2025 QUALITY MEASUREMENT PROGRAM DATA COLLECTION TOOL

Slide shots and Instructions

This document is a slide-by-slide guide to entering your 2025 Quality

Measurement Program Data



Instructions for Completing 2025 Quality Measurement Program Data Entry

About: This guide provides instructions on how to enter data using a Qualtrics data collection link to report 2025 Quality Measurement Program data. You must also refer to the **2025 Quality Measurement Program Provider Instructional Guide** available on the QMP Program website.

QMP data entry instructions

Facilities should use this data collector to report quality metrics data for the period **January 1- December 31, 2025**.

- Facilities should supply data for all six metrics. However, if data is missing within a metric, do not enter that metric.
- When you begin the survey, you will see seven options: "All metrics" or one
 option for each of the six metrics. It is strongly recommended that you
 select "All metrics" and enter data for all six metrics in one sitting. If you
 choose to enter data for a single metric, you will need to restart the survey
 and complete a separate entry for each remaining metric.
- You will be asked to click on the metric or metrics you want to enter.
- Enter all the data for each selected metric in one sitting. You can return later to complete other metrics, but not to finish partial ones.
- If you enter data in more than one session, keep track of which metrics you
 have entered. The system will not show which ones were previously
 submitted.

Prepare before you begin

- Watch the <u>QMP webinar</u> and review the <u>2025 Provider Instructional</u>
 Guide posted on the QMP webpage.
- You must refer to the <u>Provider Guide</u> Table 13 and Table 14 to accurately complete Metric 4.

 Print and complete the <u>QMP Data Worksheet</u> with all your information before opening the survey. The worksheet helps reduce errors and allows you to finish all metrics in one sitting.

Entering your data

- Enter accurate numbers. If the correct number is zero, enter "0" and confirm when asked.
- Do not enter zeros as placeholders for missing data. If data is missing, you
 may not submit that metric.
- Use the quality checks in the Data Worksheet
- Some answers are checked across metrics. For example:
- If you update staff counts in Metric 1, you must also update them in Metric
 2.
- If you change October resident counts in Metric 3, you must also update them in Metric 4.
- If you update a metric, re-enter all questions in that metric.

Deadline

This survey will close on January 31, 2026, at 11:59 p.m.

Help

For questions, contact QualityMetrics.Acuity@dhsoha.state.or.us

2025 Quality Measurement Program Qualtrics Data Collection Screenshots



Using this data collector

QMP data entry instructions

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- You will be asked to click on the metric or metrics you want to enter.
- Enter all the data for each selected metric in one sitting.
 You can return later to complete other metrics, but not to finish partial ones.
- If you enter data in more than one session, keep track of which metrics you have entered. The system will not show which ones were previously submitted.

Prepare before you begin

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Deadline

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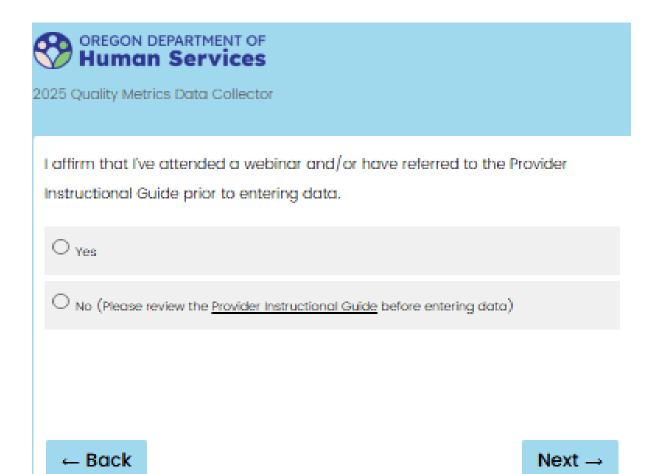
Help

For questions, contact

QualityMetrics.Acuity@dhsoha.state.or.us

Next →

This is the first screen you will see when opening the survey link. The instructions on this screen are provided above. In the survey link, you may have to scroll down to see the entire screen.



You must provide an answer to this question. You will be allowed to proceed even if you answer no. It is important for accurate data entry that users refer to the **2025 Provider Instructional Guide** and attend an instructional webinar.



