



# Fistula First Patient Entry Log User's Guide



# FISTULAFIRST

## National Vascular Access Improvement Initiative

The Fistula First Project, is part of a national effort sponsored by the Centers for Medicare & Medicaid Services (CMS), the 18 regional ESRD Network organizations, the Institute for Healthcare Improvement (IHI), the large dialysis organizations and other professional and specialty societies to increase arterio-venous fistula (AVF) use.

Each month you must use the data collection tool to create a new spreadsheet for data collection. This ensures the accuracy of the data that is collected.

The spreadsheet contains two tabs. The first is the Patient Log Entry tab, the second is the Facility Summary tab. The Patient Log Entry tab is where you add patient data and assign access types for each patient. The Facility Summary tab contains all of the transferred information from the Patient Log Entry tab.

**Note:** If you are a provider that can categorize patient information and if you have existing aggregate data, contact the ESRD Network to obtain a spreadsheet designed for aggregate data entry.

## 1.0 Completing the tabs on the Fistula First Data Collection Tool

The following instructions are for completing the Fistula First Data Collection Tool spreadsheet. Before you begin working with the Fistula First Data Collection Tool read the following information:

- DO NOT attempt to add rows or columns to the Fistula First Data Collection Tool. This spreadsheet is locked to protect the formulas that calculate the aggregate totals.
- DO NOT return patient information such as the patient name to the Network. Only send the information that is finalized on the Facility Summary tab.
- You must complete the Facility Name, Provider Number, Reporting Month/Year, Contact Name and Contact Telephone Number fields. These fields are highlighted.

### 1.1 Field definitions

The following is a list of definitions for the fields used at the top of the Fistula First Data Collection Tool spreadsheet.

- **Facility Name:** The name of the provider.
- **Provider #:** This is the Medicare certified provider number (ex 342506 – the first two digits are the state code followed by a four digit identifier).
- **Reporting Month/Year:** This is the Month/Year for which data is being reported.
- **Contact Name:** The name of the person that is the facility contact and is completing this information.
- **Contact Telephone:** The telephone number of the primary facility contact.

<b>Facility Name:</b>	<b>Provider #</b>	<b>Reporting Month/Year</b>
45689 Dx Road	442981	04/2004
<b>Contact Name:</b>	<b>Contact Telephone:</b>	
Shanny B Write	(601) 316-0627	

**WHICH ACCESS WAS USED FOR DIALYSIS?** Report data as of the last day of the month. Determine which type of access was in use as of the last day/treatment of the month. Under the appropriate access type, indicate with an "X" the description that best matches.

Access Used →	AVF	AV GRAFT		CATHETER (Includes port devices)			OTHER
Incident ("First-time ever") outpatient starting dialysis this month  <b>PATIENT</b>	AVF used regardless of any other access present - functioning or not	Graft used-- <b>no fistula present</b> regardless if Cath/Port present	Graft used - with <b>AV fistula present</b> regardless if Cath/Port present	Cath/Port used only access	Cath/Port used with AV fistula present	Cath/Port used with AV graft present - functioning or not	Other access used
				↓ Sep Use U 06 06	↓ Sep Use U 06 06		

## 1.2 Patient status definitions

For this project only, the following definitions provide information for determining patient status.

- **Transient patient (for this project only):** A transient patient is a patient that receives services at the dialysis facility for less than 30 days, and is regularly a patient at a different facility. Do not include any transient patients in the data collection.
- **Prevalent patient (for this project only):** A patient that is not transient and is receiving hemodialysis (home or in-center) as of the last treatment day of the calendar month. Incident patients are included in the prevalent patient data.
- **Incident patient (for this project only):** A subset of the prevalent patient population. The Incident Patient is not transient. The Incident Patient is a home or in-center hemodialysis patient, and receives their first ever ESRD treatment during the calendar month for which the data is being reported.

## 1.3 Column names

The following information provides definitions for the column names.

