



Measure Factory Student Guide

Hospital Operations 1.0.6

Measure Factory Student Guide

Revision: Doc-TR-MFHOSG-70-102417-02

November, 2017

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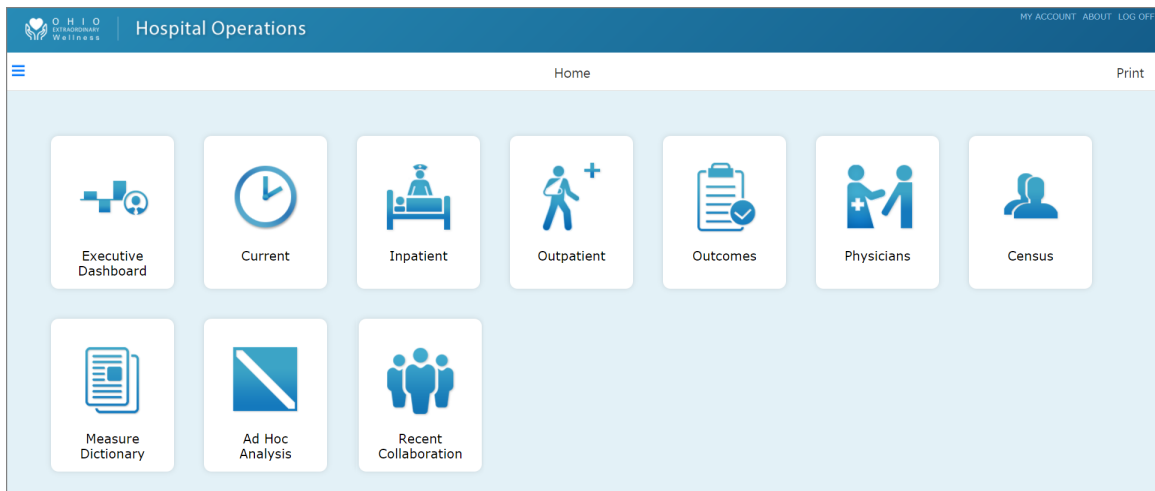
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Working with Dashboards

Your organization's Measure Factory and Application licenses provide a standard set of DivePort dashboards. The following topics explain how to work with the dashboards that are included with the Hospital Operations Application.

DivePort administrators can modify the standard dashboards to better suit your organization's needs, so keep in mind that your view might differ from what is shown here.



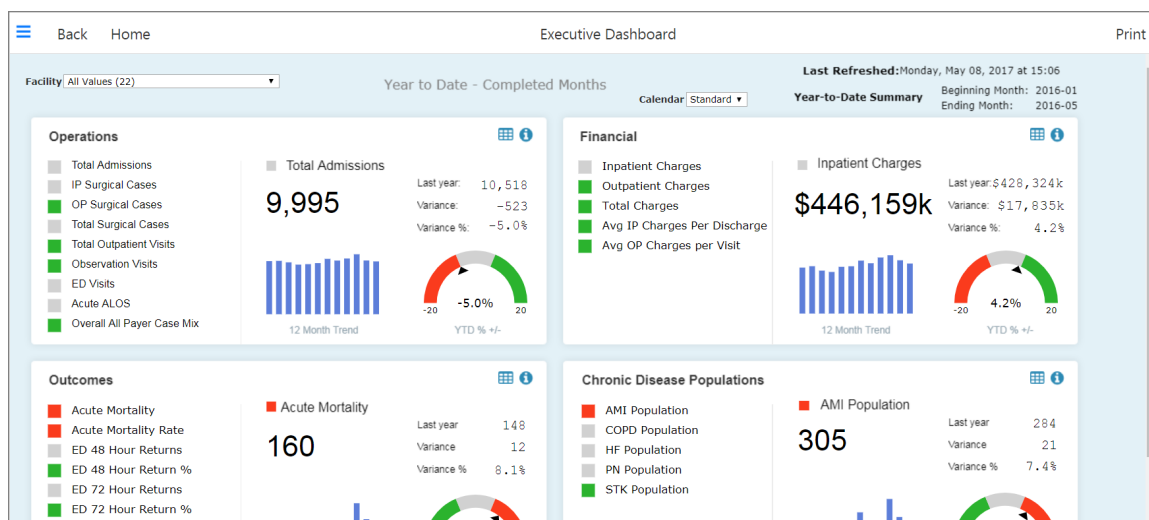
About the Hospital Operations Dashboards

The following DivePort pages are included with your organization's Measure Factory and Hospital Operations licenses:

- **Executive Dashboard**

Use the **Executive Dashboard** to view current and trended data about business operations, financial charges, outcomes, and chronic disease populations.

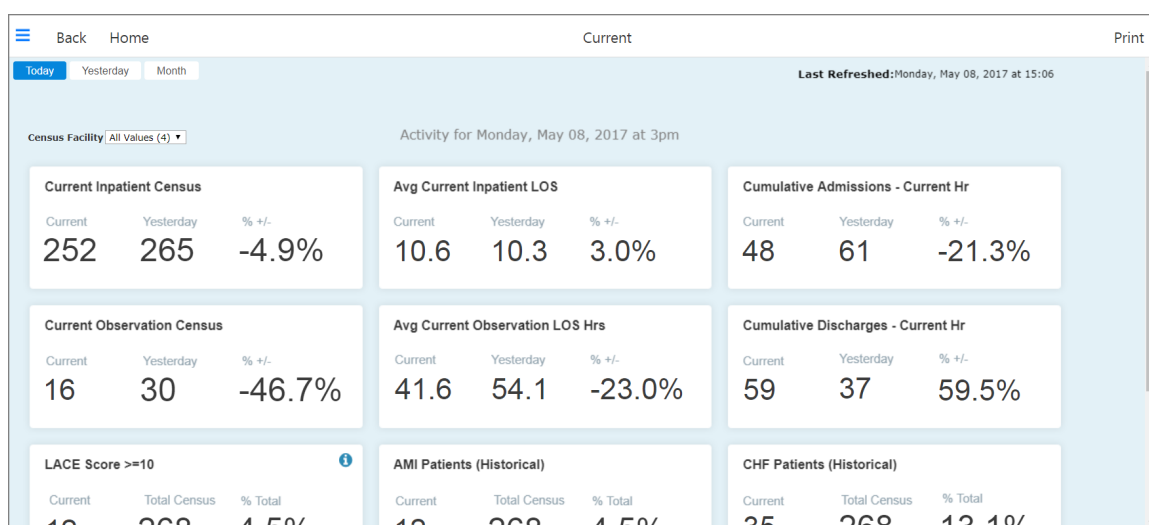
For more information, see [Viewing the Executive Dashboard on page 8](#).



• Current

Use the **Current** page to view data about current and past patient volumes, and identify patients who are at risk for readmission.

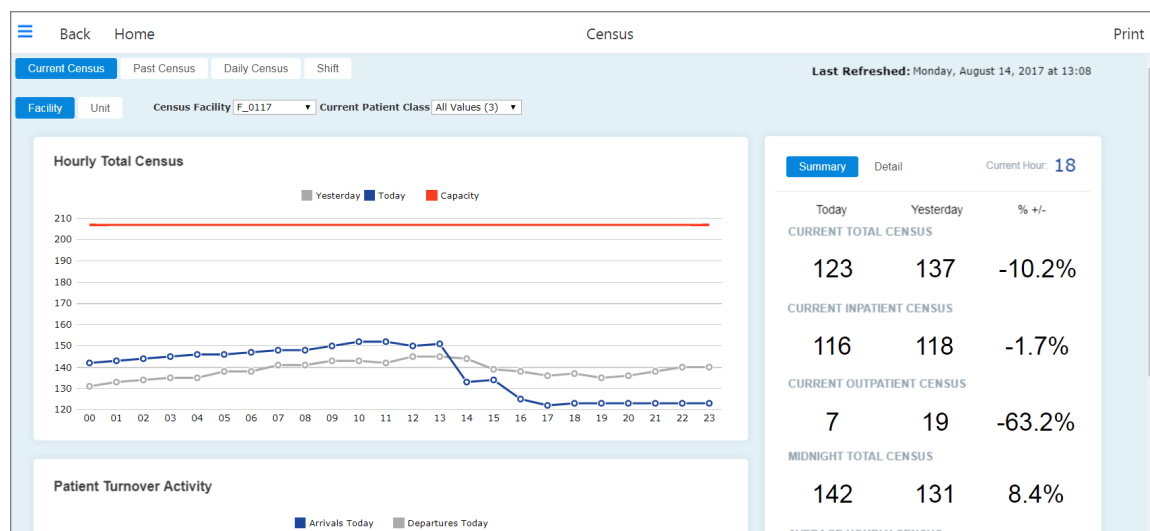
For more information, see [Viewing the Current Page on page 12](#).



• Census

Use the **Census** page to view hourly and daily census data for a facility or nursing unit, and compare census data over time.

For more information, see [Viewing the Census Page on page 17](#).



- Inpatient**

Use the **Inpatient** page to view current and trended data about inpatient volumes and key indicators.

For more information, see [Viewing the Inpatient Page on page 41](#).

Measures

	MONTH TO DATE			CURRENT COMPLETE MONTH			YEAR TO DATE		
	Jun-2016	Jun-2015	% +/-	May-2016	May-2015	% +/-	2016	2015	% +/-
Volumes									
Total Admissions	1,285	1,406	-8.6%	1,913	2,006	-4.6%	9,995	10,518	-5.0%
Acute Admissions	1,160	1,278	-9.2%	1,749	1,832	-4.5%	9,167	9,687	-5.4%
Total Newborns	140	148	-5.4%	199	211	-5.7%	983	983	.0%
Total Discharges	1,301	1,413	-7.9%	1,902	2,086	-8.8%	9,984	10,579	-5.6%
Acute Discharges	1,177	1,285	-8.4%	1,735	1,909	-9.1%	9,152	9,747	-6.1%
ED Admissions	834	857	-2.7%	1,269	1,269	.0%	6,735	6,975	-3.4%
IP Surgical Cases	426	409	4.2%	559	561	-.4%	2,958	3,025	-2.2%
Total Discharge Days	5,816	5,789	.5%	8,203	9,096	-9.8%	43,022	46,851	-8.2%
Acute Discharge Days	5,509	5,528	-.3%	7,874	8,720	-9.7%	41,113	45,046	-8.7%
Normal Newborn Discharge Days	307	261	17.6%	329	376	-12.5%	1,909	1,805	5.8%
Total Patient Days	5,258	6,081	-13.5%	8,164	8,842	-7.7%	43,231	46,727	-7.5%
Acute Patient Days	5,016	5,812	-13.7%	7,811	8,466	-7.7%	41,315	44,930	-8.0%
Normal Newborn Patient Days	242	269	-10.0%	353	376	-6.1%	1,916	1,797	6.6%
Ratios									
Overall ALOS	4.47	4.10	9.1%	4.31	4.36	-1.1%	4.31	4.43	-2.7%
Acute ALOS	4.68	4.30	8.8%	4.54	4.57	-.6%	4.49	4.62	-2.8%
Normal Newborn ALOS	2.48	2.04	21.4%	1.97	2.12	-7.3%	2.29	2.17	5.8%
NICU Newborn ALOS	24.10	12.70	89.8%	17.92	12.54	42.9%	18.96	19.02	-.3%
Acute Admit % ED	71.9	67.1	7.2%	72.6	69.3	4.7%	73.5	72.0	2.0%
Overall All Payer Case Mix	1.45	1.34	8.3%	1.43	1.35	6.0%	1.44	1.34	7.4%

- Outpatient**

Use the **Outpatient** page to view current and trended data about outpatient volumes and key indicators.

For more information, see [Viewing the Outpatient Page on page 47](#).

