

The logo for LeadingAge MN features a green heart icon to the left of the text. The word "Leading" is in a green, cursive-style font, "Age" is in a dark blue, bold, sans-serif font with a registered trademark symbol, and "MN" is in a green, bold, sans-serif font.

*LeadingAge*<sup>®</sup> **MN**  
*DATA PORTAL*

# **User's Guide**

March 15, 2024

The LeadingAge Minnesota Data Portal allows LeadingAge Minnesota members access to data tracking and vital benchmarking data to facilitate data-driven decisions and drive quality and performance improvement.

This User's Guide provides step-by-step instructions for submitting data and accessing reports for all LeadingAge Minnesota Data Portal Applications.

**Data Portal Applications and Instructions** (*click on links below to directly access a specific portal application*)

- I. **[Workforce](#)** (Pages 5-14)  
Data submission and benchmarking for Employee Turnover, Retention, and Vacancy rates for RNs, LPNs, CNAs, TMAs, and Dietary Staff for care center and assisted living members.
- II. **[Compensation](#)** (Pages 15-24)  
Data submission and benchmarking data on wages, differentials, and bonuses for key staff positions for care center and assisted living members.
- III. **[Assisted Living Quality and Service Measures](#)** (Pages 25-36)  
Tracking and benchmarking performance on key quality and operational metrics.
- IV. **[Financial Conditions](#)** (Pages 37-45)  
Tracking and benchmarking data on financial performance for care center and assisted living members
- V. **[Five-Star Quality Reports](#)** (Pages 46-47)  
Access Quarterly 5-Star Analysis Reports for Care Center members.

**General Information:**

- Access the [LeadingAge Minnesota Data Portal](#)
- Request Access to the Portal: Contact [Cari Kronschnable](#)
- Questions: Contact [Jeff Bostic](#) or [Julie Apold](#)

## Logging on to the Portal

Use your LeadingAge Minnesota username and password to log on to the Data Portal. After logging in, you will see the applications that you have permission for on your welcome screen. If there is an application not showing that you want to access to, contact [Cari Kronschnable](#).

## Dashboard

The Data Portal Dashboard landing page provides a snapshot of the data submission status for each application.

The screenshot shows the LeadingAge MN Data Portal dashboard. At the top, there is a navigation bar with the LeadingAge MN logo, the URL <https://portal.leadingagemn.org>, and user options: Admin Functions, Log Off, and Hello Julie Apold. Below the navigation bar is a dark grey header with 'My Applications' and a dropdown menu set to 'LeadingAge Minnesota'. The main content area features four green application cards, each with a title, description, submission status for Q1-Q4, a 'Q1 Due Date: July 1, 2024', and an 'Enter Application' button.

Application	Q1	Q2	Q3	Q4	Q1 Due Date
Assisted Living Measures	✓	✓	✓	✓	July 1, 2024
Financial	✗	✗	✗	✓	July 1, 2024
Workforce	✓	✓	✓	✗	July 1, 2024
Compensation	✓	✓	✓	✓	July 1, 2024

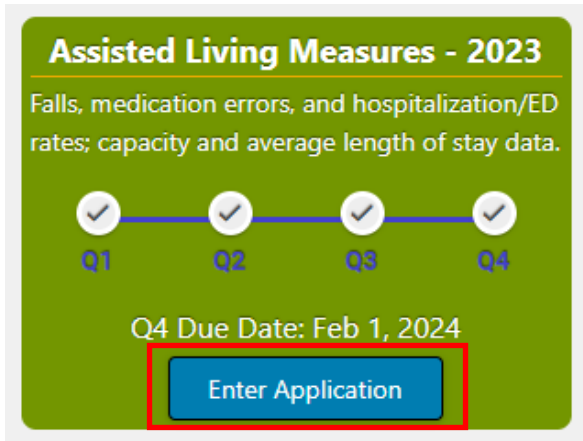
## Checking Your Submission Status

- A checkmark indicates data was submitted
- An "X" indicates data was not submitted for the given quarter
- The Due Date for the current quarter is provided for each application

**Note:** For multiple site users, you can view the data submission status for each site by selecting the site in the drop down at the top of the page.

### Selecting a specific portal application

To select a specific Data Portal Application, click on “Enter Application” at the bottom of the selected application.



## Workforce

### A. Accessing On-line Data Portal

1. Log-in to the LeadingAge Minnesota Portal: <https://portal.leadingagemn.org/MyApplications>
2. Within the data portal, click on “Enter Application” to access the Workforce application.



### B. Application Landing Page

Each application has a landing page providing a snapshot report of data submitted for the current quarter compared to overall benchmarking data. In the Workforce application, you can select which measures to include in the graphs by selecting or deselecting positions of interest from the orange toggle buttons at the top of the graph.

Admin Data

Enter Data

Download Template

Upload Data

Access Reports

Fourth Quarter 2023 (October through December)

Show RN

Show LPN

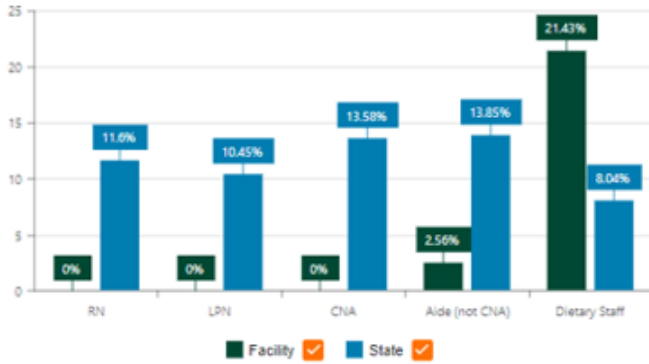
Show CNA

Show Aide (not CNA)

Show Dietary Staff

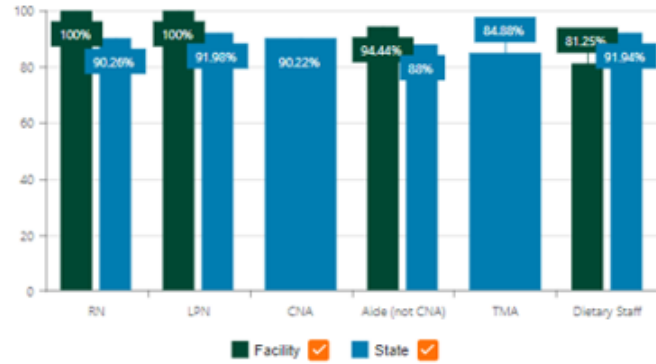
Export To: ▾

Employee Turnover  
Data for Q4-2023



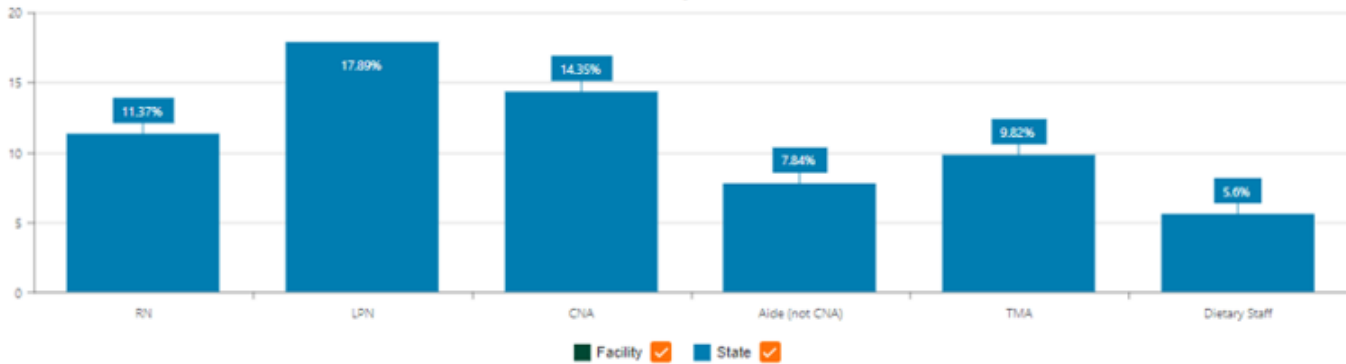
Export To: ▾

Employee Retention



Export To: ▾

Vacancy Rate



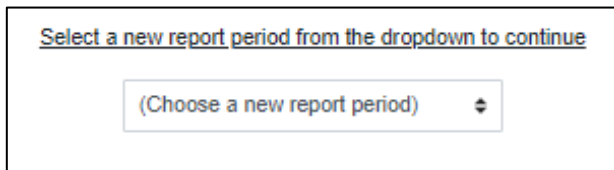
Access All Reports

### C. Entering Data

1. Click on “Enter Data” from the Application Landing Page.



2. Select the report period from the drop down



3. Enter data for each of the measures (Employee Turnover, Employee Retention, and Vacancies) by position for the selected quarter. The application saves your data as you enter each number.

