

Hospitalizations Tracking Tool

Bridging 2017 to 2018

December 1, 2017



Beginning your NNHQIC 2018 Hospitalization Tracking Tool and Completing your 2017 Hospitalization Tracking Tool

START 2018

1. On December 31, 2017, stop recording information in your 2017 workbook. (If you have continued to record information in your 2017 workbook, no problem! Just copy it into your 2018 tool, using the Paste Special option '123' or 'Values.' See step 3, below, for more details.)
2. Download your 2018 Hospitalization Tracking Tool: [Click here for the website Tool Page](#)
3. **Beginning January 2018**, use your 2018 workbook to record all residents admitted with recent hospital discharge and all unplanned transfers.

Tip: Start your list of residents on the DropDownLists tab by copying in your census (list of all residents in house) on 1/1/18. Then, add to it as needed. And remember to sort frequently and scan/remove duplicates.

You may copy the lists of Clinicians, Hospitals and Health Plans from your 2017 DropDownList tab into your 2018 workbook.

If you would like copy, please remember:

(a) Copy the lists one at a time, and when you paste, right click, select 'Paste special' and 'Values' (or '123'). You do not need to unprotect your workbook to do this.

(b) After you copy the list(s), you may remove names that you no longer need on your lists. Do this by right clicking on the name and choosing 'Clear contents.'

(c) When each list has been updated, please sort the list (select all names, right click, and choose 'Sort' and 'A to Z'). This will remove any gaps. You may sort the lists on the DropDownLists tab at any time, and you are encouraged to do this frequently. Remember, though, this is the **ONLY** tab you can sort in your Hospitalizations workbook.

FINISH 2017

4. Remember that for your 2017 readmission rates, we need to track transfers occurring up to 30- and 90-days from the last day of 2017. Therefore, some of your 2017 calculations will not be complete without 2018 unplanned transfer data. You will need to update your 2017 TransferLog three times: 2/1/18, 3/1/18, 4/1/18.
 - a. To complete your **December 2017 30-day readmission rates** and **October 2017 90-day readmission rates**:
 - i. On or after **Thursday, February 1, 2018** copy the information for all unplanned transfers in January **2018** into the TransferLog of your **2017** workbook. Follow the [Instructions below](#).
 - ii. Print your December 2017 and Oct 2017 worksheets and transfer your outcomes to the Campaign website to [maintain your participation](#) and view your continuous trend graphs (For October 2017, you will only be transferring 90-day readmissions.)
 - b. To complete your **November 2017 90-day readmission rates**:
 - i. On or after **Thursday, March 1, 2018** copy the information for all unplanned transfers from 2/2/18 (where you left off in step a) through 3/1/18 into the TransferLog of your **2017** workbook. Follow the [Instructions below](#).
 - ii. Print your November 2017 worksheet and enter your 90-day readmission rates on the Campaign website to [maintain your participation](#) and view your continuous trend graphs.
 - c. To complete your **December 2017 90-day readmission rates**:
 - i. On or after **Sunday, April 1, 2018** copy the information for all unplanned transfers from 3/2/18 (where you left off in step b) through 4/1/18 into the TransferLog of your **2017** workbook. Follow the [Instructions below](#).
 - ii. Print your December 2017 worksheet and enter your 90-day readmission rates on the Campaign website to [maintain your participation](#) and view your continuous trend graphs.

Copying 2018 Transfers to your 2017 Workbook

Overview: To complete your 2017 Hospital Transfer Tracking Tool, please copy information on unplanned transfers in 2018 (TransferLog) into your 2017 workbook, following these instructions carefully.

Copying data from your 2018 TransferLog into your 2017 TransferLog

1. Open your 2017 Tracking Tool AND your 2018 Tracking Tool.
2. In your 2018 Tracking Tool go to the TransferLog. You will be able to copy multiple columns at once, skipping certain columns that are automatically filled.
3. Remember: when you paste into your 2017 workbook, use the option Paste Special, and select 'Values' (or 'Values only' or '123' depending on your version of Excel).

Rule #1: Do not unprotect your sheets!

Rule #2: When you paste, use this sequence: Right click with your mouse, select 'Paste special', choose '123', 'Values', 'Values Only' (depending on your version of Excel) and click 'OK'.

TRICKS OF THE TRADE

For small jobs, we often use our mouse to select. This can be difficult (and lead to unintentional selections) when scrolling down long lists of data. Use these key combinations to make quick work of selecting your columns. PRACTICE first till you get the hang of it! (a) Select the first entry in the column you want to select, by clicking on that cell. (b) hold down the shift key. (c) While holding down the shift key, use your arrow keys to extend your selection. (*) To quickly highlight an entire column, use the combination Shift+Ctrl+DownArrow. You may need to repeat several times if you have gaps.

SHIFT+ARROW KEY extends the selection of cells by one cell.

CTRL+SHIFT+ARROW KEY extends the selection of cells to the last nonblank cell in the same column or row as the active cell, or if the next cell is blank, extends the selection to the next nonblank cell.

HINT: For multiple columns, select across the first row, THEN select down to include all your rows.