Back Home Outpatient Print

Overview Trends

Facility: All Values (22) Calendar: Standard Year-to-Date Summary Beginning Month: 2016-01 Ending Month: 2016-05 Last Refreshed: Monday, August 14, 2017 at 13:08

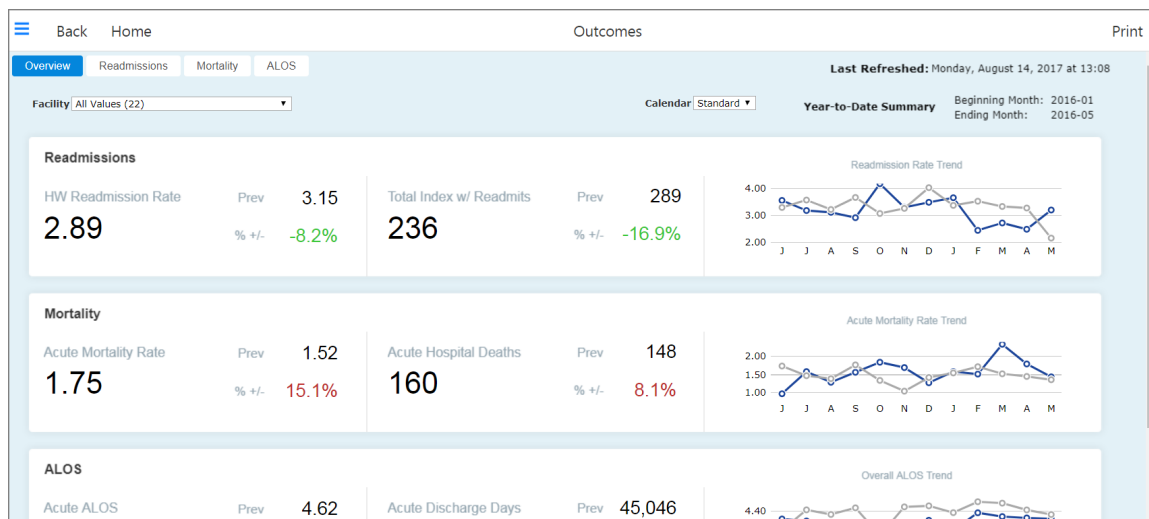
Measures

	MONTH TO DATE			CURRENT COMPLETE MONTH			YEAR TO DATE		
	Jun-2016	Jun-2015	% +/-	May-2016	May-2015	% +/-	2016	2015	% +/-
Volumes									
Total Outpatient Visits	6,100	6,023	1.3%	9,376	8,689	7.9% ▲	46,629	44,400	5.0% ▲
ED Visits	3,978	3,898	2.1%	6,132	5,684	7.9% ▲	31,071	29,609	4.9% ▲
ED Visits Departed	2,808	2,728	2.9%	4,343	4,039	7.5% ▲	21,607	20,854	3.6% ▲
ED Visits Admitted	1,173	1,164	.8%	1,762	1,645	7.1% ▲	9,373	8,715	7.6% ▲
ED Visits DC Obs	14	1	1,300.0% ▲	23	12	91.7% ▲	80	48	66.7% ▲
ED 48 Hour Returns	80	71	12.7% ▲	108	107	.9%	491	511	-3.9%
ED 48 Hour Returns w/ Admit	28	19	47.4% ▲	26	31	-16.1% ▼	149	130	14.6% ▲
ED 72 Hour Returns	96	81	18.5% ▲	123	122	.8%	596	592	.7%
ED 72 Hour Returns w/ Admit	34	22	54.5% ▲	34	35	-2.9%	182	156	16.7% ▲
ED Incomplete Treatment	77	97	-20.6% ▼	160	183	-12.6% ▼	1,026	1,661	-38.2% ▼
Observation Visits	349	311	12.2% ▲	552	411	34.3% ▲	2,755	1,814	51.9% ▲
Observation Hours	15,329	13,246	15.7% ▲	27,445	17,529	56.6% ▲	123,149	74,934	64.3% ▲
OP Surgical Cases	517	495	4.4%	753	686	9.8% ▲	3,557	3,304	7.7% ▲
Ratios									
ED 48 Hour Return %	2.99	2.68	11.5% ▲	2.55	2.78	-8.4% ▼	2.35	2.65	-11.3% ▼
ED 72 Hour Return %	3.57	2.98	19.7% ▲	2.93	3.22	-9.1% ▼	2.86	3.07	-6.9% ▼
ED Average Time to Admission	797.8	670.5	19.0% ▲	889.4	925.2	-3.9%	996.9	1157.1	-13.8% ▼
ED Average Time to Departure	181.3	182.4	-.6%	195.0	199.2	-2.1%	209.5	225.0	-6.9% ▼

Outcomes

Use the **Outcomes** page to view data about patient outcomes related to length of stay, mortality, and readmissions for both hospital-wide and condition-specific populations.

For more information, see [Viewing the Outcomes Page on page 54](#).



Physicians

Use the **Physicians** page to view current and trended data about attending provider volume and patient outcomes.

For more information, see [Viewing the Physicians Page on page 64](#).

Back

Home

Physicians

Print

Summary

Scorecard

Last Refreshed: Monday, August 14, 2017 at 13:08

Facility

All Values (22)

Service

All Values (112)

Calendar

Standard

Year-to-Date Summary

Beginning Month: 2016-01

Ending Month: 2016-05

Measures

	TOTAL DISCHARGES			TOTAL DISCHARGE DAYS			OVERALL ALOS		
Attending Provider	Cur	Prev	% +/-	Cur	Prev	% +/-	Cur	Prev	% +/-
Adams, T (PHY_025196)	6	20	-70.0%	32	122	-73.8%	5.33	6.10	-12.6% ▼
Agullar, J (PHY_002842)	8	3	166.7%	17	6	183.3%	2.12	2.00	6.2% ▲
Aguirre, D (PHY_000803)	8	24	-66.7%	14	47	-70.2%	1.75	1.96	-10.6% ▼
Alexander, B (PHY_025230)	11	7	57.1%	23	24	-4.2%	2.09	3.43	-39.0% ▼
Alford, C (PHY_003655)	56	112	-50.0%	268	432	-38.0%	4.79	3.86	24.1% ▲
Alvarez, L (PHY_005012)	3	0		8			2.67		
Anderson, Y (PHY_001376)	1	3	-66.7%	1	7	-85.7%	1.00	2.33	-57.1% ▼
Anthony, B (PHY_019510)	2	6	-66.7%	6	27	-77.8%	3.00	4.50	-33.3% ▼
Armstrong, C (PHY_005213)	19	0		65			3.42		
Arnold, W (PHY_003515)	2	4	-50.0%	7	13	-46.2%	3.50	3.25	7.7% ▲
Ashley, G (PHY_005267)	12	0		65			5.42		
Austin, K (PHY_004117)	9	0		21			2.33		
Avila, V (PHY_004978)	25	0		148			5.92		
Bailey, S (PHY_000672)	19	23	-17.4%	41	47	-12.8%	2.16	2.04	5.6% ▲
Baird, D (PHY_000579)	7	8	-12.5%	12	8	50.0%	1.71	1.00	71.4% ▲
Bali, R (PHY_025221)	4	4	.0%	10	15	-33.3%	2.50	3.75	-33.3% ▼
Banks, F (PHY_002000)	1	0		1			1.00		

Viewing the Executive Dashboard

1. On the home page, click **Executive Dashboard**.
2. In the upper right, note the date and time that the data was last updated in the **Last Refreshed** field.
3. In the **Facility** QuickView, choose whether to view data for all facilities or one facility.

NOTE: You use QuickViews to adjust your view of data. In Hospital Operations, QuickViews typically display as pull-down menus.

4. In the **Calendar** QuickView, choose one of the following:
 - **Standard**, if you want to view data beginning with January of the current year
 - **Fiscal**, if you want to view data beginning with the first month in your organization's fiscal calendar

On the right, the **Year-to-Date Summary** updates based on your selection.

5. Review the data:
 - a. Each section of the page includes a list of measures on the left. Click a measure to view its data on the right.

TIP: The color to the left of the measure tells you whether performance has improved, declined, or remained neutral.



b. On the right, review the data:





- Below the measure name, the total for the current year-to-date displays.
- **NOTE:** Year-to-date values are calculated to the last day of the most recent complete month, rather than to today.
- The **Last year** value shows the total for the previous year-to-date.
- The **Variance** value shows the number difference between the current and previous year-to-date.
- The **Variance %** value shows the percent difference between the current and previous year-to-date.
- In the lower left, a bar chart shows data for the past 12 months. The most recent complete month displays on the right side of the chart.
- In the lower right, a graphical representation of the percent difference displays. The colors tell you whether performance has improved, declined, or remained neutral.

TIP: In this example, a five percent increase or decrease constitutes a significant change in performance, but keep in mind that your organization can specify a percentage other than what is shown here.

6. Analyze the data:

To analyze...	Steps
<p>Data for the current year-to-date compared to the previous year-to-date</p> <p>NOTE: Year-to-date values are calculated to the last day of the most recent complete month, rather than to today.</p>	<ol style="list-style-type: none"> 1. In any of the page areas, click the measure with the data you want to analyze. 2. On the right, click the total for the current year-to-date. The Default Analysis page opens. 3. Dive on the data. For more information, see Diving on Data on page 70. TIP: In the lower left of the window, you can click an option to open the data in Excel or PDF format.

To analyze...	Steps
<p>Data for a month in the current year compared to the same month last year</p>	<ol style="list-style-type: none"> 1. In any of the page areas, click the measure with the data you want to analyze. 2. On the bar chart, click the month that you want to view data for. TIP: Point to an area of the chart to see labels and number values. The Default Analysis page opens. In the upper left, the name of the selected month appears below the Search box. 3. Dive on the data. For more information, see Diving on Data on page 70. TIP: In the lower left of the window, you can click an option to open the data in Excel or PDF format.
<p>All data for a measure, without a time period comparison</p>	<ol style="list-style-type: none"> 1. In any of the page areas, click the measure with the data you want to analyze. 2. In the upper right of the page area, click the Analysis icon . The Measure Analysis page opens. 3. Along the top of the page, you can use the QuickViews to adjust your view of the data. 4. Dive on the data. For more information, see Diving on Data on page 70. TIP: In the lower left of the window, you can click an option to open the data in Excel or PDF format, or in ProDiver.

7. View the definition of a measure:
 - a. In any of the page areas, click the measure that you want to view the definition of.
 - b. In the upper right of the page area, click the **Information** icon .

The **Measure Definition** page opens.
 - c. Review the measure definition.

Label	Description
Definition	A brief description of what the measure represents
Business Logic	A detailed explanation of the measure's content, including a description of the rules that the measure is made of
Expression	<p>The syntax used to generate the measure:</p> <ul style="list-style-type: none"> • Calculation—An operation used to produce a value • Filter—A specification that determines available values
References	The industry standard documents that support the measure's definition and business logic

Viewing the Current Page

On the **Current** page, you can choose whether to work with data from today, data from yesterday, or data from a particular month.

Reviewing data from today

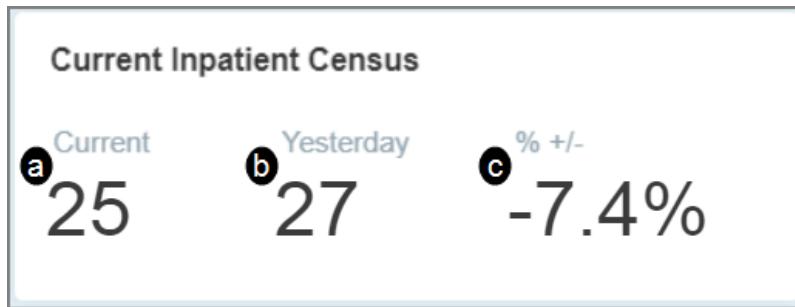
1. On the home page, click **Current**.

The **Current** page opens with the **Today** tab selected.
2. In the upper right, note the date and time that the data was last updated in the **Last Refreshed** field.

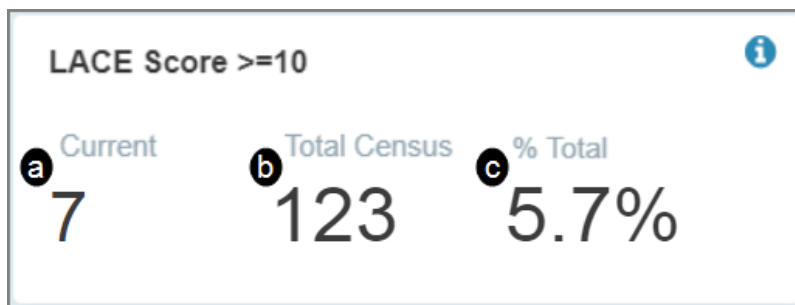
TIP: The data on this page is taken from the current census and is updated every hour.
3. In the **Census Facility** QuickView, choose whether to view data for all census facilities or one census facility.

NOTE: You use QuickViews to adjust your view of data. In Hospital Operations, QuickViews typically display as pull-down menus.

4. In the top two rows, review data about census:



- The **Current** value shows the total or average for today as of the current hour.
 - The **Yesterday** value shows the total or average for yesterday as of the same hour.
 - The **% +/-** value shows the percent difference between the current hour and yesterday.
5. In the bottom two rows, review data for patients that have a high LACE score, or that have a history of chronic disease:



- The **Current** value shows the total number of patients as of the current hour that meet the LACE or disease criteria.
- The **Total Census** value shows the total number of patients as of the current hour.
- The **% Total** value shows the percent of the current total census that the LACE or disease population accounts for.

TIP: To see criteria for calculating LACE scores, click the **Information** icon  in the upper right.

6. View details about patients:
- Click the value that you want to see patient details for.

For example, below **Current Inpatient Census**, you might click the **Current** value to view details about the inpatients that were admitted as of the current hour.

The **Patient Detail** page opens. Note the following:

- A **Y** value in the **OBS** column means that the patient is under observation.
- A **Y** value in the **Readmit** column means that the patient has been on the census within the past 30 days, either as an inpatient or an observation patient, although they do not necessarily meet the **CMS**¹ criteria for readmission.
- The data in the **LOS**² column is updated every hour.

TIP: You can identify patients that are at risk for readmission based on **LACE**³ scores, by sorting the **LACE** column in descending order. To sort a column in descending or ascending order, click the column header.

- Along the top of the page, you can use the QuickViews to adjust your view of the data.

Reviewing data from yesterday

- On the home page, click **Current**.

The **Current** page opens.

- In the upper left, click the **Yesterday** tab.
- In the upper right, note the date and time that the data was last updated in the **Last Refreshed** field.

NOTE: The data on this page is updated at the end of each day.

- In the **Facility** QuickView, choose whether to view data for all facilities or one facility.