Data Entry				
<b>Employee Turnover</b>				
	RN	LPN	CNA	Dietary Staff
Total Number of Employees who Worked in the Position in the Quarter	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total Number of Employees Working in the Position at the end of the Quarter	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Employee Retention</b>				
	RN	LPN	CNA	Dietary Staff
Total Number of Employees who Worked in the Position at the Beginning of the Quarter	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total Number of Employees from the Beginning of the Quarter still Working in the Position at the end of the Quarter	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Vacancy Rate</b>				
	RNs	LPN	CNA	Dietary Staff
Total Number of Open Positions for this job at the end of the Quarter	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

[Close](#)

## D. Editing Data

1. To edit existing data, select “Edit” next to the row for the quarter you wish to edit.

	Facility Name	Quarter	Year
<input type="button" value="Edit"/>		1	2022

2. Edit data as appropriate. The application saves your data as you edit each number.

Data Entry x

Employee Turnover	RN	LPN	CNA	Dietary Staff
Total Number of Employees who Worked in the Position in the Quarter	<input type="text" value="5"/>	<input type="text" value="8"/>	<input type="text" value="20"/>	<input type="text" value="12"/>
Total Number of Employees Working in the Position at the end of the Quarter	<input type="text" value="4"/>	<input type="text" value="6"/>	<input type="text" value="14"/>	<input type="text" value="10"/>

Employee Retention	RN	LPN	CNA	Dietary Staff
Total Number of Employees who Worked in the Position at the Beginning of the Quarter	<input type="text" value="5"/>	<input type="text" value="6"/>	<input type="text" value="16"/>	<input type="text" value="11"/>
Total Number of Employees from the Beginning of the Quarter still Working in the Position at the end of the Quarter	<input type="text" value="3"/>	<input type="text" value="4"/>	<input type="text" value="8"/>	<input type="text" value="9"/>

Vacancy Rate	RNs	LPN	CNA	Dietary Staff
Total Number of Open Positions for this job at the end of the Quarter	<input type="text" value="2"/>	<input type="text" value="3"/>	<input type="text" value="8"/>	<input type="text" value="4"/>

*Note: You are able to edit data for the current quarter and the previous quarter only.*



## E. Accessing Report

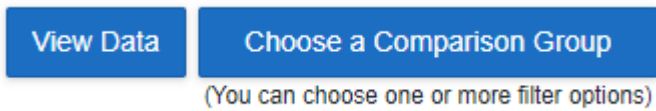
1. From the Application Landing Page, click on “Access (All) Reports” at the bottom or top right of the screen.



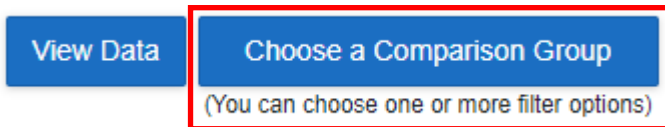
2. Choose a reporting period for your report

(Choose a report period) ▾

3. To see your Facility Rates with a comparison to the Statewide Rates, click on “View Data”



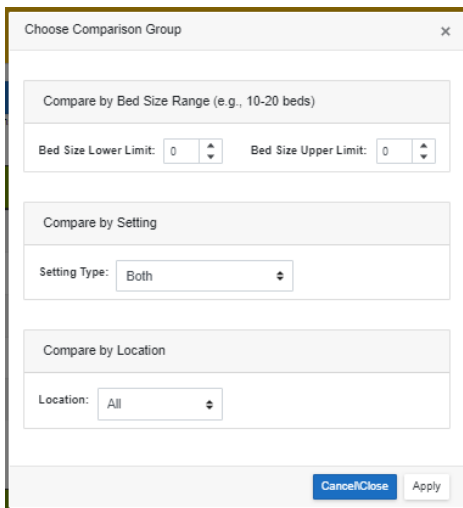
4. To view your data against a comparison group of your specification, click on “Choose a Comparison Group.”



You can select one or more comparison factors, including:

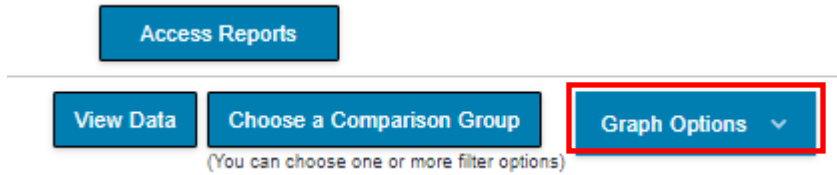
- Bed Size: Select a Range
- Setting: Assisted Living, Care Center, or Both
- Location: By District, County, or All Locations

Complete your Comparison Selections and Select Apply.



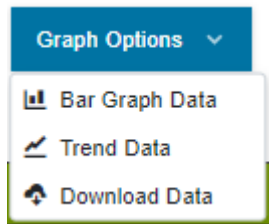
## F. Accessing Graphs

Click on “Access Reports” at the top of the page. Click on “Graph Options”



### 1. Bar Graphs

From the drop down list, select “Bar Graph Data”.

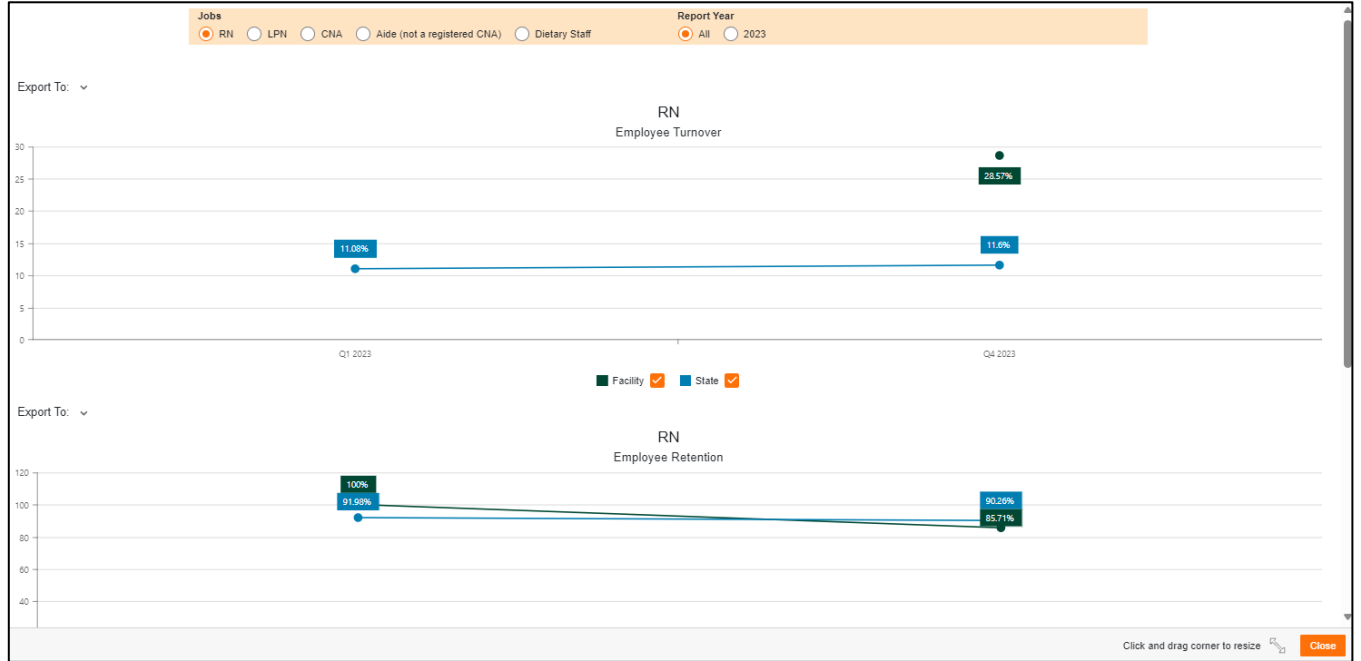


You can select which measures to include in the graphs by selecting or deselecting positions of interest from the orange toggle buttons at the top of the graph.

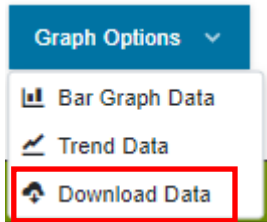


## 2. Trend Graphs

From the drop down, select “Trend Data”. You can select which measures to include in the graph by selecting the position of interest from the options at the top of the graph.



3. You can also choose to download the data to an excel spreadsheet for further analysis.



## G. Data Upload

### Download Template

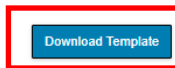
To upload data for multiple sites you can elect to use the “Upload Data” feature.

1. Click on “Download Template”



#### Instructions

This Excel template is designed to make it easy to upload data into the application without going to “Data Entry” and typing in the numbers for multiple locations. When you hit “Download Template” it loads an Excel file with all of your assigned locations in the first column. You can then copy the data from your system into the other columns. Be sure that the order of the locations by row and the data columns across the top match exactly with what you are going to upload and then save the template. When you go to the upload page, you will need to select the report period for which you are loading data. When you hit upload data, the system will ask for the saved template. If you have any questions about using the template please contact Jeff Bostic ([jbostic@leadingagemn.org](mailto:jbostic@leadingagemn.org))



1. Enable editing. Select the “Data” tab and use the spreadsheet to enter each facility’s data. Data should only be entered in the boxes that are not protected. Any changes to the structure of the spreadsheet (i.e., additional columns or changes to facility names) will cause the upload to fail.
2. Save the file.

