



**Medical Facilities Utilization Reporting System**  
**HOSPITAL UTILIZATION DATABASE**

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## **Acknowledgement**

Broward Regional Health Planning Council extends its gratitude to all partners, collaborators, and staff members for their participation in the development of this exciting project.

## **Description of the Project**

Broward Regional Health Planning Council has taken a leadership role in the development of several databases which are the first of their kind and provide community members with access to vital health planning and policy making data.

⇒ The *Medical Facilities Utilization Reporting System* improves upon a manual reporting system that BRHPC administered for over 25 years. These data sets are now accessible online, improving program efficiency and overall functionality including utilizing data to make capacity and quality related decisions. The database has the ability to generate 39 exportable and/or ready to print reports. It was expanded to become a strategic planning tool for administrators to assess variances in utilization. Hospital and Nursing Home Utilization reporting is required by state statute and is delivered to the Agency for Healthcare Administration on a quarterly basis.

- The *Hospital Utilization* database is an information and decision support tool for healthcare providers and planners. It allows the user to quickly run customized reports on hospital utilization by bed type as well as other hospital based services such as surgery, ancillary procedures and emergency department visits. Comparison reports among hospitals within a community are also available.
- The *Nursing Home Utilization* database tracks admissions and patient days by payer source.

⇒ The *Florida Health Data Warehouse* provides six query modules:

- Florida Prevention Quality Indicators (PQI) provides county level data that identifies hospitalizations and emergency department visits that may have been preventable with the utilization of high quality primary and preventive care.
- Pediatric Quality Indicators/Avoidable Admissions (PDI) provides county level data that identifies pediatric hospitalizations and emergency department visits that may have been preventable with the utilization of high quality primary and preventive care.
- Inpatient Hospitalizations for Chronic Conditions
- Self-Inflicted Injury Incidence
- Emergency Department (ED) Acuity Stratification
- NYU Algorithm ED Preventable/Avoidable

⇒ The *Disease Related Group (DRG) Data Warehouse* is a decision support tool for healthcare providers and planners. It allows the user to quickly run customized reports by hospital medical services such as cardiology or orthopedics including DRG level detail by selected hospitals in an area using the Florida AHCA hospital inpatient database.

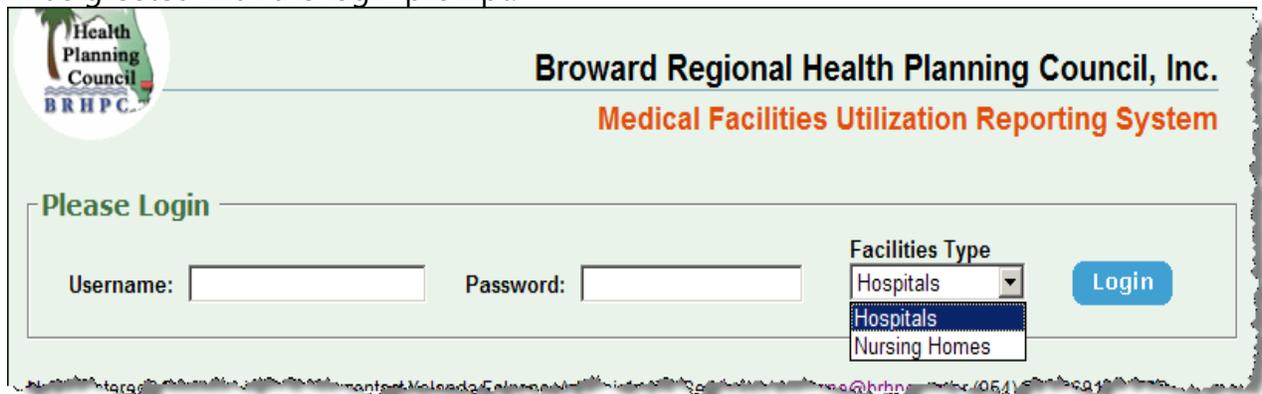
These databases provide Healthcare Practitioners, Planners, Researchers and Policy-makers with a valuable community-planning tool to target initiatives, set benchmarks to increase healthcare access and quality, identify target areas for quality improvement, establish healthcare system delivery policies, and develop programs to address identified needs.

Welcome to the updated online *Medical Facilities Utilization Reporting System*. This document provides a step by step instructions for this statewide online system's functionality.

## A. LOGIN

From Broward Regional Health Planning Council's website: <http://www.brhpc.org/>, click "**Hospital Utilization**" on the top menu.

You will be greeted with the login prompt:



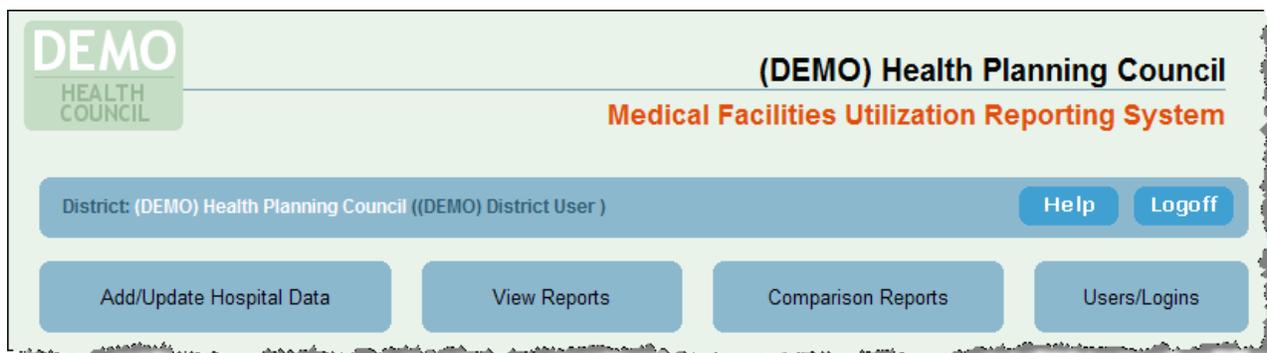
The screenshot shows the login interface for the Broward Regional Health Planning Council, Inc. Medical Facilities Utilization Reporting System. It features a logo on the top left, the system title in the top right, and a 'Please Login' section. This section contains a 'Username:' field, a 'Password:' field, a 'Facilities Type' dropdown menu with 'Hospitals' selected and 'Nursing Homes' as an option, and a blue 'Login' button.

1. Enter your assigned **username** and **password**
2. Select a "Facility Type"
3. Click the login button

**Note:** When assigned login credentials, a "User Type" and an "Access Level" is set. This will determine what data is available and if the user can: Add data, Update data, View reports and Create/Update users. More information is available in the "**Users/Logins**" section.

⇒ **For the remainder of the overview, examples of Facility Type: Hospital will be used.**

Once you have logged in, the main menu screen will appear. Here you will have the choice to "Add/Update Hospital Data", "View Reports", "Comparison Reports" or edit "Users/Logins", depending on your access level.



