NNHQI Campaign

Pressure Injury Tracking Tool

Overview and Instructions
Overview

Use the Pressure Ulcer Tracking Tool (Excel workbook) to track risk assessments, skin assessments, preventive measures, pain management and healing.

• Document your systematic approach to preventing and healing pressure injuries.
• 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 & share results with your team.
The Tracking Tool will calculate the following outcomes for you each month:

**Separately for Long Stay and Short Stay Residents**
- Percent of Residents with Pressure Ulcers
- Percent of Pressure Ulcers that were Acquired in Your Nursing Home
- Percent of Pressure Ulcers that were Admitted from the Community

**For Residents at End of Life**
- Percent of EOL residents with Pressure Ulcer(s)
- Percent of EOL residents with Skin Failure
- Percent of Residents receiving End of Life Care with either Skin Failure and/or Pressure Injuries
- Percent of EOL residents with SF and/or PrU with scheduled pain medication that addresses wound pain, documented weekly
- Percent of EOL residents with SF and/or PrU with pain medication used to pre-treat for wound care pain/discomfort, documented weekly
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. It’s a simple process that takes about 5 minutes).
**Monthly Prevention Log:** Record basic information for ALL residents in your home, including risk category, date of most recent risk assessment, and most recent skin assessment. You will also indicate whether each resident has a pressure ulcer, skin failure, both, or neither.

- You’ll do this one time, then update with changes as they occur, and add new residents as they are admitted, while closing records when a resident is no longer with you.

**Weekly Pressure Ulcer Logs:** Track healing and pain management for each pressure injury from week to week.

- Add new pressure injuries the week they are identified, and close the record of that injury when a resident is no longer with you. Injuries coded as “healed” will automatically be removed from tracking in subsequent weeks. 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. Always ensure you are using the most current version of the tool.

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

NOTE: Data entry occurs only on the Prevention Log and the 5 weekly Pressure Ulcer Logs.

You will use the two “Start Next” sheets to clean up your data at the beginning of the next month and copy it over to populate your next month’s workbook.
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.
**Prevention Log Basics**

Fields with a red asterisk are required to calculate your outcomes. These fields must be completed.

**Review instructions on this page:**

1A) Select the current month and year from the drop-down list and indicate whether you are tracking all residents in your home or a subset using this drop-down list.

1B) Type or paste a list of your residents in the first column “Resident Name.” Importantly, if you choose to paste, please use the Paste Special option “123” (or Values).

*Complete your Prevention Log as close to the first day of the month as possible.*
Tips When Making Your List of Residents:

- **DO NOT** change the order of the list once you begin entering data on the weekly pressure ulcer logs.
- If a resident spends any days in your home during the month, they should remain on your list for the entire month. **DO NOT** remove them until the start of the next month.
- The names can be in any format you want (e.g., M. Smith, Mary Smith, Smith M). It is very helpful to choose one format and use this consistently. Importantly, on this tab, each resident should be listed only one time.
- A numeric code will be assigned to each resident’s name based on their position in this list. The codes appear next to their name in all other sheets, regardless of the order in which the residents are listed.
- In subsequent months, you will be updating and copying this information. This is a one-time task.

For Larger Homes:

You may want to consider using separate workbooks for distinct areas of your home (stay type, neighborhood, floor, etc). This allows you to distribute the work of maintaining the workbooks to multiple staff. It also allows you to monitor pressure ulcer care for each area individually.

If this approach interests you, return to the [Pressure Ulcer Tools Page](#) and review information on using the Pressure Ulcer Consolidation Tracking Tool.
1) Enter all the residents you are tracking.

***EACH RESIDENT SHOULD ONLY BE ENTERED ONCE***

IF A RESIDENT MOVES IN DURING THE MONTH THEN ENTER NEW RESIDENTS AT THE BOTTOM OF THIS LIST.

2) Select the purpose of each resident’s nursing home stay from the drop-down menu.
3) Select each resident’s risk category.
Select High or Low Risk from the drop-down menu.
If you enter a resident’s Braden Score then the risk category will be calculated for you.

