Joint Commission
Guide
for Data Entry of
Chart-Abstracted Measures
for Assisted Living Community (ALC)
Accreditation

Version 2022

Contents

Acknowledgement

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Example Acknowledgement: The Joint Commission Guide for Data Entry of Chart-Abstracted Measures for Assisted Living Community (ALC) [Version XX, Month, Year] is periodically updated by The Joint Commission. Users of the Joint Commission Guide for Data Entry of Chart-Abstracted Measures for Assisted Living Community (ALC) must update their software and associated documentation based on the published manual production timelines.

Introduction

The Joint Commission's ORYX® initiative integrates performance measurement data into the accreditation process. ORYX® measurement requirements support Joint Commission accredited organizations in their quality improvement efforts.

For Assisted Living Communities (ALC), reporting of ORYX Performance Measure data to The Joint Commission is

- Optional for CY2022 and/or CY2023 – organizations may elect to submit no measure data, some measure data, or all measure data
- Mandatory for all measures for all four quarters, effective 1/1/2024

[Click here for more information on chart-abstracted measure reporting requirements for the Assisted Living Communities (ALC) program.](#)

Accredited Assisted Living Communities (ALC) will abstract standardized performance measures and enter their data into the Joint Commission's Direct Data Submission Platform (DDSP) for accreditation purposes.

Chart-abstracted measure specifications for assisted living organizations are detailed in the Joint Commission's *Specification Manual for Joint Commission Assisted Living Community Quality Measures*.

Using The Joint Commission Guide for Data Entry of Chart-Abstracted Measures

This portion of the Joint Commission Guide for Data Entry of Chart-Abstracted Measures for Assisted Living Community (ALC) provides a brief overview of the information contained within each section of the manual. It is intended for use as a quick reference to assist in the aggregation of the required data elements, which are to be derived from the results of each of the Joint Commission's ALC quality measures used for accreditation purposes. The sections of this manual are interrelated and are most useful when considered together.

Section 1: Chart-Abstracted Measure Submission

The Chart-Abstracted Measure Submission provides an overview of the requirements for submitting aggregate data for accreditation purposes, including usage of the Direct Data Submission Platform (DDSP), measure selections, and submission deadlines.

Section 2: Aggregate Data Dictionary

The Aggregate Data Dictionary describes the aggregate data elements required to be entered for each chart-abstracted measure. It specifies those data elements that an assisted living organization must aggregate based on the specifications for each measure. These aggregate data elements will be inputted into the Direct Data Submission Platform (DDSP).

Section 3: Measure Exclusions

This section of the manual describes the denominator exclusion questions asked by the Direct Data Submission Platform (DDSP) for each chart-abstracted measure used for accreditation purposes.

The current set of ALC measures do not have any denominator exclusion questions.

Section 4: Aggregate Data Element Tool

This section of the manual provides several tools to assist assisted living organizations and their vendors in understanding the order in which the aggregate data elements are entered into the Direct Data Submission Platform (DDSP).

Section 1: Chart-Abstracted Measure Submission

Direct Data Submission Platform (DDSP)

The Direct Data Submission Platform (DDSP) is used to submit chart-abstracted performance measurement data for Assisted Living Community (ALC) accreditation purposes.

The key benefits of the DDSP for chart-abstracted measure data entry includes 24/7 access during the submission period, easy to-use data visuals, a cloud-based platform environment, robust security, and transparency. ALC organizations using the Platform can review their calculated results real-time as the aggregate data is being entered and the aggregate data can be updated at any time prior to the submission deadline for the quarter.

Assisted living organizations that did not use the DDSP for submission of chart-abstracted data during the previous year will need to be onboarded. Detailed instructions regarding the onboarding process will be sent in a separate communication.

How to Use the DDSP

The DDSP contains help screens, links, and "how to" videos to assist with answering common questions and the ability to ask The Joint Commission questions via the "Need Help?" feature on the Platform.

The Joint Commission conducts DDSP "Office Hours". Content includes tips for successful use of the DDSP and frequently asked questions. During the webinars, Joint Commission staff responsible for the DDSP are available to answer questions asked by the participants.

Chart-Abstraction Measure Selections

All measure selections are managed within the DDSP. Click here for more information on chart-abstracted measure reporting requirements for the Assisted Living Communities (ALC) program.

Aggregate Data Entry

Assisted living organizations aggregate and report monthly data points on chart-abstracted measures on a quarterly basis using the DDSP. No resident level data is submitted.

The DDSP will validate the entered aggregate data by performing consistency and edit checks to assure the integrity of the submitted aggregate data. Errors will be displayed on the screen when issues exist.

Data Entry Open and Close

DDSP users will be able to enter a month's aggregate data for chart-abstracted measures as soon as that month has completed. For example. September data can be entered starting on October 1st.

The DDSP does not allow for retransmission of data. All chart-abstracted data for a specific calendar quarter needs to be submitted for that calendar quarter by the submission deadline. The submission deadlines will be provided in a separate communication.

Quality Measure Specifications

This Guide is not intended to repeat information that is contained within the Joint Commission's *Specification Manual for Joint Commission Assisted Living Community Quality Measures*. Refer to the Specification Manuals for, among other items, information concerning the measure information forms, measure algorithms, and data elements.

