Demographic Data Collection Tool® (DDCT®)
User Guideline

1. Supported Browsers. The application implements a rich user interface, which requires one of the following modern standards-compliant browsers:
   - Google Chrome
   - Firefox
   - Opera
   - Microsoft Internet Explorer 9, 10, 11
2. Select the My Reports tab.
3. Select the Dashboard
4. Select Add New User
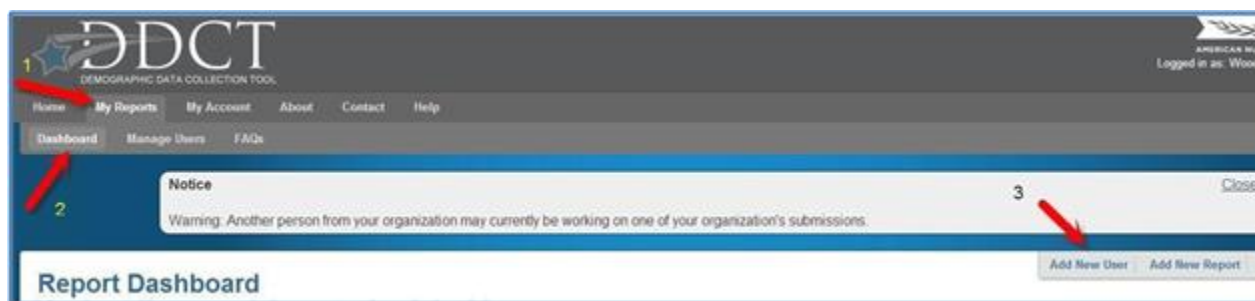
5. There are three types of users. The role determines what the user sees on the screen and whether they can edit.
   - Organization Administrator – controls the system by managing accounts, entering and naming units, and selecting professional certifications.
   - Organization Contributor – can enter and review data.
   - Organization Reviewer – can review but not edit data.

6. Select Add New Report. Identify the line item with the newest Application #. Click on the Select button.

Note: If you are using Internet Explorer and using the ☐Select button does not generate a report, click on the compatibility button at the top of the browser screen.
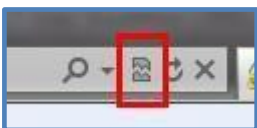
7. Complete the data on the General Information Screen.

Create New Submission
Please complete the following information regardin

General Information

Submission Year: 2013
CMS Provider Number:
AHA Number:
Reporting Period Start:
Reporting Period End:
Beds Staffed:

Notes: 1. On this screen only, data must be entered in all fields which have bold labels or the data will not save.
2. Throughout the system, numeric entries are limited to two decimal points. Data will not be saved if more than two digits are entered to the right of a decimal point.
3. Select the Show Audit Info checkbox to allow users to see who last edited a data point (hover over the data point to display this information). If your organization does not need this audit trail, do no select the checkbox.

Show Audit Info: ☑
Uncheck this option if you do not wish to see audit information (last edited by user and date) on the Demographics Matrix.

CNO Information

8. You will now see the Review Report screen. Scroll down to Hospital Units and select the Edit button.

Review Report
Please complete each section listed below in order to complete your report and submit it for review. Sections which have already been visited are collapsed by default (you may roll over these sections for more options). The sections that are expanded by default require attention before the report may be submitted.

Organization Information
Enter general information about your organization.
Details | Edit

General Information
Enter detailed information about your organization.
Details | Edit

Hospital Units
Create units within your organizations for which you will report information.
Details | Edit

Dashboard   Manage Users   FAQs

Create New Hospital Unit

Organization - Hospital Units
Associate your organization with one or more hospital units in order to report demographic information for those units.

9. Select a Unit Type

Review Report
Please complete each section listed below in order to complete your report and submit it for review. Sections which have already been visited are collapsed by default (you may roll over these sections for more options). The sections that are expanded by default require attention before the report may be submitted.

Organization Information
Enter general information about your organization.
Details | Edit

10. Name the unit as you plan to name it in Written Documents. Select the Save button.

11. Select the continue button.

12. Repeat this for as many units as needed. Notes:
    a. The Centralized Function unit type can be used to list department level and/or organization-wide nursing roles.
    b. The term Clinical Nurses (other than APN) includes Supervisors and similar roles.
    c. The unit type "All Others" should be used rarely, if ever. Email the characteristics of any units that you are considering for placement in "All Others" to cyndy.hagstrom@ana.org.

