

Instruction Guide for Spreadsheet Results

CAH Quality Inventory and Assessment - 2024

The Flex Monitoring Team releases data from the CAH Quality Inventory and Assessment to State Flex Programs (SFP) via NIH Workspace. In the folder titled “CAH Assessment,” SFPs will receive two data products: 1) a spreadsheet with CAH- and state-level data and 2) a PDF report with aggregate data from their state.

This document is intended to guide SFPs through the **2024 CAH Assessment results in the spreadsheet**. The following instructions can also be found in the first tab (“Start Here”) and fifth tab (“Guide for Data Tabs”) of the spreadsheet.

Introduction to the spreadsheet:

The spreadsheet contains your state’s results from the 2024 National CAH Quality Inventory and Assessment. This Assessment gathered a wealth of data on quality improvement (QI) processes from CAHs across the country. These data can be utilized by State Flex Programs to enhance support for CAHs and their QI activities. More detailed information about the Assessment can be found on the [Assessment Resources webpage](#).

Tabs 2 through 4 of the spreadsheet contain tools to help SFPs summarize, examine, and analyze data collected from the Assessment. These data, tools, and tables have been developed to assist CAHs in establishing sustainable quality infrastructure and make actionable, data-driven decisions. Findings from the Assessment and tools can provide practical insight into rural-relevant strategies for elevating QI to organization-wide culture and responsibility. These findings can also serve as a framework for leadership at all levels to establish a culture and practice focused on providing quality patient care.

Tabs 7 through 12 of the spreadsheet contain the data from each CAH in your state that responded to the 2024 Assessment. More detailed information about the contents of the data tabs and how to use them can be found in tab 5-Guide for Data Tabs, and a detailed codebook can be found in tab 6-Codebook.

To cycle through the various tabs in the spreadsheet, use the small horizontal arrows located in the bottom left-hand corner. Some tabs also have hyperlinks to navigate to related tabs and/or resources.

For any questions about the data in the spreadsheet or about analyzing Assessment results in your state, please contact the Flex Monitoring Team at fmtdata@umn.edu.

Throughout the tools, any cells that are **shaded purple** indicate that there is a drop-down menu selection available on the right side of the cell.

The option to sort or filter results by column has been built into some of the tool tabs. For detailed information on sorting in Excel, visit [here](#). For detailed information on filtering in Excel, visit [here](#).

When using the tool tabs, you may wish to print out or save a PDF of a certain result you've displayed. To do so, you should first make sure you are on the correct tab with the tool results you'd like to print. Then click on the 'File' menu at the top left of the Excel window and select the 'Print' option. You may customize any of the settings in the print menu to suit your preferences. Note: print views are set up for each tool separately.

2 – Infrastructure Summary Table

This tab contains a summary table consisting of data related to the Core Elements of CAH Quality Infrastructure. The table breaks down which individual elements are met by each CAH in your state as well as their performance for each Infrastructure element. It displays the number of elements met by each CAH, and whether each CAH met, did not meet, or did not respond to the 2024 Assessment for each core element. In the summary table at the top of the sheet, the core element that was met by the highest percentage of CAHs is shown highlighted in green, and the core element that was met by the lowest percentage of CAHs is shown highlighted in orange.

For more information on the CAH Quality Infrastructure measure, see the measure specifications via the [CAH Quality Infrastructure Resources webpage](#).

3 – Infrastructure Summary Table

This tab contains an Infrastructure tool displaying the Core Elements of CAH Quality Infrastructure met, breaking down which individual elements and criteria are met by an individual CAH in your state. The tool is an interactive table with a drop-down option to select a specific CAH and review the elements and criteria met or not met by that facility. You can also review comparisons to state and national benchmarks, with the option to choose which denominator you'd like to use: all CAHs or only CAHs that responded to the 2024 Assessment. Note: the denominator will be applied for both the state and national data.

In the state and national columns, the core element met by the highest percentage of CAHs is shown highlighted in green, and the core element met by the lowest percentage of CAHs is shown highlighted in orange.

For more information on the CAH Quality Infrastructure measure, see the measure specifications via the [CAH Quality Infrastructure Resources webpage](#).

4 – Data and Services Tool

This tab contains the Data and Services Tool, which presents services and other data for CAHs, including which service lines each CAH provides. It breaks down which individual elements are met by each CAH. The tool is an interactive table with drop-down options to select settings and service lines and review CAH responses to each field. You can also review static fields for each CAH including EHR vendor, HCAHPS vendor, system affiliation, average daily census, swing bed admissions, swing bed average length of stay, and annual ED visits. In the last column of this tool, we have added a field titled 'SFP Notes'. Here you can enter notes about each CAH for your own purposes.

Guide for Data Tabs:

The spreadsheet contains your state's results from the 2024 National CAH Quality Inventory and Assessment. This Assessment gathered a wealth of data on quality improvement (QI) processes from CAHs across the country. These data can be utilized by State Flex Programs to enhance support for CAHs and their QI activities. More detailed information about the Assessment can be found on the [Assessment Resources webpage](#).

