

The logo for LeadingAge MN features a green heart icon to the left of the text. The word "Leading" is in a green, cursive-style font, "Age" is in a dark blue, bold, sans-serif font with a registered trademark symbol, and "MN" is in a green, bold, sans-serif font.

LeadingAge[®] **MN**
DATA PORTAL

User's Guide

March 28, 2023

The LeadingAge Minnesota Data Portal allows LeadingAge Minnesota members access to data tracking and vital benchmarking data to facilitate data-driven decisions and drive quality and performance improvement.

This User's Guide provides step-by-step instructions for submitting data and accessing reports for all LeadingAge Minnesota Data Portal Applications.

Data Portal Applications and Instructions (*click on links below to directly access a specific portal application*)

- I. **Workforce** (Pages 4-7)
Data submission and benchmarking for Employee Turnover, Retention, and Vacancy rates for RNs, LPNs, CNAs, TMAs, and Dietary Staff for care center and assisted living members.
- II. **Compensation** (Pages 8-13)
Data submission and benchmarking data on wages, differentials, and bonuses for key staff positions for care center and assisted living members.
- III. **Assisted Living Quality and Service Measures** (Pages 14-20)
Tracking and benchmarking performance on key quality and operational metrics.
- IV. **Financial Conditions** (Pages 21-25)
Tracking and benchmarking data on financial performance for care center and assisted living members
- V. **Five-Star Quality Reports**
Access Quarterly 5-Star Analysis Reports for Care Center members.

General Information:

- Access the [LeadingAge Minnesota Data Portal](#)
- Request Access to the Portal: Contact [Cari Kronschnable](#)
- Questions: Contact [Jeff Bostic](#) or [Julie Apold](#)

Logging on to the Portal

Use your LeadingAge Minnesota username and password to log on to the Data Portal. After logging in, you will see the applications that you have permission for on your welcome screen. If there is an application not showing that you want to access to, contact [Cari Kronschnable](#).

Example:

LeadingAge MN
DATA PORTAL

Admin Functions Log Off Hello Jeff Bostic

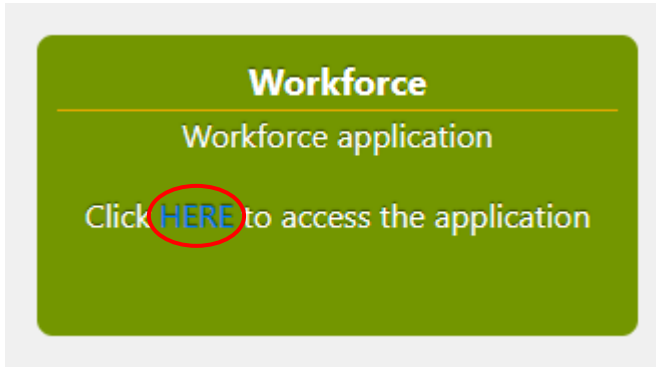
My Applications

- Assisted Living Measures**
Assisted Living Quality and Service Measures
Click [HERE](#) to access the application
- Financial**
Financial Conditions Application
Click [HERE](#) to access the application
- Five Star Reports**
5-star reports from LeadingAge New York
Click [HERE](#) to access the application
- PEX Survey**
Performance Excellence Self-Assessment
Click [HERE](#) to access the application
- Safe Care**
Safe Care Self-Assessment
Click [HERE](#) to access the application
- Workforce**
Workforce Application
Click [HERE](#) to access the application
- Compensation**
Compensation Survey Application
Click [HERE](#) to access the application

Workforce

A. Accessing On-line Data Portal

1. Log-in to the LeadingAge Minnesota Portal: <https://portal.leadingagemn.org/MyApplications>
2. Within the data portal, click on "HERE" to access the Workforce application.



B. Entering Data

1. Click on "Enter Data"



Hello,

Welcome to the LeadingAge Minnesota Workforce application.

