

## Instructions for Using the Data Tracking Tool

Print these instructions for use with either the "Pain Tracking Tool SAMPLE" or the "Pain Tracking Tool BLANK" in the Quality Improvement section of the GeriatricPain web-site. Each of these tools are formatted as EXCEL spreadsheets. The Pain Tracking Tool SAMPLE is completed spreadsheet that illustrates how the tool may be used. The Pain Tracking Tool BLANK is a blank copy of the spreadsheet for you to complete.

**Open the EXCEL spreadsheet of your choice:** Pain Tracking Tool SAMPLE or Pain Tracking Tool BLANK

**Content of the Data Tracking Tool:** In each of the tabs (on the bottom of the screen) on either of the Excel files named "Pain Tracking Tool BLANK" or "Pain Tracking Tool SAMPLE" you'll find:

1. **Instructions Tab (This Page):** An overview, directions and tips on how to use this tool.
2. **Worksheet Tab:** The 'worksheet' is a form to be filled out by hand; this is the form where you're recording the data for later entry into the tool. The page of the 'worksheet' tab is meant to be printed and completed before or during care planning meetings. More detailed instructions are found on that page.
3. **Data Entry Tab:** The 'data entry' tab is where you enter your weekly totals after care planning meetings. This tab contains the functions of the tool.
4. **Summary Tab:** The 'summary' tab provides a number-based representation of your data and progress by week. The only information you enter under this tab is your facility name.
5. **Changes & Update Tab:** The 'changes & updates' tab is a form that is automatic, you can use it to track the changes you've made in the program along the way. The chart at the bottom is automatically updated for you. You can visualize the changes that you make as you move through the process of improving your pain management program.
6. **Pain Graphs Tab:** The 'pain graphs' tab provides you with automatically created graphs, based on the data you collect and enter. You can view and/or print the 4 pain graphs to monitor your progress in this tab.

### Tips and Suggestions:

- Print this instruction page for reference. You can print copies of the paper data tracking worksheet as needed from the "Worksheet" tab at the bottom of the screen.
- Open the file and save it to your hard drive immediately. Save your work frequently.
- Please note that you'll only enter information/data into the light yellow cells. The other cells are protected and data cannot be entered without first unprotecting them. If you wish to modify these graphs, make sure cells are unprotected first.

### Getting Started:

Click on the "Summary" tab at the bottom of the screen. Enter the following information into the appropriate light yellow cells starting at line 30. The information you enter here will automatically show on the graphs under the 'pain graphs' tab.

Enter your Facility Name (this will automatically show at the top of the other forms)

Enter the date of the first week of your monitoring timeframe.

\*NOTE: By default the graphs show the last 26 weeks, but you can control the weeks you see by selecting a starting week. Enter the number of the first week that you want to start viewing progress. To change back to seeing the last 26 weeks, just delete the contents of the light yellow cell.

Enter your data for each week by selecting the "Data Entry" tab at the bottom of the screen. If you completed the paper data tracking worksheet from the 'Worksheet' tab, the totals (from the bottom shaded total row) will be your data source.

Here are the descriptions for each of the columns on the "data Entry" tab:

**Week:** This column should be filled in with the sequence number of the week. Enter a 1 for your first week of data, 2 for your second week, etc. Numbers should not be skipped. If you miss a week, simply put in zeros for that week.

**Date:** The date of the Monday for that week, or your preferred date. This is used as labels for the graphs.

**Number of Older Adults up for Care Planning:** This number comes from Column 1 in the shaded "Total" row at the bottom of the paper data tracking worksheet.

**Number of Older Adults with Pain:** This number comes from Column 2 in the shaded "Total" row at the bottom of the paper data tracking worksheet.

**Comprehensive Assessment in the Past 14 Days:** This number comes from Column 3 in the shaded "Total" row at the bottom of the paper data tracking worksheet.

**Pain Addressed in Care Plan:** This number comes from Column 4 in the shaded "Total" row at the bottom of the paper data tracking worksheet.

**Receiving Pain Medications:** This number comes from Column 5 in the shaded "Total" row at the bottom of the paper data tracking worksheet.

**Non-Medication Pain Treatments:** This number comes from Column 6 in the shaded "Total" row at the bottom of the paper data tracking worksheet.

As you enter your data for each week, the graphs charting your progress on each quality measure will be automatically updated. Click on the "Pain graphs" tabs to see your progress.

To print your graphs, click on the tab with the graph you want. Next, choose File from the menu at the top of the page and select Print....

*Be sure to save the file on your hard drive.*

### One Last Suggestion about Entering Text on Graphs:

It is very helpful to document changes that were made to improve the quality measures. This will give you a reference point to see how a change that you made impacted the quality measures. Here are instructions on how to put text (describing the change made) directly on your graphs.

- Click on the text box button in the drawing toolbar (looks like notebook paper with large 'A'). If not visible, then go to the menu at the top of the page, choose View and select Toolbars. Check the "Drawing" toolbar if it isn't already.
- Click on the desired location in your graph to create a text box.
- Type text (with the change you made) in the box. If you have already entered the change on the "Changes & Update" tab, you can copy and paste the text from there.
- If you want to change the font or format, right click on the outer frame of the box and select Format Text box.
- Select options to change the display and select OK.
- Click on outer box frame and hold button to drag and move.
- Delete text box by right clicking on outer box frame and select delete.
- If you want to add an arrow to point at a particular data point, click on the arrow in the drawing toolbar (same toolbar as the text box button). Click and drag on the graph where you want your arrow. The arrow can be moved the same way as the text box - hold button to drag and move.
- TIP: Due to a quirk in Excel, text boxes on top of graphs can appear to disappear on screen. Simply click once in the graph and then outside the graph. The text boxes should appear on screen again.