

# executorNET

## Auditing ExecutorNET Data

In order to ensure that the data collected in the ExecutorNET linen management software program is accurate and consistent, a data audit is recommended every six months. The following steps, which include generating and analyzing specific ExecutorNET reports, will guide you through the process of auditing your ExecutorNET data.

### 1 Log on to your ExecutorNET program

### 2 Check Handhelds

1. Go to the **Setup** icon and click
2. Click on **Orders**

*If using handhelds check under the Hand-held column to make sure that all orders are assigned a handheld. If using more than one, you will need to make sure that the orders are assigned to the correct one.*

*The Prefill column should not be checked as this automatically fills to par even when a count was not completed.*

### 3 Check Daily Data Entry and Emergencies

1. Go to the **Reports** icon and click
2. Click on **Period Trending > Quantities > By Item Description**
3. Select **Period Start and End**
4. Organize columns by **Date**
5. Check **Yes** by **Delivered**

All others options should remain **No**

Period Trending Quantities by Item Description

Period start: 1/1/2010 End: 1/28/2010

Customer: Holmes Regional Medical Center

Organize columns by: Date

Display quantities:

- Par: No
- On-hand: No
- Required: No
- Delivered: Yes
- Emergency: No
- Returned (+): No
- Returned (-): No

Calculate values: Total

Explode pack/procedure contents: No

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Click on **Create Report**.

Review data for each day to make sure it has been entered. Count the number of missing days and divide by the number of days in the month to get percentage of Daily Data Entry.

## EXAMPLE

5 days missing / 30 days in month = 16% missing

100% - 16% = 84% accuracy of Daily Data Entry

Next, click on **Change Options** icon on the left side of the report.

Check **Yes** by Emergencies.

All other options should remain No.


Click on **Create Report**.

Look at each day to see if "Emergencies" (i.e. extra linen outside the scheduled deliveries) are being captured. You do not need to see emergency data for each day, but should see data on those days when extra (emergency) linen was distributed to certain departments.

## 4 Check Department Census and Adjusted Patient Days

Click on the **Setup** icon.

Click on the drop down box on the left to choose the month and year.

3/2009 

Monthly census counts for March, 2009

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Row	Department Name	Census Qty
61	Occupational Medicine	0
62	Surgical Observation Unit	0
63	Pre Op Holding	1055
64	OR Heart Center	45
65	Transitional Care Unit	66
66	Viera Pro-Health Rehab	1904
67	NICU	165
68	OR-Womens Locker Room Scrubs-340	0
69	HRMC - Peds Rehab	0
70	Entire Facility's Adjusted Census	15673

Census should be entered for each area where patient activity data is available (i.e. patient days, procedures, cases, visits). Do not worry about having census for every single department you deliver to, but you should have census entered for all inpatient nursing floors and major outpatient areas, such as ER. Adjusted patient days should be entered on the last page under Entire Facility's Adjusted Census.

## 5 Check Item Fill Rate Report

Item Fill Rates Reports show required and stocked percentages for each item

Go to the **Reports** icon and click.

Click on **Item Fill Rates By Item Description By Customer**.

Select Period Start and End.

The screenshot shows a configuration form for the 'Item Fill Rates by Item Description by Customer' report. The form includes the following fields and options:

- Period start: 1/1/2010 (dropdown), End: 1/28/2010 (dropdown)
- Customer: All Customers (dropdown)
- Calculate average: Total (dropdown)
- Sort customers by: Do Not Sort (dropdown), Direction: Ascending (dropdown)
- Sort items by: Do Not Sort (dropdown), Direction: Ascending (dropdown)
- Explode pack/procedure contents: No (dropdown)
- Show items in document and spreadsheet: Yes (dropdown)
- Calculate census from delivery dates: Yes (dropdown)

Click on **Create Report**.

Look at the Adjusted Par and Stocked columns. If the data entered in the two columns is exactly the same, or if the numbers are too "round" i.e. 10, 20, 30, your linen distribution people are probably not actually counting, but just entering data for data's sake.

## 6 Check Item Usage Report

Click on the **Reports** icon.

Click on **Item Usage By Item Description By Customer**.

Select Period Start and End.

The screenshot shows a configuration form for the 'Item Usage by Item Description by Customer' report. The form includes the following fields and options:

- Period start: 1/1/2010 (dropdown), End: 1/28/2010 (dropdown)
- Customer: All Customers (dropdown)
- Sort customers by: Do Not Sort (dropdown), Direction: Ascending (dropdown)
- Sort items by: Do Not Sort (dropdown), Direction: Ascending (dropdown)
- Explode pack/procedure contents: No (dropdown)
- Show items in document and spreadsheet: Yes (dropdown)
- Calculate census from delivery dates: No (dropdown)

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Click on **Create Report**.

