

## How to complete the 2009 Statistical Report from HarborSoft

### Overview

Also download the Excel file “2009 Statistical Report.xls” from the MDCH website.

You will use already programmed reports in HarborSoft to complete the Statistical Report Excel file. Please make sure you are using the October 2009 upgrade from HarborSoft. Contact Harbor Software at (231) 347-8866 if you need this upgrade.

### Referrals

Assuming you enter all referrals into the HarborSoft system (regardless of whether they attend the initial assessment), the following directions will generate the referral numbers for you. If you track referrals in a different system, you may need to count referrals either by hand or download another instruction file from the MDCH website (Excel or Access) to help you calculate these numbers from the other electronic file you are using.

HarborSoft will assume the referral date is the “Date Entered Program” variable on the General tab of the Patient Maintenance screen for the following report.

Select Reports, Referrals and Physician Referral Report from the command menu at the top of the window. This will open a window where you get to select your report dates. Change the starting and ending dates to the reporting period of 10/1/2008 to 9/30/2009 and run the report. Enter the total from end of this report into the Statistical Report Excel file (denoted by red arrow in the example below).

It is my understanding that no shows are difficult to report out of the HarborSoft, so we are not requiring it for HarborSoft users. If you happen to have these numbers readily available, please include them.

Number of referrals received:						
		Total:	<input type="text"/>	No Shows:	<input type="text"/>	

### Attended Initial Assessment

Select Education/Classes, Educational Reporting and Class Activity Listing from the command menu at the top of the window. This will open a window where you get to select your report dates. Change the starting and ending dates to the reporting period of 10/1/2008 to 9/30/2009 and run the report. The number that is generated in the red circle in the example below is your total number for attended initial assessment.

5/09/08		<b>Class Activity Listing</b>		1	
DEMONSTRATION HOSPITAL		Date Range: 5/01/2000 5/31/2008		ALL CLASS SITES	
Class	Location/Site	Total Time Taught	Number of Attendees		
INITIAL INTERVIEW		240	4		
SESSION 1		540	3		
SESSION 2		540	3		
FINAL CLASS/FOLLOW UP		720	6		
INSULIN STARTUP		60	1		
PUMP CLASS		120	2		
GROCERY STORE WALKTHRU		60	1		
PRE CONC/GESTATIONAL		180	1		
<b>Grand Totals:</b>		<b>2460</b>	<b>21</b>		
<b>Average Number of Minutes per Attendee:</b>		<b>117.1</b>			

Since it is difficult to get HarborSoft to report by New versus Return patients, we are not requiring it for HarborSoft users. Enter the total number for attended initial assessment into the Statistical Report Excel file (denoted by red arrow in the example below).

Number of patients attended initial assessment:					
	New:		Returns:		Unk:
					Total:

### Completed Education

Select Reports, Patient Listings, Patient Program Status and Completed Program Listing from the command menu at the top of the window. Change the starting and ending dates to the reporting period of 10/1/2008 to 9/30/2009 and run the report. The number that is generated in the red circle in the example below is your total number for completed education.

5/09/08		<b>Completed Program Patient Listing</b>				1	
		Program Entry Date: 5/01/2000 and 5/31/2008					
Last Name	First Name	Med Rec#	Entered Pgm	Finished Pgm	Marked Comp.	Telephone	
OWENS	ANTHONY	O-754	2/26/2007		X	(000)000-0000	
WINMAS	AMY	W-90	2/12/2007		X	(231)347-8866	
Total Patients in System with Entry Dates within Date Filter (above):				5			
Number of Patients Completed Program:				2			
Percentage Completed:				40.00	%		

HarborSoft will assume that education completed is the checked box “Completed other DSME program” on the Demographics tab of the Patient Maintenance screen.

Since it is difficult to get HarborSoft to report by New versus Return patients, we are not requiring it for HarborSoft users. Enter the total number for education completed into the Statistical Report Excel file (denoted by red arrow in the example below).

