Instructions for Asthma State Awardees:

"How to Complete the 2014 Hospital Discharge (HD) and

Emergency Department (ED) Data Spreadsheet Templates for Submission to CDC"

March 15, 2015

I.   Use Excel spreadsheet templates on the CDC NACP Document Sharing application **https://partner.cdc.gov/Sites/NCEH/NCEH/DEEHS/NACP/** in the "Hospital And Emergency Department" directory to submit Hospital Discharge (HD) data, Emergency Department (ED) visit data, and technical documentation. These spreadsheets are pre-populated with 2014 Census population numbers.

II.   Enter all <u>final</u> numbers (no preliminary data) of HD, ED, and technical documentation directly into the appropriate cells in the corresponding spreadsheets.

III.   Remember that Hospital Discharge and Emergency Department data always follow the calendar year.

IV.   Respond to all of the technical notes and questions, located in the first sheet of the ED visit data spreadsheet and the second sheet of the HD data spreadsheet, discussed in the following sections.

V.   Enter **Emergency Department data** into the appropriate Excel spreadsheet template, named "ST_EDvisits_2014" (ST is the state abbreviation).

    a. Input the number of ED visits per age group and the crude (age-specific) and overall age-adjusted ED visit rates will be generated automatically in the first sheet of the Excel spreadsheet.

    b. Only provide the number of ED visits that occurred <u>in your state</u> for the age categories listed in the Excel spreadsheet.

    c. Some states have the ability to determine whether their ED visit data includes ED visits that resulted in admissions to the hospital. If so, please include ED visits that resulted in hospitalizations in your final number of ED visits and indicate this in the spreadsheet under the <u>Emergency Department Visits Data Technical Notes</u> section at the bottom of the first sheet.

    d. On the ED spreadsheet under <u>Emergency Department Visits Data Technical Notes</u>, please describe characteristics of the ED data (inclusion/exclusion of out-of-state residence, out-of-state hospitals, and any other criteria used to create the data).

VI.   Enter **Hospital Discharge Data** into the appropriate spreadsheet template, named "ST_Hospvisit_2014".

    a. Input the number of hospitalizations per age group in the <u>first sheet</u> of the attached Excel spreadsheet named "ST HD DATA". Again, crude (age-specific) and overall age-adjusted hospitalization rates will be generated automatically in the spreadsheet.

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b. Note, provide the number of hospitalizations that occurred in your state for the age categories listed in the Excel spreadsheet.

c. Indicate whether out-of-state hospital reports are included in the numbers you are reporting, and provide the approximate number of hospitals or states that reported to you for 2014.

  1. Only provide hospitalizations that occurred among <u>in-state</u> <u>residents.</u>

  2. Only include hospitalizations in which the <u>primary</u> <u>(first-listed)</u> diagnosis is assigned an ICD-9 CM code of 493 for asthma.

  3. If your database includes hospitalizations for in-state residents that occurred in out-of-state hospitals, please include these visits in your counts and address this in the Technical Notes section.

d. In order to estimate the completeness of your database, respond to as many of the following items in the <u>second Excel sheet</u> named 'TECHNICAL NOTES' as possible.

  1. Enter the number of hospitals in your state.

  2. Enter the number of licensed hospital beds in your state.

  3. For the 2014 data, enter the number of hospitals that provided data.

  4. For the 2014 data, enter the number of beds in hospitals that provided data.

  5. Check all types of hospitals (Veteran's Administration Hospitals, Military Hospitals, Psychiatric/Mental Health Hospitals, Prison Hospitals, Indian Health Service Hospital, Other (Specify)) NOT contained in the 2014 data.

  6. If the 2014 data includes hospital discharges that occurred for <u>in-state residents that occurred out-of-state</u>, check the state(s) in which such discharge(s) occurred. If the 2014 data does not include out-of-state hospitalizations, check the first box: "Dataset excludes out-of-state hospitalizations".

  7. Select the location of data for an emergency department visit resulting in a hospital admission (Emergency Department Data File Only, Hospital Discharge Data File Only, Both the Emergency Department Data File and the Hospital Discharge Data File, Unknown, Other (Specify), or None of the Above).

  8. Address any additional issues with the dataset or data collection process.

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