

Performance Measure 66a: State/Territory Dataset Worksheet

I. List of variables for analysis:

66a On-line Medical Direction:

emsLicensure

- allows you to sort by highest level of certification – BLS/ALS agencies

onlineMedDirection

- required question for the numerator; indicates how often online medical direction is available

onlineUsually

- required question for those who answered "Usually;" will help to find those who answered that online medical direction is available 90% or more of the time

ableStaff

- required question for the numerator

ableUsually

- required question for those who answered "Usually;" will help to find those who answered available 90% of the time

66a Off-line Medical Direction:

emsLicensure

- allows you to sort by highest level of certification – BLS/ALS agencies

offlineMedDirection

- required question for the numerator; indicates if off-line medical direction is available

offlineAvailable

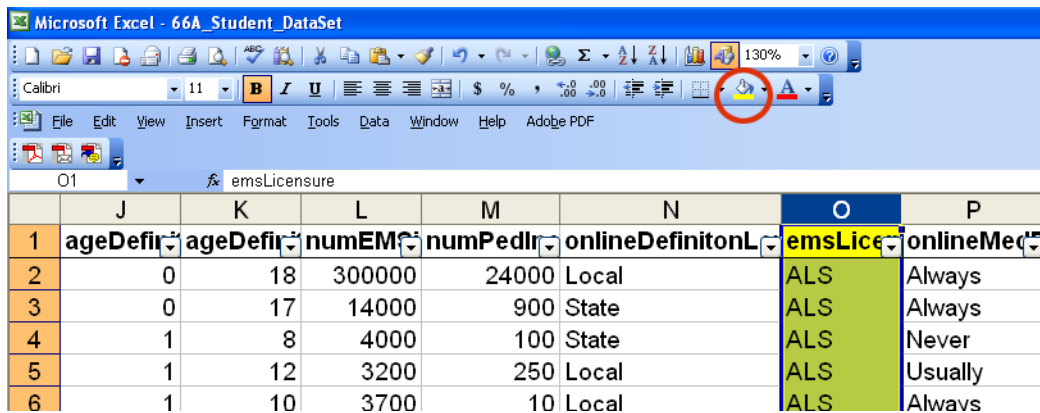
- required question for the numerator; indicates how often the off-line protocols are available in the patient care unit or on the person

offlineUsually

- required question for those who answered "Usually;" will help to find those who answered available 90% of the time

II. Set-up

1. Make a copy of your original dataset (File > Save As...).
2. Make all the variable headings filters. (This is an important step. Do not sort the data without making sure all headings are set as filters; you could accidentally mix up the records.)
3. Highlight each column of the variables to be analyzed (see variables in Section II of this document).
 - Select the entire column by clicking on the letter of the column.
 - Choose a fill color for the column by selecting the paint bucket tool located in the toolbar (see graphic below).



III. Steps for cleaning data:

Refer to the handout in the binder entitled "66A Data Cleaning." Follow the steps in that document to complete the data cleaning for your state/territory dataset.

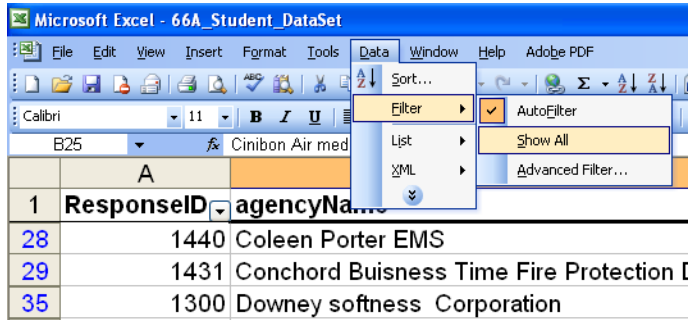
1. Are there any duplicate records in the dataset?
 - a. If so, how many? _____

Record the identifying information (Response ID, Agency Name, Name, Phone, etc.) of duplicate records and document your cleaning decisions for eliminating any duplicates. Which record will you keep and which will you delete? What is your basis for this decision?