Please choose from the menu options above to "Enter Data" or to view "Reports"

2. Select the facility for data entry

Select a facility from the dropdown to begin

3. Select the report period from the drop down

Select a new report period from the dropdown to continue

4. Enter data for each of the measures (Employee Turnover, Employee Retention, and Vacancies) by position for the selected quarter. The application saves your data as you enter each number.

Employee Turnover				
	RN	LPN	CNA	Dietary Staff
Total Number of Employees who Worked in the Position in the Quarter	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total Number of Employees Working in the Position at the end of the Quarter	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Employee Retention				
	RN	LPN	CNA	Dietary Staff
Total Number of Employees who Worked in the Position at the Beginning of the Quarter	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total Number of Employees from the Beginning of the Quarter still Working in the Position at the end of the Quarter	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Vacancy Rate				
	RNs	LPN	CNA	Dietary Staff
Total Number of Open Positions for this job at the end of the Quarter	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

C. Editing Data

1. To edit existing data, select “Edit” next to the row for the quarter you wish to edit.

Facility Name	Quarter	Year
<input type="text"/>	1	2022

2. Edit data as appropriate. The application saves your data as you edit each number.

Employee Turnover				
	RN	LPN	CNA	Dietary Staff
Total Number of Employees who Worked in the Position in the Quarter	<input type="text" value="5"/>	<input type="text" value="8"/>	<input type="text" value="20"/>	<input type="text" value="12"/>
Total Number of Employees Working in the Position at the end of the Quarter	<input type="text" value="4"/>	<input type="text" value="6"/>	<input type="text" value="14"/>	<input type="text" value="10"/>
Employee Retention				
	RN	LPN	CNA	Dietary Staff
Total Number of Employees who Worked in the Position at the Beginning of the Quarter	<input type="text" value="5"/>	<input type="text" value="8"/>	<input type="text" value="16"/>	<input type="text" value="11"/>
Total Number of Employees from the Beginning of the Quarter still Working in the Position at the end of the Quarter	<input type="text" value="3"/>	<input type="text" value="4"/>	<input type="text" value="8"/>	<input type="text" value="9"/>
Vacancy Rate				
	RNs	LPN	CNA	Dietary Staff
Total Number of Open Positions for this job at the end of the Quarter	<input type="text" value="2"/>	<input type="text" value="3"/>	<input type="text" value="8"/>	<input type="text" value="4"/>

D. Accessing Report

1. Click on “Reports”



Hello, ,

Welcome to the LeadingAge Minnesota Workforce application.

Please choose from the menu options above to "Enter Data" or to view "Reports"

2. Select your facility

(Choose a facility)
▾

Select a facility to get data

3. Choose a reporting period for your report

(Choose a report period)
▾

4. To see your Facility Rates with a comparison to the Statewide Rates, click on “View Data”

View Data

Choose a Comparison Group

(You can choose one or more filter options)

Sample Report Section:

Position	Facility Rate	Statewide Rate
RN	83.33%	77.78%
LPN	90.91%	85.71%
CNA	73.33%	72.73%
Aide (not CNA)	NA	%
Dietary Staff	94.12%	82.14%

5. To view your data against a comparison group of your specification, click on “Choose a Comparison Group”

View Data

Choose a Comparison Group

(You can choose one or more filter options)

You can select one or more comparison factors, including:

- Bed Size: Select a Range
- Setting: Assisted Living, Care Center, or Both
- Location: By District, County, or All Locations

Complete your Comparison Selections and Select Apply.

Choose Comparison Group X

Compare by Bed Size Range (e.g., 10-20 beds)

Bed Size Lower Limit: Bed Size Upper Limit:

Compare by Setting

Setting Type:

Compare by Location

Location:

Sample Report Section:

Position	Facility Rate	Comparison Group Rate	Statewide Rate
RN	66.67%	*	77.78%
LPN	66.67%	*	85.71%
CNA	71.43%	*	72.73%
Aide (not CNA)	NA	*	%
Dietary Staff	63.64%	*	82.14%