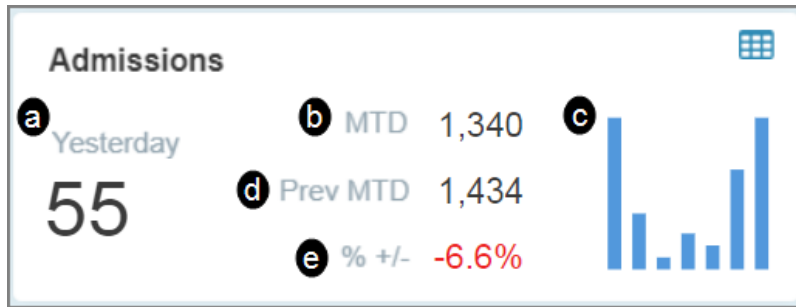
NOTE: You use QuickViews to adjust your view of data. In Hospital Operations, QuickViews typically display as pull-down menus.

- Review the data in each section:

¹Centers for Medicare and Medicaid Services

²Length of stay

³A scoring system used to estimate likelihood of readmission



- The **Yesterday** value shows the total or average for the most recent complete day.
- The **MTD** value shows the total or average for the current month-to-date.
- On the right, a bar chart shows data for the past seven days. The most recent complete day displays on the right side of the chart.


TIP: Point to an area of the chart to see labels and number values.

- The **Prev MTD** value shows the total or average for the previous month-to-date.
- The **% +/-** value shows the percent difference between the current and previous month-to-date.

TIP: The color of the value tells you whether performance has improved, declined, or remained neutral.

6. Analyze the data:

To analyze...	Steps
Data for yesterday compared to the day before	<ol style="list-style-type: none"> Click the Yesterday value for the data you want to analyze. The Default Analysis page opens. Dive on the data. For more information, see Diving on Data on page 70. TIP: In the lower left of the window, you can click an option to open the data in Excel or PDF format.

To analyze...	Steps
Data for a day this week compared to the same day last week	<ol style="list-style-type: none"> 1. For the data you want to analyze, in the bar chart, click the day of the week that you want to view data for. TIP: Point to an area of the chart to see labels and number values. The Detail Table page opens. In the upper left, the name of the selected day of the week displays below the Search box. 2. Dive on the data. For more information, see Diving on Data on page 70. TIP: In the lower left of the window, you can click an option to open the data in Excel or PDF format.
Data for the current month-to-date compared to the previous month-to-date	<ol style="list-style-type: none"> 1. Click the MTD value for the data you want to analyze. The Default Analysis page opens. 2. Dive on the data. For more information, see Diving on Data on page 70. TIP: In the lower left of the window, you can click an option to open the data in Excel or PDF format.
All data for a measure, without a time period comparison	<ol style="list-style-type: none"> 1. For the measure with the data you want to analyze, click the Analysis icon  in the upper right. The Measure Analysis page opens. 2. Along the top of the page, you can use the QuickViews to adjust your view of the data. 3. Dive on the data. For more information, see Diving on Data on page 70. TIP: In the lower left of the window, you can click an option to open the data in Excel or PDF format, or in ProDiver.

Reviewing data from a particular month

Measure Factory

1. On the home page, click **Current**.

The **Current** page opens.

2. In the upper left, click the **Month** tab.
3. In the upper right, note the date and time that the data was last updated in the **Last Refreshed** field.
4. In the **Facility** QuickView, choose whether to view data for all facilities or one facility.

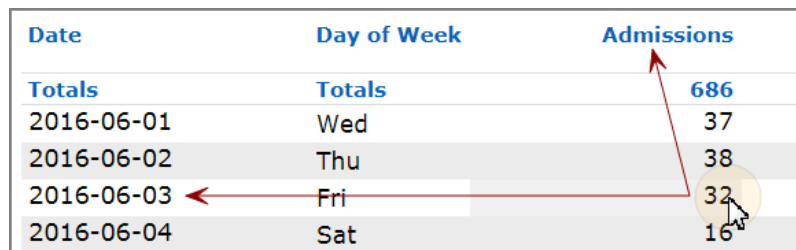
NOTE: You use QuickViews to adjust your view of data. In Hospital Operations, QuickViews typically display as pull-down menus.

5. In the **Year-Month** QuickView, select the year and month that you want to view data for.
6. In the table, review the data:
 - On the left, the **Date** column shows the dates that fall within the selected time period.
 - On the right, data displays for each date and measure.

TIP: To sort a column in descending or ascending order, click the column header.

7. Analyze data for a particular date and measure:

- a. In the table, click the value for the date and measure you want to analyze.



Date	Day of Week	Admissions
Totals	Totals	686
2016-06-01	Wed	37
2016-06-02	Thu	38
2016-06-03	Fri	32
2016-06-04	Sat	16

The **Default Measure Analysis** page opens.

- b. Dive on the data. For more information, see [Diving on Data on page 70](#).

TIP: In the lower left of the window, you can click an option to open the data in Excel or PDF format.

Viewing the Census Page

On the **Census** page, you can choose whether to work with current census data, past census data, census data from the past seven days, or census data by shift.

Reviewing current census data

1. On the home page, click **Census**.

The **Census** page opens with the **Current Census** tab selected.

- In the upper right, note the date and time that the data was last updated in the **Last Refreshed** field.

TIP: On the right, the **Current Hour** displays the hour value from the **Last Refreshed** date.

- On the left, select one of the following:

- **Facility**, if you want to view data for a facility
- **Unit**, if you want to view data for a nursing unit

- In the **Census Facility** QuickView, choose whether to view data for all census facilities or one census facility.

NOTE: You use QuickViews to adjust your view of data. In Hospital Operations, QuickViews typically display as pull-down menus.

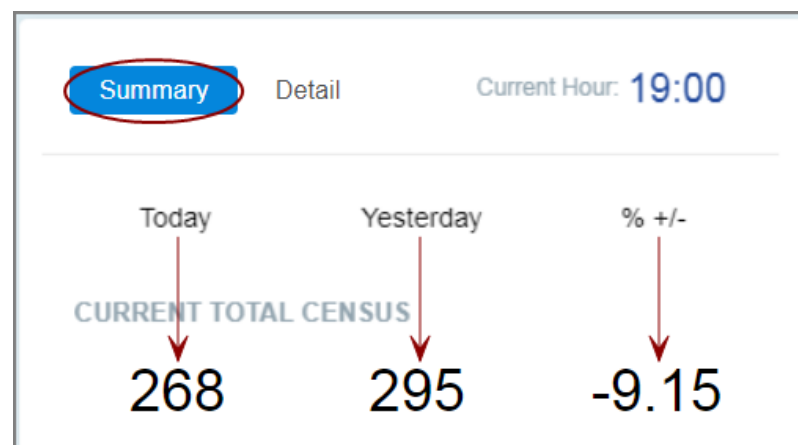
- If you are viewing data for a nursing unit, select a location code in the **Census Location Code** QuickView.

- In the **Current Patient Class** QuickView, choose whether to view data for all patients, inpatients, or observation patients.

- Review the data:

- On the left, the **Hourly Total Census** chart shows the hourly census for today and yesterday, compared to the facility or unit capacity.
- In the lower left, the **Patient Turnover Activity** chart shows the number of patients that arrived and departed during each hour of today.
- On the right, make sure **Summary** is selected.

The values display census data as of the current hour today and the same hour yesterday, as well as the percent difference.



- On the right, click **Detail**.

Measure Factory

The table displays current and midnight census data for inpatients and outpatients, for each census location.

TIP: To sort a column in descending or ascending order, click the column header.

CURRENT UNIT DETAIL					
Census Location	Current		Midnight		Avg
	INP	OP	INP	OP	
Totals	252	16	263	38	290.6
CER				1	1.0
GER			1	2	2.5
HER			2	2	1.2
LER	1			1	1.1
LW 1 CD	4	3	2		6.0
LW 1 DA					
LW 2 PEDS	3		3		3.0

8. View details about patients:

To view...	Steps
Details about patients from today or yesterday for a specified hour	<ol style="list-style-type: none"> 1. In the Hourly Total Census chart, click the hour you want to view data for, and select one of the following: <ul style="list-style-type: none"> • Patient Detail-Today, if you want to view details about today's patients for the selected hour • Patient Detail-Yesterday, if you want to view details about yesterday's patients for the selected hour <p>A Patient Detail page opens. Note the following:</p> <ul style="list-style-type: none"> • A Y value in the OBS column means that the patient is under observation. • A Y value in the Readmit column means that the patient has been on the census within the past 30 days, either as an inpatient or an observation patient, although they do not necessarily meet the CMS¹ criteria for readmission. • The data in the LOS¹ column is updated every hour. <p>TIP: You can identify patients that are at risk for readmission based on LACE¹ scores, by sorting the LACE column in descending order. To sort a column in descending or ascending order, click the column header.</p> 2. Along the top of the page, you can use the QuickViews to adjust your view of the

¹Centers for Medicare and Medicaid Services

¹Length of stay

¹A scoring system used to estimate likelihood of readmission

To view...	Steps
	data.

To view...	Steps
<p>Details about patients that arrived or departed today during a specified hour</p>	<ol style="list-style-type: none"> 1. In the Patient Turnover Activity chart, click the hour you want to view data for, and select one of the following: <ul style="list-style-type: none"> • Patient Turnover Arrival-Today, if you want to view details about patients that arrived during the selected hour • Patient Turnover Departure-Today, if you want to view details about patients that departed during the selected hour <p>A Patient Detail page opens. Note the following:</p> <ul style="list-style-type: none"> • A Y value in the OBS column means that the patient is under observation. • A Y value in the Readmit column means that the patient has been on the census within the past 30 days, either as an inpatient or an observation patient, although they do not necessarily meet the CMS¹ criteria for readmission. • The data in the LOS¹ column is updated every hour. <p>TIP: You can identify patients that are at risk for readmission based on LACE¹ scores, by sorting the LACE column in descending order. To sort a column in descending or ascending order, click the column header.</p> 2. Along the top of the page, you can use the

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¹Length of stay

¹A scoring system used to estimate likelihood of readmission

Measure Factory

To view...	Steps
	QuickViews to adjust your view of the data.

To view...	Steps
<p>Details about patients as of the current hour today or the same hour yesterday, that are part of a particular category</p>	<ol style="list-style-type: none"> 1. On the right, make sure Summary is selected. 2. Do one of the following: <ul style="list-style-type: none"> • To view details about patients as of the current hour today, click a value in the Today column. • To view details about patients as of the same hour yesterday, click a value in the Yesterday column. <p>The Patient Detail page opens. Note the following:</p> <ul style="list-style-type: none"> • A Y value in the OBS column means that the patient is under observation. • A Y value in the Readmit column means that the patient has been on the census within the past 30 days, either as an inpatient or an observation patient, although they do not necessarily meet the CMS¹ criteria for readmission. • The data in the LOS¹ column is updated every hour. <p>TIP: You can identify patients that are at risk for readmission based on LACE¹ scores, by sorting the LACE column in descending order. To sort a column in descending or ascending order, click the column header.</p> 3. Along the top of the page, you can use the QuickViews to adjust your view of the data.

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¹Length of stay

¹A scoring system used to estimate likelihood of readmission

To view...	Steps
Details about inpatients or observation patients as of the current hour today or through midnight yesterday, for each census location	<ol style="list-style-type: none"> 1. On the right, click Detail. 2. In the Current Unit Detail table, click the value for a type of patient and census location. The Patient Detail page opens. Note the following: <ul style="list-style-type: none"> • A Y value in the OBS column means that the patient is under observation. • A Y value in the Readmit column means that the patient has been on the census within the past 30 days, either as an inpatient or an observation patient, although they do not necessarily meet the CMS¹ criteria for readmission. • The data in the LOS¹ column is updated every hour. <p>TIP: You can identify patients that are at risk for readmission based on LACE¹ scores, by sorting the LACE column in descending order. To sort a column in descending or ascending order, click the column header.</p> 3. Along the top of the page, you can use the QuickViews to adjust your view of the data.

Reviewing past census data

1. On the home page, click **Census**.

The **Census** page opens.

2. In the upper left, click the **Past Census** tab.

¹Centers for Medicare and Medicaid Services

¹Length of stay

¹A scoring system used to estimate likelihood of readmission

3. In the upper right, note the date and time that the data was last updated in the **Last Refreshed** field.

TIP: On the right, the **Current Hour** displays the hour value from the **Last Refreshed** date.

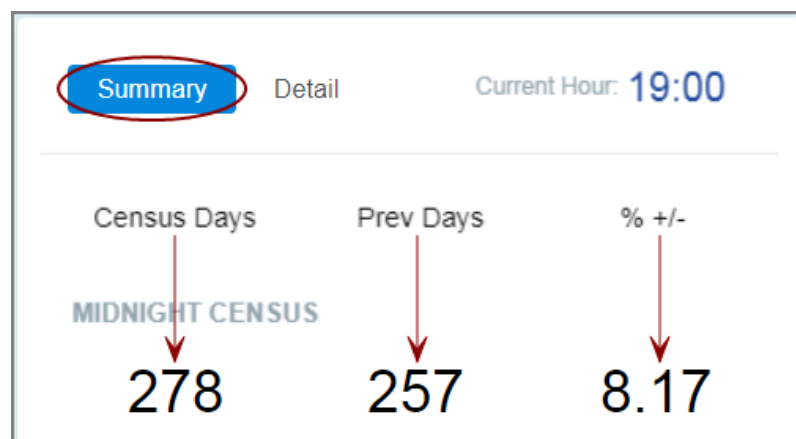
4. On the left, select one of the following:
 - **Facility**, if you want to view data for a facility
 - **Unit**, if you want to view data for a nursing unit
5. In the **Census Facility** QuickView, choose whether to view data for all census facilities or one census facility.

