

Guide to the Monthly Falls Tracking Form



This material was developed and prepared by IPRO, the Medicare Quality Improvement Organization for New York State, under contract with the Centers for Medicare & Medicaid Services (CMS), an agency of the U.S. Department of Health and Human Services. The contents presented do not necessarily reflect CMS policy. ID number: 10SOW-NY-AIM7.2-11-29 (version 5.1- March 2013)

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INTRODUCTION

The “MONTHLY FALLS TRACKING FORM” was developed to assist facilities with a way to track their falls on a monthly basis. It maintains an active list of all falls and any related aspects of each fall in “real time”.

Version 5 of this tracking tool was developed to take advantage of increased functionality available in the Excel 2007 (and newer) software version. Version 5 of this tracking tool will not function properly with an “older” version of Excel. (Version 3.1 of this same tracking tool is available to use with the versions of Excel prior to 2007.)

Even though this tracking form is called the “MONTHLY FALLS TRACKING FORM”, you may use it to track and summarize whatever time frame suits your facility’s process.

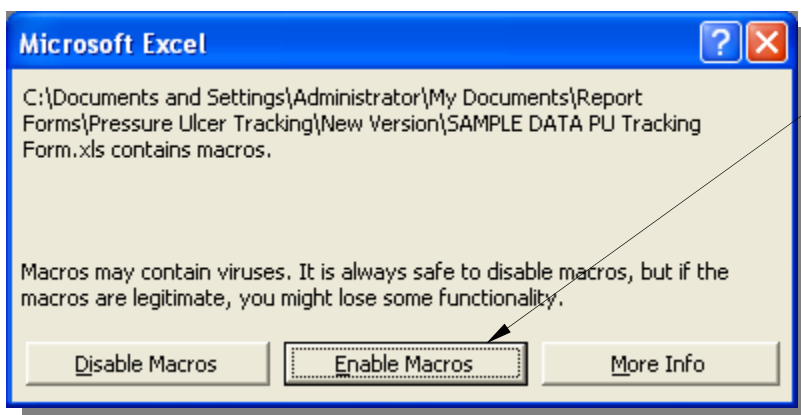
This guide will show you how to make the best use out of the Monthly Falls Tracking Form. This guide will also serve as a troubleshooting guide to assist you with common issues you may come upon.

The computer file is in an Excel format. However, many of the components of the file are “protected” in an effort to both maintain the functionality of the program and prevent unintended changes by a new user.

The process is simple. You open the file... saving it to your computer in its present form as a “MASTER” file that you may always return to in the event of any sort of data loss or unintended deletion on a user’s part.

OPENING THE FILE

When you first open the file, you will probably get a pop-up message like the one displayed below, or a “Security Warning” banner towards the top of your screen. You must “enable” the macros in the file to take advantage of the “automated” functions such as “sorting” and the “End of Month Routine”.

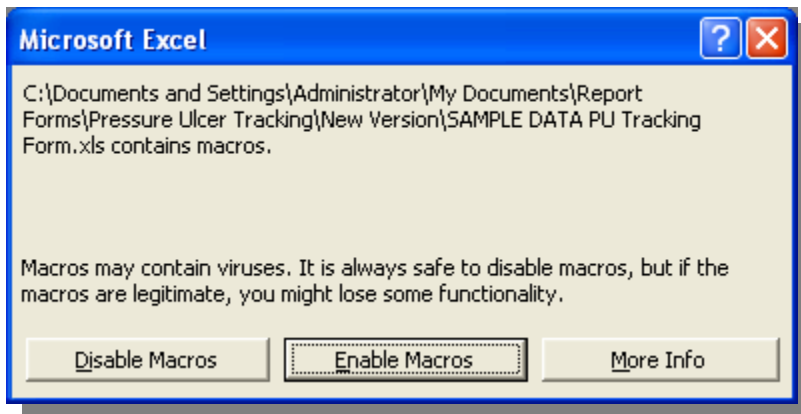


You need to “click” on this button

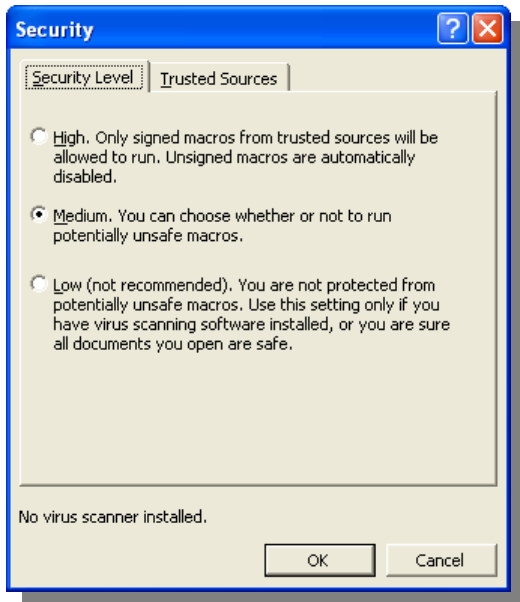
Below is another example of a pop-up message (or banner) you may see depending on the version of Excel your computer is running...

SECURITY SETTING IN EXCEL

If you **DO NOT** see this pop-up message or “Security Warning” whenever you open the file, the worksheet **may not** function properly.