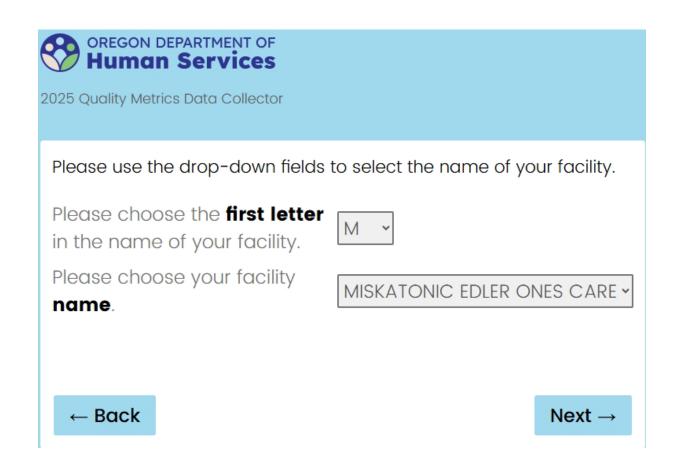
Instructions and guidance

- Instructions and guidance appear in blue text.
- \bullet Click Next \to in the lower right corner of each screen to move through the data collector.
- Depending on your monitor resolution, you may need to scroll to see the full screen.

← Back

Next →

Use the next or back buttons to navigate within the survey tool.



To select your facility: First, choose the first letter of your facility. Then, choose your facility from the list. If you cannot find your facility in the list, please write to QualityMetrics.Acuity@dhsoha.state.or.us for assistance.



In the previous question the facility you chose was MISKATONIC EDLER ONES CARE

If this is the correct facility click the "Next->" button.

If this is incorrect click the "<-Back" button.



Next →

This slide asks you to confirm you've selected the correct facility from the list on the previous slide.



Entering your data

Print and complete the 2025 Data Worksheet before opening the survey. This will be your record of the data.

• Enter all six metrics at once from the worksheet to help maintain accuracy.

When ready, select one of the following:

- All metrics recommended for entering all data at once.
- Single metric requires re-entering the survey for each metric.
- O All Metrics
- O Quality Metric 1: Retention of Direct Care Staff
- Ouality Metric 2: Compliance with Staff Training Requirements
- O Quality Metric 3: Resident Falls with Injury
- Quality Metric 4: Anti-psychotic Medications Prescribed O for Non-standard Use
- O Quality Metric 5: Results of Annual Satisfaction Survey
- O Quality Metric 6: Administrator Tenure

 $\text{Next} \to$

Entering your data

Print and complete the 2025 Data Worksheet before opening the survey. This will be your record of the data.

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- All metrics recommended for entering all data at once.
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- Single metric requires re-entering the survey for each metric.

All Metrics
O Quality Metric 1: Retention of Direct Care Staff
Ouality Metric 2: Compliance with Staff Training Requirements
O Quality Metric 3: Resident Falls with Injury
Quality Metric 4: Anti-psychotic Medications Prescribed O for Non-standard Use
O Quality Metric 5: Results of Annual Satisfaction Survey
O Quality Metric 6: Administrator Tenure

Use the Data Worksheet to prepare all your data before entering the link. This user has selected **All Metrics** and will enter all data in one session.

Next →



Entering your data

Print and complete the <u>2025 Data Worksheet</u> before opening the survey. This will be your record of the data.

 Enter all six metrics at once from the worksheet to help maintain accuracy.

When ready, select one of the following:

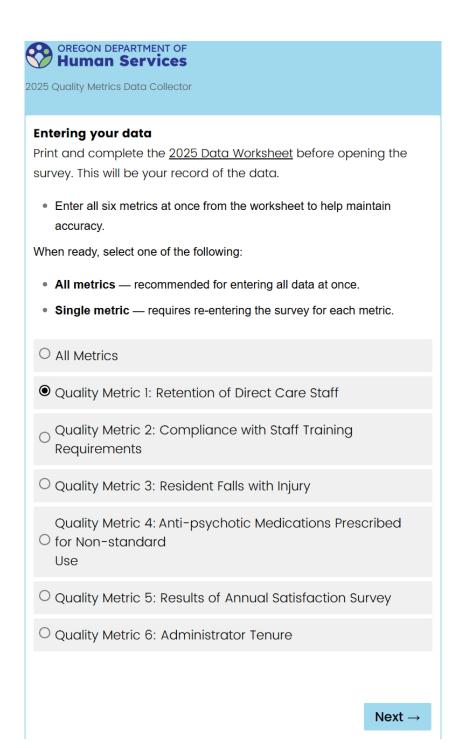
- All metrics recommended for entering all data at once.
- Single metric requires re-entering the survey for each metric.
- O All Metrics
- O Quality Metric 1: Retention of Direct Care Staff
- O Quality Metric 2: Compliance with Staff Training Requirements
- O Quality Metric 3: Resident Falls with Injury
- Quality Metric 4: Anti-psychotic Medications Prescribed O for Non-standard

