Easy to Use Tools for Displaying Hand Hygiene and Outbreak Surveillance Data

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Philadelphia Healthcare Associated Infections & Antimicrobial Resistance Program
Webinar, December 10th, 2019

Department of Public Health
CITY OF PHILADELPHIA

Speaker Disclosure

- Susy Rettig has nothing to disclose
- Anita Wade has nothing to disclose

Housekeeping

- All participants have been muted during the presentation
- Please type any questions in the group chat box during the presentation
- Time permitting there will be a Q&A session at the end
- This presentation is being recorded and will be shared on our website: https://hip.phila.gov/HAIAR

Objectives

- A brief overview of the importance of infection control surveillance
- Tutorial on how to use the PDPH Microsoft Excel tools to track hand hygiene observations and outbreaks in your facility
- Tools to graphically display your data to share with staff and partners
- Examples of using your data to support your process improvement efforts

What We Learned about Surveillance from Our ICAR Visits

- Hand hygiene observations are performed, but not always documented
- Feedback for hand hygiene compliance is given, but not documented
- Data are reported at monthly meetings, but not displayed and trended over time
- Outbreak data are not plotted on an EPI curve

What is Surveillance?

APIC Surveillance Definition

- ‘‘The ongoing, systematic collection, analysis, interpretation, and dissemination of data to identify infections and infection risks, to try to reduce morbidity and mortality and to improve health.’’
- Core activity of an IPC program

Purpose of Surveillance

- Identify infections/outbreaks
- Monitor trends in infections and pathogens
- Monitor staff adherence to IPC practices
- Identify performance improvement opportunities
- Track progress toward priorities identified on the annual facility IPC risk assessment

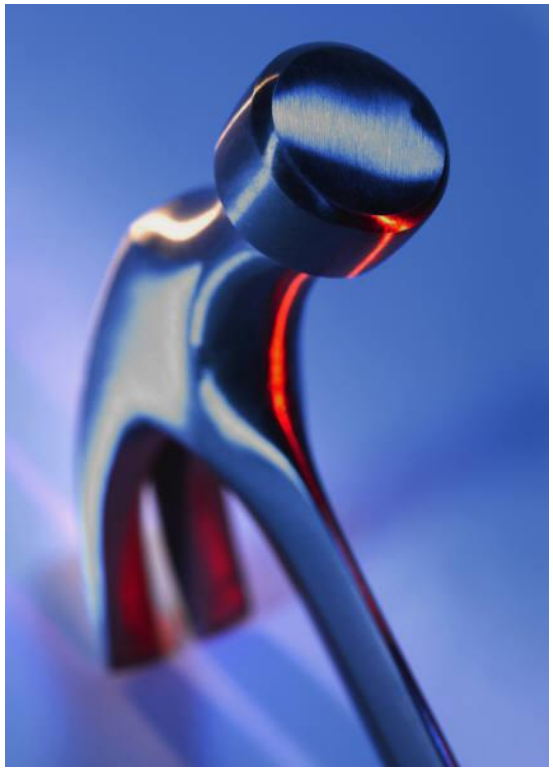
Process and Outcome Surveillance Measures

- Process measures- Audit of practice with direct observation or review of documentation
  - Hand hygiene
  - PPE use
- Outcome measures- Identify infection events
  - Influenza case count/rate
  - Norovirus case count/rate

Data Collection Tools for Detecting an Outbreak

Examples of Data Tools

- 24 hour report
- Line list for targeted infection



Line List for Targeted Infection

- Demographics
- Location
- Signs and symptoms
- Diagnostics
- Treatment
- Outcome

PDPH 2019 Influenza Line List

	Name/Initials	Resident or Staff?	Staff role	Room #	Age	Sex	Flu Vaccine Received Yes/No	Onset Date
1								
2								

Temp	Cough Yes/No	Sore Throat Yes/No	Influenza Testing			Treatment (Tamiflu, Amantadine, Antibiotics)	Hospitalized				Outcome (Recovered, Transferred, Deceased)
			Rapid, Culture, Other	Test Date	Result		Yes/No	Hospital	Admit Date	Discharge Date	

Outbreak Tracking Sheet is available on the PDPH Health Information Portal at:
https://hip.phila.gov/DiseaseControlGuidance/DiseasesConditions/Influenza#LinksResources

Methods for Displaying an Outbreak

<u>Outbreak scenario:</u>

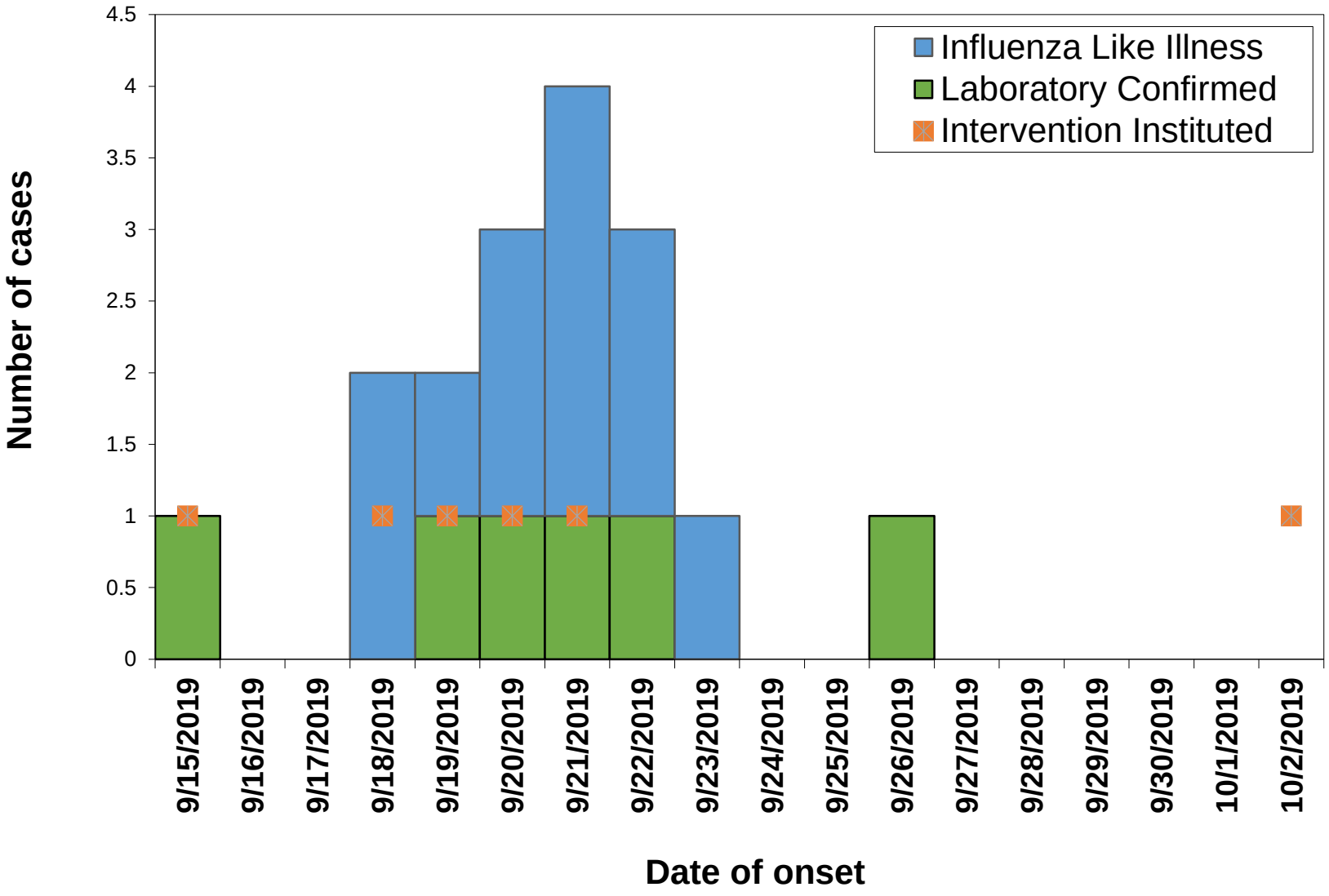
Influenza outbreak on 4 South

- Started 02/18
- Ended 03/02
- 15 cases
- Interventions

Epidemic Curve for an Outbreak

- Displays the number of cases of illness by the date of illness onset
- Shows your distribution of cases over time
- Provides a sense of the magnitude
- Estimate disease/incubation period
- Histogram is used to show frequency distributions

Influenza Like Illness Epidemiology Curve



Data Collection Tools for Hand Hygiene Compliance

Hand Hygiene and PPE Observation Sheet

Hand Hygiene and PPE Use Observations

Staff type*	Type of HH Opportunity	HH Performed?	Indication for PPE use	Type of PPE Indicated?	Appropriate PPE used?
	◯ Room entry ◯ Room exit ◯ Before resident contact ◯ After resident contact ◯ Before glove ◯ After glove ◯ Other:	◯ Alcohol-rub ◯ Hand wash ◯ No HH done	◯ Exposure to bodily fluids (standard precautions) ◯ Contact precautions ◯ Droplet precautions ◯ PPE use not indicated	◯ Gloves ◯ Gloves and gown ◯ Mask/ goggles/ faceshield ◯ None	◯ Yes ◯ No ◯ N/A - PPE use not indicated
	◯ Room entry ◯ Room exit ◯ Before resident contact ◯ After resident contact ◯ Before glove ◯ After glove ◯ Other:	◯ Alcohol-rub ◯ Hand wash ◯ No HH done	◯ Exposure to bodily fluids (standard precautions) ◯ Contact precautions ◯ Droplet precautions ◯ PPE use not indicated	◯ Gloves ◯ Gloves and gown ◯ Mask/ goggles/ faceshield ◯ None	◯ Yes ◯ No ◯ N/A - PPE use not indicated
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Available at: https://hip.phila.gov/HAIAR/Resources

Utilizing PDPH Data Collection Tools

Hand Hygiene Observation Sheet

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1 Row Used per Staff Member and HH opportunity

HH Observations

Hand Hygiene and PPE Use Observations					
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PPE Observations

Hand Hygiene and PPE Use Observations					
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	◯ Room entry ◯ Room exit ◯ Before resident contact ◯ After resident contact ◯ Before glove ◯ After glove ◯ Other:	◯ Alcohol-rub ◯ Hand wash ◯ No HH done	◯ Exposure to bodily fluids (standard precautions) ◯ Contact precautions ◯ Droplet precautions ◯ PPE use not indicated	◯ Gloves ◯ Gloves and gown ◯ Mask/ goggles/ faceshield ◯ None	◯ Yes ◯ No ◯ N/A - PPE use not indicated
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Filled in Observation Sheet

Hand Hygiene and PPE Use Observations

Staff type*	Type of HH Opportunity	HH Performed?	Indication for PPE use	Type of PPE Indicated?	Appropriate PPE used?
MD	● Room entry ○ Room exit ○ Before resident contact ○ After resident contact ○ Before glove ○ After glove ○ Other:	● Alcohol-rub ○ Hand wash ○ No HH done	○ Exposure to bodily fluids (standard precautions) ○ Contact precautions ○ Droplet precautions ● PPE use not indicated	○ Gloves ○ Gloves and gown ○ Mask/ goggles/ faceshield ○ None	○ Yes ○ No ○ N/A - PPE use not indicated
CNA	● Room entry ○ Room exit ○ Before resident contact ○ After resident contact ○ Before glove ○ After glove ○ Other:	○ Alcohol-rub ○ Hand wash ● No HH done	○ Exposure to bodily fluids (standard precautions) ○ Contact precautions ○ Droplet precautions ● PPE use not indicated	○ Gloves ○ Gloves and gown ○ Mask/ goggles/ faceshield ○ None	○ Yes ○ No ○ N/A - PPE use not indicated
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Unit:_____ Rev. Sept. 2019

Observer:_____

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HAND HYGIENE OBSERVATIONS

Instructions: Use a ✓ for each hand hygiene success observed and a Ø to designate each time hand hygiene was not performed . Multiple observations can be made in each box.

Date	Staff Type	Success (✓) / Failure (Ø)					
		Room Entry	Room Exit	Before Resident Contact	After Resident Contact	Before Glove	After Glove
Totals		✓= Ø=	✓= Ø=	✓= Ø=	✓= Ø=	✓= Ø=	✓= Ø=

*Staff key: MD/DO= Physician PA= Physician assistant, NP= Nurse practitioner, RN= Registered nurse, LPN= Licensed practical nurse, CNA= Certified nursing assistant, REHAB= Rehabilitation staff (e.g. physical/ occupational/ speech / respiratory therapist), DIET= Dietary staff, EVS= Environmental services or housekeeping staff, SW= Social worker, RP= Religious personnel (Priest, Pastor, Rabbi, Imam, etc.) OTHER= Volunteer/Research UNK= unknown/ unable to determine

One row can have multiple observations for the same staff member

Unit: 1 North

Observer: Jane Doe, RN

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		Room Entry	Room Exit	Before Resident Contact	After Resident Contact	Before Glove	After Glove
10/2	LPN	✓✓✓Ø	✓✓✓✓	✓Ø✓	✓✓✓	ØØ✓	✓✓✓✓
10/2	MD	✓✓✓✓	ØØ✓	✓✓✓Ø	✓✓✓✓	✓Ø✓	✓✓✓
10/2	RN	✓Ø✓	✓✓✓✓	ØØ✓	✓✓✓	✓✓✓Ø	✓✓✓✓
10/2	REHAB	✓✓✓✓	✓Ø✓	✓✓✓✓	✓✓✓Ø	✓✓✓	ØØ✓
Totals		✓= 13 Ø= 2	✓= 11 Ø= 3	✓= 10 Ø= 4	✓= 13 Ø= 1	✓= 9 Ø= 4	✓= 12 Ø= 2

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10/2	MD	✓✓✓✓	ØØ✓	✓✓✓Ø	✓✓✓✓	✓Ø✓	✓✓✓
10/2	RN	✓Ø✓	✓✓✓✓	ØØ✓	✓✓✓	✓✓✓Ø	✓✓✓✓
10/2	REHAB	✓✓✓✓	✓Ø✓	✓✓✓✓	✓✓✓Ø	✓✓✓	ØØ✓
Totals		✓= 13 Ø= 2	✓= 11 Ø= 3	✓= 10 Ø= 4	✓= 13 Ø= 1	✓= 9 Ø= 4	✓= 12 Ø= 2

Includes a place for tallying up column totals

Entering Data

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Staff type*	Type of HH Opportunity	HH Performed?
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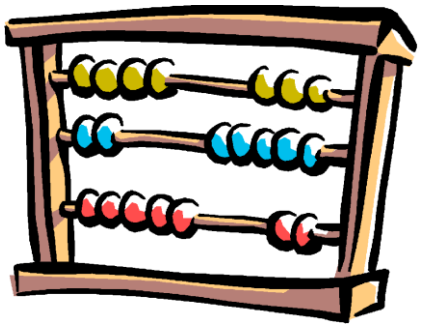
EVS	○ Room entry ● Room exit ○ Before resident contact ○ After resident contact ○ Before glove ○ After glove ○ Other:	○ Alcohol-rub ○ Hand wash ● No HH done
REHAB	○ Room entry ● Room exit ○ Before resident contact ○ After resident contact ○ Before glove ○ After glove ○ Other:	● Alcohol-rub ○ Hand wash ○ No HH done

Tally up the number of time HH was performed or not performed by opportunity type or staff type

HH Opportunity	HH Performed	HH Missed
Room Entry	|||	
Room Exit	|	||
…		



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		Room Entry	Room Exit	Before Resident Contact	After Resident Contact	Before Glove	After Glove
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10/2	MD	✓✓✓✓	ØØ✓	✓✓✓Ø	✓✓✓✓	✓Ø✓	✓✓✓
10/2	RN	✓Ø✓	✓✓✓✓	ØØ✓	✓✓✓	✓✓✓Ø	✓✓✓✓
10/2	Ri						
Totals		✓= 13 Ø= 2	✓= 11 Ø= 3	✓= 10 Ø= 4	✓= 13 Ø= 1	✓= 9 Ø= 4	✓= 12 Ø= 2

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Notes:

- **Count the total number of HH successes observed by opportunity type**
  - **Enter in the HH data tool**

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10/2	MD	✓✓✓✓	ØØ✓	✓✓✓Ø	✓✓✓✓	✓Ø✓	✓✓✓
10/2	RN	✓Ø✓	✓✓✓✓	ØØ✓	✓✓✓	✓✓✓Ø	✓✓✓✓
10/2	R						
Totals		✓= 13 Ø= 2	✓= 11 Ø= 3	✓= 10 Ø= 4	✓= 13 Ø= 1	✓= 9 Ø= 4	✓= 12 Ø= 2

