



HAWAII STATE HEALTH PLANNING AND DEVELOPMENT AGENCY
 UTILIZATION REPORT INSTRUCTIONS
 DUE DATE : JULY 31, 2009

If you have the items listed across, then complete the page(s) which is/are checked.

	BEDS			EQUIPMENT/SERVICES																
	Acute Care	Long Term Care	Other Special Care	MRI	Computed Tomography	General Radiology	Ultrasound Equipment	Nuclear Medicine Equipment	Angiography	Mammography	Positron Emission Tomography (PET)	Lithotripsy Unit	Gamma Knife	Radiation Therapy	Hemodialysis	Cardiac Catheterization (a)	Percutaneous Coronary Intervention	Open Heart Surgery		Operating Rooms
Page 1	✓	✓	✓																	Page 1
Page 2	✓	✓	✓																	Page 2
Page 3	✓	✓	✓																	Page 3
Page 4					✓	✓	✓	✓	✓	✓	✓	✓	✓							Page 4
Page 5														✓						Page 5
Page 6															✓	✓	✓	✓	✓	Page 6
Pages 7,8				✓																Pages 7,8

THREE (3) WAYS TO REPORT YOUR INFORMATION TO US:

- 1) Emailing to: survey@shpda.org, or
- 2) Faxing to: 587-0783, or
- 3) Mailing to:
 SHPDA Utilization Survey
 Hawaii State Health Planning & Development Agency
 1177 Alakea St. #402
 Honolulu, HI 96813

QUESTIONS: phone: 587-0852 Kenneth Yoshida, Research Statistician or
 Email: survey@shpda.org

Additional copies of forms/instructions are available at: www.hawaii.gov/health/shpda/shusurve.htm

The list of terms below are provided for your reference.

Total Certificate Approved Beds are the total Certificate of Need beds approved by SHPDA on the last day of the reporting period.

Total Licensed Beds are the total number of beds authorized by the Medicare Section of the Office of Health Care Assurance of the Hawaii State Department of Health on the last day of the reporting period.

Total Staffed Beds are the total number of beds on the last day of the reporting period which were regularly maintained, or set up and staffed ready for use.

Reason(s) for Not Staffing or Setting Up is/are the reason(s) for not staffing or setting up all of your bed(s). Column D should be completed only if Column C (Total Staffed Beds) is less than Column B (Total Licensed Beds).

Total Inpatient Days are the total number of inpatient days for the reporting period.

Total Admissions are the total number of admissions for the reporting period.

SNF, ICF or SNF/ICF are the number of wait listed patients, on the last day of the reporting period, ready to discharge but unable to place in a SNF, ICF or SNF/ICF facility.

Care Homes & Alternatives are the number of wait listed patients, on the last day of the reporting period, ready to discharge but unable to place in a care home, such as a Nursing Home Without Walls (NHWW), Project Malama, etc.

Home Health, Day Hospital, Day Care are the number of wait listed patients, on the last day of the reporting period, ready to discharge but unable to place in a Home Health Agency, Day Hospital or Day Care Agency.

Other are the number of wait listed patients, on the last day of the reporting period, other than those mentioned in Column A through Column C. Please specify what "Other" means.

(a) For diagnostic cardiac catheterizations, only one diagnostic procedure should be counted per patient visit to the cardiac catheterization laboratory regardless of the number of procedures performed during that visit.

State Health Planning and Development Agency
1177 Alakea St. #402 Honolulu, Hawaii 96813

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Utilization Report

For the Period of January 1 to December 31, 2008

Facility:			
Name of Administrator:			
Completed by: (signature)		Phone:	
(print/type name)		FAX:	
(title)		Email:	

Type of Beds	Total Certificate Approved Beds (A)	Total Licensed Beds (B)	Total Staffed Beds (C)	If Col. C is Less Than Col. B, Give Reason(s) For Not Staffing All Beds (D)	Total Inpatient Days (E)	Total Admissions (F)
Acute Care Beds:						
Medical/Surgical						
Critical Care						
Obstetric						
Pediatric						
Neonatal ICU						
Psychiatric (Psych)						
Long Term Care Beds:						
Skilled Nursing (SNF)						
Intermediate Care (ICF)						
SNF/ICF						
Acute/SNF						
Special/Other Beds:						
Psychiatric (spec.)						
Tuberculosis (TB)						
Mentally Retarded (MR)						
SNF/ICF MR						
Hansen's Disease						
Rehabilitation						
Children's Orthopedic						
Medical/Surgical-spec						
Other(s) (specify):						

