

Unit-level Data Crosswalk Instructions

*** International Applicants: Review the *International Equivalent (IE) Standards for Selected Sources of Evidence* located on our Website, <http://www.nursecredentialing.org/Magnet/International>.**

Contact your Senior Magnet Program Analyst for additional guidance.

PURPOSE: The Unit-level Data Crosswalk is a required MS Excel spreadsheet used by the appraisers to identify where data are collected in your organization for nurse satisfaction, nurse-sensitive clinical indicators, and patient satisfaction.

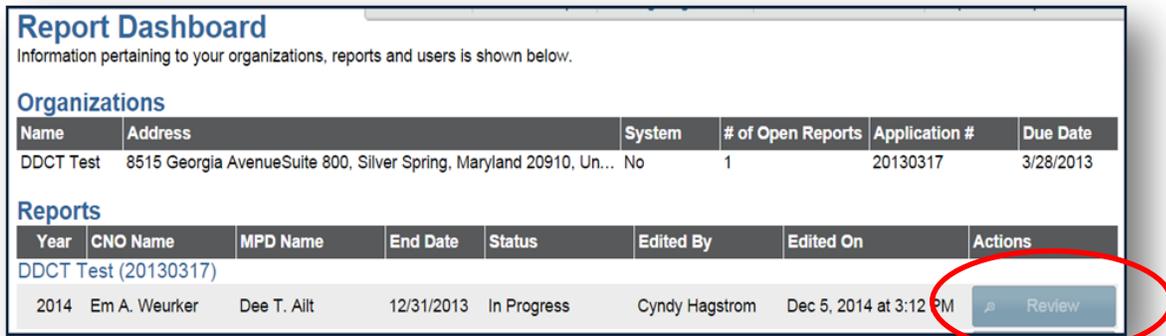
All patient care settings where registered nurses work, *that are part of your Magnet application*, must be included in your Demographic Data Collection Tool (DDCT). The DDCT is a web-based portal for managing demographic data. Access to the DDCT portal is provided at time of application for new applicants and is ongoing for Magnet[®]-recognized organizations. The Unit Types and Unit Names found in the DDCT are used to populate the Unit-level Data Crosswalk.

TIMEFRAME: For Document Submission: The Unit-level Data Crosswalk is submitted on the 15th of the month (or next business day) prior to your written document submission due date.

For Interim Monitoring: For Magnet[®]-recognized organizations, the Unit-level Data Crosswalk is also submitted two years after designation. Follow the guidelines on the website <http://nursecredentialing.org/Magnet/Magnet-InterimMonitoring>

HOW TO COMPLETE THE CROSSWALK:

- 1) Access your organization via the Web-based DDCT portal.
- 2) Log in to the DDCT and go to the DDCT Report Dashboard, Reports section, select the Review button for the current report.



Report Dashboard
Information pertaining to your organizations, reports and users is shown below.

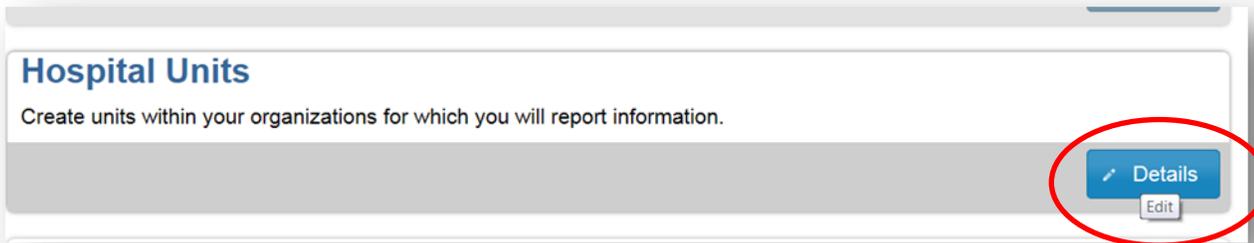
Organizations

Name	Address	System	# of Open Reports	Application #	Due Date
DDCT Test	8515 Georgia Avenue Suite 800, Silver Spring, Maryland 20910, Un...	No	1	20130317	3/28/2013

Reports

Year	CNO Name	MPD Name	End Date	Status	Edited By	Edited On	Actions
DDCT Test (20130317)							
2014	Em A. Weurker	Dee T. Ailt	12/31/2013	In Progress	Cyndy Hagstrom	Dec 5, 2014 at 3:12 PM	Review

3) On the Review Report screen, select Hospital Units (including all units/clinics) then select the Details button.