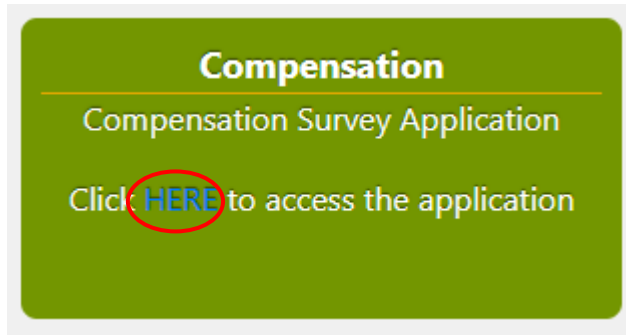
E. Managing Access to the Data Portal

The primary contact for the organization has been assigned access to the data portal and Workforce Data application. To add additional users or change user access, contact Cari Kronschnable, cak@leadingagemn.org.

Compensation Survey

A. Accessing On-line Data Portal

1. Log-in to the LeadingAge Minnesota Portal: <https://portal.leadingagemn.org/MyApplications>
2. Within the Compensation Survey Application, click on “HERE” to access the application.



B. Entering Data

1. Click on “Enter Data”



2. Select the facility for data entry

3. Select the report date from the drop down

4. Complete the “Current Count of Total Employees (including full and part time) and “Starting Hourly Rate” and “Average Hourly Rate” for each of the relevant position types. The application saves your data as you enter.

5. Definitions for each position can be accessed by clicking on the **blue?** by each position title.

Sample Partial Data Entry Screen

Current Count of Total Employees (including full and part time): <input type="text" value="72"/>		
	Starting Hourly Rate ?	Average Hourly Rate ?
Clinical Nurse Supervisor ?	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>
Registered Nurse/Staff Nurse ?	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>
Licensed Practical Nurse/Staff Nurse ?	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>
Registered Care Aide ?	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>
Unregistered Care Aide ?	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>
Universal Worker ?	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>
Licensed Social Worker ?	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>
Social Services Designee ?	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>

- You can also enter Differentials and Bonuses data for relevant positions by clicking on the “Enter Differentials and Bonuses box on the far-right hand of the screen for each position. Enter data and select “Close.”

Sample Differentials/Bonuses Data Entry Screen

Universal Worker ✕

Differentials: (Enter for all that apply)	Differential Hourly Amount ?
Preceptor/Mentor/Lead Differential	<input style="width: 80px;" type="text" value="\$1.00"/>
AM/Day Differential	<input style="width: 80px;" type="text" value="\$0.00"/>
PM Differential	<input style="width: 80px;" type="text" value="\$0.75"/>
NOC/Overnight Differential	<input style="width: 80px;" type="text" value="\$1.50"/>
COVID Differential	<input style="width: 80px;" type="text" value="\$0.00"/>
Non-Clinical Lead Differential	<input style="width: 80px;" type="text" value="\$0.00"/>
TMA Differential	<input style="width: 80px;" type="text" value="\$1.00"/>
On-call Differential	<input style="width: 80px;" type="text" value="\$0.00"/>
Other	<input style="width: 80px;" type="text" value="\$1.00"/>
<p style="margin: 0;">Briefly describe the differential category and differential amount</p> <input style="width: 80%; margin-top: 5px;" type="text" value="Weekend Shift Differential"/>	
Bonuses: (Enter for all that apply)	Bonus Amount ?
General Shift Pick-up Bonus	<input style="width: 80px;" type="text" value="\$0.00"/>
Weekend Shift Pick-up Bonus	<input style="width: 80px;" type="text" value="\$0.00"/>

C. Accessing Report

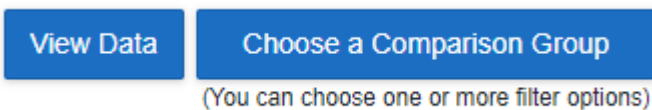
1. Click on "Reports"



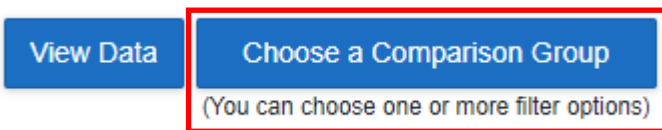
2. Select your facility

3. Select the report date from the drop down

4. To see your Facility Rates with a comparison to the Statewide Rates, click on "View Data"



5. To view your data against a comparison group of your specification, click on "Choose a Comparison Group"



Choose Comparison Group ×

Compare by Bed Size Range (e.g., 10-20 beds)

