Each worksheet can be accessed by clicking the tabs that appear at the bottom of this workbook.

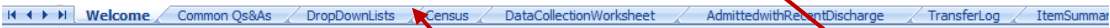
Worksheet	Description
Welcome	Table of contents and overview.
Instructions	Step-by-step guide for using this tool is provided in a separate document. Print for easy reference.
Common Qs & As	Answers to commonly asked questions. Print for easy reference.
DropDownLists	Steps 1 & 2: Select the year and create lists of your residents, hospitals, clinicians and health plans.
Census	Step 3: Record your average daily census (or a mid-month count) each month.
DataCollectionWorksheet	Printable checklist to help with data collection for your TransferLog.
AdmittedwithRecentDischarge	Step 4: List admissions to your nursing home from hospital or with recent hospitalization, as in the TransferLog.
TransferLog	Step 5: Track each transfer to the hospital in this sheet. Record transfers as they occur.
ProcessTracking	Trend charts of your monthly outcomes.
ItemSummaries	Summaries of selected items are provided to help you identify possible patterns in admissions and transfers.
CustomizedTracking	Customize for a specific hospital OR health plan.
CustomizedItemSummaries	Customize for a specific hospital OR health plan.
Monthly Summaries	Your five outcome measures are calculated each month. Scroll to the right to see and select more.

2 information sheets

4 data entry worksheets

2 sheets of Graphs tracking your processes & 2 sets of customizable reports

Click the hyperlinks above or the tabs at the bottom of your Excel window to access the different worksheets.



Click on the named tabs to move between worksheets.

Monthly outcome summaries for website entry.

Instructions [\[QuickLinks\]](#) This tab links to a copy of the instructions you are reading now, so they are handy at all times.

Common Qs&As [\[QuickLinks\]](#) This sheet contains brief information about the goal, the data collection needed for this workbook, as well as some more advanced [Tips and Tricks](#) for using the tool. There are also sections on [Troubleshooting](#) and [About Data for Website Entry](#). Hyperlinks at the top of the page make it easy to jump to topics of interest.

DropDownLists [\[QuickLinks\]](#) On this sheet, you will make a list of the hospitals from which you receive residents, a list of the doctors who request transfers, and list of your residents. **You may copy and paste** these lists from another source. Please see the [Tips and Tricks](#) section in the Common Qs&As tab for detailed instructions on how to do this. You may also return to these lists and add additional names as needed. [Tips and Tricks](#) also includes instructions for sorting your lists.

The lists you create on this tab will appear as drop down lists for you to select from as you complete the AdmittedwithRecentDischarge and TransferLog worksheets.

First, go to the 'DropDownLists' sheet by clicking on that tab at the bottom of your window.

Then: (1) Read on-page instructions; (2) Enter the names of hospitals from which you receive admissions and to which you transfer; (3) List clinicians who order transfers to the hospital from your community; (4) List your residents.

The screenshot shows the 'DropDownLists' worksheet in Microsoft Excel. The title bar reads 'SafelyReduceHospitalizationsTrackingTool_v5.2_12-15-16ss.xls [Compatibility Mode] - Microsoft Excel'. The worksheet has a title 'DropDownLists' and a subtitle 'First: Read Instructions. Then, enter lists:'. Below the title, there are four numbered instructions: 1. hospitals, 2. clinicians, 3. residents, 4. health plans. The worksheet is divided into four main sections: 'Step 1: Select Year for this Workbook' (with a dropdown menu set to '2017'), 'Step 2: In the columns below, type or paste lists of:' (with sub-sections A, B, C, and D), 'Clinicians' (with instructions to list clinicians), and 'Residents*' (with instructions to list residents). A callout box on the left says 'Look! Click here for instructions on copying and pasting your lists from another source.' with an arrow pointing to a 'Click here for instructions' link. Another callout box on the right says 'Important: If there are gaps in not see all names in your drop tabs. You may resolve this issue by any time -- and alphabetizing to use!' with a 'Click here for Sorting' link. A third callout box on the right says 'Important: Keep your list of residents SORTED. Each name should appear only once. Check frequently for variations of the same name.' with an arrow pointing to the 'Residents*' section. A fourth callout box at the bottom says 'Notice the combination letter and number codes that appear next to each name. These codes will follow the names throughout the workbook, no matter what order the names are listed in other sheets. They may be used to de-identify this workbook for sharing. Detailed instructions are provided in Common Qs&As.'

