



Starting Your Next Month & Getting Change Scores

Overview - Follow the step-by-step instructions below to:

- I. [Finish your LAST month by entering data on the AE website;](#)
- II. [Start your NEXT month by downloading a new tool;](#)
- III. [Roll over your last month data to start NEXT month;](#)
- IV. [Include LAST month's scores so that change scores for NEXT month can be calculated.](#)

In this example, you have just completed your October [LAST] workbook, and are ready to begin your November [NEXT] workbook.

I. Finish your LAST month by entering data on the AE website

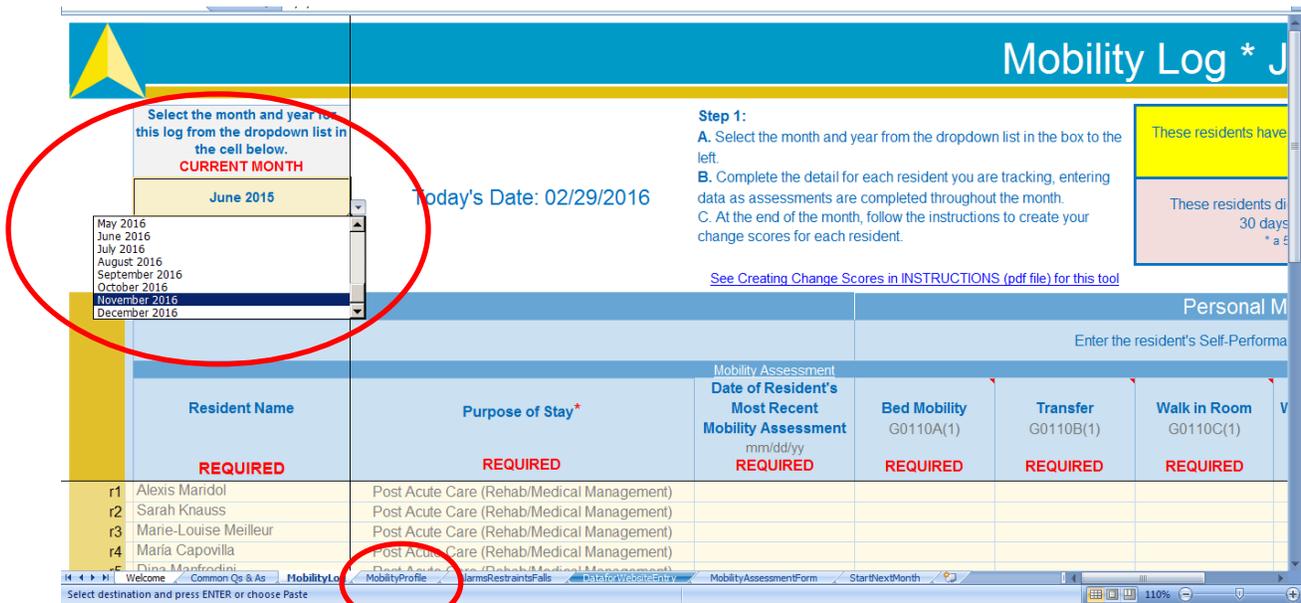
- a. Print the worksheet named DataForWebsiteEntry from your LAST month's workbook (in this example, October).
- b. Go to the [AE website](#), log in, click 'Enter Data,' and select Mobility.
- c. Set the Year for your data entry, and then locate the month (in this example October) and enter your data. You'll begin with your Post Acute Care results (PAC) and toggle between pages to enter your Long Term Care (LTC) and All results. The numbers to enter on the website are found in the first table of the "DataForWebsiteEntry" worksheet you printed. *NOTE: In your first month you will not have results for all of the measures. Just leave those blank or enter "n/a."*

II. Start your NEXT month by downloading a new tool

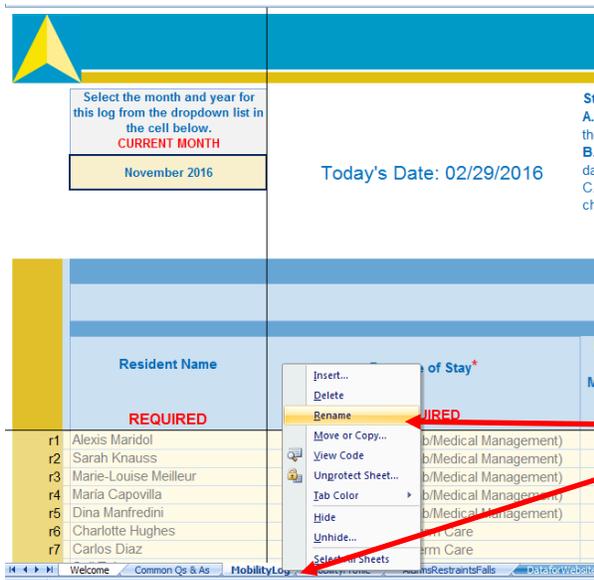
- a. While you are on the website, download a fresh copy of the AE [MobilityTrackingTool](#) or just click Get Tracking Tools, and then Mobility. You will need a NEW workbook every month.
- b. Save your new workbook to the same folder as your other Mobility Tracking Tools. **IMPORTANT** when you save this new workbook, use 'Save as' to add the name of the month to the beginning of the file name (for example NOV_MobilityTrackingTool).

