

2018 User Instructions for the Joint Annual Report of Nursing Homes

Downloading and Saving the Nursing Home (NH) Program

The 2018 Nursing Home form was developed in Excel, a common Microsoft Office application.

This is a spreadsheet program and may be able to be used by other spreadsheet programs.

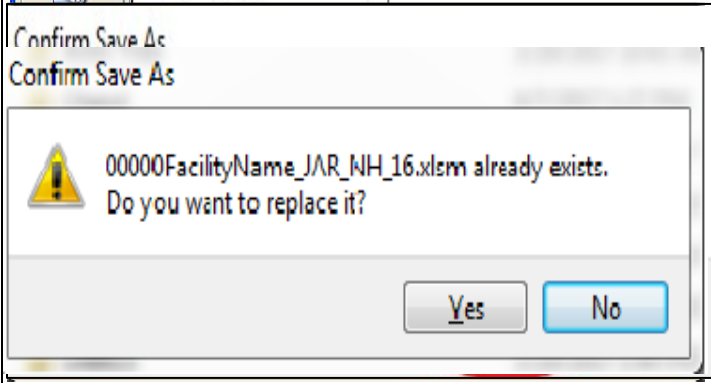
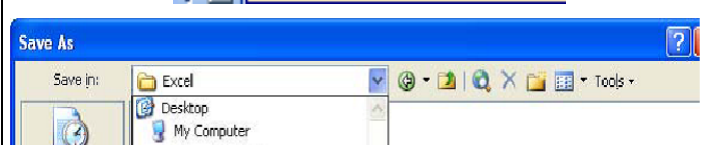
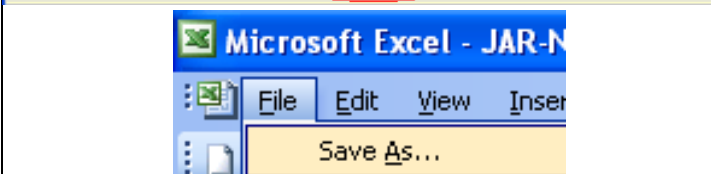
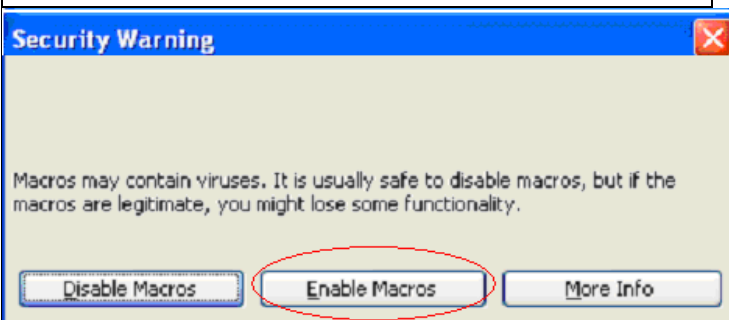
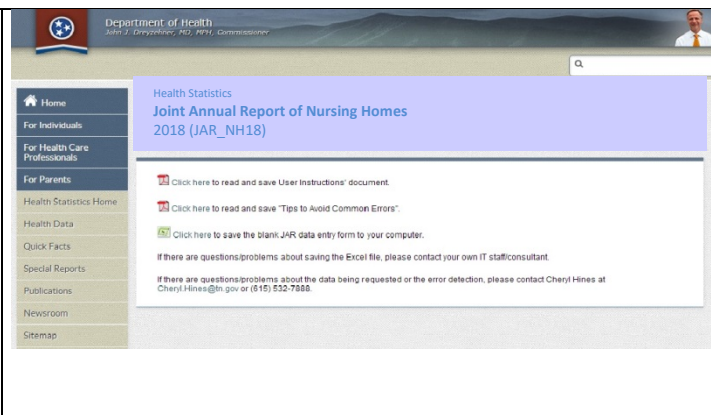
Download from the website by going to:

<http://health.state.tn.us/statistics/jarNH.htm>

Click on the first icon to read, save and print user Instructions. Click on the second icon to read and save the “Tips to Avoid Common Errors”. Click on the third icon to save (download) and open the program.

If you see a security warning, please respond Enable Macro. If this step prevents you from opening the file, contact your IT consultant.

