

Demographic Data Collection Tool[®] Data Elements Collected

The Demographic Data Collection Tool (DDCT[®]) is a web-based portal for managing compilation of required demographic data into a report. Submit this report to the Magnet Program office concurrently with the written documentation and annually during the designation period.

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ORGANIZATION INFORMATION SCREEN

Data for the Organization Information screen is imported from the application entered as part of the application submitted at http://anccmagnet.org/System_Application_Page1.aspx

DATA COLLECTED	NOTES
Organization Name	This field cannot be edited.
Address	
City	
State	
Country	
Postal Code	
Phone	
Website	
Ownership type	Profit, not for profit, or government.
Location type	Urban or rural.
Teaching status	Teaching or non-teaching.
Organization type	Acute Care – Adult, Acute Psychiatric, Ambulatory/Outpatient, Critical Access, Longterm Care Inpatient, Pediatric Acute Care, or Other.
Organization type – other	Fill in the blank.
Organization subspecialty	Cardiology, Oncology, Pediatric, Psychiatric, Pulmonary, or Rehabilitation.

GENERAL INFORMATION SCREEN

DATA COLLECTED	NOTES
Submission year	The year this DDCT report will be submitted.
CMS Provider Number	Leave blank if this does not pertain to your organization.
AHA Number	Leave blank if this does not pertain to your organization.
Reporting Period Start	The beginning date of the 12 month period covered by the report.
Reporting Period End	The ending date of the 12 month period covered by the report.
Number of Beds Staffed	For inpatient settings indicate the number of beds that the organization staffs at any given time to receive an expected patient population.
Number of Licensed Beds	For inpatient settings indicate the maximum number of beds that a licensure agency, usually a state or other governing body, allows an organization to have in operation at any given time. Licensed beds are referred to as bed capacity. Licensed beds always exceed staffed beds
Average Daily Census	For inpatient settings indicate the average number of patients cared for on a

	single day. This is determined by the time of day for data capture set by each organization.
Expected Primary Payer	Medicare, Medicaid, Private Insurance, HMO/PPO, or Other.
Collective Bargaining	Indicate whether or not the nursing staff is organized for collective bargaining by a union.
Collective Bargaining Unit	Indicate the name of the collective bargaining unit, if any.
Continuing Education Required	Indicate whether or not continuing education is mandatory for re-licensure/registration in your state or, for international applicants, your country.
Accredited Continuing Education Provider	Accredited providers are organizations that have demonstrated the ability to offer their own quality continuing nursing education activities to activity participants.
Accredited Continuing Education Approver	Accredited approvers are organizations that have demonstrated the ability to assess and monitor other organizations' compliance with ANCC accreditation criteria that support the provision of quality continuing nursing education activities, as well as approve those educational activities offered by other organizations.

CNO Information

Name	
Email	
Phone Number	
Date Role Assumed	Date the CNO assumed this role at this organization.
Highest Nursing Degree	
Highest Non-Nursing Degree	
Highest Non-Nursing Degree (Specific)	Fill in the blank if applicable.
National Certification	Select national certification (not advanced), as applicable.
Advanced Practice Certification	Select national advanced practice certification, as applicable.

MPD Information

Name	
Email	
Phone Number	

Statistics for Medicare

Average Length of Stay	For inpatient settings indicate the average number of inpatient days the patient stays at the organization for Medicare patients. This is determined by the time of date for data capture set by each organization.
Case Mix Index	For inpatient settings indicate the average diagnosis-related group weight for all of an organization's Medicare patient volume.

Statistics for All Payers

Average Length of Stay	For inpatient settings indicate the average number of inpatient days the patient stays at the organization for all patients. This is determined by the time of date for data capture set by each organization.
Case Mix Index	For inpatient settings indicate the average diagnosis-related group weight for all of an organization's patient volume.