Bed Size Lower Limit:
 Bed Size Upper Limit:

Compare Employee Count Range (e.g., 10-20 employees)

Employee Lower Limit:
 Employee Upper Limit:

Compare by Setting

Setting Type:

Compare by Ownership:

Ownership Type:

Compare by Location

Location:

6. Complete your Comparison Selections and Select Apply

D. Data Upload

Download Template

To upload data for multiple sites you can elect to use the “Upload Data” feature.

1. Click on “Download Template”



2. Enable editing. Select the “Data” tab and use the spreadsheet to enter each facility’s data.

3. Save the file.


Upload Data

4. Click on “Upload Data”



5. Select the report date.

6. Drag and Drop File or Select Saved Data File.



Drag and Drop File Here
or

7. You will receive a notice “File upload complete!”

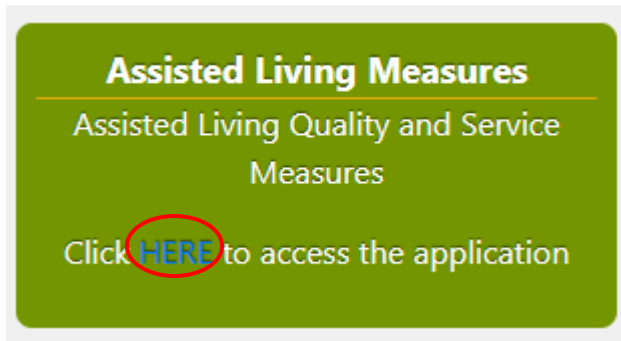
E. Managing Access to the Data Portal

The primary contact for the organization has been assigned access to the data portal and the Compensation Survey application. To add additional users or change user access, contact Cari Kronschnable, cak@leadingagemn.org.

Assisted Living Quality and Service Data

A. Accessing On-line Data Portal

1. Log-in to the LeadingAge Minnesota Portal: <https://portal.leadingagemn.org/MyApplications>
2. Within the Assisted Living Measures Application, click on “HERE” to access the application.



B. Entering Data

1. Click on “Enter Data”



2. Select the facility for data entry

3. Select the report period from the drop down

4. Enter the “*Number of Residents Receiving Any AL Services (as of the Last Day of the Quarter)*” for the selected quarter.

Number of Residents Receiving Any AL Services (as of the Last Day of the Quarter)

Quality of Care Measures

5. Click on “Quality of Care Measures” to expand the fields for data entry.

 Quality of Care Measures

6. Enter your data for the Quality of Care Measures. The “Total Number of Assisted Living Services Days This Quarter” is populated automatically from the number you entered in Step 4 of this section. As you enter your data, your rates will be automatically calculated and will display in the right-hand column.

Quality of Care Measures		
Total Number of Assisted Living Services Days this Quarter?	<input type="text" value="2700"/>	
Falls Rate		
Total Number of Resident Falls this Quarter?	<input type="text" value="14"/>	Fall Rate: 5.19% per 1000 AL Services Days
Falls with Serious Injury Rate		
Total Number of Falls with Serious Injury this Quarter?	<input type="text" value="2"/>	Fall with Serious Injury Rate: 0.74% per 1000 AL Services Days
Hospital/ED Visit Rates		
Total Number of Hospital + Emergency Department Visits this Quarter?	<input type="text" value="22"/>	Hospital/ED Visit Rate: 8.15% per 1000 AL Services Days
Medication Error Rates		
Total Number of Medication Errors this Quarter?	<input type="text" value="35"/>	Medication Error Rate: 1.00%
Total Number of Opportunities for Errors this Quarter?	<input type="text" value="3500"/>	
Total Number of Types of Medication Errors this Quarter:		
Contraindication or Known Allergy?	<input type="text" value="20"/>	
Failure to Administer?	<input type="text" value="5"/>	
Administered outside scheduled time?	<input type="text" value="5"/>	
Wrong Resident or Wrong Med?	<input type="text" value="5"/>	
Administered over- or under-dose?	<input type="text" value="0"/>	
Wrong administration technique?	<input type="text" value="0"/>	