### Upload Data

3. Click on “Upload Data”




#### Instructions

This Excel template is designed to make it easy to upload data into the application without going to “Data Entry” and typing in the numbers for multiple locations. When you hit “Download Template” it loads an Excel file with all of your assigned locations in the first column. You can then copy the data from your system into the other columns. Be sure that the order of the locations by row and the data columns across the top match exactly with what you are going to upload and then save the template. When you go to the upload page, you will need to select the report period for which you are loading data. When you hit upload data, the system will ask for the saved template. If you have any questions about using the template please contact Jeff Bostic ([jbostic@leadingagemn.org](mailto:jbostic@leadingagemn.org))



4. Select the report period.

5. Drag and Drop File or Select Saved Data File.

  
Drag and Drop File Here  
or

6. You will receive a notice “File upload complete!”

## **H. Managing Access to the Data Portal**

The primary contact for the organization has been assigned access to the data portal and the Assisted Living Quality and Services Measures application. To add additional users or change user access, contact Cari Kronschnable, [cak@leadingagemn.org](mailto:cak@leadingagemn.org)

## Compensation

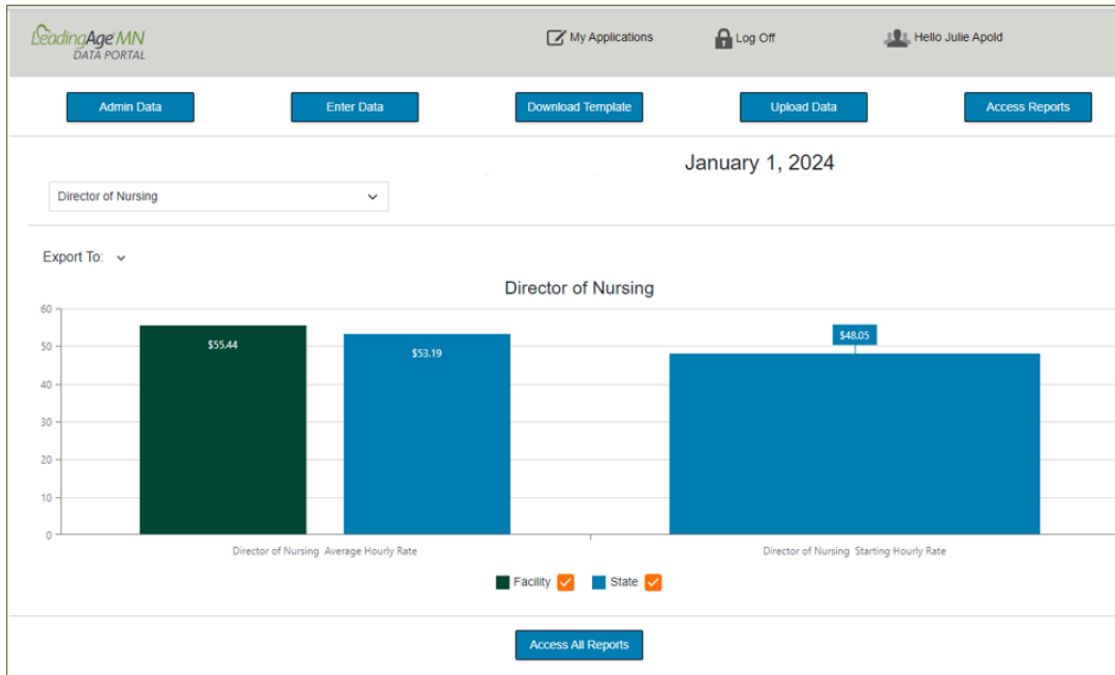
### A. Accessing On-line Data Portal

1. Log-in to the LeadingAge Minnesota Portal: <https://portal.leadingagemn.org/MyApplications>
2. Within the data portal, click on “Enter Application” to access the Compensation application.



### B. Application Landing Page

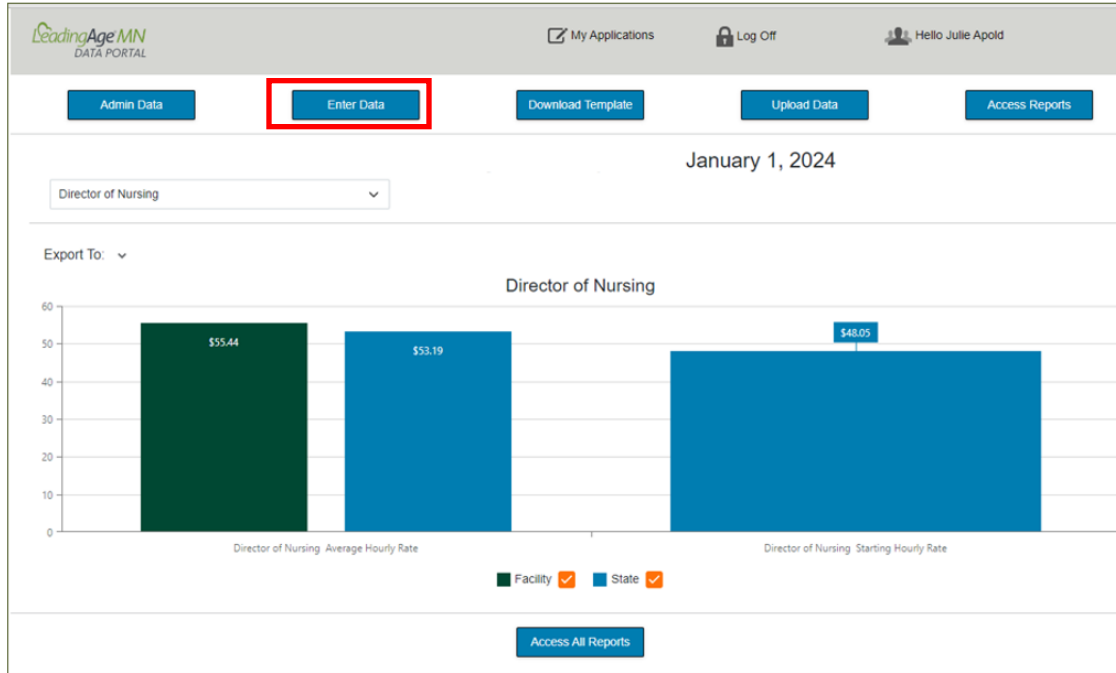
Each application has a landing page providing a snapshot report of data submitted for the current quarter compared to overall benchmarking data. In the Compensation application, you can select which measures to include in the graph by selecting the position of interest from the drop down at the top left of the graph.





### C. Entering Data

1. Click on “Enter Data” from the Application Landing Page.



2. Complete the “Current Count of Total Employees (including full and part time) and “Starting Hourly Rate” and “Average Hourly Rate” for each of the relevant position types. The application saves your data as you enter.
3. Definitions for each position can be accessed by clicking on the **blue?** by each position title.

Clinical Nurse Supervisor [?](#)

	Starting Hourly Rate <a href="#">?</a>	Average Hourly Rate <a href="#">?</a>
Clinical Nurse Supervisor <a href="#">?</a>	\$0.00	\$0.00
Registered Nurse/Staff Nurse <a href="#">?</a>	\$0.00	\$0.00
Licensed Practical Nurse/Staff Nurse <a href="#">?</a>	\$0.00	\$0.00
Registered Care Aide <a href="#">?</a>	\$0.00	\$0.00
Unregistered Care Aide <a href="#">?</a>	\$0.00	\$0.00
Universal Worker <a href="#">?</a>	\$0.00	\$0.00
Licensed Social Worker <a href="#">?</a>	\$0.00	\$0.00
Social Services Designee <a href="#">?</a>	\$0.00	\$0.00

4. You can also enter Differentials and Bonuses data for relevant positions by clicking on the “Enter Differentials and Bonuses box on the far-right hand of the screen for each position. Enter data and select “Close.

**Universal Worker** ×

Differentials: (Enter for all that apply)	Differential Hourly Amount <a href="#">?</a>
Preceptor/Mentor/Lead Differential	<input style="width: 80px;" type="text" value="\$1.00"/>
AM/Day Differential	<input style="width: 80px;" type="text" value="\$0.00"/>
PM Differential	<input style="width: 80px;" type="text" value="\$0.75"/>
NOC/Overnight Differential	<input style="width: 80px;" type="text" value="\$1.50"/>
COVID Differential	<input style="width: 80px;" type="text" value="\$0.00"/>
Non-Clinical Lead Differential	<input style="width: 80px;" type="text" value="\$0.00"/>
TMA Differential	<input style="width: 80px;" type="text" value="\$1.00"/>
On-call Differential	<input style="width: 80px;" type="text" value="\$0.00"/>
Other	<input style="width: 80px;" type="text" value="\$1.00"/>
Briefly describe the differential category and differential amount <input style="width: 90%; border: 1px solid #ccc;" type="text" value="Weekend Shift Differential"/>	
Bonuses: (Enter for all that apply)	Bonus Amount <a href="#">?</a>
General Shift Pick-up Bonus	<input style="width: 80px;" type="text" value="\$0.00"/>
Weekend Shift Pick-up Bonus	<input style="width: 80px;" type="text" value="\$0.00"/>

## D. Editing Data

1. Click on “Enter Data” at the top of the page.
2. Click on “Edit” in the orange box next to the appropriate quarter.

Admin Data    Enter Data    Download Template    Upload Data    Access Reports

Aurora on France (Choose a new report period)

	Facility Name	Quarter	Year	Entered By	Insert Date
<span>Edit</span>	Aurora on France	4	2023	anna.weege@fairview.org	1/26/2024 3:19:30 PM
<span>Edit</span>	Aurora on France	1	2023	anna.weege@fairview.org	5/4/2023 1:40:06 PM

3. This will bring you to the Data Entry screen where you can edit your data and select “Close.”

Data Entry x

Fourth Quarter 2023 (October through December)