<b>Facility Name:</b>	<b>Provider #</b>	<b>Reporting Month/Year</b>
45689 Dx Road	442981	04/2004
<b>Contact Name:</b>	<b>Contact Telephone:</b>	
Shanny B Write	(601) 316-0627	

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Access Used →	AVF		AV GRAFT		CATHETER (Includes port devices)			OTHER
	AVF used regardless of any other access present - functioning or not	Graft used-- no fistula present regardless if Cath/Port present	Graft used- with AV fistula present regardless if Cath/Port present	Cath/Port used only access	Cath/Port used with AV fistula present	Cath/Port used with AV graft present - functioning or not	Other access used	
<b>PATIENT</b> Incident ("First-time ever") outpatient starting dialysis this month								

- **Patient:** Name of the patient receiving dialysis.
- **Incident (“First-time ever”) outpatient starting dialysis this month:** This column is for the patient that is receiving ESRD treatment for the very first time.

## 1.4 Access Used columns

These columns indicate the type of vascular access *that was used for the patient's last hemodialysis treatment* of the calendar month.

**TABLE 1. Access used column definitions**

Column	Column subtype	Definition
<b>AVF</b>		
	AVF used	The Arteriovenous fistula was used for treatment. The AVF was used regardless of any other access present functioning or not.
<b>AV GRAFT</b>		
	Graft used-no fistula present	The Arteriovenous graft was used for treatment and the AVF has not been placed.
	Graft used-with AV fistula present	The Arteriovenous graft was used for treatment and the patient has an AVF in place for future use.
<b>Catheter</b>		
	Cath/Port Used only access	<p><b>Catheter only &lt; 90 days:</b> The catheter was used for treatment and has been in place for less than 90 days before treatment. The patient does not have an AVF or AVG in place. The catheter is the only access.</p> <p><b>Catheter only ≥ 90 days:</b> The catheter was used for treatment and has been in place for 90 days or more before treatment. The patient does not have an AVF or AVG in place. The catheter is the only access. For the incident patient calculation, this must be zero.</p>
<b>Catheter</b>	Cath/Port used with AVF fistula present	A catheter was used for treatment and the patient has an AVF in place for future use.
<b>Catheter</b>	Cath/Port used with AVG fistula present	A catheter was used for treatment and the patient has an AVG in place for future use.
<b>Other</b>	Other access used.	This indicates that the patient is a hemodialysis patient but the vascular access listed is considered different than the above categories. Use this option for any access that is not a fistula, catheter/port (Lifesite), or graft.

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## **2.0 Completing the Patient Log Entry tab**

Each month you must create a new spreadsheet for entering patient information. In order to ensure data integrity **do not** “cut and paste” information from a previous month. Create a new spreadsheet with your facility name and month. For more information, see the *Fistula First Data Collection Tool Installation Guide*.

Create the patient information using the Patient Log Entry tab. If you have a patient with more than one type of access or you are not sure which access to assign, see the “Vascular Access Categorization Guide” on page 15. Do not include any transient patients in the data collection. If a patient is using two types of access simultaneously, select the access that is being used as the arterial side.

The first tab is the Patient Log Entry tab. In the Patient column type the Patient Name. It is only necessary to list your current and prevalent patients as of the last day of the previous month. If you make any errors when entering the data, highlight the cells that you need to create and press **Delete**.

<b>Facility Name:</b>	<b>Provider #</b>	<b>Reporting Month/Year</b>
45689 Dx Road	442981	04/2004
<b>Contact Name:</b>	<b>Contact Telephone:</b>	
Shanny B Write	(601) 316-0627	

**WHICH ACCESS WAS USED FOR DIALYSIS?** Report data as of the last day of the month. Determine which type of access was in use as of the last day/treatment of the month. Under the appropriate access type, indicate with an "X" the description that best matches.

Access Used →	Incident ("First-time ever") outpatient starting dialysis this month	AVF	AV GRAFT		CATHETER (includes port devices)			OTHER
		AVF used regardless of any other access present - functioning or not	Graft used-- no fistula present regardless if Cath/Port present	Graft used - with AV fistula present regardless if Cath/Port present	Cath/Port used only access	Cath/Port used with AV fistula present	Cath/Port used with AV graft present - functioning or not	Other access used
<b>PATIENT</b>								
1	A-TEST Patient	x						
2	B-TEST Patient	x						
3	C-TEST Patient	x			1			
4	d				x			
5	e					x		
6	f						x	
7	g	1						
8	h	x		x				
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								
21								

- For patients that are dialyzing for the "First-time ever" this month, mark an **X** in the "First-time ever" column. You must also select an access type for the "First-time ever" patients. Mark an **X** in the column to select one access type for each patient. For more information on the access types, see Table 1 on page 4, or the "Vascular Access Categorization Guide" on page 15.