NOTE: You use QuickViews to adjust your view of data. In Hospital Operations, QuickViews typically display as pull-down menus.

6. If you are viewing data for a nursing unit, select a location code in the **Census Location Code** QuickView.
7. In the **Census Date** QuickView, select a date to view data for.
8. In the **Current Patient Class** QuickView, choose whether to view data for all patients, inpatients, or observation patients.
9. Review the data:

- On the left, the **Hourly Total Census** chart shows the hourly census for the selected day and the day before, compared to the facility or unit capacity.
- In the lower left, the **Patient Turnover Activity** chart shows the number of patients that arrived and departed during each hour of the selected day.
- On the right, make sure **Summary** is selected.

The values display census data as of the current hour on the selected day and the same hour the day before, as well as the percent difference.



- On the right, click **Detail**:

- The **Current Unit Detail** table displays data for the current hour on the selected day and data through midnight the day before for inpatients and observation patients, for each census location.

TIP: To sort a column in descending or ascending order, click the column header.

CURRENT UNIT DETAIL					
Census Location	Current		Midnight		Avg
	INP	OP	INP	OP	
Totals	252	16	263	38	290.6
CER				1	1.0
GER			1	2	2.5
HER			2	2	1.2
LER	1			1	1.1
LW 1 CD	4	3	2		6.0
LW 1 DA					
LW 2 PEDS	3		3		3.0

- The **Census Summary** area displays the number of patients through midnight on the selected day that are part of a particular category.

CENSUS SUMMARY	
Measure	Value
Hourly Admissions	52
Hourly Discharges	59
Avg IP Census	266.5
Avg OP Census	24.0
Total Census-Daily Min	265
Total Census-Daily Max	317
Transfers In	109
Transfers Out	109

10. View details about patients:

To view...	Steps
<p>Details about patients for a specified hour on the selected day or the day before</p>	<ol style="list-style-type: none"> In the Hourly Total Census chart, click the hour you want to view data for, and select one of the following: <ul style="list-style-type: none"> Patient Detail-Today, if you want to view data about patients for the selected day and hour Patient Detail-Yesterday, if you want to view data about patients from the day before, for the selected hour <p>A Patient Detail page opens. Note the following:</p> <ul style="list-style-type: none"> A Y value in the OBS column means that the patient is under observation. A Y value in the Readmit column means that the patient has been on the census within the past 30 days, either as an inpatient or an observation patient, although they do not necessarily meet the CMS¹ criteria for readmission. The data in the LOS¹ column is updated every hour. <p>TIP: You can identify patients that are at risk for readmission based on LACE¹ scores, by sorting the LACE column in descending order. To sort a column in descending or ascending order, click the column header.</p> Along the top of the page, you can use the QuickViews to adjust your view of

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To view...	Steps
	the data.

To view...	Steps
<p>Details about patients that arrived or departed on the selected day during a specified hour</p>	<ol style="list-style-type: none"> 1. In the Patient Turnover Activity chart, click the hour you want to view data for, and select one of the following: <ul style="list-style-type: none"> • Patient Turnover Arrival-Today, if you want to view details about patients that arrived during the selected day and hour • Patient Turnover Departure-Today, if you want to view details about patients that departed during the selected day and hour <p>A Patient Detail page opens. Note the following:</p> <ul style="list-style-type: none"> • A Y value in the OBS column means that the patient is under observation. • A Y value in the Readmit column means that the patient has been on the census within the past 30 days, either as an inpatient or an observation patient, although they do not necessarily meet the CMS¹ criteria for readmission. • The data in the LOS¹ column is updated every hour. <p>TIP: You can identify patients that are at risk for readmission based on LACE¹ scores, by sorting the LACE column in descending order. To sort a column in descending or ascending order, click the column header.</p> 2. Along the top of the page, you can use

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Measure Factory

To view...	Steps
	the QuickViews to adjust your view of the data.

To view...	Steps
Details about patients that meet a particular criteria, as of the current hour on the selected day or the same hour the day before	<ol style="list-style-type: none"> On the right, make sure Summary is selected. Do one of the following: <ul style="list-style-type: none"> To view details about patients as of the current hour on the selected day, click a value in the Census Days column. To view details about patients from the same hour the day before, click a value in the Prev Days column. <p>The Patient Detail page opens. Note the following:</p> <ul style="list-style-type: none"> A Y value in the OBS column means that the patient is under observation. A Y value in the Readmit column means that the patient has been on the census within the past 30 days, either as an inpatient or an observation patient, although they do not necessarily meet the CMS¹ criteria for readmission. The data in the LOS¹ column is updated every hour. <p>TIP: You can identify patients that are at risk for readmission based on LACE¹ scores, by sorting the LACE column in descending order. To sort a column in descending or ascending order, click the column header.</p>

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¹Length of stay

¹A scoring system used to estimate likelihood of readmission

To view...	Steps
	<p>3. Along the top of the page, you can use the QuickViews to adjust your view of the data.</p>
Details about inpatients or observation patients for each census location, as of the current hour on the selected day or through midnight the day before	<ol style="list-style-type: none"> 1. On the right, click Detail. 2. In the Current Unit Detail table, click the value for a type of patient and census location. <p>The Patient Detail page opens. Note the following:</p> <ul style="list-style-type: none"> • A Y value in the OBS column means that the patient is under observation. • A Y value in the Readmit column means that the patient has been on the census within the past 30 days, either as an inpatient or an observation patient, although they do not necessarily meet the CMS¹ criteria for readmission. • The data in the LOS¹ column is updated every hour. <p>TIP: You can identify patients that are at risk for readmission based on LACE¹ scores, by sorting the LACE column in descending order. To sort a column in descending or ascending order, click the column header.</p> <p>3. Along the top of the page, you can use the QuickViews to adjust your view of the data.</p>

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To view...	Steps
Details about patients that meet a particular criteria, as of midnight on the selected day	<ol style="list-style-type: none"> 1. On the right, click Detail. 2. In the Census Summary area, click the value you want to view patient details for. The Patient Detail page opens. Note the following: <ul style="list-style-type: none"> • A Y value in the OBS column means that the patient is under observation. • A Y value in the Readmit column means that the patient has been on the census within the past 30 days, either as an inpatient or an observation patient, although they do not necessarily meet the CMS¹ criteria for readmission. • The data in the LOS¹ column is updated every hour. <p>TIP: You can identify patients that are at risk for readmission based on LACE¹ scores, by sorting the LACE column in descending order. To sort a column in descending or ascending order, click the column header.</p> 3. Along the top of the page, you can use the QuickViews to adjust your view of the data.

Reviewing census data from the past seven days

1. On the home page, click **Census**.

The **Census** page opens.

2. In the upper left, click the **Daily Census** tab.

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¹Length of stay

¹A scoring system used to estimate likelihood of readmission

3. Review data for a facility:

- a. In the **Facility** area, choose whether to view data for all census facilities or one census facility from the **Census Facility** QuickView.

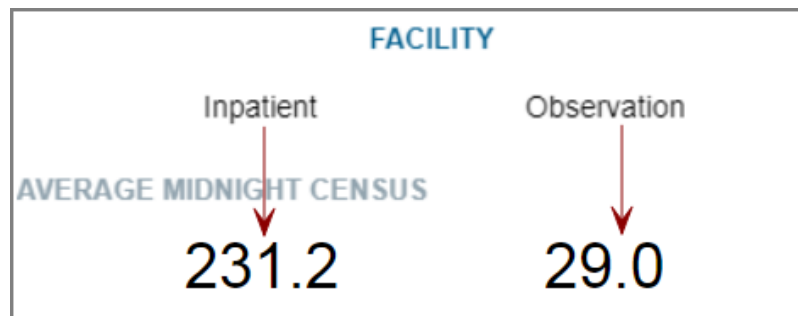
NOTE: You use QuickViews to adjust your view of data. In Hospital Operations, QuickViews typically display as pull-down menus.

- b. Review the data:

- The **Daily Census By Facility** chart shows the average, maximum, and minimum census for the past seven days, compared to the capacity for the facility.

TIP: Point to an area of the chart to see labels and number values.

- On the right, the data is broken down by inpatients and observation patients.



4. Review data for a nursing unit:

- a. In the **Unit** area, choose whether to view data for all census facilities or one census facility from the **Census Facility** QuickView.

NOTE: You use QuickViews to adjust your view of data. In Hospital Operations, QuickViews typically display as pull-down menus.

- b. In the **Census Location Code** QuickView, choose whether to view data for all nursing units or one nursing unit.

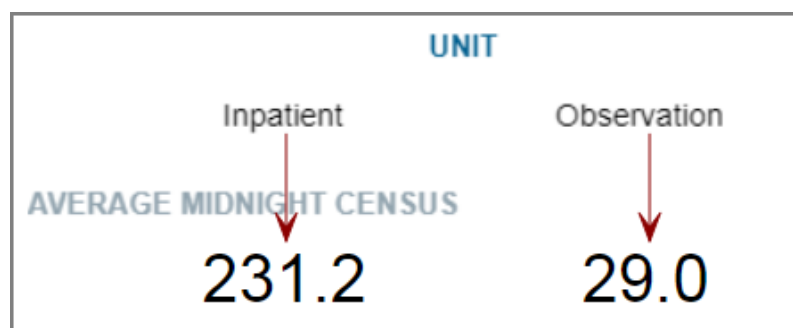
- c. Review the data:

- The **Daily Census By Unit** chart shows the average, maximum, and minimum census for the past seven days, compared to the total capacity for the nursing unit.

TIP: Point to an area of the chart to see labels and number values.

- On the right, the data is broken down by inpatients and observation

patients.



5. View details about patients:

To view...	Steps
Details about inpatients from the last seven days, by facility	<ol style="list-style-type: none"> On the right of the Facility area, click the Inpatient value that you want to see patient details for. The Patient Detail page opens. Note the following: <ul style="list-style-type: none"> A Y value in the OBS column means that the patient is under observation. A Y value in the Readmit column means that the patient has been on the census within the past 30 days, either as an inpatient or an observation patient, although they do not necessarily meet the CMS¹ criteria for readmission. The data in the LOS¹ column is updated every hour. <p>TIP: You can identify patients that are at risk for readmission based on LACE¹ scores, by sorting the LACE column in descending order. To sort a column in descending or ascending order, click the column header.</p> Along the top of the page, you can use the QuickViews to adjust your view of the data.

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¹Length of stay

¹A scoring system used to estimate likelihood of readmission

To view...	Steps
Details about observation patients from the last seven days, by facility	<ol style="list-style-type: none"> On the right of the Facility area, click the Outpatient value that you want to see patient details for. The Patient Detail page opens. Note the following: <ul style="list-style-type: none"> A Y value in the OBS column means that the patient is under observation. A Y value in the Readmit column means that the patient has been on the census within the past 30 days, either as an inpatient or an observation patient, although they do not necessarily meet the CMS¹ criteria for readmission. The data in the LOS¹ column is updated every hour. <p>TIP: You can identify patients that are at risk for readmission based on LACE¹ scores, by sorting the LACE column in descending order. To sort a column in descending or ascending order, click the column header.</p> Along the top of the page, you can use the QuickViews to adjust your view of the data.

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¹Length of stay

¹A scoring system used to estimate likelihood of readmission

To view...	Steps
Details about inpatients from the past seven days, by nursing unit	<ol style="list-style-type: none"> On the right of the Unit area, click the Inpatient value that you want to see patient details for. The Patient Detail page opens. Note the following: <ul style="list-style-type: none"> A Y value in the OBS column means that the patient is under observation. A Y value in the Readmit column means that the patient has been on the census within the past 30 days, either as an inpatient or an observation patient, although they do not necessarily meet the CMS¹ criteria for readmission. The data in the LOS¹ column is updated every hour. <p>TIP: You can identify patients that are at risk for readmission based on LACE¹ scores, by sorting the LACE column in descending order. To sort a column in descending or ascending order, click the column header.</p> Along the top of the page, you can use the QuickViews to adjust your view of the data.

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¹Length of stay

¹A scoring system used to estimate likelihood of readmission

To view...	Steps
Details about observation patients from the past seven days, by nursing unit	<ol style="list-style-type: none"> On the right of the Unit area, click the Outpatient value that you want to see patient details for. The Patient Detail page opens. Note the following: <ul style="list-style-type: none"> A Y value in the OBS column means that the patient is under observation. A Y value in the Readmit column means that the patient has been on the census within the past 30 days, either as an inpatient or an observation patient, although they do not necessarily meet the CMS¹ criteria for readmission. The data in the LOS¹ column is updated every hour. <p>TIP: You can identify patients that are at risk for readmission based on LACE¹ scores, by sorting the LACE column in descending order. To sort a column in descending or ascending order, click the column header.</p> Along the top of the page, you can use the QuickViews to adjust your view of the data.

Reviewing census data by shift

- On the home page, click **Census**.

The **Census** page opens.

