

Handbook for Rural Health Network Development Program Measures and Data Tracking Tool (with Dashboard)

Introduction

This tool was designed to support Rural Health Network Development Program (RHND) grantees as they plan for data collection and track measures required as part of the grant and those that are network- and program-specific. The tool is designed to support data collection to complete the grant program's required annual Performance Improvement Measurement System (PIMS) reporting. It may be customized to include grantee-designed measures as well.

While use of this tool itself is not required, it is a valuable resource. It can be used to track the required PIMS data for annual reporting to FORHP and design, capture, and report the grantee-selected measures for the required RHND data dashboard deliverable. Each tab is described below and aligns with guidance provided in the Draft RHND PIMS Measures document available here: <https://ruralhealthlink.org/rural-health-network-development/>

To cycle through the various tabs, use the small horizontal arrows located in the tool's bottom left-hand corner. Some tabs also have hyperlinks to navigate to related tabs and/or resources. Throughout the tool, any cells shaded light yellow can and should be updated.

If you have questions regarding this tool, please refer to the companion video tutorial and/or reach out to your technical assistance provider.

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Overall guide to using the tabs

Start Here (bright blue tab)

Insert the name of the grantee in the tool. Optional: If you wish to track at a more granular level, you can also insert either individual network organization member names or cohort names in as many yellow boxes as is applicable. Please note that the tool is not designed to track individual organization members of networks and cohorts simultaneously.

PIMS Measure Plan (Sections 1 – 3) (red tabs)

This tab outlines each section of the required PIMS measures for Sections 1-3 and assists with navigating to section measures within this document for PIMS measure data tracking.

Sections 1 – 3

Sections 1-3 of the required PIMS measures for this grant program's annual PIMS reporting are placed in three corresponding tabs found in this tool, to assist with required reporting.

Narrative stories

Use this tab to capture patient and project stories and successes qualitatively.

Sec 4 – Table 20 (dark blue tab)

Use this tab to enter information for table 20 in the PIMS documentation to assist with required reporting.

Sec 4 – Measure Plan (Table 21) (dark blue tab)

This single tab includes the measures required for your grant program's annual PIMS measure reporting. Each corresponding section's PIMS measures are included in a format that allows for data entry of ongoing data tracking. The tab is set up to populate some elements of the required clinical measure data tracking tabs (blue), any additional NQF measures tracked (green), and dashboard tab (purple). If you are not tracking any given clinical measure, a selection is also included under this tab that will grey out that measure. A crosswalk to other quality programs (e.g., UDS, HEDIS, NQF, etc.) is also included as an additional informational reference. (Please note the crosswalk measures to other quality programs is not a requirement for grant program PIMS reporting but provided as a convenience for the grantee who may already be collecting some of these types of measures.)

Clinical Measure Data Tracking (lighter blue tabs)

Each of these 13 tabs corresponds to a single required clinical measure. Enter information in the dark blue Sec 4 – Measure Plan (Table 21) tab and then populate the basic information needed to track the measure (numerator, denominator, date entered, any notes). See “Getting started” for helpful additional information before entering data.

Additional Clinical Measure Data Tracking (green tabs)

Each of these two tabs can be adapted to correspond to a single additional NQF measure, only if you have indicated that you are collecting any. Enter information in the dark blue Sec 4 - Measure

Plan (Table 21) tab, then rename the tab(s) as applicable and populate the basic information needed to track on the measure (numerator, denominator, date entered, any notes).

Program Specific Measure Data Tracking (dark yellow tabs)

Each of these two tabs can be adapted to correspond to a single program-specific measure, only if you have indicated that you are collecting any. Enter information in the dark blue Sec 4 - Measure Plan (Table 21) tab, then rename the tab(s) as applicable and populate the basic information needed to track on the measure (numerator, denominator, date entered, any notes).

Dashboard (purple tab)

This tab provides performance snapshots of the clinical measures, both required and additional (if you add). You may select from these measures to meet your data dashboard deliverable requirement or identify other program-specific measures to include in your dashboard.

Tips and Tricks

At what level are you tracking data? Use the following chart to get off on the right foot.