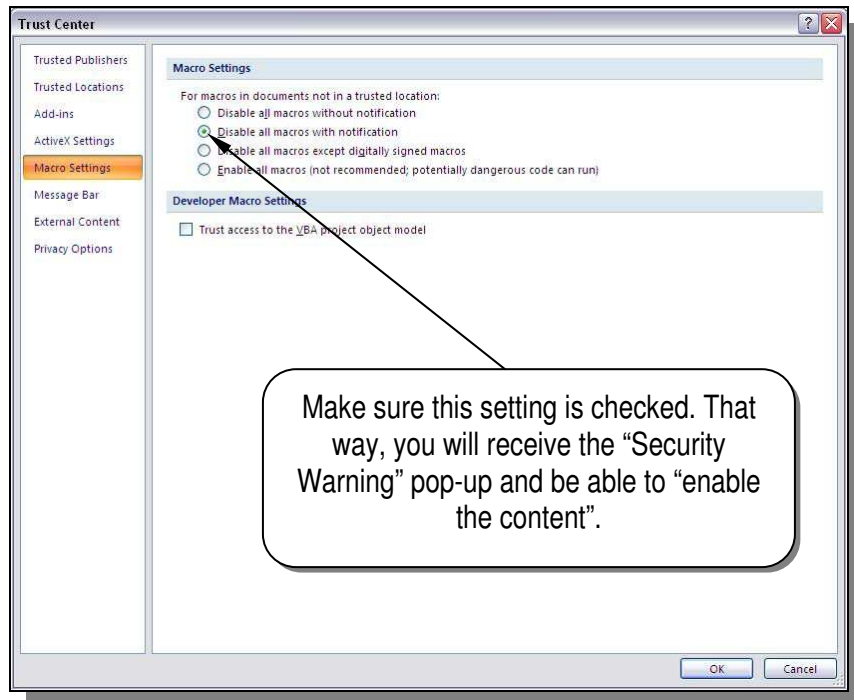


Your SECURITY SETTING in Excel cannot be set higher than “MEDIUM” to have the “automated functions” (macros) operate properly.



This is an example of a window accessed through your “tool” drop-down.... Under “macros” and “security”.

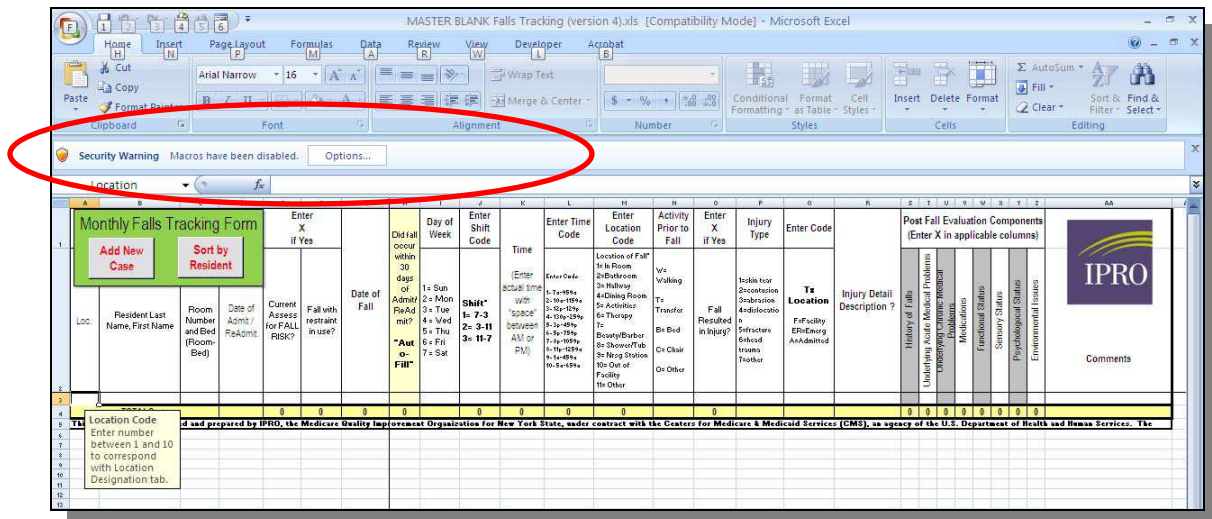
Depending on your version of Excel, the macro security setting may also be under the “Developer” tab... “macro security”.



Make sure this setting is checked. That way, you will receive the “Security Warning” pop-up and be able to “enable the content”.

If you find that your security setting has to be changed, you will need to **re-open** the Falls Tracking Form file (after you change your security settings) to see the required “pop-up” message to “enable macros”.

MASTER BLANK Falls Tracking (version 5.1)



This is a sample of the screen you will see when you first open the MASTER BLANK file.

Become familiar with the security warning that you may see as it will impact the functionality of the tracking form.

See “**OPENING THE FILE**” and “**SECURITY SETTING IN EXCEL**” sections in this desk-side reference for any questions.

Various cells on the Falls Data Sheet will have helpful “pop-up” boxes to guide your data entry. Some of the cells will only allow certain entries, or formats as indicated in the “pop-up” boxes.

