Performance Measure 76 & 77: State/Territory Quality Assessment

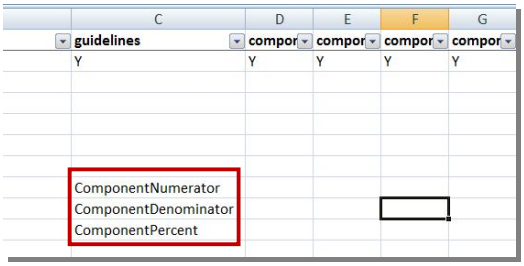
The numbers needed for the Performance Measures 76 & 77 EHB entries have been calculated, but you may want to do some quality assessment to better understand your hospital data. For example, for each EMSC component, what is the percent of inter-facility guidelines that contains that component? Which components are most often included in inter-facility transfer guidelines? Which components are least often included? Which hospitals are in the process of developing inter-facility transfer guidelines &/or agreements? When will these in process documents be completed—do you have time to get involved before they are finished to ensure they don't exclude pediatrics &/or include the EMSC components?

I. Quality Assessment: Analyze Individual EMSC Components for PM 76

1. The cleaning and analysis for the Performance Measure 76 EHB entries should be completed prior to doing this analysis because the following steps build upon that cleaning and analysis.
2. Insert a new worksheet and call it **Data QA**.
3. Type **Guideline Component** in cell A1 and resize the column.
4. Go to the *GuidelinesAgreements* worksheet tab and clear all filters so that all data are showing.
5. For each EMSC component, you will need to calculate the number of hospital inter-facility transfer guidelines that include each component. Go to the bottom of your dataset on the *GuidelinesAgreements* worksheet tab and skip **at least 5 rows** after the last record.

(Note: you will need to skip at least 5 rows so you do not overwrite your PM 76 EHB labels and to distinguish between calculations and when applying filters.)

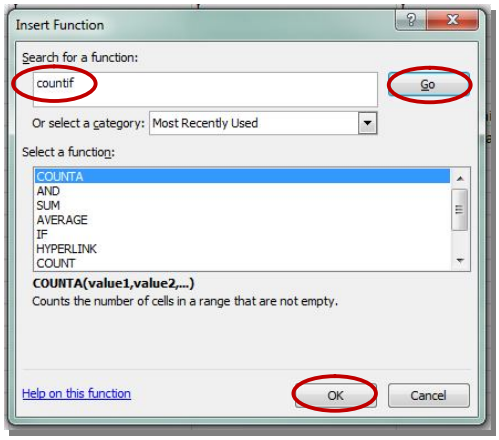
4. In the sixth blank row after the last data record, type **Component Numerator** in the cell in the ***guidelines*** column. (*see example picture to right*)
5. Then type in **Component Denominator** below the numerator.
6. Then type in **Component Percent** below the denominator**.**



If needed, resize the guidelines column at this time.

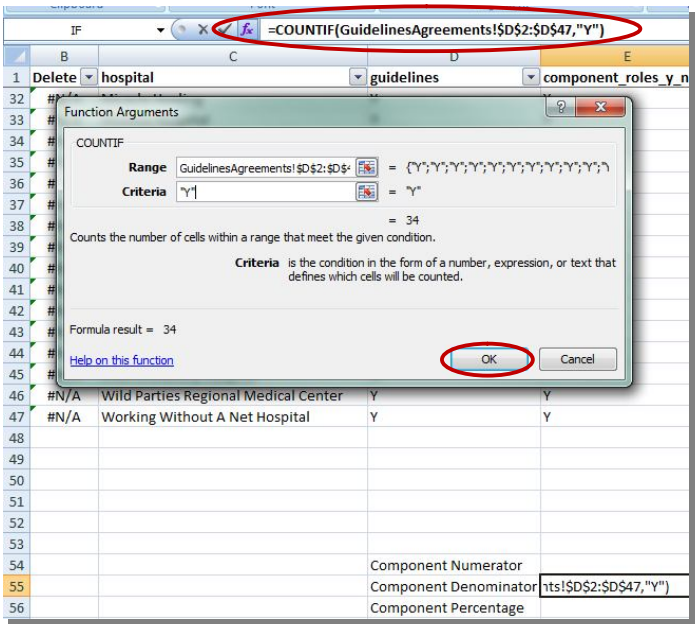
7. Click in the cell to the right of the cell where you just typed **Component Denominator**.
   a. Click on the *fx*

8. After you click on the *fx*, an *Insert Function* box will appear. In the *Search for a function:* box, type in the word **countif**.
   a. Then click on the *Go* button.
   b. Then click the *OK* button located at the bottom of the *Insert Function* box.



