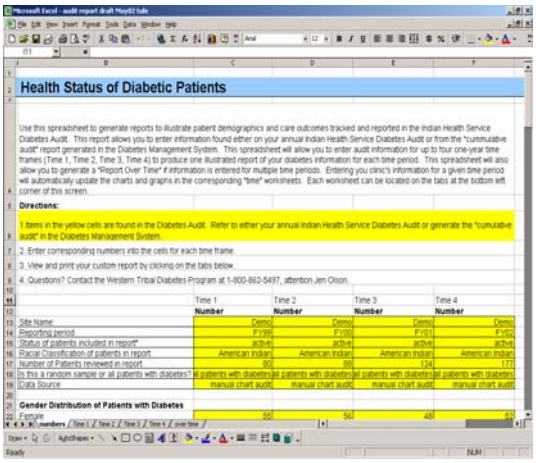
# Instruction Sheet
## *Health Status of Diabetic Patients Report*

Use this spreadsheet to generate reports to illustrate patient demographics and care outcomes tracked and reported in the Indian Health Service Diabetes Audit. This report allows you to enter information found either on your annual Indian Health Service Diabetes Audit or from the "cumulative audit" report generated in the Diabetes Management System.

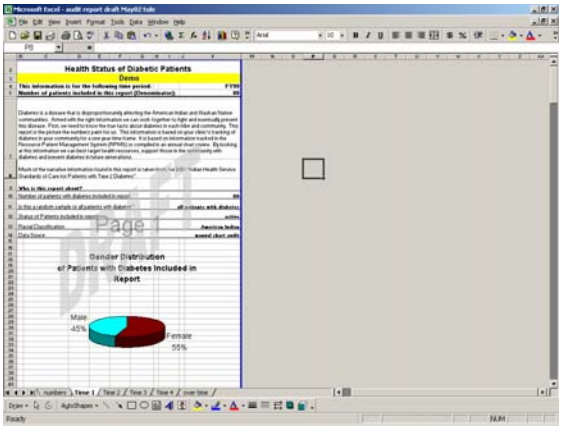
1. Insert Disk
2. Open file named: EXCEL (Blank) HEALTH STATUS REPORT.XLS
3. If a window opens that says "The workbook you opened contains automatic links…….", click on "NO".
4. Save the file on your hard drive or on disk.
5. Enter corresponding **percentages (%)** into the cells for each time frame. Items in the yellow cells are found in the Diabetes Audit. Refer to either your annual Indian Health Service Diabetes Audit or generate the "cumulative audit" in the Diabetes Management System.
6. Save the file on your hard drive or on disk.



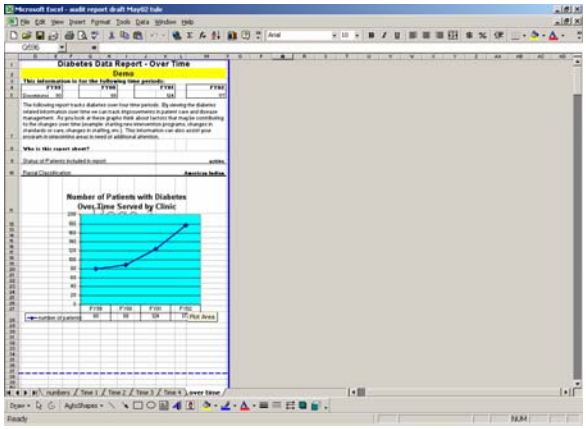

This spreadsheet will allow you to enter audit information for up to four one-year time frames (Time 1, Time 2, Time 3, Time 4) to produce one illustrated report of your diabetes information for each time period. This spreadsheet will also allow you to generate a "Report Over Time" if information is entered for multiple time periods. Entering your clinic's information for a given time period will automatically update the charts and graphs in the corresponding "time" worksheets.

7. View and print your custom report by clicking on the corresponding tabs. Each worksheet can be located on the tabs at the bottom left corner of this screen.
8. Individual graphs can be copied and used in other applications such as power point.

**"Time 1" Report**




**"Over Time" Report**




**Questions? Contact the Western Tribal Diabetes Program at 1-800-862-5497.**

# Uses of the
# *Health Status of Diabetic Patients Report*

***Please keep in mind…..***

- The information presented in this report is based on your yearly audit results. This information is not intended to be used for research.
- The information is a "snapshot" of the health status of your patients with diabetes based on information from a certain time frame and may not represent current health status indicators.
- The health status report is based on the "IHS Standards of Care for Patients with Diabetes". Your community may want to identify additional indicators to measure the health status for patients with diabetes.
- Your first report is your "baseline" to measure future progress by. Don't be alarmed if your "baseline" report with showing less than perfect performance. This will leave room to show substantial improvement by the clinic over time.

**Share information from the report with your community**

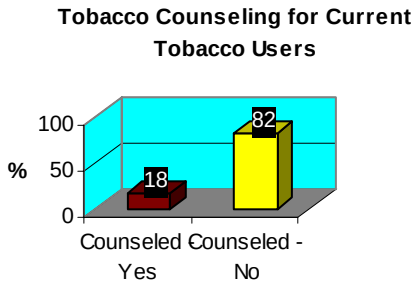
- Use the graphs in power point presentations or print overheads of the graphs to show at Tribal Health Board meetings, or make copies of the entire report for distribution.
- Use the information at group diabetes meetings to show how individual's health status may compare to the communities.

**Use the information for Clinical Quality Improvement.**

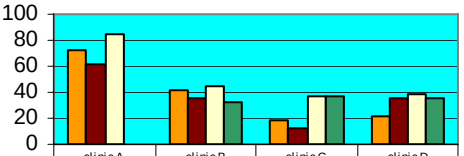
- The information can used to pinpoint areas that can be easily improved. For example, if a report shows that a high percentage of patients who smoke are not receiving cessation counseling, the issue may be either:
  1. Activity was not documented on a PCC form
  2. Activity was not completely entered into PCC
  3. Activity did not happen

- If using the RPMS "cumulative audit" the information can be sorted by provider or by community. This information can be entered into the spreadsheet and used to compare performance. The "Over time" report can be adapted to compare by up to four providers or four sites.

- Choose a few indicators to focus on for improvement for a year. The report can be generated several times during the year and the "Over Time" report can be used to measure progress on improving those indicators.




**Yearly Exams Over Time**




| | clinic A | clinic B | clinic C | clinic D |
|---|---|---|---|---|
| Foot Exam- Neuro &Vasc | 72 | 41 | 18 | 21 |
| Eye Exam- Dilated | 61 | 36 | 12 | 36 |
| Dental Exam | 85 | 45 | 37 | 38 |
| Pap Smear (Females Only) | 0 | 33 | 37 | 36 |