ORGANIZATION - HOSPITAL UNITS

DATA COLLECTED	NOTES
Unit Types Available	<ol style="list-style-type: none"> Each unit in the organization will be added to the DDCT. <i>Note: Data will be entered at the unit level.</i> Each unit added will be categorized into one of the unit types listed below. The unit name/acronym should match what is used in your written documentation submission. Unit names/acronyms of ten characters or less are recommended to enhance

	ease of data review in the DDCT.
Medical	A unit serving predominantly adult populations requiring medical services.
Surgical	A unit serving predominantly adult populations requiring surgical services.
Med-Surg	A unit serving predominantly adult populations requiring either medical or surgical services.
Step Down	A unit serving predominantly adult populations requiring a higher level of service than that provided in medical and/or surgical units but a lower level of service than that provided in critical care units.
Critical Care	A unit serving predominantly adult populations requiring a higher level of service than that provided in step down units.
Labor & Delivery	A unit serving intrapartum patients.
Ante/Post Partum	A unit serving antepartum and/or postpartum patients.
NICU	A unit serving the highest level of service to neonates.
Pediatrics	A unit serving medical-surgical patients outside of the neonatal period but less than 18 years of age.
PICU	A unit serving the highest level of service to patients outside of the neonatal period but less than 18 years of age.
Operating Room	An area in which intraoperative care is provided.
Psychiatric	A unit serving predominantly adult populations requiring psychiatric services.
Rehabilitation	A unit serving predominantly adult populations requiring rehabilitative services.
Ambulatory	An outpatient area accommodating provider visits and related support services such as patient education. Inpatients may be seen.
Emergency Department	A unit serving patients with emergent and/or urgent conditions.
Specialty Practice	A unit/practice providing a higher level of intensity of nursing practice than that seen in a typical ambulatory clinic supporting provider visits. By analogy, medical-surgical is to critical care as ambulatory is to specialty practice. Wound-care-ostomy, diabetic education, interventional radiology, cardiac catheterization laboratory, etc. fit in this unit type.
Oncology	A unit serving predominantly adult populations requiring non-surgical oncology services.
PACU	A unit serving patients recovering from anesthesia.
Same Day/Ambulatory Procedure	A same day surgery/same day procedure unit serving patients receiving preoperative and postoperative care for less than 24 hours.
Acuity Adaptable	This is a unit type standardized in design with characteristics to accommodate a wide variety of patient conditions, needs, and staffing during changes in patient acuity.
Pre-Operative	A unit serving patients (preparation and management) prior to surgery.
LDRP	A unit serving families throughout the entire stay from labor through birth and post-delivery care.
Home Care	Health care or supportive care provided in the patient's home by healthcare professionals.
Hospice	A unit or type of care serving the physical and emotional needs of dying patients in their home or in a healthcare facility.
Long Term Care	A unit serving both the medical and non-medical needs of people with a chronic illness or disability who cannot care for themselves for long periods of time.
All Others	A
Centralized Function	A unit type that accommodates roles, such as informatics, educators, wound care, etc., not associated with a clinical unit type or which cross several units.

DEMOGRAPHICS ENTRY: THIS DATA IS COLLECTED BY UNIT

DATA COLLECTED	NOTES
Utilization of Organization Services	
Number of Staffed Beds	The number of beds that the organization staffs at any given time to receive

	an expected patient population.
Number of Visits to Ambulatory Clinics	The variety of data elements collected by various systems makes inclusion and exclusion criteria unrealistic. Organizations report the data available to them. These visits include visits by inpatients as well as outpatients.
Number of Home Visits Scheduled	Include home care visits.
Number of Procedures Performed	Workload performed by ambulatory staff in clinics or on bedded units, e.g. wound care performed in a same day surgery unit. Include procedures performed by other nursing areas/departments such as wound care, diabetic education, etc. This question is optional for inpatient organizations.
Number of Phone Contacts	These include follow-up calls, triage, appointment reminders, etc. made by nursing personnel.
Number of Letter\Email Contacts	These include follow-up letters, emails, etc. made by nursing personnel.
Nurse Leaders	This is a nurse leader with line authority over multiple units that have RNs working clinically and those nurse leaders who are positioned on the organizational chart between the nurse manager and the CNO. Indicate the highest degree earned by each whole/partial FTE.
FTEs Associate Degree Nursing	
FTEs Diploma Nursing	
FTEs Bachelors in Nursing	
FTEs Masters in Nursing	
FTEs Masters Non-Nursing	
FTEs PhD in Nursing	
FTEs Doctorate of Nursing Science	
FTEs Doctorate of Nursing Practice	
FTEs Doctorate Non-Nursing	
FTEs per National Certification	
Nurse Managers	This is a Registered Nurse with 24 hour/7 day accountability for the overall supervision of all Registered Nurses and other healthcare providers in an inpatient or outpatient area. The Nurse Manager is typically responsible for recruitment and retention, performance review, and professional development; involved in the budget formulation and quality outcomes; and helps to plan for, organize and lead the delivery of nursing care for a designated patient care area. Indicate the highest degree earned by each whole/partial FTE.
FTEs Associate Degree Nursing	
FTEs Diploma Nursing	
FTEs Bachelors in Nursing	
FTEs Masters in Nursing	
FTEs Masters Non-Nursing	
FTEs PhD in Nursing	
FTEs Doctorate of	

