

It is important that you use the reporting templates provided to you by the Flex Monitoring Team (FMT).

EDTC State Reporting Spreadsheet Instructions

Steps for data entry

- 1) **State (two-letter abbreviation):** If not already populated, enter your two-letter state abbreviation.
- 2) **Reporting Period:** Click in cell and select appropriate reporting period from the drop-down menu.
- 3) **# CAHs in state:** Update this cell as needed. If new CAHs opened or closed within the current reporting period, please send a notification through email to fmtdata@umn.edu (please follow guidance outlined in #7 below).
- 4) **# CAHs Submitting Data this Quarter:** Enter the number of CAHs in your state that submitted data to you for the quarter.
- 5) **Denominator:** In column C, enter the number of records reviewed for each hospital, as indicated to you by the hospital.
- 6) **Numerators:** In columns D through L, enter the numerators provided to you by each hospital for the eight EDTC elements as well as the All EDTC measure from the original report. Note, this should be the numerators, not the percentages.
- 7) **CCN/CAH Name:** Do not make any changes to the hospitals or CCNs listed. If there are changes that need to be made, inform FMT and FMT will send you an updated template.

Important guidance regarding the reporting spreadsheet

- Check your template to ensure that the correct two-letter state abbreviation is included in the header.
- Check your template to ensure all hospitals participating in MBQIP are listed. If there are changes that need to be made, inform FMT and FMT will send you an updated template, but please *do not* make any changes to the CCN and/or CAH name.
- Check for any data entry errors. Data validation alerts will be displayed in Column M of this template. For detailed information on how to use the validation column, please see page 3.
- Save the original template provided to you and work from a copy of the template for each quarter because certain cells may be locked for consistency and required by FMT for the data to be properly extracted. If the formatting is off, you may not be able to get an accurate report. Please follow the naming convention indicated on page 4.
- For final submission instructions, please see page 4.

Note: a visual sample that displays the data that will need to be entered into the reporting spreadsheet is provided on the next page.

SAMPLE Hospital Reports Submitted to State Flex Coordinator: data entry instructions

Depending on the abstraction/reporting tool your hospitals are using, the format for the report hospitals send you may look different. The two most likely formats from the **Stratis Health EDTC Tool** are used for the SAMPLE below, but know that there are other reporting formats.

- 1) Input the numbers given (circled in red below) into the MBQIP state EDTC reporting spreadsheet for each hospital in your state.
- 2) Enter the denominator, the numerator for each data element (the numbers, not the percentages), and the numerator for the Overall EDTC Measure (referred to as **“All EDTC”** in the reporting template).

Data Elements	Q1 2020	
	# of Records Reviewed (N): 4	
	Number (n) and percent whose medical record documented at	
	n	%
1. Home Medications	3	75.00%
2. Allergies and/or Reactions	2	50.00%
3. Medications Administered in ED	1	25.00%
4. ED Provider Note	3	75.00%
5. Mental Status/Orientation Assessment	2	50.00%
6. Reason for Transfer and/or Plan of Care	3	75.00%
7. Tests and/or Procedures Performed	3	75.00%
8. Tests and/or Procedures Results	2	50.00%
Overall EDTC Measure (All eight data elements were documented and communicated in a timely manner)	1	25.00%

The report shown in this screenshot is obtained if a hospital clicks “Run Report for MBQIP” in the Stratis Health EDTC tool and then saves that report as a PDF.

Discharge Disposition Shown: A			
Data Elem	Q1 2020		C
	1/1/2020		
	# of Recor		4
	Number (n) and perce		
	n	%	n
1. Home M	3	0.75	N
2. Allergie	2	0.5	N
3. Medical	1	0.25	N
4. ED Prov	3	0.75	N
5. Mental	2	0.5	N
6. Reason	3	0.75	N
7. Tests ar	3	0.75	N
8. Tests ar	2	0.5	N
Overall EC	1	0.25	N

The report shown in this screenshot is obtained if a hospital clicks “Run Report for MBQIP” in the Stratis Health EDTC tool and then clicks “Export Report for Submission.” Flex Coordinators can directly copy and paste hospital data from this report into the MBQIP state EDTC reporting spreadsheet.