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Name of Facility: _____ Date: _____

Daily Room Rates on December 31, 2008				
Type of Beds	Private	Semi-Private	Ward	Other(s) (specify):
Acute Care Beds:				
Medical/Surgical				
CCU				
ICU				
Neonatal ICU				
OB - Labor/Delivery				
OB - Mother's Room				
OB - Nursery				
Pediatric				
Psychiatric (Psych)				
Other(s) (specify):				
Long Term Care Beds:				
SNF				
ICF				
Psychiatric (Psych)				
Tuberculosis (TB)				
Mentally Retarded (MR)				
Rehabilitation				
Children's Orthopedic				
Hansen's Disease				
Other(s) (specify):				
Special Treatment Beds:				
(specify):				

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Utilization Report for January 1, 2008 to December 31, 2008
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Name of Facility: _____

Date: _____

TABLE 1. WAIT LISTED PATIENTS IN ACUTE CARE BEDS READY TO DISCHARGE BUT UNABLE TO PLACE <i>(for completion by facilities with acute care beds)</i>							
Type of Facility Wait Listed To	SNF/ICF (A)	Care Homes & Alternatives Such as NHWW, Project Malama, etc. (B)	Home Health, Day Hospital, Day Care (C)	Other(s) (specify):			Total Col (A+B+C+D) (E)
On the last day of the reporting period enter the number of patients wait listed for:							
Reasons for Wait Listing	Beds Were Not Available (F)	Psychiatric, Dementia, Behavior, etc. Problem(s) (G)	Special Services/ Care Required (H)	Financial, Medicaid, Insurance, etc. Problem(s) (I)	Family/ Caregiver/ Guardianship Problem(s) (J)	Pending PASARR Screening (K)	Other(s) Specify:
On the last day of the reporting period the number of patients that were wait listed because of the following primary reasons were as follows:							
During the Reporting Period:							
(1) The total number of wait listed patients in acute care beds was: _____ patients.							
(2) The total patient days attributed to wait listed patients in acute care beds was: _____ patient days.							
(3) Were your wait listed patients included in your acute care bed utilization data totals on page 1? <input type="checkbox"/> Included <input type="checkbox"/> Excluded							

TABLE 2. WAIT LISTED PATIENTS IN LONG TERM CARE BEDS READY TO DISCHARGE BUT UNABLE TO PLACE <i>(for completion by facilities with long term care beds)</i>							
Type of Facility Wait Listed To	SNF/ICF (A)	Care Homes & Alternatives Such as NHWW, Project Malama, etc. (B)	Home Health, Day Hospital, Day Care (C)	Other(s) (specify):			Total Col (A+B+C+D) (E)
On the last day of the reporting period enter the number of patients wait listed for:							
Reasons for Wait Listing	Beds Were Not Available (F)	Psychiatric, Dementia, Behavior, etc. Problem(s) (G)	Special Services/ Care Required (H)	Financial, Medicaid, Insurance, etc. Problem(s) (I)	Family/ Caregiver/ Guardianship Problem(s) (J)	Pending PASARR Screening (K)	Other(s) Specify:
On the last day of the reporting period the number of patients that were wait listed because of the following primary reasons were as follows:							
During the Reporting Period:							
(1) The total number of wait listed patients in long term care care beds was: _____ patients.							
(2) The total patient days attributed to wait listed patients in long term care beds was _____ patient days.							
(3) Were your wait listed patients included in your long term care bed utilization data totals on page 1? <input type="checkbox"/> Included <input type="checkbox"/> Excluded							

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Equipment/Procedures Utilization Report For January 1 to December 31, 2008

Facility:		Phone:	
Completed by: (signature)		FAX:	
(print/type name)		Email:	
(title)			

Equipment Currently Available By Make/Model (including upgrades)	<i>Account for all equipment/procedures in your facility.</i>					
	Year Acquired	Years of Useful Life Remaining	Cost of Purchase or Upgrade	Total Number of Procedures Completed	Average Professional Charge Per Procedure	Average Technical Charge Per Procedure
Computed Tomography (CT)						
General Radiology						
Ultrasound Equipment						
Nuclear Medicine Equipment						
Angiography						
Mammography						
Positron Emission Tomography (PET)						
Lithotripsy Unit						
Gamma Knife						

