Advancing Excellence in America's Nursing Homes

Excellent Ideas

USING THE CAMPAIGN TOOLS: SUBMITTING DATA ON THE CAMPAIGN WEBSITE

Now that you have been entering data into your monitoring tools,* you are now ready to submit data to the Campaign website.

Follow these five simple steps to complete the data submission process:

1. **For each selected goal, have your monitoring tool available –** either electronically (on your computer screen), or in printed hard copy form. Do a quick review to ensure that the information entered in your monitoring tool is accurate and up to date.

2. **Log in to the campaign website,** entering your username and password. For additional information on how to obtain or retrieve your username and password, refer to Issue #2 of *Excellent Ideas*.

3. **Click on "Enter my Data" on the left side of the screen.** Your goals will populate in the center of the screen. You can then click on the "Submit Data" link under the specific goal for which you would like to report data.

4. **Follow prompts on the screen to enter topic-specific data** onto the website from your monitoring tool. Pay close attention to the timeframes to verify that the data you are entering matches the timeframe you have chosen on the website. Once you have entered your data, click "Submit." A confirmation should display in red text, letting you know that your data was successfully submitted.

5. **After submitting data, you can choose "Return to Goals Summary."** You can enter additional data here, or you can select "Check Progress on the Quality Measures" at the bottom of the page to review your facility's progress in the Campaign.

   While reviewing your progress, take the time to compare your facility's data to the state and national averages. If it looks like you might have room to improve, consider meeting with your team to discuss implementing additional actions. Don't forget to celebrate your team achievements!

*How do we access the monitoring tool(s) for collecting our facility data?

The Advancing Excellence website has tools available for monitoring and tracking data for each of the process and clinical Campaign goals. For tips on how to download and enter data into topic-specific monitoring tools, refer to Issue 4 of *Excellent Ideas*.