It is of primary importance that all assisted living organizations use the appropriate version of the Specification Manual for the submission period. This will ensure that the data are standardized and comparable across assisted living organizations.

This Guide will typically be updated in conjunction with the ORYX Performance Measurement reporting period and after the 1Q/2Q and 3Q/4Q releases of the Joint Commission's *Specification Manual for Joint Commission Assisted Living Community Quality Measures* for the given year.

Section 2: Aggregate Data Dictionary

Introduction

This section of the manual describes the aggregate data elements assisted living organizations must calculate prior to entering their chart-abstracted measure data into the Direct Data Submission Platform (DDSP). It includes the definition and allowable values for each aggregate data element. In addition, data edits and statistical equations are provided as appropriate.

Data Edits and Statistical Equations

For each aggregate data element, data edits and statistical equations are provided below as appropriate. The statistical equations have been provided to assist in your proper calculation of these data element. The edits will be executed on the DDSP and will result in an error message. In addition, the DDSP will ensure data is entered correctly from the perspective of allowable values and whole numbers.

Stratified Measures

Stratified measures are classified into a number of groups (strata) to assist in the analysis and interpretation of the measure. The overall or un-stratified measure evaluates all the strata together. The stratified measure or each stratum consists of a subset of the overall measure.

Measures which are stratified require the appropriate aggregate data to be entered for each stratum associated to the measure. Currently, only ALC-05 is stratified.

Attestation Of Zero Cases

Assisted living organizations will be capable of attesting to having zero denominator cases.

Denominator: If a zero is entered into the Denominator field for a month, the user will be promoted to check the *Zero Denominator Attestation* box to attest that the zero Denominator count is valid.

Aggregate Data Elements Overview

Currently, all the ALC measures are proportion measures. The aggregate data elements in this Guide define what is to be inputted into each field.

The DDSP calculates the following data elements based upon the aggregate data entered for each measure, or strata and reporting time period.

Numerator (ALC-05):
Refer to the data element *Numerator* below for how this data element is being calculated for ALC-05.

Observed Rate (all measures):
Observed rates are used to measure assisted living organization performance. It is based on the aggregated data entered by the ALC organization.

The *Observed Rate* is calculated as the number of *Numerator* cases divided by the number of *Denominator* cases (*Numerator / Denominator*). The *Observed* Rate is calculated to 4 decimals and rounded to 3 decimals where 5 rounds up.

For ALC-05, an *Observed Rate* is multiplied by 100 (Numerator / Denominator) *100 and a separate Rate is calculated for both stratum (ALC-05a and ALC-05b).

Data Element Dictionary Terms

Name:	A short phrase identifying the aggregate data element.
Aggregated For:	Identifies the type of measure this data element is aggregated for.
Definition:	A detailed explanation of the data element, including statistical equations when appropriate.
Allowable Values:	A list of acceptable responses for this data element.
Edits:	Data integrity edits and other actions that the DDSP will apply to the aggregate data.

Alphabetical List of All Data Elements

Data Element Name	Aggregated For
Denominator	Proportion measures
Number of Direct Care Staff Employed	Proportion measures – ALC-05b
Number of Staff Employed	Proportion measures – ALC-05a
Numerator	Proportion measures

Proportion Measures

Proportion measures are measures in which the value of each measurement is expressed as a proportion where the numerator is expressed as a subset of the denominator.

The following aggregate data elements are required to be entered for proportion measures:

- Denominator
- Number of Direct Care Staff Employed
- Number of Staff Employed
- Numerator

Name:	*Denominator*
Aggregated For:	Proportion measures
Definition:	Summation of denominator cases (proportion) for the measure's population during the month. **Do not** eliminate or suppress outliers. **ALC-01, 02, 03, 04, 05a, and 05b:** The *Denominator* must be entered for the month. The values of the following measure data elements are entered into the Denominator field within the DDSP for the associated measure. ALC-01: *Assisted Living Community Resident* ALC-02: *Assisted Living Community Resident* ALC-03: *New Resident* ALC-04: *New Resident* ALC-05a: *Number of Positions* ALC-05b: *Number of Direct Care Staff Positions* **Note:** The definitions of the above measure data elements are provided within the *Specification Manual for Joint Commission Assisted Living Community Quality Measures.*
Allowable Values:	0 through 199 (whole numbers only) *Note: Assisted living organizations entering a zero for this data element will be required to attest that they have no cases in the denominator (i.e., 'zero denominator') for the measure for the month. Organizations with denominator cases are expected to enter the appropriate value for each measure or strata.*
Edits:	**ALC-05a:** • *Denominator [Number of Positions]* must be <= *Number of Staff Employed* **ALC-05b:** • *Denominator [Number of Direct Care Staff Positions]* must be <= *Number of Direct Care Staff Employed*