9. A *Function Arguments* box will appear with the cursor blinking in the *Range* box.

10. We need to use datasheet references and dollar signs in the front of the column references in this function so that these formulas will still be valid when we copy these cells to the *Data QA* worksheet.
    a. Type **GuidelinesAgreements!** and then the range of the data for ***guidelines*** in the *Range* box with $ symbols around the data range. In the example picture the data starts in cell D2 and ends in cell D47 → **$D$2:$D$47**
    b. Type **"Y"** in the *Criteria* box.
    c. Then click on the *OK* button located at the bottom of the *Function Arguments* box.



11. A number should appear in the cell. This is the total number of hospitals in your dataset that have inter-facility transfer guidelines.

12. Copy this formula horizontally across all of the component columns (***component_roles_y_n*** through ***component_directions_y_n***).

(Note: The same number should be the in **Component Denominator** for each of the components.)

13. ***component_roles_y_n numerator:***

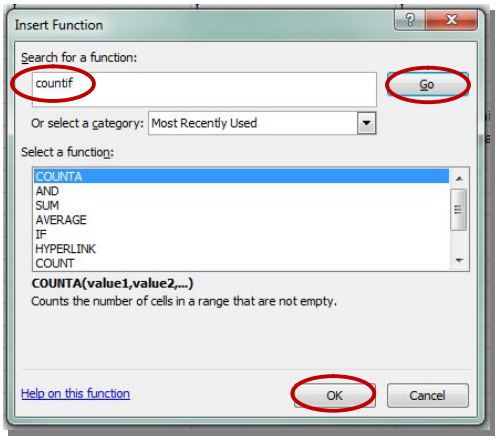
Click in the cell to the right of the cell where you just typed **Component Numerator**.

a. Click on the *fx*

b. After you click on the *fx*, an *Insert Function* box will appear. In the *Search for a function:* box, type in the word **countif**.

c. Then click on the *Go* button.

d. Then click the *OK* button located at the bottom of the *Insert Function* box.

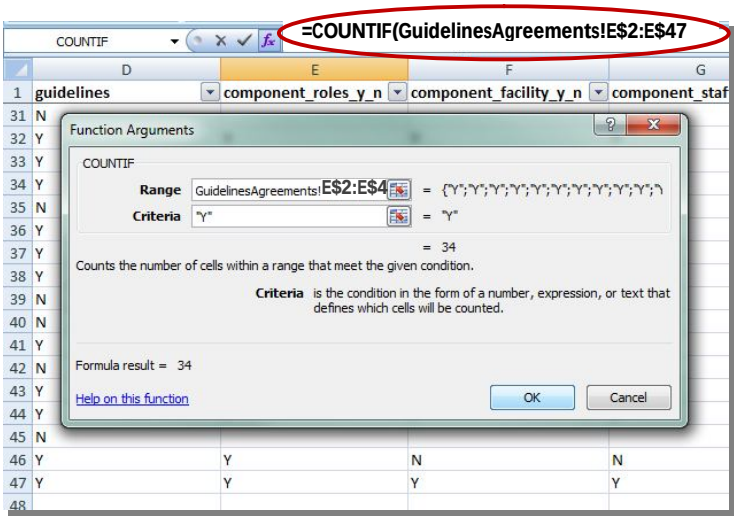


14. A *Function Arguments* box will appear with the cursor blinking in the *Range* box. We need to use datasheet references and dollar signs in the front of the column references in this function so that these formulas will still be valid when we copy these cells to the *Data QA* worksheet.

a. Type **GuidelinesAgreements!** and then the range of the data for ***component_roles_y_n*** in the *Range* box with $ symbols infront of the row range. In the example picture, the data starts in cell E2 and ends in cell E47 → **E$2:E$47**

b. Type **"Y"** in the *Criteria* box.

c. Then click on the *OK* button located at the bottom of the *Function Arguments* box.



WARNING! If you decide to use the variable name form the *Use in Formula* option under the *Formulas* tab instead of typing in the range, you will not be able to drag the formula across to the other component numerators.

15. ***Other component numerators:***

a. Copy this formula horizontally across the rest of the component numerators (*i.e.*, ***component_facility_y_n*** through ***component_directions_y_n***).

