

Daily Admits Report (DAR) Job Aid

The DAR is distributed each weekday morning and is available in both PDF and Excel formats. The PDF format is ideal for mobile devices while the Excel worksheet offers detailed daily data and is best for desktop use. The date information for the DAR can always be seen in the upper left-hand corner of the report (as seen below).

HRS IP Admissions:	February
Admits From System as of:	2/1/2021
Admits From Tracker as of:	2/1/2021

There are three main sections in the DAR:

1. The Top – Program level information.
2. The Middle – Summary level information (roll-ups by RVP and ADO).
3. The Bottom – Graph (current month progress and forecast).

PDF and Excel Columns Explained:

- Facility ID – Program SAP ID.
- Location – Program name.
- Region – Current RVP.
- Area – Current ADO.
- Month Budget – Current month admission budget.
- MTD (as of X/X) Budget – Month-to-date admission budget through given date.
- MTD (as of X/X) Admits – Month-to-date admission actuals through given date.
- Admit Proj (Trend or Current) – Admission projection for the month.
- Admit Proj Var to Budget (Trend or Current) – Difference between the admission projection and admission budget.
- Admit Proj % to Budget (Trend or Current) – Percentage of admission projection to admission budget.
- Avg Admits Req per Weekday / Weekend Day – Average number of admits required on weekdays and weekend days in order to meet budget. This number is dynamic and changes daily based on month-to-date progress.
- MTD (as of XX/X) DCs – Month-to-date discharges.
- Prev Day Pending List / Host Census – Data provided for the previous day through the Tracker website.
- Month ADC – The average daily census of the given month.
- Month XX Census – The patients days for the previous day.
- Adj Beds / Total Beds – Adjusted bed count provided for the previous day through the Tracker website and the total operational bed count.
- Prev Day Adj Bed Count Reason - Adjusted bed count reason provided for the previous day through the Tracker website.
- Month Avg Occupancy % - Average percentage of beds filled in current month (ADC/Total Beds).
- Planned Admits / Discharges – Future admits and discharges provided for the next day through the Tracker website.

NOTE: There are two projection models that are used within the DAR. The 90 Day Trend model is typically used from the 1st through 15th of the month while the Current Month model is used from the 16th through end of the month.

The 90 Day Trend model bases its forecast off of previous performance in the last 90 days and projects that data forward with respect for different days of the week and holidays.

The Current Month model bases its forecast off of previous performance within the current month and projects that data forward with respect for different days of the week and holidays.

Excel Only Columns Explained:

- Days of the month – Each day of the month is given a column where either Actual or Projected admission numbers are displayed.
 - Actual Admit Numbers – Colored either grey or white and are actuals pulled from UDS.
 - Projected Admit Numbers – Colored tan and used where actual admit data is not available.

	05-Feb-21	06-Feb-21	07-Feb-21	08-Feb-21	09-Feb-21	10-Feb-21	11-Feb-21	12-Feb-21	13-Feb-21	14-Feb-21	15-Feb-21	16-Feb-21	17-Feb-21
161	44	39	124	131	128	124	132	41	34	102	126	125	
2	1	-	1	-	3	1	1.8	1.4	0.6	0.8	1.1	1.8	
5	3	2	3	1	2	2	1.7	1.7	1.1	1.4	2.2	1.9	
2	1	-	-	-	-	1	0.4	0.5	0.2	0.5	0.5	0.6	
5	2	-	1	-	2	1	2.8	1.0	0.9	1.3	1.8	1.2	
1	2	-	1	1	3	1	2.1	1.5	0.3	1.3	1.8	2.0	
3	-	1	1	1	3	-	1.8	0.8	0.7	0.8	1.3	1.5	
3	1	1	3	3	2	5	2.2	0.5	0.8	1.4	1.8	2.8	
1	-	1	-	1	1	-	1.1	0.5	0.3	0.3	0.7	1.0	
2	-	-	1	4	3	3	1.8	0.9	0.4	1.2	2.2	1.8	
1	-	-	-	2	1	1	0.8	0.2	0.0	0.9	0.8	0.8	
-	-	-	1	2	2	-	0.6	0.0	0.2	0.5	0.7	0.8	
2	-	-	-	-	2	2	1.0	0.5	0.1	0.7	1.1	1.2	
1	2	-	-	1	-	1	1.0	1.0	0.6	0.4	1.2	0.8	
1	-	-	1	1	2	-	1.4	0.0	0.2	0.4	1.4	1.1	
1	1	1	1	1	2	-	1.7	1.2	0.5	0.7	1.8	0.8	

Excel Hints, Tips & Tricks:

The middle section of the DAR contains summary level information for RVPs / ADOs and is the quickest way to see roll-up information.