Nursing Science	
FTEs Doctorate of Nursing Practice	
FTEs Doctorate Non-Nursing	
FTEs per National Certification	
Clinical Nurses (other than APNs)	This is typically a nurse providing care directly to patients, excluding the nurse manager, nurse leader, and advance practice nurse. (However, in some settings, the nurse manager does spend a portion of her or his work hours providing direct patient care.) Direct-care activities can be reflected as partial full-time equivalents (FTEs). Indicate the highest degree earned by each whole/partial FTE. Roles not covered by other defined role types will be included here.
FTEs Associate Degree Nursing	
FTEs Diploma Nursing	
FTEs Bachelors in Nursing	
FTEs Masters in Nursing	
FTEs PhD in Nursing	
FTEs Doctorate of Nursing Science	
FTEs Doctorate of Nursing Practice	
FTEs per National Certification	
FTEs Budgeted Clinical	
FTEs Greater Than 2 Years Experience in Current Specialty	
FTEs Float Pools\Perdiem (not Included above)	
Contract\Agency FTEs	
FTEs Recruited from International Sources	
FTEs Resign Controllable	
FTEs Resign Uncontrollable	
FTEs Terminated	
Average Length of Employment	
Average HPPD	
Licensed Practical/Vocational Nurse	
FTEs Budgeted	
FTEs Actual	
FTEs Departed	
Unlicensed Assistive Personnel	UAPs include certified nursing assistants, technicians, and other types of unlicensed personnel who perform patient care functions as delegated by registered nurses.
FTEs Budgeted	

FTEs Actual	
FTEs Departed	
Clinical Nurse Specialists	Indicate the highest degree earned by each whole/partial FTE.
FTEs Associate Degree Nursing	
FTEs Diploma Nursing	
FTEs Bachelors in Nursing	
FTEs Certificate Only	
FTEs Masters in Nursing	
FTEs PhD in Nursing	
FTEs Doctorate of Nursing Science	
FTEs Doctorate of Nursing Practice	
FTEs per National Certification	
Average Contract\Agency FTEs	
Nurse Anesthetist	Indicate the highest degree earned by each whole/partial FTE.
FTEs Associate Degree Nursing	
FTEs Diploma Nursing	
FTEs Bachelors in Nursing	
FTEs Certificate Only	
FTEs Masters in Nursing	
FTEs PhD in Nursing	
FTEs Doctorate of Nursing Science	
FTEs Doctorate of Nursing Practice	
FTEs per National Certification	
Average Contract\Agency FTEs	
Nurse Midwife	Indicate the highest degree earned by each whole/partial FTE.
FTEs Associate Degree Nursing	
FTEs Diploma Nursing	
FTEs Bachelors in Nursing	
FTEs Certificate Only	
FTEs Masters in Nursing	
FTEs PhD in Nursing	
FTEs Doctorate of Nursing Science	
FTEs Doctorate of Nursing Practice	
FTEs per National Certification	
Average Contract\Agency FTEs	

