



Submitting Data for Goals 5-8

Please complete the below steps for each organizational goal your nursing home selected by December 31, 2007. You do not need to submit any data for the clinical goals (Goals 1-4).

Don't remember which organizational goal(s) you selected? Login to the campaign Web site using the user name and password you selected during registration. You will see your selected goals. If you lost your user name or password, there are directions on the 'Login' page to recover them.

Remember: Your data are confidential and will not be released to anyone without your permission.

Goal 5: Setting STAR Targets

- Step 1:** Go to www.nhqi-star.org
- Step 2:** If you *are* registered: Click on 'Login' to enter your user name and password.
If you *are not* registered: Click on 'Create an Account' and enter your 6-digit Medicare/Medicaid provider number to create an account.
- Step 3:** Once you login, select targets for one or more of the six quality measures. Once you save your target(s), you have completely fulfilled your Year 1 Goal 5 requirement for the campaign. You do not need to enter any data on the campaign Website.
- Questions?** Instructions about selecting targets are available under 'How to Set Targets. Click on 'Help' to access additional resources or to contact your state's Quality Improvement Organization for further assistance.

Goal 6: Measuring Resident Satisfaction

- Step 1:** Go to www.nhqualitycampaign.org
- Step 2:** Click on 'Login' to login using the user name and password you selected during registration. If you lost your username or password, there are directions on the 'Login' page to recover them.
- Step 3:** Once you login, click on 'Submit data' under 'Goal 6' on the 'My Goals' page.
- Step 4:** On the data entry page, (1) select the satisfaction tool your nursing home used, and enter the (2) month and (3) year in which you administered the survey.
- Step 5:** Click 'Submit Year 1' to save your data. Once you save your data, you have completely fulfilled your Year 1 Goal 6 requirement for the campaign.
- Questions?** Click on 'Find LANE Participants' to contact your state's LANE Convener for assistance.

Goal 7: Increasing Staff Retention

- Step 1:** Go to www.nhqualitycampaign.org
- Step 2:** Click on 'Login' to login using the user name and password you selected during registration. If you lost your username or password, there are directions on the 'Login' page to recover them.
- Step 3:** Once you login, click on 'Submit data' under 'Goal 7' on the 'My Goals' page.
- Step 4:** If you *have* already collected your data: Have the data ready to submit.
If you *have not* already collected your data: Download the 'Calculation of Turnover Data' workbook available at top of the Goal 7 page. The workbook provides instructions about how to collect and submit your data.
- Step 5:** Enter (1) the total number of months of data collection, (2) the total number of nursing staff terminations during the data collection months, and (3) the average number of nursing staff during the data collection months.
- Step 6:** Click 'Submit Year 1' to save your data. Once you save your data, you have completely fulfilled your Year 1 Goal 7 requirement for the campaign.
- Questions?** Click on 'Find LANE Participants' to contact your state's LANE Convener for assistance.

Goal 8: Improving Consistent Assignment

- Step 1:** Go to www.nhqualitycampaign.org
- Step 2:** Click on 'Login' to login using the user name and password you selected during registration. If you lost your username or password, there are directions on the 'Login' page to recover them.
- Step 3:** Once you login, click on 'Submit data' under 'Goal 8' on the 'My Goals' page.
- Step 4:** Enter (1) indicate whether or not your home has implemented consistent assignment, (2) the degree to which consistent assignment was implemented, and (3) the date on which it was implemented.
- Step 5:** Click 'Submit Year 1' to save your data. Once you save your data, you have completely fulfilled your Year 1 Goal 8 requirement for the campaign.
- Questions?** Click on 'Find LANE Participants' to contact your state's LANE Convener for assistance.