For patients who are restarting dialysis, or who have returned to dialysis after a transplant failure, DO NOT mark an X in the "First-time ever" column.

- Continue to add patient names and select the access type. Make sure that you assign an access type for each patient.

- When all patient information is added to the spreadsheet, scroll to the bottom of the page. The Fistula First Data Collection Tool calculates and displays the totals at the bottom of this tab as they are entered. The totals are then transferred and displayed on the Facility Summary tab of the Fistula First Data Collection Tool.

<b>Facility Name:</b>	<b>Provider #</b>	<b>Reporting Month/Year</b>	
45689 Dx Road	442981	04/2004	
<b>Contact Name:</b>	<b>Contact Telephone:</b>		
Shanny B Write	(601) 316-0627		

**WHICH ACCESS WAS USED FOR DIALYSIS?** Report data as of the last day of the month. Determine which type of access was in use as of the last day/treatment of the month. Under the appropriate access type, indicate with an "X" the description that best matches.

Access Used →	AVF	AV GRAFT		CATHETER (includes port devices)			OTHER
	AVF used regardless of any other access present - functioning or not	Graft used-- no fistula present regardless if Cath/Port present	Graft used- with AV fistula present regardless if Cath/Port present	Cath/Port used only access	Cath/Port used with AV fistula present	Cath/Port used with AV graft present - functioning or not	Other access used
PATIENT Incident ("First-time ever") outpatient starting dialysis this month				↓ in use < 90 days	↓ in use > 90 days		

<b>(Prevalence) All Patients from Detail</b>									<b>Totals</b>
#	300	300	0	0	0	0	0	0	0
%	100%	100%	0%	0%	0%	0%	0%	0%	0%
<b>(Incidence) New to ESRD Patients from Detail</b>									
#	2	2	0	0	0	0	0	0	0
%	100%	100%	0%	0%	0%	0%	0%	0%	0%

**Notes:**  
<sup>1</sup> For purposes of internal CQI, it is recommended that facilities track patients with an AVF that still require catheter access longer than 90 days post-placement of AVF. Extended fistula maturation time indicates that further evaluation may be needed.

**Error messages for Detailed Entry:**

**Patient Name Not Listed:** A access was recorded but no patient name listed

**Error 1:** No access "used" was entered.

**Error 2:** A patient has more than one access type checked. Each patient should have only one selection

**Error 3:** The number of patients and number of accesses is not the same. Make sure there is a patient name for every access

**Error 4:** A patient is marked as incident but has a catheter/port greater than 90 days.

▶ Patient Log Entry / Facility Summary / ◀

- Confirm that all of the totals (on the far right side of the tab) are 100%, and that there are no errors. Click the Facility Summary tab to review your information before sending it to the Network. For more information, see "Completing the Facility Summary tab" on page 8.

### 3.0 Completing the Facility Summary tab

This tab contains all of the transferred information from the Patient Log Entry tab.

- At the bottom of the Fistula First Data Collection spreadsheet, click the **Facility Summary** tab. All facility information and calculations from the Patient Log Entry are transferred to this tab. The total columns on the far right side of the tab must equal 100%.

<b>Facility Name:</b>		<b>Provider #</b>		<b>Reporting Month/Year</b>	
45689 Dx Road		442981		04/2004	
<b>Contact Name:</b>		<b>Contact Telephone:</b>			
Shanny B Write		(601) 316-0627			

	AVF	AV GRAFT		CATHETER (Includes port devices)		OTHER	
		AVF used regardless of any other access present - functioning or not	Graft used-- no fistula present regardless if Cath/Port present	Graft used -with AV fistula present regardless if Cath/Port present	Cath/Port used only access		
<b>All Patients</b>							
	300	300	0	0	0	0	0
	100%	0%	0%	0%	0%	0%	100%
<b>New Patients</b>							
	2	2	0	0	0	0	0
	100%	0%	0%	0%	0%	0%	100%

All Patients	#	%
<b>AVF Prevalence</b>	300	100%

Prevalence is the total number of patients using AV fistulas on the last treatment during the reporting month