16. ***component_roles_y_n percent:***

The first component listed in the dataset is ***component_roles_y_n***

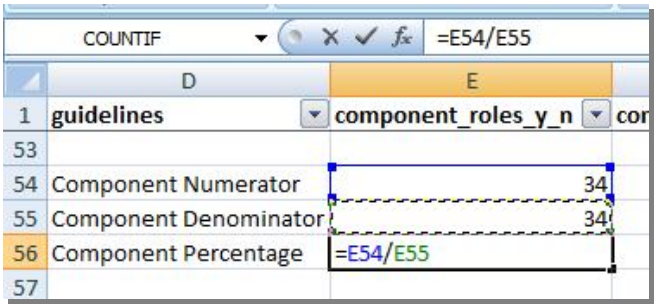
a. Click in the cell to the right of the **Component Percent** (***component_roles_y_n*** column)

b. Type in an **=**

c. Then click on the **Component Numerator** value for ***component_roles_y_n*** (cell E54 in example picture)

d. Type a ***/***

e. Then click on the **Component Denominator** value for ***component_roles_y_n*** (cell E55 in example picture)



WARNING! Do NOT use the actual values for the numerator and denominator for this step because if you do, the percentage will not update as you clean your dataset during the follow-up process.

f. Then hit the *Enter* key.

g. A number will appear in the cell.

h. Click back on the cell with the number.

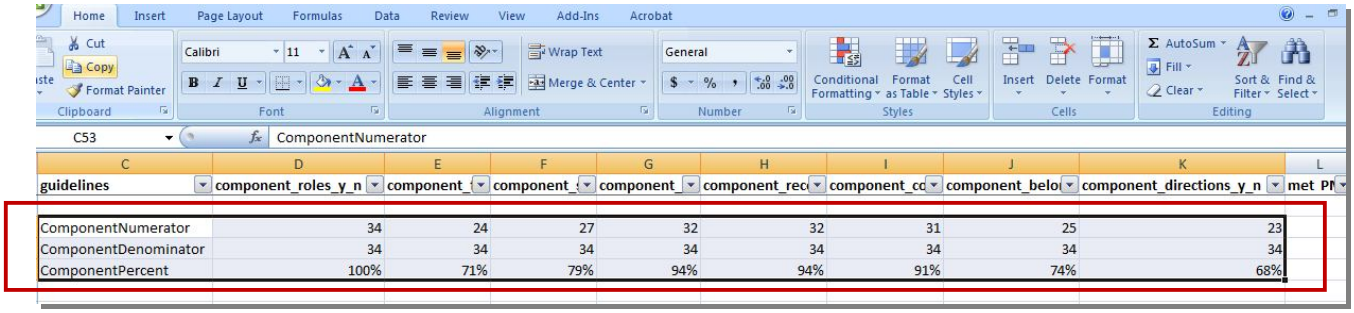
i. Then click on the **%** symbol in the *Home* tab and it will convert the number to a percentage.

17. ***Other component percents:***

a. Copy this formula horizontally across all of the component columns (***component_facility_y_n*** through ***component_directions_y_n***).

b. You now have the percent (how often) each component was listed in the total number of hospitals with inter-facility transfer guidelines. For example, in the picture above, the EMSC guideline ***component_roles_y_n*** (Defined process for initiation of transfer, including the roles and responsibilities of the referring facility and referral center) is present is 100% of the 34 hospitals with guidelines. The EMSC guideline ***component_directions_y_n*** (Plan for provision of directions and referral institution information to family) is present in 68% of the 34 hospitals with guidelines.

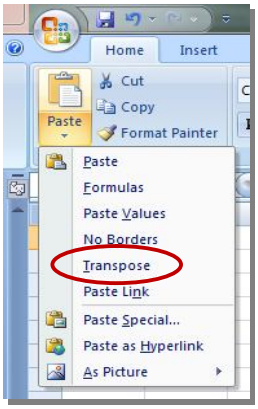
19) Select and copy the entire area from **Component Numerator** to the last percentage listed for ***component_directions_y_n***.



guidelines	component_roles_y_n	component_	component_	component_	component_rec	component_co	component_belo	component_directions_y_n	met PM
ComponentNumerator	34	24	27	32	32	31	25	23	
ComponentDenominator	34	34	34	34	34	34	34	34	
ComponentPercent	100%	71%	79%	94%	94%	91%	74%	68%	

20) Go back to the *Data QA* worksheet tab and click on cell B1.

21) Then choose *Transpose* from the *Paste* icon located on the *Home* tab.