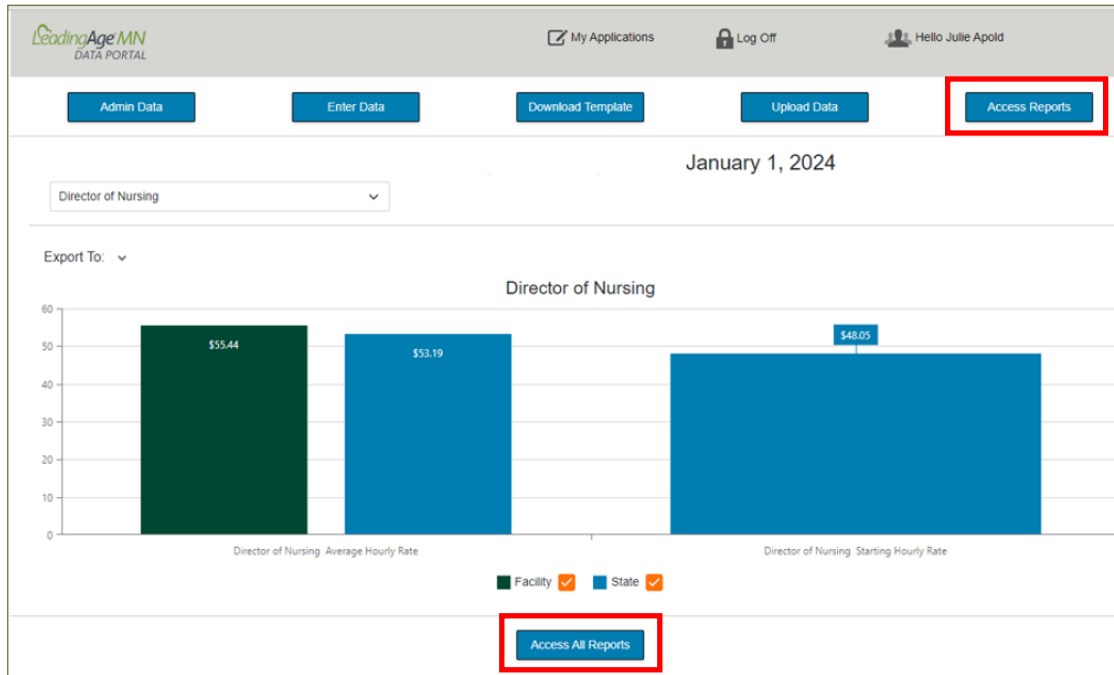
Employee Turnover	RN	LPN	CNA	Aide (not a registered CNA)	Dietary Staff
Total Number of Employees who Worked in the Position in the Quarter	<input type="text" value="9"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="39"/>	<input type="text" value="34"/>
Total Number of Employees Working in the Position at the end of the Quarter	<input type="text" value="7"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="39"/>	<input type="text" value="26"/>
Employee Retention	RN	LPN	CNA	Aide (not a registered CNA)	Dietary Staff
Total Number of Employees who Worked in the Position at the Beginning of the Quarter	<input type="text" value="7"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="38"/>	<input type="text" value="33"/>
Total Number of Employees from the Beginning of the Quarter still Working in the Position at the end of the Quarter	<input type="text" value="6"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="37"/>	<input type="text" value="25"/>
Employee Vacancy Rate	RNs	LPN	CNA	Aide (not a registered CNA)	Dietary Staff
Total Number of Open Positions for this job at the end of the Quarter	<input type="text" value="3"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="2"/>	<input type="text" value="1"/>

Close

*Note: You are able to edit data for the current quarter and the previous quarter only.*

## E. Accessing Reports

1. From the Application Landing Page, click on “Access (All) Reports” at the bottom or top right of the screen.



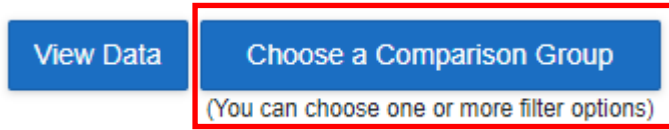
2. Select the report date from the drop down

(Choose a new report date) ▾

3. To see your Facility Rates with a comparison to the Statewide Rates, click on “View Data”

[View Data](#) [Choose a Comparison Group](#)  
(You can choose one or more filter options)

- To view your data against a comparison group of your specification, click on “Choose a Comparison Group”



Choose Comparison Group ×

Compare by Bed Size Range (e.g., 10-20 beds)

Bed Size Lower Limit:    Bed Size Upper Limit:

Compare Employee Count Range (e.g., 10-20 employees)

Employee Lower Limit:    Employee Upper Limit:

Compare by Setting

Setting Type:

Compare by Ownership:

Ownership Type:

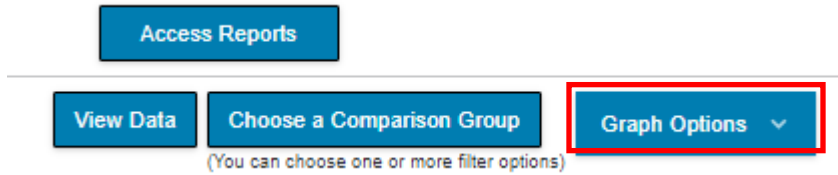
Compare by Location

Location:

- Complete your Comparison Selections and Select Apply

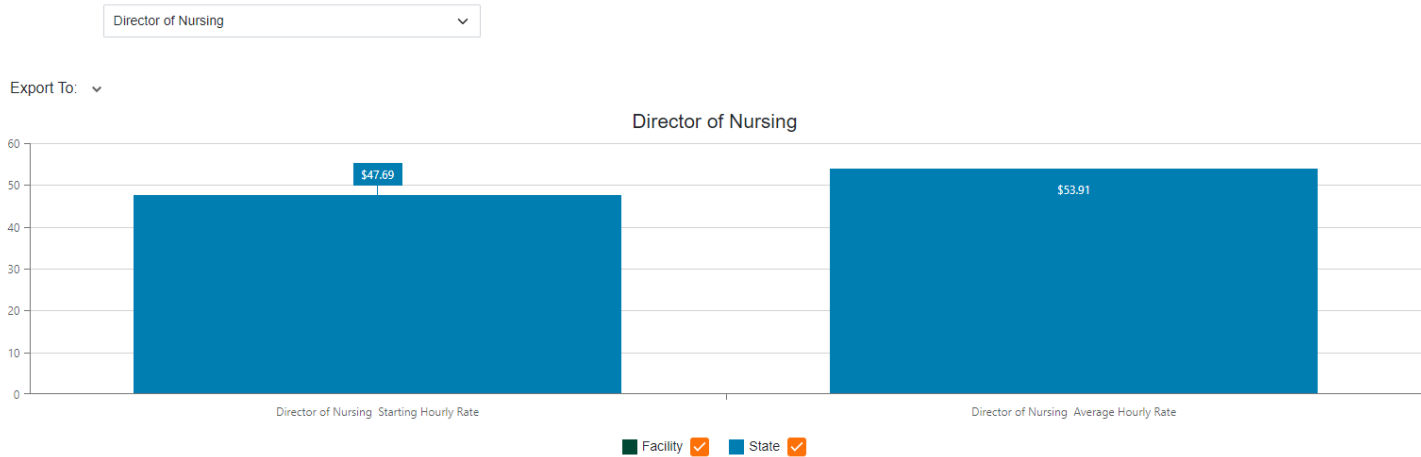
## F. Accessing Graphs

Click on “Access Reports” at the top of the page. Click on “Graph Options”



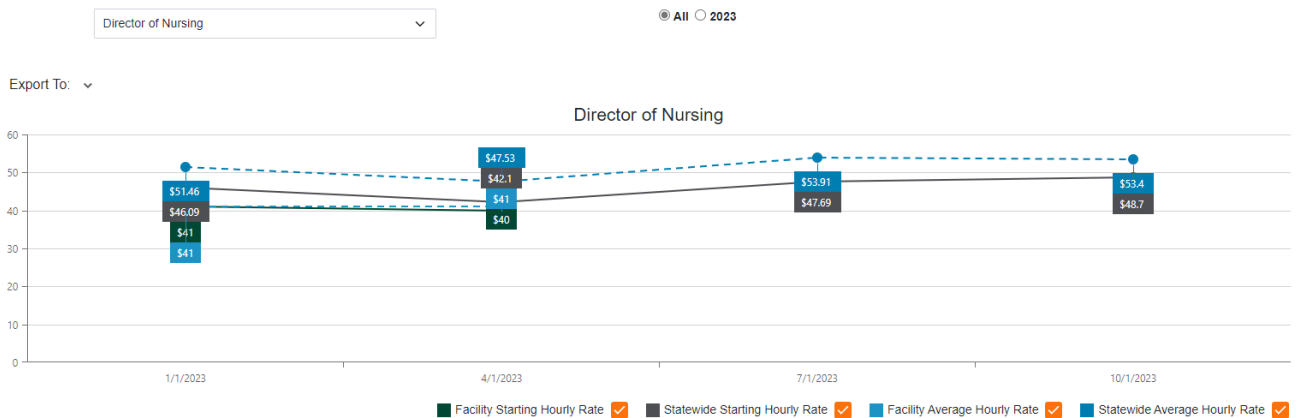
### 1. Bar Graphs

From the drop down list, select “Bar Graph Data”. You can select which measures to include in the graph by selecting the position of interest from the drop down at the top left of the graph.



### 2. Trend Graphs

From the drop down, select “Trend Data”. You can select which measures to include in the graph by selecting the position of interest from the drop down at the top left of the graph.



## G. Data Upload

### Download Template

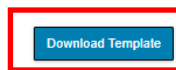
To upload data for multiple sites you can elect to use the “Upload Data” feature.

2. Click on “Download Template”



#### Instructions

This Excel template is designed to make it easy to upload data into the application without going to “Data Entry” and typing in the numbers for multiple locations. When you hit “Download Template” it loads an Excel file with all of your assigned locations in the first column. You can then copy the data from your system into the other columns. Be sure that the order of the locations by row and the data columns across the top match exactly with what you are going to upload and then save the template. When you go to the upload page, you will need to select the report period for which you are loading data. When you hit upload data, the system will ask for the saved template. If you have any questions about using the template please contact Jeff Bostic ([jbostic@leadingagemn.org](mailto:jbostic@leadingagemn.org))



3. Enable editing. Select the “Data” tab and use the spreadsheet to enter each facility’s data. Data should only be entered in the boxes that are not protected. Any changes to the structure of the spreadsheet (i.e., additional columns or changes to facility names) will cause the upload to fail.
4. Save the file.

