INSTRUCTIONS FOR WORKING WITH THE PATIENT TALLY REPORT WORKBOOK TEMPLATE

Prepared by

Center for Health Services Research
Division of Health Care Policy and Research
University of Colorado Health Sciences Center

Prepared for

Centers for Medicare and Medicaid Services

Department of Health and Human Services

October 2006

Table of Contents

INSTRUCTIONS FOR WORKING WITH THE PATIENT TALLY REPORT WORKBOOK TEMPLATE

Description

In order to facilitate use of the outcome and case mix patient tally information for Outcome-Based Quality Improvement, the Patient Tally Report is provided in the form of a Microsoft Excel workbook. This particular "workbook" is a set of spreadsheets into which the data from your patient tally data can be imported, along with associated programs for selecting specific cases to review based on patient outcome and case mix characteristics.

System Requirements

The minimum system requirements to use the Tally Report Workbook are:

- Pentium II 333 MHz processor with 128MB RAM
- Windows 98, NT, 2000 or XP
- A display capable of at least 800 by 600 resolution
- Agencies with extremely large numbers of cases (in the thousands) may require more memory (RAM) to import and query data.

Software Requirements

Microsoft Excel (version 97 or later) is required. This software is not provided. All of the instructions in this document assume that you are using Excel 97 (or later) in a Windows environment.

Using the Patient Tally Report Workbook

Note: Before you can utilize the Tally Report workbook, you must obtain both the OBQI case mix tally report and the OBQI outcome tally report for your agency in a spreadsheet format. The reports are accessed using the same system used for submitting your OASIS data to the state, as described in the *Home Health Care Agency System User's Guide, Appendix A - Casper Reporting*, which is available for download at the QIES Technical Support Office web site, https://www.qtso.com/download/guides/hha/user/append_a.pdf. After requesting and viewing the reports, you must save both reports as ".csv" files (a generic spreadsheet format), to a folder on your computer's hard drive. Make sure you request the same date range for both reports.

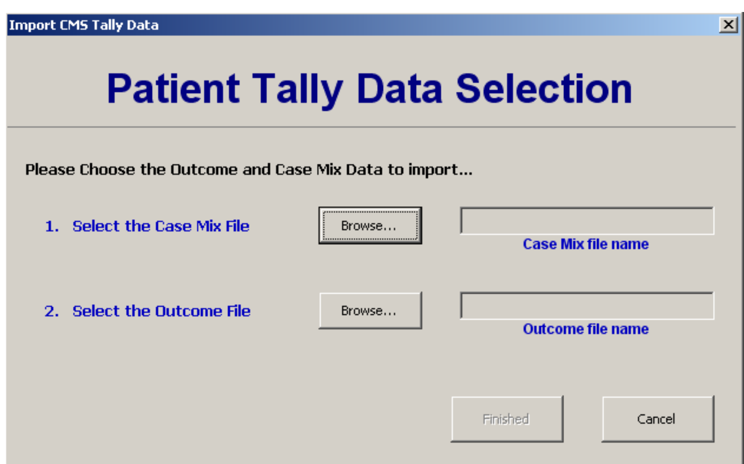
Importing Data

1. Open the Excel workbook file named CMSTallyTemplate.xls. You may see a message warning you that the workbook you are opening contains macros. Click on the "Enable Macros" button. If you click on "Disable Macros" you will not be able to import your patient tally data. When the workbook opens you will see a form giving you four options as shown in Figure 1 below. To import the case mix and outcome tally report data, select the radio button entitled "Import New Data" and click "Go".

Figure 1.

2. On the Patient Tally Data Selection form (see Figure 2), click the "Browse" button to locate the spreadsheet file in which you saved the casemix tally report and select the appropriate file. Repeat the process for the outcome tally report file. You will need to select both case mix and outcome reports in order to import your data. The full path and filename for each file will appear in the dialog box.