Name:	*Number of Direct Care Staff Employed*
Aggregated For:	Proportion measures – ALC-05b
Definition:	The definition of *Number of Direct Care Staff Employed* is provided within the *Specification Manual for Joint Commission Assisted Living Community Quality Measures.* **Do not** eliminate or suppress outliers. **Note:** This measure data element is used to calculate the ALC-05b *Numerator.* See *Numerator* below for more information.
Allowable Values:	0 through 199 (whole numbers only)
Edits:	• *Number of Direct Care Staff Employed* must be <= *Number of Staff Employed*

Name:	*Number of Staff Employed*
Aggregated For:	Proportion measures – ALC-05a
Definition:	The definition of *Number of Staff Employed* is provided within the *Specification Manual for Joint Commission Assisted Living Community Quality Measures.* **Do not** eliminate or suppress outliers. **Note:** This measure data element is used to calculate the ALC-05a *Numerator.* See *Numerator* below for more information.
Allowable Values:	0 through 199 (whole numbers only)
Edits:	None

Name:	*Numerator*
Aggregated For:	Proportion measures
Definition:	Summation of numerator cases in a measure's population during the month. **Do not** eliminate or suppress outliers. **ALC-01, 02, 03, and 04:** The *Numerator* must be entered for the month. The values of the following measure data elements are entered into the Numerator field within the DDSP for the associated measure. 　　ALC-01:　*Off-Label Antipsychotic Drug Prescribed* 　　ALC-02:　*Fall with Transfer to Hospital* 　　ALC-03:　*Resident Preferences and Goals of Care* 　　ALC-04:　*Advanced Care Plan / Surrogate Decision Maker* **ALC-05:** The *Numerator* is calculated by the DDSP as follows: 　　ALC-*05a* calculation: *(Number of Staff Employed – Denominator)* 　　ALC-*05b* calculation: *(Number of Direct Care Staff Employed – Denominator)* **Notes:** • The definitions of the above measure data elements are provided within the *Specification Manual for Joint Commission Assisted Living Community Quality Measures.* • ALC-05: See *Denominator* above for more information.
Allowable Values:	0 through 199 (whole numbers only)
Edits:	**ALC-01, 02, 03, and 04:** • *Numerator* must be <= *Denominator* **ALC-05a:** • *(Number of Staff Employed – Denominator [Number of Positions])* must be >= zero (0) **ALC-05b:** • *(Number of Direct Care Staff Employed – Denominator [Number of Direct Care Staff Positions])* must be >= zero (0)

Section 3: Measure Exclusions

Introduction

This section of the manual describes the denominator exclusion questions asked by the Direct Data Submission Platform (DDSP) for each chart-abstracted measure used for accreditation purposes.

Measure Exclusions

Below are the measure exclusions questions for each chart-abstracted measure. Help Text is provided to assist in determining exactly what to count for each exclusion question. The questions and help text have been derived from the appropriate version of the Measure Information Forms.

ALC-01: Off-Label Antipsychotic Drug Use

No exclusion questions

ALC-02: Resident Falls

No exclusion questions

ALC-03: Resident Preferences and Goals of Care

No exclusion questions

ALC-04: Advanced Care Plan / Surrogate Decision Maker

No exclusion questions

ALC-05: Staff Stability

No exclusion questions

Section 4: Aggregate Data Element Tool

Introduction

This section of the manual provides several tools to assist assisted living organizations and their vendors in understanding the order in which the aggregate data elements are entered into the Direct Data Submission Platform (DDSP).

Tool #1

Tool #1 is applicable to the following measures: ALC-01, ALC-02, ALC-03, ALC-04

- These measures are rate-based proportion measures that are not stratified.

Aggregate Data Element	Data Entry
Denominator	User enters data - Zero Denominator Attestation for the month will be prompted at this point in data entry.
Numerator	User enters data
Observed Rate	Calculated by DDSP (Numerator / Denominator)

Tool #2

Tool #2 is applicable to the following measures: ALC-05

- ALC-05 is a rate-based proportion measures that is stratified.

- ALC-05 requires entry of separate data for ALC-05a and ALC-05b.

Aggregate Data Element	Data Entry
ALC-05a: *Number of Staff Employed*	User enters data
ALC-05a: Denominator	User enters data - Zero Denominator Attestation will be prompted at this point in data entry.
ALC-05a: Numerator	Calculated by DDSP (*Number of Staff Employed – Denominator*)
ALC-05a: Observed Rate	Calculated by DDSP [(Numerator / Denominator) *100]
ALC-05b: *Number of Direct Care Staff Employed*	User enters data
ALC-05b: Denominator	User enters data - Zero Denominator Attestation will be prompted at this point in data entry.
ALC-05b: Numerator	Calculated by DDSP (*Number of Direct Care Staff Employed – Denominator*)
ALC-05b: Observed Rate	Calculated by DDSP [(Numerator / Denominator) *100]

Release Notes

Release notes for the v2022 *Guide for Data Entry of Chart-Abstracted Measures for Assisted Living Community (ALC)*.

Date of Modification	Section	Original Information	Modified Information	Reason
2/23/2022	Entire Manual		This is the first publication of the Joint Commission Guide for Data Entry of Chart-Abstracted Measures for Assisted Living Community (ALC).	A separate Guide already exists for organizations accredited as acute care (HAP) and critical access care hospitals (CAH).