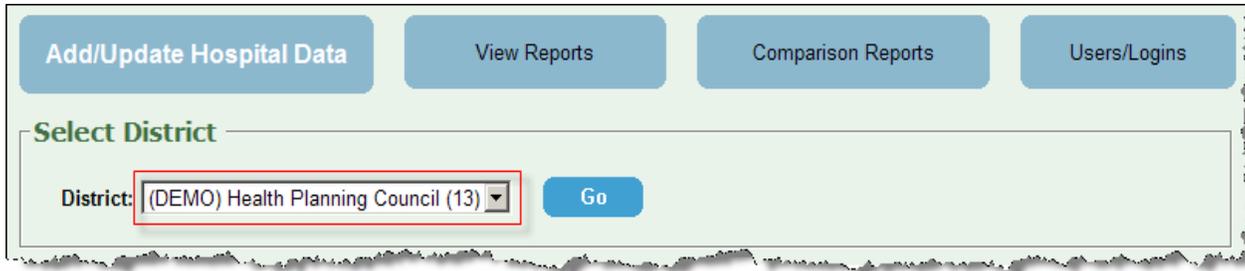
The screenshot shows the main menu after logging in as a demo user. It features a 'DEMO HEALTH COUNCIL' logo on the top left, the title '(DEMO) Health Planning Council Medical Facilities Utilization Reporting System' in the top right, and a blue header bar with the text 'District: (DEMO) Health Planning Council ((DEMO) District User)' and 'Help' and 'Logoff' buttons. Below this are four blue buttons: 'Add/Update Hospital Data', 'View Reports', 'Comparison Reports', and 'Users/Logins'.

↑ **Above:** District user "(DEMO) Health Planning Council" logged in.

## B. ADD/UPDATE HOSPITAL DATA

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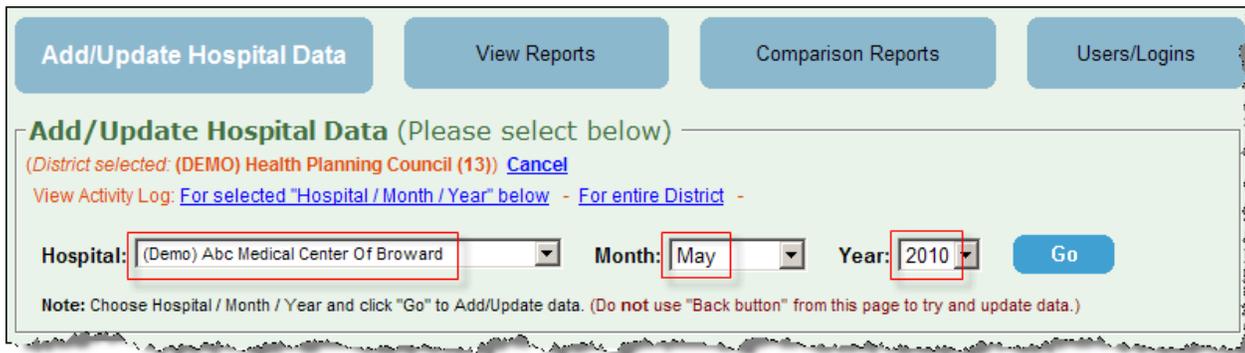
1. Click "Add/Update Hospital Data" button:



The screenshot shows a navigation bar with four buttons: "Add/Update Hospital Data", "View Reports", "Comparison Reports", and "Users/Logins". Below the navigation bar is a "Select District" section. It contains a dropdown menu labeled "District:" with the selected value "(DEMO) Health Planning Council (13)". To the right of the dropdown is a blue "Go" button.

↑ **Above:** A User Type "District" is logged in; therefore, the corresponding District is selected.

2. Click "Go"



The screenshot shows the "Add/Update Hospital Data" form. At the top, there are four buttons: "Add/Update Hospital Data", "View Reports", "Comparison Reports", and "Users/Logins". Below the buttons is the heading "Add/Update Hospital Data (Please select below)". Underneath, it says "(District selected: (DEMO) Health Planning Council (13)) Cancel". There are two links: "View Activity Log: For selected 'Hospital / Month / Year' below" and "For entire District". The form has three dropdown menus: "Hospital:" with the value "(Demo) Abc Medical Center Of Broward", "Month:" with the value "May", and "Year:" with the value "2010". To the right of these dropdowns is a blue "Go" button. At the bottom, there is a note: "Note: Choose Hospital / Month / Year and click 'Go' to Add/Update data. (Do not use 'Back button' from this page to try and update data.)"

3. Data is entered on a monthly basis; therefore select the "Hospital", "Month" and "Year" for which data is to be added/updated.
4. Click "Go"

**Note:** For User Type "Hospital", only the hospital assigned to the user can be accessed.

### ☞ **Example**

"(Demo) Abc Medical Center of Broward" – May, 2010

For the chosen Hospital/Month/Year there is no data available, therefore the data input form is in "Add" mode.

*If there had been existing data for May, 2010 then the form would be in "Update" mode: the available data would be displayed and any changes could be made.*

(Demo) Abc Medical Center Of Broward - May , 2010
Cancel

Add Hospital Utilization Data

**ACUTE CARE SERVICES UTILIZATION**

	Number of Licensed Beds	Number of Available Beds	Number of Admissions	Number of Admissions + Transfers	Number of Patient Days	Number of Monthly Discharges	Discharge Days
MEDICAL SURGICAL	153						
PEDIATRICS	46						
OBSTETRICAL	29						
ICU/CCU	29						
OTHER <span style="font-size: small;">?</span>	151						
<b>Total</b> <span style="font-size: small;">?</span>							

**OBSERVATION CASES**

OBSERVATIONS		Total Cases	Total Hours

**SPECIAL SERVICES UTILIZATION**

	Number of Licensed Beds	Number of Available Beds	Number of Admissions	Number of Admissions + Transfers	Number of Patient Days	Number of Monthly Discharges	Discharge Days
REHABILITATION	0						
INTENSIVE RESIDENTIAL	0						
PSYCHIATRIC ADULT	59						
PSYCHIATRIC ADOLESCENT	0						
SUBSTANCE	0						

↑ **Above:** In this example, there is data available for some previous month in the selected year (2010); therefore, the "Number of Licensed Beds" are pre-populated for "Acute Care Services Utilization" and "Special Services Utilization".

*If there was no data for a previous month in the selected year, then "Number of Licensed Beds" would be empty.*

At this point, available data for this hospital can be entered. Click "Add"

*For some of the data collected on this form, there is "online help" ? available. Placing the cursor over the image will display a pop-up with further information.*

➤ **SEE APPENDIX C FOR EXAMPLE SCREEN SHOTS**

↴ **Below:** Upon Adding or Updating Hospital data, the page will display a message indicating whether the data was successfully added/updated or if some error occurred.

**Add/Update Hospital Data** (Please select below)

(District selected: (DEMO) Health Planning Council (13)) [Cancel](#)

View Activity Log: [For selected "Hospital / Month / Year" below](#) - [For entire District](#) -

Hospital: (Demo) Abc Medical Center Of Broward Month: May Year: 2010 [Go](#)

Note: Choose Hospital / Month / Year and click "Go" to Add/Update data. (Do not use "Back button" from this page to try and update data.)

**Hospital Utilization Data successfully added.**

**VERIFICATION: Data entered compared to previous month:**

Data Element	Apr 2010	May 2010
Medical Surgical - Lic Beds	153	153
Medical Surgical - Avail Beds	122	0
Medical Surgical - Admt	766	0
Medical Surgical - Admt+Trans	953	0
Medical Surgical - Pt Days	2,671	0
Medical Surgical - Disc	680	0
Pediatrics - Lic Beds	46	46
Pediatrics - Avail Beds	44	0

Quality Check

### Quality Assurance

The page also displays a **verification table** to allow a comparison between the newly added data and data from the previous month.

Items with zero in one month and a non-zero value in the other month will be highlighted.

If any discrepancies are found, verify the Hospital/Month/year above and click "Go" to make the appropriate corrections.

## Activity Log

An "Activity Log" is available to help track data entry changes, or inconsistencies.

↑ **Above:** User Type "District" can view all activity for any hospital/Year/Month in their district, whereas User Type "Hospital" can view activity for their hospital.