Figure 2



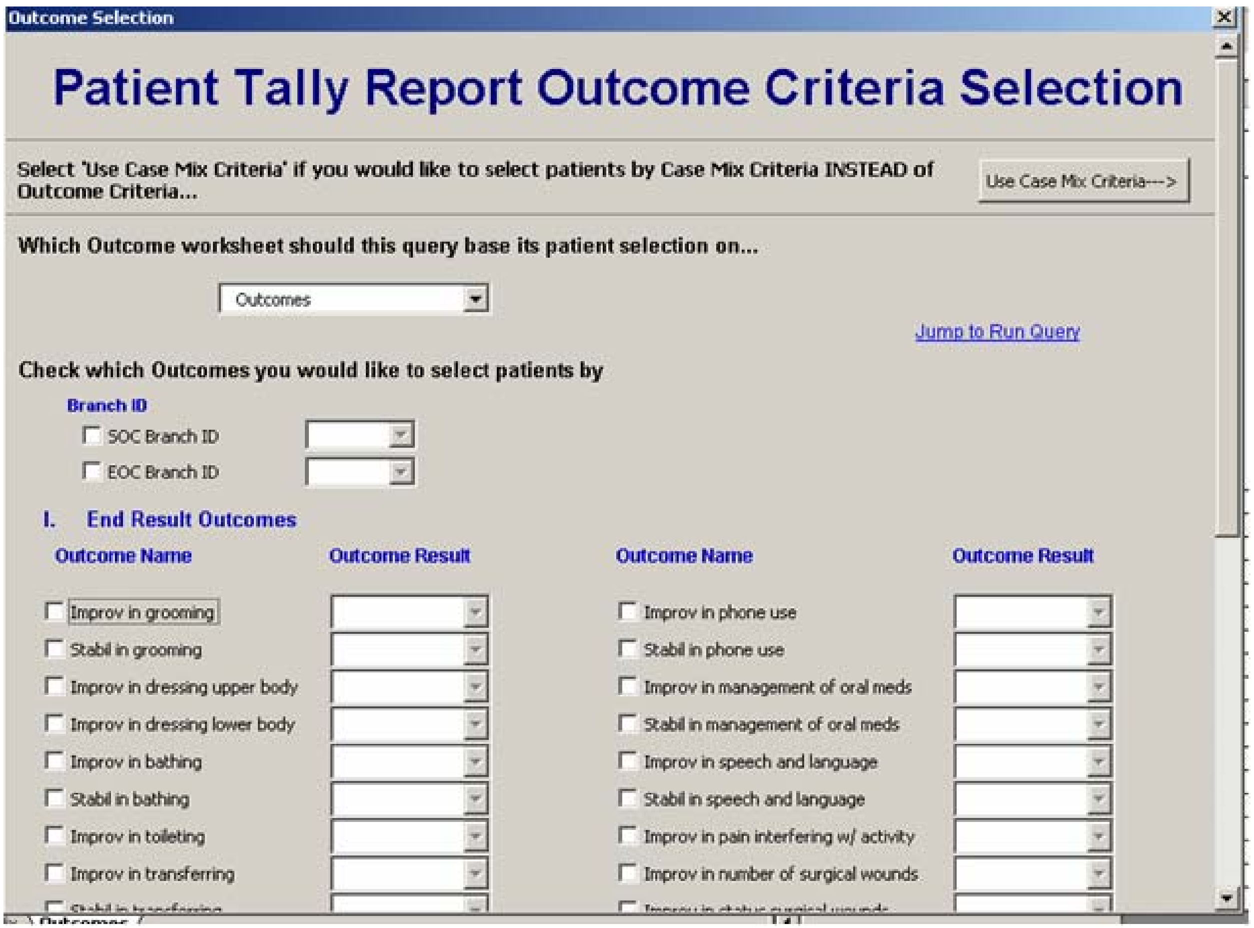
3. When both files have been selected, click the "Finished" button. If either spreadsheet file is password-protected, you will be prompted to enter in the password for one or both. Both files will then be imported into the Patient Tally Report Workbook.