- **Count the total number of failed HH observations by opportunity type**
  - **Enter in the HH data tool**

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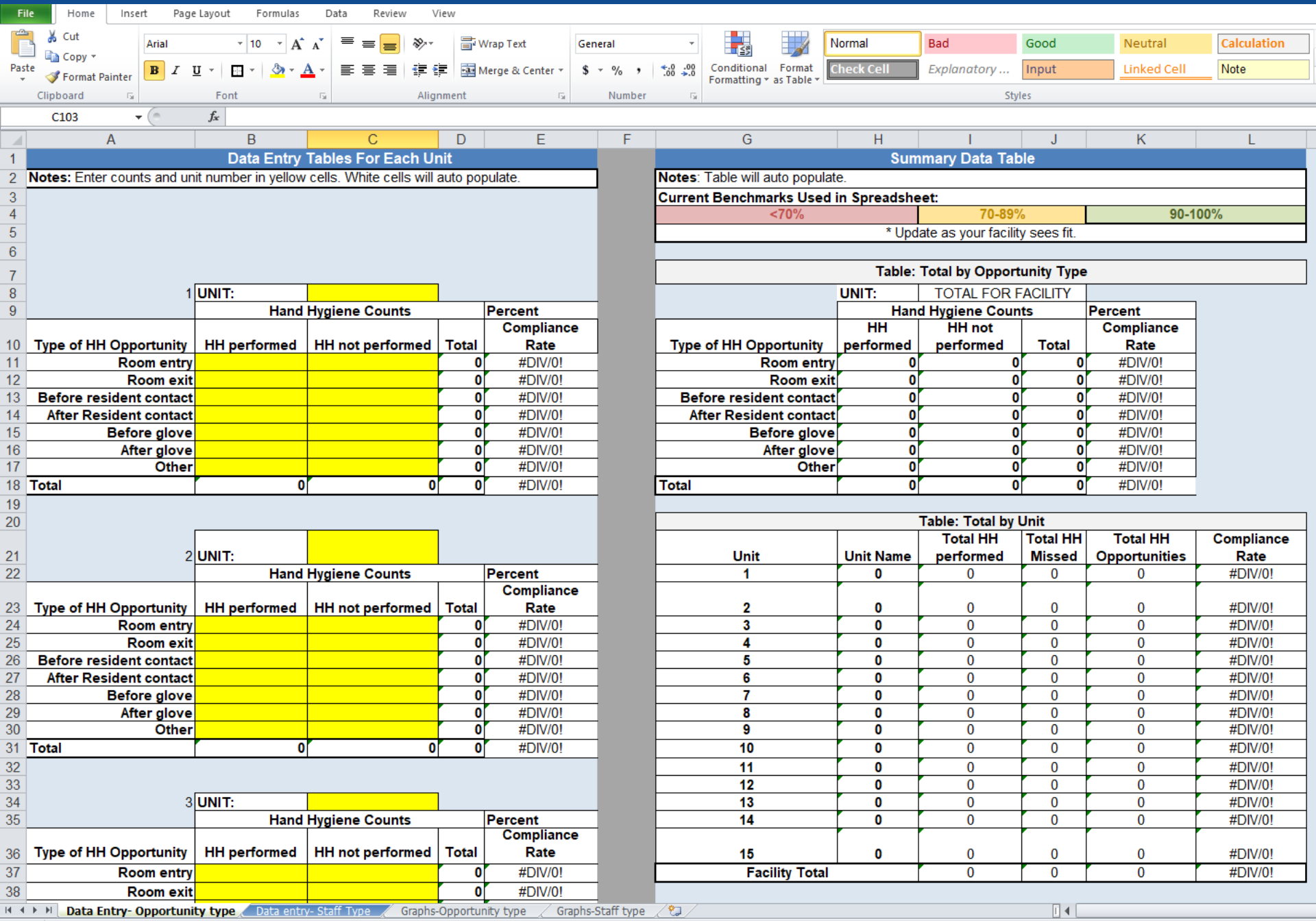
Notes:

Hand Hygiene Data Display Toolkit



File Home Insert Page Layout Formulas Data Review View

Cut Copy Format Painter Paste Clipboard

Arial 10 Font

Wrap Text Merge & Center Alignment

General Number

Conditional Formatting Format as Table

Normal Bad Good Neutral Calculation Check Cell Explanatory ... Input Linked Cell Note Styles

C103

Data Entry Tables For Each Unit

Notes: Enter counts and unit number in yellow cells. White cells will auto populate.

1 UNIT:

Type of HH Opportunity	Hand Hygiene Counts: HH performed	HH not performed	Total	Percent Compliance Rate
Room entry			0	#DIV/0!
Room exit			0	#DIV/0!
Before resident contact			0	#DIV/0!
After Resident contact			0	#DIV/0!
Before glove			0	#DIV/0!
After glove			0	#DIV/0!
Other			0	#DIV/0!
Total	0	0	0	#DIV/0!

2 UNIT:

Type of HH Opportunity	Hand Hygiene Counts: HH performed	HH not performed	Total	Percent Compliance Rate
Room entry			0	#DIV/0!
Room exit			0	#DIV/0!
Before resident contact			0	#DIV/0!
After Resident contact			0	#DIV/0!
Before glove			0	#DIV/0!
After glove			0	#DIV/0!
Other			0	#DIV/0!
Total	0	0	0	#DIV/0!

3 UNIT:

Type of HH Opportunity	Hand Hygiene Counts: HH performed	HH not performed	Total	Percent Compliance Rate
Room entry			0	#DIV/0!
Room exit			0	#DIV/0!

Summary Data Table

Notes: Table will auto populate.

Current Benchmarks Used in Spreadsheet:

<70%	70-89%	90-100%

* Update as your facility sees fit.

Table: Total by Opportunity Type

UNIT: TOTAL FOR FACILITY

Type of HH Opportunity	Hand Hygiene Counts: HH performed	HH not performed	Total	Percent Compliance Rate
Room entry	0	0	0	#DIV/0!
Room exit	0	0	0	#DIV/0!
Before resident contact	0	0	0	#DIV/0!
After Resident contact	0	0	0	#DIV/0!
Before glove	0	0	0	#DIV/0!
After glove	0	0	0	#DIV/0!
Other	0	0	0	#DIV/0!
Total	0	0	0	#DIV/0!

Table: Total by Unit

Unit	Unit Name	Total HH performed	Total HH Missed	Total HH Opportunities	Compliance Rate
1	0	0	0	0	#DIV/0!
2	0	0	0	0	#DIV/0!
3	0	0	0	0	#DIV/0!
4	0	0	0	0	#DIV/0!
5	0	0	0	0	#DIV/0!
6	0	0	0	0	#DIV/0!
7	0	0	0	0	#DIV/0!
8	0	0	0	0	#DIV/0!
9	0	0	0	0	#DIV/0!
10	0	0	0	0	#DIV/0!
11	0	0	0	0	#DIV/0!
12	0	0	0	0	#DIV/0!
13	0	0	0	0	#DIV/0!
14	0	0	0	0	#DIV/0!
15	0	0	0	0	#DIV/0!
Facility Total		0	0	0	#DIV/0!

Data Entry- Opportunity type | Data entry- Staff Type | Graphs-Opportunity type | Graphs-Staff type

Ready

Data Entry Tables For Each Unit

Notes: Enter counts and unit number in yellow cells. White cells will auto populate.

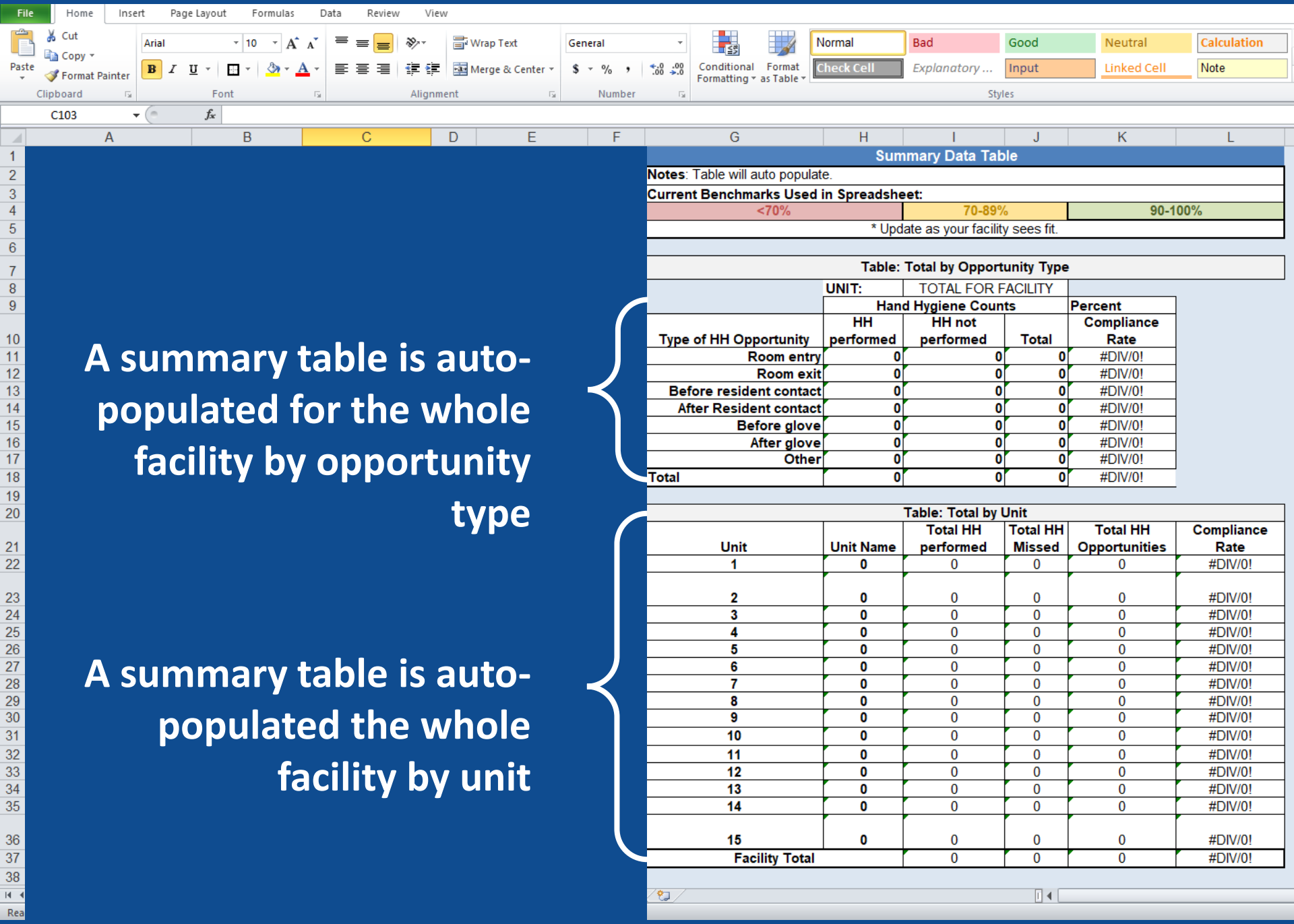
1	UNIT:			
	Hand Hygiene Counts			Percent
Type of HH Opportunity	HH performed	HH not performed	Total	Compliance Rate
Room entry			0	#DIV/0!
Room exit			0	#DIV/0!
Before resident contact			0	#DIV/0!
After Resident contact			0	#DIV/0!
Before glove			0	#DIV/0!
After glove			0	#DIV/0!
Other			0	#DIV/0!
Total	0	0	0	#DIV/0!

2	UNIT:			
	Hand Hygiene Counts			Percent
Type of HH Opportunity	HH performed	HH not performed	Total	Compliance Rate
Room entry			0	#DIV/0!
Room exit			0	#DIV/0!
Before resident contact			0	#DIV/0!
After Resident contact			0	#DIV/0!
Before glove			0	#DIV/0!
After glove			0	#DIV/0!
Other			0	#DIV/0!
Total	0	0	0	#DIV/0!

3	UNIT:			
	Hand Hygiene Counts			Percent
Type of HH Opportunity	HH performed	HH not performed	Total	Compliance Rate
Room entry			0	#DIV/0!
Room exit			0	#DIV/0!

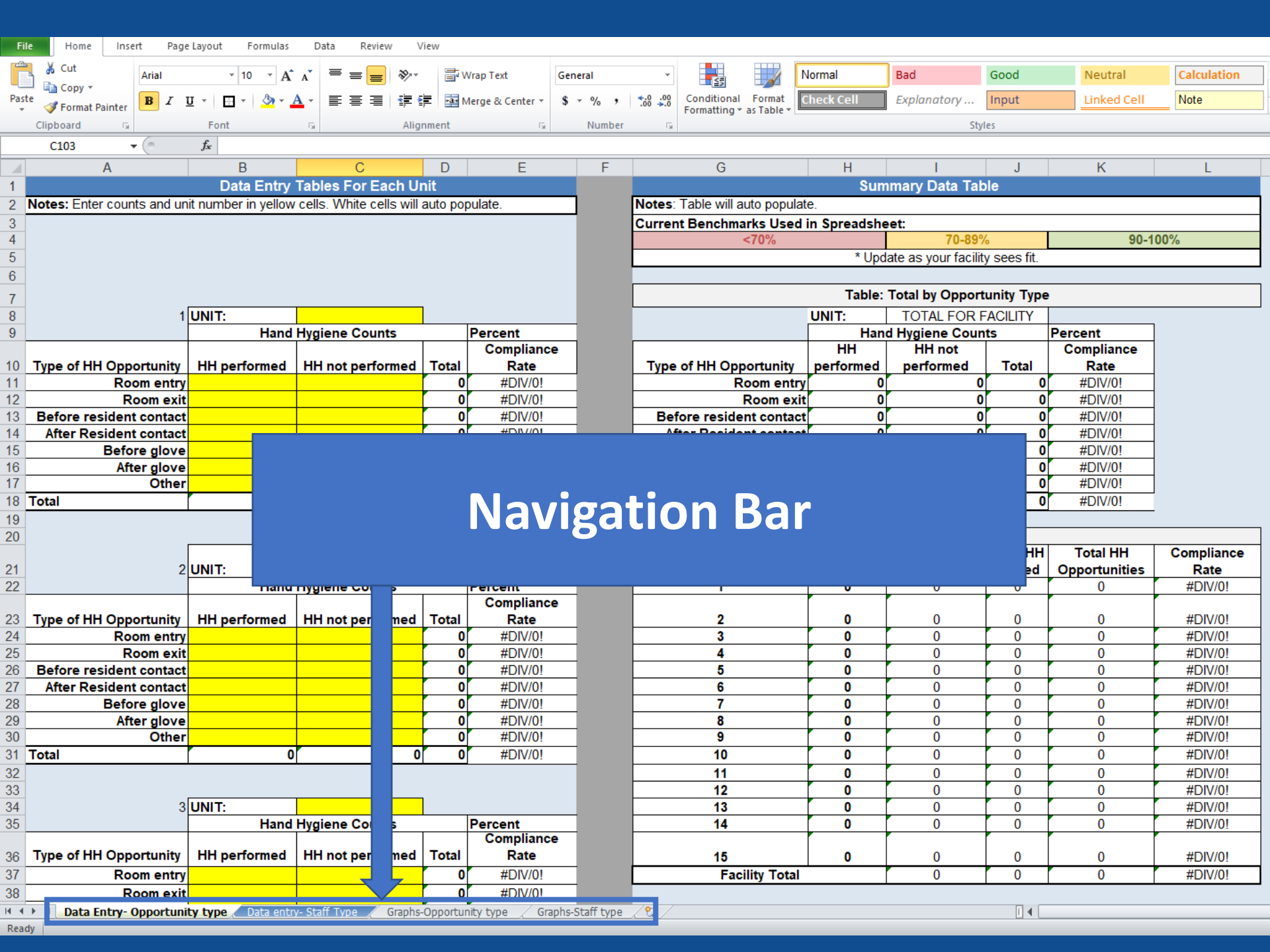
Each units observations are entered in a separate table