Use

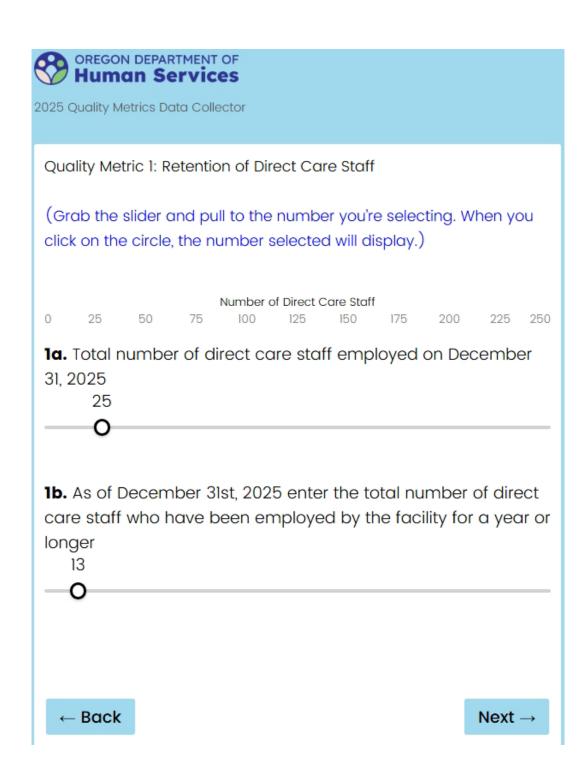
- O Quality Metric 5: Results of Annual Satisfaction Survey
- Quality Metric 5B: Results of Annual Family Satisfaction Survey (Will only show for Memory Care Facilities)
- O Quality Metric 6: Administrator Tenure

 $Next \rightarrow$

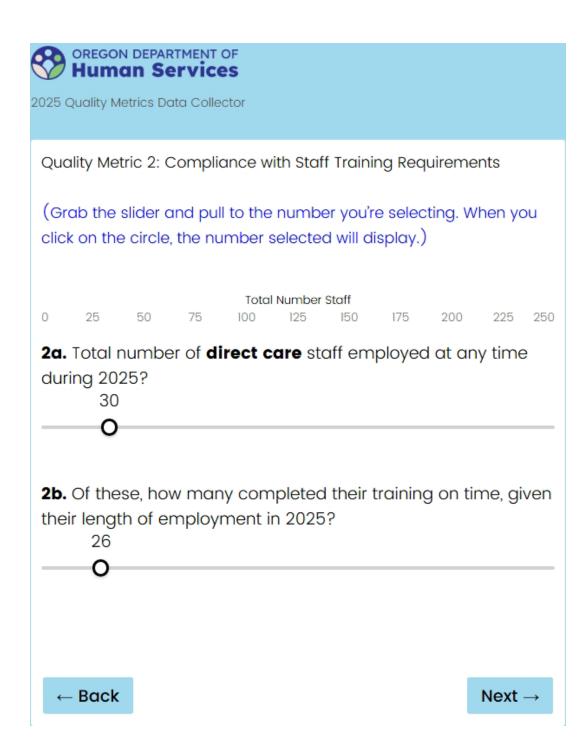
Quality Metric 5B: Results of Annual Family Satisfaction survey will only show for memory care facilities.



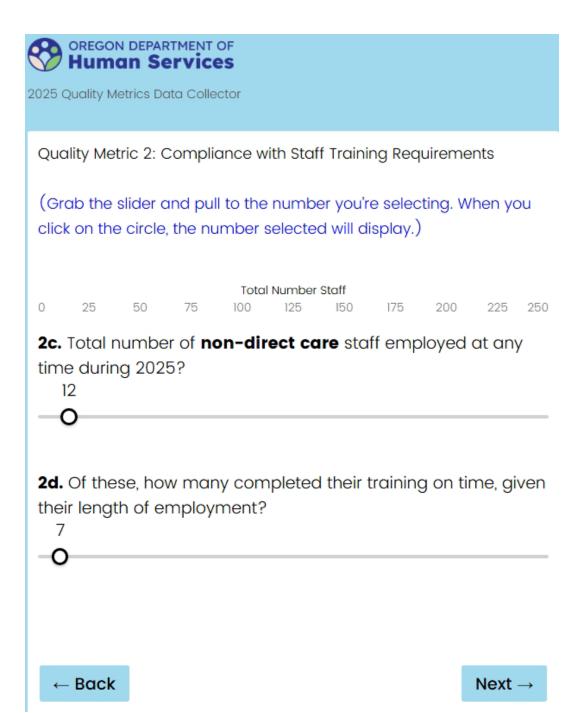
This user has selected **Metric 1** and will need to reenter the link five more times to complete each of the six metrics separately. Remember to record the data you've entered because the system will not show previous entries when you reenter the survey link.



This slide records retention of direct care staff. 1a must be greater than or equal to 1b.



