

Tool 19 Falls data spreadsheet

Introduction

Using the spreadsheet to manage your falls data is a quick and easy way to gather and analyse information about falls in your care home. In turn, this can help you to know what improvements you need to make to prevent further falls and monitor the impact. Entering the initial data may take you a bit of time, but it's worth it!

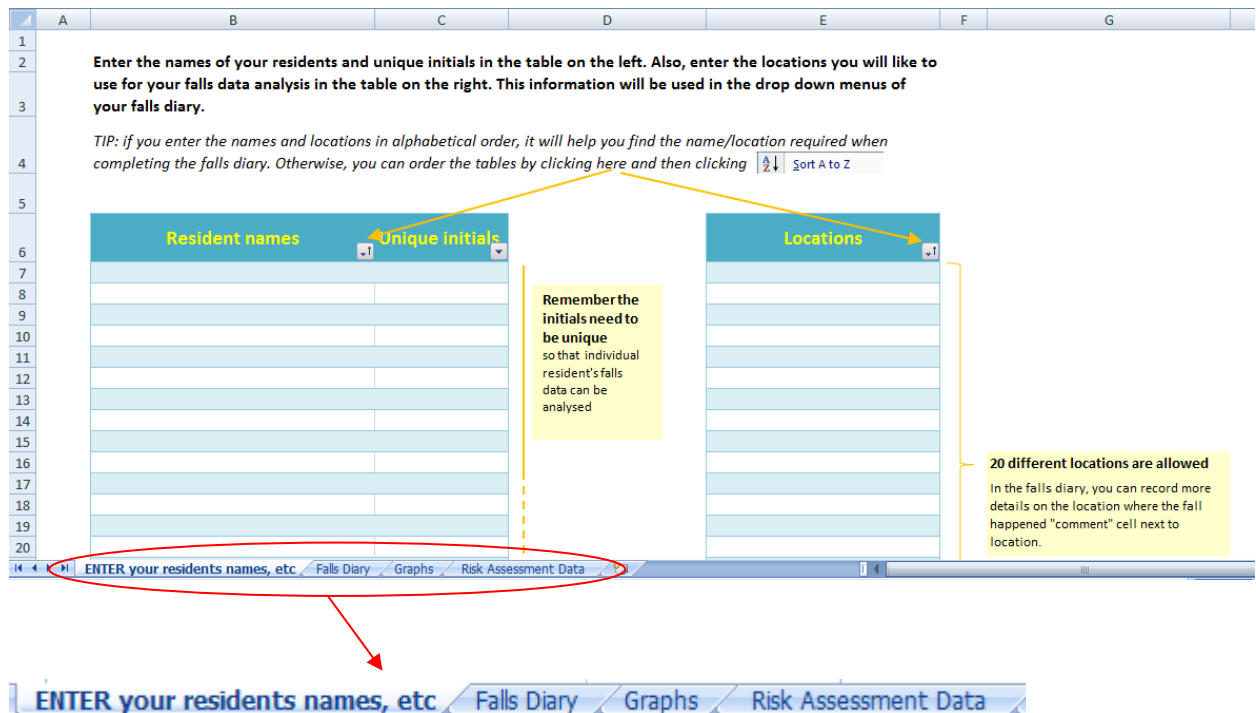
You can find the falls data spreadsheet by going to this link [here](#)

How to use the spreadsheet to manage your falls data

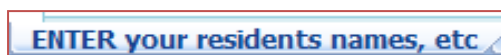
1. The spreadsheet is an **MS Office Excel file**.
2. It has **four worksheets**:
 - a) ENTER your residents' names and so on
 - b) Falls diary
 - c) Graphs
 - d) Risk assessment data

You can see the different worksheets at the bottom of the worksheet page. Look at the tabs to identify the four worksheets. See screenshot 1:

Screenshot 1:



- a) ENTER your residents' names and so on



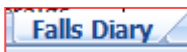
- Click on the **tab 'ENTER your residents' names and so on'** on the spreadsheet to access the worksheet.
- First, enter the names and unique initials of all your residents in the first two columns. Unique means two or more residents cannot have the same initials.
- In the next column, enter locations in your care home you want to use to analyse your falls patterns. The locations are areas in your care home where residents fall. Examples of locations you may wish to use are lounge, bedroom, shower room, hall. You can enter up to 20 locations.
- The information you have entered will be used in the drop-down menus in your falls diary. Screenshot 2 explains it further.