The activity report displays all activity for the selected Hospital/Month/Year.

### Example

1. Clicking "For selected 'Hospital / Month / Year' below" displays:

ID	Agency Name	Year	Month	UserName	Action	Date
295	(DEMO) ABC Medical Center of Broward	2010	January	district13	Update	Jun 23 2010 12:07PM
255	(DEMO) ABC Medical Center of Broward	2010	January	district13	Update	Jun 23 2010 12:37AM
229	(DEMO) ABC Medical Center of Broward	2010	January	district13	Update	Jun 22 2010 11:58PM

↑ **Above:** In this example, the last few updates are listed.

2. Click on a row and a table will display data added/updated:

Data Element	Data
Medical Surgical - Lic Beds	153
Medical Surgical - Avail Beds	0
Medical Surgical - Admt	773
Medical Surgical - Admt+Trans	962
Medical Surgical - Pt Days	2762

## **Monthly Entry Comparison**

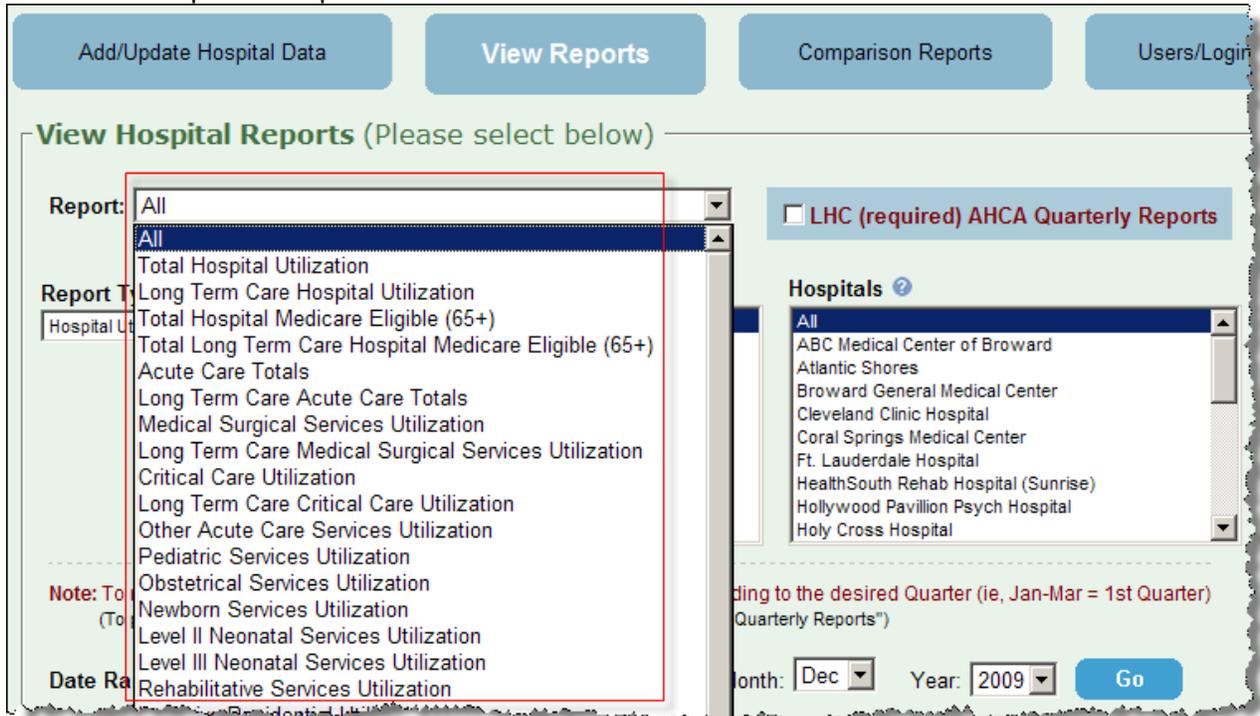
For a snapshot view of the monthly data entered, there is a “Monthly Entry Comparison” report option available in the “Comparison Reports” section. For more information, view the “**Comparison Reports**” section.

### ***☞ Example***

Agency Name	Data Element	Jan	Feb	Mar	Apr
(DEMO) ABC Medical Center of Broward	Medical Surgical - Lic Beds	153	153	153	153
(DEMO) ABC Medical Center of Broward	Medical Surgical - Avail Beds	0	144	122	122
(DEMO) ABC Medical Center of Broward	Medical Surgical - Admt	773	704	843	766
(DEMO) ABC Medical Center of Broward	Medical Surgical - Admt+Trans	962	874	1033	953
(DEMO) ABC Medical Center of Broward	Medical Surgical - Pt Days	2762	2422	2873	2671
(DEMO) ABC Medical Center of Broward	Medical Surgical - Disc	589	618	705	680
(DEMO) ABC Medical Center of Broward	Pediatrics - Lic Beds	46	46	46	46

## C. VIEW REPORTS

Up to 39 reports are available. They can be run individually or all in one batch, as determined by the selection in the "Report" dropdown menu.



Selection of "Report Type" from the dropdown menu determines how the report is generated.



There are three options:

1. **Hospital Util. by date range:** The standard utilization reports.
2. **Util. by Month:** Sums hospital data and breaks down data by month.
3. **Util. by Hospital/by Month:** Similar to 'Util. by Month' but does not sum the hospital data (i.e., hospitals are shown individually)

**Note:** Selecting all reports and all hospitals creates a lengthy report. User Type "Hospital" only view their hospital.

↓ **Below:** User Type “District” can select one, multiple (hold Ctrl key and click) or all hospitals in their district:



↓ **Below:** Reports can be generated for specific date ranges, monthly, quarterly or yearly.



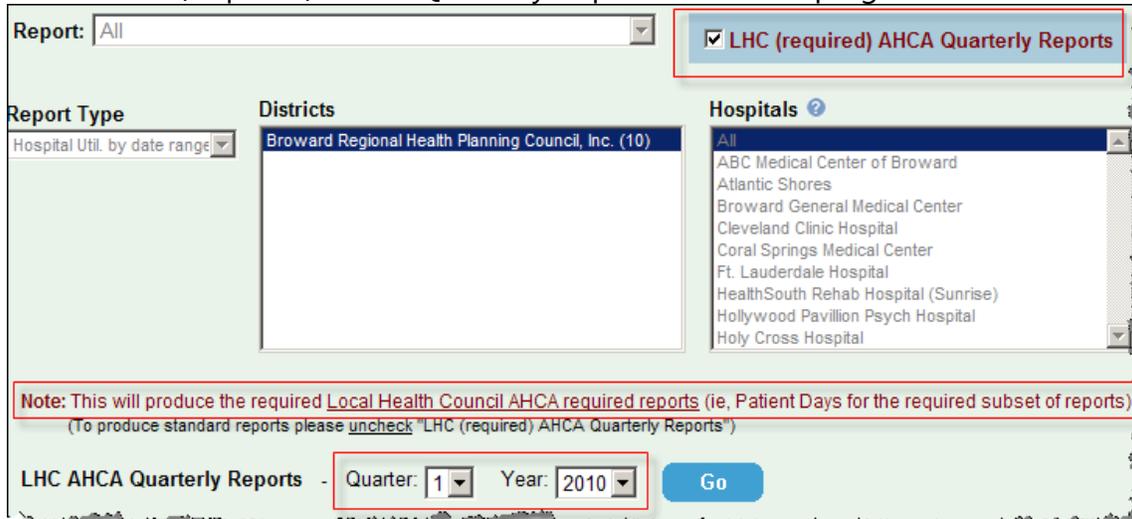
1. Select “Report”
2. Select “Report Type”
3. Select one or more hospitals
4. Select date range
5. Click “Go”

➤ **SEE APPENDIX B FOR EXAMPLE SCREEN SHOTS**

**AHCA Required Reports**

User Type “District” can generate required “Local Health Council AHCA Quarterly Reports”.