Verify total pounds under Weight column. An excessive fluctuation in pounds form month to month may indicate that data was not entered on some days or that there may be inaccurate data input i.e. 5000 instead of 50. If you see significant fluctuations in the weights from month to month then proceed to the following.

Click on the **Reports** icon.

Click on **Period Trending Quantities By Item Description**.

Select Period Start and End.

Organize columns by Date.

The screenshot shows the configuration interface for the 'Period Trending Quantities by Item Description' report. The interface includes several dropdown menus for configuration:

- Period start: 1/1/2010
- End: 1/28/2010
- Customer: Holmes Regional Medical Center
- Organize columns by: Date
- Display quantities:
  - Par: No
  - On-hand: No
  - Required: No
  - Delivered: Yes
  - Emergency: No
  - Returned (+): No
  - Returned (-): No
- Calculate values: Total
- Explode pack/procedure contents: No

Click on **Create Report**.

Look at each day to see if there are irregularities.

Delivery dates from 1/1/2010 to 1/4/2010, Holmes Regional Medical Center, Organized by date, Include delivered qua				
Grand Total				
Description	2010-01-01	2010-01-02	2010-01-03	2010-01-04
Bath Towel	696	5,850	382	735
Wash Cloth	1,180	1,235	400	1,050
Flat Sheet	900	975	310	792
Draw Sheet	410	570	220	400
Pillowcase	1,055	975	495	915
PJ Bottom	2	0	2	2
Isolation Gown	341	191	119	351
Bath Blanket	897	870	327	755

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If incorrect input noted, click on **+Grand Total** > **+Order** to determine where the actual data input error occurred.

Delivery dates from 1/1/2010 to 1/8/2010, Holmes Regional Medical Center, Organized by day of month, Include delivered quantity, Total

Description	Count
<input type="checkbox"/> Grand Total	482
<input type="checkbox"/> Order	
	Count
<input type="checkbox"/> 304/Melbourne Pro Health Rehab	6
<input type="checkbox"/> 306/Diagnostic Center	6
<input type="checkbox"/> 309 - MRI	7
<input type="checkbox"/> 330/Palm Bay Rehab	6
<input type="checkbox"/> 341/Recovery	7
<input type="checkbox"/> 342/Nuclear Medicine	8
<input type="checkbox"/> 343/Dialysis	8
<input type="checkbox"/> 346/Physical Therapy	8
<input type="checkbox"/> 376/Peds Rehab	6
<input type="checkbox"/> 378/Suntree Rehab	6
<input type="checkbox"/> 380 / Viera Pro-Health Rehab	6

Click on each order until you find the data input error.

Delivery dates from 1/1/2010 to 1/4/2010, Holmes Regional Medical Center, Organized by date, Include delivered quantity, Total

Description	Count
<input type="checkbox"/> Grand Total	221
<input type="checkbox"/> Order	
	Count
<input type="checkbox"/> Mother Baby / 368	4
<input type="checkbox"/> Customer	
<input type="checkbox"/> Department	

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Delivery dates from 1/1/2010 to 1/4/2010, Holmes Regional Medical Center, Organized by date, Include delivered quantities  
Mother Baby / 368

Description	2010-01-01	2010-01-02	2010-01-03	2010-01-04
Bath Towel	50	5,000	10	60
Wash Cloth	75	50	25	50
Flat Sheet	40	10	20	10
Pillowcase	65	25	25	25
Bath Blanket	8	5	6	0
Thermal Spread	12	16	12	9
Linen Bag	0	0	0	0
IV Gown	0	10	0	0
Fitted Sheet	20	15	16	10
Magna Gown	0	0	0	1
Baby Blanket	0	0	0	0
Baby Shirt	0	0	0	0
Nursing Gown Pink	10	6	5	14
Pillows	0	0	0	0

As you can see from the report, a data input error can certainly make an impact on the overall numbers. You can correct the errors by doing the following.

## 7 Correcting Data Input Errors

Click on **Count Linen**.

Select desired **Restock Date** from drop down menu on left.

Click on **+ by Order** to correct.

Make proper adjustment to incorrect data input.

If there are large gaps in the data collection (like months worth of no data), you can contact Heidi directly and she will work with you to fill the gaps so your data is accurate.

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