REMEMBER

- Make sure that your **residents' initials are unique** to allow you to analyse individual's falls. Use upper and lower case consistently.
- The information you enter will appear in the drop-down menus in the same order **automatically**, so you do not enter anything yourself.

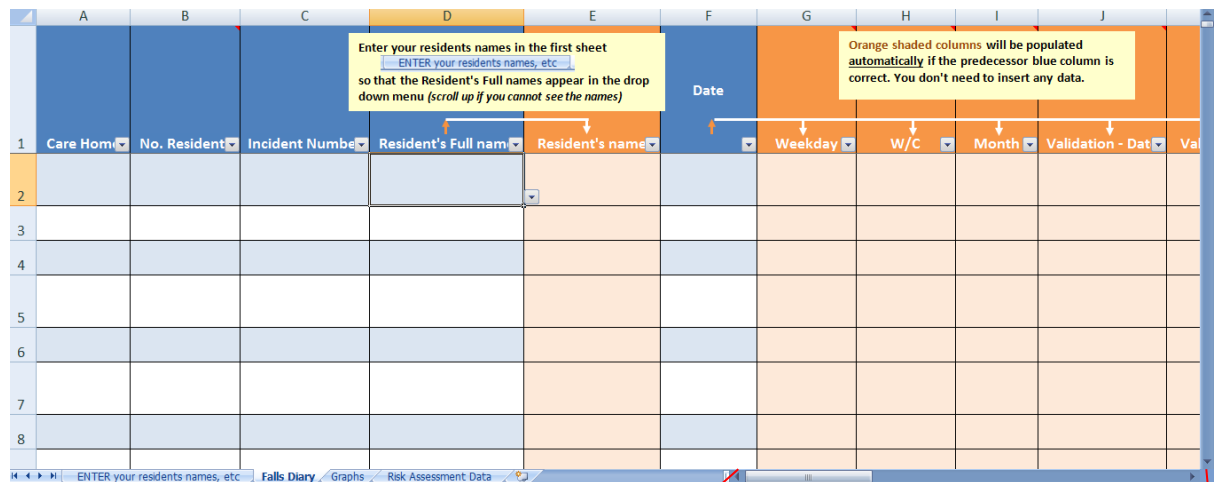
b) Falls diary

- Click on the **tab 'Falls diary'** on the spreadsheet to access the worksheet.



- You can enter all the information related to your falls in this worksheet.

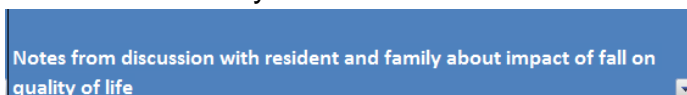
Screenshot 2



- **Each horizontal row represents a fall.** You should complete all the information required (please scroll to the right to see all columns by pressing the right arrow of the scrolling bar at the bottom of the page (circled in red):

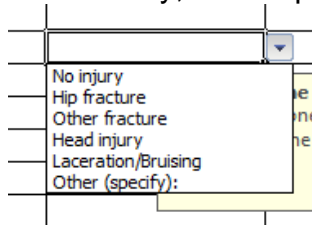


- The **last column** you will see is



- Some columns have **drop-down menus**:
 - a) When you click in a cell that has a drop-down menu, to the right of the cell a box with an arrow will appear.

Click on the arrow and a list of options will appear. If you don't see the list immediately, scroll up.