(1) Copy Together
Only transfers through April 1
 Resident Name through Clinician Ordering Transfer

SKIP

SKIP

About this Resident							
How to Use Automatic Resident Code to de-identify your file	Resident Name* <small>example: Jane Brown</small>	Purpose of Nursing Home Stay* <small>Post-acute Type Care / Chronic Long Term Care</small>	Payment Status at Time of Transfer from Nursing Home to Hospital <small>select from list</small>	Date of Transfer to Hospital* <small>example: 7/21/12</small>	Transfer: Time of Day <small>select from list</small>	Clinician Ordering Transfer	Part C to de-identify your file
1	r29	Florine Shock	Post-Acute Type Care (Rehab/Medical Management)	Medicare Part A	1/4/14	Night (midnight--7am)	Seuss
2	r30	Georgiana Andres	Post-Acute Type Care (Rehab/Medical Management)	Medicare Part A	1/7/14	Evening (7pm--midnight)	Watson
3	r31	Glenda Cardella	Post-Acute Type Care (Rehab/Medical Management)	Medicare Part A	1/9/14	Evening (7pm--midnight)	Watson
4	r4	Ignacio Retherford	Post-Acute Type Care (Rehab/Medical Management)	Medicare Part A	1/13/14	MORNING (7am--noon)	Who
5	r2	Jc Raffield	Post-Acute Type Care (Rehab/Medical Management)	Medicare Part A	1/17/14	Evening (7pm--midnight)	Seuss
6	r6	Jonna Weitzman	Post-Acute Type Care (Rehab/Medical Management)	Medicare Part A	1/17/14	Evening (7pm--midnight)	Seuss
7	r22	Julienne Mcalpine	Chronic Long-term Care	Other	1/26/14	Evening (7pm--midnight)	Seuss
8	r1	Keila Boehmer	Post-Acute Type Care (Rehab/Medical Management)	Medicare Part A	1/30/14	MORNING (7am--noon)	Watson
9	r9	Kristal Lozano	Post-Acute Type Care (Rehab/Medical Management)	Medicare Part A	1/30/14	MORNING (7am--noon)	Seuss
10	r3	Lavonne Selle	Post-Acute Type Care (Rehab/Medical Management)	Medicare Part A			
11	r11	Lourie Lanser	Post-Acute Type Care (Rehab/Medical Management)	Medicare Part A			
12	r42	Margrett Sperling	Post-Acute Type Care (Rehab/Medical Management)	Medicare Part A			
13	r13	Michal Mulherin	Post-Acute Type Care (Rehab/Medical Management)	Medicare Part A			

Screenshot continued below --

(2) Copy Together
Only transfers occurring through April 1, 2018
 Primary Sign/Symptom **THROUGH** the final column

About this Transfer							
How to Use Automatic Resident Code to de-identify your file	Resident Name* <small>example: Jane Brown</small>	How to Use Automatic Clinician Code to de-identify your file	Primary Sign/Symptom Leading to Transfer	Primary Diagnosis/Presumed Diagnosis Leading to Transfer	Primary CONTRIBUTING Reason for Transfer	Outcome of Transfer*	
1	r29	Florine Shock	c1	Other Sign/Symptom	Sepsis	Advance care plan not in place	Admitted, inpatient
2	r30	Georgiana Andres	c5	Other Sign/Symptom	Other Dx/Presumed Dx	Advance care plan not in place	ED visit only
3	r31	Glenda Cardella	c5	Pain (uncontrolled)	Other Dx/Presumed Dx	Practitioner unable to provide face-to-face assessment	Admitted, inpatient
4	r4	Ignacio Retherford	c2	Unresponsive	Other Dx/Presumed Dx	Family preference	Admitted, inpatient
5	r2	Jc Raffield	c1	Abnormal lab or test	Other Dx/Presumed Dx	Problems w/nursing staff resources	Admitted, inpatient
6	r6	Jonna Weitzman	c1	Diarrhea	C. Difficile (diarrhea)	Problems w/nursing staff resources	Admitted, inpatient
7	r22	Julienne Mcalpine	c1	Abnormal vital signs	Respiratory infection	Advance care plan not in place	Admitted, inpatient
8	r1	Keila Boehmer	c5	Other Sign/Symptom	Other Dx/Presumed Dx	Practitioner unable to provide face-to-face assessment	Admitted, inpatient
9	r9	Kristal Lozano	c1	Shortness of breath	CHF	Family preference	Admitted, inpatient
10	r3	Lavonne Selle	c2	Blood sugar (high/low)	Other Dx/Presumed Dx	Practitioner unable to provide face-to-face assessment	Admitted, inpatient
11	r11	Lourie Lanser	c5	Bleeding, other than GI	Other Dx/Presumed Dx	Advance care plan not in place	Admitted, inpatient
12	r42	Margrett Sperling	c1	Chest pain	CHF	Problems w/nursing staff resources	Admitted, inpatient
13	r13	Michal Mulherin	c1	Abnormal vital signs	CHF	Practitioner unable to provide face-to-face assessment	Admitted, inpatient
14	r14	Neva Downey	c88	Unresponsive	Other Dx/Presumed Dx	Advance care plan not in place	Admitted, inpatient
15	r15	Pat Neloms	c85	Abnormal vital signs	Other Dx/Presumed Dx	Family preference	ED visit only
16	r16	Raul Bonenfant	c57	Blood sugar (high/low)	Other Dx/Presumed Dx	Practitioner unable to provide face-to-face assessment	Admitted, inpatient
17	r12	Charlotte Yeoman	#N/A	Fever	Other Dx/Presumed Dx	Practitioner unable to provide face-to-face assessment	Admitted, inpatient
18	r10	Joette Givan	c65	Bleeding, other than GI	Other Dx/Presumed Dx	Advance care plan not in place	ED visit only

