

Interim Monitoring Guidelines

The Commission on Magnet designates Magnet Recognition for Nursing Excellence for a period of four years. In order to maintain Magnet designation, your organization must remain in compliance with the Components and policies of the ANCC Magnet Recognition Program.

After designation, the organization moves into a monitoring and evaluation phase, which includes the annual submission of the Demographic Data Collection Tool (DDCT) Report, the Interim Monitoring Report (IMR), and periodic phone conversations with the Analysts in the Magnet Recognition Program office.

Submission of Reports

- **Interim Monitoring Report** is submitted via email to cyndy.hagstrom@ana.org.
- Demographic Data Collection report submitted is submitted online via the Demographic Data Collection Tool (DDCT) at <https://ddct.anccmagnet.org/>. Please see related support documents located at <http://nursecredentialing.org/Magnet/Magnet-FormsTemplates/DemographicInfoForm>.

The reports are due by the final day of the organization’s designation anniversary month. The table below represents the timeline for submission of the DDCT Report and IMR:

Timeline – Four Year Designation	Report
Interim Year 1	» DDCT Report
Interim Year 2	» Interim Monitoring Report » DDCT Report » Analyst Interim Call
Interim Year 3	» DDCT Report » Application Submission
Interim Year 4	» DDCT Report » Research Table » Written Documentation

Annually

The Demographic Data Collection Tool (DDCT) report must be updated and submitted each year via the web-based portal by the final day of the anniversary month of the organization’s designation.

Access information is provided below. If you are going to this site for the first time enter the MPD’s work email address, then select the “Forgot Password” link. This will allow you to establish your own password.

<https://ddct.anccmagnet.org/>

Demographic Data Collection Tool (DDCT) Instruction:

<http://www.nursecredentialing.org/Magnet/Magnet-FormsTemplates/DemographicInfoForm>

Enclosure 3

Systems must submit separate:

- **Demographic Data Collection Tool reports for each facility as well as for system level assets.**

Contact the Magnet Recognition Program Outcomes Analyst at 301.628.5264 or cyndy.hagstrom@ana.org with any questions related to the Demographic Data Collection Tool (DDCT) Report.

Two years after Magnet designation

The submission, via email, of an **Interim Monitoring Report** is required (in addition to the DDCT) by the final day of the anniversary month of the organization's designation. When developing the Interim Monitoring Report documentation, the Magnet-designated organization **must comply with the Application Manual that will be in effect at the time the documentation will** be submitted.

Interim Monitoring Report Content

1. **Unit-level Data Crosswalk** - This is a Workbook which contains worksheets to document the units where nurse satisfaction, patient satisfaction, and nurse sensitive clinical indicator data are available. Clearly indicate which units your vendor has indicated do not have a large enough "n" to support reporting or where data are aggregated by your vendor.

(Go to: <http://www.nursecredentialing.org/Magnet/Magnet-FormsTemplates/Magnet-TablesTemplates/DDCT-Data-Grid.xls>)

The **Unit-level Data Crosswalk Guide** is available at:

<http://www.nursecredentialing.org//Magnet/Magnet-FormsTemplates/Magnet-TablesTemplates/Unit-level-Data-Crosswalk-Instruction-Guide>

2. **Nurse Satisfaction Survey (EP3EO in the 2014 Magnet Program Application Manual)**
 - a. Provide unit or clinic level nationally benchmarked nurse (RN) satisfaction data from the most recent survey administered (within the 30 months prior to Interim Monitoring Report submission). Only one set of nurse (RN) satisfaction survey data is required. If the tool used for the most recent survey meets the 2014 Magnet Application Manual requirements for EP3EO, present data for the four categories you have chosen for each unit/clinic. If the tool used for the most recent survey does not meet the 2014 Magnet Application Manual requirements for EP3EO, present data for all measures of the tool for each unit/clinic.
 - i. The database vendor must provide you with a benchmark.
 - ii. The data will be reviewed to assess the organization's performance relative to the national mean or median of the national database used.
 - b. Provide the name of the vendor.
 - c. Use the format of the required tables and graphs in the 2014 Magnet Program Application Manual[®].
 - d. Provide the registered nurse response rate as a percentage of all RNs employed in the organization.

Enclosure 3

3. Patient Satisfaction (related to nursing care) Survey Data (EP23EO in the 2014 Magnet Program Application Manual)
 - a. Provide the most recent 8 quarters (for which a comparative benchmark is available) of inpatient, and ambulatory/outpatient patient satisfaction data at the unit or clinic level. *Note: Pediatric and ambulatory patient satisfaction data are required for organizations with these services in place.*
 - b. Select and report data for four (4) measures from the categories listed in the 2014 Magnet Program Application Manual®
 - i. The database vendor must provide you with a benchmark.
 - ii. The data will be reviewed to assess the organization's performance relative to the mean or median of the national database used.
 - c. Provide the name of the vendor.
 - d. Use the format of the required tables and graphs in the 2014 Magnet Program Application Manual®.
4. Nurse-Sensitive Clinical Indicator Data
 - a. Present the indicators listed in the 2014 Magnet Program Application Manual® (Table 5)
 - b. Provide nationally benchmarked unit- or clinic-level nurse-sensitive clinical indicator data using tables and graphs to display the most recent 8 quarters (for which a comparative benchmark is available) of data..
 - c. Use national databases when available. If a national database is not available, the organization must demonstrate that internal benchmarks are based on professional standards, literature review, internal trended data, or all three.

Systems must submit separate:

- Demographic Data Collection Tool reports for each facility as well as for system level assets.
- **Nurse satisfaction, patient satisfaction, and clinical indicator data for each organization within the System application**

The Magnet Recognition Program Outcomes Analyst reviews and analyses the IMR that is submitted and follows this review with an email message sent to the organization that provides findings and recommendations.

If the MPO does not receive the required documents by the last day of a Magnet-designated organization's second anniversary month and the organization has not notified the MPO regarding the delay, the Magnet Commission will determine any necessary action. If it is anticipated that it will not be possible to submit the Interim Report by the required day, the Outcomes Analyst (cyndy.hagstrom@ana.org) should be contacted as soon as possible.

If there is evidence of decline in meeting Magnet expectations, the Magnet Commission may:

- a. Require additional data be submitted
- b. Request an immediate site visit

Enclosure 3

Interim Courtesy Call: Following the IMR review that is conducted by the Outcomes Analyst, an Interim Courtesy Call will be scheduled with the Senior Magnet Program Analyst to:

- a. Discuss any pertinent issues identified on the IMR
- b. Discuss any questions that the organization might have about application/documentation preparation for redesignation
- c. Address any questions that have arisen during the interim period

Contact the Magnet Recognition Program Outcomes Analyst at 301.628.5264 or cyndy.hagstrom@ana.org with any questions related to the Interim Monitoring Report.

Three years after Magnet designation:

An online application (in addition to a new DDCT report) must be completed and submitted per the directions noted on-line at <http://www.nursecredentialing.org/Redesignation.aspx>.

Systems must submit separate:

- Demographic Data Collection Tool reports for each facility as well as for system level assets.

Four years after Magnet designation

Written documentation is submitted for appraisal on the 1st business day of one of the following months closest to the month of designation.

- February
- April
- June
- August
- October

When developing the documentation for re-designation, the Magnet-designated organization must comply with the Application Manual in effect at the time the documentation will be submitted. It is the responsibility of Magnet-designated organizations to remain current with any Updates and changes promulgated by the Magnet Recognition Program. The Updates and changes can be located on the Magnet website: <http://www.nursecredentialing.org/Magnet>.

Enclosure 3