

What's New in Version 3.5

Thanks for all the terrific input!

The following changes are effective as of June 2014

Updates

- I. The PreventionLog now has only one field for Skin Assessment and one field for Risk Assessment. This will reduce data entry and complication of starting your new month. ***HOWEVER the first time you move data into your new workbook, be careful as you paste as the columns have shifted a bit. (Detailed Instructions are included below.)***
- II. **Starting a new month:** Please use the 'StartNextPreventionLog' and 'StartNextPrULog' tabs within your workbook. *The instructions are on those tabs in your new workbook.*
 - **No more:** Making a 'Transfer Copy' of your workbook
 - **No more:** Unprotecting sheets
 - **No more:** Coping worksheets in sections
 - We've also turned on the 'headers' for you, so unless you change this on those tabs, that bit's also been done – just delete rows as needed following the instructions on the worksheet, and sort if you like. Then select, copy and Paste Special, Values (or 123) into your new workbook!
- III. **ConsolidationTool:** If you would like to use multiple copies of the PressureUlcerTrackingTool to monitor your quality improvement project separately for areas or populations within your home, you may do so. Then, at the end of the month, download a copy of the AE_PressureUlcerCONSOLIDATIONTOOL and follow the instructions included within that workbook. It's quick and easy to aggregate your results before entering the data for your entire home on the website.

Moving from v3.4 to v3.5

Instructions for moving from PressureUlcerTrackingTool_v3.4 to PressureUlcerTrackingTool_v3.5

This is a **one-time** transition to the new workbook.

These instructions are for beginning your June workbook using v3.5 when your May workbook was v3.4.

The process is just what you usually do to move your data from one month to the next, except that we've dropped two columns, so be careful what you copy and paste. Also, please note that this is the last time you will make a 'Transfer' copy and unprotect your worksheets (see instructions on your new 'Start Next' worksheets in your v3.5 workbook).

1. Open your completed May Pressure Ulcer workbook.
2. Download the new version 3.5 Pressure Ulcer workbook from the [AE website](#).
3. Save your new workbook, including the word 'JUNE' at the beginning of the file name.

Rule #1: Do not unprotect your sheets!

Rule #2: When you paste, use this sequence: Right click with your mouse, select 'Paste special', choose 'Values' (in Excel 2013 this is '123' or "Values only"), and click 'OK'.

1. Note: this step is the same process you have been doing each month. This is the last time you will do it this way!
 - a. In your May workbook, do a 'Save As' as usual, and use the word TRANSFER at the beginning of the filename. Unprotect your PreventionLog and your PressureUlcerLog_Week5 tabs using the password AE2012. Make sure your row headers are showing, and right click the Excel number on the far left of any row you do not want to be in your June workbook. You're clicking in the right place when clicking the number causes the entire row to be highlighted. Then, right click, and select 'delete' from the menu. You'll know this worked properly if the entire row is deleted AND you don't have an empty row left over. Continue until both your PreventionLog and PressureUlcerLog_Week5 have only the rows you want to see in your June workbook.
2. From your May PreventionLog: copy this information over in pieces.
 - a. First, the resident names
Then 'Date most recent admission' through 'Does this Resident Currently Have a Pressure Ulcer.' *see screenshots next page*
 - b. Skip 'Last Skin Assessment' and copy 'Most Recent Skin Assessment.' (We dropped some columns!) *see screenshots next page*
 - c. Copy 'Most Recent Risk Assessment' through 'Close Record' *see screenshots next page*

The screenshot shows an Excel spreadsheet titled "Prevention Log" with the following data:

Month & Year		Record information to track your prevention efforts and support root cause analysis of pressure ulcers.		Step 1 A: Select the month and year for this log from the drop-down list in the box to the left. Indicate whether you are tracking all residents in your home, or a subgroup. A drop-down list is provided for you. At the end of the month, please return and enter your average daily census.	
April 2013		Select from Dropdown			
Population tracked		Enter your Count Here			
Average Daily Census (this Month) (see your notes for details)					
Number of Residents Tracked (this Month) (calculate here)		105			
Number of Residents with Pressure Ulcers (calculate here)		5			