There is enough space for up to 15 units to be entered



A summary table is auto-populated for the whole facility by opportunity type

A summary table is auto-populated the whole facility by unit


File
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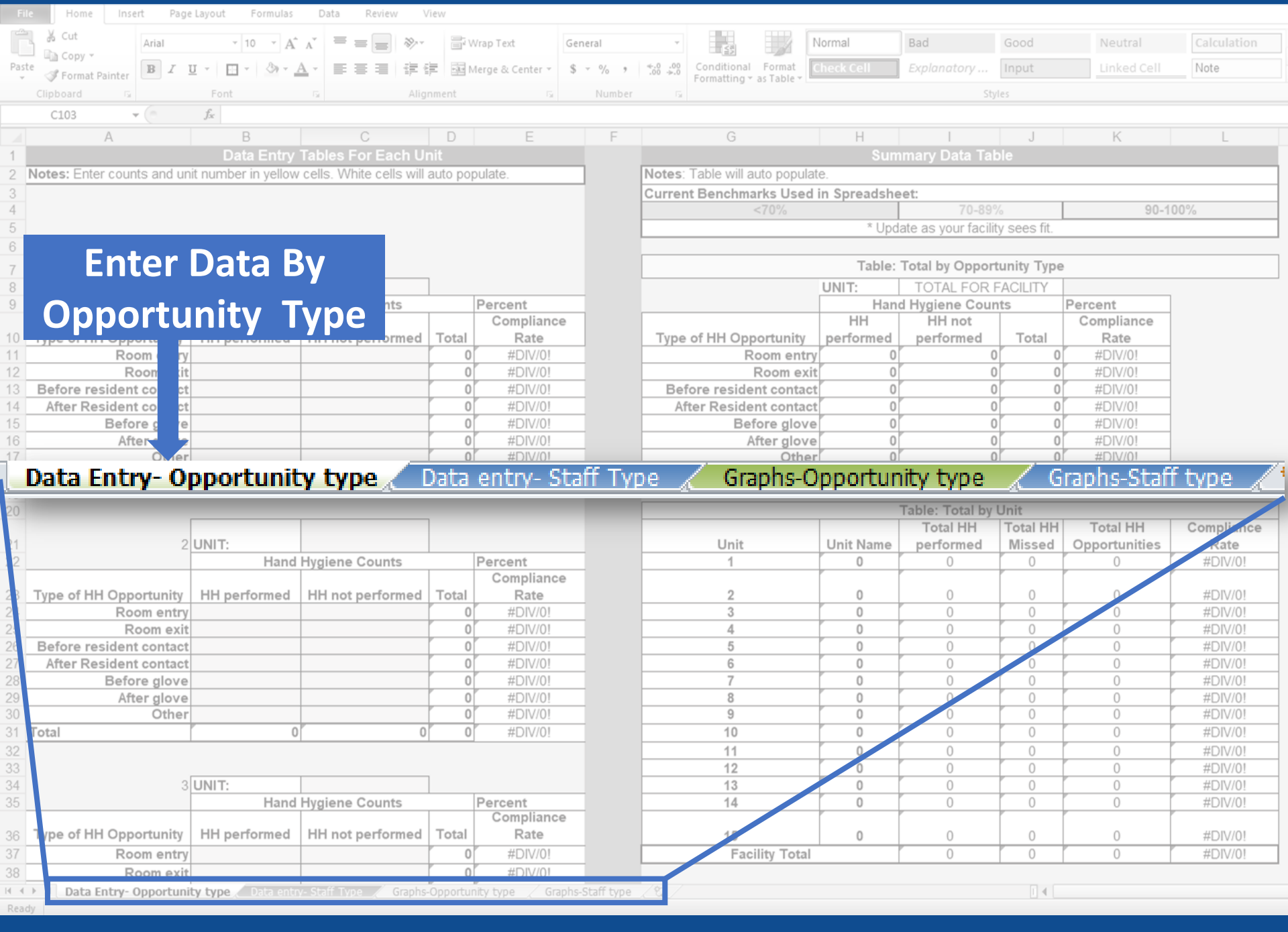
Arial
10
Font
Wrap Text
Merge & Center
Alignment
General
Number
Conditional Formatting
Format as Table
Normal
Bad
Good
Neutral
Calculation
Check Cell
Explanatory ...
Input
Linked Cell
Note
Styles
C103
Data Entry Tables For Each Unit
Notes: Enter counts and unit number in yellow cells. White cells will auto populate.
1 UNIT:
Hand Hygiene Counts
Percent Compliance Rate
Type of HH Opportunity
HH performed
HH not performed
Total
Room entry
Room exit
Before resident contact
After Resident contact
Before glove
After glove
Other
Total
#DIV/0!
2 UNIT:
3 UNIT:
Summary Data Table
Notes: Table will auto populate.
Current Benchmarks Used in Spreadsheet:
<70%
70-89%
90-100%
* Update as your facility sees fit.
Table: Total by Opportunity Type
UNIT:
TOTAL FOR FACILITY
HH not performed
Total HH Opportunities
Facility Total
Navigation Bar
Data Entry- Opportunity type
Data entry- Staff Type
Graphs-Opportunity type
Graphs-Staff type
Ready


Enter Data By Opportunity Type
Data Entry Tables For Each Unit
Notes: Enter counts and unit number in yellow cells. White cells will auto populate.
Summary Data Table
Notes: Table will auto populate.
Current Benchmarks Used in Spreadsheet:
<70%
70-89%
90-100%
* Update as your facility sees fit.
Table: Total by Opportunity Type
UNIT:
TOTAL FOR FACILITY
Hand Hygiene Counts
Percent
Type of HH Opportunity
HH performed
HH not performed
Total
Compliance Rate
Room entry
Room exit
Before resident contact
After Resident contact
Before glove
After glove
Other
Total
Facility Total
#DIV/0!
Data Entry- Opportunity type
Data entry- Staff Type
Graphs-Opportunity type
Graphs-Staff type
Table: Total by Unit
Unit
Unit Name
Total HH performed
Total HH Missed
Total HH Opportunities
Compliance Rate

1	UNIT:	Example 1 N		
	Hand Hygiene Counts			Percent
Type of HH Opportunity	HH performed	HH not performed	Total	Compliance Rate
Room entry	13	2	15	87%
Room exit	11	3	14	79%
Before resident contact	10	4	14	71%
After Resident contact	13	1	14	93%
Before glove	9	1	10	90%
After glove	12	2	14	86%
Other	0	0	0	#DIV/0!
Total	68	13	81	84%

Enter Data in the yellow boxes

1	UNIT:	Example 1 N		
	Hand Hygiene Counts			Percent
Type of HH Opportunity	HH performed	HH not performed	Total	Compliance Rate
Room entry	13	2	15	87%
Room exit	11	3	14	79%
Before resident contact	10	4	14	71%
After Resident contact	13	1	14	93%
Before glove	9	1	10	90%
After glove	12	2	14	86%
Other	0	0	0	#DIV/0!
Total	68	13	81	84%

Total number of observations will auto-populate

1	UNIT:	Example 1 N		
	Hand Hygiene Counts			Percent
Type of HH Opportunity	HH performed	HH not performed	Total	Compliance Rate
Room entry	13	2	15	87%
Room exit	11	3	14	79%
Before resident contact	10	4	14	71%
After Resident contact	13	1	14	93%
Before glove	9	1	10	90%
After glove	12	2	14	86%
Other	0	0	0	#DIV/0!
Total	68	13	81	84%

Compliance rate will auto-populate

1	UNIT:	Example 1 N		
	Hand Hygiene Counts			Percent
Type of HH Opportunity	HH performed	HH not performed	Total	Compliance Rate
Room entry	13	2	15	87%
Room exit	11	3	14	79%
Before resident contact	10	4	14	71%
After Resident contact	13	1	14	93%
Before glove	9	1	10	90%
After glove	12	2	14	86%
Other	0	0	0	#DIV/0!
Total	68	13	81	84%

#DIV/0! Signifies that there were 0 observations made for that opportunity type

Fill in separate tables for each unit

1	UNIT:	Example 1 N		
	Hand Hygiene Counts			Percent
Type of HH Opportunity	HH performed	HH not performed	Total	Compliance Rate
Room entry	13	2	15	87%
Room exit	11	3	14	79%
Before resident contact	10	4	14	71%
After Resident contact	13	1	14	93%
Before glove	9	1	10	90%
After glove	12	2	14	86%
Other	0	0	0	#DIV/0!
Total	68	13	81	84%

2	UNIT:	Example 1 S		
	Hand Hygiene Counts			Percent
Type of HH Opportunity	HH performed	HH not performed	Total	Compliance Rate
Room entry	15	3	18	83%
Room exit	10	2	12	83%
Before resident contact	11	1	12	92%
After Resident contact	9	0	9	100%
Before glove	12	4	16	75%
After glove	8	3	11	73%
Other	0	1	1	0%
Total	5	14	79	82%

An automated summary table is created

Summary Data Table

Notes: Table will auto populate.

Current Benchmarks Used in Spreadsheet:

<70%	70-89%	90-100%

* Update as your facility sees fit.

Table: Total by Opportunity Type

	UNIT:	TOTAL FOR FACILITY		
	Hand Hygiene Counts			Percent
Type of HH Opportunity	HH performed	HH not performed	Total	Compliance Rate
Room entry	45	5	50	90%
Room exit	28	5	33	85%
Before resident contact	21	5	26	81%
After Resident contact	28	1	29	97%
Before glove	26	5	31	84%
After glove	24	5	29	83%
Other	3	1	4	75%
Total	172	27	202	85%

The automated summary table created for the facility by opportunity type

Summary Data Table		
Notes: Table will auto populate.		
Current Benchmarks Used in Spreadsheet:		
<70%	70-89%	90-100%
* Update as your facility sees fit.		

Table: Total by Opportunity Type

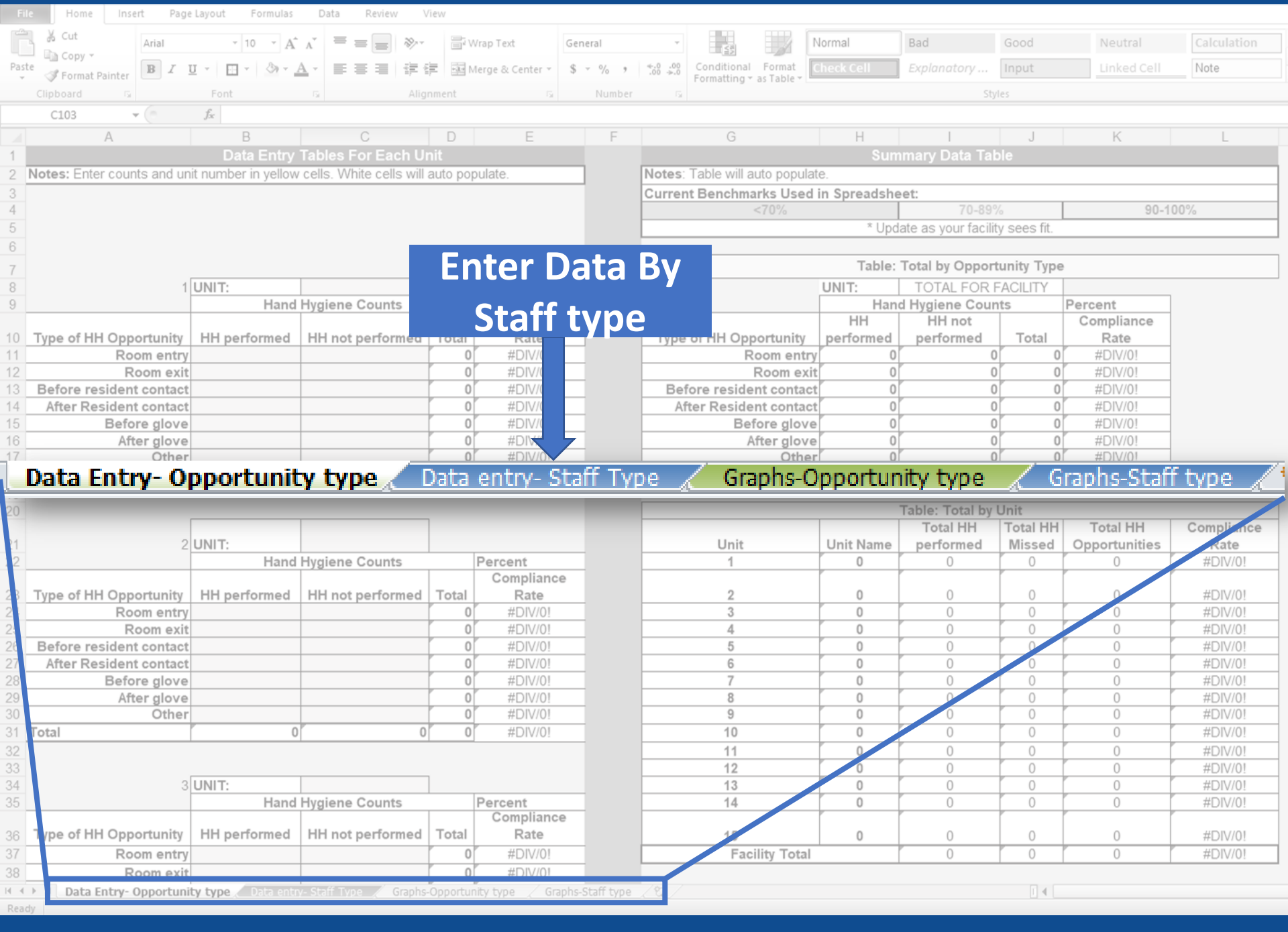
	UNIT:	TOTAL FOR FACILITY		
	Hand Hygiene Counts			Percent
Type of HH Opportunity	HH performed	HH not performed	Total	Compliance Rate
Room entry	45	5	50	90%
Room exit	28	5	33	85%
Before resident contact	21	5	26	81%
After Resident contact	28	1	29	97%
Before glove	26	5	31	84%
After glove	24	5	29	83%
Other	3	1	4	75%
Total	172	27	202	85%

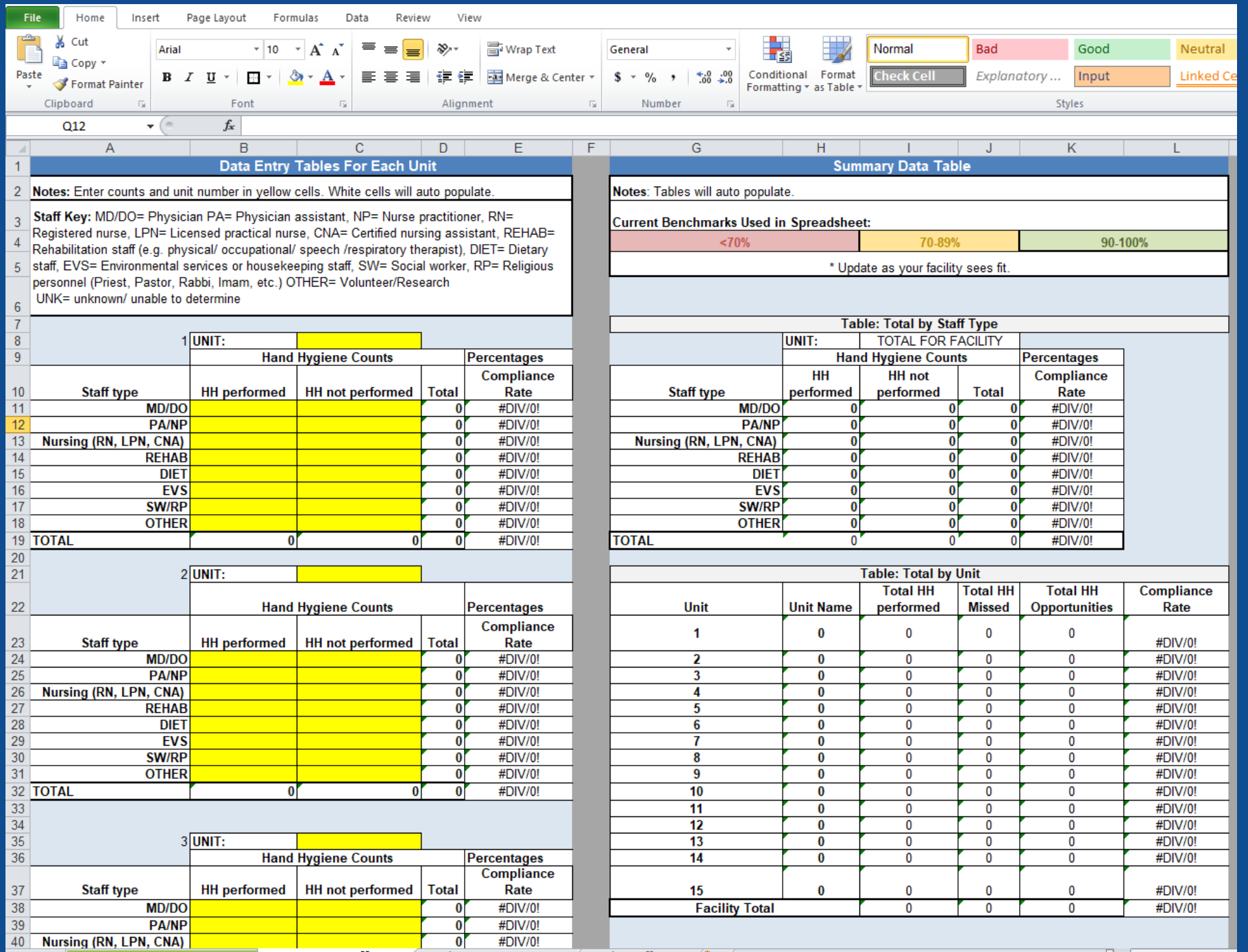
Current benchmark rates are used as an example, but can be adjusted to fit your facility