4) Select whether each resident has a current pressure injury or skin failure.
***IF A RESIDENT DOES NOT HAVE A PRESSURE INJURY THEN SELECT “NO”***
If you leave a field blank the resident will be counted as HAVING a pressure injury.
Enter dates of latest risk and skin assessments, change in risk category since last month, and confirm that appropriate prevention measures are in place for each resident.

Enter the dates of the most recent skin and risk assessments. Dates for residents who are overdue for assessment will be highlighted for easy identification.

NOTE: Hyperlinks above each column take you to resources for this process.

Close the record when a resident died or was discharged. Select reason for leaving from the drop-down menu.

***DO NOT DELETE RESIDENTS FROM THIS LIST DURING THE MONTH***

You can remove residents for the next month’s tracking tool on the “Start Next Prevention Log” tab.
Use this list to review the residents who currently have pressure injuries or skin failure (as indicated on your Prevention Log). Look for patterns or similarities. Are they recently admitted or readmitted? Are they grouped within an area of your home? Do they have any conditions or restrictions in common? Any patterns you see will give you a start on your root cause analysis and help you target your interventions.

**NOTE:** You cannot modify this list. It is provided for your convenience.
### Pressure Ulcer Log * Week 1 * April 2017

**Start and end dates for the week are provided.**

**Calculated for you**

Tally of number of residents and pressure injuries this week.

<table>
<thead>
<tr>
<th>Resident Name</th>
<th>Pressure Ulcer ID</th>
<th>Date of Ulcer Stage</th>
<th>Date of Ulcer Stage</th>
<th>Where this Pressure Ulcer Acquired?*</th>
<th>Skin Assessment Form</th>
<th>Pressure Ulcer Healing</th>
<th>Pain Management</th>
</tr>
</thead>
<tbody>
<tr>
<td>R5</td>
<td>Left heel</td>
<td>4/1/17</td>
<td>4/1/17</td>
<td>Acquired in this Nursing Home</td>
<td>3/3/17</td>
<td>Better</td>
<td>Recommended for ALL Residents REQUIRED for Residents at EDL for Calculations*</td>
</tr>
<tr>
<td>R45</td>
<td>Left heel</td>
<td>4/1/17</td>
<td>4/1/17</td>
<td>Acquired in this Nursing Home</td>
<td>3/3/17</td>
<td>Better</td>
<td>Recommended for ALL Residents REQUIRED for Residents at EDL for Calculations*</td>
</tr>
<tr>
<td>R55</td>
<td>Left Posterior Thigh</td>
<td>4/1/17</td>
<td>4/1/17</td>
<td>Acquired in this Nursing Home</td>
<td>3/3/17</td>
<td>Better</td>
<td>Recommended for ALL Residents REQUIRED for Residents at EDL for Calculations*</td>
</tr>
<tr>
<td>R78</td>
<td>Coccyx</td>
<td>4/1/17</td>
<td>4/1/17</td>
<td>Acquired in this Nursing Home</td>
<td>3/3/17</td>
<td>Better</td>
<td>Recommended for ALL Residents REQUIRED for Residents at EDL for Calculations*</td>
</tr>
</tbody>
</table>

*Example: SF/PU*
Pressure Ulcer Log Week 1

Enter location of pressure injury
Enter “SF” for skin failure.

List Each Pressure Injury &/or Skin Failure

One row per pressure injury. If a resident has multiple pressure injuries, the resident will need to appear on multiple rows. For example, a resident with 3 pressure injuries will be listed on 3 rows. * Each required field must be completed for each row.

Skin failure? Indicate this using one line for the resident.

Both? If a resident has skin failure and pressure injuries, only list pressure injuries that occur BEFORE skin failure.

Include skin failure as a separate line for that resident.
Pressure Ulcer Log Week 1

**Date pressure injury identified or skin failure diagnosed**

Enter the first date the pressure injury was recorded.

**List Pain Management Plan**

Required for End of Life residents. Suggested for all residents with a pressure injury.

