

**Minnesota Department of Health
Division of Compliance Monitoring
Licensing and Certification Program
Nursing Homes and Boarding Care Homes**

INSTRUCTIONS FOR COMPLETING ANNUAL STATISTICAL REPORT TO THE COMMISSIONER

The information and data collected on the 2007 statistical report will be keypunched directly from the Report. Do not use decimals or fractions in completing the report.

Section B - Reporting Period

Indicate the reporting period used by the facility in the completion of this application, if other than 10/01/06 - 09/30/07. **We prefer you use the specified reporting period.**

Section C - Personnel

This section has been removed from the statistical report. Data is collected through the Federal survey process.

Section D - Bed, Patient and/or Resident Data

Item 2, ADMISSIONS - Number of patients/residents accepted for inpatient service during the reporting period.

NOTE: When a patient/resident is transferred from one licensure level to another within the same facility, this individual should be formally discharged from one unit and formally admitted to the other unit. Example: Resident is transferred from boarding care home unit to nursing home unit.

Item 3, DISCHARGES - Number of patients/residents formally released from inpatient services during the reporting period. If a bed is being held while the patient/resident is on leave or in a hospital, the individual for whom the bed is being held is not considered a discharge.

Item 4, DISCHARGE DAYS - Add the length of stay for each patient/resident discharged during the reporting period. Example: A facility has 2 discharges within the reporting period.

Patient admitted 10/01/03 and discharged 11/01/06	
- length of stay =	1,127 days
Patient admitted 06/01/07 and discharged 08/30/07	
- length of stay =	<u>90 days</u>
Discharge Days =	1,217 days

Respite care must be provided in a licensed bed. Therefore, please include all respite data in total licensed capacity, beds set up and staffed, and Medicare and Medicaid certified beds. Also include respite care utilization in admissions, discharges, discharge days, and patient days

Item 5, PATIENT/RESIDENT DAYS - Add the daily inpatient census for the reporting period. The inpatient census is the count taken each day of the patients in the facility. If a bed is being held the patient for whom the bed is held would be counted in the daily patient days. Note: all other includes all days not reimbursed by Medicare and/or Medicaid. The total number of patient/resident days cannot exceed the number of licensed beds multiplied by the number of days in a year.

Section E - Patient/Resident Census

Census data for the last day of the reporting period should not exceed licensed beds. Please indicate by placing figures on appropriate line according to licensure level, age, sex, male and female.

PLEASE RETAIN A COPY OF THE STATISTICAL REPORT FOR YOUR FILES.