The automated summary table created for the whole facility by unit

Table: Total by Unit					
Unit	Unit Name	Total HH performed	Total HH Missed	Total HH Opportunities	Compliance Rate
1	Example 1 N	68	13	81	84%
2	Example 1 S	65	14	79	82%
3	3	0	0	0	#DIV/0!
4	4	0	0	0	#DIV/0!
5	5	0	0	0	#DIV/0!
6	6	0	0	0	#DIV/0!
7	7	0	0	0	#DIV/0!
8	8	0	0	0	#DIV/0!
9	9	0	0	0	#DIV/0!
10	10	0	0	0	#DIV/0!
11	11	0	0	0	#DIV/0!
12	12	0	0	0	#DIV/0!
13	13	0	0	0	#DIV/0!
14	14	0	0	0	#DIV/0!
15	15	0	0	0	#DIV/0!
Facility Total		133	27	160	83%

Example in Excel


Enter Data By Staff type
Data Entry Tables For Each Unit
Notes: Enter counts and unit number in yellow cells. White cells will auto populate.
Summary Data Table
Notes: Table will auto populate.
Current Benchmarks Used in Spreadsheet:
<70%
70-89%
90-100%
* Update as your facility sees fit.
Table: Total by Opportunity Type
UNIT:
TOTAL FOR FACILITY
Hand Hygiene Counts
Percent
Type of HH Opportunity
HH performed
HH not performed
Total
Compliance Rate
Room entry
Room exit
Before resident contact
After Resident contact
Before glove
After glove
Other
Total
Data Entry- Opportunity type
Data entry- Staff Type
Graphs-Opportunity type
Graphs-Staff type
Table: Total by Unit
Unit
Unit Name
Total HH performed
Total HH Missed
Total HH Opportunities
Compliance Rate
Facility Total



File Home Insert Page Layout Formulas Data Review View

Cut Copy Format Painter Paste — Clipboard

Arial 10 — Font

Wrap Text Merge & Center — Alignment

General — Number

Conditional Formatting Format as Table

Normal Bad Good Neutral Check Cell Explanatory ... Input Linked Ce — Styles

Q12

Data Entry Tables For Each Unit

Notes: Enter counts and unit number in yellow cells. White cells will auto populate.

Staff Key: MD/DO= Physician PA= Physician assistant, NP= Nurse practitioner, RN= Registered nurse, LPN= Licensed practical nurse, CNA= Certified nursing assistant, REHAB= Rehabilitation staff (e.g. physical/ occupational/ speech /respiratory therapist), DIET= Dietary staff, EVS= Environmental services or housekeeping staff, SW= Social worker, RP= Religious personnel (Priest, Pastor, Rabbi, Imam, etc.) OTHER= Volunteer/Research UNK= unknown/ unable to determine

1 UNIT:

Staff type	Hand Hygiene Counts: HH performed	HH not performed	Total	Percentages: Compliance Rate
MD/DO			0	#DIV/0!
PA/NP			0	#DIV/0!
Nursing (RN, LPN, CNA)			0	#DIV/0!
REHAB			0	#DIV/0!
DIET			0	#DIV/0!
EVS			0	#DIV/0!
SW/RP			0	#DIV/0!
OTHER			0	#DIV/0!
TOTAL	0	0	0	#DIV/0!

2 UNIT:

Staff type	Hand Hygiene Counts: HH performed	HH not performed	Total	Percentages: Compliance Rate
MD/DO			0	#DIV/0!
PA/NP			0	#DIV/0!
Nursing (RN, LPN, CNA)			0	#DIV/0!
REHAB			0	#DIV/0!
DIET			0	#DIV/0!
EVS			0	#DIV/0!
SW/RP			0	#DIV/0!
OTHER			0	#DIV/0!
TOTAL	0	0	0	#DIV/0!

3 UNIT:

Staff type	Hand Hygiene Counts: HH performed	HH not performed	Total	Percentages: Compliance Rate
MD/DO			0	#DIV/0!
PA/NP			0	#DIV/0!
Nursing (RN, LPN, CNA)			0	#DIV/0!

Summary Data Table

Notes: Tables will auto populate.

Current Benchmarks Used in Spreadsheet:

<70%	70-89%	90-100%

* Update as your facility sees fit.

Table: Total by Staff Type

UNIT: TOTAL FOR FACILITY

Staff type	Hand Hygiene Counts: HH performed	HH not performed	Total	Percentages: Compliance Rate
MD/DO	0	0	0	#DIV/0!
PA/NP	0	0	0	#DIV/0!
Nursing (RN, LPN, CNA)	0	0	0	#DIV/0!
REHAB	0	0	0	#DIV/0!
DIET	0	0	0	#DIV/0!
EVS	0	0	0	#DIV/0!
SW/RP	0	0	0	#DIV/0!
OTHER	0	0	0	#DIV/0!
TOTAL	0	0	0	#DIV/0!

Table: Total by Unit

Unit	Unit Name	Total HH performed	Total HH Missed	Total HH Opportunities	Compliance Rate
1	0	0	0	0	#DIV/0!
2	0	0	0	0	#DIV/0!
3	0	0	0	0	#DIV/0!
4	0	0	0	0	#DIV/0!
5	0	0	0	0	#DIV/0!
6	0	0	0	0	#DIV/0!
7	0	0	0	0	#DIV/0!
8	0	0	0	0	#DIV/0!
9	0	0	0	0	#DIV/0!
10	0	0	0	0	#DIV/0!
11	0	0	0	0	#DIV/0!
12	0	0	0	0	#DIV/0!
13	0	0	0	0	#DIV/0!
14	0	0	0	0	#DIV/0!
15	0	0	0	0	#DIV/0!
Facility Total		0	0	0	#DIV/0!

Data Entry- Opportunity type | Data entry- Staff Type | Graphs-Opportunity type | Graphs-Staff type

Allows you to look at HH by staff type

1	UNIT:			
	Hand Hygiene Counts			Percentages
Staff type	HH performed	HH not performed	Total	Compliance Rate
MD/DO			0	#DIV/0!
PA/NP			0	#DIV/0!
Nursing (RN, LPN, CNA)			0	#DIV/0!
REHAB			0	#DIV/0!
DIET			0	#DIV/0!
EVS			0	#DIV/0!
SW/RP			0	#DIV/0!
OTHER			0	#DIV/0!
TOTAL	0	0	0	#DIV/0!

Summary Data Table

Notes: Tables will auto populate.

Current Benchmarks Used in Spreadsheet:

<70%	70-89%	90-100%

* Update as your facility sees fit.

Table: Total by Staff Type

	TOTAL FOR FACILITY		
	Hand Hygiene Counts		Percentages
	HH not performed	Total	Compliance Rate
	0	0	#DIV/0!
	0	0	#DIV/0!
	0	0	#DIV/0!
	0	0	#DIV/0!
	0	0	#DIV/0!
	0	0	#DIV/0!
	0	0	#DIV/0!
	0	0	#DIV/0!
	0	0	#DIV/0!

Table: Total by Unit

		Total HH performed	Total HH Missed	Total HH Opportunities	Compliance Rate
1	0	0	0	0	#DIV/0!
2	0	0	0	0	#DIV/0!
3	0	0	0	0	#DIV/0!
4	0	0	0	0	#DIV/0!
5	0	0	0	0	#DIV/0!
6	0	0	0	0	#DIV/0!
7	0	0	0	0	#DIV/0!
8	0	0	0	0	#DIV/0!
9	0	0	0	0	#DIV/0!
10	0	0	0	0	#DIV/0!
11	0	0	0	0	#DIV/0!
12	0	0	0	0	#DIV/0!
13	0	0	0	0	#DIV/0!
14	0	0	0	0	#DIV/0!
15	0	0	0	0	#DIV/0!
Facility Total		0	0	0	#DIV/0!

Notes:

Staff K... Registe... REHAB= Rehabilitation staff (e.g. physical/ occupational/ speech /respiratory therapist), DIET= Dietary staff, EVS= Environmental services or housekeeping staff, SW= Social worker, RP= Religious personnel (Priest, Pastor, Rabbi, Imam, etc.) OTHER= Volunteer/Research

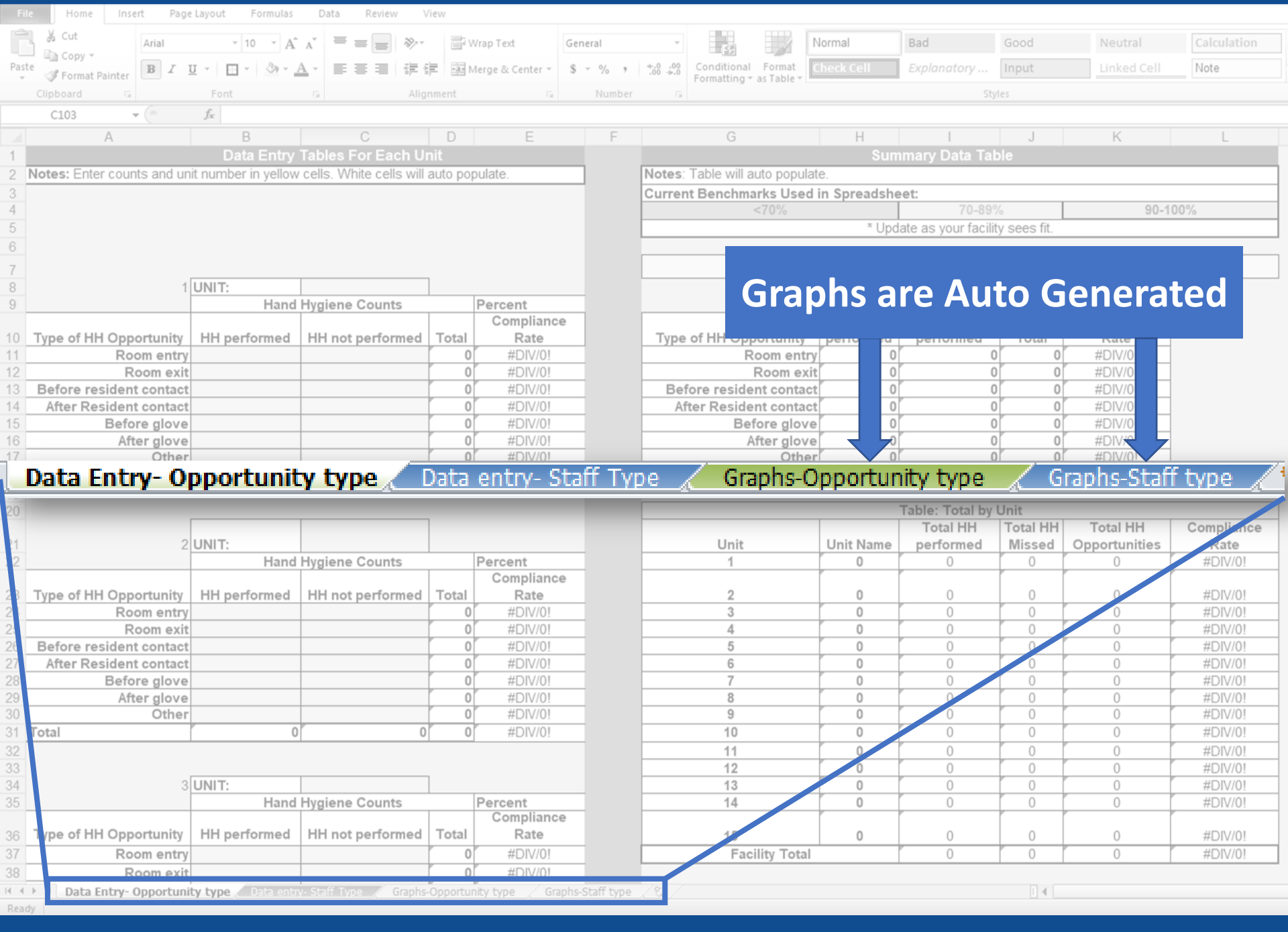
Staff type	HH performed	HH not performed	Total	Compliance Rate
MD/DO			0	#DIV/0!
PA/NP			0	#DIV/0!
Nursing (RN, LPN, CNA)			0	#DIV/0!
REHAB			0	#DIV/0!
DIET			0	#DIV/0!
EVS			0	#DIV/0!
SW/RP			0	#DIV/0!
OTHER			0	#DIV/0!
TOTAL	0	0	0	#DIV/0!

3	UNIT:			
	Hand Hygiene Counts			Percentages
Staff type	HH performed	HH not performed	Total	Compliance Rate
MD/DO			0	#DIV/0!
PA/NP			0	#DIV/0!
Nursing (RN, LPN, CNA)			0	#DIV/0!

Data Entry- Opportunity type | Data entry- Staff Type | Graphs-Opportunity type | Graphs-Staff type

Example in Excel

Visualizing the Data


Graphs are Auto Generated
Data Entry- Opportunity type
Data entry- Staff Type
Graphs-Opportunity type
Graphs-Staff type
Data Entry Tables For Each Unit
Notes: Enter counts and unit number in yellow cells. White cells will auto populate.
Summary Data Table
Notes: Table will auto populate.
Current Benchmarks Used in Spreadsheet:
<70%
70-89%
90-100%
* Update as your facility sees fit.
1 UNIT:
Hand Hygiene Counts
Percent Compliance Rate
Type of HH Opportunity
HH performed
HH not performed
Total
Room entry
Room exit
Before resident contact
After Resident contact
Before glove
After glove
Other
2 UNIT:
Total
3 UNIT:
Table: Total by Unit
Unit
Unit Name
Total HH performed
Total HH Missed
Total HH Opportunities
Facility Total
#DIV/0!

