

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 an Excel message indicating that the workbook you are opening contains macros and warning you that macros can contain viruses. 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”.

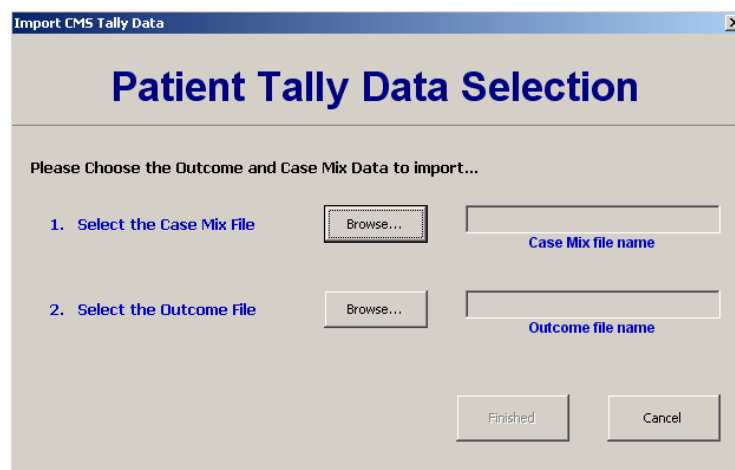
Figure 1.



The screenshot shows a dialog box titled "CMS Tally Report Production" with a close button (X) in the top right corner. The main heading is "Patient Tally Report Production" in large blue font. Below the heading, it says "Please choose from the options below...". Underneath, there is a section labeled "Tally Selections" containing four radio button options: "Import New Data" (which is selected), "Create New Query on Existing Spreadsheet Data", "Combine Results of 2 Previously Run Queries Together", and "View Existing Spreadsheet Data". To the right of these options is a "Go..." button. At the bottom right of the dialog box is an "Exit Spreadsheet" button.

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. Next 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



The screenshot shows a dialog box titled "Import CMS Tally Data" with a close button (X) in the top right corner. The main heading is "Patient Tally Data Selection" in large blue font. Below the heading, it says "Please Choose the Outcome and Case Mix Data to import...". There are two numbered steps: "1. Select the Case Mix File" and "2. Select the Outcome File". Each step has a "Browse..." button and a text input field labeled "Case Mix file name" and "Outcome file name" respectively. At the bottom of the dialog box are "Finished" and "Cancel" buttons.

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

Outcome Selection

Patient Tally Report Outcome Criteria Selection

Select 'Use Case Mix Criteria' if you would like to select patients by Case Mix Criteria INSTEAD of Outcome Criteria...

Which Outcome worksheet should this query base its patient selection on...

Outcomes

Check which Outcomes you would like to select patients by

I. End Result Outcomes

Outcome Name	Outcome Result	Outcome Name	Outcome Result
<input type="checkbox"/> Improv in grooming	<input type="text"/>	<input type="checkbox"/> Improv in phone use	<input type="text"/>
<input type="checkbox"/> Stabil in grooming	<input type="text"/>	<input type="checkbox"/> Stabil in phone use	<input type="text"/>
<input type="checkbox"/> Improv in dressing upper body	<input type="text"/>	<input type="checkbox"/> Improv in management of oral meds	<input type="text"/>
<input type="checkbox"/> Improv in dressing lower body	<input type="text"/>	<input type="checkbox"/> Stabil in management of oral meds	<input type="text"/>
<input type="checkbox"/> Improv in bathing	<input type="text"/>	<input type="checkbox"/> Improv in speech and language	<input type="text"/>
<input type="checkbox"/> Stabil in bathing	<input type="text"/>	<input type="checkbox"/> Stabil in speech and language	<input type="text"/>
<input type="checkbox"/> Improv in toileting	<input type="text"/>	<input type="checkbox"/> Improv in pain interfering w/ activity	<input type="text"/>
<input type="checkbox"/> Improv in transferring	<input type="text"/>	<input type="checkbox"/> Improv in number of surgical wounds	<input type="text"/>
<input type="checkbox"/> Stabil in transferring	<input type="text"/>	<input type="checkbox"/> Improv in status surgical wounds	<input type="text"/>

3. 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.
4. 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.

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”. 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.

6. 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.

Case Mix Selection

Patient Tally Report Case Mix Criteria Selection

Select 'Use Outcome Criteria' if you would like to select patients by Outcome Criteria INSTEAD of Case Mix Criteria... <---Use Outcome Criteria

Which Case Mix worksheet should this query base its patient selection on...