IMPORTANT: Complete your dropdown lists before continuing. It is essential that names are exactly the same every time they appear in the workbook for calculations to be correct. You may add to your lists at any time. Sort frequently and check for duplicates. Each name should appear only one time on THIS list.

Entering Your Census [\[QuickLinks\]](#)

Your monthly census is the denominator for your transfer rates (transfers resulting in admission, in emergency department only, or observation stay).

Your census should be entered separately for post-acute type care and chronic long term type care. If you do not have average daily census by stay-type, you may enter your census from the 15th day of the month.

Step 3

- ◆ At the **end** of each month, enter your average daily census (ADC) for the month.
- ◆ If you are tracking transfers for only part of your home and/or do not have your ADC by stay type, you may use your census on the 15th day of the month.

NOTE: Whether you use ADC or census, this number should reflect the number of residents in the specified type of care during the month. It is not the same as 'paid beds.'

What is an Average Daily Census (ADC)?
To calculate your ADC, sum your daily census for each day during the month, and then divide by the number of days in the month. Often your business office will be able to give you the ADC for the month. You'll need your ADC calculated separately for PAC and CLTC residents.

	Enter Average Daily Census for PAC-type Care*	Enter Average Daily Census for Chronic LTC-type Care*	Combined Average Daily Census for the Month Calculated for You	Days in this Month	Resident Days this Month ADC x The Number of Days in the Month Calculated for You
January 2017	37.0	112.0	149.0	31	4619
February 2017	39.0	110.0	149.0	28	4172
March 2017	38.0	105.0	143.0	31	4433
April 2017	40.0	110.0	150.0	30	4500
May 2017	38.0	110.0	148.0	31	4588
June 2017	40.0	110.0	150.0	30	4500
July 2017	41.0		41.0	31	1271
August 2017			0.0	31	0
September 2017			0.0	30	0
October 2017			0.0	31	0
November 2017			0.0	30	0
December 2017			0.0	31	0

Enter your ADC (or mid-month census) by stay-type here.

No data entry here.

This information is provided so you can see the resident days per month calculation.

For more information about resident days, see [About the Outcomes](#) in this document.

AdmittedwithRecentDischarge [\[QuickLinks\]](#) Enter information for any resident who is admitted to your home directly from a hospital OR who has been discharged from a hospital within 30 days of the date they are admitted to your home.

You will be entering admissions as they occur, through the end of the year. (You will start a new workbook each January.)

- a. **IMPORTANT:** Required fields (marked with a red asterisk*) must be complete in order to calculate your readmissions rates.
- b. **INCLUDE:** All residents who were discharged from an ACUTE CARE HOSPITAL or ACUTE PSYCHIATRIC HOSPITAL.
- c. Go to the AdmittedwithRecentDischarge sheet by clicking on that tab at the bottom of your window.
- d. **Begin with reading the on-page instructions**
- e. Check that 'Today's Date: ___' shows the correct date (see screenshot below – Today's Date is at the top of the screen). This field is reading the date from your computer. Residents admitted within 30 days of today's date are highlighted based on that date.
- f. Place your cursor over the first box (cell) in the column 'Resident Name,' row 1. You may either select your resident's name from the drop down menu (recommended), or type the name. If you choose to type the name, please note that a resident's name must appear **identically** in the Admitted sheet and the TransferLog for the tool to function properly.
- g. **Important note about deleting information:** In Excel, if you want to *remove* an entry you have made, it is always best to follow these steps: highlight the cell or cells you would like to empty, right click, and choose 'clear contents' from the list. If you simply want to edit what you have in the cell, double click the cell, and you may edit your entry.
- h. The Tab key will move you across the row so that you can enter the resident's information.

AdmittedwithRecentDischarge, cont.

You will enter all admissions to your community **DISCHARGED WITHIN 30 DAYS OF ADMISSION to your home** on this worksheet through the calendar year. This is required to calculate your readmission rates.

***Required fields are marked with an asterisk.**

Tips for maximizing your screen space are provided in the next section.