1. Check “LHC (required) AHCA Quarterly Reports” on the top right:



2. Select the Quarter
3. Select the Year
4. Click “Go”

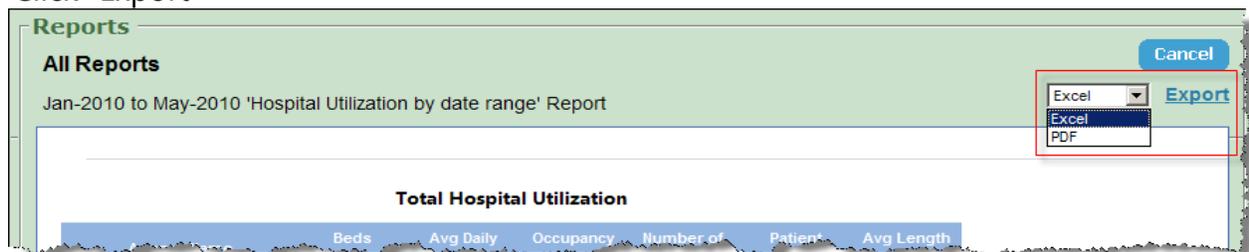
⇒ Remember: These reports are a subset of the 39 available reports and provide data in terms of “patient days” under the following categories:

- Acute Care Totals
- Long Term Care Acute Care Utilization
- Level II Neonatal Services Utilization
- Level III Neonatal Services Utilization
- Rehabilitative Services Utilization
- Adult Psychiatric Utilization
- Child/Adolescent Psychiatric Utilization
- Adult Substance Abuse Utilization
- Catheterizations and Angioplasties - Adult
- Catheterizations and Angioplasties - Pediatric
- Open Heart - Adult
- Open Heart - Pediatric
- Hospital Procedures - Adult Transplants

### Exporting Generated Reports

At the top right of a generated report there is an option to export.

1. Select Excel or PDF
2. Click “Export”



Reports can be exported into:

- **Excel:** Gives the ability to manipulate the data further.
- **PDF:** Formatted with header and contact information for printing and dissemination.

#### ☞ **Example of PDF format:**

 <b>Hospital Utilization Reports - All: Jan/2010 - May/2010</b> Broward Regional Health Planning Council, Inc. 915 Middle River Drive, Suite 120 - Fort Lauderdale, FL 33304 Contact: Gail Foley - Email: utilization@brhpc.org - Ph: 954-583-0738						
<b>Total Hospital Utilization</b>						
Agency Name	Beds Licensed	Avg Daily Census	Occupancy Rate	Number of Admissions	Patient Days	Avg Length of Stay
Abc Medical Center Of Broward	138	86.0	62.3%	3,204	12,984	4.1
<b>TOTAL</b>	<b>138</b>	<b>86.0</b>	<b>62.3%</b>	<b>3,204</b>	<b>12,984</b>	<b>4.1</b>
<b>Total Hospital Medicare Eligible (65+)</b>						
Agency Name	Admissions 65+	Admissions % Total	Patient Days 65+	Days % Total	65+ Average length of stay	
Abc Medical Center Of Broward	1,288	40.2%	4,932	38.0%	3.8	
<b>TOTAL</b>	<b>1,288</b>	<b>40.2%</b>	<b>4,932</b>	<b>38.0%</b>	<b>3.8</b>	

## D. COMPARISON REPORTS

The “Comparison Reports” feature allows the user to generate reports comparing two or more years of the data collected, and to display a side-by-side detailed comparison of the data with optional ‘change amount’ and ‘change percentage’ values.

There are four “Report Type” choices:

### 1. Hospital Utilization Comparison by Date Range

- For each hospital selected, compares the selected Data elements for the Months/Years selected. (*Data elements are listed by row*)

### 2. Summary Utilization Comparison by Date Range

- Summing the hospitals selected, compares the selected Data elements for the Months/Years selected. (*Data elements are listed by row*)

### 3. Utilization Comparison Total by Hospital

- For each hospital selected, compares the selected Data elements for the Months/Years selected. (*Data elements are listed by column*)

### 4. Utilization Comparison Total By Month/by Hospital

- For each hospital selected, compares the selected Data elements for the Months/Years selected. Reported by month. (*Data elements are listed by column*)

### **Identifying Trends and Quality Assurance**

For all report types, there is an option to add columns representing the actual amount of change and the change percentage between compared data. This is activated by checking “Show change columns” under the “Report Type” **Note:** “Show change columns” option is checked by default.

A month or month range can be selected to compare two or more years.

☛ **Example: To** compare data for the first quarter of 2008 and 2009:

1. Select 'Jan' to 'Mar'
2. Check '2008' and '2009'

### **Comparing Data Elements**

All collected data elements are available for comparison:

1. Check the individual data elements that are to be compared.

↓ **Below:** To facilitate selecting all data elements, use the links “Check all data elements below” or “Uncheck all data elements below” located below the “Districts” listbox.

**Note:** Checking all or a large number of data elements is best when selecting Report Types 1 and 2. Because Report Types 3 and 4 display the data elements column-wise, it is best to concentrate on just a few data elements for these two report types – otherwise a very wide report is created which can be difficult to read.

↓ **Below:** User Type "District" can select one, multiple (hold Ctrl key and click) or all hospitals in their district:



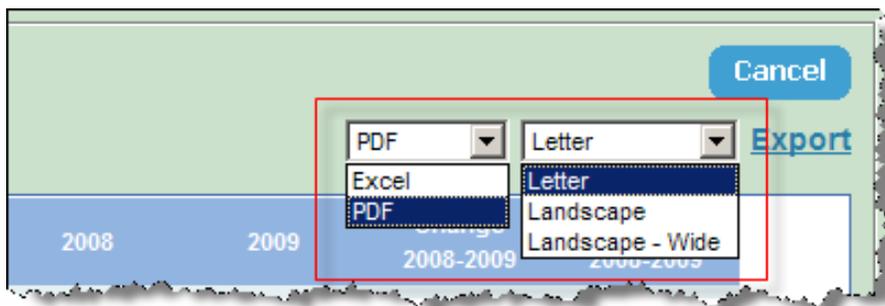
2. Select Hospital(s)
3. Click "Go"

▶ **SEE APPENDIX C FOR EXAMPLE SCREEN SHOTS**

### Exporting Generated Reports

At the top right of a generated report there is an option to export, similar to the exporting feature in the "View Reports" section. However, this feature allows the user to choose a page width for PDF export.

↓ **Below:** These reports may vary in width and may be appropriate for letter-size (portrait), landscape, or landscape-wide (legal-size) for a wider view.

