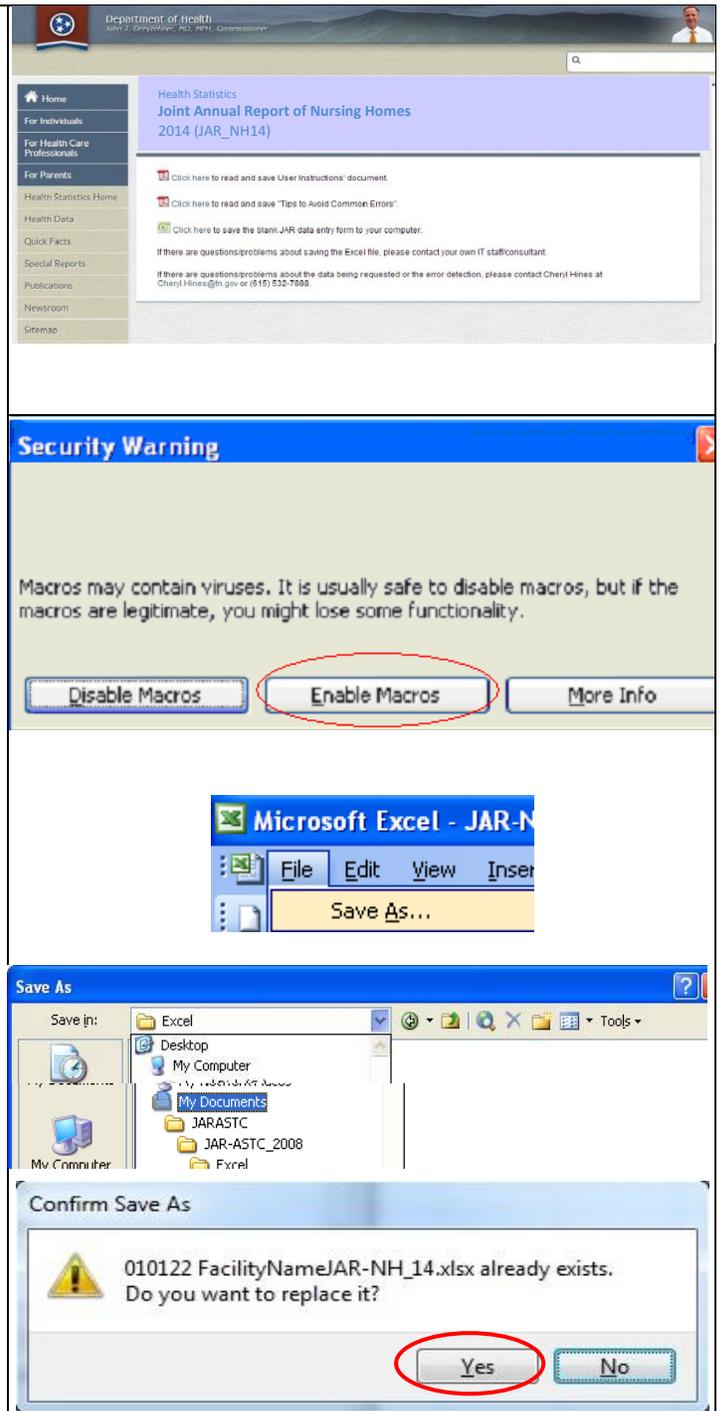


Joint Annual Report of Nursing Homes 2014 User Instructions Downloading and Saving the Nursing Home (NH) Program

The NH 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 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.

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

Do not use ALL CAPS in filling out this form.

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.

For your convenience at the end of each schedule there are **links** to click as shown.

PROVISIONAL

State ID: 000000
Facility Name: -



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

**JOINT ANNUAL REPORT OF
 NURSING HOMES
 2014**

[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](#)
[Administrator's Declaration](#)
[Appendix A: Commonly Prescribed Medications by Category by Brand \(Generic\)](#)
[Appendix B: Definitions](#)
[Tips](#)
[Find Your State ID](#)
[Error Listing - Facility Comments Required](#)

A	B	C	D	E
State ID	License Number	Name	County	Address
010122	3	Summit View of Lake City, LLC	Anderson	204 Industrial Park Road
010322	5	Norris Health and Rehabilitation Center	Anderson	3382 Andersonville Highway
010422	1	Golden LivingCenter - Windwood	Anderson	220 Longmire Road
010522	4	NHC Healthcare, Oak Ridge	Anderson	300 Laboratory Road
010622	2	Briarcliff Health Care Center	Anderson	100 Elmhurst Drive
020142	6	Christian Care Center of Bedford County, LLC	Bedford	835 Union Street
020242	7	Glen Oaks Health and Rehabilitation	Bedford	1101 Glen Oaks Road
030252	8	Camden Healthcare and Rehabilitation Center	Benton	197 Hospital Drive

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

[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



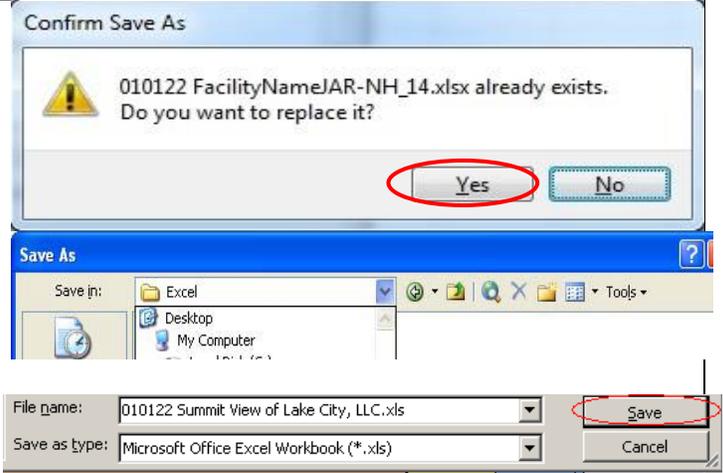
ENTERING DATA

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).