This slide records training compliance for all **direct** care staff who worked at the facility at any time during 2024. **2b must be less than or equal to 2a. 2a should be greater than or equal to 1b.**



This slide records training compliance for all **nondirect** care staff who worked at the facility at any time during 2024. **2d must be** less than or equal to 2c. Reminder: "Universal workers" are counted as direct care staff.



Metric 3: Resident falls with injury

Facilities must track falls with injury for six months (June through November). Follow these steps when entering data in the survey:

1. Confirm data availability

- For each month June through November, the survey will ask if you have data.
- If no data is available for a month, the survey automatically moves to the next month.

2. Enter only existing data

- Do not enter zeros for months with no data.
- Enter falls data separately for each month you have data.

3. Re-entry requirement

 If data for any month is missing and you plan to add it later, you will need to re-enter all data for all months in a new session.

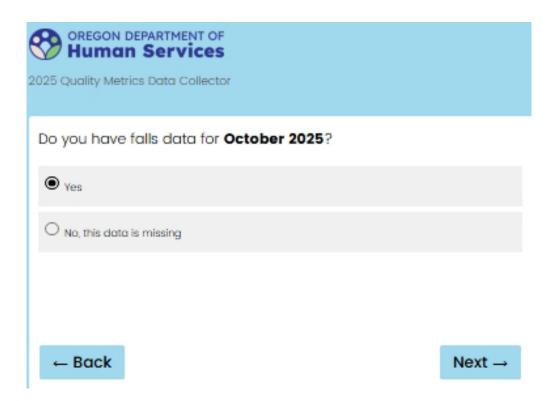


Next →

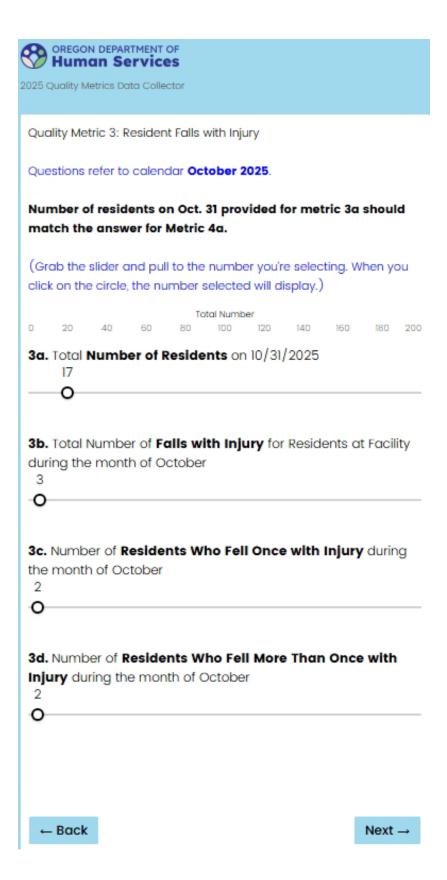
Entering Metric 3 data

Report falls with injury for each month June–November.

- Only enter months where data exists—leave blank months with no data.
- The survey skips automatically if no data is available.
- If you return later to add missing months, you must to re-enter all six months.



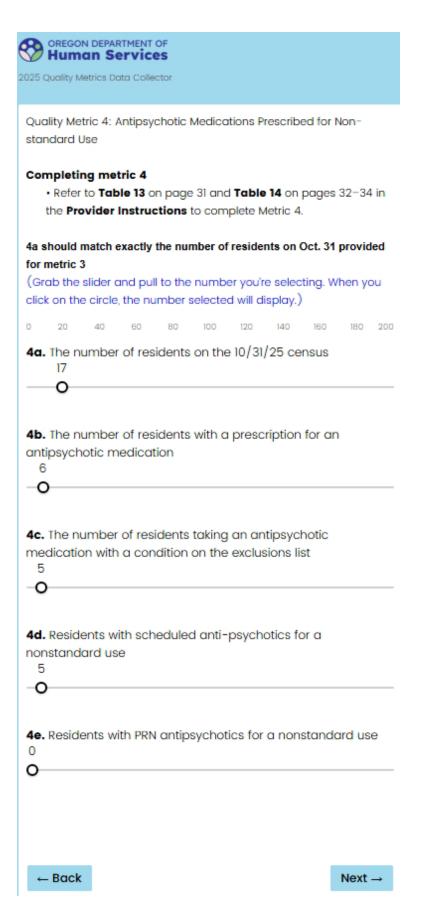
You'll be asked if you have falls with injury data for each of the six months, June through October. If you answer **yes**, you will move to the data collection screen. If you answer **no**, you will advance to the next month.



This slide records the number of resident falls with injury for June.
There are separate slides for each month June through November.

3c plus 3d must be less than or equal to 3a.

For October, 3a should equal 4a.