Save As and navigating to a location on your hard drive where your work will be stored between data entry sessions. Name the file with your state ID and facility name and **Save**.



Navigating Within the 2018 Nursing Home Program

Your facility's State ID can be found in the "State ID" worksheet in the Excel program.

The Main "menu" provides a link (blue) to each of the schedules and the error list, and to the Administrator's Declaration Page (electronic signature):

There is also a link to the "Find your State ID" sheet where you can look up your six digit number that is used to identify your facility.

2018 Nursing Homes PROVISIONAL

State ID: 000000 Facility Name:



Health Statistics
2nd Floor, Andrew Johnson Tower
710 James Robertson Parkway
Nashville, TN 37243
Telephone: (615) 741-1954 Fax: (615) 253-1688

TENNESSEE JOINT ANNUAL REPORT OF NURSING HOMES 2018

[Schedule A – Identification](#)
[Schedule B – Organization Structure](#)
[Schedule C – Licensure, Accreditations, and Memberships](#)
[Schedule D – Facilities and Services – Part 1](#)
[Schedule D – Facilities and Services – Part 2](#)
[Schedule D – Facilities and Services – Part 3](#)
[Schedule E – Beds](#)
[Schedule F – Utilization – Part 1](#)
[Schedule F – Utilization – Part 2](#)
[Schedule G – Personnel](#)
[Schedule H – Financial Data](#)
[Error Listing - Facility Comments Required](#)
[Administrator's Declaration](#)
[Appendix A: Commonly Prescribed Medications by](#)
[Categories by brand / Generic](#)
[Appendix B: Definitions](#)
[Tips](#)
[Find Your State ID](#)

Please use this list to find your State ID, facility name and address to enter in Schedule A.


Do not use ALL CAPS in filling out this form.

	A	B	C	D	E
	State ID	License Number	Name	County	Address
2	010122	3	Summit View of Lake City, LLC	Anderson	204 Industrial Park Road
3	010322	5	Norris Health and Rehabilitation Center	Anderson	3382 Andersonville Highway
4	010422	1	Golden LivingCenter - Windwood	Anderson	220 Longmire Road
5	010522	4	NHC Healthcare, Oak Ridge	Anderson	300 Laboratory Road
6	010622	2	Briarcliff Health Care Center	Anderson	100 Elmhurst Drive
7	020142	6	Christian Care Center of Bedford County, LLC	Bedford	635 Union Street
8	020242	7	Glen Oaks Health and Rehabilitation	Bedford	1101 Glen Oaks Road
9	030252	8	Camden Healthcare and Rehabilitation Center	Benton	197 Hospital Drive

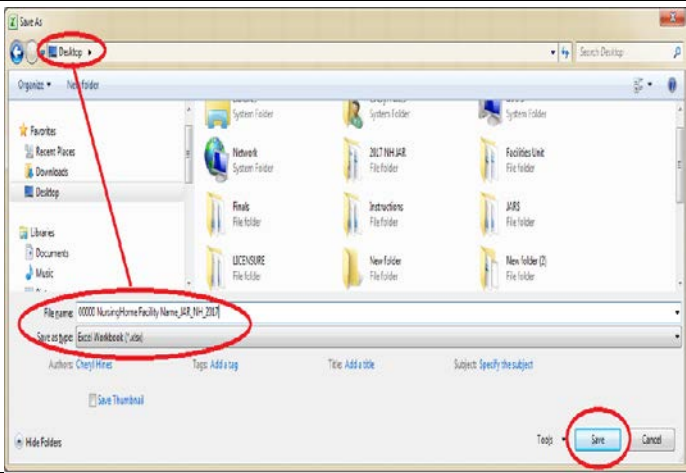
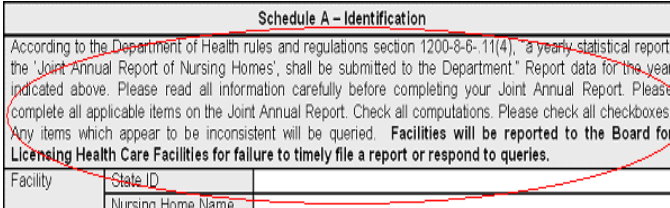
Also, at the bottom of each screen you will see the tabs that name the schedules and other sheets available for your use.