7. Definitions can be accessed by clicking on the  next to each measure title.

Services Measures

8. Next you will enter your Services measures.

Services

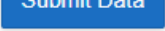
9. Enter your data for each section of the Services measures.
10. **Note:** Many of the measures are asking you to enter data as of the last day of the quarter. As you enter your data, your rates will be automatically calculated and will display in the right-hand column.

11. Note: For the measure “Percent of Dementia Care Capacity in Use,” you will only enter your “Dementia Unit Capacity” and “Number of Residents in Dementia Care Units” if you answer yes to the questions: “Are you an ALFDC?” and “Do you have a dedicated Dementia Unit(s)?” The additional fields will not display if you answer no to those two questions.

Percent of Capacity in Use (on the last day of the quarter)		
Licensed AL Capacity ?	<input type="text" value="90"/>	
Number of Residents	<input type="text" value="45"/>	% Total AL Capacity in Use: 50.0%
Number of Residents receiving:		
Number of Residents Receiving Any AL Services (as of the Last Day of the Quarter)	<input type="text" value="40"/>	% AL Capacity in Use for Any AL Services: 44.44%
AL Services Beyond Only Medication Services	<input type="text" value="30"/>	% AL Capacity in Use Beyond Med Services: 33.33%
Percent of Dementia Care Capacity in Use		
Are you an ALFDC?	<input type="button" value="YES"/> <input type="button" value="NO"/>	
Do you have a dedicated Dementia Unit(s)?	<input type="button" value="YES"/> <input type="button" value="NO"/>	
What is your Dementia Unit(s) Capacity?	<input type="text" value="10"/>	
Number of Residents in Dementia Care Units	<input type="text" value="8"/>	% Dementia Care Capacity in Use: 80.0%
Level of Service		
Level of Services (Check all that apply)	<input checked="" type="checkbox"/> Mechanical Lift <input checked="" type="checkbox"/> 2-person Assist <input checked="" type="checkbox"/> 1-person Assist <input checked="" type="checkbox"/> End of Life	
Payer Source for Residents Receiving AL Services (Report # of Residents Receiving services in Each Category)		
Private Pay	<input type="text" value="10"/>	
Elderly Waiver	<input type="text" value="2"/>	
Disability Waiver (CADI, BI)	<input type="text" value="4"/>	
Payment Source for Housing (Report # of Residents for Each Category)		
Private Pay Market Rent	<input type="text" value="7"/>	
Private Reduced Rent (not Housing Support)	<input type="text" value="2"/>	
Housing Support	<input type="text" value="1"/>	
Average Length of Stay (ALOS)		
Number of residents that left the facility in the reporting quarter	<input type="text" value="10"/>	
Total Number of months residents leaving this quarter resided at the facility ?	<input type="text" value="55"/>	ALOS (in months): 5.5

[Submit Data](#)

Submitting Data

12. When you have completed your data entry, click on the  button at the bottom of the page. The program will run a validation and let you know if you have any data entry errors. If there are any data entry errors, you will receive a notification of the errors.

x

Submission Errors

Section	Error
Quality of Care Measures	Total Number of Falls with Serious Injury this Quarter must be less than or equal to Total Number of Resident Falls this Quarter

Close

13. You will also see the data entry field highlighted in the data entry screen.

Falls Rate

Total Number of Resident Falls this Quarter ?

10

Falls with Serious Injury Rate

Total Number of Falls with Serious Injury this Quarter ?