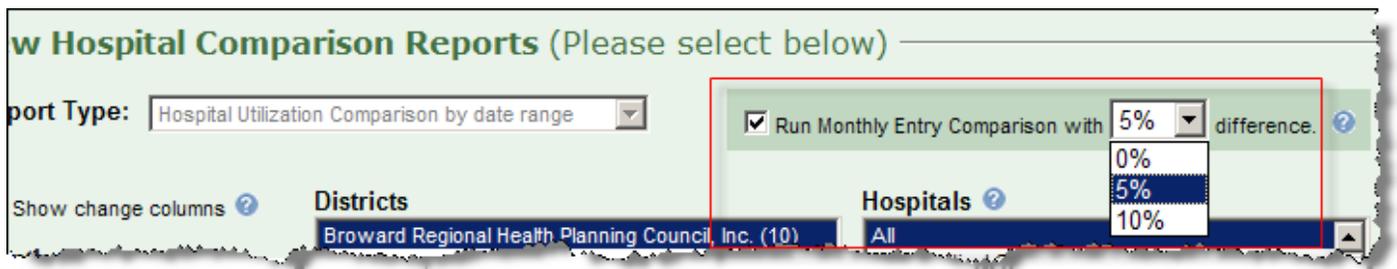


## Monthly Entry Comparison Report

For a snapshot view of the monthly data entered, there is a “Monthly Entry Comparison” report option available. This report displays all data elements for the selected hospital(s), month range and year selected (for this report, only one year is to be selected). All months are shown as columns. This report can be useful in finding any data entry discrepancies, as the data can be viewed in a side-by-side format.

To run this report:

1. Check “Run Monthly Entry Comparison with [%] difference”.
2. Click “Go”



**Note:** Three different month to month percentage difference amounts can be chosen:

- 0% will show all values regardless of month to month difference
- 5% or 10% will show only data presenting a 5% or 10% difference from month to month.

### Example:

↓ **Below:** This report displays a comparison of data elements for a hospital from January through May:

- Differences of at least 5% are highlighted in red.
- “Medical Surgical – Pt Days” was 1,288 in February and 1,188 in March (a 7.8% difference).

Data Element	Jan	Feb	Mar	Apr	May
Medical Surgical - Avail Beds	26	26	26	26	0
Medical Surgical - Admt	434	434	434	434	0
Medical Surgical - Admt+Trans	445	445	445	445	0
Medical Surgical - Pt Days	1288	1288	1188	1288	0
Medical Surgical - Disc	467	467	467	467	0
Medical Surgical - Disc Days	397	397	397	397	0
ICU/CCU - Avail Beds	6	6	6	6	0

## E. USERS/LOGINS

The data system allows for different levels of access based on the User Type. The main screen contains a list of all users for each district. Only the User Type "District" can add/update District and Hospital Users within their own district.

- To add a new user, click the "Add User" button.
- To update an existing user, click the user in the list.

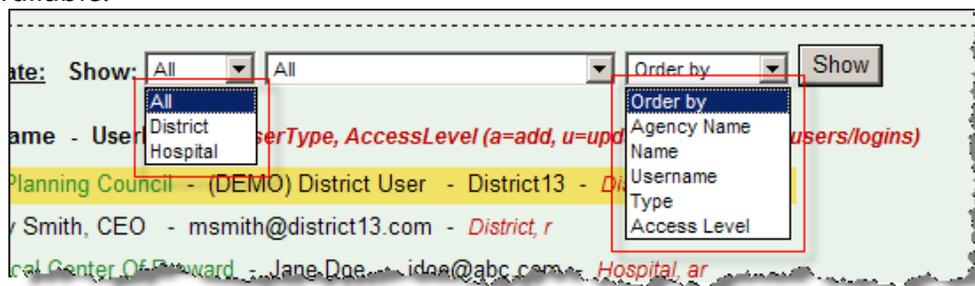
### Example:

↓ **Below:** The list of users in this example contains the following:

- The MAIN district user.
  - Note:** A non-MAIN district user can be given access to add/update users, but cannot modify the MAIN district user.
- A "district" user (only view reports access level)
- Two "hospital" users (one user can add/update data and view reports, the other can only add data and view reports)



↓ **Below:** For longer lists of users, the list can be filtered by district or by hospital users. A sort/order option is also available.



↓ **Below:** Clicking the “Add User” button or clicking on a user in the list brings up the add/update user form:

**Update User:** jdoe@abc.com \* denotes required

Agency Name\* [(Demo) Abc Medical Center Of Broward] \*For Hospital User Type, this will be

Name [Jane Doe]

UserName\* [jdoe@abc.com] Password\* [ ]

User Type: [Hospital]  Active

[(DEMO) ABC Medical Center of Broward]

**Reports Contact Information**

Address1: [ ]

Address2: [ ]

Contact Name: [ ]

Email: [ ]

Phone: [ ]

**Access Level:** (Note: If "User Type" is a Hospital, then the following applies to only the chosen hospital above.)

Add Data

Update Data

View Reports

Users/Logins

The above example shows a “hospital” type user being updated. The Username and Password entered here must be supplied to the user as their login credentials. The required information is denoted by an asterisk.

“Access Level” controls what the user can access. The options are:

- Add Data: User can add new data.
- Update Data: User can update existing data.
- View Reports: User has access to “View Reports” and “Comparison Reports” section.
- User/Logins: User can add/update users (Only District users can have this access)

Checking the action allows the user to perform that selected action.

**Note:** Only District users can be given access to add/update users; accordingly, this access is disabled for Hospital users. Information entered while adding can be updated later by clicking the user in the user list.

## APPENDIX A

### LIST OF ALL DATA ELEMENTS COLLECTED

<b>Medical Surgical - Lic Beds</b>	<b>Intensive Residential - Lic Beds</b>
Medical Surgical - Avail Beds	Intensive Residential - Avail Beds
Medical Surgical - Admt	Intensive Residential - Admt
Medical Surgical - Admt+Trans	Intensive Residential - Admt+Trans
Medical Surgical - Pt Days	Intensive Residential - Pt Days
Medical Surgical - Disc	Intensive Residential - Disc
Medical Surgical - Disc Days	Intensive Residential - Disc Days
Pediatrics - Lic Beds	Psychiatric Adult - Lic Beds
Pediatrics - Avail Beds	Psychiatric Adult - Avail Beds
Pediatrics - Admt	Psychiatric Adult - Admt
Pediatrics - Admt+Trans	Psychiatric Adult - Admt+Trans
Pediatrics - Pt Days	Psychiatric Adult - Pt Days
Pediatrics - Disc	Psychiatric Adult - Disc
Pediatrics - Disc Days	Psychiatric Adult - Disc Days
Obstetrical - Lic Beds	Psychiatric Adolesc - Lic Beds
Obstetrical - Avail Beds	Psychiatric Adolesc - Avail Beds
Obstetrical - Admt	Psychiatric Adolesc - Admt
Obstetrical - Admt+Trans	Psychiatric Adolesc - Admt+Trans
Obstetrical - Pt Days	Psychiatric Adolesc - Pt Days
Obstetrical - Disc	Psychiatric Adolesc - Disc
Obstetrical - Disc Days	Psychiatric Adolesc - Disc Days
ICU/CCU - Lic Beds	Substance Abuse Adult - Lic Beds
ICU/CCU - Avail Beds	Substance Abuse Adult - Avail Beds
ICU/CCU - Admt	Substance Abuse Adult - Admt
ICU/CCU - Admt+Trans	Substance Abuse Adult - Admt+Trans
ICU/CCU - Pt Days	Substance Abuse Adult - Pt Days
ICU/CCU - Disc	Substance Abuse Adult - Disc
ICU/CCU - Disc Days	Substance Abuse Adult - Disc Days
Other - Lic Beds	Substance Abuse Adolesc - Lic Beds
Other - Avail Beds	Substance Abuse Adolesc - Avail Beds
Other - Admt	Substance Abuse Adolesc - Admt
Other - Admt+Trans	Substance Abuse Adolesc - Admt+Trans
Other - Pt Days	Substance Abuse Adolesc - Pt Days
Other - Disc	Substance Abuse Adolesc - Disc
Other - Disc Days	Substance Abuse Adolesc - Disc Days
Observations Cases	NICU (LEVEL II) - Lic Beds
Observations Hours	NICU (LEVEL II) - Avail Beds
Rehabilitation - Lic Beds	NICU (LEVEL II) - Admt
Rehabilitation - Avail Beds	NICU (LEVEL II) - Admt+Trans
Rehabilitation - Admt	NICU (LEVEL II) - Pt Days
Rehabilitation - Admt+Trans	NICU (LEVEL II) - Disc
Rehabilitation - Pt Days	NICU (LEVEL II) - Disc Days
Rehabilitation - Disc	NICU (LEVEL III) - Lic Beds
Rehabilitation - Disc Days	NICU (LEVEL III) - Avail Beds