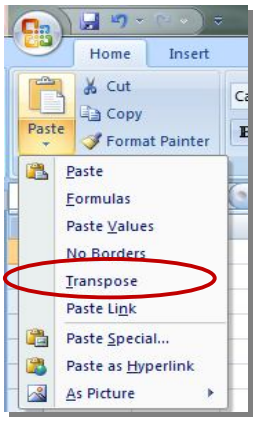
22) Bold **Guideline Component**, **Component Numerator**, **Component Denominator**, and **Component Percent**.

23) Go back to the *GuidelinesAgreements* worksheet tab.

24) Select and copy all of the component names listed on the header row: ***component_roles_y_n*** through ***component_directions_y_n.***

25) Go back to the *Data QA* worksheet tab and click on cell A2.

26) Then choose *Transpose* from the *Paste* icon located on the *Home* tab.



27) Click on cell A2 and then select *Filter* from the *Data* tab.

28) Resize columns A, B, C, and D to show all of the component names as well as column headers.

29) Now you have a data table that you can filter from largest to smallest value or smallest to largest value to rank the individual components.

(Note: Refer to your data dictionary if you do not remember which component goes with which component variable name.)

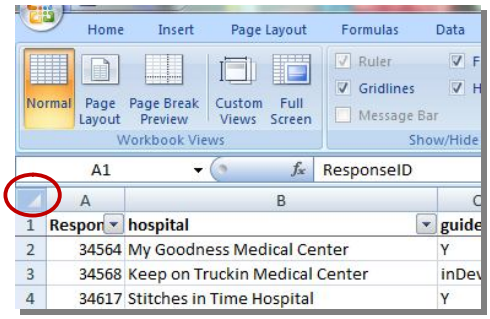
II. Quality Assessment: No Guidelines and/or Agreements

We will use filters to determine which hospitals will require follow-up to assist them with making their inter-facility transfer guidelines and/or agreements.

1. Guidelines

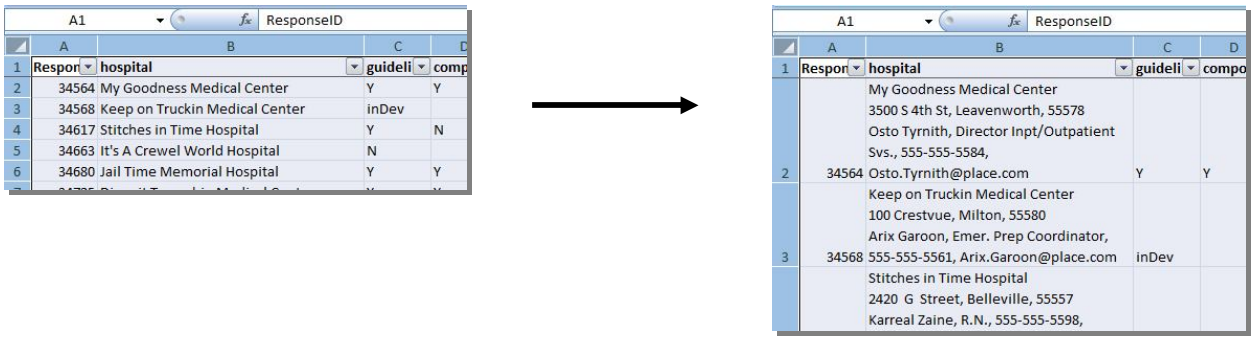
a. Go to the *GuidelinesAgreements* worksheet and clear all filters and make sure you are at the top of the dataset.

b. Click on the box above row1 and to the left of column A.



This will select the entire spreadsheet in this worksheet

c. Once you have everyone selected, you will need to resize the **ROWS** (not columns) to see the complete contact information for each hospital. To resize the rows, move your cursor to any line between two rows and double left-click with your mouse.



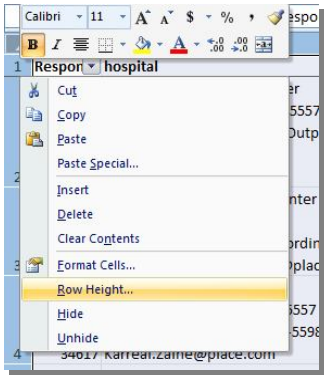
d. Filter ***guidelines*** for "N" and "inDev".

e. You have now identified which hospitals in your state need help developing inter-facility guidelines. You can assist them by sending them a template guideline document with the required EMSC components.