New Patients	#	%
<b>AVF Incidence I</b>	2	100%
<b>AVF Incidence II</b>	2	100%

All NEW to ESRD patients with AVF being used for dialysis  
 All NEW to ESRD patients with AVF in place, whether or not it is being used for dial

AV Graft Prevalence and Incidence Summary	#	%
<b>All Patients</b>		

- When you complete entering data and reviewing the totals, save the information by clicking **File | Save**.
- Send the Facility Summary tab sheet to the Network by FAX or using e-mail. If you are e-mailing the Facility Summary tab totals and need more information, see "Sending the Facility Summary information to the Network" on page 9. **Make sure that you do not send any patient specific information such as the patient name to the Network. Do not return the CD or floppy diskette to the Network.**

## 4.0 Sending the Facility Summary information to the Network

After you complete entering and save the patient information, review it for accuracy. Then, send only the Facility Summary tab information to the Network.

1. After the spreadsheet is saved, from the Facility Summary tab, select **Edit | Move or Copy Sheet**.

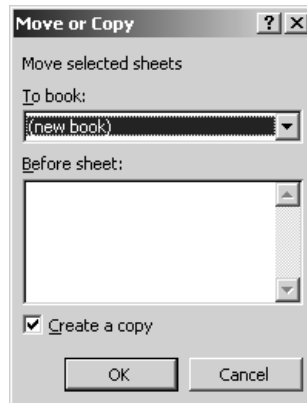
The screenshot shows a spreadsheet application window. The 'Edit' menu is open, and 'Move or Copy Sheet...' is highlighted. The spreadsheet content includes:

Provider #	Reporting Month/Year
442981	04/2004

Contact Telephone:  
(601) 316-0627

AVF	AV GRAFT		CATH
AVF used regardless of any other access present - functioning or not	Graft used-- no fistula present regardless if Cath/Port present	Graft used-- with AV fistula present regardless if Cath/Port present	Cath/Port use only access
3	2	2	2
23%	15%	15%	15%

2. The Move or Copy window opens.

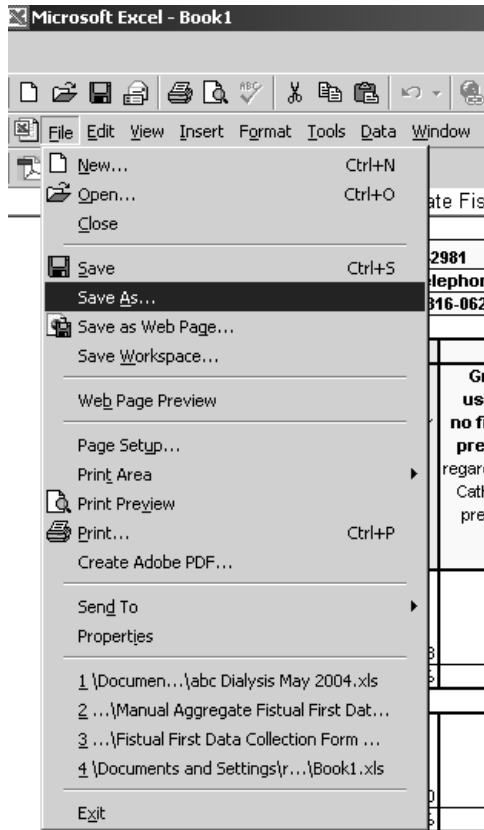


3. In the To book field, select **New Book**.

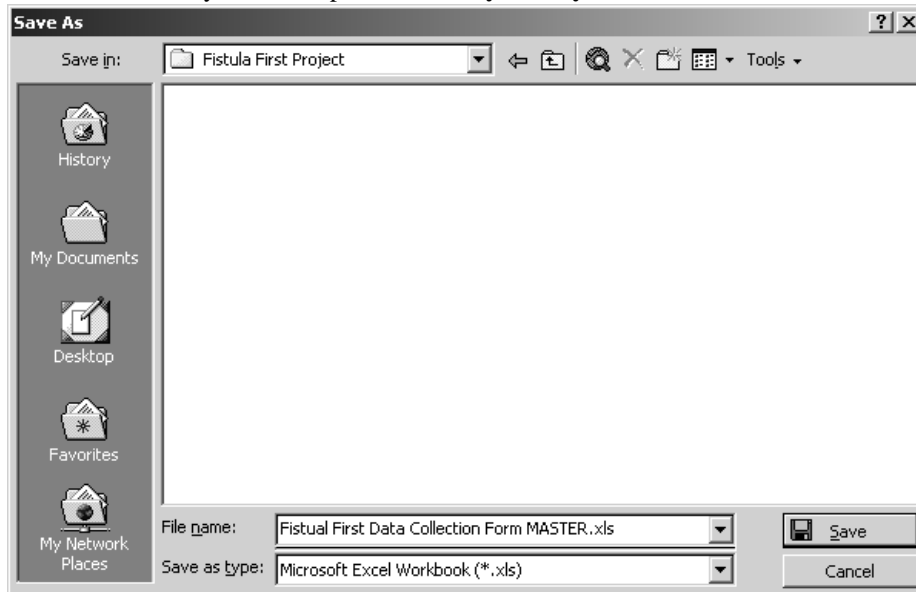
4. Mark the **Create a copy** check box.