**Where was this Pressure Ulcer Acquired?**

Indicate where the pressure injury was acquired, using the options from the dropdown list.

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**About this Pressure Ulcer**

- **Resident Name**
- **Pressure Ulcer ID**
- **Date Pressure Ulcer Identified or SF Diagnosed**
- **Date Resident Admitted**
- **Pressure Ulcer Stage**
- **Where was this Pressure Ulcer Acquired?**
- **Skin Assessment Form**
- **Date of Most Recent Skin Assessment**
- **Compared to Last Week**
- **Better/Same/Worse**
- **Pressure Ulcer Healing**
- **How to Use This Column**
- **Pain Management** Recommended for ALL Residents REQUIRED for Residents at EOL for Calculations

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**Pressure Ulcer Log * Week 1 * May 2017**

<table>
<thead>
<tr>
<th>Resident Name</th>
<th>Pressure Ulcer ID</th>
<th>Date Pressure Ulcer Identified or SF Diagnosed</th>
<th>Date Resident Admitted</th>
<th>Pressure Ulcer Stage</th>
<th>Where was this Pressure Ulcer Acquired?</th>
<th>Skin Assessment Form</th>
<th>Date of Most Recent Skin Assessment</th>
<th>Compared to Last Week</th>
<th>Better/Same/Worse</th>
<th>Pressure Ulcer Healing</th>
</tr>
</thead>
<tbody>
<tr>
<td>Paula</td>
<td>Right Heal</td>
<td>5/1/17</td>
<td>5/12/17</td>
<td>Stage III</td>
<td>Acquired in this Nursing Home</td>
<td>4/25/17</td>
<td>4/25/17</td>
<td>Better</td>
<td>Same</td>
<td>Same</td>
</tr>
<tr>
<td>Mark</td>
<td>Coccyx</td>
<td>3/4/17</td>
<td>3/14/17</td>
<td>Stage III</td>
<td>Acquired in this Nursing Home</td>
<td>4/25/17</td>
<td>4/25/17</td>
<td>Better</td>
<td>Same</td>
<td>Same</td>
</tr>
<tr>
<td>Phoenix</td>
<td>SK</td>
<td>12/5/17</td>
<td>10/13/17</td>
<td>Stage IV</td>
<td>Admitted to Assisted Living</td>
<td>4/25/17</td>
<td>4/25/17</td>
<td>Worse</td>
<td>Same</td>
<td>Same</td>
</tr>
<tr>
<td>Sunshine</td>
<td>Left Kneec</td>
<td>11/25/16</td>
<td>11/17</td>
<td>Total Skin Failure</td>
<td>Acquired in this Nursing Home</td>
<td>4/25/17</td>
<td>4/25/17</td>
<td>Same</td>
<td>Same</td>
<td>Same</td>
</tr>
<tr>
<td>Abidrrt</td>
<td>SK</td>
<td>10/16/16</td>
<td>3/17</td>
<td>Stage III</td>
<td>Admitted from Hospice</td>
<td>4/25/17</td>
<td>4/25/17</td>
<td>Revolution</td>
<td>Same</td>
<td>Same</td>
</tr>
<tr>
<td>Kristen</td>
<td>Coccyx</td>
<td>2/24/17</td>
<td>2/24/17</td>
<td>Stage III</td>
<td>Acquired in this Nursing Home</td>
<td>4/25/17</td>
<td>4/25/17</td>
<td>Same</td>
<td>Same</td>
<td>Same</td>
</tr>
</tbody>
</table>
Each week’s information will be pre-populated from the previous week’s Pressure Ulcer Log, so you only need to update a few fields in subsequent weeks. If a new pressure ulcer is present this week, add it during this week at the BOTTOM of the list. It is critical that you do not change the order of entries in this list from week to week. Add new pressure injuries at the bottom of the list and remove injuries from tracking using the “Compared to Last Week” column.