4. It is recommended that you save this workbook under a unique name immediately after import. It is also recommended that you protect the workbook with a password to prevent unauthorized access to confidential patient data.

Selecting and Viewing Patients by Outcome Criteria

1. Open the CMS Patient Tally Report workbook with the imported data. If your workbook is already open, then click on the large button in the upper left corner of either the "Case Mix" or "Outcomes" worksheet, or press Alt-F8 or select “Tools” from the main toolbar, then select the “Macro” option, and click on “Macros…”. Select “TallyReportProduction” from the list and click “Run”. This will bring up the form that appeared when you first opened the workbook (see Figure 1).
2. Select the radio button entitled “Create New Query on Existing Spreadsheet Data” and click “Go”. The Outcome Selection form will appear (see Figure 3) where you can select patients based on any (or several) of the 41 outcomes listed.

Figure 3



3. If you want to select based on Case Mix, then click on the button on the top right labeled "Use Case Mix Criteria". Proceed to the section in this document labeled "Selecting and Viewing Patients by Case Mix Criteria", Step 3.
4. Choose the outcome worksheet that you would like to base your patient selection on by using the drop down box at the top of the form. If this is your first time selecting patients by either outcome or case mix criteria, then the only sheet that will appear is the “Outcomes” worksheet containing the original imported data.

5. To select based on Branch ID, click on the check box to the left of "SOC Branch ID". The background will scroll by and the letter "P" will appear in the pull down menu box to the right of the "SOC Branch ID". Use the pull down menu tab to choose the parent or branch agency where the patient began his/her care. Next, click on the check box to the left of "EOC Branch ID". The background will scroll by and the letter "P" will appear in the pull down menu box to the right of the "EOC Branch ID". Use the pull down menu tab to choose the parent or branch agency where the patient ended his/her care.

6. Choose which outcome(s) you would like to use as patient selection criteria by clicking the box to the left of the outcome name. This will activate a drop down box to the right of the outcome name, where you can select patients that either achieved or did not achieve that outcome. If you selected multiple outcome criteria, a patient must meet **all** criteria to be selected.

7. After making all of your outcome criteria selections, scroll to the bottom of the form (or click on the “Jump to Run Query” link) and click on “Run Query”. It is recommended that you write down the criteria you have selected for this query to refer to when reviewing the results.

   The time required to run a query will depend on the number of patients in your reports and the criteria selected. When the patient selection and formatting is complete you will receive a message indicating successful completion of your query. The outcome and case mix data for the patients meeting the selection criteria you specified will be displayed in two new worksheets entitled “Query ‘x’ Outcomes” and “Query ‘x’ Case Mix,” where ‘x’ begins with “1” and is incremented each time you run a new query. After these worksheets have been created, it is important that you do **not** rename them, or subsequent queries will not work properly.

   While reviewing your query results, note that the “Query ‘x’ Outcomes” worksheet lists the 41 outcome measures for the patients that met all of the outcome criteria specified in your query. The “Query ‘x’ Case Mix” worksheet lists all of the Case Mix measures for those same patients.

8. If there are no cases that meet the selection criteria, you will receive a warning message and there will be no additional worksheets created. There is no limit to the number of different queries you can run, although the size of the Excel workbook will grow, because two new worksheets are created each time a query is run.

Selecting and Viewing Patients by Case Mix Criteria

1. Open the CMS Patient Tally Report workbook with the imported data. If your workbook is already open, then click on the large button in the upper left corner of either the "Case Mix" or "Outcomes" worksheet, or press Alt-F8 or select “Tools” from the main toolbar, then select the “Macro” option, and click on “Macros…”. Select “TallyReportProduction” from the list and click “Run”. This will bring up the form that appeared when you first opened the workbook (see Figure 1).