The Guide for Data Tabs is located in tab 5, and following this tab you will find eight additional tabs. Each tab is listed and described below. To cycle through the various tabs, use the small horizontal arrows located in the bottom left-hand corner. Some tabs also have hyperlinks to navigate to related tabs and/or resources.

Using the data tabs

At the top of tabs 7 through 13, you will find a summary of the data included in the current tab (cell A1), in addition to some notes to consider when reviewing the data (cell A2). In each of the data tabs, row 8 ('Total CAHs in Your State') provides the total number of CAHs that responded 'Yes' to the corresponding questions in each column, while row 9 ('Percent of CAHs in Your State') provides the percentage of CAHs (out of those responding to the Assessment) that responded 'Yes'. These cells are only populated where the options were yes or no.

CAHs with '(No MOU)' following their name did not have a signed MBQIP Memorandum of Understanding (MOU) as of December 31, 2024.

NOTE: The data in this spreadsheet have not been verified by the Flex Monitoring Team and in most cases are presented exactly as entered by CAH staff. When reviewing your state's results, you may want to be cautious when the data looks unrealistic (e.g., if a CAH reports they only had 5 ED visits for CY2023). These unrealistic values may indicate an opportunity for outreach and support.

Throughout the data tabs, you may encounter blank cells and cells with the values 'Not applicable' or 'Did not answer'. A blank cell appears when a CAH did not respond to the corresponding free-response question that was not required. A cell containing 'Not applicable' indicates that the question was not applicable to that CAH (based on prior answers in the Assessment) and thus was not asked of them. A CAH with a cell containing 'Did not answer' indicates that the corresponding question was applicable based on prior answers, but the CAH did not respond to that question.

While interpreting the data in this spreadsheet, it may be helpful to refer to the Assessment questions to understand what was asked of CAHs when they submitted their data. If you would like to do so, a PDF copy of the Assessment questions and instructions that were provided to CAHs is available [here](#).

Each of the data tabs is set up so that you may sort the CAHs in your state by each variable (column) and so that you may filter the CAHs in your state by each variable (column) to only see CAHs with a certain response.

The option to sort or filter results by column has been built into some of the tool tabs. For detailed information on sorting in Excel, visit [here](#). For detailed information on filtering in Excel, visit [here](#).

For any questions about the data in the spreadsheet or about analyzing Assessment results in your state, please contact the Flex Monitoring Team at fmtdata@umn.edu.

List of data tabs

NOTE: In tab “5-Guide for Data Tabs” of the spreadsheet, you can navigate to any of the data tabs by clicking on the corresponding header in the list of data tabs.

6 – Codebook

Lists all the variables contained in this spreadsheet. Each row provides a description of the corresponding variable, the source question(s) in the Assessment for that variable, and information about which tab contains that variable. If you find a specific variable you wish to look at, you can click the link under the ‘Location in Spreadsheet’ column to navigate to the corresponding tab.

When 'derived' appears in the 'Source' column of this tab, this indicates that the variable was indirectly created from data within the Assessment, but does not come from a single question. For each 'derived' variable, the notes in column G of this tab describe how the variable was created."

7 – Respondent Info

Contains several variables that describe the type(s) of staff contributing to the Assessment for each CAH in your state. Includes contact information for the individual who submitted the Assessment for each CAH and the individual best suited to answer questions specifically related to hospital quality activities (if the person submitting the Assessment indicated they were also their hospital's quality contact, their information will appear twice).

8 – CAH Background

Includes variables relating to system membership, quality-related support received from systems, and volume metrics (e.g., average daily census, emergency department volume, swing bed volume, and swing bed average length of stay).

9 – Infrastructure

Summarizes the number of Core Elements of CAH Quality Infrastructure met by each CAH in your state and breaks down which individual elements and criteria are met by each CAH.

10 – Services

Provides data on which service lines each CAH in your state provides.

11 – Vendors

Contains information about which EHR and HCAHPS vendors CAHs in your state are using, in addition to information about how CAHs may use their EHR software.

12 – Other

Has an assortment of data on which quality models/initiatives and value-based care models CAHs in your state are participating in, plus information on the accrediting agency for each CAH. Columns N and O of this spreadsheet may be especially useful for State Flex Program staff, as these columns contain open-ended responses with specific information about each CAH and their requests for assistance from the Flex Program.

13 – CAH List

Lists all CAHs in your state, denoting whether each CAH responded to the 2024 Assessment and whether each CAH has a signed MOU as of December 31, 2024.

For more information, please reach out to fmtdata@umn.edu.

This report was completed by the Flex Monitoring Team with funding from the Federal Office of Rural Health Policy (FORHP), Health Resources and Services Administration (HRSA), U.S. Department of Health and Human Services (HHS), under PHS Grant No. U27RH01080. The information, conclusions and opinions expressed in this document are those of the authors and no endorsement by FORHP, HRSA, or HHS is intended or should be inferred.