Case Mix [Jump to Run Query](#)

Check which Case Mix Items you would like to select patients by

1. Demographics		13. IADL Status Prior to SOC		23. Diagnoses for Home Care	
<input type="checkbox"/> Age	<input type="text"/>	<input type="checkbox"/> Light Meal Prep	<input type="text"/>	<input type="checkbox"/> Infectious/Parasitic Dis	<input type="text"/>
<input type="checkbox"/> Female	<input type="text"/>	<input type="checkbox"/> Transportation	<input type="text"/>	<input type="checkbox"/> Neoplasms	<input type="text"/>
<input type="checkbox"/> Race:Black	<input type="text"/>	<input type="checkbox"/> Laundry	<input type="text"/>	<input type="checkbox"/> Endocrine/Nut/Metabolic	<input type="text"/>
<input type="checkbox"/> Race:White	<input type="text"/>	<input type="checkbox"/> Housekeeping	<input type="text"/>	<input type="checkbox"/> Blood Diseases	<input type="text"/>
<input type="checkbox"/> Race:Other	<input type="text"/>	<input type="checkbox"/> Shopping	<input type="text"/>	<input type="checkbox"/> Mental Diseases	<input type="text"/>
2. Payment Source		<input type="checkbox"/> Phone Use	<input type="text"/>	<input type="checkbox"/> Nervous Syst Diseases	<input type="text"/>
<input type="checkbox"/> Any Medicare	<input type="text"/>	<input type="checkbox"/> Mgmt. Oral Meds	<input type="text"/>	<input type="checkbox"/> Circulatory System Dis	<input type="text"/>
<input type="checkbox"/> Any Medicaid	<input type="text"/>	14. Respiratory Status		<input type="checkbox"/> Respiratory System Dis	<input type="text"/>
<input type="checkbox"/> Any HMO	<input type="text"/>	<input type="checkbox"/> Dyspnea	<input type="text"/>	<input type="checkbox"/> Digestive System Dis	<input type="text"/>
<input type="checkbox"/> Medicare HMO	<input type="text"/>	15. Therapies		<input type="checkbox"/> Genitourinary System Dis	<input type="text"/>
<input type="checkbox"/> Priv 3rd Party	<input type="text"/>	<input type="checkbox"/> IV/Infusion Therapy	<input type="text"/>	<input type="checkbox"/> Pregnancy Problems	<input type="text"/>
3. Residence		<input type="checkbox"/> Parenteral Nutrition	<input type="text"/>	<input type="checkbox"/> Skin/Subcutaneous Dis	<input type="text"/>
<input type="checkbox"/> Own Home	<input type="text"/>	<input type="checkbox"/> Enteral Nutrition	<input type="text"/>		

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. 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.
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”. 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

6. 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.

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 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 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.

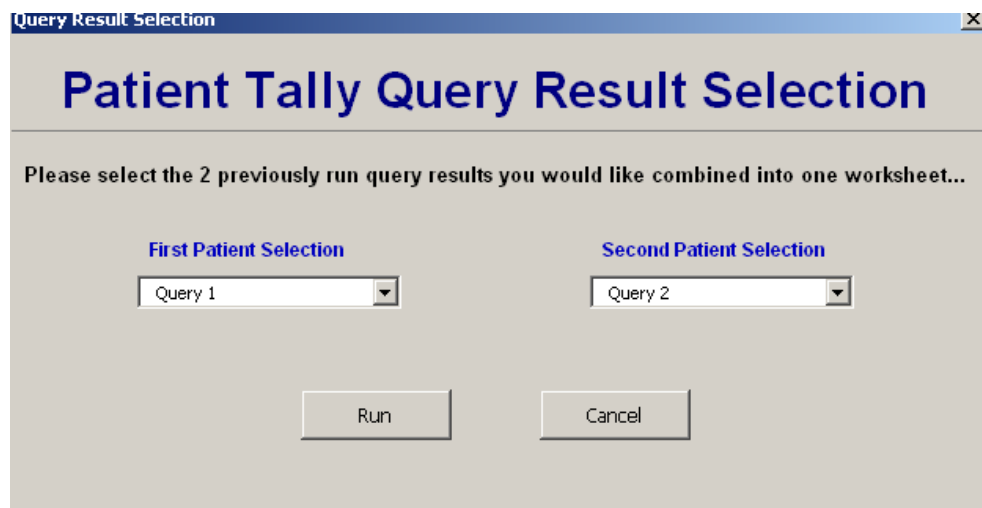
Combining the Results of Two Queries

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.



The image shows a software dialog box titled "Query Result Selection" with a close button (X) in the top right corner. The main heading inside the dialog is "Patient Tally Query Result Selection" in a large, bold, blue font. Below the heading, there is a line of text: "Please select the 2 previously run query results you would like combined into one worksheet...". Underneath this text, there are two dropdown menus. The first is labeled "First Patient Selection" and currently shows "Query 1". The second is labeled "Second Patient Selection" and currently shows "Query 2". At the bottom of the dialog, there are two buttons: "Run" and "Cancel".

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.