2. Select the radio button entitled “Create New Query on Existing Spreadsheet Data” and click “Go”. The Outcome Selection form will appear (see Figure 3); on this form click on the “Use Case Mix Criteria--->” button. The Case Mix Selection form will appear where you can select patients based on any of the 131 Case Mix items listed (see Figure 4).

Figure 4.

3. Choose the case mix worksheet that you would like to base your patient selection on by using the drop down box at the top of the form. If this is your first time selecting patients by either outcome or case mix criteria, then the only sheet that will appear is the "Case Mix" worksheet containing the original imported data.

4. To select based on Branch ID, click on the check box to the left of "SOC Branch ID". The background will scroll by and the letter "P" will appear in the pull down menu box to the right of the "SOC Branch ID". Use the pull down menu tab to choose the parent or branch agency where the patient began his/her care. Next, click on the check box to the left of "EOC Branch ID". The background will scroll by and the letter "P" will appear in the pull down menu box to the right of the "EOC Branch ID". Use the pull down menu tab to choose the parent or branch agency where the patient ended his/her care.

5. Choose which Case Mix item(s) you would like to use as patient selection criteria and click the box to the left of the item name. This will activate a drop down box to the right of the item name, where you can select patients according to specific values. Note that a patient must meet **all** of the criteria to be selected.

6. After making all of your Case Mix criteria selections, scroll to the bottom of the third column (or click on the "Jump to Run Query" link) and click on "Run Query". It is recommended that you write down the criteria you have selected for this query to refer to when reviewing the results.

   The amount of time the query takes to complete is dependent on the selection criteria you have chosen. Note: selecting an age range can significantly increase the amount of time it takes to finish the query. When the patient selection and formatting is complete, you will receive a message indicating successful completion of your query. The outcome and case mix data for the patients meeting the selection criteria you specified will be displayed in two new worksheets entitled “Query ‘x’ Outcomes” and “Query ‘x’ Case Mix,” where ‘x’ is “1” the first time you run a query, and is incremented each time you run a new query. After these worksheets have been created, it is important that you do **not** rename them, or subsequent queries will not work properly.

While reviewing your query results, note that the “Query ‘x’ Case Mix” worksheet lists all case mix measures for the patients that met all of the case mix criteria specified in your query. The “Query ‘x’ Outcomes” worksheet lists the 41 outcome measures for those same patients

7. If the there are no cases that meet the selection criteria, you will receive a warning message and there will be no additional worksheets created. There is no limit to the number of different queries you can run, although the size of the Excel workbook will grow, because two new worksheets are created each time a query is run.

Filtering an Existing Patient Selection using Additional Outcome Criteria

With the Tally Report workbook, you can use the results of a previously created query and further your selection by applying additional outcome or case mix criteria to that patient selection. This provides the opportunity to produce a selection of patients using both outcome and case mix criteria.

1. Open the CMS Patient Tally Report workbook with the imported data. If your workbook is already open, then click on the large button in the upper left corner of either the "Case Mix" or "Outcomes" worksheet, or press Alt-F8 or select “Tools” from the main toolbar, then select the “Macro” option, and click on “Macros…”. Select “TallyReportProduction” from the list and click “Run”. This will bring up the form that appeared when you first opened the workbook (see Figure 1).
2. Select the radio button entitled “Create New Query on Existing Spreadsheet Data” and click “Go”. The Outcome Selection form will appear (see Figure 3) where you can select patients based on any (or several) of the 41 outcomes listed.
3. Choose the outcome worksheet that you would like to base your patient selection on (this could be the outcome result set from a case mix query) by using the drop down box at the top of the form. In addition to the original “outcomes” worksheet, each outcome worksheet that has been created as the result of an outcome or case mix query will also be listed. This is why it is imperative to write down the selection criteria for each query you run.
4. Choose which outcome(s) you would like to use as additional patient selection criteria to the existing query by clicking the box to the left of the outcome name. This will activate a drop down box to the right of the outcome name, where you can select patients that either achieved or did not achieve that outcome. If you selected multiple outcome criteria, a patient must meet **all** criteria to be selected.
5. After making all of your outcome criteria selections, scroll to the bottom of the form (or click on the “Jump to Run Query” link) and click on “Run Query”.

