

Hospice Annual Statistical Report Instruction Sheet

This form should include data on Arkansas patients only. Separate reports must be completed for each county served. If you are an out-of-state provider, or serve other states, include only Arkansas residents who received care from the provider.

There are 8 pages to go through to complete one entry. Fill out each page and click the gray submit button at the bottom of each page. A user can have multiple records, but each record will have 8 pages. Each record is tied to a Hospice that is identified by a Provider Number. Note: many of the "Total" fields on a page are going to be calculated for you and cannot be overwritten directly.

Page 1 key items

- ⤴ **Operation Days** – this question should have a value of 365 days or less
- ⤴ **Does your hospice agency have any licensed hospice inpatient beds (hospice facility)?** - If the answer here is "Yes" then a whole section regarding inpatient beds becomes required (see Page 5).

⤴ **AVERAGE LENGTH OF SERVICE (ALOS)**

EXAMPLE: 100 patients died or were discharged in 2019. Their total patient days from admission to discharge were 4200. $ALOS = 4200/100 = 42$ days. If a patient was admitted in 2018, you still count the number of days that they were admitted and received service in 2018 plus the number of days which they received service in 2019.

Detailed instructions for calculating ALOS in Excel (or other spreadsheet software) are available on the NDS page of the NHPCO Web site:

http://www.nhpc.org/files/public/Statistics_Research/los-calculation-instructions.pdf

Average Length of Service (ALOS) is a read only calculated field, reported as days.

⤴ **MEDIAN LENGTH OF SERVICE (MLOS)**

Definition: The median length of service is the midpoint (50th percentile). Half of the patients will have a length of service longer than the median and half of the patients will have a length of service shorter than the median.

CALCULATION INSTRUCTIONS:

- ⤴ Arrange the LOS numbers for all patients discharged in 2019 (same population as for ALOS) from lowest to highest (1, 2, 3...).
- ⤴ Find the number that falls in the exact middle of the list; that score is the MLOS.

EXAMPLE 1 - Even number of patients:

- ⤴ You have six patients that stayed the following number of days: 11, 2, 9, 5, 8, 4. Arrange the LOS scores from lowest to highest: 2, 4, 5, 8, 9, 11. The median will fall between the third and fourth number - in this case, 5 and 8. Add 5+8 and divide by 2. $(5+8)/2 = 6.5$. Therefore, 6.5 is your MLOS.

EXAMPLE 2 - Odd number of patients:

- ⤴ You have five patients with the following number of days 8, 22, 3, 10, 7. Arrange the LOS scores from lowest to highest (3, 7, 8, 10, 22). The MLOS is in the middle - 8 days.

Detailed instructions for calculating MLOS in Excel (or other spreadsheet software) are available on the NDS page of the NHPCO Web site:

http://www.nhpc.org/files/public/Statistics_Research/los-calculation-instructions.pdf

Median Length of Service (MLOS) is entirely a user entered value, reported as days.

- ⤴ NOTE: If a patient was admitted in 2018, you still count the number of days that they were admitted and received service in 2018 plus the number of days which they received service in 2019.

Page 2 & 3 key items

Page 2 has sections dealing with Number of Patient Visits by Discipline, Admission by Age, and Admissions by Race/Ethnicity. Page 3 has only one section, Number of Admissions and Deaths by Location. Fill in the data entry fields with numbers and click the submit button at the bottom of each page.

Page 4 key items

- ⤴ Page 4 starts with a section, Staffing by Discipline, that has very detailed definitions for certain categories. Please read these definitions before filling out the data entry fields.
- ⤴ a. Developmental Disabilities
 - ⤴ Definition: Developmental disabilities are a diverse group of severe chronic conditions that are due to mental and/or physical impairments. The developmentally disabled have problems with major life activities such as language, mobility, learning, self-help, and independent living. Developmental disabilities begin anytime up to 22 years of age and usually last throughout a person's lifetime.
 - ⤴ Question: **Patients admitted in 2019 with developmental disabilities** - *If your hospice did not admit any patients with developmental disabilities in 2019, enter 0.*
- ⤴ b. Veterans
 - ⤴ Definition: A veteran is anyone who served in the armed forces. It is not necessary for a patient to receive hospice services through veterans benefits to be counted as a veteran.
 - ⤴ Question: **Patients admitted in 2019 who were veterans** - *If your hospice did not admit any veterans in 2019, enter 0.*