At an overall network level <u>only</u>	At an overall network <u>and</u> individual network organization level	At an overall network <u>and</u> cohort level
<p>1. Enter the name of your network in the main yellow box on the dark pink "PIMS Measure Plan (Sections 1-3)" tab.</p>	<p>1. Enter the name of your network in the main yellow box on the dark pink "PIMS Measure Plan (Sections 1-3)" tab. Also enter the name(s) of the individual organizations in the yellow boxes below the main box.</p>	<p>1. Enter the name of your network in the main yellow box on the dark pink "PIMS Measure Plan (Sections 1-3)" tab. Also enter the name(s) of the cohort(s) in the yellow boxes below the main box.</p>
<p>2. Update the yellow boxes in the dark blue "Sec 4 - Measure Plan (Table 21)" tab.</p>	<p>2. Update the yellow boxes in the dark blue "Sec 4 - Measure Plan (Table 21)" tab.</p>	<p>2. Update the yellow boxes in the dark blue "Sec 4 - Measure Plan (Table 21)" tab.</p>
<p>3. In the measure tabs, enter data only in the main columns under the dark blue header. Do not use the columns under the light blue headers to the right. Hide or delete these if you choose.</p>	<p>3. In the measure tabs, DO NOT enter data in the main columns under the dark blue header. Instead, use the columns under the light blue headers to the right to enter data for each individual organization. If you do not need all of the columns, you can hide or delete the remaining if you choose.</p>	<p>3. In the measure tabs, DO NOT enter data in the main columns under the dark blue header. Instead, use the columns under the light blue headers to the right to enter data for each cohort. If you do not need all of the columns, you can hide or delete the remaining if you choose.</p>

Detailed guide to getting started with clinical measure data tracking

Sec 4 – Measure Plan (Table 21) (dark blue tab)

Each row in this tab contains details for a specific measure. In Columns A through D, the following details are available:

- **Measure Name**
Measure Description
Numerator
Denominator
 - Clinical data measure specifications for measures determined by FORHP for the Rural Health Network Development Program are prepopulated.
 - If you wish to track additional measures, add all details in these columns.

The remaining columns are used to aid in data collection:

- **Is this measure applicable to your program?**
 - Choose “Yes” or “No” from the dropdown. If you choose “No,” the measure will be grayed out.
- **Location in EHR/Name of Report**
Responsible Person
Barriers/Issues/Notes
Data Availability
 - Use these columns to make notes about how you are obtaining data for the measure. Documentation is important to ensure that you and others are consistently measuring the same thing over time.
- **Frequency of Data Monitoring**
 - This is automatically set to “Monthly”, but you may change it to “Quarterly” if you choose. Once this is set, and you have begun entering data into the clinical measure tabs, you should not change this value.
- **Goal: Increase or Decrease?**
 - This is automatically set for the clinical data measures determined by FORHP.
 - If the measure is an additional measure you wish to track, select “Increase” or “Decrease” from the dropdown depending on the direction the measure should trend for improvement.

Clinical Measure Data Tracking tabs (lighter blue tabs)

Starting with the tab “Readmissions” and ending with the tab “Cardiovascular Disease,” each of the light blue tabs corresponds to a clinical measure that should be used for data entry and tracking. Among these:

- Lighter blue tabs are straightforward measures with a single numerator and denominator. The chart summarizing performance displays overall performance and individual network organization or cohort performance (if applicable to how you are tracking).
- Darker blue tabs are more complex measures that might have two or three numerators and/or denominators. The chart summarizing performance displays overall performance by each of these measure components, but it will not also display individual network organization or cohort performance (if applicable to how you are tracking).

Additional NQF Measure Data Tracking tabs (green tabs)

Program Specific Measure Data Tracking tabs (dark yellow tabs)

Two template tabs are set up for tracking additional NQF measures if your network has chosen to do so. Two template tabs are also set up for tracking program-specific measures, again if you network has chosen to do so. After updating the dark blue “Sec 4 – Measure Plan (Table 21)” tab with details for these measures, you can update these template tabs as follows:

- **Name of tab:** Right-click on the green or yellow tab and rename it to refer to the additional NQF measure or program-specific measure you are now tracking
- **Name of measure (row 3):** Enter the name of the measure you are tracking. Ensure that the name of the measure is entered verbatim from its name in Column A on the dark blue “Sec 4 – Measure Plan (Table 21)” tab. If it is entered verbatim, the numerator, denominator, and goal direction should be automatically populated.

Dashboard (purple tab)

If you are tracking additional NQF measures and/or program-specific measures, you can also add them to this dashboard. To add them:

1. Navigate to the “Review” tab at the top of Excel. Click “Unprotect Sheet.”
2. Right-click at the top of the spreadsheet between columns A and C and choose “Unhide.”
3. At the bottom of the table, enter verbatim the name of the tab (not the name of the measure) that contains your additional NQF measure data and/or your program-specific measure data. If it is entered verbatim, the row should update with information about your measure.
4. Right-click column B at the top of the spreadsheet and choose “Hide.”
5. Navigate to the “Review” tab at the top of Excel. Click “Protect Sheet” and choose “OK.”

If you wish to include summary measure information that you are tracking somewhere other than this tool, the tool will also allow you to do this. You will need to choose a blank row and populate all columns (Columns C through J) manually for the functionality to work. To do this, follow instruction #1 above, populate your information in all columns of a blank row, and finish with instruction #5 above.