NICU (LEVEL III) - Admt	Adult Cardiac Cath - Total
NICU (LEVEL III) - Admt+Trans	Pediatric Cardiac Cath - Inpt
NICU (LEVEL III) - Pt Days	Pediatric Cardiac Cath - Outpt
NICU (LEVEL III) - Disc	Pediatric Cardiac Cath - Total
NICU (LEVEL III) - Disc Days	Adult Cardiac Angio - Inpt
SNF - Lic Beds	Adult Cardiac Angio - Outpt
SNF - Avail Beds	Adult Cardiac Angio - Total
SNF - Admt	Pediatric Cardiac Angio - Inpt
SNF - Admt+Trans	Pediatric Cardiac Angio - Outpt
SNF - Pt Days	Pediatric Cardiac Angio - Total
SNF - Disc	Surgical Operation - Inpt
SNF - Disc Days	Surgical Operation - Outpt
Bassinets (Level I) - Bassinets	Surgical Operation - Total
Bassinets (Level I) - Live births	Physical Therapy - Inpt
Bassinets (Level I) - Newborn days	Physical Therapy - Outpt
Bassinets (Level I) - Stillbirths	Physical Therapy - Total
Medicare Eligible (Age 65+) - Admt	Occupational Therapy - Inpt
Medicare Eligible (Age 65+) - Pt Days	Occupational Therapy - Outpt
Medicaid - Psychiatric (18-64) - Admt	Occupational Therapy - Total
Medicaid - Psychiatric (18-64) - Pt Days	Speech Therapy - Inpt
Medicaid - Psychiatric (Age 65+) - Admt	Speech Therapy - Outpt
Medicaid - Psychiatric (Age 65+) - Pt Days	Speech Therapy - Total
Medicaid - Subst Abuse (18-64) - Admt	Adult Trans - Heart
Medicaid - Subst Abuse (18-64) - Pt Days	Adult Trans - Bone
Medicaid - Subst Abuse (Age 65+) - Admt	Adult Trans - Liver
Medicaid - Subst Abuse (Age 65+) - Pt Days	Adult Trans - Kidney
Adult Non-Trauma (18+) - Visits	Adult Trans - Lung
Adult Non-Trauma (18+) - Visits Admt	Adult Trans - Pancreas
Pediatric Non-Trauma (under 18) - Visits	Pediatric Trans - Heart
Pediatric Non-Trauma (under 18) - Visits Admt	Pediatric Trans - Bone
Adult Trauma (16+) - Visits	Pediatric Trans - Liver
Adult Trauma (16+) - Visits Admt	Pediatric Trans - Kidney
Pediatric Trauma (under 16) - Visits	Pediatric Trans - Lung
Pediatric Trauma (under 16) - Visits Admt	Pediatric Trans - Pancreas
Adult ED - Visits	Laboratory - Inpt
Adult ED - Visits Admt	Laboratory - Outpt
Pediatric ED - Visits	Laboratory - Total
Pediatric ED - Visits Admt	CAT - Inpt
Total ED - Visits	CAT - Outpt
Total ED - Visits Admt	CAT - Total
Open heart surgery (Inpt) - Adult	MRI - Inpt
Open heart surgery (Inpt) - Pediatric	MRI - Outpt
Adult Cardiac Cath - Inpt	MRI - Total
Adult Cardiac Cath - Outpt	Ultrasound - Inpt

Ultrasound - Outpt
Ultrasound - Total
Nuclear medicine - Inpt
Nuclear medicine - Outpt
Nuclear medicine - Total
Other radiological - Inpt
Other radiological - Outpt
Other radiological - Total
Shock Wave Litho - Inpt
Shock Wave Litho - Outpt
Shock Wave Litho - Total
Mammography - Inpt
Mammography - Outpt
Mammography - Total
Pet Scan - Inpt
Pet Scan - Outpt
Pet Scan - Total

## APPENDIX B

### EXAMPLES OF THE 3 DIFFERENT "REPORT TYPES" AVAILABLE IN THE "VIEW REPORTS" SECTION

#### 1. Hospital Utilization by Date Range

**All Reports** Excel

Jan-2010 to Mar-2010 'Hospital Utilization by date range' Report

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**Total Hospital Utilization**

Agency Name	Beds Licensed	Avg Daily Census	Occupancy Rate	Number of Admissions	Patient Days	Avg Length of Stay
(Demo) Abc Medical Center Of Broward	511	323.8	63.4%	5,170	29,139	5.6
<b>TOTAL</b>	<b>511</b>	<b>323.8</b>	<b>63.4%</b>	<b>5,170</b>	<b>29,139</b>	<b>5.6</b>

**Total Hospital Medicare Eligible (65+)**

Agency Name	Admissions 65+	Admissions % Total	Patient Days 65+	Days % Total	65+ Average length of stay
(Demo) Abc Medical Center Of Broward	870	16.8%	6,174	21.2%	7.1
<b>TOTAL</b>	<b>870</b>	<b>16.8%</b>	<b>6,174</b>	<b>21.2%</b>	<b>7.1</b>

**Acute Care Totals**

Agency Name	Beds Allocated	Avg Daily Census	Occupancy Rate	Number of Admissions	Admissions + Transfers	Patient Days	Avg Length of Stay
(Demo) Abc Medical Center Of Broward	408	266.2	65.2%	4,679	7,176	23,958	3.3
<b>TOTAL</b>	<b>408</b>	<b>266.2</b>	<b>65.2%</b>	<b>4,679</b>	<b>7,176</b>	<b>23,958</b>	<b>3.3</b>

**Medical Surgical Services Utilization**

Agency Name	Beds Allocated	Avg Daily Census	Occupancy Rate	Number of Admissions	Admissions + Transfers	Patient Days	Avg Length of Stay
(Demo) Abc Medical Center Of Broward	153	89.5	58.5%	2,320	2,869	8,057	2.8
<b>TOTAL</b>	<b>153</b>	<b>89.5</b>	<b>58.5%</b>	<b>2,320</b>	<b>2,869</b>	<b>8,057</b>	<b>2.8</b>

**Critical Care Utilization**

## 2. Utilization by Month

### All Reports

Jan-2010 to Mar-2010 'Utilization by Month' Report

#### Total Hospital Utilization

	Beds Licensed	Avg Daily Census	Occupancy Rate	Number of Admissions	Patient Days	Avg Length of Stay
January	511	331.8	64.9%	1,788	10,285	5.8
February	511	318.4	62.3%	1,546	8,915	5.8
March	511	320.6	62.7%	1,836	9,939	5.4
<b>TOTAL</b>	<b>511</b>	<b>324</b>	<b>63.4%</b>	<b>5,170</b>	<b>29,139</b>	<b>5.6</b>

#### Total Hospital Medicare Eligible (65+)

	Admissions 65+	Admissions % Total	Patient Days 65+	Days % Total	65+ Average length of stay
January	295	16.5%	2,282	22.2%	7.7
February	257	16.6%	1,820	20.4%	7.1
March	318	17.3%	2,072	20.8%	6.5
<b>TOTAL</b>	<b>870</b>	<b>16.8%</b>	<b>6,174</b>	<b>21.2%</b>	<b>7.1</b>