Region	Area	Oct Admit	MTD (as of 10/5) Admits w/Tracke	Admit Proj w/Track	Admit Proj Var to Budg	Admit Proj % to Budget	Avg Admits Req Per Weekday / Weekend Da	MTD (as of 10/5) DCs w/Tracker	Prev Day Admits / DCs Proj Censu	Oct Occupancy %
Summary Information										
HRS		3,731	446	3,578	(153)	95.9%	150.2/50.7	460	71/78/1132	67%
Compton, Rachel		532	67	484	(48)	90.9%	21.3/7.2	65	12/17/150	60%
	Khattar, Jennifer	305	38	268	(37)	87.8%	12.3/4.2	36	8/9/80	65%
	Weinberg, John	227	29	216	(11)	95.0%	9/3	29	4/8/70	54%
	Doverspike, Cyd	885	96	811	(74)	91.6%	35.9/12.1	93	13/14/208	65%
	Clement, Clay	230	24	208	(22)	90.5%	9.3/3.2	29	3/4/84	55%
	Keegan, JoAnn	335	31	308	(27)	91.9%	13.6/4.6	26	1/2/30	68%
	Pye, James	320	41	295	(25)	92.1%	12.9/4.3	38	9/8/94	72%
	Knight, Catherine	1,315	168	1,278	(37)	97.2%	52.9/17.9	161	34/32/486	65%
	Beddow, Jennifer	356	43	336	(20)	94.4%	14.4/4.9	42	7/6/126	63%
	Hawrot, Dawn	306	43	306	(0)	99.9%	12.2/4.1	33	10/6/110	72%
	Rich, Travis	320	43	286	(34)	89.5%	12.8/4.3	35	10/11/115	55%
	Shelton, Rick	351	40	365	14	103.9%	14.2/4.8	52	7/9/135	71%
	O'Bryan, Steve	999	115	1,005	6	100.6%	40.1/13.5	141	12/15/288	77%
	Angelos, Angie	256	29	273	17	106.6%	10.3/3.5	32	3/1/39	92%
	Stacy, Melanie	218	19	211	(7)	96.9%	9/3	35	2/8/62	73%
	Stultz, Jeffrey	209	26	213	4	102.0%	8.3/2.8	27	2/2/86	86%
	Weiss, Jeffrey	298	40	293	(5)	98.4%	11.8/4	46	5/4/101	67%
HRS National		50	-	-	-	-	-	-	-	-

If a customized set of data is required you have the option to filter using any of the provided auto-filters in the column headers. Check or uncheck the boxes you need. *Note: '(Select All)' quickly deselects all boxes.*

The results of your customized filter can be seen on the green 'Filter Row' near the top of the worksheet. *Note: This row calculates automatically, but you may need to hit the 'F9' key if your workbook calculation setting is on manual.*

Facility ID	Location	Region	Area	Feb Budget	MTD (as of 2/11) Budget	MTD (as of 2/11) Admits	MTD (as of 2/11) Admits / Budget	Prev Trend Admit Proj	Prev Trend Admit Proj Var to Budget	Prev Trend Admit Proj % to Budget	Avg Admits Req Per Weekday / Weekend Day	MTD (as of 2/11) DCs	Prev Day: Pending List /Host Census	Feb ADC	Feb 11 Census	Adj Beds/Total Beds	Prev Day: Adj Bed Count Reason	Feb Avg Occupancy %	Planned: Admits/ Discharges
	Filter Row			3,104.46	1,319.0	1,202	91%	2,790.0	(314.5)	89.9%	148/45	1,070	496/11371	1,216	1,281	1678/19	-	64%	146/141