This slide records the number of scheduled and as needed prescriptions for nonstandard use of antipsychotics.

- 4d should be less than or equal to 4e; and,
- 4d should be less than or equal to 4f
- 4e plus 4f should be at least equal to 4d but could be as large as 2 times 4d. This is because the same resident could have a scheduled and as needed antipsychotic for a nonstandard use.
- 4a should equal 3a October.



Metric 5: Resident satisfaction survey

Metric 5 uses data from the annual resident satisfaction survey done by an approved CoreQ vendor between January 1 and December 31, 2025.

The survey section has seven slides:

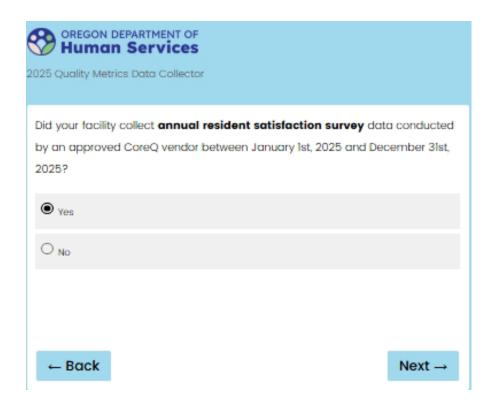
- Slide 1 asks if your facility conducted the resident satisfaction survey. If the survey was not conducted, the survey automatically moves to the family satisfaction survey.
- Slide 2 asks how many residents received, returned and completed the survey.
- Slide 3 asks for information about the CoreQ vendor and the delivery method.
- Slides 4-7 collect the number of resident responses to each question.

← Back

Next →

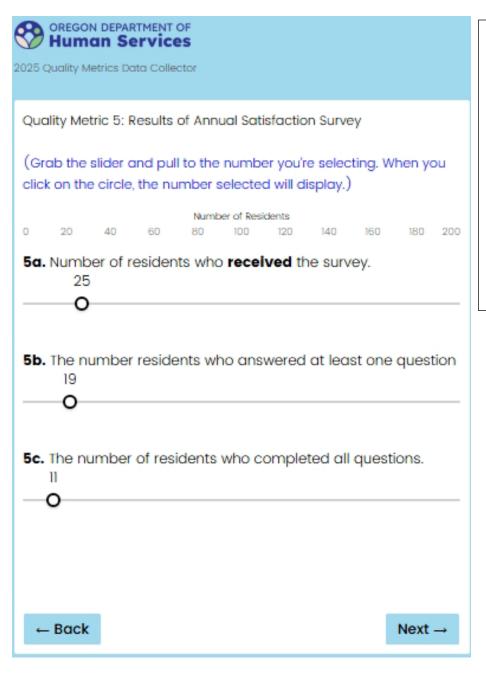
Report results from your 2025 resident satisfaction survey conducted by an approved CoreQ vendor.

- Begin by confirming whether your facility completed the survey.
- Enter participation counts, vendor details, and delivery method.
- Then record resident responses for each CoreQ question.



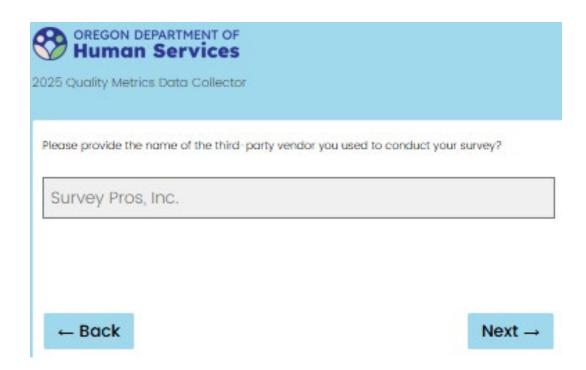
Report results from your 2025 resident satisfaction survey conducted by an approved CoreQ vendor.

- Begin by confirming whether your facility completed the survey.
- Enter participation counts, vendor details, and delivery method.
- Then record resident responses for each CoreQ question.
- If survey data is not available, answer no, and the survey will advance to the next metric.

