Getting Started with the Advancing Excellence Hospitalization Goal

Session 1: The basics

June 27, 2013
1. Understand how and why to register for the Campaign

2. Become familiar with the mechanics of the AE Hospitalizations Tracking Tool (Excel), the specific data required to complete the tool, how to enter data, and how to check your data.

3. Know the kind of information produced by entering required fields only and how to use it.
Are you registered for the Advancing Excellence in America’s Nursing Homes Campaign?

• Yes
• No
National, Voluntary, Aligned

Registered Participant
- Register/Update Profile
- Select Goals

Active Participant
- Submit Data

www.nhqualitycampaign.org
Only those who register and enter data can participate fully in the Campaign:

- Instant access to trend graphs of your progress over time
- Access to comparative data at state and national level
- Let consumers know you’re dedicated to quality care

www.nhqualitycampaign.org
Quality Improvement Resources for NINE Goals

- Hospitalizations
- Staff Stability
- Pressure Ulcers
- Medications
  - Antipsychotics
- Consistent Assignment
- Infections
  - C. difficile
- Mobility
- Person-Centered Care
- Pain Management
Today’s Goal

- Hospitalizations
- Medications
  - Antipsychotics
- Mobility
- Staff Stability
- Consistent Assignment
- Person-Centered Care
- Pressure Ulcers
- Infections
  - C. difficile
- Pain Management
Have you tried downloading or using the AE Safely Reduce Hospitalizations Tracking Tool yet?

• Yes
• No
Month 1

How do I know where I am?
For Residents Recently Discharged from Hospital
- Resident name
- Date discharged from hospital
- Status on admission to nursing home from hospital (Part A, Other)

For Residents Transferred to Hospital
- Resident name
- Purpose of nursing home stay
  (PAC-type Care/Chronic Long Term Care)
- Date of transfer to hospital
- Outcome of transfer

For Your Home (or the group within your home you are tracking)
- ADC (or mid-month census) by purpose of stay
Entering data the first month doesn’t JUST get us our outcome measures.

Enter data on a daily basis, and use this sheet to identify residents at risk for a 30-day readmission.

Residents highlighted yellow are on your ‘Daily Hospital Walking Rounds.’
Entering data the first month doesn’t JUST get us our outcome measures for the first month. Transfers highlighted in RED are 30-day readmissions. These deserve a special look.
1. **30-Day Readmission Rate**

2. **Hospital Admission Rate**

3. **Rate of Transfers to ED Only**

4. **Rate of Transfers Resulting in Observation Stay**

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### Homework 1 Information: How do I know where I am?

#### 1. 30-Day Readmission Rate

<table>
<thead>
<tr>
<th>Status at Time of Admission from Hospital</th>
<th>Post-Acute Care</th>
<th>Chronic Long Term Care (non-Medicare)</th>
<th>All Residents</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of Residents with Date of Discharge from Hospital in This Month</td>
<td>13</td>
<td>17</td>
<td>30</td>
</tr>
<tr>
<td>30-Day Readmission Rate percent of those readmitted to hospital within 30 days of the date of discharge from hospital</td>
<td>30.8%</td>
<td>29.4%</td>
<td>30.0%</td>
</tr>
</tbody>
</table>

#### 2. Hospital Admission Rate

#### 3. Rate of Transfers to ED Only

#### 4. Rate of Transfers Resulting in Observation Stay
The Tracking Tool

AE_SafelyReduceHospitalizationsTrackingTool.xls

AE_SafelyReduceHospitalizationsINSTRUCTIONS.xls

www.NHQualityCampaign.org
<table>
<thead>
<tr>
<th>Session 1</th>
<th>Homework 1 (due 7/18/13)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Understand how and why to register for the Campaign</td>
<td>Register and select goals</td>
</tr>
</tbody>
</table>
| Become familiar with the mechanics of the AE Hospitalizations Tracking Tool (Excel), the specific data required to complete the tool, how to enter data and how to check data entry. | Download the Hospitalizations Tracking Tool. Enter ONLY required fields for each transfer  
  i. Check count of residents admitted with recent discharge  
  ii. Check counts of residents transferred |
| Know the kind of information produced by entering required fields only and how to use this. | Look at your results each day.  
  i. Who is yellow (At Risk)  
  ii. Who is red (Readmitted)  
  iii. Outcomes |
To register for the campaign, go to the AE Homepage: www.nhqualitycampaign.org
Click on the Enroll Now button, and follow the instructions.

To select new goals, log in to the AE Website, and click ‘Update My Goal Selection.’

Forgot your password?
• Try the automatic help on the login screen
• Contact your QIO (link from the log-in page to find your QIO contact)
• help@nhqualitycampaign.org
Find the Tracking Tools and instructions are located in the Identify Baseline area.

Right click and select open hyperlink to go to this page: Identify Baseline.
Click on the blue file name to open/download file. SAVE the Excel file to your computer.

Print Instructions for easy reference while working with the Excel file.
Welcome

Safely Reduce Hospitalizations Tracking Tool v3.0
May 8, 2013

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 Advancing Excellence in America's Nursing Homes 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.

This workbook contains twenty [22] 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.