IV. Steps for analysis:

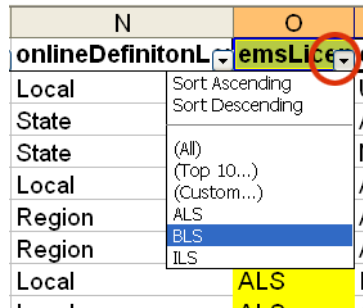
BLS On-line Medical Direction

1. Clear all filters to display **all** records in the dataset.

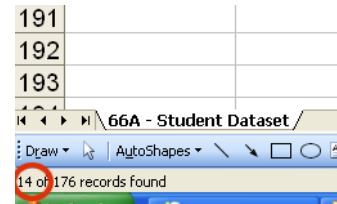


2. Filter the variable *emsLicense* by "BLS."

- a. How many records do you have? _____ (this is your denominator)



You can find the number of records that were found by looking in the lower left hand corner of Excel (see image on right).

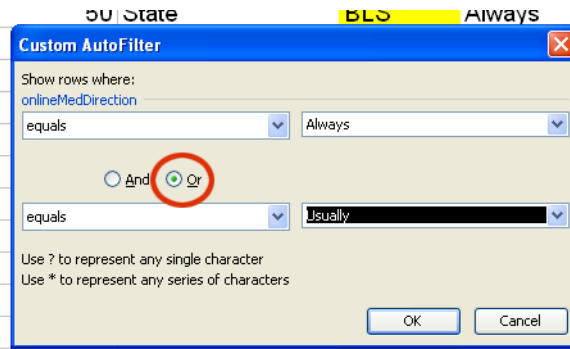


Note: You can tell a filter is on when the rows are colored blue (indicating the records that met the filter criteria) and the filter drop-down arrow of the variable you are filtering on is also blue.

	A	B	O
1	ResponseID	agencyName	emsLicense
28	1440	Coleen Porter EMS	BLS
29	1431	Conchord Business Time Fire Protection Dist	BLS
35	1300	Downey softness Corporation	BLS
39	1278	Edge of Insanity Fire/EMS	BLS
53	1589	Golden Slumbers City Ambulance Service	BLS
74	1318	KSSURPAL EMS	BLS
76	1373	Lakers Nation Ammunition Plant	BLS
82	1271	Logan" Wolverine" Ambulance	BLS
98	1302	Mercy Me Ambulance Service, Inc.	BLS
124	1304	Peter Parker VFD Life Squad	BLS
130	1313	Red Bull Fire And Rescue/EMS	BLS
143	1326	Southgate-Fencing supply and EMS	BLS
160	1324	Toy Ambulance Company	BLS
166	1349	Vadamire Fire & Rescue	BLS
178			

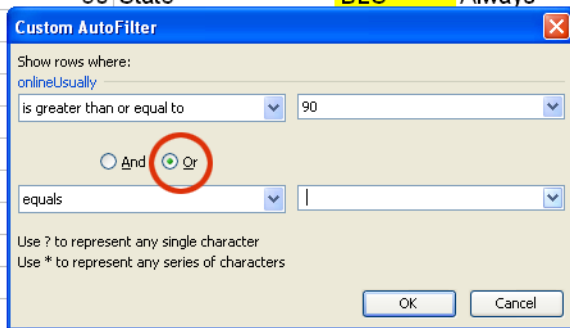
3. Filter the variable *onlineMedDirection* by "Always" OR "Usually" by selecting the "custom" filter.

a. How many records do you have? _____



4. Filter the variable *onlineUsually* for answers *greater than or equal to* "90" OR blanks by selecting the "custom" filter (**note:** in older versions of Excel you may have to search for a blank by using a blank space).

a. How many records do you have? _____



5. Filter the variable *ableStaff* by "Always" OR "Usually" by selecting the "custom" filter.

a. How many records do you have? _____

6. Filter the variable *ableUsually* for answers *greater than or equal to* "90" OR blanks by selecting the "custom" filter (**note:** in older versions of Excel you may have to search for a blank by using a blank space).

a. How many records do you have? _____ (**this is your numerator**)