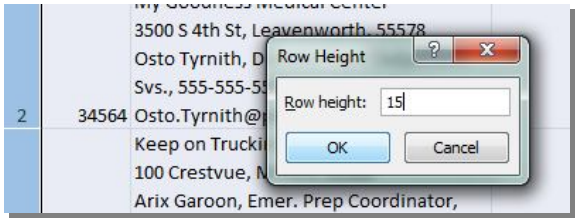
f. Clear your filters.

g. Click on the box above row1 and to the left of column A.

h. Move your cursor to the data area and right-click with your mouse to get tool option box. To open. Select *Row Height…* from among the options.



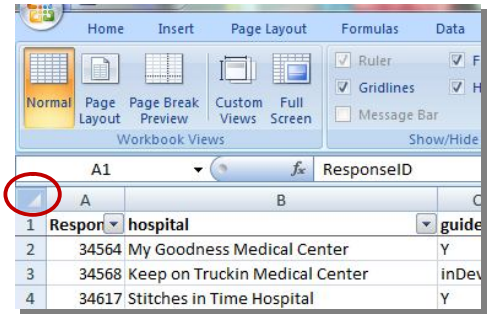
i. A *Row Height* box will appear. Type **15** in the space and click *OK*.



2. *Agreements*

a. Go to the *GuidelinesAgreements* worksheet and clear all filters and make sure you are at the top of the dataset.

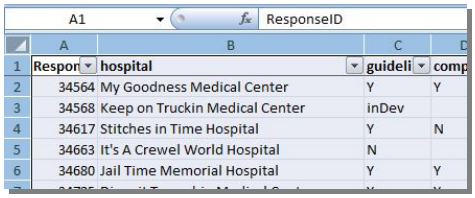
b. Click on the box above row1 and to the left of column A.



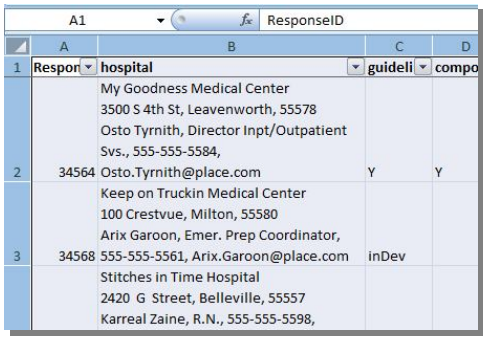
	A	B	C
1	Respon	hospital	guide
2	34564	My Goodness Medical Center	Y
3	34568	Keep on Truckin Medical Center	inDev
4	34617	Stitches in Time Hospital	Y

This will select the entire spreadsheet in this worksheet.

c. Once you have everyone selected, you will need to resize the **ROWS** (not columns) to see the complete contact information for each hospital. To resize the rows, move your cursor to any line between two rows and double left-click with your mouse.



	A	B	C	D
1	Respon	hospital	guideli	comp
2	34564	My Goodness Medical Center	Y	Y
3	34568	Keep on Truckin Medical Center	inDev	
4	34617	Stitches in Time Hospital	Y	N
5	34663	It's A Crewel World Hospital	N	
6	34680	Jail Time Memorial Hospital	Y	Y



	A	B	C	D
1	Respon	hospital	guideli	compo
2	34564	My Goodness Medical Center 3500 S 4th St, Leavenworth, 55578 Osto Tyrnith, Director Inpt/Outpatient Svs., 555-555-5584, Osto.Tyrnith@place.com	Y	Y
3	34568	Keep on Truckin Medical Center 100 Crestvue, Milton, 55580 Arix Garoon, Emer. Prep Coordinator, 555-555-5561, Arix.Garoon@place.com	inDev	
		Stitches in Time Hospital 2420 G Street, Belleville, 55557 Karreal Zaine, R.N., 555-555-5598,		

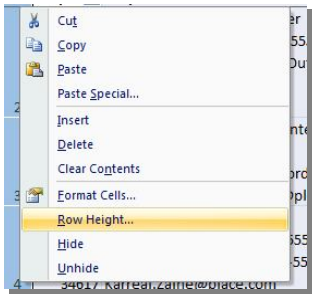
d. Filter ***agreements*** for "N" and "inDev".

e. You have now identified which hospitals in your state need help developing inter-facility agreements. You can assist them by sending them a template agreement document.

f. Clear your filters.

g. Click on the box above row1 and to the left of column A.

h. Move your cursor to the data area and right-click with your mouse to get tool option box. To open. Select ***Row Height…*** from among the options.



i. A *Row Height* box will appear. Type **15** in the space and click *OK*.