Nurse Practitioners	Indicate the highest degree earned by each whole/partial FTE.
FTEs Associate Degree Nursing	
FTEs Diploma Nursing	
FTEs Bachelors in Nursing	
FTEs Certificate Only	
FTEs Masters in Nursing	
FTEs PhD in Nursing	
FTEs Doctorate of Nursing Science	
FTEs Doctorate of Nursing Practice	
FTEs per National Certification	
Average Contract\Agency FTEs	
Case Managers	Indicate the highest degree earned by each whole/partial FTE.
FTEs Associate Degree Nursing	
FTEs Diploma Nursing	
FTEs Bachelors in Nursing	
FTEs Certificate Only	
FTEs Masters in Nursing	
FTEs PhD in Nursing	
FTEs Doctorate of Nursing Science	
FTEs Doctorate of Nursing Practice	
FTEs per National Certification	
Clinical Nurse Leaders	This is a registered nurse, with a Master's Degree in the Science of Nursing who has completed advanced nursing coursework, including classes in pathophysiology, clinical assessment and pharmacology. CNLs oversee patient care coordination, assess health risks, develop quality improvement strategies, facilitate team communication, and implement evidence-based solutions at the unit level. Indicate the highest degree earned by each whole/partial FTE.
FTEs Associate Degree Nursing	
FTEs Diploma Nursing	
FTEs Bachelors in Nursing	
FTEs Certificate Only	
FTEs Masters in Nursing	
FTEs PhD in Nursing	
FTEs Doctorate of Nursing Science	
FTEs Doctorate of Nursing Practice	
FTEs per National Certification	

Informatics Nurses	Indicate the highest degree earned by each whole/partial FTE.
FTEs Associate Degree Nursing	
FTEs Diploma Nursing	
FTEs Bachelors in Nursing	
FTEs Certificate Only	
FTEs Masters in Nursing	
FTEs PhD in Nursing	
FTEs Doctorate of Nursing Science	
FTEs Doctorate of Nursing Practice	
FTEs per National Certification	
Infection Control Nurses	Indicate the highest degree earned by each whole/partial FTE.
FTEs Associate Degree Nursing	
FTEs Diploma Nursing	
FTEs Bachelors in Nursing	
FTEs Certificate Only	
FTEs Masters in Nursing	
FTEs PhD in Nursing	
FTEs Doctorate of Nursing Science	
FTEs Doctorate of Nursing Practice	
FTEs per National Certification	
Nurse Educators	Indicate the highest degree earned by each whole/partial FTE.
FTEs Associate Degree Nursing	
FTEs Diploma Nursing	
FTEs Bachelors in Nursing	
FTEs Certificate Only	
FTEs Masters in Nursing	
FTEs PhD in Nursing	
FTEs Doctorate of Nursing Science	
FTEs Doctorate of Nursing Practice	
FTEs per National Certification	
Nurse Researchers	Indicate the highest degree earned by each whole/partial FTE.
FTEs Associate Degree Nursing	
FTEs Diploma Nursing	
FTEs Bachelors in Nursing	
FTEs Certificate Only	
FTEs Masters in Nursing	

FTEs PhD in Nursing	
FTEs Doctorate of Nursing Science	
FTEs Doctorate of Nursing Practice	
FTEs per National Certification	
Occupational Health Nurses	Indicate the highest degree earned by each whole/partial FTE.
FTEs Associate Degree Nursing	
FTEs Diploma Nursing	
FTEs Bachelors in Nursing	
FTEs Certificate Only	
FTEs Masters in Nursing	
FTEs PhD in Nursing	
FTEs Doctorate of Nursing Science	
FTEs Doctorate of Nursing Practice	
FTEs per National Certification	
Quality/Risk Managers	Indicate the highest degree earned by each whole/partial FTE.
FTEs Associate Degree Nursing	
FTEs Diploma Nursing	
FTEs Bachelors in Nursing	
FTEs Certificate Only	
FTEs Masters in Nursing	
FTEs PhD in Nursing	
FTEs Doctorate of Nursing Science	
FTEs Doctorate of Nursing Practice	
FTEs per National Certification	
Wound Care Ostomy	Indicate the highest degree earned by each whole/partial FTE.
FTEs Associate Degree Nursing	
FTEs Diploma Nursing	
FTEs Bachelors in Nursing	
FTEs Certificate Only	
FTEs Masters in Nursing	
FTEs PhD in Nursing	
FTEs Doctorate of Nursing Science	
FTEs Doctorate of Nursing Practice	
FTEs per National Certification	