13. To remove a unit which has been created, select the Edit button then select Delete.

14. Return to the Review Report screen and select Certifications, select Edit button.

15. Select certifications from the left and click the Add button to move them into the Selected Certifications column.

16. Return to the Review Report screen and select Demographics Entry, select Edit button.

17. Select the Unit Type(s)/Units (I only created one unit) you want to enter data for then select the topic(s) you want to enter data for and select the Continue button.

Note: Do not select all units and/or all roles. Pick a small number of unit types and a small number of roles, enter data, Save, then select a different subset of units/unit types and roles and proceed with data entry. Calculations are being completed in the background as data is being entered. Entering large volumes of data before saving can be problematic.

18. Begin data entry.
19. Add certifications to each role-based set of questions (e.g. Clinical Nurses (other than APNs).

    a. The group of certifications selected in item 15 above populates the drop down list that appears at the bottom of the Demographic Matrix question screen for each nursing role. On the screen shot below, you can see that I have chosen a set of certifications used in a subset of units for a single role (in this case Clinical Nurses although you can see the role in this shot). The area outlined in red is where you would select another certification to add for this screen.

    b. The pick list is shown in the screen shot below (see red outline) when you select the drop down arrow (green outline). Once you pick a certification to add, use the Add Certification button (purple outline) to add it to the drop down list.

    c. For each role, this pick list will be identical for all units.

Note: If you enter data for a certification (e.g. CCRN) in critical care, DO NOT delete that certification when you are working on another unit (e.g. psychiatric). Doing so will remove the data related to CCRN will be deleted for all units for the role you were working on.

20. Notes. Click the Notes button to access the DDCT's version of "sticky notes".
   • Private: Notes to yourself than no one else can see.
   • For Organization: Notes to communicate among the members of your team.
   • For Appraiser/Magnet staff: Note to add clarity for appraisal team members and/or the Magnet staff.

21. Return to the Review Report screen and select Attachments, select Edit button. You can upload supporting documents/references here. This feature is entirely optional.
Note: Please do not submit your Interim Monitoring Report documents here.
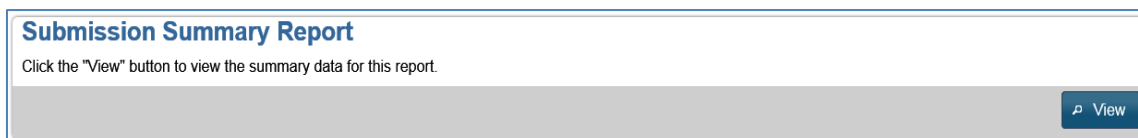

22. Return to the Review Report screen and select Submission Summary Report, select View button. This provides 29 summary data items for review. Nurse Leader Statistics are a combination of the data for Nurse Leaders and Nurse Managers.

Submission Summary Report
Click the "View" button to view the summary data for this report.

🔎 View

23. Return to the Review Report screen and select Finalize Your Report. Only the Organization Administrator has this button:

Finalize Your Report
Submit your report for review.

✔ Submit for Approval
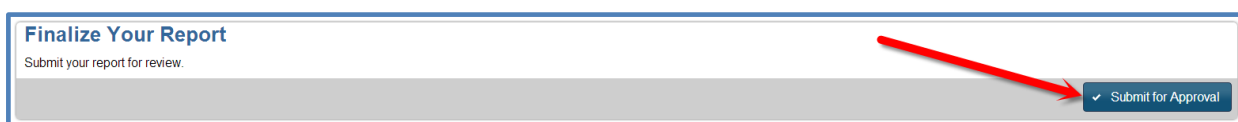
24. If the ANCC DDCT System Administrator sees potential data issues, the report will be opened for you to edit and you will receive an email describing the data to be reviewed. Note: Once the report is submitted and reviewed/approved by the ANCC DDCT System Administrator, it is not possible for you to edit the data.

25. Links to enable data Import into the DDCT can be found on the Report Dashboard (found on your landing screen under the "My Reports" link).