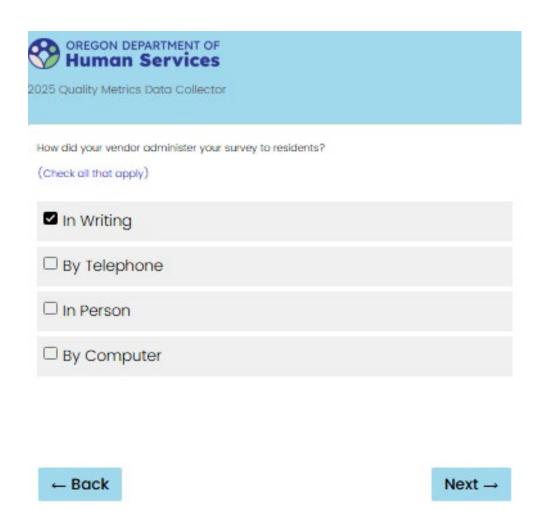


Use the sliders to report how many residents:

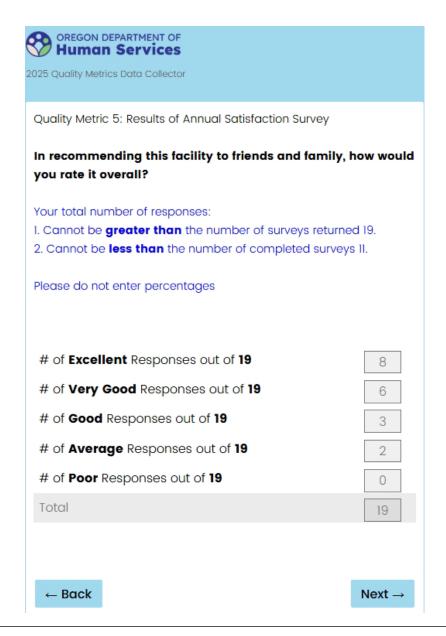
- Received the satisfaction survey
- Answered at least one question
- Completed all questions



This slide records the name of the CoreQ Customer Satisfaction vendor that ran the survey. It also records the method(s) used to provide the survey.

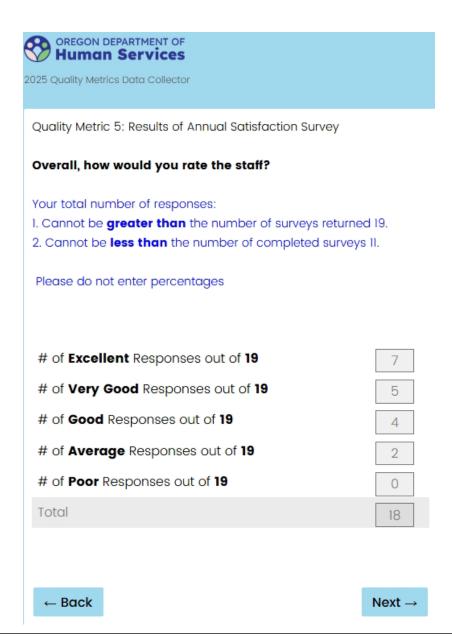


Check the box for the method(s) used to collect the survey. You may select more than one.



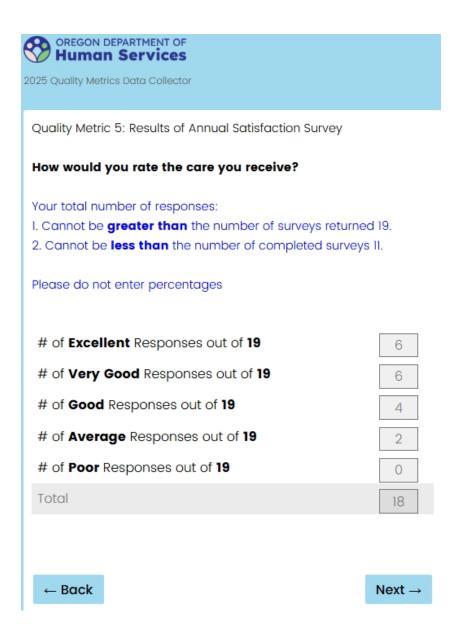
Use this screen to enter how residents rated the **facility** when asked if they'd recommend it to family and friends.

- Enter the number of responses for each rating category (Excellent through Poor).
- Your answer cannot be:
 - Greater than the number of surveys returned
 - Less than the number of surveys completed
- Enter whole numbers only, not percentages.



Use this screen to enter how residents rated the staff

- Enter the number of responses for each rating category (Excellent through Poor).
- Your answer cannot be:
 - Greater than the number of surveys returned
 - Less than the number of surveys completed
- Enter whole numbers only, not percentages.



Use this screen to enter how residents rated the **care** they receive.

- Enter the number of responses for each rating category (Excellent through Poor).
- Your answer cannot be:
 - Greater than the number of surveys returned
 - Less than the number of surveys completed
- Enter whole numbers only, not percentages.



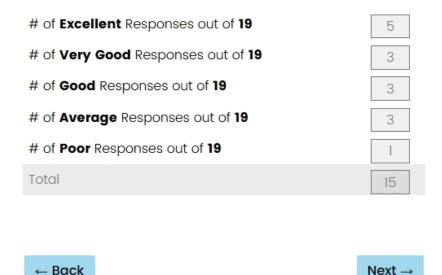
Quality Metric 5: Results of Annual Satisfaction Survey

Overall, how would you rate the food?