The screenshot shows an Excel spreadsheet with the following callout boxes:

- Check today's date. It is important that this is correct.** (Points to the 'Today's Date: 04/12/2017' cell)
- Interpreting Highlighted Rows** (Points to a yellow-highlighted row with text: "Watch these residents - they are in the 90-day window. Pink indicates a 30-day readmission event.")
- Enter the resident's name here. Tab across the row to complete other information.** (Points to the 'Resident Name' dropdown menu)
- Use the horizontal scroll bar to move back and forth across your sheet.** (Points to the horizontal scroll bar at the bottom of the window)

Automatic Resident Code to de-identify your file	Resident Name*	Hospital Discharge Date* Date resident discharged from hospital <small>include discharges from acute care hospital, acute psychiatric hospital, and critical access hospital</small>	Date Admitted to NH* Date resident admitted to your nursing home <small>include only residents who were admitted directly from hospital or who were discharged from hospital within 30 days of admission to your home</small>	Automatic Day of Week <small>no entry required</small>	Admission to Your Community: Time of Day <small>select from list</small>	Status on Admission to Nursing Home
1 r213	Abel Bova	01/01/17	01/01/17	Sunday	Afternoon (noon-7pm)	Post-acute Care (Medicare Part A or man
2 r191	Alvera Wire	01/04/17	01/04/17	Wednesday	Afternoon (noon-7pm)	Chronic Long-term Care (Not Medicare
3 r274	Aurora Nabilili	01/22/17	01/22/17	Sunday	Evening (7pm-midnight)	Chronic Long-term Care (Not Medicare
4 r194	Bryanna Damico	01/10/17	01/10/17	Tuesday	Morning (7am-noon)	Chronic Long-term Care (Not Medicare
5 r203	Cedric Mcmasters	01/09/17	01/09/17	Monday	Afternoon (noon-7pm)	Chronic Long-term Care (Not Medicare
6 r273	Conception Aden	01/15/17	01/15/17	Sunday	Night (midnight-7am)	Chronic Long-term Care (Not Medicare
7 r29	Darius Whitty	01/30/17	01/30/17	Monday	Evening (7pm-midnight)	Chronic Long-term Care (Not Medicare

You will enter all admissions with recent discharge from the hospital on this worksheet through the calendar year. Monthly summaries are produced in the worksheets with the month names (for example, 'March').

AdmittedWithRecentDischarge, cont.

Data entry requirements:

- Sometimes the same resident will be admitted multiple times. In this case, the name should be entered exactly the same each time. However, if you have two residents with the same name, use middle initials, a number, or some other indicator so the tool knows that these are two different people. If you attempt to enter an identical name on the DropDownList sheet, you will be warned that you have a duplicate.
- The Hospital Discharge Date field requires a date. There are several ways to enter the date, but it should always appear MM/DD/YY.
- If the resident has not been discharged from the hospital within 30 days of being admitted to your community, DO NOT enter the event on the AdmittedWithRecentDischarge sheet.

Highlighting -- Several things happen as you record admissions:

- Residents are highlighted yellow for the first 90 days following the date of their discharge from the hospital.
- When you return to this sheet after you have entered transfers in your transfer log, rows for residents who were readmitted to a hospital within 30 days of discharge from a hospital will be highlighted pink. Rows for residents who were readmitted to a hospital within 90 days of discharge from a hospital will be highlighted green.

Getting the most from your Admissions information: [QuickLinks](#)

- Because this sheet includes real-time information letting you know who is in the window for a 30- or 90-day readmission, it is most useful when you enter admissions to your community ***as they happen***.
- A table at the far right of the data entry area will tally the total admissions from hospitals to your community by month/year, and another tallying dates of hospital discharge. You may use these tables to check the accuracy of your entries. Importantly, the monthly number of discharges from the hospital as shown here is the denominator for your 30-day readmission rate. The monthly number of admissions to your community following a hospital discharge as shown here is the denominator for your 90-day readmission rate.

The screenshot shows a spreadsheet titled "Admitted with Recent Discharge". It includes a "How to Use" section, a data entry table with columns for Resident Name, Structured Communication Tools, and Medication, and a summary table for "NURSING HOME ADMISSION DATES".

Summary Table: NURSING HOME ADMISSION DATES

	Admissions to PAC	Admissions to CLTC	Total Admissions with Recent Discharge	% of all Admissions
January 2017	6	24	30	50.0%
February 2017	14	16	30	50.0%
March 2017	0	0	0	0.0%
April 2017	0	0	0	0.0%
May 2017	0	0	0	0.0%
June 2017	0	0	0	0.0%
July 2017	0	0	0	0.0%
August 2017	0	0	0	0.0%
September 2017	0	0	0	0.0%
October 2017	0	0	0	0.0%
November 2017	0	0	0	0.0%
December 2017	0	0	0	0.0%
Total	20	40	60	100.0%

Annotations in the image:

- A red box on the right side of the spreadsheet contains the text: "Tables on the far RIGHT of your sheet sums your admissions with recent hospital discharge by month. Use these tables to verify that your data entry is correct."
- A red box on the left side of the spreadsheet contains the text: "The monthly number of admissions to your community following a hospital discharge as shown here is the denominator for your 90-day readmission rate." An arrow points from this box to the "Admissions to CLTC" column in the summary table.

