COMPdata Informatics

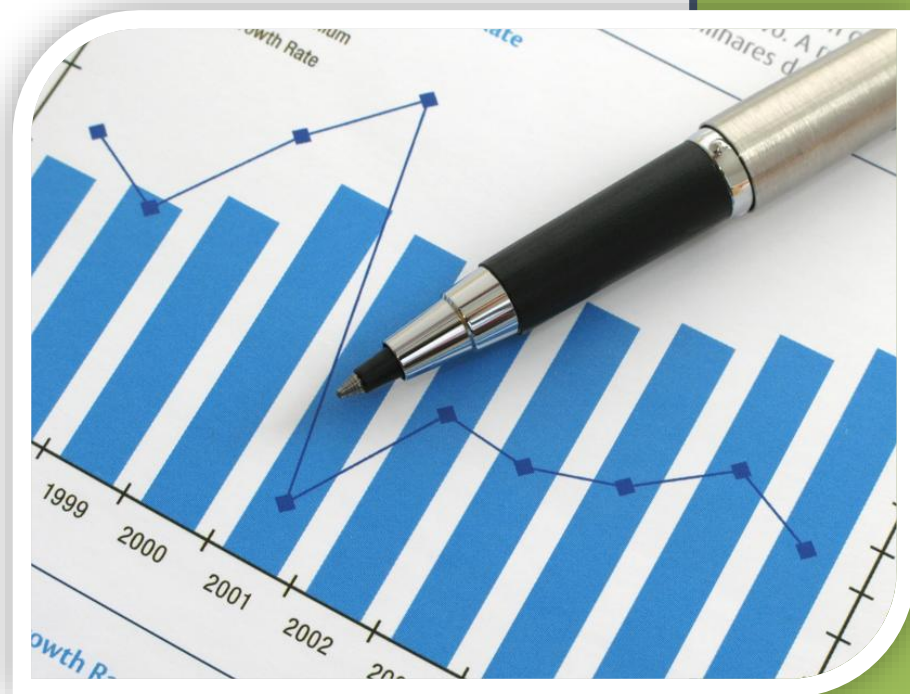# Nurse Staff Reporting Manual

Customer Support

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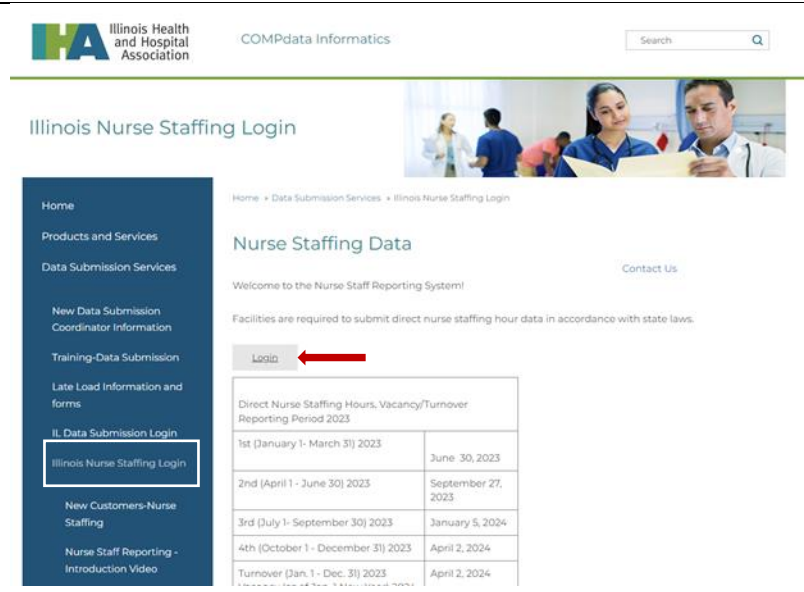|	
Nurse Staff Reporting	Welcome to COMPdata's Data Reporting system for the collections of Nurse Staffing Hours. This manual will cover the following: • Understand components of required reporting for IDPH • Access COMPdata's Nurse Staffing Reporting System • Enter, correct, and submit data • Screen prints to keep for your records
Hospital Report Card Act	The Illinois Hospital Report Act (210 ILCS 86), requires all Illinois hospitals to submit reports to the Office of Policy, Planning and Statistics of the Illinois Department of Public Health documenting nurse staffing levels. Quarterly reports must follow documentation guidelines that delineate direct care nurse staffing hours and average daily patient census per clinical service area. Annual reports must follow documentation guidelines that delineate annual vacancy and turnover rates of nursing staff For Hospital Report Card Act Information. For Hospital Report Card Act Information: • http://www.healthcarereportcard.illinois.gov/contents/view/data_sources The Illinois Hospital Report Act (210 ILCS 86) • http://www.ilga.gov/legislation/ilcs/ilcs3.asp?ActID=2466&ChapterID=21
Section 255.280 **Illinois Administrative Code**	Illinois Administrative Code -- Title 77 - PUBLIC HEALTH – Part 255 - HOSPITAL REPORT CARD CODE – Section 255.280 – Enforcement Any hospital that fails to comply with the provisions and responsibilities detailed in the Act or this Part shall be subject to the compliance provisions in the Hospital Licensing Act. In particular, Section 7 of the Hospital Licensing Act states, in part, that the Director, after notice and opportunity for hearing to the applicant or licensee, may deny, suspend, or revoke a permit to establish a hospital or deny, suspend, or revoke a license to open, conduct, operate, and maintain a hospital in any case in which the Director finds that there has been a substantial failure to comply with the provision of the Hospital Licensing Act, the Hospital Report Card Act, the Illinois Adverse Health Care Events Reporting Law of 2005 or the standards, rules, and regulations established by virtue of any of those Acts. (Section 7(a) of the Hospital Licensing Act)
Definitions	As Defined by "Joint Committee on Admistrative Rules" – Administrate Code Click here → Joint Committee on Admistrative Rule
Additional Clarification	This document clarifies proper reporting of nurse staffing hours and frequently asked questions Click here → IDPH Clarification Document