SEPARATE SHEETS (or “tabs”) WITHIN THIS TRACKING FORM

When you open Version 5 of this Falls Tracking Form, the illustration below is a “cut” of what you will see along the bottom of your screen.



There are multiple sheets (or tabs) displayed along the bottom of your screen. Each tab is clearly marked to correspond to the information contained within that tab.

The “**Entire Facility**” tab contains ALL of your falls data for your whole facility in data summary and graph format.

Each of the Location tabs (“**Location 1**”, “**Location 2**”, etc.) contain only the data identified for that facility-specific location as delineated on the “**Loc Designation**” tab (see Table of Contents).

MONTHLY FALLS TRACKING FORM (with sample data)

Below is a sample of what your screen would look like after data has been put into the spreadsheet.

Monthly Falls Tracking Form		Enter X if Yes		Did fall occur within 30 days of Admit/Readm?		Day of Week		Enter Shift Code		Time		Enter Time Code		Enter Location Code		Activity Prior to Fall		Enter X if Yes		Injury Type		Enter Code		Post Fall Evaluation Components (Enter X in applicable columns)		Comments	
Loc	Resident's Last Name, First Name	Room Number and Bed (Room-Bed)	Date of Admit/Readm?	Post-Fall Eval?	Fall with restraint in use?	Date of Fall	1 = Sun 2 = Mon 3 = Tue 4 = Wed 5 = Thu 6 = Fri 7 = Sat	1 = Sun 2 = Mon 3 = Tue 4 = Wed 5 = Thu 6 = Fri 7 = Sat	Enter Shift Code	Enter Time	Enter Time Code	Enter Location Code	Activity Prior to Fall	Enter X if Yes	Injury Type	Enter Code	Injury Description?	Center	Slippery floor	Inadequate Lighting	Proper Footwear	Missing Equipment	Missing Evaluator	Outlets (interference)	Related to Talking Needs		
2	FALL DOWN	202B	02/02/05	X		03/02/05	X	4	1	7:50 AM	1	3	W	X	1	F	abrasion on left knee		X	X							
1	IM OKAY	106B	12/20/04			03/02/05		4	1	11:10 AM	2	2	T														
1	NO ALARM	131B	02/25/05	X	X	03/04/05	X	6	1	2:00 PM	4	3	W														
3	CANYOU HELPME	107A	01/21/05	X		03/05/05		7	2	7:30 PM	6	2	T														
2	THR_ED	214A	02/15/05	X		03/05/05	X	7	3	6:10 AM	10	3	C	X	1	ER	right arm	X	X	X							
2	ILLGET IT	230A	02/06/05	X		03/07/05	X	2	3	2:15 AM	9	1	B	X	5	A											
1	WHERE EM	125A	01/25/05	X	X	03/08/05	X	3	2	7:15 PM	6	1	C					X									
7	GOTTA GO	102A	01/16/05	X		03/10/05		5	2	4:50 PM	5	3	W														
2	FERHELP ASK	210B	02/05/05	X	X	03/11/05		6	1	12:30 PM	3	4	W														
7	CANT REACH	230A	10/01/04	X	X	03/14/05		2	2	3:30 PM	6	4	C					X									
4	HELP ME	100A	01/01/05	X		03/14/05		2	1	9:30 AM	1	5	C					X									
7	WHOARE YOU	230A	03/30/04	X		03/15/05		3	2	3:10 PM	5	7	C	X	1	F	left shin	X	X	X							
1	QUIK SUP	115A	01/05/05	X		03/21/05		2	3	1:30 AM	9	4	B	X	2	F	bruise right forearm	X	X	X							
2	YOUR OKAY	202A	02/06/05	X		03/21/05		2	1	8:55 AM	1	6	C														
2	HURT IMA	230A	01/10/05	X		03/22/05		3	3	12:05 AM	8	3	C														
2	WHATAREYOU DONTG	223A	02/15/05	X		03/22/05		3	1	7:10 AM	1	2	T														
7	HAVE TO GO	217A	01/25/05	X		03/23/05		4	2	7:30 PM	6	3	W	X	2	ER	hit head	X									
1	IMAS JUST	106B	01/15/05	X		03/23/05		4	3	1:30 AM	9	2	T					X	X	X							
2	BANGED UP	202A	02/15/05	X	X	03/24/05		5	1	5:00 AM	10	1	C														
10	HERE IMA	225B	02/25/05	X		03/25/05	X	6	2	3:30 PM	5	5	C	X	2	F	right knee	X	X	X							
2	CANT GETTUP	207A	03/13/05	X		03/27/05	X	1	2	4:10 AM	9	1	C					X									
1	DONTGO THERE	117B	02/23/05	X		03/29/05	X	3	1	4:10 AM	9	1	B														
2	NOTIE ME	210A	03/15/05	X		03/29/05	X	3	2	3:25 PM	5	6	W														

These "tabs" at the bottom of the screen represent different worksheets within the file. Most of these tabs represent the information entered on the "Falls Data Sheet" worksheet. Each tab contains a data exclusive to the facility location designations.