Admitted with F

Step 4: List all admissions to your nursing home from hospital within 30 days of admission to your nursing home. Fields with red asterisk * are required. This information will rehospitalization rates.

[How to Use](#)

Automatic Resident Code to de-identify your file	Resident Name*	Was a Structured Communication Tool Used to Receive Information from the Hospital?	Was the Information Received from the Hospital Adequate to Care for Resident?	Was a Structured Tool Used to Complete Medication Reconciliation?
22 r260	Margrett Sperling			No
23 r9	Michal Mulherin			No
24 r126	Neva Downey			No
25 r178	Pat Neloms			No
26 r3	Raul Bonenfant			No
27 r146	Riley Vitale			No
				No
				No
				No
				No
				No
				No
				No
				No
				No
				No
				No
				No
				No
				No
				No
				No
				No
				No
				No
				No
				No
				No
				No
				No
				No

This table populates automatically from the HOSPITAL DISCHARGE DATES. Please use it to check the accuracy of your entries.

	Admitted to PAC	Admitted to CLTC	Total Discharge Dates This Month	% of all Discharges
January 2017	6	24	30	50.0%
February 2017	14	16	30	50.0%
March 2017	0	0	0	0.0%
April 2017	0	0	0	0.0%
May 2017	0	0	0	0.0%
June 2017	0	0	0	0.0%
July 2017	0	0	0	0.0%
August 2017	0	0	0	0.0%
September 2017	0	0	0	0.0%
October 2017	0	0	0	0.0%
November 2017	0	0	0	0.0%
December 2017	0	0	0	0.0%
Total	20	40	60	100.0%

Sheet: AdmittedwithRecentDischarge | TransferLog | ItemSummaries | ProcessTracking | CustomizedTracking

The monthly number of **discharges from the hospital** as shown here is the denominator for your 30-day readmission rate.

TransferLog: Maximize your screen [\[QuickLinks\]](#)

Go to the **TransferLog** sheet. This sheet is very wide because there are many columns. There is also a lot of material at the top of the sheet. There are several things you can do to make the most screen space possible:

The image shows a screenshot of the Microsoft Excel interface with several red-bordered callout boxes containing instructions. The Excel window title is "ssSafelyReduceHospitalizationsTrackingTool_v5_2_12-15-16.xls [Compatibility Mode] - Microsoft Excel". The ribbon is set to "View", and a context menu is open over the "View" tab with "Minimize the Ribbon" selected. The spreadsheet content includes a header "Admitted with Recent Discharge 2017" and a table with column headers (letters) and row headers (numbers). The zoom level is set to 80%.

If you can see the formula bar, click 'View' and uncheck 'Formula Bar'

This is the formula bar.

Make sure your window is maximized.

If you have a wide ribbon of menu options visible, as shown here, place your cursor in the top row, right click, and click 'Minimize the Ribbon.'

If you can see column and row headers, click 'View' and uncheck 'Headings.'

These are column headings (letters).

These are row headings (numbers).

Set your zoom to a smaller percent. 80% often works well. Use the slider bar to increase or decrease your zoom.

TransferLog, cont.

Instructions read: Complete the details for each resident who was transferred from your community to an acute hospital in the grid below.

These black lines indicate that there are frozen panes. This allows you to scroll to the far right and still see the resident's name. It allows you to scroll far down in the list and still see the column headers.

Enter information for each resident transfer as it occurs.

***Columns marked with a red asterisk are required for calculating key outcomes.**

Other information is optional but may support your root cause analysis and improving your care processes related to transfers.

Step 4: Complete the detail for each resident transferred from your home to hospital in the grid below.

Include ONLY transfers to acute care hospitals or critical access hospitals. Include ALL unplanned transfers, including ER Only and Observation Stays.

*Red asterisk indicates required field.

Pink highlight indicates resident had an unplanned admission to the hospital within 30 days of discharge from hospital. Not all transfers result in admission.

Green indicates a readmission occurred 31 to 90 days following admission to nursing home.