File Home Insert Page Layout Formulas Data Review View

Cut Copy Format Painter Paste — Clipboard

Arial 10 — Font

Wrap Text Merge & Center — Alignment

General — Number

Conditional Formatting Format as Table

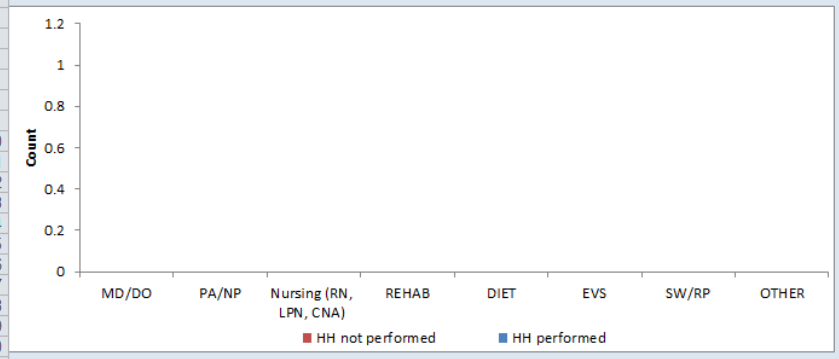
Normal Bad Good Neutral Calculation Check Cell Explanatory ... Input Linked Cell Note — Styles

Insert Delete Format — Cells

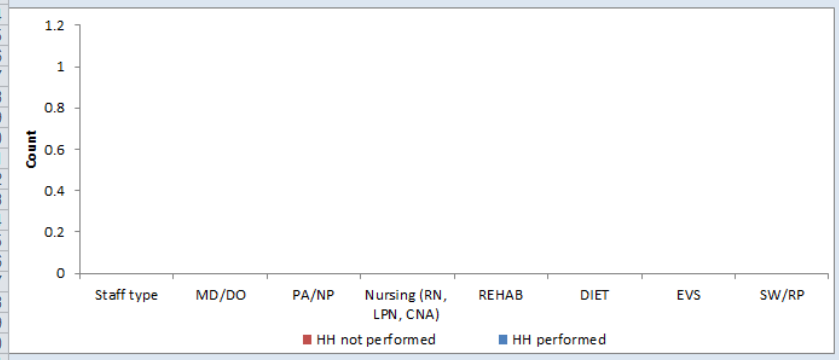
C2 ='Data Entry- Opportunity type'!C8

Hand Hygiene Graphs by Staff Type For Each Unit

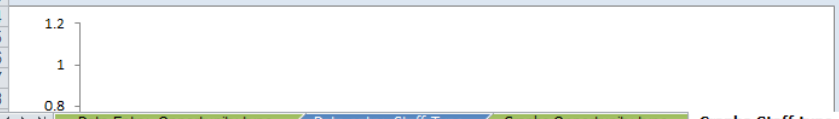
1 **HH observations on Unit:** 0



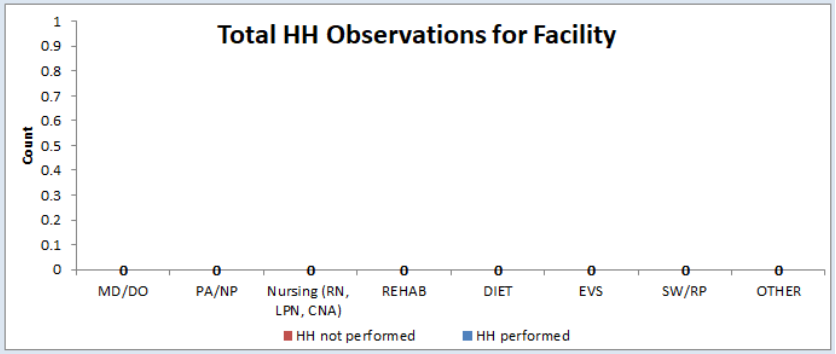
2 **HH observations on Unit:** 0



3 **HH observations on Unit:** 0

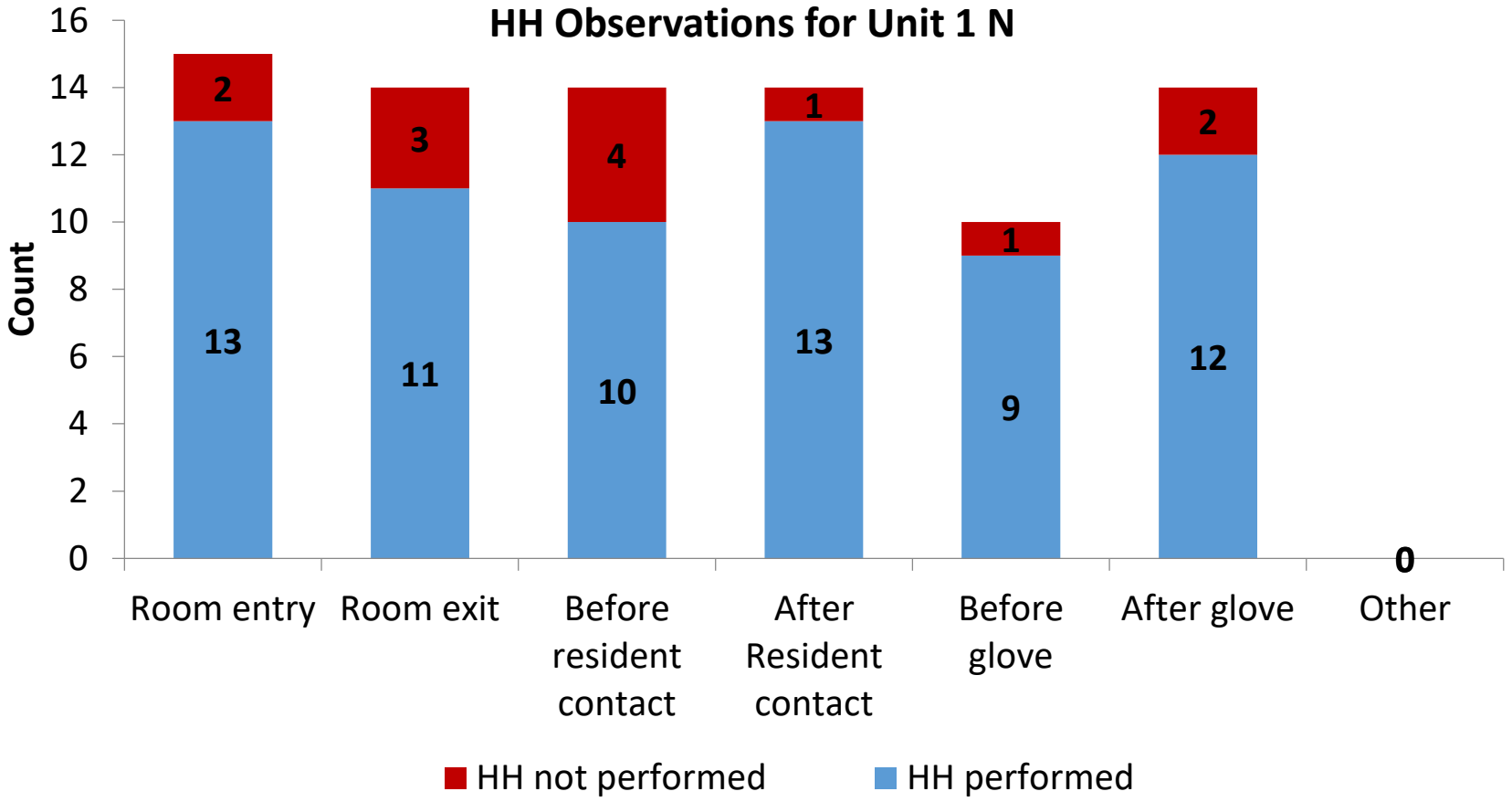


Hand Hygiene Graphs by Staff Type For The Facility

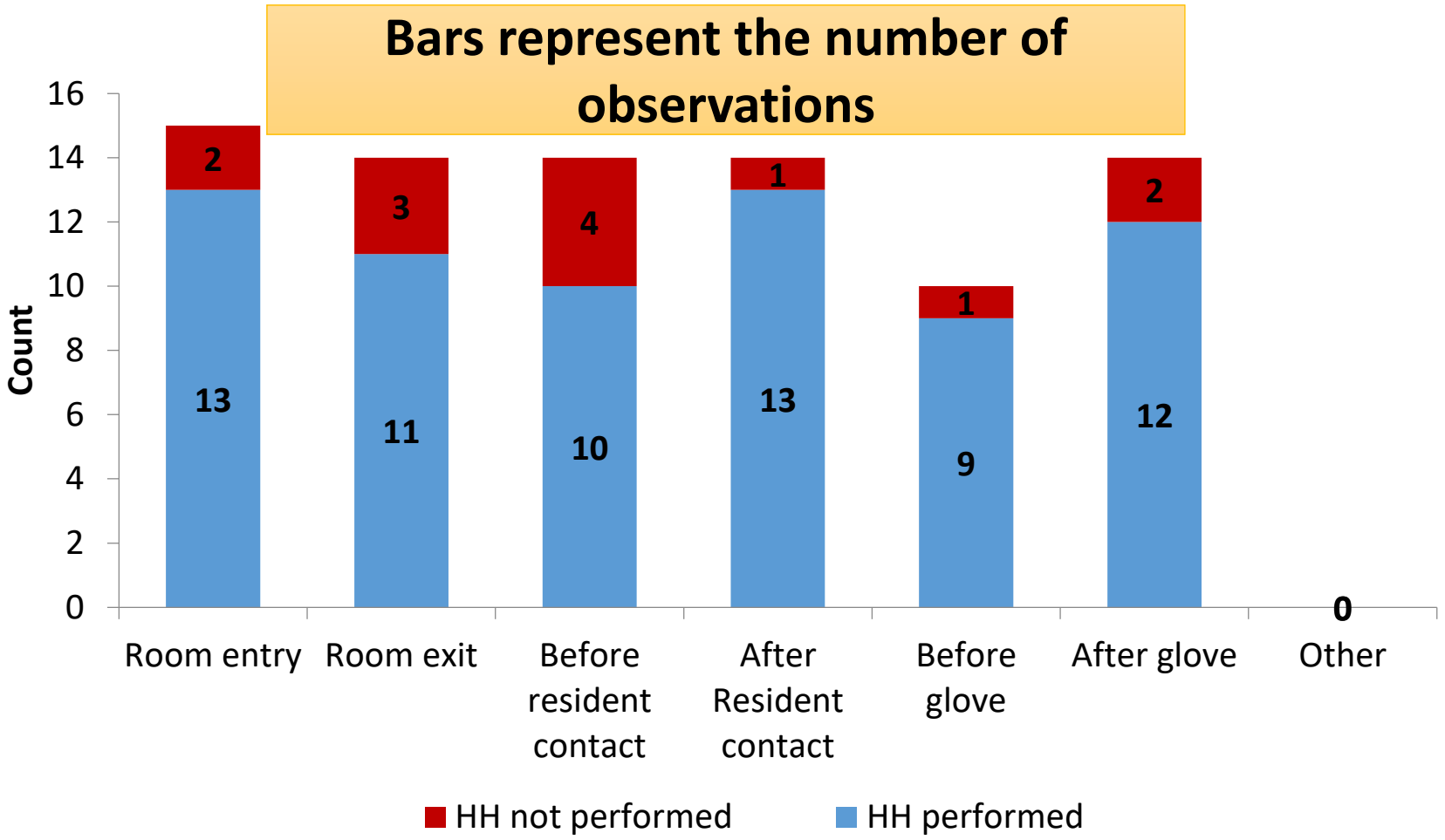


Data Entry- Opportunity type | Data entry- Staff Type | Graphs-Opportunity type | **Graphs-Staff type**

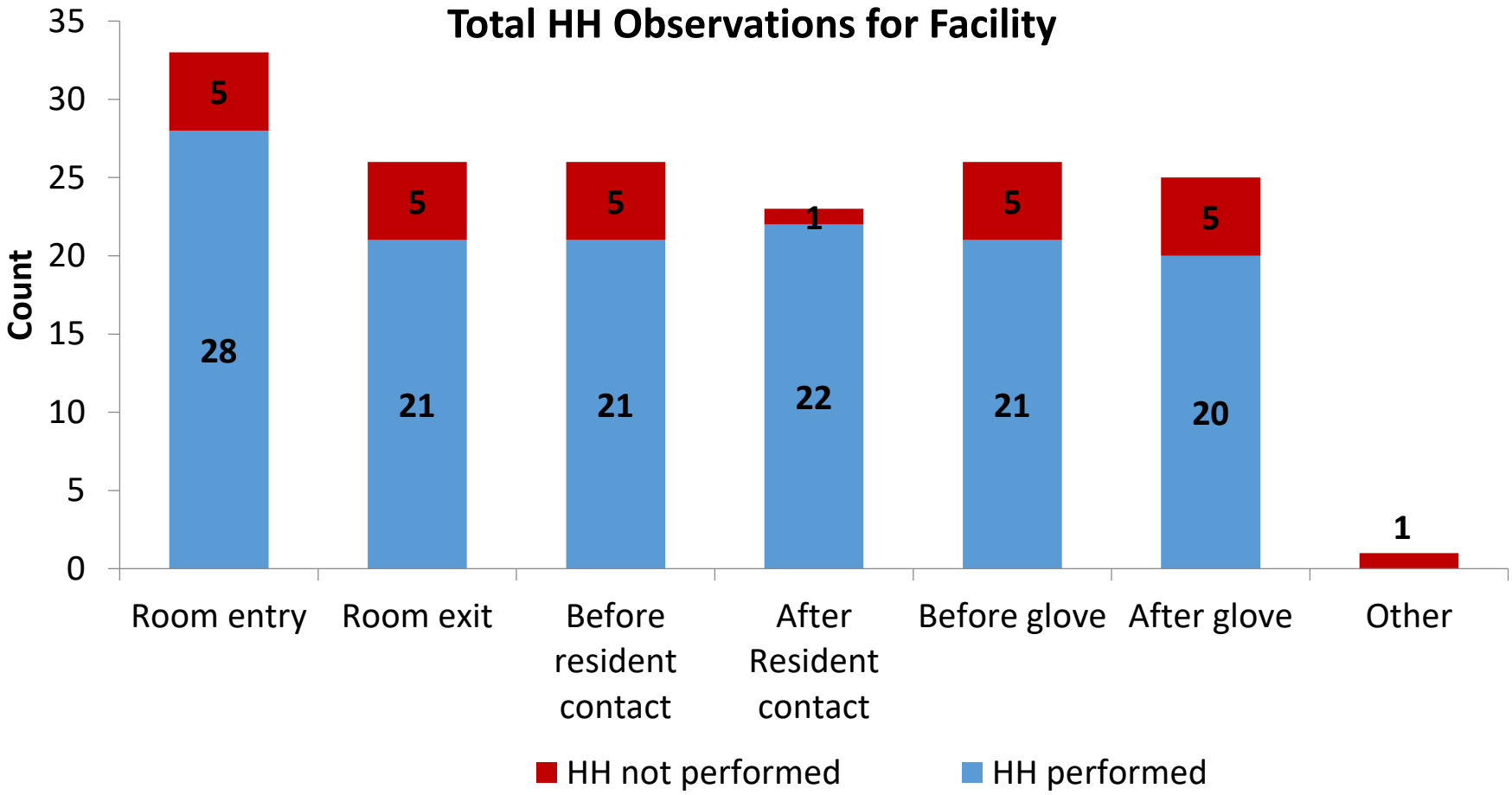
A graph is created for each unit



A graph is created for each unit



A summary graph is created for the facility

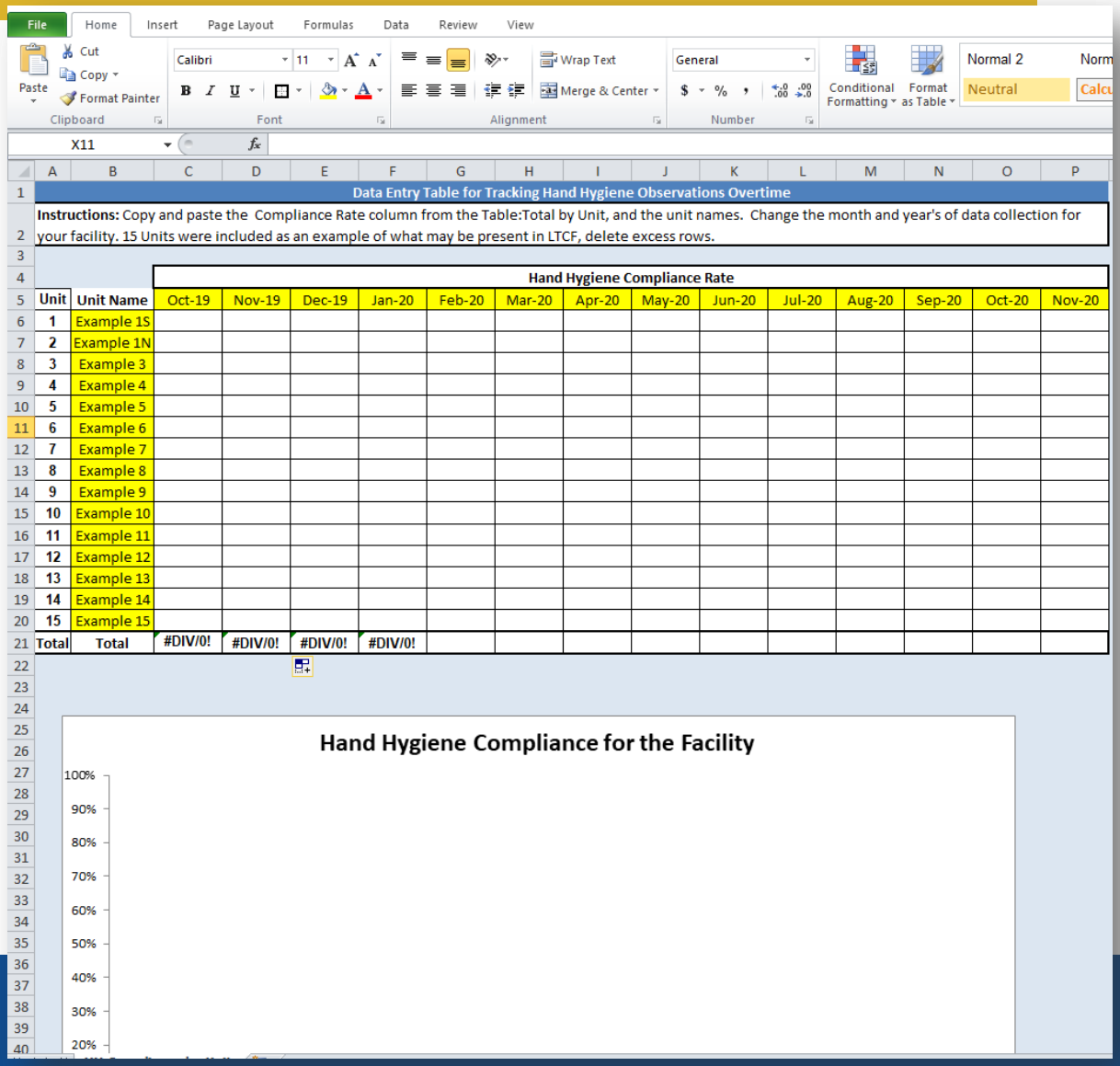


Example of Graphs in Excel

Tracking Data Over Time

The Hand Hygiene Master Sheet

- Separate excel file
- Used to track HH compliance rates overtime



Data Entry Table for Tracking Hand Hygiene Observations Overtime

Instructions: Copy and paste the Compliance Rate column from the Table:Total by Unit, and the unit names. Change the month and year's of data collection for your facility. 15 Units were included as an example of what may be present in LTCF, delete excess rows.