- In the upper right, click the **Shift** tab.
- On the left, choose one of the following:
 - 8-Hour**, if you want to view data across three eight hour shifts
 - 12-Hour**, if you want to view data across two twelve hour shifts
- In the **Census Facility** QuickView, choose whether to view data for all census facilities or one census facility.

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¹Length of stay

¹A scoring system used to estimate likelihood of readmission

NOTE: You use QuickViews to adjust your view of data. In Hospital Operations, QuickViews typically display as pull-down menus.

5. In the **Shift Date** QuickView, select a date to view data for.
6. Review the data for each shift, by census location and measure.

The **Arrivals** and **Departures** columns are useful for determining the level of activity in each census location during a particular time of day.

Shift Hours: 7:00-15:00 Shift 1						
Census Location	Begin Census	End Census	Avg Census	Arrivals	Departures	
Totals	27	29	29.8	5	3	
SH 2ORTHO	5	5	5.3	0	1	
SH 4N	5	4	4.8	0	1	
SH 2W	4	5	4.8	1	0	
SH 3N PCU	3	4	3.4	0	0	

TIP: To sort a column in descending or ascending order, click the column header.

7. View patient details for a specified shift, census location, and measure:
 - a. In the table for a shift, click the value that you want to see patient details for.

Shift Hours: 15:00-23:00			
Census Location	Begin Census	End Census	
Totals	268		
LER		1	
LW 1 CD		7	
LW 2 PEDS		3	
LW 2 PICU		1	

The **Patient Detail** page opens. Note the following:

- A **Y** value in the **OBS** column means that the patient is under observation.
- A **Y** value in the **Readmit** column means that the patient has been on the census within the past 30 days, either as an inpatient or an observation patient, although they do not necessarily meet the **CMS**¹

¹Centers for Medicare and Medicaid Services

criteria for readmission.

- The data in the **LOS¹** column is updated every hour.

TIP: You can identify patients that are at risk for readmission based on **LACE²** scores, by sorting the **LACE** column in descending order. To sort a column in descending or ascending order, click the column header.

- b. Along the top of the page, you can use the QuickViews to adjust your view of the data.

Viewing the Inpatient Page

On the **Inpatient** page, you can choose whether to work with an overview of inpatient data, or inpatient data over a 12-month trend.

Reviewing an overview of inpatient data

1. On the home page, click **Inpatient**.

The **Inpatient** page opens with the **Overview** tab selected.

2. In the upper right, note the date and time that the data was last updated in the **Last Refreshed** field.
3. In the **Facility** QuickView, choose whether to view data for all facilities or one facility.

NOTE: You use QuickViews to adjust your view of data. In Hospital Operations, QuickViews typically display as pull-down menus.

4. In the **Calendar** QuickView, choose one of the following:
 - **Standard**, if you want to view data beginning with January of the current year
 - **Fiscal**, if you want to view data beginning with the first month in your organization's fiscal calendar

On the right, the **Year-to-Date Summary** updates based on your selection.

5. Review the data:
 - On the left, a list of measures displays.
 - The **Month to Date** area shows data for the current month-to-date this year compared to the same time-period last year, for each measure.

¹Length of stay

²A scoring system used to estimate likelihood of readmission

- The **Current Complete Month** area shows data for the most recent complete month this year compared to same month last year, for each measure.
- The **Year to Date** area shows data for the current year-to-date compared to the previous year-to-date, for each measure.

NOTE: Year-to-date values are calculated to the last day of the most recent complete month, rather than to today.

TIP: To the right of each time-period comparison, indicators show whether performance has improved or declined.

6. Analyze the data:

To analyze...	Steps
Data for the current month-to-date this year compared to the same time-period last year	<ol style="list-style-type: none"> 1. In the Month to Date area, click the value you want to analyze in the column for the current month-to-date. The Default Measure Analysis page opens. 2. Dive on the data. For more information, see Diving on Data on page 70. TIP: In the lower left of the window, you can click an option to open the data in Excel or PDF format.

To analyze...	Steps
<p>Data for the most recent complete month this year compared to the same month last year</p>	<ol style="list-style-type: none"> 1. In the Current Complete Month area, click the value you want to analyze in the column for the most recent complete month. The Default Measure Analysis page opens. 2. Dive on the data. For more information, see Diving on Data on page 70. TIP: In the lower left of the window, you can click an option to open the data in Excel or PDF format.
<p>Data for the current year-to-date compared to the previous year-to-date</p> <p>NOTE: Year-to-date values are calculated to the last day of the most recent complete month, rather than to today.</p>	<ol style="list-style-type: none"> 1. In the Year to Date area, click the value you want to analyze. The Default Measure Analysis page opens. 2. Dive on the data. For more information, see Diving on Data on page 70. TIP: In the lower left of the window, you can click an option to open the data in Excel or PDF format.

To analyze...	Steps
All data for a measure, without a time period comparison	<ol style="list-style-type: none"> 1. On the left, click the name of a measure, and select Measure Analysis. The Measure Analysis page opens. 2. Along the top of the page, you can use the QuickViews to adjust your view of the data. 3. Dive on the data. For more information, see Diving on Data on page 70. TIP: In the lower left of the window, you can click an option to open the data in Excel or PDF format, or in ProDiver.

7. View the definition of a measure:

- a. On the left, click the name of a measure, and select **Measure Definition**.
The **Measure Definition** page opens.
- b. Review the measure definition.

Label	Description
Definition	A brief description of what the measure represents
Business Logic	A detailed explanation of the measure's content, including a description of the rules that the measure is made of
Expression	<p>The syntax used to generate the measure:</p> <ul style="list-style-type: none"> • Calculation—An operation used to produce a value • Filter—A specification that determines available values
References	The industry standard documents that support the measure's definition and business logic

Reviewing inpatient data over a 12-month trend

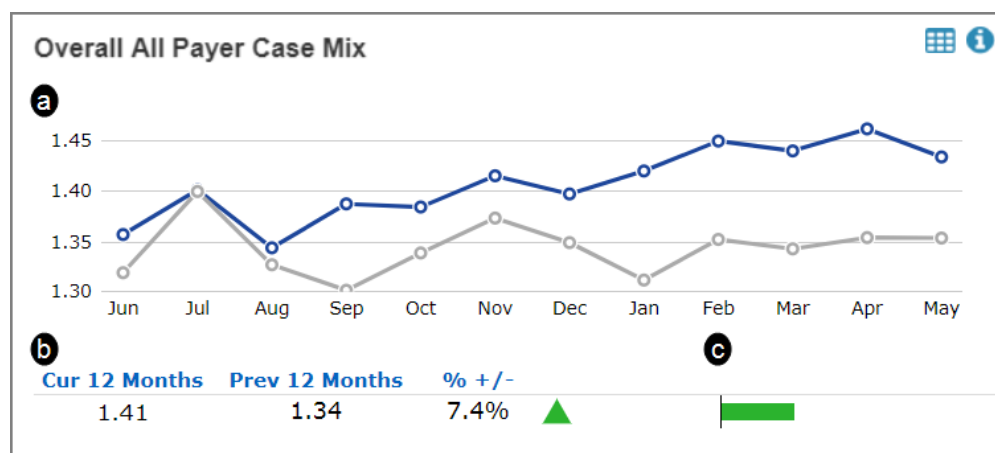
1. On the home page, click **Inpatient**.

The **Inpatient** page opens.

2. In the upper left, click the **Trends** tab.
3. In the upper right, note the date and time that the data was last updated in the **Last Refreshed** field.
4. In the **Facility** QuickView, choose whether to view data for all facilities or one facility.

NOTE: You use QuickViews to adjust your view of data. In Hospital Operations, QuickViews typically display as pull-down menus.

5. Review the data:




- a. Each chart shows data for the most recent 12 complete months compared the previous 12 complete months.

TIP: Point to an area of the chart to see labels and number values.

- b. In the lower left of each chart, the values for the most recent 12 complete months compared to the previous 12 complete months display.
- c. To the lower right, one or more indicators show whether performance has improved, declined, or remained neutral.

6. Analyze the data:

To analyze...	Steps
<p>Data for a specified month in the current year compared to the same month last year</p>	<ol style="list-style-type: none"> 1. In a chart, click the month you want to view data for. The Default Analysis page opens. In the upper left, the name of the selected month displays below the Search box. 2. Dive on the data. For more information, see Diving on Data on page 70. TIP: In the lower left of the window, you can click an option to open the data in Excel or PDF format.
<p>Data for the most recent 12 complete months compared to the previous 12 complete months</p>	<ol style="list-style-type: none"> 1. At the bottom of a chart, click the row that displays the values for the current and previous 12 months. The Default Analysis page opens. 2. Dive on the data. For more information, see Diving on Data on page 70. TIP: In the lower left of the window, you can click an option to open the data in Excel or PDF format.

To analyze...	Steps
All data for a measure, without a time period comparison	<ol style="list-style-type: none"> 1. At the top of a chart, click the Analysis icon . The Measure Analysis page opens. 2. Along the top of the page, you can use the QuickViews to adjust your view of the data. 3. Dive on the data. For more information, see Diving on Data on page 70. <p>TIP: In the lower left of the window, you can click an option to open the data in Excel or PDF format, or in ProDiver.</p>

7. View the definition of a measure:

- a. Above a chart, click the **Information** icon .

The **Measure Definition** page opens.

- b. Review the measure definition.

Label	Description
Definition	A brief description of what the measure represents
Business Logic	A detailed explanation of the measure's content, including a description of the rules that the measure is made of
Expression	<p>The syntax used to generate the measure:</p> <ul style="list-style-type: none"> • Calculation—An operation used to produce a value • Filter—A specification that determines available values
References	The industry standard documents that support the measure's definition and business logic

Viewing the Outpatient Page

On the **Outpatient** page, you can choose whether to work with an overview of outpatient data, or outpatient data over a 12-month trend.

Reviewing an overview of outpatient data

1. On the home page, click **Outpatient**.

The **Outpatient** page opens with the **Overview** tab selected.

2. In the upper right, note the date and time that the data was last updated in the **Last Refreshed** field.
3. In the **Facility** QuickView, choose whether to view data for all facilities or one facility.

NOTE: You use QuickViews to adjust your view of data. In Hospital Operations, QuickViews typically display as pull-down menus.

4. In the **Calendar** QuickView, choose one of the following:
 - **Standard**, if you want to view data beginning with January of the current year Current complete month.
 - **Fiscal**, if you want to view data beginning with the first month in your organization's fiscal calendar

On the right, the **Year-to-Date Summary** updates based on your selection.

5. Review the data:
 - On the left, a list of measures displays.
 - The **Month to Date** area shows data for the current month-to-date this year compared to the same time-period last year, for each measure.
 - The **Current Complete Month** area shows data for the most recent complete month this year compared to same month last year, for each measure.
 - The **Year to Date** area shows data for the current year-to-date compared to the previous year-to-date, for each measure.

NOTE: Year-to-date values are calculated to the last day of the most recent complete month, rather than to today.

TIP: To the right of each time-period comparison, indicators show whether performance has improved or declined.

6. Analyze the data:

To analyze...	Steps
Data for the current month-to-date this year compared to the same time-period last year	<ol style="list-style-type: none"> 1. In the Month to Date area, click the value you want to analyze in the column for the current month-to-date. The Default Measure Analysis page opens. 2. Dive on the data. For more information, see Diving on Data on page 70. TIP: In the lower left of the window, you can click an option to open the data in Excel or PDF format.
Data for the most recent complete month this year compared to the same month last year	<ol style="list-style-type: none"> 1. In the Current Complete Month area, click the value you want to analyze in the column for the most recent complete month. The Default Measure Analysis page opens. 2. Dive on the data. For more information, see Diving on Data on page 70. TIP: In the lower left of the window, you can click an option to open the data in Excel or PDF format.

To analyze...	Steps
<p>Data for the current year-to-date compared to the previous year-to-date</p> <p>NOTE: Year-to-date values are calculated to the last day of the most recent complete month, rather than to today.</p>	<ol style="list-style-type: none"> 1. In the Year to Date area, click the value you want to analyze. The Default Measure Analysis page opens. 2. Dive on the data. For more information, see Diving on Data on page 70. TIP: In the lower left of the window, you can click an option to open the data in Excel or PDF format.
<p>All data for a measure, without a time period comparison</p>	<ol style="list-style-type: none"> 1. On the left, click the name of a measure, and select Measure Analysis. The Measure Analysis page opens. 2. Along the top of the page, you can use the QuickViews to adjust your view of the data. 3. Dive on the data. For more information, see Diving on Data on page 70. TIP: In the lower left of the window, you can click an option to open the data in Excel or PDF format, or in ProDiver.

7. View the definition of a measure:

- On the left, click the name of a measure, and select **Measure Definition**.
The **Measure Definition** page opens.
- Review the measure definition.