Resident Name*	Date of Most Recent Admission to Nursing Home	Purpose of Nursing Home Stay*	Resident's Admission Score (whichever is most recent)	Risk Category (whichever is most recent)	Does this Resident Currently Have a Pressure Ulcer?*	Skin Assessment Form Date of Most Recent Skin Assessment
r1 resident 1	3/22/07	Chronio Long-Term Care	6	High Risk		4/15/13
r2 resident 2	3/28/02	Chronio Long-Term Care	6	High Risk		2/17/13
r3 resident 3	10/6/09	Chronio Long-Term Care	9	High Risk		3/24/13
r4 resident 4	10/27/10	Chronio Long-Term Care	11	High Risk		3/17/13
r5 resident 5	10/27/10	Chronio Long-Term Care	9	High Risk		3/24/13
r6 resident 6	2/25/05	Chronio Long-Term Care	5	High Risk	Yes	2/10/13
r7 resident 7	6/12/09	Chronio Long-Term Care	9	High Risk		4/12/13
r8 resident 8	3/22/13	Post-Acute Type Care (Rehab/Medical Management)	15	Low Risk		4/12/13
r9 resident 9	8/24/07	Chronio Long-Term Care	9	High Risk		2/3/13
r10 resident 10	12/30/08	Chronio Long-Term Care	4	High Risk		3/2/13
r11 resident 11	12/8/98	Chronio Long-Term Care	7	High Risk		2/10/13

Prevention Log Continued...

userDEMOAE_PressureUlcerTRACKINGTOOL_V3.3_9-1-13.xls [Compatibility Mode] - Microsoft Excel

Home Insert Page Layout Formulas Data Review View Developer

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Month & Year
Population tracked
Average Daily Census this Month (to year ending month/year)
Number of Residents Tracked this Month (calculate after year)
Number of Residents with Pressure Ulcers (calculate after year)

Today's Date
4/17/14

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About your Processes

Resident Name*	Skin Assessment Form Date of Last Skin Assessment <small>before the first day of this month</small>	Skin Assessment Form Date of Most Recent Skin Assessment <small>use date this column for residents without pressure ulcers or use empty for this assessment during the month</small> <small>example: 4/6/2012</small>	Risk Assessment Date of Last Risk Assessment <small>before the first day of this month</small>	Risk Assessment Date of Most Recent Risk Assessment <small>use date this column or use empty for risk assessments during the month</small> <small>example: 4/6/2012</small>	Risk Assessment In the Past Month, has this Resident's Risk Category: Improved/Same/Declined?	Prevention Are Appropriate Preventive Measures in Place?	Probing Questions Root Cause Analysis Complete?	Close Record <small>Use this field if resident is not at your home by the last day of the month. This will remove the resident from the denominator for year end of month risk assessments.</small>
r1 resident 1	03/28/13	4/18/13	3/13/13	3/13/13				
r2 resident 2	03/28/13	4/18/13	2/17/13	2/17/13				
r3 resident 3	03/28/13	4/18/13	3/24/13	3/24/13	Same	Yes		

3. Save your new workbook (just save, so if anything happens your work so far isn't lost) 😊
4. Return to your May workbook, and go to the PressureUlcerLog_Week5 tab. Beginning with the Resident Name column, copy all of the data and paste it into your June workbook as Pressure UlcerLog_Week1 – remember: Use the sequence Paste Special and 'Values' (or '123' or 'Values only' depending on the version of Excel you are using).

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Pressure Ulcer Log * Week 5 * April 2013

April 29 through April 30

Pressure Ulcers this Week: 4
Residents this Week: 2

Step 7: If this month has more than 28 days, please update the last three columns of the PRESSURE ULCER for Week 5 of your tracking period. The dates for this week are provided to the left. About this Pressure Ulcer information from previous weeks does not change. The Date of Most Recent Skin Assessment automatically shows the date from last week. You may update this date if your resident has a skin assessment before the last day of the month.

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 re-use rows.

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Refer to instructions and Tips/Ticks in the Q&A if you need to list new pressure ulcers or new residents this week.

About this Pressure Ulcer Log

Resident Name	Pressure Ulcer ID	Date Pressure Ulcer Identified	Pressure Ulcer Stage	Where was this Pressure Ulcer Acquired?	Skin Assessment Form Date of Most Recent Skin Assessment <small>example: 4/6/2012</small>	Pressure Ulcer Healing Compared to Last Week, is this PU Better/Same/Worse? <small>Use this column to document if resident died or was discharged during this week.</small>	Comments/notes
169 Quino Lau	Left Heel	4/22/13	Unstageable	Acquired in this Nursing Home	4/28/13	Initial assessment	new unstageable necrosis same area
149 Kathleen Hone	Left Heel	3/27/13	Unstageable	Acquired in this Nursing Home	4/28/13	Initial assessment	dry but larger
180 Alvera Vire	Lower Sacrum	1/16/13	Unstageable	Admitted from Hospital	4/28/13	Initial assessment	smaller more granulation
180 Alvera Vire	Lower Sacrum	1/14/13	Stage III	Admitted from Hospital	4/28/13	Initial assessment	isolated still fragile