

## Step by step guidance for “DATA ENTRY” for Nursing Homes (nD.NH)

10  
NOV  
nDay  
2022

### A) Important steps for online data entry

- key in [www.nutritionday.org](http://www.nutritionday.org)
- go to **my nutritionDay | Login**

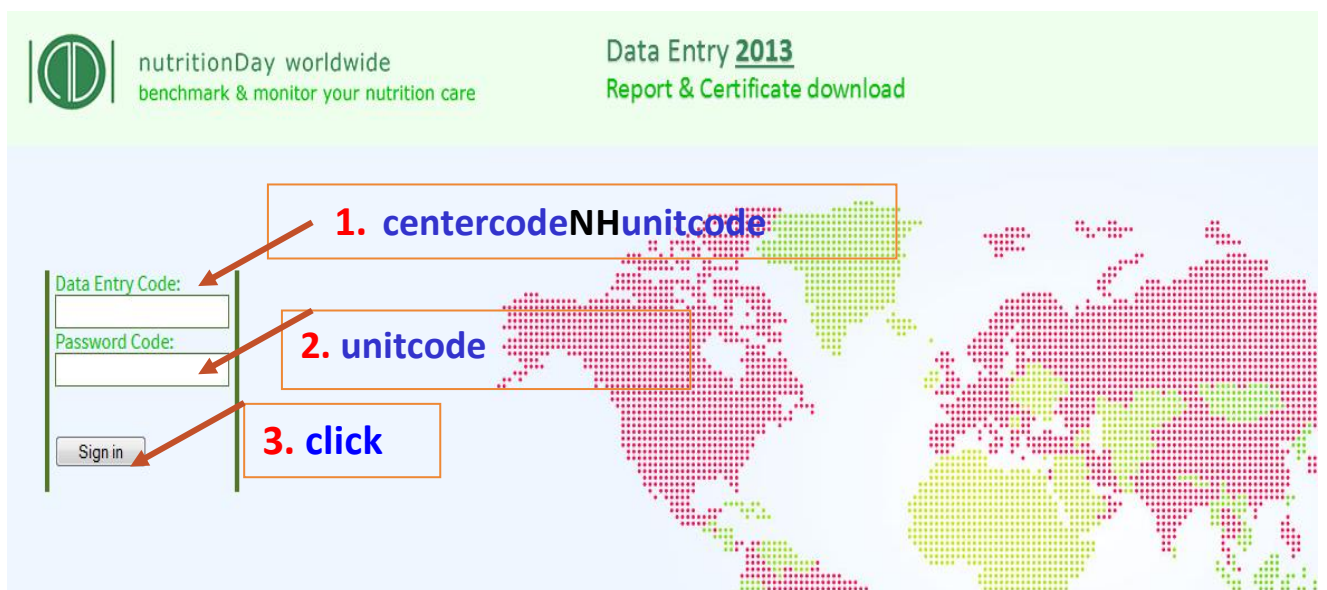


The screenshot shows the nutritionDay worldwide website. The header includes the logo and the tagline "benchmark & monitor your nutrition care". Navigation links for "About nDay", "Newsroom", and "Network" are present. A search bar is located in the top right corner. Below the navigation, there are several categories: "for Hospitals Intensive Care Units Nursing Homes", "for Patients Relatives", "for Researchers Scientists", "Education Training", "Politics Public Health", and "Special Programs". The main content area features a world map with a red box indicating "19 NOV nDay 2015" and a blue box with the text "12 steps to participate compare & share your nutrition care". An orange arrow points to the "My nDay | Login" link in the top right corner.

