

# Calculation Method

**What does the Monthly Report Card do with all the metrics I enter over the year?**

- ▼ Last Observation – uses the last month containing a value. Often used for YTD measures or rolling 12 month data
- ▼ Average – Calculates using a straight average
- ▼ Sum – simple addition -Adds any month containing a value
- ▼ Sum Annualized – monthly values are averaged and multiplied by 12
- ▼ Highest – uses largest monthly value – Rarely used, if ever
- ▼ Lowest – uses smallest monthly value - Rarely used, if ever

Welcome: Brownstone, Jacqueline

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## LEM Goal Setting Wizard

### Define Year end Calculation

9 Step Process

STEP 3

Average ▾

- Average
- Last Month Value
- Sum - Simple Addition
- Sum - Annualized
- Highest Month Value
- Lowest Month Value

#### Select Calculation Method

Select the method to be used to calculate the year end results on your Monthly Report Card

*Choose between:*

##### **Average**

Calculates using a straight average

##### **Last Month Value**

Uses the last month containing a value

##### **Sum – Simple Addition**

Adds any month containing a value

##### **Sum Annualized**

Monthly values are averaged, then multiplied by 12

##### **Highest Month Value**

Uses largest monthly value

##### **Lowest Month Value**

Uses smallest monthly value

Previous

Next

Cancel

# Note:

- ▼ Keep in mind that depending how your metric comes to you, several of these methods could apply.
- ▼ Follow the report!
- ▼ Examples:
  - ▼ if you want to average 4 quarters of patient satisfaction, you would choose “Average”. You could also calculate patient sat as a “Last” if you pull the YTD number from your measurement tool.
  - ▼ if you are looking at something like reducing No Shows, you would choose “Sum” if you were looking at the number of no shows and you would choose “Last” if you chose the No Show rate decreasing

# Examples

**\*these are samples – yours may differ based on how your data comes in and ultimately how you want year end results calculated**

## ▼ Last:

- ▼ Patient Sat – if you use the YTD from your measurement tool
- ▼ Turnover
- ▼ Employee Satisfaction (or anything else you measure just once per year)
- ▼ Core Measures
- ▼ LWOT
- ▼ Budget – if you use YTD

## ▼ Average:

- ▼ Patient Sat – if you average the 4 quarters or all the months from your measurement tool
- ▼ Door to doc time
- ▼ Length of Stay
- ▼ % of work orders
- ▼ Response time

## ▼ Sum

- ▼ Medication Errors
- ▼ # of Falls
- ▼ # of incidences
- ▼ Callbacks for support departments
- ▼ Readmits

## ▼ Sum Annualized

- ▼ # of procedures
- ▼ Admissions
- ▼ Upfront Collections

# Examples – Numerator/Denominator

\*these are samples – yours may differ based on how your data comes in and ultimately how you want year end results calculated

## ▼ Numerator/Denominator (Sum):

- ▼ Falls/1000 Patient Days
  - Numerator: Number of Patient Falls
  - Denominator: Number of Thousand Patient Days
- ▼ Vascular Catheter-Associated Infection Rate
  - Numerator: Number of Vascular Catheter-Associated Infections
  - Denominator: Number of Thousand Patient Days

## ▼ Numerator/Denominator (Sum) x 100:

- ▼ Expense Budget Percent
  - Numerator: Actual Expense Dollars
  - Denominator: Budgeted Expense Dollars
- ▼ Productivity Percent
  - Numerator: Actual Worked Hours
  - Denominator: Productive Worked Hours

# Tips

- ▼ To save yourself calculation time, stay away from writing increase/decrease BY a certain percent.
  - ▼ Ex: instead of saying “increase OP volume by 3%”, calculate up front what a 3% growth is and then enter your number of OP visits in the Monthly Report Card instead of figuring out by what % you increased monthly. You can then use Sum Annualized to tell if you’re on track toward your goal.
- ▼ No need to “uncheck” months if you don’t get a score each quarter. The Monthly Report Card doesn’t penalize your score if you leave a month blank
- ▼ Don’t enter a zero if you don’t have data that month – just leave blank and update when you do