

Instructions for Asthma State Grantees:

How to Complete the 2017 Hospital Discharge (HD) and
Emergency Department (ED) Data Spreadsheet Templates for Submission to CDC

October 3, 2018

- I. Use Excel spreadsheet templates on the CDC NACP Document Sharing application <https://cdcpartners.sharepoint.com/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 2017 Census population numbers.
- II. Enter all final numbers (no preliminary or incomplete 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 second sheet labeled “TECHNICAL NOTES” of the ED visit and HD data spreadsheets, discussed in the following sections.

Asthma Emergency Department Visit Data

- V. Enter **emergency department data** into the appropriate Excel spreadsheet template, named “**STEDvisits2017**” (ST will be a placeholder for 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 among in-state residents for the age categories listed in the Excel spreadsheet.
 - c. Only include emergency department visits in which the primary (first-listed) diagnosis is asthma (assigned an **ICD-10-CM** code of **J45**).
 - d. In order to estimate the completeness of your database, respond to as many of the following items in the second Excel sheet named ‘TECHNICAL NOTES’ as possible.
 1. Indicate coding scheme used for 2017 data (all data was coded only using ICD-10-CM, or other (specify)).
 2. 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 2017 data.
 3. Does the data include emergency department visits that occurred for in-state residents that occurred in out-of-state emergency departments? Respond “Yes” or “No”

4. Address any additional issues.

Asthma Hospital Discharge Data

- VI. Enter **hospital discharge data** into the appropriate spreadsheet template, named "**STHospvisit2017**".
 - a. Input the number of hospitalizations per age group in the first sheet 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.
 - b. Only provide the number of hospitalizations that occurred among in-state residents for the age categories listed in the Excel spreadsheet.
 - c. Only include hospitalizations in which the primary (first-listed) diagnosis is asthma (assigned an **ICD-10-CM** code of **J45**).
 - d. In order to estimate the completeness of your database, respond to as many of the following items in the second Excel sheet named 'TECHNICAL NOTES' as possible.
 1. Indicate coding scheme used for 2017 data (all data was coded only using ICD-10-CM, or other (specify)).
 2. 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 2017 data.
 3. Does the data include hospitalizations that occurred for in-state residents that occurred in out-of-state hospitals? Respond "Yes" or "No".
 4. 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).
 5. Address any additional issues.