Use the arrows to see additional sheets.

Man / State ID / Sch A / Sch B / Sch C / Sch D-1 / Sch D-2 / Sch D-3 / Sch E

For your convenience at the end of each schedule there are links to click as shown.	Go to Next Schedule Return to Main Menu Go to Error Listing
All Schedules To move to the next data field, you may use the Tab key (generally moves across the page) or the Enter key (generally moves down the page) on your keyboard, or use your mouse to go to a particular field. You may also use the arrow keys on your keyboard to move in the desired direction	

ENTERING 2018 DATA

Preparation for Data Entry Print a blank form on which to gather your information prior to data entry.	A blank JAR form. One is available on the Internet at http://health.state.tn.us/statistics/facilities.htm . Alternatively, you could use the Excel program to print schedules (as described on page 5).
<p>Whenever you leave the Excel program, by using the “X” in the top right of the screen, a message will ask if you want to save the changes. Respond Yes or data you entered will be lost.</p> <p>Choose the location on your hard drive to which you saved before.</p> <p>Always using the same name to “save as” will eliminate the possibility of having partial data in multiple locations.</p>	
Instructions and definitions are included on the form itself. Please read these carefully prior to completing each Schedule. Also please refer to the User Instructions and Tips to Avoid Common Errors documents included on this website	

2018 Data Fields

Only data entry fields (yellow and white) are available for selection. Other areas of the worksheet, such as tan boxes or areas outside the form are protected.

Facility	State ID		
	Nursing Home Name		
	Did the facility name change during the reporting period?	Yes/No	-
	If Yes, Prior Name		
	Street Address		
	Mailing Address		
	City		
Preparer	State	TN	Zip Code
	Phone		
	Preparer Name		
	Preparer Title		
	Preparer Email		

Please attempt to answer all questions by supplying information in each yellow or white box, unless otherwise instructed.

Is the reporting period from January 1 through December 31?	Yes/No	No
If unable to report based on above dates, provide the beginning and ending dates (used for all utilization and financial data)	Beginning (mm/dd/yyyy)	1/01/2018
	Ending (mm/dd/yyyy)	12/31/2018

Use of Drop-down boxes for Yes/No and other questions

Answer every Yes/No question. To select Yes or No, you may use the dropdown selection. If there is additional information requested after a Yes answer, please provide or specify that information.

Yes/No	Yes	Did you report?
If Yes, Med	Yes/No	Yes or No Please enter Yes or No for this question.

Helpful information and definitions

Some data fields have associated frames with helpful information or definitions.

Preparer	City		County	
	State	TN	Zip Code	
	Phone			
	Preparer Name		Preparer Phone	
Preparer	Preparer Title			
	Preparer Email			
	In the event that a reporting period other than January 1 through December 31 is used, please provide the beginning and ending dates (used for all utilization and financial data)			

If the helpful information gets in the way of entering or seeing a field, simply click (hold) and drag with the mouse to move it to another location.

Preparer	City		County	
	State	TN	Zip Code	
	Phone			
	Preparer Name		Preparer Phone	
Preparer	Preparer Title			
	Preparer Email			
	In the event that a reporting period other than January 1 through December 31 is used, please provide the beginning and ending dates (used for all utilization and financial data)			

2018 Errors and Errors Sheet

Error checking

The Excel spreadsheets onto which you enter data have built-in error checking which occurs in boxes to the right of the data entry. "Ok" indicates that there is likely no Error. "Error" indicates that there may be an error in the data provided.

OK	AL	AM
'OK' = Likely no Error 'Error' = Maybe Error in data provided		
Yes/No Question	Ok	Facility data provided
Prior Name	Ok	

2018 Errors Sheet

All “Error?” fields from the various schedules are listed in the Errors sheet.

You may go to the Errors sheet from the Main menu link or from the sheet tab at the bottom of any screen.

All lines marked “OK” in the first column indicate that the error description does not apply and the data is probably not in error.

Errors Sheet

The lines marked “Error” describe likely errors in the data that was entered.

A link is provided to return to the schedule involved to make a change in the data, if possible.