NAMING YOUR FILE

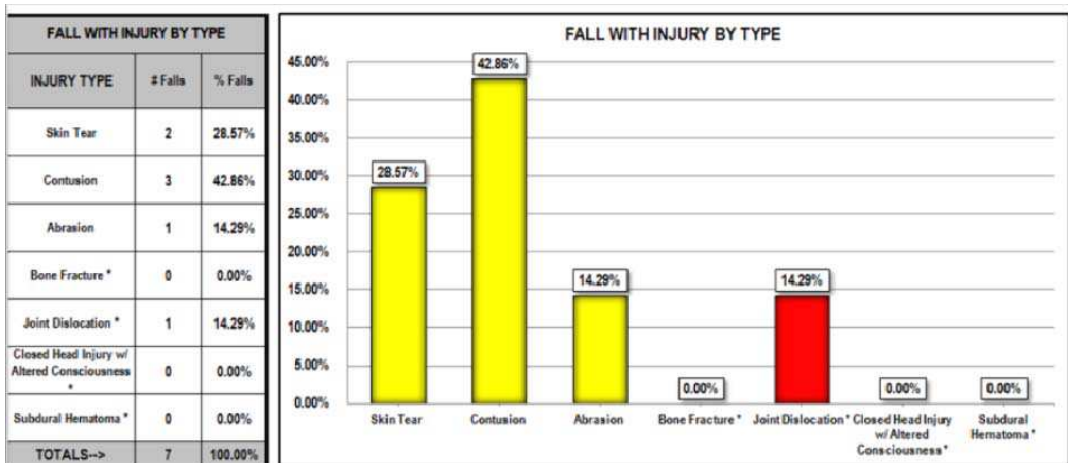
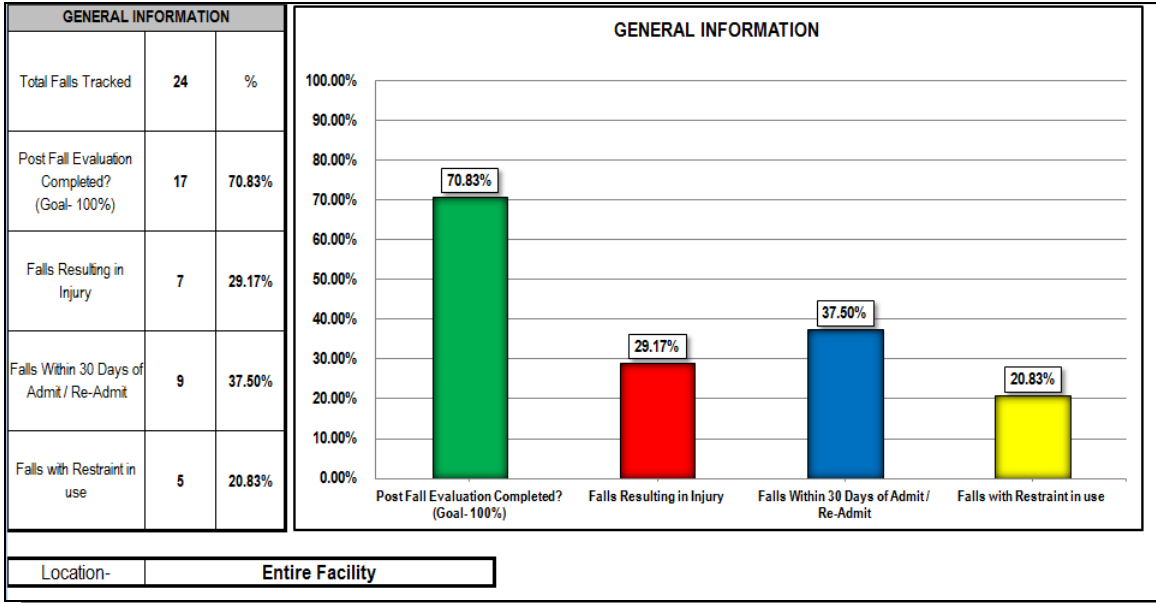
This file is set up to automatically display a header on each printed sheet of the file. That header will display the "file name" that you have used to save the file.

With that functionality in mind, the suggested naming convention of the file would be the time period for the data displayed on the tracking form (i.e. **February 2011**). Using this type of naming convention would make it clear as to what data you are looking at.

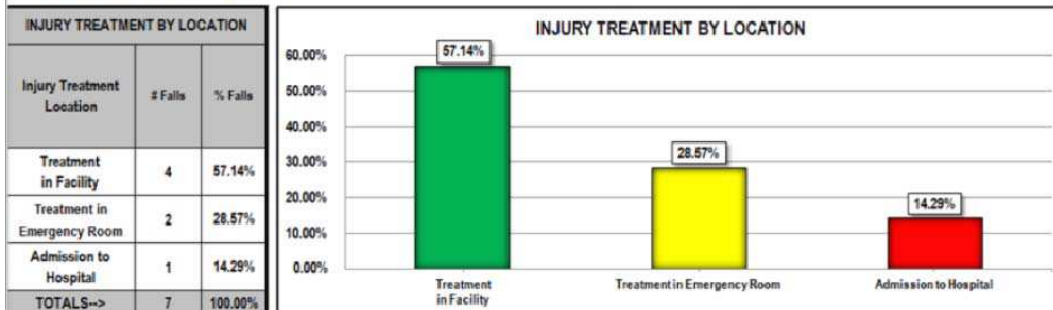
For "multi-facility" situations, the file name could easily include the facility name, month and year (i.e. **ABC Facility March 2013**) to identify each facility's data and graphs.

