

Field Specifications and Instructions for the Hospital Admission-Discharge Tracker 2011 v4 Final.xls

General Instructions:

The Microsoft Excel Spreadsheet, "Hospital Admission-Discharge Tracker 2011 v4 Final.xls" was developed by the RARE Campaign as a tool to help nursing facilities calculate two types of re-hospitalization measures:

- The Minnesota Department of Human Services Re-Hospitalization Measures
- Other Re-Hospitalization Measure

Users should save the spreadsheet to their server.

If prompted, **make sure to say "Yes" to enabling macros.** Or adjust your security settings to allow macros. The workbook has one macro that allows the user to sort by Client ID and Date of Admission.

Each new row of data for a client should be entered directly after the last row containing a record.

The spreadsheet relies primarily on resident data taken from Section A of the Minimum Data Set (MDS) 3.0, the primary reasons for admission to hospital, payor type etc.

The full MDS manual and instructions may be accessed from the Zip file downloadable at:

- <https://www.cms.gov/NursingHomeQualityInits/downloads/MDS30RAIManual.zip>
- The PDF file **MDS_3.0_Chapter_3_-_Section_A_V1.05_MAY_2011** contains information on Section A of the MDS 3.0

Upon opening, users will note that the Microsoft Excel file has three tables. From left to right these tabs are:

- Client Data Entry: This tab is where you enter your nursing facility's data.
- Summary Measures: This tab is where your data and measures are summarized.
- Instructions: The Microsoft Excel files instructions are placed here as well.

Except where data is entered, the spreadsheet is protected from formatting changes. To unprotect a specific worksheet (at your own risk), simply go to Review / Unprotect Sheet. No password is required.

The admission and discharge filed that require a specific date (i.e. 11-01-11) are formatted to only accept dates that fall between November 1, 2011 and December 31, 2015.

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Table 1: Field Specifications for Client Data Entry Tab

Column Order	Data Element Number/ Name	Notes	Excel Format	Example
Admission to Nursing Home				
A	Client ID	To be determined by the nursing facility.	Text	AA99CC
B	Date of Admission from MDS 3.0 Section A Question A1600 Entry Date (mm/dd/yy)	This question is taken from the Minimum Data Set (MDS) 3.0 Section A. Enter the date of admission to the nursing home Enter admissions to you nursing home starting with admissions dates of 11/1/2011	mm/dd/yy	12/15/11
C	Admitted from (MDS 3.0 Section A Question A1800 Entered From)	This question is taken from the Minimum Data Set (MDS) 3.0 Section A. Drop down box in Excel; please select one of the following: <ul style="list-style-type: none"> Community (private home/apt., board/care, assisted living, group home) Another nursing home or swing bed Acute Hospital Psychiatric hospital Inpatient rehabilitation facility MR/DD facility Hospice Other 	Text	See Notes

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Column Order	Data Element Number/ Name	Notes	Excel Format	Example
D	Payor	<p>Drop down box in Excel; please select one of the following:</p> <ul style="list-style-type: none"> Medical Assistance Private Pay Medicare Part A Other Health Plans <ul style="list-style-type: none"> U Care Medica Blues MHP Health Partners Humana Preferred One Other <p>Please Note: If you are making a selection from the Other Health Plans Category, please only choose "Other" when the payer does not fit into one of the general categories. Do NOT select "Other Health Plans" as a choice, this is simply a place holder for the drop down box</p>	Text	See Notes
E	If Hospital, specify	Drop down box in Excel; please see Table 1 for a complete list of hospital facilities	Text	
F	If Admitted from Hospital, Reason for Admission	<p>Enter the reason for admission to the nursing home.</p> <p>Drop down box in Excel; please select one of the following:</p> <ul style="list-style-type: none"> Acute mental status change Heart failure Pneumonia COPD GI Problems Urinary Tract Infection Dehydration Fever Other Cardiac Other Infection Other Respiratory Other 	Text	See Notes

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Column Order	Data Element Number/ Name	Notes	Excel Format	Example
G	Date of Discharge from MDS 3.0 Section A Question A2000 Discharge Date (mm/dd/yy)	This question is taken from the Minimum Data Set (MDS) 3.0 Section A. Enter the date of discharge from the nursing home.	mm/dd/yy	12/31/11
H	Length of Nursing Facility Stay	This is a calculated field based on the admission and discharge dates entered. Don't try to enter anything into this field, it is formatted with a formula in place.	Numeric	19
I	Discharged to (from MDS 3.0 Section A Question A2100 Discharge Status)	This question is taken from the Minimum Data Set (MDS) 3.0 Section A. Drop down box in Excel; Enter the location that the patient is discharged to: <ul style="list-style-type: none"> Community (private home/apt., board/care, assisted living, group home) Another nursing home or swing bed Acute Hospital Psychiatric hospital Inpatient rehabilitation facility MR/DD facility Hospice Deceased Other 	Text	See Notes
J	Re-Admission to Hospital in less than 30 Days	This is a calculated field based on admission and discharge location. Don't try to enter anything into this field, it is formatted with a formula in place	Text	Yes or -
If Discharged to the Hospital				
K	Specify Hospital	Drop down box in Excel; please see Table 1 for a complete list of hospital facilities	Text	See Notes

