

Instructions – 2012 Quality of Care Data Collection – ESRD NW #14

- **Step 1:** Go to NW #14 website - www.esrdnetwork.org → Professionals → Data. *Texas Quality of Care (QOC) Indicator Data Collection* worksheets are located on the right side of the Data page.
- **Step 2:** Click on the QOC Data Collection Sheet you need for your facility - HD, PD, Home (Home HD 3 x/week), and Frequent HD (FHD – Home or In-Center HD More than 3 x/week). An Excel file containing the worksheet will open in a new window.
- **Step 3:** Click *File*, then Click *Save As* to change the Excel file name. **Change the Excel file name to your facility's CCN # and the modality listed on your patient roster - HD, PD, Home or FHD.** (Your CCN # is your CMS Provider Number - the 6 digit number beginning with #45 _ _ _ _ or #67 _ _ _ _). *For example, if your facility's CCN# was 458888 and you completed an HD sheet, you would rename the file 458888 HD.*
 - **The above step is critical – you MUST rename the file using your CCN # & modality so lab data on the collection form can be matched to your facility's demographics in the NW database.**
 - **If your facility completes data collection sheets for more than 1 modality (i.e., HD and PD), each data sheet needs to be saved as a separate file with CCN # & modality to prevent over-writing data.**
- **Step 4:** Save the renamed file to your computer.
- **Step 5: Entering Data on the QOC Data Collection Form:**
 - Beginning with the first patient listed on the roster, match the red patient code # on the roster to the same number on the data collection form. (See sample below)

QOC Patient Roster		
Pt. Code #	Last Name	First Name
1	Kidney	Sue
2	Ureter	John

Prov #	Patient Code	October Pre BUN	October Post BUN	BUN Lab Draw Date
456666	1	75	40	10/03/11
456666	2	90	55	10/03/11

- Enter data for patient into each data field – Provider #, lab data and draw date for lab tests.
- Enter patient's data for all 3 months – **October, November and December 2011** (scroll across the bottom of the data collection sheet for the November and December data sheets).
 - Use values from the 1st monthly lab draws – **DO NOT** use repeat values!
 - Enter exact lab value for each test. **DO NOT** enter averaged or rolling values.
 - If a patient did not dialyze at your facility for all 3 months, enter values for time patient was at your facility, even if patient was only at your facility for 1 month.
 - If lab test wasn't done during the month, enter "NP" (not performed). **DO NOT** enter "0".
 - For HD pre/post BUN, use the 1st monthly draws done on the same treatment date.
 - For PD patients, **DO NOT** enter BUN values – enter the actual weekly Kt/V and/or CrCl.
- Repeat this process for each patient listed on the roster, matching the red patient code # on the roster with the same # on the data collection form. **DO NOT enter patient names on the roster!**
- "SAVE" your work each time you enter data so you don't have to re-do the data entry.
- **Step 6: Emailing QOC Data Collection Form to NW #14:**
 - Print a hard copy of your completed QOC Lab Data Collection Form.
 - Address an email to – QI@nw14.esrd.net
 - **IMPORTANT – Type your CCN# and the modality (HD, PD, Home, FHD) in Subject Line of email!**
 - *Attach your completed QOC Lab Data Collection Form to the email & send your email.*