Comments/Explanations

If you find that you cannot change the data to eliminate the “Error” message, a descriptive comment or explanation on the reason why this cannot be done must be entered in the last column.

These comments will be reviewed upon submission and you may or may not be queried about the error for which you provide a comment.

	A	B	C	D	E
	State ID	Ok/ Error	Return to schedule	Error Number	Error message
1					
2					
3	180342	Ok	NHA NameChange	NHA_Error010	Indicate Yes or No to question concerning facility name change during reporting period.
4	180342	Error	NHA StreetAddress	NHA_Error020	Facility address information is needed.
5	180342	Error	NHA NameChange	NHA_Error030	Prior Name change was indicated; provide prior name.
6	180342	Ok	NHA PrepName	NHA_Error040	Preparer information is needed.
7	180342	Error	NHA RptPeriod/N	NHA_Error050	Indicate Yes or No to question concerning reporting period.
8	180342	Ok	NHA RptPeriod/N	NHA_Error060	Reporting Period answered No; however, Beginning and Ending Date(s) not changed.
9	180342	Ok	NHA Admin	NHA_Error070	Provide Administrator name and license.
10	180342	Ok	NHB_OvrName	NHB_Error010	Provide complete owner information.
11	180342	Ok	NHB_TypeOfProp	NHB_Error020	Select only one type of owner.
12	180342	Ok	NHB_TypeGovt/Other	NHB_Error030	Other Government checked; specify name.

	A	B	C	D	E
	State ID	Ok/ Error	Return to schedule	Error Number	Error message
1					
2					
3	180342	Ok	NHA NameChange	NHA_Error010	Indicate Yes or No to question concerning facility name change during reporting period.
4	180342	Error	NHA StreetAddress	NHA_Error020	Facility address information is needed.
5	180342	Error	NHA NameChange	NHA_Error030	Prior Name change was indicated; provide prior name.
6	180342	Ok	NHA PrepName	NHA_Error040	Preparer information is needed.

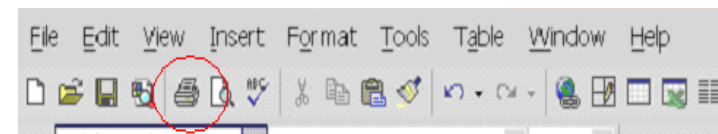
Please provide an explanation of why the data cannot be changed (why an error may remain) for all error messages that are marked "Error"

Comments:

Printing 2018 Joint Annual Report of Nursing Homes

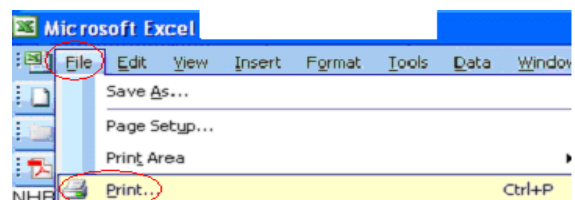
Printing Schedules

After you have entered data, print by selecting each schedule and using File/Print or the Print Icon. This printout will be a record of the data you submitted



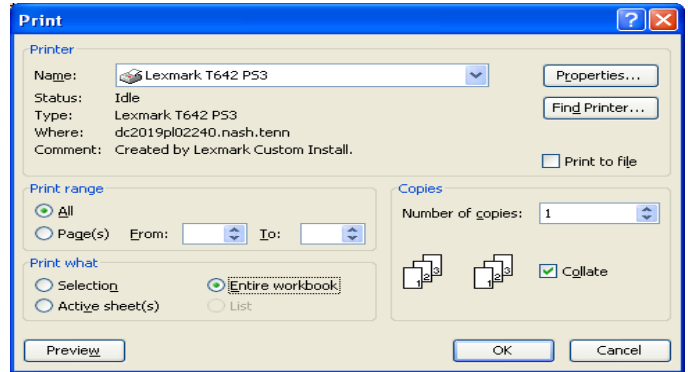
Printing All Schedules and Error Messages

If you wish to print all the schedules and the error messages use **File/Print**.



At the resulting screen, select **Entire workbook** and **OK**. This will print all 2018 JAR Form pages.

NOTE: The main screen and State ID worksheets print on ten pages. Printing all schedules will take 26 pages. If you print the error sheets it will be an additional nine pages.