AUTOMATIC CALCULATIONS AND GRAPHING

As data is entered into the “Falls Data Sheet”, all other “sheets” within the file are automatically calculated and the corresponding bar graphs are instantaneously built with the information. Both the individual “summaries” and the various bar graphs will provide instant visual tools for monitoring, communication and staff education. Samples of a corresponding summaries & graphs are shown below.



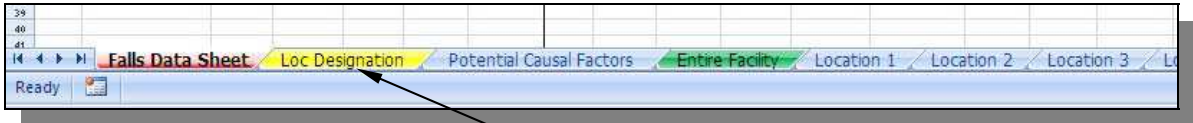
* Major Injury as categorized on MDS 3.0



Location-	Entire Facility
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LOCATION DESIGNATIONS

With this latest version of the Falls Tracking Form, each facility has the opportunity to designate or define specific locations (i.e. units, floors, etc.) to isolate, summarize and graphs their data.



On the bottom of the screen, there is a “Loc Designation” tab, or sheet, that you need to select.

When you choose this tab, you will then see the screen below.....

Location / Unit	"Facility Designation"	
Location 1 -	1st Floor	<p>Next to each location on the left, designate (or name) your facility-specific description of the separate area you would like to have summarized and graphed.</p> <p>Keep in mind that the designation will be specified on the "Falls Data Sheet" in the first column for each wound as 1,2,3,4,etc.</p> <p>All Summary Data and Graphs will be clearly identified by the "Facility Designation" (whatever you identify each location as) entered on this tab.</p>
Location 2 -	2nd Floor	
Location 3 -	3rd Floor	
Location 4 -	4th Floor	
Location 5 -	5th Floor	
Location 6 -	6th Floor	
Location 7 -	7th Floor	
Location 8 -	8th Floor	
Location 9 -	9th Floor	
Location 10 -	10th Floor	

Within the “yellow” cells, you are allowed to enter whatever “text” that best describes your facility-specific location designations for your data split. As in the example above, this is a simple “1st Floor”, “2nd Floor”, etc.... description. However, you may enter your own “label” for your different units or floors if that makes your data more easily defined. Some facilities have names to designate their separate locations. Whatever is entered in the yellow cells on this tab will automatically label and data and graphs on the corresponding Location Tabs.

This Falls Tracking Form has the ability to isolate, summarize and graph separate data for up to 10 different facility-specific locations. If you only need 3 or 4 separate locations designated, the rest of the location tabs will be blank.

It is recommended that you “assign” the facility-specific location names on this tab in your MASTER FILE and save it. That way, when you start a new tracking period, the location designations will be automatically carried into your tracking sheet for the new period.