<table>
<thead>
<tr>
<th>Worksheet</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Welcome</td>
<td>Table of contents and overview.</td>
</tr>
<tr>
<td>Instructions</td>
<td>Step-by-step guide for using this tool is provided.</td>
</tr>
<tr>
<td>Common Qs &amp; As</td>
<td>Answers to commonly asked questions. Printing遥控 sheet.</td>
</tr>
<tr>
<td>DropDownLists</td>
<td>Step 1: Create lists of your residents, hospital transfers, and communities.</td>
</tr>
<tr>
<td>Census</td>
<td>Step 2: Record your average daily census (or a mid-month count) each month.</td>
</tr>
<tr>
<td>AdmittedwithRecentDischarge</td>
<td>Step 3: List admissions to your nursing home from hospital or recent hospitalization, as they occur.</td>
</tr>
<tr>
<td>TransferLog</td>
<td>Step 4: Track each transfer to the hospital in this sheet. Record transfers as they occur.</td>
</tr>
<tr>
<td>ProcessTracking</td>
<td>Trend charts of your process and outcomes.</td>
</tr>
<tr>
<td>ItemSummaries</td>
<td>Summaries of selected items and transfers.</td>
</tr>
<tr>
<td>CustomizedTracking</td>
<td>Customized for a specific hospital or community.</td>
</tr>
<tr>
<td>CustomizedItemSummaries</td>
<td>Customize for a specific hospital or community.</td>
</tr>
<tr>
<td>Monthly Summaries</td>
<td>Your four outcome measures are calculated each month. Scroll to the right to see and select monthly tabs.</td>
</tr>
</tbody>
</table>

Many sheets have hyperlinked names in the table of contents.

Click on the named tabs to move between worksheets. You must use this method to access monthly outcome sheets.
For this first homework, only enter resident names. Enter names of all residents in house, and add any new admissions during the month. You may copy and paste this from another source.

Look! Click here for instructions on copying and pasting your lists from another source.
Step 2

- 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.’

<table>
<thead>
<tr>
<th>Month</th>
<th>Enter Average Daily Census for PAC-Type Care *</th>
<th>Enter Average Daily Census for Chronic LTC-Type Care *</th>
<th>Combined Average Daily Census for the Month Calculated for You</th>
<th>Days in this Month</th>
<th>Resident Days this Month Calculated for You</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 2013</td>
<td>37.0</td>
<td>112.0</td>
<td>149.0</td>
<td>31</td>
<td>4619</td>
</tr>
<tr>
<td>February 2013</td>
<td>39.0</td>
<td>110.0</td>
<td>149.0</td>
<td>28</td>
<td>4172</td>
</tr>
<tr>
<td>March 2013</td>
<td>38.0</td>
<td>105.0</td>
<td>143.0</td>
<td>31</td>
<td>4433</td>
</tr>
<tr>
<td>April 2013</td>
<td>40.0</td>
<td>110.0</td>
<td>150.0</td>
<td>30</td>
<td>4500</td>
</tr>
<tr>
<td>May 2013</td>
<td>0.0</td>
<td>0.0</td>
<td>0.0</td>
<td>31</td>
<td>0</td>
</tr>
<tr>
<td>June 2013</td>
<td>0.0</td>
<td>0.0</td>
<td>0.0</td>
<td>30</td>
<td>0</td>
</tr>
<tr>
<td>July 2013</td>
<td>0.0</td>
<td>0.0</td>
<td>0.0</td>
<td>31</td>
<td>0</td>
</tr>
</tbody>
</table>

*At the end of each month, fill in your average daily census for Post Acute and Long-Term*
The 3 required fields are marked with a red asterisk.

Type in date, but use dropdown lists for name and status on admission.
Check numbers admitted with recent discharge

This table is located at the far right of your “Admitted” Tab.

There are two tables. This is the lower one, and displays admissions by date of DISCHARGE from hospital.

These numbers are the numerators for your monthly 30-day readmission rates.
The 4 required fields are marked with a red asterisk.

Type in date, but use dropdown lists for name and status on admission.
There are two tables on each monthly tab. For now, we just want to check the numbers – numerators and denominators – on the lower table.

<table>
<thead>
<tr>
<th>Numerators and Denominators</th>
<th>Status at Time of Admission from Hospital</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Post-Acute Care</td>
<td>Chronic Long Term Care (non-Medicare)</td>
</tr>
<tr>
<td>Number of Residents with Date of Discharge from Hospital in This Month</td>
<td>2</td>
<td>0</td>
</tr>
<tr>
<td>Number of Residents Discharged from Hospital this Month Who were Readmitted to Hospital within 30 Days of the Date of Discharge</td>
<td>0</td>
<td>n/a</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Purpose of Stay at Time of Transfer to Hospital</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Post-Acute Care</td>
<td>Chronic Long Term Care</td>
</tr>
<tr>
<td>Resident Days This Month Your ADC x the number of days in the month</td>
<td>0</td>
</tr>
<tr>
<td>Number of Transfers* Resulting in Inpatient Admission to the Hospital</td>
<td>n/a</td>
</tr>
<tr>
<td>Number of Transfers* Resulting in Emergency Department Visit Only</td>
<td>n/a</td>
</tr>
<tr>
<td>Number of Transfers* Resulting in Observation Stay</td>
<td>n/a</td>
</tr>
</tbody>
</table>

* Unplanned transfers only
The Tracking Tool

AE_SafelyReduceHospitalizationsTrackingTool.xls

Live Demo
help@nhqualitycampaign.org
www.nhQualityCampaign.org

Click Resources, and then Webinars

Campaign and Website Overview

Hospitalization Goal Overview

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Thank You
For making our nursing homes better places to live, work, and visit!