Label	Description
Definition	A brief description of what the measure represents

Label	Description
Business Logic	A detailed explanation of the measure's content, including a description of the rules that the measure is made of
Expression	The syntax used to generate the measure: <ul style="list-style-type: none"> • Calculation—An operation used to produce a value • Filter—A specification that determines available values
References	The industry standard documents that support the measure's definition and business logic

Reviewing outpatient data over a 12-month trend

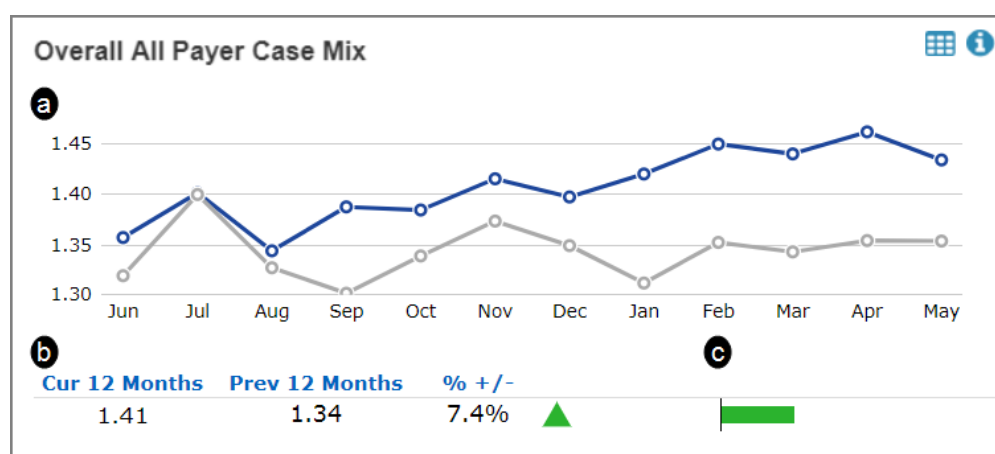
1. On the home page, click **Outpatient**.

The **Outpatient** page opens.

2. In the upper left, click the **Trends** tab.
3. In the upper right, note the date and time that the data was last updated in the **Last Refreshed** field.
4. In the **Facility** QuickView, choose whether to view data for all facilities or one facility.

NOTE: You use QuickViews to adjust your view of data. In Hospital Operations, QuickViews typically display as pull-down menus.

5. Review the data:




- a. Each chart shows data for the most recent 12 complete months compared the previous 12 complete months.

TIP: Point to an area of the chart to see labels and number values.

- b. In the lower left of each chart, the values for the most recent 12 complete months compared to the previous 12 complete months display.
 - c. To the lower right, one or more indicators show whether performance has improved, declined, or remained neutral.
6. Analyze the data:

To analyze...	Steps
Data for a specified month in the current year compared to the same month last year	<ol style="list-style-type: none"> In a chart, click the month you want to view data for. The Default Analysis page opens. In the upper left, the name of the selected month displays below the Search box. Dive on the data. For more information, see Diving on Data on page 70. TIP: In the lower left of the window, you can click an option to open the data in Excel or PDF format.
Data for the most recent 12 complete months compared to the previous 12 complete months	<ol style="list-style-type: none"> At the bottom of a chart, click the row that displays the values for the current and previous 12 months. The Default Analysis page opens. Dive on the data. For more information, see Diving on Data on page 70. TIP: In the lower left of the window, you can click an option to open the data in Excel or PDF format.

To analyze...	Steps
All data for a measure, without a time period comparison	<ol style="list-style-type: none"> At the top of a chart, click the Analysis icon . The Measure Analysis page opens. Along the top of the page, you can use the QuickViews to adjust your view of the data. Dive on the data. For more information, see Diving on Data on page 70. <p>TIP: In the lower left of the window, you can click an option to open the data in Excel or PDF format, or in ProDiver.</p>

7. View the definition of a measure:

- a. Above a chart, click the Information icon .

The **Measure Definition** page opens.

- b. Review the measure definition.

Label	Description
Definition	A brief description of what the measure represents
Business Logic	A detailed explanation of the measure's content, including a description of the rules that the measure is made of
Expression	<p>The syntax used to generate the measure:</p> <ul style="list-style-type: none"> Calculation—An operation used to produce a value Filter—A specification that determines available values
References	The industry standard documents that support the measure's definition and business logic

Viewing the Outcomes Page

On the **Outcomes** page, you can choose whether to work with data about all outcomes, readmissions, mortality, or average length of stay.

Reviewing data about all outcomes

1. On the home page, click **Outcomes**.

The **Outcomes** page opens with the **Overview** tab selected.

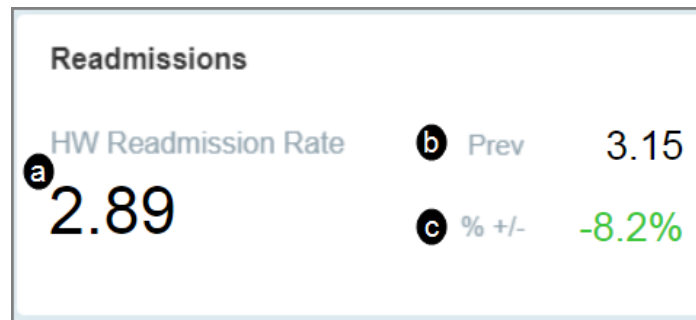
2. In the upper right, note the date and time that the data was last updated in the **Last Refreshed** field.
3. In the **Facility** QuickView, choose whether to view data for all facilities or one facility.

NOTE: You use QuickViews to adjust your view of data. In Hospital Operations, QuickViews typically display as pull-down menus.

4. In the **Calendar** QuickView, choose one of the following:
 - **Standard**, if you want to view data beginning with January of the current year
 - **Fiscal**, if you want to view data beginning with the first month in your organization's fiscal calendar

On the right, the **Year-to-Date Summary** updates based on your selection.

5. Review the data:
 - For each type of outcome, the number values show:



- a. The value for the current year-to-date.
- b. The value for the previous year-to-date.
- c. The percent difference between the current and previous years.

TIP: The color of the value tells you whether performance has improved, declined, or remained neutral.

NOTE: Year-to-date values are calculated to the last day of the most recent complete month, rather than to today.

- On the right, charts display the trend for the most recent 12 complete months compared to the previous 12 complete months.

TIP: Point to an area of the chart to see labels and number values.

6. Analyze the data:

To analyze...	Steps
<p>Data about a particular outcome for the current year-to-date compared to the previous year-to-date</p> <p>NOTE: Year-to-date values are calculated to the last day of the most recent complete month, rather than to today.</p>	<ol style="list-style-type: none"> 1. For the data that you want to analyze, click the value for the current year-to-date. <p>The Default Analysis page opens.</p> <ol style="list-style-type: none"> 2. Dive on the data. For more information, see Diving on Data on page 70. <p>TIP: In the lower left of the window, you can click an option to open the data in Excel or PDF format.</p>
<p>Data about a particular outcome for a specified month in the current year compared to the same month last year</p>	<ol style="list-style-type: none"> 1. On right, in the chart, click the month that you want to view data for. <p>TIP: Point to an area of the chart to see labels and number values.</p> <p>The Default Analysis page opens.</p> <p>In the upper left, the name of the selected month displays below the Search box.</p> <ol style="list-style-type: none"> 2. Dive on the data. For more information, see Diving on Data on page 70. <p>TIP: In the lower left of the window, you can click an option to open the data in Excel or PDF format.</p>

7. View the definition of a measure:

- a. Click the value that you want to see more information about.

For example, you might click the year-to-date value for the **HW Readmission Rate**.

The **Default Analysis** page opens.

- b. Note the name of the second column from the left. The name of the column includes the measure name.

	HWR 30D Readmit Rate	
	Current	
	YTD	
	2.89	
	25.00	18.87
	12.50	6.67
	0.53	6.67

Here, the name of the measure is HWR 30D Readmit Rate.

- c. Find the measure in the **Measure Dictionary**, and view its definition. For more information, see [Viewing Measure Details on page 74](#).

Reviewing data about admissions

1. On the home page, click **Outcomes**.

The **Outcomes** page opens.

2. In the upper left, click the **Readmissions** tab.

3. Note the dates for the data:

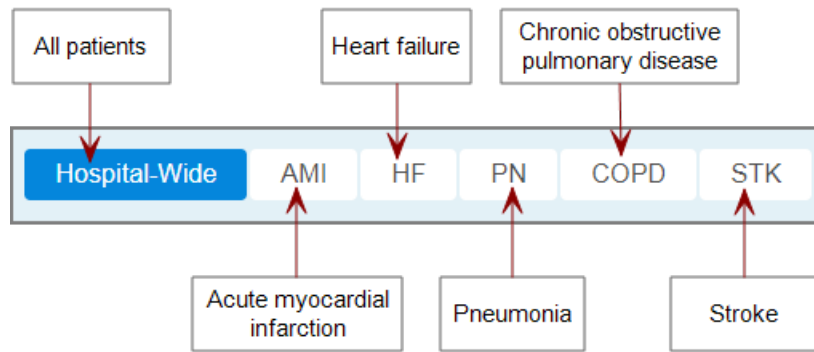
- In the upper right, the **Last Refreshed** date tells you when the data was last updated.
- On the right, the **12 Month Summary** tells you how the current and previous 12 months are counted.

4. In the **Facility QuickView**, choose whether to view data for all facilities or one facility.

NOTE: You use QuickViews to adjust your view of data. In Hospital Operations, QuickViews typically display as pull-down menus.

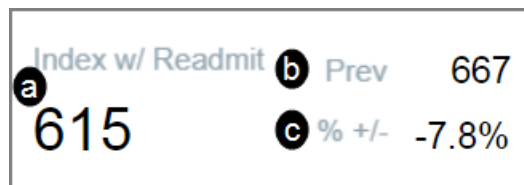
5. Along the top, select the population that you want to view data for.

Measure Factory



6. Review the data:

- The number values show:



- a. Readmission data for the most recent 12 complete months.
 - b. Readmission data for the previous 12 complete months.
 - c. The percent difference between the current and previous 12 complete months.
- Below the number values, charts show readmission data as defined by your organization. For example, you might see a chart that compares data by age group.

TIP: Point to an area of the chart to see labels and number values.

7. Analyze the data:

To analyze...	Steps
Data about readmissions for a specified time period, or data that meets a certain criteria	<ol style="list-style-type: none"> Click the value for the type of readmission data that you want to analyze. You might click a number value or a value in a chart. The Default Analysis page opens. The name of the second column from the left tells you the type of data that you are analyzing and the time period that the data is from. If the data fits a certain criteria—for example, if you chose to view data for only one age group—a description of the criteria appears below the Search box. Dive on the data. For more information, see Diving on Data on page 70. TIP: In the lower left of the window, you can click an option to open the data in Excel or PDF format.
All data about readmissions, without a time period comparison	<ol style="list-style-type: none"> In the upper right, click Analysis. The Measure Analysis page opens. The name of the second column from the left tells you the measure that you are viewing. Along the top of the page, you can use the QuickViews to adjust your view of the data. Dive on the data. For more information, see Diving on Data on page 70. TIP: In the lower left of the window, you can click an option to open the data in Excel or PDF format, or in ProDiver.

8. View the definition of a measure:

- Click the value that you want to see more information about.

You might click a number value or a value in a chart.

The **Default Analysis** page opens.

- Note the name of the second column from the left. The name of the column includes the measure name.

HWR 30D Indexes with Readmit Current 12 Complete Months	
	615
	69
	62

Here, the name of the measure is HWR 30D Indexes with Readmit.

- c. Find the measure in the **Measure Dictionary**, and view its definition. For more information, see [Viewing Measure Details on page 74](#).

Reviewing data about mortality

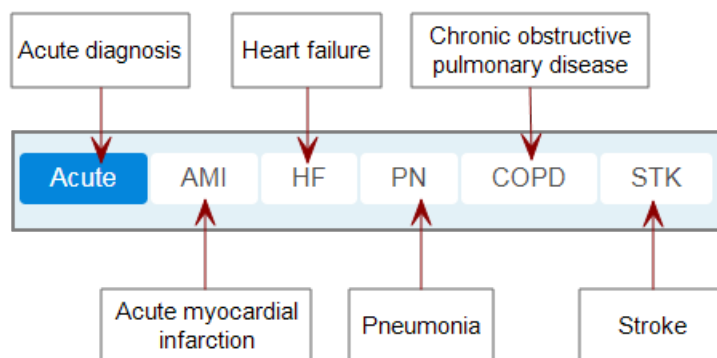
1. On the home page, click **Outcomes**.

The **Outcomes** page opens.

2. In the upper left, click the **Mortality** tab.
3. Note the dates for the data:
 - In the upper right, the **Last Refreshed** date tells you when the data was last updated.
 - On the right, the **12 Month Summary** tells you how the current and previous 12 months are counted.
4. In the **Facility QuickView**, choose whether to view data for all facilities or one facility.

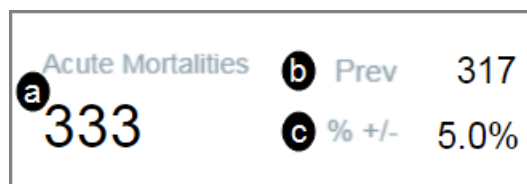
NOTE: You use QuickViews to adjust your view of data. In Hospital Operations, QuickViews typically display as pull-down menus.

5. Along the top, select the population that you want to view data for.



6. Review the data:

- The number values show:



- a. Mortality data for the most recent 12 complete months.
 - b. Mortality data for the previous 12 complete months.
 - c. The percent difference between the current and previous 12 complete months.
- Below the number values, charts show mortality data as defined by your organization. For example, you might see a chart that compares data by age group.

TIP: Point to an area of the chart to see labels and number values.