About this Resident								
How to Use Automatic Resident Code to de-identify your file	Resident Name*	Purpose of Nursing Home Stay*	Payment Status at Time of Transfer from Nursing Home to Hospital	Date of Transfer to Hospital*	Transfer: Time of Day	Clinician Ordering Transfer	How to Use Automatic Clinician Code to de-identify your file	
58	r199	Kristopher Crooms	Chronic Long-term Care	Medicaid	3/9/17	Evening (7pm-midnight)	Faustus	c6
59	r140	Lee Ciampa	Chronic Long-term Care	Medicaid	3/15/17	Morning (7am-noon)	Watson	c7
60	r288	Lourie Larusso	Post-acute Care (Medicare Part A or managed care)	Medicare Part A	3/30/17	Afternoon (noon-7pm)	Frankenstein	c5
61	r180	Dot Veltri	Chronic Long-term Care	Private Pay	3/25/17	Afternoon (noon-7pm)	Strangelove	c4
62	r74	Elenor Tingey	Chronic Long-term Care	Other	3/15/17	Evening (7pm-midnight)	Faustus	c6
63	r150	Erma Henninger	Chronic Long-term Care	Managed Care Plan	3/19/17	Afternoon (noon-7pm)	Watson	c7
64	r252	Marguerita Holstein	Post-Acute Type Care (Rehab/Medical Management)	Medicare Part A	3/11/17	Evening (7pm-midnight)	Jekyl	c2
65	r226	Michael Fryer	Chronic Long-term Care	Medicaid	3/19/17	Afternoon (noon-7pm)	Strangelove	c4
66	r76	Nichol Wisecarver	Chronic Long-term Care	Medicaid	3/25/17	Afternoon (noon-7pm)	Faustus	c5
67	r275	Patrice Zdenek	Chronic Long-term Care	Managed Care Plan	3/20/17	Morning (7am-noon)	Watson	c7
68	r188	Rayna Peranio	Post-Acute Type Care (Rehab/Medical Management)	Medicare Part A	3/30/17	Afternoon (noon-7pm)	Jekyl	c2
69	r10	Franklin Hildebrand	Chronic Long-term Care	Medicaid	3/11/17	Evening (7pm-midnight)	Strangelove	c4
70	r154	Georgina Okelly	Post-Acute Type Care (Rehab/Medical Management)	Medicare Part A	3/19/17	Afternoon (noon-7pm)	Faustus	c5
71	r98	Greta Bourgojn	Post-Acute Type Care (Rehab/Medical Management)	Medicare Part A	3/25/17	Afternoon (noon-7pm)	Watson	c7
72	r158	Irina Pesina	Chronic Long-term Care	Managed Care Plan	3/29/17	Morning (7am-noon)	Jekyl	c2
73	r78	Jenell Maglio	Post-Acute Type Care (Rehab/Medical Management)	Medicare Part A	3/11/17	Evening (7pm-midnight)	Strangelove	c4
74	r165	Jordan Kosakowski	Post-Acute Type Care (Rehab/Medical Management)	Medicare Part A	3/19/17	Morning (7am-noon)	Watson	c7
75	r165	Kanisha Messina	Post-Acute Type Care (Rehab/Medical Management)	Medicare Part A	3/25/17	Morning (7am-noon)	Frankenstein	c5

Codes to de-identify the workbook.

Click on the 'How to Use' hyperlink at the top of the column for instructions.

Residents who are readmitted to the hospital within 30 days of most recent hospital discharge are highlighted pink.

Residents who are readmitted to the hospital within 90 days of most recent nursing home admission (following a hospital discharge) are highlighted green.

NOTE: Readmissions include only unplanned transfers that result in an inpatient admission.

TransferLog, cont.

Functionality: This sheet has features and functions similar to the AdmittedwithRecentDischarge sheet. Resident transfers that occur within 30 days of discharge to your community and 90 days from admission to your community from the hospital will be highlighted for easy identification (see above).

The screenshot shows the Microsoft Excel interface for the TransferLog spreadsheet. The ribbon includes Home, Insert, Page Layout, Formulas, and Data. A callout box at the top right explains that hyperlinks at the top of columns provide access to additional information and resources. A second callout box on the left explains that clicking on a hyperlink provides more information about a common question. The spreadsheet data includes columns for Resident Name, transfer source, advance care planning, and structured communication tool usage.

Hyperlinks at the top of some columns give you easy access to additional information and link you to resources, example forms, etc.

What does this mean? That's a common question! Click on the hyperlink for more information.