		Hand Hygiene Compliance Rate												
Unit	Unit Name	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20
1	Example 1S														
2	Example 1N														
3	Example 3														
4	Example 4														
5	Example 5														
6	Example 6														
7	Example 7														
8	Example 8														
9	Example 9														
10	Example 10														
11	Example 11														
12	Example 12														
13	Example 13														
14	Example 14														
15	Example 15														
Total	Total	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!										

Hand Hygiene Compliance for the Facility

100%
90%
80%
70%
60%
50%
40%
30%
20%

Table: Total by Unit					
Unit	Unit Name	Total HH performed	Total HH Missed	Total HH Opportunities	Compliance Rate
1	Example 1 N	68	13	81	84%
2	Example 1 S	65	14	79	82%
3	3	0	0	0	#DIV/0!
4	4	0	0	0	#DIV/0!
5	5	0	0	0	#DIV/0!
6	6	0	0	0	#DIV/0!
7	7	0	0	0	#DIV/0!
8	8	0	0	0	#DIV/0!
9	9	0	0	0	#DIV/0!
10	10	0	0	0	#DIV/0!
11	11	0	0	0	#DIV/0!
12	12	0	0	0	#DIV/0!
13	13	0	0	0	#DIV/0!
14	14	0	0	0	#DIV/0!
15	15	0	0	0	#DIV/0!
Facility Total		133	27	160	83%

Highlight the compliance rate column by selecting the first cell with your mouse and holding the left button on the mouse as you drag down

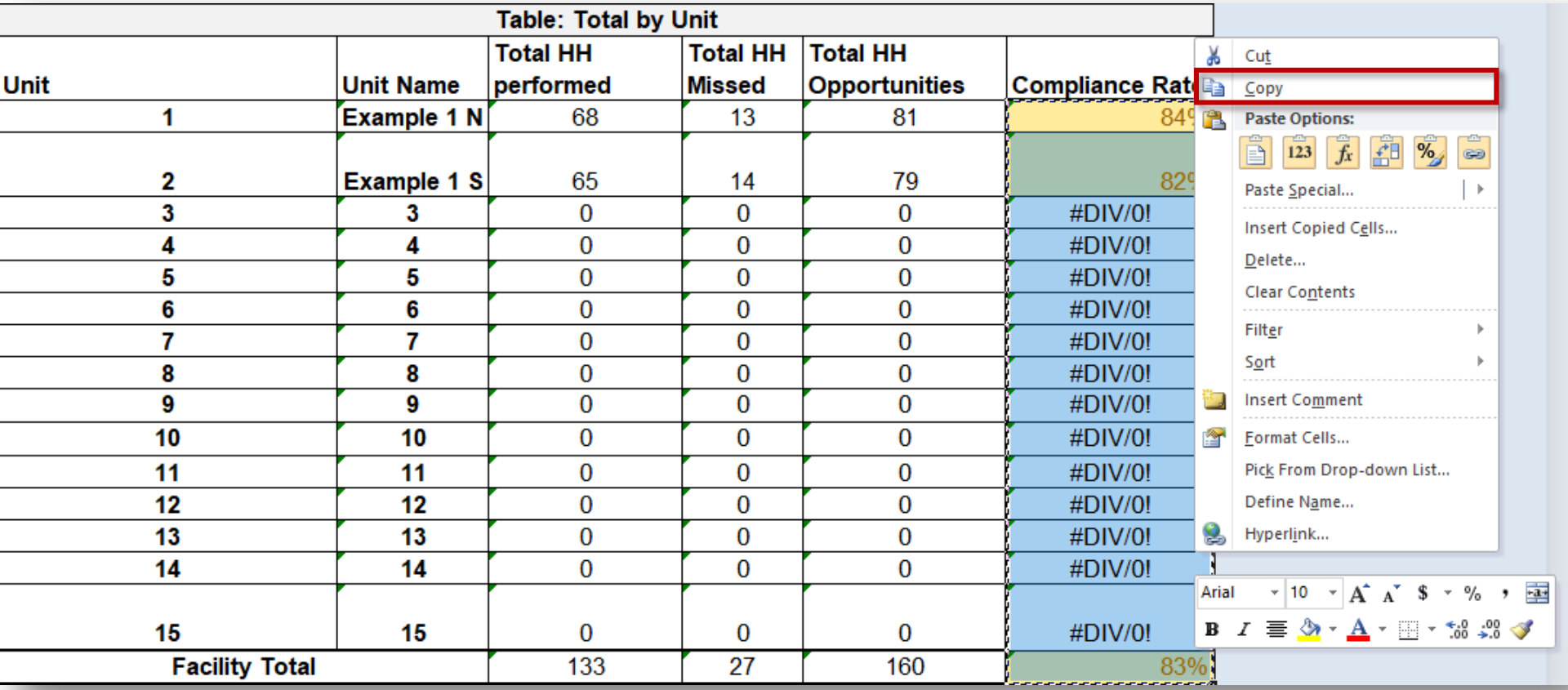


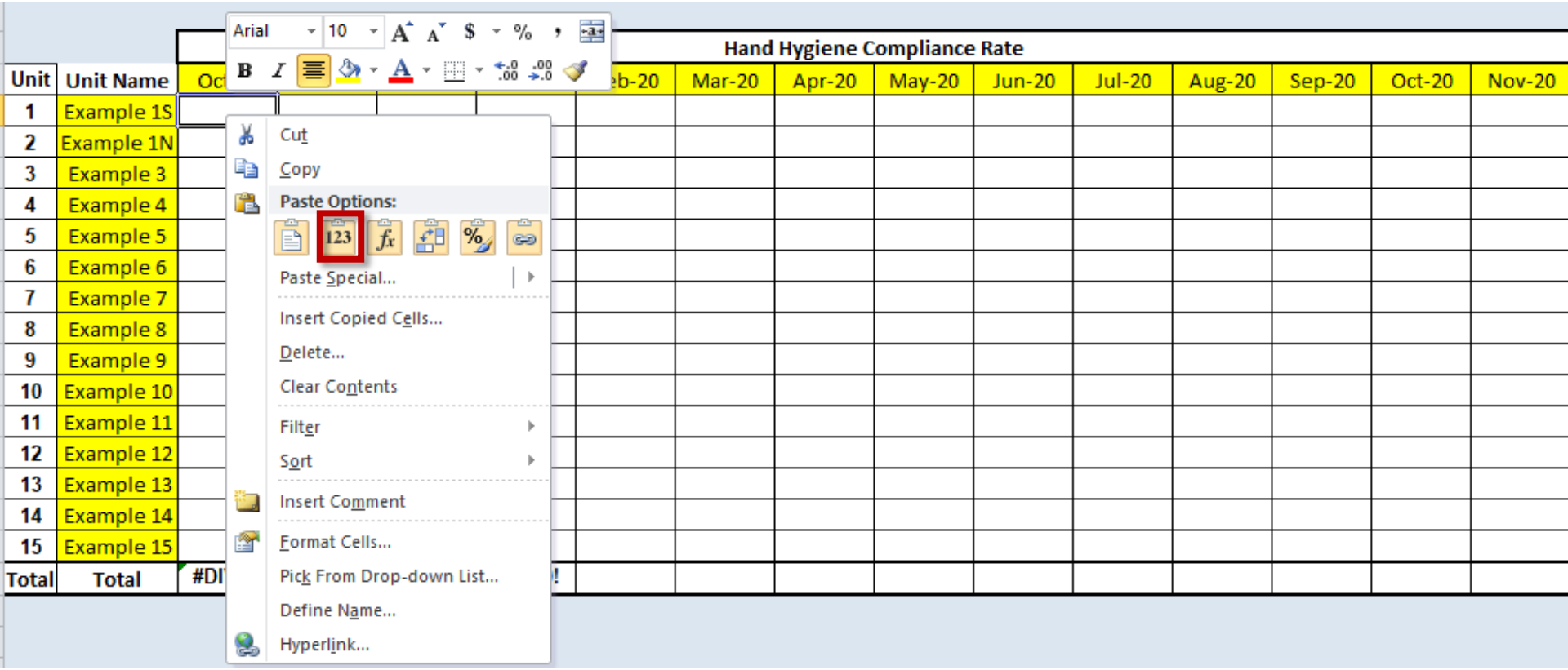
Table: Total by Unit

Unit	Unit Name	Total HH performed	Total HH Missed	Total HH Opportunities	Compliance Rat
1	Example 1 N	68	13	81	84%
2	Example 1 S	65	14	79	82%
3	3	0	0	0	#DIV/0!
4	4	0	0	0	#DIV/0!
5	5	0	0	0	#DIV/0!
6	6	0	0	0	#DIV/0!
7	7	0	0	0	#DIV/0!
8	8	0	0	0	#DIV/0!
9	9	0	0	0	#DIV/0!
10	10	0	0	0	#DIV/0!
11	11	0	0	0	#DIV/0!
12	12	0	0	0	#DIV/0!
13	13	0	0	0	#DIV/0!
14	14	0	0	0	#DIV/0!
15	15	0	0	0	#DIV/0!
Facility Total		133	27	160	83%

Right click on your mouse and select copy

Data Entry Table for Tracking Hand Hygiene Observations Overtime														
Instructions: Copy and paste the Compliance Rate column from the Table:Total by Unit, and the unit names. Change the month and year's of data collection for your facility. 15 Units were included as an example of what may be present in LTCF, delete excess rows.														
		Hand Hygiene Compliance Rate												
Unit	Unit Name	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20
1	Example 1S														
2	Example 1N														
3	Example 3														
4	Example 4														
5	Example 5														
6	Example 6														
7	Example 7														
8	Example 8														
9	Example 9														
10	Example 10														
11	Example 11														
12	Example 12														
13	Example 13														
14	Example 14														
15	Example 15														
Total	Total	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!										

Navigate to the HH Master Sheet File

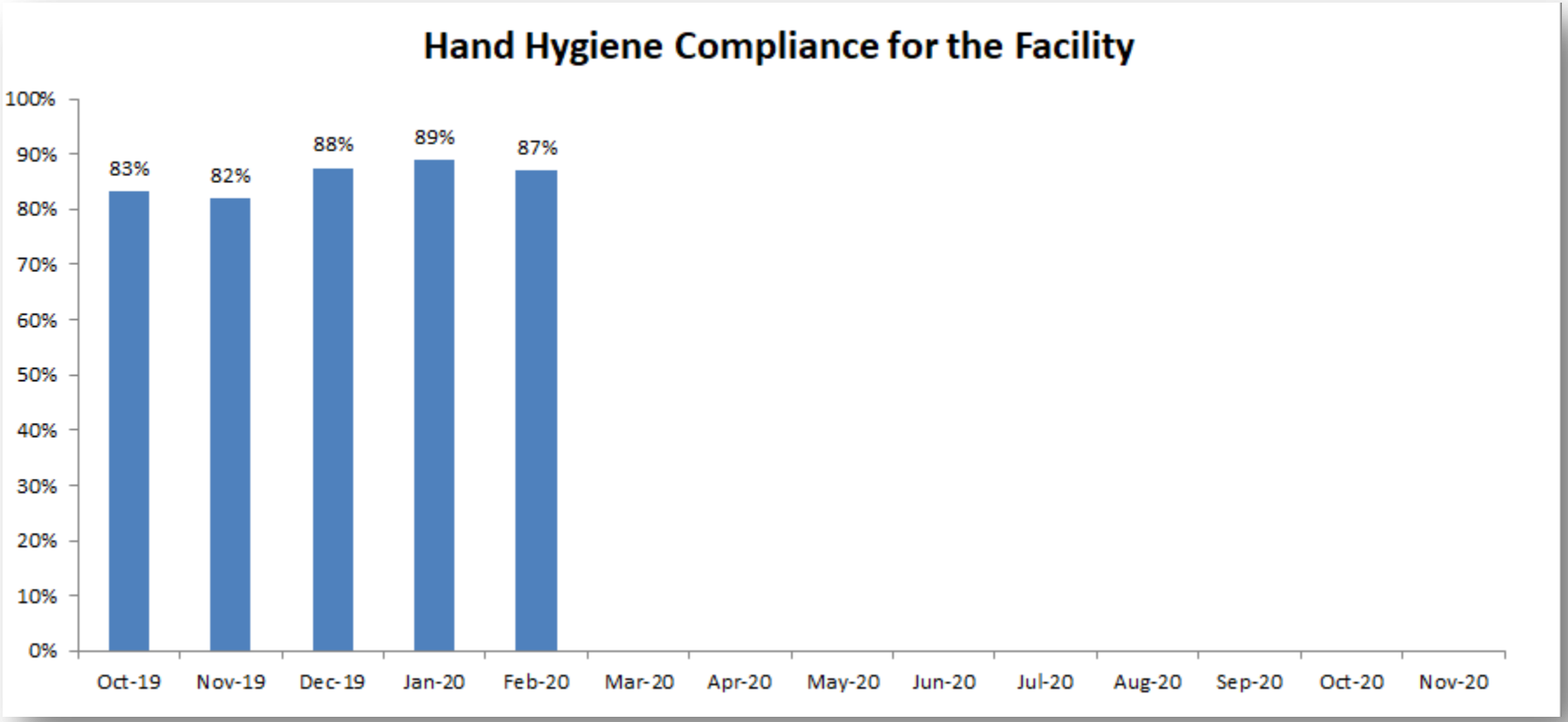


- Place your cursor in the first cell of the month your data is from and right-click
- Select “Paste Values”