#### Acute Care Totals

	Beds Allocated	Avg Daily Census	Occupancy Rate	Number of Admissions	Admissions + Transfers	Patient Days	Avg Length of Stay
January	408	271.3	66.5%	1,607	2,461	8,410	3.4
February	408	263.8	64.6%	1,407	2,170	7,385	3.4
March	408	263.3	64.5%	1,665	2,545	8,163	3.2
<b>TOTAL</b>	<b>408</b>	<b>266</b>	<b>65.2%</b>	<b>4,679</b>	<b>7,176</b>	<b>23,958</b>	<b>3.3</b>

#### Medical Surgical Services Utilization

### 3. Utilization by Hospital/by Month

**All Reports** Jan-2010 to Mar-2010 'Utilization by Hospital/by Month' Report

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**Total Hospital Utilization**

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**Total Hospital Utilization**

(Demo) Abc Medical Center Of Broward	Beds Licensed	Avg Daily Census	Occupancy Rate	Number of Admissions	Patient Days	Avg Length of Stay
January	511	331.8	64.9%	1,788	10,285	5.8
February	511	318.4	62.3%	1,546	8,915	5.8
March	511	320.6	62.7%	1,836	9,939	5.4
<b>TOTAL</b>	511	323.8	63.4%	5,170	29,139	5.6

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**Total Hospital Medicare Eligible (65+)**

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**Total Hospital Medicare Eligible (65+)**

(Demo) Abc Medical Center Of Broward	Admissions 65+	Admissions % Total	Patient Days 65+	Days % Total	65+ Average length of stay
January	295	16.5%	2,282	22.2%	7.7
February	257	16.6%	1,820	20.4%	7.1
March	318	17.3%	2,072	20.8%	6.5
<b>TOTAL</b>	870	16.8%	6,174	21.2%	7.1

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**Acute Care Totals**

## APPENDIX C

### EXAMPLES OF THE 4 DIFFERENT "REPORT TYPES" AVAILABLE IN THE "COMPARISON REPORTS" SECTION

#### 1. Hospital Utilization Comparison by Date Range

Hospital Utilization Comparison by date range						
Jan to Mar for 2009,2010						
Agency Name	Category	2009	2010	Change 2009-2010	Change(%) 2009-2010	
(DEMO) ABC Medical Center of Broward	Medical Surgical - Lic Beds	153	153	0	0	
(DEMO) ABC Medical Center of Broward	Medical Surgical - Avail Beds	0	89	89		
(DEMO) ABC Medical Center of Broward	Medical Surgical - Admt	2,946	2,320	(626)	(21.2)	
(DEMO) ABC Medical Center of Broward	Medical Surgical - Admt+Trans	3,974	2,869	(1,105)	(27.8)	
(DEMO) ABC Medical Center of Broward	Medical Surgical - Pt Days	7,636	8,057	421	5.5	
(DEMO) ABC Medical Center of Broward	Medical Surgical - Disc	0	1,912	1,912		
(DEMO) ABC Medical Center of Broward	Pediatrics - Lic Beds	46	46	0	0	
(DEMO) ABC Medical Center of Broward	Pediatrics - Avail Beds	0	29	29		
(DEMO) ABC Medical Center of Broward	Pediatrics - Admt	539	531	(8)	(1.5)	
(DEMO) ABC Medical Center of Broward	Pediatrics - Admt+Trans	625	605	(20)	(3.2)	
(DEMO) ABC Medical Center of Broward	Pediatrics - Pt Days	2,142	2,748	606	28.3	
(DEMO) ABC Medical Center of Broward	Pediatrics - Disc	0	516	516		

#### 2. Summary Utilization Comparison by Date Range

Summary Utilization Comparison by date range				
Jan to Mar for 2009,2010				
Category	2009	2010	Change 2009-2010	Change(%) 2009-2010
Medical Surgical - Lic Beds	278	278	0	0
Medical Surgical - Avail Beds	0	161	161	
Medical Surgical - Admt	5,360	4,221	(1,139)	(21.3)
Medical Surgical - Admt+Trans	7,230	5,220	(2,010)	(27.8)
Medical Surgical - Pt Days	13,893	14,659	766	5.5
Medical Surgical - Disc	0	3,486	3,486	
Pediatrics - Lic Beds	83	83	0	0
Pediatrics - Avail Beds	0	53	53	
Pediatrics - Admt	979	965	(14)	(1.4)
Pediatrics - Admt+Trans	1,137	1,101	(36)	(3.2)
Pediatrics - Pt Days	3,897	4,999	1,102	28.3
Pediatrics - Disc	0	939	939	

### 3. Utilization Comparison Total by Hospital

Utilization Comparison Total by Hospital								
Jan to Mar for 2009,2010								
Agency Name	Psych Adult - Admt 2009	Psych Adult - Admt 2010	Psych Adult - Admt Change 2009,2010	Psych Adult - Admt % Change 2009,2010	Psych Adult - Pt Days 2009	Psych Adult - Pt Days 2010	Psych Adult - Pt Days Change 2009,2010	Psych Adult - Pt Days % Change 2009,2010
(DEMO) ABC Medical Center of Broward	385	376	(9)	(2.3)	3,071	2,518	(553)	(18.0)
(DEMO) XYZ General Hospital	315	308	(7)	(2.2)	2,516	2,063	(453)	(18.0)
<b>TOTAL</b>	<b>700</b>	<b>684</b>	<b>(16)</b>	<b>(2.3)</b>	<b>5,587</b>	<b>4,581</b>	<b>(1,006)</b>	<b>(18.0)</b>

### 4. Utilization Comparison Total By Month/by Hospital

Utilization Comparison Total By Month/by Hospital								
Jan to Mar for 2009,2010								
Agency Name	Psych Adult - Admt 2009	Psych Adult - Admt 2010	Psych Adult - Admt Change 2009,2010	Psych Adult - Admt % Change 2009,2010	Psych Adult - Pt Days 2009	Psych Adult - Pt Days 2010	Psych Adult - Pt Days Change 2009,2010	Psych Adult - Pt Days % Change 2009,2010
(DEMO) ABC Medical Center of Broward	126	136	10	7.9	1,079	815	(264)	(24.5)
(DEMO) XYZ General Hospital	103	112	9	8.7	884	668	(216)	(24.4)
<b>January TOTAL</b>	<b>229</b>	<b>248</b>	<b>19</b>	<b>8.3</b>	<b>1,963</b>	<b>1,483</b>	<b>(480)</b>	<b>(24.5)</b>
(DEMO) ABC Medical Center of Broward	129	114	(15)	(11.6)	1,036	781	(255)	(24.6)
(DEMO) XYZ General Hospital	106	93	(13)	(12.3)	849	640	(209)	(24.6)
<b>February TOTAL</b>	<b>235</b>	<b>207</b>	<b>(28)</b>	<b>(11.9)</b>	<b>1,885</b>	<b>1,421</b>	<b>(464)</b>	<b>(24.6)</b>

## APPENDIX D

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### GUIDELINES FOR REPORTING MONTHLY HOSPITAL UTILIZATION DATA

UPDATED FEBRUARY, 2010

#### STATUTORY AUTHORITY

*There are eleven statutorily authorized local health councils in Florida. Chapter 408.033, Florida Statutes, outlines the establishment and functions of each regional local health council. The Broward Regional Health Planning Council's responsibility for the collection of utilization data is defined in detail in Chapter 408.033 (1)(b)4 and 11 as well as Chapter 408.033 (3)(b). That language authorizes and requires our agency to collect this data from health care facilities located in Agency for Health Care Administration District 10. The definitions of terms used in this form are only to be used as guidelines and are stated below for the convenience of the person reporting the data. Please refer to the Florida Statutes - CON Program - Sections 408.031-408.045 Florida Administrative Code 59 C 1.002-1.044 for most current legal definitions.*