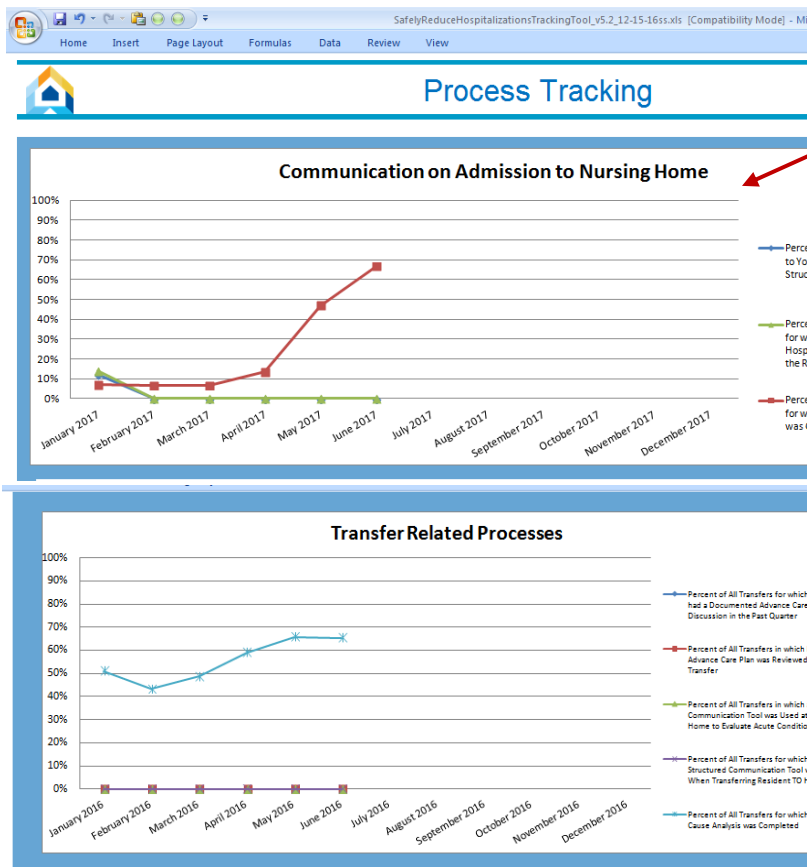
Resident Code	Resident Name*	Resident's Last Admission to Nursing Home			
		Before this Transfer, this Resident was Admitted to Your Nursing Home From	Documented Advance Care Planning Discussion in Past Quarter?	Was the Advance Care Plan Reviewed at the Time of Transfer?	Was a Structured Communication Tool Used at Nursing Home to Evaluate Acute Condition?
		Hospital	Yes	Yes	Yes
		Hospital	Yes	No	No
		Nursing Home	Yes	Yes	Yes
		Living	Yes	Yes	Yes
		Home	No	No	No
		Hospital	Yes	Yes	No
		Hospital	No	No	No
		Hospital	Yes	Yes	No
		Hospital	Yes	Yes	Yes
		Living	Yes	Yes	Yes
		Home	No	No	No
		Another Nursing Home	No	No	No

Getting the most from your Transfer Log: [QuickLinks](#)

- This sheet is most useful when you enter transfers to hospital **as they happen**. Transfer information on this sheet is also used to indicate on your AdmittedwithRecentDischarge tab which residents were readmitted. **Timely analysis of events will support a rapid cycle quality improvement process.**
- Optional columns allow you to track a variety of information. These items may point to system or process factors that might need further investigation.
- A number of column headers include hyperlinks. Click on these links to learn more about the topic, and to access related tools and resources.
- If you would like to investigate whether there are patterns in such things as the time of day transfers occur, the doctor ordering transfers, or to examine how frequently you are employing structured communication tools, you may want to sort (group) your transfers accordingly. Instructions on how to do this are provided in the 'Common Qs&As' tab. Note: Always make a second copy when you want to sort.
- Importantly, you will want to complete the final step (described in the next section), and enter your summary information on the NNHQI Campaign website. The website will provide you with trend data to monitor your progress over time. Graphs may be downloaded for easy sharing with your staff, leadership, and stakeholders.

ProcessTracking [QuickLinks](#)

The ProcessTracking sheet will produce tables and graphs for any of the process measures you have recorded. No input is needed on this sheet, but you may print the sheet as a whole, or copy the graphs into another program, such as PowerPoint, to share with your stakeholders.



You may copy just the graphs by clicking once on a graph to select it, and then right click and choose 'copy.'

To print just a graph: click a graph once to select it. Then, when you select 'Print' from the menu, the 'Print what' option 'Selected graph' will be chosen.

ItemSummaries [\[QuickLinks\]](#)

Tallies of additional items you have recorded are provided here. These allow you to look for patterns in timing and characteristics of admissions and transfers.

