Demographic Data Collection Tool® (DDCT®)
Definitions and Data 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 bi-annually during the designation period.

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	This field cannot be edited.
Name	If the organization name has changed since the Magnet application was submitted on the website listed above, that change can be reflected here.
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, Long-term 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 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 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 typically 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	Fill in the blanks, as applicable.
Highest Non-Nursing Degree	
Highest Non-Nursing Degree (Specific)	
National Certification	Select national certification (not advanced practice), 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 day 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	1. Each unit (e.g. inpatient unit, ambulatory care setting, and/or other department) in the organization will be added to the DDCT. *Note: Data will be entered at the unit level.*
	2. Each unit added will be categorized into one of the unit types listed below.
	3. The unit name/acronym should match what is used in your written documentation submission.
	4. Unit names/acronyms of ten (10) 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 and 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 and less than 18 years of age.
PICU	A unit serving the highest level of service to patients outside of the neonatal Period and 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. are examples of 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	This unit type is recommended only for a limited number of unique areas whose nurse FTEs do not pertain to one or more units or to the entire organization. Consider using one of the other unit types most closely aligned with the unit's purpose/patient population or consider using the Centralized Function category.
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 **inpatient** beds that the organization staffs at any given time to receive

	an expected patient population.
Number of Visits to Ambulatory Clinics *(optional field; required for Ambulatory-only organizations)*	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 *(optional field; required for Ambulatory-only organizations)*	Include home care visits.
Number of Procedures Performed *(optional field; required for Ambulatory-only organizations)*	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 *(optional field; required for Ambulatory-only organizations)*	These include follow-up calls, triage, appointment reminders, etc. made by nursing personnel.
Number of Letter\Email Contacts *(optional field; required for Ambulatory-only organizations)*	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.
Enter the **highest degree** earned by each full/partial FTE. If two degrees are held at the same level (i.e. masters), and one of them is a nursing degree, enter the nursing degree.	• 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 RNs 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.
Enter the **highest degree** earned by each full/partial FTE. If two degrees are held at the same level (i.e. masters), and one of them is a nursing degree, enter the nursing degree.	• 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 advanced 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.**
Enter the **highest degree in nursing** earned by each full/partial FTE.	• 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 Actual	FTEs Actual are the number of staff that fill the budgeted positions including both full-time and part-time positions. Calculate one FTE as equivalent to 2080 hours per year. The FTEs Actual are a sum/total of the clinical nurse FTEs entered by their highest degree in nursing by each whole/partial FTE.
FTEs Budgeted	The number of full-time equivalents (FTEs)/whole-time equivalents (WTEs)(European) the organization anticipated needing during the year. It is the hiring goal. If there are trends related to opening or closing beds, etc. This should be annotated in the notes section.
FTEs Greater Than 2 Years' Experience in Current Specialty	This is used as the denominator for the calculation of the certification rate for clinical nurses. Current specialty is a broad term referring to acute care, critical care, adult, pediatric, etc. and is not defined by, nor limited to, the current unit where the nurse practices. Specialty certifications are applicable across settings. The intent is for the certification rate to exclude novice nurses from the denominator (those with less than 2 years' experience who are generally not eligible to sit for a certification exam).
FTEs Float Pools\Per-diem (not Included above)	These are FTEs not included in the actual employed numbers. FTEs Float Pool or Per-diem by full/partial FTEs or by hours worked are those that are not included in the FTEs Actual and FTEs Budgeted because they are not distinctly allocated or hired as an employed nurse to a particular unit.
Contract\Agency FTEs	Travelers would be included as well.
FTEs Recruited from International Sources	Include full/partial clinical nurse FTEs actively recruited for employment. Do not include employed foreign nurse graduates.
RN Percentage of RN-LPN-UAP FTEs	Calculated: Clinical nurse FTEs Actual employed divided by (LPN Actual FTEs + UAP Actual FTEs + Clinical nurse Actual FTEs employed).
FTEs Resign Controllable	A resignation of an FTE that results from an issue or environmental feature or trait that is under the control of the employer. Examples of "controllable resignation" would be those occurring as a result of pay status, ability to advance, perceived lack of respect, or job injuries covered.
FTEs Resign Uncontrollable	A resignation of an FTE that does not result from an issue or environmental feature or trait that is under the control of the employer. Examples of "uncontrollable" resignations would be those occurring as a result of the nurse's spouse's relocation, a family illness, or retirement secondary to age.
FTEs Terminated	Cessation of employment effected by the organization, irrespective of the preference of the employee.
FTEs Total Departed	The FTEs Total Departed are a sum/total of the FTEs Resign Controllable, FTEs Resign Uncontrollable, and FTEs Terminated in the 12-month period covered by the report.

Turnover Rate	Calculated: FTEs Departed divided by the FTEs Actual. Turnover within an organization or within organizations that apply as a system is not included in this calculation.
Vacancy Rate	Calculated: 1 minus (FTEs Actual divided by the FTEs Budgeted).
Average Length of Employment	Enter the average longevity with the organization (average length of employment in years) for the unit's clinical nurses.
HPPD	These are direct hours of RN nursing care that are patient-related, including nursing activities that occur away from the patient (e.g. care coordination, documentation time, treatment planning). This category does not include indirect hours, non-productive time, or all paid hours (e.g. vacation, sick time, orientation, education leave). It also does NOT include committee time if the staff person is replaced by another direct care giver. The formula is: (Total number of direct RN nursing care hours)/(Patient/resident/client census for the same period).
FTEs National Certification	
Licensed Practical/Vocational Nurse	
FTEs Budgeted	
FTEs Actual	
FTEs Departed	The FTEs Departed are a sum/total of resignations and terminations by full/partial FTEs in the 12-month period covered by the report.
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	The FTEs Departed are a sum/total of resignations and terminations by full/partial FTEs in the 12-month period covered by the report.
Clinical Nurse Specialists	
Enter the **highest degree in nursing** earned by each full/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	
Enter the **highest degree in nursing** earned by each full/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	
Enter the **highest degree in nursing** earned by each full/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	
Enter the **highest degree in nursing** earned by each full/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	
Enter the **highest degree in nursing** earned by each full/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.
Enter the **highest degree in nursing** earned by each full/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	
Enter the **highest degree in nursing** earned by each full/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	
Enter the **highest degree in nursing** earned by each full/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	
Enter the **highest degree in nursing** earned by each full/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	
Enter the highest degree in nursing earned by each full/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	
Enter the **highest degree in nursing** earned by each full/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	
Enter the **highest degree in nursing** earned by each full/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	
Enter the **highest degree in nursing** earned by each full/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	