#### TO SUBMIT THE DATA OR FOR QUESTIONS/ CONCERNS CONTACT

**Gail Foley**

Data Analyst

Tel: 954-583-0738

Fax: 954-561-9685

e-mail: g.foley@comcast.net

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#### DATA REPORTING TIMELINE

**Reports are due on the 15<sup>th</sup> of each month, following the close of the month.  
(January report due February 15)**

#### How to complete the monthly utilization form?

- 1. Licensed Beds** - indicates the number of beds currently licensed in each category. Although acute care beds are licensed as a total and not by individual types of acute services, please indicate the number of beds by various acute care services and ensure that the total of these beds equals the total number of acute care beds for which you are licensed.
- 2. Available Beds** - indicates a hospital accommodation which is ready for immediate

occupancy, or is capable of being made ready for occupancy within 48 hours, excluding provision of staffing, and which conforms to minimum space, equipment, and furnishings standards as specified by rule of the agency for the provision of services specified in this section to a single patient. For purposes of this report, use available beds on the last day of the month.[395.002 (13) F. S. (2008)]

3. **Total Admissions** - indicate all admissions by formal physician order (or the order of any qualified health care practitioner who is legally accountable for establishing the patient's diagnosis) for the report month. Do NOT include observation patients in this count.
4. **Admissions + Transfers** - indicate transfers between units (patient admitted to Surgery, then is moved to ICU or Telemetry before discharge). A patient transferring in from another facility would still be counted as an admission.
5. **Patient days** - indicate the total of number of days that all beds licensed for a particular category were occupied during the report month. Census Days are based upon a "head count" undertaken at a specific time each day (i.e., an Obstetrical Unit bed may have more than one patient per day, but it is considered a single Census Day).
6. **Total monthly discharges** - The number of inpatients released from the hospital during the time period examined. This figure includes deaths. Births are excluded unless the infant was in the hospital's neonatal intensive care unit prior to discharge.
7. **Discharge days (Total length of stay)** - Discharge days OR total length of days are the sum of the number of days spent in the hospital for each inpatient that was discharged during the reporting time period. At times a particular patient's length of stay may include days from two consecutive months, in such cases count and report the discharge days in the month in which the patient was discharged. (For example: if a patient was admitted on March 26 and discharged on April 2, the discharge days will be "zero days" for this patient in March and "7 days" in April).
8. **Comprehensive medical rehabilitation licensed bed** - Inpatient beds for organized program of integrated intensive care services provided to patients with severe physical disabilities, such as stroke; spinal cord injury; congenital deformity; amputation; major multiple trauma; fracture of femur; brain injury; polyarthritis; neurological disorders, and burns, etc. [59 C- 1.039(2)(c) Florida Administrative Code]
9. **Psychiatric licensed bed** - refers to inpatient use by persons whose sole diagnosis,

or in the event of more than one diagnosis, the principal diagnosis is a disorder as defined in the DSM-III-R or equivalent codes in ICD 9. **Adult**- A person age 18 and over. **Adolescent**- A person age 14 through 17. **Child** - A person under the age of 14 yrs. [59 C- 1.040(2)(k)(l) Florida Administrative Code]

**10. Substance Abuse licensed bed** - refers to Short-term or Long-term hospital inpatient use by persons whose sole diagnosis, or in the event of more than one diagnosis, the principal diagnosis as defined in the DSM-III-R or equivalent codes in ICD 9 is a substance abuse disorder. **Adult** - A person age 18 and over. **Adolescent** - A person age 14 through 17. **Child** - A person under the age of 14 yrs. [59 C- 1.041(2)(m)(n) Florida Administrative Code]

**11. Level II Bed** - a patient care station within a neonatal intensive care unit with the capability of providing neonatal intensive care services to ill neonates of 1,000 grams birth weight or over. It is staffed to provide at least 6 hours of nursing care per neonate per day, and has the capability of providing ventilator assistance.

**12. Level III Bed** - a patient care station within a neonatal intensive care unit with the capability of providing neonatal intensive care services to severely ill neonates regardless of birth weight. It is staffed to provide 12 or more hours of nursing care per neonate per day. [59 C-1.042 (2)(g) Florida Administrative Code]

**13. Skilled Nursing** - no longer being captured.

**14. Bassinets (Level I) Neonatal Services** - Well-baby care services which include sub-ventilation care, intravenous feedings, and gavage to neonates. Level I neonatal services do not include ventilator assistance except for resuscitation and stabilization

**15. Supplemental Hospital Utilization** - any patient eligible for Medicare.

**16. Emergency Room Visits** - reflects the number of persons who were evaluated, triaged or treated to be released or admitted to the hospital as inpatients or observation patients. Include only patients presenting at the actual hospital Emergency Room. Patients who require follow-up care (such as removal of stitches) and whose follow-up care is performed in the Emergency Department would be counted as a visit for each instance of follow-up care rendered at this location. If you break out your emergency visits by Trauma and Non-Trauma, use age 15+ for adult trauma and 18+ for non-trauma.

**17. Emergency room admission** - an admission via ER by formal physician order (or the

order of any qualified health care practitioner who is legally accountable for establishing the patient's diagnosis) for a patient that requires immediate medical intervention as a result of severe, life threatening or potentially disabling conditions.

**18. Open Heart Surgery** - Adult Visits are age 15 and over and Pediatric Visits are age 14 and under.

**19. Cardiac Catheterization (CPT Code 93501 – 93533) and Coronary Angioplasty (CPT Code 92892 – 92984)** - therapeutic procedures that allow a comprehensive examination of the heart and surrounding blood vessels. These are procedures, not surgery.

**20. Surgical Operations** - include all surgical operations not including open heart surgery or organ transplant (adult or pediatric).

**21. Physical Therapy** - the number of inpatient and outpatient procedures.

**22. Occupational Therapy** - the number of inpatient and outpatient procedures.

**23. Speech Therapy** - the number of inpatient and outpatient procedures.

**24. Laboratory** - the number of inpatient and outpatient procedures.

**25. Computer Axial Tomography** - the number of inpatient and outpatient procedures.

**26. Magnetic Resonance Imagery** - the number of inpatient and outpatient procedures.

**27. Ultrasound** - the number of inpatient and outpatient procedures.

**28. Nuclear Medicine** - the number of inpatient and outpatient procedures.

**29. All Other Radiological Procedures** - the number of inpatient and outpatient procedures

**30. Shock Wave Lithotripter** - the number of inpatient and outpatient procedures

**31. Mammography** is the number of inpatient and outpatient procedures.

**32. Pet Scan** - the number of inpatient and outpatient procedures.

**33. Adult Patient for Organ Transplantation** - for a patient 15 year of age or older

**34. Pediatric Patient for Organ Transplantation** - for a patient under the age of 15 years.

**35. Observation Cases** - Short term treatment, assessment and reassessment before a decision can be made regarding whether patients will require further treatment as hospital inpatient or if they are able to be discharged from the hospital inpatient or if they are able to be discharged from the hospital. Brief stay (less than overnight) following expected outpatient surgery recovery time needed to manage a complication.

**Observation Services are NOT Appropriate for:**

- Care that can only be provided in the inpatient setting and is expected to require more than 24 hours.
- Services provided for the convenience of the patient, patient's family or a physician.