Adjust dates for your Admissions report by editing the dates in the cells to the right.
Enter dates in the format mm/dd/yyyy

Admissions Detail From 1/1/2017 To 12/31/2017

Admissions by Day of Week
1-1-17 to 12-31-17

Day	Number of Admissions	Percent of all Admissions
Monday	28	15.3%
Tuesday	31	16.9%
Wednesday	39	21.3%
Thursday	18	9.8%
Friday	14	7.7%
Saturday	23	12.6%
Sunday	30	16.4%

Source of Admissions
for the five places from which our nursing home most frequently admits residents with recent hospital stay

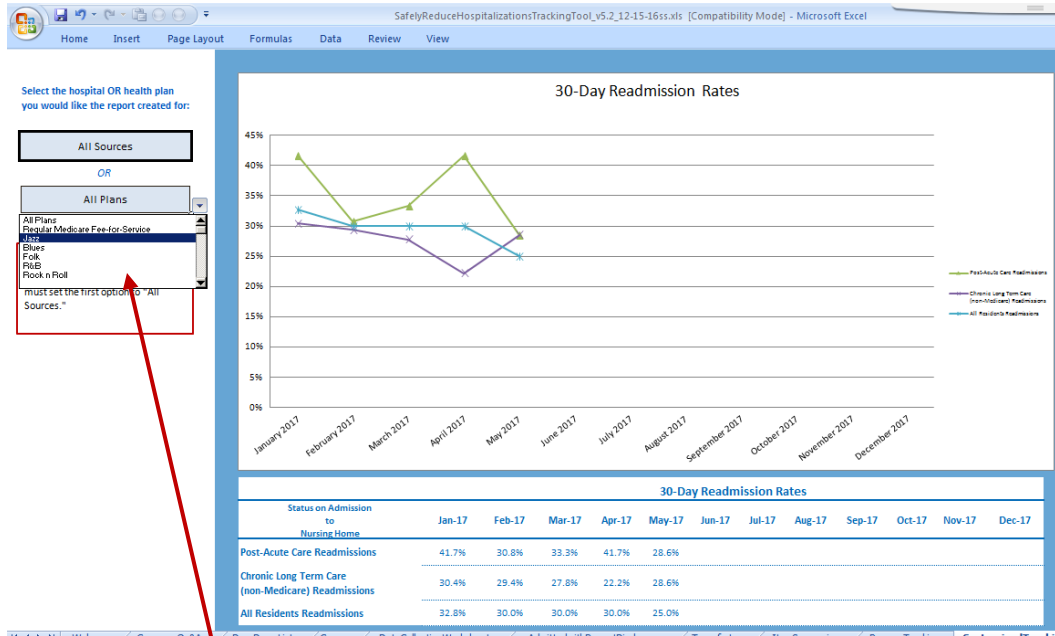
Source	Number of Admissions	Percent of all Admissions
Community	27	14.8%
Mercy	15	8.2%
Sky Vista	14	7.7%
General	7	3.8%
University	4	2.2%
Other	0	0.0%
Not recorded	116	63.4%

Note: Sometimes the graphs on these two sheets (and logos on all sheets) may appear out-of-place or mis-sized. **Please don't try to move or resize them.** Simply use your zoom bar to zoom in and out, and they will snap into place.

Admissions by Time of Day

Zoom: 90%

Customized Reports [QuickLinks](#)



Customize your report by selecting a specific hospital (or other source of admissions) or health plan from the dropdown list.

To select a specific health plan, the hospital list must be set to "All Sources."

As with the Process Tracking and ItemSummaries sheets, you may print the entire page with tables, or print graphs separately. The graphs may also be selected and copied to other documents, such as Word or PowerPoint, to share with your stakeholders.

Note that the utility area on the left of the sheet (where you select hospital or health plan) does not print with your report. The page banner will update automatically to reflect your selection.

Monthly Summary Sheets: Data for Website Entry [QuickLinks]

- No data entry is required on these sheets.
- These sheets provide monthly summaries of your transfers. **Correct calculations require that you complete your Transfer Log for 30/90 days past the last day of the month.** These dates are calculated for you (see screenshot below).
- At that time, you may enter data from this sheet on the Campaign Website and access real-time trend graphs of your progress over time. Data submission also fulfills participation requirements for the Campaign. This step will take just a few minutes. Instructions are provided on this sheet.

February 2017
Data for Website Entry

These calculations are live and are not accurate until your data entry is complete!