### Upload Data

1. Click on “Upload Data”



#### Instructions

This Excel template is designed to make it easy to upload data into the application without going to “Data Entry” and typing in the numbers for multiple locations. When you hit “Download Template” it loads an Excel file with all of your assigned locations in the first column. You can then copy the data from your system into the other columns. Be sure that the order of the locations by row and the data columns across the top match exactly with what you are going to upload and then save the template. When you go to the upload page, you will need to select the report period for which you are loading data. When you hit upload data, the system will ask for the saved template. If you have any questions about using the template please contact Jeff Bostic ([jbostic@leadingagemn.org](mailto:jbostic@leadingagemn.org))




2. Select the report period.

(Choose a new report period) ▼

3. Drag and Drop File or Select Saved Data File.

First Quarter 2023 (January through Marc) ▼

  
 Drag and Drop File Here  
 or

4. You will receive a notice “File upload complete!”

## **H. Note About Compensation Data Availability**

The data for the compensation application is being collected quarterly as of the first day of each quarter (January 1, April 1, July 1, October 1). Because of anti-trust restrictions, none of the data is available to view in reports for at least one quarter. So, for example, data on wage rates as of January 1 cannot be viewed until April 1, etc. If you go into the portal to pull a report in March, it will show the most recent available data, which is for October 1 of the previous year.

## **I. Managing Access to the Data Portal**

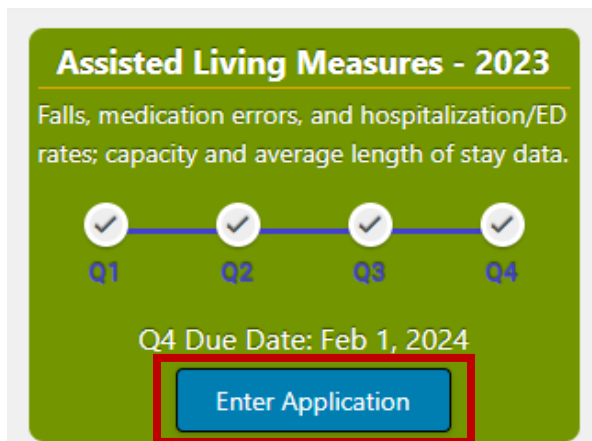
The primary contact for the organization has been assigned access to the data portal and the Assisted Living Quality and Services Measures application. To add additional users or change user access, contact Cari Kronschnable, [cak@leadingagemn.org](mailto:cak@leadingagemn.org)



## Assisted Living Quality and Service Data

### A. Accessing On-line Data Portal

1. Log-in to the LeadingAge Minnesota Portal: <https://portal.leadingagemn.org/MyApplications>
2. Within the Assisted Living Measures Application, click on “Enter Application” to access the application.



### B. Application Landing Page

Each application has a landing page providing a snapshot report of data submitted for the current quarter compared to overall benchmarking data. In the Assisted Living Measure application, you can select and deselect which measures to include in the graph by moving the orange toggles at the top of the graph.



### C. Entering Data

1. Click on “Enter Data” from the Application Landing Page.



2. Select the report period from the drop down

(Choose a new report period) ▾

3. Enter the “Number of Residents Receiving Any AL Services (as of the Last Day of the Quarter)” for the selected quarter.

Number of Residents Receiving Any AL Services (as of the Last Day of the Quarter)

### Quality of Care Measures

4. Click on “Quality of Care Measures” to expand the fields for data entry.

Quality of Care Measures

5. Enter your data for the Quality of Care Measures. The “Total Number of Assisted Living Services Days This Quarter” is populated automatically from the number you entered in Step 4 of this section. As you enter your data, your rates will be automatically calculated and will display in the right-hand column.

Quality of Care Measures		
Total Number of Assisted Living Services Days this Quarter?	<input type="text" value="2700"/>	
<b>Falls Rate</b>		
Total Number of Resident Falls this Quarter?	<input type="text" value="14"/>	Fall Rate: 5.19% per 1000 AL Services Days
<b>Falls with Serious Injury Rate</b>		
Total Number of Falls with Serious Injury this Quarter?	<input type="text" value="2"/>	Fall with Serious Injury Rate: 0.74% per 1000 AL Services Days
<b>Hospital/ED Visit Rates</b>		
Total Number of Hospital + Emergency Department Visits this Quarter?	<input type="text" value="22"/>	Hospital/ED Visit Rate: 8.15% per 1000 AL Services Days
<b>Medication Error Rates</b>		
Total Number of Medication Errors this Quarter?	<input type="text" value="35"/>	Medication Error Rate: 1.00%
Total Number of Opportunities for Errors this Quarter?	<input type="text" value="3500"/>	
<b>Total Number of Types of Medication Errors this Quarter:</b>		
Contraindication or Known Allergy?	<input type="text" value="20"/>	
Failure to Administer?	<input type="text" value="5"/>	
Administered outside scheduled time?	<input type="text" value="5"/>	
Wrong Resident or Wrong Med?	<input type="text" value="5"/>	
Administered over- or under-dose?	<input type="text" value="0"/>	
Wrong administration technique?	<input type="text" value="0"/>	

6. Definitions can be accessed by clicking on the  next to each measure title.

## Services Measures

7. Next you will enter your Services measures.

### Services

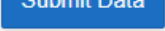
8. Enter your data for each section of the Services measures.
9. **Note:** Many of the measures are asking you to enter data as of the last day of the quarter. As you enter your data, your rates will be automatically calculated and will display in the right-hand column.

10. **Note:** For the measure “Percent of Dementia Care Capacity in Use,” you will only enter your “Dementia Unit Capacity” and “Number of Residents in Dementia Care Units” if you answer yes to the questions: “Are you an ALFDC?” and “Do you have a dedicated Dementia Unit(s)?” The additional fields will not display if you answer no to those two questions.

Percent of Capacity in Use (on the last day of the quarter)		
Licensed AL Capacity <sup>?</sup>	<input type="text" value="90"/>	
Number of Residents	<input type="text" value="45"/>	% Total AL Capacity in Use: 50.0%
Number of Residents receiving:		
Number of Residents Receiving Any AL Services (as of the Last Day of the Quarter)	<input type="text" value="40"/>	% AL Capacity in Use for Any AL Services: 44.44%
AL Services Beyond Only Medication Services	<input type="text" value="30"/>	% AL Capacity in Use Beyond Med Services: 33.33%
Percent of Dementia Care Capacity in Use		
Are you an ALFDC?	<input type="button" value="YES"/> <input type="button" value="NO"/>	
Do you have a dedicated Dementia Unit(s)?	<input type="button" value="YES"/> <input type="button" value="NO"/>	
What is your Dementia Unit(s) Capacity?	<input type="text" value="10"/>	
Number of Residents in Dementia Care Units	<input type="text" value="8"/>	% Dementia Care Capacity in Use: 80.0%
Level of Service		
Level of Services (Check all that apply)	<input checked="" type="checkbox"/> Mechanical Lift <input checked="" type="checkbox"/> 2-person Assist <input checked="" type="checkbox"/> 1-person Assist <input checked="" type="checkbox"/> End of Life	
Payer Source for Residents Receiving AL Services (Report # of Residents Receiving services in Each Category)		
Private Pay	<input type="text" value="10"/>	
Elderly Waiver	<input type="text" value="2"/>	
Disability Waiver (CADI, BI)	<input type="text" value="4"/>	
Payment Source for Housing (Report # of Residents for Each Category)		
Private Pay Market Rent	<input type="text" value="7"/>	
Private Reduced Rent (not Housing Support)	<input type="text" value="2"/>	
Housing Support	<input type="text" value="1"/>	
Average Length of Stay (ALOS)		
Number of residents that left the facility in the reporting quarter	<input type="text" value="10"/>	
Total Number of months residents leaving this quarter resided at the facility <sup>?</sup>	<input type="text" value="55"/>	ALOS (in months): 5.5

[Submit Data](#)

## Submitting Data

11. When you have completed your data entry, click on the  button at the bottom of the page. The program will run a validation and let you know if you have any data entry errors. If there are any data entry errors, you will receive a notification of the errors.

x

Submission Errors

Section	Error
Quality of Care Measures	Total Number of Falls with Serious Injury this Quarter must be less than or equal to Total Number of Resident Falls this Quarter

Close

12. You will also see the data entry field highlighted in the data entry screen.

Falls Rate

Total Number of Resident Falls this Quarter ?

10

---

Falls with Serious Injury Rate

Total Number of Falls with Serious Injury this Quarter ?