- go to **data entry | upload**
- choose subcategory **for Nursing Homes (NH)**



## Log in for data entry

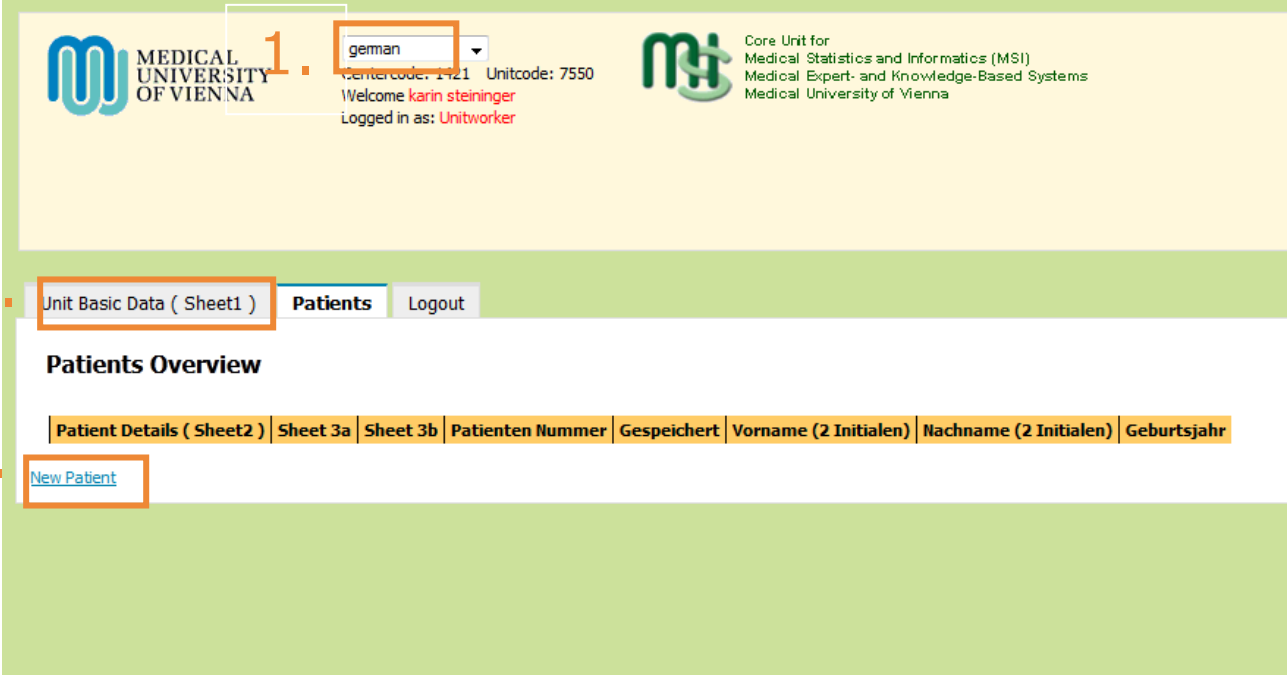


- to access the online data entry, you have to enter **username** and **password**

**Example:** if your center code is 190 and your unit code is 123:

**user:**190**nh**123 **password:**123 (for nutritionDay NH)

### Starting with online data entry



The screenshot shows the user interface of the nutritionDay NH system. At the top left, the logo for the Medical University of Vienna is displayed. A dropdown menu is set to 'german', with a '1' annotation pointing to it. Below the language menu, the user is logged in as 'Unitworker' and the unit code is 7550. On the right, the logo for the Core Unit for Medical Statistics and Informatics (MSI) is shown. The main navigation bar includes 'Unit Basic Data ( Sheet1 )', 'Patients', and 'Logout'. A '2' annotation points to the 'Unit Basic Data ( Sheet1 )' tab. Below this, the 'Patients Overview' section is visible, with a table of columns: 'Patient Details ( Sheet2 )', 'Sheet 3a', 'Sheet 3b', 'Patienten Nummer', 'Gespeichert', 'Vorname ( 2 Initialen )', 'Nachname ( 2 Initialen )', and 'Geburtsjahr'. A '3' annotation points to a 'New Patient' link in the bottom left corner.

- 1. select your language
  - 2. fill in the Unit Basic Data (sheet 1)
  - 3. enter a new patient (sheet 2)
- After you have entered data of your last patient just click “**Save**” and “**Logout**”.

**Enter outcome nutritionDay data**

Date of Outcome evaluation:

nutritionDay in Intensive Care Units: **6 months** after nutritionDay

Unit Basic Data ( Sheet1 )   **Patients**   Logout   REPORT ( R )

**Patients Overview**

Patient Details ( Sheet2 )	Sheet 3a	Sheet 3b	Patient's number	Saved
[icon]	[icon]	[icon]	1	27.10.2011 11:05:48
[icon]	[icon]	[icon]	2	27.10.2011 11:06:51
[icon]	[icon]	[icon]	3	27.10.2011 11:08:07
[icon]	[icon]	[icon]	4	27.10.2011 11:08:58
[icon]	[icon]	[icon]	5	27.10.2011 11:19:57

[New Patient](#)

Open sheet 2 for each patient and enter his/her outcome data.

Click **“Save”** to save outcome data.

After you entered each patient’s Outcome please click **“Logout”**.