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Radiation Therapy Utilization Report

For January 1 to December 31, 2008

Facility: _____ Phone: _____
 Completed by: (signature) _____ FAX: _____
 (print/type name) _____ Email: _____
 (title) _____

	<i>Account for all equipment/procedures in your facility.</i>		
Radiation Therapy Currently Available By Make/Model (including upgrades)	Year Acquired	Years of Useful Life Remaining	Cost of Purchase or Upgrade

Radiation Therapy	For the Reporting Period
Total Number of Cases (Unduplicated Patient Counts)	
Total Number of Treatments (A treatment is a single patient visit equivalent)	
Average Professional Charge Per Treatment	
Average Technical Charge Per Treatment	

Total Number of Patients Seen From (Patient Origin)	For the Reporting Period
O'ahu	
Hawai'i	
Kaua'i	
Maui	
Lana'i	
Moloka'i	
Other	
Unknown/Missing	

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Services/Procedures Utilization Report For January 1 to December 31, 2008
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	Facility: _____	Phone: _____
Completed by: (signature) _____	FAX: _____	
(print/type name) _____	Email: _____	
(title) _____		

	<i>Account for all services/procedures in your facility.</i>	
Services	Unit of Measurement	Please Enter Your January 1 to December 31, 2008 Utilization
Hemodialysis	total number of stations	
	total number of treatments	
Adult Cardiac Catheterization	number of diagnostic-equivalent cardiac catheterization procedures (a)	
Pediatric Cardiac Catheterization	number of diagnostic-equivalent cardiac catheterization procedures (a)	
Percutaneous Coronary Intervention Elective	number of elective procedures	
Percutaneous Coronary Intervention Emergency	number of emergency procedures	
Adult Open Heart Surgery	number of adult open-heart operations	
Pediatric Open Heart Surgery	number of pediatric open-heart operations	
All Other Operating Rooms: Inpatient Only (more than 24 hours stay)	number of hours per room utilization per year	
All Other Operating Rooms: Blended Inpatient/Outpatient (less than 24 hours stay)	number of hours per room utilization per year	
All Other Operating Rooms: Freestanding Ambulatory Surgery Center (less than 24 hours stay)	number of hours per room utilization per year	

(a) For diagnostic catheterizations, only one diagnostic procedure should be counted per patient visit to the cardiac catheterization laboratory regardless of the number of procedures performed during that visit.

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MRI Utilization Report

For the Period of January 1 to December 31, 2008

Facility Name: _____ Phone: _____
 Completed by: _____ FAX: _____
 (signature) _____
 (print/type name) _____ Email: _____
 (title) _____

Account for all MRI equipment in your facility. Account for all MRI procedures in your facility.

Part A. MRI Unit(s)

Make/Model/Tesla (include upgrades)	Month/Year Acquired	Years of Useful Life Remaining	Cost of Purchase or Upgrade	Total Hours Operated During the Period	Total Hours Downtime During the Period

Part B. MRI Charges and Utilization

Average Professional Charge (A)	Average Technical Charge (B)	Total Number of MRI Procedures Completed (C)	Total Number of MRI Sequences Completed (D)	Total Number of Negative Scans (E)

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Part C. MRI Patient Origin and Type		
Patients Seen From (Patient Origin)	Total Number of Inpatients	Total Number of Outpatients
O'ahu		
Hawai'i		
Kaua'i		
Maui		
Lana'i		
Moloka'i		
Other		
Unknown/Missing		

Part D. MRI Financial Statements
 Please submit a copy of your MRI Income Statement, and Statement of Revenues and Expenses for the corresponding period.

Part E. MRI Fee Schedules
 Please submit a copy of your current MRI fee schedules.

Please return your completed survey form, file or diskette by July 31, 2009 to:

*State Health Planning and Development Agency
 1177 Alakea St. #402
 Honolulu, HI 96813*

*or you may FAX your survey to SHPDA-MRI Survey at 587-0783
 or you may Email your survey to survey@shpda.org*

If you have any questions please call: Ken Yoshida at 587-0852 or 587-0788

Please note that this survey form may be altered after initial responses are reviewed to better suit the needs of the agency and to better facilitate the recordkeeping requirements of the providers.

Thank you for completing this MRI Survey.