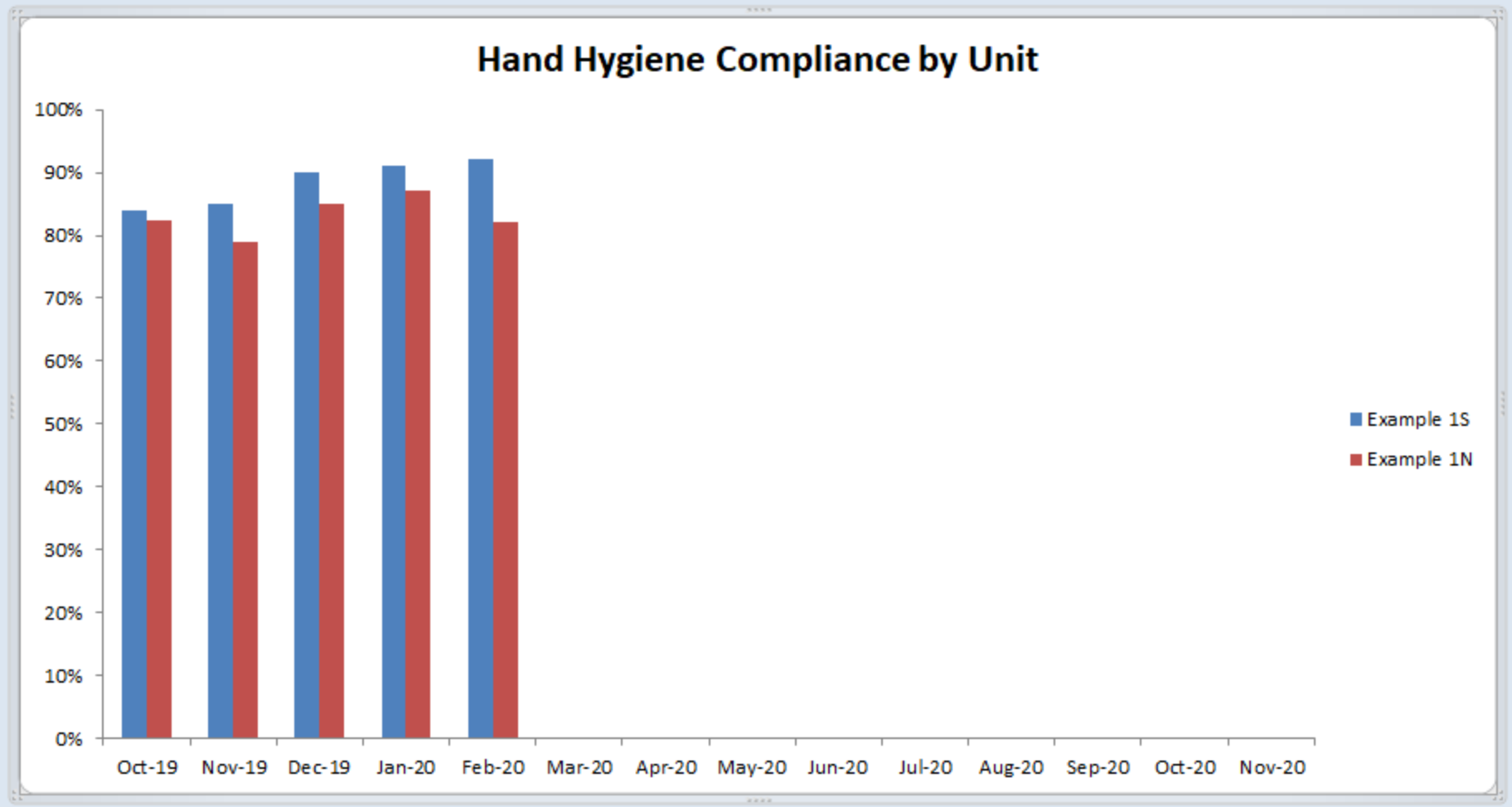
		Hand Hygiene Compliance Rate													
Unit	Unit Name	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20
1	Example 1S	84%	85%	90%	91%	92%									
2	Example 1N	82%	79%	85%	87%	82%									
3	Example 3	#DIV/0!													
4	Example 4	#DIV/0!													
5	Example 5	#DIV/0!													
6	Example 6	#DIV/0!													
7	Example 7	#DIV/0!													
8	Example 8	#DIV/0!													
9	Example 9	#DIV/0!													
10	Example 10	#DIV/0!													
11	Example 11	#DIV/0!													
12	Example 12	#DIV/0!													
13	Example 13	#DIV/0!													
14	Example 14	#DIV/0!													
15	Example 15	#DIV/0!													
Total	Total	83%	82%	88%	89%	87%									

Example of a few months of data

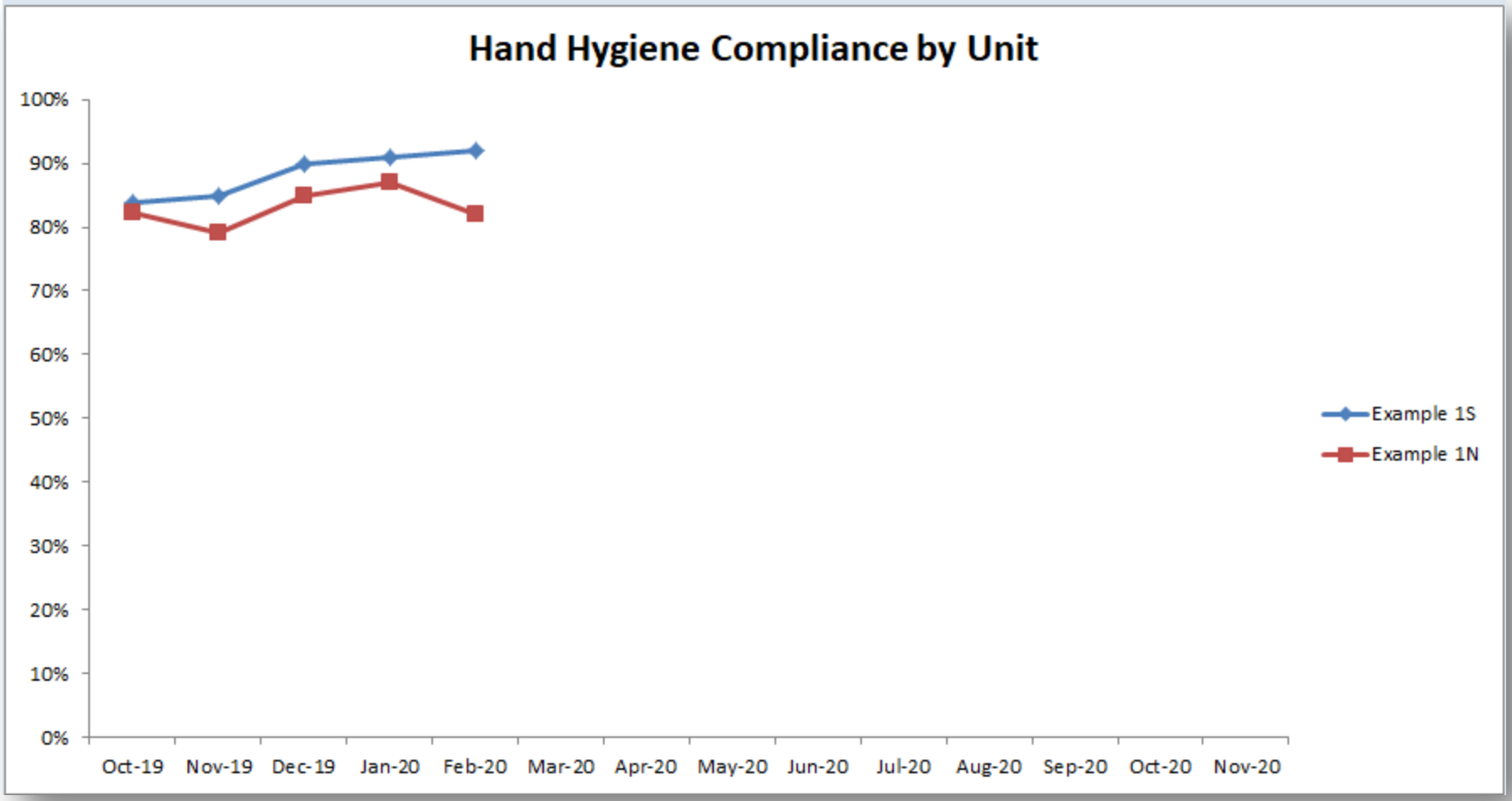
A graph will be auto-generated to track HH compliance for the facility over time



Two graphs will be auto-generated to track HH compliance for each unit over time



Two graphs will be auto-generated to track HH compliance for each unit over time



Example in Excel

Identifying an Outbreak

	A	B	C	D	E	F
1	Influenza Like Illness Data Entry Table					
2	Instructions:	Enter the date and the number of laboratory confirmed and influenza like illness cases found each day. Describe any internventions that took place in the 'Intervention Instituted' column. If an intervention was instituted enter a 1 in the "Intervention Instituted?" Column and leave blank if no interventions were instituted that day.				
3						
4						
5	Unit:		Number of cases			
6	Dates of onset	Date	Laboratory Confirmed	Influenza Like Illness	Intervention Instituted (describe)	Intervention Instituted? (Enter a 1 if an intervention was instituted, otherwise leave blank)
7	Date 1:					
8	Date 2:					
9	Date 3:					
10	Date 4:					
11	Date 5:					
12	Date 6:					
13	Date 7:					

An example of the blank spreadsheet for tracking influenza like illnesses by unit or the whole facility

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	A	B	C	D	E	F
1	**Influenza Like Illness Data Entry Table**					
2	**Instructions:**	**Enter the date and the number of laboratory confirmed and influenza like illness cases found each day. Describe any internventions that took place in the 'Intervention Instituted' column. If an intervention was instituted enter a 1 in the "Intervention Instituted?" Column and leave blank if no interventions were instituted that day.**				
3						
4						
5	Unit:		**Number of cases**			
6	**Dates of onset**	**Date**	**Laboratory Confirmed**	**Influenza Like Illness**	**Intervention Instituted (describe)**	**Intervention Instituted? (Enter a 1 if an intervention was instituted, otherwise leave blank)**
7	**Date 1:**					
8	**Date 2:**					
9	**Date 3:**					
10	**Date 4:**					
11	**Date 5:**					
12	**Date 6:**					
13	**Date 7:**					

Change the column titles to adjust for other conditions

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Unit:	Example 1 N	Number of cases			
Dates of onset	Date	Laboratory Confirmed	Influenza Like Illness	Intervention Instituted (describe)	Intervention Instituted? (Enter a 1 if an intervention was instituted, otherwise leave blank)
Date 1:	9/15/2019	1	0	Droplet precautions	1
Date 2:	9/16/2019	0	0		
Date 3:	9/17/2019	0	0		
Date 4:	9/18/2019	0	2	Initiate active surveillance	1
Date 5:	9/19/2019	1	1	Initiate staff screening	1
Date 6:	9/20/2019	1	2	Unit closed to visitors	1
Date 7:	9/21/2019	1	3	Residents confined to their rooms	1
Date 8:	9/22/2019	1	2		
Date 9:	9/23/2019	0	1		
Date 10:	9/24/2019	0	0		
Date 11:	9/25/2019	0	0		
Date 12:	9/26/2019	1	0		
Date 13:	9/27/2019	0	0		
Date 14:	9/28/2019	0	0		
Date 15:	9/29/2019	0	0		
Date 16:	9/30/2019	0	0		
Date 17:	10/1/2019	0	0		
Date 18:	10/2/2019	0	0	Unit opened	1

Example of a filled in surveillance sheet

Unit:	Example 1 N	Number of cases			
Dates of onset	Date	Laboratory Confirmed	Influenza Like Illness	Intervention Instituted (describe)	Intervention Instituted? (Enter a 1 if an intervention was instituted, otherwise leave blank)
Date 1:	9/15/2019	1	0	Droplet precautions	1
Date 2:	9/16/2019	0	0		
Date 3:	9/17/2019	0	0		
Date 4:	9/18/2019	0	2	Initiate active surveillance	1
Date 5:	9/19/2019	1	1	Initiate staff screening	1
Date 6:	9/20/2019	1	2	Unit closed to visitors	1
Date 7:	9/21/2019	1	3	Residents confined to their rooms	1
Date 8:	9/22/2019	1	2		
Date 9:	9/23/2019	0	1		
Date 10:	9/24/2019	0	0		
Date 11:	9/25/2019	0	0		
Date 12:	9/26/2019	1	0		
Date 13:	9/27/2019	0	0		
Date 14:	9/28/2019	0	0		
Date 15:	9/29/2019	0	0		
Date 16:	9/30/2019	0	0		
Date 17:	10/1/2019	0	0		
Date 18:	10/2/2019	0	0	Unit opened	1

Enter the date

Unit:	Example 1 N	Number of cases			
Dates of onset	Date	Laboratory Confirmed	Influenza Like Illness	Intervention Instituted (describe)	Intervention Instituted? (Enter a 1 if an intervention was instituted, otherwise leave blank)
Date 1:	9/15/2019	1	0	Droplet precautions	1
Date 2:	9/16/2019	0	0		
Date 3:	9/17/2019	0	0		
Date 4:	9/18/2019	0	2	Initiate active surveillance	1
Date 5:	9/19/2019	1	1	Initiate staff screening	1
Date 6:	9/20/2019	1	2	Unit closed to visitors	1
Date 7:	9/21/2019	1	3	Residents confined to their rooms	1
Date 8:	9/22/2019	1	2		
Date 9:	9/23/2019	0	1		
Date 10:	9/24/2019	0	0		
Date 11:	9/25/2019	0	0		
Date 12:	9/26/2019	1	0		
Date 13:	9/27/2019	0	0		
Date 14:	9/28/2019	0	0		
Date 15:	9/29/2019	0	0		
Date 16:	9/30/2019	0	0		
Date 17:	10/1/2019	0	0		
Date 18:	10/2/2019	0	0	Unit opened	1

Enter the number of laboratory confirmed cases

Unit:	Example 1 N	Number of cases			
Dates of onset	Date	Laboratory Confirmed	Influenza Like Illness	Intervention Instituted (describe)	Intervention Instituted? (Enter a 1 if an intervention was instituted, otherwise leave blank)
Date 1:	9/15/2019	1	0	Droplet precautions	1
Date 2:	9/16/2019	0	0		
Date 3:	9/17/2019	0	0		
Date 4:	9/18/2019	0	2	Initiate active surveillance	1
Date 5:	9/19/2019	1	1	Initiate staff screening	1
Date 6:	9/20/2019	1	2	Unit closed to visitors	1
Date 7:	9/21/2019	1	3	Residents confined to their rooms	1
Date 8:	9/22/2019	1	2		
Date 9:	9/23/2019	0	1		
Date 10:	9/24/2019	0	0		
Date 11:	9/25/2019	0	0		
Date 12:	9/26/2019	1	0		
Date 13:	9/27/2019	0	0		
Date 14:	9/28/2019	0	0		
Date 15:	9/29/2019	0	0		
Date 16:	9/30/2019	0	0		
Date 17:	10/1/2019	0	0		
Date 18:	10/2/2019	0	0	Unit opened	1

Enter the number of influenza like illness cases

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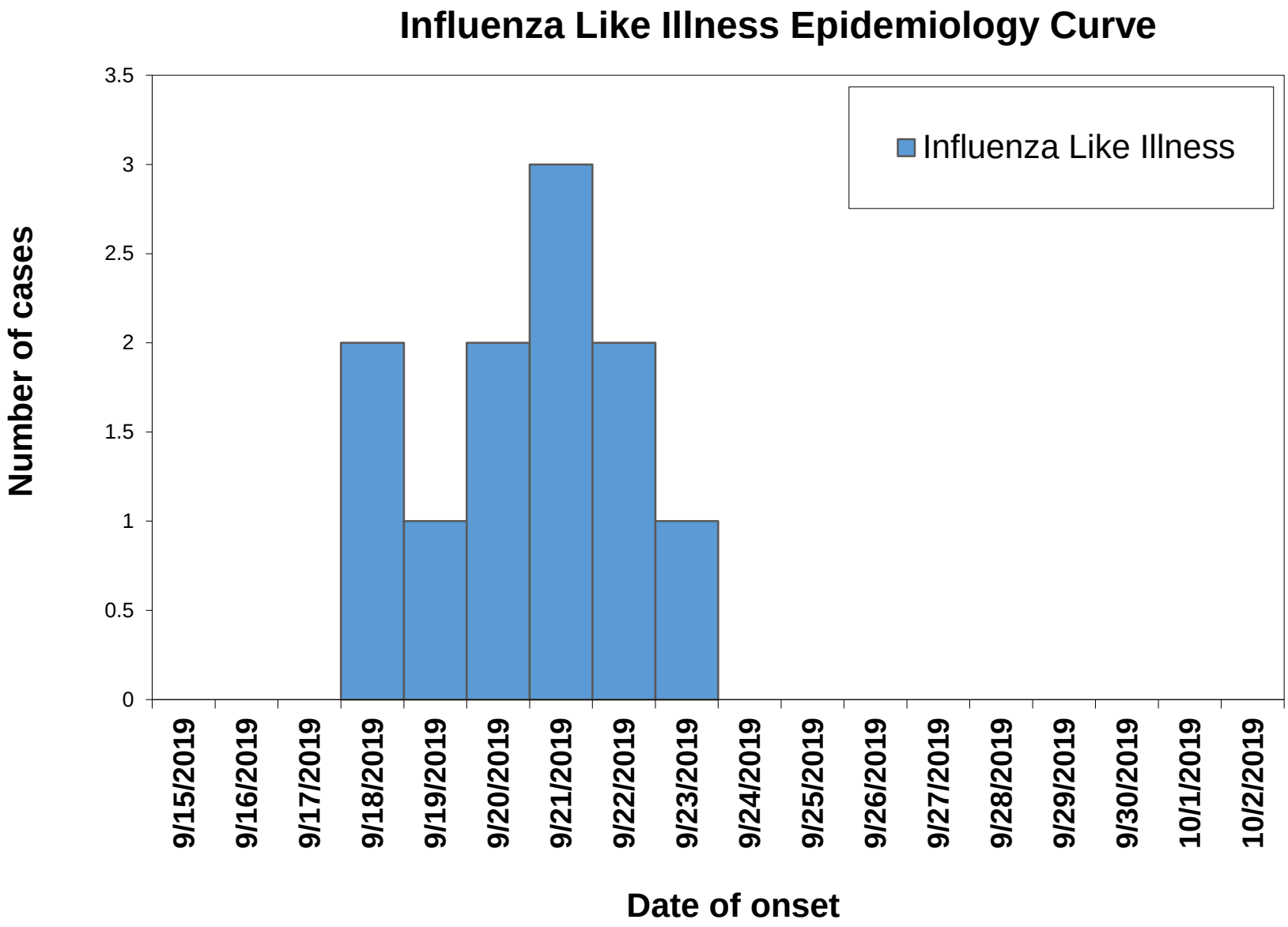
Unit:	Example 1 N	Number of cases			
Dates of onset	Date	Laboratory Confirmed	Influenza Like Illness	Intervention Instituted (describe)	Intervention Instituted? (Enter a 1 if an intervention was instituted, otherwise leave blank)
Date 1:	9/15/2019	1	0	Droplet precautions	1
Date 2:	9/16/2019	0	0		
Date 3:	9/17/2019	0	0		
Date 4:	9/18/2019	0	2	Initiate active surveillance	1
Date 5:	9/19/2019	1	1	Initiate staff screening	1
Date 6:	9/20/2019	1	2	Unit closed to visitors	1
Date 7:	9/21/2019	1	3	Residents confined to their rooms	1
Date 8:	9/22/2019	1	2		
Date 9:	9/23/2019	0	1		
Date 10:	9/24/2019	0	0		
Date 11:	9/25/2019	0	0		
Date 12:	9/26/2019	1	0		
Date 13:	9/27/2019	0	0		
Date 14:	9/28/2019	0	0		
Date 15:	9/29/2019	0	0		
Date 16:	9/30/2019	0	0		
Date 17:	10/1/2019	0	0		
Date 18:	10/2/2019	0	0	Unit opened	1