   The time required to run a query will depend on the number of patients in your previous query and the criteria selected. When the patient selection and formatting is complete you will receive a message indicating successful completion of your query. The outcome and case mix data for the patients meeting the selection criteria you specified will again be displayed in two new worksheets entitled “Query ‘x’ Outcomes” and “Query ‘x’ Case Mix,” where ‘x’ begins with “1” and is incremented each time you run a new query.

6. If the there are no cases that meet the selection criteria, you will receive a warning message and there will be no additional worksheets created. There is no limit to the number of different queries you can run, although the size of the Excel workbook will grow, because two new worksheets are created each time a query is run.

Filtering an Existing Patient Selection using Additional Case Mix Criteria

1. Open the CMS Patient Tally Report workbook with the imported data. If your workbook is already open, then click on the large button in the upper left corner of either the "Case Mix" or "Outcomes" worksheet, or press Alt-F8 or select “Tools” from the main toolbar, then select the “Macro” option, and click on “Macros…”. Select “TallyReportProduction” from the list and click “Run”. This will bring up the form that appeared when you first opened the workbook (see Figure 1).
2. Select the radio button entitled “Create New Query on Existing Spreadsheet Data” and click “Go”. The Outcome Selection form will appear (see Figure 3); on this form click on the “Use Case Mix Criteria--->” button. The Case Mix Selection form will appear where you can select patients based on any of the 131 Case Mix items listed (see Figure 4).
3. Choose the case mix worksheet that you would like to base your patient selection on (this could be the case mix result set from a outcome query) by using the drop down box at the top of the form. In addition to the original “Case Mix” worksheet, each case mix worksheet that has been created as the result of an outcome or case mix query will also be listed. This is why it is imperative to write down the selection criteria for each query you run.
4. Choose which Case Mix item(s) you would like to use as additional patient selection criteria and click the box to the left of the item name. This will activate a drop down box to the right of the item name, where you can select patients according to specific values. Note that a patient must meet **all** of the criteria to be selected.
5. After making all of your Case Mix criteria selections, scroll to the bottom of the third column (or click on the “Jump to Run Query” link) and click on “Run Query”.

   The amount of time the query takes to complete is dependent on the selection criteria you have chosen. Note: selecting an age range can significantly increase the amount of time it takes to finish the query. When the patient selection and formatting is complete you will receive a message indicating successful completion of your query. The outcome and case mix data for the patients meeting the selection criteria you specified will again be displayed in two new worksheets entitled “Query ‘x’ Outcomes” and “Query ‘x’ Case Mix,” where ‘x’ is “1” the first time you run a query, and is incremented each time you run a new query.
6. If the there are no cases that meet the selection criteria, you will receive a warning message and there will be no additional worksheets created. There is no limit to the number of different queries you can run, although the size of the Excel workbook will grow, because two new worksheets are created each time a query is run.