Number of patients completing education:										
	New:		Returns:		Unk:			Total:		☆

Race by Gender or Age or Diagnosis

Select Reports, Analysis and Filtered Population Analysis from the command menu at the top of the window. This will open a window where you get to select your report options. You will need to run several of these reports in order to complete the Statistical Report Excel file.

Change the starting and ending dates to the reporting period of 10/1/2008 to 9/30/2009. The example displayed above is from an older version of the system. **The newer version will also have an option for “Patient Program Status” and this option should be set to “Completed”.**

HarborSoft will assume that education completed is the checked box “Completed other DSME program” on the Demographics tab of the Patient Maintenance screen.

**Run a report for each race** (White, African, Hispanic, Native American, Asian and Other) by clicking the Summary button after changing your option settings. Each report run will give you the numbers for the gender, age group and diagnosis for each race column in the Statistical Report Excel file.

15. Indicate the NUMBER and PERCENTAGE of all people with diabetes PARTICIPATING in the diabetes education program during the data period:  
ACTIVE FILTERS: WHITE,

	NUMBER	PERCENT
<b>A. Classification</b>		
Type 1	1	33.3%
Type 2 - insulin treated		
Type 2 - non-insulin treated		
Gestational	1	33.3%
Pre-Diabetes (0 - 18)		
Pre-Diabetes (> 18)		
Other (please describe):	1	33.3%
<b>TOTAL:</b>	<b>3</b>	<b>100.0%</b>
<b>B. Age</b>		
18 years or younger	1	33.3%
19-44 years	1	33.3%
45-65 years	1	33.3%
Over 65 years		
<b>TOTAL:</b>	<b>3</b>	<b>100.0%</b>
<b>C. Participants received education as:</b>		
Inpatients		
Outpatients	3	100.0%
<b>TOTAL:</b>	<b>3</b>	<b>100.0%</b>
<b>D. Race/ethnicity</b>		
Non-Hispanic White	3	100.0%
African American		
Hispanic American		
Native American		
Asian American		
Middle Eastern		
Other (please describe):		
<b>TOTAL:</b>	<b>3</b>	<b>100.0%</b>
<b>E. Sex</b>		
Male	2	66.7%
Female	1	33.3%
<b>TOTAL:</b>	<b>3</b>	<b>100.0%</b>

DEMONSTRATION HOSPITAL  
Diabetes Management System

Start Date: 5/01/2000      End Date: 5/31/2008

Enter the numbers from section “E. Sex” of **each race report** into the corresponding section of the Statistical Report Excel file. Enter the total for that section in the blue Total box.

	White	Black	Hispanic	Am. Ind.	Asian	Other	Unknown
Male →							
Female →							
Unknown →							
<b>Gender Total</b>							

Enter the numbers from section “B. Age” of **each race report** into the corresponding section of the Statistical Report Excel file. Enter the total for that section in the blue Total box.

0-18 yrs →							
19-44 yrs →							
45-64 yrs →							
65 & older →							
Unknown →							
<b>Age Total</b>							

Enter the numbers from section “A. Classification” of **each race report** into the corresponding section of the Statistical Report Excel file. Enter the total for that section in the blue Total box.

**Note:** If your program also sees patients that are 18 years and younger, you will also need to run a report for each race and select “Less than 19 years” under the Age option. This will give you the “Type 1 (0-18)” and “Type 2 (0-18)” numbers for the report. Use a calculator to subtract these numbers from the Type 1 and Type 2 numbers when “All” was selected under the Age option to get the numbers for the “Type 1 (19&up)” and “Type 2 (19&up)” numbers.

Type 1 (0-18) →							
Type 1 (19 & up) →							
Type 2 (0-18) →							
Type 2 (19 & up) →							
Gestational →							
Prediabetes →							
Other →							
Unknown →							
<b>Diagnosis Total</b>							