30-Day Readmission Rates for February 2017
will not be final until you have completed your Transfer Log through:
Friday, March 31, 2017
On or after 03/31/2017:

90-Day Readmission Rates February 2017
will not be final until you have completed your Transfer Log through:
Tuesday, May 30, 2017
On or after 05/30/2017:

- Print this page.
- Log in to the Campaign website: <https://www.nhQualityCampaign.org>
- Select "Enter My Data."
- Under Safely Reduce Hospitalizations, click "Submit Data" and enter the numbers below in the corresponding fields.
- Click "Submit" and check the screen for the confirmation message.

Thank You!

Entering data on the website will give you continuous trend graphs, target setting, and maintain your participation status.

	February 2017		
	Post-Acute Care	Chronic Long Term Care (non-Medicare)	All Residents
Status at Time of Admission from Hospital			
Number of Residents with Date of Admission to NH in This Month	13	17	30
30-Day Readmission Rate percent of those readmitted to hospital within 90 days of the date of admission to NH	38.5%	41.2%	40.0%
Status at Time of Discharge from Hospital			
Number of Residents with Date of Discharge from Hospital in This Month	13	17	30
30-Day Readmission Rate percent of those readmitted to hospital within 30 days of the date of discharge from hospital	30.8%	29.4%	30.0%
Purpose of Stay at Time of Transfer to Hospital			
Resident Days This Month Your ADC x the number of days in the month	1092	3080	4172
Hospital Admission Rate per 1000 resident days	2.7	4.5	4.1
Rate of Transfers to Emergency Department Only per 1000 resident days	2.7	2.3	2.4

No data entry is required on this page. The dates on this page, including the calculation for the 30-day window for readmissions and 90-day window for readmissions, are produced automatically.

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

Entering the data on the Campaign website fulfills 'participation' requirements AND gives you access to real-time trend graphs and other displays.

Monthly Summary Sheets, cont.

About the Outcomes

[\[QuickLinks\]](#)

30-day Readmission Rate:

Residents with a *hospital discharge date within the calendar month* form the denominator for 30-day readmission rate.

Among those residents, any who then had an unplanned transfer to hospital resulting in an INPATIENT ADMISSION within 30 days of the date of discharge are counted as readmissions (numerator).

90-day Readmission Rate:

Residents with admission to your nursing home date *within the calendar month* (when the resident was discharged from an inpatient stay within 30-days prior to the admission to your home) form the denominator for 90-day readmission rate.

Among those residents, any who then had an unplanned transfer to hospital resulting in an INPATIENT ADMISSION within 90 days of the date of admission to your home are counted as readmissions (numerator).

Readmission rates are calculated separately based on **Status at Time of Admission**

February 2017			
Status at Time of Admission from Hospital			
	Post-Acute Care	Chronic Long Term Care (non-Medicare)	
ready 05/30/17 Number of Residents with Date of Admission to NH in This Month	13	17	
90-Day Readmission Rate percent of those readmitted to hospital within 90 days of the date of admission to NH	38.5%	41.2%	
ready 03/31/17 Number of Residents with Date of Discharge from Hospital in This Month	13	17	
30-Day Readmission Rate percent of those readmitted to hospital within 30 days of the date of discharge from hospital	30.8%	29.4%	30.0%
Purpose of Stay at Time of Transfer to Hospital			
	Post-Acute Care	Chronic Long Term Care	All Residents
Resident Days This Month Your ADC x the number of days in the month	1092	3080	4172
ready 02/28/17 Hospital Admission Rate per 1000 resident days	2.7	4.5	
Rate of Transfers to Emergency Department Only per 1000 resident days	2.7	2.3	
Rate of Transfers Resulting in Observation Stay per 1000 resident days	2.7	1.6	
Numerators and Denominators			
CustomizedTracking CustomizedItemSummaries January February March April May June July August September			

Transfer rates are calculated separately based on **Type of Care at Time of Transfer to Hospital**

Hospital Admission Rate: When you record the outcome of a transfer as being either 'Admission, inpatient,' or 'Admission, uncertain,' it will be counted in the Hospital Admission rate.

Denominator for Admission and Transfer Rates:

Hospitalization rates are often expressed in terms of 1,000 resident days. The Campaign has chosen to use this same metric so that you may compare your rates to those reported elsewhere. Each day a resident spends in your community contributes one resident day for the month. To calculate the total resident days in a month, we multiply the average daily census (ADC) you supply in the Census tab by the number of days in the month. To create the denominator for your transfer rates, the number of resident days (your ADC multiplied by the number of days in the month) is divided by 1000.

This creates a useful metric: For example, a community with an ADC of 100 will have 3000 resident days in a 30-day month. If that community had 9 admissions during the month, the hospitalization rate would be 3 per 1000 resident days, or 3 admissions every 10 days.