Creating a Rate Based Fall Report

1. Gather your census data for the month(s)/quarter(s) you plan to track.
2. Go to the spreadsheet we created for you: select the appropriate tab on the bottom for the data you will enter for the level of care and the month or quarter.
3. Enter your census data into column C, titled "Number of Resident Days."
4. Go to PEER Report Center and go to Report Manager Admin Picks.
5. Find the report titled "FSA Org Rate Based SNF Falls."
6. Edit as necessary: if you are running for the prior calendar year, leave the Date Range, but if you are running for the prior fiscal year, change it; if you are running for a different period, select the appropriate date range in either the pre-populated choices, or in the custom or "last x" range.
7. If you are running monthly numbers, you must also go to "Chart Details" section and change the "Group by" field:
    a. Type in "Trend", and under Incident section find Trend.IncidentDateMonthYear (second from bottom), and click it.
8. If you are running SNF overall, leave conditions as they are, if you are running AL/PC:
    a. Change current level of care.
    b. If you are running falls with injury, you must add an additional condition as follows: under "General Event Type = Falls," add New Line:
        i. field name "Reported Event Severity Level;"
        ii. Operator is "is equal to or greater than" and
        iii. Value is "severity level 2;"
9. Click "Run Report"; the report will be a bar with the appropriate number of bars (4 bars per quarter, for example, or 12 bars reflecting a year's worth of data if it was a monthly report of falls for the year).
10. Put your curser into the bars, and right click; you will see "export data source" and it will create an excel spreadsheet for the data noted in each column of your bar graph.
11. Open the excel, copy the data in columns A and B.
12. Go to the excel document FSA created and paste the information into columns A and B to the left of the Resident Days.
13. The sheet will automatically calculate the number of falls for every 1000 resident days per month or quarter in column and will then calculate the average as indicated in columns E and F accordingly as you add data.
14. Be sure to do the process for both OVERALL fall rate and then FALLS WITH INJURY rates in the appropriate tabs, which have been clearly labeled for you in the spreadsheet (see 8(b) on how to run for falls with injuries).
15. Helpful tip: after you create your report(s) based on the instructions above, you can save the report(s) to your "My Reports" folder for your organization so that you do not have to edit the conditions each time you want to run the data. Be sure to save the report with your initials and then the name so that you know which report is yours.