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 the location on your hard drive to which you saved before.

Always using the same name to “save as” will eliminate the possibility of having partial data in multiple locations.

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

Schedule A – Identification	
According to the Department of Health rules and regulations section 1200-8-6-.11(4), "a yearly statistical report, the 'Joint Annual Report of Nursing Homes', shall be submitted to the Department." Report data for the year indicated above. Please read all information carefully before completing your Joint Annual Report. Please complete all applicable items on the Joint Annual Report. Check all computations. Please check all checkboxes. Any items which appear to be inconsistent will be queried. Facilities will be reported to the Board for Licensing Health Care Facilities for failure to timely file a report or respond to queries.	
Facility	State ID
	Nursing Home Name

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		
	State	TN	Zip Code
Preparer	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)	1/31/2014
	Ending (mm/dd/yyyy)	12/31/2014

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.

Helpful information and definitions

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

	City		County	
	State	TN	Zip Code	
	Phone			
Preparer	Preparer Name		Preparer Phone	
	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 (mm/dd/yyyy) for the reporting period.			EXAMPLE: 6151234567

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.

	City		County	
	State	TN	Zip Code	
	Phone			
Preparer	Preparer Name		Preparer Phone	
	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 (mm/dd/yyyy) for the reporting period.			EXAMPLE: 6151234567

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

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.

	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_RepPeriodYN	NHA_Error050	Indicate Yes or No to question concerning reporting period.
8	180342	Ok	NHA_RepPeriodYN	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	NHE_OvrName	NHE_Error010	Provide complete owner information.
11	180342	Ok	NHE_TypeProf/Shop	NHE_Error020	Select only one type of owner.
12	180342	Ok	NHE_TypeGovt/Other	NHE_Error030	Other Government checked; specify name.

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.

	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.

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.

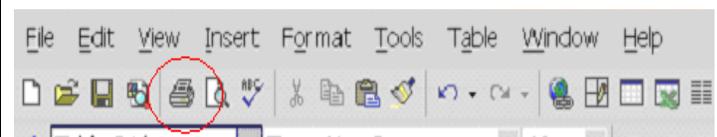
Please provide an explanation of why the data cannot be changed (why an error may remain) for all error messages that are marked "Error"

Comments:

Printing

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



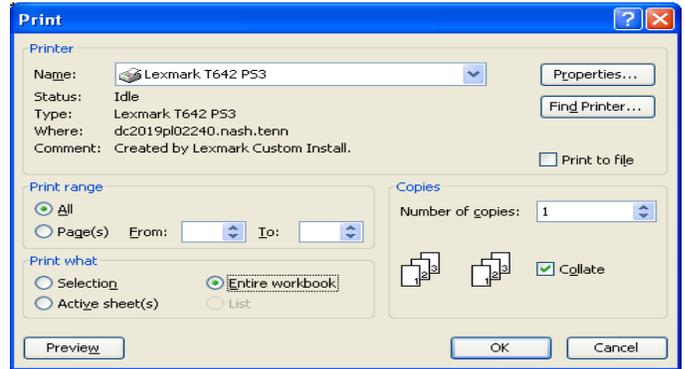
Printing All Schedules and Error Messages

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 approximately 45 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.

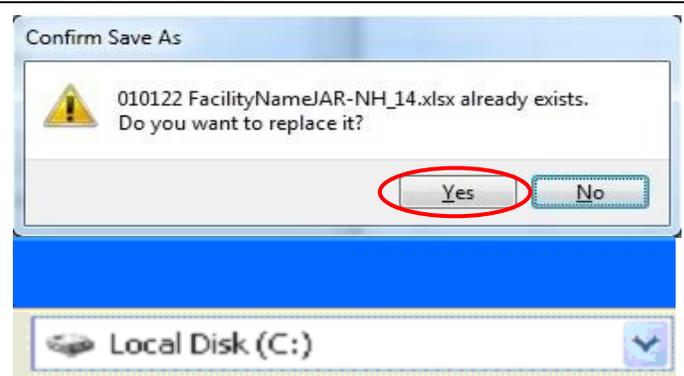


SAVING

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 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:

Cheryl Hines

Tennessee Department of Health

2nd Floor Health Statistics

Andrew Johnson Tower

710 James Robertson Parkway

Nashville, TN 37243

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

DUE DATE: Monday, June 15, 2015 no later than 4:30 p.m. (Central Standard Time)

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

Attaching Excel to Email

To E-mail the report, address e-mail to JARNursingHome.Health@tn.gov and put in subject line the State ID, Facility Name and NH_13. 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.