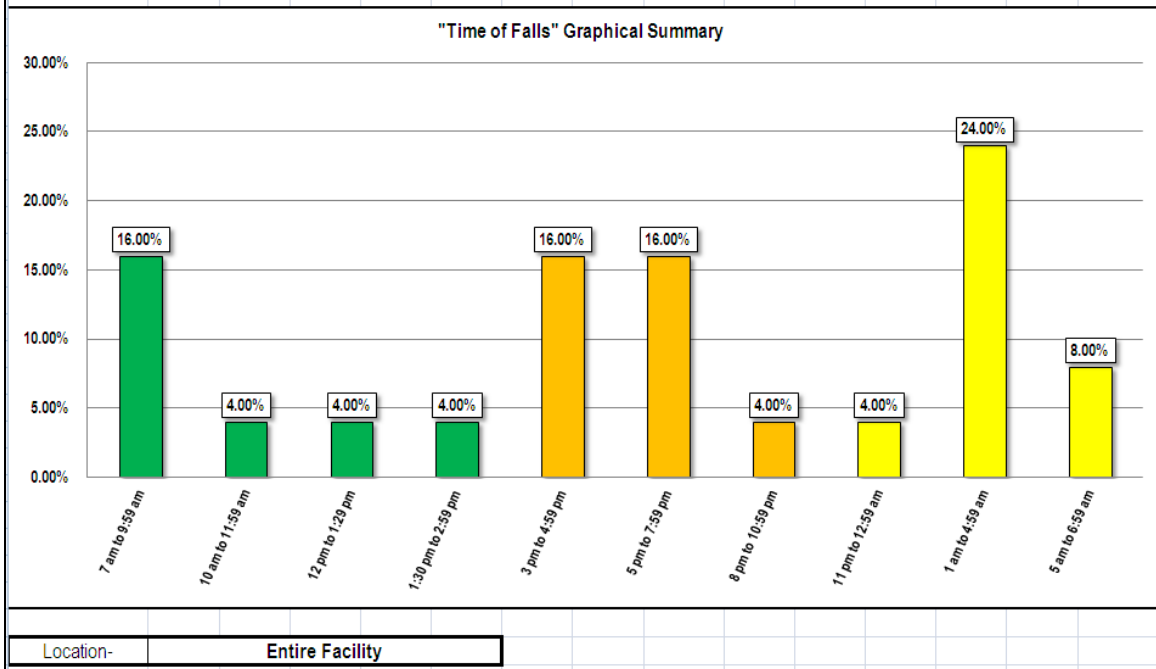
SAMPLE SUMMARY SHEETS WITH GRAPHS



Time Span	#	% of Total
7 am to 9:59 am	4	16.00%
10 am to 11:59 am	1	4.00%
12 pm to 1:29 pm	1	4.00%
1:30 pm to 2:59 pm	1	4.00%
TOTAL-->	7	28.00%

Time Span	#	% of Total
3 pm to 4:59 pm	4	16.00%
5 pm to 7:59 pm	4	16.00%
8 pm to 10:59 pm	1	4.00%
TOTAL-->	9	36.00%

Time Span	#	% of Total
11 pm to 12:59 am	1	4.00%
1 am to 4:59 am	6	24.00%
5 am to 6:59 am	2	8.00%
TOTAL-->	9	36.00%



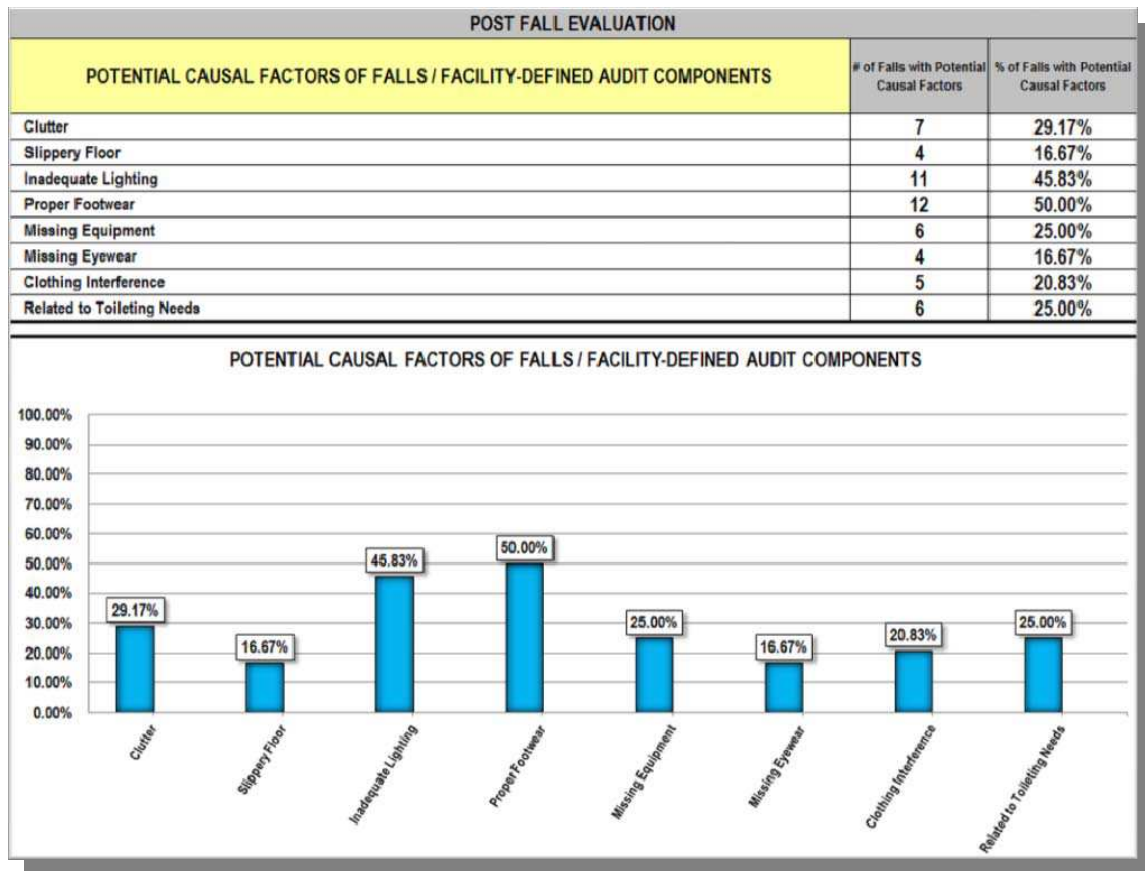
POST FALL EVALUATION COMPONENTS

One of the summary sheets offered in the file is the “**Post-Fall Evaluation**” sheet.

An enhancement in version 5.1 is the availability of “user-defined” falls evaluation components. This functionality allows the user to either choose and enter post fall evaluation components from the AMDA Clinical Practice Guidelines tab or enter post fall components that the facility has identified to monitor and track. All entries identified in the column headers on the Falls Data Sheet for post fall evaluation components will instantly populate to both the data summary and graph.