Home | My Reports | My Account | About | Contact | Help
Dashboard | Manage Users | FAQs

Add New User | Add New Report | Download XML Schema | Import New Report From XML

Report Dashboard
Information pertaining to your organizations, reports and users is shown below.
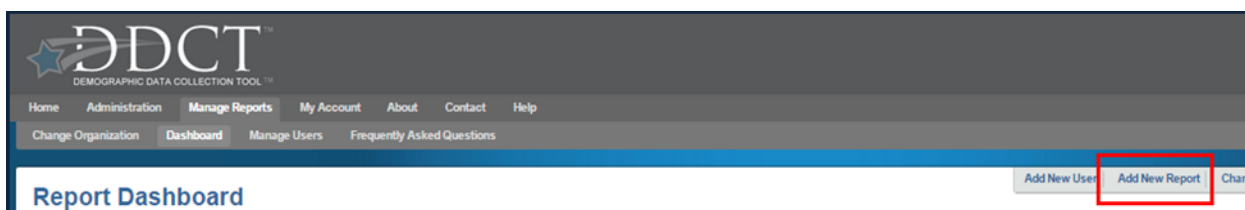
The "Downlad XML Schema" button will provide a format to enable your data support staff to create a file containing your data in a predefined format that is compatible with the DDCT so that you do not need to manually enter the data.
Note: Use of the XML Schema requires an Information Technology professional with a deep working knowledge of Extensible Markup Language (XML) and a thorough understanding of the organization's source data systems.
The "Import New Report From XML" will cause that file to be imported. After the data is loaded into the DDCT you will be brought to a screen to a review screen to ensure that all fields line up properly before being able to submit the data.

26. To create subsequent reports, select "Add New Report" on your Report Dashboard.

DDCT
DEMOGRAPHIC DATA COLLECTION TOOL ™
Home | Administration | Manage Reports | My Account | About | Contact | Help
Change Organization | Dashboard | Manage Users | Frequently Asked Questions

Add New User | Add New Report | Chang

Report Dashboard

27. Choose the "Select" button for the report with the most recent Application #.

28. Select the "Load from a Previous Submission" button.

29. Select the "Yes" button.

30. Choose the "Select" button for the report you want to work on.

31. You may edit the data copied to this screen now or you may return at a later time to edit this data. Select "Save". Be sure to update the "Year" field to the current submission year.

32. Select the Edit button for Hospital Units, then repeat the copy process. Do the same for certifications. You have the ability to copy all Demographic Matrix data as well. This can become an editing challenge.

33. Frequent issues causing return of reports for correction:
    a. Submission Details screen, General Information section –the Submission Year has not been changed to the current year.
    b. Submission Details screen, General Information section – the CMS and/or AHA (American Hospital Association) numbers have been omitted (international organizations are exempt).
    c. Units not placed in correct categories.
    d. Demographic Matrix screen, Utilization of Organization Services section, Number of Staffed Beds–data has not been entered for the inpatient units.
    e. Demographic Matrix screen, Licensed Practical/Vocational Nurse and Unlicensed Assistive Personnel – data has not been entered.
    f. Demographic Matrix screen, Nurse Manager and/or Nurse Leader section(s), FTEs in Associate Degree Nursing and/or FTEs in Diploma Nursing have been entered. All individuals placed in this role must meet the Magnet definition for Nurse Manager and comply with the education eligibility requirement for Nurse Managers. At time of application 100% of nurse managers and nurse leaders must have a degree in nursing (baccalaureate or graduate degree). The requirement must be maintained throughout the application phase, the review phase, and designation as a Magnet organization.
    g. Demographic Matrix screen, Any RN section – for all units total, the FTEs National Certification exceeds The FTEs Total. This results in a certification rate in excess of 100%. Only one certification (the one most pertinent to the current role) can be included per nurse.
    h. Demographic Matrix screen, Clinical Nurses (other than APNs) section – for all units total, the FTEs National Certification exceeds the FTEs Greater Than 2 Years Experience in Current Specialty. This results in a certification rate in excess of 100%. Only one certification (the one most pertinent to the current role) can be included per nurse, this needs to be corrected.

Change list:
09/21/2015: Page 2, step 6 updated.
10/03/2015: Page 8, added directions for reports after the first year.
6/4/2016: Page 1, updated compatible browser list. Page 9, added.
12/1/2016: Page 7, added note regarding deleting certifications.