12

14. Correct the data entry error and click on submit to re-run the validation until there are no errors remaining.

C. Accessing Report

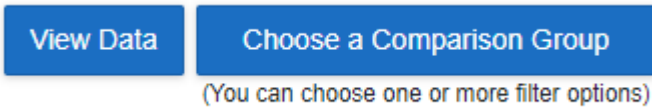
1. Click on “Reports”



2. Select your facility

3. Select the report period from the drop down

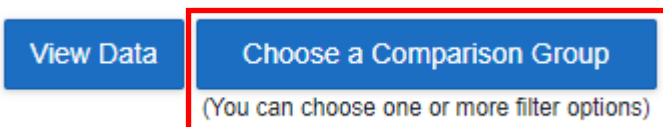
4. To see your Facility Rates with a comparison to the Statewide Rates, click on “View Data”



Sample Report Section:

Measure	Facility Rate	Statewide Rate
Fall Rate:	2.72%	2.75%
Fall with Serious Injury Rate:	1.36%	1.06%
Hospital/ED Visit Rate:	5.98%	1.99%
Medication Error Rate:	4.58%	1.61%

5. To view your data against a comparison group of your specification, click on “Choose a Comparison Group”



You can select one or more comparison factors, including:

- Sites with or without Dementia Units
- Level of Services Provided
- Number of Residents Receiving any AL Services
- Number of Resident Receiving AL Services Beyond Only Medication Services

6. Complete your Comparison Selections and Select Apply

Choose Comparison Group
×

Designated Dementia Units ?

Yes

No

Both

Level of Services Provided

Mechanical Lift

2-person Assist

1-person Assist

End of Life

Number of Residents Receiving any AL Services

Lower Limit: ▲▼ Upper Limit: ▲▼

Number of Residents Receiving AL Services Beyond Only Medication Services

Lower Limit: ▲▼ Upper Limit: ▲▼

Close
Apply

D. Data Upload

Download Template

To upload data for multiple sites you can elect to use the “Upload Data” feature.

1. Click on “Download Template”



2. Enable editing. Select the “Data” tab and use the spreadsheet to enter each facility’s data.
3. Save the file.


Upload Data

4. Click on “Upload Data”



5. Select the report period.

6. Drag and Drop File or Select Saved Data File.


Drag and Drop File Here
or

7. You will receive a notice “File upload complete!”

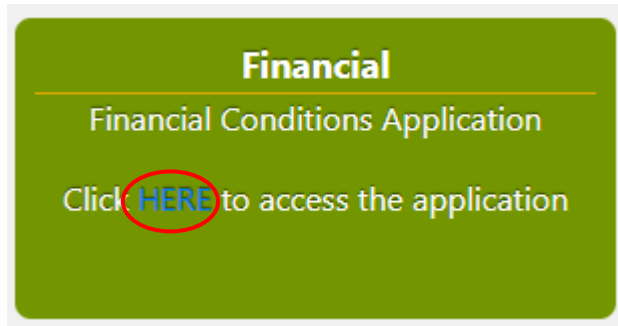
E. Managing Access to the Data Portal

The primary contact for the organization has been assigned access to the data portal and the Assisted Living Quality and Services Measures application. To add additional users or change user access, contact Cari Kronschnable, cak@leadingagemn.org.

Financial Conditions

A. Accessing On-line Data Portal

1. Log-in to the LeadingAge Minnesota Portal: <https://portal.leadingagemn.org/MyApplications>
2. Within the Financial Conditions Application, click on “HERE” to access the application.



B. Entering Data

1. Click on “Enter Data”



2. Select the facility for data entry

3. Select the report period from the drop down

4. Complete the data fields. Select “Close” when finished. The application saves your data as you enter.

Data Entry ×

Operating Revenue and Expenses ?

Operating Revenue for the quarter

Operating Expense for the quarter

Days Cash on Hand for the Quarter (rounded to whole number) ?

Do you have debt on this building?