**Create your individual Feedback**

Unit Basic Data ( Sheet1 )   **Patients**   Logout   **REPORT ( R )**

**Patients Overview**

Patient Details ( Sheet2 )	Sheet 3a	Sheet 3b	Patient's number	Saved	First name	Last name	Year of birth
[icon]	[icon]	[icon]	1	27.10.2011 11:05:48	qe	re	1990
[icon]	[icon]	[icon]	2	27.10.2011 11:06:51	te	bh	1970
[icon]	[icon]	[icon]	3	27.10.2011 11:08:07			1910
[icon]	[icon]	[icon]	4	27.10.2011 11:08:58	jo	ge	1926
[icon]	[icon]	[icon]	5	27.10.2011 11:19:57	fr	zo	1967

[New Patient](#)

1. Click **“Report (R)”**



Unit Basic Data ( Sheet1 ) Residents Overview Logout **REPORT ( R )** Certificate ( C )

**Export & REPORT**

Unit ID: 1438	<input type="button" value="Generate OUTCOME Unit Report"/>
<input checked="" type="checkbox"/> Report Acceptance	
	<input type="button" value="Generate Unit Report"/>
OUTCOME Unit REPORT Files - Version: 1	

5. Click Generate OUTCOME Unit Report after outcome data entry (180 days after nutritionDay)

4. Download unit report

Unit Basic Data ( Sheet1 ) Residents Overview Logout **REPORT ( R )** Certificate ( C )

**Export & REPORT**

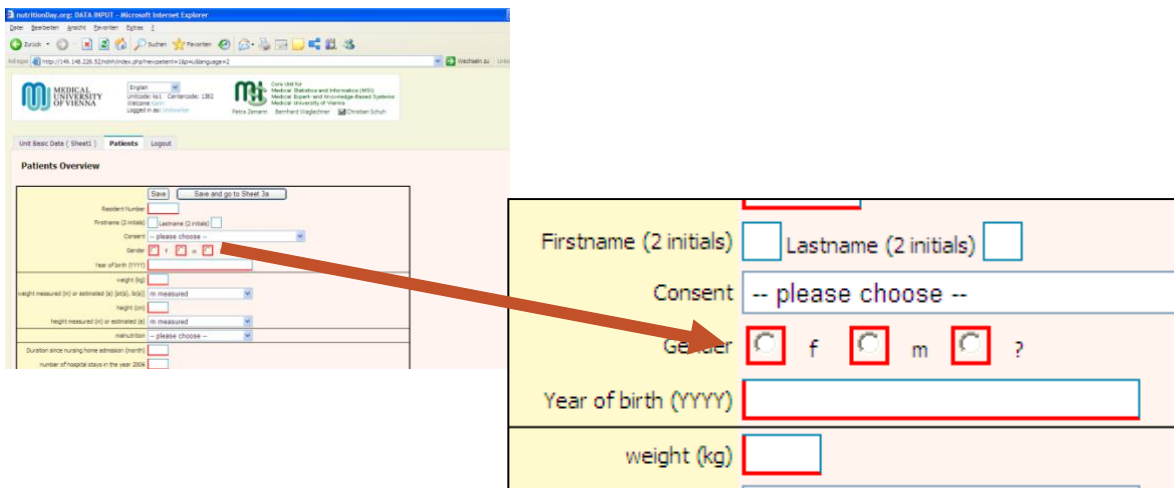
Unit ID: 1438	<input type="button" value="Generate OUTCOME Unit Report"/>
<input type="checkbox"/> Report Acceptance	
	<input type="button" value="Generate Unit Report"/>
OUTCOME Unit REPORT Files - Version: 1	
	File to download
	<a href="#">Unit Outcome Report File (pdf) - German</a>

6. Download OUTCOME Unit Report

**Additional information to your notice:**

**1. Mandatory fields**

All fields that have a red border are mandatory e.g.



If there is for any reason no data for a mandatory field, please enter “-” (minus). Data cannot be saved if you leave mandatory fields blank.

**2. Missing sheet 3a and/or sheet 3b**

If there is no data of sheet 3a and/ or sheet 3b (e.g. if the patient receives artificial nutrition only) just save the blank data sheets and go on with the next patient.

**3. Inconsistencies**

If there is inconsistent information given, please relate to the information that is given in the first question.

Example:

**Do you think you have your usual appetite today?**

YES     
  NO     
 Skip this entry

If NO,     
  I am not hungry     
  I have problems with chewing/swallowing

nausea     
  others (please describe) \_\_\_\_\_

In this case please indicate “YES” for the question “Do you think you have your usual appetite today?” and do not indicate an answer for the question “If NO,...”.

#### 4. Comma

Wenn entering figures please use a **dot** to indicate a comma.

E.g. **indicate 62.4 kg** – do not indicate 62,4 kg

In case of difficulties please contact our office at [office@nutritionday.org](mailto:office@nutritionday.org).

We will be happy to help!