Combining the Results of Two Queries

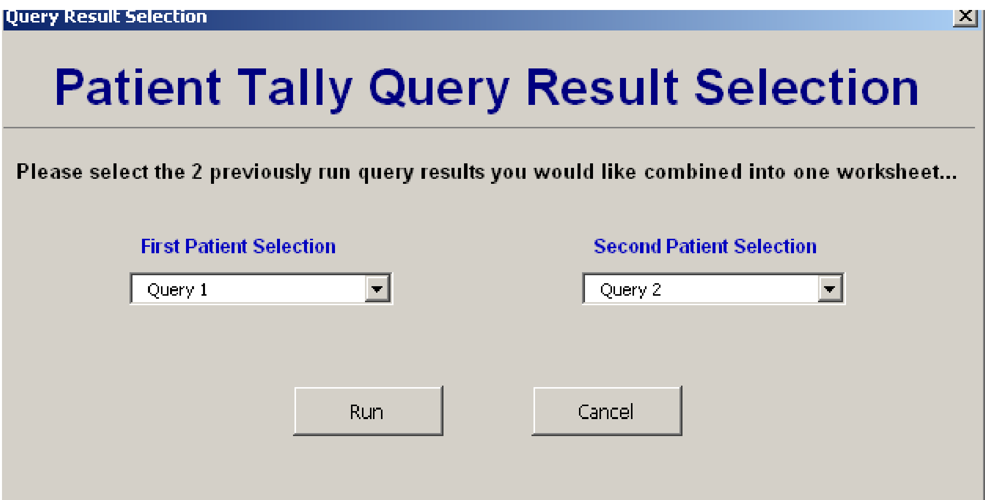
With the Tally Report workbook, you can combine the results of two previously created query selections and view the distinct cases that are present in both queries. This produces a selection of patients that meet the criteria either of one applied query selection or the other.

For example, an agency runs their first query on all patients that achieved the outcome “Improvement in Grooming” (query 1). This agency then runs their second query on all patients that were independent in the ADL disability “Grooming” at start / resumption of care (query 2). This agency can then combine the results of query 1 and query 2 to have a result set of patients who either improved in grooming **OR** were independent in grooming at SOC / ROC.

1. Open the CMS Patient Tally Report workbook with the imported data. If your workbook is already open, then click on the large button in the upper left corner of either the "Case Mix" or "Outcomes" worksheet, or press Alt-F8 or select “Tools” from the main toolbar, then select the “Macro” option, and click on “Macros…”. Select “TallyReportProduction” from the list and click “Run”. This will bring up the form that appeared when you first opened the workbook (see Figure 1).

2. Select the radio button entitled “Combine the Results of 2 Previously Run Queries Together” and click “Go”. The Query Result Selection form will appear (see Figure 5) where you can select the two query results that you want to combine.

Figure 5.



3. Use the drop down boxes to select the two Query results you want combined into one distinct selection. When finished, click on the “Run” button. The outcome and case mix data for the patients meeting the selection criteria you specified will again be displayed in two new worksheets entitled “Query ‘x’ Outcomes” and “Query ‘x’ Case Mix,” where ‘x’ is “1” the first time you run a query, and is incremented each time you run a new query.

Assistance Using the Patient Tally Report Workbook

Home Health agencies needing assistance with the filter may contact their local Quality Improvement Organization (QIO). A directory of QIOs can be found at http://www.medqic.org.

Patient Tally Report Workbook Revision History

March 2003:Original Release of Patient Tally Report Workbook Tool

December 2003: Revision to Patient Tally Report Workbook Tool

This revision addressed two issues with the original release:

1. Filtering by age criteria did not function correctly.
2. Some users experienced problems using Windows 98.

Both issues were corrected with the December 2003 revision.

May 2006: Revision to Patient Tally Report Workbook Tool

This revision addressed a change in the OBQI reporting system. Formerly, users could export tally report data as a Microsoft Excel (.xls) workbook file. Effective May 2006, the only spreadsheet file format supported is the "comma-separated-value" (.csv) format. The following changes were made:

1. When importing files, the default file search behavior is to search for files with a ".csv" extension.
2. The user may change the search criterion to a ".xls" extension to preserve compatibility with files exported prior to the system change.

October 2006: Revision to Patient Tally Report Workbook Tool

This revision addressed a change in the OBQI reporting system that allowed for branch identification. Effective September 2006, a pilot program began in the states of Kentucky and New York that allowed for separate OBQI.OBQM reports by branch. The modified Tally Report included two new fields (branch where the patient started his/her care (SOC) and branch where the patient ended his/her care (EOC)). The revised template makes use of these fields to provide an additional level of query (by branch) for the user.