<table>
<thead>
<tr>
<th>Resident Name</th>
<th>Pressure Ulcer ID</th>
<th>Date Pressure Ulcer Identified or SF Diagnosed</th>
<th>Date Resident Admitted to WOCN</th>
<th>Pressure Ulcer Stage</th>
<th>Where was this Pressure Ulcer Acquired?</th>
<th>Date of Most Recent Skin Assessment</th>
<th>Pressure Management</th>
<th>Compared to Last Week</th>
<th>Is this PU charted the same?</th>
<th>CAPU stage 4 or 3 at this week or stage II 4/7/17</th>
<th>Compared to Last Week</th>
<th>Comments/Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rong Ta</td>
<td>L284204</td>
<td>12/28/17</td>
<td>11/17</td>
<td>Stagional</td>
<td>Acquired in Infirmary Home</td>
<td>4/17</td>
<td>Same</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>Kaoi Luyen</td>
<td>L284205</td>
<td>12/17</td>
<td>11/17</td>
<td>Stagional</td>
<td>Acquired in Infirmary Home</td>
<td>4/17</td>
<td>Same</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>Klaus Xiong</td>
<td>L284206</td>
<td>12/24/17</td>
<td>11/17</td>
<td>Stage II</td>
<td>Acquired in Infirmary Home</td>
<td>4/17</td>
<td>Same</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>Joni Maglio</td>
<td>L284207</td>
<td>12/23/17</td>
<td>11/17</td>
<td>Stagional</td>
<td>Admissions from Anchor Nursing Home</td>
<td>4/17</td>
<td>Same</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>David Peterson</td>
<td>L284208</td>
<td>12/17</td>
<td>11/17</td>
<td>Stagional</td>
<td>Admissions from Anchor Nursing Home</td>
<td>4/17</td>
<td>Same</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>Phil Lui</td>
<td>L284209</td>
<td>12/17</td>
<td>11/17</td>
<td>Total Skin Tissues</td>
<td>Acquired in Infirmary Home</td>
<td>4/17</td>
<td>Same</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td></td>
</tr>
</tbody>
</table>

Update these circled fields only.
All other fields will auto-populate.

If a resident is discharged or dies, indicate in the “Compared to Last Week” column.
Discharged/died residents will be grayed out in future weeks’ “Pressure Ulcer Log” tabs.

IMPORTANT: Add new pressure ulcers to the end of your list. If a resident is discharged or dies before the end of the week, indicate this in the “Compared to Last Week” column.

Please do not re-organize your entries, delete residents or attempt to reverse rows.
1) Enter your data at the beginning of each week. Overdue skin assessment dates be highlighted so you have a priority list. Also, pressure injuries that are worsening will be highlighted to prompt additional attention.

2) Several fields include hyperlinks (underlined, blue text) at the top of the columns. If you want more information, click on the links to access related tools and resources.
What if a resident is admitted during the month?
1) First enter any new resident and all their information on the “Prevention Log” tab.
2) Then, if they have a pressure injury or skin failure, enter their weekly information on the appropriate weekly pressure ulcer log (including date of admission).

What if a resident develops a new pressure injury during the month?
1) Begin tracking the new pressure injury on the week that includes the date the pressure injury was identified.
2) Add resident’s information and new pressure injury to the bottom of the list on the appropriate weekly pressure ulcer log.

How do I stop tracking when a wound heals or a resident is no longer with us?
1) Leave all information for this resident in place. Please do not delete any information previously entered.
2) In the week the pressure injury is healed, or the resident dies or is transferred from your community, use the field “Compared to Last Week” and select from the dropdown list to indicate Healed, Resident Died or Resident Discharged.
Viewing Your Results: Prevention and Healing Tab

These charts and graphs are produced from the information you have already entered into the workbook. Use them to identify patterns, successes, and processes for improvement.