Your total number of responses:

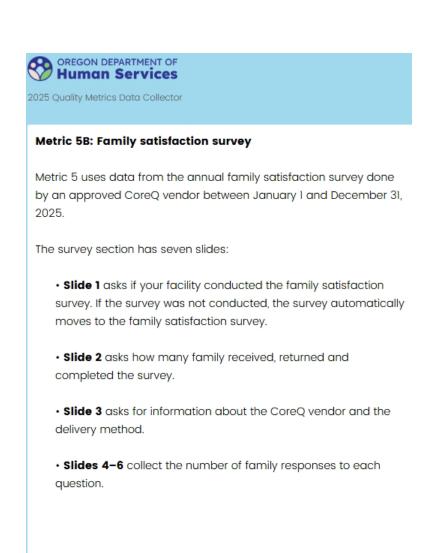
- 1. Cannot be greater than the number of surveys returned 19.
- 2. Cannot be less than the number of completed surveys 11.

Please do not enter percentages



Use this screen to enter how residents rated the **food**.

- Enter the number of responses for each rating category (Excellent through Poor).
- Your answer cannot be:
 - Greater than the number of surveys returned
 - Less than the number of surveys completed
- Enter whole numbers only, not percentages.



This screen will only appear for memory care facilities.

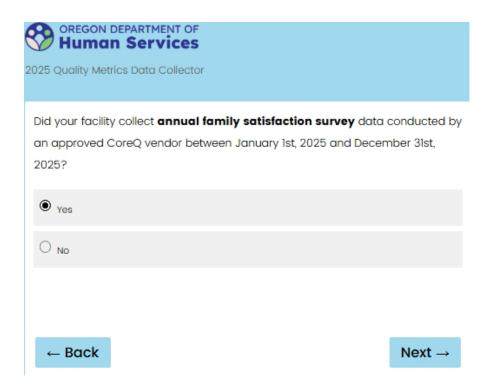
← Back

Report results from your 2025 **family** satisfaction survey conducted by an approved CoreQ vendor.

 Begin by confirming whether your facility completed the survey.

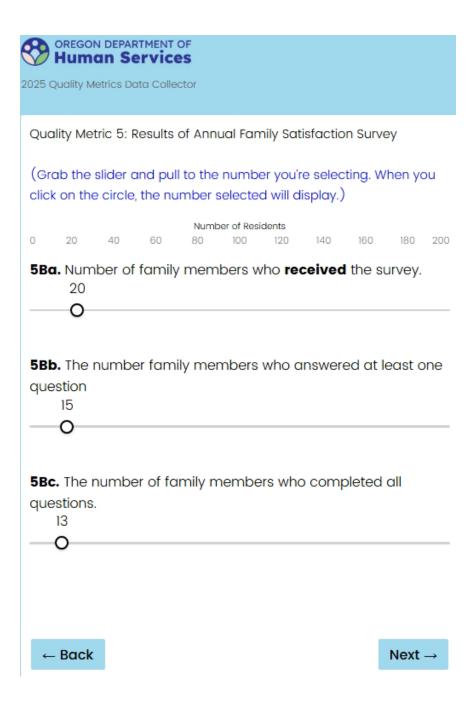
Next →

- Enter participation counts, vendor details, and delivery method.
- Then record resident responses for each CoreQ question.



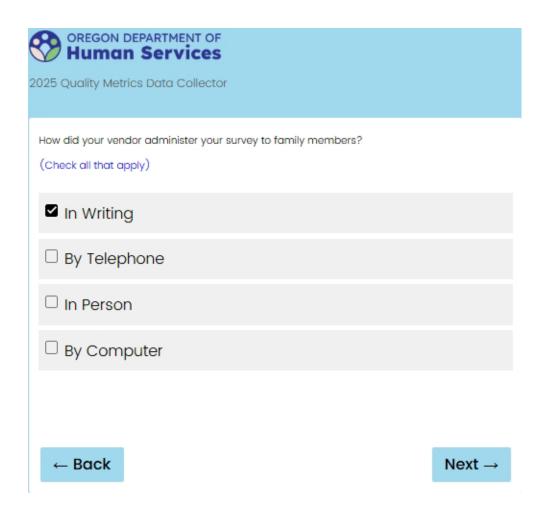
Report results from your 2025 family satisfaction survey conducted by an approved CoreQ vendor.

- Begin by confirming whether your facility completed the survey.
- Enter participation counts, vendor details, and delivery method.
- Then record resident responses for each CoreQ question.
- If survey data is not available, answer no, and the survey will advance to the next metric.



