INSTRUCTIONS FOR USING THE FIT for RESIDENTS SELF-ENTRY DATA TOOL

1) Decide which data you will collect, and then (if you’d like) modify the chart review form you will use accordingly.

The Excel spreadsheet tool we are sending you only gives feedback on 7 items. You may decide to collect additional items covered on the chart review tool (and analyze those results on your own) or you may decide to modify the chart review form to eliminate items that you don’t want to track. For example, you might decide that tracking BMI over time (item 30 on the 2-19 overwt/obese chart abstraction tool) can be too time consuming, and you might not want to keep collecting that information. You could delete this item from the chart review form if you would prefer.

As another example, you might decide to stop collecting items on the excel form that you’ve collected in the past, like the the infant items. In that case, you would not use the infant chart review form anymore (and also you’d leave those infant sections on Excel data entry tool blank).

2) Collect the data on the chart review forms as you have done in the past.

If you have modified the chart review form you may possibly be collecting different information from your chart reviews than you have done before.

3) Organize the chart review forms and clean the data:
   a. Identify your charts for review that include 2-19 yo children for ONE month at a time (e.g. December 2010)
   b. confirm ages are correct for each group, and that only well child or weight related visits are used for 2-19yo (item 7)
   c. confirm overwt/obese sections are only filled out for those who are overwt/obese
   d. confirm that if “yes” is checked confirmatory values are given. For example, item 11 on 2-19 says BMI calculated yes/no. We only counted this as a “yes” if a value is given for the calculation. We did NOT check to confirm the calculation was done correctly (that is up to you if you want to do it)

4) Enter Data into Excel spread sheet tool.

** note that there are two “tabs” in the Excel spread sheet. When you open the file, in the bottom left hand corner you will see one tab that says “Entry” and another that says “Charts.” The instructions below will tell you which tab to select.

A. 2-19 yo charts
   Count the total number of charts you have for 2-19 well child and wt related visits. Enter this number under column E (in the row for the correct month).
Of these charts, count those with “yes” for item 11 and enter # into column F.

Of these charts, count those with “yes” for item 13 and enter # into column G.

Of these charts, count those with at least ONE item 16-23 checked under “Provider assessed” column. We counted anything written under “other” that seemed reasonably nutrition related. Enter this number into column H.

Of these charts, count those with at least ONE time 24-26 checked under “provider assessed” column. Enter this number into column I.

B. 2-19 yo overwt or obese charts

Count the total number of charts you have for this group, and enter this number into column J, in the row for the correct month.

Of these charts, count the number with item 28 marked “yes.” Enter this number into column K.

Of these charts, count the number with item 31, the 3rd option about self management checked. Enter this number into column L.

Of these charts, count the number with item 33 marked “yes.” Enter this number into column M.

5. Review your data output (this is the easiest part!)

That’s all the entry you will have to do. You will notice that the green shaded part of the form (under the Entry tab) automatically does the calculations for each month. When you then select the form under the “Charts” tab, you will see that the new data automatically gets added to your monthly data run chart. It is a good idea glance over the data calculations to be sure there are no problems with the formulas we’ve given you.