COMPdata Reporting System	COMPdata is a product of the Illinois Health and Hospital Association (IHA). IHA has been designated by the state as the agent to collect this data. The Nurse Staff Reporting system is designed for simple reporting including tables that provide the data for the Hospital Report Card Act/Nurse Staffing requirements.
Data Submitter's Role and Responsibilities	• Submit data by close date • Coordinate with your facility personnel to collect accurate data needed • Enter and submit quarterly nurse staffing hours with yearly vacancy/turnover • Print and save a copy of each quarter's final entry to keep on record for your facility
New Submitter	New nurse staffing submitters will need to complete a Nurse Staffing Data Entry request form: Click here for form → Request Access Form
Required Reporting	Quarterly: Direct Nursing Annually: Vacancy and Turnover Optional: Indirect Nursing, Outpatient and Observation IDPH temporary suspension perioperative nursing
Required Data Submission	• Total Inpatient Days for each Clinical Service Area • RN Hours for both employed and contracted • LPN Hours for both employed and contracted • Assistive nursing hours combined for employed and contracted
Clinical Service Area	• Med/Surg • Critical Care • Telemetry • Maternal (child care, labor/delivery/post-partum/newborn) • Maternal Level II Neonate ICU • Pediatrics • Behavioral health

Reporting Dates	Data is due quarterly:
	
	• Quarter 1 (January – March) – Due June 15
	• Quarter 2 (April – June) – Due September 15
	• Quarter 3 (July – September) -- Due December 15
	• Quarter 4 (October – December) – Due March 15
	• Vacancy – Due March 15
	    ○ Number personnel on January 1 of each year
	• Turnover – Due March 15
	    ○ Number personnel for the calendar year preceding January 1
	
	The reporting dates are posted on the COMPdata Nurse Staffing website:
	• Nurse Staffing Website

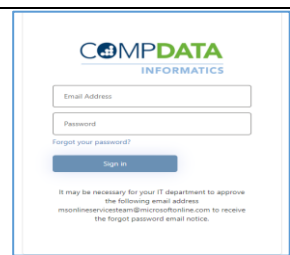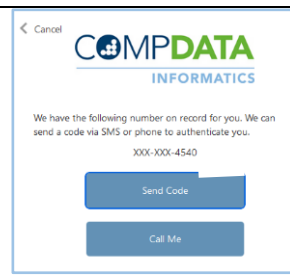|	
Quarterly Automated Email Notices	Automated email reminders will be sent 30, 15, and 7 days prior to due date, only for those who have not entered their nurse staffing hours • Will be sent to primary and secondary account designee • Provides status of pending required entries not submitted • Any cell left blank will generate an automated email – fill blank cell with zero
Access Nurse Staff Reporting System	 Step 1. Click on Illinois Nurse Staffing Login Step 2. Click on Login button
COMPdata Login Screen	Enter the following: • Email address • Password • Click on "Sign In" button
Authentication Screen	• Authentication will appear • Choose either button to receive code • Type in verification code • Click on "Verify Code" button

