Advancing Excellence in America's Nursing Homes

Excellent Ideas

USING THE ADVANCING EXCELLENCE CAMPAIGN MONITORING TOOLS: TECHNICAL ASSISTANCE

Are you ready to begin working on your selected Campaign goals? Just follow these simple steps:

1. **Download the monitoring tool** for each of the new Campaign goals that your facility has selected. These monitoring tools come in an Excel spreadsheet format; spreadsheets are pre-formatted, and come with easy, step-by-step instructions. All monitoring tools can be located under the "Identify Baseline" section of the new goals page on the Advancing Excellence website. Simply click on the "Go!" button in the Identify Baseline column for each of your selected goals.

Process Goals	Explore Goal	Identify Baseline	Examine Process	Improve	Leader-ship	Monitor & Sustain	Celebrate
Consistent Assignment	Go!	Go!	Go!		Go!		

2. **Click on the link to open the monitoring tool** (formatted as an Excel workbook) [XLS], and save it to your computer. To save the file, once you have it open, click on the Windows icon in the upper left corner of your screen, and select "Save As." Then select the desired location for this file on your computer.

3. **Become familiar with how the monitoring tools are formatted**. Each tool is conveniently formatted in a similar style, making it easy to navigate through each of them. Note that there are several *worksheets* within a single *workbook*; locate the tabs to access the worksheets at the bottom of your screen. To navigate between the various worksheets, simply click on each tab.

   ▪ Also note that each workbook has three identical tabs ("Welcome, Common Qs & As, and Data for Website Entry"). Locate important information by clicking on these tabs. (When you are ready to submit data to the Campaign website, you will retrieve your data from the tab marked "Data for Website Entry.")

   ▪ Other tabs are used for data entry; depending on the tool, completion of one or more tabs may be required.

4. **Re-save the file each time you enter data** into your monitoring tool—if not, your data will not be stored anywhere! To save your file, use the keyboard command for "save" (CTRL+S), or click on the Windows icon in the upper left corner, and select "Save." This will re-save your file to the same location on your computer.

5. **Collect and input your data into the workbook,** following the instructions within the monitoring tool. Step-by-step instructions are included within the Excel spreadsheet; other helpful information for each tool may also be located on the Advancing Excellence website at www.nhqualitycampaign.org.

How do we submit data on the Campaign website?

Once you have collected your data in the monitoring tools, you will be ready to input the results into the Campaign website. To do this, you will need to log in to your facility's account: click on "Enter My Data" from the menu on the left, and follow the onscreen prompts. For more information, see Issue #6 (Data Entry) of *Excellent Ideas.*

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