4) On the Hospital Units screen, highlight the Unit Type and Hospital Unit Name columns (do not include the column labels).

Hospital Units
 The hospital units associated with the report are shown below.

51 hospital units, showing page 1 of 3. << 1 2 3 >>

Unit Type	Hospital Unit Name
Med-Surg	2 East
Med-Surg	2 West
Critical Care	ICU

5) Copy and paste (select “Match destination formatting”) the Hospital Unit type and Unit Name from the DDCT into each tab of the Crosswalk. The eight tabs in the Crosswalk contain specific instructions for each indicator.

1. Copy and paste Unit Type from the DDCT to this spreadsheet (Column A), then the Hospital Units (including all units/clinics) in Column B. *See the instructions in the Crosswalk Instructions Guide tab for more information.*

2. In Column C, enter the unit name as labeled by the vendor. If the unit name is unchanged by the vendor from Column B, leave blank.

3. In Column D, enter an "X" in each cell to indicate that unit level data are available for that unit/department. Must have national benchmark comparison.

4. In Column E, if data are "grouped" due to small numbers of respondents, indicate the units comprising the group. For example if Cardiac Clinic and Stroke Clinic are grouped together by the vendor as Ambulatory Clinics , indicate group name in Column E.

5. RN Satisfaction vendor:

6. Move to the next tab.

DDCT Unit Type	DDCT Hospital Unit Name	Name used by vendor for units/settings (if different from DDCT Hospital Unit name) Must match unit name on graphs.	Are Unit level nurse satisfaction data present? If yes, mark X in cell. If no, indicate reason (e.g., n too low, unit opened after RN survey)	If unit data are reported as "grouped units" by vendor - indicate vendor's group name here
Right click, paste ("Match destination formatting")				

INSTRUCTIONS | **1-Nurse Satisfaction** | 2-Falls with Injury | 3-HAPU Stage 2 and Above | 4-CLABSI | 5-CAUTI | 6-Core Measure | 7-PrimarySI

Tips for Completing the Unit-Level Crosswalk

Read the instructions at the top of each tab in the spreadsheet.

Include on the Unit-level crosswalk:

- The vendor name(s) in the yellow bar on each sheet of the workbook.
- Where **no data** are collected by the vendor and why (e.g., “N too low”, “unit ineligible per vendor”) and use red font color
- **If data are missing** for any of the eight quarters include an explanation in the narrative (Written Document or Interim Report, as applicable) and a graph footnote for those setting(s). (e.g., “N too low”, “unit closed during Quarters X and Y”)
- Where the vendor aggregates data and the group name assigned by the vendor

For example: For Patient Satisfaction, select four categories. For each chosen category, enter the complete Magnet-approved question for each applicable setting as illustrated below.

5. National Vendor: (for international applicants - see *International Interpretation of Selected Sources of Evidence, 2014 Magnet Application Manual*)

DDCT Unit Type	DDCT Hospital Unit Name	Name used by vendor for units/settings (if different from DDCT Hospital Unit name) Must match unit name on graphs.	If unit data are reported as grouped units by vendor- indicate group name here	Are unit/group level Patient Sat data present? If yes, type the applicable question in cell.			
				PAIN	COURTESY & RESPECT	EDUCATION	SAFETY
Medical	5 North			How well was your pain controlled?	Nurses treat you with courtesy & respect?	Did nurses educate you regarding medications?	Did nurses check your ID band?
Medical	5 South	5 S-AWB		How well was your pain controlled?	Nurses treat you with courtesy & respect?	Did nurses educate you regarding medications?	Did nurses check your ID band?
ED	ED			Nurse sensitive to your pain?	Nurses courtesy toward family	Did nurses educate you regarding medications?	*No nurse-specific question
Outpatient	GI Clinic		AMB CLINICS	Nurse sensitive to your pain?	*Unit ineligible for this category (i.e., C&R not part of this unit's survey)	Did nurses educate you regarding medications?	N too low
Outpatient	Endoscopy Clin						

**Table language revised May 2017*