Nurse Staffing Reporting Screen **Main Menu**	Home Nurse Staffing Data **Change Password**
Change Password	Valid password, it must be a minimum of 12 characters long: • contain any 3 of the 4 following conditions; • 1 uppercase letter, 1 lowercase letter; • 1 number; and • 1 special character (!, #, $, or @). Example: Hrc2024##1nsh • The password also cannot contain any three consecutive characters that are also in the username. • Due to HIPAA regulations passwords expire every 90 days Note: If you forget your password follow the instructions on the screen
Nurse Staffing Data	To access data entry click on "Nurse Staffing Data" button the following screen will appear: Illinois Hospital Report Card Act - Nurse Staffing Data Collection System MAIN MENU **QUARTERLY DATA ENTRY** *Required* Direct Nursing **ANNUAL DATA ENTRY** *Required* Vacancy Turnover IDPH Reporting Information: • Temporary suspension of perioperative nursing data collection • Nurse Staffing Due Dates Nurse Staffing Manual

The Direct Nursing Hours Data Entry Screen has three sections:

Clinical Service Areas

- White cells are open entry
- Fill in all applicable cells
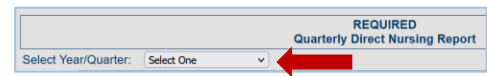- If not applicable to your reporting, enter zero

Screen #2 & #3

- Grayed cells will auto calculate when number is entered in white cell

Step 1: Choosing Time Frame	Before entering data, be sure the reporting time frame is showing in the Selection box:
	• Click on Select One dropdown arrow
	• Select appropriate Year/Quarter
	REQUIRED
	Quarterly Direct Nursing Report
	Select Year/Quarter: Select One
	The following error message appears if a time frame was not chosen:
	Select One Year/Quarter is Required!
Step 2: Data Entry	Enter each section: Total Inpatient Days, RN & LPN Hours for employed & contracted, assistive Nursing Hours for combined employed/contracted
	• Place the cursor in a white cell to make an entry and type your number in cell
	• Move cursor to next cell and enter next number
	• Enter a zero in any cell that does not apply
	• Review your data entry
	• Click on "Save" – will enter and save your data entry
	• Click on "Print" to save a copy for your records

Step 3: Data Entry Correction	To delete the current value in a cell, do the following steps:
	
	• Place cursor in the white cell
	• Double click to highlight number you want to change
	    o Highlight before decimal to change front number
	    o Highlight after decimal to change last number
	• Type in correct value
	• Screen 2 & 3 – Grayed cell will automatically recalculate
	• Click on "Save" button

Voluntary	To report voluntary Indirect or Outpatient/Observation, repeat data entry instructions.

Annual Required Data Entries	Vacany and turnover due with 4 Quarter Direct Nurse Staffing hours
	
	• Vacancy – As of January 1 of the new reporting year
	    o The vacancy rate submitted for licensed nurses per clinical service area must equal the number of full-time equivalent openings for licensed nursing personnel on January 1 of each year.
	• Turnover – Separated Employees from January 1 – December 31 for 4 quarter reporting time frame
	    o The turnover rate submitted for licensed nurses per clinical service area must equal the number of separated employees for licensed nursing personnel for the calendar year preceding January 1.

Enter Annual Vacancy	
	
	1. Choose Select Year dropdown arrow
	2. Choose the "Year" – Choose the current year to report Vacancies as of January 1
	3. Fields broken down into RN or LPN by:
	    • Clinical service area by FTE openings
	    • FTE Budgeted Position
	
	Screen Area #1
	• White cells -- open entry
	• Fill in all applicable cells
	• If not applicable to your reporting, enter zero
	
	Screen Area #2 (Vacancy Rate)
	• Grayed cells will auto calculate after white cell number entered
	
	4. Review data entries for accuracy before you are ready to submit
	5. Click on "Save" to submit the data
	6. Click on "Print" for a copy of your own records
	7. Use the back arrow on the Web browser to return to the main selection screen and choose your next reporting area

	Use the back arrow on the Web browser to return to the main selection screen and choose your next reporting area or use the log out feature top right to exit the system
Enter Annual Turnover ANNUAL DATA ENTRY Required Vacancy Turnover	 1. Choose Select Year dropdown arrow 2. Choose the "Year" – previous year of current year 3. Fields broken down into RN or LPN by: • Separated Employees Jan 1 to Dec 31 • Employees on Payroll on January 1 **Screen Area #1** • White cells -- open entry • Fill in all applicable cells • If not applicable to your reporting, enter zero **Screen Area #2 (Turnover Rate)** • Grayed cells will auto calculate after white cell number entered 4. Review data entries for accuracy before you are ready to submit 5. Click on "Save" to submit the data 6. Click on "Print" for a copy of your own records 7. Use the back arrow on the Web browser to return to the main selection screen and choose your next reporting area
Questions or Issues	Please contact us for assistance: • customerservice@team-iha.org • 866-262-6222 • Go to the Website for Nurse Staff Reporting → Nurse Staffing Website