Use the sliders to report how many families:

- Received the satisfaction survey
- Answered at least one question
- Completed all questions



Check the box for the method(s) used to collect the survey. You may select more than one.



Quality Metric 5B: Results of Annual Satisfaction Survey

In recommending this facility to friends and family, how would you rate it overall?

Your total number of responses:

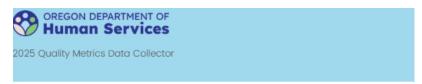
- 1. Cannot be greater than the number of surveys returned 15.
- 2. Cannot be less than the number of completed surveys 13.

Please do not enter percentages



Use this screen to enter how families rated the **facility** when asked if they'd recommend it to family and friends.

- Enter the number of responses for each rating category (Excellent through Poor).
- Your answer cannot be:
 - Greater than the number of surveys returned
 - Less than the number of surveys completed
- Enter whole numbers only, not percentages.



Quality Metric 5B: Results of Annual Satisfaction Survey

Overall, how would you rate the staff?

Your total number of responses:

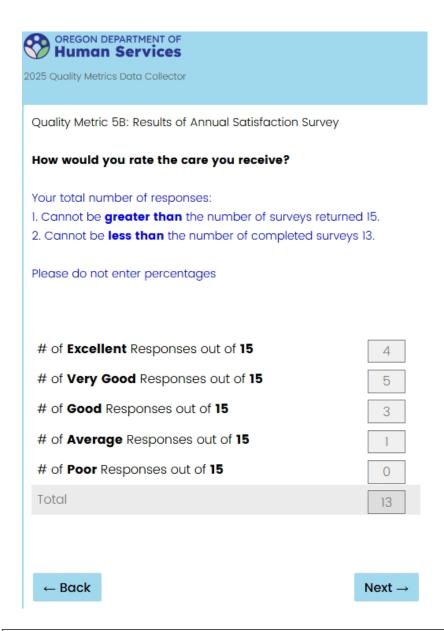
- 1. Cannot be greater than the number of surveys returned 15.
- 2. Cannot be less than the number of completed surveys 13.

Please do not enter percentages



Use this screen to enter how families rated the staff

- Enter the number of responses for each rating category (Excellent through Poor).
- Your answer cannot be:
 - Greater than the number of surveys returned
 - Less than the number of surveys completed
- Enter whole numbers only, not percentages.



Use this screen to enter how families rated the **care** they receive.

- Enter the number of responses for each rating category (Excellent through Poor).
- Your answer cannot be:
 - Greater than the number of surveys returned
 - Less than the number of surveys completed
- Enter whole numbers only, not percentages.



Quality Metric 6: Administrator Tenure

Instruction:

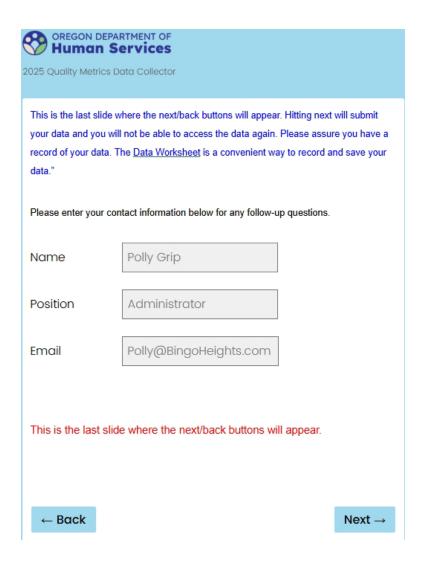
← Back

- Enter the name of the facility's administrator of record as of **December 31, 2025**. This is the person officially designated and responsible for facility operations on that date.
- The administrator of record is designated through the submission and approval of Form SDS 0566, Administrator Reference Summary.

 Send Form SDS 0566 to the department by email or fax when a new administrator is hired.

Next →

This is the only information needed for metric 6.



You will be asked for contact information at the close of each data entry session. This allows the program to follow up with the staff providing the data, if needed. This is the last slide that allows you to use the back button.



Thank you for submitting your 2025 Quality Metrics Data!

To confirm receipt, email QualityMetrics.Acuity@dhsoha.state.or.us and request a confirmation.

Reminders:

- If you submitted all Six metrics, your 2025 reporting is complete.
- If you still need to report some metrics, please enter the remaining metrics by 11:59 PM on January 31, 2026.
- Keep track of which metrics you've entered—the system will not display past submissions.
- If you submit data more than once for a metric, the most recent entry will be published.
- Questions? Contact QualityMetrics.Acuity@dhsoha.state.or.us
- -Click Here to return to the survey and complete additional metrics as needed.

This is the final slide for a data entry session. This slide is confirmation that the data previously entered has been successfully saved in the system. Maintain your own record of the data you've entered; the system won't show you which metrics were previously submitted.