Copy or print just one graph
1) Click once on a graph to select it.
2) Right click.
3) Select "Copy."
4) Paste into another program (e.g. Word, PowerPoint).
5) Or access the Print dialog from your File menu and elect to print just the selected graph.
Pressure Ulcers by Source

Pressure Ulcers Acquired in House or Community

Pressure Ulcers Acquired Outside of Nursing Home

Where Our Pressure Ulcers Come From

<table>
<thead>
<tr>
<th>Source</th>
<th>Number</th>
<th>Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Acquired in this Nursing Home</td>
<td>4</td>
<td>44.4%</td>
</tr>
<tr>
<td>Admitted from Community</td>
<td>5</td>
<td>55.6%</td>
</tr>
<tr>
<td>Total Pressure Ulcers</td>
<td>9</td>
<td>100.0%</td>
</tr>
</tbody>
</table>

Admitted Pressure Ulcers

<table>
<thead>
<tr>
<th>Source</th>
<th>Number</th>
<th>Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Admitted from Home</td>
<td>2</td>
<td>40.0%</td>
</tr>
<tr>
<td>Admitted from Home + Health</td>
<td>0</td>
<td>0.0%</td>
</tr>
<tr>
<td>Admitted from Assisted Living</td>
<td>0</td>
<td>0.0%</td>
</tr>
<tr>
<td>Admitted from Hospital</td>
<td>1</td>
<td>20.0%</td>
</tr>
<tr>
<td>Admitted from Another Nursing Home</td>
<td>2</td>
<td>40.0%</td>
</tr>
<tr>
<td>Admitted from Hospice</td>
<td>0</td>
<td>0.0%</td>
</tr>
</tbody>
</table>

Copy or print just one graph

1) Click once on a graph to select it.
2) Right click.
3) Select “Copy.”
4) Paste into another program (e.g. Word, PowerPoint).
5) Or access the Print dialog from your File menu and elect to print just the selected graph.
Get your Trend Graph

This sheet displays your outcomes for the month. You will always see data on this tab, but it is not correct 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.

THE SECOND TABLE IS ONLY FOR YOUR INFORMATION.

You will NOT enter this data on the website.
This workbook has TWO Data for Website Entry tabs. This one has the outcomes specific to residents who are receiving end of life/palliative care.

Please follow the same instructions as noted on the previous slide.
1) Delete rows that are gray or where the resident is not with you on the first day of the next month.
   a. Click the Excel row number (very far left).
   b. Right click.
   c. Select “Delete.”

2) Sort the data by resident name (if you want).
   a. Select the columns “Resident Name” through “Root Cause Analysis Complete” for all rows with resident information.
   b. Right click.
   c. Select “Sort.”
   d. Select “Sort A to Z.”

3) Copy information to next month’s Tracking Tool.
   a. Select columns “Resident Name” through “Root Cause Analysis Complete” for all rows with resident information.
   b. Right click.
   c. Select “Copy.”
   d. Open the new version of the Tracking Tool.
   e. Go to “PreventionLog” tab.
   f. Click on the first cell in the “Resident Name” column.
   g. Right click.
   h. Select “Paste Special Values.”
Start Next Pressure Ulcer Log

Week 1

To make entering next month’s data easier, follow these instructions to copy resident and pressure injury information from this month to the next month.

**NOTE:** When selecting information to either sort or copy, select only the cells where data has been entered. Do not select the column headers nor the numbers to the left of the resident names on either sheet.

1) Delete rows that are gray or where the resident is not with you on the first day of the next month.
   - a. Click the Excel row number (very far left).
   - b. Right click.
   - c. Select “Delete.”

2) Sort the data by resident name (if you want).
   - a. Select the columns “Resident Name” through “Date of Most Recent Skin Assessment” for all rows with resident information.
   - b. Right click.
   - c. Select “Sort.”
   - d. Select “Sort A to Z.”

3) Copy information to next month’s Tracking Tool.
   - a. Select columns “Resident Name” through “Date of Most Recent Skin Assessment” for all rows with resident information.
   - b. Right click.
   - c. Select “Copy.”
   - d. Right click.
   - e. Go to “PressureUlcerLog_Week1” tab.
   - f. Click on the first cell in the “Resident Name” column.
   - g. Right click.
   - h. Select “Paste Special Values.”
Thank You
For making our nursing homes better places to live, work, and visit!

www.nhQualityCampaign.org
Help@nhQualityCampaign.org