12

13. Correct the data entry error and click on submit to re-run the validation until there are no errors remaining.

## D. Editing Data

1. To edit existing data, select “Edit” next to the row for the quarter you wish to edit.

	Facility Name	Quarter	Year
<input type="button" value="Edit"/>	/	1	2022

2. Edit data as appropriate. The application saves your data as you edit each number.

Data Entry x

Employee Turnover	RN	LPN	CNA	Dietary Staff
Total Number of Employees who Worked in the Position in the Quarter	<input type="text" value="5"/>	<input type="text" value="8"/>	<input type="text" value="20"/>	<input type="text" value="12"/>
Total Number of Employees Working in the Position at the end of the Quarter	<input type="text" value="4"/>	<input type="text" value="6"/>	<input type="text" value="14"/>	<input type="text" value="10"/>

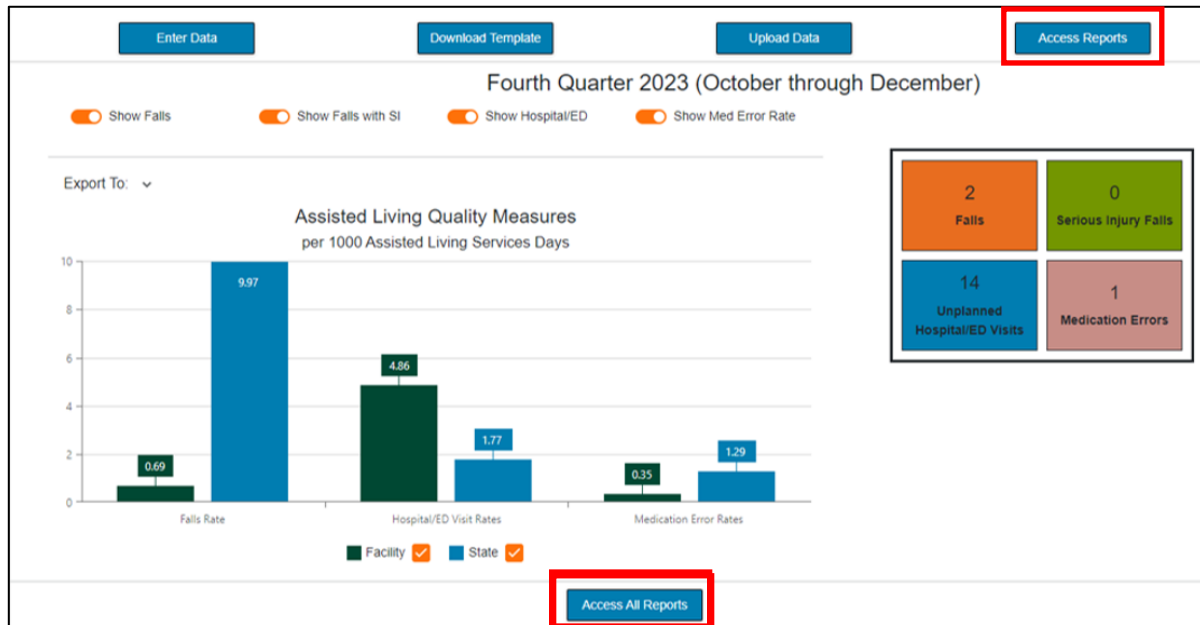
Employee Retention	RN	LPN	CNA	Dietary Staff
Total Number of Employees who Worked in the Position at the Beginning of the Quarter	<input type="text" value="5"/>	<input type="text" value="6"/>	<input type="text" value="16"/>	<input type="text" value="11"/>
Total Number of Employees from the Beginning of the Quarter still Working in the Position at the end of the Quarter	<input type="text" value="3"/>	<input type="text" value="4"/>	<input type="text" value="8"/>	<input type="text" value="9"/>

Vacancy Rate	RNs	LPN	CNA	Dietary Staff
Total Number of Open Positions for this job at the end of the Quarter	<input type="text" value="2"/>	<input type="text" value="3"/>	<input type="text" value="8"/>	<input type="text" value="4"/>

*Note: You are able to edit data for the current quarter and the previous quarter only.*

## E. Accessing Report

1. From the Application Landing Page, click on “Access (All) Reports” at the bottom or top right of the screen.



2. Select the report period from the drop down

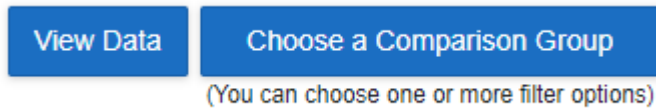
Fourth Quarter 2023 (October through December) ▼

3. You will see a table with the measure, Facility Rate, and Statewide Rate

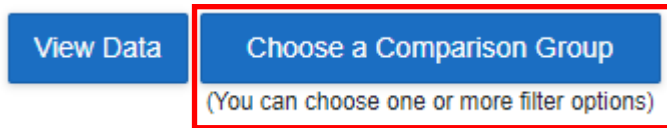
Sample table (includes a partial list of measures)

Quality	Facility Rate	Statewide Rate
Fall Rate: per 1000 Assisted Living Services Days	30.56	10.04
Fall with Serious Injury Rate: per 1000 Assisted Living Services Days	0.00	0.36
Hospital/ED Visit Rate: per 1000 Assisted Living Services Days	2.43	1.77
Medication Error Rate: per Opportunities for Errors	0.02%	0.02%
Medication Error Rate: per 1000 Assisted Living Services Days	2.43	1.23

4. To see your Facility Rates with a comparison to the Statewide Rates, click on “View Data”



5. To view your data against a comparison group of your specification for any of the data graphs or tables, click on “Choose a Comparison Group”



You can select one or more comparison factors, including:

- Sites with or without Dementia Units
- Level of Services Provided
- Number of Residents Receiving any AL Services
- Number of Resident Receiving AL Services Beyond Only Medication Services
- Complete your Comparison Group Selections and select “Apply”

Choose Comparison Group ×

---

Designated Dementia Units ?

Yes

No

Both

Level of Services Provided

Mechanical Lift

2-person Assist

1-person Assist

End of Life

---

Number of Residents Receiving any AL Services

Lower Limit:  Upper Limit:

---

Number of Residents Receiving AL Services Beyond Only Medication Services

Lower Limit:  Upper Limit:

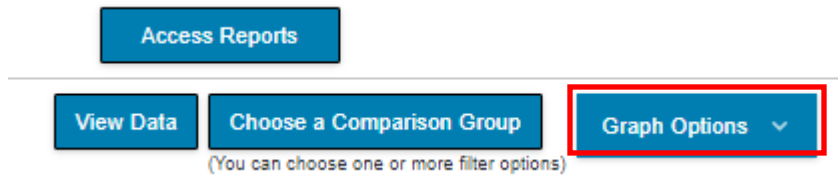
---

Close Apply



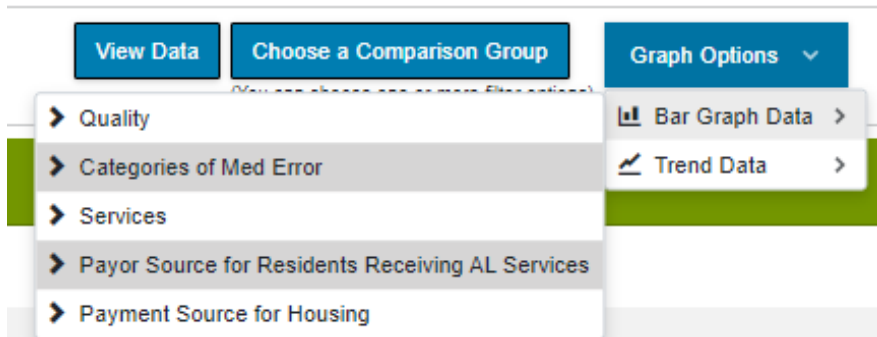
## F. Accessing Graphs

Click on “Access Reports” at the top of the page. Click on “Graph Options”

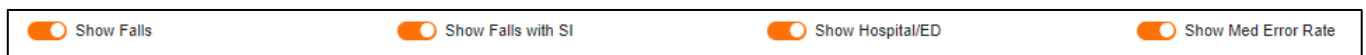


### 1. Bar Graphs

From the drop down list, select “Bar Graph Data” to access the following list of available bar graphs:



To select or deselect different measures within the bar graphs, slide the orange toggle at the top of the graph.



## 2. Trend Graphs

Select “Trend Data” to access the following list of available trend graphs:

The screenshot shows a user interface with three main buttons at the top: "View Data", "Choose a Comparison Group", and "Graph Options" with a dropdown arrow. Below these buttons is a note: "(You can choose one or more filter options)". On the left, a vertical list of filter categories is shown with right-pointing chevrons: "Quality", "Categories of Med Error", "Services", "ALOS", "Payor Source for Residents Receiving AL Services", and "Payment Source for Housing". On the right, a "Graph Options" dropdown menu is open, showing two options: "Bar Graph Data" with a bar chart icon and "Trend Data" with a line graph icon. The "Trend Data" option is highlighted with a green background.

To select different measures within the trend graphs, select the measure of interest from the drop down at the top of the graph

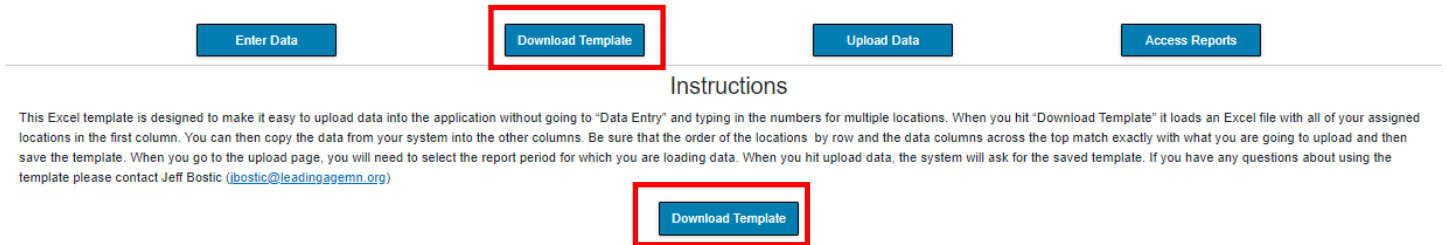
Fall Rate:

## G. Data Upload

### Download Template

To upload data for multiple sites you can elect to use the “Upload Data” feature.