Describe any interventions instituted

Unit:	Example 1 N	Number of cases			
Dates of onset	Date	Laboratory Confirmed	Influenza Like Illness	Intervention Instituted (describe)	Intervention Instituted? (Enter a 1 if an intervention was instituted, otherwise leave blank)
Date 1:	9/15/2019	1	0	Droplet precautions	1
Date 2:	9/16/2019	0	0		
Date 3:	9/17/2019	0	0		
Date 4:	9/18/2019	0	2	Initiate active surveillance	1
Date 5:	9/19/2019	1	1	Initiate staff screening	1
Date 6:	9/20/2019	1	2	Unit closed to visitors	1
Date 7:	9/21/2019	1	3	Residents confined to their rooms	1
Date 8:	9/22/2019	1	2		
Date 9:	9/23/2019	0	1		
Date 10:	9/24/2019	0	0		
Date 11:	9/25/2019	0	0		
Date 12:	9/26/2019	1	0		
Date 13:	9/27/2019	0	0		
Date 14:	9/28/2019	0	0		
Date 15:	9/29/2019	0	0		
Date 16:	9/30/2019	0	0		
Date 17:	10/1/2019	0	0		
Date 18:	10/2/2019	0	0	Unit opened	1

Enter a "1" if an intervention(s) was instituted, otherwise leave blank

The toolkit will automatically create the figure below



The toolkit will automatically create the figure below

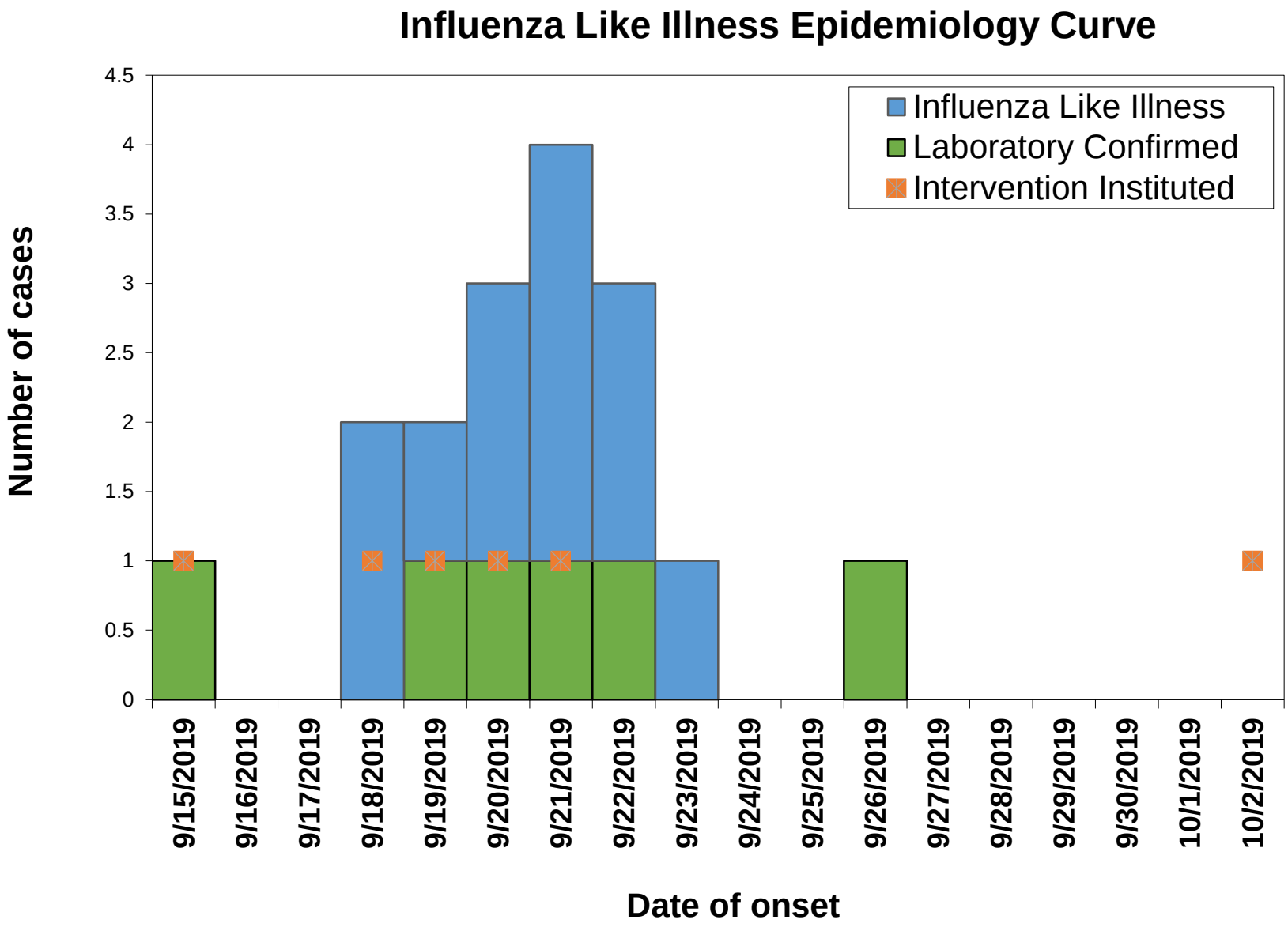
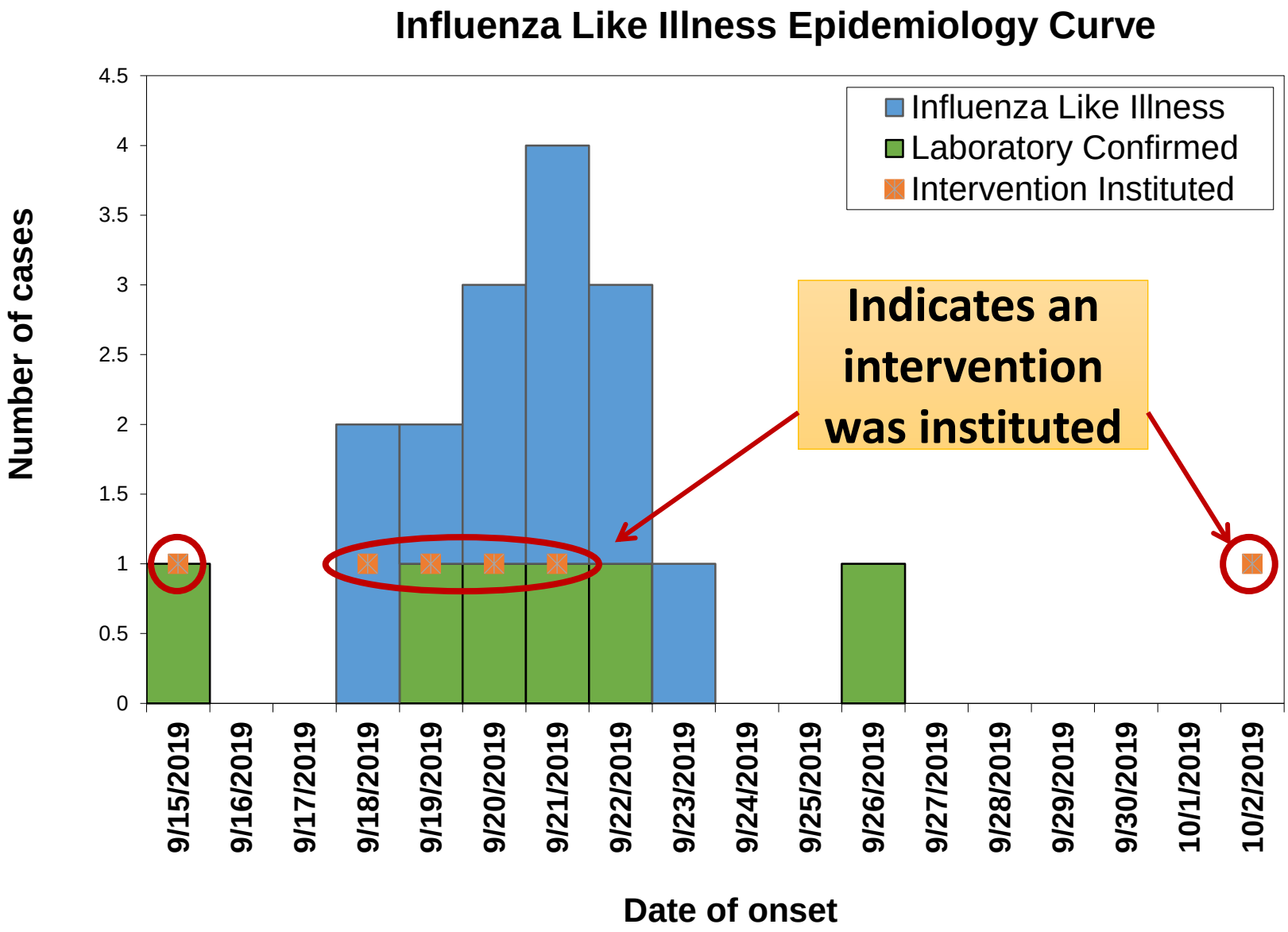


Figure will show the number of laboratory confirmed and influenza like illness cases by date



Example of Creating the Epidemiology Curve in Excel

Turn Data into Action

Turn Data into Action

1. **Leverage** technology to support infection prevention

2. **Apply** basic statistical analyses

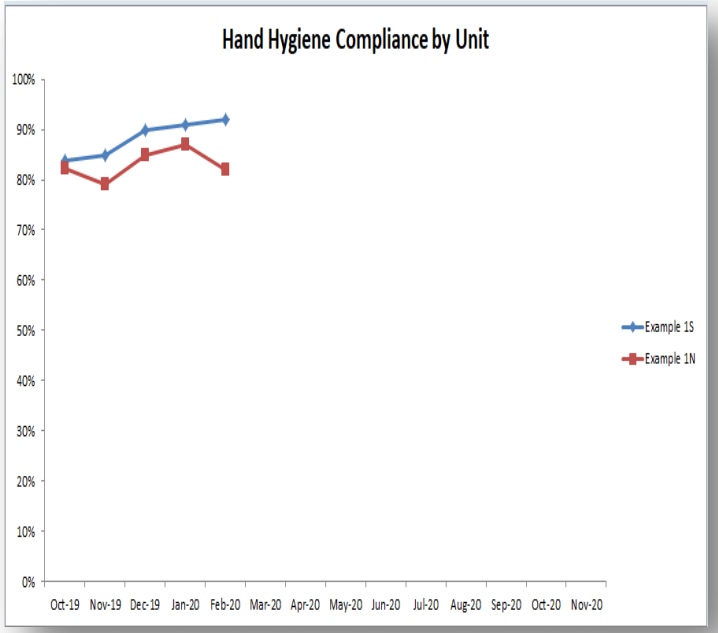
3. **Interpret** your data to inform infection prevention practices

4. **Build** confidence in sharing and explaining data

Developed by The Rhode Island Department of Health in collaboration with Healthcentric Advisors.

Interpret and Use the Data

- Informs IPC program activities
- Identifies practice improvement needs
- Monitor compliance over time to establish your baseline



Share Data with Stakeholders

- Facility leadership and frontline staff
- IPC/QAPI Committee Meetings
- Residents and families

Next Steps

- Document hand hygiene observations
- Use the data entry tools
- Display data at your IPC and/or QAPI meetings
- Sign-up for our LTC working group by emailing us at hai.pdph@phila.gov

Conclusion

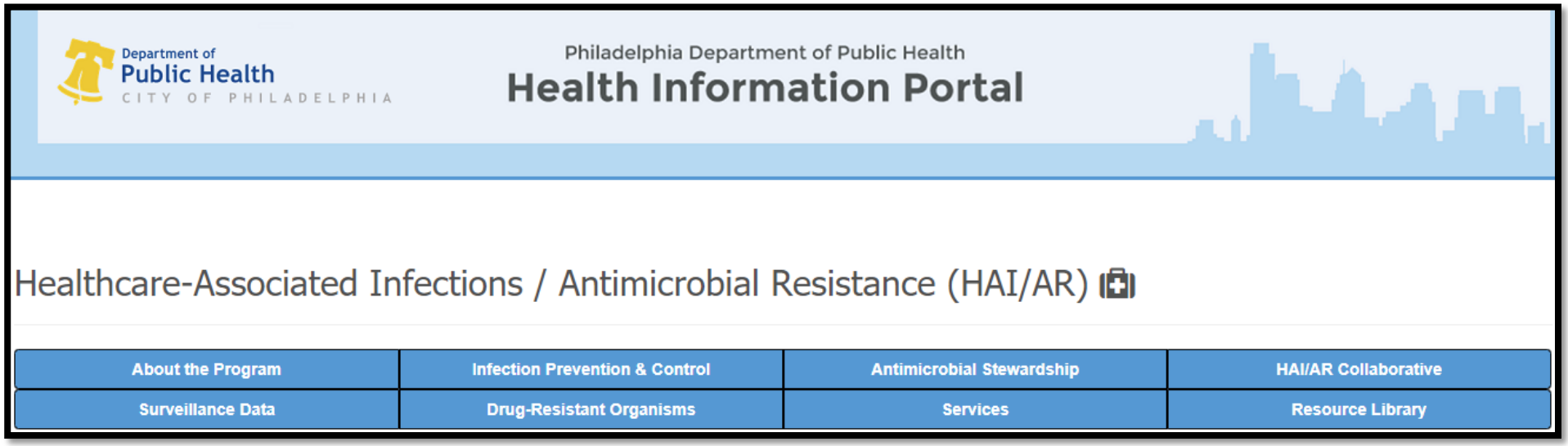
What did we cover today?

- The importance of surveillance
- 3 Separate Excel Tools
  - Hand hygiene observations for 1 month
    - By opportunity type and staff type
    - By unit and whole facility
  - Tracking hand hygiene observations over time
    - Bar graphs and line graphs by unit or facility-wide
  - Tracking an outbreak in your facility
    - Create an epidemiology curve

What's new at PDPH?

- Check out our *NEW* website for resources, presentation slides, reporting guidance and more!

https://hip.phila.gov/HAIAR/AboutHAI



QUESTIONS

THANK YOU

Contact Information

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HAI/AR Program
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