7. Analyze the data:

To analyze...	Steps
Data about mortality for a specified time period, or data that meets a certain criteria	<ol style="list-style-type: none"> Click the value for the type of mortality data that you want to analyze. You might click a number value or a value in a chart. The Default Analysis page opens. The name of the second column from the left tells you the type of data that you are analyzing and the time period that the data is from. If the data fits a certain criteria—for example, if you chose to view data for only one age group—a description of the criteria appears below the Search box. Dive on the data. For more information, see Diving on Data on page 70. TIP: In the lower left of the window, you can click an option to open the data in Excel or PDF format.

To analyze...	Steps
All data about mortality, without a time period comparison	<ol style="list-style-type: none"> 1. In the upper right, click Analysis. The Measure Analysis page opens. The name of the second column from the left tells you the measure that you are viewing. 2. Along the top of the page, you can use the QuickViews to adjust your view of the data. 3. Dive on the data. For more information, see Diving on Data on page 70. TIP: In the lower left of the window, you can click an option to open the data in Excel or PDF format, or in ProDiver.

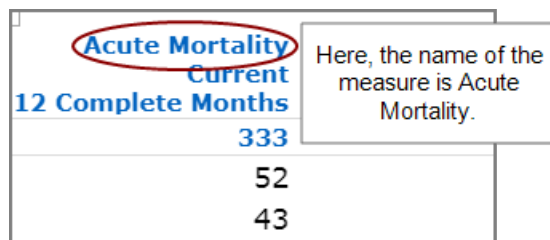
8. View the definition of a measure:

- a. Click the value that you want to see more information about.

You might click a number value or a value in a chart.

The **Default Analysis** page opens.

- b. Note the name of the second column from the left. The name of the column includes the measure name.



Acute Mortality	
Current	
12 Complete Months	
333	
52	
43	

Here, the name of the measure is Acute Mortality.

- c. Find the measure in the **Measure Dictionary**, and view its definition. For more information, see [Viewing Measure Details on page 74](#).

Reviewing data about average length of stay

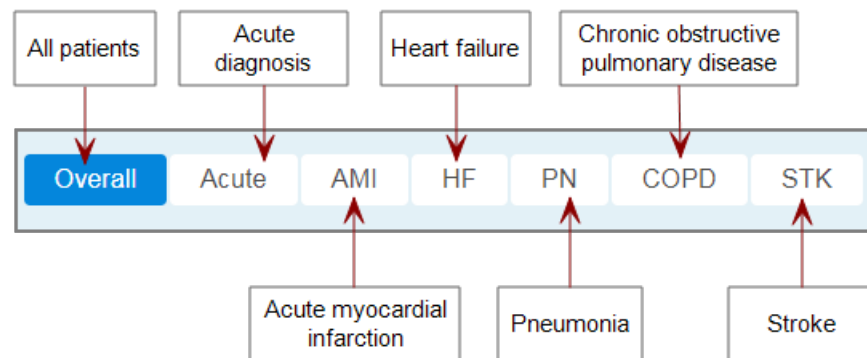
1. On the home page, click **Outcomes**.

The **Outcomes** page opens.

2. In the upper left, click the **ALOS¹** tab.
3. Note the dates for the data:

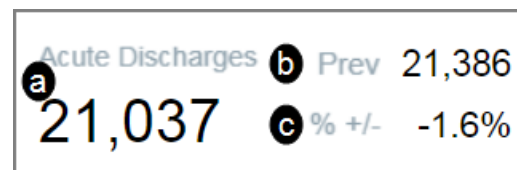
¹Average length of stay

- In the upper right, the **Last Refreshed** date tells you when the data was last updated.
 - On the right, the **12 Month Summary** tells you how the current and previous 12 months are counted.
4. In the **Facility QuickView**, choose whether to view data for all facilities or one facility.
- NOTE:** You use QuickViews to adjust your view of data. In Hospital Operations, QuickViews typically display as pull-down menus.
5. Along the top, select the population that you want to view data for.



6. Review the data:

- The number values show:



- Data for the most recent 12 complete months.
 - Data for the previous 12 complete months.
 - The percent difference between the current and previous 12 complete months.
- Below the number values, charts show data as defined by your organization. For example, you might see a chart that compares data by age group.
7. Analyze the data:

To analyze...	Steps
Data for a specified time period, or data that meets a certain criteria	<ol style="list-style-type: none"> 1. Click the value for the type of data that you want to analyze. You might click a number value or a value in a chart. The Default Analysis page opens. The name of the second column from the left tells you the type of data that you are analyzing and the time period that the data is from. If the data fits a certain criteria—for example, if you chose to view data for only one age group—a description of the criteria appears below the Search box. 2. Dive on the data. For more information, see Diving on Data on page 70. TIP: In the lower left of the window, you can click an option to open the data in Excel or PDF format.
All data for a particular measure, without a time period comparison	<ol style="list-style-type: none"> 1. In the upper right, click Analysis. The Measure Analysis page opens. The name of the second column from the left tells you the measure that you are viewing. 2. Along the top of the page, you can use the QuickViews to adjust your view of the data. 3. Dive on the data. For more information, see Diving on Data on page 70. TIP: In the lower left of the window, you can click an option to open the data in Excel or PDF format, or in ProDiver.

8. View the definition of a measure:

- a. Click the value that you want to see more information about.

You might click a number value or a value in a chart.

The **Default Analysis** page opens.

- b. Note the name of the second column from the left. The name of the column includes the measure name.

Total Discharge Days	Here, the name of the measure is Total Discharge Days.
Current	
12 Complete Months	
98,344	
6,117	
6,025	

- c. Find the measure in the **Measure Dictionary**, and view its definition. For more information, see [Viewing Measure Details on page 74](#).

Viewing the Physicians Page

On the **Physicians** page, you can choose whether to work with data about all attending providers, or only one attending provider.

Reviewing data about all attending providers

1. On the home page, click **Physicians**.

The **Physicians** page opens with the **Summary** tab selected.

2. In the upper right, note the date and time that the data was last updated in the **Last Refreshed** field.
3. In the **Facility** QuickView, choose whether to view data for all facilities or one facility.

NOTE: You use QuickViews to adjust your view of data. In Hospital Operations, QuickViews typically display as pull-down menus.

4. In the **Service** QuickView, choose whether to view data for all attending providers or only attending providers that perform a particular service.
5. In the **Calendar** QuickView, choose one of the following:

- **Standard**, if you want to view data beginning with January of the current year
- **Fiscal**, if you want to view data beginning with the first month in your organization's fiscal calendar

On the right, the **Year-to-Date Summary** updates based on your selection.

6. Review the data:
 - A list of attending providers displays on the left.

TIP: Click the name of an attending provider to see information specific to them.
 - Each page area shows data for the current year-to-date compared to the previous year-to-date, for each attending provider.

NOTE: Year-to-date values are calculated to the last day of the most recent complete month, rather than to today.

TIP: To sort a column in descending or ascending order, click the column header.

7. Analyze data about an attending provider for the current year-to-date compared to the previous year-to-date:

- a. To the right of the attending provider's name, click the **Cur** or **Prev** value for a measure.

The **Default Measure Analysis** page opens.

- b. Dive on the data. For more information, see [Diving on Data on page 70](#).

TIP: In the lower left of the window, you can click an option to open the data in Excel or PDF format.

NOTE: Year-to-date values are calculated to the last day of the most recent complete month, rather than to today.

Reviewing data about one attending provider

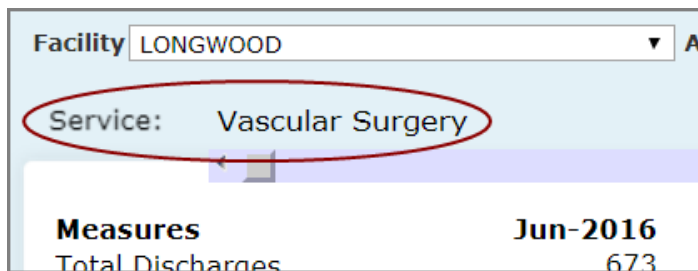
1. On the home page, click **Physicians**.

The **Physicians** page opens with the **Summary** tab selected.

2. On the left, click the name of the attending provider that you want to see details about.

The **Scorecard** tab opens, and the name of the attending provider displays in the **Attending Provider QuickView**.

Below the **Facility QuickView**, the attending provider's service appears.



NOTE: You use QuickViews to adjust your view of data. In Hospital Operations, QuickViews typically display as pull-down menus.

3. In the upper right, note the date and time that the data was last updated in the **Last Refreshed** field.
4. In the **Facility QuickView**, choose whether to view data for all facilities or one facility.

5. In the **Calendar** QuickView, choose one of the following:
- **Standard**, if you want to view data beginning with January of the current year
 - **Fiscal**, if you want to view data beginning with the first month in your organization's fiscal calendar

On the right, the **Year-to-Date Summary** updates based on your selection.

6. Review the data:
- In the **Measures** area, data for the current month-to-date, current year-to-date, and previous year-to-date display, for each measure.
- NOTE:** Year-to-date values are calculated to the last day of the most recent complete month, rather than to today.

- To view data for the most recent 12 complete months compared to the previous 12 complete months, on the left, click the name of a measure.

On the right, the data appears in a chart.

TIP: Point to an area of the chart to see labels and number values.

- In the lower half of the page, on the top of the table, select the type of data that you want to view.

For example, you can select **Procedure** to view data about the procedures that the selected attending provider has performed.

TIP: To sort a column in descending or ascending order, click the column header.

7. Analyze the data:

To analyze...	Steps
<p>Data for the current month-to-date compared to the previous month-to-date</p>	<ol style="list-style-type: none"> 1. In the Measures area, click a value in the column for the current month-to-date. The Analysis page opens. 2. Dive on the data. For more information, see Diving on Data on page 70. TIP: In the lower left of the window, you can click an option to open the data in Excel or PDF format.
<p>Data for the current year-to-date compared to the previous year-to-date</p> <p>NOTE: Year-to-date values are calculated to the last day of the most recent complete month, rather than to today.</p>	<ol style="list-style-type: none"> 1. In the Measures area, click a value in the current or previous year columns. The Analysis page opens. 2. Dive on the data. For more information, see Diving on Data on page 70. TIP: In the lower left of the window, you can click an option to open the data in Excel or PDF format.

To analyze...	Steps
Data for a specified month in the current year compared to the same month last year	<ol style="list-style-type: none">1. In the Measures area, click the measure with the data that you want to analyze. On the right, the data appears in the chart.2. In the chart, click the month that you want to view data for. TIP: Point to an area of the chart to see labels and number values. The Default Analysis page opens. In the upper left, the name of the selected month displays below the Search box.3. Dive on the data. For more information, see Diving on Data on page 70. TIP: In the lower left of the window, you can click an option to open the data in Excel or PDF format.

To analyze...	Steps
<p>Data about a particular medical area for the current year-to-date compared to the previous year-to-date</p> <p>NOTE: Year-to-date values are calculated to the last day of the most recent complete month, rather than to today.</p>	<ol style="list-style-type: none">1. In the lower half of the page, on the top of the table, select the type of data that you want to view. For example, you can select Procedure to view data about the procedures that the selected attending provider has performed.2. In the table, click the value that you want to analyze. The Default Analysis page opens. In the upper left, the criteria for the data appears.3. Dive on the data. For more information, see Diving on Data on the facing page. TIP: In the lower left of the window, you can click an option to open the data in Excel or PDF format.

To analyze...	Steps
All data for a measure, without a time period comparison	<ol style="list-style-type: none"> 1. In the Measures area, click the measure with the data that you want to analyze. On the right, the data appears in the chart. 2. In the upper right of the chart, click Analysis. The Measure Analysis page opens. 3. Along the top of the page, you can use the QuickViews to adjust your view of the data. 4. Dive on the data. For more information, see Diving on Data below. TIP: In the lower left of the window, you can click an option to open the data in Excel or PDF format, or in ProDiver.

Diving on Data

1. Browse to the data you want to dive on.

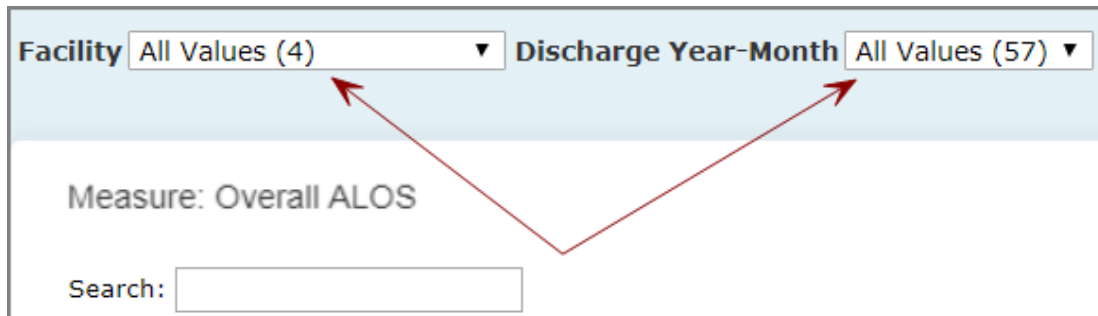
Dimension values display in the leftmost **column**. Data values display in the columns on the right.