7. Divide the numerator by the denominator.

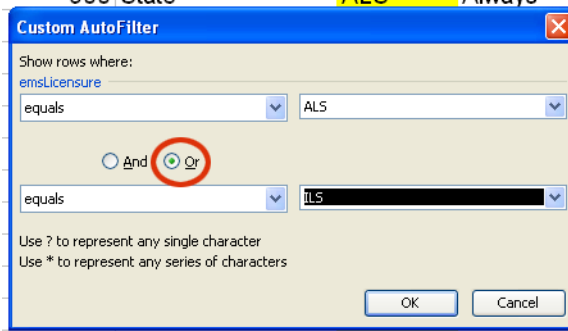
a. Numerator: _____

b. Denominator: _____

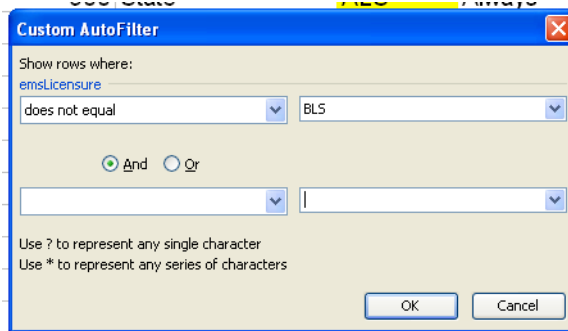
c. What is your answer? _____
 (**this is the percentage of BLS services that have on-line medical direction at the scene of an emergency**)

ALS On-line Medical Direction

1. Clear all filters to display all records in the dataset.
2. Filter the variable *emsLicense* by "ALS" OR "ILS" (if applicable) by selecting the "custom" filter.
 - a. How many records do you have? _____ (this is your denominator)



Another way:



3. Filter the variable *onlineMedDirection* by "Always" OR "Usually" by selecting the "custom" filter.
 - a. How many records do you have? _____
4. Filter the variable *onlineUsually* for answers *greater than or equal to* "90" OR blanks by selecting the "custom" filter (**note:** in older versions of Excel you may have to search for a blank by using a blank space).
 - a. How many records do you have? _____
5. Filter the variable *ableStaff* by "Always" OR "Usually" by selecting the "custom" filter.
 - a. How many records do you have? _____
6. Filter the variable *ableUsually* for answers *greater than or equal to* "90" OR blanks by selecting the "custom" filter (**note:** in older versions of Excel you may have to search for a blank by using a blank space).
 - a. How many records do you have? _____ (this is your numerator)

7. Divide the numerator by the denominator.
 - a. Numerator: _____
 - b. Denominator: _____
 - a. What is your answer? _____
(this is the percentage of ALS services that have on-line medical direction at the scene of an emergency)

BLS Off-line Medical Direction

1. Clear all filters to display all records in the dataset.
2. Filter the variable *emsLicense* by "BLS."
 - a. How many records do you have? _____ (this is your denominator)
3. Filter the variable *offlineMedDirection* by "Y."
 - a. How many records do you have? _____
4. Filter the variable *offlineAvailable* by "Always" OR "Usually" by selecting the "custom" filter.
 - a. How many records do you have? _____
5. Filter the variable *offlineUsually* for answers *greater than or equal to* "90" OR blanks by selecting the "custom" filter (**note:** in older versions of Excel you may have to search for a blank by using a blank space).
 - a. How many records do you have? _____ (this is your numerator)
6. Divide the numerator by the denominator.
 - a. Numerator: _____
 - b. Denominator: _____
 - c. What is your answer? _____
(this is the percentage of BLS services that have off-line medical direction at the scene of an emergency)

ALS Off-line Medical Direction

1. Clear all filters to display all records in the dataset.
2. Filter the variable *emsLicensure* by "ALS" or "ILS" (if applicable).
 - a. How many records do you have? _____ (**this is your denominator**)
3. Filter the variable *offlineMedDirection* by "Y."
 - a. How many records do you have? _____
4. Filter the variable *offlineAvailable* by "Always" OR "Usually" by selecting the "custom" filter.
 - a. How many records do you have? _____
5. Filter the variable *offlineUsually* for answers *greater than or equal to* "90" OR blanks by selecting the "custom" filter (**note:** in older versions of Excel you may have to search for a blank by using a blank space).
 - a. How many records do you have? _____ (**this is your numerator**)
6. Divide the numerator by the denominator.
 - a. Numerator: _____
 - b. Denominator: _____
 - c. What is your answer? _____
(**this is the percentage of ALS services that have off-line medical direction at the scene of an emergency**)