Page 5 key items

- ⤴ **NOTE:** You are viewing this page because on Page 1 you answered YES to the question, "Does your hospice agency have any licensed hospice inpatient beds (hospice facility)?"
- ⤴ If you answer NO, then this page will be skipped in the sequence of survey pages.
- ⤴ This is a multiple records page, meaning one Provider record (as identified by Provider Number) can have more than one Inpatient Facility associated with it. If the user has more than one Inpatient Facility they can answer YES to this question (**DO YOU HAVE ANOTHER INPATIENT HOSPICE TO ENTER DATA FOR?**) at the bottom of the page and a new blank page 5 will be loaded. If the answer is NO, the user can proceed to Page 6.
- ⤴ Question: **What level of care does the inpatient facility predominantly provide?** - This only has three possible answers:
 - ⤴ Acute/General Inpatient: short-term, intensive hospice services provided to meet the hospice patient's need for skilled nursing, symptom management, or complex care
 - ⤴ Residential Care: hospice home care provided in the facility rather than in the patient's personal residence
 - ⤴ Mixed Use: both acute and residential levels
- ⤴ Section: **Facility Staffing by Discipline**
 - ⤴ DIRECTIONS: Complete the table below using the following definition and calculation instructions:
 - ⤴ Definition of FTE: : One full time equivalent (FTE) is 2080 hours per year (40 hours per week times 52 weeks). Provide actual FTEs utilized, not the budgeted number of FTEs.
 - ⤴ Calculation instructions for Total FTEs: Divide paid hours by 2080. Include vacation, sick

leave, education leave, and all other time normally compensated by the agency. Categorize your FTEs as you do for the Medicare Hospice Cost Report. Include hourly, salaried and contract staff.

- ⤴ Here the user needs to pay attention to the definitions of the Disciplines, and the exceptions as well.

Page 6 key items

CALCULATION INSTRUCTIONS: Use the following definitions for the categories in the table.

- ⤴ **New Admissions:** Include all unduplicated patients admitted to your hospice program in 2019. Count each patient only one time. This means patients who were admitted multiple times in 2019 are counted only once. Do not include patients carried over from the prior year. You can include patients who were admitted to your hospice program prior to 2019, and discharged prior to 2019, but then re-admitted in 2019. This is a new change; previous surveys only counted "New Admissions" as first-time patients. **The Number of New Admissions Total must equal the Total Yearly Unduplicated Admissions from page 1 of the survey.**
- ⤴ **Deaths:** Include all patients who died in 2019, regardless of date of admission. **The Number of Deaths Total on this page must equal the Number of Deaths Total from page 3, question 9.**
- ⤴ **Live Discharges:** Include all live discharges that occurred in 2019, regardless of when the admission occurred. Count each discharge for those patients who were discharged and re-admitted to your hospice program one or more times in 2019.
- ⤴ **Patient Days:** Include the total number of days services were provided by your hospice for all patients who died or were discharged in 2019. **Count all days services were provided, including days in previous years (entire LOS).** For patients who had multiple episodes of care, count all days in each episode. **The Patient Days For Patients Who Died or Were Discharged Total must equal the 'total days of care for patients discharged in 2019' from page 1's ALOS section.**

Page 7 key items

- ⤴ This is another multiple records page that functions just like the Inpatient section (page 5). One Hospice provider record could serve multiple counties.
- ⤴ Please Complete the Following Questions Using the Totals Per County of **Patients' Residence**.
- ⤴ **Note:** The sums of all counties' Census & Admissions values must equal the same values on Page 1, Question 3.
- ⤴ **Note:** Annual Death reported value should equal sums of reported values from the Quarterly Death Reports.

Page 8 key items

- ⤴ This is the page to make comments on the survey, as well as the respondent's Name and contact information.
- ⤴ **This is the final page of questions for the survey, but clicking submit here is still necessary. The submission of a complete record (of 8 pages) for a Hospice provider will be indicated by the next screen shown after clicking submit, and it will say:**

Your eighth page entries have been updated in the database.

This survey is now complete!