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Column Order	Data Element Number/ Name	Notes	Excel Format	Example
L	Reason for Admission to Hospital	Enter the reason for admission to the hospital. Drop down box in Excel; please select one of the following: Acute mental status change Heart failure Pneumonia COPD GI Problems Urinary Tract Infection Dehydration Fever Other Cardiac Other Infection Other Respiratory Other	Text	See Notes
M	RE-Admitted to Nursing Facility	Enter Yes or No (drop down box) Yes = this patient returned to this nursing home after hospital admission and discharge No = this patient did not return to this facility	Text	See Notes
N	If YES, then Create New Record for Admission Beginning at Column A's Client ID	This field is populated (calculated) with a "YES" for all patients that are RE-Admitted to Nursing Facility. If the patient is readmitted, then a new row for the patient should be created.	Text	Yes or -

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Table 2: List of Hospital Facilities

Abbott Northwestern Hospital	Fairview Lakes Medical Center	Mayo Clinic Health System - Waseca	Sanford Bemidji Medical Center
Albany Area Hospital and Medical Center	Fairview Northland Medical Center	Minnesota Valley Health Center	Sanford Luverne Medical Center
Anoka Metro Regional Treatment Center	Fairview Red Wing Medical Center	Murray County Medical Center	Sanford Medical Center Canby
Appleton Area Health Services	Fairview Ridges Hospital	Meeker Memorial Hospital	Sanford Medical Center Jackson
Avera Marshall Regional Medical Center	Fairview Southdale Hospital	Mercy Hospital	Sanford Medical Center Thief River Falls
Bethesda Hospital	Fairview University Medical Center - Mesabi	Mercy Hospital	Sanford Tracy Medical Center
Bigfork Valley Hospital	FirstLight Health System	Mille Lacs Health System	Sanford Westbrook Medical Center
Buffalo Hospital	Gillette Children's Specialty Healthcare	Minneapolis VA Health Care System	Sanford Wheaton Medical Center
Cambridge Medical Center	Glacial Ridge Health System	New River Medical Center	Sanford Worthington
CentraCare Health System - Long Prairie	Glencoe Regional Health Services	New Ulm Medical Center	Shriners Hospitals for Children
CentraCare Health System - Melrose	Grand Itasca Clinic and Hospital	North Memorial Medical Center	Sibley Medical Center
Children's Hospitals and Clinics of Minnesota	Granite Falls Municipal Hospital & Manor	North Valley Health Center	Sleepy Eye Medical Center
Chippewa County-Montevideo Hospital	Hendricks Community Hospital Association	Northfield Hospital	St. Cloud Hospital
Clearwater Health Services	Hennepin County Medical Center	Olmsted Medical Center	St. Cloud VA Health Care System
Community Behavioral Health Hospital - Alexandria	Hutchinson Area Health Care	Ortonville Area Health Services	St. Francis Healthcare Campus
Community Behavioral Health Hospital - Annandale	Johnson Memorial Health Services	Owatonna Hospital	St. Francis Regional Medical Center
Community Behavioral Health Hospital - Baxter	Kittson Memorial Healthcare Center	Park Nicollet Methodist Hospital	St. Gabriel's Hospital
Community Behavioral Health Hospital - Bemidji	Lake Region Healthcare	Paynesville Area Health Care System	St. John's Hospital
Community Behavioral Health Hospital - Fergus Falls	Lake View Memorial Hospital	Perham Memorial Hospital and Home	St. Joseph's Area Health Services Inc.
Community Behavioral Health Hospital - Rochester	Lakeview Hospital	Phillips Eye Institute	St. Joseph's Hospital
Community Behavioral Health Hospital - St. Peter	LakeWood Health Center	Pipestone County Medical Center	St. Luke's Hospital
Community Memorial Hospital	Lakewood Health System	Prairie Ridge Hospital and Health Services	St. Michael's Hospital & Nursing Home
Cook County North Shore Hospital	LifeCare Medical Center	PrairieCare	Stevens Community Medical Center
Cook Hospital & C&NC	Madelia Community Hospital	Rainy Lake Medical Center	Swift County-Benson Hospital
Cuyuna Regional Medical Center	Madison Hospital	RC Hospital & Clinics	Tri-County Health Care
Deer River HealthCare Center	Mahnomen Health Center	Redwood Area Hospital	Tyler Healthcare Center/Avera
District One Hospital	Maple Grove Hospital	Regency Hospital of Minneapolis	United Hospital
Douglas County Hospital	Mayo Clinic - Methodist Hospital	Regina Medical Center	United Hospital District
Ely-Bloomenson Community Hospital	Mayo Clinic - Saint Marys Hospital	Regions Hospital	Unity Hospital
Essentia Health Ada	Mayo Clinic Health System - Albert Lea	Rice Memorial Hospital	University of Minnesota Medical Center,
Essentia Health Duluth	Mayo Clinic Health System - Austin	Ridgeview Medical Center	Fairview
Essentia Health Fosston	Mayo Clinic Health System - Cannon Falls	River's Edge Hospital & Clinic	Virginia Regional Medical Center
Essentia Health Graceville	Mayo Clinic Health System - Fairmont	RiverView Health	Windom Area Hospital
Essentia Health Northern Pines	Mayo Clinic Health System - Lake City	Riverwood Healthcare Center	Winona Health Services
Essentia Health Sandstone	Mayo Clinic Health System - Mankato	Saint Elizabeth's Medical Center	Woodwinds Health Campus
Essentia Health St. Joseph's Medical Center	Mayo Clinic Health System - New Prague		
Essentia Health St. Mary's Hospital - Detroit Lakes	Mayo Clinic Health System - Springfield		
Essentia Health St. Mary's Medical Center	Mayo Clinic Health System - St. James		