5. Click **OK**.

6. Click **File | Save As**.



7. The Save As window opens. Make sure that in the File name field, you type in the name of your dialysis facility and the month if necessary. For example, **ABC Dialysis May 2004**.



8. Click **Save**.
9. E-mail as an attachment or FAX the Facility Summary tab file each month on the specified date to the Network contact person.
10. If you have any questions, contact the Network contact person. **DO NOT send the Network any patient specific information. DO NOT return the CD or floppy diskette to your Network.**

## 5.0 E-mailing the completed Microsoft Excel spreadsheet to the Network

The following information is for e-mailing the completed file to the Network contact person.

1. Open your e-mail application and type the e-mail address of the Network contact person.
2. Attach the file for the month. For example, *ABC Dialysis May 2004*.
3. Send the e-mail to your Network contact person. If you are not able to e-mail this file print and then FAX the file.

## 6.0 Error Messages

If the information that you enter is not accurate or is incorrect, an error message is displayed in the Data Entry Error Check column. The following information explains each of the error types.

<b>Facility Name:</b>	<b>Provider #</b>	<b>Reporting Month/Year</b>
45689 Dlx Road	442981	04/2004
<b>Contact Name:</b>	<b>Contact Telephone:</b>	
Shanny B Write	(601) 316-0627	

**WHICH ACCESS WAS USED FOR DIALYSIS?** Report data as of the last day of the month. Determine which type of access was in use as of the last day/treatment of the month. Under the appropriate access type, indicate with an "X" the description that best matches.

Access Used →	PATIENT	AVF	AV GRAFT		CATHETER (Includes port devices)			OTHER	Error Message
		AVF used regardless of any other access present - functioning or not	Graft used-- no fistula present regardless if Cath/Port present	Graft used with AV fistula present regardless if Cath/Port present	Cath/Port used only access in use <= 30 days	Cath/Port used with AV fistula present in use <= 90 days	Cath/Port used with AV graft present - functioning or not	Other access used	
	1 A-TEST Patient		X						<p><i>There is an Error Code(s) in the Totals for Prevalent and New to ESRD Patients. Please check this before sending your information to your Network.</i></p> <p>ERROR 1: No access 'used' was entered.                      ERROR 4: A patient is marked as incident                      ERROR 2: A patient has more than one access                      Patient Name Not Listed</p>
	2 B-TEST Patient		X						
	3 C-TEST Patient	X							
	4 d	X							
	5 e		X			X			
	6		X						
	7 g		X						
	8 h	X	X						
	9 c		X						
	10 e		X						
	11 f		X						

**Error 1:** No access "used" was entered.

**Error 2:** A patient has more than one access type marked. Each patient should have only one type of access selected.

**Error 3:** The number of patients and number of accesses is not the same. Make sure there is a patient name for each access that you mark.

**Error 4:** A patient is marked as incident but, has a Catheter/port for greater than 90 days is selected.

**Patient Name Not Listed:** An access was recorded but no patient name entered.

## 7.0 Vascular Access Categorization Guide

The following table contains the Vascular Access Categorization Guide. Use this guide to help you to designate the vascular access type for a patient. A patient might have more than one access. Other accesses present might be maturing, already mature and not being used, healing, resting, occasionally used and so forth. If you are not sure which access to assign using the Fistula First Data Collection Tool, use this table. If a patient is using two types of access simultaneously, select the access that is being used as the arterial side.