This summary lists the “Potential Causal Factors” as checked on the “**Falls Data Sheet**” with both a summary of both the # and % of Falls with each Potential Causal Factor.

The sample below is an illustration of such a summary sheet...



The data on this summary sheet is also displayed on a graph with the axis labels populating from the “Falls Data Sheet”..

DETAILED COMMENTS

There is 1 "free text" ("Comments") field for each fall that you may use for any purpose you see fit.

Many have used this field to indicate the most current fall intervention. A copy of the current spreadsheet could streamline communication, compliance and increased accuracy of documentation.

ADDING NEW CASE

When you need to add the data for a new fall, simply "click" on the button for "Add New Case". This macro will automatically insert a new line, with all appropriate formulas and formats, and take you to the first cell to enter your new data.

Monthly Falls Tracking Form		Enter X if Yes	Date of Fall	Lic fall occur within 30 days of Admit/ReAdmit?	Day of Week	Enter Shift Code	Time	Enter Time Code	Enter Location Code	Activity Prior to Fall	Enter X if Yes	Injury Type	Enter Code	Injury Detail Description?	Post Fall Evaluation Components (Enter X in applicable columns)						Comments				
Loc.	Resident Last Name, First Name	Room Number and Bed Room-Deck	Date of Admit/ReAdmit	Post-Fall Eval?	Fall with re-injury in use?	1= Sun 2= Mon 3= Tue 4= Wed 5= Thu 6= Fri 7= Sat	Shift* 8=Night 9=Day	(Enter actual time with "space" between AM or PM)	Enter Time Code 1= 5:00-11:00 2= 11:00-1:00 3= 1:00-3:00 4= 3:00-5:00 5= 5:00-7:00 6= 7:00-9:00 7= 9:00-11:00 8= 11:00-1:00 9= 1:00-4:00	Location of Fall 1= In Room 2= Bathroom 3= Hallway 4= Dining Room 5= Activity 6= Therapy 7= Beauty/Barber 8= Showers/Tub 9= Storage 10= Out of Facility 11= Other	W/ Walking T= Transfer E= Bed C= Chair O= Other	Fall Resulted in Injury?	Injury Fracture Dislocation Abrasion Laceration Head Injury Traumatic Unk/Unk	F-F= Fall E= ER A= Ambulatory	Chamber	Slippery Floor	Inadequate Lighting	Proper Cobnet	Missing Equipment	Missing Linens	Calling Assistance	Related to Existing Needs			
2	FALL, DOWN	202B	02/02/05	X		4	1	7:50 AM	1	3	W	X	3	F	abrasion on left knee		X	X							
1	IM, OKAY	108B	12/23/04			4	1	11:10 AM	2	2	T														
1	NO, ALARM	131B	02/25/05	X	X	6	1	2:00 PM	4	3	W														
3	GANYOU, HELPME	107A	01/21/05	X		7	2	7:30 PM	6	2	T														
2	TIR, ED	214A	02/15/05	X		7	3	4:15 AM	10	3	C	X	1	ER	right arm	X	X	X							
2	ILLGET IT	230A	02/06/05			2	3	2:15 AM	9	1	B	X	5	A											
1	WHERE, EMI	125A	01/25/05	X	X	3	2	7:15 PM	6	1	C														
7	GOTTA, GO	102A	01/16/05	X		6	2	4:50 PM	5	3	W														
2	FERHELP, ASK	210B	02/05/05	X	X	6	1	12:30 PM	3	4	W														
7	CANT, REACH	230A	10/01/04	X	X	2	2	5:00 PM	6	4	C														
4	HELP, ME	100A	01/01/05			2	1	9:10 AM	1	5	C														
7	WHOARE, YOU	230A	09/30/04	X		3	2	3:10 PM	5	7	C	X	1	F	left shin	X	X	X							
1	QUIK, SLIP	115A	01/05/05			2	3	1:30 AM	9	4	B	X	2	F	bruise right forearm	X	X	X							
2	YOUR, OKAY	202A	02/06/05	X		2	1	8:55 AM	1	6	C														
2	HURT, IMA	230A	01/10/05			3	3	12:05 AM	8	3	C														
2	WHATAREYOU, DOING	223A	02/15/05	X		3	1	7:10 AM	1	2	T														
7	HAVETO, GO	217A	01/25/05	X		4	2	7:30 PM	6	3	W	X	2	ER	hit head	X	X	X							
1	IWAS, JUST	106B	01/15/05	X		4	3	1:30 AM	9	2	T														
2	BANGED, UP	202A	02/15/05	X	X	5	1	5:05 AM	10	1	C														
10	HERE, IMA	226B	02/25/05	X		6	2	3:30 PM	5	5	C	X	2	F	right knee	X	X	X							
2	CANT, GETTUP	207A	03/12/05			1	2	4:10 AM	9	1	C														
1	DONTGO, THERE	117B	02/27/05	X		3	3	4:10 AM	9	1	B														
2	NOTIE, ME	210A	03/15/05	X		3	2	3:25 PM	5	6	W														
2	FREE, TOMOVE	210A	03/20/05			4	1	8:40 AM	7		C														
TOTALS-->				17	5	24	9		24	24	24														

This cell will automatically be chosen for you to start entering the data for a new fall.