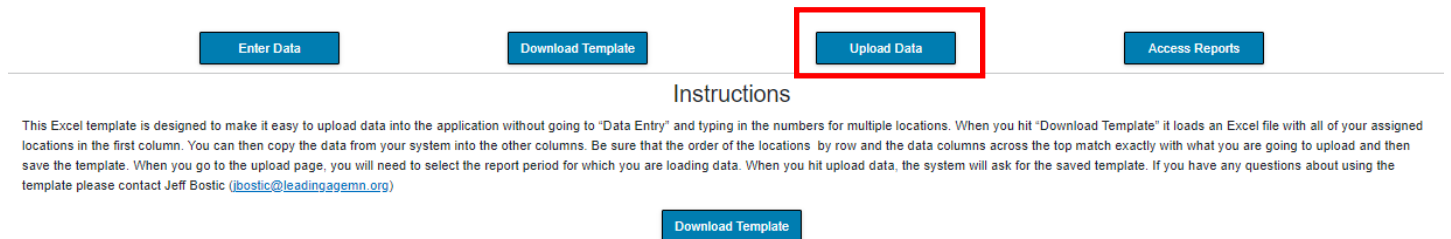
1. Click on “Download Template”



2. Enable editing. Select the “Data” tab and use the spreadsheet to enter each facility’s data. Data should only be entered in the boxes that are not protected. Any changes to the structure of the spreadsheet (i.e., additional columns or changes to facility names) will cause the upload to fail.
3. Save the file.

### Upload Data

4. Click on “Upload Data”



5. Select the report period.

6. Drag and Drop File or Select Saved Data File.

Drag and Drop File Here  
or  
Select File

7. You will receive a notice “File upload complete!”

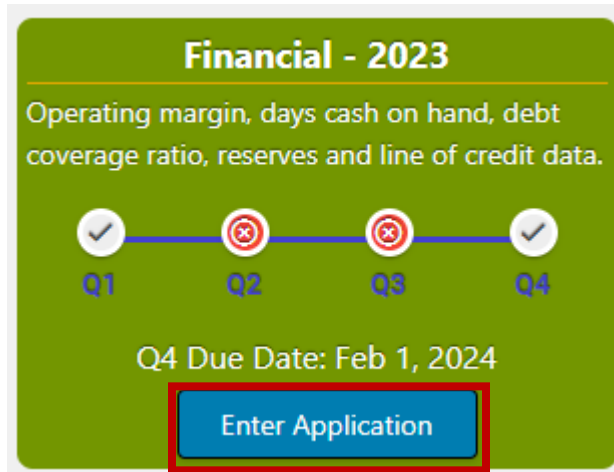
## **H. Managing Access to the Data Portal**

The primary contact for the organization has been assigned access to the data portal and the Assisted Living Quality and Services Measures application. To add additional users or change user access, contact Cari Kronschnable, [cak@leadingagemn.org](mailto:cak@leadingagemn.org).

## Financial Conditions

### A. Accessing On-line Data Portal

1. Log-in to the LeadingAge Minnesota Portal: <https://portal.leadingagemn.org/MyApplications>
2. Within the Assisted Living Measures Application, click on “Enter Application” to access the application.



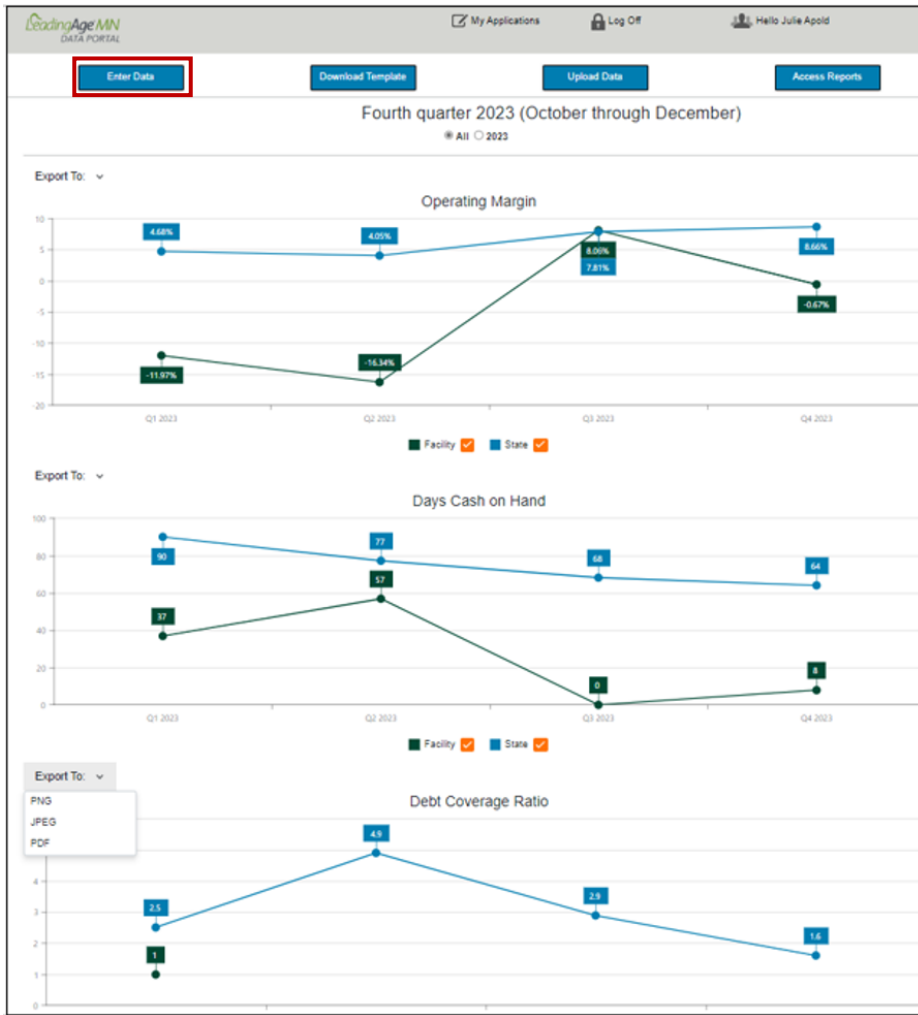
### B. Application Landing Page

Each application has a landing page providing a snapshot report of data submitted compared to overall benchmarking data. The Financial application landing page provides this view for Operating Margin, Days Cash on Hand, and Debt Coverage Ratio.



### C. Entering Data

1. Click on "Enter Data" from the Application Landing Page.



2. Select the report period from the drop down

(Choose a new report period) ▼

3. Complete the data fields. Select “Close” when finished. The application saves your data as you enter.

Data Entry ×

**Operating Revenue and Expenses** ?

Operating Revenue for the quarter

Operating Expense for the quarter

---

Days Cash on Hand for the Quarter (rounded to whole number) ?

---

Do you have debt on this building?

Yes  No

---

**Select the description that best describes this building’s use of the following strategies to address current financial circumstances:**

Reserves (Include parent resources if the building has potential access to them)

Building has exhausted reserves or never had reserves

Building is using reserves but has not yet exhausted reserves

Building has reserves and will begin using them in the current quarter

Building has reserves and does not currently have plans to access

Line of Credit or Other Forms of Borrowing (include parent resources if the building has potential access to them)

Building has exhausted Line of Credit or Other Forms of Borrowing

Building is using Line of Credit or Other Forms of Borrowing but has not yet exhausted

Building has Line of Credit or Other Forms of Borrowing and will begin using in the current quarter

Building has Line of Credit or Other Forms of Borrowing and does not currently have plans to access

Building does not have Line of Credit or Other Forms of Borrowing

## D. Editing Data

1. To edit existing data, select “Edit” next to the row for the quarter you wish to edit.

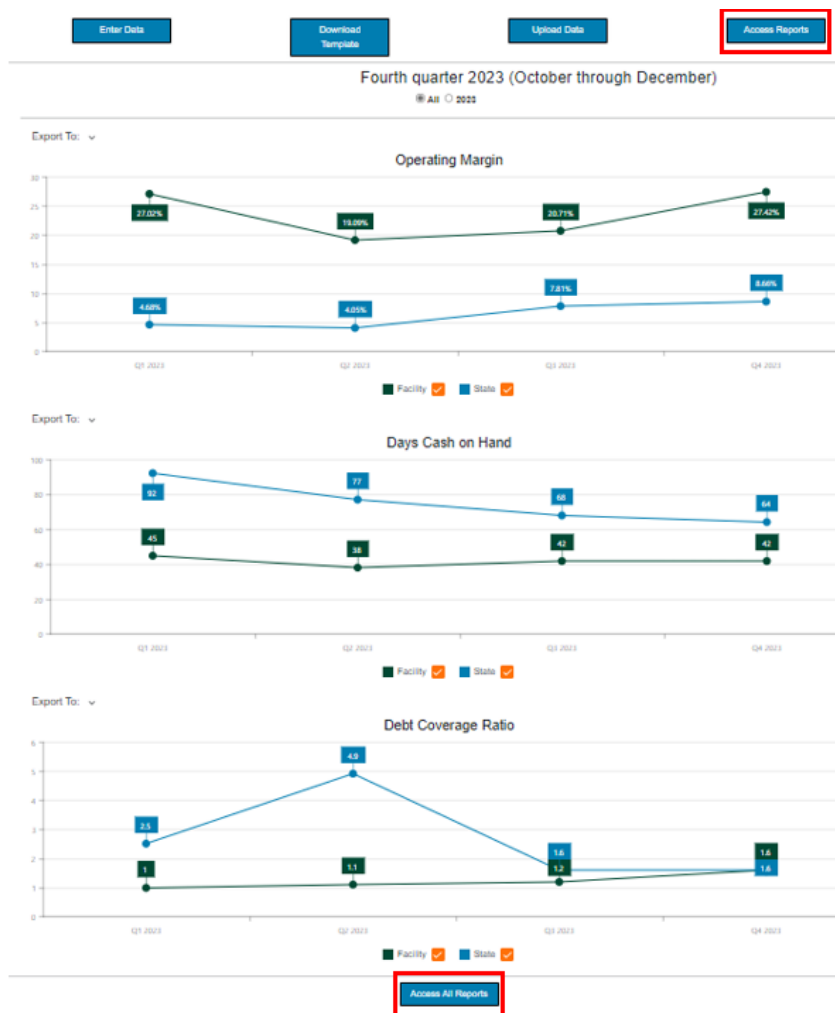
	Facility Name	Quarter	Year	Entered By	Insert Date
<a href="#">Edit</a>	.	4	2022		12/31/2022 2:12:26 PM