Data Validation Help: Using built-in validation in the reporting template

The reporting template of the EDTC State Reporting Spreadsheet includes a column (Column M) that displays validation alert messages. These alert messages can be used to help you check for common data entry or data calculation errors. Only one alert message will appear at a time for each hospital. It is possible that you may resolve one alert message (e.g., adding a number where there was a blank for a numerator to resolve the message “At least one blank”), and have another alert appear that will still need resolving (e.g., perhaps you accidentally entered a larger number than you intended in that blank cell, prompting the alert “At least one EDTC measure is larger than the Denominator – something may need fixing”).

Note: the built-in validation is intended to alert you to the most common and probable data entry or calculation errors, but will not check for all possible issues. You should still complete your own validation check to ensure that the data entered seems realistic.

Below are the types of alerts that the built-in validation will generate depending on the data entered (a visual sample is provided on the next page).

- **“At least one blank”:** The number of records reviewed, each EDTC element numerator, and All EDTC numerator should all be populated for each hospital submitting data. If one or more of these is blank for a hospital submitting data, this alert message will appear.
- **“At least one EDTC measure is larger than the Denominator – something may need fixing”:** The All EDTC and EDTC element numerators cannot be larger than the Denominator, which is the number of records reviewed. Check for errors.
- **“All EDTC shouldn’t be larger than any other EDTC measure – something may need fixing”:** The All EDTC numerator can only be as large as the smallest EDTC element numerator (and is often smaller). Check to see if there was a data entry or calculation error.
- **“All EDTC should match others – something may need fixing”:** If all of the EDTC element numerators and the denominator equal the same number, then the All EDTC measure numerator should also equal that number. Check to see if there was a data entry or calculation error.
- **“Good”:** For this hospital, your template does not have any of the common data entry or data collection errors captured through automated validation. You should still do a quick check to make sure that the data seems realistic.

Note, the Overall EDTC measure is NOT a summation of the eight EDTC elements. The denominator for the Overall EDTC measure should be the same as it is for the eight EDTC elements. The Overall EDTC measure numerator is a calculated number that counts the number of cases that meet ALL eight communication criteria, so this number will not be larger than the lowest numerator found in the eight EDTC elements and will most likely be lower (see the examples on the next page). Please ensure your CAHs are using a tool that generates this numerator. Calculating it by hand is complicated.

Sample Validation Alert Messages

Hospital CCN#	Hospital Name	# of Records Reviewed (denominator):	1. Home Medications	2. Allergies and/or Reactions	3. Medications Administered in ED	4. ED Provider Note	5. Mental Status/ Orientation Assessment	6. Reason for Transfer and/or Plan of Care	7. Tests and/or Procedures Performed	8. Tests and/or Procedures Results	All EDTC Measure	FOR FLEX STAFF USE: DATA ENTRY VALIDATION CHECK
xxxxxx	Sample Name	45	43	43	43	43	43	43	43	43	40	Good
xxxxxx	Sample Name	45	45	45	45	45	45	45	44	44	45	All EDTC shouldn't be larger than any other EDTC measure - something may need fixing
xxxxxx	Sample Name	45	45	45	45	45	45	45	45	45	44	All EDTC should match others - something may need fixing
xxxxxx	Sample Name	45	45	45	45	30	20	45	45	46	45	At least one EDTC measure is larger than the Denominator - something may need fixing
xxxxxx	Sample Name	40	40	39	40	40	40	40	40	40	39	At least one blank
xxxxxx	Sample Name	45	40	40	40	40	45	40	40	40	40	Good

Submission Instructions

- Once you have completed data entry, please save the submission file using the following naming convention:
 - XX_EDTC_ZQYY
 - Where XX is your two-digit state abbreviation
 - Z is the quarter of data
 - YY is the year
 - Example: for first quarter 2024 data, the Alaska file name will look like: AK_EDTC_1Q24.xlsx
- Send your completed state EDTC reporting spreadsheet to FMT by the 10th day of the month following the hospital [MBQIP Data Submission Deadline](#). Send to the FMT inbox at fmtdata@umn.edu.