Simply click on the "Add New Case" screen button to automatically insert a new row.

SORTING BY DATE OF FALL

This current version of the Falls Tracking Form will automatically sort all of your falls by "Date of Fall" each time you click on the "Add New Case" screen button.

SORTING BY RESIDENT NAME

There is a macro built into this Falls Tracking Sheet that will automatically sort your entered data by Resident Name. This is a very simple way to see any residents who have fallen more than one time during your tracking period.

Simply click on the "Sort by Resident" screen button to automatically sort all of your data by each resident's last name.

This material was developed and prepared by IPRO, the Medicare Quality Improvement Center for New York State, in accordance with the requirements of the Medicare Access and CHIP Reauthorization Act of 2015 (MACRA). This material does not necessarily reflect CMS policy. 1080W-NY-AM7-2-11-27 (version 1.0)

FALLS DATA SHEET PROTECTION

Under normal circumstances, you want to use the Falls Data Sheet when it is "protected". Thereby, you may only enter (or change) data in appropriate cells without inadvertently changing items like "header row", etc.

This current version of the Falls Tracking Form is "protected" in an attempt to avoid unnecessary changes to items or fields within the file. Such changes could adversely effect the built-in functionality of the Falls Tracking Form.

For built-in security, if your sheet becomes unprotected, utilizing the macro function of "Add New Case" will re-protect the sheet.

PRINTING REPORTS

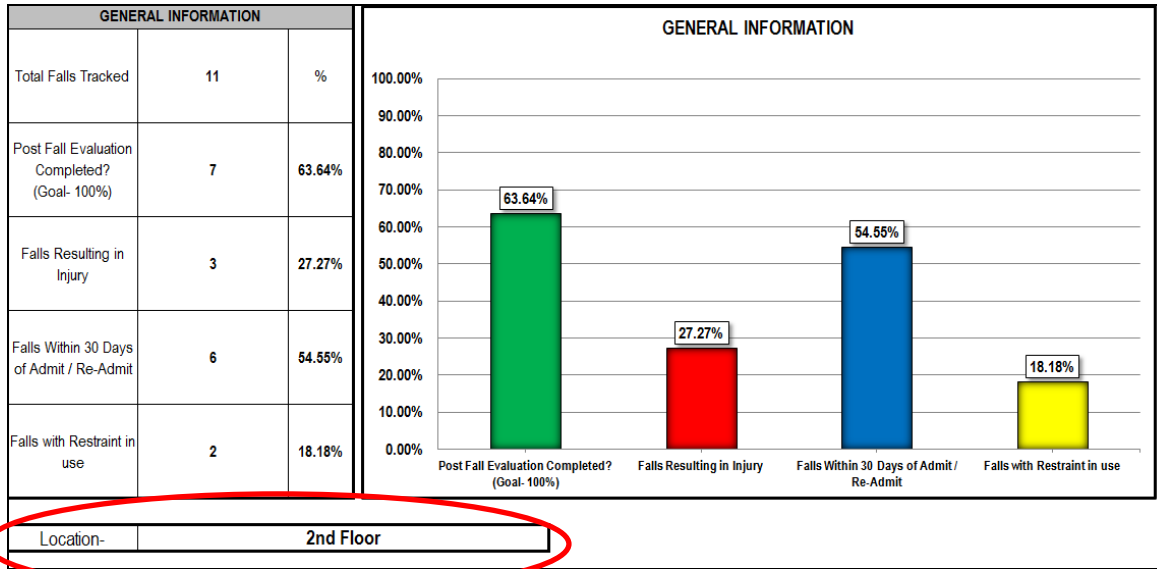
By simply prompting your "print" command on each tab, you will print a series of data summaries and graphs specific to the tab selected.

Each printed page will be clearly identified with both the "file name" and specific "location" for falls data being summarized.

DATA “DRILL-DOWN” OPPORTUNITIES

Once data is entered into the “Falls Data Sheet”, all of your data is instantaneously separated, summarized and graphed for each of the designated locations you have chosen for your facility.

All data and graphs are clearly identified with the facility-specific “location designation”. Whatever “text” is entered for each location on the Loc Designation tab will be automatically displayed on the appropriate summaries and graphs.



EDUCATIONAL OPPORTUNITIES

Comparisons between locations or units could be easily made on such focus areas as:

- ✓ “Falls by Shift” or “Time Block” by Unit/Floor
- ✓ “Falls by Location” by Unit/Floor
- ✓ “Falls by Day of the Week” by Unit/Floor
- ✓ “Falls by Injury” by Unit/Floor

These comparisons and “drill-downs” could prove to be invaluable in identifying or isolating opportunities for additional education, equipment/treatment needs, and the sharing of “successes” within your facility’s efforts in fall prevention.

FALLS STATISTICAL TRENDING REPORT

There is an additional report available that has been developed to allow you to track and trend summarized data over a series of months.

At the end of the month, you can enter your summarized “end of month” data under the specific monthly column and your individual monthly data will be graphed over an extended period of time. The one-time entry of the monthly data is very quick with the way the file has been designed.

This is a separate Excel file that is available.

FOR ADDITIONAL INFORMATION

PLEASE CONTACT.....

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