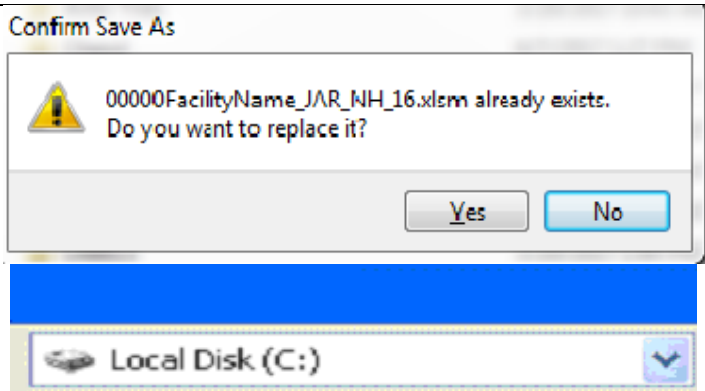


SAVING 2018 JAR Form

Whenever you leave the Excel program by using the “X” in the top right of the screen, a message will ask if you want to save the changes. Respond **Yes** or data you entered will be lost.

Choose a location on your C: drive that you will be able to locate later.

BE SURE your State ID and Facility Name are part of the File Name the last time you save.



SUBMITTING 2018 DATA

Submit the report via e-mail attachment to: JARNursingHome.Health@tn.gov or make a copy of the Joint Annual Report from your hard drive to a CD. Label the CD with your facility's name and State ID and mail it to:

Mrs. Cheryl Hines
Tennessee Department of Health
Andrew Johnson Tower
2nd Floor Health
Health Planning-Facilities
710 James Robertson Parkway
Nashville, Tennessee 37243

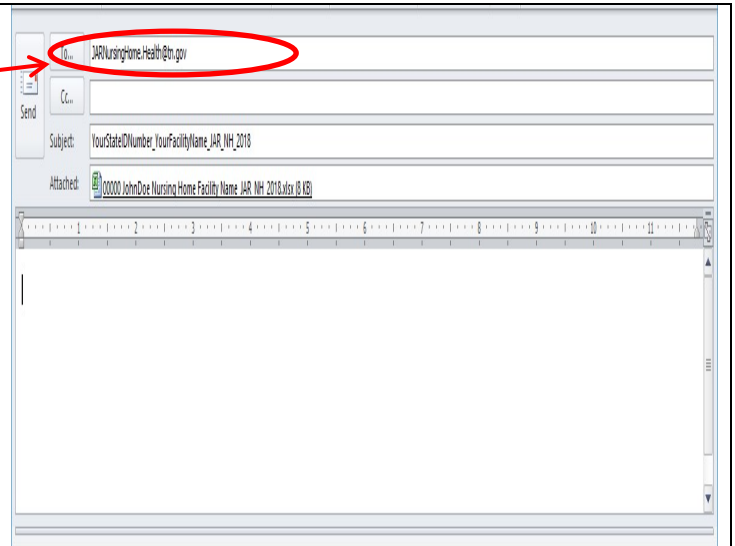
There is no need to mail or fax a paper form!

DUE DATE: Friday, May 1, 2019 no later than 4:30 p.m. (Central Standard Time)

If you have any questions, call Mrs. Cheryl Hines, 615-532-7888 or email cheryl.hines@tn.gov or JARNursingHome.Health@tn.gov

Attaching 2018 Excel JAR Form to Email

To E-mail the Excel report, **address e-mail to JARNursingHome.Health@tn.gov** and put in subject line the State ID, Facility Name and NH_2018. Go to the **attachment** icon and click on (browse or look in) and find the file name on your computer at the location that you saved it. **Attach** it and **send** it. You will receive an e-mail confirmation that the report has been received. Please print that e-mail for documentation purposes to confirm that the report was submitted on time.



The screenshot shows an email composition window. The 'To' field is populated with 'JARNursingHome.Health@tn.gov', which is circled in red. The 'Subject' field contains 'YourStateIDNumber_YourFacilityName_JAR_NH_2018'. The 'Attachments' section shows a file named '00000 JohnDoe Nursing Home Facility Name JAR NH 2018.xlsx (8 KB)'. The 'Send' button is visible on the left side of the window.