III. Roll over your LAST month data to start NEXT month

- a. Open your NEXT (November) workbook (if it's not already open).
- b. Open your LAST (October) workbook (if it's not already open).
- c. Make sure you're in your October workbook.
 - i. Click on the tab named StartNextMonth
 - ii. Follow the instructions on this sheet carefully to remove rows for any residents you will not be tracking as of the beginning of the NEXT month (November); sort if desired; and copy this data to the MobilityLog for NEXT month (November). Remember to follow the specific instructions provided on the StartNext worksheet.
 - iii. In your NEXT (November) workbook (1) Go to the MobilityLog tab. Select the month and year for this month's data using the dropdown in the upper left of the page.



- iv. Now, right click on the tab name "Mobility Log" and select "Rename." Type in the full name of the month (in this example, November). **Do not** include the year on your tab name.



Right click on the tab named “Mobility Log” and choose “Rename.” Rename this tab to the name of the month. Use the full name of the month (e.g., “November” not “nov.”)

- IV. Include LAST month’s scores so that change scores for NEXT month can be calculated
 - a. Now go to your LAST month’s workbook (October).
 - b. If this LAST month was also your first month (or your first time using this set of instructions), you’ll need to rename your MobilityLog to match the name of LAST month (in this case, October). If you’ve done this before, it may already be renamed.
 - i. Right click on the tab named MobilityLog (in LAST month’s workbook). Rename it to the name of the month (e.g., October). **Remember to spell out the complete name of the month**. Do not include the year.
 - c. Right click on the tab now named ‘October’
 - i. Select ‘Move or Copy’
 - ii. Check the box ‘Create a copy’
 - iii. Use the dropdown to indicate that you’d like to copy to be made the NOVEMBER workbook (or whatever the name of the NEXT month workbook is).
 - iv. Click ‘Okay’
 - v. This will automatically copy the tab into the November workbook. ***It will also move you into the November workbook.***

Mobility Log * October 2016

Select the month and year for this log from the dropdown list in the cell below.
CURRENT MONTH
 October 2016

Today's Date: 02/29/2016

Step 1:
 A. Select the month and year from the dropdown list in the box to the left.
 B. Complete the detail for each resident you are tracking, entering data as assessments are completed throughout the month.
 C. At the end of the month, follow the instructions to create your change scores for each resident.
[See Creating Change Scores in INSTRUCTIONS \(pdf file\) for this tool!](#)

These residents have gone more than 30 days without a mobility assessment.

These residents did not have a mobility assessment within 30 days of the last day of this month. A 5 day grace period is provided.

Resident Name	Purpose of Stay*	Mobility Assessment Date of Resident's Most Recent Mobility Assessment mm/dd/yyyy	Be...
REQUIRED	REQUIRED	REQUIRED	RE...
r1 Dina Manfredini		10/3/2016	
r2 Charlotte Hughes		10/10/2016	
r3 Maria de Jesus		10/15/2016	
r4 Hendrikje van Andel-Sc		9/30/2016	
r5 Maria Gomes Valentim		10/30/2016	
r6 Sally Jones		10/30/2016	
r7 Adelina Domingues		10/31/2016	
r8 Charlotte Benkner		9/28/2016	
r9 Anne Primoutaj		10/10/2016	
r10 Sarah Knauss		10/10/2016	
r11 Alexis Mariol		10/3/2016	
r12 Sarah Knauss		10/15/2016	
r13 Marie-Louise Meilleu		10/15/2016	
r14 Maria Capovilla		10/15/2016	
r15 Dina Manfredini		10/15/2016	
r16 Charlotte Hughes		10/15/2016	
r17 Carlos Diaz		10/15/2016	

In LAST month's workbook

1. Right click on the tab now named "October" (or the name of your last month)
2. Select Move or Copy
3. Check the box 'Create a copy'
4. Pick NEXT month's workbook (in this example, NOV)
5. Click Okay

Make sure you're in your November (NEXT) workbook

named for the last month (e.g., October) and one named for the next month (e.g., November.)

- d. Click on the tab November (or whatever the name of your NEXT month is (if the workbook is November, you want the tab named November. If April, then April.)
- e. Now scroll over to the right using the horizontal scroll bar in the lower right of your Excel window. Choose the name of the LAST month from the drop down list.

New Month

Last Month

DropDown list

Select the month and year for this log from the dropdown list in the cell below.
CURRENT MONTH
November 2016

you've gone more than 30 days without a mobility assessment.

did not have a mobility assessment within 30 days of the last day of this month. A 5 day grace period is provided.

AFTER you have copied last month's sheet, select the month/year for that sheet from the dropdown list in the cell below.
LAST MONTH
Select One

April
May
June
July
August
September
October
November

Movement Items

Finance MDS code for the activities below.

Movement Score Personal Movement Select the number of times the activities below occurred over the past 7 days.

What is this? What is this?

Resident Name **Walk in Corridor** **Upper Extremity** **Lower Extremity** **Score** **Change Score** **Locomotion On Unit** **Locomotion Off Unit**

calculated calculated **REQUIRED** **REQUIRED**

Important: You must be on THIS MONTH's tab when you set your Current and Last month

Scroll bar to move left and right across your worksheet.

r6 Dina Madrasini
r6 Charlotte Hughes
r7 Carlos Diaz
r8 Sali Tolome
r8 Maria da Jacue

October Welcome Common Qs & As **November** MobilityProfile AlsoRestraintsFalls PatientWebsiteEntry MobilityAssessmentForm StartNextMonth

- V. Now you're ready to start entering data for November. Your Change Scores will appear as you enter each assessment for the month. If a Change Score is not calculated for you, check that this resident had an assessment in the previous month AND that the assessment occurred within 30 days of this month's assessment (check the LAST month tab (e.g., October) in your current workbook (e.g., November).
- VI. Remember to save your November workbook before you close it!