**TABLE 2. Vascular Access Categorization Guide**

Example Case	Incident Patient - First time ever dialyzing outpatient (otherwise prevalent)	Fistula	Graft	Catheter or Port	VA Used	VA Category	Notes
1	If Yes, mark an x in the First time ever column. If No, leave the column blank.	Access type currently used for dialysis			Fistula	AVF used regardless of any other access present - functioning or not	
2	If Yes, mark an x in the First time ever column. If No, leave the column blank.	Access type currently used for dialysis	Access type placed		Fistula	AVF used regardless of any other access present - functioning or not	Regardless of graft status
3	If Yes, mark an x in the First time ever column. If No, leave the column blank.	Access type currently used for dialysis	Access type placed	Access type placed	Fistula	AVF used regardless of any other access present - functioning or not	Regardless of graft/catheter/port status

**TABLE 2. Vascular Access Categorization Guide**

<b>Example Case</b>	<b>Incident Patient - First time ever dialyzing outpatient (otherwise prevalent)</b>	<b>Fistula</b>	<b>Graft</b>	<b>Catheter or Port</b>	<b>VA Used</b>	<b>VA Category</b>	<b>Notes</b>
4	If Yes, mark an x in the First time ever column. If No, leave the column blank.	Access type currently used for dialysis		Access type placed	Fistula	AVF used regardless of any other access present - functioning or not	Regardless of catheter/port status
5	If Yes, mark an x in the First time ever column. If No, leave the column blank.		Access type currently used for dialysis		Graft	Graft used-- No fistula present regardless if catheter/Port present	Regardless of catheter/port status
6	If Yes, mark an x in the First time ever column. If No, leave the column blank.		Access type currently used for dialysis	Access type placed	Graft	Graft used-- No fistula present regardless if catheter/Port present	Regardless of catheter/port status
7	If Yes, mark an x in the First time ever column. If No, leave the column blank.	Access type placed	Access type currently used for dialysis		Graft	Graft used-- with AV fistula present regardless if catheter/Port present	Regardless of fistula status

**TABLE 2. Vascular Access Categorization Guide**

<b>Example Case</b>	<b>Incident Patient - First time ever dialyzing outpatient (otherwise prevalent)</b>	<b>Fistula</b>	<b>Graft</b>	<b>Catheter or Port</b>	<b>VA Used</b>	<b>VA Category</b>	<b>Notes</b>
8	If Yes, mark an x in the First time ever column. If No, leave the column blank.	Access type placed	Access type currently used for dialysis	Access type placed	Graft	Graft used-- with AV fistula present regardless if catheter/Port present	Regardless of fistula status
9	If Yes, mark an x in the First time ever column. If No, leave the column blank.			Access type currently used for dialysis	Catheter or Port	Catheter used as only access < 90 days	Must use Catheter used as only access < 90 days for incident patients, Either Catheter used as only access < > 90 days for prevalent
10	If Yes, mark an x in the First time ever column. If No, leave the column blank.			Access type currently used for dialysis	Catheter or Port	Catheter used as only access ≥ 90 days	Must be prevalent patient

**TABLE 2. Vascular Access Categorization Guide**

<b>Example Case</b>	<b>Incident Patient - First time ever dialyzing outpatient (otherwise prevalent)</b>	<b>Fistula</b>	<b>Graft</b>	<b>Catheter or Port</b>	<b>VA Used</b>	<b>VA Category</b>	<b>Notes</b>
11	If Yes, mark an x in the First time ever column. If No, leave the column blank.	Access type placed		Access type currently used for dialysis	Catheter or Port	Catheter/Port used with AV fistula present	Regardless of fistula/graft status
12	If Yes, mark an x in the First time ever column. If No, leave the column blank.	Access type placed	Access type placed	Access type currently used for dialysis	Catheter or Port	Catheter/Port used with AV fistula present	Regardless of fistula/graft status
13	If Yes, mark an x in the First time ever column. If No, leave the column blank.		Access type placed	Access type currently used for dialysis	Catheter or Port	Catheter/Port used with AV graft present - functioning or not	Regardless of graft status
14	If Yes, mark an x in the First time ever column. If No, leave the column blank.				Other	Other	Use this option for any access that is not a fistula, catheter/port (Lifesite), or graft.