- b) Select the option that suits your situation best.
 - c) There is a comment column next to many of the columns with drop-down menus. This is for you to insert any other relevant information. For example, you may select "hip fracture" but you also want to note the resident has some bruising. This more detailed information on the fall should be included in the comments column.
 - d) An error message will appear if you enter a response different from the options given. In this case, please delete your response and select one of the options available.
- Some **columns are shaded orange**. This is to highlight that no data should be entered in these columns as it will be **automatically generated** once you enter information, such as the date or time the resident fell.

REMEMBER

Entering date and time

- **Date** should be entered in the **dd/mm/yy** format, using forward slash /, **not** full stops (for example 22/04/16). If not entered using this format the formula to calculate the week day, week commencing and month will not work.
- **Time** should be entered in **24-hour format** (for example 14:50 rather than 2:50pm) and use **colons**.

Otherwise the formula to calculate the time interval will not work. See the difference below.

01.20pm	0
13:20	08:00-14:00

Do **not** use **am / pm** – **only** use a 24-hour format

Time	Time interval
19:30	14:00-20:00
11:00	08:00-14:00
21:10	20:00-00:00
14:45	14:00-20:00
20:50	20:00-00:00
20:00	20:00-00:00
07:50	0
19:00	0
07:30	0
11:00	0

Do not use full stop (.), semicolons (;) but USE COLONS (:)

If the time interval shows “0” please re-enter the time using the right format.

- Sometimes the resident may have suffered more than one injury. When inputting the **injury type**, please select **the most severe one**.
- Apart from using the worksheet for entering and reporting falls data, you can use it for your own analysis and management of residents’ falls. You may want to see the **information on all falls that a specific resident** has had. You can use the filters of the column headings. Untick the option “Select All” and tick the person you are interested in finding out more about, for example IL on the right in screenshot 3 below. Remember to “Select All” to return to the normal view.

Filters

Screenshot 3

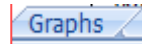
Resident's name	Date	Weekday	We
IL	28/02/2014	Friday	Wf
IL	01/03/2014	Saturday	Wf
IL	16/03/2014	Sunday	WE
IL	18/03/2014	Tuesday	WE
IL	19/03/2014	Wednesday	WE

You can use the filters to look at specific information about falls in your care home. This will allow you to analyse patterns such as time of day, location and reason for fall.

c) Graph worksheet

This worksheet contains **graphs** that can summarise the analysis of any data you have entered in the falls diary worksheet. The graphs can give you insight into the fall trends in your care home so you can consider improvements. It is also very useful to generate discussion and to evidence improvements have taken place.

- Click on the 'Graphs' **tab** to access this worksheet.

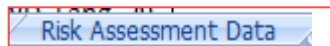


Remember to use the **dd/mm/yy** format when you enter the dates.

d) Risk assessment data worksheet

This worksheet can be used for a) updating falls care plans, b) looking at residents' changing situations by using the filters and c) comparing the risk assessment data with the falls diary to analyse the reasons for falls.

- Click on the **tab** 'Risk assessment data' to access this worksheet.



Here you can enter all information related to your residents' risk assessments.

- Each row represents a resident. You should include **ALL your residents** in this worksheet. Use the drop-down menu to help you do this.
- The **admission date** and the **reason** for being in the care home should be recorded.
- The **data** should be entered **on admission and on a monthly basis**, by scrolling to the right (notice the headings of the columns to identify the point in time). You should review this monthly and record changes to the residents' situation, multifactorial falls risk screen and falls care plan.
- Similarly to the falls diary worksheet, some cells contain **drop-down menus, which provide you with options to enter**. Some **columns are shaded yellow** to indicate they are automatically calculated.
- Notice that cells may **automatically change colour depending on the value entered**. This is to help the reader to identify key pieces of information.
- Please remember to **complete all the relevant cells**, even if the **response is "no"**. This is necessary for the automatic values to be calculated and to have assurance that the question has not been overlooked.
- If the resident is **discharged**, the **date** and the **reason** for discharge should be recorded.
- The spreadsheet includes five separate worksheets to cover five years of data.