

It is important that you use the reporting templates provided to you by FORHP.

EDTC State Reporting Spreadsheet Instructions

Cells for data entry

- **Reporting Period:** click in cell and select appropriate reporting period from the drop down menu
- **# CAHs submitting data this quarter:** enter the number of CAHs in your state that submitted data to you for the quarter
- **Denominator:** enter the number of records reviewed for each hospital, as indicated to you by the hospital
- **Numerators:** enter the numerators provided to you by each hospital for the EDTC 1-7 sub-measures as well as the All EDTC measure from the original report, not the percentages
- **Hospital CCN#/Hospital Name:** do not make any changes to the hospitals or CCNs listed; if there are change that need to be made, inform FORHP and FORHP will send you an updated template

Important note regarding the reporting template

- Check your template to ensure that the correct two-letter state abbreviation is included in the header.
- Check your template to ensure all hospitals are listed.
- Save the original template provided to you and work off of copies of the template because certain cells are locked for consistency and required by Telligen in order for data to be properly extracted. If the formatting is off, you may not be able to get an accurate report.

SAMPLE hospital report submitted to Flex Coordinator

Input the number given (circled in red below), not the percentage, into the EDTC template for each hospital for each measure.

Measures	Data Elements	Q1 2014
		1/1/2014
		Records Reviewed (N) = 5
EDTC-1: Administrative Communication	Percentage of medical records that indicated the	
	1. Nurse to Nurse Communication	80.00% (n=4)
	2. Physician to Physician Communication	80.00% (n=4)
	All EDTC-1 Data Elements	60.00% (n=3)
EDTC - 2 Patient Information	Percentage of medical records that indicated the communic depart	
	1. Patient Name	100.00% (n=5)
	2. Patient Address	100.00% (n=5)
	3. Patient Age	100.00% (n=5)
	4. Patient Gender	20.00% (n=1)
	5. Patient Contact Information	40.00% (n=2)
	6. Patient Insurance Information	100.00% (n=5)
	All EDTC-2 Data Elements	0.00% (n=0)

Note, the “All EDTC measure” is NOT a summation of EDTC 1-7. The denominator for the “All EDTC measure” should be the same as it is for the sub-measures. The All EDTC numerator is a system calculated number that counts the number of cases that meet ALL 27 communication criteria, so this number will not be larger than the lowest numerator found in EDTC 1-7, and will most likely be lower (see the examples below). This is NOT a numerator that can be calculated by hand; it must be generated by the CAH reporting tool. Please ensure your CAHs are using a tool that generates this numerator.

NEW in 2018: Validation help within reporting template

Starting with 2018 data submission, the reporting template includes a new column (Column L) that can be used to help you check for common data entry or data calculation errors. Note that this 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.

Only one alert message will appear at a time for each hospital, so it is possible that you may resolve one alert message (e.g. adding a number where there was a blank for a sub-measure numerator to resolve the message “At least one blank”) and have another appear that will still need resolving (e.g. perhaps you accidentally entered a larger number than you intended in that blank cell, prompting the “At least one EDTC measure is larger than the Denominator – something may need fixing” message).

Interpreting validation alert messages For state Flex Coordinators

Validation alert messages are found in Column L of the EDTC State Reporting Spreadsheet. Below are the types of alerts that the built in validation will generate depending on the data entered. A sample is provided on the next page.

- **“At least one blank”**: The number of records reviewed, each EDTC sub-measure 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 sub measure 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 sub-measure 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 sub-measure 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.

Sample validation alert messages

Hospital CCN#	Hospital Name	# Records Reviewed (denominator)	EDTC-1: Administrative Communication	EDTC-2: Patient Information	EDTC-3: Vital Signs	EDTC-4: Medication Information	EDTC-5: Practitioner Information	EDTC-6: Nurse Information	EDTC-7: Procedures and Tests	All EDTC Measure	FOR FLEX STAFF USE: DATA ENTRY VALIDATION CHECK
XXXXXX		43	43	43	43	43	43	43	43	40	<i>All EDTC should match others - something may need fixing</i>
XXXXXX		45	45	45	45	45	45	45	44	45	<i>All EDTC shouldn't be larger than any other EDTC measure - something may need fixing</i>
XXXXXX		40	45	45	45	45	45	45	43	45	<i>At least one EDTC measure is larger than the Denominator - something may need fixing</i>
XXXXXX		45	45	45	45	30	20	45	45	45	<i>All EDTC shouldn't be larger than any other EDTC measure - something may need fixing</i>
XXXXXX		40	40	39	40	40	40	40	40	39	<i>Good</i>

Saving the files and submitting to FORHP

- Once you have completed data entry, please save the file using the following naming convention
 - Simply add the appropriate reporting quarter to the end of the file name. **For example, the Alaska file name will look like:**
AK_MBQIP EDTC State Instrument 1Q18.xlsx
- Send your completed state EDTC reporting spreadsheet to FORHP, by the submission deadline for each quarter (see below), using the MBQIP inbox: MBQIP@hrsa.gov