2. Edit data as appropriate. The application saves your data as you edit each number.

*Note: You are able to edit data for the current quarter and the previous quarter only.*

## E. Accessing Reports

1. From the Application Landing Page, click on “Access (All) Reports” at the bottom or top right of the screen.





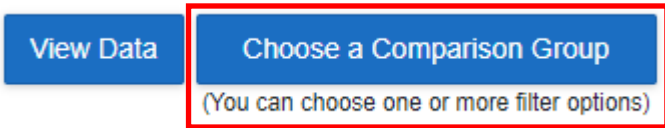
2. Select the report period from the drop down

(Choose a new report period)
▼

Sample Report Section:

Question	Facility	State
Operating Margin	42.50%	23.20%
Days Cash on Hand for the Quarter	58	254
What is your debt coverage ratio on the building for the previous twelve months?	2345.0	10771.6
<b>Reserves (include parent resources if the building has potential access to them)</b>	Building has reserves and does not currently have plans to access	Count    Reserve
		1    Building has exhausted reserves or never had reserves
		3    Building has reserves and does not currently have plans to access
		2    Building is using reserves but has not yet exhausted reserves
<b>Line of Credit or Other Forms of Borrowing (include parent resources if the building has potential access to them)</b>	Building has Line of Credit or Other Forms of Borrowing and does not currently have plans to access	Count    CreditLine
		1    Building does not have Line of Credit or Other Forms of Borrowing
		2    Building has exhausted Line of Credit or Other Forms of Borrowing
		2    Building has Line of Credit or Other Forms of Borrowing and does not currently have plans to access
1    Building is using Line of Credit or Other Forms of Borrowing but has not yet exhausted		

3. To view your data against a comparison group of your specification, click on “Choose a Comparison Group”



Choose Comparison Group ×

Compare by Bed Size Range (e.g., 10-20 beds)

Bed Size Lower Limit:       Bed Size Upper Limit:

Compare by Setting      Compare by Ownership:

Setting Type:         Ownership Type:

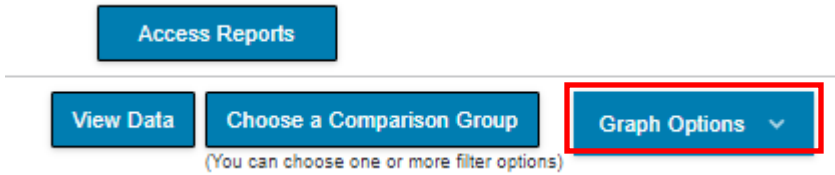
Compare by Location

Location:

4. Complete your Comparison Selections and Select Apply

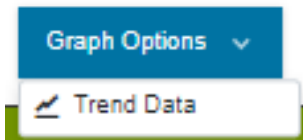
## F. Accessing Graphs

Click on “Access Reports” at the top of the page. Click on “Graph Options”



### 1. Trend Graphs

Select “Trend Data” to access the following list of available trend graphs:

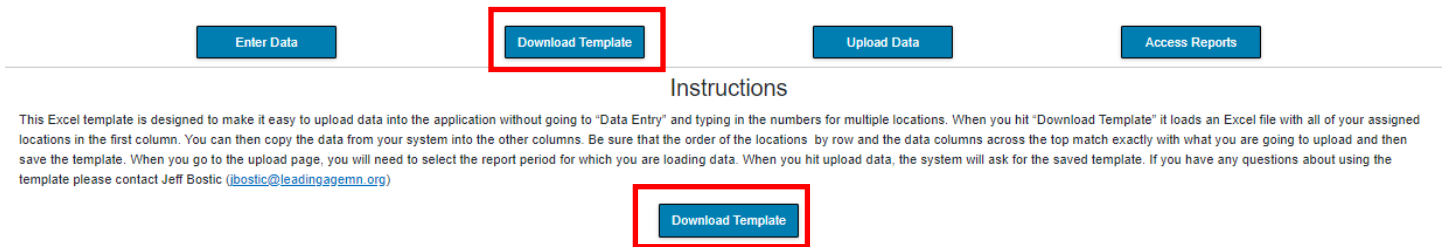


## G. Data Upload

### Download Template

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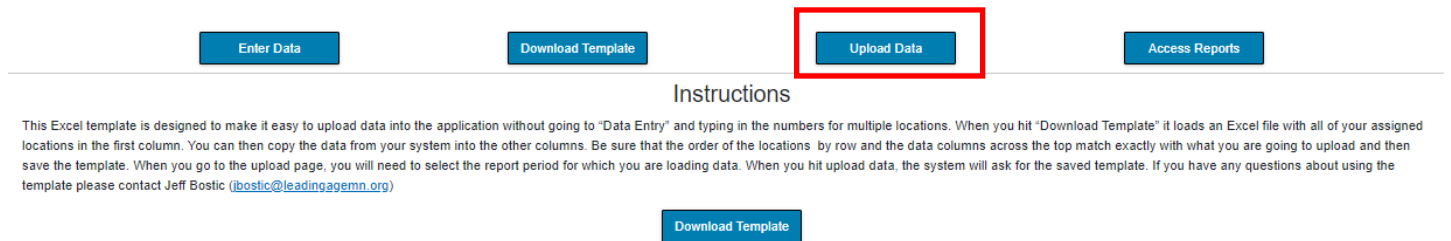
1. Click on “Download Template”



2. Enable editing. Select the “Data” tab and use the spreadsheet to enter each facility’s data. Data should only be entered in the boxes that are not protected. Any changes to the structure of the spreadsheet (i.e., additional columns or changes to facility names) will cause the upload to fail.
3. Save the file.

### Upload Data

4. Click on “Upload Data”



5. Select the report period.

6. Drag and Drop File or Select Saved Data File.

Drag and Drop File Here  
or  
Select File

7. You will receive a notice “File upload complete!”

## **H. Managing Access to the Data Portal**

The primary contact for the organization has been assigned access to the data portal and the Assisted Living Quality and Services Measures application. Only members identified as Assisted Living have access to this application. To add additional users or change user access, contact Cari Kronschnable, [cak@leadingagemn.org](mailto:cak@leadingagemn.org).

## Five Star Quality Reports

### A. Accessing On-line Data Portal

1. Log-in to the LeadingAge Minnesota Portal: <https://portal.leadingagemn.org/MyApplications>
2. Within the Five Star Reports Application, click on “Enter Application” to access the application.



### B. Application Landing Page

Each application has a landing page providing a snapshot of benchmarking data. The Five Star Report page shows the chosen provider’s scores from the most recent update.

<b>Overall 5-Star Rating</b>	★ ★ ☆ ☆ ☆
<b>Survey 5-Star Rating</b>	★ ★ ☆ ☆ ☆
<b>Staff 5-Star Rating</b>	★ ★ ★ ★ ☆
<b>Quality 5-Star Rating</b>	★ ★ ★ ☆ ☆

---

[Current Report](#)

### C. Accessing Reports

From the Application Landing Page, click on “Current Report” to view the chosen provider’s most recent quarterly report.

Overall 5 Star Rating: ★ ★ Previous Month: 3 Months Prior: ★ ★ [Help](#)

Follow the sections below to see how your current rating is calculated and 2 scenarios that could possibly change your overall 5 star rating. [View Overall 5 Star Trend](#)

**Growing Importance of Nursing Home Ratings**  
*Receiving a better than average 5-star rating has never been more important to nursing homes.*  
 These ratings are increasingly used by consumers, regulators, insurers and other payers, and provider networks to select which facilities they will consider having relationships with. Nursing homes may not even be able to obtain sufficient referrals or receive Medicare and Medicaid funding in the future if they do not have at least a 3-star rating.

DATA + ANALYTICS + STRATEGY



**EXTRAORDINARY RESULTS**

[Click here to have it all](#)

Health Inspection 5 Star Rating: ★ ★ Previous Month: 3 Months Prior: ★ ★ [Help](#)

The health inspection rating is based on the number, scope, and severity of deficiencies identified during the 3 or 2 most recent annual inspection surveys and 36 months of complaint investigations and focused infection control surveys. More than one revisit will have a negative impact on the score for a survey cycle. The total score from each survey cycle is weighted so that the more recent survey cycles have more impact on the overall total score as compared to the older survey cycle. [View Health Inspection 5 Star Trend](#)

Inspection Cycle	1	2	3
Health Survey Date	2023-02-02	2021-10-15	2019-09-13
<b>Count of Health Deficiencies</b>			
Freedom from Abuse, Neglect, and Exploitation	0	1	2
Quality of Life and Care	4	1	1
Resident Assessment and Care Planning	0	2	0

### D. Managing Access to the Data Portal

The primary contact for the organization has been assigned access to the data portal and the Five Star Reports application. Only members identified as Care Centers have access to this application. To add additional users or change user access, contact Cari Kronschnable, [cak@leadingagemn.org](mailto:cak@leadingagemn.org).