Yes No

Select the description that best describes this building’s use of the following strategies to address current financial circumstances:

Reserves (Include parent resources if the building has potential access to them)

Building has exhausted reserves or never had reserves

Building is using reserves but has not yet exhausted reserves

Building has reserves and will begin using them in the current quarter

Building has reserves and does not currently have plans to access

Line of Credit or Other Forms of Borrowing (include parent resources if the building has potential access to them)

Building has exhausted Line of Credit or Other Forms of Borrowing

Building is using Line of Credit or Other Forms of Borrowing but has not yet exhausted

Building has Line of Credit or Other Forms of Borrowing and will begin using in the current quarter

Building has Line of Credit or Other Forms of Borrowing and does not currently have plans to access

Building does not have Line of Credit or Other Forms of Borrowing

C. Editing Data

1. To edit existing data, select “Edit” next to the row for the quarter you wish to edit

	Facility Name	Quarter	Year	Entered By	Insert Date
Edit		4	2022		12/31/2022 2:12:26 PM

2. Edit data as appropriate. The application saves your data as you edit each number.

D. Accessing Report

1. Click on “Reports”



2. Select your facility

3. Select the report period from the drop down

4. To see your Facility Rates with a comparison to the Statewide Rates, click on “View Data”

[View Data](#)
[Choose a Comparison Group](#)

(You can choose one or more filter options)

Sample Report Section:

Question	Facility	State										
Operating Margin	42.50%	23.20%										
Days Cash on Hand for the Quarter	58	254										
What is your debt coverage ratio on the building for the previous twelve months?	2345.0	10771.6										
Reserves (Include parent resources if the building has potential access to them)	Building has reserves and does not currently have plans to access	<table border="1"> <thead> <tr> <th>Count</th> <th>Reserve</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Building has exhausted reserves or never had reserves</td> </tr> <tr> <td>3</td> <td>Building has reserves and does not currently have plans to access</td> </tr> <tr> <td>2</td> <td>Building is using reserves but has not yet exhausted reserves</td> </tr> </tbody> </table>	Count	Reserve	1	Building has exhausted reserves or never had reserves	3	Building has reserves and does not currently have plans to access	2	Building is using reserves but has not yet exhausted reserves		
		Count	Reserve									
		1	Building has exhausted reserves or never had reserves									
		3	Building has reserves and does not currently have plans to access									
2	Building is using reserves but has not yet exhausted reserves											
Line of Credit or Other Forms of Borrowing (include parent resources if the building has potential access to them)	Building has Line of Credit or Other Forms of Borrowing and does not currently have plans to access	<table border="1"> <thead> <tr> <th>Count</th> <th>CreditLine</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Building does not have Line of Credit or Other Forms of Borrowing</td> </tr> <tr> <td>2</td> <td>Building has exhausted Line of Credit or Other Forms of Borrowing</td> </tr> <tr> <td>2</td> <td>Building has Line of Credit or Other Forms of Borrowing and does not currently have plans to access</td> </tr> <tr> <td>1</td> <td>Building is using Line of Credit or Other Forms of Borrowing but has not yet exhausted</td> </tr> </tbody> </table>	Count	CreditLine	1	Building does not have Line of Credit or Other Forms of Borrowing	2	Building has exhausted Line of Credit or Other Forms of Borrowing	2	Building has Line of Credit or Other Forms of Borrowing and does not currently have plans to access	1	Building is using Line of Credit or Other Forms of Borrowing but has not yet exhausted
		Count	CreditLine									
		1	Building does not have Line of Credit or Other Forms of Borrowing									
2	Building has exhausted Line of Credit or Other Forms of Borrowing											
2	Building has Line of Credit or Other Forms of Borrowing and does not currently have plans to access											
1	Building is using Line of Credit or Other Forms of Borrowing but has not yet exhausted											

- To view your data against a comparison group of your specification, click on “Choose a Comparison Group”

View Data

Choose a Comparison Group
 (You can choose one or more filter options)

Choose Comparison Group

Compare by Bed Size Range (e.g., 10-20 beds)

Bed Size Lower Limit: 0 Bed Size Upper Limit: 0

Compare by Setting

Setting Type: Both

Compare by Ownership:

Ownership Type: All

Compare by Location

Location: All

Close Apply

6. Complete your Comparison Selections and Select Apply

E. Managing Access to the Data Portal

The primary contact for the organization has been assigned access to the data portal and the Financial application. To add additional users or change user access, contact Cari Kronschnable, cak@leadingagemn.org.