Patient City		ALOS	+/-
Total		4.4	-0.1
BRECKSVILLE	27.00	33.2	-13.2
PORT CLINTON	27.00	32.2	-8.2
CADIZ	7.00	14.0	-7.0
GRANVILLE	64.00	13.3	50.7
NORTHWOOD	22.00	13.3	8.7

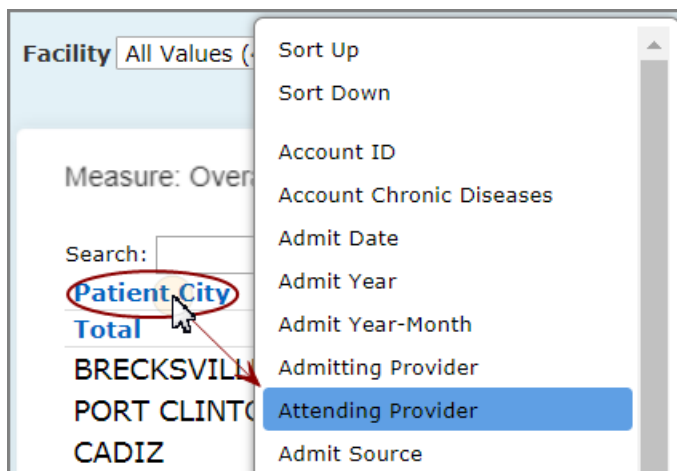
Here, the dimension is Patient City, and the dimension values are city names.

- If **QuickViews** are available, use them to adjust your view of the data.

NOTE: You use QuickViews to adjust your view of data. In Hospital Operations, QuickViews typically display as pull-down menus.



- To view data for a different dimension, click the leftmost **column header**, and select a new dimension.



Values for the new dimension appear.

- Find the dimension value that you want to dive on:
 - If searching is enabled, enter the name of the dimension value in the **Search** box.
 - To sort column data in descending or ascending numeric order, click the column header.
 - To sort the dimension values in descending or ascending alphabetical order, click the leftmost column header, and select **Sort Up** or **Sort Down** at the top of the context menu.
- To begin diving, click the **dimension value**, and select another dimension.

Facility: All Values (4) ▾

Measure: Overall ALOS

Search:

Attending Provider

Total
Nunez, Y (PHY 013462)
Jefferson, W (PHY 003295)
Graham, I (PHY 001760)
Webster, I (PHY 002550)
Rasmussen, M (PHY 014660)
Walsh, Q (PHY 002672)
Bryan, J (PHY 025215)

Dropdown menu options:

- Admit Type
- Detail Patient Type
- Discharge Location
- Discharge Status
- Discharge Service
- Discharge Year
- Discharge Date
- Discharge Year-Month
- Discharge Fiscal Year-Mo
- Discharge Fiscal Year
- ED Provider
- Facility
- Financial Class**
- MS DRG

Values that meet the criteria for both dimensions appear.

In the upper left, the name of the **dimension value** that you dived on appears.

Nunez, Y (PHY 013462)

Financial Class

Total	
Aetna	
Blue Cross	25.82
Champus	50.00
Charity	10.00

This dive shows data about the patients that Dr. Nunez worked with, broken down by financial class.

The values that appear in the **Totals row** are the same as the values in the row that you dived on.

Attending Provider	Overall ALOS	Exp ALOS	+/-
Total	4.35	4.4	-0.1
Nunez, Y (PHY 013462)	22.91	8.0	14.9
Jefferson, W (PHY 003295)	18.50	2.2	16.3
Graham, I (PHY 001760)	18.00	8.0	10.1

[Nunez, Y \(PHY 013462\)](#)

Financial Class	Overall ALOS	Exp ALOS	+/-
Total	22.91	8.0	14.9
Aetna	30.71	12.8	17.9
Blue Cross	25.82	9.4	16.4
Champus	50.00	1.8	48.2




- Use the previous steps to continue adjusting your view.
- To return to a previous view, in the upper left, click a [dimension value](#).

[Nunez, Y \(PHY 013462\)](#) → [Blue Cross](#) → [Female](#)

Discharge Year	Overall ALOS	Exp ALOS	+/-
Total	28.63	9.6	19.0
2013	1.00	3.3	-2.3
2014	71.33	14.8	56.5
2015	4.33	6.6	-2.3

- Depending on the settings that an administrator specified, to the lower left of the data, you might be able to [click an option](#) to view the data in Excel or PDF format, or open the data in ProDiver.

NILES	5.00
HARRISON	2.20
WHEELERSBURG	5.00
ANNA	2.00
MINSTER	13.00
	5.00

 Excel
  PDF
  ProDiver

Using the Measure Dictionary

Viewing Measure Details

1. On the home page, click **Measure Dictionary**.
The **Measure Dictionary** page opens, displaying a list of the measures in your system.
2. Click a measure, and select **Definition**.
The **Measure Definition** page opens.
3. Review details about the measure.

Label	Description
Definition	A brief description of what the measure represents
Business Logic	A detailed explanation of the measure's content, including a description of the rules that the measure is made of
Expression	The syntax used to generate the measure: <ul style="list-style-type: none"> • Calculation—An operation used to produce a value • Filter—A specification that determines available values
References	The industry standard documents that support the measure's definition and business logic
More Details	Additional details: <ul style="list-style-type: none"> • Category—The section of the Measure Dictionary that the measure belongs to • Good Direction—One of two values (up or down) that states whether higher or lower values indicate improvements in performance • View—The dimension that the measure is based on • Data Set—The cBase that supplies the data for the measure

Analyzing Measure Data

When you need to view more information than is available on a page or dashboard, you can analyze a measure's data in DivePort. Additionally, if you are licensed to use

ProDiver, you can open the data in ProDiver to perform a complex analysis, as well as save your view.

Analyzing measure data in DivePort

1. On the home page, click **Measure Dictionary**.

The **Measure Dictionary** page opens, displaying a list of the measures in your system.

2. Click a measure, and select **Analysis**.

The **Analysis** page opens.

Analysis

Facility Admit Year-Month

Measure: Total Admissions

Search:

Admit Location	Total Admissions	% Total	Acute	Non-Acute	ED Admits
Total	92,468	100.0%	82,767	0	56,030
	105	0.1%	105	0	1
	1,313	1.4%	1,240	0	2
CER	7,173	7.8%	7,173	0	7,173
GER	18,063	19.5%	18,063	0	18,063
HER	23,936	25.9%	23,929	0	23,929
LER	6,352	6.9%	6,350	0	6,350
LW 1 CARDIAC DECISION	35	0.0%	35	0	3

Dimension values display in the leftmost column. The measure displays as a summary column.

3. Along the top of the page, you can use the QuickViews to adjust your view of the data.

NOTE: You use QuickViews to adjust your view of data. In Hospital Operations, QuickViews typically display as pull-down menus.

4. Dive on the data. For more information, see [Diving on Data on page 70](#).

TIP: In the lower left of the window, you can click an option to open the data in Excel or PDF format, or in ProDiver.

Analyzing measure data in ProDiver

1. On the home page, click **Measure Dictionary**.

The **Measure Dictionary** page opens, displaying a list of the measures in your system.

- Click a measure, and select **ProDiver**.

ProDiver starts and displays the [measure data](#).

The screenshot shows the ProDiver application window titled "ProDiver - [Admit Location [Admissions - IP Admissions]]". The window has a menu bar (File, Edit, Organize, Display, Window, Help) and a toolbar. Below the toolbar are two dropdown menus: "Facility" set to "All Values (4)" and "Admit Year-Month" set to "All Values (58)".

The main data table has three columns: "Admit Location", "IP Admissions", and "% Total". The data is as follows:

Admit Location	IP Admissions	% Total
Totals	82,767	100.0000
<unknown>	105	0.1269
CER	7,173	8.6665
GER	18,063	21.8239
HER	23,929	28.9113
LER	6,350	7.6721
LW 1 CARDIAC DECISION	35	0.0423
LW 1 CHEST PAIN CTR	1	0.0012
LW 1 DIRECT ADMIT UNIT	14	0.0169
LW 1 OB ED	388	0.4688
LW 1 OB TRIAGE	3,248	3.9243
LW 2 PEDIATRIC ICU	310	0.3745
LW 2 PEDIATRICS	906	1.0946
LW 2 PEDS HOLDING	124	0.1498
LW 2E INTERVENTIONAL	8	0.0097
LW 2S OB SPECIAL CAI...	232	0.2803

At the bottom of the table, it says "110 Rows (Totals-17)".

On the right side of the window is a "Console" pane. It has tabs for "Dive A", "Dive B", "Dive C", and "Dive D". The "Dive A" tab is selected. The console shows a tree view of the data structure:

- History(Admissions - IP Admissions)
 - Admit Location
 - cBases
 - Admissions - IP Admissions
 - Patient
 - Account
 - Admission
 - Discharge
 - Clinical
 - Outcomes
 - Financial
 - Providers
 - Dates-Times
 - Census

At the bottom right of the console, it says "Logged in as enickerson (tear)".

Dimension values display in the leftmost column. The measure displays as a summary column.

- Dive on the data.

For more information, see the *ProDiver Help*.

Measure Factory Data Sets

If you have access to ProDiver, you can open the Measure Factory data sets that supply your system.

- On the home page, click **Ad Hoc Analysis**.

The **Ad Hoc Analysis** page opens.

- On the left, select one of the following:

- All Measures**, if you want to open information from all of the data sets at the same time.

- **Data Sets**, if you want to open one of several data sets, each of which are useful for viewing certain information.

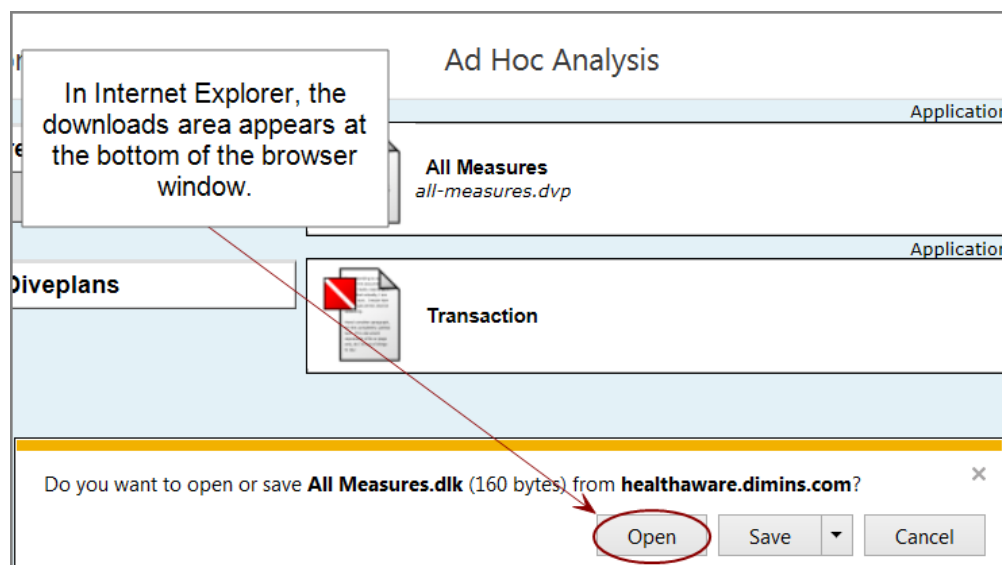
Data Set	Description
Accounts	View complete information for each account ID. The Accounts data sets allows you to view data for the largest number of measures.
Adjustments	View transaction data about billing adjustments for each account ID.
Census Analysis	View census data recorded through a period of time that your organization chooses (typically, one year in the past). The Census Analysis data set is updated each day.
Census Capacity	View information about the total number of patients that can be admitted to each unit.
Charges	View transaction data about the charges that were billed to each account ID. You can use the Charges data set to determine the location or department that a patient was admitted to, such as the ED ¹ or OR ¹ .
Daily Census	View data using one of three industry-standard methods for calculating patient days. Before you open this data set, be sure you know which method your organization uses.
Diagnoses	View the principal and secondary diagnoses that were coded against each account ID.
ED Log	View emergency department information for each account ID.
Hourly Census	View census data recorded through the past 30 days. The Hourly Census data set is updated each hour.

¹Emergency department

¹Operating room

Data Set	Description
OR Log	View operating room information for each account ID.
Payments	View transaction data about the payments submitted for each account ID.
Previous Hourly Census	The Previous Hourly Census data set is used to calculate certain values. Dimensional Insight recommends that you choose a different data set for analysis.
Procedures	View the principal and secondary procedures coded against each account ID.
Squashed Previous Hourly Census	The Squashed Previous Hourly Census data set is used to calculate certain values. Dimensional Insight recommends that you choose a different data set for analysis.

- **Standard DivePlans**, if you want to open information from the **Adjustments**, **Charges**, and **Payments** data sets at the same time. This is useful for analyzing financial information.
3. On the right, click the name of the [data set](#) that you want to open.
- The downloads area for your web browser appears.




4. Follow your web browser's prompts to open the file.

ProDiver starts.

5. If prompted, enter your logon credentials.

The data set opens in ProDiver.

Note the following:

- The dimensions on the Console typically show counts of values.
- You can click **Edit > Select Columns** to access all the information in the data set.
- To open another data set or to change the data set that you are viewing, on the ProDiver toolbar, click the **DiveBook** icon .

For more information, see the *ProDiver Help*.